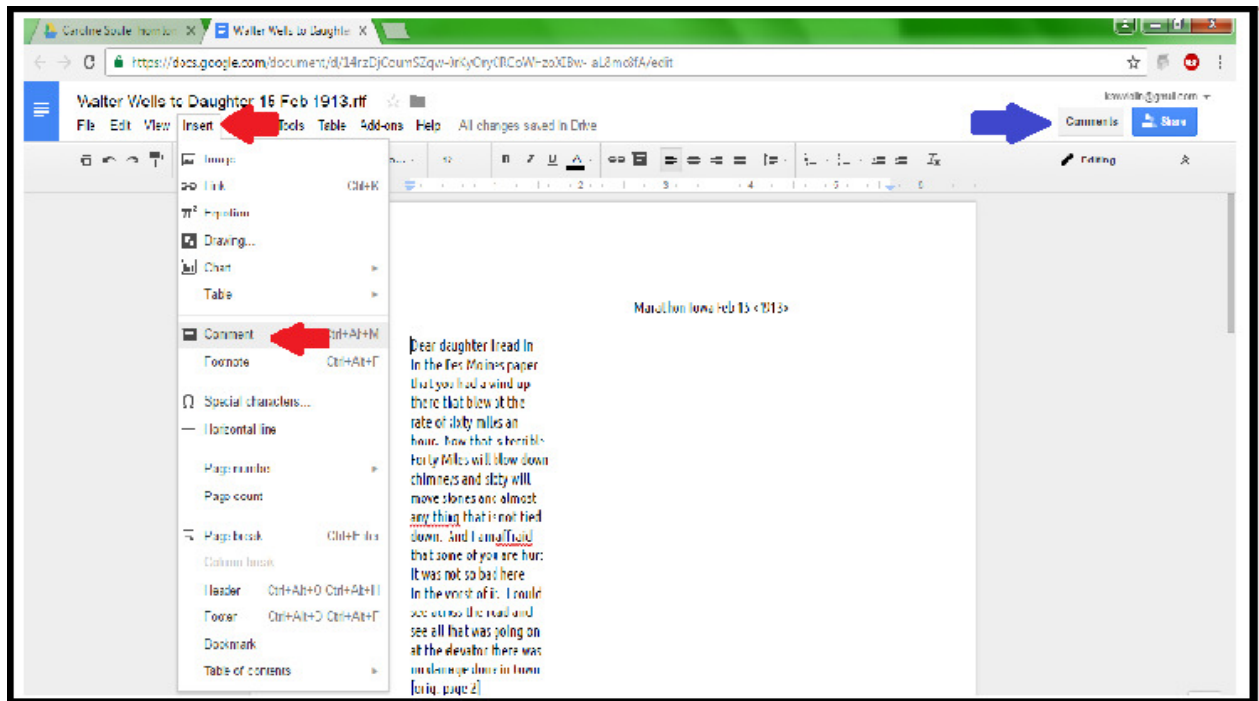


USING THE COMMENTS FEATURE

Utilizing the “Comments” option at the top of each transcription page enables us to communicate without changing the actual document record. The scanned in letters have a red icon before the title and/or .pdf in the title. The transcription page has a blue icon by the title and/or .rtf in the title. Everyone doesn’t see it the same on their computers, although all should have the red and blue boxes.

- You find the transcription page by finding the title of the letter that you want to work on, and look for blue box or the .rtf at the end of the name. .rtf stands for the words “rich text format”. If .pdf is at the end of the title, it is a scanned image (a picture). The .pdf files have a red box by them.
- If there hasn’t been a comment left on the page yet, go to the menu bar above the page. The 4th item from the left is “Insert” (red arrow, below). Click on this to see the drop down menu.
- The 7th item down is “Comment” (red arrow, below). Click on this. *If it doesn’t do anything*, highlight something at the top of the page by clicking near the beginning of a word and dragging the cursor sideways to the end of the word or phrase. Now the word “Comment” will become dark and you can click on it. This opens a window on the right side of the page with your name on it in which you can type, “Transcribed by . . .” or any comment you care to leave.
- If the letter has already been started by someone, there will be a blue or grey “Comment” button on the top right of the page (blue arrow). Just click on this to leave the comment or question you want to leave.
- NOTE: you can’t comment unless something is highlighted in the page.



By utilizing the “Comment” feature, we can converse easily and see the comments of others without changing anything in the actual transcription.

