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FreeComETT is an online transcribing tool for FreeUKGenealogy projects. You can find it at https://freecomett.freeukgen.org.uk

Starting off (every time)

On the front page, click on FreeBMD.

Signing in (and registering for first use)

The next page, the 'Welcome Page' is where you fill in your FreeBMD Submitter ID and password and sign in. You must be a FreeBMD registered transcriber. If you are using FreeComETT for the first time, you need to click on the second choice down, 'Create New FreeComETT identity for the project FreeBMD' before 'Sign in'

('Close application' takes you to a page where you can leave the package. 'Select project' takes you back to the front page.)

If when you try to sign in you are told you do not have a FreeBMD identity, please contact me. *This is probably a temporary problem while FreeComETT is connected to the FreeBMD 'Test' server.*

('*Retrieve your password*' allows you to recover your FreeComETT password. *'Start the FreeBMD project registration process*' takes you to https://www.freebmd.org.uk/Signup.html on the main FreeBMD site. *'Change your FreeComETT password for the project FreeBMD*' has to be used if you have changed your FreeBMD password. *'Change your FreeComETT details for the project FreeBMD'* may be used to change your real name, email address and the number of records you have transcribed)

Welcome, please sign in.

The identity you entered is not defined in FreeComETT for FreeBMD. Use Create new FreeComETT identity for FreeBMD.

Identity [ ] This must be your FreeBMD user name. Password [ ] This must be your FreeBMD password.

Close application   Select project   Sign in

Forgotten your FreeComETT password for FreeBMD?   Retrieve your password
You have a FreeBMD identity but you haven't registered it in FreeComETT?   Create New FreeComETT Identity for the project FreeBMD
You don't have a FreeBMD Identity?   Start the FreeBMD project registration process
You changed your FreeBMD password? You must change it here too.   Change your FreeComETT password for the project FreeBMD
You changed your FreeBMD details? You must change them here too.   Change your FreeComETT details for the project FreeBMD

The message bar with a pink background is a feature of FreeComETT. If anything seems to be going wrong, check whether you have a message in the pink bar.

This takes you to the *'Create Identity'* page. Here you must put in your real name and your email address as well as your submitter ID and password. Once you have done that you are taken back to the 'Welcome' page and can sign in. Your submitter ID and password must be the same in FreeBMD and FreeComETT.

| FreeBMD | | | 31st August 2023 | FreeComETT | Version 2.000 |

Create your FreeBMD Identity in FreeComETT by entering the following information,

Identity [ ] This must be your FreeBMD user name. Password [ ] This must be your FreeBMD password.

Your real name (eg John Doe) [ ] This is required in order to submit transcriptions to FreeBMD. Your email (eg john.doe@xyz.com) [ ] This is required in order to submit transcriptions to FreeBMD.

Close application   Select project   Create Identity

You don't have a FreeBMD Identity?   Start the FreeBMD registration process

Once you have established your FreeBMD identity in FreeComETT you are taken to your **Active Transcriptions** page. On your first visit to this page you will have no active transcriptions.

| FreeBMD | TEST | New Transcriber | So far you have transcribed and uploaded 0 to this project | 31st August 2023 | FreeComETT | Version 2.000 |

Please select the action you wish to perform on the FreeBMD transcription and click GO. Or create a new FreeBMD transcription. The list is initially ordered by Last change date. Click on column name to change sort order.

You have no ACTIVE FreeBMD transcriptions to work on. Please create a new one.

FreeComETT Home Page - Your ACTIVE transcriptions sorted by Last change date/time.

Syndicate	Allocation	Transcription	Scan	N° lines trans	Start Date	Last change date/time	Upload Date	Upload Status	Last Action Performed

Manage FreeBMD Syndicates   Manage your FreeBMD Allocations   Reopen FreeBMD Transcription   Create a new FreeBMD Transcription

Signout   Housekeeping and Interesting Facts   FreeBMD FAQ   FreeBMD Files   Help   © FreeUKGen 2020, 2021, 2022, 2023

Before you can create a new transcription you need to create an allocation, so select *'Manage your FreeBMD Allocations'*

Manage FreeBMD allocations (whenever you start a new allocation)

This takes you to your *'Allocation Home Page'*. Here you *'Create a new allocation'* using the blue button.

Manage Allocations.

Allocation Home Page

Syndicate	Allocation Name	Start Date	End Date	Last page uploaded	Status	Last Action Performed

Back   Create a new allocation

| Signout | Housekeeping and Interesting Facts | FreeBMD FAQ | FreeBMD Files | Help | © FreeUKGen 2020, 2021, 2022, 2023 |

This takes you to the 'Create Allocation' page

Please enter the data required to create your allocation.

Select a Syndicate =>   Please select a syndicate from drop down list =>

Allocation year =>   eg. 1988   Allocation quarter   Select :   If year based transcription, select December   Allocation type   Select :   Select from list

Allocation letter =>   Enter a letter or letter range   Page range   Enter Page range from - to

Scan Format? =>   Select :   Select the format of the scan from the drop down list. This is to try to match the transcription data entry format to the scan format as closely as possible in order to make your life simpler!

Auto create name? =>   Yes   Select YES if you are unsure and the allocation name will be created in standard format.   Allocation Name   Select NO to enter the Allocation name yourself. Only do this if you are sure about what you are doing.

Back   Create Allocation

| Signout | Housekeeping and Interesting Facts | FreeBMD FAQ | FreeBMD Files | Help | © FreeUKGen 2020, 2021, 2022, 2023 |

You need to select:

Your syndicate, Transcription Year, Transcription quarter (choosing December if it is a year-based transcription from 1984 onwards), Allocation type, Allocation letter, page numbers (omit leading zeroes, so page 007 goes in as 7) and Scan Format. The Scan format is usually Printed for 1866 to 1910, Typed for 1911 to 1965 and Printed for 1966 onwards. 1837 to 1865 are mostly Handwritten but there are some Typed pages. If in doubt, ask your co-ordinator.

Normally you should leave *'Auto create name'* as 'Yes' and leave the Allocation Name box blank.

Click on *'Create Allocation*'

This takes you back to your *'Active transcriptions'* page

It is important to understand that the Allocation is a 'container' for transcriptions. An Allocation can contain one or more transcriptions. Once you have transcribed all pages in the allocation, you can 'close' it and ask for a new allocation from your coordinator. FreeComETT will automatically send a message to your coordinator and ask them to provide you with a new one.

You can have more than one allocation 'open' at a time. You only need to create a new allocation when you start a new one.

Create a new FreeBMD transcription

Select *'Create a new FreeBMD transcription'* by clicking on the blue box.

Start a new FreeBMD Transcription by selecting the Allocation it is attached to. Your last transcription was none, none

Select an Allocation => | Please select an allocation from the drop down list =>

Scan page number => | 0 | Must be in your current allocation page range. | Scan page suffix | | Occasionally scan page numbers have a suffix, eg a, b. Leave blank otherwise.

Auto create scan name? => | Yes | Select YES if you are unsure and the scan name will be created from the current allocation parameters. | Scan Name |

Automatically download the scan from FreeBMD? => | Yes | Select YES if you are unsure and the scan will be automatically downloaded from FreeBMD. | Select NO if you want to download the scan manually. You must place it here, "/srv/freecomett/public/Users/FreeBMD /your_user_name/Scans" Normally you should never do this. Always use the YES option.

Back | Manage your FreeBMD Allocations | Download a transcription from FreeBMD that you did not originally transcribe with FreeComETT. | Create Transcription

Signout | Housekeeping and Interesting Facts | FreeBMD FAQ | FreeBMD Files | Help | © FreeUKGen 2020, 2021, 2022, 2023

The 'Create Transcription' page allows you to select the allocation you want, and a page number within it. Normally you should leave *'Auto create scan name'* and *'Automatically download the scan from FreeBMD'* as 'Yes'. Select *'Create Transcription'*. (*The option 'Download a transcription from FreeBMD that you did not originally transcribe with FreeComETT' is for future use. If you want to try it, please ask me about it first*).

You will be taken back to your 'Active transcriptions' page and will see a message on a green background :'Your new transcription has been created and its scan has been downloaded. The data entry format has been created from the standard data entry definition. Start transcribing!'

Before you start to transcribe you need to check that the scan image of the page you are to transcribe will appear at a suitable size, with text in horizontal lines, and that the transcribing bar will appear with the columns below the corresponding parts of the image. This is called **Calibrating**.

Use the grey bar on the right and green Go button to *'Calibrate Image and Data Entry Parms'* (Parms stands for Parameters).

Calibration (to get the scan image straight, the right size and the transcribing bar to match the columns in the scan image)

Normally a Co-ordinator will have already set the calibration parameters for a type of page before allocating to transcribers. You may need to adjust the settings used by the co-ordinator, or to set them up from scratch. **The steps are spelled out in instructions on the screen in small writing. Try to follow them.** Rotations of about 0.3 degree may line up wonky scans. You can drag the scan image about on the screen, and use a mouse wheel to enlarge or shrink it.

The first step is to get the position on screen, enlargement to get one column across, and rotation

Calibrate Stage 1 of 3 - Image Parameters - Rotation, Zoom and Image Position

Rotation : `0.3` Enter the rotation required in degrees; -ve for rotate left, +ve for rotate right. Can be decimals of a degree. The image will be re-positioned as you change the rotation.

Zoom Lock : `No` Whether to allow zoom on Transcribe and Verify screens.

Zoom : `1.81` Use the mouse scroll wheel to zoom the image as required.

Horizontal Position : `436.9595138` Click and drag the image to the horizontal position you want.

Vertical Position : `125.9753370` Click and drag the image so that the first data line of the image is at the top of the image window.

Back   Continue calibration

If you are happy you have got the image filling the screen width properly, it may be sensible to select 'Zoom Lock'. This prevents accidentally enlarging or shrinking the image with the mouse wheel when you start transcribing.

The second step is setting the scroll step to the height of one line of text. If you do this carefully you

Calibrate Stage 2 of 3 - Image Parameters - Scroll Step, Height

Number of scan lines to show in Transcribe and Verify : `3` Enter the number of scan lines that you wish to see in the transcribe and verify screens. The height of the image will be calculated automatically.

Image Height : `350`

Number of lines to use for scroll step calculation : `10` Enter the number of lines you intend to use for calibrating the Scroll Step. The more the better.

Scroll Step : `16.4`

Now click and drag the red ruler to cover the horizontal center of first line. Press CTRL + Arrow Down (*MAC = SHIFT+CONTROL+COMMAND+DownArrow*) until the red ruler has descended to cover centre of 10th line or number of lines available. Watch the height and scroll step being calculated.

Back   Continue calibration

can get the image to move up exactly one line every time you transcribe a page.

Select a position or the red marker bar in a column with text on every line. At the top drag it to that the top of it is exactly half-way between the bottom of one line and the top of the next.

Now hold down the CTRL key and use the 'down-arrow' key to enlarge the red rectangle until the bottom of it is half-way between the bottom of the 10th and the top of the 11th line of text.

The third step is getting the field widths in the transcribing bar to match the columns in the scan image. Different sorts of scans will be handled in different ways. In practical terms it is important to get the position of columns like date of birth, district, volume and various numbers right. The division of the remaining space on the left is less crucial. Adjust each column in turn. You can go back and re-adjust to get the overall pattern right.

The widths of the columns chosen here will appear in your transcribing bar when you start transcribing.

Once you are happy with the calibration select '**Complete Calibration**' and then from your Active transcriptions screen go back to 'Transcribe from scan' in the grey box and the green Go button.

If Calibration has worked properly you should not need to use either 'Change the Image parameters' or 'Change the Data entry Parameters', but these options are available

Note that the Calibration is set using a full-width screen and you have a vertical subdivision of your screen showing for example links to favourite web sites, it will not work properly. Similarly if you set the calibration while there us a vertical subdivision of your screen, it will not work properly on full screen width.

Transcribing

Use the grey bar on the right and green Go button to 'Transcribe from Scan'

You should find that the columns into which you are going to transcribe the first line are already lined up under the scan, if Calibration has been done well. Once a Co-ordinator has established the calibration details for a type of scan, the calibration should operate on all scans of the same type for the syndicate. (You should have something like the example below, with about three lines of the scan visible, and the column widths to be filled in matching the column widths on the scan.

If you don't, or if the scan slopes one way or another, you may need to go back to *'Calibrate the image' or use 'Change the image parameters' and/or 'Change the data entry parameters' Notes about these functions are appended below.* **Appendix 1 and 2** (p15 and p16). The most likely change you may want to make is in 'Change the image parameters' to get only one or two lines of text visible, if that is your preference.

The **Transcribing Bar** into which you will type has a green background. Once you have transcribed one line, other parts of the transcribing page will appear.

[The following section refers specifically to 1995 Deaths and similar pages. If your pages do not have some of the columns, ignore the detail about those columns.]

Start transcribing. When you start typing in the **Surname** the software uses an existing database to bring up the most popular names starting with the letters you type. If the surname you want is in the database you can either use the mouse or the down-arrow key to highlight the name you want, Once highlighted press the **Enter** key to select it and return to the current field; use **TAB** to select the entry and move to the next field. If the name is not in the list, simply type it out completely and press the **TAB** key. If the name isn't already in the database, it will be added to the names database after pressing enter or submit. It will then be available immediately to all users, not just you. In either case this takes you to the **Forenames** column. Here again you start typing and get offered the most popular names matching what you type. Again, you can use the down-arrow key or mouse to select the one you want, or to add it if is not in the list. Once you have selected a first forename, it inserts a space and you can start typing a second forename, which is also selected from a list. If need be you can put in an initial.

In all fields use the **Insert** key to copy the entry from the previous record you transcribed, If you press **Insert** key in the Forenames field, it will duplicate the first forename from the previous record.

Again, TAB key takes you to the next column, the **DoB**. There is no immediate validation that what you type into the DoB makes sense. All data validation takes place when you **Submit** the completed line.

My personal view is that in all the columns, you shouldn't worry about getting the UPPER CASE right. Whatever you type will be converted to UPPER CASE once you get to the end of the line and 'Submit' the line. It may even be easier to see mistakes if you use lower case for the months in DoB.

Again, the **TAB** key takes you to the **District** column. There is a lookup, in alphabetical order this time, of all the known districts, which you can select using down-arrow or mouse.

When you press **TAB** you are taken into the **No. column** and the first three digits of the Volume Number will be shown, if the district is on the list. The cursor is already positioned after the third digit. Add any additional digits and **TAB** across to the **Reg No.** column, where again you type what you see and **TAB** across to the entry no. There is no immediate data validation. (For Pre-1992 pages the volume is normally entered automatically and you are taken straight to the '**Page**' column)

See below about what to do if a district is not already in the database.

 TAB takes you across to the DoR. **(Data validation takes place at the 'Submit' or Enter key stage for the line)**

In the DoR, if it ends in 95 all you need to do is put in the first two digits, 01 to 12. Once you 'Submit' the 95 is added automatically.

However, if the DoR ends in 96 you need to follow the entry with a # to prevent it being checked when you submit and rejected. (**You can also put # at the end of any other field that you do not want to be checked, such as a page number like 256a in pre-1992 pages which is non-numeric**).

After putting in the DoR and quickly looking over your line to see that the transcription looks right, you must either select '**Submit**' with the mouse, or press the **ENTER** key, which has the same effect.

You will see that the line you have just transcribed now appears above the image, with a background of a paler shade of green, and a 'History List' showing what has recently been transcribed appears below the transcribing bar.

Submit or **Enter** key means
1. validate the data I have entered
2. if there are errors show me the error and highlight the field in question (in red)
3. if no validation errors accept the data and save it.
4. Move the image to the next line and present me with empty data fields to fill in.
5. The case of each field is changed to that set in the Data Entry Parameters (*Upper Case for 1995 Deaths*)

Save the data means the line is written to the FreeComETT database. The most recent line saved to the database is highlighted in pale green and is also shown above the image. Each line is assigned a data entry number which is a multiple of ten. These numbers do not appear in the final BMD file but are used in Verifying.

(FreeComETT does not create the BMD file entry at this time. That is done when you select "Create BMD file; no upload" or "Upload BMD File".)

This screenshot shows how data validation has picked up an error in a Date of Birth

If a district is not in the database already, type what you see and **TAB**. Once you press **ENTER** or **SUBMIT** you should get a different screen asking you whether the district is a 'synonym' for an existing district (i.e. an alternative version of the district name).

Start typing the version of the district name that is already known and a selection of names is offered. Select using down-arrow key or mouse and **TAB** to the Yes/No box where up-arrow key gives

you Yes. **TAB** to confirm and **ENTER**. This should associate the three-digit volume with the new district name. You can use a mouse instead of keyboard.

If the new district is not a synonym or alternative version of an existing district, select 'Confirm district' and 'Yes'. In this case no volume number will be associated with it. (*This is relatively unlikely but may happen*).

After you have submitted a line it appears with a pale green background in the transcription history list.. It has become part of the document that will become your BMD file.

There is a **Modify** process to change your entry if you have made a mistake (see below).

Once submitted, the completed line should appear all in UPPER CASE *(in 1995 pages)*. If it doesn't show in the way you want it to, you might need to visit *'Change the data entry parameters'.*

The image should also have moved up one line, so that the next line is visible for transcription. By default the surname field is left blank and the cursor is positioned in it. Use Insert key to repeat last surname or type in new surname. Use TAB to move to next field. If your image is not quite in the right place, the **PAGE DOWN (pg dn)** key moves it down one line (useful when you encounter a new surname). The **PAGE UP (pg up)** key moves the image up one line. The size of the scroll step is determined by Calibration and any adjustment of the image settings.

If after you have done a few lines you find that the image is not moving up the right distance to bring the next line into view, you may need to visit "Calibrate" or '*Change the image parameters'* and amend the Scroll Step. The scroll step can be adjusted by decimals as well as whole numbers. You may also want to change the scan image height to include about 3 lines of text. See below

The Control **CTRL** key acts as a shortcut to move the cursor back to the previous field and to the end of the existing text in that field.

The **Insert** key will replicate the same content in the same column as the last line you typed. This is useful if you have a run of entries with the same forename. If used in the forenames field, only the first forename in the previous record is copied.

The **Home** key will replicate the same content in the same columns as the last line you typed, apart from the DoR. This is less likely to be useful.

After a while the routine of typing, selecting and using **TAB** to get through the line becomes familiar, together with **ENTER** at the end of the line.

The transcription bar can be dragged with the mouse. This can be useful to drag it up over the scan image at times. *However it is also possible to drag it accidentally to cover the line of blue buttons including the Submit button. My personal view is that it may be better to leave it where it is.*

If you leave out a line, select the word *'Insert'* in the 'Insert' column to put in the missing line before the line that you have selected.. Any inserted line shows up with a yellow background just after it has been put in.

If you make a mistake in a line and discover it after you have pressed Submit or used the ENTER key, you need to click on the word '**Modify**' in the 'Modify' column for that line. This should move the scan image to the correct line and produce your transcription of that line in the transcription boxes below the image. Make the necessary correction and click on **Submit** or press the ENTER key as usual at the end of the line. The modified line will be shown highlighted in pale blue.

There are a series of special single key features listed at the foot of the transcription screen. The Page Up key to move the image up a line, or Page Down key to move the image down a line can also be useful if your calibration (image parameters) get a bit out of step) or you have a new surname

appear. **The <u>Control (CTRL)</u> key moves the cursor back to the end of the text in the previous column.** This is most useful if you double-tab by mistake,. The <u>Insert</u> key repeats the contents of the field from the line above. The <u>Home</u> key repeats the contents of all the fields from the line above except the DoR. (The screenshot shows only two lines in the image, and a modified line.

If for some reason you do not want to validate a particular field (such as a DoR ending in 96 in a 1995 Deaths page) you add the **#** key at the end of the field. This is most useful. The # character does not end up in the FreeBMD file.

If for some reason you do not want to have the contents of a particular field converted to the standard Case for the batch, you add the **@** key at the end of the field. One example of such use is in 1870s pages to get the small 'le' accepted in Chester le Street district name. The @ character does not end up in the FreeBMD file.

There is a 'slider bar' like a volume control on the **Transcribe** page. This is used to sharpen the image (to the right) or to blur it (to the left). The effect is much more noticeable on scans photographed from paper originals (mostly earlier years) than on scans derived from microfiche (post-1992).

FreeBMD allows you to add #COMMENT, #THEORY or just # in some circumstances, as described in https://www.freebmd.org.uk/Format.shtml under 'Comments'. If you wish to put something like this after a line, click on the + sign at the end of the line in the 'Annotations' column as it appears after 'Submit'. You can also use this facility to put in +BREAK, #THEORY,REF and +PAGE where appropriate. As the requirement for such annotations is fairly rare, details of how to do this are appended below. **Appendix 3** (p17)

At any stage you can select '**Signout**' and that takes you back to the https://freecomett.freeukgen.org.uk/home page. You do not lose your work by doing that, providing you have selected 'Submit' or ENTER at the end of the last line. It is there waiting for you when you re-start. (If you leave your screen open and are away for more than about 3 hours you need to sign in again, but should find you can get back quickly to the line after the last one you submitted.)

Once you have completed a transcription it is necessary to **Verify** it. You can verify a partial file if you wish, and can verify as many times as you wish.

Verifying (checking your transcription for accuracy)

Select *'Verify Transcription'* in the grey bar in your Active Transcriptions page and press Go .

This brings you a screen with the scan and your transcription file, the first line of the transcription highlighted in <mark>yellow</mark>. (You may need to adjust the scan image slightly using your mouse). The image position for each line should be that when you transcribed that line. The previous line verified

WA	YUK LUNG	02JA1922	BIRMINGHAM	0611B	B57A	158	0195

WAARD MARTHA ELSINA 06JA1911 LEICS CENT 6001G G51C 201 0395

| WAARD | MARTHA ELSINA | 06JA1911 | LEICS CENT | 6001G | G51C | 201 | 0395 |

Back | Delete this line, 20 | Modify this line, 20 | Insert a line before line, 20 | Go back one line from, 20 | Jump to line | Calibrate the image | Submit

LineNo	Surname	ForeNames	DoB	District	No.	REG.No	ENT.No	DOR	Annotations
10	WA	YUK LUNG	02JA1922	BIRMINGHAM	0611B	B57A	158	0195	+
20	WAARD	MARTHA ELSINA	06JA1911	LEICS CENT	6001G	G51C	201	0395	+
30	WAART	DIRK	26DE1917	BANGOR	8411A	61A	077	0295	+

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appears above the scan image with pale green background, and the line currently being verified has the same background colour in the 'history list'.

You can either tab through the transcription field by field and ENTER or simply scan-read to compare the transcription with the original text in the scan image then click on **Submit or Enter key** to move to the next line. Each line should appear in turn (with memory of the position the scan was in when you transcribed the line).

The **Page Down** and **Page Up** keys work in the same way as in Transcribe, as does the **sharpen** slider bar. There are also buttons to 'Go back one line' and 'Jump to line'. These use the line numbers shown at the left of the history list.

If you used **Zoom Lock** in Calibration you can drag the image slightly up or down if necessary with your mouse, without the risk of it getting enlarged or shrunk by mistake.

The transcription bar can be dragged with the mouse. This can be useful to drag it up over the scan image at times. *It is also possible to drag it accidentally to cover the line of blue buttons including the Submit button. Take care. I would advise great caution in using this facility.*

If you need to **change** anything you can choose 'Modify this line'. This takes you back to the transcribing screen. Once you have made any changes and 'submit' you are brought back to the verifying screen, with your modified line highlighted in <mark>pale blue</mark>.

During Verifying you can also **delete** a line, for example if you have transcribed it twice. The line will be shown as **INACTIVE** and highlighted in <mark>pink</mark>. This will show while you are still transcribing or verifying the file but will not be included in the BMD file.

You can also **insert** a line if you have left one out. In this case the line is highlighted in <mark>buff/pale gold</mark>.

WACEY	WINIFRED DAISY I	18JY1914	GR YARMOUTH	6361A	A52B	209	0795

WACHHOLZ JOHANNA 18FE1913 LEWISHAM 2421B B68A 193 0995

| WACHHOLZ | JOHANNA | 18FE1913 | LEWISHAM | 2421B | B68A | 193 | 0995 |

Back | Delete this line, 130 | Modify this line, 130 | Insert a line before line, 130 | Go back one line from, 130 | Jump to line | Calibrate the image | Submit

LineNo	Surname	ForeNames	DoB	District	No.	REG.No	ENT.No	DOR	Annotations
120	WACEY	JOHN EDWARD	26JY1907	GR YARMOUTH	6361B	B55B	260	0995	+
125	WACEY	WINIFRED DAISY I	18JY1914	GR YARMOUTH	6361A	A52B	209	0795	+
130	WACHHOLZ	JOHANNA	18FE1913	LEWISHAM	2421B	B68A	193	0995	+

Signout   Housekeeping and Interesting Facts   FreeBMD FAQ   FreeBMD Files   Help   © FreeUKGen 2020, 2021, 2022, 2023

Back takes you back to your Active Transcriptions screen.

Once a transcription has been fully Verified it can be sent to FreeBMD. The way to do this is to select *'Upload BMD file'*. **At the moment this sends the file to the FreeBMD 'Test Server'.**

Sending your transcription to FreeBMD.
(details will change when FreeComETT is connected to the 'Live' FreeBMD site rather than the 'Test' site. You can see which site FreeComETT is connected to at the top left of the each screen after selecting FreeBMD on the home screen.)

At any stage you can ' *Create BMD file only: no upload'* from your Active Transcriptions screen. However you cannot *'Upload BMD File'* unless you have fully verified it. Creating the BMD file means that you can then select '*View Raw BMD File'* which allows you to see the BMD file, with headers and final +PAGE line, in a format that you can, if you wish, copy and paste into a plain text file. This file is in a suitable format for uploading to FreeBMD using 'File Management' at https://www.freebmd.org.uk/cgi/bmd-files.pl or for opening with WinBMD or BMDVerify if you wish. *It appears that at the moment you need to open in WinBMD and save before BMDVerify recognises the file as a BMD file.*

If your file contains **accented letters** *it will not show those accurately either when sent to FreeBMD or when opened in WinBMD. They will show as ? instead and will need to be corrected.*

(*At the moment, FreeComETT is linked to a TEST version of FreeBMD. Once it has been fully checked it will be linked to the real FreeBMD server and you will be able to submit transcriptions directly*.)

Please select an action...and then click Go.

Calibrate Image and Data Entry Parms

Transcribe from scan

Verify Transcription

Create BMD file only; no upload

Show raw BMD file

Send BMD file to syndicate leader

Upload BMD file

See upload status details

Close transcription

Delete Transcription

Once you have completed both the transcription and verification of a complete page, your co-ordinator will advise whether he/she wants to check it or not. *While FreeComETT is still being trialled and is not connected to the main FreeBMD server the simplest way to send a completed file to your co-ordinator is by using 'Create BMD file only: no upload' and sending a copy as an email attachment or pasted into an email.*

*While FreeComETT is still being trialled and is not connected to the main FreeBMD server the simplest way to **send a completed file to FreeBMD** is to Upload it to the Test Server and copy it from 'File Management' on the Test Server to paste into 'File Management' on the Live Server.*

Once you have completed one transcription, you can go back to your *'Active transcriptions'* page and select *'Create a new FreeBMD transcription'* or if you have completed an allocation and have a new one from your co-ordinator, go back to your *'Active transcriptions'* page and select *'Manage your FreeBMD allocations'*.

Appendix 1. Changing Image parameters (may be needed for each file to adjust the calibration)

If you choose '*Change the image parameters*' you get a screen like this.

The most likely things you may have to do are to **Rotate** the scan if it slopes, to change the **Scroll Step** if it doesn't move down the right amount for each line transcribed or Page Down key pressed, and maybe change the image **Height** if you can't see three lines of writing on the scan.

Rotation can be done in decimal parts of a degree. Maybe try 0.3 first of all to counteract a slight slope upwards as you read the line, or -0.3 to counteract a slight slope downwards.

The Scroll Step should be set in Calibration, but you way want to adjust it. Again you can use decimal parts. If the scan is not moving down enough, increase the scroll step. If it is moving down too far, decrease the scroll step. *(I use about 14 to 16 depending on the type of scan)*

Depending on the nature of the scan, there does not seem to be much need to change the height. The 'default' of 35 pixels is likely to give you a very single narrow line of text visible. If surnames are on a separate line from the rest of the detail, it may be worth having two lines visible, and some transcribers may prefer to see three or more lines at a time.

After any change, click on 'Apply' (blue button at lower right). You can always see what the effect is and come back and change things again if necessary.

Appendix 2. Changing Data Entry Parameters

If you choose *'Change the data entry parameters'* you will get a screen like this.

To change any of the parameters you need to click on the # symbol to the left of the field name. The width of the field is the space available for you to type in what you see, and most conveniently is the same width as the field in the scan image. The Font size, weight and other sections affect what appears on the screen as you type in the transcribing bar, and may be worth experimenting with if you like. Once you decided to make a change to a field you get a screen like this.

If you choose to align the text in a column to the left, padding it by a few pixels may make it more readable. For some types of scan there is the option for volumes to appear in Roman numerals. For some types of scan it may be desirable to add a full stop after the forenames, to match the image. After making any change you click on 'Apply'.

Here is an example of the effect of changing the Surname field Font Size to 2 while the rest of the fields remain at font size 1.

Appendix 3. #COMMENT , #THEORY and other annotations

Putting in #COMMENT or #THEORY can be done by clicking on the + sign alongside a line in the *'Annotation'* column. This gives you a screen like this.

You need to choose from the grey bar what sort of line you want to add. You need to choose the 'Span' which is the number of lines it is to cover, either 1 for **#COMMENT entry crossed through** or 2 for **#COMMENT(2) entry reads SMITH or JONES for mother's name** or some larger number. The text you put in the comment line must be added in Text and then 'Submit'.

'no type' allows you to add a note like 'scan becomes difficult to read'

'+BREAK' is used in specific cases usually in handwritten pages as defined in https://www.freebmd.org.uk/vol_faq.html#6ak and https://www.freebmd.org.uk/vol_faq.html#3i

'+PAGE' needs to be inserted at the end of the transcription of the first page in two-page scans.

The way it works is that if for example your image is 1890B1-B-0078.jpg, which shows two pages of the GRO index, when you choose to insert **+PAGE** it will insert +PAGE,79 before the next entry.

'#THEORY,REF' is used when a reference to a late registration (often handwritten on the GRO page) is not in a standard format. https://www.freebmd.org.uk/vol_faq.html#6q describes the situation. FreeComETT requires you to select a 'Span' of 1 and to put something like see M/97 in the 'Text'.

If you need to remove an Annotation, open it by clicking on it. You will see that there is a column on the left 'Delete' with a minus sign below it. Click on the minus sign and it takes out the annotation.

There is no way to edit an annotation. Delete it and re-create it.

Jeff Coleman 1September2023