HOW TO DOWNLOAD THE PHOTO ARCHIVE OF WORKMEN'S CIRCLE'S CLEVELAND BRANCH
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How you can download the Workmens Circle photo archive
The entire Workmens Circle photo archive is divided into 2 zipfiles – **pre-1980** and **post-1980**.
Each zip file is comprised of many folders -- each folder containing many photos in jpg format.
These zip files can be downloaded from the following 2 webpages:

www.mitchellrose.us/workmenscircle-pre1980.zip

www.mitchellrose.us/workmenscircle-post1980.zip

How you can view and search the jpgs after downloading
In order to view and search the jpgs, you should move the zip-file's many folders out of the
DOWNLOAD folder and into any regular folder on your computer.
You can view the jpgs by opening each folder & setting Microsoft Explorer's VIEW tab to LARGE ICONS.
You can search the jpgs for a particular subject, by using Microstoft Explorer's SEARCH field.
For example:
To find jpgs that show the camp's cabins, enter in the SEARCH field: filename:*cabin*
To find jpgs that show Mr. Axelrod, enter in the SEARCH field: filename:*Axel*
To find former-members' memoirs or memories, enter in the SEARCH field: filename:*Memo*

HOW THE ONLINE PHOTO-ARCHIVE WAS MADE

The following describes how I scanned WORKMEN'S CIRCLE'S physical photo archive to produce a jpg-based online archive:

What photos I started with
A few years ago, Todd Packer (director of Cleveland branch of Workmens Circle) gave me (Mitchell Rose) Workmens Circle's photo archive. This archive was a trove of almost 3000 photos stored in 2 large storage boxes. Within the 2 boxes, many photos were held in albums and scrapbooks and envelopes, and many other photos were strewn loosely in a large pile. A vast majority of the photos had been taken over the time period of about 1930 to 2008. Unfortunately, there were no photos from the 1970s and 1980s.
I categorized the photos into 2 time-periods (eras) –
-- those taken **post-1980** (after Workmens Circle had moved to its Green Rd headquarters).
-- those taken **pre-1980**. These were essentially all in black-and-white & on large stiff thick photograph paper. They were mostly taken & even developed by Mr. Epstein who was father of the Wohls and Weisbergs. They were taken when Workmen's Circle was headquartered in the old Jewish Kinsman area neighborhood. Many of these **pre**-1980 photos were crinkled or tattered with age. Some of the very wide photos were of stiff cardboard material that was stiffly curled-up with age and therefore very hard to flatten onto a scanner. A **pre**-1980 black-covered scrapbook was flaking away when handled.

How I scanned and stored the photos
Those photos that (when I originally received them) were in envelopes, I kept in their original envelopes. Those that were loose in a pile, I distributed among envelopes, based on their size and their era. I also tracked down many former-members of Workmen's Circle and many former campers of its summer camp (called "Camp Vladeck", "Camp Vladek", and "Circle Resort"). Some of those former members emailed to me computer-scans of their family photos of Workmens Circle, and other former-members physically loaned me their family photos of Workmens Circle which I quickly scanned and returned.

Only a small fraction of the photos were inscribed with metadata indicating when/where/who. So, I used a lot of ingenuity and detective work (including interviewing many former-members) to determine each photo's metadata. For many cases, I deduced a photo's metadata by comparing it to other metadata I gleaned from other photo.

I scanned each of the photos into jpg format. Some of the photos were too large to fit on my personal scanner, so I scanned them using a public library's large scanner. For jumbo photos that were too tall or wide for even the library's scanner -- I had to make jpgs of different sections (which I called "left-justified" and "right-justified") of the photo and then used Microsoft Expression Design software to join the jpg scans photos together to form a single jpg of the jumbo photo.

How I entitled each jpg

To each jpg, I assigned a title that provided all metadata (who/what/where) I could find about that photo. On the backs of many of the photos, I printed a unique 3-letter code and then included that 3-letter code in parentheses in the corresponding jpg's title. Sometimes, I found that different photos (found in different locations in the trove) were duplicate copies of each other – in those cases, I marked the back of all the duplicate photos and their jpg titles with the same 3-letter code along with the inscription "1st dupl" and "2nd dupl" etc. Sometimes, I found that different photos looked ALMOST (but not exactly) the same, because those photos were snapped by the photographer seconds apart, as different camera snapshots of the same pose – in those cases, I marked the back of all the photos and their jpgs with the same 3-letter code along with the designation "1st snapshot" and 2nd snapshot" etc. I also included, in parentheses in many titles, the dimensions in inches of the photo (ex: (8x10).

How I distributed the jpgs into folders

On the computer, I stored the photos' jpgs in different folders. For those photos that I received in an album or scrapbook or envelope, I entitled the computer folder to identify the album or scrapbook or envelope. For example, one folder is entitled "Black Scrapbook", another is entitled "Brown Album". For those photos that I received in a large pile (i.e., not in an album or scrapbook or envelope), I entitled the computer folder to identify the envelope that I stored the physical photo in.

I included in each jpg's title, in parentheses, the name of the folder that the jpg is stored in, which then lets you know which physical envelope the physical photo is stored in. For those jpgs that I received from a particular person (either because they emailed the jpg to me or they loaned the jpg to me for me to scan and return), I stored the photos' jpgs in a folder that bears that particular person's name (ex: folder entitled "recvd from John Doe").

Summary of what each photo's title shows

The title of each photo indicates many things: (1) the FOLDER the jpg is now stored in; (2) the physical envelope that the physical photo is NOW found in; (3) from where or in where I originally obtained the jpg or physical photo; (4) the photo's size (in inches); (5) the 3-letter code I printed on the back of the photo; (6) whether the photo is a duplicate of another photo or a 2nd snapshot of the same pose as another photo; and (7) the photo's metadata of where/when/who.

Former-members' memories

I also assembled different people's memories about their experiences in Camp Vladek, which I included in the computer archive.