



**HARVEY COUNTY MEMORIAL TRIBUTE DATABASE**

**instructions for  
ATTACHING HEADSTONE PHOTOS  
TO INDIVIDUALS  
(when photos are already uploaded to the server)**

Lastname	Given	Birth	Death	Notes	Stone	Pix1	Pix2	Pix3
Sauceda	Elvira	1916	1929			1 ST0003.jpg		
?	?					2 ST0004.jpg		
Jimenez	Salvador	Feb-29	29-Oct			3 ST0005.jpg		
Jimenez	Jose	1899	1929			4 ST0006.jpg		
Lujano	Vicenta G	1890	1918			5 ST0007.jpg		
Vasquez	Marino	1888	1918			6 ST0008.jpg		
Flanagan	Edna May	13-Mar-16	19-Mar-16			7 ST0009.jpg	ST0010.jpg	ST0011.jpg
Cyphert	Joseph S	1887	15-Feb-11			8 ST0012.jpg	ST0013.jpg	
Porras	Pedro M	13-Jan-15	18-Feb-15			9 ST0015.jpg		
Mandujano	Ricardo	03 Apr 1896	19-Apr-16			10 ST0016.jpg	ST0017.jpg	
Moralez	Leonora	6-Nov-00	6-Sep-16			11 ST0018.jpg	ST0019.jpg	
Lozano	Josefa	19 Mar 1867	22-Jan-19			12 ST0020.jpg	ST0021.jpg	
Fox	Nellie Tere	02 Aug 1889	28-Mar-74			1 ST0024.jpg		
Fox	James Fran	03 Dec 1857	3-Jan-08			2 ST0026.jpg	ST0029.jpg	ST0028.jpg
Fox	Bridget Ter	13 Jun 1863	22-May-50			2 ST0026.jpg	ST0025.jpg	
Fox	James Willi	15 Oct 1891	26-May-71			3 ST0031.jpg	ST0030.jpg	
Fox	Francis Lec	29 Mar 1896	3-Nov-76			4 ST0032.jpg		

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## ATTACHING HEADSTONES TO INDIVIDUALS IN DATABASE

### PROJECT OVERVIEW:

There are approximately 16,000 individuals in the Harvey County Database whose names were imported from the City Cemetery Index for Greenwood & St. Mary's Cemeteries. Ruth Ann & Marvin Dirks worked hard to edit this index from scanned records. However, the indexes themselves weren't complete - approx. 1,600 individuals from St. Mary's Cemetery were missing.

The headstone photos themselves are already in the Database. Today we are needing to attach the individual to their headstone. Your help in finishing the headstone project in this way is invaluable.

#### A. CHECK TO SEE if the individual is in the Database.

1. Look at the Info Sheet of names to work on. This information was transcribed from the Headstone. First, look at the columns labeled Pix1, Pix2, & Pix3. In the example below, you will see that Picture # ST0040 needs to be connected to Roetger Schorn, Mother Schorn, Henry Schorn, & Frances Schorn. You will also note that Mary & Katie Schorn share a headstone photo (ST0045).

Schorn	Roetger	01 Jul 1826		8-Aug-05		9	ST0040.jpg	ST0046.jpg
Schorn	Mother		1835		1917	10	ST0043.jpg	ST0040.jpg
Schorn	Mary A	01 Sep 1875			4-Jun-05	9	ST0045.jpg	ST0041.jpg
Schorn	Katie	20 Apr 1866			13-Apr-13	9	ST0045.jpg	ST0042.jpg
Schorn	Henry		1867		1945	11	ST0047.jpg	ST0040.jpg
Schorn	Frances		1880		1954	12	ST0048.jpg	ST0040.jpg

When adding the headstone photo, you will need to attach the photo to each individual connected to it. You can add another individual later, but it will be harder to do.

2. In the Database, do a search for "Schorn" and look to see that Roetger, Mother, Henry, & Frances are all in the Database. Double check the death date to make sure these are the same people. If one of them is missing, you will need to either find them or enter them as a new individual in the Database.

Action	Select	ID	Name	Birth Date	Birth Place	Tree
  	<input type="checkbox"/>	I32755	Eunice Catherin Schorn			Harvey County Database
  	<input type="checkbox"/>	I32756	Harold Franklin Schorn			Harvey County Database
  	<input type="checkbox"/>	I32757	Helen Agnes Schorn			Harvey County Database
  	<input type="checkbox"/>	I32758	Henry Schorn			Harvey County Database
  	<input type="checkbox"/>	I32759	Laura Bell Schorn			Harvey County Database
  	<input type="checkbox"/>	I32760	William Schorn			Harvey County Database

To Add a person, go to the Administration Menu, Select People, and click the "Add New" tab to get the following screen:

**People >> Add New Person**

Search / Add New / Review / Merge

Help for this area | Expand all | Collapse all

Please prefix Person ID with "I" for "Individual"

Tree: Harvey County Database ▾

Branch: ( ▾ Edit )

Person ID: I34224 [Generate] [Lock] [Check]

▼ **Name**

First/Given Name(s) Last/Surname

Henry Schorn

Gender Nickname Title Prefix Suffix Name Order

Male [ ] [ ] [ ] [ ] [ ] Default ▾

Living

▼ **Events**

**Note:** When entering dates, please use the standard genealogical format DD MMM YYYY.  
For example, 10 Apr 2004.

Date Place

Birth: 1867 [ ] [ 🔍]

Death: 1945 [ ] [ 🔍]

Burial: [ ] St Mary's Catholic Cemetery [ 🔍]

Put maiden names in ( ) in the first name box: Janine Louise (Smith)

Put "Jr" and "Sr" in the "Suffix" box.

For dates, use genealogical style: 14 Oct 2008

Birth & Death locations, use City, State or if city is unknown use County, State or just State - please spell out the State (do not abbreviate).

If you are unsure of the cemetery name used in the database, click on the magnifying glass next to the cemetery line to see the list of names already entered.

B. AFTER ALL INDIVIDUALS FOR A HEADSTONE ARE IN THE DATABASE, Connect the Individuals to the Headstone Photo.

1. From the Administration Panel, Select MEDIA and then "Add New":

The screenshot shows a web form titled "Media File" with the instruction "Upload a new file from your computer, or select from files already on your site". The form includes a "Collection" dropdown menu set to "Headstones" and an "Add Collection" button. A checkbox for "This media comes from an external source" is unchecked. The "Media File" section has a "File to upload\*" field with a "Browse..." button and a "File name on site\*\*" field containing "ST0003.jpg" with a "Select.." button. The "Thumbnail Image File" section has radio buttons for "Specify image" (selected) and "Create from original", a "File to upload\*" field with a "Browse..." button, and a "File name on site\*\*" field containing "thumb\_ST0003.jpg" with a "Select.." button. At the bottom, the "Store files in" section has radio buttons for "Multimedia Folder" and "Collection Folder (e.g., 'photos')", with the latter selected.

2. Make sure the collection is set to "HEADSTONES" to add Headstone photos.

3. MEDIA FILE: Under "File name on this site" type the PIX1, PIX2, or PIX3 photo you are attaching. This file name is the picture number of the picture already on the website - it just needs to be "attached" to the individual. (NOTE: IF you were uploading a private photo from your own computer, you would use the "File to Upload" line instead).

Be sure to include the ".jpg" extension.

4. THUMBNAIL IMAGE FILE: Click "Create from Original" button. It will automatically fill in the "File name on site" line (the picture number preceded by "thumb\_").

5. STORE FILES IN: Collection Folder (this should be already selected by default)

6. Fill in the remaining files as follows:

**Media Information**  
*Edit media title, description and other basic details*

Title:

Description:

Owner/Source:

Date Taken/Created:

Tree:

Cemetery:

Plot:

Status:

Always viewable  
 Open in new window  
 Link this media directly to the selected cemetery  
 Show cemetery map and media whenever this item is displayed

Note: More information may be added, and the item linked to individuals or families, on the next screen.

TITLE will always be Headstone.

You can also use the following Titles: Military Headstone, Family Marker, and Military Marker as appropriate.

DESCRIPTION is the individual's Last Name, First Name. There is no need to include other information.

Sauceda, Elvira (If only 1 individual on headstone)

Hanna, John & Ida (If husband and wife on same headstone)

Schorn, Roetger

Schorn, Mary (if unmarried individuals on same headstone, give each individual their own line)

Schorn, Alice

OWNER/SOURCE is Harvey County Genealogical Society, as Photographer of headstone for sourcing purposes

DATE TAKEN: for St. Mary's Cemetery use 14 Oct 2009

TREE: Is Harvey County Database

CEMETERY: Select St. Mary's from the dropdown list

STATUS: is Located

Check the "Always Viewable" and "Open In New Window" boxes. Leave the 3rd & 4th boxes UNchecked.

Clicking Save & Continue to open this screen:

 **Headstone**  
Sauceda, Elvira

Last Modified: 24 Jun 2011 20:57:48 (Darren)

▶ **Media File**  
*Upload a new file from your computer, or select from files already on your site*

▶ **Media Information**  
*Edit media title, description and other basic details*

▼ **Media Links (0)**  
*Link this album to People, Families, Sources, Repositories or Places*

Tree                      Link Type                      ID

Harvey County Database    Person        Add    OR    

Existing Links: Browse or Delete

Action	Link Type	Name, ID	Tree	Event	Alt Title/Desc	Default Photo
No links exist yet						

Look at Media Links. You can see that the headstone photo has only been labeled - it has not yet been connected to any particular individual.

Click on the Magnifying glass to open this screen:

You can type in a last name and select from the results, or type in the last & part of the first name to narrow it down:

**Add New Links**

Find Person ID (enter part of first and/or last name)

Last Name                      First Name

                                          

**Add New Links**

Find Person ID (enter part of first and/or last name)

Last Name                      First Name

Sauceda                                           

Select	Person ID	Name	Birth Date	Death Date
<a href="#">Add</a>	I34225	Elvira Sauceda	b. 1916	d. 1929
<a href="#">Add</a>	I32715	Martin Peter Sauceda		d. 08 Nov 1976
<a href="#">Add</a>	I32716	Nicholas P Sauceda		d. 23 Dec 1996
<a href="#">Add</a>	I32717	Prisciliano Sauceda		d. 02 Apr 1969
<a href="#">Add</a>	I32718	Susan Sauceda		d. 26 Jan 1975

Check the NAME and DEATH DATE to make sure it is the SAME individual you're after. Click "ADD" to add the individual or individuals.

You can continue on this screen to search for names and click "Add" for each individual sharing a headstone or family plot marker. Double check your Index sheet to make sure everyone sharing a stone is attached to the headstone in the Database.

Click the RED X in the upper right hand corner when done.

**Add New Links**

Find Person ID (enter part of first and/or last name)

Last Name: Saucedata      First Name:

Select	Person ID	Name	Birth Date	Death Date
<input type="checkbox"/> <a href="#">Make Default</a>	I34225	Elvira Saucedata	b. 1916	d. 1929
<a href="#">Add</a>	I32715	Martin Peter Saucedata		d. 08 Nov 1976

After clicking the Red X, you will be returned to the Media Links screen. Below, you will now see that Elvira is "linked" to this headstone photo.

**Media Links (1)**  
*Link this album to People, Families, Sources, Repositories or Places*

Tree: Harvey County Database      Link Type: Person      ID:

OR

Existing Links: Browse or Delete

Action	Link Type	Name, ID	Tree	Event	Alt Title/Desc	Default Photo
<input type="checkbox"/> <input type="checkbox"/>	Person	Elvira Saucedata (I34225)	Harvey County Database			

▶ **Place Taken/Created**

▶ **Image Map**  
*Link regions of your image to different people or other pages (optional)*

On save:

Return to this page

Return to menu

Click "Save" and you are done.

Following is an example of Multiple Links (in this case, husband and wife):

**Media Links (2)**  
*Link this album to People, Families, Sources, Repositories or Places*

Tree      Link Type      ID

Harvey County Database    Person        Add    OR   

Existing Links: Browse or Delete

Action	Link Type	Name, ID	Tree	Event	Alt Title/Desc	Default Photo
	Person	Elva Mae Dyck (I9266)	Harvey County Database		Yes	
	Person	Harold Peter Dyck (I9265)	Harvey County Database		Yes	

**Place Taken/Created**