

oXygen Interventions Best Practices

oXygen Interventions spreadsheets are where we record any information that needs to show up in our TEI-XML, but that we cannot mark up in InDesign. We will be entering these in the oXygen XML Editor at a later stage.

Every edition needs its own new oXygen Interventions spreadsheet.

- ❖ The template for oXygen Interventions spreadsheets live in Creative Cloud
- ❖ Copy the spreadsheet and paste it into the Editor's folder you are working in
- ❖ Rename the file according to our File Naming Conventions.
 - Ex. Livingston-Knyghthode-oXygen-Interventions

As a general rule: Any information must be entered as specifically as possible.

- ❖ We need location information (file names, the book you are working in, page / line / paragraph numbers) to help find the instance in our InDesign files, as well as full phrases that we can search for in the TEI-XML.
- ❖ Make sure to include exactly the phrase that needs to be retagged, as well as any contextual phrases that may be important. We will need to use these phrases to find the location of the intervention in the XML file.
- ❖ Make sure you put your name and the date of when you record this information.

Most commonly we note when we need to apply several InDesign Character Styles to the same word or phrase. You should note the following types of conflicts:

- ❖ An overlap between Person Name, Place Name, and/or Date.
- ❖ Any Speakers that should also be Person Name
- ❖ Any languages that need to be applied in addition to another tag
- ❖ Any glosses that also need to be italicized because they are a foreign language
- ❖ Any italicization that gets lost when the phrase is tagged as Internal Link

If there are no interventions that will need to be done in oXygen for any files within a particular edition, we still need a spreadsheet where we can record that information.

- ❖ Enter the following phrase into one of the top rows of the spreadsheet: ** No interventions were found in any files within the [Editor-Volume] edition.** And put your name in the appropriate column.

Clipboard Font Alignment			
<div> <div>B7</div> <div> <div>✕</div> <div>✓</div> <div><i>f</i>_{sc}</div> </div> </div>			
	A	B	C
1	InDesign File Name	Line / Paragraph Number	Full phrase
2			
3	** No interventions were found in any files within the McShane-Jerusalem edition. **		
4			
5			
6			