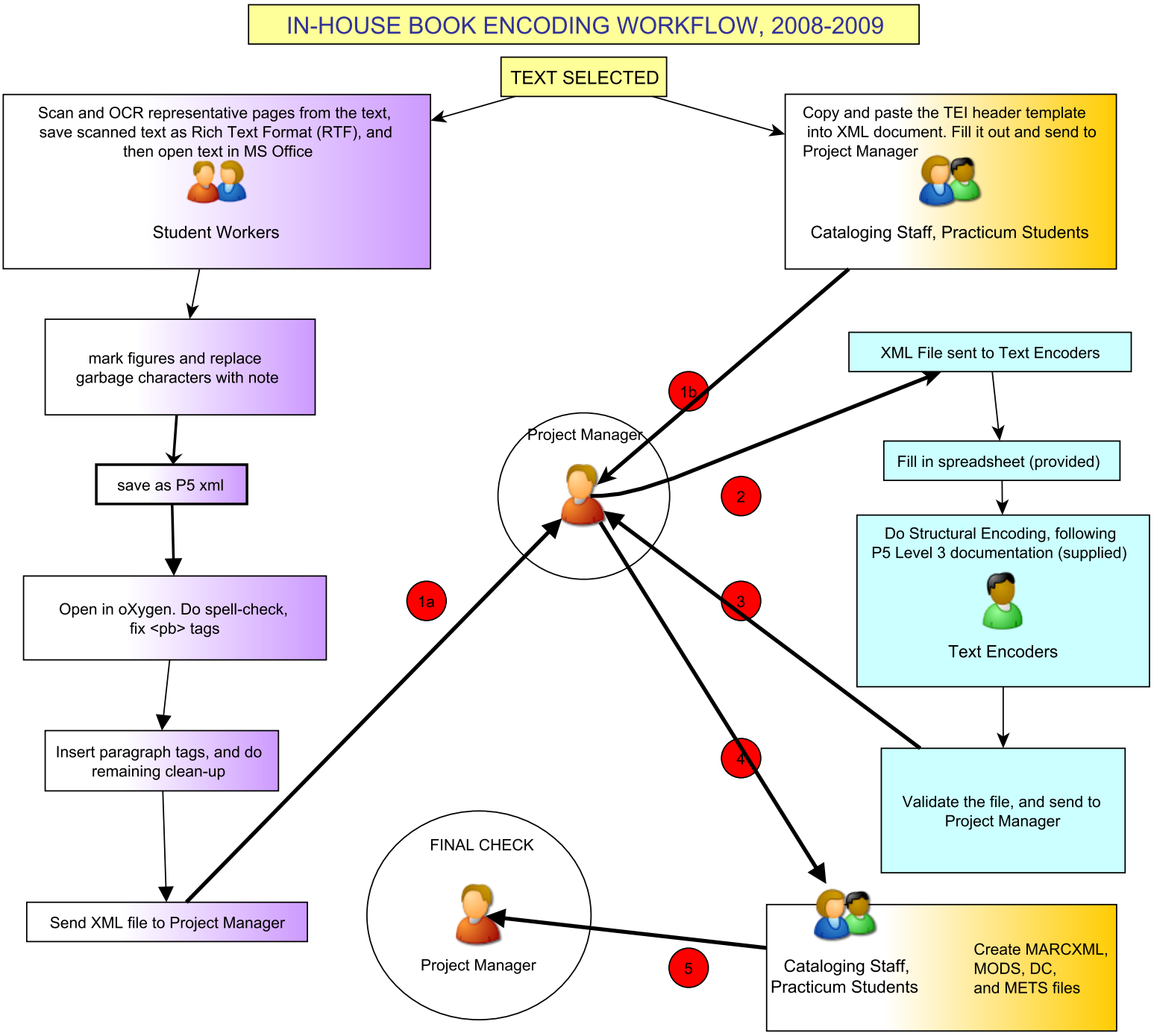
IN-HOUSE BOOK ENCODING WORKFLOW, 2008-2009
TEXT SELECTED
Scan and OCR representative pages from the text, save scanned text as Rich Text Format (RTF), and then open text in MS Office
Student Workers
Copy and paste the TEI header template into XML document. Fill it out and send to Project Manager
Cataloging Staff, Practicum Students
mark figures and replace garbage characters with note
save as P5 xml
Open in oXygen. Do spell-check, fix <pb> tags
Insert paragraph tags, and do remaining clean-up
Send XML file to Project Manager
1a
1b
Project Manager
XML File sent to Text Encoders
Fill in spreadsheet (provided)
2
Do Structural Encoding, following P5 Level 3 documentation (supplied)
Text Encoders
3
4
Validate the file, and send to Project Manager
FINAL CHECK
Project Manager
5
Cataloging Staff, Practicum Students
Create MARCXML, MODS, DC, and METS files