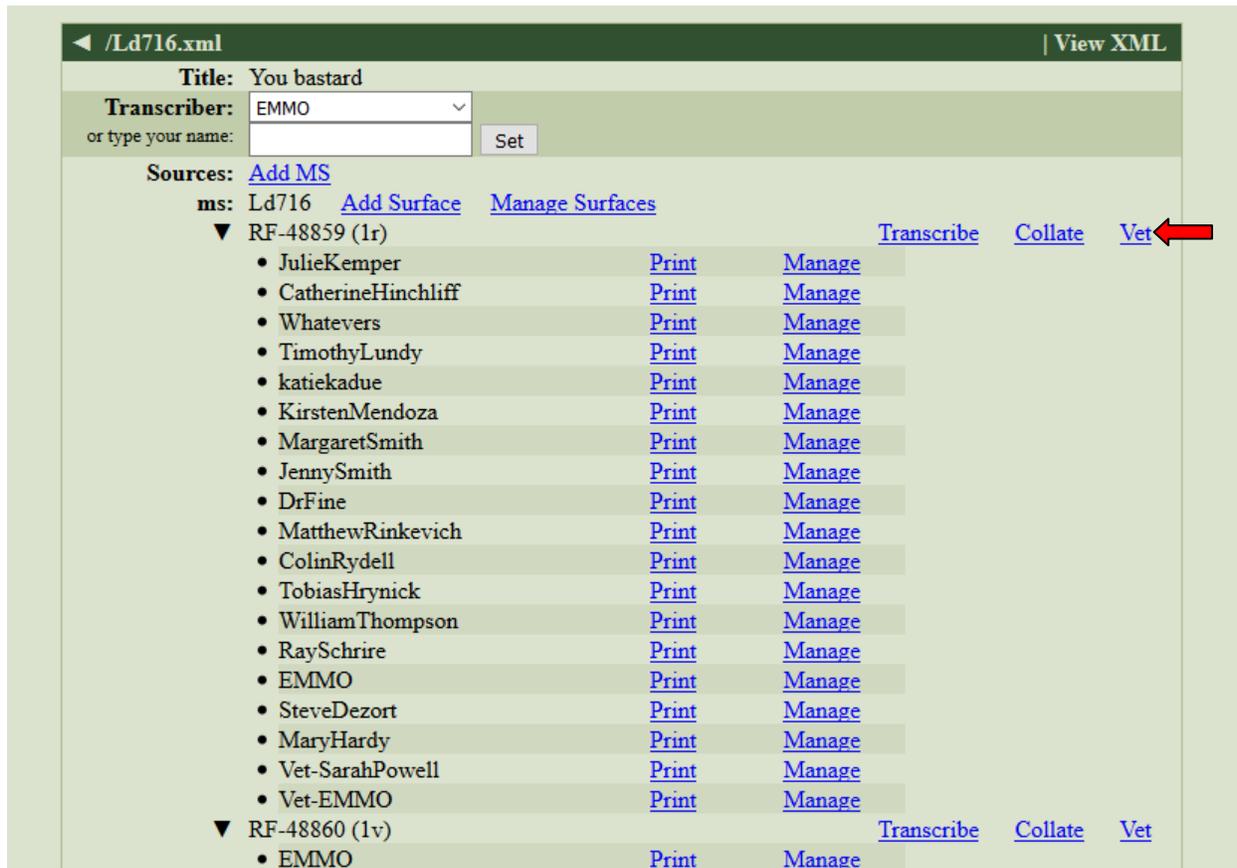


Quick Reference Sheet for Vetting/Arbitrating Transcriptions in Dromio

Vetting transcriptions in Dromio requires experience in early modern paleography plus familiarity with the transcribing and encoding process in Dromio. Carefully review all of the EMMO tags (see help screen for list) as well as the Dromio FAQs for transcribing in Dromio before vetting as we want to be accurate and consistent as possible with our vetted transcriptions.

The beta test version of vetting is currently available only at the main Dromio site (dromio.folger.edu). When a particular collection is opened to view the files inside, a screen with links to various features, including vetting, appears, see the "Vet" link (highlighted below). Remember, this is still a beta version.



The screenshot shows the Dromio interface for a collection named 'Ld716.xml'. At the top, there is a breadcrumb trail and a 'View XML' link. Below that, the 'Title' is 'You bastard' and the 'Transcriber' is set to 'EMMO'. There is a dropdown menu for the transcriber and a 'Set' button. The main content area shows a list of sources, including 'Ld716' and two specific files: 'RF-48859 (1r)' and 'RF-48860 (1v)'. Each file has a list of transcribers and links for 'Print' and 'Manage'. The 'Vet' link is highlighted with a red arrow.

Source	Transcriber	Print	Manage	Vet
ms: Ld716				
▼ RF-48859 (1r)				Vet
• JulieKemper		Print	Manage	
• CatherineHinchliff		Print	Manage	
• Whatever		Print	Manage	
• TimothyLundy		Print	Manage	
• katiekadue		Print	Manage	
• KirstenMendoza		Print	Manage	
• MargaretSmith		Print	Manage	
• JennySmith		Print	Manage	
• DrFine		Print	Manage	
• MatthewRinkevich		Print	Manage	
• ColinRydell		Print	Manage	
• TobiasHrynick		Print	Manage	
• WilliamThompson		Print	Manage	
• RaySchrire		Print	Manage	
• EMMO		Print	Manage	
• SteveDezort		Print	Manage	
• MaryHardy		Print	Manage	
• Vet-SarahPowell		Print	Manage	
• Vet-EMMO		Print	Manage	
▼ RF-48860 (1v)				Vet
• EMMO		Print	Manage	

Getting Started

Important: A vetter should select her/his name (first and last name together) in the Transcriber drop-down menu before clicking the "Vet" link as this is the way the system records who vetted each file (a new transcription will be added to the list with "Vet-" added to the front of the name entered). Names may be entered in the field next to the Transcriber list and then added with the "Add" button if they do not appear in the drop-down list.

Vetting will be most effective if three or more complete, encoded transcriptions of a page image are

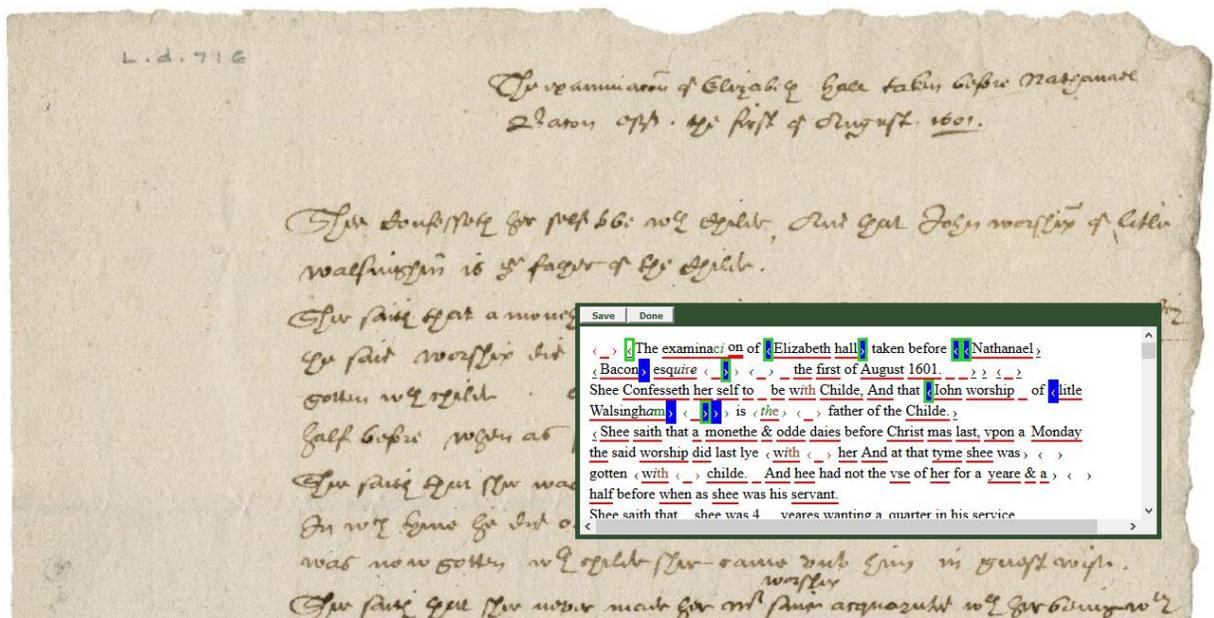
available. The vetting algorithm compares the transcriptions for a particular page and presents an encoded transcription of the page that has the most agreement (without three independent transcriptions, no majority can be reached in the comparison). In general, if three transcriptions are not complete, do not proceed with vetting that page.

Arbitrating Transcriptions

When the Vet screen opens for a particular page, the transcription that appears shows the majority opinion of words and tags as generated by the algorithm (based on the three or more transcriptions). Certain display effects provide extra information to the vetter:

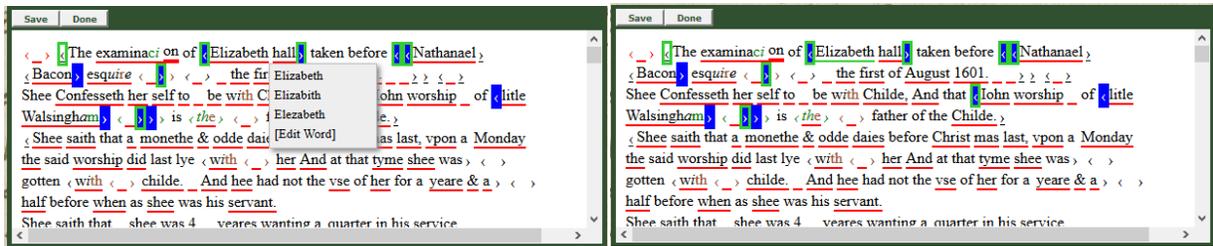
- red underlining signals disagreement in the transcription of a word (and tags within a word)
- angle brackets signal the presence of an encoding tag around an entire word or section
- angle brackets with a green outline signal agreement for an applied tag for a word or section

The task of the vetter is to review the entire transcription, though the highlighted disagreements and tags show points that may require extra attention.



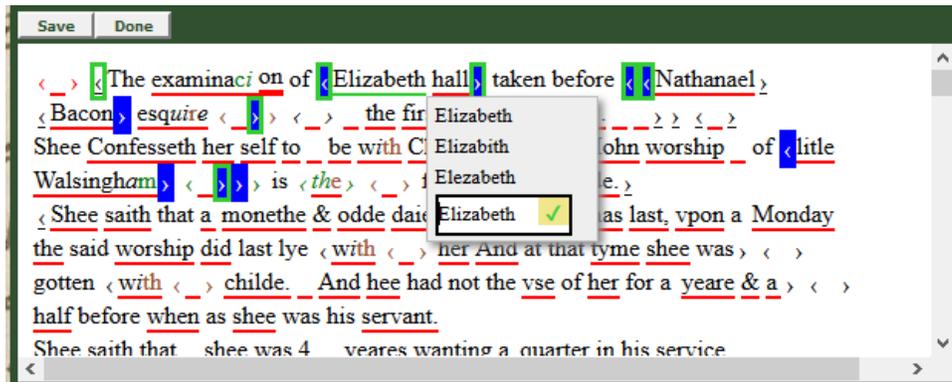
If the mouse pointer is used to hover over a word with red underlining, the different versions entered for that word will appear, including tags for parts of the word (e.g., expansions).

Left-clicking on a word with red underlining causes a drop-down list of choices to appear for that word. A vetter may confirm the majority opinion by selecting the top choice in the drop-down list (doing so is unnecessary) or select an alternative version—a minority opinion—from the list. If no adjustment is made by the vetter, the majority opinion of a transcribed word will be saved.



Left-click once to select a choice from the drop-down list, or left-click on "Edit Word" and the vetter may enter her/his own version of the word. Any vetter arbitrations made to displayed disagreements will appear with green underlining (i.e., red underlining is replaced with green underlining).

Please note that tags and/or tag corrections may be entered as part of the edited word—use angle brackets with tags for such cases. After entering a new version of the word and any tags with "Edit Word", click the box next to the word to save it.

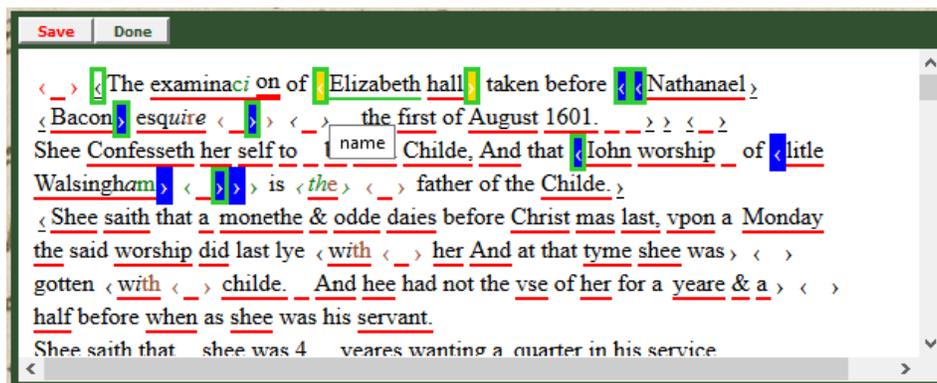


Important: If necessary, a vetter may also edit words that do not have red underlining (i.e., where no disagreement exists). To do so, simply right-click a word and then select "Edit Word" and enter a new version. As before, when finished entering the word and any tags, double left-click the newly entered version to replace the existing version (green underlining will show the change).

Arbitrating Tags

Some vetting of tags has already been covered in the section above, such as words that contain expansions or deletions or brevigraphs. Some tags, though, may apply to the entire word or groups of words. In these cases, tags are shown on the vet screen as small angle brackets with the color or display effect of that tag (e.g., dark blue for names or places, yellow for unclear). See the Dromio Help screen for a full list of tags with their display effects. In most cases, users familiar with Dromio will be able to get an idea of which tag has been applied simply by looking at the color or effect. Also, if the mouse pointer is used to hover over a tag, the name of the tag will appear.

A green outline around the angle brackets in a set of tags means that two or more transcriptions agree on the applying of that encoding tag. If a vetter disagrees, she/he may turn off the green outline by left-clicking the tag (green outline will disappear). A tag without a green outline around the angle brackets means one transcription applied that encoding tag. A vetter can confirm a tag that does not have a green outline by left-clicking the tag (green outline will appear).



Important: Only those tags with green outlines will be saved in the vetted transcription.

Excluding Transcriptions

If a higher-than-expected number of disagreements or erroneous tags appear in the Vet screen and these are the result of a particular transcription or two (or more), a vetter may exclude transcriptions from the algorithm-generated Vet screen. To do so, simply click on the "Exclude Transcriptions" button in the top right-hand corner of the screen, mark which transcriptions to exclude, and press the "Exclude Transcriptions" button below the list.

It may be useful to review the transcriptions briefly with the ColTest feature in Dromio before vetting to identify any transcriptions by inexperienced transcribers or other problematic transcriptions.

Important: Excluding any transcriptions should be done at the beginning of vetting before any changes have been made because excluding reloads the page, so vetter changes made prior to the excluding would be lost.

Saving A Vetted Transcription and Finishing

To save work in a vetted transcription, click on the "Save" button at the top of the Vet screen; this will create a new transcription in the list identified by "Vet-" followed by the name entered as vetter (or update the one currently underway). Saving periodically is always a good idea, however, saving a vetted file works differently than saving a transcription in Dromio. A vetter will not be able to close the Vet screen and then re-open it to continue vetting where she/he left off even if the "Save" button was pressed before closing. This is because the system will reload the Vet screen using the new, unfinished vetted transcription along with the others and also create another "Vet-" transcription. To avoid this complication and the confusion of multiple Vet files, it is best to finish a vetted page (saving often) before closing the Vet screen, if possible.

Use the "Done" button to mark the arbitration as complete in the TEI change log; clicking the "Done" button also saves the vetted file.

Important: After vetting is complete on the Vet screen and the "Done" button has been clicked, a vetter (or anyone) may access the new file in Dromio by simply selecting it and opening it. In some cases (perhaps many cases), additional tagging may have to be done to the vetted file with the regular transcribing screen in Dromio since all of tags will be available via buttons there (not so in arbitration).