

INSTRUCTIONS

Enter your initials, User ID and Password in the form in the upper frame. Check an option Deed Books, Mortgage Books, Other Books or Cemetery DB Build. Click on the "Submit Password" button. A form will appear to match the option that you choose.

Transcriptions... Choose the book that you want to work on. We will be starting with Deed Record Q. Then click the "Select Book" button. On the next page, choose a page.

The next available page will appear at the top of the drop down page listing. Click the "Get Form" button.

A form will appear on the next page consisting of a set of links and a text box. Use either the "Small" or the "Large" link to load the page image in the bottom frame. Then enter the entire transcription of the page image in the text box. Match the end of your typed lines with the handwritten lines on the original page. You must hit "Enter" at the end of each line to mark it as the end of a line. This will insure that all of your spacing and formatting inside the text box will be retained when the transcription is displayed online..

When you are finished with the entire transcription, Click "Save Transcription to Database".

Use *s to replace words that you can not read. Try for at least the first letter and then use * for the letters that you cannot read. Example Ma*y, or M****, etc. If you have no idea what the word might be, just use ***** for the entire word. If you think you know a word but you aren't quite sure about it, add 3* to the end of the word... appurtenances*** and I will be sure to check it.**

To temporarily save a portion of your transcription for any reason, check the box near the bottom of the text box and then click the "Save Transcription to Database" button. You will be returned to a page where you can finish your transcription, you may also leave the site and come back later to finish your transcription. You must remember the Book and page number to be able to recover your transcription. If you wish to take a page to transcribe offline, first take the page and enter your name and the date in the text box.

Check the box to temporarily save the transcription and click the "Save" button. When you are ready to copy and paste your transcription into the text box, simply come back and recover the page and replace your name with your transcription. If you realize that you have made a mistake right after you have clicked the "Save Transcription to File" button, you can use the "Back" button on your browser to return to the form with your data intact and make corrections.

A little html that will help us both. If you want to underline any text or numbers, type `<u>` before what you want underlined and `</u>` right after. Spaces left between your text/numbers and the coding will also be underlined. EXAMPLE: `<u>125.87</u>` would look like this 125.87. To create the Struck-out look, use `<s>` before, and `</s>` after the text you want struck out. You can also create Bold Text by using `` and ``. To create superscript, smaller font at the top of the line, use `^{` and `}`, it will look like this M^cDonald, or 1st and with the underline you can do this... \$20⁰⁰. If you want a double line or a horizontal rule across the width of the page or column, simply type `<hr>`. Example follows...

Beyond HTML code are a few symbols that look good in a transcription. The cent sign, ¢, is produced by this code `¢` The degree sign, for deed transcriptions that use it in directions such as West 5° North 500 feet, is produced by this code `°`

Be sure you have the right image loaded before entering data.

Load Image before Transcribing.

You Must use the link (Small (600 pixel) or Large (1200 pixel) in the upper frame to load an image into this frame. Make sure that you have the right image in the frame.

For help, email Jim Powell Jr at jep@thor.co.alachua.fl.us with a cc to jpowelljr@gru.net.