

Transcription Quick Tips

Rule #1: Type what you see!

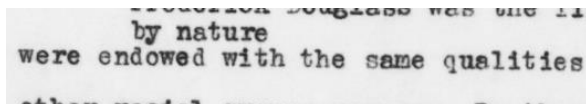


Misspellings

Don't edit! Keep the author's original spelling, even if incorrect.

Insertions

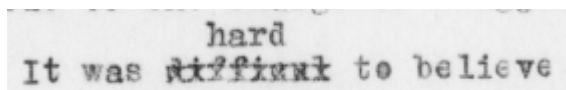
For text inserted or added later, type it in the order you would read it aloud. If it's part of a sentence, bring it down into that line of text.



were endowed by nature with the same qualities

Deletions

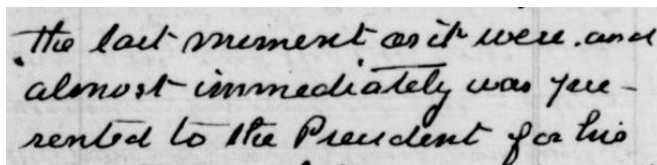
If you can read crossed out or otherwise deleted text, transcribe the deleted words inside a pair of brackets. If not, transcribe as [?].



It was [difficult] hard to believe

Line breaks

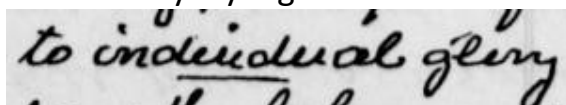
Hit "enter" at the end of a line of text to preserve line breaks, except when words are broken across them. Put broken words back together. Write "presented" rather than "pre-sented."



the last moment as it were and almost immediately was presented to the President for his

Formatting

Don't try to replicate formatting. Transcribe bold, italic, underlined, or superscript text, without any styling.



to individual glory

Marginalia (writing in the space around the main text)

Use square brackets and asterisks [* *] around marginalia text and order it within the transcription where it makes the most sense.