How to use the transcription tool
STATE LIBRARY GUIDE

Overview of the transcription process

The Library loads the digitised image of the document into the Transcription Tool.

Members of the public, our digital volunteers, are invited to transcribe the document.

People can either start transcribing a document from the beginning, or jump in and help transcribe a document partially transcribed.

Once the transcription is completed, the document is set to 'ready for review'.

A team of authorised reviewers read through the transcription making any corrections.

Once reviewed, the status is changed to 'Accepted'.

The Library is notified that the transcription is ready for final approval.

The completed transcriptions will be uploaded to the catalogue.

Getting started: register to become a transcriber

To transcribe, we ask you to register and create an account. There is a link to register on the homepage.

New transcribers can create an account using our quick sign up form. All you need is a valid email address.
Logging in and My Dashboard

Once you have registered, log in using the button on the top right.

You will be directed to your ‘My Dashboard’ page.

Here you can:
- Find a new document to transcribe;
- Keep track of the documents you are working on;
- View your latest edits;
- Go to the ‘How to’ guides;
- Update your account;
- Change your password.
Finding a document to transcribe

1. Go to the homepage and scroll to the ‘Collections we’re currently transcribing’ and select one of the collections.

2. On the collection page there is a short description of the collection.

   This page lists all the documents in this collection, and you can search by title.

   Under each document title, is the percentage of how many pages have been transcribed e.g. 30% completed.
3. Select one of the options from the list displayed in the series.

4. Select a page to transcribe.

   Any document that is marked ‘Not yet started’ is ready to transcribe. You can also choose one that is marked ‘Partially transcribed’, these have been started but you are welcome to help others finish transcribing.
The transcription page with viewer and editor

On the transcribing page there are two options:

- View Page Tab
  See a view of the document and transcription progress without an active editor.

- Transcribe page tab
  Select this option to begin transcribing.
Using the Image Viewer

PLUS BUTTON
The plus button will create a larger version of the document being transcribed.

MINUS BUTTON
The minus button will zoom out from the original size of the document.

HOME BUTTON
The home button will return the document to its original size in the viewer.

FULLSCREEN BUTTON
Allows you to see a full screen version of the document.

You can change the size of the viewer by clicking on the right hand side of the frame and dragging it to the preferred size and position on the screen.

Using the Editor
The editor also offers tools to assist you when transcribing documents.

The Editor toolbar has options to:
- Check spelling;
- Find and replace words;
- Add tables;
- Insert a line or rule
- Insert special characters
- Apply bold, italic, underline and strikethrough text;
- Add bullet points;
- Number text;
- Indent text;
- Align text.
Navigating between pages in the same document

- **JUMP TO PAGE**
  Press on the page number to display a dropdown list of all pages within the document. Alternatively, use the right and left-hand arrow to move through consecutive pages.

- **FILTER BY STATUS**
  Allows you to perform a search based on the documents transcription stage.

- **VIEW OTHER PAGES**
  Allows you to hide and show the ‘jump to page’ section of the page.

**Working notes**

In the Working notes window below the Editor, you can add any notes about the transcription that may be useful for the next session, or for other transcribers. These notes are searchable.

**Finishing the transcription session**

To finish the transcription session, scroll to the bottom of the editor and click ‘SAVE AND CLOSE’.

If the transcription is complete, select YES to submit your transcript for review.

If there is still work to be done, select ‘No’.

Remember to log out if you have finished transcribing and wish to leave the site.