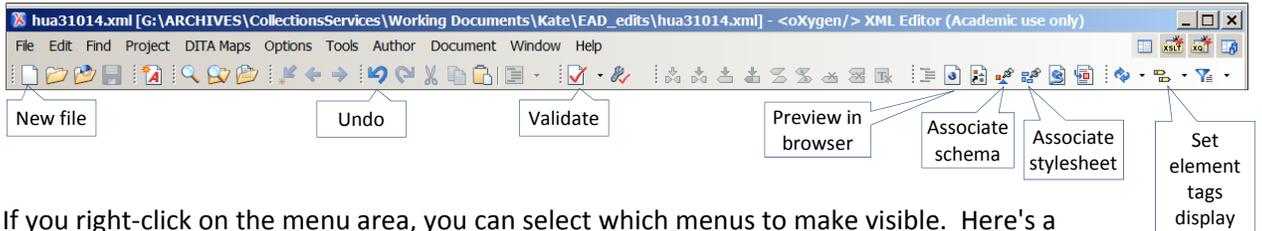


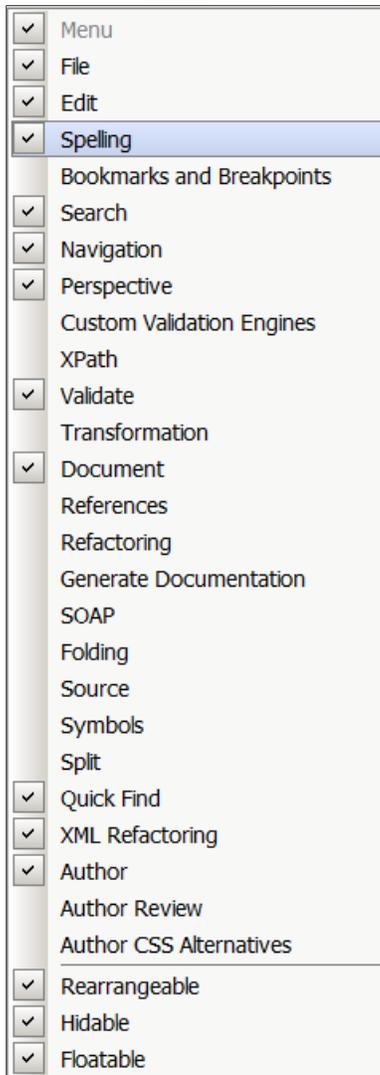
Tips and Tricks for using oXygen for EAD

1) Menus can be modified

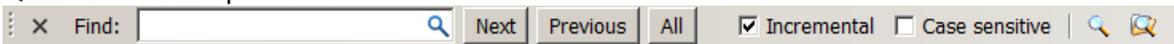
Here's a screenshot of Kate's menu bar showing her choices. Each menu is moveable by default. This display shows that Kate elected to move all the menus into one row. It also points out a few useful buttons.



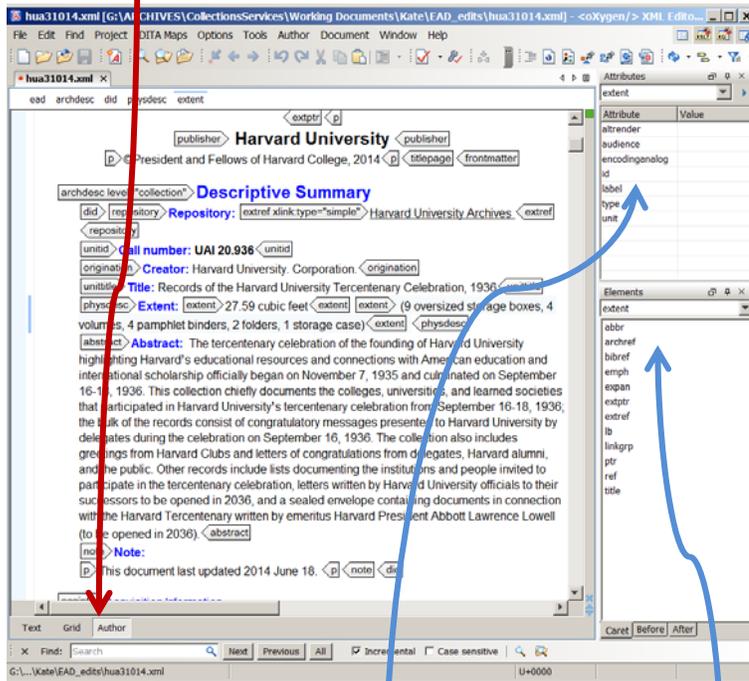
If you right-click on the menu area, you can select which menus to make visible. Here's a screenshot of Kate's menu choice selections. Most of this show up at the top of the screen:



Quick find shows up at the bottom:

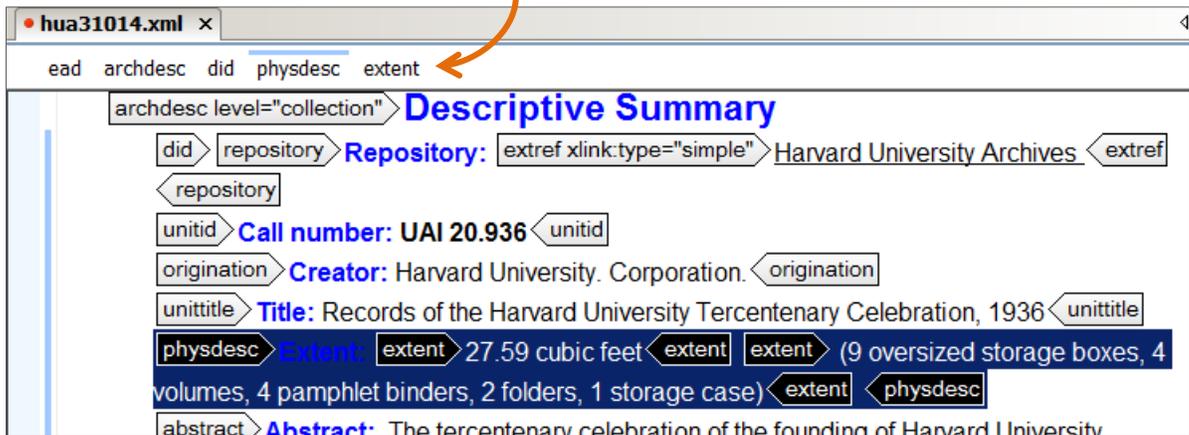


- Use the "Author view" in order to take full advantage of the editing and style sheet capabilities of oXygen. Using this view cuts down on coding errors that cause headaches and delays.



- Panes can be selected and their locations modified. Kate has elected to show attributes at the top right and elements at the bottom right.

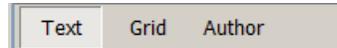
- At the top of the central pane, you'll see a breadcrumb trail indicating the element where the cursor is and its parent elements. Clicking anywhere on this breadcrumb trail will select the element and its sub-elements.



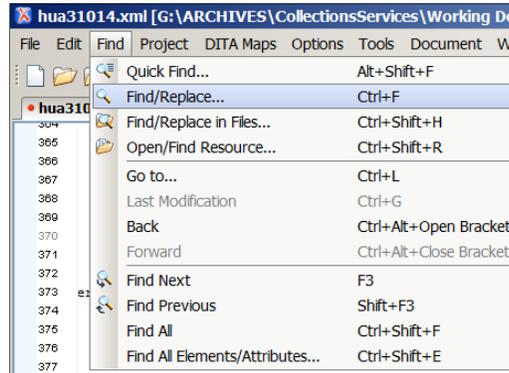
- 5) An exception to using author view is to take advantage of find-and-replace. Find-and-replace in text mode can use regular expressions. A handy one to know is "\n" which stands for a "new line" or "line return."

You may receive a warning that "lines are too long for oXygen display." This is a problem with finding aids that have been edited in Xmetal. To solve the problem using a regular expression in find and replace, do the following:

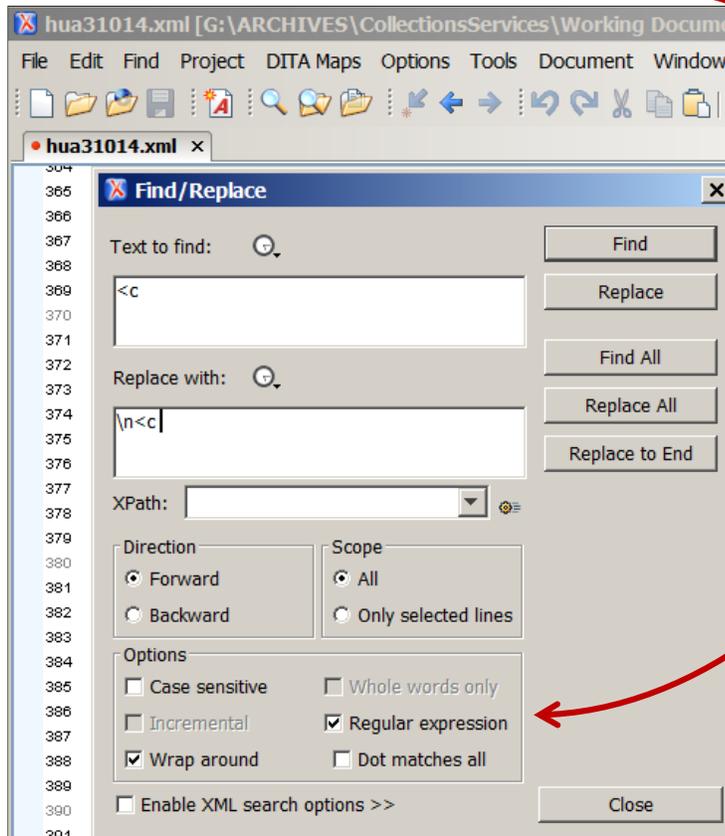
- a) View the finding aid in text view by selecting "text" in the lower left-hand corner of the screen



- b) Select "find/replace" from the menu at the top of the screen



- c) In the find-replace dialog box, tick the "regular expression" checkbox



- d) In the "Text to find" box, key `<c` (that is, open angle bracket, the letter c, and a space. The space is **very important** to make sure you are replacing only the text that indicates components, not other elements that may start with the letter c.)
- e) In the replace box, key `\n<c` (that is, backslash, the letter n, open angle bracket, the letter c, and a space. The space is **very important** to make sure you are replacing a valid component element.
- f) Click on "replace all"
- g) This will insert a new line break in front of each component.
- h) Check that the EAD remains valid.
- i) You can repeat this for other elements taking great care to find and replace only valid EAD, and validating after each replacement action.

6) Paste text as XML in Author view

When you are in "Author" view, oXygen assumes everything you paste is text. If you are copying XML from a spreadsheet or other software as text and you want to paste it into oXygen as XML, select the following choices from the menu at the top of the screen:

Document >>> Edit >>> Paste as XML

7) You can also assign this action to a keyboard shortcut. Kate's is CNTRL+SHIFT+X.

To assign a keyboard shortcut, select the following choices from the menu at the top of the screen:

Options >>> Menu shortcut keys