History Harvest File Naming Conventions

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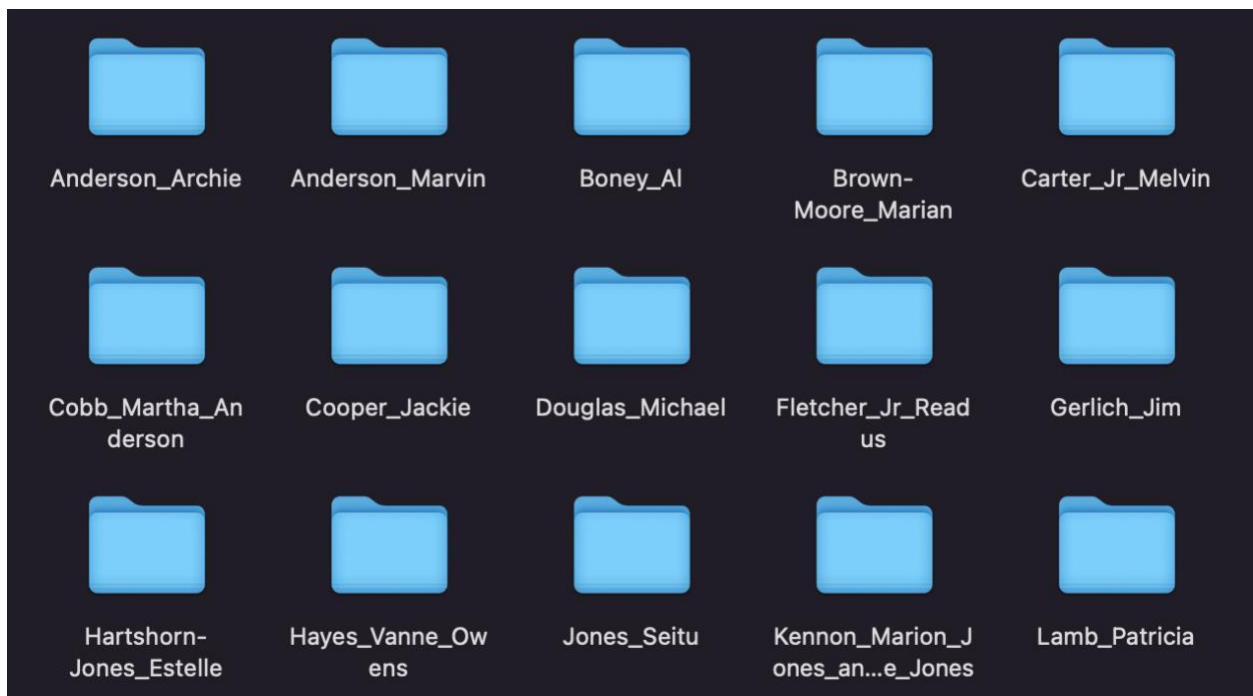
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Setting Up Folders

Create a **folder** for every contributor using the following convention:

> **lastname_firstname**
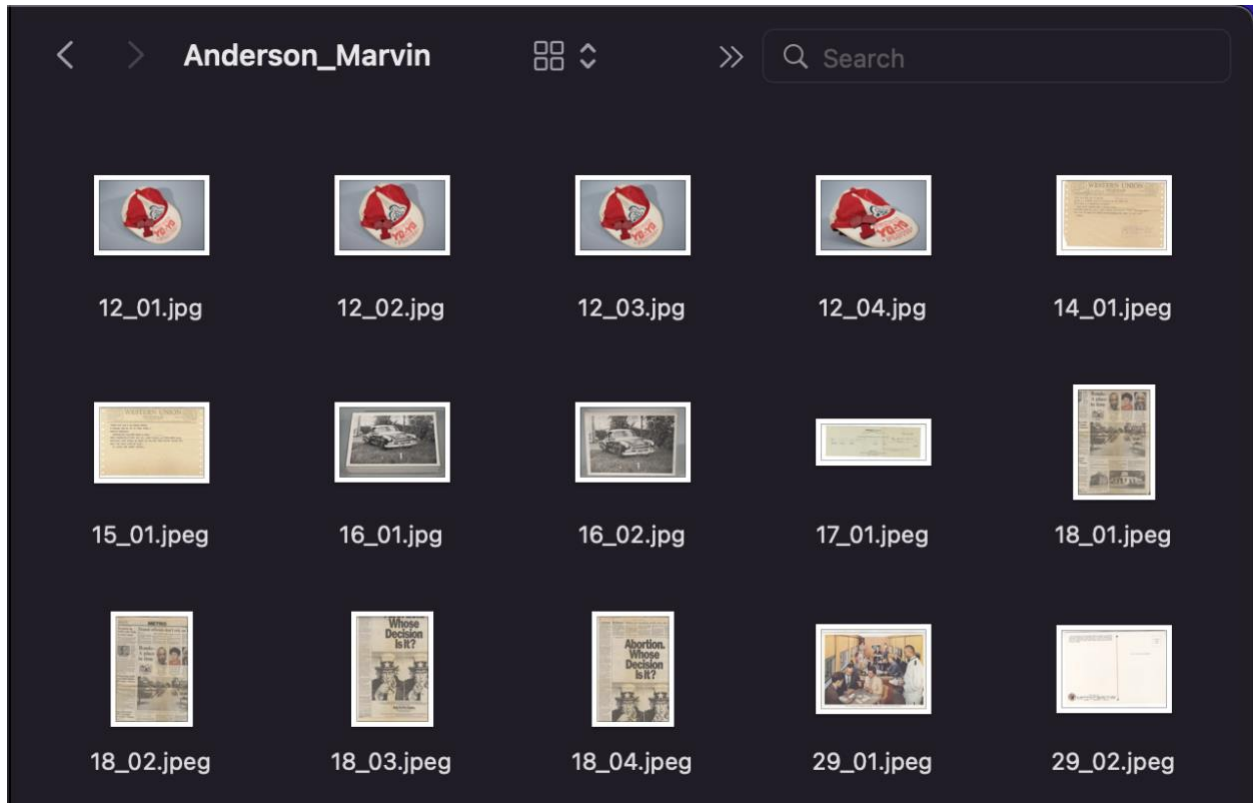> > Example: anderson_marvin

Artifact Images

The folder will contain the **artifact images** (both photographs and scans) collected at the History Harvest. Rename each file to correspond to the Artifact # assigned, using the following convention:

> **Artifact#_001.jpg**
> > Example: 12_001.jpg, 12_002.jpg, 12_003.jpg

Audio Files

If you record any **audio files**, keep it in the contributor's folder. The should be named using the following conventions:

- If the person being interviewed has multiple artifacts, you may want to record the full audio, preserve the full audio, and then cut it into clips for each artifact.
  - **LastName_FirstName_full.mp3**
    - e.g. anderson_marvin_full.mp3
- After editing the audio, rename the file according to the corresponding artifact number.
  - 12_audio.mp3
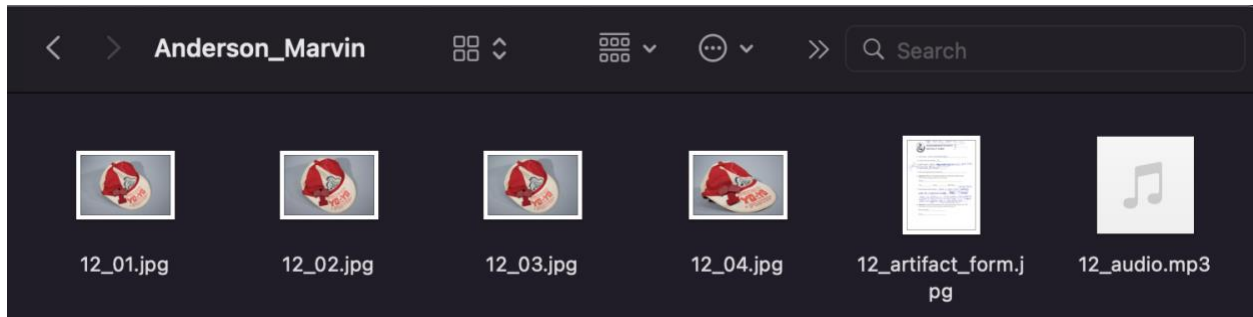
Tips

- When scanning artifacts, scan both the artifact and release forms as well. The digitized version will reside the participant's Omeka collection, though remain private.

- When scanning artifacts, your program may give you the ability to scan directly into the participant's folder and name the files according to the artifact number. This will save time later.

- Since all the photographed artifacts will reside on the same SD card, it is important to take a picture of the artifact form prior to photographing the artifact. This will distinguish the sets of images from the following artifacts. It is worthwhile to photograph the participant release form at this time as well.

- Artifacts can be quite fragile. When handling paper documents, do not unbend edges, unfold corners, break spines, or try to flatten an object for scanning. Objects that cannot be safely placed on a flatbed scanner should be photographed instead.