



# HOW TO ARCHIVE ONLINE

Save and share your precious protest materials  
with the **Resistance Archive**



# HOW TO ARCHIVE ONLINE

Are you storing protest materials from your or your family's past? Photos, videos, flyers, newsletters, other disobedient objects? This guide to **online archiving** has been written for the **Resistance Project**, a collective dedicated to preserving, collating and distributing radical protest and campaign materials. By showing you how to put your precious items online in an accessible way, this guide will help you to make them safe, useful and inspirational. The plan is to make sure that radical history is told from the point of view of the people who made it happen.

Archivists come from all walks of life, and have very different levels of experience of the internet, so this guide is written as far as possible "jargon-free". A few technical terms in this introduction are explained for the absolute beginner.

The **Resistance Archive** has a revolutionary way of collating and syndicating content. At base, it is a radically decentralised resource where every content owner keeps their material in their own accounts, and only the **metadata** of those items is then shared for the database of the archive. That database will be searchable, filterable and embeddable in external websites, including your own. Metadata is "data about data", for instance the name and descriptors of the item, such as keywords and metadata "tags".

To make this happen, the Resistance Archive is using a well established internet technology called **RSS** (known as Really Simple Syndication), a type of web feed which users can subscribe to and then receive automatic updates from a particular site. Many websites



produce **RSS feeds**, or can be made to. These feeds can then be "**mashed up**" (mixed together) in a database called an **aggregator**. In the Resistance Archive you will be able to search the entire database querying **metadata tags** to create your own personalised versions of the archive. For instance, you could search for "**anti war, peace, women, feminism**" to see content from the peace movement and women's issues. You could then embed that particular mix of content in your own site or blog. At the time of writing, these search and embed tools are not yet released. Please contact us for an update.

This makes the Resistance Archive different from most museums and archives, which have a central repository for online material, meaning it must be uploaded via the museum's website for that purpose. Here, your material remains on your own accounts at all times, for you to release to people in whichever way you prefer.

So for your archive material to join the **Resistance Archive**, you must publish it somewhere which produces an **RSS feed**.

## WHERE TO UPLOAD

We recommend setting up an account at the **Internet Archive** at <https://archive.org>. It's free, has limitless capacity, and plans to be there forever. You can post text files, photos, audio and video. When you've created your account and uploaded a few items, email us a link to your account ([historyofresistance@gmail.com](mailto:historyofresistance@gmail.com)) so that we can add it to the database.

We appreciate that many people are already uploading visual material to popular commercial hosting sites such as **YouTube** (for video) or **Flickr** (for photos). Some of these sites, but not all, produce rss feeds. If you have uploaded your content to such a host, please send us a link to your account, and we will get back with more information.



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## HOW TO TAG YOUR ITEMS

The Resistance Archive will be searchable through **metadata tags**, so every item you upload will need specific tags for it to be discovered and mixed with other related content.

When uploading to the **Internet Archive**, you can speed up the tagging by uploading an entire folder of items from the same place on the same subject, for instance the Black Lives Matter protest in London in 2016. You can then tag the entire folder, which will give every individual item the same tags.

There are many items, though, which need individual tagging. This is slow, but really valuable for making your material searchable both within the Resistance Archive database and discoverable on the internet in general. Here is an example of a video uploaded to YouTube:

**1. Name your file** - name the pdf (text), jpg (image) or mp4 (video) with the most identifiable title (eg "Disabled Rights Demo at Department of Work and Pensions Sept 2013". Rather than "DSC-01252013913" or "One Solution Revolution")

**2. Copy that file name into the "title" space** in the uploader.

**3. Write a good clear description**, e.g.

Disabled People Against Cuts (DPAC) protest cuts to disability benefits at the Department of Work and Pensions (DWP). They lock on to the gates, and prevent access to the building for several hours until cut free by police.

## 4. Add tags on the following:

- **event** (dpac demo)
- **groups involved** (dpac, disabled people against cuts, dwp)
- **more generic subjects** (disability rights, anti cuts, anti austerity)
- **type of action** (demo, protest, direct action, lock on)
- **producer / photographer / author / owner** (joan biggs)
- **location** (london)
- **date** (2013)
- **medium** (text, photo, audio, video)

Avoid upper case letters, and note the variations of the same tags, to help those topics to be found.

# Davina adds her protest materials to the Resistance Archive

The following user story is a step-by-step guide.

Davina has a rare collection of **newsletters**, which she edited, about 1990s road protest. She also has a number of **printed photos** of the same actions, and some **video footage** of tree sitters and tunnel dwellers which no one has seen for a long time. To digitise her printed material, she needs a scanner.

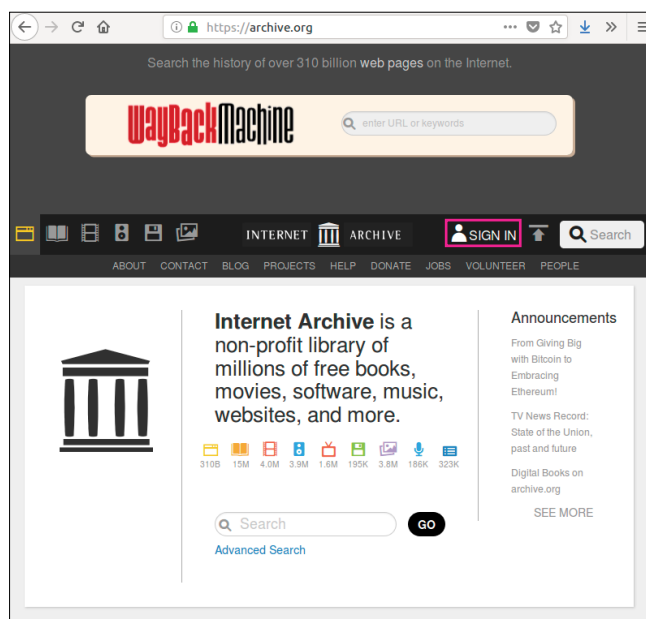
## DIGITISING THE MATERIAL

Davina plugs her scanner into her computer, and scans the newsletters as a **multi-page pdf** for each newsletter at 300 dpi (dots per inch). She names each pdf file with the journal name (Roads Alert) and its date of publication. She puts all the newsletter files in a folder labelled **Roads Alert**.

She scans the photos into the computer at 600 dpi. The video is on old formats (video 8 and VHS), so she requests help with this process from the Resistance crew.

## UPLOADING THE TEXT

**STEP 1:** She registers for an **Internet Archive** account at <https://archive.org>



Log In

Email address

Password

☐ Remember me

[Log in](#)

[Forgot your password?](#)

Don't have a virtual library card? [Register for free!](#)

Get a Virtual Library Card

Already have a library card? [Log in!](#)

Complete the form below to create a new Internet Archive account:

Your email address verification required

davinathomson284@gmail.com

Choose a screen name displayed with your reviews, etc.

davinactivist

Choose a password

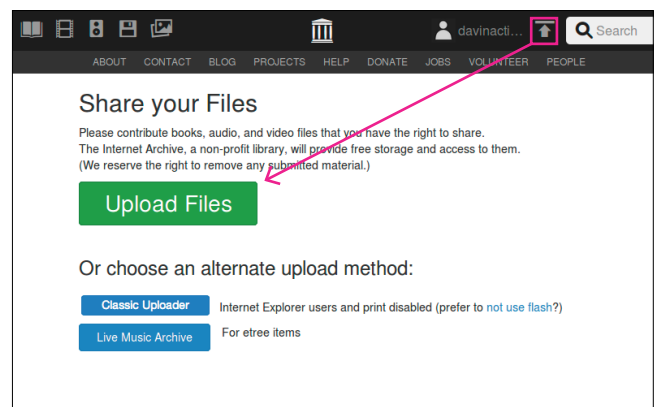
\*\*\*\*\*

Confirm password

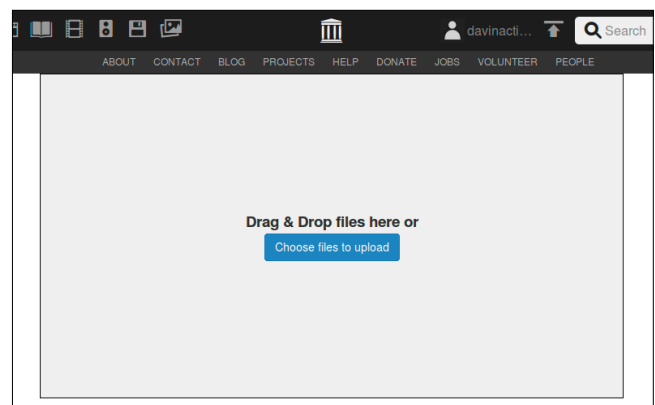
\*\*\*\*\*

She confirms the email and logs in to her new account on Internet Archive.

**STEP 2:** Davina decides to upload all the newsletter files at once to save time. She clicks the up arrow top right, and clicks **Upload Files**.



She drags and drops the newsletters folder into the uploads window.



**STEP 3:** She adds the **metadata**, starting with a clear title and simplifying the **url**.

Page Title *	Roads Alert Newsletter 1993-95	✓
Page URL *	<a href="https://archive.org/details/roadsalertnewsletter">https://archive.org/details/roadsalertnewsletter</a>	✓
Description *	Add a description of the item page	✓
Subject Tags *	Add keywords, separated by commas	✓
Creator	Creator of the content	✓
Date	Date work was created/published	✓
Collection *	Community Media	✓
Test Item	No	✓
Language	Language of the work	✓
License	No license selected	✓

Drag and Drop More Files Here or Select files to add

Name	Size	x
Roads Alert newsletter	8.1 MB	x
Roads Alert 8 Oct 1994.pdf	8.4 MB	x
Roads Alert 10 April 1995.pdf	8.1 MB	x
Roads Alert 9 Jan 1995.pdf	6.4 MB	x
Roads Alert 11 July 1995.pdf	7.6 MB	x
Roads Alert 3 April 1993.pdf	6.9 MB	x
Roads Alert 2 Jan 1993.pdf	7.7 MB	x
Roads Alert 5 Nov 1993.pdf	6.8 MB	x
Roads Alert 12 Nov 1995.pdf	7.4 MB	x



She adds a clear description.

Page Title \* Roads Alert Newsletter 1993-95 ✓

Page URL \* <https://archive.org/details/roadsalertnewsletter> ✓

Description \*

Roads Alert was a community produced newsletter covering roads protest in the UK in the early 1990s.

Subject Tags \* Add keywords, separated by commas ✓

Creator Creator of the content ✓

Date Date work was created/published ✓

Collection \* Community Media ✓

Drag and Drop More Files Here or Select files to add

Name	Size	x
Roads Alert newsletter		
Roads Alert 8 Oct 1994.pdf	8.1 MB	x
Roads Alert 10 April 1995.pdf	8.4 MB	x
Roads Alert 9 Jan 1995.pdf	8.1 MB	x
Roads Alert 11 July 1995.pdf	6.4 MB	x
Roads Alert 3 April 1993.pdf	7.6 MB	x
Roads Alert 2 Jan 1993.pdf	6.9 MB	x
Roads Alert 5 Nov 1993.pdf	7.7 MB	x
Roads Alert 12 Nov 1995.pdf	7.3 MB	x

Then she adds the **tags**, separated by commas, following the guidelines in point (4) on page 2: **roads protest, roads, dongas, direct action, davina thomson, davinactivist, twyford down, newbury, m11, claremont road, 1993, 1994, 1995, text**

Page Title \* Roads Alert Newsletter 1993-95 ✓

Page URL \* <https://archive.org/details/roadsalertnewsletter> ✓

Description \*

Roads Alert was a community produced newsletter covering roads protest in the UK in the early 1990s.

Subject Tags \* roads protest, roads, protest, dongas, direct a ✓

Creator Creator of the content ✓

Date Date work was created/published ✓

Collection \* Community Media ✓

Test Item No ✓

Drag and Drop More Files Here or Select files to add

Name	Size	x
Roads Alert newsletter		
Roads Alert 8 Oct 1994.pdf	8.1 MB	x
Roads Alert 10 April 1995.pdf	8.4 MB	x
Roads Alert 9 Jan 1995.pdf	8.1 MB	x
Roads Alert 11 July 1995.pdf	6.4 MB	x
Roads Alert 3 April 1993.pdf	7.6 MB	x
Roads Alert 2 Jan 1993.pdf	6.9 MB	x
Roads Alert 5 Nov 1993.pdf	7.7 MB	x
Roads Alert 12 Nov 1995.pdf	7.3 MB	x

**STEP 4:** Davina gives her material a **creative commons license**. Creative commons is a copyright license, which allows people to use your items free of charge under certain conditions. She chooses to **allow remixing** (allowing extracts from the newsletters in other works), but to **prohibit commercial use** and to **require share-alike** (any re-use of the material must be released under the same creative commons license). Anyone wanting to use the newsletters outside of this license must seek her permission. This is the license we recommend.

Test item No ✓

Language English ✓

License Creative Commons Attribution-NonCommercial-ShareAlike ✓

☐ Leave license blank

☐ CC0 — "No Rights Reserved"

☒ Creative Commons

☒ Allow Remixing

☒ Prohibit Commercial Use

☒ Require Share-Alike

☐ Public Domain

More Options Add additional metadata...

Upload and Create Your Item

**STEP 5:** She clicks **upload** at the bottom of the page.

Subject Tags \* roads protest, roads, protest, dongas, direct action, davina thomson, davinactivist, twyford down, newbury, m11, claremont road, 1993, 1994, 1995 ✓

Creator Davina Thomson ✓

Date 1993 ✓

Collection \* Community Media ✓

Test Item No ✓

Language English ✓

License Creative Commons Attribution-NonCommercial-ShareAlike ✓

More Options Add additional metadata...

Please wait while your page is being created

Roads Alert 8 Oct 1994.pdf 1.1 MB/87 MB

Roads Alert Newsletter 1993-95 by Davina Thomson

Publication date 1993

Usage <http://creativecommons.org/licenses/by-nc-sa/3.0/> CC BY-NC-SA

Topics roads protest, roads, protest, dongas, direct action, davina thomson, davinactivist, twyford down, newbury, m11, claremont road, 1993, 1994, 1995

Collection [opensource\\_media](#)

Language English

(this item is currently being modified/updated with a "book\_op" task)

Roads Alert was a community produced newsletter covering roads protest in the UK in the early 1990s.

Identifier roadsalertnewsletter

Scanner Internet Archive HTML5 Uploader 1.6.3

0 Views

DOWNLOAD OPTIONS

PDF 12 files

TORRENT 1 file

SHOW ALL 16 Files

16 Original

IN COLLECTIONS

## UPLOADING THE PHOTOS

As each photo is of a different subject, and would therefore benefit from individual tagging, she goes through steps 1 to 5 again with each photo.

For instance, the first photo is of a woman in a tree house at the Newbury bypass protest. She tags it: **roads protest, roads, protest, direct action, tree sitting, tree house, tree, davina thomson, davinactivist, newbury, 1995, photo**

**STEP 6:** Davina now sends a link to her Internet Archive account to the **Resistance Archive** (historyofresistance@gmail.com), and the Resistance crew take an **RSS feed** from her account. Not only are her newsletters now in the Resistance database, but anything she publishes to this account in the future will automatically be added to the database.

This is the first of a series of guides on using the **Resistance Archive**. A future pamphlet will show how to search, filter and embed content. This will enable the archive to become a growing research resource for the general public, students, academics, journalists, and activists themselves.

For queries about the archive, please contact us at email: **historyofresistance@gmail.com** website: **historyofresistance.org** facebook: **Resistance Exhibition** twitter: **@ResistanceExpo**



For more info on the Resistance Project

**contact**

**email: [historyofresistance@gmail.com](mailto:historyofresistance@gmail.com)**

**[historyofresistance.org](http://historyofresistance.org)**