

Notes on Using the spreadsheet

Starting

1. Please enter the first register number in place of the red number shown here (eg 15701)

Type your transcription in the green blocks below.									
Type the Task number in place of '15701' to the right						15701			
Replace the example data given in the first line , then type in the remaining lines as needed.									
Delete the formula for entries that should not be copied from the line above if not blank.									
Hover over a column heading to view instructions for what to record under that heading.									


2. Please enter your name as the person transcribing the record in place of “John Pring”

O	P	Q	R	S	T	X	AAE
Type the Collecting book number in place of 'Rock Reg 2' to the right						Rock Reg 2	
Type the left hand page number in place of '' to the right							
Transcribed by		John Pring					
Refer to the sample image and example of transcription in the Sample image tab .							

3. Please remove (from the line you are transcribing) any data that is not correct. If no information is provide (for example in “Cab No.” please remove any data that has been auto populated.

I have set up some fields to auto populate based on the field above. This is intended to reduce the amount of typing that you have to do.

Copying data into DIGIVOL

- Either at the end of a page or after each line copy each line of coded information (red section to the right of the spreadsheet) back into DIGIVOL. Pressing  between each row you copy in. (you should end up with the same number of rows in DIGIVOL as you have transcribed.)