

# **CWRC-Writer Documentation**

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# Getting started in CWRC-Writer

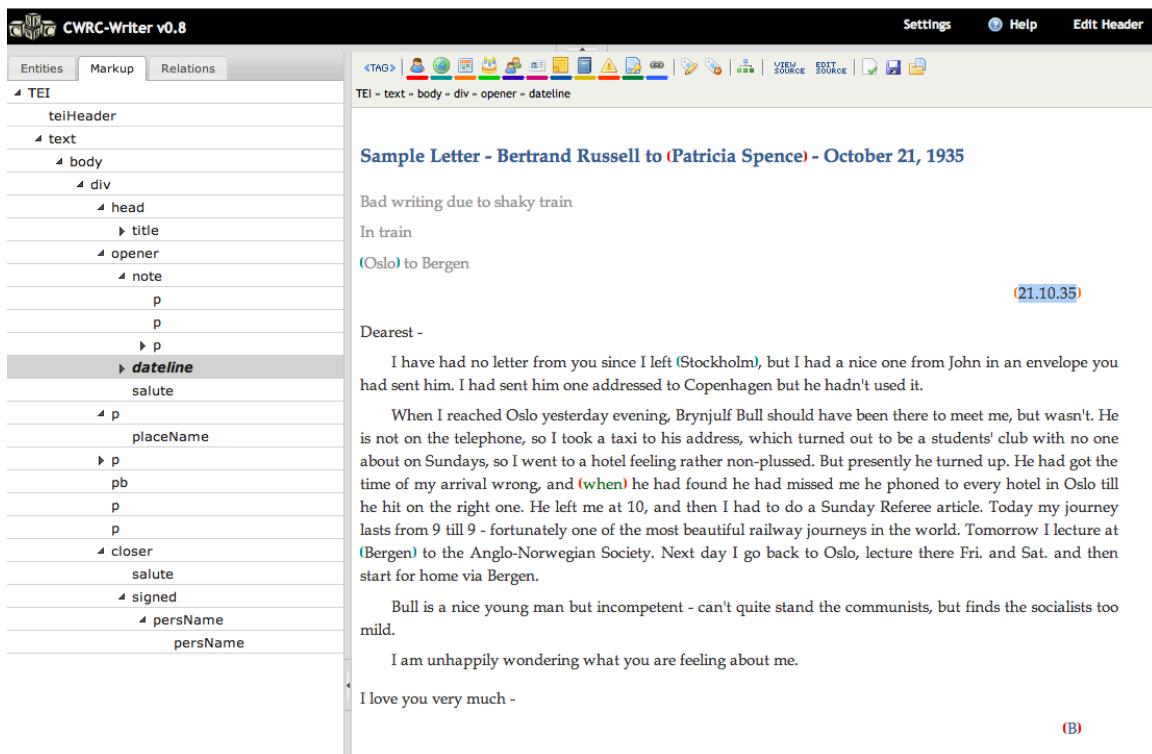
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## Welcome to CWRC-Writer

Welcome to CWRC-Writer, here we describe how to get started using the editor and what to look out for.

### Introduction to getting started in CWRC-Writer

To get started in CWRC-Writer, we suggest familiarizing yourself with CWRC-Writer in a sample document first, and then moving on to trying to create a new document if you wish.



Please handle with care:

Please do not use your browser's "Undo" button. We are working towards making this option usable within CWRC-Writer, however currently it does not work and using it may cause unpredictable results.

Allow CWRC-Writer a few seconds to load each page. If you interrupt the loading process you may have to shut down and reopen CWRC\_Writer to continue working with this tool. You can open a saved document or a new template using the "Load" button on the toolbar. The CWRC logo in the upper left corner will take you outside the CWRC-Writer to the CWRC website ([www.cwrc.ca](http://www.cwrc.ca)). The new entity data option VIAF and GeoNames also take a few seconds to load. Thank you for your patience.

If you are having problems with CWRC-Writer, please call your browser cache. If the problem persists, please email [cwrc@ualberta.ca](mailto:cwrc@ualberta.ca)

### Related Links:

[Logging in to CWRC-Writer](#) on page 5

[Open a document or template from the landing page](#) on page 6

[Open a document or template from toolbar](#) on page 6

[Deleting text from the structure panel](#) on page 7

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## Logging in to CWRC-Writer

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CWRC-Writer has a simple and straight forward process to login that requires a user name and password.

These instructions are for the standalone version of CWRC-Writer. If you would like to test CWCR-Writer, please contact us at [cwrc@ualberta.ca](mailto:cwrc@ualberta.ca)

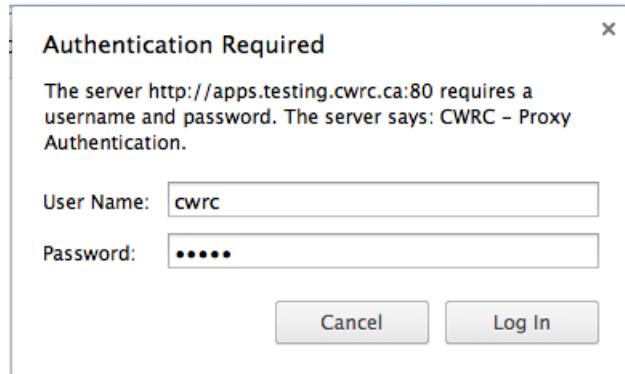
CWRC-Writer is only optimized for FireFox or Google Chrome browsers. Please open CWRC-Writer in either of the options only.

1. Open the CWRC-Writer URL in your browser: <http://apps.testing.cwrc.ca/editor/test/index.htm>
2. Enter your user name and password in the pop-up login box.

For the testing version of CWRC-Writer everyone has the same login information.

User name: cwrc

Password: cwrcy



## Open a document or template from the landing page

In the start-up menu of CWRC-Writer, users can choose one of the templates available when starting to work in CWRC-Writer.

- Click on the template that you would like to work with.

The title of the template is a button that will automatically load the document you selected in CWRC-Writer.

This is an early prototype for demonstration purposes: certain features are not yet functional and there are many bugs. The editor works best with the current version of the [Firefox](#) or [Chrome](#) browsers.

Testing instructions are [here](#).

A short survey for testers is [here](#). Please take 5 minutes to fill it out!

For more information on CWRC, visit [here](#).

[Load an Existing Document](#)

[Create a Letter](#)    [See a Sample Letter](#)

[Create a Poem](#)    [See a Sample Poem](#)

[Create Prose](#)

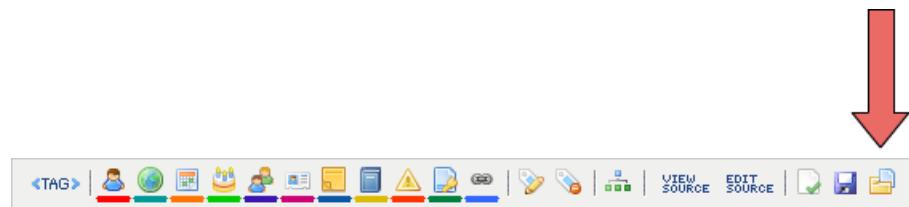


This will open a new document that you can begin working with.

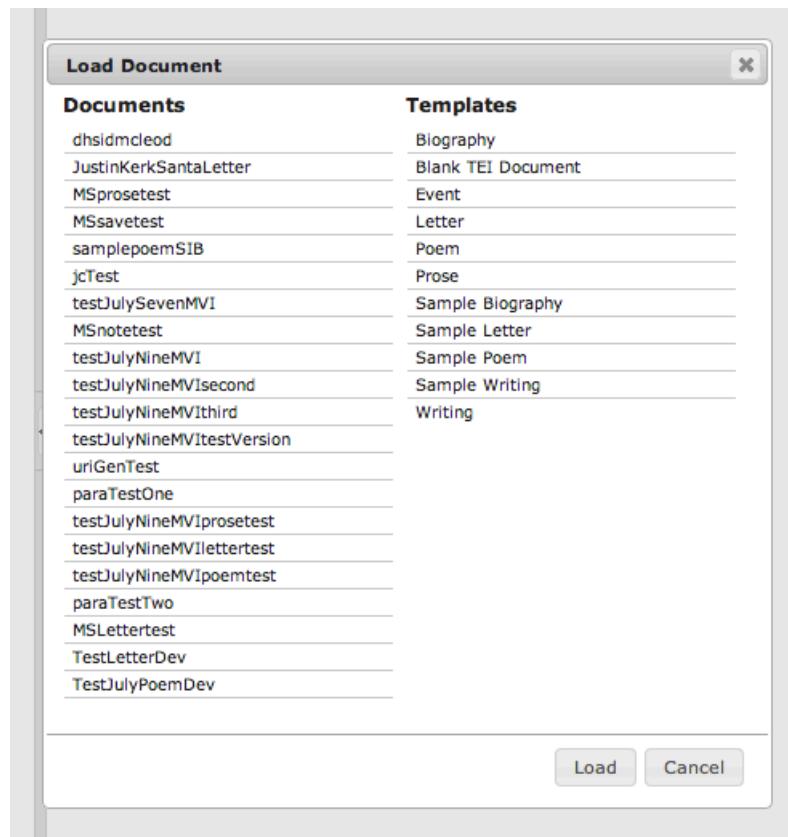
## Open a document or template from toolbar

If a document/template is already open you can switch to or open another document / template at any time.

1. Select the "Load button on the CWRC-Writer toolbar.



2. Click on the document/template you would like to open from the popup list.



By selecting a document / template from the list in the pop-up a new page will be reloaded.



**Note:** If you have not saved your information prior to opening a different document you will lose any changes that you have made.

## Deleting text from the structure panel

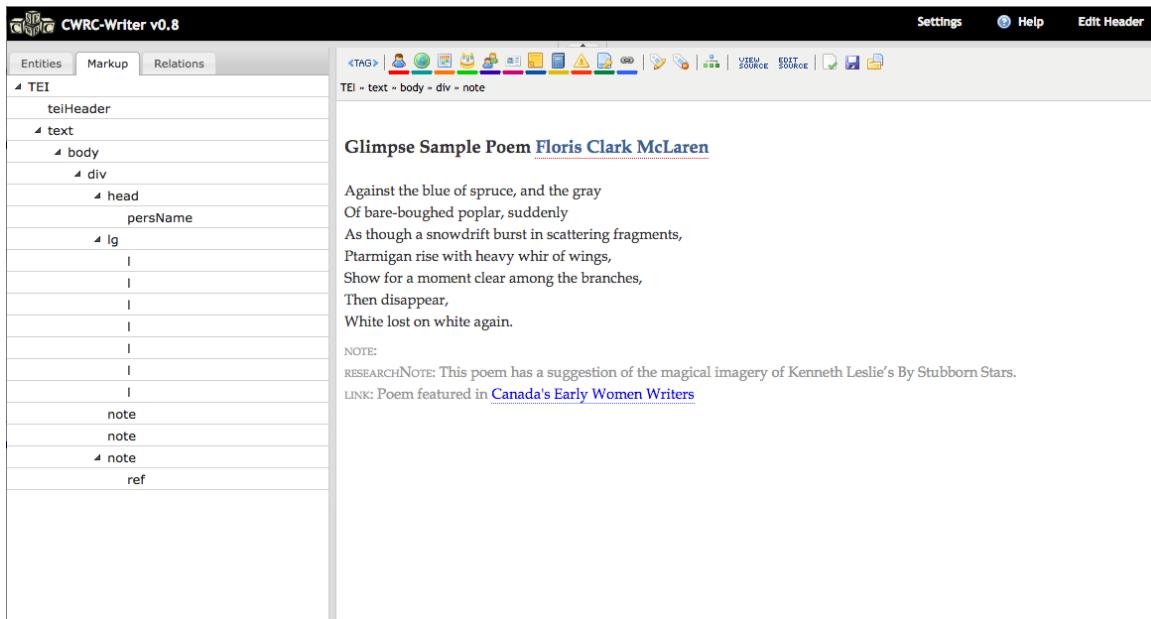
CWRC-Writer templates open with pre-existing text. It may be easier to first delete the text (but not the tags) before adding your own text to the document.

1. Click on the tag that contains the text that you would like to delete.

2. Right-click on the selected tag and choose "Remove Content Only"

If you would like to delete the tag and the content choose "Remove tag and all content" option from the right-click menu.

This will remove the content from this tag, but it will leave the tag in the document.



## Writing in the text area of CWRC-Writer with your cursor

There are multiple ways to begin writing text in CWRC-Writer. You can select a tag and then begin to write, or you can place your cursor in the editor and begin to type.

- Select a range of text you would like to remove or place your cursor in the editor where you would like to add text.

You can then begin to write in CWRC Writer

- !** **Important:** If you create a new "p" tag in the prose document, but then decide to work on something else in the document without entering text, you must then double click on that "p" tag before you can enter text into it. If you single click only and then write, you will delete the tag.

The screenshot shows the CWRC-Writer v0.8 application window. The left side features a tree-based structure panel with the following hierarchy:

- TEI**
  - teiHeader**
  - text**
    - body**
      - div**
        - head**
        - p
        - p** (highlighted in grey)
        - div**
          - head**
          - note**
          - note**
            - title**
            - date**
            - note**
          - div**
            - head**
            - note**
            - note**
              - ref**
              - note**
              - note**
              - note**
          - div**
            - head**
            - note**
            - note**
            - note**

The right side of the interface contains a text editor with the following content:

### Sample Title

Sample paragraph. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent felis purus, placerat sed tempus imperdiet, rutrum eget leo. Nulla facilisi. Morbi laoreet elit in leo dignissim sit amet feugiat ipsum auctor. Sed magna dui, pharetra ac scelerisque ac, varius at odio. Etiam nec nisi orci, mollis dignissim nunc. Fusce vitae libero justo, in ullamcorper sem. Nunc at ipsum arcu, lobortis bibendum libero. Sed ipsum urna, consequat a sodales a, pharetra ut magna. Aliquam sit amet arcu sed mauris volutpat consequat. Nulla quis ornare nulla. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Phasellus lacinia bibendum porttitor.

Mauris vestibulum tortor in libero laoreet pharetra. Fusce nec eros mi. Nunc semper porta risus nec volutpat. Mauris tincidunt ultricies dui vitae malesuada. Donec pharetra hendrerit pretium. Maecenas at mi eu arcu congue rhoncus sit amet ac nunc. Nunc at elit et mi laoreet accumsan sed sed augue. Aenean quis massa augue, ac facilisis quam. Sed nisi erat, commodo id ornare vel, ullamcorper sed leo. Donec pellentesque euismod hendrerit. Praesent sollicitudin iaculis gravida. Nulla tristique, diam non gravida tristique, diam purus imperdiet massa, et fermentum magna est commodo justo. Donec venenatis nisl at augue suscipit quis dictum risus iaculis. Donec dapibus purus at justo malesuada a laoreet ligula varius. Fusce erat odio, aliquet viverra auctor in, vehicula vel nulla. Duis suscipit dignissim enim id lacinia.

### Notes

<sup>1</sup> The poem has a suggestion of the magical imagery of Kenneth Leslies By Stubborn Stars.

<sup>2</sup> The [Oxford Dictionary of National Biography](#) argues the author did not publish this text before 1934.

<sup>3</sup> Sample footnote.

## Writing in the text area of CWRC-Writer by selecting a tag

There are multiple ways to begin writing text in CWRC-Writer. You can select a tag and then begin to write, or you can place your cursor in the editor and begin to type.

You can begin typing text by first selecting a tag in the structure panel. This allows you to make sure in exactly what tag you are writing in.

1. In the structure panel, double click (so that the tag is bolded and italicized) on the tag in which you would like to type.

The screenshot shows the CWRC-Writer interface version 0.8. On the left, a tree view of the XML structure highlights the 'dateLine' tag under 'text'. The main workspace displays a sample letter. The date '21.10.35' is highlighted in blue, indicating it's the current selection.

- Once you have selected the tag you want to type in, begin typing.

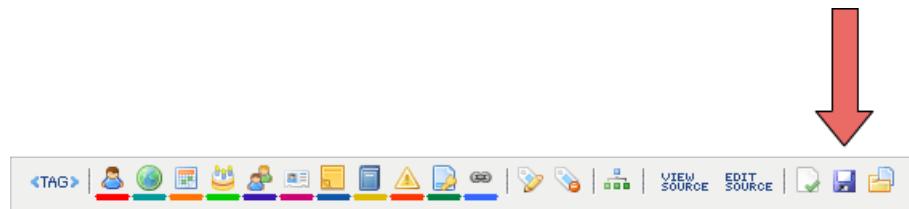
The screenshot shows the CWRC-Writer interface version 0.8. On the left, a tree view of the XML structure highlights the 'dateLine' tag under 'text'. The main workspace displays the same sample letter as before, but the date '21.10.35' has been replaced by 'August 3rd, 1999' in the text area, demonstrating how new text can be entered into the selected tag.

The text will be entered in the tag you have selected, any content that previously existed in that tag will be erased.

## Saving your document

CWRC-Writer allows you to save documents you have created on our server as temporary test files to work with. At the moment, however, we do not have individual authentication setup for each user, so it's best if you do not play with each other's files: this way each tester can have his/her own files to alter, add to, and so forth.

- Click on the "Save" toolbar button.



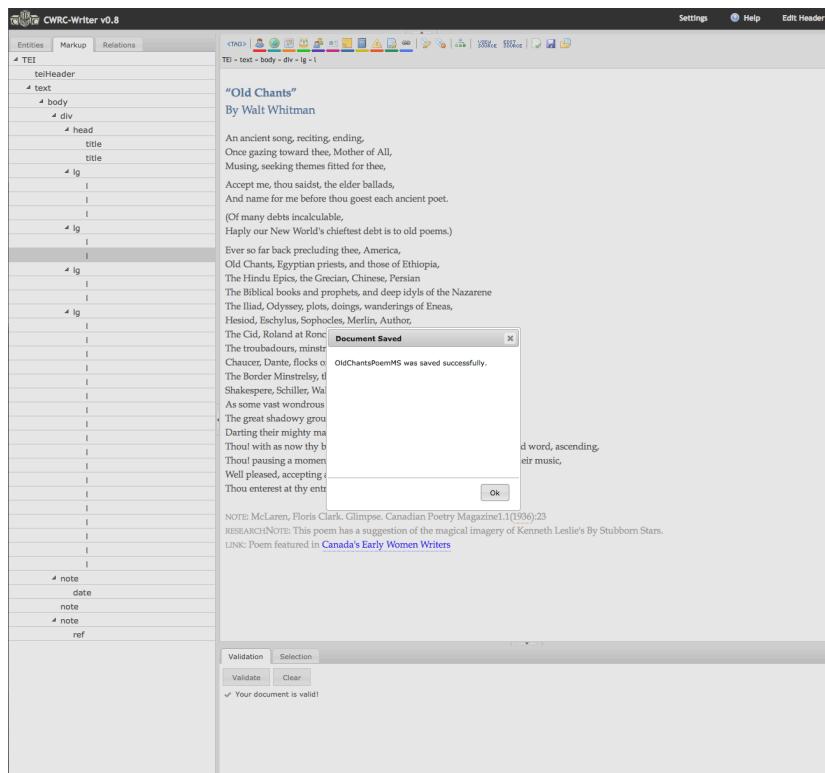
2. Enter the title of the document, and click "Save."

Adding your initials to the beginning (e.g. MS) is a good way to indicate to others that it is a file created by another CWRC-Writer tester. You may only enter upper or lowercase letter; no numbers, spaces, or punctuation are allowed.

The screenshot shows the CWRC-Writer interface with a document titled "Old Chants" by Walt Whitman. The document content includes a poem by Walt Whitman. A "Save Document As" dialog box is overlaid on the interface, asking for a name. The input field contains "OldChantsPoem". A message below the field says "Please enter letters only." There are "Save" and "Cancel" buttons at the bottom of the dialog box.

3. Once you clicked on "Save," the document validates and is successfully saved.

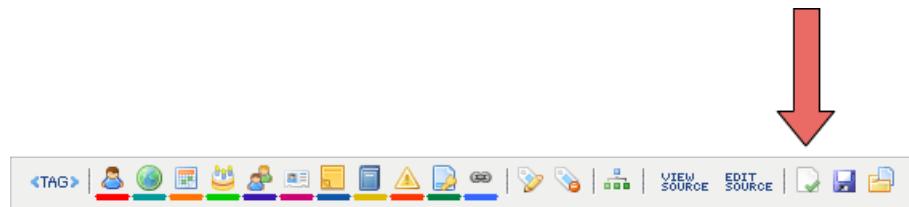
If the document is not valid, a pop-up will appear and you will be asked if you would like to save anyway.



## Validating your document

The validation of your XML document against the associated schema. If your document is invalid a list of errors found in the document will appear at the bottom of the page.

1. Click on the **Validate** button on the toolbar.



If the document is invalid a pop-up appears with error messages.

The screenshot shows the CWRC-Writer interface with an open document titled "Sample Title". The left sidebar displays the TEI XML structure. A validation panel at the bottom shows two errors:

- Path:** /TEI/text[1]/body[1]/div[1]/p[2]/q[1]  
**Message:** text not allowed here; more...
- Path:** /TEI/text[1]/body[1]/div[1]/p[2]/q[1]  
**Message:** element "q" incomplete; more...

- Click on one of the errors, this will highlight the error in the document. You can then correct the invalid structure.

The screenshot shows the same document after the first error has been corrected. The validation panel now shows only one error:

- Path:** /TEI/text[1]/body[1]/div[1]/p[2]/q[1]  
**Message:** element "q" incomplete; more...

You can still save the document if it is invalid, but a pop-up will appear making sure that you want to proceed.

The screenshot shows the CWRC-Writer interface with the following details:

- Left Panel (Tree View):** Shows the TEI XML structure with nodes like teiHeader, text, body, div, head, p, note, and lg.
- Main Content Area:**
  - Sample Title:** A sample paragraph of Latin text.
  - Notes:** A list of notes including "The poem has a suggestion of the magical imagery of Kenneth Leslie? By Stubborn Stars.", "The Oxford Dictionary of National Biography argues the author did not publish this text before 1934.", and "Sample footnote.".
  - Annotations and Keywords:** Research notes about the poem's features and its place in literary history.
  - Works Cited:** Notes on the poem's publication history.
- Bottom Validation Panel:** Shows validation errors:
  - Path: /TEI/text[1]/body[1]/div[1]/p[2]/lg[1] - Message: text not allowed here; more...
  - Path: /TEI/text[1]/body[1]/div[1]/p[2]/lg[1] - Message: element "lg" incomplete; more...
- Central Dialog:** A "Document Invalid" dialog box with the message "InvalidTest is not valid. Save anyways?" and a note "By Stubborn Stars. publish this text before 1934." with "Yes" and "No" buttons.

### 3. Validate again.

If you fixed all the validation errors, you should receive a confirmation message.

The screenshot shows the CWRC-Writer interface with the following details:

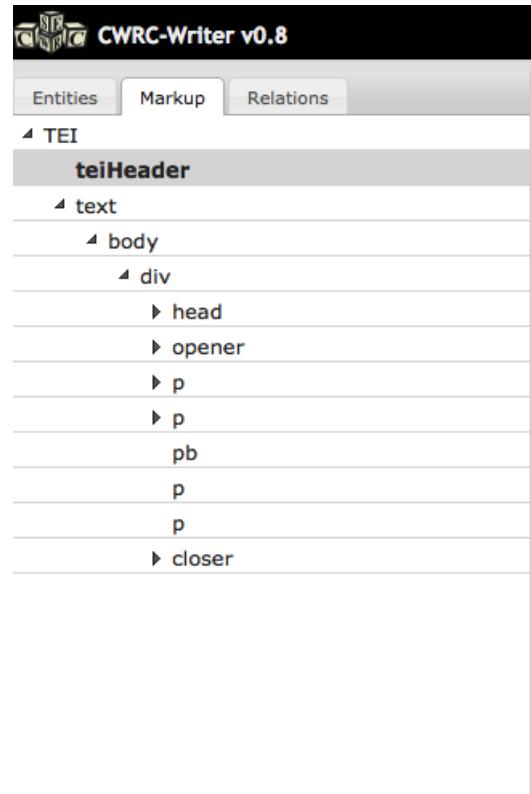
- Left Panel (Tree View):** Shows the TEI XML structure with nodes like teiHeader, text, body, div, head, p, note, and lg.
- Main Content Area:**
  - Sample Title:** A sample paragraph of Latin text.
  - Notes:** A list of notes including "The poem has a suggestion of the magical imagery of Kenneth Leslie? By Stubborn Stars.", "The Oxford Dictionary of National Biography argues the author did not publish this text before 1934.", and "Sample footnote.".
  - Annotations and Keywords:** Research notes about the poem's features and its place in literary history.
  - Works Cited:** Notes on the poem's publication history.
- Bottom Validation Panel:** Shows a confirmation message: "Validation successful! Your document is valid!"

## Editing the header

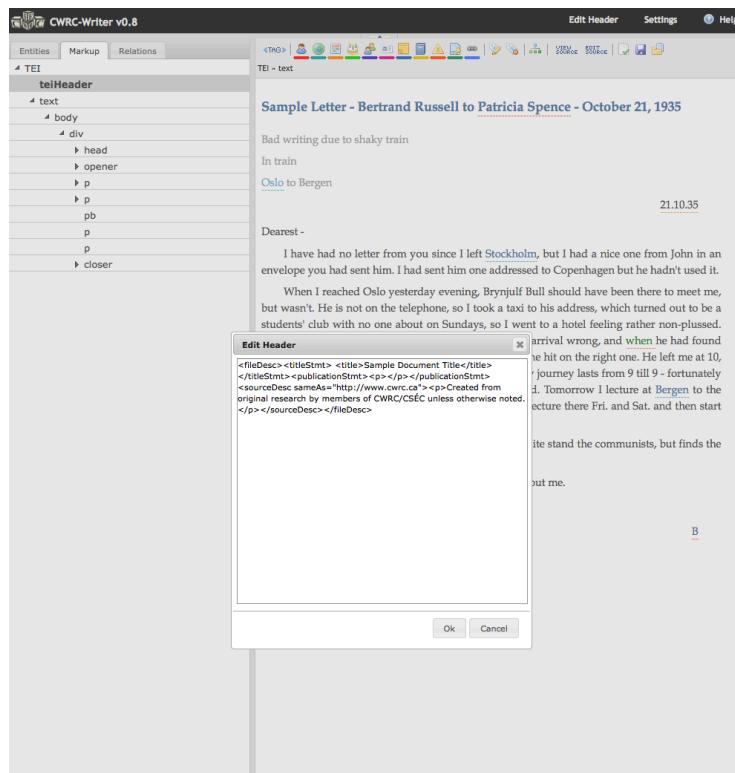
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You can edit the header...

1. Click on the "teiHeader" tag in the left structure column.



2. Edit the header in a pop-up that appears. Once you have finished click on the "OK."



## Switching modes

There is an option to change the different editor modes for your document. Editor modes control what tagging will be allowed in your document (a combination of XML and RDF).

1. Click on the "Settings" button on the top right top of the editor

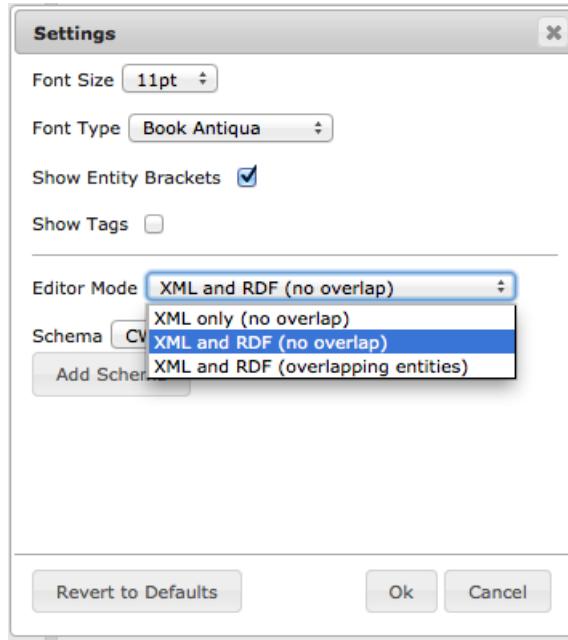


2. Select your preferred editor mode from the drop-down menu and click on "OK." This will change the editor mode for your document. There are three editor modes in CWRC-Writer, based on the treatment of overlap.
  - XML only (no overlap)
  - XML and RDF (no overlap)
  - XML and RDF (overlapping entities)

The default mode is XML and RDF - no overlap. If you wish to switch between the three options, go to "Settings" (in the top right corner), choose the option you would like to work with, click on "OK" and begin to work with your document.



**Note:** If you have overlapping tags in your document, you cannot switch to one of the other two modes.

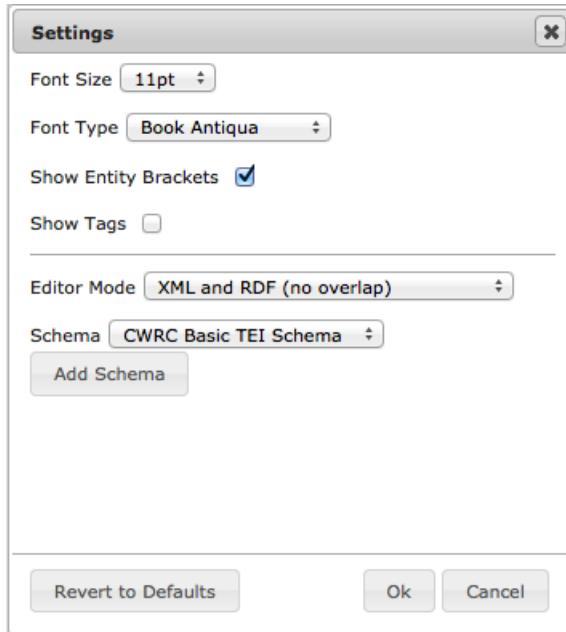


## Showing tags in editor

---

Show tags allows you to view all the XML tags in the document.

1. Click on the "Settings" button on the top right top of the editor.



2. Click on the "Show Tags" check box button and click on "OK." This will show all the XML tags in the document.

```

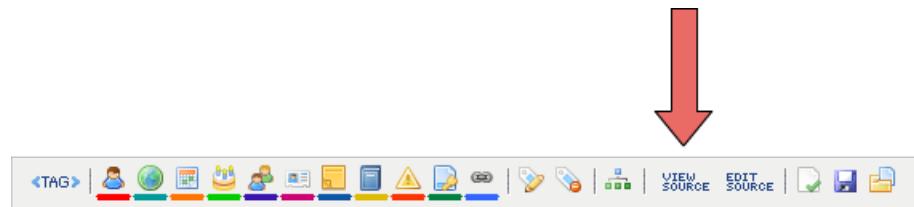
<TEI>
<TEI>
<text>
<text>
<body>
<div>
<head>
<opener>
<p>
<p>
<pb>
<p>
<p>
<closer>
<head><title>Sample Letter - Bertrand Russell to <persName>Patricia Spence</persName> - October 21, 1935</title></head>
<body>
<opener>
<note>
<p>Bad writing due to shaky train</p>
<p>In train</p>
<p><placeName>Oslo</placeName> to Bergen</p>
<note>
<dateline><date>21.10.35</date></dateline>
<salute>Dearest </salute>
<opener>
<p>I have had no letter from you since I left <placeName>Stockholm</placeName>, but I had a nice one from John in an envelope you had sent him. I had sent him one addressed to Copenhagen but he hadn't used it.</p>
<p>When I reached Oslo yesterday evening, Brynjulf Bull should have been there to meet me, but wasn't. He is not on the telephone, so I took a taxi to his address, which turned out to be a students' club with no one about on Sundays, so I went to a hotel feeling rather non-plussed. But presently he turned up. He had got the time of my arrival wrong, and <corr> <choice> when </choice> </corr> he had found he had missed me he phoned to every hotel in Oslo till he hit on the right one. He left me at 10, and then I had to do a Sunday Referee article. Today my journey lasts from 9 till 9 - fortunately one of the most beautiful railway journeys in the world. Tomorrow I lecture at <placeName>Bergen</placeName> to the Anglo-Norwegian Society. Next day I go back to Oslo, lecture there Fri. and Sat. and then start for home via Bergen.</p>
<p>Bull is a nice young man but incompetent - can't quite stand the communists, but finds the socialists too mild.</p>
<p>I am unhappily wondering what you are feeling about me.</p>
<closer>
<salute>I love you very much </salute>
<signed><persName>B</persName></signed>
<closer>
</div>
</body>
</text>
</TEI>

```

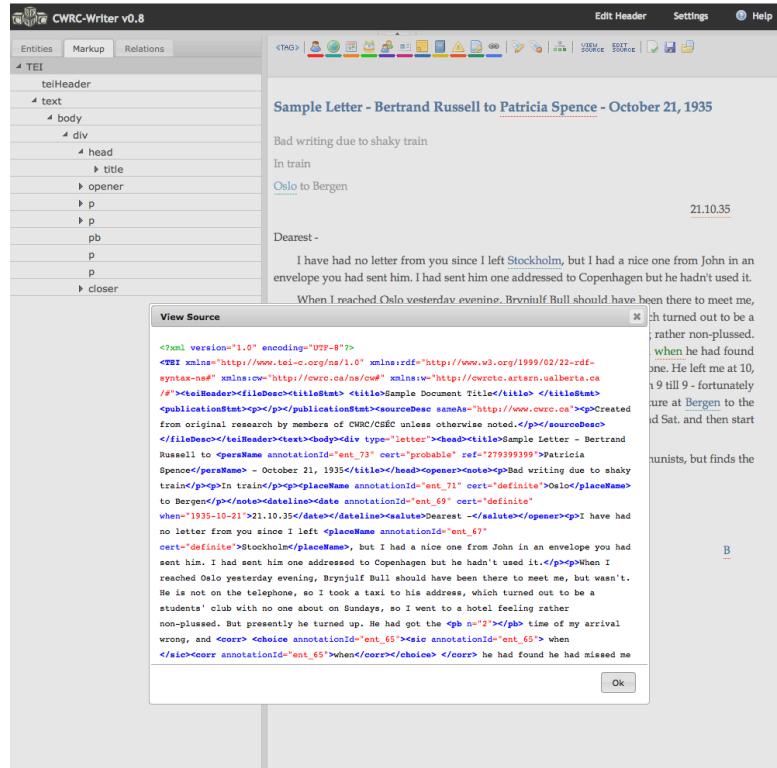
## View Source

View Source is for users who wish to view the raw XML or RDF code.

1. Click on the "View Source" toolbar icon.



2. The view source pop-up appears, once you have finished looking over the code, click on the "OK" button.



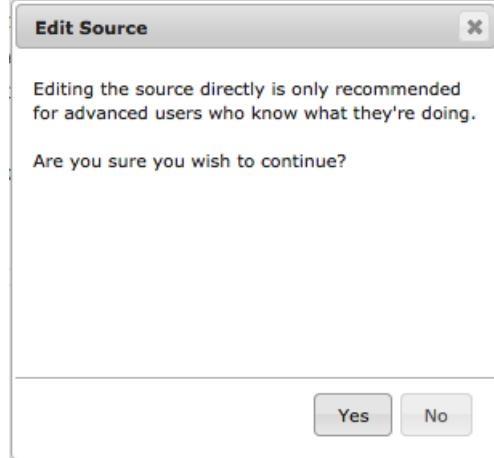
## Edit Source

Edit Source is for users who wish to edit the raw XML or RDF code. We do not suggest that you use this option unless you are an expert.

1. Click on the "Edit Source" toolbar icon.



2. When you click on the edit source button, a warning pop-up appears. To proceed, click on "Yes."



3. The edit source pop-up appears, once you have finished editing the code (again, which we do not recommend), click on the "OK" button.

# Copying and Pasting is CWRC-Writer

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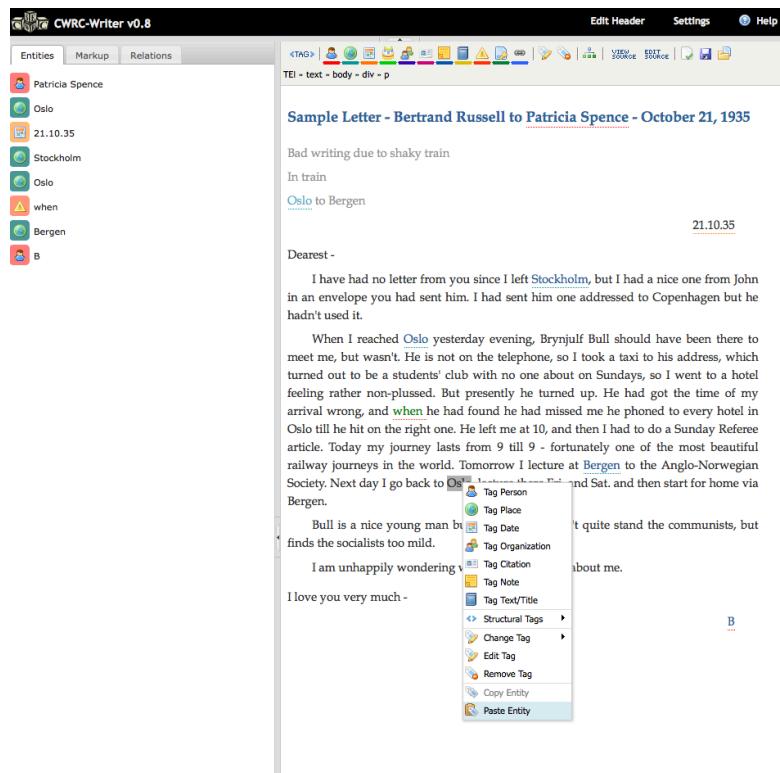
## Copying and pasting in CWRC-Writer

---

Copying and pasting is the easiest way to build the structure of your document.

### Introduction to copying and pasting

You can copy and paste in multiple ways in CWRC-Writer, this includes tags, text, and entities. There are multiple methods to copy and paste using your mouse's right-click button.



### Related Links:

[Copying and pasting text](#) on page 23

[Copying and pasting a single tag](#) on page 23

[Copying and pasting multiple tags](#) on page 25

[Copying and pasting text in the structure panel](#) on page 28

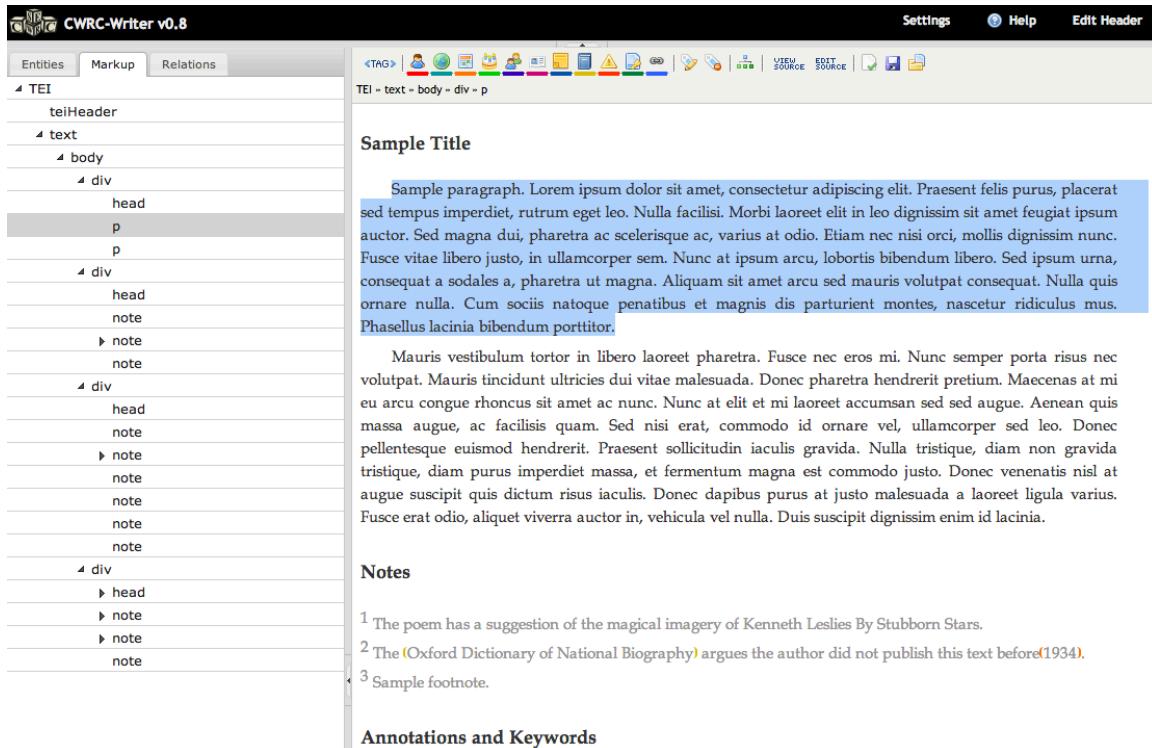
[Viewing information copied from the structure panel](#)

[Copying and pasting entities in the editor](#) on page 29

## Copying and pasting text

Copy and paste text into CWRC-Writer, can be achieved in two ways. The first one can be acieved by highlighting text in the text area.

1. Copy the information that you would like to paste into CWRC-Writer.



You can copy any information from inside or outside of CWRC-Writer. All existing tags will be stripped out when the text is pasted into CWRC-Writer.

**Note:** CWRC-Writer only allows users to copy and paste using their keyboard shortcuts (Command C and V for Mac; Control C and V for P. C.s)

2. Activate the field you are pasting into.

To do this, highlight the text you wish to paste over within the document in the editing pane.

**Note:** Currently you cannot paste into multiple tags at once. For example, in the prose document you need to paste in paragraphs one "p" tag at a time (this is true for lines, notes, etc. as well).

3. Paste text in, using the keyboard shortcuts, Cmd V or Ctrl V

The text will show up in to the desired field. The structure panel tags will not be affected, unless you have pasted over preexisting tags. If you do those tags will be deleted.

## Copying and pasting a single tag

Copying and pasting a tag allow you to duplicate structure and/or content with minimal effort. This acts as a type of shortcut tor producing content in you document.

You can copy any single tag of your document, and paste it where ever you need to replicate that tag and/or information that tag contains.

1. To copy and paste one tag (and its content in the document) click on the tag (until the tag is bolded but not italicized) and use the keyboard shortcut to copy (Ctrl C / Cmd C).

The screenshot shows the CWRC-Writer v0.8 interface. On the left, the structure panel displays a hierarchical tree of XML tags under the root 'TEI'. The 'body' tag is currently selected. The main content area contains a sample title and a sample paragraph. The paragraph includes several 'p' tags and notes. At the bottom right of the content area, there is a section titled 'Annotations and Keywords'.

- Then select another tag or insert (using the right click menu) a tag in the structure panel, bolding the tag.

This screenshot shows the same interface as above, but with a context menu open over one of the 'p' tags in the structure panel. The menu options include 'Insert Tag Before', 'Insert Tag After', 'Insert Tag Inside', 'Change Tag', 'Edit Tag', 'Remove Tag Only', 'Remove Content Only', and 'Remove Tag and All Content'. A filter bar at the top of the menu allows searching for specific tags. The main content area shows the sample text with the 'p' tag selected.

- Then use Ctrl V or Cmd V to paste the single tag in.

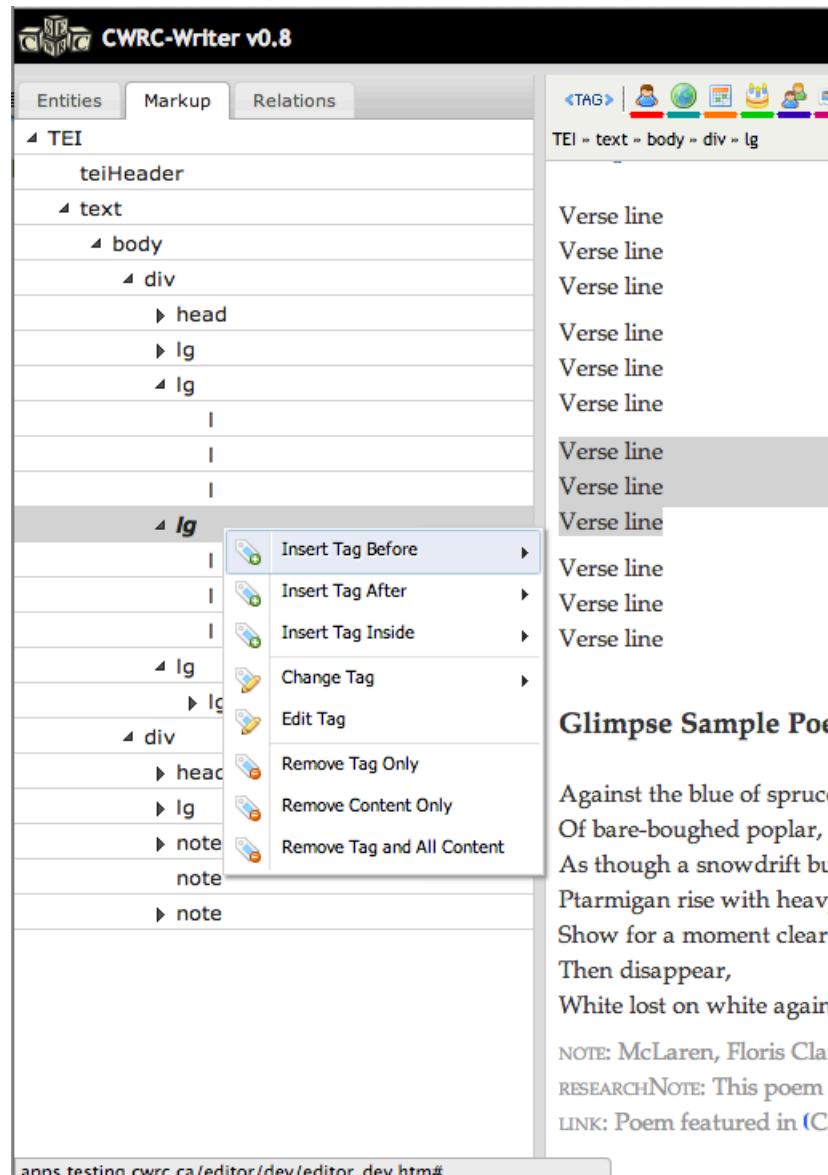
The screenshot shows the CWRC-Writer v0.8 interface. On the left, the 'Entities' tab of the structure panel is selected, displaying a hierarchical tree of XML tags. The tree includes 'TEI', 'teiHeader', 'text', 'body', 'div', 'head', 'p', 'note', and several nested 'note' elements. On the right, the main workspace displays a sample title and two blocks of text. The first block is a quote from Sherlock Holmes, and the second is a placeholder text block. A blue callout box highlights the second text block.

## Copying and pasting multiple tags

Copying and pasting multiple tags within CWRC-Writer is the fastest way to build up a document. Whether you are adding poem lines or more notes, you can create entire sections of structure in a few easy steps.

You can copy any tag that exists in the document and the tags that are nested below it.

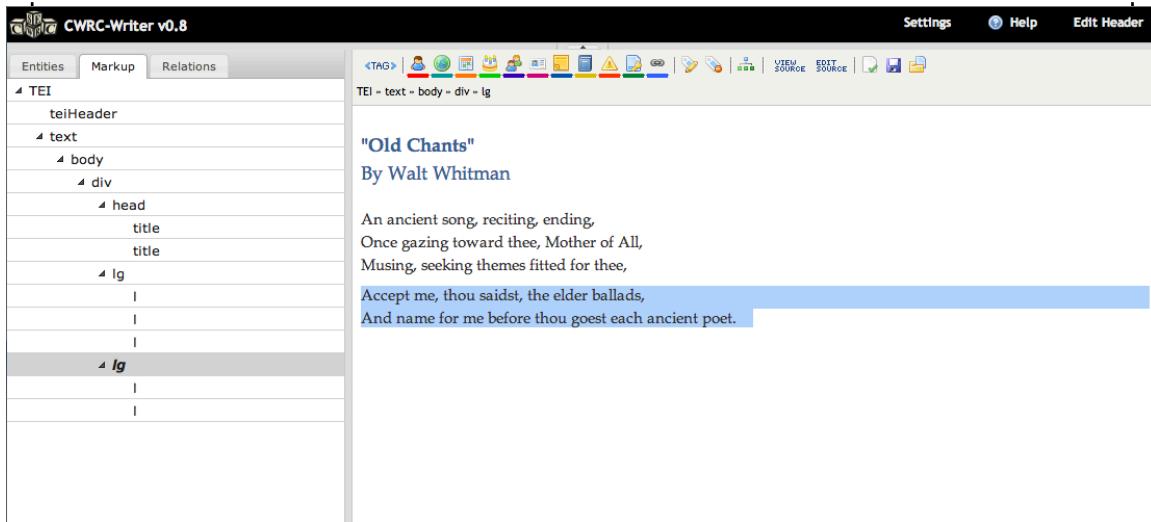
1. To copy and paste a parent tag and all the tags nested within it, the user needs to click twice on a tag (until it is bolded and italicized) and use your keyboard shortcut to copy.
- Note:** CWRC-Writer only allows users to copy and paste using their keyboard shortcuts (Command C and V for Macs; Control C and V for P. C.s)
2. Right-click on a tag in the structure panel and choose one of the "Insert Options." Depending on which option you chose this will insert a tag, before, after, or inside the tag you have selected.



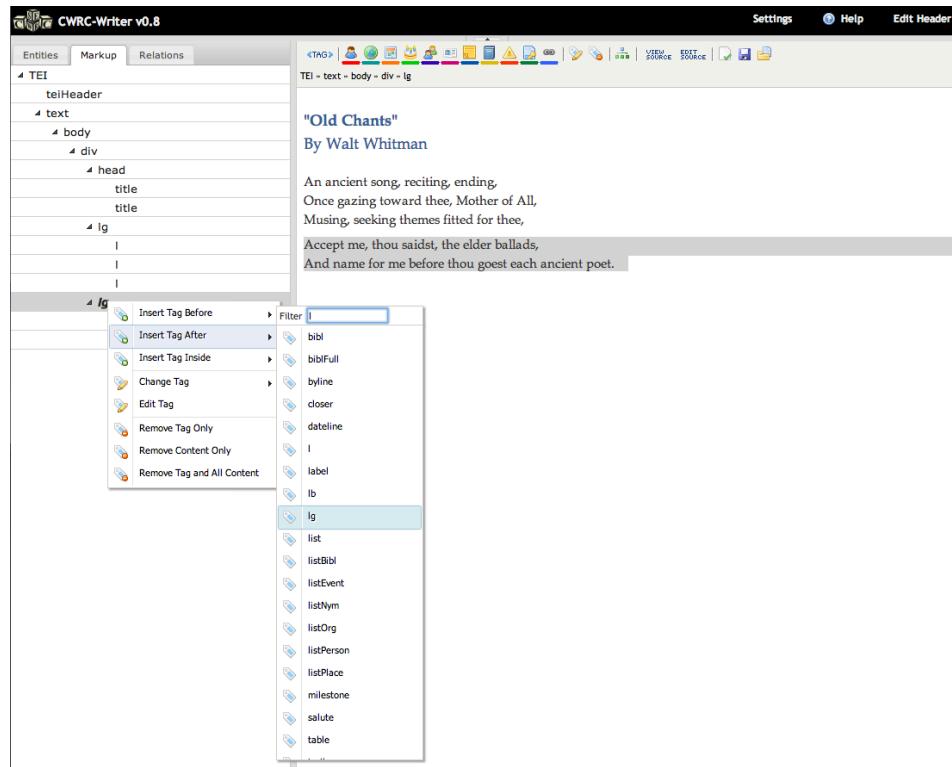
To paste the tags in the document, we suggest first inserting a new tag into which you can paste.

3. Select the tag you have just added to the document until it is bolded and italicized. Use your keyboard shortcut to paste.

In the poem document you can click on a "lg" tag (until it is bolded and italicized) and use your keyboard shortcut (Command or Control C) to copy that tag.



Then insert a new "lg" tag by bolding the last one in the list and choosing the right-click option "Insert tag After" (in this case choosing to insert a new "lg" tag).



When you choose to add a "lg" tag, this will create an empty tag that you can then paste the structure into; click on the tag (until it is bolded) and paste the information in.

CWRC-Writer v0.8

Entities Markup Relations

TEI

teiHeader

text

body

div

head

title

title

lg

I

I

I

lg

I

I

lg

I

I

Success! You have pasted tags and text in the structure, creating a new "lg" tag with nested "l" tags.

## Copying and pasting text in the structure panel

This is how users can copy and paste text into CWRC-Writer by selecting a tag in the structure panel.

1. Copy the information that you would like to paste into CWRC-Writer.
  2. Double click on the tag you wish to paste into in the structure panel until it is bolded and italicized.



**Note:** If you use this method, you will delete all content currently in the tag that you are pasting into.

3. With the tag you selected highlighted, use your keyboard shortcut to paste in the copied text.

## Viewing information copied from the structure panel

CWRC-Writer provides the option of looking at what you have copied in the structure panel before you need to paste it in. This allows you to make sure you have selected exactly what you wanted to work with.

Copying information in CWRC-Writer can at times be a daunting task, but we provide the option to make sure you know exactly what you have copied before you paste it.

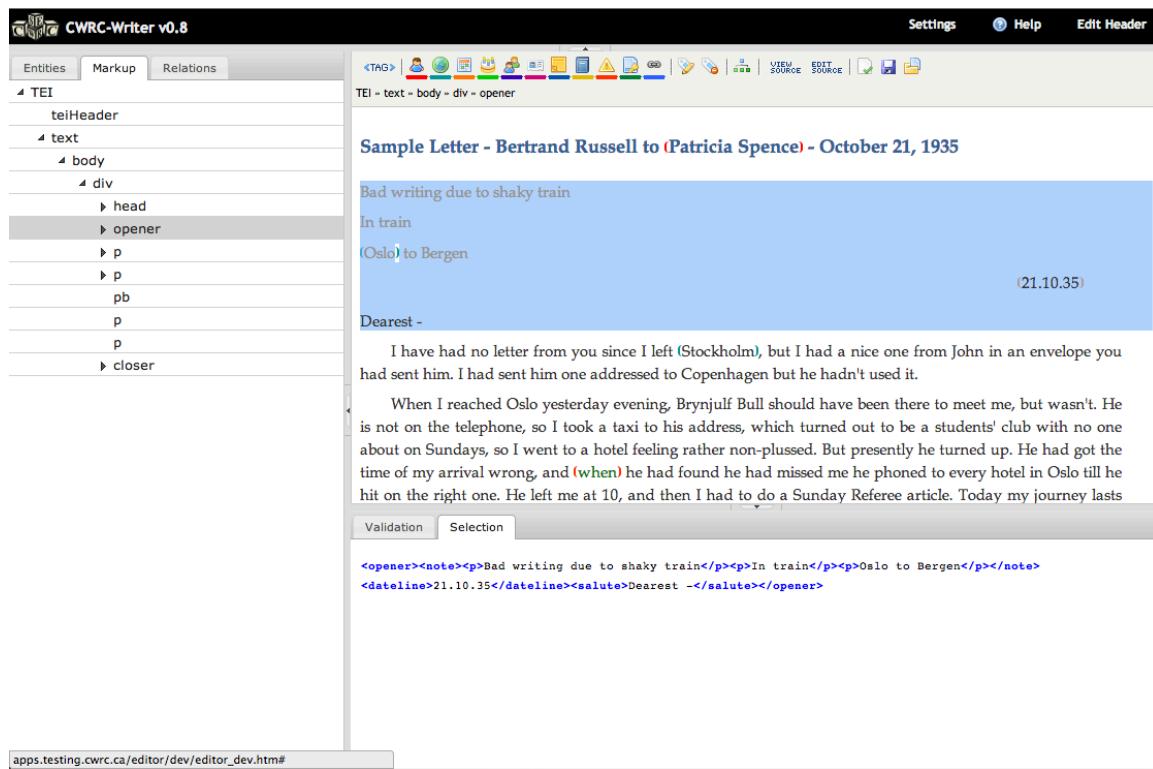
Copy a portion of text in CWRC-Writer (see instructions at:)

- [#unique\\_25](#)
- [#unique\\_26](#)

1. Click on the small arrow at the bottom of the CWRCWriter window/frame.

This will bring up the "Validation" and "Selection" Tabs.

2. Click on the "Selection" tab.

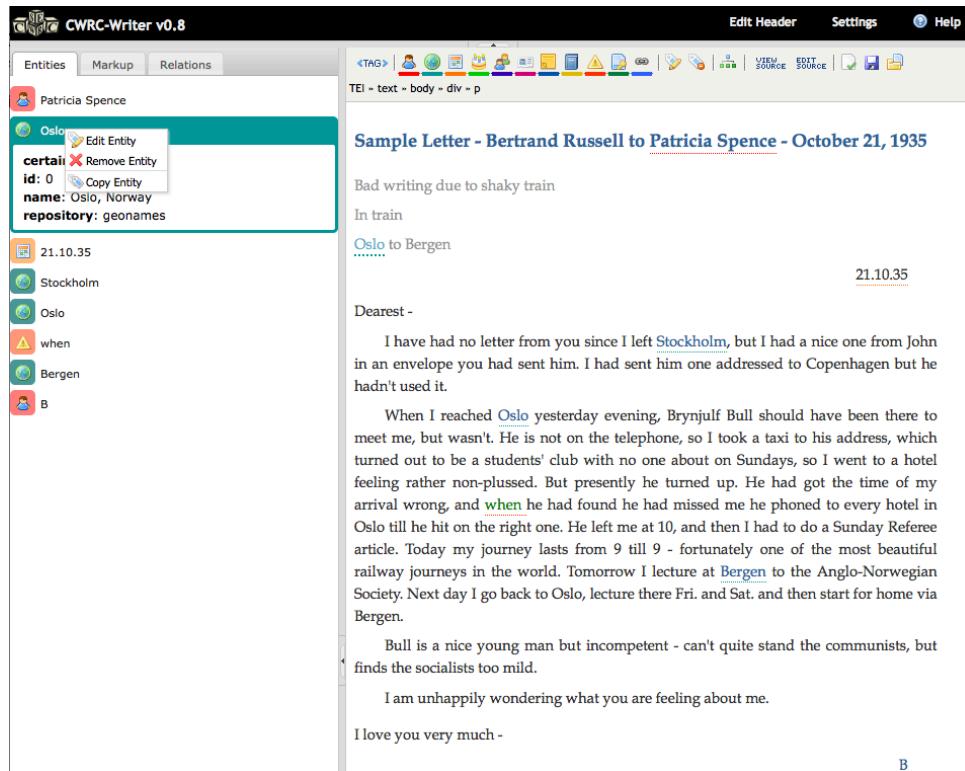


You will be able to see what you have copied, included the tags and text.

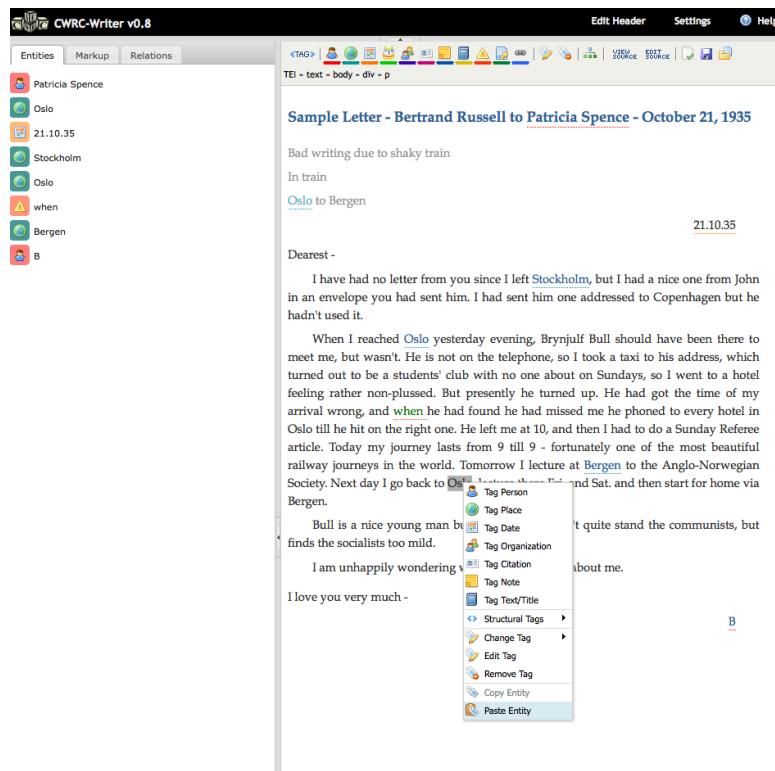
## Copying and pasting entities in the editor

YOu can copy and paste entities in CWRC-Writer. This will let you replicate entitied is you have multiple instances of that tag in the document.

1. Right-click on the entity that you wish to copy, either in the entitiescolumn or within the document.



- Place your cursor in the text editor (wherever you would like the new entity to go) and right-click. Select the option to "Paste Entity."



This will add a new entity in the document (you may have to delete texts as the new entity inserts beside any selected text).

The screenshot shows the CWRC-Writer application interface. On the left, there's a sidebar titled "Entities" with a list of entities: Patricia Spence, Oslo, 21.10.35, Stockholm, Oslo, when, Bergen, and Oslo. The "Oslo" entry is currently selected, highlighted with a green border. A tooltip for this entity displays its details: certainty: definite, id: 0, name: Oslo, Norway, repository: geonames. At the bottom of the sidebar, there's a small icon of a person with the letter "B" next to it.

The main workspace contains a sample letter titled "Sample Letter - Bertrand Russell to Patricia Spence - October 21, 1935". The letter begins with "Bad writing due to shaky train" and "In train". It mentions "Oslo to Bergen" and the date "21.10.35". The body of the letter discusses the author's recent travels and activities, mentioning Brynjulf Bull and various locations like Stockholm, Copenhagen, and Bergen. It concludes with "Bull is a nice young man but incompetent - can't quite stand the communists, but finds the socialists too mild.", "I am unhappily wondering what you are feeling about me.", and "I love you very much -".

At the top of the window, there are tabs for "Entities", "Markup", and "Relations". The "Markup" tab is currently active. The top right features "Edit Header", "Settings", and "Help" buttons. Below the header, there's a toolbar with icons for various functions like "TAG", "View Source", and "Edit Source". The status bar at the bottom shows the path "TEI > text > body > div > p > placeName".

# Tagging Structural Tags in CWRC-Writer

---

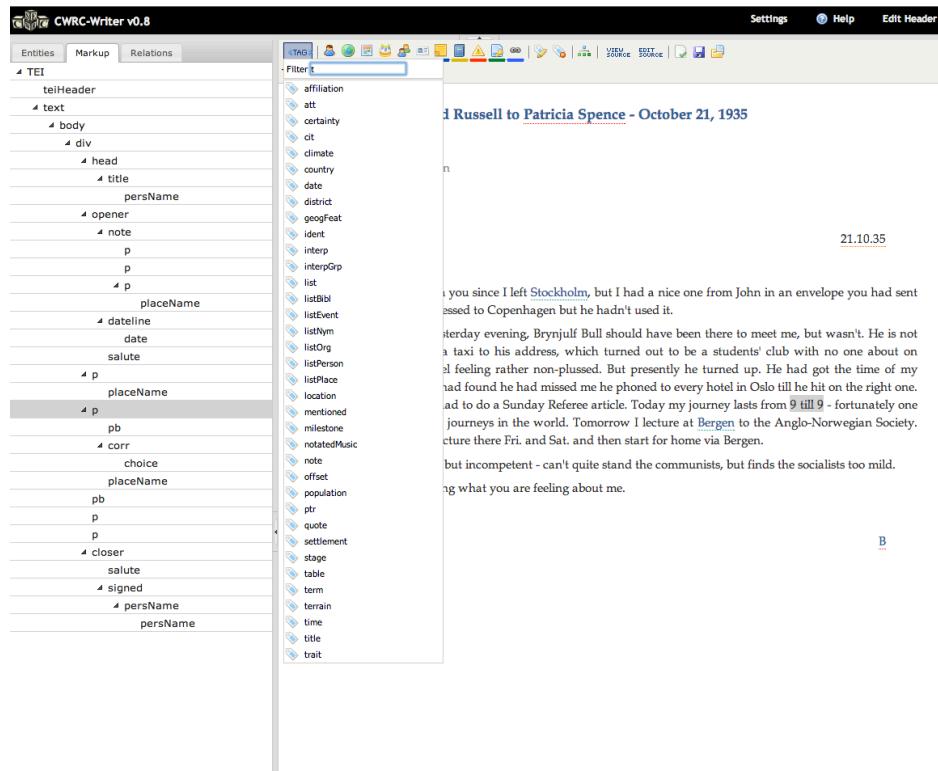
## Tagging XML in CWRC-Writer

---

In each document that you enter there is a pre-existing XML template that contains the basic tags necessary for that type of document.

### Introduction to tagging XML

In each document that you enter there is a pre-existing XML template that contains the basic tags necessary for that type of document. For example, in the poetry template there are "lg" and "l" tags, in which you can type or copy text into. You can play around with these pre-existing tags and/or you can add new tags.



### Related Links

[Adding structural tags by selecting text](#) on page 33

[Deleting tags in the editor](#) on page 35

[Deleting tags using the CWRC-Writer toolbar](#) on page 36

[Editing tags in the editor](#) on page 37

[Editing tags in the structure menu](#) on page 38

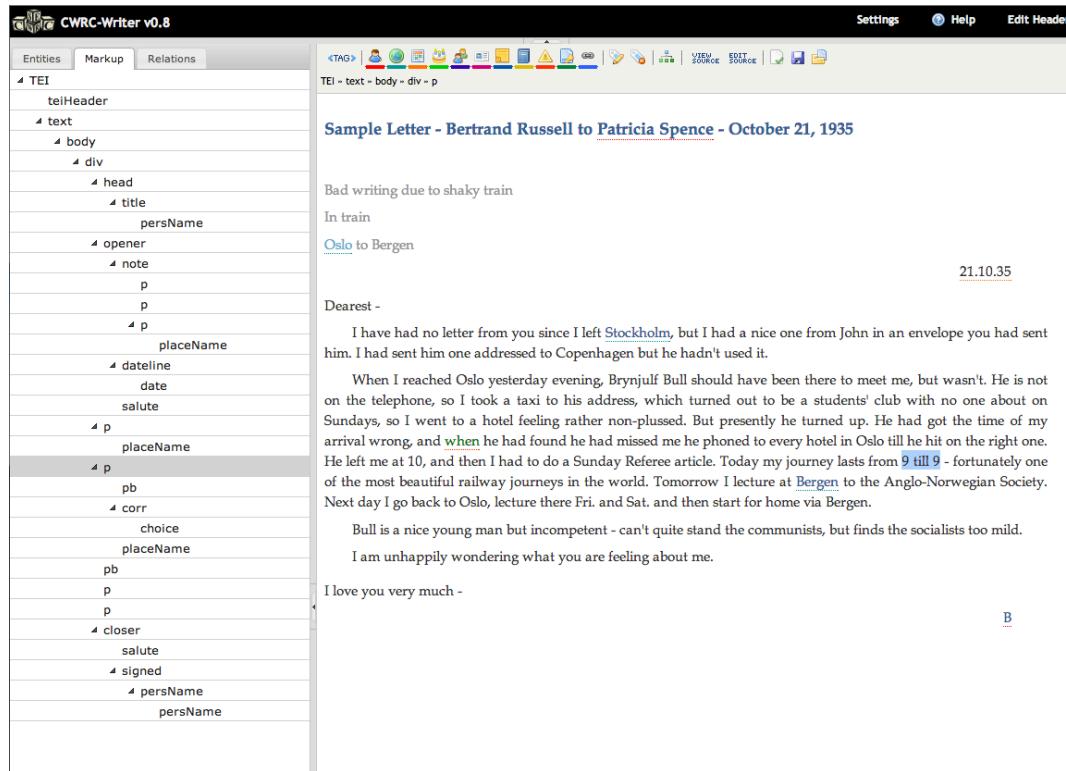
[Editing tags using the CWRC-Writer toolbar](#) on page 40

[Adding structural tags in the structural panel](#) on page 41

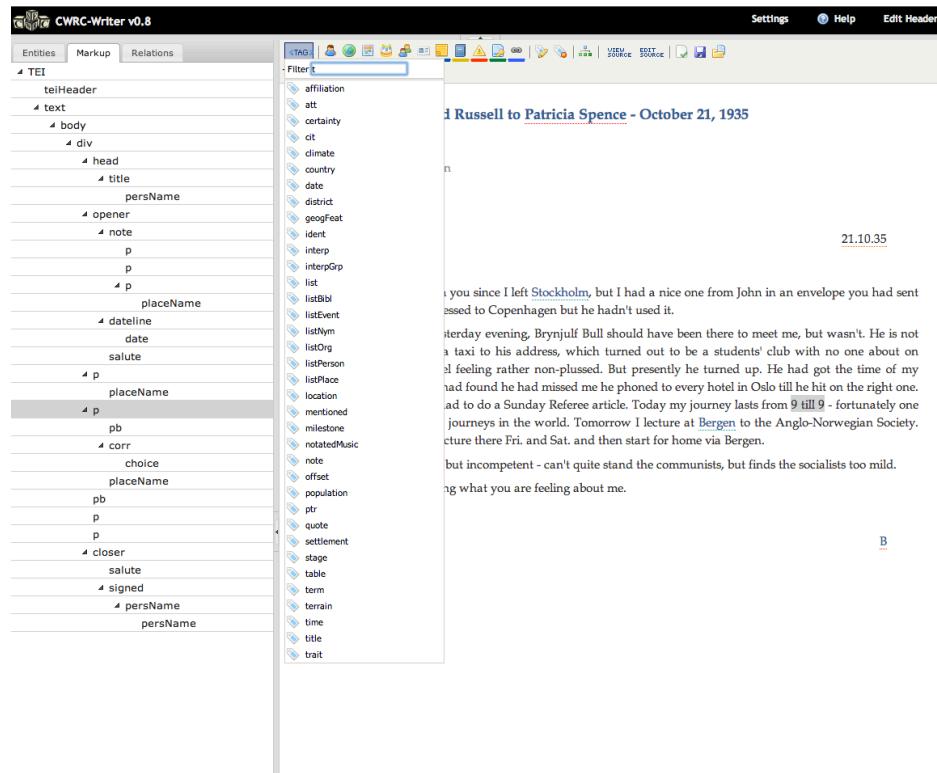
## Adding structural tags by selecting text

In each document that you work with there is a pre-existing XML template that contains the basic tags necessary for that type of document. You can add new structural tags to the document easily.

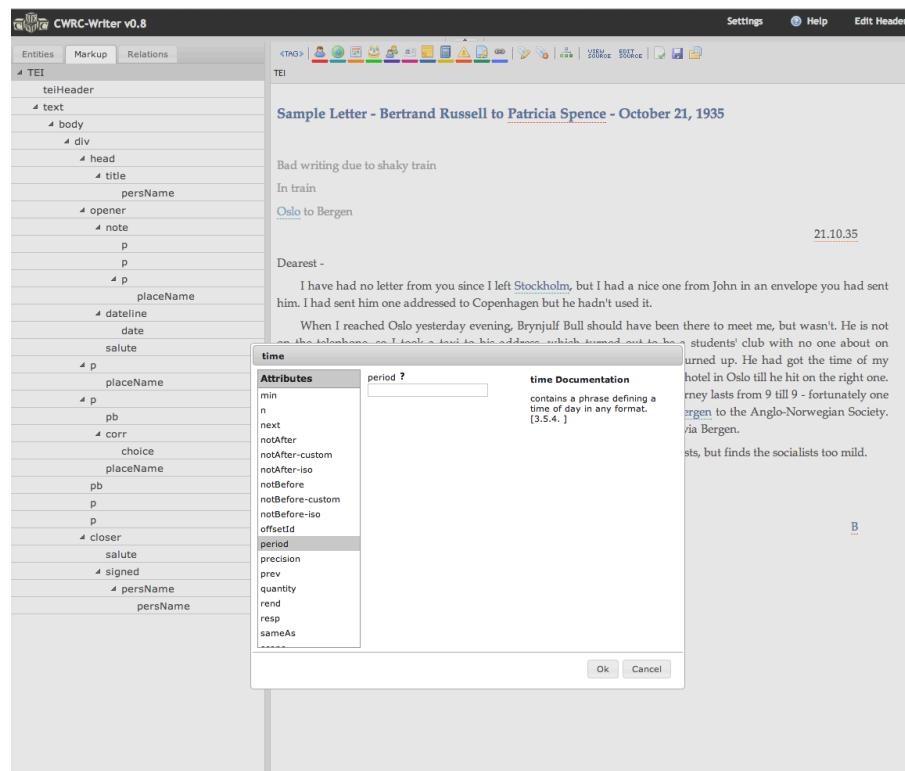
1. Select text that you would like to add a structural tag to.



2. Choose a tag from the toolbar drop down menu and select it.

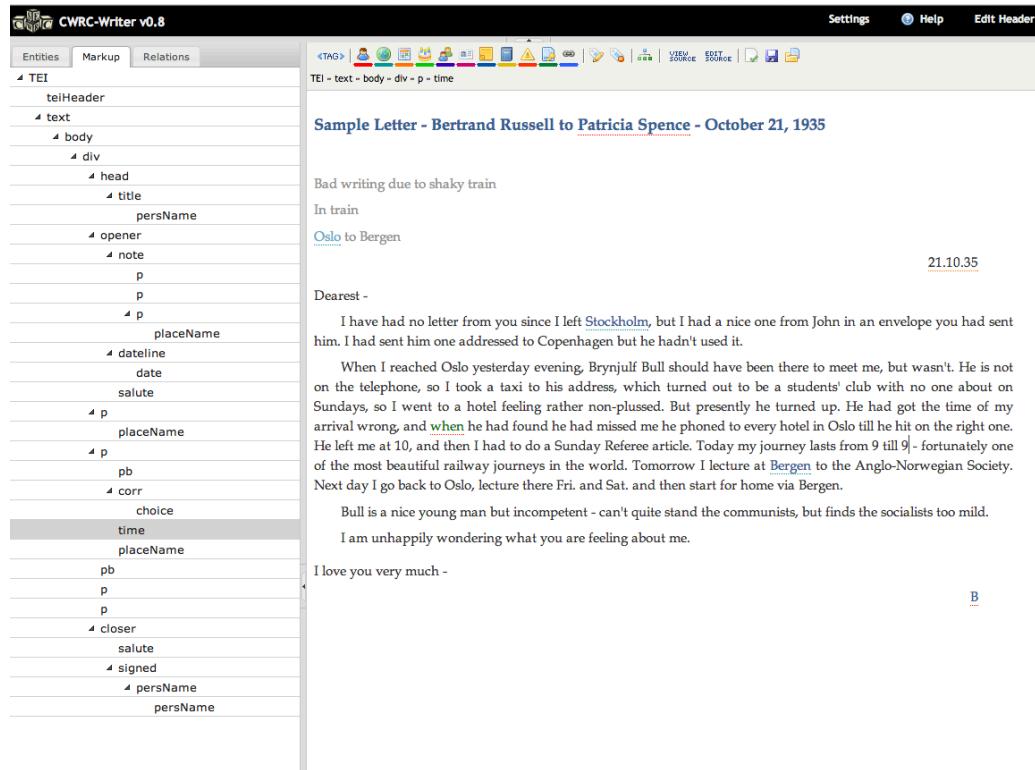


- Once you select the tag you would like to add to the structure panel, a pop-up will appear. This allows you to add qualifying information to the tag. Once you have finished, click on "OK."



You do not have to enter any additional information you do not want to. You can just press "OK" as soon as you see this pop-up.

You have now added a new structure tag. For example, in the image below you can see we have added a new "time" tag in the document structure, by following the above steps.



## Deleting tags in the editor

The document template that you are working with may have existing tags that you do not need for your document. You can easily delete these tags following these steps.

1. Place your cursor in the text that is in the tag you want to delete. OR select the tag that you would like to delete in the structure panel.
2. Right-click and choose the "Remove Tag" option.

**Sample Title**

Sample paragraph. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent felis purus, placerat sed tempus imperdiet, rutrum eget leo. Nulla facilisi. Morbi laoreet elit in leo dignissim sit amet feugiat ipsum auctor. Sed magna dul, pharetra ac scelerisque ac, varius at odio. Ut nec nisi erat, mollis dignissim nunc. Fusce vitae libero justo, libero. Sed ipsum urna, consequat a sodales a, pharetra ut . Nulla quis ornare nulla. Cum sociis natoque penitus et us lacinia bibendum porttitor.

Mauris vestibulum tortor in libero Mauris tincidunt ultricies dui vitae mal rhoncus sit amet ac nunc. Nunc at elit quam. Sed nisi erat, commodo id ornari sollicitudin facilius gravida. Nulla tristis magna est commodo justo. Donec venenatis malesuada a lacruct ligula varius.

Notes

1 The poem has a suggestion of the magical imagery of Kenneth Leslies By Stubborn Stars.  
2 The [Oxford Dictionary of National Biography](#) argues the author did not publish this text before 1934.  
3 Sample footnote.

Annotations and Keywords

RESEARCHNOTE: These annotations can be added to the prose content or in a separate section  
LINK: Poem featured in [Canada's Early Women Writers](#)  
KEYWORD: Sample annotation  
CORRECTION: Sample correction  
INDEXTERM: Sample index term  
TRANSLATION: Sample translation

Works Cited

NOTE: The New Monthly Magazine. Alternate Titles: The New Monthly Magazine and Universal Register; The New Monthly Magazine and Literary Journal; Colburn's New Monthly Magazine; The New Monthly Magazine and Humorist; London; F. Colburn; Chapman and Hall; John Bale and Sons, 1814-1884.  
NOTE: Sample bibliographic record: McLaren, Floris Clark. Glimpse. Canadian Poetry Magazine 1 (1936):23.  
NOTE: Sample bibliographic record: McLaren, Floris Clark. Glimpse. Canadian Poetry Magazine 1 (1936):23. Volume I: 1450-1625, Volume II: 1625-1700, Volume III: 1700-1800, Volume IV: 1800-1900, Volume V: Indexes of Titles, First Lines, Names, Repositories

This will delete the tag, but leave the text.

## Deleting tags using the CWRC-Writer toolbar

The document template that you are working with may have existing tags that you do not need for your document. You can easily delete these tags following these steps.

1. Highlight the text in the tag that you want to delete.

**Sample Letter - Bertrand Russell to Patricia Spence - October 21, 1935**

Bad writing due to shaky train  
In train  
Oslo to Bergen

Dearest -

I have had no letter from you since I left Stockholm, but I had a nice one from John in an envelope you had sent him. I had sent him one addressed to Copenhagen but he hadn't used it.

When I reached Oslo yesterday evening, Brynjulf Bull should have been there to meet me, but wasn't. He is not on the telephone, so I took a taxi to his address, which turned out to be a students' club with no one about on Sundays, so I went to a hotel feeling rather non-plussed. But presently he turned up. He had got the time of my arrival wrong, and when he had found he had missed me he phoned to every hotel in Oslo till he hit on the right one. He left me at 10, and then I had to do a Sunday Referee article. Today my journey lasts from 9 till 9 - fortunately one of the most beautiful railway journeys in the world. Tomorrow I lecture at Bergen to the Anglo-Norwegian Society. Next day I go back to Oslo, lecture there Fri. and Sat. and then start for home via Bergen.

Bull is a nice young man but incompetent - can't quite stand the communists, but finds the socialists too mild.

I am unhappily wondering what you are feeling about me.

I love you very much -

- Click on the toolbar option "Remove Tag."



This deletes the tag that the text belongs in. The text will remain in the editor.

The screenshot shows the CWRC-Writer interface with the 'Markup' tab selected. On the left, the XML structure tree shows a 'text' node with a 'div' child, which contains a 'head' and a 'title' node. The 'div' node is selected. On the right, the main area displays a sample letter from Bertrand Russell to Patricia Spence dated October 21, 1935. The text discusses a journey to Oslo and a lecture at the Anglo-Norwegian Society. The 'Remove Tag' operation has been performed on the 'div' node, leaving the contained text ('Bad writing due to shaky train') in the editor.

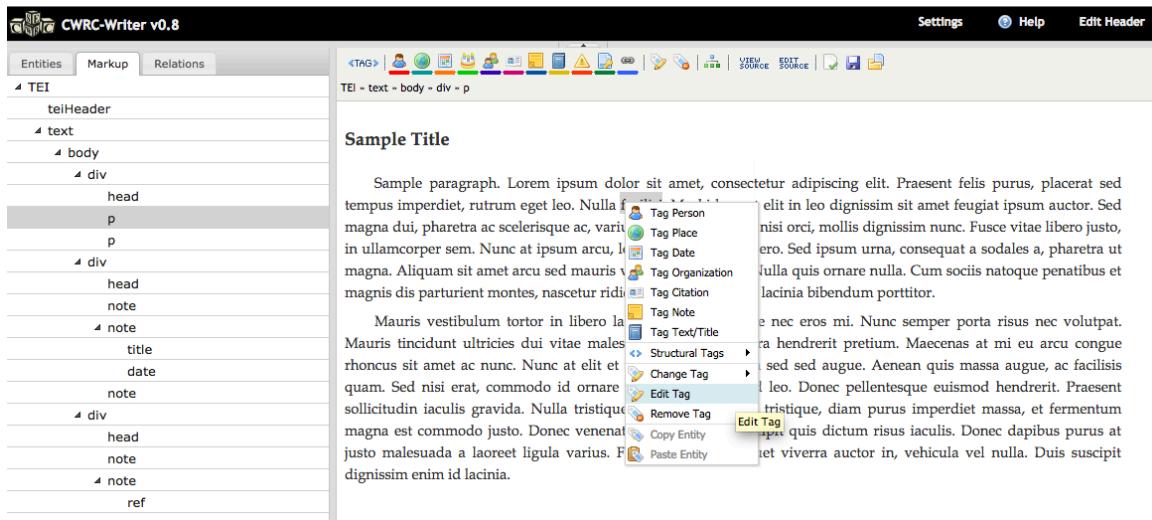
## Editing tags in the editor

You can edit any of the tags that pre-exist in the template or that you have added to the document. This also allows you to add contextual information to the tags in your document .

- Place your cursor within the text in the tag that you would like to delete.

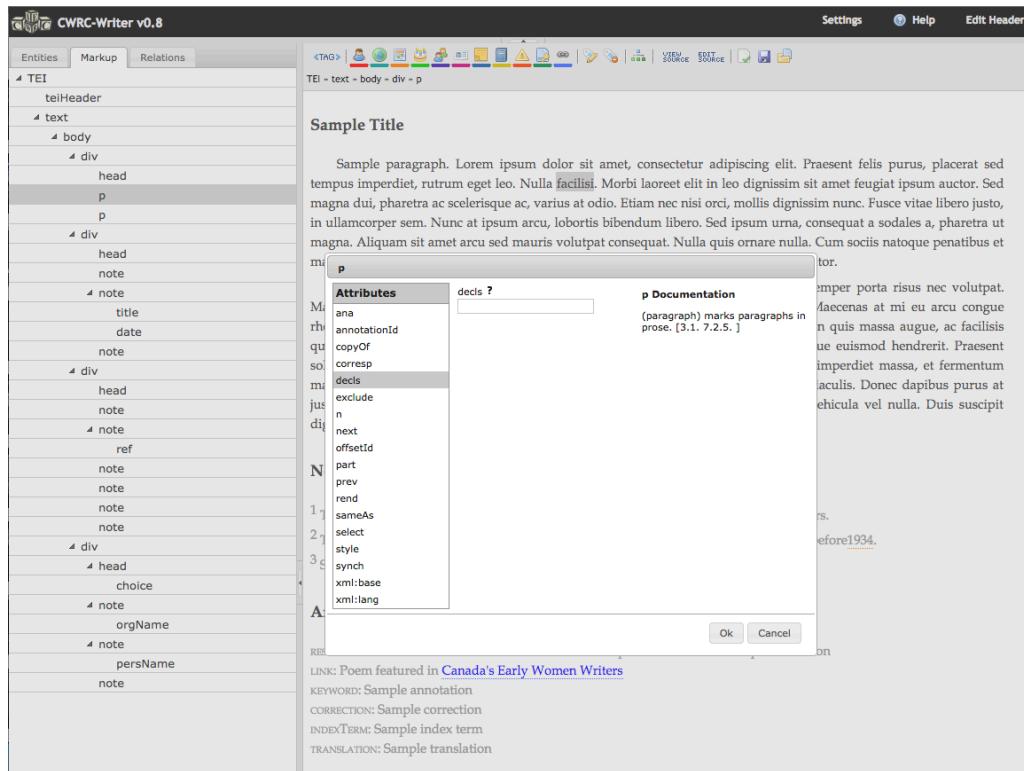
The screenshot shows the CWRC-Writer interface with the 'Markup' tab selected. On the left, the XML structure tree shows a 'text' node with a 'div' child, which contains a 'head' and two 'p' nodes. The first 'p' node is selected. On the right, the main area displays a sample title 'Sample Title' followed by a paragraph of placeholder text in Latin ('Lorem ipsum...'). The 'Edit Tag' operation has been performed on the selected 'p' node, allowing the user to edit its content directly in the editor area.

- Right-click on the tag that contains your cursor and select the option "Edit Tag."



3. A pop-up will appear that allows you to add contextual information to tags.

The difference in the list of attributes available in the pop-up will depend on the tag that you are editing.



4. Click "OK" and all edits made to the tag will be saved.

## Editing tags in the structure menu

You can edit any of the tags that pre-exist in the template or that you have added to the document. This also allows you to add contextual information through attributes.

1. Highlight on the tag that you would like to edit.

2. Right-click on the tag and select the option "Edit Tag."

**CWRC-Writer v0.8**

Entities Markup Relations

TEI text body div lg l foreign

## Political Meeting (For Camille Houde)

On the school platform, draping the folding seats,  
they wait the chairman's praise and glass of water.  
Upon the wall the agonized Y initials their faith.

Here all are laic; the skirted brothers have gone.  
Still, their equivocal absence is felt, like a breeze  
that gives curtains the sounds of surplices.

The hall is yellow with light, and jocular;  
suddenly some one lets loose upon the air  
the ritual bird which the crowd in snares of singing  
catches and plucks, throat, wings, and little limbs.  
Fall the feathers of sound, like *silhouettes*.  
The chairman, now, is charming, full of asides and wit,  
building his orators, and chipping off  
the heckling gargoyle popping in the hall.  
(Outside, in the dark, the street is body-tall,  
flowered with faces intent on the scarecrow thing

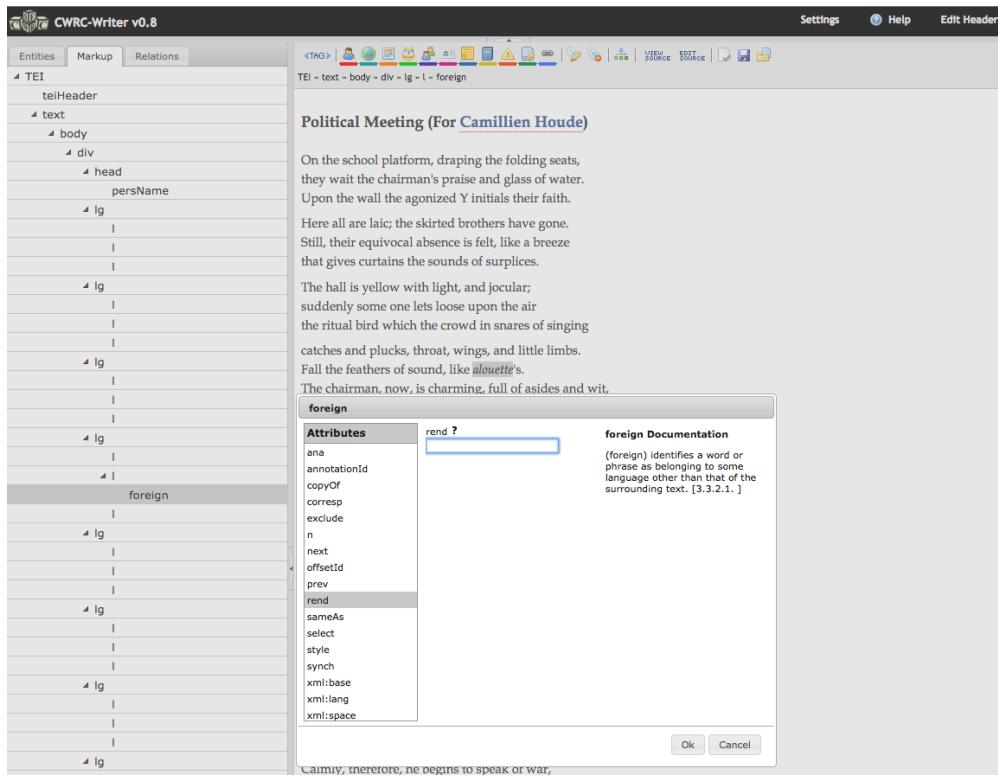
foreign

- Insert Tag Before
- Insert Tag After
- Insert Tag Inside
- Change Tag
- Edit Tag
- Remove Tag Only
- Remove Content Only
- Remove Tag and All Content

goes for the balloon, his opposition, with pins;  
jokes also on himself, speaks of himself  
in the third person, slings slang, and winks with folklore;

3. A pop-up will appear that allows you to add additional information to tags.

The different attributes available in the pop-up will depend on the tag that you are editing.

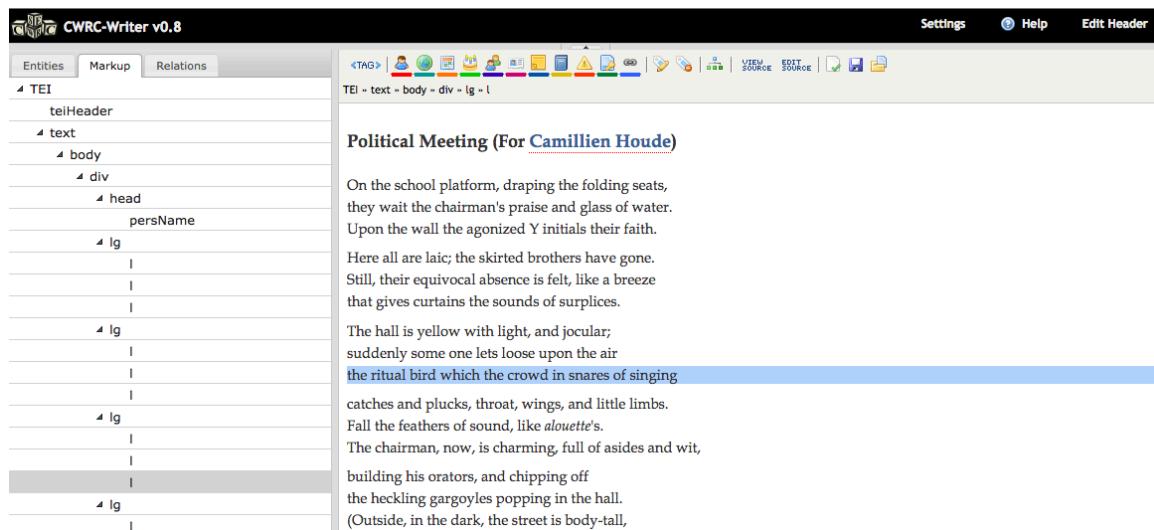


- Click "OK" and all edits made to the tag will be saved.

## Editing tags using the CWRC-Writer toolbar

You can edit any of the tags that pre-exist in the template or that you have added to the document. This also allows you to add additional information to the tags in your document (E.g. next, rend, etc.).

- Highlight the text within the tag that you want to edit.

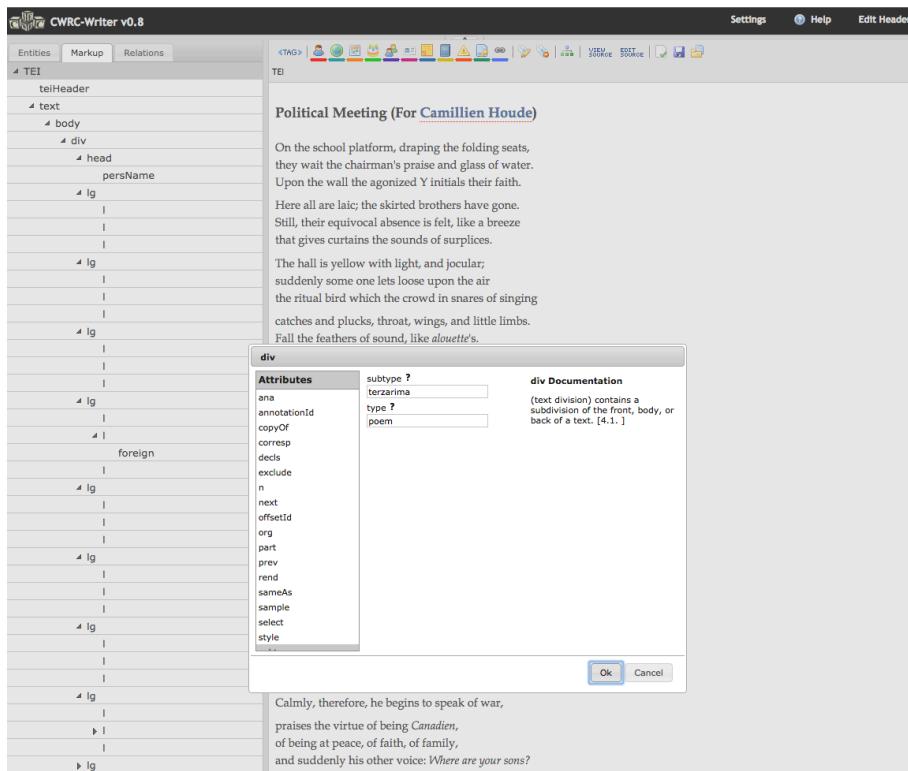


- Click on the "Edit tag" toolbar option.



3. A pop-up will appear that allows you to add additional information to tags.

The different attributes available in the pop-up will depend on the tag that you are editing.

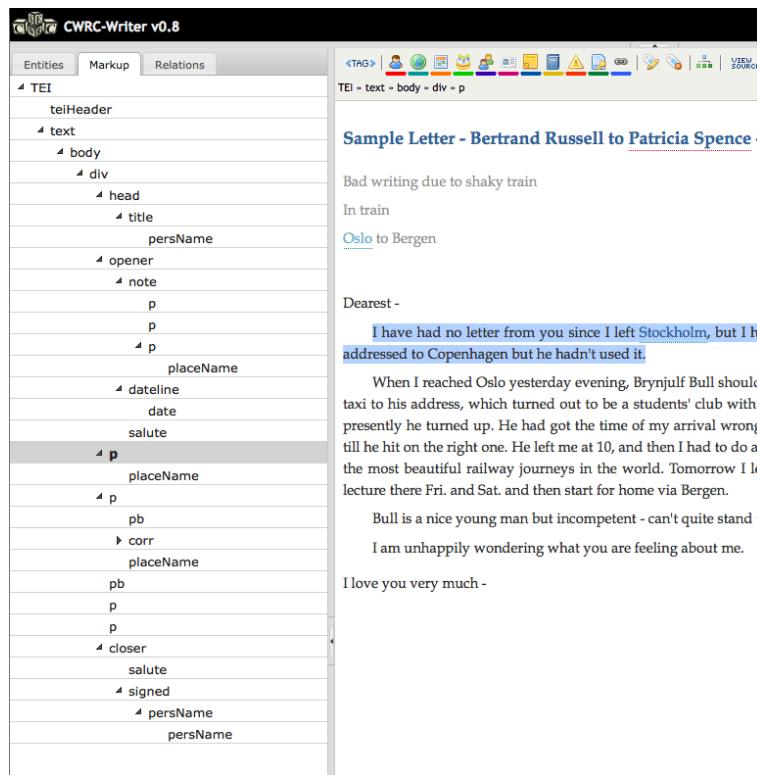


4. Click "OK" and all edits made to the tag will be saved.

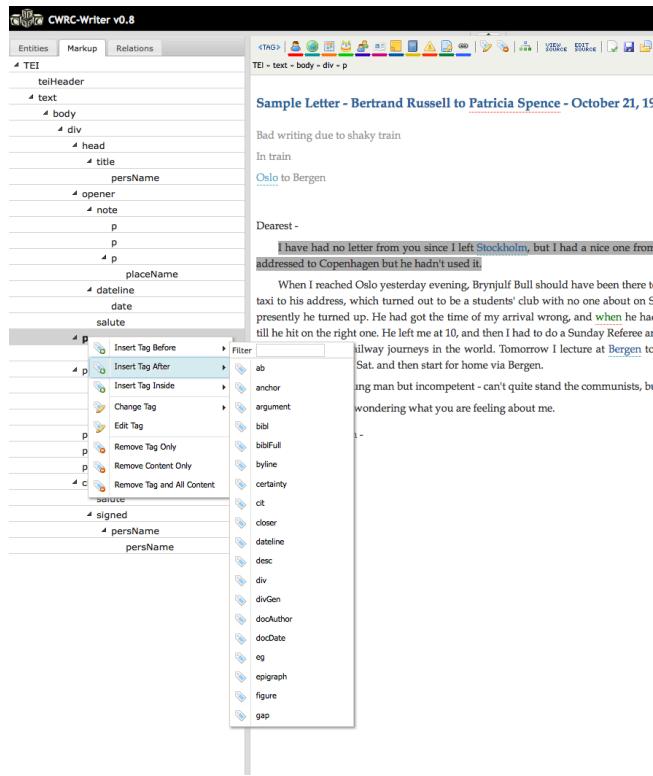
## Adding structural tags in the structural panel

In each document that you enter there is a pre-existing XML template that contains the basic tags necessary for that type document. You can add new structural tags to the document easily.

1. Select a tag in the structural panel and right click.



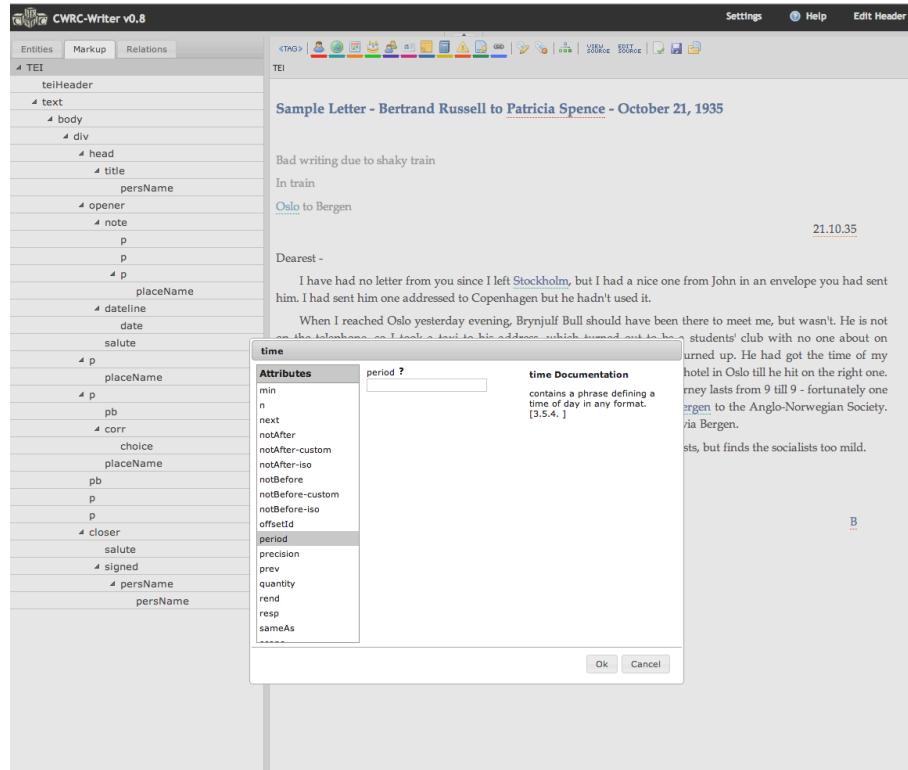
2. This will bring up a menu with three options that allow you to insert a tag.
  - Insert Tag Before allows you to insert a tag before the tag you have right clicked on.
  - Insert Tag After allows you to insert a tag after the tag you have right-clicked on (skipping over any nested tags within the tag you have clicked on).
  - Insert Tag Inside this will insert a new tag nested within the initial tag yo clicked on.
3. Once you have selected one of the "Insert" options, choose a tag from the list that appears.



The tags that you can select, under each "Insert" option, are limited to tags that are allowed (according to the schema).

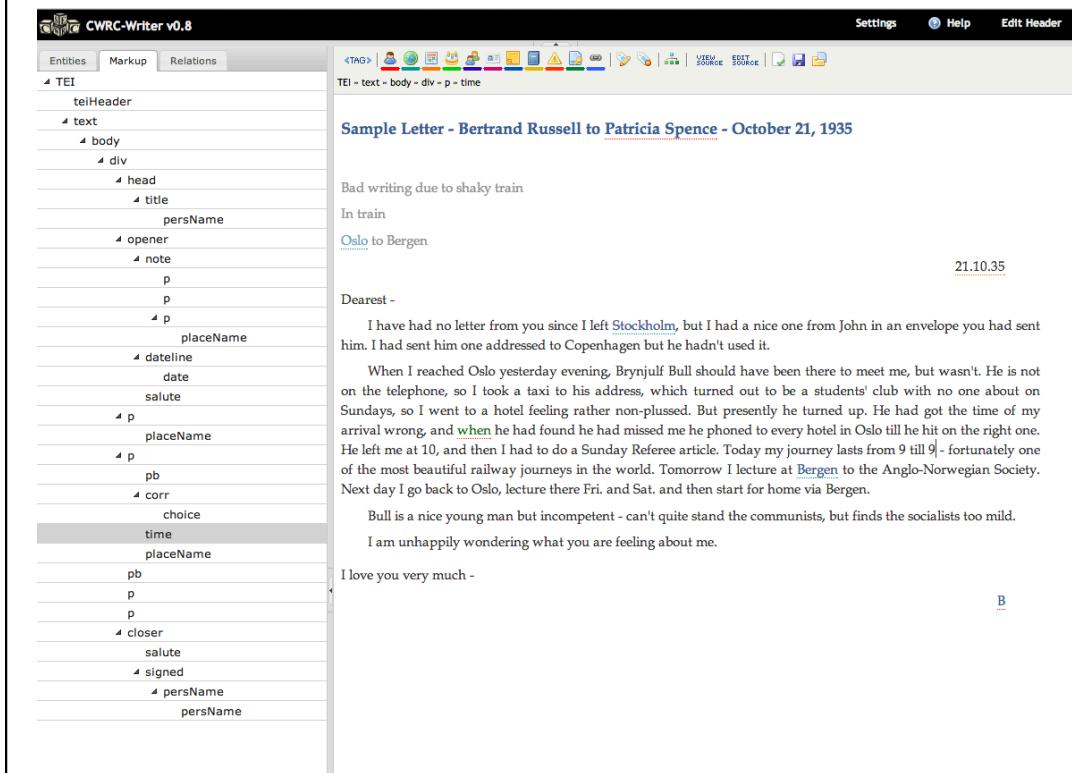
- Once you select the tag you would like to add to the structure panel a pop-up appear that allows you to add qualifying information to the tag. Once you have finished, click on "OK."

You do not have to enter any additional information if you don't want to. You can just press "OK" as soon as you see this pop-up.



You have now added a new structure tag.

In the image below you can see we have added a new "time" tag in the document structure, by following the above steps.





# Tagging Entities in CWRC-Writer

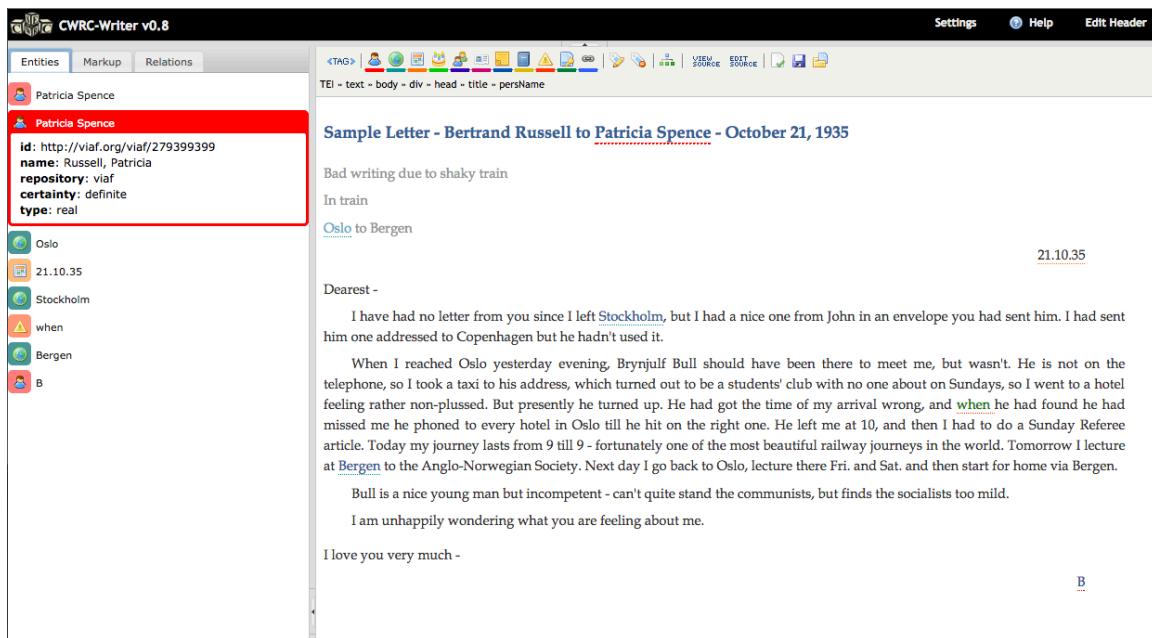
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## Tagging RDF entities in CWRC-Writer

---

### Introduction to tagging entities

Entities allow you to add semantic information to certain text. You can add entities to Person, Place, Date, Organization, Event, Citation, Note, Text>Title, Correction, Keyword, and Link. you can add qualifying information to the entities like the attributes precision and identification.



### Related Links:

- [Creating a new person entity](#) on page 47
- [Creating a new place entity](#)
- [Creating a date entity](#)
- [Creating an organization entity](#) on page 57
- [Creating a new text/title entity](#) on page 60
- [Creating a link entity](#) on page 63
- [Creating a keyword entity](#) on page 65
- [Creating a correction entity](#) on page 65
- [Creating note entities](#) on page 67
- [Creating citation entities](#) on page 70
- [Deleting entities from the editor](#) on page 74

[Deleting entities from the entities panel](#) on page 76

[Deleting entities from the toolbar](#) on page 77

[Editing entities from the editor](#) on page 78

[Editing entities from the entities panel](#) on page 80

[Editing entities from the toolbar](#) on page 81

[Tagging entities in the editor](#) on page 83

[Tagging entities from the toolbar](#) on page 86

[Adding relations](#) on page 89

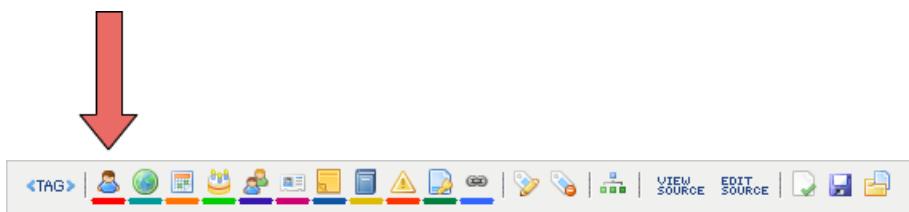
[Deleting relations](#) on page 91

## Creating a new person entity

---

The "Tag Person" option is for tagging people by name. It usually contains a proper noun or noun phrase, but can also contain pronouns or other ways of referring to someone.

1. Highlight the text that you would like to tag as a "Person." Click on the toolbar or right-click options (see images below).



The screenshot shows the CWRC-Writer interface with the 'Markup' tab selected. On the left, a tree view shows the document structure under the 'TEI' root. The main area displays a poem by Walt Whitman. A context menu is open over the word 'Chaucer', listing various tagging options such as 'Tag Person', 'Tag Place', 'Tag Date', etc. The right side of the screen shows the full text of the poem.

2. Try to find the person you are tagging in the CWRC or VIAL.

The screenshot shows the CWRC-Writer interface with the 'Markup' tab selected. A search dialog is open, showing results for 'Chaucer' across the CWRC and VIAL databases. The results list includes 'Yuan, Chaucer', 'Synagogue Chaucer Street (Nottingham)', 'Chaucer, Daniel', 'Chaucer, Harry', 'Yuan, Chaucer', 'CHAUCER, JOHN', 'Bryant, Brantley L.', and 'Boëce'. At the bottom of the dialog, there are buttons for 'Cancel', 'Create New Person', 'Edit Person', and 'Select', with 'Select' being highlighted.

3. If your entry is not in the CWRC entity lookup system you have the option to create your own. To do this click on "Create New Person" button at the bottom of that page.

4. An "Add Person" pop-up appears, fill it out (see note) and click "OK."

The only mandatory field is the "Person Name," though there are many other areas that you can fill out.

**Add Person**

**About**

An ancient man  
Once gazing at the stars  
Musing, said  
Accept me, I am  
And named  
(Of many)  
Haply ou  
Ever so far  
Old Char  
The Hind  
The Biblio  
The Iliad,  
Hesiod, E  
The Cid,  
The troub  
Chaucer,  
The Bord  
Shakespe  
As some  
The great  
Darting t  
Thou! wi  
Thou! pa  
Well plea  
Thou ent

**Identity**

Preferred name

Name part **+**  
Chaucer, Geoffrey ? Required value

Name type  
full name (inverse order) ? -

Variant name(s) **+**

Same as **+**

**Description**

Date(s) of existence **+**

Factuality **+**

Gender **+**  
male ?

Certainty **+**  
-

Occupation **+**

Activity  
Writer ?

NOTE: This is a placeholder for a person entry.  
NOTE: In [ ] before the name.  
[before he]

Research interest **+**

Descriptive note(s) **+**

Resource(s) **+**

Cancel Ok

5. Once you have created a person entry in the CWRC entity repository, you can now add more information about the tag (precision, person type, etc.). Click on "Save."

«TAG» | | VIEW SOURCE EDIT SOURCE |

TEI - text - body - div - lg - l

**"Old Chants"**  
By Walt Whitman

An ancient song, recit  
Once gazing toward t  
Musing, seeking them  
Accept me, thou saids  
And name for me befo  
(Of many debts incalculab  
Haply our New World  
Ever so far back precl  
Old Chants, Egyptian  
The Hindu Epics, the  
The Biblical books and  
The Iliad, Odyssey, pl  
Hesiod, Eschylus, Sophocles  
The Cid, Roland at Ronceva  
The troubadours, minstrels  
**Chaucer**, Dante, flock  
The Border Minstrels  
Shakespere, Schiller, Ver  
As some vast wondrous  
The great shadowy groups  
Darting their mighty i  
Thou! with as now thy  
Thou! pausing a moment  
Well pleased, acceptin  
Thou enterest at thy e

NOTE: This poem was written in 1865.  
NOTE: In this poem "Walt Whitman" refers to himself as "I" [before he dies] each a

**Tag Person**

Tag as:

This identification is:

Definite  Reasonably Certain  Probable  Speculative

Person type:

Real  Fictional  Both

Add role (optional)

Markup options

Save Cancel

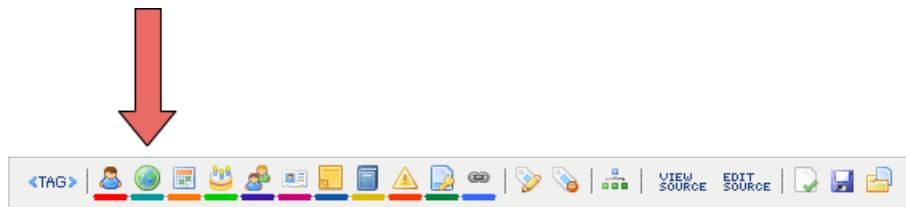
You have now created a new CWRC entity entry, you can use this creation the next time that you go to tag this person.

The screenshot shows the CWRC-Writer v0.8 application window. At the top, there's a toolbar with various icons for file operations like Open, Save, Print, and View. Below the toolbar is a menu bar with 'Entities', 'Markup', and 'Relations'. On the left, a sidebar displays entity details: 'Chaucer' with an icon, ID 'http://cwrc-dev-01.srv.ualberta.ca/islandora/object/undefined', certainty 'definite', and type 'real'. The main content area contains a poem by Walt Whitman titled 'Old Chants'. The poem begins with: "An ancient song, reciting, ending, Once gazing toward thee, Mother of All, Musing, seeking themes fitted for thee, Accept me, thou saidst, the elder ballads, And name for me before thou goest each ancient poet. (Of many debts incalculable, Haply our New World's chieftest debt is to old poems.) Ever so far back precluding thee, America, Old Chants, Egyptian priests, and those of Ethiopia, The Hindu Epics, the Grecian, Chinese, Persian The Biblical books and prophets, and deep idylls of the Nazarene The Iliad, Odyssey, plots, doings, wanderings of Eneas, Hesiod, Eschylus, Sophocles, Merlin, Author, The Cid, Roland at Roncesvalles, the Nibelungen, The troubadours, minstrels, minnesingers, skalds, Chaucer, Dante, flocks of singing birds, The Border Minstrelsy, the bye-gone ballads, feudal tales, essays, plays, Shakespere, Schiller, Walter Scott, Tennyson, As some vast wondrous weird dream-presences, The great shadowy groups gathering around, Darting their mighty masterful eyes forward at thee, Thou! with as now thy bending neck and head, with courteous hand and word, ascending, Thou! pausing a moment, drooping thine eyes upon them, blent with their music, Well pleased, accepting all, curiously prepared for by them, Thou enterest at thy entrance porch". A note at the bottom states: "NOTE: This poem was first published in the New York TRUTH in 1891  
NOTE: In this poem "Whitman is responding to the 'Mother of All' muses, who has asked him to amne for her, 'before thou goest [before he dies] each ancient poet.' (Oliver 2009)".

## Creating a new place entity

Tag place is for tagging a place. It can describe both a geological location or a setting.

1. Highlight the text that you would like to tag as a "Place." Click on the toolbar or right-click options (see image below).



The screenshot shows the CWRC-Writer v0.8 interface. On the left, the TEI XML structure is displayed with nodes like teiHeader, text, body, div, head, title, title, lg, and persName. In the main content area, a poem by Walt Whitman titled "Old Chants" is shown. A context menu is open over the word "Ethiopia" in the text, listing options such as Tag Person, Tag Place, Tag Date, Tag Organization, Tag Citation, Tag Note, Tag Text/Title, Structural Tags, Change Tag, Edit Tag, Remove Tag, Copy Entity, and Paste Entity.

**"Old Chants"**  
By Walt Whitman

An ancient song, reciting, ending,  
Once gazing toward thee, Mother of All,  
Musing, seeking themes fitted for thee,  
  
Accept me, thou saidst, the elder ballads,  
And name for me before thou goest each ancient poet.  
(Of many debts incalculable,  
Haply our New World's chieftest debt is to old poems.)  
  
Ever so far back precluding thee, America,  
Old Chants, Egyptian priests, and those of Ethiopia  
The Hindu Epics, the Grecian, Chinese, Persian  
The Biblical books and prophets, and deep idyls of  
The Iliad, Odyssey, plots, doings, wanderings of E  
Hesiod, Eschylus, Sophocles, Merlin, Author,  
The Cid, Roland at Roncesvalles, the Nibelungen,  
The troubadours, minstrels, minnesingers, skalds,  
Chaucer, Dante, flocks of singing birds,  
The Border Minstrels, the bye-gone ballads, feuds  
Shakespere, Schiller, Walter Scott, Tennyson,  
As some vast wondrous weird dream-presences,  
The great shadowy groups gathering around,  
Darting their mighty masterful eyes forward at the  
Thou! with as now thy bending neck and head, wi  
ld word, ascending,  
Thou! pausing a moment, drooping thine eyes upon them, blent with their music,  
Well pleased, accepting all, curiously prepared for by them,  
Thou enterest at thy entrance porch

NOTE: This poem was first published in the New York TRUTH in 1891  
NOTED: In this poem Whitman is responding to the Mother of All muse, who has selected him to answer for her before their court

2. Try to find the place you are tagging in the CWRC or GeoNames entries.

The screenshot shows a search dialog box titled "Search Place". The search term "Ethiopia" is entered in the search field. Below the search field, there are two sections: "CWRC" and "GeoNames". The "GeoNames" section displays one result: "Little Ethiopia, United States". To the right of the result, the text "Results: 1" is shown. At the bottom of the dialog box are four buttons: "Cancel" (red), "Create New Place", "Edit Place", and "Select" (blue).

3. If your entry is not in the CWRC entity lookup system you have the option to create your own. To do this click on "Create New Place" button at the bottom of that page.

4. An "Add Place" pop-up appears, fill it out (see note) and click "OK."

The only mandatory field is the place name, though there are many other areas that you can fill out.

"Old C By Wa

**Add Place**

About

Place type

Contributing project(s)

**Identity**

Preferred name

Name part

Ethiopia  ⓘ Required value

Variant name(s)

Same as

**Description**

Date(s) of existence

Factuality

Latitude

9.0167  ⓘ

Longitude

38.7500  ⓘ

Feature class

Feature code label

Country name

NOTE: T  
NOTE: I  
[before

First-level administrative division

Second-level administrative division

Elevation

Average elevation

Time zone UTC offset

Descriptive note(s)

5. Once you have created a place entry in the CWRC entity repository, you can now add more information about the tag (precision, person type, etc.). Click on "Save."

The screenshot shows the CWRC-Writer interface with the 'Markup' tab selected. On the left, the TEI XML structure is visible, showing the hierarchy of elements like `<lg>`, `<head>`, and `<body>`. In the main content area, the poem "Old Chants" by Walt Whitman is displayed. A tooltip labeled "Tag Place" appears over the word "Ethiopia". A modal dialog box titled "Tag Place" is open, containing the following fields:

- Tag as:** `Ethiopia`
- This identification is:**  Definite  Reasonably Certain  Probable  Speculative
- Precision of location of place name:**  High  Medium  Low  Unknown
- Note:** This poem was first published in the New York TRUTH in 1891
- NOTE:** In this poem "Whitman is responding to the 'Mother of All' muses, who has asked him to amne for her, 'before thou goest [before he dies] each ancient poet." (Oliver 2009)
- Buttons:** Save, Cancel

You have now created a new CWRC entity entry, you can use this creation the next time that you go to tag this person.

The screenshot shows the CWRC-Writer interface with the 'Entities' tab selected. A sidebar on the left displays the entity entry for "Ethiopia", which includes the following details:

- id:** <http://cwrc-dev-01.srv.ualberta.ca/islandora/object/undefined>
- certainty:** definite
- precision:** high

The main content area shows the poem "Old Chants" by Walt Whitman. The word "Ethiopia" is highlighted with a blue box, indicating it has been tagged with the entity. The rest of the poem is visible, including the notes at the bottom about the publication history and Whitman's response to the "Mother of All" muses.

## Creating a date entity

The "Tag Date" is for tagging a date in the text. This tag can contain the year, month, day or a combination of the three.

1. Highlight the text that you would like to tag as a "Date." Click on the toolbar or right-click options (see images below).



**Entities** | **Markup** | **Relations**

**TB** | **text - body - note**

**Settings** | **Help** | **Edit Header**

**Old Chants\***  
By Walt Whitman

An ancient song, reciting, ending,  
Once gazing toward thee, Mother of All,  
Musing, seeking themes fitted for thee,  
Accept me, thou saidst, the elder ballads,  
And name for me before thou goest each ancient poet.  
(Of many debts incalculable,  
Haply our New World's chiefest debt is to old poems.)

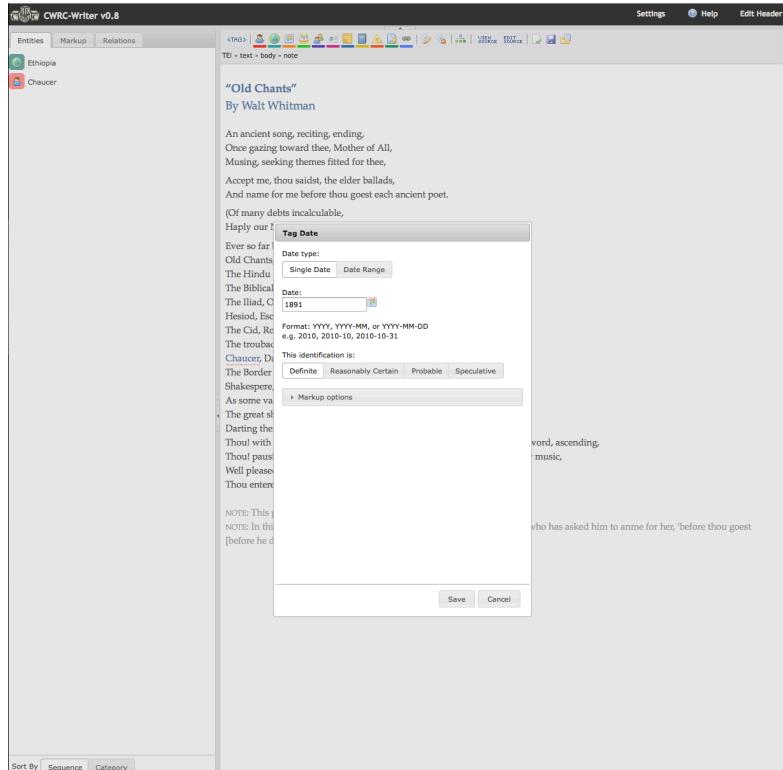
Ever so far back precluding thee, America,  
Old Chants, Egyptian priests, and those of **Ethiopia**,  
The Hindu Epics, the Greek, Chinese, Persian  
The Biblical books and prophets, and deep idylls of the Nazarene  
The Iliad, Odyssey, plots, doings, wanderings of Enes,  
Hesiod, Eschylus, Sophocles, Merlin, Authors  
The Cid, Roland at Roncesvalles, the Nibelungen,  
The troubadours, minstrels, minnesingers, skalds,  
**Chaucer**, Dame, flocks of singing birds,  
The Border Minstrelsy, the bye-gone ballads, feudal tales, essays, plays,  
Shakespeare, Schiller, Walter Scott, Tennyson,  
As some vast wondrous weird dream-presences,  
• The great shadowy groups gathering around,  
Daring their mighty masterful eyes forward at thee,  
Thou! with as now thy bending neck and head, with courteous hand and word, ascending,  
Thou! pausing a moment, drooping thine eyes upon them, blent with their music,  
Well pleased, accepting all, curiously prepared for them,  
Thou enterest at thy entrance porch

NOTE: This poem was first published in the New York TRUTH in [REDACTED]  
NOTE: In this poem "Whitman is responding to the 'Mother of All' in [REDACTED]  
[before he dies] each ancient poet." (Oliver 2009)

him to amne for her, "before thou goest

- **Tag Person**
- **Tag Place**
- **Tag Date**
- **Tag Organization**
- **Tag Citation**
- **Tag Note**
- **Tag Text/Title**
- **Structural Tags** >
- **Change Tag**
- **Edit Tag**
- **Remove Tag**
- **Copy Entity**
- **Paste Entity**

2. Enter the date or the date range into the pop-up, and any additional available information.



You have added a date entity tag to the document.

The screenshot shows the CWRC-Writer application interface after the date entity has been saved. The date '1891' is now highlighted with an orange box, indicating it is a tagged entity. Below the entity, the 'certainty' field is set to 'definite' and the 'date' field is set to '1891'. The main workspace displays the same document as before, with the poem 'Old Chants' by Walt Whitman. The note at the bottom right remains the same: 'NOTE: In this poem "Whitman is responding to the 'Mother of All' muses, who has asked him to amne for her, 'before thou goest [before he dies] each ancient poet." (Oliver 2009)'.

## Creating an organization entity

The "Tag Organization" entity is used to tag an organization or company.

1. Highlight the text that you would like to tag as an "Organization." Click on the toolbar or the right-click options (see images below).



The screenshot shows the CWRC-Writer v0.8 interface. On the left, the TEI XML structure is displayed, with the 'note' section currently selected. The main pane shows a poem by Walt Whitman titled "Old Chants". A context menu is open over the word "Ethiopia" in the text, with "Tag Organization" highlighted. The menu also includes other tagging options like "Tag Person", "Tag Place", etc.

```

<TEI>
  <teiHeader>
    ...
  </teiHeader>
  <text>
    <body>
      <div>
        <head>
          ...
        </head>
        <lg>
          ...
        </lg>
        <lg>
          ...
        </lg>
        <lg>
          ...
        </lg>
      </body>
    </text>
    <note>
      <date>
        ...
      </date>
      <note>
        ...
      </note>
    </note>
  </TEI>
  
```

"Old Chants"  
By Walt Whitman

An ancient song, reciting, ending.  
Once gazing toward thee, Mother of All,  
Musing, seeking themes fitted for thee,  
Accept me, thou saidst, the elder ballads,  
And name for me before thou goest each ancient poet.  
(Of many debts incalculable,  
Haply our New World's chieftest debt is to old poems.)

Ever so far back precluding thee, America,  
Old Chants, Egyptian priests, and those of Ethiopia,  
The Hindu Epics, the Grecian, Chinese, Persian  
The Biblical books and prophets, and deep idyls of the Nazarene  
The Iliad, Odyssey, plots, doings, wanderings of Eneas,  
Hesiod, Eschylus, Sophocles, Merlin, Author,  
The Cid, Roland at Roncesvalles, the Nibelungen,  
The troubadours, minstrels, minnesingers, skalds,  
Chaucer, Dante, flocks of singing birds,  
The Border Minstrelsy, the bye-gone ballads, feudal tales, essays, plays,  
Shakespeare, Schiller, Walter Scott, Tennyson,  
As some vast wondrous weird dream-presences,  
The great shadowy groups gathering around,  
Darling their mighty masterful eyes forward at thee,  
Thou with as now thy bending neck and head, with courteous hand and word, ascending,  
Thou pausing a moment, drooping thine eyes upon them, blent with their music,  
Well pleased, accepting all, curiously prepared for by them,  
Thou entered at thy entrance porch

NOTE: This poem was first published in the New York [REDACTED]  
NOTE: In this poem "Whitman is responding to the 'Mother of [before he dies] each ancient poet.' (Oliver 2009)

sked him to anne for her, 'before thou goest

- Tag Person
- Tag Place
- Tag Date
- Tag Organization**
- Tag Citation
- Tag Note
- Tag Text/Title
- Structural Tags
- Change Tag
- Edit Tag
- Remove Tag
- Copy Entity
- Paste Entity

2. Try to find the organization that you are tagging in the CWRC or VIAF

The screenshot shows the CWRC-Writer v0.8 application interface. On the left, there is a sidebar with a tree view of the TEI structure, showing nodes like 'TEI', 'text', 'body', 'div', 'head', 'lg', and 'note'. The 'note' node is currently selected. The main area is titled 'Search Organization' and contains a search bar with the text 'TRUTH'. Below the search bar is a results list titled 'VIAF' with the sub-titler 'Results: 1 - 100'. The results include entries such as 'Truth Co.', 'Truth Jones (Musical group)', 'Christian Crusade for Truth', 'Royal Order of Divine Truth Forces', 'Exhibition Raw Truth: Auerbach-Rembrandt', 'Way Truth Life', 'Bratstvo Russkoj Pravdy', 'Congress Expression, Truth and Authenticity : on Adorno's Theory of Music and Performance', and 'Truth Seeker Company'. At the bottom of the dialog are buttons for 'Cancel', 'Create New Organization', 'Edit Organization', and 'Select', with 'Select' being the active button.

3. If your entry is not in the CWRC entity lookup system you have the option to create your own. To do this click on "Create New Organization" button at the bottom of that page.
4. An "Add Organization" pop-up appears, fill it out (see info) and click "OK."

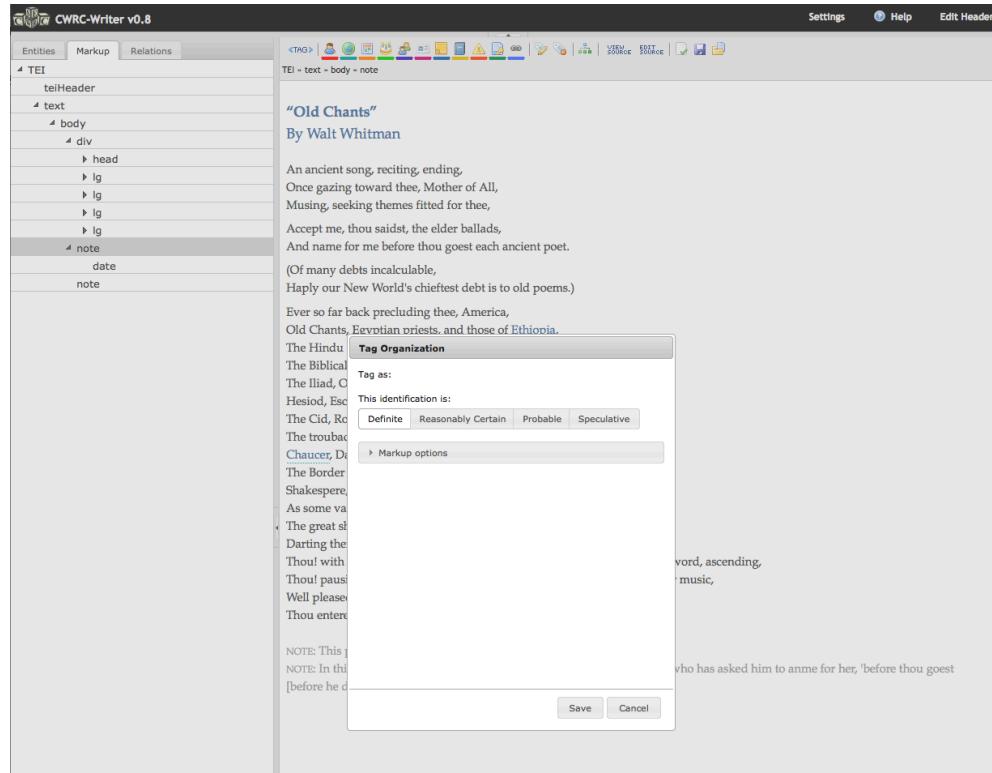
The only mandatory field is the "Organization name," though there are many other areas that you can fill out.

The screenshot shows the 'Add Organization' dialog box. The dialog is organized into several sections: 'About', 'Identity', and 'Description'. In the 'About' section, there is a dropdown menu for 'Organization type' which is currently set to 'literary'. There is also a field for 'Contributing project(s)'. In the 'Identity' section, there is a 'Preferred name' field containing 'TRUTH', with a note that it is a 'Required value'. There are also fields for 'Variant name(s)' and 'Same as'. In the 'Description' section, there are three expandable fields: 'Date(s) of existence', 'Factuality', and 'Descriptive note(s)'. At the bottom of the dialog, there is a note from Whitman's poem 'O Captain! My Captain!' and two buttons: 'Cancel' and 'Ok'. The note reads:

The great shadowy groups gathering around,  
Darting their mighty masterful eyes forward at thee,  
Thou with a now thy bending neck and head, with courteous hand and word, ascending,  
Thou pausing a moment, drooping thine eyes upon them, blent with their music,  
Well pleased, accepting all, curiously prepared for by them,  
Thou enterest at thy entrance porch

NOTE: This poem was first published in the New York **TRUTH** in 1891.  
NOTE: In this poem 'Whitman is responding to the 'Mother of All' muses, who has asked him to amne for her, 'before thou goest [before he dies] each ancient poet.' (Oliver 2009)

5. Once you have created an organization entry in the CWRC entity repository, you can now add more information about the tag (precision, etc). Click on "Save."



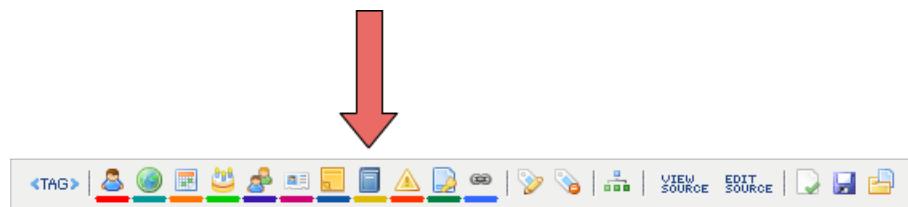
You have now created a new CWRC entity entry, you can use this creation the next time that you go to tag this entry.

The screenshot shows the CWRC-Writer v0.8 application window. At the top, there's a menu bar with 'Settings', 'Help', and 'Edit Header'. Below the menu is a toolbar with various icons, one of which is highlighted in red. On the left side, there's a sidebar with a tree view showing entities like 'Ethiopia' and 'Chaucer'. The main content area displays a poem titled 'Old Chants' by Walt Whitman. The poem is followed by several notes and annotations. At the bottom of the main content area, there are two small text blocks: 'NOTE: This poem was first published in the New York [redacted] in 1891' and 'NOTE: In this poem "Whitman is responding to the 'Mother of All' muses, who has asked him to amne for her, 'before thou goest [before he dies] each ancient poet." (Oliver 2009)'.

## Creating a new text/title entity

The "Tag Text/Title" entity is for tagging a title or the text of any type of work

1. Highlight the text that you would like to tag as a "Text/Title." Click on the toolbar or right-click options (see images below).



**Sample Title**

To [Sherlock Holmes](#) she is always the woman. I have seldom heard him mention her under any other name. In his eyes she eclipses and predominates the whole of her sex. It was not that he felt any emotion akin to love for [Irene Adler](#). All emotions, and that one particularly, were abhorrent to his cold, precise but admirably balanced mind. He was, I take it, the most perfect reasoning and observing machine that the world has seen, but as a lover he would have placed himself in a false position. He never spoke of the softer passions, save with a gibe and a sneer. They were admirable things for the observer—excellent for drawing the veil from men's motives and actions. But for the trained reasoner to admit such intrusions into his own delicate and finely adjusted temperament was to introduce a distracting factor which might throw a doubt upon all his mental results. Grit in a sensitive instrument, or a crack in one of his own high-power lenses, would not be more disturbing than a strong emotion in a nature such as his. And yet there was but one woman to him, and that woman was the late [Irene Adler](#), of dubious and questionable memory.

I had seen little of Holmes lately. My marriage had drifted us away from each other. My own complete happiness, and the home-centred interests which rise up around the man who first finds himself master of his own establishment, were sufficient to absorb all my attention, while Holmes, who loathed every form of society with his whole Bohemian soul, remained in our lodgings in [Baker Street](#), buried among his old books, and alternating from week to week between cocaine and ambition, the drowsiness of the drug, and the fierce energy of his own keen nature. He was still, as ever, deeply attracted by the study of crime, and occupied his immense faculties and extraordinary powers of observation in following out those clues, and clearing up those mysteries which had been abandoned as hopeless by the official police. From time to time I heard some vague account of his doings: of his summons to [Odessa](#) in the case of the Trepoff murder; of his clearing up of the singular tragedy of the Atkinson brothers at Trincomalee, and finally of the mission which he had accomplished so delicately and successfully for the reigning family of Holland. Beyond these signs of his activity, however, which I merely shared with all the readers of the daily press, I knew little of my former friend and companion.

**Notes**

1 This is an excerpt from [Sir Arthur Conan Doyle](#)'s [Scandal in Bohemia](#).

2 The author uses second person narration, from the view of Holmes' friend and biographer, Dr. John H. Watson (Wikipedia).

**Annotations and Keywords**

RESEARCHNOTE: These stories were featured in the Strand Magazine.

LINK: Strand URL: <http://www.strandmag.com>

**Works Cited**

NOTE: The New Monthly Magazine. Alternate Titles: The New Monthly Magazine and Literary Journal; Colburn's New Monthly Magazine; Colburn; Chapman and Hall; John Bale and Sons, 1814-1884.

NOTE:

2. Try to find the text/title you are tagging in the CWRC or VIAF.

**Search Title**

Scandal in Bohemia

CWRC Results: 1 - 100

VIAF

**Notes**

1 This is an excerpt from [Sir Arthur Conan Doyle](#)'s [Scandal in Bohemia](#).

2 The author uses second person narration, from the view of Holmes' friend and biographer, Dr. John H. Watson (Wikipedia).

**Annotations and Keywords**

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NOTE:

3. If your entry is not in the CWRC entity lookup system you have the option to create your own. To do this click on "Create New Title" button at the bottom of that page.

4. An "Add Text/Title" pop-up appear, fill it out (see info below) and click "OK."

The only mandatory field is the Title name, though there are many other areas that you can fill out.

**Add Title**

Type of resource: Journal (part)

Title: Scandal in Bohemia

Author: Sir Arthur Conan Doyle

Date: YYYY-MM-DD

Project:

my former friend and companion.

Cancel Ok

5. Once you have created an text/title entry in the CWRC entity repository, you can now add more information about the tag (author, date, etc). Click on "Save."

**Sample Title**

To **Sherlock Holmes** she is always the woman. I have seldom heard him mention her under any other name. In his eyes she eclipses and predominates the whole of her sex. It was not that he felt any emotion akin to love for **Irene Adler**. All emotions, and that one particularly, were abhorrent to his cold, precise but admirably balanced mind. He was, I take it, the most perfect reasoning and observing machine that the world has seen, but as a lover he would have placed himself in a false position. He never spoke of the softer passions, save with a gibe and a sneer. They were admirable things for the observer – excellent for drawing the veil from men's motives and actions. But for the trained reasoner to admit such intrusions into his own delicate and finely adjusted temperament was to introduce a distracting factor which might throw a doubt upon all his mental results. Grit in a sensitive instrument as his. As I have home-co absorbed al in Baker the drug his imm had bee summoned Trincom Holland, my form

**Tag Title**

This title is:

- Analytic article, poem, or other item published as part of a larger item
- Monographic book, collection, single volume, or other item published as a distinct item
- Journal magazine, newspaper or other periodical publication
- Series book, radio, or other series
- Unpublished thesis, manuscript, letters or other unpublished material

**Notes**

1 This is  
2 The au

**Annotations**

RESEARCH NOTE: These stories were featured in the Strand Magazine  
LINK: Strand URL: <http://www.strandmag.com>

**Works Cited**

NOTE: The New Monthly Magazine. Alternate Titles: The New Monthly Magazine and Universal Register; The New Monthly Magazine and Literary Journal; Colburn's New Monthly Magazine; The New Monthly Magazine and Humorist. London:H. Colburn, Chapman and Hall; John Bale and Sons, 1814-1884.

**Works**

NOTE: The New Monthly Magazine. Alternate Titles: The New Monthly Magazine and Universal Register; The New Monthly Magazine and Literary Journal; Colburn's New Monthly Magazine; The New Monthly Magazine and Humorist. London:H. Colburn, Chapman and Hall; John Bale and Sons, 1814-1884.

NOTE: The New Monthly Magazine. Alternate Titles: The New Monthly Magazine and Universal Register; The New Monthly Magazine and Literary Journal; Colburn's New Monthly Magazine; The New Monthly Magazine and Humorist. London:H. Colburn, Chapman and Hall; John Bale and Sons, 1814-1884.

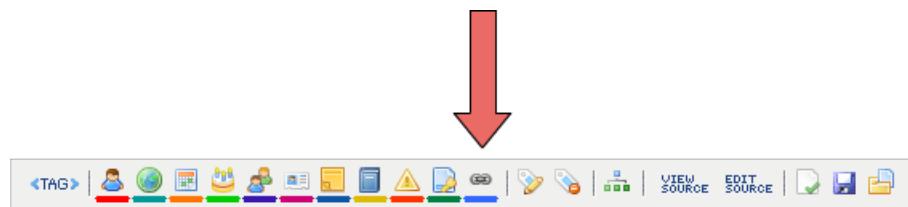
Save Cancel

You have now created a new CWRC entity entry, you can use this creation the next time that you go to tag this entity.

## Creating a link entity

The "Tag Link" entity is for tagging any links or URL found in the document.

1. Highlight the text that you would like to tag as a "Link." Click on the toolbar "Link" icon.



2. Write the link in the text bar, and click "Save."

**CWRC-Writer v0.8**

Entities Markup Relations

Sample Title

To **Sherlock Holmes** she is always the woman. I have seldom heard him mention her under any other name. In his eyes she eclipses and predominates the whole of her sex. It was not that he felt any emotion akin to love for **Irene Adler**. All emotions, and that one particularly, were abhorrent to his cold, precise but admirably balanced mind. He was, I take it, the most perfect reasoning and observing machine that the world has seen, but as a lover he would have placed himself in a false position. He never spoke of the softer passions, save with a gibe and a sneer. They were admirable things for the observer—excellent for drawing the veil from men's motives and actions. But for the trained reasoner to admit such intrusions into his own delicate and finely adjusted temperament was to introduce a distracting factor which might throw a doubt upon all his mental results. Grit in a sensitive instrument, or a crack in one of his own high-power lenses, would not be more disturbing than a strong emotion in a nature such as his. And yet there was but one woman to him, and that woman was the late **Irene Adler**, of dubious and questionable memory.

I had seen little of Holmes lately. My marriage had drifted us away from each other. My own complete happiness, and the home-centred interests which rise up around the man who first finds himself master of his own establishment, were sufficient to absorb all my attention, while Holmes, who loathed every form of society with his whole Bohemian soul, remained in our lodgings in **Baker Street**, buried among his old books, and alternating from week to week between cocaine and ambition, the drowsiness of the drug, and the fierce energy of his own keen nature. He was still, as ever, deeply attracted by the study of crime, and occupied his immense faculties and extraordinary powers of observation in following out those clues, and clearing up those mysteries which had been abandoned as hopeless by the official police. From time to time I heard some vague account of his doings: of his summons to **Odessa** in the case of the Trepoff murder, of his clearing up of the singular tragedy of the Atkinson brothers at Trincomalee, and finally of the mission which he had accomplished so delicately and successfully for the reigning family of Holland. Beyond these signs of his activity, however, which I merely shared with all the readers of the daily press, I knew little of my former friend and companion.

Notes

1 This is an excerpt from [Sir Arthur Conan Doyle's Scandal in Bohemia](#)  
2 The author uses second person narration, from the view of Holmes's friend and biographer, Dr. John H. Watson (Wikipedia).

Annotations and Keywords

RESEARCHNOTE: These stories were featured in the Strand Magazine  
LINK: Strand URL: <http://www.strandmag.com>

Works Cited

NOTE: The New Monthly Magazine. Alternate Titles: The New Monthly Magazine and Universal Register; The New Monthly Magazine and Literary Journal; Colburn's New Monthly Magazine; The New Monthly Magazine and Humorist. London:H. Colburn;Chapman and Hall;John Bale and Sons,1814-1884.  
NOTE:

You have added a link to your document. You can access the link in either the document and the entities column.

**CWRC-Writer v0.8**

Entities Markup Relations

Sample Title

To **Sherlock Holmes** she is always the woman. I have seldom heard him mention her under any other name. In his eyes she eclipses and predominates the whole of her sex. It was not that he felt any emotion akin to love for **Irene Adler**. All emotions, and that one particularly, were abhorrent to his cold, precise but admirably balanced mind. He was, I take it, the most perfect reasoning and observing machine that the world has seen, but as a lover he would have placed himself in a false position. He never spoke of the softer passions, save with a gibe and a sneer. They were admirable things for the observer—excellent for drawing the veil from men's motives and actions. But for the trained reasoner to admit such intrusions into his own delicate and finely adjusted temperament was to introduce a distracting factor which might throw a doubt upon all his mental results. Grit in a sensitive instrument, or a crack in one of his own high-power lenses, would not be more disturbing than a strong emotion in a nature such as his. And yet there was but one woman to him, and that woman was the late **Irene Adler**, of dubious and questionable memory.

I had seen little of Holmes lately. My marriage had drifted us away from each other. My own complete happiness, and the home-centred interests which rise up around the man who first finds himself master of his own establishment, were sufficient to absorb all my attention, while Holmes, who loathed every form of society with his whole Bohemian soul, remained in our lodgings in **Baker Street**, buried among his old books, and alternating from week to week between cocaine and ambition, the drowsiness of the drug, and the fierce energy of his own keen nature. He was still, as ever, deeply attracted by the study of crime, and occupied his immense faculties and extraordinary powers of observation in following out those clues, and clearing up those mysteries which had been abandoned as hopeless by the official police. From time to time I heard some vague account of his doings: of his summons to **Odessa** in the case of the Trepoff murder, of his clearing up of the singular tragedy of the Atkinson brothers at Trincomalee, and finally of the mission which he had accomplished so delicately and successfully for the reigning family of Holland. Beyond these signs of his activity, however, which I merely shared with all the readers of the daily press, I knew little of my former friend and companion.

Notes

1 This is an excerpt from [Sir Arthur Conan Doyle's Scandal in Bohemia](#)  
2 The author uses second person narration, from the view of Holmes's friend and biographer, Dr. John H. Watson (Wikipedia).

Annotations and Keywords

RESEARCHNOTE: These stories were featured in the Strand Magazine  
LINK: Strand URL: <http://www.strandmag.com>

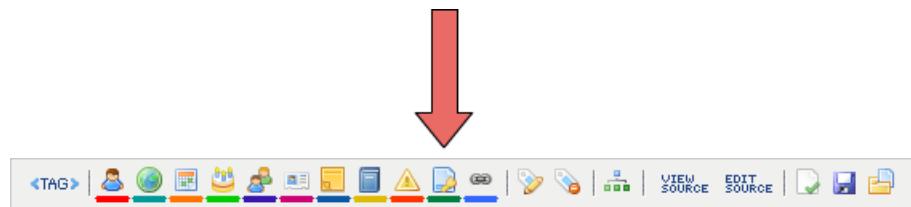
Works Cited

NOTE: The New Monthly Magazine. Alternate Titles: The New Monthly Magazine and Universal Register; The New Monthly Magazine and Literary Journal; Colburn's New Monthly Magazine; The New Monthly Magazine and Humorist. London:H. Colburn;Chapman and Hall;John Bale and Sons,1814-1884.  
NOTE:

## Creating a keyword entity

The "Tag Keyword" entity is tagging any important keywords in your document.

1. Highlight the text that you would like to tag as a "Keyword." Click on the toolbar "Keyword" icon.

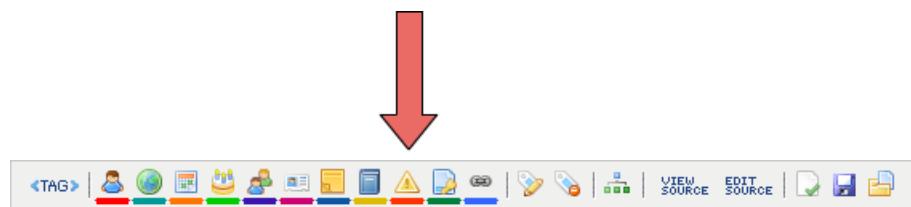


2. Write the keyword in the text bar, and click "Save."

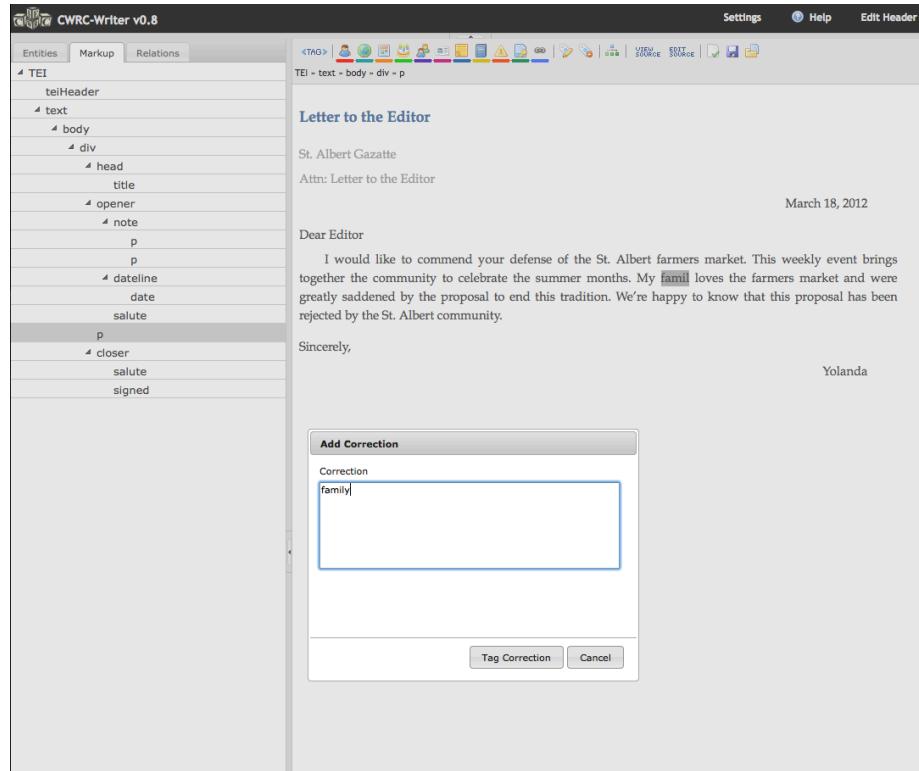
## **Creating a correction entity**

The "Tag Correction" entity is used to tag any correction you have made to the original text.

1. Highlight the text that you would like to tag as a "Correction." Click on the toolbar "Correction" icon.



- Write the correction in the text bar, and click "Save."



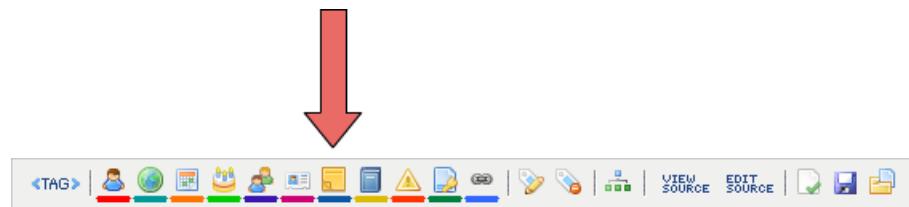
You have added a correction to your document. You can access the correction for edits in either the document and the entities column.

The screenshot shows the CWRC-Writer interface with the 'Entities' tab selected. A red box highlights the entry 'famil' in the list, which is associated with 'corrText: family' and 'sicText: famil'. The main content area displays the same letter to the editor as the previous screenshot. The word 'famil' in the letter is now highlighted in red, indicating it is a tagged entity. The rest of the document content is identical to the previous screenshot.

## Creating note entities

Notes must be applied to a span of text. They cannot be inserted into the text without the cursor having selected something, although they will be in the future.

1. Highlight the text that you would like to add a note to.
2. Click on the toolbar icon "Tag Note" or right-click on the text and choose "Tag Note."



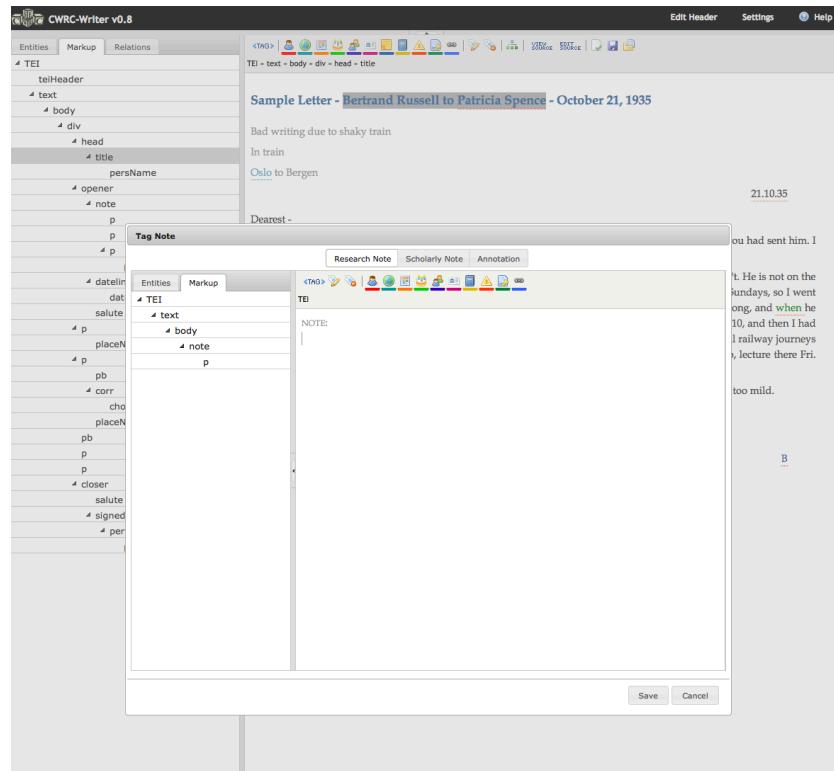
A screenshot of the CWRC-Writer interface. On the left, there is a tree view of the TEI structure. In the main area, a sample letter from Bertrand Russell to Patricia is displayed. A context menu is open over a note in the text. The menu options include: Tag Person, Tag Place, Tag Date, Tag Organization, Tag Citation, Tag Note, Tag Text/Title, Structural Tags, Change Tag, Edit Tag, and Remove Tag. The 'Tag Note' option is highlighted. The text in the letter discusses a journey to Bergen and a meeting with John.

3. A mini-editor will pop-up, enter any information that you would like in the pop-up.

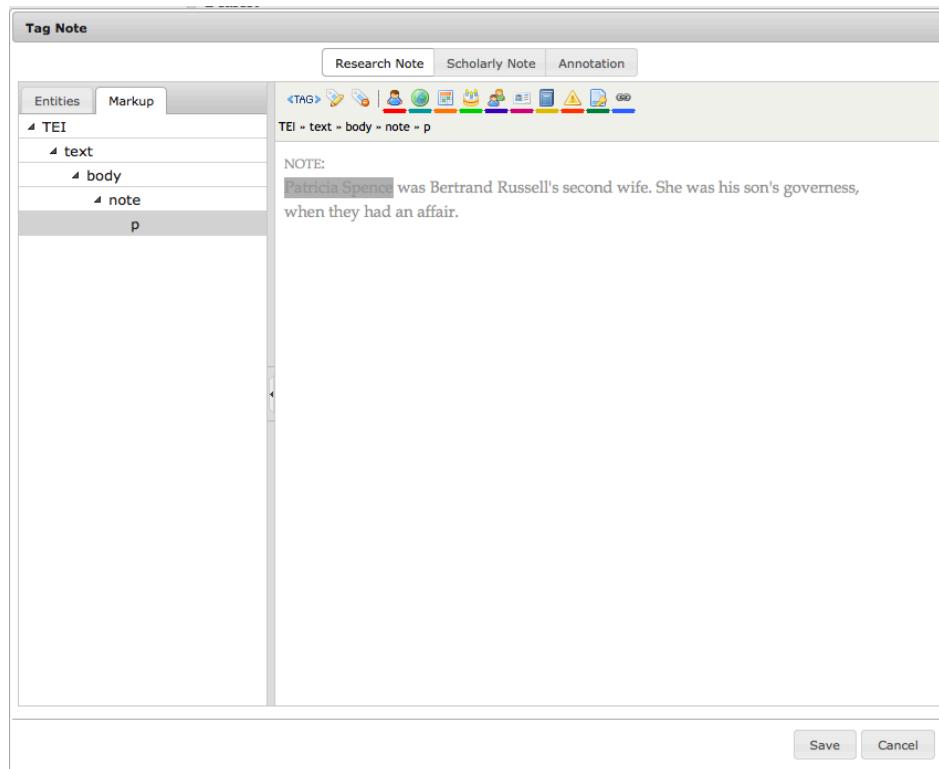
There is a specific way to add text within tags in the mini-editor. To do this, you click the tag twice in the structure/markup tree, so that its entry is italicized (this means the tag's content is selected). You can then start typing, which will add text content to that tag.



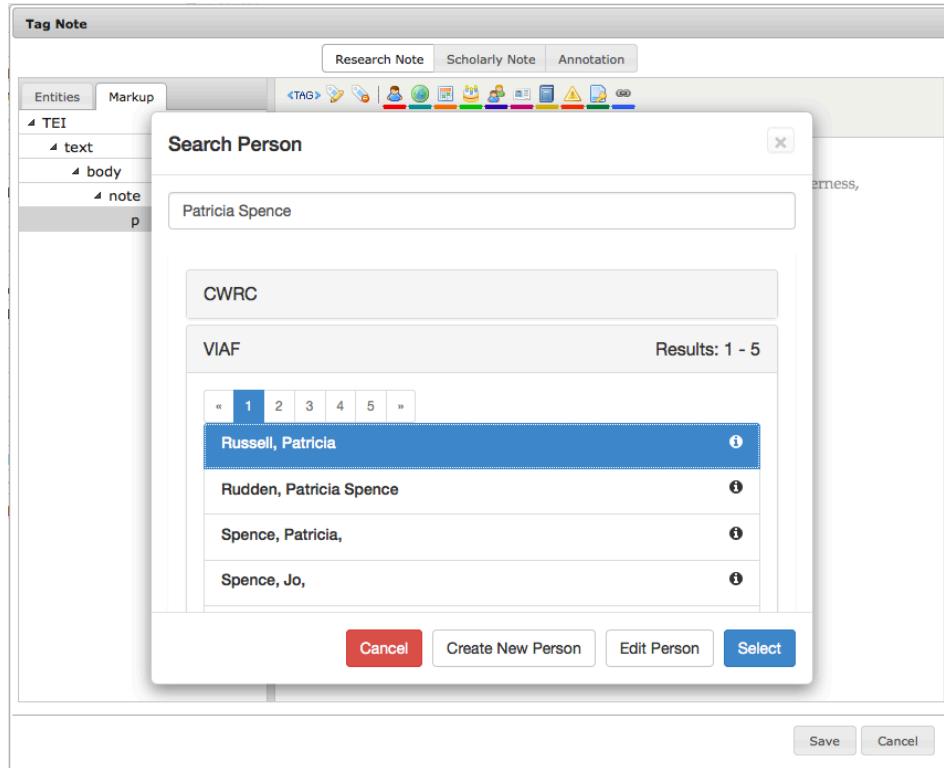
**Note:** When using the mini-editor you can add XML and RDF tags just like in the main editor, though the toolbar options are limited (e.g. you cannot choose to "save" or "validate" the note). The structure and entity panels on the left mimic the structure panel in the editor and displays all the tags you added to the note in the mini-editor.



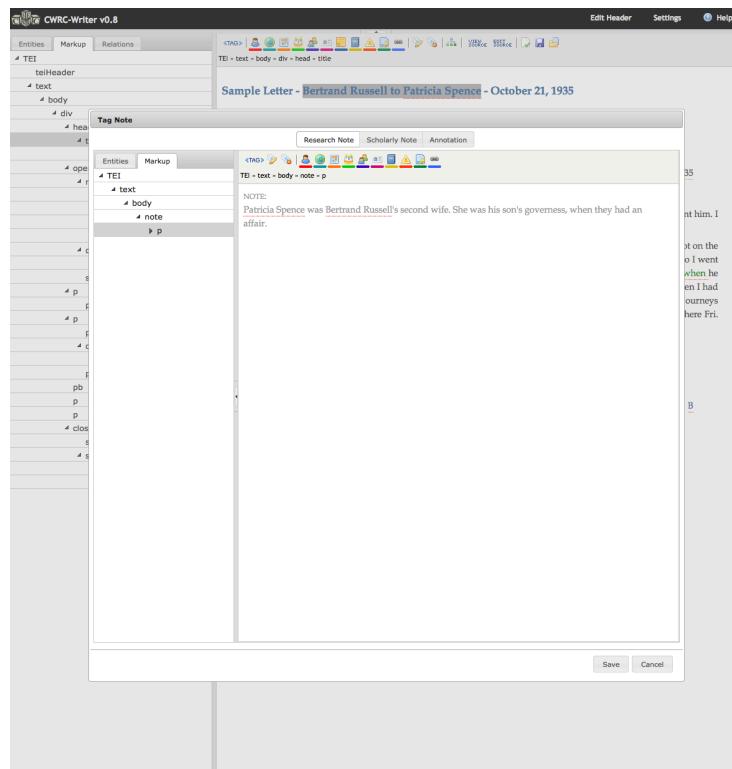
- Once you have entered the text into the editor, you can begin to tag the document. Adding structural tags and entities to the document.



- If/When you decide to add entities to your note, you will see a pop-up exactly like that in the CWRC-Writer.



- Once you have finished creating your note, click on "Save."



You have now created a note in your document. You can see in the image below that the note appears in the document, currently the note does not format correctly in the CWRC-Writer.

**Sample Letter - Bertrand Russell to Patricia Spence**

NOTE:  
October 21, 1935

Bad writing due to shaky train  
In train  
Oslo to Bergen

21.10.35

Dearest -

I have had no letter from you since I left Stockholm, but I had a nice one from John in an envelope you had sent him. I had sent him one addressed to Copenhagen but he hadn't used it.

When I reached Oslo yesterday evening, Brynjulf Bull should have been there to meet me, but wasn't. He is not on the telephone, so I took a taxi to his address, which turned out to be a students' club with no one about on Sundays, so I went to a hotel feeling rather non-plussed. But presently he turned up. He had got the time of my arrival wrong, and when he had found he had missed me he phoned to every hotel in Oslo till he hit on the right one. He left me at 10, and then I had to do a Sunday Referee article. Today my journey lasts from 9 till 9 - fortunately one of the most beautiful railway journeys in the world. Tomorrow I lecture at Bergen to the Anglo-Norwegian Society. Next day I go back to Oslo, lecture there Fri. and Sat. and then start for home via Bergen.

Bull is a nice young man but incompetent - can't quite stand the communists, but finds the socialists too mild.

I am unhappily wondering what you are feeling about me.

I love you very much -

B

## Creating citation entities

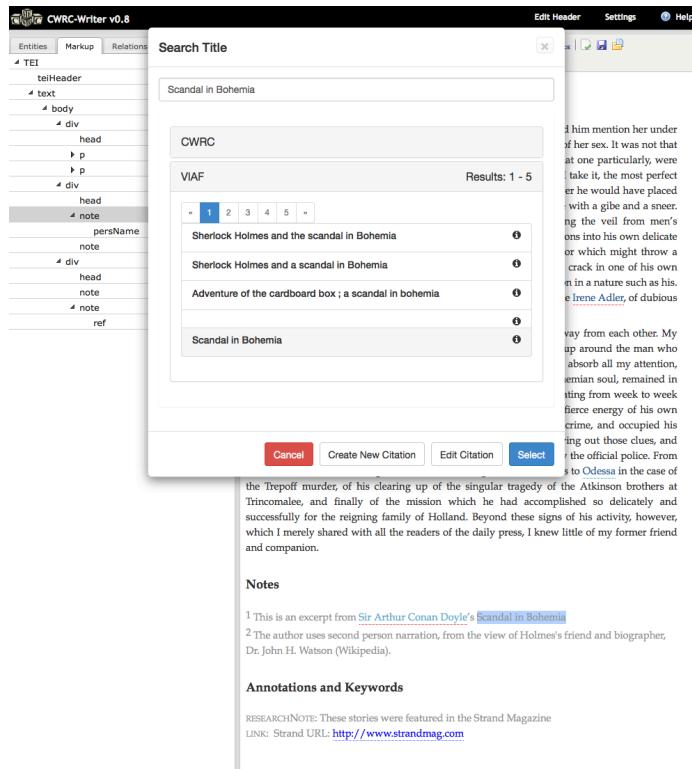
tag citation is for tagging citations in the text, which may contain a loosely structured bibliographic citation of which the subcomponents may or may not be explicitly tagged.

1. Highlight the text that you would like to add a citation to and right-click or use the toolbar icon.





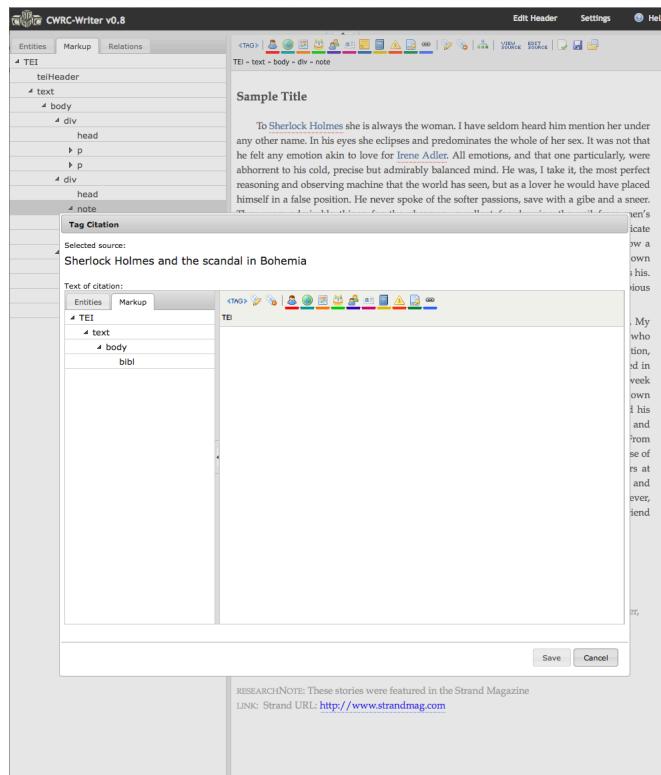
2. A pop-up will appear with a list of titles from the CWRC and VIAF entries. Choose an option and click on "Select."



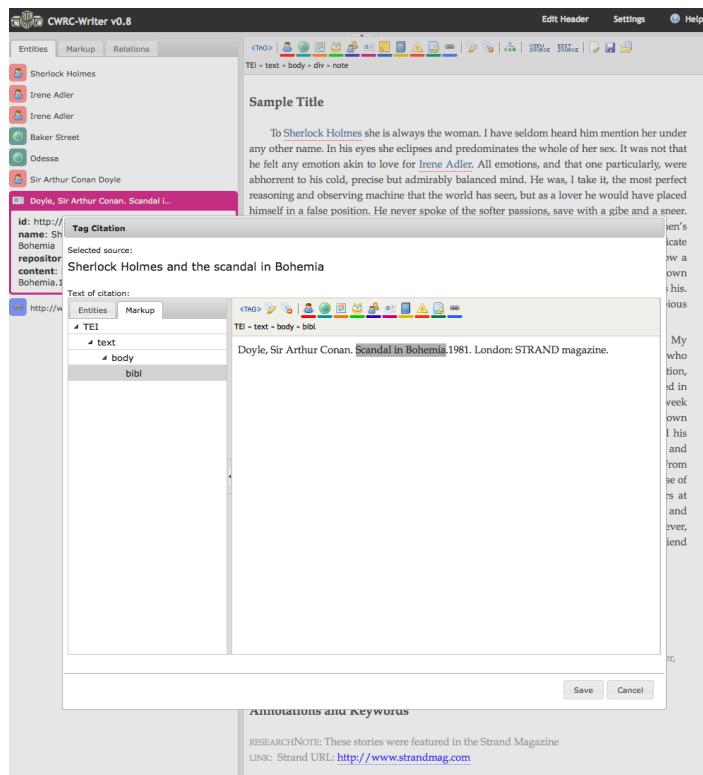
3. A mini-editor will pop-up, enter any information that you would like in the pop-up.

There is a specific way to add text within tags in the mini-editor. To do this, you click the tag twice in the structure/markup tree, so that its entry is italicized (this means the tag's content is selected). You can then start typing, which will add text content to that tag.

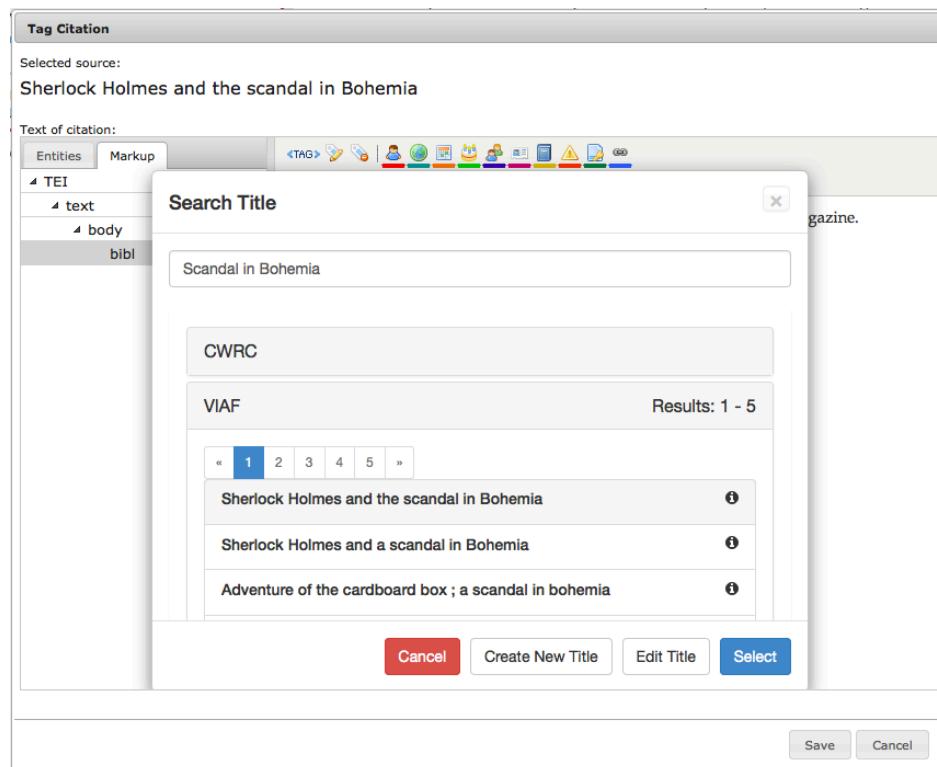
-  **Note:** When using the mini-editor you can add XML and RDF tags just like in the main editor, though the toolbar options are limited (e.g. you cannot choose to "save" or "validate" the citation). The structure and entity panels on the left mimic the structure panel in the editor and displays all the tags you added to the citation in the mini-editor.



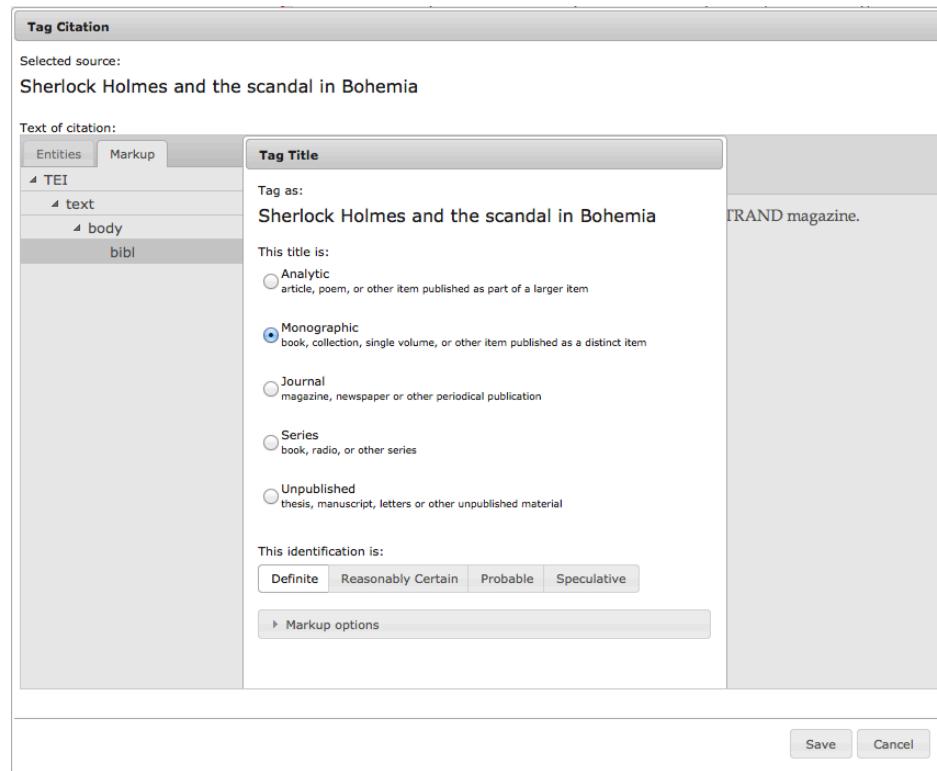
4. Once you have entered the text into the editor, you can begin to tag the document. Adding structural tags and entities to the document.



5. If/When you decide to add entities to your citation, you will see a pop-up exactly like that in CWRC-Writer.



6. Once you have finished creating the citation, click on "Save."



You have now created a citation in your document. You can see in the image below that the note appears in the document, currently the note does not format correctly in CWRC-Writer.

**Content-Reference to:**

## Deleting entities from the editor

The CWRC-Writer templates come with pre existing entity annotations as examples to new users. You can easily delete these annotations or any annotations that you don't want in your document from within the editor (using right-click).

1. Highlight the annotated text.

The screenshot shows the CWRC-Writer v0.8 interface. On the left, there's a sidebar with tabs for 'Entities', 'Markup', and 'Relations'. Under 'Entities', a box highlights 'Walt Whitman' with the following details: id: http://viaf.org/viaf/206799114, name: Whitman, Walt, repository: viaf, certainty: definite. Below this are icons for America, Chaucer, and Shakespere. The main content area displays a poem titled "Old Chants" by Walt Whitman. The text is annotated with several underlined names: America, Old Chants, Egyptian priests, Ethiopia, The Hindu Epics, Grecian, Chinese, Persian, Biblical books and prophets, Nazarene, The Iliad, Odyssey, Eneas, Hesiod, Eschylus, Sophocles, Merlin, Author, The Cid, Roland, Roncesvalles, Nibelungen, troubadours, minstrels, minnesingers, skalds, Chaucer, Dante, Border Minstrelsy, feudal tales, essays, plays, Shakespere, Schiller, Walter Scott, Tennyson, and As some vast wondrous weird dream-presences. The great shadowy groups gathering around.

- Right-click on the highlighted text and choose the Remove Tag option.

This screenshot shows the same CWRC-Writer interface as above, but the entity annotation for 'Walt Whitman' has been removed from the sidebar. The sidebar now only shows the basic information: id: http://viaf.org/viaf/206799114, name: Whitman, Walt, repository: viaf, certainty: definite. The main content area remains the same, displaying the poem "Old Chants" by Walt Whitman with its various annotations.



**Caution:** This will delete both the entity annotation in the left column and the annotated text in the document.

The screenshot shows the CWRC-Writer v0.8 interface. The left sidebar has tabs for 'Entities', 'Markup', and 'Relations'. Under 'Entities', there are three items: 'America' (with a globe icon), 'Chaucer' (with a person icon), and 'Shakespere' (with a person icon). The main workspace shows a document titled '"Old Chants"'. The text includes several entities: 'America', 'Old Chants', 'Egyptian priests', 'Ethiopia', 'Hindu Epics', 'Grecian', 'Chinese', 'Persian', 'Biblical books', 'prophets', 'Nazarene', 'Iliad', 'Odyssey', 'Eneas', 'Hesiod', 'Eschylus', 'Sophocles', 'Merlin', and 'Author'. The status bar at the bottom indicates the path: 'TEI - text - body - div - head - title'.

## Deleting entities from the entities panel

The CWRC-Writer templates come with pre existing entities as examples to new users. You can easily delete these entities or any entities that you don't want in your document or those you have mistakenly added from the entities panel.

Right-click on the entity that you want to delete in the left hand "Entities" column and choose the "Remove Entity" option.

Currently, removing an entity from the document deletes the text as well.

This screenshot shows the CWRC-Writer v0.8 interface with a different set of entities. The 'Entities' panel on the left lists: 'Patricia Spence' (with a person icon), 'Oslo' (with a globe icon), '21.10.35' (with a date icon), 'Stockholm' (with a globe icon), 'when' (with a warning sign icon), and 'Bergen' (with a globe icon). A context menu is open over 'Bergen', showing options: 'Edit Entity' (with a pencil icon), 'Remove Entity' (with a red X icon), and 'Copy Entity' (with a copy icon). The main workspace contains a letter to Patricia Spence. The text includes entities like 'Stockholm', 'Oslo to Bergen', and 'Dearest -'. The status bar at the bottom indicates the path: 'TEI - text - body - div - p'.

This will delete both the entity record in the left column and the entity (with text) in the document.

Entities | Markup | Relations

TEI > text > body > div > p

**Sample Letter - Bertrand Russell to Patricia Spence - October 21, 1935**

Bad writing due to shaky train  
In train  
Oslo to Bergen

21.10.35

Dearest -

I have had no letter from you since I left Stockholm, but I had a nice one from John in an envelope you had sent him. I had sent him one addressed to Copenhagen but he hadn't used it.

When I reached Oslo yesterday evening, Brynjulf Bull should have been there to meet me, but wasn't. He is not on the telephone, so I took a taxi to his address, which turned out to be a students' club with no one about on Sundays, so I went to a hotel feeling rather non-plussed. But presently he turned up. He had got the time of my arrival wrong, and when he had found he had missed me he phoned to every hotel in Oslo till he hit on the right one. He left me at 10, and then I had to do a Sunday Referee article. Today my journey lasts from 9 till 9 - fortunately one of the most beautiful railway journeys in the world. Tomorrow I lecture at to the Anglo-Norwegian Society. Next day I go back to Oslo, lecture there Fri. and Sat. and then start for home via Bergen.

Bull is a nice young man but incompetent - can't quite stand the communists, but finds the socialists too mild.

I am unhappily wondering what you are feeling about me.

I love you very much -

B

## Deleting entities from the toolbar

The CWRC-Writer templates come with pre existing entity annotations as example to new users. You can easily delete these annotations or any annotations that you don't want in your document from the toolbar.

1. Highlight the text tagged with the entity annotation that you would like to delete.

Entities | Markup | Relations

TEI > text > body > div > head > persName

**Political Meeting (For Camillien Houde)**

On the school platform, draping the folding seats,  
they wait the chairman's praise and glass of water.  
Upon the wall the agonized Y initials their faith.

Here all are laic; the skirted brothers have gone.  
Still, their equivocal absence is felt, like a breeze  
that gives curtains the sounds of surplices.

The hall is yellow with light, and jocular;  
suddenly some one lets loose upon the air  
the ritual bird which the crowd in snares of singing  
catches and plucks, throat, wings, and little limbs.  
Fall the feathers of sound, like *alouette's*.  
The chairman, now, is charming, full of asides and wit,

2. Click on the Remove Tag toolbar button.



**Caution:** Currently, removing an entity from the document deletes the entity record in left column and the text tagged with it as well.

The screenshot shows the CWRC-Writer v0.8 interface. At the top, there's a toolbar with various icons for file operations like Open, Save, Print, and View Source. Below the toolbar, a menu bar has 'TAG' selected. The main window displays a poem titled 'Political Meeting (For)'. A portion of the text is highlighted in blue, and a tooltip appears over it, showing entity information: 'Camillien Houde', 'certainty: reasonably certain', 'id: 42172560', 'name: Houde, Camillien', and 'repository: viaf'. The rest of the poem is visible below the highlighted text.

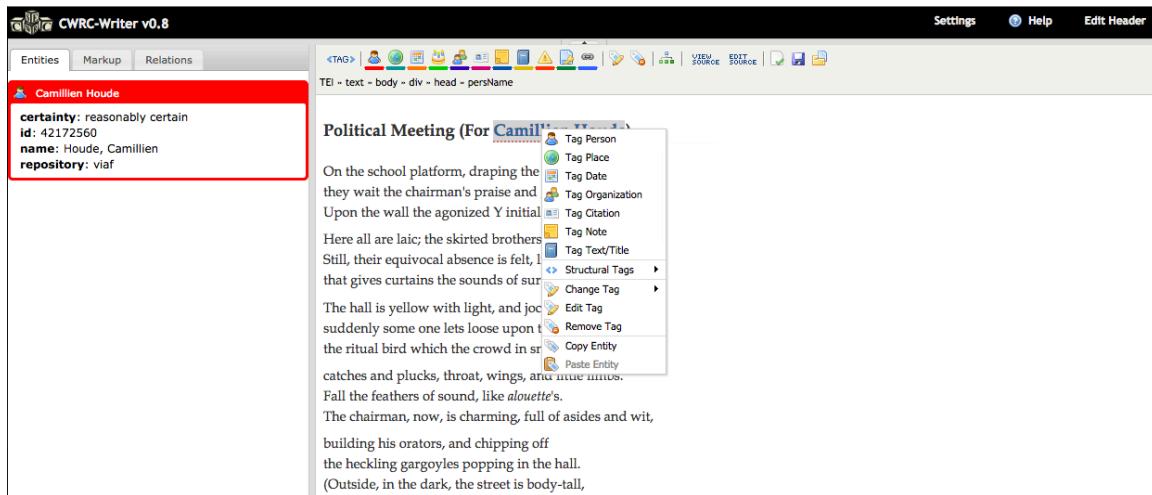
## Editing entities from the editor

You can add qualifying information to the RDF entity annotations added to the document. You can edit the entity annotations within the editor by right-clicking. This information can be edited at any time.

1. Highlight the annotated text .

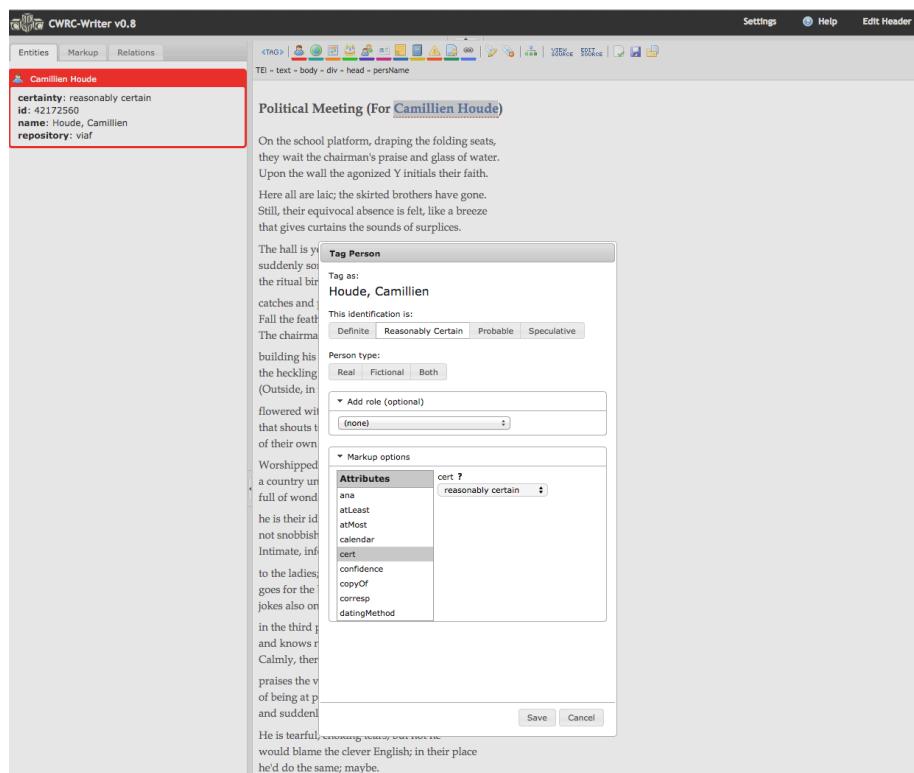
This screenshot shows the same CWRC-Writer interface after step 2. The entity information ('Camillien Houde', 'certainty: reasonably certain', 'id: 42172560', 'name: Houde, Camillien', 'repository: viaf') is now directly integrated into the text as part of the 'head' element. The text 'Political Meeting (For Camillien Houde)' is displayed in blue, indicating it is a linked entity. The rest of the poem follows.

2. Right-click on the highlighted text and choose the Edit tag option.



3. Edit any information in the pop-up you would like and click Save.

None of the information in the pop-up is required.



The edited information will appear in the left "Entities" column. Click on the entry to see the information attached to that particular entity annotation.

**Political Meeting (For Camillien Houde)**

On the school platform, draping the folding seats,  
they wait the chairman's praise and glass of water.  
Upon the wall the agonized Y initials their faith.  
Here all are laic; the skirted brothers have gone.  
Still, their equivocal absence is felt, like a breeze  
that gives curtains the sounds of surplices.  
The hall is yellow with light, and jocular;  
suddenly some one lets loose upon the air  
the ritual bird which the crowd in snares of singing  
catches and plucks, throat, wings, and little limbs.  
Fall the feathers of sound, like *alouette*'s.  
The chairman, now, is charming, full of asides and wit,

## Editing entities from the entities panel

You can add qualifying information to the RDF entity annotations within the document. You can edit the entity annotations in the entity column on the left side of the editor. This information can be edited at any time.

1. Right-click on the entity annotation you would like to edit. Choose the option **Edit Entity**.

**Sample Letter Title**

Some opening note describing the writing setting

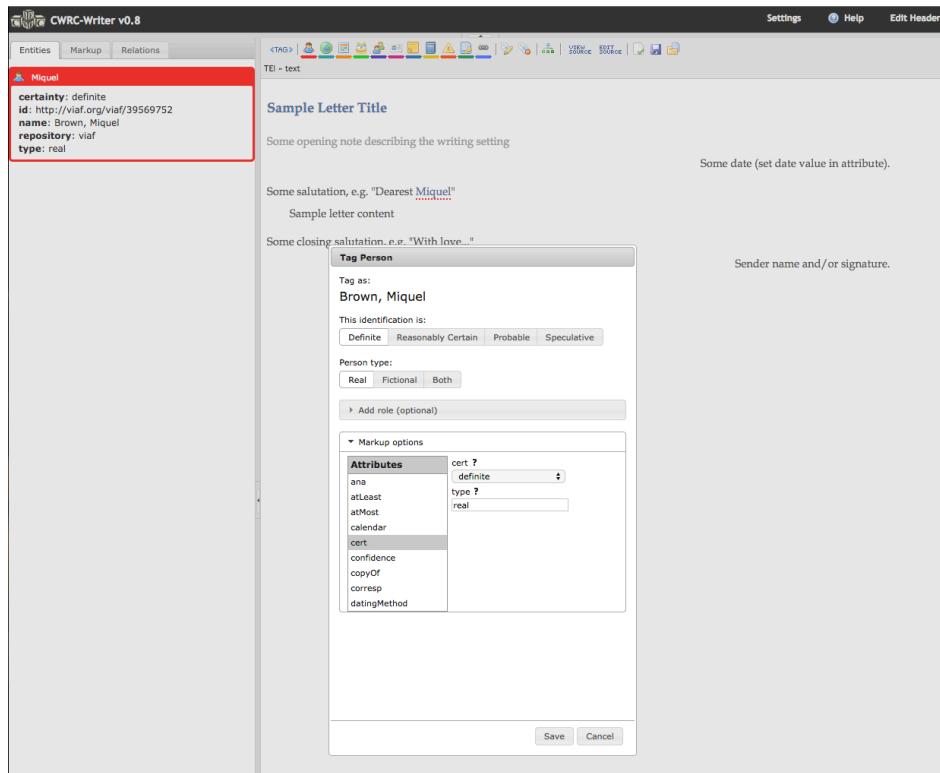
Some salutation, e.g. "Dearest **Miquel**"

Sample letter content

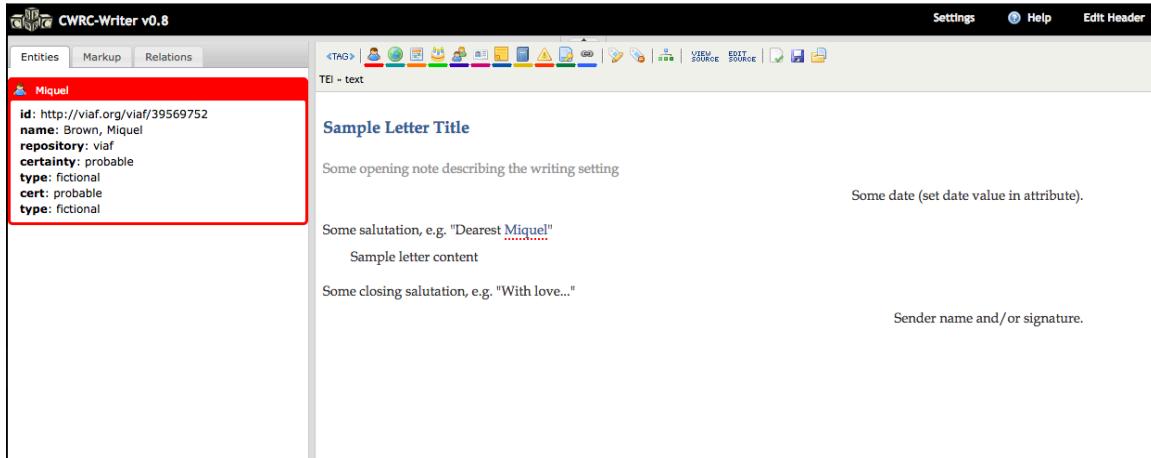
Some closing salutation, e.g. "With love..."

2. Edit any information in the pop-up you would like and click **Save**.

None of the information in the pop-up is required.



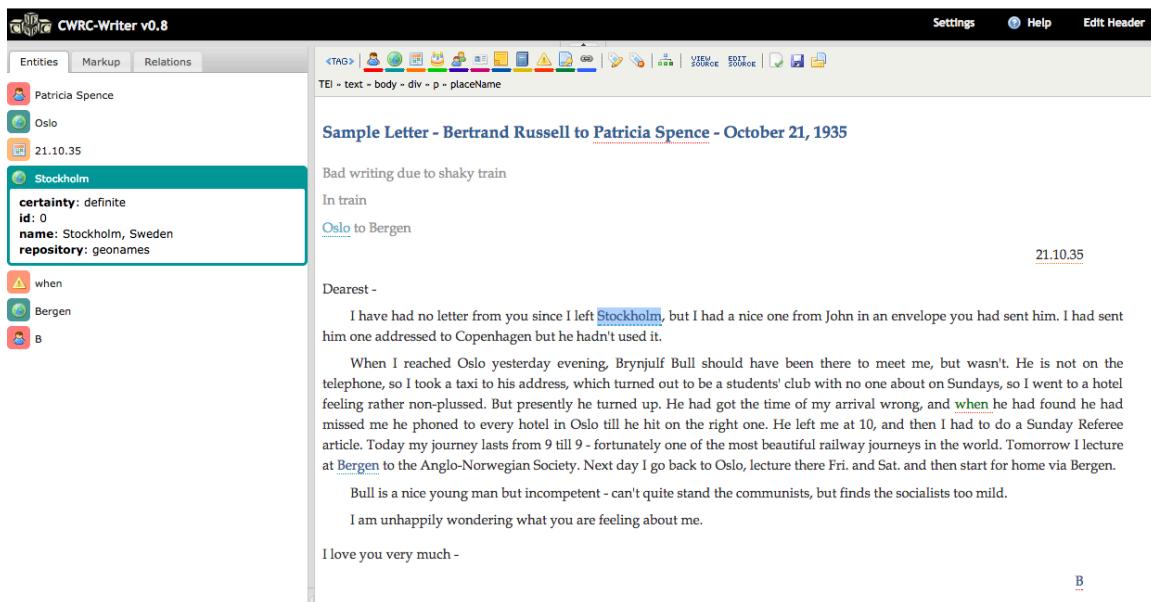
The edited information will appear in the left "Entities" column. Click on the entry to see the information attached to that particular entity annotation.



## Editing entities from the toolbar

You can add qualifying information to the RDF entity annotations in the document. You can edit the annotations from the toolbar at any time.

1. Highlight the annotated text.



- Click on the toolbar button **Edit tag** to edit the highlighted entity annotation.



- Edit any information in the pop-up you would like and click **Save**.

None of the information in the pop-up is required.

The edited information will appear in the left "Entities" column. Click on the entry to see the information attached to that particular entity annotation.

The edited information will appear in the left "Entities" column. Click on the entry to see the information attached to that particular entity annotation.

## Tagging entities in the editor

CWRC-Writer allows you to add RDF entities to your document. You can add these tags from within the editor using your mouse right-click button. When you add RDF entities to the document you are also adding a corresponding XML tag to the document.

1. Highlight the text that you would like to tag as a particular entity.

Currently, the events tag is not full functional.

The screenshot shows the CWRC-Writer interface version 0.8. On the left, a tree view displays the document structure under the 'TEI' root, including sections like 'teiHeader', 'text', 'body', 'div', 'head', 'title', 'persName', 'opener', 'note', 'p', 'placeName', 'dateLine', 'date', 'salute', 'pb', 'corr', 'choice', 'placeName', 'pb', 'p', 'closer', 'salute', 'signed', and 'persName'. The main pane contains a sample letter from Bertrand Russell to Patricia Spence dated October 21, 1935. The text discusses a journey from Stockholm to Oslo via Brynjulf Bull, mentioning a mix-up with the arrival time and a lecture at the Anglo-Norwegian Society. The word 'Oslo' is highlighted in blue, indicating it is a tagged entity.

- Right-click on the highlighted text and select the entity you would like to add to the document. In this case we are adding a "Place" entity to the document.

This screenshot shows the same CWRC-Writer interface as above, but with a context menu open over the word 'Oslo' in the text. The menu includes options such as 'Tag Person', 'Tag Place', 'Tag Date', 'Tag Organization', 'Tag Citation', 'Tag Note', 'Tag Text/Title', 'Structural Tags', 'Change Tag', 'Edit Tag', 'Remove Tag', 'Copy Entity', and 'Paste Entity'. The menu is displayed in a light gray box with a black border, listing various entity types and structural tags.

- Choose a CWRC, VIAF or GeoNames (depending on what entity you are tagging) entry and click on "Select."
- The editor is now hooked up to the CWRC entity system. Lookup of all named entities (e.g. persons, organizations, places, and titles) from within CWRC is now available, as well as lookup in authoritative linked

data sources. the external VIAF list of authorities, produced from national and major research libraries around the world, is used to link persons, organizations and titles, while GeoNames is employed in a similar capacity for place entities.

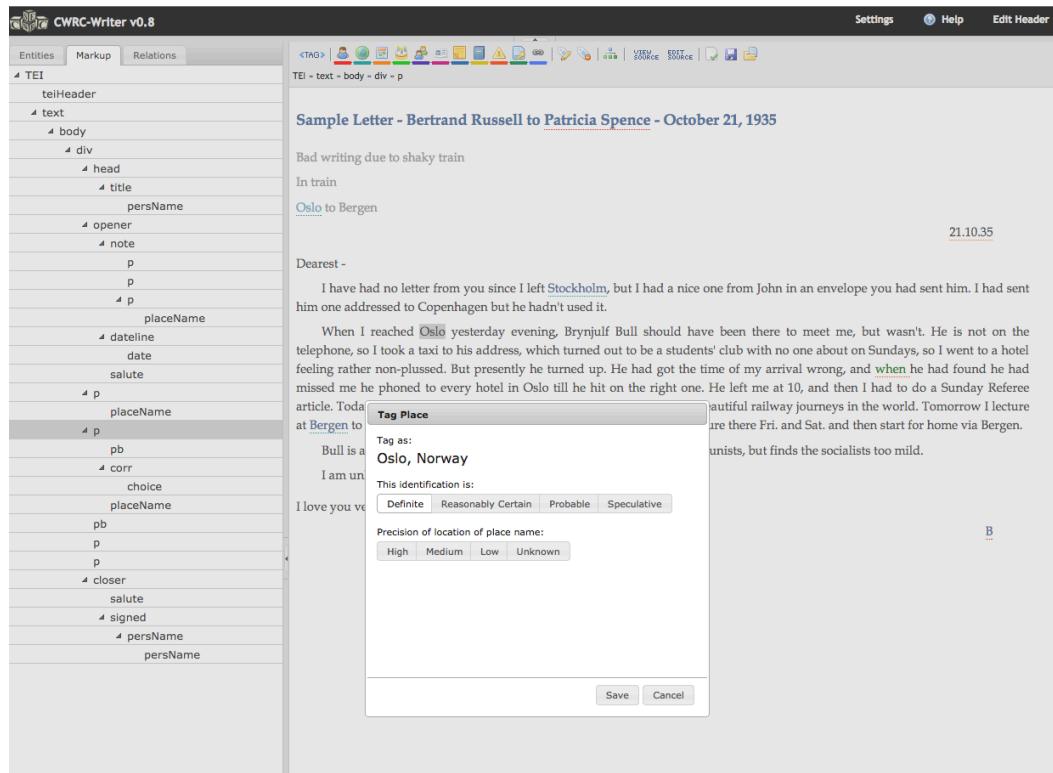


**Note:** You can also create a new entry in the CWRC system, this will be covered in alternate help pages.

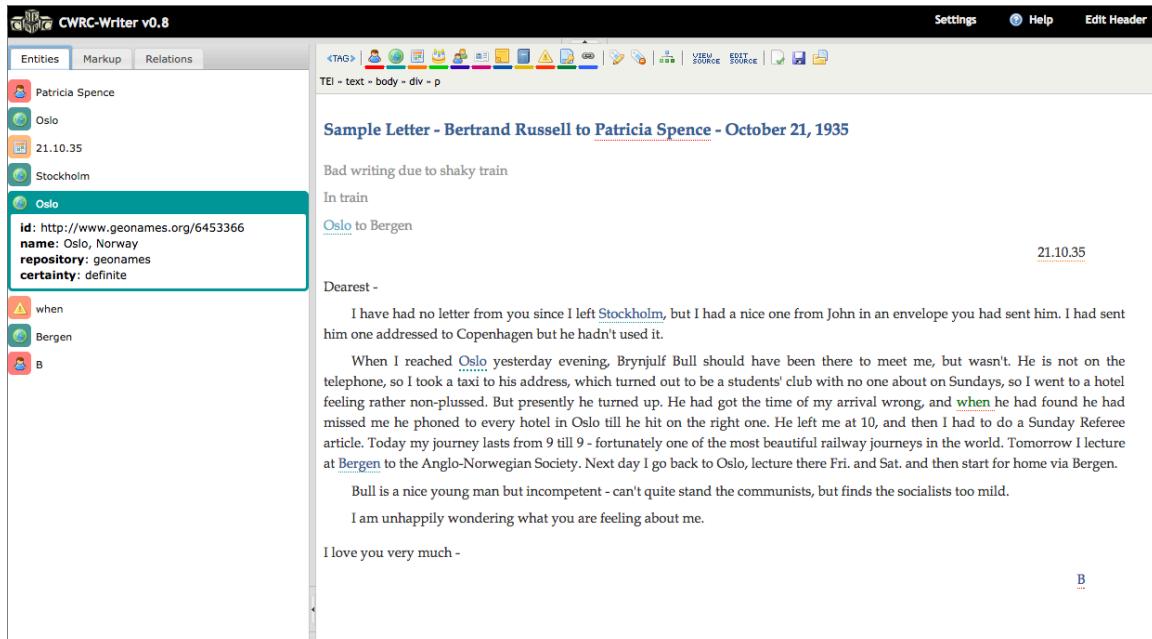
The screenshot shows the CWRC-Writer v0.8 application interface. On the left, there is a tree view of the TEI XML structure. In the center, a modal dialog titled "Search Place" is open, showing search results for "Oslo" from the "GeoNames" source, with 6 results found. The results list includes "Oslo, Norway", "Oslo, Norway", "Oslo, Peru", "Oslo, United States", "Oslo, United States", and "Oslo, United States". At the bottom of the dialog are buttons for "Cancel", "Create New Place", "Edit Place", and "Select". On the right side of the interface, a portion of the document being edited is visible, showing the date "21.10.35" and some text about meeting someone in Oslo.

- Add any qualifying information to the entity (precision, identification, etc.) and click "Save."

The options that show up on this pop-up depends on what entity is being tagged.



The entity that you have added to your document (along with any additional information you have assigned to the entity) will appear in the entities column on the left side of CWRC-Writer.



## Tagging entities from the toolbar

CWRC-Writer allows you to add RDF entities to your document. You can add these tags from the toolbar using icon buttons. When you add RDF entities to the document you are also adding a corresponding XML tag to the document.

1. Highlight the text that you would like to tag as a particular entity.

Currently, the events tag is not fully functional.

The screenshot shows the CWRC-Writer interface with the 'Markup' tab active. On the left, a tree view of the TEI structure shows nodes for 'teiHeader', 'text', 'body', 'div', 'head', 'title', and 'persName'. The 'persName' node is currently selected. The main content area displays a sample letter. The word 'Oslo' in the first sentence is highlighted in blue, indicating it is selected for tagging. The letter content includes: "Bad writing due to shaky train", "In train", "Oslo to Bergen", "21.10.35", "Dearest -", "I have had no letter from you since I left Stockholm, but I had a nice one from John in an envelope you had sent him. I had sent him one addressed to Copenhagen but he hadn't used it.", "When I reached Oslo yesterday evening, Brynjulf Bull should have been there to meet me, but wasn't. He is not on the telephone, so I took a taxi to his address, which turned out to be a students' club with no one about on Sundays, so I went to a hotel feeling rather non-plussed. But presently he turned up. He had got the time of my arrival wrong, and when he had found he had missed me he phoned to every hotel in Oslo till he hit on the right one. He left me at 10, and then I had to do a Sunday Referee article. Today my journey lasts from 9 till 9 - fortunately one of the most beautiful railway journeys in the world. Tomorrow I lecture at Bergen to the Anglo-Norwegian Society. Next day I go back to Oslo, lecture there Fri. and Sat. and then start for home via Bergen.", "Bull is a nice young man but incompetent - can't quite stand the communists, but finds the socialists too mild.", "I am unhappily wondering what you are feeling about me.", and "I love you very much -".

2. Click on the entity toolbar button that you are adding to the document. In this case we are adding a "Person" tag to the sample letter document.

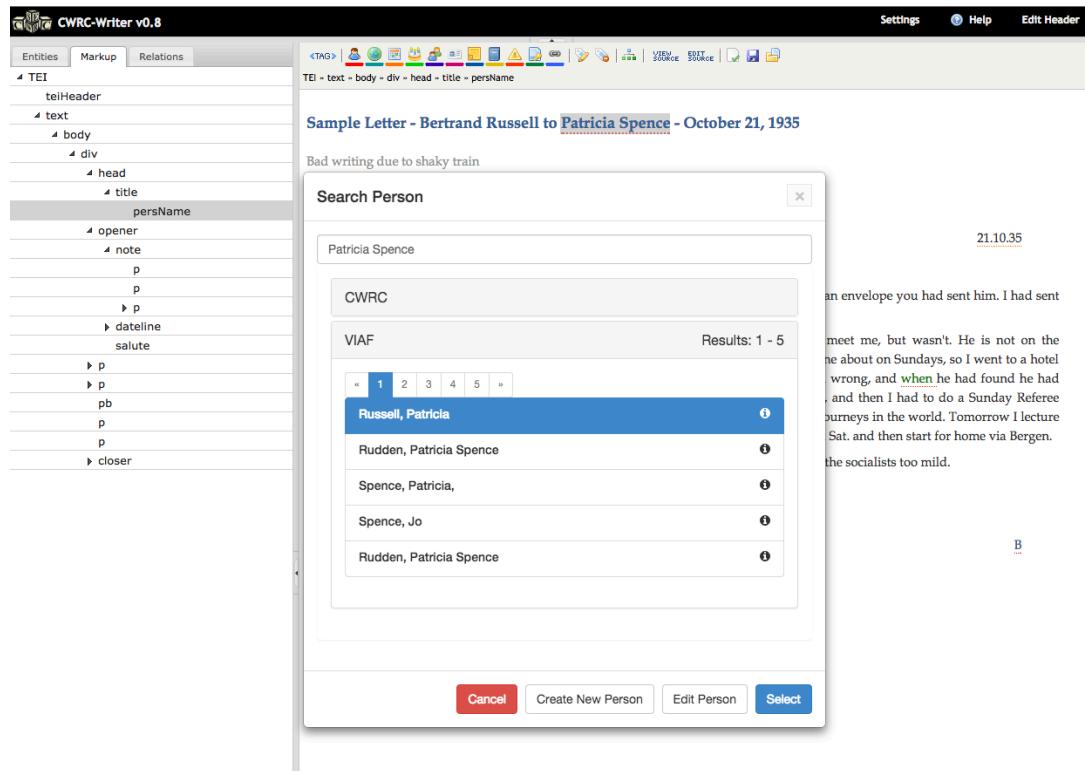
The screenshot shows the CWRC-Writer interface with the 'Markup' tab active. The left sidebar shows the same TEI structure as the previous screenshot. The main content area displays the same sample letter. The word 'Oslo' in the first sentence is no longer highlighted in blue, indicating it has been successfully tagged.

3. Choose CWRC, VIAF, GeoNames (depending on what entity you are tagging) entry and click on "Select."

The editor is now hooked up to the CWRC entity system. Lookup of all named entities (e.g. persons, organizations, places, and titles) from within CWRC is now available, as well as lookup in authoritative linked data sources. The external VIAF list of authorities, produced from national and major research libraries around the world, is used to link persons, organizations and titles, while GeoNames is employed in a similar capacity for place entities.

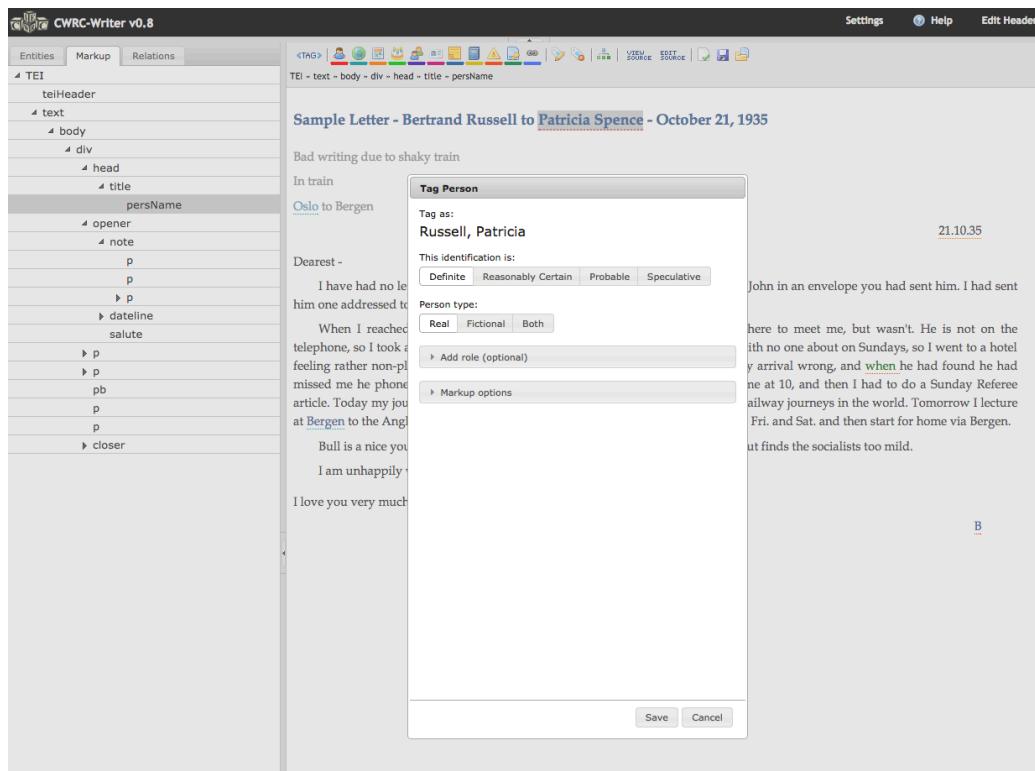


**Note:** You can also create a new entry in the CWRC system, this will be covered in alternate help pages.



- Add any qualifying information to the entity (Precision, identification, etc.) and click "Save."

The option that show up on this pop-up depends on what entity is being tagged.



The entity that you have added to your document (along with any additional information you have assigned to the entity) will appear in the entities column on the left side of the CWRC-Writer.

The screenshot shows the CWRC-Writer v0.8 application window. On the left, there's a sidebar titled "Entities" with a list of entities: Patricia Spence, Oslo, 21.10.35, Stockholm, when, Bergen, and a placeholder icon labeled "B". The main content area displays a sample letter from Bertrand Russell to Patricia Spence on October 21, 1935. The letter discusses writing due to a shaky train, being in Oslo, and traveling to Bergen. It mentions a letter from John and a lecture at the Anglo-Norwegian Society. The text is annotated with underlines and small icons. At the bottom of the main window, there's a toolbar with various icons and buttons for "VIEW SOURCE", "EDIT SOURCE", and other document operations.

## Adding relations

You can add relationships between the tagged entities within the document. You connect these entities with predicates, pre existing ones occur or you can add your own. This lets you create a semantic web of information within your document.

1. Click on the "Add Relation" toolbar icon or the "Add Relation" button at the bottom of the relations column.



2. Begin to add the relationships to your document.

The pre existing predicates depend on the first selected entity. For example, a "Place" entity has the available predicates "is located within" or "contains." Additionally, you can add your own in a text bar on the bottom of the pop-up.

**Add Relation**

Subject	Predicate	Object
Sherlock Holmes	is a child of	Sherlock Holmes
Irene Adler	is a parent of	Irene Adler
Irene Adler	is related to	Irene Adler
Baker Street	was born on	Baker Street
Odessa	died on	Odessa
Sir Arthur Conan Doyle		Sir Arthur Conan Doyle
Scandal in Bohemia		Scandal in Bohemia
http://www.strandmag.com		http://www.strandmag.com
Custom Subject	lives on	Custom Object

**Sherlock Holmes lives on Baker Street.**

**Add Relation**

**Close**

You have now added new entity relationships to your document. You can view these relations in the "Relations" column on the left side of the page.

**CWRC-Writer v0.8**

Entities    Markup    Relations

Sherlock Holmes lives on Baker Street

Sir Arthur Conan Doyle wrote Scandal in Bohemia

Scandal in Bohemia was published in http://www.strandmag.com

TEI + text

**Sample Title**

To Sherlock Holmes she is always the woman. I have seldom heard him mention her under any other name. In his eyes she eclipses and predominates the whole of her sex. It was not that he felt any emotion akin to love for Irene Adler. All emotions, and that one particularly, were abhorrent to his cold, precise but admirably balanced mind. He was, I take it, the most perfect reasoning and observing machine that the world has seen, but as a lover he would have placed himself in a false position. He never spoke of the softer passions, save with a gibe and a sneer. They were admirable things for the observer—excellent for drawing the veil from men's motives and actions. But for the trained reasoner to admit such intrusions into his own delicate and finely adjusted temperament was to introduce a distracting factor which might throw a doubt upon all his mental results. Grit in a sensitive instrument, or a crack in one of his own high-power lenses, would not be more disturbing than a strong emotion in a nature such as his. And yet there was but one woman to him, and that woman was the late Irene Adler, of dubious and questionable memory.

I had seen little of Holmes lately. My marriage had drifted us away from each other. My own complete happiness, and the home-centred interests which rise up around the man who first finds himself master of his own establishment, were sufficient to absorb all my attention, while Holmes, who loathed every form of society with his whole Bohemian soul, remained in our lodgings in Baker Street, buried among his old books, and alternating from week to week between cocaine and ambition. the drowsiness of the drug, and the fierce energy of his own

## Deleting relations

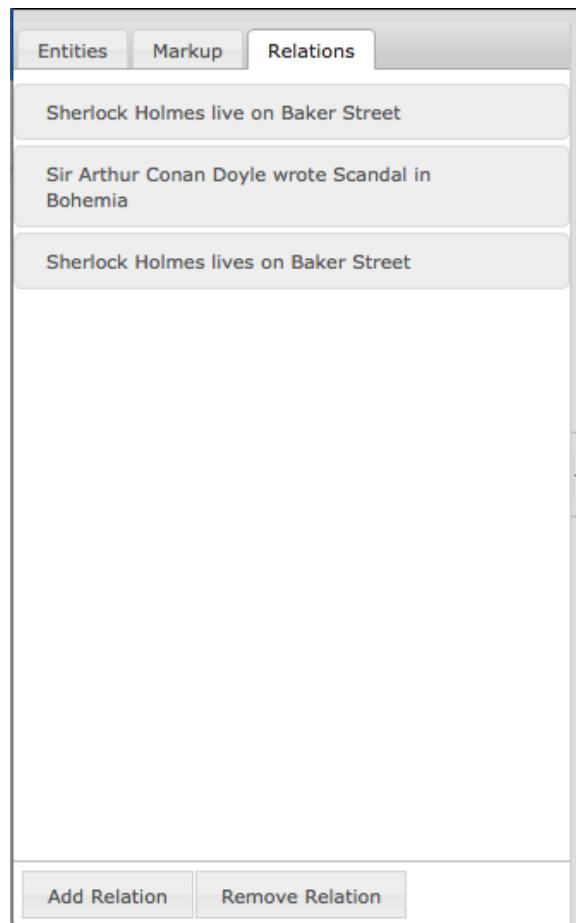
If you have mistakenly added a relation, you can delete them in the left column.

There are two ways to remove relationships in CWRC-Writer.

- Right-click on the entity that you would like to delete. Click on the "Remove Relation" option that pops up.



- At the bottom of the "Relationship Column" there is a button called "Remove Relation." Select the relationship that you would like to delete and click on that button.



# CWRC-Writer reference materials

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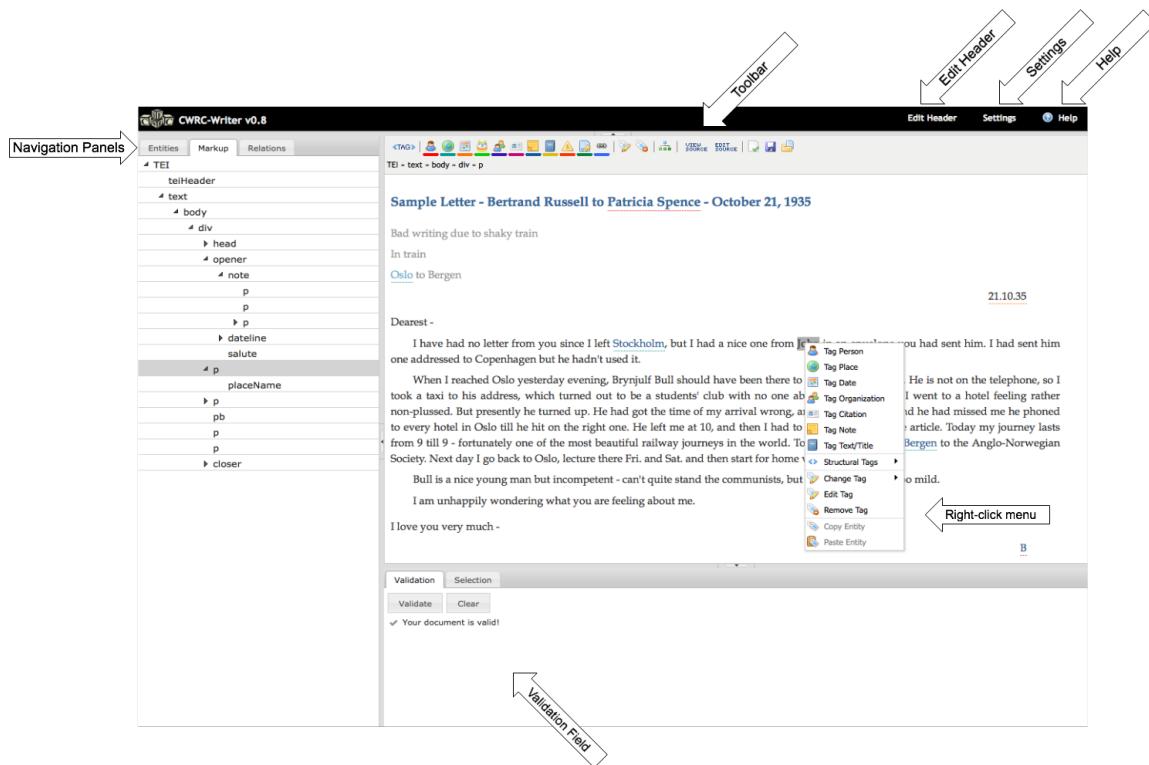
## CWRC-Writer reference materials

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The reference materials available explain, in detail, components of CWRC-Writer.

### Introduction to reference materials

The reference materials available explain, in detail, components of CWRC-Writer. For example, you can use the documents linked to below, to understand how the three columns on the left work, or which right-click menus are available in each section of the editor.



Links:

[Settings menu](#) on page 93

[Navigation columns](#) on page 95

[CWRC-Writer Toolbar](#) on page 98

[CWRC Entity system](#) on page 99

[Right-click menu in the text area](#) on page 102

[Right-click menu in the structure column](#) on page 103

[Right-click menu entities column](#) on page 104

[Right-click menu in the relations column](#) on page 105

## Settings menu

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The "Settings" options allow you to change the settings of your document.

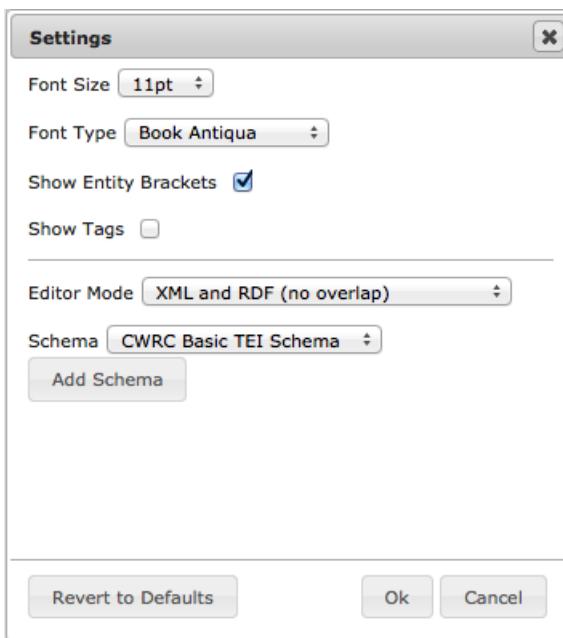
### Settings menu - general information

The settings menu is located in the top right corner of the editor.

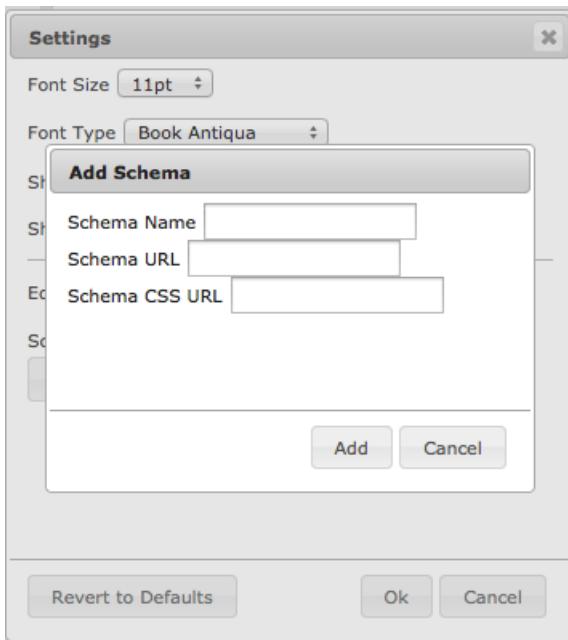
The top half of the settings pop-up allows users to modify the font and size of the text displayed in the editor panel. There are two checkboxes that allow you to view the entity brackets (which is preset to be on) and the show tags option. This will allow you to view the XML brackets in the document.

We advise you to make both entities and tags visible by checking the two options listed below, especially if you intend to work a lot with tags and entities.

The lower half of the Settings pop-up allows users to select the editor mode and the schema associated with the current document (see more below).



Currently, when you select "Add Schema" a pop-up appears. This allows you to add your "Schema Name," "Schema URL," and "Schema CSS URL." Once you have filled in those fields, click on "Add Schema." Now your schema is set in the drop-down menu. This last feature is not fully developed, as the only schema currently supported is the CWRC Basic TEI schema.

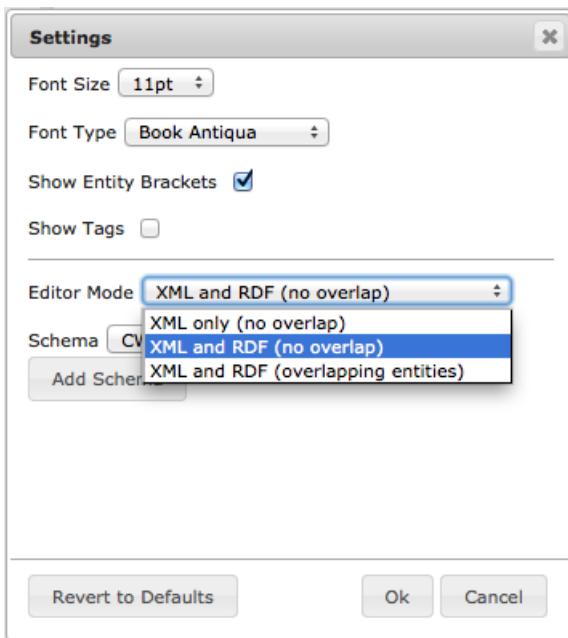


### Settings menu - changing the editor mode

You can change the editor mode in your document. This changes the flexibility of tags and entities within your document.

XML or eXtensible Markup Language is a markup language that allows both humans and computers to read the tag you assign the words. RDF or Resource Description Framework is part of the World Wide Web Consortium (W3C) that allows human to tag words in phrases in a markup language.

The main difference between these two forms or markup languages are that RDF allows the user to overlap tags. For example, "Leonardo da Vinci" is both the name of a famous artist and a place, so in mark up it would look something like this: <"Name">Leonardo da<"Place">Vinci<"Place"><"Name">. XML does not allow the user to overlap tags so that only the "Name" tag could be used. To change between XML and RDF the user has to go to the "Settings" button in the top right corner.



If you are in the "XML no overlap" mode then the annotations added using editor's entity buttons will be saved as the equivalent tags within your schema, with the entity data stored in the tags attributes as far as the schema allows; the same entity annotations can also be saved in the form of RDF.

In the "XML/RDF no overlap" mode the entities will be saved in the form of RDF only, although the structural tags for your document will continue to take the form of hierarchical XML. However, you cannot overlap the tags and entities.

If you are in "XML/RDF overlapping entities" mode then your entities will be saved in the form of RDF only, although the structural tags for your document will continue to take the form of hierarchical XML. You can add tags and entities to the document that overlap within the document.

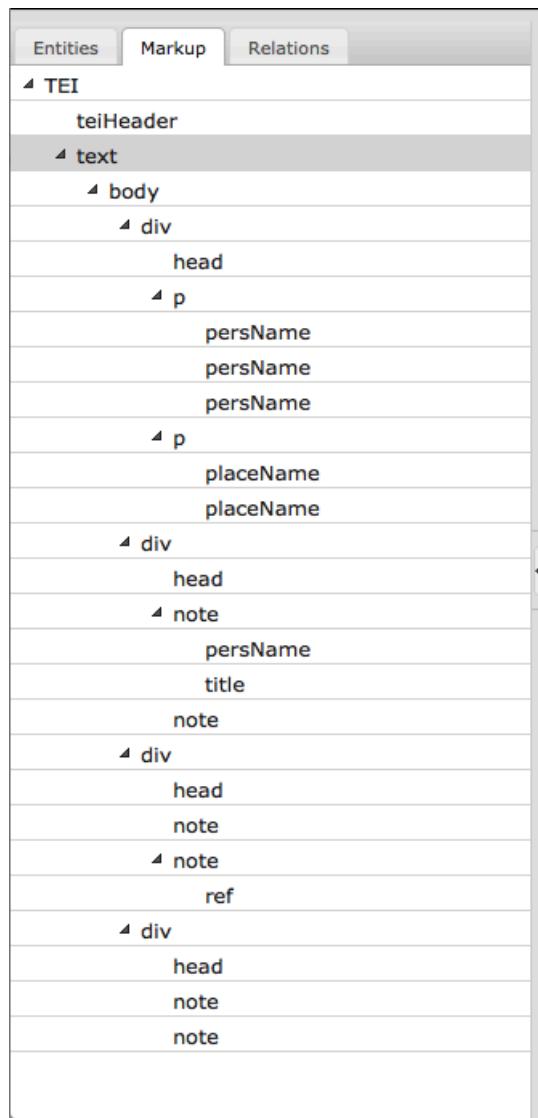
## **Navigation columns**

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There are three different tabs on the left hand side of CWRC-Writer.

### **Structure column**

The Structure column displays the XML structure of the document. From here you can add, delete, edit, and copy and paste tags in the document.



### Entities column

The entities column lets users see the entities that they have tagged in the document (date, organization, title, etc). You may view the items in this tab either sequentially or by category.

The screenshot shows the CWRC-Writer application interface. At the top, there are three tabs: 'Entities', 'Markup', and 'Relations'. The 'Relations' tab is currently selected, indicated by a red border around its content area.

The main content area displays a list of entities related to 'Sherlock Holmes'. Each entity is represented by a small icon and a label. The list includes:

- Irene Adler (repeated twice)
- Baker Street
- Odessa
- Sir Arthur Conan Doyle
- Scandal in Bohemia
- <http://www.strandmag.com>

At the bottom of the relations column, there are two buttons: 'Sort By' (with options 'Sequence' and 'Category') and 'Show Metadata'.

### Relations column

In the relations column you may view any relationships, which you have established between entities. You can establish relationships through the "Add Relations" button in the toolbar at the top of the page or at the bottom of this column. You can also delete relations at the bottom of the column.

Sherlock Holmes lives on Baker Street

Sir Arthur Conan Doyle wrote Scandal in Bohemia

Scandal in Bohemia was published in  
http://www.strandmag.com

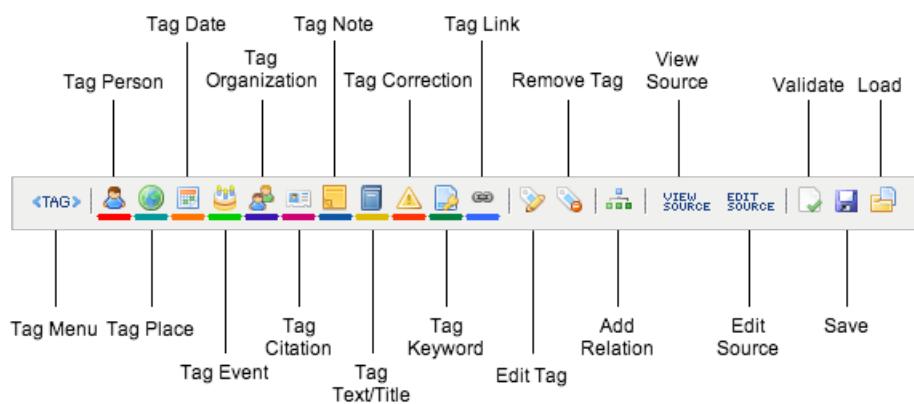
Add Relation   Remove Relation

## CWRC-Writer Toolbar

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At the top of the editor there is a toolbar that allows you to add, edit, and delete tags and entities.

### Toolbar icons



- **Tag Menu** is where you go to find and apply the structural tags.
- **Tag Person** is for tagging people by name. It usually contains a proper noun or noun phrase, but can also contain pronouns or other ways of referring to someone.
- **Tag Place** is for tagging a place. It can describe both a geographical location or setting.

- **Tag Date** is for tagging a date in the text. This tag can contain the year, month, day or a combination of the three.
- **Tag Event** is used to tag an event in the text, events are significant moments of interest (currently, not working).
- **Tag Organization** is used to tag an organization or company.
- **Tag Citation** is for tagging citations in the text, which may contain a loosely structured bibliographic citation of which the subcomponents may or may not be explicitly tagged. When using this option a mini-editor pops up.
- **Tag Note** is used to tag a note or annotation. When using this option a mini-editor pops up.
- **Tag Text/Title** is for tagging a title or the text of any type of work.
- **Tag Correction** is used to tag any correction you have made to the original text.
- **Tag Keyword** is for tagging any important keywords in your document.
- **Tag Link** is for tagging any links or URLs found in the document.
- **Edit Tag** is used to edit a tag that you have created in CWRC-Writer, by changing the information assigned to the tag.
- **Remove Tag** is for removing any unwanted tags.
- **Add Relation** is for creating relationships between tags. You can create relationships between the tags for Person, Place, Date, Event, Organization, Citation, Note, and Title. When users create a relationship they will be asked to specify how the two tags are related, for example are two different "Person" tags family, or collaborators.
- **View Source** is for users who wish to view the raw XML or RDF code.
- **Edit Source** is for users who wish to edit the raw XML or RDF code. We do not suggest that you use this option unless you are an expert.
- **W3C Validate** is a useful tool that allows users to validate their XML tags by the standards of the World Wide Web Consortium (W3C).
- **Save** is for saving any changes you have made to your already saved documents.
- **Load** allows you to load a saved document or choose to load a new template without going back to the main menu.

## CWRC Entity system

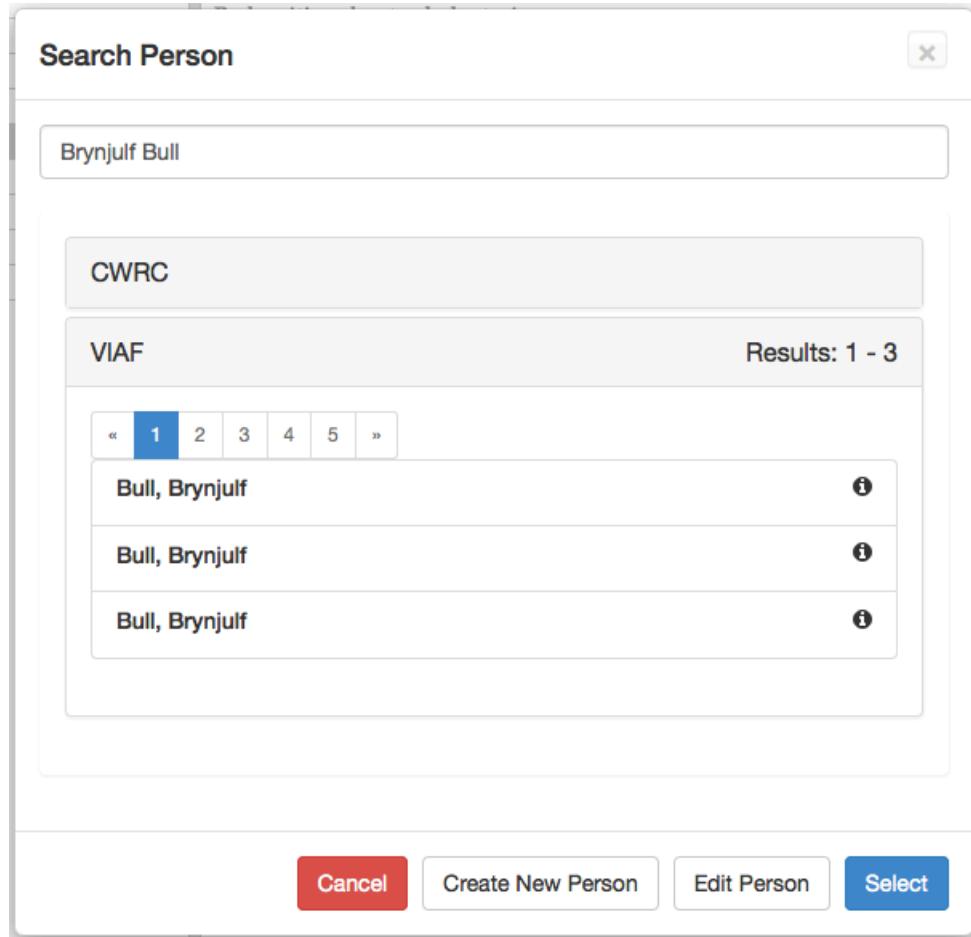
---

The editor allows you to add entities to your document that include RDF and XML tags.

### **Understanding the CWRC entity system**

The editor is now hooked up to the CWRC entity system. Lookup of all named entities (i.e. persons, organizations, places, and titles) from within CWRC is now available, as well as lookup in the authoritative linked data sources.

The external VIAF list of authorities, produced from national and major research libraries around the world, is used to link persons, organizations and titles, while GeoNames is employed in a similar capacity for place entities. More such authoritative sources will be added in future.



It is now possible to add a new entity to the CWRC collection if the person/organization/place/title you are tagging is not found in either of these sets. From the entity lookup pop-up, you can click on the button to create a new entity and you will be taken to a pop-up that allows you to enter the appropriate information. Once created, the new entity will be reference in your tag/annotations and thereafter you will be able to select it from the CWRC entity list for future tags/annotations.

Add Person

About

Person type [+](#)

Contributing project(s) [+](#)

Identity

Preferred name

Name part [+](#)  
 [?](#) Required value

Name type [+](#)

Variant name(s) [+](#)

Same as [+](#)

Description

Date(s) of existence [+](#)

Factuality [+](#)

Gender [+](#)

Occupation [+](#)

Activity [+](#)

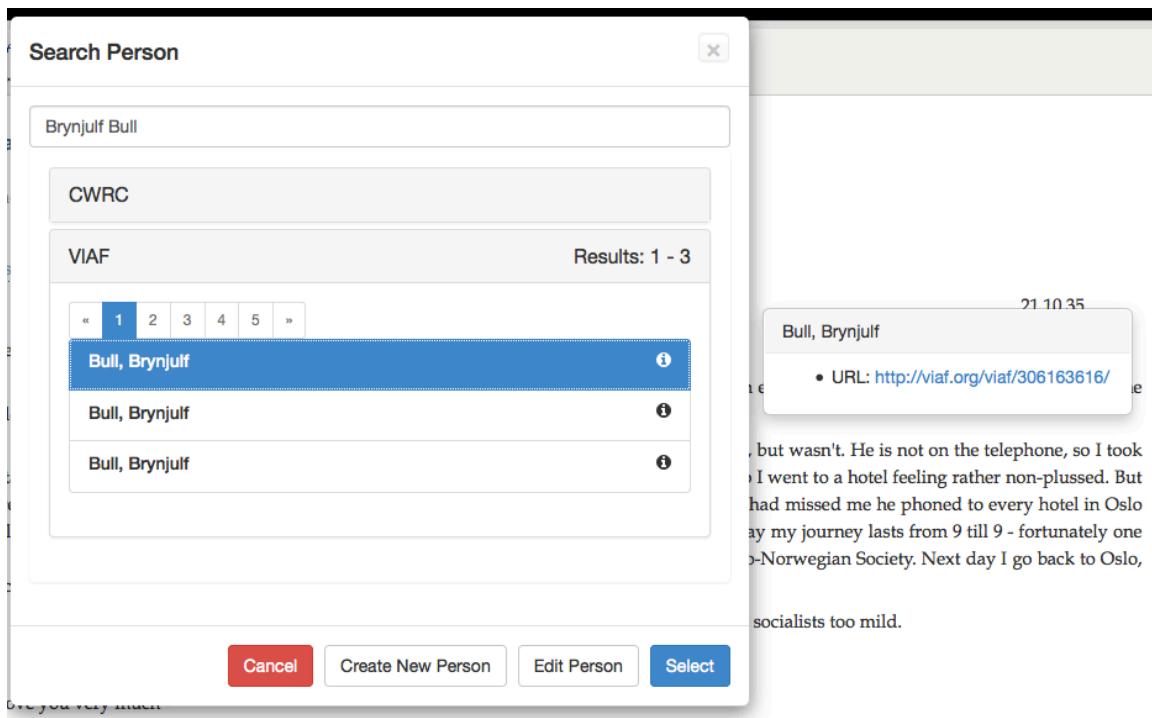
Research interest [+](#)

Descriptive note(s) [+](#)

Resource(s) [+](#)

[Cancel](#) [Ok](#)

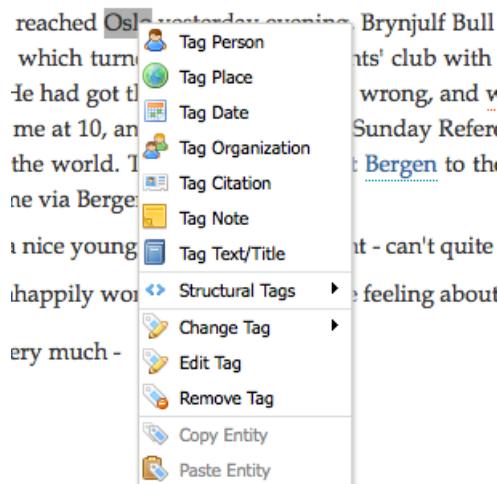
This new feature of CWRC Writer allows you to seamlessly integrate your documents with the semantic web, which is described in more detail in the documents reference below. To avoid ambiguities when tagging named entities, you can also look up and see exactly what linked data you are adding to your document. Clicking on the small black information circle beside an entity option creates a pop-up with a URL. If you open that URL in a new tab you can now see exactly what information you are adding to your document.



## Right-click menu in the text area

You can add tags within the editor by highlighting the text and right-clicking. This will bring up a list of options available to you (adding entities, structural tags, editing, etc).

### Right click menu



**Tag Person** is for tagging people by name. It usually contains a proper noun or noun phrase, but can also contain pronouns or other ways of referring to someone.

**Tag Place** is for tagging a place. It can describe both a geographical location or a setting.

**Tag Date** is for tagging a date in the text. This tag can contain the year, month, day, or a combination of the three.

**Tag Organization** is used to tag an organization or company.

**Tag Citation** is for tagging citations in the text, which may contain a loosely structured bibliographic citation of which the subcomponents may or may not be explicitly tagged.

**Tag Note** is used to tag a note or annotations.

**Tag Text/Title** is for tagging a title or the text of any type of work.

**Structure Tags** allows you to add XML tags to the highlighted text. You can filter tags using the search field at the top of the list.

**Change Tag** this allows you to change a tag (for example, turn a "lg" - line group - into a "p" - paragraph).

**Edit Tag** this allows you to edit a tag by modifying the attributes of the tag.

**Remove Tag** is for removing a tag.

**Copy Entity** allows you to copy an entity, this option is only available when you highlight a pre tagged entity.

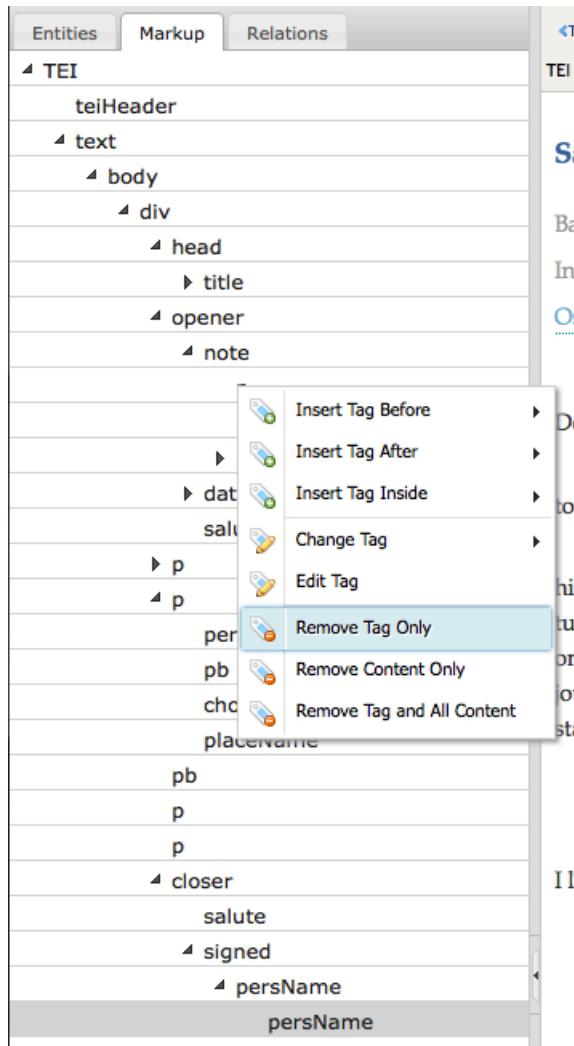
## Right-click menu in the structure column

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In CWRC-Writer, you can add tags through the structure panel on the left side of the editor.

### Right-click menu

To add tags in the structure panel, select a tag and then right-click. this will bring up a menu with eight options that allow you to either insert a tag, edit an existing tag, or remove tags.



**Insert Tag Before** allows you to insert a tag before the tag you have right-clicked on.

**Insert Tag After** allows you to insert a tag after the tag you have right-clicked on (skipping over any nested tags within the tag you have clicked on).

**Insert Tag Inside** this will insert a new tag nested within the initial tag you clicked on.

**Change Tag** this allows you to change a tag (for example, turn a "lg" - line group - into a "p" - paragraph).

**Edit Tag** this allows you to edit a tag by modifying the attributes of the tag.

**Remove Tag Only** allows you to remove a tag, but keep the content (text, nested tags, etc.)

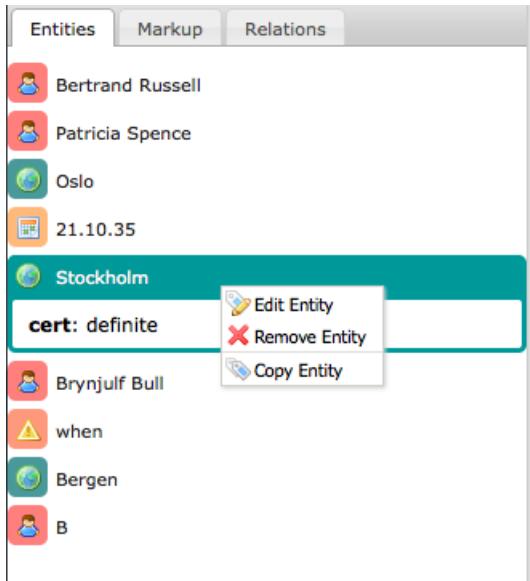
**Remove Content Only** allows you to remove the content of a tag (text, nested tags, etc.), but keep the tag.

**Remove Tag and All Content** allows you to remove everything within a tag and the tag itself.

## Right-click menu entities column

You can edit entities by right-clicking on an entity in the entities panel on the left side of the editor.

## Right-click menu



**Edit Entity** allows you to edit the qualifying information of an entity. This will bring up a pop-up where you can change the settings.

**Remove Entity** allows you to remove an entity, this will also remove the text that is tagged.

**Copy Entity** allows you to copy an entity and identifying information. To paste the entity, place your cursor in the editor and right-click (choose to paste the entity).

## Right-click menu in the relations column

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Adding relations between entities

### Right-click menu

The relations panel displays the relationships you've added between entities. To remove the entities, right-click on the relationship you would like to delete and choose the only option - Remove Relations.

