

# **CWRC-Writer Documentation**

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# Getting started in CWRC-Writer

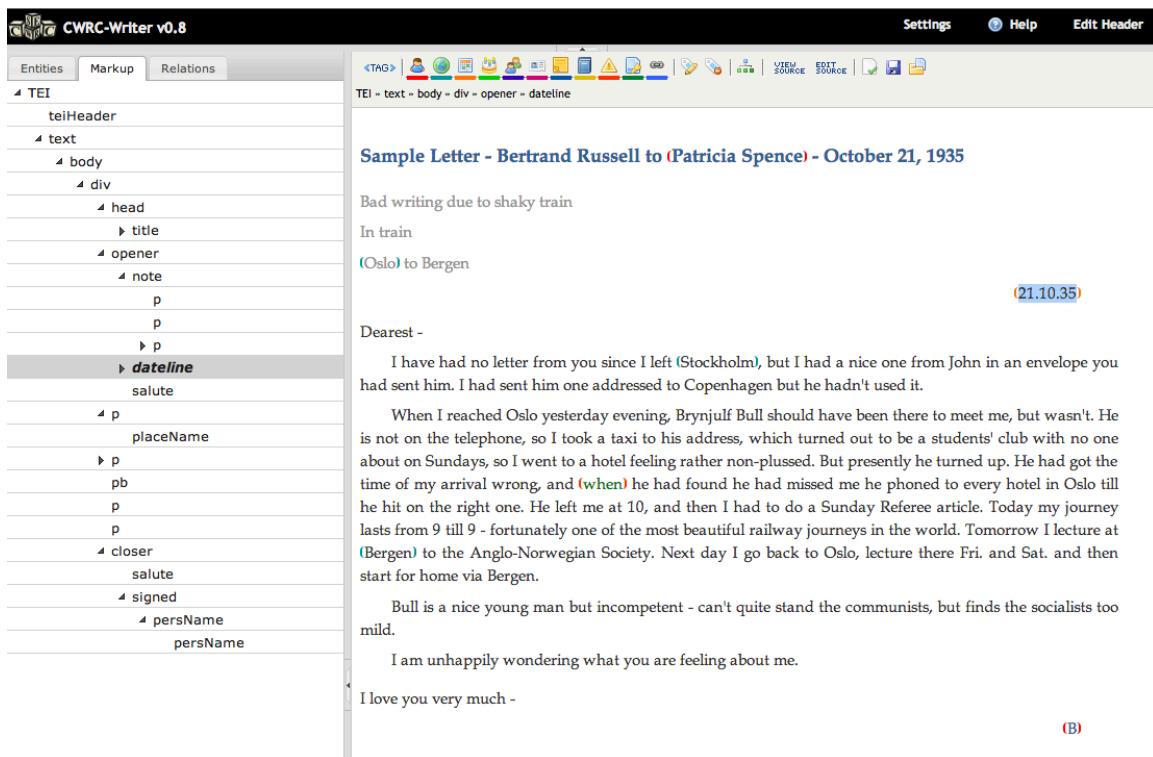
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## Welcome to CWRC-Writer

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

[Writing in the text area of CWRC-Writer with your cursor](#) on page 8

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[Deleting text from the structure panel](#) on page 10

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[View Source](#) on page 18

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## Logging in to CWRC-Writer

---

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 CWRC-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.

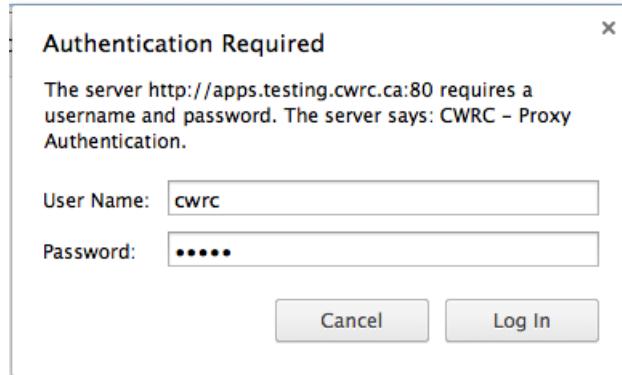
1. Open the CWRC-Writer URL in your browser: <http://apps.testing.cwrc.ca/editor/test/index.htm>

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



### Related Links:

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

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

*Saving your document* on page 12

## 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.

### Related Links:

*Logging in to CWRC-Writer* on page 5

*Open a document or template from toolbar* on page 6

*Saving your document* on page 12

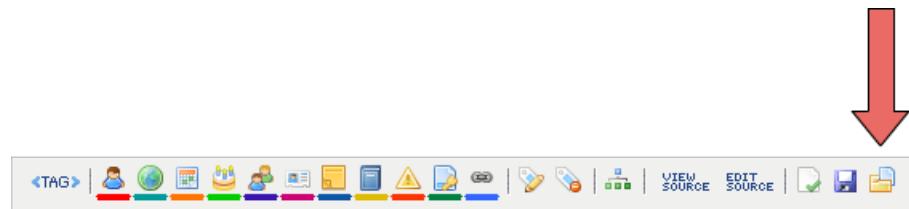
*Validating your document* on page 13

## Open a document or template from toolbar

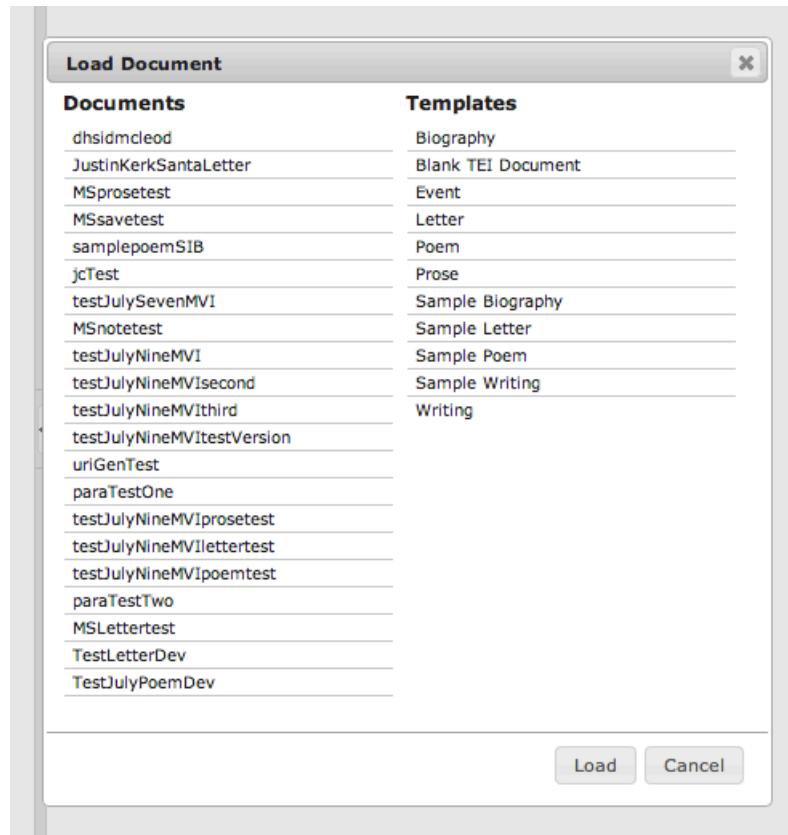
---

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 pop-up 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.

#### Related Links:

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

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

[Saving your document](#) on page 12

[Validating your document](#) on page 13

#### Reference Materials:

[CWRC-Writer Toolbar](#) on page 112

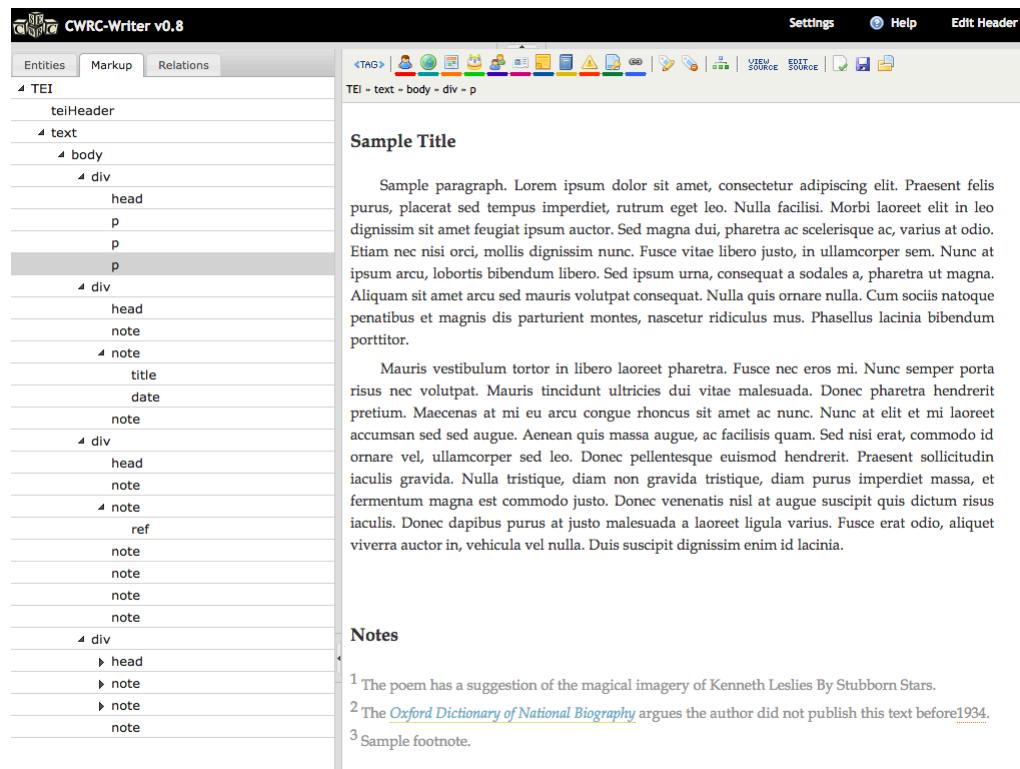
## Writing in the text area of CWRC-Writer with your cursor

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.



### Related Links:

[Writing in the text area of CWRC-Writer by selecting a tag](#) on page 8

[Deleting text from the structure panel](#) on page 10

[Saving your document](#) on page 12

[Validating your document](#) on page 13

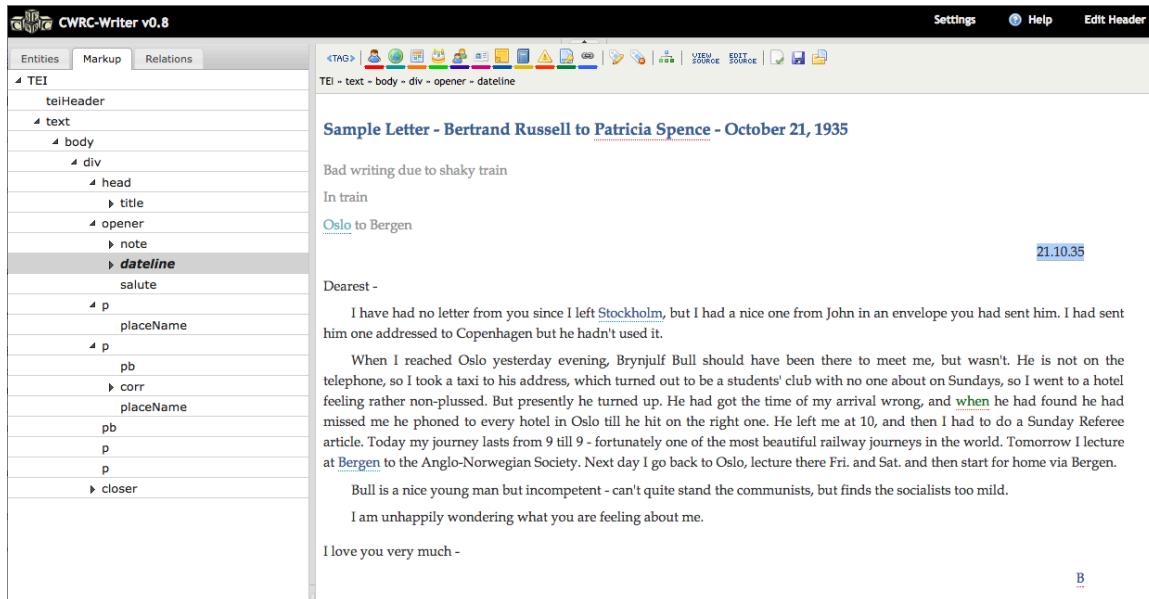
[Copying and pasting text](#) on page 23

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

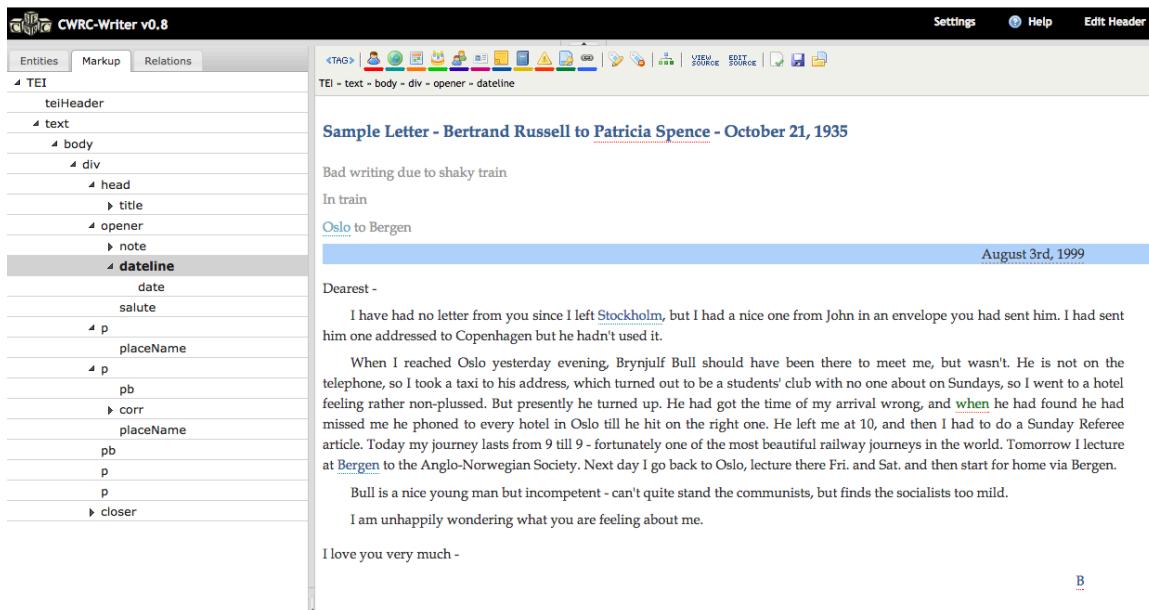
There are multiple ways to begin writing text in CWRC-Writer. You can select a tag and then begin to write, or you can place your cursor in the editor and begin to type.

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.

#### Related Links:

[Writing in the text area of CWRC-Writer with your cursor](#) on page 8

[Deleting text from the structure panel](#) on page 10

[Saving your document](#) on page 12

[Validating your document](#) on page 13

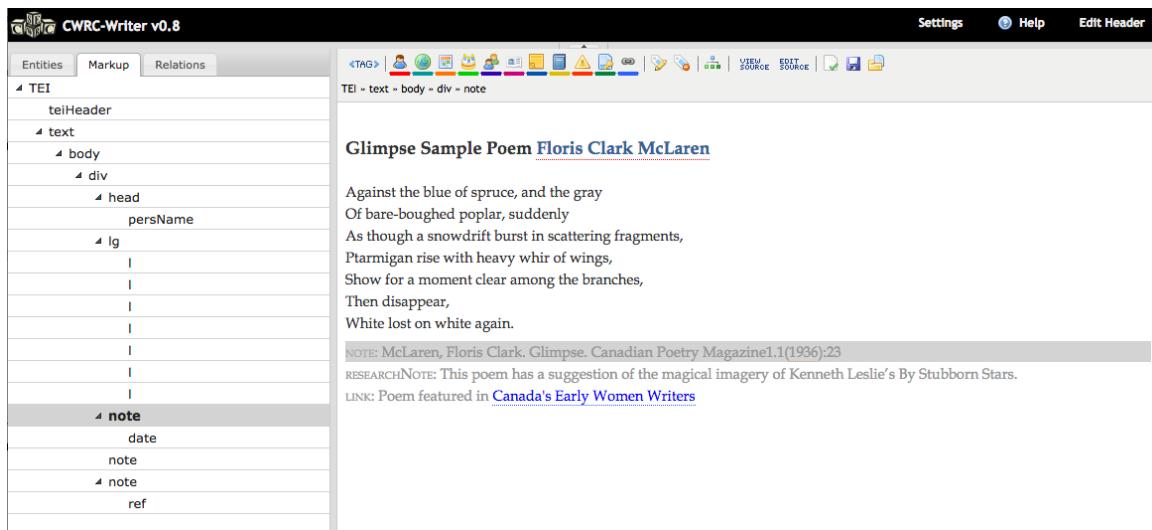
[Copying and pasting text](#) on page 23

## Deleting text from the structure panel

---

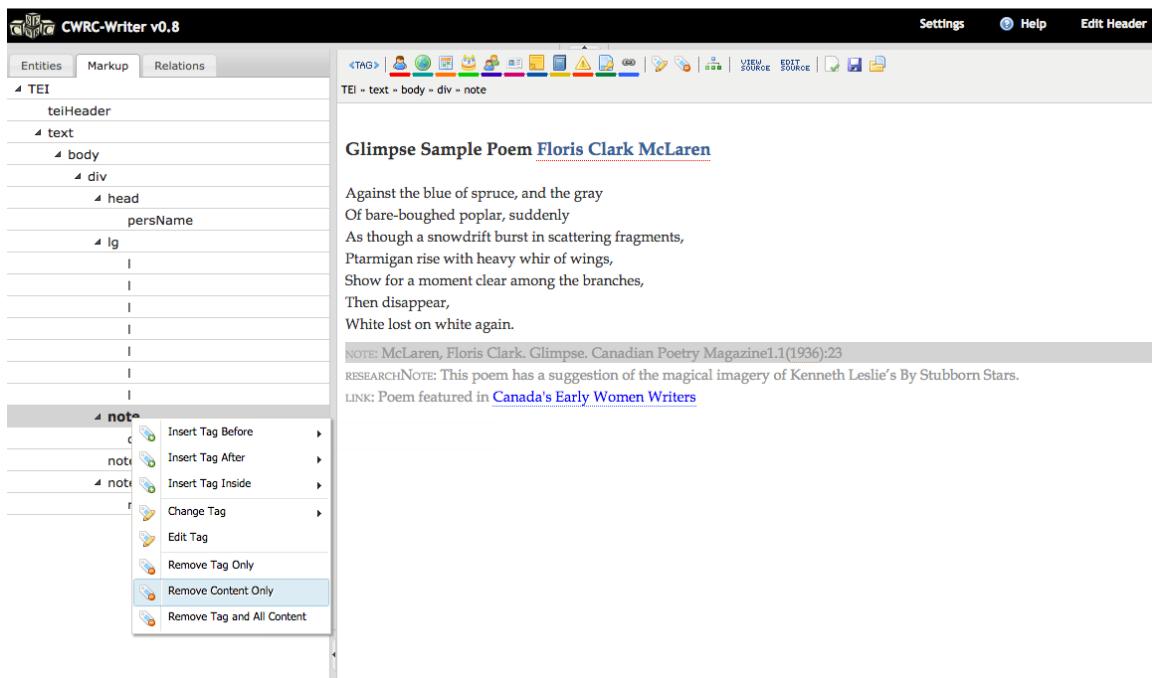
CWRC-Writer templates open with pre-existing text. It may be easier to first delete the text (but not the tags) before adding your own text to the document.

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

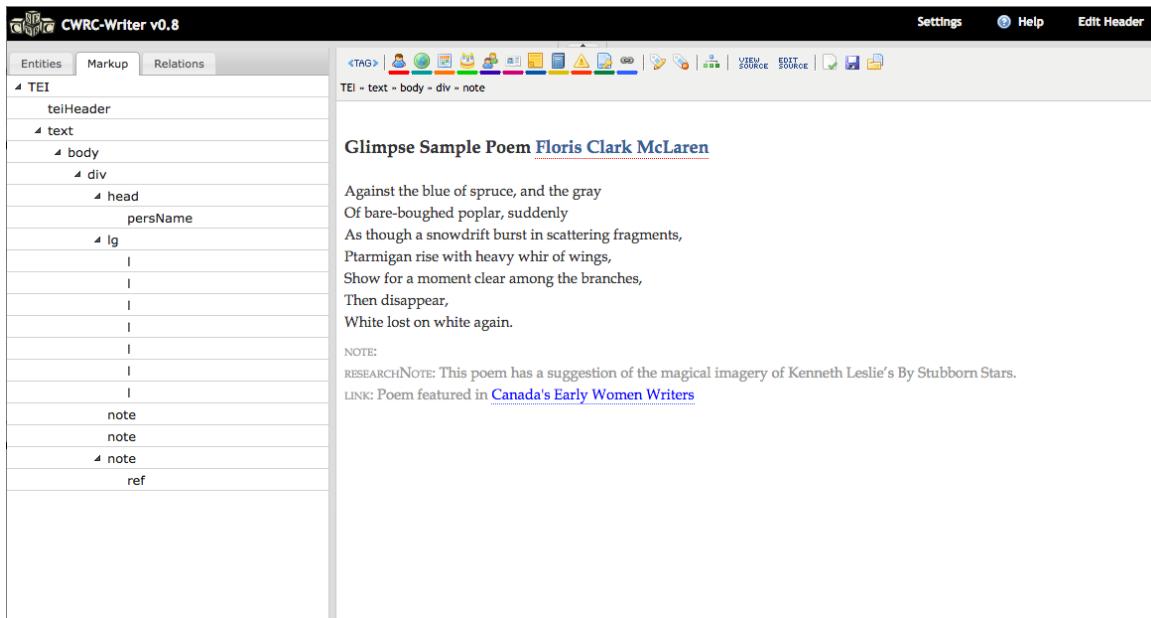


2. Right-click on the selected tag and choose "Remove Content Only"

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.



### Related Links:

[Writing in the text area of CWRC-Writer with your cursor](#) on page 8

[Writing in the text area of CWRC-Writer by selecting a tag](#) on page 8

[Saving your document](#) on page 12

[Validating your document](#) on page 13

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

## Reference Materials:

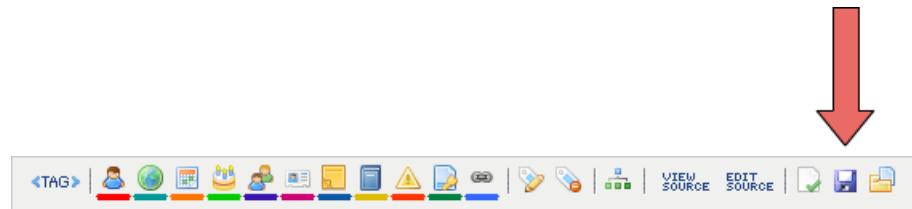
[CWRC-Writer right-click menus](#) on page 116

[Navigation columns](#) on page 109

## Saving your document

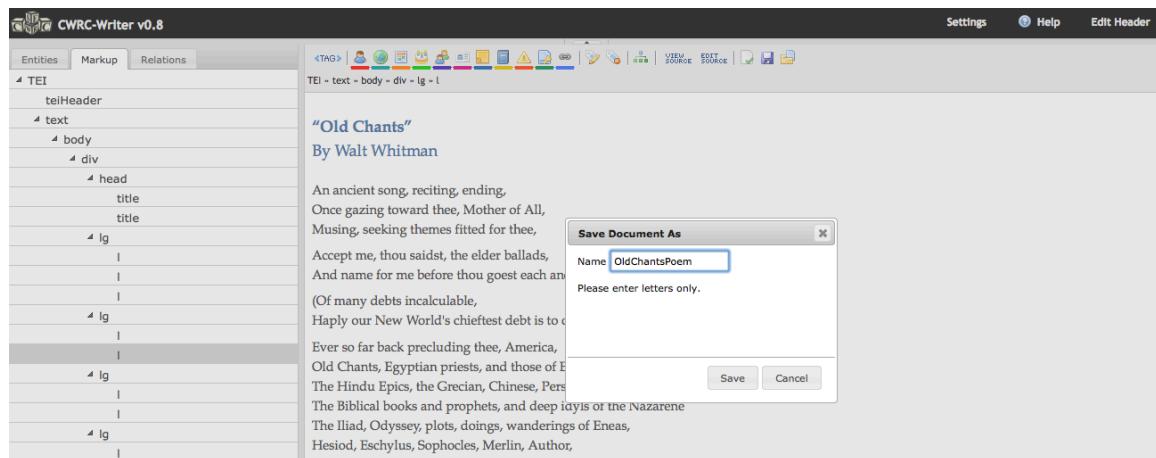
CWRC-Writer allows you to save documents you have created on our server as temporary test files to work with. At the moment, however, we do not have individual authentication setup for each user, so it's best if you do not play with each other's files: this way each tester can have his/her own files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

1. Click on the Save toolbar button.



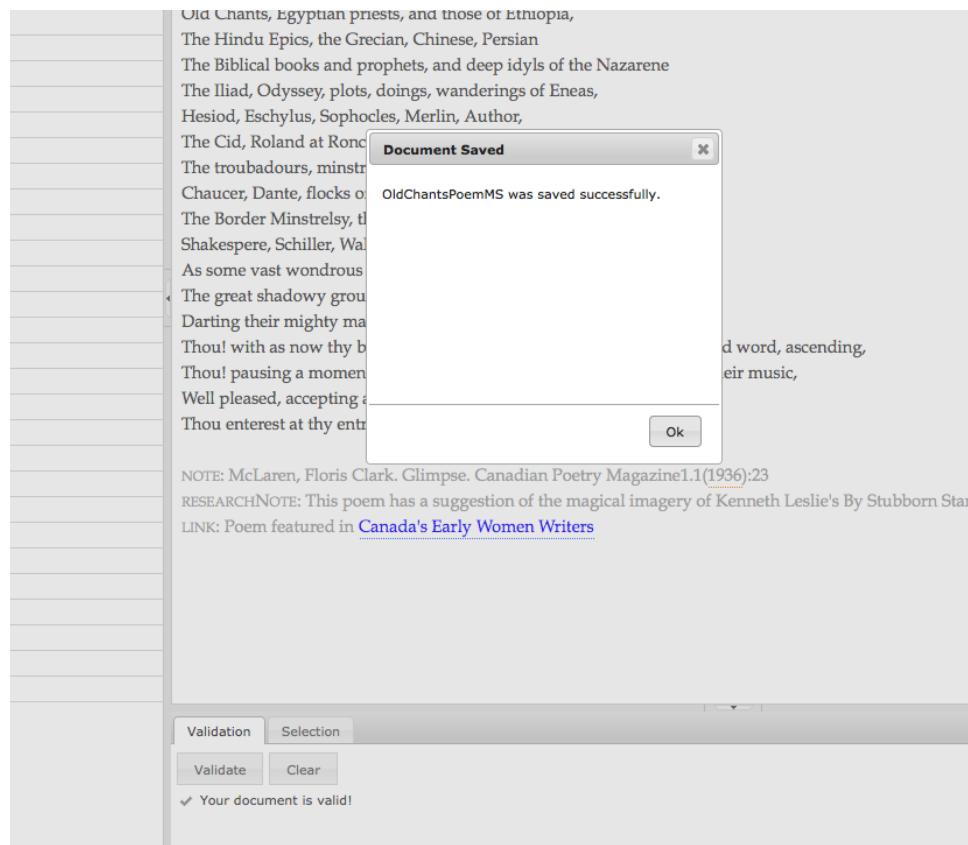
2. Enter the title of the document, and click Save.

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.



### Related Links:

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

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

[Writing in the text area of CWRC-Writer with your cursor](#) on page 8

[Writing in the text area of CWRC-Writer by selecting a tag](#) on page 8

[Deleting text from the structure panel](#) on page 10

[Validating your document](#) on page 13

[Switching modes](#) on page 16

[Edit Source](#) on page 19

[Editing the header](#) on page 21

### Reference Materials:

[CWRC-Writer Toolbar](#) on page 112

## Validating your document

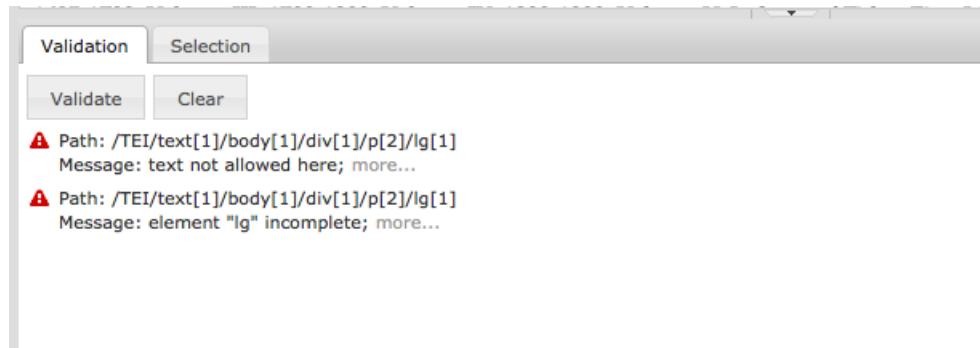
---

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.



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

**Validation**

**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...

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

Donec pharetra hendrerit pretium. Maecenas at mi eu arcu congue rhoncus sit amet ac nunc. Nunc augue. Aenean quis massa augue, ac facilisis quam. Sed nisi erat, commodo id ornare vel, ullamcorper hendrerit. Praesent sollicitudin iaculis gravida. Nulla tristique, diam non gravida tristique, diam magna est commodo justo. Donec venenatis nisl at augue suscipit quis dictum risus iaculis. Donec dapibus ligula varius. Fusce erat odio, aliquet viverra auctor in, vehicula vel nulla. Duis suscipit dignissim enim.

### Notes

1 The poem has a suggestion.  
 2 The [Oxford Dictionary](#) contains information about the poem.  
 3 Sample footnote.

### Annotations and Keywords

RESEARCHNOTE: These annotations are sample annotations.  
 LINK: Poem featured in [The New Monthly Magazine](#).  
 KEYWORD: Sample annotation keyword.  
 CORRECTION: Sample correction.  
 INDEXTERM: Sample index term.  
 TRANSLATION: Sample translation.

**Document Invalid**

InvalidTest is not valid. **Save anyways?**

By Stubborn Stars.  
 Publish this text before 1934.

in a separate section

**Yes** **No**

### Works Cited

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

### 3. Validate again.

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



### Related Links:

[Writing in the text area of CWRC-Writer with your cursor](#) on page 8

[Writing in the text area of CWRC-Writer by selecting a tag](#) on page 8

[Deleting text from the structure panel](#) on page 10

[Saving your document](#) on page 12

[Switching modes](#) on page 16

[Edit Source](#) on page 19

[Editing the header](#) on page 21

#### Reference Materials:

[CWRC-Writer Toolbar](#) on page 112

## 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

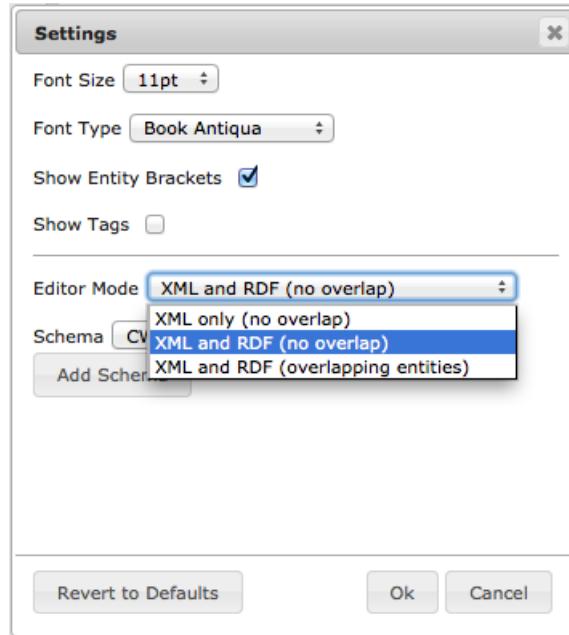


2. Select your preferred editor mode from the drop-down menu and click on **OK**. This will change the editor mode for your document. There are three editor modes in CWRC-Writer, based on the treatment of overlap.
  - XML only (no overlap)
  - XML and RDF (no overlap)
  - XML and RDF (overlapping entities)

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.



#### Related Links:

[Saving your document](#) on page 12

[Validating your document](#) on page 13

[Showing tags in editor](#) on page 17

**Reference Materials:**

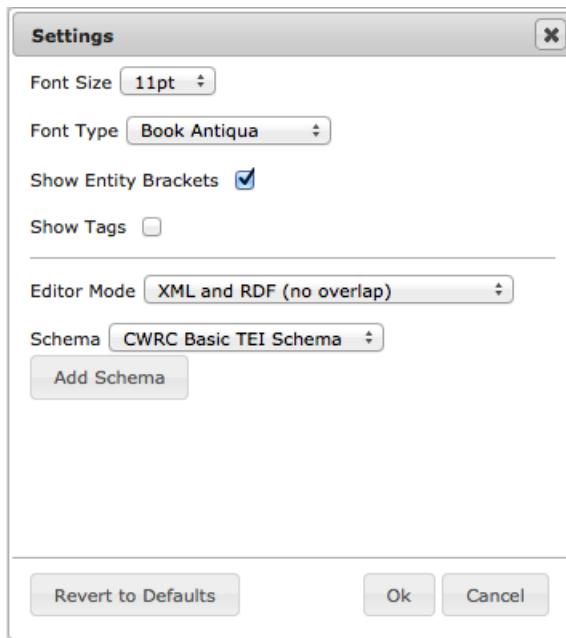
[Settings menu](#) on page 106

## 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>
<text>
<body>
<div>
<head><title>Sample Letter - Bertrand Russell to <persName>Patricia Spence</persName> - October 21, 1935</title></head>
<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> <persName>B</persName> </persName></signed>
</closer>
</div>
</body>
</text>
</TEI>

```

### Related Links:

[Switching modes](#) on page 16

[View Source](#) on page 18

[Edit Source](#) on page 19

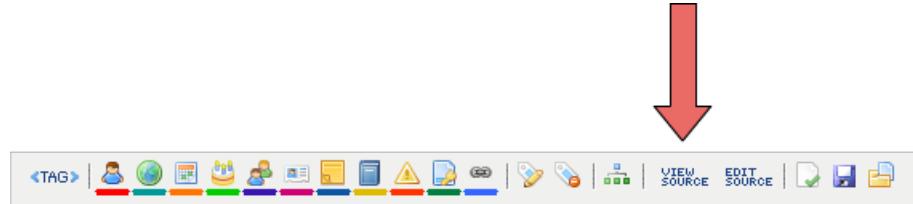
### Reference Materials:

[Settings menu](#) on page 106

## 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.

The screenshot shows the CWRC-Writer interface with a sample letter titled "Sample Letter - Bertrand Russell to Patricia Spence - October 21, 1935". The letter content is as follows:

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. It turned out to be a rather non-plussed man. He left me at 10, 19 till 9 - fortunately at Bergens to the id Sat. and then start tunists, but finds the

The 'View Source' dialog box is open, displaying the XML code for the letter. The code includes annotations such as 'ent\_73' and 'ent\_69'. At the bottom of the dialog, there is an 'OK' button.

### Related Links:

[Edit Source](#) on page 19

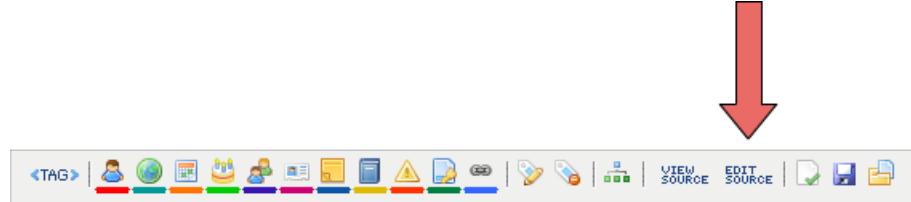
### Reference Materials:

[CWRC-Writer Toolbar](#) on page 112

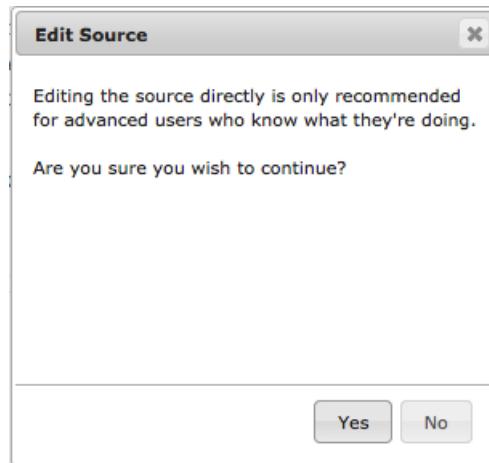
## Edit Source

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.

#### **Related Links:**

[View Source](#) on page 18

[Saving your document](#) on page 12

[Validating your document](#) on page 13

[Editing the header](#) on page 21

#### Reference Materials:

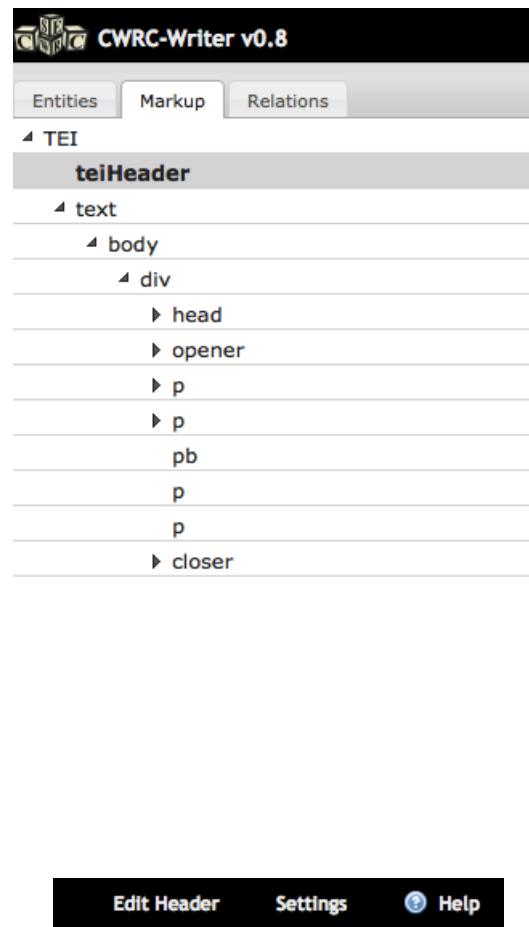
[CWRC-Writer Toolbar](#) on page 112

## Editing the header

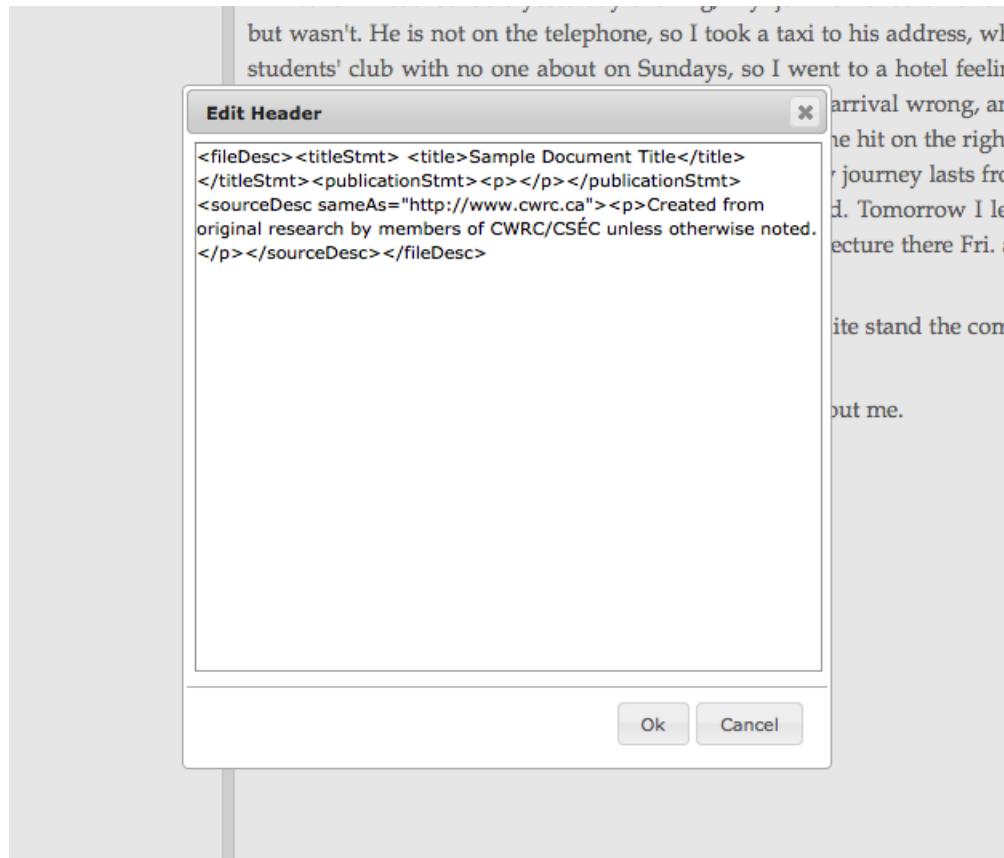
---

You can edit the TEI header in CWRC-Writer.

1. Click on the `teiHeader` tag in the left structure column or the `Edit Header` option in the top right corner.



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

**Related Links:**

[Saving your document](#) on page 12

[Validating your document](#) on page 13

[Edit Source](#) on page 19

# Copying and Pasting is CWRC-Writer

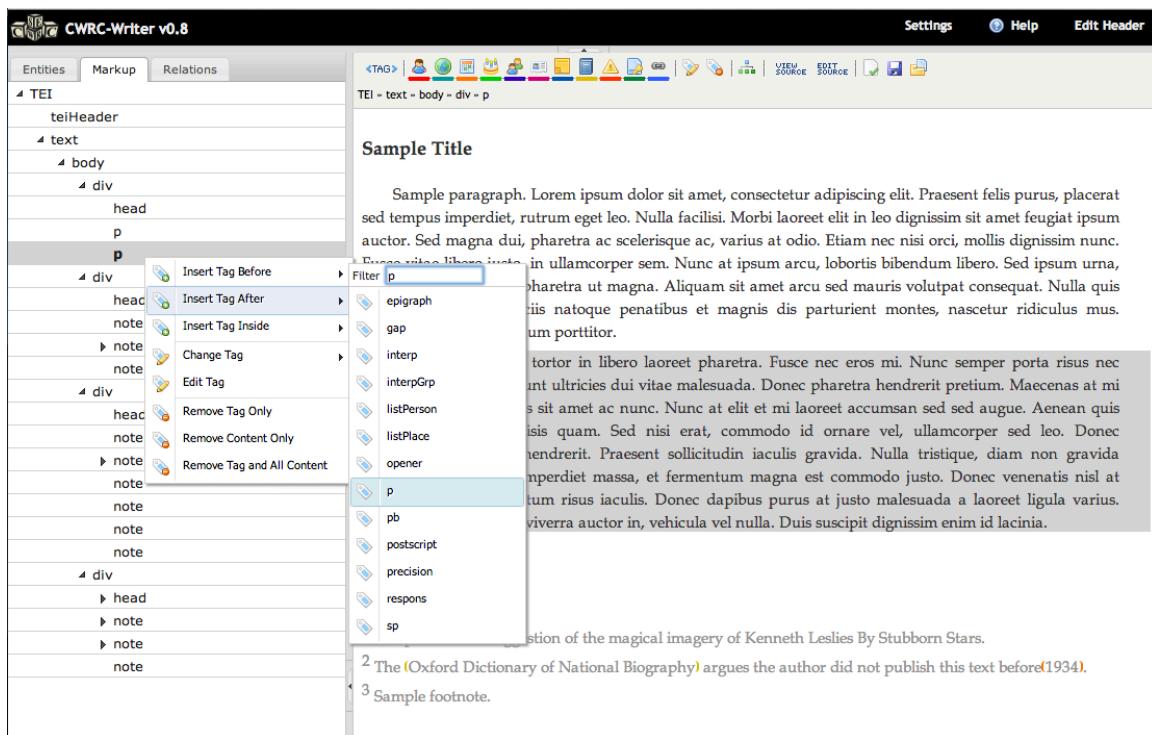
---

## 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 25

[Copying and pasting multiple tags](#) on page 27

[Copying and pasting text in the structure panel](#) on page 30

[Viewing information copied from the structure panel](#) on page 31

[Copying and pasting entities in the editor](#) on page 32

## Copying and pasting text

---

Copying and pasting text into CWRC-Writer, can be achieved in two ways. The first, by highlighting text in the text area.

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

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
      - div
        - head
        - note
        - note
      - div
        - head
        - note
        - note
      - div
        - head
        - note
        - note
      - div
        - head
        - note
        - note

The main text area contains sample text:

**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.

**Annotations and Keywords**

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.

#### Related Links:

[Viewing information copied from the structure panel](#) on page 31

[Writing in the text area of CWRC-Writer with your cursor](#) on page 8

[Writing in the text area of CWRC-Writer by selecting a tag](#) on page 8

[Deleting text from the structure panel](#) on page 10

#### Reference Materials:

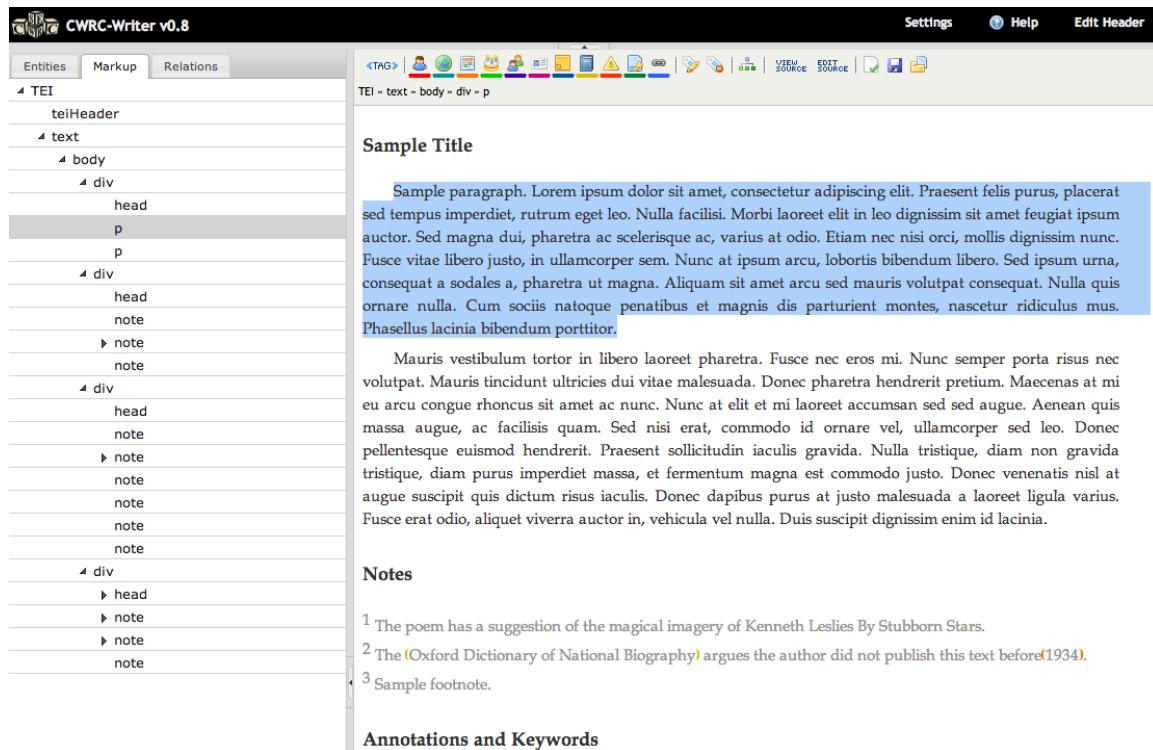
[CWRC-Writer right-click menus](#) on page 116

## Copying and pasting a single tag

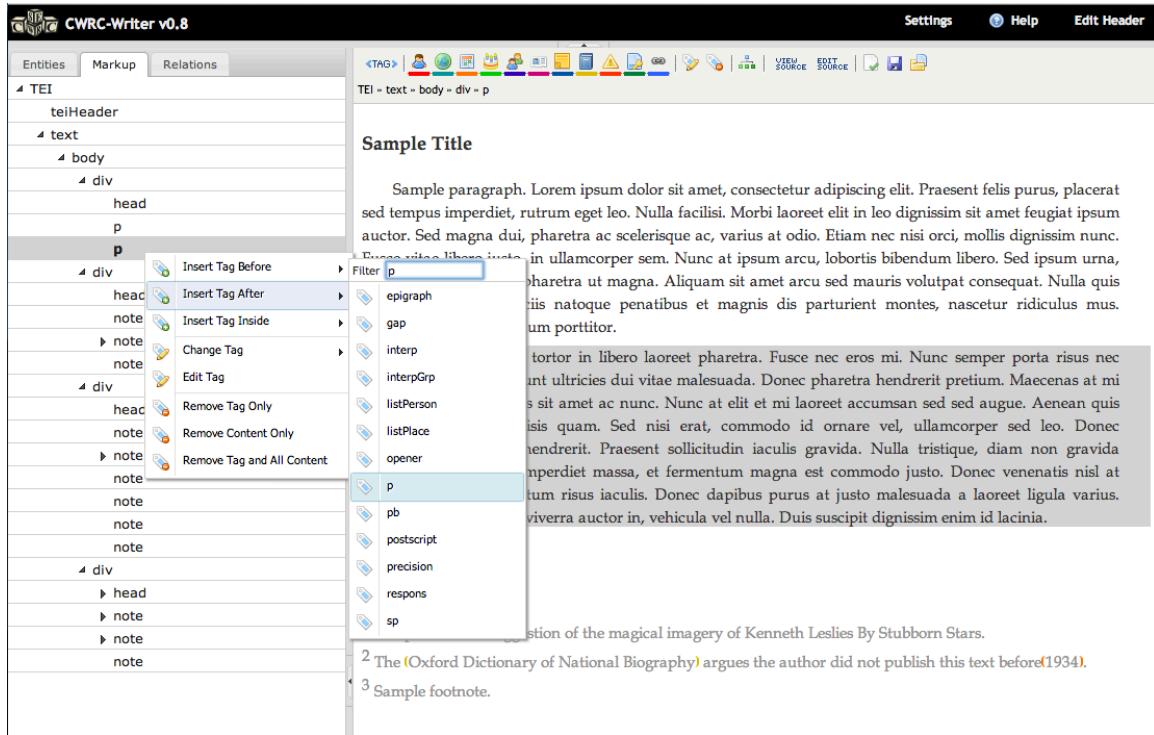
Copying and pasting a tag allow you to duplicate structure and/or content with minimal effort. This acts as a type of shortcut for producing content in your document.

You can copy any single tag of your document, and paste it wherever 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).



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



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

The screenshot shows the CWRC-Writer interface with the 'Markup' tab selected. On the left, a tree view shows the document structure under 'TEI'. A context menu is open over a 'p' tag in the 'body' section, with 'Insert Tag Before' selected. A dropdown menu lists various tags, with 'p' highlighted. The main pane displays a sample title and text, with a note at the bottom about Kenneth Leslies.

## Related Links:

[Copying and pasting multiple tags](#) on page 27

[Copying and pasting text in the structure panel](#) on page 30

[Copying and pasting entities in the editor](#) on page 32

**Reference Materials:**

[CWRC-Writer right-click menus](#) on page 116

[Navigation columns](#) on page 109

## 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.

The screenshot shows the CWRC-Writer v0.8 application window. At the top, there's a toolbar with icons for file operations like Open, Save, Print, and a magnifying glass. Below the toolbar is a navigation bar with tabs: Entities, Markup, and Relations. The main area displays a hierarchical tree of TEI XML elements under the 'TEI' section. The structure includes 'teiHeader', 'text' (with 'body' and 'div' children), and multiple 'lg' (line group) elements. A context menu is open over one of the 'lg' tags, listing options: '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'. To the right of the tree view, there's a vertical stack of text snippets labeled 'Verse line' repeated several times. Below the XML tree, there's a preview area titled 'Glimpse Sample Poem' containing the poem text:

Against the blue of spruce,  
Of bare-boughed poplar, s  
As though a snowdrift bu  
Ptarmigan rise with heavy  
Show for a moment clear a  
Then disappear,  
White lost on white again.

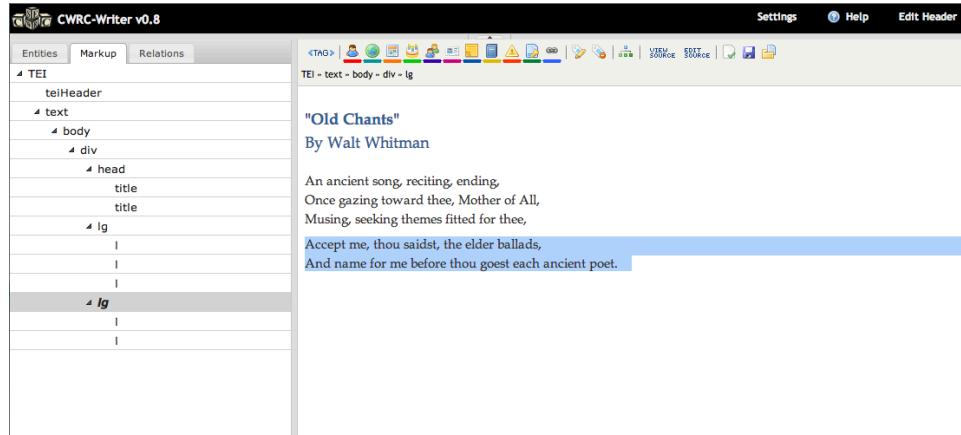
NOTE: McLaren, Floris Clar  
RESEARCHNOTE: This poem h  
LINK: Poem featured in (Ca

At the bottom of the interface, there's a status bar with the URL 'anno testing cwrc.ca/editor/dev/editor\_dev.html#'

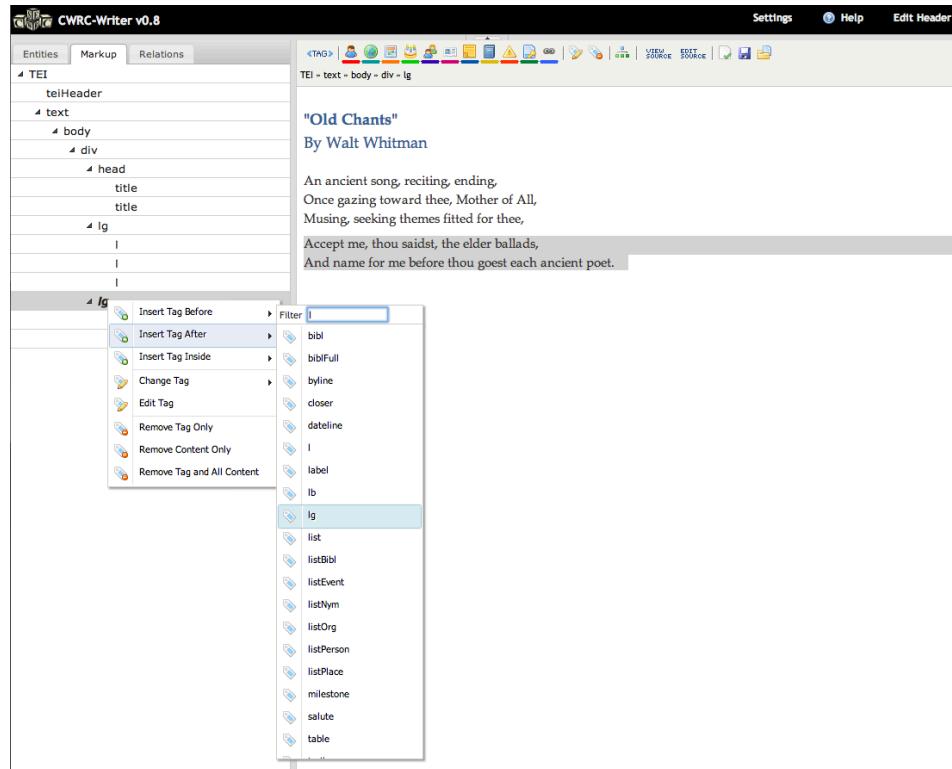
To paste the tags in the document, we suggest first inserting a new tag into which you can paste.

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

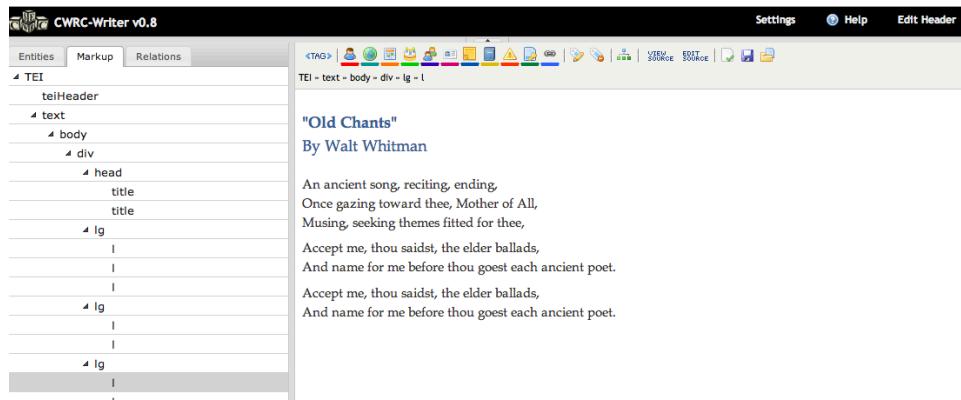
In the poem document you can click on a "lg" tag (until it is bolded and italicized) and use your keyboard shortcut (Command or Control C) to copy that tag.



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.



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

#### **Related Links:**

[Copying and pasting a single tag](#) on page 25

[Copying and pasting text in the structure panel](#) on page 30

[Copying and pasting entities in the editor](#) on page 32

#### **Reference Materials:**

[CWRC-Writer right-click menus](#) on page 116

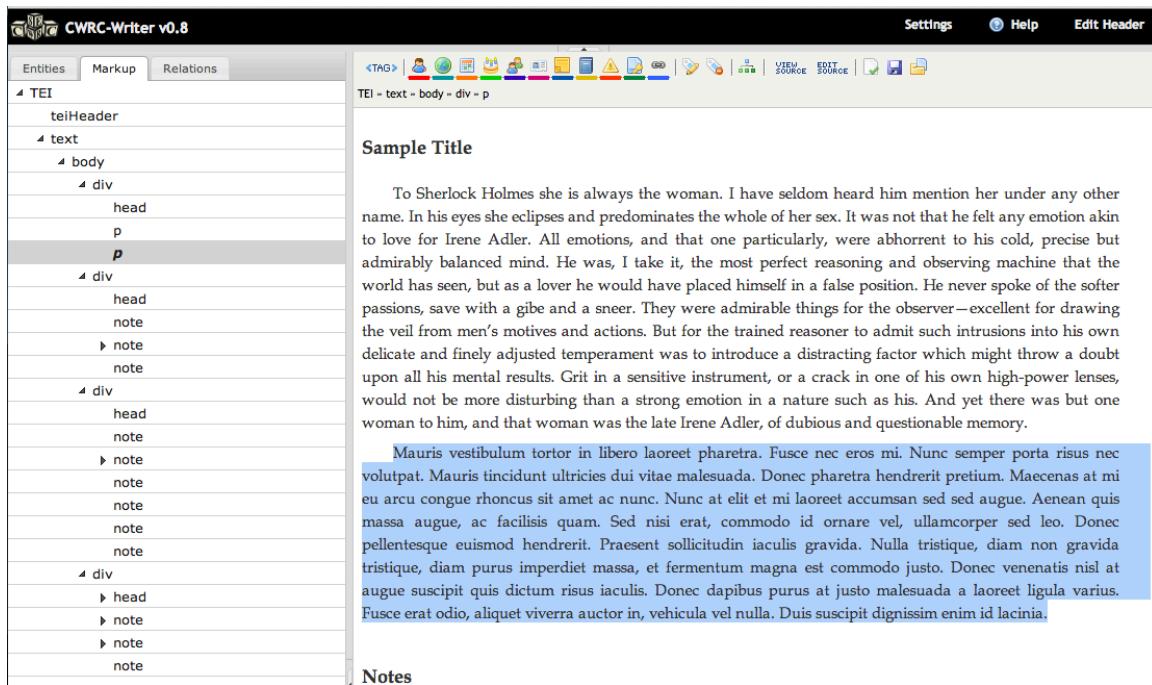
[Navigation columns](#) on page 109

## **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.

#### Related Links:

[Copying and pasting a single tag](#) on page 25

[Copying and pasting multiple tags](#) on page 27

[Copying and pasting text in the structure panel](#) on page 30

[Copying and pasting entities in the editor](#) on page 32

## Viewing information copied from the structure panel

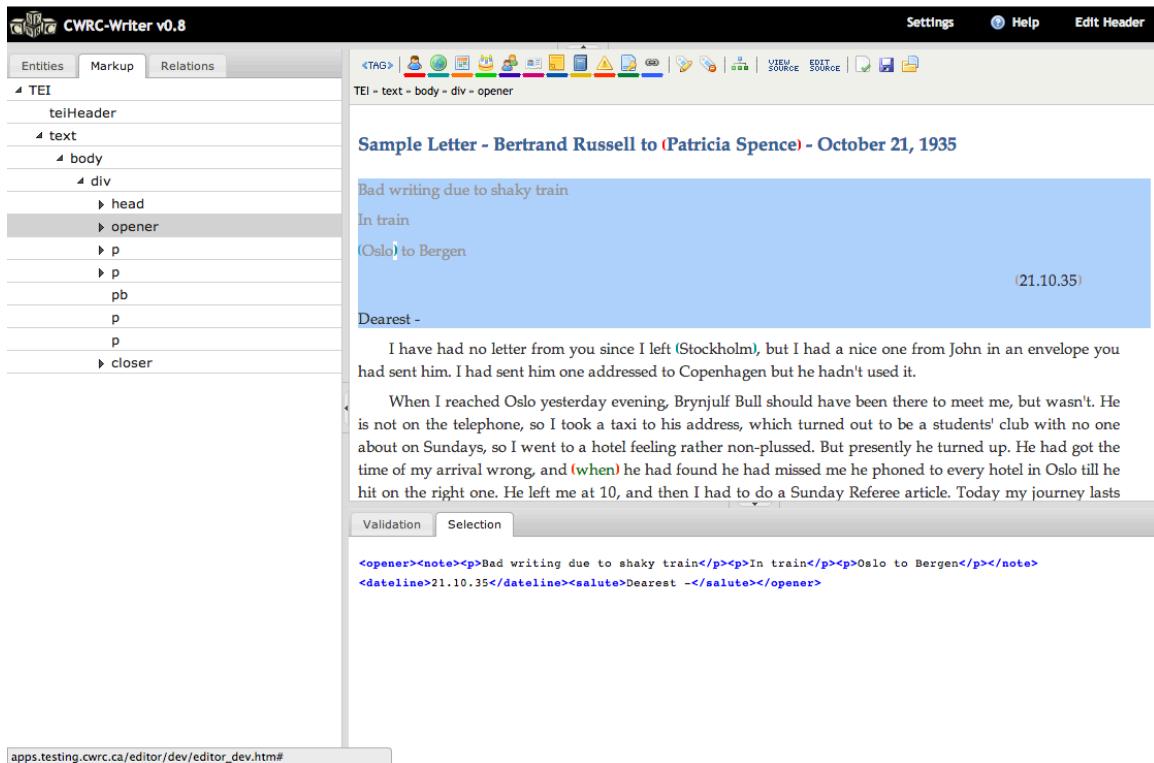
CWRC-Writer provides the option of looking at what you have copied in the structure panel before you need to paste it in. This allows you to make sure you have selected exactly what you wanted to work with.

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:)

- [Copying and pasting text](#) on page 23
- [Copying and pasting multiple tags](#) on page 27

1. Click on the small arrow at the bottom of the CWRC-Writer 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.

#### Related Links:

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

[Copying and pasting a single tag](#) on page 25

[Copying and pasting multiple tags](#) on page 27

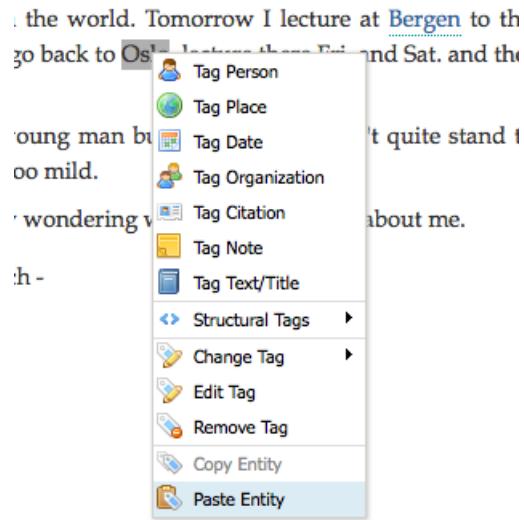
[Copying and pasting text in the structure panel](#) on page 30

[Copying and pasting entities in the editor](#) on page 32

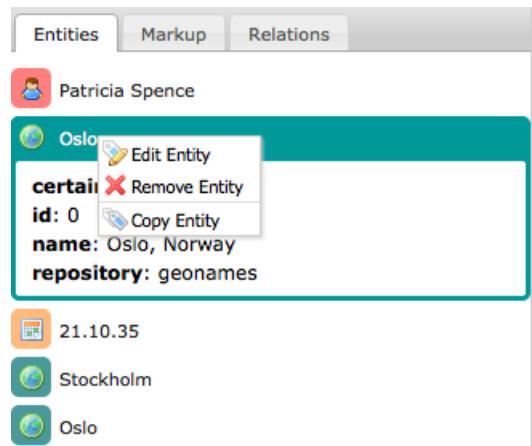
## Copying and pasting entities in the editor

You can copy and paste entities in CWRC-Writer. This will let you replicate annotations entities, so that you can have multiple instances of that tag in the document (with the same contextual information).

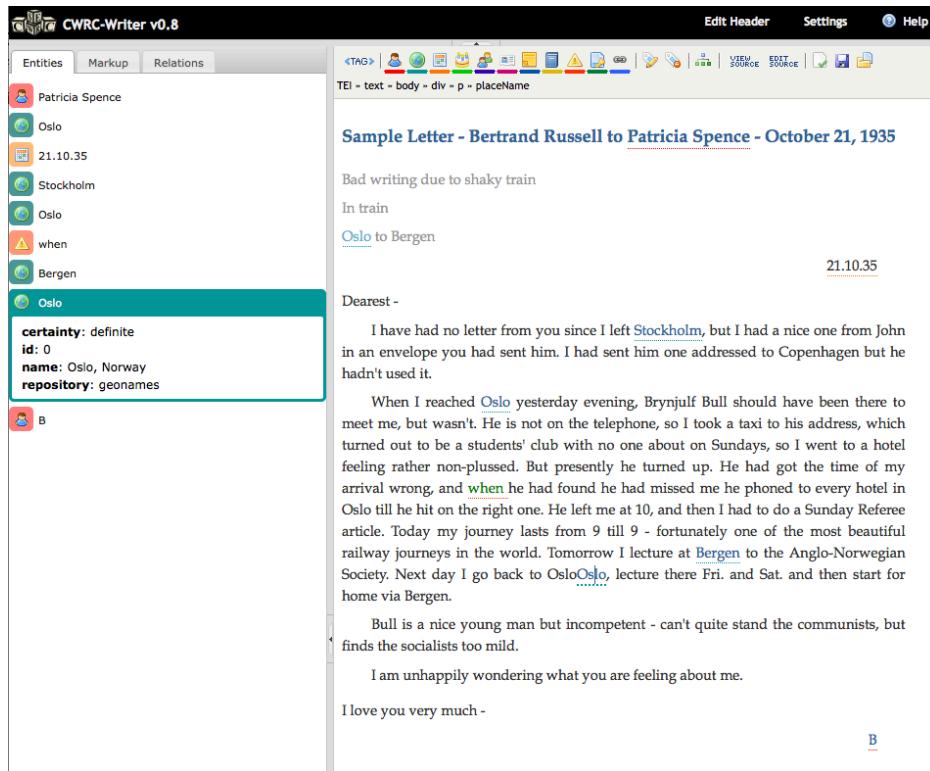
1. Right-click on the entity that you wish to copy, either in the entities column or within the document.



2. 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).



### Related Links:

[Copying and pasting a single tag](#) on page 25

[Copying and pasting multiple tags](#) on page 27

[Copying and pasting text in the structure panel](#) on page 30

### Reference Materials:

[CWRC-Writer right-click menus](#) on page 116

[Navigation columns](#) on page 109

# Tagging Structural Tags in CWRC-Writer

---

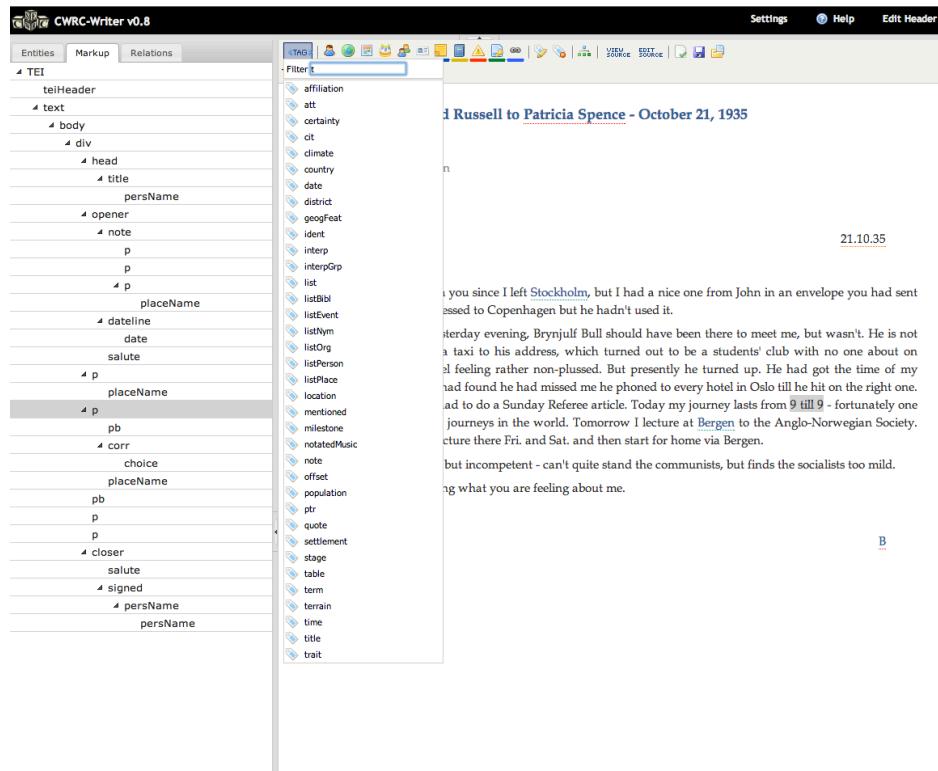
## Tagging XML in CWRC-Writer

---

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 36

[Adding structural tags in the structural panel](#) on page 38

[Deleting tags in the editor](#) on page 42

[Deleting tags using the CWRC-Writer toolbar](#) on page 43

[Editing tags in the editor](#) on page 44

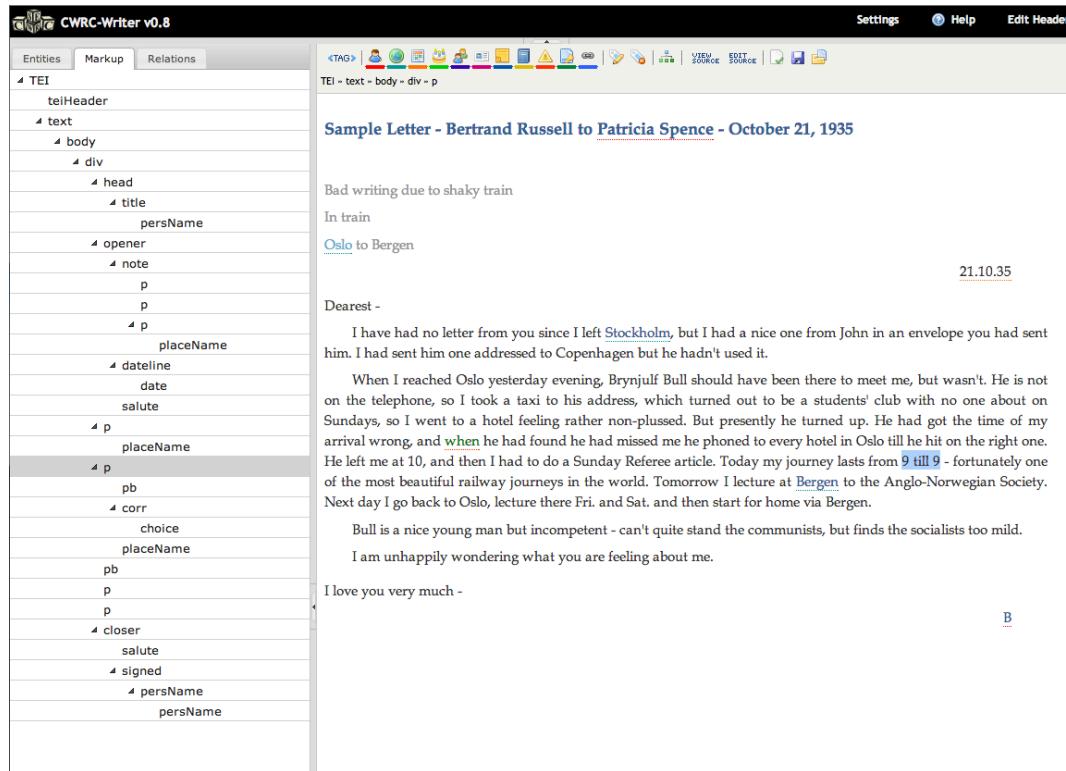
[Editing tags in the structure menu](#) on page 46

[Editing tags using the CWRC-Writer toolbar](#) on page 48

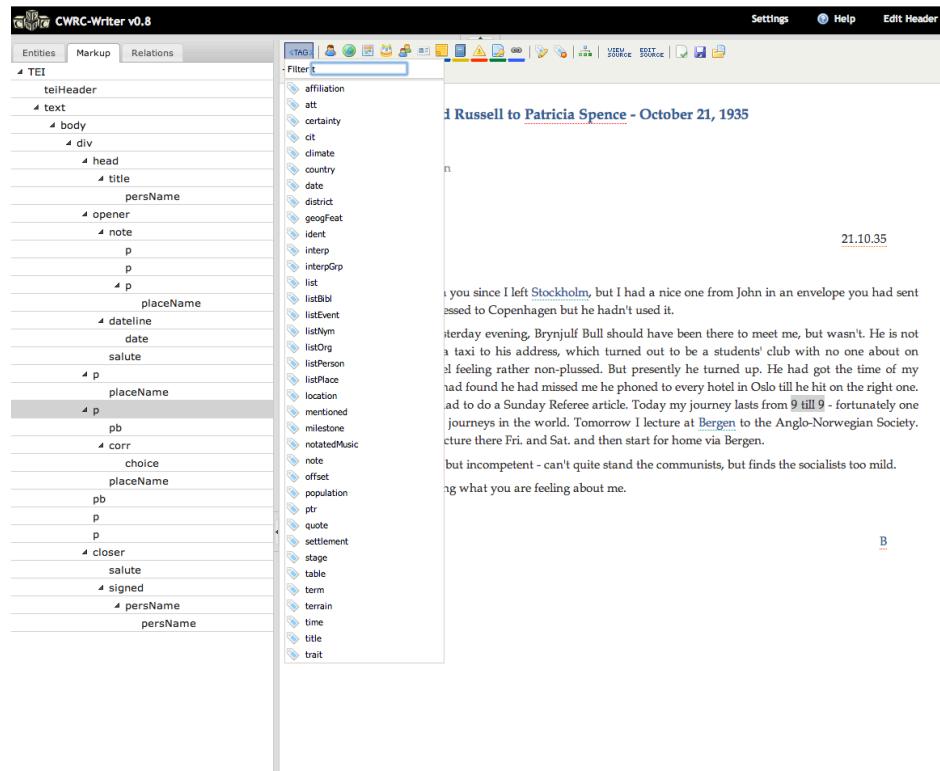
## Adding structural tags by selecting text

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.

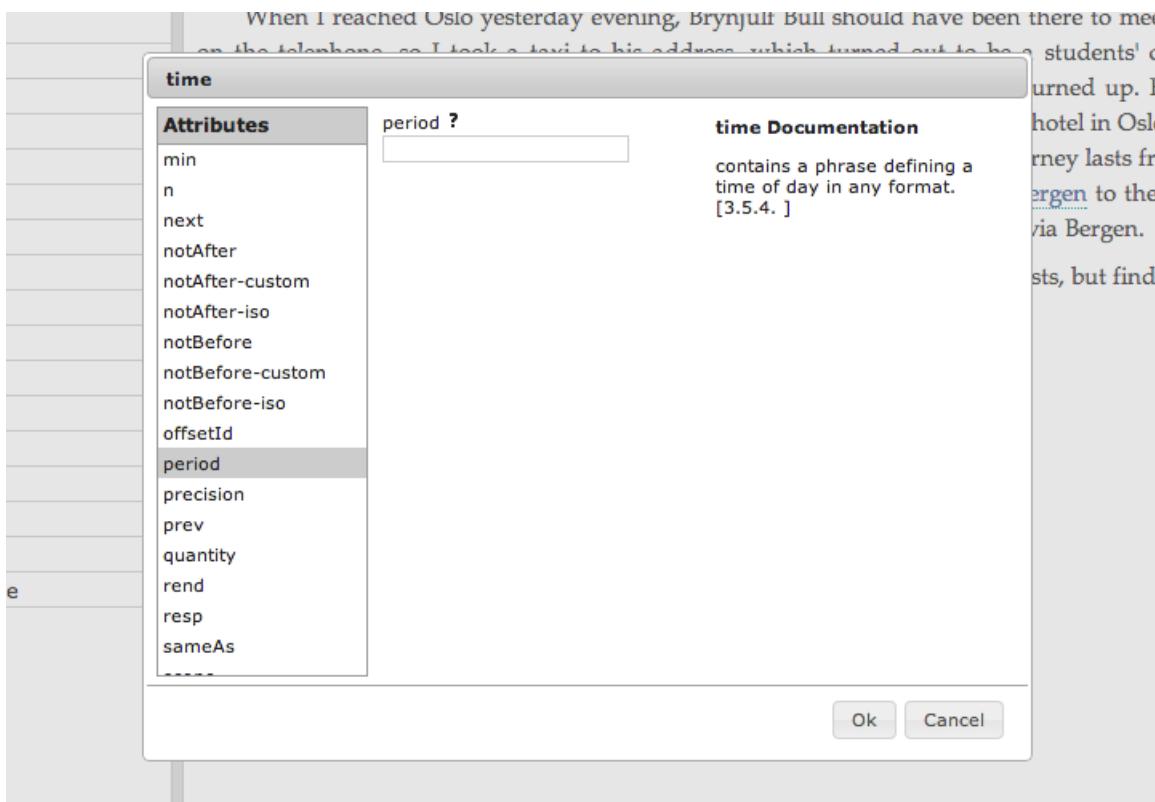
1. Select text that you would like to add a structural tag to.



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

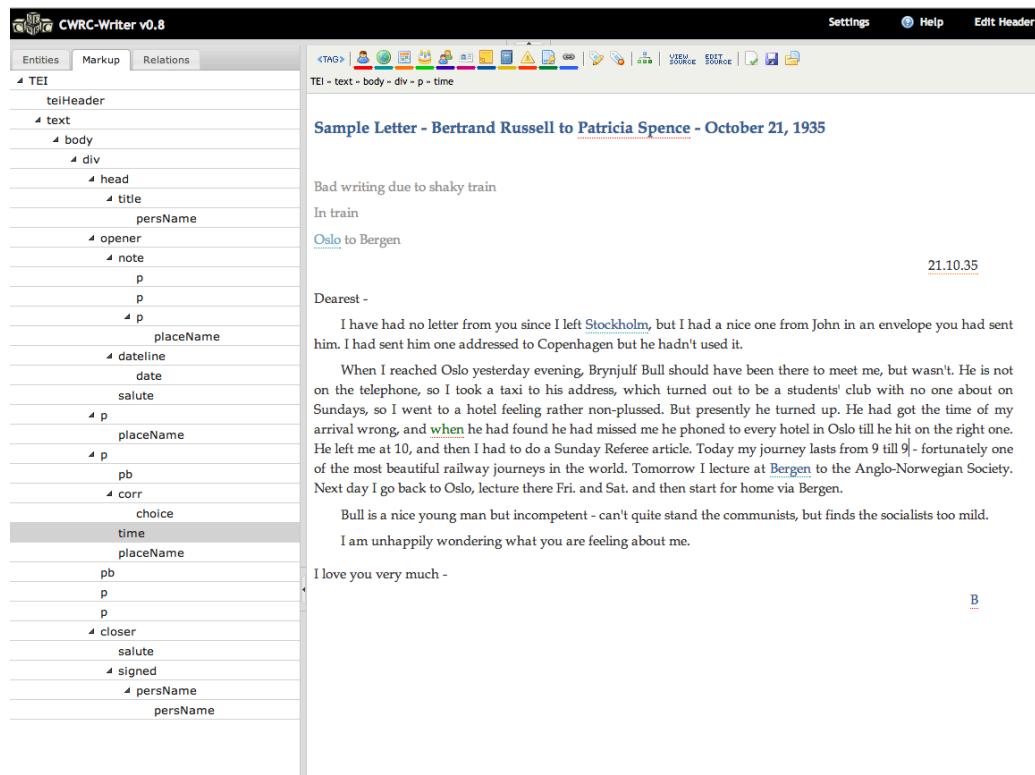


- Once you select the tag you would like to add to the structure panel, a pop-up will appear. This allows you to add qualifying information to the tag. Once you have finished, click on OK.



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.



## Related Links

[Adding structural tags by selecting text](#) on page 36

[Adding structural tags in the structural panel](#) on page 38

[Deleting tags in the editor](#) on page 42

[Deleting tags using the CWRC-Writer toolbar](#) on page 43

## Reference Materials:

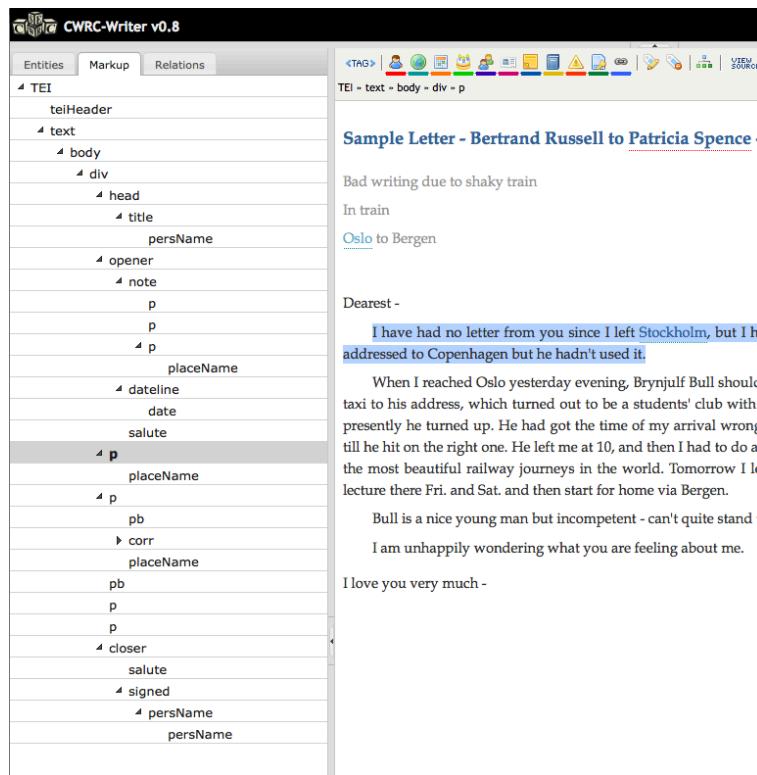
[CWRC-Writer Toolbar](#) on page 112

## Adding structural tags in the structural panel

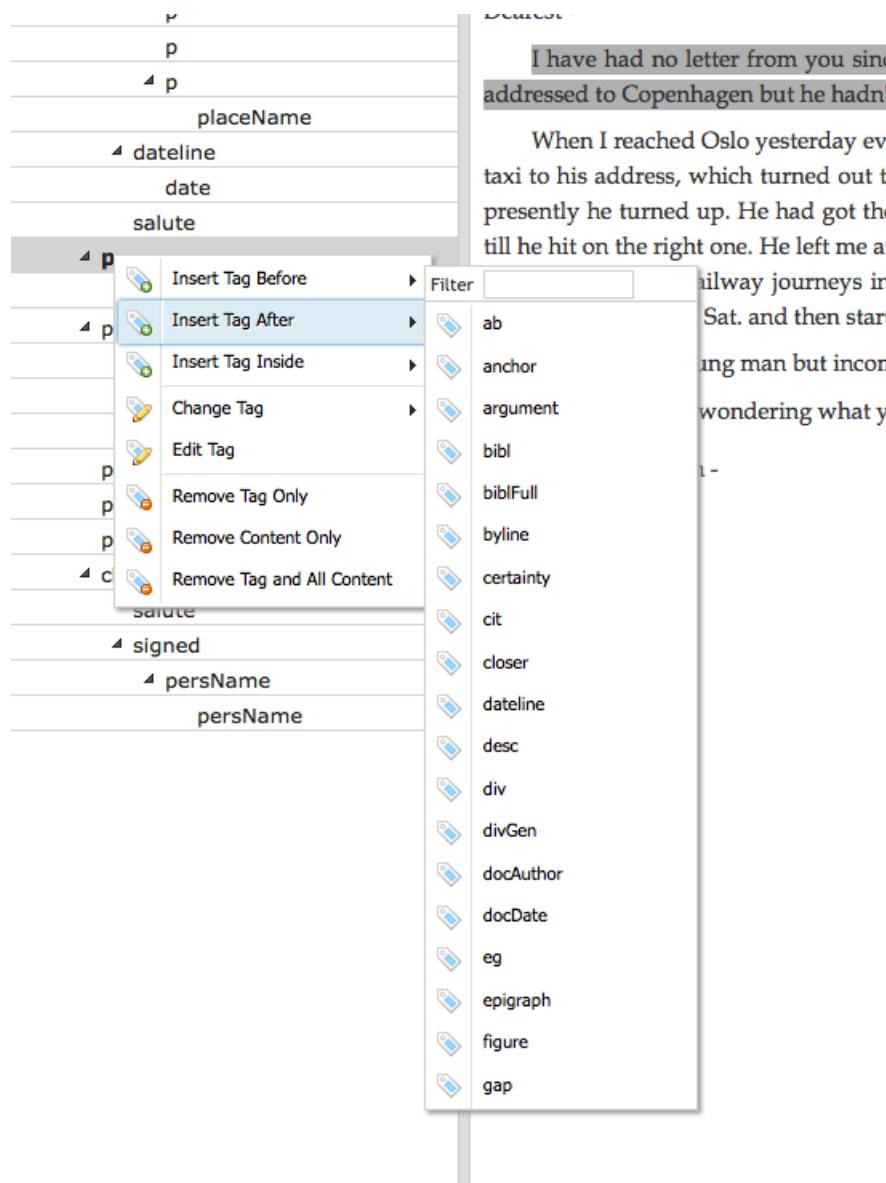
---

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.



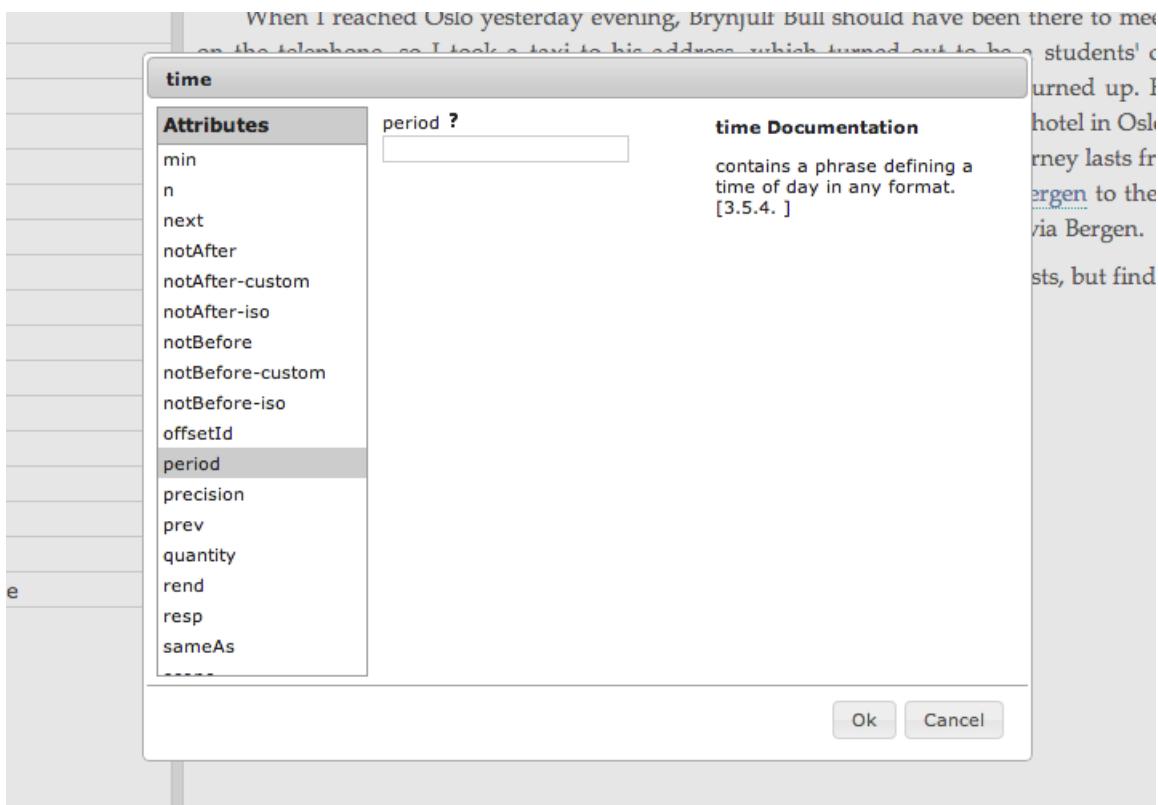
2. This will bring up a menu with three options that allow you to insert a tag.
  - Insert Tag Before allows you to insert a tag before the tag you have right clicked on.
  - Insert Tag After allows you to insert a tag after the tag you have right-clicked on (skipping over any nested tags within the 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.

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 -

## Related Links

[Adding structural tags by selecting text](#) on page 36

[Adding structural tags in the structural panel](#) on page 38

[Deleting tags in the editor](#) on page 42

[Deleting tags using the CWRC-Writer toolbar](#) on page 43

[Editing tags in the editor](#) on page 44

[Editing tags in the structure menu](#) on page 46

[Editing tags using the CWRC-Writer toolbar](#) on page 48

## Reference Materials:

[Navigation columns](#) on page 109

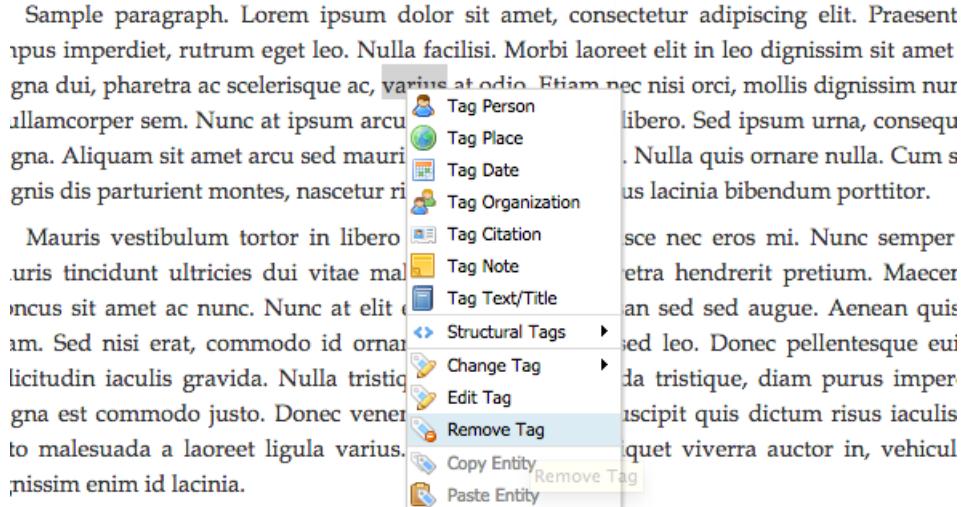
[CWRC-Writer right-click menus](#) on page 116

## 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.



### Notes

The poem has a suggestion of the magical imagery of Kenneth Leslies By Stubborn Stars.

The [Oxford Dictionary of National Biography](#) argues the author did not publish this text before ample footnote.

This will delete the tag, but leave the text.

## Related Links

*Deleting tags using the CWRC-Writer toolbar* on page 43

## **Reference Materials:**

*CWRC-Writer right-click menus* on page 116

## **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.

**CWRC-Writer v0.8**

Entities Markup Relations

TEI

teiHeader

text

body

div

head

title

persName

opener

note

p

p

p

placeName

dateline

date

salute

p

placeName

p

pb

corr

choice

placeName

pb

p

p

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. It 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 -

Bad writing due to shaky train

In train

Oslo to Bergen

21.10.35

Dearest -

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

View Source Edit Source

TEI - text - body - div - opener - salute

2. 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 v0.8 application. On the left, a tree view displays the document structure under the 'TEI' root, including 'teiHeader', 'text', 'body', 'div', 'head', 'title', 'persName', 'opener', 'note', 'p', 'placeName', 'dateline', 'date', and 'pb'. The 'opener' node is currently selected. On the right, the main workspace shows a sample letter from Bertrand Russell to Patricia Spence dated October 21, 1935. The letter content includes 'Bad writing due to shaky train', 'In train', 'Oslo to Bergen', and a body paragraph starting with 'Dearest -'. The date '21.10.35' is also present.

## Related Links

[Deleting tags in the editor](#) on page 42

[Editing tags in the editor](#) on page 44

[Editing tags in the structure menu](#) on page 46

[Editing tags using the CWRC-Writer toolbar](#) on page 48

## Reference Materials:

[CWRC-Writer Toolbar](#) on page 112

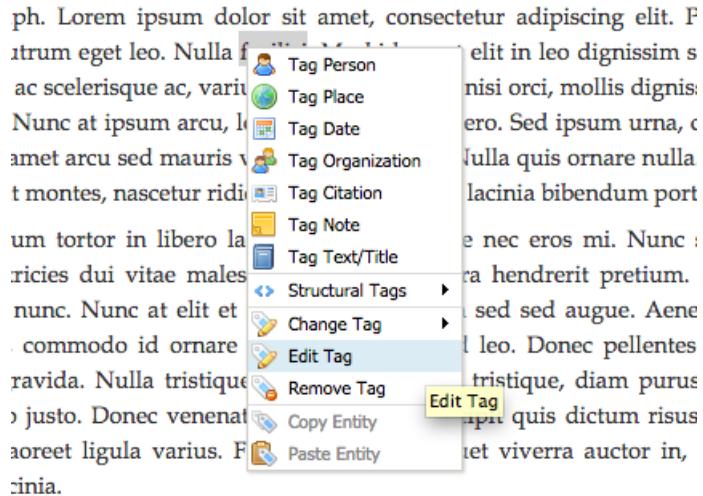
## Editing tags in the editor

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 .

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

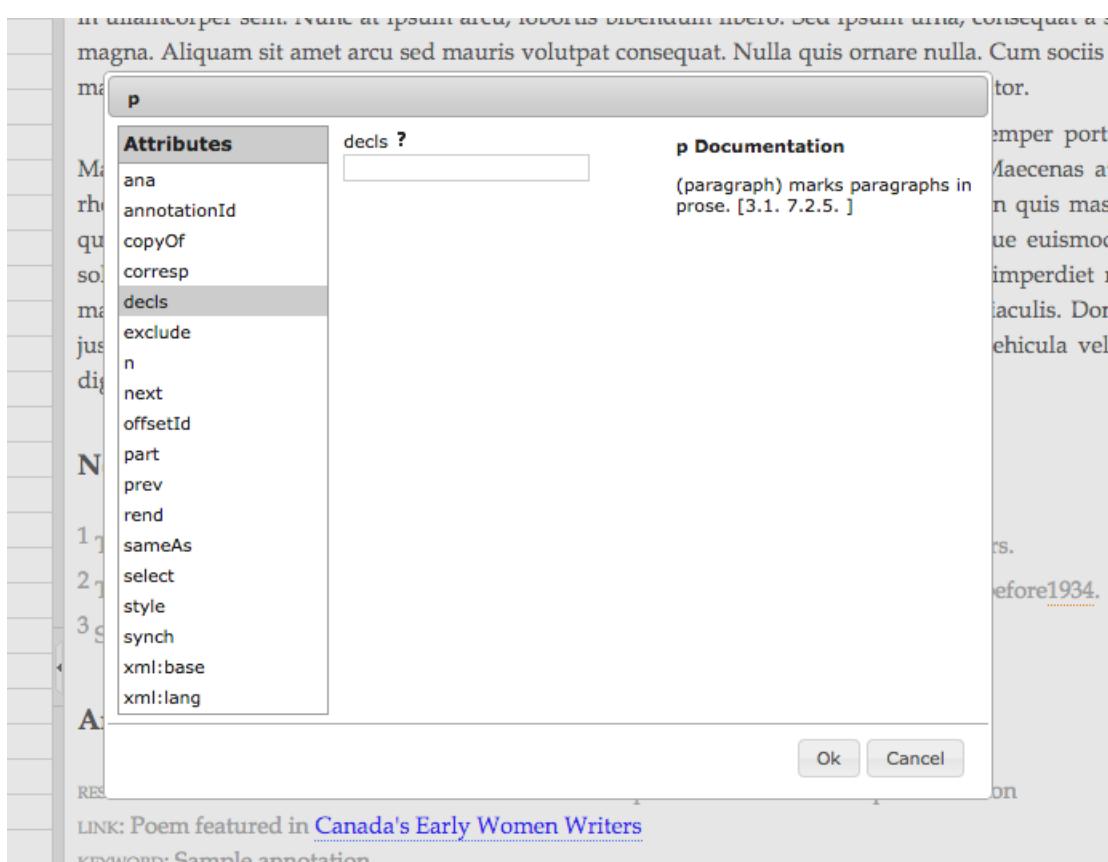
The screenshot shows the CWRC-Writer v0.8 application. On the left, a tree view displays the document structure under the 'TEI' root, including 'teiHeader', 'text', 'body', 'div', 'head', 'p', and 'note'. The 'head' node is currently selected. On the right, the main workspace shows a sample title 'Sample Title' followed by a sample paragraph: '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.' Below the paragraph, there is additional text: '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'.

2. 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.



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

## Related Links

[Editing tags in the structure menu](#) on page 46

[Editing tags using the CWRC-Writer toolbar](#) on page 48

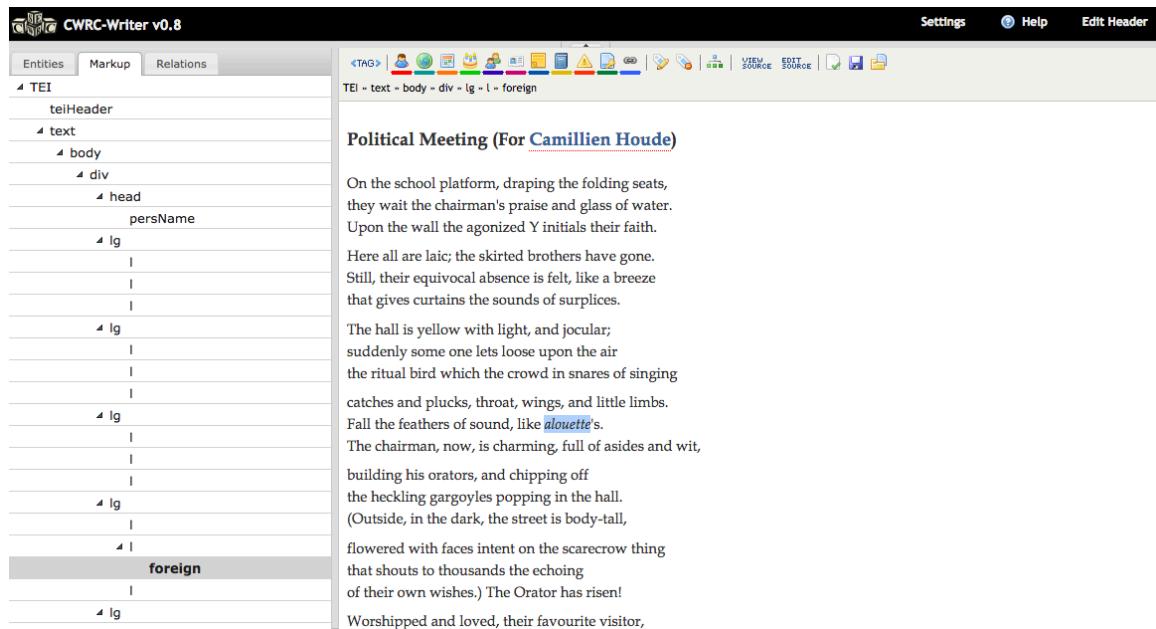
#### Reference Materials:

[CWRC-Writer right-click menus](#) on page 116

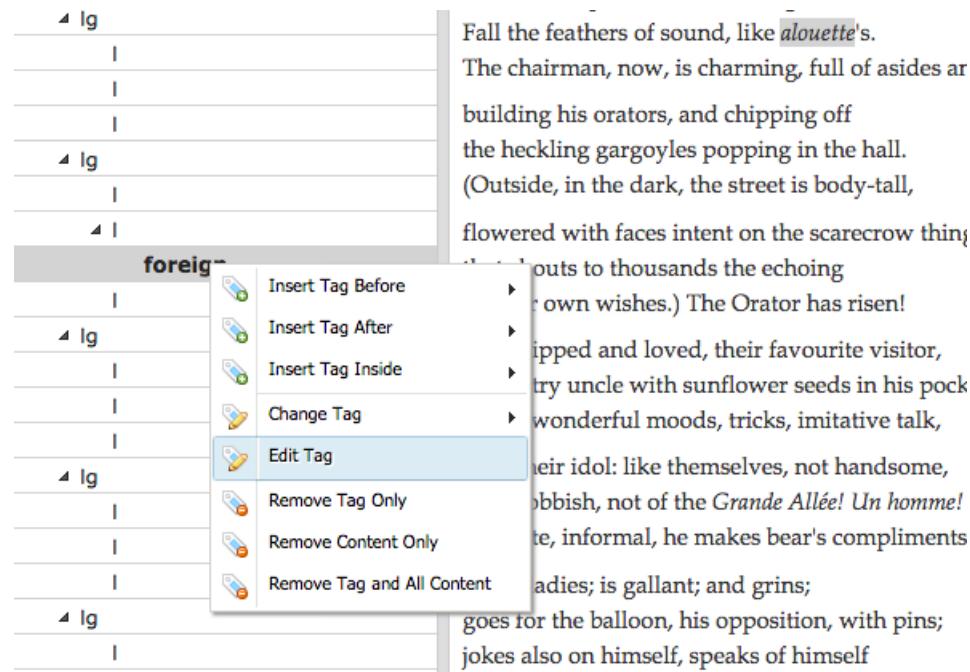
## Editing tags in the structure menu

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.

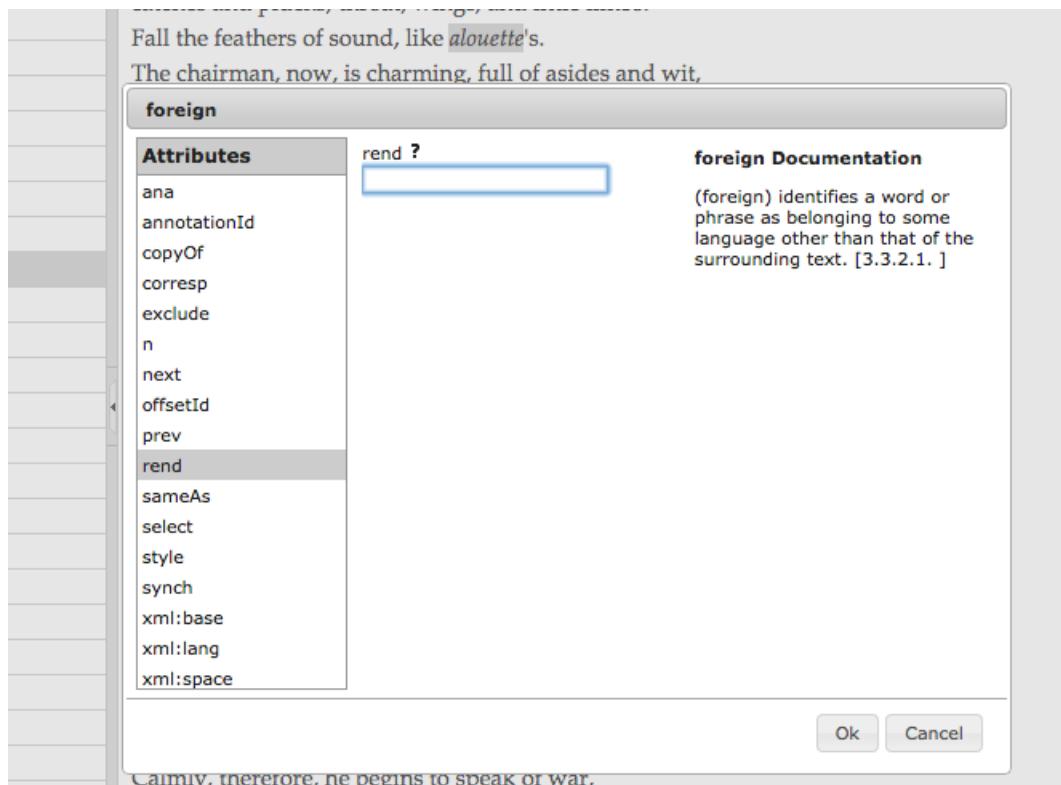


2. Right-click on the tag and select the option Edit Tag.



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.

## Related Links

[Editing tags in the editor](#) on page 44

[Editing tags using the CWRC-Writer toolbar](#) on page 48

#### Reference Materials:

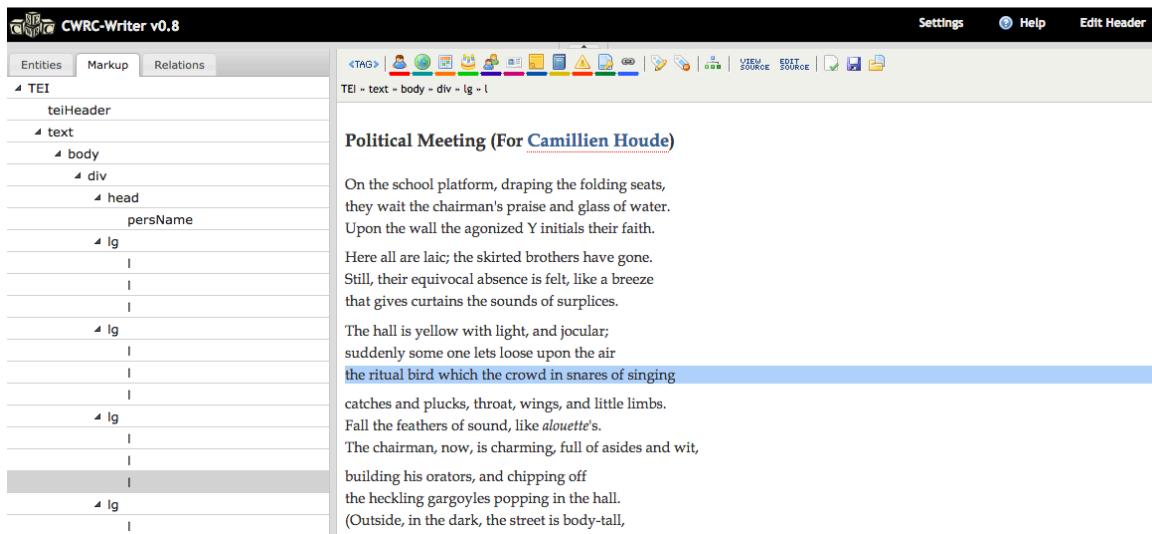
[CWRC-Writer right-click menus](#) on page 116

[Navigation columns](#) on page 109

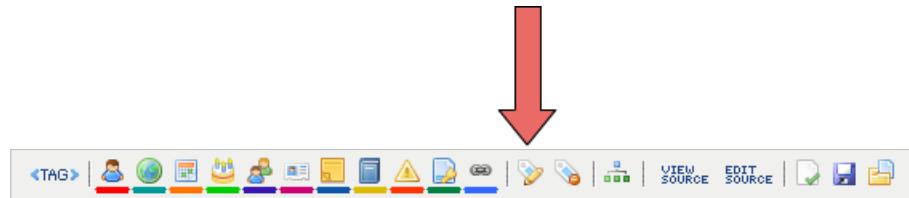
## Editing tags using the CWRC-Writer toolbar

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.).

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

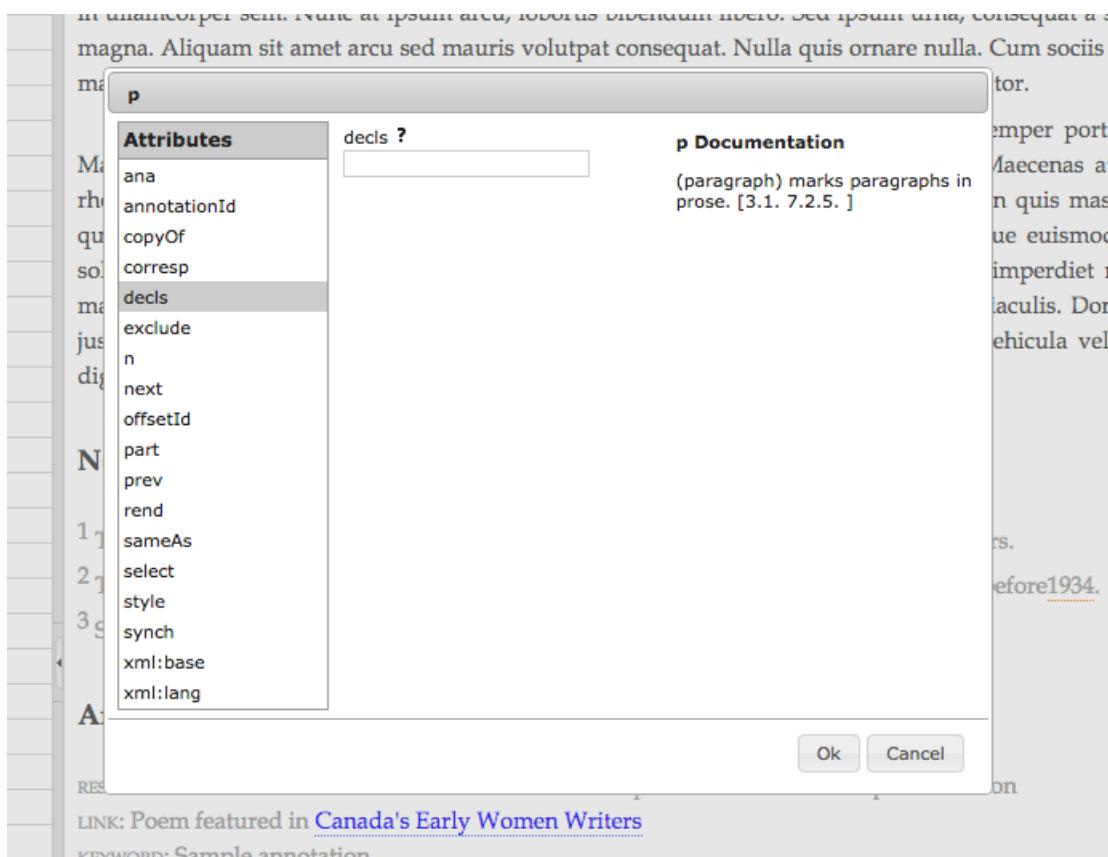


2. Click on the Edit Tag toolbar option.



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.



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

### Related Links

[Editing tags in the editor](#) on page 44

[Editing tags in the structure menu](#) on page 46

### Reference Materials:

[CWRC-Writer Toolbar](#) on page 112

# Tagging Entities in CWRC-Writer

---

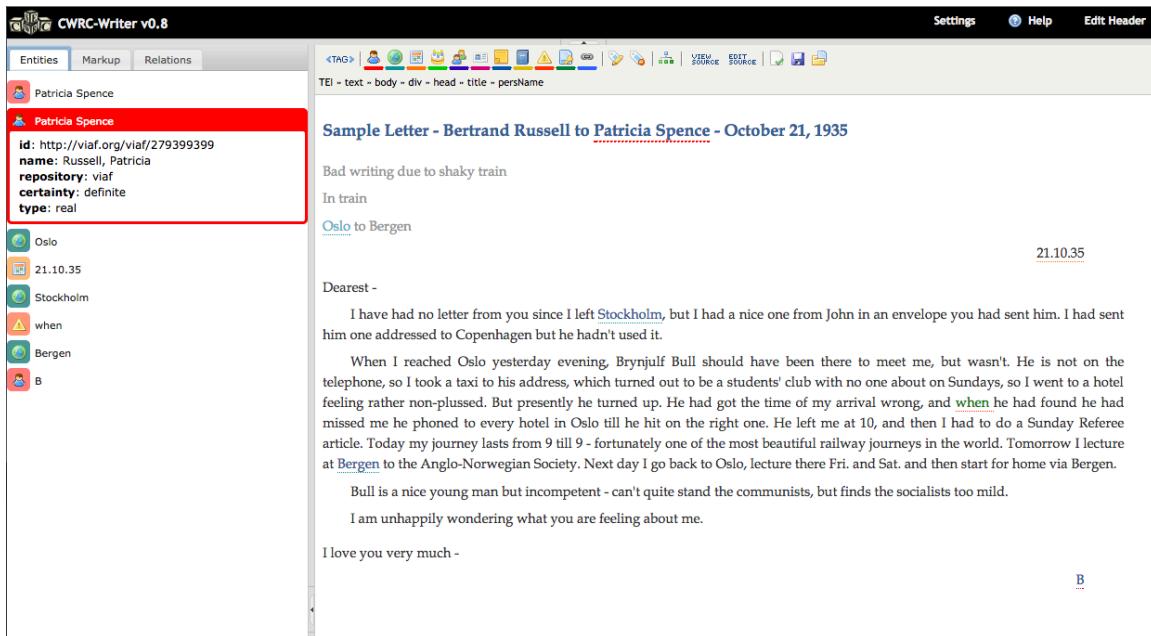
## Tagging RDF entities in CWRC-Writer

---

Tagging RDF annotated entities in CWRC-Writer allows users to add semantic information to certain text (person, place, etc).

### Introduction to tagging entities

You can add annotated 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:

- [Tagging entities in the editor](#) on page 54
- [Tagging entities from the toolbar](#) on page 51
- [Creating a new person entity](#) on page 58
- [Creating a new place entity](#) on page 62
- [Creating a date entity](#) on page 67
- [Creating an organization entity](#) on page 70
- [Creating a new text/title entity](#) on page 74
- [Creating a link entity](#) on page 78
- [Creating a keyword entity](#) on page 80
- [Creating a correction entity](#) on page 81
- [Creating note entities](#) on page 83

[Creating citation entities](#) on page 88

[Deleting entities from the editor](#) on page 92

[Deleting entities from the entities column](#) on page 94

[Deleting entities from the toolbar](#) on page 95

[Editing entities from the editor](#) on page 96

[Editing entities from the entities column](#) on page 99

[Editing entities from the toolbar](#) on page 101

[Adding relations](#) on page 103

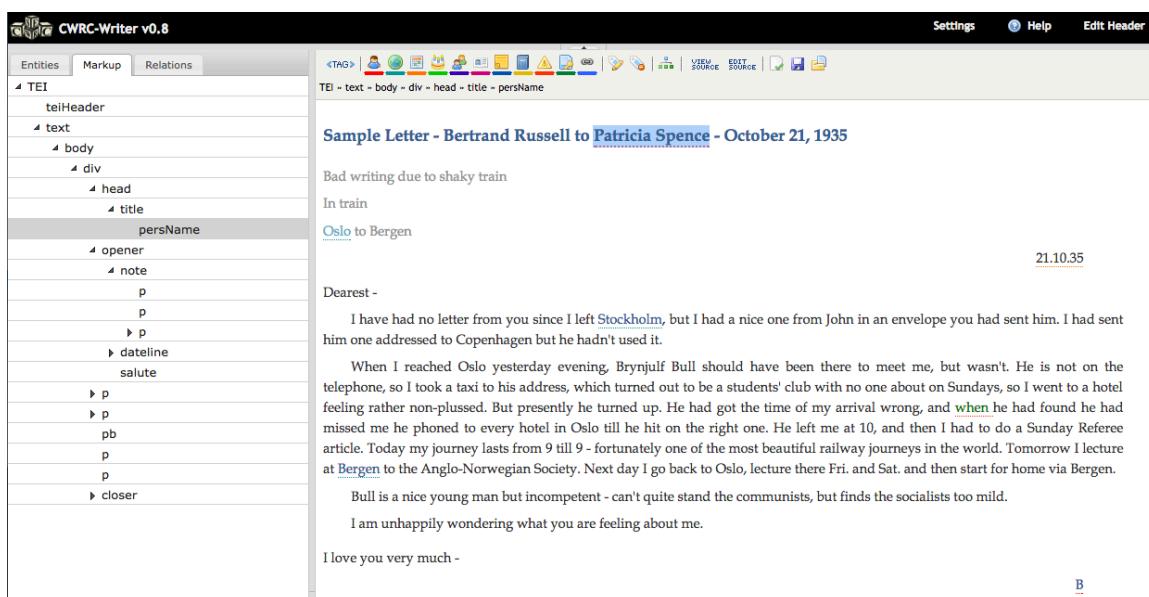
[Deleting relations](#) on page 104

## Tagging entities from the toolbar

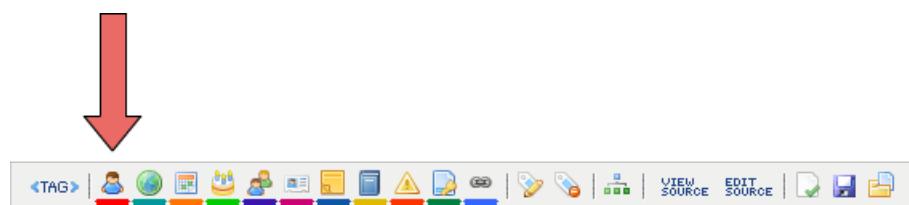
CWRC-Writer allows you to add RDF entities to your document. You can add these tags from the toolbar using icon buttons. When you add RDF entities to the document you are also adding a corresponding XML tag to the document.

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

Currently, the events tag is not fully functional.



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.



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.

Bad writing due to shaky train

### Search Person

Patricia Spence

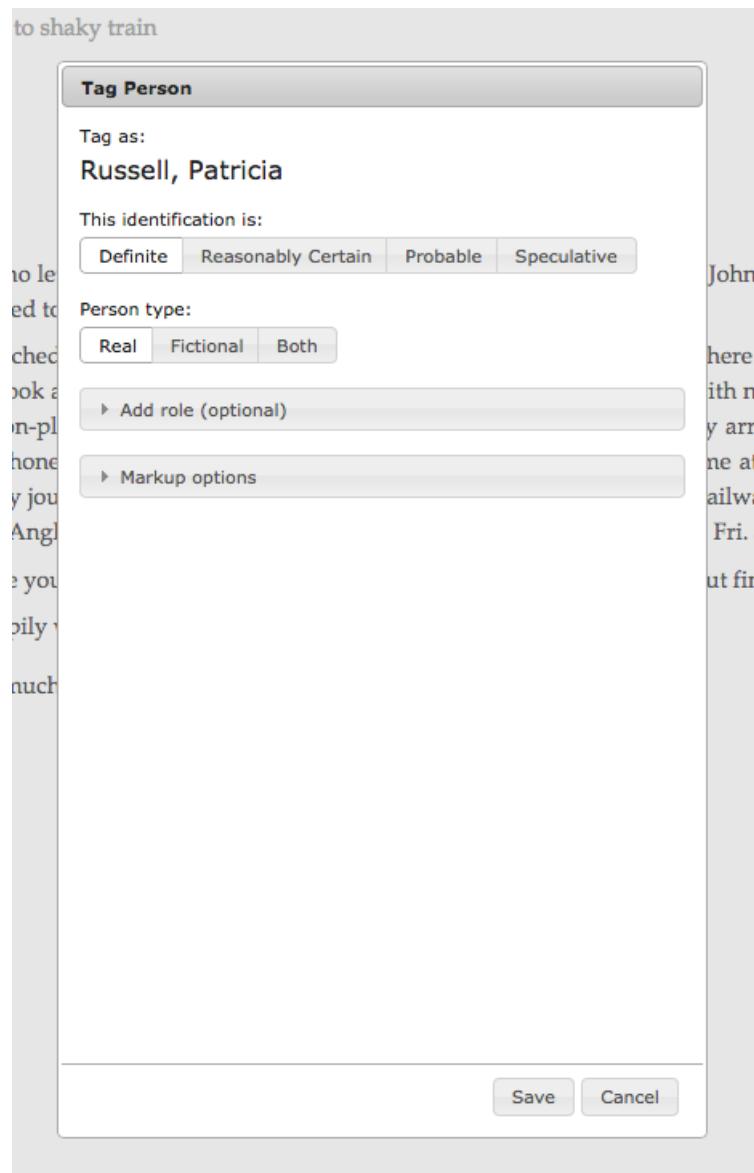
CWRC

VIAF Results: 1 - 5

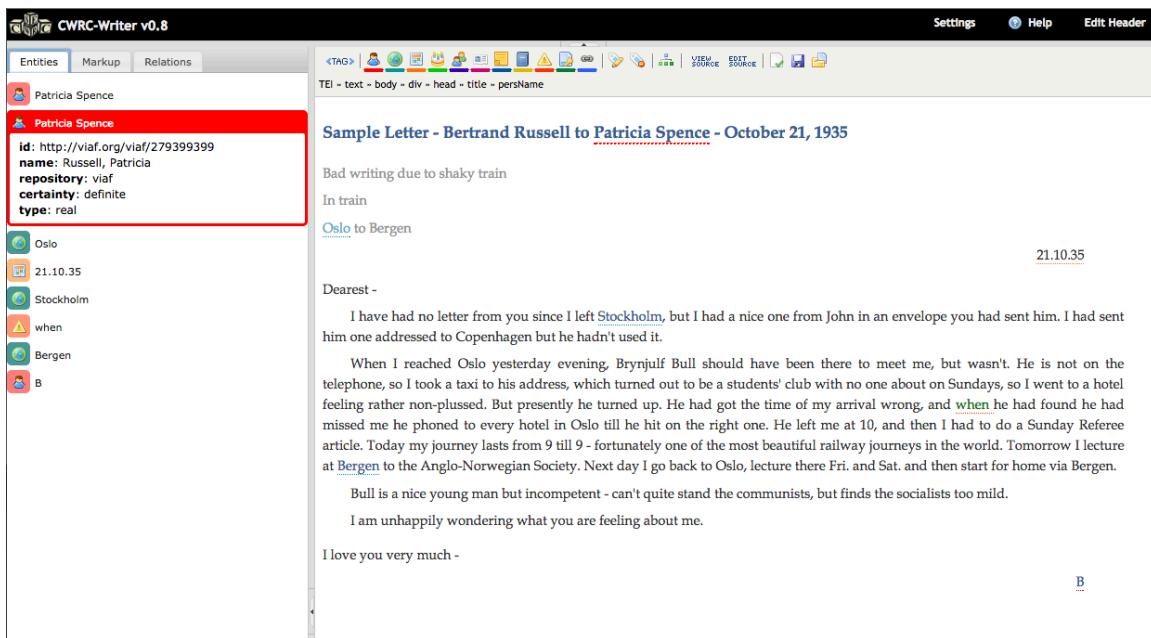
«	1	2
3	4	5
»		
<b>Russell, Patricia</b>		i
Rudden, Patricia Spence		i
Spence, Patricia,		i
Spence, Jo		i
Rudden, Patricia Spence		i

Cancel Create New Person Edit Person Select

- 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.



### Related Links:

- [Tagging entities in the editor](#) on page 54
- [Creating a new person entity](#) on page 58
- [Creating a new place entity](#) on page 62
- [Creating a date entity](#) on page 67
- [Creating an organization entity](#) on page 70
- [Creating a new text/title entity](#) on page 74
- [Creating a link entity](#) on page 78
- [Creating a keyword entity](#) on page 80
- [Creating a correction entity](#) on page 81
- [Creating note entities](#) on page 83
- [Creating citation entities](#) on page 88

### Reference Materials:

- [CWRC-Writer Toolbar](#) on page 112
- [Navigation columns](#) on page 109
- [CWRC Entity system](#) on page 113

## Tagging entities in the editor

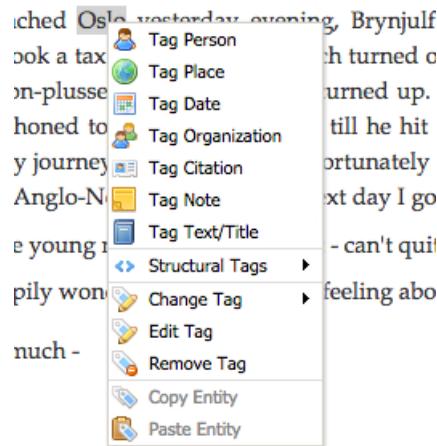
CWRC-Writer allows you to add RDF entities to your document. You can add these tags from within the editor using your mouse right-click button. When you add RDF entities to the document you are also adding a corresponding XML tag to the document.

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

Currently, the events tag is not full functional.

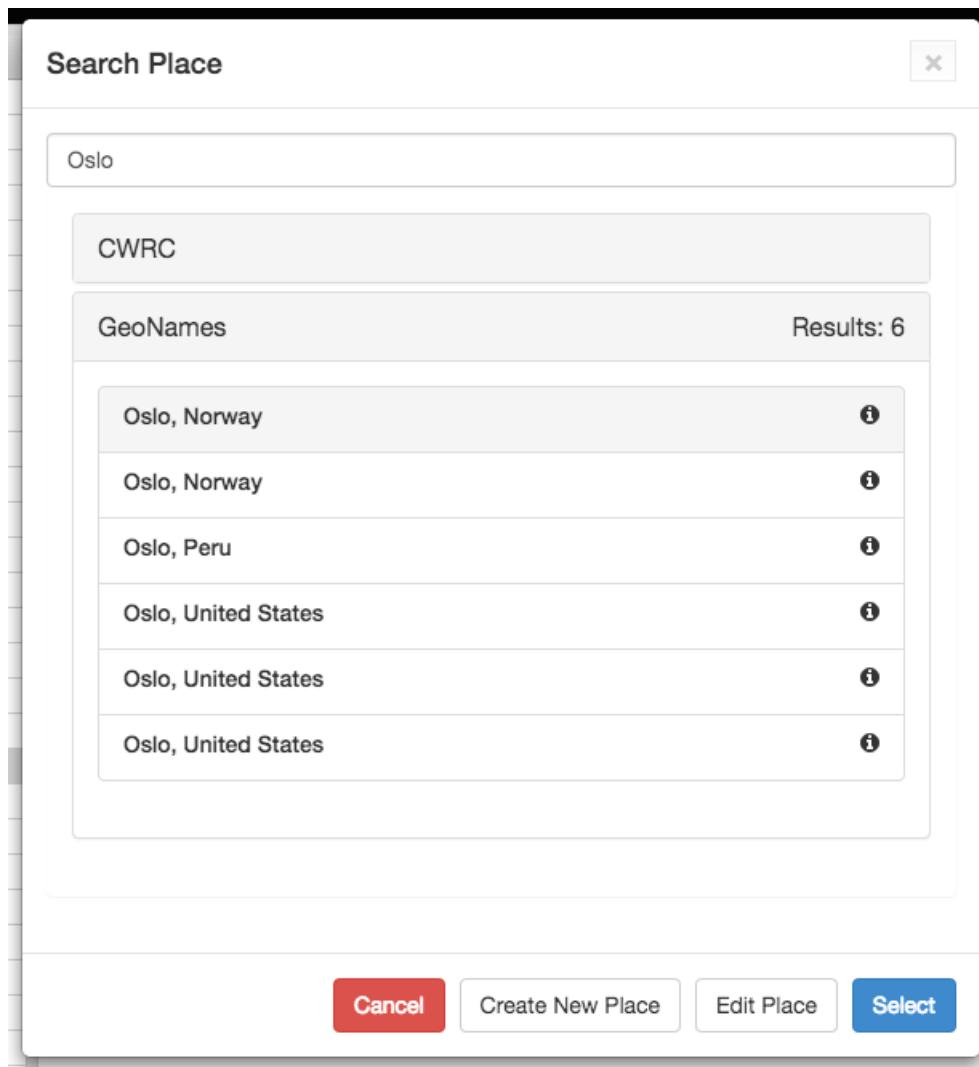
The screenshot shows the CWRC-Writer v0.8 application. On the left, there's a tree view of the TEI XML structure. On the right, the main window displays a sample letter from Bertrand Russell to Patricia Spence dated October 21, 1935. Some words in the text are underlined, such as 'Stockholm', 'Oslo', 'Bergen', and 'Brynjulf'. The interface includes a toolbar at the top and a status bar at the bottom.

- 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.

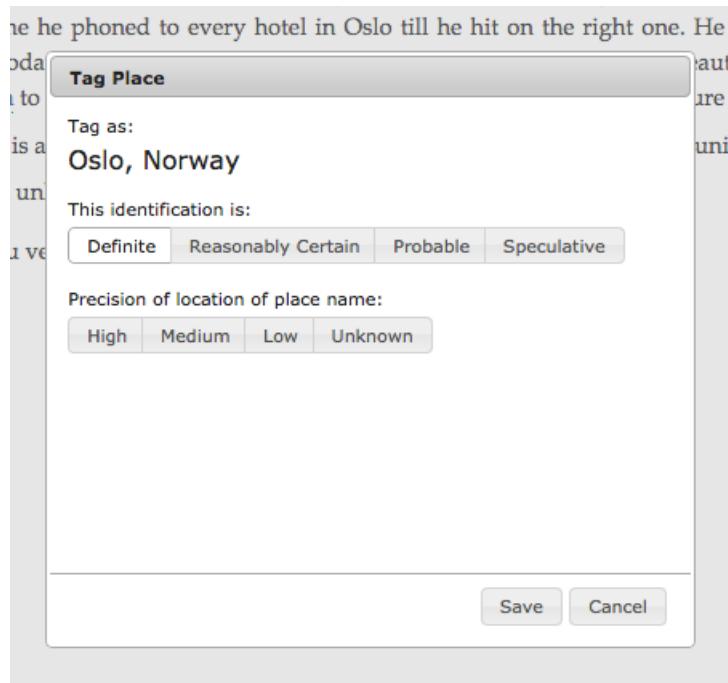


- Choose a CWRC, VIAF or GeoNames (depending on what entity you are tagging) entry and click on Select. The editor is now hooked up to the CWRC entity system. Lookup of all named entities (e.g. persons, organizations, places, and titles) from within CWRC is now available, as well as lookup in authoritative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



4. 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.

**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 he 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 -

## Related Links:

[Tagging entities from the toolbar](#) on page 51

[Creating a new person entity](#) on page 58

[Creating a new place entity](#) on page 62

[Creating a date entity](#) on page 67

[Creating an organization entity](#) on page 70

[Creating a new text/title entity](#) on page 74

[Creating a link entity](#) on page 78

[Creating a keyword entity](#) on page 80

[Creating a correction entity](#) on page 81

[Creating note entities](#) on page 83

[Creating citation entities](#) on page 88

#### Reference Materials:

[CWRC-Writer right-click menus](#) on page 116

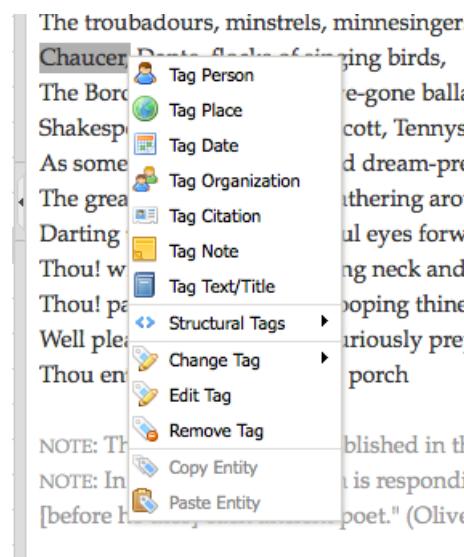
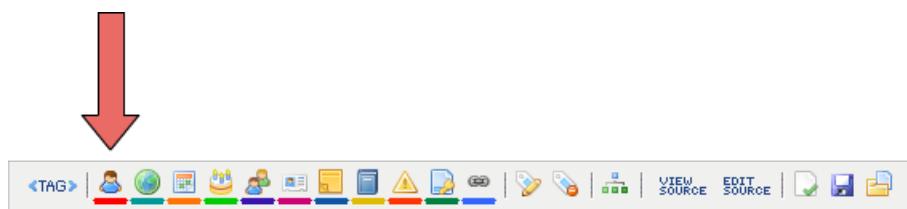
[CWRC Entity system](#) on page 113

## 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).



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

The screenshot shows a modal dialog box titled "Search Person". In the search input field, the text "Chaucer," is entered. Below the search bar, the text "CWRC" is displayed. The main area is titled "VIAF" and shows "Results: 1 - 25". A navigation bar at the top of the results list includes a back arrow, page numbers (1, 2, 3, 4, 5, next), and a forward arrow. The results list contains ten entries:

Result	Entity Name	Information icon
1	Yuan, Chaucer	i
2	Synagogue Chaucer Street (Nottingham)	i
3	Chaucer, Daniel	i
4	Chaucer,	i
5	Yuan, Chaucer	i
6	Chaucer, Harry	i
7	Yuan, Chaucer	i
8	CHAUCER, JOHN	i
9	Bryant, Brantley L.,	i
10	Boèce	i

At the bottom of the dialog box are four buttons: "Cancel" (red), "Create New Person", "Edit Person", 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 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**

**Old C**  
By Walt

**About**

An ancient...  
Once gaz...  
Musing, s...

Accept m...  
And name...  
(Of many...  
Haply ou...  
Ever so fa...  
Old Char...  
The Hind...  
The Bibli...  
The Iliad,...  
Hesiod, E...  
The Cid,...  
The troub...  
**Chaucer,**  
The Bord...  
Shakespea...  
As some...  
The great...  
Darting t...  
Thoul 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

NOTE: Th...  
NOTE: In ...  
[before he...

Writer ?

Certainty **[+]**

Research interest **[+]**

Descriptive note(s) **[+]**

Resource(s) **[+]**

**Cancel** **Ok**

- 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.

The screenshot shows a web-based application for tagging entities in a TEI XML document. At the top, there's a toolbar with various icons for file operations like Open, Save, Print, and a magnifying glass. Below the toolbar, the TEI XML path is displayed: <TAG> | TEI - text - body - div - lg - l.

The main content area displays a poem titled "Old Chants" by Walt Whitman. The poem begins with:

An ancient song, recit  
Once gazing toward t  
Musing, seeking them  
Accept me, thou saids  
And name for me befo  
(Of many debts incalc  
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, Sop  
The Cid, Roland at Ro  
The troubadours, min  
Chaucer, Dante, flock  
The Border Minstrels  
Shakespere, Schiller, V  
As some vast wondro  
The great shadowy gr  
Darting their mighty i  
Thou! with as now thy  
Thou! pausing a mom  
Well pleased, acceptin  
Thou enterest at thy e

NOTE: This poem was  
NOTE: In this poem "W  
[before he dies] each a

A modal dialog box titled "Tag Person" is open over the poem. It contains fields for "Tag as:" (with tabs for Definite, Reasonably Certain, Probable, Speculative), "Person type:" (Real, Fictional, Both), and buttons for "Add role (optional)" and "Markup options". At the bottom of the dialog are "Save" and "Cancel" buttons.

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 for 'Chaucer': id: http://cwrc-dev-01.srv.ualberta.ca/islandora/object/undefined, certainty: definite, type: real. The main content area contains the poem "Old Chants" by Walt Whitman. 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 name for her, 'before thou goest [before he dies] each ancient poet.' (Oliver 2009)".

### Related Links:

[Creating a new place entity](#) on page 62

[Creating a date entity](#) on page 67

[Creating an organization entity](#) on page 70

[Creating a new text/title entity](#) on page 74

[Creating a link entity](#) on page 78

[Creating a keyword entity](#) on page 80

[Creating a correction entity](#) on page 81

[Creating note entities](#) on page 83

[Creating citation entities](#) on page 88

### Reference Materials:

[CWRC-Writer Toolbar](#) on page 112

[CWRC-Writer right-click menus](#) on page 116

[Navigation columns](#) on page 109

[CWRC Entity system](#) on page 113

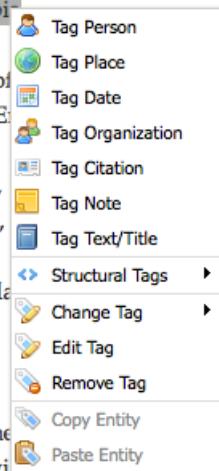
## Creating a new place entity

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

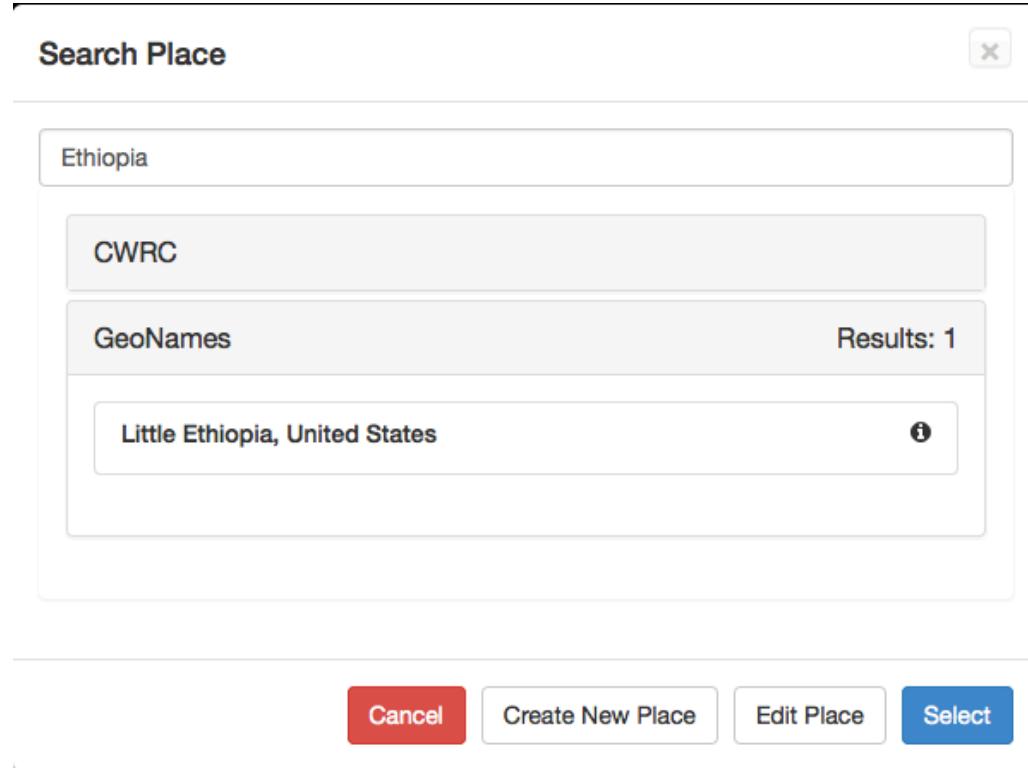
1. Highlight the text that you would like to tag as a Place. Click on the toolbar or right-click options (see image below).



ee, America,  
and those of Ethiopia  
Chinese, Persian  
its, and deep idyls of  
gs, wanderings of E  
Merlin, Author,  
es, the Nibelungen,  
innesingers, skalds,  
ing birds,  
-gone ballads, feuda  
ott, Tennyson,  
l dream-presences,  
thering around,  
l eyes forward at the  
g neck and head, wi and word, ascending,  
oping thine eyes upon them, blent with their music,  
riously prepared for by them,  
porch



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



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

An anc  
Once ga  
Musing  
Accept  
And na  
(Of man  
Haply c  
Ever so  
Old Cha  
The Hir  
The Bib  
The Ili  
Hesiod,  
The Cid  
The trou  
Chaucer  
The Bor  
Shakespe  
As some  
The gre  
Darting  
Thou! w  
Thou! p  
Well ple  
Thou er  
NOTE: T  
NOTE: Ir  
[before]

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

First-level administrative division

Second-level administrative division

Elevation

Average elevation

Time zone UTC offset

Descriptive note(s)

Cancel Ok

- 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 Biblical books and prophets, and deep idyls of the Nazarene  
The Iliad, C  
Hesiod, Es  
The Cid, Ro  
The troubad  
Chaucer, Da  
The Border  
Shakespere,  
As some va  
The great sh  
Darting the  
Thou! with  
Thou! pausin  
Well pleased  
Thou enter

**Tag Place**

**Tag as:**

**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 come for her, 'before thou goest [before he dies] each ancient poet." (Oliver 2009)

**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.

**CWRC-Writer v0.8**

Entities    Markup    Relations

**Ethiopia**  
id: http://cwrc-dev-01.srv.ualberta.ca/isladora  
/object/undefined  
certainty: definite  
precision: high

**Chaucer**

**"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 Minstrels, 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

**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 come for her, 'before thou goest [before he dies] each ancient poet." (Oliver 2009)

### Related Links:

[Creating a new person entity](#) on page 58

[Creating a date entity](#) on page 67

[Creating an organization entity](#) on page 70

[Creating a new text/title entity](#) on page 74

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#### Reference Materials:

[CWRC-Writer Toolbar](#) on page 112

[CWRC-Writer right-click menus](#) on page 116

[Navigation columns](#) on page 109

[CWRC Entity system](#) on page 113

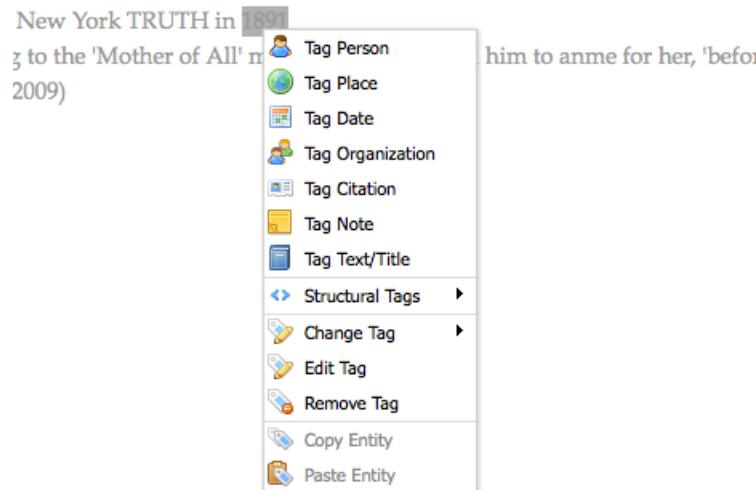
## Creating a date entity

---

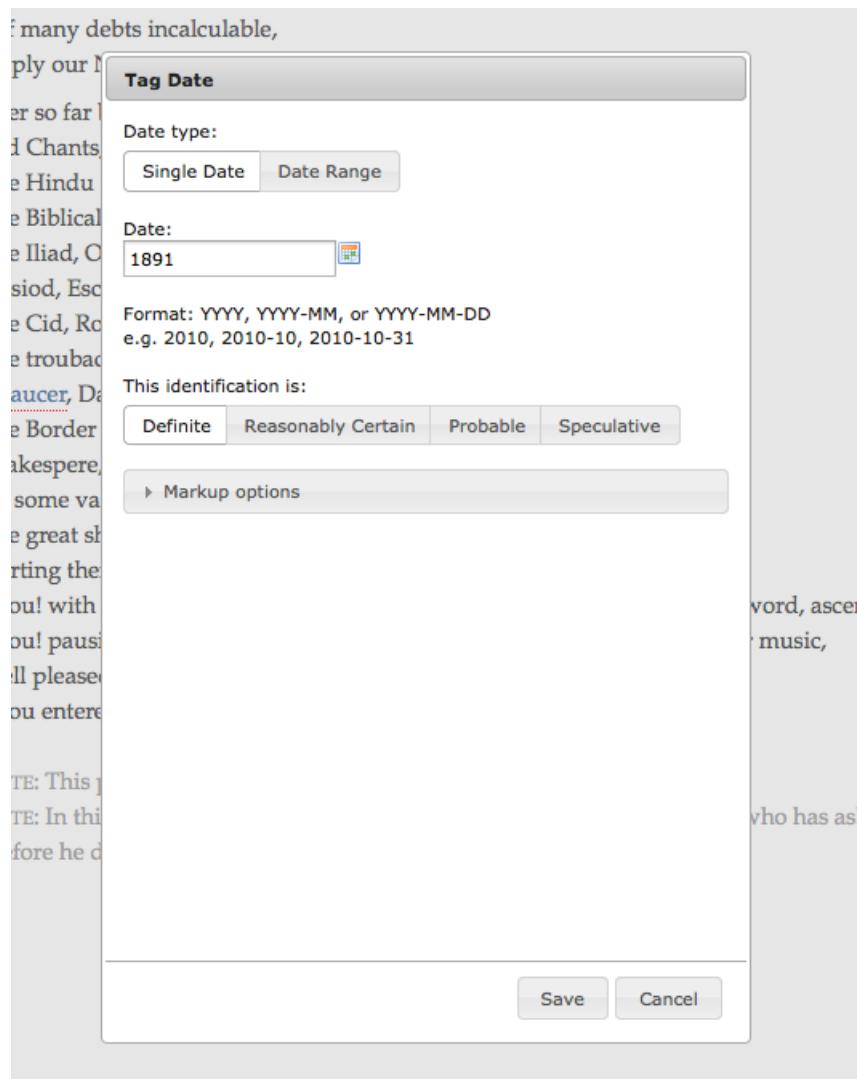
The "Tag Date" is for tagging a date in the text. This tag can contain the year, month, day or a combination of the three.

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





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 v0.8 application window. On the left, there's a sidebar with tabs for 'Entities', 'Markup', and 'Relations'. Under 'Entities', there are icons for 'Ethiopia' and 'Chaucer', and a selected item '1891' which is highlighted with an orange border. A tooltip for '1891' shows the values 'certainty: definite' and 'date: 1891'. The main workspace displays a poem by Walt Whitman titled 'Old Chants'. The poem discusses various ancient cultures and epic poems, mentioning figures like Eneas, Hesiod, Eschylus, Sophocles, Merlin, and the Nibelungen. It also refers to the Border Minstrels and other literary figures. At the bottom of the workspace, there is a note about the publication of the poem in 1891 and a reference to Oliver (2009). The top right of the window has buttons for 'Settings', 'Help', and 'Edit Header'.

### Related Links:

- [Creating a new person entity](#) on page 58
- [Creating a new place entity](#) on page 62
- [Creating an organization entity](#) on page 70
- [Creating a new text/title entity](#) on page 74
- [Creating a link entity](#) on page 78
- [Creating a keyword entity](#) on page 80
- [Creating a correction entity](#) on page 81
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- [Creating citation entities](#) on page 88

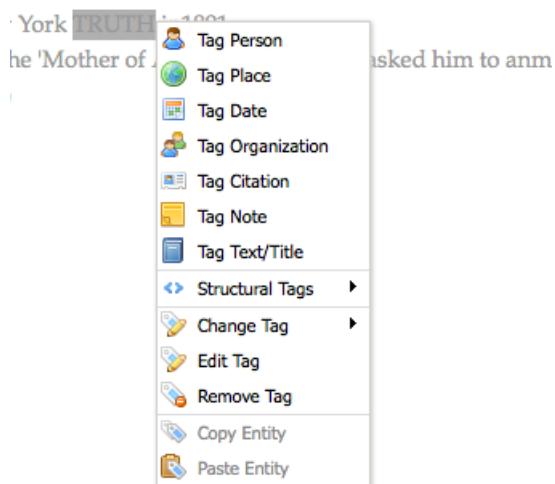
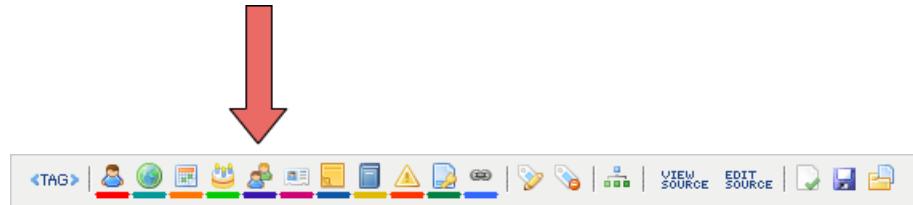
### Reference Materials:

- [CWRC-Writer Toolbar](#) on page 112
- [CWRC-Writer right-click menus](#) on page 116
- [Navigation columns](#) on page 109
- [CWRC Entity system](#) on page 113

## **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).



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

Search Organization

TRUTH

CWRC

VIAF Results: 1 - 100

«	1	2
3	4	5
»		
Truth Co.		info
Truth Jones (Musical group)		info
Christian Crusade for Truth		info
Royal Order of Divine Truth Forces		info
Exhibition Raw Truth: Auerbach-Rembrandt		info
Way Truth Life		info
Bratstvo Russkoj Pravdy		info
Congress Expression, Truth and Authenticity : on Adorno's Theory of Music and Performance,		info
Truth Seeker Company		info
-		

Cancel Create New Organization Edit Organization Select

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.

Add Organization

About

Organization type [+]

literary [?] Required value -

Contributing project(s) [+]

Identity

Preferred name

Name part [+]

TRUTH [?] Required value

Variant name(s) [+]

Same as [+]

Description

Date(s) of existence [+]

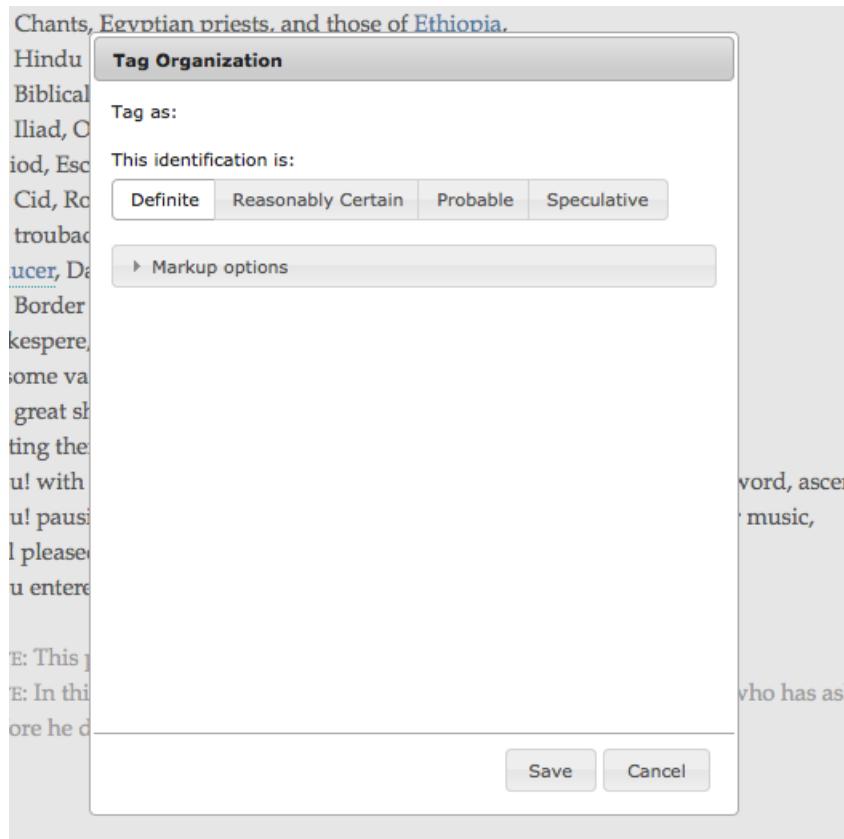
Factuality [+]

Descriptive note(s) [+]

Cancel Ok

The great shadowy groups gathering around,

- 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.

**CWRC-Writer v0.8**

Entities   Markup   Relations

- Ethiopia
- Chaucer
- TRUTH**
  - id:** http://cwrc-dev-01.srv.ualberta.ca/slandora/object/undefined
  - certainty:** definite
- 1891

**"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 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 by-gone ballads, feudal tales, essays, plays,  
Shakespero, 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

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

**Related Links:**

- [\*Creating a new person entity\* on page 58](#)
- [\*Creating a new place entity\* on page 62](#)
- [\*Creating a date entity\* on page 67](#)
- [\*Creating a new text/title entity\* on page 74](#)
- [\*Creating a link entity\* on page 78](#)
- [\*Creating a keyword entity\* on page 80](#)
- [\*Creating a correction entity\* on page 81](#)
- [\*Creating note entities\* on page 83](#)
- [\*Creating citation entities\* on page 88](#)

**Reference Materials:**

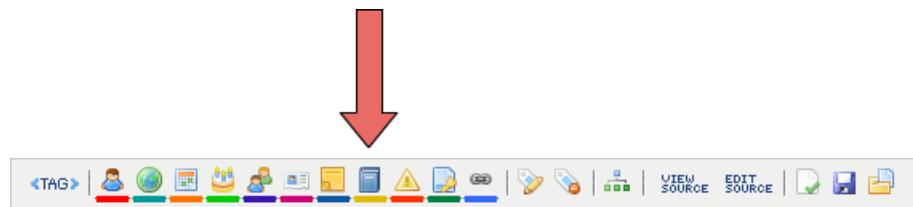
- [\*CWRC-Writer Toolbar\* on page 112](#)
- [\*CWRC-Writer right-click menus\* on page 116](#)
- [\*Navigation columns\* on page 109](#)
- [\*CWRC Entity system\* on page 113](#)

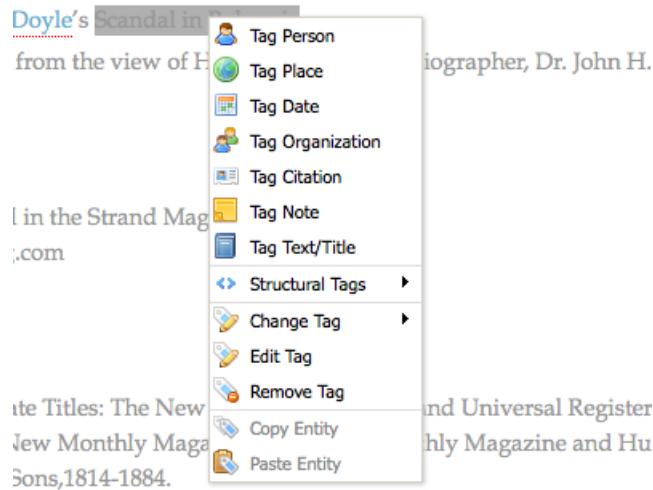
## **Creating a new text/title entity**

---

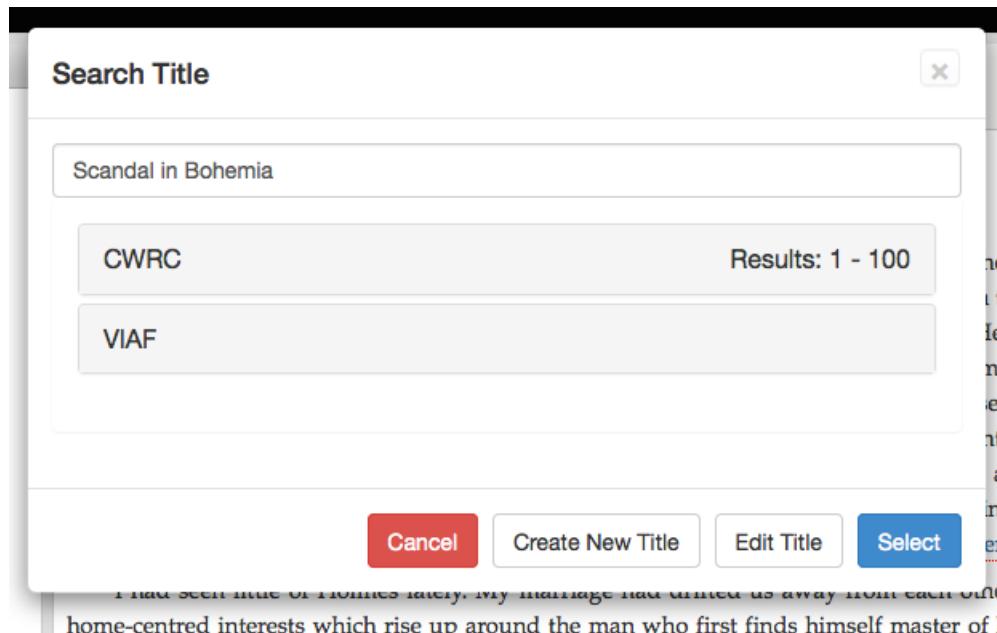
The "Tag Text/Title" entity is for tagging a title or the text of any type of work

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).





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



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.

## Sample Title

ec  
tha  
an  
the  
me  
ter  
inst  
as  
ho  
ab  
in  
the  
his  
ha  
su  
Tri  
Ho  
my former friend and companion.

**Add Title**

Type of resource

Title  
 Required value

Author

Sir Arthur Conan Doyle

Date  
 ?

Project

Cancel Ok

- 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.

temperament was to introduce a distracting factor which might throw a doubt upon his. A

I have some-centuries-old books about Baker the drug is immediately beer common in Holland. my form

**Notes**

This is

The au

**Annotations**

RESEARCH INK: Str

**Works**

OTE: This magazine, Colburn, Chapman and Hall, Joint Date and Sons, 1814-1804.

**Tag Title**

Tag as:

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

This identification is:

Definite   Reasonably Certain   Probable   Speculative

▶ 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 entity.

**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**

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

<sup>2</sup> 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:

## Related Links:

- [Creating a new person entity](#) on page 58
- [Creating a new place entity](#) on page 62
- [Creating a date entity](#) on page 67
- [Creating an organization entity](#) on page 70
- [Creating a link entity](#) on page 78
- [Creating a keyword entity](#) on page 80
- [Creating a correction entity](#) on page 81
- [Creating note entities](#) on page 83
- [Creating citation entities](#) on page 88

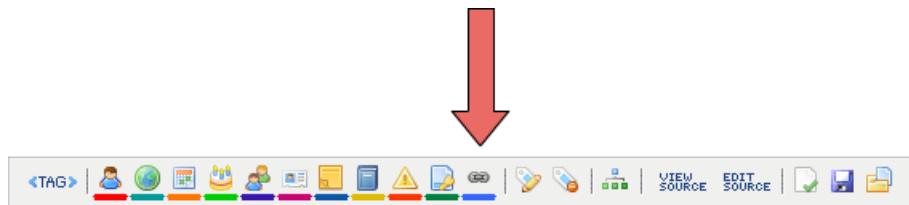
## Reference Materials:

- [CWRC-Writer Toolbar](#) on page 112
- [CWRC-Writer right-click menus](#) on page 116
- [Navigation columns](#) on page 109
- [CWRC Entity system](#) on page 113

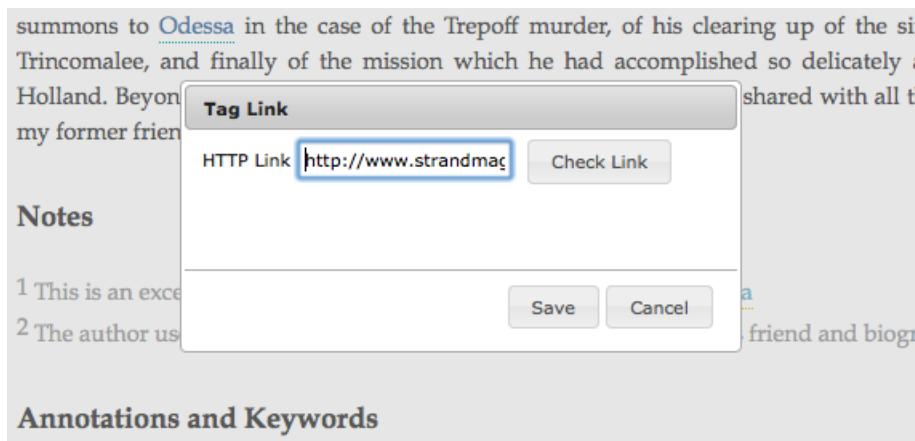
## Creating a link entity

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.



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

A screenshot of the CWRC-Writer interface. The left sidebar shows a list of entities: Sherlock Holmes, Irene Adler, Irene Adler, Baker Street, Odessa, Sir Arthur Conan Doyle, and Scandal in Bohemia. The 'url' entity is selected and highlighted with a blue border. The main workspace displays the text of the story with annotations and links. The 'Annotations and Keywords' section includes a note about the source of the excerpt and a link to the Strand Magazine URL.

**Related Links:**

- [\*Creating a new person entity\* on page 58](#)
- [\*Creating a new place entity\* on page 62](#)
- [\*Creating a date entity\* on page 67](#)
- [\*Creating an organization entity\* on page 70](#)
- [\*Creating a new text/title entity\* on page 74](#)
- [\*Creating a keyword entity\* on page 80](#)
- [\*Creating a correction entity\* on page 81](#)
- [\*Creating note entities\* on page 83](#)
- [\*Creating citation entities\* on page 88](#)

**Reference Materials:**

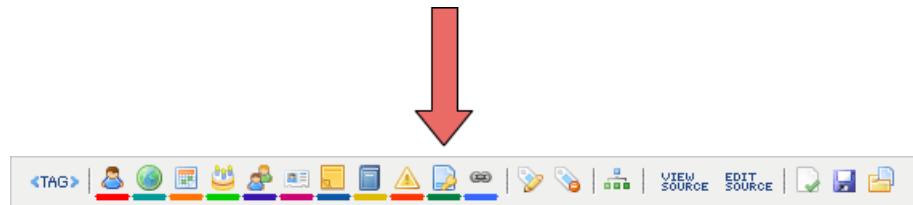
- [\*CWRC-Writer Toolbar\* on page 112](#)
- [\*Navigation columns\* on page 109](#)
- [\*CWRC Entity system\* on page 113](#)

## **Creating a keyword entity**

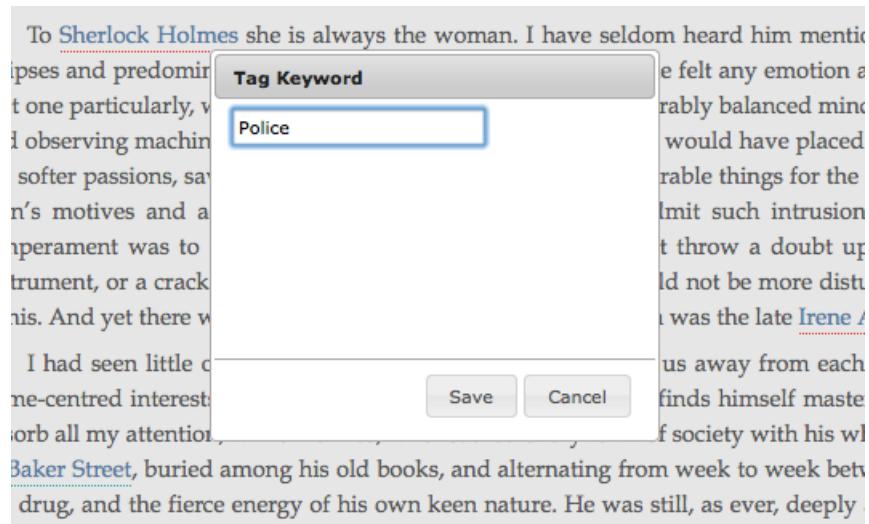
---

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.



This will create keywords in your document. You can edit those keywords in the entities column.

#### **Related Links:**

- [Creating a new person entity](#) on page 58
- [Creating a new place entity](#) on page 62
- [Creating a date entity](#) on page 67
- [Creating an organization entity](#) on page 70
- [Creating a new text/title entity](#) on page 74
- [Creating a link entity](#) on page 78
- [Creating a correction entity](#) on page 81
- [Creating note entities](#) on page 83
- [Creating citation entities](#) on page 88

#### **Reference Materials:**

- [CWRC-Writer Toolbar](#) on page 112
- [Navigation columns](#) on page 109
- [CWRC Entity system](#) on page 113

## **Creating a correction entity**

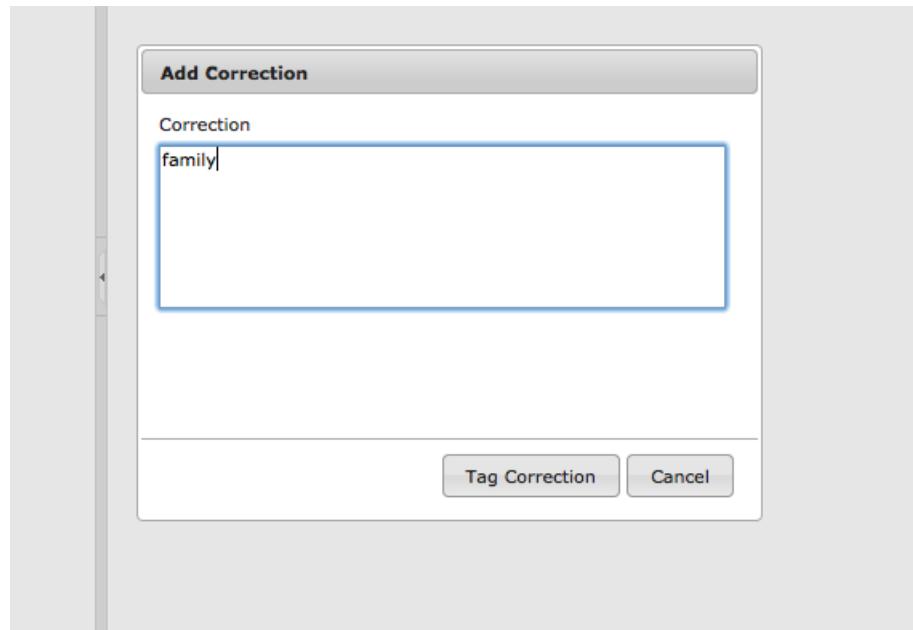
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The "Tag Correction" entity is used to tag any correction you have made to the original text.

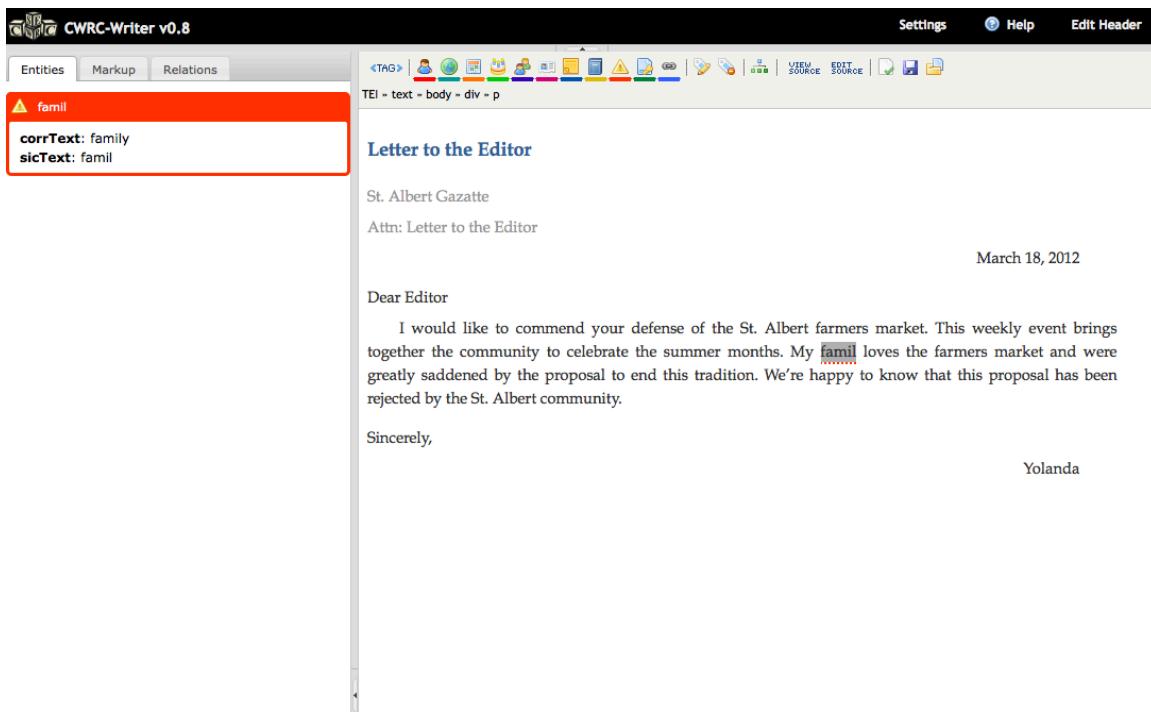
1. Highlight the text that you would like to tag as a "Correction." Click on the toolbar Correction icon.



2. 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.



### Related Links:

- [Creating a new person entity](#) on page 58
- [Creating a new place entity](#) on page 62
- [Creating a date entity](#) on page 67
- [Creating an organization entity](#) on page 70
- [Creating a new text/title entity](#) on page 74
- [Creating a link entity](#) on page 78
- [Creating a keyword entity](#) on page 80
- [Creating note entities](#) on page 83
- [Creating citation entities](#) on page 88

### Reference Materials:

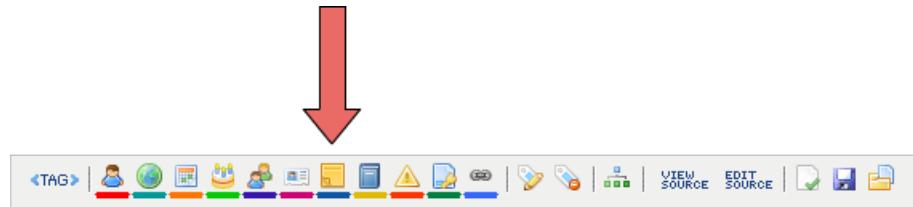
- [CWRC-Writer Toolbar](#) on page 112
- [Navigation columns](#) on page 109
- [CWRC Entity system](#) on page 113

## 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.



- Bertrand Russell to Patricia [REDACTED] October 21, 1935

o shaky train

o letter from you since I left Stockholm. I sent him. I had sent him one address. I telephoned Oslo yesterday evening, Brynjulf not on the telephone, so I took a taxi. There was no one about on Sundays, so I went to a hotel feeling rather non-plussed.

21.10.35

one from John in  
ut he hadn't used  
en there to meet n  
h turned out to be

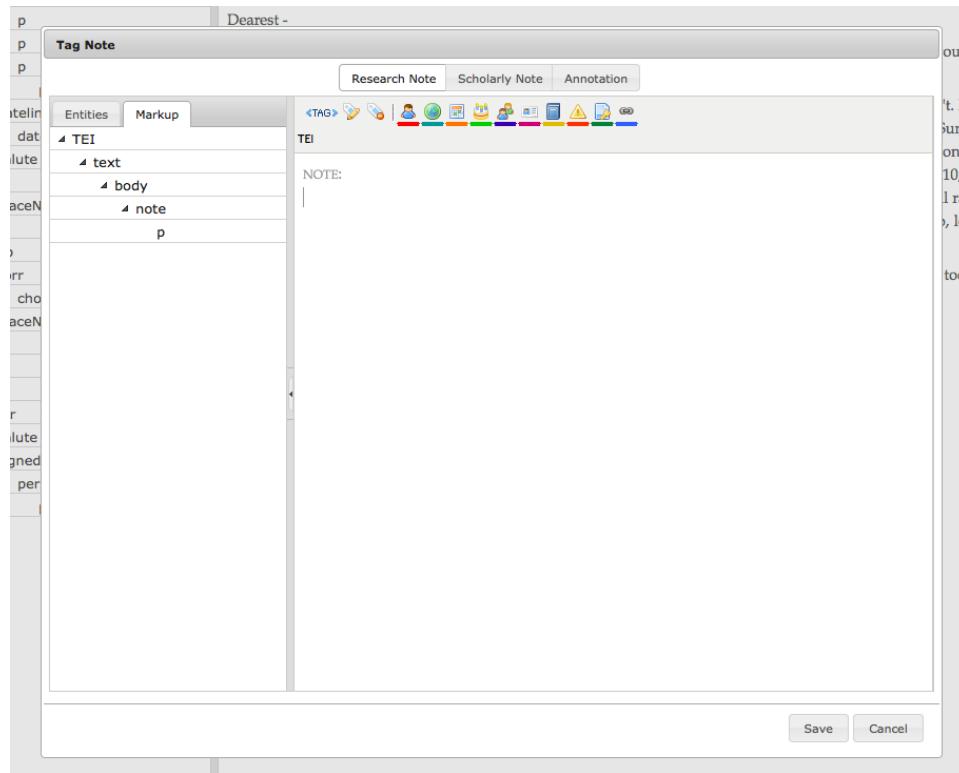
Tag Person  
Tag Place  
Tag Date  
Tag Organization  
Tag Citation  
Tag Note  
Tag Text/Title  
Structural Tags  
Change Tag  
Edit Tag  
Remove Tag  
Copy Entity  
Paste Entity

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

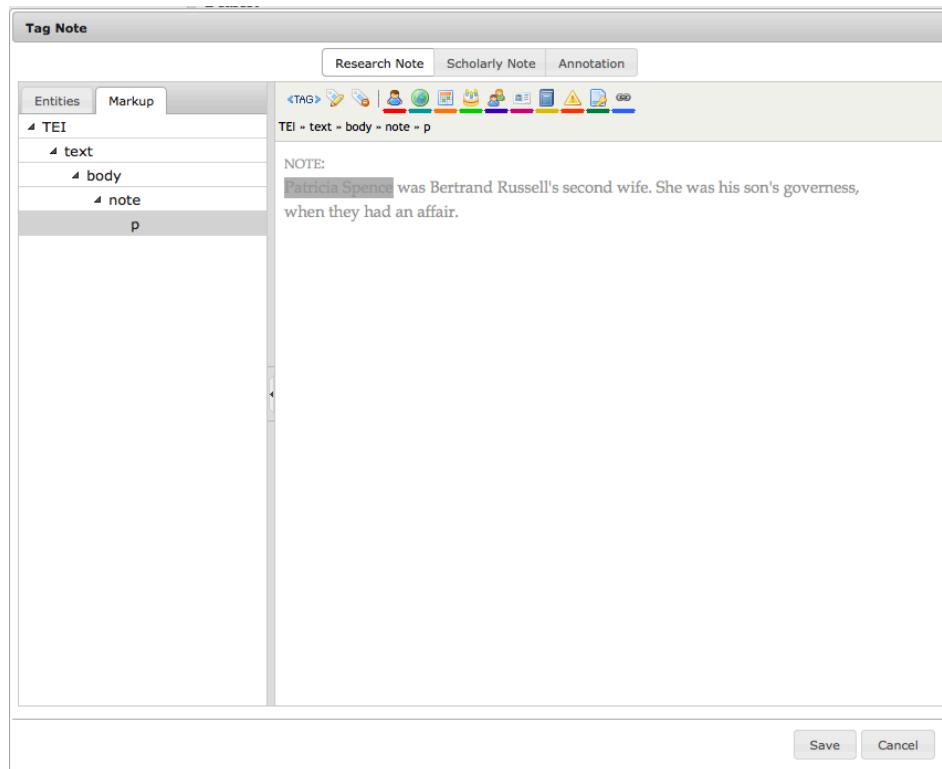
There is a specific way to add text within tags in the mini-editor. To do this, you click the tag twice in the structure/markup tree, so that its entry is italicized (this means the tag's content is selected). You can then start typing, which will add text content to that tag.



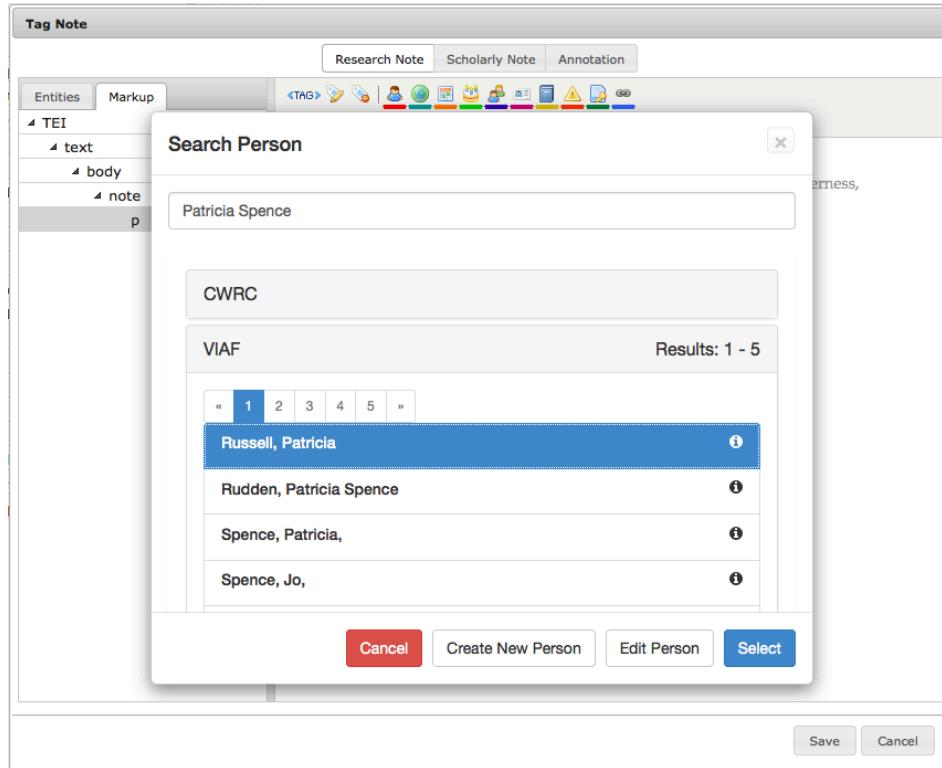
**Note:** When using the mini-editor you can add XML and RDF tags just like in the main editor, though the toolbar options are limited (e.g. you cannot choose to "save" or "validate" the note). The structure and entity panels on the left mimic the structure panel in the editor and displays all the tags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



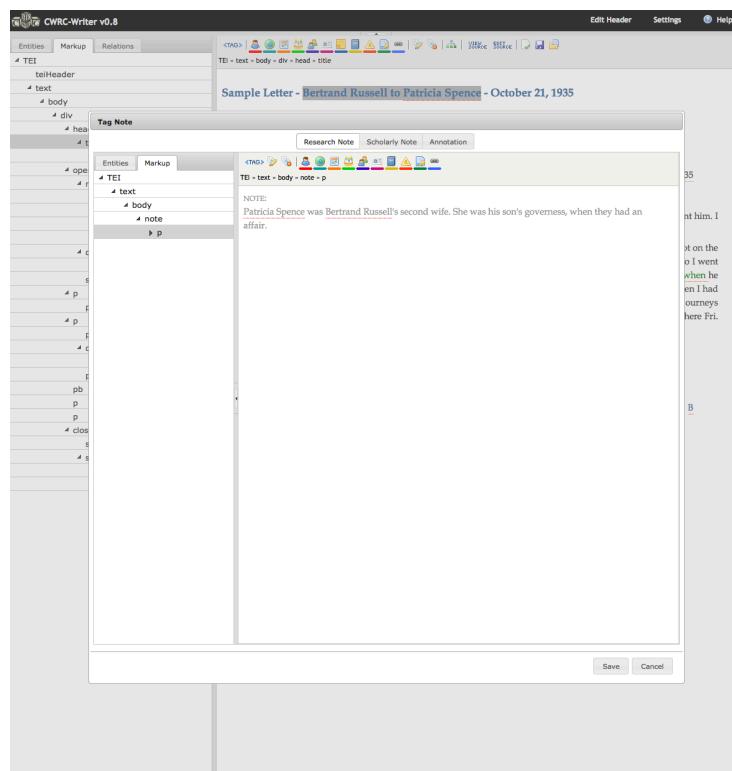
- Once you have entered the text into the editor, you can begin to tag the document. Adding structural tags and entities to the document.



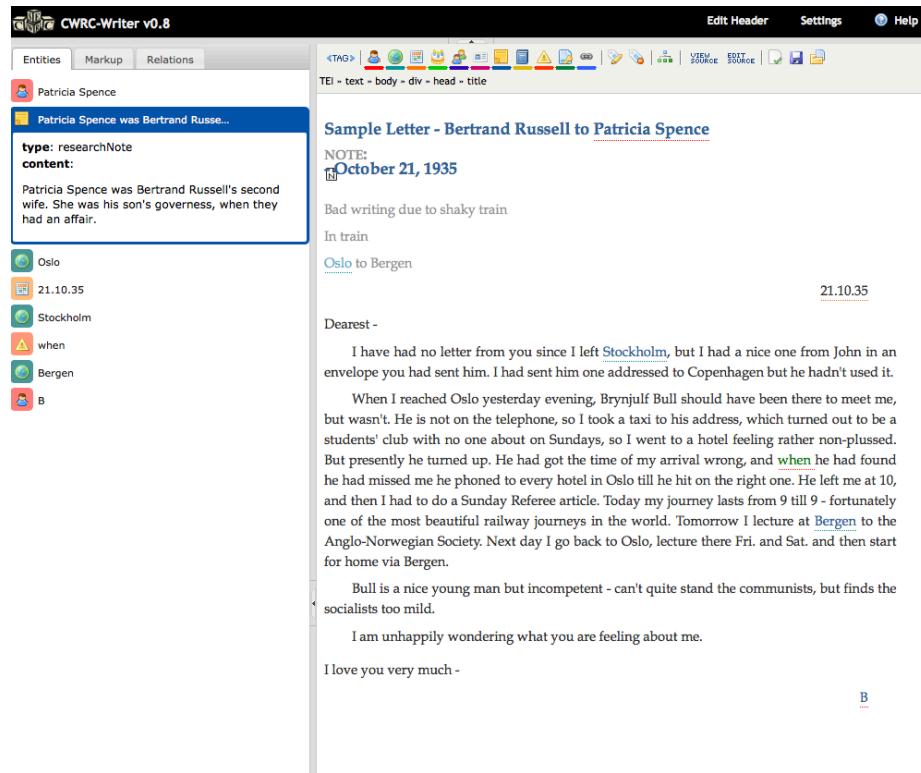
- If/When you decide to add entities to your note, a "mini-editor" will popup.



- 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.



### Related Links:

- [Creating a new person entity](#) on page 58
- [Creating a new place entity](#) on page 62
- [Creating a date entity](#) on page 67
- [Creating an organization entity](#) on page 70
- [Creating a new text/title entity](#) on page 74
- [Creating a link entity](#) on page 78
- [Creating a keyword entity](#) on page 80
- [Creating a correction entity](#) on page 81
- [Creating citation entities](#) on page 88

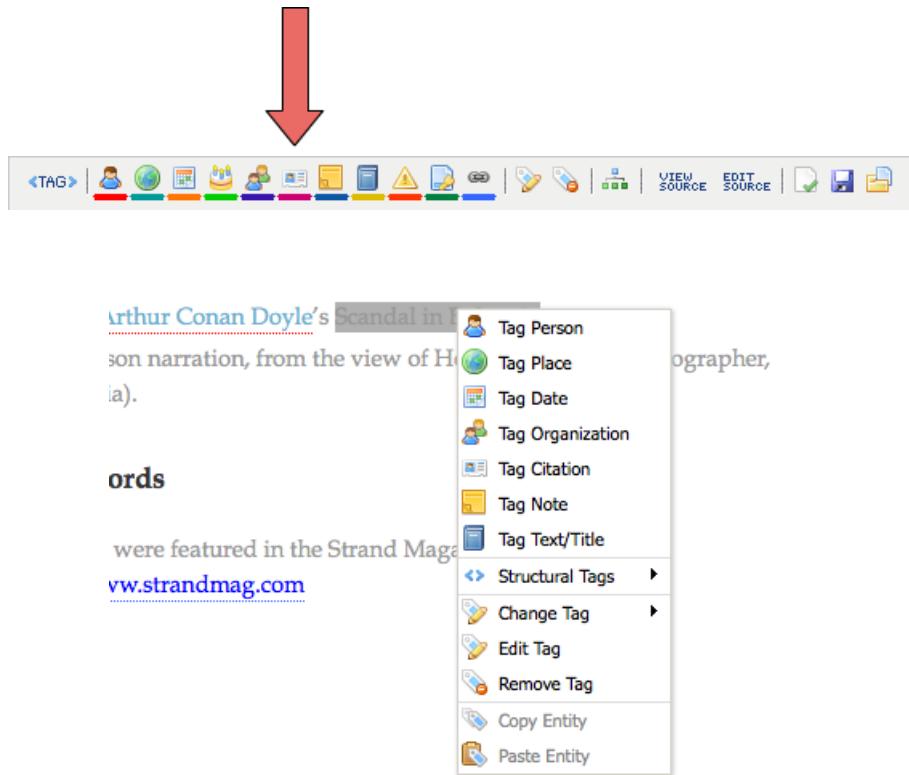
### Reference Materials:

- [CWRC-Writer Toolbar](#) on page 112
- [CWRC-Writer right-click menus](#) on page 116
- [Navigation columns](#) on page 109
- [CWRC Entity system](#) on page 113

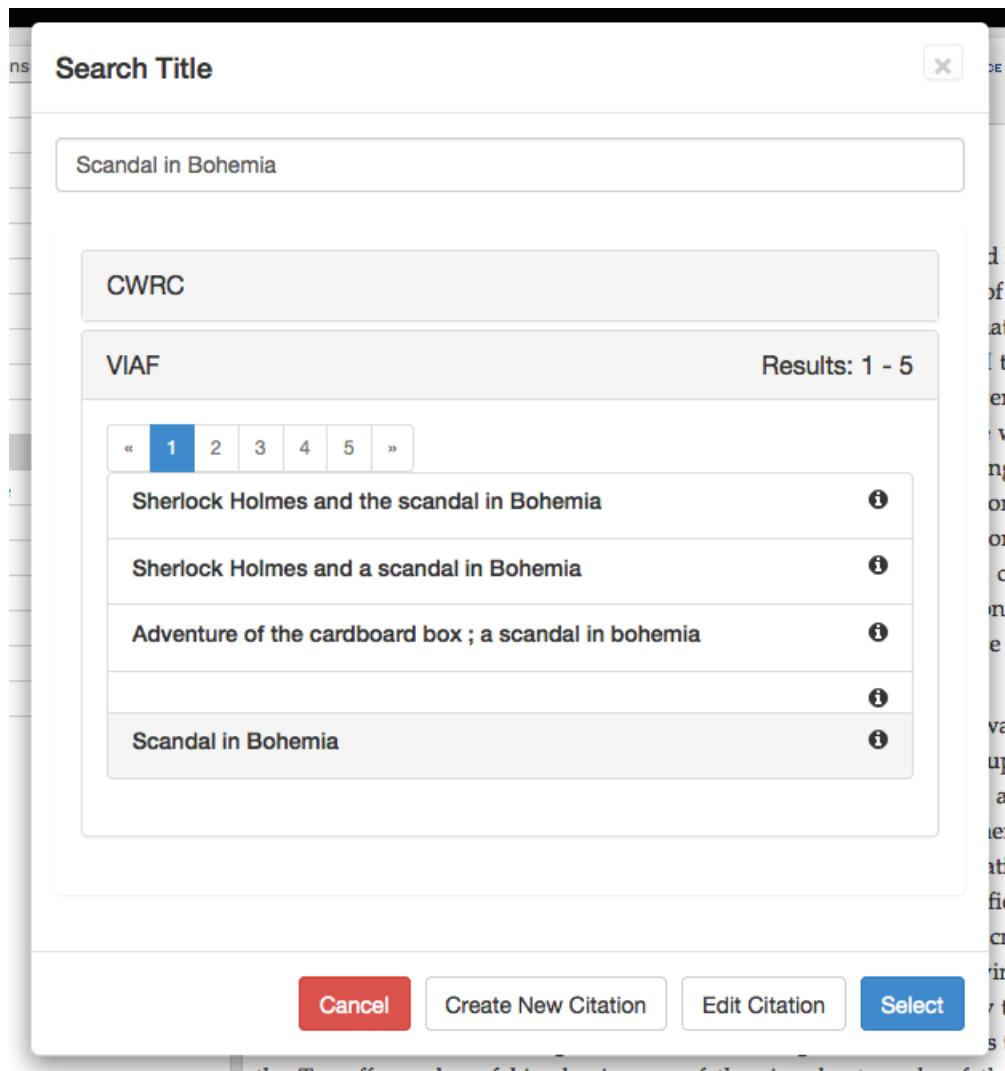
## Creating citation entities

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.

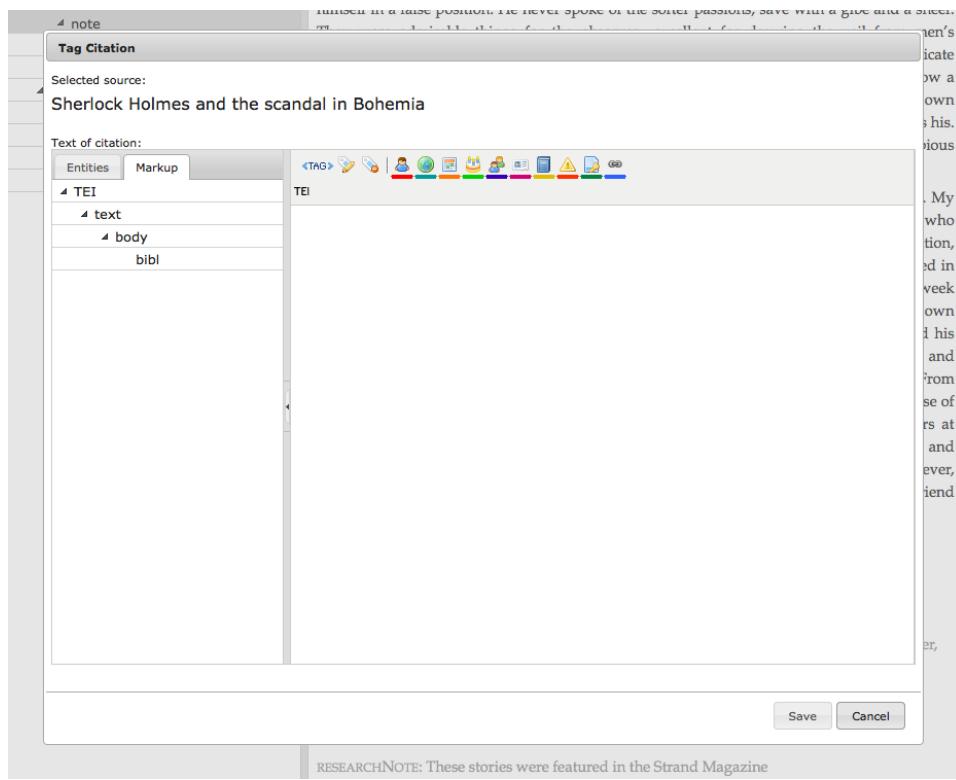


3. A mini-editor will pop-up, enter any information that you would like in the pop-up.

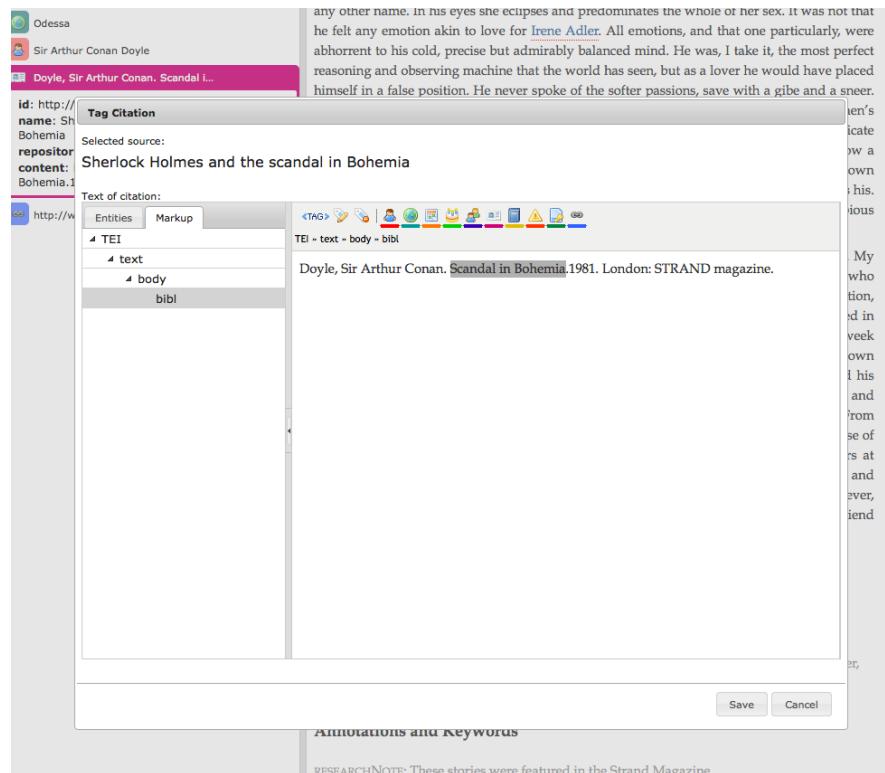
There is a specific way to add text within tags in the mini-editor. To do this, you click the tag twice in the structure/markup tree, so that its entry is italicized (this means the tag's content is selected). You can then start typing, which will add text content to that tag.



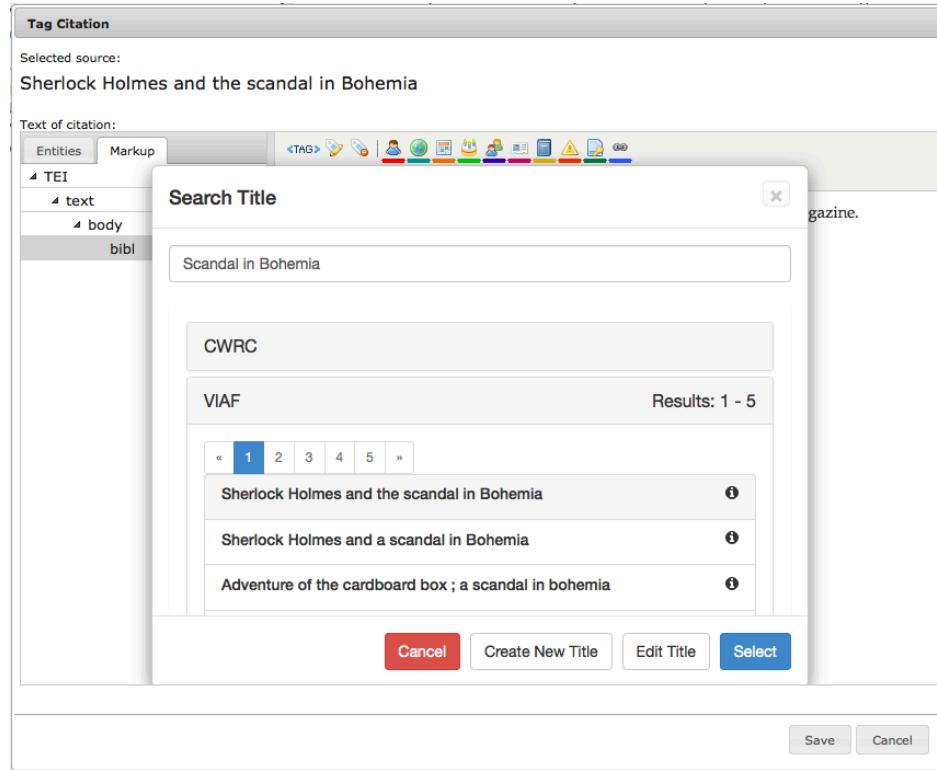
**Note:** When using the mini-editor you can add XML and RDF tags just like in the main editor, though the toolbar options are limited (e.g. you cannot choose to "save" or "validate" the citation). The structure and entity panels on the left mimic the structure panel in the editor and displays all the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



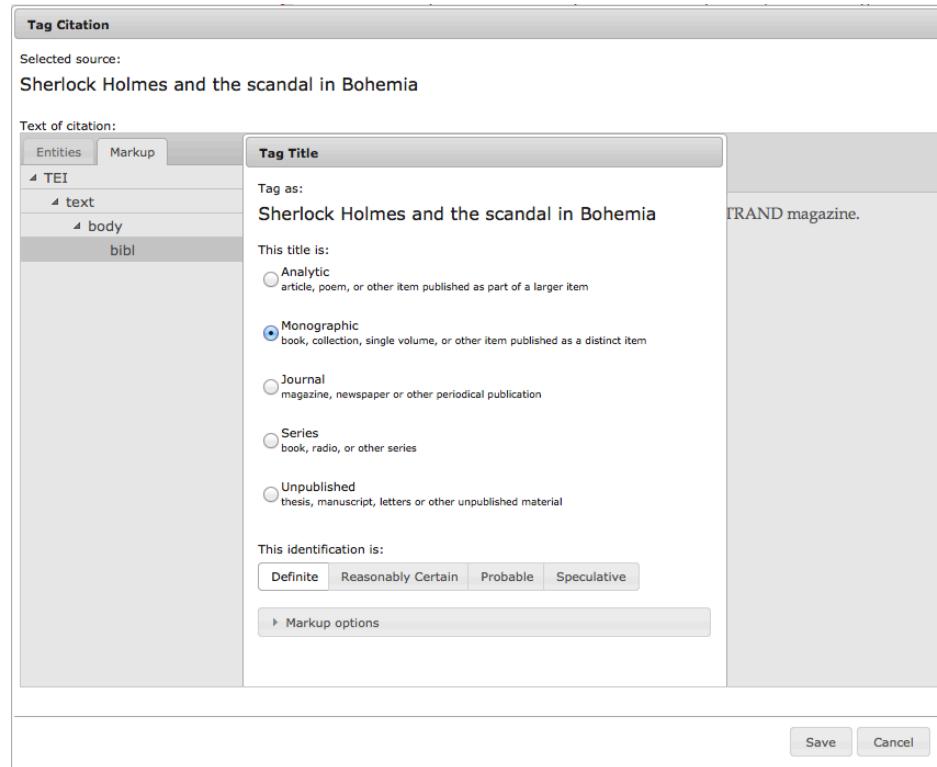
- Once you have entered the text into the editor, you can begin to tag the document. Adding structural tags and entities to the document.



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



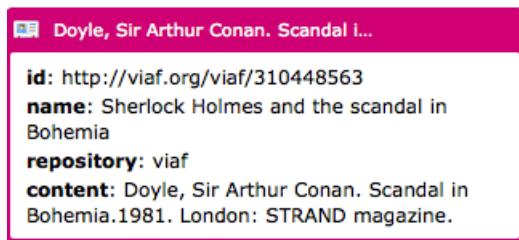
- Once you have finished creating the citation, click Select.



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:**

The resulting citation looks like this:



#### **Related Links:**

- [Creating a new person entity](#) on page 58
- [Creating a new place entity](#) on page 62
- [Creating a date entity](#) on page 67
- [Creating an organization entity](#) on page 70
- [Creating a new text/title entity](#) on page 74
- [Creating a link entity](#) on page 78
- [Creating a keyword entity](#) on page 80
- [Creating a correction entity](#) on page 81
- [Creating note entities](#) on page 83

#### **Reference Materials:**

- [CWRC-Writer Toolbar](#) on page 112
- [CWRC-Writer right-click menus](#) on page 116
- [Navigation columns](#) on page 109
- [CWRC Entity system](#) on page 113

## **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. In the left sidebar, there's a red-highlighted box containing entity information for 'Walt Whitman': id: http://viaf.org/viaf/206799114, name: Whitman, Walt, repository: viaf, certainty: definite. Below this, there are icons for America, Chaucer, and Shakespere. The main content area displays a poem titled "Old Chants" by Walt Whitman. The poem's text is as follows:

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,

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

### "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 idylls of the Nazarene  
The Iliad, Odyssey, plots, doings, wanderings of Eneas,  
Hesiod, Eschylus, Sophocles, Merlin, Author,

.....



**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 application interface. The top menu bar includes 'CWRC-Writer v0.8', 'Settings', 'Help', and 'Edit Header'. Below the menu is a toolbar with various icons for editing. The left sidebar is titled 'Entities' and lists three entries: 'America' (with a globe icon), 'Chaucer' (with a person icon), and 'Shakespere' (with a person icon). The main content area displays a poem titled "Old Chants" by America. The poem's text is as follows:

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,

### Related Links:

- [Tagging entities in the editor](#) on page 54
- [Tagging entities from the toolbar](#) on page 51
- [Deleting entities from the entities column](#) on page 94
- [Deleting entities from the toolbar](#) on page 95

### Reference Materials:

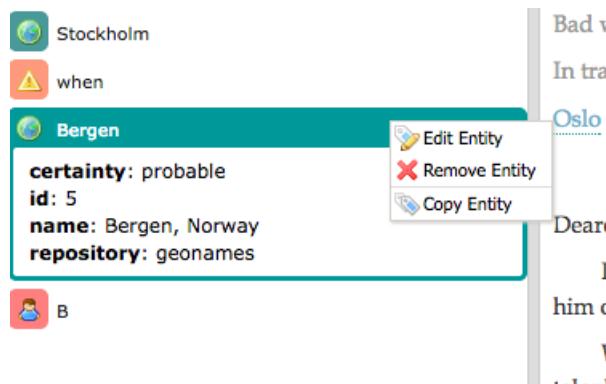
- [CWRC-Writer right-click menus](#) on page 116
- [CWRC Entity system](#) on page 113

## Deleting entities from the entities column

---

The CWRC-Writer templates comes with pre existing annotated entities as examples to new users. You can easily delete these entities, any entities that you don't want in you 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.



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

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, and B. The main content area displays a sample letter from Bertrand Russell to Patricia Spence on October 21, 1935. The letter contains several annotations: 'Stockholm' is underlined in blue; 'when' is highlighted with a yellow warning icon; 'Oslo' is underlined in blue; and 'B' is highlighted with a red info icon. The text discusses the author's journey from Stockholm to Oslo via train, mentioning Brynjulf Bull and the Anglo-Norwegian Society. The letter concludes with 'I love you very much -' followed by a small 'B' icon.

## Related Links:

- [Tagging entities in the editor](#) on page 54
- [Tagging entities from the toolbar](#) on page 51
- [Deleting entities from the editor](#) on page 92
- [Deleting entities from the toolbar](#) on page 95

## Reference Materials:

- [CWRC-Writer right-click menus](#) on page 116
- [Navigation columns](#) on page 109
- [CWRC Entity system](#) on page 113

## 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.

This screenshot shows the CWRC-Writer v0.8 interface with a different sample letter. A specific entity, 'Camillien Houde', is highlighted with a red rectangular selection box. The entity card for 'Camillien Houde' is visible on the left, listing its certainty as 'reasonably certain', ID as '42172560', name as 'Houde, Camillien', and repository as 'viaf'. The main text of the letter discusses a political meeting for Camillien Houde, mentioning folding seats, chairman's praise, and the sound of surplices. The word 'Camillien Houde' is underlined in blue throughout the text.

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 interface version 0.8. The main window displays a poem titled "Political Meeting (For)". The text reads:

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,  
building his orators, and chipping off

The left margin of the document shows a series of colored boxes (red, green, blue, yellow) corresponding to the entities identified in the text. The top navigation bar includes tabs for Entities, Markup, and Relations, along with Settings, Help, and Edit Header options.

#### Related Links:

- [Tagging entities in the editor](#) on page 54
- [Tagging entities from the toolbar](#) on page 51
- [Deleting entities from the editor](#) on page 92
- [Deleting entities from the entities column](#) on page 94

#### Reference Materials:

- [CWRC-Writer Toolbar](#) on page 112
- [Navigation columns](#) on page 109
- [CWRC Entity system](#) on page 113

## Editing entities from the editor

You can add qualifying information to the RDF entity annotations added to the document. This information can be edited at any time.

1. Highlight the annotated text .

**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.

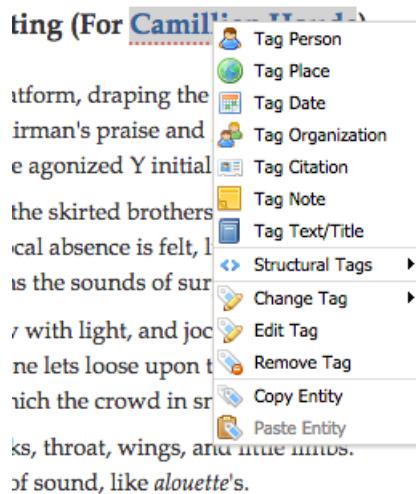
Here all are laic; the skirted brothers have gone.  
Still, their equivocal absence is felt, like a breeze  
that gives curtains the sounds of surplices.

The hall is yellow with light, and jocular;  
suddenly some one lets loose upon the air  
the ritual bird which the crowd in snarcs 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,  
building his orators, and chipping off  
the heckling gargoyles popping in the hall.  
(Outside, in the dark, the street is body-tall,  
flowered with faces intent on the scarecrow thing  
that shouts to thousands the echoing  
of their own wishes.) The Orator has risen!

Worshipped and loved, their favourite visitor,

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



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

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

hat gives curtains the sounds of surplices.

he hall is y  
ddenly so  
e ritual bir  
tches and  
all the feath  
he chairma  
uilding his  
e heckling  
Outside, in  
owered wi  
at shouts t  
f their own  
orshipped  
country un  
ill of wond  
e is their id  
ot snobbish  
imate, inf  
o the ladies;  
pes for the  
ikes also on  
n the third p  
nd knows r  
almly, ther  
aises the v  
f being at p  
nd suddenl  
le is tearful,  
ould blame the clever English; in their place

**Tag Person**

Tag as: **Houde, Camillien**

This identification is:

Definite	Reasonably Certain	Probable	Speculative
----------	--------------------	----------	-------------

Person type:

Real	Fictional	Both
------	-----------	------

▼ Add role (optional)

(none)

▼ Markup options

Attributes	cert ?
ana	reasonably certain
atLeast	
atMost	
calendar	
cert	
confidence	
copyOf	
corresp	
datingMethod	

Save Cancel

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

CWRC-Writer v0.8

Entities Markup Relations

**Camillien Houde**

<b>id:</b> 42172560
<b>name:</b> Houde, Camillien
<b>repository:</b> viaf
<b>certainty:</b> reasonably certain
<b>type:</b> real
<b>cert:</b> reasonably certain
<b>type:</b> real

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,

Settings Help Edit Header

**Related Links:**

[Editing entities from the entities column](#) on page 99

[Editing entities from the toolbar](#) on page 101

**Reference Materials:**

[CWRC-Writer right-click menus](#) on page 116

[Navigation columns](#) on page 109

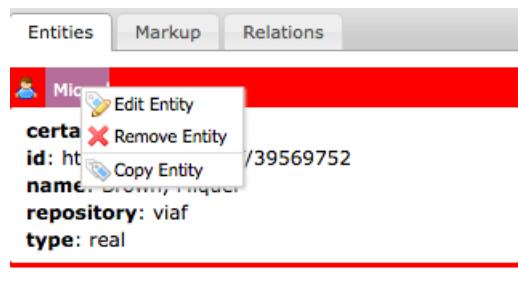
[CWRC Entity system](#) on page 113

## Editing entities from the entities column

---

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**.



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

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

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

**Tag Person**

Tag as:  
**Brown, Miquel**

This identification is:  
Definite   Reasonably Certain   Probable   Speculative

Person type:  
Real   Fictional   Both

▶ Add role (optional)

▼ Markup options

Attributes	cert ?
ana	definite
atLeast	
atMost	
calendar	
<b>cert</b>	
confidence	
copyOf	
corresp	
datingMethod	

type ?  
real

Save   Cancel

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

CWRC-Writer v0.8

Entities   Markup   Relations   Settings   Help   Edit Header

Miquel

id: http://viaf.org/viaf/39569752  
name: Brown, Miquel  
repository: viaf  
certainty: probable  
type: fictional  
cert: probable  
type: fictional

Sample Letter Title

Some opening note describing the writing setting

Some date (set date value in attribute).

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

Sample letter content

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

Sender name and/or signature.

**Related Links:**

- [Editing entities from the editor](#) on page 96  
[Editing entities from the toolbar](#) on page 101

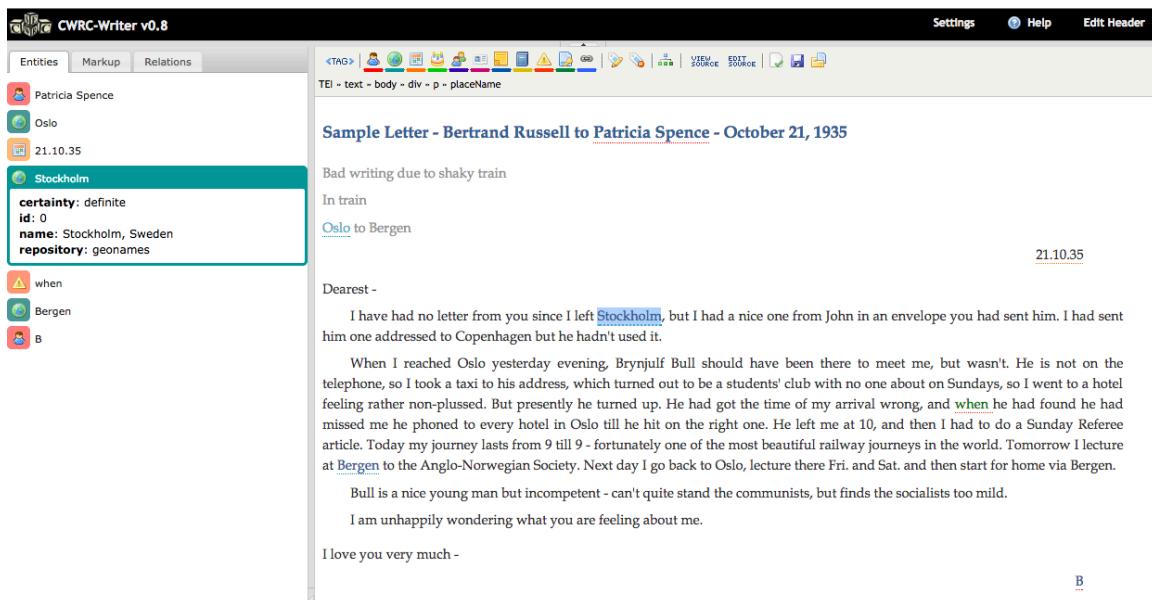
**Reference Materials:**

- [CWRC-Writer right-click menus](#) on page 116  
[Navigation columns](#) on page 109  
[CWRC Entity system](#) on page 113

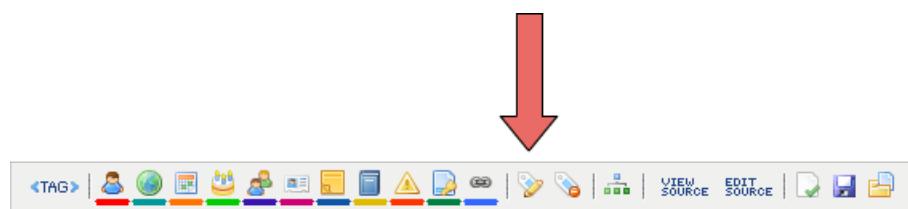
## Editing entities from the toolbar

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

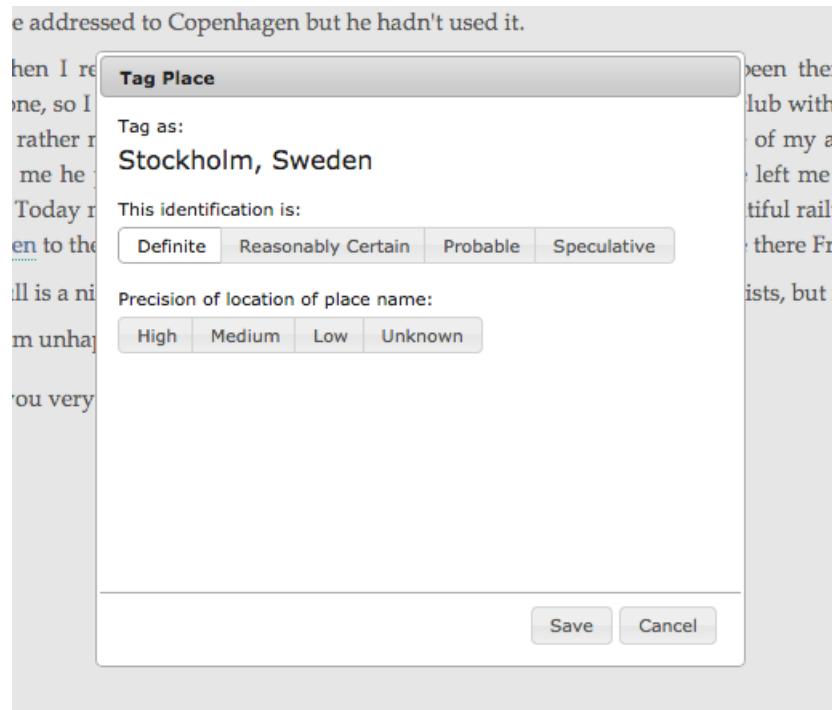
1. Highlight the annotated text.



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



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.

<b>Stockholm</b>	<b>id:</b> 0 <b>name:</b> Stockholm, Sweden <b>repository:</b> geonames <b>certainty:</b> definite <b>precision:</b> high
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### Related Links:

[Editing entities from the editor](#) on page 96

[Editing entities from the entities column](#) on page 99

### Reference Materials:

[CWRC-Writer Toolbar](#) on page 112

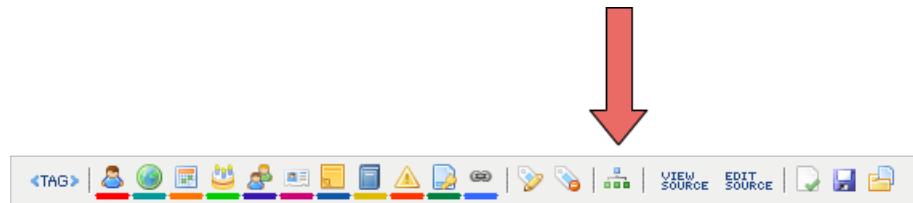
[Navigation columns](#) on page 109

[CWRC Entity system](#) on page 113

## Adding relations

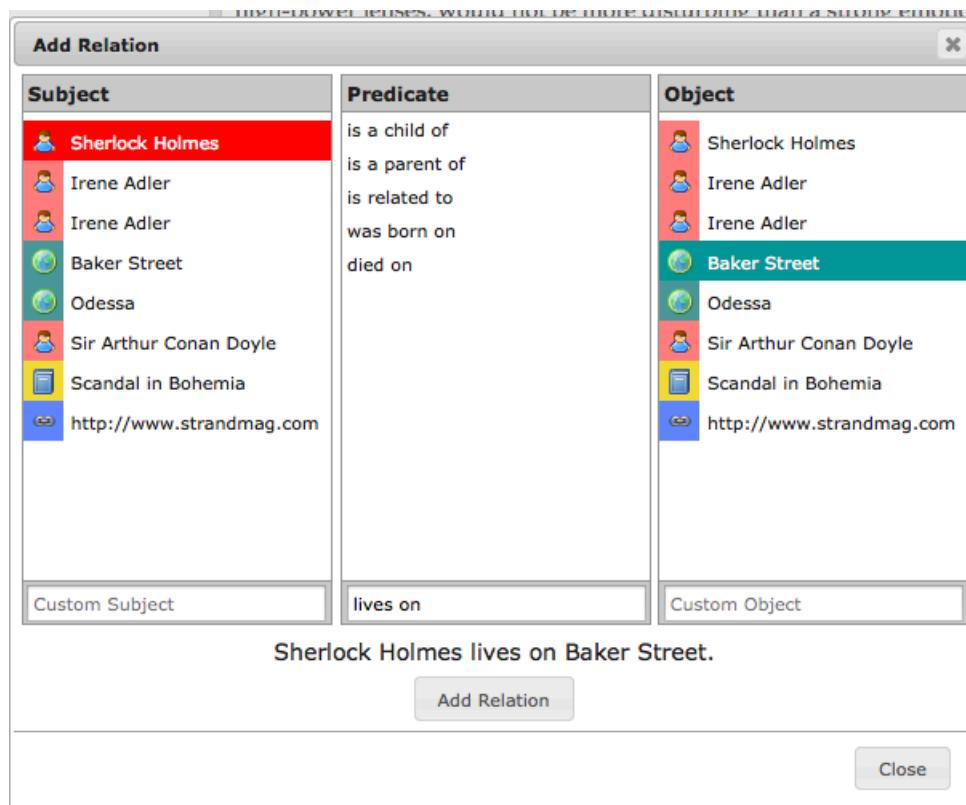
You can add relationships between the tagged entities within the document. You connect these entities with predicates, pre existing ones occur or you can add your own. This lets you create a semantic web of information within your document.

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.



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.

**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

### Related Links:

[Deleting relations](#) on page 104

### Reference Materials:

[CWRC-Writer Toolbar](#) on page 112

[CWRC-Writer right-click menus](#) on page 116

[Navigation columns](#) on page 109

[CWRC Entity system](#) on page 113

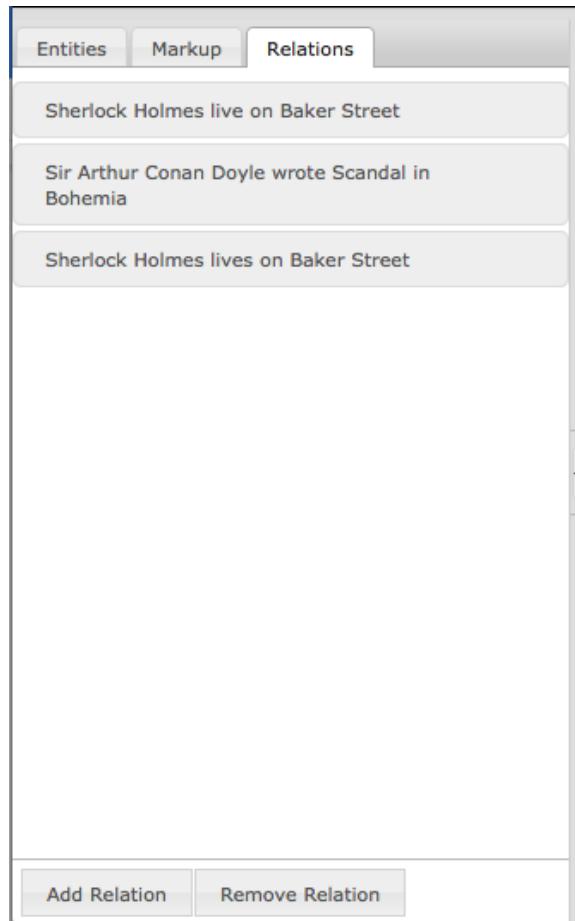
## Deleting relations

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.



This will remove any relationships that you have added to your document.

**Related Links:**

[Adding relations](#) on page 103

**Reference Materials:**

[CWRC-Writer right-click menus](#) on page 116

[Navigation columns](#) on page 109

[CWRC Entity system](#) on page 113

# CWRC-Writer reference materials

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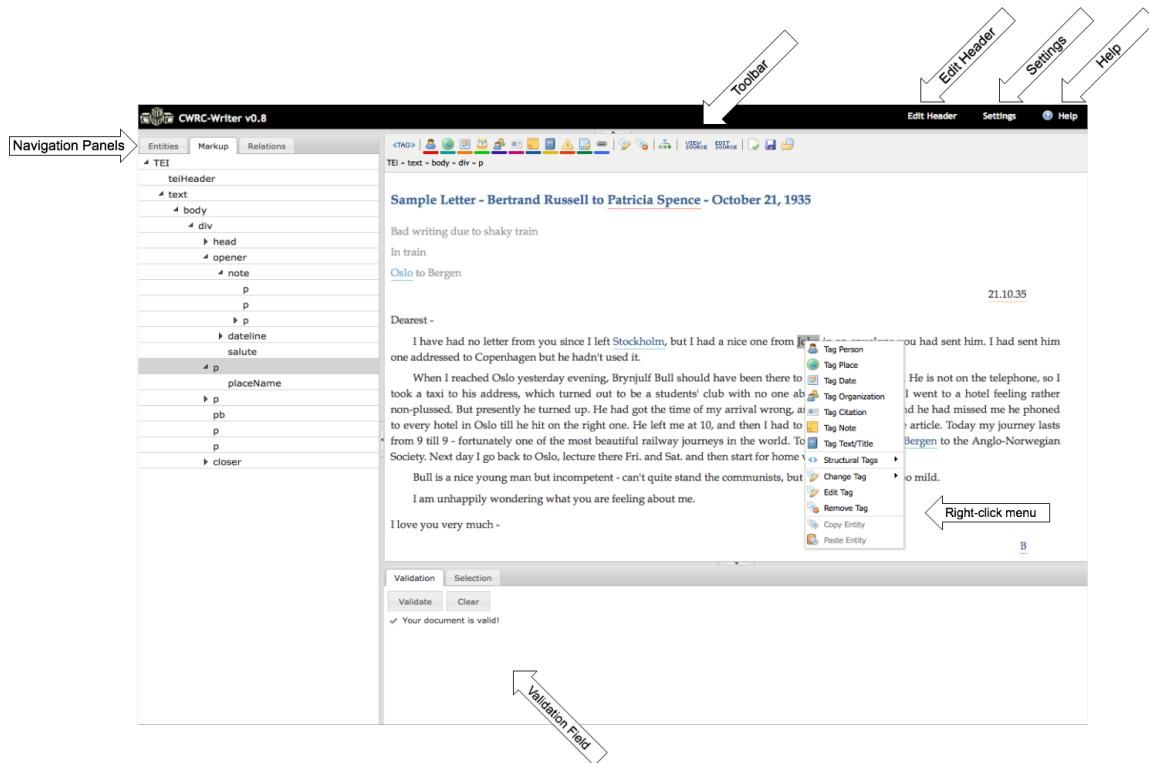
## CWRC-Writer reference materials

---

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 106

[Navigation columns](#) on page 109

[CWRC-Writer Toolbar](#) on page 112

[CWRC Entity system](#) on page 113

[CWRC-Writer right-click menus](#) on page 116

## Settings menu

---

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

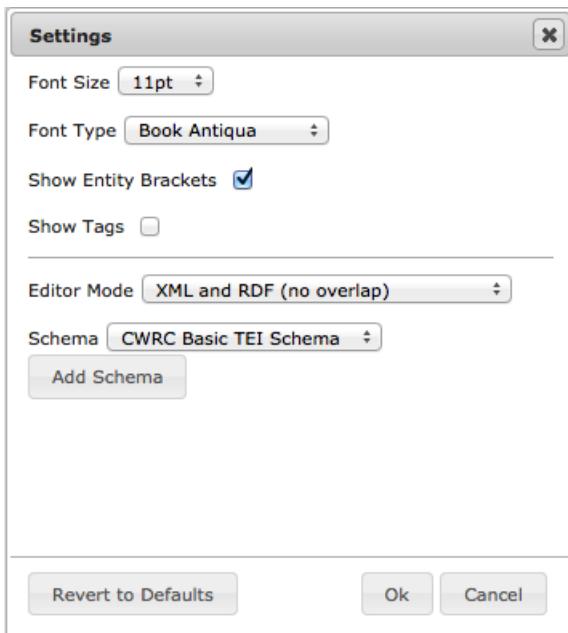
## Settings menu - general information

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

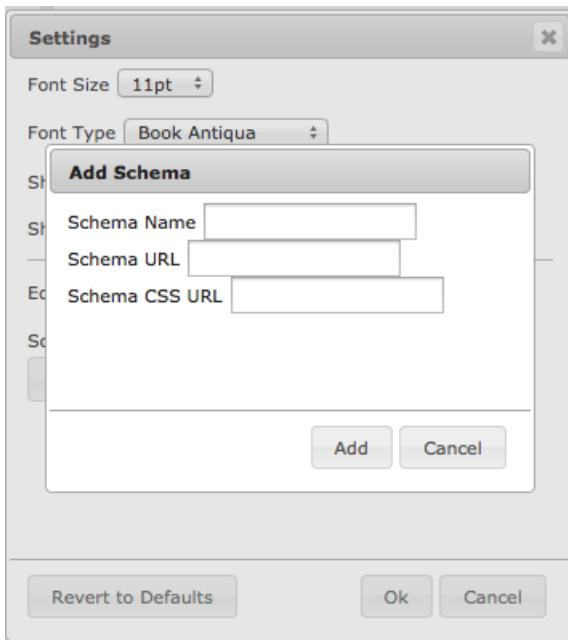
The top half of the settings pop-up allows users to modify the font and size of the text displayed in the editor panel. There are two checkboxes that allow you to view the entity brackets (which is preset to be on) and the show tags option. This will allow you to view the XML brackets in the document.

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.

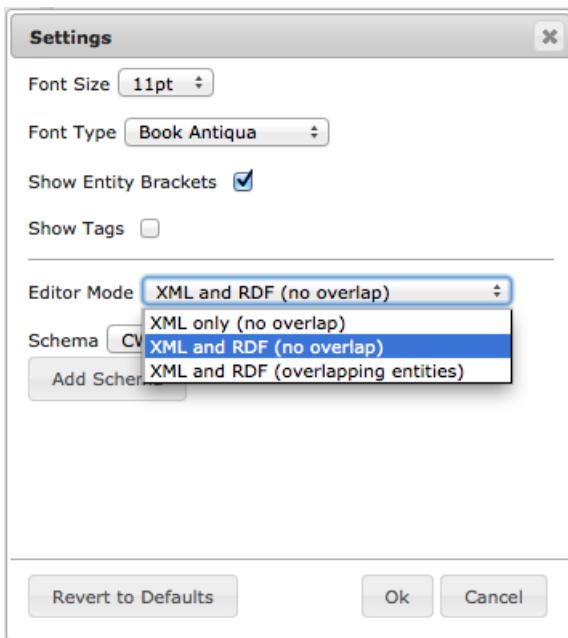


### Settings menu - changing the editor mode

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.

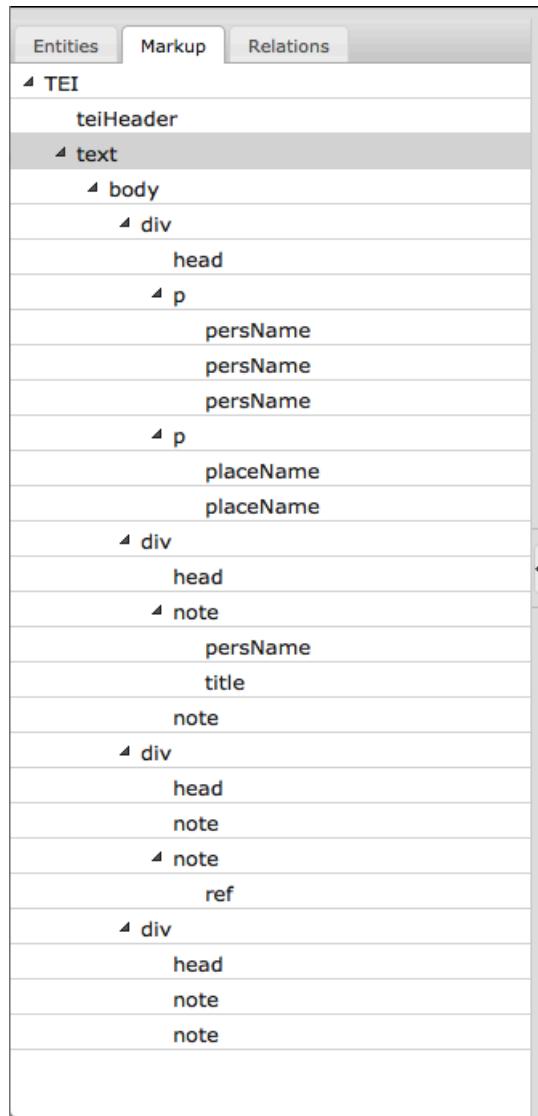
## Navigation columns

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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 for managing entities. At the top, there are three tabs: 'Entities' (selected), 'Markup', and 'Relations'. Below the tabs, a red-bordered box highlights the entity 'Sherlock Holmes' with the following metadata:

- certainty:** definite
- id:** <http://viaf.org/viaf/305569710>
- name:** Holmes, Sherlock
- repository:** viaf
- type:** fictional

Below this box is a list of entities with their corresponding icons and names:

- Irene Adler (person icon)
- Irene Adler (person icon)
- Baker Street (location icon)
- Odessa (location icon)
- Sir Arthur Conan Doyle (person icon)
- Scandal in Bohemia (document icon)
- <http://www.strandmag.com> (link icon)

At the bottom of the interface, there are buttons for 'Sort By' (with options 'Sequence' and 'Category'), and a 'Show Metadata' button.

### 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.

The screenshot shows the 'Relations' tab of the CWRC-Writer interface. At the top, there are three entities listed in separate boxes:

- Sherlock Holmes lives on Baker Street
- Sir Arthur Conan Doyle wrote Scandal in Bohemia
- Scandal in Bohemia was published in <http://www.strandmag.com>

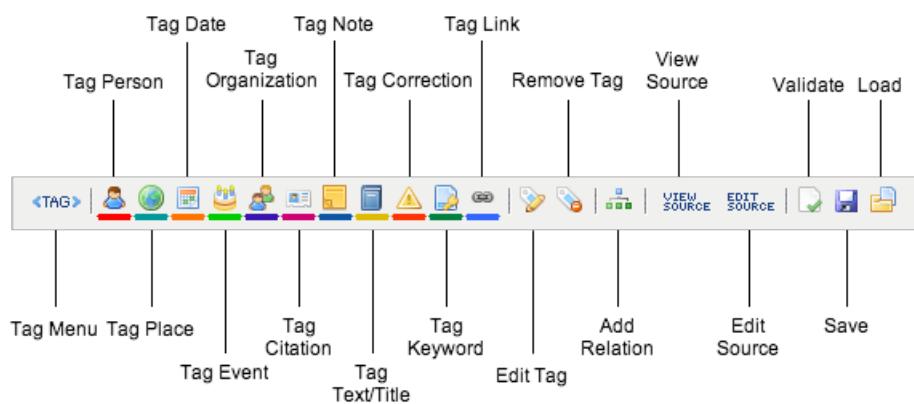
At the bottom of the window, there are two buttons: 'Add Relation' and 'Remove Relation'.

## CWRC-Writer Toolbar

---

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

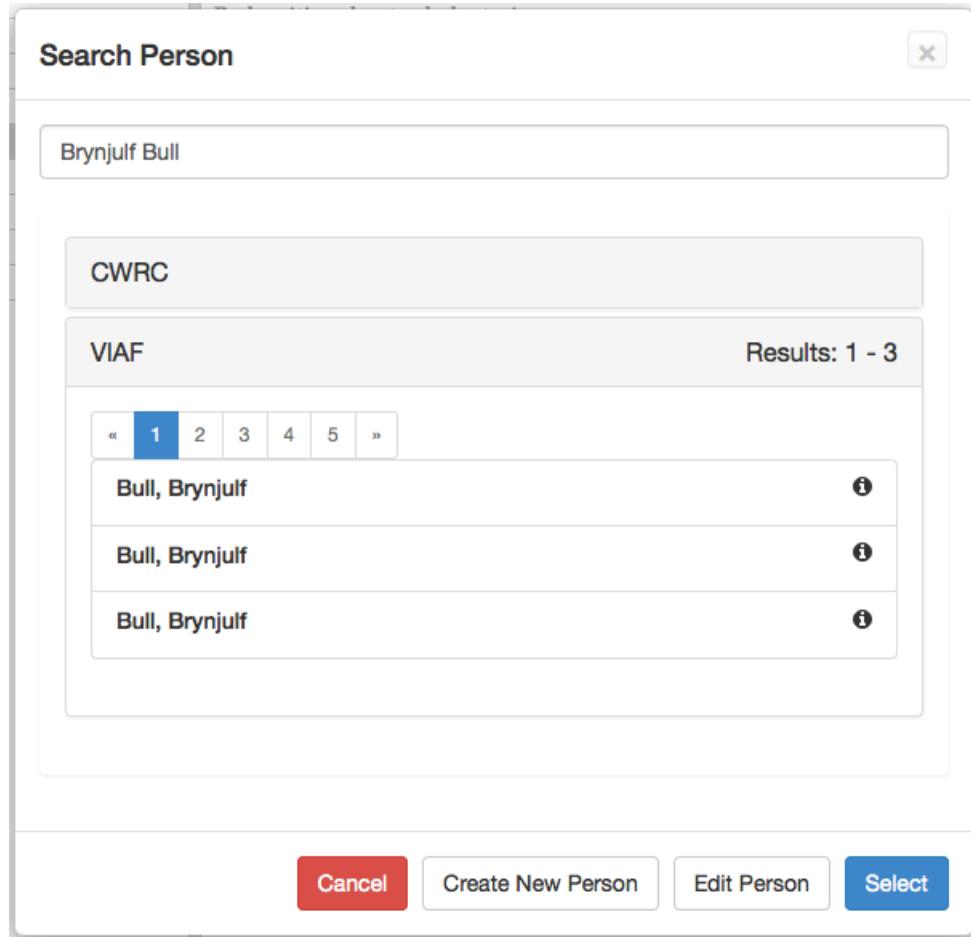
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The editor allows you to add entities to your document that include RDF and XML tags.

### **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 [+](#)

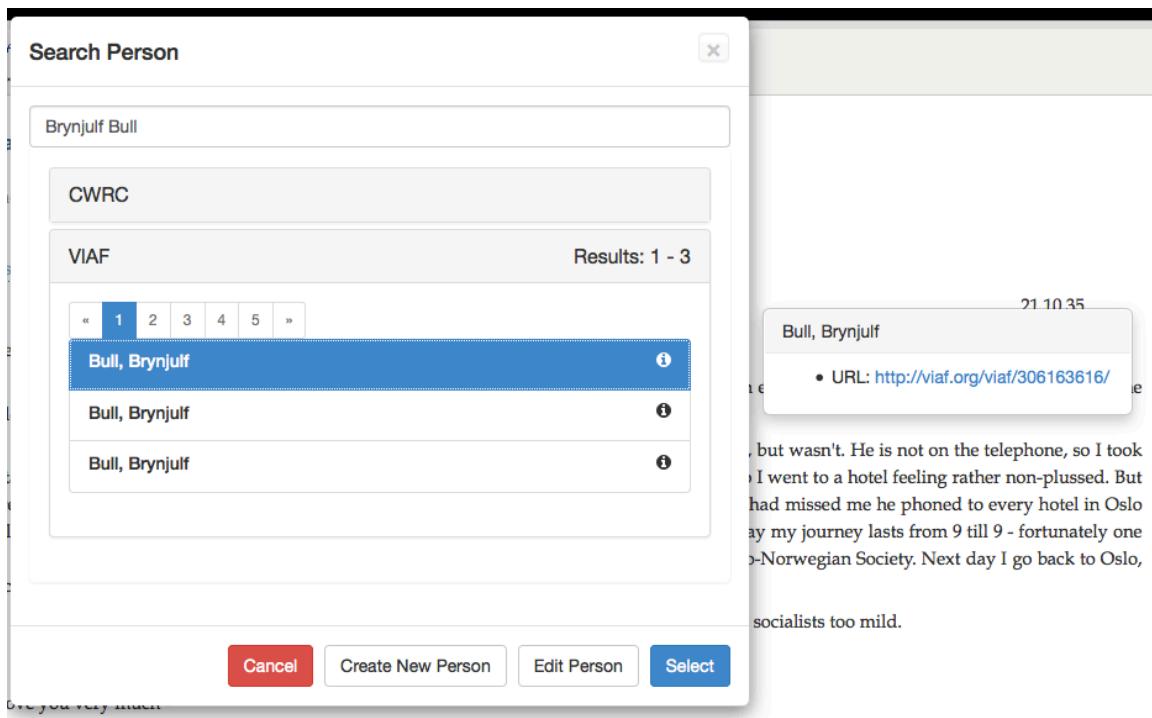
Research interest [+](#)

Descriptive note(s) [+](#)

Resource(s) [+](#)

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

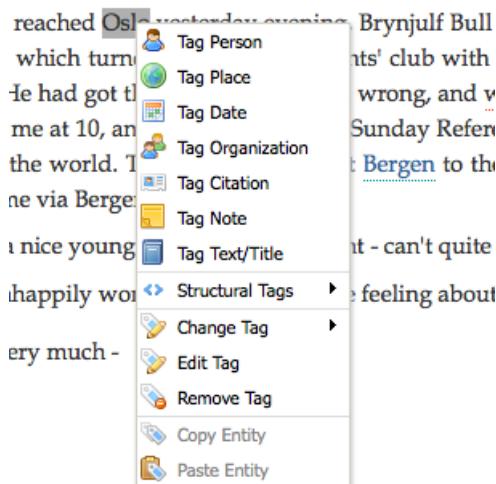
This new feature of CWRC Writer allows you to seamlessly integrate your documents with the semantic web, which is described in more detail in the documents reference below. To avoid ambiguities when tagging named entities, you can also look up and see exactly what linked data you are adding to your document. 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.



## CWRC-Writer right-click menus

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 in the text area



**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).

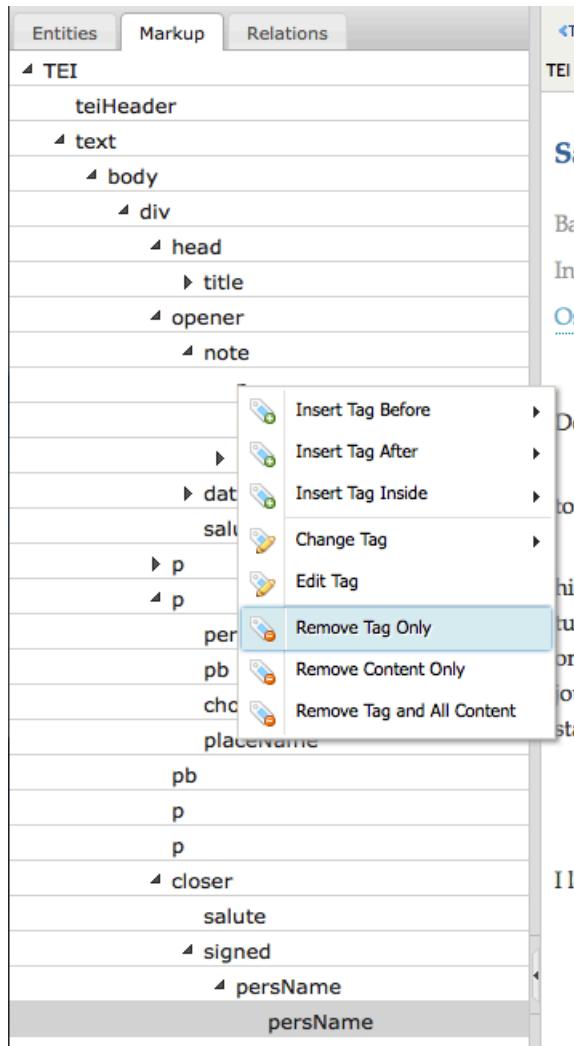
**Edit Tag** this allows you to edit a tag by modifying the attributes of the tag.

**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**

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

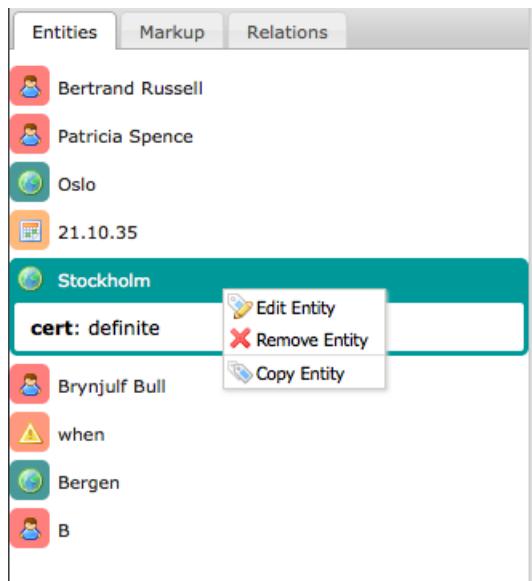
**Remove Tag Only** allows you to remove a tag, but keep the content (text, nested tags, etc.)

**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 in the entities column

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



**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 text in the editor and right-click (choose to paste the entity).

#### Right-click menu in the relations column

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.

