

OLENBERG.ORG

Website Documents & Folders: Types/Arrangement/Hints

Becoming familiar with how the document folders are arranged, and which documents should be created offline, vs online, will help you get the most out of the website and make it easier for you to contribute document content. (Remember that a "document" is any single item in the folders: An image/photo, essay or photo-essay, computer file, web-link, news item, advertisement, etc.

Main Folders vs Sub-Folders: While the "List Folders" command will list all document folders: both the main folder categories and the sub-folders under them. The folders whose names are CAPITALIZED and NUMBERED are the main document categories. To ease understanding or where to place items, the main folders either have no sub-folders, OR have all documents within sub-folders. Clicking any folder will open it to reveal the documents & sub-folders within.

Online vs Offline Document Creation: Some documents (Images, "MS Word" or PDF Files and document Scans) are most easily created and edited "off-line" and then uploaded into the website. This especially applies to longer documents. All other documents (***) , generally short ones, are created/typed in quickly, while online. If you wanted to enter a web link, or write a short essay of a few paragraphs, you would do that directly within the appropriate "New Document" form. You could also create/edit text within another program, and then "cut and paste" it into the form.

Type of Folder or Document:

Top Folders – No sub-folders

ADVERTISEMENTS***

Advertisement

HELP FILES***

File

POLLS***

Poll

NEWS ***

Top Folder - No docs, just sub-folders

Events

Events

Upcoming-Dated-Events

Family News

Link

News of Recent Events

Website & Other News

Article

News re: Olenberg.org

PHOTO & IMAGE FILES

Top Folder - No docs, just sub-folders

You are invited to create a sub-sub-folder if you are uploading a number of pics for one subject, family, etc.

Gallery

Image

Family Fine/Creative Art Works

Here and Now

Image

Most recent (Less than 10 yr?)

Memories of Days Past

Image

Oldest images

Our Lives

Image

Older photos, some subjects alive

Places More than People

Image

The location is the subject

Recent Events

Image

Specific events (weddings, etc)

Virtual Cemetery

Image

Images of old grave markers

WEB LINKS***

Top Folder - No docs, just sub-folders

Family Business (Links)

Link

Family Personal Pages (Links)

Link

Non-Family Commercial Links

Link

Non-Family Research Links

Link

Non-Family, Non-Comm'l Links

Link

WRITTEN/SCANNED DOCUMENTS

Top Folder - No docs, just sub-folders

Family (historic) Documents (Scanned)

Image or File

Scans of Family docs

Family-Created Documents

File

Essays (w/ or w/o images)

Imported/Copied Documents

File &/or Image

Third-party creations

*On-Line Writings****

Article

Short Essays, Bios

About Computer Document Types And the Creation/Upload of New Documents

When you attempt to submit/create new documents, you must select the type of document from a drop-down list. Here are the choices and descriptions of what each choice is. :

Document Type	Description
Advertisement	Provided for offering things as for sale. Has a place to list the price.
Article	These are written while online, rather than created offline and uploaded. They can be anecdotes, short essays or comments that are not specifically related to already-posted documents, or even jokes. There are places for the title, summary and body of the article. Long articles and essays are best created within another program and then uploaded to the website, but text can be "copied and pasted" into the "body" of the article.
Event	This is a dated notice with room for a description of the event, starting and ending times and dates and even a place to select if it is a recurring event.
File	Documents that are created offline and uploaded. While all images are files, this refers to files in non-image formats (even though images may be nested within the content). They could be MS Word files, PDF (Adobe Acrobat) files; even spreadsheets or databases. When a viewer "clicks" them, they may or may not open...depending upon whether the viewer has the appropriate program installed on their computer and associated with the file format.
Image	Photos and scans that are saved in a standard image format (JPG, GIF, PNG). Images will display as tiny "thumbnails" on the website, and they may be viewed online, one by one or as a "slide show". Clicking them makes them larger and allows them to be downloaded by the viewer, if authorized.
Link	Links to other websites with room for descriptions. There are folders for family links and folders for non-genealogy, commercial & non-profit links.
Notice	Similar to an event, but the dates you enter for this type of entry will set the period for when, and for how long, the notice is displayed. (Generally reserved for the administrator of the website.)
Poll	Need to create a way for people to give their opinions on, say, where the next family reunion should be held? This is the place to do that. It provides a place for a description and instructions, plus a number of choices you provide, which could be "Yes" or "No" or other alternative choices, dates, etc.

IMPORTANT: Choosing the right document type that you want to create or upload is critical.

Examples:

If you mistakenly select NOTICE when you want to enter an EVENT, you will not be able to include a date except in the main body of the notice description;

If you mistakenly select NOTICE when you want to create a POLL, you will not be able to include choices for people to select to include their opinion in the poll;

If you submit an MS Word document, with embedded images, as an image file, you will get an error that the document is not in a standard image format. Conversely, if you submit an image as a "file", the viewer will be prevented from viewing it online.

HELPFUL HINTS:

FAQ's...Frequently Asked Questions:

1. How to search for a document, user, folder, etc:
The best way is to click Search in the left-hand menu. (This is a better search than the Search Query.) Then, enter words describing what you want to search for. You can choose to search for Users, Documents, Folders &/or Comments. Click "GO". Anything that is found, that matches your search request, will be listed. If you get a long list, repeat the search and be more specific.
2. How to change or add to the description of a document that you posted:
Just go to the document and click "Edit" and you can change or add to your description. Then, just click "SUBMIT" at the bottom of the page. You do not need to delete and resubmit the document.
3. How to revise a document without having to delete it and resubmit it from "scratch":
Just click "Edit" and then browse to the new version on your computer. When you click "SUBMIT", the new file will replace the old version, but your document title, descriptions, etc, will remain unchanged.
4. How to add comments or further descriptive information to a document or photo:
There are two ways to do that: If you originally created the document, you can click "Edit" and correct to the original description or add additional information. If it is someone else's document and, you can click "Comment" and add your comment. The comment will appear with the document when other people view it. *(In this case, it would be best to include your name so others will know who made the comment/addition/correction.)*
5. Can you limit who has the right to upload documents to a folder you created?
Yes, you can. Just click "Private" when you create the folder, and only you will be able to add to or modify the documents in that folder. BUT, only you will be able to view them. If you want to limit who can upload to a folder, but allow anyone to view it, ask the administrator to create a special group, with only you as its member, which will prevent others from adding content to the group's folders.
6. Can a document be moved to a different folder? For example, if you uploaded a photo to a general folder, how do you move it to a new photo sub-folder that you created?
That's easy, and you do not need to delete the photo, and upload it again, to the correct folder OR re-enter the title and description: Just browse to, and view, the photo and then click "Edit". Then, just use the "drop-down" to select the folder where you want the photo to be moved and click "SUBMIT". The photo will now show up in the new folder. *CAUTION: You cannot move a file to a folder that does not allow the file type you want to move. For example, you can move a photo from one photo folder to another one. But, you cannot move a PDF file to a photo folder because it is not considered to be an image. You also cannot move a photo or file into a folder if it is not a public folder or your own folder.*