



It's up to you ... and you ... and you

—

How Personal Digital Archiving can help saving your digital life

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nestor Working Group on
Personal Digital Archiving
— Germany —

Contribution to
WDPD 2020-11-05 / 11:00 – 11:45 GMT



nestor working group

“Personal Digital Archiving”

a few facts:

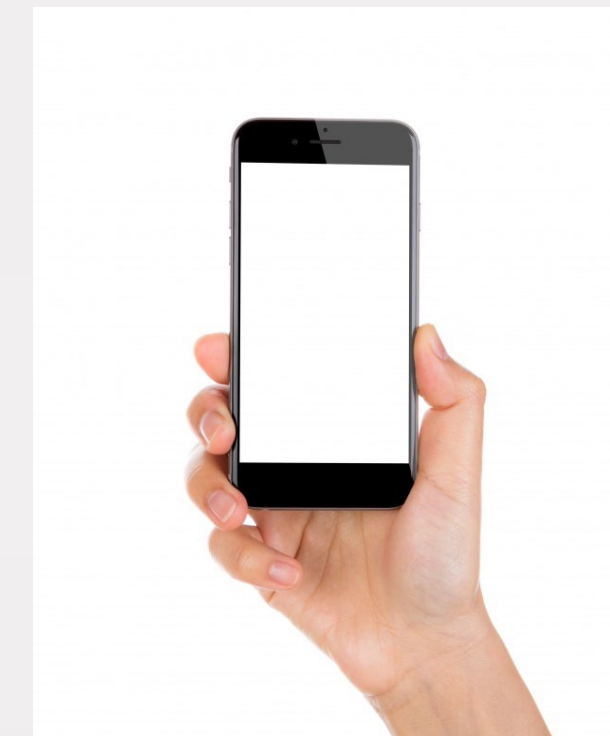
- founded in 4/2016
- motivation: PDA not being addressed so far
- currently 7 active members from 7 institutions
- from two countries (Germany & Austria)
- WG leaders: hbz Library Service Center & TH Köln
- major output: www.MeinDigitalesArchiv.de

Smartphone – the multipurpose tool

pictures

messages

videos



audio
files

e-mails

Other apps

....

app x

app z

app y

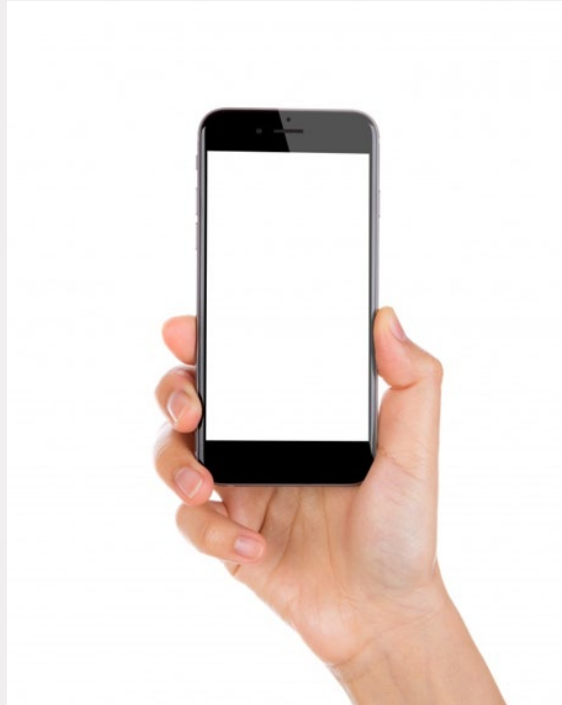
phone

Save or loose

external
hard drive

Network
Attached
Storage
(NAS)

PC




Cloud

USB stick

Other
storage media

...

**Smartphones get lost or damaged
- and this also applies to your data!**



„Have you ever lost
significant data?“

Let's find out...



🔍 If your digital life looks like this...





... there is some hope :

demand for

concepts
practical advice
tools

to keep digital data and files secure
in your personal digital archive



Personal Digital Archiving



Basic steps to save your digital life

Selection

select what is important

repetition

do all steps on a regular basis



Structuring

structure your folders and files

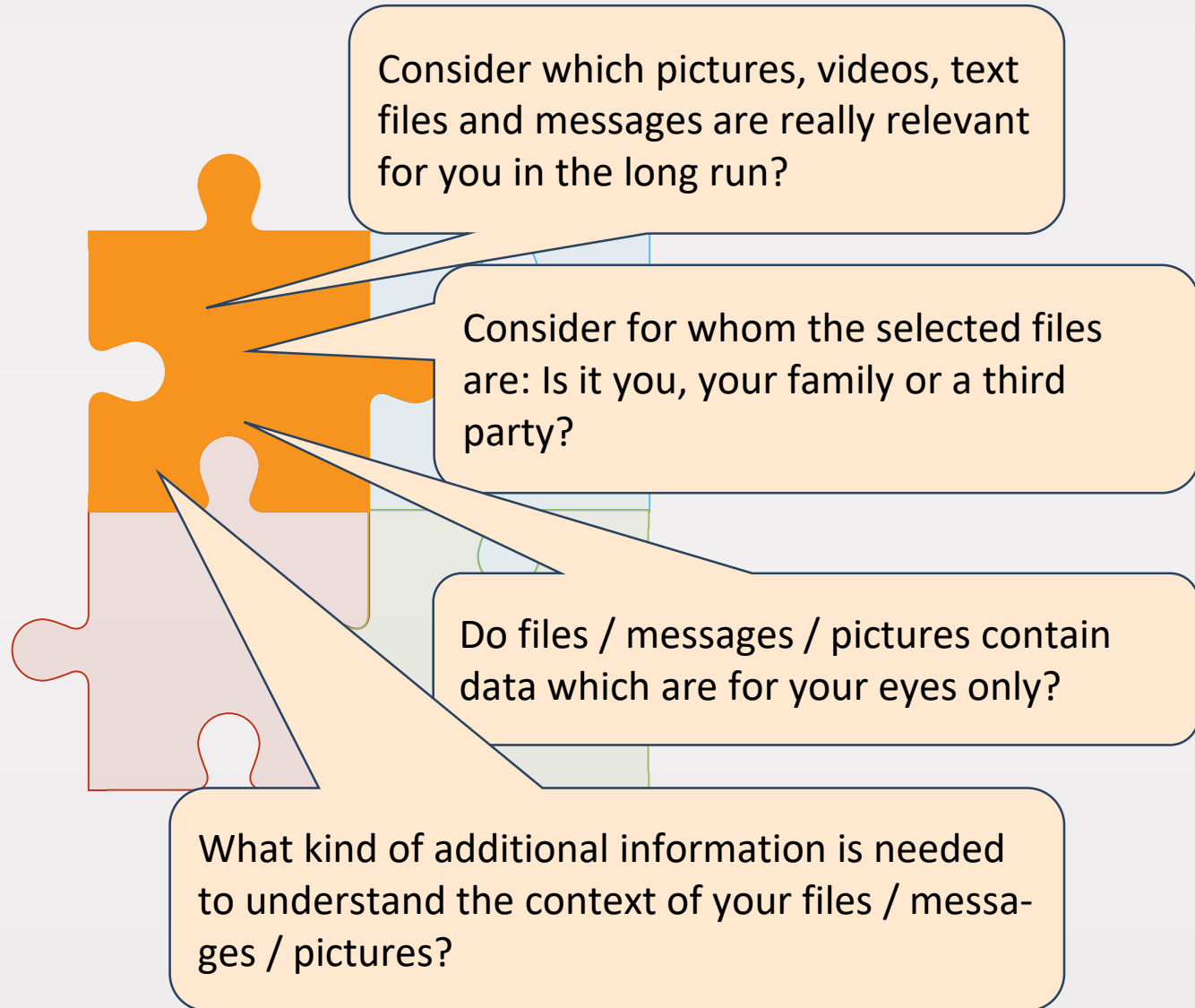
naming

name your folders and files

Step 1: Selection - questions

Selection

select what is important in your perspective – and delete the rest

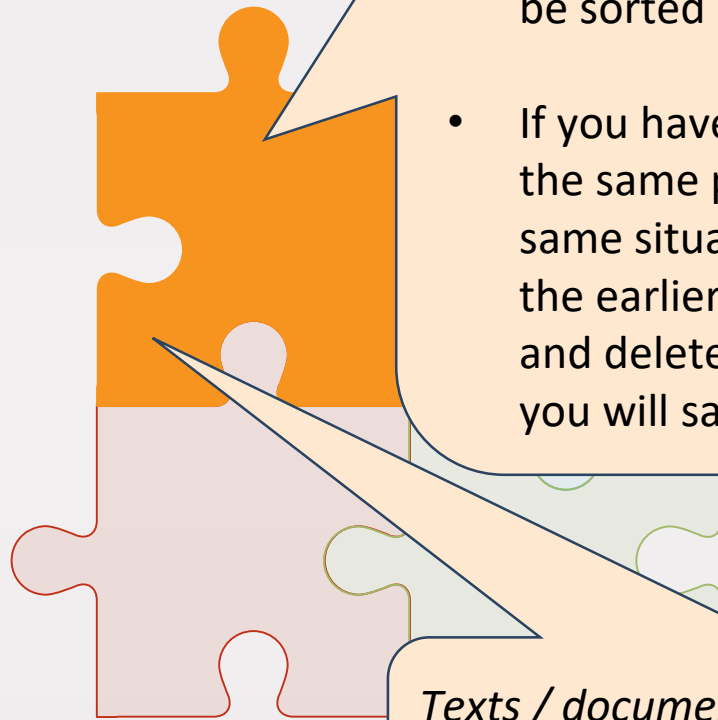


Step 1: Selection - suggestions

Selection

select what is
important
in your
perspective –

and delete
the rest



Pictures / videos:

- Blurred or shaky images should be sorted out and deleted
- If you have several pictures from the same person in or of the same situation:
the earlier you select the best one and delete the rest the more time you will save in future

Texts / documents / messages:

- Delete draft versions and save the final version

Step 1: Selection - tools

Selection

select what is
important
in your
perspective –
and delete
the rest

*Software and apps for detection of
duplicates*

- See a selected list of tools e.g. at <https://meindigitalesarchiv.de/infos-und-tools/>

Tools

Doppelte Dateien finden unter Windows 10

Doppelte Dateien sind störend und verschwenden Speicherplatz. Wir zeigen Ihnen, wie Sie sie loswerden. Von Cornelia Möhring – veröffentlicht am 13. Juli 2018 13:10 Uhr

➤ <https://www.heise.de/tipps-tricks/Doppelte-Dateien-finden-unter-Windows-10-4109721.html>

AllDup

Freeware zum Finden und Löschen von Duplikaten in Windows

➤ <http://www.alldup.de/>

90X Duplicate File Remover

Mit der Android-App lassen sich doppelte Dateien diverser Formate vom Smartphone entfernen

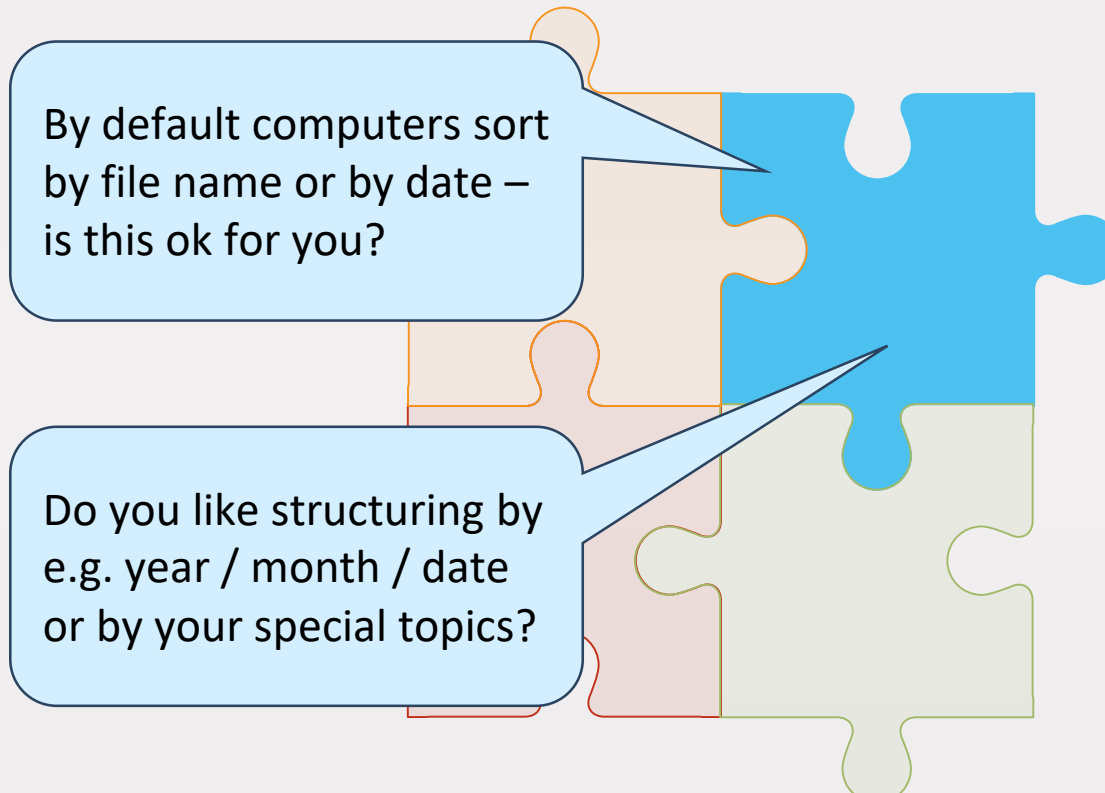
➤ <https://play.google.com/store/apps/details?id=com.vbmssoft.allfileremover>

Gemini Photos Gallery Cleaner

Mit Gemini können Dubletten von Fotos auf dem Mac erkannt und gelöscht werden.

➤ <https://apps.apple.com/us/app/gemini-photos-gallery-cleaner/id1277110040>

Step 2: Structuring - questions



By default computers sort by file name or by date – is this ok for you?

Do you like structuring by e.g. year / month / date or by your special topics?

Structuring

structure your folders and files

Step 2: Structuring - suggestions

Consider which way of structuring your files fits most to you.

Try your favorite structure in a test phase.

Structuring

structure your folders and files

sorting by content

- job
 - certificates
 - applications
 - ...
- financials
 - bills
 - account
 - ...
- private
 - pictures
 - music
 - tours
 - ...

sorting by type

- pictures
 - vacations
 - 2016
 - 2015
 - ...
- texts
 - certificates
 - applications
 - ...
- music
 - classic
 - pop
 - punk
 - ...

sorting by time

- 2017
 - 2017_01
 - 2017_02
 - ...
- 2018
 - 2018_01
 - 2018_02
 - ...

Step 3: naming - questions

How often do you search for files with a special content?

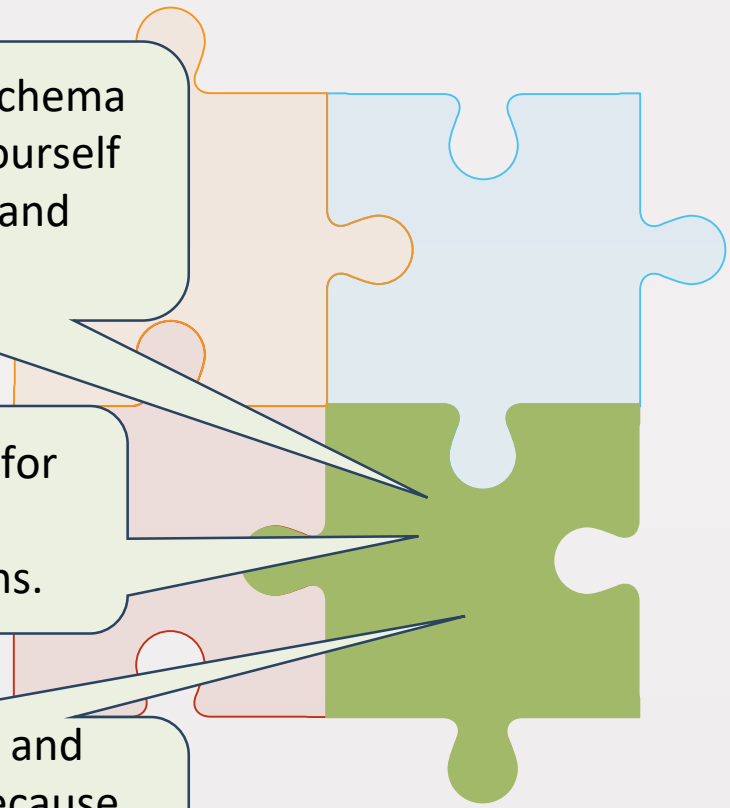
Are the file names of your digital pictures unambiguous?

Do you name your folders following a schema?

naming

name your
folders and files

Step 3: naming - suggestions



File names following a schema you have chosen for yourself help you accessing files and makes searching easier.

Applying a naming schema for your files will help you identifying different versions.

Avoid special characters and symbols in file names because other software might have problems with them.

naming

name your
folders and files

Step 3: naming - examples

E.g. folders

bills

=> phone

=> phone bills 2020

E.g. files

WDPD_nestor_PDA_2020-11-03_v1

or

2020-08-20_cologne_rhine_##

2020-11_letter_martin_draft

naming

name your
folders and files

Step 4: repetition

repetition
do all steps on a
regular basis

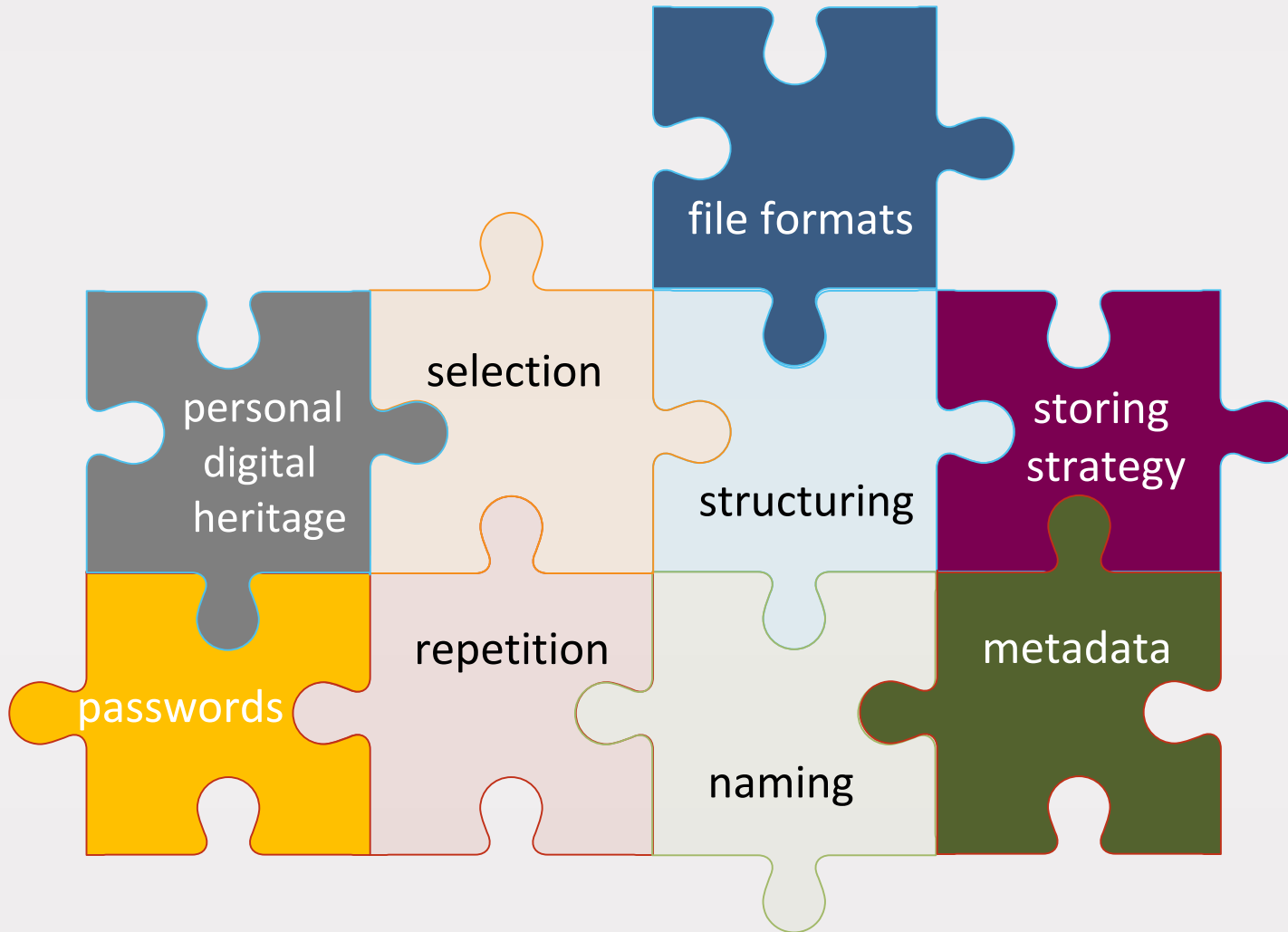
Check your *new* files regularly and delete redundant and unnecessary ones.

Check *old* folders and delete redundant and unnecessary files.

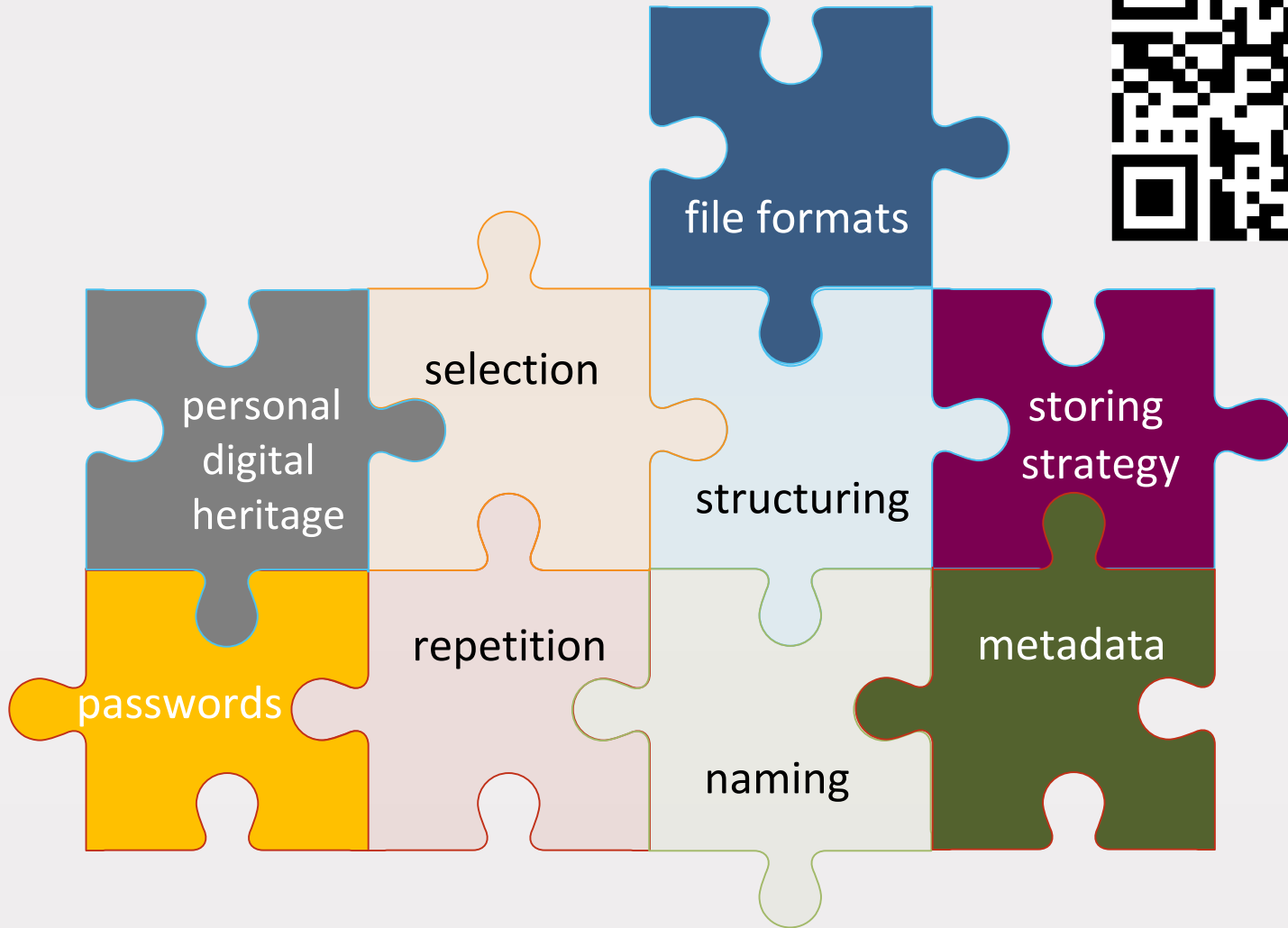
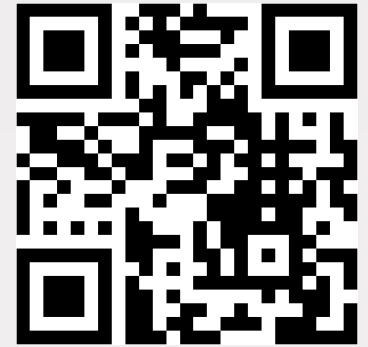
Check older picture folders and rename pictures addressing content / place / date.

Save selected folders and - from time to time - your whole system on different media and store them at another place.

Additional steps ...



Additional steps ...





„Where shall we take
a closer look?“

Let's find out...





File formats

1

Use common and avoid proprietary file formats

2

Focus on a few file formats only and avoid a 'format zoo'

3

Check regularly if your file formats still work properly

Additional steps ...



Storing strategy

1

Save your files and folders regularly

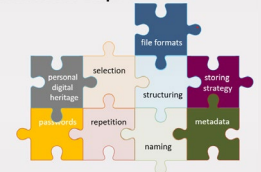
2

Apply 3 - 2 - 1 - strategy:
3 versions on
2 different types of media -
1 at another place

3

Check if you can recover
your files

Additional steps ...



Metadata

1

Check which metadata comes with your files automatically

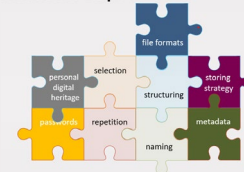
2

Ensure that content and date of creation are accessible

3

Check if additional metadata is important for you

Additional steps ...





Passwords

1

Create strong passwords

2

Use different passwords for different applications

3

Check if a password management tool fits to your needs

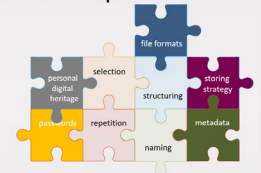
Additional steps ...



Personal digital heritage

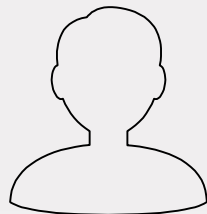
- 1 Be prepared: access by another person may be necessary to your hard- & software and accounts
- 2 Create and store safely a list of your accounts and passwords
- 3 Find a person of trust caring for your digital heritage

Additional steps ...

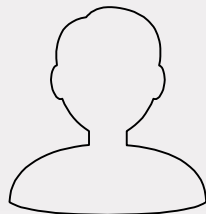




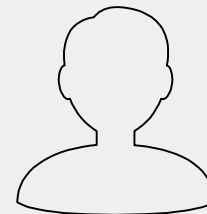
Access roads to *meinDigitalesArchiv.de*



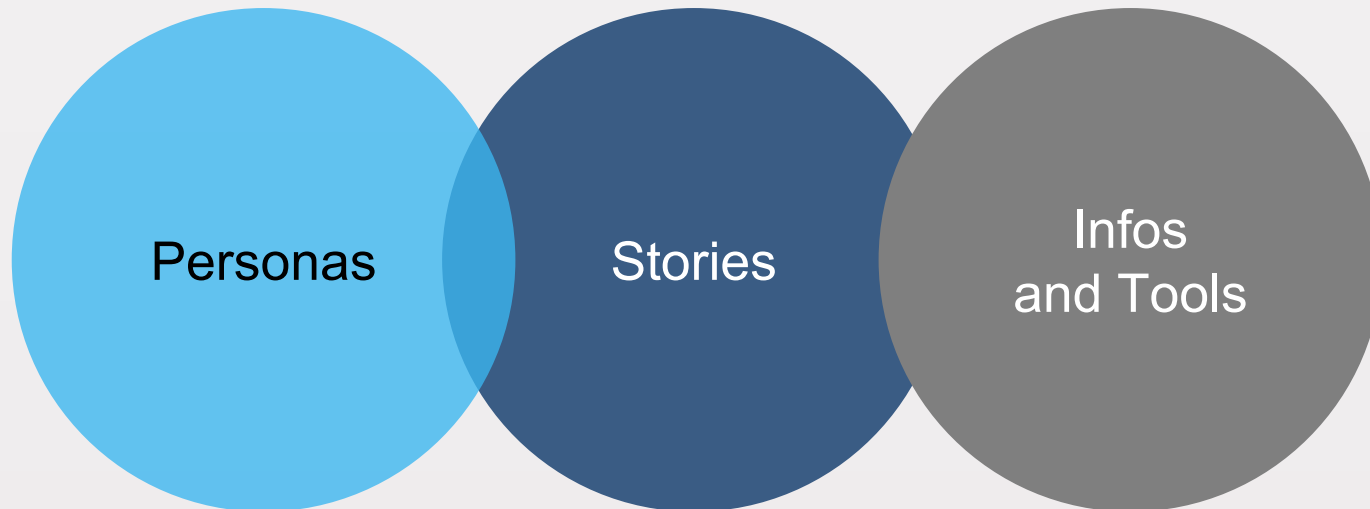
Newcomer



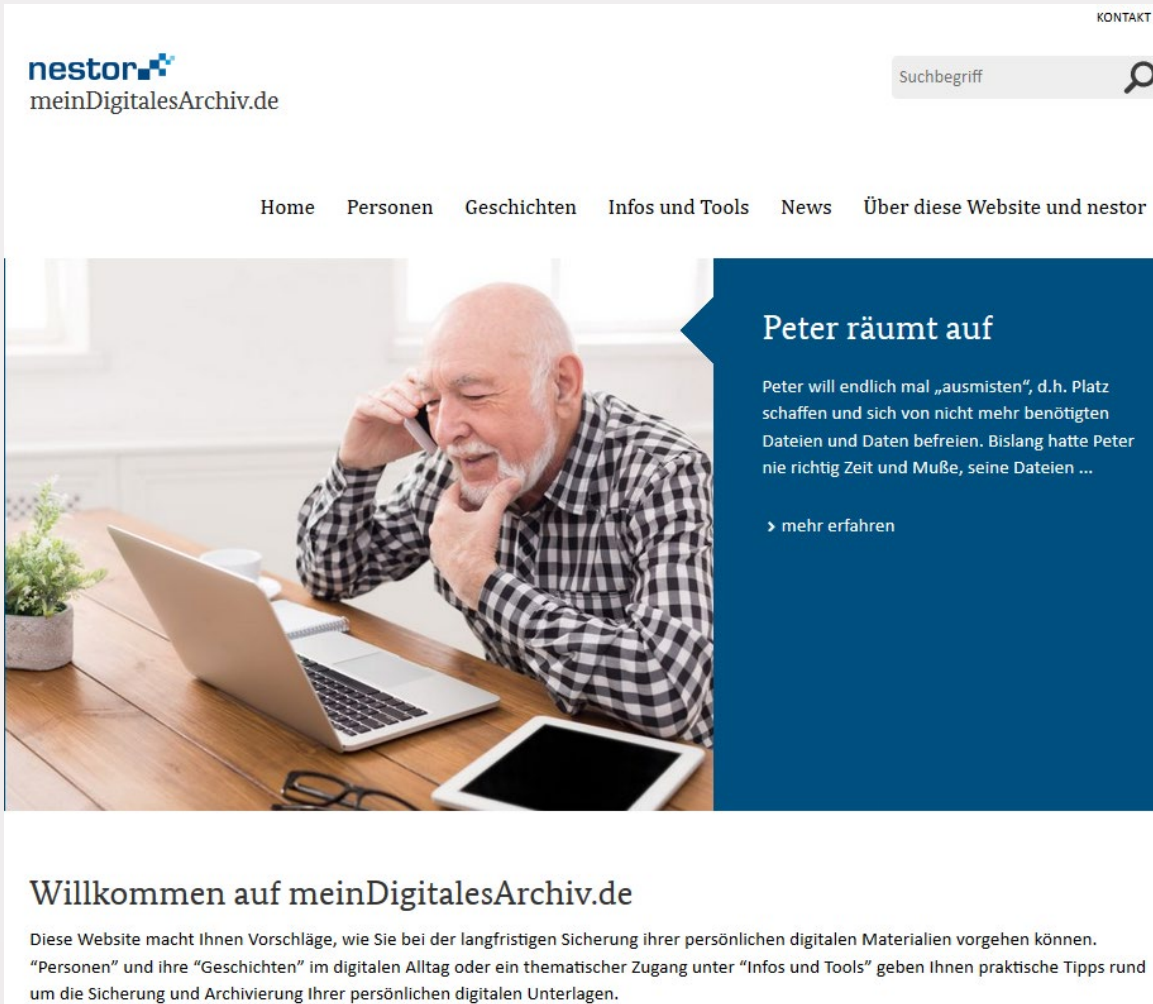
Pragmatist



Fact-checker



Find more PDA related information on *MeinDigitalesArchiv.de* (in German)



KONTAKT

nestor
meinDigitalesArchiv.de

Suchbegriff

Home Personen Geschichten Infos und Tools News Über diese Website und nestor

Peter räumt auf

Peter will endlich mal „ausmisten“, d.h. Platz schaffen und sich von nicht mehr benötigten Dateien und Daten befreien. Bislang hatte Peter nie richtig Zeit und Muße, seine Dateien ...

[> mehr erfahren](#)

Willkommen auf meinDigitalesArchiv.de

Diese Website macht Ihnen Vorschläge, wie Sie bei der langfristigen Sicherung ihrer persönlichen digitalen Materialien vorgehen können. "Personen" und ihre "Geschichten" im digitalen Alltag oder ein thematischer Zugang unter "Infos und Tools" geben Ihnen praktische Tipps rund um die Sicherung und Archivierung Ihrer persönlichen digitalen Unterlagen.

Summing up

Personal Digital Archiving is up to you –
decide how and when you will start !

Consider which
of your data
should be kept
in the long run

Find your favorite
structure for your
folders and files

Save your
files and do
PDA on a
regular basis

Find your
personal
naming
schema for
your files



If you like to stay in touch ...

On behalf of
nestor Personal Digital Archiving
Working Group
we will be happy to answer your questions!

Achim Oßwald & Martin Iordanidis
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c/o

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credits

- Master slide puzzle:
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- Puzzle with business persons:
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