

1.ID NUMBERS AND FILENAMING

1.1. ID numbers

The Digital Collection Day could involve a lot of contributors participating and it is very important that we are able to tie all the information together after the event. To do this we require each contributor to be allocated a unique ID number.

When the contributor comes to the event they will be first met at the Welcome Desk. On the **Welcome Desk Tracking Form** they will be recorded as follows:

WELCOME DESK TRACKING FORM		
Record the name of the visitor in the order they arrived so they progress to interview in order		
ID	Name	Mobile number

The name and mobile number of each contributor will be noted (see separate information on Welcome Desk Guide), as will an ID number.

The ID number will consist of a three-letter abbreviation for the location of the event (e.g. BRA = Bradford) and then a number indicating when the person arrived.

E.g. BRA001 would be given to the first contributor, BRA002 to the second, etc.

The number is given to a contributor group (e.g. if two people arrive from the same family but are contributing one set of stories or objects they would only be given one ID number).

The ID number is also written on the top right of the Story Form, the Demographic Survey and the Visitor Feedback Form, preferably by volunteers on the Welcome Desk. This should also be checked again at the interview station.

Some important points to note:

1. It is essential that the ID number is recorded on all forms and extra pieces of paper used.

2. The three-letter abbreviation to denote location must be agreed with the project in advance of the event. This is to avoid different events having the same code (e.g. an event in Newcastle-Upon-Tyne using 'NEW' and then a later event in Newcastle-Under-Lyme also using 'NEW').

At the interview station, during the course of the discussions, it may emerge that there are actually two contribution groups.

E.g. a couple arrive, are given a single ID number at the Welcome Desk, but then during the interview it emerges that one of them has stories/objects about a relative, then the second has stories/objects about a completely different person.

In this case the interviewer should start a new story form for the second contribution and give them a different ID number and write it on the associated forms.

E.g. In the above example the first person may have the ID number 'BRA001' so the second person should be given the ID number 'BRA001a'.

Filenaming: The Basics

Ideally, but this may not be possible, we would ask you to rename the file to assist us with matching everything up.

A computer file name usually is divided into two parts: *filename.fileformat*. The 'fileformat' is often a suffix of three or four letters to indicate the type or file and/or which application created it.

E.g. shoppinglist.doc the filename is 'shoppinglist' the fileformat is '.doc' (a Microsoft Word Document).

Fileformats are varied but common ones you will see are:

Images: .JPG, .TIF, .BMP

Documents: .TXT, .DOC, .DOCX, .PDF

Audio: .WAV, .MP3

Video: .MP4, .MOV

When a file is created by a computer or device the 'filename' is either automatically created (as in with a digital camera) or created if you are asked to save it. The 'fileformat' is nearly always automatically created.

On computers you often have the ability to 'rename' a file (e.g. on a Windows machine right-click on the filename and choose 'rename', on a Mac it is CTRL-click).

File naming in 'Their Finest Hour'

For 'Their Finest Hour' we will be using a file-naming protocol that gives us information about the contributor and collection event. The standard we will be adopting is:

ID number.fileformat

The 'ID number' is the unique number attached to the contribution which is usually set at the Welcome Desk. It will be written on the Welcome Desk sheet and on the top right hand corner of each form. There is separate information on this but it consists of a three letter abbreviation of the location of the event, then a number (starting with '1') for each contributor. For example, the first person coming to an event in Bradford may be given the ID number 'BRA001', the second person 'BRA002', etc.

Each contribution may generate a number of files from a number of sources. They may have objects photographed at the digitization station (which will generate a lot of individual digital photos each is an individual file), they may have an item taken away for scanning, they may have an audio recording of an interview or interviews, and they may bring a CD or memory stick with pre-digitized files. All of these will have a variety of filenames and on the face of it be impossible to tie together.

To help us do this there are a number of things that will assist:

1. As noted in the training and guides, the first photo or scan of any object should include the raffle ticket associated with it
2. All forms will have the ID number written on them
3. In interviews the interview will start by repeating the name of the interviewee, the date, and location
4. Use a filename that identifies the contributor

Wherever possible then we would ask cataloguers and event organisers to rename files before submitting them to the project. The steps we would ask are:

1. Assemble the photos, scans, and audio files related to a contributor
2. Rename the filenames to match their ID number:

E.g. a contributor is given the ID number 'BRA0001' and in the course of the collection event their story generated three files: an image of a single-paged letter created at the digitization station of 'abcd.jpg', an audio file of their interview around the story form

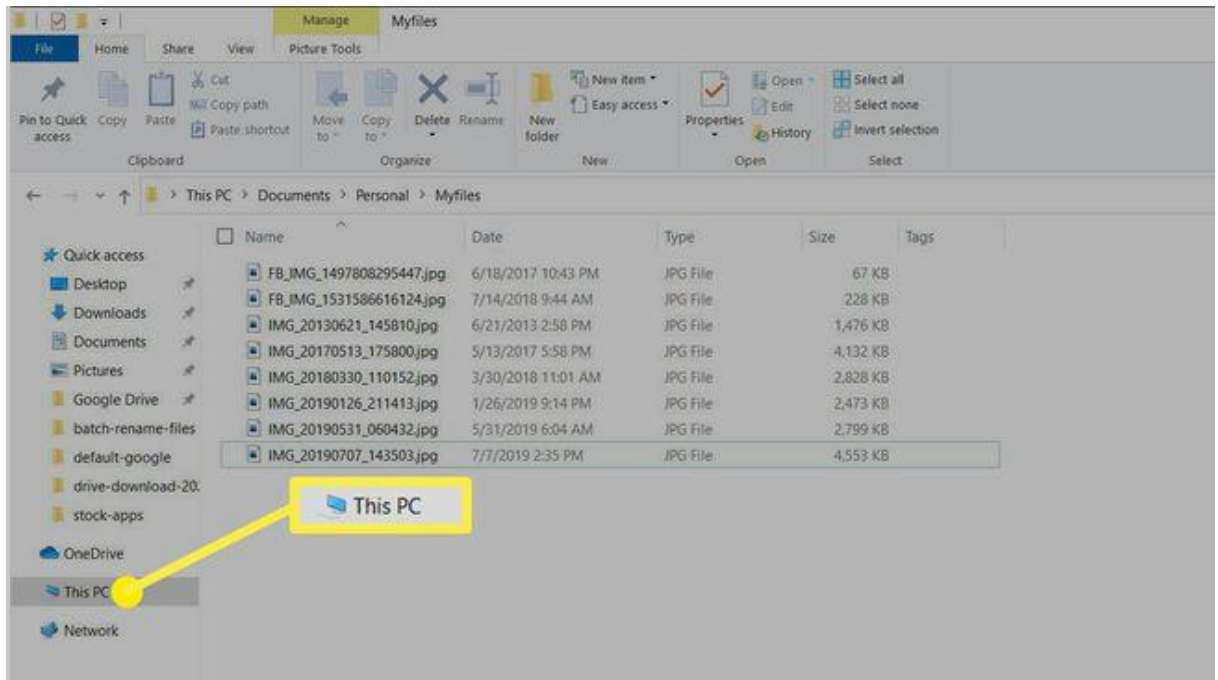
of '1234.wav', and a word document they brought in with them on a memory stick named 'mymum.doc'. Each of these should be renamed (respevtively) BRA0001.jpg, BRA0001.wav, and BRA0001.doc.

3. Where multiple images have been taken relating to a single contribution (e.g. 20 images of a 20-page diary) we would ask the filename reflects this, e.g. BRA0001_1.jpg (the first page), BRA0001_2.jpg (the second page, etc).

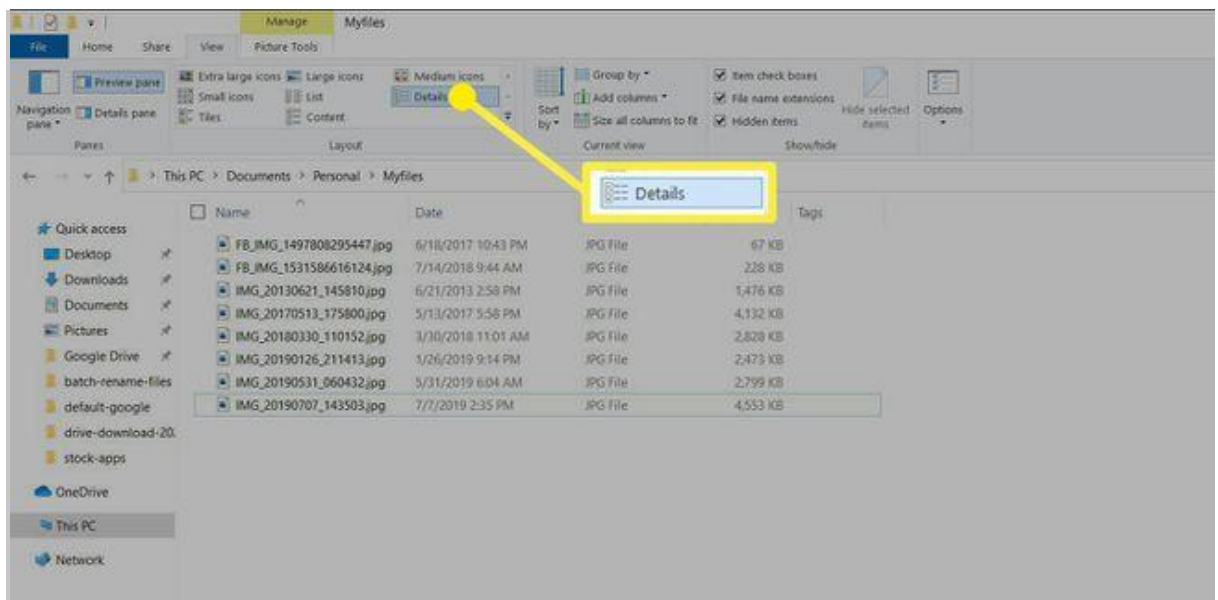
When faced with hundreds of images though this may seem very daunting. Thankfully computers can help you do this very quickly. On the next pages are simple instructions on how to rename a lot of files in one go using Windows 10 or a Mac.

Batch Renaming Using Windows 10

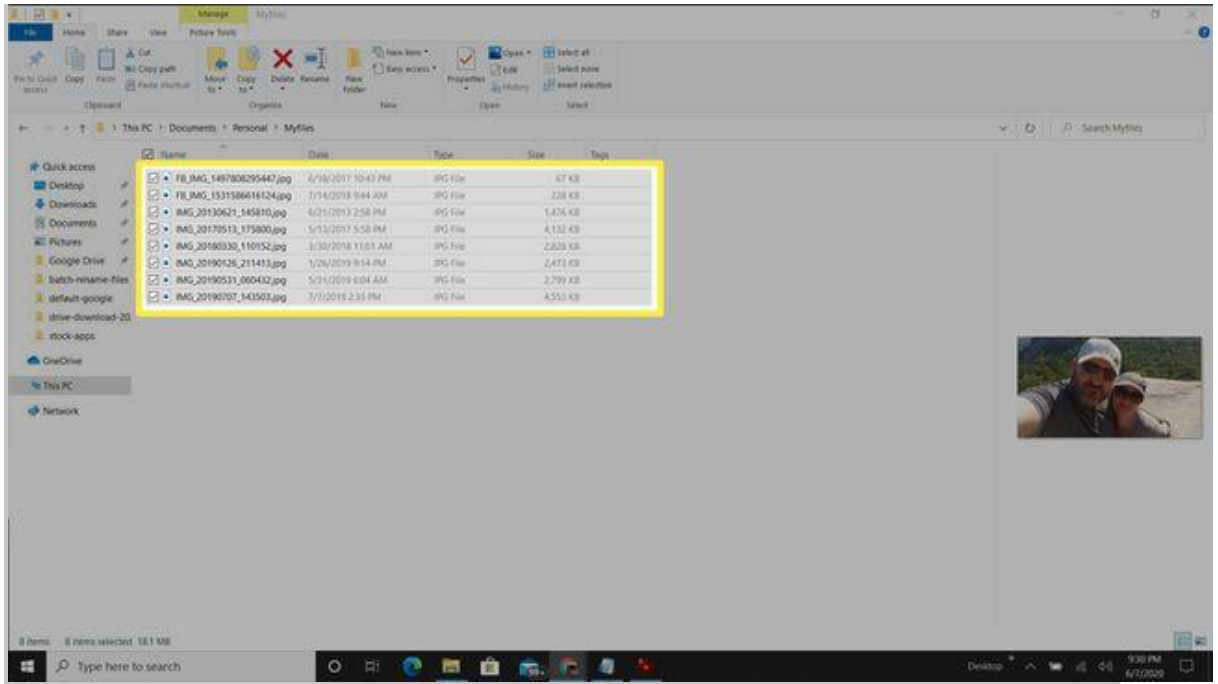
1. Open **File Explorer** and navigate to the folder that contains all the files you want to rename.



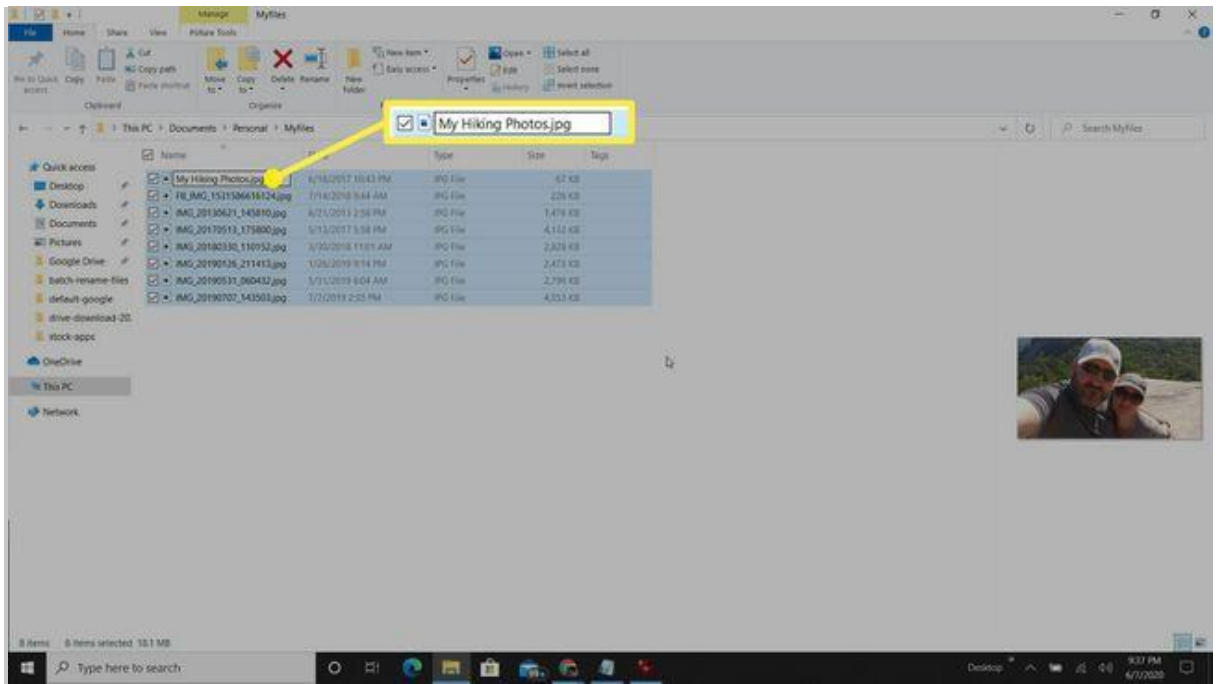
1. Select **View > Details** in the **Layout** group in the ribbon. This lets you view the entire file name for each file in the folder.



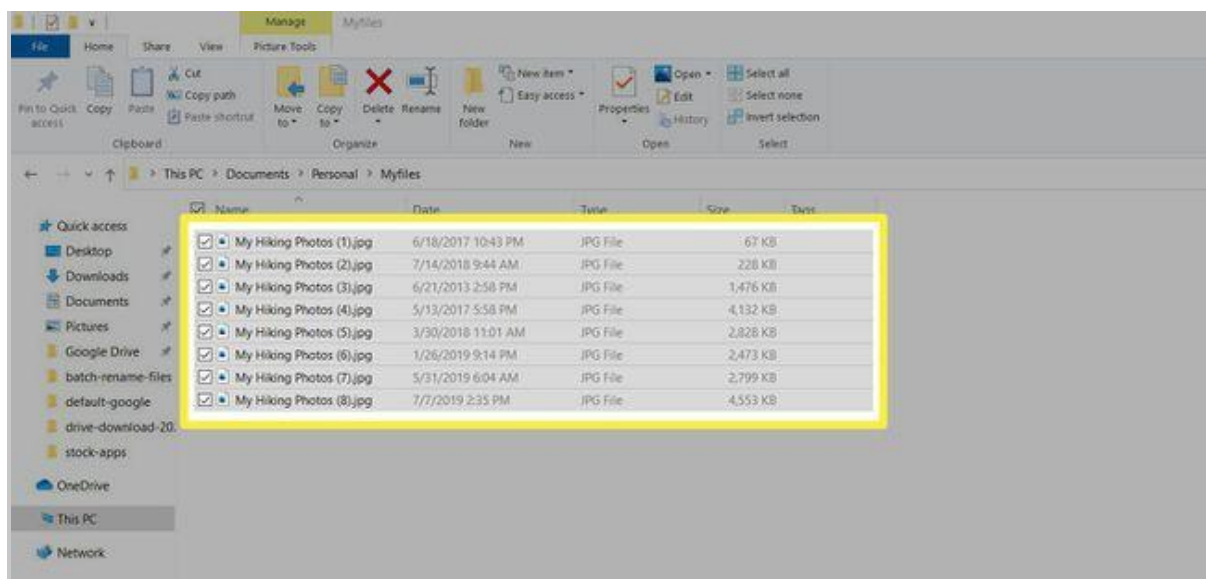
2. Select all files in the folder by selecting the first file, holding the **Shift** key, and then selecting the last file. Or you can select **Ctrl+A** to select all files as well.



3. Select **Home > Rename** from the **Organize** group in the ribbon. This will change the first file to a field so you can type the new file name. Type the file name you'd like to use to rename all the files.



4. When you press **Enter**, you'll notice all the other selected files received the same name with a number at the end to differentiate each file.



Using File Explorer to batch rename files in Windows 10 is just as fast as renaming a single file, with just a few extra clicks.

Batch Renaming on a Mac

1. Within a Finder window, **select** the files you want to rename. You can **drag the cursor** to select multiple with a box, or **shift-click** or **Command-click** the files, or in the Menu, select **Edit** then **Select All**.
2. With the files selected, either **right-click** the selected files and select **Rename**, or go to **File** then **Rename** in the Menu.
3. Use the **dialog box** to rename your files.
4. Once complete, click **Rename**.

On clicking Rename, all of the selected files will be renamed according to the settings within the Rename Finder Items dialog box.