



# Transcribe Bentham

## Getting Started



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## Welcome to Transcribe Bentham

[Download a printable PDF of these guidelines.](#)

By transcribing Bentham's papers you will contribute to ongoing historical research, help to preserve important documents, learn about philosophy and palaeography, and also have some fun.

We ask Transcribe Bentham volunteers to transcribe pages of Bentham's writings. As a volunteer, you can transcribe as little or as much as you like, whenever suits you.

The Transcribe Bentham team are here to help and any possible errors can be easily corrected, so just do your best and try not to worry about getting anything wrong.

Transcribe Bentham has a review process whereby the TB Editor checks, corrects, and can even provide feedback on pages that have been completed by volunteers.

**Ready to get started?** The introductory guidelines below will help. Before you start transcribing, you may also wish to consult our more detailed [Transcription Guidelines](#) or visit our [Help pages](#).

## Using Transcribe Bentham

### Create an account

[Sign up for a Transcribe Bentham account](#) to start transcribing. You will receive an email to validate your account.

Please click the following link for more information about your [User Account](#).

### Sign in

Once you have your account details, you can sign in. You can sign in at the [Login page](#), or by clicking the 'Log In' button in the grey toolbar at the top of the screen.

### Select a page to transcribe

You are welcome to transcribe any open page on the site—we currently have 94 boxes of Bentham Papers online, so there is much to choose from.

The easiest way to begin is to transcribe a fresh folio that has not been transcribed by another volunteer. You can find a list of these on the [Untranscribed Manuscripts](#) page.

You can also visit our [Manuscript List](#) in order to find papers written on particular subjects, on particular dates, or with easy, medium, or difficult handwriting.

If you are working on a partially transcribed page, be mindful that other transcribers will have contributed to that page too. You can see a list of users who have worked on a particular page by clicking the 'History' button in the grey toolbar at the top of a manuscript page.

If you would like to begin with an easier page, try one of the following: [JB/143/019/001](#), [JB/143/019/002](#), [JB/143/019/003](#), [JB/143/019/004](#),

Alternatively, you can ['Spin the Wheel'](#) and choose a totally random manuscript.

## Transcribe your page

Open your chosen page and click the blue text which reads 'Click Here to Edit'.

Before you begin transcribing, delete the text which says 'This Page Has Not Been Transcribed Yet'.

Transcribe your page in the text box following the guidance in our [Transcription Guidelines](#). We ask that you type the words exactly as they appear on the page, as accurately as you can. Please also use the TEI toolbar to tag features of the manuscript, such as underlined or deleted text.

Use the 'Preview' tab to view a clean version of your text and check that your tags have been applied correctly. With a few exceptions (such as where dashes appear in Bentham's headings), if your tags appear in the 'Preview' tab then something may have gone wrong in the tagging process—the 'Preview' should only display the text as it appears on the manuscript. The most common cause of an incorrectly-displayed transcript is the use of addition tags within addition tags, or deletion tags within deletion tags.

Make sure that you save your page regularly—we would not want you to lose any of your hard work.

If you cannot complete your page for any reason, do not worry. Any contribution helps, whether large or small. Move on to a different page or [send us an email](#) and we will try to help as best we can.

## Submit your page for review

When you have transcribed as much of the page as possible, you should save your transcript and submit it to us for review. At this point, if you wish, you can write questions or comments about your page in the 'Summary' box to be followed-up later by the TB Editor.

When in 'Edit' mode, check the box which reads 'Ready for review' and then click 'Save changes'—doing so will let the TB Editor know that the transcript is ready to be checked. From this point, the page will be locked in order to prevent any further alterations by other volunteers.

## Reviewing your transcription

After your work has been submitted for review, the TB Editor will then check your transcript against the manuscript image and will make any necessary changes to its encoding or to the text itself.

You will receive feedback on your transcription as soon as possible in the form of a short message on your user board thanking you for your contribution to the project, along with an email notification (if these are enabled). After these have been received, you may revisit the page in question—by clicking 'History', followed by 'Compare selected revisions', you will be able to see precisely what has been changed by the TB Editor, with both versions displayed side-by-side.

Owing to the volume of transcripts we receive, there is usually a slight delay between submission and review, but we try our best to check and approve all submitted manuscripts as soon as possible.

When you have submitted a page for review, you can, of course, continue transcribing and submitting other pages.

## Feedback on your transcription

If your transcript is complete, it will be locked so that it can no longer be edited by other users.

If your transcript is not quite complete, it will be left open so it can still be edited by you or other users.

You can also get more detailed feedback on any corrections which were made to your transcript by following the [Feedback guidelines](#).

## Start transcribing

Now that you have an overview of how it all works, it is time to start transcribing. Please feel at liberty to consult our more detailed [Transcription Guidelines](#) as you transcribe.

[Why transcribe Bentham?](#) Find out more about what happens to the transcripts produced by Transcribe Bentham volunteers.