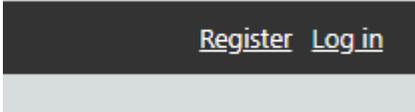


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SECTION A: GETTING STARTED

1	<p>Open a web browser and type <i>torf.llyfrgell.cymru</i> in the address bar, and then press Enter.</p> <p>The National Library of Wales would encourage you to use a recent version of a modern web browser such as Firefox, Chrome or Safari when contributing to this platform.</p>	
2	<p>Choose in the top right corner which language to use</p>  <p>On the Home page you'll see details of all the projects on the website.</p> <p>Click on Photo Albums, then View Project and then Get Started.</p> <p>Choose one of the photo albums.</p>	 <p>Llyfr Ffoto Llansteffan Album Llyfr Ffoto Abergeldie Castle Album</p>
3	<p><u>Before you start contributing:</u></p> <p>If you are visiting this site for the first time you will need to register by clicking the Register link on the top right hand of the screen and following the instructions on the next screen to create an account.</p> <p>If you are returning to the site, then you can start working immediately by clicking on Login and entering your details.</p>	
4	<p>On the next page you can choose which photo you would like to annotate, or if you are returning to the site, you can continue annotating a photo that you started working on previously.</p> <p>The circle in the bottom right corner of the photo represents its status:</p> <ul style="list-style-type: none"> • The green circle shows that the annotation of this photo has been completed; • The yellow circle indicates that work has started on this photo, but it has not been completed; • If there is no circle, no one has started work on this photo. 	

If you want to edit a photo that has no annotations move on to **Section B**.

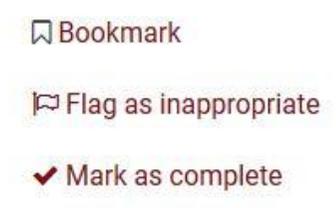
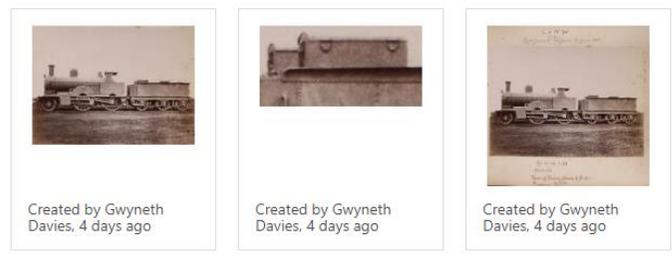
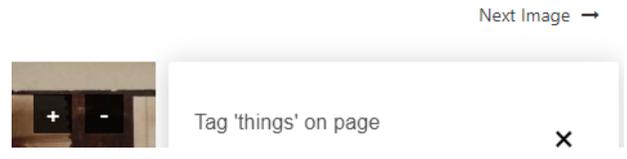
If you are editing a photo that has already been partially annotated move on to **Section C**.

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SECTION B: ANNOTATING A PHOTO FOR THE FIRST TIME

<p>1</p>	<p>Click on the photo you want to annotate.</p> <p>Choose a task. You can hover on the question marks for guidance.</p> <p>Select one of the tasks below</p> <p>Tag 'things' on page ?</p> <p>Highlight a photo ?</p>	<p>You can use the '+' and '-' signs, or the wheel on your mouse, to scroll in and out.</p> 
<p>2</p>	<p>Tag 'things' on page:</p> <p>Drag the red box and adjust its size until it fits around the object or element of the photo you want to tag. Click 'save' under the box. Start typing and choose a tag from the dropdown menu. Once you are finished click on Next > and then on the red Save button below the text.</p> <p>To tag more elements within the photo, click 'continue annotating this item' and repeat the steps above. Please tag everything you see within the photo.</p>	 <p>Tag 'things' on page ×</p> <p>Move the red box to draw box around objects or 'things' that appear in the photograph and tag them (i.e. say what they are). For example cars, people, trees, building, chimney etc.</p> <p>Please select a region on the page</p> <p>Start typing to find a relevant tag. ?</p> <p>statue</p>
<p>3</p>	 <p>Highlight a photo ×</p> <p>Drag the red box to highlight one photo. Make sure to include any labels or writing by the photo. Don't worry if it overlaps another photo. You can tag more photos at the end.</p> <p>Please select a region on the page</p> <p>Type of page</p> <p>Please select...</p> <p>Record relevant captions (textual information) appearing on, or around, the photograph ?</p> <p>Record the Date ?</p> <p>Record the location of the photograph. ?</p> <p>Search places</p>	<p>Highlight a photo:</p> <p>Drag the red box across the image and adjust its size until it fits around the photo. Click 'save' under the red box. Choose the 'type of page' from the dropdown menu. Record in the text boxes on the right any information you see on, or around, this photo. You can record:</p> <ul style="list-style-type: none"> • Captions or text; • Date the photo was taken; • Location of the photo (if there's no specific info you can just record the country, if known). <p>Please note that not all photos have information to record.</p> <p>Once you are finished you should click on Next > and then on the red Save button below the text.</p>

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		<p>If there is more than one photo on the page, click 'continue annotating this item' and repeat the above for each photo.</p> <p>Please record every photo on the page.</p>
4	<p><u>Complete:</u></p> <p>If you finish recording all elements of the photo/s, click the button on the bottom right of the screen to mark that page as complete.</p> <p>This will change its status to green (Mark as complete).</p>	
5	<p><u>Viewing annotations:</u></p> <p>Annotations are displayed as thumbnails directly below the photos.</p>	<p>User submitted annotations</p> <p>These are annotations created by the community and may need extra work to complete.</p> 
6	<p><u>Moving to the next image:</u></p> <p>Scroll to the top of the page and click on Next Image.</p>	

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SECTION C: EDITING A PHOTO THAT HAS ALREADY BEEN PARTIALLY ANNOTATED

1	<p>If you want to:</p> <ol style="list-style-type: none">1. Edit your own annotations and return to annotate a photo that you have already begun working on; or2. Edit annotations that others have started but have not completed. <p>First you will need to click on the photo to take you to the annotating page.</p>	
2	<p>Below the photo 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.</p> <p>Read the transcription (on the right). If any edits are needed click on This page needs more work. Click Mark as incomplete. Click the < Edit button.</p> <p>< Edit</p> <p>Click on this button to edit the annotation, when you have finished editing click Next > and then the red Save button.</p> <p>If you finish recording all elements within the photo/s you can use the button on the bottom right of the screen to mark that page as complete, as shown in step 4 of Section B.</p>	<p>User submitted annotations</p> <p>These are annotations created by the community and may need extra work to complete.</p>  <p>Created by Eilir, 3 days ago</p>
3	<p>If you are unable to view the photo clearly due to the various annotation boxes, click the toggle button on the top left of the image - this will hide these boxes from view.</p>	