

# ARCHIVING

[ BIG Projects ]

inDigiMOB 

- 1** Digitise objects, images, photographs, audio, film and other important content
- 2** Organise, upload and manage content within archive
- 3** Add metadata such as names, places, people, dates, descriptions and other identifying features
- 4** Search the archive to find content and information about places, families, people and times
- 5** Create content to contribute to the archive



Some communities have an online archive that uses the Keeping Culture platform.  
Support the community to contribute content and metadata to an archive

## You'll need

- Community Stories/ Keeping Culture access
- Computer
- Scanner
- Internet

## You'll learn

- Digitisation
- Import/export
- Search terms
- Metadata
- File management
- Screen literacy



## Tips & ideas



- Sometimes it's possible to print photos from archives, this is great if people are keen to keep photos in their homes
- Archiving can be a good way to engage older people in digital activities
- Once digitalized some photos may need to be improved by making them lighter/darker/sharper. Show people how to use Photos or other editing programs on the computer