



Indiana County in the Civil War Project Manual



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2011-2012

**This manual was created to train staff
working on the Indiana in the Civil War
Digital Library Grant Project.**

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Before You Begin

Well done digital library projects require considerable planning. Before you begin, watch this training video presentation titled, “Best Practices in Developing Scanning Projects” to help you plan your projects. The video is available at:

<http://www.youtube.com/watch?v=T9yV8X1eY&feature=context&playnext=1&list=PL22DB152F4CF56E14&context=C4b814d1ADvjVQa1PpcFNxsPWwz-csX6KfdUGzPsQL4Htps4RTmkE=>

Test your understanding of this video by answering the questions below. The answers can be found at the end of the manual.

1. What is a digital image made up of?
 - a) Pixels
 - b) Bits
 - c) Ink spots
 - d) A bit of this and a bit of that

2. “Lossy” means:
 - a) The image data can be easily deleted off the computer.
 - b) A section of the document being scanned is missing.
 - c) Information about the image is being lost during the compression process.
 - d) There are light reflections on the image.

3. What is the best specification for digitizing?
 - a) Scan in color, with the best resolution available.
 - b) Scan in black and white, resolution is not important.
 - c) The bit depth does not matter, but resolution should always be the best available.
 - d) There is no best specification, it depends on the needs of the project.

4. If something is wrong with the formatting of a derivative, what do you do?
 - a) Refer to a scan in JPEG
 - b) Use a PDF version of the scan
 - c) Use a reduced PDF version of the scan
 - d) Use the master scan which should be saved in highest quality Tiff

5. Scan in color
 - a) no matter what
 - b) if the scan is purely informational
 - c) if color is important to the image
 - d) if you have a color target available

6. Scan a bitonal image
 - a) if the purpose of your scan is purely informational, usually just text
 - b) if scanning in color uses up too much memory
 - c) if you’re making multiple copies
 - d) after you make a color copy first

7. If you are creating an image of an artifact, crop
 - a) around the text block
 - b) off the page edges
 - c) off any marginalia

- d) outside the page edges so that they may be seen as well

Scanning Technician Training

Scanning older documents can result in damage to impossible to replace materials. Careful handling is essential. Before you begin scanning, watch these training videos on best practices in handling documents during scanning, and check your understanding by taking the quiz that follows. The answers can be found at the end of the manual. "Preservation of Paper Materials During Digitization."available at:
<http://www.youtube.com/watch?v=g7wdXDG3Tmo&feature=relmfu>

Test your understanding of this video by answering the questions below.

1. First and foremost, it is extremely important to preserve...
 - a) the original
 - b) the Tiff scan
 - c) the PDF file
 - d) the tracking sheet

2. Why is it important to monitor the heat of the scanning plate?
 - a) You can burn your fingers.
 - b) You can burn down the building in which you are working.
 - c) The heat from the plate can harm documents, especially photographs.
 - d) You do not need to monitor the heat.

3. What is the best course of action when you encounter a document that is ripped or torn?
 - a) Try to scan the document without making repairs and without damaging the document further.
 - b) Throw out the document, it is useless.
 - c) Fix the document using scotch tape.
 - d) Put the document back into storage, do not touch it further.

4. Why should you think carefully about removing a document from its housing?
 - a) You could destroy part of the item's historical value.
 - b) It could be harder to keep a dis-bound collection of documents together.
 - c) You risk losing parts of a collection if it gets separated either by choice or by accident.
 - d) All of the above.

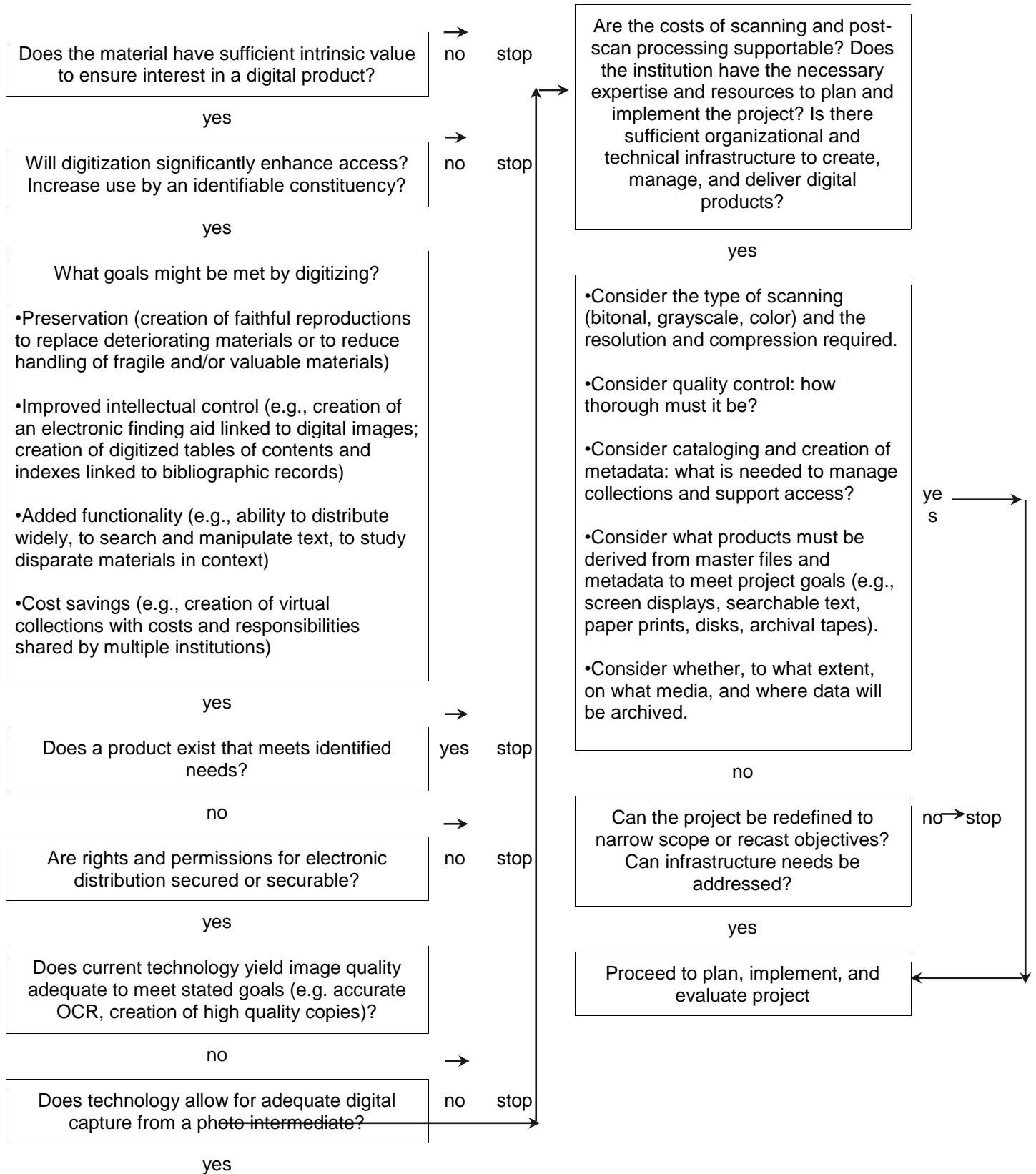
5. While working with archives, never...
 - a) use pen to mark an original
 - b) leave the archive by the edge of your workspace
 - c) eat or drink around the archives
 - d) all of the above

6. To hold down edges of folded or rolled docs use...
 - a) your arms
 - b) books
 - c) special archive weights
 - d) rocks

7. When not in use, keep collection
 - a) in boxes and folders

- b) on your lap
 - c) on the desk beside you
 - d) on the floor
8. To make a notation or record
- a) leave a sticky note on the box
 - b) use a white flag bookmark
 - c) write it in the margins
 - d) write it on the manila folder
9. If your document has a tear
- a) use scotch tape to mend it
 - b) try to scan without mending
 - c) use weights to make sure tear and words line up for scanning
 - d) b and c
10. If rolled docs have curled or folded edges
- a) edges may be flattened by hand for scanning if docs are not too brittle
 - b) hold down edges with weights if necessary
 - c) unpack and unfold all items prior to scanning to give paper chance to relax
 - d) all of the above, including consulting a supervisor if paper appears too brittle to be unrolled or unfolded, or if you hear cracking when you attempt to unroll it
11. Some potential problems caused by fastenings are
- e) rust stains caused by staples
 - f) adhesive staining caused by tape or glue
 - g) scratched scanning equipment caused by metal fastenings
 - h) all of the above
12. Attempt to remove fastenings
- a. if they don't seem to be serving a purpose
 - b. never
 - c. if they are covering text
 - d. if it's absolutely necessary with the proper equipment and if the doc is in good condition
13. To scan with fastenings:
- a. keep staples in place
 - b. use weights
 - c. mask off--put a piece of paper behind the doc you are scanning
 - d. all of the above
14. If you see spots and suspect mold in a doc
- a. notify supervisor immediately
 - b. wipe it off
 - c. scan it as is
 - d. put it away

Criteria for Selecting Materials for Digitizing



Scanning Steps

Once your materials are chosen, follow the steps below for scanning each item.

- 1) Turn on the scanner and use information provided by your supervisor to access the computer
- 2) While you are waiting for desktop to appear, prepare document to be scanned.
 - a. Use cotton gloves to carefully remove document from box, folder and protective sheet.
 - b. Place document in top left corner (closest to scanner lid), but about an inch away from the left edge. Then close lid. If lid has been removed, “mask off” document by placing a blank piece of white print/copy paper on top of document.
- 3) Double click EPSON Scan icon on desktop. A “EPSON Scan” gray box will open. Make sure settings are selected as follows:
 - a. Image Type: Color
 - b. Resolution: 600 dpi
- 4) Double check settings. Then press scan.
- 5) A “File Save Settings” gray box will open. Make sure the following options are selected:
 - a. Other: Scans
 - i. If this title does not appear next to Other, then Browse for D:DATAPART1/ Indiana in the Civil War/ Scans
 - b. Prefix: WC
 - i. The “Start Number” will appear at the end of the file name and helps to keep track of how many scans you have completed for each section
 - c. Type: TIFF(*.tif)
- 6) Double check File Save Settings. Then press OK.
- 7) A File Window will open. Double click on your most recent scan. (Refer to “Date modified” and look for the most recent time listed if your scan does not appear at the bottom of the list. If this is the case, double check file naming scheme to make sure the spacing and format is the same as the other file names listed).
- 8) Crop out white section around scan by placing the cursor in top left corner of scan, left click and drag to bottom right corner. Choose to leave a small amount of white along edge over cropping parts of the document.
 - a. Go to Image at top of screen; scroll down and select Crop (or right click and select crop).
- 9) Press “Ctrl **Shift** S” to save the changes you have made. If File Window is in thumbnail view, you will see the thumbnail of your scan change as you save it.
- 10) Click once on file name in File Window to change file name. Use file naming scheme below:
 - a. “CollectionInitialsCatalogNumber”
 - i. use A to specify the front of a document and B to specify the backside if both sides are scanned
 - ii. Example: WC98.6.02A
- 11) Open the tracking sheet and fill in sheet as completely as possible based upon the information available on the image/document or finding aid.

- a. Scan File Title should match file naming scheme (same as above):
 - i. "CollectionInitialsCatalogNumber"
 1. Example: WC98.6.02A
- b. Enter descriptive information on the items into the tracking sheet. A sample is attached.

12) Save the tracking sheet.

13) Remove document from scanner or turn it over to scan other side and repeat steps 1-8.

14) Editing Scans on Adobe Photoshop:

- a. Go to "DataPart1" on Computer
- b. Select the folder in which the scans are located (For instance, "Indiana in the Civil War Grant Project" Folder)
- c. Select the "scans" folder
- d. Select the folder containing the scans to be edited
- e. Double click on the selection-- this will automatically bring up Adobe Photoshop, from where you can edit the document, if necessary.
- f. If document is hard to read due to brightness from the scan, go to "Adjustments" (Located on the right-hand side of the screen).
- g. Adjust the brightness only as needed, in order to make the document as legible as possible.
- h. Once brightness has been adjusted to desired range, click CTRL, SHIFT, and "S" to save the document.
- i. If necessary, crop the document (This step is only necessary for such items as folded letters, which may, when folded out, show side D on the left hand side and side A on the right hand side. By cropping these, we are able to put them in their proper order when creating PDFS). Also, this step is not necessary if the pages are in the correct order of viewing, such as "B & C."
- j. After the document is cropped, save the new document as before, by clicking CTRL, SHIFT, S.
- k. Make certain that the documents are labeled in correspondence to their appropriate order for viewing (Such as "A", "B", "C", and "D").

Combining Scans into a PDF

After a set of scans are complete, follow the steps below for combining the scans into one PDF.

- 1) Once both sides or multiple pages of a letter are scanned and saved as TIFs, they may be combined into one PDF file.
- 2) Click on Adobe Acrobat icon on Desktop (The White Icon)
- 3) Select "Combine Files into PDF"
- 4) Browse for files in D:DATAPART1/ Indiana in the Civil War Scans
- 5) Make sure files are in order you want them to appear in PDF (this is why there is an A for front and a B for back). If they are not in order (front being listed first, then back), check to make sure spacing in file names are exactly the same. You can also adjust order of scans by using the arrows at the bottom of the File Window.

- 6) Once files are in order, select them, and add files by selecting “Combine Files into PDF,” then by clicking and dragging the files, making certain that they are in order.
- 7) A box will appear to “Save as PDF First”—click Save, then a second box asks to replace the first with reduced.
- 8) Save as Reduced PDF--file name and Small directly following
 1. Example: GC1
- 9) Open the tracking sheet and fill out as completely as possible based upon the information available on the image/document/ or finding aid.
 - a. Scan File Title should match file naming scheme (same as above):
 - i. “CollectionInitialsCatalogNumber”
 1. Example: GC1A
 - b. Enter descriptive information on the items into the tracking sheet.
- 10) Save the tracking sheet.
- 11) Important for consistency purposes: Make certain that the folder name and file names match (Example: Folder- GC24, Scan- GC24A, PDF- GC24)

Importing Scans into *CONTENTdm*

This section will assist you in uploading the file into *CONTENTdm* and entering metadata.

Step 1:

In order to import files into *CONTENTdm*, go to “Import” in the toolbar and select “File.” Choose “ALL (*.*)” under “Files of Type,” then select image to import. In *CONTENTdm*, two windows will open: 1) photograph and 2) Metadata Input windows.

Step 2:

In the Metadata window, the following sections will need to be completed: Title, Subject, Description, Creator, Date, Format, Identifier and Source. See detailed instructions below. Note: PLEASE DO NOT USE ABBREVIATIONS.

Step 3:

After completing four or five entries, upload entries to the *CONTENTdm Server*. By uploading the entries, you are clearing your workspace, as well as allowing the person checking the entries to work on any computer.

Note: Until entries are uploaded, they can only be accessed on the computer you originally imported them on. Further, if you attempt to upload more than four or five entries at a time, it will overload the *CONTENTdm Server* and take a LONG time.

To upload, select “Edit” from the toolbar, and click on “Upload.” Once you receive a message that the upload was “successful” or “complete,” it is safe to close out of *CONTENTdm*.

General Things to Keep in Mind:

1. Do not use abbreviations in any of the fields.
2. Consistency is the key! Make entries look the same.
3. Upload entries after every 4 or 5 to keep from overloading the system.
4. When in doubt, check the Coal Culture website and look for similar entries.
5. If there are children in the photograph, list “Children” in the “Subject” field.
6. Don’t bite off more than you can chew! If you need help, just ask! =)

Inputting Metadata by Kelsey Lowman

This section was based on work done for the “Indiana County in the Civil War” project. Some pieces of metadata would not be required for some collections and others may require more information. Readers may wish to consult handbooks for Dublin Core best practices or other metadata systems.

Metadata is essential for navigating a collection. The metadata for each item in a collection is divided into elements:

Title: The title should contain a description of what the item is (ex: letter, telegram, photograph, etc.), list important individuals associated with the item, and list the date.

Example: Letter from William Gustin Lowry to Margaret Judson Lowry April 12, 1862

Subject: This element contains keywords and phrases concerning what the item is about. Usually these keywords are drawn from a controlled vocabulary such as Library of Congress Subject Headings.

Example: Yorktown (Va.)--History--Siege, 1862--Personal Narratives. 1862--Personal Narratives. Fort Monroe (Va.)--History--Civil War, 1861-1865.

**Note: For more information on using controlled vocabulary to define subjects, see the section on subject headings.*

Description: Descriptions in the “Civil War” project all begin with a more detailed version of the title. This expands on and clarifies the information that has already been provided. Descriptions also contain a summary of the item. It should mention the most important aspects of the item. A good approach to writing a description is to try to imagine what aspects of the item researchers may find interesting. Write so that the item will be returned in a search about the topics that it has information about.

Example: Letter sent by William Gustin Lowry (Gus) to his sister Margaret Judson Lowry (Mag) from a camp near Yorktown, Virginia on April 12, 1862. Gust reports that he has been relatively inactive recently due to efforts by the Union Army to surround Confederate forces. He mentions that the weather has not been agreeable. He has heard reports of fights from No. 10 Island as well as an attack by the Merrymac [Merrimack] on Fort Monroe. Gus hopes that the Merrymac will eventually be stopped.

Creator: This element is simply the name of the author or creator of the item. Generally, the name should be listed last name first.

Example: Gustin, William Lowry

Date: The date the item was created.

Example: April 12, 1862

Format: This tells the viewer how the item has been digitally stored such as PDF, JPEG, TIFF, etc.

Example: PDF

Identifier: Institutions generally have a way of keeping track of their holdings. This element records the

identification of the physical item in the place it is being stored.

Example: MG130 Box 2 1862 April 12

Source: This element lists the individual or organization who is in possession of the physical form of the item. If the item is part of a larger archive, you may also wish to list what specific collection it is a part of.

Example: Indiana University of Pennsylvania Special Collections and University Archives; Moorhead Collection

Shutting Down

- 1) "X" out of any open windows
- 2) Click on Windows icon in bottom left corner
- 3) Do not Shut down
- 4) Click on arrow and Log off
- 5) Press blue lit screen button in bottom right corner of screen to shut off screen
- 6) Shut off scanner by pressing in power button

Answers to Training Quiz
(Correct answers are in bold)

Best Practices in Digital Project Planning

- 1) What is a digital image made up of?
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 - c. Ink spots
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Scanning Training Techniques

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 - c. **special archive weights**
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 - b. wipe it off
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 - d. put it away

Thesaurus of Subject Metadata for Indiana County in the Civil War Digital Project (Patricia Johner)

Materials included are: White Letters (Richard, Harry, Thomas); the letters of Mary White Durang and I. R. Savage; Harry White's Prison Diary; and the Letters of Titian Coffey, Simon Cameron, Isaac and Daniel Helman, Robert T. Cornwell, James R. Adams, R. M. Mitchell, and Robert Finney Templeton

Adams, J. R. [James R.]—Correspondence.
 Allison, Thomas Henderson—Correspondence.
 Alternative medicine—United States—History—19th century.
 Cameron, Simon, 1799-1889.
 Camp Curtin (Pa.)—History—Civil War, 1861-1865.
 Camp Parole (Md.)—History—Civil War, 1861-1865.
 Chambersburg (Pa.)—History—Civil War, 1861-1865.
 Charleston (S. C.)—History—Civil War, 1861-1865—Personal narratives.
 Coffey, Titian James, 1824-1897—Correspondence.
 Coffin, Edith—Portraits.
 Columbia (S.C.)—History—Civil War, 1861-1865.
 Confederate States of America—Prisons—Columbia, South Carolina.
 Confederate States of America—Prisons—Macon, Georgia.
 Cornwell, R. T. (Robert Thompson)—Correspondence.
 Croylands (Indiana, Pa.: Estate)—Photographs.
 Curtin, Andrew Gregg, 1817-1894.
 Davis, Jefferson, 1808-1889.
 Drewrys Bluff, Battle of, Va., 1864.
 Durang, Mary White, d. 1880—Correspondence.
 Dwellings—Pennsylvania—Indiana--Photographs.
 Edisto Island (S.C.)—History—Civil War, 1861-1865—Personal narratives.
 Food prices--Pennsylvania--Philadelphia Metropolitan Area--1860-1870.
 Food prices--United States--1860-1870
 Fort Wagner (Charleston, S.C.)—1860-1870.
 Fort Warren (Mass.)
 Forts & fortifications—Union—South Carolina—1860-1870.
 Forts & fortifications—South Carolina—Charleston—1860-1870.
 Frederick (Md.)—History—Civil War, 1861-1865—Campaigns—Personal narratives.
 Getty, George—Correspondence.
 Grant, Ulysses S. Pres. United States, (Ulysses Simpson), 1822-1885.
 Grant, Ulysses S. (Ulysses Simpson), 1822-1885—Military service.
 Griffin, George W.—Military service.
 Group photographs—1890-1900. TGM
 Group photographs—1900-1910 TGM
 Group photographs—19th century. TGM
 Group portraits—1890-1900. TGM
 Group portraits—1900-1910. TGM
 Group portraits—19th century. TGM
 Hagenbuch, Jacob C.—Military service.
 Hartley, Lil—Portraits.
 Helman, I. S. [Isaac S.]—Correspondence.
 Hellman, I. S. [Isaac S.]—Military service.
 Helman, Daniel.
 Helman, Daniel—Correspondence.
 Helman, Daniel—Military service.

Helman, Josiah.
 Hildebrand, E. P.
 Historic buildings—Pennsylvania—Indiana—Pictorial works
 Indiana (Pa.)—Buildings, structures, etc.—Pictorial works.
 Indiana (Pa.)--Economic conditions--19th century.
 Indiana (Pa.)--History--Civil War, 1861-1865--Social aspects.
 James Island, Battle of, Secessionville, S.C., 1862. Use instead Secessionville, Battle of, Secessionville, S.C, 1862.
 Johnston, Kate—Portraits.
 Kline, Charles—Portraits.
 Libby Prison.
 Lincoln, Abraham, 1809-1865—Assassination.
 Martindale, Carolyn Cox.
 McClain, Charles—Portraits.
 McClellan, George Brinton, 1826-1885—Military service.
 Military deserters—Confederate States of America.
 Military uniforms—Union—1860-1870—Pictorial works.
 Mitchel, Ormsby MacKnight, 1809-1862—Military service.
 Mitchell, R. M.—Correspondence.
 Morris Island, Battle of, S.C., 1863 (July 10-September 7)
 Peel, David, 1811-1895.
 Pennsylvania. Governor (1860-1864 : Curtin)
 Pennsylvania—Politics and government—19th century.
 Petersburg (Va.)—History—Siege, 1864-1865—Personal narratives.
 Portrait photographs—1860-1870. TGM
 Portrait photographs—1890-1900. TGM
 Portrait photographs—1900-1910. TGM
 Portrait photographs—19th century. TGM
 Prisoner-of-war escapes—Confederate States of America—History—Personal narratives.
 Prisoners of war—Confederate States of America
 Prisoners of war—Health and hygiene.
 Prisoners of war—Georgia—Macon—Personal narratives.
 Prisoners of war—South Carolina—Columbia.
 Prisoners of war—Union—1860-1870.
 Prisoners of war—Union—Virginia—Libby—1860-1870.
 Richmond (Va.)—History—Civil War, 1861-1865.
 Robinson, C. E.—Correspondence.
 Salisbury Prison (N.C.)
 Savage, I. R.—Correspondence.
 Secessionville, Battle of, Secessionville, S.C., 1862.
 Service, [Iddo]—Portraits.
 Shaffer, James R.—Correspondence.
 Shakespeare Club (Indiana, Pa.)—Portraits.
 Shenandoah River Valley (Va. and W. Va.)—History—Civil War, 1861-1865—Campaigns.
 Snyder, George A.—Military service.
 Soldiers--Health and hygiene--United States--History--19th century.
 South Carolina—History—Civil War, 1861-1865—Prisoners and prisons.
 Sprague, B. B.—Correspondence.
 Stanton, Edwin McMasters, 1814-1869.
 Sterling, W. R.—Correspondence.
 Templeton, Keziah Patterson, 1848-1928.

Templeton, Robert Finney, 1843-1918--Correspondence
 Templeton, Robert Finney, 1843-1918—Military service.
 Thomas, S. B.—Military service.
 Thombs, P. R. (Pembroke R.), b. 1813--Correspondence.
 Trimble, Isaac Ridgeway, 1802-1888—Military service.
 United States. Army. New York Infantry Regiment, 47th (1861-1865)—Biography.
 United States. Army. Pennsylvania Infantry Regiment, 55th (1861-1865)—Biography.
 United States. Army. Pennsylvania Infantry Regiment, 61st (1861-1865)—Biography.
 United States. Army. Pennsylvania Infantry Regiment, 67th (1861-1865)—Biography.
 United States. Army. Pennsylvania Infantry Regiment, 67th (1861-1865)--Health aspects.
 United States. Army. Pennsylvania Infantry Regiment, 105th (1861-1865).
 United States. Army—Recruiting, enlistment, etc.—Civil War, 1861-1865.
 United States—History—Civil War, 1861-1865—Desertions.
 United States—History—Civil War, 1861-1865—Destruction & pillage.
 United States—History—Civil War, 1861-1865—Economic aspects.
 United States—History—Civil War, 1861-1865—Medical aspects—Virginia—City Point.
 United States—History—Civil War, 1861-1865—Military life—Union—Personal narratives.
 United States—History—Civil War, 1861-1865—Personal narratives.
 United States—History—Civil War, 1861-1865—Political aspects.
 United States—History—Civil War, 1861-1865—Prisoners and prisons.
 United States—History—Civil War, 1861-1865—Sources.
 United States—History—Civil, 1861-1865—Surrenders—Confederate.
 United States Sanitary Commission--1860-1870.
 Virginia--History--Civil War, 1861-1865--Hospitals.
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