

# How to Use the Website

[www.transcribathon.eu](http://www.transcribathon.eu)


**Step 1:** Go to [www.transcribathon.eu](http://www.transcribathon.eu)


**Step 2:** Create a user account by hovering the cursor to the top-right corner over **'Register'** (<https://transcribathon.eu/register/>). Click on **'Create an Account'**.

**Step 3:** Fill in the required details to generate an account.

**Step 4:** You will receive a registration email at the email address you specified. Activate your account by following the link given in the email.

**Step 5:** Log into your new account by filling out the username and the password you set up in Step 3. You can access your personal profile anytime by hovering over your username in the top-right corner. Here you can find your overall activity and access the team functions.


**Step 6:** For **'Tutorial'** click on  in the top-right corner. In the various sections of the tutorial, you can learn everything you need to know about using the website and the transcription tool. Please make sure that you read the sections **'Enrich'** and **'Formatting'** carefully.

**Step 7:** To start transcribing, click on  **TRANSCRIBE NOW'** directly on the home page or choose a desired project from the ones situated below it. Alternatively, you can click on the **'Projects'** on the menu bar at the top of the page and choose **'Enrich Europeana'**. A new page will be opened. Click on **'Runs'** on the menu bar above the scrolling images and choose between the projects in the list:

**Europeana 1989** (<https://europeana.transcribathon.eu/runs/europeana1989/>);

**Europeana 1914-1918** (<https://europeana.transcribathon.eu/runs/europeana1914-1918/>).

**Step 8:** After opening the story, choose a document from the top image slider that you would like to transcribe.

**Step 9:** Type your transcription in the text field that appears below the item image. Switch to full-screen mode by clicking on  to make the most out of the transcription tool. As you are transcribing, please also be aware of our formatting guidelines you can find by following Step 6 and try to transcribe as precisely as possible.

**Step 10:** Save your transcriptions regularly by clicking the **'Save Transcription'** button on the bottom of the transcription field. For that, make sure to first choose a language the item is written in. Please don't forget to save your transcription before you click right to go to the next item and when you leave full screen mode, so that you don't lose your work.

# Check-list for annotating documents on [www.transcribathon.eu](http://www.transcribathon.eu)


## When you are transcribing a document, don't forget to include the document details!

To include these, open the item that you want to transcribe and annotate. On the right hand side, you will see a map indicating the source location. The section underneath is where you can include annotation details such as location, document date, keywords, etc. The section below the image is reserved for the transcription itself and the description of an item.


## Use this checklist to make sure you have included all of the important details:

**o Add Languages:** Under transcription field set the language of the item. If several languages are used, please include them all! Please remember that the transcription can only be saved after the language is chosen.

**o Description:** **STEP 1:** State if the item is a letter, diary or picture by checking the corresponding box. An item can include more than one category. **STEP 2:** Add a short description of the item's content by clicking inside the field located underneath the categories. **STEP 3:** Set the language of the description. If several languages are used, please include them all!

**o Add Geotags:** This feature is used to track all the locations mentioned in the text. You will find it underneath the map to the right of the image. **STEP 1:** Check if the location already exists on the map. If not, click on  under the interactive map. A new section will unfold. **STEP 2:** In the Search field, type the mentioned location and choose the closest match among the Google results. **STEP 3:** Zoom into the generated map to check if the pin is in the correct location. Make adjustments by dragging the pin. **STEP 4:** Type in the location name in the next field and click 'Save'. The location will now appear on the item's map. You can add multiple locations. Please add a geotag for *every location mentioned in the source!*

**o Add Document date:** Under the Tagging section add specific dates to the individual item if they appear in the document.

**o Add People:** To unfold the feature click on  next to **People**. Add information about the people mentioned in the item content by typing in their first and last name. Provide more details by adding their professions, location and date of their birth and/or death, etc.

**o Add Keywords:** To unfold the feature click on  next to **Keywords**. Include keywords that describe the item's purpose or key themes that are mentioned in the text.

**o Other sources:** To unfold the feature click on  next to **Other Sources**. This feature is useful to include more detailed information from other websites that can help enriching the document. Click 'Add a link' and fill in the information.

**Have fun transcribing and we wish you lots of success on Transcribathon!**