

Appendix 1.

Project Work Timeline

This appendix contains an overall timeline of the project work. The group has worked collaboratively on all parts of the project and met physically when needed for collaboration, coordination and planning of the project.

w. 7	<u>Preparation Phase</u> . Deciding the group.
w. 8	<u>Preparation Phase</u> . Reading of course literature. Contact with KvinnSam.
w. 9	<u>Start-up and planning</u> . Discussion based on the course literature about the technical handling of materials for the project and its status as cultural heritage.
w. 10	<u>Start-up and planning</u> . Meeting with Birgitta at KvinnSam who provides information about KvinnSam's work and guidelines as well as their wishes for the project.
w. 11	<u>Borås meet up</u> . Detailed understanding of Image capture, TEI, GITHUB templates, Exiftool, Metadata, GIMP etc. Meeting with supervisor. A GitHub repository for the project is started.
w. 14	<u>Selection</u> . Visit to the KvinnSam to view the material with help of Birgitta. Review of material and first attempt at image capture
w. 15	<u>Image capture</u> . Assessment of first images. Research into improved methods of image capture. Planning of the final image capture (for example, color references, equipment and method).
w. 17	<u>Image Capture</u> : Another visit to the archive to photograph the material again <u>Discussion</u> with supervisor Jacob Hurtig about selection and image capture.
w. 18	<u>Image editing</u> . Attempts to edit color and light in the RAW files. Cropping and correcting the images in TIFF. <u>Text encoding</u> . Work on text encoding.
w. 19	<u>Text encoding</u> . Continued work on text coding of the poster & letter content. Work on TEI headers began. <u>Image editing</u> . Attempts to edit color and light in the RAW files. Cropping and correcting the images in TIFF. <u>D</u>

w. 20	<p><u>Metadata</u>. Metadata is embedded in the TIFF files and in the TEI header. Implementation of keywords from current controlled vocabularies.</p> <p><u>Text coding</u>. Continued work with TEI headers, subject words and links for known entities.</p>
w. 19	<p><u>Text encoding</u>. Review of the TEI files.</p> <p><u>Image editing</u>. The TIFF files are converted to JPEG for the website.</p> <p><u>Accessibility</u>. Work has begun on coding in html. Discussions on how the website should be built and what functions should be available.</p>
w. 20	<p><u>Metadata</u>. Review and final corrections of metadata in the image files.</p> <p><u>Accessibility</u>. Continued work with html.</p>
w. 21	<p><u>Accessibility</u>. Work with HTML is completed and the website is published. A README file for the project is created. All files in the project are proofread.</p> <p><u>Seminar</u>. The group participates in a course-wide seminar where the project is presented to the other groups.</p>
w. 22	<p><u>Accessibility</u>. Website is public. GitHub repository handed over to IKFF</p>