

Personal Digital Archiving Day Kit

Guidance and resources for information professionals on how to organize and host your own Personal Digital Archiving Day



Version 1.0

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Purpose of the Kit

The Library of Congress has held Personal Digital Archiving Day events to provide basic guidance to individuals about preserving personal and family memories in digital form. These events provide an excellent opportunity for staff to interact with the larger community to highlight the importance of digital preservation for maintaining our personal memory collections.

Your library or cultural heritage organization may wish to host its own Personal Digital Archiving Day event to connect with your patrons and help them understand how to make their valuable digital information last a long time.

To help you host your own personal digital archiving day, the Library of Congress has developed a suite of free resources available both in this printable kit and online at: www.digitalpreservation.gov/personalarchiving/padKit/index.html, including event guidance, planning templates, handouts and links to videos.

This document is a collection of those resources to serve as a reference guide. It is provided to help you in your program planning efforts. Use this document to review the resources to help you develop your own event planning documents and select the resources you plan to use during your event.

Why you should hold a Personal Digital Archiving Day event

By hosting a Personal Digital Archiving Day you are creating a great outreach opportunity for your organization. These valuable resources on personal digital archiving are a perfect introduction for informing your users and the general public on important tips and strategies for preserving their digital files, photos, videos, emails and social media accounts. In spreading the word about personal digital archiving, you are helping to raise awareness about these ever-changing formats, technologies and techniques.

Where you can find additional resources

On our website, you can find additional information resources to help you plan your event, web resources on other personal digital archiving resources, and introductory information about digital preservation. This page will be updated periodically providing you the latest information and resources collected.

<http://www.digitalpreservation.gov/personalarchiving/padKit/resources.html>

Introduction

Our photo albums, letters, home movies and paper documents are a vital link to the past. Personal information we create today has the same value. The only difference is that much of it is now digital. Chances are that you want to keep some digital photos, email and other files so that you—and your family—can look at them in the future.

But preserving digital information is a new concept that most people have little experience with. These resources provide some high-level tips on how to organize your own personal digital archiving day event and basic guidance how to preserve your “born digital” information and make it last for future generations.

1. Planning your event

- Determine the purpose and audience for the event.
- Organize a committee to help plan and execute your Personal Digital Archiving Day event.
- Create a timeline of tasks and assign tasks to committee members.
- Decide what type of PAD event you’d like to hold an Informational/Educational or an Instructional/Hands-on event.
 - **Informational/Educational** is an introductory event that provides a starting point for a general audience to understand the basics of archiving personal digital information.
 - **Instructional/Hands-on** will be more labor intensive and includes a specific educational component and possibly a speaker or expert to deliver a talk/demonstration.
- Select a venue – ideally should be a public setting like a library, civic building, college or school setting.
- Enlist the help of volunteers to set up and clean up materials and additional staff to work the event.
- Hold a planning meeting for staff and volunteers so you can brief them on what has been planned, assigning roles and responsibilities and what to expect on the day.

An event planning checklist is included in this kit.

2. Organizing your event

- Set a date/time to hold the event.
- Consider what will be needed for the room set up – tables, chairs, A/V equipment, internet access and signage to direct the public to your space/room.
- Sketch room layout and plan where tables, speaker and/or materials will be staged.
- Create a budget for supplies, publicity, room rental, speakers, catering, photography or video.

3. Publicizing your event

- Develop a marketing and communications plan. Focus on using eye-catching images and a minimal amount of text on flyers and posters.
- Write descriptions of your event. This can be used in press releases, to contact local press, to email listservs, to provide copy to identified newsletters, to enlist the help of subject specific or local community bloggers, to post to local bulletin boards and calendar listings.

Flyer, poster and press release templates are included in this kit.

4. Running your event

- Create set up, presentation and/or clean up schedules with responsibilities for staff.
- Schedule a meeting with staff and volunteers before attendees arrive for last-minute instruction.
- Be prepared—have plenty of handouts, promotional materials on hand ready to distribute.
- Make sure you provide post-event evaluation forms for staff and volunteers and attendees. This will help you evaluate the impact of your event.

Examples of a post-event evaluation form for staff/volunteers and an attendee evaluation form are included in this kit.

5. Sample event planning forms

Attached to this document are example event planning documents. These documents are intended to assist you in the planning, organizing and publicizing your event. You can adapt them to fit your requirements or use them as reference tools for a starting point in your program planning efforts.

Each of these documents is available for download from our website at:

<http://www.digitalpreservation.gov/personalarchiving/padKit/index.html>

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Event Planning Checklist (sample)

Use this to mark completed activities and to take notes on areas that need discussion.
You can expand each section as needed.

Name of Event: _____

Date: _____

Time: _____

Location: _____

Pre-planning:

1. Objectives _____

2. Audience _____

3. Costs _____

4. Dates _____

5. Location _____

Program:

1. Topics _____

2. Speakers _____

3. Equipment _____

4. Hand-outs _____

Event Planning Checklist (sample)

Facilities:

1. Number of people expected _____
2. Room design and seating _____
3. Tables for materials _____
4. Parking _____
5. Directional signs _____

Equipment:

1. Lectern _____
2. Podium _____
3. PA system _____
4. Microphones _____
5. Projection screen _____
6. Video projector _____
7. Computer/laptops/Internet Screen _____

Event Planning Checklist (sample)

Publicity/Promotion:

1. Mailing lists _____
2. Promotional mailings _____
3. Posters/flyers _____
4. Advertising (free or paid) _____
5. Media contact _____
6. Social media contacts _____
7. Press releases _____

Press Release or Announcement (sample)

Pass It On: Personal Archiving Day at ORGANIAZATION NAME on DATE

Personal treasures should be safeguarded so that future generations can share in the collective memories of loved ones. Advice on how to preserve and protect precious digital and traditional photos, documents, recordings and more will be presented at Personal Archiving Day.

Personal Archiving DAY, DATE, TIME, LOCATION

The event is free and open to the public; no tickets or reservations are needed.

Library staff will be on hand to talk directly with individuals about how to manage and preserve their collections. There will also be videos and printed information available.

For security reasons, attendees are asked not to bring collection materials to the event. For information about visiting the ORGANIZATION NAME go to URL.

Personal Archiving Day celebrates Preservation Week (<http://www.ala.org/preservationweek/>). This joint initiative of the Library of Congress, the American Library Association, the Institute for Museum and Library Services and other partner organizations highlights libraries and other collecting institutions as excellent sources of preservation information.

INFORMATION ABOUT THE ORGANIZATION

#

Post-Event Evaluation (sample)

- 1) Did we meet our goals/objectives with this event?

- 2) Did we meet our budgetary goals?

- 3) Did we have enough volunteers for the event?

- 4) What could have been done differently to make the event better/more productive?

- 5) Did we have enough advertising/PR for the event? What could have made this better?

- 6) Did we execute the program in a professional manner?

- 7) Did we face any conflict with the program? What could have been done differently?

- 8) Would we execute a similar program in the future? What changes would we make?

- 9) How does the program allow us to grow as a group and organization? Was it a good program?

Attendee Post-Event Evaluation Form (sample)

Name of Event:

Location of Event:

Date of Event:

Personal Archiving Day	strongly disagree → strongly agree				
1. I feel empowered to organize and manage my family photos	1	2	3	4	5
2. I now have a better understanding of how to make sure I have access to my digital memories in the future	1	2	3	4	5
3. I found the staff knowledgeable about the topic	1	2	3	4	5
4. I would come to more programs like this	1	2	3	4	5
5. I will tell family or friends about this program	1	2	3	4	5

In the future, personal archiving events should be held on

Weekend pattern (Friday-Sunday) Midweek pattern (*e.g. Monday-Wednesday*)

Would you attend a future event on this topic? Yes No

What topics would you like us to cover in the future?

How did you learn about this event?

Please feel free to provide additional comments on the bottom of this form.

Thank you for your time.

Pass It On: Personal Archiving Day at ORGANIZATION NAME



DAY, DATE

TIME

This event will provide information about saving individual and family digital memories.

Library staff will be on hand to talk directly with you about how to manage and preserve your family treasures.

There will also be videos and printed information available.

The event is free and open to the public; no tickets or reservations are needed.



For information about visiting the ORGANIZATION NAME
see URL

Personal Digital Archiving Day



Come and learn how to care for and preserve your digital files and photos!



Location:

Date/Time:

6. Personal Digital Archiving Guidance, Handouts and Videos

The personal digital archiving guidance offers a beginning point for individuals embarking on a personal digital archiving project. The "how-to" tips have been developed based on questions and comments from attendees at our personal archiving events. These are not intended to be comprehensive on every digital format (photo, video, audio, email, documents and websites). It is important to note that individuals may need additional information regarding a specific project.

Please see our additional resources page for updated web resources that may assist your patrons in their search.

<http://www.digitalpreservation.gov/personalarchiving/padKit/resources.html>

You can download individual copies of each document on our website.

<http://www.digitalpreservation.gov/personalarchiving/>

We have also produced a number of videos on digital preservation topics. You may choose to use any of these to compliment your event.

The videos are on our website, on the Library's YouTube Channel, and on iTunes U:

Digital Preservation Website:

<http://www.digitalpreservation.gov/multimedia/videos.html>

YouTube:

<http://www.youtube.com/user/LibraryOfCongress#g/c/EA69BE43AA9F7E68>

iTune U:

<http://itunes.apple.com/us/itunes-u/digital-preservation-webcasts/id386017836>



Keeping Personal Digital Photographs

Perhaps more than any other kind of personal digital information, photos have rich personal meaning. And photos are unique: if they are lost, the information they provide can never be replaced.

You will want to keep at least some of your digital photos for a long time. Focus attention on organizing your important photos by placing them into related groups.

Archiving Tips

Identify where you have digital photos

- Identify all your digital photos on cameras, computers and removable media such as memory cards.
- Include your photos on the Web.

Decide which photos are most important

- Pick the images you feel are especially important.
- You can pick a few photos or many.
- If there are multiple versions of an important photo, save the one with highest quality.

Organize the selected photos

- Give individual photos descriptive file names.
- Tag photos with names of people and descriptive subjects .
- Create a directory/folder structure on your computer to put the images you picked.
- Write a brief description of the directory structure and the photos.

Make copies and store them in different places

- Make at least two copies of your selected photos—more copies are better.
- One copy can stay on your computer or laptop; put other copies on separate media such as DVDs, CDs, portable hard drives, thumb drives or Internet storage.
- Store copies in different locations that are as physically far apart as practical. If disaster strikes one location, your photographs in the other place should be safe.
- Put a copy of the photo inventory with your important papers in a secure location.
- Check your photos at least once a year to make sure you can read them.
- Create new media copies every five years or when necessary to avoid data loss.



Keeping Personal Digital Audio

You may have many digital audio files with music, lectures and other sound recordings. Some of these have personal, financial or other value that leads you to keep them for a long time.

You should make sure that the audio files you select for saving are in an open file format. This will ensure the greatest flexibility for future use.

Archiving Tips

Identify your digital audio files

- Identify your audio files on computers, audio players, phones and removable media such as memory cards and DVDs.
- Include audio files that you manage through audio software.

Decide which audio recordings have long-term value

- Pick the recordings that you feel are important.
- If there are multiple versions of important recordings, save the one with highest quality.

Export the selected audio recordings

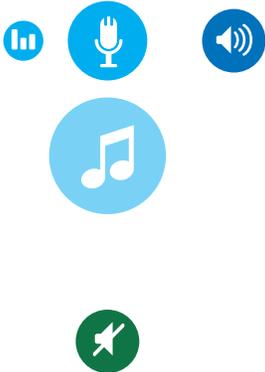
- If saving a few recordings, you can use the “save as” command in your web browser or software program to export them as individual files.
- If saving many recordings, check into automatically exporting them.
- If possible, save recordings in an open format.
- Save metadata for the audio files, including the date it was exported.

Export the selected audio recordings

- Give individual audio files descriptive file names.
- Tag the files with information about the recording.
- Create a directory/folder structure on your computer to put the recordings you picked.
- Write a brief summary of the directory structure and the recordings.

Make copies and manage them in different places

- Make at least two copies of your selected audio recordings—more copies are better.
- One copy can stay on your computer or laptop; put other copies on separate media such as DVDs, CDs, portable hard drives, thumb drives or Internet storage.
- Store copies in different locations that are as physically far apart as practical. If disaster strikes one location, your audio recordings in the other place should be safe.
- Put a copy of the summary description with your important papers in a secure location.
- Check your audio recordings at least once a year to make sure you can read them.
- Create new media copies every five years or when necessary to avoid data loss.





Keeping Personal Digital Video

If you are using a camera or other device to record digital video, you are following in a long tradition of making personal and home movies. You may want to keep some of these videos for a long time.

Technical file quality is an important consideration for digital video. Videos that are posted on the Web, for example, are often grainy and have less information than the original version.

Save the highest quality versions of your videos along with good descriptive information about them.

Archiving Tips

Identify where you have digital videos

- Identify all your digital videos on cameras, computers, phones and removable media such as memory cards.
- Include your videos on the Web.

Decide which videos are most important

- Pick the videos you feel are most important.
- You can pick a few videos or many.
- You can save just final edited versions or you can also save unedited footage.
- If there are multiple versions of an important video, save the one with highest quality.

Organize the selected videos

- Give individual videos descriptive file names.
- Tag videos with names of people and descriptive subjects.
- Create a directory/folder structure on your computer to put the videos you picked.
- Write a brief description of the directory structure and the videos.

Make copies and manage them in different places

- Make at least two copies of your selected videos—more copies are better.
- One copy can stay on your computer or laptop; put other copies on separate media such as DVDs, CDs, portable hard drives, thumb drives or Internet storage.
- Store copies in different locations that are as physically far apart as practical. If disaster strikes one location, your video files in the other place should be safe.
- Put a copy of the summary description with your important papers in a secure location.
- Check your saved video files at least once a year to make sure you can read them.
- Create new media copies every five years or when necessary to avoid data loss.





Keeping Personal Electronic Mail

Like paper letters, your e-mail messages document important events, transactions and relationships. You might want to save some e-mails—or perhaps many of them.

Saving an e-mail involves keeping it separate from your e-mail program. This is because e-mail programs are not meant to keep information for a long time: they can change or stop providing support at any time.

Archiving Tips

Identify all your e-mail sources

- Identify your personal e-mail accounts.
- Within each account, find all folders or other separate groupings of messages; include any “archived” messages.

Decide which messages have long-term value

- Pick the messages you feel are especially important.
- You can pick a few messages or many.
- Save attachments that are part of the selected messages.

Export the selected messages

- If saving a few messages, you can use the “save as” command in your e-mail browser or software program to export them as individual files.
- If saving many e-mails, investigate automatically exporting them using the email program.
- If possible, save messages in an open format.
- Save metadata for the messages, including the message “header” (the subject, from, to and time and date).

Organize the saved messages

- Give individual messages and attachments descriptive file names.
- Create a directory/folder structure on your computer to put the saved messages and attachments.
- Write a brief summary of the directory structure and its files.

Make copies and manage them in different places

- Make at least two copies of your selected messages and attachments—more copies are better.
- One copy can stay on your computer or laptop; put other copies on separate media such as DVDs, CDs, portable hard drives, thumb drives or Internet storage.
- Store copies in different locations that are as physically far apart as practical. If disaster strikes one location, copies of your e-mails and attachments in the other place should be safe.
- Put a copy of the summary description with your important papers in a secure location.
- Check your saved e-mail and attachments at least once a year to make sure you can read them.
- Create new media copies every five years or when necessary to avoid data loss.





Personal Digital Records

You probably have resumes, school papers, financial spreadsheets, presentation slides or other digital documents. You might also have digital copies of original hard copy documents such as letters, maps or family histories.

Some of this information may have enduring value.

For this type of information it is important to decide which documents to save. Think about different versions, such as drafts and earlier copies. Drafts, for example, can provide important details that do not appear in final versions.

Archiving Tips

Identify where you have your digital document files

- Locate all digital document files on computers and removable media such as CD-ROMs and floppy disks.
- Include any of your individual documents on websites.

Decide which documents have long-term value

- Pick the documents you feel are especially important.
- You can pick a few documents or many.
- You can pick just final versions of documents or you can also include drafts and revisions.

Organize the selected documents

- Give individual documents descriptive file names.
- Create a directory/folder structure on your computer to put the documents you picked.
- Write a brief description of the directory structure and the documents.

Make copies and manage them in different places

- Make at least two copies of your selected documents—more copies are better.
- One copy can stay on your computer or laptop; put other copies on separate media such as DVDs, CDs, portable hard drives, thumb drives or Internet storage.
- Store copies in different locations that are as physically far apart as practical. If disaster strikes one location, your important documents in the other place should be safe.
- Put a copy of the summary description with your important papers in a secure location.
- Check your document files at least once a year to make sure you can read them.
- Create new media copies every five years or when necessary to avoid data loss.





Keeping Personal Websites, Blogs and Social Media

If you have a blog, website, Facebook page or other way to share information on the Internet, you also have a rich source of information that you should think about saving for the future.

For this category you need to start any archiving process by first identifying what you have. You might have multiple places where you share information, and you should give consideration to them all.

Archiving Tips

Identify where you have your digital document files

- Locate all your content on the Web, including personal websites and social media sites and services.
- Be sure to include current information as well as any older (archived) content.

Decide which information has long-term value

- Pick the information that you feel is especially important.
- You can pick individual pieces of information or you can select whole pages or websites.

Export the selected information

- If saving a limited amount of information, you can use the “save as” command in your web browser to export the website as individual files.
- If saving entire pages or sites, check into automatically exporting them as a series of linked files.
- Save metadata for your Web content information, such as site name or date created.

Organize the information

- Give individual files descriptive file names.
- Create a directory/folder structure on your computer to put the saved information.
- Write a brief summary of the directory structure and its files.

Make copies and manage them in different places

- Make at least two copies of your selected information—more copies are better.
- One copy can stay on your computer or laptop; put other copies on separate media such as DVDs, CDs, portable hard drives, thumb drives or Internet storage.
- Store copies in different locations that are as physically far apart as practical. If disaster strikes one location, the other copy of your important web content in the other place should be safe.
- Put a copy of the summary description with your important papers in a secure location.
- Check your saved files at least once a year to make sure you can read them.
- Create new media copies every five years or when necessary to avoid data loss.

Transferring Photos

from your Camera to your Computer

Digital cameras contain a removable SD card that has the capacity to store hundreds of digital photos. No matter how large your SD card is, the best practice for preserving digital photos is to copy them from your camera to your computer as soon as you can. That reduces the risk of losing your photos as a result of damaging or losing your camera.

These are general instructions for computers using Windows software. Different cameras and computers have slightly different screens and options but the process itself is similar for all digital camera resources.



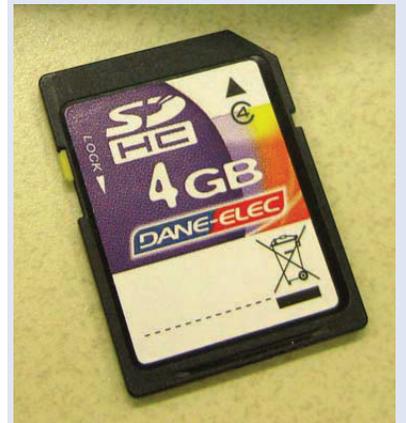
Digital camera with a USB cable to transfer photos



USB cable connection end

Digital cameras usually are packaged with a USB cable that connects the camera to a USB port on a computer.

What is an SD card?

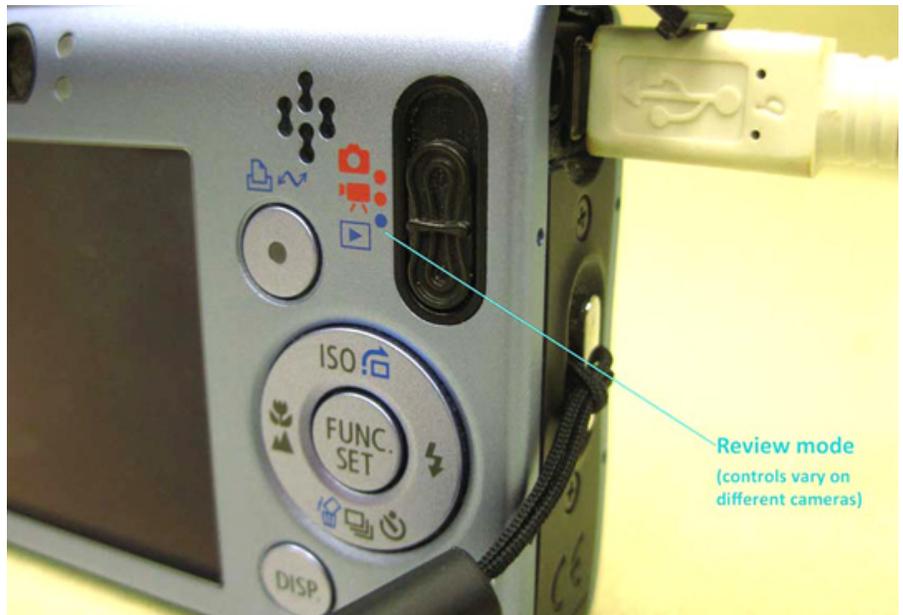


An SD (Secure Digital) memory card is a storage medium for digital photos. Digital cameras are often packaged with low-capacity SD cards; many people buy larger SD cards so they can use their camera longer without filling the card up or they carry multiple SD cards with them on extended trips. The card is easily removed from the camera.



USB port on a computer

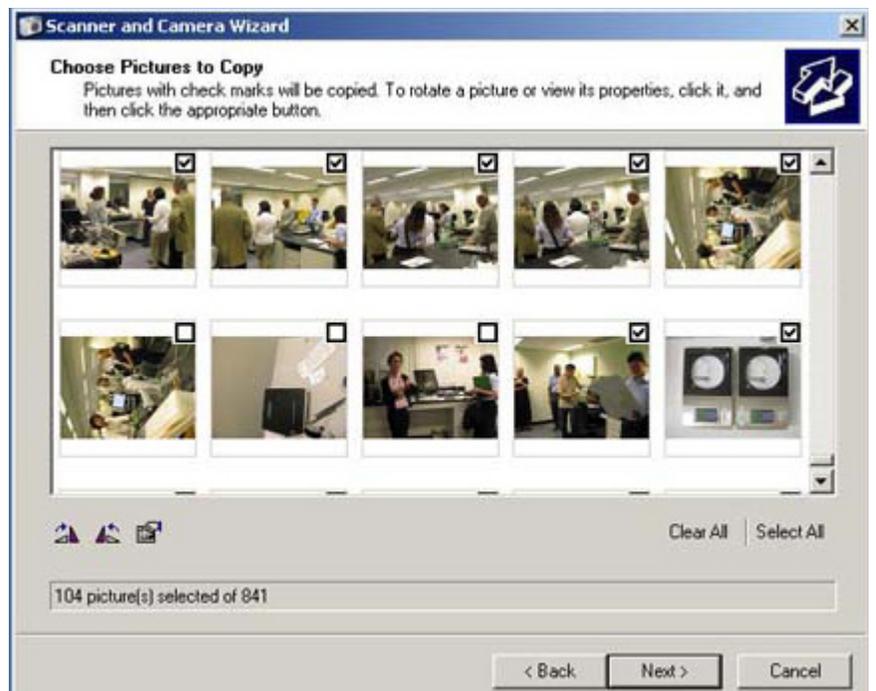
Plug the camera into the computer and turn the camera on. You may have to switch the camera into Review mode in order for it to fully connect to the computer.



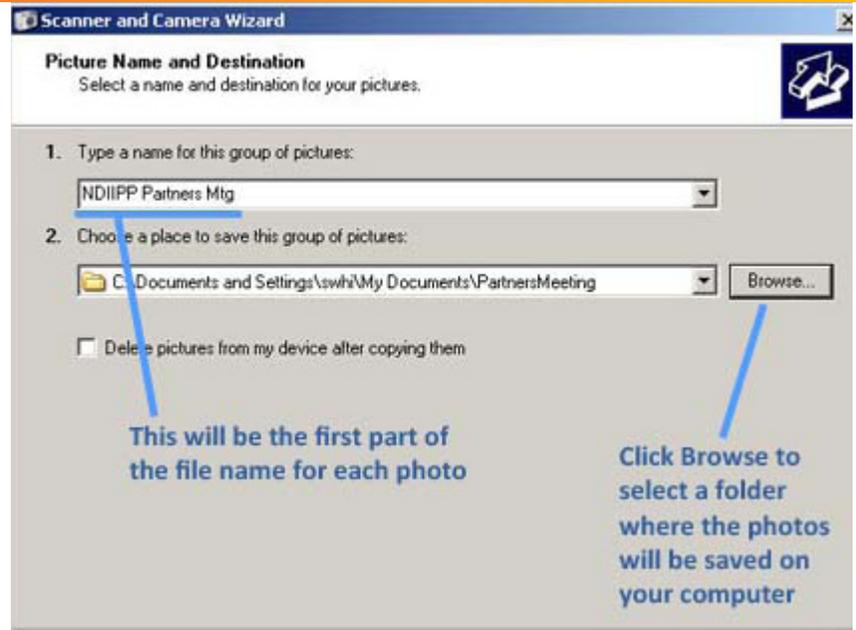
Once the camera has connected, a window should pop up, prompting you to open the camera contents with the camera software. This software is generally called camera wizard software.

If a window does not automatically pop up, you may have to look for the camera device. For example, on a Windows PC, you will need to view your My Computer or Home folder to look for the device.

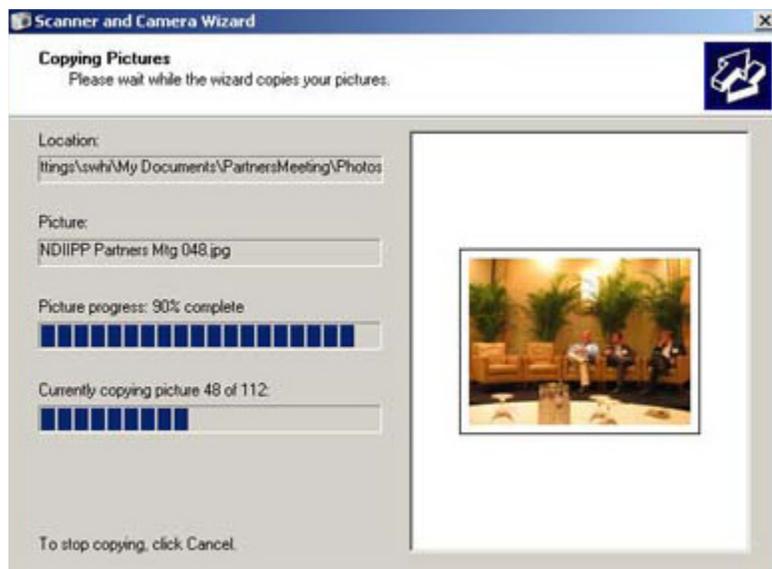
Most camera software allows you to select which photos to copy over. Select the photos you would like to move off of your camera to the computer.



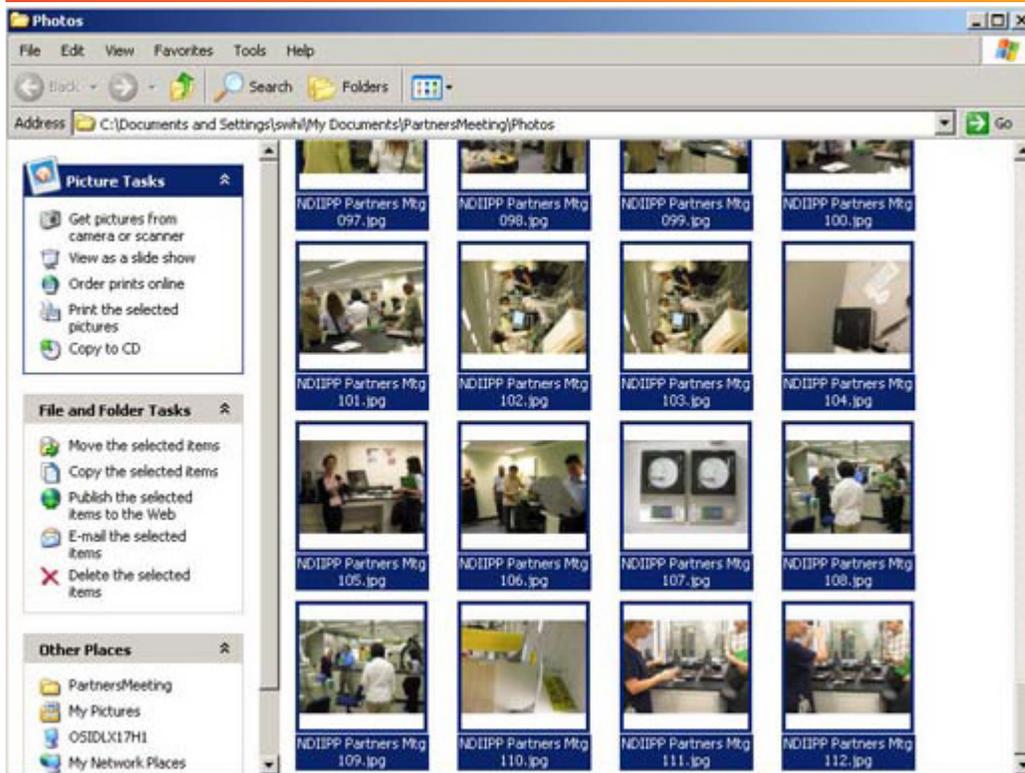
Camera software usually permits you to name your photos. If all your photos are from the same event, for example, you can use this event name as the first part of the file name, and the photos will get numbered sequentially as they transfer to your computer.



If you do not have a folder for those photos, create a new folder in your file directory to keep your photos organized. If you have a master folder for your photos (such as "My Pictures") the new folder should be placed inside it. Give the new folder a descriptive name; a subject or the date created are good choices. This will make your photos easier to find later.



The more photos you transfer, the longer the process will take.



Once you complete the transfer, turn off your camera and unplug it from the computer.

Your photos are now saved on your computer.

Transferring Video from Tape, DVD or Camera to Your Computer

The procedure for archiving digital video is the same as for any other digital content:

1. Locate the files
2. Gather them into a single folder on your computer
3. Backup that collection
4. Migrate the collection approximately every five years to new media.

In the course of locating the files, step 1, you may need to transfer the video files off a camera, tape or DVD and onto your computer as soon as possible.

DVDs

To transfer the video files off a DVD that does not have copy protection:

- Insert the DVD into a computer and don't play the contents. If the video starts to play, stop it.
- Look inside the DVD contents as you would look inside any storage device. Typically the files appear to be organized as in Example 1.

NOTE: Media must not be copyright protected. You must have the right to copy the contents.

Open the folder that contains the video files (titled "VIDEO_TS" in example 1).



AUDIO_TS

The video files may be labeled with a VOB file extension, which stands for Video Object. (See example 2.) The video files will be the largest files in the directory.



VIDEO_TS

Example 1. File contents of a DVD

1. Create a folder on your computer for the video files. Give it a descriptive title to help you locate the video files again.
2. Copy the VOB files from the DVD to the video folder. If you aren't sure which files are the video files, copy everything.

	VTS_01_3.VOB	1,048,404 KB	VOB File
	VTS_01_2.VOB	1,048,404 KB	VOB File
	VTS_01_1.VOB	1,048,404 KB	VOB File
	VTS_01_4.VOB	353,080 KB	VOB File
	VIDEO_TS.VOB	52,894 KB	VOB File
	VTS_01_0.IFO	48 KB	IFO File
	VTS_01_0.BUP	48 KB	BUP File
	VIDEO_TS.IFO	12 KB	IFO File
	VIDEO_TS.BUP	12 KB	BUP File

Example 2. Video folder contents from DVD.

NOTE: Never modify the original video file. Make a copy and modify only the copy.

Videotape

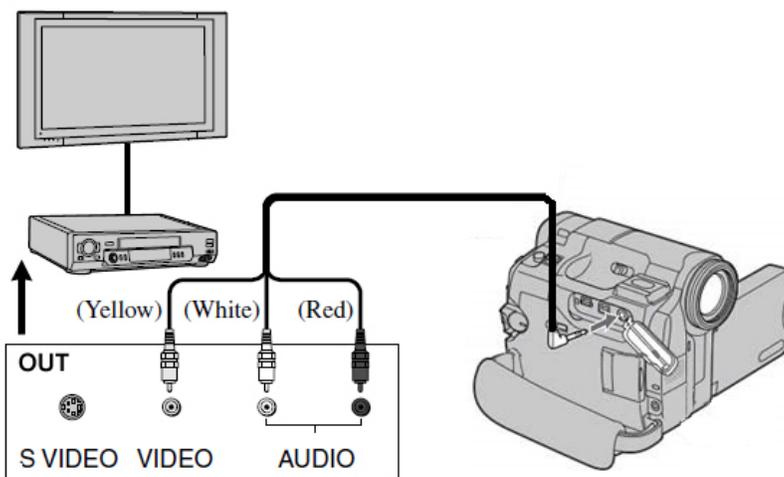
Analog videotape is fragile and could become unplayable after a few years. The more you play the tape the more you wear it down and the greater the risk of losing access to your video. And when you make copies of the videotape, each successive copy (copies of copies) has increasingly poorer image and sound quality. This is called “generational decay.”

The following methods presume you are using a VHS tape that has no copy protection. Trying to digitize copy-protected VHS tapes may result in copies that have blurry, dark or scrambled images or they may have no image at all.

Here are several methods of digitizing videotape:

Recording from VCR to digital video camera

Connect the VCR to a digital video camera, play the VHS videotape and record the content with the digital video camera.



Once the video content is on the digital video camera, connect the digital video camera to a computer and transfer the digital video file from the camera to the computer.

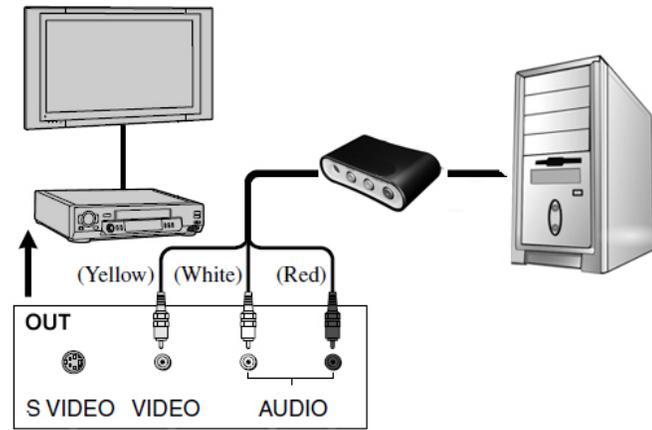
Example 2. Video folder contents from DVD.

NOTE: many digital video cameras can be used as a “pass-through device” by connecting the video camera to the VCR as described above and at the same time connecting the video camera to your computer and capturing the video in real time.

This method is similar to the “VCR to digital converter” scenario described next, but may not yield as high quality of an image as using a standalone digital converter. Please review your camera’s instruction manual for how to do this.

Using a digital converter from a VCR to a computer

Converters interface between the VCR and the computer, digitizing the video to the computer in real time as the video plays (example 4).



Example 4. VCR to PC

VCR/DVD combination unit

A two-slot appliance in which you put a VHS tape in one side, a blank DVD in the other and create a DVD as the movie plays. Later you can transfer the video files off the DVD (see “DVDs” section above).

DVD burner

Special hardware that attaches to VCRs. The VCR plays the videotape and the DVD burner captures the video and digitizes it in real time to a DVD.

NOTE: If you keep videotapes as backup copies, store them away from direct sunlight in a cool (approximately 65 degrees F.), low-humidity room (approximately 45% humidity). It is best to keep the tapes in sleeves or plastic containers for protection.

Archiving Email

Archiving email can be a challenge. Most email either resides within a program on your computer or in a server on the Internet, depending on which email system you use. Either way you have to find where your email resides, download it -- if you can -- and make a backup copy.

Email resides either:

1. **locally** on your computer, where you open a program to access it, or
2. **remotely** on your email host's website, where you open a browser and navigate to a web site to access it or configure an email *client* to access it

NOTE: An email *client* is a program for managing email.

Locally: email software installed on your computer

If you have an email program installed on your computer, your email resides somewhere on the computer within the program's folder of files. Some of these desktop email programs offer you a menu option to archive or save a copy of your email. The function is the same in all email programs (saving a copy of your email) but the *terminology* or *process* may differ from program to program.

A typical process would be to select the email folder or directory you want to save, then select the menu options "File > Save As" or "File > Archive" or "File > Export" or some similar wording. You may be asked about what format you want to save your email in. "Text" or ".txt" is ideal. Some programs may only allow you to save your emails in their proprietary format and view the archived emails from within the program.

NOTE: Text files (.txt) are simple common computer files that contain very little formatting and are readable on all computers systems. If you are given a "save as" choice between "text file" or a different format option, always select "text." All word-processing programs, text editors and browsers can open and display text files. The text files will lose any fancy formatting the original emails may have had but the words will still display.

Some desktop email programs do not have these menu options. Instead you have to locate the email files within the program folder or directory. For help finding your email, go to a search engine and search for a phrase like, "Where does (email program name) store my email files?"

Some desktop email programs store email in a database but it is not necessary to run the email program in order to see your emails. A **text**-reading program can open and display the emails.

Remote: email services accessed with a browser

Web-based email services store email on remote servers. Only a few of the large, popular web-based services will enable you to download your email from their servers. Some will permit you to download your email if you pay for their premium service; if you are using their free service they may not allow downloading.

To find out if it is possible to download, save or archive your email, search online for keywords and phrases such as “archive email” and “(your email service name)” or “download email” and “(your email service name).”

You may be able to map a desktop email client to your online account, then download your email. Your search engine results from the previous paragraph will tell you if you can or cannot do it. If you don't already have an email client, search online for “email client.”

Once you find and install an email client, you can map it to your online service. If you cannot find help within the client on how to configure your email account, you may need to search online for help.

This process would require you to configure your email client or browser to use POP, IMAP and/or SMTP protocols; these systems for exchanging messages between computer systems.

NOTE: File attachments are separate from the emails to which they are attached. Attachments will not be available from within the archived email message files. You must download the attachments from and save them separately.

Scanning Your Personal Collections

Scanning your documents and photographs results in digital copies that can be reprinted and shared.

This document provides some considerations for scanning your personal collections and an explanation of some common scanning terms.

This is a basic overview. You should also read your scanner manual for additional information.

1. Prepare the scanner, documents and photos

Remove dirt, smudges and other particles from the documents or photographs you have selected to scan. Ensure that the glass and the scanner are clean. The scanner will capture the document or photograph as it is, so make sure that your original item and the scanner are free of dirt or particles that could interfere with the scan or result in a low-quality version. Aim for the cleanest, clearest scan you can get.

2. Review and select the scanner settings

Settings have an impact on the scanned image. Understanding some of the commonly referred to terms may help you select the best scanner setting for your needs.

- *Bitonal*: simple two-tone black and white scans are suitable for typewritten and printed text documents. Handwritten letters may be scanned in bitonal if you like the results.

- *Grayscale*: a palette of up to 256 gray tones is best for black & white photographs. Grayscale scanning may also work best for music and handwriting because details may display better than in bitonal scans.

- *Color*: a palette of 256 to thousands of color tones is used for photographs and documents where color is important such as maps, colored diagrams and illustrations. To capture the natural appearance of an item, color scans may be best.

Scanning Terms Defined:

- **Resolution** is finely spaced detail.
- **Dots per inch, or DPI**, is a measure of how many dots of color or shading are contained within one inch. The more dots packed in an inch, the denser and finer the image will be, and the larger the file size will be. Generally, all documents should be scanned at 300 dpi. Photographs you intend to enlarge to 8" x 10" or greater can be scanned at 400 or 600 dpi. Anything above 600 may be unnecessary. The terms DPI and PPI (pixels per inch) are often used interchangeably.

3. Scan and save

After previewing and scanning the image, you have a choice of several different formats in which to save your scan.

- *Bitonal*: Usually saved in “group IV compressed” TIFF file format.
- *Greyscale*: Usually saved in standard JPEG (.jpg) file format at a medium quality.
- *Color*: Usually saved in medium-quality JPEG format unless you want to re-print the photo, in which case use the high-quality JPEG setting. Use the high-quality JPEG setting also if you want 8” x 10” enlargements.

You can also save documents in PDF format. This provides an advantage if you want to combine several pages or photos in a single file. PDF may also be useful for text documents because you may be able to create searchable text to help find specific words later.

4. Access and storage

Once you’ve scanned your personal collections, you need to make sure that you can access them in the future. Here are a few helpful tips for proper storage and access.

Organize the scanned images

- Give individual scanned files descriptive file names, such as “0915201-wedding.jpg.” Using a “yyyymmdd” date-structure format at the beginning of a file name such as “20100915-wedding.jpg” will help.
- Create and organize a folder-within-folder directory/folder structure on your computer in which to store the files.

Make backup copies and manage them in different places

- If you’ve created multiple scans of the same item, save the one with highest quality.
- Make at least two copies of your collection. More copies are better. One can stay on your computer; put other copies on separate media such as DVDs, CDs, portable hard drives, thumb drives or online Internet storage.
- Write a brief summary of the contents or take a “print screen” snapshot of the files and folder, print out a paper copy and keep it with the storage media as a quick-reference inventory sheet.
- Store copies in different locations, as far apart as practical. If disaster strikes one location, remote copies of your collection should be safe.

Example of a folder-within-folder directory/folder structure:

\My Documents

\Family

\ophelia_wedding

20100914-Rehearsal-001.jpg

20100915-Ceremony-001.jpg

20100915-Ceremony-002.jpg

20100915-Reception-001.jpg

How Long Will Digital Storage Media Last?

All digital storage media have a short life. This is why digital preservation requires active management, including regular migration of content from older storage devices to newer devices.

The life of storage media are cut short by at least three factors:

1. **Media durability**
2. **Media usage, storage and handling**
3. **Media obsolescence**

1. Media durability

Computer storage media devices vary in how long they last. The quality and construction of individual media items differ widely. The following estimates for media life are approximate; a specific item can easily last longer--or fail much sooner..



2. Media usage, storage and handling

People have a direct impact on the longevity of storage media:



- The more often media are handled and used, the greater the chance they will fail; careful handling can extend media life, rough handling has the opposite effect.
- Stable and moderate temperature and humidity, along with protection from harmful elements (such as sun and salt) helps keep media alive.
- Good-quality readers and other hardware media connections are beneficial; poor connections can kill media quickly.
- Media that are not labeled or safely stored can be lost or accidentally thrown away.
- Fires, floods and other disasters are very bad for media!

3. Media obsolescence

Computer technology changes very quickly. Commonly used storage media can become obsolete within a few years. Current and future computers may not:

- Have drives that can read older media.
- Have hardware connections that can attach to older media (or media drives).
- Have device drivers that can recognize older media hardware.
- Have software that can read older files on media.



What you need to do

Actively manage your important digital content! Steps to consider:



- Have at least two separate copies of your content on separate media—more copies are better.
- Use different kinds of media (DVDs, CDs, portable hard drives, thumb drives or Internet storage); use reputable vendors and products.
- Store media copies in different locations that are as physically far apart as practical.
- Label media properly and keep in secure locations (such as with important papers).
- Create new archival media copies at least every five years to avoid data loss.

