# Your Digital Project Module 1: Getting Ready For Your Project

## Introduction

You do not need to go through all of the information in this script. Some of the info is background/FYI-only in case of questions during the session. Use your judgment on the time you will need to cover the main objectives.

* Welcome the learners & introduce yourself
* Washrooms location, cell phones, food & drink policy

***Trainer Tips***

1. *A sample digital project will be used throughout the course to illustrate various points. Emphasize that this is an example of a fairly major project See Appendix:George and Patty*
2. *The slides complement the script, but are not the full class.*
3. *This course is lecture style rather than hands-on. To keep learners engaged, take opportunities to solicit input through questions. For example, rather than saying “images from digital cameras are typically in jpeg or tiff,” try asking “what format are your pictures usually in?” and “does anyone know any other formats used for photographs or other images?”*

Learning Assets:

* LibGuide
* Handouts
* Slides
* Kit:
  + Box(es) of photos, slides and negatives
  + VHS **or** 8 mm video tape
  + USB Stick
  + SD Card
  + DVD
  + Finished book: *Flight Was in His Spirit: The Life of Harry Burfield*

## Learning Outcomes

This is the first of a series of courses that serve as an introduction to the technology available in the Inspiration Lab, and how that technology can support an individual’s digital project.

**Slide: List of learning outcomes**

1. What is a Digital Project?
2. Planning Your Project
3. An Overview of Facilities and Resources
4. Accessing the Lab
5. Building Your Digital Skills

## Objective #1: What Is a Digital Project

**Slide: What is a digital project?**

Ask attendees, “What is a digital project? Can you think of any examples?”

***Trainer Tips***

*This will establish what attendees already know about digital projects and will give the presenter a chance to adjust the time spent on each learning outcome. For example, if everyone is a beginner, then spend more time establishing the basics of what constitutes a digital project, identifying elements of one, and planning the project.*

*A digital project is the end result of transforming a variety of physical materials into digital form. These materials include text, images, video, sound and data. Digital project activities include selection, organization, planning, production, and publicizing the digital resource.*

(from <https://www.libraries.psu.edu/psul/toolkits/digicoltoolkit.html>)

**Slides: Visual representation of digital projects – small medium and large**

Types and samples of digital projects:

* A flickr feed of someone’s photos
* A personal website
* A digital library like West End Stories <http://pwp.vpl.ca/westendstories/> or NYPL’s What’s on the Menu? <http://menus.nypl.org/>

**Slides: George and Patty**

Read outline sample projects (see Appendix):

1. George’s vacations
2. Mr. and Mrs. Wong’s 60th Wedding Anniversary

**Slide: Planning your project**

## Objective #2: Planning Your Project

### Asking Questions

There are essential questions you must ask yourself before you even start your project

#### What is your vision for this project?

What is your end goal? This will be what kind of product/output you want.

Examples:

* George wants his photos and videos digitized, organized and stored on a USB drive and burned to DVDs
* Patty wants multiple outputs – a video and a physical book

#### What is the scope and size of your project?

**Slide: Dogs**

The scope and size of your project will be shaped by your end goals. It’s very important that you keep your project goals reasonable and manageable.

**Content:** Ask yourself what content you want to include in your project. Do you have the content in your possession? Can you get it? Does the content need to be modified in any way? How?

**Equipment:** Ask yourself does VPL have everything you need to complete your project? If not, can you get it? (refer to Objective #3, where the full resource list for the Inspiration Lab will be covered)

**Physical space:** Ask yourself whether you can you access VPL’s recording rooms when your subjects/interviewees can use them? Is there other, adequate space for you to use to record sound or video?

**Slide: Time and money**

#### How long will it take?

If you are working on any kind of deadline (like Patty’s parent’s anniversary party) keep in mind that large projects can take quite a bit of time. Factor in library availability, and the time you may need to take learn a new skill associated with your project.

#### How much will it cost?

All our facilities are free, but that doesn’t mean there may not be costs associated with your project. If you are planning to publish a book, you may need to pay for a professional editor, a cover designer and (if you want a physical book rather than a digital book), printing costs.

Removable storage costs can add up with larger projects as well, although anything for text and photographs will generally be very low cost (we’ll have a look at that later).

#### What level of skill will it require?

There will more than likely be a need to take some time learning how to use the equipment and software. The more complex your project, the more time you will need to dedicate to learning.

It is very important to consider your existing computer skills and knowledge before you begin your project. You will need to:

* Identify any new skills you’ll need
* Identify ways in which you can acquire these skills

Vancouver Public Library will be offering multiple learning opportunities. We will have a closer look at your options to build your skills later in today’s course.

#### What permissions will you need?

Understanding copyright is very important – it’s actually the law, and you may run into trouble if you intend to share your project publically, especially if you intent to make a profit (for example, selling an ebook). The important questions you need to ask yourself are:

* Do you have permission to use all the images, video and audio (this includes background music)?
* How can you find copyright free and/or royalty free resources?

As part of our Inspiration lab guides, we provide more detailed information copyright, royalties, and how to find copyright free material. (Open Guide on Screen)

### Tools for Planning

Once you have a better idea of what you need, it will be time to start mapping out your project – clarifying your goals, and setting yourself milestones. You may wish to set up schedules, especially if you are working with other people. If your project isn’t very complex, your plan can be very basic – just something handwritten on a piece of paper – but you will find that even small projects benefit from having something written out.

A more complex project will need more detailed plans. If your final project is in the form of a narrative, it will be important to outline the “story,” in order. This is where the process of “storyboarding” comes in. (show sample storyboard). Storyboards are a series of drawings or pictures that show the changes of scenes and actions for any project that takes place over time, such as a movie or a television show.

**Slide: types of storyboards, in order of complexity**

Tools for planning and storyboarding (these are not necessarily available in the Lab)

* **Post-it notes** – really great because you can move them around to change the order; there is no technology needed.
* **A word processing document** – easy to create, easy to edit
* **A spreadsheet** – more complicated to use, but good for keeping track of things when you have lots of images, audio, etc. to keep track of. Spreadsheets let you categorize and sort things very well.
* **PowerPoint document** – good tool for storyboarding. PowerPoint can be complex, but you can use the most basic functions – create a slide for each image or idea, and use the notes section for explanations and narration.

**Prop: Mary’s storyboard**

### Elements of a Digital Project

***Trainer Tips***

*Note that each of these elements will be explored in much more detail in sessions 2, 3, and 4.*

#### Element 1: Creation

So, once you have a plan in place, your first step is to create or capture your content. Content can take several forms – written text, still images, audio or video. You may be creating original digital content for your project, you may be working with digital content you’ve created in the past, or you may be transforming analogue (or physical) content into a digital format.

We will now talk a bit about the process for creating the content, transforming the content, and saving the content.

##### A note about formats

Before we begin, we should talk about formats. All digital content will have a format, and different types of content will come in different formats.

Can anyone name some file formats, and what they are used for?

The main formats that you’ll be using for your project fall into four main categories:

* **Text**, such as photo narrations or the written portions of a book;
* **Still images**, from a camera, phone, or scanning device;
* **Audio**, either recorded in a sound booth or digitized from cassette;
* **Video**, from our video camera, one of your devices, or digitized from a video tape.

There are a number of different file formats that are available for each different type of digital object. Your format is determined on the equipment or software you used to create the object. The format will also affect the size of each object, which is important when thinking about saving and storing your files.

The other three sessions in this series will be going over file formats in greater detail, but let’s take some time to take a closer look at one particular type of digital object: **still images**.

VPL provides webcams and a real camera, but these are to use inside the Lab, so for the for the most part you will be capturing digital images with your own camera, or phone or tablet, or else images captures by our scanner – photographs, slides or negatives.

The format of your digital photos will depend on your own device and how it is set up. Does anyone know the most common format used by cameras and phones?

Our scanners also use JPEG as the default format for saving images. JPEG is a perfectly adequate digital format for most people’s needs, quality wise.

**Slide: Patty at Scanner with an external hard drive?**

Patty, however, plans to produce an image heavy printable book, and may wish choose another format, such as .TIFF, which produces much higher quality images. If she does so, Patty’s digital storage requirements will go way up.

##### Saving and Storing Your Project Files

We recommend all our Inspiration Lab creators use portable storage for saving all files.

Can you name some types of portable storage?

**Slide: Common storage devices**

When choosing your storage, you will need to consider the size of your collection – dependent on both the number of files, and the format of those files. Audio and video, along with higher definitions in all media, require much more storage.

|  |  |
| --- | --- |
| **Type of storage** | **Best for** |
| DVD-Rs (4.7 to 8 GB) | smaller projects, photos, audio, short video |
| USB flash drives, memory cards (8 to 128 GB) | photos, audio, short video |
| external hard drives (500 GB to 4 TB) | audio and video |

##### File Management

The thing you’ll most need here is an understanding of how files are saved on a particular computer; the Inspiration lab uses a modified version of the Windows 7 operating system. When you are saving digital objects (also known as files), you need to choose WHERE to save them. The first choice is whether to save them to the computer, or to an external storage device, like those we just mentioned.

**Slide: Files**

The next choice is to create folders so you can organize your work – digital folders work just the same as paper folders in a filing cabinet. Each folder can have as many subfolders as you choose, and the files go into the folders.

**Slide: File structure**

When naming files, keep in mind:

* Keep filenames short while remaining meaningful.
* Whatever file naming pattern you choose, try to remain consistent.

#### Element 2: Modification (Editing)

**Slide: Raw files**

Your project will almost certainly involve some kind of modification or manipulation of the raw, unedited content. Again, it can be as easy as captioning your photos, or as complex as editing together a video.

##### Labelling Your Digital Objects

What kind of labels or tags might you want to add to your digital objects?

**Slide: Labeled files**

These labels are also called metadata, and are VERY important to any digital projects. Their primary purpose is to that you can find the right object among all your various files, and also to allow others to search for your digital objects if and when you choose to share

Here is an example that shows why labeling, even the most basic labeling, is important. Imagine George has scanned and saved all his images. He’s been a good boy and organized them into files according to which vacation, but didn’t tag or caption, even though he had been very good at scribbling the place name and who was in the image on the back of every photo. Five years later George is looking at a photo and wondering “who is this?”

##### Repairing or Correcting Content

Your raw content can unfortunately have some flaws, and you will want to do some “fixing.”

Can you think of things you may want to fix or correct in a digital file?

Let’s look at how George and Patty’s projects are going:

Patty wrote the text for her parents’ picture book using Word, and then used the Inspiration Lab to reformat the text and add images. Most of the formatting Patty did in Word survived the conversion, but not all. She needed to go back and fix the table of contents, add and italicize some of the text.

**Slide: Removing red-eye**

George didn’t really intend to learn any fancy editing techniques (at least not yet), but staff showed him how easy it was to use Windows Picture Gallery to remove all the red-eye in his photos. He thought this was a pretty good start, and thinks that down the line he might try some other techniques to make his photos look better.

##### Adding effects

There are many different kinds of extra effects you can to your digital objects. Can anyone think of any examples?

Each type of content will have its own special effects and filters. For example:

* **Images:** Colour saturation and captioning
* **Audio:** Crossfading and reverb
* **Video:** Transitions and green screens (compositing)

##### Assembling content

Many digital projects require content to be assembled. This can be putting together elements of the same media, such as mixing tracks together, or combining two or more types of media, like adding narration to a video.

Narrative projects, as opposed to non-narrative projects, tell a story and require you to assemble your content in some sort of order. This is where adding metadata early on can really help later in your project when you’re putting it all together.

For Patty’s video project, she had raw audio of her dad talking about something that happened in the 60’s. Patty labeled that audio file with the date, so when she was making the video, she was able to match the pictures (properly labeled) with the narration, and have them in the right order.

#### Element 3: Storing and Sharing

Once your project is complete, you are going to need to consider long term storage (archiving) and channels and mechanisms for sharing out your fantastic product (there is often overlap for this step). These are the questions you will need to ask yourself:

* What am I going to do with my completed project?
* Is this a product that I want to share widely, or just among a few people?
* Who do I want to see it? (considerations for long term storage, display and promotion – using YouTube, embedding into a WordPress blog are examples)
* Who do I want to be able to use it, and how? (all or pieces) – copyright or permissions – using the creative commons, open source, etc.

## Objective #3: An Overview of Facilities and Resources

**Slide: An Overview of Facilities and Resources**

This section covers all the equipment and software that is available in the lab and how it can be used for a project.

### Recording Booths

Hardware

* Behringer Xenyx QX1832 Studio Mixer
* Behringer Xenyx Q802 Mixer
* MXL Pro-con AC-404 USB tabletop microphones
* Behringer Studio Condenser Microphones: C-3 & C-1
* Behringer ULTRA-DI DI100 box
* Blackmagic Pocket Cinema Camera
* Camera tripod and dolly
* Bescor LED-95DK2 Dual LED light kit

Software

* Audacity
* Reaper
* Windows Movie Maker
* Adobe Premier Pro

### Digitization Stations

Hardware

* Epson Flatbed Scanner
* Audio cassette player
* VHS player
* HI-8 player
* 8mm video player

Software

* Audacity

### Creation Stations

Software

* Adobe Illustrator
* Adobe InDesign
* Adobe Photoshop
* Adobe Premier Pro
* Aspose
* Audacity
* MS Word
* Reaper
* Sigil
* Windows Movie Maker
* Windows Picture Gallery

### Classroom

Hardware

* LCD screen
* integrated wireless presentation system

**Slide: Accessing the lab**

## objective #4: Booking the lab

### Accessing the Resources in the Lab for Your Project

George and Patty have reached the stage when they feel ready to move forward with their project. There are some important things they need to know.

* Lab users must have an active VPL library card that includes a current address to book or use the Lab (wireless or access cards will not work)
* There is no residency requirement – all visitor type cards are ok
* Patrons using any of the recording booths and/or equipment will need to present a secondary piece of ID
* Children under 14 must be checked in by a parent or caregiver when using production booths

#### Booking the Lab:

**Slide: Inspiration Lab booking**

You can book all equipment up to two weeks in advance using our online booking system, but you can also take a chance and just drop in.

The majority of bookings will be done online, depending on which resources you need in the Lab

* For the regular workstations, booking will be done using the same booking software we use for our internet stations
* For the recording booths and digitization stations, booking will be done through an online form

Detailed directions regarding booking will be available on the Inspiration Lab website (show directions)

**Slide: Building Your Digital Skills**

## Objective #5: Building Your Digital Skills

George and Patty have also identified some areas where they’d like to build some skills, but are also wondering how they can get help while they are working on their project.

**Slide: Inspiration Lab help**

#### In-Person Learning Support

Vancouver Public Library offers several options to have staff help you get started with the different equipment in the Inspiration Lab, and provide some support during your project.

1. **On the spot help**

There will be learning support on the spot during the day and on the weekends.

1. **Courses and workshops**

**Slide: VPL’s online learning calendar**

VPL currently offers an array of options for learning technology. Our in-person classes cover everything from the basics of using a keyboard and mouse, up to more advanced topics like Facebook and Twitter. You can find out more about the courses through our online events calendar

1. **One to one assistance by appointment**

**Slide: Helping George**

You can book an hour with staff to work on project specific tasks. Bookings are taken by phone, email, chat and in person, but we will need 24 hour lead in time. These are the set days and times set aside for 1-1s in the Inspiration Lab:

* + Mondays, Wednesdays and Fridays between 2 and 4
  + Tuesdays and Thursdays between 11 and 12

#### Self-Learning Options

There are a wide variety of free resources that you can access to teach yourself the various technologies you’ll be using for your project. The advantage of these is that you can customize your learning – learn the exact tasks you want, at your own pace, according to your own schedule, and geared toward your skill level. You can accomplish your learning without even stepping from the comfort of your own house.

1. **Start here: Our Learning Guides**

There are several custom made guides to provide you with basic information, and guidance to further learning options.

1. **Lynda.com**

**Slides: Lynda.com**

Lynda.com is a massive video-based collection of learning videos. These can be accessed at any public workstation at any VPL branch. Vancouver residents can also access Lynda.com from any digital device, using their VPL library card.

1. **The library’s collection**

There is NO shortage of books about tech topics. You can wander into the 005-006 Dewey range for books on computer programs, up to the 770’s for books on digital photography. Need help searching for books? Don’t hesitate to ask us – by phone, email, chat, in person, twitter etc.

## Recap

**\*If time permits**

Let’s go over George and Patty’s steps to get them going on their projects.

***Trainer Tips***

*This is a great way to assess what participants have learned by doing a hands-on activity. You can ask them to pair up or divide into small groups and brainstorm what George and Patty need to do at each step and then use their answers to build a list.*

### Planning

|  |  |
| --- | --- |
| **George**   * estimate how much digital storage he needs, and what kind of storage * familiarize himself with the equipment and software he’ll need | **Patty**   * select what she wants to include from all her existing image files * contact and arrange for any interviewing * ask family members and friends to record short video greetings on their smart phones if they live overseas * arrange any audio/video recording she needs to do, and look at the Lab booking if she wants to use the booths * check into copyright/permissions for any third party content she wants to use * write an outline for the book, and a storyboard for the video |

### Creating

|  |  |
| --- | --- |
| **George**   * George has already taken his pictures and shot his video | **Patty**   * record some audio and video * write the text for the book |

### Modification

|  |  |
| --- | --- |
| **George**   * get appropriate removable storage (USB, DVD, both, how big?) * scan the originals * name and organize the photos | **Patty**   * format the book text * scan her originals * name and organize tall files * clean up the RAW files * edit the content together |

## 

Wrapup & Evaluation

**Slide: Thanks for coming!**

Thank you for attending. Over the next three weeks we will be offering 3 courses that will flesh out the steps of a digital project that we introduced today:

* Creating & Capturing Digital Files
* Modifying Digital Files
* Saving and Sharing Digital Files

***Trainer Tips***

*Take note of whether the remaining sessions in this course are fully subscribed already. If they are not, encourage patrons to register for the remaining sessions.*

Please remember to fill out your evaluation form – it is very helpful for our team to determine the types of course you would find most useful! If there are any other elements that you would like to see covered, we’d love to hear them.