

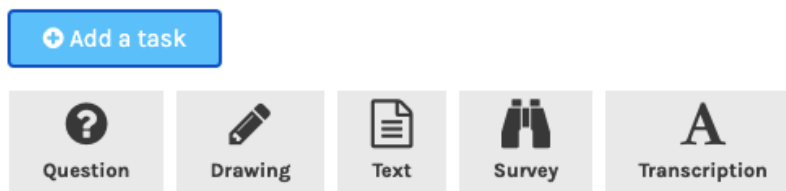
Please note that this document will be updated regularly as we continue to adapt the Transcription Task within the Project Builder. This document supports comments—please help us refine our documentation by adding questions or requesting clarification on any of the points here.

Documentation prepared by Samantha Blickhan
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Setting up the Transcription Task in the Project Builder

1. Reach out to contact@zooniverse.org with your project details (including project ID number) to request that the Transcription Task be ‘turned on’ for your project.
2. Once this is done, a new task type called ‘Transcription’ will appear in the list of task options you are given when building a workflow:



3. The Transcription Task includes a pre-configured drawing task with a text sub-task, as well as a question task that is used to measure subject completeness. **Only the instructions, help text, and text modifiers are editable.** Do not try to edit any other components of this task, or it will not work as expected.
 - a. These tasks will appear in the Project Builder as separate (e.g. T0 and T1), but will be shown to volunteers on the same screen. **Please do not try to change the order of these two tasks.**
 - b. Additional tasks may be added **before** or **after** the Transcription Task as needed. To ensure things are ‘ordered’ correctly, any preceding tasks should lead to the transcription drawing task step (T0). Subsequent tasks must come after the question task step (T1).
 - c. NB: **you can only use the Transcription Task once in a given workflow.** Multiple Transcription Tasks cannot be combined (e.g. to collect different types of text, etc.).
 - d. The Transcription Task is not currently compatible with branched workflows, e.g., you cannot start with a Yes/No question and only have certain subjects move on to the Transcription Task.
 - e. **Please set your retirement rate for Transcription Task workflows to 30.** This does not mean 30 transcriptions will be collected for each subject in your workflow. Retirement will be configured as part of the setup process, and is based on receiving 3 ‘Yes’ responses to the question of whether all lines on a page have turned gray.

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4. [TEMPORARY] Please note that the 'View Project' button in the Project Builder **will not work** with any workflows containing the Transcription Task. There are two alternate ways to preview your project.
 - a. To preview a workflow, use the 'Test this Workflow' button at the bottom of the workflow page.
 - b. To preview the full project, use the following link:
<https://frontend.preview.zooniverse.org/projects/USERNAME/PROJECT-NAME>
 - i. Where 'USERNAME' is the username of the project owner
 - ii. And 'PROJECT-NAME' is the name of the project
 - c. In order to preview your workflow, **make sure your project visibility is set to 'Public' and the workflow is set to 'Active'**. This is done via the Visibility tab of the Project Builder. Project that are not set to 'Public' will result in an error message if you try to preview Transcription Task workflows.
5. Once you have set up your workflow (and do not plan to make any additional changes), please send an email to contact@zooniverse.org with the subject line "Transcription Task Workflow Configuration" with the following information:
 - a. The project number (found at the top left of the Project Builder interface)
 - b. The workflow number(s) for **all workflows** that will use the Transcription Task
 - c. Whether or not you plan to also use [ALICE](#) (the Zooniverse Aggregate Line Inspector and Collaborative Editor).
6. If you are also planning to use ALICE, our Aggregate Line Inspector and Collaborative Editor, please refer to [this document](#) for additional requirements around uploading data to your project.
7. **Once we have finished configuring your workflow, you will no longer be able to make changes to your workflow setup**, including tasks/task order, retirement rate (remember: this should be set to 30!), and project name. Doing so will cause an error.