

Sample spreadsheet

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	
Doe, Robert Wayne, 1956-	Smith, Steve, 1950- ; Kim, Joy Hyon	Class photo	'1972-05-30	Chungchong namdo; 충청남도	Chonan; 천안	Chonan Girls' Middle School; 천안여자중학교	Moore-001.tif
Jones, Mary	Morse, Ann Davids, Sylvia; Korean woman	Making kimjang	'1970-11-11	Cholla pukto; 전라북도		Kimje; 김제	Moore-002.tif

*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.

2. Textual Materials

Author	Who (people involved)	Format	What (subject)	When*	Where in South Korea			File name**
					Province	County/City	Town/Village	
Smith, Steve, 1950-	to Shoaf, Wayne, 1956-	letter		'1972-05-30	Kangwon-do	Kangnung	Kangnung Pogonso	Moore- 001.tif
Jones, Mary	Morse, Ann; Davids, Sylvia; Korean woman	essay	Making kimjang	'1970-11-11	Cholla pukto; 전라북도		Kimje; 김제	Moore- 002.pdf
Dolan, Diane	Smith, Steve, 1950-	newspaper clipping	Wedding story	'1969-03-22	Kyonggi-do		Seoul	Moore- 003.tif

*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.

3. Videos

Creator (videographer)	Who (people in the video)	What (what it depicts)	When*	Where in South Korea			File name**
				Province	County/City	Town/Village	
	Smith, Steve, 1950- ; Stack, Lynette; middle school girls and teachers	Chonan Girls' Middle School picnic	'1972-05-30	Chungchong namdo; 충청남도	Chonwon-gun; 천원군	Huksong Mountain	Moore-001.mp4
Dauids Sylvia	Morse, Ann; Jones, Mary; Korean woman	Making kimjang at boarding house	'1970-11-11	Cholla pukto; 전라북도		Kimje; 김제	Moore-002.mp4

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

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