Uploading Content to People's Collection Wales

In order for your content to be as useful as possible online, as much information as possible should be attached to each item.

Further information on metadata standards when digitising can be found in Module 2 of the Culturenet Cymru Digitisation Guidelines.

Uploading via the Website

1: Log in to your account at the top right-hand side of the Homepage

2: Go to "Your Account" (link at top right-hand side of the Homepage)

3: Click on 'Add an Item' and the following form will appear:

Browse the files on your computer for the item to upload

When you're happy, click upload item to proceed

4: Adding information

Once you've clicked "Upload Item" the following window will appear. Here you can add information to the item. Note that the system automatically takes the title from your filename so you need to change this.

There is an example of how this should be filled on page 6

TITLE
NOTE: This will automatically use the filename – you need to change it

DESCRIPTION
Any additional information

TAGS

Thank you for adding your item. If you would like to add or edit some information before submitting it for moderation, please do so now.

(English)   GTJ83365   **+ BILINGUAL**

Description
(English)   **+ BILINGUAL**

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Tags
(English)   **— BILINGUAL**

(Cymraeg)

5: Copyright Information

On the same page it is necessary to add information relating to the rights associated with the item. No item can be uploaded to the site without the contributor first agreeing to the Terms of Use and to licensing the item under the Creative Archive Licence.

Other information can also be added as shown below:

Copyright Information

☑ I accept the Terms of Use and Privacy

☑ I have the right to upload this material and I have the right to allow others to use it under the Creative Archive Licence

☑ I have the read the Copyright Guide Copyright Guide

Who created this item? [   ]   ☐ Unknown

Is there anything else we should know?
(English)

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Reproduced by kind permission of the Estate of John Jones and The National Library of Wales.
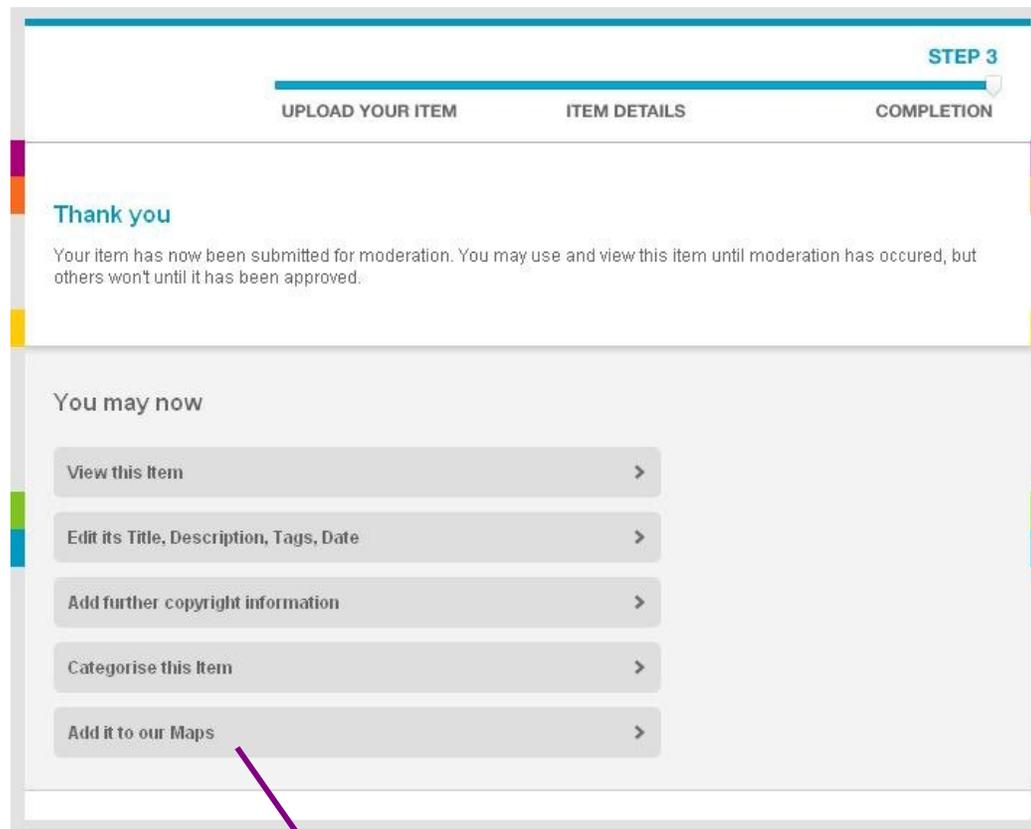
SUBMIT ITEM FOR MODERATION

You must agree to these terms before the items can be uploaded

Acknowledge other rights holders or give thanks for permissions

When you're happy, Submit the Item for Moderation

Once you have submitted the item for Moderation, you can add further information to it during Step 3:

Add it to our Maps

Geo-locate the item where it is most commonly associated using a simple mapping interface. Just double-click to pinpoint the location.

This is particularly important if you want to use items to create a Trail on the site.
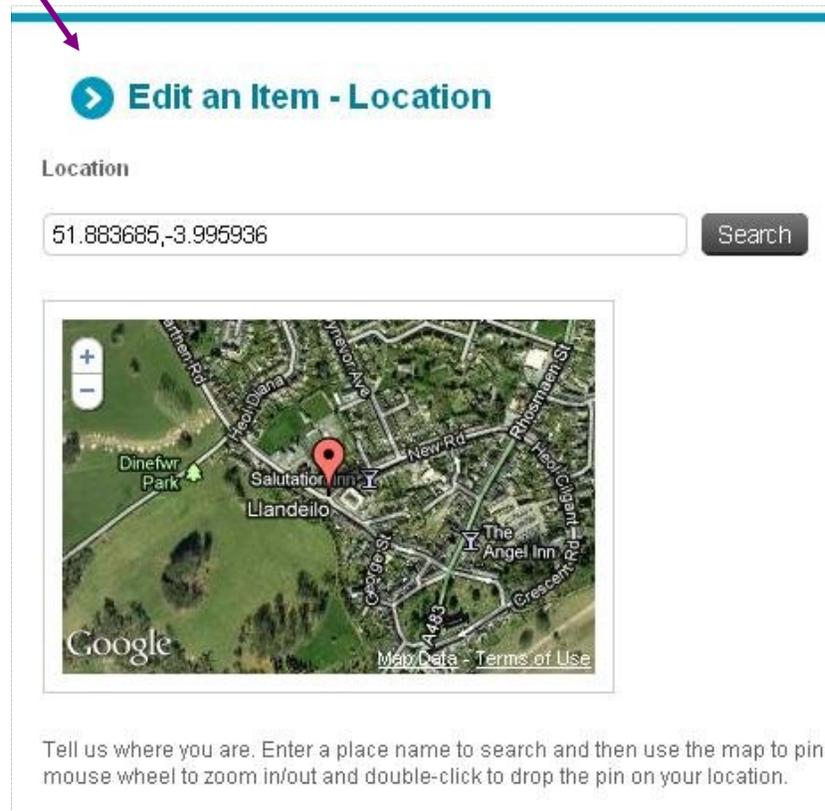
Add the item to a Collection or Group

If you have already created a Collection or Group, you can add the item quickly and easily before it is moderated by going to 'Categorise this Item'.

Edit an Item - Categorise this Item

Double-click on the collection in the right-hand column to add the item.

Selected collections will appear on the left

to Collection:

items selected	Remove all		Add all
Trefin Mill		Images of Dinefwr Castle	
		Talley Abbey	
		Pentre Ifan Burial Chamber	

Add to Group:

0 items selected	Remove all		Add all
		Rehoboth Welsh Chapel, Delta, PA	

☐ Is this a biography item for use in Family Story?

EXAMPLE
Here is an example of the kind of information that could be added to an item

Title
A meaningful title which tells the user what the item is. It should answer who, what, where, when as effectively as possible.

Note: The website automatically selects the item's filename as a title so this will need to be changed. |
| **Description** |
| This should be any contextual or background information to add to the item. It could also be a transcript of text that is difficult to read. The more information associated with an item, the more valuable it becomes to the user. |
| **Tags** |
| Words associated with the item that will aid the search process. |

Thank you for adding your item. If you would like to add or edit some information before submitting it for moderation, please do so now.

(English) Welsh Language Society's first protest, 7 January 1963   **+ BILINGUAL**

Description
(English)   **+ BILINGUAL**

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Cymdeithas yr Iaith Gymraeg was established in August 1962 at a meeting held during the Plaid Cymru Summer School in Pontarddulais. The society held its first official protest on 2 February 1963 in Aberystwyth. Some 40 members and supporters sat in the middle of the road on Trefechan bridge, stopping the traffic for half an hour.

Tags
(English) Language, society, protest, Aberystwyth, Trefechan   **— BILINGUAL**

(Cymraeg) Iaith, cymdeithas, protest, Aberystwyth, Trefechan