

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	<u>There is no auto-save or save function!</u>
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.

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
-

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