

SURVIVORS OF THE  
S ה H א O ו A ש H  
VISUAL HISTORY FOUNDATION®

**Shoah Foundation Visual History Archive  
Training Guide**

## About the Shoah Foundation Archive

In 1994 Survivors of the Shoah Visual History Foundation was established by Steven Spielberg to videotape the testimonies of Holocaust survivors and other witnesses. To date, the Foundation has recorded and preserved the testimonies of more than 50,000 eyewitnesses in 56 countries and in 32 languages. Today, the Shoah Foundation's mission is to overcome prejudice, intolerance, and bigotry—and the suffering they cause—through the educational use of the Foundation's visual history testimonies. To this end, the Foundation preserves and provides access to the archive; builds and supports educational programs; and develops educational products based on the testimonies.

The Shoah Foundation archive includes testimonies from nine survivor and witness experience groups. As the majority of interviews were conducted with Jewish Holocaust survivors, that experience group is listed first, followed by an alphabetical listing of the other experience groups.

### Experience Groups

#### **Jewish Survivors**

Interviewees who were targeted for persecution under laws and/or policies against the Jews.

#### **Homosexual Survivors**

Interviewees who were targeted for persecution based on their homosexuality or suspected homosexuality.

#### **Jehovah's Witness Survivors**

Interviewees who were targeted for persecution based on their religious convictions and/or expression of those convictions as Jehovah's Witnesses.

#### **Liberators and Liberation Witnesses**

Interviewees who participated in the liberation of concentration camps and/or interviewees who entered concentration camps immediately after liberation due to assignments in or around camps.

#### **Political Prisoners**

Interviewees who were targeted for persecution based on their political convictions and/or expression of those convictions.

#### **Rescuers and Aid Providers**

Interviewees who rescued those targeted for persecution and/or interviewees who were involved with the planning and implementation of aid programs during and after the war.

#### **Sinti and Roma Survivors**

Interviewees who were targeted for persecution under laws and/or policies against the Sinti and Roma ("Gypsies").

#### **Survivors of Eugenics Policies**

Interviewees who were targeted for persecution under eugenics laws and/or policies.

#### **War Crimes Trials Participants**

Interviewees who were involved in war crimes trials after the war.

## About the Visual History Archive

The Shoah Foundation Visual History Archive is a digital search tool that allows you to search through data and video in the Shoah Foundation archive, utilizing more than 20,000 experiential and geographic index terms. This is a pilot version of the Visual History Archive, in its first stages of user testing.

Currently, there are approximately 46,000 records accessible through the Visual History Archive. Cataloguing and indexing the archive is a work in progress, and the statistics below provide some insight into the access available to testimonies at this time.

In the Visual History Archive users will encounter testimonies that provide different levels of access to the information contained in them. Some testimonies offer partial accessibility, while others are fully accessible. The terms below describe the stages of making a testimony fully accessible in the Visual History Archive.

**Cataloguing:** refers to the process of collecting and entering biographical information about interviewees into **Biographical Profiles** that are accessible to users. Testimonies in 31 languages have been catalogued.

**Indexing:** refers to the process of associating keywords with segments of testimony, providing users with access to segments of video. Testimonies in 16 languages have been indexed.

**Digitization:** refers to the process of transferring the interviews from the original digital Beta tapes to 3 mbps MPEG-1 that can be viewed in the Visual History Archive.

Catalogued	Indexed	Digitized
+/- 46,000	+/- 20,000	+/- 24,000

A testimony may be **digitized** and **catalogued**, but not yet fully **indexed**.

Searches in the Visual History Archive will yield either **testimony-level** or **segment-level results**. Three types of searches are possible in the Visual History Archive:

**People Search:** uses **catalogued** testimonies; search by name of interviewee, or name of another person mentioned in the interview. Searches may use maiden names, nicknames, false names, etc. This search provides **testimony-level** results from approximately 46,000 interviews.

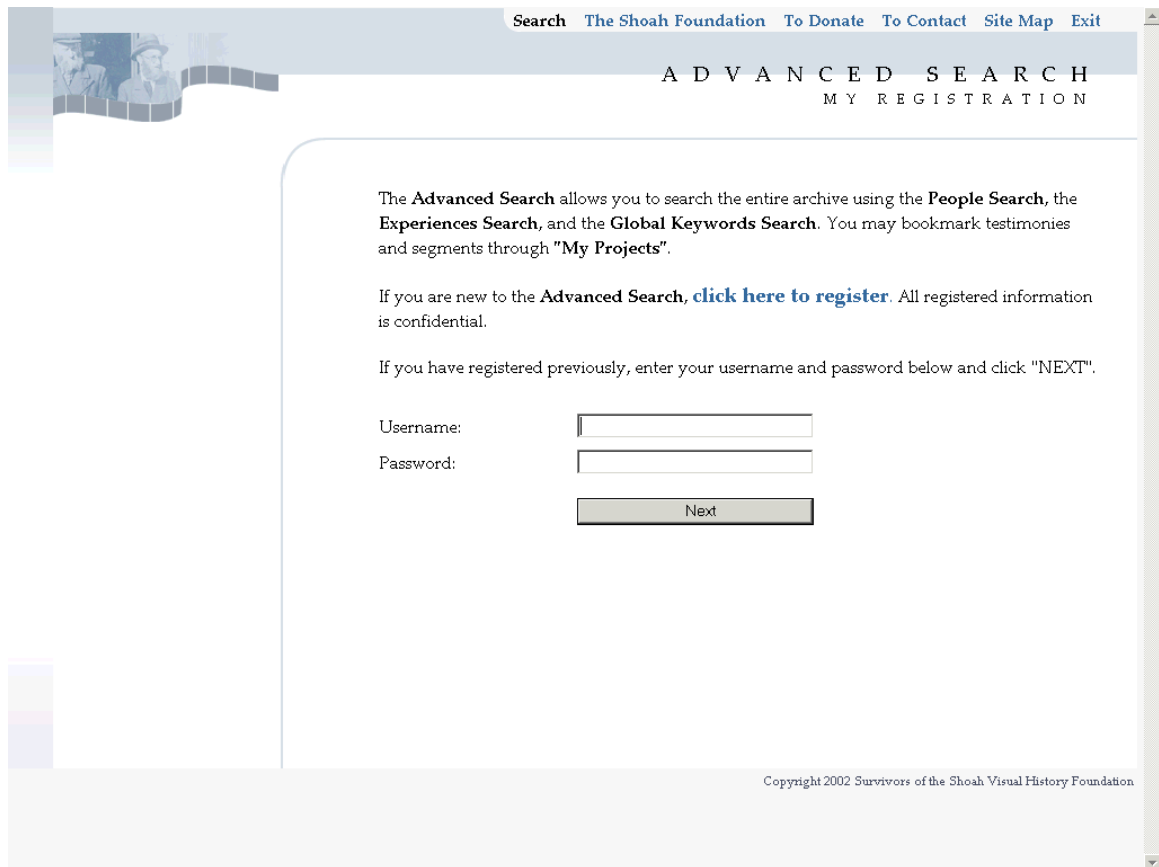
**Experiences Search:** uses **catalogued** testimonies; search with nine criteria from the **Biographical Profile**. This search provides **testimony-level** results from approximately 46,000 interviews.

**Global Keywords Search:** uses **indexed** testimonies; search using more than 20,000 geographic and experiential keywords. This search provides **segment-level** results from approximately 20,000 interviews.

## Login

Once you have entered the Visual History Archive, you will be directed to choose **Basic Search** or **Advanced Search**. In this training guide we will use only **Advanced Search**, and therefore will need to create a login by choosing a **Username** and **Password**.

To create your own personal **Username** and **Password**, click **click here to register** and fill in the appropriate information. You should choose a **Username** and **Password** that you will easily remember. By creating a **Username**, you will be able to access your saved searches at a later time.



The screenshot shows a web browser window with a navigation bar at the top containing links: Search, The Shoah Foundation, To Donate, To Contact, Site Map, and Exit. The main heading reads "ADVANCED SEARCH" with "MY REGISTRATION" underneath. The page content includes:

The **Advanced Search** allows you to search the entire archive using the **People Search**, the **Experiences Search**, and the **Global Keywords Search**. You may bookmark testimonies and segments through "My Projects".

If you are new to the **Advanced Search**, [click here to register](#). All registered information is confidential.

If you have registered previously, enter your username and password below and click "NEXT".

Username:

Password:

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## Video Accessibility in the Visual History Archive

Video for testimonies in the Visual History Archive is available on your campus via a local **cache**. While this means that video may not be available immediately for every digitized testimony, **data** for all 46,000 **catalogued** and 20,000 **indexed** testimonies is available immediately.

The video for some testimonies will be available on the local cache at all times, however, space on the cache is limited and the testimony you need may not be there. You will be able to request specific testimonies to be added to the local cache based on your research interests. Testimonies that are **digitized** can be added to the cache **within about 24 hours**. Testimonies that are **not digitized** (known as **data only**) require special requests. You should **contact the designated person on your campus** or your professor if you want **to request digitization of a testimony**. Limited resources are available for digitization.

The following pages in this training guide provide detailed information about the availability of video and how to request video that is not currently available on your local cache. Please refer to these pages as you conduct the sample searches provided in this guide.


## Digitized Testimonies, not on cache

When you see results from your searches that have photos next to the interviewee names it means those interviews are digitized and available for viewing. Most of those testimonies *will not* be available on your local cache, but you may request to add them. When you click on a testimony or segment of interest and see a screen like the one below, it means that the testimony you have chosen is not on your local cache, but you may request it to be added to the cache. The request may take up to 24 hours to process.

[My Search History](#) [My Registration](#) [My Projects](#) [Search](#) [The Shoah Foundation](#) [To Donate](#) [To Contact](#) [Site Map](#) [Exit](#)

A D V A N C E D   S E A R C H  
V I E W I N G   S C R E E N

Max Kozma



Choose One:  
[Video](#)  
[Slide Show](#)

Downloading the video for this testimony will take up to 24 hours. To download, [click here](#). You may continue searching while the video is downloading. Check back later for access.

All Keywords in this Segment  
[Biographical Profile](#) ▶  
[Special Thanks](#)

Name of interviewee <b>Max Kozma</b>
Gender <b>Male</b>
Date of birth <b>Jul 12, 1921</b>

[Maximize/Minimize Data](#)  
[Next Testimony](#)  
[Previous Testimony](#)  
[Back to Search Results](#)  
[Choose New Search](#)  
[Save to My Projects](#)

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This screen provides access to the data associated with the testimony, as well as still images from the interview (**Slide Show**). In the text box you will see the interviewee's **Biographical Profile**. You may view the list of segments (if available) from the testimony by clicking on the link **All Keywords in this Segment**.

To download a testimony to your local cache, click the **click here** link. You will see a message on the screen that indicates your testimony has been requested and should be available within the next 24 hours. Click the **back** button in the message screen to return to the main testimony screen.

When you check back later, you will know that the video is available because the viewing screen from the next page will be the new default screen. If it has been more than 24 hours and the video is not available, please **contact the designated person on your campus** for assistance.

## Digitized, cached Testimonies

When you see results from your searches that have photos next to the interviewee names, some of those testimonies *may* be available on your local cache. When you click on a testimony or segment of interest and see a screen like the one below, it means that the testimony you have chosen is on your local cache and may be viewed immediately.

My Search History My Registration My Projects Search The Shoah Foundation To Donate To Contact Site Map Exit

A D V A N C E D S E A R C H  
V I E W I N G S C R E E N

Peter Hersch

Right-click on your mouse for additional video controls.

- ZOOM adjusts the size of the video screen.
- VOLUME adjusts the sound.

Paused 01:12

To start video, click here:

Choose One:  
◀ Video  
Slide Show

<< Tape 1 >>

All Keywords in this Segment  
Biographical Profile ▶  
Special Thanks

Name of interviewee  
**Peter Hersch**

Gender  
**Male**

Date of birth  
**Jul 2, 1930**

Maximize/Minimize Data  
Next Testimony  
Previous Testimony  
Back to Search Results  
Choose New Search  
Save to My Projects

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This is the main viewing screen that provides the digitized video, as well as the data associated with the testimony. In the text box you will see the interviewee's **Biographical Profile**. When you click the play button, the testimony will start from the beginning.

You may view the list of segments (if available) from the testimony by clicking on the link **All Keywords in this Segment**. You may watch any segment by clicking on the **segment number**.

## Non-digitized “data only” testimonies, not on cache

When you get results from your searches, you will often see results that have an icon next to them that says **data only**. These testimonies (and their included **segments**) are not yet digitized, and therefore the video is not immediately accessible. However, the data in the **Biographical Profile** is available, and the data in the indexed **segments** may be available. When you click on the **data only** icon or the name of the interviewee for a **data only** testimony, you will see a screen like the one below.

My Search History My Registration My Projects Search The Shoah Foundation To Donate To Contact Site Map Exit

A D V A N C E D S E A R C H  
V I E W I N G S C R E E N

Hedy Flesh

data only

Choose One:  
Video  
Slide Show

The video for this testimony is not currently available. To request this testimony [click here](#).

All Keywords in this Segment  
[Biographical Profile](#)  
Special Thanks

Name of interviewee  
**Hedy Flesh**

Gender  
**Female**

Date of Birth  
**April 21, 1921**

Maximize/Minimize Data  
Next Testimony  
Previous Testimony  
Back to Search Results  
Choose New Search  
Save to My Projects

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This screen provides access to the data associated with the testimony. In the text box you will see the interviewee’s **Biographical Profile**. You may view the list of segments (if available) from the testimony by clicking on the link **All Keywords in this Segment**.

Testimonies that are **not digitized** require special requests. You should **contact the designated person on your campus** or your professor if you want **to request digitization of a testimony**. Click on the **click here** button to find out who to contact on your campus. Limited resources are available for digitization. Please do not request special digitizing for training purposes.

## Searching the Archive

PLEASE NOTE: The Jewish Survivors experience group will be used as an example throughout this training guide.

The following sample searches will help you become familiar with the main functionalities of the Visual History Archive.

### People Search

**People Search** uses **catalogued** testimonies. You may search by name of interviewee, or name of another person mentioned in the interview. The searches may use maiden names, nicknames, false names, etc. This search provides **testimony-level** results from approximately 46,000 interviews. If they are indexed, the testimonies may be viewed by segment as well.

Click on **People Search** to begin this search.

In the First Name search box enter **Jack**, and in the Last Name search box enter **Lewin**. The search defaults to **starts with**. Click **next**.

You will retrieve seven results, four of which have the relationship type **Interviewee**. Note that one has the last name Louis. Add the four with the relationship type **Interviewee** to the box on the right titled **My List**. Click **next**.

On the next page you have the option to limit your search by **Language of Testimony, Gender of Interviewee, or My Projects**. With only four results, limiting the search is not necessary. Click **next**.

The next page shows four **testimonies**, one of which is available for viewing. The others have gray icons with **data only** inside them. These testimonies are not available for viewing, but you may view the data associated with them.

To save these results as a project, on the results page (four testimonies), click on **save to project**. On the next page you will have the option to name a new project, or add the results to an existing project.

Choose **New Project** and enter a title of your choice in the text box. Click **save**. On the next page you will have a list of the projects currently saved (there will be several if a number of people are using the same login). Click on your project name and click **next**.

On this page you have the option to add notes about your project, and to choose to view individual testimonies. If you want to search within your project, you can click **back**, and then click **search within project**. You will use this function later.

At the top of the screen click **Search**. You will have the option to choose **Basic Search** or **Advanced Search**. Choose **Advanced Search**.

## Experiences Search

**Experiences Search** uses **catalogued** testimonies. You may search with nine criteria from the **Biographical Profile**. This search provides **testimony-level** results from approximately 46,000 interviews. If they are indexed, the interviews may be viewed by segment as well. The questions on the Search Screens for each of the nine experience groups vary, as the questions are tailored to each experience. In the case where there are fewer than 35 records, you will have limited options to narrow your search results.

Click on **Experience Search** to begin this search.

On the **Experiences Search** page click **Jewish Survivor** and click **next**.

On this page you have nine criteria from which you may choose. Click **City of Birth** and **Concentration Camps**. Click **next**.

On the next page you can search for a city of birth by typing it in the text box, or you can choose to search from the list of cities grouped by country. Type **dzia** in the text box. The search defaults to **starts with**. Click **next**. On the next page you have two results in the box titled **My Choices**. Double click on the first one, **Dzialoszyce (Poland)** to add it to the box titled **My List**. Click **next**.

On the next page you can search for a concentration camp by typing it in the text box, or you can choose to search from the list of camps grouped by country.

Scroll down to **German concentration camps in Poland: verified**, highlight it, and click **next**. On the next page you have more than 300 results in the box titled **My Choices**. Scroll down to **Krakau-Plaszow (Poland : Concentration Camp)** and double click to add it to the box titled **My List**. Click **next**.

On the next page you have the option to limit your search by **Language of Testimony**, **Gender of Interviewee**, or **My Projects**. With more than 20 **testimonies**, limiting can be worthwhile. Choose **English** for the language, and **male** for the gender of the interviewee. Click **next**.

The results have been reduced to fewer than 20 **testimonies**.

**Please refer to pages 6-8 to see the options you have for selecting and viewing testimonies. Those pages provide screenshots and instructions.**

At the top of the screen click **Search**. You will have the option to choose **Basic Search** or **Advanced Search**. Choose **Advanced Search**.

## Global Keywords Search

**Global Keywords Search** uses **indexed** testimonies. You may search using more than 20,000 geographic and experiential keywords. This search provides **segment-level** results from approximately 20,000 interviews. Whole testimonies may be viewed as well. Searches using multiple keywords at once are “OR” searches. “AND” searches may be accomplished using **My Projects**.

Click on **Global Keywords Search** to begin this search.

On the **Global Keywords Search** page click **Keywords Search** and click **next**.

On this page you have a list of subject categories from which you may choose keywords, or you may type keywords into the text box at the top of the page.

Search for **decisions regarding hiding** by typing it in the text box. Click **search**. The search defaults to **starts with**. The categories will open up to the keyword **decisions regarding hiding/false identity**. Click on the main term and you will see a definition of the keyword in the box on the upper right. Add the keyword to the box titled **My List** and click **next**.

This search retrieved more than 600 **segments**. You now have the option to limit your search by **Language of Testimony, Gender of Interviewee, or My Projects**. With 600+ results, limiting will be worthwhile. Choose **English** for the language, and **female** for the gender of the interviewee. Click **next**.

The results have been reduced to a little more than 300 **segments**.

**Please refer to pages 6-8 to see the options you have for selecting and viewing testimonies or segments. Those pages provide screenshots and instructions.**

At the top of the screen click **Search**. You will have the option to choose **Basic Search** or **Advanced Search**. Choose **Advanced Search**.

## A Note about Broad Categories Search vs. Keywords Search

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When you choose **Broad Categories Search**, the next screen will show nine top-level categories of the Shoah Foundation keyword hierarchy. You may open the varying levels of the hierarchy to see the keywords located within, or you may enter a search term in the search box above to locate it within the hierarchy. The top levels of the hierarchy are not search terms themselves.

When you choose **Keywords Search**, the next screen will show 30 topical categories. You may open each category to see the keywords located within, or you may enter a search term in the search box to locate it within the hierarchy. The categories are relatively broad, but they are much more specific to the experiences contained in the archive than are the **Broad Categories**.

Using **Broad Categories Search** or **Keywords Search** is a matter of personal preference. Users who are interested in the hierarchical arrangement of the keywords, and those who prefer to use broader concepts in searching may prefer the **Broad Categories Search**. Users who are interested in navigating the search terms topically may prefer the **Keywords Search**.

## Integrating Searches

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You may integrate **Experiences Searches** and **Global Keyword Searches** to narrow your results. This can be very helpful when you identify a large set of testimonies on a possible subject, but you are only interested in a particular subset. Integrating searches is done by using **My Projects**.

Click on **Experiences Search** to begin this search.

Choose **Jewish Survivors**, click **next**. Choose **Country of Birth**, click **next**. Choose **Germany** from the list and add it to **My List**. Click **next**. The results are nearly 5000 **testimonies**. Choose **English** as the language to limit the search. The results will be more than 3000 **testimonies**.

To save these results as a project, on the results page, click on **save to project**. On the next page you will have the option to name a new project, or add the results to an existing project.

Choose **New Project** and enter a title for this project in the text box. Click **save**.

On the next page you will have a list of the projects currently saved (there will be several). Click on your project name and click **search within project**.

You will automatically return to the main search screen and have the choice of **People, Experiences, or Global Keywords Search**. Choose **Global Keywords Search**.

On the **Global Keywords Search** page click **Keywords Search** and click **next**. On this page you have a list of subject categories from which you may choose keywords, or you may type keywords into the text box at the top of the page.

Search for the **S. S. St. Louis** by double clicking on the **transport experience** category and then double clicking on the **ships and watercraft** sub-category. Scroll down the list until you find the keyword **St. Louis (Ship)**. Click on the term and you will see a definition of the keyword in the box on the upper right. Add the keyword to the box titled **My List** and click **next**.

This search will automatically be limited by **My Project**. You will see the project you just named in the box next to **My Project**. You don't need to do anything else. Click **next**.

The results have been reduced to about 130 **segments**.

**Please refer to pages 6-8 to see the options you have for selecting and viewing testimonies or segments. Those pages provide screenshots and instructions.**

Click **Exit** at the top of the screen when you are ready. You will have the option to answer a brief survey or exit completely.

## A Note about Functions on the Viewing Screen

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The main viewing screen has similar functionality in all of the search types. Please note, you will only have a viewing screen for those testimonies that are available on your local cache.

In the middle of the screen is the actual viewing screen in which the video will play if the testimony has been digitized. Below it is a text box that contains either keywords for segments or the **Biographical Profile**. Use the links to the left of the text box to change the information presented there.

To the left of the viewing screen are some instructions that will help you change the screen size and the volume of the interview. You may also adjust the volume of the interview by using the slider control next to the speaker symbol in the gray box at the bottom of the viewing screen.

To move around in an interview, use the slider control in the gray box at the bottom of the viewing screen. Click on the box and slide it forward or backward. The forward and backward buttons on the viewing screen are not operable.

To view images of the interviewee or of family photographs and other documents and artifacts, click on the **Slide Show** link to the right of the viewing screen.

To the right of the text box are links that will help you move around your search results and save testimonies or segments to a project. You can also enlarge the text box that contains the keywords or the **Biographical Profile** by clicking **Maximize Data**.

## FAQ

**The following tips will make searching for and watching testimonies easier.**

### **I can't see everything on the screen. What's wrong?**

This Visual History Archive is designed to fill the entire web-browser window. Press F11 to maximize the screen.

### **I am getting too many results. How can I narrow them?**

In some cases you will retrieve more testimonies or segments than you can manage. You can narrow your search by limiting your results to a single language, or by gender. Another option is to save the large groups to **My Projects**, and then search within that group for testimonies that better meet your needs. See the section **Integrating Searches** for more information on using **My Projects**.

### **Does the Visual History Archive allow Boolean searches?**

AND and OR searches are possible in the Visual History Archive. Please refer to the sample searches in the **Global Keywords Search** section and to the sample searches in the **Integrating Searches** section. NOT searching is not currently possible in the Visual History Archive.

### **I cannot find someone who I thought was born in a certain country. Why is this?**

In order to maintain consistency, the Shoah Foundation uses cataloguing guidelines based on time periods. Some countries' borders and names changed after World War I and again after World War II. To keep the information in the archive historically accurate, the date of birth determines the country name catalogued for the country of birth.

Example: If a survivor states that he was born in Vienna in 1909, the country of birth is indexed as Austria-Hungary. Austria came into existence only after World War I.

### **Can I search for a person if I don't know exactly how to spell his or her name?**

The Visual History Archive does not employ soundex, so when searching for a person, you may need to try several different spellings of the name. You can also try a portion of the name, such as "Got" for "Gotfryd" or "Gottfried." In these cases, you will have better luck using **starts with** or **contains** as your search options.

### **How can I search for a city name if I don't know how it was spelled during the prewar era?**

City names and other geographic locations, including ghettos, camps, administrative units (such as states or provinces), countries, etc., may be searched in the **Global Keywords Search** using preferred terms or variant spellings. For example, today the prewar city Lwow is known as Lviv. Either spelling may be used to find the city name for your search, as well as several other variants. The Visual History Archive does not employ soundex, so searchers may need to try several different spellings to find the appropriate term.

Another option is to look at all the cities in a particular country using **Global Keywords Search** in the **world** category. For example, you can look at the category **cities in Poland** and try to find the city in the list.

### **What does it mean if the camp name I find has (u) in front of it?**

(u) means that the geographic location has not yet been verified by the Shoah Foundation's research staff. City names and other geographic locations are verified using many different resources, including country-specific gazetteers from the prewar era, and reference works that provide information about camps and ghettos. However, indexing the testimonies is a work in progress, and

not all geographic locations can be verified with the reference materials on hand. For that reason, some locations are marked (u).

### **What does it mean if the camp name I find has (generic) after it?**

(generic) means that there is more than one known location with the same name, and that the cataloguer or researcher was unable to verify which exact location the interviewee meant. An example is **Jaworzno (Poland) (generic)**.

### **I tried to do a new search, but my old results are still appearing. How can I clear them?**

The Visual History Archive will keep results in memory until you decide to start a new search. To do this while on a search page that has old results on it, click **new search** on the lower left. If you were searching within a project, then click **My Projects** at the top of the screen and begin again by selecting project within which you wish to search.

### **How do I know if a testimony is available for immediate viewing?**

From your results page, choose a testimony that has a photo of the interviewee next to the name. If the testimony is in your local cache a viewing screen will appear on the next page after you click the interviewee name or photo.

### **What does it mean when a gray box that says data only appears next to the interviewee's name?**

Of nearly 52,000 testimonies, nearly 24,000 have been digitized. The remaining 27,000+ are in line for digitization. **Data only** means that the testimony may be catalogued and/or indexed, but it cannot be viewed over the Visual History Archive. You may request digitization of a testimony from the designated person on your campus. Limited resources are available for digitization requests.

You can quickly identify which testimonies are accessible by choosing **Sort by Icon** from the drop down menu above the search results. This will move the interviews that are digitized to the beginning of your list.

### **How does My Projects help me organize my searches?**

**My Projects** allows you to save groups of testimonies or segments and add notes about the set. You can return to these sets later, and run additional searches on the testimonies or segments saved in the group. Once you have identified the testimonies or segments of interest to you, you can return to the group anytime to view the testimonies. Once you are finished with a set of testimonies or segments you can delete the project. When you save testimonies or segments to an existing project, they are added to the existing file, they do not replace it.