UBCIC Resource Centre: Draft Transcription Guidelines

Recommended Software and Resources

- Adobe Acrobat – to convert transcribed documents to PDF and add digital labels.
- Photoshop – to “clean up” dark or faded documents
- Library database software such as Endnote or the open-source Firefox add-on Zotero – to create document lists required by Minimum Standard for claim submission; to track transcribers’ or researchers' notes about documents that require transcription.
- Voice Recognition Software such as Dragon Naturally Speaking.

General Procedure for Document Transcription

A. Obtain Documents

B. Identify documents that require transcription

C. Transcribe document

D. Review transcript for accuracy

E. Finalize transcripts for inclusion in claim submission

A. Obtain Documents

Documents Preparation

Transcription of documents can be minimized or made easier by obtaining the best possible, most legible and least modified original copy. Follow these principles when obtaining documents:

1. Obtain legible copies of all documents
2. Obtain complete copies
3. Ensure your documents are properly sourced

1. Obtain Best Possible Legible Copies of All Documents

To obtain legible copies of documents you may have to contend with the following factors:

1.a. Original Documents in Poor Condition

Archival documents are often stored in conditions that do not protect them from deterioration. As a result, documents can be brittle, discoloured, or faded.

You may be prevented from touching or photocopying badly-damaged documents. Commonly used documents may be available as photocopies in order to protect the originals. If they are not, ask the archivist or librarian to make an electronic scan or take a digital photograph of the document.

Researchers should use newer, well-maintained microfilm machines with lenses in good condition in order to obtain the best copy possible. When possible use microfilm reels that are subject to lower volume usage.

Make a note of it if there are any marks on the original document from its creator, the repository where it was stored, the microfilm reel from which it was obtained or another source. You will be expected to provide comments on mark ups when processing documents for submission to SCB. This will be discussed further in section C.6.

If a document is in particularly poor condition or if the handwriting is difficult to read, you will have to transcribe the document.

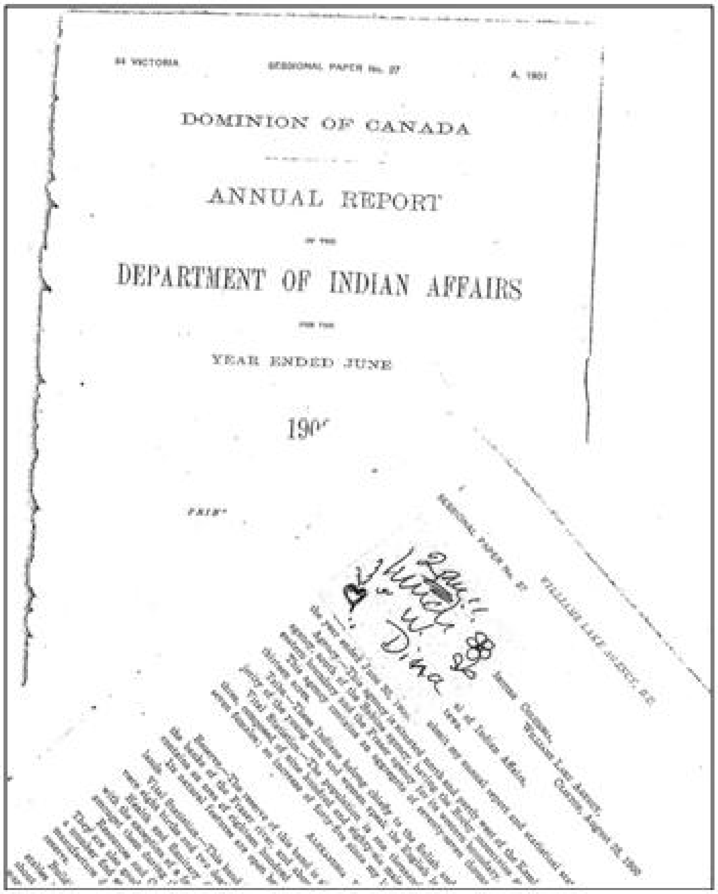
1.b. Illegible Copies of Original Documents

All the elements legible on the original document must be legible on the copy. This includes the main body of text or diagram, the author and recipient's names and addresses,all marginal notations, and (if applicable) any reference information appearing on the document.

Photocopies cannot always capture faded ink. For example, an original letter may photocopy well but any marginal notations made by a different pen might be too faint to read. Adjust the copier resolution to capture these variations.

2. Obtain Complete Copies

Document copies must be complete and clearly visible. Include all the information on the document; including dates, author and recipient, and any source information such as file number. Nothing should obscure the document in the copying process, such as your hands, sticky notes, or folded pages. An example of a poorly copied document is below:



DOMINION OF CANADA

ANNUAL REPORT

OF THE

DEPARTMENT OF INDIAN AFFAIRS

FOR THE

YEAR ENDED JUNE

190

Example of a poor quality document. Note that the date and text are obscured, and two pages are merged into a single page (UBCIC Collection)

If you only require an excerpt of a document, the portion you copy must show the author, recipient, date and source information or the document will be considered incomplete. It can be very frustrating to have to return to a resource institution to retrieve missing or poorly copied pages.

3. Ensure Your Documents Are Properly Sourced

Provide proper citation information for each document, including complete information on where each document copy was obtained. Following a thorough sourcing procedure will authenticate the document and facilitate a return to the original source of the document for any required additional copies.

The source information that you collect and track will be listed in your document index. You will also need to label each page of a specific document with the source information. This is the only additional writing that should appear on the document. Where possible, provide this information on discreet labels, either physical or computer-generated. Detailed labeling procedures will be addressed in section C.4. Provide enough information to allow you or someone else to locate the original source.

Do not make marks on originals! Researchers should maintain the integrity of an original document by refraining from altering the document in any way. Avoid circling, underlining, or highlighting text on original documents. Further, do not make any research notes directly on documents as the SCB will likely reject these documents as not meeting the Minimum Standard. More information on how to deal with mark ups is below.

B. Identify Documents that Require Transcription

Some documents may require transcription depending on their original quality or on the legibility of the handwriting. The identification of documents that require transcription should take place once the research report is complete and the set of original documents for submission is finalized. Identifying documents for transcription at this point rather than during an earlier phase of the research process could save time and effort since not all documents gathered and reviewed are included in the final submitted claim. Examine each document individually using the criteria below to determine if the quality is high enough to meet the Minimum Standard.

1. Typewritten Original Documents

Generally, handwritten documents will make up the bulk of your documents that require transcription. In order to meet a changing Minimum Standard, however, some typewritten documents may require transcription. This will be the case if you have a typewritten document that is blurry or difficult to read. Apply the same standards when deciding if a typewritten document should be transcribed as you would in examining a handwritten document. Do not assume that because a document is not handwritten that it will automatically be accepted as meeting the Minimum Standard.

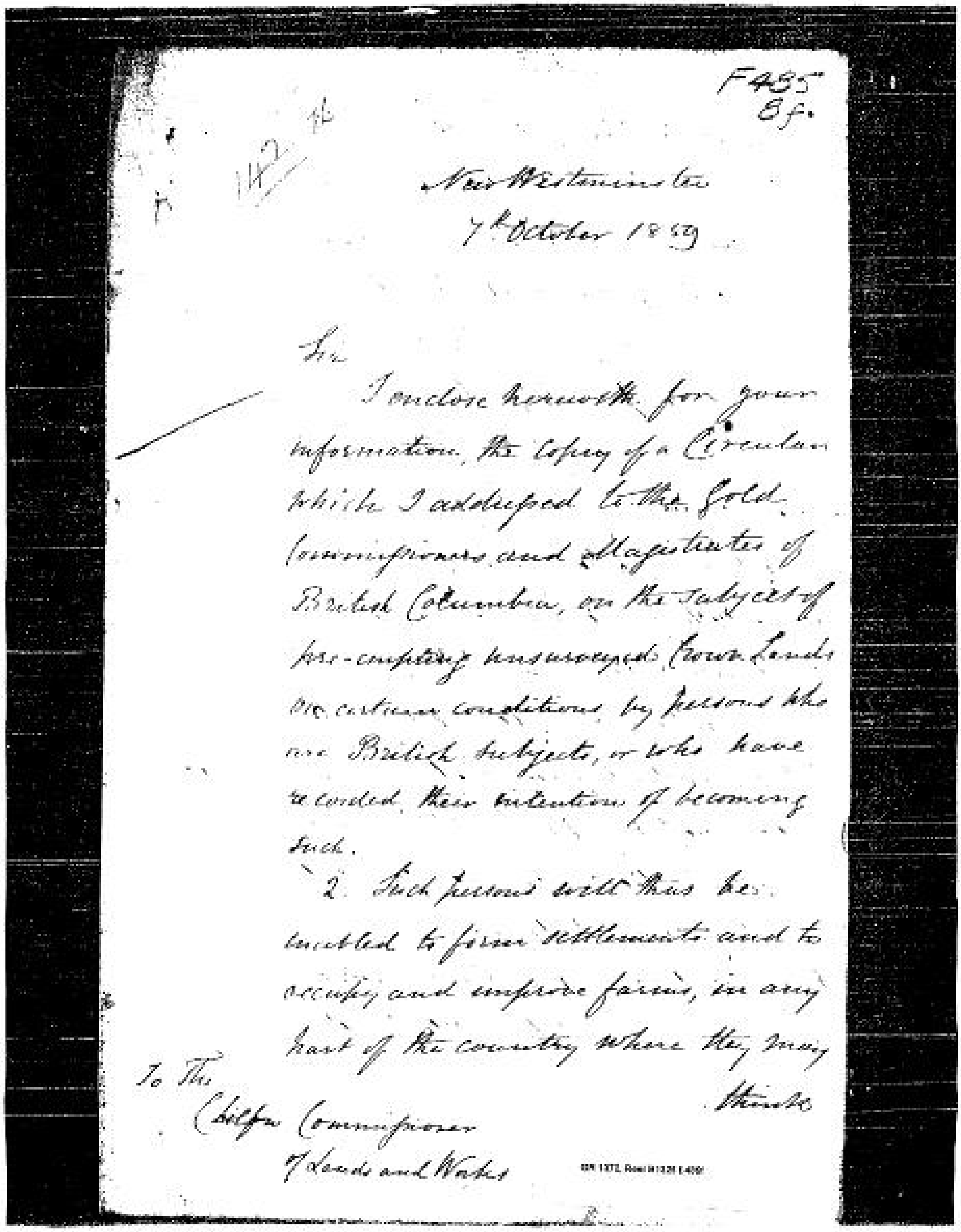
2. Identification Criteria

- Photocopy marks that make the main text or other elements of the document (such as marginalia) challenging to make out
- Ink that has been smudged and appears blurry
- Small text
- Different letter shapes than are currently standard
- Frequent use of abbreviations that are no longer in use and therefore can be difficult to interpret
- Extremely slanted handwriting
- Spacing issues - letters or words that are very close together to the point of being hard to read
- Other handwriting issues that could be challenging for a reader
- Typewritten text that is blurry or unclear in any way

Identifying documents for transcription will always involve some degree of judgement on the part of the person preparing the claim and/or the affiliated legal team. The criteria listed above are some generally applicable standards, though. Overall, a good indicator that a document requires transcription is if a person with little experiencing reading historical documents would struggle to get through the document. There is an important distinction to be made here: If the document text is *challenging* to read, you need a transcription but you probably need a new and better copy if more than a few words are *impossible* to read.

3. Examples of Documents Requiring Transcription

The following are some examples of original documents that would require transcription:



F435
8f.

142

New Westminster
7th October 1859

Sir

I enclose herewith for your information, the Copy of a Circular which I addressed to the Gold Commissioners and Magistrates of British Columbia, on the subject of pre-empting unsurveyed Crown Lands on certain conditions by persons who are British subjects, or who have recorded their intention of becoming such.

2. Such persons will thus be enabled to form settlements and to occupy and improve farms, in any part of the country where they may think

To The
Chief Commissioner
of Lands and Works

Fountain I. R.,

September 29, 1922.

WE, the Chiefs, representing the Indian tribes of the Lillooet District in the Lytton Agency, Province of British Columbia, humbly pray, that the Dominion Government will use its best endeavour to assist the Indians in the following:

(1) That the Indians be granted their aboriginal title, which was not adjusted by the first or any Indian Commissioners.

(2) That the Dominion and Provincial Governments pass acts making all water records, which were originally set aside by the Indian Reserves Commissioners, made good, as a great number of the reserves have suffered by the ruling of the Water Board from Victoria, who claimed that the Indian Reserve Commissioners did not have the power to grant water records as well as the land.

The Indians being the aboriginals of the country should have first rights of water for their land.

(3) That sufficient agricultural land be set aside for the use of the Indians and their descendents.

(4) That the Dominion Government do all in its power to supply the different reserves with water, by storage and other means of conveying it onto the land.

British Columbia 07162

Indian Reserve Commission 14171

In Camp, near [illegible]

Fraser River 24 May

1879

[illegible]

Power of the Provincial Government to make highways at will through Indian Reserves without compensation.

It has been the practice of the Provincial Government to establish and change the direction of highways through Indian reserves in British Columbia without compensating the Indians except in a few instances. This has been done, and is now being done without any communication with the Indian Land Department or with the Reserve Commission. The Dominion Government has therefore

The Honourable
The Superintendent General
of Indian Affairs Ottawa

LIST OF STREAMS UPON WHICH WATER RECORDS HAVE BEEN ISSUED
------in the-----
KAMLOOPS DISTRICT.

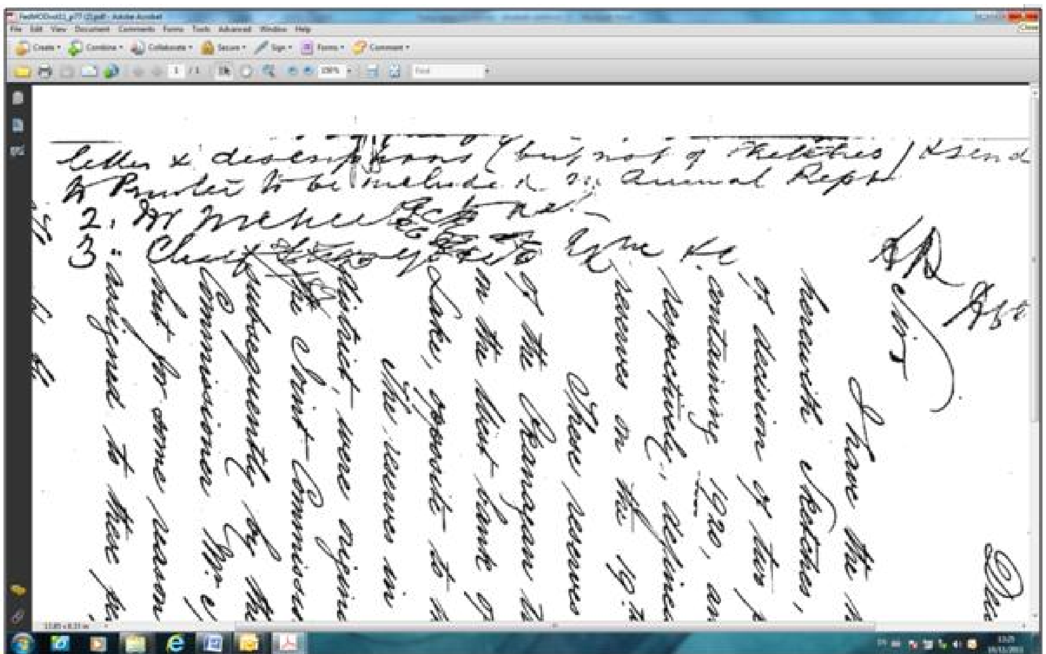
Stream.	List of Records.	Total No. of Records	Total Quantity
Peterson Creek.) Jacko ")	1, 14, 27, 35, 70, 94, 119, 374, No.68 150, 200, 200, 50, 400, 500, 50, 1000, 200 No.71, No.134, No.154, No.166, No.170, 4a 100, 100, 100, 100, 100, 250 42a 250.	16	3750
Jacko Lake prop			
4-Mile Creek.	2 100.	1	100
Kozoom Kanaix.	3 320.	1	320
Wilson Creek.	4 320.	1	320
Rocky Creek.	5 300.	1	300
Bonaparte River.	6, No.9, No.354, No.397, No.525, No.531, No.5[illegible] 50, 500, 300, 500, 500, 75, 75.	7	2000
5-Mile Creek.	7, 147, 88 250, 100, 50.	3	400
3-Mile Creek.	8, 165, 258, 289, 292, No.300, No.479, No.480, No.483 200, 300, 50, 100, 500, 100, 150, 100 No.484, No.485, No.529, 47a, 60a, 61a 100, 100, 100, 200, 200, 200.	16	2350
Bonnam Creek or) Dairy Creek.)	9, 15, 362, No.219, No.220 200, 200, 200, 100, 100.	5	700
Anderson Creek.	10, 36, 43, 73, 111, 166, 260, 379, No.171 150, 200, 200, 1000, 400, 300, 300, 1500, 100, No.192, 5a, 43a, 67a 100, 200, 200, 200.	13	4850
Campbell Creek) Unnamed tributary) of Campbell Creek)	11, 40, 58, 99, 134, 256, 266, 269, 279, 284 300, 500, 250, 250, 150, 250, 240, 240, 200, 300 285, 286, 141, 327, 337, 338, 356, 363, 380, 362 300, 300, 100, 500, 300, 150, 300, 300, 100, 200 397, No.150, No.151, No.163, No.398, 24a, 27a 300, 100, 100, 200, 50, 300, 100, 28a, 30a, 49a 200, 100, 200	30	6890
Nescanilth Creek.	12, 20, No.189A, No.193, 17a, 54a, 58a, 64a 300, 300, 300, 100, 300, 200, 200, 200, 108a 200.	9	2000
Deer Creek.	13 150.	1	150
Unnamed Spring.	16 100.	1	100
Unnamed Creek.	17 300.	1	300
Three-Mile Creek Upper Nicola River	18, 19 200, 200.	2	400
Paxson Creek.	21, 370 160, 250.	2	410
Unnamed Creek.	23, 24 100, 150.	2	250

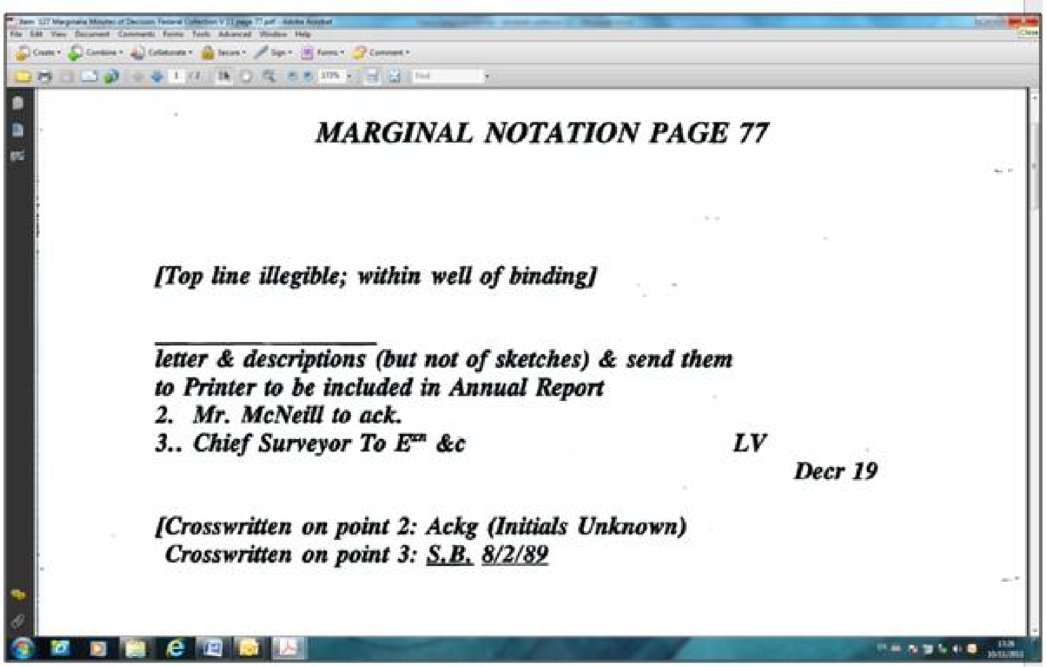
On a Memorandum dated 10th July 1884 from the Acting Minister of Railways & Canals representing that under date the 7th July instant the Canadian Pacific Railway Company have submitted for approval a plan and profile showing the proposed location of a further portion of their main line extending from a point on the Kicking Horse River known as Beaver Foot summit about 35 miles West of the summit of the Rocky Mountains, up to which it had been approved by an Order in Council dated 2nd June, to a point near the junction

of

4. Marginalia-Only Transcriptions

Sometimes an original document will contain legible main text but illegible marginalia. In these cases, only the marginalia needs to be transcribed. It is best to consult with your legal counsel or the claim submitter in order to identify such documents. Below is an example of a document and the accompanying transcription for which only the marginalia was transcribed.





MARGINAL NOTATION PAGE 77

[Top line illegible; within well of binding]

letter & descriptions (but not of sketches) & send them
to Printer to be included in Annual Report
2. Mr. McNeill to ack.
3.. Chief Surveyor To E^xn &c *LV*
Decr 19

[Crosswritten on point 2: Ackg (Initials Unknown)
Crosswritten on point 3: S.B. 8/2/89

5. Documents Not Requiring Transcription

An original document would not require transcription if it is clear, legibly printed or typed, and generally easy-to-read. Here are some examples:

The Original "Free Trade": Exchange of Botanical Products and Associated Plant Knowledge in Northwestern North America

Nancy J. Turner *University of Victoria*
Dawn C. Loewen *University of Victoria*

Abstract: Long-standing and far-reaching trade networks for culturally important plants are documented for British Columbia and neighbouring areas from archaeological, historical and ethnographic records, as well as recollections of contemporary Aboriginal people. Plant resources and products manufactured from plants comprised a substantial portion of traditional and contemporary traded goods. Examples include: dried edible seaweed, commonly traded from coastal communities inland; dried soapberries, saskatoon berries and other berries; hazelnuts; cedar-root and cedar-bark baskets; basket materials; and Indian-hemp fibre and twine. In addition to the plant materials, knowledge associated with these resources was exchanged, and trade has had cultural and ecological implications extending well beyond simple subsistence.

Résumé: Dans cet article nous présentons les réseaux d'échange, de longue date et de grande portée, de plantes culturellement importantes de la Colombie britannique et de régions adjacentes à partir de sources archéologiques, historiques et ethnographiques et de souvenirs d'autochtones contemporains. Les ressources végétales et les produits d'origine végétale formaient une partie substantielle des produits échangés traditionnellement et de façon contemporaine. Les exemples présentés incluent : les algues marines comestibles séchées, échangées couramment entre les communautés de la côte et celles de l'intérieur; les pommes de savon, les petites poires et autres petits fruits séchés; les noisettes; les paniers en racine de cèdre et en écorce de cèdre; les matériaux pour fabriquer les paniers; et la fibre et le fil du chanvre du Canada. En plus des matériaux d'origine végétale, des connaissances associées à ces ressources étaient échangées. L'échange eut de nombreux effets culturels et écologiques et n'était pas restreint à la simple subsistance.

Introduction

> Trade between villages was necessary to provide a continuous supply of food and accumulate wealth. Goods were exchanged by sharing, bartering, or trading a gift for a gift. Trade included sharing land that had a profusion of berries or hunting grounds full of game. As there was an abundance of seafood on the coast, and similarly, an excess of meat and berries among the Gitksans, the exchange offered variety in our diets. (Watts, 1997: 1)

Indigenous peoples around the world have a cultural heritage that includes extensive and intimate familiarity with their local environments. Such knowledge is an essential attribute of societies that not only have survived, but have thrived, in close connection with the natural world (Inglis, 1993; Williams and Baines, 1993). However, few, if any, natural environments provide a complete and reliable array of resources to a given group of people at a given time. Trade has long been recognized as a means of countering instabilities in resource supply and abundance, and of introducing variety to those resources. Indigenous peoples of North America certainly have been well acquainted with the advantages of trade. Archaeological and historical records show that they developed extensive and sophisticated trading networks and institutions dating back thousands of years. However, the pervasive nature of Indigenous trade, and its many implications both before and after contact have rarely been explicitly considered. In particular, the importance of exchange of various types of plant resources, technologies and knowledge has received little direct attention.

In this study, we discuss plant exchange, in a broad context, among Indigenous peoples of British Columbia and adjacent areas. General characteristics of this exchange are delineated, as well as its cultural and ecological significance both in the past and today. Information is missionaries, and every requisite of civilisation. In 1843 there were 5,143 inhabitants; 2,267 cows; 1,976 pigs; 3,569 sheep; with multitudes of calves and other stock. The soil is good, and every encouragement is held out to immigrants, yet even here success is doubtful, and the crops once failed three seasons in succession.

"Again, in the mild regions to the west, such as Vancouver's Island and vicinity, the Company never had territorial rights till now, and consequently could not colonise.

"But wherever they found it convenient, they formed farms, and settled down in comfort their retired servants and clerks. Fort Vancouver is one of these, on the Columbia. Their farm is nine miles square. They have two dairies and milk upwards of 100 cows. They have also two other dairies in the neighbourhood, where, from the milk of 150 cows, they make butter and cheese for the Russian settlements. The stock consists of 3,000 head of cattle; 2,500 sheep; and about 300 brood mares. There are grist and saw mills, shops, offices, and establishments of every description.

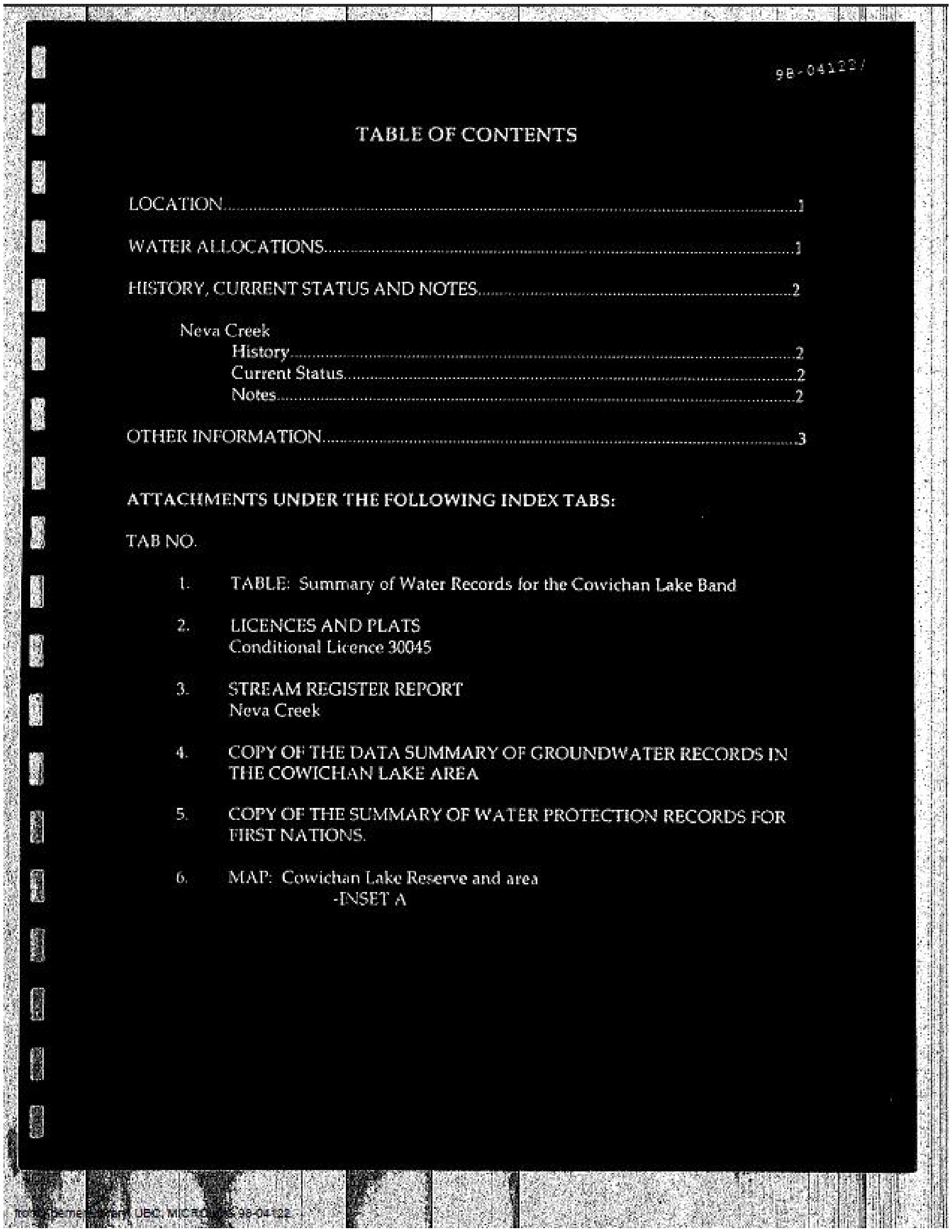
"One undoubted fact is that the Company have absolutely prohibited the sale of spirits to the Indians. The reports of the Wesleyan Missionary Society evince their zeal in introducing religion and a sense of duty among the natives, and the Episcopal clergy speak of them in the highest terms.

"An excellent summary of the existing information on the Hudson's Bay Company will be found in a little volume by Mr. R. M. Martin. A perusal of it will show with what reckless audacity calumnious charges can be made against any body whose doings are at a distance, and to the great majority comparatively obscure.

"For our part, we can safely advise any active young man, married or unmarried, possessed of a small capital, and some acquaintance with agriculture, to pick up four or five labourers, even if he should have to go to Solas for them, and carry them out with him to till his freehold in Vancouver's Island. If he knows his business, he cannot fail, even at the worst, to revel in rustic abundance."—*Edinburgh Weekly Register, September 5, 1849.*

From Speeches in Parliament.

"Those of their Lordships' who had taken an interest in the negotiations between this country and the United States of America



98-04122/

TABLE OF CONTENTS

ATTACHMENTS UNDER THE FOLLOWING INDEX TABS:

TAB NO.

1. TABLE: Summary of Water Records for the Cowichan Lake Band
2. LICENCES AND PLATS
   Conditional Licence 30045
3. STREAM REGISTER REPORT
   Neva Creek
4. COPY OF THE DATA SUMMARY OF GROUNDWATER RECORDS IN THE COWICHAN LAKE AREA
5. COPY OF THE SUMMARY OF WATER PROTECTION RECORDS FOR FIRST NATIONS.
6. MAP: Cowichan Lake Reserve and area
   -INSET A

C. Transcribe Document

Once you have determined if an original document is unclear, in poor condition, or otherwise difficult to decipher, you will have to transcribe it.

Transcription of a document occurs in several stages, including:

1. Transcription and formatting of basic text
2. Review and Revision of Transcription draft
3. Finalizing Transcription
4. Labelling Transcription and saving in PDF Format
5. Submission and Storage of Typescripts

1. Transcription and formatting of basic text

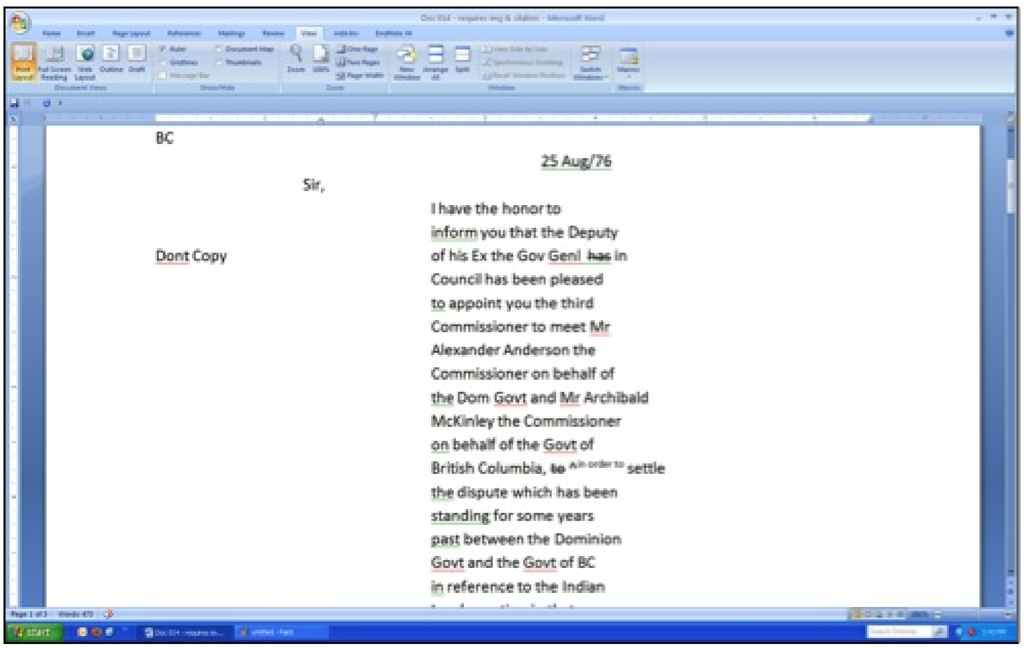
At this stage, a better copy of the original document may be obtained or an existing digital copy may be accessed. When obtaining original documents, some precautions can be taken to avoid the necessity of transcription. For more information on obtaining best possible copies, refer to section A.

Transcribe the original document word for word, replicating the formatting in the original document. This includes spacing, line breaks, page breaks, and headers and footers. Recreate every textual detail from the original document in your typescript. Include all of the information on the document including date, marginalia, author, and recipient in your transcription.

Non-textual elements, such as a large scratch on the page, are generally noted in the "Transcriber's Notes" section in the Endnote Library or whatever bibliographic database you are using. This field should be included in the final Document List that is presented to SCB as a component of the claim. (Document Lists will be addressed in greater detail later on in this guide.) These notations may also be made on the transcribed documents (ie., transcriptions) themselves, depending on which system for recording Transcriber's Notes you use.

1.a. Form and Content

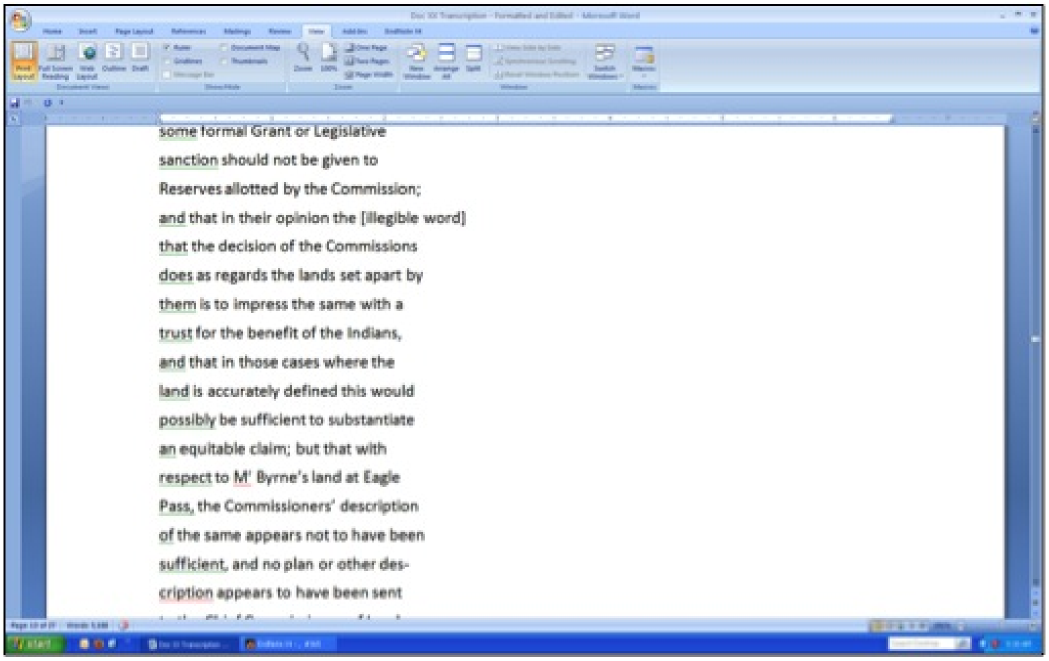
- Use original spellings and punctuation
- Record abbreviations as they are recorded (do not use sic)
- Use a strike-through typing effect to duplicate the formatting of any crossed-out text
- Underline words in your transcription that are underlined in the original document. Bold text and italicized text within original documents should also be duplicated in the transcription.
- If text is written above the line, transcribe it in superscript. Do not add any characters, such as '^,' but do transcribe them if they appear in the original document. See image below.



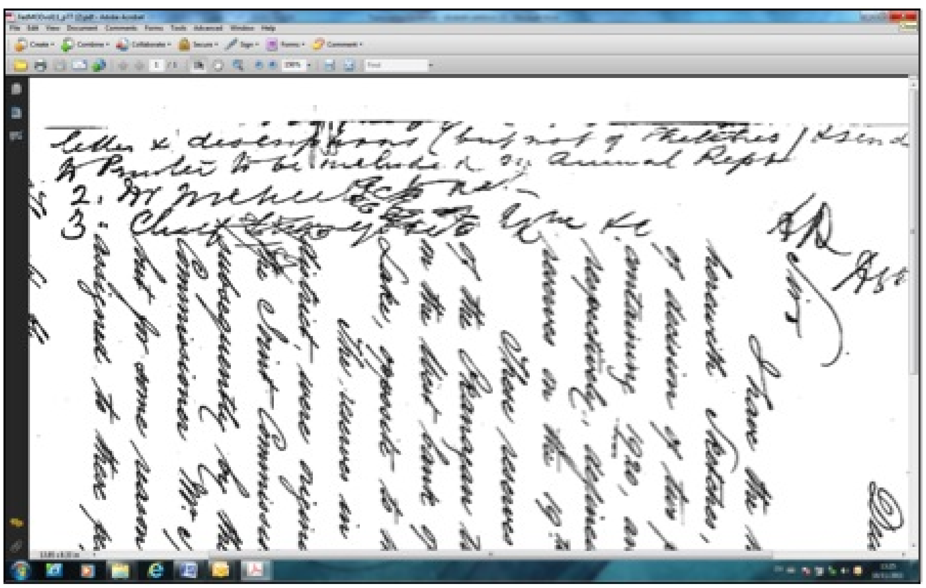
1.b. Legibility

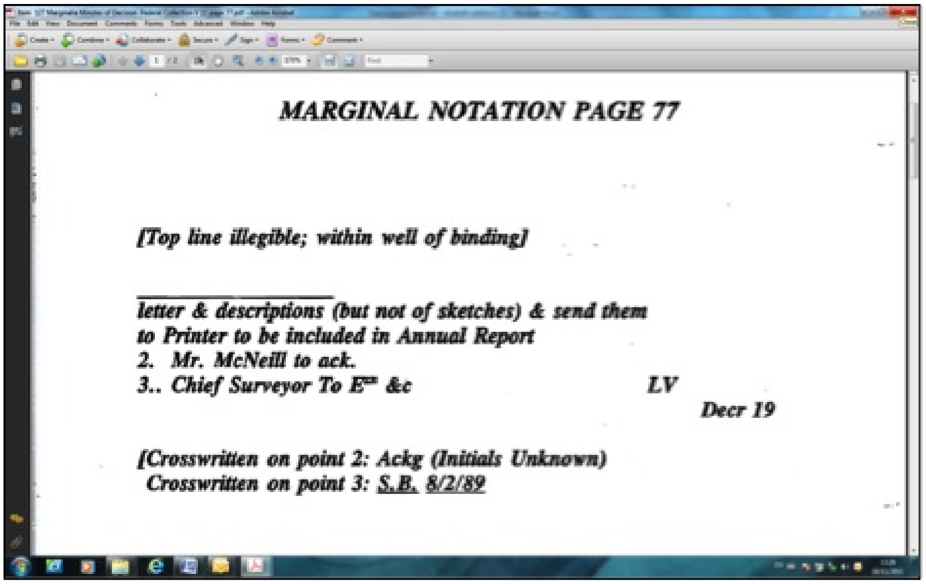
Illegible text can result from the original author's messy writing, a low-quality photocopy, or a page being cut-off during document collection. It is the transcriber's job to account for these illegible words by noting them in the transcription. Do not insert guesses about what a word may be. You should also avoid inserting question marks or other ambiguous punctuation. The overall goal of a transcription is to make the document more clear; inserting guesses or text such as "[don't know word??]" achieves the opposite. To ensure clarity, you can indicate that you do not know a word by marking it as illegible.

If text is lost/illegible , use square brackets - [   ] - to indicate that word(s) are missing or illegible.   In the instance of an illegible word, you would write "[illegible word]" at the exact point in the transcription that the word would otherwise appear. It is important to note that the square brackets alone (without a descriptive Transcriber's Note contained within) are not an acceptable way to convey that the transcriber is omitting illegible text. Square brackets are merely intended to show that the text contained within is a transcriber's note that does *not* come from the original document.



If text is obscured on the original document by binding or other physical features, make the best copy possible and indicate the state of the original in the Transcriber's Notes. The example below shows marginalia that is obscured by binding and a sample transcription and transcriber's note for the same marginalia:





MARGINAL NOTATION PAGE 77

[Top line illegible; within well of binding]

____
letter & descriptions (but not of sketches) & send them
to Printer to be included in Annual Report
2. Mr. McNeill to ack.
3.. Chief Surveyor To E^xs &c *LV*
Decr 19

[Crosswritten on point 2: Ackg (Initials Unknown)
Crosswritten on point 3: S.B. 8/2/89

1.c. Excerpts and large Documents

Transcribe entire short documents.

Transcribe relevant sections of larger documents (paragraphs, pages, etc.). For these cases, write “extract” in document description (see “transcriber’s notes”).

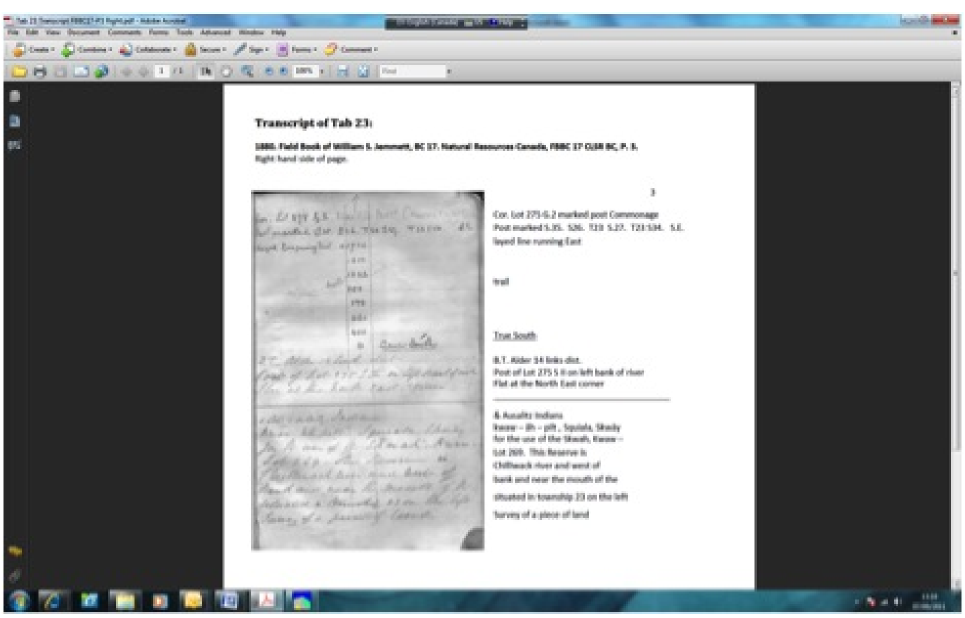
Introductory pages, such as the cover sheet of a telegraph, generally do not need to be transcribed.

1.d. Specialized Documents

Field Books or documents with difficult formatting

Survey field books create a unique challenge since their format and some symbols are difficult to duplicate. General guidelines are below but these will have to be dealt with on a case by case basis.

- Do not transcribe entire field books
- Transcribe only pages referred to
- Insert an image of a single page into a WORD document then transcribe that page using the guidelines for all transcriptions beside the original. See example below.



Documents Transcribed by others and not formatted according to these guidelines

Some already-formatted transcripts (such as Robin Fisher's Sproat letters) do not follow original spacing, page breaks, or page numbering and will need to be edited accordingly.

2. Review and Revision of Transcription draft

This is the time to carefully review the transcriptions - check for accuracy and consistency in each typescript. At this point, make sure that all illegible words are labeled as such and that marginalia is marked on the page. Ensure that the formatting of the text replicates that of the original document. If transcription was performed by a Research Assistant, the Researcher responsible for the claim should check the transcriptions. Review all the steps from the above stage to confirm that all typescripts are thorough and accurate. Employing thefile structure described below your transcripts will be saved in the folder "Transcripts – First Drafts" at this stage. Once you have completed your review, move the files to the folder "Transcripts – Reviewed." After the transcription has been revised, it will still be an unlabeled Word document.

3. Finalizing Transcription

You can begin finalizing all of your transcriptions once your revisions have been completed. As with other documents used in the claim, a physical copy of each typescript is stored at this stage. Generally, the typescripts are filed in the same folder as (or directly next to) their corresponding original documents and these physical and digital copies are stored by the research organization as part of a larger physical collection of the claim documents. The file name should be identical on both the digital copy and the physical copy as this will link the two versions. Your files can now be saved in a folder labeled "Transcriptions – Finalized."

4. Saving Transcriptions in PDF and Adding Digital Labels

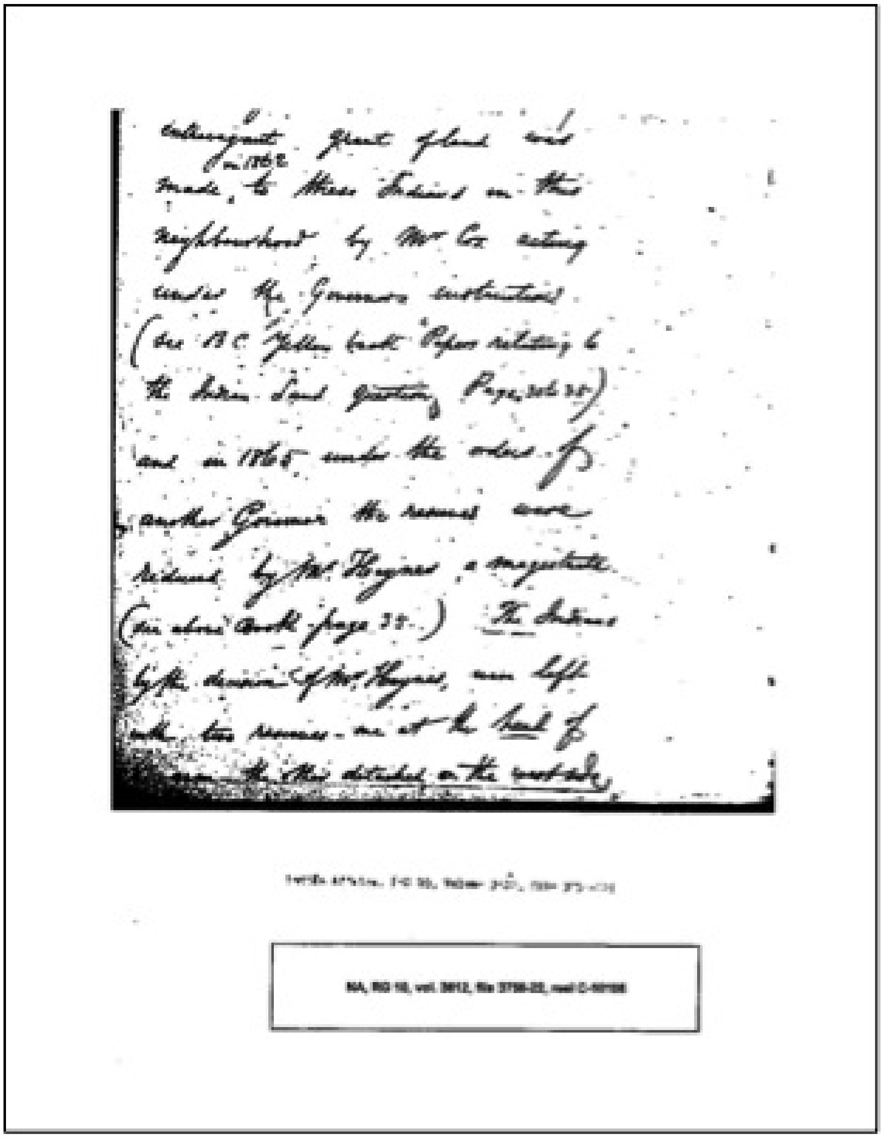
4.a. Saving in PDF Format

The typescript is saved as a PDF when it is fully complete . These PDF files should be saved in a separate location to ensure that they are not confused with earlier versions of the transcriptions. The typescript cannot be easily altered past this point, so it is wise to keep your earlier, non-PDF copies of the typescript in an easy-to-find location. Store your PDF format transcriptions separately from earlier versions in a folder called "Transcriptions – Labeled and in PDF Format" once you have completed this stage.

4.b. Original Document and Transcription Labeling

Documents and their transcriptions are labeled before being submitted as the Minimum Standard requires that each page of a document is labeled. This can be done manually (with a printed label that lists the citation information) or digitally (using a PDF writer program). Labelling documents digitally is an especially good option when there is little room in the margins of a document due to large text, abnormal formatting, or marginalia.

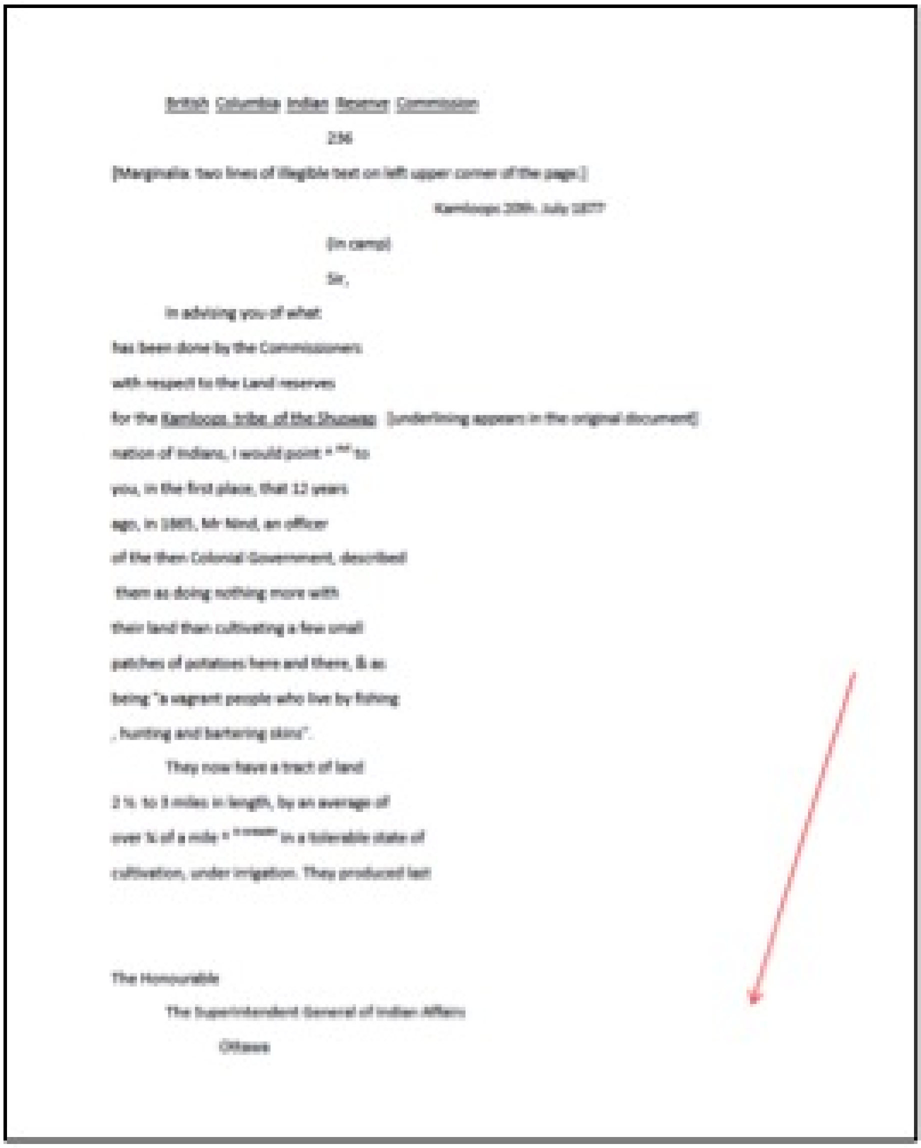
Below is an example of a document that contains a label with correct source information:



4.c. Adding Digital Labels with a PDF Writer

Any version of Adobe Acrobat that allows you to author and edit PDFs is an effective way to add a label. Adobe Reader will not enable you to digitally label documents. Acrobat is not the only PDF publishing program, though, and is not absolutely necessary.

1.Open your PDF transcription and spend a few minutes examining the document to find the best place to add a label. This really depends on your best judgment. Do not label the document or the transcription anywhere that obscures the main text, formatting, or marginalia. It is important to place the label in a location where it will be clearly legible but maintain the original document's general layout. On this sample document, the transcriber chose the bottom right corner because the bottom edge of the page contained less formatted text.



British Columbia Indian Reserve Commission

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[Marginalia: two lines of illegible text on left upper corner of the page.]

Kamloops 20th July 1877

(In camp)

Sir,

In advising you of what

has been done by the Commissioners

with respect to the Land reserves

for the Kamloops tribe of the Shuswap [underlining appears in the original document]

nation of Indians, I would point out to

you, in the first place, that 12 years

ago, in 1865, Mr Nind, an officer

of the then Colonial Government, described

them as doing nothing more with

their land than cultivating a few small

patches of potatoes here and there, & as

being "a vagrant people who live by fishing

, hunting and bartering skins".

They now have a tract of land

2 ½ to 3 miles in length, by an average of

over ¾ of a mile in a tolerable state of

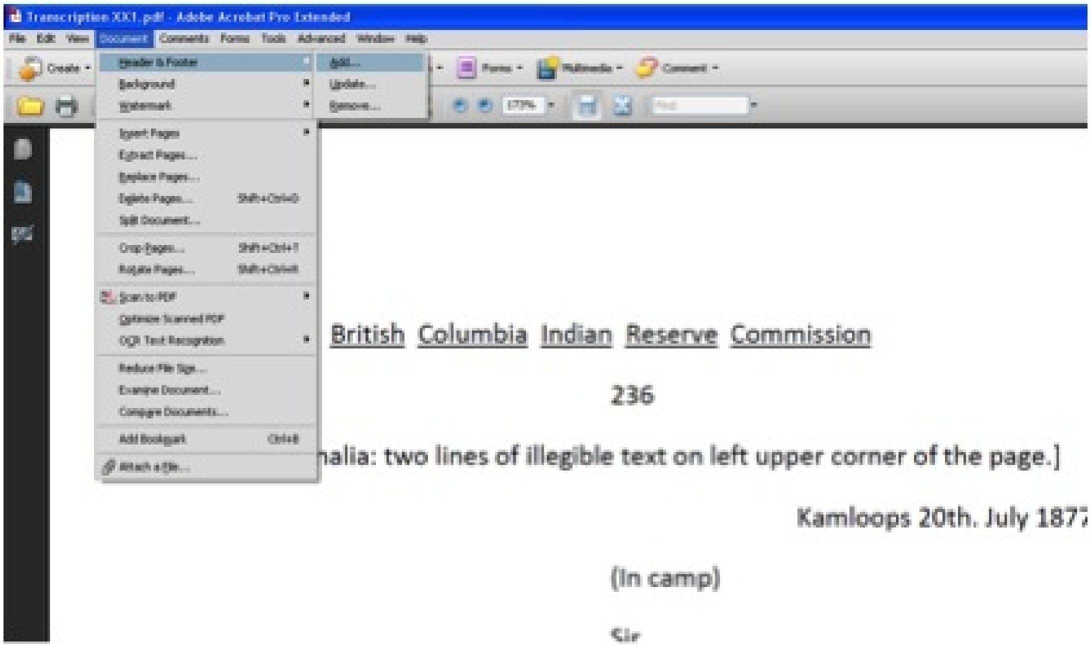
cultivation, under irrigation. They produced last

The Honourable

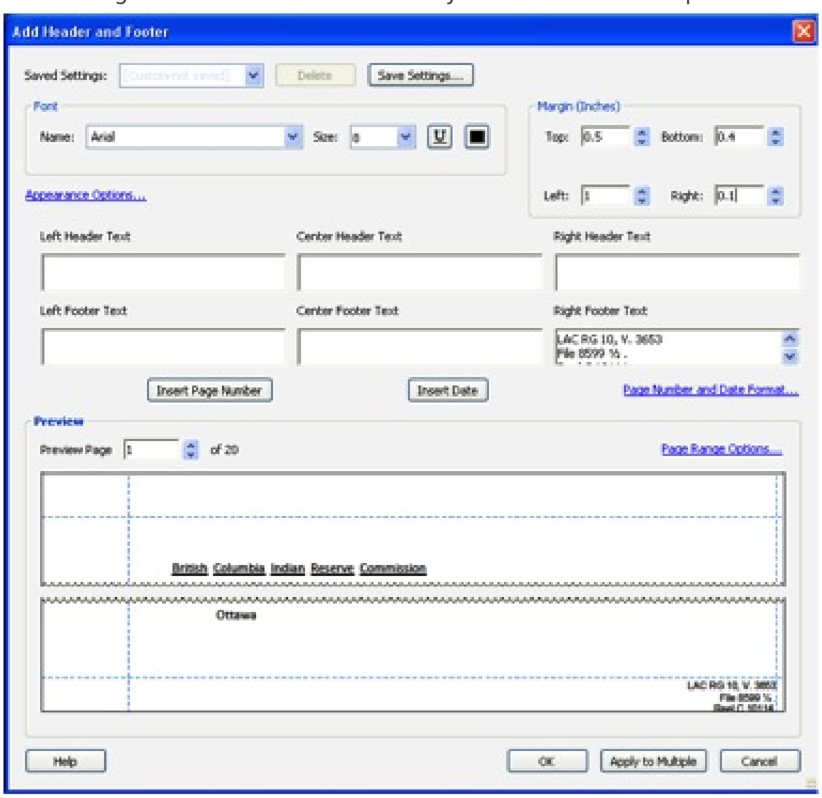
The Superintendent General of Indian Affairs

Ottawa

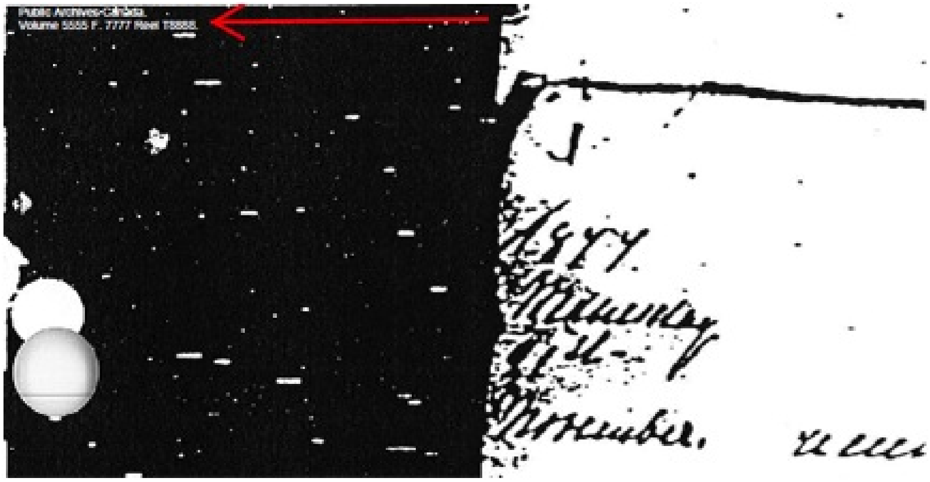
2. Once you have identified a good spot to digitally label the transcription, click "Document" from the menu at the top of your PDF. From the drop-down menu select "Headers and Footers," and choose ‘Add.’



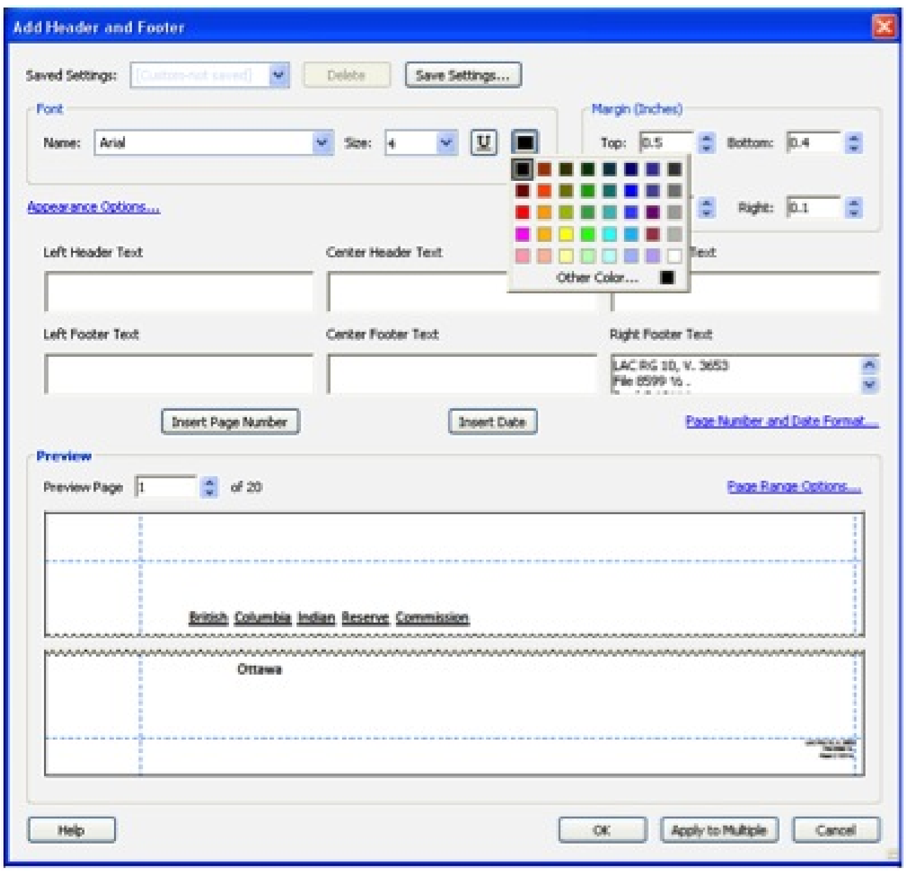
3. Adobe will now ask you specifically where you would like to add the header or footer. You will type your citation information into one of the boxes for "Header" or "Footer" and then use the formatting palette to alter the position. Adjust the margin spacing using the up and down arrows until your label appears at the desired location in the small preview. You can also change the text size here. A fairly small text size is optimal because it decreases the space that the label takes up.



4. When the only location for labeling a given original document is dark or black, you can type the label in white text as long as it is still readable. Make the label as small and noninvasive as possible. See below.



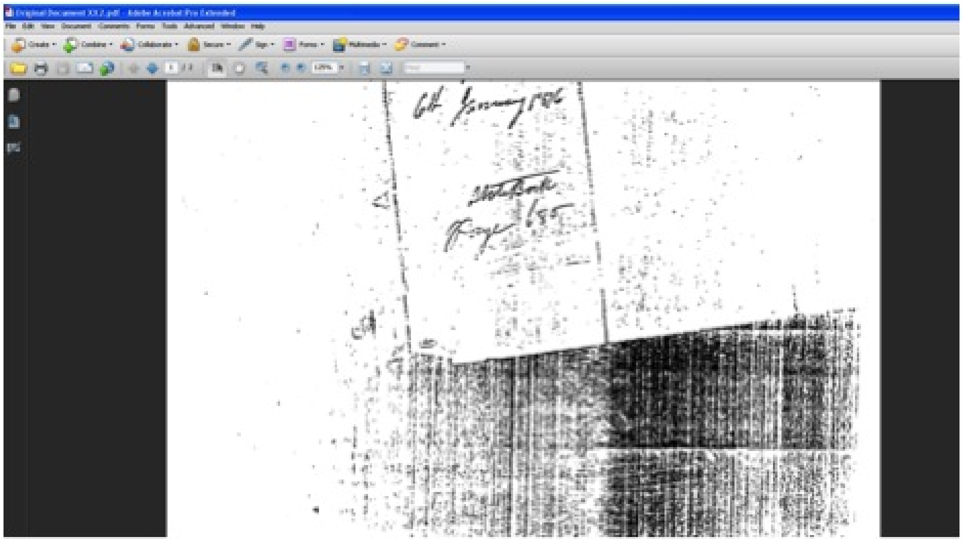
5. In order to change your label text into white, return to the "Document" menu and select "Headers and Footers" once again. Click the box that indicates the current font colour (it will most likely be showing black). Select white from the drop-down colour palette that appears. You are now ready to label in white text..



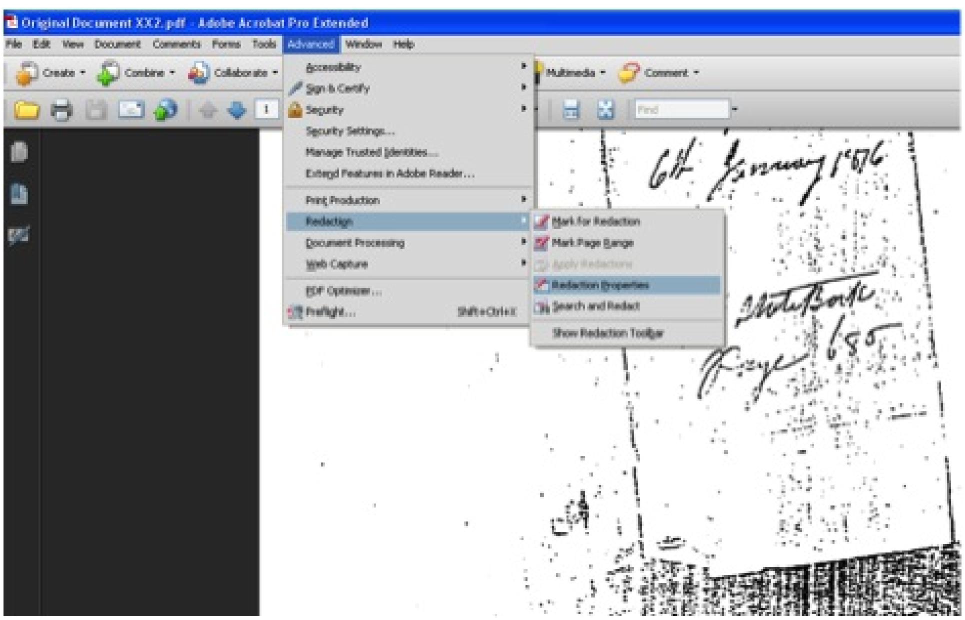
4.d. Labeling Nonstandard Documents

If you are labeling an especially complicated document with no clear space to label, you can create a blank space by entering a field of redacted text in white. Please note that not all PDF writing programs are capable of adding redacted fields. If your PDF writer does not have this option then label the document in black or white text in the best possible location or print a physical label and rescan the document once you have positioned this digital label appropriately. If your PDF writer can digitally redact areas, proceed with the following steps. To use the redaction option as a labeling technique you will first need to identify which documents will require this type of label. Documents with photocopy marks or blurry streaks from the microfilm are good candidates for this technique. After identifying such documents, follow the steps below to add a label:

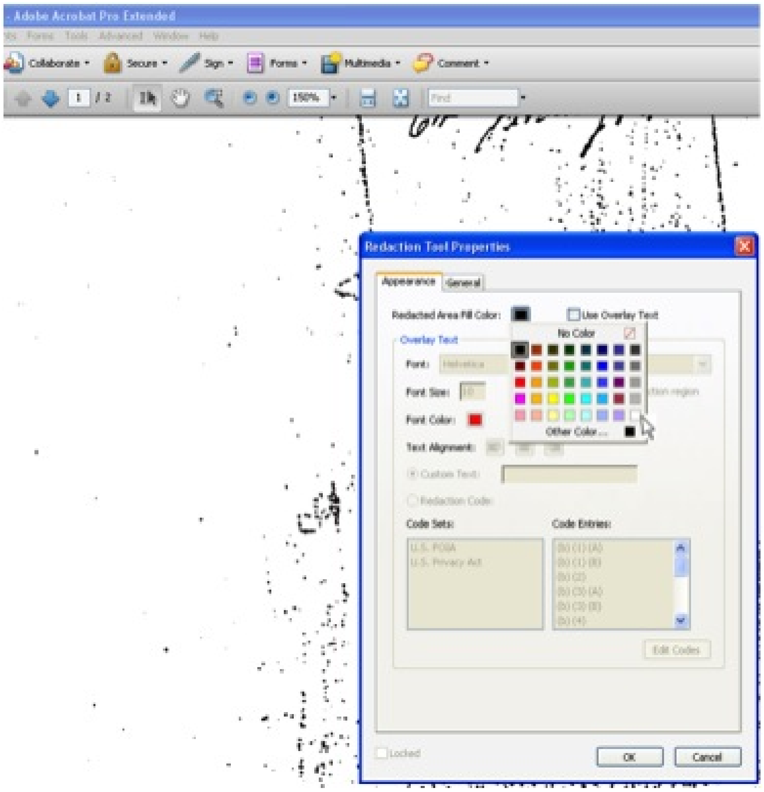
1. Open these images using a PDF writer program that allows you to edit documents.



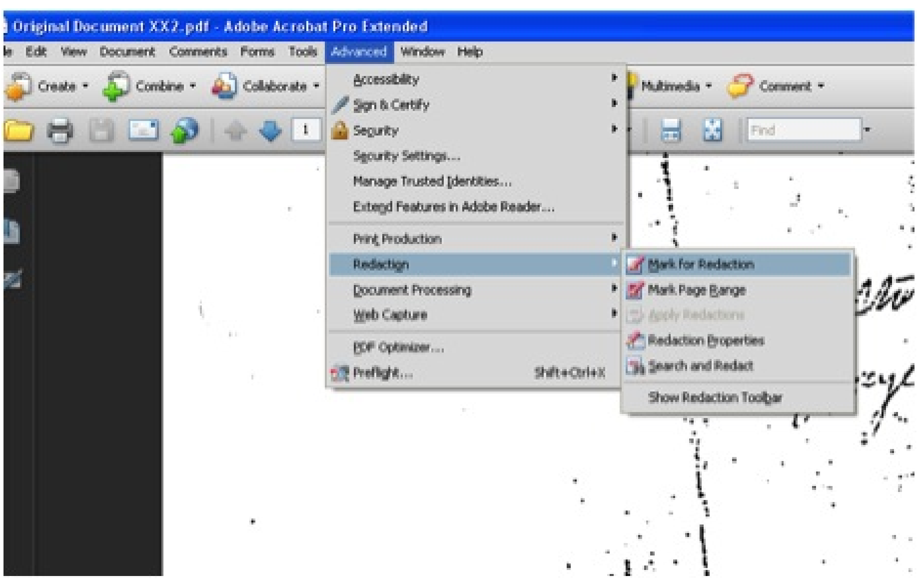
2. Select "Redaction Properties" under the "Redaction" heading on the "Advanced" menu at the top of the screen.



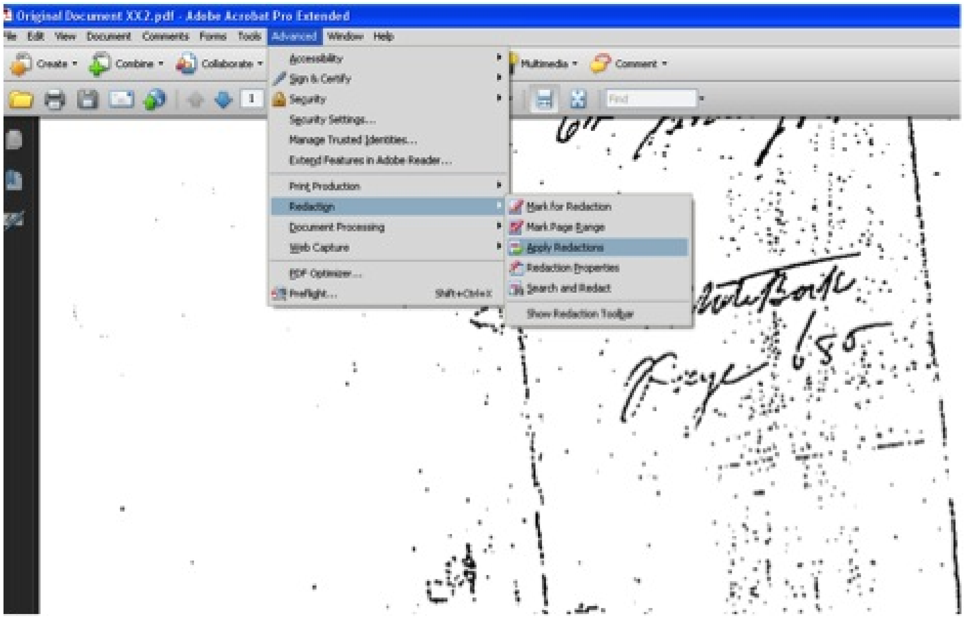
3. Change the redaction colour to white.



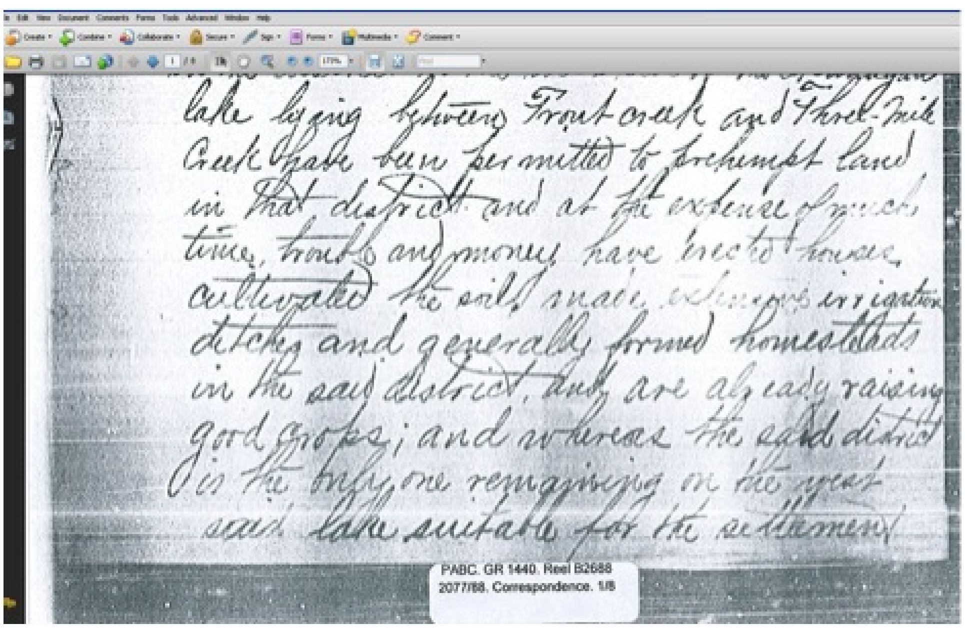
4. Using the Advanced menu again, select “Mark for Redaction.” You can now create a small box with your cursor. It will not immediately show up white. In this step, you are just indicating where you would like your label to be.



5. Select “Apply Redactions” from the Advanced menu.



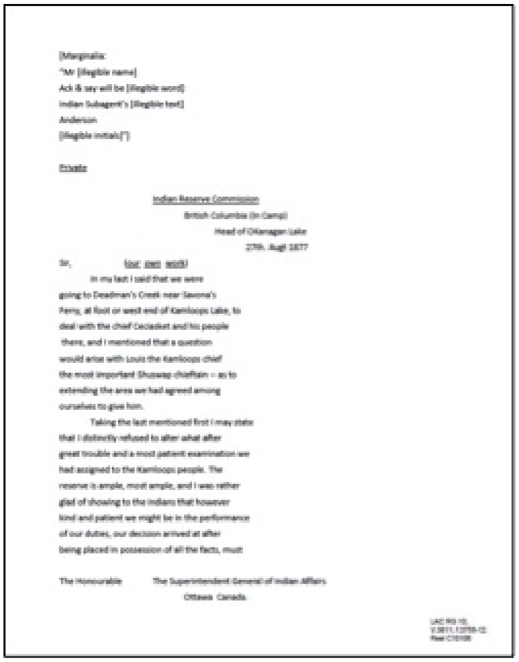
6. Your blank space will appear. You can now add your citation into the box that you created by using the header and footer process described above. Generally, you will not need to use this process to add labels as most will be more straight-forward. Once you have redacted an area you cannot undo the process. If you are not pleased with the box that appears after you have selected "Redact" then immediately close the file without saving. You can then re-open the copy from before you added redactions to the file and begin again.



The finished version of this type of digital label: note that the white text box blocks out enough space to clearly add a label yet does not obscure any of the original text.

4.e. Examples of Label Positioning

Below are several examples of where digital labels can be placed on both original documents and transcriptions. Note that the labels do not interfere with the original text or transcription. The labels are in clearly visible locations, but they are also offset from the text wherever possible. Further, the labels provide complete source information including general location of the document, volume numbers, file numbers, and reel numbers.



[Marginalia:
"Mr [illegible name]
Ack & say will be [illegible word]
Indian Subagent's [illegible text]
Anderson
[illegible initials]"]

Private

Indian Reserve Commission
British Columbia (In Camp)
Head of Okanagan Lake
27th. Augt 1877

Sir, (our own work)

In my last I said that we were
going to Deadman's Creek near Savona's
Ferry, at foot or west end of Kamloops Lake, to
deal with the chief Ceciasket and his people
there, and I mentioned that a question
would arise with Louis the Kamloops chief
the most important Shuswap chieftain – as to
extending the area we had agreed among
ourselves to give him.

Taking the last mentioned first I may state
that I distinctly refused to alter what after
great trouble and a most patient examination we
had assigned to the Kamloops people. The
reserve is ample, most ample, and I was rather
glad of showing to the Indians that however
kind and patient we might be in the performance
of our duties, our decision arrived at after
being placed in possession of all the facts, must

The Honourable The Superintendent General of Indian Affairs
Ottawa Canada

LAC RG 10,
V.3611, F.3756-12,
Reel C10106

Note : the following appears on the upper left of the page: "1 [encircled] Pc"]

519
On a memorandum from the
Hon. the Provincial Secretary dated
the 1st February 1878 reporting that
the Indian Land Commissioners appointed
by the Dominion and Provincial Governments
have nearly completed their seasons
works and as the Commission is
very expensive and under existing
circumstances unnecessary he
recommends that the following
telegram be transmitted by
His Excellency the Lieutenant
Governor to the Secretary of State
for the Dominion of Canada

"Government wish arrangement
"approved by order Privy Council
"23rd February last respecting
"Indian Land Commissioners to
"take effect now."

The Committee advice that the
recommendation be approved

A.C. Elliott
President Executive Council

[Marginalia: the following is written vertically running up the page. It begins in the lower left corner.
"Approved
A.N. Richards
4th Feby 1878"]

BCARS, GR 0113,
Reel B-8400
OIC 519

November THURSDAY 8 1888

FRIDAY 9

Fine day –Left Phillips + Antoine
to strike camp + return to Penticton
Tom + I left camp at 8:30. Crossed
Mariner River. We got a shot each
at a buck missed, ascended
the mountain , a hard ride, saw
plenty of tracks of game but did not
get a shot. about 3 inches of snow on
summit. Reached Penticton about 5 P.M.
Very tired. No news of the Str.

4.f. Manual Labeling

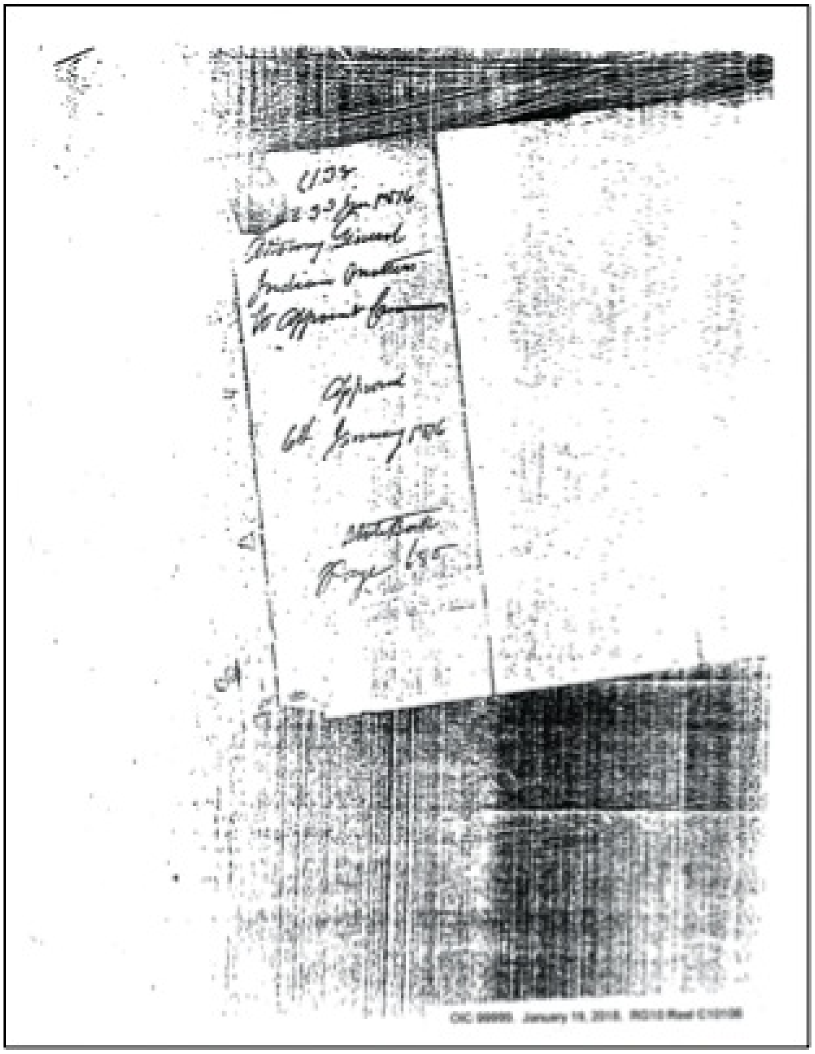
If would prefer to manually label your documents and transcripts or you do not have the software needed to digitally label, you can physically print labels and add them to the documents. When doing so, follow the same general steps that are outlined above:

1. Analyze the document or transcription to identify a good place to add a label.
2. Create a small label with clear and visible citation information
3. Print the label and add it to the document in the best place.

You can add physical labels to your documents and transcriptions using a label printer and its accompanying software. Type the source information into the space provided for adding text to the label:

Next, print the label and arrange it on your document following the placement guidelines laid out below. After you have added physical labels to your documents, you can scan them again so your digital copies are labelled.

Here is an example of a manually added label:



5. Submission and Storage of Typescripts

As mentioned earlier, a physical copy is created before the labeling stage. At the final stage, however, digital copies of all typescripts are burned onto discs and distributed to all necessary parties. These discs contain all other relevant claim information, grouped in a logical and organized fashion. Proper storage and archival procedures should be followed to ensure the typescripts, along with other claim documents, are preserved for the future.

5.a. How to Save In-Process Transcriptions

During the drafting stages, organization is very important. There are often several ongoing transcriptions at a time, and they may all be in various stages of completion. Having a structured folder and document naming system will help keep the transcription process organized. Here is an example of one possible organization style:

- Folder: Name of Claim/Project
    - Reports (UBCIC specific)
        - Claim Documents
- Transcription Required
    - Transcription First Drafts
        - Transcription First Drafts with Corresponding Reviewed Drafts
    - Transcription Reviewed Drafts
        - Transcription Reviewed Drafts with finalized versions
    - Transcriptions – Finalized
    - Transcriptions - Labelled and in PDF format

A file structure similar to this can easily be adapted to a researcher's internal file storage scheme. The key is that transcriptions undergo several preparatory steps and the folders need to help track such changes and avoid any confusion or repetition of work.

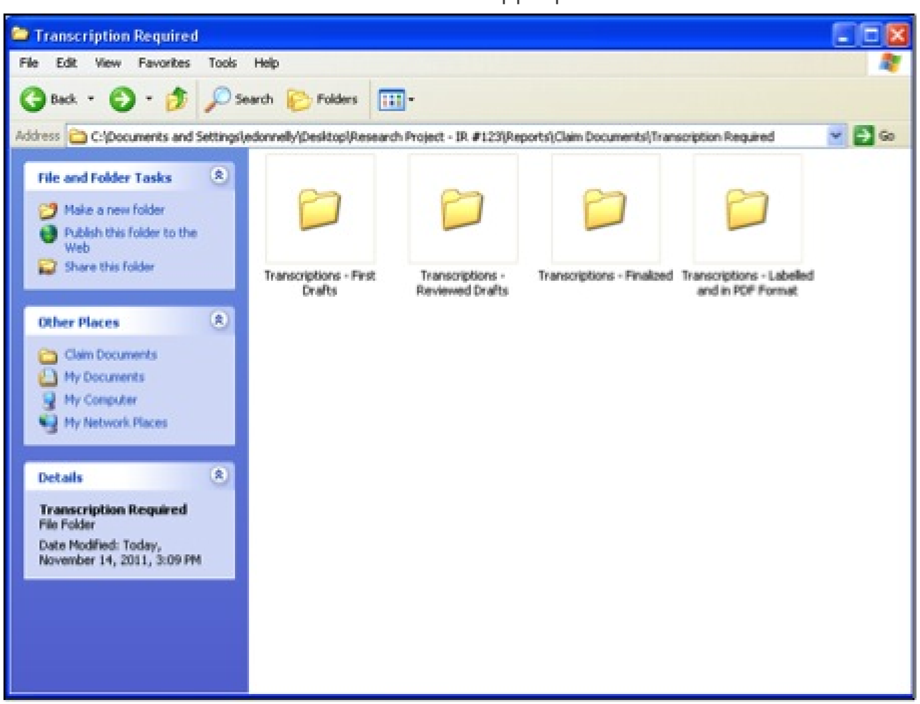
5.b. Naming Transcription Files

Keeping files uniformly named and consistently organized in a folder system provides overall clarity to the entire transcription process. Transcriptions should contain the same document number and so that they appear on the document list side by side. Be sure to name each file with its document number first, so the files can be easily distinguished when grouped together.

Here are examples of file names for the various stages:

- Doc 451 – Transcription First Draft
- Doc 451 – Transcription Reviewed Draft
- Doc 451 – Transcription Finalized
- Doc 451 – Transcription Labelled and in PDF Format

These files should also be saved in their appropriate folders to avoid confusion.



5.c. Documenting Typescripts

Typescripts go onto the document list along with the other claim documents and alongside their original counterpart

6. Transcribers' Notes/Researchers' Notes

Different researchers follow different procedures regarding the type of material that goes into a Transcriber's Note versus a Researcher's Note. Below are some loose guidelines on on distinguishing when to employ either one. A Transcriber's Note would generally be found within a completed transcription. A Researcher's Note would appear in an Endnote Library.

6.a. To Appear in Transcription (i.e. “Transcribers’ Notes”)

i. Mark ups that impact content (e.g. – if a mark on a page obscures content)

ii. Mark ups in the original that reflect content (e.g. – lines or arrows linking text/editorial/added marginalia)

iii. When sections of the original are obscured by binding or other storage practices.

iv. When best judgement dictates it is necessary

6.b. To Appear in Document List (i.e. “Researchers' Notes”)

i. When marks ups do not relate to the or impact the content of the document (eg. Scratches on microfilm or marks from storage)

ii. When mark ups are internal to the agency or repository but not relevant to the content (eg, internal INAC storage markings)

iii. Transcriber's name and/or date of transcription

7. Marks on Original Document

- Transcribers should note any marks that appear in the original document in the bibliographic library (eg. Endnote Library file) so that they appear on the Document List comments column and in accordance with the guidelines set out in section C.6. SCB may return documents with even small marks on them asking if these are on the originals, produced by researchers or produced by someone else.
- If possible, note marginalia where it appears on page. If not possible, note it at the bottom of the page. See image below.
- Optimally, much of this work will have been done in the document gathering stage.

8. Document Lists and Endnote Library

Keeping source and other citation information organized and accessible is a vital part of preparing a claim. Often researchers use computer programs like Endnote Library to digitally record bibliographic information for each source collected. One advantage of such a program is that once all your data is entered, you can use it in a variety of different ways without re-entering the same information. After the source data has been entered for every original document, for example, you can use Endnote Library's Cite While You Write function to add footnotes or endnotes to your final research report. Additionally, the researcher can use this collection of digital bibliographic data to create a document list, a PDF file that contains bibliographic citation information for all of the original documents used in a final claim.

8.a. Steps to Making a Document List in Endnote Library

A final Document List will contain the citation information of each document that you use in your final claim or report. The researcher can generate a Document List manually by compiling all of the reference information herself or himself. This process can also be accomplished in a less labour-intensive manner by using bibliographic or reference computer software such as Endnote Library. It is important to note that all of a researcher's documents must already have existing reference entries within the program in order to generate a Document List using the steps detailed below:

To make a Document List:

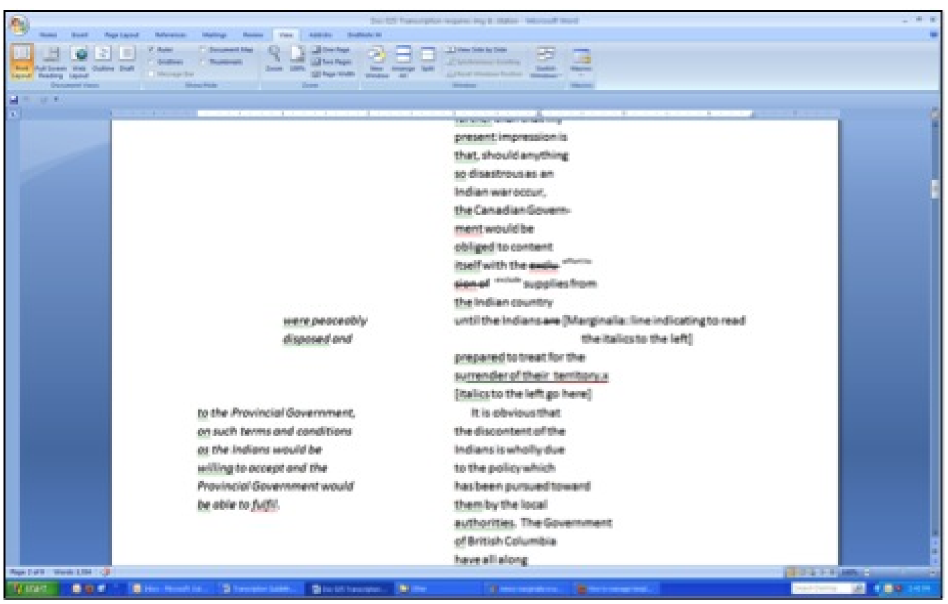
- First, open the bibliographic data library that contains all of your citation information (eg. an Endnote Library file.)
- Shift-click or control-click to select all of the bibliographic entries that you would like to appear on your document list. If you would like every Endnote Library reference within a certain library file to appear on the Document List, you do not need to go through and select individual entires. Instead, you can simply use the Select All function (Ctrl + A). All of the items that you have selected should be highlighted in blue.
- Once you have selected your desired items, go to the "File" menu and click "Export"
- Export the selected entries to a .txt file and save it to a location on your computer that you can easily access.
- Find the .txt file on your computer, right-click the icon, and move your cursor over "Open with...". A list of programs should appear. Select Microsoft Word from this list and wait for the list to open as a Word document.
- Finally, once your Document List has opened in MS Word, select "Save As..." from the file menu and save the file as a PDF. Microsoft Word will convert the file to a PDF format file at this point and your PDF Document List is complete.
- Make sure to save the final PDF version in a logical place so that you will be able to locate the Document List when needed.

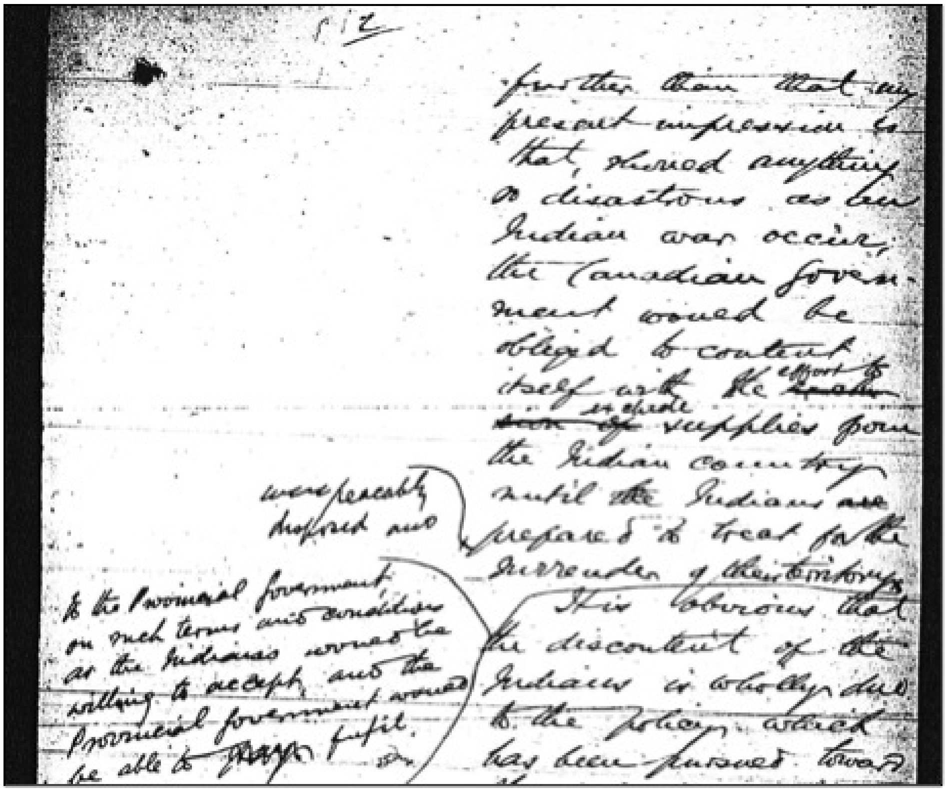
D. For Further Consideration

We recommend that you consider these guidelines as a starting point when transcribing. Not all documents will fit into rigidly specific guidelines, which is why the transcription process is so difficult. The transcribers and researchers involved will need to use their judgement when preparing documents, and through this process your organization can build its own guidelines and training protocols. In preparing 2 claims for resubmission, the Union of BC Indian Chiefs Research Department came across many unique instances and had to deal with these using common sense research practices. Below, however, we have provided some hints to help others work through these challenging cases.

1. Marks on Documents Requiring Additional Explanation

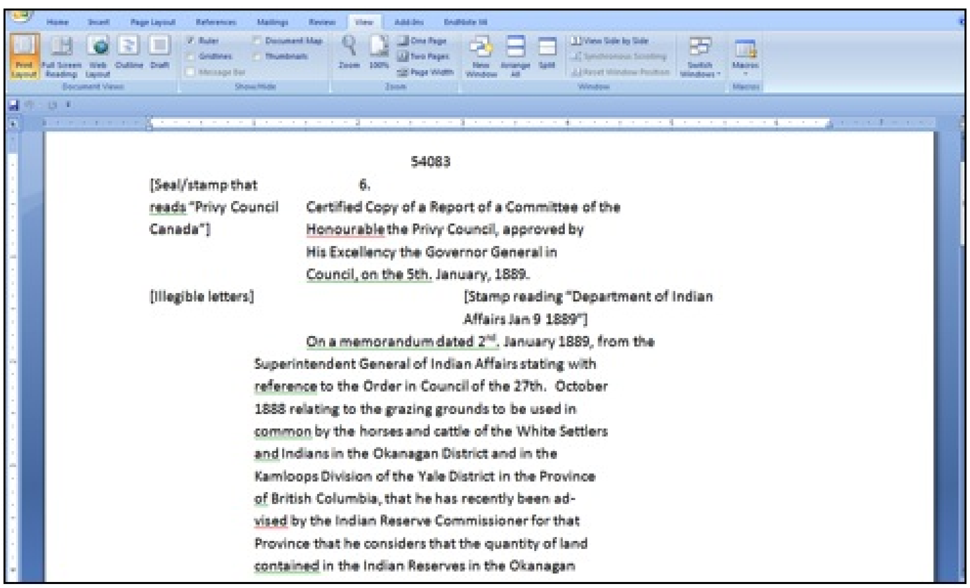
The markings on the below page had to be noted in the transcript itself because the document would not make sense to a reader without the marginalia. Further, this document illustrates that a strict set of guidelines will not always account for the formatting challenges that you will encounter. In the example, the lines indicating to read text on the left of the page were labeled as marginalia inside a set of square brackets.





further than that my present impression is that, should anything so disastrous as an Indian war occur, the Canadian Government would be obliged to content itself with the ~~limitation of~~ effort to exclude supplies from the Indian country until the Indians were peaceably disposed and prepared to treat for the surrender of their territory to the Provincial Government on such terms and conditions as the Indians would be willing to accept, and the Provincial Government would be able to fulfil.

It is obvious that the discontent of the Indians is wholly due to the policy which has been pursued towards



54083

[Seal/stamp that reads "Privy Council Canada"]

6.

Certified Copy of a Report of a Committee of the Honourable the Privy Council, approved by His Excellency the Governor General in Council, on the 5th. January, 1889.

[Illegible letters]

[Stamp reading "Department of Indian Affairs Jan 9 1889"]

On a memorandum dated 2nd. January 1889, from the Superintendent General of Indian Affairs stating with reference to the Order in Council of the 27th. October 1888 relating to the grazing grounds to be used in common by the horses and cattle of the White Settlers and Indians in the Okanagan District and in the Kamloops Division of the Yale District in the Province of British Columbia, that he has recently been advised by the Indian Reserve Commissioner for that Province that he considers that the quantity of land contained in the Indian Reserves in the Okanagan

In the above example, stamps and seals were noted as marginalia to indicate to the reader that these markings appeared on the original version of the document.