Scarlets and Blues User Guidance

Contents

1 Note

The following screenshots record the instructions and advice given to volunteers on Scarlets and Blues. The screenshots are fairly heavily compressed.

These screenshots were taken in December 2022, well after the project's completion. Some instructions may have been added or altered over the lifetime of the project.

Images embedded in instructions can sometimes be clipped or missed entirely, depending on the sizing of the browser window. Where an image has been clipped in a screenshot, this is noted below the image. Of course, images may have been clipped for volunteers, too.
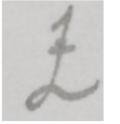
Where pages had to be scrolled, there will be a series of overlapping images showing the whole content of the page.

Some of the pages contain links. Of course, images of links do not work, so any links are given beneath each image.

2 Field Guide

2.1 Landing Page

Meetings Workflow	Meetings: Attendance Pages	Meetings: Minutes Pages	What Is A Table?	Table Examples
People Workflow	Transcription Guidance	Transcribing Numbers and Money	Difficult Text	Unusual Symbols & Abbreviations
Examples of Capital Letters	Common Names	Navigating The Interface	Using the Index	Changes Since Beta

2.2 Meetings Workflow

Transcribe the meeting minutes of the Royal Hospital Chelsea's Special Board to help us to learn more about the running of the hospital during the era of the First World War.

Please always record all of the agenda items, even if you are only interested in some of them. Otherwise there will be gaps in our record.

TYPE OF PAGE

First, identify the page type. Pages can be **attendance pages** or **minutes pages**.

Attendance pages always have:

- A heading saying 'Special Board' and the date
- A list of people present at the meeting
- 5 agenda items that are usually the same

Any other page will be a **minutes page**.

See **Attendance Pages** for more on transcribing attendance pages. See **Minutes pages** for more on transcribing minutes pages. You can also see the video examples.

EXAMPLE PAGES

The top page is a typical attendance page. The bottom page is a typical minutes page.
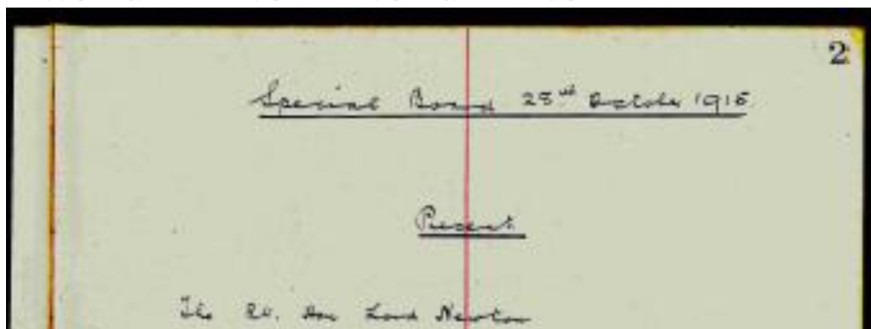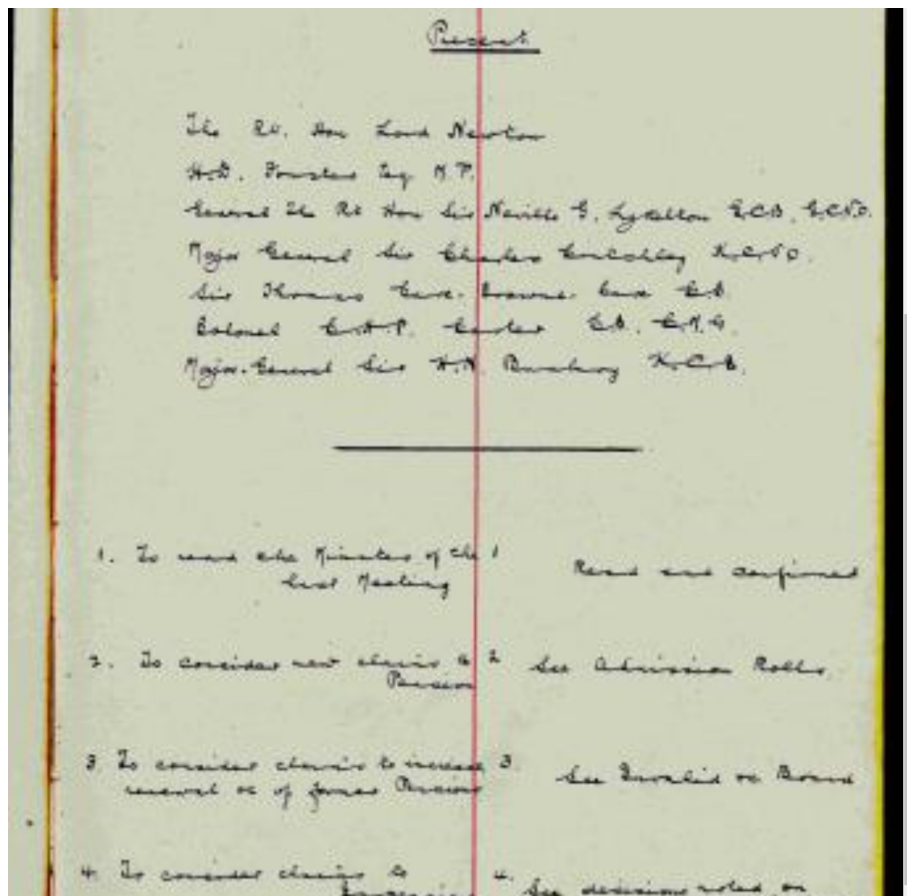
2.2.1 Links

- "video examples"
  - Links to the *Scarlets and Blues Walkthough* in the *Towards a National Collection* YouTube channel
  - https://youtube.com/playlist?list=PLRIxrpy54RHa27xcP31kiD05m0o-WCPPV

2.3   Meetings: Attendance Pages

MEETINGS: ATTENDANCE PAGES

This page explains how to record the **attendance pages** of meetings. You can also see a [video example](#).

First you record all of the people who were at the meeting. Then you record the things that were discussed at every meeting, which are also on the attendance page. There is an example at the bottom of this page.

You do not need to record the title and date because we already have this information.

ATTENDEES

Present (Commissioners) Record these by selecting them from the list. There might be slight differences from the names in the book, like initials in place of full names or different titles. If it seems to be the same person, just select that person in the list.

Present (other attendees) Underneath the list is a text box. Use this to record anyone who was at the meeting but is not in our list. Press enter after each attendee to create a list, for example:

The Rt. Hon. Arthur Henderson

Major General J Dawson

When you have finished, press **Next** to record the agenda items.

AGENDA ITEMS

The first five things discussed at each meeting are also on the attendance pages. These are usually the same so you can pick them from a list. As with the names, do not worry about slight differences between the page and the list -- an etc more or less, or "Commutation Rolls" instead of "Commutation Roll" is not important. If the agenda item seems to be the same as in the list, just select it in the list. Big differences should be recorded. These will usually be a different resolution in the 4th and 5th items. Leave anything with a big difference unselected in the list, as in this example:

When you press **Next** you will be asked if there are any special items to transcribe. If there are, press **Yes** and you will be able to record the unusual item like any other meeting minute. For these items, leave **Agenda item title** and **Subject** blank, as in this example:
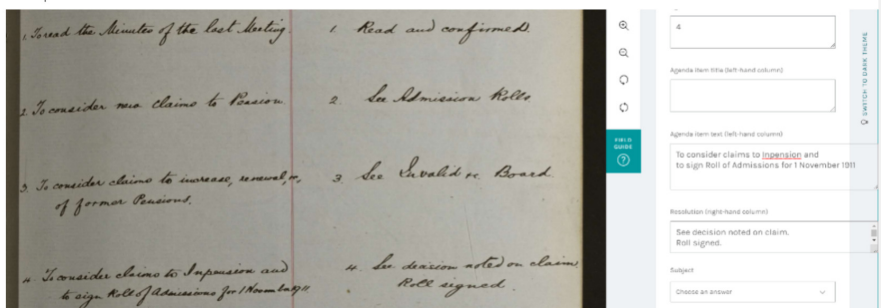
SPECIAL MEETINGS

Very occasionally you may come across an attendance page with none of the usual agenda items on it. This might look like a mixture of a minutes page and an attendance page. It should be transcribed as an attendance page, like this:

- Record the attendees as normal
- Do not press any of the buttons for the five usual items, just press Next
- Record the agenda items as "special items to transcribe"

Here is an example of one of these pages:
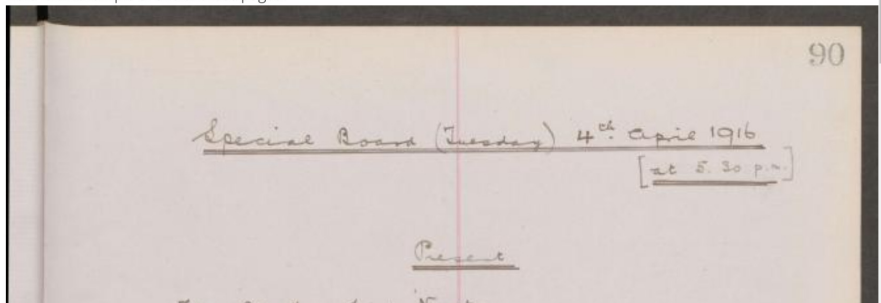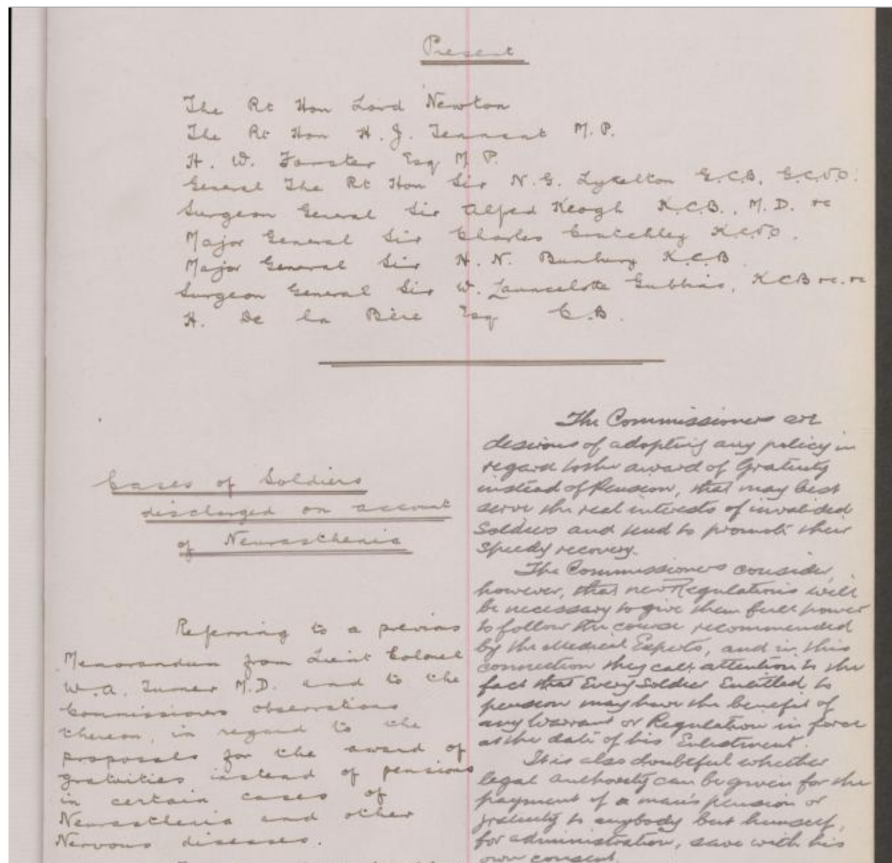
When you have fully recorded the agenda item, press **Next**. If there is another unusual item to transcribe, press **Yes** and transcribe the next one. Keep going until all of the unusual items have been transcribed, then press **No**.

If there is anything extra that you want to tell us about the page then press **Done & Talk** to make a post about the page. Otherwise, just press **Done** and we will load another page for you.

2.3.1 Links

- "video example"
    - Links to the *Scarlets and Blues Transcription: The Meetings workflow (Part 1)* video in the *Towards a National Collection* YouTube channel
    - https://youtu.be/fSqzKCzKhgo

2.3.2 Notes

The bottom of the final example image has not rendered in this screenshot. It does not make an important difference to the example, but is given here:
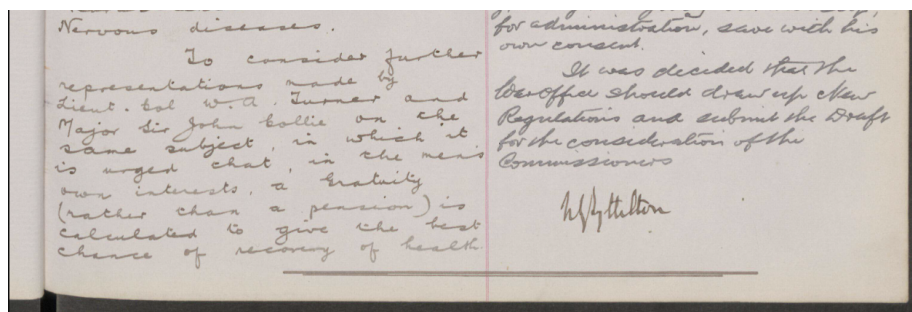
2.4 Meetings: Minutes Pages

< MEETINGS: MINUTES PAGES

This page explains how to transcribe the **minutes pages** of **meetings**. You can also see a [video example](#).

Transcribing a minutes page has two steps. First you transcribe all the tables on the page, then you transcribe the rest of the text.

Please always record all of the agenda items, even if you are only interested in some of them. Otherwise there will be gaps in our record.

TABLES

Tables are a bit fiddly to record, so we do them separately. You will be asked if there are any tables on the page. Please only answer **Yes** if there is text that really has to be treated as a table. You can see the Field Guide page **What is a table?** for more on this.

If there is a table then record the **number** of the agenda item that contains the table, and its **title** if it has one. If the columns of the tables have headings then record these as **column headings**. Then transcribe the table one row at a time, using commas to mark columns and pressing enter at the end of each row. If there are line breaks within a row then please leave these out and transcribe as if everything had been written in a single line.

EXAMPLE

This table has no title, so we leave that blank.

This table has no title, so we leave that blank.

Title

It does have some column headings:

Column headings

Name, Appointed, Resigned

And then it has these rows:

Transcribe the table row-by-row

Miss B.M.N. Carne, 22 Feb 1916, 25 March 1916

" M. Alexander, 26 Feb 1916, 24 March 1916

Mrs O.L. Gwinnell, 9 Dec 1915, 13 April 1916

" F.F. Blamey, 18 Feb 1916, 27 April 1916

" M.D. Nevaid, 2 Dec 1915, 29 Feb 1916

" A.[[G]]. Oliver, 22 Feb 1916, 20 April 1916

Sometimes you might find a table that is too complicated to be recorded in this way. If this happens then just leave the **Transcribe the table row-by-row** box empty. This will tell us that there is a complicated table to deal with. You can see an example of this, and other cases, in the **Table Examples** Field Guide page.

Press **Next** when you have recorded the table. You will be asked if there are more tables. If there are, press **Yes** to go record the next table. If not, press **No** to begin recording agenda items.

AGENDA ITEMS

Record each agenda item on the page. It makes sense to do this from top to bottom, but you can record the items in any order you like.

Please transcribe the text exactly as written, without correcting spellings or expanding abbreviations. Press enter at the end of each line of text as it appears on the page, so that each line you type matches a line of text on the page.

The **agenda item number** is often in the right hand column. Sometimes you might have to go back or forward a page to find the number. Leave this blank if you cannot find the number. We only need the number itself -- no need to record brackets, periods or other punctuation that might appear around it.

The **agenda item title** is underlined in the left hand column at the top of the agenda item.

The **agenda item text** is the text in the left hand column underneath the **agenda item title**.

The **resolution** is the text in the right hand column. This records the board's decision.

Finally, the **subject** is a broad description of the topic under discussion. Please choose the subject that seems to best describe the topic. If none of the subjects fit then leave this blank.

You can see more about transcription in the **Transcription Guidance** Field Guide entry.

OTHER TEXT

Please do not record text outside the agenda items. This includes the title and date of the meeting at the top of the page, the signature at the end of each meeting or any code numbers next to agenda item titles.

FINISHING

When you have fully recorded the agenda item, press **Next**. If there is another item to transcribe, press **Yes** and transcribe the next one. Keep going until all of the agenda items have been transcribed, then press **No**.

If there is anything extra that you want to tell us about the page then press **Done & Talk** to make a post about the page. Otherwise, just press **Done** and we will load another page for you.

2.4.1 Links

- "video example"
    - Links to the *Scarlets and Blues Transcription: The Meetings workflow (Part 2)* video in the *Towards a National Collection* YouTube channel
    - https://youtu.be/0yAkQH2pW0s

2.5 What Is A Table?

WHAT IS A TABLE?

Transcribing tables can be a bit awkward, so we only want to do it when we really have to. If information looks like a table, but can be transcribed as simple lines without losing any information, just transcribe it as part of a normal agenda item. For example, this list can be transcribed as normal text:
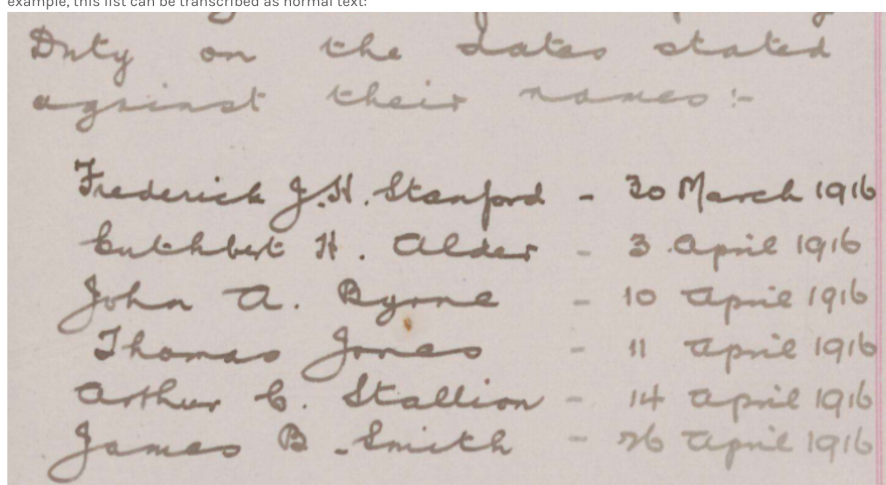
The first two lines in the list can be transcribed as:

Frederick J.H. Stanford - 30 March 1916

Cuthbert H. Alder - 3 April 1916

If there was a title above the column then this would have to be transcribed as a table so that we know exactly what the title refers to.

If there were headings above the column then this would have to be transcribed as a table, because this is the only way that we can tell which part of the text goes with which heading.

For example, this should be transcribed as a table. If this table was transcribed as normal text it would be difficult to know what each date referred to.

13

Name	Appointed	Resigned
Miss B.M.N. Carne	22 Feb 1916	25 March 1916
" M. Alexander	26 Feb. 1916	24 March 1916
Mrs O.L. Gwinnell	9 Dec 1915	13 April 1916
" F. F. Blaney	18 Feb. 1916	27 April 1916
" M. D. Nevard	2 Dec 1915	29 Feb 1916
" A.S. Oliver	22 Feb 1916	20 April 1916

Sometimes tables are the only way to capture structured information on the page. For example, they can help to deal with cases where several lines on the left of a page somehow "connect" to one line on the right. You can see more examples of tables in the **Table Examples** Field Guide entry.

2.6 Table Examples

This page contains a few examples of table transcription.

The first example is a fairly typical table with column headings but no title. You can see the complete transcription.

The second example is a more complicated table. This one has a title but no column headings. It presents its information in two columns, but these are "logically" one column -- the table could just as well be written out as a single column. It is best to transcribe the left hand column of these tables first, then the right hand column, as if it had been written out as a single column. So in this example, when we get to the bottom of the left hand column we would just carry on with "Peas (Split)". This is because it can otherwise be difficult to decide which rows belong together (in this example, would you write "Rice" alongside "Cocoa" or alongside "Coffee")?

The third example is a table that is too hard to transcribe. While it is just about possible to capture the main information, it's tricky to know where to put the £ s d headings, and the footnote adds another complication. So here we have filled in the minute number and the title but left the rows blank to signal that the table is too complex.

The fourth example is arguably not a table, but tables are a good way of capturing this sort of structure information that we cannot get with text alone.

The fifth example is a particularly tricky one. There are really several tables here, joined together. So these would be transcribed as separate tables with titles "Groceries - G.J. Cox & Sons Ltd - as under", "Fruit - Mrs M. Robertson - as under", "Infirmary Nursing Staff(press enter for a new line)Meat - Mrs P Mason - Trustee for the the Creditors of L. Burkett) as under" and "Infirmary Nursing Staff(press enter for a new line)Extra Groceries - G.J. Cox & Sons Ltd - as under". Notice that we are also treating "Infirmary Nursing Staff" as a heading applying to both tables. These tables are also like the second example in that they all "logically" have one column.

The sixth example is a table of claims. This would be quite awkward to transcribe as normal text so we transcribe it as a table instead. We leave the first column heading blank by starting with a comma: **, £. s. d.**. This column heading makes it clear that each set of numbers is a sum of money. Because we are using a table, we are adding one row at a time and so do not have to include all the line breaks. This keeps one item with one price.

The seventh example adds annotations to the table (in red). These can be transcribed as part of the main agenda item rather than the table. As the entries in this table are numbered, we can use uncertainty markers and the numbers to tie the annotations to the right bit of the table, like this:

> [[5]] papers herein (See also Sp. Bd. 1/6/11)
> (Min 8)
> [[6]] [[7]]
> See Sp. Bd. 4/5/1911
> [[8]] Estimates +c herein

The uncertainty markers help to alert us that this table is complicated, but if you do meet one like this then please tell us about it on Talk as well.

The uncertainty markers help to alert us that this table is complicated, but if you do meet one like this then please tell us about it on Talk as well.

Number of item containing the table

8

Title of table (if any)

Column headings (if any)

Names, Appointed, Resigned

Transcribe the table row-by-row

Miss K.M.L. Heddle, 8 Dec 1915, 17 Dec. 1915
" M. Stanley, 2 Dec 1915, 18 Dec 1915
" M.P. Shearer, 29 June 1915, 22 Dec 1915
" B.C. Tayler, 3 Dec 1915, 23 Dec 1915

Number of item containing the table

7

Title of table (if any)

Groceries +c. G.J. Cox & Sons Ltd - (as under)

Column headings (if any)

Transcribe the table row-by-row

Bacon, 134/- per cwt
Barley, 24/- " "
Cocoa, 8d " lb
Coffee 110/- " cwt,

Number of item containing the table

7

Title of table (if any)

Approximate Total Cost for 3 months

Column headings (if any)

, Present Contract 3 months to 29/2/16, Chibnalls, G+B Stevenson

Transcribe the table row-by-row

Number of item containing the table

8

Title of table (if any)

Infirmary

Mutton Chops	Mr. P. Mason	9½d per lb.	
Beefsteaks	Trustee for the	9½d " "	
Gravy Beef	Creditors of	5½d " "	
Roasting Beef	L. Burkett	10d	

Groceries - G. J. Cox Sons Ltd - as under

Arrowroot	3¾d per lb.	Semolina	3/3 per 14 lbs
Cocoa	3/- " "	Sugar	33/- " cwt
Cornflour	4½ " "	Tapioca	30/4 " "
Currants	4¾d " "	Tea (Congo)	2/0½ " lb
Oatmeal	22/6 " cwt		1/11½ " "
Pepper	6d " lb	Calfs foot Jelly	11d " pint
Rice	19/6 " cwt	Barley	1/4½ " 7 lbs
Sago	27/- " "	(Pearl)	
Salt	2/3 " "		

Fruit - Mrs M. Robertson - as under

Oranges	8d	per dozen
Lemons	8d	" "
Bananas	8d	" "
Apples (Cooking)	1/6	" 7 lbs
— " — (Eating)	2/-	" " "

Infirmary Nursing Staff

Meat - Mr. P. Mason - Trustee for the Creditors of L. Burkett } as under

Beef	9d per lb	Sausages		
--- (English)	10d " "	Pork	7d per lb
Mutton	9d " "	Beef	9d " "
Pork	1/- " "	Liver (Sheeps)	10d " "
Veal	1/2 " "	Kidney	
Lamb	9d " "	Sheep	1/6 per doz
Mutton Chops	9½d " "	Ox	8d " lb
Beef Steaks	9½d " "	Suet	7½d " "

of the following claims -

2.6.1 Notes

The bottom of the image showing the *Infirmary* table has been clipped off. This shows the title and transcription of the table:

Another image has been clipped below the table *Infirmary Nursing Staff*. The remainder of the image follows:

Infirmary Nursing Staff

Meat - Mr. P. Mason - Trustee for the Creditors of L. Burkett } as under

Beef	9d per lb		Sausages		
--- (English)	10d		Pork	7d per lb
Mutton	9d		Beef	9d - -
Pork	1/- .. -		Liver (Sheeps)	10d - ..
Veal	1/2 - ..		Kidney	
Lamb	9d		Sheep	1/6 per doz
Mutton Chops	9½d - ..		Ox	8d .. lb.
Beef Steaks	9½d .. -		Suet	7½d .. -
			Tripe	6d .. -

Extra Groceries - G. J. Cox Sons Ltd. - as under:-

Bacon (best)	1/4 per lb.	Haricot	3d per lb
--- (rashers)	1/5	Mecaroni	5d .. ..
Baking Powder	6d	Marmalade	5d .. ..
Biscuits	8d	Mustard	9d .. ..
Alexandra	6¼	Peel (Mixed)	7½d .. ..
Fancy Lunch		Pickles	
Ginger Snaps	7½d	Mixed	2/4 per ½ gal Jar
Obron	7½d	Onions	2/4 .. - ..
Thin Social	7½d	Cabbage	2/1 .. .. ..
Wafers	8½d	Piccalilli	2/4 .. .. ..
Butter	1/7	Raisins	7½d per lb
Coffee	11½d	Sultanas	11d .. -
Curie Powder	8d	Sugar (Loaf)	10/6 - 28 lbs
Figs	5½	--- (Castor)	4½d .. lb
Sardines	1/1 per 1 lb pkt	Vinegar	4d - Quart
Golden Syrup	8½ per tin	Margersons	2/4 .. dozen
(2 lbs)		Soap .	

2.7 People Workflow

Record information about the people involved with the Royal Hospital Chelsea in the index of the minute books.

This page explains how to transcribe lists of names. You can also see a [video example](#).

Please always record all of the entries, even if you are only interested in some of them. Otherwise there will be gaps in our record.

NAME PAGES

Each row in the list contains this information in this order:
- Surname
- Forename(s)
- Title
- Position (job, affiliation, etc.)
- Subject (the reason that this person is mentioned)
- Page number(s) (pages of the meeting minutes where the person is mentioned)

Most of this information is in the left hand column. The subject is in the middle column and page numbers are on the right.

Name lists usually fill a whole page, but sometimes are mixed up with subjects discussed by the board. You can see examples of each at the bottom of this page.

RECORDING A PERSON

On the next screen you will be able to record the information about one person. Please start at the top of the list, entering all of the information from the first row. If an item of information is missing then please leave the box blank.

For these pages, it is more important to record the information than exactly what has been written in the page. For example, if a **position** is written once for several rows, like this, then write it out once for each row.
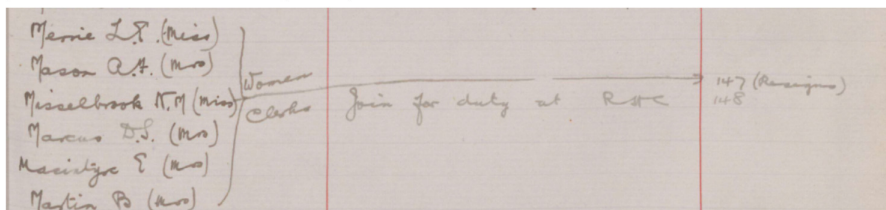
In this example, you would write **Woman clerk** for each row. Where you can, though, you should record exactly what is written on the page. See the Field Guide page **Transcription Advice** for more about how to transcribe the text.

Page numbers sometimes come with extra information, like this:
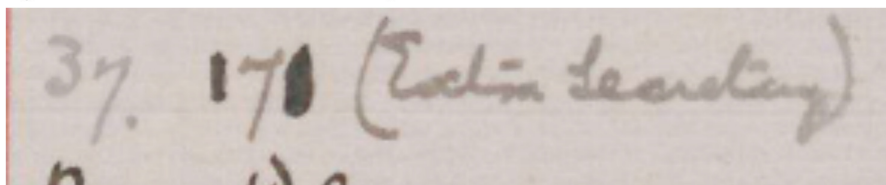
Page numbers sometimes come with extra information, like this:

We enter this information in brackets after the page number. In the above example, the first entry would be `37, 171 (Extra Secretary)` and the second would be `381 (Re-apptd. Commr.)`.
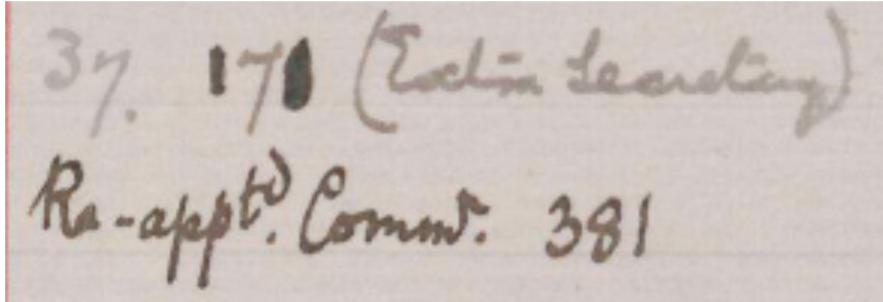
FINISHING

When you have fully recorded the first row, press **Next**. You will be asked **Is there another person to record?**. If there is, press **Yes** and repeat until you have recorded every person in the list. When all of the people have been recorded, press **No**.

If there is anything extra that you want to tell us about the page, press **Done & Talk** to make a post about the page. If not, just press **Done** and we will load another page for you.

2.7.1 Links

- "video example"
  - Links to *Scarlets and Blues Transcription: The People Workflow* video in the *Towards a National Collection* YouTube channel
  - https://youtu.be/x9U6jThk-BI

2.8 Transcription Guidance

This page gives more detailed advice about transcriptions. It might help if you are not sure how to write down a piece of text from the minute book.

Transcribe exactly what is written

The most important thing is to transcribe words exactly as they appear. For instance, please:

- Copy abbreviations exactly, including punctuation
- Do not fix spelling mistakes
- Press enter at the end of each line. **But NOT when transcribing rows in a table.** You can leave a blank line (press enter twice) to indicate a new paragraph.

Exceptions:

- **Ditto marks**, which often look like this:
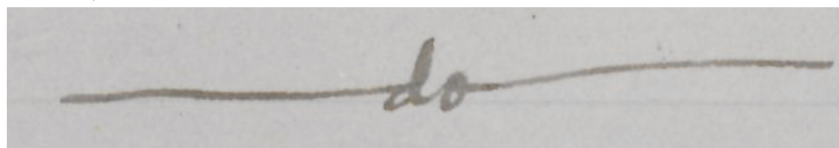
  We prefer these to be transcribed as a modern ditto mark: that is, ".

- **Punctuation and symbols** We would like these to match what it is on the page, but these are much less important than letters. If you're not sure what a symbol is, feel free to give it your best guess and move on.
- **Dividing lines** Horizontal lines often separate agenda items or are drawn around summed up totals. Please just ignore these lines.

Sometimes it is not possible to record exactly what is written. This is most likely to come up with name lists, where you need to make the information on the page fit into the headings that we give you. Please just do your best to record the information on the page.

This can also come up in tables, as in this example:
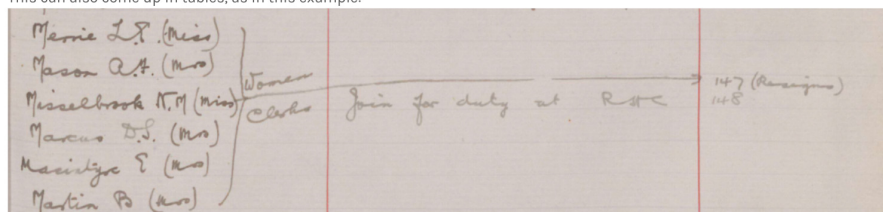
- This should be recorded as if it said:

Merrie L.E. (Miss) Woman Clerk	Joins for duty at RHC	148
Mason A.F. (Mrs) Woman Clerk	Joins for duty at RHC	148

- This should be recorded as if it said:

Merrie L.E. (Miss) Woman Clerk	Joins for duty at RHC	148
Mason A.F. (Mrs) Woman Clerk	Joins for duty at RHC	148
Misselbrook N.M. (Miss) Woman Clerk	Joins for duty at RHC	147 (Resigns), 148
Marcus D.J. (Mrs) Woman Clerk	Joins for duty at RHC	148
Macintyre E (Mrs) Woman Clerk	Joins for duty at RHC	148
Martin B (Mrs) Woman Clerk	Joins for duty at RHC	148

If you run into something you're not sure about, you can ask us about it by posting on the Talk pages.

INSERTIONS AND DELETIONS

In many cases we do not need you to identify insertions and deletions. You can record the insertions as though they were just sitting on the line with the rest of the text, and you can ignore deletions.

For meeting minutes **only**, it is helpful to identify insertions and deletions in agenda item titles, agenda item text and resolution.

- **Insertions** These might well be a bit above the line but can be transcribed as though they are on the line. Please put markers around these so that we know that they are insertions, like this:
  - Original text: Here is some ^{inserted} text.
  - You would type: Here is some [^inserted^] text.
- **Deletions** If you cannot make out what is written under the deleted text you can just write [--]. If you can make it out then you can write the text between the markup, like this:
  - Original text: Here is some ~~deleted~~ text.
  - You would type: Here is some [-deleted-] text.

THINGS TO LEAVE OUT

Do not record text that does not fit into the boxes in the workflows. Examples include:
- "P.T.O." written in the corner of the page
- The signature at the end of each meeting

You do not need to record underlines, lines that separate items on the page or other similar marks.

You might sometimes see text in different coloured ink. There is no need to record the colour.

UNCLEAR TEXT

UNCLEAR TEXT

Please do your best to transcribe unclear text -- we would love you to have a go! The **Difficult Text** Field Guide page has more advice on this.

You can show uncertainty about a word by using doubled-up square brackets, for example, `[[bread]]`.

You can do the same with whole phrases, for example, `[[inpension vote]]`.

If you cannot read the word at all then put ellipsis (3 dots) in the square brackets, like this `[[...]]`.

You can also use ellipsis to show that part of a word is illegible, for example `Bro[[...]]ing`.

FOOTNOTES

You may see all sorts of symbols used to mark footnotes, including ※ * † and others that I cannot easily type. You don't need to reproduce these symbols in your transcriptions. Instead, please just use the `[[]]` convention for uncertain text to give the footnotes numbers in the main text. Then write the footnotes with the corresponding numbers beneath. Here is an example based loosely on a page that you can see here:

To read a letter from the War Office [[1]] stating that

a thing happened on 16th February 1917. [[2]]

[[1]] War Office letter No. 9847

[[2]] Date afterwards amended to 18th February

FALSE FRIENDS

Some letters are misleading to modern eyes. Sometimes capital letters look exactly like modern lower case letters, as in the large 'a' that stands for a capital 'A'. Other letters just look wrong to modern eyes -- it is easy to mistake 'F' or 'T' for 'J', 'J' for 'g' or 'C' for 'b'. See the **Examples of Capital Letters** entry for examples.

2.8.1 Links

- "based loosely on a page that you can see here"
    - Links to a *Scarlets and Blues* Talk page in the *Notes* board, titled *Subject 68962030*. Various footnote symbols were discussed here.
    - https://www.zooniverse.org/projects/bogden/scarlets-and-blues/talk/3533/2160901
    - This is a case of instructions added after the beginning of the project.
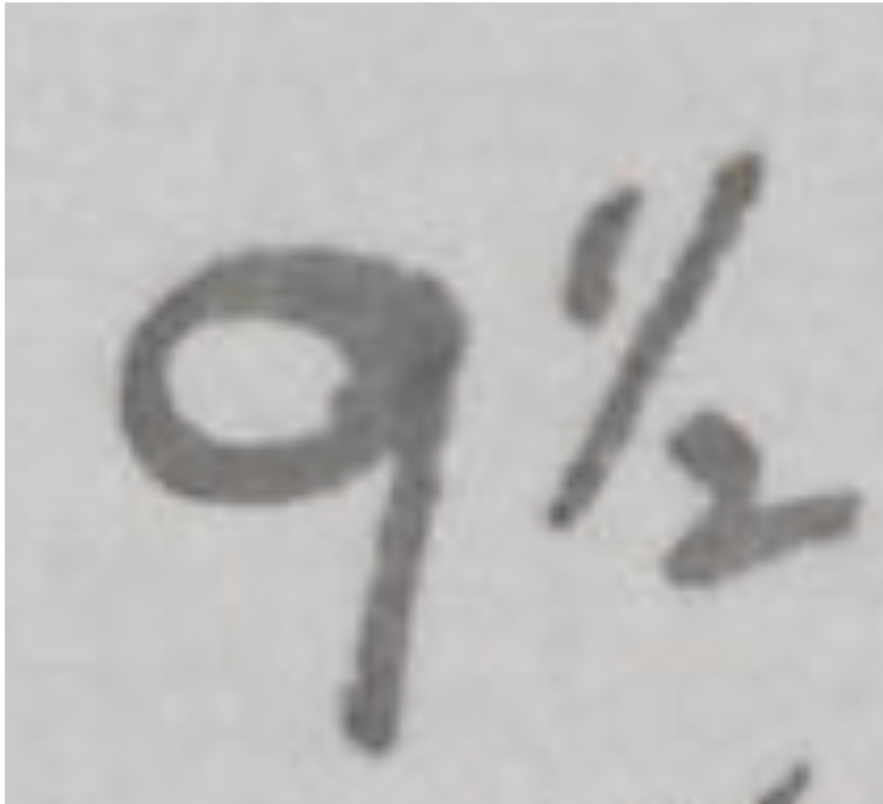
2.9 Transcribing Numbers and Money
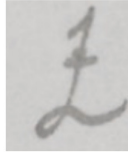
Numbers

If a number is written as a word (for example, "ten"), please write it as a word. If it is written in digits (for example, "10"), please write it as digits. Fractions should be as close to the text as possible. For example, this image should be written as "9 1/2"

Sometimes text that looks like a fraction is actually money in shillings and pence. For example, this image means "nineteen shillings and six pence" but we still just write "19/6":

25
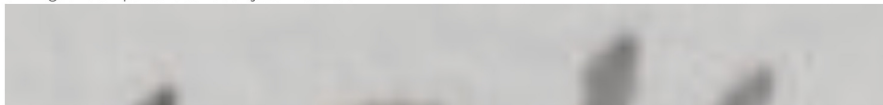
Sometimes text that looks like a fraction is actually money in shillings and pence. For example, this image means "nineteen shillings and six pence" but we still just write "19/6":
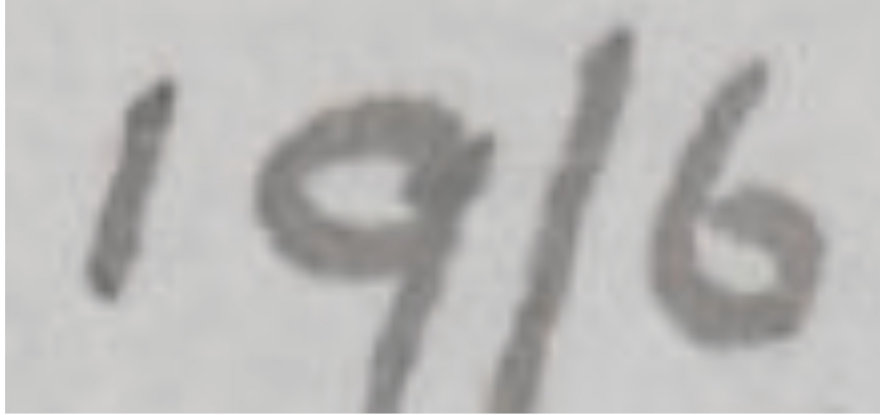
Money

You might see money written in different ways. Here are some examples.

1. Pounds, shillings and pence in a fairly familiar style:
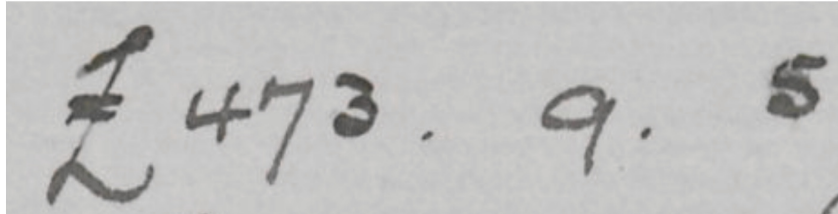
2. Shillings and pence, separated by a slash:
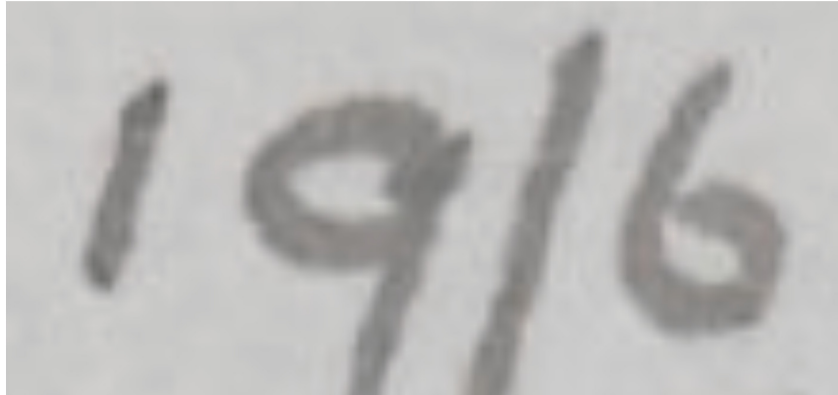
3. Shillings and pence, with s as a superscript (above the line):

3. Shillings and pence, with s as a superscript (above the line):

4. Pence, with d as a superscript (above the line):

5. Pence, with a fraction (and with d as a superscript again):

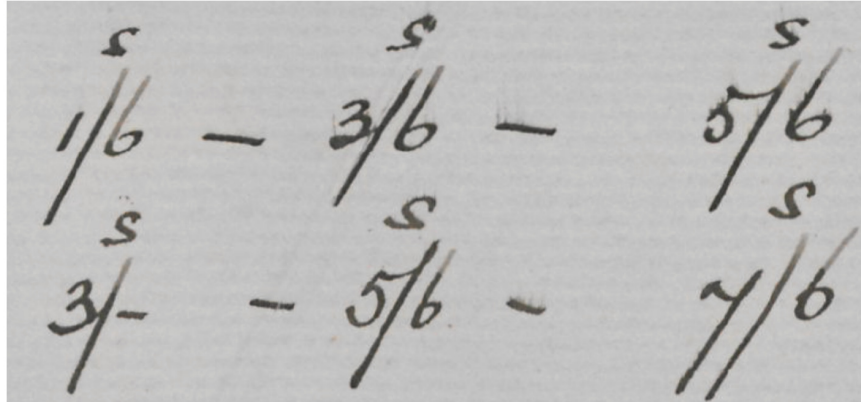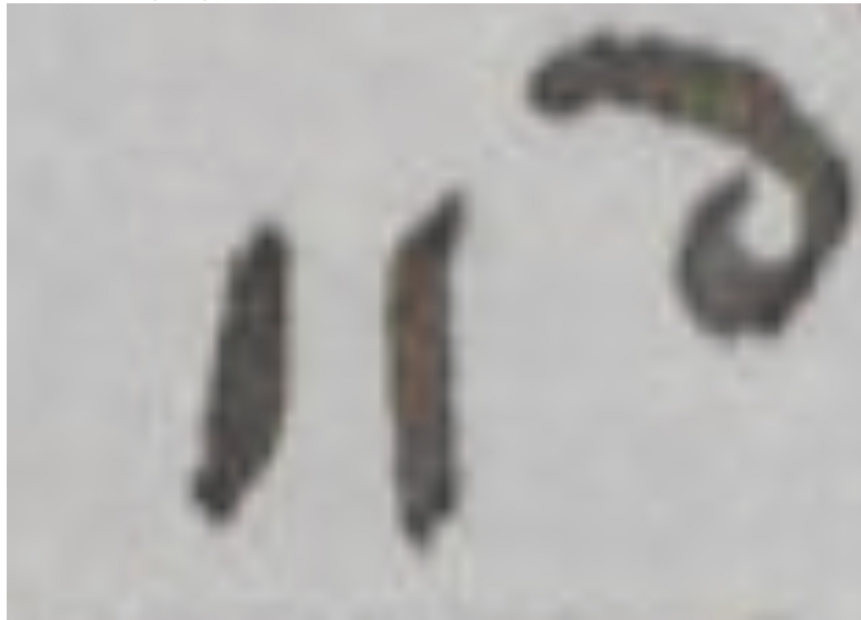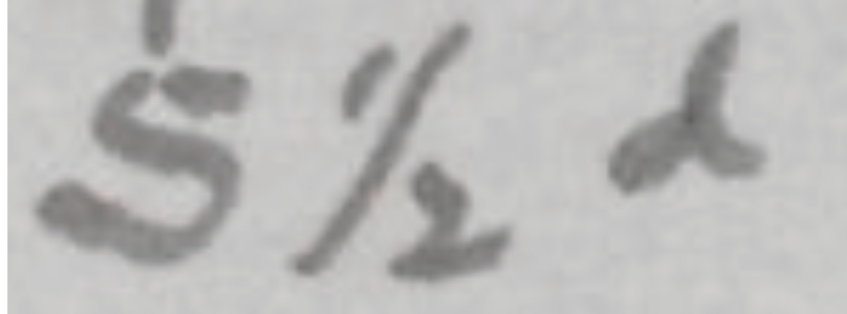5. Pence, with a fraction (and with d as a superscript again):

We like exact transcriptions where possible. Where money is written out in a single line, it is easy to transcribe exactly. **Example 1** above should be written as **£473.9.5** and **example 2** should be written as **19/6**.

Sometimes you can just ignore superscripts. The first case in **example 3** should be written as **1/6**. This is completely clear, as this is a normal way of saying "one shilling and sixpence".

Leaving out the **d** in **example 4** would be unclear: 11 what? So this should be written as **11d**.

Example 5 again needs the **d** to be included in the transcription, but here we have to deal with a fraction as well. This should be written as **5 1/2d**.

If you're not sure what to do then please ask on the Talk pages.

This currency converter might give you some idea of the modern value of sums of money. If you would like to know more about old money, you can read this guide from the University of Nottingham.

If your keyboard does not have a pound sign then please see the advice on this Talk page.

2.9.1 Links

- "currency converter"
  - Links to *The National Archives* web page titled *Currency converter: 1270–2017*
  - https://www.nationalarchives.gov.uk/currency-converter/
- "guide from the University of Nottingham"
  - Links to a page titled *Money* within a research guide on *Weights and Measures* from the *Manuscripts and Special Collections* department at the *University of Nottingham*
  - https://www.nottingham.ac.uk/manuscriptsandspecialcollections/researchguidance/weightsandmeasures/money.aspx
- "If your keyboard does not have a pound sign then please see the advice on this Talk page"
  - Links to a *Scarlets and Blues* Talk page in the *Technical issues* board, titled *Symbols for non-UK keyboard*
  - https://www.zooniverse.org/projects/bogden/scarlets-and-blues/talk/4757/2161857
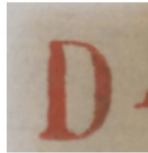
2.10   Difficult Text

This page gives advice about reading difficult text in the minute books. The handwriting is mostly quite clear, but it isn't always easy to read and some letters in older handwriting can look odd to modern eyes. If you are looking for help with other transcription questions, try the **Transcription Guidance** page of the Field Guide.

Context can be very helpful -- this is why we recommend starting with the Meeting workflow. Looking at the rest of the sentence might help you to work out what a tricky word is. You can also try to find out more about the word. For example, if a name is difficult to read in the index then you can look at the page where the person is discussed. The name might be clearer there. You also might be able to find out more about a person or company by doing your own research on the internet. If you do carry out a bit of research then please share it on the Discoveries Talk board!

Examples of tricky writing might help. You can see some by looking for the #deceptivewriting tag in the Talk pages. You can add to the examples by posting your own discoveries with this tag!

Information in the Discoveries Talk board might also help with transcription. At time of writing we have a glossary, lists of army ranks and of regiments, and some information about disability pensions.

The Field Guide entries **Common Names** and **Examples of Capital Letters** give examples from the handwriting, which might be helpful.

For general advice about reading old handwriting, see:
- Palaeography tutorial at The National Archives
- The Natural History Museum's palaeography guide

These resources have more examples of letters (and transcriptions):
- Letters from the First World War, part one
- Letters from the First World War, part two
- The Great War site at The National Archives (also contains teaching information relating to the sources and the period)

2.10.1   Links

- "please share it on the Discoveries Talk Board!"
  - Links to the *Discoveries & Helpful Background* board on the *Scarlets and Blues* Talk pages
  - https://www.zooniverse.org/projects/bogden/scarlets-and-blues/talk/3900
- "#deceptivewriting"
  - Links to a search for the hashtag #deceptivewriting on the *Scarlets and Blues* Talk pages
  - https://www.zooniverse.org/projects/bogden/scarlets-and-blues/talk/tags/deceptivewriting
- "Information in the Discoveries Talk board"
  - Again, links to the *Discoveries & Helpful Background* board on the *Scarlets and Blues* Talk pages
  - https://www.zooniverse.org/projects/bogden/scarlets-and-blues/talk/3900
- "glossary"
  - Links to a *Scarlets and Blues* Talk page in the *Discoveries & Helpful Background* board, titled *Glossary*
  - https://www.zooniverse.org/projects/bogden/scarlets-and-blues/talk/3900/1703338?comment=2765732
- "lists of army ranks"
  - Links to a *Scarlets and Blues* Talk page in the *Discoveries & Helpful Background* board, titled *Ranks of the British Army*
  - https://www.zooniverse.org/projects/bogden/scarlets-and-blues/talk/3900/1703349?comment=2765750
- "regiments"
  - Links to a *Scarlets and Blues* Talk page in the *Discoveries & Helpful Background* board, titled *List of British Army*

Regiments (order of precedence and alphabetical) – as designated in 1881

- – https://www.zooniverse.org/projects/bogden/scarlets-and-blues/talk/3900/1703399?comment=2765847
- "information about disability pensions"
  - – Links to a *Scarlets and Blues* Talk page in the *Discoveries & Helpful Background* board, titled *Disability Pensions*
  - – https://www.zooniverse.org/projects/bogden/scarlets-and-blues/talk/3900/1703534?comment=2766091
- "Palaeography tutorial at The National Archives"
  - – Links to a tutorial titled *Palaeography* at *Home > Records > Understand the archives > Reading old documents* on *The National Archives*' web site
  - – https://www.nationalarchives.gov.uk/palaeography/default.htm
- "The Natural History Museum's palaeography guide"
  - – Dead link to a document. A snapshot is available on the Wayback Machine.
  - – Original (dead) link: http://wallaceletters.info/sites/wallaceletters.info/files/NHM_Palaeography_Guide_2014.pdf
  - – Wayback Machine snapshot: https://web.archive.org/web/20211011021209/http://wallaceletters.info/sites/wallaceletters.info/files/NHM_Palaeography_Guide_2014.pdf
- "Letters from the First World War, part one"
  - – Links to a classroom resource titled *Letters from the First World War, part one* at *Home > Education > Classroom resources* on *The National Archives*' web site
  - – https://www.nationalarchives.gov.uk/education/resources/letters-first-world-war-1915/
- "Letters from the First World War, part two"
  - – Links to a classroom resource titled *Letters from the First World War, part two* at *Home > Education > Classroom resources* on *The National Archives*' web site
  - – https://www.nationalarchives.gov.uk/education/resources/letters-first-world-war-1916-18/
- "The Great War site at The National Archives"
  - – Links to a classroom resource titled *Great War 1914-1918* at *Home > Education > Classroom resources* on *The National Archives*' web site
  - – https://www.nationalarchives.gov.uk/education/greatwar/

2.11 Unusual Symbols & Abbreviations

This page covers a few unusual symbols and abbreviations that you might see in the documents. If you meet more of them then please tell us about it over on this post, or on the Transcription Queries talk page, or by pressing **Done and Talk** when you complete a classification.

We do not need to be too fussy about symbols -- it is the letters and words that we would like to get as exact as possible.

£: The British pound. Volunteers with non-UK keyboards might have trouble typing this. Windows users can type it by holding down the left **Alt** key, typing **0163** on the numeric keypad and then releasing **Alt**. Mac users can hold down **Option** and press **3**. Or you can copy and paste the £ in this sentence. Many thanks to our volunteers for providing this information -- you can see more advice and ask questions about this issue on this Talk post. There is more on British currency of the time in the **Transcribing Numbers** entry of the Field Guide.

+c: This seems to mean "etc" (which is short for "et cetera" and is used to mean something like "and so on"). You should write it literally as it looks in the text: +c.

A/C This is often written a bit oddly, as in the example on this Talk page. It is short for account and should just be transcribed as A/C.

+ This can be read as 'and' or '&', but should be written literally as a +. It sometimes merges with other letters (particularly 's', as in this example) so that it is impossible to tell if we are looking at a '+' or an '&'. It doesn't matter for our purposes which symbol you choose, but please do not write 'and' if that word does not appear.

PTO This is often written at the bottom right of a page. It is short for "Please Turn Over" and just means that the text continues on the next page.

※ * †: These are all used to mark footnotes. You may well see other odd symbols that I cannot easily type, such as the one in the icon at the top of this page. See the **Transcription Guidance** Field Guide page for how to transcribe footnotes.

2.11.1 Links

- "this post"
    - Links to a *Scarlets and Blues* Talk page in the *Transcription Queries* board, titled *Abbreviations or symbols needing definition for those of us across the pond*
    - https://www.zooniverse.org/projects/bogden/scarlets-and-blues/talk/3899/2165963
- "Transcription Queries"
    - Links to the *Transcription Queries* board on the *Scarlets and Blues* Talk pages
    - https://www.zooniverse.org/projects/bogden/scarlets-and-blues/talk/3899
- "you can see more advice and ask questions about this issue on this Talk post"
    - Links to a *Scarlets and Blues* Talk page in the *Technical issues* board, titled *Symbols for non-UK keyboard*
    - https://www.zooniverse.org/projects/bogden/scarlets-and-blues/talk/4757/2161857
- "This is often written a bit oddly, as in the example on this Talk page"
    - Again, links to the *Scarlets and Blues* Talk page in the *Transcription Queries* board, titled *Abbreviations or symbols needing definition for those of us across the pond*
    - https://www.zooniverse.org/projects/bogden/scarlets-and-blues/talk/3899/2165963
- "(particularly 's', as in this example)"
    - And again, links to the *Scarlets and Blues* Talk page in the *Transcription Queries* board, titled *Abbreviations or symbols needing definition for those of us across the pond*
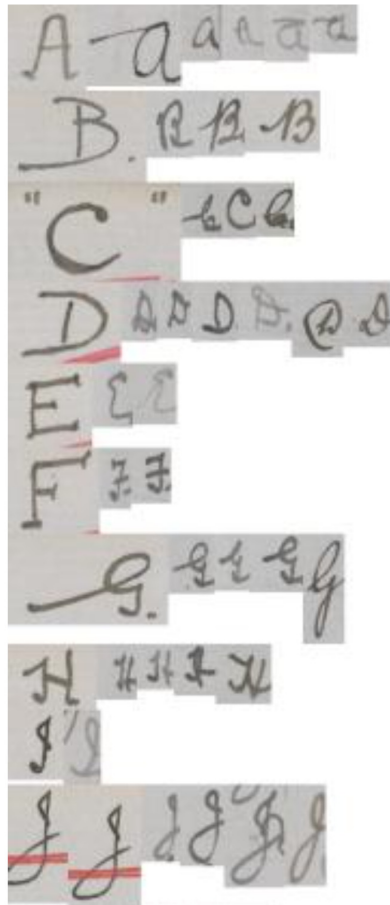   - https://www.zooniverse.org/projects/bogden/scarlets-and-blues/talk/3899/2165963

2.12   Examples Of Capital Letters
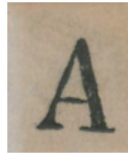
The following image shows examples of capital letters in the minute books from A-X (I couldn't find a Z). Notice that sometimes the capital letters look exactly like modern lower case letters, as in the large 'a' that stands for a capital 'A'. Other letters just look wrong to modern eyes -- it is easy to mistake 'F' or 'T' for 'J', 'J' for 'g' or 'C' for 'b'.

These examples might make the writing look harder than it really is! It is easier to make letters out when they appear as part of words and sentences.
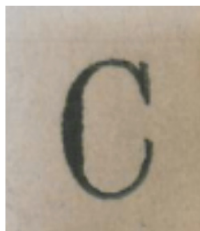
‹   COMMON NAMES

This page lists common names that you might meet in the minute books, so that you can refer to them when transcribing the text. It also contains some written text so that you can see examples of how the letters look. This list can be extended, please feel free to tell us about names that you often run into over on the Talk pages.

COMMISSIONERS

This list is taken from Hansard. These names are listed on the attendance pages at the beginning of each meeting but do turn up elsewhere too.

- Brigadier General A.G. Balfour
- H. De la Bère (it is fine to write this without the accent -- "De la Bere")
- Sir R.H. Brade
- Major General Sir H.N. Bunbury
- Colonel C.H.P. Carter
- Sir Thomas Cave-Browne-Cave
- Major General Sir Charles Crutchley
- Major-General E.J. Dickson
- H.W. Forster M.P.
- Surgeon-General Sir Launcelotte Gubbins
- Lieutenant Colonel H.P. Hancox
- Surgeon General Sir A. Keogh
- General Sir Neville G. Lyttleton
- The Right Honourable Lord Newton
- The Right Hon. H.J. Tennant M.P.

The following image collects examples of all of these names except for Brade.

The following image collects examples of all of these names except for Brade.

2.13.1 Links

- "Talk pages"
  - Links to the *Scarlets and Blues* Talk pages
  - https://www.zooniverse.org/projects/bogden/scarlets-and-blues/talk
- "Hansard"
  - Page on the *Hansard* web site, titled *Chelsea Commissioners. Volume 83: debated on Wednesday 28 June 1916*
  - https://hansard.parliament.uk/Commons/1916-06-28/debates/66e62922-4a19-49dd-ba92-146aebecf1e1/ChelseaCommissioners

<   **NAVIGATING THE INTERFACE**

You may find that part of the interface disappears off the bottom of your screen. You can avoid too much scrolling up and down by zooming out to make the whole interface fit. Hold the "Ctrl" key and press "-" to zoom out on the whole interface. Hold the "Ctrl" key and press "+" to zoom in.

You can use pan to scroll the page that you are reading separately from the interface where you are entering information.

You can use pan and zoom to help read the text on the page. This is easier with a mouse than a touchpad. You can also scroll with the arrow keys on your keyboard.
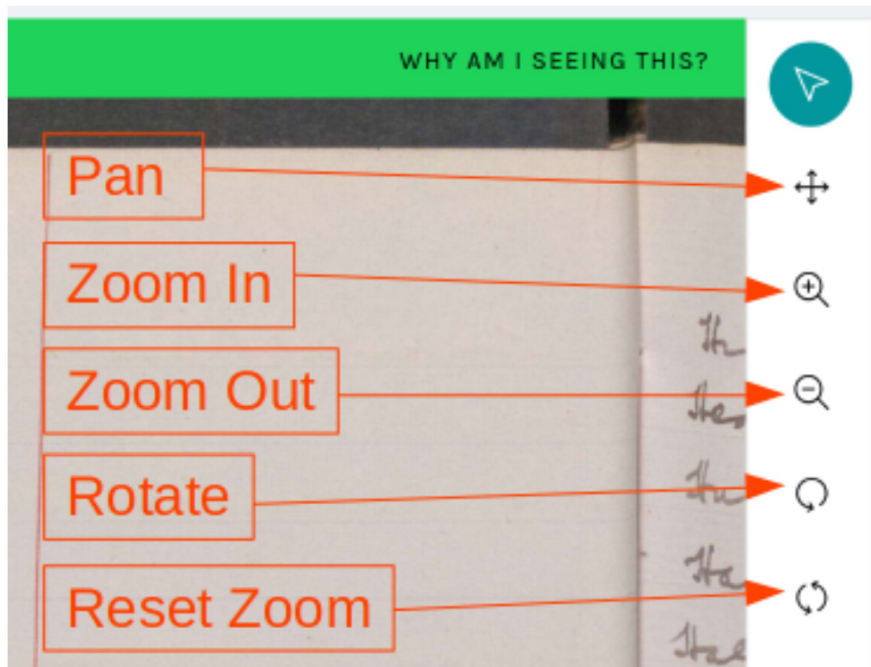
< **USING THE INDEX**

You don't have to think about it if you don't want to -- you can just pick any record from the list.
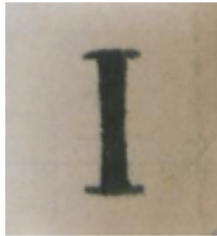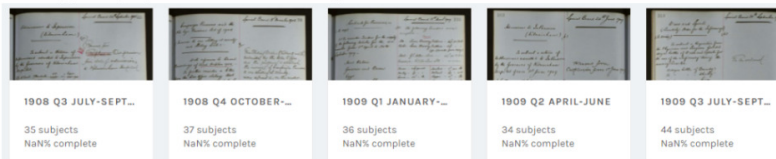
If you do want to make a more conscious choice then you can look in the indexes of the minute books for something interesting to read. See **How do I see the Minute Book indexes?** in the FAQ for how to find those indexes.

You pick a record in 3 stages. First you pick a workflow from **Meetings** or **People**.

Then you pick a "subject set". For **Meetings** the subject sets have been arranged by quarter within the year, like this:

1908 Q3 JULY-SEPT...	1908 Q4 OCTOBER-...	1909 Q1 JANUARY-...	1909 Q2 APRIL-JUNE	1909 Q3 JULY-SEPT...
35 subjects NaN% complete	37 subjects NaN% complete	36 subjects NaN% complete	34 subjects NaN% complete	44 subjects NaN% complete

Finally, you pick a page within the subject set from the index. The **Meetings** index looks like this:

1910 Q4 OCTOBER-DECEMBER				
SUBJECT_ID	CATALOGUE 🔍	PAGE ∧ 🔍	DATE December 🔍	STATUS
69734882	WO 250/433/127	406	1 December 1910	Available
69734883	WO 250/433/127	407	1 December 1910	Available

SUBJECT_ID links to the page. Click on this to start transcribing.

CATALOGUE is the planned catalogue reference for the record. The first two levels already exist in the catalogue and identify the minute book. The third level identifies the meeting and will be added to the catalogue using data from this project.

PAGE is the page number in the minute book -- helpful if you're using the index to find interesting subjects.
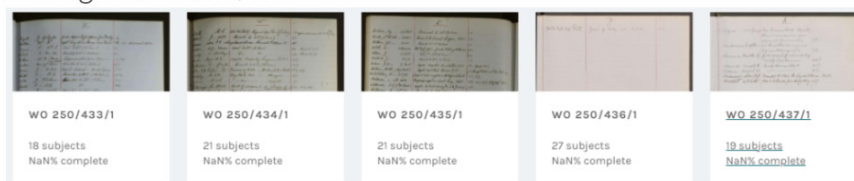
DATE is the date of the meeting -- helpful if you're following a reference in

DATE is the date of the meeting -- helpful if you're following a reference in another meeting, or if you're interested in events at a particular time.

STATUS tells you the status of the record. **Available** means that the records still needs transcriptions. **Already Seen** means that you have already transcribed this record, but it is waiting to collect more transcriptions from others. **Retired** means that it has already collected enough transcriptions, but you can still look at if you want to refer to it for any reason.

You can search and sort on the columns in the index. In the example above, there is a search for dates in December and a sort on Page.

The **People** workflow has one subject set per book, named for the catalogue reference, like this:

WO 250/433/1	WO 250/434/1	WO 250/435/1	WO 250/436/1	WO 250/437/1
18 subjects NaN% complete	21 subjects NaN% complete	21 subjects NaN% complete	27 subjects NaN% complete	19 subjects NaN% complete

You then choose a page from this index:

WO 250/433/1		
SUBJECT_ID	SURNAMES STARTING WITH 🔍	STATUS
69734377	A	Available
69734378	B	Available

SUBJECT_ID and **STATUS** mean the same as in the Meetings index.

SURNAMES STARTING WITH tells you which letter surnames you will find here -- helpful if you're looking for a particular name.

2.15.1 Links

- "FAQ"
  - Links to the *Scarlets and Blues* FAQ
  - https://www.zooniverse.org/projects/bogden/scarlets-and-blues/about/faq

CHANGES SINCE BETA

This page just lists the main changes since beta testing, for any beta testers who are joining us.

1. For attendance pages, the resolutions of the final two 'standard minutes' have been changed. This is because, across the full five minute books, a different resolution is more common.

2. Blank pages have been removed from the project. As a result, there is no longer a 'Blank page' choice in the Meetings workflow.

3. Index pages that do not list names have been removed from the project. As a result, the first question of the People workflow has been removed. The indexes can still be viewed at The National Archives' catalogue, as described in the FAQ.

4. We have added tags for inserted and deleted text. We only really need these in agenda item titles, agenda item text and resolutions, as this is the text that we might use for handwritten text recognition training.

Insertions These might well be a bit above the line but can be transcribed as though they are on the line. Please put markers around these so that we know that they are insertions, like this:

- Original text: Here is some ^{inserted} text.
- You would type: Here is some [^inserted^] text.

Deletions If you cannot make out what is written under the deleted text you can just write [--]. If you can make it out then you can write the text between the markup, like this:

- Original text: Here is some ~~deleted~~ text.
- You would type: Here is some [-deleted-] text.

2.16.1 Links

- "FAQ"
    - Links to the *Scarlets and Blues* FAQ
    - https://www.zooniverse.org/projects/bogden/scarlets-and-blues/about/faq

Tutorial

Welcome to Scarlets & Blues, our project to discover more about how the Royal Hospital Chelsea operated in the era of the First World War.

The minute books of the hospital's Special Board contain little-known information about the lives of hospital staff and soldiers during the First World War. You can help us to learn more about these people by recording information from the indexes of these minute books.

Please note that the standard Zooniverse license does not apply to Scarlets and Blues. The National Archives is a UK government department, which means that all of the material we create is subject to Crown copyright. By contributing to this project, you agree to assign the rights to any material you create to the Crown so that it can be freely re-used under the terms of the Open Government Licence (OGL). For more information, see the FAQ.

‹ ● ○ ○ ○ ○ ›

Find the 'name list'

You will see a page from the index. We are only interested in name lists. Usually the whole page is a name list, with a capital letter at the top and a list of names beneath. Sometimes the list of names is part way down a page. We are only interested in the list of names, please ignore the other information.

See the Field Guide page **Meetings: Attendance Pages** for more help.

Who was this person?

The next thing to do is to record the details about each person. Start at the top of the list and record the information in all 3 columns of the first row. Copy the text exactly as it is written on the page.

Press **Next** when you have recorded the first row.

See the Field Guide page **People** for more help.

Next person

Is there another person to record?

Yes

No

NEED SOME HELP WITH THIS TASK?
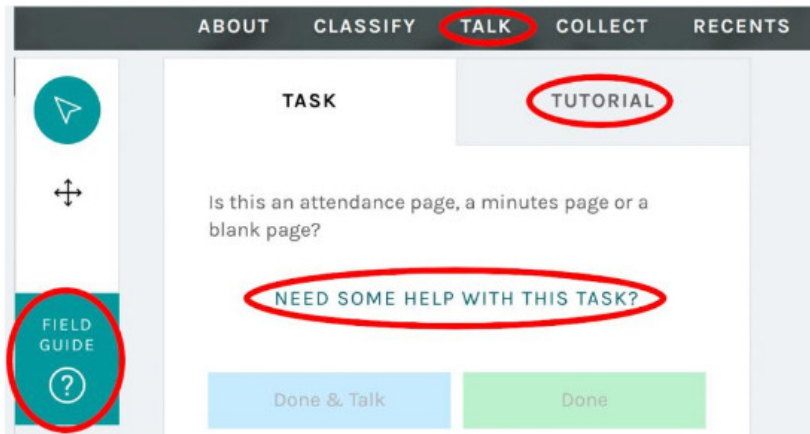
Back	Done & Talk	Done

If there is another person to record, press **Yes** to enter their details. Keep going until all of the people have been recorded.

When everybody is recorded, press **No**. If there is anything extra that you want to tell us about the page press **Done & Talk** to make a post about the page. Otherwise, just press **Done** and we will load another page for you.

‹ ○ ○ ○ ◉ ○ ›

More help

You can see a video example of transcribing a People page [here](#).

If you have questions you can look at the Field Guide for more detailed instructions, or you can post them on the Talk pages -- you might find that somebody has already answered your question there!

Many pages have their own help information. You can see it by clicking on **NEED SOME HELP WITH THIS TASK?** You can press the **Tutorial** tab at any time to see this tutorial again.

Thank you for contributing to our project!

<   ○ ○ ○ ○ ●   >

3.0.1 Links

- "the FAQ"
  - Links to the *Scarlets and Blues* FAQ
  - https://www.zooniverse.org/projects/bogden/scarlets-and-blues/about/faq
- "You can see a video example of transcribing a People page here."
  - Links to *Scarlets and Blues Transcription: The People Workflow* video in the *Towards a National Collection* YouTube channel
  - https://youtu.be/x9U6jThk-BI

4 People Workflow Task Help

4.1 Task: (Enter person details)[1]

NEED SOME HELP WITH THIS TASK?   ⊗

Starting from the top, fill in the information for each person. Type exactly what you see.

Missing Information If a piece of information is not given in the text then just leave the relevant field empty. For example, if no position is give, do not enter anything under the **Position** heading.

Illegible Words If you're not sure about a word, put double square brackets around it. For example: **[[bread]]**. See **Transcription Guidance** and **Difficult Text** in the Field Guide for more help with this.

Ditto Marks Where ditto marks of any kind are given (for example, **---do---**), write them as a modern ditto mark: **"**.

Page Numbers Separate page numbers with commas. If any text belongs with a page number then put it in brackets after the page number, for example **27, 46 (resigns), 104 (rejoins)**.

Illegible Words If you're not sure about a word, put double square brackets around it. For example: **[[bread]]**. See **Transcription Guidance** and **Difficult Text** in the Field Guide for more help with this.

Ditto Marks Where ditto marks of any kind are given (for example, **---do---**), write them as a modern ditto mark: **"**.

Page Numbers Separate page numbers with commas. If any text belongs with a page number then put it in brackets after the page number, for example **27, 46 (resigns), 104 (rejoins)**.

Positions

Sometimes a position is written once for several rows. Please type the position for each row. For example, if several rows are covered by the position **Woman clerks**, enter **Woman Clerk** in the **Position** box for each of the rows.

The **Position** box can be used for jobs, regiments or other roles, such as membership of the Red Cross.

---

[1] This task does not have an explicit title in the user interface

4.2   Task: Is there another person to record?

If there are more people to record then choose **Yes**.

If there are no more people to record then choose **No**.

Ignore other information on the page. If you have transcribed all of the names and there is other information on the page, you should still choose **No**.

Tutorial

Welcome to Scarlets & Blues, our project to discover more about how the Royal Hospital Chelsea operated in the era of the First World War.

The minute books of the hospital's Special Board contain little-known information about the lives of hospital staff and soldiers during the First World War. You can help us learn more about the running of the hospital by transcribing the minutes of the board's meetings.

Please note that the standard Zooniverse license does not apply to Scarlets and Blues. The National Archives is a UK government department, which means that all of the material we create is subject to Crown copyright. By contributing to this project, you agree to assign the rights to any material you create to the Crown so that it can be freely re-used under the terms of the Open Government Licence (OGL). For more information, see the FAQ.

< ● ○ ○ ○ ○ ○ ○ ○ ○ >

Identify the type of page
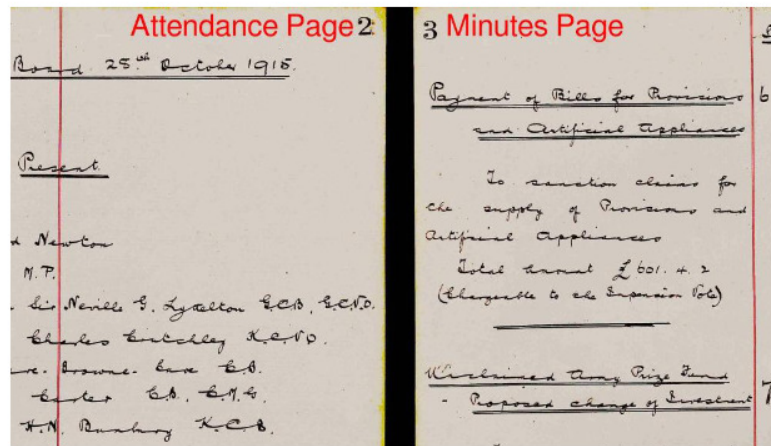
You will be shown a page from the minutes. Each meeting starts with an **attendance page** which lists the people who were at the meeting under the heading **Present**. The other pages (**minutes pages**) list the things the board discussed (**agenda items**).

The first thing to do is tell us which kind of page you are looking at, so that we can ask you the right questions about it.

See the Field Guide page **Meetings** for more help.

Minutes Pages: Tables

Now you will be asked if there are any tables on the page. If there are, press **Yes, there is at least one table to transcribe**.

On the next screen, record the number of the agenda item that contains the table. If the table has a title or column headings then record those too.

Finally, record the contents of the table, starting with the first row. Copy the text exactly as it is written on the page.

Use commas to mark columns and press enter at the end of each row.

See the Field Guide pages **Meetings: Minutes Pages**, **What Is A Table?**, **Table Examples** and **Transcription Guidance** for more help.

Minutes Pages: What did they talk about?

You will see a screen for recording each topic, or **agenda item**, discussed by the board. Record the information for the agenda item – its **number**, **title** and **text** – on the left of the page. The decision reached by the board (the **resolution**) goes on the right.

You can also pick a **subject** to tell us what category of thing was discussed – such as, for example, 'admissions', 'patients', 'staffing'.

Copy the text exactly as it is written on the page. Press enter at the end of each line of text, so that the lines you type up match those written on the page.

See the Field Guide pages **Meetings: Minutes Pages** and **Transcription Guidance** for more help.

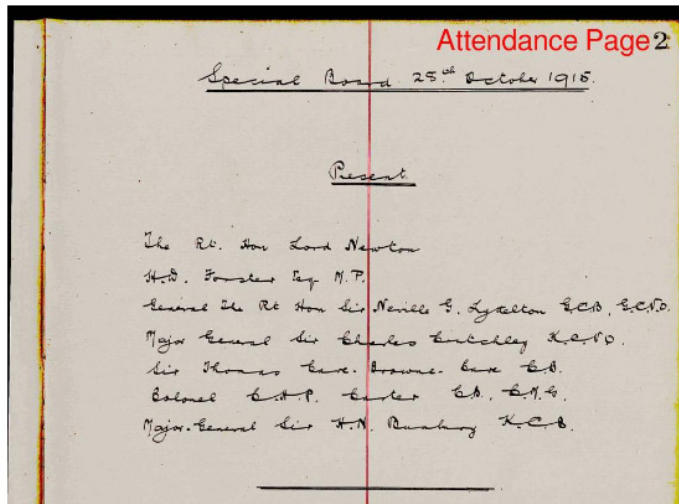## Minutes Pages: Next item

Is there another agenda item to transcribe?

Yes

No

Now you will be asked if there is another agenda item to transcribe. Press **Yes** to go back to the previous screen and record the next agenda item. Keep going until all of the agenda items have been transcribed.

Attendance Pages: Who was there?

Now we will go through what happens if you choose **Attendance page** in the first step.

You will see a list of the hospital's commissioners. Click on each of the people who were at the meeting.

Sometimes there are people at the meeting who are not in our list. If this happens add the extra people using the **Present (other attendees)** text box at the bottom of the screen. Press enter after each name, so that each person appears on a separate line.

See the Field Guide page **Meetings: Attendance Pages** for more help.

Attendance Pages: What did they talk about?
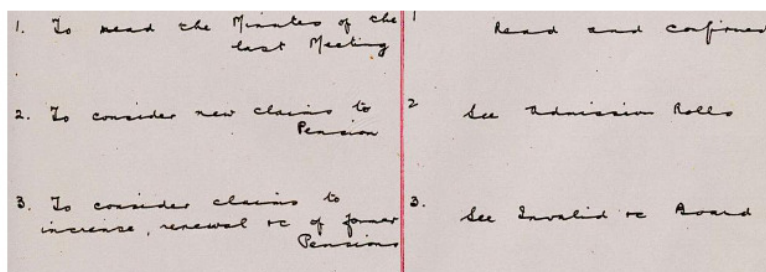
Attendance pages nearly always list the same 5 topics, or agenda items. In the interface, click on each of the agenda items you can see on the attendance page and press **Next**.

See the Field Guide page **Meetings: Attendance Pages** for more help.

Attendance Pages: What did they talk about?

Are there any special agenda items to transcribe?

Yes

No

NEED SOME HELP WITH THIS TASK?

Back	Done & Talk	Done

Now you will be asked **Are there any special agenda items to transcribe?** If you clicked on all of the items in the list then press **No**. Otherwise, press **Yes** to record the special items like any other agenda item. See the Field Guide page **Meetings: Attendance Pages** for more help.

When the whole page has been transcribed you will be able to move on. If there is anything extra that you want to tell us about the page press **Done & Talk** to make a post about the page. Otherwise, just press **Done** and we will load another page for you.

More help
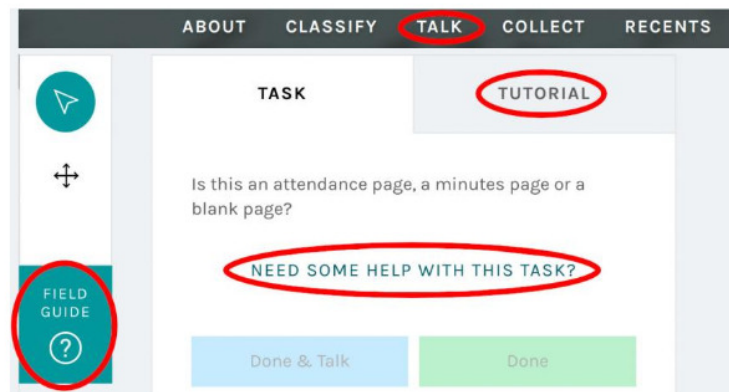
You can see video examples of transcribing Meeting pages [here](#).

If you have questions then you can look at the Field Guide for more detailed instructions, or you post them on the Talk pages -- you might find that somebody has already answered there!

Many pages have their own help information: click on NEED SOME HELP WITH THIS TASK? to see it. You can press the **Tutorial** tab at any time to see this tutorial again.

Thank you for contributing to our project!

Get Started

5.0.1 Links

- "the FAQ"
    - Links to the *Scarlets and Blues* FAQ
    - https://www.zooniverse.org/projects/bogden/scarlets-and-blues/about/faq
- "You can see video examples of transcribing Meeting pages here"
    - Links to the *Scarlets and Blues Walkthough* in the *Towards a National Collection* YouTube channel
   - https://youtube.com/playlist?list=PLRIxrpy54RHa27xcP31kiD05m0o-WCPPV

6 Meetings Workflow Task Help

6.1 Task: Is this an attendance page or a minutes page?

NEED SOME HELP WITH THIS TASK?   ⊗

An **attendance page** starts with a heading and a list of names. There are also some standard agenda items.

A **minutes page** contains agenda items on the left, and the board's action on the right.

Example attendance page
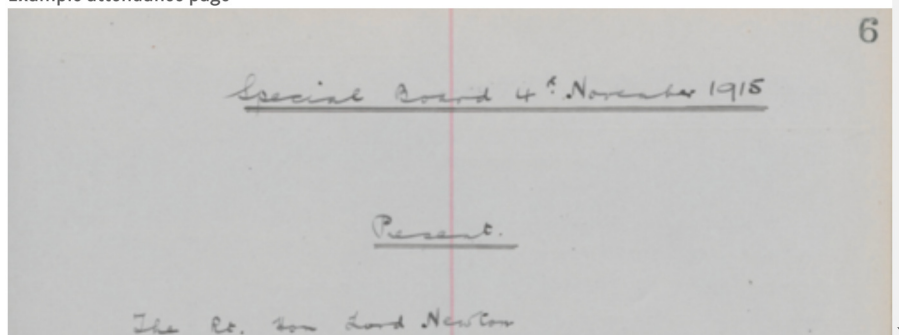
The Rt. Hon Lord Newton
General The Rt. Hon Sir Neville G. Lyttelton G.C.B. G.C.V.O
Major General Sir Charles Luckley K.C.B.
Sir Horace Curz. Browne. Curze C.B
Major General Sir H.N Bunbury K.C.B.

---

1. To read the Minutes of the | Read and confirmed
last Meeting

---

1. To read the Minutes of the | Read and confirmed
last Meeting

2. To consider new claims to | 2. See Admission Rolls.
Pension

3. To consider claims to | 3. See Invalid re Board
increase, renewal &c of former
Pensions

4. To consider claims to | 4. See decisions voted on
In. pension | claims

4. To consider claims to
   In-pension

5. To consider claims to
   commutation of pension

4. See decisions noted on
   claims

5. Nil

Example minutes page

7

Payment of Bills for Artificial
Appliances

6

To sanction payment

Special Board 4th November 1915.

To sanction payment
of claims for the supply of
Artificial Appliances
   Total amount £525. 12. 9.
(chargeable to the In-pension Vote)

Payment sanctioned
Schedule Signed

Army Prize, Legacy and
Miscellaneous Funds

7

To submit for approval
and signature by three
Commissioners the amount
of the Unclaimed Army Prize
Money, the Legacy and

Account approved
and signed by
three Commissioners
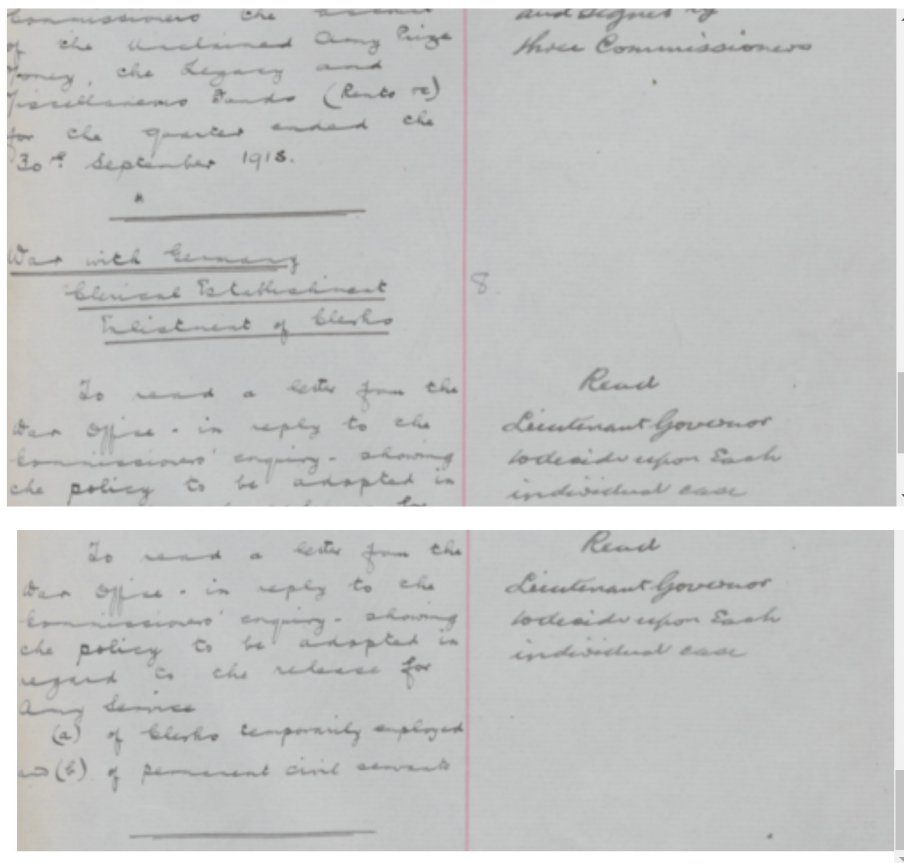
6.2 Task: (Enter people present)[2]

NEED SOME HELP WITH THIS TASK? ⊗

Names on the page might be slightly different from the list. For example, the text might have full names instead of initials, or list different honours. Select the name in the list if it seems to be the same person.

Any names not on the list go in the text box at the bottom. Just type the person's name, without any titles or honours. Press enter after each attendee to create a list in the text box, for example:

J. Bloggs

Jane Doe

If you're not sure about a word, put double square brackets around it. For example, '[[Smith]]'.

---

[2] This task does not have an explicit title in the user interface

If you're not sure about a word, put double square brackets around it. For example, '[[Smith]]'.

After you have entered *all* of the names, click **Next**.

The list of names comes from a list of Chelsea Commissioners in Hansard, dated 28th June 1916, which you can see at
https://hansard.parliament.uk/Commons/1916-06-28/debates/66e62922-4a19-49dd-ba92-146aebecf1e1/ChelseaCommissioners.

6.2.1 Links

- "https://hansard.parliament.uk/Commons/1916-06-28/debates/66e62922-4a19-49dd-ba92-146aebecf1e1/ChelseaCommissioners"
  - Page on the *Hansard* web site, titled *Chelsea Commissioners. Volume 83: debated on Wednesday 28 June 1916*
  - https://hansard.parliament.uk/Commons/1916-06-28/debates/66e62922-4a19-49dd-ba92-146aebecf1e1/ChelseaCommissioners

6.3 Task: Select the agenda items that are on the page

NEED SOME HELP WITH THIS TASK?   ⊗

The list gives the agenda item title and its resolution. If you can see the agenda item and resolution on the page then just select it in the list. You can ignore minor differences like a "+c" more or less.

If there is a big difference then do not select the item in the list. You can record it in a later step.

6.4 Task: Are there any special agenda items to transcribe?

NEED SOME HELP WITH THIS TASK?   ⊗

Answer **Yes** if any agenda items were not in the list.

6.5 Task: Are there any tables?

NEED SOME HELP WITH THIS TASK?   ⊗

See **What is a table?** in the Field Guide for help with what counts as a table.

If in doubt, say 'No'.

6.6 Task: (Transcribe table)[3]

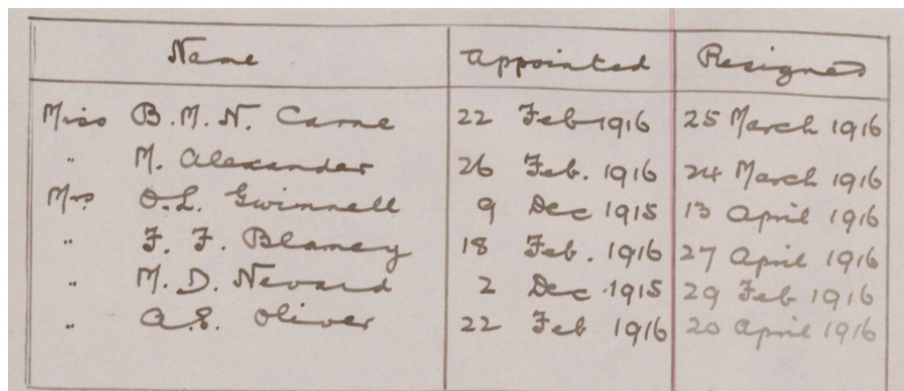Pick one table from the page and enter the number of it's agenda item.

If the table has a title or column headings then enter those too. A title is a heading for the whole table, column headings tell you what is in each column. Separate column headings using commas.

Then transcribe the table one row at a time, starting from the top. Transcribe only the table, ignoring any other text in the agenda item.

Put each row on a separate line.

Separate the columns by using commas.

For example, this table:

Has these column headings:

Name, Appointed, Resigned

And should be transcribed like this:

Miss B.M.N. Carne, 22 Feb 1916, 25 March 1916

" M. Alexander, 26 Feb 1916, 24 March 1916

---

[3]This task does not have an explicit title in the user interface

" M. Alexander, 26 Feb 1916, 24 March 1916

Mrs O.L. Gwinnell, 9 Dec 1915, 13 April 1916

" F.F. Blamey, 18 Feb 1916, 27 April 1916

" M.D. Nevaid, 2 Dec 1915, 29 Feb 1916

" A.[[G]]. Oliver, 22 Feb 1916, 20 April 1916

" A.[[G]]. Oliver, 22 Feb 1916, 20 April 1916

A few of the tables are too complicated to easily transcribe in this way. If a table is hard to transcribe then just leave the transcription blank. This will signal to us that there is an untranscribed table to deal with.

If you're not sure about a word then put double square brackets around it. For example, '[[G]]' in the final line of the transcription above.

Examples of table transcription

We give one simple example here. You can see more in the Field Guide entry **Table Examples**.

6.7 Task: Are there more tables?

Yes, there is another table will take you back to the previous screen, to record another table.

No, I am ready to transcribe the agenda items will let you start transcribing the rest of page.

6.8 Task: (Transcribe agenda item)[4]

Transcribe the text exactly as written. For example, for do not correct spellings or expand abbreviations. Press enter at the end of each line of text on the page.

If the **agenda item number** is missing then you may be able to work it out by looking at the page before or after. If it is still missing then just leave it blank.

The **agenda item title** is underlined in the left hand column.

The **agenda item text** is in the left hand column under the title.

The **resolution** is in the right hand column, next to the title and text.

If more than one **subject** fits then choose the one that you think fits best. If none of them fit then leave this blank.

If more than one **subject** fits then choose the one that you think fits best. If none of them fit then leave this blank.

If you're not sure about a word, put double square brackets around it. For example, '[[bread]]'.

If a word is crossed out, mark it like this [-bread-].

If a word is an insertion, mark it like this [^bread^].

Example agenda item entry

---

[4] This task does not have an explicit title in the user interface

23

Title

Payment of Bills for Provisions
and Artificial Appliances.

Text To sanction payment of
claims for the supply of
Provisions and Artificial
Appliances.

Total amount £316.0.7
(chargeable to the Suspension Vote)

Special Board 2nd December 1915.

6. **Number**

Payment Sanctioned

Schedule signed

Resolution