

How to add to the props store catalogue

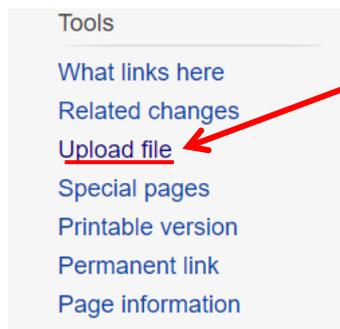
1. Find the correct category within the paperclip content page. For example, if you're adding a new sofa to the catalogue you would find the 'Furniture' title page from the contents table.



2. After clicking on this, it will take you to the furniture section of the page. To add the new sofa, simply click on the 'edit' link next to the word sofas.



3. Now to add the picture for the catalogue open the 'upload file' link in a new tab. You will find this under the 'tools' section on the left-hand side of the paperclip page.



- When you get to the file uploader – click the ‘choose file’ button and choose the picture you would like to upload to the catalogue.

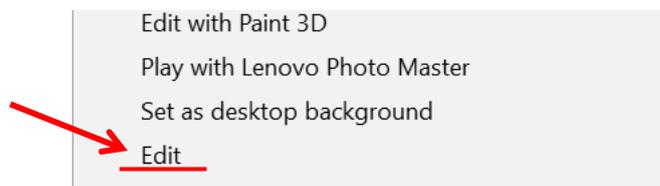
Source file

Source filename: No file chosen

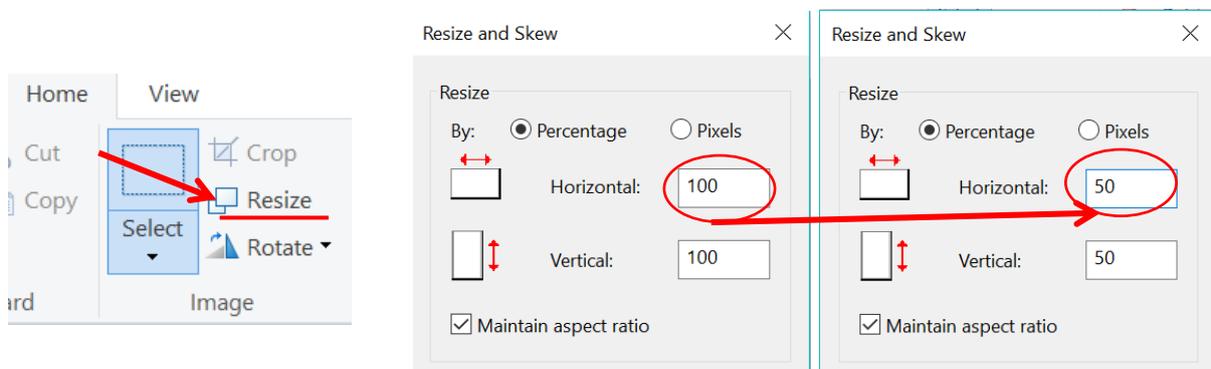
Maximum file size: 2 MB

Permitted file types: png, gif, jpg, jpeg,

- If you get a notification saying that the file is too big to upload – right click on the photo in your files and choose ‘edit’.



- This should open the picture in paint. If it doesn't - open the picture from your files into paint from the window itself. Once you have the picture open, click resize from the paint menu. Resize the picture from percentage – 100 to 50 and save it to your computer.



- Once you have the photo to the correct dimensions – follow step 4 again. The file name will show up as what you have originally saved the photo as. In the summary section – create a description of the object in the photo.

File description

Destination filename:

Summary:

8. Once you're happy with the description – hit the upload button. This will take you to the file page. Keep this open to copy and paste the correct name of the image.

Upload options

- Watch this file
- Ignore any warnings

Upload file

File:Blue sofa.jpg



9. Go back to the props editing page and insert the image into the gallery. To do this use the following:

Image:Blue sofa.jpg|Blue sofa

Copy and paste the name from the file page in this spot

Type the description you want to appear on the catalogue here

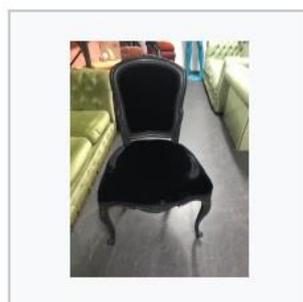
10. This should now be uploaded to the catalogue. If you would like to add extra description to the picture add the following phrases to the end of the line:

To add the number of items:

' ' - This is a set of two'

The number of items available is shown with blue writing

Type the number of items in the set here



Black velvet black chair -
- This is a set of two

To add if an item is damaged:

```
'''<span style="color:orange"> - DAMAGED - needs cleaning'''
```

The number of items available is shown with blue writing



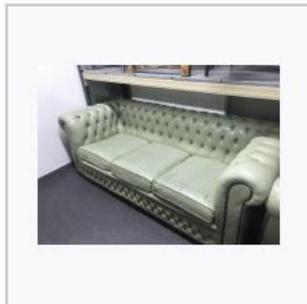
Type what is damaged with the item here

White sofa - **DAMAGED**
- **needs cleaning**

To add if an item has a matching item in the props store:

```
-[https://paperclip.rcs.ac.uk/index.php/File:Light_green_chair.jpg Matching green chair]
```

Copy the url from the file page of the photo you would like to link to



Type what text you would like the link to appear as

Light green sofa -
Matching green chair [🔗](#)

11. If you are confused about any part of how to update the catalogue look through the *'editing props store'* page. You can use these examples on how to edit the catalogue.

