

## How to add biographical information to a profile

**Note:** You must be registered and logged in to *Discovering Anzacs* to be able to add biographical information. Refer to the relevant guides for information on how to register and log in.

1. Use information from the **official record** on the right-hand side of the page to fill out the profile. Click the **view/transcribe** button or the image of the **official record** to view the full record.

The screenshot shows the 'Discovering Anzacs' website interface. At the top, there are logos for the Australian Government, National Archives of Australia, and Te Rua Mahara o te Kāwanatanga Archives New Zealand. The main title is 'Discovering Anzacs'. Below the title, there are navigation links: Home, Browse, About, Help, and a user name 'Emma'. A search bar is also present.

The main content area is titled 'Profiles' and features a profile for 'Alex William Campbell'. The profile includes a placeholder for a photo and an 'Upload an image' button. Below the photo, there is a table of biographical details to be completed using the official record:

Complete these details using the official record	
Service/reference number	2731
Unit	Unknown
Brigade	Unknown
Rank	Unknown
To select multiple units, brigades and ranks, hold the ctrl or shift key on your keyboard and select your options.	
Age at enlistment Boer War	Unknown
Age at enlistment World War 1	Unknown
Service occupation	Unknown
Civil occupation	Unknown
Name of Horse	Unknown
Cause of death	Unknown
Medals, Honours, Awards	Unknown

Below the table is a 'Show additional' button. To the right of the profile is the 'Official record' section, which contains a scanned document titled 'AUSTRALIAN IMPERIAL FORCE'. The document is highlighted with a red border. Below the document is a 'View/transcribe' button, also highlighted with a red border.

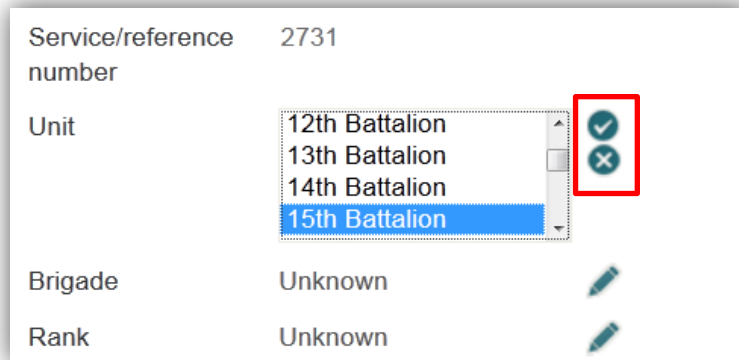
[Image of a profile page on *Discovering Anzacs*. The image of the official record and the view/transcribe button are highlighted in red.]

2. To add information to a profile, select the pencil icon next to the section you want.

[Image of a profile page on *Discovering Anzacs*. The pencil icons are highlighted in red.]

**Note:** Either a select menu box or a free text field will appear.

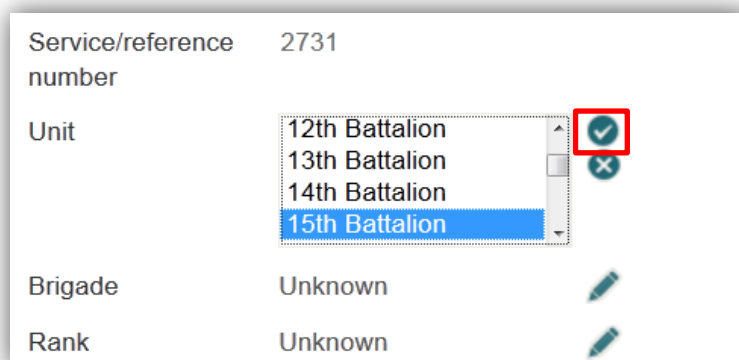
3. If a select menu box appears use the scroll bar to find and select the correct information.



[Image of the unit drop-down select menu. The scroll bar is highlighted in red.]

**Note:** To select multiple units, brigades and ranks, hold the ctrl or shift key on your keyboard and select your options.

4. Make sure your selection is highlighted in blue and then select the tick icon to save the changes.



[Image of the unit drop-down select menu. The tick icon is highlighted in red.]

5. If a free text field appears, type in the information then select the tick icon to save it.

6. Click the **show additional** button to add other information found in the official record.

The screenshot shows the 'Discovering Anzacs' website interface. At the top, there are logos for the Australian Government, National Archives of Australia, and Archives New Zealand. The main navigation includes 'Home', 'Browse', 'About', and 'Help'. A search bar is located in the top right corner. The profile page for 'Alex William Campbell' is displayed, featuring a header with the name and buttons for 'Unfavourite', 'Export', and 'Print'. Below the header, there is a placeholder for a profile picture and an 'Upload an image' button. The main content area is divided into two columns. The left column contains a list of biographical fields, most of which are currently 'Unknown'. A red box highlights the 'Show additional' button at the bottom of this list. The right column features an 'Official record' section with a scanned document and a 'View/transcribe' button. Below that, there is a 'Related records' section.

Complete these details using the official record.	
Service/reference number	2731
Branch of Armed Forces or Service	Army / Flying Corps
Unit	Unknown
Brigade	Unknown
Rank	Unknown
To select multiple units, brigades and ranks, hold the ctrl or shift key on your keyboard and select your options	
Age at enlistment Boer War	Unknown
Age at enlistment World War 1	Unknown
Service occupation	Unknown
Civil occupation	Unknown
Name of Horse	Unknown
Cause of death	Unknown
Medals, Honours, Awards	Unknown

**Show additional**

[Image of a profile page on *Discovering Anzacs*. The show additional button is highlighted in red.]