# Smithsonian Transcription Center – General Instructions

Head to transcription.si.edu/TIPS for more details, community guidelines, & links to examples & email us anytime at transcribe@si.edu.

<u>Transcribe</u>

- **Type what you see** – transcribe grammar, punctuation, and spelling as it appears in the original document, don't correct it.
- **No need to indicate font style , underlined, or bolded and italicized words**
- **Avoid superscript**. Write out "McDonald," or "2nd."
- **Pre-printed text vs. hand-written text:** unless otherwise instructed, there is no need to indicate that text is [[preprinted]] with brackets. The same goes for signatures & the start and end of a page—don't indicate these with brackets unless specifically instructed to do so.
- **Insertions in the text** – write these out in the sentence in the order you would read it aloud. No need to use brackets, or the caret symbol to indicate an inserted word.
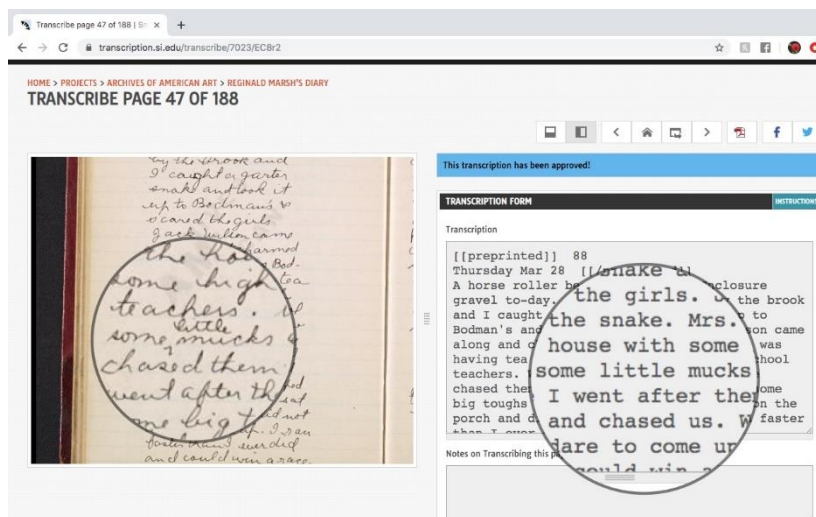
- Do your best & then move on – **you don't have to complete the entire page**, every word transcribed helps! Just remember to SAVE FREQUENTLY & **only "complete and mark for review" when the entire page has been transcribed**.
- **Images** – You can indicate there is an image on a page by typing [[image]]. Transcribe any captions or associated text. If you wish to describe the image you may do so in the notes field of the page (this is optional).
- **What's that word?!** If you can't make out a word or phrase, just type what you can, and indicate to other volunteers that it's unclear by typing [[??]].
- **Special Characters** – please include accents, special characters, and other diacritics if included in the text. See common keyboard shortcuts (for PCs) below

Special Character	Keyboard Shortcut
ç	Alt 1159
ü	Alt 1153
ñ	Alt 164
á	Alt 0225
é	Alt 130
è	Alt 138

Review

- Only TC volunteers with registered accounts can review. Sign up at https://transcription.si.edu/user/register.
- Make sure you are familiar with the General & Advanced Instructions, so you can identify mistakes in the page you're reviewing: https://transcription.si.edu/tips.
- Compare the transcription with the original document, identifying mistakes and checking for accuracy and completeness (remember- don't correct grammar and spelling issues in the original!).
- No mistakes or issues = click the "Mark Complete" button.
- Needs editing = click the "Reopen for Editing" button and make edits. PLEASE DO NOT DELETE ANY TRANSCRIBED CONTENT UNLESS YOU ARE SURE IT NEEDS TO BE REDONE OR CHANGED. Reach out to us directly at transcribe@si.edu with questions. When all edits have been made and page is complete, mark "Complete and Mark for Review" again.
- If you find mistakes in pages already "Complete and Pending Approval," simply reach out to us through the "feedback' button on the page, or directly at transcribe@si.edu & we'll reopen the page for editing.

Advanced Instructions & Tips

- **Crossed out words**: indicate by typing [[strikethrough]] or [[crossed out]] before & after [[/stikethrough]] [[/crossed out]] the word or text that has been crossed out.
- **Ditto marks in the text:** type out the word that the ditto mark (") represents in line with the text as you would read it.
- **Columned data or tables**: transcribe tables using the pipe symbol (|) to indicate different rows and columns and use three hyphens underneath the column headers to separate these from the table's other information. See example below.

Date	Name	Age	State
Aug. 7, 1865	John Smith	32	Virginia

- **Marginalia and footnotes**: transcribe these before or after the main body of transcribed text and indicate they are additional notes with brackets. Ex: [[margin]] or [[note]] or [[right margin]] [[right note]]