



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, 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://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.

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

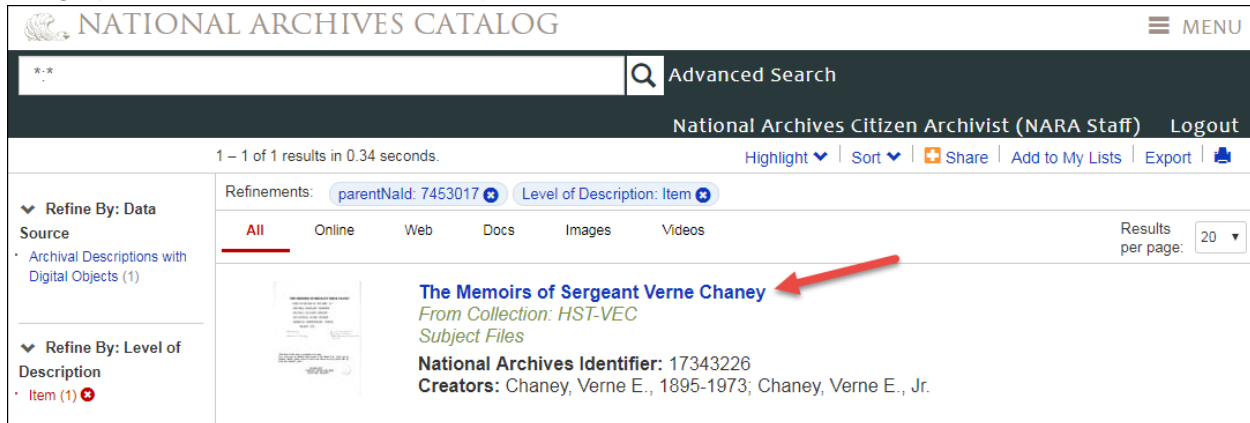
Helps us transcribe these individual records:

- 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.](#)

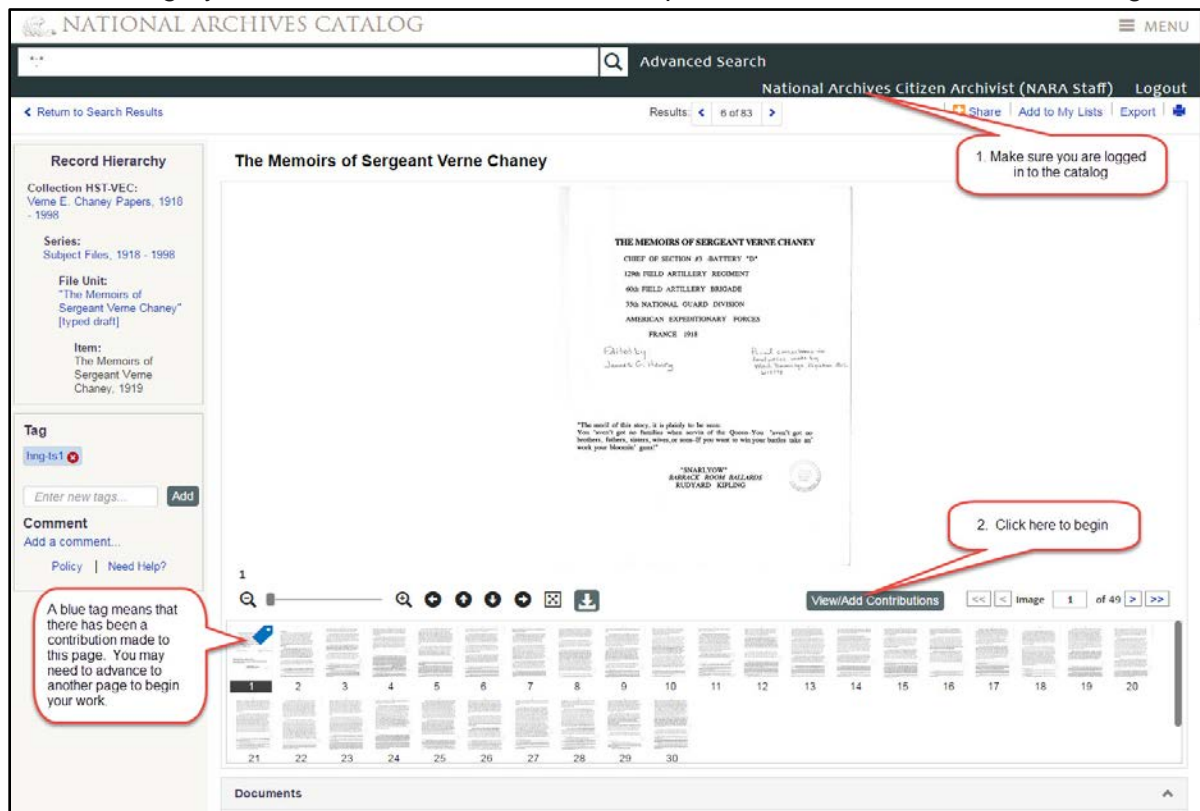
Step-by-Step

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.



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.



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 shows the National Archives Catalog interface for transcribing a document titled "THE MEMOIRS OF SERGEANT VERNE CHANEY". The document is identified as "CHIEF OF SECTION #3 - BATTERY 'D'", "129th FIELD ARTILLERY REGIMENT", "60th FIELD ARTILLERY BRIGADE", "35th NATIONAL GUARD DIVISION", "AMERICAN EXPEDITIONARY FORCES", "FRANCE 1918". It was edited by James G. Henry. The transcription field contains the text: "The moril of this story, it is plainly to be seen: You 'seem' got no families when arrivin of the Queen-You 'seem' got no brothers, fathers, sisters, wives, or sons-If you want to win your battles take as much your 'blooms' gone!". The interface includes a "Transcribe" tab, a "Save" button, and a "Cancel" button. 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.