

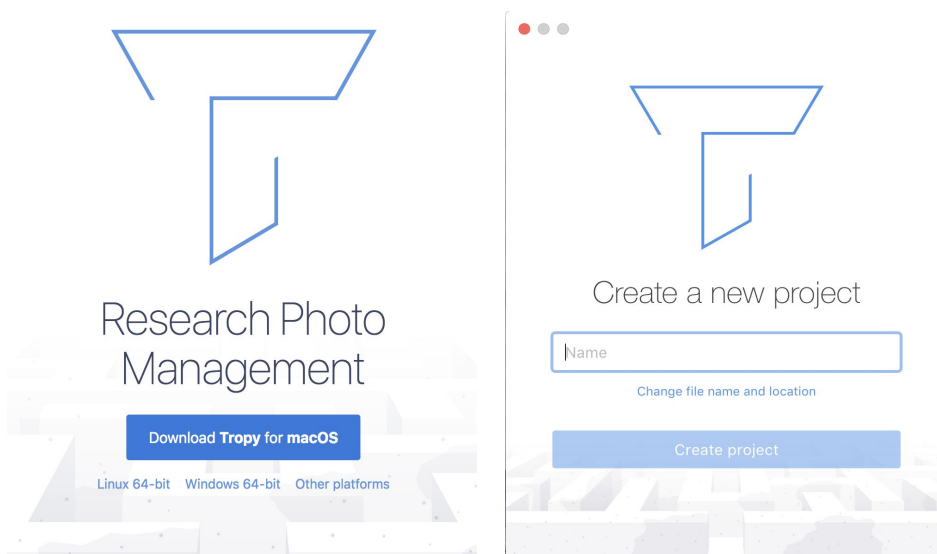
Research Photo Management with Tropy

Activity Guide

Workshop materials: go.ncsu.edu/tropy

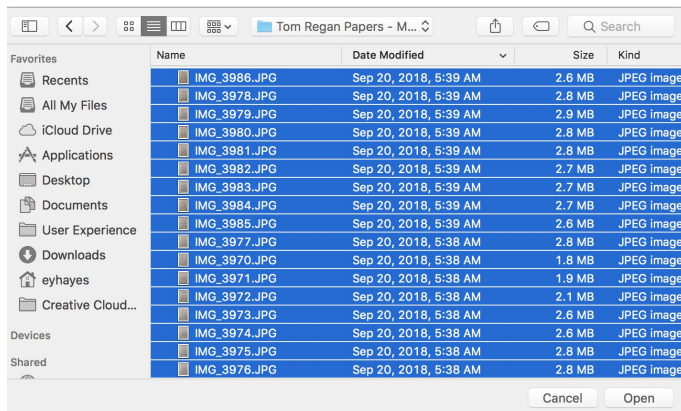
Setup: Download & Load Photos

- Download Tropy at <https://tropy.org/> and the TomReagan.zip folder.
- Open Tropy from your Applications folder (Mac) or Programs folder (Windows). When you first start Tropy, you should see a window requesting you to Create a new project. In the future if you would like to create a new project, click File>New>Project.
- Add the name of the collection you are working with for your research. For example, we will be working with the Tom Regan Collection, so type “Tom Regan Collection” as the project name.

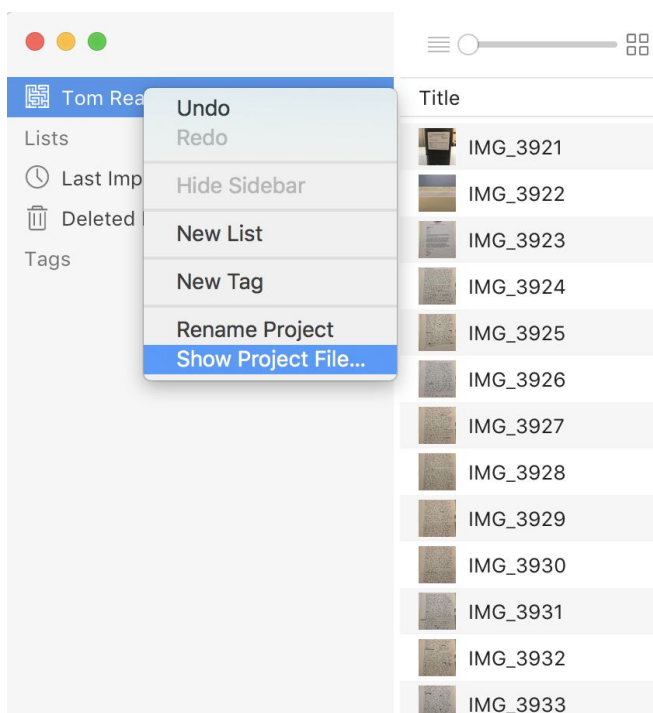


- Now you are ready to add photos to your project. Navigate to *File > Import photos*. You can select one photo from your files, or Ctrl/Command+A, you can

select multiple photos. Select all photos in the Tom Regan Papers - MC 236 folder. Then click *Open* in the dialog box.



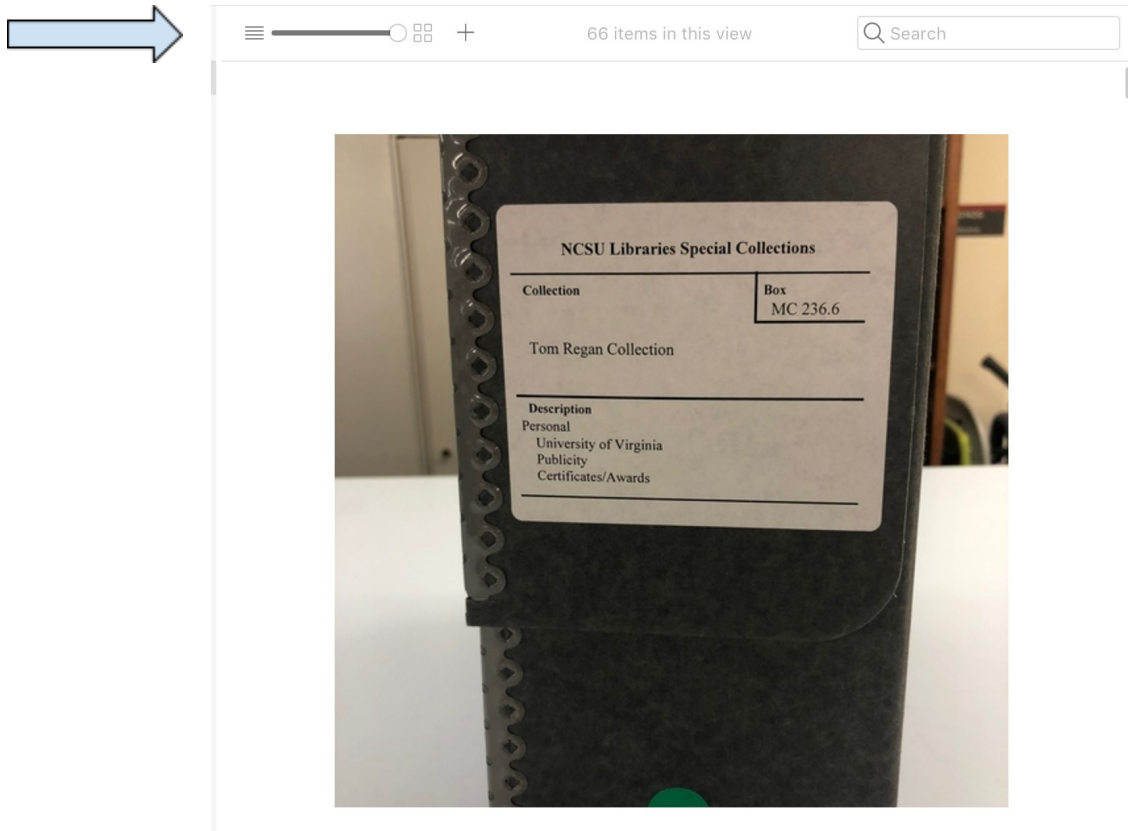
- Once you are in Tropy, if you need to find out where your project is saved, right-click on its name in the sidebar and select Show project file.



Grid & List View

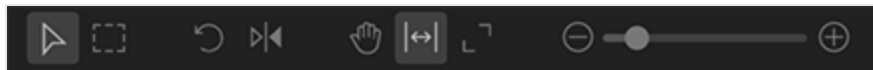
- View photos in Project View:

- You can view your items in a list or in a photo grid. To switch between these views, use the slider at the top of the item table. Your photos appear as a list when the slider is all the way to the left.



Editing Photos

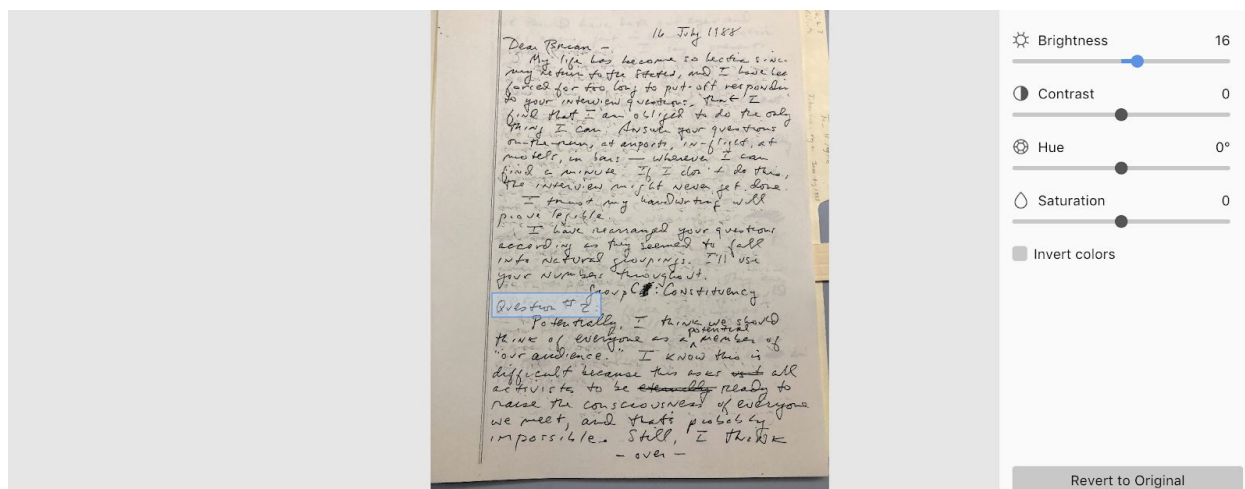
Tropy allows you to do basic photo editing. You can do all your photo editing using the toolbar at the top of the photo pane in Item view.



From left to right, the buttons are as follows:

1. Arrow: This is the basic tool for clicking on your photo. Double-clicking on your photo while the arrow is active will zoom your photo 100%.
2. Select: This tool allows you to make selections that stand on their own.
3. Rotate: This button rotates your photo counterclockwise by 90 degrees. The keyboard shortcut for this action is Ctrl+space.
4. Mirror: This button flips your photo to its mirror.

5. Pan: Pan allows you to move your photo around while it is zoomed in. You can also activate pan by holding down the space bar.
6. Fit width: This button will fit your photo to the width of the window.
7. Fill: This button will fill your whole photo into the window.
8. Zoom slider: You can also manually zoom in or out on your photo.



You can also adjust various settings on your photos to make them more legible. To access the advanced photo editing tools, click on the button on the far right of the photo editing panel.

Adding Metadata

● **Metadata Templates:**

- In Tropy, you can add Metadata for each item. Metadata can be as free-form as you want. But it's generally best to try to record metadata using a standard that already exists. Why? Metadata standards provide consistency both within your own projects and also in the larger community of scholarship about your sources. Each category in a Tropy metadata template must be linked to a category (property) from an existing metadata standard. Tropy uses the Dublin Core metadata schema. If you would like to learn more about Dublin Core, visit <http://dublincore.org/documents/dces/>
- At present you can only use each property once in a template. Several standards, or vocabularies, are included in Tropy. Tropy defaults to the "Tropy Generic" Metadata template, but you can select other metadata

templates, such as the Tropy Correspondence template. The “Tropy Generic” Metadata template includes the following fields:

- ❖ **Title:** Name of the source or essential description of the item
- ❖ **Creator:** Author of the source
- ❖ **Date:** Date the source was created. In order to effectively organize and find sources based on date, use a consistent date format like YYYY-MM-DD (known as ISO format). If the date is uncertain, use ~ before the date (e.g., ~1802, or ~1802-01-01)
- ❖ **Type:** Type or genre of source. The default in Tropy is set to Correspondence. If you double click on Correspondence, you can then rename the type of source.
- ❖ **Archive:** is the location at which the source can be found, (e.g., the Library of Congress or The NCSU Libraries).
- ❖ **Collection:** is the name of the collection of which the source is a part, (e.g., Tom Regan Papers 1899-2011). You should consult a catalog or finding aid to ensure that you use the correct title for a collection.
- ❖ **Box:** is the unit in the collection which the source can be found. This category may not be needed for all sources, as not all collections have boxes, so you may leave this field blank if not needed.
- ❖ **Folder:** is the folder (within a box) in which a source can found. This category may not be needed for all sources, as not all collections use folders as a form of organization, or label or number folders, so you may leave this field blank if not needed.
- ❖ **Identifier:** is a call number or URL at which a source can be found. This field could also be used to include a link to an online finding aid for a collection.
- ❖ **Rights:** is information about how you, a researcher, can use each item. This can include copyright information, as well as specific information from the archive where the image came from. Where possible, best practice is to include a link/URL to the information on rights provided by the archive or library where the source is located.

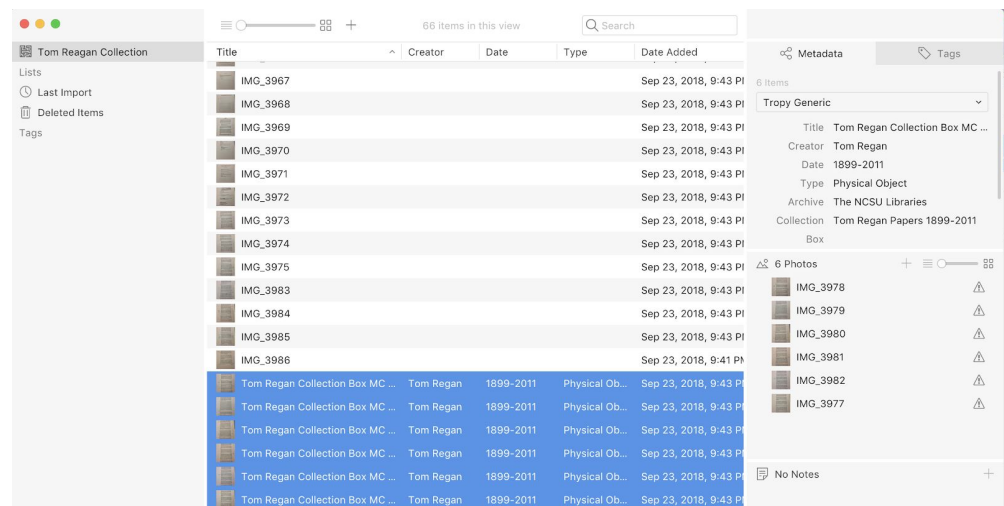
- **Edit Metadata in Bulk:**

- ❖ You can edit the metadata for multiple items at a time.

- ❖ Ctrl/Command+click on each item you want to edit; then type your metadata into the metadata pane on the right hand side. You may want to do this for the Archive, Creator, and Date fields.
- ❖ To select a large group, press Shift, then select the last item of the group you want to select. The metadata you input will be applied to all items you have selected.
- ❖ To select everything in the item table, press Ctrl/Command+A.
- ❖ Press Shift and select IMG_3921 to IMG_3963 and add the following bulk metadata:
 - Title:
 - Creator: Tom Regan
 - Date:
 - Type:
 - Archive: The NCSU Libraries, Special Collections Research Center
 - Collection: Tom Regan Papers (MC 236)
 - Box: 6
 - Folder: 3
 - Identifier:
 - Rights:

<https://www.lib.ncsu.edu/findingaids/mc00236/summary> or

© NCSU Libraries, Special Collections Research Center



● Edit Metadata:

- ❖ To add or edit metadata to describe your item, click on it to select it. In the metadata pane on the right hand side of the project view,

select a template from the pull-down menu. Then you have several options for adding information.

- ❖ Select IMG_3923 and Tropy Generic Metadata on the right hand side of the project view:
- ❖ Add the following Metadata fields:
 - Title: Letter to Tom Regan from Barry Kew, Secretary at The Vegan Society
 - Creator: Tom Regan
 - Date: 1988-06-03
 - Type: Letter
 - Archive: The NCSU Libraries, Special Collections Research Center
 - Collection: Tom Regan Papers (MC 236)
 - Box: 6
 - Folder: 3
 - Identifier: <https://www.lib.ncsu.edu/findingaids/mc00236/> or M236.6.3.Page#
 - Rights: <https://www.lib.ncsu.edu/findingaids/mc00236/summary> or

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- **Creating a new metadata template and adding properties**

- ❖ Navigate to Tropy > Preferences and click to the Templates section. When you first open the Preferences pane, a New Template will be the default, but if you click over to one of the other templates, you can get back to New Template by clicking on it in the Template drop-down box or by clicking the first button next to the drop-down
- ❖ You must fill in the Name, Creator, Description and then click create.
- ❖ You can then add more metadata properties relevant to your items.

Items

- **Create an item**

- ❖ Hold down the Command/Ctrl key, then click on each item. Right-click, then click *Merge selected items* from the drop-down menu. Let's select IMG_3953-IMG_3954 (the interview questions)

Now add a Title: Interview Questions and fill in the rest of the metadata accordingly.

- ❖ Hold down the Command/Ctrl key, then click on each item. Right-click, then click *Merge selected items* from the drop-down menu. Let's select the entire letter Tom Regan writes responding to those interview questions: IMG_3924 to IMG3952 as one item by clicking shift and selecting both images as one item, then dragging into the blank Photo Item you created. Add a Title: Interview Responses from Tom Regan for The Vegan Society article and fill in the rest of the metadata accordingly.

Lists & Annotations

- **Organize items into Lists**

- ❖ Right click your project and then select New List. The new list appears in the sidebar. Now type "Interview Questions and Responses from Tom Regan for The Vegan Society article" for your list title and press Enter.
- ❖ Drag and drop the two folders of merged items you created above onto the list name in order to add it to that list. (The items will remain in the main project view.) Items can appear in more than one list.
- ❖ Select IMG_3924 from the Interview Responses item and transcribe the letter in the text box. You can also link to a scholarly article that is relevant to the topic of the letter:

Dear Brian -

My life has become so hectic since my return to the States, and I have been forced too long to put-off responding to your interview questions that I find that I am obliged to do the only thing I can: Answer your questions on-the-run, at the airport, in-flight at motels, in bars – wherever I can find a minute. If I don't do this the interview might never get done.

I trust my handwriting will prove legible.

I have rearranged your questions according as they seemed to fall into natural groupings. I'll use your numbers throughout.

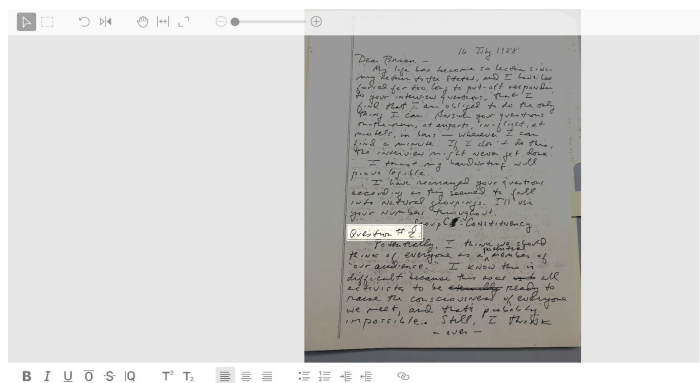
Group C: Constituency

Question # 2:

Potentially, I think we should think of everyone as a potential member of “our audience.” I know this is difficult because this asks us of all [activists](#) to be externally ready to raise the consciousness of everyone we meet, and that’s probably improbable. Still, I think

-over-

- **Create a Selection:** To create a selection, click on the dashed rectangle button on the photo editing toolbar. Then draw a rectangle on your photo that includes the area you wish to select.



Group C: Constituency

Question # 2: Who constitutes our audience? I often get the impression that the right word in the right ear at the right time does more than getting 1000s of people out on the streets.

- Let's say you want to include the interview questions shown in IMG_3954 in order to refer to the question that was being asked as you read Tom's responses. You'll want to add in the notes field, the following:

Question # 2: Who constitutes our audience? I often get the impression that the right word in the right ear at the right time does more than getting 1000s of people out on the streets.

Group C: Constituency

- **Add Tags:**

- In the tags tab of the metadata pane, click *Add Tag to Item*, and then start typing a tag, and you will see suggestions of existing tags to autocomplete.
 - Add the following Tags:
 - Animal Rights
 - Group C: Constituency
 - Go back to the main page, then in the left-hand panel, right-click the tags and select *Tag Color*. Add colors for different tags.
- **Searching for Items**
 - In the search bar, search by tag name, collection, and notes

Exporting items from Tropy

To export from Tropy, right-click on an item in the item table. From the right-click menu, select Export Item > JSON-LD. This action will open a dialog box, where you can save your JSON file onto your computer. To export multiple items, Ctrl/Command+click or Shift+click to select multiple items. Then right-click and select Export Selected Items.

At present, Tropy only exports metadata to JSON-LD, not associated photos. Your photos still exist outside Tropy as well, since importing in Tropy copies your photos.

Right click list of items & save items as “Tom Regan Interview Responses”

JSON stands for JavaScript Object Notation. It is a very common interoperable syntax for exchanging data used for asynchronous browser–server communication. Use a text editor such as Text Wrangler, Notepad++, Atom or Brackets to open the JSON file.

Converting JSON-LD to CSV

Ctrl/Command+A and select all the content in the JSON file. Copy and paste the content into the [CSV convert](#) text field.

Resources:

[Tropy Documentation](#)

