



Welcome to our project!

Meise **Botanic Garden**

Data transcription: Historical documents

We thank you for your decision to join us in our mission of unlocking the information of the collections held at Meise Botanic Garden!

DoeDat aims to be a positive experience for everyone and we thus hope you will have some fun in the process. Still, our ultimate objective is to make information digitally available for scientists and the general public around the world. Good science is only achieved when based on solid data, therefore their correctness and some standardization is of great importance and we gently ask you to read the following guidelines before starting to transcribe information. It takes only a few minutes and you will then be able to progress with much more confidence!

Each project is accompanied by a short text about the documents you will be working with. Click on Get **started** to proceed.

Your task is to transcribe all information present on the document you will be presented with. See some examples to the right! The form under the image is specific for each project and the information in each

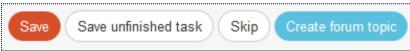
document. We ask you to transcribe this information in the correct order.

If you come across a piece of information which cannot be transcribed correctly onto the form's format, use the first column to transcribe it and leave the remaining line empty. Do not hesitate to leave empty cells behind if this helps you to reflect the layout of the document more faithfully.

Whenever you are not sure of the information you are transcribing, may it be because the handwriting is hard to read, the ink has almost disappeared, etc.,

take your best shot and write your interpretation between square brackets "[]" (e.g. write "500 m from the [coast]" or "between [Hasselt] and [Genk]" when certain words or parts thereof are not clearly written). And if despite all your efforts, you really have no idea whatsoever of what is written, simply enter "[]".

If you have entered all the information, you may then click on Save at the bottom of the page. Here, you may also want to save an unfinished



task to get back to it later (up to 2 hours), skip the task, or post a question on the Forum about this specimen.

Thank you! Your transcription was saved

- Transcribe another task
- Return to the saved task
- Go to project front page
- View all my contributions (including all saved tasks)

In the next window, you can then choose your next action (see image at the left).

That was it!

In case of doubts or questions, it may be useful to visit our *Forum* and either search for existing answers or even create a topic yourself.

If the available help buttons (*) and the forum entries do not suffice, we can always be reached by e-mail (see the contacts listed under *Contact* on the main page). We will try to answer as soon and clearly as possible.

Finally, we remind you that every contribution, big or small, regular or sporadic, is greatly appreciated! To participate on a DoeDat-project should never be felt as a chore, so do not worry too much! Everyone makes mistakes and all data will be validated. Make sure to progress at your own pace while enjoying a nice cup of tea or background music and, of course, the history and beauty of our collections!

Thank you for joining us in our mission!