A step by step guide to uploading information onto the Central Otago Memory Bank.

1. Register as a user. (Right hand side, just under the search box.) There are clear and easy instructions to follow. You are asked to read and accept the terms and conditions. We understand that very few people do so to highlight the main points please remember when using this site:
   a. Anything you add you are making freely available to the wider public.
   b. Please be sure you have the authority to upload the information (Photo's copied from the Otago Daily Times website for example are under copyright and you are not allowed to use them.)
2. Add some information. Directly to the left of the register/login box click this text 'Add Item'
   a. The helpful prompt askes you what you would like to add? And there's a drop-down box of options:
      i. Topic – this is good if you have lots of images or documents you want to up-load related to this one 'Topic'.
      ii. Image – this is good if you just have one or two images you'd like to upload.
      iii. Audio – if you have an audio file to upload
      iv. Video – if you have a video file you'd like to upload – although at the moment you're best to insert You Tube code and embed the video in the text box (I'll explain later).
      v. Web link – if you just want to highlight another website or webpage.
      vi. Documents – this is actually just for PDF's.
3. Adding a new 'Topic': maybe you are the secretary for the local community hall. You have a heap of old photos and you want to save them all onto the Memory Bank in case of fire at least the images and stories are saved.
   a. Once you have selected 'Topic' another drop-down box appears 'about a' – please choose what your topic is about – e.g. All the memorabilia stored in the Hall is probably about a 'place'.
   b. Then all you have to do is give it a title, scroll to the bottom of the page and push 'Create' and you're done. However there is a lot of room to put in all sorts of information.
   c. There is a text box for a 'short summary'. This could be one or two sentences or a small paragraph.
   d. There is a large text box with a toolbar similar to writing a word document. Here you can get carried away and do all sorts of things! Just like you can do in any Microsoft Word Document or Apple Doc. You can change the font, colour and size of the text.

e. You can add a picture, insert tables, add hyperlinks… And embed HTML code – nothing too fancy, keep it simple people - perfect for You Tube clips. Embedding HTML does take a couple of extra steps (see below) and you need to make sure you've done all the other stuff first! (Typed up all the text, inserted any pictures and links…)

f. Now you can enter 'Tags' – a 'Tag' is a key word that people may use to search for your item. E.G. If this topic is all about the Lowburn Hall my tags would be Lowburn, hall, community, clubs, dancing. Those last 3 tags relate to what the majority of the material associated with this topic are all about.

g. Here you can put a pin on the map of where your Topic is geographically located. If your Topic was about a Person who moved a lot or doesn't want their location advertised on the web you can just skip this section and leave it out. For the example of the Lowburn Hall though, I would enter 'Lowburn Valley Road' in the search box at the top of the map, then I would change the map to 'satellite' (top right hand corner of the map) and zoom in until I could actually see the hall and mark the spot right on top of it.

h. Then you'll find a box to insert a 'city'. For those of us in Central Otago we don't really have one! You can either leave it blank or if you are in a town or right on the edge of a town you might insert that town's name. For the example of the Lowburn Hall I think I'd leave it empty.

i. Click on the 'Create' button and boom! You're done.