

# TranscribeNC: Reference Guide

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Version 2.1



NORTH CAROLINA  
DEPARTMENT OF  
**CULTURAL**  
**RESOURCES**  
[WWW.NCCULTURE.COM](http://WWW.NCCULTURE.COM)



STATE ARCHIVES  
of NORTH CAROLINA

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## About

TranscribeNC is an online transcription project developed by the State Archives of North Carolina and hosted on the website FromThePage. Our goal is to broaden accessibility to our collections by adding transcriptions to materials that are digitized and living online in the [North Carolina Digital Collections](#). Not only does this help folks read documents easier (colonial-era handwriting is no joke, as you may soon find out!) but it also allows for advanced searching, as the contents of entire documents are made accessible to search engines, unearthing helpful keywords like names or locations that may be very important in someone's search.

Participation is open to all interested individuals, regardless of experience level or place of residence. TranscribeNC is an online, at your own pace, unpaid volunteer activity for anyone who is interested. We do offer proof of volunteer hours if it is needed – just reach out to [archives.projects@ncdcr.gov](mailto:archives.projects@ncdcr.gov) if this is something you require.

There are two ways you can participate in TranscribeNC: you can transcribe documents, or you can help review documents that have already been transcribed by other volunteers (or you can do both!). On the **Overview** page for each collection, on the right-hand side of the page, there are two buttons, "**Pages That Need Transcription**" and "**Pages That Need Review**." Click on which one you prefer and off you go! Alternatively, you can scroll down on the collection **Overview** page and click on specific subject items to transcribe in that collection.

## General Transcription Guidelines

- Anyone may transcribe any image at any point
- If you see an error in a transcription or an incomplete transcription, you can transcribe it!
- If another volunteer is currently working on a transcription, a blue warning bar letting you know will appear at the top of the webpage
- Please include all writing you see, whether you think it was added later by an archivist or not
- Do not use HTML coding
- Do not make corrections in the **Comments** section; if you see a mistake, please correct it in the transcription box
- The **Comments** section is a great way to talk to other volunteers, discuss suggestions or work out wording
- Unfinished transcriptions:
  - If you need to step away from a transcription for a short amount of time, feel free to leave a "Transcription in progress" note in the comments.
  - If you are unable to finish a transcription, please leave a note saying the transcription is only partially finished. The system marks any text in the transcription box as the transcription being finished. The only way to tell if a transcription is unfinished is to manually compare the transcription to the original document.
  - Mark **Needs Review**
  - Select "**Save**"
- When to use "**Needs Review**" function:
  - If you are uncertain about your transcription, or several areas of your transcription
  - If you are unable to finish a transcription
- When you have completed a transcription, select "**Done**". Selecting "**Done**" will automatically save the work.
  - You can check "**Needs Review**" and then "**Done**" if you want a completed transcription to be reviewed.

**\*If you used differing transcription styles prior to January 2021, you do not need to go back and correct your work\***

Please consider this document the definitive style guide for completing transcriptions for TranscribeNC. If you run across differing formats or styles as you transcribe, you may correct as you see fit but it is not required. Thank you for your participation in this important access project!

## Formatting Style Guide

### Abbreviations

- Transcribe abbreviations at your own comfort level. Transcribe the abbreviation as it appears, and then expand the text in brackets. Do not transcribe the abbreviation if you are guessing
  - Ex: The Hon. [honorable] William Smith appears on Jan. [January] 13, 1813.
- \* See TranscribeNC Example 3 at the end of the document

### Blank Pages

- The State Archives of North Carolina rarely digitizes blank pages. They typically appear only in diaries, journals, books, and pamphlets. Please look over the entire document carefully, especially the Colonial Court Records, as the ink may have faded, been torn so there's only partial wording, or have a simple mark. Do not "Mark as blank" unless you are absolutely certain the page is blank

### Bolds, Italics, Superscripts, Underlines

- Please do not transcribe emphasis
  - Due to the lack of HTML support at this time, do not indicate when a word or phrase is underlined, bolded, italicized, or superscripted
- Transcribe the text as it appears without emphasis
- For superscripts follow abbreviation guidelines above

### Brackets and Parentheses

- Please do not use parentheses to indicate something you inserted. Brackets are the commonly accepted character to differentiate between the original text and something the transcriber wrote. Parentheses could be used in the original text; brackets are much rarer in original text.

### Capitalizations

- Leave capitalizations as is, and do not capitalize letters based on modern grammar. Transcribe exactly as the document is written

### Chart/Tables

- Due to the lack of HTML support at this time, do not transcribe charts or tables. Please just write [chart/table] in the transcription box. Do not mark the page as blank if that is the only text on the page. Transcribe any other text outside the chart/table that is on the page.
- See "Spreadsheets" for records that are entirely comprised of charts/tables and the transcription area has been specifically formatted for spreadsheets in FromThePage.

### Color Controls

- Hover over the top middle of the image and the image controls menu will appear. Click on the "Sun" icon on the right end of the menu. A pop-up will appear where you can change the "Brightness", "Contrast", and "Threshold" of the image.
  - \*See TranscribeNC Example 4 at the end of the document

## Columns

- Transcribe columns one singular format, indicating column breaks with brackets. Label columns with numbers starting from the left-hand side of the page
  - Ex: John Smith was a soldier in the American Revolution [column 1] The American Revolution began in 1765...[column 2]...[column 3]
  - \*See TranscribeNC Example 4 at the end of the document

## Cross-outs

- If you are able to read the crossed-out word or phrase, you may transcribe it
  - Ex: John [begin crossed out] Smith [end crossed out] was a soldier in the American Revolution
- If you are unable to read the crossed-out word or phrase, simply put [crossed out word] or [crossed out phrase]
- \*See TranscribeNC Example 3 at the end of the document

## Cross Writing

- Writing that is written layered on top of each other, one layer horizontal, one layer vertical
- Indicate which layer of text you are transcribing from the original orientation of the digitized document
  - Ex: [Horizontal text]
  - Ex: [Vertical text]

## Dates

- Please transcribe dates exactly as they appear, even if they are different than modern American standards

## Floating Text, Headers, Ink Stamps

- Transcribe any text you see whether it looks original, is part of pre-printed paper, or possibly added later by an archivist.
- Floating text: transcribe the text in the space that fits as closely to where the original text is as possible. If there is writing next to the start of a third paragraph, indicate its placement on the page in brackets, and then transcribe the material normally.
  - Ex: [text on left-hand side] John Smith had two other brothers in the American Revolution. John Smith was a soldier in the American Revolution.
- Headers: transcribe the text normally, no need to format alignment (i.e. you do not need to center text in the transcription box). Transcribe left to right, insert a line break with each new section.
- Ink stamps: indicate the stamp, transcribe the text in the stamp, and place the transcription of the stamp as close to where the original stamp is on the document as possible.
  - Ex: [Stamp] Bill referred to committee
- \*See TranscribeNC Example 1 at the end of the document

## Formatting

- Transcribing a document as the format appears will aid researchers if they wish to compare the original document to the transcription. You do not need to align text as it appears, for example if there is header information in the middle of the document, you may type it aligned left. Formatting only applies to text breaks.
- When a line of text ends on the original document, begin a new line mirroring the original document
- At the end of a paragraph of text, please hit “Enter” or “Return” twice.
  - This ensures that paragraphs in transcriptions display accurately in our online digital collections
- At the end of each line of text on the document, please hit “Enter” or “Return” once
- \*See TranscribeNC Example 1 at the end of the document

## Images, Logos, Seals

- For accessibility reasons please describe images, logos, seals, etc. if you are comfortable doing so.
- Put any description in brackets
  - Ex: [Colored postcard image of a beach]
  - Ex: [Seal]
  - Ex: [Logo of an eagle with company name Archives underneath]
- \*See TranscribeNC Example 2 & TranscribeNC Example 3 at the end of the document

## HTML Coding

- Currently our digital collections software does not support HTML coding. Please do not use.

## Illegible

- For text you cannot make out, especially on Colonial Court Records as the ink as faded overtime, please put “illegible” in brackets
  - Ex: John was a [illegible] in the American Revolution
- If the document is missing pieces, please use the following words in brackets: torn, ripped, hole
  - Ex: John was a soldier in the American [ripped]
- Military Correspondence: if the text is obviously cut out or blacked out, please use “censored” in brackets

## Indexes

- See “Spreadsheets”

## Inserted Text

- Please format inserted text (text that is inserted between other text by the original author) using the caret symbol on your keyboard and surround the text with parentheses
  - Ex: John was a ^(French) soldier in the American Revolution
- \*See TranscribeNC Example 3 at the end of the document

## Misspellings

- Transcribe words exactly as they appear, even if they are spelled different ways throughout the same page. For example, if a surname is spelled different ways throughout the document, spell them exactly as each one appears. Ex: Reubens, Roobins, Reubins, etc.

## Postcards

- Group text logically. Transcribe all text whether printed on the postcard from the manufacturer, postage marks, or handwritten text. Indicate what area of the postcard you are transcribing in brackets if necessary.
  - \*See TranscribeNC Example 11 at the end of the document

## Punctuation

- Leave punctuation as is transcribe exactly as it appears. Do not add in punctuation (periods, commas, semicolons, apostrophes, etc.), or remove punctuation to fit modern grammar standards

## Signatures

- Make the best attempt at transcribing signatures
- Signatures that include marks
  - William [their S mark] Smith
  - John Smith [their X mark]

## Special Characters

- You can paste those in from other sources or write them out in brackets
  - John owes [pound sign] 50 to William Barrow.

## Spreadsheets

- A spreadsheet transcription area will be available when the majority of the images in an item are laid out as a spreadsheet or chart. Cells will stretch/expand as you type. Do not type/split text into multiple cells if it is not formatted that way in the image. There is no way to do multiple lines in a single cell, transcribe everything as one line in a cell.
  - Blanks
    - Some columns or spaces may be blank. DO NOT transcribe in blank areas in the spreadsheet that correspond to blank areas in the image. All text should fit in the appropriate cell as cells will expand as you type.
  - Columns
    - The number of columns will be set and unchangeable, e-mail [archives.projects@ncdcr.gov](mailto:archives.projects@ncdcr.gov) if there are not enough columns of different types. Some pages may have more columns than needed. Some columns may have headings, other columns will just be numbered. Columns expand as you type.
    - Transcribe column headings in the spreadsheet.
    - If columns in the image are of the same type, there may be fewer columns than in the image. In that case transcribe down instead of across.
      - \*See TranscribeNC Example 9—Spreadsheet 5
  - Dashes
    - Ignore filler dashes and lines, do not transcribe.
  - Dittos & Repeats
    - If text is repeated in multiple cells, transcribe that text as it appears. Do not use dittos or hashmarks in place of text.
    - If “Ditto” or “ ” [hash marks] are in the text indicating repetition, do not transcribe the ditto or marks, transcribe the term or phrase that is being repeated.
      - \*See TranscribeNC Example 10—Spreadsheet 6
  - Free Floating Text
    - If there is text that is not part of the chart, transcribe the text in the spreadsheet. Use best judgment where you place the text in the spreadsheet, typically in the same area where it appears on the image, and how you split it among the cells.
      - \*See TranscribeNC Example 7—Spreadsheet 3 & TranscribeNC Example 8—Spreadsheet 4

- Indexes
  - Transcribe names exactly as they appear.
  - Transcribe free floating text in a logical place in the spreadsheet that corresponds to the same area in the image
  - Do not transcribe spacing marks, dashes, etc. that are used to fill the blank space after text
- Layout
  - You can change the layout of the image and spreadsheet. Sometimes it is easier to have the image on top of the spreadsheet or have the image next to the spreadsheet. This can be changed under the “Layout” drop down menu above the image on the upper left.
- Line Breaks
  - DO NOT transcribe line breaks. If there is text on multiple lines in a single cell in the image, transcribe it as one line in the spreadsheet.
- Names
  - Transcribe names exactly as they appear. Do not reorder first or last name.
    - \*See TranscribeNC Example 8—Spreadsheet 4
- Page Headings/Titles
  - Pages/images may or may not have a title or heading. If there is a title or heading at the top of the page/image, there will be a space to transcribe that above the spreadsheet. Usually titled “Page heading” or something similar. If there is NOT a title or heading, just leave the transcription area for “Page heading” blank.
- Multi-Line Groupings
  - Some households have multiple names listed on more than one line. Transcribe the names on the lines they appear. Typically, there is a curly bracket to indicate they are of the same household. Transcribe the curly bracket in all rows and columns it appears to indicate that the lines are related.
    - See TranscribeNC Example 8—Spreadsheet 4 or TranscribeNC Example 9—Spreadsheet 5
- Rows
  - There are an initial number of rows on every spreadsheet. You can add more rows if needed. A row will automatically appear when you get the last cell of the last row and column. You can also add (or remove) a row when you right-click on the spreadsheet.
- To view examples for most of these spreadsheet guidelines, see examples at the end of the document
  - TranscribeNC Example 5—Spreadsheet 1
  - TranscribeNC Example 6—Spreadsheet 2
  - TranscribeNC Example 7—Spreadsheet 3
  - TranscribeNC Example 8—Spreadsheet 4
  - TranscribeNC Example 9—Spreadsheet 5
  - TranscribeNC Example 10—Spreadsheet 6

## Swearing

- Transcribe swear words. See “Offensive material, image errors, flagrant/malicious transcribing errors” for slurs and offensive language.

## Two-Page Image

- If the image that appears is two pages scanned (or more), please indicate which page you are transcribing in brackets before the transcription. Transcribe left to right even if pages appear out of order.
  - Ex: [left page] North Carolina General Court of [rest of transcription] [right page] The plaintiff John Smith [rest of transcription]

## Uncertainty

- If you are unsure on what a word is but it is still legible, please use three question marks in brackets
  - Ex: John was a soldier in the [???] Revolution
- If you have a guess at what the word may be, type out the word in brackets with a question mark.
  - Ex: John was a soldier in the [American?] Revolution

## Offensive material, image errors, flagrant/malicious transcribing errors

- Please contact [archives.projects@ncdcr.gov](mailto:archives.projects@ncdcr.gov) if you see any of the following:
  - Transcribers seemingly transcribing incorrectly on purpose
  - Duplicate images or images cut off when scanned
  - Offensive language in the original text; please do not transcribe the offensive language
    - Transcribe [slur] or [offensive language] in place of the offensive term or language
- When contacting us please include the following information if applicable
  - Username of transcriber being reported
  - Link to transcription page
  - Title ID of image (found above the transcription image page settings)

## Contacts

- For questions about transcription, please contact [archives.projects@ncdcr.gov](mailto:archives.projects@ncdcr.gov)
- For technical questions or issues with FromThePage, please contact [support@fromthepage.com](mailto:support@fromthepage.com)

# TranscribeNC Example 1

Overview Transcribe Versions Help

Fullscreen  Image at the left  Mark as blank  Needs Review  Preview Save Changes

DP STORY NO. 26735

UNITED STATES MAINE CORPS  
OFFICE OF ASSISTANT DIRECTOR, DIVISION OF PUBLIC INFORMATION  
(WEST COAST AREA)  
100 HARRISON STREET  
SAN FRANCISCO 6, CALIFORNIA

gramlich-#24  
sf

[Stamp] Approved For Release  
UNITED STATES MARINE CORPS  
ASS'T DIRECTION, DIVISION OF PUBLIC INFORMATION  
(WEST COAST AREA)  
100 HARRISON STREET  
SAN FRANCISCO 6, CALIFORNIA  
Cleared by REH  
Date 7-10-46  
Routed To SERD

GARFIELD 2030  
EXTS 352.352.354

Marine Corps Air Station, Ewa, Oahu, T. H. (Delayed) --- Marine Private Worley E. Adams, 18, son of Mrs. Dovie Adams, High Point, N. C., who recently arrived in Hawaii, has been assigned to duty with Headquarters of Aircraft, Fleet Marine Force, Pacific, at this base.

Adams attended Hasty High School in Thomasville. Prior to enlisting for two years last Feb. 8, he was employed as an upholsterer by George Lackey, High Point. A brother, Grady, who recently was discharged from the Marine Corps after three years service, fought on Guam, Guadalcanal and Iwo Jima.

-USMC-

Transcribe any floating text

When you reach the end of a line of original text, hit "Enter" once to start the next line of text.

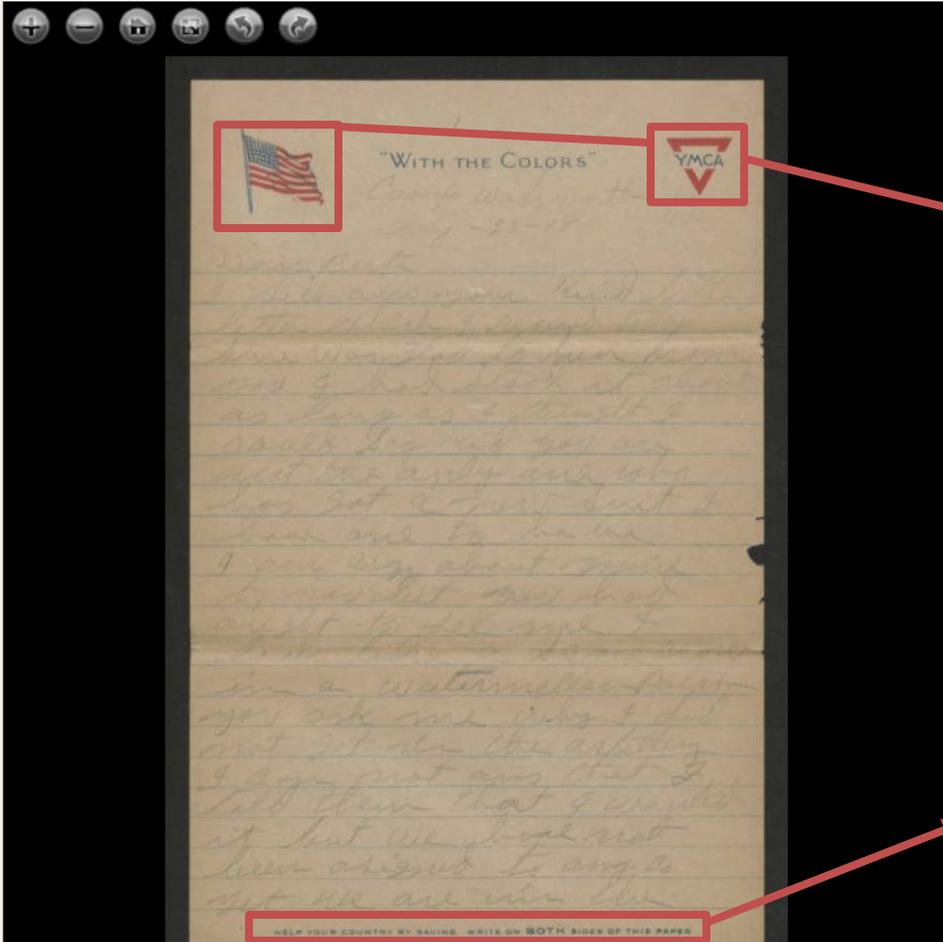
When you come to a paragraph break in original text, hit "Enter" twice to start a new paragraph.

## TranscribeNC Example 2

Overview Correct Versions Help

### Facsimile

### Transcription



1

"WITH THE COLORS" YMCA

Logos or images described

[image of an American flag on the left, image of an inverted red triangle with the letters "YMCA" in the center on the right]

Camp Wadsworth S.C.

May-23-18

Dear Berta

I will ans your kind little letter which I received today. Sure was glad to hear from you. I had stood it about as long as I thought I could say kid you are not the only one who has got a new suit. I have one to ha ha. I am crazy about mine to. You bet you had aught to see me. I look like a scare crow in a watermelon patch. You ask me why I did not get in the artillery. I can not ans that. I told them that I wanted it but we have not been assigned to any co. yet. We are in the

HELP YOUR COUNTRY BY SAVING. WRITE ON BOTH SIDES OF THIS PAPER

All text included not just handwritten

### TranscribeNC Example 3

North Carolina  
In our Vis Admiral

Know all men by these present that <sup>^ (Claim ! Crts)</sup> was Thomas Williams master or commander of a certain coasting shallop or vessel now under seizure in the port of Roanoke & province [afsd] & Samuel Ormes & John Harron & [Junr?] both of Bertie County & province [afsd] came before the Honble: [Honorable] Francis Corbin Esq. Comissary & Judge of the Court of Vice Admiralty in the province [afsd] on the sixth ~~begin crossed out~~ fifth ~~end crossed out~~ day of December in the XXVII year of the reign of our sovereign Lord George the second King of & in the year of our Lord one thousand seven hundred & fifty three and in their proper persons & having submitted themselves to <sup>^ (the)</sup> jurisdiction of the court acknowledged themselves to owe & be indebted to Francis Corbin Esq. in the sums of thirty pounds lawfull money of Great Brittain on condition that the said Thomas Williams his heirs Exrs or admrs shall well & truly pay or cause to be paid into the said court all such [could] as shall legally be taxed by the said Francis Corbin Comissary & Judge of this court in the case the said shallop or vessle should upon a hearing to be had for that purpose be adjudged forfeeted to the said Libellant & shall do & perform all such orders as this court shall make from time to time in the promises that then this stipulation to be void or else to be & remain in full force and virtue.

Signed Sealed & Acknowledged  
in open court this day & year  
above mentioned

Thos. [Thomas] Williams [wax seal]

Abbreviation and seal

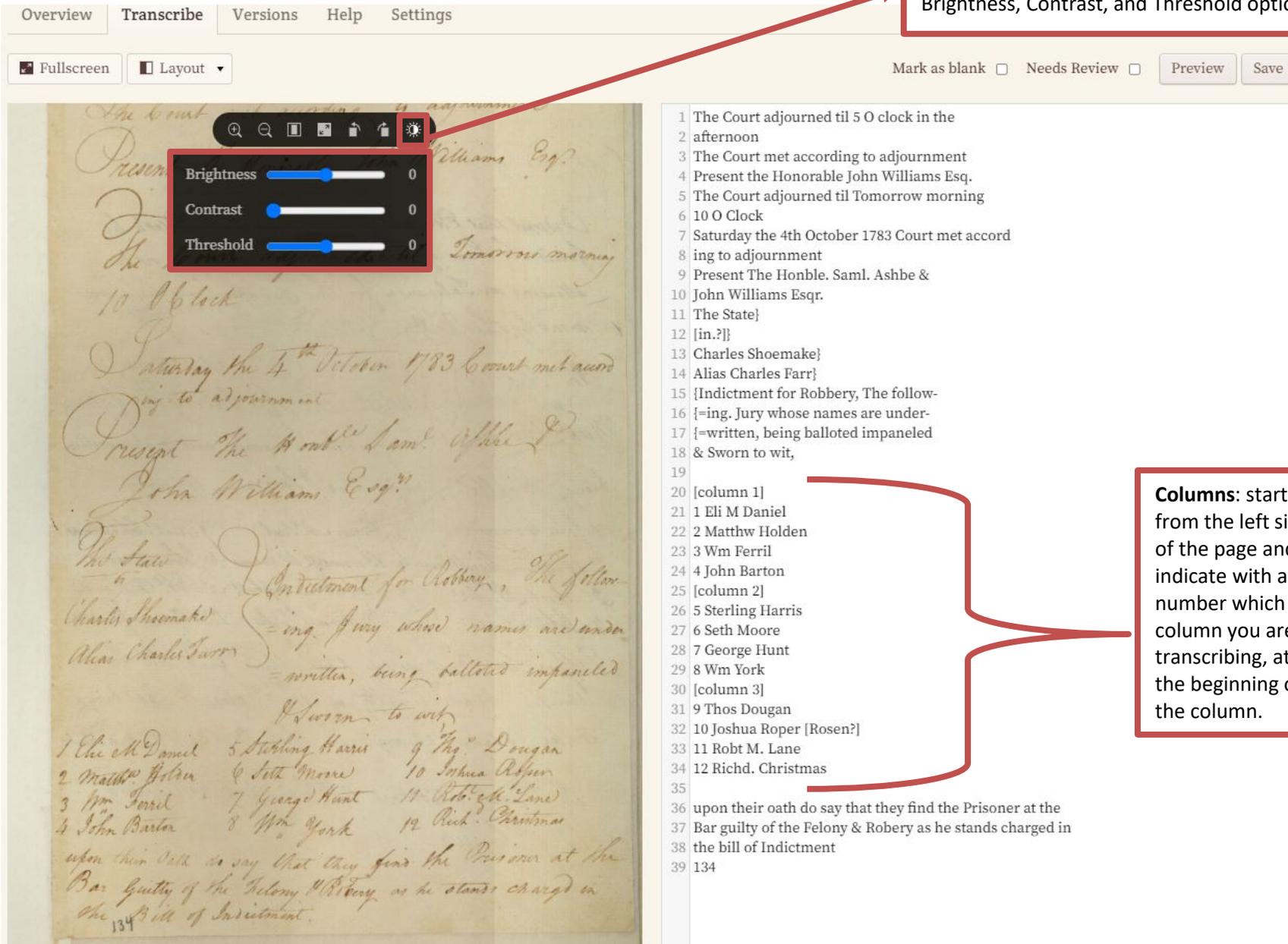
## TranscribeNC Example 4

Hover at the top of the image with your cursor to make the image setting appear. Click the "sun" to make the Brightness, Contrast, and Threshold options appear.

Overview Transcribe Versions Help Settings

Fullscreen Layout

Mark as blank  Needs Review  Preview Save



The screenshot displays the TranscribeNC interface. On the left, a handwritten document is shown with a settings overlay. The overlay includes a 'sun' icon and three sliders: Brightness (set to 0), Contrast (set to 0), and Threshold (set to 0). A red arrow points from the 'sun' icon to the text box above. On the right, a transcription list is shown, with a red bracket indicating the start of a column.

1 The Court adjourned til 5 O clock in the  
2 afternoon  
3 The Court met according to adjournment  
4 Present the Honorable John Williams Esq.  
5 The Court adjourned til Tomorrow morning  
6 10 O Clock  
7 Saturday the 4th October 1783 Court met accord  
8 ing to adjournment  
9 Present The Honble. Saml. Ashbe &  
10 John Williams Esqr.  
11 The State}  
12 [in.?!]  
13 Charles Shoemake}  
14 Alias Charles Farr}  
15 {Indictment for Robbery, The follow-  
16 [=ing. Jury whose names are under-  
17 [=written, being balloted impaneled  
18 & Sworn to wit,  
19  
20 [column 1]  
21 1 Eli M Daniel  
22 2 Matthw Holden  
23 3 Wm Ferril  
24 4 John Barton  
25 [column 2]  
26 5 Sterling Harris  
27 6 Seth Moore  
28 7 George Hunt  
29 8 Wm York  
30 [column 3]  
31 9 Thos Dougan  
32 10 Joshua Roper [Rosen?]  
33 11 Robt M. Lane  
34 12 Richd. Christmas  
35  
36 upon their oath do say that they find the Prisoner at the  
37 Bar guilty of the Felony & Robery as he stands charged in  
38 the bill of Indictment  
39 134

**Columns:** start from the left side of the page and indicate with a number which column you are transcribing, at the beginning of the column.

## TranscribeNC Example 5—Spreadsheet 1

Overview **Transcribe** Versions Help Settings

Fullscreen Layout Mark as blank Needs Review Preview Save

Page Heading  
North Carolina Salisbury to writ Reference Docket for Salisbury Superior Court March Term

No.	Parties Names	What Writs	Last Courts Ordered and Sheriffs return	Orders of this Court & o.
1	Robt & James Donnell & Co. vs. Jacob Harman	Debt 22	Alias	
2	James Thompson vs John Ducky & Abraham Woodwards}	Case 23	Alias	
3	The King vs Aaron Ward	Debt 25	Alias	
4	John Williams vs William McConnill	Debt 26	Alias	
5	Peter Johnston vs John Kimbrough	TAB 27	Alias [M.]	
6	Thomas Bull vs Peter Johnston	TAB & C. 28	Alias	
7	Anthony Hutchings vs Stephen Brown	Case 29	Alias to Meck:g [M.]	
8	William Page vs Thomas Gent	TAB 30	Alias to Anson [M.]	
9	AWC 45 JE 5 Thomas Blair vs Hugh Pollock	Case 44	Alias to Mecklenburg Exd. no Bail	Non [M.] Non [M.] Intra Pras annes-}

Transcribe all repeated words. **DO NOT USE** ditto, hash/repeat marks, etc.

Right-click anywhere in the spreadsheet, and this menu appears.

A new row will automatically appear at the bottom of the spreadsheet when you reach the last cell in the last row.

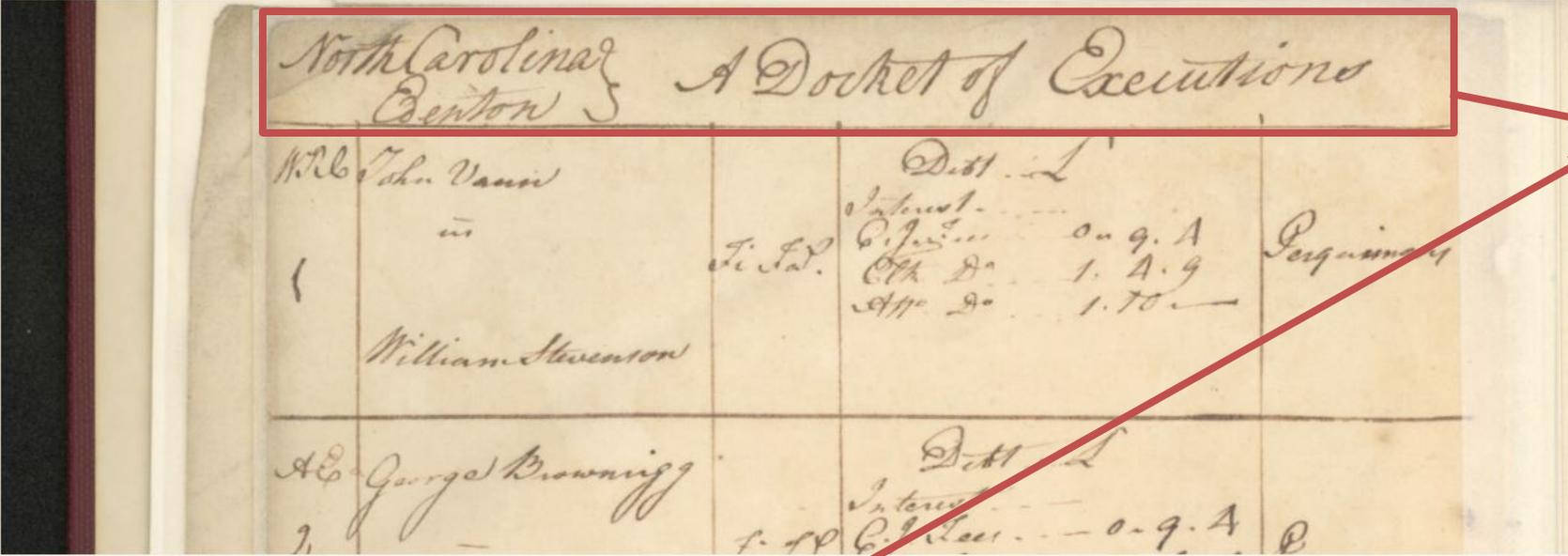
- Insert row above
- Insert row below
- Remove row
- Undo
- Redo
- Cut
- Copy

**IGNORE** all line breaks. Transcribe everything in the cell as one line. Cells will expand as you type.

## TranscribeNC Example 6—Spreadsheet 2

Overview
Transcribe
Versions
Help
Settings

Fullscreen
Layout
Mark as blank
Needs Review
Preview
Save



Page Title

North Carolina Edenton} A Docket of Executions

	Column 1	Column 2	Column 3	Column 4
1	WRL [WRC?] 1	John Vann in. William Stevenson	Fi Fal.	Debt...[pound sign] Interest C[??] Fees...0n9.4 Clk. Do...1.4.9 [Atto.?] Do...1.10-
2	AE 2	George Browningg in. William Stevenson	Fi Fal.	Debt...[pound sign] Interest C.J. Fees...0n9.4 Clk. Do...1.4.9 Atto. Do...1.10-
3	AE 3	Richard Ellis in. Joseph Leech	Fi Fal.	Debt...[pound sign] Interest; C.J. Fees...9.4 Clk Do...1n4.9 Atto. Do...1n10-
4	LR 4	John Ivey in. Spenny Cooper	CaSac Fi Fal.	Debt...[pound sign] C.J. Fees...2n1n7 Clk Do...3n5n8 Atto Do...1n10- W.N. Attendf. 11n1- Int. Count Cash 12n2- T
5	J.S. 5	Richard Banel in. Caleb Chunh	CaSac Fi. Fal.	Debt...[pound sign] C.J. Fees...1.13.7 Clk Do...2.18- Atto. Do...1.10- Ther? Do...19.8
6	[L.K.?] 6	John [Robertare?] in. James Clayton [??]	Fi. Fal.	Debt [pound sign] 15n^(Ther?)4.5 [pound sign] 20.5^(Pisc?[?])10 1/2 C.J. Fees...15.5 Clk Do...1.18.10 Atto...1.10n T

**Headings:** If there is a page title/page heading, transcribe it in the provided box above the spreadsheet. The box should expand as you type.

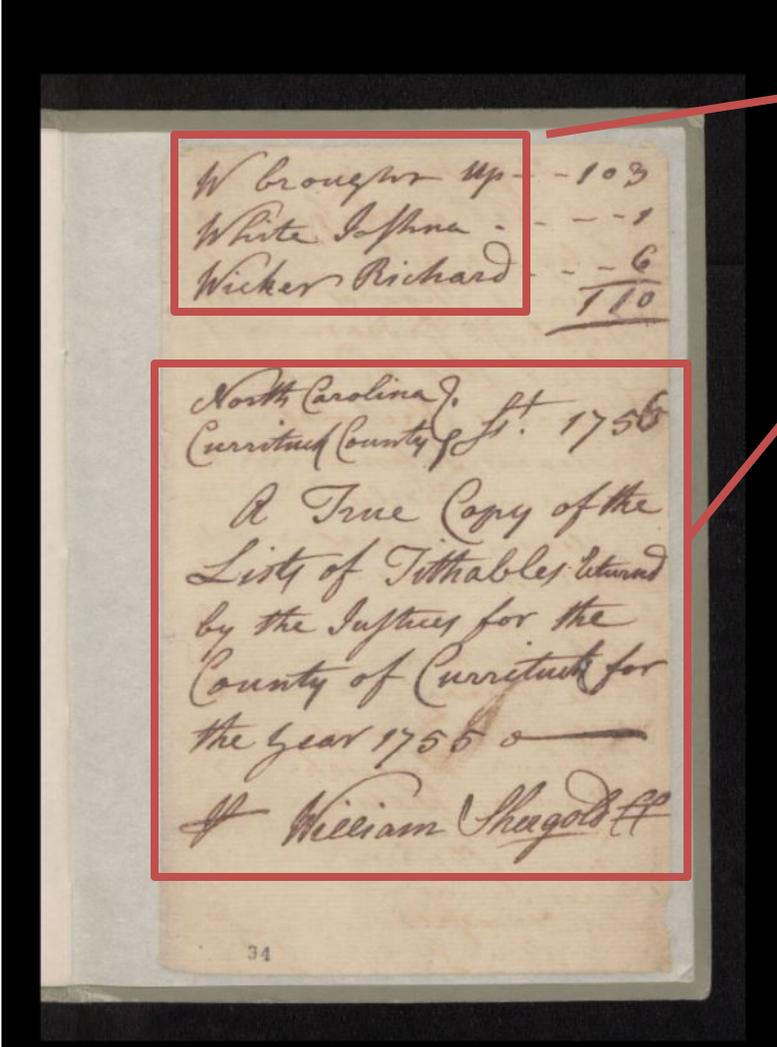
## TranscribeNC Example 7—Spreadsheet 3

Overview Transcribe Versions Help Settings

Fullscreen Layout

Mark as blank Needs Review Preview Save

Column 1
1 W brought up
2 White Joshua
3 Wicker Richard
4
5 North Carolina Currituck County} est. 1756
6 A True Copy of the Lists of Tithables returned by the Justices for the County of Currituck
7 [&?] William Shergold ff
8
9
10
11
12
13
14
15
16
17
18
19



Names transcribed exactly as they appear

Free text: logically grouped together in an area corresponding to the area it appears in the image (at the end).  
Cells expand as text is typed.

## TranscribeNC Example 8—Spreadsheet 4

	Column 1	Column 2	Column 3
1		Whites	Blacks
2	A.M.		
3	Andrew Mitchel Esqr.	1	
4	James Scott	1	
5	Burr Barton	1	
6	William Halcomb	1	
7	William Couch	1	
8	Thomas Couch	1	
9	Thomas Forster	1	
10	Henry Morris	1	
11	Thomas Durham	1	
12	Matthew Durham	1	
13	John Price	1	
14	John Wright & son John	2	
15	Robert Pindergrass	1	
16	John Hogwood & son James	2	
17	A.M.		
18	Thomas Loyd & 2 Negroes	1	2
19	John Stroud & son Joshua	2	
20	Henry Leman & John Hangling	2	
21	John Hunter	1	
22	James Reily	1	
23	Gideon Bunch a Molata		1
24	William Cope	1	
25	[T:B?]		
26	Jeremiah Beem	1	
27	William Miers	1	
28	James Williams	1	
29	John May Junr	1	
30	Howel Brewer	1	
31	Nicholas Nobles	1	
32	William Heart	1	
33	Samuel Temples	1	
34	David Ward [wt?] 1 nigroe	1	1
35	Jacob Brooks [wt?] his son John}		
36	& 2 negroes}	}2	}2
37	Daniel Norris	1	
38	Thomas Low [wt?] Saml Low}		
39	& 3 negroes}	}2	}3
40	David Phillops	3	
41	William Phillops	1	

T:3:

**Free floating text, logically placed in the spreadsheet**

**Names transcribed exactly as they appear**

**Multi-Line groupings:** transcribe on separate lines using curly brackets to indicate the singular household. Transcribe the numbers or next columns for the singular household on the line it appears in the image using curly brackets to indicate the singular household.

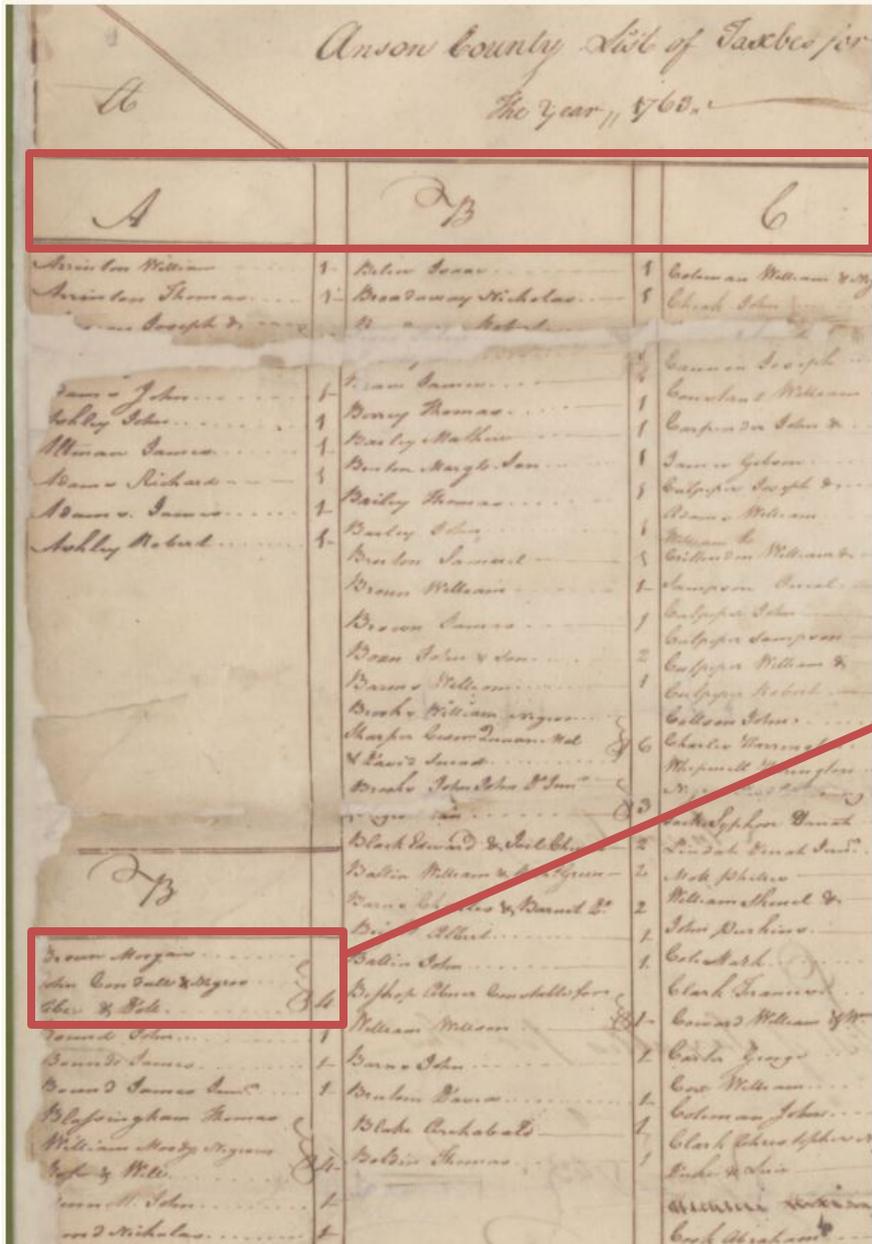
## TranscribeNC Example 9—Spreadsheet 5

**Column Structure:** While there are multiple columns in the image, there are only two different types of columns. So, transcribe down instead of across. This will make searchability in NCDC easier.

Page Heading: Anson County List of Taxbles for the year, 1763

Column 1	Column 2
A	C
[left Column 1]	
A	
Arrinton William	1
Arrinton Thomas	1
[torn] Joseph &	
[torn]	[torn]
[Adams?] John	1
Ashley John	1
Altman James	1
Adams Richard	1
Adams James	1
Ashley Robert	1
B	
Brown Morgan]	
John Condale & Negroes]	
Aber & Dole]	]4
Bound John	1
Bounds James	1
Bound James [Sen(?)?]	1
Blassingham Thomas]	
William Moody, Nigroes]	
[Moss? Mojo?] & Will]	4
[torn] nn M. John	1
[torn] and Nicholas	1
[torn] [vel?] William	1
[torn] [urgis?] William &]	
[torn] [inga?] [River?]]	]2
[torn] Thomas &	
[torn] man [torn]	[torn]
[Column2]	
B	
Belin Isaac	1

**Multi-Line groupings:** Transcribe single households on the lines that they appear, using curly brackets to indicate they are related. Transcribe the second column on the line it appears in the image, using curly brackets to indicate relation.



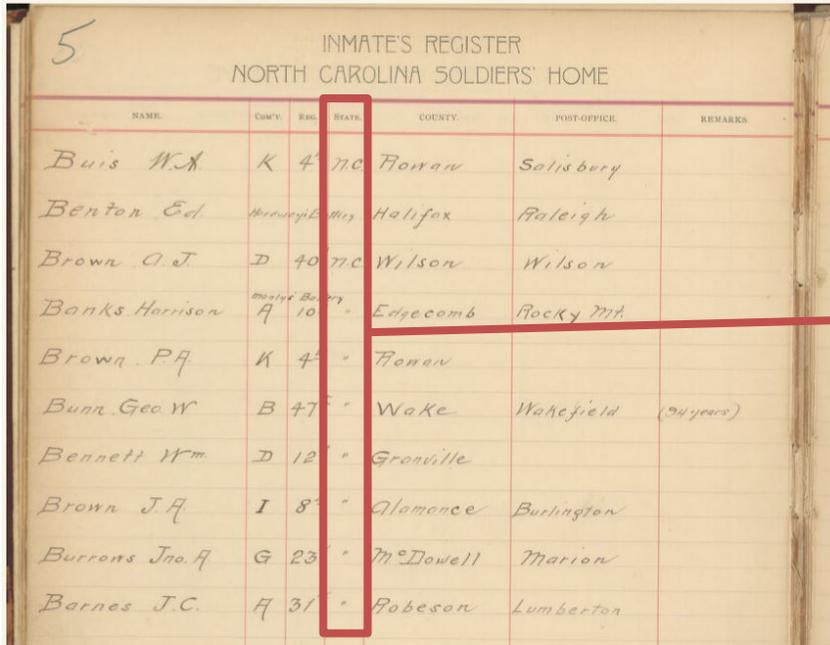
## TranscribeNC Example 10—Spreadsheet 6

### SR\_SA\_AO\_Solders\_Home\_Asoo\_7\_4\_Register\_1980\_1917\_016

Overview **Transcribe** Versions Help Settings

Fullscreen Layout

Mark as blank  Needs Review  Preview Save



Page Number  
5

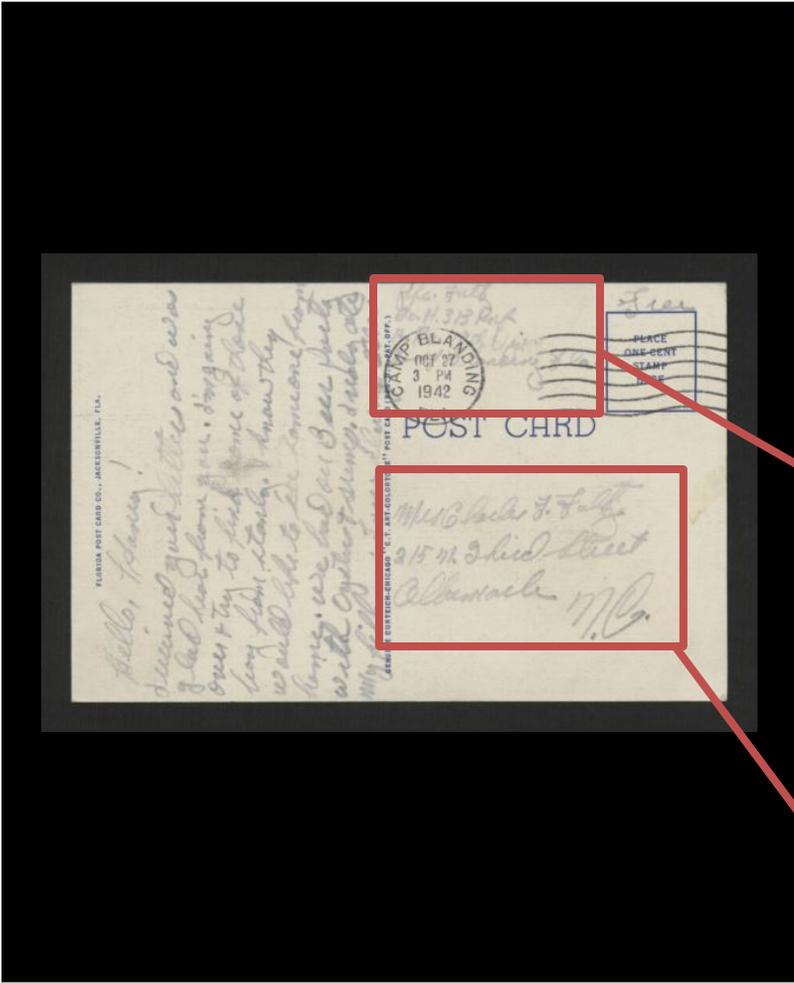
	Name	Com'y	Reg.	State	Age	County	Post Office/Adm
1	Buis W.A.	K	4th	NC		Rowan	Salisbury
2	Benton Ed.	Hardways Battery				Halifax	Raleigh
3	Brown A.J.	D	40th	NC		Wilson	Wilson
4	Banks, Harrison	Monly's Battery A	10th	NC		Edgecomb	Rocky Mt.
5	Brown, P.A.	K	4th	NC		Rowan	
6	Bunn, Geo. W.	B	47th	NC		Wake	Wakefield
7	Bennett Wm.	D	12th	NC		Granville	
8	Brown J.A.	I	8th	NC		Alamance	Burlington
9	Burrows Jno. A.	G	23rd	NC		McDowell	Marion
10	Barnes J.C.	A	31st	NC		Robeson	Lumberton
11							
12							
13							
14							
15							
16							
17							
18							
19							

Do not transcribe "Ditto" or hash marks. Transcribe the repeated term or phrase.

## TranscribeNC Example 11

Fullscreen Layout

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2  
3 FLORIDA POST CARD CO., JACKSONVILLE, FLA.  
4  
5 Hello Honey!  
6  
7 I received your letter and was  
8 glad to hear from you. I'm going  
9 over & try to find some of those  
10 boy from stanly. I know they  
11 would like to see someone from  
12 home. We had our beer party  
13 with oysters & shrimp. I realy ate  
14 my fill. Love always Chas

[Right-hand side transcription]

18 GENUINE CURTEICH-CHICAGO "C.T. ART-COLORTONE" POST CARD (REG. U.S. PAT. OFF.)

19  
20 Pfc. Fultz  
21 Bo. H. 3 B [Port?]  
22 [??] [??] [??]  
23 Camp Blanding, Fla.

24 [USPS cancellation stamp]  
25 CAMP BLANDING  
26 OCT 27  
27 3 PM  
28 1942  
29 FLA

30  
31 Free [written over stamp location square "PLACE ONE CENT STAMP HERE"]

32  
33 POST CARD

34  
35  
36 Mrs. Charles F. Fultz  
37 215 N. Third Street  
38 Albemarle N.C.

39

Indicate what area of image is being transcribed

Text sections logically transcribed based on groupings and layout