

Transcribe Shadd Cary Instructions

Douglass Day 2023 | DouglassDay.org



How To Transcribe*

Quick Start

- Type every word that appears on the page
- Work from left to right, top to bottom
- Keep all original spelling, abbreviations, and capitals
- Include all titles and page numbers
- Ignore formatting and line-breaks

Hints

- Warning: There is no auto-save nor 'save draft' function.
- Page too complicated? Skip to a new page by refreshing your browser.
- Click ⓘ for more info about the document.

How To Find the Names*

Entering Names

- Type every name that appears on the page
- Keep all original spelling, abbreviations, and capitals
- Separate each name using a semicolon

Hints

- Warning: There is no auto-save nor 'save draft' function.
- Page too complicated? Skip to a new page by refreshing your browser.
- Click ⓘ for more info about the document.

Don't see any names? That's okay!

- It's a big help to know which pages don't have any names. We have thousands of pages to explore!

How to Find the Names (Manuscript) **

Entering Names

- Type every name that appears on the page
- Keep all original spelling, abbreviations, and capitals
- Separate each name using a semicolon

Hints

- Warning: There is no auto-save nor 'save draft' function.
- Page too complicated? Skip to a new page by refreshing your browser.
- Click ⓘ for more info about the document.

Don't see any names? That's okay!

- It's a big help to know which pages don't have any names. We have thousands of pages to explore!

How To Transcribe + Find Names (Manuscript) ***

Quick Start: Transcribing

- Type every word that appears on the page
- Work from left to right, top to bottom
- Keep all original spelling, abbreviations, and capitals
- Include all titles and page numbers
- Ignore formatting and line-breaks

Finding Names

If you see at least one name, initial, or abbreviation, put a bracket around it.

- Example: [Mary A. Shadd]

If there are multiple names, bracket each one separately.

- Example: [Mary Ann] wrote another letter to [Amelia] on Tuesday.

If you can't find any names, that's okay!

Deleted, inserted, or unclear words?

Make your best guess, then use these buttons:

- Deletion: words have been erased, marked through, typed over, etc.
- Insertion: words have been added to the original text
- Unclear: word is difficult to read

How to Transcribe (Complex Materials) ****

Note: this activity has four sets of tasks for our most unusual, challenging, or complex materials.

Steps

Classify the stamps or seals

Step 1: Is there a stamp or seal on this page? (Y/N)

Step 2: Type any text you see on the stamp or seal. (Text box)

Classify the images

Step 3: Is there a picture or drawing on this page? (Y/N)

Step 4: Please suggest a brief description or a few keywords for this image. (Text box)

Transcribe any unusual text

Step 5: Is there vertical, diagonal, or inverted (upside-down) text on this page? (Y/N)

Step 6: Transcribe any unusual text on this page. (Text box)

Transcribe any remaining text

Step 7: Is there any text remaining to be transcribed? (Y/N)

Step 8: Please type whatever text is left to be transcribed. (Text box)

Complex Documents May Contain

Stamps or Seals





Images/Drawings



Diagonal, Vertical,
Or Inverted Text



Hints

- Use the rotate  button when transcribing vertical, diagonal, or inverted (upside-down) text.
- Warning: There is no auto-save nor 'save draft' function.
- Page too complicated? Skip to a new page by refreshing your browser.
- Click  for more info about the document.

Deleted, inserted, or unclear words

Make your best guess, then use these buttons:

- Deletion: words have been erased, marked through, typed over, etc.
- Insertion: words have been added to the original text
- Unclear: word is difficult to read