**Sample spreadsheets**

1. **Photographs and Other Images**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Creator  (photographer) | Who  (people in the picture) | What  (what it depicts) | When\* | Where in South Korea | | | File name\*\* |
| Province | County/City | Town/Village |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

\*prefix each date with an apostrophe (‘) to force this format

\*\* Base filename – if the filenames of the individual photos in the compound object are abc-123~001.tif, abc-123~002.tif, etc., then the base filename is abc-123; Pad with initial zero(s) as appropriate.

1. **Textual Materials**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Author | Who  (people involved) | Format | What  (subject) | When\* | Where in South Korea | | | File name\*\* |
| Province | County/City | Town/Village |  |
|  |  |  |  |  |  |  |  |  |
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\*prefix each date with an apostrophe (‘) to force this format

\*\*Base filename – if the filenames of each page within multi-page texts are abc-123~001.tif, abc-123~002.tif, etc., then the base filename is abc-123; if PDFs of texts are provided instead of images, then there is no tilde (~), just a filename, i.e. abc-123.pdf; Pad with initial zero(s) as appropriate.

1. **Videos**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Creator  (videographer) | Who  (people in the video) | What  (what it depicts) | When\* | Where in South Korea | | | File name\*\* |
| Province | County/City | Town/Village |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

\*prefix each date with an apostrophe (‘) to force this format

\*\*Base filename – abc-123.mp4; Pad with initial zero(s) as appropriate.