1) Where are the rules in FIX IT+?
   a) Editing tutorials are located at the top of each transcript record page.

2) Are my edits saved?
   a) All edits will be automatically saved but may not be immediately visible by others.

3) How many people need to edit the same transcript?
   a) Two editors need to agree on the same line, then it will be locked for editing.

4) What are the transcription conventions?
   a) Use your best judgement to transcribe the recording, but for reference, select the
      Conventions tab at the top of the record page.

5) Are there helpful command strokes?
   a) Commands are found in the toolbar along the bottom of the screen with the following shortcuts.

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shift + Space Bar</td>
<td>Hold shift and press space bar to play, pause, or re-play a line</td>
</tr>
<tr>
<td>Down Arrow or Enter Key</td>
<td>Press the down arrow or enter key to go to next line</td>
</tr>
<tr>
<td>Up Arrow</td>
<td>Press the up arrow key to go to previous line</td>
</tr>
<tr>
<td>Shift + Left Arrow</td>
<td>Hold shift and press the left arrow key to move to previous word</td>
</tr>
<tr>
<td>Shift + Right Arrow</td>
<td>Hold shift and press the right arrow key to move to next word</td>
</tr>
</tbody>
</table>

6) What does it mean when a line is highlighted in orange in the editor?
   a) Lines highlighted in orange await verification. This happens when the first two editors
      suggest conflicting corrections. Click on the line and select the best transcription from
      those presented. Once enough contributors agree on the correct transcription, the line
      will be finalized.

7) What do the progress bar colors mean?
   Green = percentage of completion
   Yellow = lines have edits
   Grey = has been touched, but not completed
8) **What do the colors on the transcript mean?**
   Green = have reached consensus
   Grey = still editable

9) **Why does the audio cut off between lines?**
   Please keep in mind this is still a research project and there are bugs we haven’t been able to resolve yet. The AAPB would still like to hear your feedback, so please inform your presenter with your comments.

   Thank you for your help making historic public broadcasting programs accessible in the American Archive of Public Broadcasting!