

# TRANSCRIPTION GUIDE

## GETTING STARTED: GENERAL INFO

I am so excited to have our family involved in transcribing these wonderful letters! Transcribing is trickier than it seems on 1<sup>st</sup> thought, so I am providing some guidelines to help. There are four parts to this guide:

- ▶ GETTING STARTED: GENERAL INFO
- ▶ GETTING STARTED: FINDING THE LETTERS (computer use help)
- ▶ SETTING UP TO TRANSCRIBE
- ▶ USING THE COMMENTS FEATURE (computer use help)
- ▶ TRANSCRIPTION GUIDELINES (*everyone needs to read this!*)

Transcriptions need to reflect accuracy in what was actually written as well as leave the flavor of the original writer's communication intact. Even errors in spelling and grammar can give a feel of the true person and their personality. Also, letters often tie into history, so correct details are important.

In order to check our work carefully as well as having fun working on different letters, we need at least **one transcriber and two reviewers** for each letter. The reviewers will go through a transcribed letter as if they were transcribing, making sure what they are seeing matches that of the transcriber. If it doesn't, then they can initiate a conversation with the transcriber and the other reviewer to resolve any questions through the "Comments" option (more on that later).