Rise Up! A digital archive of feminist activism
GUIDELINES FOR PREPARING ARCHIVAL MATERIALS

Thank you for helping to prepare archival materials for the Rise Up! digital archive. Your assistance will make the process of uploading your information move much more quickly.

Scanning is the first step to digitizing, and the following guidelines will help you get good quality results so the online materials not only replicate the layout, look, and feel of the original documents but can also be searched effectively.

If you have access to digitizing (OCR) software, and are also able and willing to complete this next step in finalizing materials for the website, let us know. We will provide you with our guidelines.

SCANNING
Good scanning is the foundation for good quality and easier digitizing. The goals are:
- to produce as "clean" an image as possible
- to have a high enough resolution for readability as well as for effective digitizing using OCR (optical character recognition) technology
- to reduce 'noise' (marks, creases, etc. on old documents and newspapers)

Settings
In general, the following settings produce the most consistently reliable results for readability and digitizing purposes.
- 300 dpi
- "Colour" setting (even if document is black and white)
- "Text and photo" setting

Saving scanned material as files
- Use the following file-naming format where possible. Leave no spaces. Use hyphens rather than underscores to separate information.
  - For material related to an Organization, Issue or Action:
    TypeofMaterial-NameofOrganization,IssueorEvent-year-nameofdocument-type-location
    (e.g. doc-NAC-1983-StopNAFTApamphlet-Ontario OR
    doc-Abortion-1970-AbortionCaravanManifesto)
  - For periodicals:
    per-PeriodcalName-Vol#-Issue#-Date (e.g. Cayenne-03-04-Sept1984)
- Save the file as a pdf, jpeg or Tiff file,
- Save all the pages of the same item together as an assembled file, if possible. If not, save each page separately using the same file name for each scan, plus the sequential number. (e.g. doc-Abortion-1970-AbortionCaravanManifesto-1, doc-Abortion-1970-AbortionCaravanManifesto-2, etc.)

<u>Other Information</u>
- Make sure the page, photo, poster, button, etc. is placed as straight and flat as possible on the scanner to eliminate unwanted shadows and prevent crooked lines of text.
- Remove personal information, address labels, institutional stamps, etc. from documents before scanning, if it is possible to do so without damaging the material. You can also try to cover it with a post-it note of a similar colour, cut to size.
- Check that you have selected the correct size of page on the scanner so material is not cut off.
- If you are photographing or scanning buttons, use a solid background.

ADDITIONAL HINTS:
- Review scanning results regularly to ensure your settings are appropriate, the scanned material is complete and in the correct order, and part of the item has not been cut off.
- Where possible, customize your settings before scanning to save time. Remember that if you interrupt scanning (sometimes even for a short time), the machine may log you out and change all the settings to default.
- For publications such as pamphlets or flyers that are printed, then folded and /or stapled, you do not need to scan one page or panel at a time. It is preferable to open the document up and scan two pages/all panels at a time.
- If the documents are in a bound volume, try to minimize the black space created by the spine as much as possible.
- If the scanner bed is not large enough to scan full pages of your document, you can scan these pages in sections. Just remember to overlap the edges of one section slightly to the next so the images can be merged effectively.