

How-to #1: Getting started

Before you start: Make sure you can see the page-images for your chapter on Google Drive. You'll need to examine them fairly closely as you work.

You'll need to choose one person on your group who will be doing the editing on their computer. It's probably best if this is someone who is well-disposed towards computing technology.

Step 1: Download the Oxygen project package

- Download the zip file from here:
<http://hcmc.uvic.ca/workshops/english362/english362.zip>
- *Unzip the contents of the file into a safe location where you won't lose it.* You're going to store your own work in the same location.

When it's unzipped, you should see a folder called **english362**. There's quite a lot of stuff in there, including a folder called **howtos** which contains some PDF instruction documents (this is one of them).

Step 2: Open the project file in Oxygen

- Start the Oxygen XML editor.
- Click on **Project / Open Project...**
- Browse to the **english362** folder.
- Select the file **english362_encoding_class.xpr**, and click on the **Open** button.

Step 3: Create a new file for your poem

- Click on **File / New...**
- In the dialog box which appears, scroll down to
- **Framework templates**, open **MoEML Gull's Hornbook Chapter**, and choose **gulls_chapter**.
- Click on the **Create** button to create your file.

You'll see a new XML file with a lot of XML tags which won't make much sense to you. Don't worry—we're going to work through it together.

Now save your file *in the **english362/chapters** folder* with a useful filename, exactly like this:

gulls_chapter_01.xml

No spaces, no punctuation, no upper-case! If you're doing chapter 2, substitute “02”, and so on.

Once you've done that, follow the instructions right at the top of the file to change the **xml:id** attribute from **gulls_chapter_xx** to match the filename without the extension: **gulls_chapter_01**.