

Dave's FreeCEN2 'New Transcriber' Guide

Version: June 2022

To be used alongside the "FreeCEN2 Handbook March 2022"

(Referred to within this guide as simply 'The Handbook')

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Dave's FreeCEN2 'New Transcriber' Guide

Purpose and approach

This guide has been written for new Transcribers who have just started with FreeCEN. On first reading it the 'FreeCEN2 Abbreviated Handbook March 2022' can be overwhelming as it needs to serve two purposes – explain how to use the system and also be a reference for Transcribers with years of experience.

This guide is intended to be used alongside 'The Handbook' as we work through the first key pages of our transcription trying to understand 'what goes where and why'? I started writing this guide as my own Notes while working through my first 'piece', and although I have only transcribed two Enumeration districts, I thought I would put this up for comment. I have realised that it will take me some time to complete the whole 'piece' and it seems silly to wait that long.

I will continue to update this document with any comments that come in, hopefully from more experienced Transcribers and Coordinators, but also with comments from new Transcribers – If you find this useful as you start, please tell me what else is missing. You can email me at DavesFreecen@gmail.com

Specifically, because I am only transcribing 1871 in England, I would appreciate feedback on differences between this and other census years.

Thanks here go to my Coordinator Chris Mahoney and the many members of the FreeCEN Transcribers group on Google who have provided me with extensive help and guidance (including marked-up spreadsheets) while I made my first erratic steps, I hope they will forgive my quoting their comments in the sections that follow. All quotes are taken from the FreeCEN Transcribers group page on Google, so I have not quoted anything which is not already 'public'.

What is transcribing?

Well, this is a new starter guide, so let's start with the most basic question of all! As 'The Handbook' says in its introduction on page 1, transcription is the first step in turning the spider scrawl of the census into information on the FreeCEN website that people around the world can use to search for their ancestors. Transcription simply means taking each name, place, occupation etc. from each census page and putting them into a document 'The spreadsheet' that the FreeCEN computer can use to add these new details to the database where they can then be used by the general public via the website.

A few census terms are useful to explain at the beginning (they were unknown to me...) :

- A 'piece' is several hundred pages that have been scanned and made into a single film. We are each sent a 'piece' to work through, it's massive, but it's the only practical way of dividing the work – if the same film was sent to more than one person then there is a huge risk of missing things out or doubling up. Piece numbers were allocated by the National Archives as part of their reference system.
- An 'enumeration district' is part of a 'piece'. An enumeration district is the set of pages completed by one 'enumerator' who walked the streets knocking on doors. Typically, this is a few tens of pages.
- A 'folio' is a sheet of paper, so it has two 'pages', one page is the front and the other is the back.

- A 'schedule' is a family unit. Sometimes all members of a house, sometimes one of many families in the same house, sometimes an individual. Schedules are separated by a / or // on the page and are usually allocated a number to identify them.

How do we 'transcribe'?

We are sent a 'piece' and we copy it into the spreadsheet as best we can, then upload it to FreeCEN. Fortunately, there are many things that can help us with that, and we'll try to explain them in this guide with lots of references to the 'official' documents.

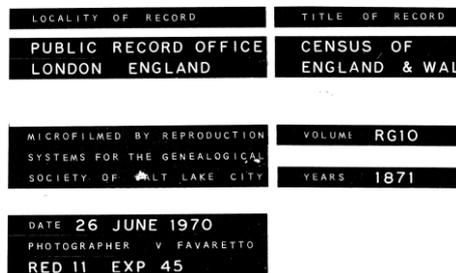
To transcribe we need three separate things:

- The 'piece' - A file which contains images of scanned or photographed pages from a part of a census (this will be sent to us by our Coordinator either as an attachment or a pdf file).
- A blank spreadsheet that matches the census (sent to us by our Coordinator or can be downloaded from the FreeCEN website, see page 7 of 'The Handbook')¹.
- An account on the FreeCEN.org.uk website where we can upload our spreadsheets (This is the account we created when we applied to be a Transcriber)

Once we have those three things, then we can start transcribing. First let's open the 'piece'.

Open your image file

The first pages will probably be something like the images below. These are from the 1871 England census, and I have given them captions below the image. Ignore my names for them for now, we'll come back to that later.:

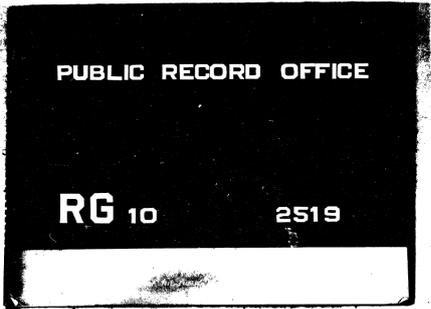


Title page



Begin

¹Page 7 of The Handbook (page 12 of the pdf of the Handbook)



Piece number

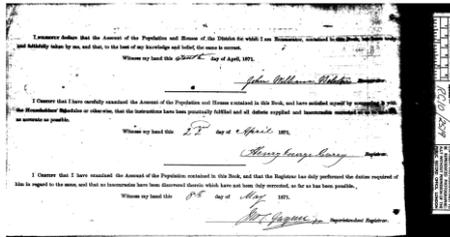
Enumeration District

Instructions

Example

Summary

Abstract



Signatures

Page 1

Wow – 10 pages in before we reach the first actual census return... Now, we can start transcribing. We've also skipped past the first pitfall – I got to the page 'example' above and thought, oh this is easy, this person's writing is so good it could be printed. I was halfway through the first family before I saw in the top right corner that it was a different county and realised it was just the example included in the blank document sent to every census taker (enumerator) and I needed to ignore it.

Now open the spreadsheet

Oh great, I've opened a spreadsheet that has a set of names I don't recognise in the first row and nothing else! Panic! What do I do? No problem, let's go through it now...

Look across the top row until we get to the column called 'page_number'. The first columns (Before 'page number') allow the FreeCEN system to work out where in the world this record was created. We'll come back to these as they are more complicated. For now, let's start with what we spend almost all our time doing: people and addresses. Staying with the 1871 England version of the spreadsheet, but the principles will apply to all censuses.

Using 'page 1' from above as our example, over the page we have that image and what it looks like when it's in the spreadsheet.

The undermentioned Houses are situate within the Boundaries of the

[Page 1]

Parish (as Township) of	Municipal Borough of	Municipal Ward of	Parliamentary Borough of	Street	Wings or Hamlets (if any)	Local Board (as Management Commission or District) of	Electoral District of
St Andrew	Bristol	St Mary Redcliffe	Bristol	BRIDGE PARADE, No. 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100		St Andrew	St Andrew
ROAD STREET, No. and No. of HOUSES	HOUSE No.	NAME and Surname of each Person	RELATION to Head of Family	CON-DITION	AGE of Person	Rank, Profession, or OCCUPATION	WEEKS BORN
Bridge Parade	1	George Lane	Head	M	22	Watch & Clock Maker	St Andrew
		George & Holloway	Wife	F	19	Cook	St Andrew
		George Bailey	Servant	W	46	General servant	Bath
		Charlotte Halsey	Housekeeper	U	58	Housekeeper	GLS Bristol
		Alice Wooley	Servant	U	19	Cook	SOM Lazon
		George Cowper	Shopman	U	39	Drapers Assistant	MEIX Southwark St Georges
		James Jones	Shopman	U	19	Drapers Assistant	SOM Winton Bennett
		Harwood John	Servant	U	39	Drapers Porter	WIL Kingsdon Deverill
		Hodgson Joseph	Head	M	39	Licensed victualler	GLS Bristol
		Hodgson Emma	Wife	F	37	Scholar	GLS Bristol
		Hodgson Edward J	Son	M	15	Scholar	GLS Bristol
		Hodgson Joseph W	Son	M	11	Scholar	GLS Bristol
		Hodgson John	Son	M	6	Scholar	GLS Bristol
		Hodgson Emma	Daughter	F	2	Scholar	GLS Bristol
		Hodgson William	Son	M	7m	General servant	GLS Bristol
		Young Elizabeth	Servant	U	20	Nurse	GLS Bristol
		Taylor Catha	Servant	U	15	Nurse	GLS Bristol
		Griffiths John	Head	M	53	Plumber (master employing 7 men)	SOM Frogwater
		Griffiths Louisa	Wife	F	55		SOM Frogwater
		Griffiths Louisa	Daughter	F	27		GLS Bristol
		Griffiths Rhoda	Daughter	F	25		GLS Bristol
		Griffiths Mira E	Daughter	F	11	Scholar	GLS Bristol
		Tucker Mary A	Head	W	36	Sextoness Mary le port church	SOM Yeovil

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Eng - Sheet D.

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J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE
page	schedule	h	m	n	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h
1	4	Bridge Parade	1	4	George	Head	U	M	22	Victor	U	M	24	Watch & Clock maker	SOM	St Andrew					
		5 Bridge Parade		George <td>Wife <td>F <td>19 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Cook <td>SOM <td>St Andrew</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td></td></td>	Wife <td>F <td>19 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Cook <td>SOM <td>St Andrew</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td></td>	F <td>19 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Cook <td>SOM <td>St Andrew</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td>	19 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Cook <td>SOM <td>St Andrew</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td>							Cook <td>SOM <td>St Andrew</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td>	SOM <td>St Andrew</td> <td></td> <td></td> <td></td> <td></td> <td></td>	St Andrew					
		6 Bridge Parade		George <td>Servant <td>W <td>46 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>General servant <td>SOM <td>Bath</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td></td></td>	Servant <td>W <td>46 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>General servant <td>SOM <td>Bath</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td></td>	W <td>46 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>General servant <td>SOM <td>Bath</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td>	46 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>General servant <td>SOM <td>Bath</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td>							General servant <td>SOM <td>Bath</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td>	SOM <td>Bath</td> <td></td> <td></td> <td></td> <td></td> <td></td>	Bath					
		7 Bridge Parade		Charlotte <td>Housekeeper <td>U <td>58 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Housekeeper <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td></td>	Housekeeper <td>U <td>58 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Housekeeper <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td>	U <td>58 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Housekeeper <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td>	58 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Housekeeper <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td>							Housekeeper <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td>	GLS	Bristol					
		8 Bridge Parade		Alice <td>Servant <td>U <td>19 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Cook <td>SOM</td> <td>Lazon</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td></td>	Servant <td>U <td>19 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Cook <td>SOM</td> <td>Lazon</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td>	U <td>19 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Cook <td>SOM</td> <td>Lazon</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td>	19 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Cook <td>SOM</td> <td>Lazon</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td>							Cook <td>SOM</td> <td>Lazon</td> <td></td> <td></td> <td></td> <td></td> <td></td>	SOM	Lazon					
		9 Bridge Parade		George <td>Shopman <td>U <td>39 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Drapers Assistant <td>MEIX</td> <td>Southwark St Georges</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td></td>	Shopman <td>U <td>39 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Drapers Assistant <td>MEIX</td> <td>Southwark St Georges</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td>	U <td>39 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Drapers Assistant <td>MEIX</td> <td>Southwark St Georges</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td>	39 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Drapers Assistant <td>MEIX</td> <td>Southwark St Georges</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td>							Drapers Assistant <td>MEIX</td> <td>Southwark St Georges</td> <td></td> <td></td> <td></td> <td></td> <td></td>	MEIX	Southwark St Georges					
		10 Bridge Parade		James <td>Shopman <td>U <td>19 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Drapers Assistant <td>SOM</td> <td>Winton Bennett</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td></td>	Shopman <td>U <td>19 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Drapers Assistant <td>SOM</td> <td>Winton Bennett</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td>	U <td>19 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Drapers Assistant <td>SOM</td> <td>Winton Bennett</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td>	19 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Drapers Assistant <td>SOM</td> <td>Winton Bennett</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td>							Drapers Assistant <td>SOM</td> <td>Winton Bennett</td> <td></td> <td></td> <td></td> <td></td> <td></td>	SOM	Winton Bennett					
		11 Bridge Parade		Harwood <td>Servant <td>U <td>39 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Drapers Porter <td>WIL</td> <td>Kingsdon Deverill</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td></td>	Servant <td>U <td>39 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Drapers Porter <td>WIL</td> <td>Kingsdon Deverill</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td>	U <td>39 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Drapers Porter <td>WIL</td> <td>Kingsdon Deverill</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td>	39 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Drapers Porter <td>WIL</td> <td>Kingsdon Deverill</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td>							Drapers Porter <td>WIL</td> <td>Kingsdon Deverill</td> <td></td> <td></td> <td></td> <td></td> <td></td>	WIL	Kingsdon Deverill					
		12 Tucker St		Hodgson <td>Head <td>M <td>39 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Licensed victualler <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td></td>	Head <td>M <td>39 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Licensed victualler <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td>	M <td>39 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Licensed victualler <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td>	39 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Licensed victualler <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td>							Licensed victualler <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td>	GLS	Bristol					
		13 Tucker St		Hodgson <td>Wife <td>F <td>37 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Scholar <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td></td>	Wife <td>F <td>37 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Scholar <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td>	F <td>37 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Scholar <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td>	37 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Scholar <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td>							Scholar <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td>	GLS	Bristol					
		14 Tucker St		Hodgson <td>Son <td>M <td>15 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Scholar <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td></td>	Son <td>M <td>15 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Scholar <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td>	M <td>15 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Scholar <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td>	15 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Scholar <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td>							Scholar <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td>	GLS	Bristol					
		15 Tucker St		Hodgson <td>Son <td>M <td>11 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Scholar <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td></td>	Son <td>M <td>11 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Scholar <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td>	M <td>11 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Scholar <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td>	11 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Scholar <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td>							Scholar <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td>	GLS	Bristol					
		16 Tucker St		Hodgson <td>Son <td>M <td>6 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Scholar <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td></td>	Son <td>M <td>6 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Scholar <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td>	M <td>6 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Scholar <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td>	6 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Scholar <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td>							Scholar <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td>	GLS	Bristol					
		17 Tucker St		Hodgson <td>Daughter <td>F <td>2 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Scholar <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td></td>	Daughter <td>F <td>2 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Scholar <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td>	F <td>2 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Scholar <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td>	2 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Scholar <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td>							Scholar <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td>	GLS	Bristol					
		18 Tucker St		Hodgson <td>Son <td>M <td>7m <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>General servant <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td></td>	Son <td>M <td>7m <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>General servant <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td>	M <td>7m <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>General servant <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td>	7m <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>General servant <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td>							General servant <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td>	GLS	Bristol					
		19 Tucker St		Young <td>Servant <td>U <td>20 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Nurse <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td></td>	Servant <td>U <td>20 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Nurse <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td>	U <td>20 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Nurse <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td>	20 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Nurse <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td>							Nurse <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td>	GLS	Bristol					
		20 Tucker St		Taylor <td>Servant <td>U <td>15 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Nurse <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td></td>	Servant <td>U <td>15 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Nurse <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td>	U <td>15 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Nurse <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td>	15 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Nurse <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td>							Nurse <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td>	GLS	Bristol					
		21 Tucker St		Griffiths <td>Head <td>M <td>53 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Plumber (master employing 7 men) <td>SOM</td> <td>Frogwater</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td></td>	Head <td>M <td>53 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Plumber (master employing 7 men) <td>SOM</td> <td>Frogwater</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td>	M <td>53 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Plumber (master employing 7 men) <td>SOM</td> <td>Frogwater</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td>	53 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Plumber (master employing 7 men) <td>SOM</td> <td>Frogwater</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td>							Plumber (master employing 7 men) <td>SOM</td> <td>Frogwater</td> <td></td> <td></td> <td></td> <td></td> <td></td>	SOM	Frogwater					
		22 Tucker St		Griffiths <td>Wife <td>F <td>55 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>SOM</td> <td>Frogwater</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td>	Wife <td>F <td>55 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>SOM</td> <td>Frogwater</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td>	F <td>55 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>SOM</td> <td>Frogwater</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td>	55 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>SOM</td> <td>Frogwater</td> <td></td> <td></td> <td></td> <td></td> <td></td>								SOM	Frogwater					
		23 Tucker St		Griffiths <td>Daughter <td>F <td>27</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td>	Daughter <td>F <td>27</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td>	F <td>27</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td>	27								GLS	Bristol					
		24 Tucker St		Griffiths <td>Daughter <td>F <td>25</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td>	Daughter <td>F <td>25</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td>	F <td>25</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td>	25								GLS	Bristol					
		25 Tucker St		Griffiths <td>Daughter <td>F <td>11</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td>	Daughter <td>F <td>11</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td>	F <td>11</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>GLS</td> <td>Bristol</td> <td></td> <td></td> <td></td> <td></td> <td></td>	11								GLS	Bristol					
		26 Tucker St		Tucker <td>Head <td>W <td>36</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Sextoness Mary le port church <td>SOM</td> <td>Yeovil</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td></td>	Head <td>W <td>36</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Sextoness Mary le port church <td>SOM</td> <td>Yeovil</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td></td>	W <td>36</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Sextoness Mary le port church <td>SOM</td> <td>Yeovil</td> <td></td> <td></td> <td></td> <td></td> <td></td> </td>	36							Sextoness Mary le port church <td>SOM</td> <td>Yeovil</td> <td></td> <td></td> <td></td> <td></td> <td></td>	SOM	Yeovil					

Put an X in this column if you can't decipher the address

Put an X if you can't decipher the name

Put an X if you can't decipher relationship, marital status, sex or age

Put an X if you can't decipher the occupation

Put an X if you can't decipher the birthplace

So, page after page, every column in the spreadsheet AFTER 'Page number' is transcribed row by row.

For now, ONLY do the first page of your images.

What's all this about 'Flagging'?

The columns with arrows pointing up at them are there so that we can highlight places where the scrawl on the census is exceptionally hard to read. If we put an X in these columns, this is called 'FLAGGING', and a warning message will appear in a report used by the Proofreaders to tell them there is something that they really need to look at². X or x are the only valid things we can put in these columns, if we put anything else (except leaving it blank) we will get an error in the report that we'll need to correct. If the issue is not obvious, then we put a note in the Notes column to explain our concern (See 'Notes' below).

² If you look in the report in the section [What is in the report?](#) below, you can see the message that is produced.

What can I put in each column?

The valid things that can go in each of these columns is explained in 'The Handbook' starting from 'House number' on page 22 through to 'Notes' on page 33. As the Handbook has to cover all possible options it gets complicated, but hopefully the first few pages will be 'normal' with written street names, family houses and recognisable occupations.

Marital_status has a list of one letter codes on page 24 of the Handbook, these MUST be used.

For the 1841 to 1911 censuses the 'sex' column is filled in simply by looking at which column of 'age' on the census was filled in.

Age has options to cover things like 6 months, 3 weeks, 2 days etc. see page 25 of the Handbook.

If we were transcribing 1841, then Appendix A on page 40 of The Handbook is essential to have to hand for the occupations.

The verbatim_birth_county column must contain a three-letter code a 'Chapman code' that is listed in Appendix B of 'The Handbook' on pages 41 and 42.

I keep a copy of these two pages to hand as I look at them A LOT.

Verbatim_birth_place must follow the 'larger to smaller' rule, see pages 29 and 30 of The Handbook. Places of birth like:

- 'Bristol' is fine
- 'Bristol, Clifton' larger to smaller, is fine
- 'Clifton, Bristol' smaller to larger will give a Warning and will need to be amended by us before we hand the spreadsheet on to the Proofreader.

If we only have a Country (or a County) as a birthplace, then we put the appropriate code in verbatim_birth_county and just a hyphen in verbatim_birth_place. In most spreadsheet programs you have to type the hyphen then press enter, otherwise, if you type the hyphen and click somewhere else on the page it starts to make a formula with something like -E3 and we don't want that. Similarly, don't be tempted to type '-' as the single quote will also produce an error message later that we will need to correct.

Notes

Anything where we aren't sure, we just put a note in the Notes column at the far right. As you would imagine, there are 'standard phrases' that have been developed over the years to save typing. They are self-explanatory, some of these are:

- ? age (you can further explain your query e.g. '? age 3 or 5?')
- ? Place of birth; or ? POB (with something like 'Listed only as Derby, I have put the county not the town')
- ? Middle Name
- ? Surname. Cannot find this name in any other census or as a birth record', etc.

The census page above also allows a few other things to be mentioned:

Whatever we do we copy 'as is'. I have now lost count of the number of times I have seen this repeated in answer to questions, and it seems to be the 'golden rule' of transcribing. If the enumerator wrote 'daur' instead of daughter, that's what we put. Tucker St stays as

Tucker St, NOT Tucker Street. Hy Wm Ed stays as is - we don't know whether he's Henry, Harry, or Hywel and if we make the wrong guess, a later researcher may ignore the record.

Row four of the census has simply 3U, meaning three uninhabited houses. It's difficult to see, but the census had 5 'squiggle' 7 as the house numbers, so this becomes three rows on the spreadsheet, one for each of the three houses 5,6 and 7. This means a 'u' goes in the uninhabited_flag column, and we have seen part of what that column is used for³. The next row then has two more uninhabited houses for numbers 1 and 2, before returning to house 3. On the spreadsheet we just put these in as written, don't be tempted to put them in the right order, it's not necessary and makes cross checking much harder.

Note that if there is no schedule number given against an unoccupied house, we give it schedule number 0.

In 3 Bridge Parade, it is written that John Harwood was born in Kingson Deverell in Wiltshire. « Kingson Deverell » sounds wrong, so we need to check whether it exists using the FreeCEN Gazetteer (see 'Birth_place and the Gazetteer' below). When we check it, we find that it should be Kingston Deverill, so we put 'WIL' again in column birth_county and the correct place Kingston Deverill in column birth_place⁴. There is no need to put an X in birth_place_flag as the Proofreader will automatically be asked to check anything we put in birth_county or birth_place.

Moving on to the next page:

Page number is taken from where it is highlighted in yellow on the top right (or top left) of the census scan (see image on next page); schedule is taken from the far left hand column of the census scan, on this page schedules 5,6,7 and 8 are clear. On the first page previously, we had to zoom right in and we can just see '1' on the first row '2' on Charlotte Haberfield's row and 4 on John Griffiths row. We can then assume that there should have been a '3' against Joseph Hodgson.

³See page 21 of 'The Handbook' for other things that can go in this column

⁴If we didn't check it now, it would cause a Warning on the report when we tried to upload the spreadsheet (and we could check it when we were going through the list of errors) so it wouldn't ever be 'missed'.

Page 2]

The undermentioned [

Ward	ROAD, STREET, Lane, and No. of NAME of HOUSE	HOUSES No. inhabited	NAME and Surname of each Person	RELATION to Head of Family
5	St Thomas St b Do	1	Mary A Tucker Robt E Do Frederick W Do Alfred W G Do Mary Mansel John Smith Susan Do George Do John Do William Tovey Edwin Davis	Head Dau Son Son Head Head Wife Son Son Head Servant
6	Schedule with no address			
7				
8				

If we have a schedule number, but no new address, leave it blank if it starts with a //. If it starts with a / we can copy the address from the previous schedule as it means that it is a new schedule, same address.

Now those complicated first columns

These are taken from around the census – if in doubt, confirm with your Coordinator.

CENSUS OF ENGLAND AND WALES, 1871.

Independent Registrar's District: Bristol Enumeration District, No. 1

Registrar's Sub-District: Saint Mary Redcliff Name of Enumerator, Mr. John William Briston

DESCRIPTION OF ENUMERATION DISTRICT.

[This description is to be written in by the Enumerator from the Copy supplied to him by the Registrar. Any explanatory notes or observations calculated to aid the Registrar, or more complete, may be added by the Enumerator.]

Col. 1. Col. 2.

All that part of the Parish of St Thomas in the City & County of Bristol commencing at the Feare, West side of Bridge Parade & ending at the Bell, No 16 West side of Thomas St & including West & East sides of Bridge Parade, Tucker St, North side of Bath St, Quaintance St, as far as Mrs Fingell's house, Bath St, South, to commence at No 9, East side of Thomas St to the boundary stone in Mitchell Lane, with Long Row, to the boundary, three Queen Lane to the boundary, West side of Thomas St to No 16, North Plough Lane.

PUBLIC RECORD OFFICE
Reference - RC10/2519
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The 'Enumeration District' page (see 'Open your image file' on page above) gives us the Enumeration district for the first column :

Then the other columns are taken from the text at the top of the census pages :

The undermentioned Houses are situate within the Boundaries of the											
Civil Parish	Ward	Parliamentary Borough / Parliamentary constituency									
Parish (or Township) of	Municipal Borough of	Municipal Ward of	Parliamentary Borough of	Street	Village or Hamlet, &c., of	Local Board, or Improvement Commissioners (District) of	Municipal District of				
1	Bridge Parade	1		George Lane	Head	Male	22	Walter W. Black	Maker	Gloucestershire	St. Mary's
				George J. Hollaway	Wife	Female	24	Black	Procter	Gloucestershire	St. Mary's
				Mary Bailey	Servant	Female	26	General	Servant	Gloucestershire	St. Mary's
2		2		Charlotte Hales	Head	Female	28	Housekeeper		Gloucestershire	St. Mary's
				Alice Moberly	Wife	Female	25	Coach		Gloucestershire	St. Mary's
				George Puffer	Servant	Male	29	Respirer	Apprentice	Gloucestershire	St. Mary's
				William James	Servant	Male	17	Respirer	Apprentice	Gloucestershire	St. Mary's
				John Harwood	Servant	Male	17	Respirer	Porter	Gloucestershire	St. Mary's
3		3		Joseph Hodgson	Head	Male	39	Steward	Victualler	Gloucestershire	St. Mary's
				Emma B.	Wife	Female	35			Gloucestershire	St. Mary's
				Edward J. B.	Son	Male	14	Scholar		Gloucestershire	St. Mary's

PUBLIC RECORD OFFICE
Reference: R210/12519

Where_census_taken is always the same as the civil parish unless the scan clearly shows somewhere else, usually in the Village or Hamlet box.

The folio number is stamped on the pages, but on this film doesn't start to appear until page 11 of the census. It appears on every second page, so page 13 will be folio 11, page 9 was folio 9, and page 1 was folio 5, we can see how it applies on each film by looking backwards and forward over many pages.

The undermentioned Houses are situate within the Boundaries of the											
Folio 10											
Parish (or Township) of	Municipal Borough of	Municipal Ward of	Parliamentary Borough of	Street	Village or Hamlet, &c., of	Local Board, or Improvement Commissioners (District) of	Municipal District of				
15	Thomas Place	1		William Cook	Head	Male	26	Laborer		Gloucestershire	St. Mary's
				Emma A.	Wife	Female	24			Gloucestershire	St. Mary's
				Elias B.	Son	Male	5	Scholar		Gloucestershire	St. Mary's
				Elizabeth	Servant	Female	2			Gloucestershire	St. Mary's
				Charles Peaterson	Head	Male	28			Gloucestershire	St. Mary's
				Pauline Lunn	Servant	Female	20			Gloucestershire	St. Mary's

PUBLIC RECORD OFFICE
Reference: R210/12519

Everything through to sanitary_district must have a value or a single hyphen -

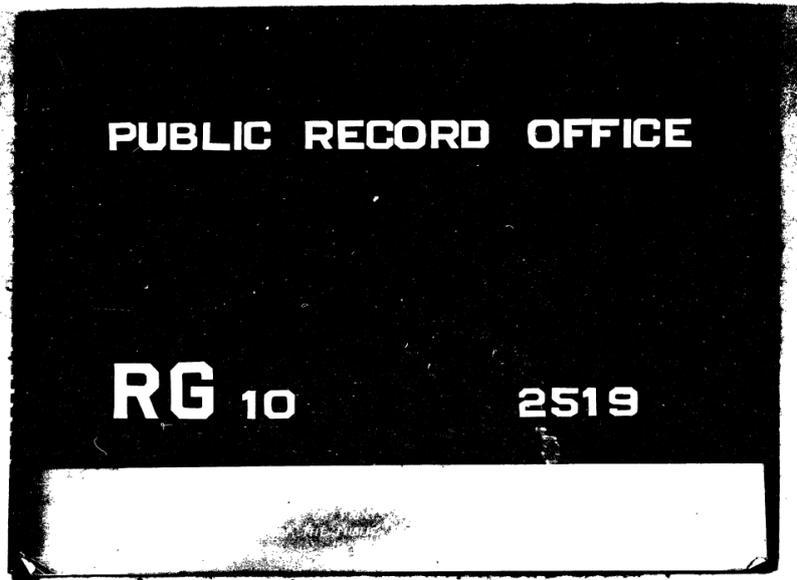
As you can see in the spreadsheet below YOU ONLY REPEAT THESE ENTRIES IF THEY CHANGE, so, when I get to page 2, I put 2 in the page_number column, but leave the rest blank. Every two pages I need to put the folio in, but those are the only columns used UNLESS ANY OF THE DETAILS IN THE ED SECTION COLUMNS CHANGE. When that happens, I have to fill in all the ED section columns with the new details or a hyphen, this is usually when you get to a new ED, but, for example, sometimes the enumerator changes the hamlet in the same ED.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	enum	civil_parish	ecclesi	where_census_taken	ward	parliamentary	sanitary	locatio	folio	page	schedule	uninhabited	house_number	house_or_street_name
2	1	Bristol St Thomas	-	Bristol St Thomas	St Mary Redcliffe	Bristol	-		5	1		1		4 Bridge Parade
3														
4														
5												0 u		5 Bridge Parade
6												0 u		6 Bridge Parade
7												0 u		7 Bridge Parade
8												0 u		1 Bridge Parade
9												0 u		2 Bridge Parade
10												2		3 Bridge Parade
11														
12														
13														
14														
15												0 u		1 Tucker Street
16												0 u		2 Tucker Street
17												3		3 Tucker Street
18														
19														
20														
21														
22														
23														
24														
25														
26												4		4 Tucker Street
27														
28														
29														
30														
31												0 u		5 Tucker Street
32												5		6 Tucker Street

To make it easier to see where I am, I highlight these fields in yellow on the spreadsheet so I can see where each page starts.

Now we have completed the first page, Save the spreadsheet and give it a name

Spreadsheet naming is on page 8 of the Handbook, and for this example is 'RG10_2519' taken from the 'Piece number' page. Kindly, my Coordinator had sent me a blank spreadsheet that already had the right name, but (as a complete beginner) I didn't realise that, so I assumed it was just a blank he had lying around. I wasted a silly amount of time going from The Handbook to my film trying to work out what my four digit number was...

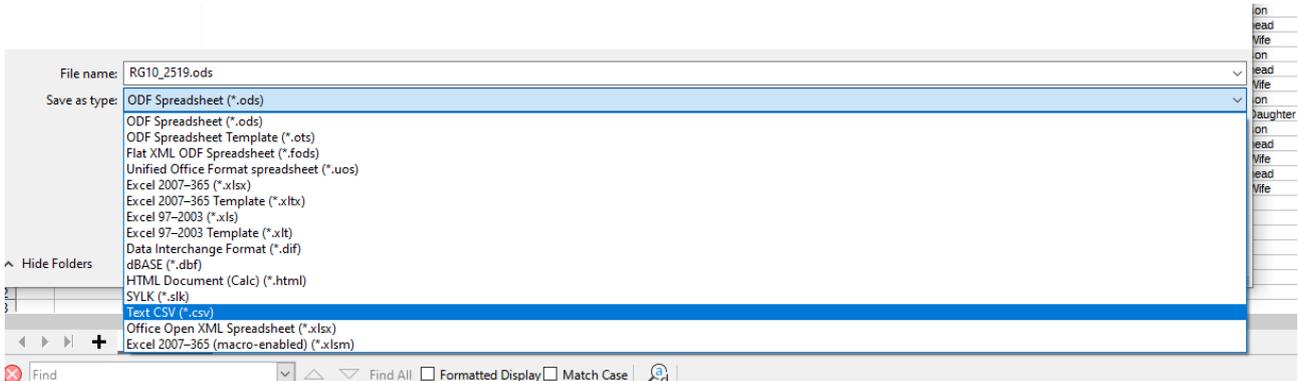


This number is also repeated on virtually every image of the census, vertically on the right side or horizontally at the bottom, and is likely to be the name of the pdf file containing the images, but if there is any doubt, the Coordinator will tell us what to use.

Uploading the spreadsheet

Now we have the first page typed in, it's worth trying an upload, so in the spreadsheet program first do File → Save to make sure we have saved all our spreadsheet settings. (THIS IS IMPORTANT).

Then choose File→'Save As' and below the filename choose type 'Text csv' or whatever gives .csv extension to the filename. Here, highlighted in blue, is what it looks like on libreoffice for Windows 10 :



In Excel choose csv (comma delimited).

This creates a new file, with the same name but in csv format, so we now have RG10_2519.ods (or .xls etc. which is the spreadsheet with highlighting where we are typing everything) and we have just created RG10_2519.csv, (the file for uploading that contains just the text).

Note the use of the underscore (_).

Of course, we now have RG10_2519.csv open in the spreadsheet program so CLOSE THE SPREADSHEET. Otherwise, we will do what I have done, many times. That is to carry on editing what still looks like a spreadsheet but is now a .csv file. We change lots of things and then close and save it. Next time we sit down, we open the .ods (or xls) file and all our changes are missing because they were saved in the csv file! We then have to open the csv file (which has no highlighting or anything that's not text) and try to find and copy across everything we did the previous time, REALLY annoying if the changes were highlighting or correcting cells scattered across the page. Normally at this point I just swear at the computer, get another coffee and redo what I'd done before.

After closing the spreadsheet we log on to our Freecen.org.uk account (see pages 3 and 4 of the Handbook) and follow the details from pages 43 to 48 of The Handbook to upload our csv file (parts of the Handbook are shamelessly copied here!)

- Go to Your actions, Then CSV batches, Then Upload new file.
- Click the 'Choose file' button and choose the file that was just saved.
- As I have done below, I suggest you set the 'Type of processing to 'information' for the first time. It will give the highest number of messages in the report, so we can see all the messages and see how we can change the way we are doing things to stop them being produced!.

(Use No POB Warnings once you have got the hang of it, it's much shorter and easier to read)..



Your Actions: > Your Files > Upload New File

Upload a new Batch of records to FreeCEN

Select the file to be uploaded from a folder on your computer

Choose File **RG10_2519.csv**

Behind the scenes, the upload process is a 3 step process that does take some time to fully complete (1-15 minutes). So please be patient. The first step takes a copy of the file from your computer and stores it on the server. The second step returns you to the list of files and a message that the file has been submitted for processing. The processing is a background task on the server and the length of time taken will depend on the number of entries in the file, the number of other people submitting files for processing in both FreeCEN and FreeREG, as well as the number of searches being performed on this server. The third step is making your entries available for review and sending you an email that the process is complete. So please do not expect the results of the upload to immediately appear in your list of files. Wait for the email and then refresh the list of files.

In the following box you select how much information you want to see. The **Information** option is the most verbose, it provides errors, all warnings and information whenever anything in the census information changes. The **All Warnings** option provides information on all warnings and errors. The **No POB Warnings** will provide error information and general warnings except those associated with the POB fields (Note: the POB warnings will still be created just not included in the report). The **Error** option just provides errors.

Type of processing.

- Information
- All Warnings
- No POB Warnings
- Error

Click the Upload button after selecting your file and it will be submitted for processing

Upload

When we click the 'upload' button, the system goes through every row in the spreadsheet checking it. At this point NOTHING is uploaded to the live FreeCEN website, so we have no worries that we might be putting errors out there for everyone to see. As the Handbook says on page 2, once we have completed our work and our checks, it is then seen by the Coordinator and/or Proofreader, then by a Validator, and finally only the Coordinator is able to put it out on the FreeCEN website when they are happy with it.

So, we click the upload button, and a few minutes later we will receive a report in our email and a copy will be sent to our Coordinator. (Once you have done about 150 rows ask your Coordinator for feedback).

What is in the report?

Here is the report generated by the spreadsheet shown in 'Now open the spreadsheet ' on page above.

```

Started on the file RG10_2519.csv for          at 2022-05-19 23:18:30 +0100.<br>
Working on St Mary Redcliff for 1871, in GLS.<br>
Info: line 2 New Enumeration District 1.<br>
ERROR: line 2 Civil Parish St Thomas is not in the list of Civil Parishes.<br>Info: line 2 New Civil Parish St Thomas.<br>
Info: line 2 New Ecclesiastical Parish -.<br>
ERROR: line 2 Where Census Taken is blank.<br>
Info: line 2 New Ward St Mary Redcliffe.<br>
Info: line 2 New Parliamentary Constituency Bristol.<br>
Info: line 2 New Sanitary District -.<br>
Warning: line 2 Location Flag is X.<br>
Info: line 2 Initial Folio number set to .<br>
Info: line 2 Initial Page number set to 1.<br>
Warning: line 12 Verbatim Place of Birth Southwark, St Georges in MDX was not found so requires validation.<br>
Warning: line 13 Birth Place Flag is X.<br>
Warning: line 14 Verbatim Place of Birth Kingson Deverell in WIL was not found so requires validation.<br>Warning: line 14
Warning: line 26 Verbatim Place of Birth Bridgewater in SOM was not found so requires validation.<br>
Warning: line 27 Verbatim Place of Birth Bridgewater in SOM was not found so requires validation.<br>
Warning: line 32 Occupation Flag is X.<br>
Warning: line 33 Occupation Flag is X.<br>
Warning: line 55 Alt. Birth Place Bradford on Avon in WIL found but MAY require validation.<br>
Warning: line 56 Occupation Flag is X.<br>Warning: line 56 Alt. Birth Place Bradford on Avon in WIL found but MAY require \
Created 55 entries at an average time of 0ms per record at 2022-05-19 23:18:30 +0100. <br>

```

We must correct every ERROR before we can hand over to someone else for checking, so in this case I needed to find that ‘St Thomas’ parish is actually ‘Bristol St Thomas’ in the Gazetteer; fill in the where_census_taken etc.

We can also see here the warnings – I cross check each of these as described in ‘So, what I do is...’ below.

If we lose the email, our error report is available on FreeCEN.org.uk

If we now go back to Your Actions → CSV batches, the file we just uploaded will be shown (see the picture on page 5 of the Handbook), and next to it are buttons for

- Show – which allows us or the Proofreader to look at the spreadsheet in it’s uploaded form
- Errors – shows just the ‘error’ messages.
- Replace – which is the button we click after we have corrected some errors, or added more pages, and we want to recheck the same file.

When do I contact my Coordinator?

From Geoff Jarvis: If the query is technical ask your Coordinator. [They] would rather answer your question than have to sort out a mess later. If the query is to get help in deciphering an entry on the image ask the Transcribers board. There is lots of help there and somebody will be available 24/7. Our volunteers are distributed all around the world. (e.g. This reply comes from Australia).

That’s it!

Yep, that, basically, is it. We now keep going through the same routine of :

- Correct errors from the report,
- Add more rows to our spreadsheet, and cross check them,
- ‘Replace’ to get a new report,
- Correct errors... etc.

When we get to the end of the piece (the whole film, usually several thousand rows), and all errors are fixed, we notify the Coordinator that we think we’ve finished. (There will always be Warnings you cannot fix, but Errors must be fixed). Of course, the Coordinator may well

contact us in the meantime, or we may have other questions for them, but generally if we have a question about something we cannot read we use the Transcribers forum in preference to the Coordinator.

Sadly, it is not possible for the Proofreader to look at our first page, or even our first Enumeration District – simply because of the way the process has to work. Imagine if we uploaded our first ED, then the Proofreader started to correct it, but we went on doing our second ED. When we uploaded our new file we'd overwrite everything the Proofreader had done! That is why it is a good idea to get feedback from your Coordinator after 150 rows.

So, once we have finished the entire piece, the file is locked and only the Proofreader can change it, when they are happy it passes on to the next check and finally becomes available for the world to use!

Congratulations, and on to the next piece...

What if I'm not used to spreadsheets?

There are many 'quick guides to excel, libreoffice calc' etc.on the internet, but if we don't know what we're looking for how do we find it? Here are a few tips that are useful for the specific way we use spreadsheets for transcribing.

Rows, columns, and cells

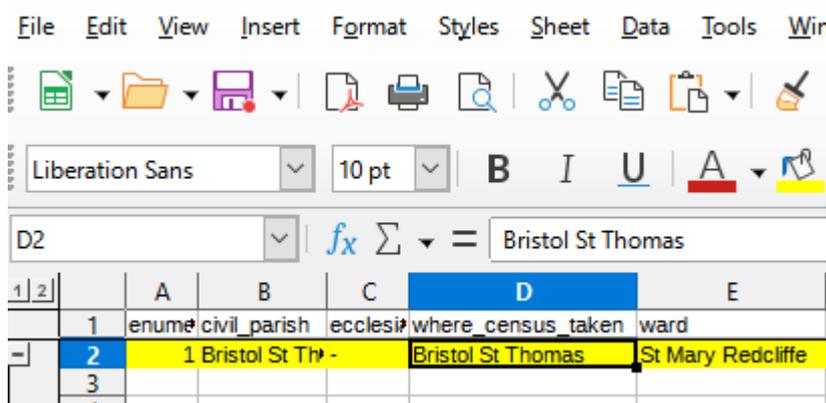
A spreadsheet is a grid, every vertical set of squares is called a column, every horizontal set of squares is called a row, and every individual square is called a cell.

Every column has a letter at the top: A,B,C...Z,AA,AB,AC etc.

Every row has a number,

Every cell is described using its Letter/number combination, so the top left cell is A1, the cell three rows down and three columns in is C3.

Click in the cell and we can then type text in it - Below I've clicked in cell D2 and typed 'Bristol St Thomas' this text also appears next to the = sign and we can edit the text in either place.



The same text appears in cell B2, but is wider than the cell, this is not a problem - if we click on the cell the full text will appear in the white box next to the = sign, so we don't worry if we can't see all the text. When that happens, some spreadsheets will make the row twice as deep and 'wrap' the text onto the second row. Again, that's not a problem, for transcribing it makes absolutely no difference.

To change the width of any column, e.g. column B. Move the mouse pointer over the line between its column letter and the next one, e.g. the line between B and C above the 'e' of the word 'ecclesiastical'; press the left mouse button and move the line then let go and column B will be wider or narrower. The same works for rows.

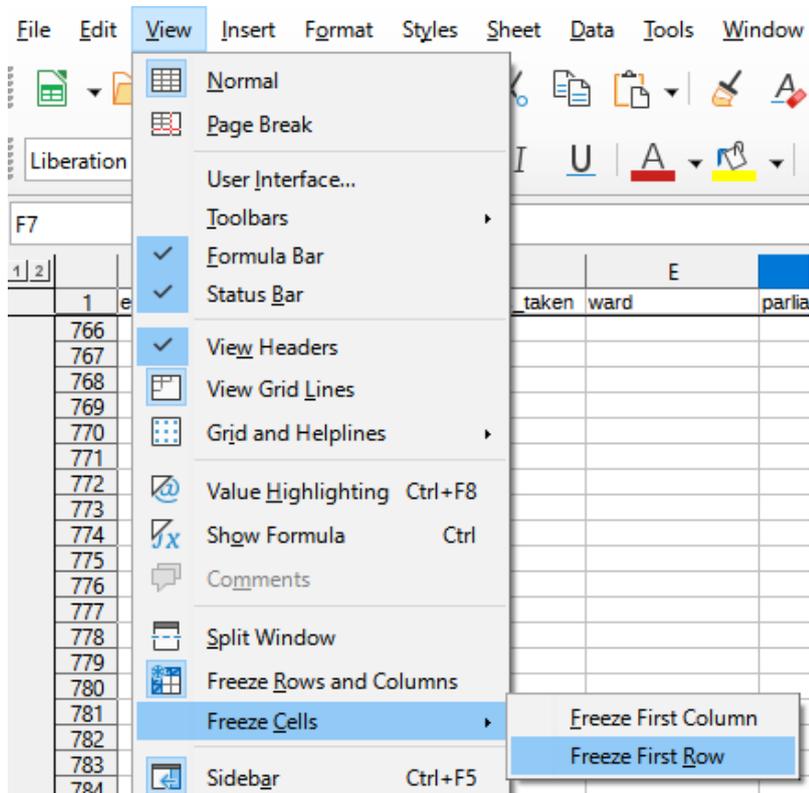
Scrolling

A mouse with a wheel between the two buttons allows us to roll that wheel backwards and forwards to (usually) scroll up and down both in the spreadsheet and the pdf viewer - it's the quickest way of moving around.

Freezing the headings

We can 'freeze' the top row or rows and the left side column or columns so that they don't move when we scroll across the page. This picture shows where to find it in Libreoffice,

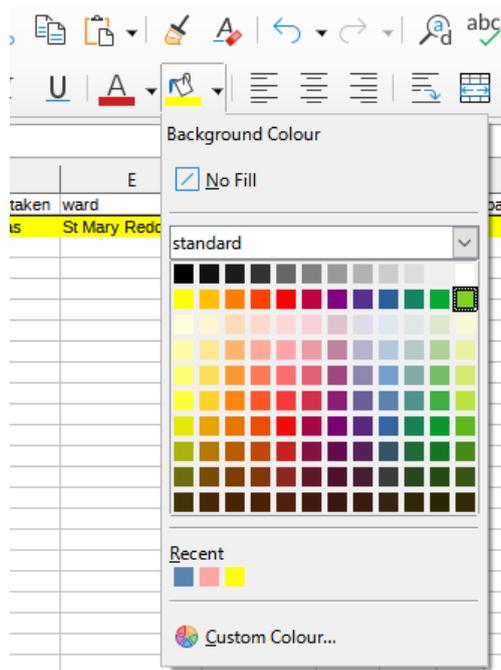
other spreadsheets have similar names. Place your mouse pointer in cell A2 to freeze the top row of the spreadsheet.



(In Excel select View ... Freeze Frames)

Changing the colour of cells

If we highlight one or many cells, then click the 'paint can' symbol it will change the colour of the cell or cells to the colour below the can (yellow in the picture below).



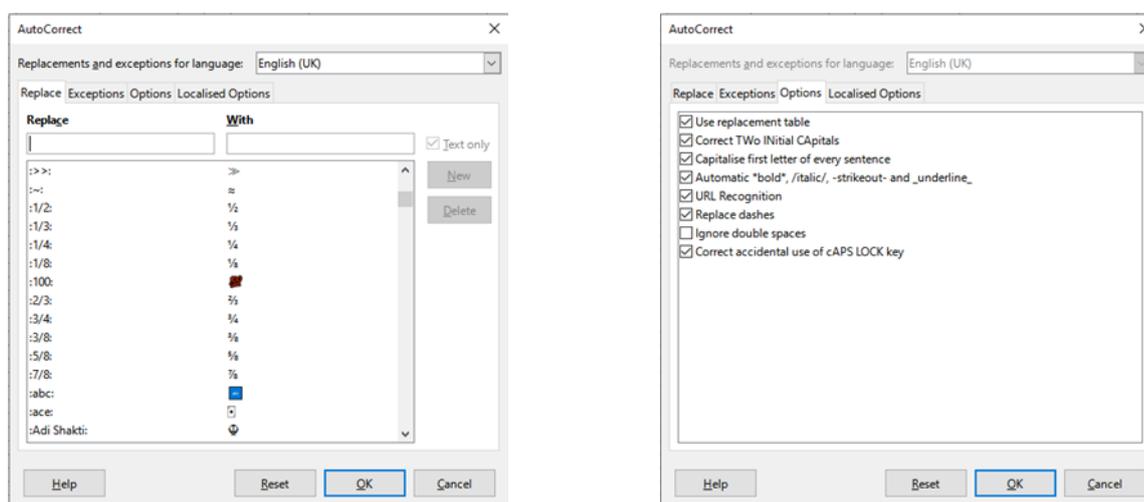
How do we change the colour? We click the down arrow to the right of the can, and we can then pick one of the hundred or so pre-selected colours shown below. 'Custom colour' at the bottom allows a choice from every possible colour... but for what we need the standard red, yellow, green are good enough!

Once we have used a colour it moves to the 'recent' row so it's easy to find.

Why when I type 1/2 does it become ½?

Like all modern devices, spreadsheet programs try to 'help' by correcting spelling mistakes and things they don't like. Putting it mildly, this can be annoying, especially when transcribing and we want things to stay as we wrote them.

All programs allow us to switch this off, in libreoffice calc it is Tools -> Auto correct options and the left window below appears (other programs are similar). To stop any single auto-correction just highlight the row and delete it. To switch it off completely go to the 'options' tab to get the window on the right, and uncheck the 'Use replacement table' box.



Why, when I start typing a word like 'sch' does 'scholar' appear?

More 'helpful assistance' from the spreadsheet program, this is called autoinput. The sheet keeps a log of all the values you have typed IN THAT COLUMN, and if you start typing one of them it 'offers' what it thinks is the nearest match.

At times this is incredibly useful, in the relationship column it is great to tap H for head, W for wife etc. and have the spreadsheet do the work. But we have to be careful because S can give serv, servant, son, etc. and we need to make sure we get the one we want.

This function can also be switched off, in libreoffice calc it's Tools -> Auto input.

Hints and tips on handling the spreadsheet

Use the spreadsheet in .xls or .ods format (or whatever is the format of your preferred program), this allows you to do the things mentioned above - add colours to highlight places or names, freeze the rows so that you can still see the column headings when you are hundreds of rows down the page etc.

The guiding principles for transcribing are on pages 12 and 13 of the Handbook – I keep a printed copy of these to hand.

So, what I do is...

Many people suggested to me to go through your scans quickly then slowly, and just do a small section at a time. Thanks to John Boast who kindly sent me his marked up spreadsheet and gave me all his hints on highlighting and cross checking when I started, I currently use a multi-pass approach. No doubt you will work out your own method :

The first time I look at a new page I work vertically down it :

- I start by typing in all the surnames in a column (leaving gaps if there is an uninhabited house or a blank on the census). If I can't work out a name, I don't bother zooming in or wasting time at this stage, I just colour the cell red.
- Then I use these names to line up schedule numbers, house numbers and street names.
- Then I fill in the first names and initials for everyone.
- Then I put in relationship, status, sex and age, so in my head I'm saying : head, married, male, 28 (or daughter, blank, female 7 or something similar as I flip from the film to the spreadsheet and type it in).
- Then I fill in all the occupations, and finally all the birthplaces. Again, if I can't easily work out, or don't know the place, or anything else on the page, I make the cell red.
- Then, if I have any rows where something like 6U is written (for 6 uninhabited houses), I add the extra five rows for the additional houses.

When I get to the end of the Enumeration district (or a few pages later) I go back, and this time I work through the sheet row by row.

- I cross check what I did the first time reading from the scan to the spreadsheet (if I read the spreadsheet first my brain automatically sees on the scan what I just read, so I need to read the scan first to see it 'fresh' then check whether I agree with myself).
- I look for things like spelling auto corrections, or where I have typed Eliza and the spreadsheet has helpfully changed it to Elizabeth because 'Elizabeth' appears further up in the column.
- I carefully check ages because, (and this happens to me a lot), where I typed a single digit age (like 7), the spreadsheet changed it to 7m because somewhere above is a 7 month old baby.
- For each red cell I scratch my head about the names and addresses and cross check where I can against other censuses to see if I can find the same family 10 years earlier or later, or a birth record for someone of the right age in the right place. Once I have answered it as best I can, I remove the red colour. If I still can't answer it, I leave the red and sometimes return to these cells many times. It's funny how something that looked indecipherable the first time, when I look at it later becomes a clear word. Part of this is that in reading many pages written by the same person, my eyes seem to become used to it, also I find similar subsets of letters somewhere else that I can recognise later.
- At this stage I cross check red places against the Gazetteer, to avoid getting an error in the report, and old occupations can be looked up on the internet, see 'Where else to look ?' on page below.
- Once I have completed a row, I colour the cell in the 'address flag' column yellow, so I know I have checked that row vertically and horizontally (see my example sheet below to see what I mean).

When I have cross checked the whole of an Enumeration District, I upload the spreadsheet and check the report.

- I resolve any ERRORS in the report, usually blank entries where something is needed.
- Many warnings are about flags I have set – So, do I still want someone else to cross check this?
- Many warnings are about verbatim_birth_places not found in the Gazetteer – Can I find the right place and put it in the birth_place column?
- Everything I have put in the ‘Notes’ column will generate a warning; I check these make sense.
- Once I have checked all the messages for a page, I change the colour of the ‘address flag’ cells for that page to green so that I know I don’t need to check them again next time I upload the spreadsheet.

The image shows a screenshot of a large spreadsheet with columns labeled A through AA and rows numbered 1 through 100. The spreadsheet contains various data entries, including names, addresses, and dates. Annotations with arrows point to specific features:

- Blue arrow:** Points to the first row of column headers (A-AA), stating "First row headings are 'frozen' at the top".
- Red arrow:** Points to a vertical column of green cells, stating "Green here - I've cross checked it AND I've been through all the messages in the upload report".
- Red arrow:** Points to a vertical column of yellow cells, stating "Yellow here - I've cross checked it".
- Red arrow:** Points to several red cells in the spreadsheet, stating "Red cells - need to investigate".
- Blue arrows:** Point to horizontal lines separating rows, stating "Each page has a new page number and every second page has a new folio number" and "Each new ED has columns A to G filled in".

What if I am working on a laptop or a small screen?

Yes, in a perfect world we'd all have a 4k screen to magnify the entire page of the census, and another to have the spreadsheet open full width with windows to check places, names and other references, but we live in the real world.

I still have good eyesight, and I can manage to zoom things to 100% or smaller and still read them, so I have the page of the film 'full-screen' in pdf viewer, then I have as much of the spreadsheet as I can fit 'full-screen' in it's window. I then use alt-tab to switch between them. It's a pain, but it works. On my first time through just filling in the names I don't bother zooming in to check anything, I just mark it red to come back to.

When I am checking I sometimes put the film full width in the top half of the screen and the spreadsheet in the bottom half. If something is difficult to read, I then zoom in on it, but return to full screen straight after. I've tried staying zoomed in but personally I find trying to move the image around when it's only part of the page is messy and I keep losing where I am. Now I've got used to the handwriting, there are usually only a few times each page where I need to zoom in.

If you have two devices, then it's possible to open the film on one, and the spreadsheet on the other (tablet / laptop, laptop / PC etc.) and a number of people do this.

I have thought about printing the film page so I can then just work from it to the spreadsheet, but I haven't yet tried it (still saving ink and paper and thinking that as a film is a few hundred pages so that's going to be a waste).

From Lesley: I also have the two pages on the one screen and it works quite well, the excel spreadsheet I have on the bottom half and the file to be transcribed on the top half.

You will have to halve the pages by clicking on the square at the top of the screen which will give you a good view and you can make the file page made bigger or smaller.

Transcribe each line, you shouldn't have to zoom everything to read it.

Its easier to do it this way as if you are trying to look for something, it's already there. Gee I hope this makes sense.

Good luck.

Thoughts about the writing in the scans



As is, As is, As is!

As mentioned in [The census page above also allows a few other things to be mentioned:](#) above, the golden rule is 'As is'.

Explained by Geoff Jarvis:

Why 'as is'? Because we are transcribing what is in front of us, so that a researcher can find it and interpret it using all the other information that they have unearthed.

There are lots of what we would consider mistakes today in the census pages – grammar and spelling. Some of the enumerators were obviously educated (we can tell from their work). Others were able to read and write. The population at large were largely unable to read and write until the later censuses. Spelling of names and place names was fluid. They

were often written phonetically, even for the same family in a local church register. Spelling did not become standardised in the broader population until the late nineteenth and early twentieth centuries. We must accept what we see and transcribe it as we see it. Even if we know it is wrong!

It pays to be methodical and to look around the film you have been sent

Every enumerator has their own handwriting style, and it is worth spending some time looking through several pages to get a 'feel' for the way they write each capital letter.

From John Dunlop : *It sometimes helps to look around the page or even other pages to find similar shaped letters. Capital 'S' and 'L' are very similar, as are 'F' and 'T'. Sometimes 'I' and 'J' can confuse. Occasionally lowercase letters, especially at the end of words can be a problem too.*

Double S often confuses new Transcribers because the first S looks like an f, see Mary Tuckers occupation below, it ends in 'ess'.

Be positive – sometimes the handwriting or scale can be demoralising but as Haydock1878 said : *I have been transcribing for a year now and still can't get it all right, I suspect none of us can.*

What if there is a name or a word that I can't read even after going back to it?

Make your best guess and put it in the appropriate column, if there are letters you can't read, put underscores instead.

Put an X in the appropriate 'flag' column.

Put a comment about it in the 'Notes' column.

A quote from Kateb : *I have learnt over the years to put what I think is the right spelling and put an x in the query column for the Proofreader to check.*

Always put 'As is', never expand abbreviations⁵. An example from Merle: *'As is' is the rule. 'Ed' could be Edward or Edmund. Best not to assume. My current enumerator never writes the full name- Jas Hy, Jno Ed, Ann Fran I check on FreeBMD but leave as is.*

The image shows a handwritten entry in a church register table. The entry is for a woman named Mary Tucker. The occupation is written as 'Mary le Port Church' and is highlighted in yellow. The handwriting is cursive and somewhat difficult to read. The table has several columns, some of which are labeled 'FAMILY', 'ALLIANCE', 'Name', and 'Remarks'. The entry is in the 'Remarks' column.

In this example, Mary Tucker's occupation is clearly in Mary le Port church, but what is it?

Ask the Transcribers google group

To join the group, see page 35 of the Handbook, key in the internet address of the group, click the button to join the group and then you can have a look at some of the topics already there.

It's a good idea to introduce yourself to the group, but not essential, but when you post a question *always* post the full page so that the others can see the writing style of the

⁵ Except for the specific list of 1841 occupations in Appendix A of the Handbook

Transcriber and compare words. (On the Mary Tucker example above the word 'Dress' (four lines below the problem word), gave a clue that the problem word ends in 'ess').

To post a copy of the page, make it 'full screen' in your pdf viewer, then press the 'print screen' button on your keyboard (usually next to F12 above the number row), go to Microsoft 'paint' (if on windows) and edit->paste will make the image appear, then you can crop it, save it and attach it to your post. There are many other equally complicated ways, if you know an easier one, let us know!

An alternative is to give a reference, many Transcribers have a subscription to an online provider and can look it up, but the Transcribers who don't have a subscription won't be able to help. All references take the form :

Piece number: RGxx_xxxx or HO107_xxxx

Folio: n

Page: n

Schedule number: n

Then explain which name and what the question is.

Advice from Coordinator Beki House: *Record "as is" even when the enumerator appears to misspell something. You may also see the same enumerator changes his spelling throughout his district. Continue to record "as is". Labourer/Laborer is one of the most common I see.*

A quote from 'Haydock1878 : *It is important to transcribe as is. It can be frustrating when you see a 'M' for married for a person of 5 yrs old, or a 23 year old woman with 10 children but we can't be certain neither is correct, or at least was correct in the eyes of the Transcriber. Speculation is really for the people seeking their ancestors, they can draw their own conclusions.*

Similarly from June: *Always enter what you see and put x if unsure (or ask us lot [the Transcribers google group]) and checker will make decision. Quite often the writing on page is awful and it gets tiring to look at, so I suggest doing short bursts.*

What about addresses?

A question from Louisa: *When they put the address at the top of the page for the first schedule but not for the rest of the schedules on the same page do I need to put it on each schedule and also if it is the same address on the next page do I need to repeat it here too ?*

From David Sims: *I would normally repeat the address at each schedule so that when a researcher inputs a name, the address for the dwelling will display. If you only put it on the first schedule on the page, it won't display on all the others.*

From June: *I've always repeated address for subsequent schedules and if enumerator has changed a letter in the address I write it 'as is'. i.e. Ynischuf Rd is written as address on several pages but it changes to Ynischuf Rd, I make sure go with what's written on that page / schedule.*

Use other sources if you have access

I don't have membership of Ancestry, FindMyPast or any of the other sites, but many people have said that the quality of the scans available on those sites is better than the ones we are sent.

What if, during my research, I find out more information than is on the census

Geoff Jarvis : *some members of my County team have developed the habit of putting the info into the Notes column. So, for instance for Frederick T H Jones, you might put Frederick Thomas Henry (Marriage FreeBMD) into the Notes column. You might even add Barton Regis Q4 1862 Vol 1b Page 66 to the note if you wanted to (copy and paste). If you find something useful as you work, then pass it on. It saves somebody else going over the same ground again.*

Where else to look?

Occupations

From Brian Collins: <https://www.familyresearcher.co.uk/glossary/Dictionary-of-Old-Occupations-Index.html>

(Obsolete occupations on Wikipedia)

Historic maps

Merle Drury has suggested this site which splits your screen in two and shows the modern google map on the right, with a selected map (1885 to 1956 at time of writing) on the left.

As you move around, both maps move.

The site is the National Library of Scotland, but covers the whole of the UK. The following link shows the whole of Bristol, but you can easily zoom in / out or move around.

<https://maps.nls.uk/geo/explore/side-by-side/#zoom=13&lat=51.46584&lon=-2.59732&layers=1&right=ESRIWorld>

Birth_place and the Gazetteer

The following is taken from a post by Geoff Jarvis on the FreeCEN Transcribers google group. I hope he will forgive me for 'borrowing' it for this guide - I have removed more advanced detail only needed by Proofreaders / Validators.

The search function is also described in much greater details with screen prints in Appendix E on pages 50 to 55 of the Handbook.

The FreeCEN Gazetteer can be used to locate and verify places in your transcriptions. To access it click 'Gazetteer' in the purple bar when you are logged in to freecen.org.uk Every entry in the verbatim_birth_place column, or Birth_place column of your spreadsheets is checked by the system *against the list of places in the Gazetteer* when you 'upload new file' or 'replace file'. If the transcribed Place of Birth cannot be found, then the Validator receives a Warning.

For each warning, the Validator has two options:

They can try to find the correct POB (Place of birth) and enter it into the Alternative POB columns, or

If the POB is a valid one, but it is not in the Gazetteer, they can add it to the Gazetteer.

The Gazetteer and the transcription now match, and the Validator can accept the entry and move on to the next Warning. Once a Validator has added a Place Name and its details to the Gazetteer it is there for everyone into the future. That is why the Gazetteer is gradually growing.

When your transcriptions are Incorporated into the FreeCEN database every person's place of birth will be linked to the Gazetteer place. As there is also a link between every Civil Parish and the Gazetteer we know the latitude and longitude of the census place as well.

For members of the public searching the FreeCEN database, there is a 'Nearby Places' checkbox that uses this Latitude / longitude as the centre of a circle to locate the 100 nearest census places. It locates people who were enumerated close to the census place rather than the specific census place at the centre and is now operational.

So, one of your entries in either the verbatim_birth_place column or the birth_place column MUST match the Gazetteer if at all possible. As The Handbook says, verbatim_birth_place should be typed 'as is' so this may be misspelt. In this case, leave it misspelt but put the correct spelling in birth_place (and put the correct code for the county in birth_county).

This is also why the rule of 'bigger to smaller' is so important. Places of birth like:

'Bristol' will match the Gazetteer

'Bristol, Clifton' will match the Gazetteer

'Clifton, Bristol' WILL NOT match the Gazetteer and will need to be corrected before the spreadsheet will upload.

What if I have a birth place that is valid, but not in the Gazetteer?

Another note from Geoff Jarvis:

Merle Drury wrote an interesting item on Whittle Springs, Lancashire. She has obviously put in a lot of effort to research the Place of Birth.

When the transcription reaches the validation stage the validation software will generate a Warning for the Validator that the Place of Birth was not found in the Gazetteer. The Validator would have to do Merle's research all over again.

So, as a Transcriber what should you do with the information in respect to your transcription?

The best option is to add a note to the entry such as

"See http://www.boydharris.co.uk/whittle_le_woods/wlw011.htm" in the Notes column of the spreadsheet.

This will lead the Validator straight to the entry and they will then have the evidence to add Whittle Springs LAN to the Gazetteer.

In addition the Validator can leave the Note as is. It will then be uploaded to the FreeCEN database as a note against the entry. A researcher finding the entry could then go to the information about the Place of Birth.

That leads to a very high-quality transcription from the researcher's point of view. Mr. Billington's descendants will no doubt be very pleased with the information!
Well done Merle on your research.

What if I hit a local colloquialism?

First off, what's a local colloquialism? Simply, it's the name that the locals use for a place but is not the official name of the place. An example explains it better, Bradford on Avon in Wiltshire is known locally as Bradford. But to anyone outside Wiltshire, Bradford is a big city in West Yorkshire. So, if your census was in Wiltshire with lots of places listed as Bradford, what do you do?

Another answer from Geoff Jarvis :

Question : I'm currently transcribing Llanbadarn Fawr in CGN. One of the enumerators has just recorded Llanbadarn as birthplace. I'm sure most of these will be their home parish Llanbadarn Fawr, however there are 3 other Llanbadarns in CGN so I cannot assume this is right for all. Should I add CGN Llanbadarn Fawr in birth_county and birth_place for all of the entries (there are a lot, since it's the home parish) or leave for the Proofreader/Validator to sort out

Answer: If you put CGN Llanbadarn Fawr in the alternative columns for the first entry **only** and leave a note for the Validator that will draw their attention to an ongoing recurrence. The Validator has the opportunity to propagate an alternative POB throughout the piece without retyping it. They can also add their own note and propagate that as well. So, they have the opportunity to add CGN Llanbadarn Fawr with a rider about other possible places within the County. It saves a lot of repetitive typing of alternative POBs for you as the Transcriber when the system can easily do it for the Validator

Version history

25 June 2022	Standardisation changes and immediate feedback.
25 June 2022	Initial document based on March 2021 FreeCEN Handbook and England 1871 census example, for review and comments.