Class B Mapping Recommendations

The following is intended to provide general guidelines for mapping cemeteries at NAMES IN STONE.

Overview

- Your objective is to create a visual inventory of graves.

- You will use the Class B on-line tool to create a map showing approximate headstone locations. **Note: The exact geographic coordinate of each grave is not as important as where a grave sits in relation to other graves.**

- You will record the following information as it is available on each headstone:

  - ✓ Deceased Name
  - ✓ Birth—Month/Day/Year
  - ✓ Death—Month/Day/Year
  - ✓ Father
  - ✓ Mother
  - ✓ Spouse
  - ✓ Gender
  - ✓ Birth Place
  - ✓ Death Place
  - ✓ Veteran
  - ✓ War

- We encourage you to develop your own creative system of mapping a cemetery and transcribing headstone information. Document your approach and it will be made available to help others.

Helpful Mapping Ideas

STEP 1 – Visit the Cemetery

1. Plan your visit. Get necessary permissions to enter the cemetery. Go prepared with the essentials to get you through the day(s). When you visit the cemetery, you may want to take with you:

   - Paper to sketch the map (Graphing paper works well)
   - Clip board
   - *Headstone Information Sheets* (see attached)
   - Pencil or pen
   - Digital Camera (optional)

(At the Cemetery)

2. Establish a boundary. Some cemeteries have a fence—others have nothing that would indicate a boundary line. Either way, sketch an approximate boundary line on paper.
3. Map each headstone. Orient yourself using the newly created boundary and begin mapping each headstone. Place a circle or square for each headstone and place a unique number inside the circle or square. The number will correspond to the Grave Number line on the **_Headstone Information Sheet_**, where you will write the headstone information.
4. Add the headstone information to the Headstone Information Sheet, insuring that the Grave Number for each record corresponds to the headstone number on the map.
5. Optional - Take a photo of each headstone. Record the image file name in the **_Headstone Information Sheet's_** _Other_ column.

Note: Some may want to use a measuring tape or wheel to establish a boundary and headstone locations. This is fine, but it is not necessary since the on-line mapping tools do not use or show distances.

At the Computer:

STEP 2 – Register or Sign In

Please register with NAMES IN STONE, **at no charge**. If you have already registered, just sign in to begin a mapping project.

STEP 3 - Cemetery Project Application

Completing this form gives you access to the Cemetery Construction Page, where you will place headstones and enter headstone information.

Use the map below the application to navigate to the cemetery's location. When you locate the cemetery, click to place a point that represents the cemeteries general location. This will also populate the cemetery's coordinates in the Latitude/Longitude boxes.

Helpful Hints: To pan, click and drag. To zoom, position your cursor above and to the left of the approximate cemetery location. Then hold the shift button down and click and drag to draw a box around the area you wish to fill the screen. Or, if you prefer, use the navigation tools to the left to pan and zoom.

After you place a point on the map representing the cemetery, click Continue to advance to the Cemetery Construction Page.

STEP 4 - **Cemetery Construction**

How to use the Map Construction buttons:

- **Navigate:** Use the Map Tool Bar on the left to pan and zoom. Alternatively, you can use your mouse—just left click and drag to pan, and use the scroll wheel to zoom in and out. Navigate to the cemetery location. Get as close as you can. Due to photography resolution limitations, you may not be able to zoom in too closely.

- **Draw Cemetery Border:** Draw the cemetery border by clicking points around the cemetery perimeter. Double-click to complete the border. Note: Grave placement is automatically activated when you double-click to finish the border. If you go back to Draw Cemetery Border, the previous border will deleted.

- **Place Graves:** Using your field notes as a reference, place each grave by clicking on the corresponding location on the aerial. Add burial information in the form on the right. Note: Make sure you save your data each time you enter a grave's information.

  Grave markers are drawn to a scale of 4'x4'. This means that the closer you zoom, the larger the square markers will appear. Place markers as close to one another as you can. Remember, the goal is to accurately map who is next to whom—dimensional precision is not necessary.

- **Move Graves:** Move graves by clicking and dragging to the new location. This is done one grave at a time. Your changes will be saved automatically.

- **Select Graves:** With the information collected on the ***Headstone Information Sheet*** (attached), update headstone information by clicking on a grave, then entering information in the form on the right.

- **Delete Graves:** Click on a grave to delete it.

Headstone Information Sheet

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The form consists of 8 identical record blocks. Each block contains the following labeled fields:

Grave Number	First Name	Deceased	Last Name	Father	Birth Mon	Birth Day	Birth Year	Birth Place	Spouse	Death Mon	Death Day	Death Year	Death Place	Gender M/F	Other
				Mother										War	Vet Y/N