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When captioning an entry try to make captions different than the title. If no other information is available; as in the case of a photo portrait, then use the title. We would like as little as possible of redundancy in our work. Please limit the caption entry to 60 characters

Notes:

Caption every entry

If there is more information than the Caption field will hold; due to its 60-character limitation, use the Image Description field immediately below the Caption field. For entries that need to use the Image Description field, there is a 200-character limitation

Transcribe every document that can be transcribed

Be careful so as not to accidentally delete an entry. If this happens please notify one of the leads and we can then restore the entry from the backup

We will be using AI's summary feature in a limited way for our entries. Your team lead will notify you as to when the summary can be used. In most cases we would like a full transcription.

Once you have transcribed your entry and entered the transcription into the correct place – click on the “save” word in the upper right of the screen. Please do not change the Title, the Folder or the Tag portion of the entry. Either Judy or John will finalize the entry and push it live on the HUB.

If you get stuck on not knowing what to do – it's a simple solution, just reach out to Judy or John.