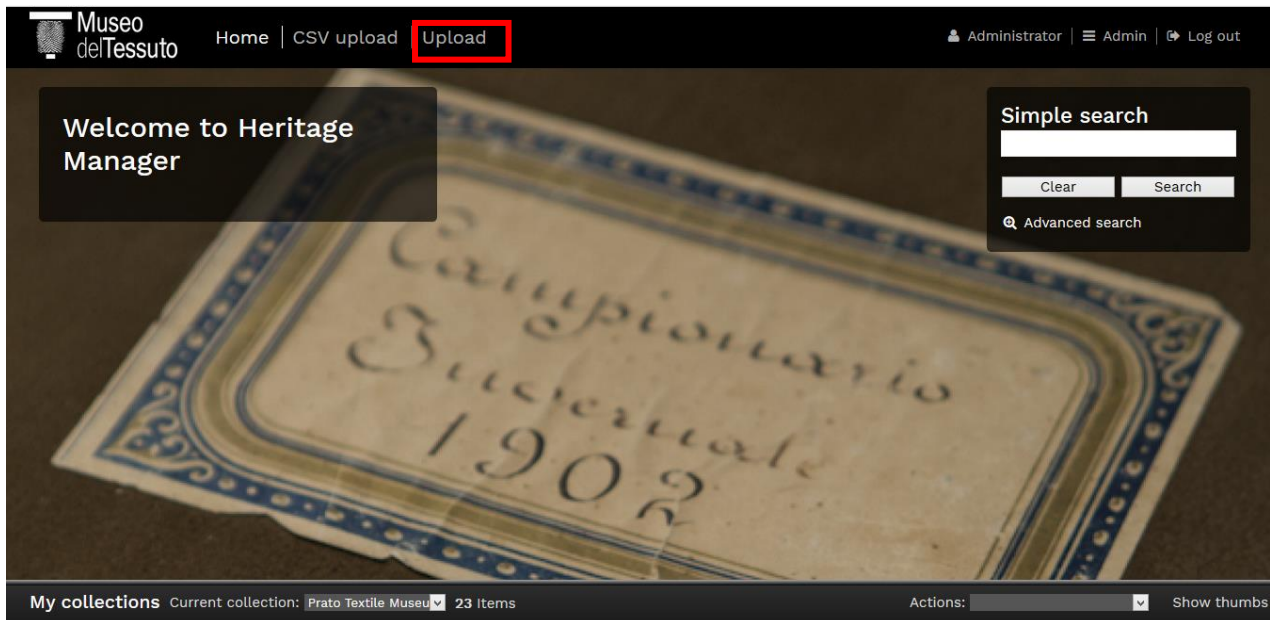


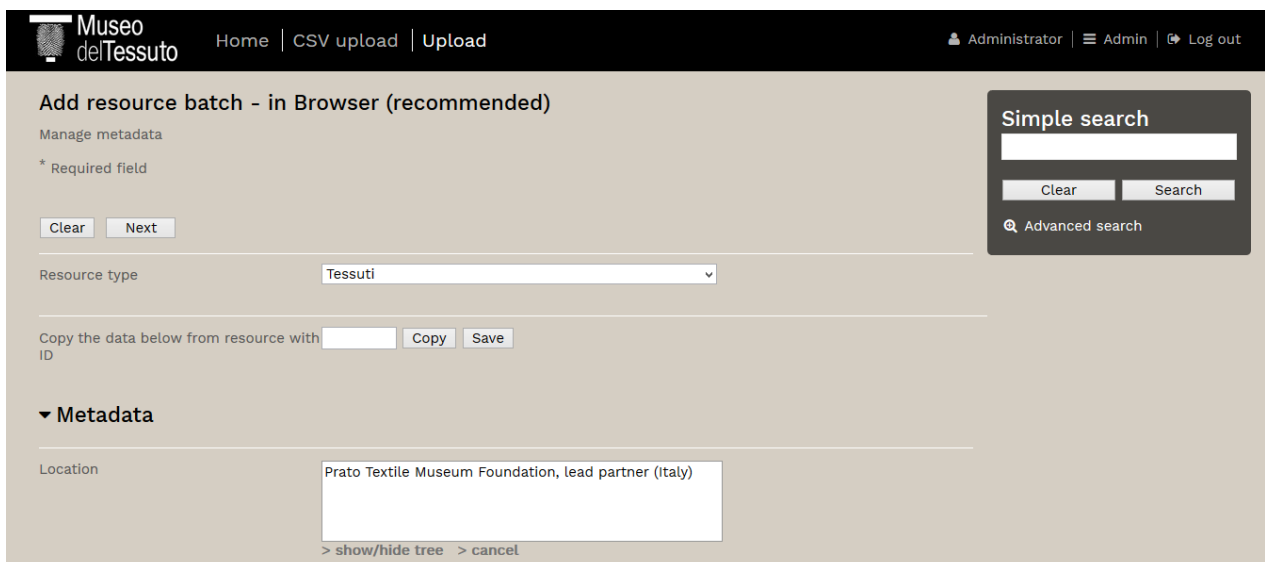
HERITAGEMANAGER USER GUIDE

HOW TO UPLOAD A RESOURCE

From the homepage select “Upload”



This is the upload section



You must fill all the boxes in the section “Metadata”

LOCATION

The field “Location” shows the names of the partners participating at the project. It indicates the place the catalogued object is conserved in. Select your institution’s name from the list

Location

Prato Textile Museum Foundation, lead partner (Italy)

> show/hide tree > cancel

- Prato Textile Museum Foundation, lead partner (Italy)
- Santo Tirso Municipality (Portugal)
- Proteko e Nordiska Textilakadenim (Sweden)
- Strzemiński Academy Of Fine Arts Lodź
- The City Council of Gironella (Spain)

COLLECTION

Write here the name of the collection the object you are cataloguing belong to.

Collection

Bertini

ITEM ID OR NAME

Write here the name or the ID number of the object you are cataloguing. In the example below the inventory number is shown.

Item ID or name

01.11.01

CRONOLOGY

Here you can select the century and (clicking on the arrow) you can also choose a specific portion of century

Cronology

XX century
Beginning of the XX century

> show/hide tree > cancel

- X century
- XI century
- XII century
- XIII century
- XIV century
- XV century
- XVI century
- XVII century
- XVIII century
- XIX century
- XX century
 - Beginning of the XX century
 - Half of the XX century
 - End of the XX century
 - First half of the XX century
 - Second half of the XX century
- XXI century

YEAR

You can write here the specific datation of your object

Year

TPOLOGY OF PRODUCT

In this section some typology of product (accessories, garment, fashion plate, textile fragment, textile furnishing) are listed. Select the technology choosing it from the list.

Typology of product

> show/hide tree > cancel

- ACCESSORIES
 - bag
 - belt
 - glove
 - hat
 - jewelry
 - medallion
 - parasol
 - pendant
 - scarf
 - tie
 - umbrella
 - wallet
 - shoes
 - handkerchief
- GARMENT
- FASHION PLATE/SKETCH
- TEXTILE FRAGMENT

TECHNICAL STRUCTURE

The main techniques, for textiles especially, are listed below. Select the technique your object is realized by

Technical structure

> show/hide tree > cancel

- bonded
- brocade
- canvas
- chenille
- chiffon
- crepe
- denim
- damask
- diagonal
- double
- double face
- embroidered
- flannel
- gabardine
- jacquard
- knitted
- lace

COMPOSITION

Select the composition from the list

Composition

> show/hide tree > cancel

- acetate
- acrylic - polyacrilic
- alpaca
- angora
- beaver
- broom
- camel
- cotton
- cupro bemberg
- elastane
- flax
- glass
- gold
- hemp
- ivory
- jute
- kashmir

DESCRIPTION

Write here a description of your object

Description

↑

↓

DESIGN

In this section the main patterns are listed. Select the design of your object from the list.

Design

> show/hide tree > cancel

- abstract
- barley corn
- bouclé
- bird's eye pattern
- camouflage
- chanel
- checked
- lozenge
- dots
- floral
- honeycomb
- houndstooth
- geometric

COLOUR

Select the colour of your object from the list

Colour

blue
orange

> show/hide tree > cancel

- beige
- blue
- black
- brown
- grey
- green
- yellow
- orange
- pink
- red
- violet
- white

TAG

In this section you can write one word or more than one word useful for underlining a particular connotation of the catalogued object.

TAG

Start typing keywords...

Hinggi x Traditional dress fabric x

UPLOAD OPTIONS

Then you must select the collection you want to put your object in (in the example below it has been selected the "Prato Textile Museum Collection") or write the name of a new collection and click on "Next".

▼ Upload options

Do not import EXIF / IPTC / XMP metadata for this upload

Add to collection

Collection name

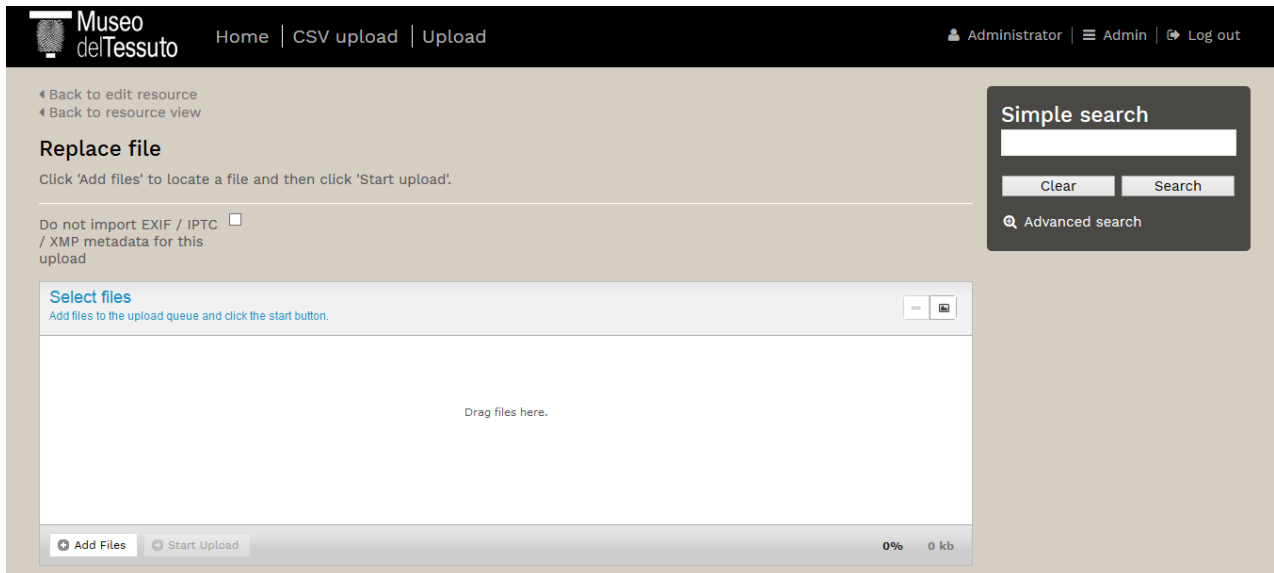
(Create new collection) (Create new collection) (do not add to a collection) My Collection Prato Textile Museum collection SLIDESHOW

Clear Next

UPLOAD A PICTURE

Now you must upload your picture. Without a picture the system won't save the resource and you will lose your datasheet. Click on "Add Files", select the file to be uploaded from your folders, click on "Start Upload".

Attention: is not possible to upload more than one picture at a time.



ADD ADDITIONAL PICTURES

If you want to upload additional pictures you must click on "Upload alternative files", "Add files", select your photo and click on "Start Upload".

1989 × 2000 pixels (3.98 MP) 16.8 cm × 16.9 cm @ 300 PPI	1.0 MB	Download
Screen 796 × 800 pixels (0.64 MP) 6.7 cm × 6.8 cm @ 300 PPI	232 KB	Download
Preview Full screen preview	232 KB	View

- [Add to collection](#)
- [Share](#)
- [Edit](#)
- [Delete](#)
- [Manage alternative files](#)
- [Log](#)
- [Transform](#)

Resource details

Resource ID 599	Access Open	Contributed by Administrator	Location Prato Textile Museum Foundation, lead partner (Italy)	Collection Chiostri	Item ID or name Alaska
Composition wool	Description Orthogonal tartan	Design tartan	Colour blue	Cronology XXI century	Typology of product TEXTILE FRAGMENT
				TAG tartan, brushed fabric	

SIMPLE SEARCH

To use simple search you just have to write one or more research key in the box. For example if you type the word “garment” you will find all the garments in the database.

The screenshot shows the Museo del Tessuto website interface. At the top, there is a navigation bar with the logo and links for Home, CSV upload, Search results, and Upload. On the right, there are links for Administrator, Admin, and Log out. Below the navigation bar, the search results are displayed. On the left, a box indicates "You found: 8 results". The search results are shown as a grid of eight items, each with a thumbnail image and a unique identifier. The search bar on the right contains the keyword "garment". Below the search bar, there are buttons for "Clear" and "Search", and a link for "Advanced search". At the bottom of the page, there is a footer with "My collections" and "Current collection: Prato Textile Museu" with a dropdown menu showing "23 Items".

Typing more than one word you can refine your research. For example “yellow damask”

The screenshot shows the Museo del Tessuto website interface. At the top, there is a navigation bar with the logo and links for Home, CSV upload, Search results, and Upload. On the right, there are links for Administrator, Admin, and Log out. Below the navigation bar, the search results are displayed. On the left, a box indicates "You found: 1 result". The search results are shown as a single item with a thumbnail image and the identifier "01.10.13". The search bar on the right contains the keywords "yellow" and "damask". Below the search bar, there are buttons for "Clear" and "Search", and a link for "Advanced search". At the bottom of the page, there is a footer with "My collections" and "Current collection: Prato Textile Museu" with a dropdown menu showing "23 Items".

ADVANCED SEARCH

To carry out a more in-depth research, advanced research can be used.

Museo del Tessuto Home | CSV upload | Search results | Upload Administrator | Admin | Log out

Advanced search

Search Tip
Any section that you leave blank, or unticked will include ALL those terms in the search. For example, if you leave all the country boxes empty, the search will return results from all those countries. If you select only 'Africa' then the results will ONLY contain resources from 'Africa'.

Search for... All Tessuti Filati

All fields

▼ **Metadata**

By date

Location

> show/hide tree > cancel

If you select “XVI century” and “Garment” you will find all the garments of the XVI century

Cronology

> show/hide tree > cancel



- X century
- XI century
- XII century
- XIII century
- XIV century
- XV century
- XVI century
- XVII century
- XVIII century
- XIX century
- XX century
- XXI century

Typology of product

> show/hide tree > cancel


- ACCESSORIES
- GARMENT

You found: 2 results

Display:  

Sort order: Relevance DESC

Per page: 48

Actions: 



76.01.16




76.01.20

Simple search

"field131:XVI century" x
field130:GARMENT x

Clear

Search

 [Advanced search](#)