

## **How to get started in CWRC-Writer**

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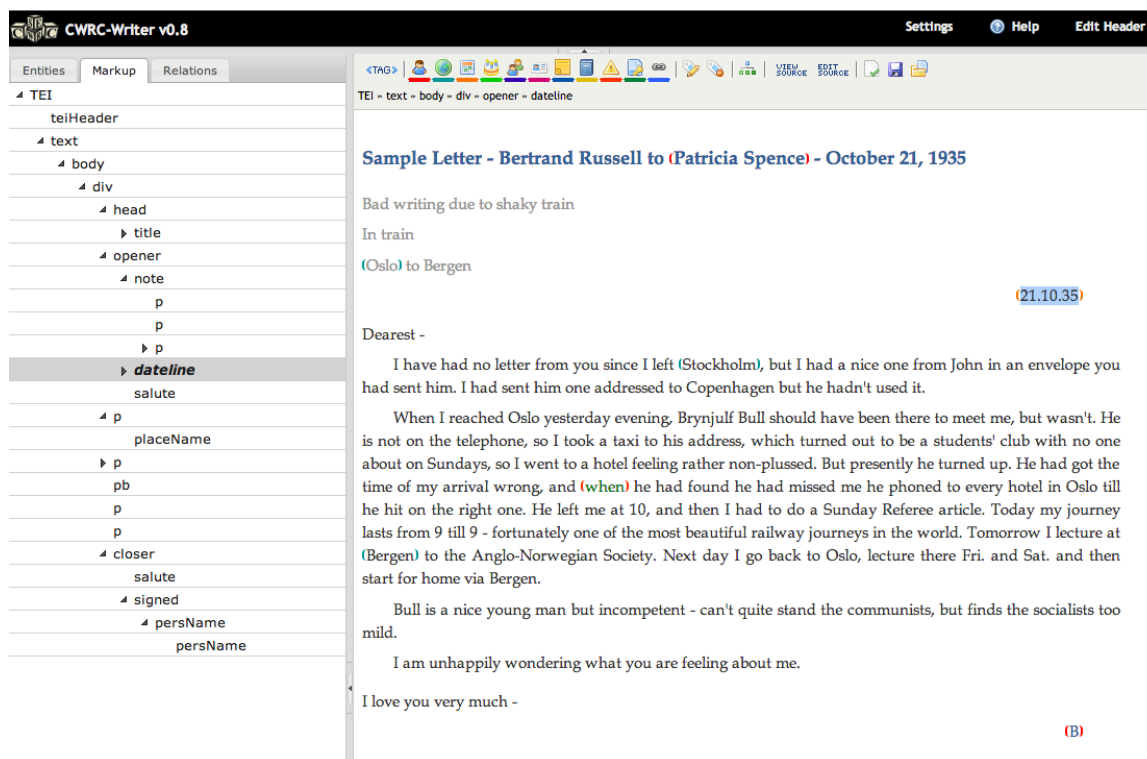
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# Welcome to CWRC-Writer

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

## Getting started in CWRC-Writer introduction

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)

## 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)

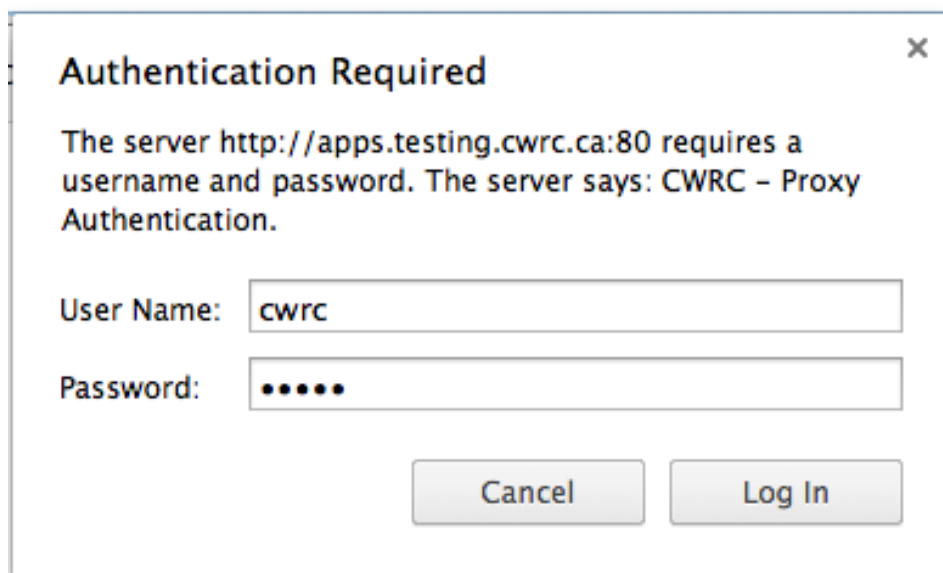
CWRC-Writer is only optimized for FireFox or Google Chrome browsers. Please open CWRC-Writer in either of the options only.

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



The image shows a standard web browser authentication dialog box. The title bar reads 'Authentication Required' with a close button (X) in the top right corner. The main text inside the dialog states: 'The server http://apps.testing.cwrc.ca:80 requires a username and password. The server says: CWRC - Proxy Authentication.' Below this text are two input fields. The first is labeled 'User Name:' and contains the text 'cwrc'. The second is labeled 'Password:' and contains five dots, indicating a masked password. At the bottom right of the dialog are two buttons: 'Cancel' and 'Log In'.

**Authentication Required**

The server <http://apps.testing.cwrc.ca:80> requires a username and password. The server says: CWRC - Proxy Authentication.

User Name:

Password:

## 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.

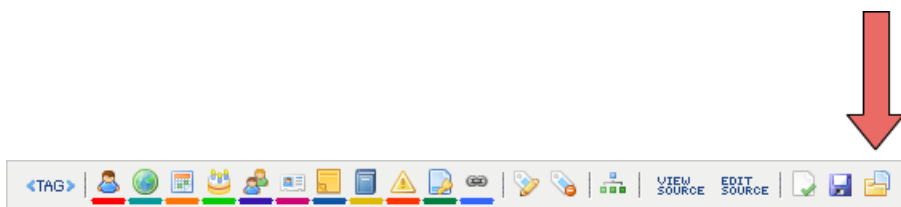


This will open a new document that you can begin working with.

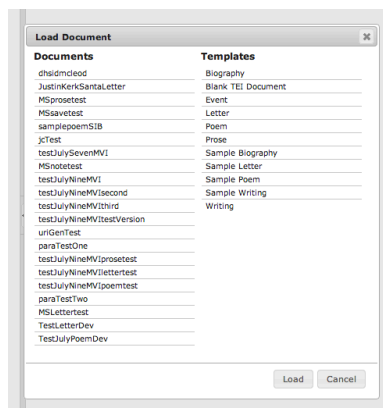
## Open a document or template from toolbar

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.

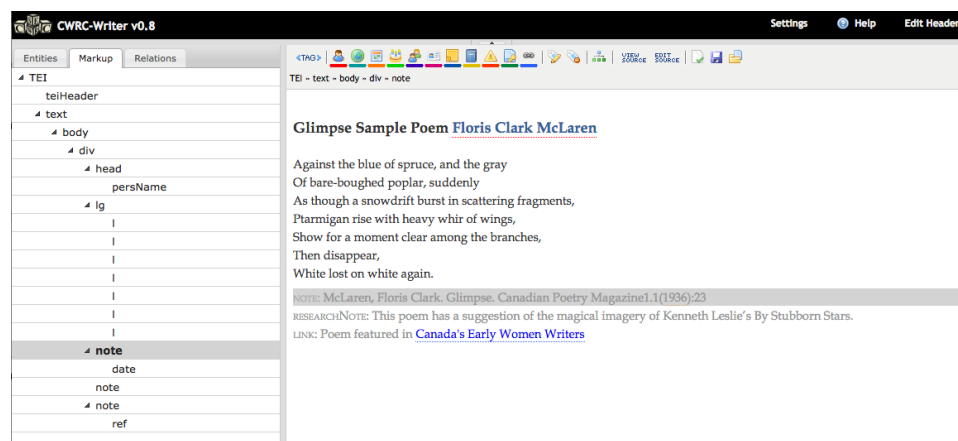


**Note:** If you have not saved your information prior to opening a different document you will lose any changes that you have made.

# Deleting text from the structure panel

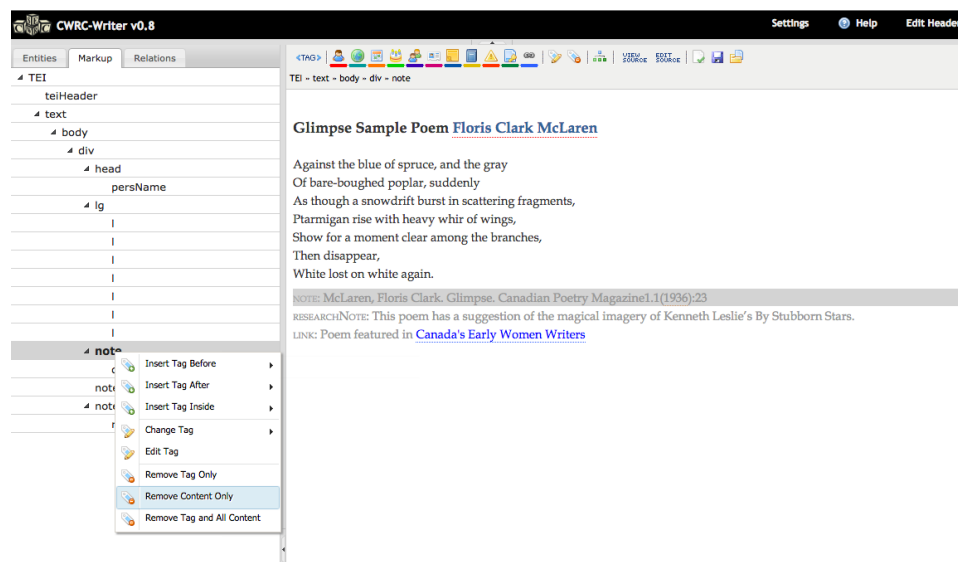
CWRC-Writer templates open with pre-existing text. It may be easier to first delete the text (but not the tags) before adding your own text to the document.

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.

CWRC-Writer v0.8

SettingsHelpEdit Header

EntitiesMarkupRelations

TEI

teiHeader

text

body

div

head

persName

lg

note

note

note

ref

<TAG>

TEI = text = body = div = note

Glimpse Sample Poem [Floris Clark McLaren](#)

Against the blue of spruce, and the gray  
Of bare-boughed poplar, suddenly  
As though a snowdrift burst in scattering fragments,  
Ptarmigan rise with heavy whirl of wings,  
Show for a moment clear among the branches,  
Then disappear,  
White lost on white again.

NOTE:  
RESEARCHNOTE: This poem has a suggestion of the magical imagery of Kenneth Leslie's By Stubborn Stars.  
LINK: Poem featured in [Canada's Early Women Writers](#)




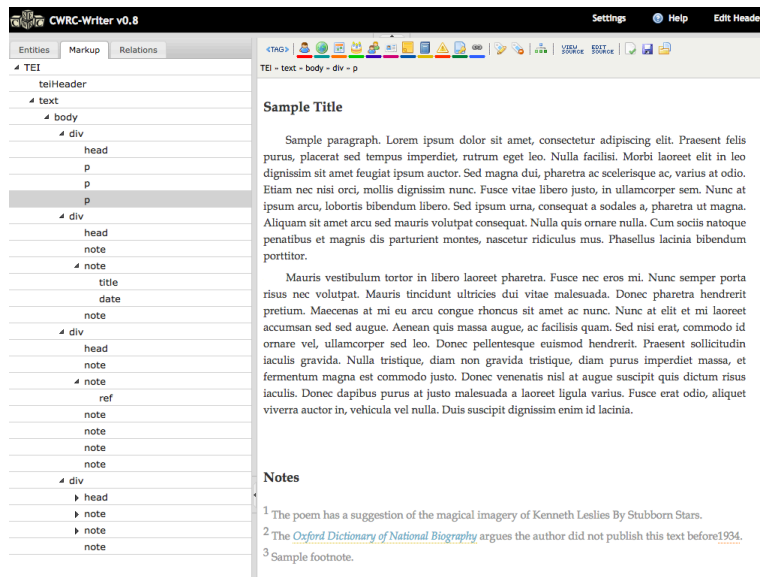
# Writing in the text area of CWRC-Writer with your cursor

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 displays the CWRC-Writer v0.8 application window. On the left, a tree view under the 'TEI' tab shows the document structure: TEI, teiHeader, text, body, and several div elements. The 'p' tag under the first 'div' is selected. The main text area on the right shows the content of the selected tag, which is a paragraph of Lorem Ipsum text. Below the text area, there is a 'Notes' section with three footnotes. The interface includes a top menu bar with 'Settings', 'Help', and 'Edit Header' options, and a toolbar with various editing tools.

TEI - text - body - div - p

### 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

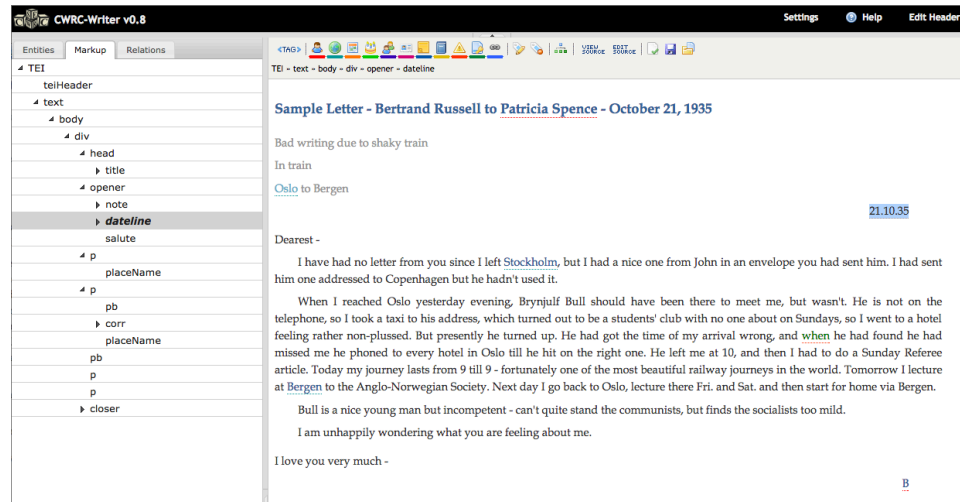
- 1 The poem has a suggestion of the magical imagery of Kenneth Leslies By Stubborn Stars.
- 2 The *Oxford Dictionary of National Biography* argues the author did not publish this text before 1934.
- 3 Sample footnote.

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

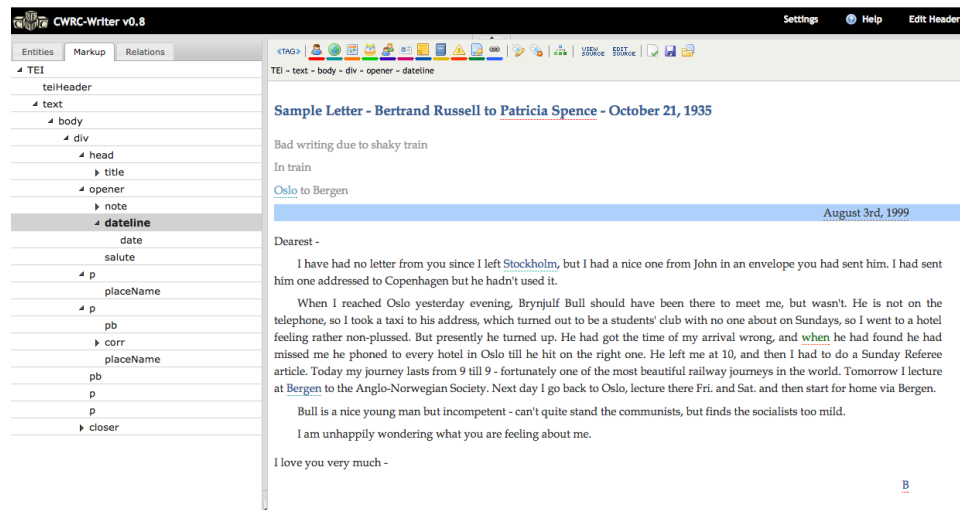
There are multiple ways to begin writing text in CWRC-Writer. You can select a tag and then begin to write, or you can place your cursor in the editor and begin to type.

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.



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

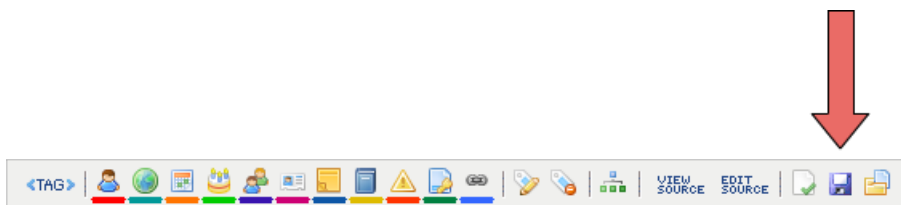


The text will be entered in the tag you have selected, any content that previously existed in that tag will be erased.

## Saving your document

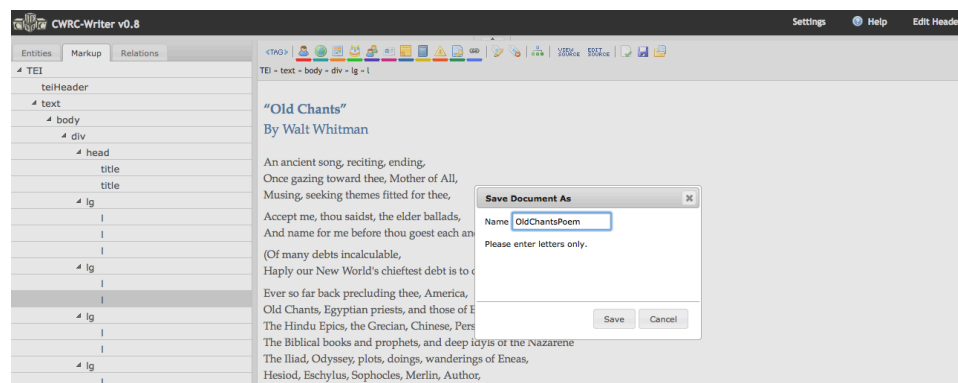
CWRC-Writer allows you to save documents you have created on our server as temporary test files to work with. At the moment, however, we do not have individual authentication setup for each user, so it's best if you do not play with each other's files: this way each tester can have his/her own files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

1. Click on the "Save" toolbar button.



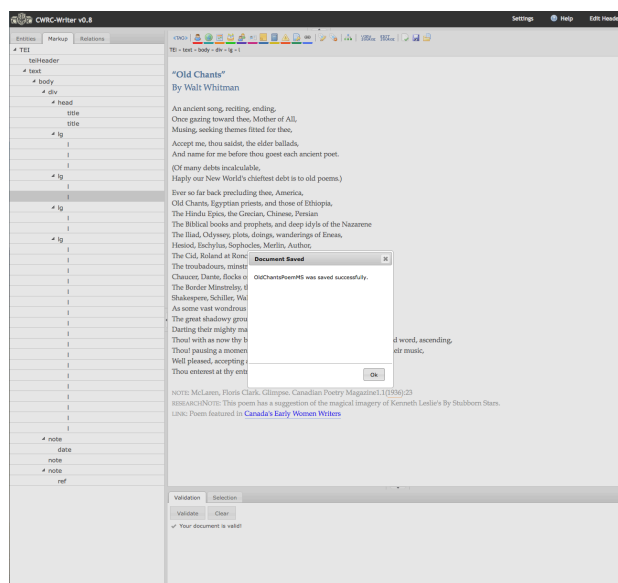
2. Enter the title of the document, and click "Save."

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.



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

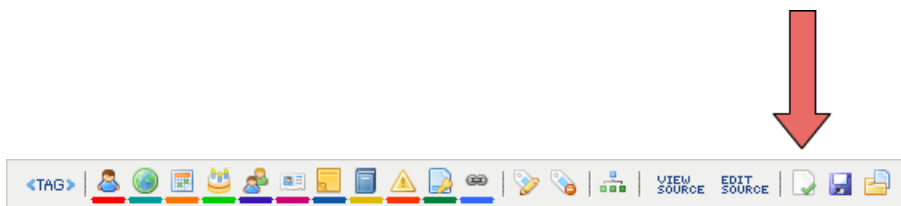
If the document is not valid, a pop-up will appear and you will be asked if you would like to save anyway.



## Validating your document

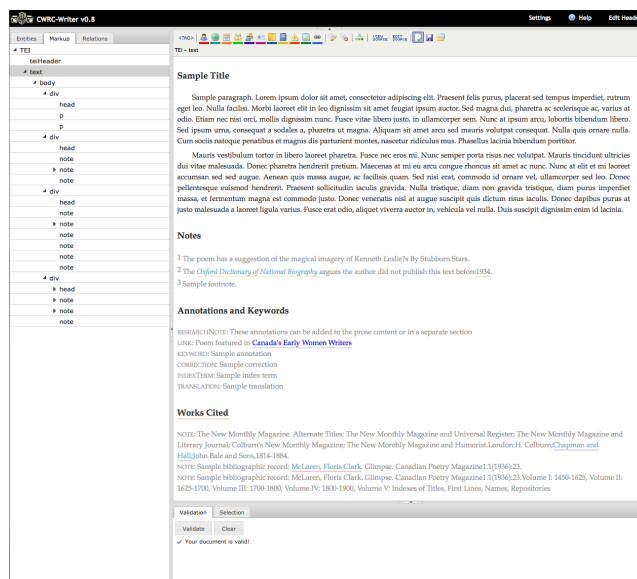
the validation of your text against the appropriate XML schema is working, but only in part, because we are still working out the relationship between the entity annotations and the markup.

1. Click on the "Validate" button in the toolbar.



2. A pop-up from the bottom of the editor appears. It will tell you if the document is valid or not.

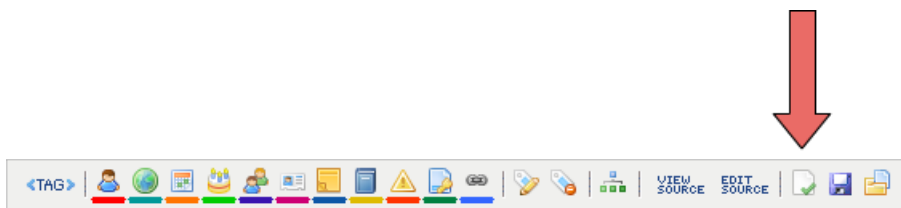
If the document is invalid, the pop-up will list the errors in the document. To find out more about Validation, please go to the TEI website here: <http://tbe.kantl.be/TBE/xquery/TBEvalidator.xg>



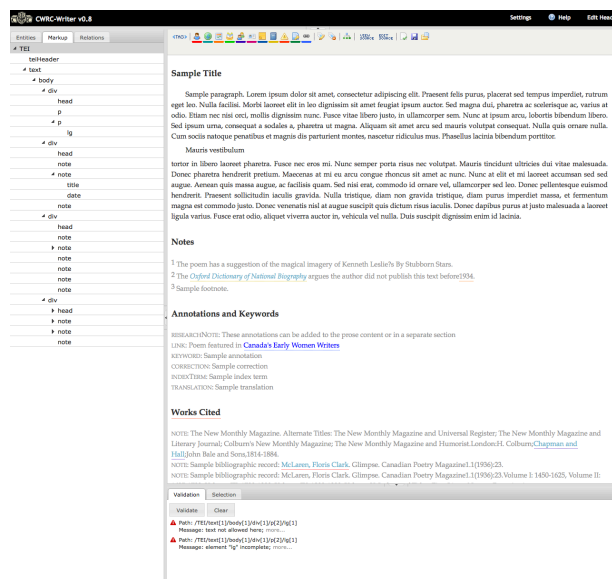
# Checking your invalid document

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.

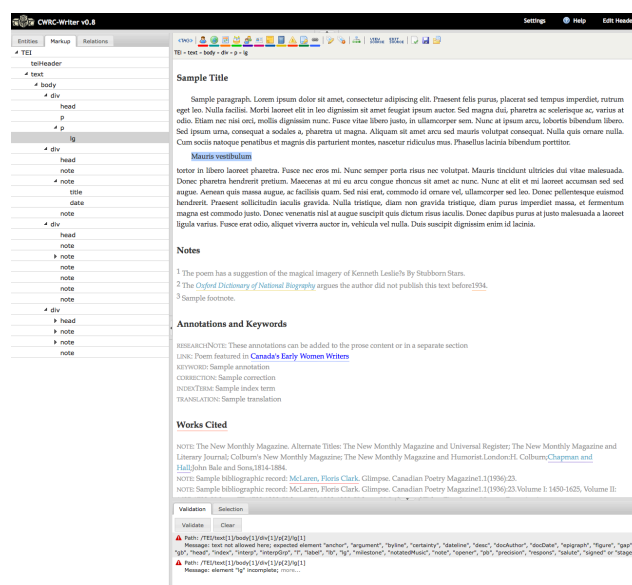
1. Click on the **Validate** button on the toolbar.document



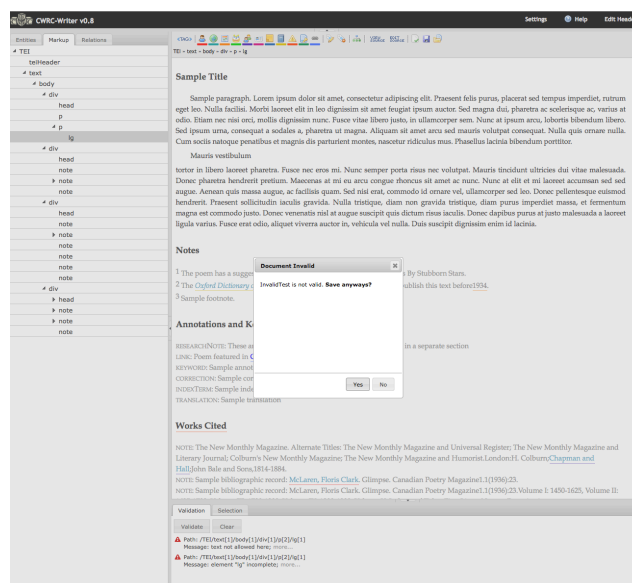
If the document is invalid a pop-up appears with error messages.



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



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



### 3. Validate again.

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

QWBCWriter v0.8

SettingsHelpEdit header

EntitiesMarkupRelations

TTT - text

testheader

test

body

div

head

p

p

div

head

note

note

div

head

note

note

note

note

note

div

head

note

note

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 fringit ipsum auctor. Sed magna dui, pharetra ac scelerisque ac, varius at odio. Etiam nec risi 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 lacus bibendum porttitor.

Mauris vestibulum tortor in libero laoreet pharetra. Fusce nec eros mi. Nunc semper porta risus nec volutpat. Mauris tristique 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 risi erat, commodo id ornare vel, ullamcorper sed leo. Donec pellentesque euismod hendrerit. Prossent sollicitudin lacula gravida. Nulla tristique, diam non gravida tristique, diam posui imperdiet massa, et fermentum magna est commodo justo. Donec venenatis nisl at augue suscipit quis dictum risus laculis. 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

1 The poem has a suggestion of the magical imagery of Kenneth Leslie's By Shalboorn 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 Title: The New Monthly Magazine and Universal Register; The New Monthly Magazine and Literary Journal; Colburn's New Monthly Magazine; The New Monthly Magazine and Humeralist; London V: Colburn; [Chapman and Hall](#); John Bale and Sons, 1814-1884.

NOTE: Sample bibliographic record: McLaren, Florie Clark. Glimpses. Canadian Poetry Magazine 1.1 (1936): 23.

NOTE: Sample bibliographic record: McLaren, Florie Clark. Glimpses. Canadian Poetry Magazine 1.1 (1936): 23. Volume I: 1400-1625, Volume II: 1625-1700, Volume III: 1700-1800, Volume IV: 1800-1900, Volume V: Indexes of Titles, First Lines, Names, Repositories

ValidationSelection

ValidateClear

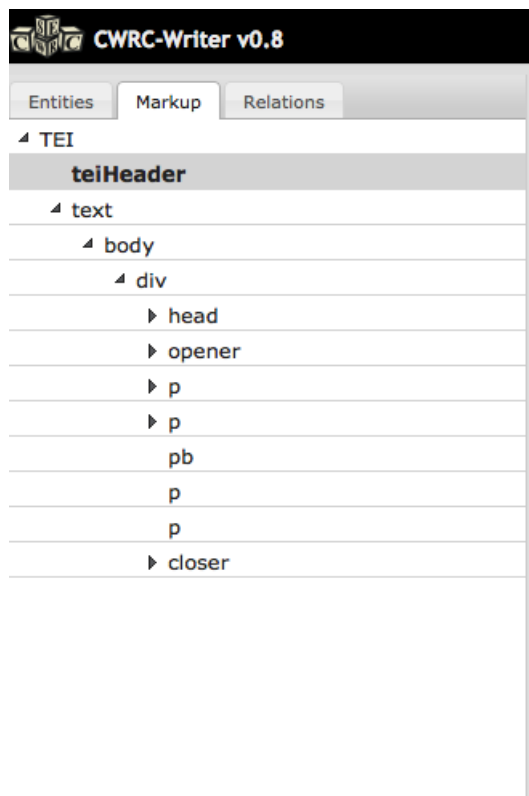
✓ Your document is valid!



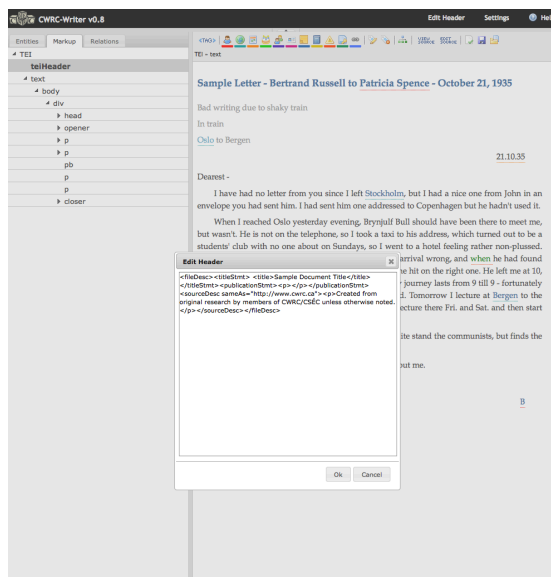
# Editing the header

You can edit the header...

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



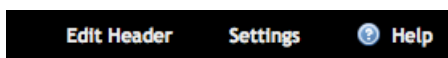
2. Edit the header in a pop-up that appears. Once you have finished click on the "OK."



## 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

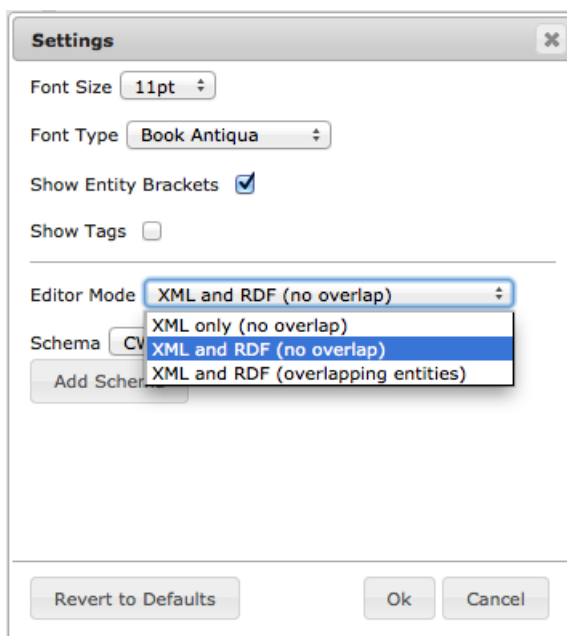


2. Select your preferred editor mode from the drop-down menu and click on "OK." This will change the editor mode for your document. There are three editor modes in CWRC-Writer, based on the treatment of overlap.
  - XML only (no overlap)
  - XML and RDF (no overlap)
  - XML and RDF (overlapping entities)

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.

Settings

Font Size

11pt

Font Type

Book Antiqua

Show Entity Brackets

☒

Show Tags

☐

Editor Mode

XML and RDF (no overlap)

Schema

CWRC Basic TEI Schema

Add Schema

Revert to Defaults

Ok

Cancel

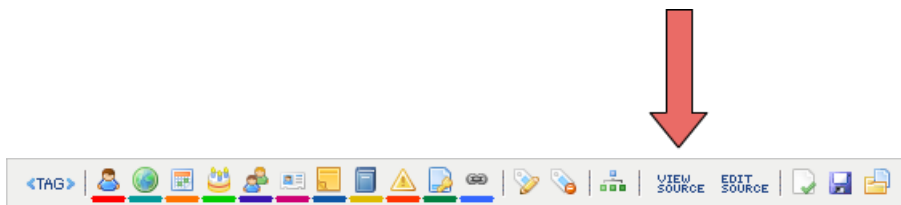
2. Click on the "Show Tags" check box button and click on "OK." This will show all the XML tags in the document.



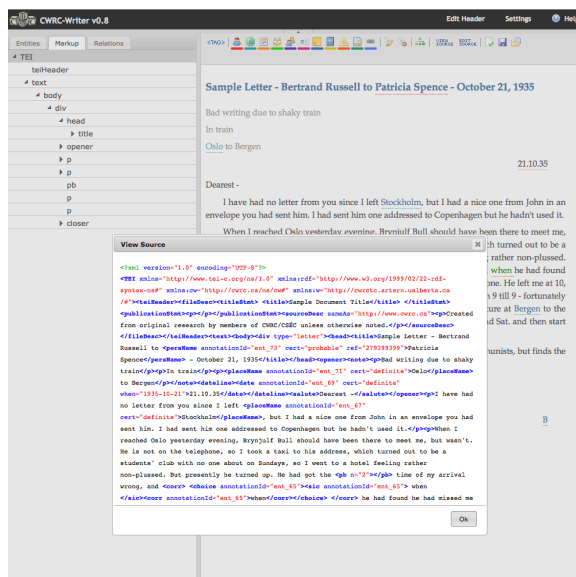
# View Source

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.

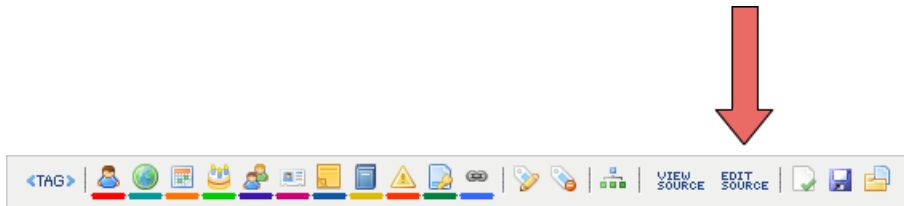


## Edit Source

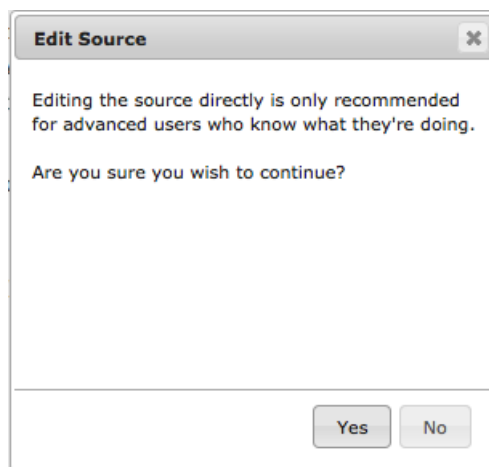
---

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.

[illegible]