



Living Memorial Workshop Guide

New Jersey Edition

2/10/2012

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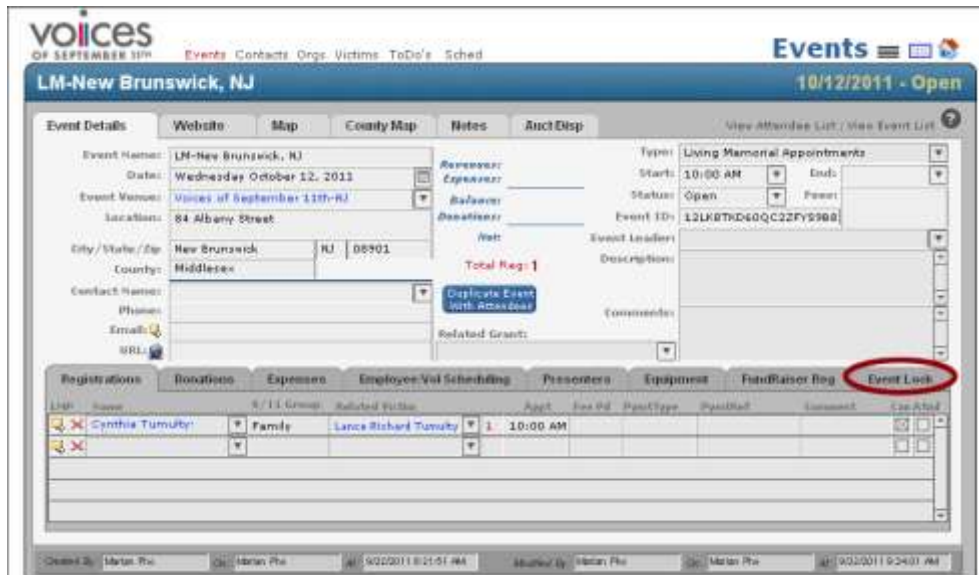
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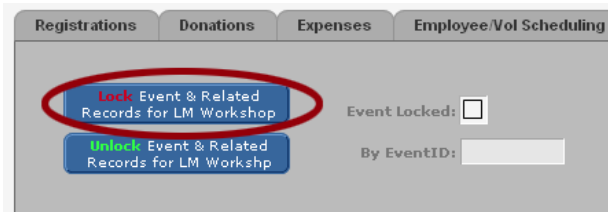
Configuring FileMaker for a Living Memorial Workshop

When Voices runs a Living Memorial Workshop out of the office, we take a copy of the FileMaker database with us to enter the information that used to be collected on Information Sheets. In order to prevent data conflicts when the database copy is folded back into the main database, all the records related to the workshop are locked and cannot be edited or changed in the office. This section will explain how to lock the workshop and its related records and to copy it to the laptop computer(s) that will be used at the workshop.

1. Lock the event
 - a. Ensure that there are no additional changes that need to be made to victim or contact records related to the workshop event. Once the event is locked, you will not be able to make any more changes. If you need to make changes, you can make them in the Field version of the database, or wait until the event is unlocked again.
 - b. Open the Event details in FileMaker and open the **Event Lock** on the far right.

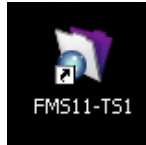


- c. Click the blue button that says **Lock Event & Related Records for LM Workshop**.



This will prevent changes being made to records that can be modified at the workshop. You are still able to view the locked records, they will be marked by a message in red text at the top saying **Record Locked**.

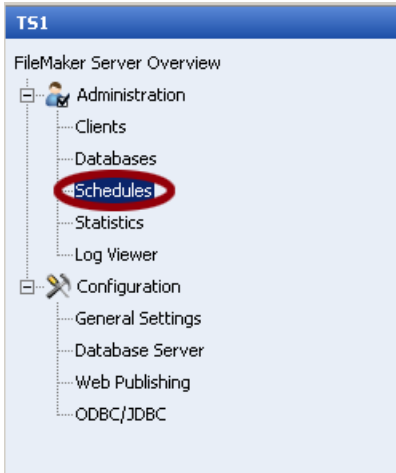
- d. Exit FileMaker.
2. Create the Field version of the database
 - a. If this is the first time you are connecting to the FileMaker Server Admin Console on this computer, follow the steps below. Otherwise, double-click the icon on your desktop skip to step b.



- i. Open a web browser (like Firefox) and enter the address:
<http://ts1.corp.voicesofsept11.org:16000>
- ii. This will take you to the FileMaker Server Admin Console Start Page
- iii. Click on the **Start Admin Console** link in the middle. This will launch the Admin Console Java application. It will also create an icon on your desktop that can be used to access it in the future.



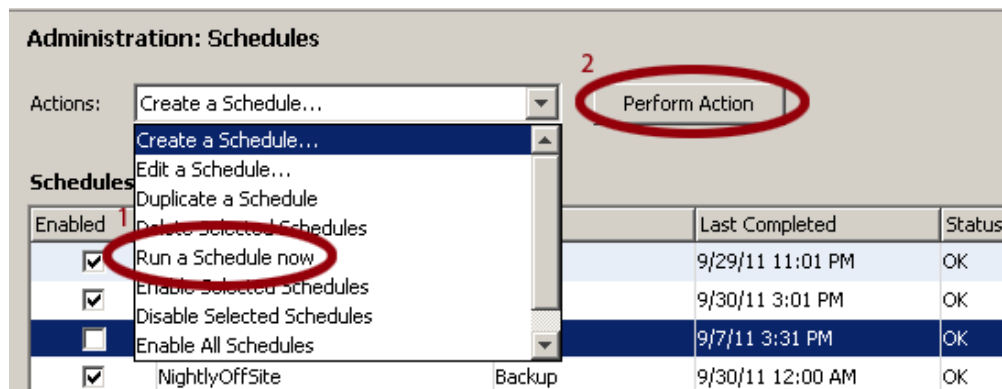
- b. At the login use: Name: **vos911** Password: **webr131#**
- c. When the Admin Console loads, choose **Schedules** in the navigation menu on the left.



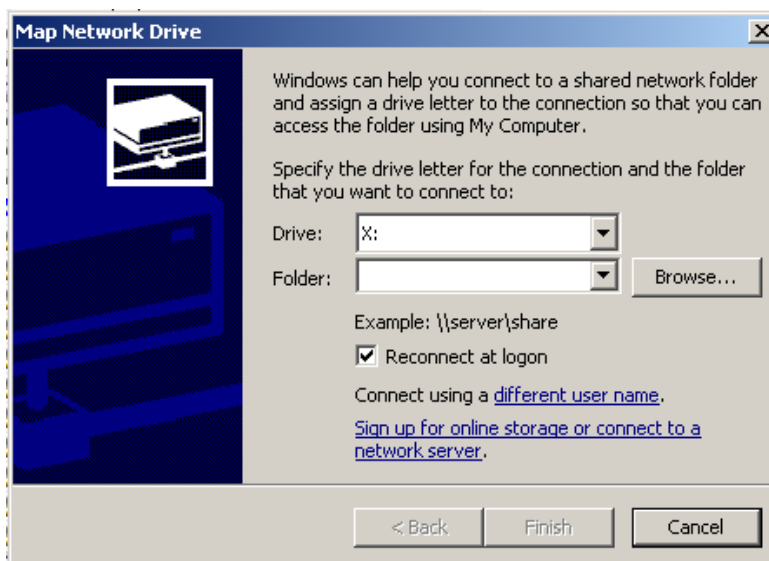
- d. You will see 4 schedules in the main panel. Highlight the **Instant Backup** schedule. (You don't have to click the checkbox, or touch any of the other checkboxes.)

Enabled	Name ▲	Type	Last Completed	Status	Next Run
<input checked="" type="checkbox"/>	Daily_Verified	Backup	9/29/11 11:01 PM	OK	9/30/11 11:00 PM
<input checked="" type="checkbox"/>	Hourly	Backup	9/30/11 3:01 PM	OK	9/30/11 4:00 PM
<input type="checkbox"/>	Instant BackUp	Backup	9/7/11 3:31 PM	OK	Disabled
<input checked="" type="checkbox"/>	NightlyOffSite	Backup	9/30/11 12:00 AM	OK	9/30/11 11:59 PM

- e. From the dropdown menu above the schedules, choose **Run a Schedule Now** and click on the **Perform Action** button.

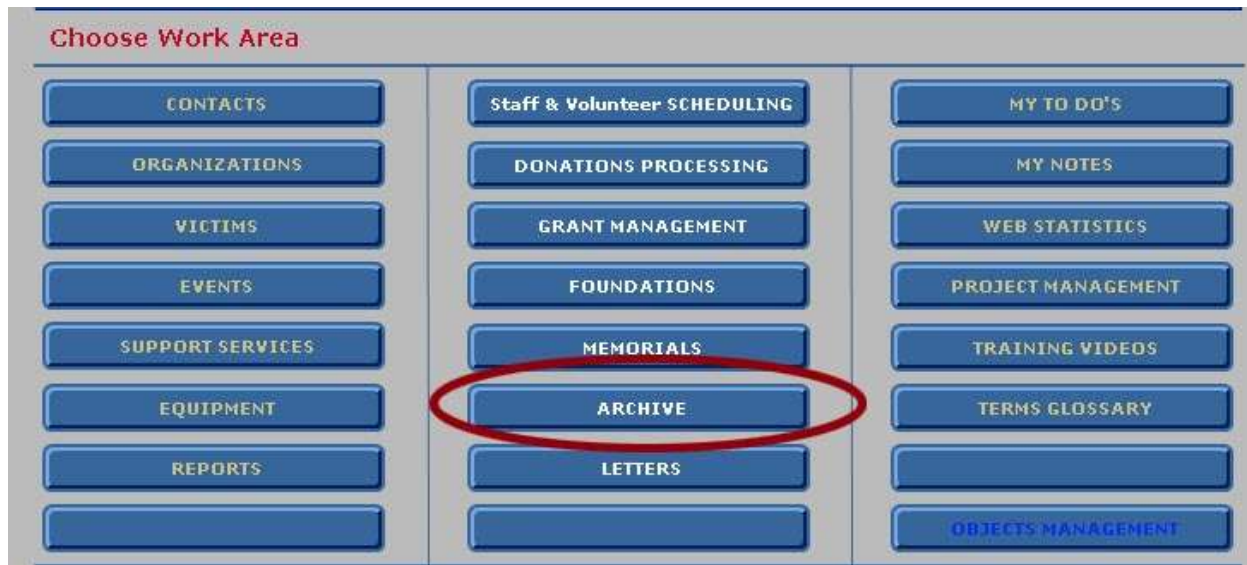


- f. The backup process will start and the status will change to *Running*. When the status changes back to *OK* it is complete.
3. Grab the backup file that was created.
- If you have already connected to the FileMaker backup drive, continue with step c, otherwise follow the directions below.
 - Map the FileMaker backup drive onto your computer:
 - Open My Computer
 - If you are using Windows XP, click **Map Network Drive** from the *Tools* menu. If you are using Windows 7, click the **Map Network Drive** button on the toolbar.

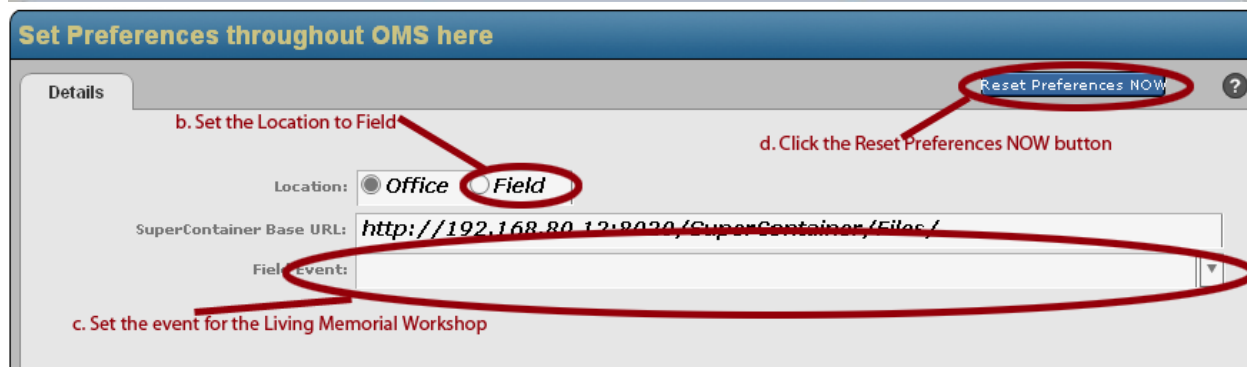


- iii. Choose **Y:** in the drive dropdown menu. If **Y:** does not show up here, then it is already assigned to another drive. Choose another letter, but remember which one you chose.
 - iv. In the *Folder:* field enter **\\ts1.corp.voicesofsept11.org** [Note the direction of the slashes!] and hit the **Browse...** button.
 - v. In the new window that opens you should see that **ts1.corp.voicesofsept11.org** is selected. Click the little plus sign next to it, and click on the folder named **FMP_InstantBackUp**.
 - vi. Click **OK** and then click **Finish** in the Map Network Drive window.
 - vii. You should now see the **FMP_InstantBackUp** drive in your My Computer window.
- c. Browse to the **FMP_InstantBackUp** drive in My Computer.
- d. You will see 4 folders in there. Choose the one that matches the date and time that you made the backup database.
- e. Open the **VOICES OMS** folder inside the backup folder.
- f. Copy the **VOICES OMS.fp7** file that is in there to an external hard drive in preparation for loading on the laptop.
4. Copy the field database file to the laptop's desktop screen.
 - a. From the external hard drive you copied the database backup to in step 3, copy the field database to the laptop's desktop by dragging and dropping it.
 - b. Once copied on the laptop, rename the file
 - i. **VOICES_OMS_Field_App_Date_State_Town_Computer**
 Ex: **VOICES_OMS_Field_App_20010911_NJ_NewBrunswick_NJRed**
 - ii. Make sure you do not delete the file extension (.fp7).
5. Open the field database file in Filemaker by double-clicking on the file you just copied.
 - a. Login in as yourself with your *FileMaker* login. **Do not** use your *Windows network* login.

6. Click on the **Archive** button in the middle column.



- a. In the middle column of the Archive screen, click on the **OMS Preferences** button.



- b. Change the radio button from **Office** to **Field**.
- i. This tells FileMaker that the records that are marked as *Locked* can be edited, and anything that is *Unlocked* cannot be modified.

- ii. If you are using more than one laptop in the field, you have to be careful about which records are edited on each computer.
 1. If you write a note about a victim on Computer 1 and then write a note about the same victim on Computer 2, one of those notes will be overwritten.
 2. It is best practices to make sure that all work for a particular victim or contact is done on the same computer.
- c. Choose your event in the dropdown menu for **Field Event**
- d. Click the **Reset Preferences NOW** button in the top right.
- e. Return to the Archive home screen by clicking the “House-in-a-Box” icon.
- f. In the middle column, click the **Delete Archive in Field App** button.
 - i. This step removes all the archives entry from the Field Application so that only the content collected at the particular workshop is available. This helps reduce confusion and respects the privacy of other family members.
 - ii. There will be 3 confirmation dialog windows you will have to approve to complete this step. Click **Yes** in the first window which asks if you are sure. Click **Yes** in the second window that notifies you of how many records are being deleted. The final window will ask “Permanently delete ALL 8596 records in the current found set?” This may sound scary, but remember that you are not working with the main database. What you do will not have any effect on the main database until the content is imported after the workshop. Click **Delete All**.



- g. Click on the **Go to LM Field App** button in the left column.
 - i. If all your steps worked, you should see empty fields, except for the event which should be prefilled with your event.
7. Repeat steps 4-6 on any other computers you are using.
8. The field database files and laptops are ready to go now.

Workshop Scanning Procedures

Determining which scanner to use

While a majority of the scanning will be done with the sheet-fed scanners, the following items should be either scanned with the flatbed, photographed with the monopod assembly, or taken back to Voices to digitize:

- fragile objects, including
 - items on tissue paper, onion paper, or paper that is cracked or brittle
 - anything chipped, frayed, or torn
- items with painted or enameled surfaces
- rare or expensive items, including:
 - antique objects
 - fine photographic prints (e.g., from a well-known art photographer or studio)
 - irreplaceable materials (e.g., original art, hand-made cards, etc.) that the family is worried about damaging
- books and manuscripts
- stiff or thick items, including
 - formal certificates
 - items mounted on card stock or panel
 - laminated items
 - greeting cards

Please use common sense; the items we are scanning cannot be replaced. See separate Photography Procedures for items being photographed.

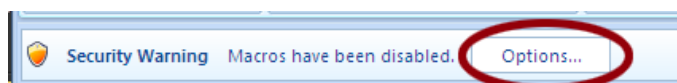
Using the Workshop Manager

The workshop manager is a valuable time-saving tool that will automatically create folders to save scanned objects and set the Kodak scanning software to use the correct file name prefix.

1. Start the Workshop Manager by double-clicking its icon on the desktop.



2. When Microsoft Excel opens, you may have to enable macros.
 - a. Click the **Options** button in the Security Warning bar at the top.



- b. Select **Enable this content** in the window that opens and click the **OK** button.



3. Follow the directions in the purple Help Banner at the top of the screen.

Help Banner Enter the subject's Last Name.						
Subject Details		Workshop Details			Workshop Folders	
Last Name	First Name	Year	Month	Day	State	City

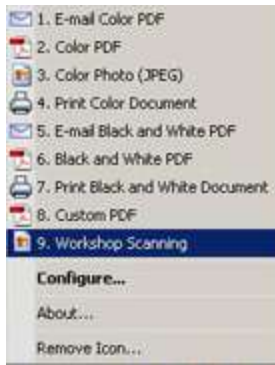
4. After entering the name of the *victim* (**not** the contributor!), date, and workshop location, double-click the rightmost cell and allow Workshop Manager to create a folder in the C:\Workshops directory for the victim you are working with. Double-click the same cell to point the Kodak scanning software to the new folder and to create the correct file name prefix.

Scanning Directions

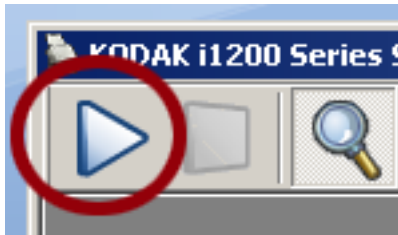
1. If using the sheet-fed scanner, place the item to be scanned face-down in the upper tray. The feed-wheels are located in the center; ensure that they will pull the item through correctly. If using the flatbed, place the item face-down on the scanning glass. Try to center the item, since the scanner sometimes cuts off the edges.
2. Click on Kodak scanner icon in the taskbar (bottom right corner).



3. Select 9. Workshop Scanning.



4. Scanning should begin. Continue by feeding items one after another. If scanning is delayed for any reason, place the next item on the feeder and hit the forward arrow on the top left-side of the Preview window.



5. Always remember to scan the backside of the photo if there is any writing present.
6. Unwanted items can be removed with "Delete". Select the delete tool and then select the image by placing the trash can-shaped cursor over the item and clicking it.



7. Rescan items if they are tilted, blurry or if there is an obvious digital artifact. Open scanner and clean both lens with spray cleaner and terrycloth or wipes if problem persists.
8. Click the large green check mark on the top left-hand corner to save the image.
9. When the Save As window pops up make sure the correct folder is selected; if it is not the correct folder, change to the correct one.
10. Click the **Save** button. Workshop Manager will already have set the correct file name.

Photographing Procedures

Object Photography

1. Determine whether you will be taking photographs of objects from above or from the side
 - “flat” objects should be photographed from above
 - typically, these are either objects that would hang on a wall or stiff or fragile “two-dimensional” items that would be damaged if fed through a scanner
 - examples include plaques, medals, framed items, original art, chipping photographs, backed or mounted art, etc.
 - “3D” objects generally should be photographed from the side
 - these are typically items that can stand on their own
 - examples include hats and helmets, small sculptures, trophies, bottles, stuffed animals, etc.
2. Photography without light box
 - place the object on black felt and improvise using the space available to create an acceptable photography environment
 - if photographing from the side and space allows, attempt to create a “floor” surface and backdrop for the object using the sheet of black felt
 - try to keep any edges from appearing in backdrop/floor
 - attempt to follow Instruction 5 (“Photography from the side” as closely as possible)
 - if space allows, large flat objects may be placed on the floor (on top of the felt) beside the table and photographed using the monopod/tripod

- the monopod, attached to the tabletop, may be extended or unextended, tilted, and otherwise adjusted to position the camera directly above the object on the floor
- if photographing this way, follow Instruction 6 (“Photography from above”) as closely as possible

3. Prepare description sheets

- photographs of object or every series of closely related objects must be preceded by a photograph of a description sheet
- make sure the description sheet is properly lighted and in focus; the instructions for photographing objects show how to do this

4. Change camera settings

- turn camera on, and make sure viewfinder screen is on; if viewfinder is not on, press **Display button** (button reading “DISP.” below the **Control dial** and next to the viewfinder) until screen lights up
- set ISO to 200, using the **ISO dial** (line up the number “200” with the orange light to the left of the dial)
- set mode to AV (aperture value) with the **Mode dial** (line up the letters “Av” with the orange light to the left of the dial)
- at the bottom of the viewfinder screen, there should be a number preceded by a small green arrow and the letter “F” – rotate the **Control dial** (the textured ring to the right of the viewfinder) clockwise until that number reads, “F8.0”
- Make sure that the image resolution is set properly by pressing the **Function/Set button** and choosing the **L** selection.

5. Photography from the side

- position yourself directly in front of object and focus camera on object focus by holding **Shutter button** halfway, releasing it, and repeating until the object (or the most important part of the object) is inside a blue box on the camera’s viewfinder

- once you have focused successfully, hold very still and gently press the **Shutter button** all the way down to take the picture
- if time and staffing allow, an experienced photographer may use a tripod (or monopod) and manual settings (low ISO, narrow aperture, long shutter speed) to capture photo

6. Photography from above

- set the camera's two-second self-timer
 - with the viewfinder display screen on, press the **Self-timer button** (on the back of the camera, just below the **Function/Set button**)
 - turn the **Control dial** (the textured ring surrounding the Self-timer, Function/Set and other buttons, to the right of the viewfinder) clockwise until the display screen reads, "2 sec. Self-Timer," and press the **Function/Set button**
- make sure camera strap is not in the way of the picture
- if necessary, ask coworkers and guests not to shake table
- photograph description sheet (see instructions for focusing below)
- once everything is in place, focus camera on object - focus by holding **Shutter button** halfway, releasing it, and repeating until the object (or the most important part of the object) is inside a blue box on the camera's viewfinder
- once you have focused successfully, gently press the **Shutter button** all the way down to take the picture and remove your hand while the camera pauses for two second (via the Self-timer) and captures the image
- if time and staffing allow, an experienced photographer may use manual settings (low ISO, narrow aperture, long shutter speed) to capture photo

Remember to photograph a description sheet before all objects or series of objects.

Using the FileMaker Field App

The following steps are written assuming that the field computer has been properly setup in the office prior to the workshop or event. For setting up the field computer for a workshop, please see the appropriate documentation.

Introduction

The Voices of September 11 FileMaker Living Memorial Field Application was developed to improve and simplify information gathering at Living Memorial workshops. The information collected in the Field App will help us to organize and present the Living Memorial content better.

The following will provide step-by-step instructions for using the Field Application and a guide to what information is needed in each field.

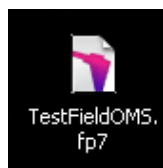
Scanning

All scanning should be done before starting to work with FileMaker.

Setup

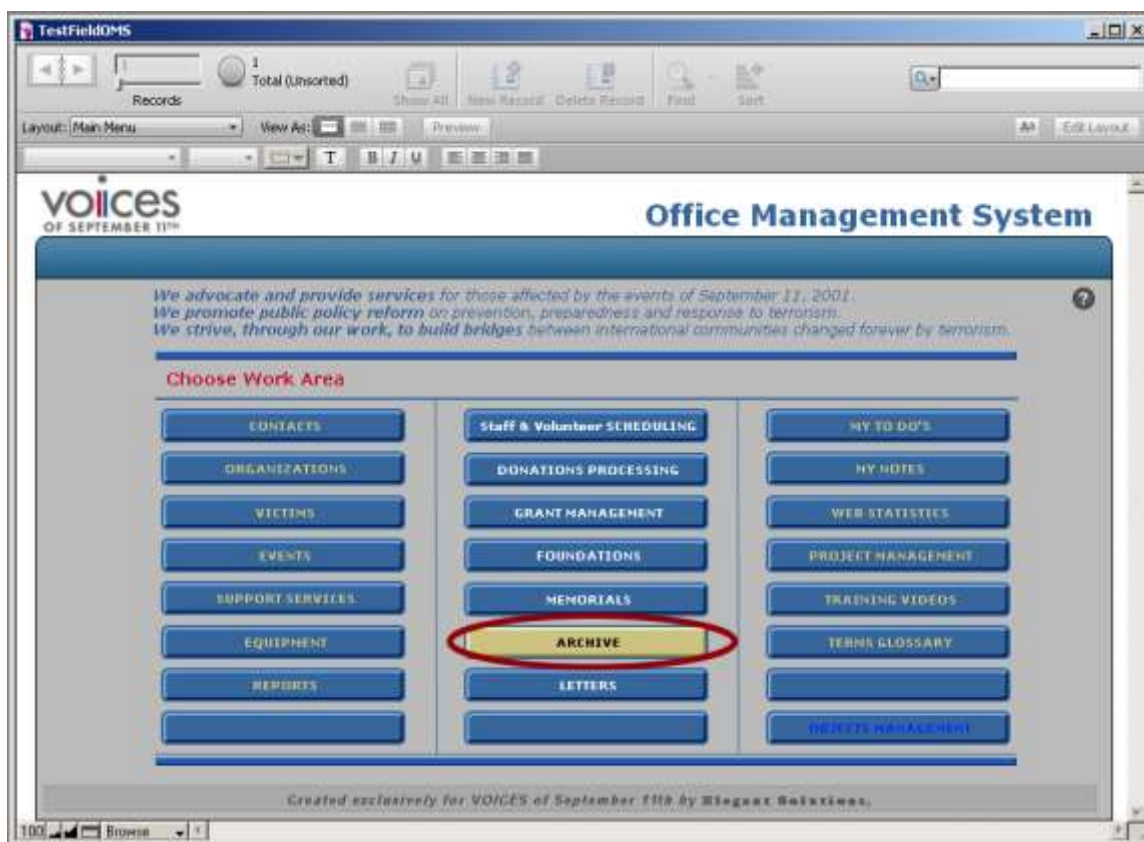
When the field computer is properly setup, there will be a FileMaker icon on the computer's desktop named for the current event.

1. If FileMaker is not already open, double-click the FileMaker icon on the desktop with the name that matches your workshop or event.



2. At the login window, enter your usual *FileMaker* login information or the information that has been provided to you. *Note: Do not use your Windows or email login.*

3. Once FileMaker is open and you're logged in, click the yellow **Archive** button in the center column.



This will take you the Field App Screen.



- a. Parts of the Field App Screen
 1. Image Preview Box

2. Batch Import Controls
 3. Event and Contributor Information
 4. Item Metadata Fields
 5. 9/11 Museum Checkboxes
 6. Posting Permissions
 7. Comments
 8. Data Tabs
4. First thing you will want to do is check to see if the correct event is displayed in the **Import Event** box (Part 2), if not choose the correct event from the drop down menu. *You must have a valid event selected before you can choose a contributor or victim.*

The screenshot shows a web interface for importing data. It features three yellow dropdown menus labeled 'Import Event:', 'Import Contrib:', and 'Import Victim:'. To the right of these are three blue buttons: 'Import Picture', 'Import File', and 'Batch Import Pics & Vids'. Below these buttons are two green buttons: 'Batch Import Pics & Vids' and 'New Record'. At the bottom right, there is a red text message that reads 'Create all New Records by using Green Buttons'.

5. From the **Import Contrib** (Part 2) menu, select the contributor you are currently working with. *The only contributors listed should be the ones registered for the event. If the contributor is not listed, he or she is not registered.*
6. From the **Import Victim** (Part 2) menu, select the correct Victim. *The only victims listed should be the ones connected to the contributor.*
7. Click the green **Batch Import Pics & Vids** button to get a window that allows you to browse the file folders on the computer. Select the folder containing the materials you scanned previously (Usually C:\Workshops\LastName_FirstName_Date_State_Town. Ex: C:\Workshops\Smith_John_20110911_CT_NewCanaan). Allow FileMaker to import the pictures and videos.
 - a. *If there is a lot of content, this may take a while. Be patient.*
 - b. *This will only import picture and video files. If the folder contains other types of files (PDF, DOC, MP3, etc.) they will not be imported and you will get a message telling you how many files have not been imported. These will need to be imported individually.*
8. If you get a message saying that a number of files could not be imported, then there are files other than pictures and videos in the file folder. In the Batch Import Controls (Part 2) choose the correct event, contributor, and victim (as in steps 4-6), click the green **New Record** button, and then click the blue **Import File** button. Browse to the correct directory (Usually C:\Workshops\LastName_FirstName_Date_State_Town. Ex: C:\Workshops\Smith_John_20110911_CT_NewCanaan) and choose one of the non-image or video file (*You can usually determine this by the icon.*). Repeat for every file that was not imported. These files will not be previewed in the Image Preview Box (Part 1), instead you will see an icon and the file name.
9. Before entering information for each item, you will want to create the Tributes where they will show up on the Living Memorial page for the Victim.

- a. Click on the Prime Victim Data tab (Part 9)

voices OF SEPTEMBER 11TH Archive - LM Field

ArchiveID: 12RXW5KJPRGDLZH3MMDRP

Field Container File Name:

Item Details Contributor Data Prime Victim Data

First Name: Middle: Organization: Title: Location 9/11: Date of Birth: Date of Death: Citizenship: Marital Status: Nickname: Pfix: Sfix:

Addresses: Count

Street: State/Country/Zip: City: Country: Type:

Tributes: Count

Tribute Title Category Order

Museum Photo: Museum Portrait: Website Portrait:

- b. If Tributes have already been created, you will see them listed here. If no Tributes have been created, then you will need to add them. When you click the drop down menu for Tribute Title you will see a list of commonly used titles.

voices OF SEPTEMBER 11TH Archive - LM Field

ArchiveID: 12RXW5KJPRGDLZH3MMDRP

Field Container File Name:

Item Details Contributor Data Prime Victim Data

First Name: Middle: Organization: Title: Location 9/11: Date of Birth: Date of Death: Citizenship: Marital Status: Nickname: Pfix: Sfix:

Addresses: Count

Street: State/Country/Zip: City: Country: Type:

Recovered Items
Tribute by (Name of Person)
Tribute(s) to (First Name)
Photos of (First Name)
Photos: (First Name & Significant Other Name)
Photos: (Location)
Photos: (Memorial)
Photos: Awards
Photos: Childhood
Photos: College Years
Photos: Early Years

Tribute Title Category Order

Museum Photo: Museum Portrait: Website Portrait:

Once selected, you can edit these titles to fill in the information in the parentheses or to fit the preferences of the contributor. You can also type in your own titles if you need to.

- c. Once the tribute titles are entered, you can also choose the order they will appear on the Living Memorial page by entering numbers in the Order box. Otherwise they will be posted in a logical (alphabetical, chronological, etc.) order.

- d. Click back to the Item Details tab.
10. Once all the files are imported and you have created the Tributes, you are ready to begin entering metadata information.
- The **Event**, **Who is the Contributor**, and **Prime Victim** fields (Part 3) should be automatically filled from the information you provided in the Batch Import Controls (Part 2).
 - Use the Guide below as a reference to completing the metadata fields.

Voices of September 11 Field Application Metadata Guide

Website Caption

This is a brief description of the item. If the contributor chooses to have captions for the items on the Living Memorial page, this is what will appear there.

Date Pic/Doc Made

This is the date the picture was taken or the item was written or made. This does not have to be exact if the contributor does not know. A year, range of years, or decade are all acceptable to be entered here. The contributor is allowed to make a guess here, but you should not.

9/11 Period

This categorizes the object into one of four different time periods:

1. Pre-9/11 – The object was created or shows the subject prior to September 11, 2001
2. 9/11 – The object was created on or depicts the events of September 11, 2001. This is also the selection for personal items found in the recovery site.
3. Post-9/11 – The object was created or is related to people and events following September 11, 2001. Anything related to memorials, tributes, or services should be included here
4. 1993 Bombing – The object is related to the bombing of the World Trade Center in 1993.

There is also an *Unknown* option that should only be used if you're completely uncertain of what Coverage era the object belongs in.

Subject

This field is used to describe what the item is about. *Note: This is not used to reflect the type of object (Letter, photograph, etc).* Choose the subject that best describes the topic and is as specific as possible. For example, if you have a photograph of a family and you are told that they are on vacation, you will want to choose the *Photograph : Vacation* subject instead of the just the *Photograph : Family* subject.

The Story Behind the Picture/Document

This is the field used to contain all the additional information that is not entered into the other fields. This can include the location a photograph was taken and who is pictured in the photograph. If the contributor relates something about the object that does not fit elsewhere, this is where you should enter it.

When listing the names of people in a photograph, use the notation (*L-R*) to indicate the order in which you are listing the names. Note the difference between back and front if necessary.

Who Made Pic/Doc

This is where you will put who took the picture or wrote the document. If this information is clearly available on the object you do not need to enter it in the Field Application. If there were multiple creators (writer, illustrator, etc.) list them all with their roles in parentheses.

9/11 Museum Checkboxes

We send all the content that we receive to the 9/11 Memorial & Museum, but they also look for a few items for special displays. They want a portrait photo for their Wall of Faces. In addition, they want 3-5 images that feature the individual clearly, and show him or her with family and friends or doing activities he or she enjoyed. Check the appropriate box for the portrait and additional photos for the museum. If the contributor also wants a specific portrait to be used for the individual's Living Memorial page, select the **Website Portrait** box (this may be the same as the museum portrait, you can select both boxes).

Posting Permissions

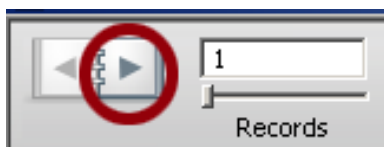
The next line determines how VOICES can use the object. By default, all three options are selected. If the contributor specifically requests that an object not be posted on the Living Memorial page, transferred to the museum, and/or available to archive researchers, select the correct box.

Part of Vic Tribute

This is where you can select which tribute the object fits under. The tributes that you created before will be available in the drop down menu. If the contributor wishes to have the object in a new tribute, you can click the **Prime Victim Data** tab and create it, and then it will appear in the drop down menu in the **Item Details** tab.

Comments

This field is used to add any additional information or instructions about the object or from the contributor. Often contributors will request certain ways to edit the image, put these requests into the comments.



After completing all the fields you have information for, click the **Next Record** in the top left corner of the FileMaker window to load the next object. When you are ready to work with the next contributor, go back to Step 4 in the Setup instructions above and choose the correct event, contributor, and primary victim.

Special Circumstances

There are few situations that require slightly different steps:

- Multi-part objects
- Photographed objects
- Items too large, rigid, or fragile to go through the feed scanner and there is no flatbed connected to your computer.
- Objects for multiple individuals
- Mistakes or duplicates

Multi-part Objects

We commonly get items that cannot be included in a single scanned image (memorial programs, tribute books, etc.). Each part of these objects should be scanned and imported into the Field Application like all other objects. You only need to complete the metadata for the first or primary part of the object. For each additional part, note that it is a part of the first one in the title or description and what page or part number it is. If an additional part has some unique significance or different creator, fill out the appropriate field.

Photographed Objects

We also commonly get objects that cannot be captured on the scanner and must be photographed. Since the images on the digital camera are not available to be immediately imported into the Field Application, you will have to create new records for those objects. Fill out the **Import** fields (Part 2), choosing the appropriate event, contributor, and victim, and click the green **New Record** button.

In the new record complete the metadata fields the same way you would for a scanned image. If there are multiple photographs taken of one object, note that in the comments. When photographing the objects, make sure you fill out the description sheet for each object including the names of the victim and contributor and the caption you entered. This will make it easier to match the photographs on the camera with the correct records.

Using a Flatbed Scanner on Another Computer

If you do not have access to a flatbed scanner on your computer, the object will have to be scanned on another computer with a flatbed. On your computer, create a new record in the Field Application as if you were recording a photographed object and in the comments note that the object was scanned on another computer. Complete the metadata fields usual.

Objects for Multiple Victims

Occasionally we will receive items that are for more than one victim. When you import an object into the Field Application, the victim you chose in the import fields is assigned as the primary victim. If the object relates to other victims in the VOICES database, click on the **Contributor's Data** tab and select the victims in the **Item's Related Victims** box.

Mistakes or Duplicates

Once an object has been imported into the Field Application, it cannot be deleted at the workshop. If you find that you have incorrectly scanned an object, or there is a duplicate, enter **Delete** into the description field and a brief reason. Then go to the next record. Incorrect image orientation (for example it appears sideways) is not a reason to mark a record for deletion. The image can be reoriented back in the office.