



# Research data management

HST 804 LEADR visit 2



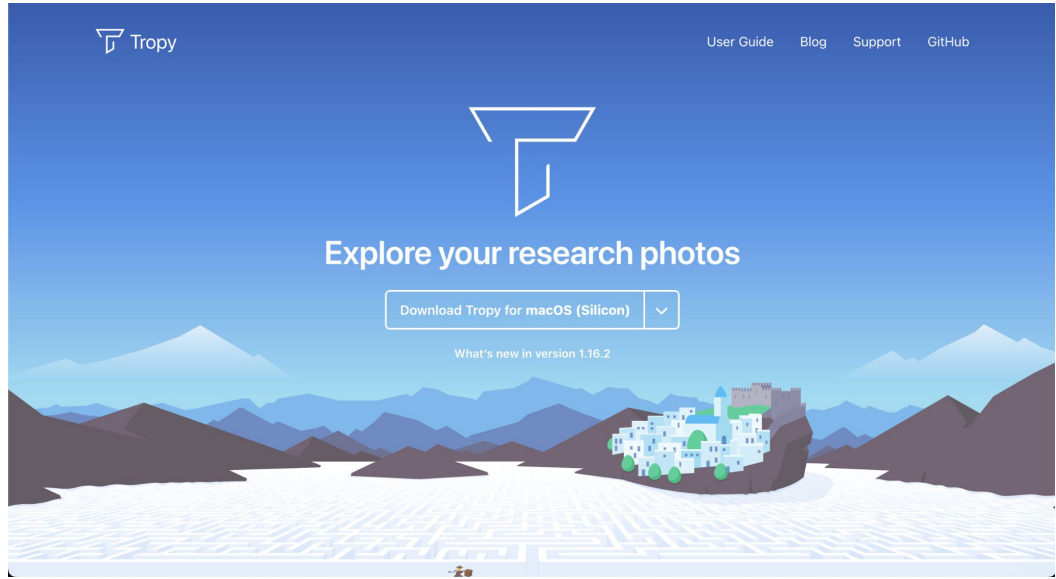
# Taking photos in archives

- Camera vs. Phone
- Tripod
- Storage
- Batteries



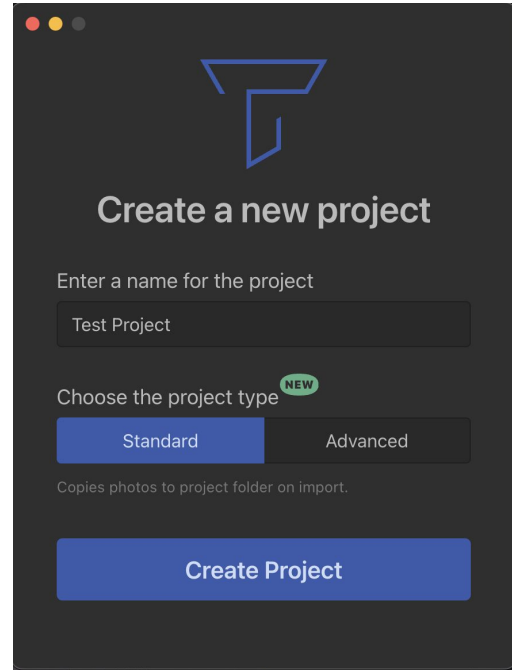
# Tropy

- Go to <https://tropy.org/> and download Tropy.
- It should automatically detect the correct operating system. If it hasn't, choose from the dropdown menu



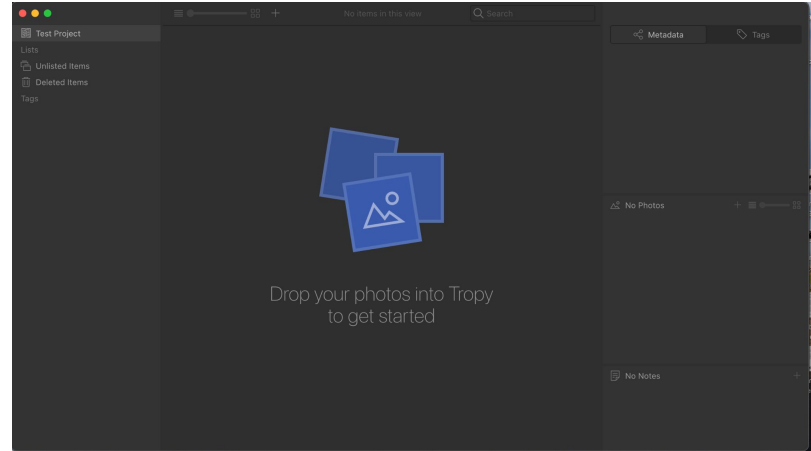
# Tropy: organize & annotate images

- Open the Program and “Create a New Project”



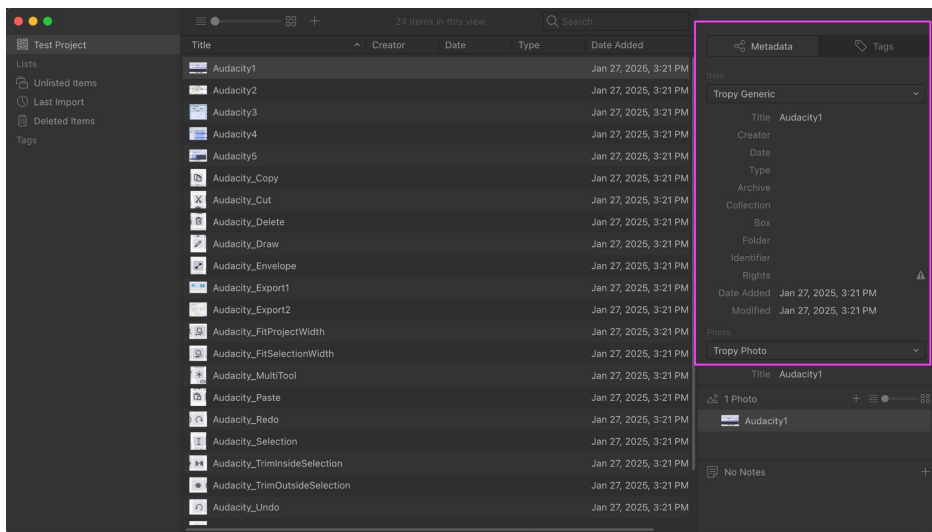
# Tropy - Project Window

- Once in a new project, drag and drop the photos you want to include
- You can sort them into folders, but they will all also live in the general project folder



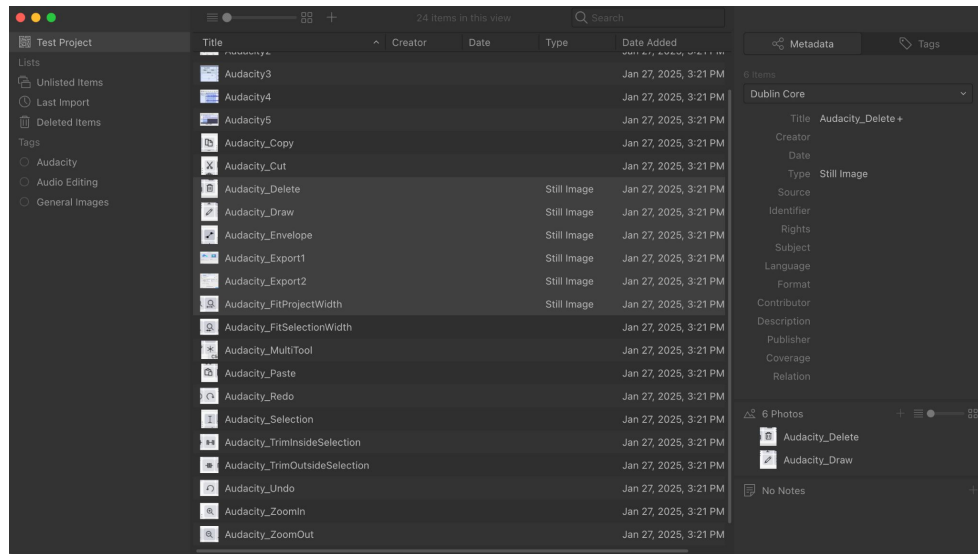
# Tropy - Metadata

- Each item has metadata.
- Tropy will automatically enter some, but you can edit different fields to be as thorough as possible
- You can use Tropy General or Dublin Core styles
- Metadata is very important for keeping track of archival information



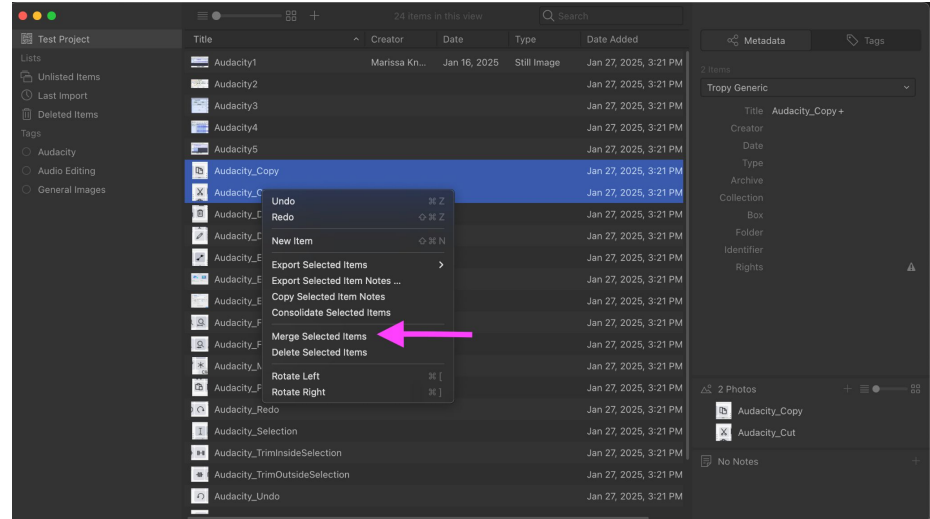
# Tropy - Group Metadata

- If you have multiple items that share metadata, select all the items and edit just one.
- This will auto populate all selected items



# Tropy - Combine Images into 1 item

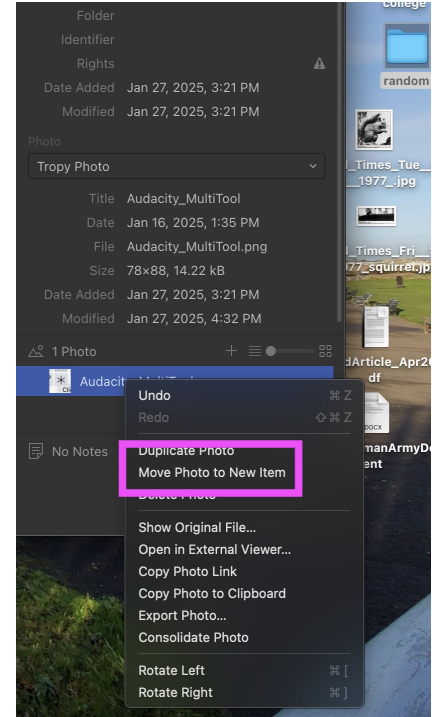
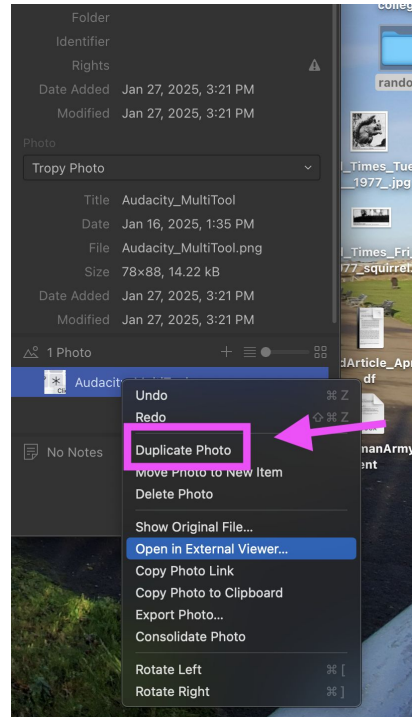
- If you have multiple images from a single item (ex. pages from a book), you can combine them
- Select all relevant images, right click, and select “Merge selected items”





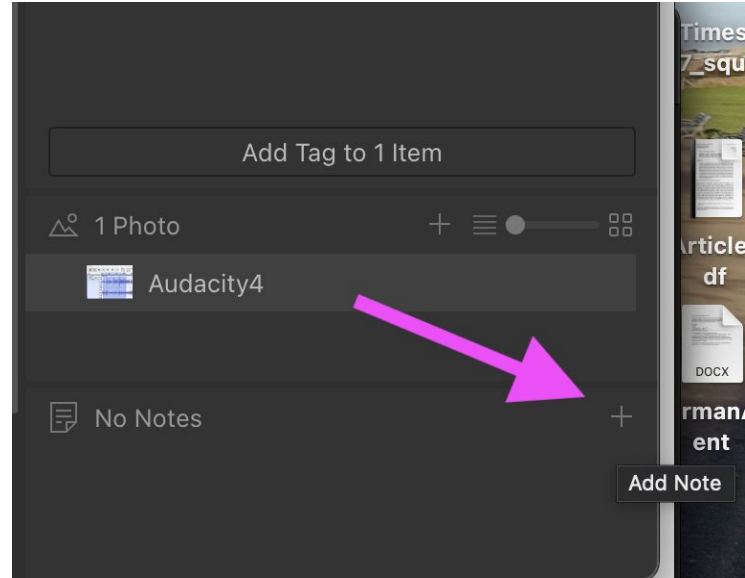
# Tropy - Duplicate

- If you need an item to exist in multiple folders, right click on the photo and select “Duplicate Photo”
- Then, in the new photo, right click “Move Photo to New Item”



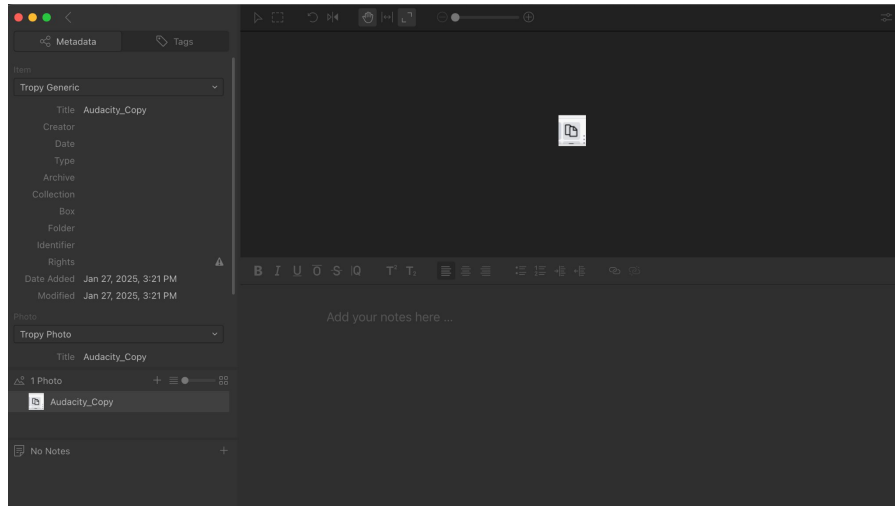
# Tropy - Add Note

- You can add notes to each item by clicking the “+” on the bottom right
- This will take you to item view
- Notes can be supplemental information or transcriptions



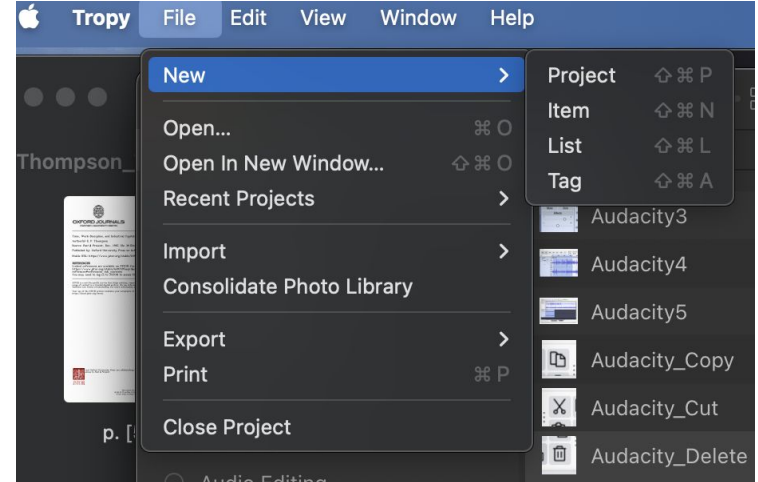
# Tropy - Item View

- In Item View you see the metadata, the photo, and the notes
- This is where you add notes



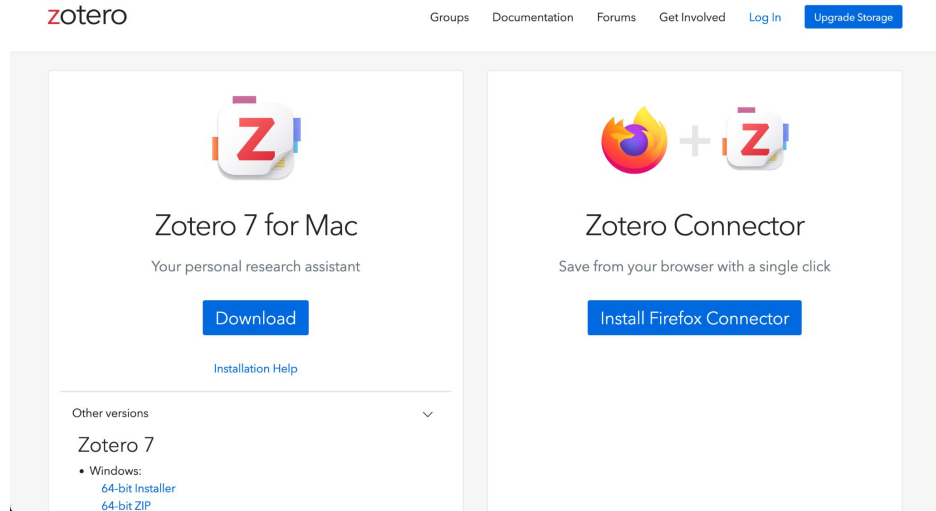
# Tropy - New Menu

- Under File you can find options to add “New”
  - Project: create a whole new project
  - Item: if you have more photos to add
  - List: A folder in a project
  - Tag: to be able to select it for different items



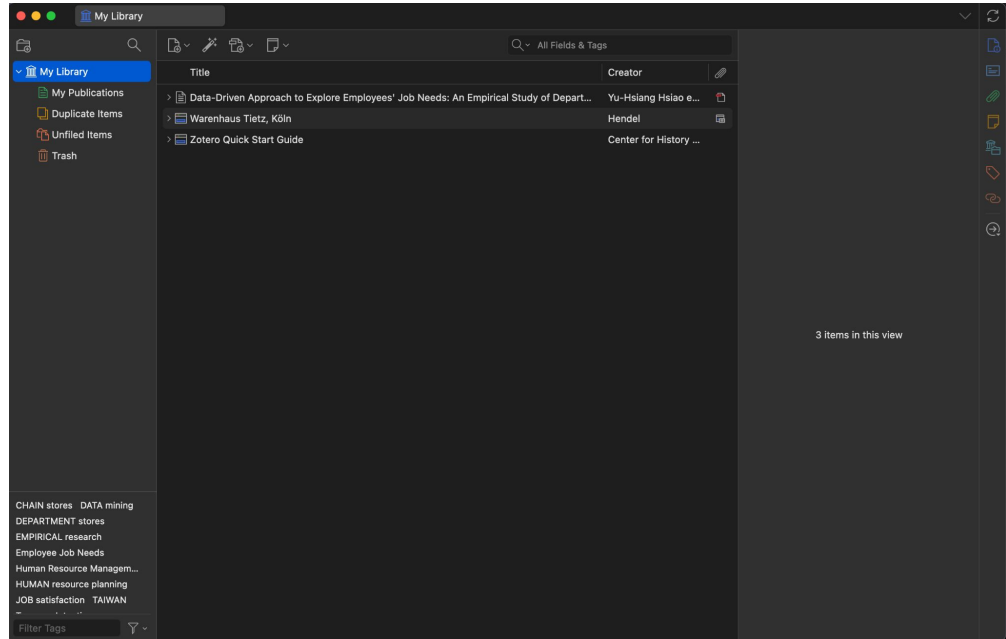
# Zotero: organize and annotate citations

- Visit <https://www.zotero.org/download/> to download the program. Follow the directions to download and open the program for your operating system.



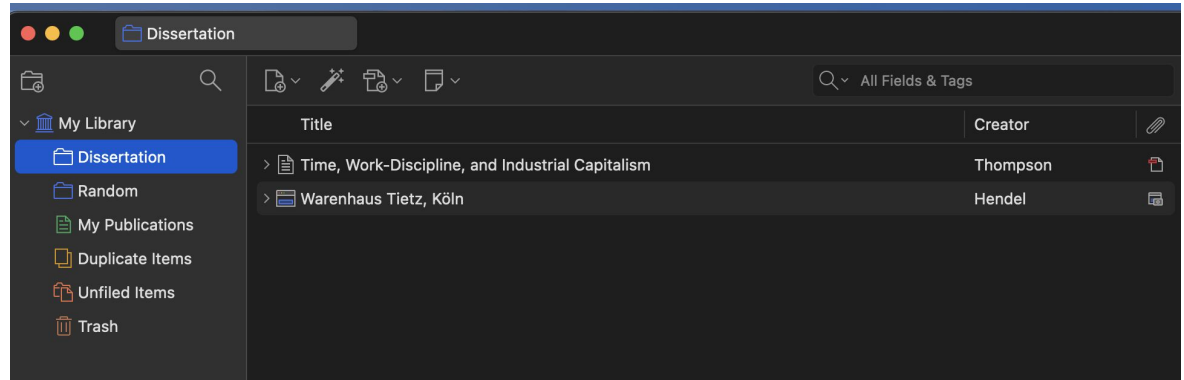
# Zotero - download & open

- Add relevant browser and program extensions (like Word desktop)
- Open the program



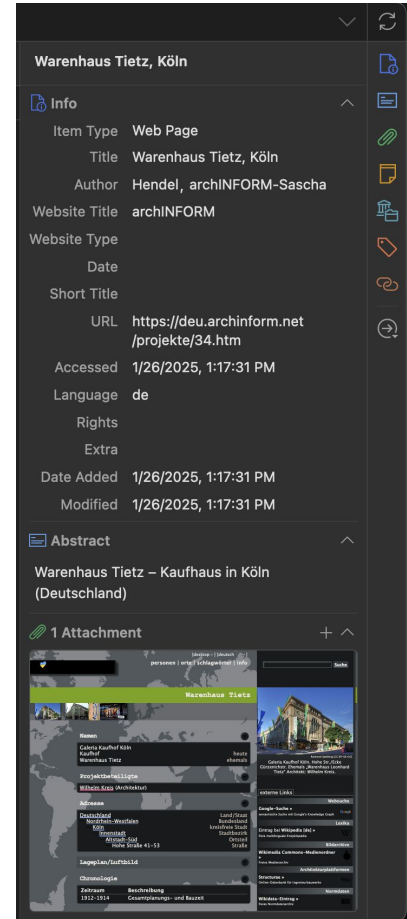
# Zotero - Library

- When you open Zotero, you will see your Library, the items field, and an item info pane
- You can add folders to your library to sort your sources



# Zotero - Entries

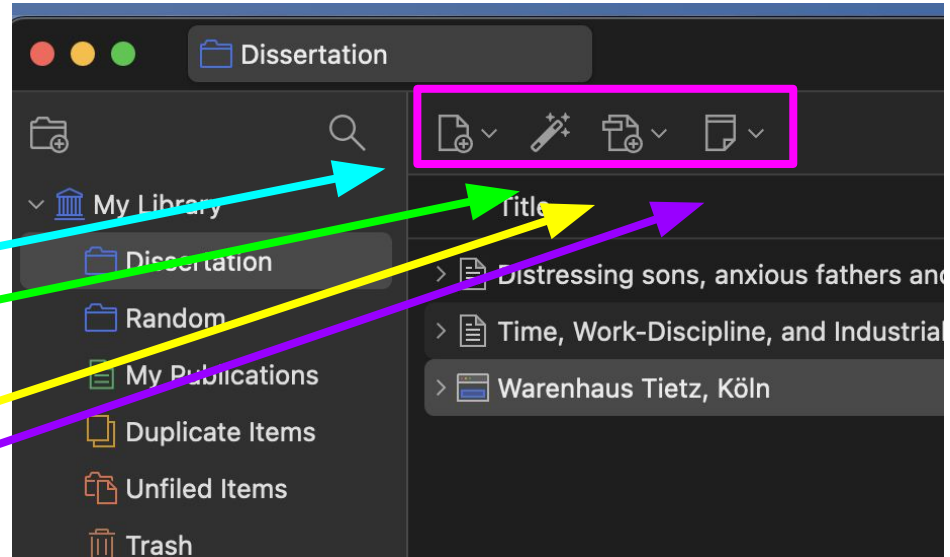
- On the right, in the item pane, you can see the info, abstract, attachment, tags, and notes
- Articles will have the pdf
- Websites will have a snapshot of the page from when you saved the citation





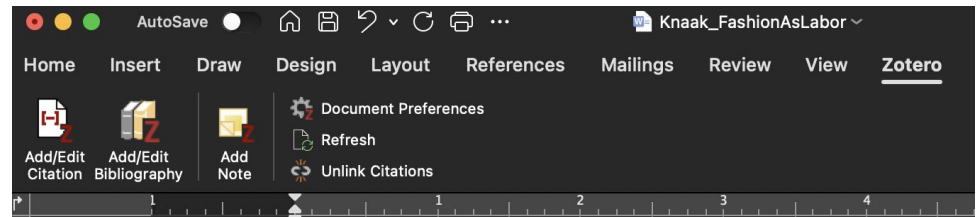
# Zotero - New Items

- You can add items through your browser
- You can also add items in Zotero
  - By item type, manually
  - By ISBN
- You can add attachments
- You can add notes



# Zotero - Word Desktop Extension

- If you add Zotero to your word processor (I use Microsoft Office desktop), you can connect Zotero
- When the extension is enabled, you will have a Zotero menu available
- You can add/edit citations and bibliography and add a note



# Zotero - Word Desktop Extension Citation

- When you “Add/Edit citation”, it will open a search bar
- Type in the source title or author name and select the correct one



- It will enter a citation

archINFORM-Sascha Hendel, "Warenhaus Tietz, Köln," archINFORM, accessed January 26, 2025, <https://deu.archinform.net/projekte/34.htm>.  
Ant. Carl Greven, *Greven's Adreßbuch für die Stadtgemeinde Köln, umfassend: Köln und die Vororte Bayenthal*.

Zotero currently is on 17th edition of Chicago, 18th was released in the fall

# Digitization & digitized sources

- What is digital literacy? Why is it important when talking about digitization & digital sources
- What are the implications of going to archives, taking a bunch of images, and leaving?
- How does access to digitized sources change the nature of research?
  - What are the implications for the field?
  - What are the implications for the communities?
- Does everything need to be digital?

# Major Takeaways

- Have a plan for how you will take notes & images when you conduct research
- Be **consistent** in saving citations & metadata
- Old school is OK