# Agora Notebooks Annotate Pro Handbook

# Annotation Instructions for the Agora Notebooks

The data principles for the Athenian Agora that were created alongside Annotate Pro are included here. These principles may provide examples of ways to organize metadata and annotate consistently.

## General Data Entry Principles

Data entry principles will need to be determined based on the data in question and the needs of each project. It is highly recommended to write and share these conventions so data is entered consistently. The following are the metadata principles for the Ancient Agora, which may be helpful.

## Metadata Principles for Ancient Agora

Always write out abbreviations. For example, cardinal directions such as S, N, E, W, SW, NE, etc. should be entered as: South, North, East, West, Southwest, Northeast. Abbreviated building names such as SWFH should be entered as: Southwest Fountain House. Chronological periods such as LR, Byz, and LH should be entered as: Late Roman, Byzantine, and Late Helladic.

Use final periods (.) only when typing titles or multiple sentences (e.g. “Pit to the west of Wall A. Dug to bedrock.”). Do not use final periods in basic annotations such as dates, chronologies, or headings (i.e. the heading annotation “Poros Foundation” should not have a final period).

The words Lot, Basket, and Deposit should be capitalized when used in titles.

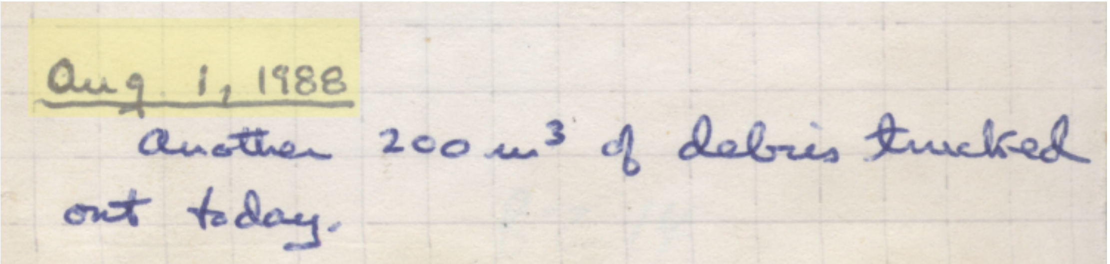
Use a single quote (') when you need to type a prime symbol.

When entering metadata, do not enter qualifiers such as question marks (?), “ca.”, “m.”, “ff.” etc. The goal is to record unqualified data that will help guide a user to a specific location in the notebooks. Once there, users can judge the certainty, value, or nature of the data from the local context by themselves.

Whenever metadata text is not legible, enter as much as you can and replace any illegible words with “/…/”. Make sure you indicate that this annotation needs to be checked by clicking the “Check” box in the inspector window.

**Date (^D)**

Date annotations are modern excavation dates and are found throughout the notebooks. Date annotations are either specific dates or a date range.




Examples:

| | |
|---|---|
| 30 Sep 1969 | [day month year] |
| 30 IX 1969 | [day month year] |
| Sep 1969 | [month year] |
| 1969 | [year] |
| 1969-1970 | [year-year] |
| Aug-Sep 1969 | [month-month year] |
| 30 Sep-10 Oct 1969 | [day month-day month year] |
| 15-30 Sep 1969 | [day-day month year] |

You should be able to enter a date or date range as it is written in the notebooks and it will parse correctly.

**Never use commas when entering dates.** The only acceptable punctuation in a date field is a hyphen. Any other punctuation characters will make the date invalid.

**Months should never be entered as numbers.** Months should be entered either as a three letter month abbreviation (e.g. Jan; Feb; Mar, etc.) or as a Roman numeral as they are commonly written in the notebooks (where i=Jan, ii=Feb, iii=Mar, iv=Apr, v=May, vi=Jun, vii=Jul, viii=Aug, ix=Sep, x=Oct, xi=Nov, xii=Dec).

Years from 1921 to 2020 can be abbreviated to the last two digits (e.g 21 = 1921; 20 = 2020). Any years before 1921 must be written out fully (e.g. 1915; 1894). Years before 1800 are invalid.

**Use hyphens (-) for date ranges.** The annotation program does not accept non-contiguous date ranges. If you have a list of dates that contains a gap (e.g. 15, 20-23 Sep 1969), then you must create multiple date annotations, one for each range inside the list of dates (e.g. 15 Sep 1969; 20-23 Sep 1969).

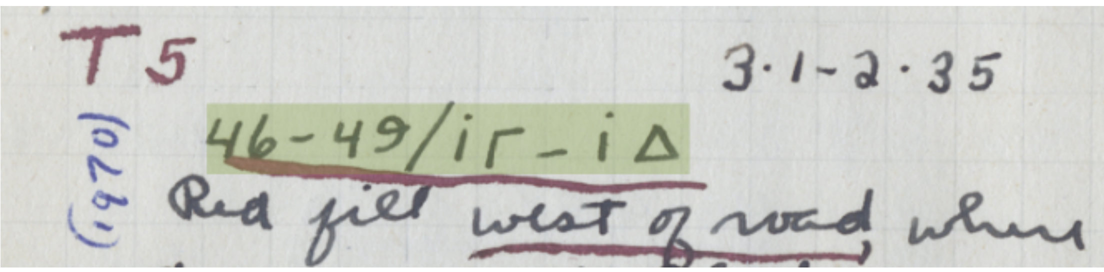
If dates are obviously a range but written as a list (e.g. 18, 19 Jun 1991; or Sep, Oct 1969) then you should enter these as a range with a hyphen (e.g. 18-19 Jun 1991; Sep-Oct 1969).

Sometimes dates in the notebooks are written simply as numbers (e.g. 5.4.37; 3.6.54) where it is ambiguous which number is the month and which is the day. In these cases, make sure you determine which format the author uses for writing dates (European style or American style). When you enter these kinds of dates, you will need to determine which number is the month and then write it out (e.g. 5.4.37 = 4 May 37 or 5 Apr 37)

**Grid (^G)**

Grid annotations designate geographical locations within the ancient Athenian Agora (the "x,y" spatial coordinate ranges). Two different grid systems have been used during the history of excavations: the **old grid** system, and the **new grid** system. Each notebook will use either the old or the new grid system depending on when it was written.

Both grid systems can designate any 1 meter square within the Agora (or larger areas by using ranges of grid squares). In the old grid system, each Section has its own unique local grid. The new grid system is a single uniform grid covering the entire Agora site. Both grid systems are complicated and will take some time to learn.



The surface shows ash and signs of burning at I/15,16-3/12, next to the slab which may cover the second pithos.

Examples:

| | |
|---|---|
| 46-49/ΙΓ-ΙΔ | [old grid] |
| 106/ΜΣΤ | [old grid] |
| 13/ΚΗ-ΚΛ | [old grid] |
| 15-16/Γ-ΙΕ | [old grid] |
| I/15,16-3/12 | [new grid] |
| K/8-4/6 | [new grid] |
| J/17,18-1/6 | [new grid] |
| O/5,N/10-6/8,11 | [new grid] |
| J/20,K/3-3/13,4/1 | [new grid] |

**Grid (^G) cont.**

The format of an **old grid** reference conforms to the following pattern: "number-part <slash> letter-part" (where the number part represents a measurement in meters along one axis of a Section, and the letter part represents a measurement in meters along the other axis). A hyphen (-) is used to express a range of meters (e.g. 1-8/Γ-Θ = meters 1 through 8 along one axis and meters Γ through Θ along the other axis).

The letter part uses the following traditional method of counting using Greek letters to represent numbers:

| | | |
|---|---|---|
| | Α = | 1 |
| | Β = | 2 |
| | Γ = | 3 |
| | Δ = | 4 |
| | Ε = | 5 |
| | ΣΤ = | 6 |
| | Ζ = | 7 |
| | Η = | 8 |
| | Θ = | 9 |
| | Ι = | 10 |
| | Κ = | 20 |
| | Λ = | 30 |
| | Μ = | 40 |
| | Ν = | 50 |
| | Ξ = | 60 |
| | Ο = | 70 |
| | Π = | 80 |
| (Koppa) | Ϙ = | 90 |
| | Ρ = | 100 |
| | ΡΙ = | 110 |
| | ΡΚ = | 120 |

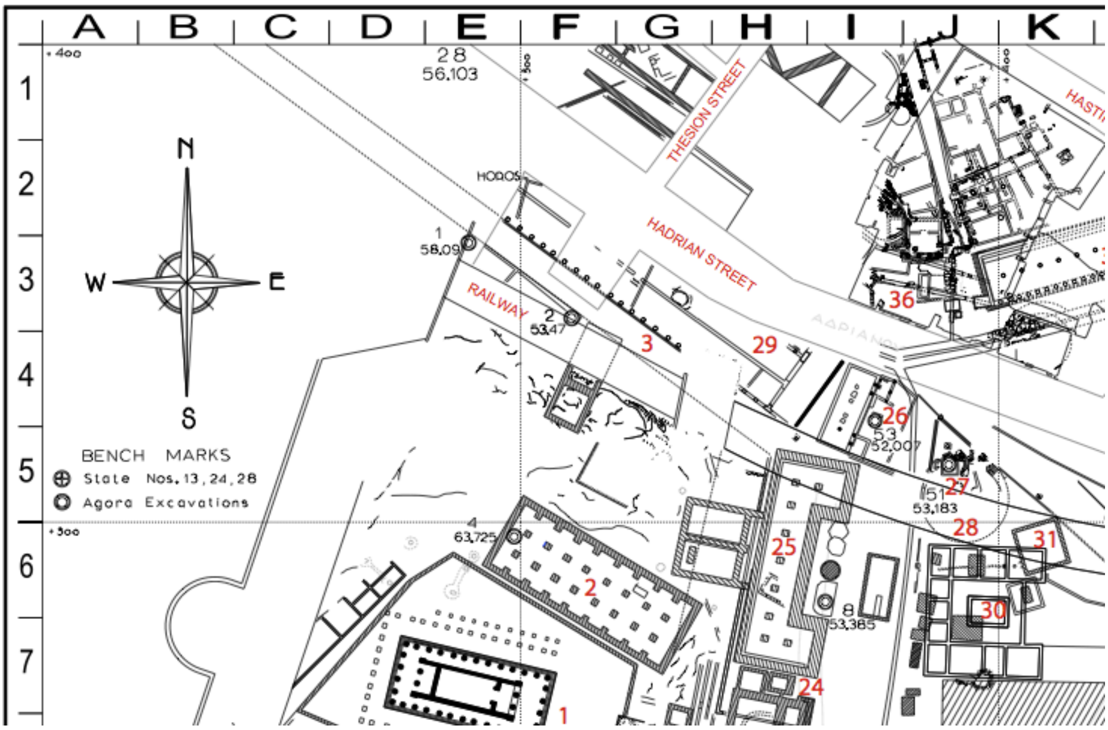
Combinations of these letters can be used to create numbers:

| | |
|---|---|
| ΙΔ | = 14 |
| Δ-Ζ | = 4-7 |
| ΛΑ-ΞΗ | = 31-68 |
| ΜΘ-ΡΚΣΤ | = 49-126 |

**You should always enter the old grids exactly as they are written (i.e. with the Greek letters). You should not try to convert the letters to numbers. The letter equivalents are only here for your reference.**

**Grid (^G) cont.**

The **new grid** system is based on 20-meter grid squares designated by a *letter* (east/west, x-axis) and a *number* (north/ south, y-axis). Pictured below is the north-west corner of the Agora. The 20-meter grid squares are designated by the letters along the top of the map and by the numbers going down the left side. For example: "A 1" is the first 20-meter grid square in the top left corner; while "K 7" is the 20-meter square at the bottom right of the picture.




New grids that are written with just a letter and a number (and which designate a 20-meter square) are sometimes referred to as **new grid areas** (e.g. A 1; F 4; K 7).

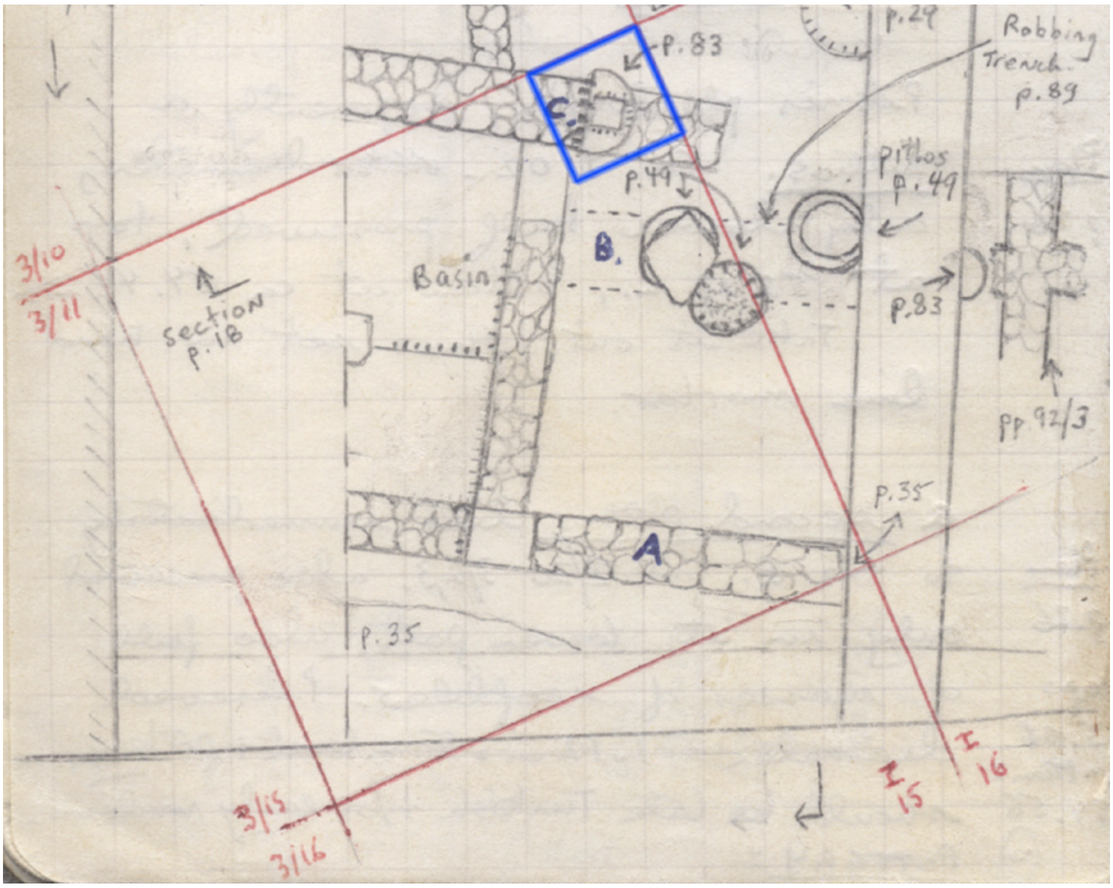
Each 20-meter **new grid area** is further subdivided into 1-meter grid squares that can be designated in the following manner: "new-grid-area-letter <slash> meters-across-within-this-area <hyphen> new-grid-area-number <slash> meters-down-within-this-area" = "letter/number-number/number" as in the following examples:

**J**/7**-5**/15 = inside new grid square "J 5" on the map above, 7 meters over in this square, 15 meters down.

**K**/1,2**-4**/7,20 = inside new grid square "K 4" on the map above, 1 to 2 meters right in this square, 7 to 20 meters down. (Note the use of commas to separate the meter ranges within the square).

**Grid (^G) cont.**

Here is a plan that uses the **new grid system**. Grid components are marked in red on the plan: I/15, I/16, 3/10, 3/11, 3/15, and 3/16. The first thing we can say about this plan is that it is inside the 20-meter "I 3" new grid area (since all the components begin with either "I" or "3"). The 5x5 meter red square drawn on the plan runs west-east from the I/10,11 red line (which is not labeled) to I/15,16, and north-south from the 3/10,11 red line to 3/15,16. So the new grid for the interior of this red square can be designated as: "I/11,15-3/11,15".




Since each precise new grid reference designates a 1-meter square box and not a line or point (i.e. I/15-3/11 designates the 1-meter blue square box located in the top-right corner of the red square), this means that new grid meter offsets are the *upper-bounds* of a grid square. For example, there is no *zero* meters over or down as in "I/0-3/0" (this grid would be invalid). A new grid reference like "I/1-3/1" implies the whole square running from 0 to 1 meters over, and from 0 to 1 meters down in the same way that the blue square above (I/15-3/11) implies the whole square from 14 to 15 meters across, and from 10 to 11 meters down.

**Grid (^G) cont.**

Here are some general rules for entering grids. As long as you follow these rules and enter the grids as they are written in the notebooks, the grids you enter should validate (although sometimes the grids on the page are not written correctly and you will need to correct them yourself or ask for help).

The only grid references that contain spaces are new grid areas (like "J 5" or "I 3"). All other grid references should never contain spaces (e.g. "I / 15 - 3 / 11" should be entered as "I/15-3/11").

The only punctuation characters allowed in grid references are: commas, slashes, and hyphens (, / -).

Old grids always use Greek letters for the letter part while new grids always use English letters for the letter part.

The format of a grid reference should always follow one of the following patterns (where the parenthetical parts are optional).

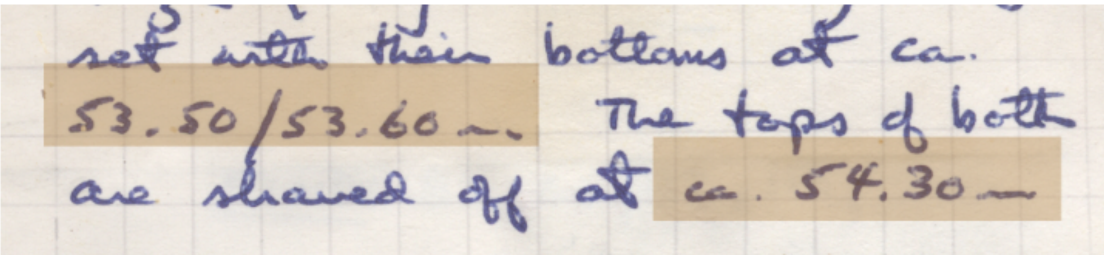
**old grid =** number(-number)/letter(-letter)
**new grid =** letter/number(,number)-number/number(,number)

For practice, here is a list of incorrectly written grids (the first column) with their corrections (the second column).

| | | |
|---|---|---|
| 15/Γ-16/ΓΕ | 15-16/Γ-ΓΕ | (range issue) |
| 8/Ι-9/ΙΑ | 8-9/Ι-ΙΑ | (range issue) |
| K/1,K/2-3/5,3/6 | K/1,2-3/5,6 | (range issue) |
| J/1,J/7-2/20 | J/1,7-2/20 | (range issue) |
| J/20,21-2/13,14 | J/20,K/1-2/13,14 | (no 21 meters) |
| K/4,6-1/19,21 | K/4,6-1/19,2/1 | (no 21 meters) |
| J/18,K/2-3/20,3/8 | J/18,K/2-3/8,20 | (range order) |
| 2/16-J/17 | J/17-2/16 | (letter part first) |
| J/1-3-3/14-15 | J/1,3-3/14,15 | (punctuation) |
| J/16;J/20-4/2;3/17 | J/16,20-3/17,4/2 | (punctuation) |
| J/20;K/3-3/13;4/1 | J/20,K/3-3/13,4/1 | (punctuation) |
| J/1,I/20-3/12,13 | I/20,J/1-3/12,13 | (letter order) |
| K/1,J/20-3/2 | J/20,K/1-3/2 | (letter order) |

**Elevation (^E)**

Elevation annotations are height measurements above sea-level (the "z" spatial coordinate). Within the ancient Athenian Agora, elevations are typically within the range of 30 to 60 meters.




Examples:

53.20
51.34-54.32
40.53 (-3.8)
50.53 (+1.4)

**Only enter the elevation number.** Do not enter any question marks (?), "m.", "ca.", or any other qualifiers that might be written in the notebooks before or after the elevation.

Use hyphens (-) to express elevation ranges, do not use slashes (e.g. "53.50/53.60" should be entered as: 53.50-53.60).

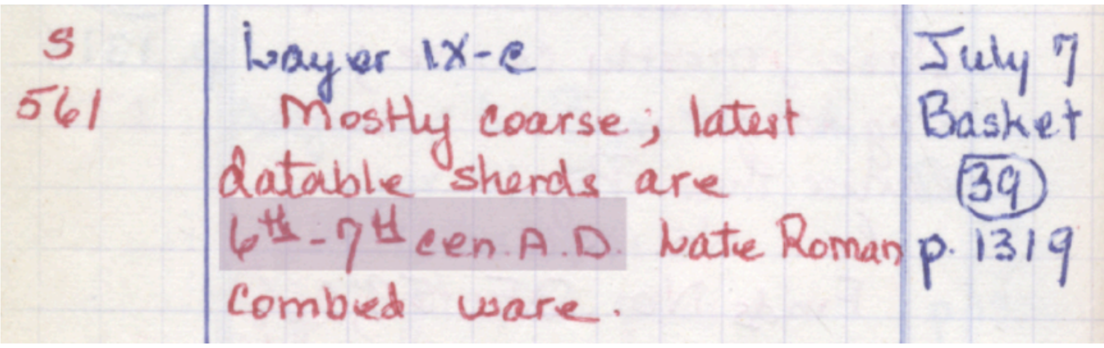
When there are more than two elevations written for a range as is common in the notebooks (e.g. "52.20/52.09-52.13/51.97"), then you should create a single elevation annotation and only enter the minimum and maximum values in the range (e.g. 52.20-51.97).

If you encounter a list of elevations or a non-contiguous range of elevations (e.g. "53.50, 53.60-53.61, 54.12") then you will need to create multiple elevation annotations, one for each elevation range.

**Do not enter a relative elevation without a benchmark.**
Many times you will encounter relative elevations (e.g. "-1.2m."). These relative elevations are based on benchmarks (sometimes a benchmark for that particular day, sometimes a benchmark for that particular excavation season). You need to determine the actual benchmark and then enter the relative elevation as an offset in the following format: "benchmark (offset)". For example, an elevation written as "-1.32m." with a benchmark of "53.11m." should be entered as: "53.11 (-1.32)".

**Chronology (^C)**

A chronology annotation is a phrase that dates a pottery lot, coin, or find. A chronology can be expressed in many different ways: as a specific year, a range of years, part of a century, multiple centuries, a historical period, or in the case of coins, as an issuing authority.




**Examples:**

> **523 B.C.**
> **Late 4th A.D.**
> **6th to early 5th century B.C.**
> **Hellenistic**
> **Arcadius, 395-408 A.D**
> **Theodosius II**

Do not enter any question mark (?) or "ca." or any other qualifier written in the notebook before or after a chronology.

Write out all abbreviations: LR = Late Roman, Byz. = Byzantine, LH IIIA = Late Helladic IIIA, etc.

Do not use the abbreviation "c." for century or centuries (e.g. 2nd c. A.D. should be entered as: 2nd A.D.). Use Arabic numerals for the centuries (e.g. 1st B.C.; 2nd A.D.). Do not use Roman numerals like I, II, IV for centuries.

**When a chronology is expressed in centuries or absolute numbers, always enter a final B.C. or A.D.** Do not type any space between the letters or periods of B.C. or A.D. Sometimes you will encounter a chronology where B.C. or A.D. is not indicated (e.g. "Late 4th"). In these situations, you need to determine and then add the appropriate B.C. or A.D. indicator (e.g. Late 4th B.C. or Late 4th A.D.).

**Chronology (^C) cont.**

Always use a hyphen (-) to represent a chronological range (e.g. 180-159 B.C. and not 180/59 B.C. or "180 to 159 B.C."). Do not type any spaces before or after a hyphen.

**In the Pottery notebooks, only the latest chronology should be annotated in a lot entry.** The lot entries in the Pottery notebooks usually include a series of chronologies for all periods represented in a lot. In these cases, only the latest chronology (i.e. the date closest to now) should be annotated since it is the most important and the one used to date the pottery lot (the latest chronology will usually be the first listed or the most prominent in a lot description). When intrusions are indicated, these chronologies should generally be ignored. Consult with a supervisor if you are unsure which chronology is the most important to annotate.

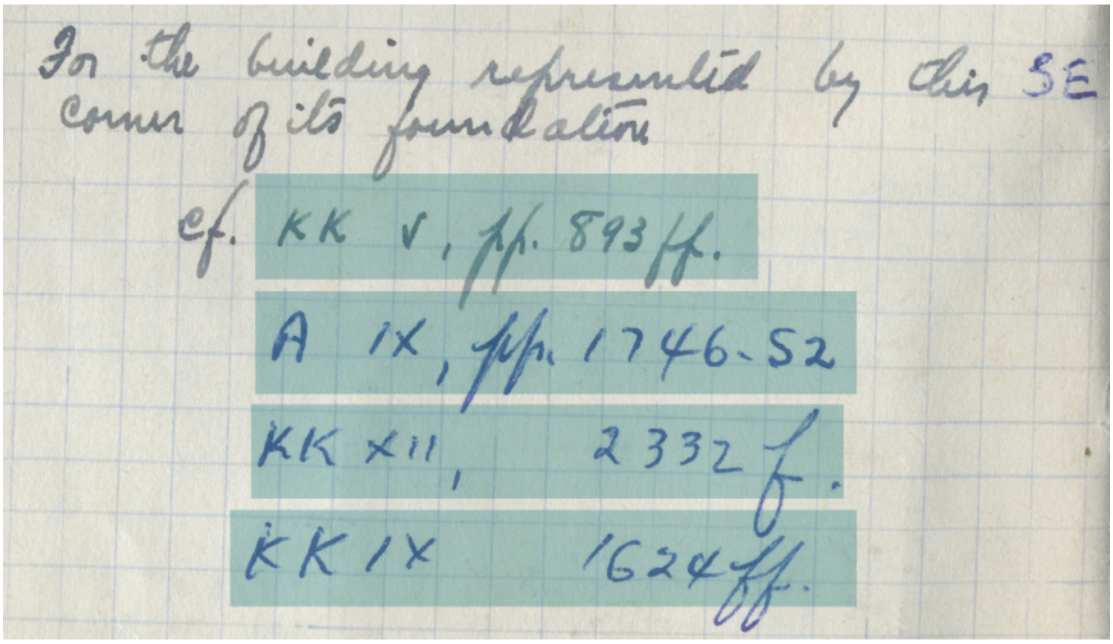
**Do not annotate any chronologies within the Notes notebook that are written next to lot numbers.** These are temporary chronologies (usually written in pencil) assigned to lots before the pottery is fully analyzed. The final chronology for the pottery lot will be written (and annotated) in the Pottery notebooks.

**Do not annotate a chronology unless it provide at least some date information.** Coin entries will sometimes have the word "Illegible" written instead of a date. If this is the only information provided, then this phrase should not be annotated as a chronology. If however you encounter a phrase such as "4th c. B.C. Illegible" or "Roman, Illegible" then these phrases should be annotated as chronologies since they do provide at least some date information.

**Chronologies should be entered as consistently as possible.**
It might help to understand the reasons for having strict typing conventions for chronologies. Eventually each chronological phrase will be manually converted into numeric years. For example, "523 B.C" will be converted to the number -523, and "4th B.C." will be converted to the numeric range -399 to -300. By converting a specific chronological phrase to a range of numbers once, you can automatically convert every occurrence of this particular chronological phrase in every notebook into a searchable and sortable numeric range.

**Reference (^R)**

Reference annotations are references to other notebook pages. As mentioned in the introduction, you can reference any page in any notebook at the Agora by simply providing a Section and a page number. The notebook volume numbers are helpful but they are optional and not required.



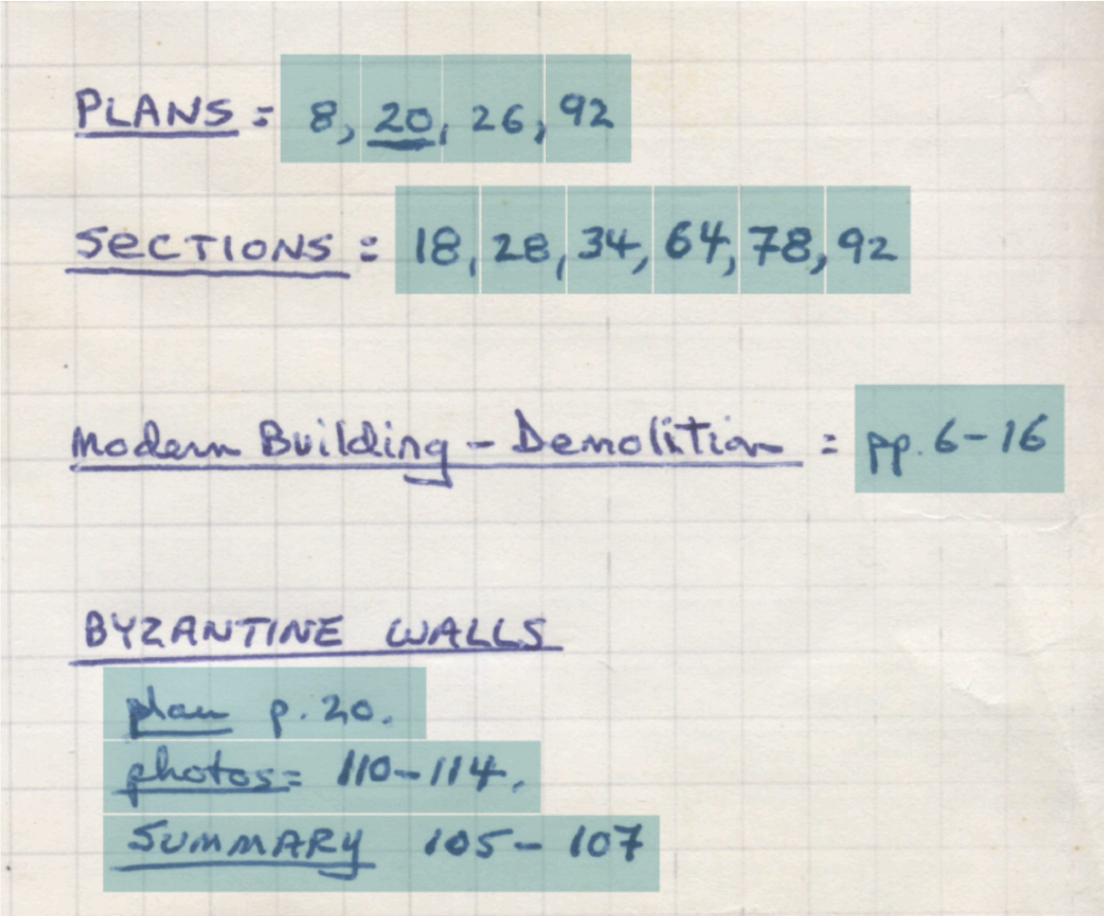

Examples:

| | |
|---|---|
| A IX 1746-1752 | [section volume page-range] |
| ΣΤ III 573 | [section volume page] |
| ΔΔ 38-42 | [section page-range] |
| ΒΘ 1764 | [section page] |
| 66-78 | [page-range] |
| 456 | [page] |

Most of the time you will enter a reference annotation as simply a number (e.g. 456). When no Section is present, it is assumed that the reference is to a page in the current notebook or Section.

In order to reference a page in a notebook from a different Section, use a *fully qualified page reference* in the form: "Section <space> Volume <space> Page" or (omitting the optional volume number) as "Section <space> Page" (e.g. ΣΤ III 573; ΒΘ 1764).

**Do not include any page qualifiers when entering reference annotations.** Qualifiers such as "cf." "p." or "ff." should never be entered (e.g. "KK V, pp. 893ff." = KK V 893; "cf. pg. 456f." = 456).




If a page reference is qualified by a title that is not otherwise annotated like "Plan pg. 20" or "Summary 105-107" then the annotation box should cover the entire phrase but only the actual page number(s) should be entered.

Use a hyphen (-) to enter page ranges (e.g. 1-5). Slashes should be converted to hyphens when a page range is implied (e.g. "1929/1931" = 1929-1931).

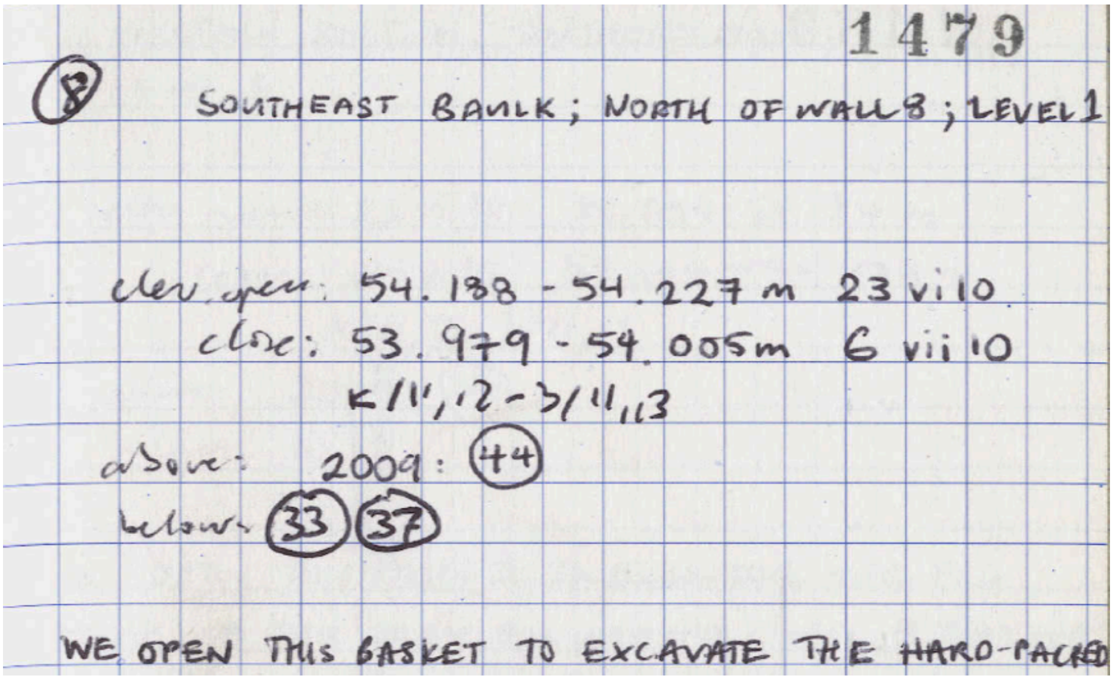
**Write out all page abbreviations** (e.g. "1175-6" = 1175-1176).

For lists of pages that are non-contiguous (e.g. "1, 8, 10-11, 15") you must create separate annotations for each page range.

**Exception:** if the right hand page in a notebook spread references the left hand page, or vice-versa, then you should *not* create annotations for these references. (Clicking on a page reference annotation will jump the user to the spread with that page. If the destination spread is the same as the source spread, then you will simply be creating a self-referential link that will confuse the user.)

**Basket (not annotated)**

Sections at the Agora are excavated as a sequence of independent archaeological contexts (Baskets, Lots, and Deposits). You should start to become familiar with the archaeological contexts used at the Agora and how they are referenced and recorded in the notebooks.



1479

8 SOUTHEAST BAULK; NORTH OF WALL 8; LEVEL 1

elev. open: 54.188 - 54.227 m 23 vi 10

close: 53.979 - 54.005m 6 vii 10

K/11,12-3/11,13

above: 2009: 44

below: 33 37

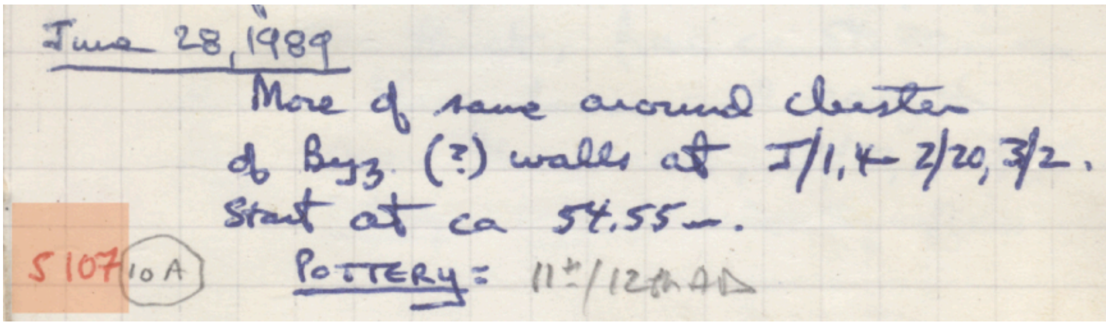
WE OPEN THIS BASKET TO EXCAVATE THE HARD-PACKED

Baskets are the smallest units of excavation that are recorded in the notebooks (one floor layer, one road surface, one layer in a well, etc.). All material from a “basket” context is initially kept separate for analysis. Baskets are numbered sequentially during an excavation season and are written in the notebooks as a number with a circle around it as shown above. Since the use of baskets is a relatively recent development at the Agora, we will not be annotating them (although you should be able to recognize them when you see them). At the end of an excavation season, baskets are analyzed and combined into lots (you can think of baskets as temporary lots).

**TIP:** If you are annotating a Notes notebook that uses baskets, then you should try to create annotation groups based on baskets (i.e. all the annotations in a basket should be grouped together). Otherwise you should try to group by lot (i.e. all annotations that make up a lot should be grouped together).

## Lot (^S)

Lots (sometimes called “pottery lots”) are the material remains (one or more baskets) from a single archaeological context. Lots are the smallest unit of *storage* in the Agora (i.e. all material from each lot is stored separately and can be re-analyzed in the future if necessary).




Examples:

| | |
|---|---|
| Lot ΠΘ 5 | [“Lot” Section number] |
| S 107 | [container-type number] |
| T 54 | [container-type number] |
| 4321 | [number] |

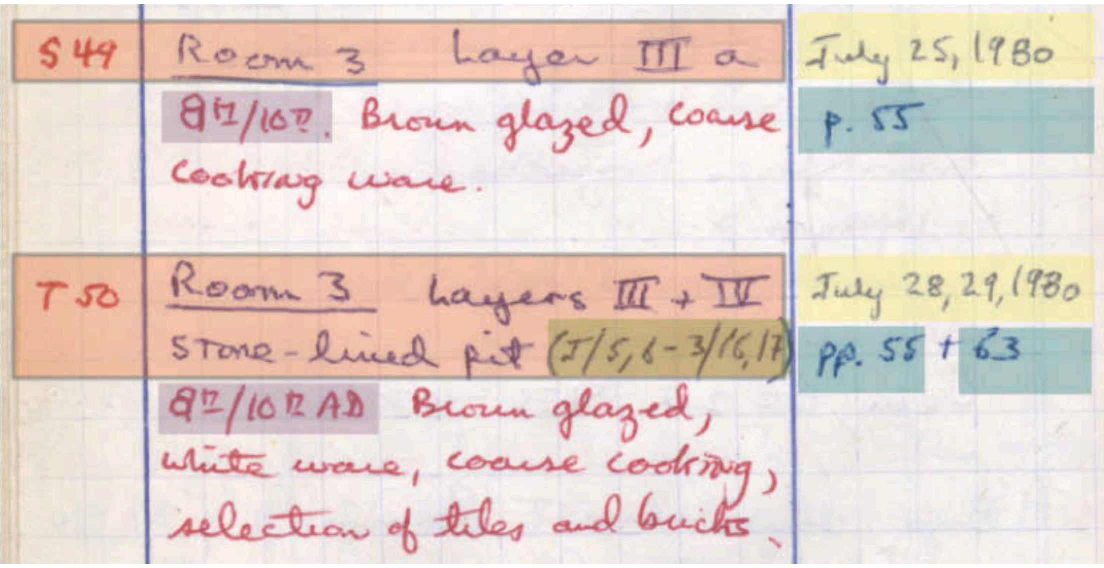
Lots are uniquely identified by the Section where they are located and by a running serial number that begins with 1 in each Section (e.g. Lot ΠΘ 1, Lot ΠΘ 2, ... Lot ΠΘ 145; Lot BE 1, Lot BE 2, ...). In the notebooks, however, you will often see lots written in red pen like **S 107**, **T 50**, or **548** where the Section letters are simply assumed (from the notebook) and where the Latin letter preceding the lot number (when present) conveniently designates the type of storage container used for the contents of that lot (S = sack; T = tin; B = box; BB = big box; E = envelope).

When entering lot numbers, always include the storage container letter when present (e.g. S 107). Otherwise enter the lot number as a simple number (e.g. 548). If you need to enter a lot number from a different Section, then you should use a fully qualified lot number in the format: “Lot” <space> Section <space> number (e.g. Lot ΠΘ 145). Use a hyphen (-) for lot ranges and expand abbreviated numbers (e.g. “T 245-8” = T 245-248).

**Note:** the word “Lot” is necessary in a fully qualified lot number in order to distinguish it from a find number. If a Section is not present in a lot number, then the current notebook Section is assumed.

**Lot (^S) cont.**

Lot annotations have two fields in the inspector window: a “Lot” field for the actual lot number, and a “Title” field for the lot title. Lot titles should only be entered for lot entries in the Pottery notebooks, not for lot cross-reference annotations such as those found in the Notes notebooks. **Only enter a lot title if one is present in the text. Do not do research in order to find a lot title.**




**Lot annotation boxes in the Pottery notebooks should cover both the lot number and the lot title and be marked as entries in the inspector window.** Duplicate the lot annotation if the lot number and title are not together. All other annotations inside the lot title (such as elevations or grids) should then be created on top of the lot annotation (as pictured above). There is no need to use the polygon tool in situations like this. Simply create a smaller rectangle annotation on top of the larger annotation while holding down the *alt* ⌥ and *command* ⌘ keys.

Lot entry groups will eventually be converted into database records. This means that data *implied* in a lot entry but not explicitly present (such as grids and elevations) should be ghosted into each appropriate lot entry group. **The goal is to have at least one grid and one elevation annotation (or ghost) inside each lot entry group so the lots can be spatially located.**

**Note:** Only ghost grids and elevations that are accessible from the current context (i.e. from a previous lot group or from the page titles and headings). Do not look in the Notes notebook or do any other research in order to determine a grid or an elevation for a lot.

**Lot (^S) cont.**

The lots in the Pottery notebook are usually arranged hierarchically where the headings on each page combined with the lot title specify a precise location within a trench or Section:

> Area II; Early Altar; Room 3; Layer IIIa

Every lot title should include this full hierarchy. For example, in the picture on the previous page, the lot titles begin at the "Room 3" level but you should still enter the full hierarchy as follows: "Area II; Early Altar; Room 3; Layer IIIa"; and "Area II; Early Altar; Room 3; Layers III and IV; Stone-Lined Pit".

Each distinct component of a lot title (i.e. each level in the hierarchy) should be written in **Book Title Case** and separated by a semi-colon (;). Any other punctuation characters used for separators (commas, colons, etc.) should be changed to semi-colons.

All abbreviations in lot titles should be fully expanded (e.g. enter "and" instead of "&"; "Northwest Side" instead of "NWSd", etc.).

Lot titles should *never* include the actual Section or Notebook but they should include any major divisions within a Section:

> ~~Section A;~~ Drain 1 Area; Layer VI;
> ~~BE IX;~~ East Half; Area south of Byzantine Room with Floor
> BZ North; Room 5; Layer 6

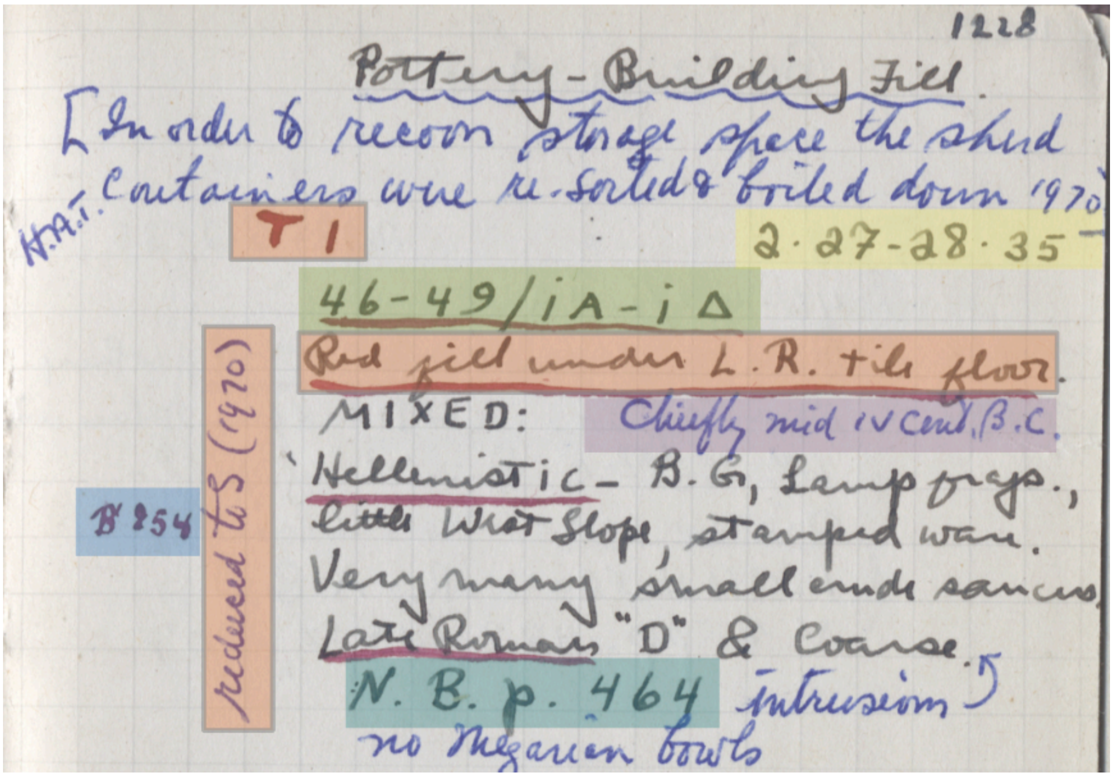
In general, grids and elevations should not be included in the lot titles unless they are part of a phrase. Consider the following lot titles as examples of when to keep grids and elevations in the title and when to leave them out.

> Chapel; ~~J/13/18-2/8,11;~~ Fill between walls at 52.3-52.4m.
> Room 4;~~ 54.3m.;~~ North-South walls at J/16,18-1/20,2/6
> South Area; Room 2; Below 51.32m.

**Note:** When you include a grid or elevation within a title, it should still always be annotated separately (or ghosted into the group). Titles are never scanned for grids or elevations so having a grid or elevation inside a title is not the same as having a specific grid or elevation annotation inside a group. This is a general principle that applies to all annotations with titles.

**Lot (^S) cont.**

Occasionally you will encounter **reduced lots** (lots which have been combined with other lots into a new lot). In these situations, both lot numbers (the original lot number and the reduced lot number) should be annotated as lot entries and then grouped together with the rest of the lot annotations as a single lot group. You may need to ghost the reduced lot number into multiple lot groups.


1228
Pottery - Building Fill
[In order to recover storage space the sherd containers were re-sorted & boiled down 1970
H.A.T.
T 1
2-27-28-35
46-49/iA-iΔ
Red fill under L.R. tile floor.
MIXED: Chiefly mid IV Cent. B.C.
Hellenistic - B.G., lamp frags.,
little West Slope, stamped ware.
Very many small crude saucers,
Late Roman "D" & Coarse.
N.B. p. 464 intrusion
no Megarian bowls
reduced to S (1970)
B' 254

When lots are divided into **sub-lots** (e.g. S 12 a; S 12 b; S 12 c), only the main lot number should be annotated as a lot entry. All sub-lot annotations should then be grouped together with the main lot number to form a single lot group.

**Lot (^S) cont.**

The steps for annotating pages with lot entries are as follows:

1) Create annotation boxes for the lot numbers (which should completely cover the lot numbers and lot titles), dates, references, the primary chronology, and any grids, elevations, finds, coins, and deposits. Create heading annotations for any bibliography references in the lot entries.

2) Create ghost annotations for any elevation, grid, or deposit not present in a lot entry but implied from previous lot entries or from the page headers. Any grids, elevations, or deposits that are inside the lot title should be annotated on top of the lot annotation itself. Use the *arrange* options to position annotations on top of each other.

3) Align, resize, and arrange the annotation boxes.

4) Enter the metadata for all annotations. Lot entry annotations should include the full hierarchical title, written in title case, with each component of the title separated by a semi-colon (;). Don't forget to mark the entry checkbox for lot entry annotations.

5) Group all annotations in an entry together.

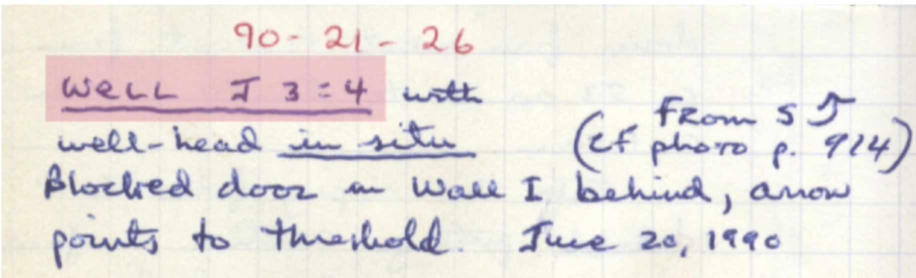
6) Check the metadata for errors and mistakes by switching back and forth between Text Mode and Status Mode (^SHIFT+TAB).

**Tip:** Because lot entries often follow a consistent layout and style, it is usually faster to copy and paste entire lot entry sets (i.e. all annotations that make up a lot entry) and then adjust and tweak the annotations within each lot entry as necessary.

**Tip:** You can assign metadata to multiple annotations at once by selecting all relevant annotations and then entering the appropriate metadata. Copy and paste prefix metadata that is common between multiple annotations and then fill in the particular variations for each annotation individually (i.e. paste the hierarchical titles onto all lot entry annotations and then add the individual lot titles to the existing prefixes).

## Deposit (^T)

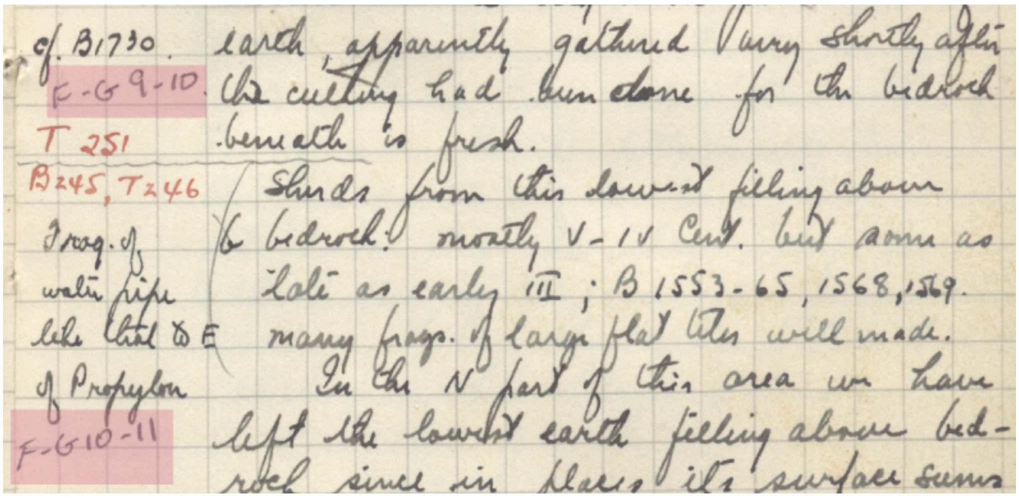
Deposits are contexts (one or more lots) that refer to any closed physical unit (well, cistern, grave, pit, etc.) in which the recovered finds present sufficient homogeneity to be of value in the study of type, style, or chronology.


90-21-26
WELL J 3:4 with
well-head in situ
From S ↑
(cf photo p. 914)
Blocked door in Wall I behind, arrow
points to threshold. June 20, 1990

Examples:

| | |
|---|---|
| J 3:4 | [area : number] |
| F-G 9-10 | [area range] |
| A-B 1-2:3 | [area range : number] |

Deposit numbers are designated by a new grid area (e.g. J 3), a colon (:), and a sequential number starting with 1 within that particular 20 meter square (e.g. J 3:1, J 3:2, J 3:3, J 3:4).


cf. B1730 earth apparently gathered very shortly after
F-G 9-10 the cutting had been done for the bedrock
T 251 beneath is fresh.
B245, T246 Sherds from this lowest filling above
Frag. of bedrock mostly V-IV Cent. but some as
water pipe late as early III; B 1553-65, 1568, 1569.
like that to E many frags. of large flat tiles well made.
of Propylon In the N part of this area we have
F-G 10-11 left the lowest earth filling above bed-
rock since in places its surface seems

Sometimes deposits cover multiple new grid areas and are written as a range (e.g. F-G 9-10) sometimes with a colon and sequence number, and sometimes without.

Deposit numbers are often preceded by the deposit type (e.g. Pyre C 10:2; Well J 2:1). The deposit type should never be written as part of the deposit number but it should be covered by the deposit annotation box and can be entered in the deposit "Title" field.

**Find (^F)**

Every find in the Agora has two primary identification numbers: a **Section Number,** and an **Inventory Number.** Both of these numbers are usually written on the object itself in permanent ink.

A **Section Number** is a unique identifier given to an object as soon as it is discovered and serves as an initial tracking number. It is based on the *location* (i.e. Section) where an object is found and a running serial number that starts with 1 in each Section (e.g. BZ 1, BZ 2, BZ 3; ΔΔ 1, ΔΔ 2, ΔΔ 3). **Section letters should always be typed in Greek using the Greek keyboard.**

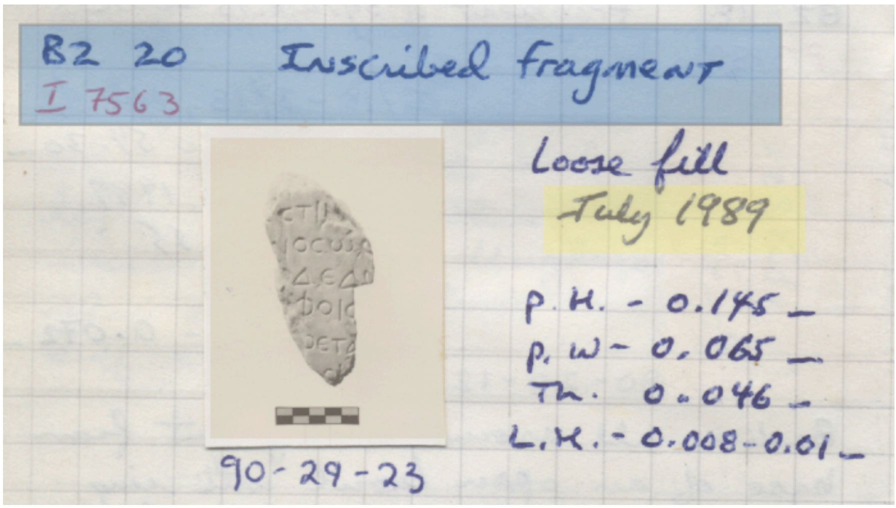
An **Inventory Number** is a unique identifier given to an object after it has been fully cleaned and cataloged. It is based on the following list of *object type* abbreviations and a running serial number that starts with 1 in each type category (e.g. P 1, P 2, P 3; ST 1, ST 2, ST 3). **Inventory letters should always be typed in English using the English keyboard.**

| | |
|---|---|
| A | = Architecture |
| B | = Bronze |
| BI | = Bone and Ivory |
| G | = Glass |
| I | = Inscription |
| IL | = Iron and Lead |
| J | = Jewelry and Gems |
| L | = Lamps |
| MC | = Miscellaneous Clay |
| N | = Coin |
| P | = Pottery |
| S | = Sculpture |
| SS | = Stamps and Seals |
| ST | = Stone |
| T | = Terracotta |
| W | = Wood |

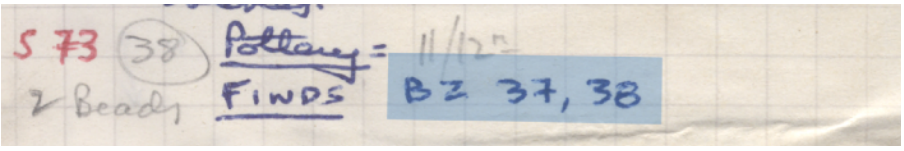
An Inventory Number represents a single object. If an object is discovered in fragments, it might have multiple Section Numbers associated with it. For example, a large ancient inscription might be made up of several fragments discovered in different locations. Each fragment of the inscription will have its own unique Section Number, but the inscription as a whole should have only a single Inventory Number (e.g. the inscription **I 236** consists of fragments **ΣΤ 604, ΘΘ 207,** and **ΕΛ 87**).

**Find (^F)**

**Find annotations in the Finds notebooks should cover all find numbers and the find title and be marked as entries in the inspector window.** Whenever the Inventory Number and Section Number are both present, you should always prefer the Inventory Number. The title of the find does not need to be entered.




Find annotations in the other notebooks are cross-references to the find entries and usually only the Section Number will be provided. In these cases, enter the Section Number in the "Find" field.




Use hyphens (-) to express a range of *consecutive* find numbers and always expand any abbreviated numbers (e.g. "BZ 37, 38" should be written as: BZ 37-38; and "BZ 124-5" as: BZ 124-125).

Section Numbers and Inventory Numbers are sometimes followed by a "BIS" or "TER" which indicates a reused find number. These suffixes should be entered after a separating space in capital letters (e.g. BZ 37 BIS; I 7563 TER).

Find numbers should always be entered as follows: "letter <space> number" (with an optional <space> BIS/TER suffix).

**Tip:** Pressing ^` will insert the current Greek Section letters into any text you are typing (meaning you won't have to switch to the Greek keyboard in order to enter a Section Number).

**Find (^F) cont.**

The steps for annotating pages with find entries are as follows:

1) Create annotation boxes for the find numbers (which should cover the find numbers and find title), dates, references, grids, elevations, and any mugshots, chronologies, or deposits. Create heading annotations for any bibliography references in the find entries.

2) Create ghost annotations for any elevation, grid, or deposit not present in a find entry but implied from previous find entries or from page headers.

3) Align, resize, and arrange the annotation boxes.

4) Enter the Inventory Number for the find entry annotation in the inspector window (only enter the Section Number when the Inventory Number is not present). Don't forget to mark the find annotation as an entry.

5) Group all the annotations in an entry together.

6) Use autofill **(⌘F)** to lookup the metadata for the rest of the annotations within an entry group. (Since autofill uses internal databases, it will only work from within the Stoa of Attalos.)

7) Check all the metadata for errors and mistakes by switching back and forth between Text Mode and Status Mode. (Negative numbers for multiple mugshots will often not be autofilled correctly and so these will need to be adjusted manually.)

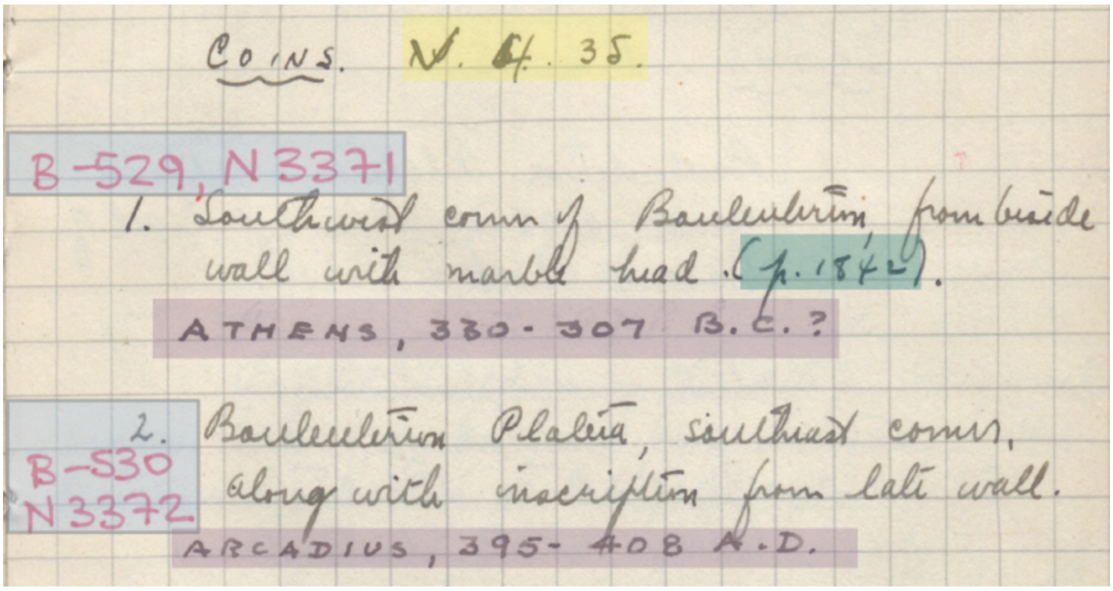
**Tip:** You can assign metadata to multiple annotations at once by selecting all relevant annotations and then entering the appropriate metadata. Copy and paste prefix metadata that is common between multiple annotations and then fill in the particular variations for each annotation individually.

**Tip:** You can autofill an entire page of annotations by first creating all the annotations on a page, enter only the Inventory Numbers in the find entry annotations (these are used to lookup the rest of the entry metadata), group each entry separately, select all annotations on the page, and then select autofill. Afterwards, make sure you double check all the metadata (by toggling back and forth between Text Mode and Status Mode) to make sure the autofilled data matches the data written on the page.

**Coin (^V)**

Coins have been tracked by various methods during the history of excavations in the Agora, and this has resulted in several different methods of identifying and referring to coins. The easiest way to understand coin numbers is to understand this history.

Originally, all the coins that were found on a particular day were simply listed sequentially at the end of each day's excavation notes. These coins are identified by a **Coin-of-the-Day Number** which consists of the *date* and a sequence number for that particular day (e.g. 4 May 1935, Coin #1; 4 May 1935, Coin #2).



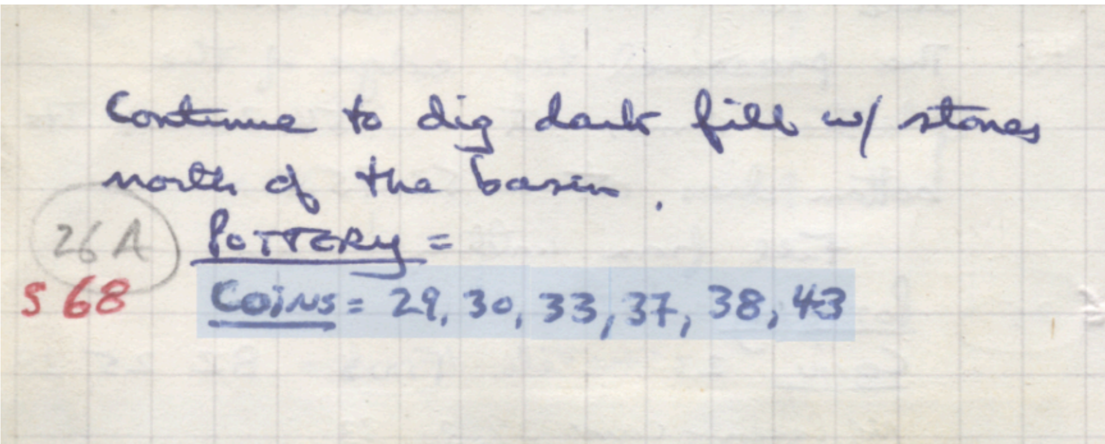

Eventually (in the early 1970s) this system became cumbersome and it was decided to assign **Section Numbers** (e.g. B-529, B-530) and **Inventory Numbers** (e.g. N 3371, N 3372) to coins as well as finds. Since Section Numbers for finds already existed (BZ 1, BZ 2, etc.), a new sequence number was started for coins that used a **hyphen** instead of a space (BZ-1, BZ-2, etc.).

This means that the only way to distinguish a Find Section Number (or a "Find Number") from a Coin Section Number (or a "Coin Number") is by observing the separating character (space or hyphen) between the Section letters and the sequence number. In Section BZ, for example, there will be a find "BZ 1" and there will be a coin "BZ-1" that are two different objects.

BZ 1, BZ 2, ... ΔΔ 1, ΔΔ 2, ... = Find Numbers = Section Numbers
BZ-1, BZ-2, ... ΔΔ-1, ΔΔ-2, ... = Coin Numbers = Section Numbers

**Coin (^V) cont.**

Whenever you encounter a reference to a coin in one of the notebooks, you must always determine whether this is a Coin-of-the-Day Number (4 May 1935, Coin #1), a Coin Section Number (B-529), or an Coin Inventory Number (N 3371). This can be difficult at times because sometimes only a number is written.




In these situations, you must determine which system of coin recording is being used in the notebook. If you determine these numbers to be Coin Section Numbers, then the fully qualified number or range should be entered (e.g. BZ-29-30; BZ-33; BZ-37-38; BZ-43). If they are Coin-of-the-Day Numbers, then only the sequence number of the coin should be entered in the "Coin" field (e.g. 29-30; 33; 37-38; 43) and the date should be entered in the separate "Date" field. **All Coin-of-the-Day Numbers need to have a date in order to be valid and you should only enter a date for a coin if it is a Coin-of-the-Day Number.**

Many times multiple identifiers are present in which case the Coin Inventory Number is the preferred number, followed by the Coin Section Number. **Coin-of-the-Day Numbers should only be entered when no other coin identifier is present.**

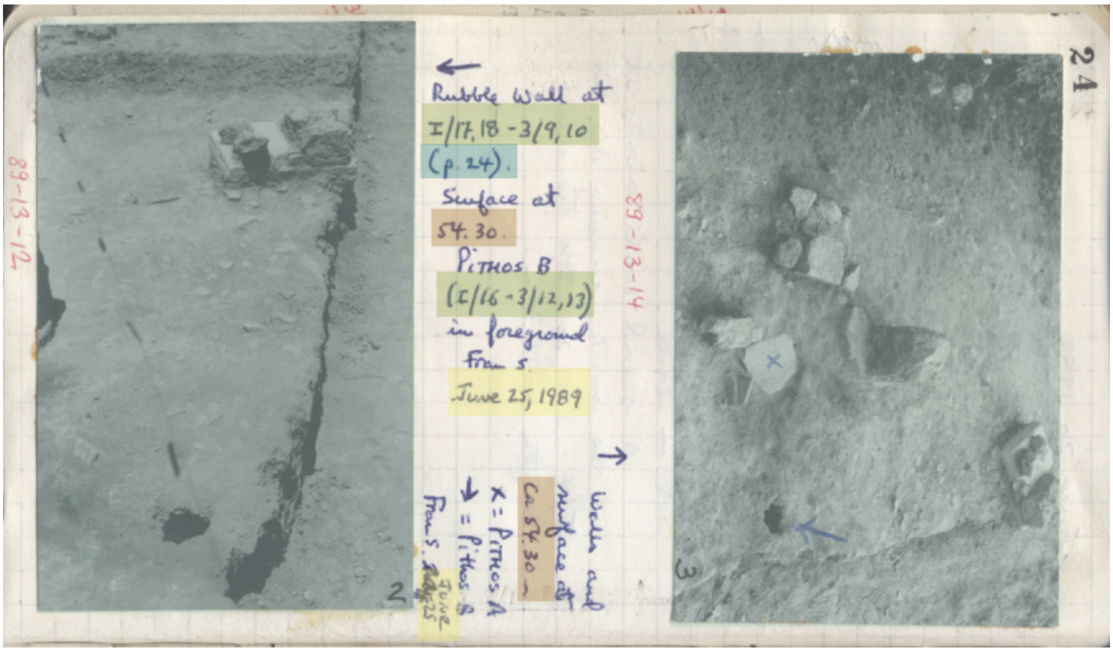
If a coin entry has been marked as "Not a coin" then you should still enter the Coin Section Number provided.

When grouping coin entries that use Coin-of-the-Day Numbers, you should not try to group the date annotation at the top of the page with any of the coin entry groups.

**Coin entries should be annotated similar to find entries. You should be able to use autofill for coin entries in any Section between Section A and Section H alphabetically.**

**Photograph (^A)**

Photograph annotations are outdoor excavation photographs that have been glued into the excavation notebooks (not to be confused with mugshots which are small contact photographs of finds).




Since the photographs are often skewed, use the **polygon tool** for creating the photograph annotation boxes.

For every photograph annotation, fill out the **negative**, **title,** and **rotate** fields in the inspector window.

The **negative** number for the photograph will usually be written on the photograph or next to it (often in red ink). Several different formats of negative numbers have been been used in the history of excavations in the Agora:

| | |
|---|---|
| XIL-42 | [roman (1..79) - number (1..100)] |
| 80-102 | [number (80..88) - number (1..800)] |
| 98-4-2 | [number (77..11) - number - number (1..36)] |
| 78-12-25A | (as previous but with a letter suffix) |
| 123 | [number] |

The **title** of a photograph should be entered as full English sentences (or at least sentence fragments) with proper punctuation such as final periods. Grids and elevations should be included in photograph titles only if they are part of a phrase within the title.

**Photograph (^A) cont.**

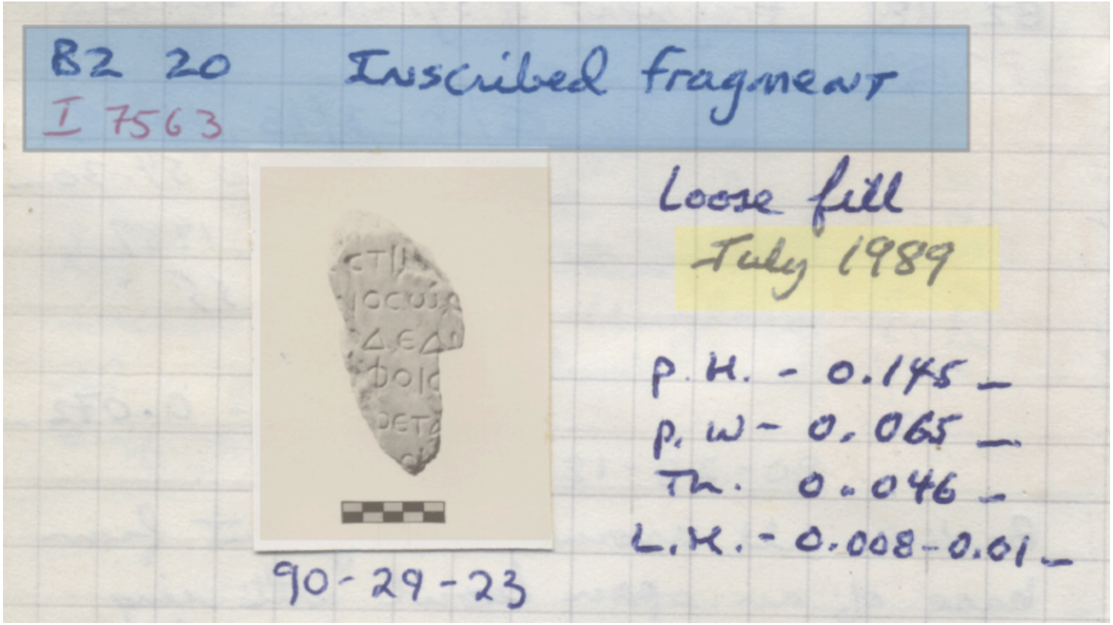
For each photograph annotation, set the **rotate** field value from the drop-down menu (^[ = 90º Left; ^] = 90º Right; ^\ = None; ^’ = 180º). Always select the amount the photograph *should be rotated* in order to be right-side-up (*not* how much the photograph is currently rotated).

Photograph groups will eventually be turned into database records so it is important that all annotations that “go with” the photograph are grouped together. If annotations are shared between two photographs on a page (such as dates, grids, elevations, etc.), the user can **ghost** the relevant annotations into the photograph group that is missing them.

**Negative numbers that don’t have an associated photograph should be annotated as photographs.** In the final interface, clicking on a photograph annotation will link to a full screen version of the original photograph. This means that photograph annotations can be either real photographs pasted into the notebooks, or simple negative numbers without photographs. Clicking on either will produce the same result.

**Mugshot (^Q)**

Mugshot annotations are small contact photographs of finds that have been glued into the Finds notebooks.




Mugshot annotations will eventually be cropped out of the notebook pages and used as visual icons for the finds. This means that you should use the **rectangle tool** for creating the annotation boxes (unless the mugshot is extremely skewed). The find should be centered in the annotation box and the box should be as large as possible without going outside the border of the contact print.

For every mugshot annotation, fill out the **find, negative,** and **rotate** fields in the inspector window.

The **find** field should follow the same typing conventions as find annotations (i.e. always prefer an Inventory Number over a Section Number).

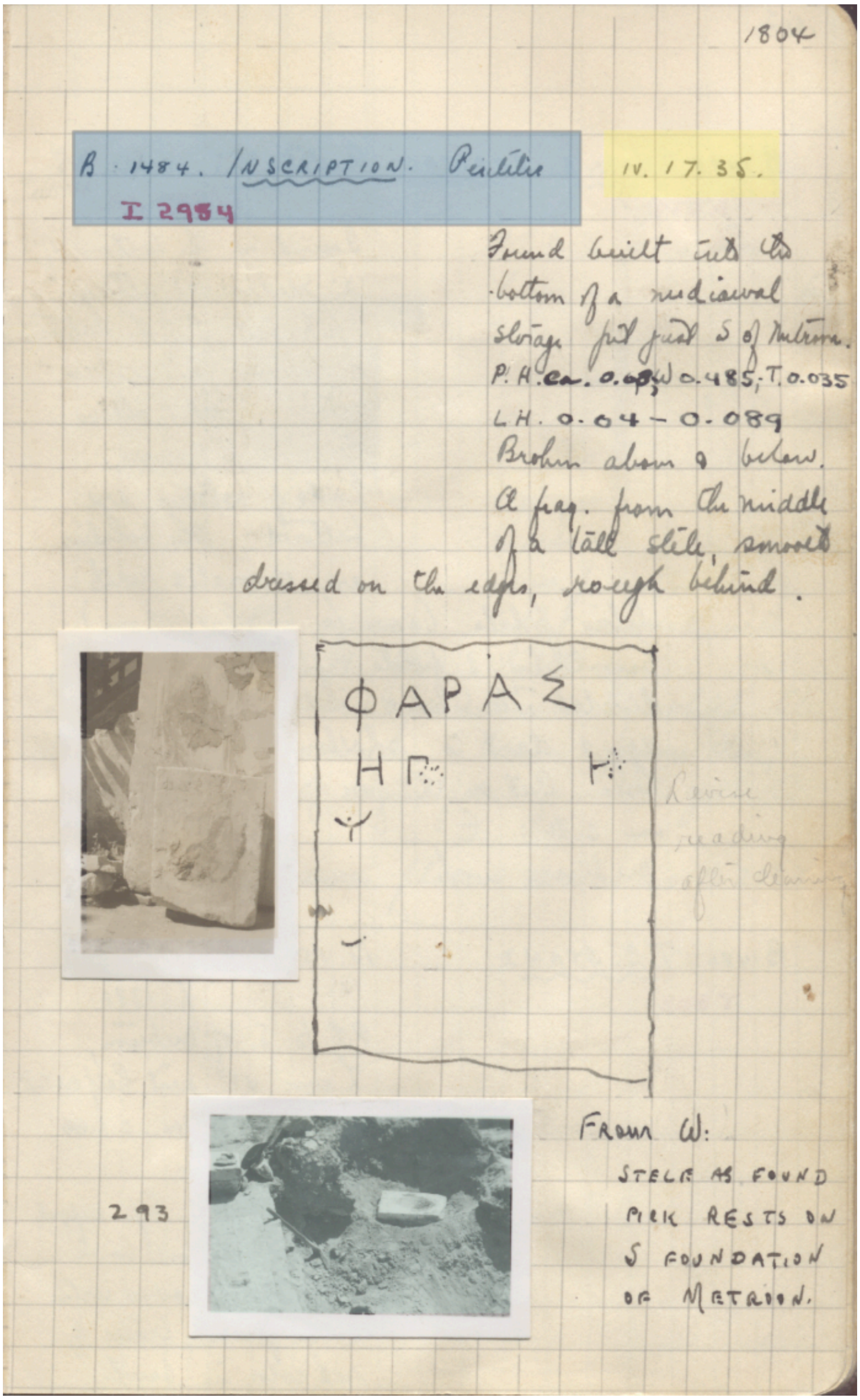
The **negative** field should follow the same conventions as photograph negative numbers. Sometimes the negative number is not present (generally negatives before 1977) in which case the negative field should remain blank.

The **rotate** field should follow the same conventions as the photograph annotations.

**Negative numbers without contact prints inside a find entry should be annotated as photographs and not as mugshots.**

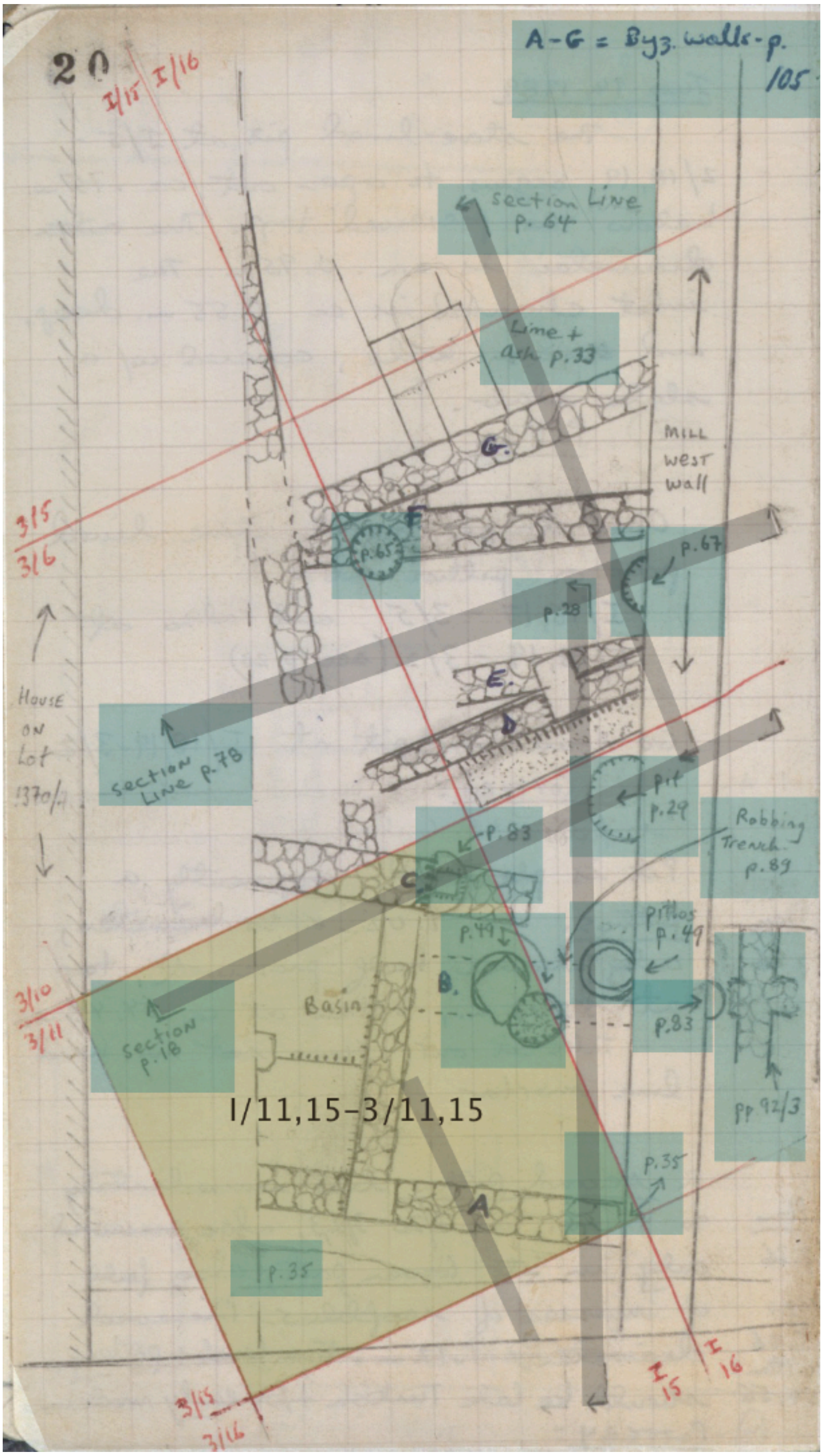
**Mugshot (^Q) cont.**

The difference between a mugshot and a photograph annotation is not always clear. The goal is to have at least one good mugshot for each find to use for quick visual identification. Images of objects *in situ* should usually be treated as photograph annotations if a good mugshot image already exists. Consider the following find entry where one image of the find is annotated as a mugshot (sepia color) and one as an outdoor photograph (aqua color).



**Plan (^Z)**

Plan annotations are top-view plans drawn inside Notes notebooks, sometimes pasted into the notebooks as foldout sheets.



**Plan (^Z) cont.**

The steps for annotating a page with a top plan are as follows:

1) Create annotations for all references, headings, and elevations within the plan itself (occasionally you will find dates, lots, deposits, finds, and chronologies on the plan that should also be annotated).

2) Annotate all cross-section lines marked on the plan using the polygon tool. Usually these cross-section lines will include arrows showing the direction the cross-section is “looking”. The cross-section annotation boxes should at least cover these arrows (i.e. it should be wide enough to create a clickable button).

3) Enter the metadata for these cross-section annotations inside the inspector window. In the **page** field, enter the notebook page where the cross-section is located. In the **title** field, enter the title of the cross-section (as written on the page containing the actual cross-section). Set the **rotate** field value of these cross-section annotations so that the arrows are pointing roughly in the direction of the top of the notebook page.

4) If grid lines are indicated on the plan, then create a ghosted grid annotation which will be used to position, scale, and rotate the plan. Using the polygon tool, create a grid annotation that outlines the largest visible grid square on the plan (without going outside the plan boundaries). In the inspector window for this annotation, enter the grid reference for the outlined grid square and mark the annotation as a ghost.

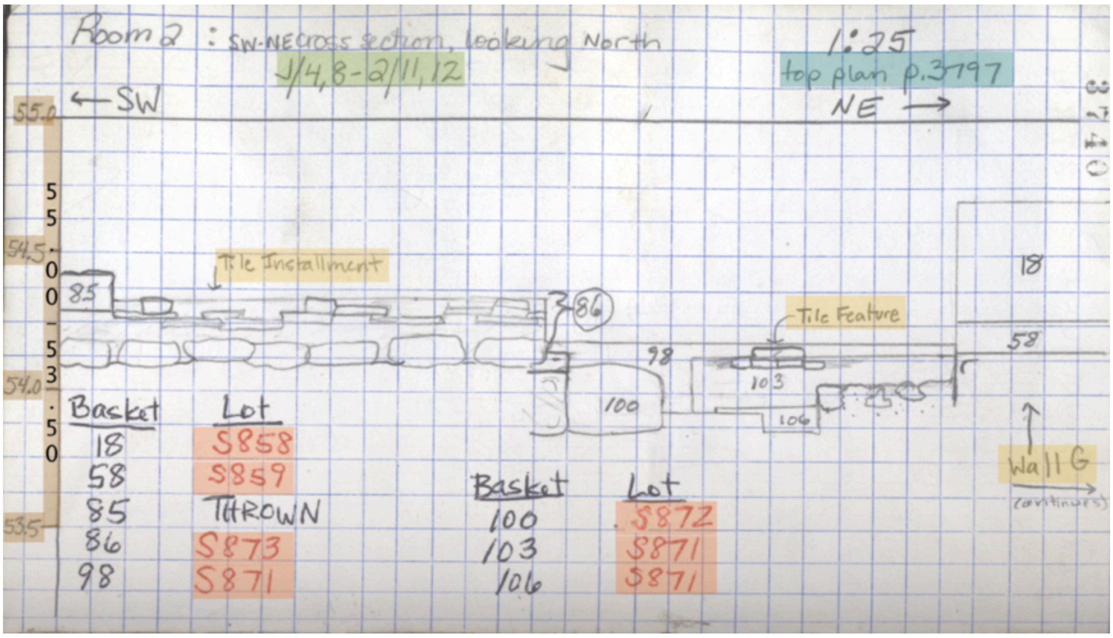
5) Create a single plan annotation that covers the entire plan (including the title and all annotations on the plan). This plan annotation will be used to crop the plan from the notebook page so use the rectangle or polygon tool as appropriate.

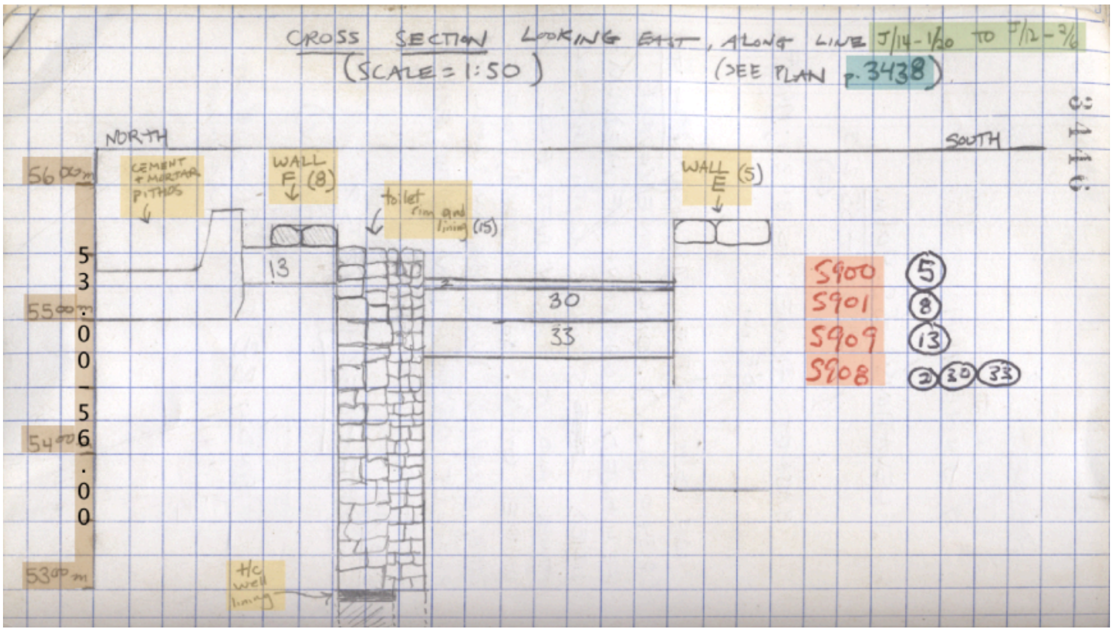
6) Enter the metadata for the plan annotation inside the inspector window. In the **page** field, enter the notebook page this plan is on (or page range if it covers both notebook pages, or zero if there are no notebook page numbers). In the **title** field, enter the title of the plan using full English sentences and proper punctuation. Set the **rotate** field value to how much the whole plan should be rotated in order to be right-side-up.

7) Select all annotations on the plan (including the plan annotation itself) and group them together as one large plan group.

## Cross-Section (^X)

Cross-Section annotations are cut-away side-views drawn inside the Notes notebooks, sometimes pasted into the notebooks as foldout sheets. Usually they will correspond to cross-section lines draw on top-plans.



**Cross-Section (^X) cont.**

The steps for annotating a page with a cross-section are as follows:

1) Create annotations for all references, headings, grids, elevations, dates, deposits, and lots within the cross-section (lot annotations should be created with the rectangular tool and only cover the actual lot number, not the whole lot layer or area).

2) If at least two elevation levels are marked on the cross-section, then create a ghosted elevation annotation which will be used to position and scale the cross-section. Using the rectangular tool, create an elevation annotation between the two furthest apart elevations present on the cross-section. Enter the elevation range in the inspector window and mark the annotation as a ghost.

3) Create a single cross-section annotation that covers the entire cross-section (including the title and all annotations on the cross-section). This cross-section annotation will be used to crop the cross-section from the notebook page so use the rectangle or polygon tool as appropriate.

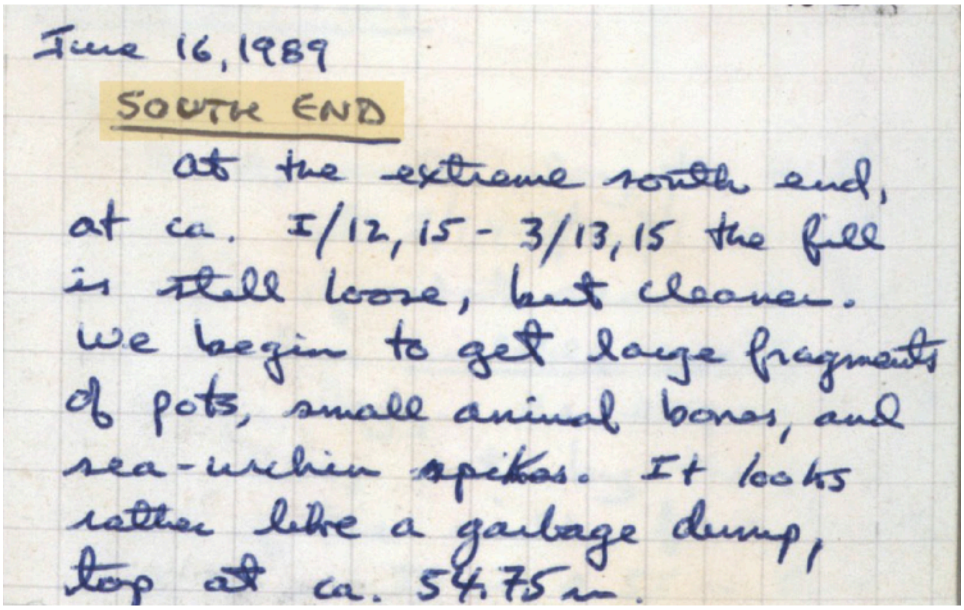
4) Enter the metadata for the cross-section annotation inside the inspector window. In the **page** field, enter the notebook page this cross-section is on (or page range if it covers both notebook pages, or zero if there are no notebook page numbers). In the **title** field, enter the title of the cross-section using full English sentences and proper punctuation. Set the **rotate** field value to how much the whole cross-section should be rotated in order to be right-side-up.

5) Select all annotations in the cross-section (including the cross-section annotation itself) and group them together as one large cross-section group.

**Note:** Sometimes plans and cross-sections will not have a title written on them. In these situations, either create a generic title from the local context or simply enter “Plan” or “Cross-Section” as the title.

**Heading (^W)**

Heading annotations are used primarily for page titles, bibliography references, and other important and emphasized (i.e. underlined, capitalized, etc.) keywords on a notebook page. Care should be taken not to overuse heading annotations (you should not be scanning narrative text in order to find keywords to annotate -- phrases such as "Layer 4" or "Wall 5" should not be annotated as headings unless they are part of a title).



June 16, 1989

SOUTH END

at the extreme south end, at ca. I/12, 15 - 3/13, 15 the fill is still loose, but cleaner. We begin to get large fragments of pots, small animal bones, and sea-urchin spikes. It looks rather like a garbage dump, top at ca. 54.75 m.

The goal is to capture the most relevant keywords on a page for use in keyword searching, not to annotate every occurrence of an interesting word. If you have more than 3 or 4 heading annotations on a page, then you are probably creating too many.

Since heading annotations are primarily used for keyword searching and indexing, there is no need to have multiple heading annotations on a page with the same metadata.

Headings should be entered as keywords or phrases and not as complete English sentences.

**Exception:** bibliography references should be entered exactly as they are written (with complete punctuation and qualifiers) so that they can later be converted into appropriate links.

**Exception:** an important exception to these rules is with plans and cross-sections. Almost all text on a plan or cross-section *should* be annotated as headings so that these pages stand out during keyword searches.

**Index (^B)**

An index annotation is like a heading annotation except it is only used on index pages in the notebooks. Index annotations are used to privilege certain notebook pages during keyword searches. **You should not use heading annotations on index pages in a notebook.**