Freedom on the Move
Slave Advertisement Contributor Guide

Our core mission is to rediscover the stories of self-liberating people.
By reading this guide, you will be ready to contribute new advertisements to the project.

Organization on your part is paramount from this point on.
All metadata you collect about the advertisements **will be regarded as truth.**
This information will serve as the basis for all future crowdsourcing contributions.

Section One: Collection & Collation

After you have identified sources of advertisements, you are ready to begin collecting.
We recommend following this process as it prevents you from performing double work.

For each newspaper you've identified please:
1. Record the newspaper name, publication city and publication state
2. Create a new folder (the newspaper name tends to be a safe choice)
3. Inside this folder create an empty spreadsheet named advertisement-manifest.csv

For each advertisement you've identified:
4. Scan each advertisement at 300 DPI. Crop out extraneous content that surrounds the advertisement.
5. Save the scan with a unique filename in the folder corresponding to the newspaper it appeared in.
6. In that folder's advertisement-manifest.csv file do the following:
   a. Create a new row
   b. In column one, put the filename used in step two.
   c. In column two, put the advertisement's publication date in yyyy-mm-dd format.
   d. In column three, put the page number the ad appeared on. Leave this column blank if this is not known.
   e. In column four, put the full text transcription of the advertisement. Leave this column blank if no transcription is available.

Section Two: Bundling & Submitting

After collecting and collating the advertisements, you are ready to use the bundler tool. The tool is available at: https://bundler.freedomonthemove.org

To start building a bundle, please click the *Get Started* button.

7. Fill out the contact information. Additionally, please provide a brief summary of what you are submitting in the description box.

8. Here you will add information about each newspaper you collected advertisements from. To add a newspaper click *Add Newspaper*.
    a. Fill out newspaper name, city and location.
    b. Click browse
    c. Navigate to the corresponding newspaper folder from step two.
    d. Select the advertisement-manifest.csv file from step three and click open.
    e. Click the add button.
    f. Repeat this process for each newspaper you collected from.
    Once all the newspaper information is entered, click the next button.

9. On this page, you will upload the scans you collected. Each newspaper you entered information for in step eight will have a section. For each newspaper:
    a. Click browse
    b. Navigate to the corresponding newspaper folder from step two.
    c. Highlight all of the scans and click open.
    d. Wait a couple seconds for the images to be added.
    e. Repeat this process for all remaining newspapers.
    Once all of the scans upload, click the next button.

10. On this page you can review your submission. If everything looks correct click *Build Bundle*. A zip file will be generated. Please save this file someplace safe.

11. Send an email to contact@freedomonthemove.org with *Advertisement Contribution* in the subject line. Our team will reply with a link where you can upload this zip file.