

# **Class Handout - Part 1**

## ***Planning and Organizing***

### **Prepping**

#### **Collaborate with Family**

- Contact family to find out what they have
- Organize and scan once

#### **Separate Images Before Scanning**

- Photo negatives and slides
- Loose photos
- Photo albums/framed photos
- Vital records
  - (e.g., birth and marriage certificates)
- Other records, like ship manifests, deeds and census reports
- Mementos, like theater programs, recipes, news clippings, wedding invites

#### **Weed/Delete/Give Away**

- Badly-composed images
- Duplicates
- Spare vacation and event images
- Gift photos to family and friends

#### **Pro Tip! Keep Negatives!**

- Negatives can give best digital output
- Dots per inch (dpi) can be as high as 4,000 for negatives
- Photos digitized on a scanner are 300 to 1,200 dpi

## **Supplies – The Right Stuff for Labeling and Storage**

- Polyester sleeves/pages for prints, negatives, slides available from archival or art suppliers
- Acid and lignin free boxes available from archival suppliers like Gaylord.com <https://www.gaylord.com/>
- 8B pencils for labeling paper based images
- Archival pens for resin coated prints (not sharpies or gel pens)

## **DIY Money Saving Tips**

- Buy supplies in bulk
- Look for discounts
- Ask for coupons
- Sign up for loyalty programs
- Look for alternative suppliers (ex. Art supply stores, discount shops)

## **Organizing**

### **Folder Management**

- Add/scan a labeled card before each group
- Group by common factors: chronological, events and activities, family line and/or person, location, timeframe, etc.
- Number images on back upper right corner with soft lead pencil, write softly and small
- Sequential 1, 2, 3....
- Computer numbering 001, 002, 003...

## **DIY Tips**

### **Scanning On A Budget**

- Find FREE Public Scanners at public libraries and archives
- Contact your local public library.
- Many of the larger libraries have memory stations with scanners and other equipment.
- Ask a local genealogical society to sponsor a scanning day and supply equipment.
- Look for rentals in your area.

## Labeling Photos Systematically

- What tools do you already own?
  - A smartphone
  - A library card
- Are there public scanners?

## Types of Scanners

- Flat-bed (flexible! Scans cased images, tintypes, negatives and slides)
- All-in-one (for snapshots)
- Sheet-fed scanners (contemporary snapshots)
- Phone ( can often take high res pictures)
- Apps like Google PhotoScan, PhotoMyne
- Portable studios like Shotbox

## Scanning Techniques

- Scan 600 dpi (dots per inch) minimum -1200 dpi tiff is preservation level
- Portable hard drive and/or cloud service needed for huge files
- Create private archive on permanent.org
- Scan in color for best quality (even sepia or black and white images)

## Rules to Follow

- *Handle images by edges only*
- *Follow the touch once rule: Scan/Number/File*

## Don't Lose the Information

- Scan both sides of an image if caption/photographer's information present
- Gathering memories: record family once digitized
- Tools that help you record: Storyglory.com, Fileshadow.com, MyHeritage.com app

## File Names

- Keep it simple and meaningful: Name/ birth year/date of picture
- Use photo organizer with metadata power

## Hiring a Professional Organizer

- The Photo Managers - <https://thephotomanagers.com/>
- Hire an Archivist - <https://www2.archivists.org/>

## Hiring a Professional Organizer

- What is their educational background or professional experience?
- How long have they been in business?
- Ask for references and examples of what they've done
- How will you access/share the material afterwards?
- What will the end product be?
- What do they suggest keeping/tossing? (ex. Negatives are worth keeping)

## Questions?



Facebook



Instagram



Twitter



LinkedIn



YouTube



TikTok



photodetective@maureentaylor.com

# **Class Handout - Part 2**

## ***Digitizing and Metadata***

### **DIY or Outsource?**

#### **Working with a Professional (Outsourcing)**

- Know what you have (prep)
- What do you need - service?
- What do you need - deliverables?
- What do they offer?

#### **Manage Your Expectations**

- Do your research first
- Are you looking for a total organizational project? Or just parts of it.
- What are your plans for afterwards - e.g., sharing with relatives?
- How much work will you need to do later? (ie. renaming all files, adding metadata)

#### **Outsource Pros**

- Saves so much time!
- Expertise in scanning
- Often can scan with notecard or other helpful info
- Often handle many types of media and can create copies (disc/thumb drives) for you

#### **Outsource Cons**

- Can be costly
- Less control of handling own materials
- Scanning decisions based on pre-set purchase options
- Sometimes need to ship there and back

#### **Outsource Options**

- Photo organizer - <https://thephotomanagers.com/>

- Archivist - <https://www2.archivists.org/>
- Hand over in person if local
- Mail-in scanning - e.g., Legacybox, Scan My Photos
- Watch/wait for special promos!
- Local shops - Hand over in person, often price match

## **Working with a Scanning Company**

- Ask your friends
- Read reviews
- Do they scan at a high resolution?
- What is cost and turn-around time?
- How do they send you the material?
- What are your expectations?

## **DIY Pros**

- Often cheaper
- More control of handling
- Flexible scanning decisions
- No need to ship
- Store hard copies right after

## **DIY Cons**

- Equipment/tools can be costly / can take hours
- Quality control issues/need to rescan

## **DIY Options/Tools**

- Buy Scanner
- Rent Scanner
- Find Free Scanner
- Use phone/app
- Portable studio like Shotbox.com
- Can photograph photos without taking out of album!

## Folder Systems and Filenames

- Target a flexible system that grows with your collection
- Date works for new and historic pics - 1800s by century / 1900s by decades / 2000+ yearly (sometimes monthly)
- Event can be actual event or loose grouping like “miscellaneous Jones family pics”

## Adding Metadata – A Quick Primer

- Info about digital image captured in specific fields in file (who, what, when, where, why)
- Well-established standards (EXIF, IPTC, XMP) define metadata structure, properties, and fields to create consistency

### Places to See the Metadata Inside Your Files

#### The eXif.er

<https://www.thexifer.net/#xmp-gpano-tags>

#### IPTC Organization Site Tool

<https://getpmd.iptc.org/getiptcpmd.html>

### Some Tools to See, Edit, and Export Photo Metadata

- Adobe products (e.g., Photoshop, Lightroom), ExifTool, Forever, MemoryWeb, Vivid-Pix

### Top Tip – Run a Metadata Test!

- Check the metadata reading, editing and exporting capabilities if any tool or platform you plan to use for tagging information to your photos.
- Metadata testing resource available as download in this course’s materials

## EXAMPLES

### Adding Metadata – What We Know

#### What info:

- Grandfather's drawing of his B-17 from his POW journal. He named it Mary Virginia, after his new bride.

#### When info:

- 1943

#### Where info:

- Snetterton Heath, England

#### Who info:

- Clinton DeWitt Firestone, Mary Virginia (Bader) Firestone

### Where/How Do We Add It – Filename

- Firestone\_Clinton\_DeWitt\_b1920-Drawing 1943.tif

### Where/How Do We Add It – What

- Some common field names: Caption, Description, Title
- Alternative - Keywords, Filename

### Where/How Do We Add It – When

- Some common field names: Date/Date Created (MM/DD/YYYY or YYYY/MM/DD), Approximate Date (open text field), Circa Date (open text field)
- Alternative fields - Caption, Description, Title, Keywords, Filename

### Where/How Do We Add It – Where

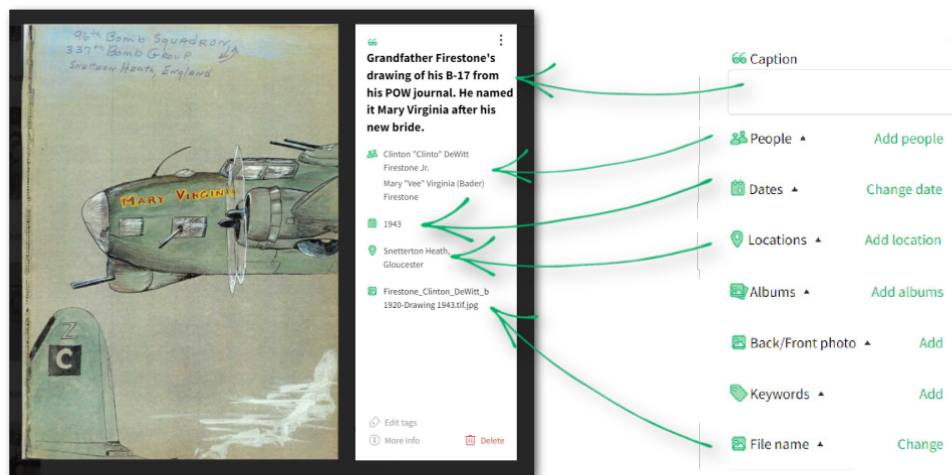
- Some common field names: Location/Place (map lookup or manual entry), Address, IPTC fields (Sublocation-City-State/Province-Country)
- Alternative fields - Caption, Description, Title, Keywords, Filename



## Where/How Do We Add It – Who

- Some common field names: People, Person, Person shown, Facial recognition field, or manual people field
- Use FR if you can!
- Alternative fields - Caption, Description, Title, Keywords, Filename

## Where/How Do We Add It – Ex. MemoryWeb



## Questions?



- Facebook
- Instagram
- Twitter
- LinkedIn
- YouTube
- founders@memoryweb.me