

Practical Exercise: oXygen and a basic TEI document

TEI@Oxford

March 2011

1 Before you begin...

In this and subsequent exercises you will be using the XML editor Oxygen to work with data files we've prepared for you. Oxygen should be installed on your work stations already: you can start it up by just clicking on the Oxygen XML Editor icon on the desktop, or selecting it from the Programs menu in the usual way.

We recommend you to keep all the files you make during the exercises in a single folder. We refer to this below as your Work folder

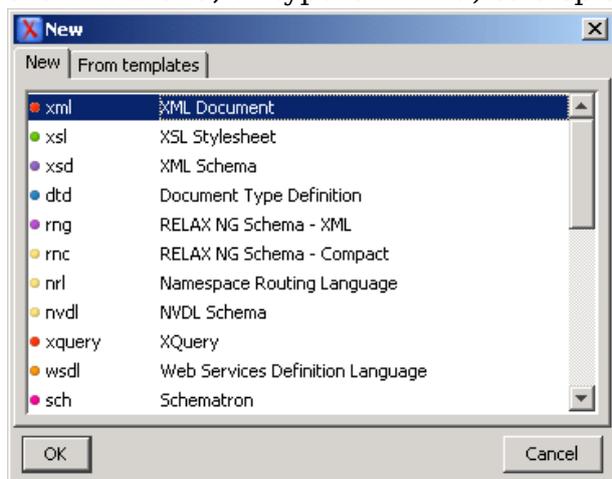
2 First steps with Oxygen

In the first part of this exercise you will learn how to use Oxygen to

- create a new XML document
- add markup to a document
- keep your document well-formed
- display and edit your document without seeing tags

3 Creating a new document

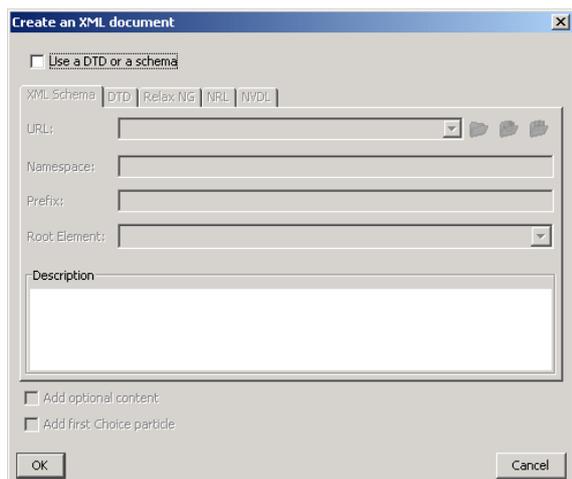
Start up Oxygen, and click the New Document icon at top left (or select New from the File menu, or type CTRL-N.) to display the New dialog.



Select the default option (XML), and press OK.

In the "Create an XML Document" dialog, *uncheck* the tick box Use a DTD or a schema. In this part of the exercise we will produce a well formed (but invalid) file since we don't yet have a schema.

4 ADDING TEXT TO A DOCUMENT



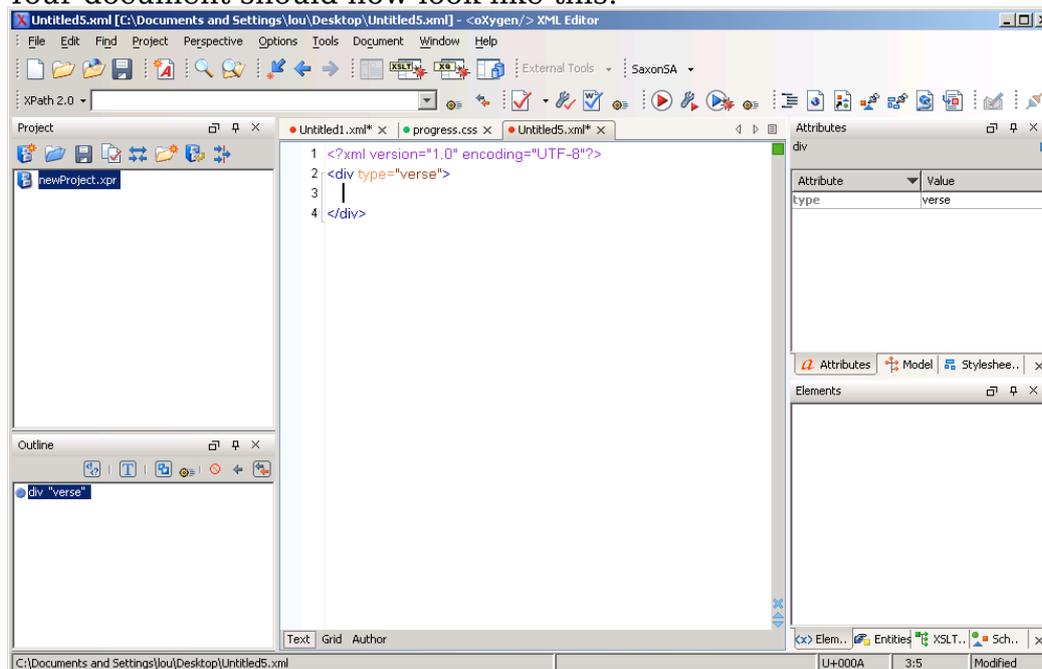
Press OK to continue.

Oxygen opens a blank document, containing just the XML declaration at the start. As you start typing in XML as instructed below, notice how hard Oxygen tries to make your document well-formed.

1. move to the second line
2. type in `<div type="` and pause
3. notice that Oxygen supplies the closing quote for you
4. continue typing `verse` and move the cursor *after* the closing quote (use an arrow key)
5. Type the closing `>` and note that Oxygen immediately supplies the closing `</div>` for you. Press the RETURN key

4 Adding text to a document

Your document should now look like this:



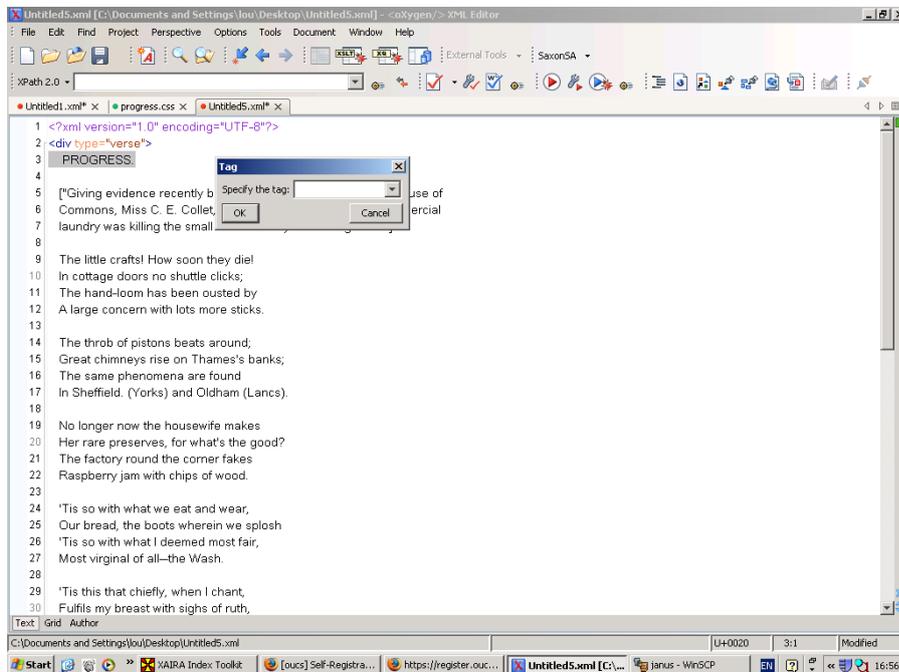
1. From the Document menu select File (**Note: Not the File Menu on the menu bar, but that one found under the Document Menu!**)

2. Select Insert File from the submenu that opens.
3. Navigate to the file progress.txt in your Work folder (or it is at materials/Work/progress.txt if you are reading this on the online) and insert it into your document.

This is a plain text version of the poem at the start of our sample Punch issue. In the rest of this exercise we will add some minimal tagging.

5 Tagging bits of a document

1. With the mouse, select the word 'PROGRESS' at the start of the text.
2. Press CTRL-E (or select XML Refactoring/Surround with Tag from the Document menu).
3. Type the name of the tag you want to use into the popup: this is a heading, so type head and press OK



Repeat the process for the whole of the following paragraph including square brackets: this time, tag it as a <p>.

6 Tagging the poem

We will tag the poem proper using <lg> to enclose each stanza, and <l> to enclose each line.

1. Try typing the sequence <lg><l> at the start of the first line. Delete the unwanted </l> and possibly </lg> tags inserted by Oxygen.
2. Put the cursor at the end of the first stanza (after the word 'sticks') and type <
3. A small menu opens, showing that you can enter an end-tag (to close the <l> element) here. Select it.

9 QUICK SPLITTING

4. Type another `<` and the same menu appears: but note that this time the end-tag to be inserted is `</lg>`. Select this, and the document is well-formed — no red lines visible.
5. What will happen if you repeat the process, do you think? Try it and see!

7 Tagging the poem properly

Although well-formed our tagging is not very honest. We have a single `<l>` element containing several lines, and lots of stanzas which are not tagged as anything at all. If we were validating this document against a schema we'd be in trouble.

1. put the cursor at the end of the first line (after 'die!')
2. select XML Refactoring/Split Element from the Document menu.

This closes the current `<l>` and immediately opens a new one, so that our document remains valid. We just need to repeat this process for each line. We could do that by repeating what we just did. Or, more simply perhaps, we could add the XML Document Refactoring toolbar, which would provide a single button to do the job. Or we could note the shortcut key for this operation when in the Document/XML Document/Refactoring menu, and use that!

Another way would be to copy and paste it: use the mouse to select the sequence of characters you just inserted (`</l><l>`); copy it with CTRL-C; move the cursor to the end of the next line; paste it with CTRL-V. Repeat this for each line (except the last one of course) in the stanza.

8 Tagging another way

Some people just don't like tags. Fortunately, Oxygen also has a 'tag free' editing mode: it works by displaying parts of the text which are tagged in different ways in different styles. We specify the style for each tag by means of a *stylesheet* associated with the document.

1. Select XML Document/Associate XSLT/CSS Stylesheet from the Document menu (or click the appropriate button if you can find it). In the Associate dialog, navigate to the file `progress.css` in your working folder and select it. Observe that a new processing instruction is added at the start of your document.
2. At the bottom of the editing window, you see a choice of Mode displays: Text (the default), Grid, and Author. Select the last. Observe that the display changes and a new Menu option (Author) is now available. Select this and observe the effect of the various command options on it.
3. Choose No Tags for the next part of this exercise.
4. You will see that the last part of the poem is now displayed as a single block of text — the line breaks have disappeared because by default XML regards them as the same as any other white space characters, and there is no XML element to indicate where the lines should be broken.

9 Quick splitting

1. Use the mouse to select the the rest of the poem (from the word 'The' to the word 'shrink') excluding the name 'Evoe' at the end.

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2. Use CTRL-E to tag this all as a single <lg>.
 3. Select the same stretch of text again and tag it as a single <l> in the same way.
 4. Now place the cursor at the end of the first line of the second stanza (after 'around'). Press RETURN. A menu offers you the choice of splitting the <l> element. Press RETURN again.
 5. As you move around notice the help oXygen gives you to tell you which element you are currently inside
 6. Move on to the next line (after 'banks') and repeat. Repeat for each subsequent line in the poem. You'll have to guess where the lines start (hint: they start with capitals and follow rhyme words)
 7. To split the stanzas, put the cursor at the end of the last line of the stanza, and use the right arrow key to move it between the invisible tags (or if you get frustrated switch back to Text mode). You should then be able to split the stanzas in exactly the same way.
 8. You can also experiment with other ways of splitting the text, of course. If you get into a mess, use CTRL-Z to undo the last change you made. Remember you can switch between Author and Text views as much as you like.
 9. Finally, tag the name of the author of the poem ('Evoe') using the <signed> element.
 10. When you are done, *save your file* under a different name in your Work directory: we suggest you call it progress.xml.

The rest of the exercises will assume that you are using the 'Text' mode rather than the 'Author' mode.