

# How to Make History!



## How to Transcribe

### Do

- ✓ Type every word on the page into the text box
- ✓ Insert a new line between paragraphs
- ✓ Keep original spelling, grammar, capitals
- ✓ Include all titles and page numbers

### Don't

- ✗ Don't expand abbreviations
- ✗ Don't worry about formatting
- ✗ Don't worry about line-breaks

Find something **interesting**? Share it on Instagram or Bluesky using **#DouglassDay** !

## How To Find the Names

1. Type all of the names in a list
2. Add each name once
3. Separate each name using a semicolon ;
4. Match the exact spelling, abbreviations, and capitals
5. Type any titles (Rev., Dr., Mrs., etc)
6. Add [square brackets] if you see clues that any of the names are women

**Example:** Frederick Douglass; Wm. W. Brown; Rev. H. M. Turner; [Mary Ann Shadd]

## Tips for the Zooniverse Site

Topic	Tip
⚠ Warning	<b><u>There is no auto-save or save function!</u></b>
See the Full Page	Scroll down to see the full page.
Get a New Page	Want a new page? Just refresh your browser.
Need Help?	Click the TUTORIAL button for step-by-step guidance.
Leave Comments	Click in the bottom right corner to comment on the page.
Resize Text Box	Drag the lower right corner to expand the text box.

# Project FAQ



## Getting Started

### **Do I need an account?**

No, but we really recommend it! An account lets you track your progress and see your past work.

### **What is a "subject set"?**

A subject set is a group of digitized files or records. We have grouped records by state/area.

### **Is there auto-save?**

No. There is no save feature on Zooniverse. If you are working on a long page, consider typing in a separate document first, then copy and paste the text into the text box.

### **Scroll up and down the page**

Make sure you scroll down to see the whole page. Some pages may be longer than your screen.

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## Formatting Rules

### **How do I add a blank line between paragraphs?**

Insert one empty line between paragraphs. In practical terms, the Return button twice.

### **What about words split across lines?**

Do not keep the hyphen for words split across lines.

### **How do I mark women's names?**

Add [square brackets] if you see clues that any of the names are women.

### **What if I see women mentioned, but there are no names?**

If you're not sure, you can leave a short comment. If you see a reference to women, but no names, you can type those words in the last step.

### **What if the text has been changed or is hard to read?**

Highlight the text and then click on one of these buttons:

- Deletion: words that were crossed out or typed over
- Insertion: words that were added to the original text
- Unclear: words that are difficult to read

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## Tips for Success

### **What is TALK?**

Talk is our project forum.  
Post questions or share finds!

### **What if I make a mistake?**

Our team reviews everything.  
We want you to try!

### **Should I take breaks?**

Take a break every 15 mins