

The Sid Sackson Portal Transcription Project Walkthroughs and FAQs

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How to...

Create an account

To get started with transcription, you will first create an account. Click on [The Transcription Project](#) on [The Sid Sackson Portal](#) header menu. Scroll down past the colorful status tracker and click on the link to create an account.



To participate in the Transcription Project, [create an account here.](#)

Fill out the form and click “Create your account.” Once it has successfully been created, you will see a message in green that reads “Your Sackson Portal account has been created! You may now login and begin transcribing!”

Your Sackson Portal account has been created! You may now login and begin transcribing!

Return to [The Transcription Project](#) page on [The Sid Sackson Portal](#). Then you can select one of the open transcription projects at the bottom of the page.

This will take you to the Scripto module of the site, where individual pages of each diary are transcribed.

Get started by clicking on one of the open projects below!

[Transcription - 1963 diary](#)

[Transcription - 1964 diary](#)

[Transcription - 1965 diary](#)

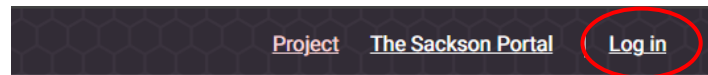
[Transcription - 1966 diary](#)

[Transcription - 1967 diary](#)

Click **Log in** on the bar at the top of the page and enter your login information. Now you are ready to start transcribing.

Click on **Project guidelines** to review the best practices for transcription as well as the formatting guidelines you should follow as you transcribe.




Click on **Browse manuscripts** to return to the list of pages to select one to transcribe.



[Project guidelines](#) [Browse manuscripts](#)


Select a page to transcribe

Select **Browse manuscripts** at the top of the Scripto page to see the list of pages in that diary year. You will be able to see the status of the pages in the table as “not transcribed” or if it was transcribed and the approved.


Title	Last transcribed	Status	%
 1964_Sackson_422_back cover.jpg	July 30, 2021 2:04pm	Approved	<div style="width: 100%;"><div style="width: 100%;"></div></div> 1 / 1
 1964_Sackson_421_1965 calendar.jpg	Not transcribed	New	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0 / 1
 1964_Sackson_420_1964 holidays.jpg	Not transcribed	New	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0 / 1

Click on the thumbnail or title link if the page is shown as “Not transcribed”. Then click “Transcribe” on the next page.

☰ ☱ [Sort](#) [Filter](#) Show original titles 1 OF 1 <>

Page	Last transcribed	Status
 <p>#1 Transcribe ></p>	Not transcribed	New

The page to be transcribed will be shown on the left, and the transcription pane with formatting buttons will be on the right. Use your mouse to move the page around and zoom in/out. Make sure you have reviewed the **Project guidelines** page to review the best practices for transcription as well as the formatting guidelines you should follow as you transcribe.



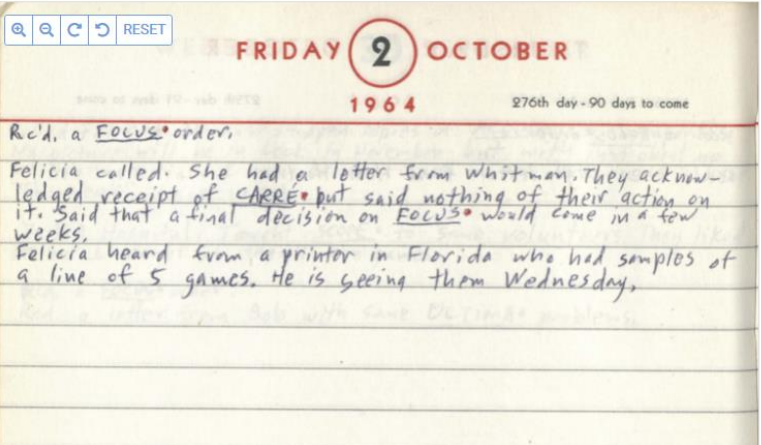
Summarize your changes

B I U H1 H2 H3 H4 H5 HORIZONTAL RULE

Apply formatting

To apply formatting, highlight the word or phrase and click the formatting button in the bar above the pane. [You will use **B** for bold, *I* for italics, U for underlining, and ~~S~~ for cross-outs/strikeouts, as well as “horizontal rule” (use after the headers and between entries for different days if on the same page).]

Tip: Do not double click a word to highlight it, as this will often include the space next to the word and apply the formatting to the space as well! Instead, click and drag to highlight the word/phrase.



Summarize your changes

B I U H1 H2 H3 H4 H5 HORIZONTAL RULE

Underline

Friday 2 October 1964
276th day - 90 days to come

—

Rcd. a **FOCUS** order.

Felicia called. She had a letter from Whitman. They acknow-ledged receipt of CARRE but said nothing of their action on it. Said that a final decision on FOCUS would come in a few weeks.

Felicia heard from a printer in Florida who had samples of a line of 5 games. He is seeing them Wednesday.

The formatting will be applied with HTML tags, as this example to the right shows.

Friday 2 October 1964
276th day - 90 days to come

—
Rc'd. a FOCUS order.

Once you click the red **SAVE** button above the transcription pane, you will see that the formatting is applied in the transcription. Note that although the line breaks no longer appear after saving, they still will show up in the official transcription metadata once it is approved and available in the collection.

Felicia called. She had a letter from Whitman. They acknowledged receipt of CARRE but said nothing of their action on it. Said that a final decision on FOCUS would come in a few weeks.

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Transcription

Friday 2 October 1964 276th day - 90 days to come

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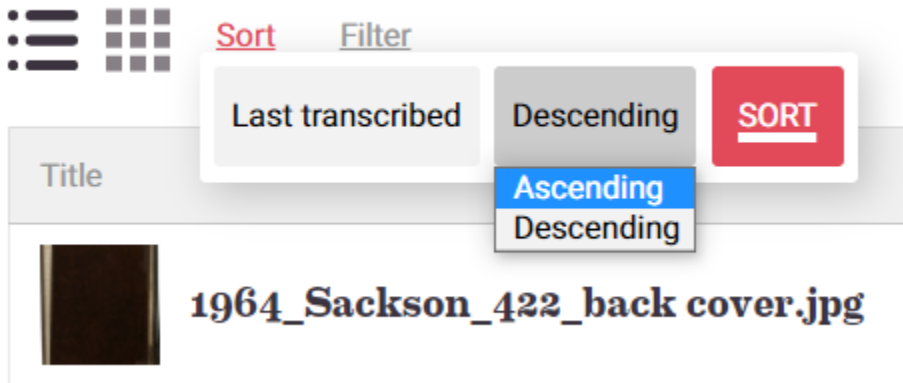
Felicia heard from a printer in Florida who had samples of a line of 5 games. He is seeing them Wednesday.

After you have finished transcribing a page, check the box for “Mark this revision as complete” to the left of the red **SAVE** button.

Click **Browse manuscripts** to select the next entry to transcribe.

Continue transcribing in date order

If you are transcribing multiple entries at a time, you may want to continue transcribing in date order. When you are on the **Browse manuscripts** page, click **Sort**, change Last transcribed to “ascending” then click the red **Sort** button. You should then be able to select the next chronological page to transcribe from the list.



Title	Last transcribed
 1964_Sackson_296_October 02.jpg	Not transcribed
 1964_Sackson_297_October 03.jpg	Not transcribed
 1964_Sackson_298_October 04.jpg	Not transcribed
 1964_Sackson_299_October 05.jpg	Not transcribed

FAQs

Q: Is there an example diary year to which I can refer?

A: Yes! The 1964 diary has already been fully transcribed and can be viewed if you would like to see how the transcription looks for that year.

Q: Can I work on a different year than is available for transcribing?

A: Only 5 diaries will be available for transcription at a time. This allows us to ensure transcription is complete on a diary before another year is available for transcription.

Q: Help! Am I doing this wrong?!

A: Don't worry! Transcription takes some getting used to and you'll find that you get better the more you practice. Just remember to use your best judgement when transcribing and someone will double check the work before it gets approved.

Q: Why can't I find the transcript I just typed when I try to keyword search for it?

A: Whether you are browsing the collection on the portal or searching Scripto on the transcription side, your transcription will not be searchable until the transcription has been reviewed and status is changed to approved by the library staff at The Strong.

Q: Is there a way for me to see the pages on which I last worked? How about all of my contributions to the project?

A: Yes! When you are logged in on the Scripto side, you can click on the **SCRIPTO – TRANSCRIPTION – YYYY DIARY** link in the top left corner of the page header, and this will show your recent contributions. (From that page, you can also click on the **VIEW YOUR CONTRIBUTIONS** button to see everything on which you've helped!)

Q: When will my transcription be available on the site? Where can I see it?

A: Your transcription needs to go through the approval process before it's publicly available. If you want to review any transcribed work, just go to [Browse the Collection](#) on [The Sid Sackson Portal](#) and search for a date or word/phrase. Formatted transcriptions will appear at the bottom of the page after "Full Metadata." (Transcriptions will only show up for the .JPG image of an individual page, not in the .PDF access version to a full annual diary.)

Additional Questions?

For more information on the best practices for transcription, please reference the NARA Citizen Archivist Dashboard: <https://www.archives.gov/citizen-archivist/transcribe/tips>.

Still stuck or have a question we didn't address? Email library@museumofplay.org.