

CARING

FOR

DIGITAL

FILES



INTRO

THINK ABOUT THE HUGE AMOUNT OF DIGITAL FILES YOU CREATE EVERY DAY: PHOTOS, VIDEOS, EMAILS, SOCIAL MEDIA POSTS, AND MORE.

IF THEY ARE NOT PROPERLY PRESERVED, THEY COULD BE LOST FOREVER. DIGITAL ARCHIVING PROTECTS IMPORTANT PARTS OF OUR HISTORY SO THEY CAN BE ACCESSED INTO THE FUTURE. THIS ZINE INCLUDES SOME TIPS ON CARE FOR DIGITAL FILES →

LOCATE FILES

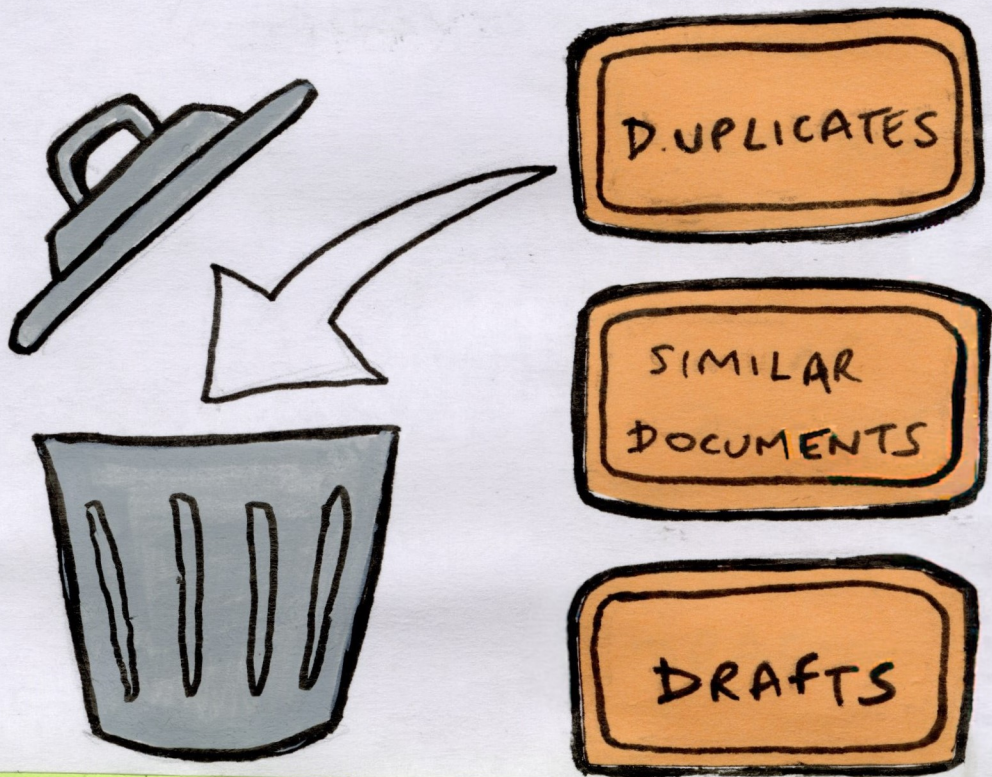
OFTEN, PERSONAL DIGITAL FILES ARE STORED ON A VARIETY OF DIFFERENT DEVICES:



THINK ABOUT IMPORTANT FILES ON COMPUTERS, PHONES, SOCIAL MEDIA, HARD DRIVES, FLASH DRIVES, IN THE CLOUD, AND EVEN ON OLDER MEDIA LIKE COMPACT DISCS AND FLOPPY DISKS.

REVIEW & DELETE

NOT EVERYTHING CAN OR SHOULD BE SAVED. THINK ABOUT WHAT IS MOST IMPORTANT TO YOU FOR THE FUTURE.

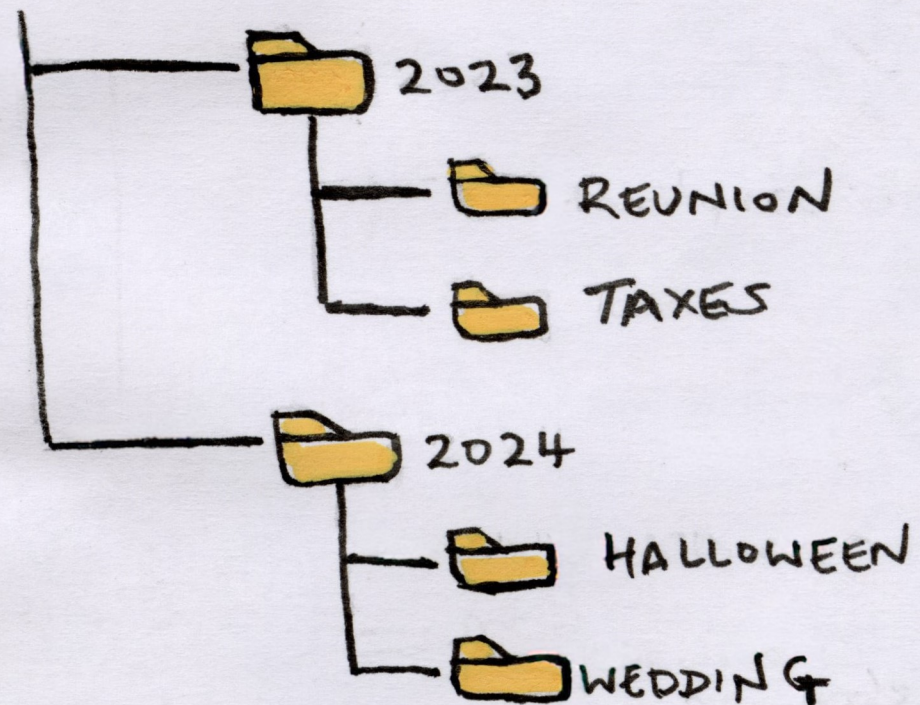


DON'T BE AFRAID TO DELETE!

ORGANIZE

GATHER YOUR FILES AND CREATE FOLDERS TO STORE THEM. ORGANIZE IN A SIMPLE AND DESCRIPTIVE WAY THAT MAKES SENSE TO YOU AND OTHERS. EXAMPLE:

MY ARCHIVE



FILE NAMING

GIVE THE FILES DESCRIPTIVE NAMES AND BE CONSISTENT. THIS WILL HELP YOU AND OTHERS FIND AND ACCESS FILES IN THE FUTURE.

✗ IMG_01359.JPG

✗ UNTITLED5.DOCX

✗ 01312105679.MP3

✓ 2024-10-HALLOWEEN.JPG

✓ 2023-THESIS-FINAL.DOCX

✓ BIRTHDAY-JAN.2022.GIF

STORAGE

LOTS
OF
COPIES
KEEP
STUFF
SAFE

ONCE YOU HAVE REVIEWED AND ORGANIZED THE FILES, KEEP A COPY ON ONE DEVICE AND MAKE A COPY TO KEEP ON A

DIFFERENT DEVICE. KEEPING THE SECOND IN ANOTHER LOCATION (E.G., AT WORK, IN THE CLOUD) IS EVEN BETTER!

FOR MORE RESOURCES,
PLEASE VISIT:



<https://go.unl.edu/digarchivetips>

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2025.