

## 'Recipe' Project Instructions



### Task -

Catalogue and transcribe recipes from the Tremayne family of Heligan.

Collection reference number: **T/1363**

Each recipe has its own reference number, e.g. **T/1363/1** or **T/1363/2**

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

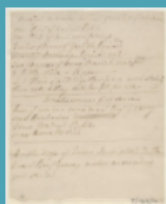
### Top Tips:

- 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

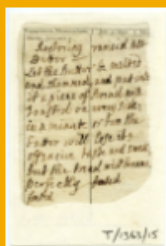


Recipe, RefNo: T/1363/10

Choose this task

Submissions: 0

Click on the task you would like to complete



Recipe, RefNo: T1363/15

Choose this task

Submissions: 0

Document type and Reference number attached to each task

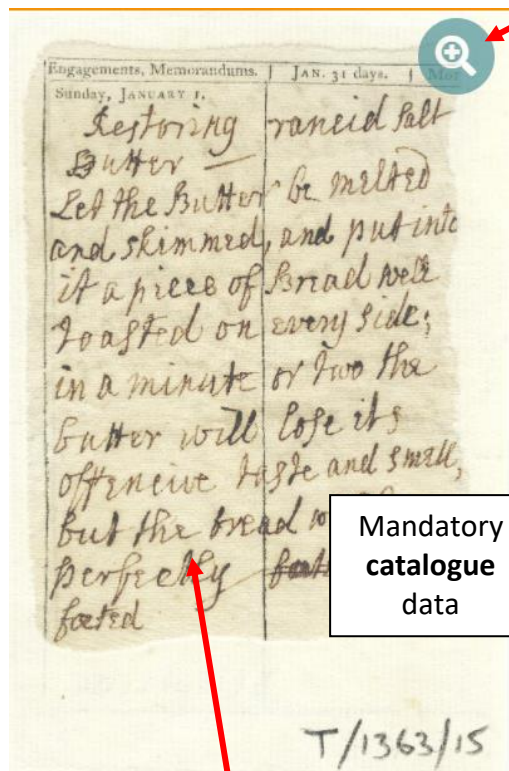
## Task window -

Use this code in the **RefNo** box

Recipe, RefNo: T1363/15

Added on 13 January 2021

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



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** ★

T/1363/15

**Title** ★

Recipe, restoring rancid butter

**Date** ★

c1700

Mandatory catalogue data

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



**Mandatory catalogue data**

**Format** ★  
 Manuscript

**Extent** ★  
 1 piece

**Description** ★  
 Enter transcription here

**Optional Tags box**

Tags

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

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

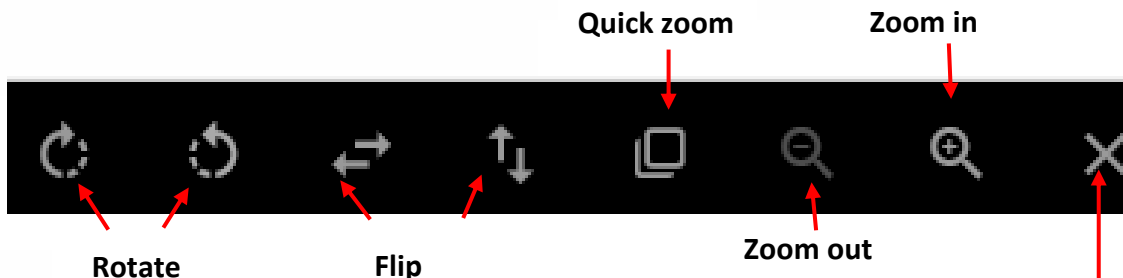
**Submit**

**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

1/2

Engagements, Memorandums. JAN. 31 days. | Mon  
Sunday, JANUARY 1.

Restoring rancid Butter  
the Butter be melted  
skimmed, and put into  
pieces of Bread well  
roasted on every side;  
in a minute or two the  
Butter will be perfect.

T/1363/15

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 ★

Format ★

Extent ★

**Mandatory Catalogue data –**

**Recipe, RefNo: T1363/15**

**RefNo/Reference number:** the code to use is attached to each task, e.g. **T/1363/15**. It will also be visible on the document, usually written in pencil in the bottom right hand corner.

**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. **Recipe, restoring rancid butter**

**Date:** see the individual recipe content and use the format, **dd mmm yyyy**, e.g. **13 Feb 1705** or **Feb 1705** or **1705**

If the specific date is not known, estimate a year, decade or century, e.g. **c1705**, **1700s**, **18th century**. The collection information will provide a usable date range.

In the above example, the date is not given so **c1700** would be used. Much of this collection is undated.

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

**Extent:** use **1 piece**

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

## 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**

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

**health, medicinal, puddings, baking, cooking, cakes, desserts, sweets, treats, candy, alcoholic beverage, food, rations, cuisine**

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

## Transcription data –

Enter your 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.

## Description ★

Restoring rancid salt Butter –

Let the Butter be melted and skimmed and put into it a piece of Bread well toasted on every side; in a minute or two the butter will lose its offensive taste and smell, but the bread will become perfectly fated

