Create an Account: Visit https://fromthepage.com/. Sign up for an account to get started.

Learn About A Work: The About tab contains a summary of the items in the Work and a link to the catalog record in the Lenhardt Library catalog. In the catalog record, you will find subject headings (names, places, plant names) that may be useful in your transcriptions. It may be helpful to keep the catalog record open in a separate browser window to refer to while transcribing.

Reviewing: Read through pages in the Work that have already been transcribed to familiarize yourself with the language. You may wish to Review pages that have already been transcribed. Items needing review have a check in the box Needs Review. Uncheck the box when finished. Share insights through the Page Notes.

Start Transcribing by clicking on the Transcribe button. Be sure to click Save frequently to ensure that your work is saved.

**BASIC TRANSCRIPTION CONVENTIONS**

- Transcribe exactly what you see. Any additional information that you add to the transcription should be placed inside square brackets [ ].
- Transcribe the line breaks as written. Use two line breaks to indicate a new paragraph.
- If a word is split and hyphenated at the end of a line and continued on the following line, enter the entire word without the hyphen and then begin a new line.
- Replace ‘+’ or similar characters used to represent ‘and’ with an ampersand ‘&’.
- If you have difficulty deciphering a word or phrase, but think you might know what it is, enter the word or phrase inside square brackets, followed by a question mark [possible word or phrase?]. If a word or phrase is completely illegible, place a ‘?’ inside square brackets [?].
- Obvious misspellings should be followed by the correct spelling inside square brackets.
- If a word or sentence has been crossed out or erased, put these words between square brackets, indicating they were crossed out [crossed out: words crossed out].
- If there is text inserted into a sentence, either using a caret, or written above crossed out words, enter the words within square brackets, preceded by ‘added:’ [added: this text was added].
- If the author has written in the margin of the page, put this transcribed text at the bottom of the page, or at the bottom of the relevant section to which the text is associated.

The full transcription guide (available at https://cbhl.libguides.com/scientificnotebooks) includes detailed information about crossed out and added text, contractions, abbreviations, acronyms, symbols, drawings, scientific plant name databases, and 19th century handwriting resources.

Adapted from NYBG’s Transcribing the John Torrey Papers

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