EMAIL, WEB, AND SOCIAL MEDIA

——— ARCHIVING ———

Why we need to archive our online content:

Digital diaries
email messages, blog posts, tweets, facebook updates, tumblr shares: even once-monthly posts add up.

Comprehensive legacy
a full picture of your career captures your digital, "ephemeral" content as well as hardy analog material.

Third parties
we can't trust twitter, facebook, or even Google to save all your content.

STEP ONE

IDENTIFY what you have and where it is

email	web	social media
GMAIL OUTLOOK .EDU OTHER: _____ _____ _____ _____ _____ _____	PERSONAL WEBSITE PROFESSIONAL WEBSITE BLOG OTHER: _____ _____ _____ _____ _____ _____	TWITTER FACEBOOK TUMBLR OTHER: _____ _____ _____ _____ _____ _____

*Note: four step method adapting from LOC.

MANAGE what, where, when

LOCKSS
lots of copies keeps stuff save — save to computer hard drive, to external hard drive, to cloud (GoogleDrive, etc.)

Checking in
set up regular appointments (maybe bimonthly, maybe annually) to look over, update, and check on content

RESOURCES

Links for Personal Archiving (General)

-NARA guidelines for federal agencies: http://www.archives.gov/records-mgmt/resources/socialmediacapture.pdf
personal digital archiving resources: http://library.columbia.edu/locations/dhc/personal-digital-archiving/online-resources.html
-LOC on Personal Website, Blogs, and Social Media: http://www.digitalpreservation.gov/personalarchiving/websites.html
-LOC on Personal Email Archiving: http://www.digitalpreservation.gov/personalarchiving/email.html
-WIRED on archiving your social media: http://www.wired.com/2014/07/archive-social-networks/

Links for Individual Sites/Platforms

GMail:
- archiving messages as part of working process: https://support.google.com/mail/answer/6576?hl=en
- exporting message data: http://gmailblog.blogspot.com/2013/12/download-copy-of-your-gmail-and-google.html
Outlook:
- archiving emails in Outlook 2013: http://www.howtogeek.com/198907/how-to-archive-email-messages-in-outlook-2013/
- archiving in Outlook 2010: https://support.microsoft.com/en-us/kb/2720581
WordPress:
-WordPress backups: https://codex.wordpress.org/WordPress_Backups
Blogger:
-https://support.google.com/blogger/answer/97416?hl=en
Weebly:
-http://www.webnots.com/backup-weebly-site/
Twitter:
-downloading your Twitter archive: https://support.twitter.com/articles/20170160-downloading-your-twitter-archive
Facebook:
-downloading your info: https://www.facebook.com/help/131112897028467/
Instagram:
-try Instaport: http://instaport.me/
Tumblr:
-backing up your Tumblr: http://www.webmonkey.com/2008/10/simple_ways_to_back_up_your_tumblr_blog/

DECIDE what has long-term value

- what long term value means: pick the information that you think will contribute most productively to your legacy (business emails with a gallery or fellow artists are likely included; mass emails from Groupon are likely not)
- you can archive as much or as little as you think essential
- selection criteria brainstorming: interactions with galleries, fellow artists; all blog entries; tweets within date range of big exhibition...

email	web	social media
SELECTION CRITERIA:	**SELECTION CRITERIA:**	**SELECTION CRITERIA:**
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EXPORT to safe places

email	web	social media
-what's with the archive function? -saving attachments -exporting in a selected format	-automated export options for linking files -saving as HTML vs. PDF	-varies by platform -many/most have manual option download

Things to consider
-saving a few vs. saving many
-saving metadata (naming files with dates and content indicators)