

Getting Started on By the People!

1. **Create an account** (recommended)
 - Visit crowd.loc.gov and click “Register”
 - Benefits: Track progress, help review, use OCR tool, etc.
2. **Find Documents**
 - Navigate to the Douglass Day campaign.
 - Click to use filters: "Not Started" or "Needs Review"
 - Choose any document and page that interests you.
3. **Transcribe**
 - Type what you see, work from left to right, top to bottom.
 - Preserve line breaks.
 - Click “Save” as you go.
 - Use image filters if text is unclear
 - Need help? Click “Campaign Tips”
 - When finished, click "Submit for Review" and then “Find a new page”
4. **Review Others' Work**
 - Check each others’ transcriptions line by line
 - Accept if accurate, or edit if needed
 - Click “Save” as you go.

Basic Rules for Transcribing

Do

- ✓ Type exactly what you see
- ✓ Keep original spelling, grammar, punctuation (italic, etc.)
- ✓ Preserve line breaks
- ✓ Make your best guess - even part of a page counts!

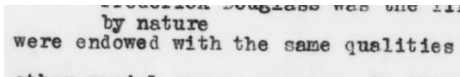
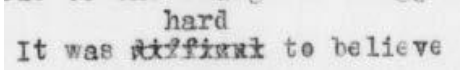
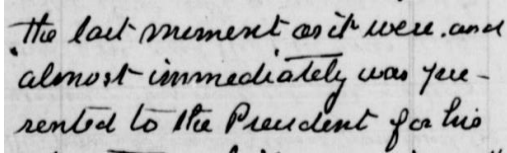
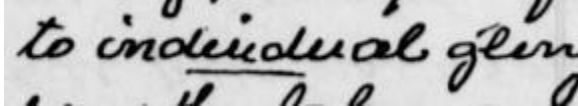
Don't

- ✗ Don't expand abbreviations
- ✗ Don't add formatting (bold, italic, etc.)
- ✗ Don't forget to hit Save frequently

See something **unusual**? Find more detailed info at crowd.loc.gov/get-started/
Find something **interesting**? Share on IG or Bluesky using **#Douglassday**

Special Cases

| | |
|----------------------------|---|
| Illegible text | Type with brackets & question mark for entire word: [?] or partial words: s[??] |
| Text in margins | Type with brackets & asterisk [**]. Ex: "We met last year. [*1896*]" |
| Crossed-out text | Format as [text]. Ex: “The [meeting] starts at noon” |
| Words across lines | Type on first line |
| Multiple pages | Leave blank line between pages |
| Tables | Type the data in order, don't worry about exact layout |
| Non-English text | Transcribe in original language |
| Images/stamps | Don't describe. Add tags for images, watermarks, stamps, etc. |
| Blank page | Check the box for “Nothing to Transcribe” and hit “Save.” |
| Transcribe with OCR | Press the button for an imperfect starting point. Not useful for handwriting. |

| Issue | Instruction | Example |
|---------------------------------------|---|---|
| Misspellings | <p>Type what you see. Keep the author’s original spelling, grammar, and punctuation. Do not expand abbreviations.</p> | |
| Illegible or unreadable text | <p>Use [?] for unreadable whole words or [??] letters</p> | <p>I have [?] loved coffee ice cream I have [a?????] loved coffee ice cream</p> |
| Insertions and text in margins | <p>For text inserted or added later: Type it in the order you would read it aloud. If it’s part of a sentence, bring it down into the line.</p> |  <p>were endowed by nature with the same qualities</p> |
| Crossed-out text | <p>Use brackets around deleted text If you can read crossed out or otherwise deleted text, transcribe the deleted words inside a pair of brackets.</p> |  <p>It was [difficult] hard to believe</p> |
| Words across lines | <p>Match the line breaks; do not hyphenate words Hit “enter” at the end of a line of text to preserve original line breaks. Remove the hyphen from words split across two lines. If there is more than one page in an image, you can use two hard returns [hit “enter” twice] to leave space between pages.</p> |  <p>the last moment as it were and almost immediately was presented to the President for his</p> |
| Emphasis | <p>Do not style Even when you see bold, italic, underlined or superscript text, transcribe it without any styling.</p> |  <p>to individual glory</p> |
| Text in Margins | <p>Use a square brackets and asterisks [* *] around marginalia text and order it within the transcription where it makes the most sense (or at the end of the transcription if it appears unrelated).</p> | <p>I have always loved coffee ice cream. Last summer I made my own. [*In 2017, Brazil was the largest coffee producing country*]</p> |
| Images | <p>Don’t describe images or other visual elements within the transcription box. Add tags to describe images, watermarks, stamps, or any other non-text features.</p> | |
| Blank Pages and Images | <p>Use the “Nothing to Transcribe” box for blank pages, images or printed templates</p> | |