



QUICK-GUIDE FOR VOLUNTEER TRANSCRIBERS

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The CWRGM research team follows strict transcription and tagging protocols, but we don't ask that of volunteers. We simply request the following:

- Fight the urge to correct spelling. Those errors reveal a lot to linguists and other scholars.
- Think the spelling is bad? Wait til You see the Punctuation,

Despite the temptation to correct it, copy punctuation and capitalization as it appears

- Keep keep duplicate words
- Avoid adding an extra space or two at the end of a sentence (tempting for those with typing training)
- Is there a seal at the top of the document? Type [seal] to indicate that
- Unsure of a word? You can guess like this:

[Jackson?]

or you can just put a question mark in braces where that word appears in the text, like this:

My dear [Sir?]

- You may notice that telegrams often have the same header. After you transcribe the first telegram, you could copy and paste that header into a Word document that you can keep open, and then copy and paste that text at the top of each new telegram you transcribe. BUT you'll want to make sure it is, indeed, the same. You can use this one (below) *if* it matches the

telegram you're transcribing:

South-Western Telegraph Company.

THE PUBLIC are notified, that in order to guard against mistakes in the transmission of messages, every message of importance ought to be repeated by being sent back from the station at which it is to be received to the station from which it is originally sent. Half the usual price for transmission will be charged for repeating the message, and while this company will, as heretofore, use every precaution to ensure correctness, it will not be responsible for mistakes or delays in the transmission or delivery of repeated messages, beyond an amount exceeding two hundred times the amount paid for sending the message; nor will it be responsible for mistakes or delays in the transmission of un-repeated mes-sages from whatever cause they may arise, nor for delays arising from interruptions in the working of its Telegraphs, nor for any mistake or omission of any other Company, over whose lines a message is to be sent to reach the place of destination.


All messages will hereafter be received by this Company for transmission, subject to the above conditions.

N. GREEN, Prest., Louisville, Ky.

- Wn working in "From the Page," if you see a word that the writer crossed out (strikethrough), or a word that should be superscript or subscript, you can highlight that word and then click on the buttons at the top of the transcription box.

Click  to represent a ~~strikethrough~~

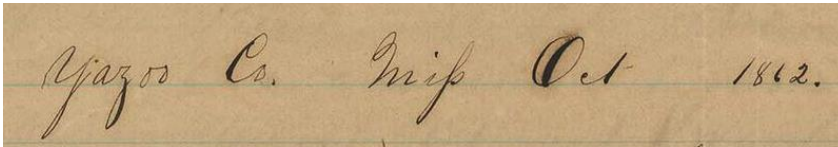
Click  to represent a subscript

Click  to represent a superscript

Our team can add any other formatting — underlining, italics (if printed doc), bold, etc.

Slight changes in text that we allow:

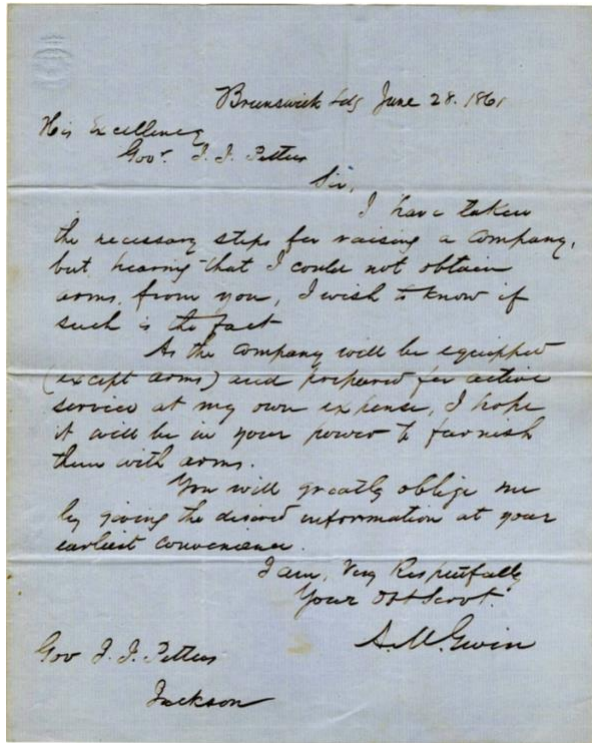
- Make everything left justified regardless of formatting in the document
- Insert a line break space between date/location and opening salutation
- Insert a line break space before closing salutation
- Insert an extra line break space (hit return) at the end of a paragraph or what appears to be a break in the document. However, do not add a line break at the end of each line.
- Confused by the long “s”? Transcribe what looks like Mifs (which is a 19th c. abbreviation for "Mississippi") as Miss



- When you encounter documents with information in columns or tables, simply note that there is a [gap] between word(s) separated by columns when transcribing. You can see an [example of this here](#).
- When you're done transcribing a page, click "Save" and the "Needs Review" box at the top right-hand side of the screen to send it to our reviewers.
- Enjoy yourself! Our research team can fix any typos/errors and every transcription goes through multiple stages of quality review, so don't stress about transcribing and have fun! If a document is harder than you expected, remember you're a volunteer. You can skip it and move on to another, leaving the more challenging docs for experienced volunteers or our trained team.

If you find your skills improving and you want to contribute more, you're welcome to read and follow our [transcription protocols](#) (click on "Transcription Protocols"), but you do not have to. We cannot thank you enough for your work on behalf of CWRGM — you are a critical part of our success.

EXAMPLE TRANSCRIPTION



[seal]

Brunswick Ldg June 28. 1861

His Excellency
Gov. J. J. Pettus

Sir,

I have taken the necessary steps for raising a company, but hearing that I could not obtain arms from you, I wish to know if such is the fact

As the company will be equipped (except arms) and prepared for active service at my own expense, I hope it will be in your power to furnish them with arms.

You will greatly oblige me by giving the desired information at your earliest convenience.

I am, Very Respectfully
Your obtSrvt.
A. M. Gwin

Gov J. J. Pettus
Jackson