

The Commonplacer

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The Commonplacer is a web-based tool that allows you to edit, adapt, and rewrite texts to create your own editions. The Commonplacer takes its name from the practice of commonplacing, which was a way of both making and reading books in the early modern period. Readers would extract passages or key phrases from books and write them down in their own commonplace books, often organised under headings, as a record for future use.

Register

To be able to create Editions you first need to register with The Commonplacer:

1. Go to <https://commonplacer.cch.kcl.ac.uk/>
2. Click on the AnonymousUser link on the top-right corner
3. Click Register
4. Fill the form with all the requested information
5. The Commonplacer will send you an email with information on how to activate your account
6. Follow the instructions in the email and login to The Commonplacer.

Change password

To change your password:

1. Log in into The Commonplacer
2. Click on your username on the top-right corner
3. Click Change Password
4. Fill the form with all the requested information.

Forgot password?

If you forgot your login details for The Commonplacer:

1. Click on the AnonymousUser link on the top-right corner
2. Click Forgot password?
3. Fill in your email address
4. Click reset password
5. The Commonplacer will send you an email on how to reset your password.

Editions

The Commonplacer allows you to create your own editions of texts. It is designed to work in conjunction with Verse Miscellanies Online a critical edition of early modern poetry anthologies, which are themselves the work of editors and compilers. The Commonplacer will allow you to follow in the footsteps of these early modern editors to compile and edit your own anthologies, and so create your own Paradise of Dainty Devices. It can also be used independently from Verse Miscellanies Online.

Creating

To create a new Edition:

1. Go into the Editions page by clicking on the Editions link on the navigation bar
 - (a) This will show you a list of all the public editions in The Commonplacer
2. Click the Add button on the right-hand side
3. You will be presented with the Edition form:
 - (a) All the fields in bold are required and need to be filled in before you can save the Edition.
 - (b) Title, the title for your Edition.
 - (c) Status, how finished is the Edition.
 - (d) Classroom, fill this value if the Edition needs to be associated with a Classroom.
 - (e) The Permission field sets the visibility of the Edition. For more information see Visibility below.

- (f) The Tags field allows you to associate keywords with your Edition. To add more than one tag separate them with a comma.
- (g) The Comments field is used to keep notes about the Edition that are not visible to other users.

4. Click on Save to save the Edition.

When you are viewing an existing Edition and if you are the Edition author you can Edit and Delete the Edition by clicking on the Edit button menu on the right-hand side. You can also Print editions from the same menu.

Line numbers, glosses and notes

To add and format line numbers in an Edition:

1. Add a number in the desired line of the Edition
2. Select the number
3. Click the LN button
 - (a) The number will now display in bold blue text
4. The number is now formatted as a line number.

To add glosses:

1. Add the gloss text at the end of the desired line
2. Select the gloss text
3. Click the LG button
 - (a) The gloss text will now display in bold red text.
4. The gloss text will be displayed to the right of the Edition text.

To add notes:

1. Add the note content at the end of the text
2. Select the note text
3. Click the Anchor button
 - (a) Give a name to the anchor/note
4. Select the text where the link to the note needs to be added
5. Click the Link button
 - (a) Select the relevant anchor for the select box
 - (b) You can also add a relevant message to the link, by filling the Title field
6. The text will now display with blue underlined formatting.

Comments

With The Commonplacer is possible to comment on existing public and classroom visible Editions. To add a comment:

1. Scroll down to the Comments section
2. Fill the Post a comment form
 - (a) Fields in bold are required before the Comment can be posted
 - (b) The Preview button allows you to see the Comment before being posted
3. Click Post to post the Comment.

Visibility

The Permission field in the Edition form sets the visibility of the Edition, it has three possible values, classroom, private, and public. Classroom makes the Edition visible to all the members of a Classroom. Private makes the Edition hidden from all the users of The Commonplacer. And public means that everyone can see the Edition, even unregistered users.

Classrooms

The Commonplacer allows you to create virtual classrooms. You can enrol participants in classrooms from a list of registered users. The classroom can be kept in the private domain or made public, and the classroom leader can comment on the editions created by participants. This tool is designed to facilitate the use of Verse Miscellanies Online in the classroom or reading group, although it can also be used with other electronic texts.

Creating

To create a new Classroom:

1. Go into the Classroom page by clicking on the Classroom link on the navigation bar
 - (a) This will show you a list of all the Classrooms in The Commonplacer
2. Click the Add button on the right-hand side
3. You will be presented with the Classroom form:

- (a) All the fields in bold are required and need to be filled in before you can save the Classroom
 - (b) Name, a relevant name for the Classroom
 - (c) Description, information about what the Classroom is about
 - (d) By default when you create a Classroom you are automatically added as the Classroom leader. The Other leaders field allows you to specify additional Commonplacer users as also being leaders of the Classroom
 - (e) The Participants fields allows you to choose which users are part of the Classroom. The users selected will be able to associate Editions with this Classroom
4. Click on Save to save the Classroom.

When you are viewing an existing Classroom and if you are one of the Classroom leaders you can Edit and Delete the Classroom by clicking on the Edit button menu on the right-hand side.