

TranscribeEstoria | Shortcut list for easy reference

transcribeestoria.bham.ac.uk

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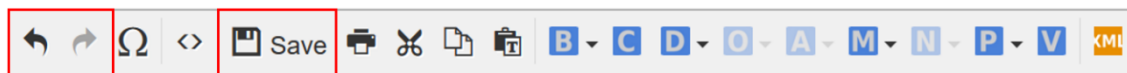
TranscribeEstoria

Shortcut list for easy reference

General commands	2
Line breaks	2
Column breaks	2
Rubrics, other colours and capitals	3
Abbreviations	4
Punctuation	6
Marginalia	7
Corrections and other alterations	8

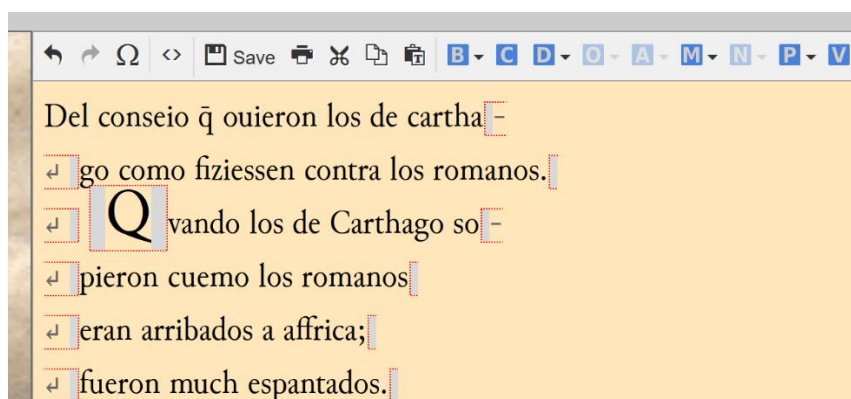
General commands

Most commands can be found in the toolbar at the top of the page. As you might expect, the system includes buttons to **Save**, **Undo** and **Redo**. We recommend that you save your work often!



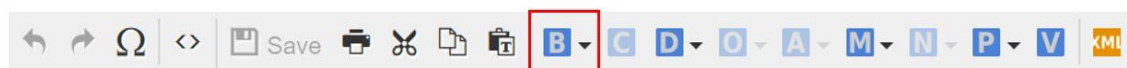
Line breaks

You can enter a line break by pressing the **Enter** key, and the system will record this automatically. If the break is in the middle of a word, it will enter a hyphen automatically. You can also enter a line break through the menu bar in the **B (Break)** button.

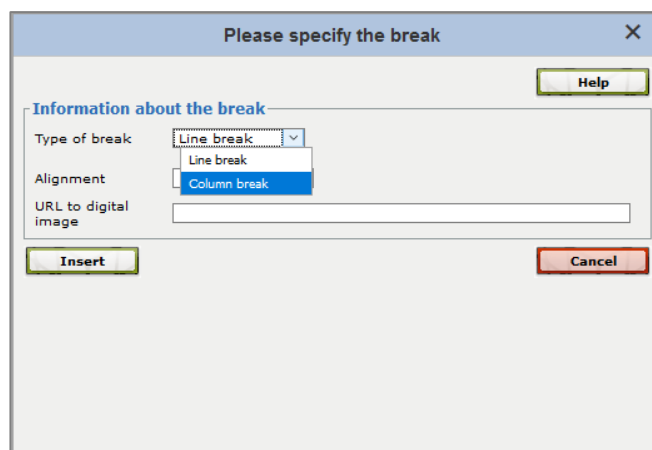


Column breaks

You insert column breaks, by putting the cursor in the place you think there is a column break and clicking on the **B** icon in the toolbar:

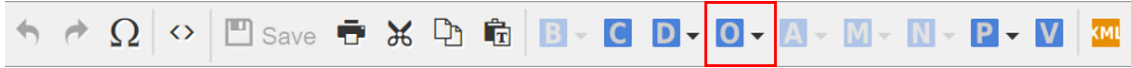


In the dialogue box, choose **column break** and click **insert**. You will see the marker 'CB' entered into your transcription at the end of the column.

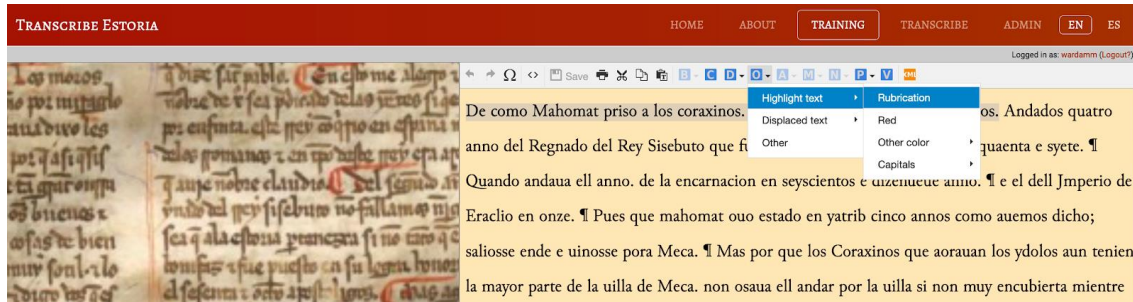


Rubrics, other colours and capitals

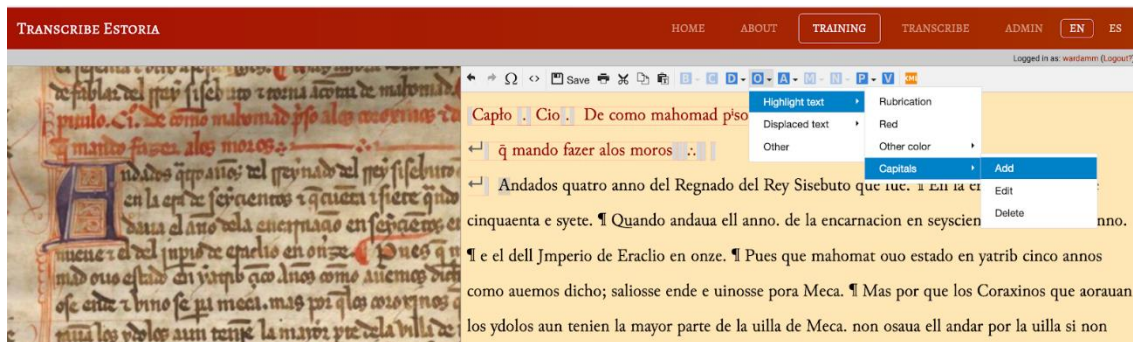
To mark text as **rubric**, highlight the text in question. Click on the **O** (Ornamentation) icon in the toolbar:



In the drop down menu, choose **Highlight text** > **Rubrication**.



NB! Please edit the text of the rubric (entering abbreviations, corrections etc.) before you mark it as a rubric. You'll see there is also the option here to enter a **capital**. Select the letter you want to pick out as a capital. Click on **Capitals**, and then **Add**, as follows:



In the dialogue box, tell us how many lines high the capital is:

Please specify the capitals

Information about capitals

Height of the capitals
3
line(s)

Insert

Cancel

Special Characters													×
macron	-	-	-	-	-	-	-	-					
combined letters	ḃ	ḥ	ḥ	ḭ	ḭ	ḭ	ḭ	ḭ	ḭ	ḭ	ḭ	ḭ	
superscript letters	ḃ	ḥ	ḥ	ḭ	ḭ	ḭ	ḭ	ḭ					
special symbols	τ	‘	‘	9	9								
abbreviated compendia	s̄c		ōron		t̄p̄o		tr̄a		n̄r		īhu		
	x̄p̄o		x̄o		Cap̄lo		īhr̄lm						
													Close

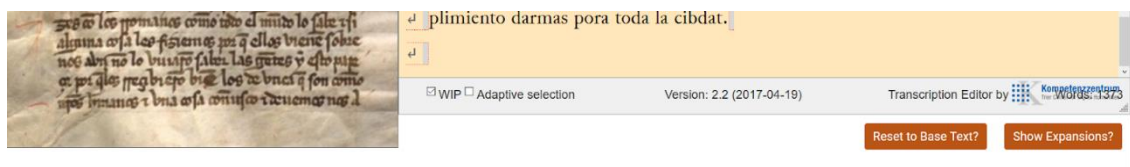
Choose the appropriate symbol. Note that the first line contains an array of **macrons**. This is because each of them represents a different abbreviation. The first one represents an “n”, the second one an “m”, the third one “mn”, the fourth one “ue” and so on. If you hover over any of these characters, you can see what the expanded version represents to the right of the box. In this example, you can see that the macron being chosen represents “ue”, so you would use it to represent, for example, **q̄** or **aq̄llo**, where this represents “**que**” and “**aquello**”. Note that in the other lines too, the same symbol can represent different expansions, so be careful to choose the right one!

Special Characters													×
macron	-	-	-	-	-	-	-	-					
combined letters	ḃ	ḥ	ḥ	ḭ	ḭ	ḭ	ḭ	ḭ	ḭ	ḭ	ḭ	ḭ	
superscript letters	ḃ	ḥ	ḥ	ḭ	ḭ	ḭ	ḭ	ḭ					
special symbols	τ	‘	‘	9	9								
abbreviated compendia	s̄c		ōron		t̄p̄o		tr̄a		n̄r		īhu		
	x̄p̄o		x̄o		Cap̄lo		īhr̄lm						
													Close

As we have seen, in most cases you have to select in the base text the characters that are abbreviated (thus, “ue” in the case of the word “**q̄** > **que**”, or “**aq̄llos** > **aquellos**”; “ua” in the case of the word “**q̄a**do > **quando**”) and click on the appropriate symbol in the dialogue box. **But take note!** In the case of the **combined letters**, in line 2, you also have to select the preceding letter because in these cases the system both the abbreviated characters and the letter crossed by the horizontal line - thus in the word “**obispo**”, you have to select “**bis**” (and not just “is”) and then insert the symbol “**ḃ**”.

Special Characters													×																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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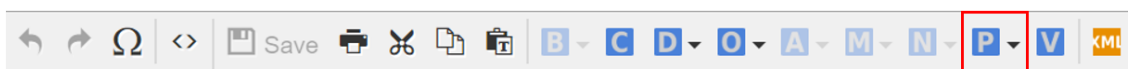
In the transcription window you can see the abbreviations in one of two ways: with or without the expansion. You can choose which way to see the text at the bottom right of the transcription window [show/hide expansions](#).



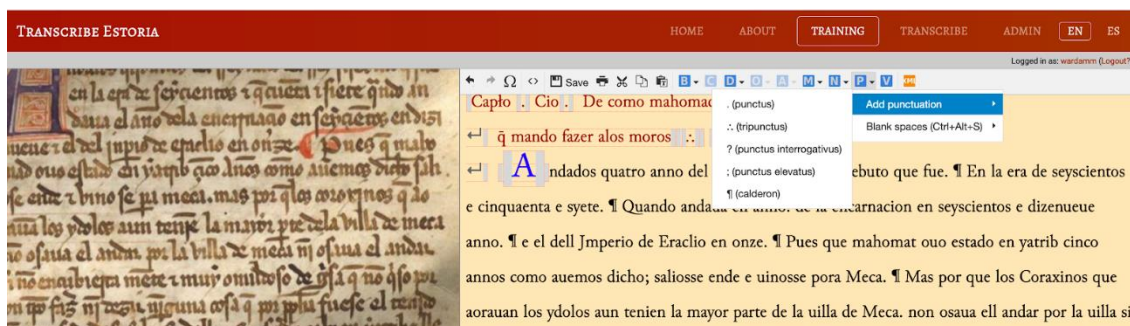
Seeing the expansions of all of the text you have entered can be very useful to check you have entered the right one. You will see that the abbreviated characters appear in grey and preceded by the abbreviated character in question - **aq̄(ue)llo**. If, on the other hand, you prefer not to see the expansions, in this case you will see the following: **aq̄llo**.

Punctuation

You can use the full stop on your keyboard for most of the points you will see. Occasionally you may see other punctuation marks, especially the **pilcrow ¶** or the **tripunctus ∴**. You can enter any such marks by placing the cursor where the punctuation mark is to go and click the **P** icon on the toolbar:

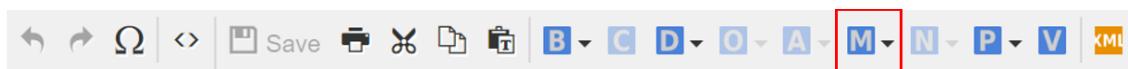


In the drop down menu, choose whichever mark you see:



Marginalia

Where there are marginal comments, place the cursor in the text at the closest point to the marginal note, and click on the **M** on the toolbar:



Type the marginal text in the box (in this case "Seujlla"), remembering to represent it as closely as possible.

 A screenshot of the 'Specify marginalia' dialog box. The dialog has a title bar with a close button. Inside, there's a section titled 'Information about the marginalia'. It includes a 'Marginalia' label, a 'Chapter number' dropdown, a 'Number of lines covered' input field, and a large text area where 'Seujlla' has been typed. Below the text area are fields for 'Number (as used for XML attribute "n")', 'Position', and 'Alignment'. There are also checkboxes for 'Calculate number automatically'. At the bottom, there are 'Insert' and 'Cancel' buttons. A 'Help' button is in the top right corner.

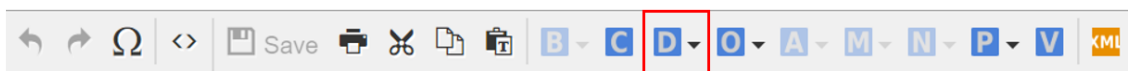
Then use the dropdown menu **Position** to specify where on the page, column or line you see it. Then press **Insert**.

 A screenshot of the 'Specify marginalia' dialog box, similar to the previous one, but with the 'Position' dropdown menu open. The menu lists various options: Page top margin, Page bottom margin, Page left margin, Page right margin, Column top margin, Column bottom margin, Column left margin, Column right margin, Line left margin, Line right margin, Above line, Below line, Here, Overwritten text, and Other. The 'Position' field in the dialog is currently set to 'Here'. The 'Insert' button is highlighted.

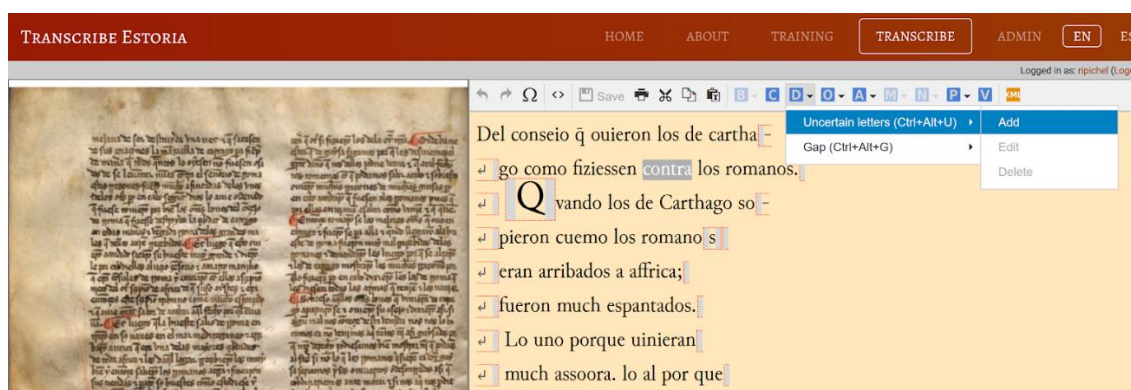
You can ignore all of the other menus for now. If you pass the cursor over the place where you have entered the note on the transcription, you will see a window appear with the data you have entered.

Corrections and other alterations

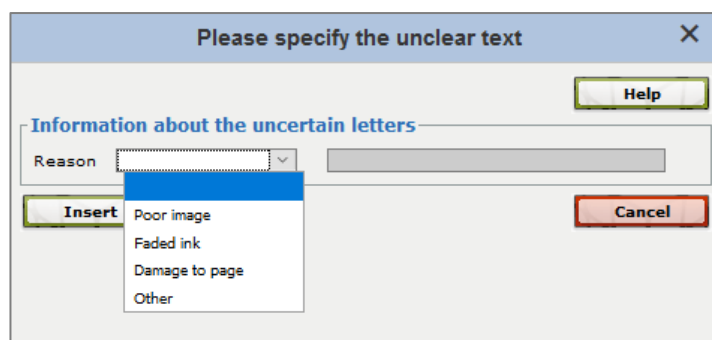
If there are alterations in the text, put the cursor where they appear, or highlight text that has been (e.g.) struckthrough. Then click on the **D** (Deficiency) in the toolbar.



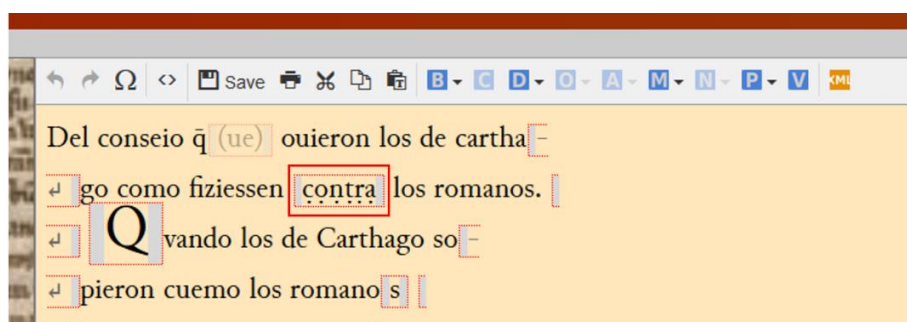
Then click on **uncertain letters** or **gap** depending on what kind of alteration or illegible text it is. The option **uncertain letters** allows you to indicate a sequence in the text which is not clear for some reason. If this is the case, highlight the word or characters in question and in the **D** button on the toolbar, choose the option **uncertain letters**:



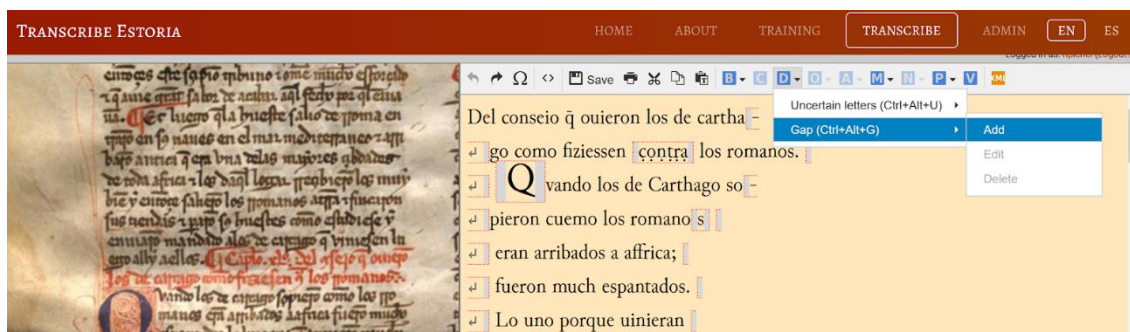
In the dialogue box, indicate the probable cause of the textual deficiency: **poor image**, **faded ink**, **damage to page** etc. Then click **insert**.



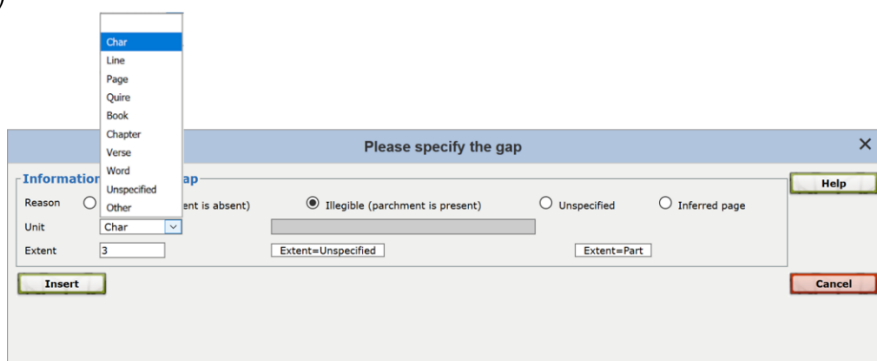
You will see that in your transcription, the word will appear under-dotted, which indicates that the transcription is unclear.



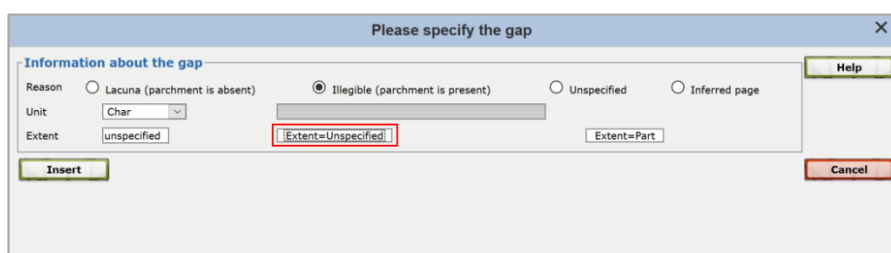
If the text is completely illegible, then in the **D** button choose the option **gap** and in the dialogue box indicate the approximate **length** of the sequence.



If you are sure that what is missing is a determined number of words or letters then you can indicate this in the submenu **unit** (words, characters etc.) and **extent** (1, 2, 3, 4 etc.)



If you are not sure, then choose the **words** or **characters** option (depending on whether it is a lengthy or short sequence) and in **extent** click on the **unspecified** option.



You will see that in the transcription will appear, in red and between square brackets, the details of what you have specified: in this case a sequence of **[3]** illegible characters, and a further two sequences in which it has not been possible to state the length (**[unspecified]** and **[...]**).

