









# Metadata

For each image you will input metadata into two locations

1. Vertical File Metadata Form ([www.valdosta/archives.edu/forms](http://www.valdosta/archives.edu/forms))

## Metadata Form

1. You will begin creating metadata by filling

The screenshot displays a web form for entering metadata. The visible fields and sections are:

- Name of Student Volunteer**: A text input field with a red border and a small icon to its right. Below it, the text "This is a required question" is displayed.
- Cabinet \***: A radio button selection list with options A, B, C, D, E, F, G, and "Other:" followed by a text input field.
- Drawer Number \***: A radio button selection list with options 1 and 2.
- Folder Number \***: A dropdown menu with a double-headed arrow icon.
- Folder Name \***: A text input field.
- Title of Photograph \***: A text input field.
- Physical Description**: A section header followed by the instruction "Describe the physical characteristics of the photograph from the questions below." Below this are radio button options for "Photograph Color \*": "Black and White", "Sepia", and "Color".



