

CWRC-Writer Documentation

Contents

Getting started in CWRC-Writer.....	4
Welcome to CWRC-Writer.....	4
Logging in to CWRC-Writer.....	5
Open a document or template from the landing page.....	5
Open a document or template from toolbar.....	6
Deleting text from the structure panel.....	7
Writing in the text area of CWRC-Writer with your cursor.....	8
Writing in the text area of CWRC-Writer by selecting a tag.....	9
Saving your document.....	9
Validating your document.....	11
Checking your invalid document.....	11
Editing the header.....	13
Switching modes.....	14
Showing tags in editor.....	15
View Source.....	16
Edit Source.....	17
Copying and Pasting is CWRC-Writer.....	19
Copying and pasting in CWRC-Writer.....	19
Copying and pasting text.....	20
Copying and pasting a single tag.....	20
Copying and pasting multiple tags.....	22
Copying and pasting text in the structure panel.....	25
Viewing information copied from the structure panel.....	25
Copying and pasting entities in the editor.....	26
Tagging Structural Tags in CWRC-Writer.....	28
Tagging in CWRC-Writer introduction.....	28
Adding structural tags by selecting text.....	29
Deleting tags using the CWRC-Writer toolbar.....	30
Editing tags in the editor.....	31
Editing tags in the structure menu.....	33
Editing tags using the CWRC-Writer toolbar.....	34
Deleting tags in the editor.....	35
Adding structural tags in the structural panel.....	36
Tagging Entities in CWRC-Writer.....	39
Creating a new person entity.....	39
Creating a new place entity.....	41
Creating a date entity.....	44
Creating an organization entity.....	45
Creating a new text/title entity.....	48
Creating a link entity.....	50
Creating a keyword entity.....	51
Creating a correction entity.....	52
Creating note entities.....	53

Creating citation entities.....	57
Deleting entities from the editor.....	60
Deleting entities from the entities panel.....	61
Deleting entities from the toolbar.....	62
Editing entities from the editor.....	63
Editing entities from the entities panel.....	65
Editing entities from the toolbar.....	66
Tagging entities in the editor.....	68
Tagging entities from the toolbar.....	70
Adding relations.....	73
Deleting relations.....	74
CWRC-Writer reference materials.....	76
CWRC-Writer reference materials introduction.....	76
Settings menu.....	78
Navigation columns.....	80
CWRC-Writer Toolbar.....	83
CWRC Entity system.....	84
Right-click menu in the text area.....	87
Right-click menu in the structure column.....	88
Right-click menu entities column.....	89
Right-click menu in the relations column.....	90

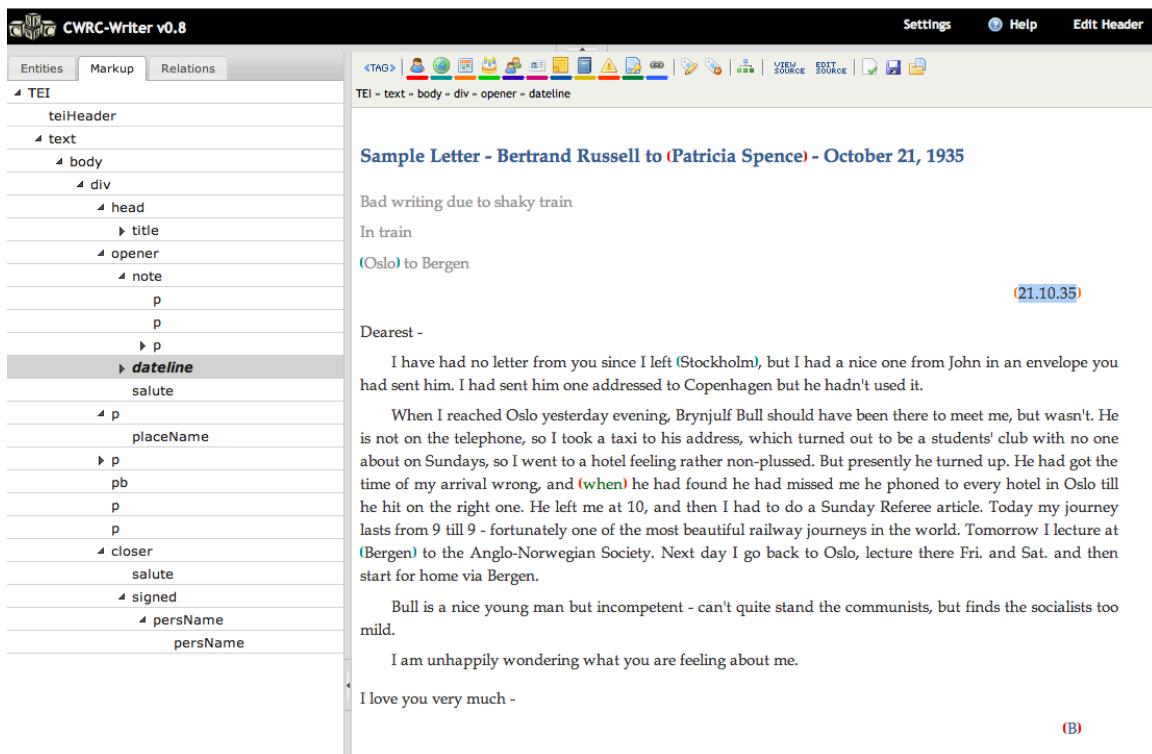
Getting started in CWRC-Writer

Welcome to CWRC-Writer

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

Getting started in CWRC-Writer introduction

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



Please handle with care:

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

Allow CWRC-Writer a few seconds to load each page. If you interrupt the loading process you may have to shut down and reopen CWRC_Writer to continue working with this tool. You can open a saved document or a new template using the "Load" button on the toolbar. The CWRC logo in the upper left corner will take you outside the CWRC-Writer to the CWRC website (www.cwrc.ca). 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

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 CWCR-Writer, please contact us at cwrc@ualberta.ca

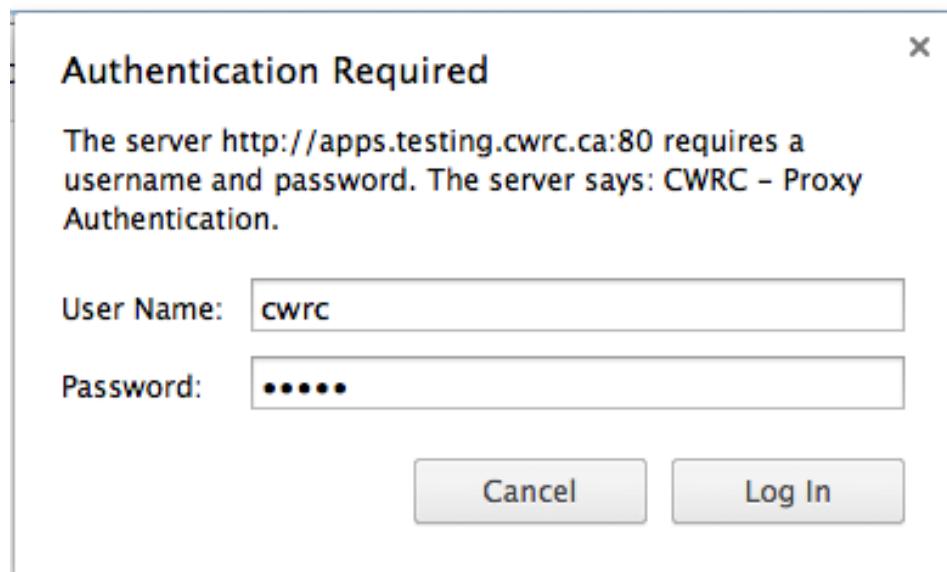
CWRC-Writer is only optimized for FireFox or Google Chrome browsers. Please open CWRC-Writer in either of the options only.

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

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

User name: cwrc

Password: cwrcy



Open a document or template from the landing page

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

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

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

CWRC-Writer

an open-source editor for online digital scholarship

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

Testing instructions are [here](#).

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

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

[Load an Existing Document](#)

[Create a Letter](#)

[See a Sample Letter](#)

[Create a Poem](#)

[See a Sample Poem](#)

[Create Prose](#)



The Canadian Writing Research Collaboratory
Le Collaboratoire scientifique des écrits du Canada

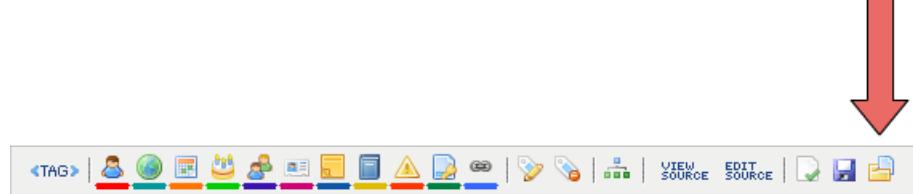
INNOVATION.CA
CANADA FOUNDATION
FOR INNOVATION | FONDATION CANADIENNE
POUR L'INNOVATION

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

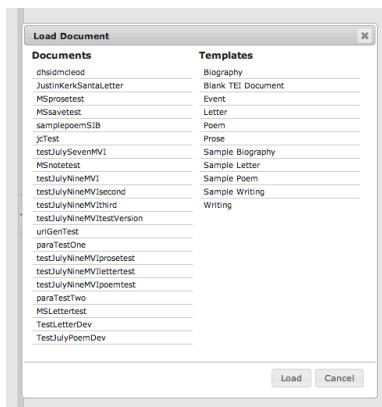
Open a document or template from toolbar

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

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



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



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

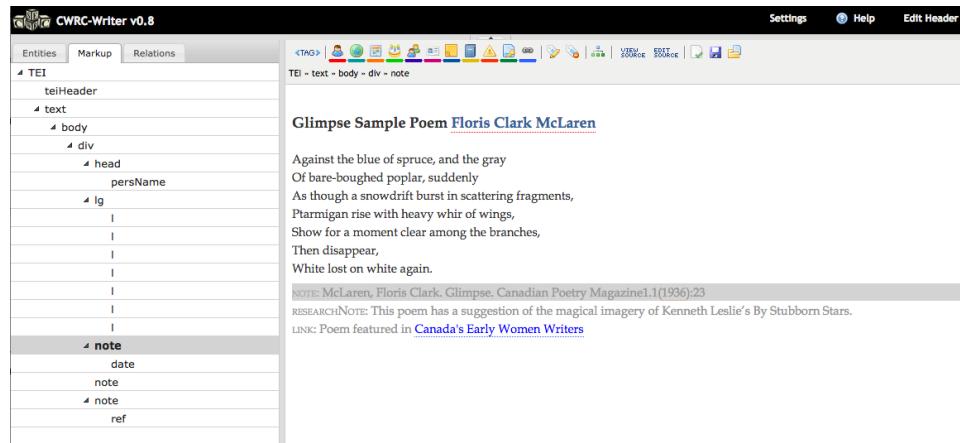


Note: If you have not saved your information prior to opening a different document you will lose any changes that you have made.

Deleting text from the structure panel

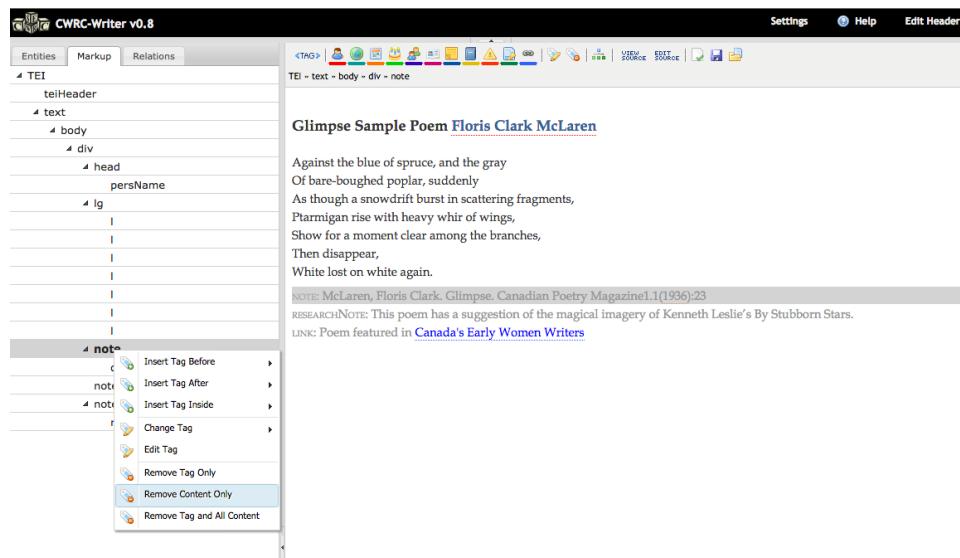
CWRC-Writer templates open with pre-existing text. It may be easier to first delete the text (but not the tags) before adding your own text to the document.

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

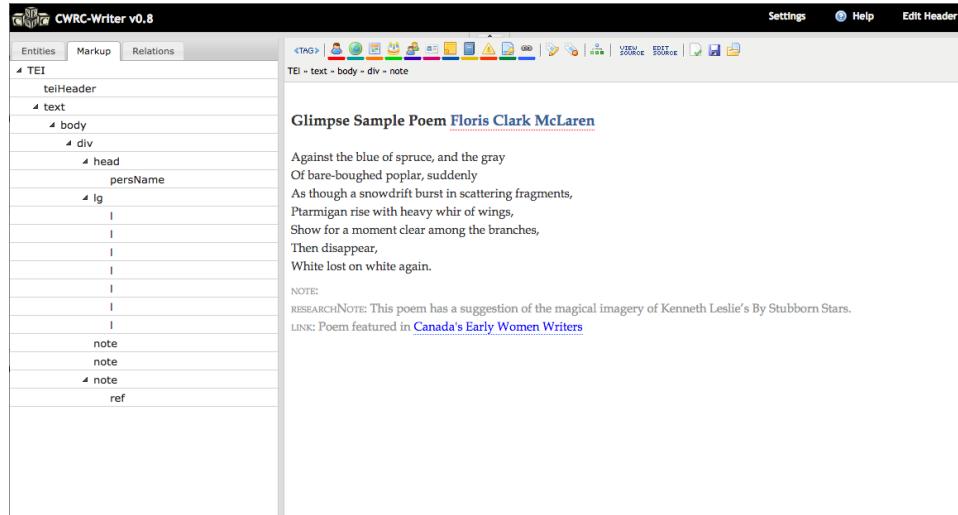


2. Right-click on the selected tag and choose "Remove Content Only"

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



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



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

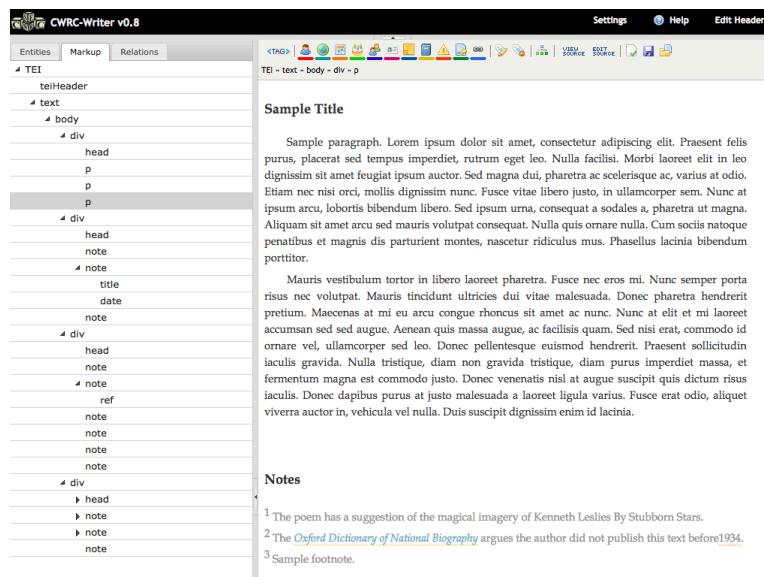
There are multiple ways to begin writing text in CWRC-Writer. You can select a tag and then begin to write, or you can place your cursor in the editor and begin to type.

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

You can then begin to write in CWRC Writer



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

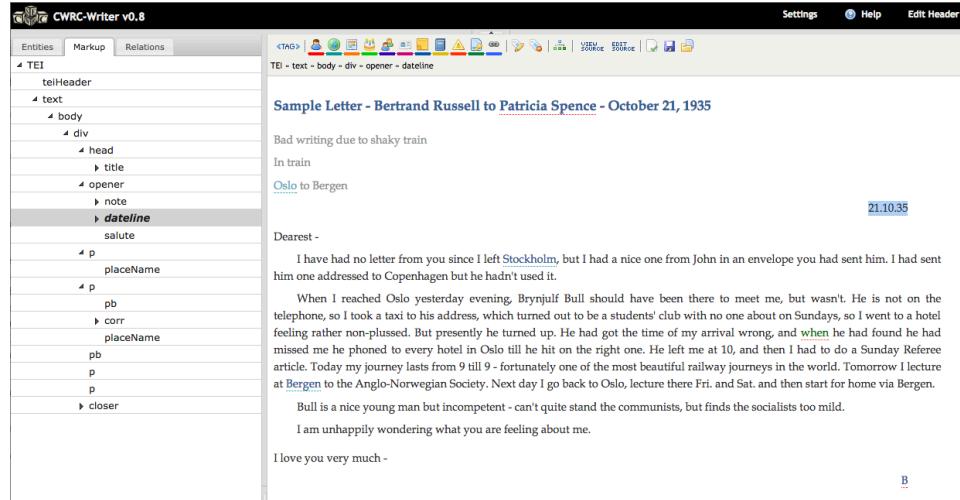


Writing in the text area of CWRC-Writer by selecting a tag

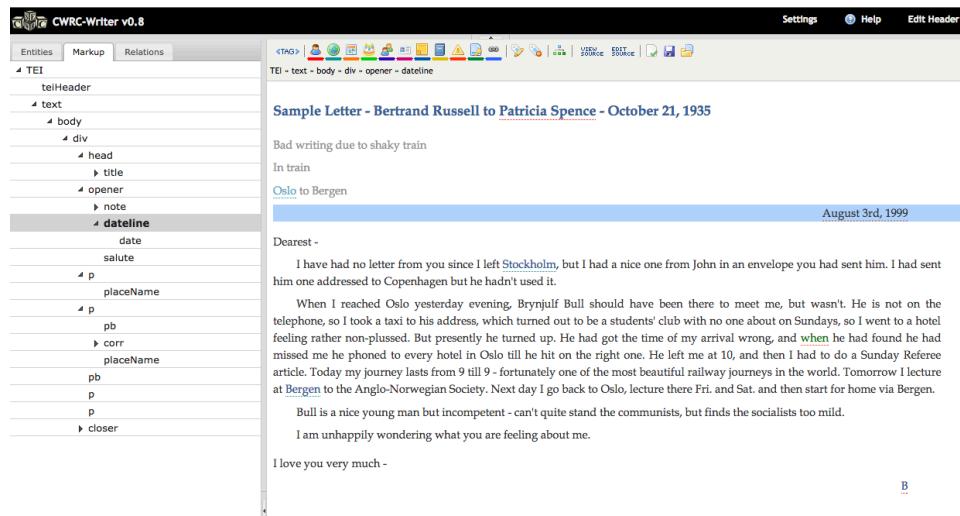
There are multiple ways to begin writing text in CWRC-Writer. You can select a tag and then begin to write, or you can place your cursor in the editor and begin to type.

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

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



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

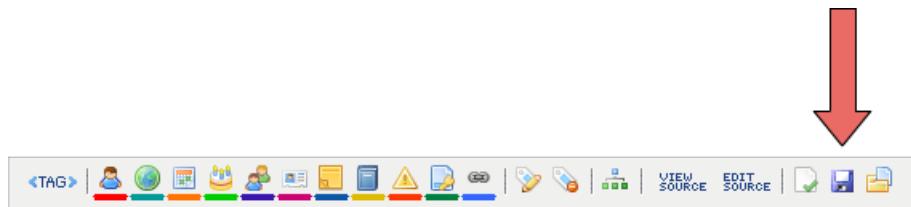


The text will be entered in the tag you have selected, any content that previously existed in that tag will be erased.

Saving your document

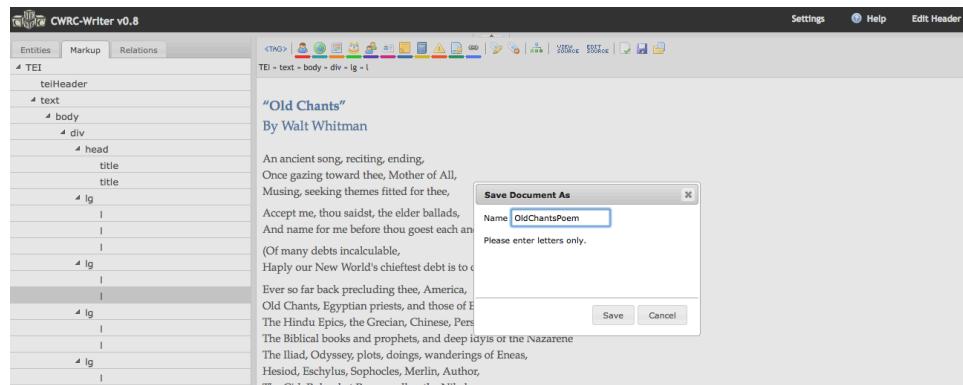
CWRC-Writer allows you to save documents you have created on our server as temporary test files to work with. At the moment, however, we do not have individual authentication setup for each user, so it's best if you do not play with each other's files: this way each tester can have his/her own files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

1. Click on the "Save" toolbar button.



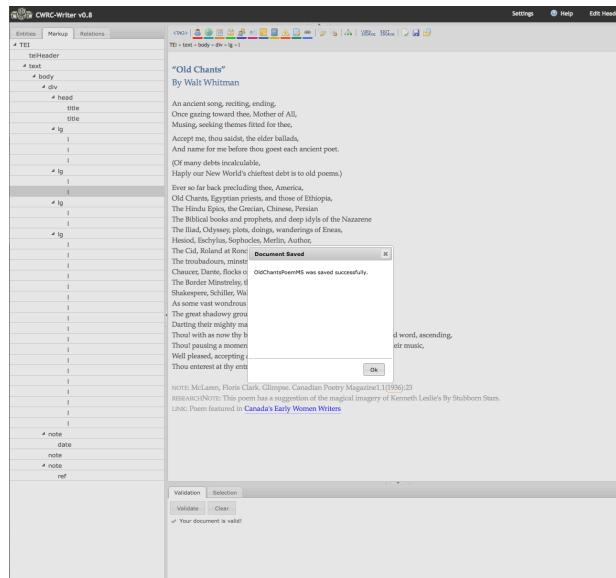
2. Enter the title of the document, and click "Save."

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



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

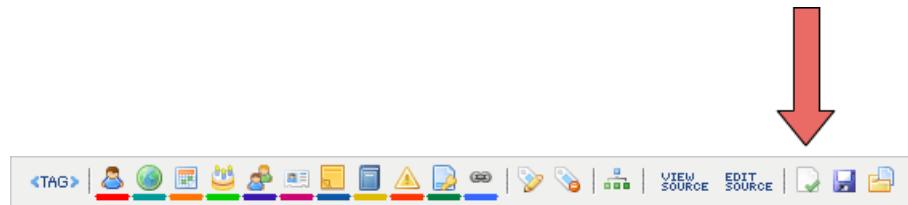
If the document is not valid, a pop-up will appear and you will be asked if you would like to save anyway.



Validating your document

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

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



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

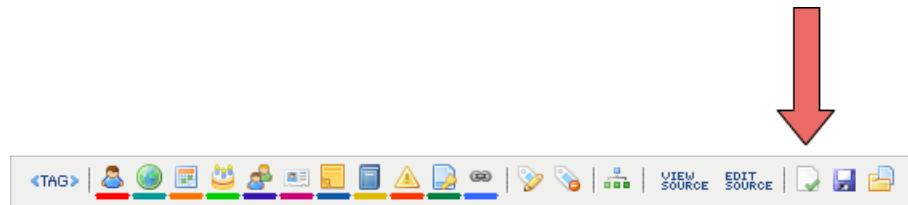
If the document is invalid, the pop-up will list the errors in the document. To find out more about Validation, please go to the TEI website here: <http://tbe.kantl.be/TBE/xquery/TBValidator.xq>

The screenshot shows the CWRC-Writer v0.8 interface. On the left is a tree view of the XML structure. The main area contains sample text from a poem by Kenneth Leslie. The status bar at the bottom right displays the message "Your document is valid!"

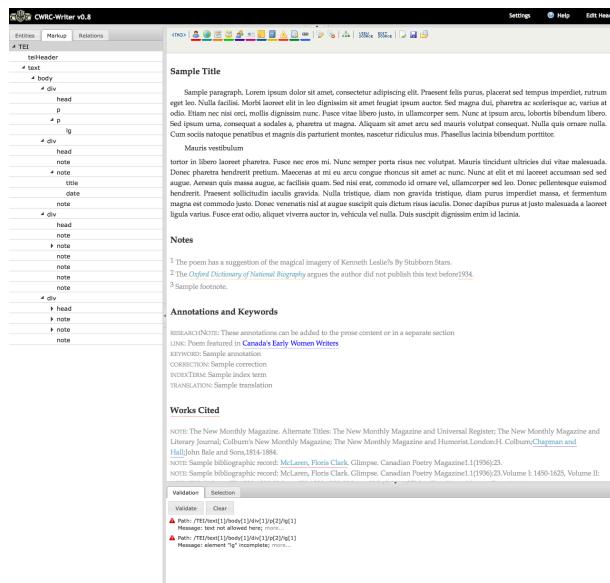
Checking your invalid document

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

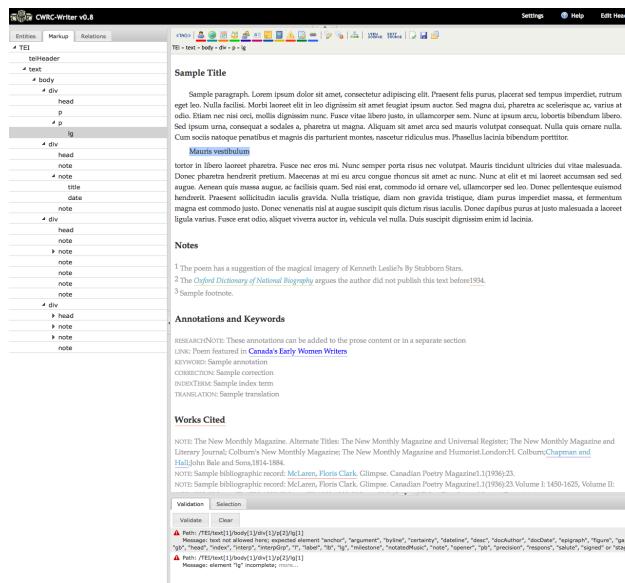
1. Click on the Validate button on the toolbar.



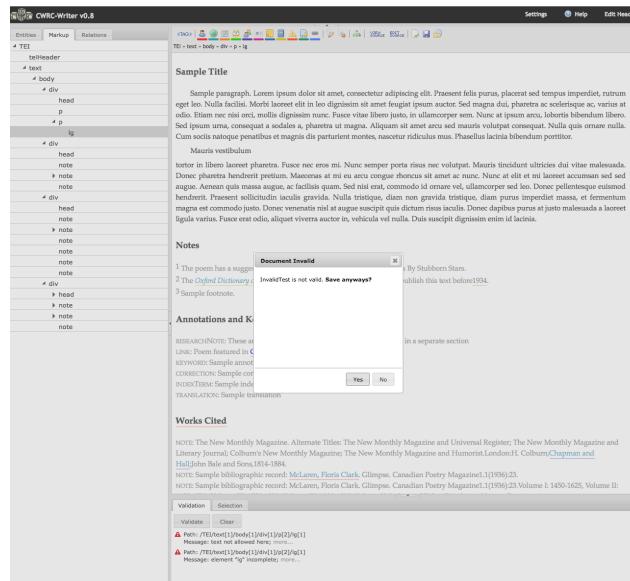
If the document is invalid a pop-up appears with error messages.



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

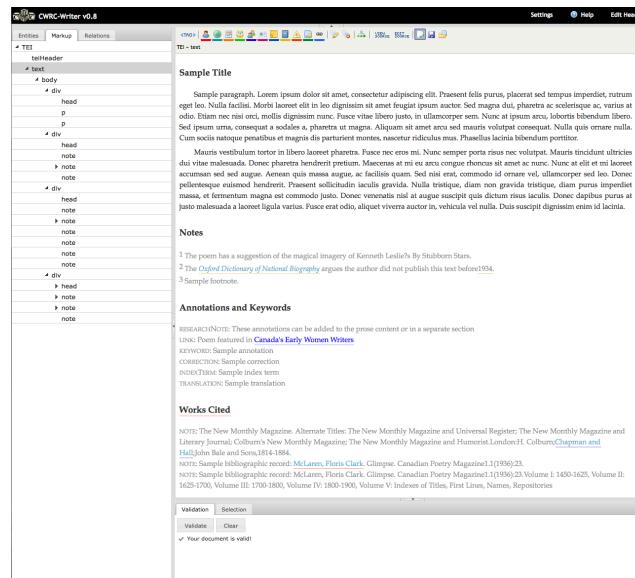


You can still save the document if it is invalid, but a pop-up will appear making sure that you want to proceed.



3. Validate again.

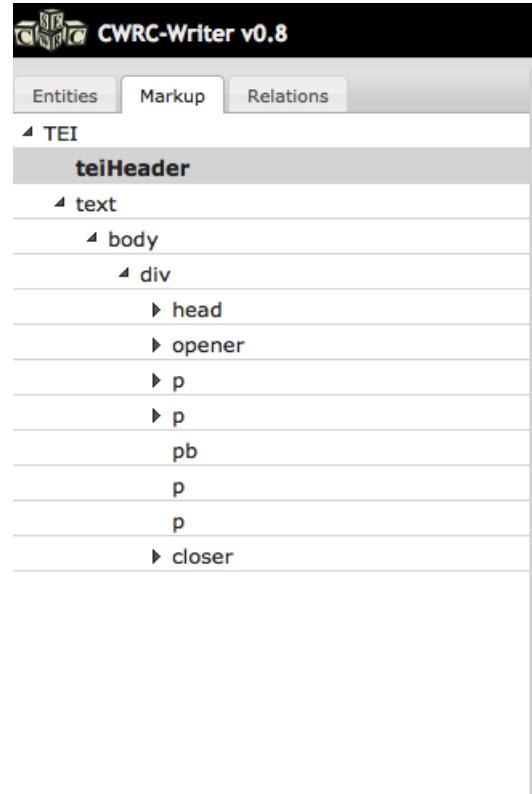
If you fixed all the validation errors, you should receive a confirmation message.



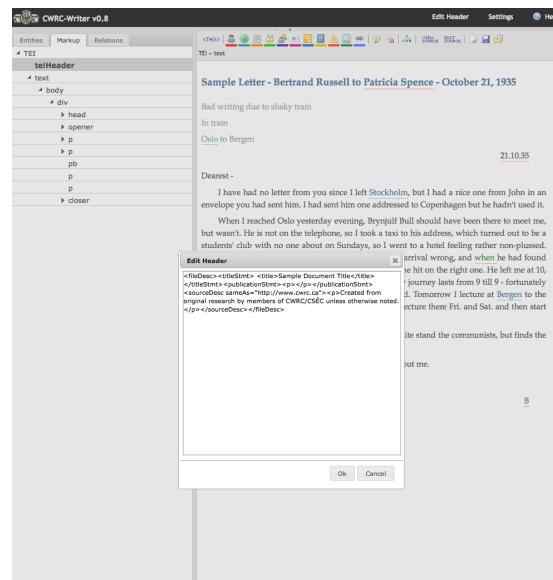
Editing the header

You can edit the header...

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



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



Switching modes

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

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

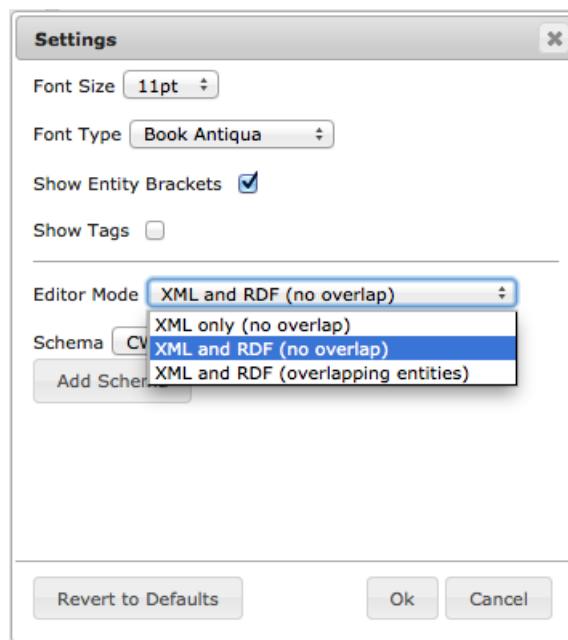


2. Select your preferred editor mode from the drop-down menu and click on "OK." This will change the editor mode for your document. There are three editor modes in CWRC-Writer, based on the treatment of overlap.

 - XML only (no overlap)
 - XML and RDF (no overlap)
 - XML and RDF (overlapping entities)

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

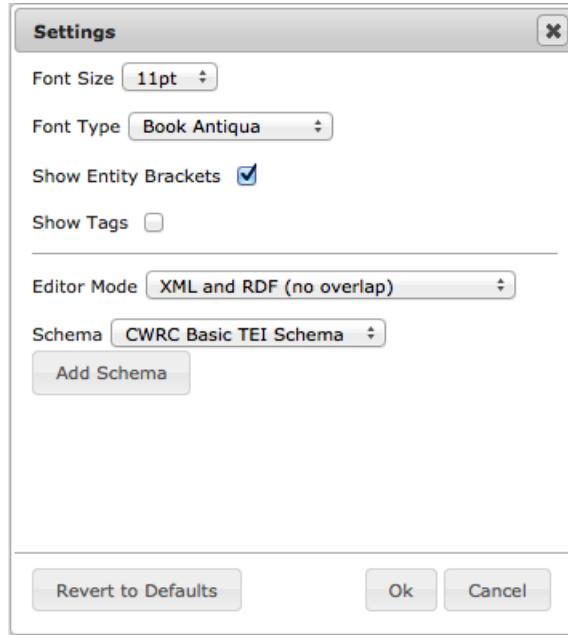
 **Note:** If you have overlapping tags in your document, you cannot switch to one of the other two modes.



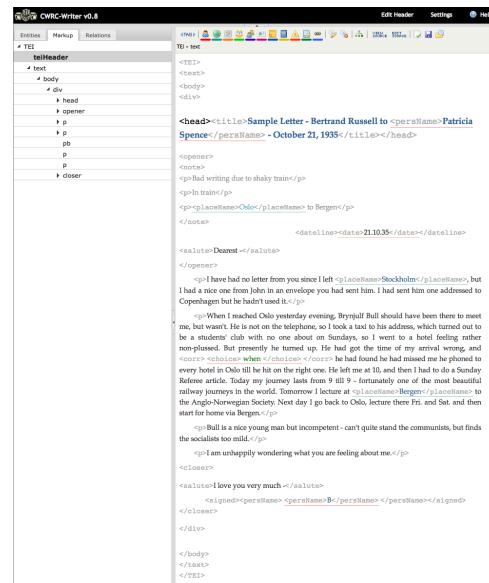
Showing tags in editor

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

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



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



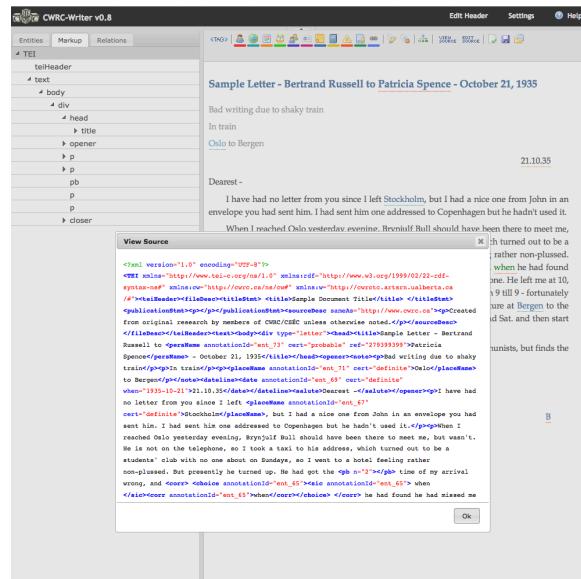
View Source

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

- Click on the "View Source" toolbar icon.



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



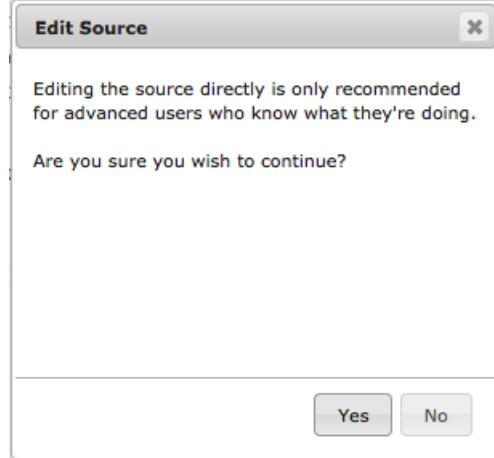
Edit Source

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

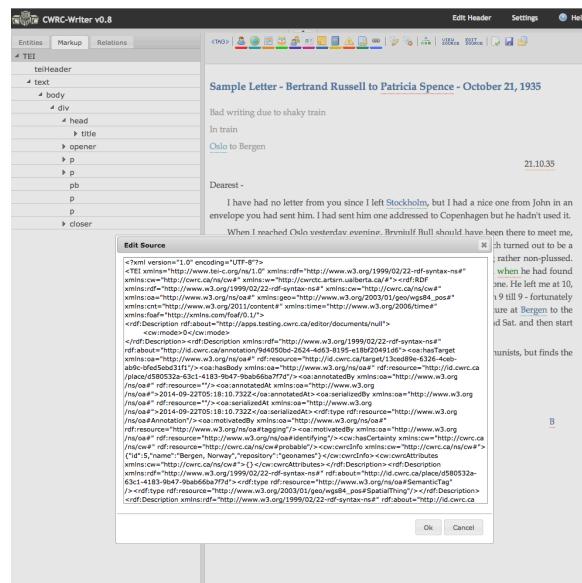
- Click on the "Edit Source" toolbar icon.



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



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



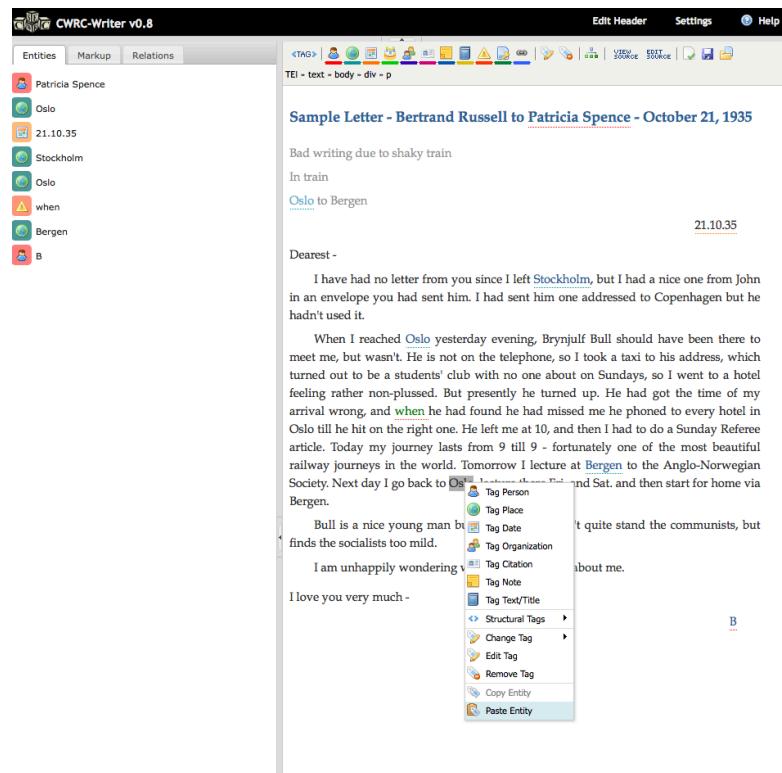
Copying and Pasting is CWRC-Writer

Copying and pasting in CWRC-Writer

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

Copying and pasting introduction

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 20

[Copying and pasting a single tag](#) on page 20

[Copying and pasting multiple tags](#) on page 22

[Copying and pasting text in the structure panel](#) on page 25

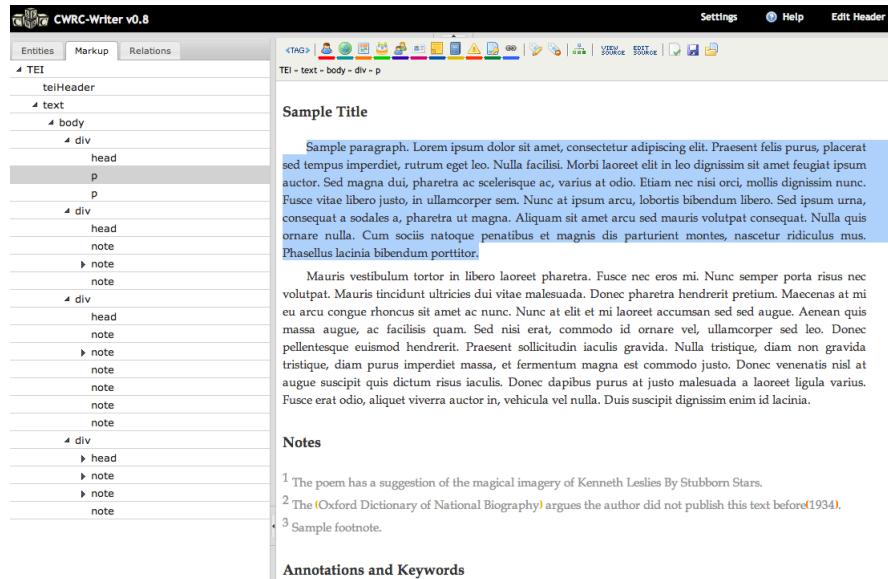
[Viewing information copied from the structure panel](#)

[Copying and pasting entities in the editor](#) on page 26

Copying and pasting text

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

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



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



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

2. Activate the field you are pasting into.

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



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

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

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

Copying and pasting a single tag

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

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

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

CWRC-Writer v0.8

Settings Help Edit Header

Entities Markup Relations

TEI - text - body - div - p

Sample Title

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

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

Notes

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

2 The (Oxford Dictionary of National Biography) argues the author did not publish this text before(1934).

3 Sample footnote.

Annotations and Keywords

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

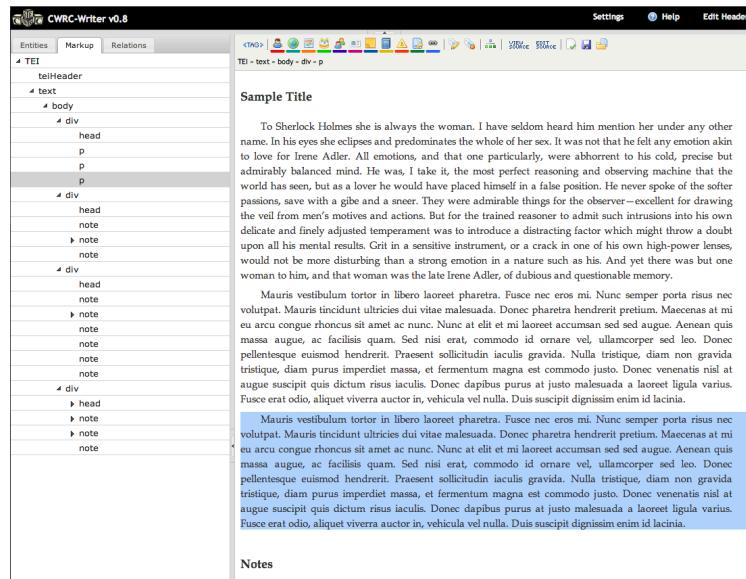
The screenshot shows the CWRC-Writer v0.8 application window. At the top, there's a navigation bar with 'Entities', 'Markup', 'Relations', 'Settings', 'Help', and 'Edit Header'. Below the navigation bar is the 'Tag Editor' toolbar, featuring icons for various document components like text, images, tables, and lists. The main workspace is titled 'TEI - text ~ body ~ div ~ p'. A 'Sample Title' is displayed, 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 ut amet feugiat ipsum auctor. Sed magna dui, pharetra ac scelerisque ac, varius at odio. Etiam nec nisi orci, mollis dignissim nunc. In euismod libero, euismod lobortis bibendum libero. Sed ipsum urna, pharetra ut magna. Aliquam sit amet arcu sed mauris volutpat consequat. Nulla quis nisi at natus penatibus et magnis dis parturient montes, nascetur ridiculus mus. Um portitor.

The left side of the interface features the 'Entity Browser' with a tree view of the TEI XML structure. A context menu is open over a 'p' tag, listing options: 'Insert Tag Before', 'Filter [p]', 'epigraph', 'gap', 'interp', 'interGrp', 'listPerson', 'listPlace', 'opener', 'p' (which is highlighted), 'pb', 'postscript', 'precision', 'respons', and 'sp'. The 'p' option in the menu corresponds to the highlighted 'p' tag in the sample text.

Below the workspace, there are two footnotes:

- 2 The (Oxford Dictionary of National Biography) argues the author did not publish this text before 1934.
- 3 Sample footnote.

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



Copying and pasting multiple tags

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

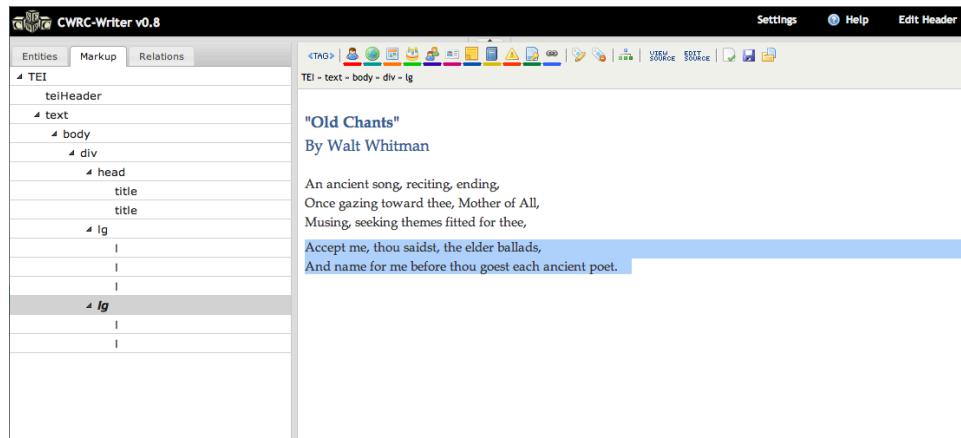
You can copy any tag that exists in the document and the tags that are nested below it.

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

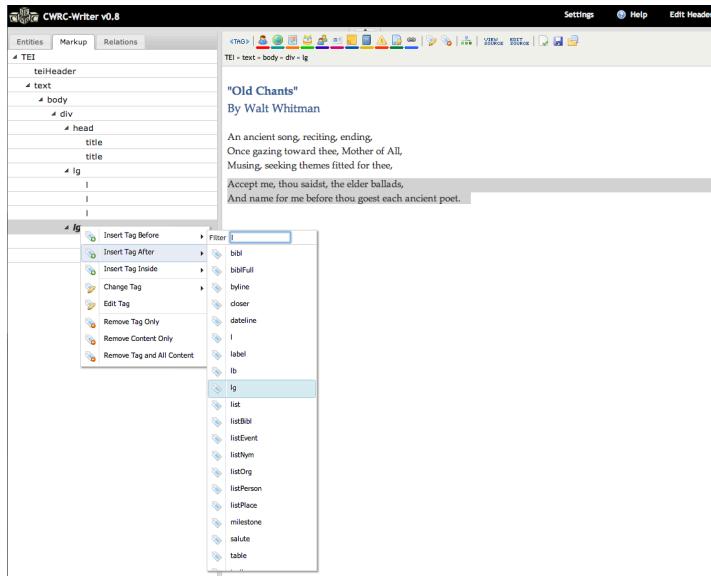
To paste the tags in the document, we suggest first inserting a new tag into which you can paste.

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

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



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



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

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

Copying and pasting text in the structure panel

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

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

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

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

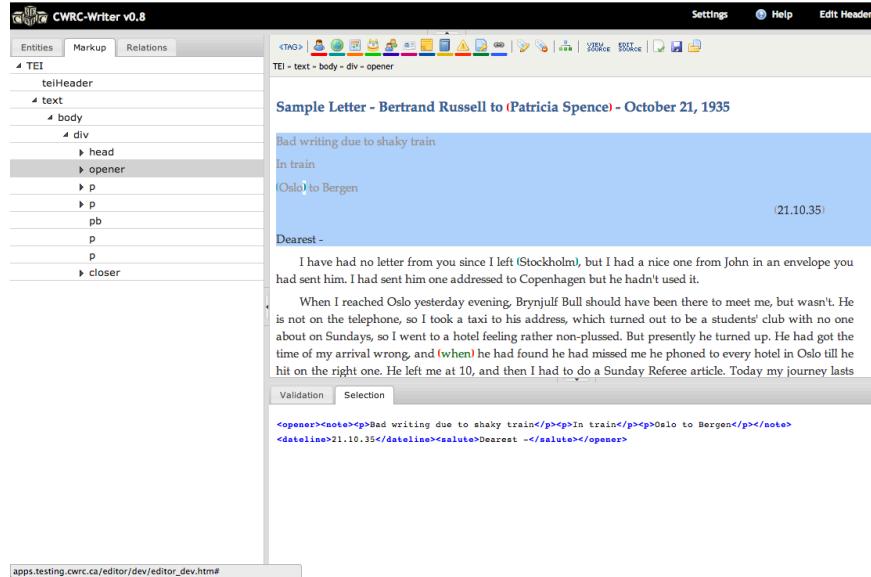
Viewing information copied from the structure panel

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

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

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

- [#unique_24](#)
 - [#unique_25](#)
1. Click on the small arrow at the bottom of the CWRCWriter window/frame.
This will bring up the "Validation" and "Selection" Tabs.
 2. Click on the "Selection" tab.

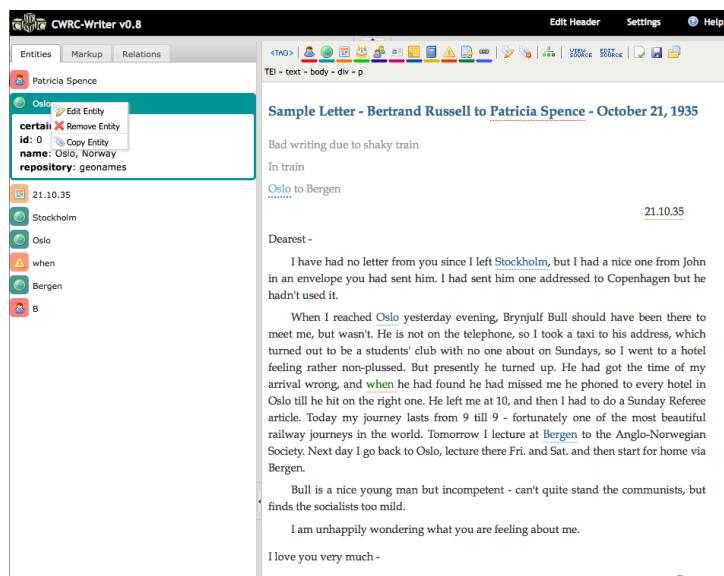


You will be able to see what you have copied, included the tags and text.

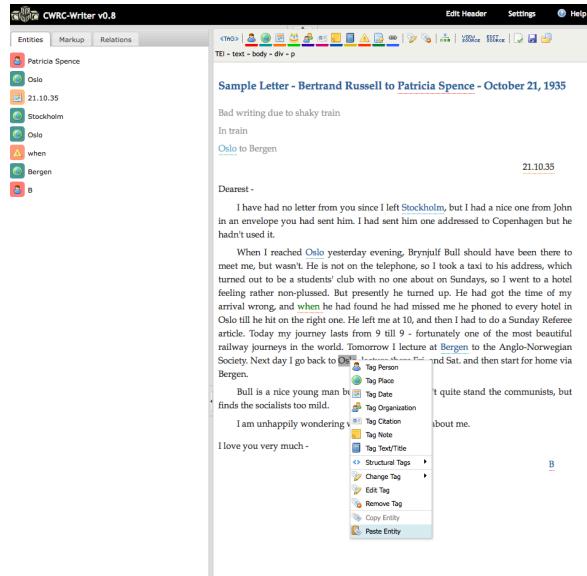
Copying and pasting entities in the editor

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

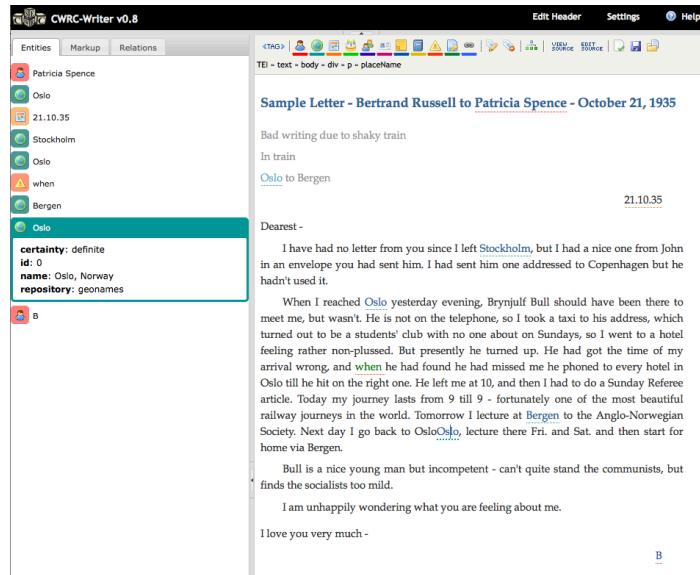
1. Right-click on the entity that you wish to copy, either in the entitiescolumn or within the document.



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



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



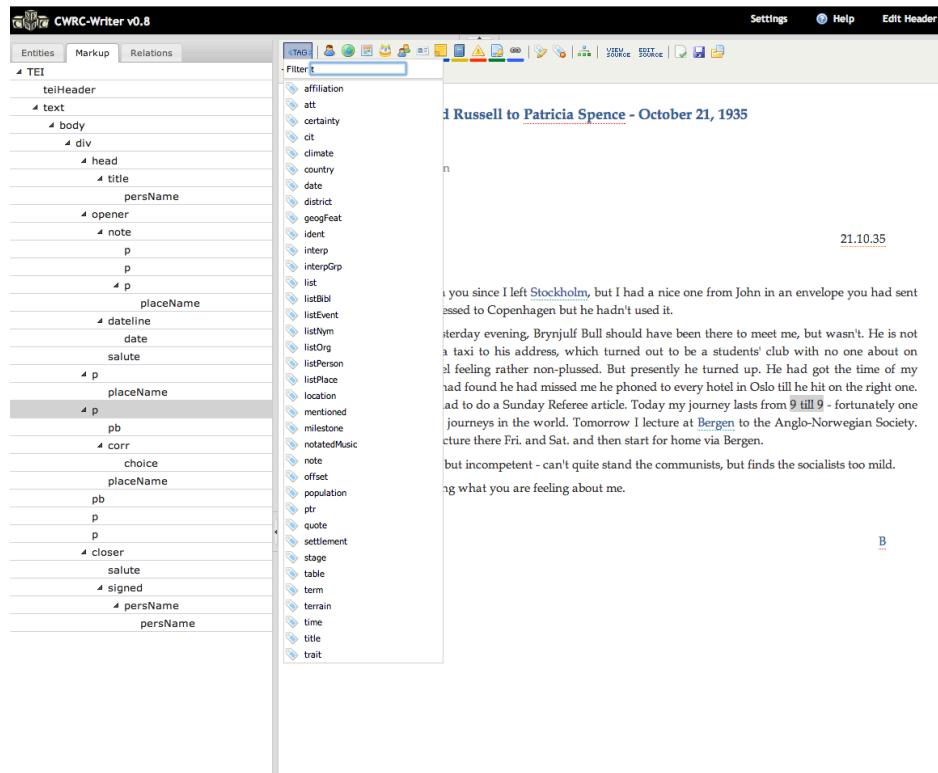
Tagging Structural Tags in CWRC-Writer

Tagging in CWRC-Writer introduction

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

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

[as](#)

[as](#)

[as](#)

[as](#)

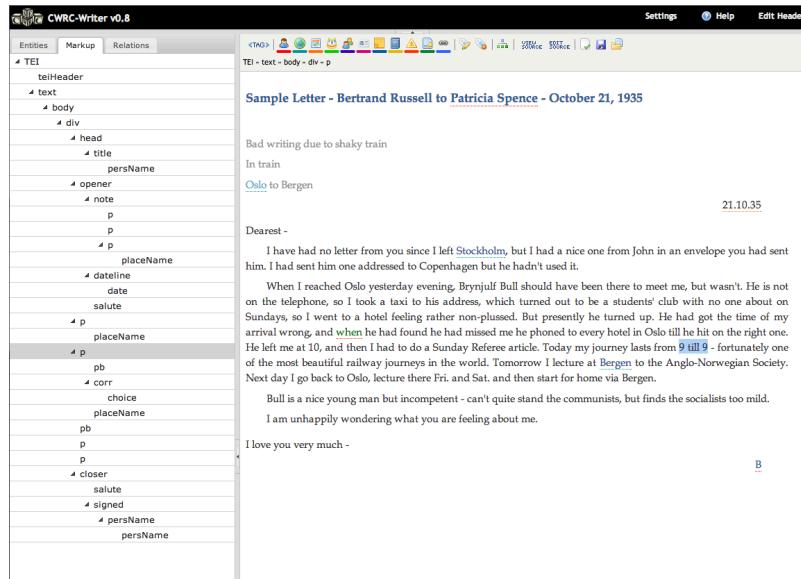
[ad](#)

[as](#)

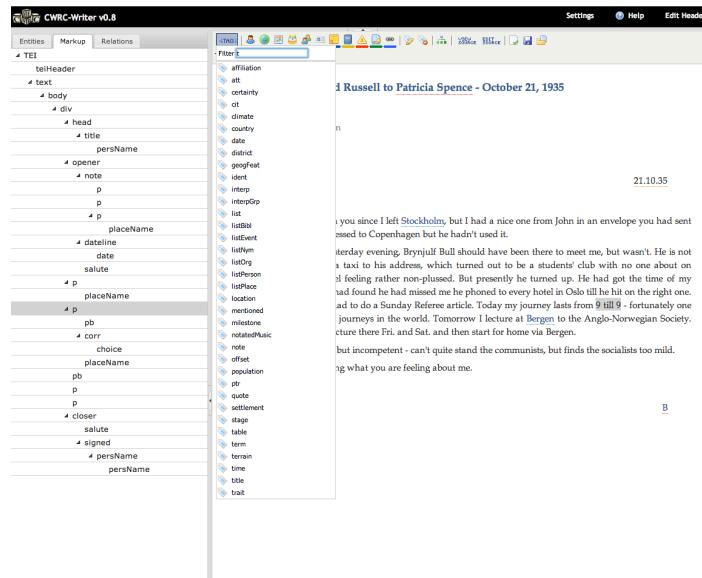
Adding structural tags by selecting text

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.

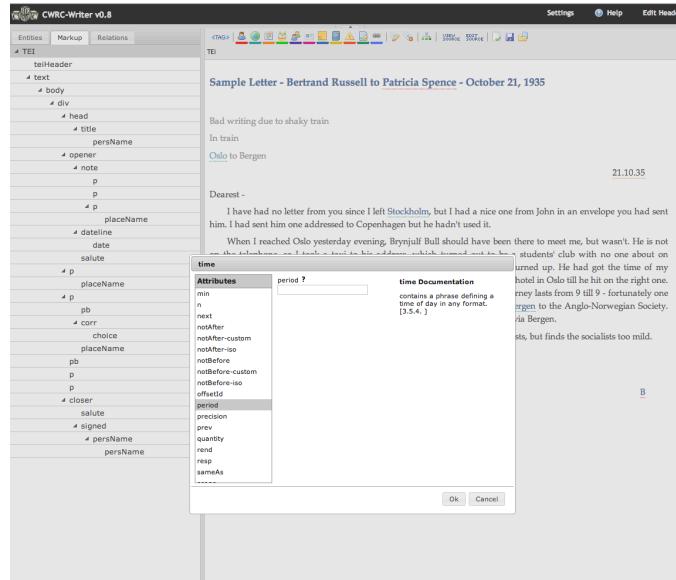
1. Select text that you would like to add a structural tag to.



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

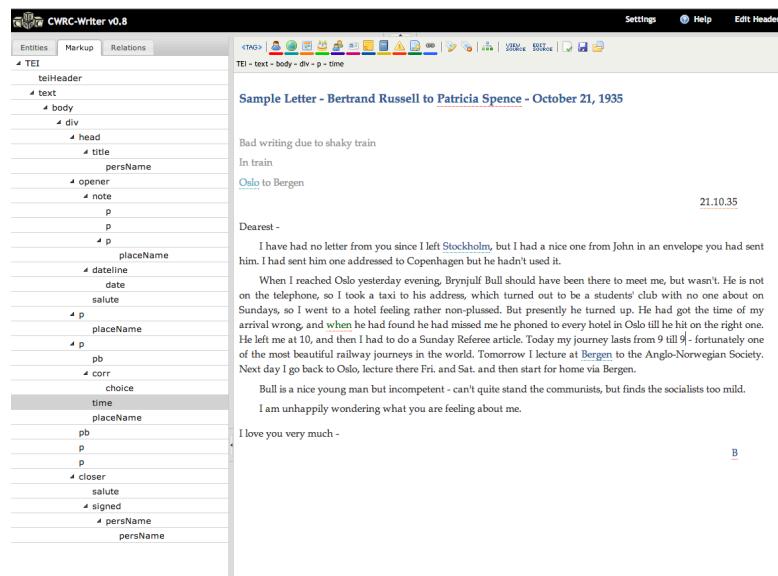


3. Once you select the tag you would like to add to the structure panel, a pop-up will appear. This allows you to add qualifying information to the tag. Once you have finished, click on "OK."



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

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



Deleting tags 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.

- Click on the toolbar option "Remove Tag."

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

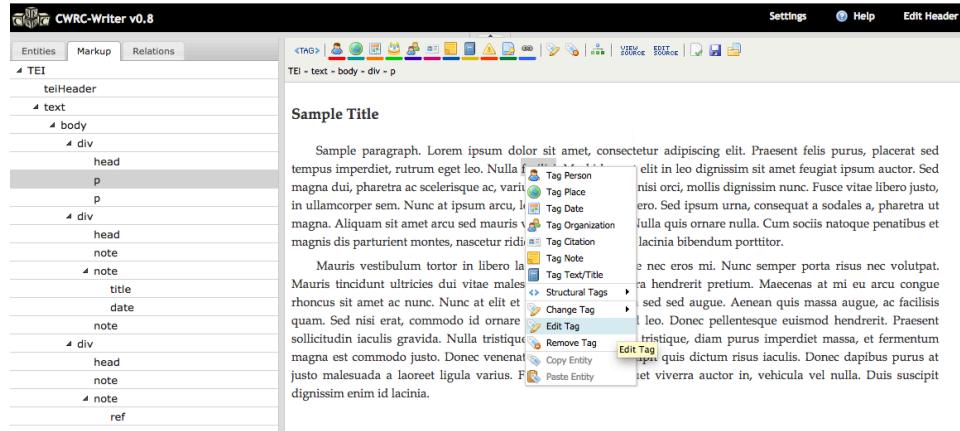
Editing tags in the editor

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

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

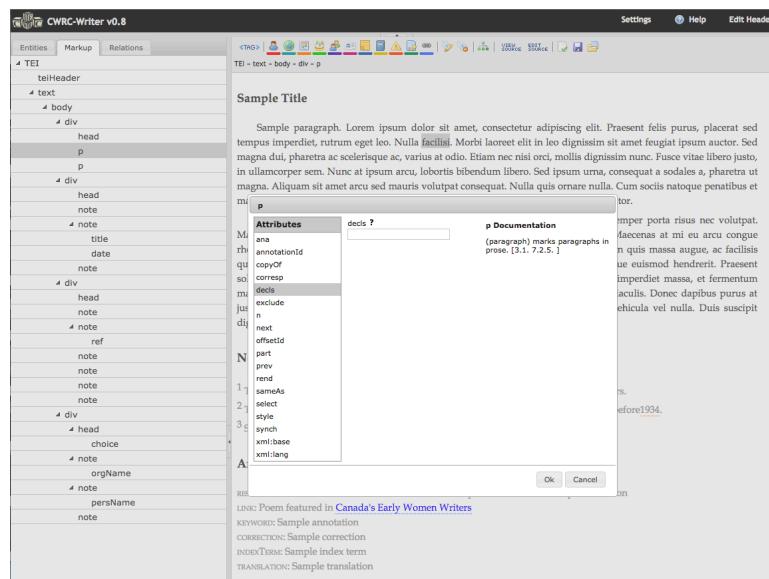


- Right-click on the tag that contains your cursor and select the option "Edit Tag."



- 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.

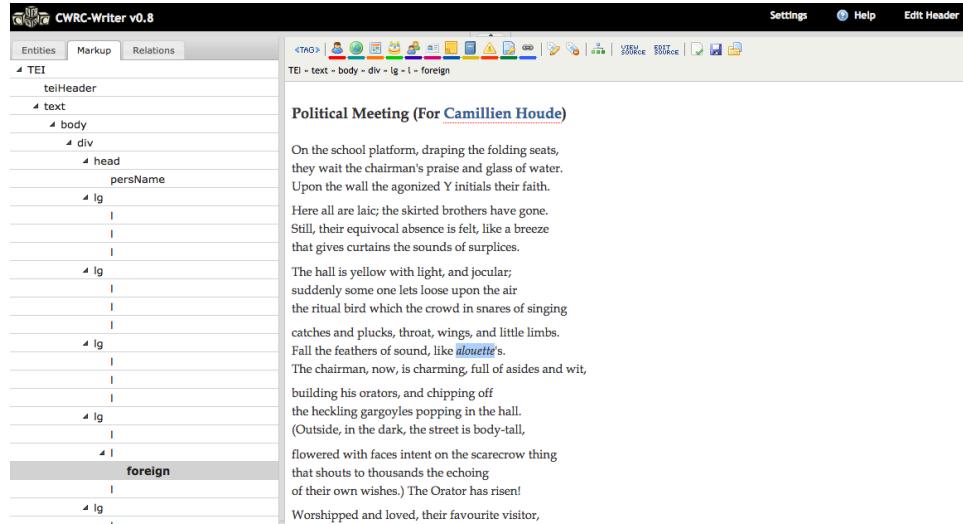


- Click "OK" and all edits made to the tag will be saved.

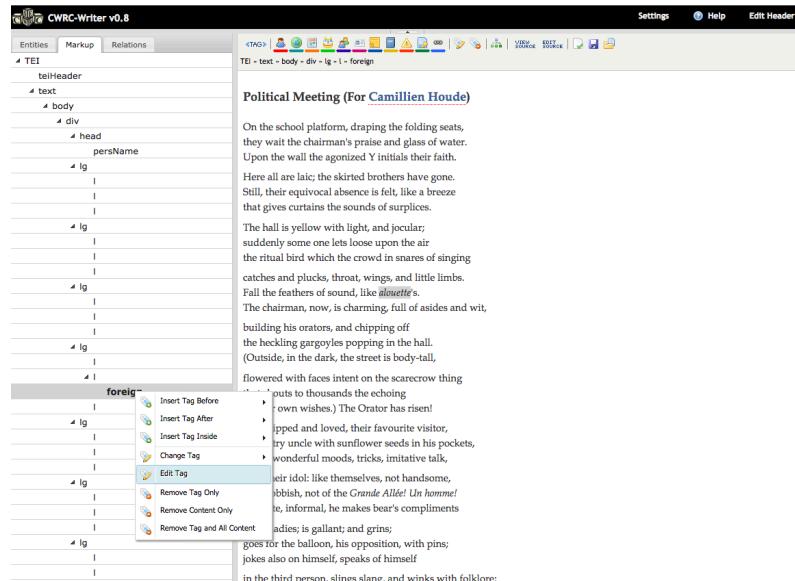
Editing tags in the structure menu

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.

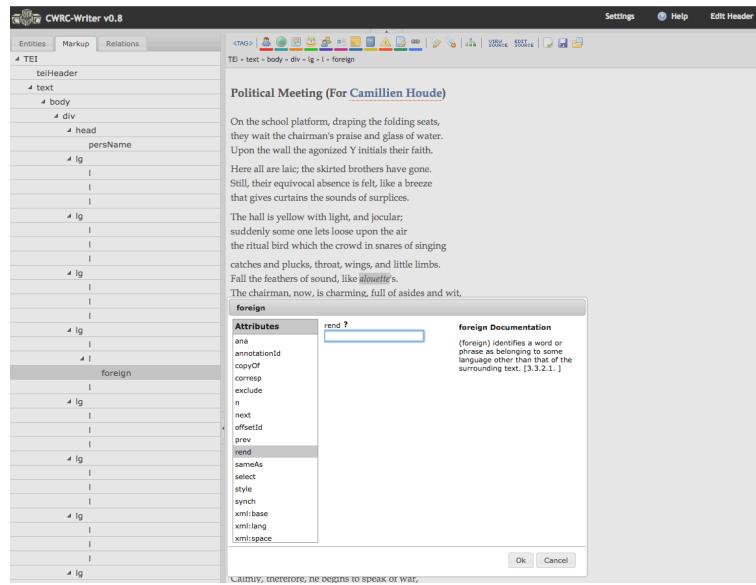


2. Right-click on the tag and select the option "Edit Tag."



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.

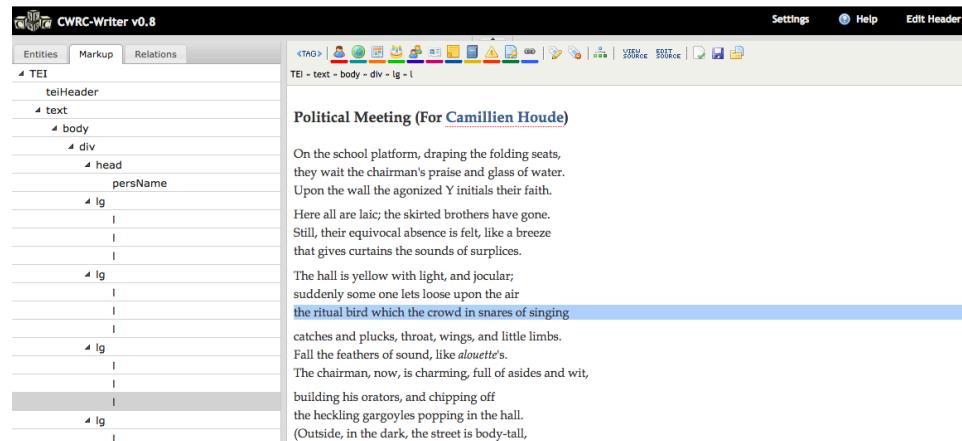


- Click "OK" and all edits made to the tag will be saved.

Editing tags using the CWRC-Writer toolbar

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

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



- Click on the "Edit tag" toolbar option.

The screenshot shows the CWRC-Writer interface with the 'Markup' tab selected. On the left, a tree view of the TEI structure shows nodes like 'text', 'body', 'div', 'head', 'persName', and 'lg'. The main pane displays a poem with the title 'Political Meeting (For Camillien Houde)'. 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 curtain 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.

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.

A detailed view of the 'div' tag attributes in the pop-up dialog. The attributes shown are:

- Attributes**: subtype: *terrama*, area: *Annotations*, annotationId: *type*: *poem*, copyOf, corresp, decs, exclude, n, next, offsetId, org, part, prev, rend, sameAs, sample, select, style.
- div Documentation**: (text division) contains a subdivision of the front, body, or back of a text. [4.1.]

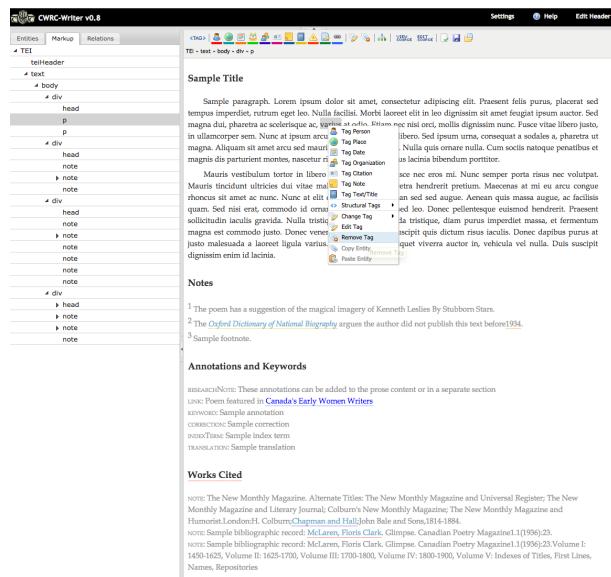
The text in the main pane remains the same as in the previous screenshot.

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

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.

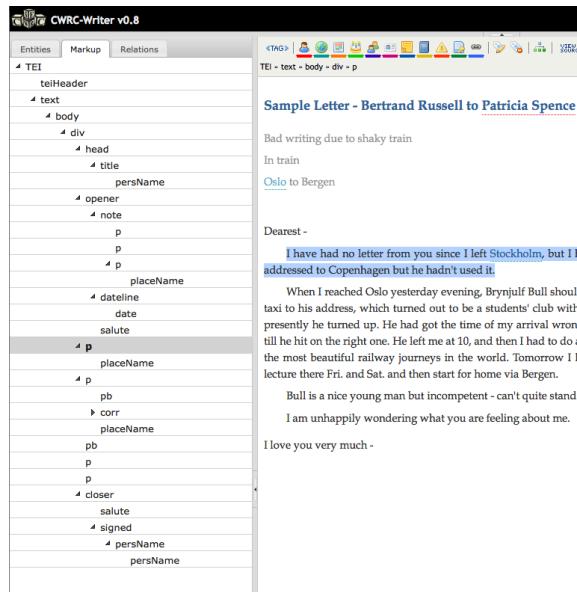


This will delete the tag, but leave the text.

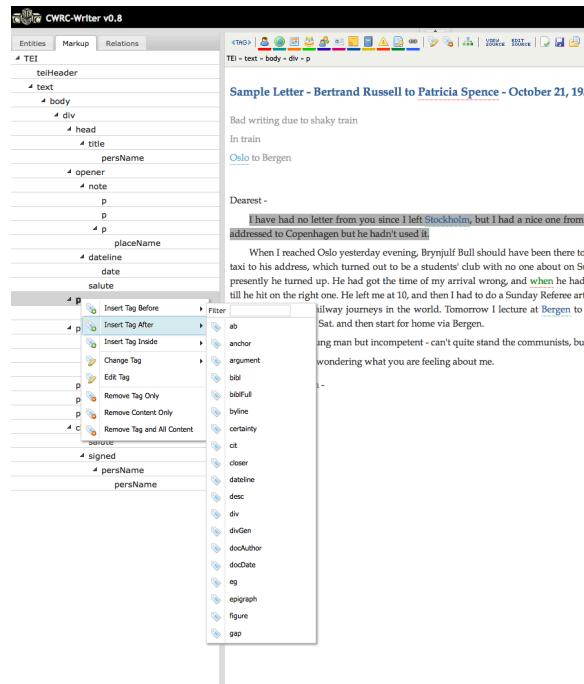
Adding structural tags in the structural panel

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.



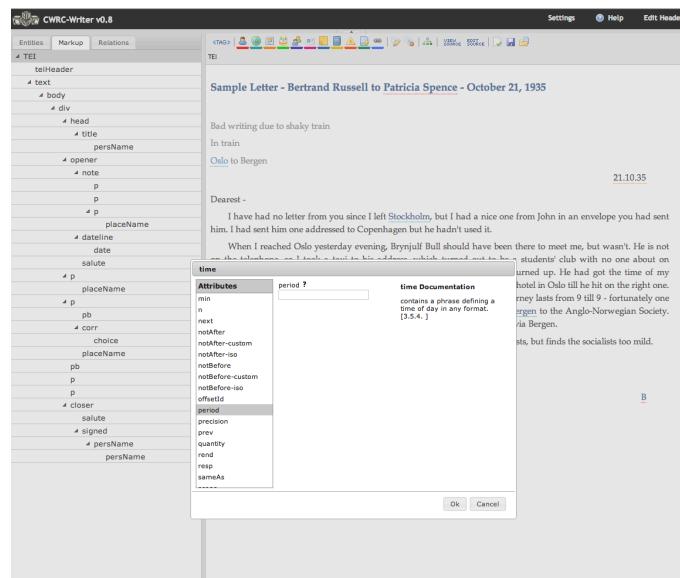
2. This will bring up a menu with three options that allow you to insert a tag.
 - **Insert Tag Before** allows you to insert a tag before the tag you have right clicked on.
 - **Insert Tag After** allows you to insert a tag after the tag you have right-clicked on (skipping over any nested tags within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

The screenshot shows the CWRC-Writer v0.8 software interface. On the left, a tree view displays the document structure under the 'TEI' root element, including sections like 'teiHeader', 'text', 'body', 'div', 'head', 'title', 'persName', 'opener', 'note', 'p', 'p', 'p', 'placeName', 'dateLine', 'date', 'salute', 'p', 'pb', 'corr', 'choice', 'time', 'placeName', 'pb', 'p', 'p', 'closer', 'salute', 'signed', 'persName', and 'persName'. The main workspace on the right contains the letter content:

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

Bad writing due to shaky train
In train
Oslo to Bergen

21.10.35

Dearest -

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

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

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

I am unhappily wondering what you are feeling about me.

I love you very much -

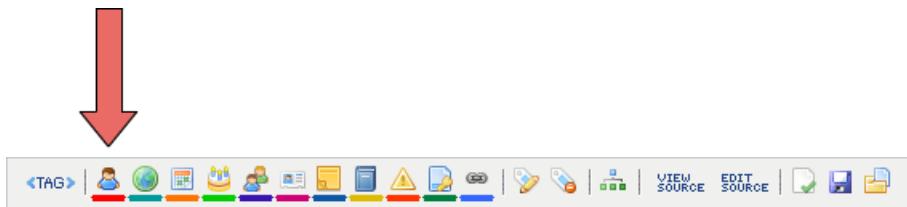
B

Tagging Entities in CWRC-Writer

Creating a new person entity

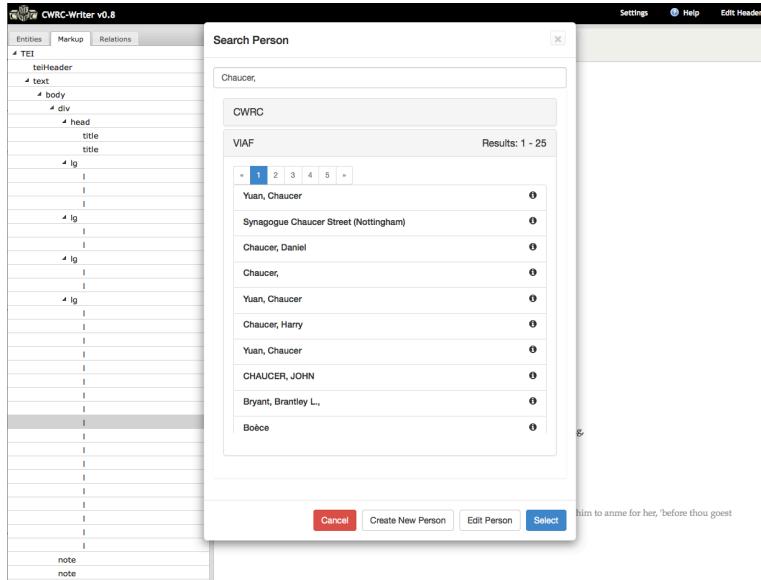
The "Tag Person" option is for tagging people by name. It usually contains a proper noun or noun phrase, but can also contain pronouns or other ways of referring to someone.

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



A screenshot of the CWRC-Writer interface. The top navigation bar shows 'CWRC-Writer v0.8' and tabs for 'Entities', 'Markup', and 'Relations'. The main area has a tree view of the document structure under the 'TEI' tab, showing a 'text' element with a 'body' and 'div' section containing a 'head' and several 'lg' (list group) elements. A specific 'lg' element is selected, and a context menu is open over it. The menu items include 'Chorus' (highlighted in blue), 'Tag Person' (highlighted in orange), 'Tag Place', 'Tag Date', 'Tag Organization', 'As some', 'Tag Citation', 'The great', 'Tag Note', 'Thou! w', 'Tag Text/Title', 'Thou! p', 'Structural Tags', 'Well ple', 'Change Tag', 'Thou en', 'Edit Tag', 'Remove Tag', 'NOTE: Th', 'Copy Entity', 'NOTE: In', and 'Paste Entity'. The right side of the interface shows the text content of the 'Chorus' section, which includes references to 'Haply our New World's chieftest debt is to old poems.', 'Old Chants, Egyptian priests, and those of Ethiopia, The Hindu Epics, the Grecian, Chinese, Persian', and 'The Biblical books and prophets, and deep idyls of the Nazarene, Hesiod, Eschylus, Sophocles, Merlin, Author, The Cid, Roland, in Renessaviles, the Nibelungen, The troubadours, Minstrels, minnesingers, skalds, Chorus', followed by a list of names and titles.

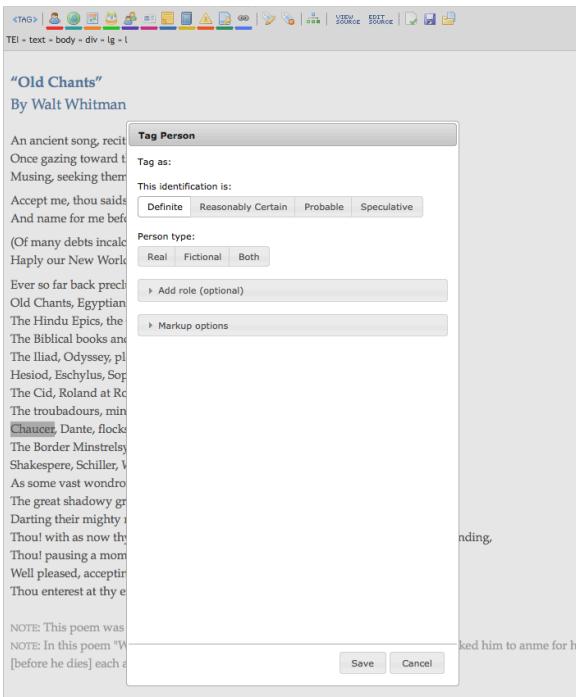
2. Try to find the person you are tagging in the CWRC or VIAL.



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.

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

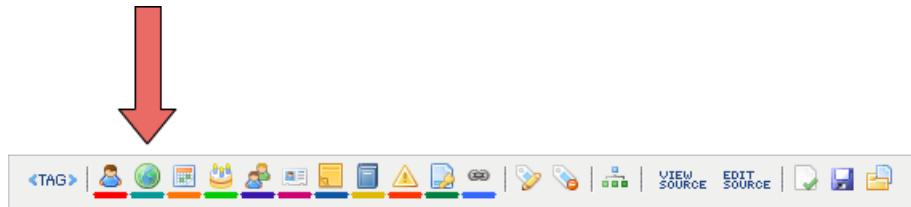


You have now created a new CWRC entity entry, you can use this creation the next time that you go to tag this person.

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).



A screenshot of the CWRC-Writer interface showing a detailed XML structure of a poem's TEI header and body. The XML tree on the left shows elements like teiHeader, text, body, div, head, title, lg, and persName. The main workspace displays the poem "Old Chants" by Walt Whitman. A context menu is open over the word "Ethiopia" in the text, listing options such as Tag Person, Tag Place, Tag Date, Tag Organization, Tag Citation, Tag Note, Tag Text/Title, Structural Tags, Change Tag, Edit Tag, and Remove Tag. The menu also includes Copy Entity and Paste Entity. At the bottom of the screen, there is a note about the poem's publication history.

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

A screenshot of the "Search Place" dialog box. The search term "Ethiopia" is entered in the search bar. Below it, two sections are shown: "CWRC" and "GeoNames". The "GeoNames" section shows "Results: 1" and a result for "Little Ethiopia, United States". At the bottom of the dialog are buttons for "Cancel", "Create New Place", "Edit Place", and "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 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
By Wa**

Add Place

An anc
Once ga
Musing
Accept
And na
(Of mar
Haply c
Ever so
Old Chi
The Hir
The Bib
The Ilia
Hesiod,
The Cid
The troi
Chaucer
The Bor
Shakespe
As some
The gre
Darling
Thou w
Thoul p
Well ple
Thou er

About

Place type [+](#)

Contributing project(s) [+](#)

Identity

Preferred name

Name part [+](#)

ⓘ Required value

Variant name(s) [+](#)

Same as [+](#)

Description

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

Factuality [+](#)

Latitude

ⓘ [-](#)

Longitude

ⓘ [-](#)

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

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

"Old Chants"
By Walt Whitman

An ancient song, reciting, ending.
Once gazing toward thee, Mother of all,
Musing, welling thoughts for thee,

Accept me, thou saddest, the elder ballad,
And name for me before thou givest each ancient poet.

(Of many debts incalculable)

Happily our New World's earliest debt is to old poems.)

Ever far from us, in Europe, Asia, America,
Old Chants Egyptian priests, and those of [redacted]

The Hindu Epics, the Grecian, Chinese, Persian
The Biblical books and prophecies, and deep idyls of the Nazarene

The Biblical, Old Testament, and New Testament
The Old, The Red, The Golden, The Green, The Blue

The treasuries
Chaucer, Dr. The Book of Common Prayer
Shakespeare,
As some va
The great al
Draped in our
Throat with
Throat paus
Well pleases
Thaea enton

Tag Place

Tag #6:
This identification is:
 Definitely Reasonably Certain Probable Speculative

Precision of location of place name:
 High Medium Low Unknown

Save Cancel

yard, ascending
music;

she has asked him to ame for her, 'before thus goes

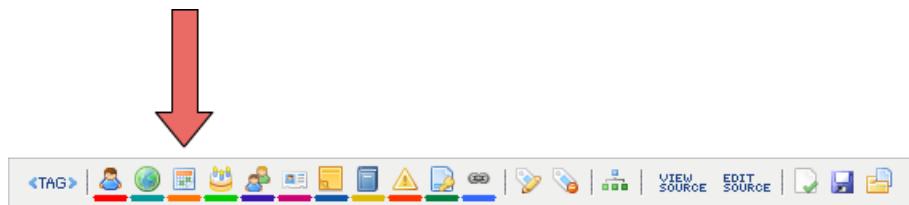
You have now created a new CWRC entity entry, you can use this creation the next time that you go to tag this person.

The screenshot shows the CWRC-Writer v0.8 application window. At the top, there's a menu bar with 'Entities', 'Markup', and 'Relations'. Below the menu is a toolbar with various icons for file operations like Open, Save, Print, and a magnifying glass. The main content area displays a poem by Walt Whitman titled 'Old Chants'. The sidebar on the left lists entities such as 'Ethiopia' and 'Chaucer' with their respective URLs and metadata: 'certainty: undefined' and 'precision: high'. A note at the bottom of the poem states: 'NOTE: This poem was first published in the New York TRUTH in 1891' and 'NOTE: In this poem 'Whitman is responding to the Mother of All' muses, who has asked him to amne for her, 'before thou goest [before he dies] each ancient poet.' (Oliver 2009)'. The bottom of the screen shows a second toolbar with icons for 'VIEW SOURCE', 'EDIT SOURCE', and other document-related functions.

Creating a date entity

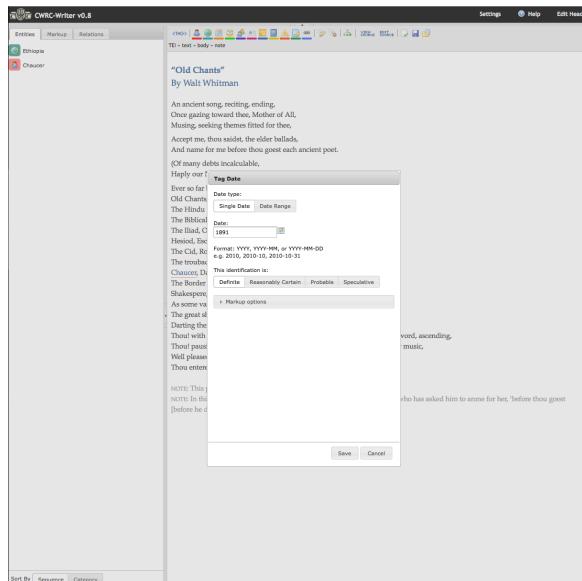
The "Tag Date" is for tagging a date in the text. This tag can contain the year, month, day or a combination of the three.

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

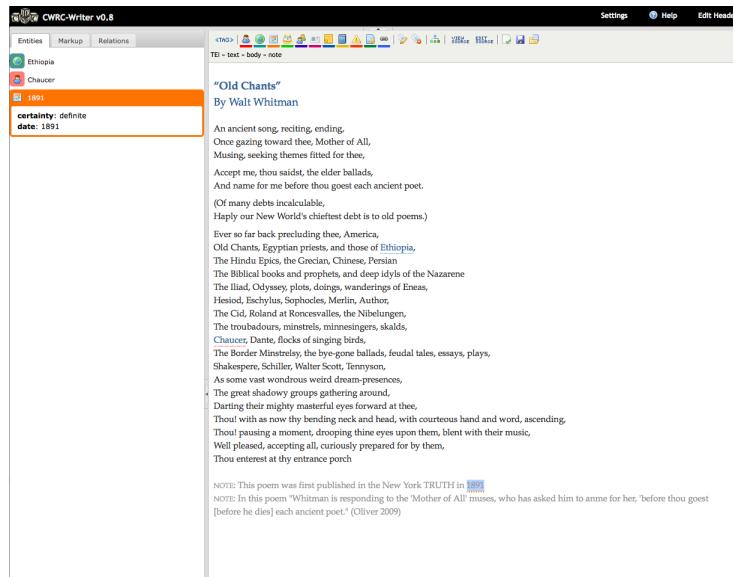


This screenshot shows the CWRC-Writer interface with a context menu open over the poem text. The menu is titled 'Tag Person' and includes options such as 'Tag Place', 'Tag Date', 'Tag Note', 'Tag Citation', 'Tag TextTitle', 'Show Tags', 'Change Tag', 'Edit Tag', 'Remove Tag', and 'Copy Entity'. The main content area displays the same poem by Walt Whitman, and the bottom of the screen shows the standard CWRC-Writer toolbar.

- 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.



Creating an organization entity

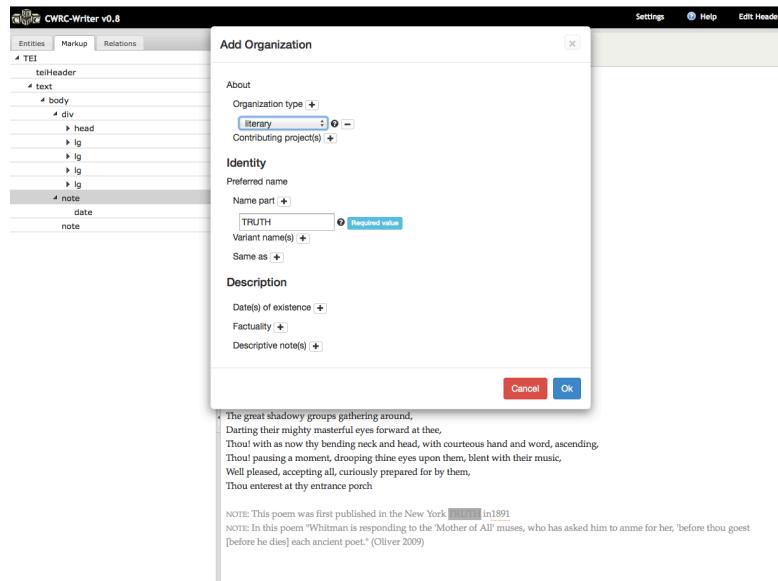
The "Tag Organization" entity is used to tag an organization or company.

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

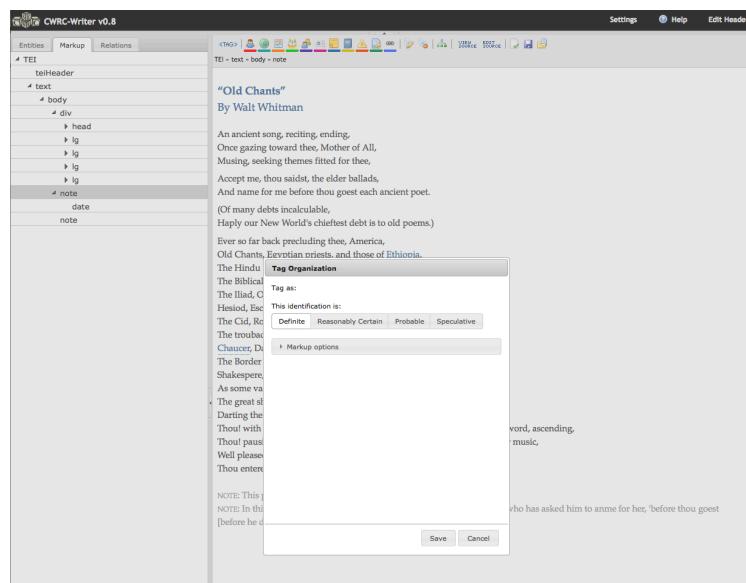


2. Try to find the organization that you are tagging in the CWRC or VIAF

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.



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



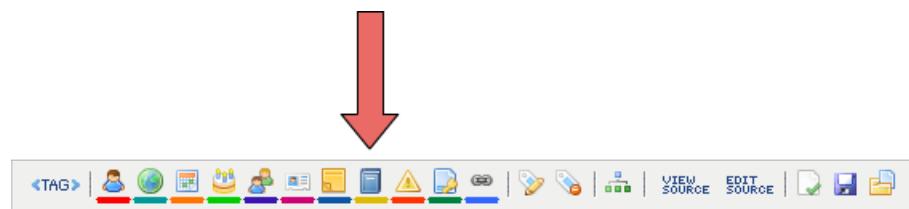
You have now created a new CWRC entity entry, you can use this creation the next time that you go to tag this entry.

The screenshot shows the CWRC-Writer v0.8 application window. On the left, there's a sidebar with icons for Ethiopia, Chaucer, and TRUTH, along with their respective IDs and certainty levels. The main content area displays the poem "Old Chants" by Walt Whitman. The poem's text is shown in a large font, followed by a note about its publication in the New York Tribune in 1891. Below the note is a small note from Whitman responding to a request for an autograph. The bottom of the screen features a toolbar with various icons for file operations like Open, Save, Print, and Help.

Creating a new text/title entity

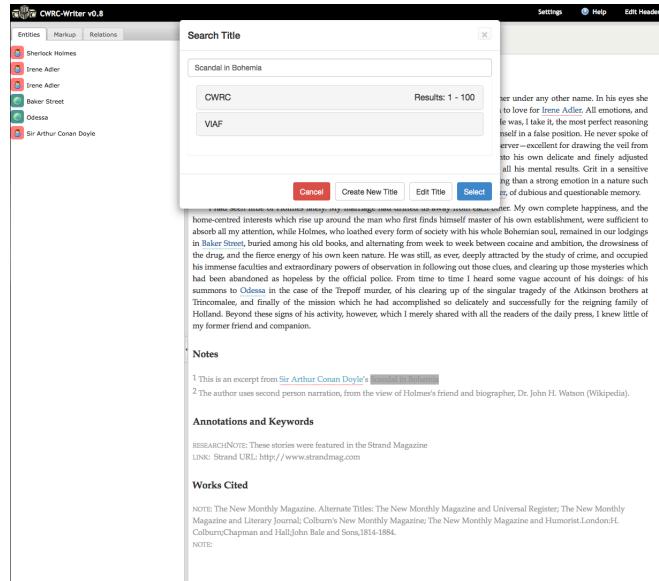
The "Tag Text/Title" entity is for tagging a title or the text of any type of work

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).



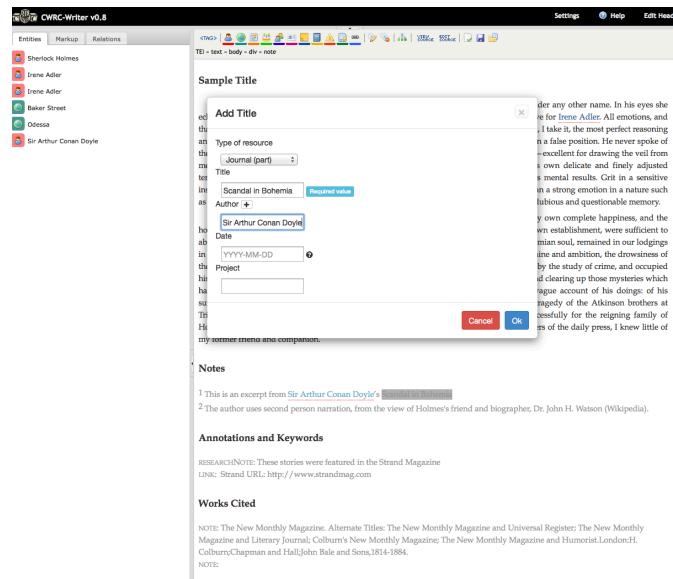
The screenshot shows the CWRC-Writer v0.8 application window. The sidebar on the left lists entities such as Sherlock Holmes, Irene Adler, Irene Adler, Baker Street, Odessa, and Sir Arthur Conan Doyle. The main content area displays a sample text entity for Sherlock Holmes, which is a narrative from Sir Arthur Conan Doyle's story. The text discusses Holmes's character and his relationship with Irene Adler. Below the text are sections for Notes, Annotations and Keywords, and Works Cited. A context menu is open over the text, showing options like 'Tag Person', 'Tag Place', 'Tag Thing', 'Tag Organization', 'Tag Citation', 'Tag Note', 'Tag Text/Title', and 'Structural Tags'. The 'Tag Text/Title' option is highlighted with a blue border.

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

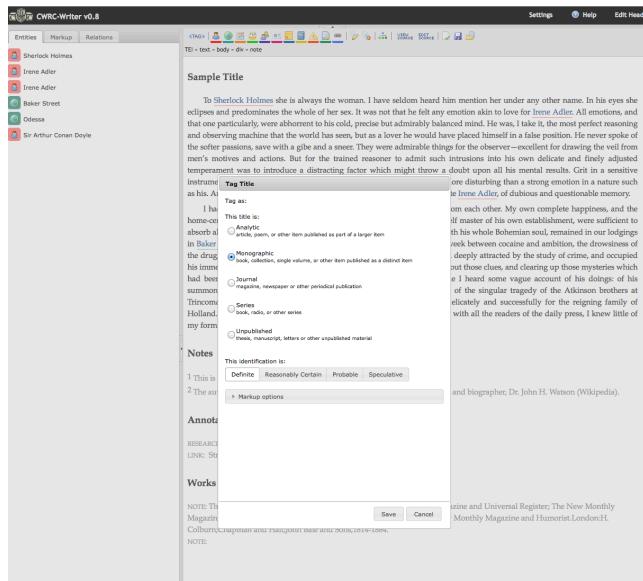


- If your entry is not in the CWRC entity lookup system you have the option to create your own. To do this click on "Create New Title" button at the bottom of that page.
- An "Add Text/Title" pop-up appear, fill it out (see info below) and click "OK."

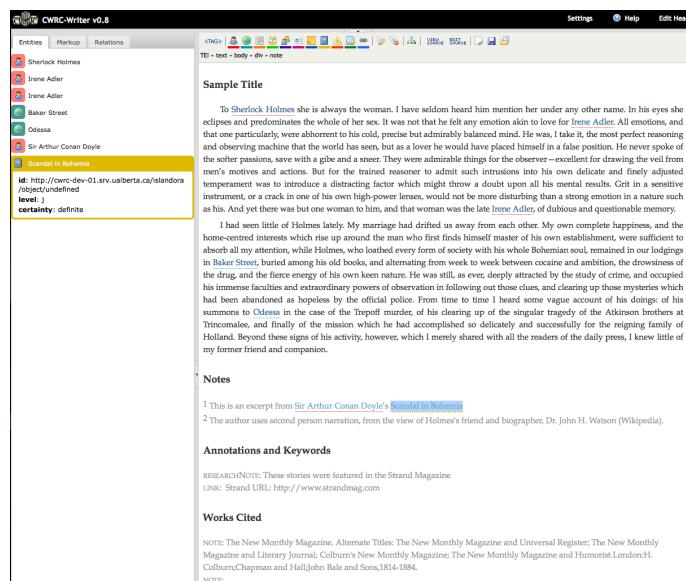
The only mandatory field is the Title name, though there are many other areas that you can fill out.



- 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."



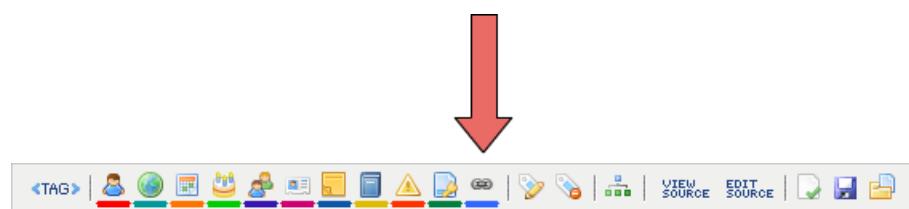
You have now created a new CWRC entity entry, you can use this creation the next time that you go to tag this entity.



Creating a link entity

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

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



- 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.

Creating a keyword entity

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

- 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."

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, and from one particularly, very clear and observing machine-like eye it seems as if he could almost read my thoughts. I am sure that one particularly, very clear and observing machine-like eye it seems as if he could almost read my thoughts. The softer passions, save one, which was his, and yet there were others, I had seen little or none of them. He had a singular power of abstraction, which would absorb all my attention.

I had seen little or none of them. He had a singular power of abstraction, which would absorb all my attention.

Tag Keyword

Police

Save Cancel

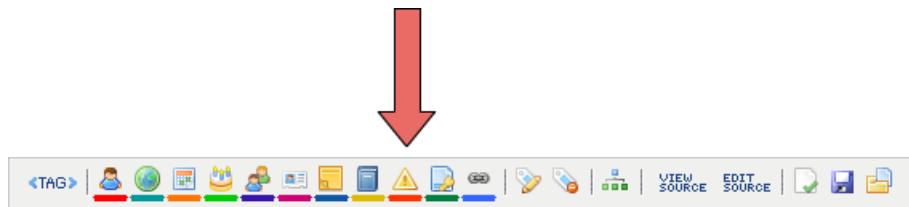
Notes

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

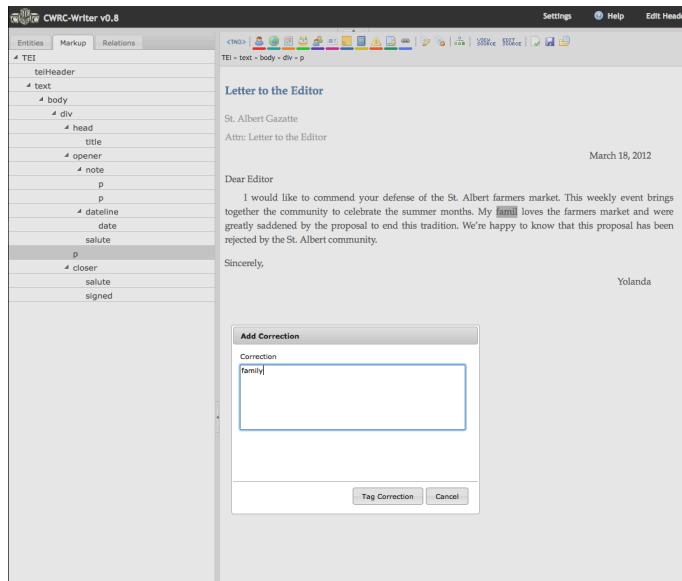
Creating a correction entity

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

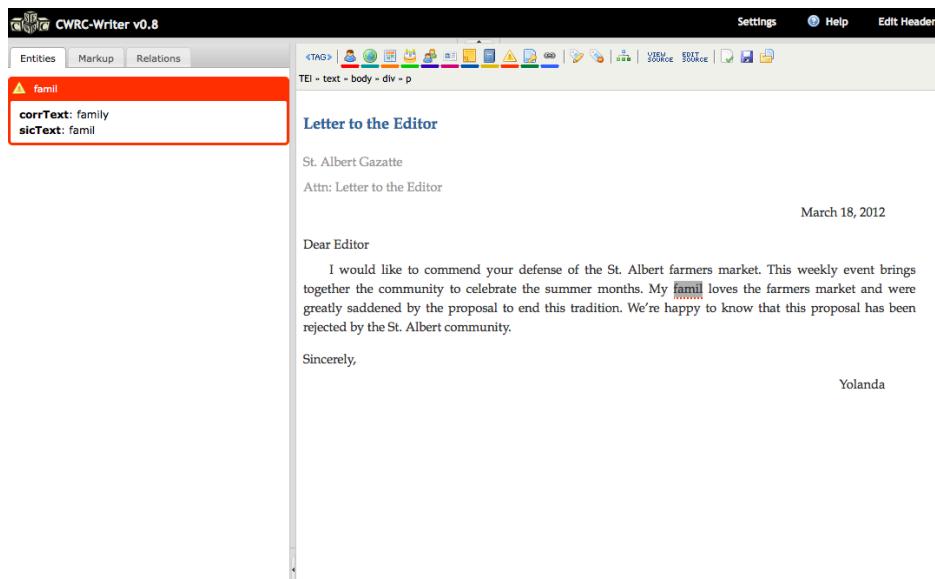
1. Highlight the text that you would like to tag as a "Correction." Click on the toolbar "Correction" icon.



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



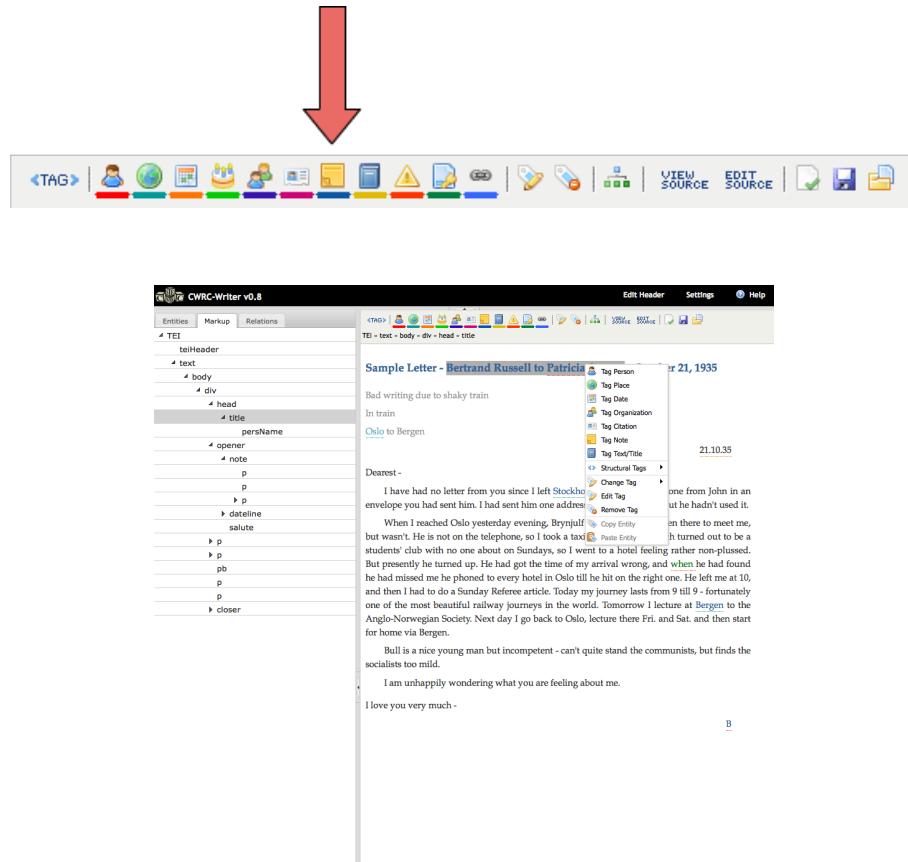
You have added a correction to your document. You can access the correction for edits in either the document and the entities column.



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."

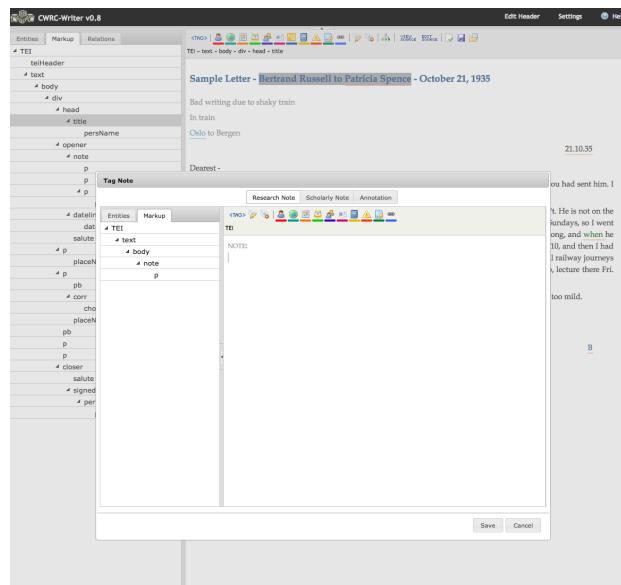


3. A mini-editor will pop-up, enter any information that you would like in the pop-up.

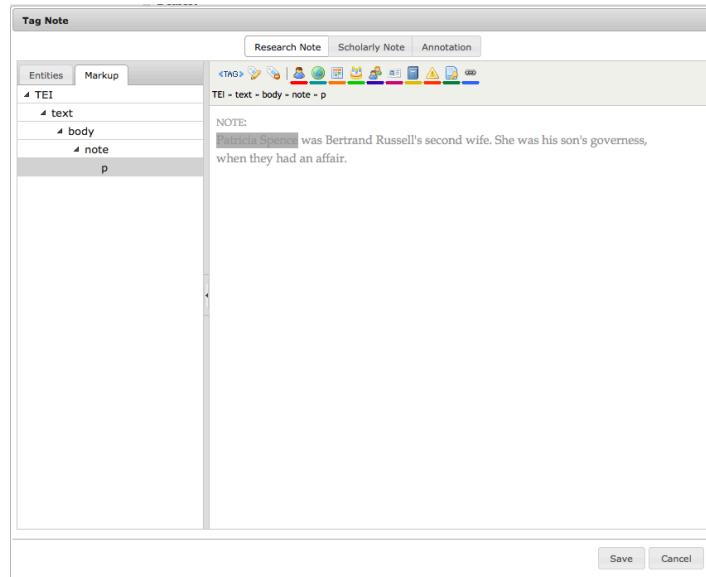
There is a specific way to add text within tags in the mini-editor. To do this, you click the tag twice in the structure/markup tree, so that its entry is italicized (this means the tag's content is selected). You can then start typing, which will add text content to that tag.



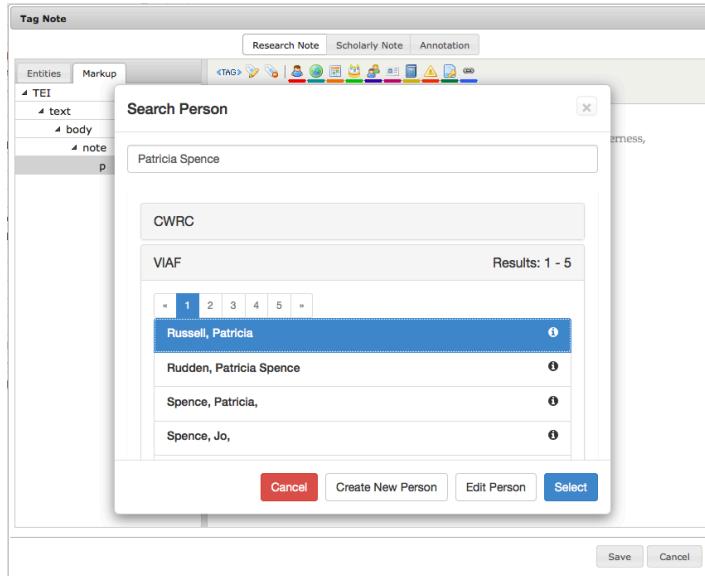
Note: When using the mini-editor you can add XML and RDF tags just like in the main editor, though the toolbar options are limited (e.g. you cannot choose to "save" or "validate" the note). The structure and entity panels on the left mimic the structure panel in the editor and displays all the tags you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



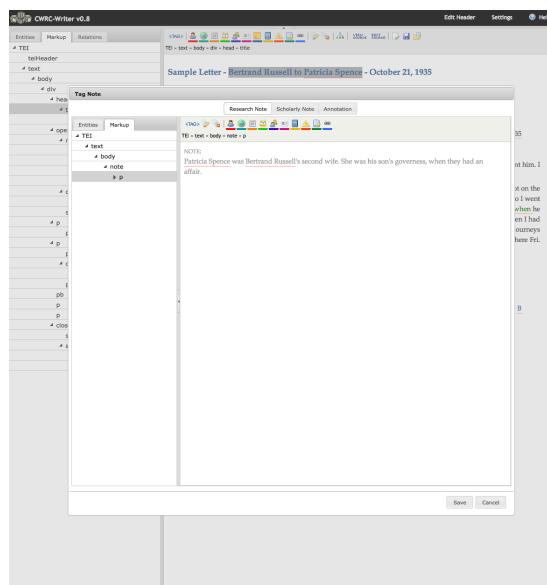
- Once you have entered the text into the editor, you can begin to tag the document. Adding structural tags and entities to the document.



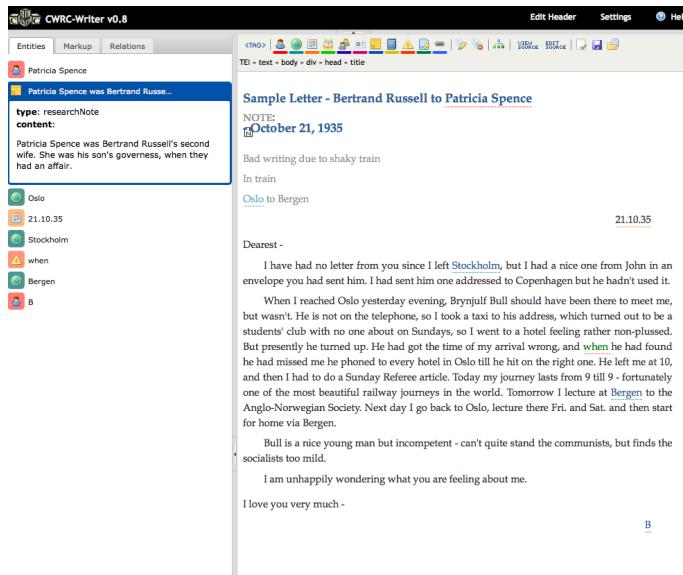
- If/When you decide to add entities to your note, you will see a pop-up exactly like that in the CWRC-Writer.



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



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



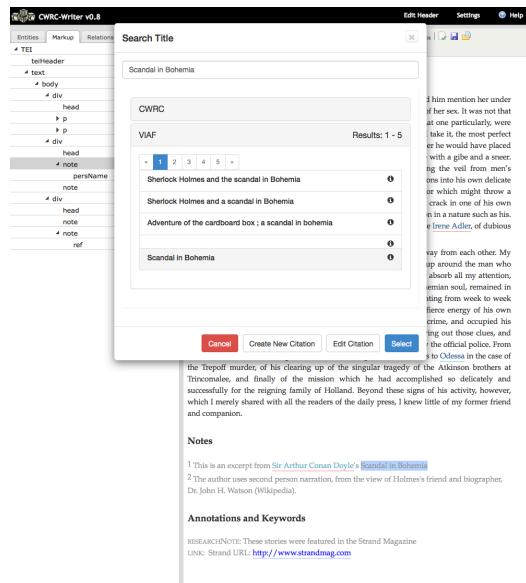
Creating citation entities

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

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



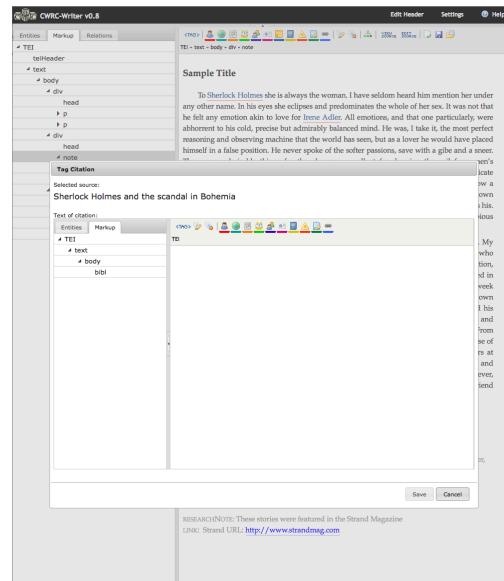
2. A pop-up will appear with a list of titles from the CWRC and VIAF entries. Choose an option and click on "Select."



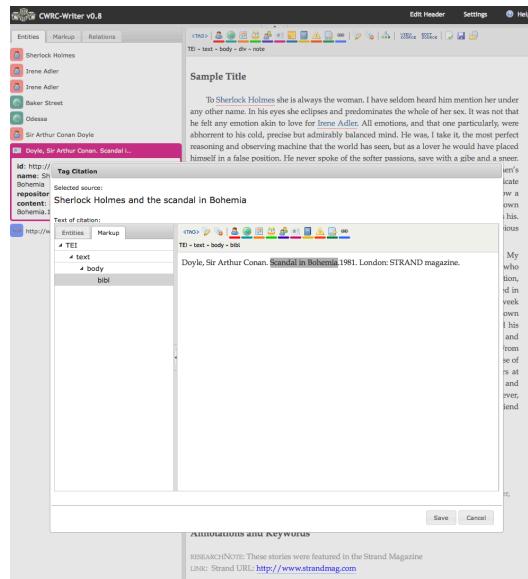
3. A mini-editor will pop-up, enter any information that you would like in the pop-up.

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

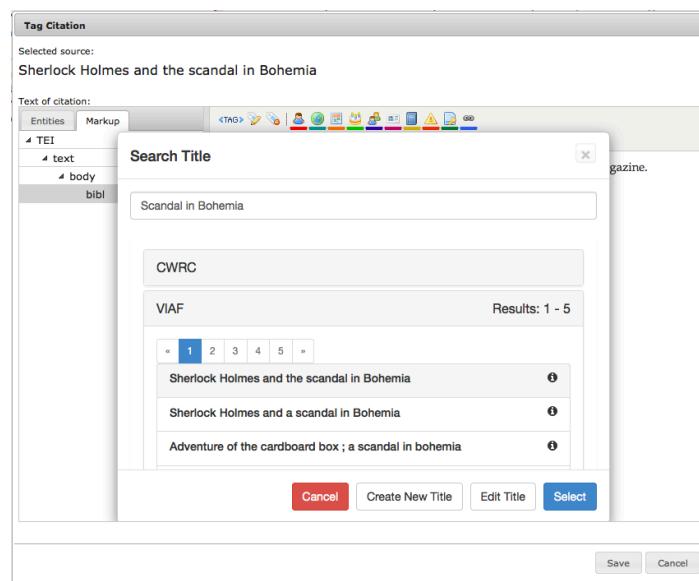
 **Note:** When using the mini-editor you can add XML and RDF tags just like in the main editor, though the toolbar options are limited (e.g. you cannot choose to "save" or "validate" the citation). The structure and entity panels on the left mimic the structure panel in the editor and displays all the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



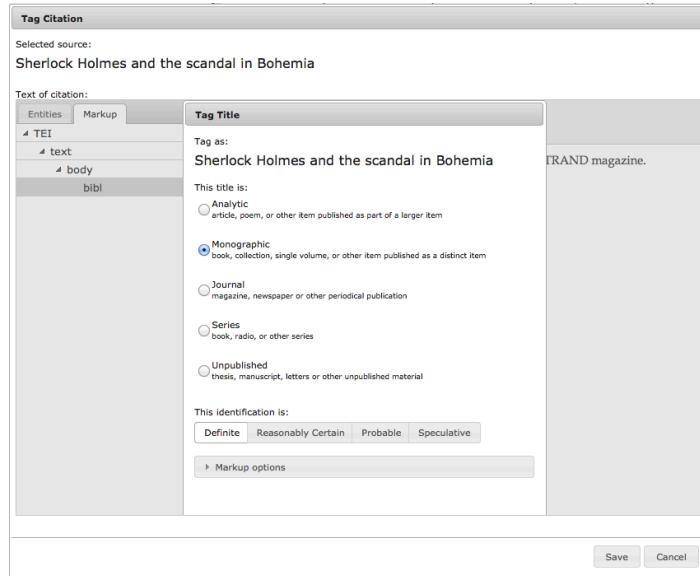
4. Once you have entered the text into the editor, you can begin to tag the document. Adding structural tags and entities to the document.



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



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



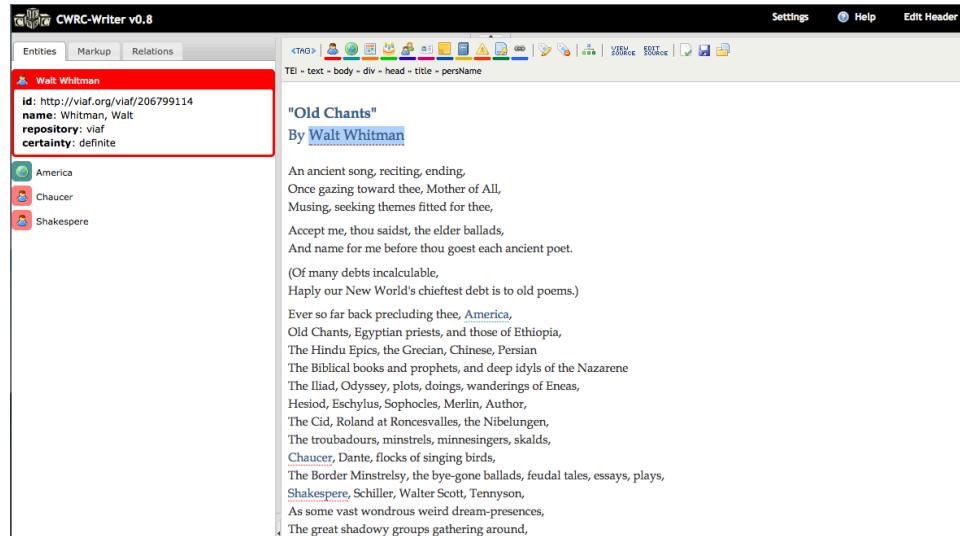
You have now created a citation in your document. You can see in the image below that the note appears in the document, currently the note does not format correctly in CWRC-Writer.

Content-Reference to:

Deleting entities from the editor

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

1. Highlight the annotated text.



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

The screenshot shows the CWRC-Writer interface. On the left, the 'Entities' panel lists entities: America, Chaucer, and Shakespere. One entity, 'Walt Whitman', is selected and highlighted with a red border. Its details are shown in a box: id: http://viaf.org/viaf/206799114, name: Whitman, Walt, repository: viaf, certainty: definite. The main text 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,



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

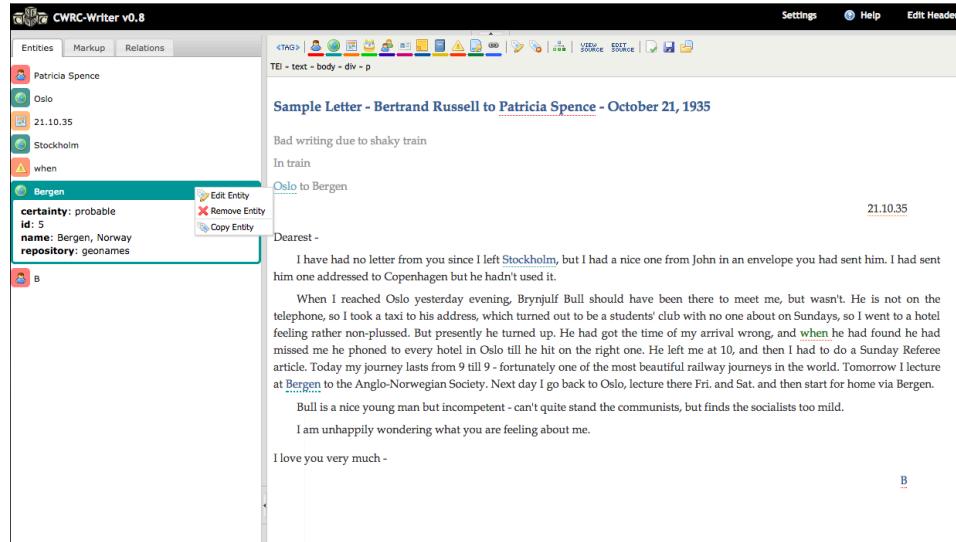
This screenshot shows the CWRC-Writer interface after the entity for Walt Whitman has been deleted. The 'Entities' panel now only lists America, Chaucer, and Shakespere. The main text area still displays the poem "Old Chants" by Walt Whitman, identical to the previous screenshot.

Deleting entities from the entities panel

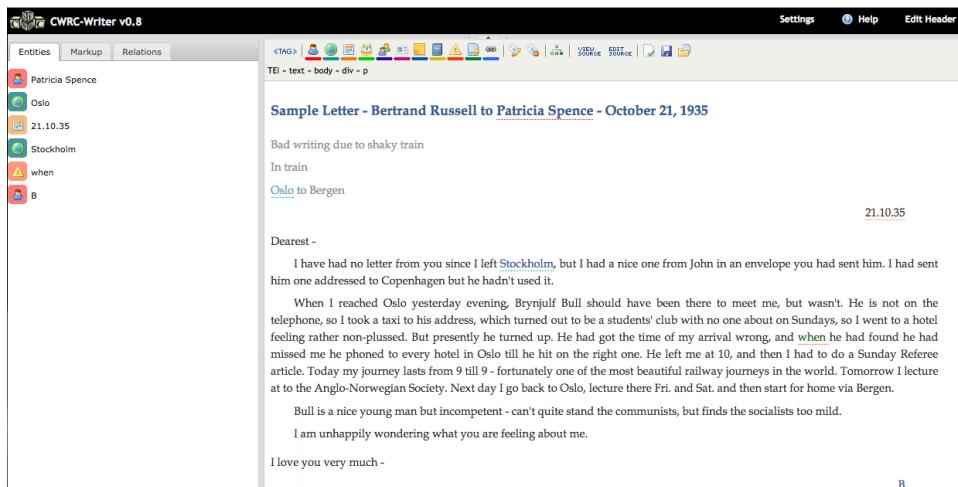
The CWRC-Writer templates come with pre existing entities as examples to new users. You can easily delete these entities or any entities that you don't want in you document or those you have mistakenly added from the entities panel.

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

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



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



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.

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 surprises.
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,

- 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.

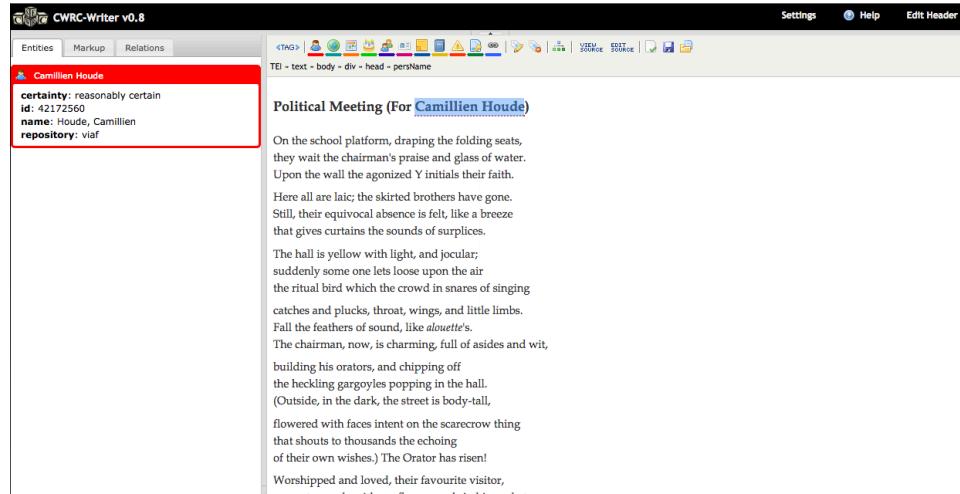
Political Meeting (For)

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

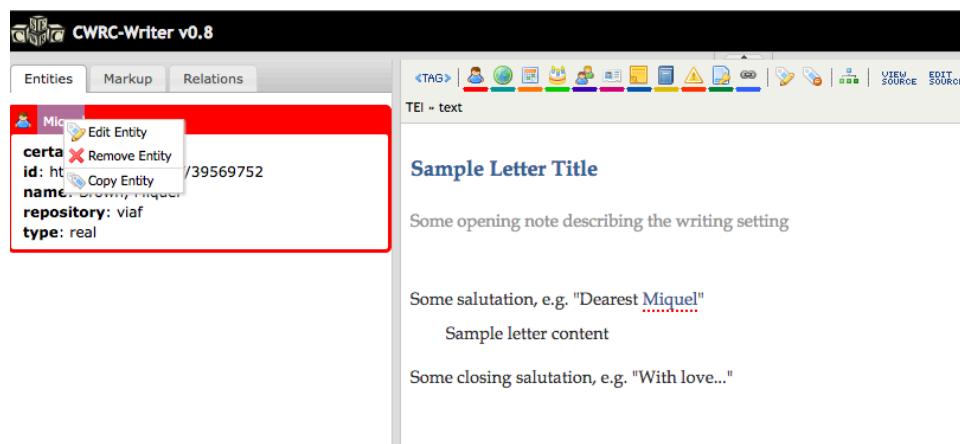
Editing entities from the editor

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

- Highlight the text annotated.

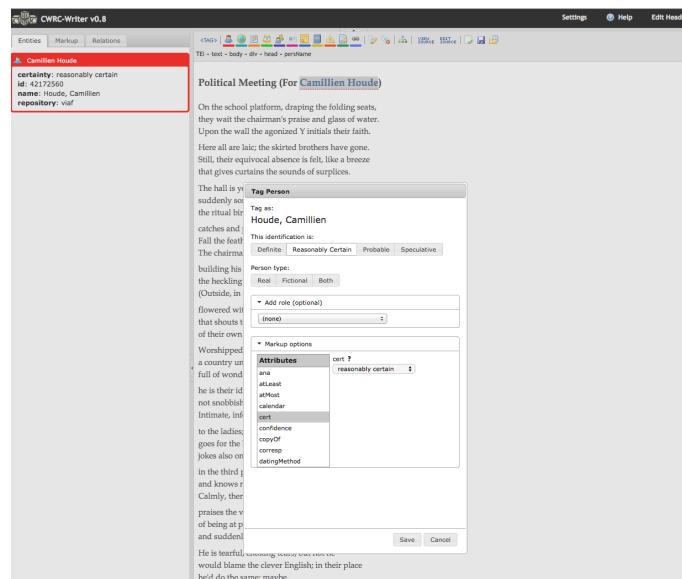


- Right-click on the highlighted text and choose the Edit tag option.



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

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



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

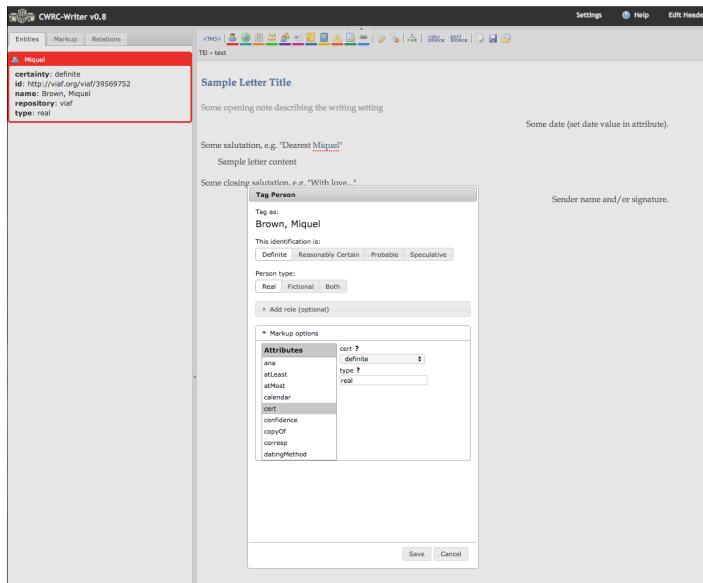
Editing entities from the entities panel

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

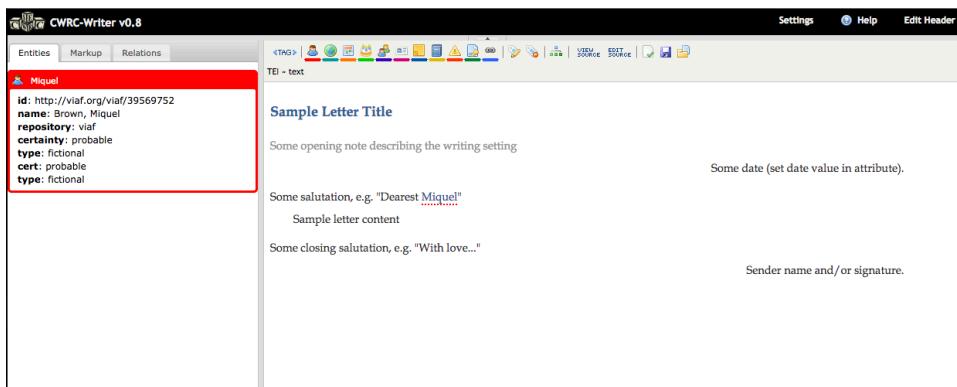
1. Right-click on the entity annotation you would like to edit. Choose the option `Edit Entity`.

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

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



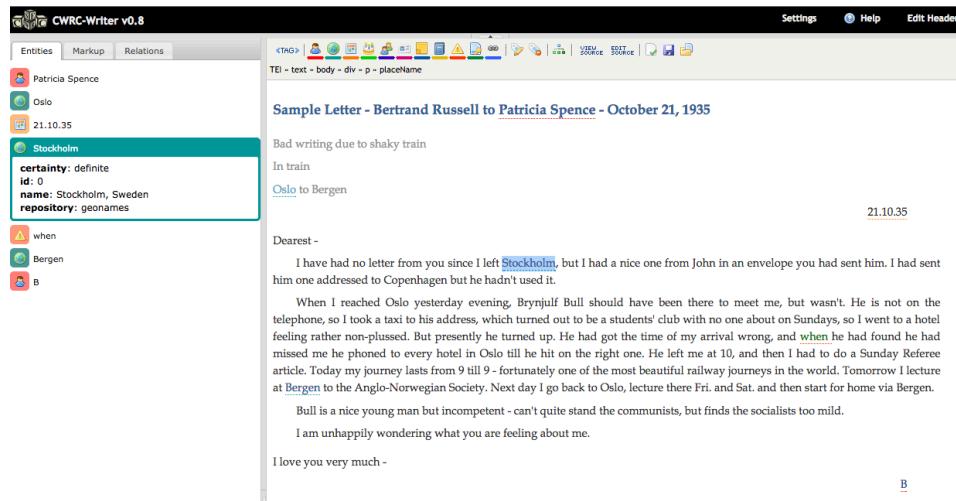
The edited information will appear in the left "Entities" column. Click on the entry to see the information attached to that particular entity annotation.



Editing entities from the toolbar

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

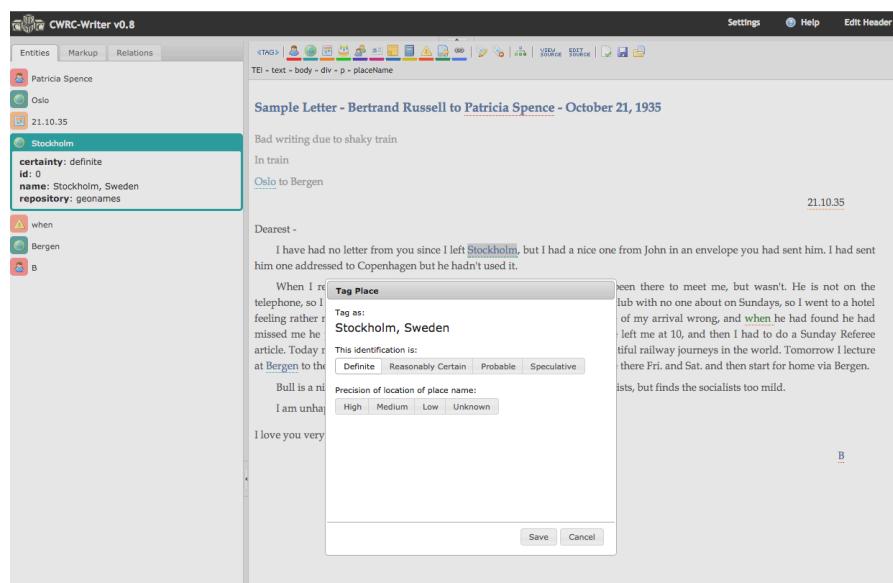
1. Highlight the annotated text.



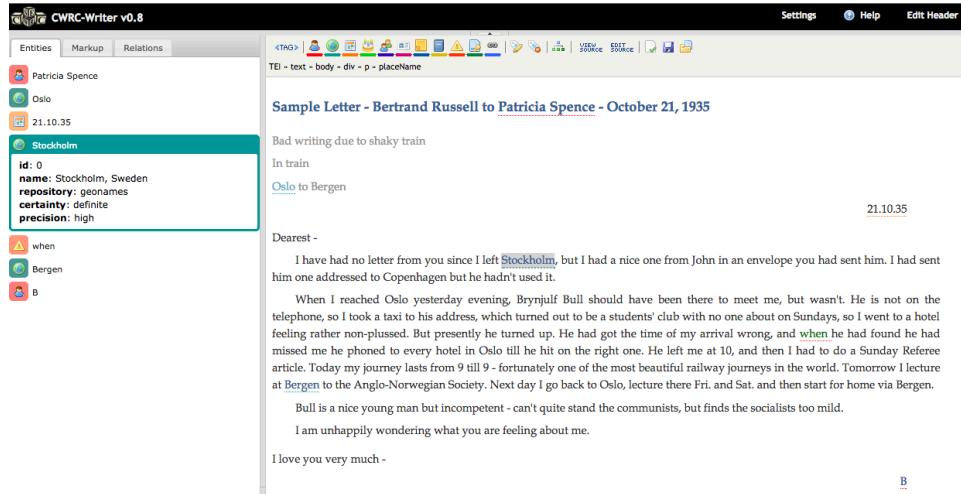
- Click on the toolbar button **Edit tag** to edit the highlighted entity annotation.

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

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



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

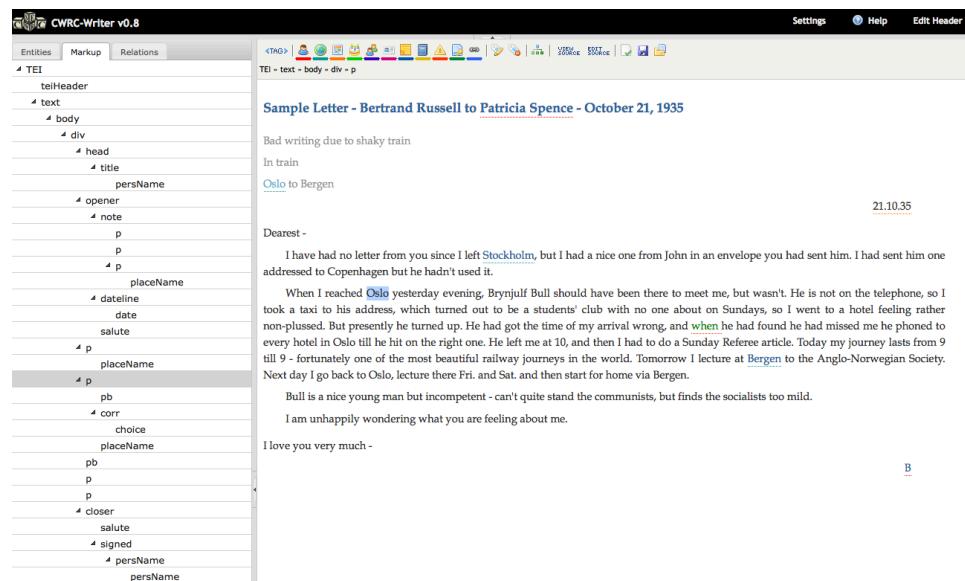


Tagging entities in the editor

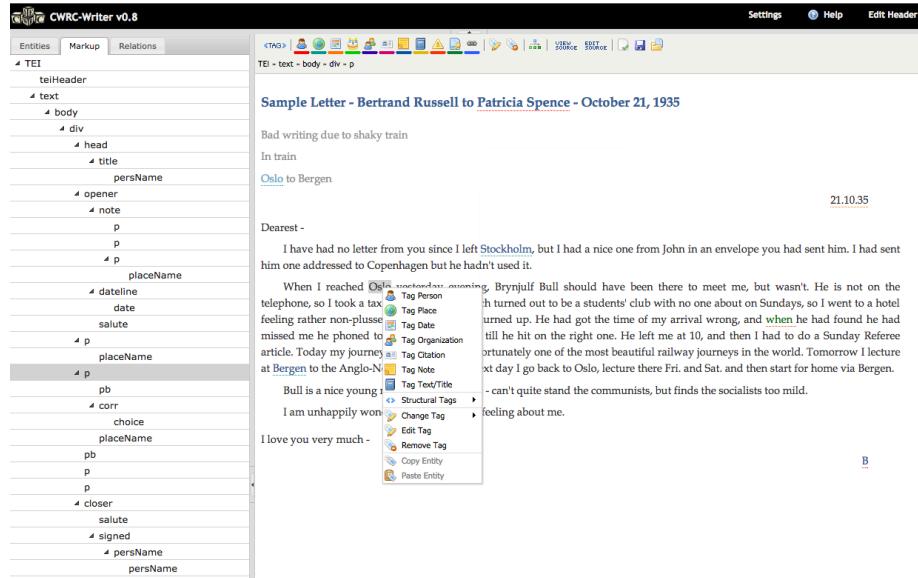
CWRC-Writer allows you to add RDF entities to your document. You can add these tags from within the editor using your mouse right-click button. When you add RDF entities to the document you are also adding a corresponding XML tag to the document.

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

Currently, the events tag is not full functional.



2. 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.

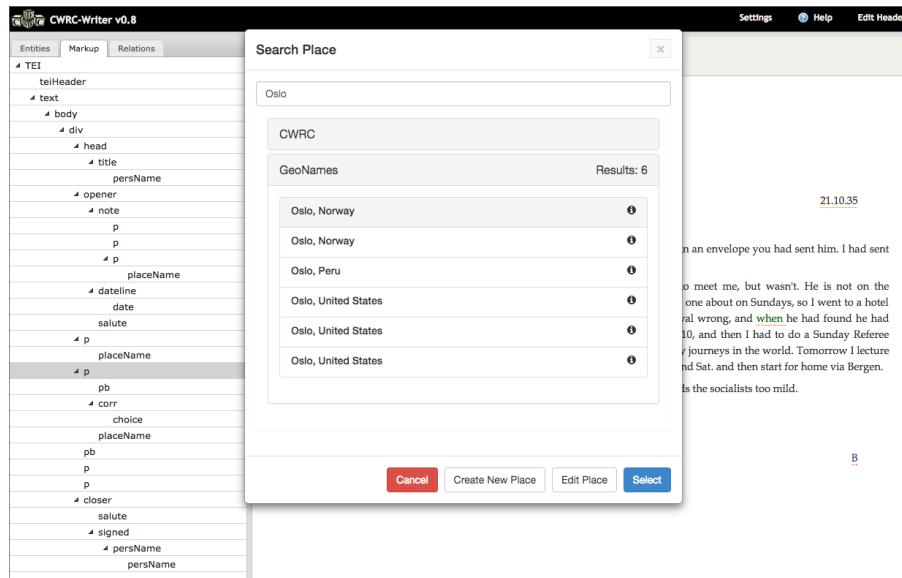


3. Choose a CWRC, VIAF or GeoNames (depending on what entity you are tagging) entry and click on "Select."

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.

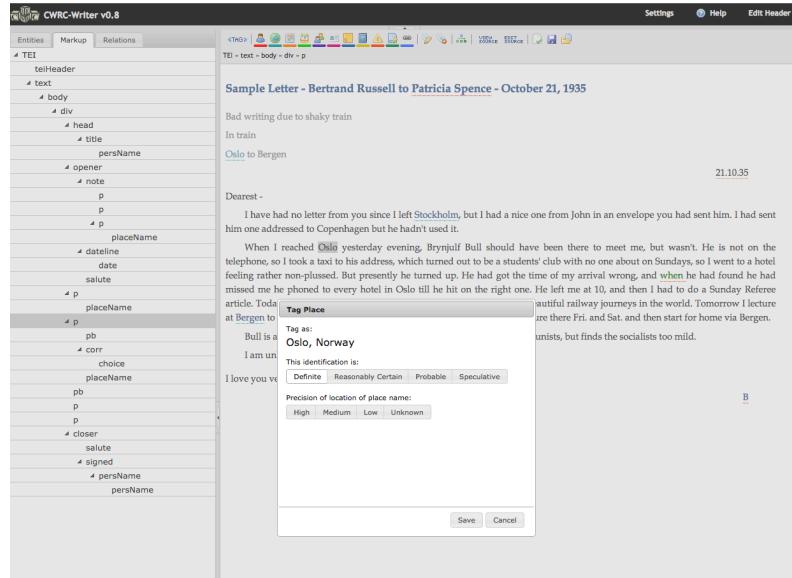


Note: You can also create a new entry in the CWRC system, this will be covered in alternate help pages.

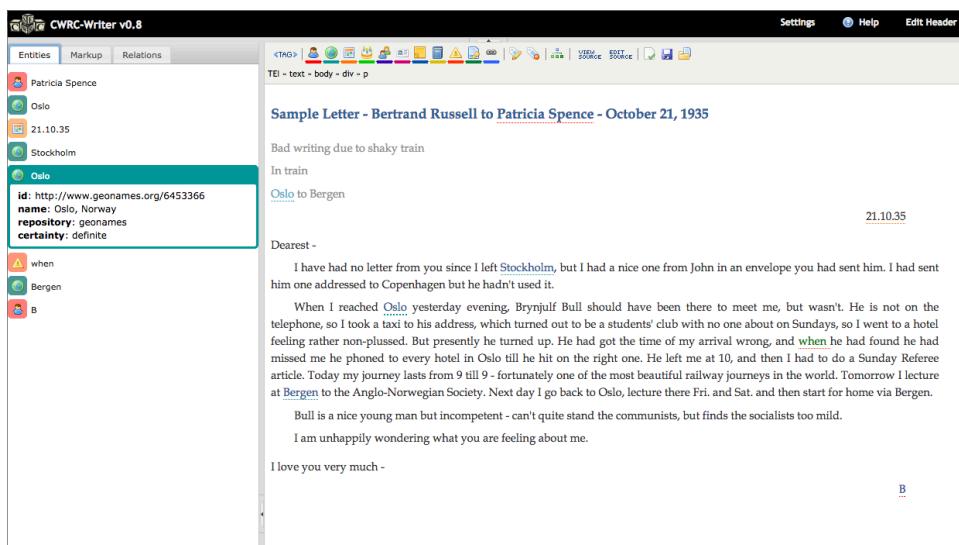


4. Add any qualifying information to the entity (precision, identification, etc.) and click "Save."

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.



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.

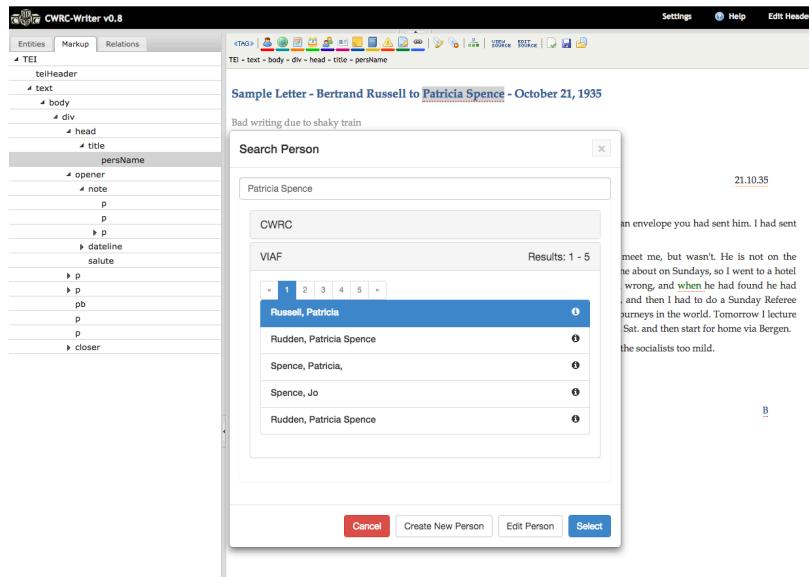
Currently, the events tag is not fully functional.

- 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.

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

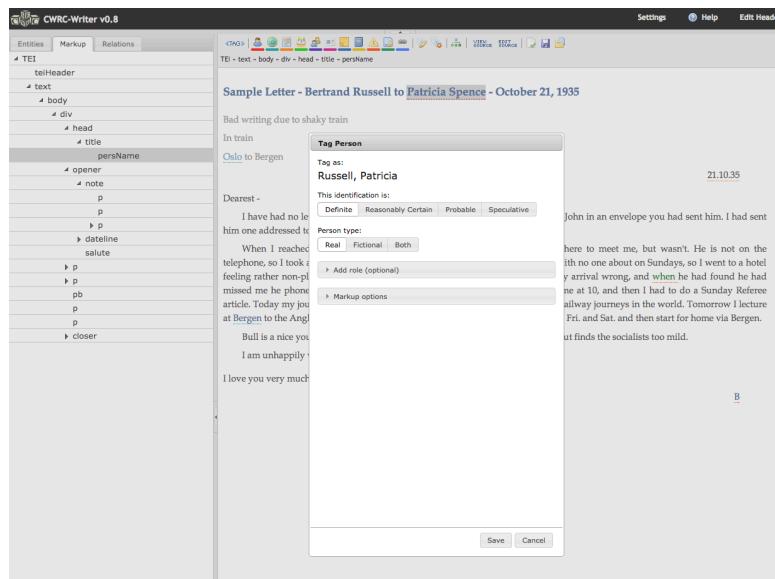
The editor is now hooked up to the CWRC entity system. Lookup of all named entities (e.g. persons, organizations, places, and titles) from within CWRC is now available, as well as lookup in authoritative linked data sources. The external VIAF list of authorities, produced from national and major research 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.



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

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



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

The screenshot shows the CWRC-Writer v0.8 application. On the left, there's a sidebar with tabs for 'Entities', 'Markup', and 'Relations'. Under 'Entities', a red box highlights 'Patricia Spence' with the following details:

- id:** http://viaf.org/viaf/279399399
- name:** Russell, Patricia
- repository:** viaf
- certainty:** definite
- type:** real

Below this are icons for 'Oslo', '21.10.35', 'Stockholm', 'when', 'Bergen', and 'B'. The main workspace displays a sample letter from Bertrand Russell to Patricia Spence on October 21, 1935. The letter content is:

Bad writing due to shaky train
In train
Oslo to Bergen 21.10.35

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

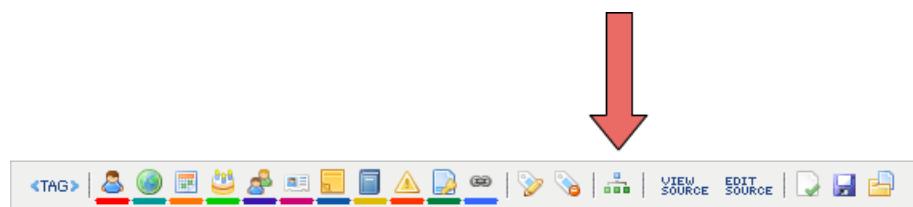
Bull is a nice young man but incompetent - can't quite stand the communists, but finds the socialists too mild.
I am unhappily wondering what you are feeling about me.
I love you very much -

A large red arrow points downwards to the toolbar below the text area.

Adding relations

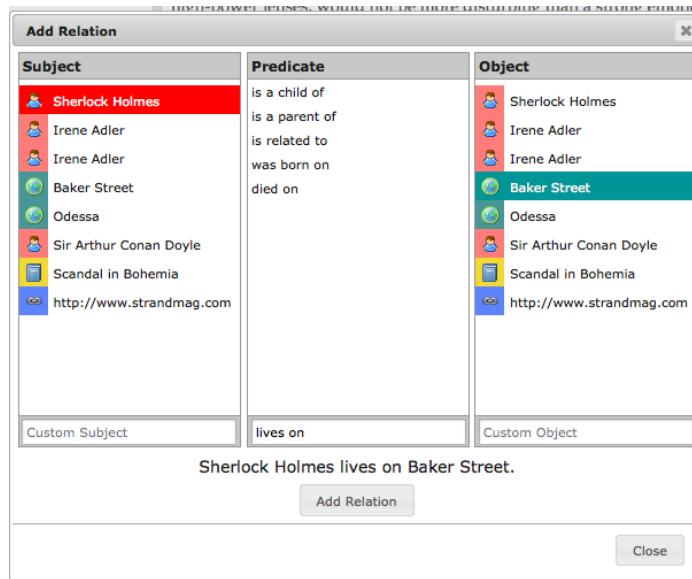
You can add relationships between the tagged entities within the document. You connect these entities with predicates, pre existing ones occur or you can add your own. This lets you create a semantic web of information within your document.

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.

The screenshot shows the CWRC-Writer interface. The left sidebar has tabs for 'Entities', 'Markup', and 'Relations'. The 'Entities' tab is active, displaying a list of relations. The main area shows a sample title and a text excerpt. Entities in the text are highlighted with blue boxes, and the 'Entities' tab in the sidebar is also highlighted.

Deleting relations

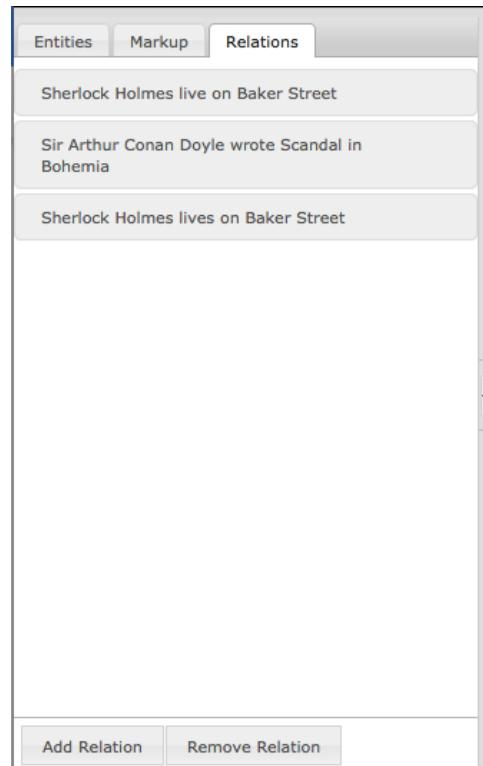
If you have mistakenly added a relation, you can delete them in the left column.

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

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



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



CWRC-Writer reference materials

CWRC-Writer reference materials introduction

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

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.

CWRC-Writer v0.8

The screenshot shows the CWRC-Writer application interface. At the top, there is a toolbar with various icons for editing and managing documents. To the right of the toolbar, a large arrow points downwards, labeled "Toolbar". Below the toolbar is a navigation bar with tabs for "Markup" and "Relations". The main workspace displays a sample letter from Bertrand Russell to Patricia Spence, dated October 21, 1935. The letter content includes several paragraphs of text and some redacted sections. On the left side, a tree view shows the document structure, including sections like "text", "body", "div", "head", "opener", "note", "p", "dateline", "salute", and "placeName". A context menu is open over the "placeName" node, listing options such as "Tag Person", "Tag Place", "Tag Date", etc. At the bottom of the workspace, there is a validation section with buttons for "Validate" and "Clear", and a message stating "Your document is valid!". A large arrow points upwards from this validation area, labeled "Validation Field".

Links:

[Settings menu](#) on page 78[Navigation columns](#) on page 80

[CWRC-Writer Toolbar](#) on page 83

[CWRC Entity system](#) on page 84

[Right-click menu in the text area](#) on page 87

[Right-click menu in the structure column](#) on page 88

[Right-click menu entities column](#) on page 89

[Right-click menu in the relations column](#) on page 90

Settings menu

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

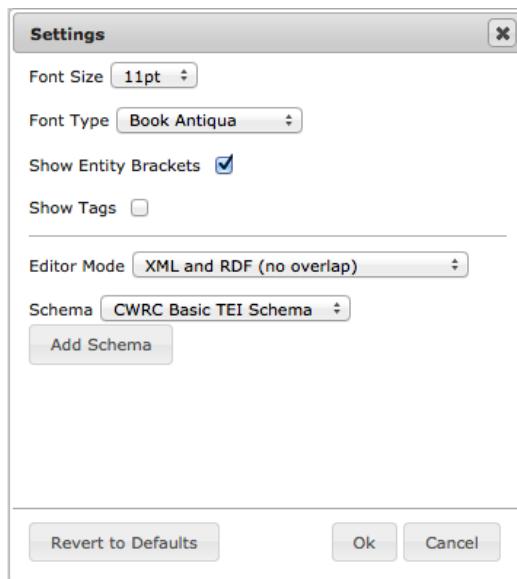
Settings menu - general information

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

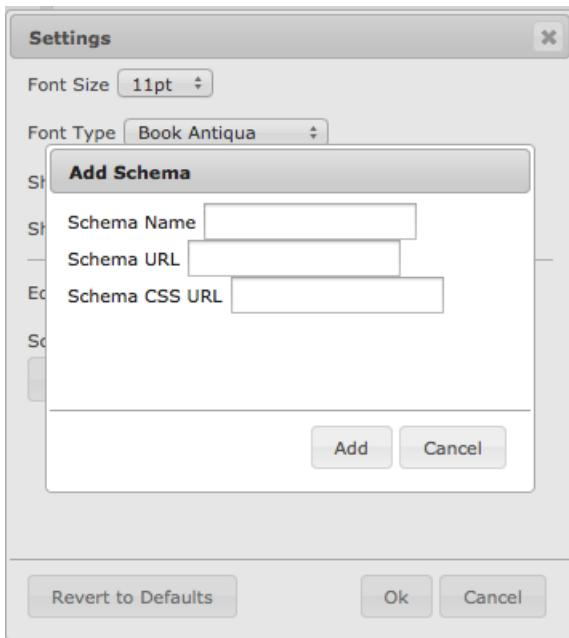
The top half of the settings pop-up allows users to modify the font and size of the text displayed in the editor panel. There are two checkboxes that allow you to view the entity brackets (which is preset to be on) and the show tags option. This will allow you to view the XML brackets in the document.

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.

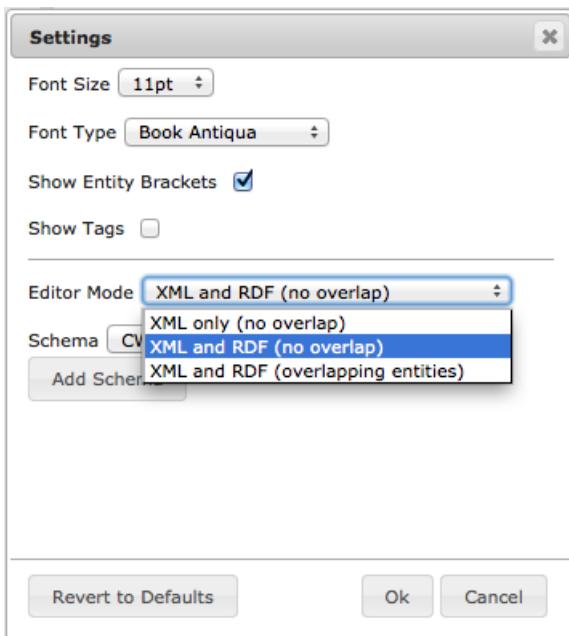


Settings menu - changing the editor mode

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.

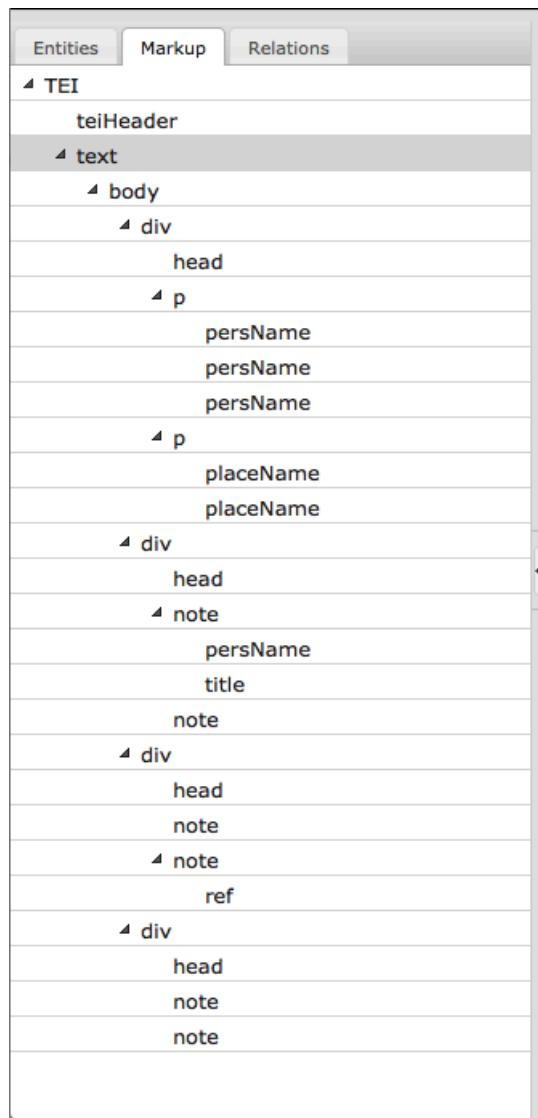
If you are in "XML/RDF overlapping entities" mode then your entities will be saved in the form of RDF only, although the structural tags for your document will continue to take the form of hierarchical XML. You can add tags and entities to the document that overlap within the document.

Navigation columns

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

Structure column

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



Entities column

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

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

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

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

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

Relations column

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

Sherlock Holmes lives on Baker Street

Sir Arthur Conan Doyle wrote Scandal in Bohemia

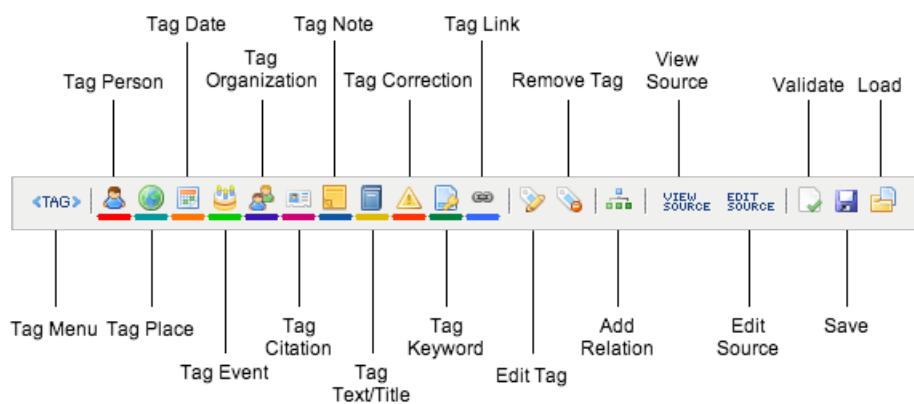
Scandal in Bohemia was published in
http://www.strandmag.com

Add Relation Remove Relation

CWRC-Writer Toolbar

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

Toolbar icons



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

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

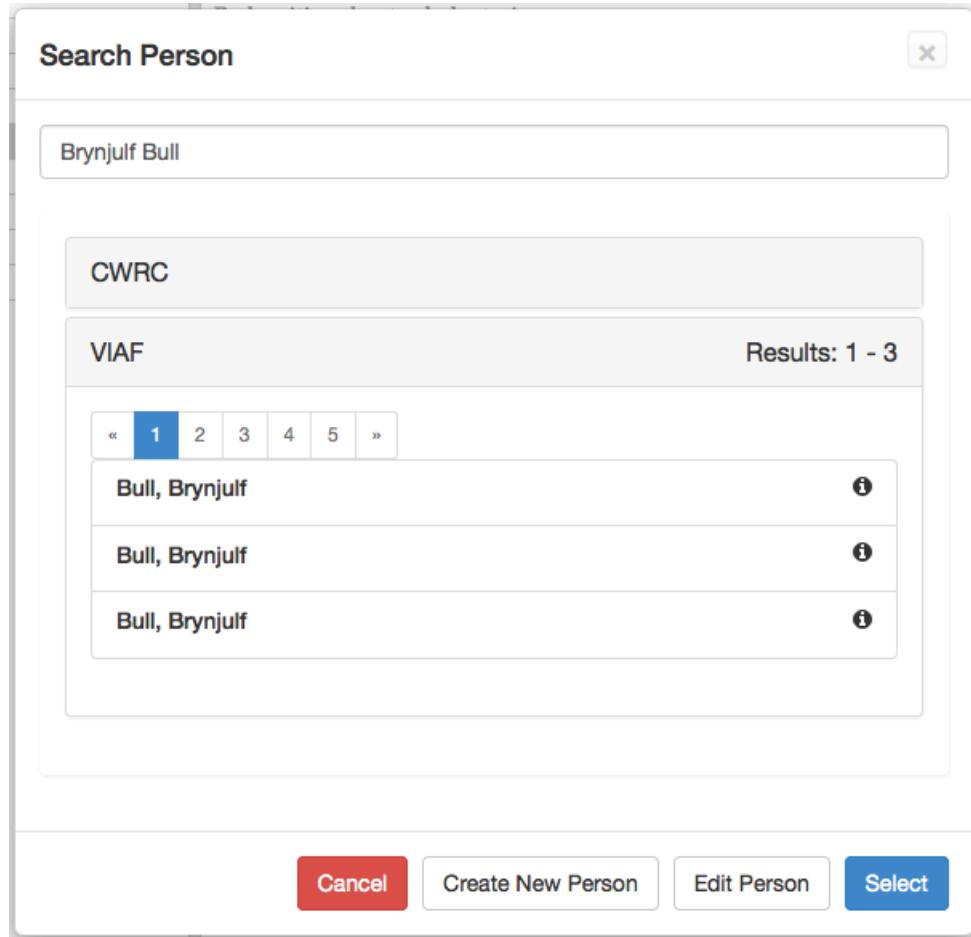
CWRC Entity system

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

Understanding the CWRC entity system

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

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



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

Add Person

About

Person type [+](#)

Contributing project(s) [+](#)

Identity

Preferred name

Name part [+](#)
 ? Required value

Name type [+](#)

Variant name(s) [+](#)

Same as [+](#)

Description

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

Factuality [+](#)

Gender [+](#)

Occupation [+](#)

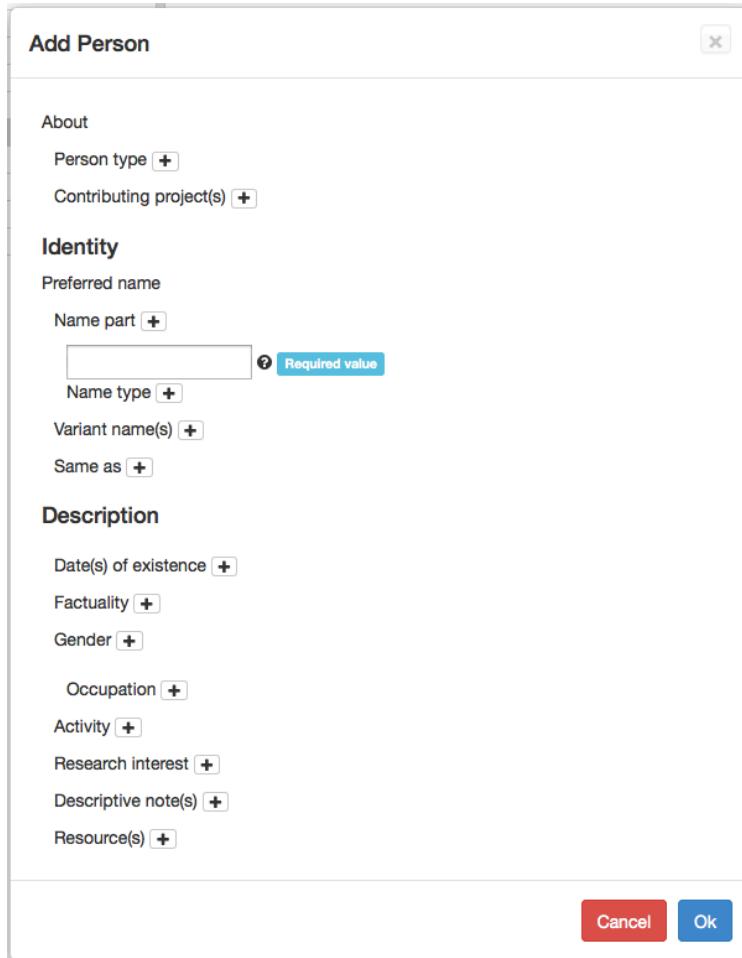
Activity [+](#)

Research interest [+](#)

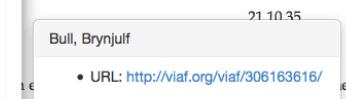
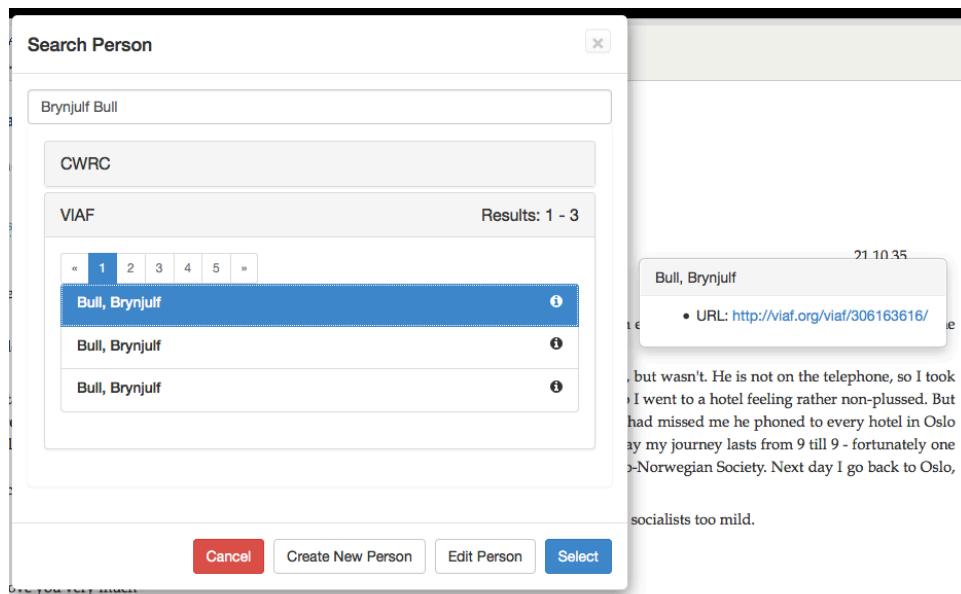
Descriptive note(s) [+](#)

Resource(s) [+](#)

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



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



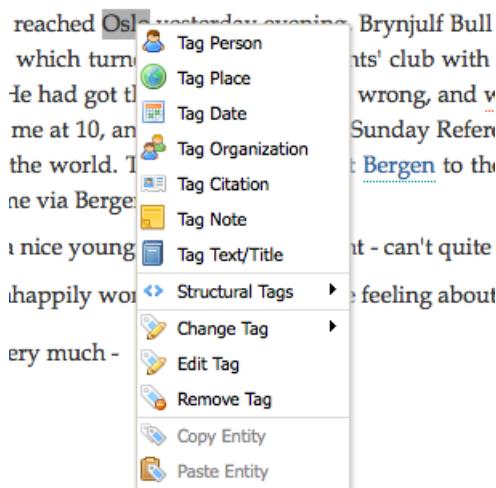
but wasn't. He is not on the telephone, so I took
I went to a hotel feeling rather non-plussed. But
had missed me he phoned to every hotel in Oslo
ay my journey lasts from 9 till 9 - fortunately one
-Norwegian Society. Next day I go back to Oslo,

socialists too mild.

Right-click menu in the text area

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

Right click menu



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

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

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

Tag Organization is used to tag an organization or company.

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

Tag Note is used to tag a note or annotations.

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

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

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

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

Remove Tag is for removing a tag.

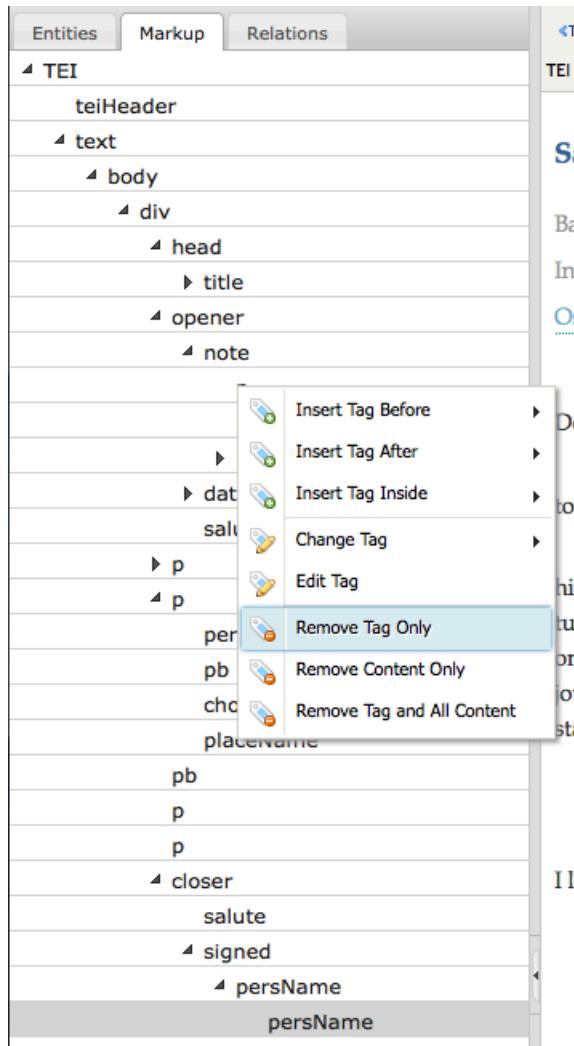
Copy Entity allows you to copy an entity, this option is only available when you highlight a pre tagged entity.

Right-click menu in the structure column

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

Right-click menu

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



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

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

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

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

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

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

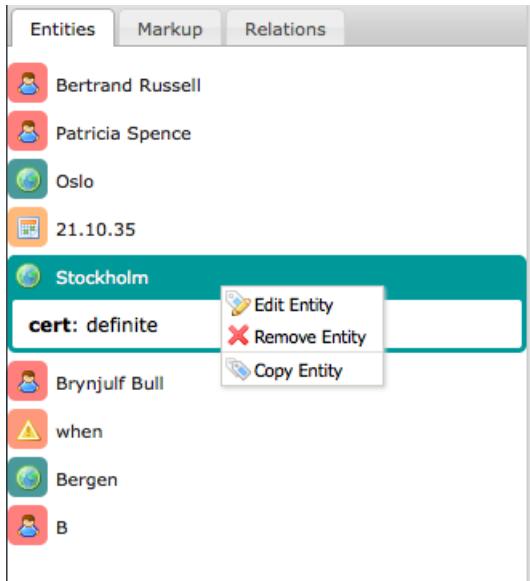
Remove Content Only allows you to remove the content of a tag (text, nested tags, etc.), but keep the tag.

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

Right-click menu entities column

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

Right-click menu



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

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

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

Right-click menu in the relations column

Adding relations between entities

Right-click menu

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

