

CONTRIBUTING MULTI-PAGE MATERIAL AND MANUSCRIPTS



PRINTED AND HANDWRITTEN MATERIALS:

Printed and manuscript materials include, but are not limited to, published items such as brochures, theater programs, sheet music, posters, broadsides, calendars and invitations; and handwritten items such as letters, deeds, forms, diaries, journals, ship logs, etc.

All printed and handwritten materials should be transcribed. This aids the MMN user, but also makes the item accessible to the vision-impaired through reader programs. The exception is if there is only a small amount of text, it can be included in the catalog description field, rather than in a separate transcription.

Once the item is transcribed, using guidelines below, the typed transcription and all scanned pages of the item should be submitted to MMN as follows:

1. The transcription: Type all the pages of text into one MS Word, RTF or Apple Pages document. Email the transcriptions (as a .DOC or .RTF file) to the Maine Memory cataloger at cataloger@mainememory.net. Please do NOT attach it as a PDF file to the catalog record and do NOT email it as a PDF.
2. The scans of the document: Scan every page and name the files sequentially, for example filename_s1, filename_s2 -- using the "s" and a number to indicate the **order** of the scans. This will be much less confusing in the long run than trying to use page numbers. Upload **each scan** (as .JPG files) as a separate MMN item as you would upload individual photographs, or send a CD of all the images to MMN staff.

The first page, or cover, will become the 'presenting image" in MMN. This "presenting image" is the only record that you need to fully catalog. Please complete the title for each of the other uploaded pages so we know the order of the pages in the document. For example, "Letter to Samuel Smith, page 2," etc.

MMN staff will extract the succeeding pages from the MMN items and create a PDF document that includes the scans and the transcribed text where digital images of all original pages appear next to the transcription, page for page. This PDF file becomes an "Associated file" to the "presenting image" page. In other words, it will be attached to the record of your document when visitors find your item in MMN. MMN staff will then delete the "extra" MMN items you have created. Please do NOT create your own PDF version of the transcription.

3. When you have finished cataloging the presenting image's record, change the Search Status of that, and all other subsequent pages of the document to "Pending Approval" for MMN staff to process.

GUIDELINES FOR TRANSCRIBING DOCUMENTS TO SHARE ON MAINE MEMORY NETWORK

1. Create one document that includes all the pages of the document you are transcribing. Each page of a multi-page manuscript is separated with a page break and the words [end scan 1] [scan 2 begins], etc.
2. Transcribe all documents as they are, mistakes and all. However, when encountering the early American long "s" that might look like an "f," transcribe it as an "s" since that's what it was and was known as. You may need to turn off automatic capitalization and auto spelling correct in your word processing program when you are transcribing.
3. Keep punctuation as is.
4. Match the lines in the original document to the lines of the electronic document if possible. The first line in the original should correspond with the first line in the electronic document. Use "enter" at the end of the text line to follow the end line of the letter or document.
5. If the writer has put in extra text between the lines of the letter or document, leave an extra line, then use a ^ (capital "6") and insert the words in the line you have left blank. The transcription should follow the original document as much as possible.

6. Even though you want the transcription to follow the original, you do not need to use all capital letters such as appear on letterhead, no do you need to use italic, or other specialized formatting. Please do NOT use "table" or "chart" formatting. If you need to create columns, use the space bar to simulate the original appearance.
7. Square bracket all changes (for example: letter[s]) or questions [?] or use them to indicate missing text if it cannot be discerned in the context of the document, ex. [missing words] [missing page]
8. Use brackets sparingly. Use only when necessary to clarify a thought or denote a question on the part of the editor.
EXAMPLE: Sincerely, Charles Chnbrs [?]
9. Use Times New Roman font.
10. If you are having trouble figuring out what the document says, ask someone else to look at the document and help you. A second set of eyes is always advantageous. Look through the document for similar words or letter strokes.

MORE INFORMATION

Reading Early American Handwriting by Kip Sperry, Genealogical Publishing Co., 1998

Visit the [Share YOUR Local History](#) section of the Maine Memory Network website, www.MaineMemory.net.