

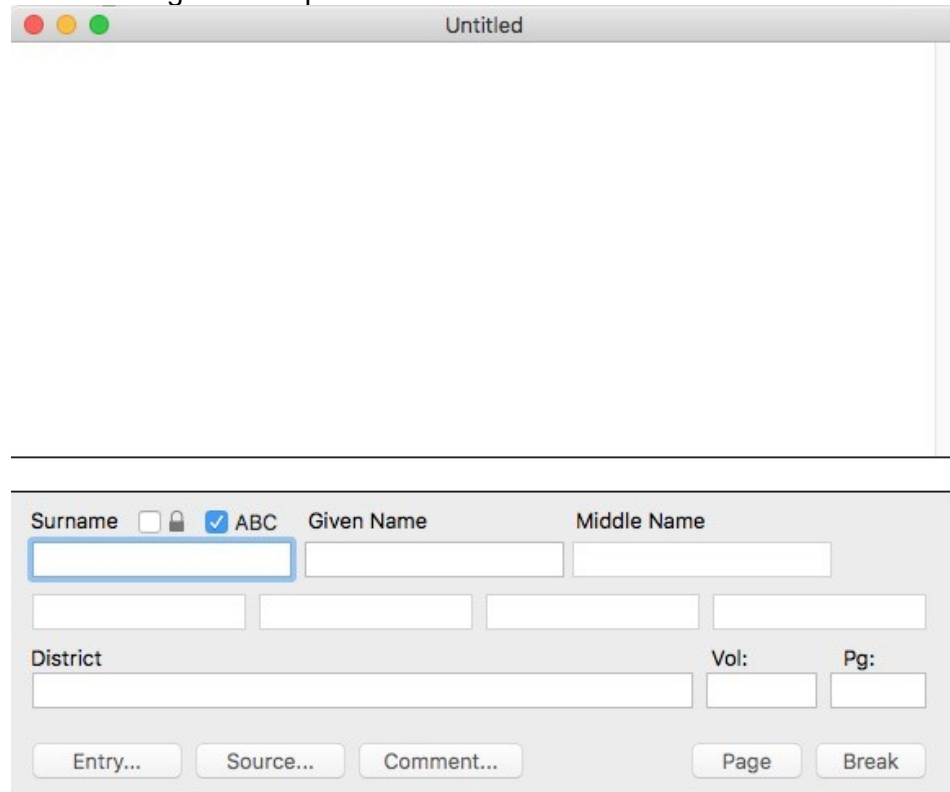
Guidance & Notes for MacBMD-X (V1.0.9) Users

This guide is intended to help you use MacBMD-X to transcribe entries from scans (webscans) of the GRO Index for FreeBMD. Before using these instructions download and install the MacBMD-X application as described in section 8.

Your Syndicate Coordinator may have special instructions which over-ride some of the content of this document.

1. Launch the MacBMD-X Application

The following screen opens:



The screenshot shows a window titled "Untitled" with a standard Mac OS window header (red, yellow, green buttons). Below the header is a form with the following fields and controls:

- Surname:** A text input field with a blue border, containing the text "ABC". To its left are a lock icon and a checked checkbox.
- Given Name:** A text input field.
- Middle Name:** A text input field.
- District:** A text input field.
- Vol:** A text input field.
- Pg:** A text input field.
- Buttons:** "Entry...", "Source...", "Comment...", "Page", and "Break".

Before transcribing entries from the scan you need to enter the header information by clicking on the Entry... button and then the Source... button as described below.

2. Completing the Header

The Header comprises two elements 'Entry Information' and 'Source Information'.

2a. Entry Information

Click on the 'Entry...' Button.

email address

password

Record Order usually sequenced

Record Type

These entries go at the top of each transcription file. All are required.

Cancel OK

Complete the displayed 'Entry Information' screen as follows:

- Email address: **This is Optional.** If used, type in the email address used in registering with FreeBMD.
- FreeBMD Password: **Not Used.** Do **not** enter your password.
- Record Order: Defaults to 'SEQUENCED' which is the standard selection. **Ignore the selections for 'RANDOM' and 'ONENAME' unless otherwise advised.**
- Record Type: Defaults to 'BIRTHS'. Select the record type appropriate to the transcription being undertaken ('BIRTHS', 'MARRIAGES' or 'DEATHS').

When completed click on the 'OK' Button.

2b. Source Information

Click on the 'Source...' Button.

Format Year

Quarter Page

Film/Fiche Range Number/FreeBMDRef

Source Location

Trans Date

"Source Location" - Where the source is located. Leave blank for scanned images.

Cancel OK

Complete the displayed 'Source Information' screen as follows:

Format:	Defaults to 'Webscan', which is the normal selection for FreeBMD. Ignore the selections for 'Fiche', 'Microfilm', 'Book', and 'Unknown' unless otherwise advised.
Year:	Defaults to 1900, type in the year for the transcribed Information.
Quarter:	Defaults to 'Mar'. Select from the list of 'Mar', 'Jun', 'Sep' or 'Dec' for the quarter for the transcription being undertaken.or for 1984 onward leave as 'Mar' (Note that the quarter is identified by the last month of the quarter).
Page:	Type in the page number of the subject Transcription. (Note use 4 digits i.e. 0123).
Film/Fiche Range:	Not used for Webscans.
FreeBMDRef:	Use this field to enter the FreeBMD Reference The FreeBMDReference for a scan occurs between the month and either the range or scan file name, so for 1840/Deaths/June/UKD-01/A-C/1840D2-A-C-0010.tif the FreeBMDReference is UKD-01 , and for 1893/Births/September/LDS-211-000-0951147/1893b3-001.tif the FreeBMDReference is LDS-211-000-0951147 .
Source Location:	Not required for Webscans.
Trans. Date:	This field is automatically populated with the current date but can be changed as required.

When completed click on the 'OK' Button.

It is recommended at this point to use the 'Save as...' option from the 'File' dropdown for MacBMD-X. Save the file in a suitable work folder using the same name for the Webscan file but without the Hyphens, e.g. 1924M3P0054.

3. Transcribing Data Entry Rows

Surname Lock: The selection of this 'Tick Box' will automatically populate the 'Surname' Field for each entry using the first typed Surname. This is useful for multiple entries with the same Surname. The curser will then automatically move to the "Given Name" field. The default or deselecting the 'Tick Box' allows a new Surname to be typed in for each transcribed row.

Note 1: *The design of the software requires that the first Surname must be typed in before selecting the 'Tick Box'.*

Hint: *The previously entered Surname will populate the "Surname" field, irrespective of whether the 'Surname Lock' is ticked or not. However, the subtlety is the positioning of the cursor, i.e. ticked, the curser will be in the "Given Name" field; unticked the curser will be in the "Surname Name" field.*

ABC: The defaults to 'ticked'.

Ticked - Irrespective of what case is used, the Surname is changed into all Uppercase and the remaining fields to first letter Uppercase and the rest in Lowercase,

Unticked - The surname defaults to Lowercase but can be changed from the keyboard. For the remaining fields, irrespective of what case is used the first letter is Uppercase and the rest in Lowercase,

In both cases above Vol: & Pg: are not affected but the case of any characters can be changed from the keyboard.

Note 2: *It is not possible to automatically transcribe entries from Webscan files that are all in Uppercase.*

Surname: Type in the Surname and then press 'Tab' to move the cursor to the "Given Name" field. If the 'Surname Lock' 'Tick Box' has been selected then the cursor will automatically move to the "Given Name" field.

Given Name: Type in a character and the application will start to populate the field with a name from the Names list. As each character is entered the name will refined until the actual name populates the field. If the required name is not displayed the user can override the field and manually type in the name:

- Press 'Tab' and the suggested name will be inserted, and the cursor will move to the "District" Field,
- or, if a Middle name is to be entered press the 'Spacebar', and the cursor will move to the "Middle Name" field.

Middle Name: Type in a character and the application will start to populate the "Middle Name" field with a name from the Names list. As each Character is entered the name will be refined until the actual name populates the "Middle Name" field. If the required name is not displayed the user can override the field and manually type in the name:

- Press 'Tab' and the suggested name will be inserted, and the cursor will move to the "District" Field,
- or, if a further Middle name (up to 4) is to be entered press the 'Spacebar', and the cursor will move to the next "Middle Name" field.

District: The application will suggest a District name as each character is entered, but in some cases the name may be in full as opposed to an abbreviated form on the Webscan file. If the spelling of the District name returned is different from that on the Webscan file, as is often the case, the rule is – **Type what you see.**

Hint: *If the software returns a name or district that is required after entering the first few character just press 'Tab' or 'Spacebar' to move the cursor on to the next desired field.*

Hint: *If the District name required to be entered is not the same as that suggested by the application, the "Vol:" field entry can be retained if and only if characters in the District name are deleted. If a character such as an apostrophe (') or a space is added then the "Vol:" field entry will be blanked.*

Note 3: *There may be instances when the District name is not in the list and therefore both the District Name and associated Volume number will need to be typed in.*

Vol: The “Vol:” field will be automatically populated for the associated District. If the field is blank and the user should press ‘Tab’ to move the cursor to the “Vol:” field and enter the Volume number. If the “Vol:” field is correctly populated press ‘Tab’ twice to place the cursor into the “Pg:” field.

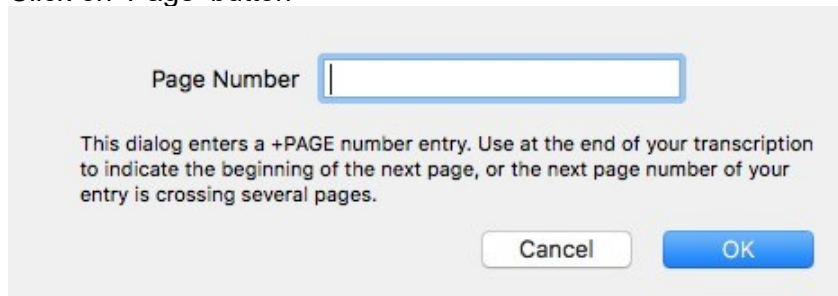
Note 4: *The current version of the software does not implement the automatic capability of populating the “Vol:” field with Roman numerals dependent upon the year of the Webscan file. However, the software does not prevent the user from typing in a Roman representation into the “Vol:” field.*

Pg: Type in the page number as shown on the scan and press ‘Tab’ to enter and start the next entry from the Webscan file.

When all entries of the Webscan file are transcribed then press the ‘Page’ button.

3a. ‘Page’ Button

Click on ‘Page’ button



The ‘Page’ Button provides the means to add the page number to end the current transcription and must be one greater than the current page number, i.e. the current page is 0078, and then the next page will be 0079.

Type in the requisite page number using 4 digits i.e. 0079. Pressing the ‘OK’ button will add the page number to the end of the transcribed file in the following format:

+PAGE,0079

4. Comment & Break buttons

4a. ‘Comment...’ Button

Click on ‘Comment...’ Button



The Comment screen shows the default selection for entering a 'COMMENT'. Two other selections are available, 'THEORY' and '#' (Hash).

The basic rules for choosing the appropriate type of comment are:

- #COMMENT - Used to indicate that what has been transcribed differs in some way from what is in the index, e.g. "#COMMENT handwritten addendum of 'see Mar 1887'". This type of comment will be accessible from the search results and will enable a researcher to determine that viewing the scan may be useful,
- #THEORY - Used to indicate that what has been transcribed is what is in the index but there is reason to believe the index is wrong, e.g. "#THEORY surname should probably be Lane not Laine due to name sequence". This should not be used to record possible errors in the district, volume or page number. This type of comment will be accessible from the search results and will alert a researcher to take into account the possible error in the index,
- # - Used for anything else that does not fall into the other two types.

Note 5: *Should there be a need for multiple COMMENT/THEORY entries then a bracketed number e.g. (2) is required to be inserted after the word COMMENT or THEORY. The number is the number of entries covered by the comment but the COMMENT/THEORY is inserted after the first entry.*

4b. 'Break' Button

An example in the use of this feature is to indicate a discontinuity, i.e. in the event a name or block of names appear on one page but should be on a following page.

The names should be transcribed on the page, which they actually appear and should not be moved from one page to another.

The 'Break' Button will insert a **+BREAK** line in the transcription to indicate the discontinuity, as follows:

+BREAK before and after the name or block of names on the incorrect page

+BREAK at the indicated insertion point on the correct page

5. Uploading a transcription file

Having completed a page of transcription you should save the file and upload it to FreeBMD using [File Management](#). This will require you to enter your userid and password.

When in File Management click on "Upload new file". There are 2 boxes at the top:

File name this is the name used to store your file in the FreeBMD system and should be the name of the scan file without the hyphens. Typically the name you put in here would be the same as the name of the file (see below) but without an extension, e.g. if the file is 1876B3A0041.BMD you would put 1876B3A0041 in here.

Upload this is where you specify the file you want uploaded from your computer, for example 1876B3A0041.BMD in some folder on your system. The name is not stored by the FreeBMD system.

6. Adding or amending the Names List

The list of Given names (forenames) is not comprehensive. The names in the list were originally derived from those that are commonly used in the UK population. There are far too many exotic and wonderful names from around the world for this list to be comprehensive.

Note 6: *It is not recommended that a user alter the given names list for each and every name not listed. Firstly it could take as much time to alter the list as it takes to complete the actual transcription, and secondly as these are local amendments to the list they are not therefore incorporated in any new release of the Software.*

Hint: *The local given names list can be copied and then used instead of the installed version.*

Follow the instructions below to access the given names list:

>Applications> MacBMD-X

Right click on MacBMD-X

> Show Package Contents> Contents> Resources

The given names list is titled **BMDNAME.TXT**

It is recommended that the user makes a copy of the file **BMDNAME.TXT** and rename it **Old_BMDNAME.TXT**. This will ensure that there is a backup of the original should it be required. Adding or amending a name is straightforward as the only requirement is that a new name should be inserted in alphabetical order.

7. Adding or amending the Districts List

The list of Districts is centrally controlled so any alterations undertaken locally will not be reflected in the central repository held by FreeBMD.

Follow the instructions below to access the Districts list:

>Applications> MacBMD-X

Right click on MacBMD-X
> Show Package Contents> Contents> Resources

The Given names list is titled **bmd_districts.txt**

It is recommended that the user makes a copy of the file **bmd_districts.txt** and rename it **Old_bmd_districts.txt**. This will ensure that there is an original backup copy should it be required.

Before any amendment to the District file is undertaken the user must be cognizant of the structure of an entry because this determines how the application accesses the information.

The structure must conform to the following layout:

District name,start quarter(1-4),start year,end quarter(1-4),end year,volume(1837-1851),volume(1852-1945),volume(1966-1973),volume(1974-?)
e.g. Alyn & Deeside,2,1974,1,1996,,,,,24

Note 7: *In this release of the software the Districts list contains an additional space after the 10th entry (volume (1974-?)). This has the effect of inserting a space after the Vol: and before the Pg: entry in the transcribed file.*

This illustrates the need for caution when adding to or amending this file. As with the given names list, these are local amendments to the districts list and are therefore not incorporated in any new release of the Software.

Hint: *The local districts list can be copied and then used in place of the installed version.*

8. Installing MacBMD-X

Go to <https://www.freebmd.org.uk/addons/#mac> and follow the instructions for downloading MacBMD-X to the Application Folder, creating such aliases/links to your desktop as you require.

In your document folder create a "FreeBMD" folder. You can also create 3 folders labelled "Pending", "In Progress" and "Completed" which can be used as follows

Download your allocated scan files in the "Pending" folder. Move the file you are currently working on into the "In Progress" folder when you start. When you complete a file transfer the file to Completed.

You will be transcribing from a scan file that will be allocated to you by your Syndicate Coordinator and can be downloaded from <https://images.freebmd.org.uk/GUS/>. You will be asked for your FreeBMD userid and password to access the scan.

In order to view the scan you will need a program that can display images. You may have one already installed but if not you can use [Irfanview](#).