

Kershaw Diary Supplement

The [Transcribing Field Notes tutorial](#) should be used as a guide for transcription standards. This is an additional tutorial for the Kershaw Diaries.

The screenshot displays a digital transcription interface. At the top, there is a zoom slider and navigation buttons for "show previous journal page" and "show next journal page". A "Transcribing" link is visible in the top right corner. The main area shows a scanned page of a diary with handwritten text. A red box highlights the word "May" at the top. Another red box highlights the number "200" on the left margin. A larger red box encompasses the main text: "2nd Water Beetle, N. Botanical Gardens under stones at the margin of Water Holes." Below the scan, there is a form with a "Month" field and a "Transcribe each record as follows: Enter the number into the 'CatalogNumber' field. Enter the text into the 'Transcribe All text' field." instruction. The form has two columns: "CatalogNumber" and "Transcribe All text". A "New row" label is on the left, and an "Add row" button is on the right. Red arrows point from the "May" box to the "Month" field, from the "200" box to the "CatalogNumber" field, and from the main text box to the "Transcribe All text" field.

Transcribe the text into the fields as shown above.

This is a close-up of the transcription form. It shows the "CatalogNumber" and "Transcribe All text" fields. The "Add row" button is circled in red, indicating it should be clicked after entering the record.

After completing each catalogue number record click on 'Add row'

Zoom image:  [← show previous journal page](#) [show next journal page →](#) [Transcribing Field Notes](#)



Enter the month from the top of the page Month

Transcribe each record as follows: Enter the number into the "CatalogNumber" field. Enter the text into the "Transcribe All text" field.

	CatalogNumber	Transcribe All text	
New row	<input type="text" value="10"/>	<input type="text" value="1 Sp jumper Studley Park found on the gum [?] scrub, rather common"/>	<input type="button" value="Add row"/>
1.	<input type="text" value="8"/>	<input type="text" value="1 Sp. cucula [?] Botanical Gardens on Paling [?] not common"/>	<input type="button" value="Delete"/>
2.	<input type="text" value="9"/>	<input type="text" value="1 Sp. three horned [?] jumper Botanical Gardens on th eleaves of gum [?] scrub, rather common"/>	<input type="button" value="Delete"/>

Keep transcribing each catalogue number record into a new row until all the rows on the page have been entered

Once all the rows have been completed and any additional notes entered in the Notes box at the bottom

Click on the button.

If you haven't finished a record and wish to come back to it later or you have spent a lot of time on the task then please click on the so that you don't lose your data. You can then find the task in your My Tasks page.