



# Tombstone Transcriber

## General How-To Guidelines

Before subscribing to or using Tombstone Transcriber, please review the [terms and conditions](#) which define your rights and responsibilities as a subscriber.

This guide is designed to help you get started using Tombstone Transcriber and to get the most benefit from using it. We'll start with a brief overview of what Tombstone Transcriber is and what it does. Next, we'll go through some examples of how you use Tombstone Transcriber. There is also a fairly extensive set of help screens that are specific to each of the major functions in Tombstone Transcriber. The help screens can be linked to from the top of each function page in Tombstone Transcriber.

### **What is Tombstone Transcriber?**

Tombstone Transcriber is a web based tool that helps you organize and save information that you transcribe from tombstone photographs. Tombstone Transcriber also allows you to get your information out of the database in several formats that greatly simplify the task of creating website pages that contain information about the people in the cemetery, with links to the appropriate picture(s).

### **What does Tombstone Transcriber do?**

Tombstone Transcriber allows you to save information about the people that photograph the cemeteries and send you the pictures, about the web servers where you publish the pictures, and, of course, information about the people in the cemetery and the pictures of their tombstones and markers. Tombstone Transcriber lets you associate one person to one picture, several people to one picture, several pictures to one person, or several pictures to several people. With Tombstone Transcriber, you can create text files with tables of information about the people in a cemetery, and you can also create HTML tables with a little, or a lot, of information about each person, including links to up to four pictures for each person. Tombstone Transcriber even has an HTML link checking function to ensure that all of the picture files pointed to by the HTML code that it creates are really files on the web server, so that your page doesn't have "dead links". Not only does it prevent "404 Page Not Found" errors when people click the picture links on your websites, it checks those links incredibly quickly. Tombstone Transcriber does not limit the number of pictures, the number of people or the number of cemeteries that you can save information for.

### **Setting up Contributors:**

As a transcriber of tombstone information, you most likely have people that go to various cemeteries and take pictures of the tombstones and send the pictures to you. In Tombstone Transcriber, we refer to those people as contributors. We've given you the ability to save information about your contributors so that you can give them credit for the pictures that they provide (if you want to). To set up contributors, use the Maintain Contributors function and save the information about the contributor's name and email address. You can also indicate whether the contributor prefers to have his or her email address included in your HTML table as a link (if you decide to include contributors and email links for a particular cemetery).

### **Transcribing and saving pictures:**

First, save the information about your contributors. You only need to do this once for each contributor. After that, you can associate that contributor with any picture in any cemetery.

Next, save the information about the cemetery that you're going to work on (if you haven't already set it up). Don't worry if you don't complete all of the fields, as you can always change them later. For your convenience, the name (or cemetery id) that you choose when you create the new cemetery entry is used only for your reference in Tombstone Transcriber. There's another field (cemetery name – to print) that is used whenever you create text or HTML files that have the cemetery name. This means that you can use shorter names that have more meaning to you. For example, a cemetery's "official" name might be "St. John's of Upland Hills Cemetery", but you can refer to it in Tombstone Transcriber as "St John's Upland".

When you select an existing cemetery from the "Select / Add a Cemetery" (or the "Select Another Cemetery") function, or if you select the "Transcribe Pictures" function, you will see the screen where you will do the majority of your transcriptions. Refer to the [Transcribe Pictures Help Screen](#) for details about the data elements. The suggested procedure is to start with all of the pictures that you're going to transcribe in a common location (either a folder or a CD or DVD), and have an empty folder set up for your completed pictures. For each picture that you're going to transcribe:

- Open the next picture to transcribe with whatever you use to view and edit pictures (Adobe Photoshop, GIMP, etc.) and do any edits that you see the need for (crop, adjust size, change contrast, etc.).
- With the picture open, switch to the Tombstone Transcriber – Transcribe Pictures screen and enter the information about the person from the picture (or check the "Stone Only" box if the picture is a family stone or an additional marker). Look at the specific examples below to guide you through this part. Select the appropriate values for Pictures 1 through 4.
- Click the "Insert Data" button at the bottom of the screen.
- If you selected "Generate Filename" for Picture 1, when the screen returns with a blank form for the next picture, the top of the screen will show the filename to use for the picture that you just transcribed. Save the picture in your destination folder using the filename exactly as it is displayed on the screen (including dashes and the .jpg extension) being careful to use all lower case letters. [Tombstone Transcriber only supports JPEG picture filenames at this time – if you need another type, let us know]. If the displayed name shows a folder name before the filename (like dpx1, dpx2, etc.), create a folder with that name in your destination folder and save the file there.

Keep going until all of your pictures are edited and transcribed.

When you're finished with all of the pictures, transfer the picture files to your web server (into the root folder for that cemetery) from the destination folder where you saved the pictures. Don't forget to include any dpx1, dpx2, etc. folders on the web server.

#### **Example - One Person / One Picture:**

For this situation, select "Generate Filename" for Picture 1 and select "No Picture" for Pictures 2, 3 and 4. Transcribe the information from the picture and save the picture with the name returned by Tombstone Transcriber after you click the "Insert Data" button.

#### **Example – Two People / One Picture:**

For this situation, select "Generate Filename" for Picture 1 and select "No Picture" for Pictures 2, 3 and 4. Transcribe the information for the first person from the picture and save the picture with the name returned by Tombstone Transcriber after you click the "Insert Data" button. Then, transcribe the information for the second person from the picture. Make sure that the value for Picture 1 matches the name of the picture that you just saved (it is the default value) and that Pictures 2, 3 and 4 are "No Picture" and click the "Insert Data" button.

#### **Example – One Person / Two Pictures:**

In this example, there are two different pictures for one person. One picture is the person's tombstone, and the second is a separate World War II Veteran marker for the person. First, enter the name information from the veteran marker and check the "Stone Only" box, make

sure to select "Generate Filename" for Picture 1 and select "No Picture" for Pictures 2, 3 and 4 then click "Insert Data". Save the veteran marker picture using the name that is returned by Tombstone Transcriber. Next, transcribe the information from the tombstone, make sure that the "Stone Only" box is NOT checked, select "Generate Filename" for Picture 1, select the filename for the veteran marker for Picture 2 (it should be the first option after "No Picture") and select "No Picture" for Pictures 3 and 4 then click "Insert Data". Save the tombstone picture using the name that is returned by Tombstone Transcriber.

### **Example – Many People / Many Pictures:**

By reviewing the previous examples, you should have no problem associating many people to many pictures (well, up to four pictures per person).

As a general rule, if you are entering a picture that is "extra" – meaning not the "main" tombstone for a person, use the "Stone Only" box and select "Generate Filename" to get a name to use when saving the picture. Once a picture filename has been generated, you can associate it with any person in your database (if you've already added the person, you can just edit their data and associate the picture). When adding people, the dropdown lists for pictures contain the names of the last 20 pictures that you entered. If you need to associate an older picture, use the Edit Data function after you've added the person. The dropdowns for pictures in the Edit Data function have the filenames for every picture that you've entered for this cemetery.

Only select "Generate Filename" once for each picture. If you want to associate that picture with someone later on, even as Picture 1, select the name for that picture from the dropdown. The filenames for pictures are generated based on the values that you enter into Tombstone Transcriber. The names are generated from the person's name and a number to make sure that the name is unique and never repeated for this cemetery.

### **Creating the files to upload with the pictures:**

After you transcribe your pictures (whether it's the first time or if you've just updated something or added some more pictures), you'll want to use Tombstone Transcriber to create a text file with information about that cemetery and the people in it. You can use the Create Text File function, which will create the file and prompt you to save it on your PC. You can edit the downloaded file with Notepad, or any other text editor that you like to use.

Similarly, you'll want to use the Create HTML File function to create an HTML table with information about the cemetery (you determine what is included in the file through your selections in the Edit Cemetery function) and links to the pictures. Tombstone Transcriber will prompt you to save this file on your PC. You can edit the downloaded file with any editor (but don't just double-click the saved file or it will open in your browser). You can incorporate the HTML table into your website for this cemetery.

### **Validating the picture names after you upload them to your web server:**

Before you use the "Validate HTML Links" function, make sure that the FTP information that you've set up for this cemetery is correct, especially the path to your cemetery files. Also, make sure that you've uploaded all of the pictures using the filenames generated by Tombstone Transcriber. When you use the "Validate HTML Links" function, Tombstone Transcriber gets the names for all of your picture files from its database, and then starts an FTP session with your web server (using the connection information that you provided) and gets a list of all of the filenames in the directory where the pictures should be (using the path information that you provided), and then Tombstone Transcriber compares the lists to ensure that all of the expected pictures are on the web server. If any are missing, Tombstone Transcriber will list the filename, and the person that the picture is associated with, so that you can take corrective action to avoid "dead links" that will cause your website viewers to receive "404 – Page Not Found" errors if they click on that picture link. For details, please see the [help screen for the "Validate HTML Links" function](#).