Metadata Workshop
3 March 2006
Part 2

Submitting items to UPSpace using the Dublin Core Metadata Schema

Amelia Breytenbach

Ria Groenewald

Overview

- Submitting of an item in UPSpace
- Filling out information about the item on the "metadata form"
- Uploading the files
- Metadata and workflow
- Editing of metadata
- Default Item metadata templates for a collection

Theiler's parents, Franz and Jenny Theiler, sister Marie and brother, Alfred.(1895)
Frick AG, Switzerland

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Submit: Choose Collection

Select the collection you wish to submit an item to from the list below, then click "Next".

Collection [Arnold Theiler Collection ▾]

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☐ **The item has been published or publicly distributed before**

☐ **The item consists of *more than one* file**

Next >   Cancel/Save

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Submit: Describe Your Item

Please fill in the requested information about your submission below. In most browsers, you can use the tab key to move the cursor to the next input box or button, to save you having to use the mouse each time. **All fields indicated with * are mandatory.**

Enter the main title of the item.

*Title | Theiler family

Enter the names of the authors of this item below.

| Last name e.g. **Smith** | First name(s) + "Jr" e.g. **Donald Jr** |

*Author/s | Unknown | | Add More

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Enter the main title of the item.

*Title [Theiler family]

Enter the names of the authors of this item below.

Last name e.g. **Smith**	First name(s) + "Jr" e.g. **Donald Jr**	
*Author/s [Unknown]	[ ]	Remove This Entry
[ ]	[ ]	
[ ]	[ ]	Add More

Enter the names of advisors below (e.g. thesis advisors).

	Last name e.g. **Smith**	*First name(s) + "Jr"* e.g. **Donald Jr**	
Advisor/s			Add More

Enter the names of editors of this item below (e.g. thesis advisors).

	Last name e.g. **Smith**	*First name(s) + "Jr"* e.g. **Donald Jr**	
Editor/s			Add More

Enter the names of illustrators of this item below.

	Last name e.g. **Smith**	*First name(s) + "Jr"* e.g. **Donald Jr**	
Illustrator/s			Add More

Enter the names of other contributors to this item below.

	Last name e.g. **Smith**	*First name(s) + "Jr"* e.g. **Donald Jr**	
Other Contributor/s			Add More

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Please give the Date of creation or manufacture of intellectual content if different from date issued.

Date of Creation   *Month:* [(No Month) ▼] *Day:* [   ] *Year:* [1895]

Enter the series and number assigned to this item by your community.

Series Name   *Report or Paper No.*

Series/Report No. [   ]   [   ]   [Add More]

If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes below.

Identifier/s [Other ▼] [at007   ]   [Remove This Entry]

[ISSN ▼] [   ]   [Add More]

Select the type(s) of content you are submitting. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

*Type
```
Service          ▲
Software         
Sound            
Still Image      
Technical Report ▼
Text             
```

Select the language of the main content of the item. If the language does not appear in the list below, please select 'Other'. If the

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Select the type(s) of content you are submitting. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

*Type

Service
Software
Sound
Still Image
Technical Report
Text

Select the language of the main content of the item. If the language does not appear in the list below, please select 'Other'. If the content does not really have a language (for example, if it is a dataset or an image) please select 'N/A'.

*Language N/A

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Submit: Describe Your Item

Please fill further information about your submission below. **All fields indicated with * are mandatory.**

Enter the URL of a web-page that contains more info on this item, or that can be used in addition to this item, e.g. http://www.up.ac.za

More Info Available Online   http://www.ais.up.ac.za/vet/theiler.htm

Enter appropriate subject keywords or phrases below.

*Subject/Keywords   Theiler family   Remove   Theiler, Arnold (18

Add More

Enter the abstract of the item below

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Address https://www.up.ac.za/dspace/submit#null

Links DC-dot   KeywordSearcher   isbn.nu   Title   Name   Google   Customize Links   Free Hotmail   Windows Media

Enter the abstract of the item below.

Abstract

Photo of Sir Arnold Theiler's parents, Franz
Theiler (1832-1901) and Maria Jenny of
Entlebuch Theiler, sister Marie (1873-?) and
brother, Alfred (1882-?)

Enter the names of any sponsors and/or funding codes in the box below.

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permission of The University of Pretoria,

Enter the e-mail address of an individual/ institution that will be prepared to handle inquiries relating to this specific item, e.g. user@mweb.co.za

Inquiries   erica.vdwesthuizen@up.ac.za

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Enter information about the rights held over the resource in the box below. Provide contact information and the name of the copyright holder.

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Enter the e-mail address of an individual/ institution that will be prepared to handle inquiries relating to this specific item, e.g. user@mweb.co.za

Inquiries

erica.vdwesthuizen@up.ac.za

Enter any other description or comments in this box.

Description

Photo damaged at sides

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Please also note that the UPSpace system is able to preserve the content of certain types of files better than other types.

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Choose file   ? ✕

Look in: 📁 webversion   ▼ ⇐ 🔼 📁* ☷▾

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📄 pho.at002	📄 pho.at011
📄 pho.at003	📄 pho.at012
📄 pho.at004	📄 pho.at013
📄 pho.at005	📄 pho.at014
📄 pho.at005a	📄 pho.at015
📄 pho.at006	📄 pho.at016
📄 pho.at006a	📄 pho.at017
📄 pho.at007	
📄 pho.at008	
📄 pho.at009	

History

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File name: pho.at007   ▼   Open

Files of type: All Files (*.*)   ▼   Cancel

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Describe   Describe   Describe   **Upload**   Verify   License   Complete

Submit: Upload a File

Please enter the name of the file on your local hard drive corresponding to your item. If you click "Browse...", a new window will appear in which you can locate and select the file on your local hard drive.

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Document File: D:\Arnold Theiler metadata\webversion\pho   Browse...

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W3C XHTML 1.0

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Here are the details of the file you have uploaded. Please check the details before going to the next step.

More Help...

File	Size	File Format
pho.at007.jpg	14,848 bytes	JPEG (known)

Click here if this is the wrong format

Click here if this is the wrong file

You can verify that the file has been uploaded correctly by:

- Clicking on the filename above. This will download the file in a new browser window, so that you can check the contents.
- The system can calculate a checksum you can verify. Click here for more information.   Show checksums

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Not quite there yet, but nearly!

Please spend a few minutes to examine what you've just submitted below. If anything is wrong, please go back and correct it by using the buttons next to the error, or by clicking on the progress bar at the top of the page.

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If everything is OK, please click the "Next" button at the bottom of the page.

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Item has more than one title: No	
Previously published item: No	Correct one of these
Item consists of more than one file: No	

Done   Local intranet

*Title	Theiler family
*Author/s	Unknown
Advisor/s	*None*
Editor/s	*None*
Illustrator/s	*None*
Other Contributor/s	*None*
Date of Creation	1895
Series/Report No.	*None*
Identifier/s	DOI:at007
*Type	Still Image
*Language	N/A

Correct one of these

More Info Available Online	http://www.ais.up.ac.za/vet/theiler.htm
*Subject/Keywords	Theiler family
	Theiler, Arnold (1867-1936)
Abstract	Photo of Sir Arnold Theiler's parents, Franz Theiler (1832-1901) and Maria Jenny of Entlebuch Theiler, sister Marie (1873-?) and brother, Alfred (1882-?)
Sponsors	*None*
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(1873-?) and brother, Alfred (1882-?)

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Inquiries erica.vdwesthuizen@up.ac.za

Description Photo damaged at sides

Uploaded File: pho.at007.jpg - JPEG (Known)

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Submit: Submission Complete!

Your submission will now go through the workflow process designated for the collection to which you are submitting. You will receive e-mail notification as soon as your submission has become a part of the collection, or if for some reason there is a problem with your submission. You can also check on the status of your submission by going to the My UPSpace page.

Go to My UPSpace
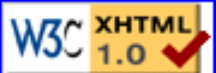
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Reply   Reply to All   Forward

From: upspace@up.ac.za   Sent: Wed 2006/02/22 09:51
To: abreyten@op.up.ac.za
Cc:
Subject: UPSpace: You have a new task

```
A new item has been submitted:


Title:        Theiler family
Collection:   Arnold Theiler Collection
Submitted by: Amelia Breytenbach(abreyten@op.up.ac.za)


The metadata needs to be checked to ensure compliance with the collection's standards, and edited
if necessary.


To claim this task, please visit your "My UPSpace"
page:   https://www.up.ac.za/dspace/mydspace


Many thanks!


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Links ⬛DC-dot ⬛KeywordSearcher ⬛isbn.nu ⬛Title ⬛Name ⬛Google ⬛Customize Links ⬛Free Hotmail ⬛Windows Media »

(Logout)

My UPSpace: Amelia Breytenbach

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   authorized users

Apply for a new

Tasks in the Pool

Below are tasks in the task pool that have been assigned to you.

Task	Item	Submitted To	Submitted By	
Final Edit of Submission	Theiler family	Arnold Theiler Collection	Amelia Breytenbach	Take Task

Start a New Submission	View Accepted Submissions

See Your Subscriptions

Submissions In Workflow Process

Title	Submitted to
Theiler family	Arnold Theiler Collection

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Titles

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Preview Task

The following item has been accepted for inclusion in collection **Arnold Theiler Collection**. In order to accept the task of the final edit of this item, please click "Accept This Task" below.

Title:	Theiler family
Inquiries:	erica.vdwesthuizen@up.ac.za
Author/s:	Unknown
Keywords:	Theiler family Theiler, Arnold (1867-1936)
Creation Date:	1895
Abstract:	Photo of Sir Arnold Theiler's parents, Franz Theiler (1832-1901) and Maria Jenny of Entlebuch Theiler, sister Marie (1873-?) and brother, Alfred (1882-?)
Description:	Photo damaged at sides
More Info Available Online:	http://www.ais.up.ac.za/vet/theiler.htm
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Type:	Still Image

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Back   Search   Favorites   Media

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Links   DC-dot   KeywordSearcher   isbn.nu   Title   Name   Google   Customize Links   Free Hotmail   Windows Media

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➔ My UPSpace
authorized users

⊕ Apply for a new Community/ Collection

⊕ Edit Profile

⊕ Help

⊕ About DSpace

More Info Available Online: http://www.ais.up.ac.za/vet/theiler.htm

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Type: Still Image

Language:

Files in This Item:

File	Description	Size	Format	
pho.at007.jpg		14Kb	JPEG	View/Open

Accept This Task   Cancel

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Titles

Authors

By Date

Sign on to:

Receive email
updates

My UPSpace
authorized users

Apply for a new
Community/

Perform Task

The following item has been accepted for inclusion in collection **Arnold Theiler Collection**. Please perform any necessary edits of the metadata to conform with the standards of the collection, and then commit the item to the archive using the controls at the bottom of the page.

Title:	Theiler family
Inquiries:	erica.vdwesthuizen@up.ac.za
Author/s:	Unknown
Keywords:	Theiler family
	Theiler, Arnold (1867-1936)
Creation Date:	1895
Abstract:	Photo of Sir Arnold Theiler's parents, Franz Theiler (1832-1901) and Maria Jenny of Entlebuch Theiler, sister Marie (1873-?) and brother, Alfred (1882-?)
Description:	Photo damaged at sides
More Info Available Online:	http://www.ais.up.ac.za/vet/theiler.htm
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Address   https://www.up.ac.za/dspace/mydspace

Links   DC-dot   KeywordSearcher   isbn.nu   Title   Name   Google   Customize Links   Free Hotmail   Windows Media

Collection

Edit Profile

Help

About DSpace

Type: Still Image

Language:

Files in This Item:

File	Description	Size	Format	
pho.at007.jpg		14Kb	JPEG	View/Open

Once you've edited the item, use this option to commit the item to the archive.	Commit to Archive
Select this option to correct, amend or otherwise edit the item's metadata.	Edit Metadata
If you wish to leave this task for now, and return to your "My UPSpace", use this option.	Do Later
To return the task to the pool so that another user can perform the task, use this option.	Return Task to Pool

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Describe   Describe   Describe   Upload   Verify

Submit: Describe Your Item

Please check the boxes next to the statements that apply to your submission.

☐ **The item has more than one title, e.g. a translated title**

☐ **The item has been published or publicly distributed before**

Next >   Cancel/Save

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Logged in as
abreyten@op.up.ac...
(Logout)

UPSpace at the University of Pretoria >
My UPSpace >

Thank You

The submission has been placed in the main archive. It has been assigned the following identifier:

http://hdl.handle.net/2263/177

Notification has been sent to the appropriate people.

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From: upspace@up.ac.za   Sent: Wed 2006/02/22 10:00
To: abreyten@op.up.ac.za
Cc:
Subject: UPSpace: Submission Approved and Archived

You submitted: Theiler family

To collection: Arnold Theiler Collection

Your submission has been accepted and archived in UPSpace,
and it has been assigned the following identifier:
http://hdl.handle.net/2263/177

Please use this identifier when citing your submission.

Many thanks!

UPSpace

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Logged in as
abreyten@op.up.ac...
(Logout)

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Veterinary Science >
Academic Information Service Collections >
Arnold Theiler Collection >

Please use this identifier to cite or link to this item:
http://hdl.handle.net/2263/177

[Edit...]

Title:	Theiler family
Inquiries:	erica.vdwesthuizen@up.ac.za
Author/s:	Unknown
Keywords:	Theiler family Theiler, Arnold (1867-1936)
Issue Date:	22-Feb-2006
Creation Date:	1895
Abstract:	Photo of Sir Arnold Theiler's parents, Franz Theiler (1832-1901) and Maria Jenny of Entlebuch Theiler, sister Marie (1873-?) and brother, Alfred (1882-?)
Description:	Photo damaged at sides
More Info Available Online:	http://www.ais.up.ac.za/vet/theiler.htm
URI:	http://hdl.handle.net/2263/177
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Edit Item

**PLEASE NOTE: These changes are not validated in any way. You are responsible for entering the data in th
If you are not sure what the format is, please do NOT make changes.**

Item internal ID:	152
Handle:	2263/177
Last modified:	22-Feb-2006 09:59:32
In Collections:	Arnold Theiler Collection
Item page:	https://www.up.ac.za/dspace/handle/2263/177
Item's Authorizations:	Edit

Withdraw...

Delete (Expunge)...

ormat	mimetype	image/jpeg		Re
nguage	iso		en	Re
ghts		Provided for educational purposes only. It may not be downloaded, reproduced, or distributed in any format without written permission of The	en	Re
ubject		Theiler family	en	Re
ubject		Theiler, Arnold (1867-1936)	en	Re
tle		Theiler family	en	Re
ype		Still Image	en	Re

File   Edit   View   Favorites   Tools   Help

⇐ Back ▾   → ▾   ⊗   ⊠   ⌂   Search   Favorites   Media   ⊘   ⬚▾   ⎙   ✐   ▤   ◇

Address ⟨ https://www.up.ac.za/dspace/tools/edit-item?item_id=152&submit=Edit...   ▾   ⌁Go

Links   DC-dot   KeywordSearcher   isbn.nu   Title   Name   Google   Customize Links   Free Hotmail   Windows Media   »

contributor.advisor   ▾

| contributor.advisor |
| contributor.author |
| contributor.editor |
| contributor.illustrator |
| contributor.other |
| contributor |
| coverage.spatial |
| coverage.temporal |
| creator |
| date.accessioned |
| date.available |

Add

will not be automatically reflected in the Dublin Core metadata above (e.g.
. You will need to update this by hand.

escription" field isn't empty, the format will always be set to "Unknown", so clear th
escription before changing the format field.

Primary Bitstream	Name	Source	Description	Format	User Format Description
○	pho.at007.jpg	pho.at007.jpg		11 (JPEG)	
	pho.at007.jpg.jpg	Written by MediaFilter c	Generated Thumbnail	11 (JPEG)	
	license.txt	Written by org.dspace.c		2 (License)	

Done   Local intranet

UPSpace

versity of Pretoria

gged in as
reyten@op.up.ac...
ogout)

arch UPSpace

[Go]

vanced Search

Home

owse

Communities
& Collections

Titles

Authors

By Date

UPSpace at the University of Pretoria >
Veterinary Science >
Academic Information Service Collections >

Arnold Theiler Collection

Collection home page

In: Arnold Theiler Collection ▾

Search for [   ] [Go]

or **browse** [Titles] [Authors] [By Date]

Admin Tools

[Edit...]

[Item Mapper]

[Edit Submitters]

Admin Help...

Recent Submissions

Theiler family

Die Malaria des
Pferdes

Gertrud and Margaret

Logo:
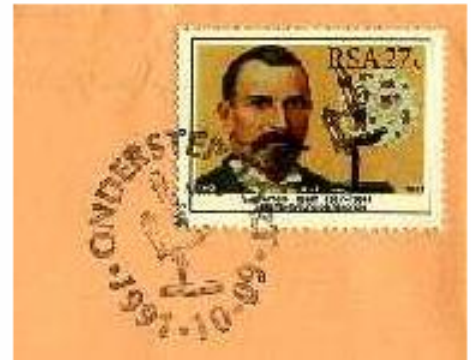
[Upload new logo...]

[Delete (no logo)]

Submission Workflow

Item template: [Edit...] [Delete]

[Update]   [Cancel]

File   Edit   View   Favorites   Tools   Help

← Back ▾ → ▾ ⊗ 🗒 🏠 | 🔍 Search 📑 Favorites 🎦 Media 🖉 | 🖫 ▾ 🖨 🖃 🗎 ◇

Address 🗐 https://www.up.ac.za/dspace/tools/edit-item?item_id=52   ▾ ⮫ Go

Links 🗐 DC-dot 🗐 KeywordSearcher 🗐 isbn.nu 🗐 Title 🗐 Name 🗐 Google 🗐 Customize Links 🗐 Free Hotmail 🗐 Windows Media »

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Item internal ID:	52
Handle:	None
Last modified:	15-Feb-2006 09:43:29
In Collections:	
Item page:	*N/A*
Item's Authorizations:	[Edit]

[Withdraw...]

[Delete (Expunge)...]

Element	Qualifier	Value	Language
description	provenance	Original scanned in at 600dpi 100% TWAIN scanning program using a EPSON 1640XL scanner. Downsized to 400 pixels in width, resolution 300dpi. Web	

🗐 Done   🔒 🖳 Local intranet

University of Pretoria

Logged in as
abreyten@op.up.ac...
(Logout)

Search UPSpace

[ ] Go
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⇥ Home

Browse

⇥ Communities
& Collections

⇥ Titles

⇥ Authors

⇥ By Date

Sign on to:

⇥ Receive email
updates

UPSpace at the University of Pretoria >
Veterinary Science >
Academic Information Service Collections >
Arnold Theiler Collection >

Please use this identifier to cite or link to this item:
http://hdl.handle.net/2263/177

Edit...

Title:	Theiler family
Inquiries:	erica.vdwesthuizen@up.ac.za
Author/s:	Unknown
Keywords:	Theiler family
	Theiler, Arnold (1867-1936)
Issue Date:	22-Feb-2006
Creation Date:	1895
Abstract:	Photo of Sir Arnold Theiler's parents, Franz Theiler (1832-1901) and Maria Jenny of Entlebuch Theiler, sister Marie (1873-?) and brother, Alfred (1882-?)
Description:	Photo damaged at sides
More Info Available Online:	http://www.ais.up.ac.za/vet/theiler.htm
URI:	http://hdl.handle.net/2263/177

updates

My UPSpace
authorized users

Apply for a new Community/ Collection

Edit Profile

Help

About DSpace

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Type: Still Image

Language:

Appears in Collections: Arnold Theiler Collection

Files in This Item:

File	Description	Size	Format	
pho.at007.jpg		14Kb	JPEG	View/Open

Show full item record

Go
Advanced Search

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⟳ Communities & Collections

⟳ Titles

⟳ Authors

⟳ By Date

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⟳ Apply for a new Community/ Collection

⟳ Edit Profile

Please use this identifier to cite or link to this item:
http://hdl.handle.net/2263/177

Edit...

Full metadata record

DC Field	Value	Language
contributor	erica.vdwesthuizen@up.ac.za	en
contributor.author	Unknown	-
date.accessioned	2006-02-22T07:59:32Z	-
date.available	2006-02-22T07:59:32Z	-
date.created	1895	-
date.issued	2006-02-22T07:59:32Z	-
identifier.other	at007	-
identifier.uri	http://hdl.handle.net/2263/177	-
description	Photo damaged at sides	en
description.abstract	Photo of Sir Arnold Theiler's parents, Franz Theiler (1832-1901) and Maria Jenny of Entlebuch Theiler, sister Marie (1873-?) and brother, Alfred (1882-?)	en
description.uri	http://www.ais.up.ac.za/vet/theiler.htm	en
format.extent	14848 bytes	-
format.mimetype	image/jpeg	-
language.iso		en

Done   🔒 Local intranet

Theiler's parents, Franz and Jenny Theiler, sister Marie and brother, Alfred.(1895)
Frick AG, Switzerland

Exercise 3

Describing an object

Group discussion

Thank you!

Amelia.Breytenbach@up.ac.za

Ria.Groenewald@up.ac.za