

Transcription Tips & Tricks

- **Zoom in** on an image by clicking Fullscreen at the top left of the document workspace, or clicking the + symbol at the bottom of the image. Once you've zoomed in, you can click, hold your mouse, and drag the image to see details in the letter.
- **Toggle between views** (side-by-side or over-and-under) with the Image at the left pull down menu on the upper left of the document workspace.
- **Move between pages of a letter** by clicking the left or right arrows at the top right of the document workspace.
- **If you encounter a blank page**, which you occasionally may, check Mark as blank.
- **If your translation needs further review**, you can check Needs Review.
- **The progress bar** next to each letter indicates its status. Depending on the number of pages, the bar may indicate a combination.
 - White means a page has not been transcribed.
 - Light green means a page has been transcribed, but not reviewed.
 - Dark green means a page has been transcribed and reviewed, and is ready to be added to our collection

Common Abbreviations

You may encounter abbreviations used in nineteenth-century correspondence.

Common 19th century abbreviations and their full spellings include:

&c = et cetera

inst. = a date in this month (e.g. the 15th inst.)

ult. = a date in the previous month (5th ult.)

Yr obt sr = your obedient servant

Commr. Ind. Affairs = Commissioner Indian Affairs

Common military abbreviations include:

Adj. = Adjutant

B.B.G. (or Bvt. Brig. Gen.) = Brevet Brigadier General

Brig. = Brigade

Capt. = Captain

Cav. = Cavalry

Col. = Colonel

Col. Inf. = Colored Infantry

HdQrs. = Head Quarters

Genl. = General

Inf. = Infantry

Lieut. or Lt. = Lieutenant

Maj. = Major

Prov.Gen. = Provost General

QM = Quarter Master

Regt. = Regiment

Vols. = Volunteers



Common name abbreviations include:

Andw = Andrew

Archd = Archibald

Augt = August/Augustin

Benj – Benjamin

Chas = Charles

Jas = James

Jno = John

Jos = Joseph/Josiah

Mich = Michael

Nathe, Nathl, Natl = Nathaniel

Richd, Rich'd = Richard

Ro = Robert

Saml = Samuel

Thos = Thomas

Wm = William