

Amicable Contributors

Step by step guide

Head over to the project's website at amicablecontributors.com to get started. Terms of use can be found on the landing page. Please watch the video first for a [visual walkthrough](#).

Page layout



(click to enlarge)

On the right of the page is an image of a policy extract (1), with the text transcribed beneath (2). The sidebar on the left controls map layers (3). In the middle is the map (4).

Goal

We would like users to (a) locate policies on the map, and (b) check the text for accuracy.

Locating the policy

1. Read through the policy and note the parish and/or street name, e.g.

*Ditto. £250. on a Br: Building being
6 Tenements &c Valued as p margn. on the West
Side of Lombard Street in the Mint in the Parish
Aforesaid being the 2d. 3. 4. 5 & 6 Houses North from
Cannon Street in the Posesion of [blank].*

In the example above, “Lombard Street in the Mint” is the most immediate clue.

☞ Tip: where it says “aforesaid”, this information can be accessed using “Show previous record” (5). It won’t always be necessary to have both pieces of data, but it can help when uncertain.

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2. Use the parish and/or street search tool(s) to narrow down the search area ⑥.

☞ Tip: be aware that parish boundaries can change over time, and that there may be multiple streets with the same name. It sometimes takes a little detective work! Searching external resources such as [British History Online](#), and [Locating London's Past](#), or even a modern map, can sometimes be helpful.

3. Once happy that you are in the correct search area, look again at the policy for more details, such as the property's location in relation to other streets, landmarks, etc.
4. Locate the property as best you can and place a pin on the map [*tap or click directly on the map*].
5. Indicate your level of certainty using the "Precision" slider ⑦.

Checking the text

6. Check each line of the automatically transcribed text against the image of the policy extract.
7. If any corrections are needed, text can be edited directly by selecting the relevant section.

☞ Tip: write exactly what you see, including all punctuation. Please do not correct perceived spelling mistakes. If uncertain, it is best to leave the text as it is.

Saving your work

8. When you have completed the task, use "Validate" ⑧ to save your work/move on to the next policy.

☞ Tip: be as accurate as you can, but don't worry about getting things wrong. If you are struggling with a policy, it's ok to try another.

Undoing changes

9. Use "Reset" ⑨ to start afresh. "Cancel" ⑩ will discard changes and load a new policy.

Other

Completed entries can be explored using "Search known records" ⑪.
For more information about the project, including FAQs, visit this [page](#).