Section A: Getting Started

|  |  |  |
| --- | --- | --- |
| 1 | Open a web browser and type [crowd.library.wales](https://crowd.library.wales/)/en/s/dcharries in the address bar, and then press **Enter**.  The National Library of Wales would encourage you to use a recent version of a modern web browser such as [Firefox](https://www.mozilla.org/en-GB/firefox/new/), [Chrome](https://www.google.com/chrome/browser/desktop/index.html) or Safari when contributing to this platform. | F:\Gwein_ganolog\GWIRFODDOLI\Crowdsourcing\Screen shoots\DCHarries\web page 1.JPG |
| 2 | If you are visiting this site for the first time you will need to register by clicking the **Sign Up**  link on the top right hand of the screen and following the instructions on the next screen to create an account.  If you are returning to the site, then you can start working immediately by clicking on **Login** and entering your details. |  |
| 3 | Now that you are ready to start contributing to the collection click on **Get Started** and then click on **View whole collection** | F:\Gwein_ganolog\GWIRFODDOLI\Crowdsourcing\Screen shoots\DCHarries\View collection.JPG |
| 4 | On the next page you can choose which image you would like to annotate or, if you are returning to the site, you can continue annotating an image that you started working on previously.  The colour below the image indicates its status.   * The small red square and grey bar at the bottom indicates that no one has worked with this image. * The orange bar across half of the bottom indicates that work has started on annotating this image, but that it has not been completed. * If the bar across the bottom of an image is green, then the annotation on this image is complete. |  |

If you want to edit an image that has no annotations (red square) move on to Section B.

If you are editing an image that has already been partially annotated (orange bar) move on to Section C.

Section B: Annotating an iMAGE for the first time

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Click on the image that you wish to annotate. Before you can begin working with this item you will need to choose what type of information you wish to contribute. You can hover on the question marks for guidance.  You can use the ‘**+**’ and ‘**-**‘ signs, or the wheel on your mouse, to scroll in and out of the image. | | |
| 2 | F:\Gwein_ganolog\GWIRFODDOLI\Crowdsourcing\Screen shoots\DCHarries\Red box.JPG | Describing a person:  Drag the red box across the photo and adjust its size until it fits around the face of the individual person you want to describe. Click ‘save’ under the red box.  Record this person’s name in the first text box.  In the next text box you can record any other information about this person, such as address, regiment, rank, personal memories, or anything else you feel is relevant.  Once you are finished you should click on **Next >** and then on the red **Save** button below the text.  You can repeat this for each individual within the image that you want to describe by clicking ‘continue annotating this item’. | |
| 3 | Once saved you can also **Bookmark** the page by clicking the button on the bottom right of the screen. All your bookmark selections can be viewed by clicking on your name in the top right of the page – this is the best way of finding images you’ve previously worked on.  If you finish annotating the image and there is no further information to be added you can use the button on the bottom right of the screen to mark that page as complete. This will change its status to green (**Mark as complete**).  Should you come across any inappropriate annotations on the site, please alert us by clicking the ‘Flag as inappropriate’ button.  Scroll to the carousel at the bottom of the screen and choose the next image you wish to describe. | |  |

Section c: editing an item that has already been partially annotated

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Images that have an orange bar across the bottom have been partially annotated. You may wish to work on this type of image by:   1. Editing your own annotations and returning to annotate an image that you have already begun working on. 2. Editing annotations that others have started but have not completed. 3. Adding new annotations to images that have already been partially annotated.   First you will need to click on the image to take you to the annotating page. | |  |
| 2 | Below the image you will see thumbnails representing annotations that already exist. If you wish to edit one of these, click on the annotation and a new dialogue will appear with an **< Edit** button.    Click on this button to edit the annotation, and then click **Next >** and then **Save** once you are finished.  If you finish annotating the image and there is no further information to be added, you can use the button on the bottom right of the screen to mark that page as complete as shown in step 3 of Section B. | F:\Gwein_ganolog\GWIRFODDOLI\Crowdsourcing\Screen shoots\DCHarries\User annotations.JPG | |
| 3 | If you wish to add a new annotation then you will need to follow the steps outlined in **Section B: Annotating an item for the first time**. | | |