Up-Loading and Describing Coins to the Moneta Gallery

Preliminaries: Have and image in .jpg format (see Scanning Guide) and know where to find it on your computer

1. From practically any Moneta Gallery page select **[Upload Photos]** at the top of the page. Then> Page #1 of the two page upload process opens and you see:

2. **Select Photo:** You will usually use [Browse] to <u>open</u> your files in order to choose the image for upload.
   <u>Create a 'Title' for the image</u> that does not duplicate the category but concisely describes the coin. *DO NOT describe the coin now* - this, & <u>keywords</u> are completed on Page two. *CLICK* **UPLOAD** and Upload Page #2 appears with a thumbnail of your image.
   NOTE: Categories are grouped in two large sections: <u>Ancient & World</u>. If the correct category doesn't exist then you can place it in <u>'OTHERS'</u> temporarily. Contact me by email and with your provided details, I will create a new category and move the coin to that new category under your member ID.

3. Confirm that the image is correct and that the Upload Photo box is checked. 'Category' will appear blank, ignore this, the category was selected on Upload Page #1 and is retained.
   <u>Optional Category (s):</u> These appear blank but as you mouse over them the entries will appear. Generally an optional category is NOT Necessary, but you can choose one if it is appropriate. Images are automatically associated with your ID.

4. <u>**Description**</u>: This is more important than the photo. Describe your coin in an interesting way, including some interesting detail. If you have a public domain article it can be added to the Library and a link created in the description that will call up the article. There is NO Other coin museum that does this! (Note: see Library Guide).

5. <u>**Keywords**</u>: these are also very important. These create a searchable database that can find your coin and all the others that match common keywords.
   NOTE: If your root category is <u>WORLD</u> coins then you will have extra data blocks to fill in to describe the coin as it would be in a catalog such as the "Standard Catalog of World Coins."

6. *Click* **[PROCESS]** and you should receive notice that your addition to the Moneta Galley has been successful. Thank You! Now repeat it as many times as you have significant coins to include in the best on-line museum in the world. Contact Juno Moneta at: *moneta@moneta-coins.com* you have any questions.

   Postscript: It would be a great idea for you to save and back-up your images in .tiff and/or .jpg format - you can do the same by cutting and pasting the description into a file.