This document explains how to connect to, login to and work in the software that runs the DAAL's Digital Archive. It is aimed at persons who wish to submit digitized items for inclusion in the archive for sharing with others, whether that is the general public or with a select group such as family members.

Connect and Login

The Digital Archive can be found on the internet at http://archive.danishamericanarchive.net. Going to that address will present you with this screen:


At the top of this window to the right of center you will find the "Log in" option. Clicking on that will pop up a dialog box as shown below where you can enter your user name and password.


Clicking on the "Log in" button should complete the process and take you back to the screen you saw before. You will notice that it now has a black menu

bar along the left side of the browser window.
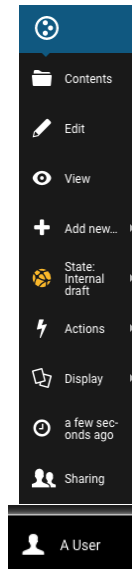
This menu bar's appearance will vary somewhat, depending upon where you are on the site and what you are doing. At the very bottom of that menu bar will be your User Name. Clicking on that will bring up a pop-up menu that allows you to logout , modify your preferences or go to your private work area, known as "My Folder".
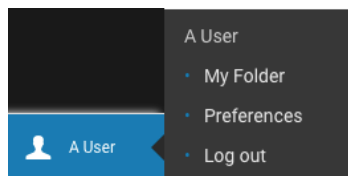
"My Folder" is where you will be able to upload or create and work with content items such as word processing documents, PDFs, spreadsheets, scanned photographs or pictures, and even sound or video recordings. Initially, your "My Folder" will be empty and will appear like this:
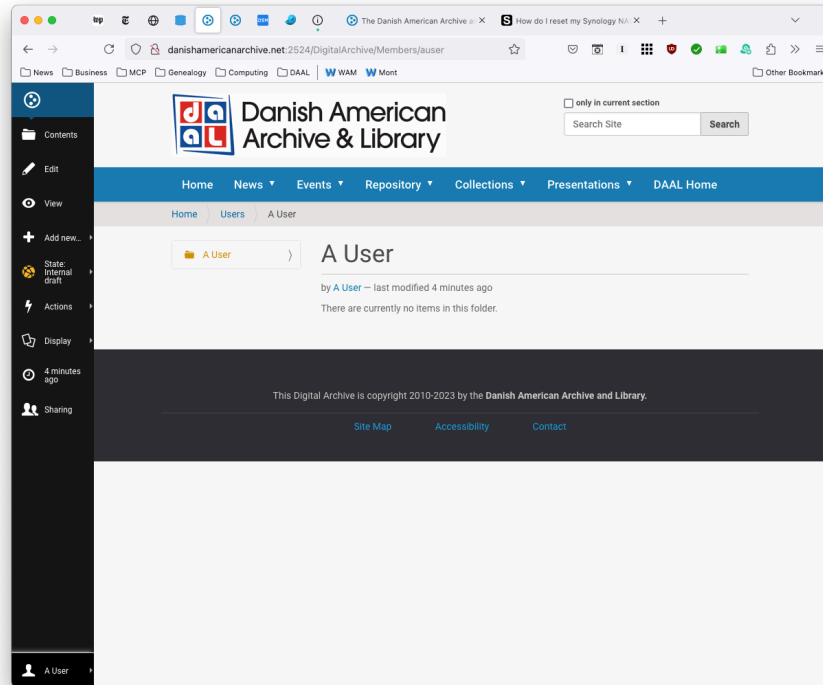
Here you can add new items to "My Folder" by using the "Add new" menu. There is a variety of choices for what can be added. The commonly used items would be Folder, File, Image and Page. If you plan to simply upload materials that you want included in the DAAL's archive, you will probably be interested in just File, Image and possibly Folder (for organizing files).
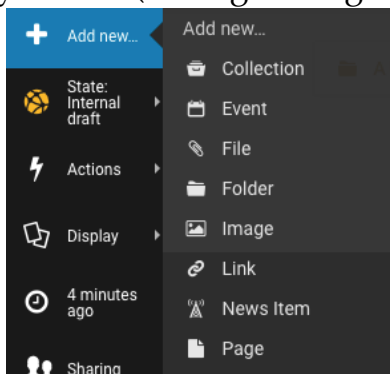
Organizing and Uploading Your Files
You might want to create a folder for holding some of the items you wish to upload. To do this you will click oh the "Folder" option and then fill in the information on the screen that appears:

After entering a Title for your folder and any descriptive text you want, click the Save button, and you will be presented with your new empty folder, which will be ready to receive uploaded files.

You can then begin adding the materials you want to place in the archive. You may want to create additional folders. If you decide to do this, probably as an aid in organizing your materials, you need to remember that any new folder will be created in the location you are in at the time you create it. In the situation we are in here, for example, creating another folder would place it within the "My Family Project" folder. This would created a nested tree structure:

- My Folder ("A User" - would be your real user name)
  - My Family Project
    - A new folder

If you had wanted to create a second folder within My Folder, you would first have navigated back up to My Folder ("A User") by clicking "A User" in the

breadcrumbs path shown here:

Creating a new folder in that location would create this structure:

- My Folder ("A User" - would be your real user name)
  - My Family Project
  - A new folder

If you plan to upload a significant number of files and plan to organize them in folders, it is a good idea to carry out that arrangement on your own computer first and then reproduce the structure in "My Folder" rather than uploading the files first and later creating the folder structure, as this can be awkward and time consuming.

For the moment, assume that you are in the first created folder, "My Family Project". The easiest way to add files to a folder is to use the "Contents" menu option.
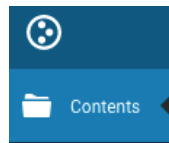

Clicking on "Contents" takes you to a screen that lists the current contents, if any, of the folder you are in and presented you with various possible actions. The one we want is "Upload".
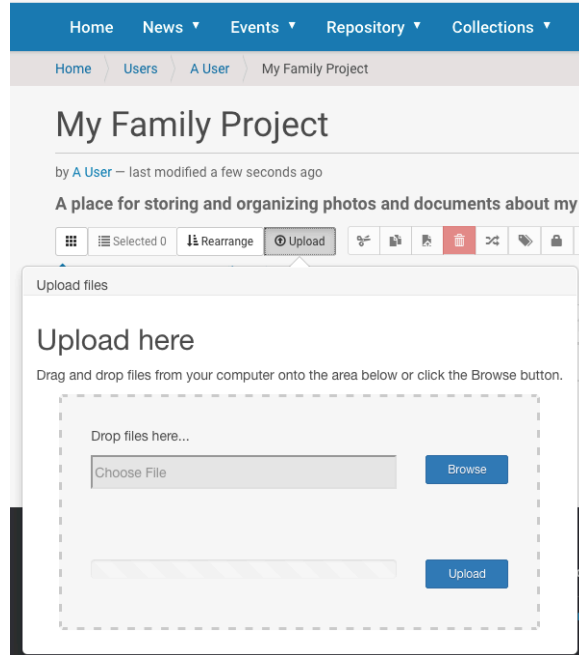
You can select files to upload into the folder in one of two ways. You can click on the "Browse" button and select the file(s) you want from the normal kind of file list dialog used by your computer. Or you can drag and drop files from your computer onto the area designated (below the "Upload here" notice. If you use the drag and drop method, you will notice that the target area will turn black when you are in the right location to drop the files.

Either way that you do it, you will then have a list of files ready to be uploaded.
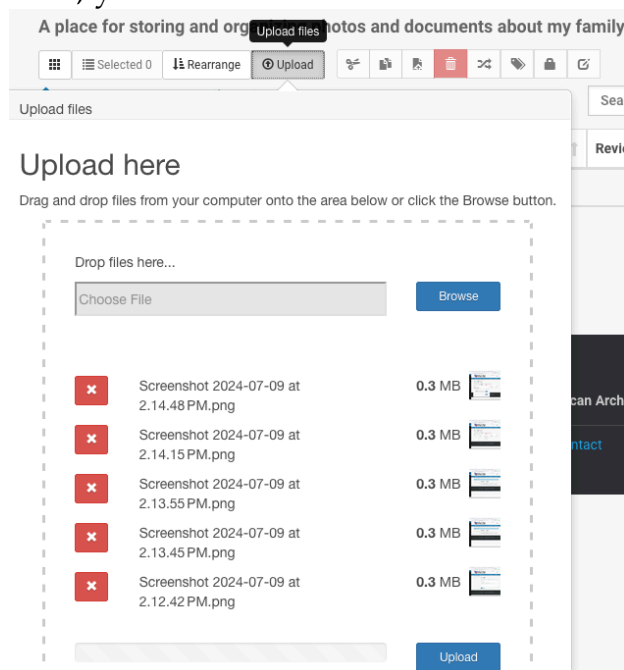
If you decide that you don't want to upload a particular file in the list, you can remove it by click on the X in its red box. When you are ready to proceed, click the 'Upload" button at the bottom of the list. This will begin the upload and show you a progress bar to the left of that button. If you do not see the progress bar, or it does not appear to indicate any progress after several seconds, you may want to click the "Upload" button a second time. Please note that you cannot upload a folder. Only files can be uploaded. Folders must be created manually.

As the upload proceeds, files will disappear from the list as soon as they have been successfully uploaded. When no more files remain in the list, you can click outside the upload dialog to cause it to disappear and show the list of files now in your folder. To see how they look and to display their contents, click on the "View" menu option at the left of the browser window.

You can repeat these processes as needed to upload your materials.