



NATIONAL  
ARCHIVES

Get Started  
Transcribing

# Documents in the National Archives CATALOG

## Get Started Transcribing in the National Archives Catalog

### Register

Citizen Archivists must register for a free user account in order to contribute to the National Archives Catalog. Register here: <https://catalog.archives.gov/registration>


### Login

Once you are registered, login to your account here: <https://catalog.archives.gov/login>

### Find Records to Transcribe


For suggestions of records to transcribe, we have a webpage with curated missions here: <https://www.archives.gov/citizen-archivist/missions>

## Citizen Archivist Missions




New to our Citizen Archivist program? Learn how to [get started](#).

We've curated these missions to help you jump in and contribute! Click on a topic that interests you, and it will bring you right to those records in our Catalog where you can begin transcribing or tagging. New missions are added and updated regularly, so check back often to see what's new.




### Buffalo Bill

**Transcribe** records contained in the bankruptcy proceedings of William F. (Buffalo Bill) Cody's Wild West Show.



### Private Mohammed Kahn

*Big record challenge!* Help us **transcribe** the pension file for a Muslim Civil War soldier, one of only 250 known to have fought. Select a page without a blue tag and get started. Read more about this soldier at <https://narrations.blogs.archives.gov/>



### Amerikaner Vorgaenge (AV) Reports

**Transcribe** the English translations of German reports on Allied prisoners transported to German prison camps, on downed Allied aircraft, and on the burial of deceased Allied personnel.

Click on a topic that interests you, and it will take you right to those records in the Catalog.

At the bottom of the missions page, you'll also see a list of one-off featured records. If you click on "Transcribe this record" it will take you to that item in the Catalog.

### Featured Records

Helps us transcribe these individual records:

- Omaha Beach Memorial Remarks Speech Cards [Transcribe this record.](#)
- Letter from Ann, a Slave, to Soldier Her Husband [Transcribe this record.](#)
- Franklin Edward Kameny v. Honorable Wilber M. Brucker, Secretary of the Army, et al., Appellee [Transcribe this record.](#)
- Memorandum to North Carolina Congressman Basil L. Whitener from National Park Service Region One Acting Director, Hillary A. Tolson Regarding George W. Willis and the Possible Sale of Revolutionary War Objects to the Kings Mountain National Military Park [Transcribe this record.](#)
- Facsimile of the Emancipation Proclamation, 11/8/1901 [Transcribe this record.](#)
- Report No. 84: May 07, 1944 [Transcribe this record.](#)
- Letter from Charles D. Walcott, Director, Geological Survey to Secretary of the Interior E. A. Hitchcock [Transcribe this record.](#)
- United States of America v. William Joseph McMurtrey, Jr. and Edward August Ockel V [Transcribe this record.](#)
- Act of June 15, 1917, Public Law 24 (Espionage Act), An Act to Punish Acts of Interference with the Foreign Relations, the Neutrality, and the Foreign Commerce of the United States [Transcribe this record.](#)

## Step by Step Screenshots

Here are screenshots of the process to transcribe records in the National Archives Catalog.

Once you find a record in the Catalog, click on the title of the item to bring up the full record and it's description. Just below the image viewer, you'll see a grey "View/Add Contributions" box.

You will also notice that some thumbnail image may show a blue tag. A blue tag indicates that a contribution has already been made to that page. If you see that blue tag, you can navigate to the next available page to begin transcribing.

The screenshot shows the National Archives Catalog interface for the record "The Memoirs of Sergeant Verne Chaney". The interface includes a search bar at the top, a navigation menu, and a record hierarchy on the left. The main content area displays a thumbnail image of the document cover, which is titled "THE MEMOIRS OF SERGEANT VERNE CHANEY" and includes details about the collection and the item. Below the thumbnail, there is a "View/Add Contributions" button. A red callout box points to the "View/Add Contributions" button, stating "2. Click here to begin". Another red callout box points to the "View/Add Contributions" button, stating "1. Make sure you are logged in to the catalog". A third red callout box points to a blue tag on the first thumbnail, stating "A blue tag means that there has been a contribution made to this page. You may need to advance to another page to begin your work." The interface also shows a list of thumbnails for the document, with the first thumbnail marked with a blue tag. The bottom of the interface shows a "Documents" section.

**NATIONAL ARCHIVES CATALOG**

Advanced Search

National Archives Citizen Archivist (NARA Staff) Logout

Results: 6 of 83

Share Add to My Lists Export

**Record Hierarchy**

Collection HST-VEC:  
Verne E. Chaney Papers, 1918 - 1998

Series:  
Subject Files, 1918 - 1998

File Unit:  
"The Memoirs of Sergeant Verne Chaney" [typed draft]

Item:  
The Memoirs of Sergeant Verne Chaney, 1919

**Tag**

hng-ts1

Enter new tags... Add

**Comment**

Add a comment...

Policy | Need Help?

**The Memoirs of Sergeant Verne Chaney**

THE MEMOIRS OF SERGEANT VERNE CHANEY  
CHIEF OF SECTION #3 - BATTERY "D"  
1296 FIELD ARTILLERY REGIMENT  
600 FIELD ARTILLERY BRIGADE  
370 NATIONAL GUARD DIVISION  
AMERICAN EXPEDITIONARY FORCES  
FRANCE 1918

Edited by  
Lawrence G. Chaney

Final corrections to  
and photos added by  
Wanda Thompson, Kipling Hill,  
and others

"The most of this story, it is plain to be seen.  
You 'won't get no facilities when you're of the Queen. You 'won't get no  
brothers, fathers, sisters, wives, or sons-if you want to win your battles take an  
work your 'honorable' gun!"

"SHARLYON"  
AMERICA'S BOOM BALLADE  
RUDYARD KIPLING

1

View/Add Contributions

Image 1 of 49

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20  
21 22 23 24 25 26 27 28 29 30

**Documents**

Click on the "View/Add Contribution" box, and then click "Transcribe". In this transcribe field, type exactly what you see in the document. Once you begin typing, a "Save" button will appear in the lower right hand corner. As you are working, we recommend hitting "Save" often to submit your work. This will save your transcriptions with the document.

The screenshot displays the National Archives Catalog interface for the document "The Memoirs of Sergeant Verne Chaney". The document title is at the top, followed by a close button. The main content area shows a scanned document page with the title "THE MEMOIRS OF SERGEANT VERNE CHANEY" and details about his service: "CHIEF OF SECTION #3 - BATTERY 'D' 129th FIELD ARTILLERY REGIMENT 60th FIELD ARTILLERY BRIGADE 35th NATIONAL GUARD DIVISION AMERICAN EXPEDITIONARY FORCES FRANCE 1918". The document is edited by James G. Henry. Below the document image is a transcription input area with a "Transcribe" button. A list of contributors is shown, including waffleSchatz. The interface also features a search bar, a tag input field, and a "Log out" button. Red callout boxes provide instructions: 1. "You'll see your username here if you are logged into the catalog." (pointing to the username waffleSchatz), 2. "Click here to navigate to the Transcribe page" (pointing to the Transcribe button), 3. "It looks like this page has been transcribed. Let's find a blank page." (pointing to the transcribed text), and 4. "Use the arrow to advance to a page without transcription." (pointing to the right arrow in the page navigation controls).

We encourage you to read our [Citizen Contribution Policy](#).

Thank you for your contributions! Every contribution helps make the records of the National Archives more accessible to everyone. Learn more on the Citizen Archivist Dashboard: <https://www.archives.gov/citizen-archivist>

Questions? Contact us at [citizenarchivist@nara.gov](mailto:citizenarchivist@nara.gov)