Oral History Interviewee Transcript Editing Instructions

Thank you for your contribution to the Computer History Museum's Oral History Program. Attached is a transcript from your interview. We would appreciate it if you would carefully read and correct spelling, dates, technical terms, and facts.

If you are familiar with the *Track Changes* feature in Microsoft Word, please use it for correction. If not, please print out the transcript, or notify the Oral History and Media Coordinator to request a printed copy, and handwrite your corrections. ***Please DO NOT DELETE any relevant material from the narrative. We need as accurate a representation as possible of what is actually on the video tape.***

We would greatly appreciate it if you could review these transcripts and return them within two months of the date in which they were received.

Guidelines

In general, CHM is providing limited editing. This is not designed to be of the same quality or nature as a published article. However, we do want the transcript to be legible, readable, and understandable to anyone who reads it.

We want to retain speaking style and speech patterns, so do not eliminate colloquialisms or change the sentence structure unless it is essential to communicating what you intended.

Directions for misspellings, wrong dates, wrong technical terms

Often the transcriber does not recognize the word being used (usually a technical term), or you might recognize that you made a mistake of fact such as a date or a person's name.

If you are using *Track Changes* **in Microsoft Word**, delete the wrong term and type in the correct word.

If handwriting, draw a line through the word or words in question and write the correct word above it or next to it (whichever fits).

Check the spelling of names of people, companies, locations, and products. If you know the correct name, insert it. If you are not sure of a spelling, put three question marks in parentheses (???) after the word or phrase.

Directions for information addition

If there is more information that you would like to share about something mentioned in the oral history, please add it during this review process.

If you are using *Track Changes* **in Microsoft Word**, type the narrative inside square brackets ([   ]) directly after the term or terms you wanted to expand on.

If handwriting, create a footnote and write the narrative on a separate piece of paper.

If you have any specific questions, please contact Oral History and Media Coordinator Jennifer De La Cruz at (650) 810-1034 or jdelacruz@computerhistory.org.

Thank you for all your help with the Computer History Museum's Oral History Program.