

## **Welcome to the [name of institution] / Folger EMMO (Early Modern Manuscripts Online) Transcribathon!**

Today we are going to transcribe text from the pages of [name of manuscript/call number]. Using our online transcribing tool, Dromio ([transcribe.folger.edu](http://transcribe.folger.edu)), we are asking participants to make three independent transcriptions of each page/image of this manuscript (multiple transcriptions help ensure accuracy during the vetting process). When we return to the Folger, we will encode the transcriptions further in XML to adhere to TEI guidelines and enable full-text searching on the EMMO beta website ([emmo.folger.edu](http://emmo.folger.edu)). Participant names will be credited in the XML as contributing transcribers.

### **Quick guide to getting started:**

1. Turn off spell-check and auto-correct in your browser
2. Go to **transcribe.folger.edu** and enter your name as one word, e.g., “AnneHathaway”
3. Select “Folger,” and then “[Genre]” and then “[call number]”
4. Pick a page that has not yet been done 3 times, and start transcribing!

### **Important transcription guidelines:**

1. Maintain the lineation of the manuscript (when you get to the end of a line of manuscript text, hit return)
2. If the scribe uses a “u” instead of a “v,” or an “i” instead of a “j,” or spells a word or punctuates in an unusual way, make sure to transcribe it exactly as he or she writes it.
3. Ignore any illustrations for now. We are just transcribing the text and will get to those later.
4. Hit “save” often just in case your wireless connection fluctuates.
5. We have some special shortcut buttons for abbreviations, corrections, and insertions, so if you encounter one of those, let us know and we will show you what to do!
6. If the page or entry has a title or headword, highlight it and press the “HD” button (“heading”).
7. If the text is presented in columns, transcribe it as one long column.
8. When you are done transcribing all of the text on a page or if the page has no text, hit “save” and “done”, and then “select another manuscript” in the top right corner.
9. See the handout for other instructions on entering and tagging transcriptions in Dromio or press the help key on the Dromio interface ([?] button).

(over)

Have fun and please ask questions! Thank you so much for your contribution to scholarship. If you'd like to stay in touch with the project, continue transcribing after the event, or would like to consider an EMMO summer internship at the Folger, please contact [emmo@folger.edu](mailto:emmo@folger.edu)!

Heather Wolfe (curator of manuscripts and EMMO principal investigator, [hwolfe@folger.edu](mailto:hwolfe@folger.edu))