



Februarij
6. 7. 8

cunthone
Wondt in tye

gare
mijn
ont
cijferd

user manual

introduction

It's wonderful that you want to participate in transcribing and deciphering Jan Garemijn's notebooks from the Print Room of Musea Brugge.

For this project, we are delighted to be using the DOEDAT.BE platform, developed by the Botanic Garden in Meise.

Your input is very valuable and helps our registrars to produce professional object and text records for the registration and disclosure of Garemijn's notebooks. At the end of this project, everyone will be able to view and browse the notebooks on collectie.museabrugge.be. In this way, researchers as well as heritage lovers will get a special look behind the scenes of the Academy of Bruges in the 18th century.

Please read the guidelines below before you start.
Have fun transcribing!

**gare
mijn
ont
cijferd***

* Garemijn deciphered

part 1: registration

step 1

Visit www.museabrugge.be/GaremijnOntcijferd

step 2

Click on the button "subscribe"

- You can now create an account
- Complete the required fields
- Click on "Create account"

step 3

Check your inbox

- You will receive an e-mail within the hour from "Botanic Garden Meise"
- If you didn't receive an e-mail, please check your spam folder
- Click on the link in the e-mail inviting you to activate your account and complete the registration process

step 4

Your registration is complete

- Proceed to part 2

part 2: getting started with descriptions

step 1

Visit www.museabrugge.be/GaremijnOntcijferd-doedat

At the top right, you will see “My Profile” instead of “Login”.
You are now logged in and ready to start!

- Click on the green “Start” button

step 2

You will now get an overview of the pages from the notebooks.

- You can choose which image you want to start with
- Click on “Transcribe” if you want to transcribe and describe the image
- Click on “Preview” if you want to look at the image in detail first

step 3

Each time, a page will appear from one of the notebooks by Garemijn, kept in the Print Room of Musea Brugge. The page shows a pose or attitude of a model drawn by Garemijn with notes or names written on it. Sometimes it can be a combination of text and image.

- Can you read the text and describe the image?
Then complete the fields below.
- Nothing springs to mind? No problem.
Click on the “Back to preview page” button and choose another page.

step 4

Complete the fields using the input guidelines.

→ [see additional pages for input instructions](#)

step 5

Have you completed all the fields?

YES

- Click on the orange button “Save”
- You can now choose between the following steps:
 - Go back to the overview page
 - Return to the saved task
 - Go to the project front page
 - View my contributions (including all saved tasks)

NO

- Would you like to reflect upon the image and finish the description later?
Click on “Save unfinished task”

I HAVE ANOTHER QUESTION

- Do you have a question about this image?
Ask your fellow volunteers using the “Create forum topic” button

tips for viewing the image more in detail

With the symbols on the left side you can:

- enlarge or reduce the image
- rotate the image
- move the image up, down, left or right

With the symbols on the right side you can:

- open the image in a separate window
- lock or pin the image in your browser screen

You can adjust the contrast and exposure with the sliders in the upper left corner

how to log in (again)

step 1

Visit www.museabrugge.be/GaremijnOntcijferd-doedat

step 2

Click on “Log in” in the top right of the page

- You will see the following screen: “My profile”
- Enter your e-mail address and password
- Click on “Log in”
- You can start

Do you receive an error message after logging in?

- Don't worry. Just close this webpage
- Return to www.museabrugge.be/GaremijnOntcijferd-doedat
- You will see at the top right that you are logged in again. You will see “My Profile”
- You can start again

need help?

Unable to register? Unable to log in? Other queries?

Contact us at info@verrijkdekijkopbrugge.be or by phone at 050 47 53 96.

follow us

facebook.com/GaremijnOntcijferd

museabrugge.be/GaremijnOntcijferd



Garemijn Ontcijferd is a project by Musea Brugge in collaboration with meemoo, VKC Flemish Art Collection and with support of the Flemish government. With special thanks to our colleagues at the Botanical Garden in Meise for sharing the DoeDat platform.

input guidelines

identification

1 Can you date the page?

- Is there a date on the page? Enter it here as precisely as possible. Use the Dutch name.

Tip: sometimes Garemijn used a number-letter combination as an abbreviation for the months:

- o 7bre = September
- o 8bre = October
- o 9bre = November
- o Xbre = December

2 Which day of the week is it about?

- Is a weekday mentioned? Fill it in here. Use the Dutch name.

collection data

3 Is there a drawing on this page? Indicate yes/no.

- If yes, which pose or gesture does the drawn model hold? Are there several figures? Please indicate multiple poses.

special data

4 What can you see in the drawing?

- How would you describe the drawing? For a study after life drawing: how is the model captured? Is it a quick sketch, a line drawing or shaded drawing?
 - Here are some ways to describe a study from life drawing:
 - o Man seen frontally or from the back
 - o Nude or dressed, wearing a (loin) cloth
 - o In profile or turned three-quarters to the left or right (seen from the viewer's point of view)
 - o Looking up or down
 - o Standing in contrapost posture (position with one leg extended and bent or relaxed), with legs apart, kneeling, reclining
 - o Outstretched, folded or relaxed arms, pointing (up, down)
 - Are any objects or props depicted (rope, stick, pedestal,...)?

5 Can you read the text on the page? If so, copy the text verbatim (word for word).

- Write down literally all the text you can read on this page.
 - Copy the text from left to right and top to bottom, including punctuation.
 - Start a new line if a new line also begins on the page.
 - Follow the rules of Standard Dutch for capitalisation.
 - Pay attention to proper names.
 - o Always capitalise the first name.
 - o Write a lower case for van/der/van de(n) etc.
 - o The surname is capitalised.
 - Transcribe in a logical order: group different blocks of text if you think they belong together. Work with a blank line between two blocks of text.

See example below: start transcribing the text above, then the text blocks at the left and the right side and end at the bottom of the page.



- Use square brackets for illegible text or doubtful cases.
 - o [illegible] ; [jor Legillon?] ; etc[etera]
 - o Still legible but crossed out: [Legillon, crossed out]
 - o Crossed out and no longer legible: [illegible, crossed out]

other data

6 Drawing or writing materials

- Which drawing or writing materials did the artist use on this page? Select the box(es) with the corresponding material(s). Do you think you recognise another material? Then enter it in under “other”.

notes

Comments that may be useful to Musea Brugge may be entered here.