



# Mount Auburn Cemetery

## *Historical Collections & Archives*

### ***Transcribing Mount Auburn: Join our Team of Digital Volunteers from Home!***

Welcome to ***Transcribing Mount Auburn***. Our goal is to make the unique history of Mount Auburn Cemetery available to everyone, anywhere in the world. Delve into Mount Auburn's founding records and help us transcribe handwritten letters and reports, many of which have never been seen before. Anyone with a computer and internet can help transcribe. Whether you transcribe only a few pages or volume upon volume, your contribution will preserve our stories for generations to come. You will learn about the rural cemetery movement, landscape design, civil engineering, gardening, and memorial art, while also gaining insight into the thinking and vision of remarkable individuals from Boston and New England. It is easy to get started with transcribing. The goal is to record ***what you see*** on the page. Follow these steps to get started in no time:

- 1. Visit the Site:** Go to [fromthepage.com/mountauburncemetery](http://fromthepage.com/mountauburncemetery) to explore the site and see digital images of Mount Auburn Cemetery documents. This is the home page for our project.
- 2. Create an Account:** On a computer or laptop, visit [fromthepage.com/users/sign\\_up](http://fromthepage.com/users/sign_up) to create an account. If you are already on the site, click "Sign Up to Transcribe" in the upper right-hand corner.
- 3. Select a Document to Transcribe or Review:** Click the "Start Transcribing" button to start a new page or visit one of the three categories: [Trustee Minutes](#), [Copying Books](#), or [Letters](#). Visit the [Tutorial Collection](#) to learn from completed transcriptions.
- 4. Transcribing:** To begin, select a page and then click the "Transcribe" tab. Use the navigation buttons to personalize your screen orientation. Hover over the image to zoom or rotate the document. Now you're ready to start transcribing! Type the written words as you see them on the page and try to create a faithful representation of the original: Keep original spelling, punctuations, and line-breaks, and don't add any punctuation or extra words. Try your best to match formatting. Click "Save Changes" during and after you complete each page.
- 5. Reviewing:** If you have a knack for editing and formatting, you can also choose to edit a completed transcription. Find a page that "Needs Review." You are the second set of eyes to proofread. Look closely at the original, and make sure the transcription matches it as best as possible. Add any special formatting that is needed. Make sure to get familiar with the [Transcription Conventions](#) at the bottom of the page. When the page is finished, uncheck the "Needs Review" box and click "Save Changes." Feel free to switch back and forth between transcribing and reviewing. Every bit helps!
- 6. Formatting and Tips:** Scroll down to read our [Transcription Conventions](#) at the bottom of every transcribing page. Click "More Help" for detailed coding and formatting. Don't get bogged down by adding detailed coding. It's best to focus on typing out the words and saving formatting for later.
- 7. Communication:** Type any questions and comments about the page you are transcribing in the "Page Notes" at the bottom of each page. Everyone will see what you type and have a chance to reply. Check "Page Notes" for comments when you begin transcribing a page that someone else has started.

**Enjoy transcribing! You are providing an invaluable service. We hope you enjoy exploring our collections.  
Thank you! Questions or comments? Email [transcribing@mountauburn.org](mailto:transcribing@mountauburn.org)**