

Guide to Adding Image Links to the Polish National Digital Archives (NDA)

Overview

This Guide is for volunteers assisting the Jewish Records Indexing – Poland organization (JRI-Poland) with the project to add image links to The Polish National Digital Archives (NDA). 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 NDA 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 first require the creation of the index and then 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 two columns of data to the previous JRI-Poland town index files: Folder and Image number.

you will enter these

A	B	C	D	E	F	G	H	I
YEAR	TYPE	ACT	SURNAME	GIVENNAME	FATHER	MOTHER	Folder	Image Number
1836	B	3103	BLONER	Chiel	Leib	Gittel	29/526/0/4.1/7	190
1836	B	3104	BERNSTEIN	David	Chajem	Feige	29/526/0/4.1/7	190
1836	B	3105	KALMEN	Schaje	Moses	Henne	29/526/0/4.1/7	190
1836	B	3106	LANGMAS	Chajem	Isaak	Rechel	29/526/0/4.1/7	190
1836	B	3107	SPRINGER	Josel	Moses	Sura	29/526/0/4.1/7	190
1836	B	3108	JACOB	Dawid	Eber	Dresel	29/526/0/4.1/7	190
1836	B	3109	HAFMEISTER	Leib	Jermias	Selde	29/526/0/4.1/7	190
1836	B	3110	SCHMERLING	Chaiem	Juda	Ester	29/526/0/4.1/7	190
1836	B	3111	RATZER	Schulem	Abraham	Dwora	29/526/0/4.1/7	190
1836	B	3112	RECIHSTHALER	Isaak	Leib	Reisel	29/526/0/4.1/7	190
1836	B	3113	MUNK	Schifra	Chaiem	Chaie	29/526/0/4.1/7	190
1836	B	3114	GOLDRUEF	Malke	Leib	Sura	29/526/0/4.1/7	190
1836	B	3115	HALLER	Jacob	Dawid	Chaie	29/526/0/4.1/7	190
1836	B	3116	BLONDER	Chaskel	Abba	Malka	29/526/0/4.1/7	190
1836	B	3117	KLEIN	Jacub	Leib	Malke	29/526/0/4.1/7	190
1836	B	3118	SPETT	Freidel	Abraham	Pessel	29/526/0/4.1/7	190
1836	B	3119	GOLDMINZ	Nuchem	Simcha	Chawe	29/526/0/4.1/7	191
1836	B	3120	SCHNUR	Pesel	Abba	Golda	29/526/0/4.1/7	191
1836	B	3121	GOLDMÜNZ	Chaie	Leiser	Mirel	29/526/0/4.1/7	191
1836	B	3122	HAFFTEL	Abba	Jacub	Riwka	29/526/0/4.1/7	191
1836	B	3123	ISAAC	Leie	Berl	Tauba	29/526/0/4.1/7	191
1836	B	3124	?	Lea	Isaac	Tauba	29/526/0/4.1/7	191
1836	B	3125	LEICHMAN	Chiel	Abba	Güttel	29/526/0/4.1/7	191
1836	B	3126	KORNMEHL	Rachel	Eisik	Riwka	29/526/0/4.1/7	191
1836	B	3126	KORNMEHL	Lea	Eisik	Riwka	29/526/0/4.1/7	191
1836	B	3127	OSCHIGER	Abraham	Leib	Feiga	29/526/0/4.1/7	191
1836	B	3128	MERZER	Dwora	Chaiem	Sura	29/526/0/4.1/7	191
1837	B	3129	MANN	Meilech	Wolf	Ester	29/526/0/4.1/7	191
1837	B	3130	HOFFSUD	Moses	Leib	Sura	29/526/0/4.1/7	191
1837	B	3131	ISRAEL	Chaim	Moses	Sura	29/526/0/4.1/7	191
1837	B	3132	KITAY	Joseph	Wolf	Channa	29/526/0/4.1/7	191
1837	B	3133	APPEL	Süsche	Sallik	Lea	29/526/0/4.1/7	191
1837	B	3134	HERZOG	Menasche	Chaiem	Bluma	29/526/0/4.1/7	191
1837	B	3135	BARON	Leiser	Isaak	Buna	29/526/0/4.1/7	191
1837	B	3136	BERKOWITZ	Abraham	Berl	Henne	29/526/0/4.1/7	191
1837	B	3137	KLEINER	Salomon	Hirsch	Riwka	29/526/0/4.1/7	191
1837	B	3138	SELTENWERTH	Awigdor	Mordche	Hinde	29/526/0/4.1/7	191
1837	B	3138	SELTENWERTH	Lifsche	Mordche	Hinde	29/526/0/4.1/7	191
1837	B	3139	BILD	Esther	Isaac	Sura	29/526/0/4.1/7	192
1837	B	3140	OWIDJE	Samuel	Mordche	Sara	29/526/0/4.1/7	192
1837	B	3141	SAMMER	Mariem	Hirsch	Leah	29/526/0/4.1/7	192
1837	B	3142	SAMUEL	Awner	Schmul	Pessel	29/526/0/4.1/7	192
1837	B	3143	GOLDSAND	Simon	Joseph	Chaja	29/526/0/4.1/7	192

The Folder column will have already been filled in for you when you are sent the file containing index data for a town. This value may be the same throughout the entire file you are sent, or it may change occasionally, for instance when a different year or range of years is covered. These values were specified by the Polish NDA 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**.

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 some extended characters (A or E ogonek or barred L) you will need to use Windows because the character codes are different.

Access

The home page of the NDA web site is: <http://szukajwarchiwach.pl/> but JRI-Poland volunteers will find it easier to enter the site another way. JRI-Poland has a tool that will let you jump directly to any specific image in the NDA collections: http://www.jri-poland.org/psa_image2.htm.

When you use the JRI-Poland Link Tool you must enter two values:

- Folder
- Image Number

The Folder is a string specifying the attributes of the appropriate set of digital images at the NDA - it will have already been added to your Excel data file. You can use the Copy & Paste features on your computer to enter this value. The Image Number refers to each page, so this will usually be 1 when starting a new set of data, or will be the image number where you left off your data entry during your last session. Then click on the "View Image" button.



PSA Image viewer

Folder: Image number

Then submit the request.

Navigation

Step to the Previous and Next image using controls on the NDA web page. These are located at both the top and bottom of each web page, on the left (Previous) and right (Next).

Sometimes the NDA has 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.

NDA Web Site – Initial Setup


When you first visit the NDA web site there will be an overlay message describing the various sources of records at the NDA. If you want to suppress this message from appearing in the future, click the checkbox in the lower left corner before dismissing this overlay (by clicking the Close control in the top right corner).

Archival resources online szukajwarchiwach.pl

then close this overlay

Wszystko Akta Akta metrykalne i stan cywilny Szukaj

Bazy danych w archiwach państwowych

 ARCHIWA PAŃSTWOWE	SEZAM	Zawiera informacje o narodowym zasobie archiwalnym przechowywanym w archiwach państwowych i instytucjach współpracujących. Więcej...
	IZA	Zawiera opisy jednostek archiwalnych pochodzące z różnych baz danych prowadzonych przez archiwa i instytucje współpracujące. Więcej...
	PRADZIAD	Zawiera informacje o księgach metrykalnych i stanu cywilnego w archiwach państwowych i instytucjach współpracujących. Więcej...
	ELA	Zawiera informacje o spisach ludności przechowywanych w archiwach państwowych. Więcej...

☐ Nie pokazuj więcej

first turn off this Sources list ...

Each time you visit the NDA site there will be a message across the bottom of your window that the site uses cookies to track statistical information. To suppress this message in the future, click the green **Zamknij** button on the right.

Strona wykorzystuje pliki cookie (tzw. ciasteczka) do prawidłowego działania lub w celach statystycznych. Ustawienia dotyczące plików cookie można zmienić w opcjach przeglądarki internetowej. **Zamknij**

turn off Cookies warning

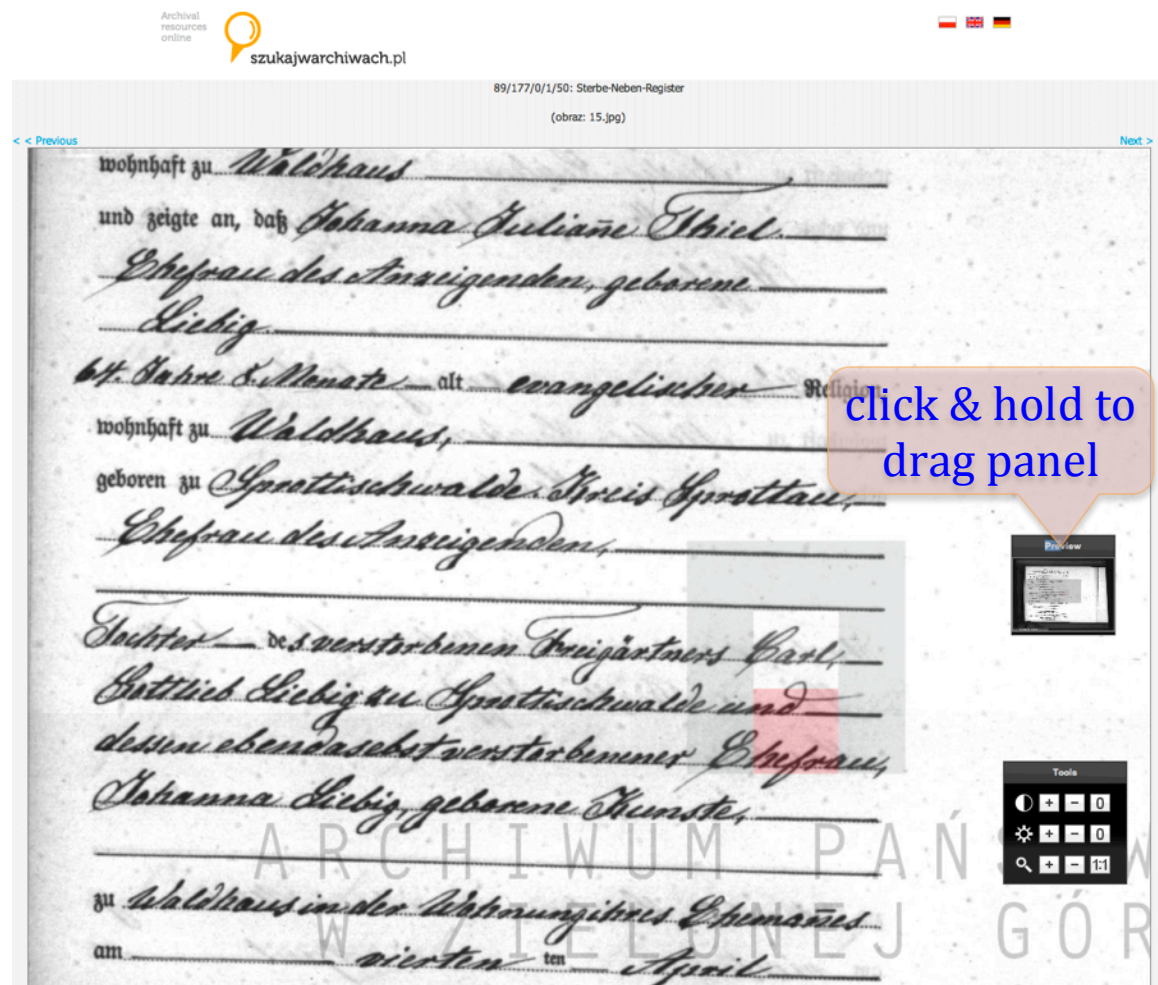
Viewing

When viewing the high resolution window there are two tool panels displayed:

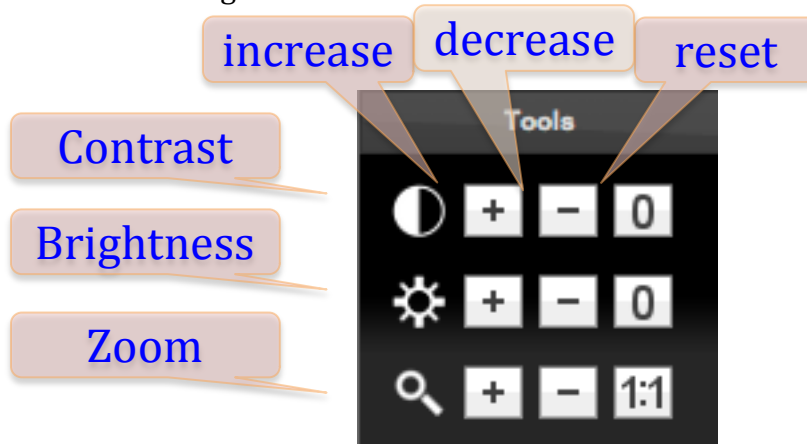
- **Contrast, Brightness and Zoom,**
- **Preview**



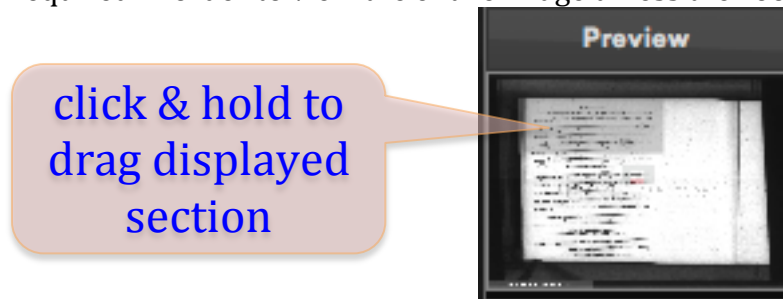
Both of these panels may be dragged around by clicking and holding on their title bar (in order to make sure that they do not obscure meaningful portions of a particular image).



The first column of buttons (after the function icons) in the **Contrast**, **Brightness** and **Zoom** panel will increase the corresponding feature, while the second column will decrease it. The third column cannot be entered to specify a value; rather it is used to reset each function to its original value.



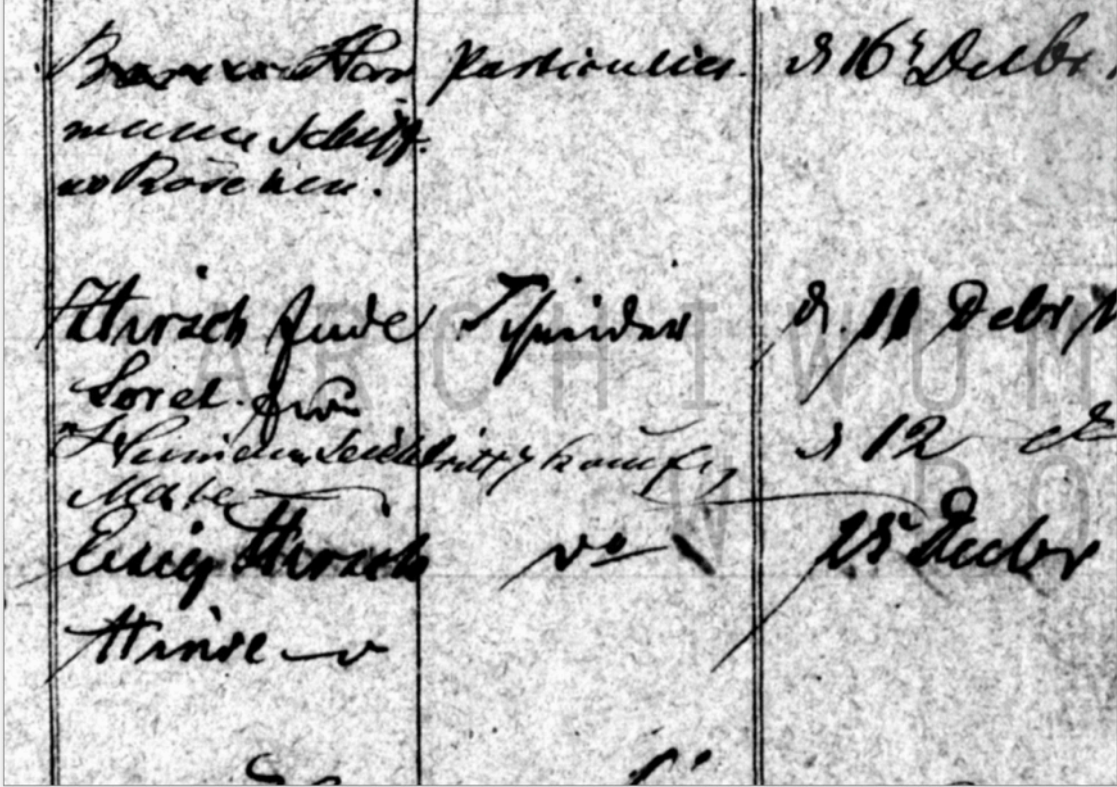
Unless the user's display is large enough to contain the entire high resolution image panning to different parts of the image are controlled by dragging the slightly darker gray rectangle around on top of the thumbnail in the **Preview** panel. The web site will accommodate the user resizing the window, but the **Preview** panel will normally be required in order to view the entire image unless the zoom control is lowered sufficiently.



At the top of the window are **Previous** and **Next** controls to step to adjacent images. Both above and below the image are the source citation of the collection, series and unit number, as well as the file name / image number.



A **Download** control at the bottom of the window will copy the entire high resolution file to your computer.



The image shows a page from a handwritten church register (Geburtsliste) with three columns. The text is written in cursive. The first column contains names and descriptions, the second column contains dates, and the third column contains additional notes or dates. The entries are as follows:

Person	Date	Notes
Barbara von K... mutter Schiff. von K... particularis.	8. 10. 1864	
Albrecht f... Sorel. f... Heinrich Schiff... Mater...	8. 11. 1864	
Lucy Th... H... v...	12. 12. 1864	
...	15. 12. 1864	

At the bottom of the window, there is a navigation bar with the following elements:

- < < Previous
- 53/3579/0/1.1/4: Geburtsliste
- (obraz: 9.jpg)
- Download
- Next > >
- A large orange button labeled **Download** with a speech bubble pointing to the 'Download' link.