

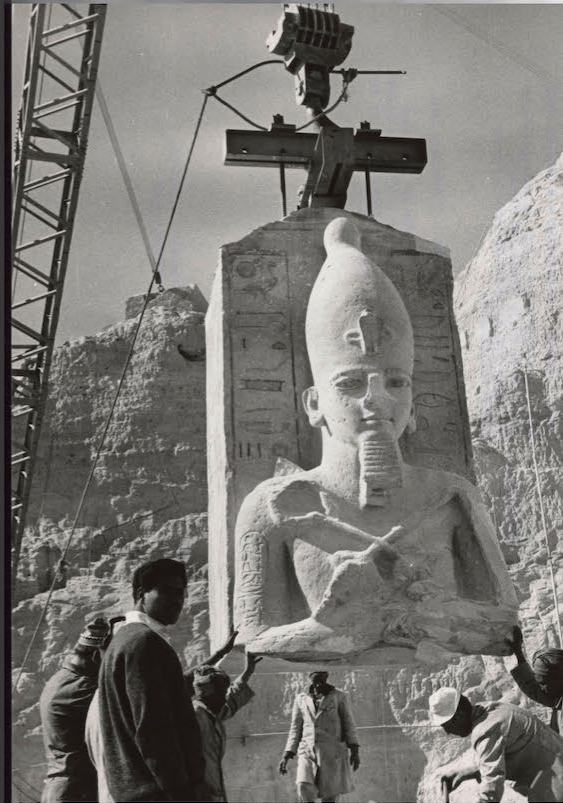
Data Entry Instructions

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 transcribing as quickly as possible. 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 archives@unesco.org.

Register

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!

Selecting your preferences

Once you have registered and are ready to start transcribing our photographs, you can select a subject preference that which will influence the material you are presented with. These can be found on the **Preferences tab** on the project page.

You may select one or more of the following categories:

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

You can change your preference at any time.

Overview of the transcription interface

Once you have selected your preference, you are ready to start transcribing.

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

The transcription interface (fig. 1)

The screenshot shows the UNESCO transcription interface. At the top left, there is a home icon and the text "Put a world of pictures into words". On the top right, there are two red circles labeled 14 and 15, and the text "My profile: Adam COWLING | Log out". Below this is a navigation bar with six numbered steps (1-6), where step 5 is highlighted. The main area is a dark-themed photo viewer (1) displaying a black and white photograph of a woman reading a newspaper titled "kibaru". To the left of the viewer is a vertical toolbar (2) with icons for zoom, rotate, fit, full screen, thumbnail, brightness, and contrast. Above the viewer, the text "Image: PHOTO0000000017_0001, Alexis N. Vorontzoff" is displayed next to a red circle labeled 4. To the right of the viewer is a sidebar (12) with fields for "Country/city", "Country", "City", "Dates and persons", "Date range", "Persons", "Credits", "Simple value", "Description/keywords", "Description", "Keywords", and "Captions" (English transcr., French transcr.). Below the sidebar is a "Special characters" button (13) and a menu of special characters. At the bottom left, there are three buttons: "Noteworthy!", "Unusable", and "Too difficult" (8, 9, 10, 11). In the center bottom, there are "Previous" and "Next" buttons (7) and a "Provisional save" button. At the bottom right, there is a "Next page selector" (3) with a "1/2" indicator.

- 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. Note: Each photograph includes an image of the front and back; the back contains the details.
- 4 Photograph ID and photographer.
- 5 The Step indicator. There are six Steps in this project.

- 6 The transcription fields.
- 7 Previous Step and Next step buttons
- 8 Provisional Save button. Click this button to save your progress and return to work on the photograph within 48 hours.
- 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 to reject a photograph if there is no text to transcribe on the recto or verso.
- 11 'Too difficult' button. Click this button to reject a photograph if the data entry is too difficult. You will be given a new one. Note: You can only do this a maximum of three times per project.
- 12 Your Data Entry Summary. Here you can see the data you have already entered.
- 13 Special characters. If you don't have special characters on your keyboard, you can use this click list in order to complete the French caption section in Step 5. If you have special characters on your keyboard, click the button to hide the list.
- 14 Link to your profile.
- 15 Logout of the project.

Filling in 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

On the left of the viewer window, there are 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. When you are happy with the image in the viewer, you should begin answering the questions starting with Step 1. In most cases, the data you enter will come from the verso side of the photograph.

5

These questions and the data they gather 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.). Repeatable fields can be generated as required using the '+Add another one' feature. No fields are mandatory, however, please fill in all the fields for which the information is available on the recto and verso of the photograph. 'Hints' are provided for each question to guide you in the data entry process. **See Annex A for a data entry example.**

There are several different types of data field:

Country: Click the drop-down list arrow, then type in the first few characters of the country name you see in the caption. Select the country name from the list. If the country name is not on the list, click [Not on list, please add...] and type in the country name as you see it. Note: This may be the case for countries that have changed names or no longer exist.

City: Please enter the city, region and/or location as indicated in the caption. Use Wikipedia as a reference for accepted spelling (over the spelling used in the caption, if different).

Dates: Please enter the date(s) indicated in the caption. Use the format 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, use @@-06-1965.
- If a day and month are missing, use @@-@@-1965.
- If a date is missing, use @@-@@-@@@@. In this case, you may estimate an approximate date range.

Persons: Enter full name of person(s) visible in the photograph and/or mentioned in the caption. Use the format 'Last name , First name'. In some cases, the caption may provide you with this information. If not, enter the person(s) name(s), if you know it. For known personalities, use Wikipedia as a reference for accepted name spelling (over the spelling used in the caption, if different). As indicated above, additional name(s) can be added using the '+Add another one' feature. If person(s) are unknown, leave this field blank.


Example: Adiseshiah, Malcolm

Photo credits: Enter photo credit information as indicated. Use the format 'UNESCO / [Photographer]'.

Example: UNESCO / Alexis N. Vorontzoff

- **IMPORTANT:** When you click '+Add another one', your first entry will be added to your  Data Entry Summary on the right side of the page. You can now add additional entries.


Entering text into the transcription fields

 Please enter into the transcription fields (i.e., Step 4: **English caption** and **French caption**) an exact transcription of the paragraph text you read on the photograph. As far as possible, please reproduce the sentence structure and punctuation as seen on the original photograph. However, if possible, do correct obvious spelling mistakes.

Where words cannot be transcribed because they are too difficult to read or are missing due to damage, please 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 cannot be read, please replace it with the character '@' (e.g. 'Sa@ai').

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

 When entering the French caption, use the 'special characters' on the right side menu if you don't have French characters on your keyboard.

Please do **not** transcribe the photo credit entry text, e.g., 'Reproduction authorized, please credit'

Describing in your own words and assigning keywords

In Step 5, you are asked to describe the photograph in your own words (max. 100 words). Here are a few questions to get you started:

- What do you see in the picture? What's happening? Can you describe the scene?
- What objects do you see? For example, do you see plants and trees, furniture, equipment, animals, vehicles, etc? Do you know the brand of the radio, the name of the article of clothing, or name of the piece of scientific equipment in the picture?
- Is there 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?

TIP: In the interest of making the data as searchable as possible to as wide an audience as possible, the primary language of data entry, including the description field, is English. However, if you would like to provide a translation of your English description in another language, all the better. Just a reminder, though, that the description field has a maximum limit of 100 words.

Also in Step 5, you are asked to assign keywords to the photograph. Use the drop-down list to select appropriate/relevant keyword(s) from the UNESCO Thesaurus. Use the '+Add another one' feature to add multiple keywords. If not on the list, add your own keyword by clicking [Not on list, please add...].

Rejecting a photograph

11 If you are presented with a photograph that you find too hard to transcribe (e.g., if the text is too difficult to read), please press the 'Too Difficult' button in the row of blue buttons beneath the data entry fields. After pressing this 'Too Difficult' button, the photograph will be replaced with another, hopefully easier, photograph. Note: You can only do this a maximum of three times per project.


10 The second option for rejecting a photograph is if you find there is no text to transcribe on either the recto or verso *and* you are unable to identify the person(s) in the photograph. If you find a photograph meeting these criteria, select the 'Unusable' button from the bottom row. You will be asked to describe why you have rejected the photograph. Please select the appropriate option from the drop down list and, if necessary, add a brief explanation/description of the issue.

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.

Highlight

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 us to check the word or sentence during the validation process.

Saving your progress

8 Working on these photographs requires a good deal of concentration and effort, so it is important to take regular breaks. As the name implies, the 'Provisional Save' button allows you to save your progress and leave the website. Please note any photograph you have been working on will be saved for 48 hours – if you do not return to the photograph within this period, your work on the photograph will be discarded and the photograph released for another participant to work on.

➤ **IMPORTANT:** You may go back to a previous Step by clicking the Step buttons **5**, however, before you do, **PLEASE REMEMBER TO DO A 'PROVISIONAL SAVE' FIRST.** **8**

Finalizing your work

Once you have finished working on your photograph, you can send the final text to us by pressing the '**Finalize**' button in **Step 6**. Assuming the minimum entry requirements have been met, your work will be saved and sent to us for validation. At this point, you can then continue to work on another photograph, which will automatically be assigned to you.



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.

ANNEX A: Data entry example

Recto



Verso

Do not transcribe { CUA/1516 - }

	French caption title	English caption title	
	Projet de Bon d'entraide	Unesco Gift Coupon Project N° 329.	
	Country	City	Date
Do not transcribe { 24.063 24.064 24.065 }	CEYLON	Colombo	1962.
	La Bibliothèque mobile créée en 1940 par Mme Reene Perera, Présidente de la Fédération cingalais des femmes universitaires, comprend 500 livres en cingalais et 200 en anglais. Mme Perera procède elle-même, avec sa voiture personnelle, à la distribution de ces livres dans 4 centres de la banlieue de Colombo destinés aux femmes et aux jeunes filles. Ici, l'un des centres. (Mme Perera se trouve sur les photos 24.063 et 24.064).		French caption
	CEYLON - Colombo - 1962. A mobile Library for Women containing 500 books in Cingalese and 200 others in English was established in 1940 by Mrs. Reene Perera, President of the Ceylon Federation of University Women, who personally distributes these books with her own car in 4 centres of the Colombo area. Shown here is one of these centres. Mrs. Perera on photos No. 24.063 and 24.064.		English caption
		Person	
Do not transcribe {	Reproduction autorisée, prière de mentionner :	Reproduction authorized, please credit :	}
	Unesco/P. Almsay	Photo credit	
		UNESCO Archives	
Do not transcribe {		PHOTO0000001175	}

This example represents the most common form of the caption information. Please note that there may be variations on this form and information may, in some cases, be in a different location, may be missing, or may be erroneous.

Data entry fields**Country:**

Ceylon

Note: Added via [Not on list, please add...]. Today, Ceylon is called Sri Lanka.

City:

Colombo

Dates:

@@-@@-1962

Persons:

Perera , Reene

Note: While Reene Perera is not actually visible in this photograph, her name is mentioned in the caption, thus according to the instruction above, the name should be entered into this field.

Photo credits:

UNESCO / P. Almasy

English caption:

Unesco Gift Coupon Project no 329. A mobile Library for Women containing 500 books in Cingalese and 200 others in English was established in 1940 by Mrs. Reene Perera, President of the Ceylon Federation of University Women, who personally distributes these books with her own car in 4 centres of the Colombo area. Shown here is one of these centres. Mrs. Perera on photos No. 24.063 and 24.064.

French caption:

La Bibliothèque mobile créée en 1940 par Mme Reene Perera, Présidente de la Fédération cingalaise des femmes universitaires, comprend 500 livres en cingalais et 200 en anglais. Mme Perera procède elle-même, avec sa voiture personnelle, à la distribution de ces livres dans 4 centres de la banlieue de Colombo destinés aux femmes et aux jeunes filles. Ici, l'un des centres. (Mme Perera se trouve sur les photos 24.063 et 24.064).

Description:

In this the foreground of this photograph, taken through what looks to be a door or window frame, there are approximately 14 women and girls around a table looking at and reading books. Some women are wearing sarees. In the background, there is a smiling boy looking at the women and other passers-by carrying umbrellas. There are also trees and a building.

Note: This description contains 62 words. The max for the description field is 100 words.

Keywords:

Womens education
Girls education
Womens organizations
Mobile libraries
Books
Reading