



Smithsonian Transcription Center

Tips for Volunteers

What is the Transcription Center?

A freely available website that allows volunteers around the world to transcribe & review digitized Smithsonian library, archival, and museum collections-- making them readable, searchable, and more accessible.

Join the digital volunteer team! Simply head to the Transcription Center, browse ongoing projects, and start transcribing. Or, sign up for an account (registered users must be 14 years or older) for the ability to track your work & review other transcriptions.

- Before you begin, head to the TIPS page to find instructions, resources, community guidelines, & FAQ's: transcription.si.edu/tips.
- You can work anonymously (w/out an account). Just choose a project and start transcribing- save the page when you're done.
- Or, create an account - head to "Sign Up." This allows you to transcribe, review pages, and track your work.
- TC is collaborative, so work with others on projects, but remember only one volunteer at a time can transcribe a page.
- Only mark pages "for review" when the page's entire text has been transcribed.
- Share your discoveries with fellow #volunpeers on social media (Twitter @TranscribeSI), or in the "Notes" field of TC pages.

The Process of Transcription

