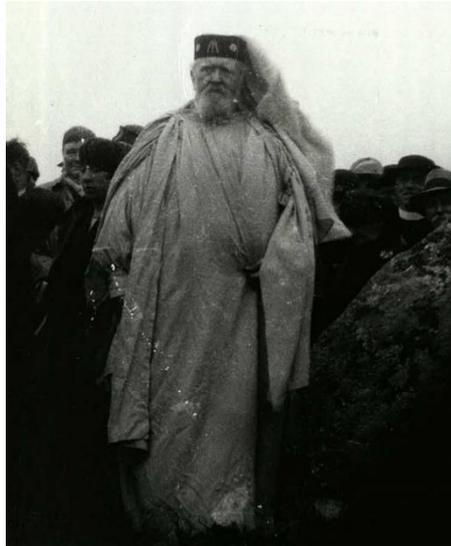


# 'Henry Jenner' Project Instructions



## Task –

Catalogue and transcribe the letters of Henry Jenner.

Collection reference number: **X1141**

The collection is divided into bundles of letters, e.g. **X1141/2** or **X1141/4**

Each letter has its own reference number within a bundle, e.g. **X1141/4/1** or **X1141/4/2**

**Remember** to open the **Kresen Kernow Guide to Transcribing**.

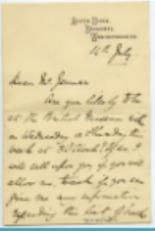
### Top Tips:

- Open up the guidelines and instructions in a new window before starting a task
- Complicated transcription? Prepare it offline first, then copy and paste it into the description box
- Remember, the system will log out if it is inactive for extended periods of time
- You can change views between the task window and image viewer whilst entering your data. However, do not navigate away from these active windows to another part of the website as the system will not save your work until you hit submit. Remember, you cannot edit a task after submission
- Give yourself enough time to complete and submit a task in one session, data entry can take longer than expected
- Use the image viewer navigation buttons to rotate or zoom into the image – don't strain your eyes or neck!



## Choose a task -

Check the **task counter** for number of submissions



Letter, RefNo: X1141/4/7

Submissions: 0

Choose this task 

Click on the task you would like to complete



Letter, RefNo: X1141/4/8

Submissions: 0

Choose this task 

Document type and Reference number attached to each task

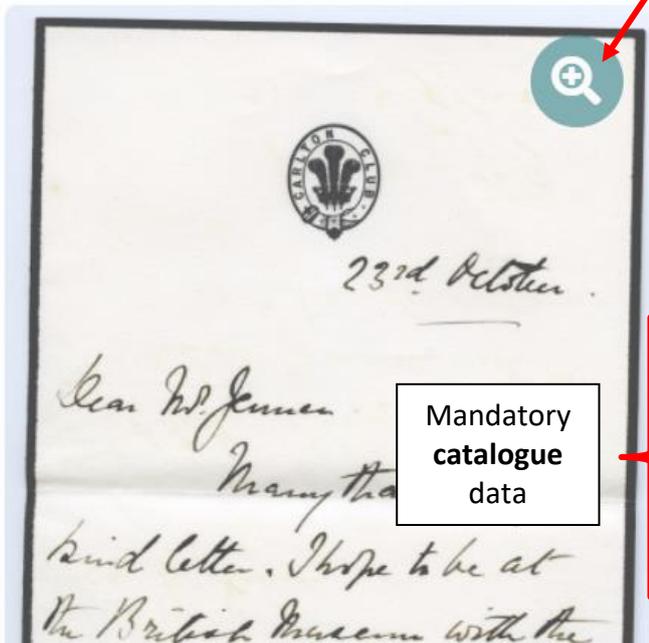
## Task window -

Letter, RefNo: X1141/4/8

Use this code in the **RefNo** box

Click the **Zoom** button to view the letter in the image viewer

Added on 13 January 2021



Mandatory catalogue data

Submissions: 0

### Complete the boxes below

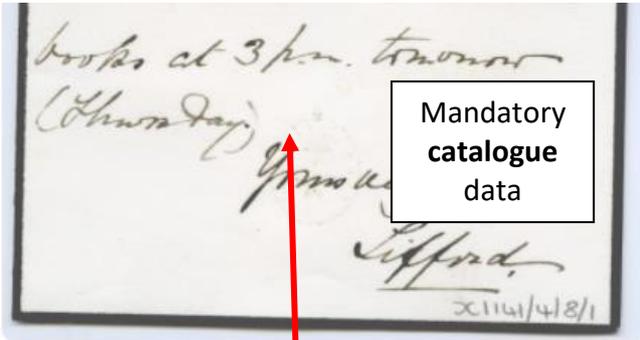
[Logged in as claire. Log out?](#)

Please fill in all the boxes marked with a red star.

RefNo/Reference number ★

Title ★

Date ★



Mandatory catalogue data

Format ★

Manuscript

Extent ★

1 piece

Description ★

Enter transcription here

Tags

Please note that you won't be able to edit your entry after it has been submitted.

Submit

Click on the **image tiles** to view the letter pages – documents have been scanned in the correct viewing sequence



Optional **Tags** box

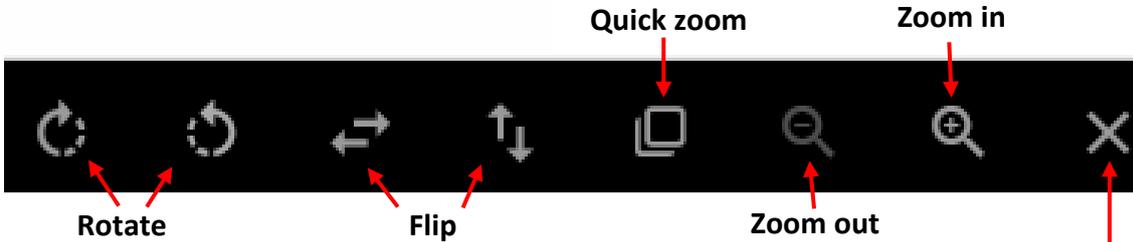
Once all the mandatory boxes are complete, the **Submit** button will activate

**Success!** 

Your submission was sent. Thank you for taking the time to help us complete these tasks.

### Image viewer -

You can view an enlarged image whilst using the data entry form at the same time. There are useful image buttons at the top of the screen.



**Exit image viewer** – back to task window

You can change views between the task window and the image viewer whilst entering the data

2/2

Submissions: 0

Complete the boxes below

[Logged in as claire. Log out?](#)

Please fill in all the boxes marked with a red star.

**RefNo/Reference number** ★

X114/4/8

**Title** ★

Letter, from Lifford, Carlton Club, to Henry Jenner

**Date** ★

23 Oct 1889

**Format** ★

Manuscript

**Extent** ★

2 pieces

**Description** ★

Image number: 1/3

Next image - left/right arrows

Letter, RefNo: X1141/4/8

### Mandatory Catalogue data –

Letter, RefNo: X1141/4/8

**RefNo/Reference number:** the code to use is attached to each task, e.g. **X1141/4/8**. It will also be visible on the document, usually written in pencil in the bottom right hand corner. In this example, there is an additional /1 for the letter and /2 for the envelope, this extra identification will be used in the Description box only, not in the RefNo box.

**Title:** identifies item type and who/what/where it relates to. Keep this short and do not put a full stop at the end, e.g. **Letter, to Henry Jenner, from Lifford, Carlton Club**

**Date:** see the individual letter content and use the format, **dd mmm yyyy**, e.g. **23 Oct 1889** or **Oct 1889** or **1889**

In this example, the date was taken from the envelope postmark.

If the specific date is not known, estimate a year, decade or century, e.g. **c1889**, **1880s**, **19th century**. The collection information will provide a usable date range.

**Format:** pick **Manuscript** from the drop-down list.

**Extent:** use **1 piece** for a letter, **2 pieces** for a letter and an envelope, or **3 pieces** for two letters and an envelope.

**Remember:** do not use full stops in the boxes for RefNo, Title, Date, Format or Extent

## Optional Tags box -

An optional box to enter useful search words related to the general themes of the record. Think of words not already used in the Title or Description that might make the record more searchable. Use lowercase text and separate each word with a comma, e.g. **weather, snow, sandcastle, cat, dog**

This box is particularly useful for image-based records such as photographs. For letters, the content may be describing a particular theme or event but never actually identifies it within the text, for example the **first world war** or **prisoners of war**. Use these phrases as tags and the record becomes more searchable.

You may feel there is no need to add any tags.

For this project, suggested tags (depending on content) could be:

**research notes, travel, cornish literature, cornish language, bards, education, festivals, cornish music, gorsedh, myths, legends**

**Remember** – do not use full stops or capital letters in the box for Tags

## Transcription data –

Enter your letter transcript into the **Description** box.

Follow the **Kresen Kernow Guide to Transcribing** for layout and format instructions. There is a lot to remember so open them in a new window whilst you type.

Remember - if there is more than one item to record in the task, such as a letter and an envelope or two letters, follow the additional **layout instructions** below. All the text is entered into the one description box.

**1) Letter, [AM/1018/1].**

**Enter Transcript text here.**

**2) Envelope, [AM/1018/2].**

**Addressed to 'your text'. Postmark 'your text'.**

**1) Letter, [AM/942/1].**

**Enter Transcript text here.**

**2) Letter, [AM/942/2].**

**Enter Transcript text here.**

**3) Envelope, [AM/942/3].**

**Addressed to 'your text'. Postmark 'your text'.**

**Two transcript examples** with the letter images have been provided on the following pages.

**Example 1 – one letter**

**Example 2 – letter with envelope**

## Example 1– transcript for one letter

### Description ★

College of Arms, London, EC [Letterhead]

8 March 1898 –

Dear Sir,

Everard Green has suggested my writing to you on the subject of a legend woven into a ribbon which I inclose for your inspection. Neither I, nor any of my friends to whom I have appealed, can make anything of it.

Everard Green thinks that you could, in all probability, solve the mystery. I therefore take the great liberty of addressing you on the subject. I am dear Sir, yours truly

William H Weldon  
Norroy [Norroy King of Arms]

College of Arms,  
London, E.C.

8 March 1898-

Dear Sir,

Everard Green has suggested my writing to you on the subject of a legend woven into a ribbon which I inclose for your inspection. Neither I, nor any of my friends to whom I have

X1141/4/114

appealed, can make anything of it.

Everard Green thinks that you could, in all probability, solve the mystery. I therefore take the great liberty of addressing you on the subject. I am, dear Sir,  
Yours truly William H. Weldon  
Norroy

## Example 2 – transcript for one letter with envelope

### Description ★

1) Letter, [X1141/4/8/1].  
Carlton Club [Letterhead]

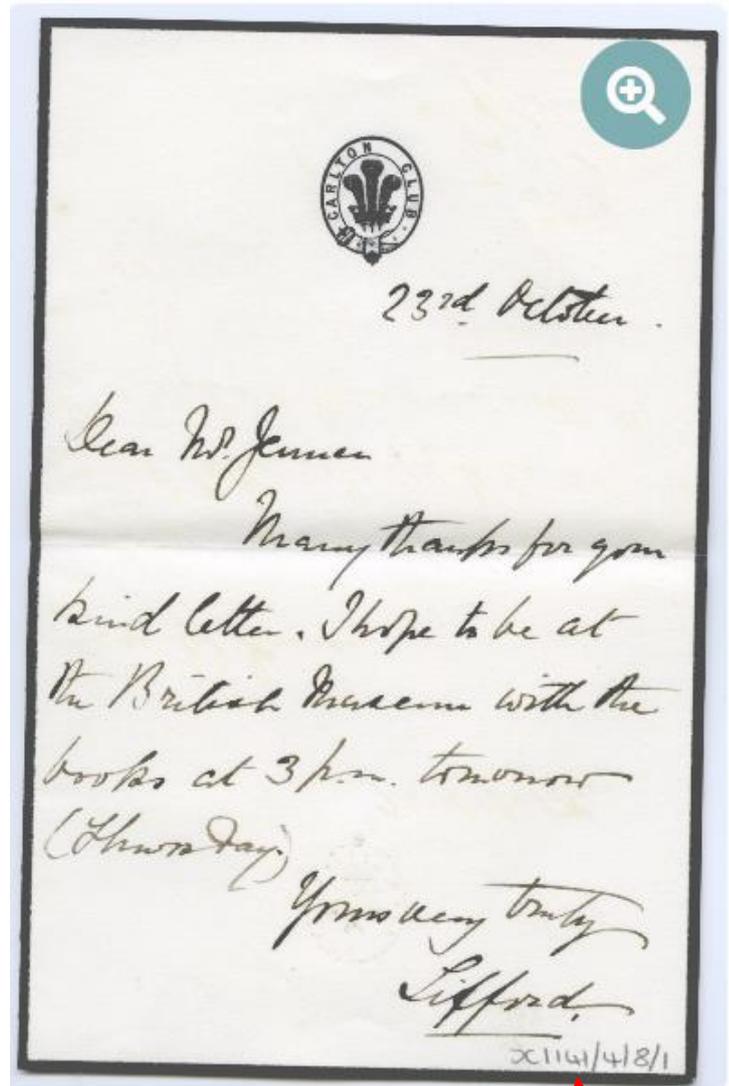
23rd October [1889 envelope postmark].

Dear Mr Jenner

Many thanks for your kind letter. I hope to be at the British Museum with the books at 3pm tomorrow (Thursday)

Yours very truly  
Lifford

2) Envelope, [X1141/4/8/2].  
Addressed to 'Henry Jenner Esquire, British Museum'.  
Postmark 'London, October 23 1889'.



RefNo for the letter



RefNo for the envelope