

# GRAZIAN ARCHIVE - Operational Workflow and Ideas

1. Defining the tasks and goals of the project
2. Forming the team
3. Establishing the equipment
  - decent work station
  - suitable scanner
  - creating suitable working place
  - appropriate archive preservation
4. Defining and executing optimal transfer (transportation) of the physical archive
5. Defining the logical operations, structure of the archive, rules and naming conventions
6. Defining the technical parameters of the operations
  - resolutions, color modes, etc.
7. Choosing the types of programmes (software usage)
8. Quality Control Guarantee

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## Operations (per Box of documents)

- Scanning ( High resolutions tiff or jpg (200 - 300 dpi)
- Saving and giving a proper name of the document, according to the naming conventions
- Additional retouch and resize, if needed
- OCR, correcting the mistakes in the names and the places and saving as pdf with the text behind the image
- Combining multiple page documents
- Saving the archived documents on CD/DVD
- Compiling and preserving archived documents

Putting the archive online (automatic file upload, generating list of file names and creatng corresponding web pages)

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- Finishing the scanning job and completing the archive
- Putting the whole archive online
- Refreshing the front page
- Creating an attractive summary of the archive, underlining the volume, accents and the most valuable parts
- Creating an attractive presentation, introducing the meaning of the archive (having Grazian Archive as a model), the workflow, preview of the results and the idea of personal digital archiving as a whole
- The Business Approach
  - Making a research of the existing personal archives;
  - Defining some estimation and calculation schemes and budget plans;
  - Making a survey of potential financing and targetting

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- Names extracting and indexing
- Creating graphs of interconnections and timelines
- Creating a new interface vision
- Improving the search options
- Adding video and audio files to the archive
- Adding reviews and comments