Transcribing Procedures
For the Blucher Map Indices

Overview:

These procedures encompass the steps a transcriber will need to follow when entering data into the data fields. In planning these procedures, these indices were poured over to take into account every scenario and contingency that may be encountered during the transcribing process. However, should these transcribing procedures lack in anyway whatsoever, please notify those in charge, so that the errors in this procedure document can be corrected.

Transcribing:

1. Log into BandoCat at: cartogram.fw.tamucc.edu:81

2. Navigate from the main menu to Map Indices > Bando-Transcription
   1. This page will populate with all of the indices that are currently uploaded.

3. Click 'Transcribe' to begin the transcription process for the selected indices.

4. In order to begin, the transcriber will need to create polygons bounded around each entry. Right click the upper right and lower left corners of the entry to create the polygon. The polygon must encompass all of the data associated with each entry listed on the General Index. Once the polygon is created, it will highlight the entry in blue.

   *Note: The 'Delete Active Rectangle' tool on the bottom on the screen will allow you to delete the current polygon. Also, the program only allows for one active polygon at a time. Should a transcriber try to create two active polygons, an error message will appear.

5. Once the polygon is created, transcribe the information on the General Index into the data fields on the right of the screen.
   1. A zoom function is built into the General Index viewing window. Zoom in to read the documents. (The mouse wheel will zoom, as well as the on-screen buttons.)
   2. Transcribe the data from left to right to ensure all of the information is captured.
      a. Retain character casing from the General Index at all times.
   3. If a column is blank on the general index, leave the input field blank.
   4. The input data fields for 'Description' and 'Client' are separate, unlike on the General Index. Separating these fields will improve the search function for end users.
   5. The 'Field Book' and 'Map' fields may contain multiple rows of information, to input multiple lines use the '+' button to add an additional row. If a row is accidently created, use the '-' button to remove a row.
      a. Added rows must contain information in order to submit the entry.

      *Note: Do not transcribe dashes in data fields on the General Index, they will be treated as if the field was blank.
6. Once all of the information has been accurately transcribed and reviewed, click on the 'Submit Entry' button. An alert will state "New record created successfully."

7. Click OK on the alert and the submitted entry's polygon will change from blue to green, indicating that it has been submitted.
    1. Click on the green polygon. The polygon will turn red indicating that it is active as well as populate its information in the input data fields.
    2. Changes can be made to active entries, click 'Update Entry' to save changes. An alert will state "Successful Update."
    3. Click OK to continue the transcription process.

8. Repeat steps 4 through 7 until all entries on the General Index are successfully transcribed.

9. Once all of the entries from the General Index are transcribed, click the 'Mark as Complete & Close' button at the bottom of the page. An alert will state "This document has been marked as complete."

10. Click OK. The page will close and the 'Completed' column of the Indices Library will change to 'yes' for the General Index.

    * Note: If a General Index has not been completely transcribed and work ends, click the 'Close' button at the bottom of the screen. This will close the General Index, but not mark it as complete. This indicated to other workers that entries still need to be transcribed on the General Index.

11. Repeat the transcription process for every uncompleted General Index.

    * Note: Should the transcriber encounter an unfamiliar entry or if more than one entry is given in the General Index and there is not a place to put that information in the data fields, please notify your supervisor. These issues need to be addressed immediately.