

OUR QUICK GUIDE FOR MAKING RECORDINGS AND SCANS

If you are interested in creating and/or sending documentary material to this project, let us know beforehand by writing to us at info@vlaski-zejanski.com and we can provide you with more specific guidance.

Making audio or video recordings

1. Ask a parent, grandparent or another family member, or a friend or neighbor, who speaks Vlaški or Žejanski (Vlashki or Zheyanski, also, Istro-Romanian) if they'd like to talk about their memories with you or demonstrate how something is done. If you do neither speak nor understand Vlaški or Žejanski this might be difficult to do. In that case, you may, for example, ask one family member to ask questions of the other or have two or three of your family members talk to each other. While this could be a more-or-less spontaneous conversation, it will help get things started if you give them some ideas about what to talk about beforehand.
2. Be sure to ask for permission to make recordings and send materials to us. Write to us at info@vlaski-zejanski.com to get a standard Release Form. We will not be able to accept your materials without it.
3. Decide whether you want an audio or video recording of the conversation. If the person is demonstrating something (e.g., how to prepare a dish, how to plant a garden, etc.), making a video recording makes more sense.
4. Write a list of your questions for the conversation, but don't worry if you don't stick to it strictly. You can also simply make a list of broader topics for conversation or concentrate on specific events in the person's life that are of interest to you. It's important that the topic of conversation is something that the person you are interviewing is interested in and doesn't mind talking about and sharing with others.
5. If you want to do a video, plan what the video will be about in advance. It's a good idea to write a rough outline of it.
6. Prepare your equipment: a digital audio recorder or video camera. Make sure the sound quality is good. We are interested in preserving a language, so sound is very important!
7. Pick a quiet room or space. Empty rooms are not good because there may be an echo. Remember to turn off appliances that make noise. Test your equipment for sound and image before you start.
8. Begin the recording by stating the date, the name of the person you are talking to, the place and your name as the creator of the audio recording or video.
9. When you're done, save your material on the computer and burn a backup CD or DVD. If you like what you've done and would like to make it part of our archive, let us know beforehand by writing to us at info@vlaski-zejanski.com. You'll be able to send us the materials by attaching the file to the Contact Form.

Scanning photographs or other documents

1. Whether you are scanning a black and white or color photograph, pick "Color" as you "Output type" on your scanner and/or computer.
2. Scan with the 300 dpi resolution. Save the scanned photographs or documents in "tiff" format.
3. Take a look at the back of your photograph or documents. If there is something interesting there (such as a note, date, signature, or name of the photo-studio where it was made), scan the back as well.
4. If you want to send to us scanned photographs or documents, and they are not yours, be sure to ask for permission to reproduce them and send them to us. Write to us at info@vlaski-zejanski.com to get a standard Release Form. We will not be able to accept your materials without it.