

B R U
G G E

VERRIJK
DE KIJK
OP BRUGGE



Manual: Enriching the view of Bruges



Introduction

It's wonderful that you want to help describe images from Bruges City Archives, Public Library and Museums!

We're delighted to be using the platform DOEDAT.BE for this initiative, which was developed by the Botanic Garden in Meise. Your input is immensely valuable and will help our registrars to produce professional image records. The aim is to make the photographs universally accessible on ErfgoedBrugge.be. Thanks to this project, researchers and heritage lovers will be able to discover even more of Bruges' history.

Before you begin, please read the guidelines below.
And above all, have fun!

PART 1: REGISTRATION

STEP 1

Visit www.verrijckdekijkopbrugge.be

STEP 2

Click on the button 'I'LL PARTICIPATE - REGISTER ME'

- You can now make an account
- Complete the required fields
- Click on 'Make an account'

STEP 3

Check your inbox

- You will receive an email from 'Botanic Garden Meise' inviting you to activate your account and complete the registration process.
- If you don't receive an email, please check your SPAM folder.
- Click on the link in the email.
- You will see a confirmation screen 'Congratulations! You have successfully created your account'.
- Close this webpage and leave your mailbox.

STEP 4

Your registration is complete.

- Proceed to part 2.

PART 2: GETTING STARTED WITH DESCRIPTIONS

STEP 1

Visit www.verrijkdekijkopbrugge.be/doedat

At the top right, you will now see 'My profile' instead of 'Log in'. You are now logged in and ready to begin!

- Click on the orange button 'START'

STEP 2

Take a good look at the image on the screen. Bruges cityscapes will pass by for review, as well as numerous portraits, postcards, flags, interiors or prayer cards. All the material has a link with Bruges or an artist associated with the city, and is housed in Bruges today.

- Can you tell us something about the image on the screen? Then complete the fields below.
- Nothing springs to mind? > No problem. Click on the button at the top right 'SKIP'. This will take you to a different picture.

STEP 3

Complete the fields using the input guidelines

STEP 4

Have you completed all the fields?

YES

- Click on the orange button SAVE
- You will see the following screen 'Thank you! Your input has been saved'
- You can now do one of the following things:
 - Perform another task (= describe another image)
 - Return to the saved task
 - Go to the project's home page
 - View my contributions (including all saved tasks)

NO

- Would you like to reflect upon the image and finish the description later? Click on 'Save unfinished task'

I HAVE ANOTHER QUESTION

- Do you have a question about the image? Submit it to your fellow volunteers via the 'Create Forum Topic' button.

TIPS FOR LOOKING AT THE IMAGES IN MORE DETAIL

On the right you will see two small symbols

- allows you to display the image in a separate window
- allows you to lock the image in your browser screen, which is very useful!

With the symbols on the left you can

- make the image bigger or smaller
- move the image up, down, left or right

TIPS WHEN COMPLETING THE FIELDS

The images don't always contain the same kind of information. Not all of the fields will be relevant to every image. In that case, type: n/a (not applicable).

Try to follow the input guidelines as closely as possible.

LOGGING IN AND OUT

STEP 1

Visit www.verrijkdekijkopbrugge.be/doedat

STEP 2

Click on the 'Log in' button at the top right of the page

- You will see the following screen: 'My profile'
- Enter your email address and password
- If necessary, click on 'Stay logged in'
- Click on 'Log in'
- You will see the following screen: 'OOPS! Something went wrong'
- Don't panic. Simply close this webpage.

STEP 3

Surf back to www.verrijkdekijkopbrugge.be/doedat

- You will see at the top right that you are logged in again. You will see 'My profile'.
- You can now resume your work.

NEED ASSISTANCE?

Unable to register? Unable to log in? Other queries?

Contact us via info@verrijkdekijkopbrugge.be or telephone 050 32 43 75.

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ErfgoedBrugge.be

www.museabrugge.be

www.brugge.be/archief

www.brugge.bibliotheek.be

INPUT GUIDELINES

Identification

1. What does the image show?

- Describe what you see.

Example 1: Winner of the 1957 finch competition in the Geldmuntstraat

Example 2: Portrait of Queen Louisa-Maria of Orleans, date unknown

Example 3: View of the chimney piece in the Brugse Vrije. A couple and a man gaze at the chimney piece in wonder. Date unknown.

2. Who can you identify?

- Provide the names of recognisable figures.

Example: Pieter d'Hondt; Alex Meus; ...

- If there is more than one person, use the following order: from left to right and from top to bottom.

Separate multiple names with a semicolon (;)

- If there are multiple unidentified people, complete as per the following examples: two unknown people or unknown group
- No people? Complete the field with 'n/a' (not applicable)

3. Which buildings can you identify?

- Provide the names of recognisable buildings. *Examples: Belfry, Post Office on the Market Square*
- If there is more than one building, separate them with a semicolon (;)
- No buildings? Complete the field with 'n/a' (not applicable)

Data collection

4. Is there any text on the image? If so, copy it word for word.

- Copy printed or written text exactly as it appears on the original.
- For multiple texts, use the following order: from left to right and from top to bottom.
- Distinguish between uppercase and lowercase letters, exactly as they appear in the original.

5. Can you date the image?

- Situate the image in time, either with an exact date or by period.

Example of a period: 1950-1999

Example of an exact date: 05/06/1978

- No idea of the date? Then write 'unknown'

INPUT GUIDELINES

Specifying locations

If no location or city view is depicted, complete the fields below with 'n/a' (not applicable).

6. Do you recognise Bruges or a borough?

- Enter the (sub)borough that is depicted or in which the scene takes place.

Assebroek
Brugge
Dudzele
Lissewege
Koolkerke
Sint-Andries
Sint-Kruis
Sint-Michiels
Not applicable
Other municipality

7. If not Bruges, do you recognise another city or borough?

- Enter the borough or city that is depicted or in which the scene takes place.

8. Which streets and squares can you identify?

- Provide the names of recognisable streets and squares.
E.g. Steenstraat; Beenhouwersstraat; Walplein, ...
- If there is more than one street, separate them with semicolons (;)
- Unknown streets are entered as 'unknown'
- No streets shown or not identifiable? Complete the field with 'n/a' (not applicable)

Notes

Would you like to add something else about the image? You can do so here:

9. Do you have any additional comments about the image or can you provide extra information?