

Guide to Adding Image Links to the Polish AGAD Digital Archives

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Overview

This Guide is for volunteers assisting the Jewish Records Indexing – Poland organization (JRI-Poland) with the project to add image links to the AGAD (Archiwum Głównie Akt Dawnych - The Central Archives of Historical Records in Warsaw) digital images. The result of this effort will be a cross reference from the JRI-Poland vital record indices for each town to the actual images on the AGAD site to which they refer. For most towns these indices already exist, but without the image reference (or link). In other cases the index has not yet been created, so those projects will require the creation of the index along with the image reference links.

These linking projects also provide an excellent opportunity for a second look at the existing index data, and to correct indexing errors as they are found.

This document contains more detailed information than most people will need. It is intended to answer various questions that may come up, and serve as a reference guide. The very short explanation of what you will need to do is to enter a single number on each row of a Microsoft Excel spreadsheet. Once people are set up and understand how the tools operate the work can go quickly.

Thank you for volunteering to work on this project. Making the leap from a very slow and costly process to acquire copies of image records to the immediate gratification of viewing (and optionally downloading) these records for free will be of great immediate benefit to our fellow researchers and for generations to come.

The Work of this Project

This project requires the addition of one column of data to the previous JRI-Poland town index files: Image Number.

B	C	D	E	F	G	H	I
GIVENNAME	YEAR	TYPE	ACT	PAGE	IMAGE NUMBER	EVENTYEAR	SIGNATURE
Daniel	1856	B		4	1		100
Siskind	1856	B		4	1		100
Israel Leib	1856	B		4	1		100
Leib	1856	B		4	1		100
Chajem	1856	B		5	2		100
Schimon	1856	B		5	2		100
Siskind	1856	B		5	2		100
Babzi	1856	B		5	2		100
Hinde	1856	B		5	2		100
Aron Leib	1856	B		5	2		100
Berisz	1856	B		5	2		100
Beril	1856	B		5	2		100
Wittil	1856	B		5	2		100
Mayer	1856	B		5	2		100
Chaie Rebeka	1856	B		5	2		100
Isaac Leib	1856	B		5	2		100
Meyty	1856	B		5	2		100
Schimon	1856	B		5	2		100
Reise	1856	B		5	2		100
Isak	1856	B		5	2		100
Siskind	1856	B		5	2		100
Sara	1856	B		5	2		100
Rubin	1856	B		5	2		100
Isak	1856	B		5	2		100
Sara R.	1856	B		5	2		100
Markus	1856	B		5	2		100
Ite	1856	B		5	2		100
Abraham Leib	1856	B		5	2		100
Ruchil	1856	B		5	2		100
Herz	1856	B		5	2		100
Lea	1856	B		5	2		100
Jacob Mayer	1857	B		6	2		100
Chaim	1857	B		6	2		100
Rebeka Jenta	1857	B		6	2		100
Maier	1857	B		6	2		100

you will be responsible for these

Keep in mind that the Signature column may be the same throughout the entire file you are sent, or it may change occasionally, for instance when a different range of years is covered. When a new Signature number occurs the Image Numbers will start a new sequence, too. These values were specified by the Polish Archives and are not subject to JRI-Poland's control.

The one item that you must enter or verify is the Image Number that will be associated with each record. This is the number that appears at the end of the file name in both the browser URL and underneath each image. The coordinator may fill in the first few Image numbers as examples before sending a file to you.

If there is no image for a particular record please **leave the Image Number column blank** for that record. If there are multiple images containing the same record please **enter only the single Image Number that shows the best view** of that record, since we cannot link more than one image to a record. If one record spans more than one image please **enter only the Image Number for the first image**, but put this in the Comments column:

record extends onto next image

Automatic Generation of Image Numbers

Some towns have a very consistent number of records on each page. If you look at several images and your data seems to have a constant number of records per image then it can be more efficient to automatically generate the Image Number values and then verify them rather than manually enter the number for each record. If the number of records per image varies then please ignore this section. Tabular records will often be good cases for automatic image number generation; long paragraph style entries will not.

Here is one way to automatically generate Image Numbers:

- 1) Manually enter all of the Image Numbers for the first image.
- 2) Select the first Image Number cell of the second image.
- 3) Type an equals sign: =
- 4) Click on the cell of the first Image Number of the first image.
- 5) Type a plus sign and the number one: +1
- 6) Hit the Return or Enter key.
- 7) Select the cell you just entered (you may have to move up).
- 8) Scroll down to the last cell that you want automatically fill and click on it while holding down the Shift key. (Scroll using the scroll bar rather than Page Down because you want to keep the last cell that you entered Selected.)
- 9) Use Excel's Fill Down command.

Now you should have the Image Number column filled with numbers that step up every time another set of records amounts to the number of records per image in your file. Go back up to the beginning of these numbers and verify each record as you step through the corresponding images online. Whenever you find a difference simply type the correction in place of the automatic Image Number. The Image Numbers below will automatically update to adjust to your change.

There are various reasons that the automatically generated numbers may not match the images. These include when an image contains a different amount of records, when twins have been indexed as two records even though they were entered in a single record in the original register (we do want our index to show them as two rows), and when an image is missing or has been duplicated during digitization.

Error Correction

Please try to check the indexed names for the records that you work on, to the best of your ability to read them in the images. When you do observe what you feel is an entry error please make the appropriate correction, but flag the field so that the coordinator can double check it later. A simple way to flag the field would be to shade the cell with a color. [The Excel Track Changes feature is not useful for us since the Image Number column will log a large number of changes.]

You may also find records that were not entered in the original index. In this case please add rows as appropriate and flag them.

Some files include a column labeled "Errata". This will contain requests to double check an issue that was noted during an editing process. These are typically very infrequent, but please verify the issue noted when it is present, and update the errata entry if appropriate.

Pages vs. Images

Keep in mind that some images contain one page and others contain two pages. Please make sure that you are not skipping a second register page that may appear on the right side of an image. Some of our index files contain Page numbers; usually when there are no record (Akt) numbers. Be aware that the Image numbers may track along with either a single or a pair of Page numbers.

Compatibility

These files will be sent as Microsoft Excel files. You can provide them in either the older .xls format or the newer .xlsx format. The default format will be the newer .xlsx format, so if you do require the older .xls format please let your volunteer coordinator know so that the appropriate file format will be sent to you.

You can edit these files using either Macintosh or Windows computers. Note that if you do need to correct a name using extended characters (e.g. A or E ogonek or barred L) you should be using a font that uses the UTF character codes.

Navigation

Sometimes the Archives will include multiple images of the same page, and occasionally one or more pages have been skipped in the digitizing. Note that sometimes a page was imaged multiple times with added scraps of paper folded over different ways. It may be that some records on a page appear better on one image, and other records on the same page look better in a different image. That is OK - it is not necessary for every record on the same page to link to the same Image Number. If there are multiple images for a page please enter the best Image Number for each record solely on the basis of which Image displays that one record in the best possible way.

At the bottom of the window are **Previous** and **Next** controls to step to adjacent images. The Image number is the final part of the file name displayed in the center of the bottom of the page. In the example below the Image number that you need to enter is: 51

