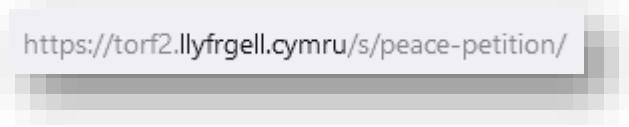
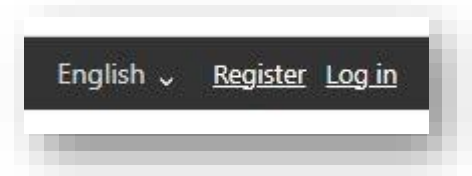
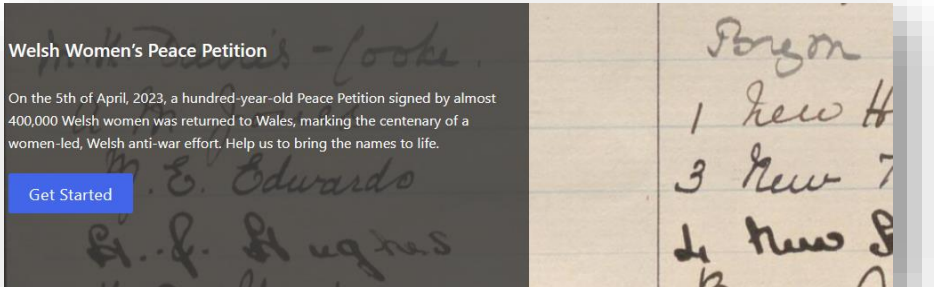
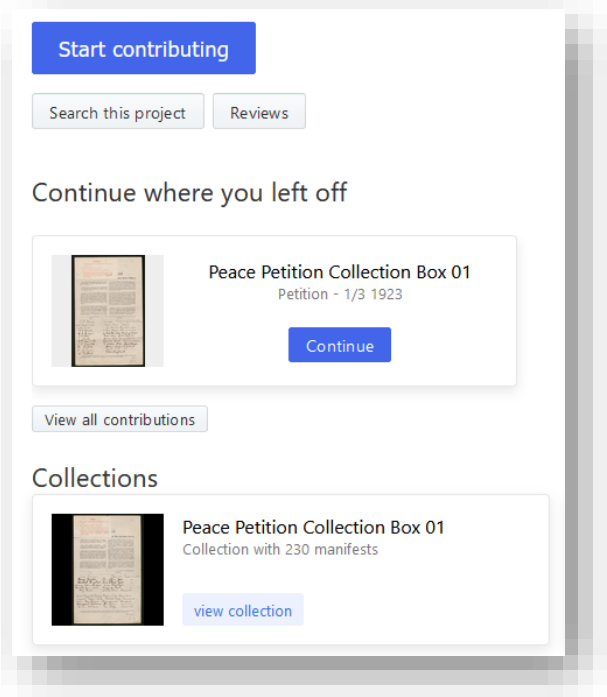



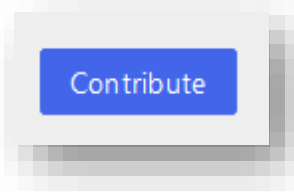
SECTION A: GETTING STARTED

1	<p>Open a web browser and type: <i>torf2.llyfrgell.cymru/s/peace-petition/</i> in the address bar, and then press Enter.</p> <p>The National Library of Wales would encourage you to use a PC or a laptop and a recent version of a modern web browser such as Firefox, Chrome or Safari when contributing to this platform.</p>	
2	<p>Choose (in the top right corner) in which language you would like to contribute.</p> <p>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.</p> <p>You should expect to find an e-mail from torf-flag@llgc.org.uk Do check your spam folder if it doesn't arrive in your inbox.</p> <p>If you are returning to the site, then you can start working immediately by clicking on Login and entering your details.</p>	

<p>3</p> <p>Before you begin transcribing, be sure to click on the following tabs at the top of the page:</p> <p>GUIDELINES: contains a briefer version (in point form) of the illustrated practical steps contained in this document.</p> <p>HELP: contains an extensive list of frequently asked questions</p> <p>When you're ready, select the project you wish to work on and click on Get Started.</p>	
<p>4</p> <p>To select a petition to transcribe you can either:</p> <ul style="list-style-type: none"> - Click on Start Contributing and a random petition will be assigned to you. - Choose a petition from a specific box under the Collections and click on 'View Collection', select a petition to transcribe and click on 'Contribute'. <p>Alternatively if you're returning to the site, you can continue transcribing a page you started working on previously which can be found under 'Continue where you left off'.</p>	

5	<p>The bar under the image represents its status:</p> <ul style="list-style-type: none"> • The green bar shows that the annotations of this image have been completed and thus not available to you; • 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. <p>The number of 'images' under each thumbnail represent all the pages associated with that petition. e.g. 4 images beneath a thumbnail indicates that there are 4 pages in that petition.</p>	 <p>Petition - 1/8 1923 4 images</p> <p>Petition - 1/9 1923 4 images</p> <p>Petition - 1/10 1923 4 images</p>
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SECTION B: TRANSCRIBING THE PETITION

1	<p>Click on the image you want to transcribe.</p> <p>Click on the blue 'Contribute' button. Transcription boxes will appear on the right of the screen.</p> <p>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.</p>	
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2

Click on **'Draw box'**

Draw a box around one entire line that includes the name and address.

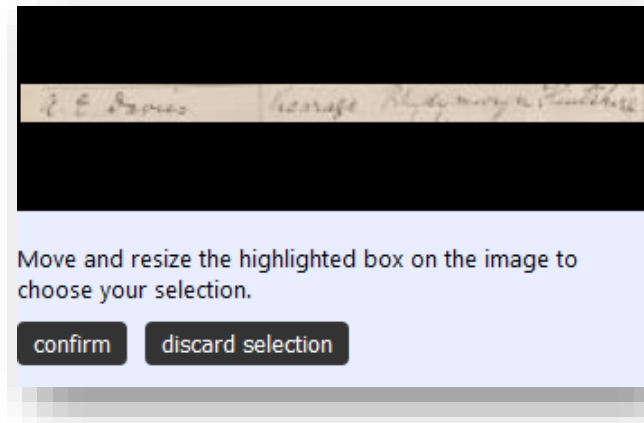
To draw the box click your cursor onto the image then gently drag into a long rectangle shape enclosing the name and address you wish to transcribe.

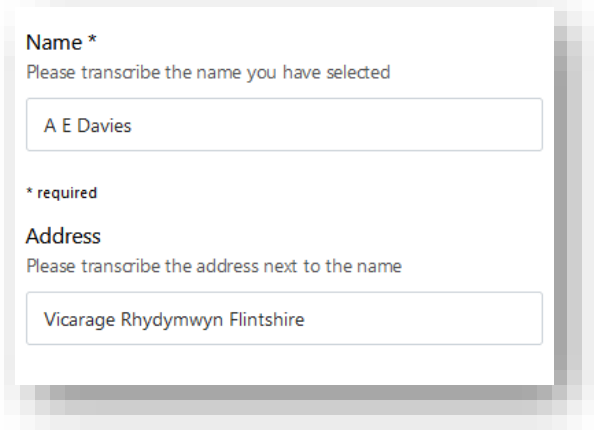
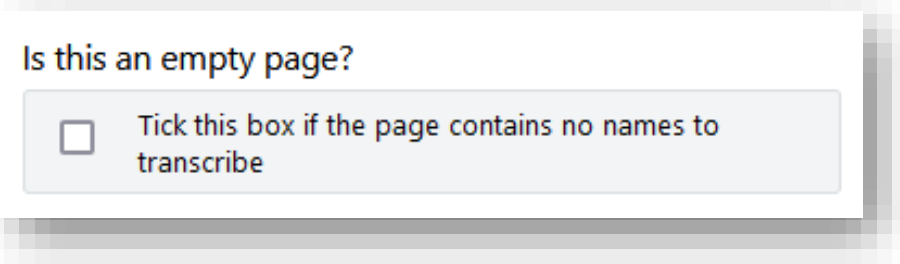
Encasing the name and address within this box ensures it is submitted as a single entry and therefore uniquely searchable once the transcription is complete.

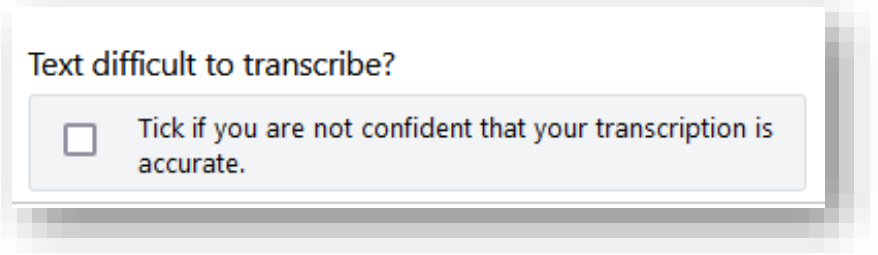
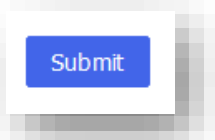
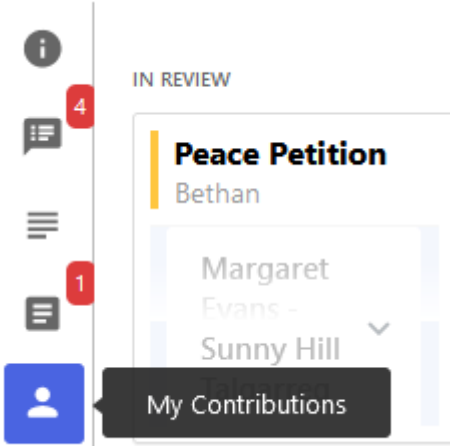


3

When you are happy with the position of the box click **'confirm'** (or **'discard selection'** if you want to delete the box).



4	<p>Transcribe the name and address that's on that line under 'Name' and 'Address'.</p> <p>It's important that you transcribe what you see and that you retain the original spelling, punctuation, and capitalisation used by the writer even if they're not used as standard today.</p>	 <p>The screenshot shows a form with two input fields. The first field is labeled 'Name *' and contains the text 'A E Davies'. Below it is a note '* required'. The second field is labeled 'Address' and contains the text 'Vicarage Rhydymwyn Flintshire'.</p>
5	<p>If you encounter the ditto "" marks please simply type the word that the ditto mark is intended to stand for if it's visible on the petition.</p> <p>If you come across an abbreviation- these should be expanded if you are certain of the intended word e.g. Rd. should be transcribed as Road.</p> <p>If the page is blank, tick the 'Is this an empty page?' button.</p>	 <p>The screenshot shows a checkbox with the label 'Is this an empty page?' and the instruction 'Tick this box if the page contains no names to transcribe'.</p>

6	<p>If you find a word you can't quite read, tick the 'Text difficult to transcribe?' button at the bottom but do try and transcribe the text to the best of your ability.</p>	 <p>Text difficult to transcribe?</p> <p><input type="checkbox"/> Tick if you are not confident that your transcription is accurate.</p>
7	<p>When you have finished transcribing a line and you're confident that it's correct, click 'Submit'. You can then repeat the steps above and transcribe all the other names and addresses on the page.</p>	
8	<p><u>Viewing your contributions</u></p> <p>As you work through the images, your documents and contributions will appear in the column to the left of the image 'My Contributions'.</p> <p>You can also view your contributions by clicking on your name at the top right of the screen, then 'User dashboard' then 'Contributions'.</p>	 <p>IN REVIEW</p> <p>Peace Petition Bethan</p> <p>Margaret Evans - Sunny Hill</p> <p>My Contributions</p>

9 Once you've transcribed every name and address on each page of the petition you can submit it for review. To do this click on **'Browse all'** at the top of the page.

It will take you to the petition overview page. Once here click on **'Submit for review'**.

