

The Boarding School Book of Remembrance

Content

Dates & Format

The attached spread sheet of the information we can display has specific fields, and it is important to remember the format of fields, as this will be imported into a master database which will link to the website. For example, if Dates are requested – then the standard date format will be day /month/ year = 14/03/2012 (which will show as 14th March 2012) as defined in Excel formats – if we received a response that simply said December 1918 that would not import. In that case adding that date to the biography details and leaving the date field blank would probably be most appropriate. There may be many fields that you cannot fill – simply leave blank and conversely if you have some information not covered by a field in the spread sheet, then perhaps add that to the biography.

Date of Birth / Date of Death, if *exact* dates are known enter as standard format.

If only the approximate date is known there are two further columns, “Year” and “Month”

If date unknown simply enter X.

Photographs (including Headstone)

We can accept one photograph for each individual’s biography in JPEG, Pdf or PNG format and one Headstone image.

Both should be sent with a file name that corresponds exactly to the file name entered into the “*Photograph*” & “*Headstone*”, adjacent fields.

Care is needed, as an extra space, comma instead of a full stop or missing hyphen etc, all tiny errors, however, they would stop the import of data.

We will not be able to deal with individual stoppages but simply ask you to check and re-send the data.

Burial locations

See the excellent example on the Winchester College Website [Click Here](#) .

Impressively, they have mapped the locations of all their fallen across the world.

Inputting the exact location of a war grave, *which we can link to a google map*, can make a huge difference to the impact of the entry.

However, for schools where many students, and staff died, that may take some considerable research.

This might prove a very good project for current students, both researching and supplying the site locations as well as checking the final results.

Blogs & Stories

There is space for up to 5 stories/blogs for each school.

Please forward in one master file containing files for the individual stories

Transferring Data

Most email systems have a size limit per email for attachments that is usually a maximum of 25 MB.

However, please can you send data in a single **Master folder** with the school’s name.

This can contain many smaller folders.

Alternatively, and for larger files (up to 3 Gig) please use **WEtransfer** to my email derekb@sds-group.co.uk

<https://wettransfer.com/> This is a free service.

Spreadsheet Template guideline.

The fields on the template match with the data source fields on the Remembrance site and therefore it is crucial that they are completed in the same format to ensure a successful upload.

Fields below that are left blank, indicate that they will accept standard free text.

<u>FIELDS</u>	<u>CONTENTS</u> (There is an example line filled in on the attached spread sheet)
School Name	-
Surname	-
First Names	- Usually incorporating middle names in order. No stops or commas.
Date of Birth (Exact)	- Standard date format standard format eg 12/03/1918.
DoB Approx/ Unknown	- Three columns, Month & Year or leave blank and if Unknown enter X.
Date of Death (Exact)	- As above standard date format.
DoD Approx/Unknown	- Three columns, Month & Year or leave blank and if Unknown enter X
Photograph Ref	- Enter File name of attached Jpeg, Pdf or PNG. One photograph per entry. It is vital that the photograph <i>field file name</i> and the actual photograph file name correspond <u>exactly</u> . An incorrect spacing, full stops, underscores, hyphens etc will stop the import. Errors are especially likely when adding middle names, ranks medals, titles. If clip and pasting, ensure that no extra space is added on the copied text.
Burial /Headstone	As above for photograph
Rank	- Full rank rather than abbreviated.
Regiment	-
Biography	- Up to 500 words
How death occurred	- Up to 200 words
Conflict	- There are many conflicts that will be covered.
Location in War Cloister	
Medals or Citations	-
Burial Site	- Cemetery name and plot if known.
Google Map ref	- Co-ordinates - See example in Spreadsheet.
School House	-
Date entered	- Year Only
Date Left	- Year Only
School Bio	- A short biography of any known highlights or achievements at school Max 250 words.