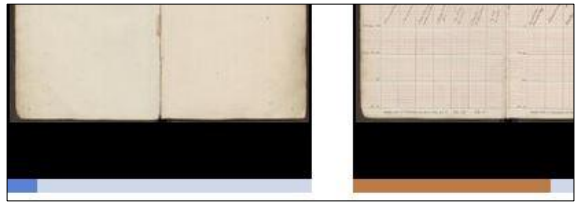
Using The National Library of Wales Crowdsourcing Platform

LLYFRGELL GENEDLAETHOL CYMRU
THE NATIONAL LIBRARY OF WALES

SECTION A: GETTING STARTED

1	Open a web browser and type *torf2.llyfrgell.cymru* in the address bar, and then press **Enter**. The National Library of Wales would encourage you to use a recent version of a modern web browser such as Firefox, Chrome or Safari when contributing to this platform.	
2	Before you start contributing: Choose in the top right corner in which language you would like to contribute. If you are visiting this site for the first time, you will need to register by clicking the **Register** link on the top right hand of the screen and following the instructions on the next screen to create an account. If you are returning to the site, then you can start working immediately by clicking on **Login** and entering your details.	
3	**Getting started:** Click on **Projects** Choose the project you want to work on (NLW Drawing Volumes) and click **Go to project.** You can either 'continue where you left off', or scroll down to the 'Manifests' and choose a volume to tag. Click on a volume and all the images within that volume will appear.	
4	On this page you can choose which image you would like to tag or, if you are returning to the site, you can continue tagging an image that you started working on previously. The bar under the image represents its status: • The green bar shows that the annotations of this image have been completed; • The orange bar indicates that work has started on this image, but it has not been completed; • The grey bar shows that no one has started work on this image.	

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SECTION B: TAGGING AN IMAGE AND TRANSCRIBING A CAPTION

1	Click on the image you want to tag. Click on the blue 'contribute' button - tagging boxes will appear on the right of the screen. You can use the '+' and '-' signs, or the wheel on your mouse, to scroll in and out of the image. You can also use your mouse to drag the image around the screen.	
2	**<u>TAGGING</u>:** Click on '**Define region**' Draw a box around what you want to tag in the image. When you are happy with the position of the box click '**confirm**' (or '**discard selection**' if you want to delete the box) Type your tag into the '**Select option**' box A menu of tags options will appear. Scroll down and click on the tag that best describes the object you want to tag. We are using Wikidata tags. Using a standard, controlled vocabulary will always place some limits on what can be tagged, but it means the content will be much more searchable. In most cases, tags are already in the vocabulary, but under a slightly different name. If your tag is not found, or the description doesn't match what you're seeing, then rephrasing or rewording the tag should help to find what you're looking for - e.g. for 'cottage interior' you should use 'building interior' and 'cottage' as two separate tags. Also trying a broader search (including accessing the Wikipedia article on the item you want to tag) may help. To add another tag, click on the '**Add another Tag**' button and repeat the above. Once you have tagged everything there is to tag in the image: • click on '**Save for later**' if you want to check your tags later, or, • if you're confident that you've tagged everything with the correct description, click **Submit** Move on to the '**Captions**' box	

3	**CAPTIONS**: Click on '**Define region'** Draw a box around the caption/text When you are happy with the position of the box click '**confirm'** (or **'discard selection'** if you want to delete the box) Type your caption/text into the box To add another caption/text, click on the '**Add another Caption'** button and repeat the above. When you have added all your captions/text and you're confident that they are all correct, click '**Submit**'.	
4	**Viewing your contributions** As you work through the images, your documents and contributions will appear in the column to the left of the image '**My Contributions'**. You can also view your contributions by clicking on the **User dashboard** button at the top of the screen – then **Contributions**	 