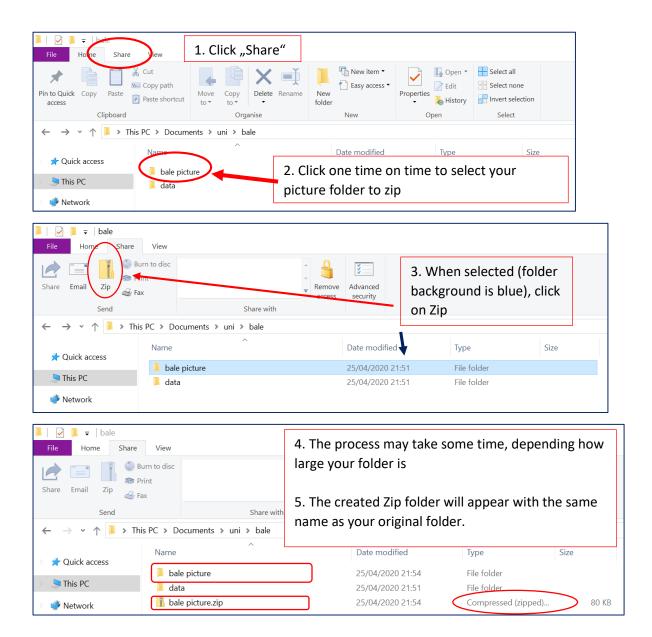
Photo Guide

Preparation

Before you upload your photographs from your field or lab work, please go through them and check for blurred, doubles or non-relevant images!

Step guide:

1. Please make a ZIP file from you photo folder. Under Windows see the following steps.



2. Make sure that your final ZIP folder has an easy recognizable name.

project group: P1-P7, C1,C2

photographer initials 2 or 3 e.g. GM, LMW, VR, MAM, DS, GGR,....

fw or lw: field or lab work documentation

year: for year of photographs e.g. 2016...2020...

folder identification: 01,02,03....99

Examples:

P3_GM_fw_2016_01 -> P3 group, Georg Miehe, field work, year 2016, folder 01

P4_VR_fw_2020_02 - > P4 group, Victoria Reuber, fieldwork, year 2020, folder 02

P6_AG_lw_2018_01 -> P6 group, Alex Groos, lab work, year 2018, folder 04

- 3. Go to: http://vhrz669.hrz.uni-marburg.de/bale/
- 4. Log-in to the database
- 5. Click on the header "Data" and choose "Add new data set"
- 6. Click on "Add other format"
- 7. Scroll to the bottom and click on File: "Searching for"
- 8. Choose your ZIP folder and press "upload to data base"
- 9. Follow further instructions as described below:

