


Directions for Adding Dogs to the Collection. There are five categories now and the directions for all are below. When filling out the fields with information on your furry friend, please use semicolons to separate terms and sentences in the free text fields. You might want to keep this document open and toggle between this document and the url. If you run into problems uploading your file, you might want to try downsizing your image (hint: a photograph over 2MB is too big. To downsize, use the software that comes with your camera or a program like <http://www.flipmyphotos.com/>). Thanks much!
<http://content.wisconsinhistory.org/cgi-bin/admin/add.exe?CISODB=dogs1>

user name: **addadog** password: **canine**

<u>Wisconsin Dogs</u>	<u>Dogs Read</u>	<u>Dogs and their Animal Families</u>	<u>Dogs in Memoriam</u>	<u>Dog Fellows</u>
All living dogs except those in the Dog Fellows category need to be added to this collection first. Please fill out all of the appropriate fields. These photos should be only of your dog.	Take a photograph of your dog or dogs reading their favorite books! Add one photo of each dog plus a group photo. Librarians and library workers <i>may</i> (and are encouraged to) appear in these pictures. You will not need to fill in fields from <i>Dogs Alternative Names</i> through <i>Source of Dog</i> . You can also skip <i>Other Animals in Family</i> , <i>Dogs Hobbies</i> and <i>Dogs Story</i>	Add photos of your dog with other pets you have. Please fill in the first five fields under <i>Add metadata</i> as well as <i>Region of State</i> , <i>Collection Name</i> and <i>Date</i>	Add a photograph of a dog who used to share your life. Please fill in the first four fields under <i>Add metadata</i> , as well as <i>gender</i> , <i>dogs birth year</i> , <i>year of death</i> , <i>hobbies</i> , <i>story</i> , <i>collection name</i> , and <i>date</i> .	This is a loose category. Tell a good story to get your dog included. <i>Dogs Story</i> should be your <i>and</i> your dogs story. Fill in all fields. You may also add your dog to the Dogs Read category.

Add item

Add items to the pending queue where they must be reviewed and approved before they are added to the collection. Use the Acquisition Station to import full resolution items and items with transcripts.



Browse your files for a jpeg (.jpg) file.

Add metadata	
Name	<input type="text"/>
Breed	<input type="text"/> controlled vocabulary
Library Employees Name	<input type="text" value="Jo"/>
Name of Library	<input type="text"/> controlled vocabulary
Type of Library	<input type="text"/> controlled vocabulary
Type of Librarian	<input type="text"/> controlled vocabulary
Dogs Alternate Names	<input type="text"/>
Gender of Dog	<input type="text"/> controlled vocabulary
Size	<input type="text"/> controlled vocabulary
Dogs Birth Year	<input type="text"/>
Year of Dogs Death	<input type="text"/>
Source of Dog	<input type="text"/> controlled vocabulary
Region of State	<input type="text"/> controlled vocabulary
Other Animals in Family	<input type="text" value="Oscar (cat) ; Bubba"/>
Dogs Favorite Book	<input \"my="" by="" david="" friend="" pigs\"="" rabbit\"="" the="" three="" type="text" value="\" weisner"="" weisner;=""/>
Dogs Hobbies	<input type="text" value="Chasing balls; Chasing balls; Chasing balls."/>
Dogs Story	<input type="text" value="One time our dog... We found our dog... Our dog believes..."/>
Category Name	<input type="text"/> controlled vocabulary
Date Entered	<input type="text" value="October 2008"/>
Email address	<input type="text"/>
Filename	<input type="text"/>
Permissions	<input type="text"/> edit

Select thumbnail

Use CONTENTdm thumbnail. Thumbnails are generated automatically for JPEG, GIF, and TIFF files. Other file types use default thumbnails.

Use custom thumbnail

All of these fields have controlled vocabularies. Please browse the controlled vocabulary before adding a new term. If you choose more than one term, separate the terms with a semicolon. In some cases (such as with size), it might be easiest to just cut and paste from the controlled vocabulary.

An example

Even Larger (121 pounds and over)
 Extra Large (91-120 pounds)
 Extra Small (under 10 pounds)
 Large (60-90 pounds)
 Medium (21-59 pounds)
 Small (10-20 pounds)

Choose one of these categories.

Dog Fellows
 Dogs and their Animal Families
 Dogs in Memoriam
 Dogs Read
 Wisconsin Dogs

For date entered, please enter the month and year for example: October 2008

Please enter your email address. This information is not publicly displayed and if we have any questions, we'll be able to contact you.

You do not need to fill in the Filename and Permissions box. Also let CONTENTdm generate your thumbnail.