

# MHS DIGITAL VOLUNTEERS INSTRUCTIONS FOR CROWDSOURCING VOLUNTEERS

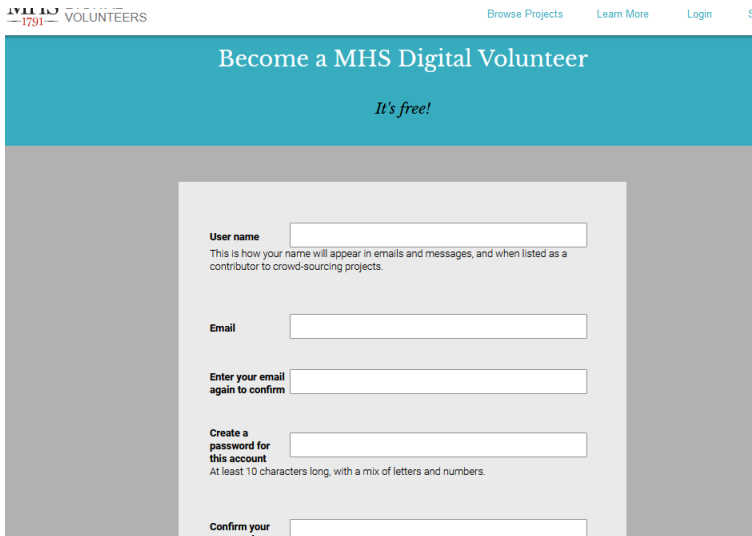
Revised 19 April 2022

Visit <https://www.masshist.org/mymhs/index.php>

Before you can begin transcribing you must create an account. Find the “Sign up” button in the upper right corner. After you have created an account, use the “Login” option to start using the crowdsourcing tool.



When you create an account, please realize that your username will be publicly visible in some areas of the MyMHS volunteer website.



To begin the crowdsourcing activity, click “Browse Projects” in the upper left corner.



Scroll down to the Luman Boyden journals and click "View this Project"

[NOTE: Although the web page also has a crowdsourcing activity relating to the Charles S. Morse papers, and the John Rowe diaries, please focus on the Luman Boyden journals for the time being.]

MHS DIGITAL  
—1791— Volunteers Browse Projects FAQ

## Luman Boyden missionary journals

This collection consists of manuscript journals of Reverend Luman Boyden (1805-1876) documenting his missionary work in East Boston, Massachusetts. Boyden was a Methodist clergyman employed by the Boston City Missionary Society to visit and assist residents in poverty, including Protestant, Irish Catholic, African American, and immigrant families. Detailed, daily entries describe residents' struggles with alcoholism, domestic violence and other crimes, suicide, and illnesses such as tuberculosis, smallpox, and typhoid fever. Boyden also describes his attempts at conversion, distribution of Bibles and tracts, and advocacy of temperance. Entries list names and addresses, including many tenement blocks, and paint a detailed image of urban life in East Boston during this period.

Historical manuscripts reflect the language, prejudices, and attitudes of their time, material which may be considered offensive today.

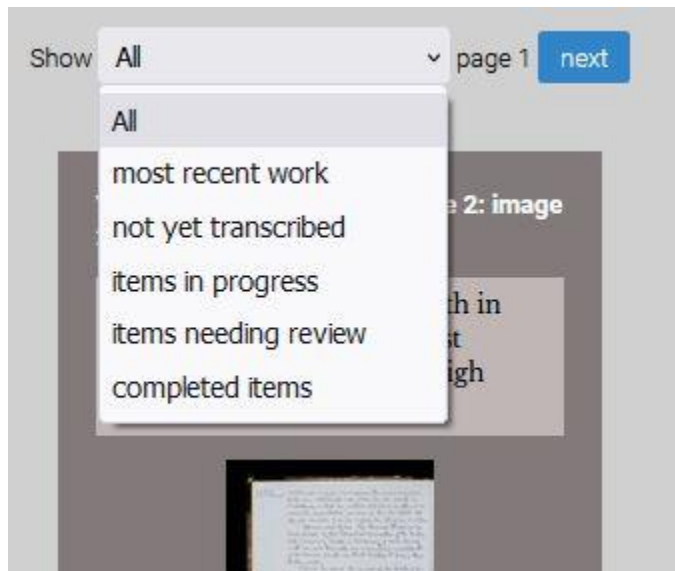
TRANSCRIPTION PROGRESS

Pages in progress: 1    Pages in review: 7    Pages completed: 16/285

[View this project](#)

1854  
Journal.  
May the Lord direct  
When God approve all is  
Having been informal  
Secretary of the Special Com  
mittee of the Boston C  
munity Society, dated 19 June 18  
Committee of the Boston C  
selected one a Missionary of  
of six hundred fifty dollars  
to be terminated by three or  
and in connection with  
a communication from the  
Chapel East Boston dated 1  
me that "at a meeting held  
the same Chapel it was the  
view of those present that I  
beamed to prefer to them o  
to give two hundred dollar  
penditures to be received by  
and Nancy believed for 3  
of Mrs B, required a more  
my family than could be I  
to be appointed to station chi  
selected the above mentioned  
fact stated that it was  
that if the society in M  
that I should give an a  
When the above

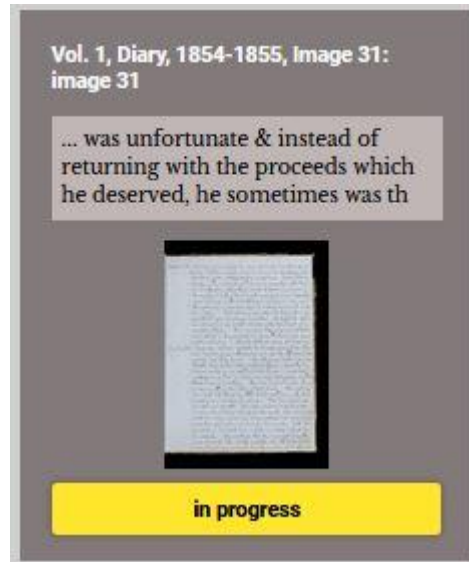
On the Luman Boyden project page, a thumbnail image of each diary page can be found, along with each page's transcription status. To find pages that are in need of transcription, partially transcribed, or needing review, use the dropdown menu.



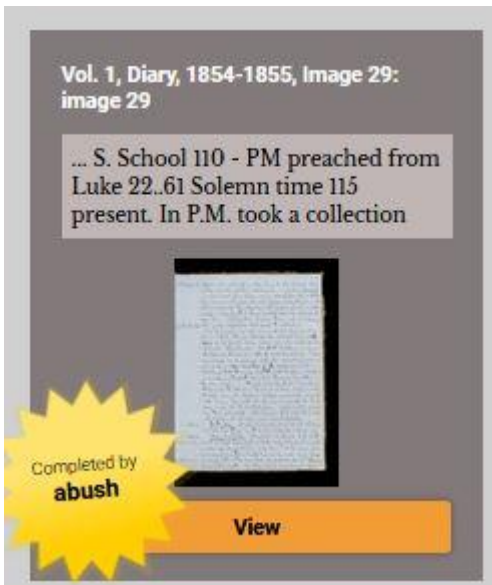
Colored bars indicate the status of each transcription: available, in progress, in need of review, or complete.



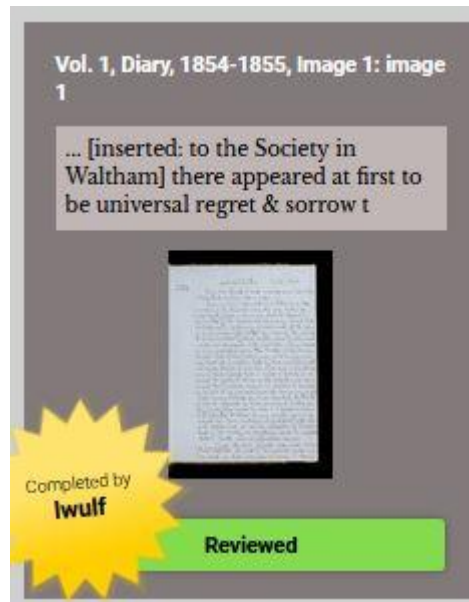
**Yellow "transcribe"** bar indicates that the page is available for transcription.



**Yellow "in progress"** bar indicates that a transcription is in progress. Anyone can continue these transcriptions.



**Orange "View"** bar indicates that the transcription is finished and ready to be reviewed. (Note: only administrators can review transcriptions.)

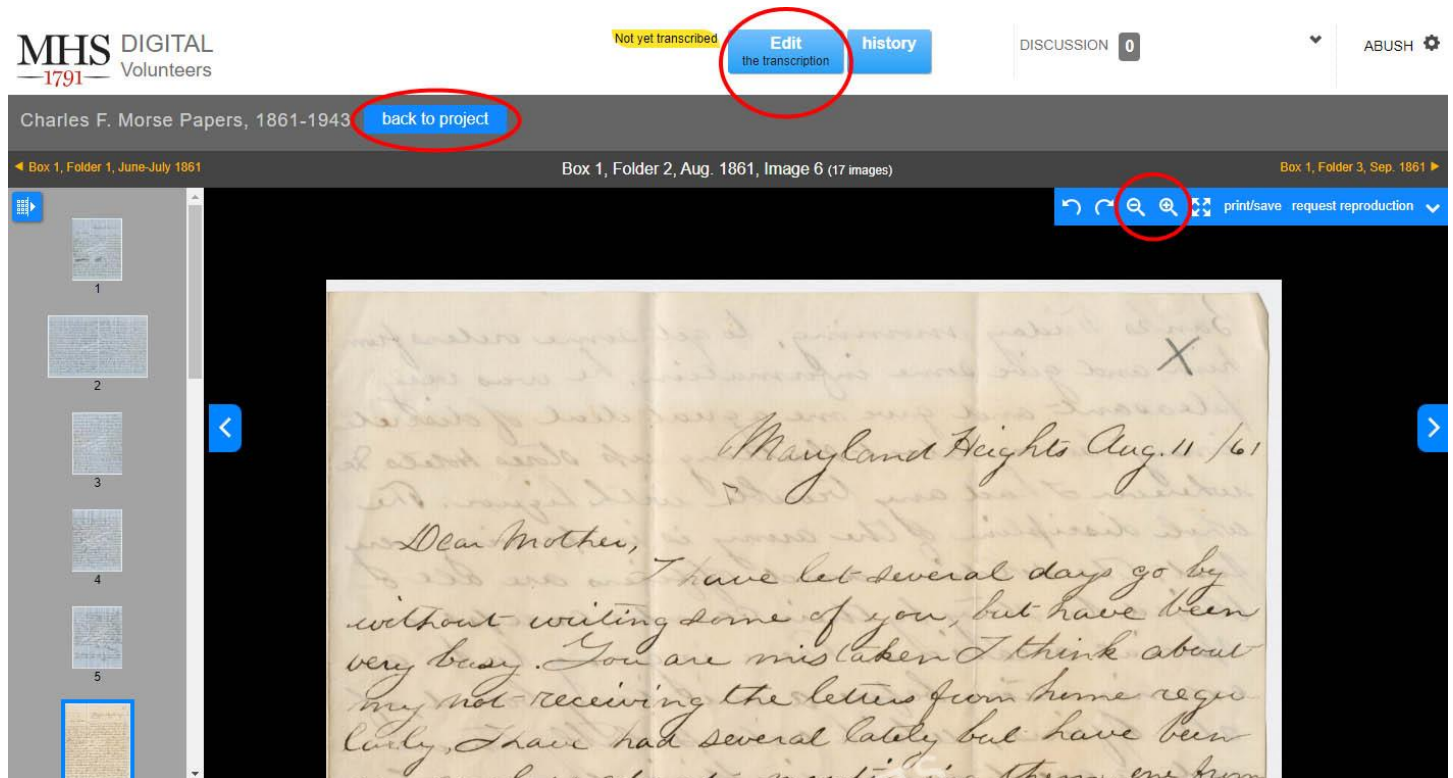


**Green "Reviewed"** bar indicates that the transcription has been reviewed and is completed.

## Using the transcription page interface

Click on **“Edit the transcription”** to start a transcription. Click on **“Back to project”** to find a new page to work on. Use the **“+”** or **“-”** buttons in the image viewer to zoom in or out and the **curved arrow buttons** to rotate the page.

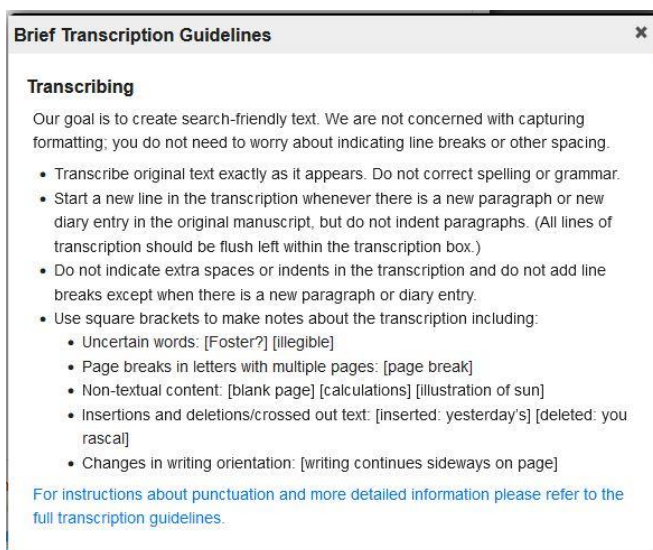
**NOTE:** The crowdsourcing tool is layered over the MHS website’s manuscript image viewing tool. This means some buttons control the options within the crowdsourcing tool and some buttons control the manuscript viewer.





When you click on **“Transcribe this image”** the transcription pop-up box will appear. Start typing in the empty white area, shown at left. You can save your work in progress and return to it later. **Note:** the page will eventually time out if left idle for over an hour, and your work will not be saved. You can always click **“Save and close”** without finishing the transcription if you need a break.

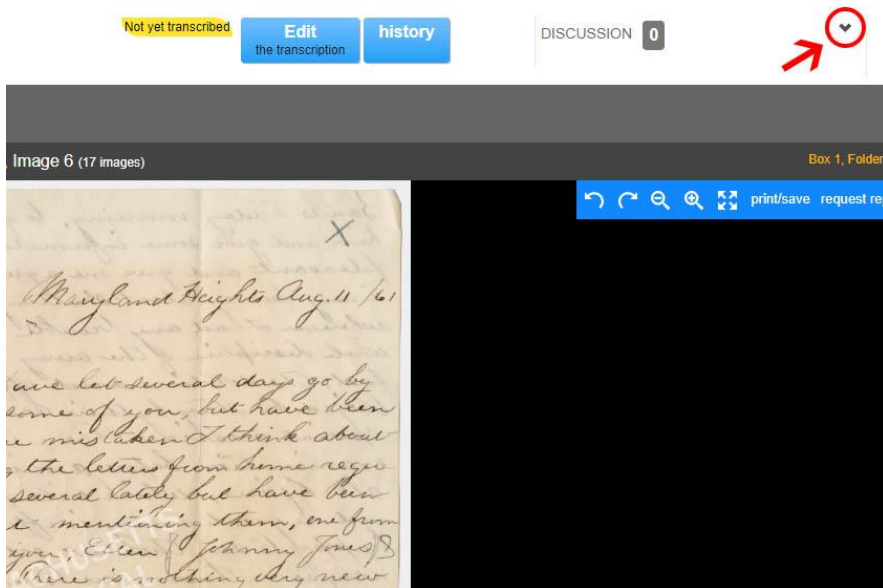
When you complete a transcription of a page, check **“This transcription is completed”**, then click **“Save and close”**.



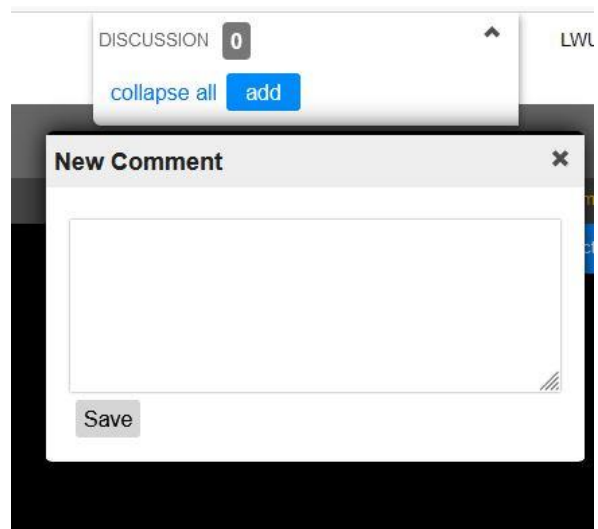
If you have questions, click **“Brief Transcription Guidelines”** for quick instructions. A pop-up box will appear with brief guidelines.

For more detailed instructions click on **“For instructions about...”**, the blue link at the bottom of the pop-up box. It will take you to the the following page:  
<https://www.masshist.org/mymhs/index.php/transcription-guide>

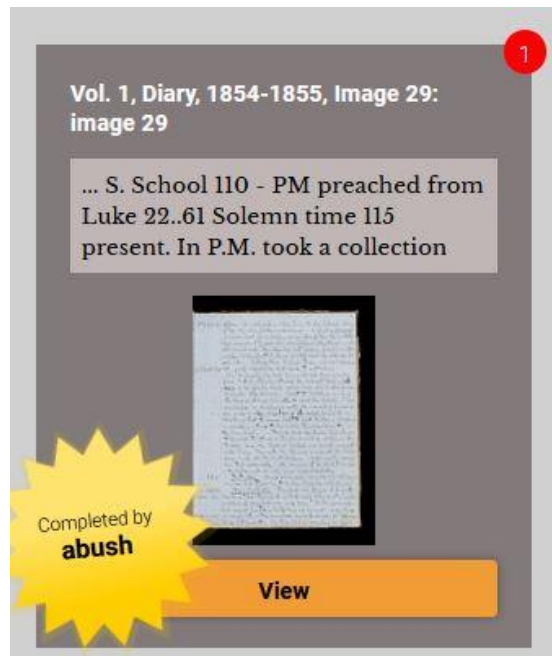
Use the “Discussion” arrow if you want to share a question or idea and see what others are discussing.



To add a comment, click on the small arrow to open the Discussion feature and click “Add”. Type and save, and your comment will be visible to other volunteers. Click the arrow again to close the Discussion feature.



Look for a red badge on page thumbnails to view comments and discussions from other participants.



If you still have questions or issues using the transcription tool, email your questions to [crowdsourcing@masshist.org](mailto:crowdsourcing@masshist.org)

When you are done with transcribing, logout in the upper right-hand corner. This is also where you can see all the work that you have done, by clicking on My Activity.

