

A2A (Access to Archives)

Guidelines for formatting and linking to images contributed through A2A projects

1 Introduction

Some contributors of catalogues to A2A choose to provide links from descriptions in those catalogues to images of the archives described. This practice is encouraged, as it appeals greatly to users of A2A. The aim of this document is to facilitate such links being made.

These guidelines are made up of two parts:

- Guidance on the dimensions, file format and file size of the images to be linked to
- Guidance on how to insert descriptive metadata (including filename and path) for each image into an electronic catalogue for A2A to enable the link to take place

These guidelines are not concerned with the work of archival cataloguing itself. Contributors undertaking this work for A2A should consult *A2A – Guidelines for New and Revised Cataloguing*.

Reference is made in these guidelines (see s 3 below) to the use of EAD encoding, but no prior knowledge of EAD is required.

These guidelines are not primarily concerned with the technical process contributors use to prepare catalogues for submission to A2A. There are a number of options here and the A2A Central Team will give related technical advice or guidelines as necessary.

Note: these guidelines supersede *A2A – Guidelines for format of images contributed as part of A2A projects* (April 2003).

2 Images

Below appears guidance on required dimensions, file format and file size for images linked to A2A catalogues. **If contributors feel they cannot conform to this guidance in any respect, they should consult their A2A Editor as soon as possible.**

Partners may wish to get their images created at a much higher resolution initially (for their own master archive). This might mean scanning to much larger dimensions, little use of compression, or employing complex image formats such as TIFF.

Much lower resolution versions conforming to A2A guidelines can then be created from the master copies using image-processing software, such as the batch image conversion facility in IrfanView. The creation of a high quality master archive also enables much greater scope for future possible re-use of the images, such as in publicity material.

Images linked to A2A catalogues should conform to the following in terms of dimensions, file format and file-size:

- 'Portrait' images should *ideally* have a VERTICAL dimension of 450 pixels. The HORIZONTAL dimension will then be a relative proportional value, usually somewhere in the range 300-350 pixels. If the HORIZONTAL value must be fixed, use 350 pixels.
- 'Landscape' images should *ideally* have a HORIZONTAL dimension of 450 pixels. The VERTICAL dimension will then be a relative proportional value, usually somewhere in the range 300-350 pixels. If the VERTICAL value must be fixed, use 350 pixels.
- If larger image dimensions *must* be adopted (for example, for reasons of legibility), these should ideally never be greater than 640 pixels HORIZONTAL x 480 pixels VERTICAL (the smallest screen resolution setting). Please consult the A2A central team for guidance if you are considering larger image dimensions than 450 x 350 pixels.
- The recommended format for all images to be used in conjunction with A2A online is JPEG.
- Maximum file-sizes should ideally be in the range 20-30 Kb (but not exceeding 50Kb) for b/w images or 30-50 Kb (but not exceeding 100Kb) for colour.

3 Links

Links to images are ensured by supplying the *filename* for each image with the *directory path* for the local server on which it is located as part of its description in an A2A catalogue. Contributors are requested to supply this metadata in the form of a fragment of EAD (Encoded Archival Description), based on the 'boilerplates' below. This will enable externally linked images to open up in a separate window when requested via hyperlink from A2A catalogues by users online.

Knowledge of EAD is not necessary, but the text in the 'boilerplates' **must be copied exactly**, for example with regard to the use of angle brackets < >, double inverted commas "" and slashes /; to the appearance or non-appearance of spaces; and to spelling. The easiest way to ensure this is probably by cutting and pasting.

The EAD fragment is most likely to be inserted at the end of a Scope and Content element, although it may also be inserted in its own database field (for example, one entitled 'Image file name and path').

Note for CALM users: key or insert your metadata exactly as seen into the Scope / Content field – but please be very careful to ensure that it appears according to the 'boilerplate'.

3.1 Standard metadata for a single image:

```
<daogrp>
<daoloc actuate="user" show="new" behavior="normal"
href="http://www.YourSite.org.uk/YourImages/YourSample.jpg">
</daoloc>
</daogrp>
```

Note:

- The text reading
`http://www.YourSite.org.uk/YourImages/YourSample.jpg`
must be *replaced* with the full URL for the filename and path of the image in question, for example:

```
<daogrp>
<daoloc actuate="user" show="new" behavior="normal"
href="http://viewfinder.english-
heritage.org.uk/aa98_05489.jpg">
</daoloc>
</daogrp>
```

- Wherever possible the *filename* of the image should be based on the archival reference
- It is possible to add information about the image as well. Extra descriptive information may be added if the *title* and/or *scope and content* information is not considered sufficient to describe the material shown in the image. Information about the copyright of the image may also be inserted (information about the copyright of the object should be in the *conditions governing reproduction* element). Any such text should be inserted between `<daodesc><p>` and `</p></daodesc>` using the following 'boilerplate':

```

<daogrp>
<daoloc actuate="user" show="new" behavior="normal"
href="http://www.YourSite.org.uk/YourImages/YourSample.jpg">
<daodesc><p>Any special information about the image to
display alongside the hyperlink goes
here.</p></daodesc></daoloc>
</daogrp>

```

For example:

```

<daogrp>
<daoloc actuate="user" show="new" behavior="normal"
href="http://viewfinder.english-
heritage.org.uk/aa98_05489.jpg">
<daodesc><p>Copyright: Reproduced by permission of English
Heritage. NMR, ref. AA98/05489</p></daodesc></daoloc>
</daogrp>

```

- Where larger image dimensions than recommended have been adopted, then this **must** be indicated in the metadata supplied for each image by use of the EAD attribute `behavior="outsize"` (instead of `behavior="normal"`):

```

<daogrp>
<daoloc actuate="user" show="new" behavior="outsize"
href="http://www.YourSite.org.uk/YourImages/YourSample.jpg">
</daoloc>
</daogrp>

```

3.2 Standard metadata for more than one image (for example selected items described at file level):

```

<daogrp>
<daoloc actuate="user" show="new" behavior="normal"
href="http://www.YourSite.org.uk/YourImages/YourSample1.j
pg">
</daoloc>
<daoloc actuate="user" show="new" behavior="normal"
href="http://www.YourSite.org.uk/YourImages/YourSample2.j
pg">
</daoloc>
<daoloc actuate="user" show="new" behavior="normal"
href="http://www.YourSite.org.uk/YourImages/YourSample3.j
pg">
</daoloc>
<daoloc actuate="user" show="new" behavior="normal"
href="http://www.YourSite.org.uk/YourImages/YourSample4.j
pg">
</daoloc>
... etc ...
</daogrp>

```

Note:

- The text from `<daoloc to </daoloc>` must be *repeated* for each image to which you wish to link.
- The text reading `http://www.YourSite.org.uk/YourImages/YourSample.jpg` must be *replaced* in each instance with the full URL for the filename and path of the image in question.
- If you do wish to display any text with an image, add `<daodesc><p>` and `</p></daodesc>` with the text within each `<daoloc></daoloc>` statement as shown in 3.1 above. For example:

```
<daogrp>
<daoloc actuate="user" show="new" behavior="normal"
href="http://www.YourSite.org.uk/YourImages/YourSample1.jpg"
>
<daodesc><p>Any special information about the image to
display alongside the hyperlink goes
here.</p></daodesc></daoloc>
<daoloc actuate="user" show="new" behavior="normal"
href="http://www.YourSite.org.uk/YourImages/YourSample2.jpg"
>
<daodesc><p>Any special information about the image to
display alongside the hyperlink goes
here.</p></daodesc></daoloc>
... etc ...
</daogrp>
```

- Where larger image dimensions than recommended have been adopted, then this *must* be indicated in the metadata supplied for the image in question by use of the EAD attribute `behavior="outsize"` (instead of `behavior="normal"`):

```
<daogrp>
<daoloc actuate="user" show="new" behavior="outsize"
href="http://www.YourSite.org.uk/YourImages/YourSample.jpg">
</daoloc>
</daogrp>
```

Matthew Hillyard / Sarah Stark / Bill Stockting, 7 September 2004:
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