DIGITAL PROJECT
STUDENT WORKSHEET

Start date ____________

Name of project __________________________________________________________________________________________

File naming structure _____________________________________________________________________________________

Save in this location _______________________________________________________________________________________

- create folders structure __________________________________________________________________________________
- burn to DVD          save to flashdrive

Format of materials
- photographs          documents          journals          postcards          slides          other _______
- DVCpro          VHS          DVD

Requirements
- flat-bed scanner          sheet-fed scanner          video production station          overhead scanner

File format
- TIFF          PDF          JPG          MPEG-2          MP-4

Resolution
- 600 dpi          300 dpi          150 dpi

Scaling
- 100%          200%          300%          Other _______

Handling instructions
- wash hands prior to handling          wear archival gloves
- use bookmark to keep place          follow the order in which items were provided to you
- no food or drink near materials          store in upper cabinet
- keep materials in the exact order in which they were provided to you          return to supervisor’s office when complete

Editing instructions
- crop close to image (no white border)          check proper pagination
- rotate images to be straight          rotate images to proper orientation (vert/horz)

Video editing
- title intro          copyright statement          create label for media

Additional info __________________________________________________________________________________________

Student assigned to project __________________________________________________________________________________________

Archivist/repository __________________________________________________________________________________________