

Add a Text or Tune Person

- Name:** Enter exactly as it appears in the hymnal, even if incorrect.
- Authority:** Enter part of the name and select the correct authority entry. If the person is not in the list, click *Add a new person...* to add an authority entry.
- Relationship:** Select the appropriate one from the drop-down list. If none is appropriate, you can add one.
- Date:** Give the date of authorship if it is given in the hymnal.

Enter Hymn Texts

- First Line:** Enter exactly as written, using identical capitalization and punctuation. Include only ? or ! as line-ending punctuation. If you don't have the first line, use [title].
- Title:** If there is no title, leave it blank; otherwise enter exactly. Include subtitle if any.
- Meter:** Exactly as it appears in print.
- Publication Date:** Only if it appears on the page, add to Date field next to Person Relationship. Include "alt.," etc. Examples: "1826, alt.," "7th Century", "c. 1826", "about 1540"
- Authority Identifier:** Enter some text from the first line and locate the appropriate authority identifier. It may be necessary to open a separate browser window and search to find the appropriate identifier.
- Text Persons:** Enter as described above.
- Source:** Include only if the hymnal gives a source attribution. Examples include "English Traditional", "<cite>A Collection of Hymns</cite>, London, c. 1757"
- Copyright Statement:** Copyright is important to Hymnary and our users. Include date, copyright holder, and administrator, if given on the page or in the back of the hymnal. Add a note "Now Public Domain" as appropriate.

Enter Hymn Tunes

- Tune Name:** Enter in ALL CAPS. If no tune name is given, use [first line].
- Meter:** Exactly as it appears in print. If none is given, omit.
- Incipit:** Optional. Example: 115125323432117
- Key Signature:** Optional.
- Authority Identifier:** Enter some text from the tune title and locate the appropriate authority identifier. It may be necessary to open a separate browser window and search to find the appropriate identifier.
- Tune Persons:** Enter as described above.
- Source:** Include only if the hymnal gives a source attribution. For example, "Adapted from <cite>Piae Cantiones</cite>, 1582"
- Copyright Statement:** Copyright is important to Hymnary and our users. Include date, copyright holder, and administrator, if given on the page or in the back of the hymnal. Add a note "Now Public Domain" as appropriate.

Renumber a Hymnal

- Click:** *Arrange this Hymnal* in the Editors Tools menu.
- Enter Hymn Numbers:** For the hymns.
- Click:** *Save* and verify that the numbering is correct.

Proofread a Hymnal

Download Spreadsheet: On a hymnal home page, click *Editor Tools -> Download page as CSV*. Save the CSV file and open it in a spreadsheet program. Correct the data in the spreadsheet according to the guidelines. Repeat for the other spreadsheets for a hymnal. Often there will not be any information in some spreadsheets, so nothing need be done. Upload the spreadsheet back into the hymnal.

Add Page Images

- Acquire Scans:** Scan a hymnal or find page images for a hymnal at a Web site such as Internet Archive (www.archive.org) or Google Books (books.google.com). Search for "Hymnal" to find candidates. Make sure we don't already have page scans.
- Download the Hymnal:** Save JPEG or PNG images if possible, or save a PDF file of the hymnal. Extract the images from the PDF file using a utility such as "Some PDF Image Extract" (Windows). Let us know if you need help extracting the images. Uploaded images may be JPEG, PNG, or GIF.
- Rename the Images** If necessary so that when listed in alphabetical order by filename they are in the correct order.
- Renumber** the hymnal if necessary (see above).
- Zip:** The images in a single zip file.
- Count:** The number of page images before page 1.
- Upload:** The images by clicking *Editor Tools -> Upload page images*. Use your count (above) as the Number of Roman Numerals.
- Connect:** Page images to hymns.

Add a Hymnal (Online)

- Click:** *Hymnal* in the *Add New* section of *Editor Tools*.
- HymnalID:** Select a HymnalID of up to eight characters, usually selected from the initials of important words in the title followed by the date of publication, e.g. HMEC1885.
- CCELDocID, BookID:** Leave blank.
- Banner URL:** If you wish to add a banner image to the hymnal home page, upload it and enter the URL here.
- Image URL:** Upload a scan of the cover and enter the URL here.
- Categories:** Examples include Baptist, Catholic, Episcopal, Lutheran, Mennonite, Methodist, Orthodox, Presbyterian, etc. Use auto-complete suggestions when possible.
- Denomination:** Enter official denomination name. Use auto-complete suggestions when possible.
- Hymnal Persons:** Enter names of author, editor, etc. Enter your own name as Hymnary.org Indexer or Hymnary.org Proofreader if appropriate.

Add a Hymnal (Spreadsheets)

- Download:** The four spreadsheets for a small hymnal such as the Missionary Hymnal (1906) by clicking *Editor Tools*.
- Delete:** The information that is already in the spreadsheets and fill them out for the hymnal you are adding. You won't need all the templates if your hymnal doesn't have indexes, etc.