



Keeping memories alive

Manual

Dear Topothequer!

First of all, a big thank you for wanting to work as a Topothequer!

With a Topotheque you can make **material** and **knowledge** findable by **tagging**, **dating** and **locating** across the boundaries of specialist areas.

We have made the entering of data into the Topotheque as simply as possible. Still, a bit of work is needed: With filling out our mandatory entry fields you meet the requirements of ISAD(G) (International Standard Archival Description/General) and Dublin Core.

I hope that with the distribution of our archive, a large amount of historical sources will be visible to the interested public.

Mag. Alexander Schatek

ps.: Please do not hesitate to ask questions: as@topothek.at
or your **local contacts**

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Chapter 1

General and Digitizing

- Browser

In order for the Topotheque to work well, you should always use a current browser version.

 Microsoft Edge



 **Firefox** Version **3** or higher

 **Google chrome** Version **10** or higher

 **Safari** Version **3** or higher

 **OPERA** software Version **10** or higher

Warning!
You are using an unsupported browser.
We suggest you to upgrade to the latest version of
Google Chrome, Firefox, Safari or Microsoft Edge.

A warning text appears in older browsers.

- File Formats

Image Files

You can use all common file formats: **jpg, tif**
Not recommended: png, gif, bmp

Attention: Please do not use a pdf format for pictures. You can not tag in the a pdf.

Video Files

avi, mov, wmv, mpg, mpeg, mp4, m4v, flv, webm

Audio Files

mp3, wav, ogg, m4a

Text Files

pdf

- File Name

You do not need to change your file names to upload files.

Your file names remain in the admin area visible for you.

The Topotheque assigns a number to each file: **ID** (Identification Number), e.g. "pra:0707092"

- Images or Objects

Lead your visitors into the past as impressively as possible.

Please consider whether it is therefore more descriptive to show images without their borders, as long as the borders do not contain historically important elements.



instead of



- Scanning / File Size

The resolution of the image files should correspond to the recommendations of the European archives
European Archives (Lower Austria: Archive's Day 2015) / Recommendation **Austrian Culture Pool** (2019)

Images: min. **600 dpi** / **800 dpi**

Transparencies: min. **1200 dpi** / **2400 dpi**

A lower resolution is sufficient for multi-page pdfs.

The Topotheque reduces the images to smaller resolutions for display.

As Topothequer you can download your original file from the admin at any time. > see 9

1.

- Scanning / Color Spaces

In order to neutralize unwanted color tones of grayscale images, it is recommended not to **scan** the images in RGB, but **in greyscale** mode.

2.

- Scanning / Color Spaces

Please **define** grayscale images **to RGB** (screen colors) before uploading. This ensures that the images are displayed in the correct brightness.

Too low resolution brings pixel noise and ghost contours



unwanted color effects



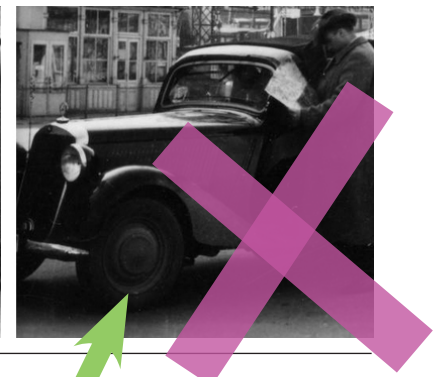
neutralized



A greyscale image in Photoshop ...



... after uploading into a browser is shown much darker. See structures in the wheel



- Use of Filters and Automatic Image Processing

As a principle for the processing of the originals should apply: **"In the sense of the original"**:

Recommended: A pink meadow on a slide from the 60ies should be shown green again.
Coffee stains on photo paper are annoying and not intended by the photographer.
A yellowed and faded photo can be made high-contrast and informative again through image processing, as it was in new condition.
Scratches and dust can be removed.

With care: Scratches and dust should only be removed to a limited extent with a „removal filter“.

Avoid: Automatic image optimizations for mobile devices reduce the color gradations, insert contours and only look striking with small reproduction.
Automatic image coloring brings inaccurate colors and is a **falsification of history**.

- Automatic Image Coloring

How can a colorization tool know what color your mother's blouse was?
The past was not pastel. The Steyr (Tractors) flag was not red but green.

Here is a **Test** with an original color slide:

Original slide for testing >> converted to **grey** scale >> automatically **colored** by a colorization tool brings inaccurate color interpretation

- Image Processing

Please avoid the striking effects of **image filters** (aquarell filter, edge enhancement, etc.) during the scan and image processing.
Zooming into the images will be impossible.

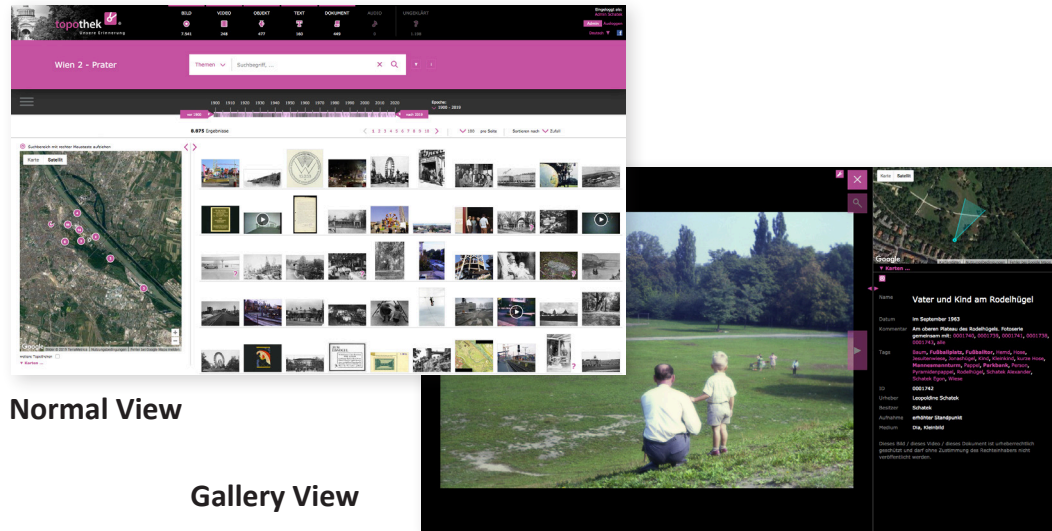


Frontend

The web address of your Topotheque is:

<https://villagename.topothek.at>

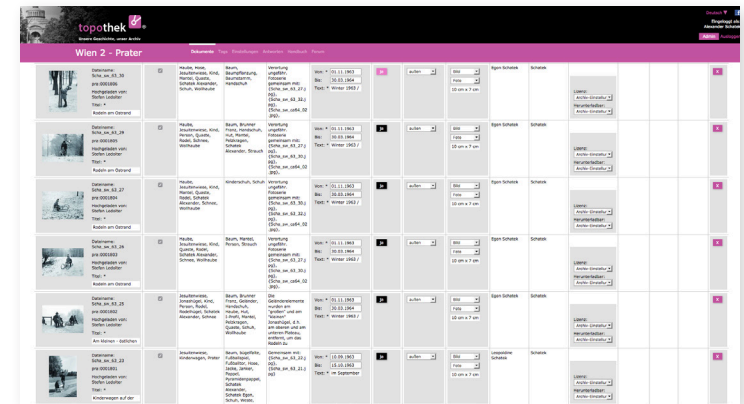
without "www"



Admin

The Web address for the Admin, where you work as Topothequer, is:

<https://villagename.topothek.at/admin.php>



Login

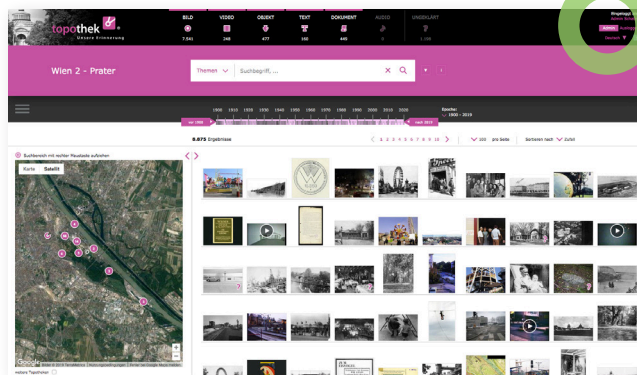
If you are new to Topotheque, you will be asked for your access data. These consist of your **email address** and a **password**, which we will send you. You can overwrite this in the > Admin with a personal one. > see 30

email:

Password:

Frontend

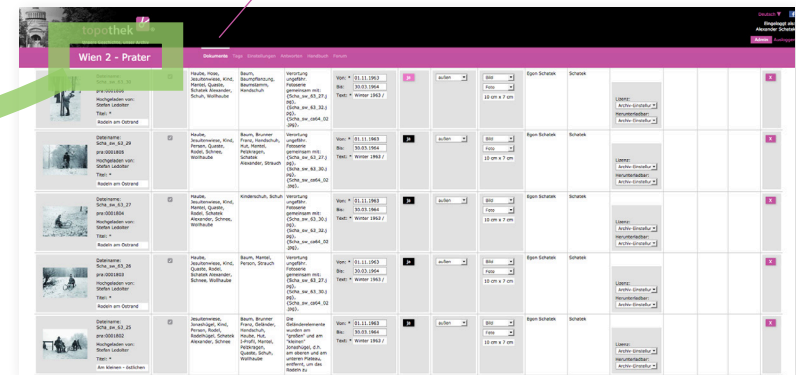
To get from the frontend to the Admin, click on **"Login"** or, if you are already logged in, on the **"Admin"** button.



Admin

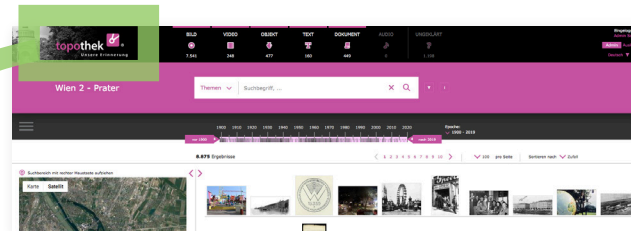
To switch from the admin to the frontend, click on the **name** of your Topothek.

The admin always opens **"Documents"** where you can see your files.



Note:

Clicking on the **Topothek-Logo** leads to the Topothek website: www.topothek.at



Chapter 2

Working in Admin

- Upload

The **"Upload Files"** window can be found in the admin at the bottom. With most browsers, you can **drag & drop** a file from your computer into the Topotheque. The window briefly goes dark and then shows the selected file in the field **"Filename"**

or

If your browser doesn't allow drag and drop:


> Click **"Add Files"**.

Your directories open and you select the desired files, which then appear in the „Upload files“ window.

> Click **"Start Upload"** and the selected files will be loaded into the Topotheque. You do not have to click on the files in the list.

Here you can **remove** the files from the list before uploading.

The uploaded files can be found **above** of the „Upload files“ window.


 <p>Filename: Foto_Prater_282_Trudelrad pra:0707092 Uploaded by: Admin Schatek Title: * Amusement ride "Spinning"</p>	<input type="checkbox"/> amusement Park, amusement ride, capsule, Prater 68, Spinning Wheel	Mar con on, Woi
--	---	--------------------------

- Save the entries (metadata)



Your text entries are saved if you

- **click outside** the entry field in which you wrote

or


- move the cursor to the next cell with the **Tab key**. 

As a check, the cell is highlighted in **green** and the sentence **„saving successful“** appears in the bottom line, left corner, of your browser window.

Filename ▾, ID ▾		1. Loc main o
<div>  <div> Filename: Scha_Dia_0374_Doppel- f-Handbuch pra:0708288 Uploaded by: Admin Schatek Title: * Böcklinstraße 94, Visit from </div> </div>	<input type="checkbox"/>	Böcklinst Ford Tau Bj. 1957, Person, Streetvie Woman

- Substituting a File

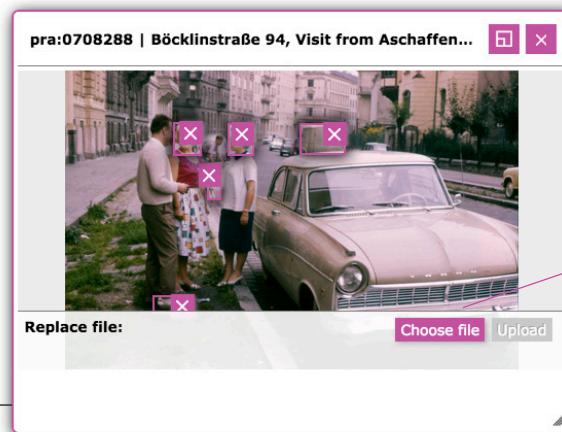
With „Replace file“ you can add a new version of the file to the data record, your metadata. E.g. have you edited a picture and this optimized version should replace the previous one.

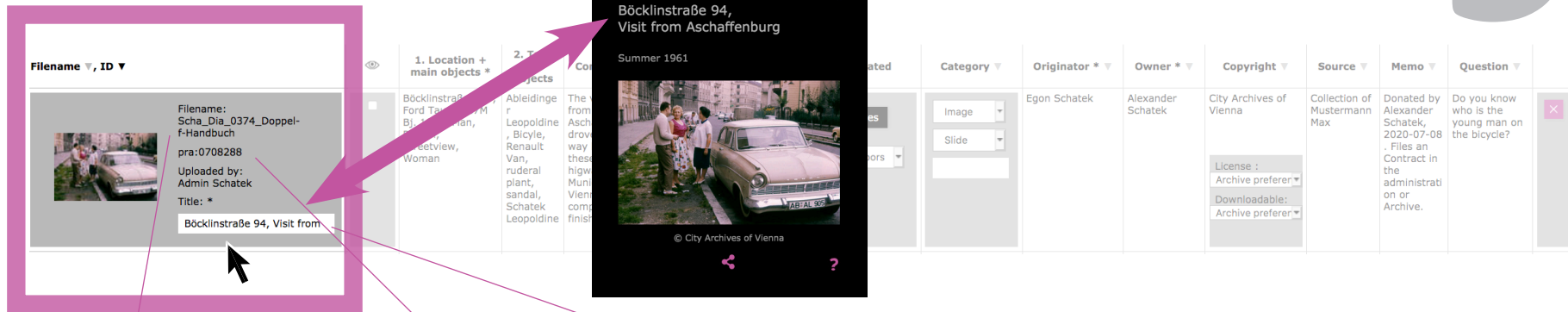
> **Hover** the preview image and the „replace file“ button  will appear.

> **Click** it and the window as shown left will open.

> **Click „Choose file“** and your directories open for selecting the desired file.

> **Click „Upload“** to have the new file replace the previous one.
The ID and all your metadata remain the same.





Category	Originator	Owner	Copyright	Source	Memo	Question
Image	Egon Schatek	Alexander Schatek	City Archives of Vienna	Collection of Mustermann Max	Donated by Alexander Schatek, 2020-07-08 - Files an Contract in the administrati on or Archive.	Do you know who is the young man on the bicycle?

- Filename

Here the name of your original file is shown, so that you can easily find it outside of the Topotheque in your folders.

> Click the filename:

the **original file** opens in a browser window and you can download it here.

- Topotheque-ID (Identifikation number)

This is assigned automatically.

e.g. pra:0708288

You need it if you want to link to this entry.

- Title > mandatory field

This is the caption of the file.

Please do not enter a date here, it will automatically appear from the date field

> **see 16**

Line breaks are also saved.



Sie möchten folgende Datei öffnen:

VK_PK_2030_i-Praterspitz.jpg

Vom Typ: Vorschau Document (1,0 MB)

Von: <http://prater.topothek.at>

Wie soll Firefox mit dieser Datei verfahren?

☐ Öffnen mit

☒ Datei speichern

☐ Für Dateien dieses Typs immer diese Aktion ausführen

Abbrechen OK


The look of this dialogue depends on your browser.

Example for title:

City gate, outside before renovation

Example for title:

Village Rd. 45 with grocery of John Holeman

Filename ▼, ID ▼		1. Location + main objects *	2. Tags Sub objects	Comment ▼	Date ▼	Located	Category ▼	Originator * ▼	Owner * ▼	Copyright ▼	Source ▼	Memo ▼	Question ▼	
Filename: Scha_Dia_0374_Doppel-Handbuch pra:0708288 Uploaded by: Admin Schatek Title: * Böcklinstraße 94, Visit from	<input type="checkbox"/>	Böcklinstraße, Car, Ford Taunus 17M Bj. 1957, Man, Person, Streetview, Woman	Ableidunge r Leopoldine , Bicycle, Renault Van, ruderal plant, sandal, Schatek Leopoldine	The visitors from Aschaffenburg drove all the way by car. In these years the highway from Munich to Vienna was not completely finished.	From: * 01.01.1961 To: 31.12.1961 Text: * Summer 1961	<input checked="" type="checkbox"/> yes outdoors	Image Slide	Egon Schatek	Alexander Schatek	City Archives of Vienna	Collection of Mustermann Max	Donated by Alexander Schatek, 2020-07-08 : Files an Contract in the administrati on or Archive.	Do you know who is the young man on the bicycle?	<input checked="" type="checkbox"/>

mandatory

mandatory

mandatory

mandatory

mandatory

mandatory

min. 1 Tag

- **Tick** the box to **publish** an entry.

The file will be visible in the frontend.

It is only possible to set the hook after the **mandatory fields** have been filled out.

Filename ▾, ID ▾	1. Location + main objects *	2. Tags Sub objects	Comment ▾	Date ▾	Located	Category ▾	Originator * ▾	Owner * ▾	Copyright ▾	Source ▾	Memo ▾	Question ▾	Kern
Filename: Scha_Dia_0374_Doppel-f-Handbuch pra:0708288 Uploaded by: Admin Schatek Title: * Böcklinstraße 94, Visit from	Böcklinstraße, Car, Ford Taunus 17M Bj. 1957, Man, Person, Streetview, Woman	Ableidunge r Leopoldine , Bicycle, Renault Van, ruderal plant, sandal, Schatek Leopoldine	The visitors from Aschaffenburg drove all the way by car. In these years the highway from Munich to Vienna was not completely finished.	From: * 01.01.1961 To: 31.12.1961 Text: * Summer 1961	<input checked="" type="checkbox"/> yes <input type="checkbox"/> outdoors	Image ▾ Slide ▾	Egon Schatek	Alexander Schatek	City Archives of Vienna	Collection of Mustermann Max	Donated by Alexander Schatek, 2020-07-08 Files an Contract in the administrati on or Archive.	Do you know who is the young man on the bicycle?	Kern Ankernachbildung Kern Kern & Perlmann Kern-Karussell Kern Emmerich Kern Karl Kernbeisserabbildung Kino Kern

The tags are searchterms.

- > Please also tag objects that are obvious when looking at a picture. Tagging helps, beyond description, to find the entries.
- > Please do **not enter dates**, these are obtained from the input field „Date > Text, > see 16
- > Please use **Hypernyms**: "birch, tree" instead of „birch" only. It makes finding content easier.
- > Please write like in a telephone book: **"Smith Peter"** instead of "Peter Smith":
sugsestion list will be easier to read

Tip:
Sometimes check the **suggestion list** on your visitor's page.

Comma is separation

The search terms are separated by a **comma**

Singular

Addresses **mention individually**

Names **sans academic titles and functions**

no positions
... they can be labelled in the picture > see 13

short tags
... no sentences, to obtain a clear suggestion list

OK:

cat, hat, tree,
Creek Road 12

birch, tree

Creek Road 1,
Creek Road 3

mayor,
Smith Peter

Smith Peter

Smith Peter,
sawing wood

avoid:

cat hat tree
Creek Road 12

birches, trees

Main Road 1-3

mayor
Smith Peter

2nd from left
Smith Peter

Smith Peter is
sawing wood

Filename ▼, ID ▼	1. Location + main objects *	2. Tags Sub objects	Comment ▼	Date ▼	Located	Category ▼	Originator * ▼	Owner * ▼	Copyright ▼	Source ▼	Memo ▼	Question ▼
Filename: Scha_Dia_0374_Doppel-f-Handbuch pra:0708288 Uploaded by: Admin Schatek Title: * Böcklinstraße 94, Visit from	Böcklinstraße, Car, Ford Taunus 17M Bj. 1957, Man, Person, Streetview, Woman	Ableidunge r Leopoldine , Bicycle, Renault Van, ruderal plant, sandal, Schatek Leopoldine	The visitors from Aschaffenburg drove the way in car. In these years the highway from Munich to Vienna was not completely finished.	From: * 01.01.1961 To: 31.12.1961 Text: * Summer 1961	<input checked="" type="checkbox"/> yes <input type="checkbox"/> outdoors	Image Slide	Egon Schatek	Alexander Schatek	City Archives of Vienna	Collection of Mustermann Max	Donated by Alexander Schatek, 2020-07-08 Files an Contract in the administrati on or	Do you know who is the young man on the bicycle?

”Main Objects“ are **describable**

It is **clearly** recognizable, **HOW** the object looks.

Add a **Location**:
Address, field name, ...

”Sub Objects“ are **existing**

It is recognizable, **THAT** the object is there.

Tip:

You can either write the tags in the two **columns** or assign the tags **in the image** > see 13

Note:

If you change a tag, the old tag is retained and the new one is added. The old tag will be deleted if it is used only once in your Topotheque. If you want to change a tag in your entire Topotheque, you can do this in ”Tags“ > see 23

Beispiel:

school yard, church, mayor, man, suit, Main Road 12, consecration of flags, summer fair

Main Road 8, church tower cross, flag, chimney, church clock, hat, shirt, bunch of flowers, tree, shoe

Please also tag **activities**!



Why are the tags divided into two columns?

If the search is on the visitor's page is **”Random”**, first the hits of the first, then those of the second column are displayed.

Sort by ^ Random

- Random
- published: newest ...
- published: oldest ...
- age: newest ...

Filename ▾, ID ▾		1. Location + main objects *	2. Tags Sub objects	Comment ▾	Date ▾	Located	Category ▾	Originator * ▾	Owner * ▾	Copyright ▾	Source ▾	Memo ▾	Question ▾
Filename: Scha_Dia_0374_Doppel-f-Handbuch pra:0708288 Uploaded by: Admin Schatek Title: * Böcklinstraße 94, Visit from		Böcklinstraße, Car, Ford Taunus 17M Bj. 1957, Man, Person, Streetview, Woman	Ableidingen, Bicycled, Renault Van, ruderal plant, sandal, Schatek Leopold	The visitors from Aschaffenburg drove all the way by car. In these years the highway from	From: * 01.01.1961 To: 31.12.1961 Text: * Summer 1961	yes outdoors ▾	Image ▾ Slide ▾	Egon Schatek	Alexander Schatek	City Archives of Vienna	Collection of Mustermann Max	Donated by Alexander Schatek, 2020-07-08 . Files an Contract in the administrati on or Archive.	Do you know who is the young man on the bicycle?

Click Sie the preview image to enlarge it.

Draw a rectangle with the mouse.
An input field appears below.


Choose column 1 or 2.
When entering, you will see existing entries as suggestions that you can select with click.

Tags labelled in image

are useful if you want to point out **details** in the picture.


Why is column 2 preset?

Experience has shown that most of the elements that you want to label in the picture are small objects. Clearly recognizable elements can be tagged directly in columns 1 or 2 without a tag in the picture.

Filename ▼, ID ▼	1. Location + main objects *	2. Tags Sub objects	Comment ▼	Date ▼	Located	Category ▼	Originator * ▼	Owner * ▼	Copyright ▼	Source ▼	Memo ▼	Question ▼
 <p>Filename: Scha_Dia_0374_Doppel-f-Handbuch pra:0708288 Uploaded by: Admin Schatek Title: * Böcklinstraße 94, Visit from</p>	<p>Böcklinstraße, Car, Ford Taunus 17M Bj. 1957, Man, Person, Streetview, Woman</p>	<p>Ableidunge r Leopoldine , Bicycle, Renault Van, ruderal plant, sandal, Schatek Leopoldine</p>	<p>The visitors from Aschaffenburg drove all the way by car. In these years the highway from Munich to Vienna was not completely finished.</p>	<p>From: * 01.01.1961 To: 31.12.1961 Text: * Summer 1961</p>	<p>yes outdoors ▼</p>	<p>Image ▼ Slide ▼</p>	Egon Schatek	Alexander Schatek	City Archives of Vienna	Collection of Mustermann Max	Donated by Alexander Schatek, 2020-07-08 . Files an Contract in the administrati on or Archive.	Do you know who is the young man on the bicycle?

Address Situation Event	Place: Name of road, place, field name Address with house number, Event : what is happening, what is done?	z.B.: Main Road, Main Road 1, ... Summer fair, harvest, construction work, bakery, baking bread, ...
Immobilia	Buildings: in general : Epoque, Shape	Baroque, cross vault
Objects	To think about: How far should components of an object be tagged? Please add hypernyms top down: Domestic animal, hoofed animal, bovine animals, cow, bavarian spotted cattle	house, roof, window? (Does this make sense?)
Persons	Beside names, please also tag clothing and age	man, woman, male adolescent, girl, boy, infant, ... cap, hat, wool hood, glasses, gilet, ...
Nature	shape of landscape, plant genus, plant species, weather conditions, ...	rock, pasture, ailanthus, snow, ...

Note: Snow conditions can be historically interesting!

Filename ▼, ID ▼		1. Location + main objects *	2. Tags Sub-objects	Comment ▼	Date ▼	Located	Category ▼	Originator * ▼	Owner * ▼	Copyright ▼	Source ▼	Memo ▼	Question ▼
 <p>Filename: Scha_Dia_0374_Doppel-f-Handbuch pra:0708288 Uploaded by: Admin Schatek Title: * Böcklinstraße 94, Visit from</p>	<input type="checkbox"/>	Böcklinstraße, Car, Ford Taunus 17M Bj. 1957, Man, Person, Streetview, Woman	Ableidung r Leopoldine, Bicycle, Renault Van, ruderal plant, sandal, Schatek Leopoldine	The visitors from Aschaffenburg drove all the way by car. In these years the highway from Munich to Vienna was not completely finished.	<p>From: * 01.01.1961</p> <p>To: 31.12.1961</p> <p>Text: * Summer 1961</p>	yes outdoors ▼	Image ▼ Slide ▼	Egon Schatek	Alexander Schatek	City Archives of Vienna	Collection of Mustermann Max	Donated by Alexander Schatek, 2020-07-08 Files an Contract in the administrati on or Archive.	Do you know who is the young man on the bicycle?

What should be entered as a comment?

A short comment text should appear with each entry.
Here you can enter **continuous text** without having to pay attention to search terms.
The comment is not searched for search terms for visitors.
General descriptions of image content, such as the history of a building, which can also be seen in several other photos, should be uploaded as a separate text entry.

example:

The city gate before renovation in 1948

not:

The city gate was first mentioned in 1483. As a builder appears in the cadastre of 1495 Max Mustermann, who held the agendas of a city builder ...

Links between files

are used, if the connection between entries cannot be established by a search term. E.g. different locations and objects on several photos taken during a single walk.
Write the file names (IDs) to be linked in **curly brackets**.

The linked group appears in the gallery view:

Mouse over
the numbers shows previews,
Clicking on a number
leads to the picture,
Click on "all"
brings all linked images
as search results

Comment ▼

Photographed together with:
{pra:0085457},
{pra:0085456},
{pra:0085459},
{pra:0085460},
{pra:0085461}.

Comment	Photographed together with: 0085457, 0085456, 0085459, 0085460, 0085461, all.
Tags	aufgekrepelt, Baumschnitt, Bootsfahrt (lenkbar), Dame, Fahrgeschäft, Frau, Frau unbekannt 11, Grand Hängelampe, Hemd außen, Kostüm, Lettern, Prater Straße des Ersten Mai, WU
ID	0085458





External Links

you can enter within the text.

These appear in the gallery view as an icon, the full link is shown via tooltip .


Comment ▼	Date ▼	Locate
und Franz, man hat (Laudenbergasse 1) sowie zwischen dem 10. und 11. Gemeindebauten Vivariumstraße 10 und, nördlich der Vivariums fortgeführt mit der östlichen Grenze des Verladeplatzes Stofellag Entsprechung des Fugbaches, sofern der Plan von Huber stimmt https://www.wien.gv.at/kulturportal/public/, Overlay "Huber 177"		
Datierung des Buches: auf Seite 127 in der Fußnote 2 ist über d am Schüttel zu lesen: "... und erst im vorigen Jahre im Herbst (



östlichen Grenze des Verladeplatzes 17 eine exakte Entsprechung d sofern der Plan von Huber stimmt unter , Overlay "Huber 177"

Datierung des Buches: auf Se

Tipp:
"all" will be added automatically.

Filename ▾, ID ▾	1. Location + main objects *	2. Tags Sub objects	Comment ▾	Date ▾	Located	Category ▾	Originator * ▾	Owner * ▾	Copyright ▾	Source ▾	Memo ▾	Question ▾
 <p>Filename: Scha_Dia_0374_Doppel-f-Handbuch pra:0708288 Uploaded by: Admin Schatek Title: * Böcklinstraße 94, Visit from</p>	Böcklinstraße, Car, Ford Taunus 17M Bj. 1957, Man, Person, Streetview, Woman	Ableidunge r Leopoldine, Bicycl, Renault Van, ruderal plant, sandal, Schatek Leopoldine	The visitors from Aschaffenburg drove all the way by car. In these years the highway from Munich to Vienna was not completely finished.	From: * 01.01.1961 To: 31.12.1961 Text: * Summer 1961	yes	Image ▾ Slide ▾	Egon Schatek					

Tipp for quick work:
Just write dates like: "2. 3. 1912" or "about 1912" or "12. August 1961" in the **textfield**. The date will automatically be transferred into the "From" and "To"-fields.

From | fixed format
mandatory
The timeline requires this fixed data format.

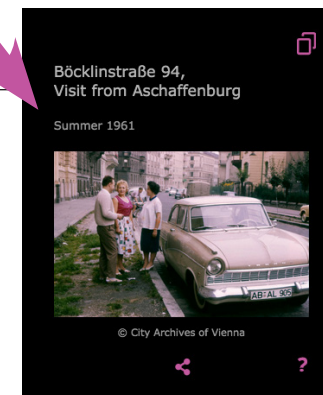
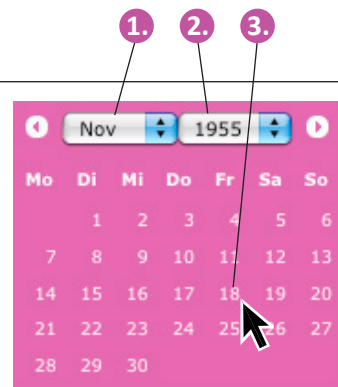
Entry order:
First month (1.) then year (2.), then day (3.)
The **day confirms** the entry.

To
if you want to specify periods.

Example: 01.04.1955
31.10.1955

Text | free formulation
mandatory. Here you can formulate the date differently than in calendar format. This text will appear below the heading in mouse over view.

Example: Summer 1961



It is easy to locate your images:

Open the map by clicking on the button „no“.

Click the markers one after the other.

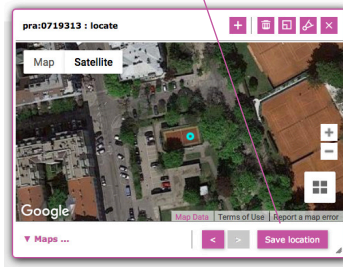
You have the option of locating with one, two, three or 5 marker. Each marker can be **moved afterwards**. The 6th click takes you back to the start (= no point).

„**Save Location**“ saves your markers and closes the map. The button changes from "no" to "yes".

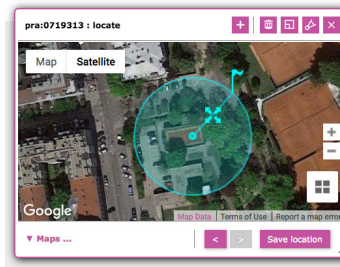
Tip: drag'n drop

You can **copy** locations!
Just drag this **Icon** from one map to the other.

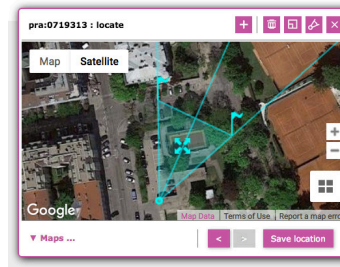
1-Marker:



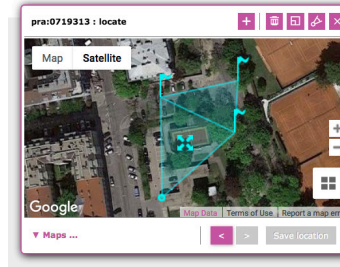
2-Marker:



3-Marker:



4-Marker:



5-Marker:



For images:

The first marker shows the **position** of the **photographer**.
Exemption: If the point of view is not understandable (e.g. interior shots), the marker denotes the location to which the picture refers, e.g. the building, in which the photograph was taken.

For texts:

the **place** to which the text **refers**. e.g. Text about fire: set the marker on fire object

For images:

The second marker you place draws a circle. This indicates an **approximate** location. e.g. "somewhere on this meadow"

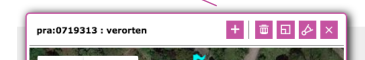
For images this is the normal location with viewpoint and perspective:


The markers with the flags show the edges of your image. The center line helps you to adjust the flags because it corresponds to the center of your picture.

Four markers make no sense and are therefore not to save. The button „Save location“ remains inactive.

For aerial photos when the horizon is not visible. In this case, the picture is delimited by a **square on the map**, which can be marked out by four corner points. The first marker remains an approximate mark for the **photographer's position**.

Multiple locations in one entry: e.g. a contract affects several properties. Or: ancient finds with location and storage location: Please click in the "+"



Filename ▾, ID ▾		1. Location + main objects *	2. Tags Sub objects	Comment ▾	Date ▾	Located	Category ▾	Originator * ▾	Owner * ▾	Copyright ▾	Source ▾	Memo ▾	Question ▾	
 Filename: Scha_Dia_0374_Doppel-f-Handbuch pra:0708288 Uploaded by: Admin Schatek Title: * Böcklinstraße 94, Visit from	<input type="checkbox"/>	Böcklinstraße, Car, Ford Taunus 17M Bj. 1957, Man, Person, Streetview, Woman	Ableidunge r Leopoldine, Bicycle, Renault Van, ruderal plant, sandal, Schatek Leopoldine	The visitors from Aschaffenburg drove all the way by car. In these years the highway from Munich to Vienna was not completely finished.	From: * 01.01.1961 To: 31.12.1961 Text: * Summer 1961	<input checked="" type="checkbox"/> yes <input type="checkbox"/> outdoors	Image Slide	Egon Schatek	Alexander Schatek					








Tip:

Image types as .jpg oder .tif are automatically assigned to the "image" category. In most cases, you do not need to worry about the assignment.

Category

here you assign the file to a category: **Image**, Video, Object ...). The categories can be selected on the visitor's page.

In these two fields you may add additional information such as format, material and the like.

	IMAGE	VIDEO	OBJECT	TEXT	DOCUMENT	AUDIO	PEOPLE	UNRESOLVED
								
	1.588	6	67	71	43	-	1.263	746


Assign an image to the Object's **category** if it shows an object without a topographically recognizable background: an admission ticket, ribbon, trophy, emergency money, ...

Newspaper articles, manuscripts, ...

official documents, contracts, ...

This category is for records related to **people**: parts, mourning pictures or portraits that do not show a topographical background

The category **unresolved** becomes visible when you have entered questions in the "question" field, > **see 21**

Filename ▾, ID ▾		1. Location + main objects *	2. Tags Sub objects	Comment ▾	Date ▾	Located	Category	Originator * ▾	Owner * ▾	Copyright ▾	Source ▾	Memo ▾	Question ▾	
 <p>Filename: Scha_Dia_0374_Doppel-f-Handbuch pra:0708288 Uploaded by: Admin Schatek Title: * Böcklinstraße 94, Visit from</p>	<input type="checkbox"/>	Böcklinstraße, Car, Ford Taunus 17M Bj. 1957, Man, Person, Streetview, Woman	Ableidunge r Leopoldine , Bicycle, Renault Van, ruderal plant, sandal, Schatek Leopoldine	The visitors from Aschaffenburg drove all the way by car. In these years the highway from Munich to Vienna was not completely finished.	From: * 01.01.1961 To: 31.12.1961 Text: * Summer 1961	yes outdoors ▾	Image ▾ Slide	Egon Schatek	Alexander Schatek	City Archives of Vienna License : Archive preferer ▾ Downloadable: Archive preferer ▾	Collection of Mustermann Max	Donated by Alexander Schatek, 2020-07-08 . Files an Contract in the administrati on or Archive.	Do you know who is the young man on the bicycle?	<input type="checkbox"/>

Originator

Who is the **creator** of the original, you digitized?
Photographer, author, artist, ...

Owner

Who **owns** the original?

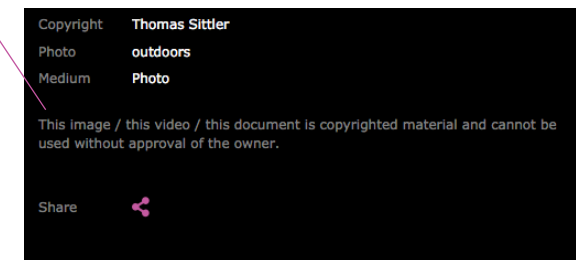
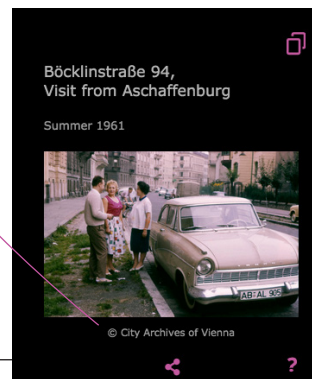
Copyright






Who **holds the rights** to the original?
This text appears in the preview. The © will be added automatically, please don't type.

Various **Creative Commons**-Licenses can be choosen.

If you make **no selection**, the gallery view automatically shows the **text**, saying that the digitized material may not be used without permission. The choices of licenses that **relate to your entire Topotheque**, you will find in the > menu > settings > see 27

Here you can **allow** this file to be downloaded.
You can also make this setting for **your entire Topotheque**:
> menu > settings > see 27



Filename ▾, ID ▾		1. Location + main objects *	2. Tags Sub objects	Comment ▾	Date ▾	Located	Category ▾	Originator * ▾	Owner * ▾	Copyright ▾	Source ▾	Memo ▾	Question ▾	
 <p>Filename: Scha_Dia_0374_Doppel-f-Handbuch pra:0708288 Uploaded by: Admin Schatek Title: * Böcklinstraße 94, Visit from</p>		Böcklinstraße, Car, Ford Taunus 17M Bj. 1957, Man, Person, Streetview, Woman	Ableidunge r Leopoldine , Bicycle, Renault Van, ruderal plant, sandal, Schatek Leopoldine	The visitors from Aschaffenburg drove all the way by car. In these years the highway from Munich to Vienna was not completely finished.	<p>From: * 01.01.1961</p> <p>To: 31.12.1961</p> <p>Text: * Summer 1961</p>	<p>yes</p> <p>outdoors ▾</p>	<p>Image ▾</p> <p>Slide ▾</p>	Egon Schatek	Alexander Schatek	City Archives of Vienna	Collection of Mustermann Max	Donated by Alexander Schatek, 2020-07-08 . Files an Contract in the adpministrati on or Archive.	Do you know who is the young man on the bicycle?	

Source

for example for newspaper articles: in which newspaper the article appeared. Here you can set outside links as in "comments", > see 16

Memo

This column is used for internal notes. It is **not visible to visitors** even after the entry has been activated.

Questions

The entries in this column automatically appear as "unresolved". > see 19

Delete

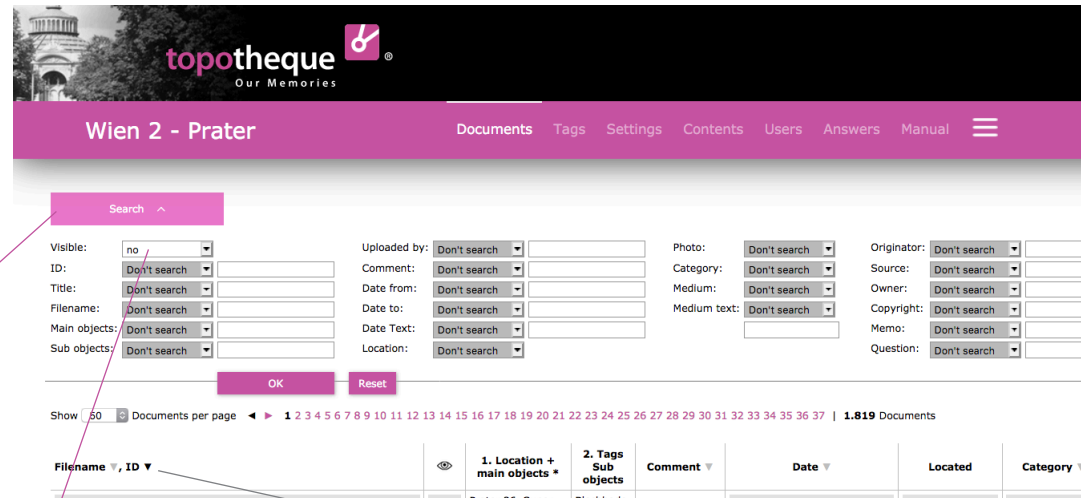
... a file and it's metadata



Search

Here you open and close the **search filters**

Filters closed



Why is the filter "Visible" set to "no" by default, but all others are inactive?

With that, all **new** entries will be at the **top** of the list.

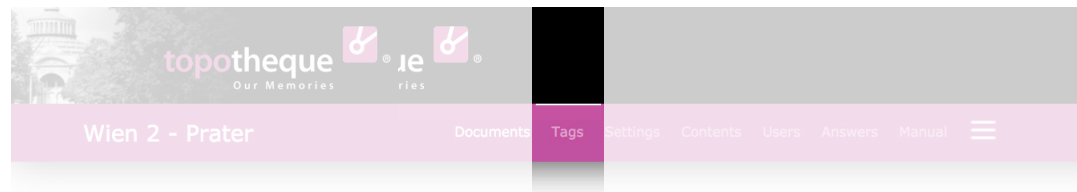
Tip:

With a click on the arrow you can **sort** the entries in **ascending** or **descending** order.

Filters opened

Chapter 3

Manage Tags



kanne

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

11 filtered tags

list tags of this Topotheque (pdf)

Tags	Count	Show	Delete	Themes
Blechgießkanne	1			
Blechkanne	1			
Emalliekanne	1			
Fischkanne	1			
Gießkanne	17			
Kaffeeka 4697: Gießkanne	1			
Kaffeekanne	2			
Milchkanne	3			
Teekanne	2			
Thermoskanne	1			
Wasserkanne	1			

If you want to search for tags
by alphabet:

- for the display on the screen
click a **letter** or **digit**

- for **pdf download**

Change a tag
for your entire Topotheque

1. Type at least
3 characters.
The list of your tags
containing these
characters will appear.

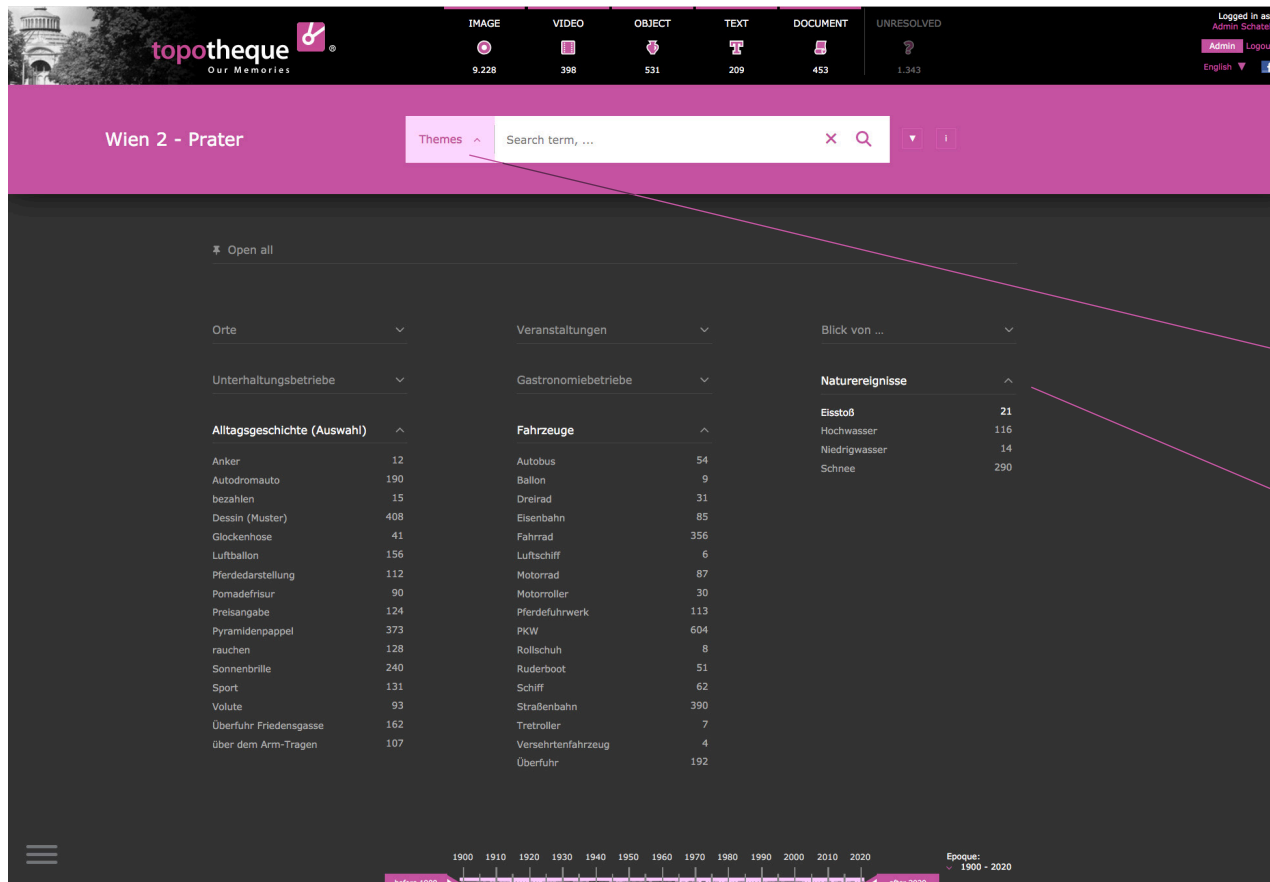
2. Place the cursor in
the line you want and
overwrite the tag with
the correct version.

3. Save the change with the **tab**
key or a **click outside** the
writing cell.

This tag
is used **17 times**

opens
all 17 entries
in > admin/
documents

delete
the tag from
your Topotheque



Theme Lists in Front-End

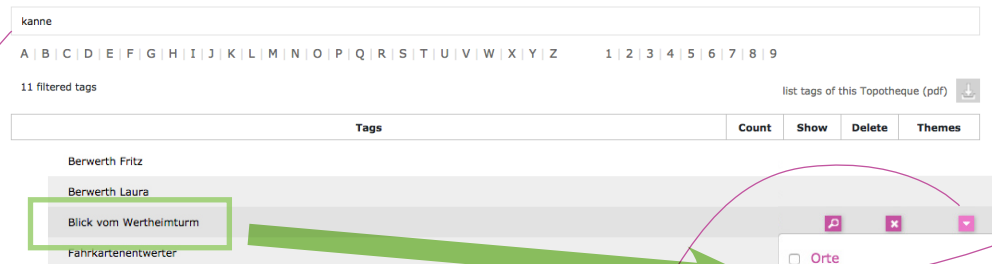
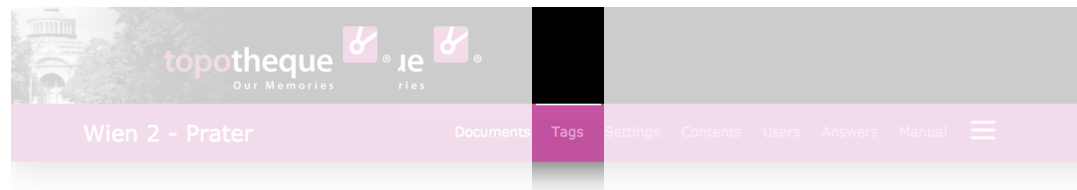
Clicking "Themes" opens the lists.

The **order** of the lists you can determine yourself. > See 24

The **names** of the lists do not have to be a search term.

Tip:

You can create lists on topics such as areas, districts, land registers, field work, clubs, fire brigade, everyday life, aerial view, mayor, official, sports, natural events, ...

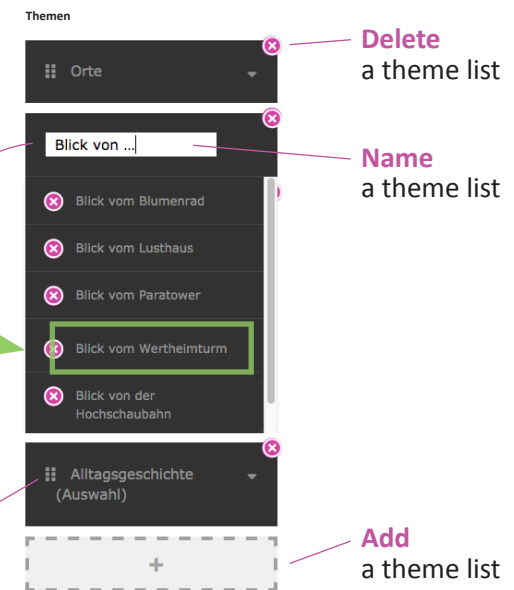


How to add a tag to a theme list:

1. **Open** the tag you want to add by typing the leading charcters.
2. **Open** the drop down list on the right, by **hovering the arrow**.
3. **Select** the theme list(s), in which the tag should appear.



Handles to **sort**
the theme lists
= vertical shift



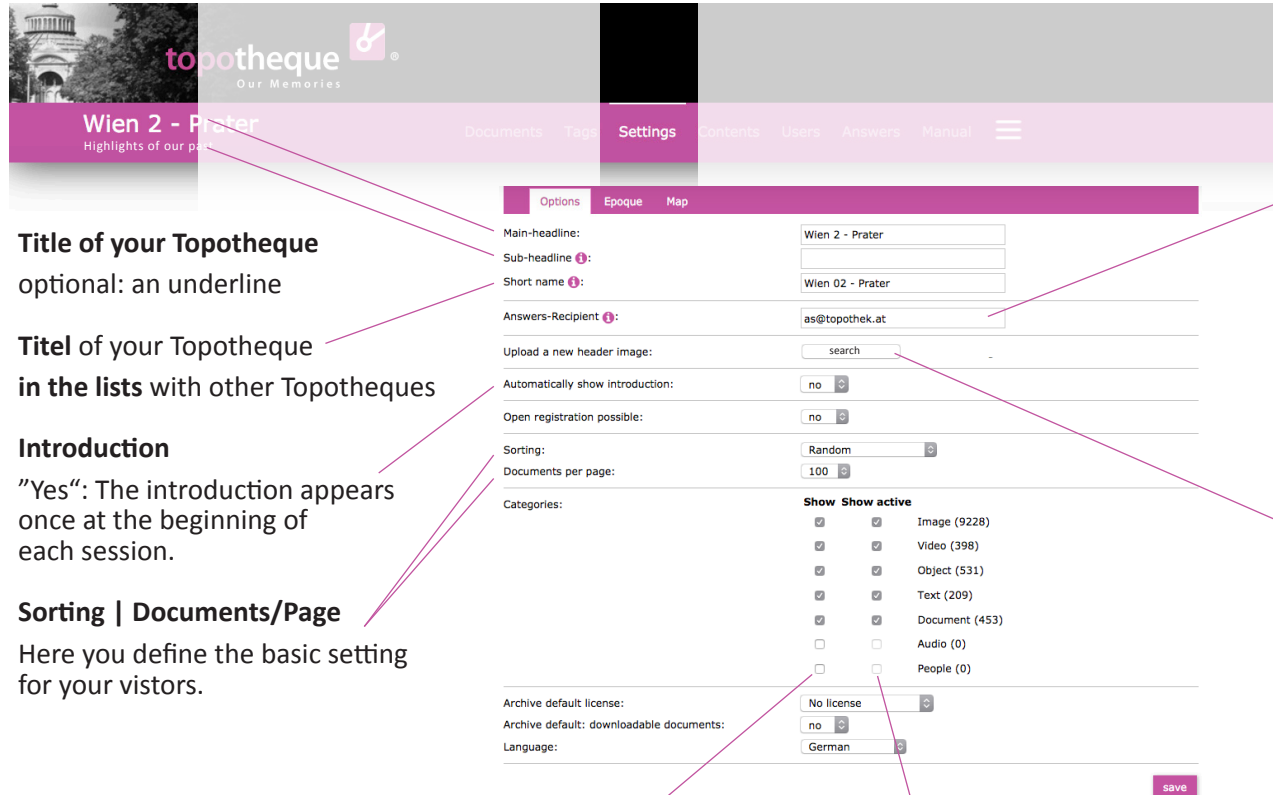
Tip:

You can assign a tag to several lists.
e.g. **Smith Peter** can be assigned to the
theme list **mayors** and to the
theme list **fire brigade**.

Chapter 4

Settings

for your Topotheque



Options | Epoque | Map

Main-headline: Wien 2 - Prater

Sub-headline ¹:

Short name ²: Wien 02 - Prater

Answers-Recipient ³: as@topothek.at

Upload a new header image: search

Automatically show introduction: no

Open registration possible: no

Sorting: Random

Documents per page: 100

Categories:

Show	Show active
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Image (9228)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Video (398)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Object (531)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Text (209)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Document (453)
<input type="checkbox"/>	<input type="checkbox"/> Audio (0)
<input type="checkbox"/>	<input type="checkbox"/> People (0)

Archive default license: No license

Archive default: downloadable documents: no

Language: German

save

Title of your Topotheque
optional: an underline

Titel of your Topotheque
in the lists with other Topotheques

Introduction

"Yes": The introduction appears once at the beginning of each session.

Sorting | Documents/Page

Here you define the basic setting for your visitors.

Categories:

Show

Here you select which categories should be **visible** for visitors.

Show active


Here you select which categories should be visible and **activated**.

Answers' Recipient:


Answers from visitors sent via question function in gallery go to this/these email address/es.
> see 32

Upload header image: search 1497_TT_prater.png

Choose an image section:



Preview:

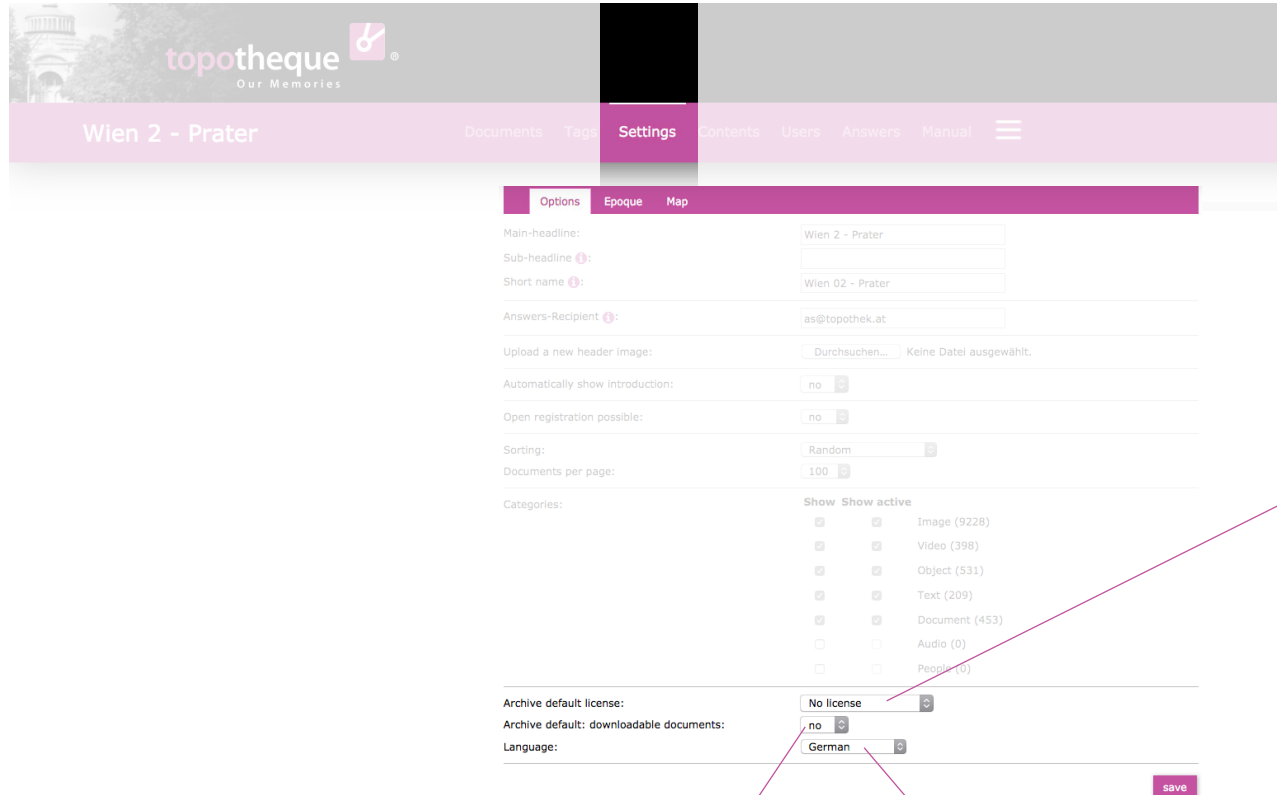


Upload header image

1. Click "search"
2. Choose an image from your folders. It will appear as **preview**.
3. Choose in the upper picture the desired image section and it's size with the movable frame. You can see the preview in the image below.

Tip:

After each change:
Do not forget to **save!**



Licensing

If you make no selection, the **standard-text** appears in the gallery view:

This image / this video / this document is copyrighted material and cannot be used without approval of the owner.

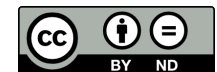
Here you can choose a Creative Commons-License (CC) for your entire Topotheque.

Different settings can be made for each individual entry.
> see 19

Info about

Creative Commons-Licenses:
<http://creativecommons.org/licenses/by-nc-nd/3.0/en>

Example:



Enable downloads

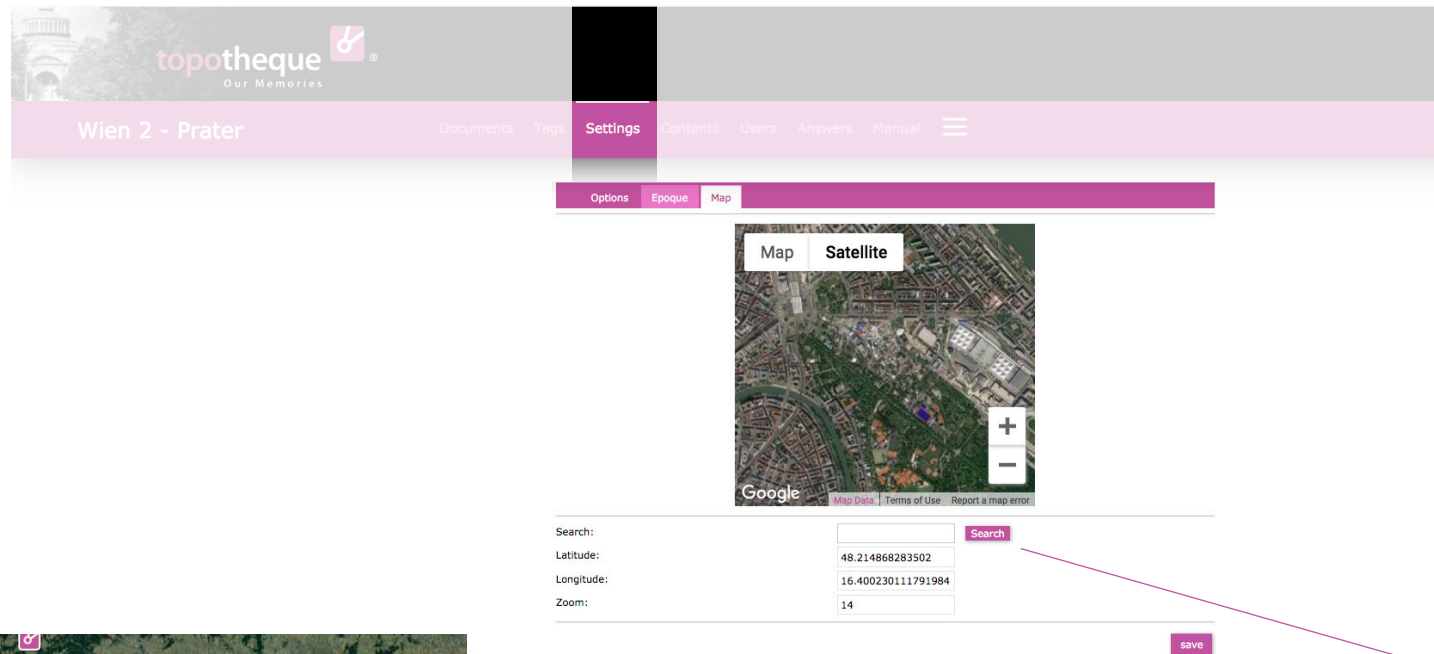
Here you can set for the entire Topotheque whether visitors can download files. Different settings can be made for each individual entry.
> see 19

Language

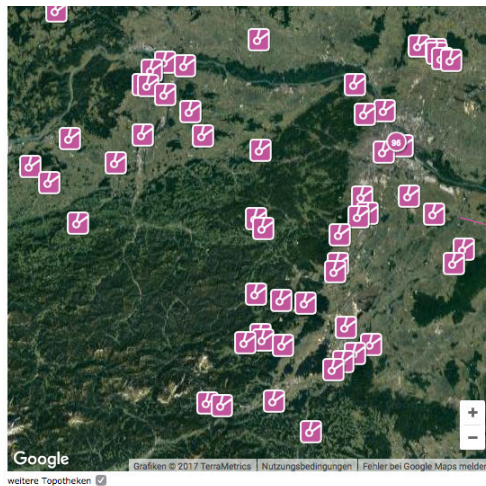
Here you choose the basic language of the Topotheque's surface.

Tip:

After each change:
Do not forget to **save!**



Quick search
Enter the name of your place.

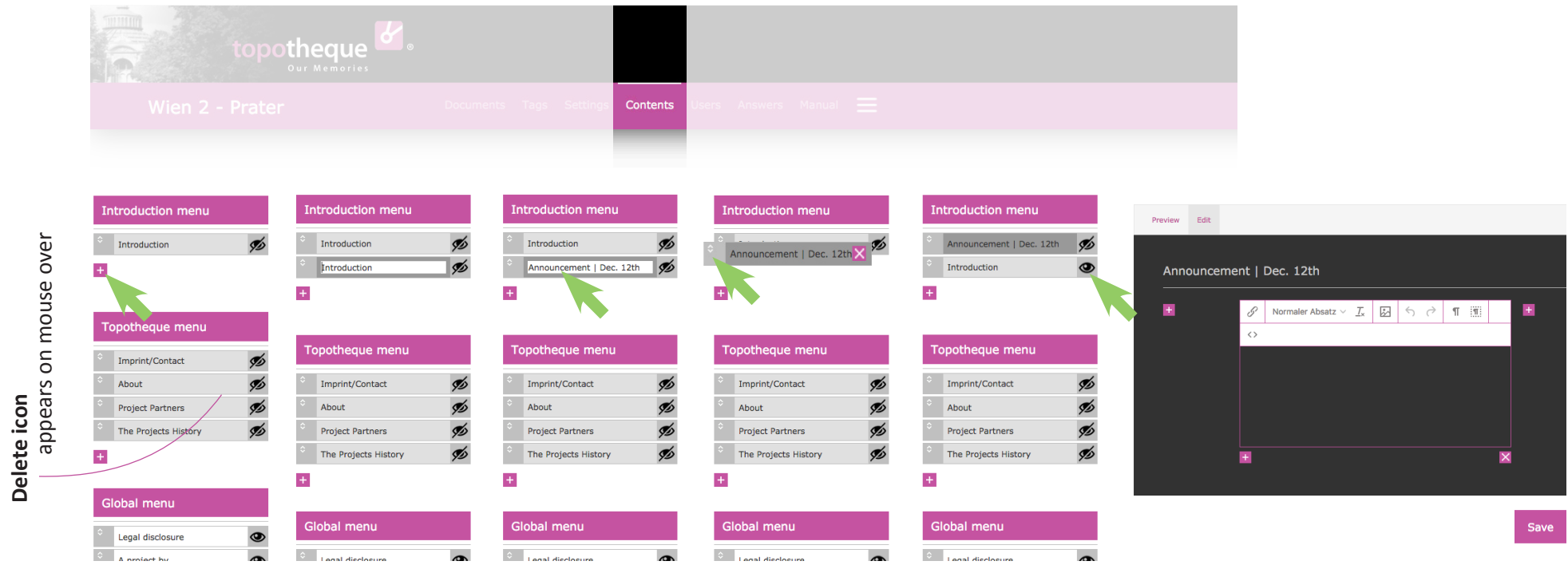


Map section

With the selection of your map section you get:

1. the position of your Topotheque **icon on the map** visible in other Topotheques and on our Topotheque website.
2. the **initial position** of your map in the **admin**

Tip:
Use **mousewheel** only.



Delete icon appears on mouse over

1. Use "+" to create a new menu item

2. Name it, e.g. "Annoncement"

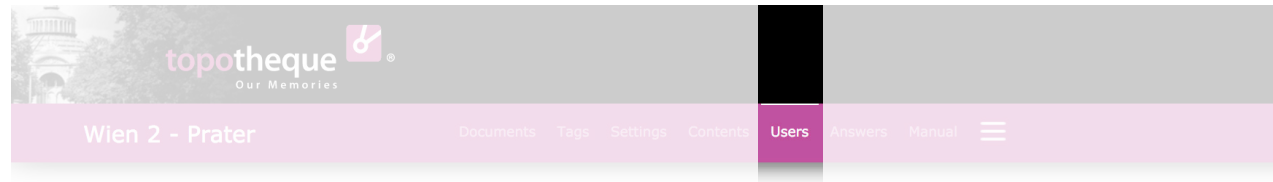
3. Slide the menu item on the handle to the **first line**

4. Visible click the eye icon

5. Choose "Edit", to write. Here: Do not forget to **save!** The button may be outside your screen.

Tip: If you want to publish an **announcement** for a **limited time**, write it as shown above and **slide it on the first line**. The previous introduction remains available in the menu block in second position. If your announcement is out of date, move the original introduction again up to the 1st line.

- Use "+" to create a new menu item
 - Name it, e.g. "Annoncement"
 - Slide the menu item on the handle to the **first line**
 - Visible click the eye icon
 - Choose "Edit", to write. Here: Do not forget to **save!** The button may be outside your screen.
- Introduction menus**
is the **top** menu. It may appear open when you first visit the Topotheque, > **see 25**: "Automatically show introduction". **Three** alternative forewords are possible.
- Topotheque menus**
you can use as much as you want.
- Global menus**
are centrally controlled and can not be changed by you.



User data

Clicking on the user's line opens the data fields belonging to this user

ID	First name	Last name	email	User level	Last activity
4	Alexander	Schatek	as@schatek.at	Administrator	2019-10-02, 19:10:18
92	Thomas	Sittler	prater12@gmail.com	Administrator	
93	Nikolai	Pasara	office@pasara.at	Administrator	

ID: 93

First name: Nikolai

Last name: Pasara

email: office@pasara.at

Email address correct

Password:

Repeat password:

Language: German

Street:

ZIP:

City:

Phone:

Mobile:

Date of birth: TT . MM . JJJJ

Information:

Optional fields

Search Topotheque:

Topotheque	Registered	User level
Find Box	<input checked="" type="checkbox"/>	User
Prater	<input checked="" type="checkbox"/>	Administrator
Absdorf	<input type="checkbox"/>	Administrator
Adavere	<input type="checkbox"/>	Administrator
Algen-Schlägl	<input type="checkbox"/>	Administrator
Albrechtsberg / Gr. Krems	<input type="checkbox"/>	Administrator
Album Familiar	<input type="checkbox"/>	Administrator
Alland	<input type="checkbox"/>	Administrator
Allentsteig	<input type="checkbox"/>	Administrator

Password

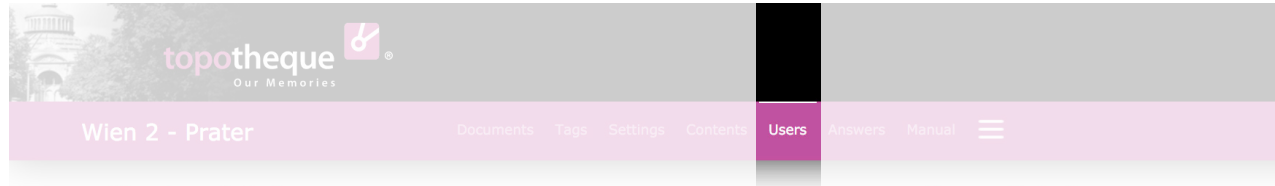
An existing password is not displayed. If you want to change user data, you do not have to re-enter the password.

Here you create a new user: Click "+" and a new form will open.

1129	Gast	Test	gast@test.at	Guest	2017-12-19, 10:45:24
2279	Manfred	Brandstetter	m.brandstetter@bsc.at	Guest	2020-03-10, 11:47:36
<input type="button" value="+"/>					

Topotheques in which the displayed user is authorized

Topotheques to which you have access



93 Nikolai Pasara office@pasara.at Administrator

Search Topotheque:

Topotheque	Registered	User level
Find Box	<input checked="" type="checkbox"/>	User
Prater	<input checked="" type="checkbox"/>	Administrator
Absdorf	<input type="checkbox"/>	Administrator
Adavere	<input type="checkbox"/>	Administrator
Algen-Schlägl	<input type="checkbox"/>	Administrator
Albrechtsberg / Gr. Krems	<input type="checkbox"/>	Administrator
Album Familiar	<input type="checkbox"/>	Administrator
Alland	<input type="checkbox"/>	Administrator
Allentsteig	<input type="checkbox"/>	Administrator
Almaskikraj	<input type="checkbox"/>	Administrator
Altenfelden	<input type="checkbox"/>	Administrator
Altenmarkt an der Triesting	<input type="checkbox"/>	Administrator
Altlichtenwarth	<input type="checkbox"/>	Administrator

Optional fields

Speichern Zurücksetzen Abbrechen

Password

Please note that a password must contain the following **elements**:

- min. 6 Characters:

- min. 1 lower case
- min. 1 capital letter
- min. 1 digit
- min. 1 special characters:
! @ # \$ % & ^
& * \$ / () = ? -
_ - : , ; < > +

Example:
1Sample!

The Topotheque just opened, in which the **new user** should be authorized.

Selectable user levels:

- Administrator:

- sees all entries
- access to tag management
- can grant permissions

- User:

- **only** sees the entries that he **uploaded** himself
- **no** access to **tag management**

- Guest:

- like user
- **no permission to publish** entries. Checking "visible" sends a mail to administrator who has to decide whether the entry will be published. Administrators are the same addresses as entered in „answers' recipients“
> see 25

Date	Document	Contact	Topic	Processed	From	Memo
2020-07-26 00:15:05	717470	O.Prohaska otto.pro@aon.at	<p>Question</p> <p>Können Sie die den Standort der Kapelle angeben? \"Am südlichen Ende der gräflichen Gärten.\" Hier läuft der Donaukanal in West-Ost-Richtung %u2026</p> <p>Answer</p> <p>Wenzelkapelle an der Kreuzung Fruchtgasse/Ferdinandstraße, siehe zweites Mail. MFG O.Prohaska</p>	<input type="checkbox"/>		
2020-07-18 12:12:06	151596	Michael Schättle p-amateure@gmx.net	<p>Question</p> <p>Wo befand bzw. befindet sich das Felsengrab?</p> <p>Answer</p> <p>Hallo, ich fand folgenden Beitrag in Wikipedia: Nördlich der Kirche wurde ein volkstümlicher Kreuzweg mit einer Darstellung des Heiligen Grabes in einer Grotte sowie ein Ölberg-Relief angelegt. Dessen Weihe erfolgte am 15. September 1935. Quelle: https://de.wikipedia.org/wiki/Wallfahrtskirche_Maria_Gr%C3%BCn_(Wien) LG</p>	<input checked="" type="checkbox"/>		
2020-06-13 17:56:51	216965	Thomas prater12@gmail.com	<p>Question</p> <p>Rückseitig in Kurrent: \"Prater\". Aber handelt es sich überhaupt um den Wiener Prater?</p> <p>Answer</p> <p>Bitte auch hier - Eisener gegen Wilden Mann auswechseln ! LG TSS</p>	<input type="checkbox"/>		

If several Topotequers work in your team, you can **note** here that you have answered the question and leave them some **information**.

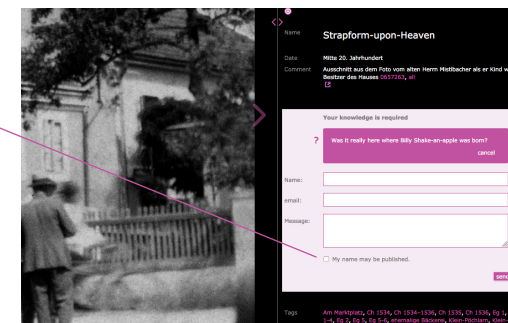
Answers from **visitors** sent via question function in gallery go to Topothequer's **email address(es)** which are entered in the form „settings“ > **see 25** and are collected **in this list**.

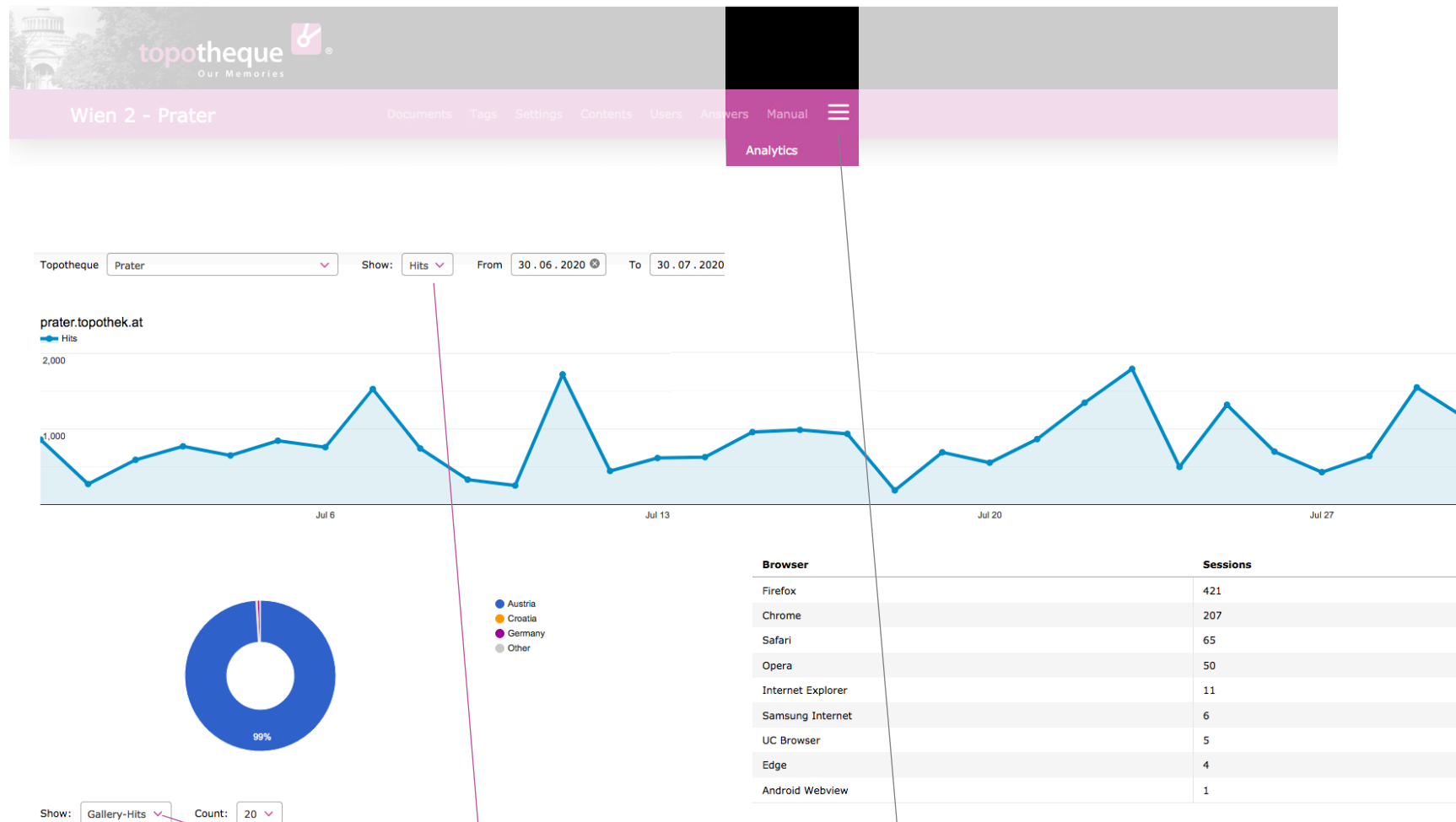
Answers contain

- the answer **text** from the visitor,
- the link to the entry on the **visitors page** and
- the link to the entry in the **admin** and

Crossed out name
means that the sender does **not** want to be named.

This is **where the answers come from**





You will find Google Analytics in the **burger menu** with different **settings** to choose.

Chapter 5

Legal Guide

Copyright

1. Image

2. Image Content Objects

Data protection

3. Image Content Persons

4. Image Content Persons

I am author of this image.

No

Yes

The legal protection period - 70 years after the author's death - has expired.

No

Yes

I have permission from the author or his legal successor to publish the item in the Topotheque.

No

Yes

The picture was taken from a location on public ground from the normal height of a person (no ladder).

No

Yes

The defining picture motif is **not** foreign property (plot, interior, object of art, facility, zoo, ...).

No

Yes

The owner of the property/ building/object has consented to the publication.

No

Yes

Objects depicted are NOT works of fine art (paintings, sculptures, architecture, ...).

No

Yes

The legal protection period - 70 years after the death of the creator - has expired.

No

Yes

The author or his legal successor agreed to the publication.

No

Yes

I want to publish a picture/text/music/video

The people can only be recognized as figures or outlines.

No

Yes

The identifiable people are accidental additions to the picture motif.

No

Yes

The people are participants in a public event.

No

Yes

They are people of contemporary history (politicians, athletes, pastors, ...) when they perform their duties in public.

No

Yes

The people's 100th birthday has passed.

No

Yes

The private individuals or their legal representatives (for minors, guardians) have agreed to the publication.

No

Yes

I want to publish personal data related to the people depicted.

In Austria: Blackout periods after Civil status law (Personenstandsgesetz 2013 – PSiG2013):
30 years after death
75 years after marriage
110 Jahre after birth
Please take care that information about people subject to data protection:
- general personal data
- criminal personal data
- sensitive data
- political opinion
- health data
- religion
- sexual tendency

Licences

Please also note that the reproduction of sound and text documents may be subject to licences.

In Austria:
Sound: AKM, Austro-Mechana.
Text: Literarische Verwertungsgesellschaft (L.V.G.), Literar-Mechana.
You can find a good overview here: <https://de.wikipedia.org/wiki/Verwertungsgesellschaft>

The basics shown on this page are for guidance and are based on Austrian law.
Please note that national laws may vary. Legal advice cannot replace this presentation. The publisher remains responsible for the publication of works and the resulting legal consequences.

Member of:



In cooperation with:



Contact:

· Office Wiener Neustadt: **Alexander Schatek**
+43 (0)664 / 2 66 55 10 · +43 (0)2622 · 26 3 26 - 28 150 · as@topothek.at
Prof. Dr. Stefan Koren-Strasse 10, 2700 Wiener Neustadt

· Office Vienna: **Dr. Karl Heinz**
+43 (0)676 / 48 66 795 · kh@topothek.at
ICARUS – International Centre for Archival Research
Gertrude-Froehlich-Sandner-Strasse 2–4, Tower C, Floor 7–9, A-1100 Wien
Tel: +43 (0)1 / 545 0 98 89 · E-mail: info@icar-us.eu
Vereinssitz: Vienna/Austria · gemeinnützige Organisation · ZVR 250156583

A structure by:



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FOR ARCHIVAL RESEARCH