English East India Company Logbook Digitization Keying Format Climate Database Modernization Program (NOAA/NCDC/CDMP)

Images to key include images with 1 or 2 days data, in tabular form, including hand-drawn forms. See Example 3. If an image has 3 days of tabular data, which has not yet been seen, please contact NCDC to determine if image should be keyed.

Images with 3 days or more of observations should be marked, but not keyed, and will be reviewed by NCDC for a possible Phase 3 keying. A new set of instructions will be created for the Phase 3 keying if data is determined significant or if budget allows for more keying. See example 4 for sample images that will not be keyed in Phase 2.

Do not key data that has been marked through. See example 5. If an hourly ob has been marked through do not key that hour. If a whole day has been marked through, as with example 5, do not key any data from that day.

A tilde (~) is to be inserted by the keyers whenever an entry cannot be determined due to poor legibility. This will indicate that there was an entry on the form but that the keyer could not determine the value. Every effort should be made to enter the value and to only enter a tilde as a last resort. If original data are entirely missing for any field, the field should be left blank. In the keying format, blank universally indicates missing data.

A pound (#) is to be inserted by the keyers whenever an entry does not fit the requirements of the keying format; i.e., when the keyers encounter an *alpha* character, on an observation form, where the keying format provides for only *numeric* values a "#" sign will be entered, left justified and blank-filled. These entries will be reviewed once keying is complete, and a determination of the proper entry will be made.

Attachment A – English East India Company (EIC) Logbooks (data records)

Data Record – one per day

COLUMNS	#CHARACTERS	DESCRIPTION		EYING INSTRUCTIONS	
1-24	24	Ship Name		Key the index value of the Ship Name. This is also commonly located at	
			1	the top of the pages with observations of weather, and may not be	
				recorded on the cover. Left justify, blank fill. An adjunct Excel	
				spreadsheet (from Clive's EIC Ships Working Document) is provided	
				that contains an easy-to-read list of ship names for correct spelling.	
25-31	7	Logbook ID	2	Key the index value of the Logbook ID. This is the Batch ID in WSSRD.	
32-35	4	Image Sequence	_	Key the image sequence number found in the "Sequence Number"	
		Number	3	column in WSSRD (or last 4 numbers in file name just before ".pdf", if	
		Tamboi		keyed from disk).	
36-39	4	Year	4	yyyy Key the year of the observational record.	
40-41	2	Month	5	mm – Key 1-12 as recorded in the date boxes right side of the form, top or center. You may have to interpret the date from the Remarks or elsewhere on the form, so look at the entire form – you may have to look at the previous or next form to help you determine the date. Right justify, zero fill.	
42-43	2	Day	6	dd – Key 1, 2, 3, etc., from the value in the date boxes, right side of form, top or center. Right justify, zero fill.	
44-51	8	Latitude	7	DD or DD.MM. or DD.MM.SS where DD means Degrees, MM means Minutes, and SS means Seconds. These values are given in the boxes containing noon obs, at the foot of each day's hourly obs, and	

52 53 54-62	1 1	Latitude Hemisphere 8 Latitude Source Indicator 9	occasionally in the bottom of the remarks section, i. Key only one Latitude, "Lat. obs". If "Lat. obs" is not available, key "Lat. act.". Key the value as it is recorded, right justify. Hour is assumed to be Noon (24). If value is not recorded in boxes at the foot of the hourly obs, also look in Remarks section, in case it is recorded there. Key 'N' for North and 'S' for South. Leave blank if not recorded. Key: 1 if keyed latitude is from "Lat. obs" (Observation) 2 if keyed from "Lat. act." (Dead Reckoning) 3 if keyed from "Lat P" Blank if no latitude recorded. (D)DD or (D)DD.MM. or (D)DD.MM.SS where (D)DD means Degrees,
			MM means Minutes, and SS means Seconds. These values are given in the boxes containing noon obs, at the foot of each day's hourly obs. Key only one longitude, "Lon. Chr.". If "Lon. Chr." is not available, key "Lon. in.". Key the value as it is recorded, right justify. Hour is assumed to be Noon (24). If value is not recorded in boxes at the foot of the hourly obs, also look in Remarks section, in case it is recorded there.
63	1	Longitude Hemisphere	Key 'W' for west and 'E' for East. Leave blank if not recorded.
64	1	Longitude Source Indicator 12	Key: 1 if keyed longitude is from "Lon. Chr." (Chronometer); make not known 2 if keyed from "Lon. in." (Greenwich Meridian) 3 if keyed from "Lon. acct" (Dead Reckoning) 4 if keyed from the 'mean' value of "Lon. Chr." 5 if keyed from the 'Margett' chronometer 6 if keyed from the 'Earnshaw' chronometer 7 if keyed from the 'Barraud' chronometer
65-69	5	Meridian Distance 12.1	Look for value in noon box labeled "MD" at the foot of each day's hourly obs. If available, key this value as it is recorded, right justify, blank fill. If a colon is recorded within the numerical values, key a decimal in place of the colon.
70-79	10	Ship's Course 13	Key the "Course" located in the boxes at the foot of each day's hourly obs. Hour is assumed to be Noon(24). Key as follows: Left justify, blank fill. If the direction is given as a standard 16-point direction code, e.g.: N, NNE, NE, etc., key it as is. If the direction is given as a text entry, convert the text into a standard direction code, e.g.: N, NNE, etc. If given as one direction "by" another, e.g.: WNW by N, key as WNWXN. If given as a combination of alphanumerics, e.g.: N45E, S67E, key as given. If given as one direction "to" or "through" another, e.g. NNW to/through N, key as NNWTN. If given using a combination of directions and fractions, e.g.: "SW $\frac{3}{4}$ W", convert the fraction to a three-digit decimal value, using the table below, and key as "SW750W". $\frac{1}{16} = 063$ $\frac{1}{8} = 125$ $\frac{1}{4} = 250$ $\frac{1}{3} = 333$ $\frac{3}{8} = 375$ $\frac{1}{2} = 500$ $\frac{5}{8} = 625$

	1		
			2/3 = 667
			³ / ₄ = 750
			7/8 = 875
			Note – For values that contain a whole value AND a fraction between
			directions, e.g. "SW24½W", the fractions have been converted to tenths
			of a degree as often done by observers. In these cases $\frac{1}{4} = \frac{15}{15}$,
			1/2 = 4.30' and $3/4 = 4.45$ '. For example "SW24½W" will be
			keyed as "SW24.30W". Observers commonly recorded values in
			fractional and decimal format.
00.00		Objete Bisteres Tree state	
80-82	3	Ship's Distance Traveled	If 'Ship's Course' is keyed, also key numeric value in "Course and
		In Previous 24 hours	Distance" field located in the boxes at the foot of the day. This value
		14	should not be enclosed within 2 directions; it sometimes precedes
			"miles"; and is typically recorded after the direction. Right justify, blank
			fill.
83	1	Pressure Units	Key:
		15	1 if English Inches (1 observation; default, unless specified otherwise on
			the form or through special instructions)
			2 if Millimeters
			Z if English inches (am and pm available; pm keyed)
			2 ii Englion monoo (am ana pini avallablo, pini koyoa)
			Leave blank if pressure is not recorded.
84-88	5	Barometric Pressure	Key digits from the "Barom." field located in the boxes at the foot
04 00		Darometrie i ressure	of the day in the form of Ttht: Tens, tenths, hundredths,
		16	thousandths(e.g. 29.000). Ignore decimal points. Left justify, zero fill. If in
			millimeters, value will be in HTt: Hundreds, Tens, tenths (~760.0). Hour is
			assumed to be Noon (24).
			Example: '30' recorded would be keyed as '30000'; or 29.6 recorded
			would be keyed as '29600', or '29 1/4' recorded would be keyed as '29250'
			or '29.8¼' recorded would be keyed as '29825'.
			Note: Pressure recorded in inches should be somewhere in the ranges of
			25.50 – 32.00" and only major extremes would fall outside this range.
89	1	Air Temperature Units	Key:
		17	1 for Fahrenheit (1 value recorded at noon; default, unless specified
			otherwise on the form or through special instructions)
			2 for Celsius
			3 for Réamur
			4 for Fahrenheit: Range recorded, max value keyed; range 0 degree
			5 for Fahrenheit: Range recorded, max value keyed; range ½ degrees
			6 for Fahrenheit: Range recorded, max value keyed; range 1 degrees
			7 for Fahrenheit: Range recorded, max value keyed; range 1½ degrees
			8 for Fahrenheit: Range recorded, max value keyed; range 2 degrees
			9 for Fahrenheit: Range recorded, max value keyed; range 2½ degrees
			0 for Fahrenheit: Range recorded, max value keyed; range 3 degrees
			A for Fahrenheit: Range recorded, max value keyed; range 3 ½ degrees
			B for Fahrenheit: Range recorded, max value keyed; range 4 degrees
			Y for Fahrenheit: AM value only option available; AM keyed.
			Z for Fahrenheit: AM and PM available, no ranges; PM keyed.
			C for Fahrenheit: AM/PM available, but in ranges; max PM value keyed;
			C for Fahrenheit: AM/PM available, but in ranges; max PM value keyed; range of PM obs 0 degree
			C for Fahrenheit: AM/PM available, but in ranges; max PM value keyed;

range of PM obs 1 degrees F for Fahrenheit. AM/PM available, but in ranges; max PM value keye range of PM obs 1% degrees G for Fahrenheit. AM/PM available, but in ranges; max PM value keye range of PM obs 2 degrees H for Fahrenheit. AM/PM available, but in ranges; max PM value keye range of PM obs 2% degrees I for Fahrenheit. AM/PM available, but in ranges; max PM value keye range of PM obs 3 degrees J for Fahrenheit. AM/PM available, but in ranges; max PM value keye range of PM obs 3% degrees K for Fahrenheit. AM/PM available, but in ranges; max PM value keye range of PM obs 3% degrees K for Fahrenheit. AM/PM available, but in ranges; max PM value keye range of PM obs 4 degrees Leave blank if temperature is not recorded. If air temperature is not recorded. If air temperature is negative, minus sign will be keyed here. Temp Air Temp Air Temperature Key given value in "Ther." field located in the boxes at the foot of the day. Positions 93 8 94 are reserved for tenths and hundredths, respectively. Decimal is implied and hour is assumed to be Noon (24) unless otherwise indicated by the indicator in positions 98. Left justify and zero fill(e.g., 69 will be keyed as 6925. Note – Observers sometimes recorded temperatures in dd. mm (degrees, minutes) format. Those in dd. mm format are keyed as record degrees. Note – Observers sometimes recorded temperatures in dd. mm (degrees, minutes) format. Those in dd. mm format are keyed as record day, and usually recorded on the left side of this columnical she hould also not be preceded by Com' or Com' as in Exampl 2b). Wind direction is not available in hour "12" (24), hourly observation the Wind &c." column immediately preceding the boxes at the foot of each day, and usually recorded on the left side of this columnicand she not be preceded by Com' or Com' as in Exampl 2b). Wind direction is not available in hour "12" (24), look in the remarks section for wind direction recorded in description of "Latter"("10") or "10" (22), etc. but do not key any before "4" (16). If					
Temp Air Temperature Key given value in "Ther." field located in the boxes at the foot of the day. Positions 93 & 94 are reserved for tenths and hundredths, respectively. Decimal is implied and hour is assumed to be Noon (24) unless otherwise indicated by the indicator in position 89. Left justify and zero fill(e.g. 69 will be keyed as 6900, 69.2 will be keyed as 6900, 69.2 will be keyed as 6900, 69.2 will be keyed as 6925. Note – Observers sometimes recorded temperatures in dd.mm (degrees.minutes) format. Those in dd.mm format are keyed as record (i.e. 6215, 6230, 6245, 6259)) Wind direction Key the Noon wind direction located in the "12" (24) hourly observation the Wind &c." column immediately preceding the boxes at the foot of each day, and usually recorded on the left side of this column/(and short be followed by a numerical value – see Notes, Example 2a. The direction should also not be preceded by "Com" or Com" as in Exampl 2b). If wind direction is not available in hour "12" (24), key the next available up the list, e.g. "11" (23), or "10" (22), etc. but do not key any before "4" (16). If "ditro" or "do" is recorded, key the next available wind direction recorded with wind force). If none is recorded in hourly obs In description of "Latter(V)" part of day, then look in the remarks for "Throughout," in that sequence, If none are available in hourly obs, Latter(V) or Throughout, then leave this field blank. Note – Occasionally observers recorded the wind direction in the remarked believed in the server of the wind direction in the remarked believed in the minute of the control of the c					F for Fahrenheit: AM/PM available, but in ranges; max PM value keyed; range of PM obs 1½ degrees G for Fahrenheit: AM/PM available, but in ranges; max PM value keyed; range of PM obs 2 degrees H for Fahrenheit: AM/PM available, but in ranges; max PM value keyed; range of PM obs 2½ degrees I for Fahrenheit: AM/PM available, but in ranges; max PM value keyed; range of PM obs 3 degrees J for Fahrenheit: AM/PM available, but in ranges; max PM value keyed; range of PM obs 3½ degrees K for Fahrenheit: AM/PM available, but in ranges; max PM value keyed; range of PM obs 4 degrees Leave blank if temperature is not recorded.
of the day. Positions 93 & 94 are reserved for tenths and hundredths, respectively. Decimal is implied and hour is assumed to be Noon (24) unless otherwise indicated by the indicator in position 89. Left justify and zero fill(e.g. 69 will be keyed as 6920, and 69.25 will be keyed as 6900, 69.2 will be keyed as 6920, and 69.25 will be keyed as 6925. For observations recorded with fractions, e.g. 69%, convert the fraction decimal value and key in positions 93 & 94. For example 69% would be keyed as 6925. Note — Observers sometimes recorded temperatures in dd.mm (degrees.minutes) format. Those in dd.mm format are keyed as record (i.e. 6215, 6230, 6245, 6259)) Key the Noon wind direction located in the "12" (24) hourly observation the "Wind &c." column immediately preceding the boxes at the foot of each day, and usually recorded on the left side of this column(and shon to be followed by a numerical value — see Notes, Example 2a. The direction should also not be preceded by 'Com' or Com' as in Example 2b). If wind direction is not available in hour "12" (24), key the next available up the list, e.g. "11" (23), or "10" (22), etc. but do not key any before "4" (16). If 'intito' or "do' is recorded, key the next available wind direction recordabove the "ditto" or "do'". If none is available in said hourly observations (16-24), look in the remarks secritor for wind direction recorded in description of "Latter" or "Latter(ly") rear of day, then look in the remarks secritor or wind direction recorded in hourly obs In description of "Latter(ly") art of day, then look in the remarks for "Throughout", in that sequence. If none are available in hourly obs, Latter(ly) or Throughout, then leave this field blank. Note — Occasionally observers recorded the wind direction in the remarkabled 'Noon'. These are keyed with hour '24' in positions 105-106.	90	1	_	18	
the 'Wind &c.' column immediately preceding the boxes at the foot of each day, and usually recorded on the left side of this column(and sho not be followed by a numerical value – see Notes, Example 2a. The direction should also not be preceded by 'Com' or Com ^{d'} as in Example 2b). If wind direction is not available in hour "12" (24), key the next available up the list, e.g. "11" (23), or "10" (22), etc. but do not key any before "4" (16). If "ditto" or "do" is recorded, key the next available wind direction record above the "ditto" or "do". If none is available in said hourly observations (16-24), look in the remarks section for wind direction recorded in description of "Latterly" (recorded with wind force). If none is recorded in hourly obs In description of "Latter(ly)" part of day, then look in the remarks for 'Throughout', in that sequence. If none are available in hourly obs, Latter(ly) or Throughout, then leave this field blank. Note – Occasionally observers recorded the wind direction in the remarkable of 'Noon'. These are keyed with hour '24' in positions 105-106.	91-94	4	Air Temperature	19	of the day. Positions 93 & 94 are reserved for tenths and hundredths, respectively. Decimal is implied and hour is assumed to be Noon (24), unless otherwise indicated by the indicator in position 89 Left justify and zero fill(e.g. 69 will be keyed as 6900, 69.2 will be keyed as 6920, and 69.25 will be keyed as 6925). For observations recorded with fractions, e.g. 69¼, convert the fraction to decimal value and key in positions 93 & 94. For example 69¼ would be keyed as 6925. Note – Observers sometimes recorded temperatures in dd.mm (degrees.minutes) format. Those in dd.mm format are keyed as recorded
Left justify, blank fill. If the direction is given as a standard 16-point	95-104	10	Wind direction	20	each day, and usually recorded on the left side of this column(and should not be followed by a numerical value – see Notes, Example 2a. The direction should also not be preceded by 'Com' or Com ^{d'} as in Example 2b). If wind direction is not available in hour "12" (24), key the next available up the list, e.g. "11" (23), or "10" (22), etc. but do not key any before "4" (16). If "ditto" or "do" is recorded, key the next available wind direction recorded above the "ditto" or "do". If none is available in said hourly observations (16-24), look in the remarks section for wind direction recorded in description of "Latter" or "Latterly" (recorded with wind force). If none is recorded in hourly obs or In description of "Latter(ly)" part of day, then look in the remarks for 'Throughout', in that sequence. If none are available in hourly obs, Latter(ly) or Throughout, then leave this field blank. Note – Occasionally observers recorded the wind direction in the remarks labeled 'Noon'. These are keyed with hour '24' in positions 105-106. Key as follows:

			direction code, e.g.: N, NNE, NE, etc., key it as is. If the direction is given as a text entry, convert the text into a standard direction code, e.g.: N, NNE, etc. If given as one direction "by" another, e.g.: WNW by N, key as WNWXN. If given as Variable, Var, Vrb, or Baffling, key Variable types = V, and Baffling = B. If given as one direction "through" another, e.g.: "Variable E through W", key as VETW. If given as combination of alphanumerics, e.g.: N45E, S67E, key as given. If given as one direction "to" or "through" another, e.g. NNW to/through N, key as NNWTN. If given using a combination of directions and fractions, e.g.: "SW ¾ W", convert the fraction to a three-digit decimal value, using the table below, and key as "SW750W". 1/16 = 063 1/8 = 125 ½ = 250 1/3 = 333 3/8 = 375 ½ = 500 5/8 = 625 2/3 = 667 ¾ = 750 7/8 = 875 If you encounter any other fractional value, convert it to a 3-digit decimal value, rounding the third digit as necessary, enter it into the table, and inform CDMP of the new fractional (decimal) value encountered.
105-106	2	Hour of Keyed Wind Direction 21	Key the hour, 16-24, of the keyed wind direction above. If keyed from the remarks under "Latter" key 'L' (left justify, blank fill). If keyed from the remarks under "Throughout" key 'T'. If keyed from the remarks under 'Noon' key '24'. Leave blank if no wind direction is keyed. For cases where recorded from 'ditto' or 'do', key the hour where the 'ditto' or 'do' is recorded (see wind direction above).
107-112	6	Wind Force 22	Key the Noon wind force located in the "12" (24) hourly observation of the 'Wind &c." column immediately preceding the boxes at the foot of each day. If wind direction is not available in hour "12" (24), key the next available up the list, e.g. "11" (23), or "10" (22), etc. but do not key any before "4" (16). If "ditto" or "do" is recorded, key the next available wind force recorded above the "ditto" or "do". Be careful to differentiate "ditto"(s) and "do"(s) recorded for Wind Direction (above) and Wind Force. If none is available in said hourly observations (16-24), look in the remarks section for wind force recorded in description of "Latter" or "Latterly". If none is recorded in hourly obs or In description of "Latter(ly)" part of day, then look in the remarks for 'Throughout', in that sequence. If none are available in hourly obs, Latter(ly) or Throughout, then leave this field blank. Note — Occasionally observers recorded the wind force in the remarks Labeled 'Noon'. These are keyed with hour '24' in positions 113-114. This section will be finalized upon completion of the project as more terms are being added as they are encountered. Please use the following 3 digit codes for values keyed in positions 107-109 and 110-112. Airs 001 Air 001 Breezes 002

T		
	Breeze	002
	CALMS	003
	Calm	003
	Favorable	004
	Gales	005
	Gale	005
	Hard	006
	Hurricane	007
	Monsoons	008
	Monsoon	008
	Puffs	009
	Puff	009
	PUFFY	009
	PUFFING	009
	Stormy	010
	Storm	010
	Sea	011
	Tempest	012
	Trades	013
	Trade	013
	Typhoon	014
	Winds	015
	Wind	015
	More	016
	Lighter	017
	GUST	018
	LARGE	019
	LOW	020
	LAND	021
	Sharp	022
	HAULING	023
	DRAWING	024
	BLOW	025
	VERY	026
	Slack	027
	Quite	028
	Bad	029
	Round	030
	Rather	031
	Stray	032
	Scant	033
	Abating	034
	Slight	035
	Jugut	UJJ

Raising	036
_	037
Descending	038
Veering Confused	
	039
Favorable	040
Baffling	041
Blows	042
Blowing	042
Blew	042
Brisk	043
Changeable	044
Declining	045
Easy	046
Faint	047
Feint	047
Fine	048
Fresh	049
Furious	050
Gentle	051
Good	052
Moderated	053
Heavy	054
Increasing	
/Increase	055
Leading	056
Less	057
Light	058
Little	059
Moderate	060
Nice	061
Pleasant	062
Powerful	063
Severe	064
Small	065
Smart	066
Steady	067
Stiff	068
Strong	069
Top-Gallant	070
Tremendous	071
Unsteady	072
Variable	073
Violent	074

Whole	075
Freshened	076
Breaking	077
Delightful	078
Freshening	079
MODERATING	080
Springing	081
GUSTS	082
Disagreeable	083
SETTLED	084
GUSTY	085
INCLINING	086
SQUALLY	087
SQUALLS	087
FRESHES	088
DECREASING	089
Promising	090
Foul	091
Mostly	092
High	093
Spurts	094
Gradually	095
Descending	096
Getting	097
Shifted	098
Increased	099
Settling	100
Much	102
Dying	103
Continuous	104
Regular	105
Middling	106
Almost	107
Abated	109
Perfect	110
Close	111
Sultry	112
Various	113
One	114
Ones	115
Cross	116
Unremitting	117
Glorious	118

DECREASED	119
Agreeable	120
SUDDEN	121
SUBTLE	124
LIGHTISH	125
FEEBLE	126
DELICATE	127
HAZY	128
UNMOONED	129
AWAY	130
STEADIER	131
DRAWN	132
PARTIAL	133
CONFIRMED	134
AIRY	135
PASSING	136
SUBSIDED	137
STRONGER	138
SUBSIDING	139
VIOLENTLY	140
HORRIBLE	141
BREEZING	142
CLEARING	143
FLYING	144
FREQUENT	145
CHARMING	146
LIGHTS	147
TRIFLING	148
CLEAR	149
TRIVIAL	150
RATTLING	151
SILKEN	152
SLACKENING	153
STUBBORN	154
RISING	155
UNFAVORABLE	156
CONSTANT	157
WEAKER	158
SLACKING	159
UNEQUAL	160
IRREGULAR	161
LESSENED	162
DETACHED	163

	1	_	1	
			FAIR	164
			SHIFTING	167
			EQUAL	168
			CONTRARY	169
			DREADFUL	170
			DECREASE	174
			AROUND	175
			SHIFT	177
			INCLINABLE	179
			SETTLE	181
			DRY	182
			WINDY	735
			UNSETTLED	750
			NEARLY	780
			FALLING	795
			STIRRING	810
			Up	840
			Mild	850
113-114	2	Hour of Keyed Wind		, of the keyed wind direction above. If keyed from the
	_	Force 23		er" key 'L' (left justify, blank fill). If keyed from the
		1 0100		oughout" key 'T'. If keyed from the remarks under
115-214	100	Present Weather/Visibility	'Noon' key '24'.	text from the hourly observations or
113-214	100	21		e recorded. Comma separate, left justify. Do not
		24	duplicate values rec	corded multiple times for one day.
215-314	100	State of Sea		text from the hourly observations or
		25		e recorded. Comma separate, left justify. Do not corded multiple times for one day.
315-319	5	Sympiesometric pressure	Key the pressure va	alue labeled 'Symp' in this field. It will be in the same
		26	format as barometri	c pressure in F16, but will always be labeled as
				can be located in the regular 'Barom' box at the foot of
				oservations ('Barom' will be marked through and will be located in the blank box to the right side of the
				imited to these 2 spots). If this value is encountered
			_	he form, please enter in this field. Examples of
220	4	Coo Curtoso Tomporoturo	"Symp' can be found	d in example #6.
320	1	Sea Surface Temperature Indicator	Key: 1 for Fahrenheit (1)	value recorded; default, unless specified otherwise
		27	on the form or PICS	
			2 for Celsius	
			3 for Réamur	na surface temperature is keyed
321-324	4	Sea Surface Temperature		ea surface temperature is keyed. ilar to the common thermometer, but labeled 'Water'.
			These values will m	ost commonly be located in the box beside the 'Ther'
		28		ach day's hourly observations, or in the remarks.
				are reserved for tenths and hundredths, al is implied and hour is assumed to be Noon (24).
				fill(e.g. 69 will be keyed
			as 6900, 69.2 will be	e keyed as 6920, and 69.25 will be keyed as 6925).
			For observations re-	corded with fractions, e.g. 69¼, convert the fraction to

			decimal value and key in positions 323 & 324. For example 691/4 would be keyed as 6925.
325	1	Civil Time Indicator	This indicator is filled with a '1' to indicate that the observation is recorded in civil time(1am-12am) rather than on the mariners' day(1pm-12pm). Blank fill if on the mariner's day.

NOTES:

The mariners' day is divided into 3 parts: first, middle and latter. The 'first' part is typically from Noon-8PM, the 'middle' from 8PM-4AM, and the 'latter' from 4AM-Noon.

A mariner's day begins at 1PM (01) and continues through Noon (24). The hourly observation for Noon (24) is always the last observation of the Day marked '12'. It is located immediately above the boxes with the Course and Distance, Latitudes/Longitudes, pressure and temperature, which are also Noon observations. Below (Example 1) are the times as they are recorded on the forms and their corresponding keyed times (with "Latter" part of day in bold):

EXAMPLE 1:

H.	COUL	On Form	Keyed As
1	Why.	1	01
2		2	02
3		3	03
3 4	The same	4	04
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6 7	100	6	06
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		12(110011	, 24
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EXAMPLE 2a:

Wind Directions recorded in "Wind &c." column:

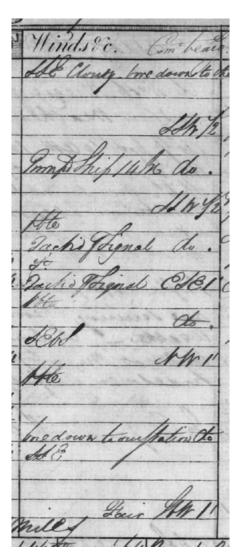
Many times when a ship was in company with another ship the observer would record the bearing to the other ship in the "Wind &c." column. This looks very similar to the wind direction. Below is an example (Example 2).

Note that there are directions recorded: one set on the left side of this column(e.g. SSE, vble, S, vble, SEbS, etc) and another set on the right side of the column (e.g. SSW1/2, do, SSW1/2, do, ESE1, etc).

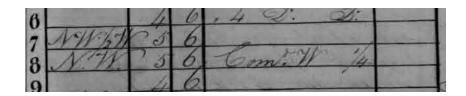
For this form and many others like it, the wind direction to be keyed will be located on the left side to middle of the column, while the ship's bearing to the other ship in company will be on the right.

A good way to differentiate the wind direction from the ship's bearing is from the numerical value recorded with the direction(e.g. ESE1). This numerical value is not a wind force but rather the bearing distance of the other ship. Wind forces are typically recorded in word format (e.g. fresh breeze, light airs, etc). Any wind direction followed by a numerical value is likely bearing rather than wind direction.

If directions are consistently recorded both on the left side of the column and on the right side of the column, as shown in the example below, please key the left as the wind direction and ignore the values on the right as the bearings will not be keyed.



Example 2b – Do not key directions preceded by "Com" or "Com" and followed by a numerical value. See hour '8' below.



Example 3 – Images to key; 2 days of tabular data:

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lowards . Hadras.

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	F Ship.	1.00 14 14 33 3 8 2 2 2 2 2 3 3 5 6 8 8 8 8 11.	6 2 4 4 4 6 6 2	Light Raine Light Raine Mill's Light a Milles.	SI Bo I'll Hill I'll BI I'l	6 6 E	Triday of Pary of a Spiril BI Shell and modelle parts light om brees with guales and rain at the Better, a strong breeze from the Nath and toward the hands out, and to the Reisonard From Block with 220 lashes, and the hands out, and to the Reisonard From Block with 220 lashes 2 down looks said, and softene there in thems, at 2 the reliable them the Thips brushay and delices so Ulties I let of 19 trules of 146 the 220 I let of 19 trules of Parts Sant love, a the shifts of South of Orte Sant love,
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Example 4 – Images to not key, but mark for possible P3 review; no tabular data:	

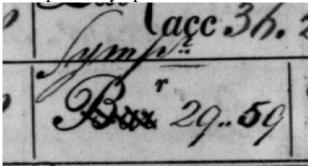
Monorable Companys Ship Marquen Surday Holy Truck AM bruger paping show about the Regging vin the Hold. Officers on Fruh bruge at A. Wat & Cloudy Weather Mashed & chaned Duches - all the Officerson to Lake Mit bruge & Rain, But the fele Dever Employed receiving laggage valuet the Rigging Captain Lindsay Sained the Ship . - all the Officers on Mard . Droft of Water I'M. 11 A 19. 6 A pleasant J. M' bruge & fine Meather - Emp about the ligging & receiving loves, Bent the Con At 2 PM Mi Campbell came in board vien minered paying the hips Company - all the Offices on Good .- Draft of Mater F19.3A19. Wednesday Fely F. Light Able airs o fine Weather - Completed haying the Ships Company. - Oreford Top Gall Hards & but shut Cable. - Received a detachm of his Napotes Troops on board & Papergers Mater on Prandsay Syllons . Draft of Water F19.3 A 19. 6. _ M. Soher tone Polot came on Thursday Fely go Light I. W? larges fine Weather the Alban & Celipse I tram Boats came alongside smade fast at & bast off from the Bury. Croped the Platts least Hate 3 followers At & P. A. the North Foreland Lights, born ! West, brought up in the Downs, with the bes in 9 Sathones - Neved away to 10 fathones When at Auchor North Preland lights love

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Example 5 – Data to not key due to marking through; erroneous data on bottom of image.

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Example 6: 'Symp'iesometric Pressure examples



In this example, 'Bar' is crossed through and 'Symp' is recorded in its place.



In this example the regular barometric pressure (keyed in F16) is in its normal location, and the 'Symp' pressure is on the right side of the 'Ther' box.