

# Digital Archives Handbook

keep your family albums safe and  
secure for a long time



Hello and welcome to the  
**Digital Archives Handbook!**

In this guide, you will learn  
how to set up a Google  
Account, use a CZUR  
scanner to upload important  
documents onto your  
Google Drive, and about the  
importance of creating  
copies online.

# Importance

Accidents happen. Fires may destroy homes, papers can deteriorate, and water damage can lead to moldy documents. To ensure that your important documents are kept safe, you should have multiple copies of it available. Online storage spaces such as a Google Drive are perfect because you are able to access your documents anytime anywhere, and are kept private unless you personally share it with someone else. By keeping these documents online, you can store your documents somewhere secure (such as a fire-proof safe) and keep them safe for a long time. In other words, it simultaneously **preserves** your items and makes them **accessible**.

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# Digital Archives

**storing** documents and files **online** as digital information

## Digital

Physical information stored online as data

## Archives

Place where collections of materials are stored such as letters, photographs, and notes

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# You will need...

- **Important materials** (photos, letters, government papers, notes, house deeds, car titles, journal entries, and more)
- **Laptop** (you can also use the LibroMobile community laptop)
- **CZUR scanner** and **adaptor wire** (picked up from LibroMobile staff)
- **Epson scanner** (provided by LibroMobile)

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For a video tutorial, click the link below:

<https://www.libromobile.com/digitalhumanities/digitalarchiving>

# Setting Up a Google Account

**1**

## **Using the LibroMobile Laptop...**

When you first open Google Chrome, click Add a New Profile and press Continue Without an Account.

## **If you brought your own laptop...**

You can type “google.com” into the search bar, hit enter, and click the blue Sign In button and then “Create an Account.” Select “for my personal use.” Skip to [Step 4](#).

**2** Here you can name your profile and change the color of your browser and account. You can always change this later in Google Account settings after you finish setting it up.

**3** Click the grid icon in the top right labeled “Google Apps.” Once it opens, click Account which should take you to a new screen. Click “Create an Account.”

**4** You will be asked to put in your name, date of birth, and gender. Your first name is required, but your last name is optional. Your date of birth is used to restrict or allow the content you may be exposed to online. If you would prefer to not put your gender, select “Rather not say.”

**5** After hitting next, you will create your email address. Create a username in the box and your new email address will be [username]@gmail.com. Make sure to write it down on your phone, notebook, or piece of paper so you can remember it later.

**6** Create a password. Avoid easy-to-guess information – like your name, your children’s name, or your street name. Avoid simple number combinations such as 1234 or 5678.. Make sure you write this down with your username so you don’t forget it. Only share it with people you trust and want to give access to your account.

**7** Write your phone number. A text message will be sent to this number shortly that will have a code that you will put in on the next screen.

**8** You will be asked to provide a recovery email in case you lose your files or access to your account. If you do not have one, you can click skip.

**9** After reviewing your information and ensuring you have the correct email address, select next.

**10** Finally, you will be asked to review privacy and terms. At the bottom, select “I agree” and select “confirm.”

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# Using the Scanners

There are two different scanners you can use at LibroMobile: [CZUR Scanner](#) and [Epson Scanner](#) (or flatbed). Both scanners can be used for all documents you want to archive, but the quality of the scan differs depending on the type of document.

## CZUR Scanner & Lens

We recommend using this scanner for important documents such as birth certificates, journal entries, letters, and drawings (Non-laminated paper materials).

### Set Up

Before beginning to scan, open the largest pocket of the Digital Archives Travel Toolkit bag and take out the box inside. Inside you will find:

- **Placement mat** within a sleeve holder
- USB-A to USB-C **wire**
- **CZUR scanner** secured by styrofoam
- DVD\* – not required

**1** Connect the USB-C side of the wire into the bottom of the CZUR scanner before placing it back onto the desk. There is a lining on the bottom of the scanner that allows the wire to go through so that the scanner sits flat.



**2** Take out the placement mat from its sleeve holder and set it on the desk. There will be a cutout visible, align the cutout with the scanner so they fit together flat on the desk. Lift the lens portion of the scanner.

**3** Take out the USB adapter provided by LibroMobile and connect it to your laptop. Now connect the other side of the wire from the scanner into one of the four ports in the USB adapter. The CZUR scanner light will turn on automatically to signify that you have properly set up the scanner.

**4** Log on to the laptop and open the “CZUR Lens” application. Press “Scanner” and then press the black “Scan” button on the bottom right to begin scanning your documents and materials.

## Scanning

Adjust the lighting of the scanner as you see fit by pressing the button on the middle of the stand portion of the CZUR scanner.

There are various color modes you will see on the top right of your laptop screen. We recommend using “Color” for colorful paper documents, “B&W” or “Non-filter” for book excerpts. Regardless of material, find a filter you like best by playing around and taking multiple scans– observing which gives you the best quality scan for your specific material.

**1** Align the material center with what you can see on the laptop. Adjust the color mode and lighting as you find fit.

**2** Click the black button on the bottom right to scan. To view what you just scanned, double click on the image that pops up on the left side of your screen. Feel free to rescan if the color mode makes the document difficult to see.

- If you would like to scan only a portion of a document rather than the whole thing, you can select on the laptop by drawing a box around it. Make sure to keep your finger down after clicking and drag the cursor from one corner to another to form a box. Your mode should automatically be on “Manual Selection” which you can toggle on the right side.

**3** While viewing your scanned image, click on the lengthy title of the image that shows on the top (e.g. “IMG\_2025.jpg”). Rename the material to something that describes who you are, what the image is, and the date. After renaming the image, make sure to click on the gray border or somewhere else on the screen so that the image saves the new name you created.

More information about naming files on this can be found [here](#) or by going to the next page.

**4** Head to Google Chrome and go to your profile by selecting on the top right corner where the profile pictures are. After logging into your account, open the grid icon in the top right to open your Google Drive.

**5** Select “New” on the top left and select “New folder.” Here you can name a folder and organize your documents. You can name folders for the **document type** (e.g. letters, family albums, photographs), **times** (e.g. 2024, September 2016, 2002-2003), or **people** in them (e.g. Ramirez Family, Jane Doe). Make sure to select “Create” after naming your folders.

**6** Select the appropriate folder for your document(s) by double-clicking. Now click in the middle using two fingers or clicking with the right side of your mouse. A pop-up will show and you will select “File upload.”

**7** Another pop-up will show up showing many files. Use the Search bar in the top right of this pop-up to search for the image or documents you just scanned and renamed. Double click on the image or select it and tap “Open.” It will take a few seconds for your upload to process. You can now double tap on the image to view it on Google Drive!

# Epson Scanner (flatbed)

We recommend using this scanner for laminated documents and photographs to avoid glare.

## Set Up

Before beginning to scan, open the Epson scanner box. Inside you will find:

- USB-A to USB-C **wire**
- **EPSON scanner**

**1** Connect the USB-C side of the wire into the side of the EPSON scanner before placing it back onto the desk. Place the scanner towards you so that the wire is on the opposite side.

**2** Take out the USB adapter provided by LibroMobile and connect it to your laptop. Now connect the other side of the wire on the scanner into one of the four ports in the adapter.

**3** Log on to the laptop and open the “EPSON ScanSmart” app.

## Scanning

You can scan multiple photos at once, but you have to make sure that the photographs do not touch. If a photograph is too large to be scanned with others, scan it by itself.

- 1** Open the scanner and place your documents and photographs with the words or image facing downward. Make sure that they are straightened out so that the image isn't crooked.
- 2** Press the big blue "Scan" button and wait for the images to scan. Select the "Back" button in the top left to adjust your images.

### **Cropping or Rotating**

If an image is upside down or needs to be cropped, select "Crop" at the top of the screen. Here you can crop your photos by adjusting the black outlines so that the rectangle captures all that you want. Select "Rotate Right" to turn the document the right way. Select the blue "OK" button and then the gray "Yes" button when you are done.

- 3** Press "Next" on the bottom right to get to the Actions page. Here, select "Send to Google Drive." Click "Login" at the top to login to your Google Drive, select "Continue" once taken to a new page, and "Select all" to give the scanner access to upload files to your account. Select "Continue" at the bottom to move forward.
- 4** Once logged in, you will go back to the EPSON scanner and rename your file. You can also create the Folder you want to send your images within your Google Drive.

More information about naming files on this can be found [here](#) or by going to the next page.

- 5** Click the blue "Send" button in the bottom right when you are ready. From there, you should be able to see your folder and files you just uploaded on your Google Drive.
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# Tips for Naming Files

When naming your files on your Google Drive, it is important to keep in mind things:

1. **Who** is in the document or photograph
2. **What** is within the document or photograph
3. **How** are they **related** to you or to each other
4. **When** was it photographed or written
5. **Name** of owner of file
6. Use **underscores** to separate subject matter
  - a. To do so, hold “shift” button on keyboard and click the “ – ” button on the top right of your keyboard

Example 1: Judy Roberts has a photo of herself with her mother at a community park taken July 5, 2004.

- She might rename the file as “**Mom&I\_Mary\_Park\_7/5/04\_Roberts**”

Example 2: Alex Santos has a wedding guest book with different pages full of different families’ signatures.

- He might rename the file as  
“**GuestBookSignature\_GarciaFamily\_Santos**”
- He can name the folder “**Alex&Lilia\_Wedding\_8/24/93\_Santos**” and put the file into that folder

Make sure to be detailed so that you or people you want to share your digital archive with can identify people, places, owners, and why it is important to you. By doing this, your children, their families, and future generations will be able to look back at what you have saved for their own family albums.

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