Thank you for participating in Mapping the Fourth! The site is in active development and your participation in the trial phase is much appreciated. The site will continue to change in the coming weeks, and we will update these instructions periodically. The latest version is available here: <https://crowd.cs.vt.edu/m4j/incite-instructions/>

## 1. finding the site and LOGGING IN

The site url is <https://crowd.cs.vt.edu/m4j/incite/> Please create an account by clicking the “login/sign-up” button at the top right. It will be possible to use the finished site as a guest, without logging in, but during the trial phase all users should create an account and log in for each use.

## 2. Site Overview

As you will see on the homepage, users can complete three main tasks:

1. **Transcribe**: you will be provided an image of a primary source and asked to transcribe it, write a brief summary, and categorize the tone of the document.

2. **Tag**: once a document has been transcribed you can tag it. The site will automatically suggest certain tags based on an automated analysis of the text. You will be able to confirm/reject those suggested tags, and add your own.

3. **Connect**: this feature allows you to identify thematic links between documents. The site will automatically suggest thematic links for you to confirm/reject, and you can also identify your own.

You will also be able to **discuss** the documents with other users, either posting your own comments/queries or responding to other users’ posts.

## 3. Getting started

The easiest way to get started is to select **transcribe** from the “select a task” menu and then click the “Go” button. This will take you to a selection of documents that you can see on a map and in list form. (If you want to narrow down the selection by location, date, or keyword, use the appropriate boxes on the homepage.)

For more information about each document, mouse over the pins on the map or the document thumbnails on the right. Click on one of the pins or thumbnails to go to the Transcribe page. Here you will see an image on the left, which you can zoom in and out of to make it easier to read. You’ll also see several boxes on the right, where you (1) transcribe the text of the document; (2) provide a summary of the document in about two sentences; (3) identify the tone of the document. Then click “done.”

You will now have the opportunity to **tag** the document you transcribed. (If you don’t want to tag it, you don’t have to. Alternatively, if you want to bypass the transcription stage and tag a document someone else has transcribed, you can choose “tag” from the “select a task” menu on the homepage.) The site automatically suggests some tags. Look through the suggested tags and either reject them (by clicking the trashcan on the right), or accept them. If you accept a tag, please confirm or add details in the category, subcategory, and details field. In the near future, there would be a full list of tag categories and subcategories. The link will be updated soon. After you have completed tagging, hit “submit.”

After you leave the tags page, you will be taken to the “connect” feature. (Alternatively, if you want to go straight to the connect stage, you can select “connect” from the “select a task” menu on the homepage.) On the connect page, you will be presented with a group of documents that the site has identified as possibly being linked. You can indicate whether or not they are linked by a within theme, and/or suggest your own connections between documents. *NB: the “connect” feature will be limited until we have built up a larger collection of tagged documents. In the early stages, it may not be possible to use this feature extensively.*

The highest level of engagement with the site is **discussion**. You will see a discussion box as part of the tag and connect pages. Alternatively, you can select “discuss” ” from the “select a task” menu on the homepage. Here, you will be able to post your own comments/queries and respond to those of other users.

## 4. Contact

If you experience any difficulties, or have any questions, please email [incite-g@vt.edu](mailto:incite-g@vt.edu). The site is in active development and we are eager to hear user feedback of all kinds—whether it’s a technical difficulty or a suggestion for making the site easier to use.