



**How to edit content:
an interactive guide for volunteers**

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Getting Started

Hello and welcome to the Content Editing Suite specifically designed for our volunteers. As you are reading this, you have volunteered to help us on our exciting Local Recall Project – welcome aboard, we are delighted to have you with us!

If, at any time, you wish to stop volunteering that's no problem at all. If you can kindly let us know at the following email localrecall@archant.co.uk we would greatly appreciate it.

If you have any questions we have not covered in this guide, you can either access our Frequently Asked Questions available in the volunteer welcome email or contact the Local Recall Project Team using the email listed above.

Here's what you need to get started:

- Access to a computer (Mac or Windows PC, laptop or desktop, at home or wherever you login online)
- Basic computer knowledge
- Access to the internet

Health and Safety Tips

As a Volunteer, you are in complete control over the time you decide to spend helping out. We have no expectations or minimum requirements. We're just happy to have you on board! We would like to remind you to take regular breaks. Long stretches sitting at your computer could harm your health.

The use of computers, laptops and their screens is known to have some potential health related drawbacks if used for protracted periods of time and not properly set up.

We have put together some handy tips for you to help you plan how you volunteer your time. You should have received them via email along with your Volunteer Agreement - alternatively information is available from the government supported [Health and Safety Executive \(HSE\)](#). If you have not received the Health and Safety tips please let us know.

Note. If at any stage of the volunteering process you feel unwell, or are unsure about any of the above points, you should discontinue any work and seek professional medical advice.

How to Register

Eastern Daily Press

Help us make history accessible to all!

Improve 150 years worth of articles

Play a crucial role in an innovative project backed by Google

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LOCAL RECALL

Email address

john@smith.com

Password

.....

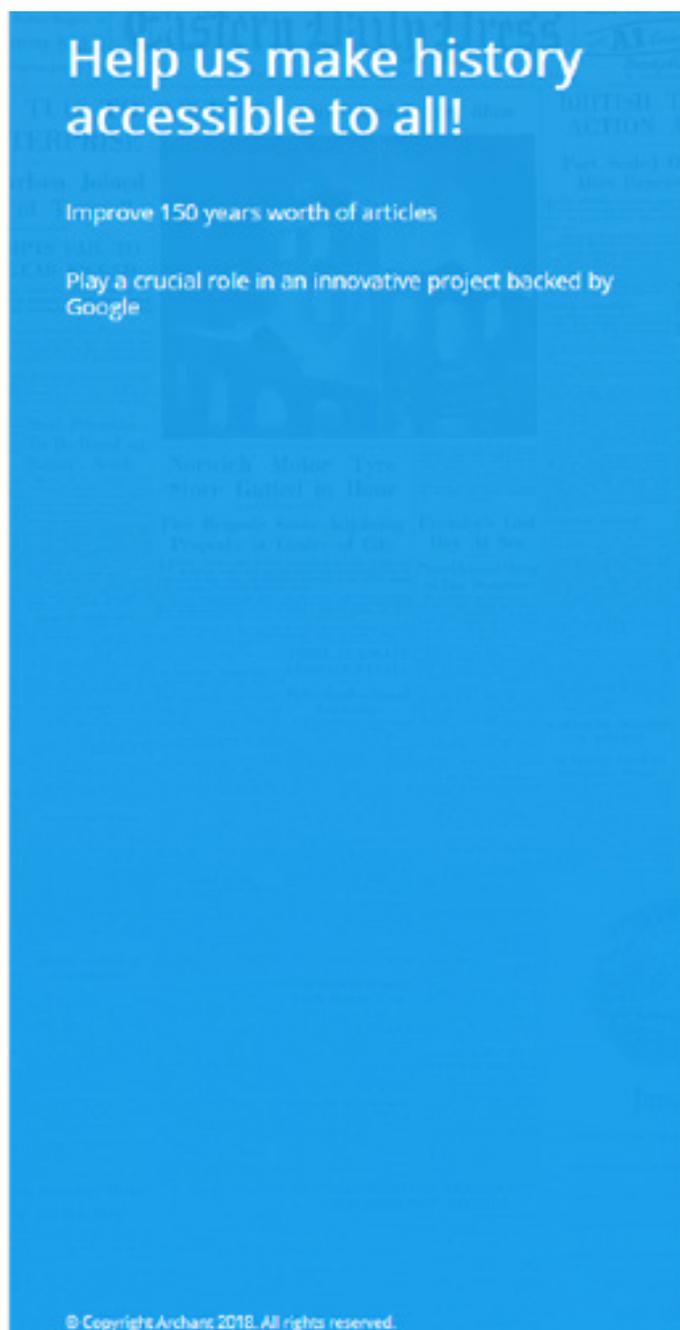
1 → Register Login

Access the Local Recall system at <http://ces.localrecall.archant.co.uk/>

Before you can login and begin to edit you will need to register your account.

Click the "Register" button (1).

Completing your Registration



Archant LOCAL RECALL

Name *
1 → John Smith

Email address *
2 → john@smith.com

Password *
3 →

Confirm Password *
4 →

Area of interest *
5 → Agriculture/Farming

[View volunteer agreement](#) ← 6
7 → I agree to the volunteer agreement *

[View privacy policy](#) ← 8
9 → I agree to the privacy policy *

Register ← 10

- Enter your name and email address (1 and 2)
- Enter a password (3), and then enter it again to confirm it (4)
- Use the dropdown menu to pick your area of interest (5)
- View the Volunteer Agreement (6), and check the 'tick-box' to say you have read, understood and accept the agreement (7)
- View the Privacy Policy (8), and check the 'tick-box' to say you have read, understood and agree to the policy (9)
- Click Register (10)

Selecting an Article to edit



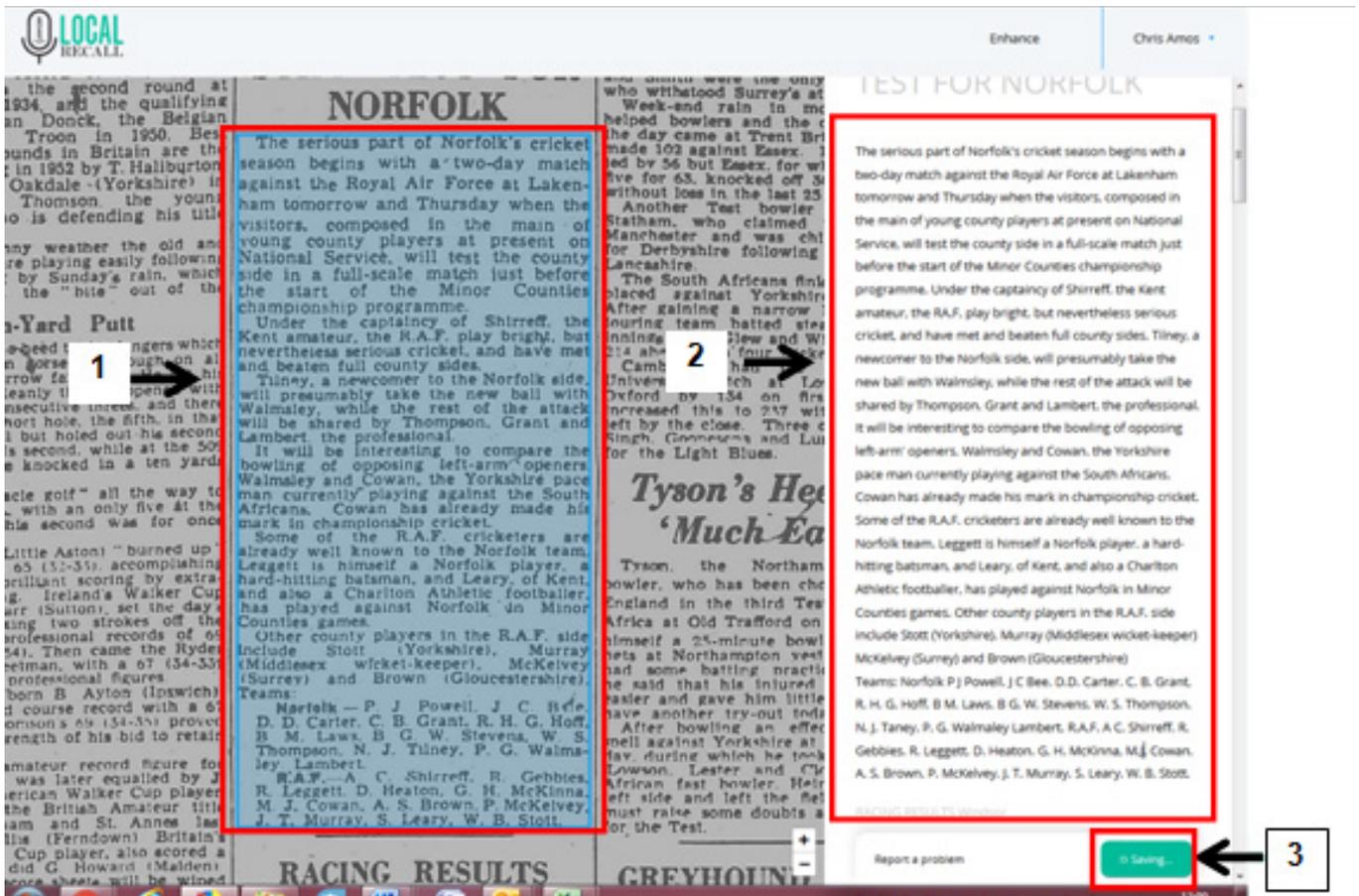
When you hover over an article it will turn pale blue. Click on the article you want to select (1).

Choosing an Article (cont.)

The screenshot shows a digital newspaper interface. On the left, there's a blue header with the text "Choose" and "Strapline go". Below it, a large preview of a newspaper page is shown. The main article in the preview is titled "STIFF TEST FOR NORFOLK" and is dated "TUESDAY 05 JULY 1955". The article text reads: "The serious part of Norfolk's cricket season begins with a two-day match against the Royal Air Force at Lakenham tomorrow and Thursday when the visitors, composed in the main of young county players at present on National Service, will test the county side in a full-scale match just before the start of the Minor Counties championship programme. Under the captaincy of Shtreff, the Kent amateur, the H.A.F. play brig4t. but nevertheless serious cricket, and have met and beaten full county sides. Tilny, a newcomer to the Norfolk side, will presumably take the new ball with Walmsley, while the rest of the attack will be shared by Thompson, Grant and Lambert, the professional. It will be interesting to compare the bowling of opposing left-arm' openers. Walmsley and Cowan. the Yorkshire pace ...". At the bottom of the preview, there are two buttons: "Go Back" and "Choose". The "Choose" button is highlighted with a red border.

A larger preview of the article will popup. You can now click "Continue" to continue with your choice and enhance this article or click "Go Back" to cancel and select another one.

Editing an article

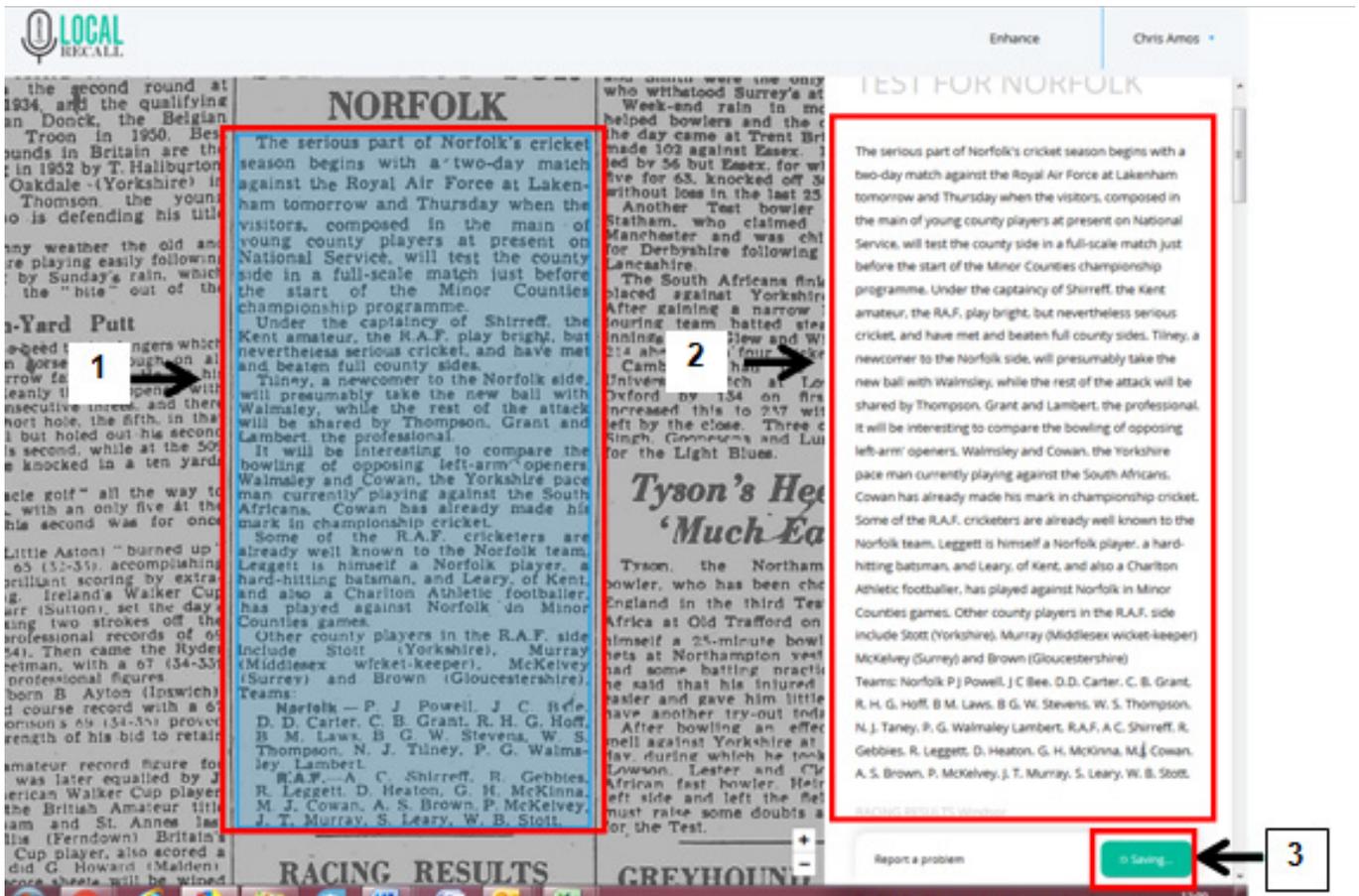


When you have chosen an article, an image of the original paper appears on the left-hand side. The specific article you are working on will be presented in a blue overlay (1).

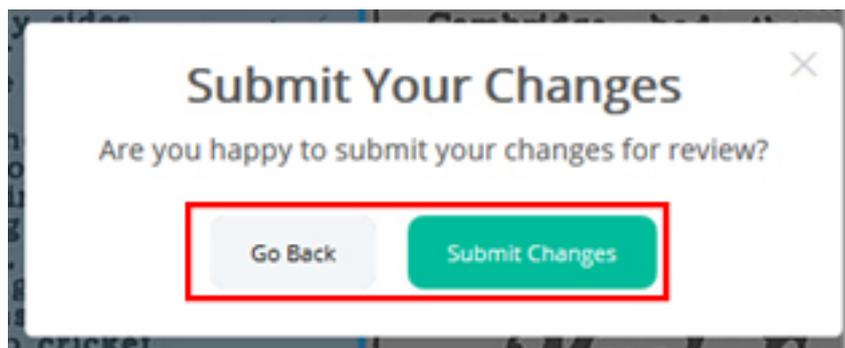
On the right hand-side is the text we managed to extract from that image. This is where you come in! Some of the text on the right will not match with the original on the left. Click into the right text block (2) and change any wording that is incorrect (2).

When you have checked the whole article and you are satisfied that the whole article is now correct, press the button marked "I'm Done" (3).

Editing an article (cont.)



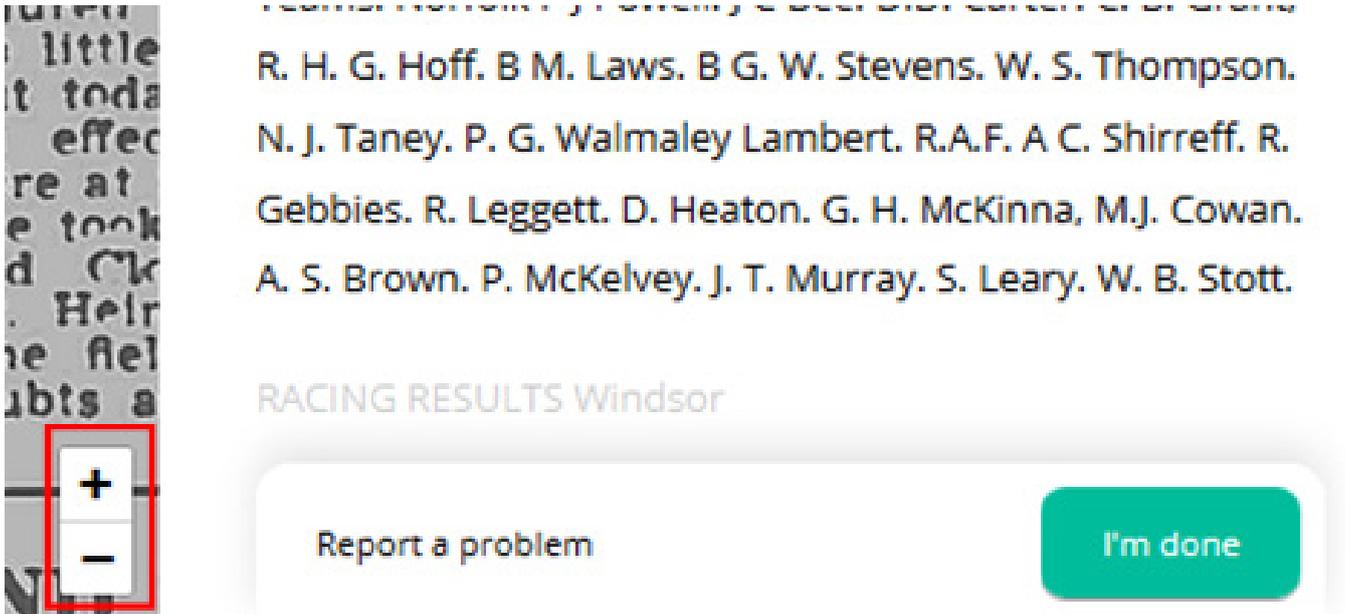
After clicking "I'm Done", you will see the following screen:



Click "Submit Changes" if you are happy or "Go Back" if you want to make further edits.

Once you submit your enhancement, you will then be taken back to the main edit page with three new articles to choose from.

Zoom Feature

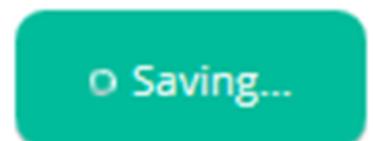


To ease your reading experience, we have implemented a zoom feature on the original article (left).

Auto-save Feature



Our platform automatically saves your work every 10 seconds to make sure you do not lose any progress should anything happen. Notice the button in the bottom right will display 'Saving...' every 10 seconds.



Reporting a Problem

Reporting a problem is a big part of your role as a volunteer. We need to know when there is an issue. Reporting issues is as important as enhancing content.

Issues you may run into include:

- The 'article' you were presented with is not actually an article but an image or a smudge.
- The article is not readable.
- There is no content.
- The article is too long (i.e. our machines picked an entire page instead of an article).
- Any other issues, where you aren't able to follow the review process.

Reporting a Problem (cont.)

If anything seems off, click the 'Report a problem' link at the bottom left.



This will bring up the following screen - click on the blue arrow to see options.



Reporting a Problem (cont.)

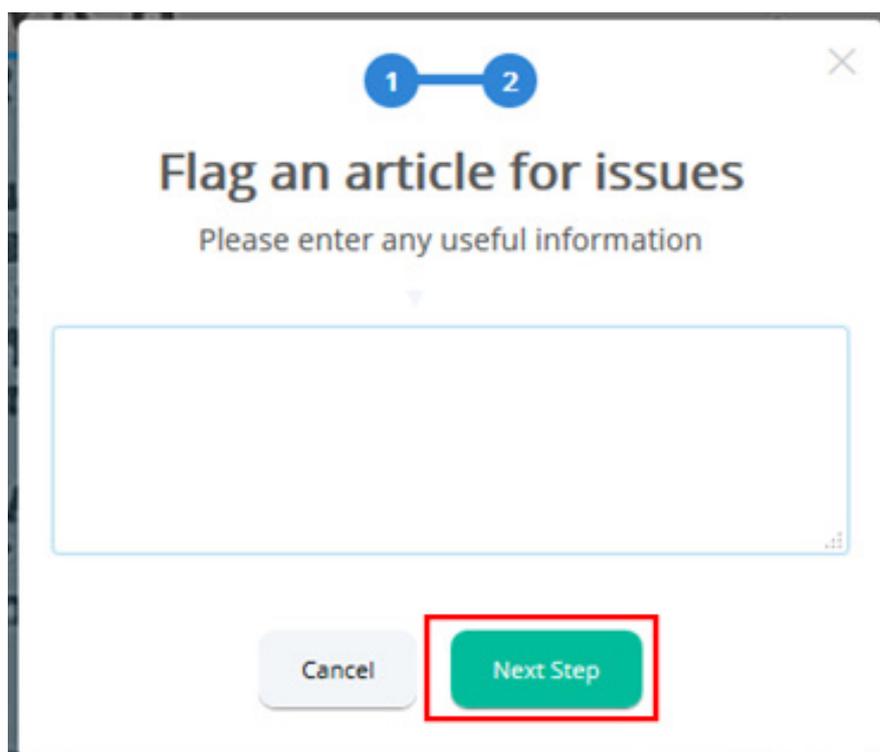
Select the reason for the problem.



The screenshot shows a modal window titled "Flag an article for issues" with a progress indicator showing step 1 of 2. The question "What was the problem?" is followed by a dropdown menu. The selected option is "Not an article". Other options in the menu include "Can not read the article", "Article does not match picture", "No article content", "Article is not complete", "Article is too big", and "Other".

(Optional) If you feel like more information would help us understand why you reported an article, you may enter text here.

Once you submit your report, you will be taken back to the article chooser page where you can select a new one to work on.



The screenshot shows the second step of the "Flag an article for issues" form. It asks "Please enter any useful information" and features a large, empty text input field. At the bottom, there are two buttons: a grey "Cancel" button and a green "Next Step" button, which is highlighted with a red rectangular border.

What to do if you get stuck

If you are ever stuck, unsure on how to proceed with any actions on the platform, or encounter a bug, please reach out to the Local Recall Project Team using the email address below.

localrecall@archant.co.uk

Someone will be in touch as soon as possible.