



## Sample letter and instructions for Letters 1916-1923 transcribers

### 1. Why it is important to transcribe the letters exactly as you see them

The purpose of transcribing is to mirror the layout and spelling of the original letter as closely as possible, even though the original may contain typos and other mistakes.

To add new line, press <shift>+<enter>

Now you have added new line here !!!



The most important aspect you will need to heed right from the start is to differentiate line breaks and paragraphs. To start a new line, press SHIFT + ENTER on your keyboard. To start a new paragraph, press ENTER.

### 2. Using “tags” (symbols) in your transcription

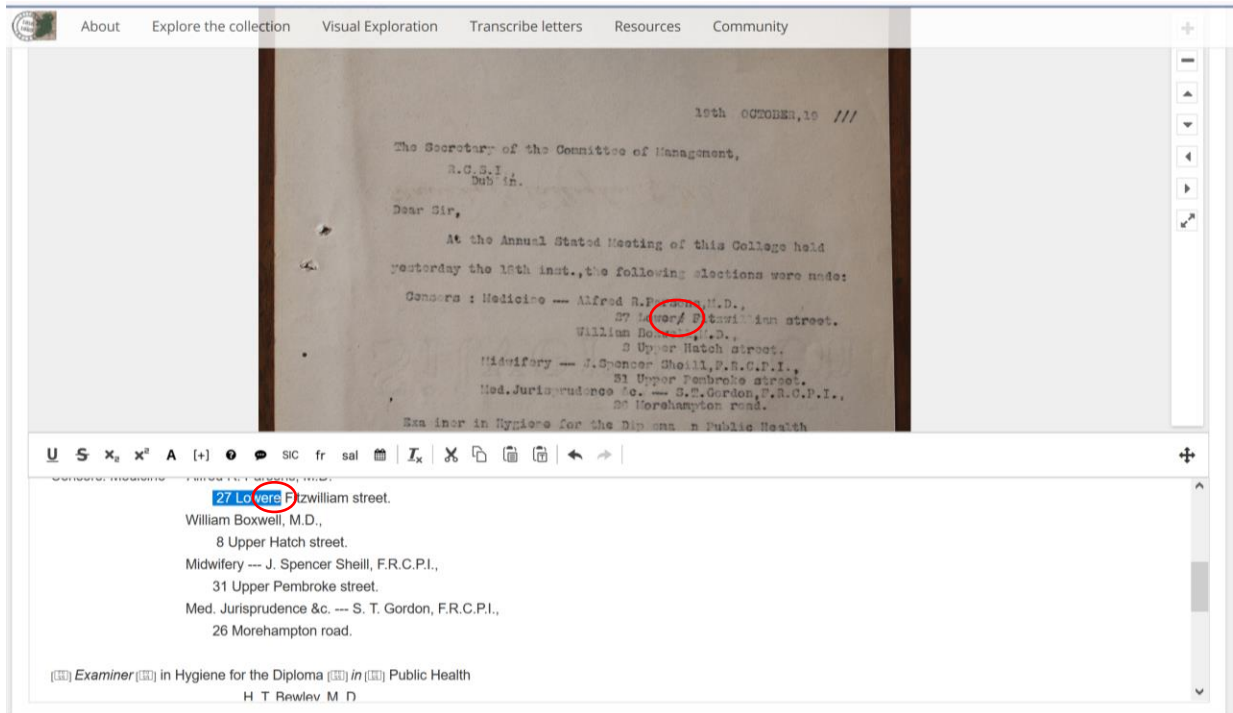
In order to mark unusual choice of words, words deleted by the letter-writer, missing words, or words that are illegible, you should use the “tags” (symbols) we provide below the letter image. If you hover over the symbols, a little pop-up window tells you what each tag should be used for. The following screenshots might help you to get started. In the first image below, you can see that the dateline in each letter must be marked with the calendar symbol, whereas each address should be marked with “A”. If both the sender’s and the recipient’s addresses are displayed, please mark each address with a separate “A”. You can highlight the relevant text with your cursor and then select the appropriate tag from the bar.

# Letters 1916-1923

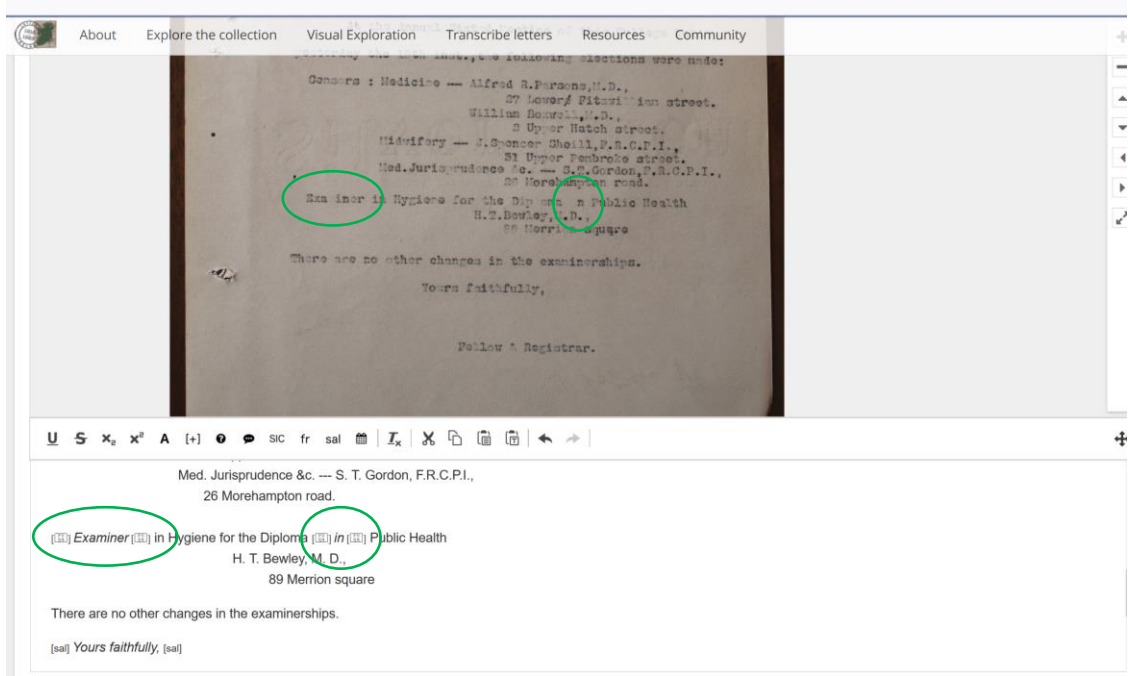
Ordinary Lives - Extraordinary Times



The second screenshot shows a character (“e”) that was deleted in the original letter and is thus struck through in the transcription.

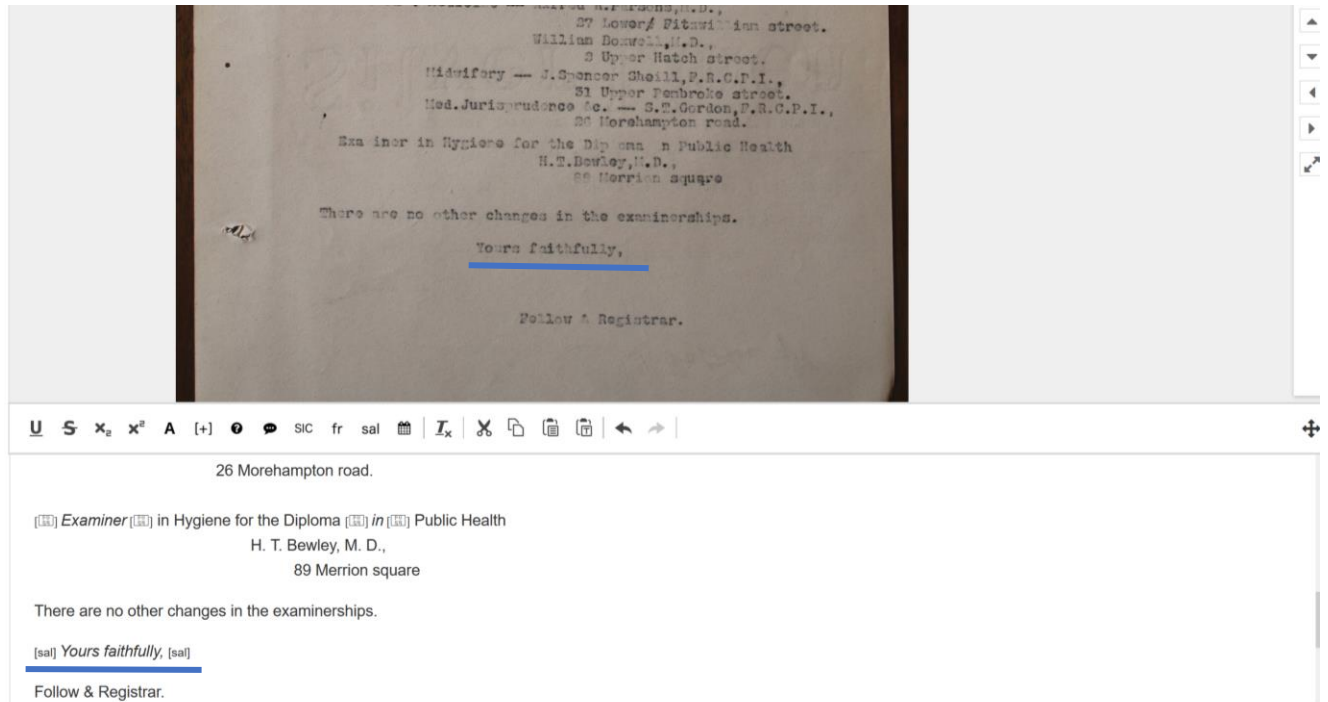


The third screenshot shows two words marked as “questionable reading” (“?” tag) because characters in each of these words are missing.





The last screenshot shows how salutations in the letters ought to be marked.



If you don't feel confident using tags right away, simply type the letters out as you see them and let more experienced volunteers come back to your transcription later.

### 3. Let us know if you need help

Please let us know if you require any further assistance. You can email us at [letters1916.23@gmail.com](mailto:letters1916.23@gmail.com) or use the contact form on our website. We are grateful for your support and wish you a good time transcribing and exploring letters.

