

Instructions for Using Transkribus

To Register (One Time Only)

1. Go to [Transkribus.eu](https://transkribus.eu).
2. Register for an account.
3. Email Drew. Tell him that you have registered for Transkribus and ask him to add you to our collection T&S 1942.

To Access a New Letter

1. Go to: <https://transkribus.eu/r/read/projects/>
2. Click on "my collections"
3. Select "T&S 1942"
4. Select your "Document."
 - a. One "document" = all of the letters for one month of one author (i.e. 4209xx-1 = all letters from Roland Sept. 1942, in this case since 9. Sept.).
 - b. Each individual "page" is transcribed separately regardless of which letter it is in.
5. Select the next "Page" that is marked "In Progress", which means that the computer has already completed a first draft of the transcription.
6. Click on the "Annotation" option to give you full access to all of the tools you will need.
7. The window is now divided into three sections:
 - a. The top section is called the "canvas" and it contains the scan of the original letter.
 - b. The bottom right section contains the computer's "transcription".
 - c. The bottom left section contains any "annotations" that you might add to the transcription.
8. Change the status of the page to "Ready for Review". This tells the other members of our team that someone has already selected this page for crosschecking and is in the process of doing the work.
9. Make clear to the other teammates that you are working on this letter:
 - a. Highlight the first word on the first line.
 - b. Add the annotation "Crosschecker" from the dropdown menu.
 - c. Add your name to the box "details" in the annotation section.
 - d. If you see someone else's name on a letter, let them work on it.
10. **Save** your work regularly!

To Crosscheck

Our goal is a “diplomatic transcription”: we want to use the available characters on the computer to represent the handwritten text as precisely as possible. Later, Drew will use the corrected letters to continue to teach the computer how to read Hilde and Roland’s handwriting, so do not introduce anything into the transcription of the letter that is not in the original.

1. Clicking on a word/line will select the text to which it refers. The lines of handwriting and of transcription are associated with one another so you need only click on one to select them both.
2. All lines of text will be available for transcribing on their own lines including superscripts and marginalia. If you need an additional line for transcribing something that was not captured by the computer, email Drew.
3. Read the original and correct the computer’s transcription. Edit the characters to reflect the letter as closely as possible.
4. Empty return arrows refer to line endings; they will disappear on WordPress. Solid ¶ refers to the end of a paragraph.
5. ↵ refers to a hyphenation in the letter at the end of a line; it will disappear in WordPress.
6. As needed:
 - a. add special characters (such as Ib or \mathcal{RM})
 - b. change the text to: ^{superscript}, _{subscript}, **Bold**, underline, or ~~cross-out~~. Do not use *italics*.
7. Do NOT use:
 - a. the “bomb” symbol: it will delete all of the transcribed text of the field.
 - b. the “bug” symbol: email Drew first to discuss.
8. **Save** your work regularly!

There are of course still many things about the letter that we need to communicate to the bloggers that are “above and beyond” diplomatic transcription. We will be using **annotations** to communicate this information. Highlight the precise letters/words and then select the appropriate annotation. Delete annotations in the annotation section by clicking on the x.

1. **Abbreviation:**
 - a. Use this annotation when Hilde or Roland wrote an abbreviation.
 - b. It will highlight in Light Green. This symbol will appear next to it: ° (= abbreviation)
 - c. If you think we need to clarify what the abbreviation stands for, do so in the “Details” box.

2. Anonymize:

- a. Use this annotation to tell the bloggers to anonymize this person, place, or time.
- b. It will highlight in Light Purple. This symbol will appear next to it:  (= a Greek "psy")
- c. If you want to clarify the reason for anonymizing, do so in the "Details" box.

3. Color:

- a. Use this annotation to tell the bloggers that underline or the letters are written in another color.
- b. It will highlight in Light Red. This symbol will appear next to it:  (= an "eye")
- c. If you want to clarify which color or whether it is an underline or the letters themselves, do so in the "Details" box.

4. Comment:

- a. this annotation to add your own opinions about the content of the letter.
- b. It will highlight in Light Orange. This symbol will appear next to it  (= a "speech balloon")
- c. Write your comments in the "Details" box in complete sentences so the bloggers can post as a comment on WordPress.

5. Crosschecker: Dark Brown, with a "Details" box for adding the full word/s,

- a. Use this annotation to tell the other team members that you are working on this letter.
- b. It will highlight in Dark Brown. This symbol will appear next to it:  (= a "checker box")
- c. Add your name to the "Details" box.

6. Dialect:

- a. Use this annotation to designate a word as either dialect or idiolect.
- b. It will highlight in Dark Green. This symbol will appear next to it:  (= "low" German)
- c. You may add the High German to the "Details" box.

7. Drawing:

- a. Use this annotation to identify a drawing of any size. You may need to add some blank spaces into the text to select.
- b. It will highlight in Dark Red. This symbol will appear next to it:  (= "pencil")
- c. You may add a description of the drawing in the "Details" box.

8. Gap:

- a. Use this annotation to identify a hole or rip in the paper of any size. You may need to add some blank spaces into the text to select.

- b. It will highlight in Dark Yellow. This symbol will appear next to it: ◉ (= "hole")
 - c. You may add a description of the gap in the "Details" box.
9. **Hotlink:**
- a. Use this annotation to instruct the bloggers to add a hotlink.
 - b. It will highlight in Dark Purple. This symbol will appear next to it: 🔗 (= "hotlink")
 - c. You may add the actual link that you suggest in the "Details" box.
10. **Large:**
- a. Use this annotation to identify text that is written in a larger font..
 - b. It will highlight in Dark Blue. This symbol will appear next to it: ↑ (= "up arrow")
11. **Other:** Light Brown, with a "Details" box for more details, U+002A
- a. Use this annotation for any other description that you wish to add to the text for which there is no other annotation option.
 - b. It will highlight in Light Brown. This symbol will appear next to it: * (= "asterix")
 - c. You may add a description of the drawing in the "Details" box.
12. **Sic:** Dark Orange, with a "Details" box for more details, U+2713
- a. Use this annotation to instruct the bloggers to add a [sic] after this/these word/s.
 - b. It will highlight in Dark Orange. This symbol will appear next to it: ✓ (= a "check mark" verifying that it is so written in the original)
 - c. You may clarify in the "Details" box.
13. **Small:** Light Blue, U+2193
- a. Use this annotation to identify text that is written in a smaller font.
 - b. It will highlight in Light Blue. This symbol will appear next to it: ↓ (= "down arrow")
14. **Unclear:** Light Yellow, the !? symbol you already have
- a. Use this annotation to an illegible set of characters or words. You may need to add some blank spaces into the text to select.
 - b. It will highlight in Light Yellow. This symbol will appear next to it: !? (= "confusion")

When you have completed correcting and annotating that page, mark it as "completed". This will signal to Drew to review it before handing it over to Laura for blogging. **Save your work regularly!**