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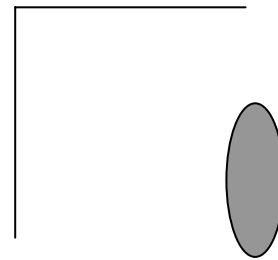
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Part I: Getting Started with XMetal Body Creation



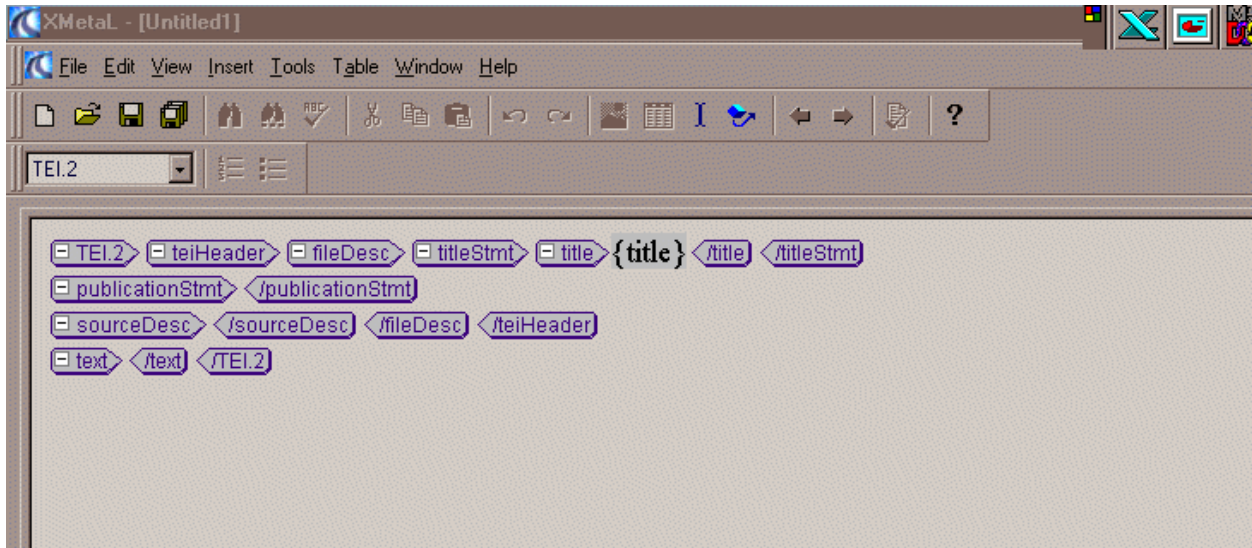
1. Double click on the **XMetal** icon on your desktop.
2. Click on the **new document** icon.
3. Click on the **Blank XML Document** option and then click **ok**. A window will pop up with several DTD options. Highlight **teixlite.dtd**, and click **open**. Choose **Preserve White Space** option.
4. Turn on the **Element List** by going to **View** on the top toolbar and clicking on **Element List**. A menu should come up on the right side of your window. Next go back to **View** and click on the **Attribute Inspector**. The right hand side of your window should look like this:








←← Attribute Inspector

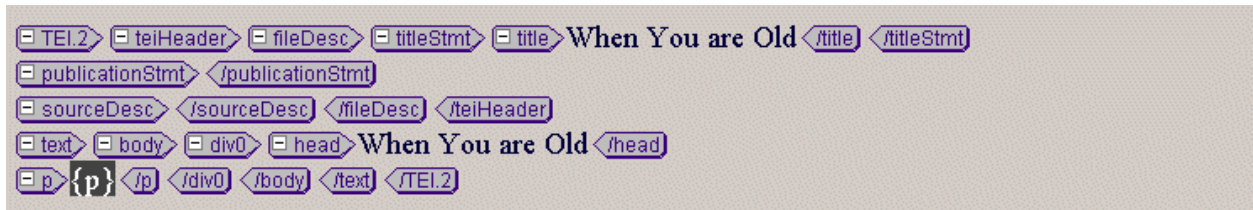
←← Element List

5. In the **Element List** to the right, scroll down until you see the highlighted element **TEI2**. Double click on that.
6. Now make sure you are in the **Tags On View**. To do this, go to the **View Folder** on the File bar at the top of the screen, and click on the **Tags On** option.
7. If you are in the right view, and you clicked the right thing, your screen should now look like this:



8. Put your cursor to just to the right of the first element  and click the left mouse button once. Look at the **Element List** when you do this. If you've done this correctly, you should see no elements available for insertion in the **Element List**. Keep putting your cursor to the right of each element and look in the **Element List** box until you come to an element where you can insert an element. This is XMetaL's way of ensuring you adhere to the DTD. It will only let you insert a valid element according to the TEI Lite DTD, and it does this by controlling the items available in the **Element List** at any given time. Just to be on the safe side, save your file now. Click on the **Save** icon, and save the file either to a floppy disk, or to a folder with your name on it in the "My Documents" folder.. Call the file **Yeats1** -- XMetaL will automatically add the **.xml** extension. A window will pop up which states you are saving an invalid file. Click **OK** anyway, and Save the file.
9. Minimise Xmetal
10. Go to the exercises folder on your CD and open the **Poem1.txt** file in Notepad.
11. Use the **Restore Window** button (the middle button)  and make the window smaller if it takes up your whole screen (if it automatically comes up small, that's fine).
12. Copy the title of the poem and paste it into the  When You are Old  element.
13. Now click inside the  element
14. Go to the **Element List** and double click on **Body**
15. Now go inside **Body** and double click on **Div0** from the **Element List**.
16. Now go inside **Div0** and select the **<Head>** element and type or copy and paste the title of the poem here.
17. Now go to the right of the **<Head>** element and double click on **P** from the **Element List**

18. Your window should now look like this:



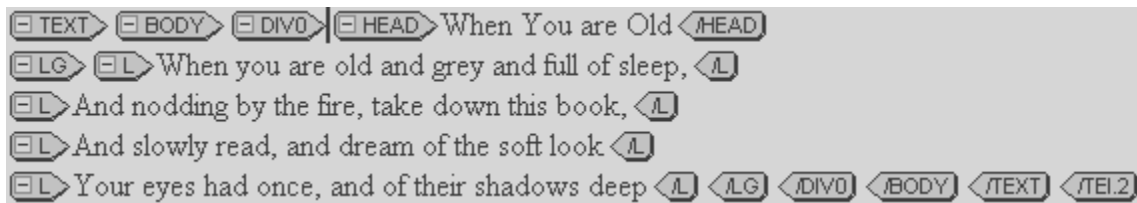
19. Sorry!! I made a mistake. We're working with poetry and we don't want a **Paragraph** element here, but a **Line Group** element.

20. Highlight everything associated with the `<p>{p}</p>` element and then press the delete button.

21. Now, what we want is a **Line Group** element as we are encoding poetry. Select **LG** from the **Element List** and put it inside **DIV0**. Then select the **L** element (i.e. Line) and put inside **LG**

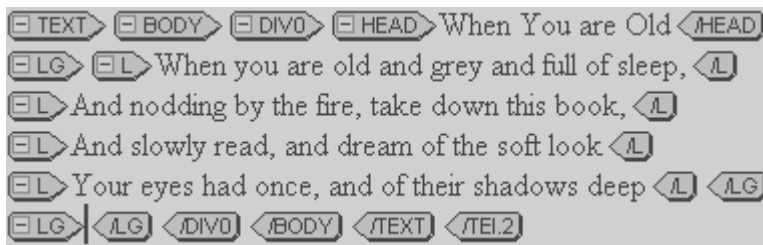
22. Now go back to **Notepad** and copy the first stanza of the poem. Go back to XMetal and click once inside the **L** element `<lg> <l> { } </l> </lg>` and then paste your entire selection in.

23. To put the lines of the poem in separate **Line** elements, simply place your cursor where you would like to break the line, and press the **Enter** key. Continue doing this until you've finished the stanza. When you finish, your file should look like this. If it does not, get one of the tutors' attention!!



24. If you have not done another **Save** by this point in the workshop, do another! Again, just ignore the error message.

25. When you finish the first stanza, put your cursor to the left of the **close Line Group** tag, and press return. If you did this correctly, it will have automatically put in a new **LG** element. Your window should now look like this:



26. Click your cursor between the new open and close **Line Group** tags, and repeat the procedure adding **LineGroup** and **Line** elements for the second stanza, and then for the third stanza until you complete encoding the poem.

27. Congratulations! You have just finished encoding the body of your first XML file! Wait at this point before we go onto header creation. Make sure you save your file again. Ignore the error message.