

Upload then Simple Edit - Guide

The 1 Step Edit

Editing Thread #

T-FC

Thread code is provided after the image is uploaded

Simple Edit


=

Click to Switch to Advanced Edit

This is to Upload an image and easily add one subject in the image

You can add more subjects and other details by Switching to Advanced Edit





Your Photo will appear here when uploaded. Images seen by other members will be watermarked.

Relationships are key to the VALE-date+™ ** rank score of your Thread. Relationships help identify Subjects in the image.

Add Relationships

This button takes you to Advanced Edit Step 2b
After you add a subject in the image add a Relative to that subject

Close

Save then close

** Patent NZ, Applied for Aust.

Original Artefact Type *

Photograph/ Medal/ Transcript etc
Select from the pull down

Categories*

Antiques/ General History/ Military/ etc.
Select from the pull down

Family Name

Surname of one of the people in the image
You can add more in Advance Edit

Date of Birth

Circa?
Tick before inserting a circa date

Title *

Brief title, e.g. Description, Location, Date

Date

Circa?
Tick before inserting a circa date

Given Name(s)

The given first names of the person

Gender

Male Female Not Determined
The gender of the person

* mandatory information fields

SAVE

Saves to Drafts

Now go to the Dashboard and click
> My Cafe > My Threads > Show Drafts >
and Publish the watermarked Thread
See page 8

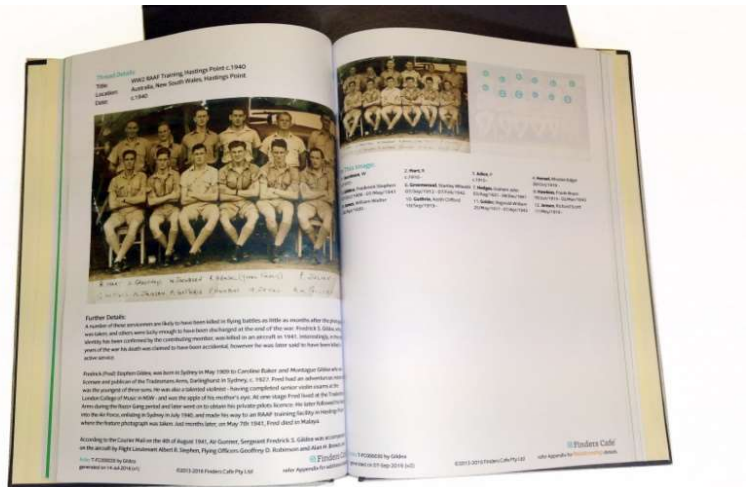
View
Edit
Publish
=

Printable Downloads - of your Threads

Print PDF's of your History Research and your images

Create Books and Albums from your printable PDF's

Download the original high resolution .jpeg/.png/.tif images



Upload then Advanced Edit - Guide

The 4 Step Edit

This is to Upload an image and add full details in the image

Advanced Edit



Click to Switch to Simple Edit

<p>+ Thread Details</p> <p>For Tagging information about the paper Photograph itself, not the image</p>	Step 1
<p>+ In this Image (Subjects and Relationships)</p> <p>For Adding a New Person and Marking that Person in the Image</p>	Step 2
<p>+ In this Image (Subjects and Relationships)</p> <p>For Tagging the name of a Subject in the image</p>	Step 2a
<p>+ In this Image (Subjects and Relationships)</p> <p>For identifying Relatives of the Subjects in the image</p>	Step 2b
<p>+ Image Details</p> <p>Details of the scanned image(s), image management and to Down Load/ Print high resolution images</p>	Step 3
<p>+ Access Options</p> <p>For you to allow the public to purchase this image at the price you set</p>	Step 4

How to use this Data Entry Tool Kit

These forms are snapshots of the FindersCafe.com website data input fields that you will encounter after uploading an image.

This Tool Kit will help you to upload an image by completing the mandatory fields (marked *) and any other information you have.

Copy and use this **Guide** to assist upload each new Thread image and its tagged information.

Use the **Data Entry Forms 1, 2a and 2b** to hand write collected information and keep it with the Image, for inputting now or later by your data entry assistant.

Once you Upload an Image, a unique Thread T-FC 000000 code will be automatically generated. With a soft graphite pencil write this code on the back of the original photograph/ artefact.

Once this information is uploaded into Finders Cafe, these Data Entry Forms maybe discarded.

This Guide and the Data Entry Forms can be found at the bottom of the FindersCafe.com website.

Upload then Advanced Edit - Guide

Step 1

Editing Thread #

Transfer this Thread Code to the back of the photograph/ artefact

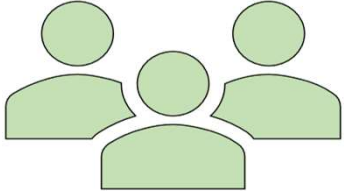
Advanced Edit



Click to Switch to Simple Edit

- Thread Details

This page is for Tagging information about the physical Photograph/ Artefact itself

<div style="text-align: center; border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">  </div> <p style="text-align: center; margin-top: 10px;">Your Photo will appear when uploaded</p> <p style="text-align: center; font-size: small; margin-top: 10px;">Any image seen by other members will be watermarked</p>	<p>Title *</p> <input style="width: 100%;" type="text"/> <p style="font-size: x-small;">Brief title for this Thread, e.g. Description, Location, Date</p> <p>Further Details</p> <p>The story</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p style="font-size: x-small;">Descriptive details of this Photograph not covered in other fields</p> <p>Help me Find?</p> <input style="width: 100%;" type="text"/> <p style="font-size: x-small;">Brief details of what research assistance you are seeking</p> <p>Private Notes</p> <input style="width: 100%;" type="text"/> <p style="font-size: x-small;">Additional notes for your use and viewing only</p>														
<p>Original Artefact Type*</p> <input style="width: 100%;" type="text" value="Photograph/ Medal/ etc"/> <p style="font-size: x-small;">Select from the pull down</p>	<p>Reference</p> <input style="width: 100%;" type="text"/> <p style="font-size: x-small;">Your own reference system</p>														
<p>Location</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <p>Country</p> <input style="width: 100%;" type="text"/> </td> <td style="width: 50%; border: none;"> <p>State/ Provenance</p> <input style="width: 100%;" type="text"/> </td> </tr> <tr> <td style="border: none;"> <p>Region</p> <input style="width: 100%;" type="text"/> </td> <td style="border: none;"> <p>City/ Suburb</p> <input style="width: 100%;" type="text"/> </td> </tr> <tr> <td style="border: none;"> <p>Street No.</p> <input style="width: 100%;" type="text"/> </td> <td style="border: none;"> <p>Street Name</p> <input style="width: 100%;" type="text"/> </td> </tr> <tr> <td style="border: none;"> <p>Other Address</p> <input style="width: 100%;" type="text"/> </td> <td style="border: none;"> <p>Zip/ Post Code</p> <input style="width: 100%;" type="text"/> </td> </tr> </table>	<p>Country</p> <input style="width: 100%;" type="text"/>	<p>State/ Provenance</p> <input style="width: 100%;" type="text"/>	<p>Region</p> <input style="width: 100%;" type="text"/>	<p>City/ Suburb</p> <input style="width: 100%;" type="text"/>	<p>Street No.</p> <input style="width: 100%;" type="text"/>	<p>Street Name</p> <input style="width: 100%;" type="text"/>	<p>Other Address</p> <input style="width: 100%;" type="text"/>	<p>Zip/ Post Code</p> <input style="width: 100%;" type="text"/>	<p>Categories*</p> <input style="width: 100%;" type="text" value="Antiques/ Architecture/ General History/ Military/ etc."/> <p style="font-size: x-small;">Select at least one category. Pull down.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <p>Rarity</p> <input style="width: 100%;" type="text" value="Common/ Uncommon/ Rare"/> <p style="font-size: x-small;">Select from the pull down</p> </td> <td style="width: 50%; border: none;"> <p>Quality of Item</p> <input style="width: 100%;" type="text" value="Poor/ Good/ Excellent"/> <p style="font-size: x-small;">Select from the pull down</p> </td> </tr> <tr> <td style="border: none;"> <p>Photograph Size</p> <input "="" mm="" mm"="" or="" style="width: 100%;" type="text" value=" " x=""/> <p style="font-size: x-small;">Select from the pull down</p> </td> <td style="border: none;"> <p>Photographer</p> <input style="width: 100%;" type="text"/> <p style="font-size: x-small;">Who took the photograph?</p> </td> </tr> <tr> <td style="border: none;"> <p>Date</p> <input style="width: 100%;" type="text"/> <p style="font-size: x-small;">The date photograph was taken</p> </td> <td style="border: none;"> <p><input type="checkbox"/> Circa?</p> <p style="font-size: x-small;">Tick before inserting a circa date</p> </td> </tr> </table>	<p>Rarity</p> <input style="width: 100%;" type="text" value="Common/ Uncommon/ Rare"/> <p style="font-size: x-small;">Select from the pull down</p>	<p>Quality of Item</p> <input style="width: 100%;" type="text" value="Poor/ Good/ Excellent"/> <p style="font-size: x-small;">Select from the pull down</p>	<p>Photograph Size</p> <input "="" mm="" mm"="" or="" style="width: 100%;" type="text" value=" " x=""/> <p style="font-size: x-small;">Select from the pull down</p>	<p>Photographer</p> <input style="width: 100%;" type="text"/> <p style="font-size: x-small;">Who took the photograph?</p>	<p>Date</p> <input style="width: 100%;" type="text"/> <p style="font-size: x-small;">The date photograph was taken</p>	<p><input type="checkbox"/> Circa?</p> <p style="font-size: x-small;">Tick before inserting a circa date</p>
<p>Country</p> <input style="width: 100%;" type="text"/>	<p>State/ Provenance</p> <input style="width: 100%;" type="text"/>														
<p>Region</p> <input style="width: 100%;" type="text"/>	<p>City/ Suburb</p> <input style="width: 100%;" type="text"/>														
<p>Street No.</p> <input style="width: 100%;" type="text"/>	<p>Street Name</p> <input style="width: 100%;" type="text"/>														
<p>Other Address</p> <input style="width: 100%;" type="text"/>	<p>Zip/ Post Code</p> <input style="width: 100%;" type="text"/>														
<p>Rarity</p> <input style="width: 100%;" type="text" value="Common/ Uncommon/ Rare"/> <p style="font-size: x-small;">Select from the pull down</p>	<p>Quality of Item</p> <input style="width: 100%;" type="text" value="Poor/ Good/ Excellent"/> <p style="font-size: x-small;">Select from the pull down</p>														
<p>Photograph Size</p> <input "="" mm="" mm"="" or="" style="width: 100%;" type="text" value=" " x=""/> <p style="font-size: x-small;">Select from the pull down</p>	<p>Photographer</p> <input style="width: 100%;" type="text"/> <p style="font-size: x-small;">Who took the photograph?</p>														
<p>Date</p> <input style="width: 100%;" type="text"/> <p style="font-size: x-small;">The date photograph was taken</p>	<p><input type="checkbox"/> Circa?</p> <p style="font-size: x-small;">Tick before inserting a circa date</p>														
<p>* mandatory information fields</p>															
<input style="width: 50px; height: 20px;" type="button" value="Close"/>	<input style="width: 60px; height: 20px; background-color: #4db6ac; color: white;" type="button" value="SAVE"/> <p style="font-size: x-small; margin-top: 2px;">Save regularly Saves to Drafts</p>														
<p>Save then close</p>	<input style="width: 60px; height: 20px; background-color: #4db6ac; color: white;" type="button" value="SAVE"/> <p style="font-size: x-small; margin-top: 2px;">PDF to print Folio and Appendix book</p>														

Upload then Advanced Edit - Guide

Step 2

Advanced Edit



Click to switch to Simple Edit

- In this Image (Subjects and Relationships)

This page sends you to pages that will allow you to either

2a. Add a New Person in the image, or **2b.** Add a Relative to the person in the image

The screenshot shows the 'Advanced Edit' interface. On the left is a placeholder box for an image with the text 'Your Photo will appear here when uploaded' and 'Any image seen by other members will be watermarked'. An arrow points from a 'Mark & resize' icon to a person icon in the image. On the right, a person entry for 'Smith, Jane c.1880' is shown with an 'Auto fill in from Step 2a' note. Below this are 'Edit', 'Mark', and 'Remove' buttons, and an 'Add a Relationship' button. The 'Add a Relationship' button has a sub-note: 'Add a Relative to a person in the image See Step 2b for in put fields'. Below these are 'ADD NEW PERSON' and 'ADD NEW OBJECT' buttons. The 'ADD NEW PERSON' button has a sub-note: 'Add a new Person in the image See Step 2a for in put fields'. At the bottom right are two 'SAVE' buttons: one labeled 'SAVE' with the sub-note 'Save regularly Saves to Drafts', and another labeled 'SAVE' with a PDF icon and the sub-note 'PDF to print Folio and Appendix book'. At the bottom left is a 'Close' button with the sub-note 'Save then close'.

Upload then Advanced Edit - Guide

Step 2a

Use one page for each person identified in the image

- In this Image (Subjects and Relationships)

This page is for Tagging the name of a Subject in the image

ADD NEW PERSON

Enter the details of this new Person



Family Name *

The family name/ surname/ of the person

Given Names(s)

The given name(s) of the person

Title

The Title used by this person, e.g. Doctor, Reverend, etc.?

Maiden Name

The pre marriage name of the person

Nickname

The nickname (aka) of the person

Gender *

 Male Female Not Determined

The gender of the person

Date of Birth *

 Circa?

Tick before inserting a circa date

Place of Birth

The place at which this person was born, e.g. City, Country

tick to expand

Is this person deceased?

Date Deceased

 Circa?

Tick before inserting a circa date

Place of Death

The place at which this person died, e.g. City, Country

Reason for Death

General details of the reason for death, e.g. heart attack, KIA, MIA, etc.

Occupation

Occupation this person may have worked as

Awards

Any Awards this person may received, e.g. VC, DSM, MM, OAM etc.

tick to expand

Military or Other Service details?

Service Number

Enter Service Numbers from any service this person is or was part of

Service

Select any Service this person is or was part of

Rank

Select any rank this person has or held

Service Force

Enter the names of Forces served in, eg, RAF, AIF, USMC, Ranger Scouts

Unit

Names of units served in, e.g. Regiment name

Transport Ship

Names of transport ships this person may have moved on, e.g. ship names

Source

How did you obtain this information? Pull down

Apply then close

Accuracy

How accurate do you believe this information to be?

* mandatory information fields

APPLY

Apply then close

Upload then Advanced Edit - Guide

Step 2b

Use one page for each Relative to a person in the image

- In this Image (Subjects and Relationships)

This page is for Tagging a Relationship to the Subject in the Image

VAle -date+™

Enter the details of this new Related Person

Add a Relationship


<p>Family Name *</p> <input style="width: 95%;" type="text"/> <small>The family name/ surname/ of the person</small>	<p>Given Names(s)</p> <input style="width: 95%;" type="text"/> <small>The given name(s) of the person</small>	<p>Title</p> <input style="width: 95%;" type="text"/> <small>The Title used by this person, e.g. Doctor, Reverend, etc.?</small>
<p>Maiden Name</p> <input style="width: 95%;" type="text"/> <small>The pre marriage name of the person</small>	<p>Nickname</p> <input style="width: 95%;" type="text"/> <small>The nickname (aka) of the person</small>	<p>Gender *</p> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Not Determined <small>The gender of the person</small>
<p>Date of Birth *</p> <input style="width: 95%;" type="text"/> <input type="checkbox"/> Circa? <small>Tick before inserting a circa date</small>	<p>Place of Birth</p> <input style="width: 95%;" type="text"/> <small>The place at which this person was born, e.g. City, Country</small>	
<small>tick to expand</small> <input checked="" type="checkbox"/> Is this person deceased?		
<p>Date Deceased</p> <input style="width: 95%;" type="text"/> <input type="checkbox"/> Circa? <small>Tick before inserting a circa date</small>	<p>Place of Death</p> <input style="width: 95%;" type="text"/> <small>The place at which this person died, e.g. City, Country</small>	<p>Reason for Death</p> <input style="width: 95%;" type="text"/> <small>General details of the reason for death, e.g. heart attack, KIA, MIA, etc.</small>
<p>Occupation</p> <input style="width: 95%;" type="text"/> <small>Occupation this person may have worked as</small>	<p>Awards</p> <input style="width: 95%;" type="text"/> <small>Any Awards this person may received, e.g. VC, DSM, MM, OAM etc.</small>	
<small>tick to expand</small> <input checked="" type="checkbox"/> Military or Other Service details?		
<p>Service Number</p> <input style="width: 95%;" type="text"/> <small>Enter Service Numbers from any service this person is or was part of</small>	<p>Service</p> <input style="width: 95%;" type="text"/> <small>Select any Service this person is or was part of</small>	<p>Rank</p> <input style="width: 95%;" type="text"/> <small>Select any rank this person has or held</small>
<p>Service Force</p> <input style="width: 95%;" type="text"/> <small>Enter the names of Forces served in, eg, RAF, AIF, USMC, Ranger Scouts</small>	<p>Unit</p> <input style="width: 95%;" type="text"/> <small>Names of units served in, e.g. Regiment name</small>	<p>Transport Ship</p> <input style="width: 95%;" type="text"/> <small>Names of transport ships this person may have moved on, e.g. ship names</small>
<p>Relationship of this person, to the Subject (2a) seen in the image *</p>		
<input style="width: 95%;" type="text"/> <small>Family/ Social/ Military/ etc.</small>	<input style="width: 95%;" type="text"/> <small>G Grandmother/ etc.</small>	<input style="width: 95%;" type="text"/> <small>Name of the Subject in the image (as noted in 2a)</small>
What is the Relationship		
<p>Source</p> <input style="width: 95%;" type="text"/> <small>Primary/ Secondary/ Tertiary How did you obtain this information? Pull down</small>	<p>Accuracy</p> <input style="width: 95%;" type="text"/> <small>Not accurate/ quite accurate/ very accurate How accurate do you believe this information to be?</small>	<small>Patent NZ, Applied for Aust.</small>
Close <small>Apply then close</small>	<p>* mandatory information fields</p>	APPLY <small>Apply then close</small>

Upload then Advanced Edit - Guide

Step 3

- Image Details

This page is for information about the image



Scroll through your additional Thread Images

Your image(s) will appear here when uploaded

Any image seen by other members will be watermarked

Quality of Scan

Very Poor/ Poor/ Good/ Very Good/ Good

The quality of the scan. Select from pull down

Image size

Auto fill in 0.00 Mb size when image is uploaded

The size of the scanned image

Original file Name

Auto fill in (file name .jpeg or .png) when uploaded




Your original file name

Main Image = **Download**


To organise and delete images or change order of the images

To download the images to your hard drive for high resolution prints

You can attach additional images to this Thread

Attach   Upload additional files 

Upload additional images of photographs, letters, medals and supporting documents in .jpeg/.png/.tif format

Close  **SAVE**


Save then close PDF to print Folio and Appendix book

Upload then Advanced Edit - Guide

Step 4

- Access Options

This page is for you to allow the public to purchase this image at the price you decide



Your Photo will appear here
when uploaded

Any image seen by other members will be watermarked

Allow full access
Tick to allow other members to purchase this image

Full Access Credit

Credit value you decide for the image. Refer website "Your Rewards"

Suggested credit value


Auto fill in, accumulated by VALe -date+™

Based on quantity, quality and accuracy of the information provided

SAVE

Save regularly
Saves to Drafts

Close



SAVE

Save then close PDF to print Folio and Appendix book

To Publish a Thread, go to your My Cafe

FindersCafe.com
Find Upload
Welcome Smith

My Cafe ▼

Home/ Collection/ Threads

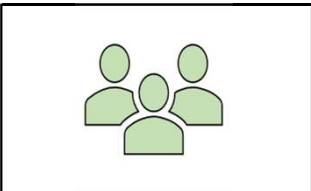
My Threads

My Credits 0 Draft Threads 1 Published Threads 0

Show Draft Show Published

Draft Threads

This thread is new and requires additional data before it can be published



Description, Location, Date
T-FC 100000

View

Edit

Publish

=

My Activity Dashboard

My Collection

- my Threads
- my Albums
- my Projects
- my Genealogy

The Library

- Search Threads
- Active Projects
- Help Me Find
- Member Pages

Click my Threads

Add data until button turns green and then publish