

Quick Start guide to use CollectiveAccess – My Family Archive Site

January 2018

**** NOTE: This is Museum software that I interested me and tweaked it to my needs. So keep that in mind if you see something that does not seem right. I'm am constantly changing little things as I go, but I think it perfect for what I wanted to share with the family. ****

Visit <http://kammerzellsommer.dyndns.org/ca/>

You will be Welcomed to the main screen below.

Overall, it is very simple and easy to use and one of main reasons I like it so much.

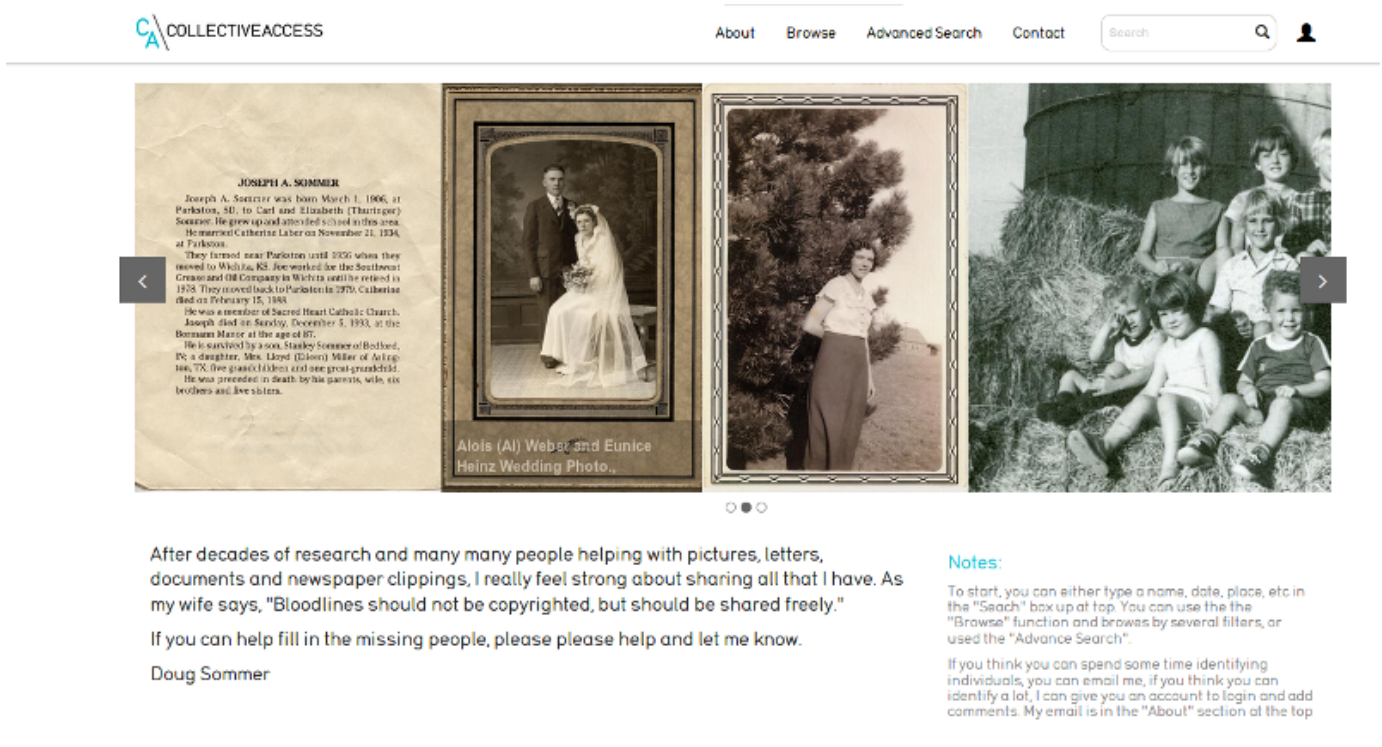


Fig. 1

From this screen, there are random pictures and documents displayed, they will change every time you visit and you can scroll these random images by pressing the arrow's on either side of the screen.

1. Main Page

- a) We will start on the top of this page, so going across left to right.
 - i. The "CollectiveAccess" icon - is your home button to get you back to this screen from anywhere within the system
 - ii. "About" - just a blurb on how this all came about. I need to update.
 - iii. "Browse" - Very simple to view the whole archive. May be messy the bigger it gets. (see #2.)
 - iv. "Advance Search" - For searching and fine tuning your searches. (see #3)
 - v. "Contact" - Just info to get a hold of me.
 - vi. "Search Area" - simple search, just type in info, i.e., a name, a place, date, etc. Very broad search.
 - vii. The little "Person" icon – If you want to help on the research and make comments, I can give you an account and this icon is where you sign in at. (PS, looking for people!!)

2. We will start the “Browse” function. Press this button and you will be taken to the browse drop down.

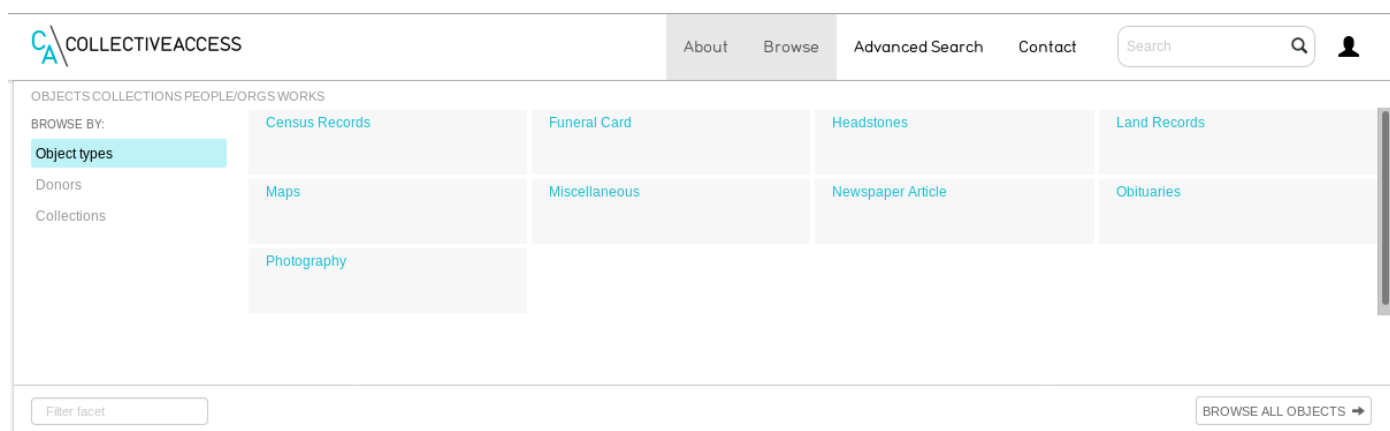


Fig. 2

- a) From here it defaults to “Object types” you can select the different, i.e., Photos, headstones, obits, etc.
- b) On the far left, you can select “Donors”.
- c) Also on the left is “Collections”, so far there are only two.
- d) On the right bottom corner of the screen is “Browse All Objects”. This will bring up all items I have cataloged to date. As of 1/2018, that is 171.

** Will bring you to the results page. See #4. **

3. Advance Search – Just completed this section, still have some work to do.

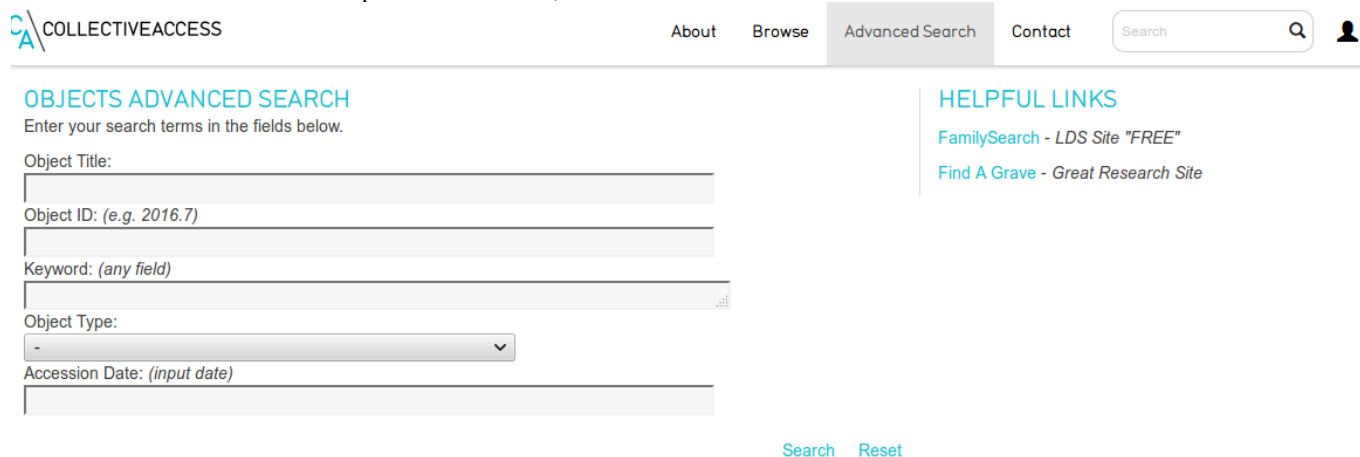


Fig. 3

** Note: most of the fields can have info in them and start to really narrow down things. **

- a) Here is where some fine-tuned searching can be done. Multiple fields can be filled in to narrow things down.
 - i. “Object title” is to search on just the Title of the object. I keep these short, not very detailed.
 - ii. “Object ID” is a unique number created to track everything. It is always the year I entered it followed increasingly by the number of the object entered that year. I.E., one of my favorites is 2016.13, it was entered in 2016 and was the 13th object entered in that year. You can wildcard them, like 2016.* and bring up everything entered in 2016.
 - iii. “Keyword” will search all and any field that has data in it. Wildcards are useable here also.
 - iv. “Object Type” is the type, Photo, Census, headstone, etc..
 - v. “Accession Date” is the mm/dd/yyyy that I entered the object. If you want to see what I entered since 12/20/2017, enter “>12/20/2017”. The > sign is anything greater than.

** Will bring you to the results page. See #4. **

4. The Results page, from Browse or Advance Search.

COLLECTIVEACCESS

About Browse Advanced Search Contact Search

171 OBJECT RESULTS

2016.1 Katherine (McDonnell) Anglum - circa 1866
Date taken: circa 1866

2016.2 Mostly Unknown Family with Valentine (Val) Heinz and Mae (Mary Ellen Crampton) Heinz
Date taken: circa 1927

2016.3 All unknowns, but related to 2016.2
Date taken: circa 1927

2016.4 Alois Weber's bill of sale for his first John Deere 1938 Model B tractor

2016.5 John and Katherine (Eshuber) Heinz - 50th Wedding

2016.6 Possibly James (Jim) Francis Crampton and Val and Mae's

2016.7 Philip Charles Crampton and

FILTER BY

OBJECT TYPE
Census Records
Funeral Card
Headstones
Land Records
Maps
Miscellaneous
Newspaper Article
[and 2 more](#)

DONOR
Jeanette (Zwinger) Selleck
Olivia (Cunha) Coyne
Kim (Sommer) Haier
Heinz Family Photo CD
Michael Kirchmeier
Elnora (Weber) Larson
Alice Sommer
[and 7 more](#)

Fig. 4

- a) At the top, it shows 171 Objects returned.
 - i. The Wagon Wheel icon next to it has some options for sorting and downloading your results. You can play with it all you want.
- b) Here is a listing of your search with some details.
 - i. Listing will have a thumbnail view.
 - ii. The thumbnail has the Object ID, Object Title and the Object Date type and date.
- c) You can filter even more from the right hand side. Filter by Object type, Donor and Collection.

**** From here, select the Object you want to see more information on by just clicking it. See #5****

5. Detail Object View. Once you click on an object, you will get the following screen.

Doug Sommer Collection
→ Alois (Al) Weber and Eunice Heinz Wedding Photo.

PHOTOGRAPHY

OBJECT ID:
2017.5

DESCRIPTION:
Alois (Al) Weber and Eunice Heinz Wedding Photo.

Married June 8, 1936 in Assumption Church, Emsley, South Dakota

This is an original scan.

DATE TAKEN:
June 8 1936

INSCRIPTION:
Schell, Parkston, South Dakota

SIZE:
5.75 in. wide
8.75 in. high

DONATED BY:
Alice Sommer

OBJECT RELATED TO:
(2018.43) - Headstone

COMMENTS (0)

SHARE

Fig. 5

- a) There is a lot of good stuff here, so let's go through it.
- i. Top left and right corners, if you have an arrow, you can scroll through your search results.
 - ii. Top left corner of the photo/object, you will see 2 icons. (note: you have to hover your mouse pointer of the picture).
 - The magnifying glass. If you click this, or the picture itself, it will load the photo in a zoom viewer. I scanned most good photo's at high resolution, so you can zoom in and see some great detail. Because the photo's are large, it may take some time to load, so be patient. See Fig 7 (To get out of zoom, there is an "X" in the bottom right corner)
 - The download icon. If you want to download this photo, click this icon and save to your local computer. Go ahead, these are free for you to have and is why I am doing this. This is an issue that I need fixed and that is it is only downloading the "large" size and I want the "original". The original size is quite detailed and is should be ready to take and get prints made if you want.
 - iii. Right hand side of the photo/object. Starting from the top.
 - If it is part of a "Collection", the name will show here. (optional entry)
 - The "Title" of the photo/object.
 - The "type of object. I.E., Photograph, Obituary, Census record, etc.
 - The "Object ID", a unique identifier to identify the object.
 - "Description" of the object. I struggle on how much I should put in here. But for the most part I will name all the people I can, where it was taken and things like that. This field is very helpful for searching in the "Advanced Search" section. (Note: if there is a lot of information, it will get condensed and a "Read more" link in light blue shows up. Click this and it will fully expand.)
 - "Date xxx" The date it was taken, published, etc. It changes on the type.
 - "Inscription". Not always used and you will only see it if I entered something. In most cases I am using this for information on photos on the Photographer and such. (optional entry)
 - "Size", I just added Jan, 2018. Thought it would be nice if you knew how big or small these are. Some are really large, over 11 inches. (optional entry)
 - "Donor", my way to give credit to who gave me the object. (optional entry)
 - "Object Related to", another just added in Jan, 2018. This is a link to another object the item you are viewing was related to. This can get nuts, so I kept it lite. IE, headstones related to the wedding photo, etc. (optional entry)
 - "Map", georeference. MAJOR add Feb, 2018. Took over a year to get it working. I can now map the cemeteries, homesteads, homes, etc of the object. You can now get directions to the spot. Just click on the Google on the bottom and it will take you to the larger map. (optional entry)
 - iv. Under the object representation in many cases you will see several images here. If there was something of interest on the back, it will have a image of the back. I also took the time and restored many of the photos to near original color. See Fig. 6 for an example.

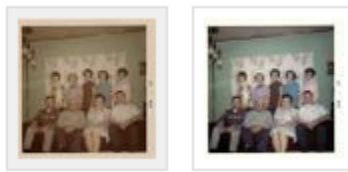


Fig. 6

- v. At the very bottom there are other items.
 - First being "Comments". Some have them as I added them during Facebook conversations, IM's etc from people. You need an account to be able to leave comments and looking for anyone to help out, just let me know.
 - "Share", I have not tried it yet, but you can email the link and photo to someone else. If you try it, let me know how it works.

6. The last part is just covering the zoom function.

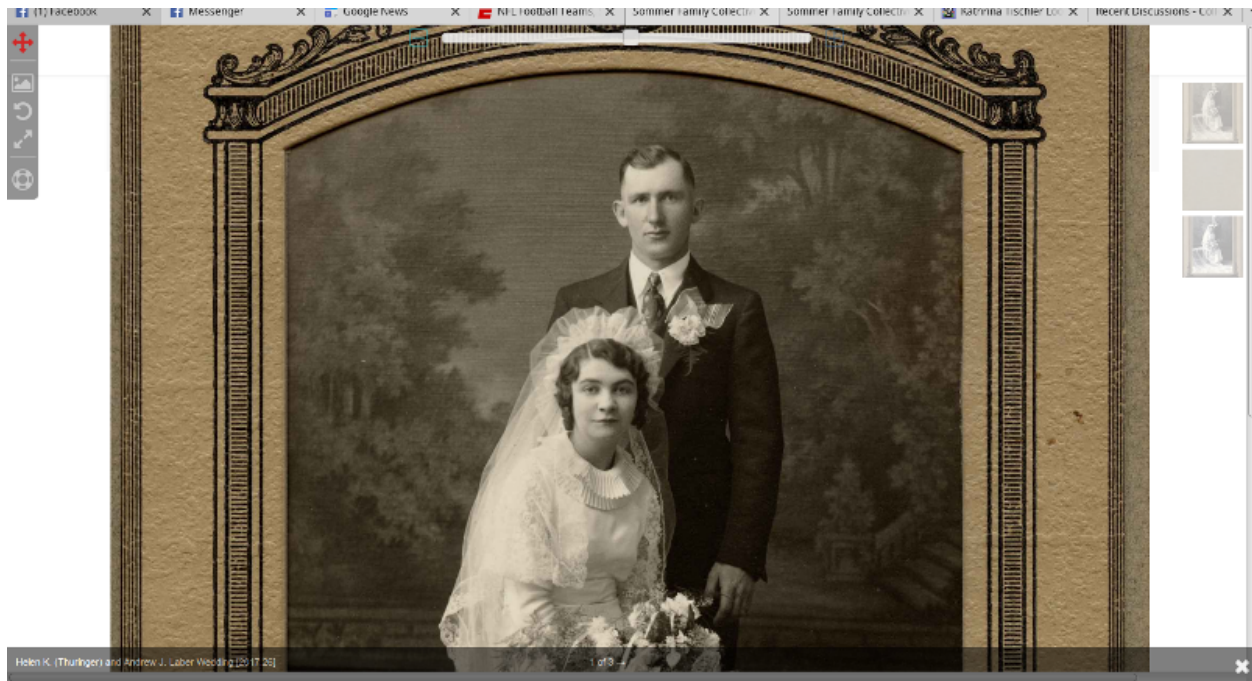


Fig. 7

- a) Starting at the top left.
 - i. These icons do things like puts and over photo in the bottom right corner so if you are zoomed in close, you can see an overview of where you are in the photo/object.
 - ii. Rotate the photo/object.
 - iii. Resize the image to fill your screen size.
 - iv. And last, the help button to give you more information on what you can do.
- b) At the top is the zoom in/out slider. Even though they are hard to see, there is a plus and minus symbol that work much better than trying to use the slider, at least for me.
- c) Far right, if there are more than one object representation, like a back or a restored photo, they will show up here dimmed like above. You can click these and the viewer will switch to that image.
- d) Bottom bar.
 - i. On the left is the object title and object id.
 - ii. Center is a switcher to do the same as clicking the other representations.
 - iii. Far right is the X to get you out of the viewer.

Thats pretty much it... Enjoy!!!