

## Frequently asked technical questions

### **How do I save?**

There are numerous save buttons to make saving your data easy. You can use the save buttons on the right-hand side of the form. This will save the entire content of the form. You do not need to press save individually for each field. Once you have saved, the screen will jump back to where you were previously on the form. If you have not completed all the fields simply close and return to the form later. Some fields may not be relevant for your garment and can be left blank. There are a few fields that are mandatory and they are marked with a red asterisk. When you have completed your entry, tick the 'submit for inclusion' box at the end of the form.

### **Can I access the internet while I am working on an entry?**

You can easily access the internet while working on an entry. How you do this will depend on the type of internet browser you are using. When using Firefox or Internet Explorer 7 you can press 'ctrl' and then 'tab' to open a new internet tab. For older versions of Explorer press 'ctrl' and then 'N' to open a new window. For Macintosh computers, the browser Safari has tab browsing. Press 'Apple' and then 'T' to open a new tab. You can select a tab along the top of the screen, below the toolbar.

### **Will terms entered on the form affect whether people will find the item in a search?**

There are lots of possible ways to search through the data entered into this register. However, it is helpful to be consistent and for this reason dates must be entered in a structured way. The search engine will also be able to search through the free text in the notes fields. Search terms will not be case sensitive.

### **How big can my images be?**

Images can be up to 30 megabytes. Images need to be in JPEG format as this is internet friendly. You will be able to upload PDFs as well.

### **How do I get hard copies such as photographic prints (from film) or newspaper articles onto the website?**

Hard copies will need to be scanned for the website. Your local library or photo shop could assist you with this if you do not have a scanner. If this is not possible, you can send us copies (not originals) and we can scan them for you.

### **How many images can I include?**

There is a limit of 10 images in the initial photo section. Note that the first photo will be the item's thumbnail image. There are three other sections where photos can be uploaded for specific purposes, for example, condition. There is a limit of five photos in each of these sections.

### **Can I edit my photographs, their captions or replace them if I get better images?**

You are able to edit your photograph choices. You can also switch the order of photos and edit captions.

### **Will links to photos be affected if I move the image file in my computer?**

Images in the register will not be affected if the source file is moved. The image file is uploaded physically to the database not linked to an individual computer. However, do note that links you add to your entry may be broken. This is an ongoing problem on the internet. Think about the links you wish to add and question whether they will be maintained.

### **Can I print off a blank form so I can work on the entry away from the computer?**

You can print a blank form and complete the data entry by hand. Then enter the date at your convenience online or if you prefer, post or scan your handwritten form to us and we will enter it.

### **Can I print off a copy of my entry for the Museum file?**

Yes, there is a printable version.

### **How many users can an institution have?**

Several users can be issued if necessary. All the users from a single institution will be able to see that institution's entries.

### **Can users change their passwords?**

Users are able to change their own passwords. Passwords need to be strong. This means they need to include both text and numbers. Usernames and passwords are case sensitive.

### **What if I forget my password?**

Contact us and we can issue you another one.

### **Can I delete an entry?**

Yes. There is the ability to delete entries. Be careful, entries are not retrievable.