

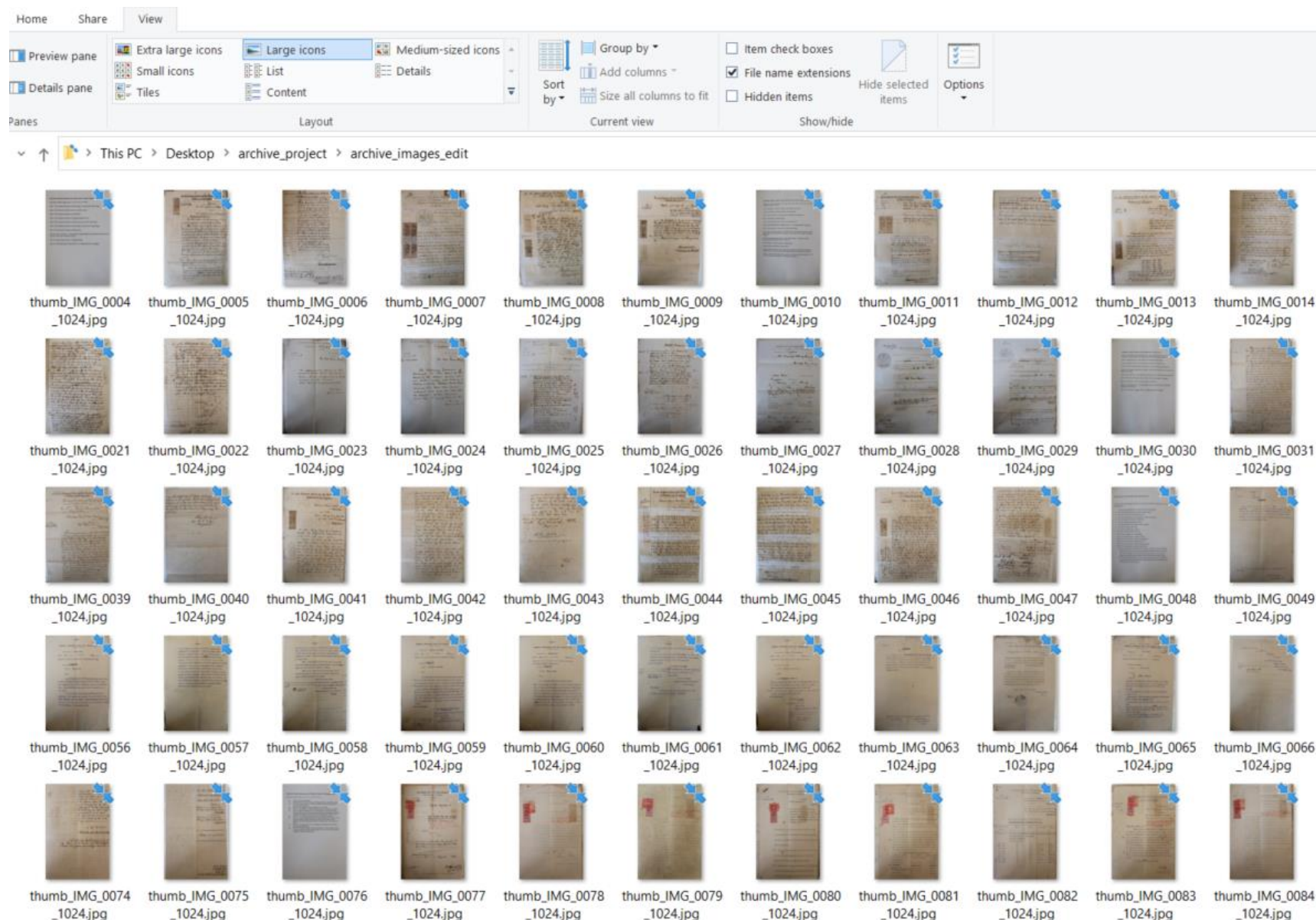
Research Photo Management with Tropy

2020-03-03

Context

- Archival research in the humanities and social sciences increasingly involves the collection of large number of digital photos
 - ~40% of historians surveyed took more than 2000 images as part of their last major research project
 - 90% had no training in taking or managing archival photos
- This entails a radical shift in method that researchers are underprepared for both theoretically and practically
 - [Putnam, “Transnational and the Text-Searchable”](#)
 - [Milligan, Becoming a Desk\(top\) Professional](#)

Context



Agenda

- Best practices for capturing archival images
- What is Tropy?
- Installing Tropy
- Quick overview of using Tropy
 - Creating a project and adding images
 - Navigating the interface
 - Organizing images and adding metadata
- Hands-on activity
- Advanced features

Best practices for capturing archival images

- Confirm the policies of the archive re: photography, permitted equipment, and sharing
- Experiment with equipment setup before going
 - Camera, tripod, light source
- Find a good spot
 - Make use of ambient light in the archive if you can't bring your own source
- Higher ISO setting = better image in low light
 - But, requires more stability
- Photograph archival boxes/folders to reflect file structure in images

Best practices for capturing archival images

- Useful resources
 - [Digital Historian Series: Using Digital Tools for Archival Research: Home \(University of Illinois\)](#)
 - [6 Tools for Archival Research \(Gradhacker\)](#)
- Discussion
 - Tips to share?



Image from: <https://www.historians.org/publications-and-directories/perspectives-on-history/january-2005/taking-a-byte-out-of-the-archives-making-technology-work-for-you>

What is Tropy?

- Free, open-source software that allows you to organize and describe photographs of research material
 - Group and organize images
 - Add metadata and tags
 - Add notes and transcriptions
 - Search across all metadata, notes, and transcriptions
- From the same people that brought you Zotero and Omeka
- Introduction: <https://vimeo.com/239557418>

What is Tropy?

~~Entropy~~

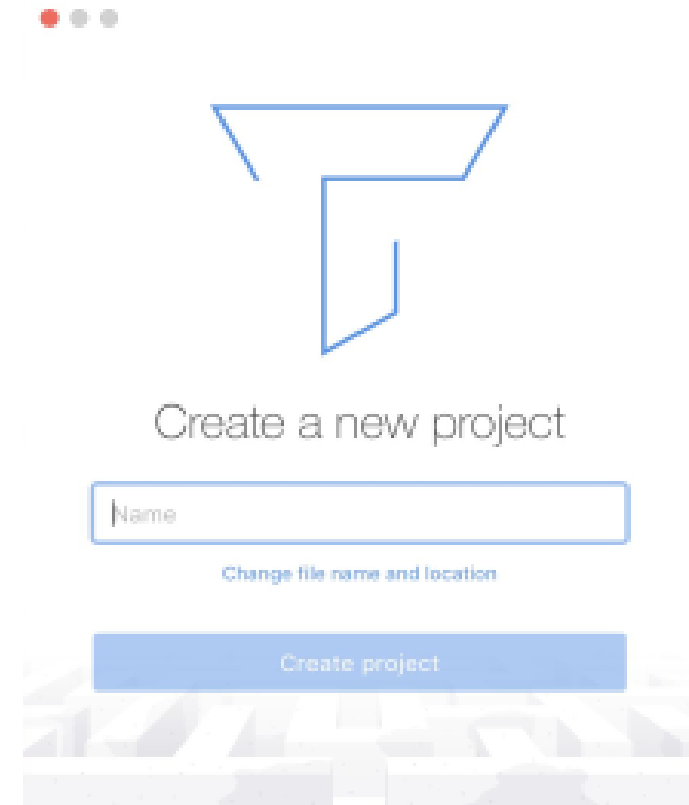
What Tropy doesn't do

- Store files
 - Your images must be saved to your local computer, backed up via other means
- Collaboration
 - Not intended for collaboration between multiple users, or public sharing
- Generate citations or capture existing metadata (like Zotero does)
- Edit photos
 - Has very basic functions (e.g. rotate) but nothing more

Installing Tropy

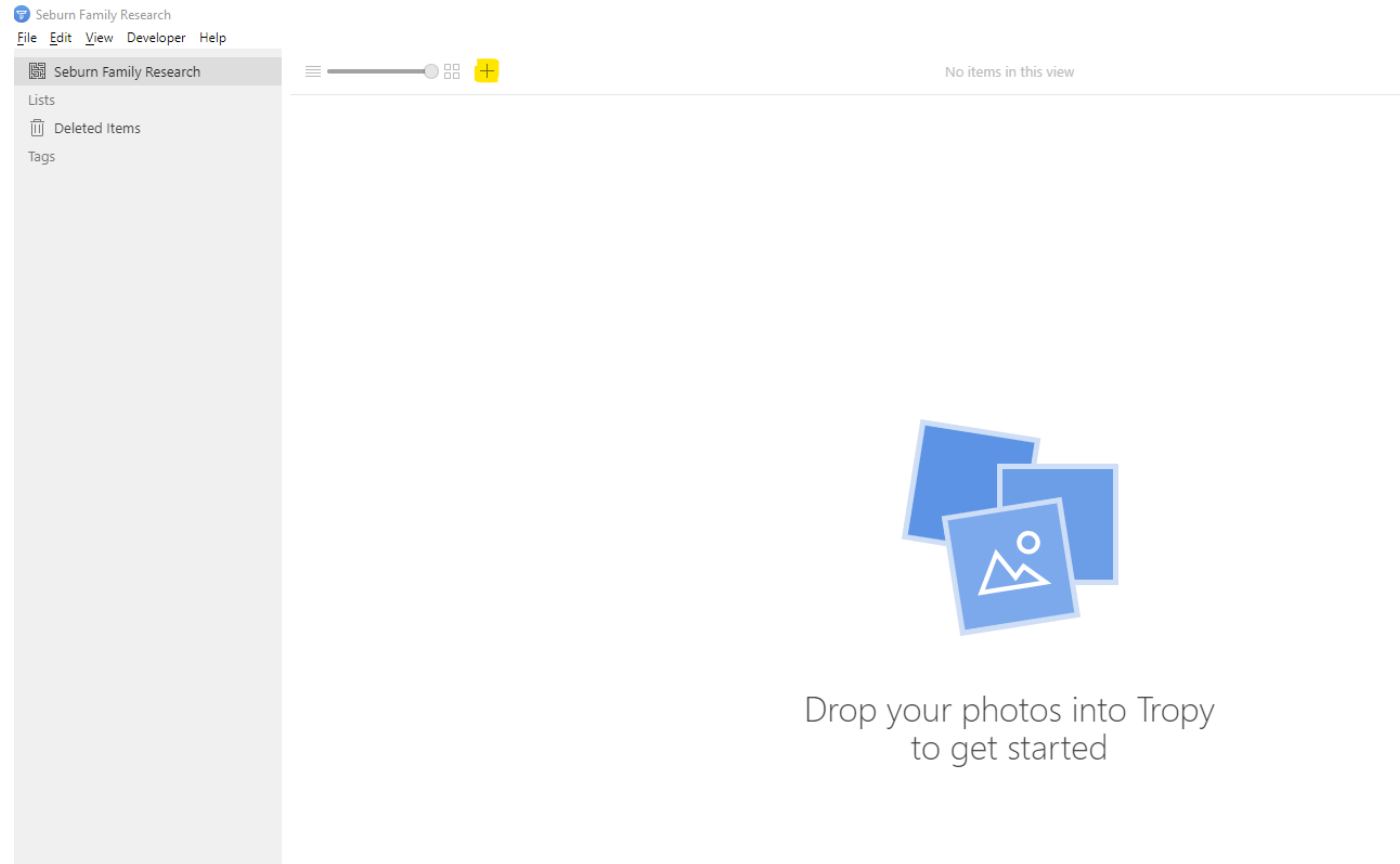
- Go to <https://tropy.org/>
- Download and run the installer
- Enter project name
 - Seburn Family Research
- Download sample photos and workshop materials to your computer and unzip

bit.ly/20200303Tropy



Importing Images

- Click the “+” or go to File > Import
- Choose the folder on your computer where the project images are stored, select all images
- Tropy cannot “watch” a folder for additional images – they need to be imported each time



Project view

Search project data

Lists, tags

Image thumbnails

Item metadata

Seburn Family Research

File Edit View Developer Help

Seburn Family Research

Lists

- Wills
- Photographs
- Letters
- Last Import
- Deleted Items

Tags

67 items in this view

Search

Metadata

Tags

Item

Tropy Generic

Title IMG_20200228_141107

Creator

Date

Type

Archive

Collection

Box

Folder

Identifier

Rights

Date Added Mar 2, 2020, 9:29 PM

Modified Mar 2, 2020, 9:29 PM

1 Photo

IMG_20200228_141107

No Notes

Item view

Metadata

Seburn Family Research
File Edit View Developer Help

Metadata Tags

Item
Tropy Generic

Title Will of Jacob Seburn
Creator Seburn, Jacob
Date Sep 6, 1869
Type Will
Archive Brock Archives & Special Collecti...
Collection Seburn Family fonds, 1757-1936,...
Box 1
Folder 6
Identifier RG 627
Rights Current copyright applies. In so...
Date Added Mar 2, 2020, 9:29 PM
Modified Mar 2, 2020, 10:01 PM

Photo
Tropy Photo

Title IMG_20200228_141752
Date Feb 28, 2020, 2:17 PM
File IMG_20200228_141752.jpg

1 Photo
+ -

IMG_20200228_141752

No Notes +

Navigation icons: back, forward, search, zoom, etc.

Rich text editor: B I U O S Q T² T₂

Add your notes here ...

**In Her Majesty's Surrogate Court,
OF THE COUNTY OF WELLAND.**

Be it Known, that on the Sixth day of November
A. D., 1869, the Last Will and Testament
of Jacob Seburn late of the Township
of Stamford in the County of Welland, Yeoman,
who died on or about the fourteenth day of April A. D., 1869
at Stamford in the County of Welland, and Province of Ontario
and who at the time of his death, had a fixed place of abode at
Stamford in the said
County of Welland, was Proved and Registered in the said Surrogate Court—a true
copy of which said Last Will and Testament— is
hereunto annexed,—and that the Administration of All and Singular the personal estate
and effects, rights and credits of the said deceased, and any way concerning his Will,
was Granted by the aforesaid Court to Hannah Ann Seburn of
the Township of Stamford in the County of Welland,

Brightness 0
Contrast
Hue
Saturation 0

Notes and transcription

Basic photo editing

More on Metadata

Item

Metadata Tags

Tropy Generic

Title Will of Jacob Seburn

Creator Seburn, Jacob

Date Sep 6, 1869

Type Will

Archive Brock Archives & Special Collections

Collection Seburn Family fonds, 1757-1936, n.d. RG ...

Box 1

Folder 6

Identifier RG 627

Rights Current copyright applies. In some insta...

Date Added Mar 2, 2020, 9:29 PM

Modified Mar 2, 2020, 10:19 PM

Standard information about item, creator, usage rights, + more

Tags – keywords that make sense to you

Metadata Tags

1860s

Stamford

Wills

Add Tag to 1 Item

Automatically generated EXIF photo metadata

Photo

Tropy Photo

Title IMG_20200228_141752

Date Feb 28, 2020, 2:17 PM

File IMG_20200228_141752.jpg

Size 4,000×3,000, 1.05 MB

Date Added Mar 2, 2020, 9:29 PM

Modified Mar 2, 2020, 10:02 PM

More on Metadata



Metadata

Tags

8 Items

Tropy Generic

Title

IMG_20200228_141107 +

Creator

Date

Type

Archive

Brock Archives & Special Collections

Collection

Seburn Family fonds, 1757-1936, n.d. RG ...

Box

1

Folder

1

Identifier

RG 627

Rights

8 Photos

+

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IMG_20200228_141107

IMG_20200228_141113

IMG_20200228_141122

IMG_20200228_141133

IMG_20200228_141218

IMG_20200228_141242

IMG_20200228_141256

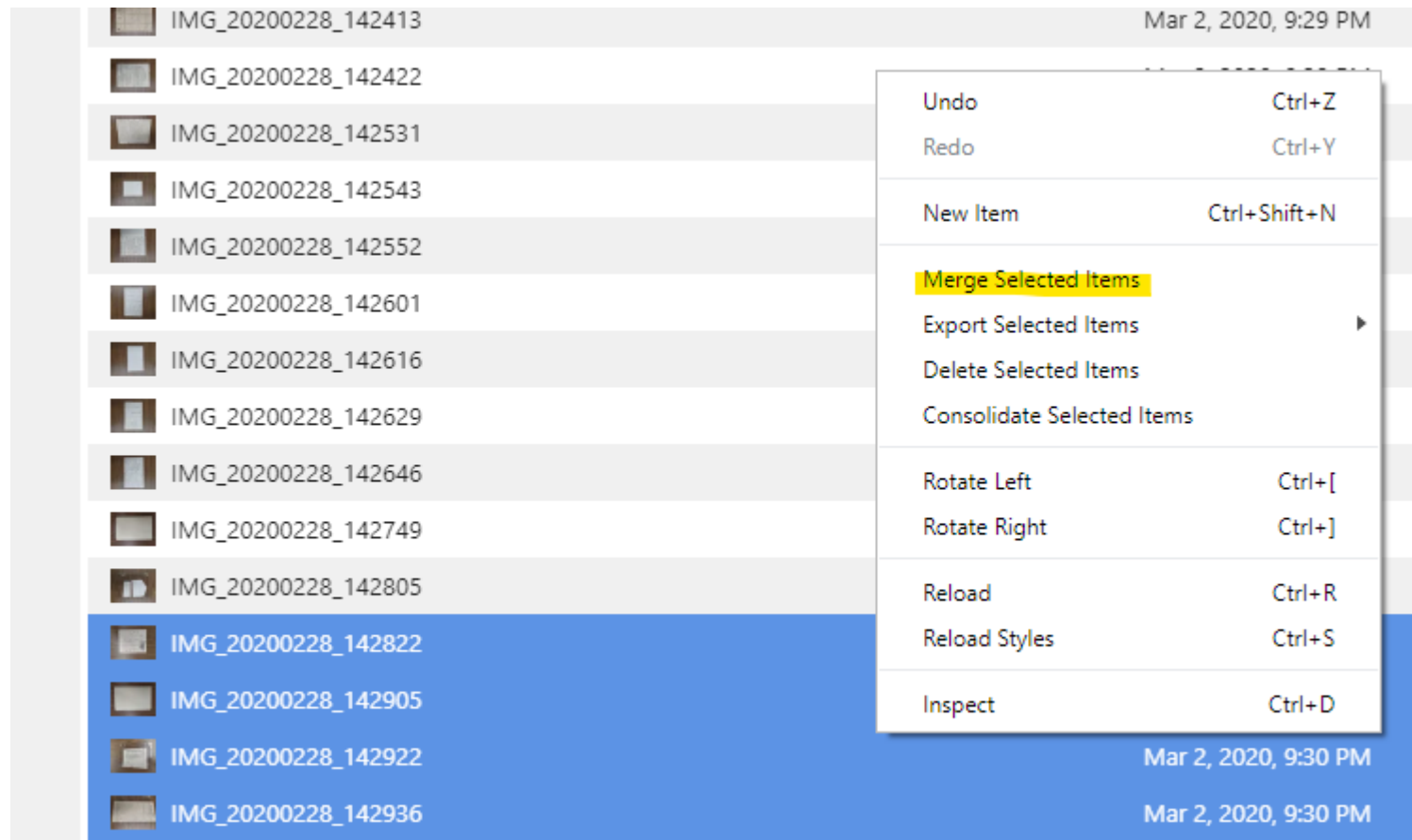
No Notes

+

Add
metadata/tags
in bulk by
selecting
multiple items

Organizing images into documents

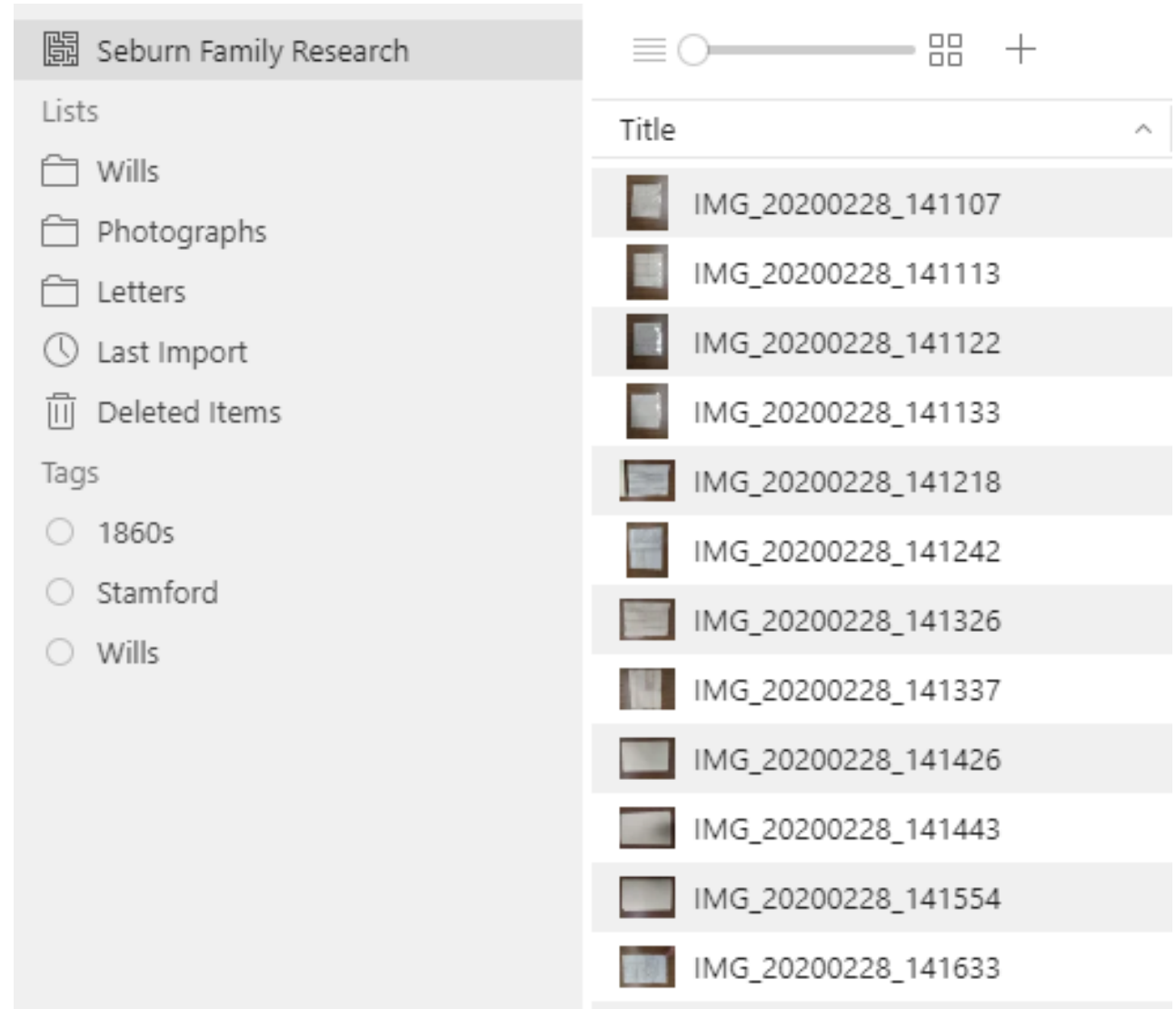
- Easily group multi-page documents



Select multiple images and right-click OR drag and drop images on top of one another

Lists

- Use lists to organize the items in your broad project



Tropy Activity

- Locate the folders you downloaded from bit.ly/20200303Tropy
- Open the Workshop Documents folder and the PDF called Tropy Activity
- We'll be working through this guide together

Wrapup and discussion

- Would you use Tropy in your work? What is missing?
- At the end of a research project, would you share your Tropy data with the original archive? With the public?
- Questions?

Contact and Slides

- John Dingle
 - jdingle@brocku.ca
- Workshop materials:
 - bit.ly/20200303Tropy
- Additional Resources
 - [Tropy Documentation](#)
 - [George Mason University Library Tropy Guide](#)
 - [Tropy Handout, Anna St. Onge \(York University Library\)](#)
- Thanks to Brock Archives and Special Collections
 - <https://dr.library.brocku.ca/handle/10464/13145>