

Best Practice

Editing, Transfer and Data Populating

RHP information Using Windows



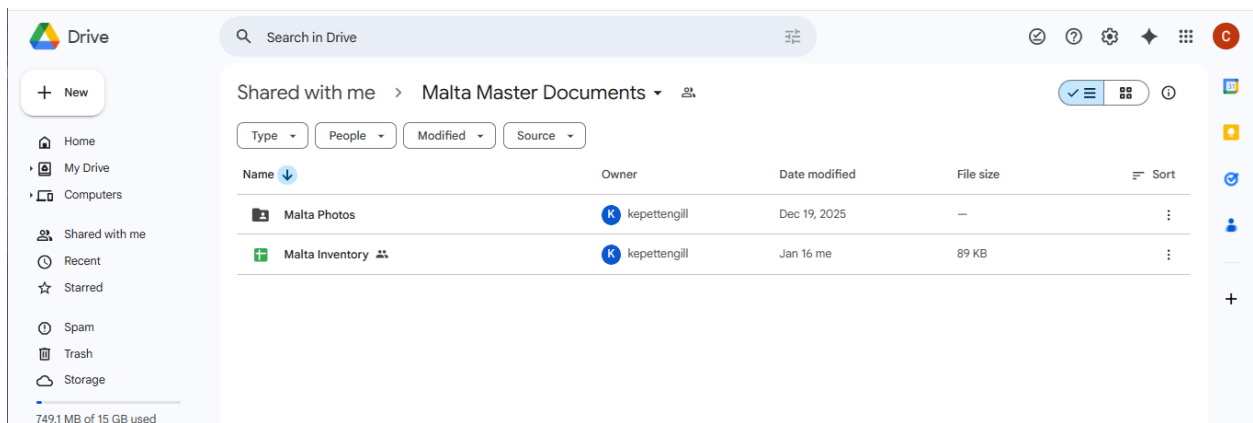
The
Rowing
History
Project

C. Brown

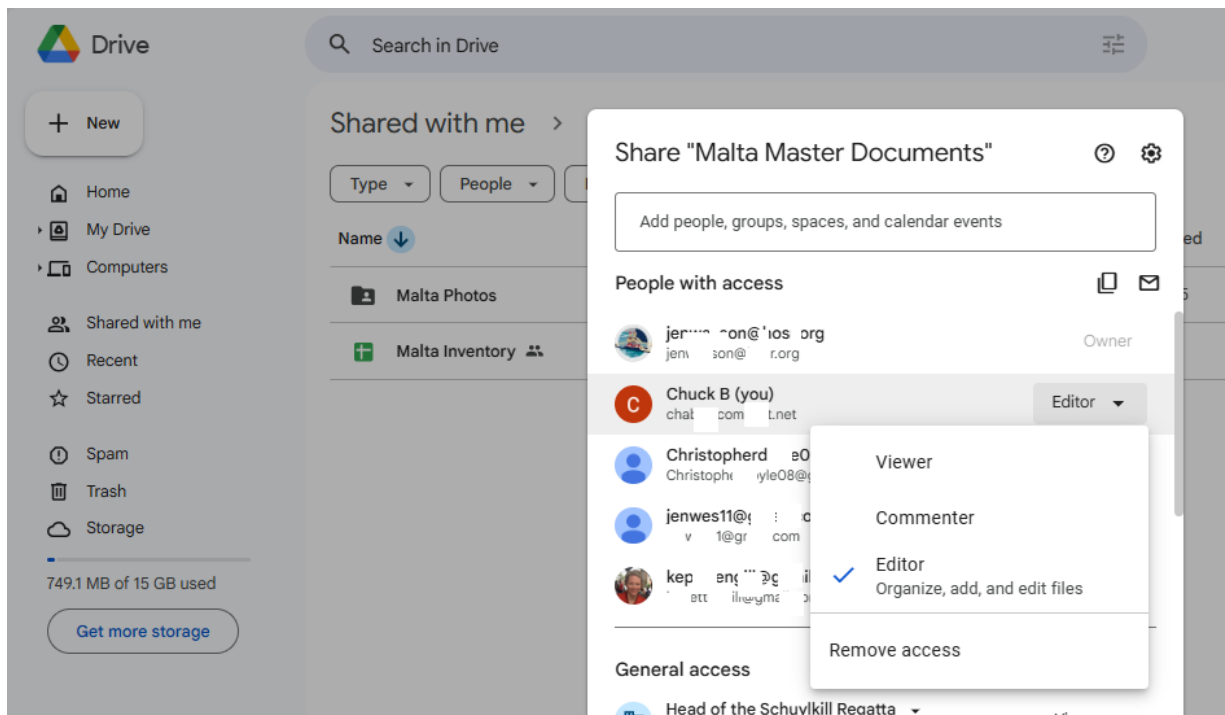
01/18/2026

Google Shared Drive

- It is essential that Google Chrome is used as your browser.
- Each organization will be provided a Google Share drive for their work.
- Make sure you use the email submitted when logging on the Google Chrome.



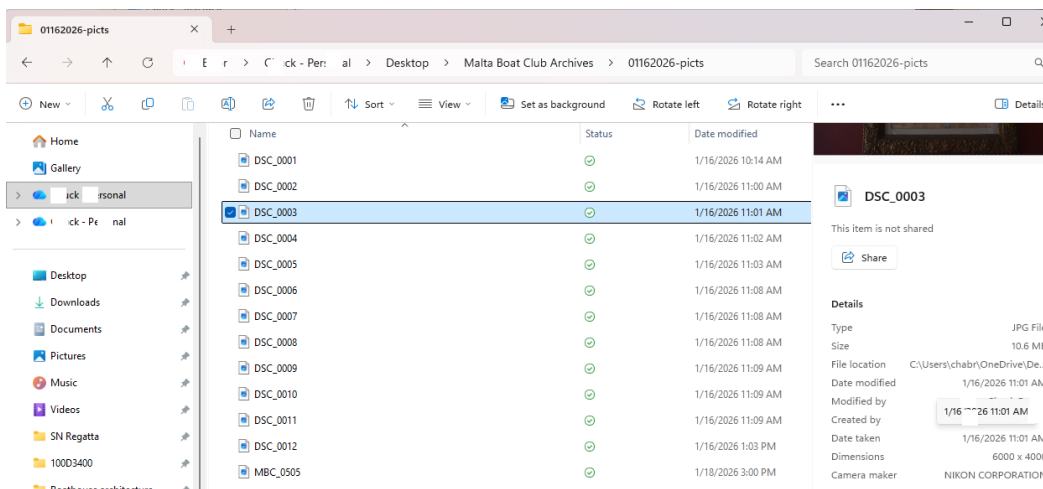
- Individuals of each organization will need to provide an email address to TRHP so that access and permissions can be set up.
 - The permissions are:
 - Editor – add/change/delete data
 - Commenter
 - Viewer



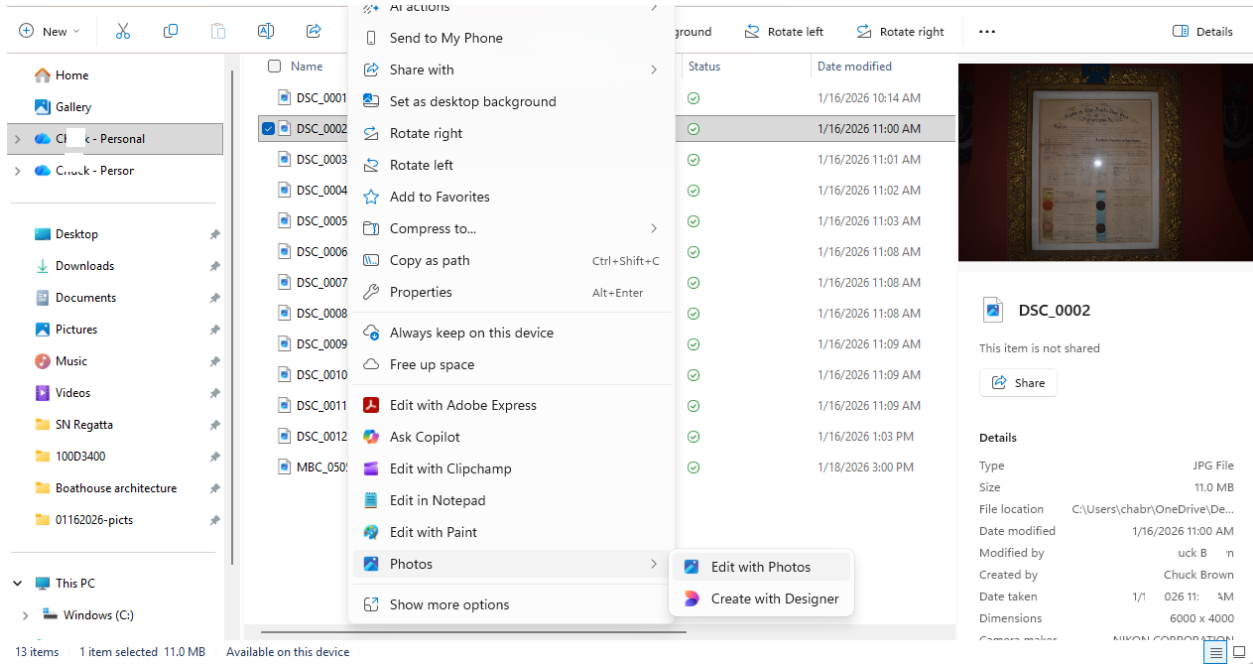
Editing Photos

It should not matter what camera or device you are using to capture images. In this paper the images were captured using a Nikon digital camera.

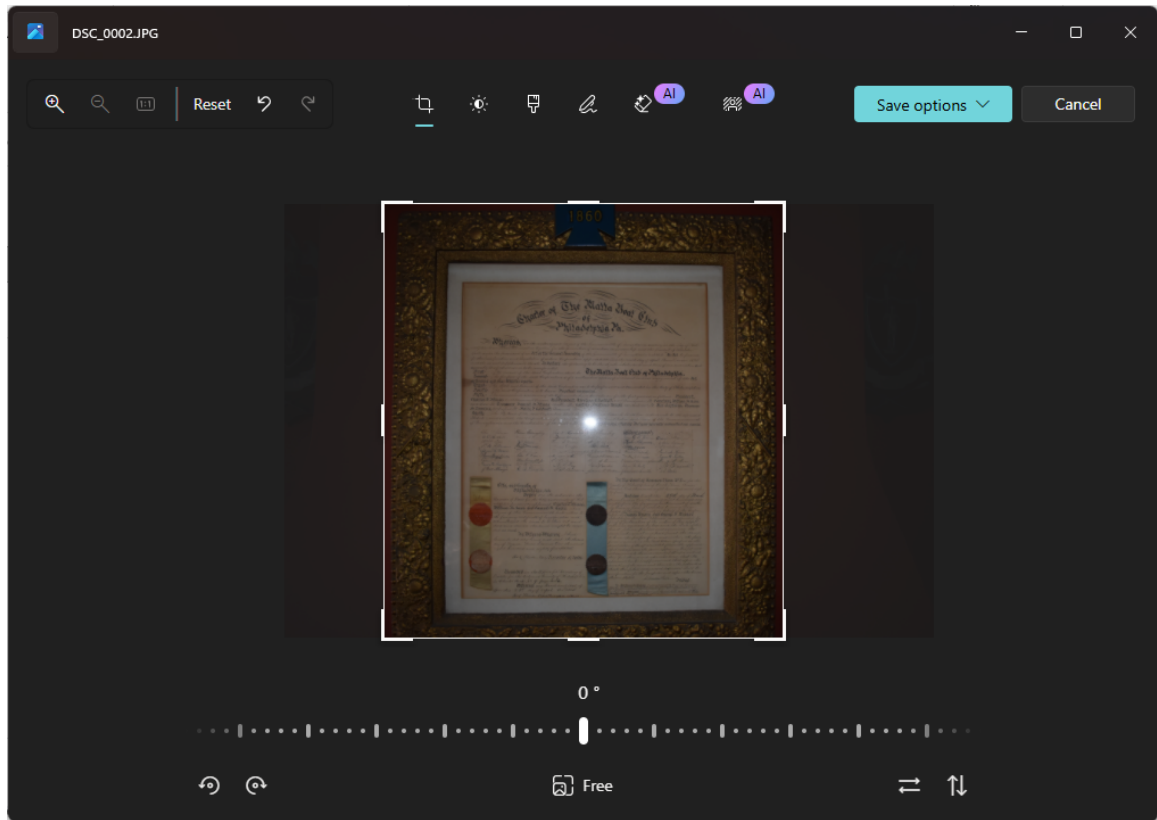
- Capture the image using a similar background if possible
- Copy the image to your Windows computer.



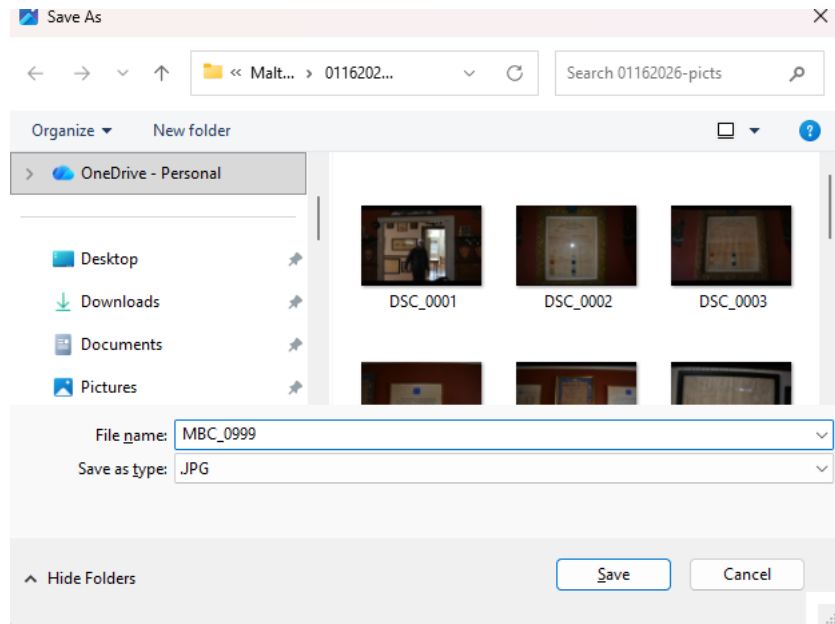
- You will now want to edit and rename the image
- Select the image to be edited



- Use Edit with Photos, which is a part of Windows 11. You can use other editing tools
- Edit the image – crop and size to your preference
 - Cropping will save space on the Google drive and the website

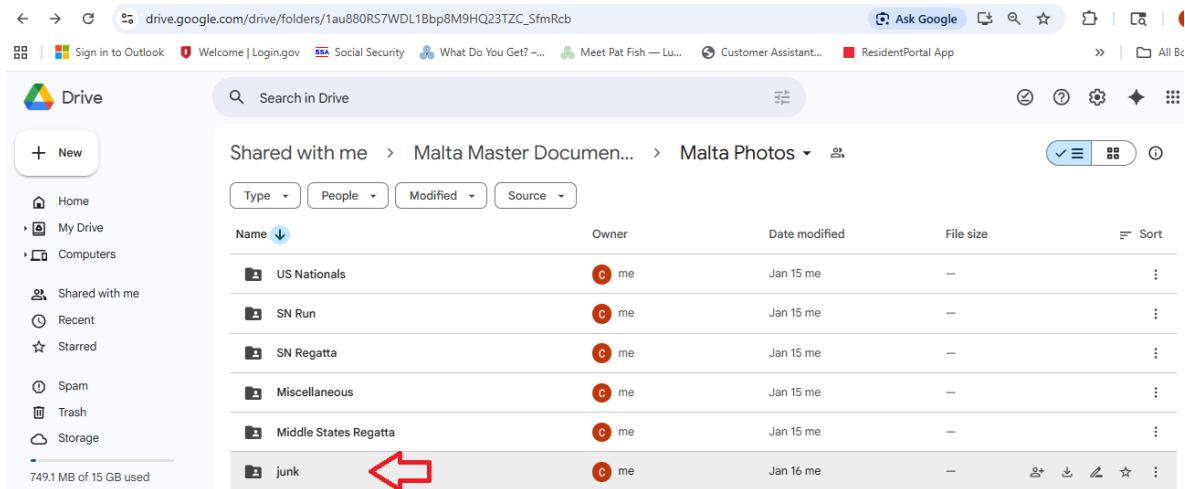


- Save a copy and rename to the jpg to the appropriate name and folder

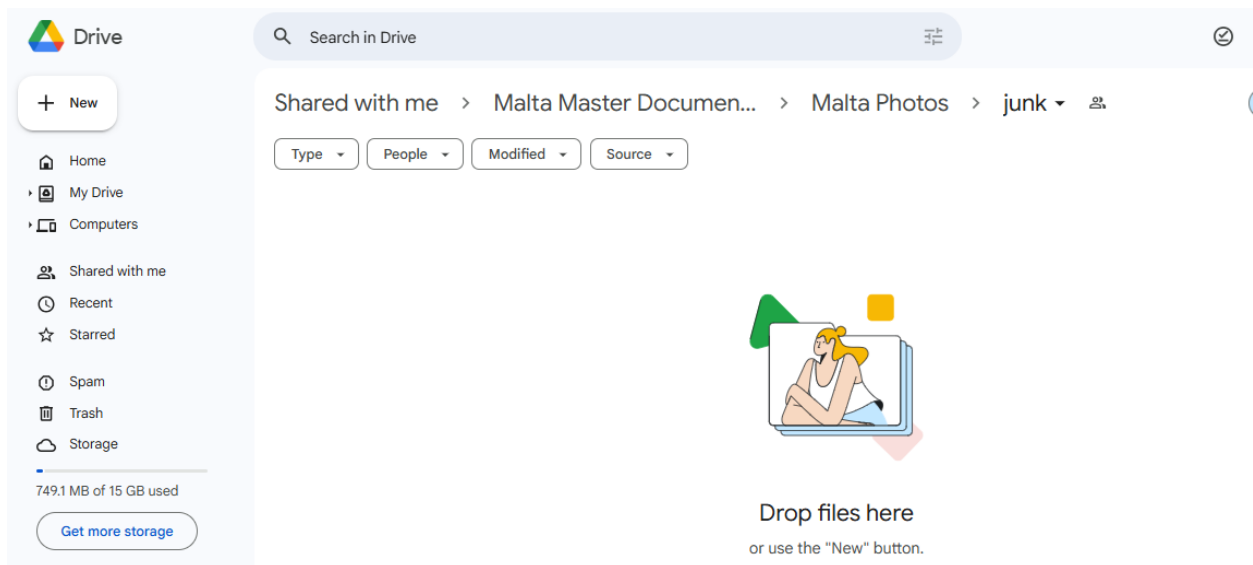


Uploading to Google share

- Open your Chrome browser and access your Master records on the Google drive

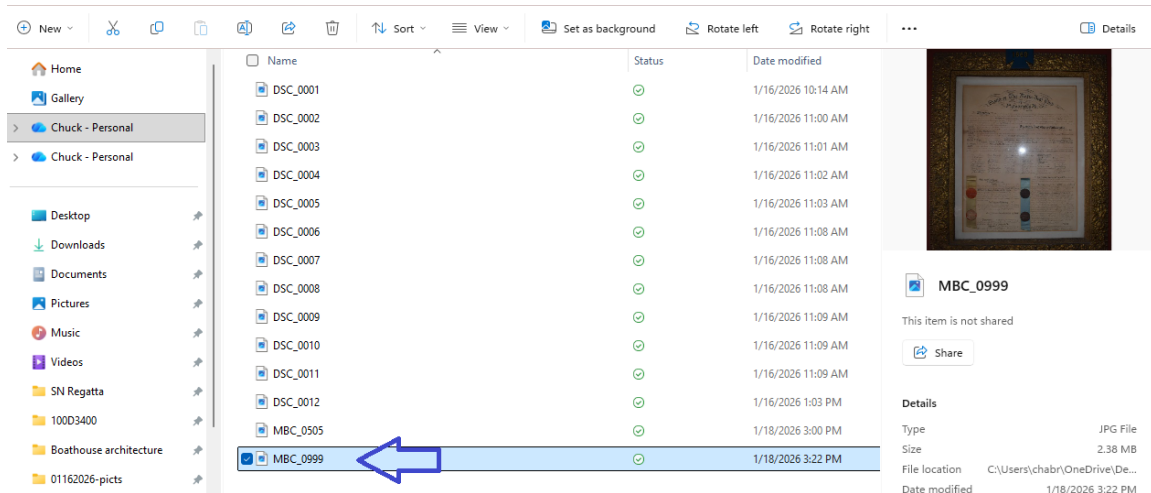


- Click on the Folder in the Google drive
- The first time you do this you will see the following:

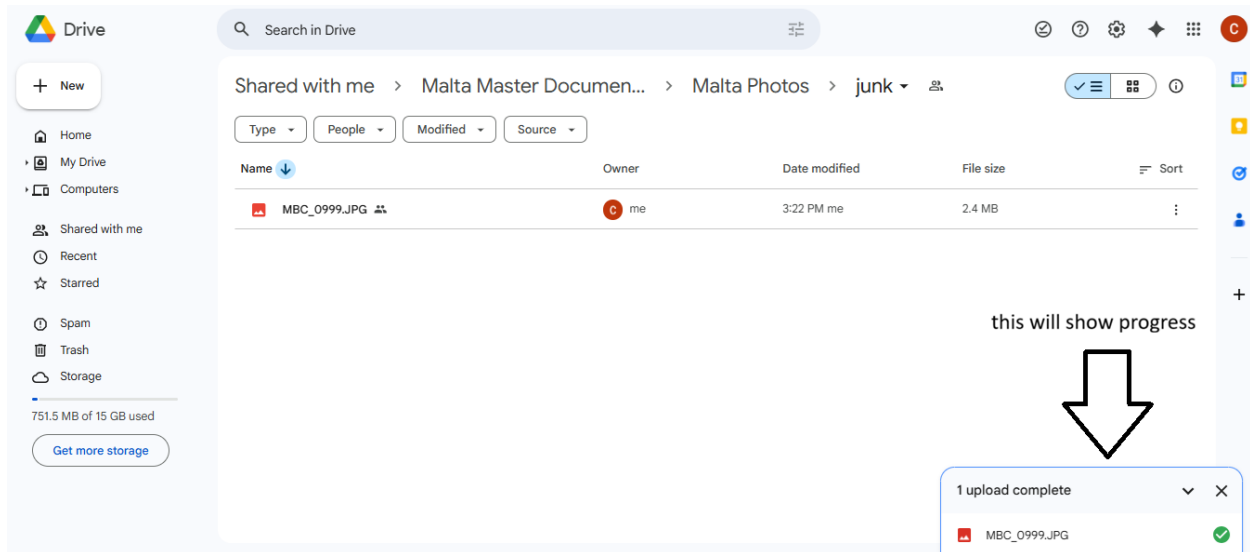


- Now you can drag and drop the image from your machine to the Google drive

- Open Windows explorer to the folder which contains your properly named images (jpg)



- Highlight the image and drag it to your Chrome browser pointing at the photo folder.



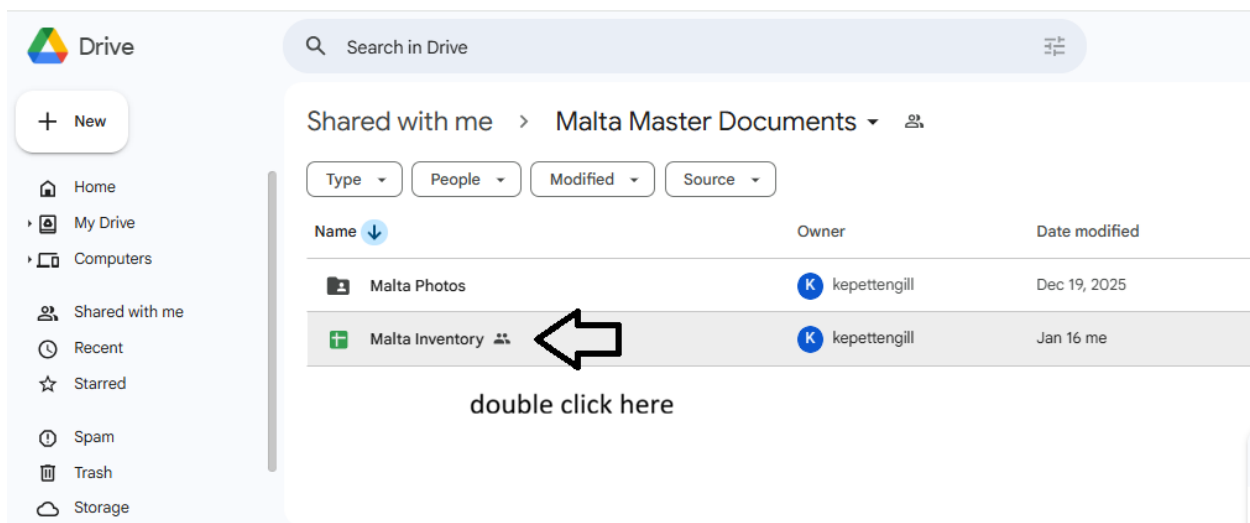
- Image has been uploaded.

Documenting Artifacts

Artifacts are documented a Google sheet in your shared drive, which you need to populate.

One recommendation, if you are documenting direction from the image is to use 2 screens/monitors. It seems easier on the eyes and provides the information at your fingertips.

- Open the sheet



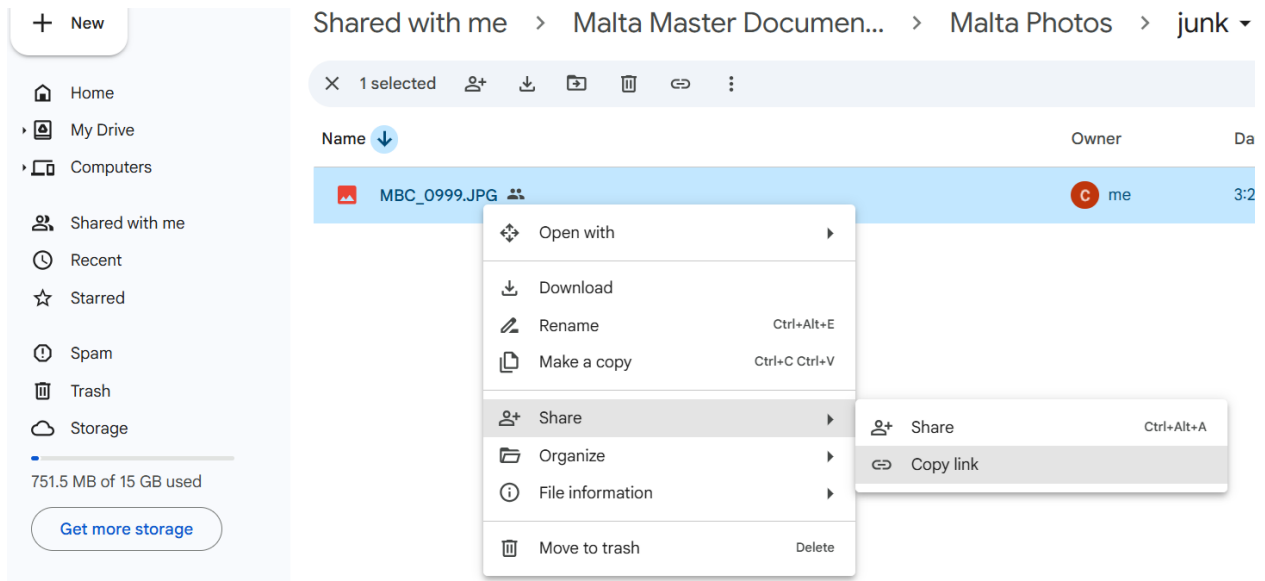
- Type in all appropriate information

The screenshot shows the 'Malta Inventory' Google Sheet. The table has the following columns: Item ID, Old ID (if any), Digital File Name, Object Name or Title, Creator / Manufacturer, Date, Materials, Size / Measurements, Inscription / Markings, and Subjects / Topics. The data rows are as follows:

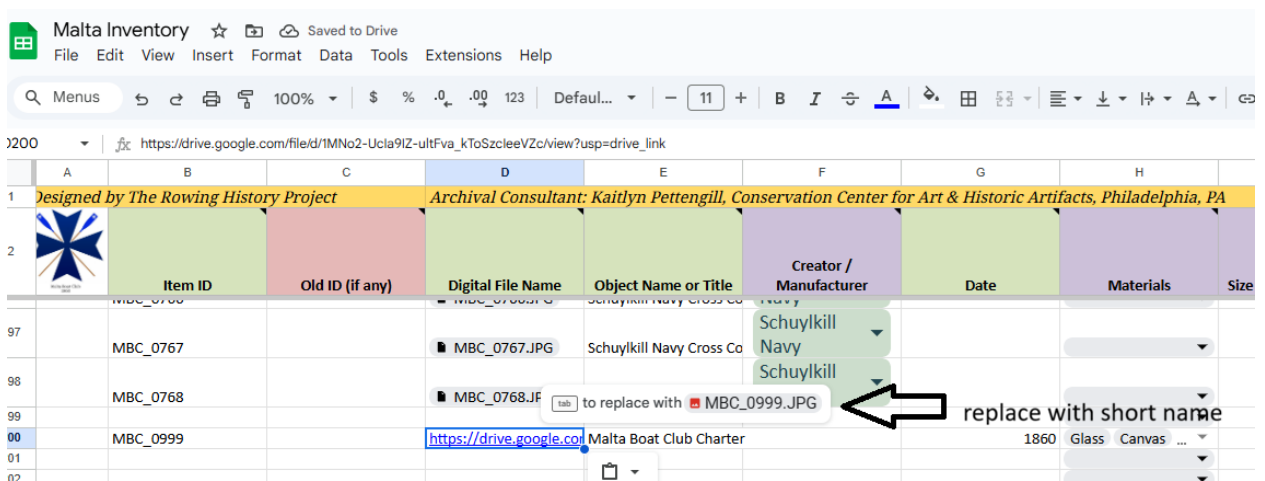
Item ID	Old ID (if any)	Digital File Name	Object Name or Title	Creator / Manufacturer	Date	Materials	Size / Measurements	Inscription / Markings	Subjects / Topics
MBC_0767		MBC_0767.JPG	Schuykill Navy Cross Co	Schuykill Navy					Pennsylvania-S ...
MBC_0768		MBC_0768.JPG	Schuykill Navy Cross Co	Schuykill Navy					Pennsylvania-S ...
MBC_0999			Malta Boat Club Charter		1860	Glass / Canvas ...		Charter of the Malta Bo	Rowing clubs

- Populate the digital file name

- Got to the Photo Folder
- Select the photo you are working on
- Right mouse click for share
- Copy link



- Go back to Google sheet and paste the link into the Digital File name column.



- Replace the fill link name with the short name

Repeat the process until completed