

Tropy

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For additional resources and tutorials, visit www.usmcdh.org



Tropy: Organizing your research

Research management is the process of organizing, storing, and tracking the materials you gather for a project. Whether you are collecting scans of archival documents or need to organize your personal photo albums, having a reliable system can help prevent data loss and ensures that your research is easy to revisit and build upon. Good research management practices strengthen the foundation of any project!

[Tropy \(tropy.org\)](http://tropy.org) is a free, open-source software that allows you to organize and describe photographs of research material. Import your files (photos, pdfs, etc.) into Tropy, combine files into “Items” and group items together into “lists.” Tropy also includes an annotation feature for describing the content of files, adding metadata with templates, and creating tags. Other features include basic photo editing functions (crop, zoom, rotate) and an export option (JSON-LD, CSV) that can be imported into Omeka S and other tools.

[Download sample research files to use with Tropy](#)

Best Practices: Scanning & Preparing your Research

1. **Clean, flat workspace** and no forced flattening of items
2. Use gloves *when appropriate* – in fact, in most archival settings, gloves can harm certain items
3. **Support fragile items** with soft book cradles and sleeves to protect bindings
4. **Capture high-resolution images** when possible, however, a scanning app on your phone can also work.
 - a. The “Notes” feature of iPhones and iPads has a scan-to-PDF option that is very helpful for scanning archival records.
5. **File Naming:** practice good file naming conventions and avoid file names like “img_5603.jpg” be descriptive: “jamesashley_box1_folder12”
 - a. Organize individual files into clear folders
6. **Backups:** follow the 3-2-1 rule– store files in at least 3 copies, 2 different formats, and 1 offsite location.
7. **Rights and permissions:** Confirm copyright, donor restrictions, or cultural sensitivity before digitizing

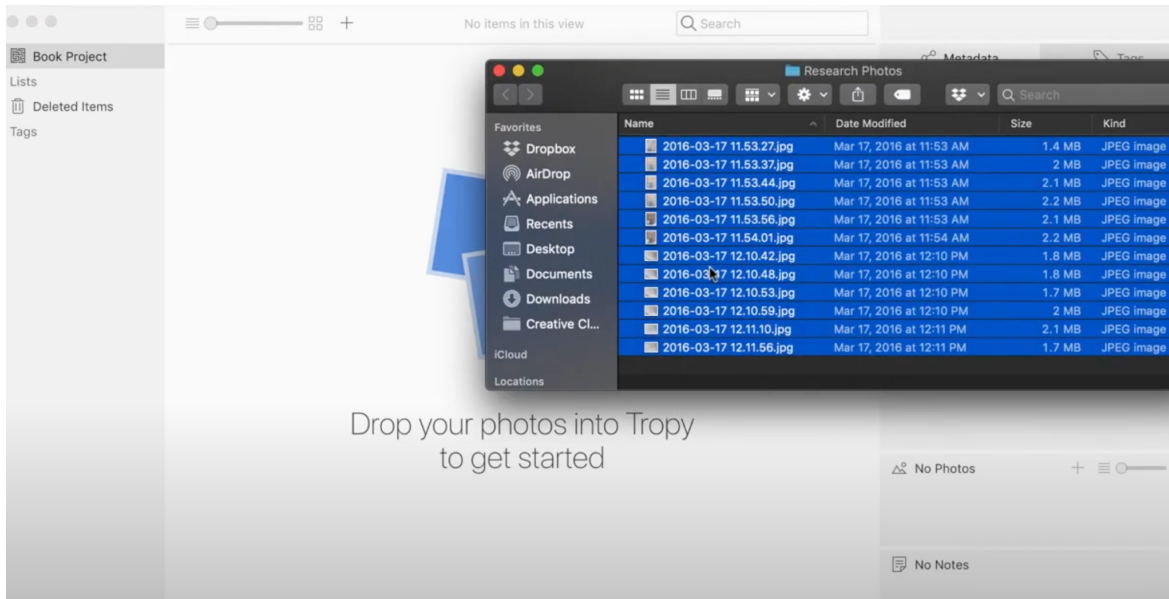
Download Tropy

1. Go to tropy.org and select the download option for your computer operating system (Mac, Windows, Linux).
2. Once Tropy has downloaded, open it and follow the prompts to install it on your computer.

Importing your research

1. **Open the Tropy application**, where you will be prompted to **create a new project**. Add a title for your project and select **create project**. Choose a file location for the Tropy project on your computer. Additional projects can be created in the future.
2. After creating a project, Tropy will display the project dashboard. This is where you can view your projects, lists, tags, as well as the image files and the information you create about those files.

3. Import photos by going to **File > Import > Photos**, or simply drag and drop the files from their folder location on your computer.



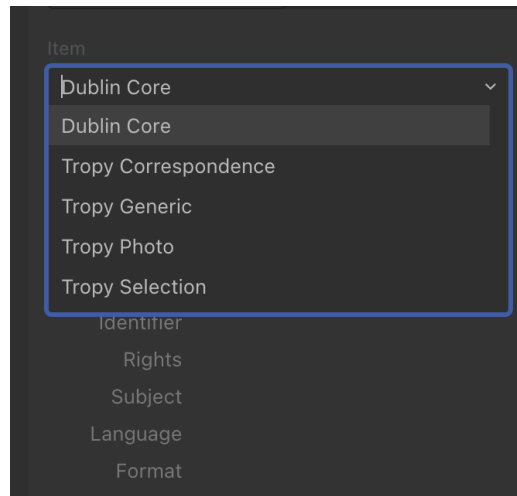
4. Tropy can support a broad range of file types, including:
 - a. JPG, JPEG
 - b. PNG
 - c. SVG
 - d. IFF
 - e. GIF
 - f. PDF
 - g. HEIC
 - h. JP2000
 - i. WEBP
 - j. AVIF
5. **Toggle the list view** and **grid view** of your items using the slider near the top left of the screen. You can increase the size of image thumbnails on your screen.

Creating Metadata, Editing, Adding Notes and Tags

Metadata

1. **Click on a single item** or **Control + click** to select multiple photos to bulk edit the metadata using the metadata pane on the right side of the screen.

2. Select a **metadata schema** from the drop-down menu. Dublin Core is ideal if you wish to import your items into Omeka later. Tropy Generic is good for archival records.



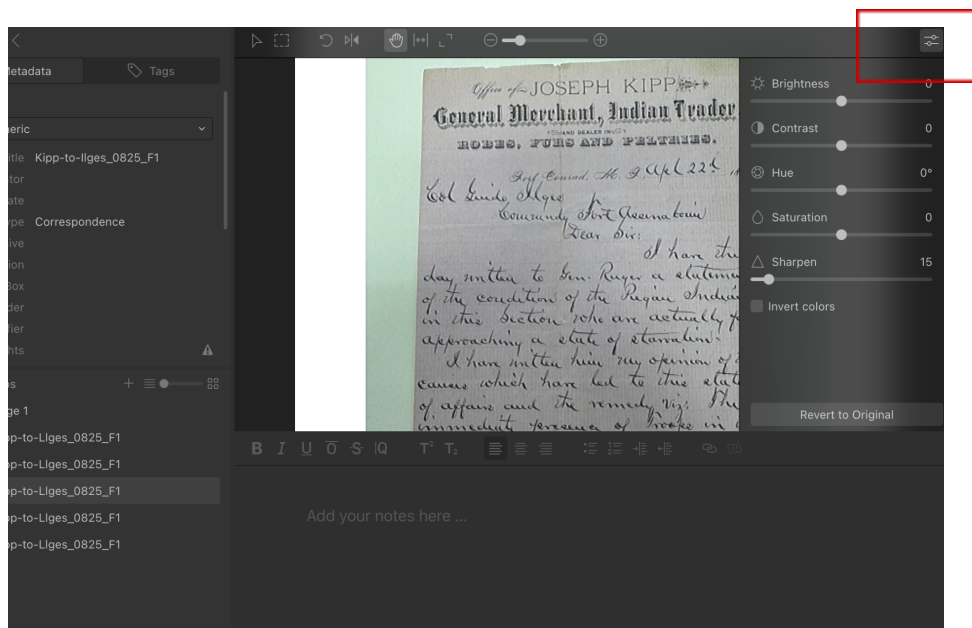
3. Add the metadata available about your project. It may be useful to consult your own research notes and online finding aids from the hosting institution.
4. Note that there is **item-level metadata** as well as **photo-level metadata**. This is useful for distinguishing between a single item and the multiple sources and files it contains.
5. Note that there is a **Rights** field for copyright and permissions information– this is flagged as a reminder that this is an important field.

Basic editing- merging and rotating images

1. Merge individual photos together as one item by **bulk-selecting the images > right-click > and select merge selected items**. The result is one item containing multiple images.
2. To rotate individual or multiple photos, **select the photos > right-click > select rotate left or rotate right**

Item-level editing

1. Double click on an item to move to **item-level view**, where you can edit photos, add additional metadata, and take notes/add transcriptions about your photos.
2. To edit your photos, **select the edit icon in the upper right corner** to adjust brightness, contrast, hue, sharpen, and invert colors of your image.



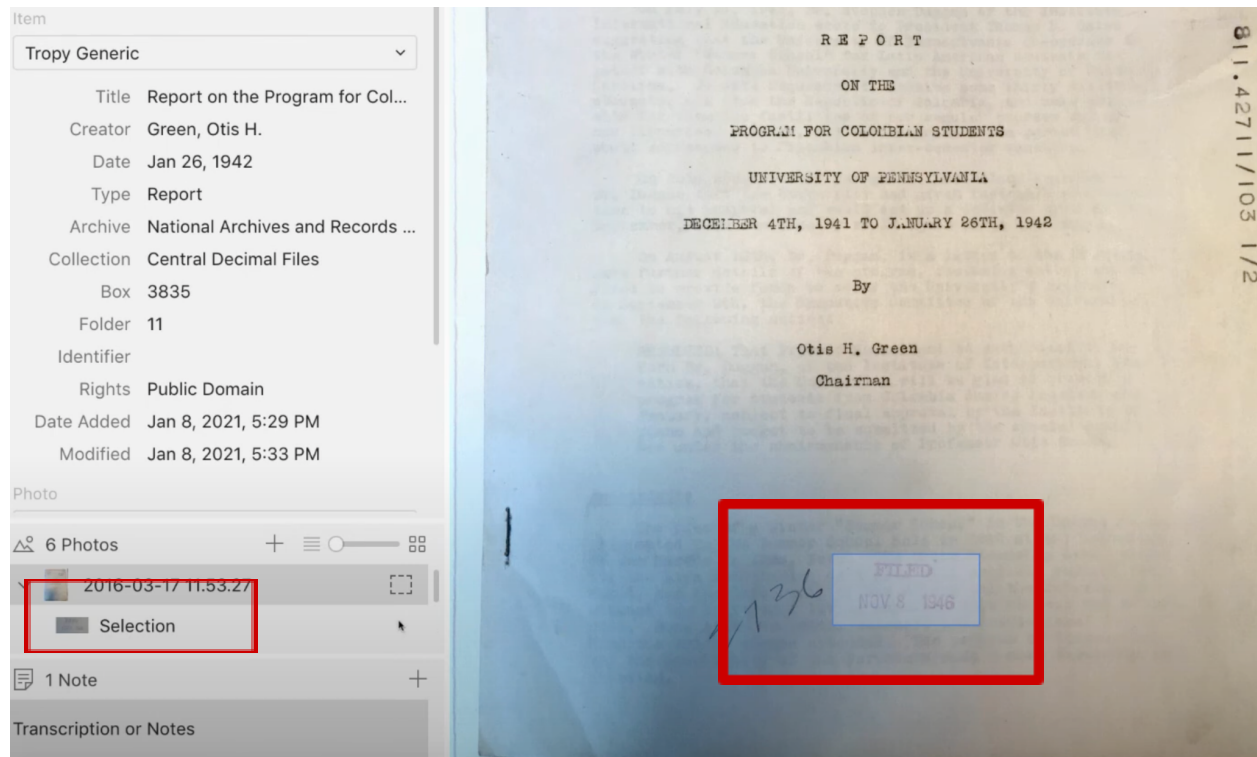
3. Use additional options at the top of the screen to crop, rotate, and zoom in/out on images.

Adding Notes and Tags

1. To add notes or a transcription of your document, use the **notes field** of the item-level view.
2. To change the notes layout (shifting from the bottom of the screen to the side), **right-click in the notes space > view layout > side-by-side**
3. Note the basic text editing functions at the top of the notes field, including creating lists and hyperlinking text.
4. Use the **Tags** tab to create thematic tags for your items. This improves the searchability of your items and you can assign multiple tags per item. You can also choose colors for tags.

Image Selection Tool

1. In the item-level view, you can **select a portion of the image and Tropy generates a separate, nested image** within the item. This is especially useful when working with layered sources (such as newspapers or maps).



Organize Items into Lists

1. Use lists to create structures within a single project. For example, this can be useful for chapter structures in a book.
2. **Create a list** by **right-clicking in the left pane of the project view > select New List > add a title for the list**. You can create multiple lists.
3. To assign an item to a list, simply select or bulk-select the images and drag them to the list. *Note that adding an item to a list does not remove that item from a project*. This is useful because you can add the same items to multiple lists.

