

## **Guide to Criminal Characters Transcription**

Visit the website – <https://criminalcharacters.com/> - and click the button ‘Transcribe Prison Records’.

This brings up the Transcription interface. There are a number of guides provided here on how to complete the transcription work.

A good way to start is to click the ‘About’ button and then select the ‘FAQ’ section. This provides useful information about the project and the records being transcribed.

Click the ‘Classify’ button to be taken to a prison record to transcribe. The first time a user hits classify, this will automatically bring up a short step-by-step tutorial on the transcription process, including visual aids.

Read through the step-by-step tutorial, and then start transcribing information from the prison record into the boxes provide.

For help on transcribing specific records, students can visit the Talk board to discuss issues they encounter with other transcribers.

Before submitting a transcription as completed, students should record details about the offender in their worksheets.