

D.1 Purpose of this Annex to [Guidance to Volunteers](#)

This annex provides suggestions and/or guidance on:

- potentially useful websites for research online for information and/or images
- searching and saving text and images on special sites; taking screenshots
- making a simple audio-video file with a sequence of still images
- how to reference your folders and files for delivering assembled material and research

D.2 Potentially useful websites for research online

Hathi Trust - massive repository of digital content from research libraries in public domain.

<https://www.hathitrust.org> or just search for “hathi trust”

Internet Archive - non-profit library of millions of free books and some images.

<https://archive.org> or just search for “archive org”

Wikipedia - free, open content, online encyclopaedia, including significant collection of images, compiled collaboratively by the people who use it.

<https://en.wikipedia.org>

Wiki ‘family’ of free online content includes

Wikimedia Commons - over 50M free media files <https://commons.wikimedia.org>

NLW Resources - digital resources available free from National Library of Wales. Full list at

<https://www.library.wales/discover/nlw-resources/nlw-resources>

These resources from NLW include:

Welsh Newspapers Online - <http://newspapers.library.wales>

Welsh Journals on Line - <https://journals.library.wales>

Places of Wales - Welsh Tithe Maps - <https://places.library.wales>

Dictionary of Welsh Biography - 5,000 significant persons - <https://biography.wales>

Standardised list of Welsh place-names - Spelling on y Gaer labels must comply with this.

<http://www.comisiynyddygybraeg.cymru> click on ‘Commissioner’, click on ‘Place-names’

National Museum of Wales - extensive collections on line, mainly images.

<https://museum.wales/collections/online>

People’s Collection Wales - digital collections, mainly images, from the heritage institutions in Wales, alongside content from smaller museums, archives, libraries and individuals.

<https://www.peoplescollection.wales>

Powys Archives - based at Llandrindod Wells, archive mainly of physical documentary records from across the county of Powys. Search catalogues online; limited digitised records online. You generally need to visit the well-organised archives to see or copy the document.

<https://customer.powys.gov.uk/archives>

Archwilio - Welsh Historic Environment Records (HERs) of thousands of sites across Wales, the Breconshire part is compiled by the Clwyd & Powys Archaeological Trust (CPAT).

<https://www.archwilio.org.uk/arch>

Coflein - database for National Monuments Record of Wales (NMRW - mainly buildings and archaeology, includes good images and aerial photographs) held by the Royal Commission on the Ancient and Historical Monuments of Wales (RCAHMW)

<http://www.coflein.gov.uk>

Geograph - free database of geographically representative photographs and information for every square kilometre across UK; has now achieved significant overall coverage.

<https://www.geograph.org.uk>

Britain from Above - over 4,000 Aerofilms photos of Wales dating from 1919 to 1953. Wales section of the archive is overseen by RCAHMW.

<https://britainfromabove.org.uk/en>

National Library of Scotland - good free collection of early OS maps, including Breconshire.

<https://maps.nls.uk>

British Museum - extensive collections online at:

<http://www.britishmuseum.org/>

British Library - not necessarily free; online images at:

<https://imagesonline.bl.uk>

Invaluable - a huge range of items that have passed through the World's premier auctions and galleries.

<https://www.invaluable.co.uk>

Copyright You will always find a webpage / section on each of the above sites about the conditions for reproducing images obtained from that website for public use. We are in the process of writing an annex on Copyright and Acknowledgement, and also clarifying the position with the leading Welsh sources above with regard to public display of images on the stand-alone digital terminals. See also Section 4.3.5 of the Interim Guidance.

See next page for Section D.3 - Hints for collecting text / images.

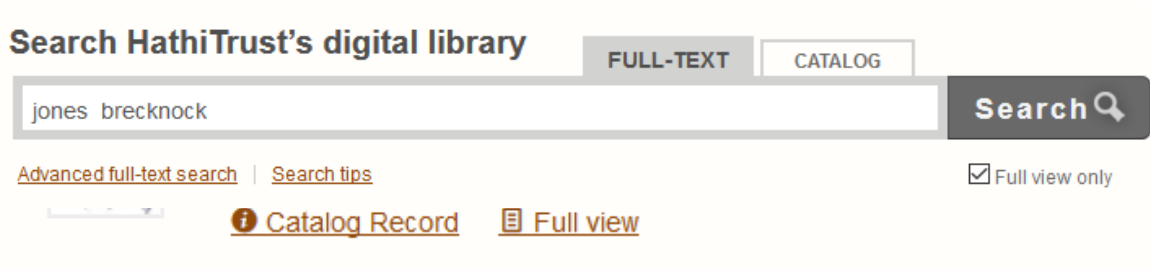
A section on audio-video is **in preparation** (available late November 2018)

D.3 Hints for collecting text / images

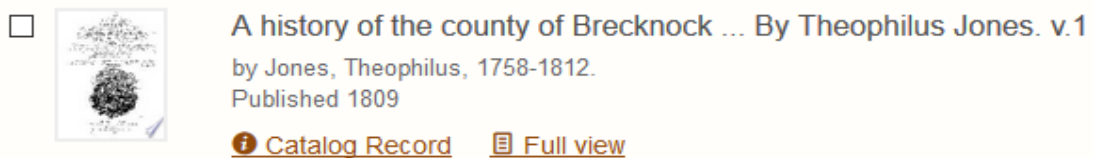
Section on audio-video is **in preparation**

D.3.1 Search for text

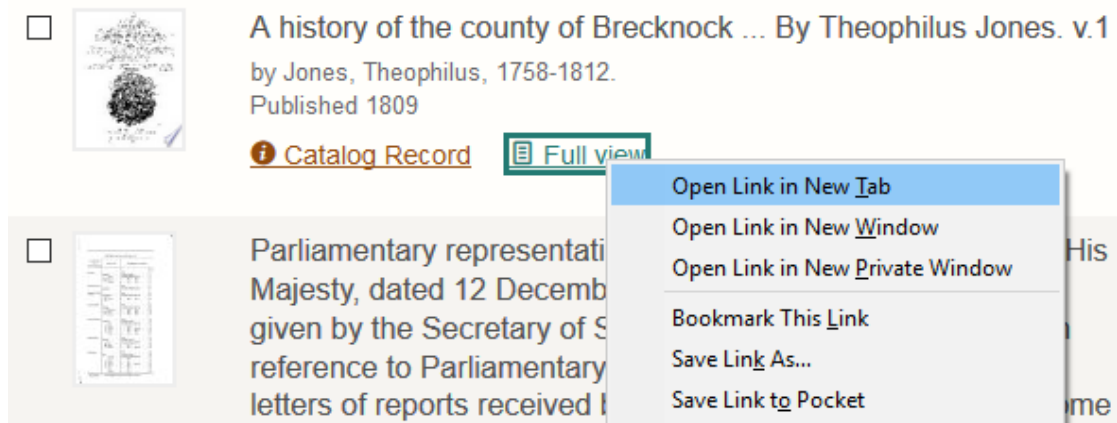
Example using Hathi to see Theophilus Jones' 'History of the county of Brecknock'



and you will get a huge number of responses, including:



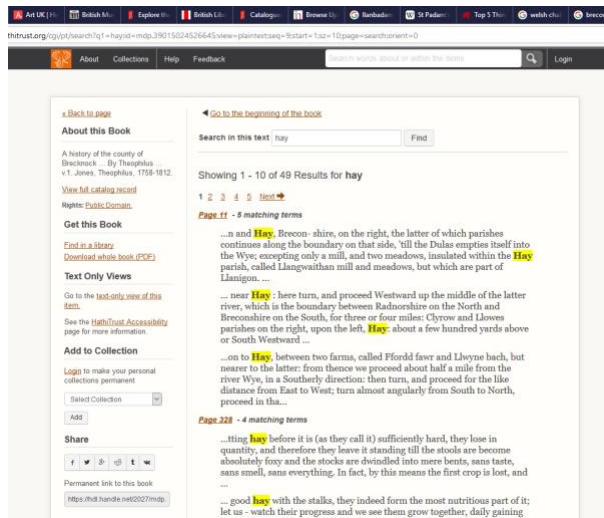
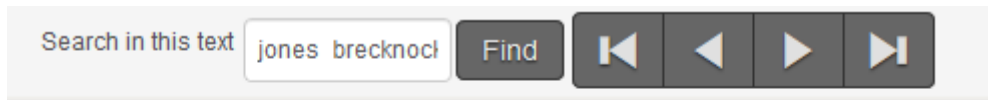
Click right on Full View to get a new window:



Click on the lines logo and you will get the book in Plain Text that can be cut and pasted into your document.



It also allows you to search the text; Clear *jones brecknock* and put in your search word: e.g. hay



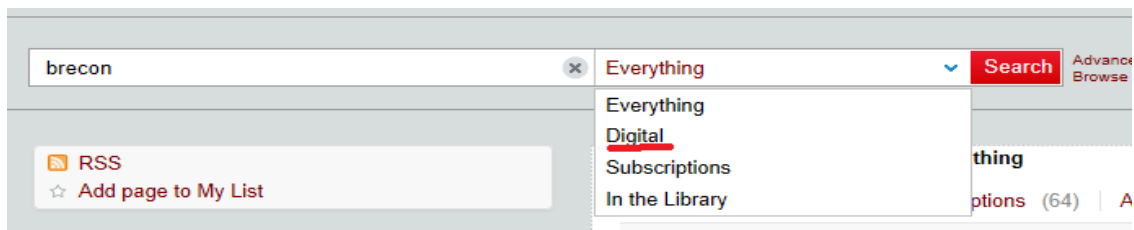
D.3.2 For Visual Images

First use Google search and select Images

For all oils in Brecknock Museum & Art Gallery collection, use <https://artuk.org/> and search 'Brecknock Museum'

National Library of Wales <https://www.library.wales/>

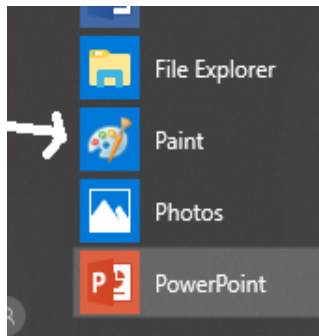
Search collections . To get images only Click on arrow by Everything and choose Digital



D.3.3 To take screenshot images from your computer screen

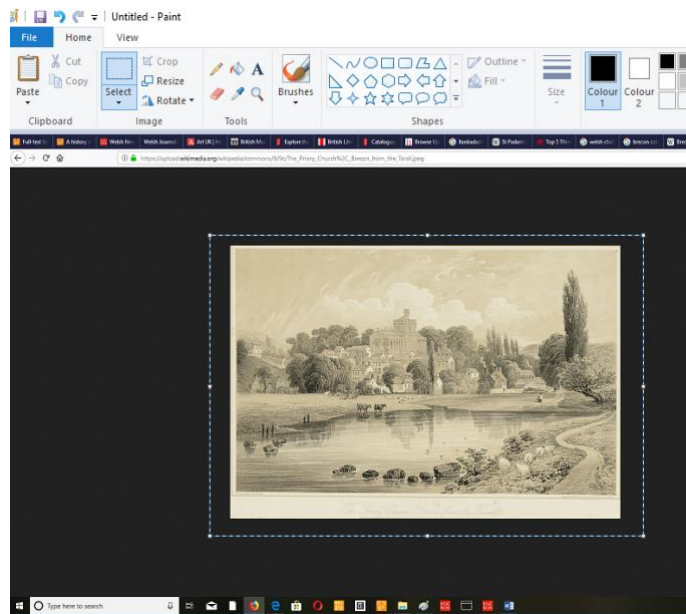
When you have an image you want to file and the webpage won't allow you to 'COPY' or 'SAVE AS', then Windows users can click on your *prt sc* key on keyboard (top right)

Open **Paint**. All computers with MS Windows have this programme.



Click Paste and the whole image will appear.

To select just a portion click on **Select** and use the cursor to select the part of the image you want.



You can then **Copy** this and **Paste** into your Word document. Alternatively, you could save the image as a JPEG or PNG file



This is particularly useful for Maps.

Add information and arrows to chosen portion of map using PAINT

All images will need to be formatted to fit into text. Highlight image

Press Format

Choose 'WRAP TEXT'

Select 'TIGHT or BEHIND TEXT'

D.4 Your folders and files

Two folders For each object on which you carry out research and assemble interpretative material, you should create two dedicated folders on your computer for material that you either will hand over or have handed over to the Museum. The two folders contain:

1. Research - all the potentially-useful material resulting your research on that object
2. DLs - all the final draft interpretative material on the digital labels for that object.

You may well accumulate other material about the object which you will retain but not hand over to the Museum. You should always retain a folder containing the material that you have handed over so that you can discuss this with the Project Team or the future Museum staff.

Object reference Please use the following system for electronic folders and files. The Project necessarily generates a large amount of data and without proper referencing it will be easy for items to go astray!

With folders or files, always include a reference to the object concerned by (a) its Project reference number, and (b) its simple name in Museum's Modes database. Thus, for example, one would refer to the Llan-gors Logboat (Museum Record no. 171) as 'Int74 - Logboat'. The reference system is described below for the Llan-gors Logboat as an example:

- Research folder: 'Research - Int74 - Logboat'
- Any folder or file within the Research folder: 'Res - Int74 - Logboat - title'
- Digital Labels folder: 'DLs - Int74 - Logboat'
- Text in DLs folder for an object: 'Int74 - Logboat - Text - v1'. This is a single Word doc or docx file that you build up progressively as you first complete assembling material for the Main digital label and deliver this (v1), and then add to as you complete assembling material for further secondary digital labels and deliver this (v2 and possibly v3). The Word file will contain the interpretative text, titles and any other typed matter such as a URL for a QR code, a Grid reference for a map, and/or explanation of copyright for images. An example of the Word file content for the Main digital label illustrated on Screen C in Section 3.2 of the Interim Guidance is given in Appendix 1 to this Annex.
- Images submitted for any object: 'Int74 - Logboat - Image 1 - Boat'. Image 1 is for the Main digital label; Image 2 would be for the 1st secondary digital label; Image 3 for the 2nd secondary digital label etc. Copyright and acknowledgement details should be submitted in the accompanying Word file. Images should be JPEG, TIFF or PNG - **not** PDF. Preferred resolution is **200 dpi** - we recognise this may not be possible for some images.
- Audio-video material for any object: 'Int74 - Logboat - AV - title'. 'Title' is a description of what the item is - e.g. Image 1; Cranog.mp4. See Section D.3.4 (**in preparation**) on Audio-video for more detail.

Appendix 1 - Example of text in Word doc in DLs folder - **in preparation**