

Digital Production Workflow flowchart

Our digital production has three phases:

- ❖ The InDesign phase, where we add in export-specific information
- ❖ A collecting metadata phase, where we pull together all the metadata we need for the TEI header and for the website
- ❖ And an XML transformation phase, where we audit the TEI-XML for accuracy and add in any final adjustments.

1. Create Export Book in InDesign
2. Perform export-specific InDesign interventions
 - a. Review Internal Linking workflows
3. Audit export ID interventions
 - a. indicators, internal links
 - b. This is also a good time to catch errors in semantic tagging and errors that may affect our code.
4. Collect TEI Header Contributor Metadata in spreadsheets
5. Collect Metadata Categories information
6. Collect edition-level metadata and revision information in existing parent spreadsheet
7. Converting InDesign Docs to TEI-XML
8. Audit generated TEI
 - a. Refer back to 8a. TEI-XML Basics for a refresher on the structures of TEI-XML, how oXygen works
 - b. Make sure the TEI-XML validates
 - c. Check concordances of indicators and notes between text files and note files
 - d. General things to monitor: correct applications/expressions of Character Styles (especially things like italic strikethrough and subscripts); formatting of lists; facing page documents; ref targets are looking okay; milestones and foliation applied to all instances; spaces are preserved
9. Insert manual oxygen interventions
 - a. Nested tags; internal links
10. Upload editions to site and populate metadata
11. Upload edition and documentation to Github