

Gold Rush Letters Transcription Workflow

Step 1 – Log in to UBC Wiki and go to your course page.

- The first time you log in to UBC Wiki you will need to create a Wiki username. The purpose of this username is for you to have a uniquely identifiable presence within UBC Wiki.

Note: you will still log in to the UBC Wiki via your CWL as opposed to your Wiki username.

Step 2 – Pick a letter page and get to its “wiki file page”.

- The letters are located here: <http://www.wiki.ubc.ca/Course:HIST305>
- Locate your letter and click on the relevant page – this will take you to a “wiki file page” that looks like this:

File | Discussion | 001 ed.jpg | View | Edit | History

File | File history | File usage | Metadata

Size of this preview: 479 × 599 pixels.
Original file (4,929 × 6,167 pixels, file size: 0 B, MIME type: image/jpeg)

-----TRANSCRIPT-----

Summary [edit]

Description English: Letter written by J.A. McCrea.
Date 25 July 2014
File source UBC Digital Initiatives
Author J.A. McCrea

Licensing [edit]

The copyright for this work is owned by UBC.

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File history

Click on a date/time to view the file as it appeared at that time.

	Date/Time	Thumbnail	Dimensions	User	Comment
current	12:34, 25 September 2014		4,929 × 6,167 (0 B)	Eka (Talk contribs)	

.. Upload a new version of this file
.. Edit this file using an external application (See the setup instructions for more information)

File usage

There are no pages that link to this file.

Metadata

This file contains additional information, probably added from the digital camera or scanner used to create or digitize it. If the file has been modified from its original state, some details may not fully reflect the modified file.
[Show extended details](#)

Category: Files with UBC Copyright

History – This is where all edits, comments, and actions are recorded. Your Wiki username appears next to any changes you make.

File Page Edit Screen – this is where you go to enter the transcript. This is different from the Main Page Edit Screen.

This grey box is where the **transcript** goes. It is defined in the wiki code by the `<pre></pre>` tag.

Step 3 – Edit the wiki file page, make comments, and save your changes.

- From the Wiki file page, click on “Edit”.
- Follow the instructions included in the edit window.

The screenshot shows the 'Editing File:Fisk 05 89 001 ed.jpg' interface. At the top, there are tabs for 'File' and 'Discussion', and buttons for 'View', 'Edit', 'History', and a search bar. The main editing area contains a rich text editor with a toolbar (B, I, link, unlink, image, video, audio, help) and a menu (Advanced, Special characters, Help). A red box highlights the transcript area, which contains the following code:

```
<!--TRANSCRIBED CONTENT GOES INSIDE THE <pre></pre>-->
<pre style="white-space:-moz-pre-wrap; white-space:-pre-wrap; white-space:-o-pre-wrap; white-space:pre-wrap; word-wrap:break-word;">
-----TRANSCRIPT-----
</pre>
<!-- IGNORE EVERYTHING BELOW THIS LINE-->
```

Below the transcript area is a metadata section with fields for description, date, source, author, permission, other_versions, and other_fields. A note at the bottom states: "Please note: All contributions to UBC Wiki may be edited, altered, or removed by other contributors. If you do not want your writing to be edited, then do not submit it here. You are also promising us that you wrote this yourself, or copied it from a public domain or similar free resource (see UBC Wiki:Copyrights for details). Do not submit copyrighted work without permission!"

A red box highlights the 'Summary:' field, which is currently empty. Below the summary field are checkboxes for 'This is a minor edit' and 'Watch this page', and buttons for 'Save page', 'Show preview', and 'Show changes'.

At the bottom, there is a section titled 'Templates used on this page:' with a list of templates: Template:Creative Commons (edit), Template:Description (edit), Template:Description/Short (edit), Template:En (edit), Template:118n month (edit), Template:118n month/form (edit), Template:ISOdate (edit), Template:Information (edit), Template:Information/author processing (edit), and Template:Parse source (edit).

This is the **transcription area**. You will only ever need to change what falls between “<pre...>” and “</pre>”, indicated here by the placeholder: “-----TRANSCRIPT-----”.

The “summary” area is where you can **comment on your edit**. These comments will show up next to your edits in the file page history.

Save Page vs. Show Preview – a common error is using the preview function to check your edits and then forgetting to save.