Documentation!

aka, How to RTFM and Write TFM

What is documentation?

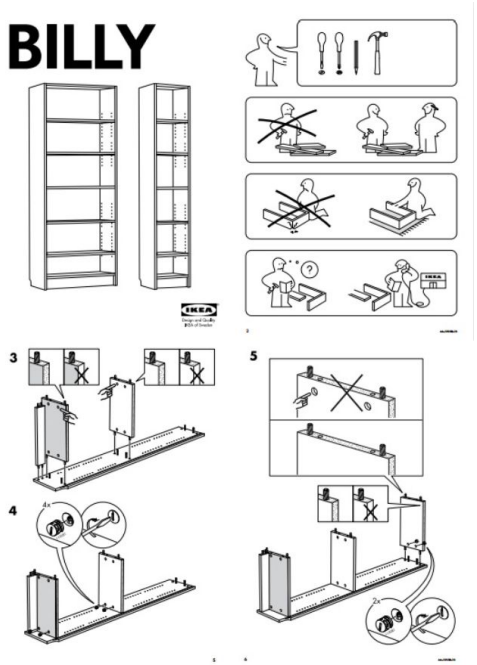
Merriam Webster: "the usually printed instructions, comments, and information for using a particular piece or system of computer software or hardware"

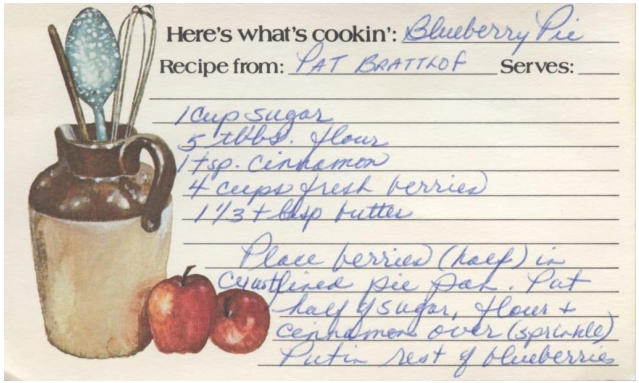
Documentation: text, images, videos detailing

- how something was done (for future reference and/or so that it can be repeated)
- why something was done
- how something works
- how to do something

Examples of documentation

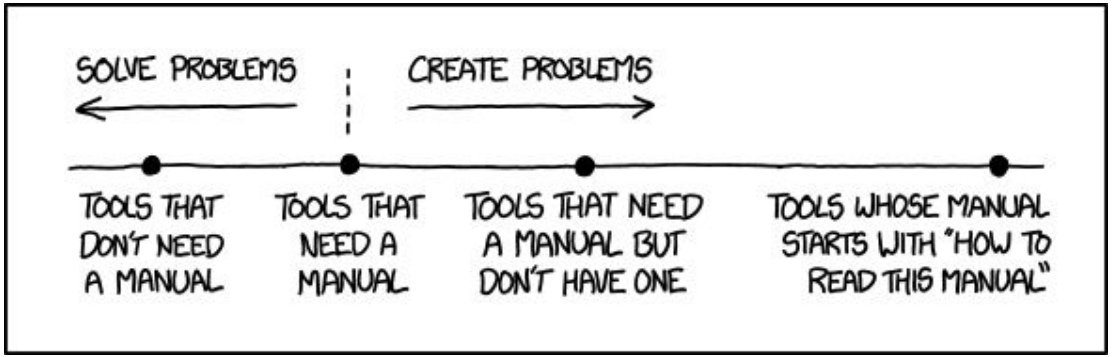
- instruction/user manuals for appliances
- recipes
- LEGO instructions
- Finding aids (especially processing notes)
- video tutorials
- README files for software
- GitHub Docs
- CollectionBuilder documentation





Key skills

1. Reading documentation
    a. How can you find the information you need?
    b. When is it time to give up and ask for help?
2. Writing documentation
    a. What information do you need to include?
    b. How should it be structured?



Reading documentation - How to RTFM

RTFM = Read The F[reaking/$%@ing] Manual

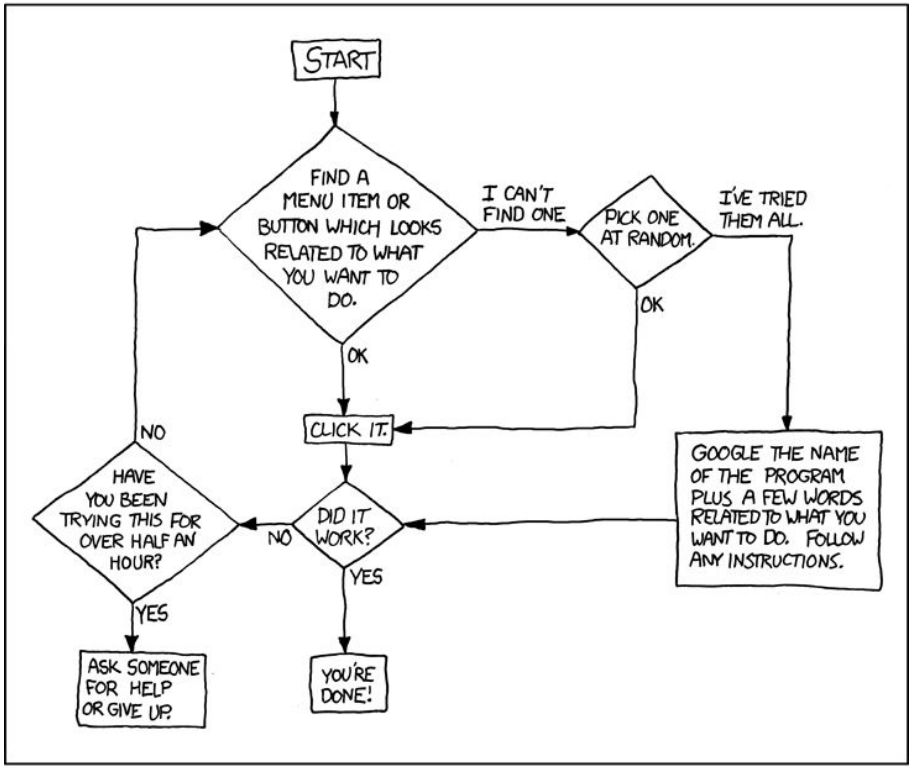
If you're not sure how to do something, check the documentation to see if there's an answer!

Strategies:

- Look in the tables of contents/index (if they exist) for topics that seem applicable
- Scan headings
- Search in software/hardware's online documentation (if possible)
- Search Google ("How to X in Y?")

DEAR VARIOUS PARENTS, GRANDPARENTS, CO-WORKERS, AND OTHER "NOT COMPUTER PEOPLE."

WE DON'T MAGICALLY KNOW HOW TO DO EVERYTHING IN EVERY PROGRAM. WHEN WE HELP YOU, WE'RE USUALLY JUST DOING THIS:



PLEASE PRINT THIS FLOWCHART OUT AND TAPE IT NEAR YOUR SCREEN. CONGRATULATIONS; YOU'RE NOW THE LOCAL COMPUTER EXPERT!

https://xkcd.com/627/

How not to use RTFM!

RTFM has been used rudely by some in the computing community to tell people to figure it out themselves or that they should already know how to do something

This is not what I (or you) should mean with RTFM

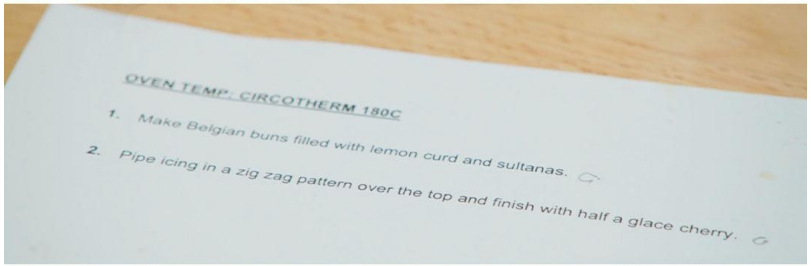
RTFM = read the freaking manual first, and if the manual doesn't help, look elsewhere!

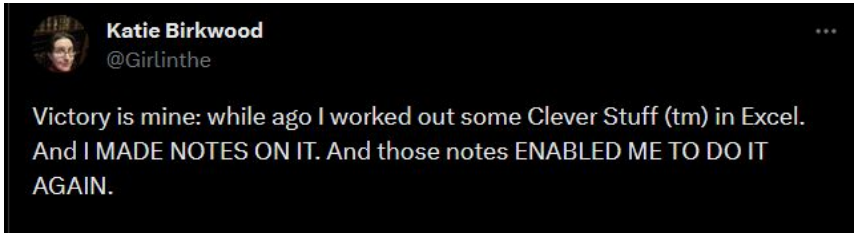
When to give up on RTFM

- The documentation doesn't cover the answer you're looking for
  - Google to see if someone else has had the question and a nice person has answered them
  - Post in a community forum for the software/hardware if it exists
  - Contact the developers with your question
    - Easy for this class because we have close contact with CollectionBuilder developers!
- The documentation isn't written for your level
  - See if there is alternate documentation elsewhere
  - Ask questions (forum, developers, experts you have access to)

Struggling/flailing with technical problems can be a useful learning experience, but if you can't solve the problem on your own or by RTFMing, seek help elsewhere!

Write the manual you wish to read!





Useful R things

Generate random sample

- List of random numbers: sample(x:y, n, replace=FALSE)
  - x, lower limit
  - y, upper limit
  - n, how many numbers you want
- If already have a list of numbers in a vector that you want to put in order
  - vector_2 -> sample(vector_name)

Deciding on documentation content

- Why are you writing it?
  - Does someone need to do this again in the future?
  - Does someone need to know what happened?
- Who are you writing for?
  - Yourself
  - People in your field
  - People outside your field or with different levels of experience
  - General public
- What are you writing about?
  - How to do one simple, small task
  - How to do lots of different things or something with many steps
  - All the options available for something
- How much information do they need?
  - What level of detail is necessary? (enough so your audience can do what they need to do!)
  - When should you explain in your own words versus link to somewhere else?

Deciding on documentation structure

- Through what medium is the documentation best delivered?
  - Text, images, videos, or a combo?
- How should it be organized?
  - What should be its own section?
  - What order makes sense to present information?
- How can you make your documentation easier to read?
  - descriptive headings
  - bullet points and number lists
  - tables
  - screenshots, demonstrative images, videos

Documentation examples

Alex's Sous Vide Mashed Potatoes

Recipe can be halved or doubled as needed. Can be made ahead of time and reheated in a 375F oven

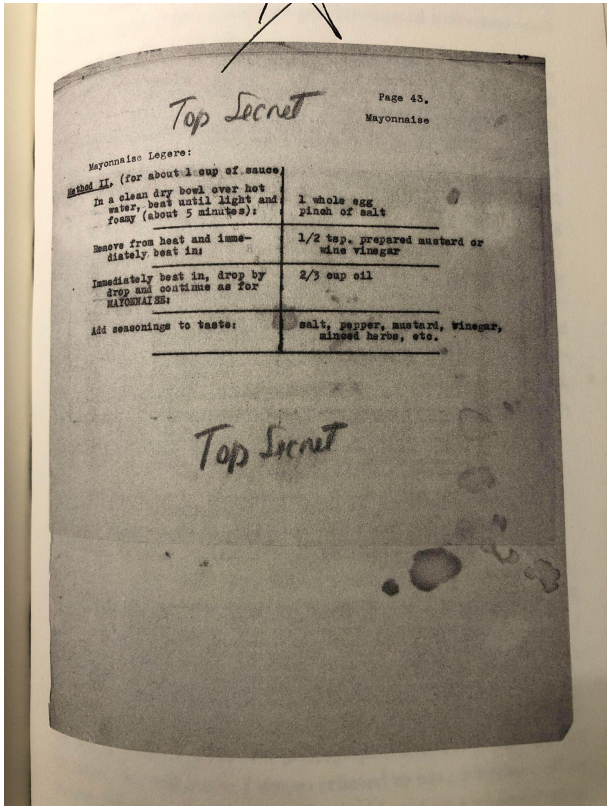
Ingredients

- 2.5 pounds of Yukon gold potatoes
- 2 cups (1 pint) of heavy cream
- 1 stick (8 tbsp/4oz) of unsalted butter
- 4 cloves of garlic
- Fresh thyme sprigs
- Salt
- Pepper
- 2 strong gallon Ziploc plastic bags

Directions

1. Fill a large pot with water, leaving maybe 3" at the top. Heat on medium to 195F. You don't want it boiling. You should see very small bubbles at the bottom of the pot.
2. Meanwhile, wash and scrub the potatoes. Peel if you want, but I don't. Cut into 1-1.5in pieces. Small potatoes can just be quartered.
3. Divide the potatoes between the 2 plastic bags. Add 1 cup of cream to each bag, and ½ stick of butter (4tbsp or 2oz) to each bag.
4. Peel garlic cloves and smash with the side of your knife. Add 2 cloves to each bag. Add a few sprigs of thyme, a generous pinch of salt, and a few grinds of black pepper to each bag.
5. Get a large mixing bowl and fill with cold water. Take the first bag and close almost all the way. Lower the Ziploc bag into the mixing bowl slowly up to the zipper seal, but don't completely submerge (you don't want the water to get in!!). The water in the mixing bowl will help press the air out of the bag. Repeat with the second bag.
6. Lower the bags into the pot of hot water. Use binder clips to keep the bags from touching the bottom of the pot. Let cook for 1-1.5 hours in the bags in the water at around 195F (doesn't need to be exact temp, but don't let it boil and don't let it get too cold) until the potatoes are tender and easily crushed by the back of a spoon.
7. Take potato bags out of the water. Let cool a little so the bags aren't so hot to handle. Empty contents of bags into a large bowl or pot. Mash with a potato masher to desired consistency. Season with additional salt and pepper to taste. Serve.

Julia Child's mayonnaise recipe



Top Secret

Page 43.
Mayonnaise

Mayonnaise Legere:

Method II. (for about 1 cup of sauce)

In a clean dry bowl over hot water, beat until light and foamy (about 5 minutes):	1 whole egg pinch of salt
Remove from heat and immediately beat in:	1/2 tsp. prepared mustard or wine vinegar
Immediately beat in, drop by drop and continue as for MAYONNAISE:	2/3 cup oil
Add seasonings to taste:	salt, pepper, mustard, vinegar, minced herbs, etc.

Top Secret

P5 Encoding Guide (in progress)

Owned by Alexandra Wingate •••
Last updated: just a moment ago • 2 min read • 2 people viewed

Overview

Texts in the Chymistry of Isaac Newton project are encoded by hand according to the Text Encoding Initiative (TEI) guidelines and document type definition (DTD), version P5. Designed by humanities scholars, TEI is an expressive, comprehensive encoding scheme that allows for a great deal of flexibility in representing texts. XML compatible, P5 standardizes data interchange between systems. The Chymistry of Isaac Newton began encoding manuscripts using P4 TEI, meaning that in addition to the required Core Tag Sets, the project used several Base and Additional Tag Sets to provide support for manuscript features like poetry, linking and figures. A Manuscript Description tag set was been developed using draft P5 recommendations to support comprehensive manuscript descriptive metadata. Version P5 TEI now contains a module specifically for manuscript description, and we conform to that tag set.

Contents

Due to the length of the guidelines and for easier navigation, the P5 guidelines have been split into three pages: **teiHeader**, **Structuring the Text**, **Text Transcription**, and **Naming Conventions and Final Checks**.

teiHeader: information on how to encode the `<teiHeader>` which contains metadata about the TEI file and the manuscript from which the transcription derives.

Structuring the Text: information on how to encode the larger structure of the text, such as page breaks, paragraphs, lists, verse, etc.

Text transcription: information on how to encode the text in order to produce the diplomatic and normalized versions of the text, such as how to handle additions, deletions, misspellings, and catchwords

Naming Conventions and Final Checks: information on how to name files and perform final checks after completing transcriptions.

<teiHeader> TEI Document and Manuscript Metadata

Owned by Alexandra Wingate •••
Last updated: about 6 hours ago • 15 min read • 2 people viewed

Each manuscript contains a TEI header in the XML. The TEI header stores a manuscript's metadata using various elements established under the TEI specification.

The text below explains how to use of the metadata template to populate elements in the TEIHeader for each manususcript encoded. Elements are listed in the order in which they appear in the header.

- <fileDesc> Description of the Manuscript XML file
  - <titleStmt> Manuscript title information
    - <title> Title of the Manuscript XML file
    - <respStmt> Roll-call of Manuscript encoders and editors
      - <name> Full name of encoder and/or editor
      - <resp> Details of encoder and/or editor's contribution
    - Example <titleStmt>
  - <publicationStmt> Information regarding Manuscript publication
    - <publisher> Manuscript publisher
    - <pubPlace> Place where Manuscript published
    - <date> Date of publication

Use of language in Manuscript `<langUsage>`

Used within the `<profileDesc>` element to describe the languages, sublanguages, registers, dialects, etc. represented within the manuscript. It contains one or more `<language>` elements, each of which takes attributes specifying the writing system used and the quantity of that language present in the text. An @ident attribute with the appropriate ISO 639-2/B language code (third column from the left in the Wikipedia table) is applied to the element. Following the `<language>` elements, prose description may also be added to specify further relevant information.

Template for `<profileDesc>`

```
<profileDesc>
    <langUsage>
        <language ident="[insert ISO 639-2/B language Code here]">[Insert language here]</language>
    </langUsage>
</profileDesc>
```

Example `<profileDesc>`

```
<profileDesc>
    <langUsage>
        <language ident="lat">Latin</language>
        <language ident="eng">English</language>
        <language ident="gre">Greek</language>
        <language ident="fre">French</language>
    </langUsage>
</profileDesc>
```

Heading

Explanation/ Directions

Link to relevant outside resource

Template (easy copy/paste)

Example (see how one would follow directions)

Citation Encoding Guidelines

AW Owned by Alexandra Wingate •••
Last updated: about 8 hours ago • 34 min read • 4 people viewed • Legacy editor

This page contains the guidelines for encoding Newton's citation to secondary sources.

- General format of a properly encoded citation
  - <bibl> element
  - corresp attribute
  - cert attribute
  - Bibliographic note
- Edition versus Issue
- Guidelines for all citations
  - 1) Citations containing a page number
    - 1a. Citations that can be traced to 1 edition via direct quotation or paraphrase
    - 1b. Citations with a page number that can be traced to multiple editions via direct quotation
    - 1b. Special instance, reason to upgrade a 1b citation to cert="high"
    - 1c. Citations that can be traced to one edition, but Newton's pagination is off by one page or incomplete
    - 1d. Citations with an incomplete page number
    - 1e. Citations that contain a page number, but the content on the corresponding page (or adjacent pages) do
  - 2) Citations indicating a section within a work
    - 2a. Citations that indicate a specific section within a work (chapter, sermon, stanza, etc.) and the surrounding
    - 2b. Citations that indicate a specific section within a work (chapter, sermon, stanza, etc.) and the surrounding
    - 2b. Special instance, upgrading 2b cases to cert="high"
    - 2c. Citations that indicate a specific section but cannot be traced to an edition
    - 2d. Citations with a section number that acts to distinguish between editions
    - 2e. Citations with a section number, but Newton's number is slightly off (similar to instance 1c)
  - 3) Citations without page number or indication of a section
    - 3a. Unnumbered citations with a title, traceable to one work and one known edition via quote/paraphrase
    - 3b. Unnumbered citations with a title, traceable to one work in multiple editions via quote/paraphrase

Guidelines for all citations

1) Citations containing a page number

1a. Citations that can be traced to 1 edition via direct quotation or paraphrase

Citations that contain a page number and that can be traced to 1 edition of a work by means of direct quotation, paraphrase, or other reference to the material on the page should be surrounded by <bibl> and encoded with the appropriate @corresp value according to CHYM000001.xml. No @cert is needed and no note is needed unless there are special circumstances that would merit a note.

Examples:

- ALCH00046, 2r, "Morienus dicit, Opus in finem non producitur donec aurum et argentum conjungantur. i.e. argentum vivum seu ☿ in hora nati
  vitatis. Anon. de Princip. ib. p. 51."
  - Compare with p. 51 in #Combach1647: "Morienus dicit: opus in finem non producitur, donec aurum & argentum conjungantur..."
  - Encode as

```
<bibl corresp="CHYM000001.xml#Combach1647">Anon. de Princip. ib. p. 51.</bibl>
```

- ALCH00052, 9r-9v, "Of the first Matter. p 39 of the Keys A stone is found y^{t} is not dear... Deeds are approvd by their event."
  - Compare with p.39-40 in #Basilius_Valentinus1657, paraphrase
  - Encode as

```
<bibl corresp="CHYM000001.xml#Basilius_Valentinus1657"> Of the first Matter. p 39 of <choice><abb
<title type="main">Keys</title>.</bibl>
```

- Encoding the Bibliographic References
  - Encoding Revisions
  - A. Choosing a manuscript
  - B. Identifying <bibl>s in the manuscript
    - B1. Finding existing <bibl>s
    - B2. No existing <bibl>s
    - B3. Finding new <bibl>s
    - B4a. All <bibl>s identified
    - B4b. No <bibl>s in the manuscript
  - C. Credit yourself
  - D. Identifying and Encoding sources of <bibl>s
    - D1. Introduction
    - D2. Strategies for finding Newton's source
    - D3. Encoding the bibl with @corresp, @cert, and/or the bibliographic <note>
  - E. Pre-review Procedures
    - E1. Solve all existing encoding issues associated with the manuscript
    - E2. Generate PDF to proofread <bibl>s and notes
      - Setting up an XSLT transformation
    - E3. Proofread using the PDF
      - Re-running an existing XSLT transformation
    - E3. Proofread and add to Newton Abbreviations Master List
      - E3a. Generating the abbreviations report
      - E3b. Proofreading @corresp and @cert

A. Choosing a manuscript

Consult bibl-progress on the Google Drive. Look for a manuscript which does not have a name in "Re-encoding bibls to the new guidelines". If a taken, choose a manuscript which has no name in the "Bibls started" column. In the proper cell of the row of the manuscript chosen, type your n

Go to Xubmit. Click on the correct manuscript (it can be helpful to sort by "Electronic ID") and then hit "Download".

Open the manuscript in oXygen.

B. Identifying <bibl>s in the manuscript

Remember to indicate that you started this step in `<revisionDesc>`. See here for instructions.

B1. Finding existing <bibl>s

In the XPath search bar, type //body//bibl. If there are bibls in the manuscript, a window will open at the bottom of your screen saying the numb producing a list of the bibls which can be clicked on to jump to that particular bibl in the manuscript. The bibls will also be highlighted purple as manuscript.

The bibl-progress sheet may have already indicated that there are bibls in the manuscript if you are re-encoding this manuscript to the current g to check.

B2. No existing <bibl>s

If the XPath does not return any bibls, you will get a short message saying that "The XPath query returned no results". This really means that ther encoded as bibls in this manuscript, not that there aren't any citations in the manuscript.

If you are re-encoding the manuscript to the current guidelines, the previous citation encoder may have been right that there are no citations th bibls in the manuscript, but you need to confirm that.

If no one has ever encoded the citations in the manuscript, then you definitely need to check for citations.

CollectionBuilder

Search CollectionBuilder Documentation

CollectionBuilder on GitHub

- CollectionBuilder Docs
- Templates
- Walkthroughs
- Software
- Repository
- **Objects**
- Metadata
- Site Config
- Theme Options
- Page Config
- Edit Pages
- Deploy
- Advanced
- Accessibility
- Glossary
- Change Log
- Extras
- Too Quick Start

Collection Objects

Most (*but not all!*) CollectionBuilder projects will involve working with a collection of digital objects, i.e. JPEGs, PDFs, MP3s, etc.

How you prepare, organize, and host these objects depends on the type of CB template you are using. This section provides an overview of the different approaches to handling object files and details for each template.

TABLE OF CONTENTS

- Objects for GH
- Objects for CSV
- Objects using CONTENTdm
- Object Derivatives

Back to top

Edit this page on GitHub

https://collectionbuilder.github.io/cb-docs/docs/objects/