

# Procedures for Washington County Tombstone Project

1. Try visiting the Cemetery before actually working on the project.
  - A. Is permission needed to be on the property?
  - B. Is there a Sexton to talk to? Plot map, Burial information available?
  - C. What is the History of this Cemetery?
  - D. This gives you idea of how Cemetery is laid out, physical surroundings, equipment needed.
  - E. Take note how the Tombstones are placed, etc. (Pictures – W or E)?
  - F. What are the road conditions? What happens if the weather goes bad?
  - G. Estimate how much time it will take to complete Cemetery.
  
2. Cemetery Layout.
  - A. **Start at the SW corner of Cemetery, Section, etc.**
  - B. Is some of Grid System needed? Is some type of marking system needed?
  - C. Take Pictures of Cemetery, how it is layout, over all view of Cemetery.
  - D. **If Cemetery does not have a plot map – you will need to “draw” one.**
    1. Start in SW Corner.
    2. First row and first grave will be at the very SW corner. Row's will increase by going “east,” and grave's will increase by going “north.”
    3. Walk the boundaries, take note of any structures – natural landmarks to add to plot map.
  - E. Cemetery Refurbishing & Photography Kit.
  
3. Photography. **Pictures must in jpg! No larger than 640 x 480 and under 120k in size and saved at 30% compression! If this is not followed – image will not be seen on website! (Will display an “X” where image should be seen).**
  - A. Follow rule 2A.
  - B. On Photographers form; note any vacant graves and unmarked graves. Use a #2 soft Lead pencil.
  - C. Take pictures of unmarked graves. Make your best guess for location.
  - D. Take pictures of both sides of a 2-sided stone.
  - E. 4-sided stone, take pictures of sides that have something on them...inscription, motifs, or symbols, etc.
  - F. Leave floral arrangements in “picture,” take another photograph if arrangement interferes with “picture.”
  - G. Large Stones:
    - A. Take picture of complete stone.
    - B. Take additional pictures to get each “main/side name, motifs, symbols, etc.
  - H. If digital camera will capture all features of tombstone – you need only picture with Information on photographers sheet – if working alone!

## Photography Con't:

### I. **Save all pictures / obituaries in the following format:**

1. Last name, First, Middle, First date (no dashes only commas)  
(Ex. Smith, John Charles Jan 14, 1945.jpg). This format when uploaded to server - will be easier to recover if server goes down.

### 4. Transcription.

- A. Use a #2 soft lead pencil to fill out form.
- B. Circle or "mark" out any descriptors that apply of form.
- C. Try to transcribe and take pictures on same outing. (This will eliminate confusion on What was done).
- D. Try to use 1 line for each line of inscription.
- E. **WRITE EXACTLY WHAT WAS ON STONE!** Do not change anything!
- F. If something is illegible, use "?" mark. If complete line is illegible - state such.
- G. Carry your "motif" and Symbols" handouts with you to guide you in what you are looking At. Become acquainted with these items!
- H. You may want to bring a small chair to use! You will also need some to hold down your Paper as you transcribe! (Use clips or something).

### 5. **Inputting data into web site.**

1. Must attend a training class before password/ login is issued!
2. Dates off the "tombstone" will be used for the dates on website. Any other date(s) (Sexton, Family information) will be placed in Misc. notes and explained there!  
(Record information exactly off tombstone - do not change spelling or punctuation)!
3. Obituaries:
  - A. Dates - use Jan 1, 1917 not January 1, 1917. (Don't spell month out completely)
4. Locations:
  - A. Just like genealogy on this one - City, County, State, Country if needed!
5. Marriage place:
  - A. State the community (use location format above) only. Put the Church, etc in Misc. notes and explain.