



Virtual Footlocker Project

Digitization Plan

1. Before digitizing your files:

- Write down a **tree structure directory** to know where each file will you (see example below)
- Choose a file naming convention (see handout from module 2, lesson 2)
- Organize files locally
- Create backups in external devices and cloud services as needed
- For large streaming files, such as audio and video, consider creating web copies and uploading them to streaming platforms of your choice (e.g., Youtube, SoundCloud) as an extra backup.

Sample of a tree structure directory to organize files before digitization

1. Personal-Files
 - a. Health-Records
 - i. Physical-exams
 - ii. Labs
 - iii. Medications
 - b. Awards
 - i. Promotions
 - ii. Certificates
 - c. Duty-logs
 - i. VA-Base
 1. Maps
 2. Photos
 - ii. Iraq-tour-01
 - iii. Germany-tour-01

2. Use the appropriate format and standards for the type of file you are digitizing¹

Textual Materials with No Images

- *Formats:* PDF/A, JPEG 2000 or TIFF
- *Resolution:* 150-400
- *Color:* Greyscale (minimum), Color (ideal)
- *Bit-depth:* 8
- *Bear in mind:* Optical Character Recognition (OCR) is a feature that allows scanning applications to detect and make text-readable files. In practice, this means you can select and copy the text from your scanned files. OCR works best when you scan at a 400 DPI or higher.

¹ For more information, visit: "Digitization Standards and Guidelines," University Library, UC Santa Cruz, accessed July 21, 2022, <https://guides.library.ucsc.edu/DS/Resources/DigitizationStandards>.



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Textual Materials with Images

- *Format: TIFF*
- *Resolution: 400-600*
- *Color: Color*
- *Bit-depth: 8-16*

Rare books and manuscripts

- *Format: TIFF*
- *Resolution: 2000-4000*
- *Color: Greyscale (minimum), Color (ideal)*
- *Bit-depth: 8-16*

35mm slides, film, and negatives smaller than 4"x5"

- *Format: TIFF*
- *Resolution: 2000-4000*
- *Color: Greyscale (minimum), Color (ideal)*
- *Bit-depth: 8-16*
- *Bear in mind: Aim for images to have 4000 pixels across long dimension of image area, excluding mounts and borders*

Photographs (prints)

- *Format: TIFF*
- *Resolution: 300-600*
- *Color: Greyscale (minimum), Color (ideal)*
- *Bit-depth: 8-16*
- *Bear in mind: Aim for images to have 6000 pixels across long dimension of image area*

Posters, Prints, and Maps Larger than 8"x10"

- *Format: TIFF*
- *Resolution: 400-600*
- *Color: Greyscale (minimum), Color (ideal)*
- *Bit-depth: 8-16*
- *Bear in mind: Aim for images to have 6000-12,000 pixels across long dimension of image area*

Audio

- *Format: .wav or .aif*
- *Resolution: 400-600*
- *Bit-depth: 24*
- *Bear in mind: For web access, use 320 kbps sampling rate, and mp3 format*

Video transferred from VHS or another analog source

- *Format: .mov or .avi*
- *Resolution: 720x486*



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- *Bit-depth*: 8-10 uncompressed
- *Bear in mind*: For web access, use 1.5mbps sampling rate and file format mp4 and codec h.224

Digital Video

- *Format*: native, or .mov or .avi
- *Resolution*: native
- *Bit-depth*: native or 10 bit uncompressed
- *Bear in mind*: For web access, use 1.5mbps sampling rate and file format mp4 and codec h.224