

Personal Digital Archiving

Jeremy Myntti

jeremy.myntti@utah.edu

March 1, 2019

<http://bit.ly/RT3621PDA>



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I am Jeremy Myntti, Head of Digital Library Services at the University of Utah Marriott Library. In this position, I have the privilege of working closely with many people at the University as well as many partner institutions across the state who are working to digitize their collections to make them available online and for long term preservation.

At the bottom of this slide, there is a link where you can download my slides if you are interested in reviewing them again later.

Please save any questions you may have for the end of the presentation.

In this presentation, I'm going to talk about Personal Digital Archiving.

Most people collect a lot of information about themselves, their immediate family, and their ancestors.

Oftentimes, people will think that if they have some of this content in a digital form, they don't need to worry about losing it.

I don't want to burst anyone's bubble, but I'm here to say that in some ways, it takes more time and effort to take care of digital content than it does physical content.

Though this presentation, I'm going to talk through the things that you need to think about to make sure that your personal digital content can last longer than you do so that your descendants will have access to the information that you created throughout your life as they do their family history work.

Abstract: Many people collect a lot of physical and digital information related to themselves, their immediate family, and their ancestors. Handling this vast amount of information can be a daunting task and present many challenges with determining what we should do with all of our "stuff." A common task among genealogists is to digitize this type of content, but then what happens after it is digital? This presentation will talk about different methods for digitally archiving our personal content to make sure that this content lasts for many generations. Tools and methods for digitizing content are becoming more readily available, but they will not help us unless we are prepared to handle large amounts of data. We will discuss several useful tools that are available at little to no cost for digitizing, describing, and preserving our personal digital content. By completing the task of personal digital archiving today, our descendants will praise our names for many generations!

Personal Digital Archiving

To start off with, we need to define “Personal digital archiving.”

Personal Digital **Archiving**

Let's break that down, starting with the last word: archiving.

Archiving can be defined as a method for managing, storing, and maintaining some sort of content.

Personal **Digital Archiving**

If we add the word digital, this will mean a way to manage, store, and maintain digital content.

Personal Digital Archiving

Adding Personal to the beginning means that we are doing this for our own digital content that we have created or collected.

The personal digital data that we want to manage, store, and maintain can be content that we have digitized or content that is considered born digital and has never been in a physical form, such as a digital photograph or a document from a word processor.

Digital = Forever

Some people believe that archiving digital content should be much easier than physical content since it lasts forever, right?

Digital ≠ Forever

WRONG!

Digital content can at times take more effort to make last for the long term since you not only have to worry about the digital files that you want to archive, you also have to worry about the digital devices, equipment, and services that storage and maintain this data.

2018 *This Is What Happens In An Internet Minute*



Image courtesy of:
Visual Capitalist
<https://www.visualcapitalist.com>

Created By:
@LoriLewis
@OfficiallyChadd

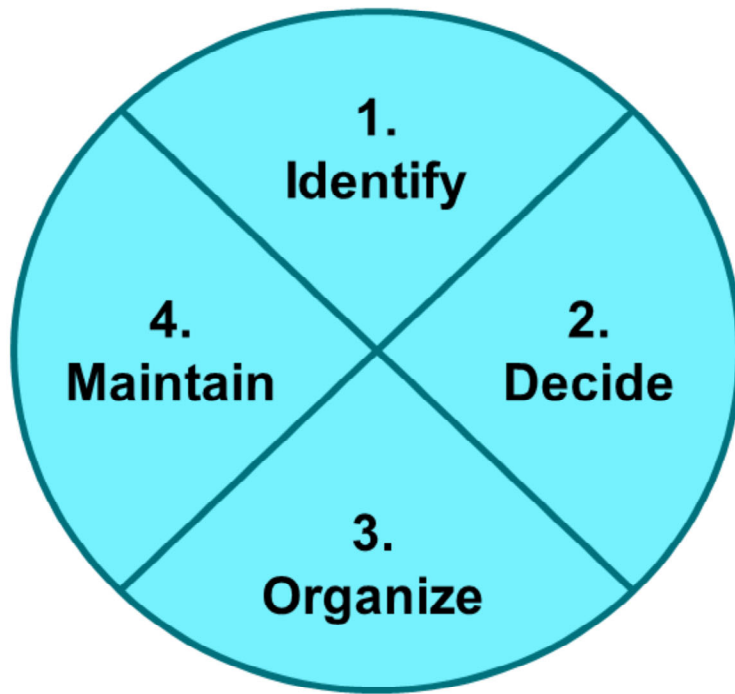
This infographic from the Visual Capitalist gives us an idea of how much digital data people are creating every minute of every day on the internet.

You can see from this that there are 18 million text messages and 187 million emails sent every minute.

Google has 3.7 million searches each minute of the day.

In addition to these statistics, there are between 2.5 and 3 million photographs taken every minute.

With all of this data that is constantly being created, how much of it actually should be saved and archived? If we want to save some of that data for the long term, how are we going to do that?



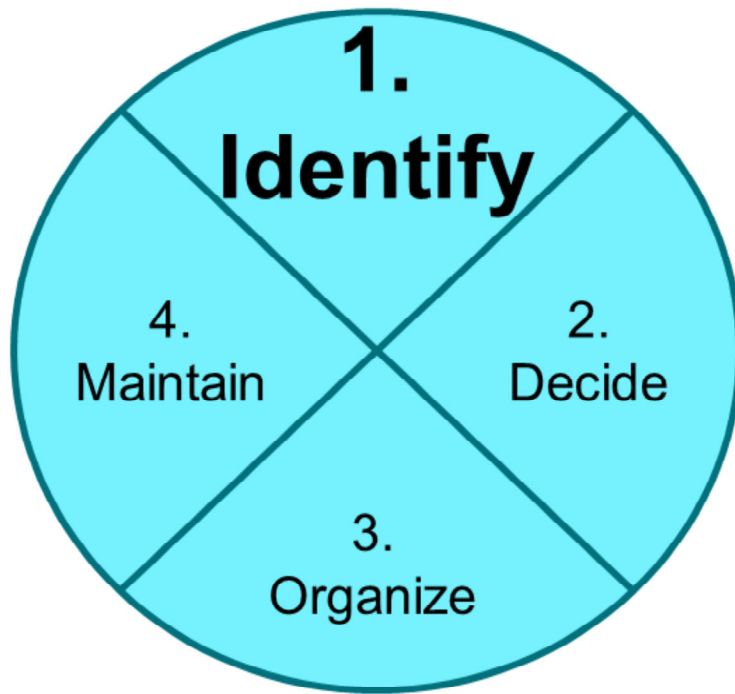
Hopefully we will be able to at least partly answer those questions for your own personal digital data.

This presentation will go through this four step process to help you identify the types of digital content that you might have and where it is at;

then we'll talk about some of the difficult decisions you have to make to decide what is important to keep and what things might not need to be kept for the future;

next we'll review different methods for organizing all of this content;

and we'll end with how to maintain it so it isn't easily lost in the future.



Let's start with the first step: identify.

What digital content do you have and where can you find this?

1. Identify - Photographs

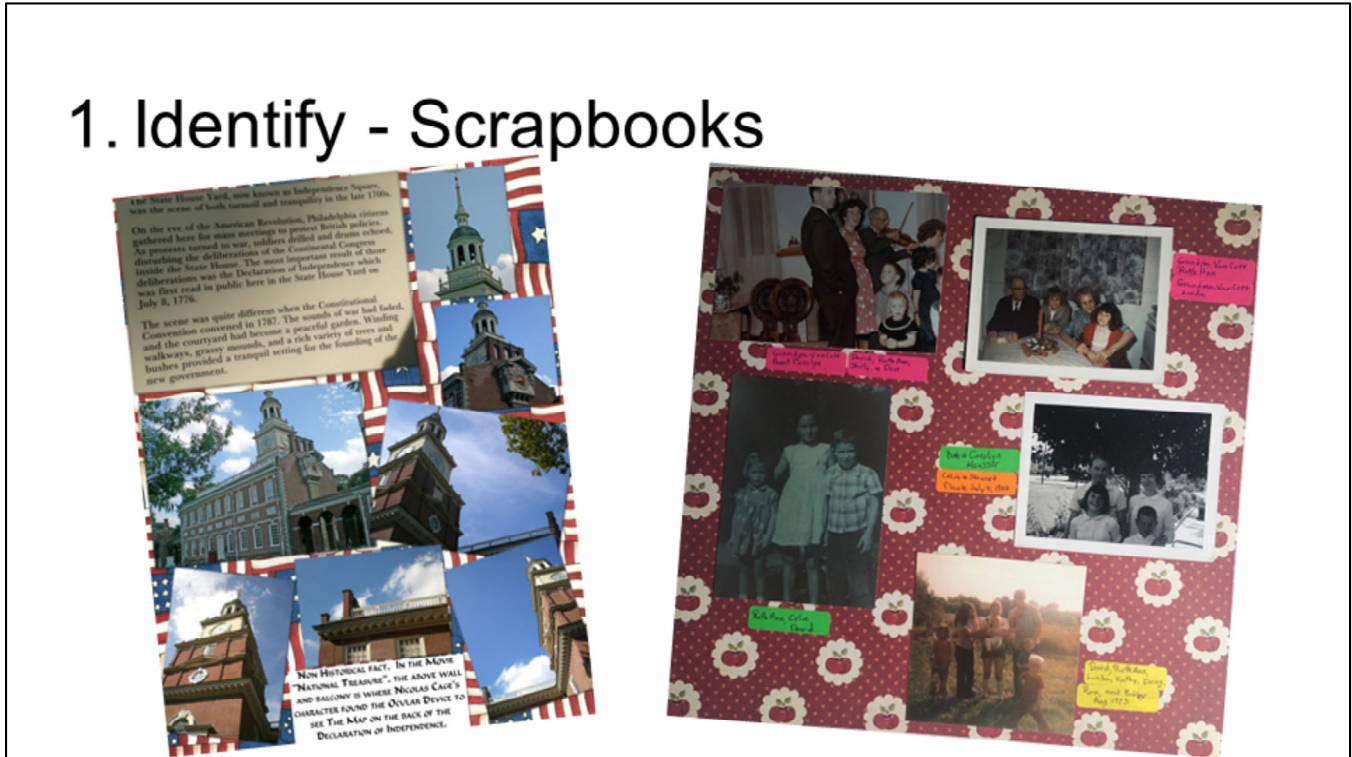


First let's talk about some of the common types of digital data that we have.

I mentioned that around 3 million photos are taken every minute of every day. This is becoming so much easier to do since cameras on our cell phones keep getting better and it so easy to snap a photo, or even many photos, everywhere we go.

In addition to the photos that we take on a daily basis, I'm sure many of us have digitized some older photographs, especially those we find with our ancestors in them.

1. Identify - Scrapbooks



Related to photographs are scrapbooks.

I have one sister-in-law that created the scrapbook page on the left using Photoshop. She creates these types of digital scrapbook pages for many of the photos that her family takes so they can keep information alongside the photos about who is in them, where they are at, and what they are doing.

The scrapbook page on the right is an example from another sister-in-law that does the same thing on paper with the printed photos, but now we have been digitizing some of these to save that information for the future and to be able to easily share with other family members.

1. Identify - Audiovisual



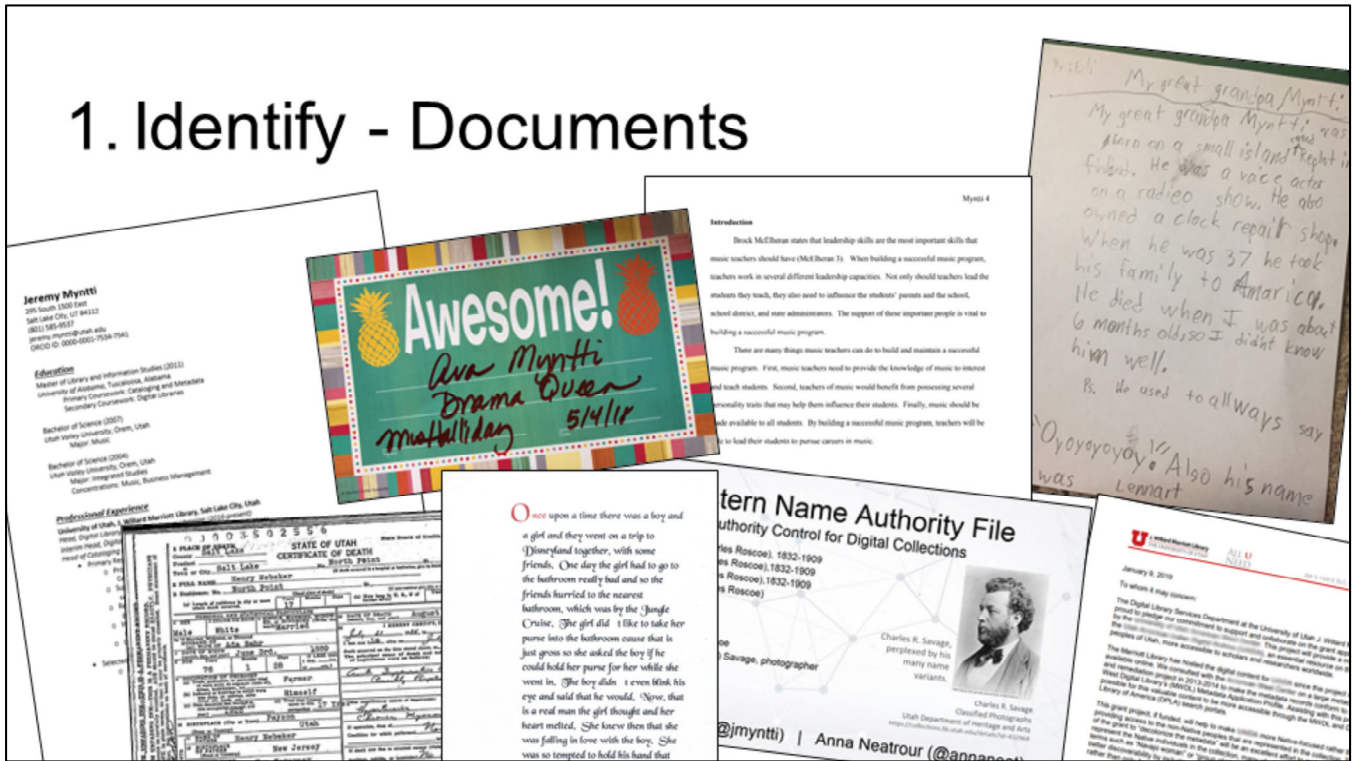
We create a lot of audiovisual content, so sound and video files.

The example on the right is a little video that my wife took at a family reunion this past summer of her dad and our youngest daughter on the swings at the park. Just like photos, it is so easy to create this type of digital data on our phones.

The example on the left is from an 8mm film that my grandma took of her aunts and uncles many years ago that I have digitized.

When you start creating more and more audiovisual content like this, you start to see how large the data you collect can be since file sizes of audiovisual content can be pretty big.

1. Identify - Documents

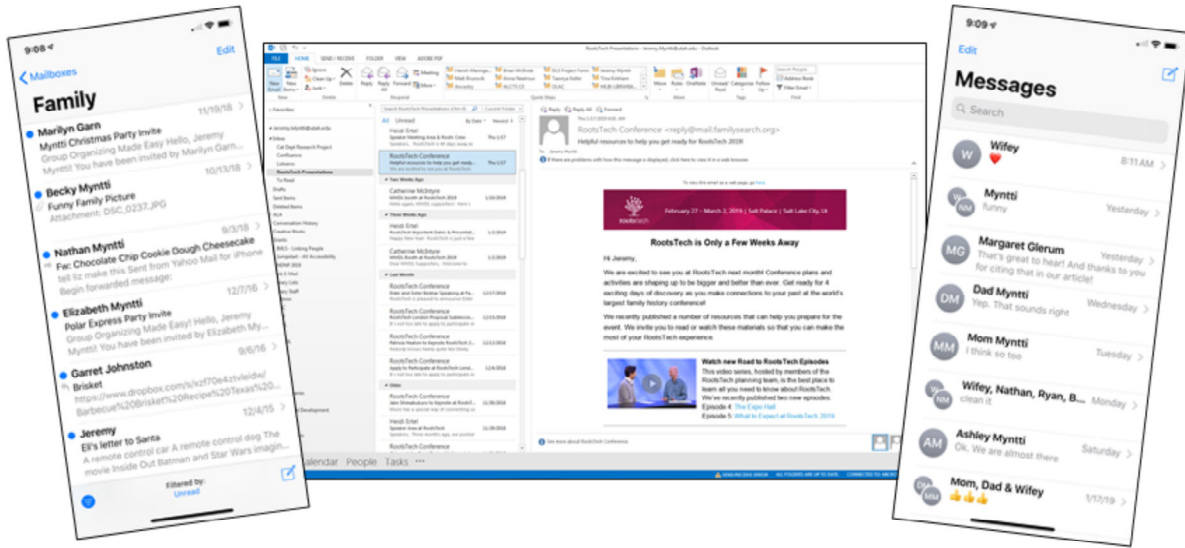


Most people create a lot of digital documents throughout their lifetime.

I have an example on here of a scanned death certificate since there are a lot of digital documents we may collect related to our family history work.

There are also many documents about ourselves and our families that we keep, such as resumes, typewritten letters, papers or presentations we have written for school or work, or some of the projects that our kids and grandkids create.

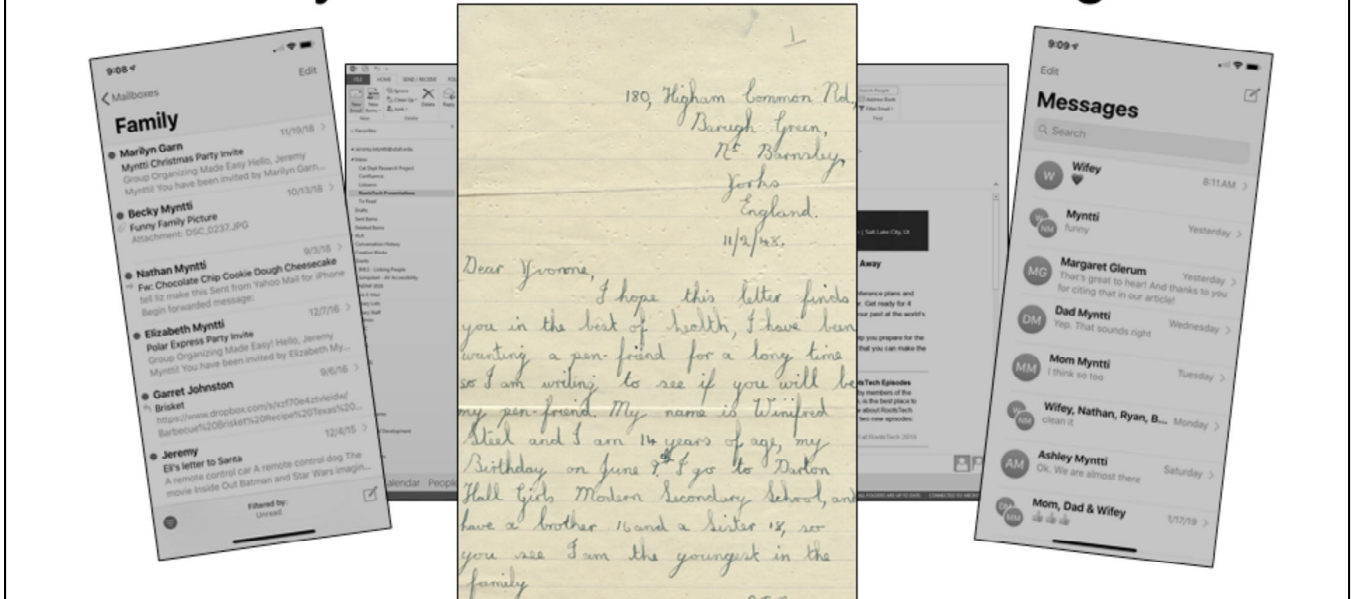
1. Identify - Email and Text Messages



Two other types of digital documents that we create nearly every day are emails and text messages.

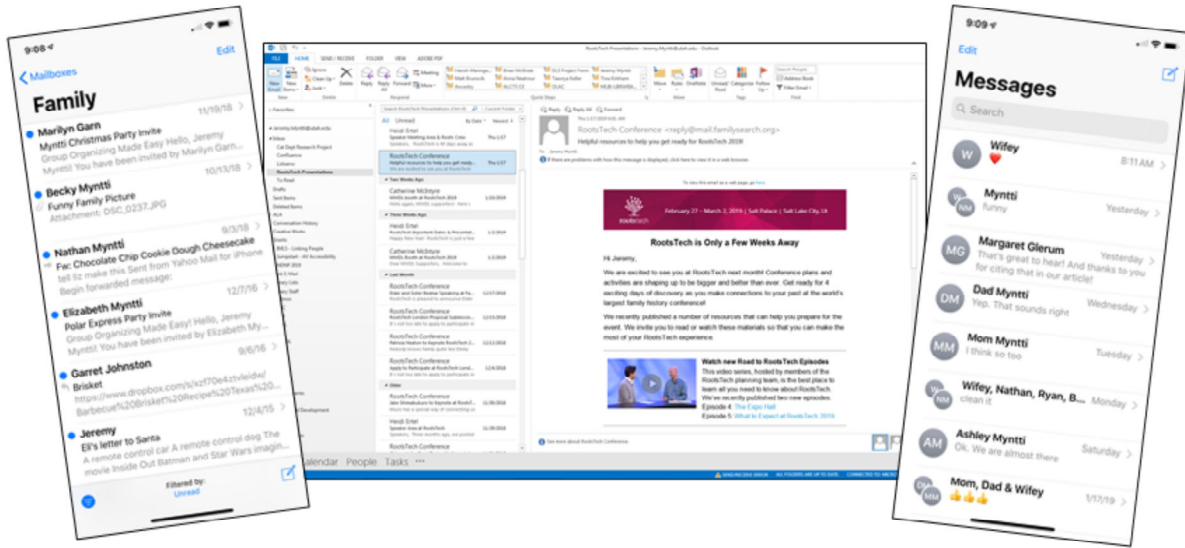
How often do you send someone a handwritten letter anymore? Most of the time, we will send a quick text or an email.

1. Identify - Email and Text Messages



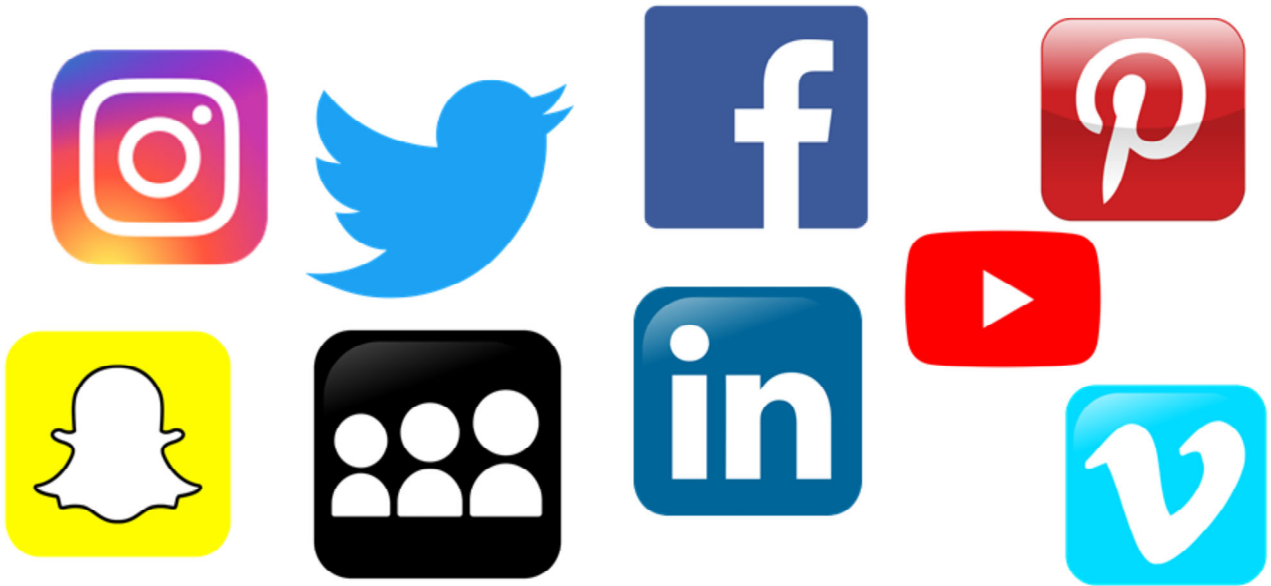
Do you like looking through the old love letters that your grandparents or parents wrote, or perhaps a letter from a pen pal like this example where my grandma was writing to another teenage girl in England in the 1940s?

1. Identify - Email and Text Messages



If most of the correspondence that we send today is in a digital form like texts or emails, don't you think our posterity would like to have a copy of some of these that we have sent documenting our life history?

1. Identify - Social Media / File Sharing



Over the last decade, social media and file sharing sites have become some of the most popular sites on the internet.

Every day, people are adding a lot of content documenting their lives on these social media sites.

I know several people that use Facebook or Instagram as their journal to keep track of their lives.

If we are using social media in this way, don't you think we should find a way to archive it for future generations?

1. Identify - Websites

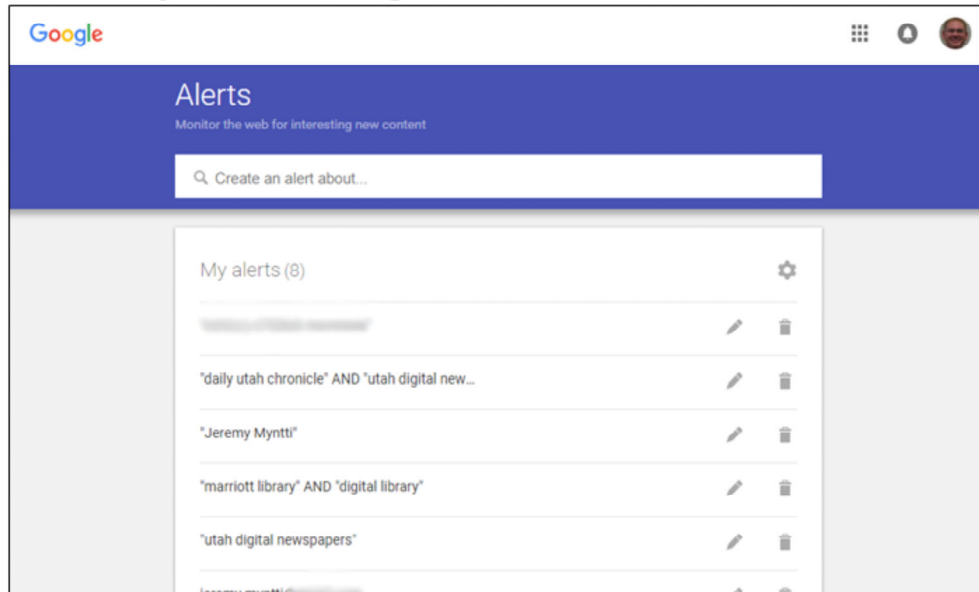


There's also a lot of information about ourselves that either we create or others create on many different websites.

Do you have a blog where you post information about yourself or your family?

Or do you maintain a family website to keep and share information, whether family history related or not?

1. Identify - Google Alerts



If other people are posting information about us on the web, how can we identify all of that content that we don't create or maintain ourselves?

I like to use Google alerts where you can save a search in Google, such as a search for your name, and then anytime a new piece of information containing that search is posted anywhere on the web, Google will send you an email so you can see it.

This is a great way to identify content online that you might want to review and possibly save for the future.

1. Identify - Where's my Data?



Now that we have talked about some of the different types of digital data that we might want to archive, we need to think about where we can find all of that data.

One of the first places to look is all of the digital devices that we use on a regular basis.

This could include our phones, laptops, tablets, and digital cameras.

1. Identify - Where's my Data?



What external storage devices are we using to store some of this digital data?

Some common storage devices that are used today are flash drives, external hard drives, and CDs or DVDs.

1. Identify - Where's my Data?



What other types of storage devices might we have used over the years that are most likely outdated now?

For these older storage devices, do we still have a way to access the information that they contain?

1. Identify - Where's my Data?



A few months ago, I found a stack of 3.5" floppy disks in a cabinet above my desk at home. One of those disks said "thesis backup" on it. I knew that this contained my senior thesis from college, but I haven't had a computer with a 3.5" drive for 15 years.

How can I get access to those files? Luckily since I work at a large academic library, we have a lot of equipment that can be checked out to use, such as a 3.5" floppy disk drive that I could plug into my laptop with a USB cable.

I was pretty lucky to still be able to access those files on this disk, but what if I found an older storage device like some of the others shown on this slide?

1. Identify - Where's my Data?



I probably wouldn't be so lucky if I had some data stored on old computer punch cards.

1. Identify - Where's my Data?



You'll notice that I also included an image of a DVD on this slide of outdated media types.

While a DVD might not quite be outdated, my current laptop doesn't have a DVD drive in it, so I have to find another way to access files on CDs or DVDs just like I did with the 3.5" floppy disk.

1. Identify - Resources for Digitization

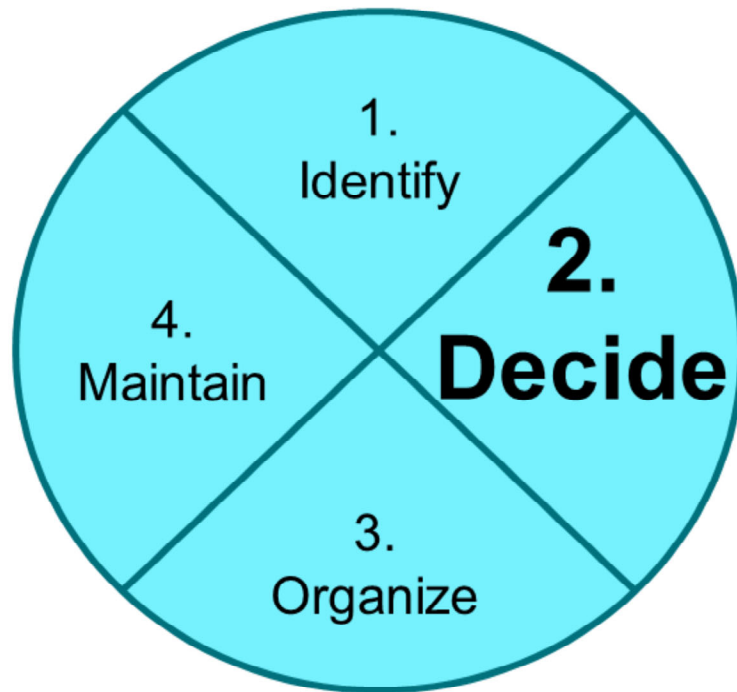


Since we also digitize a lot of content, especially family history related content, I wanted to show a few examples of resources that can be used to help us digitize some of the content that we want to save digitally.

You can find fairly decent quality scanners at any store that sells electronics, with many of them being less than \$100.

You can also use devices such as your phone and some specific apps to digitize photographs or documents to save online.

For some items though, you might not have the equipment to do it, so you would need to find other ways to digitize, such as using resources at family history centers or public and academic libraries that usually have high quality scanning equipment that you can use to digitize many different types of material.



Now let's move on to the second step: decide.

Since we have identified probably a lot more data than really needs to be archived, we need to decide what is important to keep for the long term and what might not be quite as important and could possibly be deleted.

For me, this can be the hardest step since it would be easiest to say "let's keep everything!" But how practical is that?

If you save everything, think about how much storage space that would take up over the course of a lifetime, costing quite a bit of money.

In my work at a library, this is also a hard step to take since we might think that if we have a collection digitized, we should save it forever. But we oftentimes find that not every collection has the long term value to invest in preserving for the long term.

2. Decide - Versions



For me, it can be very hard with photographs to decide what is most important to keep.

With digital cameras and especially our phone cameras, it is easy to take many pictures of nearly the same thing, trying to get the perfect shot.

2. Decide - Versions



For instance, on the left, one of my kids had my phone and was taking a bunch of pictures of my two-year-old eating a popsicle.

How important is it to keep all twelve of these shots? Or do we really only need to keep one or two of these?

And then how do we choose which one or two to keep since we are biased and think every photo of our kids or grandkids are the cutest.

2. Decide - Versions



The photos on the right are from last Christmas when we were trying to get the “perfect” family picture with Santa, which with four young kids seems pretty impossible.

We ended up with these 9 different shots where our four-year-old and two-year-old just wouldn’t hold still.

Do we need to keep all of these photos, or can we say that one is better than the others and then delete the rest?

2. Decide - Drafts

Thesis_draft1.wpd
 Thesis_draft2.wpd
 Thesis_draft3.wpd
 Thesis_draft4.wpd
 Thesis_draft_final.wpd
 Thesis_final.wpd
 Thesis_final.doc
 Thesis_final.docx

Works Cited
 "2002 Survey of School Music Budgets." *The Instrumentalist* 57.1
 90.

Appendix A
 This is the first survey completed by music majors at Utah Valley State College.
 Thank you for taking the time to fill out this short questionnaire. Please do not write your
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 Music Educatore

**A Music Educator's Leadership Responsibilities:
 Keeping Music in Schools for Future Generations**
 Integrated Studies Senior Thesis
 Utah Valley State College
 Jeremy Myntti

The same thing can go for papers that are written for work or school, letters that we send, or any other documents that we created digitally.

As we create these types of documents, we will often save several versions of them to keep track of our progress and to make sure we don't lose the documents we are working on.

This example list of files on the left side are the files that I found on that 3.5" floppy disk with my senior thesis.

When I opened these, I could see the progress I had made on my thesis where there was a new draft saved every couple of weeks.

How important is it that we archive all of these drafts for the future? Or do we only need to worry about keeping the final product of the project?

2. Decide - Drafts

Thesis_draft1.wpd
 Thesis_draft2.wpd
 Thesis_draft3.wpd
 Thesis_draft4.wpd
 Thesis_draft_final.wpd
 Thesis_final.wpd
 Thesis_final.doc
 Thesis_final.docx

Works Cited
 "2002 Survey of School Music Budgets." *The Instrumentalist* 57.1
 90.

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Appendix A
 This is the first survey completed by music majors at Utah Valley State College.
 Thank you for taking the time to fill out this short questionnaire. Please do not write your
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Integrated Studies Senior Thesis
 Utah Valley State College
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Also notice that all of the drafts have a “.wpd” file extension, meaning that these are WordPerfect documents.

Then the final version that I turned into my professors was a .doc, or Microsoft Word document.

After I found these files on the floppy disk and was finally able to open them, I also saved this as a .docx document which is the latest file version that Microsoft Word uses.

Since WordPerfect is no longer readily available to use, I might decide that I don't need to keep the wpd files since they are not easily usable anymore, and I might only archive the final version saved in the latest file format.

2. Decide - Formats

AI	DOCM	HTML	ME	PBM	PSP	TSV	XLS
ANS	DOCX	ICO	ODG	PCX	RAW	TXT	XLSB
ASC	DOT	JP2	ODM	PDF	RTF	VND	XLSM
BMP	DOTX	JPG	ODS	PICT	SHOW	WPD	XLSX
CSV	EPS	JPS	ODT	PNG	STW	WPS	XLT
DBK	EPUB	KEY	OTP	PPT	TAB	WPT	XML
DJVU	GDOC	LOG	OTT	PPTX	TGA	WRD	XPS
DOC	GIF	MD	PAGES	PSD	TIFF	WRI	ZIF

This brings us to the issue of what file formats do we need to save for the long term. Here is just a short list of some of the most common file formats for images, documents, web pages, and a few other file types.

In the long run, it may be difficult to keep all file formats for different types of material, so you might want to decide on certain standard file formats for different types of content and always save your files in that format.

When deciding which file format to use, it is best to stick to a standard format that isn't tied directly with one certain piece of software because if that software goes away, how will you open those files?

Luckily with my thesis example, Microsoft Word has a way to open WordPerfect documents and then save them as a new format that is still supported.

2. Decide - Formats

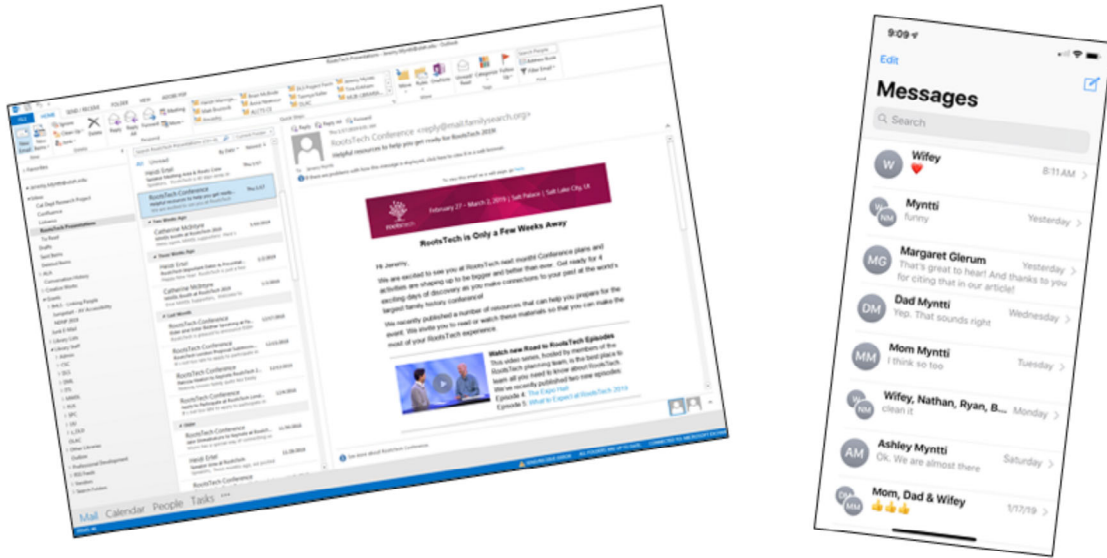
3G2	F4P	MKV	MTS	ROQ
3GP	F4V	MNG	MXF	SVI
AMV	FLV	MOV	NSV	VOB
ASF	GIV	MP2	OGG	WEBM
AVI	GIFV	MP4	OGV	WMV
DRC	M2TX	MPEG	QT	YUV
F4A	M4P	MPG	RM	
F4B	M4V	MPV	RMVB	

I ran into a similar problem what I was working with some video files from a digital video camera that we bought in 2008.

The file format used by that camera was one that wasn't able to be opened by standard video software on current computers, so I had to find a way to convert hundreds of hours of videos to a standard format that would be supported by more than only one piece of software.

This here is a list of only different file formats for video, so which one should we save that will last for the long term?

2. Decide - Export Email / Texts



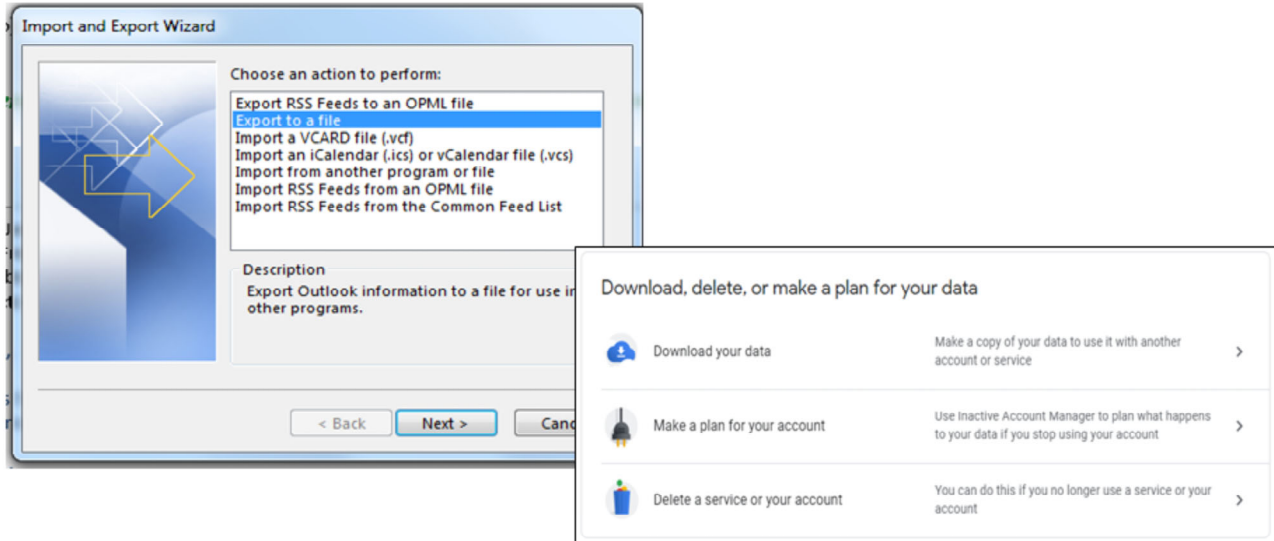
When thinking about emails and text messages, we also need to decide how many we actually need to keep.

I get hundreds of emails and texts every day in multiple accounts, but I find that most of them aren't things that would be useful or interesting in the future.

I try to keep the emails that I have decided to save for the future in separate folders so I don't accidentally delete them.

Then periodically, I export those emails into a file that I can archive for the future.

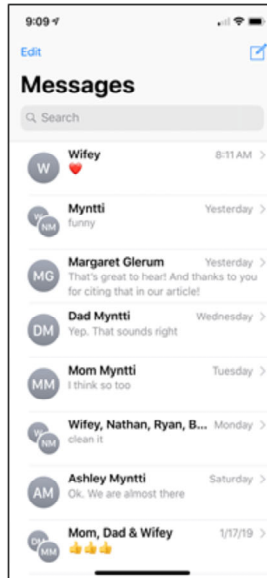
2. Decide - Export Email



Most email programs have a way to export emails like this, so you would have to find the option within your specific email program to be able to do this.

The example on the left shows how to export email from Outlook and the middle example is exporting from Gmail.

2. Decide - Export Text Messages



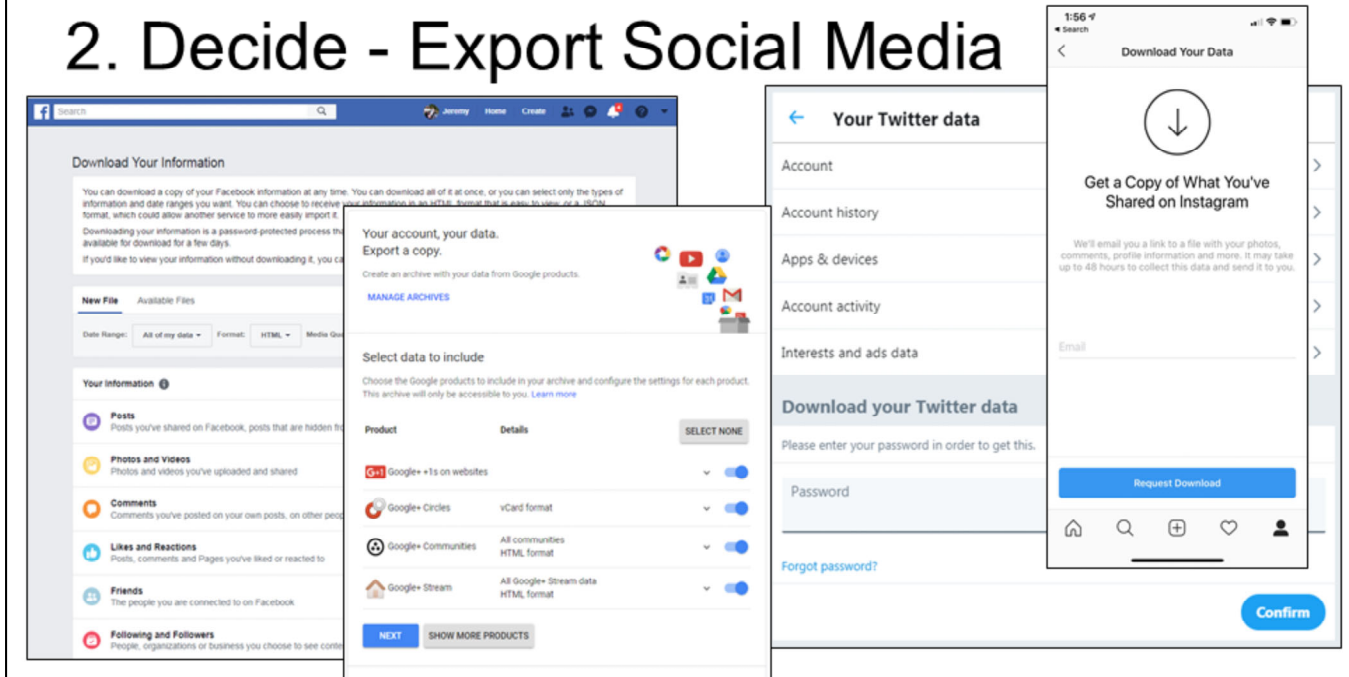
Saving text messages for the future can be a bit more involved than email.

When my wife and I were dating, I would spend some time once a week typing all of our text messages into a Word document from our old flip phones.

Luckily, there are easier ways to save texts now without having to retype them.

Each type of phone is different to export texts, and sometimes it helps to install a small piece of software on your computer and then connect your phone with your computer to copy over the messages you want to save.

2. Decide - Export Social Media



With social media, you need to decide what and how much you actually want to save for the future.

If you are using one social media account, such as Facebook, Instagram, or Twitter, as the main place where you keep a journal of what you are doing, you might want to export everything from that site and then perhaps only select things from other sites.

As far as I have seen, every social media site has a way that you can export your own content so you have some control over how things are archived.

You might think, “why would we need to do this? Won’t things on the internet, especially on large sites like these, last forever anyway?”

NO! Sites like this come and go all the time.

2. Decide - Export Social Media



For instance, I received an email from Google+ a few weeks ago saying that they are shutting down that social media site as of April 2.

That means in one month, all personal content that anyone has added to Google+ will be deleted and there will be no possible way to retrieve that in the future unless you download it now.

2. Decide - Export Social Media



If you have used Flickr in the past for preserving and sharing photos, you hopefully noticed that they announced last November that they will no longer give everyone free accounts where you can upload 1 TB of photos.

They now limit it to only 1000 photos for people that don't pay their subscription fee.

If you had a Flickr account and you didn't pay their fee, but you had more than 1000 photos, you might want to check your account since Flickr started deleting photos in early February for their free members.

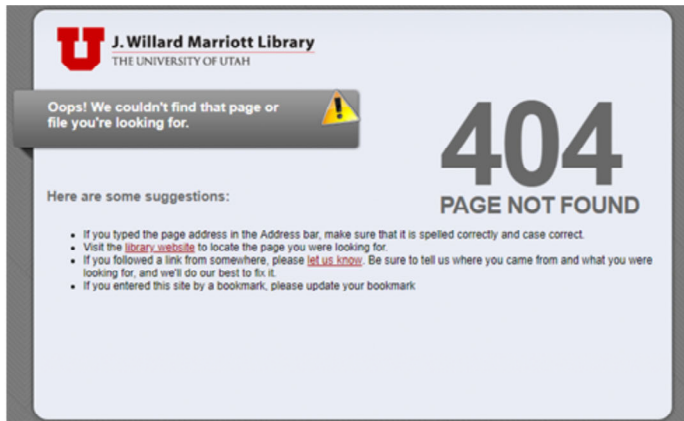
2. Decide - Export Social Media



I have both Google+ and Flickr accounts, but since I never used either of them as my main place to keep this kind of data, I didn't worry about exporting anything since I didn't think I would lose anything.

But if Facebook or Twitter were to go away, I would need to make sure to export my content since I have more things that I have shared on those accounts that I wouldn't want to lose.

2. Decide - Export Websites



GeoCities

If you have other websites that you have information about yourself or your family, you might want to think about exporting that content on a regular basis as well to have a back-up in case those sites ever went away.

Back in the late 90s, I had several GeoCities sites that I had created. I worked on those sites for a couple of years, but then they sat dormant for a decade.

I didn't realize until it was too late that GeoCities went away and I lost everything that I had created on those sites.

2. Decide - Export Websites



Now I have a few WordPress sites that I maintain or contribute to, so I like to periodically export the content from those so I have a back-up in case I ever ran into that same problem.

2. Decide - Export Websites

Export

Create an XML file containing your posts and comments, and save it or import it into another WordPress blog. This path to exporting content is ideal for people who are merely backing up their text or who are moving to a new blog and feel comfortable wrangling the migration.

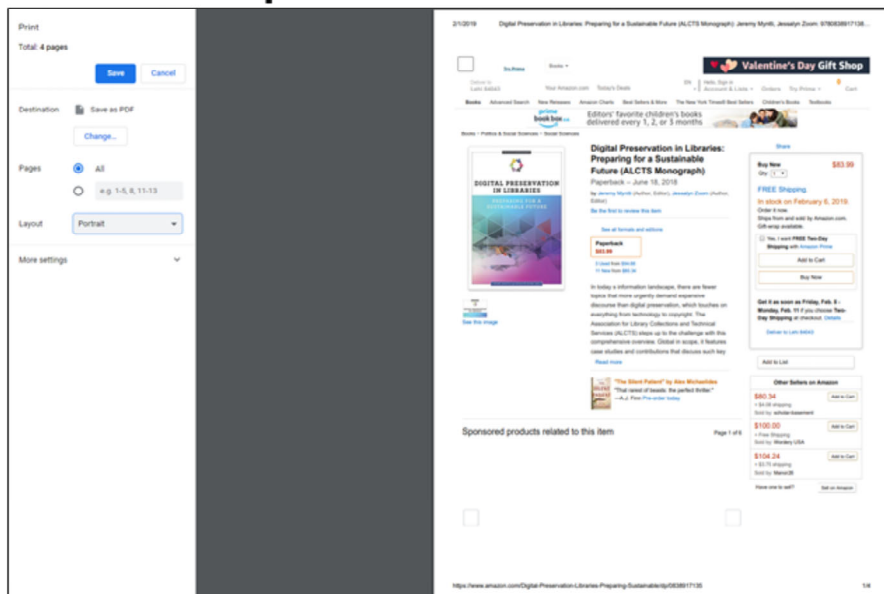
Free

[Learn More](#)

[Start Export](#)

This shows the simple interface that WordPress provides where you can export your data at any time.

2. Decide - Export Websites



There might also be many other websites that you find that has information that you would want to archive, but you don't have control of the site and can't export it yourself.

So what do you do?

I have found that one easy way to save those types of sites would be to print them to a PDF and then you just have to worry about keeping the PDF file around in your digital archive.

2. Decide - Privacy Issues



During your decision process to figure out what you want to save, you need to keep privacy and copyright issues in the back of your mind.

Especially if you start printing a bunch of webpages like I mentioned on the last slide where you might not have received permission from the copyright owners to make that data available.

We could spend several hours talking about copyright, but I'm not going to dive too deeply into that during this session.

You just need to think about issues that might arise with the personal data that you have, whether it can be made public or if it has to stay private.

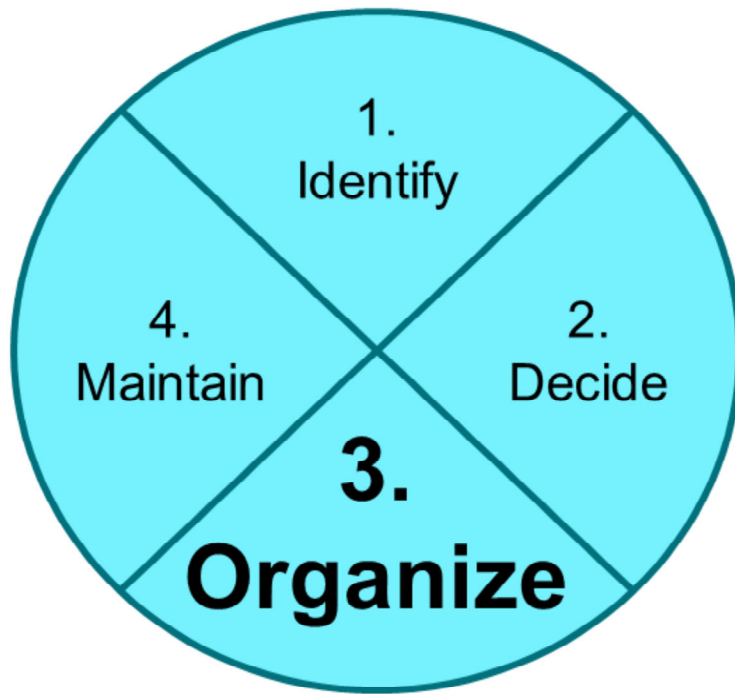
Do you have permission to display everything or only some things?

Who owns the copyright for items that you didn't personally create, and do you have their permission to use those?

If there is very personal information in your data and it is shared, are there some things that would need to be redacted?

How will you keep track of this permission and copyright information, especially for when you pass your digital archive on to your posterity?

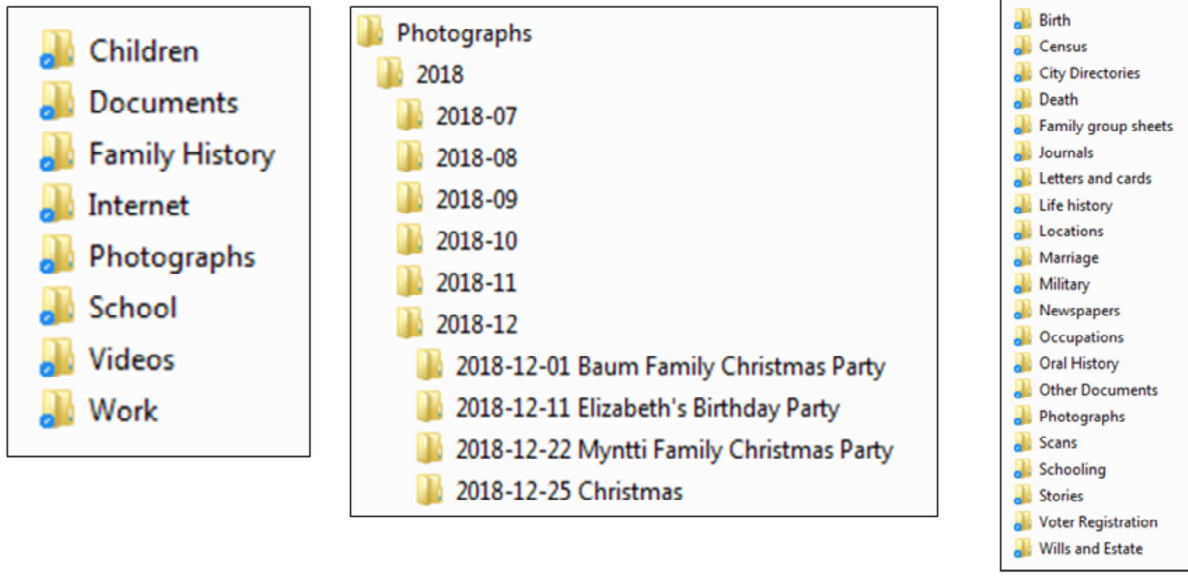
There are a lot of questions that we could come up with related to this, and I don't have all of the answers, so you would need to do some investigation into those topics yourself for your own personal data.



Now that we have decided what we will keep, how are we going to organize all of this data so that we can find what we want when we need it?

Also, how can we make our data nice and organized so that future generations will know what the data is and why it was important to us?

3. Organize - Directory/Folder Structure



The first step that I think of with organizing all of this data is to come up with a folder or directory structure that is logical.

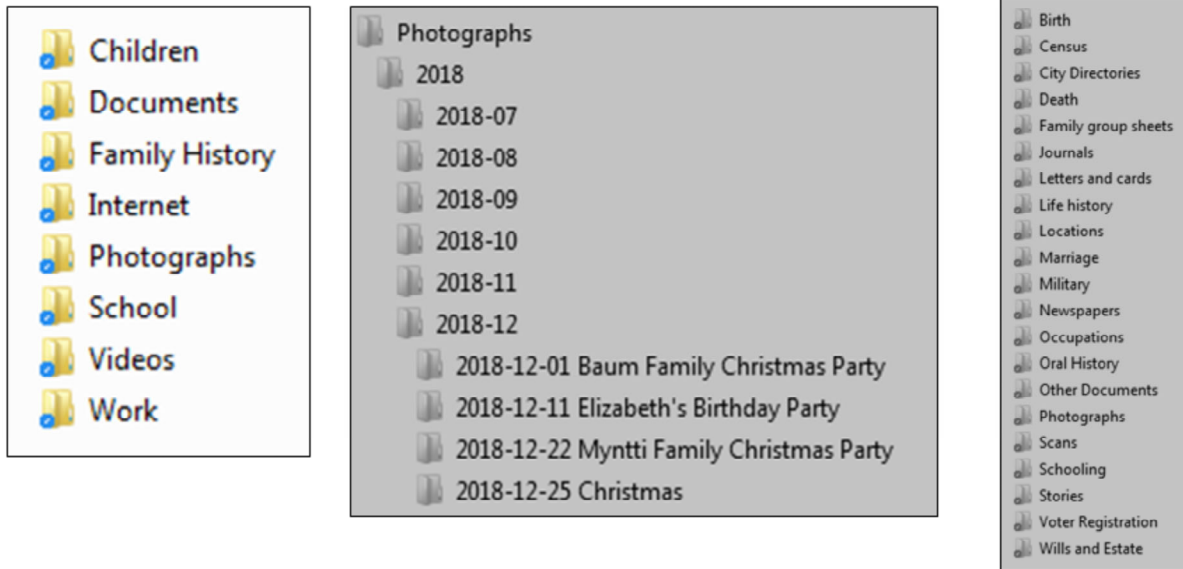
This folder structure should be hierarchical so that there aren't just folders with tons of files in them, but you have structure that splits things into logical containers.

You can think of this like your paper filing system. Do you just throw all of your paper documents into the same folder and hope you can find things later on, or do you have multiple folders where you keep different kinds of data? And then those folders go in specific drawers so you can easily locate things when you need them.

These examples here are folder structures that I have used in the past. I'm not saying that this is the best system for everyone; it is just a system that has worked for me.

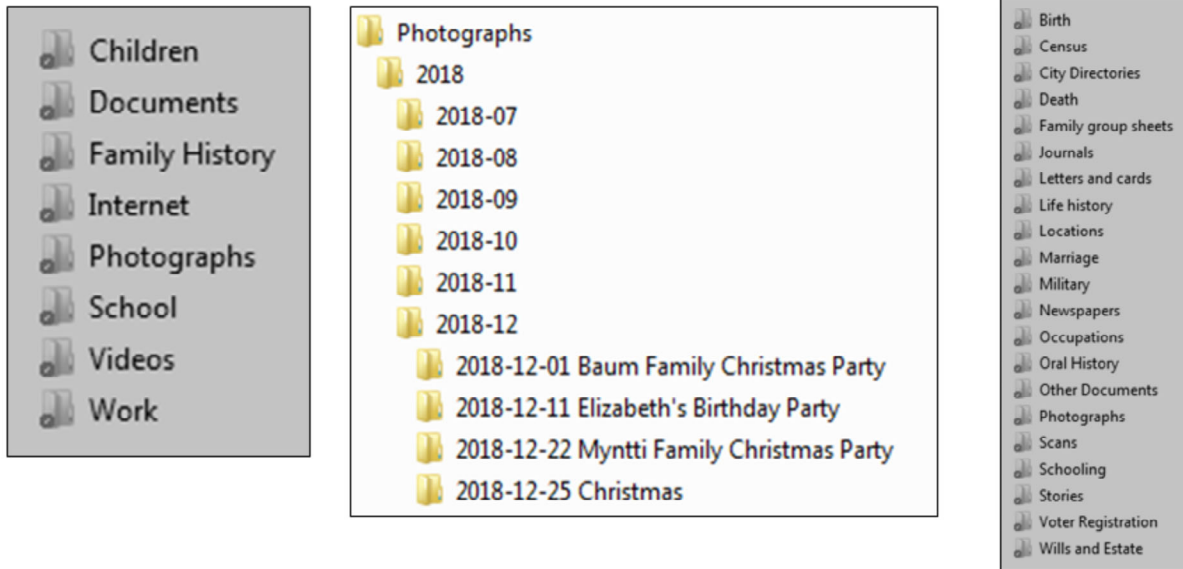
You will want to make sure that whatever system you create makes sense to you and can be understood by others.

3. Organize - Directory/Folder Structure



In the list of folders on the left, I have some high level categories such as a folder for all things created by my children, one for family history information, photographs, videos, or things related to work that I want to save.

3. Organize - Directory/Folder Structure



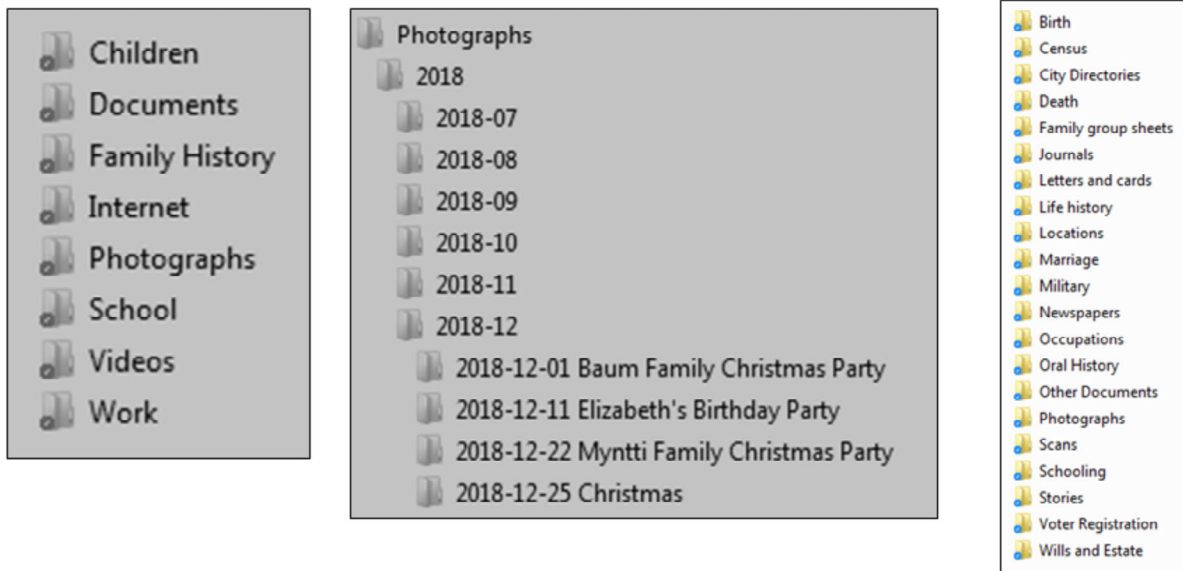
Then within each of those folders, I break things down even more like the middle list of folders.

This is in my Photographs folder where I have separate folders for each year. Within the year folders, I have a folder for each month.

Then within the month folder, I have separate folders for major events separated out by day. I don't create a folder like that for every day, but only for major events like this list including major family parties or holidays.

The random photos that I take during the month that aren't a part of a major event just end up in the folder for the month.

3. Organize - Directory/Folder Structure



The folder list on the right side of the screen might be too small to read, but this is an example of how I organize my family history digital data.

Within a folder for each person or family, I include separate folders for things such as birth and death records, journals or letters, life history, newspaper articles, photographs, and stories.

There are many different ways you could organize this type of data into different folders, so just make sure that whatever you do makes sense to you.

3. Organize - Filenames

- Be descriptive
- Don't be generic
- Be consistent
- Use an appropriate length
- Do what makes sense to you
- Do what can be understood by others

Now that you have a folder structure in place, you need to think about how you name files.

Here are some overall tips for creating file names:

- be descriptive and not generic so that you can tell what files are without always needing to open them
- be consistent in your file name system
- use an appropriate length (if you are too descriptive in the filename, the computer won't like the long name)
- do what makes sense to you
- and what can be understood by others if you aren't around to explain your file naming system.

3. Organize - Filenames

- Use letters, numbers, and hyphens/underscores
 - A-Z a-z 0-9 - _
- Assume other special characters won't work
 - ! @ # \$ % ^ & * { } , ? ' ; " : ~ ` | \ / < >

When creating filenames, here are a few tips to make sure that your filenames will work on whatever system they are opened on.

Whether you are using a PC, a MAC, a tablet, or a mobile device, you shouldn't have any problems with filenames if you follow these tips.

First, only use lower and upper case letters, numbers, and a few special characters like a hyphen or underscore.

Many of the other special characters that you can type aren't valid in filenames since they often mean something else to a computer system.

3. Organize - Filenames

- Avoid spaces
 - Use dashes or camelCase
 - myntti-jeremy-j or MynttiJeremyJ
- UPPERCASE vs. lowercase
 - Myntti-Jeremy-J
 - myntti-jeremy-j
 - MYNTTI-JEREMY-J

I try to avoid spaces in my file names as much as I can. One reason for this is that if you share a file online, the space in the filename will get changed to another character that makes the URL end up looking weird.

To avoid spaces, I like to replace them with either a dash or else use camel case where there is nothing between words, but the first letter of each word gets capitalized so you can still read it.

You should assume that upper and lower case letters are all the same since some systems will treat them the same but others will treat them as different characters.

I would assume that a filename with my name with only the first letter capitalized, all letters lowercase, or all letters uppercase are all the exact same.

3. Organize - Filenames

- Zero-pad sequential numbers
 - 0001, 0002, 0003, 0010, 0011, 0100
 - NOT 1, 10, 100, 11, 2, 3

- Use standardized dates
 - YYYY-MM-DD or YYYYMMDD (2019-03-01)

When you have multiple files with the same name, you can add a sequential number to the end of the filename. But when you add a number to the end, you should make sure that every number is the exact same length.

In this example, each number has four digits with zeros replacing the blank digits at the beginning.

If I didn't do that, some computer systems would sort these numbers as 1, 10, 100, 11, 2, 3, which I don't want it to do.

When you use dates in a filename, you should enter the date in a standardized format such as year, month, day, either with or without hyphens between each.

This makes it possible for the computer to sort the file names chronologically rather than having the word February sort before January alphabetically.

3. Organize - Filenames

- Use some descriptive text
 - YvonneOlsonScrapbook
 - Doyce-Shepherd_high-school-graduation
 - Myntti_letter-to-Baum_2007-02-14

When you use descriptive text in your filenames, you should be brief, but also make sure that it is descriptive enough that you know what the files are.

Here you can see a few descriptive filenames that use either camel case, hyphens, or underscores to help separate different pieces of the file name.

3. Organize - Filenames

Good examples:

- 1965_YvonneOlsonScrapbook_0061.tif
- 2004-08-08_Myntti-thesis.docx

Not so good examples:

- 2019-02-28 08.20.20.jpg
- photo1.tif
- March 1, 2019 - scan.jpg
- Final final draft (revised) 3.pdf

Here are a few good examples of file names along with some not so good examples.

3. Organize - Filenames

Good examples:

- 1965_YvonneOlsonScrapbook_0061.tif
- 2004-08-08_Myntti-thesis.docx

Not so good examples:

- 2019-02-28 08.20.20.jpg
- photo1.tif
- March 1, 2019 - scan.jpg
- Final final draft (revised) 3.pdf

From the good examples, you can see they are fairly simple with a date, a description, and possibly a sequential number.

3. Organize - Filenames

Good examples:

- 1965_YvonneOlsonScrapbook_0061.tif
- 2004-08-08_Myntti-thesis.docx

Not so good examples:

- 2019-02-28 08.20.20.jpg
- photo1.tif
- March 1, 2019 - scan.jpg
- Final final draft (revised) 3.pdf

The filenames that are not so good examples are things that I see all the time.

3. Organize - Filenames

Good examples:

- 1965_YvonneOlsonScrapbook_0061.tif
- 2004-08-08_Myntti-thesis.docx

Not so good examples:

- 2019-02-28 08.20.20.jpg
- photo1.tif
- March 1, 2019 - scan.jpg
- Final final draft (revised) 3.pdf

When I take a picture on my phone, it saves the file like this example with the date and time.

While that is great to know when I took the photo, it doesn't help me out a year down the road when I can't remember exactly what happened on that day and time.

3. Organize - Filenames

Good examples:

- 1965_YvonneOlsonScrapbook_0061.tif
- 2004-08-08_Myntti-thesis.docx

Not so good examples:

- 2019-02-28 08.20.20.jpg
- photo1.tif
- March 1, 2019 - scan.jpg
- Final final draft (revised) 3.pdf

The next two examples are things that I have seen as people are scanning items where the scanner creates a very generic filename.

I always recommend renaming files that come off of scanners when they are so generic like this.

3. Organize - Filenames

Good examples:

- 1965_YvonneOlsonScrapbook_0061.tif
- 2004-08-08_Myntti-thesis.docx

Not so good examples:

- 2019-02-28 08.20.20.jpg
- photo1.tif
- March 1, 2019 - scan.jpg
- Final final draft (revised) 3.pdf

The last example is something that I have seen quite often while working at a university.

A student might be working on a paper and they think they are done with it, so they name it final draft.

Then they find something to edit again and name it final final draft.

It gets revised again and again, and usually ends up with a filename that is hard to really understand like final final draft revised 3, and you really don't know which is the final copy.

3. Organize - Open File Formats

- Moving images: MOV, MPEG, AVI
- Sounds: WAV, AIFF, MP3
- Still images: TIFF, JPEG, PNG, GIF
- Tabular data: CSV, TSV
- Text: XML, PDF/A, HTML, ASCII

I talked about using standard file formats a few minutes ago when we were talking about deciding what formats to keep.

When I organize files, I like to organize them by the type of file that they are so all of my movie files are together, all images are together, and all text are together.

Then I try to use file formats like these that are some of the main standards for that type of data so I hopefully don't have to worry about migrating to another format in the future like I had to do with some WordPerfect documents.

3. Organize - Metadata

Filename	Description	Date
Tray1image001.jpg	San Fernando Stake Center where Lennart Myntti was custodian	1962-08
Tray1image002.jpg	Kerttu Myntti at ?	1965-04
Tray1image003.jpg	Lennart Myntti and Kerttu Myntti on Myntti boat	1977-06
Tray1image004.jpg	Roy Myntti, Robert Myntti, Kerttu Myntti	1965-04
Tray1image007.jpg	Lennart Myntti on ferry between Finland and Sweden	1973-07
Tray1image008.jpg	On the Gripsholm	1953-07

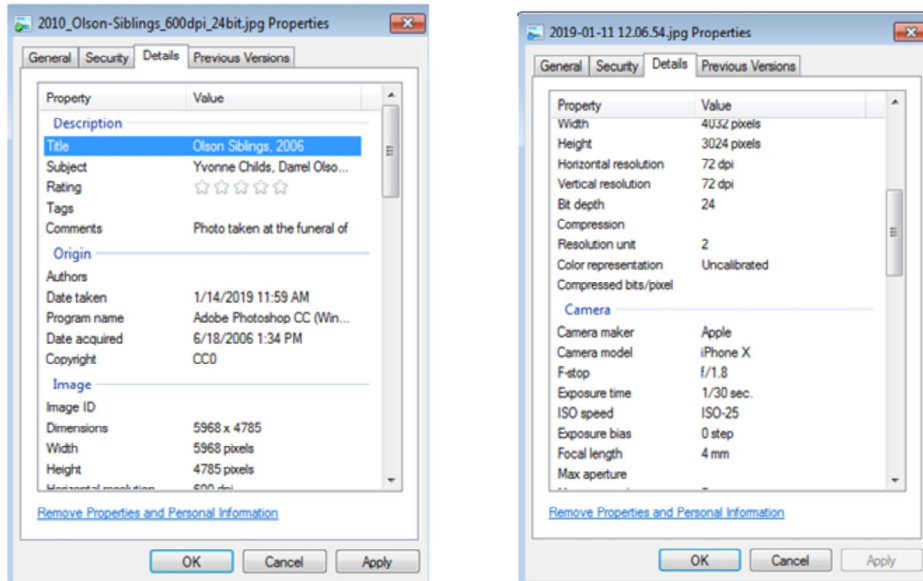
When organizing your files, it is very useful to create some metadata that describes the files so you can find what you want when you want it.

One way to create metadata is to have a simple spreadsheet listing the files, what folder they are located in, and then a basic description of the file along with possibly a date or who created them.

This example is one where my cousin digitized all of our grandpa's slides.

You can see the filenames that they used don't really help you know what was on each slide since they list the tray and image number for each slide, but then they created a spreadsheet where they were able to list a description and date for each slide.

3. Organize - Metadata



For many file formats, you can open up the properties for the file and enter some basic metadata in the details section.

This example is a photograph where I was able to open up the properties and add a title describing the photo.

In the subject field, I entered everyone's name that is in the photo, and then the comments section included info about where the photo was taken.

You can see there is a lot of other metadata listed on the details tab that shows information about when the file was created or modified, what programs or device created it, and information about the photo such as resolution and file size.

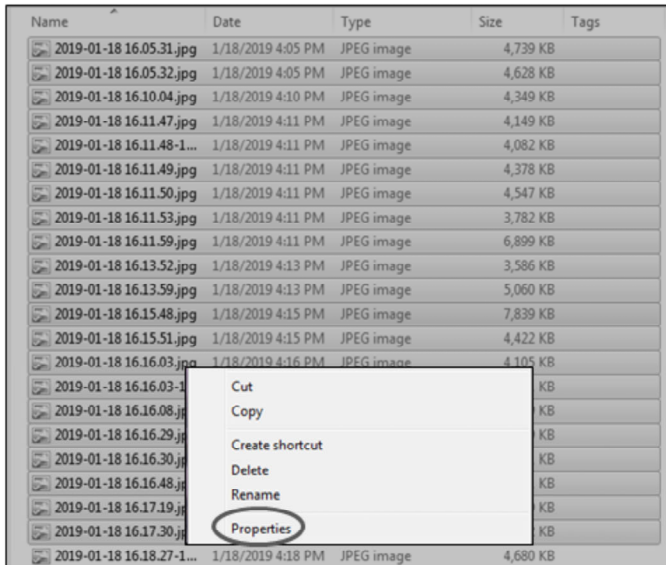
3. Organize - Metadata

Name	Date	Type	Size	Tags
2019-01-18 16.05.31.jpg	1/18/2019 4:05 PM	JPEG image	4,739 KB	
2019-01-18 16.05.32.jpg	1/18/2019 4:05 PM	JPEG image	4,628 KB	
2019-01-18 16.10.04.jpg	1/18/2019 4:10 PM	JPEG image	4,349 KB	
2019-01-18 16.11.47.jpg	1/18/2019 4:11 PM	JPEG image	4,149 KB	
2019-01-18 16.11.48-1...	1/18/2019 4:11 PM	JPEG image	4,082 KB	
2019-01-18 16.11.49.jpg	1/18/2019 4:11 PM	JPEG image	4,378 KB	
2019-01-18 16.11.50.jpg	1/18/2019 4:11 PM	JPEG image	4,547 KB	
2019-01-18 16.11.53.jpg	1/18/2019 4:11 PM	JPEG image	3,782 KB	
2019-01-18 16.11.59.jpg	1/18/2019 4:11 PM	JPEG image	6,899 KB	
2019-01-18 16.13.52.jpg	1/18/2019 4:13 PM	JPEG image	3,586 KB	
2019-01-18 16.13.59.jpg	1/18/2019 4:13 PM	JPEG image	5,060 KB	
2019-01-18 16.15.48.jpg	1/18/2019 4:15 PM	JPEG image	7,839 KB	
2019-01-18 16.15.51.jpg	1/18/2019 4:15 PM	JPEG image	4,422 KB	
2019-01-18 16.16.03.jpg	1/18/2019 4:16 PM	JPEG image	4,105 KB	
2019-01-18 16.16.03-1...	1/18/2019 4:16 PM	JPEG image	3,871 KB	
2019-01-18 16.16.08.jpg	1/18/2019 4:16 PM	JPEG image	3,379 KB	
2019-01-18 16.16.29.jpg	1/18/2019 4:16 PM	JPEG image	3,089 KB	
2019-01-18 16.16.30.jpg	1/18/2019 4:16 PM	JPEG image	3,011 KB	
2019-01-18 16.16.48.jpg	1/18/2019 4:16 PM	JPEG image	4,291 KB	
2019-01-18 16.17.19.jpg	1/18/2019 4:17 PM	JPEG image	5,959 KB	
2019-01-18 16.17.30.jpg	1/18/2019 4:17 PM	JPEG image	2,622 KB	
2019-01-18 16.18.27-1...	1/18/2019 4:18 PM	JPEG image	4,680 KB	

It can often be difficult to go into every digital photo that you have to enter metadata like this.

Another way to do that would be to select a whole group of files

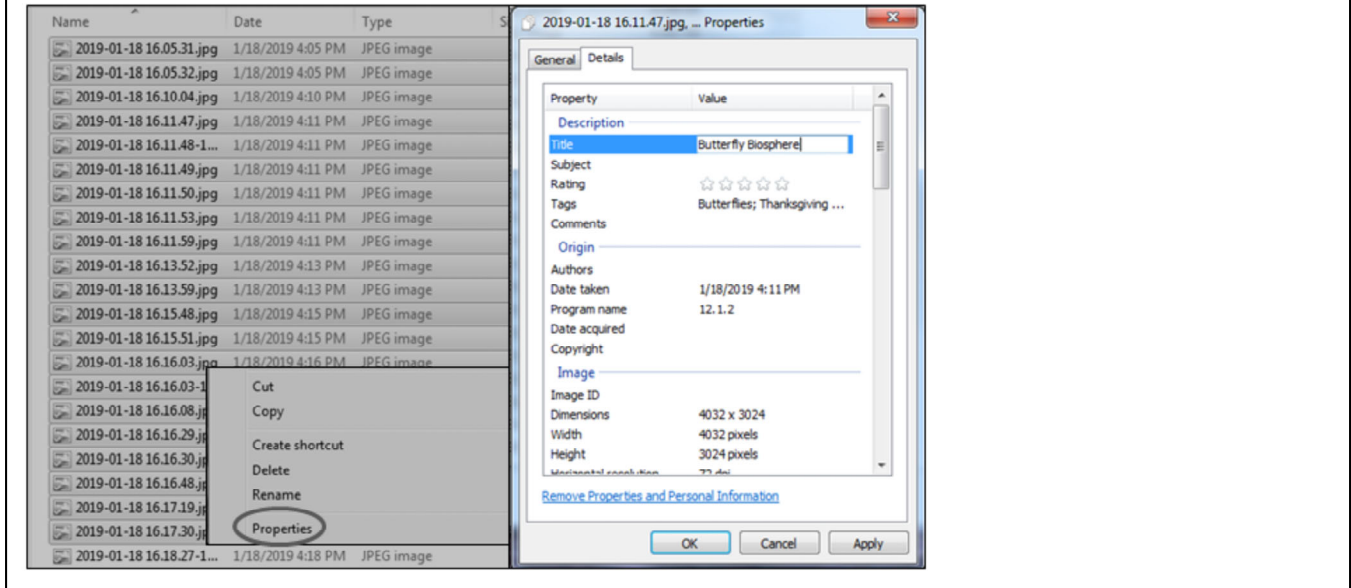
3. Organize - Metadata



Name	Date	Type	Size	Tags
2019-01-18 16.05.31.jpg	1/18/2019 4:05 PM	JPEG image	4,739 KB	
2019-01-18 16.05.32.jpg	1/18/2019 4:05 PM	JPEG image	4,628 KB	
2019-01-18 16.10.04.jpg	1/18/2019 4:10 PM	JPEG image	4,349 KB	
2019-01-18 16.11.47.jpg	1/18/2019 4:11 PM	JPEG image	4,149 KB	
2019-01-18 16.11.48-1...	1/18/2019 4:11 PM	JPEG image	4,082 KB	
2019-01-18 16.11.49.jpg	1/18/2019 4:11 PM	JPEG image	4,378 KB	
2019-01-18 16.11.50.jpg	1/18/2019 4:11 PM	JPEG image	4,547 KB	
2019-01-18 16.11.53.jpg	1/18/2019 4:11 PM	JPEG image	3,782 KB	
2019-01-18 16.11.59.jpg	1/18/2019 4:11 PM	JPEG image	6,899 KB	
2019-01-18 16.13.52.jpg	1/18/2019 4:13 PM	JPEG image	3,586 KB	
2019-01-18 16.13.59.jpg	1/18/2019 4:13 PM	JPEG image	5,060 KB	
2019-01-18 16.15.48.jpg	1/18/2019 4:15 PM	JPEG image	7,839 KB	
2019-01-18 16.15.51.jpg	1/18/2019 4:15 PM	JPEG image	4,422 KB	
2019-01-18 16.16.03.jpg	1/18/2019 4:16 PM	JPEG image	4,105 KB	
2019-01-18 16.16.03-1			KB	
2019-01-18 16.16.08.jpg			KB	
2019-01-18 16.16.29.jpg			KB	
2019-01-18 16.16.30.jpg			KB	
2019-01-18 16.16.48.jpg			KB	
2019-01-18 16.17.19.jpg			KB	
2019-01-18 16.17.30.jpg			KB	
2019-01-18 16.18.27-1...	1/18/2019 4:18 PM	JPEG image	4,680 KB	

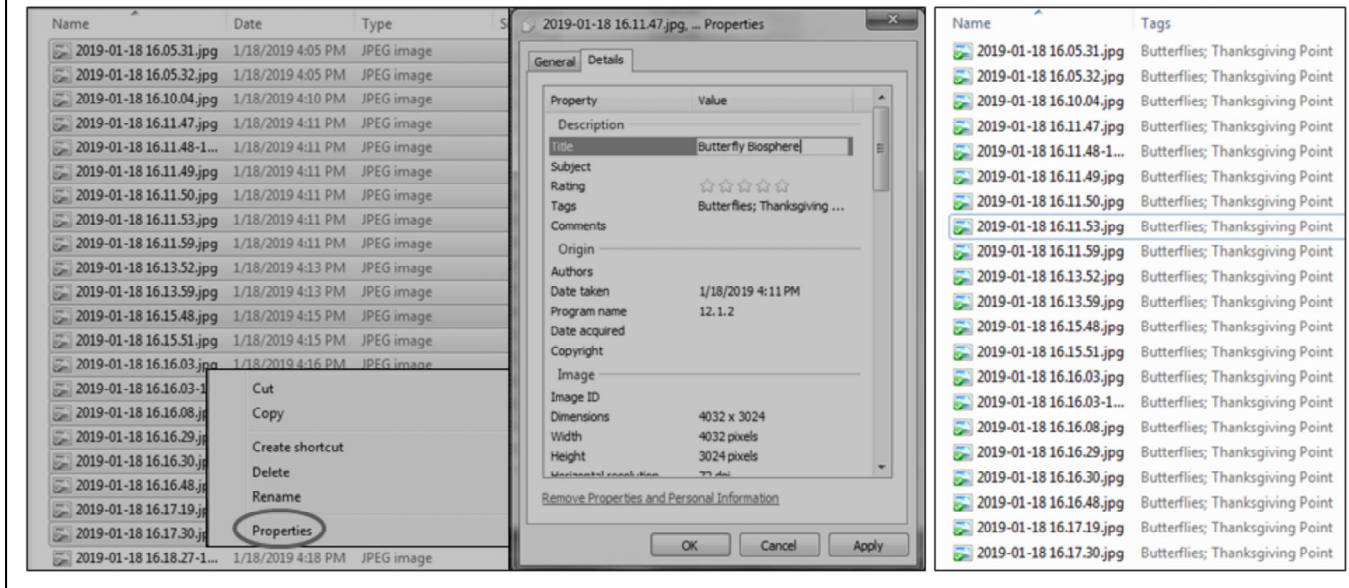
Open up the properties

3. Organize - Metadata



and then you can type the information once

3. Organize - Metadata



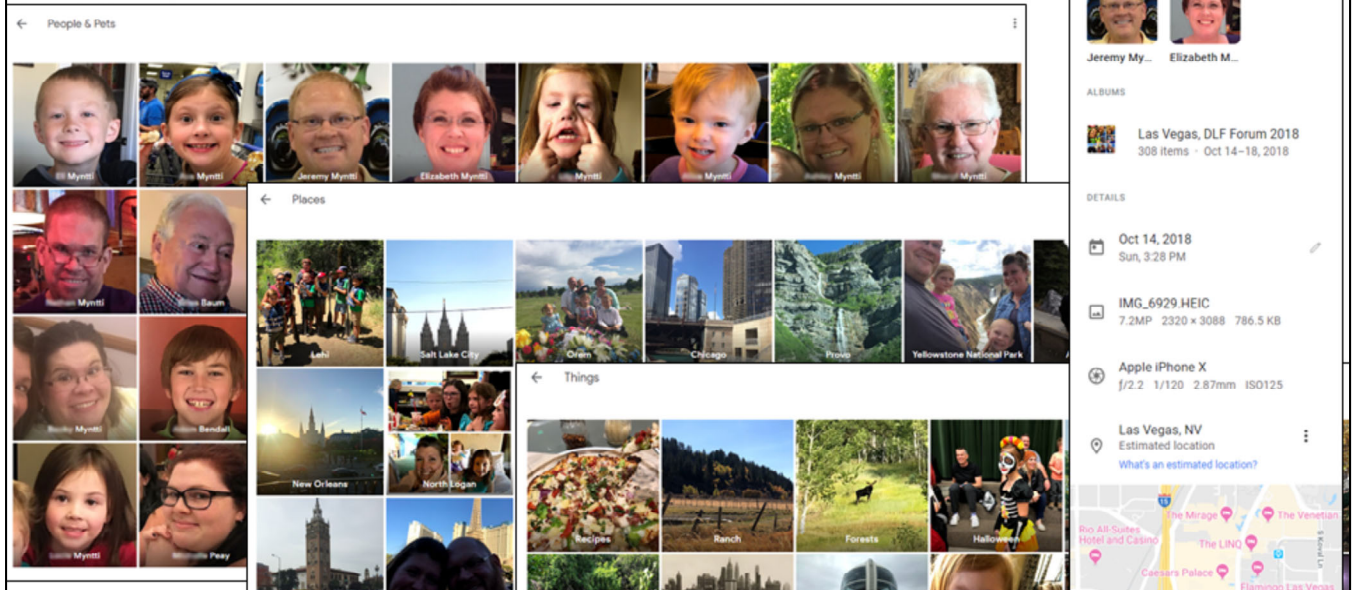
and it will apply it to all of those photographs.

In this example, my family went to the Butterfly Biosphere at Thanksgiving Point in Lehi, Utah.

I selected all of the photos that we took there, opened up the properties, titled them Butterfly Biosphere, and gave them tags of Butterflies and Thanksgiving Point.

Now on the right side, you can see that all of those files have the same metadata showing, letting me know what the photos are.

3. Organize - Metadata

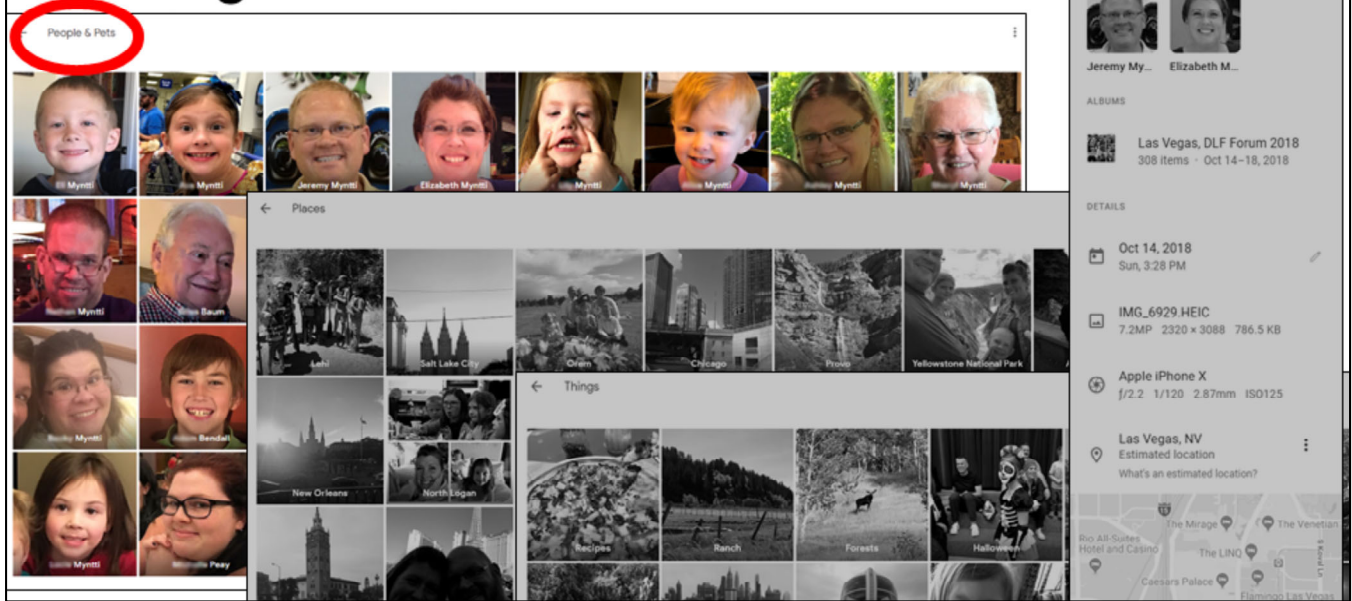


Another way I like to add metadata to digital photos is through photo sharing sites, such as Google Photos.

Many of the photo sharing sites will have options like this where you can add metadata to the photos to search online.

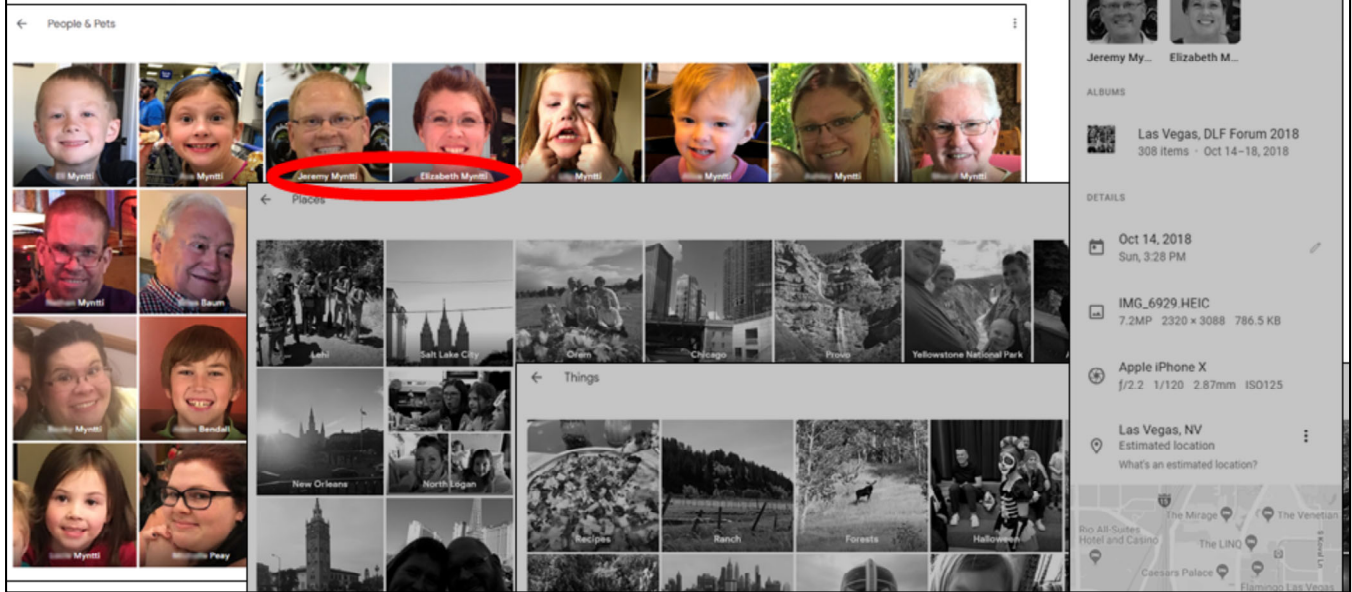
The program also tries to group related photos together or to identify the people within the photos.

3. Organize - Metadata



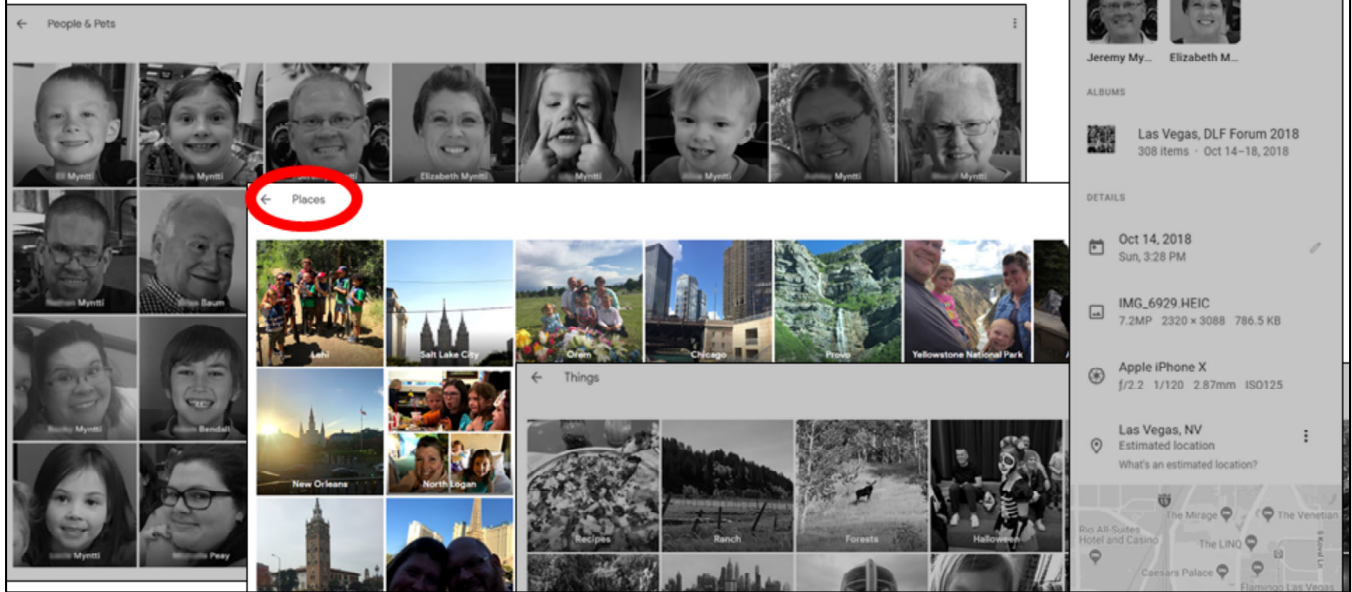
In Google Photos, I have used the facial recognition tools to bring the photos with the same face together

3. Organize - Metadata



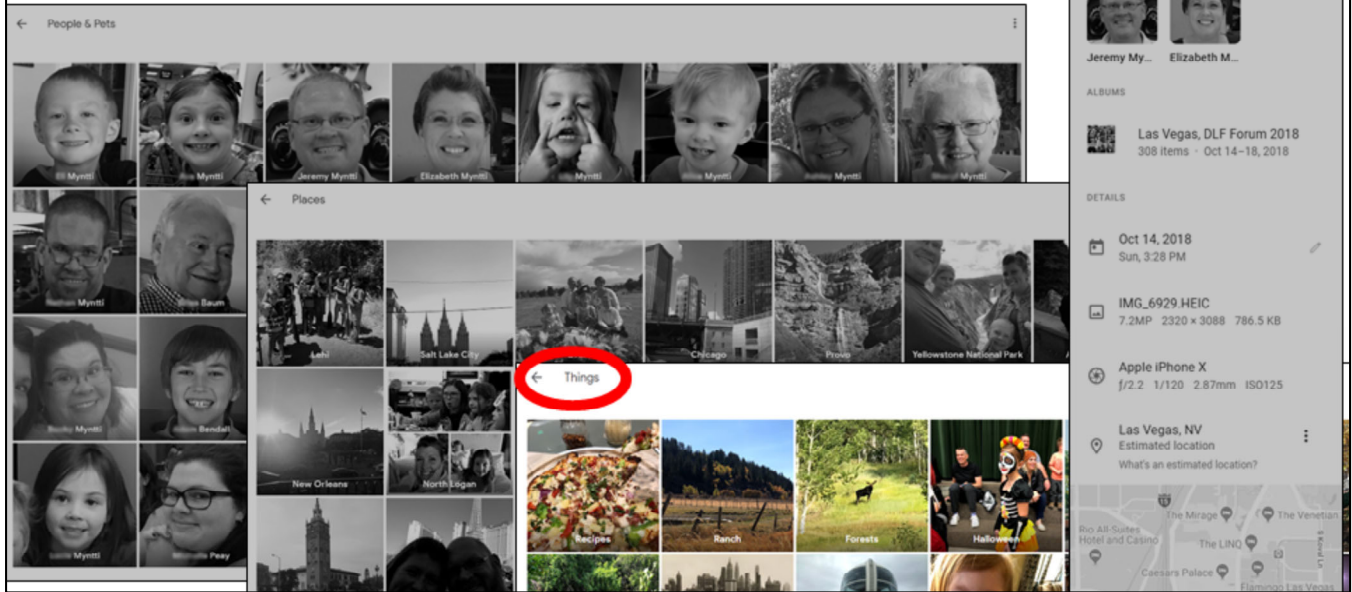
and then I added names to those photos so I can search for photos of different family members.

3. Organize - Metadata



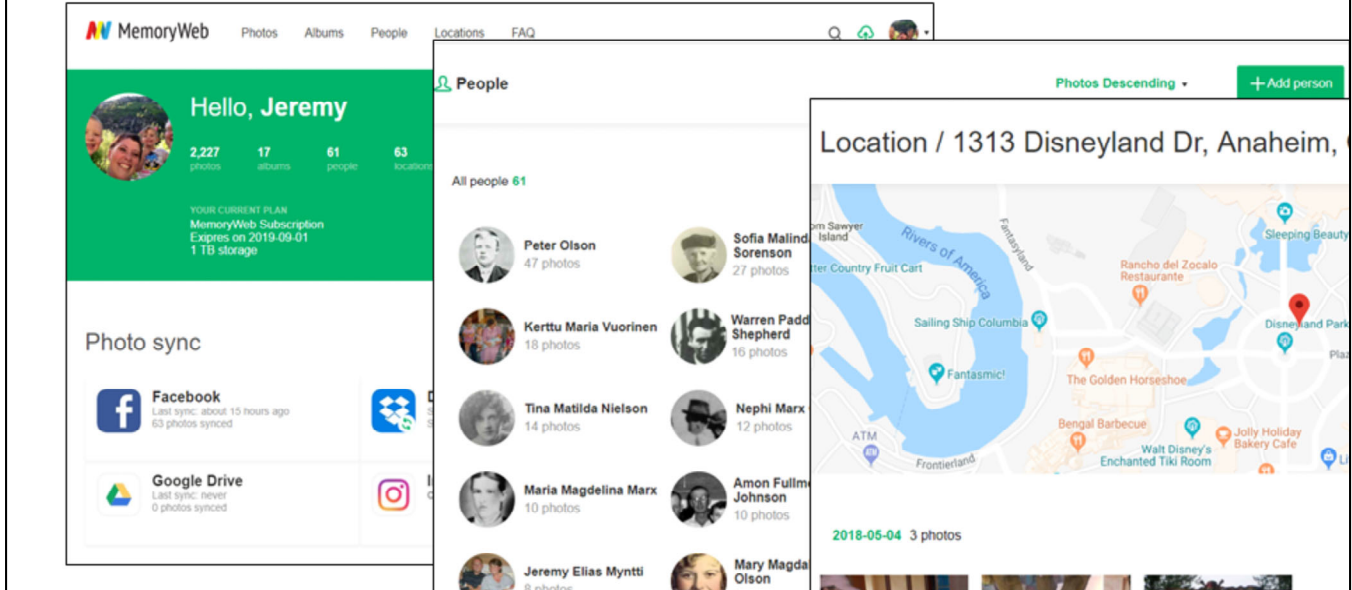
Google photos also does this for the location where the photos were taken

3. Organize - Metadata



and for broad categories or things such as food, animals, or times of the year like Halloween.

3. Organize - Metadata



Another tool that I recently discovered that can be used to add metadata to photos is MemoryWeb.

MemoryWeb is similar to Google Photos where you can add metadata to each individual photo or a group of photos, and it also uses facial recognition software to bring photos of the same person together.

I can also add location data to your photos and put them on a map.

3. Organize - Metadata

Photo sync



Facebook

Last sync: about 15 hours ago
63 photos synced



Dropbox

Sync started: 33 minutes ago
Syncing... (1143/95479)



FamilySearch

Last sync: about 17 hours ago
49 photos synced



Google Drive

Last sync: never
0 photos synced



Instagram

COMING SOON



Flickr

COMING SOON

To add photos to MemoryWeb, you can sync your phone or tablet to automatically upload, and you can connect to your Google Photos, Dropbox, Facebook, Instagram, and Flickr accounts.

You can also connect it with your FamilySearch account and have MemoryWeb automatically bring in the photos from your family tree, including photos that other people add to FamilySearch.

3. Organize - Metadata

EXPORT WITH TAGS ON PHOTOS

Enable export with tags



Caption



Date Tag



People Tag



Album Tag



Location Tag



MemoryWeb Logo



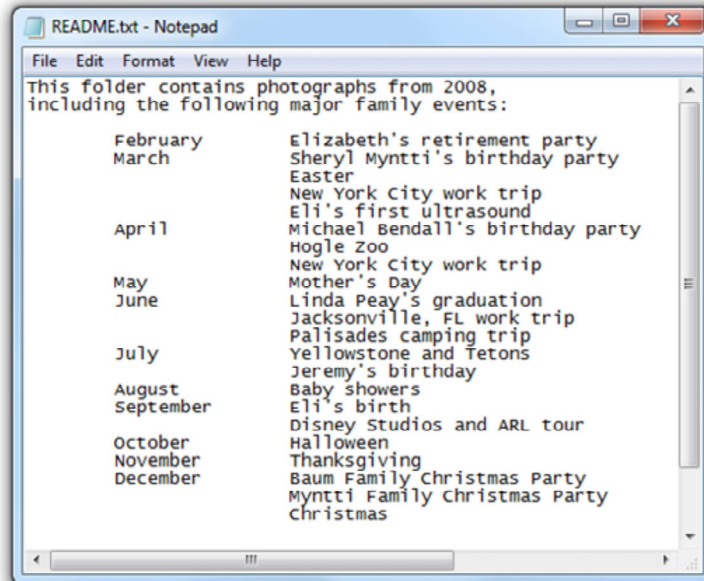
Contributed by Tag



Enter Contributed by

A great thing about MemoryWeb is that you then have the option to export all of your photos from their system and all of the metadata will be embedded within the image file so you don't lose any of the rich metadata that either you create or their system automatically creates.

3. Organize - Folder Level Descriptions



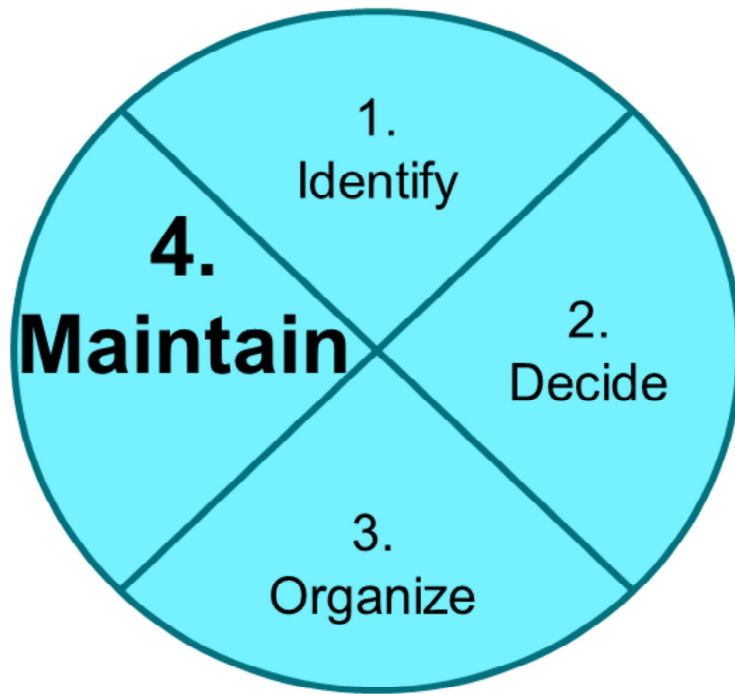
Another form of metadata that I have used to know what all of the files are within a folder is by creating a simple text file to put in the folder with a basic listing of what you will find in that folder.

I generally name these README.txt so I know that these files should be read in order to understand what is in the folder.

This example is in a folder with all of the photographs that my wife and I took in 2008.

While we don't have metadata about each individual file, we do have this basic metadata that tells us that within that folder, we will find photographs from specific retirement, graduation, or birthday parties, different vacations, and certain holidays.

This type of metadata can at times be easier to create since you only create a high level overview of what is in the folder rather than a detailed list of every single photograph and what it is.



Now that we have all of our content organized, how are we going to maintain this digital archive for the long term so that our descendants can have access to a history of our lives?

4. Maintain - Copies

3 - 2 - 1

LOCKSS

Here are two principles that can help us make sure that we don't lose our digital data so easily.

3-2-1 and LOCKSS.

4. Maintain - Copies

3 - 2 - 1

LOCKSS

First, let's talk about LOCKSS.

LOCKSS is a concept and program used in the library world to make sure that digital data stays safe and isn't lost if there is some problem with one copy of the data.

LOCKSS stands for lots of copies keep stuff safe.

This basically means that if you have multiple copies of the same file, you are less likely to lose the data if one file becomes corrupt.

4. Maintain - Copies

3 - 2 - 1

LOCKSS

The other concept here is the 3 – 2 – 1 principle.

You should have at least three copies of your digital data.

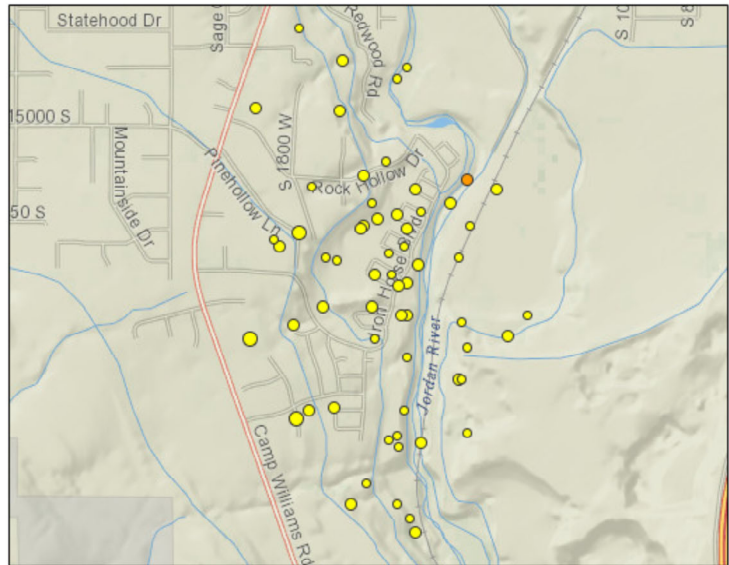
These copies should be on at least two different types of storage devices, such as your computer, an external hard drive, burned to DVD, or stored in the cloud.

Then at least one of these copies should be stored at a different geographic location. That way, if there is ever a major disaster where you live, your data can still be safe at another location.

It is good to make these locations far enough away so if a major natural disaster occurred, all copies of your data won't get destroyed.

4. Maintain - Copies

2.5	2km S of Bluffdale, Utah 2019-02-20 20:08:38 (UTC-07:00)	7.6 km
3.7	2km S of Bluffdale, Utah 2019-02-15 05:09:51 (UTC-07:00)	8.6 km
3.2	2km S of Bluffdale, Utah 2019-02-15 05:02:50 (UTC-07:00)	8.8 km



Over the past two weeks, there have been over 100 small earthquakes in the southern end of the Salt Lake Valley.

Although these have been pretty small, it wasn't fun waking up just after 5:00 in the morning on February 15th to a loud boom, rumbling sounds, and then our whole house shaking twice within ten minutes.

What if that earthquake was the "big one" that people have been talking about in Utah for many years and many buildings here were flattened?

If all of my digital data was stored in my house, I could lose it all so I need to have a copy at my sister in law's house in Texas or my niece's house in North Carolina.

Then they should also have a copy of their digital data at my house as well so if there was a huge hurricane in North Carolina that destroyed her house, her data would still be safe at my house.

4. Maintain - Digital Storage



When you are maintaining your digital data on different forms of storage, you need to think about how long that storage device might last and when will it not be useable anymore?

This brings us back to my floppy disk example.

If I would have moved the data on those floppy disks to more current storage devices several years ago, I wouldn't have had the chance to lose any of the data on this outdated device.

Or think about jump drives or flash drives. Those are very convenient to store data on, but they usually don't hold a very large amount of data and they can be easily lost.

4. Maintain - Digital Storage



Or think about your phone or tablet.

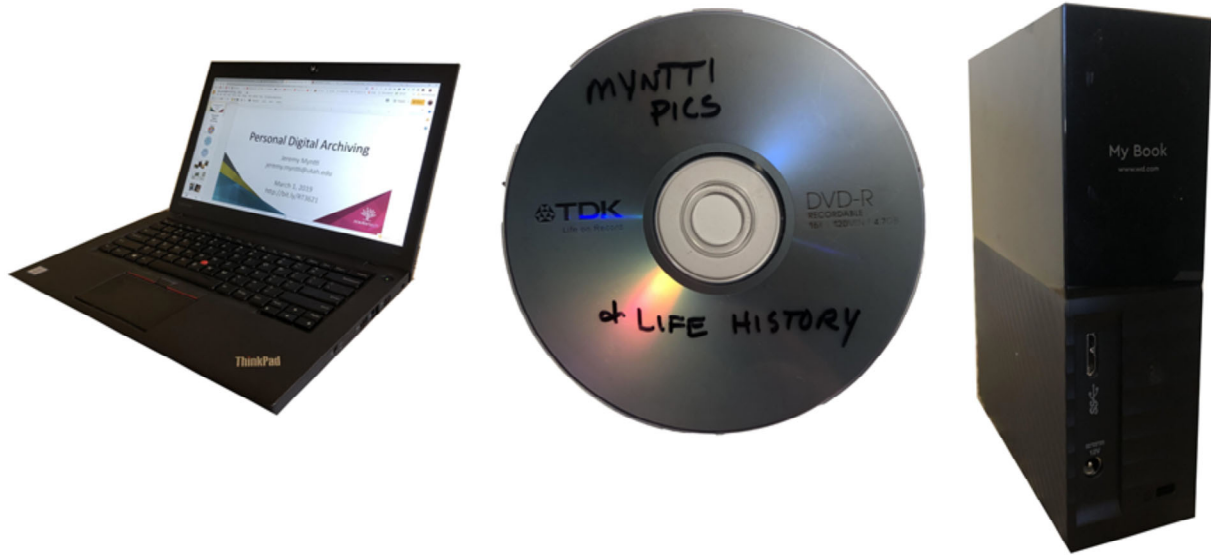
How much digital data do you keep on your phone, especially photos, videos, or text messages.

Then think about how often you replace or upgrade your phone. If you aren't actively saving the content from your phone to another form of storage, you will lose a lot of data every time you upgrade.

I was at my parent's house a week ago, and found these eight different phones, five of which are no longer used.

It makes me hope that they didn't have any data on those that they wanted to keep since most of these now live in the toy box for the grandkids to play with.

4. Maintain - Digital Storage



With your current forms of storage such as your computer or laptop, CDs or DVDs, and external hard drives, you need to remember that they don't last forever either.

A good rule of thumb is to replace these types of storage devices at least every three to five years before they become obsolete or crash.

4. Maintain - Storage Conditions



For storage conditions for digital devices, let's first talk about some bad examples that I have learned from.

A few months ago, we were cleaning our house and my 10-year-old son looked behind the dresser in our bedroom.

He pulled out this flash drive that we had no idea we had lost.

4. Maintain - Storage Conditions



When we plugged it into our computer, we found that it had all of the professional photographs that were taken of one of our babies at the hospital when they were first born.

We didn't have another copy of these photos, so they could have easily been lost forever.

Rule number one: make sure you know where you storage devices are, especially if you are going to keep some things on small devices such as a flash drive that can easily fall behind a dresser.

4. Maintain - Storage Conditions



Here's another bad example for storing your devices.

We moved into our house about six years ago. At that time, we put a lot of boxes in the basement and we thought we can deal with them later.

This past December, after having these boxes in our basement for nearly six years, I decided to start going through them and getting things onto metal shelves rather than having so many boxes on the floor.

About two weeks after I finished organizing this, we had a huge rainstorm and that room in our basement flooded.

There wasn't a window in that room, so I didn't think it would ever flood, but there was a small hole in the foundation where water came in and we had to patch it.

If I hadn't taken care of those boxes, we would have lost a lot of physical and digital content in the flood.

Rule number two, don't keep keepsakes in places in your house where there could potentially be problems like flooding.

4. Maintain - Storage Conditions



Storage conditions for digital devices are pretty similar to those we always hear about for physical content.

You should keep the temperature between 60-70 degrees with a relative humidity of 35-45%.

Digital devices need to be protected from things such as sunlight, magnets, salt, dust, water, pests, pets, and children.

You need to maintain good connections to your devices, and remember that overusing things, like plugging them in many times, will increase the chance of device failure.

You should label your devices so you know what is on them without always having to plug them in.

Digital devices also should be in a place with clean air and good ventilation.

4. Maintain - Cloud Storage



FOREVER®



In addition to keeping all of this data on devices that we own, I also would like to suggest using cloud storage services such as these examples.

The cloud is basically someone else's computer or server.

These different types of cloud storage all provide different options, so you should review several of them before you decide which options might be the best for you.

4. Maintain - Making Content Accessible



Also, if you want to make some of your personal digital archive accessible to others, you can use these types of services to share your data.

If you have family history type data that you want to share, using one of the large family history sites like FamilySearch or Ancestry are some of the best options.

If you have other data that you want to share, you can use things like Wix, WordPress, or Google Sites to create your own website or blog, or share files through Dropbox or Google Photos.

4. Maintain - Sharing Your Archive



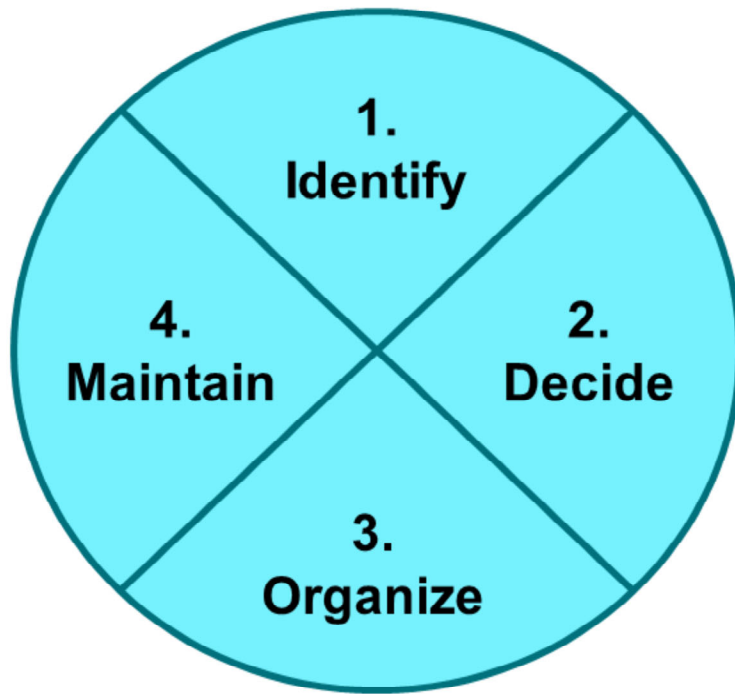
Password:

And finally, you need to think about the long term.

What happens when you pass away? Who will inherit your personal digital archive?

Whoever that lucky person is, make sure that you have followed the steps I have outlined so that they don't have a lot of work to take over those files, and also make sure that they are the kind of person that is interested in archiving your family's data into the future.

If you are using cloud based services, also make sure that you have a way to share your passwords with those who inherit your archive so the data isn't lost since no one would be able to access it.



This four step process of identify, decide, organize, and maintain is shown as a circle since you will find yourself doing all four activities on a continual basis if you really want to keep your data around for the long term.

You also have to constantly work on all four steps at the same time since we are continually creating new digital data every day.

Hopefully by thinking about your own digital data with these four steps in mind, you will be able to better archive your digital data for future generations who will benefit from your hard work.

Your posterity will also get to know more about your life if you have well archived personal data for them.

Additional Resources

- American Library Association. Preservation Week.
<http://www.ala.org/alcts/preservationweek>
- American Library Association. Preservation Week Webinars.
<http://www.ala.org/alcts/preservationweek/webinars>
- Library of Congress. Personal Archiving.
<http://digitalpreservation.gov/personalarchiving/>
- Library of Congress. Personal Digital Archiving Day Kit.
<http://digitalpreservation.gov/personalarchiving/padKit/index.html>

I have several resources listed on the next few slides that you can review on your own time if you are interested in learning more about personal digital archiving.

Additional Resources

- Columbia University Libraries, Digital Humanities Center. Personal Digital Archiving: Online Resources.
<https://library.columbia.edu/locations/dhc/personal-digital-archiving/online-resources.html>
- Personal Digital Archiving Conference, University of Pittsburgh Library, May 2-4, 2019. <https://library.pitt.edu/pda19>
- Purdue University. Personal Digital Archiving: The Basics.
<http://guides.lib.purdue.edu/PDA>
- University of Michigan. Preserving Personal Digital Files.
<https://www.lib.umich.edu/files/services/preservation/PreservingPersonalDigitalFilesGuide.pdf>

Additional Resources

- Marshall, Briana H. The Complete Guide to Personal Digital Archiving.
<https://www.alastore.ala.org/content/complete-guide-personal-digital-archiving>
- Redwine, Gabriella. Personal Digital Archiving.
<https://www.dpconline.org/docs/technology-watch-reports/1460-twr15-01/file>
- Wikipedia. Personal Archiving.
https://en.wikipedia.org/wiki/Personal_archiving

Additional Resources

- Calvin's Genealogy. File Naming Conventions for Digital Photos, Scans, and Documents. <https://calvingenealogy.com/blog/filename-convention/>
- Desperately Seeking Surnames blog. Tagging to Organize Your Digital Family Documents. <https://www.desperatelyseekingsurnames.com/2016/06/tagging-to-organize-your-digital-family.html>
- EaseUS. Tips: How to Download Text Messages from iPhone to Computer. <https://www.easeus.com/iphone-data-transfer/download-text-messages-sms-from-iphone-to-pc.html>
- TunesBro. How to Transfer Text Messages from Android to Computer in 4 Ways. <https://www.tunesbro.com/transfer-sms-from-android-to-computer.html>

Personal Digital Archiving

Jeremy Myntti

jeremy.myntti@utah.edu

March 1, 2019

<http://bit.ly/RT3621PDA>



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