

Transcribing letters step-by-step

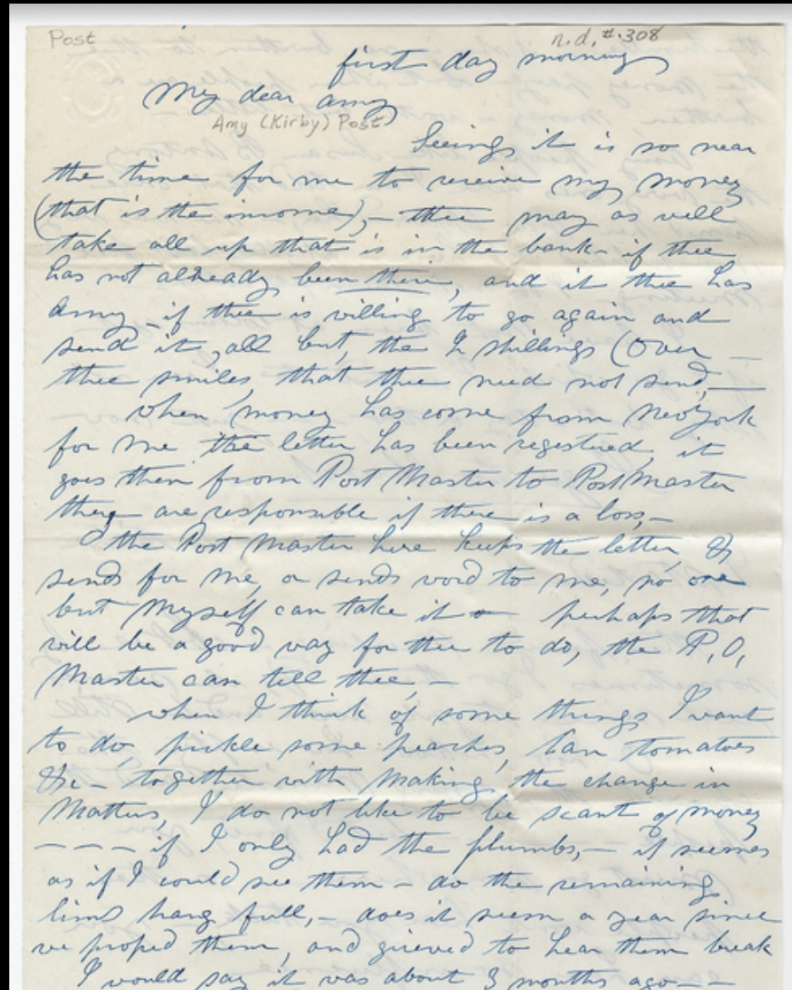
1. Choose your letter at rbscpexhibits.lib.rochester.edu/gdos
2. Email (archives@rochester.edu) us to let us know which letter you are doing
3. Create your transcription
4. Save your transcription





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Titus, Esther. Letter to Amy Kirby Post.

TITLE

Titus, Esther. Letter to Amy Kirby Post.

CREATOR

[Titus, Esther](#)

CONTRIBUTOR

[Post, Amy Kirby, 1802-1889](#)

DESCRIPTION

Handwritten letter from Esther Titus to Amy Kirby Post, n.d.

IS PART OF

[Isaac and Amy Post Family Papers](#)

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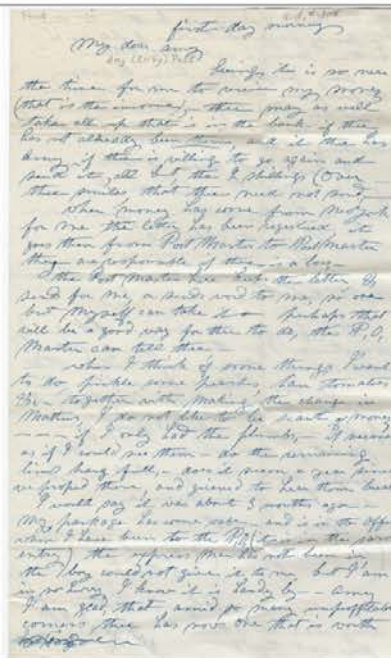


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Titus, Esther. Letter to Amy Kirby Post.

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Titus, Esther. Letter to Amy Kirby Post.

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Resize the
letter

Post n.d., #308

first day morning

My dear Amy
Amy (Kirby) Post

Seeing it is so near
the time for me to receive my money
(that is the income),— thee may as well
take all up that is in the bank if thee
has not already been there, and if thee has

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Titus, Esther. Letter to Amy Kirby Post.

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They are responsible if there is a loss, -
The Post Master here keeps the letter &
sends for me, or sends word to me, no one
but myself can take it - perhaps that
will be a good way for thee to do, the P.O.
Master can tell thee -
When I think of some things I want
to do pickle some peaches, can tomatoes
&c - together with making the change in
Novr I don't think I shall be able to

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Move the letter
up and down

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Titus, Esther. Letter to Amy Kirby Post.

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will be a good way for thee to do, the P.O.
Master can tell thee -
When I think of some things I want
to do pickle some peaches, can tomatoes
&c - together with making the change in
the - I don't think it is a -

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Master can tell thee -
when I think of some things I want
to do pickle some peaches, can tomatoes
&c - together with making the change in
New York

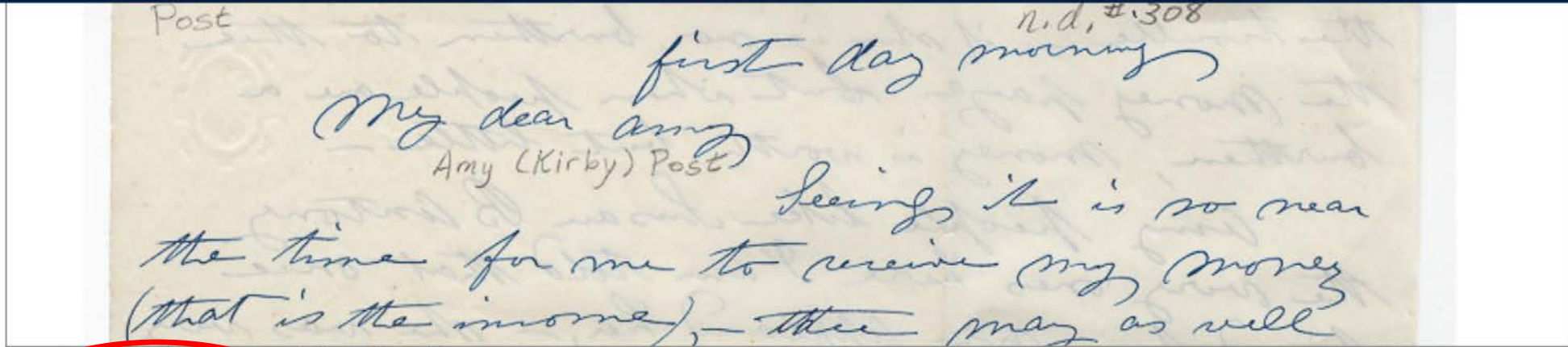
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YOUR WORK!

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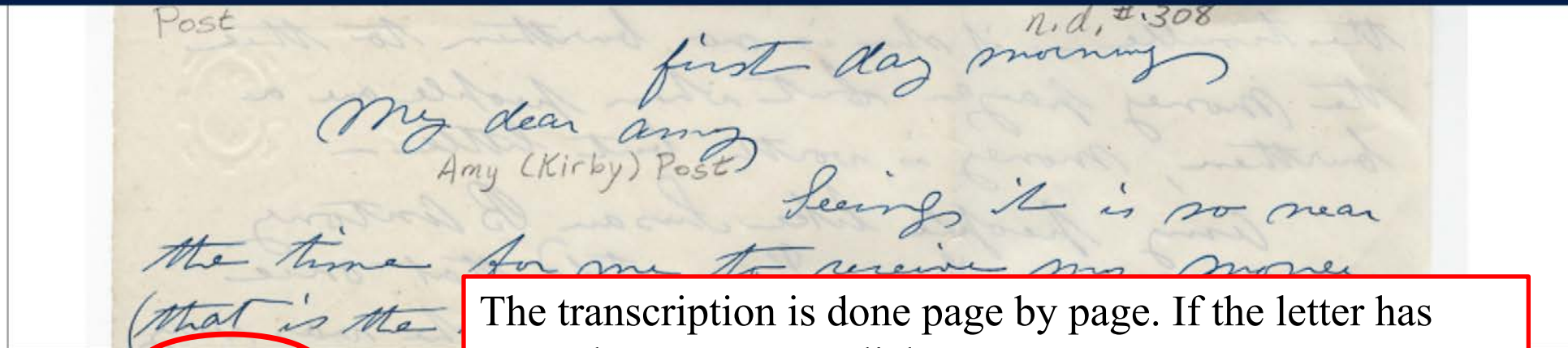
First day morning
My dear Amy
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the time for me to receive my money
(that is the income), thee may as well

CLICK TO SAVE
YOUR WORK!

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The transcription is done page by page. If the letter has more than one page, click "next page."
Be sure to save your work before going to another page.

First day morning
My dear Amy
Seeing it is so near
the time for me to receive my money
(that is the income), thee may as well

CLICK TO SAVE
YOUR WORK!

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Transcription formatting help

How can I make the transcription look more like the document?

Can I make words bold, *italic*, and underlined

- Add your word to make the word bold
- Add your word to *italicize* the word
- Add <u> your word </u> to underline the word
- Add <s> your word </s> to ~~strikethrough~~ the word

Can I add line breaks?

- Add
 to the end of a line or shift+enter for a manual line break

What if I can't read a word?

- If you're uncertain, type your best guess [giraffe?] or [illegible]

What about interlinear additions?

- Use ^ ^ to indicate these:
We went ^to^ the Museum

What if the word is misspelled?

- Please reproduce the misspelling.
- For archaic or misspelled scientific names, places, and personal names, if the correct spelling can be determined, please add it in brackets afterward. For example:
Psittacus erythracus [erithracus]

Where can I find common abbreviations and examples?



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Where can I find common abbreviations and examples?

- This excellent [document](#) from the Natural History Museum (London) has a list of examples and abbreviations.

What do we do with your transcription?

- We proofread it to ensure accuracy
- Add code to ensure it displays properly
- Add it to the item record so it appears alongside the document image(s)

Can I be credited for my transcription?

- Yes! Please contact us and let us know which letter(s) you worked on.
- You can remain anonymous if you prefer



Questions?
Contact us at

archives@rochester.edu

