

How to contribute to the Illawarra Remembers website

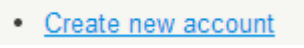
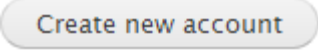
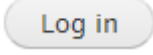
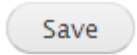
User Accounts

Why set up an account?

Anyone can visit the site and view all the images, stories and person profiles. If you want to add your own content to the site, you need to create a user account.

All content is moderated by Wollongong City Libraries staff. There may be some delay before your content appears on the web. Please wait 7 working days before enquiring about your content

How do I set up an account?

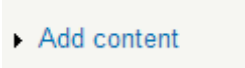
1. From the front page, select 
2. Provide a Username and an E-mail address. You can also provide a phone number if you wish. Read and agree to the Permission to Publish guarantee.
3. Select 
4. You will now receive a confirmation email to the address you provided – follow the link within the email where you will be asked to set up a password.
5. Select 
6. Enter Password and confirm it.
7. Select 

You are now set up to add your own Comments, Stories, Images and People Profiles to the site.

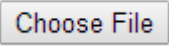
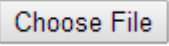
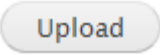
People

How do I Create a new Person Profile?

You must be logged in to the site before you can add any content.

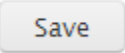
1. Log in to the site with your User Account.
2. From any page on the site, select 
3. Select 'Person'
4. The Profile form will appear.
5. You can **upload a portrait**, enter details about the Person's life and add links to other sources.
6. If you don't know much about the person, you can leave some areas blank.
7. All content is moderated by Wollongong City Libraries staff and there may be some delay before your content appears on the web.

How do I add a Portrait?

1. You guarantee that:
The material that you submit is not copyright protected; or you own the rights to the material; or the owner of these rights has authorised you to submit the material under the following conditions.
For the content you contribute (such as video, a photo, a diary, a picture or audio material), you are allowing everybody to use this content in almost any way they wish. However, they must attribute the content to the rights owner. And if they make alterations to the content, they have to allow others to use the altered content under the same conditions. For the descriptive data you submit (such as descriptions or tags) so your content can be found by search engines, you are allowing everybody to use this descriptive data in almost any way they like, without further conditions.
2. The image must first be saved as a file to your own computer
3. Within the Person Profile form, select 
4. A window will open to allow you to select the photograph's location on your computer. Browse to the photograph and select it
5. In the Person Profile form you will now see the file you chose to the right of the  button.
6. Select 

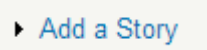
How do I comment on a Person's Profile?

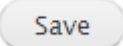
You must be logged in to the site before you can add any content.

1. Log in to the site with your User Account.
2. Go to the People page and select the Person you wish to comment on. You should now be in the page with their full profile.
3. Go to the bottom of the page, and go to the area called **Add new comment**
4. Enter a subject if you wish.
5. Add the comment.
6. Select 
7. All content is moderated by Wollongong City Libraries staff and there may be some delay before your content appears on the web.


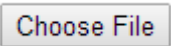
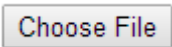

How do I add a story to a Person's Profile?

You must be logged in to the site before you can add any content.

1. Log in to the site with your User Account.
2. Go to the People page and select the Person you wish to comment on. You should now be in the page with their full profile.
3. On the right hand side of the page, Select 


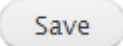
4. The page will open to fill out your story
5. Give your story a title, add the body and describe your relationship to the Person.
6. Select 

How do I add other media to a Person's Profile?

1. You guarantee that:
The material that you submit is not copyright protected; or you own the rights to the material; or the owner of these rights has authorised you to submit the material under the following conditions.
For the content you contribute (such as video, a photo, a diary, a picture or audio material), you are allowing everybody to use this content in almost any way they wish. However, they must attribute the content to the rights owner. And if they make alterations to the content, they have to allow others to use the altered content under the same conditions. For the descriptive data you submit (such as descriptions or tags) so your content can be found by search engines, you are allowing everybody to use this descriptive data in almost any way they like, without further conditions.
2. The Media file must first be saved as a file to your own computer
3. Go to the People page and select the Person you wish to comment on. You should now be in the page with their full profile.
4. On the right hand side of the page, Select 
5. Enter a Title for the File
6. Select 
7. A window will open to allow you to select the image's location on your computer. Browse to the photograph and select it
8. In the form you will now see the filename to the right of the  button.
9. Select 

How do I add a link to a Person's Profile?

You must be logged in to the site before you can add any content.

1. Log in to the site with your User Account.
2. Go to the People page and select the Person you wish to comment on. You should now be in the page with their full profile.
3. On the right hand side of the page, Select 
4. Fill out the form with a Title, some descriptive text if you wish, and the URL of the link.
5. Select 

Images


How do I add a new image to the site?

10. You guarantee that:

The material that you submit is not copyright protected; or you own the rights to the material; or the owner of these rights has authorised you to submit the material under the following conditions.

For the content you contribute (such as video, a photo, a diary, a picture or audio material), you are allowing everybody to use this content in almost any way they wish. However, they must attribute the content to the rights owner. And if they make alterations to the content, they have to allow others to use the altered content under the same conditions. For the descriptive data you submit (such as descriptions or tags) so your content can be found by search engines, you are allowing everybody to use this descriptive data in almost any way they like, without further conditions.

11. The image must first be saved as a file to your own computer
12. Log in to the site with your User Account.

13. From any page on the site, select 

14. Select 'Image'

15. The Create Image form will appear.

16. Enter a Title for the Image

17. Select 

18. A window will open to allow you to select the image's location on your computer. Browse to the photograph and select it

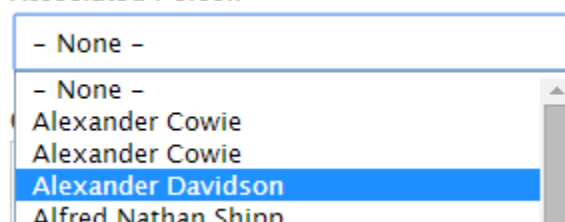
19. In the Create Image form you will now see the filename to the right of the

 button.

20. Select 

21. If the image is related to a Person Profiled on the site, you can choose them from the drop-down list, e.g. below

Associated Person



22. Enter a Caption for the Image

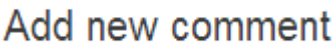
23. Enter the Date Taken if known.

24. You can also add a **tag** to the image when you first upload it.

25. All content is moderated by Wollongong City Libraries staff and there may be some delay before your content appears on the web.

How do I comment on an Image on the site?

You must be logged in to the site before you can add any content.

1. Log in to the site with your User Account.
2. Go to the Image you wish to comment on and select it.
3. Go to the bottom of the page, and go to the area called 
4. Enter a subject if you wish.

5. Add the comment.
6. Select
7. All content is moderated by Wollongong City Libraries staff and there may be some delay before your content appears on the web.

How do I search for a particular type of image?

There are two image galleries. To search the first gallery, use the dropdown menu in the Tags search box and then click on **apply** e.g. postcard.

The second gallery (portraits) holds the images used on the profile page which is arranged alphabetically on the **people** link

Tags

What are tags?

Tags are keywords or labels added by users. They help describe a photograph or newspaper article and can consist of multiple words or phrases, can contain numbers, hyphens, apostrophes, and can be in upper or lower case.

Tag Limitations

The length of a phrase used as a tag is generally limited to 60 characters

Tips for creating tags (guidelines)

- Use natural language for names, subjects, places
- Try not to use abbreviations unless really well known
e.g. AIF
- Upper/Lower case does not really matter – but it will create different tags based on case –
James William Masters, james william masters, 1st Battalion, 1st battalion
- Multiple tags need to be separated by using commas
hospital ship, 1st Battalion, Gallipoli, letter, postcard
- Choose from list already created where possible

Examples:

Warloy-Baillon Communal Cemetery

1st battalion

field glasses

hospital ship

Liverpool NSW

Robert Sparkes

James William Masters

Judy Masters

St Luke's Cemetery
Paris France
Paris Texas USA
postcard
letter

Moderation

All content is moderated by Wollongong City Libraries staff. There may be some delay before your content appears on the web. Please wait 7 working days before enquiring about your content

Unknown Soldiers

Unknown Soldiers are the same as other images in the site, however they have been **Tagged** 'Unknown Soldier'. To add a new image, or comment on an image, follow the steps above for **Images**.

How do I add a new Unknown Soldier Image?

1. Follow the steps to **add image** above, and at Step 14, enter Unknown Soldier as the Tag

How do I comment on an Unknown Soldier Image?

1. Follow the steps to **comment on an image** above.