

Dukesfield Smelters and Carriers Project

Reading the Past

Transcript template 2014

March
2014

Work is now proceeding apace on how best to store all our transcripts for posterity in a searchable database. A lot of thought is being given to what we want to isolate for each of the letters to help with this, while at the same time minimising the amount of work needed to prepare our transcripts for loading. To help with this for all transcripts from now on we have revised the template.

Please save and upload to dropbox whatever you're currently working on, and then take a copy of the revised template 'document record template 2014.doc' from the Reference Material dropbox folder and use it from now on. It should be self-explanatory, but these notes and example might be useful in case of any doubt.

Dukesfield Smelters and Carriers Project **Reading the Past**

Document description:
 Document date(s):
 Source location and reference:
 Transcriber:
 Date:

Transcript:|

[if including multiple letters cut and paste the entire header block for each new letter, so that each one starts and ends with the line of dashes. Thanks]

 {{From}}
 {{To}}
 {{Date dd/mmm/yyyy.}}
 {{Notes}}
 {{Begin}}

 {{End}}

EXAMPLE

- {{From}} forename and surname
- {{To}} forename and surname where known, or title and surname, or business name (eg. 'Messrs Plumb & Brown)
- {{Date dd/mmm/yyyy}} ie. use familiar three letter abbreviations for month, or enter only those parts of the date given, or, if none, enter unknown
- {{Notes}} if you wish to add any of your own notes about the document or correspondents, put them here. They can be multiple lines of text
- {{Begin}}
 place all transcribed text, including dates, names etc. as written, between these two markers
- {{End}}

Document description: letters from Joseph Richmond
 Document date(s): 1730 July to Dec
 Source location and reference: NRO 673 2
 Transcriber: Greg Finch
 Date: Mar 2014

Transcript:

[if including multiple letters cut and paste the entire header block for each new letter, so that each one starts and ends with the line of dashes. Thanks]

 {{From}} Joseph Richmond|
 {{To}} John Bacon
 {{Date dd/mmm/yyyy.}} 3 Jul 1730
 {{Notes}} The Bacon family shared the partnership mines in Weardale with Blackett
 {{Begin}}
 To Jno Bacon Esq Newcastle 3 July 1730
Sr, I am Debtor to yours of the 23d ult & am sorry thereby to find wee differ so much in our Opinion of the present value of your Wessonhope oar lead, I heartily wish you may get £18 10s 0d for it but am well assured that he who now gives it will find his Mistake; I should be very Glad to conclude a Bargain with you ready to give you as much as any other can afford but cannot accept of it on the Terms you expect
 I am with best Respects Sr your & JR
 {{End}}

 {{From}} Joseph Richmond
 {{To}} Isaac Hunter
 {{Date dd/mmm/yyyy.}} 14 Jul 1730
 {{Notes}}
 {{Begin}}
 To Mr Hunter Newcastle 14 July 1730
Sr, I am oblig'd to repeat my Intreaties that you will send me in the Miln accounts at least to Xmas last without loss of time, You know there has been none d'd since Lady day gone twelve months to wch time the pay was made. If any enquiry is made into Affairs this will justly be looked upon as too loose proceedings for I am not able to finish the last years account for want of those three Quarters in arrear at Xmas wch I again desire you will Immediately send me, wth my Service to Mrs. Hunter I am &c JR

If you cant send me in the two last Quarters account viz for Lady day & Midsummer last, in a months time pray fail not in sending me an Accot of the Oar recd at the severall milns in those Quars from the Respective groves that I may see [obscured word] see the grove account agree therewith
 {{End}}

Copy the entire block, including the dashes for each new letter. The double curly brackets are important. They enclose keywords to indicate to the database program how to identify each letter, so please make sure the brackets and their contents are left as shown – and not used anywhere else!