



NATIONAL ARCHIVES

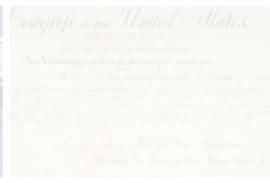


*My mind & memory has got  
time to do, don't ask as I can  
prove any thing as before  
I will have to go without if  
I need the help as much of  
any thing could be done it is  
best if you to me for*

*... that I will to the utmost of  
maintain and defend the said United  
King George the Third, his heirs and  
his abettors, affiliates and adherents,  
United States in the office of ...  
... which I now hold, with fidelity,  
... my skill and understanding.*

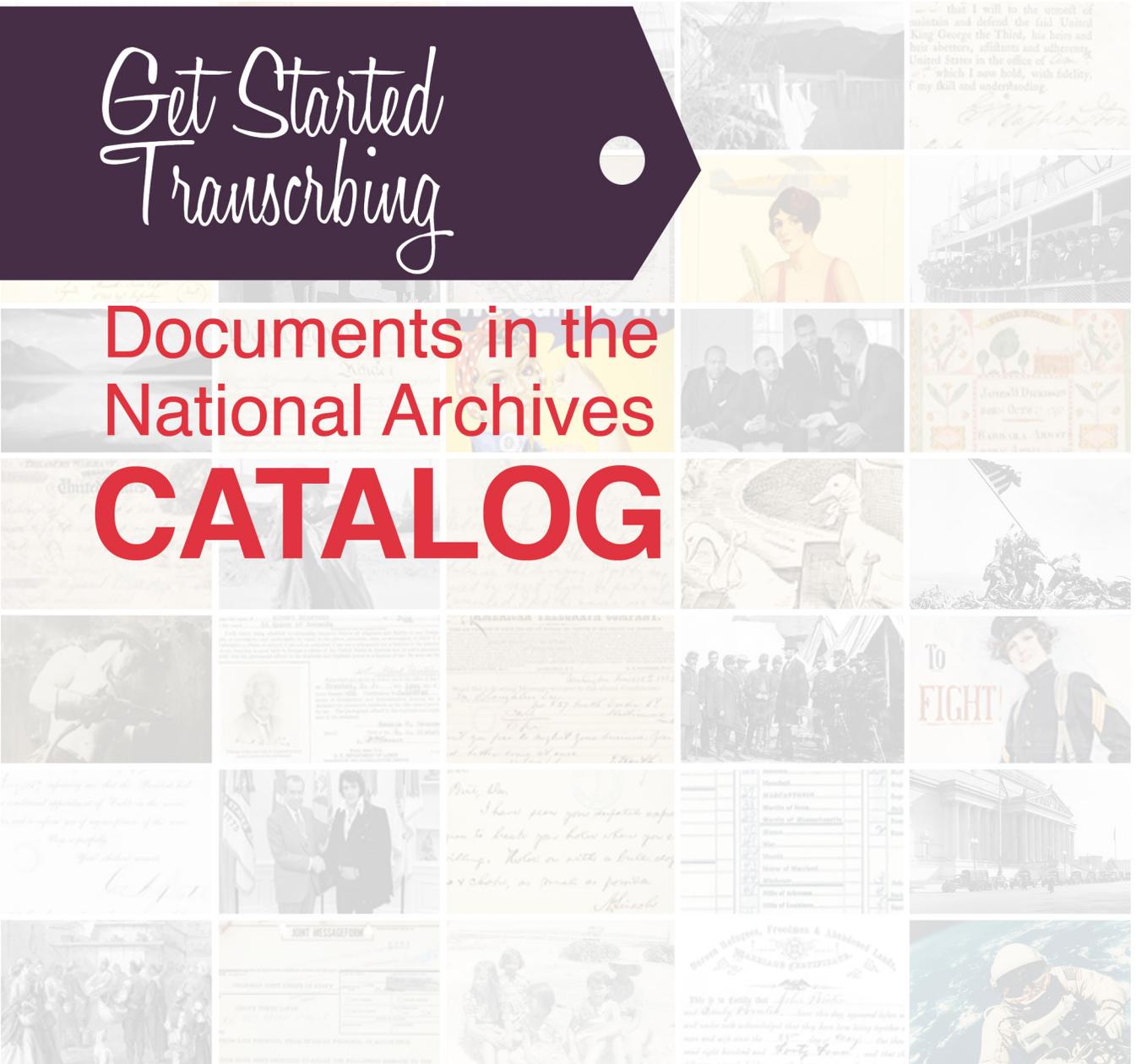


*... that I will to the utmost of  
maintain and defend the said United  
King George the Third, his heirs and  
his abettors, affiliates and adherents,  
United States in the office of ...  
... which I now hold, with fidelity,  
... my skill and understanding.*



# 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, browse our webpage of curated missions organized by topic: <https://www.archives.gov/citizen-archivist/missions>. Click on a topic that interests you, and it will take you directly to a list of those records in the National Archives Catalog.

### 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://narations.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.

At the bottom of the missions page, you will also see a list of featured records. Click on "Transcribe this record" to go directly to that record in the Catalog where you can begin transcribing.

### 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, Hillory 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

The following instructions detail the process of transcribing records in the National Archives Catalog.

Once you find a record in the Catalog that you wish to transcribe, click on the title of the item to bring up the full record and its description.

The screenshot shows the National Archives Catalog search results page. The search bar contains the text '\*.\*'. The search results show 1 result in 0.34 seconds. The record title is "The Memoirs of Sergeant Verne Chaney" with a red arrow pointing to it. Below the title, it says "From Collection: HST-VEC" and "Subject Files". The National Archives Identifier is 17343226, and the creators are Chaney, Verne E., 1895-1973; Chaney, Verne E., Jr. The page also shows a sidebar with "Refine By: Data" and "Refine By: Level of Description".

This particular record contains multiple pages. Thumbnail images of all the record's pages are shown just below the image viewer. You may notice that some thumbnail images show a blue tag. A blue tag indicates that a contribution has already been made to that page. If you see a blue tag, navigate to the next available page to begin transcribing. Just below the image viewer, click on the grey "View/Add Contributions" box to open the contribution window and begin.

The screenshot shows the full record page for "The Memoirs of Sergeant Verne Chaney". The document viewer displays a page with the title "THE MEMOIRS OF SERGEANT VERNE CHANEY" and a list of military units: "CHIEF OF SECTION #3 BATTERY 'D' 12th FIELD ARTILLERY REGIMENT 6th FIELD ARTILLERY BRIGADE 3rd NATIONAL GUARD DIVISION AMERICAN EXPEDITIONARY FORCES FRANCE 1918". Below the document viewer is a grid of 30 thumbnail images representing the record's pages. A red callout box points to the "View/Add Contributions" button below the thumbnails, with the text "2. Click here to begin". Another red callout box points to the "View/Add Contributions" button, with the text "1. Make sure you are logged in to the catalog". A third red callout box points to a blue tag on the first thumbnail, with the text "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."

In the contribution window, click on “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 transcribing a document titled "The Memoirs of Sergeant Verne Chaney". The document image shows the title, author information, and a quote: "The moril of this story, it is plainly to be seen: You 'sven't got no families when servin of the Queen-You 'sven't got no brothers, fathers, sisters, wives, or none-If you want to win your battles take as weak your bloomer' pants". Below the document image is a transcription field with a "Transcribe" button. A "Save" button is visible in the bottom right corner of the transcription area. Red callout boxes provide instructions: "Click 'Transcribe' to open the transcription field", "Use the arrows to navigate to the next page of the document", "Type your transcription here.", "Your username will appear here when you are logged in to your Catalog account", and "Remember to click 'Save' often to save your work".

Once you are finished transcribing a page and have saved your work, use the arrows to advance to the next page to transcribe.

Find a record with unique or tricky features? Read our Transcription Tips guide for examples and best practices for transcribing: <https://www.archives.gov/citizen-archivist/transcribe/tips>

Thank you for your contributions! Every contribution helps make the records of the National Archives more accessible to everyone.

We encourage you to read our [Citizen Contribution Policy](#). Questions? Contact us at [citizenarchivist@nara.gov](mailto:citizenarchivist@nara.gov).