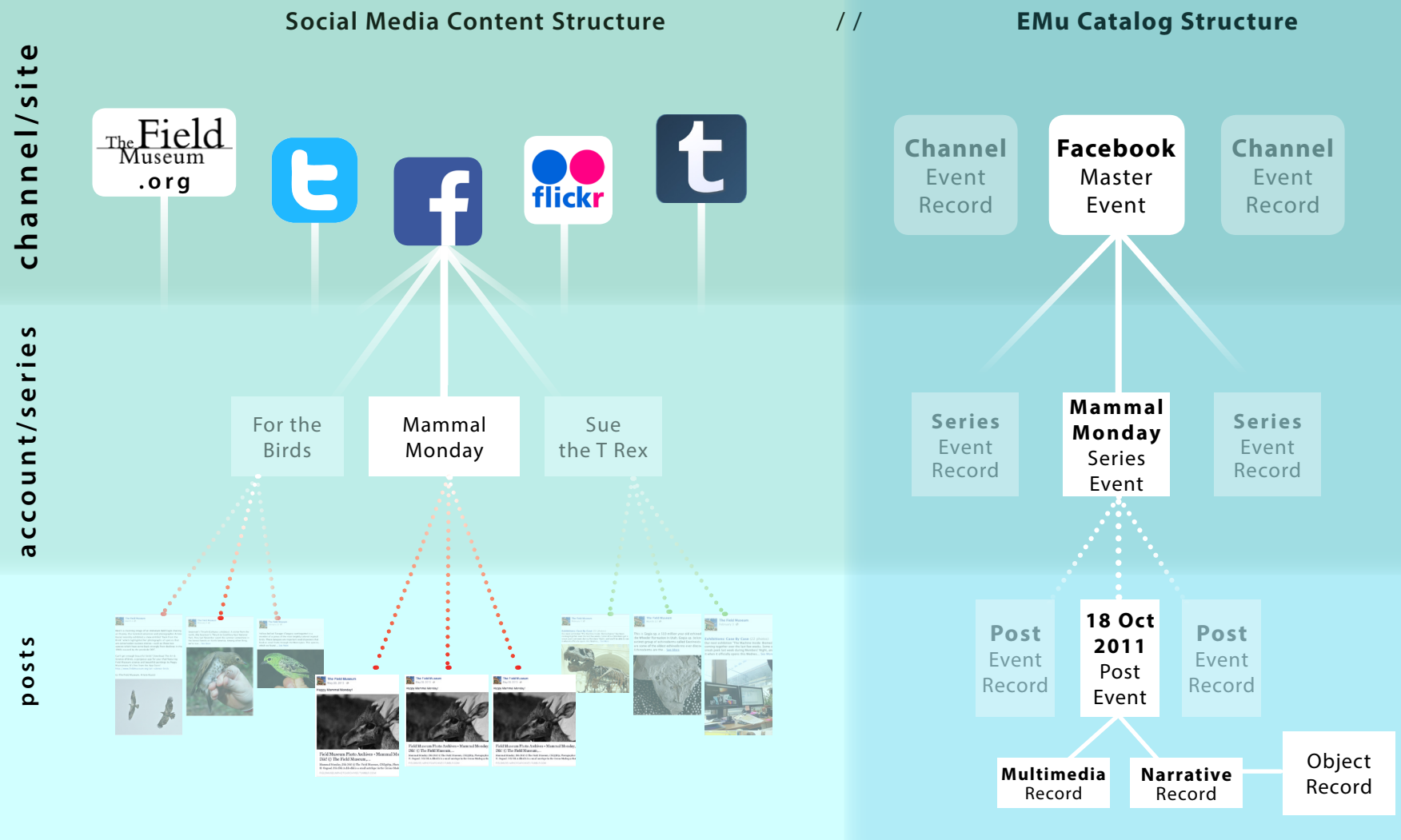


# EMu/DAMS/DAMu: SAVING & CATALOGING SOCIAL MEDIA

## WHAT IS A NARRATIVE?

A narrative in EMu is any type of information formatted as a story/short text piece. This includes content for webpages, blog posts, facebook, tweets, copy for exhibitions, and scripts.

For narratives with multimedia, the narrative record includes all assets created for the narrative. Each narrative within a larger series should have its own narrative record, with the series narrative record as its parent.



### Overview:

- 1) Make an Event record for the asset. (For posts in a series, attach this to the "Series" parent Event)
- 2) Make separate Multimedia records for any images or webpages used in the asset.
- 3) Attach each Multimedia record to the asset Event record.
- 4) Make a Narrative record for the text content, and attach it to the asset Event record.

## EVENT NAMING & NUMBERING

When entering events into EMu, follow these naming conventions:

**[Prefix from list below]-[Channel number].[Series number].[Episode or Post number]**

Example: SM-100.1

A - Anthropology

B - Botany

G - Geology

Z - Zoology

CL - Collections

CN - Conservation

EAF - Elemental Analysis Facility

EAF - Elemental Analysis Facility

ED - Education

EX - Exhibitions

MM - Multimedia Series

MK - Marketing

RG - Registration

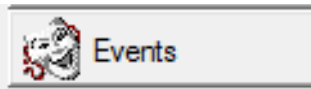
SM - Social Media

### Notes:

- No spaces or special char's (for example, &'s, commas, hyphens, dashes, \$, #, etc)
- other existing prefixes/number series will be incorporated as they are brought into EMu
- No more than 25 characters
- Be consistent.

Make a new Event Record for your social media post...

Click the "Events" module:



## 1 "Event 1" Tab

Enter the **Event number**

For example, "SM-100.1.1"  
(100.1 = Bird of the Week  
on Facebook)

(100.1.1 = the first post  
in that series)

**Event Type** is "Social Media"

**Event Locality** affects  
media-usage permission

Select "External" to permit  
outside use of all media  
associated with this event.

For any restricted media,  
create a sub-Event with  
"Internal" selected for Event  
Locality

**Title:**

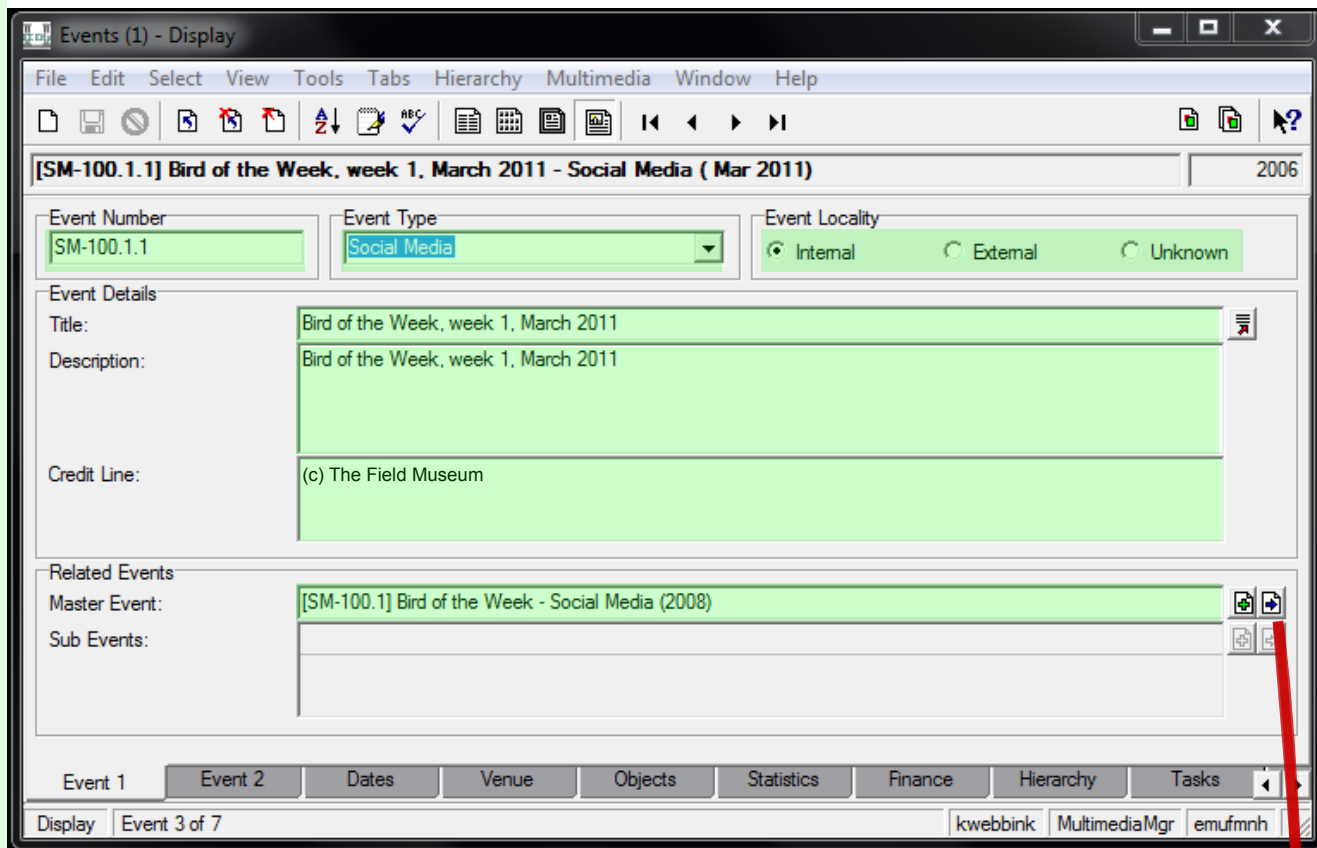
Follow naming conventions  
for your media series

**Description**

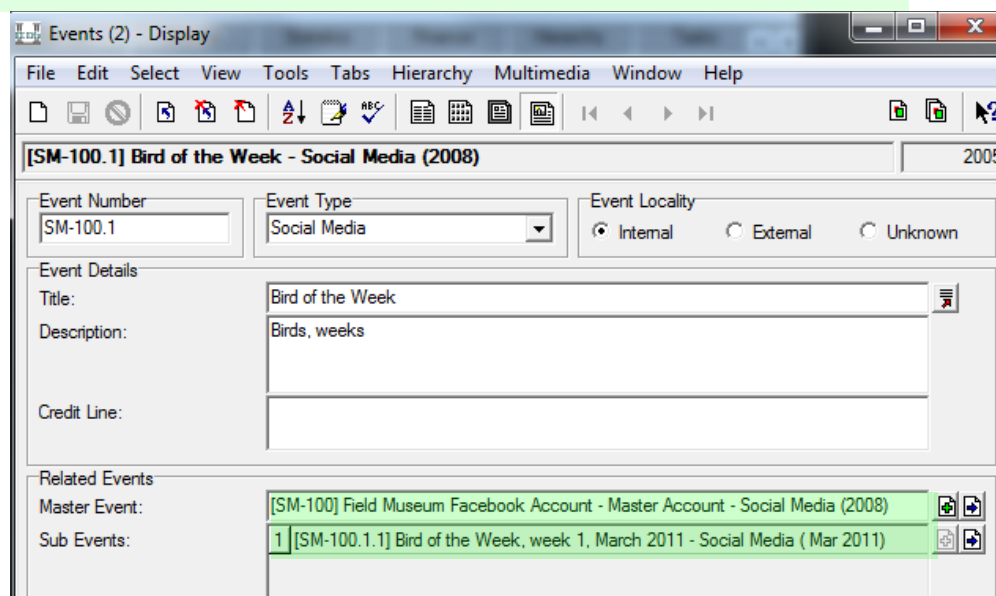
**Credit Line**

**Master Event**

Indicate the parent Event  
(e.g., series/channel) to  
which this Event relates.

A screenshot of a software window titled "Events (1) - Display". It has a menu bar (File, Edit, Select, View, Tools, Tabs, Hierarchy, Multimedia, Window, Help) and a toolbar. The main area shows event details for "[SM-100.1.1] Bird of the Week, week 1, March 2011 - Social Media ( Mar 2011)". Fields include Event Number (SM-100.1.1), Event Type (Social Media), Event Locality (Internal selected), Title (Bird of the Week, week 1, March 2011), Description (Bird of the Week, week 1, March 2011), and Credit Line ((c) The Field Museum). A Related Events section shows a Master Event "[SM-100.1] Bird of the Week - Social Media (2008)". At the bottom, there are tabs for Event 1, Event 2, Dates, Venue, Objects, Statistics, Finance, Hierarchy, and Tasks. A status bar at the bottom shows "Display Event 3 of 7" and user names "kwebbink", "MultimediaMgr", and "emufmnh".

**Sub-Events** - autofills with any attached ("child") events.  
For video series, individual episodes will be listed here:


A screenshot of a software window titled "Events (2) - Display". It has a menu bar (File, Edit, Select, View, Tools, Tabs, Hierarchy, Multimedia, Window, Help) and a toolbar. The main area shows event details for "[SM-100.1] Bird of the Week - Social Media (2008)". Fields include Event Number (SM-100.1), Event Type (Social Media), Event Locality (Internal selected), Title (Bird of the Week), Description (Birds, weeks), and Credit Line. A Related Events section shows a Master Event "[SM-100] Field Museum Facebook Account - Master Account - Social Media (2008)" and a Sub Event "[SM-100.1.1] Bird of the Week, week 1, March 2011 - Social Media ( Mar 2011)". A red arrow points from the Sub-Events section of the first screenshot to this one.

## 2 "Event 2" Tab

### Organisers

- Enter each person, organization, or team involved in this post.

How to attach:

- Start typing the name of the production team, and click the green cross: 

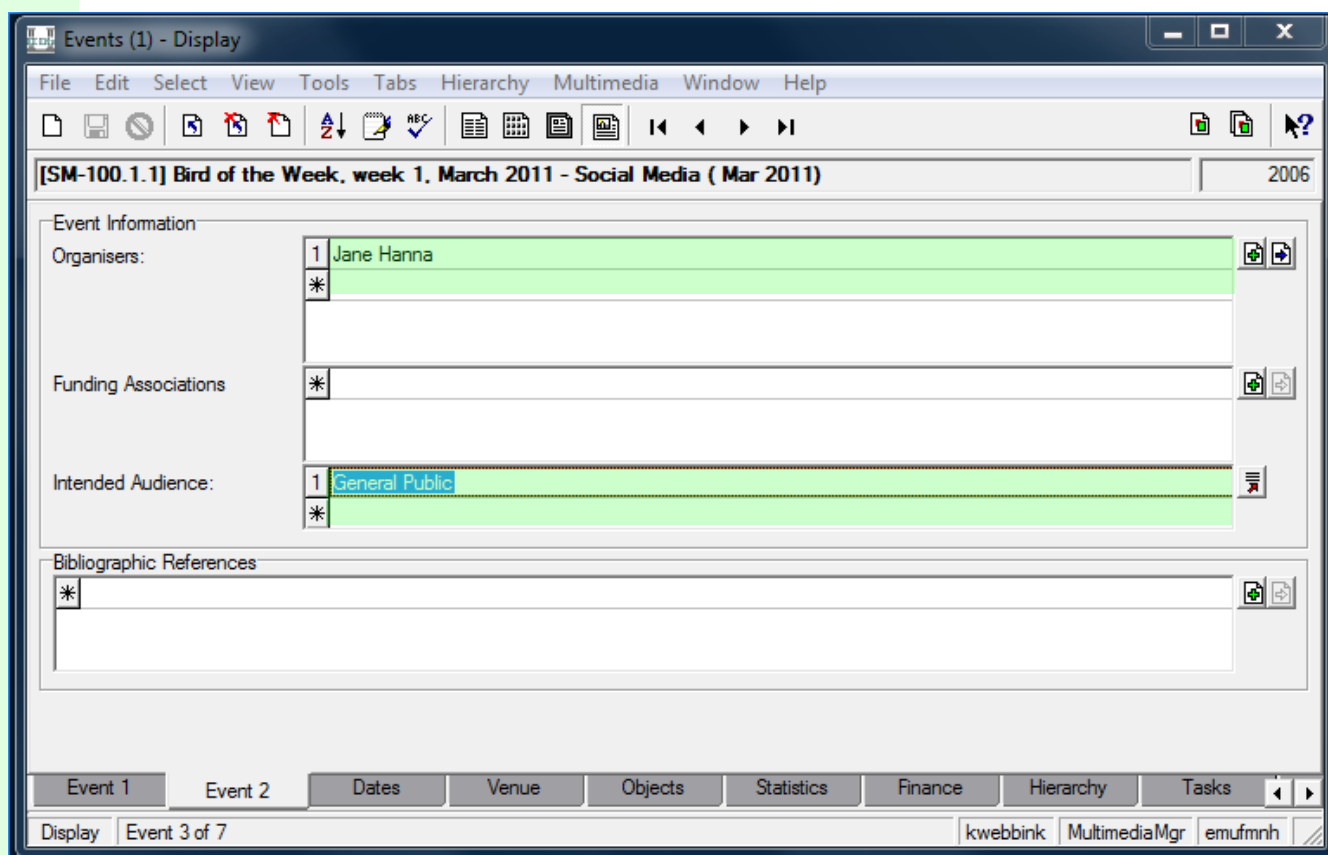
If **only one** party matches, the name entered, it will be attached to the Event record.

If **multiple** parties match, the Parties module will open, and you need to select the correct party.

If **none** match, create a new Party record, and attach it to this field.

### Intended Audience

Select audience from list (If none match what you want, contact your EMu poweruser.)



The screenshot shows the 'Events (1) - Display' window. The title bar indicates the window is titled 'Events (1) - Display'. The menu bar includes File, Edit, Select, View, Tools, Tabs, Hierarchy, Multimedia, Window, and Help. The toolbar contains various icons for file operations and navigation. The main content area is titled '[SM-100.1.1] Bird of the Week, week 1, March 2011 - Social Media ( Mar 2011)' and shows the year '2006'. The 'Event Information' section includes three fields: 'Organisers', 'Funding Associations', and 'Intended Audience'. The 'Organisers' field has a dropdown menu with '1 Jane Hanna' selected. The 'Funding Associations' field has a dropdown menu with '\*' selected. The 'Intended Audience' field has a dropdown menu with '1 General Public' selected. The 'Bibliographic References' section has a dropdown menu with '\*' selected. The bottom of the window shows a tab bar with 'Event 1', 'Event 2', 'Dates', 'Venue', 'Objects', 'Statistics', 'Finance', 'Hierarchy', and 'Tasks'. The 'Event 2' tab is selected. The status bar at the bottom shows 'Display', 'Event 3 of 7', and user names 'kwebbink', 'MultimediaMgr', and 'emufmnh'.

## 3 "Dates" Tab

### Commencement Date

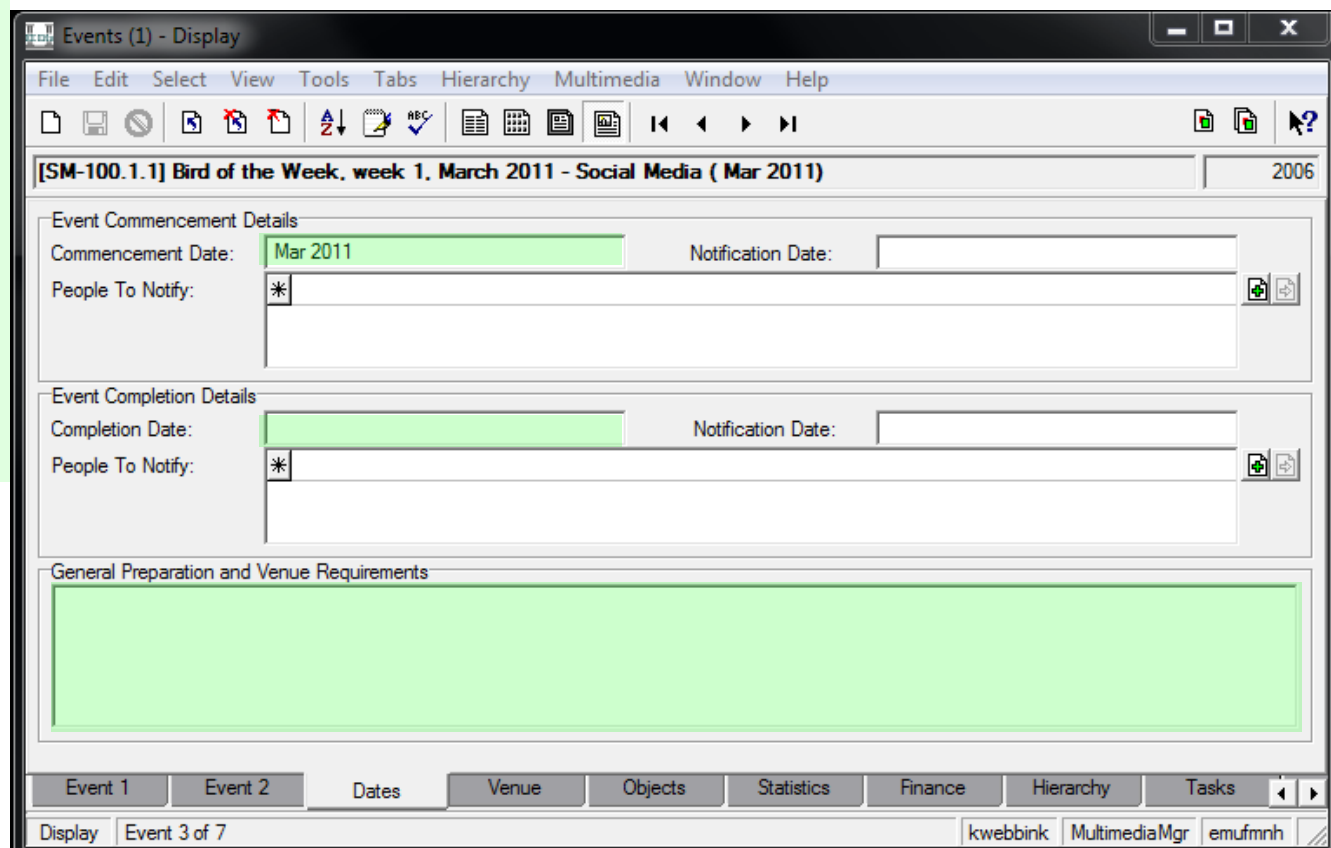
Date of post, formatted as:  
DD Mmm YYYY

### Completion Date (optional)

DD Mmm YYYY

### General Preparation...

Any technical notes, if needed, to recreate the post




The screenshot shows the 'Events (1) - Display' window with the 'Dates' tab selected. The title bar indicates the window is titled 'Events (1) - Display'. The menu bar includes File, Edit, Select, View, Tools, Tabs, Hierarchy, Multimedia, Window, and Help. The toolbar contains various icons for file operations and navigation. The main content area is titled '[SM-100.1.1] Bird of the Week, week 1, March 2011 - Social Media ( Mar 2011)' and shows the year '2006'. The 'Event Commencement Details' section includes two fields: 'Commencement Date' and 'Notification Date'. The 'Commencement Date' field has a dropdown menu with 'Mar 2011' selected. The 'Notification Date' field is empty. The 'People To Notify' field has a dropdown menu with '\*' selected. The 'Event Completion Details' section includes two fields: 'Completion Date' and 'Notification Date'. The 'Completion Date' field has a dropdown menu with '\*' selected. The 'Notification Date' field is empty. The 'People To Notify' field has a dropdown menu with '\*' selected. The 'General Preparation and Venue Requirements' section has a large text area. The bottom of the window shows a tab bar with 'Event 1', 'Event 2', 'Dates', 'Venue', 'Objects', 'Statistics', 'Finance', 'Hierarchy', and 'Tasks'. The 'Dates' tab is selected. The status bar at the bottom shows 'Display', 'Event 3 of 7', and user names 'kwebbink', 'MultimediaMgr', and 'emufmnh'.

## 4 "Venue" Tab

### Venue Name Keeping?

If post is republished in a physical location:

- Start typing the name of the location, and click the green cross: 

If **only one** party matches, the name entered, it will be attached to the Event record.

If **multiple** parties match, the Parties module will open, and you need to select the correct party.

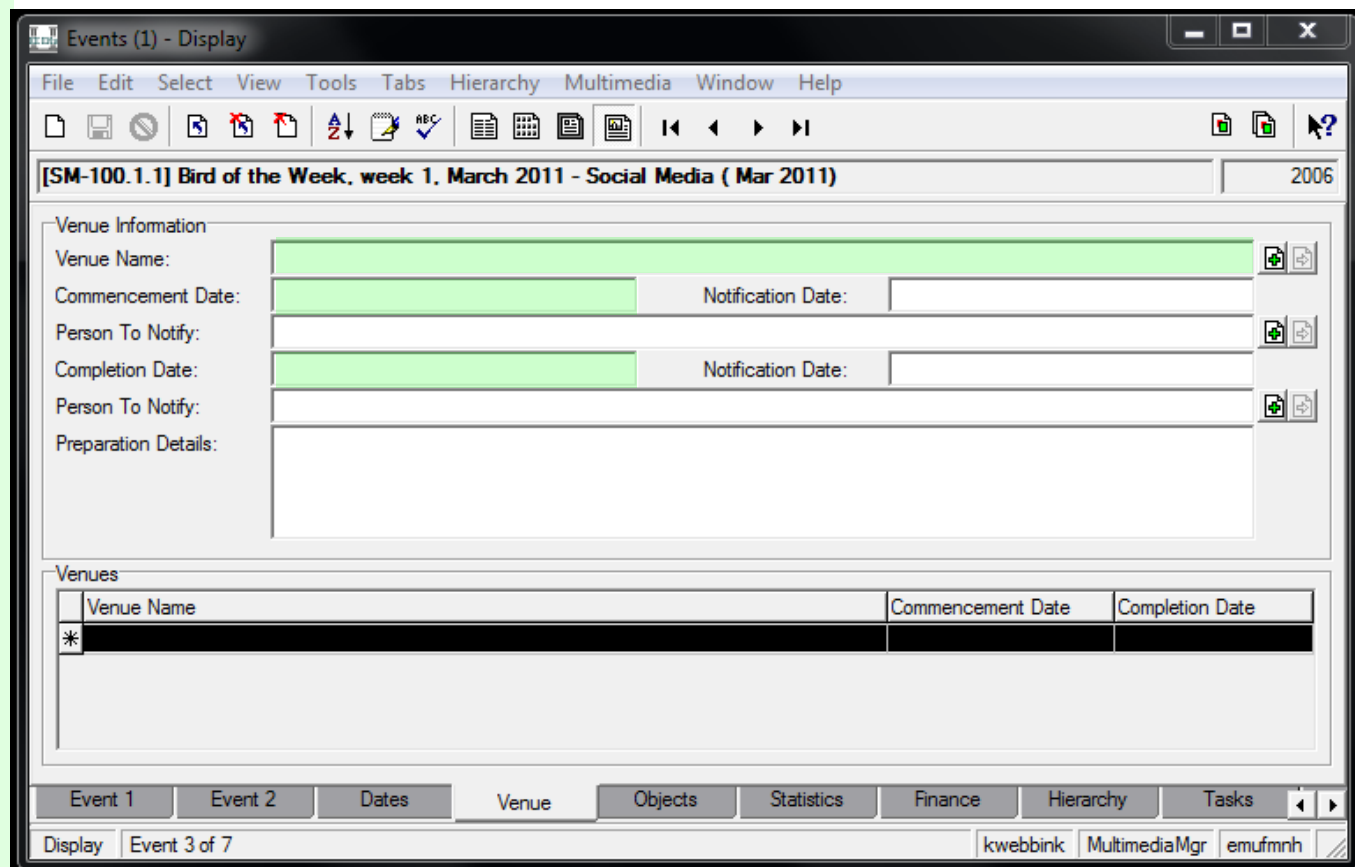
If **none** match, create a new Party record, and attach it to this field.

### Commencement Date

### Completion Date

### Preparation Details

What were requirements for submission/publication



## 5 "Objects" Tab (optional)

### Object

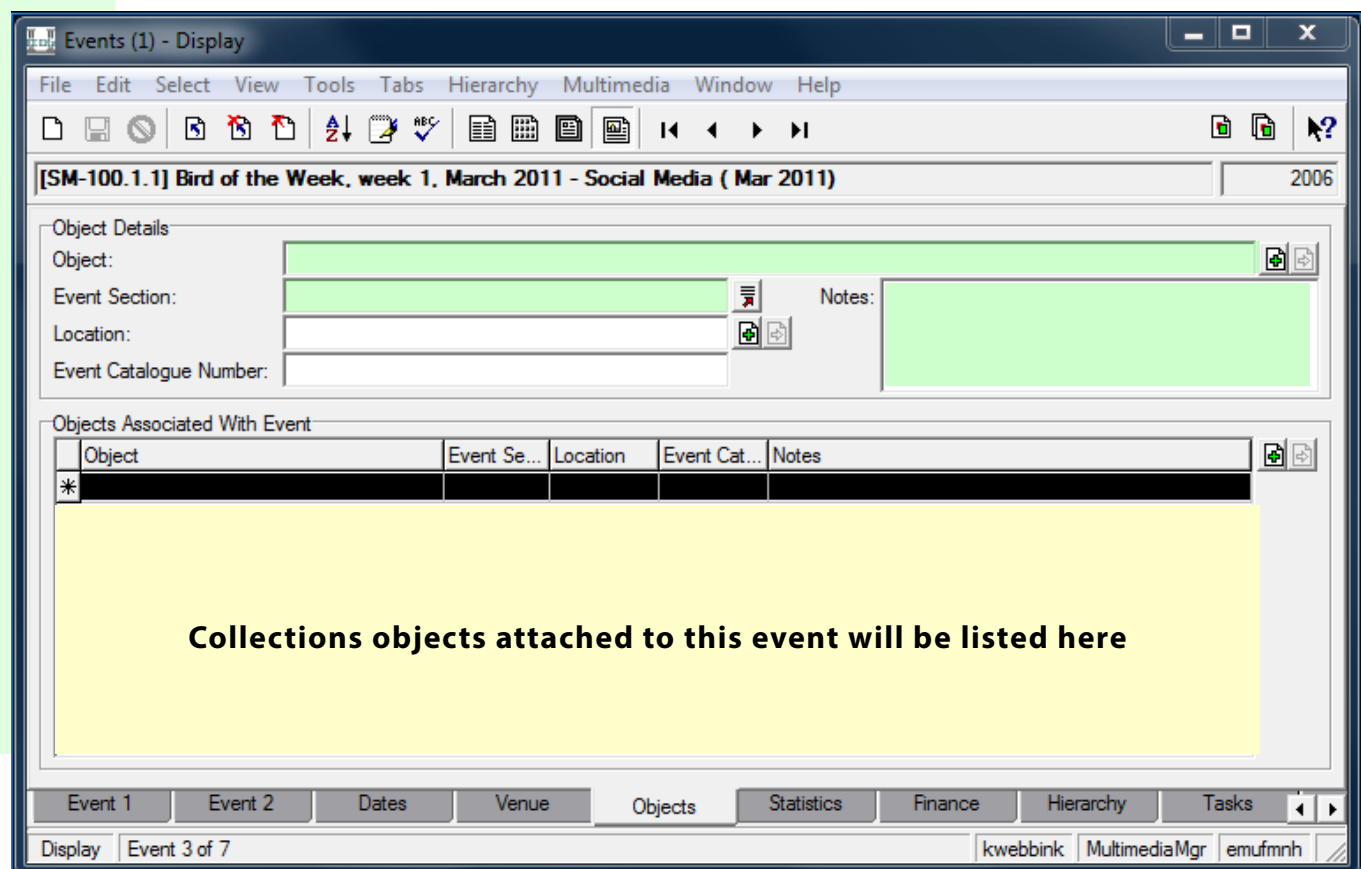
Attachment to the catalog record for any specimens/objects referenced in this post.

### Events Section

When/Where does the catalog object appear in the event. (e.g., body of text, image/gallery)

### Notes

Include technical- or storytelling-wisdom for future social media ages who might want to publicize this object.



## 6 "Finance" Tab (optional)

### Explanation of Cost

- what was accomplished
- what gear/crew was used (if any)

### Costs Incurred

Dollar value

Explanation Of Cost	Cost Code	Foreign Amount	Costs Incurred
*			

## 7 "Hierarchy" Tab (autogenerated)

...Shows the event structure ("parent" & "child" records).

The event record currently open is shown in blue.

To open another event record in the list, highlight it and click the blue arrow.



Event

- [SM-100] Field Museum Facebook Account - Master Account - Social Media (2008)
- [SM-100.1] Bird of the Week - Social Media (2008)
- [SM-100.1.1] Bird of the Week, week 1, March 2011 - Social Media ( Mar 2011)

## 8 "Security" Tab

This tab controls who can and cannot see the Event.

### Access

Make sure to set correct Yes/No values for "Publish on Internet" and "...on Intranet"

These settings define whether the public and intranet-users can view this Event record.

### Department

List all internal departments who have permission to see this event

Your Department  
Collection Department  
Division

The screenshot shows the 'Security' tab of the 'Events (1) - Display' window. The title bar reads 'Events (1) - Display'. The menu bar includes File, Edit, Select, View, Tools, Tabs, Hierarchy, Multimedia, Window, and Help. The toolbar contains various icons for file operations and navigation. The main content area is divided into several sections: 'Security' with a list containing 'Everyone'; 'Access' with 'Record Status' set to a dropdown and 'Publish on Internet' and 'Publish on Intranet' both set to 'No'; 'Department' with a list containing '1 Technology'; and 'Permissions' with a table showing 'Display', 'Edit', and 'Delete' permissions all set to 'Allow'. At the bottom, there are tabs for Statistics, Finance, Hierarchy, Tasks, Transactions, Notes, Multimedia, Security, and Admin. The status bar shows 'Display', 'Event 3 of 7', and user names 'kwebbink', 'MultimediaMgr', and 'emufmnh'.

## 9 "Admin" Tab (autogenerated)

All information here is auto-filled, but useful if reviewing a record for who last edited it, and when.

The screenshot shows the 'Admin' tab of the 'Events (1) - Display' window. The title bar reads 'Events (1) - Display'. The menu bar includes File, Edit, Select, View, Tools, Tabs, Hierarchy, Multimedia, Window, and Help. The toolbar contains various icons for file operations and navigation. The main content area is divided into several sections: 'Legacy Data' with a large empty text area; 'Insertion Details' with fields for 'Inserted By' (Kate Webbink), 'Insertion Date' (14 Mar 2014), and 'Insertion Time' (14:26); 'Modification Details' with fields for 'Modified By' (Kate Webbink), 'Modification Date' (14 Mar 2014), and 'Modification Time' (15:32); and 'Import Details' with fields for 'Import Identifier' and 'System Identifier'. At the bottom, there are tabs for Finance, Hierarchy, Tasks, Transactions, Notes, Multimedia, Security, Admin, and Notes. The status bar shows 'Display', 'Event 3 of 7', and user names 'kwebbink', 'MultimediaMgr', and 'emufmnh'.

# 10 Multivalued "Notes" Tab

## Notes

Enter notes about media writing, publishing, and re-use here.

Why/How was this piece produced?

Did any steps in production or distribution work especially well/not well?

## Attributed to

Identify the source of the note

How to attach:

- Start typing your name, and click the green cross:

If **only one** party matches, the name entered, it will be attached to the Event record.



If **multiple** parties match, the Parties module will open, and you need to select the correct party.

If **none** match, create a new Party record, and attach it to this field.

## Date

DD Mmm YYYY

## Kind of Note

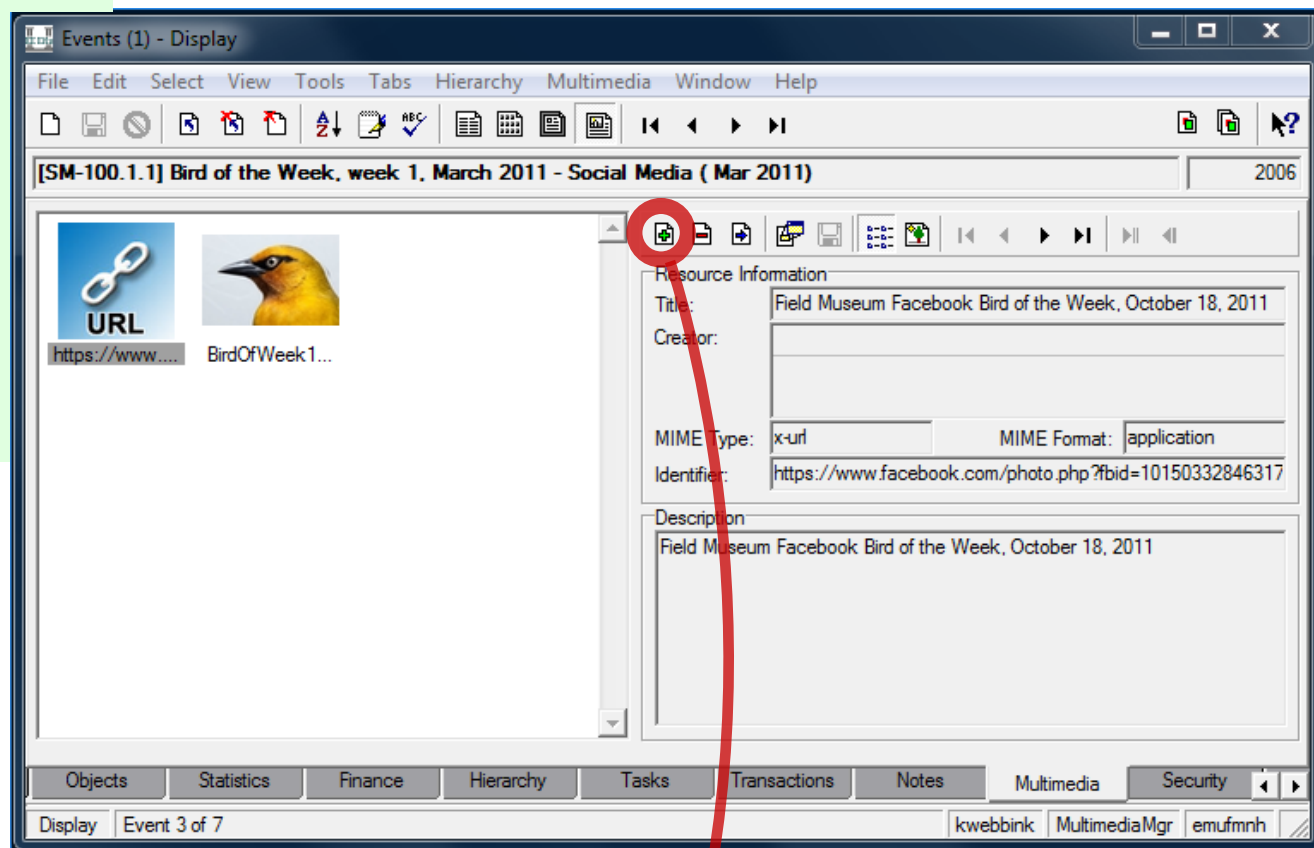
Classify the type of note. Select from the list, or add a new type if needed.



## 11 "Multimedia" Tab

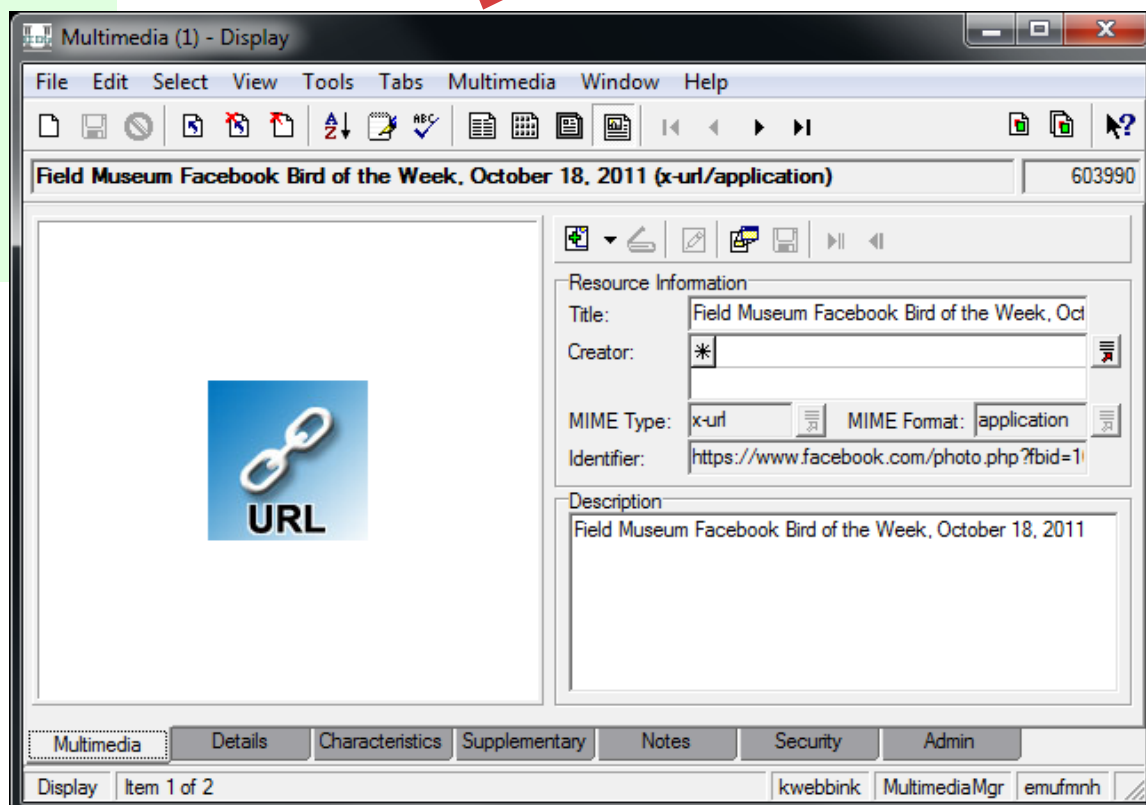
Attach the Multimedia records for each piece of media (images, web link, videos, project files)

See page 9 for how to create new Multimedia records



### (A Multimedia Record)

Multimedia records are generated/stored in the "Multimedia module."



...Next: Make a new **Narrative Record** for new text content, a new **Multimedia Record** for each new image or webpage, and attach them to the Event Record just created.



## WHAT MEDIA GOES WITH EVENTS?

**MEDIA FILES:** Acceptable media files include a variety of formats. A list is coming together online:

<http://intranet.fieldmuseum.org/emu/node/5969>

(To archive media with folder structures that must stay in tact (e.g., Ortery image sequences, GIS files), compress the folder into a single ".zip" file. Later, this will be the file attached to a multimedia record.)

**NAMES:** For an imaged objects/specimens, follow the naming conventions for the object's collection:

...Naming & Image file-type conventions for each collection are on the intranet, here:

<http://intranet.fieldmuseum.org/emu/node/5536>

- No spaces or special char's (for example, &'s, commas, hyphens, dashes, \$, #, etc)
- No more than 64 characters

### Anthropology:

Project # (get this from  
Anthropology)  
\_Catalog number  
(also from Anthropology)  
\_Shot description ("HEMI")  
\_ETC (opt tag, special cases)  
.Filename extension

Examples:

A2345\_41224\_HEMI\_ETC.jpg  
RG0327\_573291.A\_HEMI.tif

### Zoology:

Unique ID/Cat # (999999)  
\_Genus\_species  
\_Shot desc ("HEMI")  
\_Division abbreviation  
(AZ; BZ; FZ; IN = insects; IZ; MZ)  
.Filename extension

Example:

999999\_Genus\_species\_  
tpestatus\_HEMI\_IN.jpg

### Botany:

Unique ID/Cat # (V0123F)  
\_Shot desc ("HEMI")  
.Filename extension

Example:

V01234F\_HEMI.tif

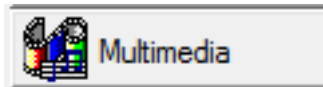
### Geology:

Prefix + Cat # (PE1234)  
\_Specimen desc  
\_suffix (opt)  
\_Shot angle ("HEMI")  
.Filename extension

Example:

PE1234\_fossil\_3Dspin.tif

Click the "Multimedia" module:



## 1 New Multimedia Record

Click here to start making a  
new multimedia record

## 2 "Multimedia" Tab

### Title

Enter the title, following the naming convention for your media project or series  
e.g., [Channel]: [Series] Asset  
[Event Date]

### Creator

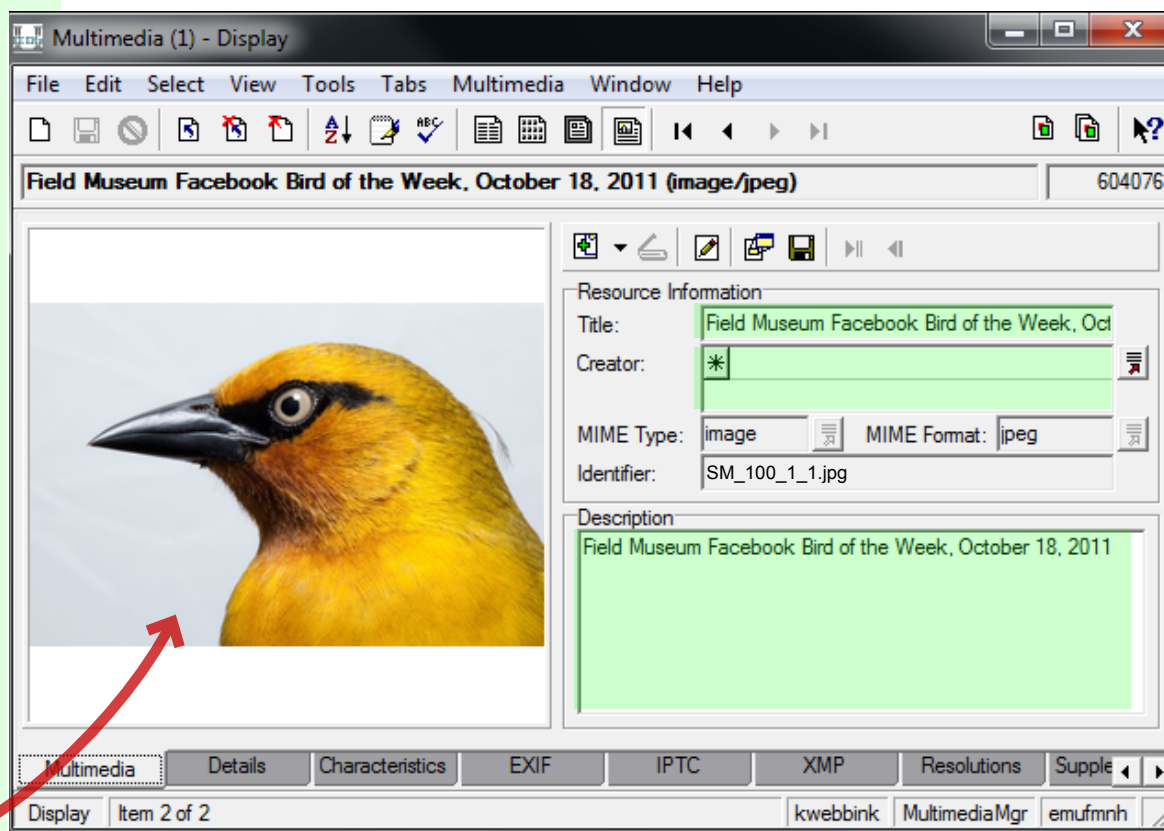
1: FMNH, [Department]  
2: Name of the media producer  
3: Media project (e.g.,  
"Exhibition event number"  
or "Field Museum Social Media  
Initiative")

### Description

Title of the media project, and  
description of the file.

### [Media area]

Drag a media file (image or  
html file) into this area



**NOTE: Check your image filename before dragging it into the Multimedia record.**

For social media images that do NOT show catalog objects, filenames should be  
based on the Event Number for the post where they were originally published, e.g.:

**SM\_100\_1\_1.jpg**

(Replace hyphens and dperiods with underscores.)

## 3 Details Tab

### Keywords:

Single word per line

### Publisher:

Field Museum of Natural History

### Source:

Department or Collection,  
if media/images are of a catalog  
object or other project  
eg, Botany Department, Searle herbarium

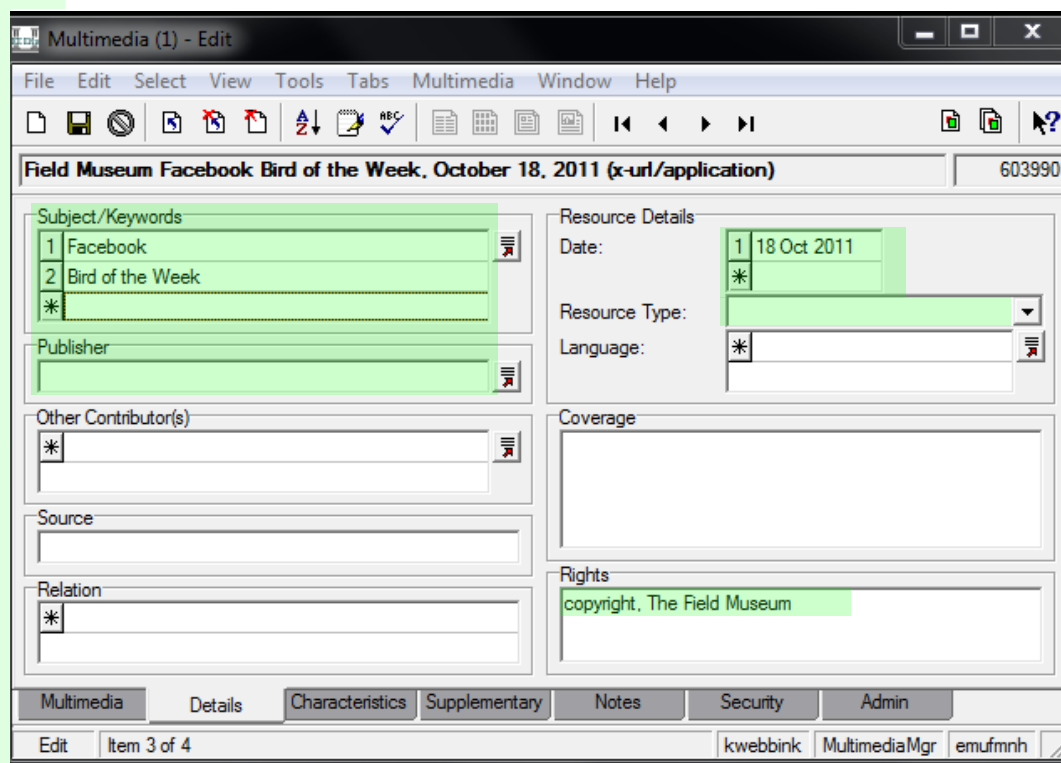
**Date:** (Today's date)

### Resource Type

Select from dropdown list

### Copyright:

© Field Museum of Natural History  
(Personal images are not stored  
in EMu)



## 4 Characteristics Tab

### Repository:

KE EMu (autofilled)

### Audience:

Try to select from the existing list, but if nothing fits, contact your EMu poweruser.

### Media Form:

Again, try to select from the existing list...

### Media/Image/Video Attributes:

This info is autofilled for images/video/audio.

**File size** is good for checking that your media is actually tied to the record.

Multimedia (1) - Edit

File Edit Select View Tools Tabs Multimedia Window Help

Field Museum Facebook Bird of the Week, October 18, 2011 (image/jpeg) 604076

Characteristics

Repository: 1 KE EMu Repository

Audience: 1

Media Attributes

Media Form: 1

File Size (bytes): 92681

MD5 Checksum: 7dadeac838a9077714660b975d

Image/Video Attributes

Resolution (ppi): 72

Width (pixels): 960

Height (pixels): 640

Colour Depth: 24

Film Length:

Audio Attributes

Samples per Second:

Bits per Sample:

Number of Channels:

Duration:

Multimedia Details Characteristics EXIF IPTC XMP Resolutions Supple

Edit Item 4 of 4 kwebbink MultimediaMgr emufmnh

## 5 Resolutions Tab

A thumb.jpg is automatically made for a media record of an image file.

If you need alternate sizes/formats made, click here

Multimedia (1) - Edit

File Edit Select View Tools Tabs Multimedia Window Help

Field Museum Facebook Bird of the Week, October 18, 2011 (image/jpeg) 604076

Image Attributes

Identifier: BirdOfWeek1.jpg

Image Type: TrueColor, Plane

Colour Space: RGB

Compression: JPEG

File Size (bytes): 92681

Quality: 85

Image Attributes

Width (pixels): 960

Height (pixels): 640

Colour Depth: 24

Colours: 98445

Planes: 1

Images: 1

MIME Type: image

MIME Format: jpeg

MD5 Checksum: 7dadeac838a9077714660b975db2849

Resolutions

Identifier	MIME For...	Width (pix...	Height (pix...	Colo...	File Size (bytes)
1 BirdOfWeek1.jpg	jpeg	960	640	24	92681
2 BirdOfWeek1.thumb.jpg	jpeg	90	60	24	8318

Multimedia Details Characteristics EXIF IPTC XMP Resolutions Supple

Edit Item 4 of 4

Generate Resolution

Width: 3656 Pixels

Height: 3180 Pixels

Format: JPEG - Joint Photographic Experts Group JFIF format

Compression: No Compression

Quality: 100

Scaled: ☒ Enlarge: ☒

OK Cancel Help

## 6 Supplementary Tab

If you have a pdf/text/spreadsheet file with notes for the specific media file linked to this record, attach that file here.

e.g., Transcript of an audio file

Select appropriate usage terms for media here (e.g., research, 3d printing, interactive).

Enter any further notes here

Multimedia (1) - Edit

File Edit Select View Tools Tabs Multimedia Window Help

Field Museum Facebook Bird of the Week, October 18, 2011 (x-url/application) 603990

Supplementary Attributes

Identifier: Width (pixels): Height (pixels): MIME Type: MIME Format: File Size (bytes): MD5 Checksum:

Supplementary

Identifier	Usage	MIME Type	MIME Format	Width (pixels)	Height (pixels)	File Size (bytes)
------------	-------	-----------	-------------	----------------	-----------------	-------------------

Multimedia Details Characteristics Supplementary

Edit Item 3 of 4

Add Supplementary

Identifier: PE1234\_fossil\_HTML

Identifier  
Set the identifier for the supplementary document. The identifier is the file name, without the file extension, under which the document is stored on the server. The name must not be used by any other supplementary document for this record.

OK Cancel

## 7 Notes Tab

Document any notes about the image/media or its derivatives here.

Multimedia (1) - Edit

File Edit Select View Tools Tabs Multimedia Window Help

Field Museum Facebook Bird of the Week, October 18, 2011 (x-url/application) 603990

Notes

Multimedia Details Characteristics Supplementary Notes Security Admin

Edit Item 3 of 4 kwebbink MultimediaMgr emufmnh

## 8 Security Tab

This tab controls who can and cannot see the Event.

### Access

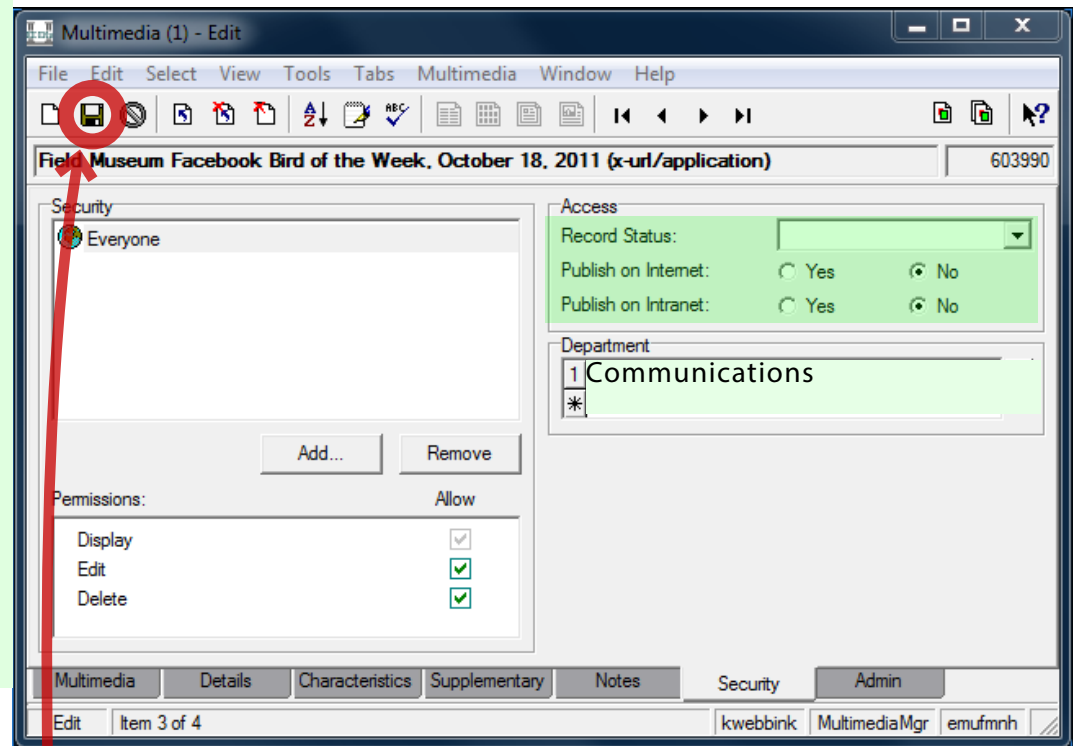
Make sure to set correct Yes/No values for "Publish on Internet" and "...on Intranet"

These settings define whether the public and intranet-users can view this Event record.

### Department

List all internal departments who have permission to see this event

Your Department  
Collection Department  
Division



The screenshot shows the 'Multimedia (1) - Edit' window. The 'Security' tab is active. The 'Access' section has 'Record Status' set to 'No', 'Publish on Internet' set to 'No', and 'Publish on Intranet' set to 'No'. The 'Department' section shows '1 Communications'. The 'Permissions' section shows 'Display', 'Edit', and 'Delete' all set to 'Allow'. The 'Save' icon in the toolbar is circled in red, with a red arrow pointing from it to the text 'SAVE your Multimedia record!' below the screenshot.

**SAVE your Multimedia record!**

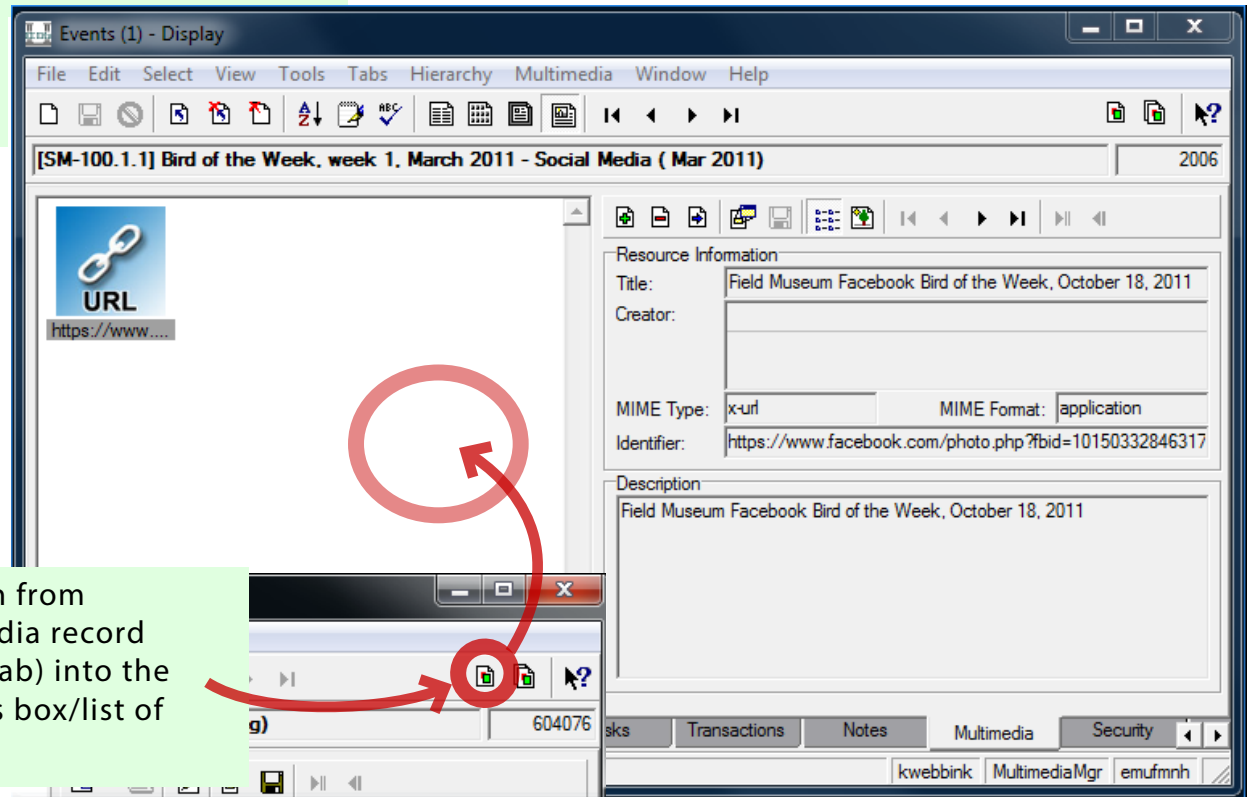
(You will be prompted to save before closing the record or attaching to another module.)

...

Now attach it to the Event record you created earlier (on page 8)

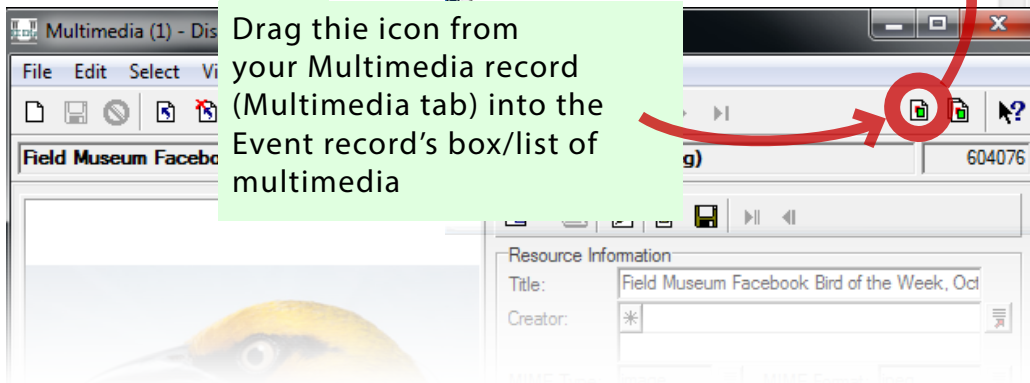
## 10 Attach Multimedia & Event record

In the Event record, switch back to the Multimedia Tab.



11

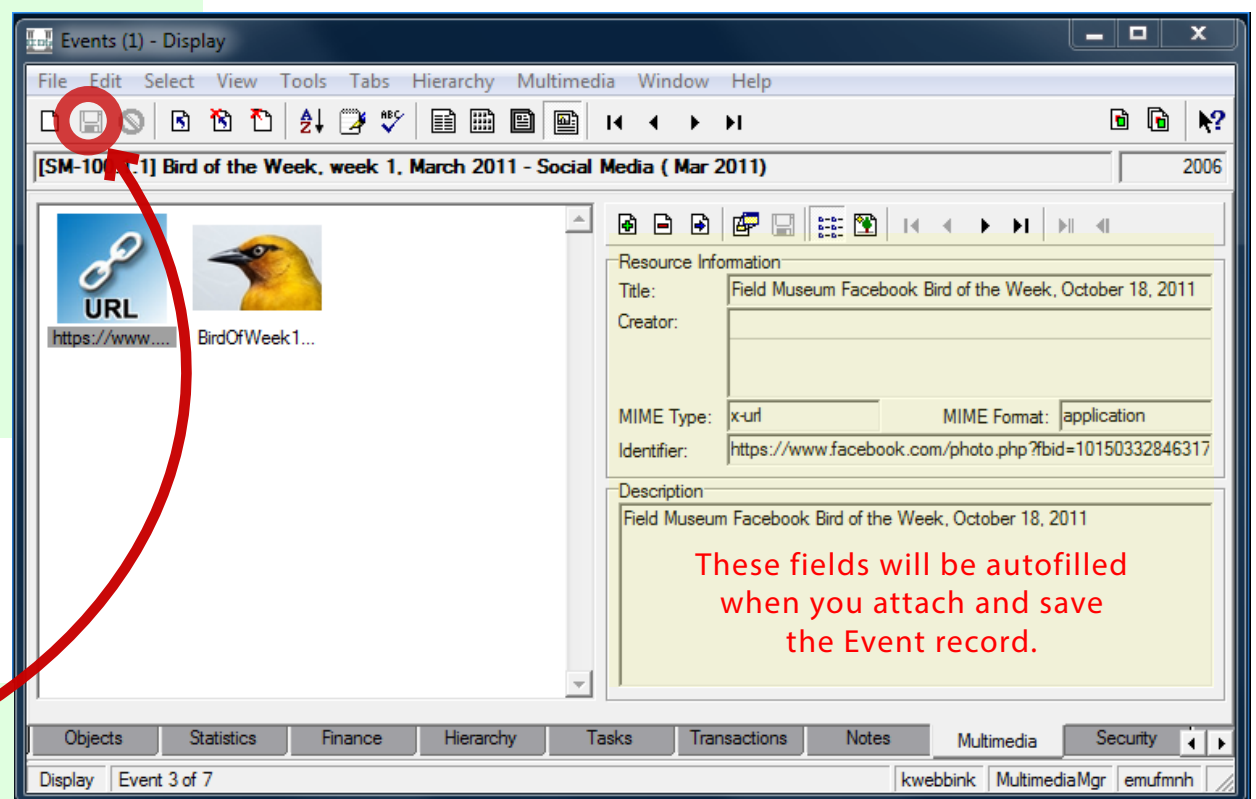
Drag this icon from your Multimedia record (Multimedia tab) into the Event record's box/list of multimedia



## 12 Arrange Multimedia icons

In the Event file, make sure the first (top left) multimedia file is an image thumbnail. This will help later on when searching multiple event records.

Do this by dragging the thumbnail/icons into an order that makes sense.



13

**SAVE the Event record.**

**SAVE your Event record!**

(You'll be prompted to save before closing the record or attaching to another module.)

Next, make a **Narrative record** and attach it to this Event record



Click the "Narratives" module:

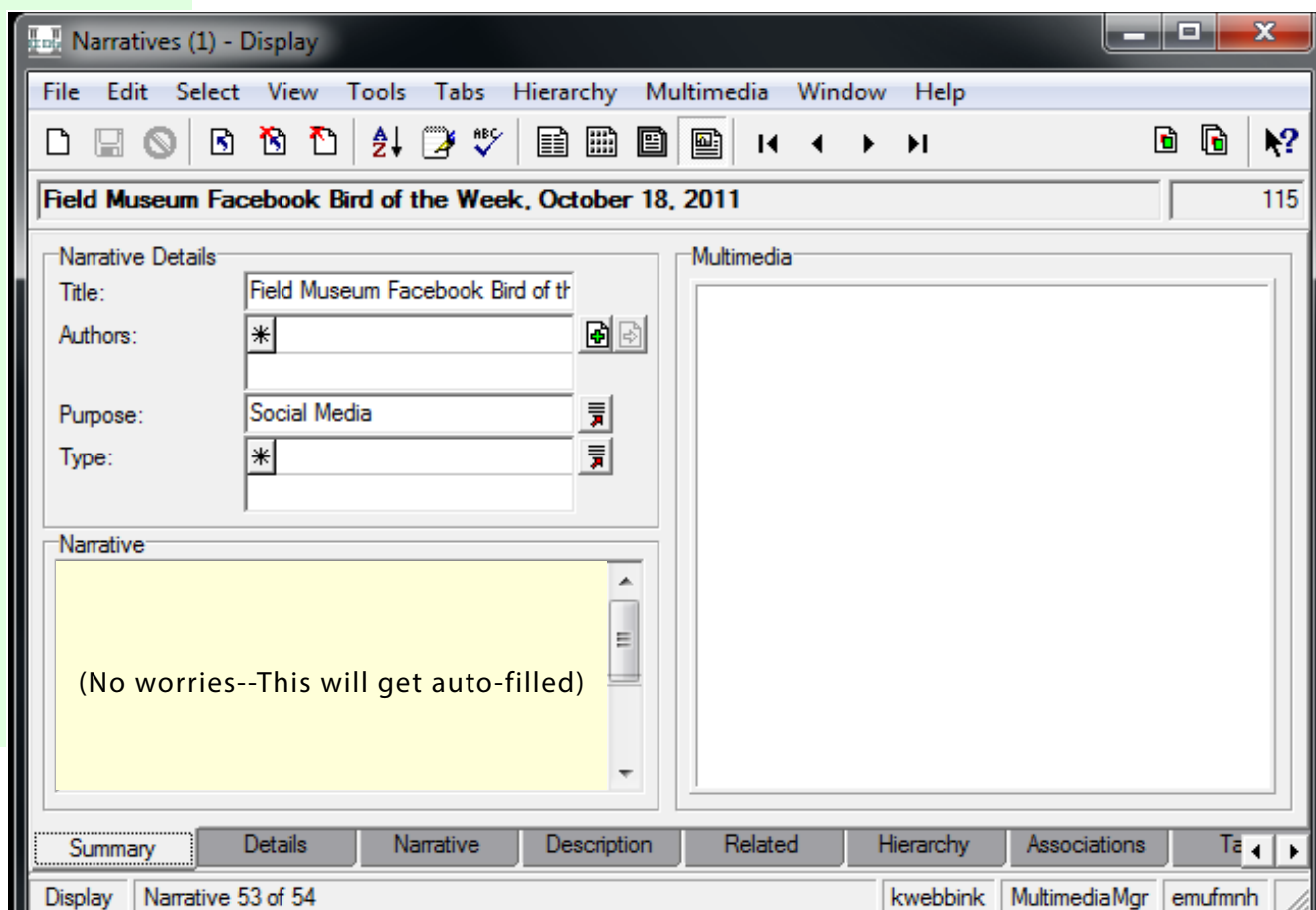


## 1 Title the Narrative

Make a new record

...The Summary Tab  
will get auto-filled.

For now, go ahead  
to the next tab...

A screenshot of the "Narratives (1) - Display" window. The title bar says "Narratives (1) - Display". The menu bar includes File, Edit, Select, View, Tools, Tabs, Hierarchy, Multimedia, Window, and Help. The toolbar has various icons for file operations and navigation. The main area is divided into two panes. The left pane is titled "Narrative Details" and contains fields for Title, Authors, Purpose, and Type. The Title field is filled with "Field Museum Facebook Bird of the Week, October 18, 2011". The Authors field has a green asterisk icon. The Purpose field is filled with "Social Media". The Type field has a green asterisk icon. The right pane is titled "Multimedia" and is empty. Below the panes are tabs for Summary, Details, Narrative, Description, Related, Hierarchy, Associations, and Tags. The Summary tab is selected. At the bottom, there is a status bar showing "Display Narrative 53 of 54" and user names "kwebbink", "MultimediaMgr", and "emufmnh".

## 2 Details

Make a new record

### Title:

Follow the naming  
convention for your  
media series.

### Authors & Contributors:

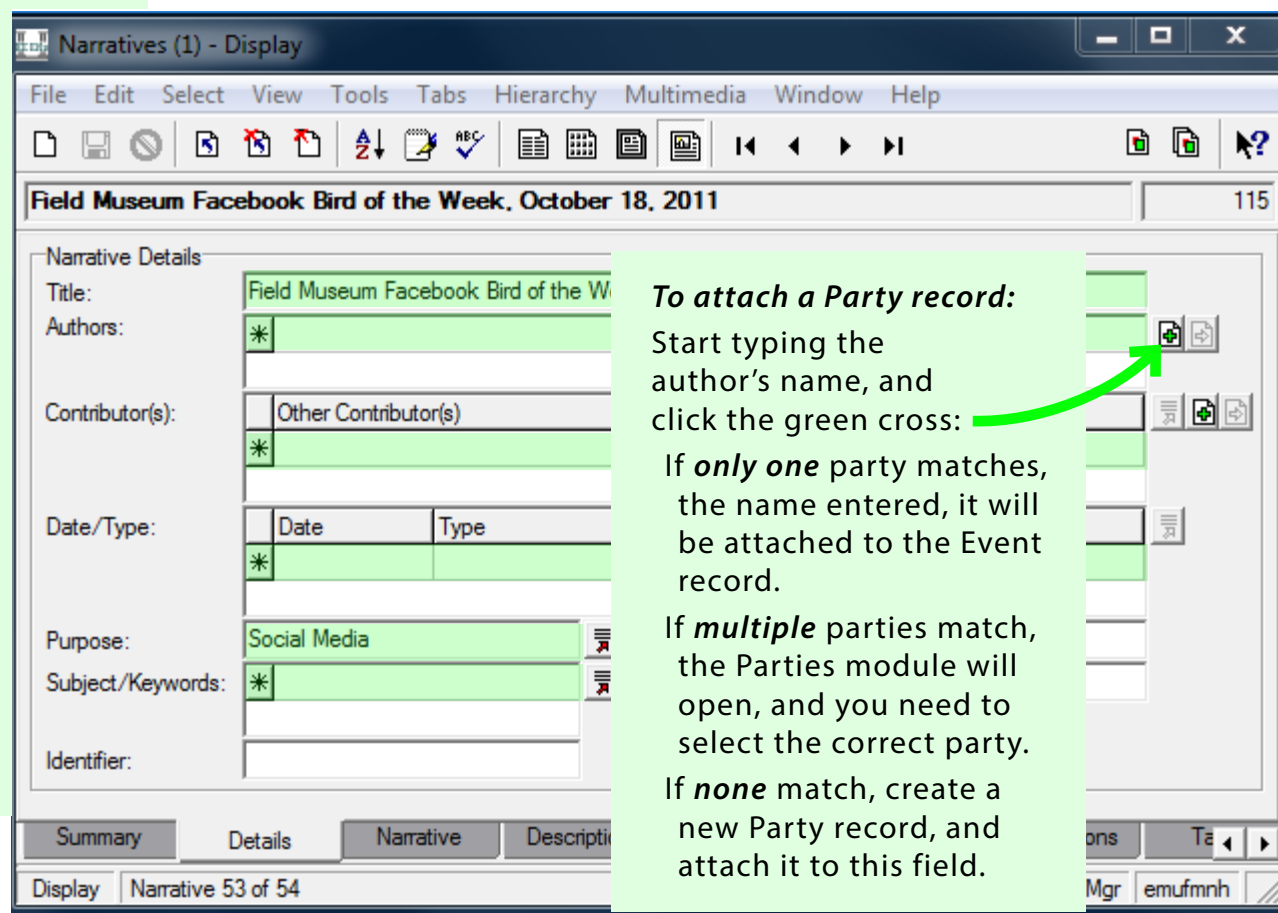
Attach the Party record/s

**Date:** DD Mon YYYY

**Purpose:** Social Media

### Subject/Keywords:

List main keywords; try  
to add new words only  
when needed.

A screenshot of the "Narratives (1) - Display" window, showing the "Details" tab. The title bar says "Narratives (1) - Display". The menu bar includes File, Edit, Select, View, Tools, Tabs, Hierarchy, Multimedia, Window, and Help. The toolbar has various icons for file operations and navigation. The main area is divided into two panes. The left pane is titled "Narrative Details" and contains fields for Title, Authors, Contributor(s), Date/Type, Purpose, Subject/Keywords, and Identifier. The Title field is filled with "Field Museum Facebook Bird of the Week, October 18, 2011". The Authors field has a green asterisk icon. The Contributor(s) field is filled with "Other Contributor(s)". The Date/Type field has a green asterisk icon. The Purpose field is filled with "Social Media". The Subject/Keywords field has a green asterisk icon. The right pane is titled "Multimedia" and is empty. Below the panes are tabs for Summary, Details, Narrative, and Description. The Details tab is selected. At the bottom, there is a status bar showing "Display Narrative 53 of 54" and user names "Mgr" and "emufmnh". A green arrow points from the text "To attach a Party record:" to the green cross icon in the Authors field.

### To attach a Party record:

Start typing the  
author's name, and  
click the green cross:

If **only one** party matches,  
the name entered, it will  
be attached to the Event  
record.

If **multiple** parties match,  
the Parties module will  
open, and you need to  
select the correct party.

If **none** match, create a  
new Party record, and  
attach it to this field.



### 3 Paste Narrative Content

Paste the text content from your social media post into the text box of the "Narrative" tab.

The screenshot shows the 'Narratives (1) - Display' window. The title bar is 'Narratives (1) - Display'. The menu bar includes File, Edit, Select, View, Tools, Tabs, Hierarchy, Multimedia, Window, and Help. The toolbar contains various icons for file operations and editing. The main text area displays the following narrative: 'Brighten up your morning with this Spectacled Weaver (Ploceus ocularis)! From Mozambique, the males weave an ornate nest of plant fibers with a long tunneled entrance to attract their mates. Come back next Tuesday to see another beautiful bird! © The Field Museum, Photographer Federico Pardo, Science Media Producer at The Field Museum'. The text is in Times New Roman font, size 3, with a normal style. The bottom of the window has a tabbed interface with 'Summary', 'Details', 'Narrative', 'Description', 'Related', 'Hierarchy', 'Associations', and 'Ta'. The 'Narrative' tab is selected. The status bar at the bottom shows 'Display', 'Narrative 53 of 54', and user names 'kwebbink', 'MultimediaMgr', and 'emufmnh'.

### 4 Description

#### Type:

"Web Narrative," or other from lookup-list:

#### Audience

(from lookup-list)

#### Publisher

"The Field Museum"

#### Rights

When the Rights module is ready for use, rights can be attached following same process as for attaching Party records.

#### Narrative Summary

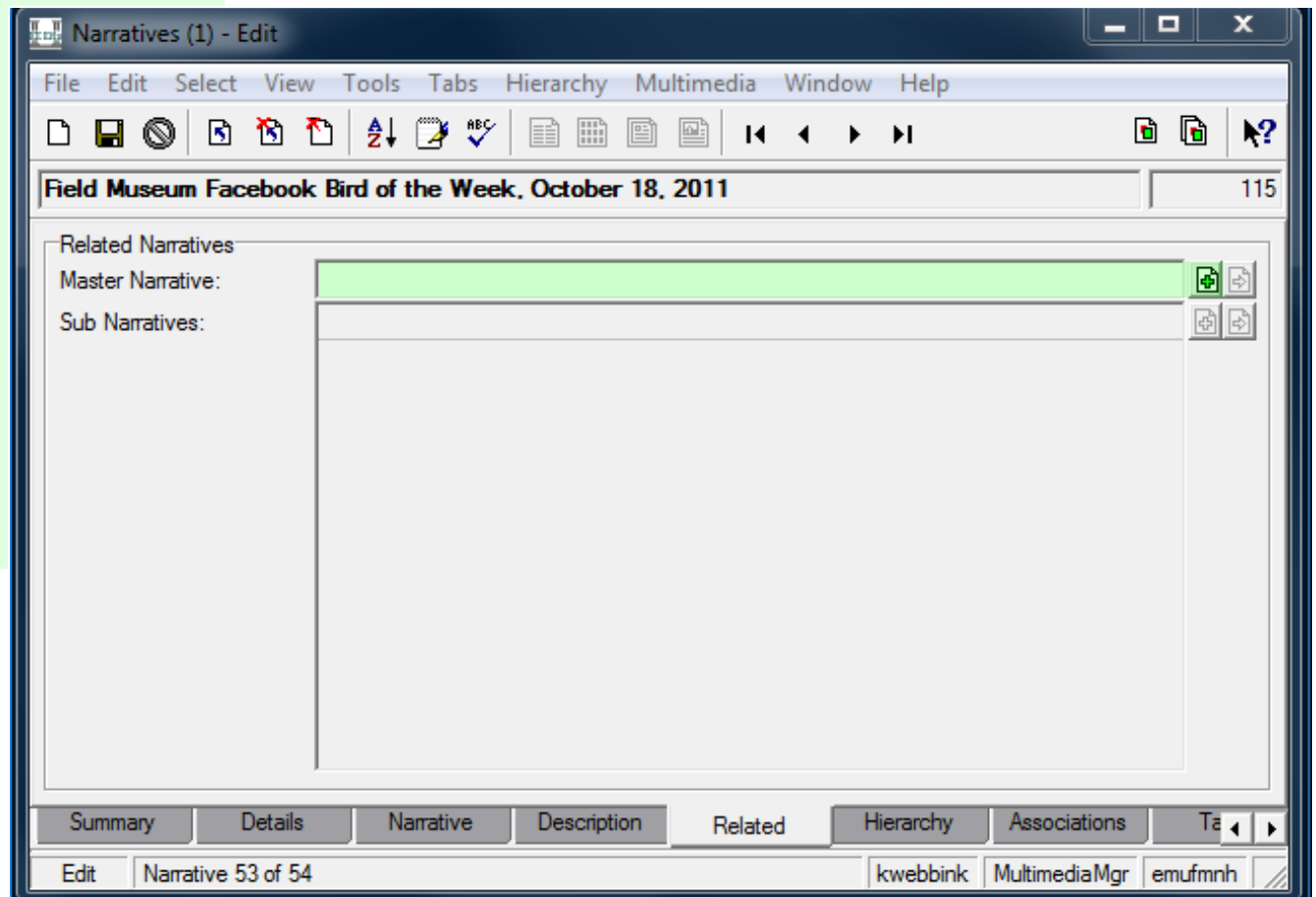
Optional/If needed

The screenshot shows the 'Narratives (1) - Edit' window. The title bar is 'Narratives (1) - Edit'. The menu bar includes File, Edit, Select, View, Tools, Tabs, Hierarchy, Multimedia, Window, and Help. The toolbar contains various icons for file operations and editing. The main form area is titled 'Description Details' and contains the following fields: 'Type' (set to '1 Web Narrative'), 'Intended Audience' (set to '1 General Public'), 'Publisher' (empty), 'Rights' (empty), 'Source' (empty), 'Language' (set to '1 English'), 'Geographic Coverage' (set to '\*'), and 'Historical Significance' (empty). Below these fields is a 'Narrative Summary' text area. The bottom of the window has a tabbed interface with 'Summary', 'Details', 'Narrative', 'Description', 'Related', 'Hierarchy', 'Associations', and 'Ta'. The 'Description' tab is selected. The status bar at the bottom shows 'Edit', 'Narrative 53 of 54', and user names 'kwebbink', 'MultimediaMgr', and 'emufmnh'.

## 5 Attach Related Narratives

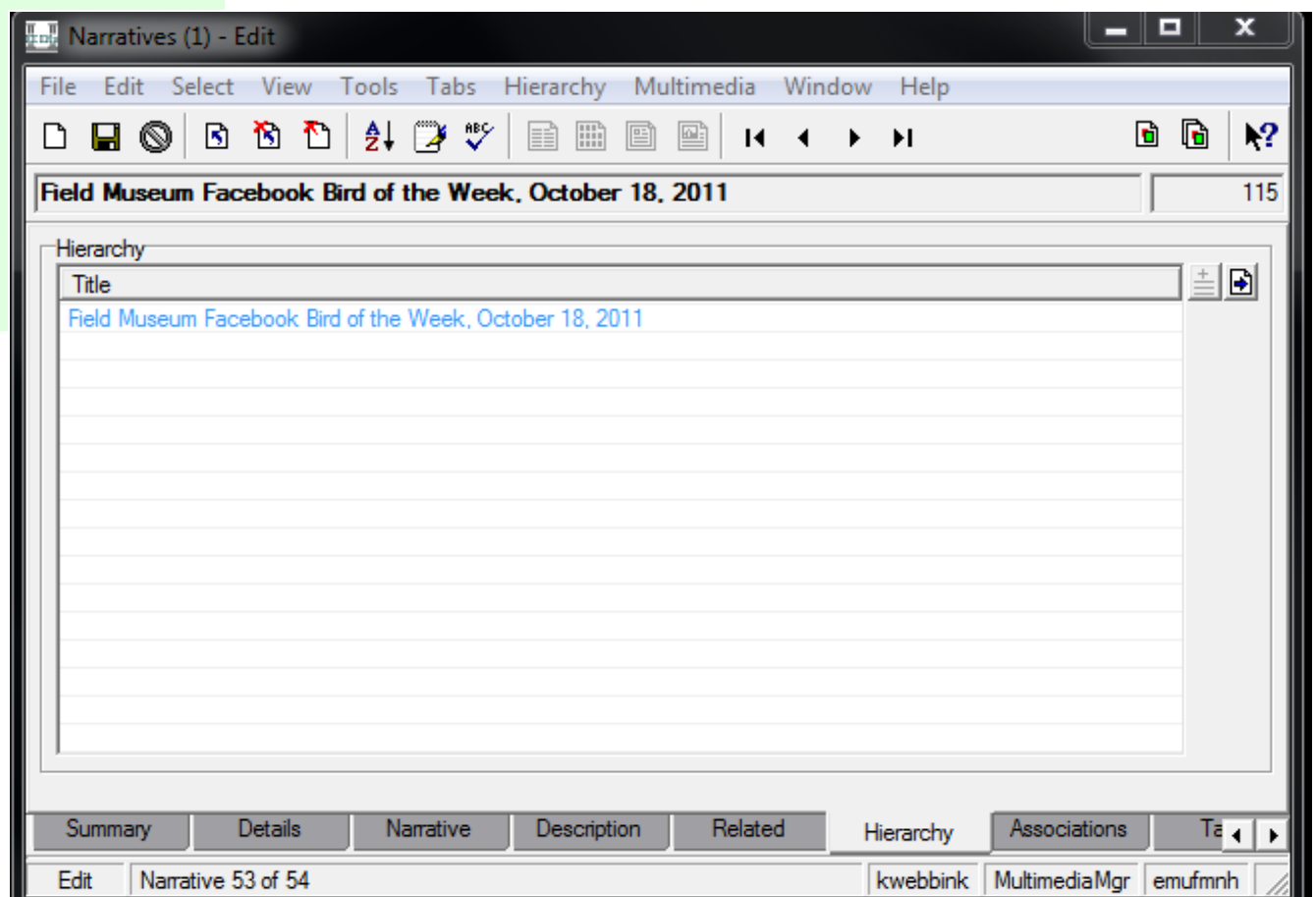
If the content of this narrative is part of a larger story, or is a significantly modified version of another narrative, attach to the original or master through this tab.

(Attach as done previously--start typing the title, then click the green cross.)



## 6 Hierarchy

If this narrative is attached to other Narrative records, you can view the relationships on this tab.



## 7 Attach Associated Narratives

If you'd like to associate the subject/timing/style of this narrative content to that of another narrative, attach associated Narrative records here.

Comment on why they are associated.

(Attach as done previously--start typing the title, then click the green cross.)

The screenshot shows the 'Narratives (1) - Edit' window. The title bar is 'Narratives (1) - Edit'. The menu bar includes File, Edit, Select, View, Tools, Tabs, Hierarchy, Multimedia, Window, and Help. The toolbar contains various icons for file operations and editing. The main content area is titled 'Field Museum Facebook Bird of the Week, October 18, 2011' with a page number '115'. Below the title, there is a section for 'Associated Narratives'. It includes a table with columns 'Associated With' and 'Comment'. A green cross icon is circled in red in the top right corner of the table. Below the table, there is a section for 'Associates' with a green cross icon. At the bottom, there are tabs for Summary, Details, Narrative, Description, Related, Hierarchy, Associations, and Tasks. The 'Narrative' tab is selected. The status bar at the bottom shows 'Edit', 'Narrative 53 of 54', 'kwebbink', 'MultimediaMgr', and 'emufmnh'.

## 8 Interview Notes

If the development of this narrative included recorded interviews, make note of those here in as much detail as possible.

To add multiple interviews, after entering one interview, click a new line in the multivalue table:

The screenshot shows the 'Narratives (1) - Display' window. The title bar is 'Narratives (1) - Display'. The menu bar includes File, Edit, Select, View, Tools, Tabs, Hierarchy, Multimedia, Window, and Help. The toolbar contains various icons for file operations and editing. The main content area is titled 'Field Museum Facebook Bird of the Week, October 18, 2011' with a page number '115'. Below the title, there is a section for 'Interview'. It includes a table with columns 'Interviewee', 'Interviewer', and 'Interview Date'. A green cross icon is circled in red in the top right corner of the table. Below the table, there is a section for 'Interview History' with a table containing columns 'Interviewee', 'Interviewer', and 'Interview Date'. A red arrow points to a new line in the 'Interview History' table. At the bottom, there are tabs for Description, Related, Hierarchy, Sub Narratives, Hierarchy, Associations, Tasks, Interview, and Correspondence. The 'Interview' tab is selected. The status bar at the bottom shows 'Display', 'Narrative 1 of 1', 'kwebbink', 'MultimediaMgr', and 'emufmnh'.

## 9 Correspondents

A list of the people with whom correspondence was maintained in relation to the narrative. Document as needed.

(Attach Party records as done previously--start typing the Party name, then click the green cross.)

The screenshot shows the 'Narratives (1) - Display' window. The title bar indicates the window is titled 'Narratives (1) - Display'. The menu bar includes File, Edit, Select, View, Tools, Tabs, Hierarchy, Multimedia, Window, and Help. The toolbar contains various icons for file operations and navigation. The main content area is titled 'Field Museum Facebook Bird of the Week, October 18, 2011' and shows a page number of 115. The 'Correspondence' section is active, displaying a form with fields for Correspondent, Type, Correspond. Location, Date, and Summary. A red circle highlights the green cross icon in the top right corner of the Correspondence form, indicating where to click to attach a party record. Below the form is a 'Correspondence History' table with columns for Correspondent, Correspond. Location, and Date. The table contains one row with a '\*' in the Correspondent column. The bottom of the window features a series of tabs: Related, Hierarchy, Sub Narratives, Hierarchy, Associations, Tasks, Interview, Correspond., and Publication. The 'Correspond.' tab is currently selected. The status bar at the bottom shows 'Display Narrative 1 of 1' and user names 'kwebbink', 'MultimediaMgr', and 'emufmnh'.

## 10 Publications

Links to any published works that could contribute to the narrative

The screenshot shows the 'Narratives (1) - Display' window. The title bar indicates the window is titled 'Narratives (1) - Display'. The menu bar includes File, Edit, Select, View, Tools, Tabs, Hierarchy, Multimedia, Window, and Help. The toolbar contains various icons for file operations and navigation. The main content area is titled 'Field Museum Facebook Bird of the Week, October 18, 2011' and shows a page number of 115. The 'Published Documentation' section is active, displaying a table with columns for Documentation and Notes. The table contains one row with a '\*' in the Documentation column. A red circle highlights the green cross icon in the top right corner of the Published Documentation table, indicating where to click to attach a published work. The bottom of the window features a series of tabs: Hierarchy, Sub Narratives, Hierarchy, Associations, Tasks, Interview, Correspond., Publication, and Authorisation. The 'Publication' tab is currently selected. The status bar at the bottom shows 'Display Narrative 1 of 1' and user names 'kwebbink', 'MultimediaMgr', and 'emufmnh'.

## 11 Authorization

Document who revised and/or approved the narrative content.

(Attach Party records for specific creation/editing/approval stages, as done previously. Start typing the Party name, then click the green cross.)

Narratives (1) - Display

File Edit Select View Tools Tabs Hierarchy Multimedia Window Help

Field Museum Facebook Bird of the Week, October 18, 2011 115

Verification/Authorisation

Action:

By:

Status:

Action Date:

Verification/Authorisation History

Action	By	Status	Action Date
*			

Sub Narratives Hierarchy Associations Tasks Interview Correspond. Publication **Authorisation** Classification

Display Narrative 1 of 1 kwebbink MultimediaMgr emufmnh

## 12 Classifications

Redundant??  
("Taxonomy" tab)  
...Or is this for  
something else?

Narratives (1) - Display

File Edit Select View Tools Tabs Hierarchy Multimedia Window Help

Field Museum Facebook Bird of the Week, October 18, 2011 115

Classification

Level 1:

Level 2:

Level 3:

Level 4:

Level 5:

Level 6:

Level 7:

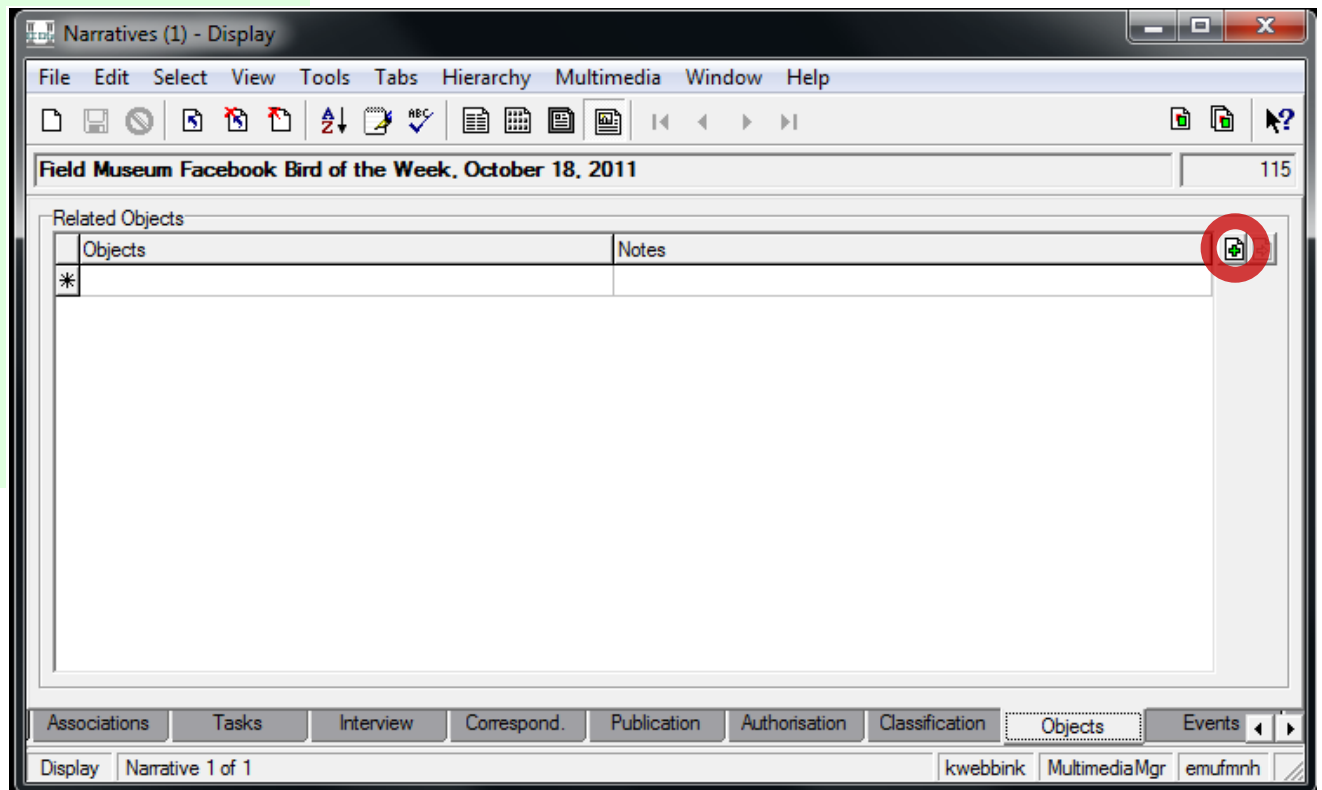
Level 8:

Hierarchy Associations Tasks Interview Correspond. Publication Authorisation **Classification** Objects

Display Narrative 1 of 1 kwebbink MultimediaMgr emufmnh

## 13 Attach Collection Objects

Attach Collection items that are associated with the narrative.

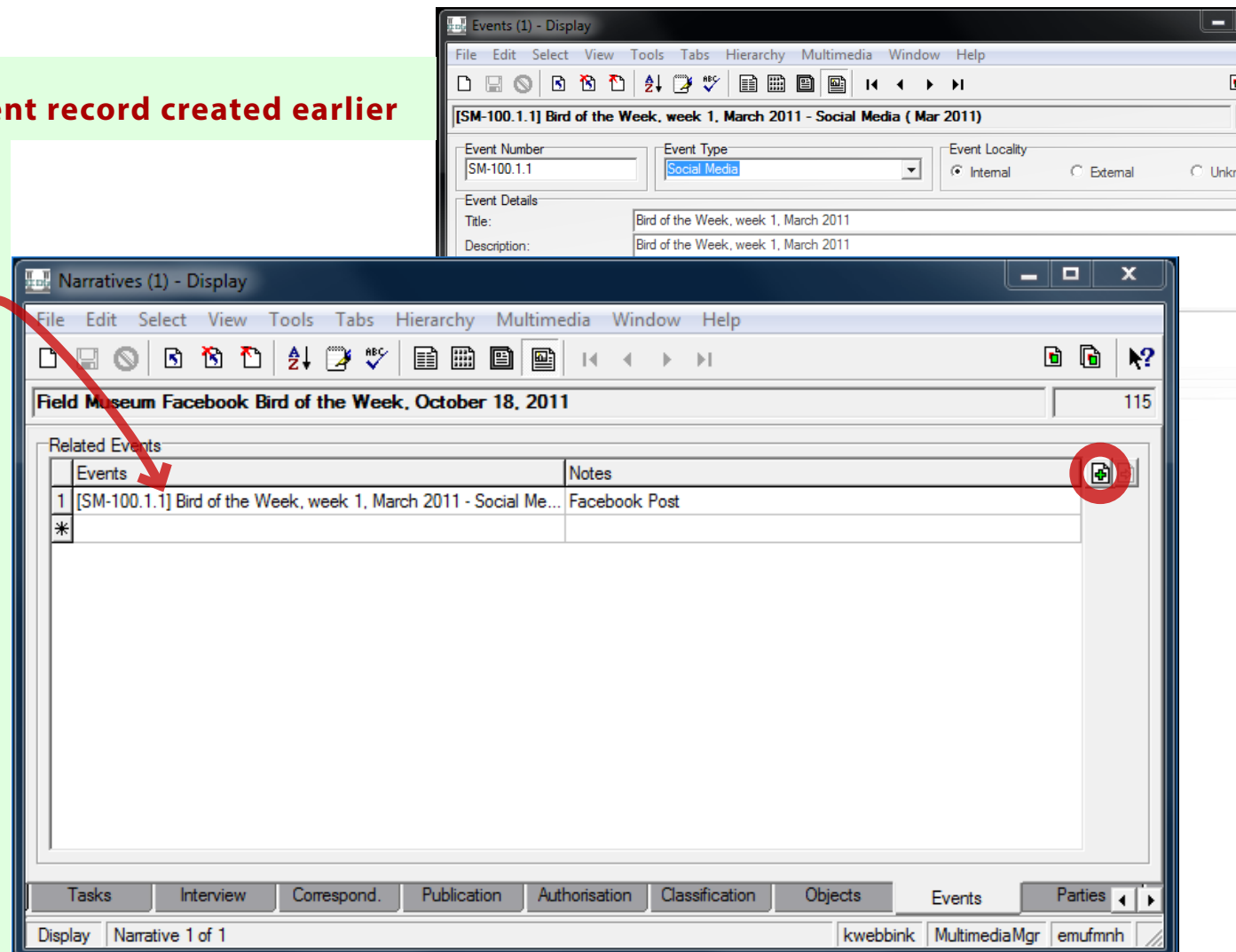


## 14 Attach the Event record created earlier

Attach this record to the Event record you made earlier by typing the Event number/title here, and clicking the green cross.

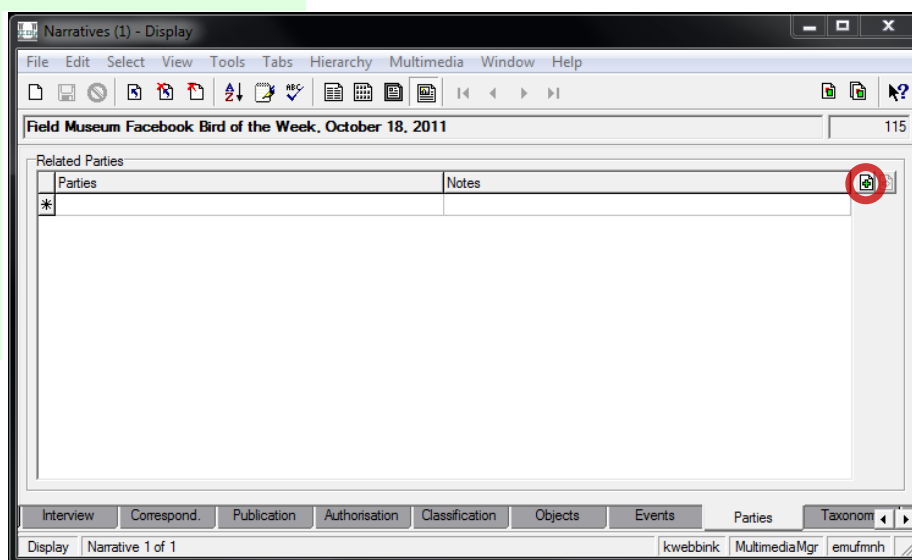
If/When narratives are reposted in other Field social media channels/series, Event records for those posts should likewise be attached to this narrative.

(If the content of the narrative is significantly modified, you may want to create a subnarrative record, insert the new content, and attach it back to this original narrative record.-- mentioned earlier, in subnarrative tab)



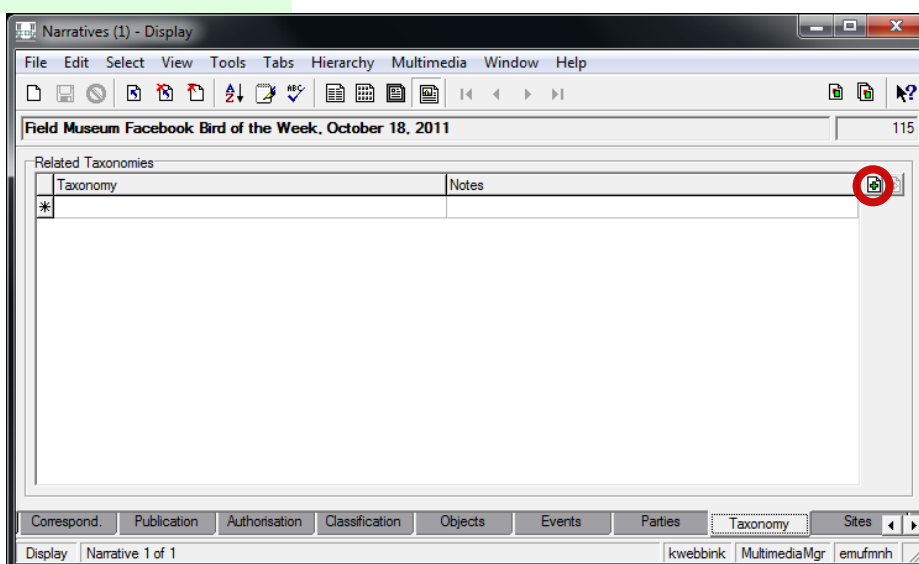
## 15 Attach Parties

Attach any Parties (individuals, departments, expeditions) that are associated with the content of the narrative.



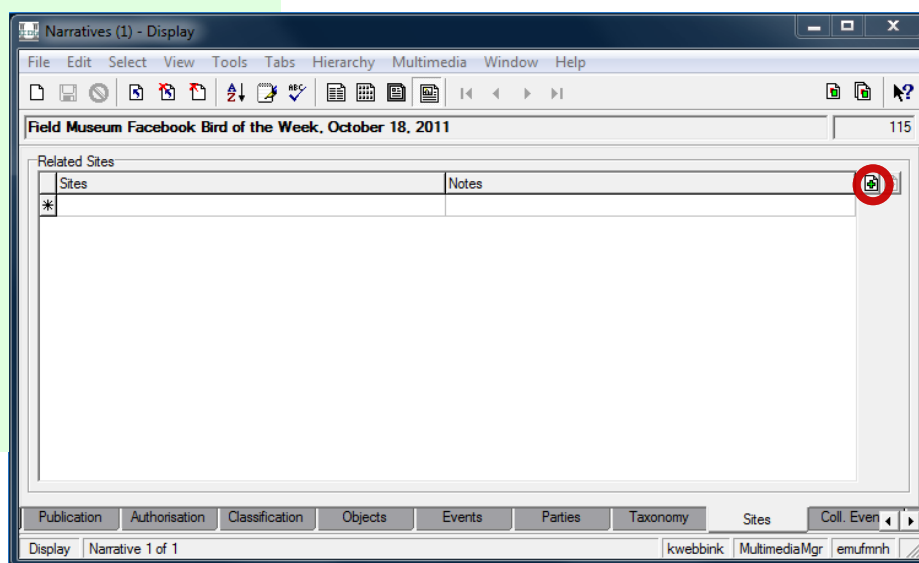
## 16 Attach Taxonomy records

Attach Taxonomy records associated with the narrative, especially if narrative content mentions a species or taxonomic group, but no particular Field Museum specimen.



## 17 Attach Sites

**Not in use currently.** In order to attach Site records associated with the narrative, contact the relevant contributors to the narrative to determine which Site record is appropriate.





## 18 Notes

**Notes:** Document any further notes about the narrative record here. (e.g., further edits needed, suggestions for future writers on the subject.)

**Attributed:**  
Sign your note by attaching your Party record.

**Date:** DD Mon YYYY

The screenshot shows the 'Narratives (1) - Display' window. The title bar indicates the window is titled 'Narratives (1) - Display'. The menu bar includes File, Edit, Select, View, Tools, Tabs, Hierarchy, Multimedia, Window, and Help. The toolbar contains various icons for file operations and navigation. The main content area is titled 'Field Museum Facebook Bird of the Week, October 18, 2011' and shows a 'Notes' section with a large text area for notes, an 'Attributed to:' field with a dropdown menu, and a 'Date:' field. Below the main text area is a table with columns 'Notes', 'Date', and 'Kind of Note'. The table has one row with a '\*' in the 'Notes' column. At the bottom, there are tabs for 'Classification', 'Objects', 'Events', 'Parties', 'Taxonomy', 'Sites', 'Coll. Events', 'Notes', and 'Notes'. The 'Notes' tab is selected, and the 'Display' button is visible at the bottom left.

## 19 Attach Multimedia

Attach the photo used in your post by dragging it from the Event record into this Multimedia box

The screenshot shows the 'Narratives (1) - Display' window with the 'Multimedia' tab selected. The title bar indicates the window is titled 'Narratives (1) - Display'. The menu bar includes File, Edit, Select, View, Tools, Tabs, Hierarchy, Multimedia, Window, and Help. The toolbar contains various icons for file operations and navigation. The main content area is titled 'Field Museum Facebook Bird of the Week, October 18, 2011' and shows a 'Multimedia' section with a large empty box for attaching multimedia. To the right of the box is a 'Resource Information' section with fields for 'Title:', 'Creator:', 'MIME Type:', 'MIME Format:', and 'Identifier:'. Below this is a 'Description' section with a large text area. At the bottom, there are tabs for 'Events', 'Parties', 'Taxonomy', 'Sites', 'Coll. Events', 'Notes', 'Notes', 'Multimedia', and 'Security'. The 'Multimedia' tab is selected, and the 'Display' button is visible at the bottom left.

## 20 Security

This tab controls who can and cannot see the Narrative.

### Access

Make sure to set correct Yes/No values for "Publish on Internet" and "...on Intranet"

These settings define whether the public and intranet-users can view this Event record.

### Department

List all internal departments who have permission to see this event

Your Department  
Collection Department  
Division

Narratives (1) - Display

Field Museum Facebook Bird of the Week, October 18, 2011 115

Security

Everyone

Access

Record Status: [No]

Publish on Internet: ☐ Yes ☒ No

Publish on Intranet: ☐ Yes ☒ No

Department

1 Technology

Permissions:

Display ☒ Allow

Edit ☒

Delete ☒

Parties Taxonomy Sites Coll. Events Notes Notes Multimedia Security Admin

Display Narrative 1 of 1 kwebbink MultimediaMgr emufmnh

## 21 Admin (autogenerated)

All information here is auto-filled, but useful if reviewing a record for who last edited it, and when.

Narratives (1) - Display

Field Museum Facebook Bird of the Week, October 18, 2011 115

Legacy Data

Insertion Details

Inserted By: Kate Webbink

Insertion Date: 14 Mar 2014

Insertion Time: 14:37

Modification Details

Modified By: Kate Webbink

Modification Date: 14 Mar 2014

Modification Time: 14:39

Import Details

Import Identifier:

System Identifier:

Taxonomy Sites Coll. Events Notes Notes Multimedia Security Admin

Display Narrative 1 of 1 kwebbink MultimediaMgr emufmnh

## 22 Save!

Presto!

(what am i forgetting fortheloveofholythings?)