Section A: Getting Started

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| 1 | Open a web browser and type [crowd.library.wales](https://crowd.library.wales/) in the address bar, and then press **Enter**.  The National Library of Wales would encourage you to use a recent version of a modern web browser such as [Firefox](https://www.mozilla.org/en-GB/firefox/new/) or [Chrome](https://www.google.com/chrome/browser/desktop/index.html) when contributing to this platform. |  |
| 2 | If you are visiting this site for the first time you will need to register by clicking the **Register** link on the top right hand of the screen and following the instructions on the next screen to create an account.  If you are returning to the site, then you can start working immediately by clicking on **Login** and entering your details. |  |
| 3 | Now that you are ready to start contributing to the collection click on **Get Started** and then choose one of the collections, and click on **View whole collection** |  |
| 4 | On the next page you can choose which item you would like to annotate, or if you are returning to the site, you can continue annotating an item that you started working on previously.  The colour below the item indicates its status.   * The small red square and grey bar at the bottom indicates that no one has worked with this image. * The orange bar across half of the bottom indicates that work has started on annotating this image, but that it has not been completed. * If the bar across the bottom of an image is green, then the annotation on this image is complete. |  |

If you want to edit an item that has no annotations (red square) move on to Section B.

If you are editing an item that has already been partially annotated (orange bar) move on to Section C.

Section B: Annotating an item for the first time

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| 1 | Click on the image of the item that you wish to annotate. Before you can begin working with this item you will need to note what kind of item it is. | | | |
| 2 | You can use the plus and minus signs or the wheel on your mouse to scroll in and out. Hover on the question marks for guidance.  This is a pink form and is numbered **R43**.  Once you choose this option you are asked to choose whether it is the first or second page, based on the heading.  This form includes the words **Notice of Appeal**, and the text explains that you should therefore choose **Page 1**. |  | | |
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| 3 | Use the zoom function to zoom in and out of the image, and fill in as much information as you possibly can in the fields on the right hand side of the form.  Please overwrite the calendar by typing dates in this format: DD/MM/YYYY  Once you are finished you should click on **Next >** and then on the **Save** button below the image. | |  | |
| 4 | Once saved you can also **Bookmark** the page. All your bookmark selections can be viewed by clicking on your name in the top right of the page – this is the best way of finding documents you’ve previously worked on.  If you finish annotating the whole page you can use the button on the bottom right of the screen to mark that page as complete. This will change its status to green (Mark as complete).  Scroll to the carousel at the bottom of the screen and choose the next document you wish to transcribe. | | |  |

Section c: editing an item that has already been partially annotated

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| 1 | Images that have an orange bar across the bottom have been partially annotated. You may wish to work on this type of image by:   1. Editing your own annotations and returning to annotate an image that you have already begun working on. 2. Editing annotations that others have started but have not completed. 3. Adding new annotations to images that have already been partially annotated.   First you will need to click on the image to take you to the annotating page. | |  |
| 2 | Below the image you will see thumbnails representing annotations that already exist. If you wish to edit one of these, click on the annotation and a new dialogue will appear with an **< Edit** button.    Click on this button to edit the annotation, and then click **Next >** and then **Save** once you are finished.  If you finish annotating the whole item you can use the button on the bottom right of the screen to mark that page as complete as shown in step 4 of Section B. |  | |
| 3 | If you wish to add a new annotation then you will need to follow the steps outlined in **Section B: Annotating an item for the first time**. | | |