

Building forms with DataScribe

Forms provide the framework for the structured transcription in DataScribe. When building forms for your datasets, take some time to look at your historical sources and think about how you want to organize your forms. With some sources, it might be worth creating multiple forms to capture distinct subsets of data on the same page.

Before you start creating your form in DataScribe

- Look at your source and ask these questions:
 - What information do I need to capture for the analyses I want to do?
 - What outputs will be most helpful for that analysis?
- Go through the document and identify each aspect of the source you want to capture in the dataset. Make a note of what it is and what kind of data you think it should be.

DataScribe has the following input options for form:

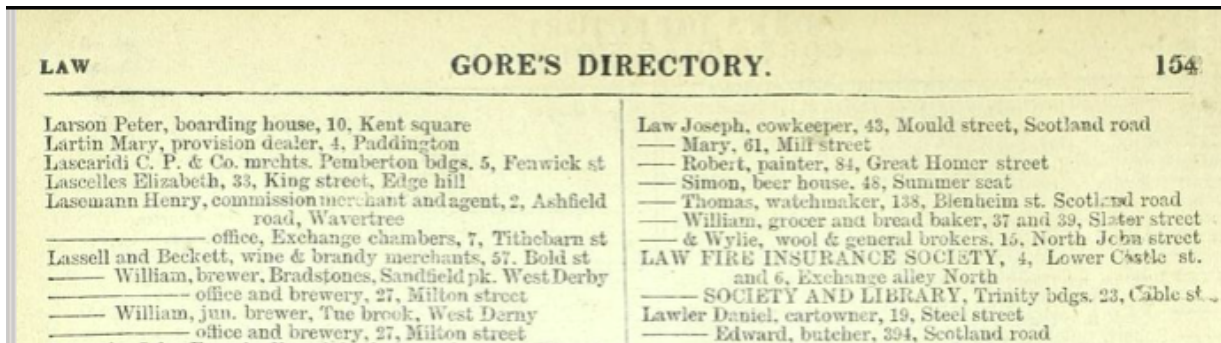
Field type	Input type	Options
Checkbox	Checkbox	Set box checked by default
Date	Select year, month, and day in a series of dropdown menus.	Set minimum and maximum year. Set default year, month, and/or day
DateTime	Select year, month, day, hour, minute and second from a series of dropdown menus	Set minimum and maximum year. Set default year, month, day, hour, minute, and/or second
Number	Numbers only. Decimals permitted with a point but not a comma.	Set minimum and maximum value.
Radio	Click a radio button	Enter options for the radio button by entering each one on a new line
Select	Select from a dropdown menu	Enter options for the select button by entering each one on a new line
Text	Single line text entry	Set a minimum or maximum length
Textarea	Large text area	Set the number of rows for the field's height
Time	Select hour, minute and second from a series of dropdown menus	Set default hour, minute, and/or second

Additional settings:

- One field should be designated as the primary field which acts as the identifier for the record.
- You can set any field as required. If a transcriber leaves a required field blank, DataScribe flags that record as invalid.
- You can set most fields to be validated with a regular expression.

Example

Project: Gore's Liverpool Directory for 1860 <https://archive.org/details/goresliverpooldi1860lond>



Data in source	Field type	Optional settings	Notes
Page number (<i>R</i>)	Number	Max = # of pages in directory	Is this necessary?
Name (<i>R, P</i>)	Text		Separate into first and last? Or one field for both?
Listing type	Select or radio		Individual, business, organization, etc
Descriptor	Textarea		Indicate to write as given in the directory, so "insurance agents" or "jun. tobacconist"
Street number	Number		If given
Street name	Text		Can concatenate with number in export
Area	Text or select		Is this standardized enough to make a select field?

Required fields marked with *R*. Primary fields marked with *P*.

Form building worksheet for DataScribe <<http://datascribe.tech>>

Field type options are: Checkbox, Date, DateTime, Number, Radio, Select, Text, Textarea, Time.
Indicate required fields with *R* and primary fields with *P*

Data in original document	Field type	Optional settings	Notes

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