

# Archiving to do # 6

This is my sixth of these articles in the series  
April 2005

Also available in PDF format from my Web site  
[www.paradox.com.au/~jcdalton/JCED04](http://www.paradox.com.au/~jcdalton/JCED04)



ATD  
Archiving\_to\_do\_6.sxw

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## Papers

Much of my comments also apply to papers. Whereas the cost of ink has remained stationary papers have not, they have dropped in price over the last decade as more people print their own photos or documents. All papers come in various grades, types and thickness. Some are not archival, they are not acid free whereas others are acid free so are what should be used for archiving. Good stationary supplies, scrap booking and other such shops are good places to obtain acid free papers, card, "plastic" sheets and so on.

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I hope that my little "Archiving To Do" articles are helpful to people.

It is heavy going do this as Archiving either does not interest people or they think it's too hard. I try to cater and give some information for people who do not possess or use a computer such as what to do in regards to art, pictures, drawings as displayed in a room. Most of us have pictures and special documents that need archiving which will be passed onto future generations.

The other facet of archiving is what can be achieved using a computer. To write/save/burn onto CDs in some form or another. Libraries and museums of the world are not doing much better than the man in the street when comes to archiving. No one, I repeat no one can predict what form data will take in the future. But one thing one can be sure of is the data that was written onto stone and rocks thousands of years ago will last longer than what media we have at present.

I will go into more detail in later *ATDs* describing how to do the archiving using a computer but these early *ATDs* I am trying to alert the reader and others that archiving should, no must be commenced now if you want your data passed on to future generations. Start now, not tomorrow or next month.

## Inks used for printing

Here I'm talking about ink used for printing using computer driven printers. The inkjet printers most of us now use. The subject about papers I hope to include in a future "Archiving to do" (*ATD*).

There are two types of ink used;  
dye based and pigment based inks.

Pigment based inks are preferred for archiving purposes. They are supposed to be stable which should not change in composition over a period of decades or more. I suppose most "ordinary" people who are keeping or archiving images onto paper/card have not got the time to check out the various inks and papers. Paper types is tied in with inks used. The range of inkjet printers is so large that it's almost impossible to keep up with them as a new unit comes onto the market.

Some people replace the printer cartridges or ink tanks at great expense and others do as I do and have them refilled or refill them oneself. Refilling them oneself is a messy job and my seven years of experience of doing it is not all that successful. Black cartridges are about 95% successful but colour ones not so, from 0% to 90%. It should be cheaper to refill cartridges but it depends on so many factors.

Refilling I hope will be a subject in another *ATD*.

<< goto the left

The avalanche of digital photography and digital cameras has put a dent in Kodak's business worldwide. Their photo card is about 60 cents per sheet as I type this in March 2005. I have a list of inks, papers and printers covering about six pages concerning these products and the suspected years that the printing will last ranging from months to 100 years.

All I can suggest is to use the best papers or card and hope that they are suitable for archiving purposes.

## Sound and Video media



*Various media types*

I took a photograph of some of my items laid out on a white board as above of the most common types of media that people may need to archive. From the early 1900s cylinder record to the present day CD-R.

Clockwise from the 30 cm 78 RPM record is; 25 cm (10 inch) 78 RPM, cylinder, 30 cm 33 1/3, 25 cm 33 1/3 and a 18cm (7 inch) 45 RPM record.

Clockwise tapes from the 8 track tape cartridge; a modern CD, Philips cassette, 7.5cm (3 inch), 12.5 cm (5 inch), 17.5 cm (7 inch), VHS video, BETA, 8 mm video.

One needs a player or projector to play/see the old media which is connected to a computer and then saved/stored on it's hard drive or CD or other media. In my previous "Archiving\_to\_do\_6" (ATD) I have spoken about plugs and cables required to accomplish this. In any case I will return to the subject in more detail in a later "ATD".

## Slide image capture

The easiest way to capture slide images, images many of us captured with 35 mm film cameras during the previous few decades, is to scan them with a flat bed scanner. Those who have such a scanner may only have a print/paper scanner but not a slide or film scanner. These slide scanners are more expensive because there is a little mechanical part where one can put the slide or film strip. This is usually fitted to the underside of the lid, the side of the lid that rests against the glass.

Canon manufacture scanners to do this, models 3200F and 5200F are just two. The reader can check what the other brand manufactures produce. The price of the 5200F in late 2004 was \$349.00, not cheap.

Slides and film strip may need cleaning with warm water as one does with vinyl records. The scanning software gives one a choice to scan slides or reflective media which means photos and paper images. The user needs to choose the reflective mode and any other choices such as definition.

Another method is to have them scanned by a commercial business which will cost about \$1.00 each slide. It is a time consuming activity which we retired folk can afford.

Another method is to project the slides as one would do onto a screen and use a camera to photograph the image. This is easily done using a digital camera.

The camera needs to be correctly set and being positioned in a firm manner to eliminate camera shake. A remote shutter release is ideal but the cheaper digital camera's most people have do not have the facility to attach a remote shutter release.

## Cylinder records

Not many people will have or want to archive this vintage media. Some people have gone to great lengths to build equipment to play them



*Unit to play cylinders*

nevertheless. Here is a photo of one such device.

It is a French device. The sound is picked up by I suspect a magnetic cartridge on a standard looking pickup arm of which the counter weights can be seen on the right side end of the arm. Of course all this is a mystery to the present generation such as my grandchildren.

The speed or revolution of which the cylinder spins varied in the early manufacture but was approximatively 160 RPM. The sound was recorded with grooves in the hill and dale fashion.

## Video formats

Again one needs the player/camera equipment to be able to see/hear and so copy to a computer the data.

Video formats were many but the most popular were; VHS, Super-VHS, VHS-C, Video 8 and Hi8.

If one only wants the sound from video tapes, not the vision or pictures, it can be used and saved onto a computer as one would do from sound records or tapes. Perhaps the video of something is very bad, the camera operator may have zoomed too quickly, the pictures too fuzzy or the light was bad but the sounds are good. This sound can be used and other still images of the same people can be shown with the sound. Better than not archiving nothing at all or something not worth watching, by people in the future.

More on this in *later ATDs*.

## Kodak and B&W negatives

Last November I left some old B&W negatives to be printed from but they were returned to me with a letter notifying me that Kodak no longer carry out this work. The work can still be done by other photographic laboratories. One such place is Ted's Photographic in Brisbane.

## Personal documents

Personal documents are very important to archive.

Documents such as;

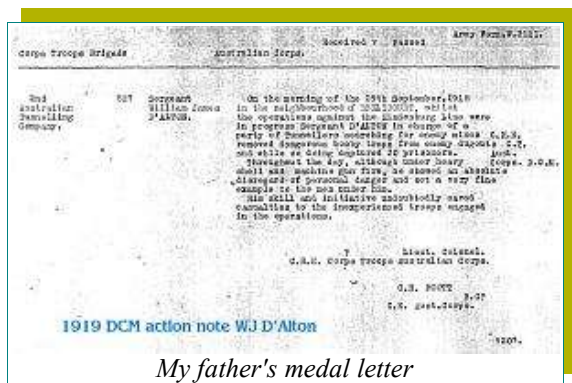
Wedding, death, birth, baptism, deed poll. Such documents that we all have and are what genealogists use. Other documents such as;

Last letters people wrote, educational certificates, sport certificates and so on.

Sporting awards.

The list is long but I'm sure the reader can think of more in their case.

These documents should be scanned at a high resolution, more about this later, saved then edited to make them more readable and saved with a different filename. Here is a scan of an official letter to my father in 1919 about his DCM medal.



*My father's medal letter*

I mentioned this before about file names. I use the date in Japanese format. That is a document when we were married is thus;

"1960\_Jan\_02\_Wedding\_JandM\_D'Alton\_highdef01.XXX"

The year 1960 not 60.

The month Jan not 01.

The day 02 not 2.

The event, wedding.

Then name.

The XXX represents the file Extension.

I make my Directories (folder) names this way.

1951 Jan to 1960 Dec

1961 Jan to 1980 Dec

1981 Jan to 2000 Dec

2001 Jan to 2001 Dec

and so on.

## Personal hard objects

Things such as trophies, vases, medals, cups and other objects.

Such objects can be photographed. Some people photograph jewellery which is used for insurance purposes but these images could be of interest to people in the future.

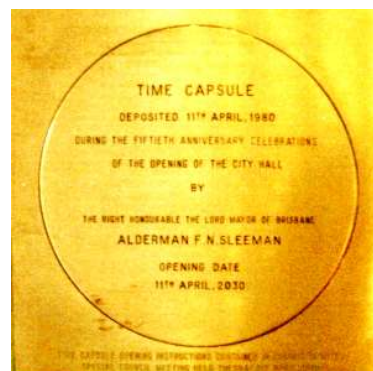


*An award*

## Time capsules

Time capsules do not really concern the average person but some mention should be made for future generations.

For Australians or Brisbane people in particular there is a time capsule situated in the Brisbane City Hall. The plaque about 20 cm square is mounted on a wooden pillar in the Brisbane Room on the 2nd floor. Information can be obtained by contacting the Brisbane City Hall, Adelaide Street, Brisbane 4000. Australia.



*Brisbane City Hall Time Capsule*

The Time Capsule was put down on Friday the 11th of April 1980 by the Lord Mayor at the time, Alderman Sleeman. It is to be opened on April 2030, fifty years time from when it was sealed.

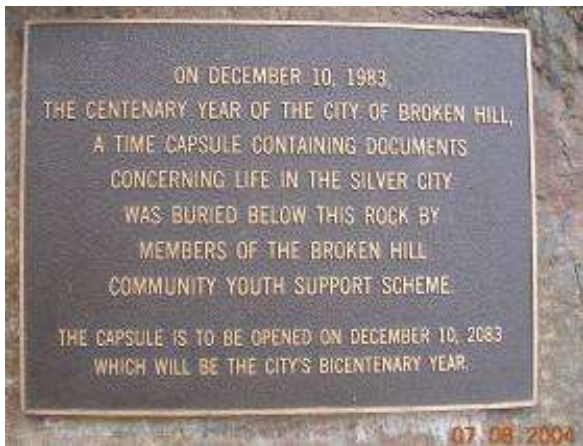


A friend, Bob Blakey and his wife journeyed to West Australia in 2004 and took photos of some time capsules that they saw.



*Perth Mint Time Capsule plaque*

I thank Bob very much for taking time to track down and photograph the photos, about six all told, in Perth and Broken Hill.



*Time capsule plaque Broken Hill*

## PDF and OpenOffice.org

I have spoken about PDF before so will not go into in detail other than to say that PDF (Portable Document Format) is the worldwide format in which to exchange documents. It is the current format for archiving. Documents in PDF can be read/seen by various computers and OS' (Operating Systems), that is a common PC running GNU/Linux, MS Windows, OS/2, UNIX plus others.

Other computers such as Apple can also read/see PDFs.

The Open Source Software (OSS) suit called OpenOffice.org (OOo) which rivals Micro\$oft's Office is free. OOo is free because it is OSS. Unlike M\$ Office which costs hundreds of dollars to purchase if one's computer does not already have it installed. OOo costs nothing other than the cost of the CD or on a computer magazine as a cover CD or DVD.

I use OOo which allows me to Export (save) to PDF, same as SaveAs PDF.

There are three "grades" of Export, one is a small file but definition is not good, medium is a bigger file size with better definition and the third is the biggest file size with the best definition. I suggest using the third option which makes a high definition file for archiving. I write my travel, computer and other books and newsletters with OOo and Export to PDF. There are alternative software for making PDFs.

One can purchase Adobe Acrobat Writer for hundreds of dollars which has many facilities which the masses would never use.

Another is to obtain free or very cheap PDF converters that show in the Print Dialogue Box when choosing a printer. The one I sometimes use is PDF995. I have a link to this utility on my Web site on page;

[www.paradox.com.au/~jcdalton/JCED14.htm](http://www.paradox.com.au/~jcdalton/JCED14.htm)

the orange link button is down on the bottom right corner.

## Goldring turntable

I mentioned such a device to play LP or these days called vinyl records in an earlier *ATD*.

One advertised by JB Hi-Fi in Brisbane in March 2005. Its cost was down from about \$150.00 to \$99.00. It plays 45 RPM and 33 1/3 RPM records. It has a pre-amplifier built in which means it can be plugged into a computer for archiving purposes. It can be used with a standard amplifier for normal music listening use by plugging it into the AUX IN or LINE IN sockets on the amplifier.

As I mentioned in another *ATD*, the stylus used in a turntable should not be worn. A small magnifying glass or child's magnifying device should show the styli big enough to check wear.

I have a special device to check styli. It has a little light and is fully adjustable.



*A special styli magnifying*

This "Archiving\_to\_do\_6.sxw" was built up using OpenOffice.Org which I refer to as "OOo". OOo is an Open Source application which is a free Office Suite that I use in GNU/Linux Mandrake and MS Windows 98.

The file is Exported as a PDF directly from OOo.

John C.E.D'Alton.