

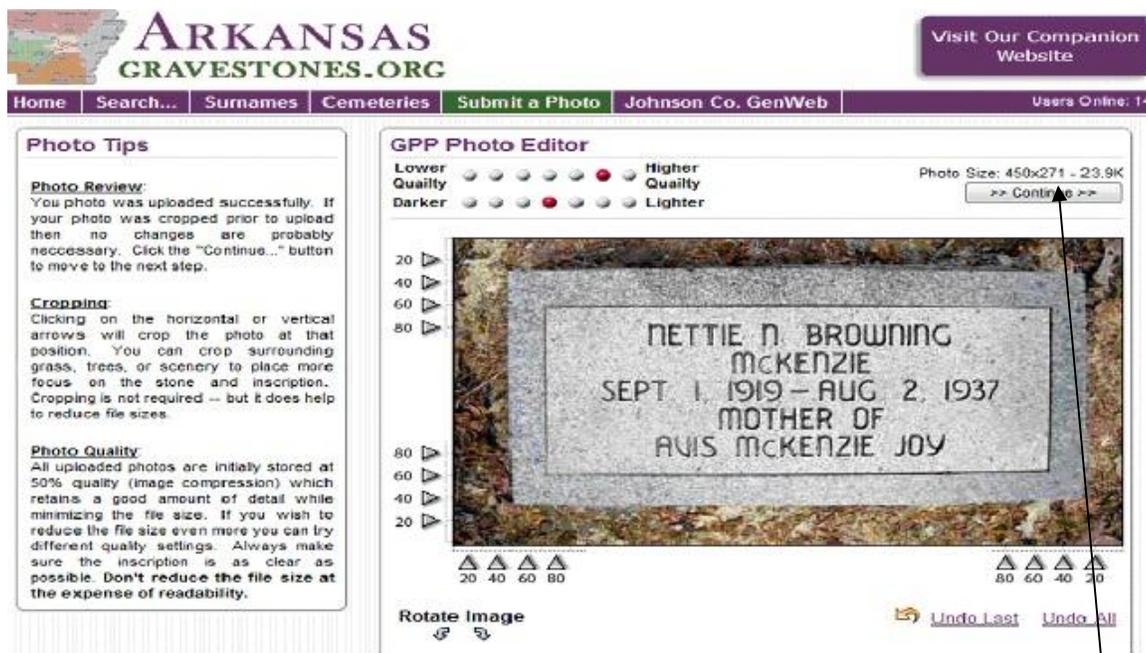
ARKANSAS GRAVESTONES PROJECT

Photo Upload Instructions

Go to the AGP Home Page <http://arkansasgravestones.org> , at the top of the page; click on the link *Submit a Photo*, and then you will see the *Upload a Gravestone photo* screen below:



Click on *Browse* and then you get a screen that allows you to “browse your PC” or flash drive, etc. Select your photo and click on *Submit* & you will receive a screen with your selected photo that looks like the one below:



Now, you just make sure this is the photo you want to upload. See instructions for cropping and photo quality on the left side of that screen. Once the photo is ready to upload, click on *Continue*.

Next, you will receive a screen that looks like the one below:

The screenshot shows the 'Submit a Photo' page on the Arkansas Gravestones.org website. At the top, there is a navigation bar with links for Home, Search, Surnames, Cemeteries, Submit a Photo, Johnson Co. GenWeb, and Users Online: 17. A purple button labeled 'Visit Our Companion Website' is in the top right. The main form has the following fields:

- County: Johnson (dropdown menu)
- Cemetery Name: Lone Pine (dropdown menu)
- Your Email Address: ashaw444@swbell.net (text input)
- Two checkboxes: 'Don't display my email address.' and 'Don't send a confirmation email.'
- Quantity Of Names For This Stone: 1 Name(s) (dropdown menu)
- Name fields: Surname (McKenzie), First Name (Nettie N), Maiden Name (Browning)
- Comments: A text area for additional information.
- Buttons: Reset and Submit

Below the form is a photo of a gravestone for Nettie N. Browning McKenzie, dated Sept 1, 1919 - Aug 2, 1937, Mother of Avis McKenzie Joy. A box labeled 'Down Arrows' points to the dropdown menus for County and Cemetery Name.

At the top of this screen, you will select the County & Cemetery for your photo. Note, first time you ever use this screen *select a county* will be in the drop down box (each subsequent visit to this screen list the county you chose during your last visit to the screen). Notice that Johnson County is the last county I selected and is displayed on this visit to the screen. Click on the down arrow to the right of the box, and select your county. Next, click on the down arrow for the Cemetery and select the Cemetery for your photo.

Next, type your email address, if it is not already populated. Click in the box - *Don't send a confirmation email*, or you will receive an email for each photo you submit.

Next, you have a drop down box for adding more lines based on the number of names on the headstone. If you have more than one name on the headstone, click on the down arrow for the box that indicates the quantity of names on the headstone. Select the number of names on the headstone, and the number of lines for each one will appear.

In the screen above, you would type McKenzie in the Surname field, Nettie N in the First Name field, and Browning in the Maiden Name field. In the Comments section, you would type:

Sept 1, 1919 – Aug 2, 1937
Mother of Avis McKenzie Joy

Note: Depending on your personal preference; you could also type the dates as:

1 Sept 1919-2 Aug 1937
1 Sept 1919 – 2 Aug 1937
September 1, 1919 – August 2, 1937

Note: It is not necessary to type “periods” after the abbreviations of months.

If you want to add an obituary, or other biographical information, type that in the Comments section after the transcribed data on the headstone.

Next, you should proof read to make sure all information correct before you click on *Submit*.
The listing/photo will be held for the County Coordinator to approve prior to being published on-line.

It is not necessary to retype the name in the Comments section. The software will automatically show the name in bold on the memorial screen.

Example below:



Nettie N BROWNING MCKENZIE
Rocky Mound Cemetery
Miller County, Arkansas

Sept 1, 1919 - Aug 2, 1937
Mother of Avis McKenzie Joy

Anytime, you enter a maiden name, the software will create two listings. If you do a search for the surname Browning or McKenzie; the listing for Nettie will come up. This is done to maximize a researcher's ability to find Nettie, if they don't know her married name or vice versa. Below is an example of the two listings.

ARKANSAS GRAVESTONES.ORG

Visit Our Companion Website

Home | View Gravestone Photos from across Arkansas | Submit a Photo | Miller Co. GenWeb | Users Online: 19

Rocky Mound Cemetery - Miller County, Arkansas
The following are all approved entries within this cemetery.

Total Matches: 2

Name	Cemetery	County	Updated
BROWNING MCKENZIE, Nettie N	Rocky Mound Cemetery	Miller	2010-07-11 10:08:40
MCKENZIE, Nettie N	Rocky Mound Cemetery	Miller	2010-07-11 10:09:04

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If there are two names on the headstone, like the one below, you would type the following in the Comments section:

Feb 27, 1942 – Jan 31, 2000
Married Peggy Joyce Norton Sept 22, 1962

Do **NOT** create a listing for his living wife (or any living entry on a gravestone).



In the next example, below for Victor & Florence McKnight, you would click on the down arrow for 2 Names which will create two lines for the listing; one for Victor & one for Florence. In the comments you would type:

Victor 1891-1951
Florence 1915-2004

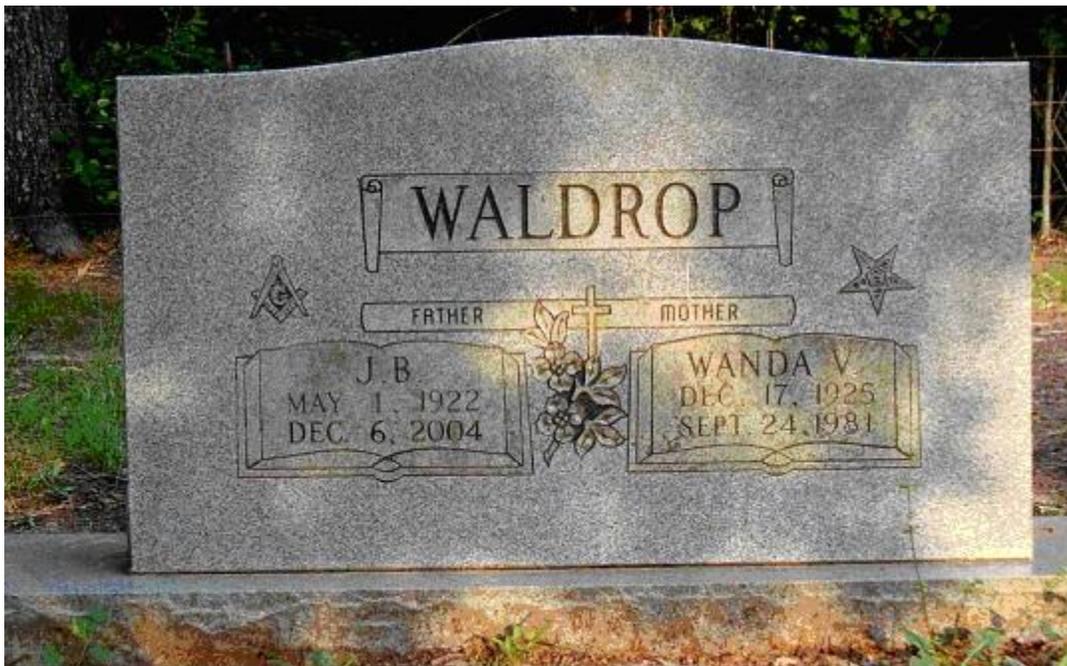


In the example below, for J B & Wanda Waldrop, you would need two lines for you listings, and you would type the following in Comments:

J B
May 1, 1922 – Dec 6, 2004

Wanda
Dec 17, 1925 – Sept 24, 1981

Note: It is not necessary to type the “periods” after each initial of the first name and the months.



HELPFUL HINTS & REMINDERS

- *Please do not use all CAPS on the first name, nor in the comments. The software will automatically capitalize the Surname.*
- *Crop out any excess grass, unnecessary backgrounds, etc. This saves space on the website, and also will bring the headstone into closer view.*

What if I have two photos of the headstone to submit?

Many times, you will want to add two photos of the same headstone. For example, the headstone is really large, which makes it difficult to read the dates, and you have another close-up photo of the dates. You would upload each photo separately with all the same information in the Comments section. On the close up photo of the dates, in the *First name field* you would type as follows:

John W (Close Up)

How do I show Jr or Sr?

If you have a Jr or Sr - you would type as follows in the *Surname Field*:

Watkins, Jr

Note – No period is necessary after Jr

How do I submit overview photos of the Cemetery?

Photos of Cemetery gates, views, overviews, entrances, signs, church or buildings associated with the cemetery should be listed as follows:

For a photo of the Cemetery Gate you would type the following in the Surname field:

*Lone Pine Cemetery Gate

In the First Name field, type a period (.). There is a glitch in the software that requires you to type a first name, and this is a “work around”. The County Coordinator will remove the period when they approve the photo/listing.

Note: Please be sure & type the * without a space & then the name of Cemetery. The * will put the listing at the very beginning of all the listings for that cemetery.

Other examples:

*Lone Pine Cemetery Overview

*Lone Pine Cemetery View 1

*Lone Pine Cemetery View 2

If the cemetery has a very long name, shorten the name to fit in the surname field, or the software will split it. Example:

*Baxter Memorial Gardens Gate

Note: I did not type the word “cemetery” in order to shorten the listing, as it is understood.

How do I know if the photos I have, already exist on AGP?

First, go to <http://arkansasgravestones.org/> Click on Cemeteries at the top center of the page. Next, select a county, and a screen will appear with a list of all the cemeteries that have photos submitted. Click on the cemetery to view a list of all memorials (they will be alphabetized). Leave this screen open, and open a new screen to submit your photos. This makes it very easy to go back and forth to double check to see if your photo has already been uploaded.

How do I find out if a particular cemetery has been completely photographed?

Go to our "Companion Site" <http://agp.arkansasgravestones.org/> Click on *Completed Cemeteries* on the left side of the screen, move mouse to the right, and click on the District. A list of all the counties in that District will appear with a list of the Completed Cemeteries.

Do I upload headstone photo that indicates the person is interred in another cemetery?

Yes, it is known as a *Cenotaph*. Upload your photo as normal. In the Comments Section, the very first then should be: *Cenotaph* & on the next line underneath *Cenotaph*, type out the dates, and other data on the headstone.