FROM DESIGN TO FABRIC

Backs

**Guide
Doedat EN**

KORTRIJK

texture museum of
flax and textiles

CONTENTS

Thank you for helping us describe these design sketches. Your contribution helps us get a clear overview of the design elements and styles. With the addition of notes and inscriptions, we can start to unravel the network of designers, weavers, and manufacturers behind these works. This not only allows us to share these remarkable drawings with everyone, it also reveals the fascinating stories behind them.

Below are instructions on how to register at DoeDat.be, along with guidelines for describing and completing the fields. Have fun!

PART 1

REGISTRATION

STEP 1

- Go to www.DoeDat.be
- Click on '**LVOG** in' at the top right, then click on '**Sign up now**'.

STEP 2

- You can now create an account.
- Complete all of the required fields,
- then click '**Create account**'.

STEP 3

- Check your inbox
- You'll get an email from *Botanic Garden Meise* inviting you to activate your account and complete the registration process.
- If you don't see the email, check your spam folder.
- Click on the link in the email.
- This will open a confirmation screen with the text, '*Congratulations! You have succesfully created your account.*'.
- Close the page and exit your mailbox.

STEP 4

Your registration is now complete

Proceed to PART 2.

PART 2

GETTING STARTED
WITH DESCRIPTIONS

STEP 1

- Go to www.DoeDat.be
- Click on '**Log in**' at the top right of the page. Enter your email address and pass-word, then click '**Log in**'. (Select '*remember me*' if you want to stay logged in.)
- Click on the green button '**Get involved**'
- Then scroll down to select the project
  '*From design to fabric: a colourful behind-the-scenes look*!'
- Click on the orange '**Start**' button.

STEP 2

Choose an image to describe, then click '**ENTER**'

STEP 3

Complete the fields using the instructions provided further on in the guide.

STEP 4

Did you complete all of the fields?

YES

- Click on the orange '**SAVE**' button.
- You'll see the following message: '*Thank you! Your input has been saved*'.
- You can now do one of the following:

  Work on another task

  Return to saved tasks

  Go to the project homepage

  View your contributions (including all saved tasks)

NO

If you want to complete your entry later, click '**Save unfinished task**'

GETTING STARTED WITH DESCRIPTIONS

DO YOU HAVE ANOTHER QUESTION?

If you have a question about the image, ask your fellow volunteers using the '**Create forum topic**' button.

TIPS FOR VIEWING IMAGES IN MORE DETAIL

Adjust the image:

To **move** the image, click on it then hold and drag the mouse.

To **zoom in** and **out**, hover over the image and scroll.

The symbols on the left allow you to:

• **Zoom in** and **out**.
• **Move** the image up, down, left and right.

NEED HELP?

Having trouble registering? Unable to log in?

Have questions or concerns? Contact lisa.tijtgat@Kortrijk.be

<mark>PART 3</mark>

INPUT GUIDELINES

Use the guidelines below to describe the images one by one.

If you have any questions, feel free to create a forum topic or contact lisa.tijtgat@Kortrijk.be

DETAILS

BLANK IMAGE

If the image contains **NOTHING** (no inscriptions, stamps or labels),
select 'Blank image' and proceed to the next task.

<mark>Note</mark>: every design includes an object number written in pencil (*TEXxxxxx*).

This is an internal museum note and can be ignored.
It is not considered an inscription

INPUT GUIDELINES

STAMPS

If one or more stamps are present, describe each one using the fields below.

Stamp 1

Position: describe the location of the stamp.

Contents: if the stamp contains text such as a name or address, write it down it exactly as it appears, including any abbreviations.

If a new line is needed, use a slash followed by a space: (/)
Place illegible text in square brackets: [...]

For example:

Tissage 'l Abeille / (Societé [...]) / Deerlijk

Description: if the stamp has a logo, indicate that here.
Briefly describe the shape and colour of the logo.

Multiple stamps?

If there are multiple stamps, follow the same process as with stamp 1.

For example:

Stamp 1 – **contents**
Rudolf Wagner/ Atelier für Textilindustrie/ Krefeld/ St. Töniserstr. 47

Stamp 2 – **description**
Flower-shaped logo made up of circles

INPUT GUIDELINES

LABELS

Is there a label? If so, check the box 'Label'.

Position: describe the location of the label.

Contents: describe the contents of the label exactly as they appear, including any abbreviations.

If a new line is needed, use a slash followed by a space: (/) Place illegible text in square brackets: […]

Description: Briefly describe the shape and colour of the label.

INSCRIPTIONS

Inscription 1

Position: describe the location of the inscription.

Method: select the method used from the list.

Contents: If the inscription is readable, write it down exactly as it appears, including any abbreviations.

If a new line is needed, use a slash followed by a space: (/). Place illegible text in square brackets: […]

Note: every design includes an object number written in pencil (*TEXxxxxx*).

This is an internal museum note and can be ignored.
It does is not considered an inscription.

You do not have to transcribe number sequences. Instead, try to determine whether it's a number sequence or a calculation.

For number sequences, note 'number sequence'.

For calculations, note 'calculation' and, if possible, specify the type (multiplication, division, sum or difference).

INPUT GUIDELINES

Colour diagram

Sometimes, a colour diagram is used to provide an overview of the coloured yarns.

You can refer to this as a 'colour diagram'.
You do not have to write down the names of the colours in the diagram.
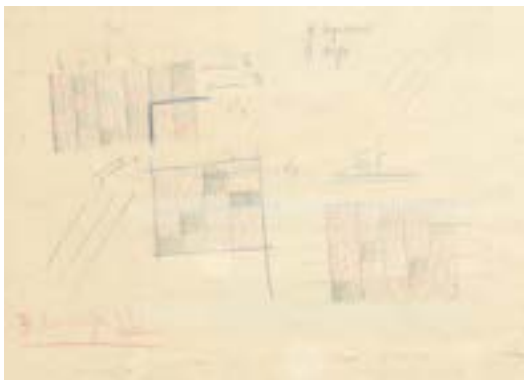
Examples:

Technical weaving

Sometimes, technical weaving methods are sketched or diagrammed.

You can refer to this as a 'technical weaving note', along with a verbatim transcription of any relevant text.

Example

Inscription – contents

Technical weaving note
3 bindings J [2]2

INPUT GUIDELINES

INSCRIPTIONS 2, 3 & 4

If there are multiple inscriptions, follow the same procedure as for inscription 1.

Unrelated inscriptions are often spread out on the page or written in a different direction, making them relatively easy to identify. They may also be written in a different handwriting or with a different medium (pen, pencil, coloured pencil, etc.).

Example
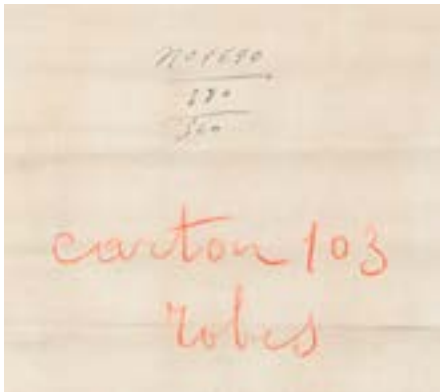
Inscription 1:

N° 1690/ [...]80/ 560

Inscription 2:

Carton 103/ robes

> The red inscription is separate, larger, and written using a different medium. It can therefore be considered a second inscription.

NOTES

Do you have additional comments or observations about the image? Do you recognise the name of a person or a company? Do you want to share an interesting story or detail related to the design? If so, use the notes section.

This guide was created for a project by
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