**INSTRUCTIONS**
for
Transcribing Sandy Spring Museum’s Archives

**STEP ONE:** REGISTER with “From the Page” (the service that is hosting our crowdsourcing efforts)
- Go to [https://fromthepage.com/ssm-archives](https://fromthepage.com/ssm-archives)
- Click on SIGN UP & fill out the registration form. (Don’t forget your Password!)

**STEP TWO:** Select a COLLECTION
- Go to [https://fromthepage.com/ssm-archives](https://fromthepage.com/ssm-archives)
- Click on SIGN IN (if you are not already signed in)
- As you scroll down the page you will see a number of collections (groups of items). To select one, click on the NAME of the collection (do NOT click the “start transcribing” button).

- You will see the STATUS OF COMPLETION for each individual WORK - usually a single document like a diary, letter or ledger – in the collection.
**STEP THREE:** Select a WORK

- Click on the **TITLE** of the work you would like to transcribe. **NOTE:** the system is set up to prevent more than one person transcribing the same page.

- Click on the **PAGES THAT NEED TRANSCRIPTION** button
- Click on HELP TRANSCRIBE for the first page that appears.

**STEP FOUR: TRANSCRIBE!**

- Set up the page to be most comfortable for you and your specific monitor. A few key things:

  1. Select FULLSCREEN (gets rid of other extraneous graphics in your browser)
2. Select POSITION of image and text.

3. **ENLARGE** image to be legible. Do so by:
   - Clicking on enlarge button
   - OR
   - Hovering over image and scrolling with the wheel of your computer mouse

4. Transcribe **EXACTLY** what you see. For example
   a. Hit **ENTER** at the end of each line in the written text so the line breaks match.

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**Transcription**

Clear
Willie came home from the party at "Walnut Hill" at 12. 45 this a.m.
Jno Thomas (of Clifton) called and we settled our accounts in full to date. Willie drove
"Fritz" over to Cincinnati and brought cousin Hannah Archer home with him. Charley
and Dr Leonard returned from the Griffith's before dinner. Afternoon I drove over to see
cousin Mary Chandlee & call at Ashton on my way home. Edwd & Sophie Peirce called
in the afternoon. Miss M Fowler was in to see me about Mrs Robison who is quite unwell
After dark C & Dr Leonard drove over to Mrs Sally Elliott's & Willie walked home
with Cousin Hannah Archer.
b. Transcribe EXACT SPELLING (no matter how tempting, do not correct our historic friends’ errors)

January Wednesday, 1 1879
Went to Holland’s Corner, Fulford & Aquilla’s and to office taking Willie with me. Charley did not go to store after dinner suffering with diarrhoea. P.J.
Stabler called left sausage gave him John Bowen’s account (receipted). E.N Bentley called after tea; C rode up & made up the mail but came home & spent the evening. F Snowden called & left the keys.

Snow Sleet 29°
Thursday, 2
Edward Hill (wood man) called. Afternoon I drove in Ashton, office, the wind blew tremendous so, thermometer 29° came directly home again. Charley much better & staid at home all evening.

Clear N.W. High Wind 0°
Friday, 3
Exceedingly cold with high wind. Thermometer zero. About home making out bills all fore noon; after dinner drove over to Aquilla’s taking

c. Anything that you are unsure of, give it your BEST GUESS and put it in square brackets with a question mark. [best guess?]
d. If something is **COMPLETELY ILLEGIBLE**, use a square bracket and question mark [?]

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when most convenient?
A. At the right time, by all means.

Olney
(Granville Farquhar Sec. 1864)
3rd Mo. 27th, 1864 [March 27th, 1864]

Met at Olney. Not as full an attendance as desirable. Present George Brooke and Eliza Brooke, Ellen Farquhar, Frances Stabler, Margaret H. Brooke, Henry C. Hallowell and Francis Miller.

First visited the yard where we found four kinds of flowers in bloom -- Violet, Crocus, Liverwort, and Polyanthus, then the garden, nothing done in it as yet except the hot bed planted. Nine kinds of vegetables were exhibited. Francis Miller showed specimens from his garden - tomato and cabbage plants and radishes large enough to eat. It was proposed that everyone should bring specimens.

**Questions.**

Q. What is the best time to plant asparagus?
A. Any time next month.
Q. How should small vegetable seed be planted
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e. Do not try to replicate the formatting of TABLES, CHARTS, or other STRUCTURED TEXT. The goal is to increase readability and searchability so you make use of spaces, punctuation and/or added text in square brackets to clearly represent the content.

<table>
<thead>
<tr>
<th>Corn</th>
<th>Oats</th>
<th>Wheat</th>
<th>Rye</th>
<th>Potatoes</th>
<th>Hay</th>
<th>Pork</th>
<th>Cattle</th>
</tr>
</thead>
<tbody>
<tr>
<td>1866</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>no.</td>
<td>Acres 382 [Corn]</td>
<td>crop 10000 [Potatoes]</td>
<td></td>
<td></td>
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<td>1867</td>
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<tr>
<td></td>
<td>Best crop</td>
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<td></td>
</tr>
</tbody>
</table>
f. If you come across a **BLANK PAGE**, please check the box that says “Mark as Blank” and then click “Save Changes”.

![Mark as blank button](image)

[Image]

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**g.** Some material in our Archives is **PRINTED** or **TYPED**. Much of this was created using thin paper and early typewriters which renders it too faint, inconsistent, or fuzzy to be machine-readable. Transcription of this material is as equally needed as that for handwritten material.

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**h.** Do NOT transcribe text that has been **CROSSED OUT**.
i. Do NOT transcribe HYPHENS that occur at line breaks. Complete the word on the first line and then add line break.

5. If you have any QUESTIONS or COMMENTS on the text or the transcription, you can leave a comment in the notes section at the bottom of the page and someone will respond. Don’t forget to click SAVE NOTE.
**STEP FIVE:** SAVE! SAVE! SAVE! (Well, you need to save only once but it’s really important!)

- When you are finished transcribing the page, click **SAVE CHANGES**.
  - NOTE: please do NOT save PARTIALLY transcribed pages. When you save, the system will think the page complete and will not direct other users back to it.

- To start another page, click on the RIGHT ARROW beside the page number

That’s it! Congratulations and well done, you are now officially in the ranks of Sandy Spring Museum’s team of transcribers! THANK YOU.