

# How to use the transcription tool

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## STATE LIBRARY GUIDE

Transcription website <https://transcripts.sl.nsw.gov.au/>

### 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.

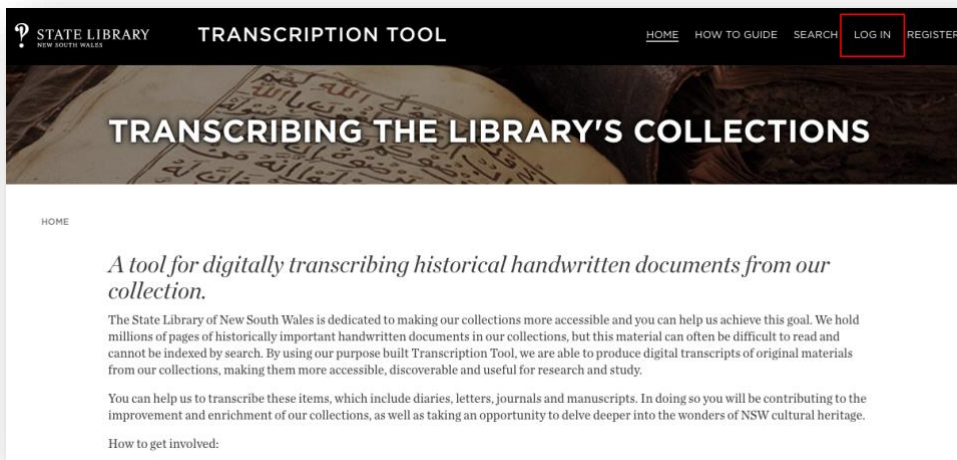
### Getting started: register to become a transcriber

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

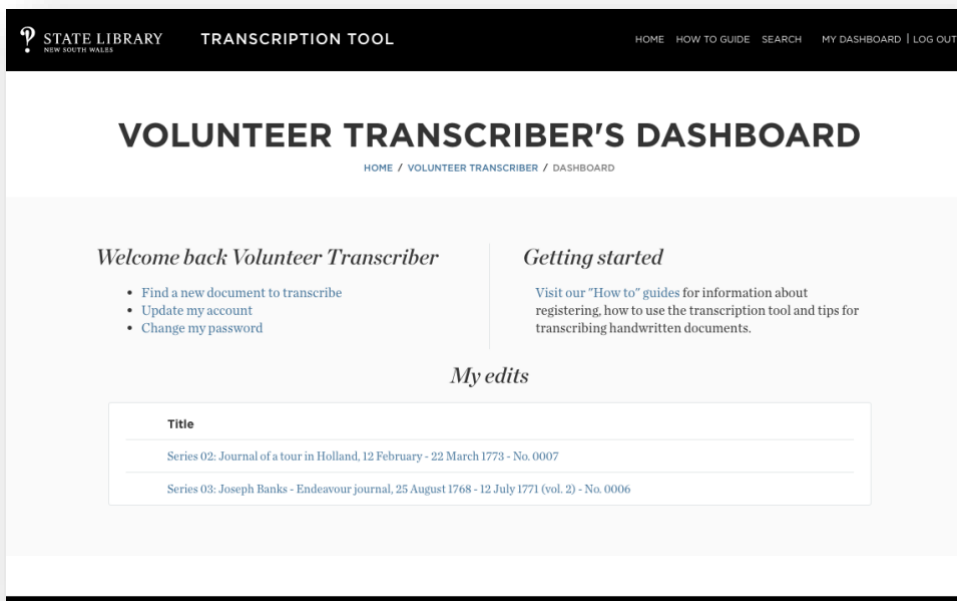
New transcribers can create an account using our quick sign up form. All you need is a valid email address.

## 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.

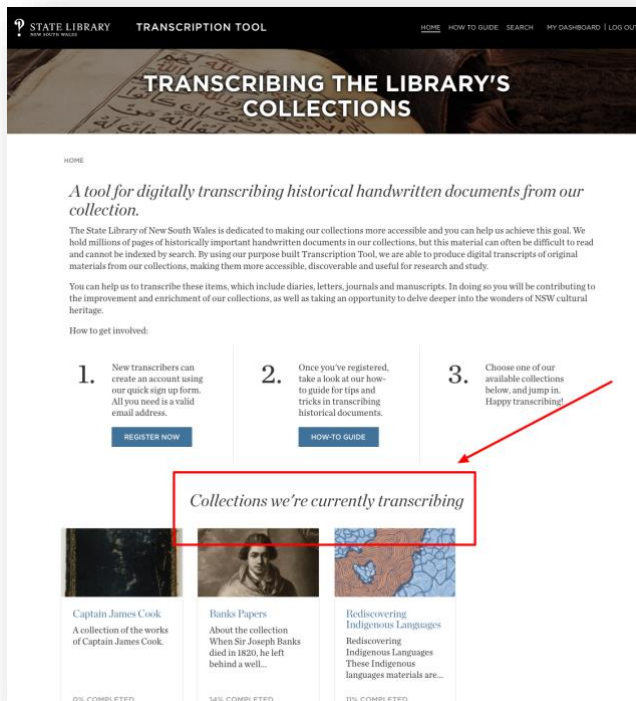


Here you can:

- 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

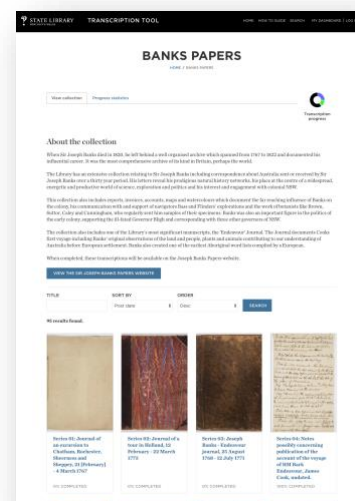
1. Go to the homepage and scroll to the 'Collections we're currently transcribing' and select one of the collections.



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.

The screenshot shows a web interface for document transcription. At the top, there are search filters: 'TITLE' (empty), 'SORT BY' (Post date), and 'ORDER' (Desc). A 'SEARCH' button is to the right. Below the filters, it says '95 results found.' The main area displays eight document series in a grid. Each series includes a thumbnail image of a document page and a text box with the series title and completion percentage. A red arrow points to the top right corner of the grid.

Series Title	Completion Percentage
Series 01: Journal of an excursion to Chatham, Rochester, Sheerness and Sheppey, 21 [February] - 4 March 1767	99% COMPLETED
Series 02: Journal of a tour in Holland, 12 February - 22 March 1773	0% COMPLETED
Series 03: Joseph Banks - Endeavour journal, 25 August 1768 - 12 July 1771	42% COMPLETED
Series 04: Notes possibly concerning publication of the account of the voyage of HM Bark Endeavour, James Cook, undated.	100% COMPLETED
Series 05: Letters concerning the publication by Comte Louis de Lauraguais of Banks' abstract account of the voyage of HM Bark Endeavour, 1771-1772	
Series 06: 'Voluntiers, Instructions, Provision for 2d. Voyage', being papers concerning Banks' preparations for the second Pacific voyage in HM Ships Resolution and Adventure, James Cook, 1768, 1771-1773	
Series 07: Letters received by Banks from James Cook concerning the second Pacific voyage in HM Ships Resolution and Adventure, 1772	
Series 08: Letters received by Banks from Charles Clerke concerning the second Pacific voyage in HM Ships Resolution and Adventure, James Cook, 1772, 1775	

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.**

The screenshot shows the 'TRANSCRIPTION TOOL' interface for the document 'JOSEPH BANKS - ENDEAVOUR JOURNAL, 25 AUGUST 1768 - 12 JULY 1771 - NO. 0005'. The page header includes the State Library of NSW logo and navigation links: HOME, HOW TO GUIDE, SEARCH, MY DASHBOARD, and LOG OUT. Below the title, there is a breadcrumb trail: / BANKS PAPERS / SERIES 03: JOSEPH BANKS - ENDEAVOUR JOURNAL, 25 AUGUST 1768 - 12 JULY 1771 / JOSEPH BANKS - ENDEAVOUR JOURNAL, 25 AUGUST 1768 - 12 JULY 1771 (SERIES 03.01) / JOSEPH BANKS - ENDEAVOUR JOURNAL, 25 AUGUST 1768 - 12 JULY 1771 - NO. 0005. The main navigation area contains two tabs: 'View page' and 'Transcribe page'. The 'Transcribe page' tab is highlighted with a red box, and a red arrow points to it with the text 'Click on 'Transcribe page' to begin'. Below the tabs, there is a 'View other pages' button. The main content area is divided into three sections: 'JUMP TO PAGE' with a dropdown menu set to 'Page 5', 'OR', and 'FILTER BY STATUS' with a dropdown menu set to '--Any--'; a 'PAGE' viewer showing a blank page; and a 'TRANSCRIPTION' section displaying the text: '<p>Plymouth</p><p>&nbsp;</p><p>August 1768</p><p>25. After having waited in this place ten days, the ship, and everything belonging to me, being all that time in perfect readiness to sail at a moments warning, we at last got a fair wind, and this day at 3 O&#39;Clock in the even weid anchor, and set sail, all in excellent health and spirits perfectly preparad (in Mind at least) to undergo with Chearfullness any fatigues or dangers that may occur in our intended Voyage. </p><p>&nbsp;</p><p>26. Wind still fair, but

## 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.

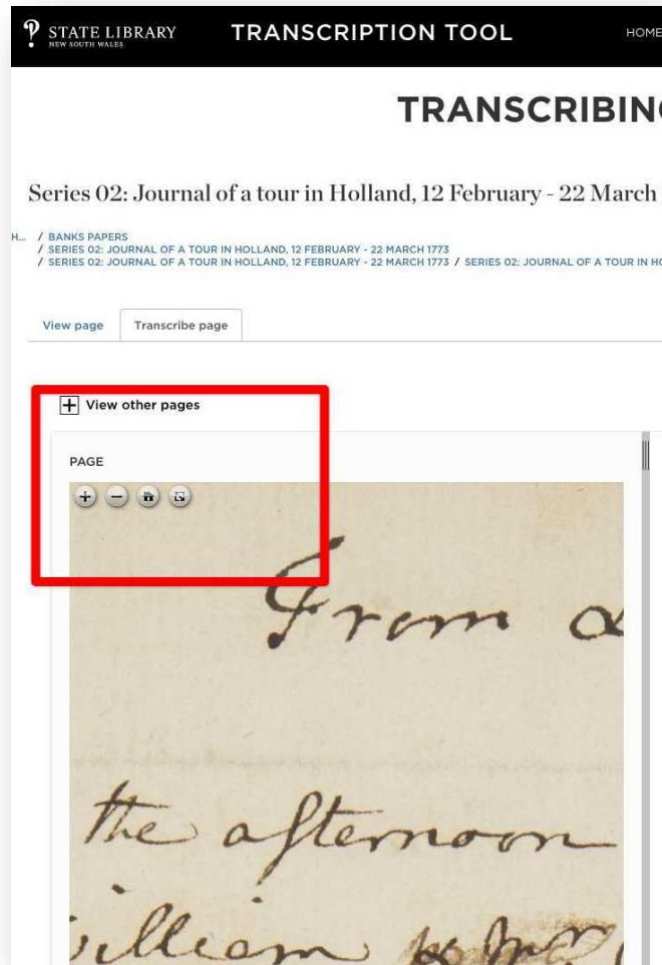
### HOME BUTTON

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.

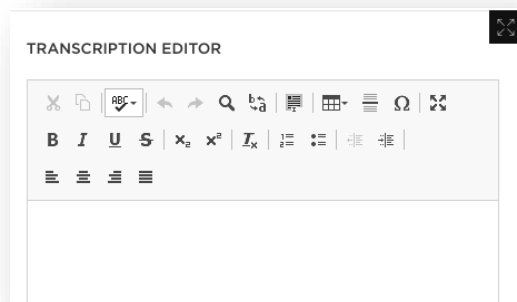


## Using the Editor

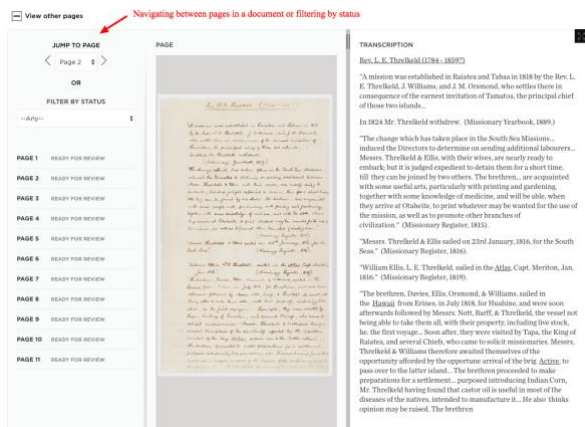
The editor also offers tools to assist you when transcribing documents.

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.

