A Guide to Caring for Your Digital Content

Dorothy Waugh
Digital Archives, Stuart A. Rose Manuscript, Archives, and Rare Book Library

dorothy.waugh@emory.edu
1. Build a solid foundation
2. Create well-managed content
3. Establish good habits
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The good...

CliftonArticle_v3_Oct2014.doc

thesis_ch1_Oct2014.doc

NYC_July4_2012.jpg
The bad...

notes.doc

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photo.vacation.JPG
The bad...

notes.doc

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photo.vacation.JPG
1. Build a solid foundation
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BEST: Once quarterly
BETTER: Twice a year
GOOD ENOUGH: Once a year
Thank you!

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