Tagging and Transcribing in the National Archives Catalog

Register for a username and password: *https://catalog.archives.gov/registration*

Tagging is a fun and easy way for you to help make National Archives records more discoverable online. Add names you find in the record, as well as keywords, terms, and labels that are meaningful to you.

- Login to the National Archives Catalog and search for records that interest you, or select one of our Tagging Missions:
  www.archives.gov/citizen-archivist/tag/missions.html
- In the detail view of the description, enter tags on the left side column to tag the entire record, or
- Add tags to an individual page using the "View/Add Contributions" button under the image and select "Tag."
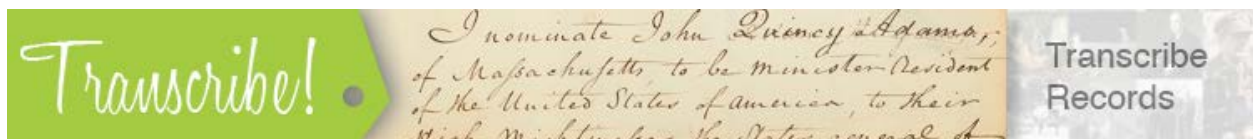
Help transcribe some of the millions of digitized pages of records in the National Archives Catalog. Transcription helps improve search results and increases accessibility to our records.

- Login to the National Archives Catalog and search for records that interest you, or select one of our Transcription Missions:
  www.archives.gov/citizen-archivist/transcribe/missions.html
- In the detail view of the description click on the "View/Add Contributions" button, then select "Transcribe."
- Type what you see. Transcribe in a way that makes sense for the record. If you can't make out a word, use [illegible]. To make a notation about something you see in the record, do so in brackets, for example: [stamp in blue ink].