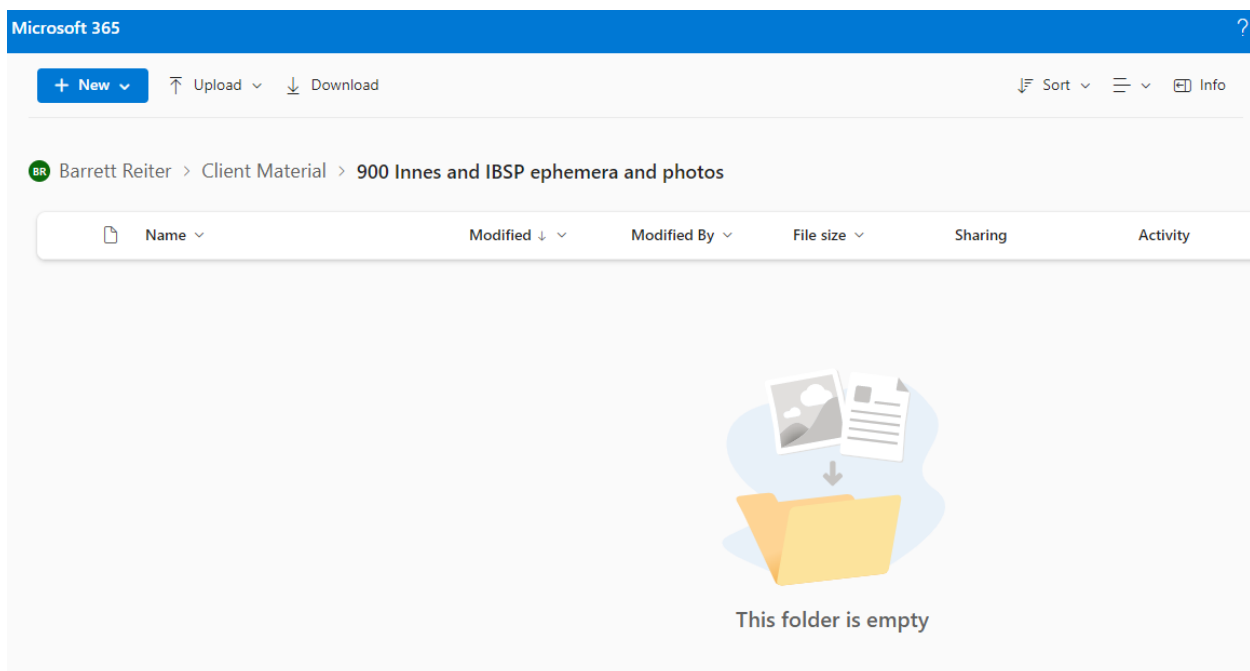


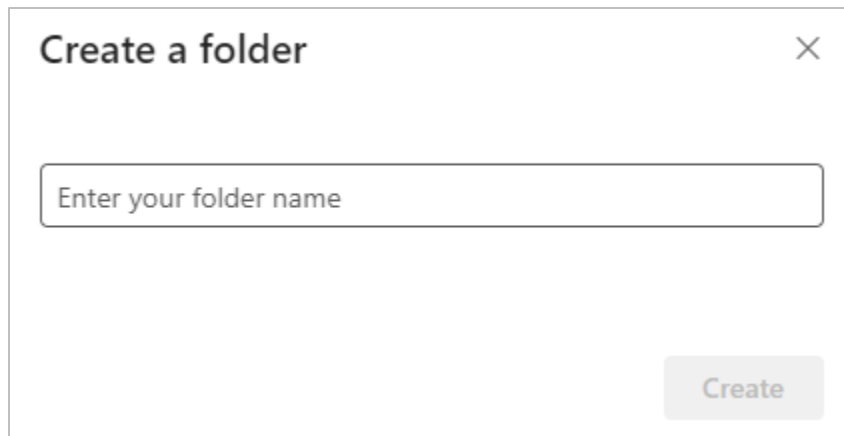
This is information from Page & Turnbull about uploading photos and materials about India Basin Shoreline Park and 900 Innes from the 1990s and 2000s for possible use in a new park display:

Here is the link to the OneDrive folder: https://pageandturnbull-my.sharepoint.com/personal/reiter_page-turnbull_com/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Freiter%5Fpage%2Dturnbull%5Fcom%2FDocuments%2FClient%20Material%2F900%20Innes%20and%20IBSP%20ephemera%20and%20photos&ga=1

This is what you should see when clicking on the link:



Please make a new folder by clicking the blue “+New” button in the top left and selecting folder (this should be the only option). The below box will pop up.



Create a folder

Create

Rename the folder with your name when creating a folder.

- Your name is being used to identify who uploaded the material or has the image/document. This could be first initial + last name, or first name + last initial, first and last names, etc. But should be enough information to identify you.

If you could rename any file you upload to have the year it was made/produced and then who/what you'd credit the image to (such as IBNA, the photographer, or the person who designed the graphics, if known), that is preferred but we understand if you are uploading several items you may not have the time. An example would be if I were uploading a flyer from 2000 created for IBNA, I would rename the file "2000_IBNA," if I had multiple from the same year, I would add _01, _02 to the end of the file name. Additionally, if you do not know who the photographer or other creator may have been you can always add "unknown." If we have any questions while reviewing materials, we might reach out to see if you have any additional information about an item.

As we are trying to assemble materials that we can incorporate into the interpretive panels (just a couple images) and the video (much more ephemera, photos, and materials) please upload things that you would be comfortable seeing reproduced in these ways. We will verify the materials that do end up using, so you will have a second chance to verify any details and approve our use.