

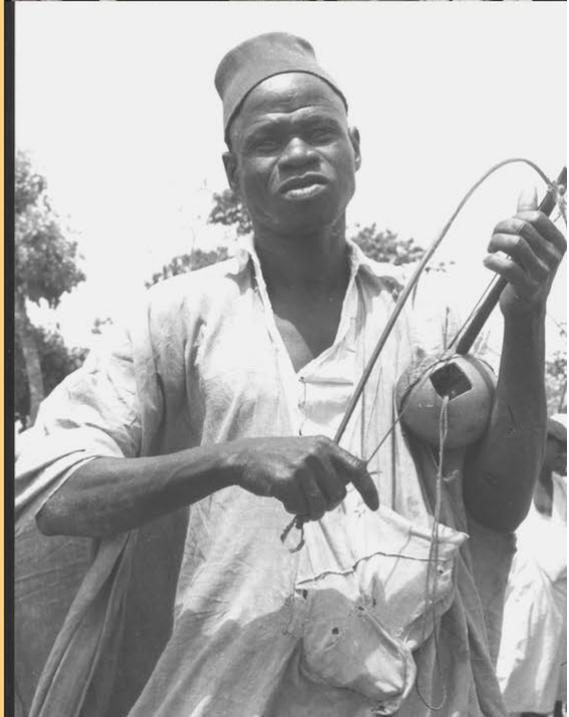
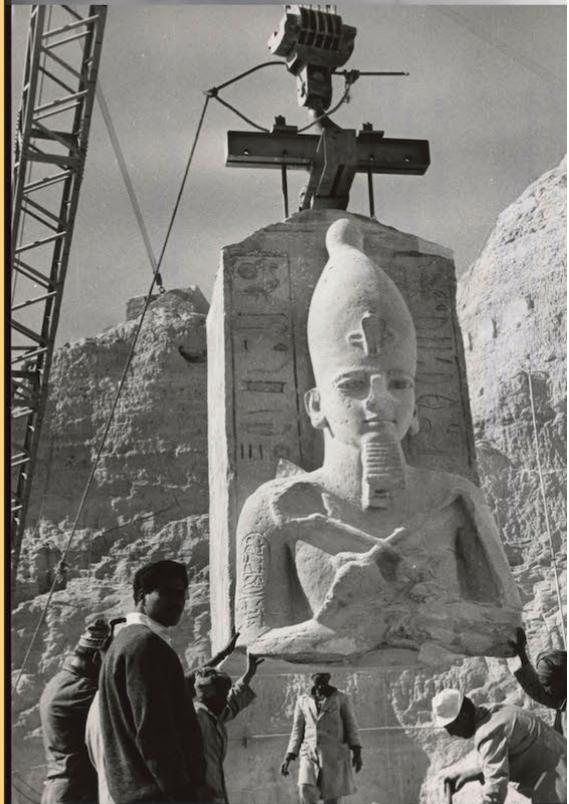
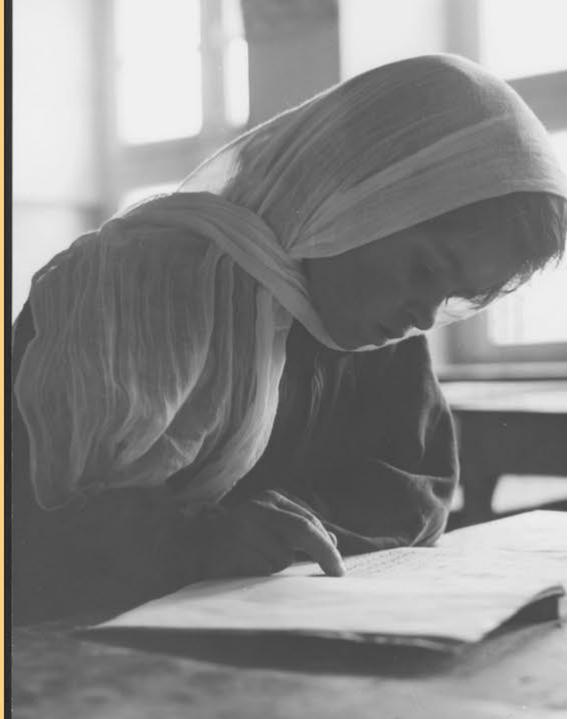
Validation Instructions

PUT A WORLD OF PICTURES INTO WORDS

A UNESCO Archives Project

**IT'S A BIG JOB, SO WE
NEED YOUR HELP!**

Join us on
heritagehelpers.co.uk/





Introduction

Thank you for volunteering to participate in the UNESCO Archive's first crowdsourcing project, *Put a world of pictures into words*. We hope you will enjoy working with this unique collection of UNESCO photographs while also making an important contribution to the Archive's work to preserve and give access to UNESCO's institutional documentary heritage.

These instructions are designed to help you get started with validation as quickly as possible. Use this manual in conjunction with the participants' *Data Entry Instructions manual*.

If you have any questions or difficulties please get in touch either through the message board on the *Put a world of pictures into words* project page or via email to the project admins: a.cowling@unesco.org and m.nguyen@unesco.org.

Register

Please go to <https://heritagehelpers.co.uk/>, and click the 'Register' button at the top right corner of the screen. Fill out the Registration form, then Click 'Register'. We're happy to have you on board! Email a.cowling@unesco.org/m.nguyen@unesco.org to inform us you have registered, and we will change your status to 'Validator'.

Selecting your preferences



IMPORTANT: Once you have registered, it is important to select your assigned theme before you start validating. Go to your profile by clicking your name at the top right corner, then click 'Preferences'. Please only check the box for the theme you have been assigned. Click 'Save'.

You have been assigned one of the following categories:

- Communication and Information
- Education
- Social and Human Sciences
- Culture
- Natural Sciences
- UNESCO History

Overview of the validation interface

You are now ready to start validating participants' entries.



You can begin by pressing the '**Validate data**' button on the project homepage, after which you will be taken to the main validation page. The image below shows the important elements you will find on the screen and provides a short description of these elements.

My profile interface (fig. 1)

My profile

Hello Giovanna Hendel

Here you can customize your profile and see an overview of the projects you are working on.

[Edit profile](#)

- 1 Project
- 1 Data entry finished
- 0 Validated data
- 1 Point

Projects | Profile data | Points overview | Statistics | Messages

Put a World of Pictures into Words

0%

Help the UNESCO Archives enrich its exceptional photo collection! We're transcribing information from 5,000 photos of our historic collection, image by image, so that all the details we have about each photo are searchable. **B** big job, so **A** your help!

5,053 scans

8 participants

[enter data](#) [validate data](#) [preferences](#)

[View project page](#)

1 scan entered, 0 scans validated, 1 point earned

The validation interface (fig. 2)

1 2 3 4 5 **6** **5**

Finalize

Here you can see your input from the previous steps. If required you can remove incorrect information here. Click on one of the steps if you want to add or change and entered information. Click "Finalize" to save everything. You will then get a new picture to describe.

Country/city **6a**

Country
Cabo Verde x

City
Fogo x

Dates and persons

Date range
@@-@@-@@@@ x

Persons

Credits

Simple value
UNESCO/Dominique Roger x

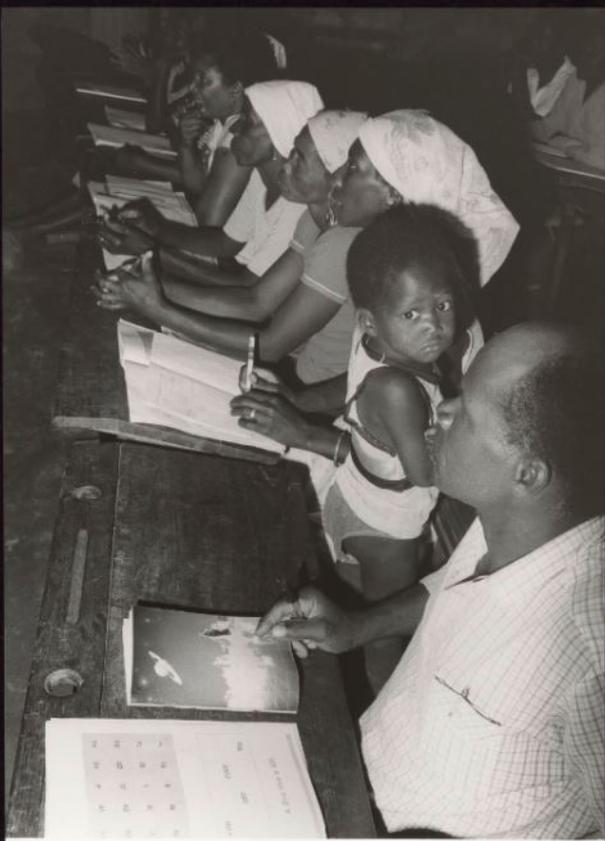
Description/keywords

Re-open a scan Noteworthy! Unusable

Problem

Numero: PHOTO0000000022_0001, Dominique Roger **4**

1





2



3

CAP-VERT - Fogo: alphabétisation dans les cercles de culture en zone rurale. photo:Unesco/Dominique Roger
L.5.875/0-1-5-6-8-9-12-13-15-16-18-20-21

3

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The validation interface – con't (fig. 3)

Put a World of Pictures into Words

My profile: [Giovanna Hendel](#) | [Log out](#)

12 13

Date range
@@-@@-@@@ x

Persons

Credits
Simple value
UNESCO/Dominique Roger x

Description/keywords
Description
Adults participating in a literacy class x

Keywords
Adult literacy x
Literacy programmes x

6b

Transcription
English transcr.
French transcr.
Alphabétisation dans les cercles de culture en zone rurale. x

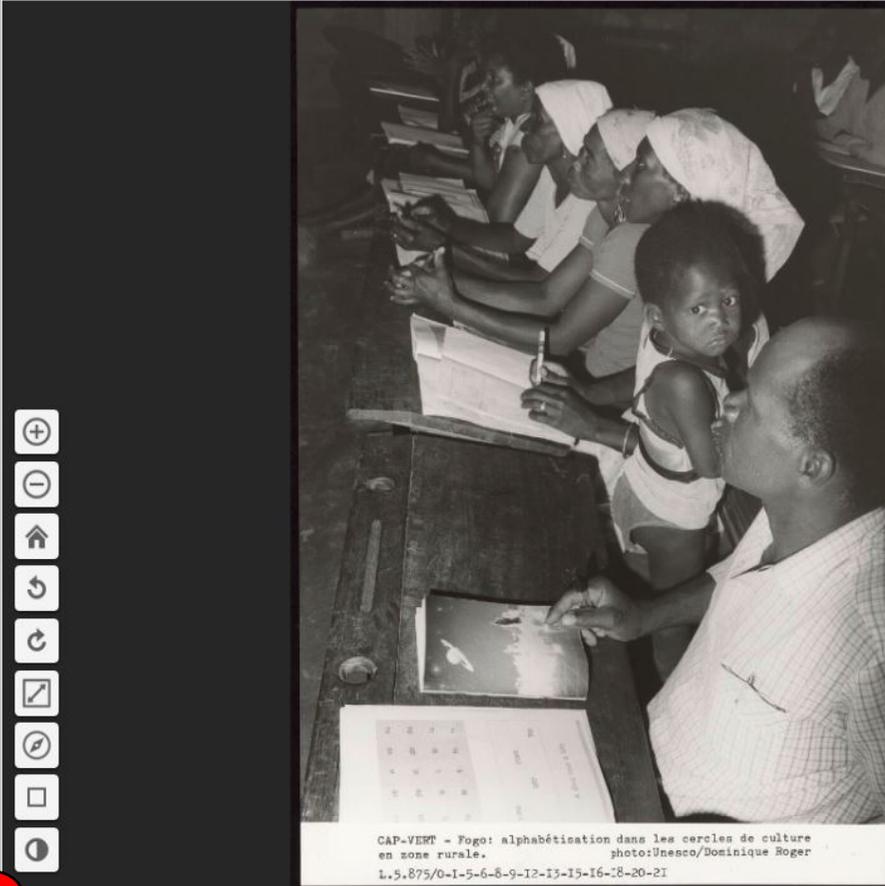
Report user 1 7

8 9 Finalize →

10

11 Problem

Numero: PHOTO0000000022_0001, Dominique Roger



CAP-VERT - Fogo: alphabétisation dans les cercles de culture en zone rurale.
photo:Unesco/Dominique Roger
L.5.875/0-1-5-6-8-9-12-13-15-16-18-20-21

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- 1 The viewer displaying the original source photograph.
- 2 Tools for manipulating the photograph including zoom, rotate, fit image, full screen, thumbnail navigator, brightness and contrast.
- 3 **Next page selector. IMPORANT:** Each photograph includes an image of the front and back; the back usually contains the details (i.e., caption).
- 4 Photograph ID and photographer.
- 5 **The Step indicator.** Here you can edit/modify/correct/add to participant entries by clicking on the relevant step.
- 6 **The Data Entry and Transcription Summary.** Here you can see the data the participant already entered.
- 7 **Finalize button.** If the data entry and transcription is done correctly, finalize your validation of this photograph's data by clicking this button.
- 8 'Re-open a scan' button. Click this button only if the data is obviously not complete and/or full of mistakes or erroneous information (whether accidental or intentional). The current data will be deleted and the photograph will be re-opened to the crowd.
- 9 'Noteworthy!' button. Click this button if you think a photograph is notable and would like to bring it to our attention.
- 10 'Unusable' button. Click this button if you are presented with a photograph that either has no text to transcribe (on recto or verso) or has text that is impossible to read. This will send the photograph to project administration for review.
- 11 'Problem' button. Click this button to ask a project expert for help if you have a problem with a photograph.
- 12 Link to your profile.
- 13 Logout of the project.

Validating the data fields

- 1 In the centre of the screen (the viewer), you will be presented with a digital scan of an original photograph.
- 2 The viewer window also offers you a range of tools which allow you to change the magnification level, rotate the photograph, and change the contrast and brightness. These different options should allow you to see the photograph in the best possible way.
- 3 Each scan has a recto and verso (i.e., front and back). The image is on the recto and the details, or caption, are, normally, on the verso. Click the right arrow (>) to see the caption.
- 6a On the left side, you will see the data type and the data entered by the participant in blue. The data gathered are important, as they will be used to further enhance the Archive's catalogue, allowing researchers to access more archive content than ever before. Each of the fields should contain only one piece of information (e.g. one date, one location, one person, etc.). Participants were able to generate repeatable fields to include more information where applicable. No fields were mandatory. However, participants were asked to fill in all the fields for which information was available on the recto and verso of the photograph. 'Hints' were provided for each question to guide the participant in the acceptable data entry format. **See the participants' Data Entry Instructions manual for more information.**

The types of data field are the following:

Country: The participant selected the country name from a pre-defined UNESCO list of countries. In some cases, if the country name was not on the list, the participant was asked to enter in the country name themselves. (e.g., for countries that have changed names or no longer exist.)

City: The participant typed in the name of the city, region and/or location as indicated in the caption.
Note: Participants were encouraged to use Wikipedia as a reference for accepted spelling (over the spelling used in the caption, if different).

Dates: The participant typed in the date(s) indicated in the caption. The format should be dd-mm-yyyy. A single date (e.g. 18-06-1965) should be captured in the first date field. A date range (e.g., 16-06-1965 – 18-06-1965) should be captured using both date fields: the start date in the first date field and the end date in the second date field.

- If a day is missing, the format should be @@-06-1965.
- If a day and month are missing, the format should be @@-@@-1965.
- If a date is missing, the format should be @@-@@-@@@@. In this case, the participant may have estimated an approximate date range.

Persons: The participant typed in the full name of the person(s) visible in the photograph and/or mentioned in the caption. The format should be the format 'Last name , First name'. In some cases, the name information may be in the caption; otherwise, the participant may have known it or looked it up. For known personalities, participants were encouraged to use Wikipedia as a reference for accepted name spelling (over the spelling used in the caption, if different). (**NOTE:** This field should not include the name of the photographer, which should be included in the 'Photo credits' field.)

Example: Adiseshiah, Malcolm

Photo credits: The participant typed in the photo credit information as indicated. The format should be 'UNESCO / [Photographer]'.

Example: UNESCO / Alexis N. Vorontzoff

Validating the transcription fields



The participant was asked to type in an exact transcription of the paragraph text for both the **English caption** and **French caption** (when present). As far as possible, the sentence structure and punctuation of the caption text should be reproduced. However, the participant was asked to correct obvious spelling mistakes.

Where words could not be transcribed because they were judged too difficult to read or were missing due to damage, the participant was asked to indicate this by typing four hash symbols (e.g. 'Some of the classes of the ##### primary school').

In cases where a single letter or number could not be read, the participant was asked to replace it with the character '@' (e.g. 'Sa@ai').

If a word has been crossed out or deleted by the original author, the participant was asked to indicate this by placing it in a set of square brackets (e.g. [deleted word]).

The participant was asked **not** to transcribe the photo credit entry text, e.g., 'Reproduction authorized, please credit'

Validating the description and keywords fields

6b

The participant was then asked to describe the photograph in their own words using a max. of 100 words. Here is an example of the type of information we were hoping to gather:

- A general description of the content of the photograph, e.g., what's happening; what's the scene.
- Names and descriptions of objects, like for example, plants and trees, furniture, equipment, animals, vehicles, etc. Did the participant know the brand of the radio, the name of the article of clothing, or name of the piece of scientific equipment in the picture?
- Any text visible in the picture. For example, is something written on the side of a building; or what is the title of the newspaper the person is reading?

Finally, the participant was asked to assign keywords to the photograph using a drop-down list of pre-defined terms from the UNESCO Thesaurus. If they couldn't find the keyword they were looking for, the participant had the option to add their own keyword.

Editing, modifying, correcting and adding to participant-contributed data

- For each data field, please review and verify that the information the participant entered matches the information on the photograph.
- Please review and verify that data is entered for all fields where the relevant data is present on the photograph.
- Please review and verify that the participant-contributed description is a relevant and comprehensive summary of the photograph's visual content.
- Please review and verify that the selection of keywords is accurate and representative of the subject matter.

5

If participant-contributed data requires editing, modification, correcting and/or adding to, click on the applicable Step number. You will be able to change text. For drop down lists, add the corrected data, then delete the erroneous by clicking X in the data summary view.

Save your changes by either clicking Next, or clicking another Step.

Once you have made your changes, click Step 6, and if satisfied with the updated data summary, click Finalize to validate.

Rejecting participant-contributed data

10 Click the 'Unusable' button if you are presented with a photograph that either has no text to transcribe (on recto or verso) or has text that is impossible to read. You will be asked to identify the issue(s). Please select the appropriate option from the drop down list and, if necessary, add a brief explanation/description. This will send the photograph to project administration for review.

8 If you are presented with photograph data that is obviously not complete and/or full of mistakes or erroneous information (whether accidental or intentional), click the 'Re-open scan' button. This will delete the current data and re-open the photograph to the crowd. Please use this button with discretion.

Notable photographs

9 If you find something particularly interesting or surprising in the photograph and/or text you are transcribing (e.g., a direct mention of an interaction with a major personality), please press the 'Noteworthy' button. This will open a text box in which you can provide a brief outline of what you have discovered. However, please use this function sparingly.

Highlighting a problem

2 Amongst the range of tools in the viewer, you will find a tool designed to allow you to 'highlight', or draw attention to words or sentences where you are not entirely sure the transcription is accurate, or it does not quite make sense.

To use this feature, simply click the 'Toggle section' button  and select/outline the text with the cursor. If you are happy with your selection, click ✓ and a text box will open to allow you to make your comment or ask a question about what you've highlighted. This will allow an expert to check the word or sentence for you.

11 You may also use the 'Problem' button to submit an issue description to an expert.

Finalizing your validation

Once you have reviewed, and approve of the data entered for a photograph, you are ready to submit your validation. Press the **'Finalize' button**. Your work is now saved. At this point, you can continue to validate another photograph, which will automatically be assigned to you.

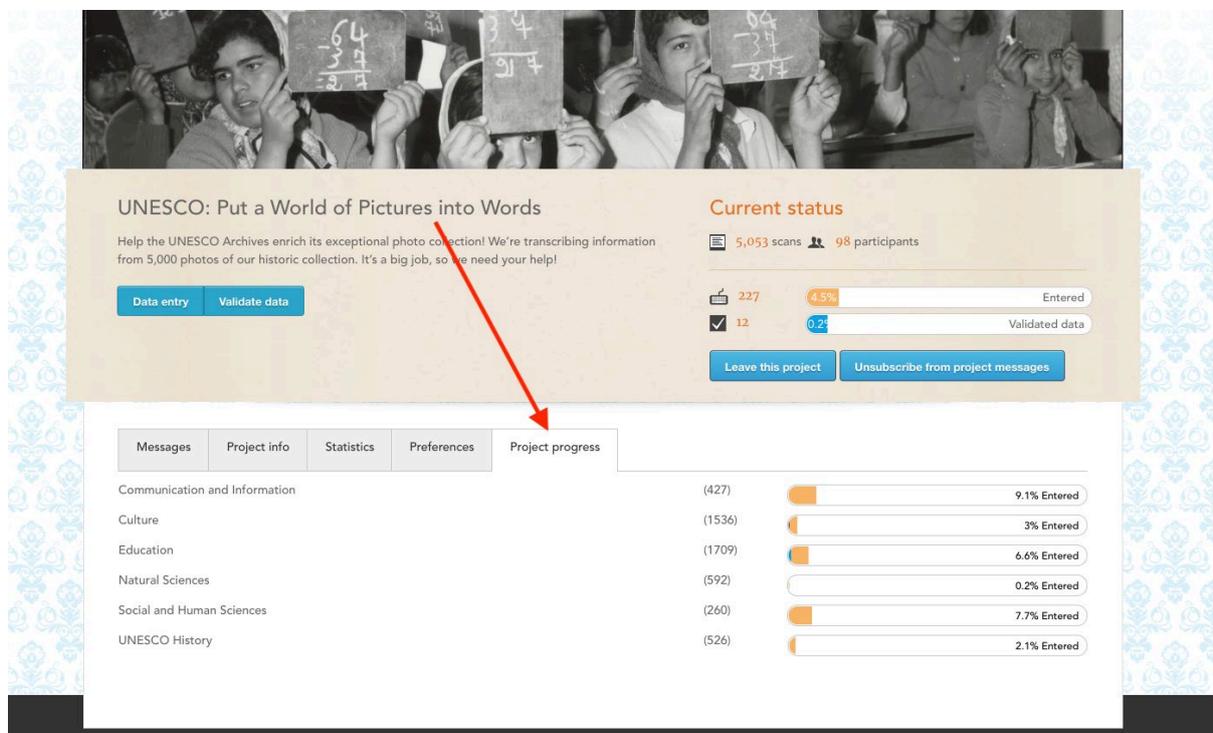
Tracking your progress

You can track your validation progress, and the progress of the project as a whole, by clicking the 'Project Progress' tab on the main project page. On this tab, you will find both data entry progress (in orange) and validation progress (in blue) per thematic group.

In general, as a Validator, you have been assigned one thematic area to work on, so you can track your validation progress relative to how many photographs are available (i.e., data entered by participants).

NOTE: The number in (parentheses) is the total number of digitized photographs in that thematic group.

Project progress tracker (fig. 4)



Put a World of Pictures into Words is part of the UNESCO Archives project *Digitizing Our Shared UNESCO History*. In 2018, we digitized this important selection of over 5,000 of the Archives' photographic prints (recto and verso, totalling 10,000 scans). The project team took three months to select the 5,000 prints using criteria that aimed to achieve a balance of geographical, cultural and chronological diversity, and to ensure that all major programme areas were covered.

For more information, visit digital.archives.unesco.org.