TUTORIAL

Welcome to OTurC Project Tutorial!

In this project, we ask you to help us transcribe Muallim Cevdet Inancalp's personal papers.

Before you begin, please have a look at the **Field Guide**. It contains important information about the transcription process as well as useful tips on the most frequently encountered issues in the documents.

For more guidance, click on **Need Some Help With This Task?** under the transcription task.

We also prepared a brief walkthrough video on how to create and submit transcriptions. If you'd like to watch it, please click here.

To learn more about our project, please read our **ABOUT** page.

Finally, if you would like to download or browse the documents that are available for transcription in OTurC, please click here.

First Things First !

Don't worry if you are not a hundred percent sure of the accuracy of your transcriptions. Each line will be transcribed by at least three volunteers before being retired from the system and the final version of the transcriptions will be carefully reviewed by our team.

Navigation tools

Annotate:

Use the Annotate button to create a transcription line by clicking at the start and the end of a text line. If needed, you can delete the transcription line by clicking on the "X" sign. (See the image below)
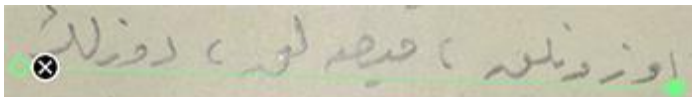
Navigate:

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Use the Navigate button to move the document image in the image viewer screen. Click on the Navigate button and drag your mouse to move the image.

Zoom in and out:

🔍+

🔍-

You can zoom in on or out from a document image with these buttons.

Rotate:

↻

Use the Rotate button to rotate the image. Keep clicking it until you find the orientation you need.

Reset Subject View:

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To return to the original orientation and zoom level, click the Reset Subject View button.

Other Useful Tools

Underneath the image viewer screen, you will see the following buttons:

ⓘ SUBJECT INFO

Use the "i" Information button to see the metadata for individual images.

♡ ADD TO FAVORITES

If there is a document you are especially interested in, you can use the "Add To Favorites" button to save it. Click on 'Collect' in the OTurC main menu bar at the top of your screen to see your Favourites.

☰ ADD TO COLLECTIONS

Creating a Collection allows you to save documents that are of interest to you and to organize them into "Collection" groups that you create.

∨ SHOW ALL MARKS

You can show or hide volunteer-generated transcription lines by clicking on the 'Show All Marks' dropdown menü.

Before you start transcribing

In this project, we ask you to create one-to-one transcriptions of the texts. In other words, type exactly what you see on the pages (including typos and spelling errors) and do not normalize the transcription text according to the grammar and spelling rules of modern Turkish.

(For exceptions to the one-to-one transcription rule please see the **Field Guide**.)

If the writing on a page is unclear and you are unable to read a word or a sentence, please mark it with the 'Unclear' text modifier. (For detailed explanation on the text modifiers 'Delete'-'Insertion'-'Unclear'-'Underline'-'Superscript' please see the **Field Guide**.)

Steps to transcribing

On the left-hand side of the transcription task screen, you will see the image of a page from Muallim Cevdet's papers. This image might already have colored transcription lines underneath individual lines of the text. This means that other volunteers have already worked on this page but the transcription is still not complete.

If there are no colored transcription lines on the page, this means that you are the first volunteer to see this document:

A) To transcribe a new line (i.e. one with no colored transcription lines underneath it), place a dot with your cursor at the start and the end of a complete line in the image. This will create a transcription line. (If necessary, you can delete your transcription line by clicking on the **X** sign).

Once you create the transcription line, transcribe the text that is sitting over that transcription line in the pop-up window.

B) If the line of text you want to transcribe already has a colored transcription line underneath it, you do not need to create a new transcription line:

-To view and agree with or edit the lines that have previously been transcribed by other users, click on an existing transcription line. Any previously existing transcriptions will pop up.


-If you agree with any of the previous transcriptions, select that text from the drop-down list and leave it as it is.

-If you do not agree with any of the previous transcriptions, you can type a new transcription into the text box.

Finishing transcribing

There is no lower or upper limit to the amount of text you can transcribe on a page. You may choose to transcribe a single line, a few lines, or the entire page.

When you are done working on a page, you need to click on the DONE button in order to save your work.
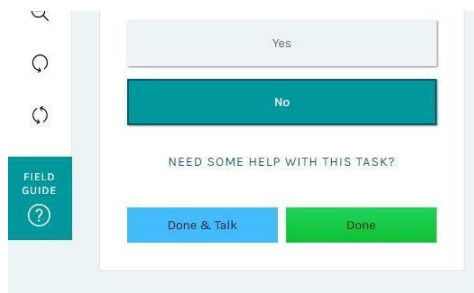
Important note : Once you have finished working on a page and saved your work by clicking on the DONE button, you will not be allowed to make further edits/transcriptions on the same page. Instead, you will see a note at the top of the image that says "YOU'VE ALREADY SEEN THIS SUBJECT".

When you have finished transcribing, you will be also be asked whether all of the volunteer-made marks have turned grey.

If there are non-grey marks on the page, or some of the text lines do not yet have volunteer-generated marks, please choose "No".

If all of the text lines have volunteer-created marks and these marks have turned grey, please answer "Yes" to this question.

Finally, any questions for us or other volunteers?

If you have any questions for the project team or other volunteers, please post them on the **Talk Boards**.

Need Some Help with this Task? section and the project **Field Guide** also contain useful information on the various features of the Muallim Cevdet collection that you might encounter when transcribing.