

SETTING UP TO TRANSCRIBE

Once you know how to find your document you can start transcribing.

- You can print the letter you want to transcribe (you can't move around or blow it up bigger if you print it) by clicking on the letter title so you can see the actual picture, then click on the printer picture in the upper left side of the screen. Then follow the prompts on your computer.
- You can open your word processor and try to fit the two windows on your screen, later copy and pasting what you typed into your word processor into the transcription page. I've done this.
- You can also hand write what you are seeing and type it into the transcription document.
- Call me for help for ideas/more instructions if you like, my number and Mark Martin's email is at the bottom of this document if you can't find a good solution. We'll try to help.
- Read the rest of this document to understand transcribing skills, and the "Reading Old Family Letters" document for hints on understanding the old handwriting styles.
- Put your name in the "Transcriber" box in the "Transcription Tracking Record". When you finish transcribing the letter and feel like you've completed it, retype your name in the "Transcriber" box in ALL CAPS to signify that you have finished. This may take more than one line, but the program will adapt just fine.
- **ADDITIONALLY, please put your name** in "Comments" whether you are transcribing or reviewing (directions below). All collaborative statements and questions need to be here.
 - If you can't finish a letter, leave a note with your name in the "Comments" section so someone else can pick up where you left off.
 - Once someone has finished transcribing they can post a comment with their name and "TRANSCRIBING FINISHED" in all caps so others can start the reviewing process.