

3.1 Adding Topics to Kete



Description:

Topics are the way to gather items together into subject clusters.

They are easy to add.

They tell the story.

Step by Step:

- ① Login to Kete (you need to be Registered with Kete) - see sheets 1.1 and 1.2.
- ② **Either:** Click on **Add item** or **Add a new Topic** or **Add related topic** to an existing topic (more details below).
- ③ Select a **Topic Type** and click on the **Choose** button.
- ④ **Type** data in the fields presented and click on the **Create** button.

More detailed explanation:

- ② **Either** click on the **Add Item** button near the top of any screen, then select type of **Topic** and click on **Choose**.
Or click **Add a new Topic** from the bottom of the search result or browse page.
OR click **Add related Topic** from the bottom of an existing topic.

- ③ Select a **Topic Type** from the drop-down menu - these provide templates which suggest fields specially for a particular type of topic - e.g. **Artist** has fields for **Media** and **Exhibitions** (more details overleaf),

and click on the **Choose** button.

- ④ Type data in the fields provided:
Title: a few words,
Short Summary: Introduction to the topic,
Description: This can be as long as you like!

then click on the **Create** button (at the bottom).

The text editor is described in more detail on Sheet 5.

If you decide you don't want to make a new topic after all, just click on the **Cancel** button and your typing will **NOT be saved**.



Topic Type	Description	Fields include ...
General	Highest level, and most general topic.	Basic fields
Person	Used for most people - without full genealogy.	Date of birth, Date of death
Artist	e.g. for a painter, sculptor, musician, performer.	Media, Exhibitions
Genealogy	For recording a detailed genealogy of a person.	Details of Spouse, Parents and Children
Serviceman	For recording details of our Service men and women.	Service number, Theatres of war, Final rank
Place	A location e.g. a lake, park or street.	Address, Latitude and Longitude
Event	e.g. for a happening, conference, celebration.	Date, Location, Website
Structure	e.g. for a monument, building or bridge.	Construction date, Architect, Builder
Organisation	For clubs, businesses etc.	Contact address and phone
School	Use this for educational institution from preschool to University.	Type of school, Year range
Collection	Use this to group together a collection of records gathered by 1 person or organisation, but which may not be related by subject.	User reference
Publication	Make a publication topic for the title, author etc, then attach each chapter or page as a related document.	Creator, Creation date, Publisher


Note: You can 'upgrade' your topic template to a more detailed one later - e.g. from Person to Person - Artist

Examples of Topic Types:

- Serviceman

Topic: Keith Stuart STRODE-PENNY

Topic Type: Serviceman



Declared age: 21 years 174 days.

Previous Military Training: 2 years Cadets.

NOK: Mr WAS Strode-Penny (father), Waitarere Rd, Levin before marriage. After marriage Mrs Penny (wife, c/o "Walmarle" Hospital, Tauranga later Ruahine St, Palmerston North

Awarded his Flying Badge: 4 May 1940.

Probate: Will at Archives NZ, Wellington.

Any use of this item must be accompanied by the credit "Adopt an Anzac Project"

Tags

Tags: Keith Stuart STRODE-PENNY

Keith Stuart STRODE-PENNY

Date of birth: 05 May 1918

Occupation: Mechanic for Levin Motors.

Last known residence: Waitarere Rd, Levin

Cause of death: Flying Accident

Place of death: Tauranga

Tiro Tiro Road

Buried where: Cemetery, Levin. Block 46, Plot 45

Marriage date: 18 January 1941

- Organisation

Topic: Levin North School

Topic Type: Organisation

Levin North School is a primary school situated on the corner of Weraroa Road and York Street.

The school was founded in 1954 and has a current roll of 353 with twelve classes of year one to year six students.

Tags

Tags: levin, primary school

Levin North School

Website: [http://www.levinnorth.school](http://www.levinnorth.school.nz/)

Contact email: [office@levinnorth.school](mailto:office@levinnorth.school.nz)