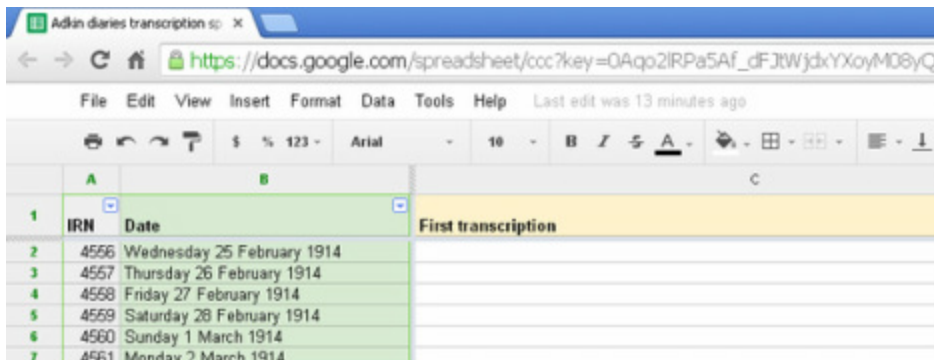


A Horowhenua Life

How to transcribe

Getting started

- Open up the images of Adkin's diaries at <http://collections.tepapa.govt.nz/ObjectLightbox.aspx?oid=253924>. Make that browser window smaller.
- Open up the spreadsheet where you'll type your transcriptions at https://docs.google.com/spreadsheet/ccc?key=0Aqo2IRPa5Af_dFJtWjdxYXoyM08yQjRnc1gxelhUdGc#gid=0. Make that browser window smaller, too. Hopefully now you can juggle them a little so they both fit on your screen.
- Find a day which needs transcribing in the spreadsheet. Find the matching day in the list of images.
- Type your transcription into the "First Transcription" box of the spreadsheet, as shown here:



The screenshot shows a Google Spreadsheet with the following data:

	A	B	C
1	IRN	Date	First transcription
2	4556	Wednesday 25 February 1914	
3	4557	Thursday 26 February 1914	
4	4558	Friday 27 February 1914	
5	4559	Saturday 28 February 1914	
6	4560	Sunday 1 March 1914	
7	4561	Monday 2 March 1914	

- Write the date and your initials in the next column.
- Whenever you want to show that Adkin started a new line, use "Alt-Enter" (not just "Enter"), so that you can stay in the correct box of the spreadsheet!
- When you've finished a day, please check you haven't missed any pages.
- The spreadsheet saves your work automatically.
- You can also make a "Second Transcription" into the appropriate column of the spreadsheet, for us to compare with someone else's transcription.

Transcription tips

In general, type what you see - even if the grammar, spelling or facts are a bit wonky.

If you can't read a word, use square brackets around it: [illegible] or [my best guess?].

For **spelling errors**, write [sic] after it: wooly [sic]; hoggarts [sic]

Whenever you want to start a **new line**, use "Alt-Enter" (not just "Enter"), so that you can stay in the correct box of the spreadsheet.

For **page breaks**, on a new line, write [page break] and then start the next page's text on another new line.

Note **images** in square brackets on a new line, like this:
[map/plan/sketch here]
and then resume text on a new line.
Do the same thing for **insertions** like **newspaper clippings** between the pages.

Punctuation

- Type what you see - eg. Adkin usually uses + for "and".
- Use a double space after full stops, before a new sentence.
- Symbols such as the pound symbol £ or the degrees symbol ° can be copied and pasted from this sentence.
- Adkin often annotates his references to photographs taken, using numbers in circles. Please enclose these in parentheses, like this: (1).
- If Adkin underlined part of a day's entry, write [next paragraph underlined] beforehand, and [underlining finishes] afterwards.

Please don't transcribe **the year at the top of each page**.

When the dates are mixed up: Sometimes you will find that we have filed one of Adkin's diary entries under a different date than the one he wrote. He does sometimes get mixed up - but possibly we do, too! Feel free to comment in the "Notes" column of the spreadsheet - we'll check it later on.

Abbreviations

Spell out abbreviations only the first time they are used during a day, like this:

Wgtn/Wgton 20 ac. p. Sect. S N Blk gall. R. rly SS acc pl chns Bldgs A + P yr d. SCP	Wgton [Wellington] 20 ac[re] p[addock] sect[ion] S[outh] N[orth] Bl[oc]k gall[on] R[iver] rly [railway] S[unday] S[chool] acc[ount] pl[ate] ch[ai]ns Bldgs [Buildings] [Agricultural and Pastoral] y[ea]r d [pence] <i>we don't know what this is! Do you?</i>
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There are other abbreviations which you don't need to spell out, because they are **Adkin's own personal abbreviations**, such as:

UR CK (often CK p.)	Up River (<i>the name of a paddock on his farm</i>) <i>(the name of a paddock used to show stock to a stock agent whose initials were "CK")</i>
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Feel free to [contact us](#) with any queries or suggestions

at <http://ahorowhenualife.weebly.com/contact-us.html> or your

volunteer forum <http://ahorowhenualife.weebly.com/volunteer-forum.html#/>