

Digitizing Your Family History Collections

File Management and Preservation

THE BRUE FAMILY LEARNING CENTER



American Ancestors®
by NEW ENGLAND HISTORIC GENEALOGICAL SOCIETY

Meet today's presenter

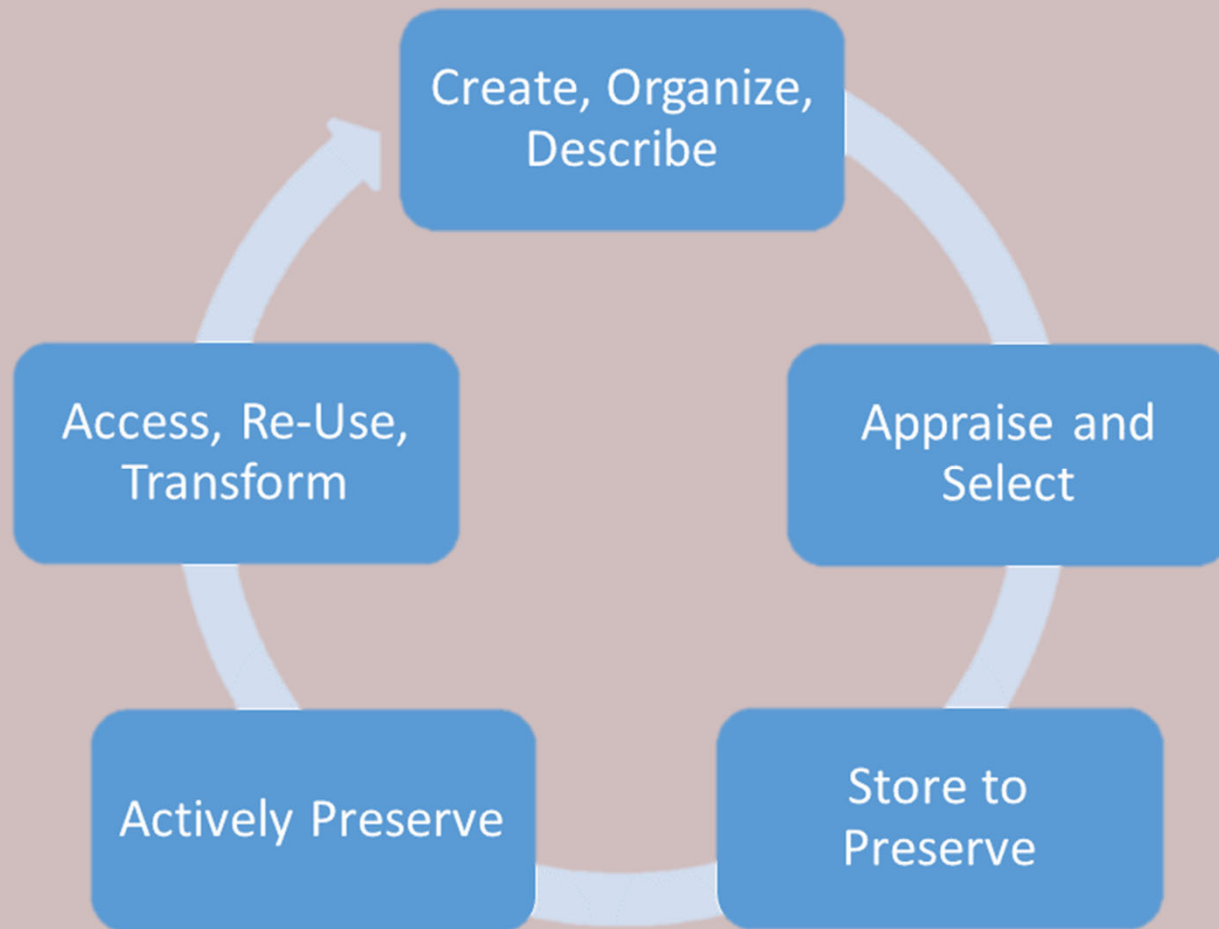


Sally Benny
Digital Archivist



Voice of
Sally Benny
Digital Archivist

Lifecycle of Digital Stewardship



Managing Your Images

- As you create your images, think about:
 - Organization
 - File names
 - Folder structure
 - Metadata
 - Preservation
 - Back-up
 - Check-in

File Formats

File Formats and Imaging Settings

- Save original images in a file format that uses little or no compression
 - TIFF preferred
- If scanning:
 - 300 ppi or higher, in color
- If using a camera, select the highest image quality

Recommended Scanning Settings

Document type	Minimum Resolution	Color Mode	Notes
Printed documents (bound or unbound)	300-400 ppi	grayscale (8 bit) or color (24 bit)	Higher resolution and color recommended for rare and illustrated materials.
Handwritten documents (bound or unbound)	400 ppi	color (24 bit)	
Oversized documents (over 11 x 17 inches)	300 ppi	color (24 bit)	
Photographs (8 x 10 inches or less)	400 ppi	grayscale (8 bit) or color (24 bit)	Image should be 4000 pixels on long edge; adjust resolution accordingly.
Photographs (8 x 10 to 11 x 14 inches)	400-600 ppi	grayscale (8 bit) or color (24 bit)	Image should be 6000 pixels on long edge.
Photographs (over 11 x 14 inches)	600 ppi	grayscale (8 bit) or color (24 bit)	Image should be 8000 pixels on long edge.

Scanning Settings, continued

Document type	Minimum Resolution	Color Mode	Notes
Photographic film, including negatives and slides (4 x 5 inches or less)	800-2800 ppi	grayscale (8 bit) or color (24 bit)	Image should be 4000 pixels on long edge.
Photographic film (4 x 5 to 8 x 10 inches)	800-1200 ppi	grayscale (8 bit) or color (24 bit)	Image should be 6000 pixels on long edge.
Photographic film (over 8 x 10 inches)	800 ppi	grayscale (8 bit) or color (24 bit)	Image should be 6000 pixels on long edge.

Based on: ALCTS Minimum Digitization Capture Recommendations, June 2013,
<https://www.ala.org/alcts/resources/preserv/minimum-digitization-capture-recommendations>

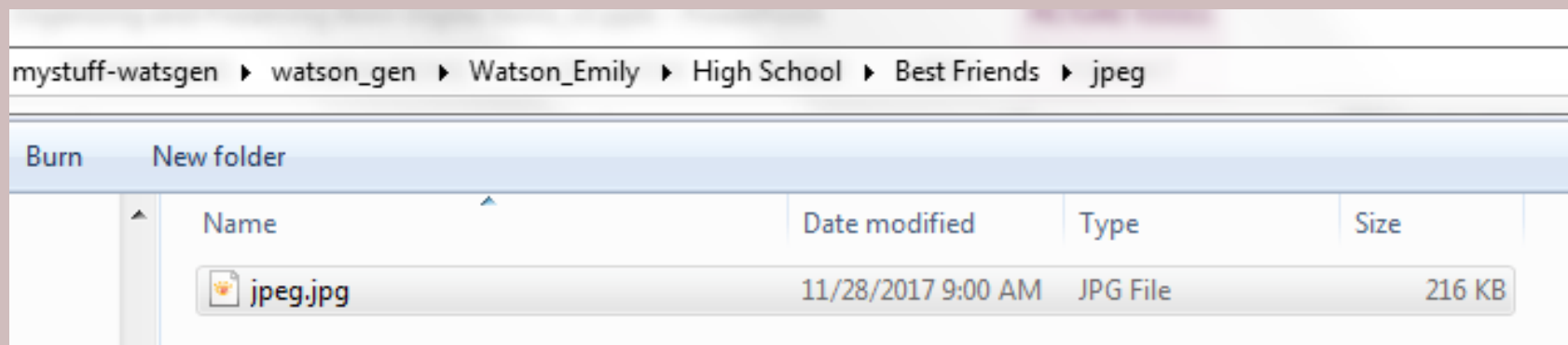
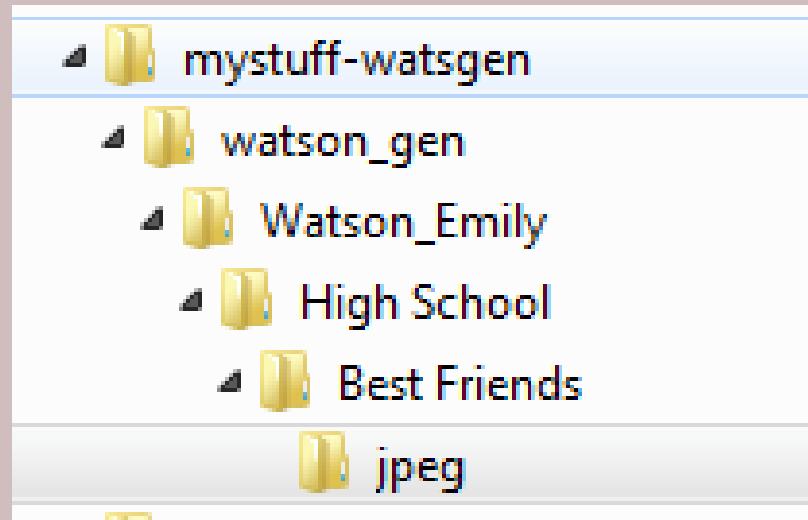
File Naming and Organization

File Names: Unique & Descriptive

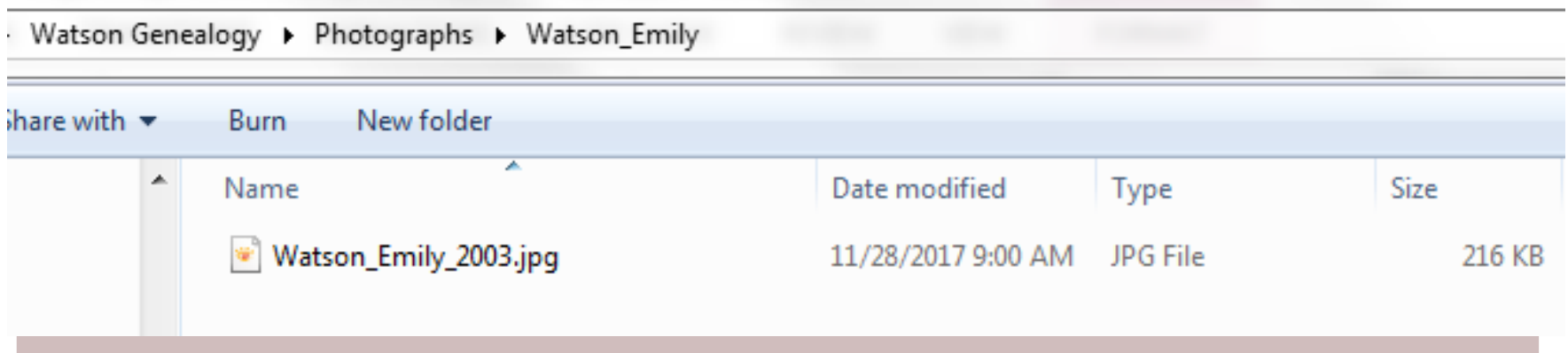
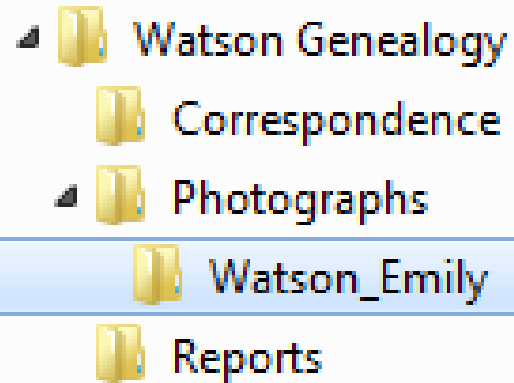
- Should be relatively short
- Use alphanumeric characters, hyphens, and underscores
- Use meaningful names
- Write dates in yyyyymmdd, so the filenames sort chronologically
- End with a 3-letter file extension (.tif, .jpg)

Example: **Brown_Mary_189407.tif**

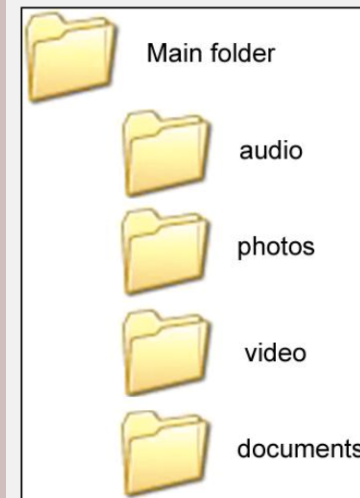
Folder Trees: Don't



Folder Trees: Do



File Organization



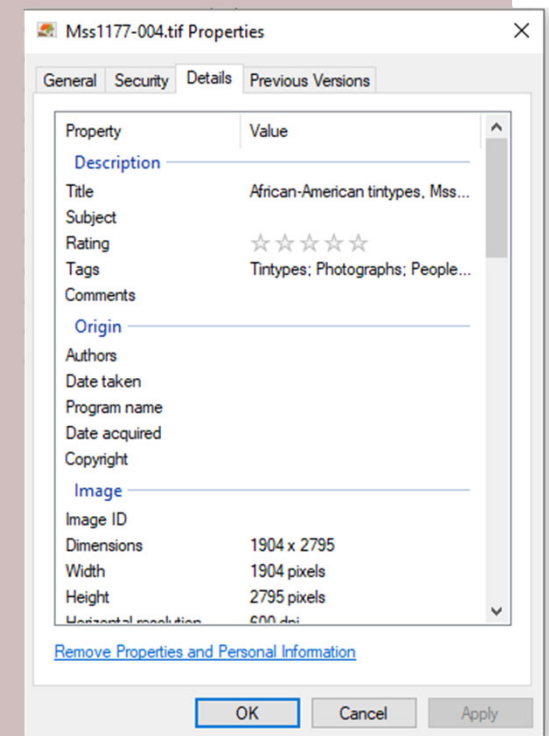
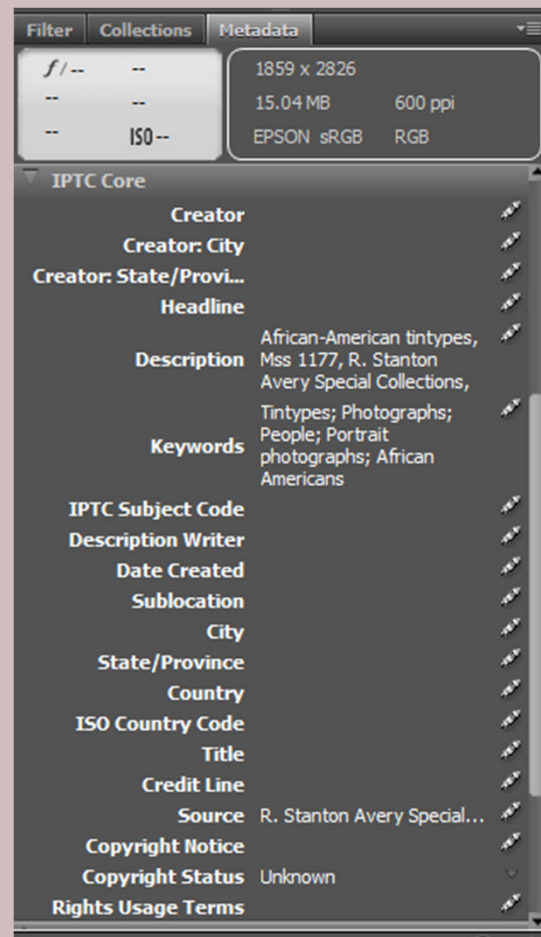
Metadata: Describing Your Images

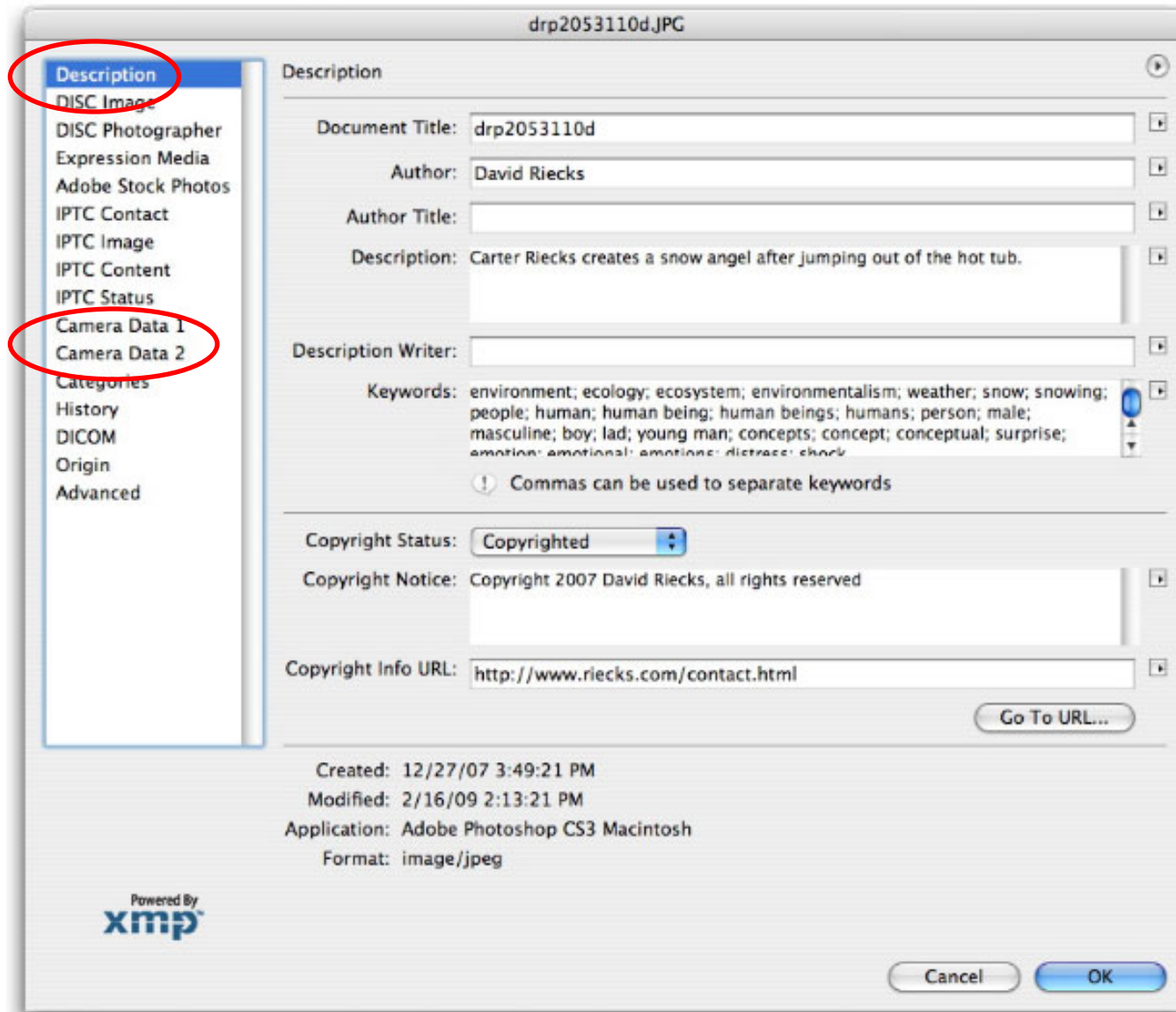
Metadata

- Metadata, or “data about data,” describes your documents, making them easier to find.
- Examples: Title, Creator, Date, Summary, Keywords
- Options:
 - Embedded metadata
 - Separate files, like a spreadsheet or text file
 - Software, like an image browser or digital asset manager

Embedded Metadata

- Embedded metadata stays with the file.
- Compatible with many different programs.





The Description Panel of the File Info in Photoshop CS3

www.photometadata.org/META-Tutorials-Adobe-Photoshop

The screenshot displays the XnView MP application window. The left sidebar shows a 'Categories Filter' with 'Photographs' selected, listing sub-categories like Animals, Family, Flowers, Friends, Landscapes, Pets, Portraits, Travel, Pictures, Videos, and Other. The main grid shows 16 images, with 'Mss1177-018.tif' selected. The bottom preview window shows the selected image and its metadata.

File Name	Resolution	Size	Date/Time	Format
Mss1177-001.tif	1920x2795	15,734	12/7/2019 3:34:04 PM	mm f/s iso
Mss1177-002.tif	1859x2826	15,403	12/7/2019 3:34:06 PM	mm f/s iso
Mss1177-003.tif	1859x2705	14,744	12/7/2019 3:34:07 PM	mm f/s iso
Mss1177-004.tif	1904x2795	15,603	12/7/2019 3:34:09 PM	mm f/s iso
Mss1177-005.tif	1979x2826	16,397	12/7/2019 3:34:10 PM	mm f/s iso
Mss1177-006.tif	1920x2645	14,890	12/7/2019 3:34:12 PM	mm f/s iso
Mss1177-007.tif	1890x2675	14,824	12/7/2019 3:34:14 PM	mm f/s iso
Mss1177-008.tif	1905x2540	14,188	12/7/2019 3:34:15 PM	mm f/s iso
Mss1177-009.tif	1800x2690	14,198	12/7/2019 3:34:17 PM	mm f/s iso
Mss1177-010.tif	1905x2495	13,937	12/7/2019 3:34:18 PM	mm f/s iso
Mss1177-011.tif	1965x2780	16,016	12/7/2019 3:34:20 PM	mm f/s iso
Mss1177-012.tif	1934x2735	15,509	12/7/2019 3:34:21 PM	mm f/s iso
Mss1177-013.tif	1950x2420	13,837	12/7/2019 3:34:23 PM	mm f/s iso
Mss1177-014.tif	1710x2570	12,887	12/7/2019 3:34:24 PM	mm f/s iso
Mss1177-015.tif	2130x2555	15,956	12/7/2019 3:34:26 PM	mm f/s iso
Mss1177-016.tif	1980x2871	16,666	12/7/2019 3:34:28 PM	mm f/s iso
Mss1177-017.tif	2100x2871	17,679	12/7/2019 3:34:29 PM	mm f/s iso
Mss1177-018.tif	2100x2871	17,679	12/7/2019 3:34:31 PM	mm f/s iso

Preview: Mss1177-018.tif

Properties: Properties | Histogram | IPTC-IIM | XMP | ExifTool

▼ Caption
 Caption Image from African-American Tintypes, Mss 1177, R. Stanton Avery Special Collections, NEHGS.
 Caption writer R. Stanton Avery Special Collections, NEHGS

▼ Credits
 Source R. Stanton Avery Special Collections, NEHGS

Metadata in XnView MP

The screenshot displays the XnView MP interface. The main window shows a preview of a photograph (a woman in a tintype) with a star rating below it. The right sidebar contains a 'Categories' list with the following items: African Americans (18), Audios, Drawings, Icons, People (18), Photographs (18), Animals, Family, Flowers, Friends, Landscapes, Pets, Portraits, Travel, Pictures, Portrait photographs (18), Tintypes (18), Videos, and Other. The 'African Americans (18)', 'People (18)', 'Photographs (18)', 'Portrait photographs (18)', and 'Tintypes (18)' categories are highlighted with red boxes. A 'Properties' window is open in the foreground, showing the 'Details' tab with the following fields: Property, Value, Description, Title (African-American tintypes, Mss...), Subject, Rating (☆☆☆☆☆), Tags (Tintypes; Photographs; People...), Comments, Origin, Authors, and Date taken.

Categories

- African Americans (18)
- Audios
- Drawings
- Icons
- People (18)
- Photographs (18)
- Animals
- Family
- Flowers
- Friends
- Landscapes
- Pets
- Portraits
- Travel
- Pictures
- Portrait photographs (18)
- Tintypes (18)
- Videos
- Other

Mss1177-004.tif Properties

Property	Value
Description	
Title	African-American tintypes, Mss...
Subject	
Rating	☆☆☆☆☆
Tags	Tintypes; Photographs; People...
Comments	
Origin	
Authors	
Date taken	

Metadata in XnView MP

Using Separate Files

Bentley Historical Library Donor-Digitized Metadata Spreadsheet									
Collection Title: William Lowe Papers									
Date range of original materials: 1918-1919									
Collection description: Photographs, papers and a diary from Captian William Lowe, 339th Infantry, who served in France and Russia during World War I.									
Note: * denotes a highly recommended field									
Digitizing process:									
*Make/Model of Scanner: <i>Epson Scan 10000XL</i>									
*Scanning software used: <i>Epson Scan Professional</i>									
*File format Used: <i>TIFF, compression unknown</i>									
*Date of Digitization: <i>2011-05</i>									
Digitized Material:									
*Folder	*File name	*Title	*Creator	Location	Description/subject	Date of creation (original)	Physical format (original)	Contributor	Copyright
France_October_1919	photo1.tif	Captian William Lowe in camp, Brest, France, June 4, 1919	unknown	Brest, France	View of William Lowe in uniform, outside of camp barracks, with other 339th Division officers present.	1919/06/04	Photograph		unknown
1918/Russia_Archangel_1918	letter1_page1.tif	Letter from William Lowe to his sister, dated November 15, 1918	Lowe, William	Archangel, Russia		1918/11/15	Letter		

Using Separate Files

Collection: William Lowe Papers
Make/Model of scanner: Epson Scan 1
Scanning software used: Epson Scan R
File format used/compression level:
Date of digitization: 2011-05

Folder: Lowe\Papers\1918\Russia_Archangel_1918
letter1_envelope_front.tif Letter from William Lowe to his wife,
Mary, dated May 5, 1918
letter1_page1.tif first page of letter to his wife
letter2_envelope_front.tif Letter from William Lowe to his
mother, Clara, dated June 3, 1918
letter_2.tif 1 page letter to his mother, front only

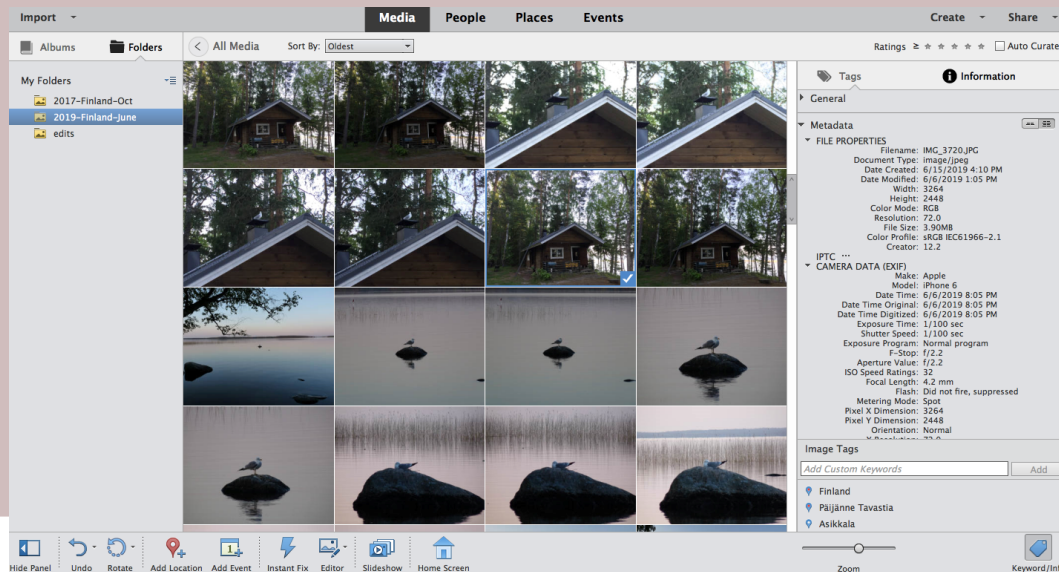
Folder: Lowe\Photographs\France_October_1919
photo1.tif Captain William Lowe, June 4, 1919 in camp at Brest,
France written on back.
photo2.tif William Lowe in uniform at barracks, 1919, identified
by son Amos Lowe.

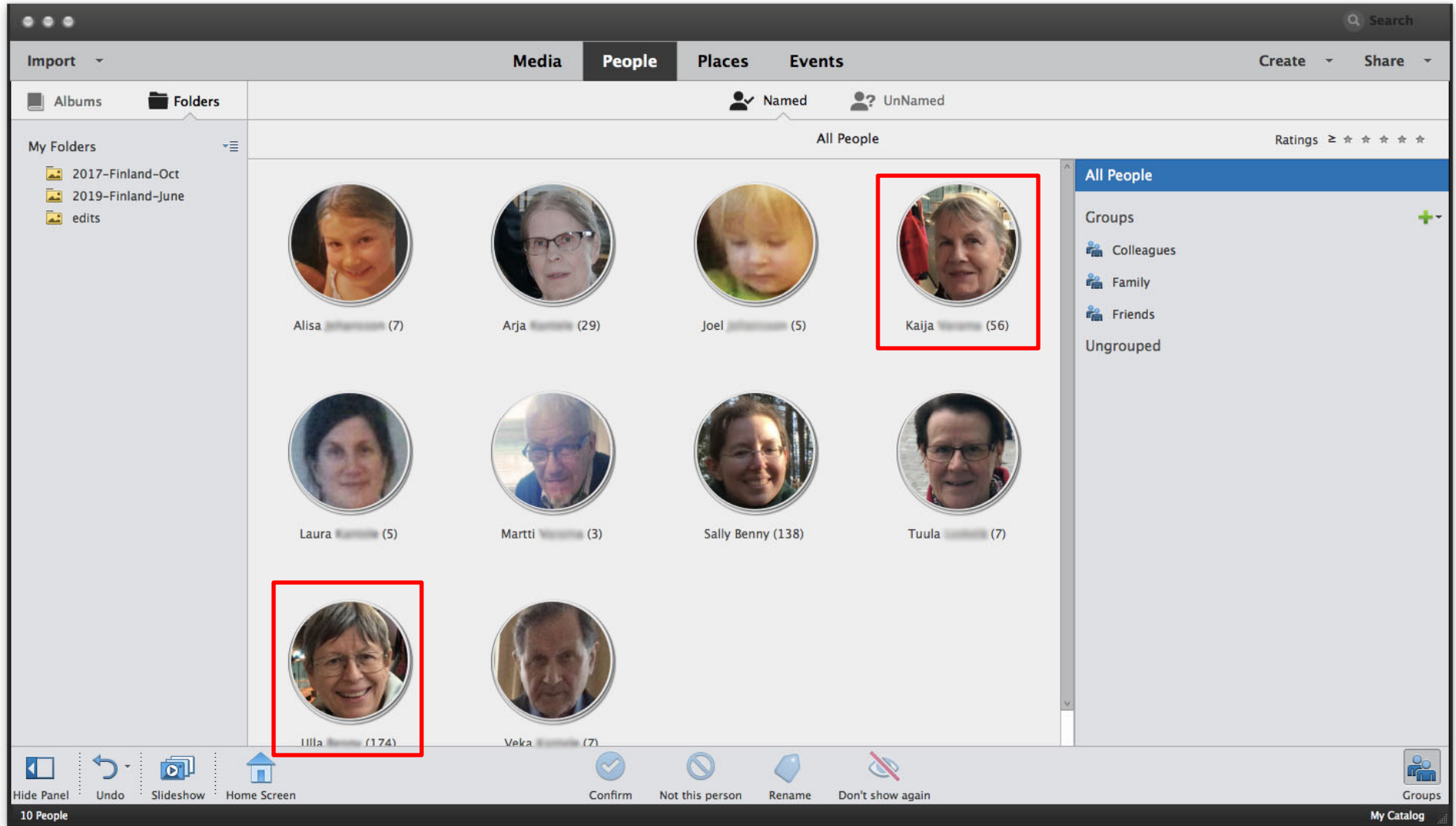
Folder: Lowe\Papers\1918\Russia_Archangel_1918
letter1_envelope_front.tif Letter from William Lowe to his wife,
Mary, dated May 5, 1918
letter1_page1.tif first page of letter to his wife
letter2_envelope_front.tif Letter from William Lowe to his
mother, Clara, dated June 3, 1918
letter_2.tif 1 page letter to his mother, front only

Folder: Lowe\Papers\Diary
cover.tif Cover of Lowe's war diary
inside_cover.tif Inside cover of diary, with Lowe's name and
signature
scan1.tif Diary pages 1 and 2 scanned together

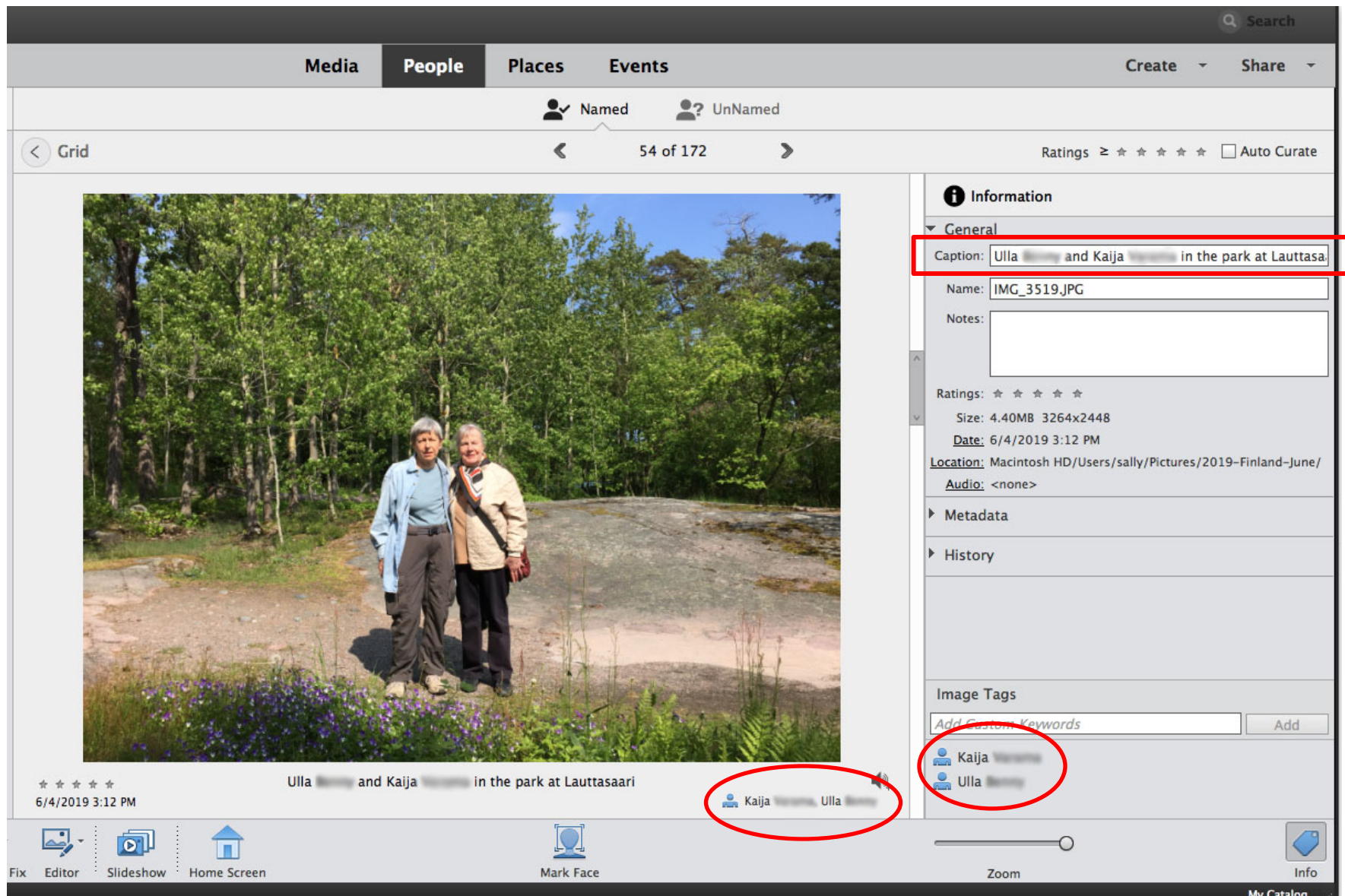
Image Management Software

- Metadata is saved within the software program
- Fast and easy to search
- Could be difficult to use that information in other programs





Photoshop Elements



Photoshop Elements

Tip

Keep it simple

Storage and Preservation

Digital Preservation

- Follow the 3-2-1 rule:
 - 3 copies
 - on at least 2 types of media
 - 1 copy stored in a different location
- Check your images at least once a year
- Copy your files to new media every 5 years

Storage Options

- Cloud service
- External storage



Cary Grant, *The Philadelphia Story*

Cloud Storage

- Your photos, documents, music, email, etc. are stored and managed on servers that belong to someone else



CompuCom

Cloud Storage: Examples

- Google Drive - 15 GB Free Storage
- Apple iCloud - 5 GB Free Storage
- Dropbox - 2 GB Free Storage
- Box - 10 GB Free Storage
- Microsoft One Drive - 5 GB Free Storage
- Amazon Drive - 5 GB Free Storage

Comparison of Cloud Services:

http://en.wikipedia.org/wiki/Comparison_of_online_backup_services

Cloud Storage: Pros and Cons

Pros	Cons
Sync data from multiple devices and access data anywhere from any device	Security and privacy concerns
Provides backup and recovery of data	File type restrictions
Inexpensive storage option for small amounts of data	Companies and services are not permanent and can change

External Storage

Stores data outside of your computer, laptop, camera, phone, or other device

- External hard drive
- USB flash drive
- DVD
- Blu-ray
- CD

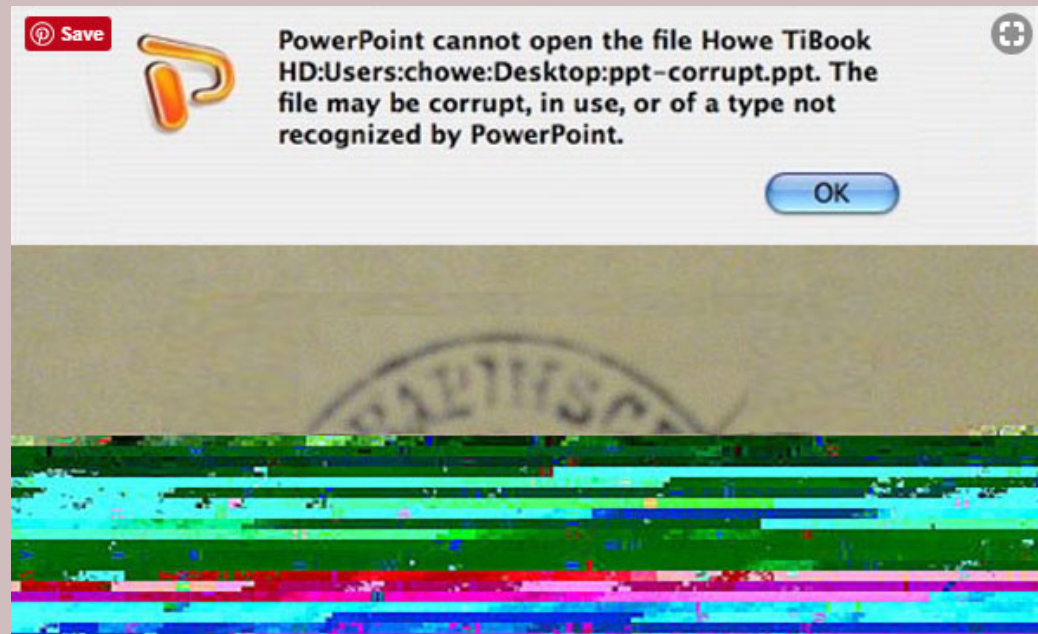


External Storage: Pros and Cons

Pros	Cons
You can store an unlimited amount of data outside of your device	Drives can be damaged or lost
Provides a backup for your data if your device is lost or damaged	Data can rot and decay over time
Cheaper than cloud storage	More expensive than an internal drive of equal capacity

What do you mean, data can “rot”?

Bit rot is defined as the slow deterioration in the performance or integrity of data stored on media formats



www.erewise.com

LOCKSS – Lots of Copies Keeps Stuff Safe

Pros	Cons
If one copy is corrupted, you have a back up	Need to sync and monitor multiple systems
Convenience of local copy with security of possible geographic distribution	Additional cost of managing multiple options

Usability

- Will you be able to open and use your records 5 years from now? 10 years? 20 years?
- Be mindful of the following:
 - File Formats
 - Storage Media
 - Storage Location

Using and Sharing Your Images

Access and Use



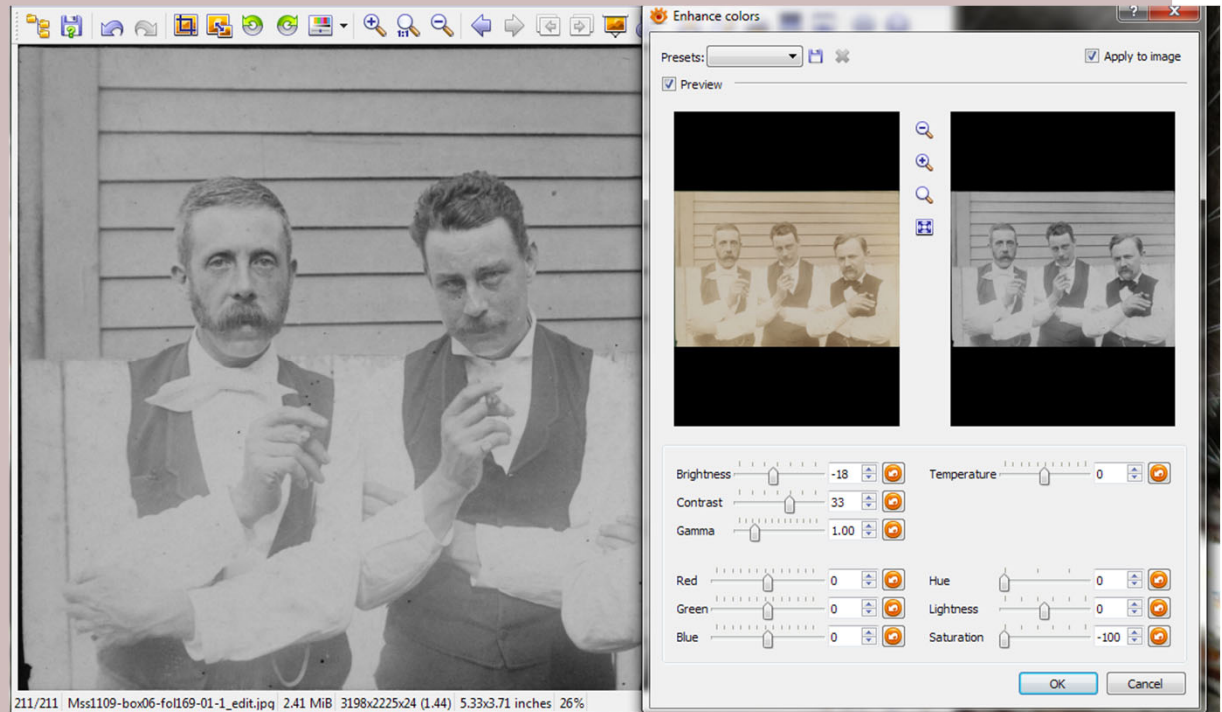
- What do you plan to do with the images?
- We've spoken about access by discussing:
 - Naming conventions (for files and folders)
 - Storage options
 - Summaries and descriptions

Image Editing

- Always edit a **copy**, not the original!
- Imaging requirements:
 - Resolution and size
 - File format
- Photographs
 - Brown_family
 - master-images
 - working-copies
 - Gibson_family

Image Editing

- Rotate
- Straighten
- Crop
- Brightness
- Contrast
- And more!



Summary

- File management
 - What file names will you use?
 - How will you organize your files into folders?
- Metadata
 - What information do you want to include?
 - How will you create and save your metadata?
- Digital preservation and storage
 - How many copies? What media?
 - When will you check your files?

A large audience is seated in a conference hall, facing a stage. The audience is seen from behind, filling the foreground and middle ground. The stage is at the far end of the hall, featuring a large presentation screen displaying a website. The room has a high ceiling with recessed lighting. The entire image is overlaid with a semi-transparent reddish-brown filter.

THANK YOU!

AmericanAncestors.org



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GENEALOGICAL SOCIETY

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