

Doing our bit: adding a photograph

The *Doing our bit* database can accept all types of photographs, but portraits of service men and women are preferred. (Other image collections can of course be referenced.)

1. Prepare your image

To add a photograph to a person's page, first prepare a web-friendly version on your computer. Web-friendly means a JPG or PNG image, about 800 pixels on its longest size, and between 50 and 150 kb in size, although this is just a rough guide.

The web-friendly image is for uploading to the *Doing our bit* website; it will link back to the authoritative record or high resolution image in an online collection, such as Mosman Library's digital archive Trace, or the Australian War Memorial website.

This portrait of Gunner J. M. Ruty is from the Mosman Honour Boards. I downloaded it from Trace, and resized it proportionally to 72 dpi and a height of 800 pixels. It's a JPG, 108 kb in size.



2. Add a source

I logged into *Doing our bit*, went to J. M. Ruty's page <http://mosman1914-1918.net/people/999.html/> and clicked the button 'Add a source'.

Doing our bit, Mosman 1914-1918 Your account ▾

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J. M. Ruty

Commemorations

- RUTTY J. M. on the North Face of the Mosman War Memorial
- RUTTY, J. on the Mosman Church of England Preparatory School Honor Roll (1914-1918)

Update
Add a story
Add a source
Merge

A 'source' can be one of the following types:

- website
- webpage
- letter
- diary
- photograph
- Trove newspaper article
- National Archives of Australia file or document
- Australian War Memorial database record
- Commonwealth War Graves Commission database record

We want to add a photograph, so set the 'source type' to 'photograph', then add the photograph's title, URL and publication date (if known).

Add a source

About this person

Source type

Title

URL

Publication date

Single date Date range

'URL' is the link to the authoritative record. It could be to the image's page on the AWM website or State Library of NSW catalogue, or, as in the example above, it can be a link to this record in Trace. *(More on Trace links at the end of this document.)*

Done? Click 'next'. You now have an option to upload the image prepared earlier, and add a caption.

Images

Image Gunner.J.M.Ruddy.jpg

Order:

Delete:

Image caption

B *I* | | | | |

A photo from the 'Mosman boards' held in the Local Studies Collection featuring portraits of WWI service men. The boards are titled "WITH THE COLORS".

body p

A number of other fields, for creators and publishers, are available, but generally, you will now click 'finished' and the photo will be attached to the person's page. This screen shows the 'source' record page. The 'main subject' link takes you to J. M. Rutty's page.

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Memorials Home / Sources / Gunner J. M. Rutty (photograph) Update

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Gunner J. M. Rutty (photograph)

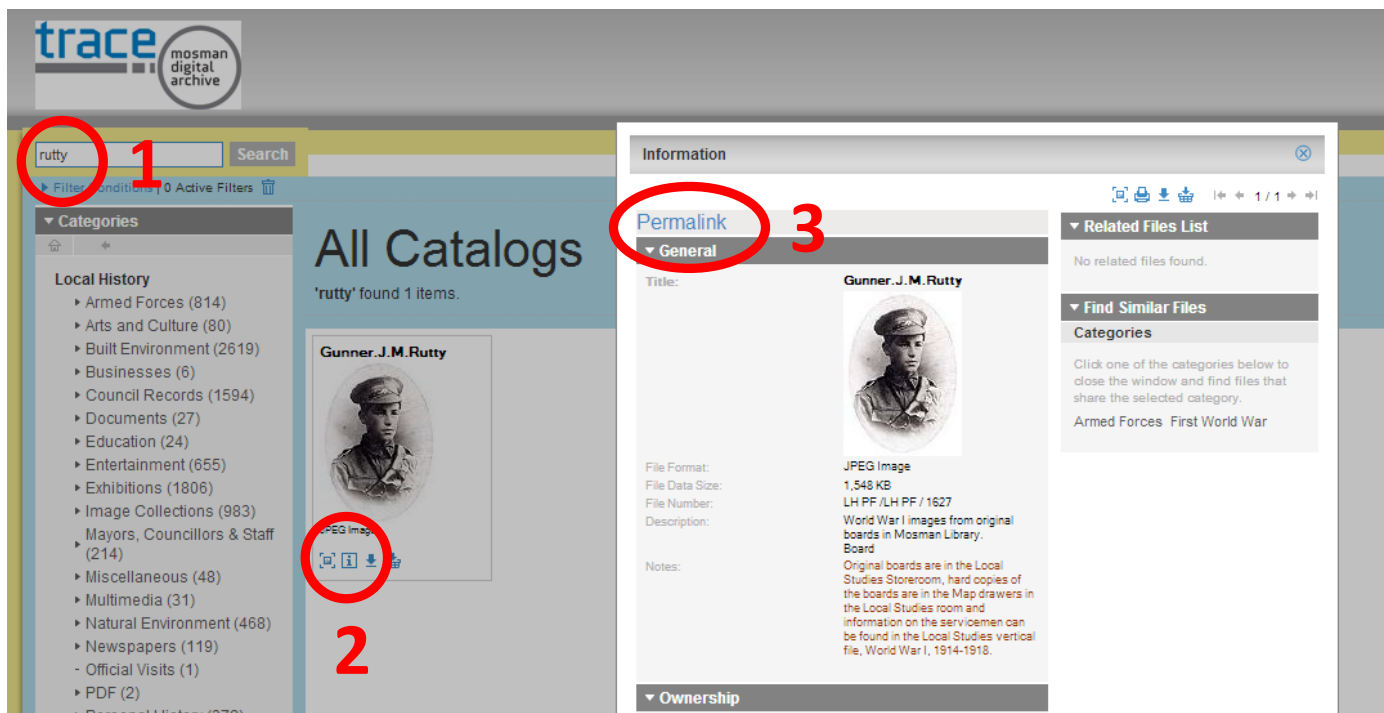
Type photograph
Web <http://images.mosman.nsw.gov.au/local-studies/S...>
Main subject • J. M. Rutty



Trace URL for Gunner J. M. Rutty

Note the web link above, which is to Mosman Library's digital archive, Trace. Follow these steps to find the URL of the record in Trace. This is the 'permanent link' to the *individual* record.

1. Go to images.mosman.nsw.gov.au and search for 'Rutty'.
2. Click on the 'i' info icon below the thumbnail, and a modal window will pop up.
3. Right-mouse-click on 'Permalink' and copy the link ('copy shortcut' in Internet Explorer).



The screenshot shows the Trace website interface. A search bar at the top left contains the text 'rutty' and is circled in red with the number '1'. Below the search bar, a list of categories is visible. A search result for 'Gunner J. M. Rutty' is shown, featuring a thumbnail image of a man in a military uniform. Below the thumbnail, there are icons for image actions, with the 'i' (info) icon circled in red and labeled '2'. A modal window titled 'Information' is open over the result, showing details for 'Gunner J. M. Rutty'. The 'Permalink' link is circled in red and labeled '3'. The modal window also displays file format, size, and description information.

The URL should look something like this: <http://images.mosman.nsw.gov.au/local-studies/ShowRecord.jsp?server=192.168.0.10&catalogName=Local+History&recordID=3216&encoding=UTF-8>