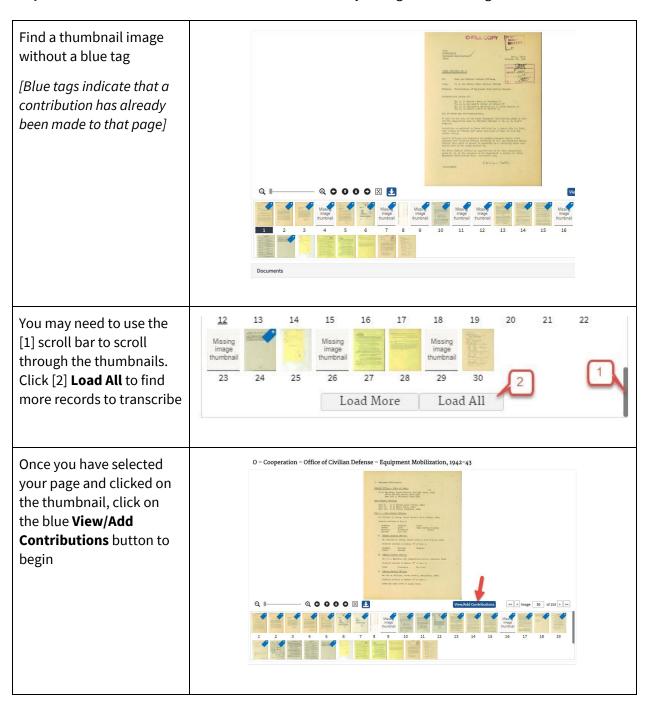
Welcome, Citizen Archivist!



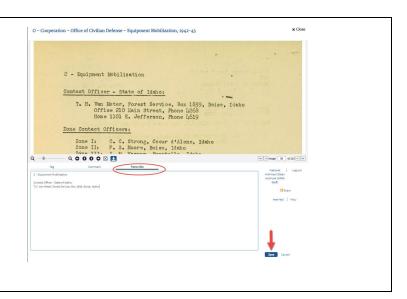
Step 1: Begin by logging in to the National Archives Catalog: https://catalog.archives.gov/login Not yet registered? Create an account first: https://catalog.archives.gov/registration

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!



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

Save

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.

Reference is made to the copy of Mr. Robb's memorandum to the Files, dated May 29, 1945, and to my discussion with the Regional Forester and Assistant Regional Forester Godden on June 4.

Promptly at 10:00 A.M., on June 6, in company with the Regional Forester, we attended a meeting at Gowen Field. Captain Clayton Barnes of the Emergency Search and Rescue from Silver Lake, called the meeting to order. Also, in attendance were the following:

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!)

Yesterday, December 7, 1941, a date which will live in world his to the United States of America was simply and deliberately attacked by naval and air forces of the Empire of Japan.

You may include [crossed out] next to crossed out text to indicate its format, as it may provide information useful to the document.

Jon. Cague and I appreciate gover than we can four four four for four four to bus full to bus full south one Blue & South Makey - 1

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.

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 Sg GO 482/15th AF/44

1 st - 75 244 2 d - 981/44 3 d - 1285/44

TII

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.

EAR		43	CENT GETT 1	FOR FIRE FIRETE	O KITTANIE			
			CAT	ENDAR YEAR 1931				
Degion	From regular Funds	Prom T. T.	Total	Total fire fight- ing costs**	Total direct forest costs fire control*	& Column 2 is of Column 4	& Column 3 is of Column 4	# Column 3 is of Column D
1	49,513	437,863	307,076	1,979,087	8,209,541	22.1	85.6	23.0
2	5,495	0,986	18,461	149,953	188,718	4.7	8.8	6.6
3	3,780	1,000	0,076	17,403	61,014	9.0	30.8	0.0
	2,297	609,38	95,865	650,405	907,777	14.3	14.6	11.6
5	43,694	46,563	90,449	617,120	1,207,167	7.5	14.7	7.5
4	84,346	90,014	94,360	515,940	1,008,961	10.0	10.3	9.1
7	5,715	0,000	12,200	65,032	103,765	10.1	10.0	0.7
	401	201	419	187	3,340	9.6	104.1	18.5
	10,669	14,294	25,163	65,371	97,365	26.00	47.1	85.8
Total	165,936	676,917	842,655	4,049,466	5,791,460	16.7	8048	14.6
	* Tron Sheet A							
				cellaneous expe	ndable supplies on supplies of supplies).	and equipme	it, end sem	-

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 |