

# Scribes of the Cairo Geniza

## User Instructions (Sorting)

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Welcome to Scribes of the Cairo Geniza! Get started at [scribesofthecairogeniza.org](https://scribesofthecairogeniza.org).

- **Sign in or Register:** In the **upper right corner** of the page, **click** the button either to sign in (returning user) or register (first-time user) and follow instructions. Zooniverse is a free web-based platform for crowdsourced cultural heritage projects. If you register for an account with Zooniverse, you can save your favorite fragments to a collection, save your transcriptions, and participate on the Talk boards. You *do not* need to create an account with Zooniverse to participate in the project.
- **Choose a Workflow:** Now you should be at the “Scribes of the Cairo Geniza” project homepage. **Scroll down** to the “Get Started” section or click **Transcribe** from the top menu and choose the available sorting workflow: **Sort Fragments**.
- **Begin Sorting:** When you start sorting, you’ll have the option of clicking through a short tutorial. Instructions are also below for your reference. You will be asked up to 5 questions for each fragment:
  - In what script is this text written? (Don't worry if you are selecting Hebrew most of the time. There are not as many fragments solely in Arabic script.)
  - Is the \_\_\_\_ script written in a formal or informal style?
  - Do you see evidence of the following on the \_\_\_\_ fragment?
  - Use the point tools to click on the visual characteristics as they are listed below.
- **Don't Forget:** Once you've answered the question, click **Done** to move on to the next subject. If you find a subject you want to share, click **Done & Talk** and leave a note for others about your findings!

# Scribes of the Cairo Geniza

## User Instructions (Transcription)

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- **Choose a Workflow:** Now you should be at the “Scribes of the Cairo Geniza” project homepage. **Scroll down** to the “Get Started” section or click **Transcribe** from the top menu and choose from the available transcription workflows: **Easy Hebrew** or **Easy Arabic**.
- **Begin Transcribing:**
  - When you start transcribing in either script, you'll have the option of clicking through a short tutorial. Instructions are also below for your reference. If the fragment you see is too difficult for you to transcribe, refresh the page in your browser and repeat the steps of **Choose a Workflow**.
  - To get started on transcribing a fragment, click **Add Transcription** on the Toolbar. Then, place a dot at the start (right side of the page) and the end (the left side of the page) of a line of text. (Remember, Hebrew and Arabic are read from right to left.) A transcription box will automatically appear after you place the second dot.
  - Use the keyboard to transcribe the selected line of text. In the Hebrew workflows, you have the option to choose between modern characters and images of different script types to aid in your transcription. Transcribe all the words in the selected line of text. Please type the words exactly as the scribe wrote them – do not correct spelling or grammar. If you're mostly sure of a word, but are unsure about an individual letter, replace it with a question mark (e.g. "uncl?ar"). There are also text modifiers to insert placeholders or notes into your transcription.
- **Don't Forget:** Once you've completed your transcription of that line, click **Done** and move onto another line of text. When you've transcribed everything you can on a fragment, click **Finished**. You will be asked whether the subject is

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complete, or if there is still text left that has not been transcribed. Once you've answered the question, click **Done** to move on to the next subject. If you find a subject you want to share, click **Done & Talk** and leave a note for others about your findings!

# Scribes of the Cairo Geniza

## User Instructions (General)

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- **Choose a Workflow:** Now you should be at the “Scribes of the Cairo Geniza” project homepage. **Scroll down** to the “Get Started” section or click **Transcribe** from the top menu and choose from the available workflows: **Easy Hebrew**, **Easy Arabic**, or **Sort Fragments**.
- **Begin Classifying:**
  - **Sorting:** If you select **Sort Fragments**, it will take you to a screen that shows you a fragment to **sort**. We **HIGHLY** recommend that you go through the tutorial, which will either automatically pop up or you may need to click on the button on the right side that says **Tutorial**. This offers helpful tips about the interface and the project.
  - **Transcribing:** If you select **Easy Hebrew** or **Easy Arabic**, It will take you to a screen with a fragment to **transcribe**. The toolbars on the left and right sides of the screen will help you view the fragment more closely, learn more about its history, and start transcribing line by line. Remember that both Hebrew and Arabic read right-to-left, so start your transcription on the right side of the screen.
- **Don't Forget:** Check out the **Talk** page where you can see other Geniza scribes discussing fragments in the project. If you find a subject you want to share, click **Done & Talk** and leave a note for others about your findings!