



Read.Hanse.Sources!

Guide to the Transkribus Web Interface

The community science project **Read.Hanse.Sources!** created by the Research Centre for Hanse and Baltic History (FGHO) and the City Archives of Lübeck (AHL) invites all those interested to transcribe archival material from the late Hanse time together. The platform we use for this purpose is Transkribus. This tutorial will briefly explain how to use Transkribus. For any further questions, please contact info@fgho.eu or get in touch via twitter [@fgho_eu](https://twitter.com/fgho_eu)!

How to take part

The basic version of Transkribus is free and can be used two ways:

- 1) Download the programme from the Transkribus Website and install it.
- 2) Open your browser and use the Transkribus web interface:

<https://transkribus.eu/r/read/projects/>

The shared login-information is:

Username: hansequellen@gmail.com

Password: **Hanse24/7**

If you prefer to create your own Transkribus account instead of using the project login, please contact us via info@fgho.eu with a short message that includes your username (the email address of the account) and we will grant you access to the project.

Editing a collection item

Once logged in, go to ‚My Collections‘ where you will find seven Hanse sources you can choose from. Ignore the status of the document – just start working on the transcription. To start transcribing, click on the button ‚Plaintext‘ and a new window will open. You can open multiple pages at the same time to work on or crosscheck – but keep in mind that no one else will be able to work on the page in question. Before you close a page, DO NOT forget to save your work by clicking the ‚Save Changes‘ button.

Please note that the FGHO has already transcribed the first page of every manuscript and the first two lines of every page, so these function as assistance for beginners. When in doubt, check back on the already transcribed pages.

Further information: www.fgho.eu/en/hanse-quellen-lesen
Questions and feedback: info@fgho.eu
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Tips for transcribing

Nobody's perfect!

When transcribing, don't worry too much about making mistakes. The general rule for transcribing sources is that nobody's perfect and everyone works together on the transcriptions: All pages will be checked and revised by other people – this is a community project, after all. Proofreading the existing transcriptions, correcting mistakes, removing ambiguity etc. are all equally as important tasks as transcribing unedited sections and blank spots for the first time. So even when a page you're interested in has already been transcribed don't hesitate to look over it again – it's all part of the process!

But if you really want to undo something you did, use the buttons ‚Back‘ and ‚Recover‘ in the web interface: They allow you to jump back to a previous step of your work or undo changes. Especially useful in case of accidentally deleted lines... 😊

Transcribing to the letter

You should try to stick as closely as possible to the writing in the manuscript when translating the text into modern letters. To establish a common standard, we ask you follow the transcription guidelines. Transcribing according to the standard established in the guidelines means that you not only decipher the sources currently in our Transkribus collection. You also contribute to make automated handwriting recognition of 17th century Hanse sources possible. You can find the transcription guidelines here:

<http://fgho.eu/en/read-hanse-sources>

To have a closer look at the letter, use the zoom-function in the web interface!

Special effects

Historical manuscripts often exhibit peculiar features (such as unusual letters, special characters, abbreviations etc.). The Transkribus web interface includes some features that allow you to format a piece of text to match the style of the original as closely as possible (superscript, subscript, underscoring, strikethrough). Mark the relevant text in your transcript und choose the format needed by clicking.

One of the most important tools is the ‚Unclear‘-button, allowing you to mark text you can't read properly or are unsure about. Others working on the document will know immediately which parts of the text to check again or revise.



Read.Hanse.Sources!

All in one glance

- Login via <https://transkribus.eu/r/read/projects/>
- Use our guest login:
 - Username hansequellen@gmail.com
 - Password Hanse24/7
- „My Collections“ shows you the manuscripts available for „Read.Hanse.Sources!“
 - Pick a manuscript from the list
 - Open a page in a new window by clicking „Plaintext“
 - Click a line and start working
 - Save your changes!
 - Close the window to allow others to revise your work!
- Check the guidelines, available via <http://fgho.eu/en/read-hanse-sources>
 - Every first page has been transcribed to help you get started
 - Try to stay as close to the original spelling as possible with modern letters
 - Mark characters and words you cannot understand as „Unclear“
- Send any questions to info@fgho.eu!

Enjoy!

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