Welcome, Citizen Archivist!

Step 1: Begin by logging in to the National Archives Catalog: https://catalog.archives.gov/login
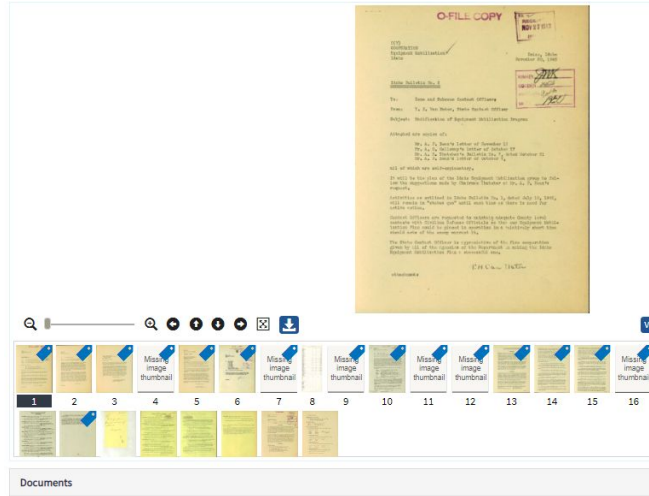   Not yet registered? Create an account first: https://catalog.archives.gov/registration
Step 2: Click on a mission or a featured record: https://www.archives.gov/citizen-archivist/missions
Step 3: Select a record from the results list. You are ready to begin transcribing!

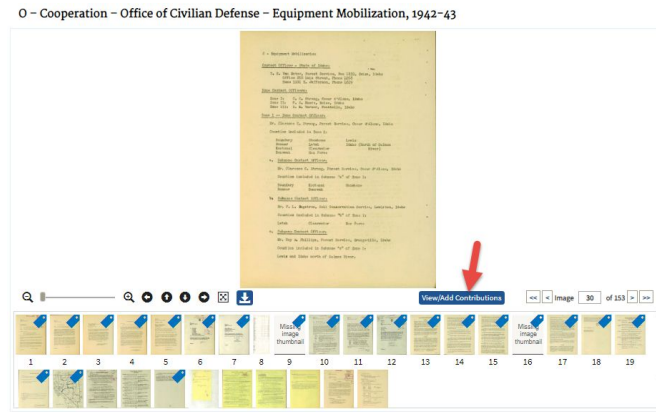|	
Find a thumbnail image without a blue tag *[Blue tags indicate that a contribution has already been made to that page]*	
You may need to use the [1] scroll bar to scroll through the thumbnails. Click [2] **Load All** to find more records to transcribe	
Once you have selected your page and clicked on the thumbnail, click on the blue **View/Add Contributions** button to begin	

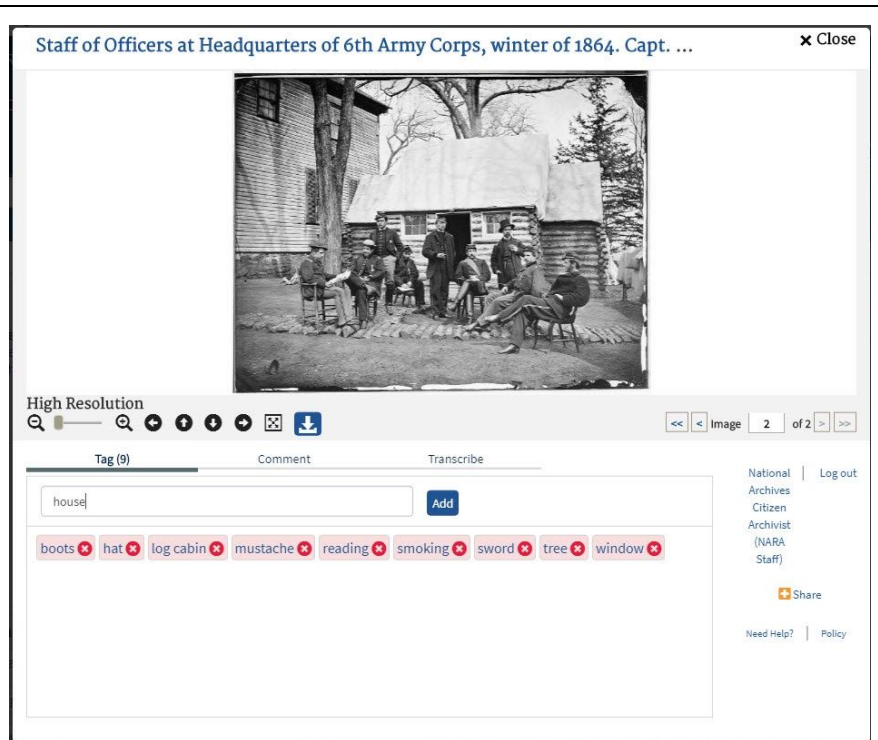|	
Click on the **Transcribe** tab. Zoom into the page to be able to read it properly. Begin typing what you see in the text box. Click **Save** often!	
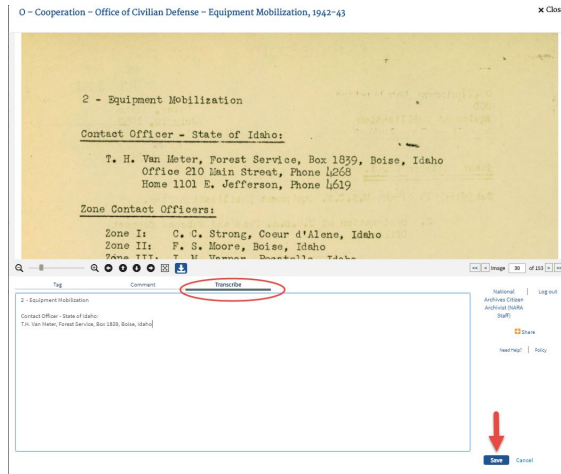
Still need some help? Visit our Resources page - https://www.archives.gov/citizen-archivist/resources for step by step instructions and how-to videos.
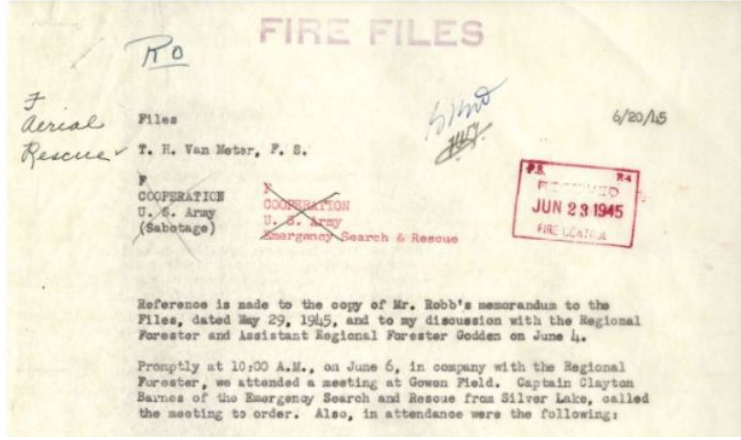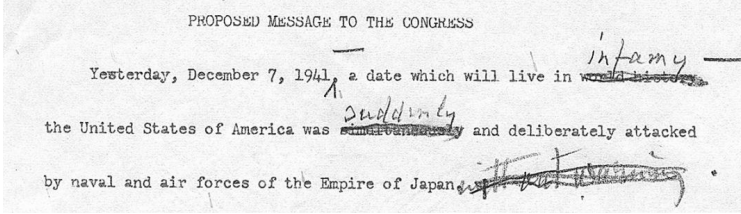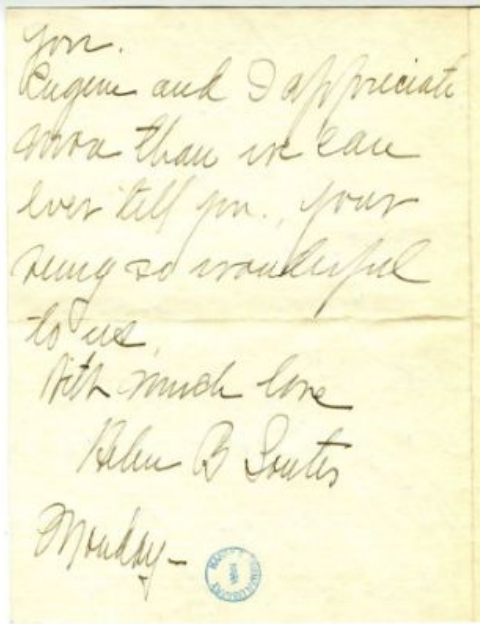
You can tag photographs too!

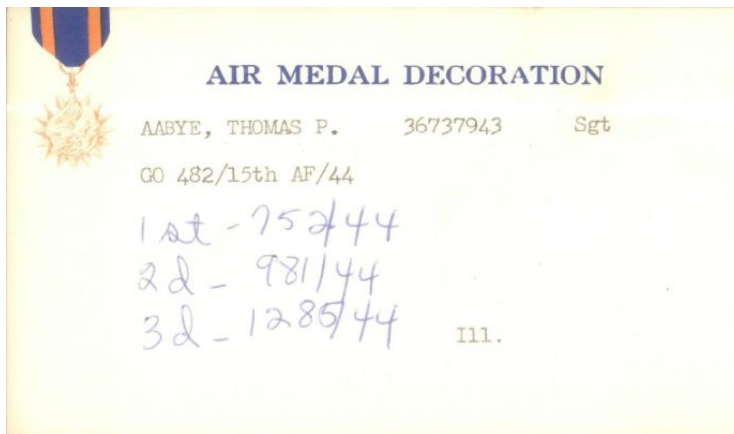|	
If you find a photograph, you can add tags to describe it. Click on the **View/Add Contributions** button, and select the **Tag** tab. Add keywords to describe the subjects or actions you see in the picture, Remember: ● Hit **save** after each keyword. ● Don't repeat what is in the title ● Tags should be individual keywords (not phrases or sentences)	

Transcription Tips

	As you transcribe in the Catalog, be sure you save your work frequently. Click the [Save] button to save your progress and all your hard work. Only one person can work on a page at one time.
	All documents are unique and may contain various aspects such as stamps, tables, or charts. Type what you see and follow the order and layout as best you can. Type words exactly as they are written in the document. This includes capitalization, abbreviations, names, dates, and even misspelled words. Don't worry about matching the format and spacing (the words are the most important part!)
	You may include [crossed out] next to crossed out text to indicate its format, as it may provide information useful to the document.
	Compare similar letters in the document to help confirm that you are reading the text correctly. Letters will often appear similar or standard throughout a handwritten document by the same scribe. If you can't make out a word, use [illegible]. If you'd like to make a notation about something you see in the record, do so in brackets. For example: [stamp in blue ink]. Do your best and use your best judgement.

Document Image	Instruction
Mr. Chairman, my friends in Sioux City, my friends in this great State, and, indeed, all of you through the country who are listening on the radio tonight, let me tell you first of all that I appreciate this remarkable welcome that you have given me, and I appreciate, too, the performance put on by the mounted patrol of my fellow Shriners. Two weeks ago, when I was heading toward the Coast, I presented before an audience in the City of Topeka, what I conceived to be the problem of agriculture in these United States, with particular reference to the Middle West and West, and what the government of the nation can do to meet that problem of ours.	We ask you to type what you see, but you do not have to mimic the exact formatting. In this case you do not need indent each paragraph
AIR MEDAL DECORATION AABYE, THOMAS P. 36737943 Sgt GO 482/15th AF/44 1st - 752/44 2d - 981/44 3d - 1285/44 Ill.	If you want to indicate that a detail is in a different format, you can share this information in brackets. In this case you can add [handwritten] to your transcription.
Dear Sir: Receipt is acknowledged of your letter of April 1, regarding Mr. Schultz who had charge of the Indians who recently returned from Europe where they appeared with a Circus.	If a work is hyphenated at the end of a line, you can remove the hyphen. This helps the search engine identify the correct word. In this example per-son would be transcribed as person.
	Columns and charts can be difficult to transcribe. We focus on the text rather than the format. We suggest using the symbol | to delineate columns. Region | From regular funds | 1 | 69.213| 2 | 5,495 | 3 | 3,720 |