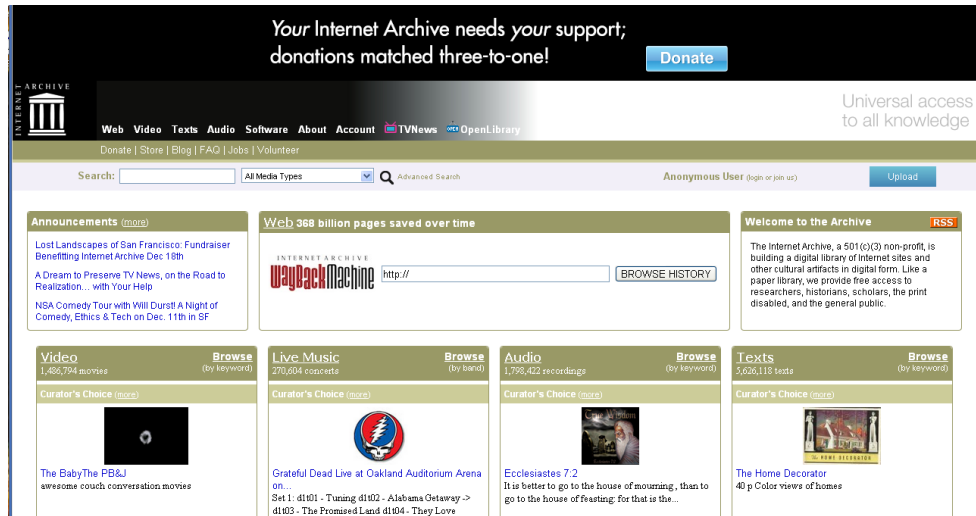




Using Internet Archive:

A guide created by the Digital POWRR Project



Internet Archive is a way to archive public domain materials free of charge. It is important to have multiple backups of digital files in case of unexpected loss of originals.

Table of Contents

Navigating to the Website 2

Creating an Account 3

Logging into Internet Archive 6

Uploading a Digital Object 7

Uploading a Collection of Objects 11

Viewing Previously Uploaded Objects 14

Downloading Previously Uploaded Objects 16



Using Internet Archive:

A guide created by the Digital POWRR Project



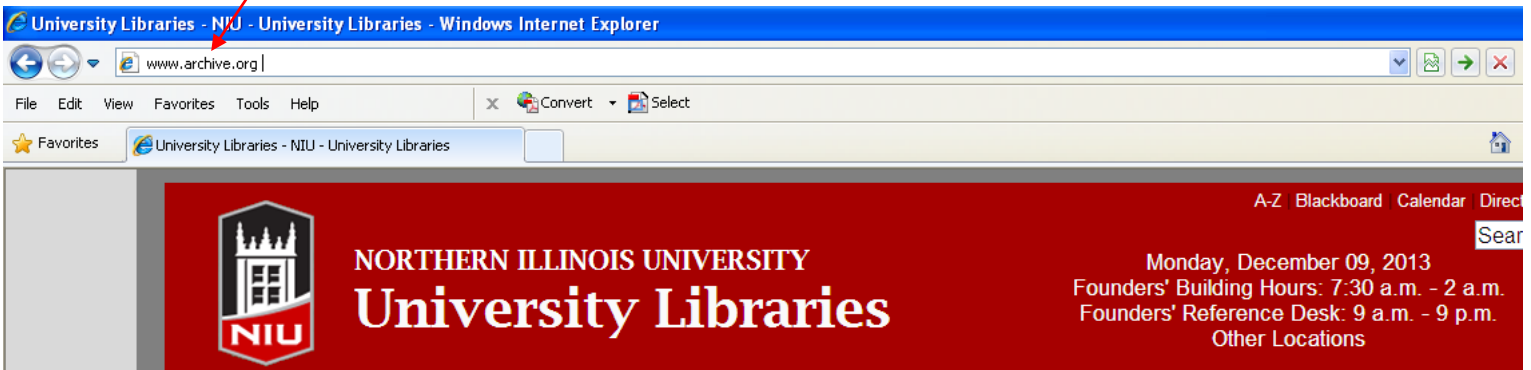
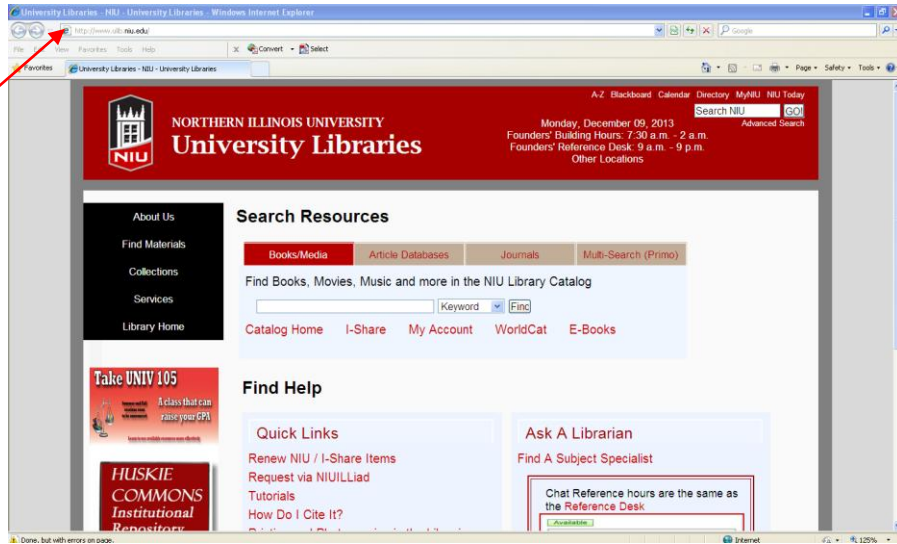
Navigating to the Website

Open your browser (Internet Explorer, Google Chrome, or Mozilla Firefox are all options)

Click on the URL bar

Type www.archive.org

Then hit the enter key





Using Internet Archive:

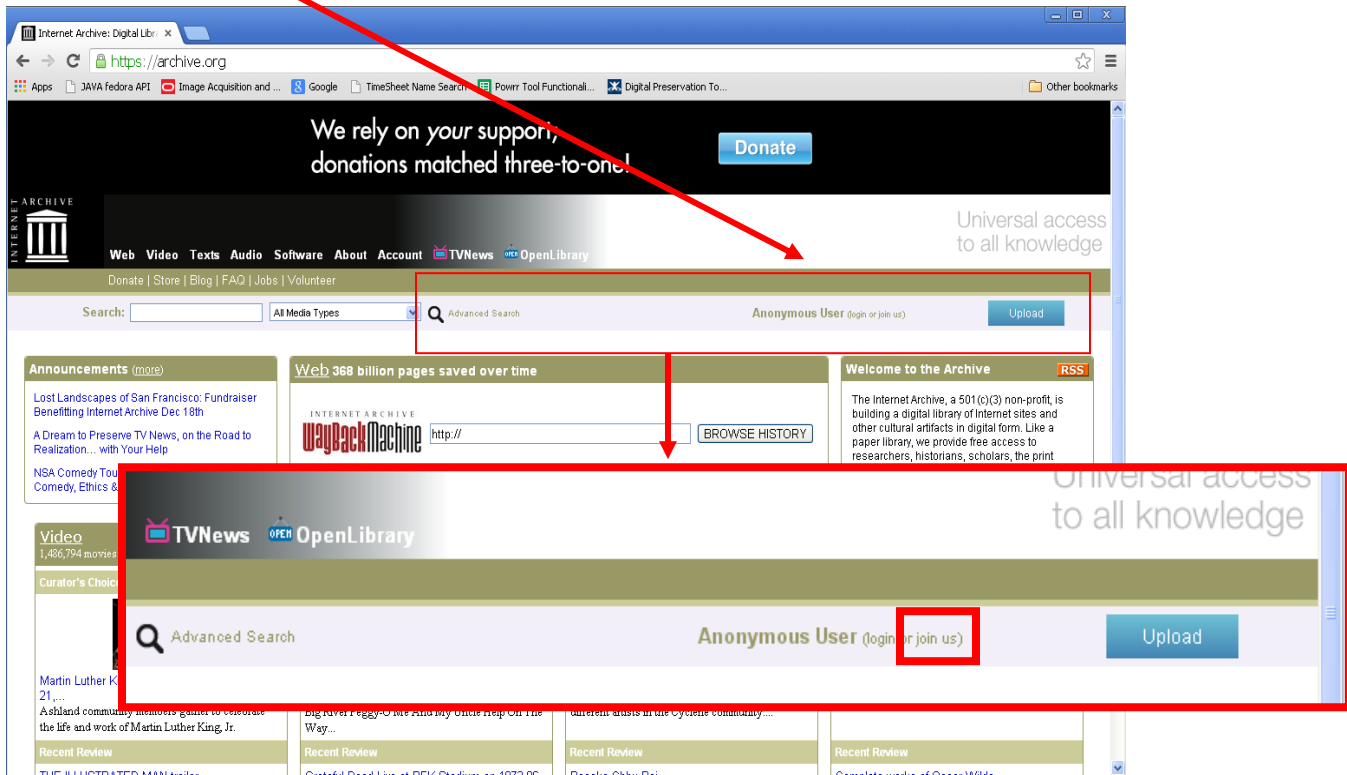
A guide created by the Digital POWRR Project



Creating an Account

It is best to create a user account for Internet Archive in order to make the best of all offered features before uploading any digital objects to the website.

1. Locate the “join us” link near the top right of the Internet Archive page.



2. Click on the “join us” link and fill in the required information.

Get a Virtual Library Card

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

Your email address verification required

Choose a screen name displayed with your reviews, etc.

Choose a password

Confirm password

Internet Archive announcements:

Send me general announcements from the Internet Archive (approx. one per month)

Send me announcements about Internet Archive events in the San Francisco Bay Area

Terms of Use:

I've read and agreed to Internet Archive's [Terms of Use](#)



Using Internet Archive:



A guide created by the Digital POWRR Project

- a. Add your e-mail address. It must be an e-mail address that you have access to check so you can confirm the address.

Your email address verification required

- b. Choose a screen name. This will appear if you decide to write reviews or have other interactions publicly on Internet Archive.

Choose a screen name displayed with your reviews, etc.

- c. Create a strong password, including a symbol such as !@*#\$%^ will greatly strengthen your password.

Choose a password

- d. Re-type the same password from step C into the confirm password field.

Confirm password

- e. Decide if you would like to receive e-mails from Internet Archive, if so select the boxes. If not, feel free to leave them blank.

Internet Archive announcements:

- Send me general announcements from the Internet Archive (approx. one per month)
- Send me announcements about Internet Archive events in the San Francisco Bay Area

- f. Read the terms of use and check the agreement box.

Terms of Use:

- I've read and agreed to Internet Archive's [Terms of Use](#)

- g. Select the "Get Library Card" button.

Get a Virtual Library Card

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

Your email address verification required

Choose a screen name displayed with your reviews, etc.

Choose a password

Confirm password

Internet Archive announcements:

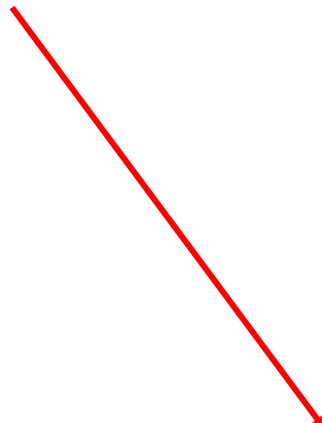
- Send me general announcements from the Internet Archive (approx. one per month)
- Send me announcements about Internet Archive events in the San Francisco Bay Area

Terms of Use:

- I've read and agreed to Internet Archive's [Terms of Use](#)

Created by: Digital POWRR F

For more information visit digitalpowrr.niu.edu

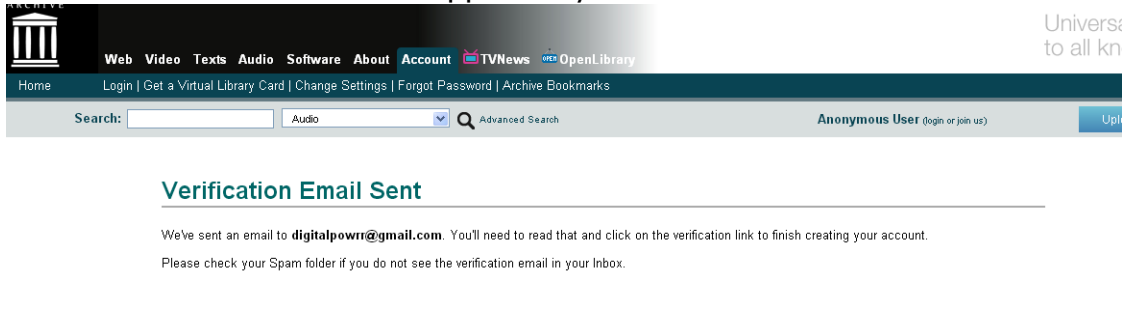




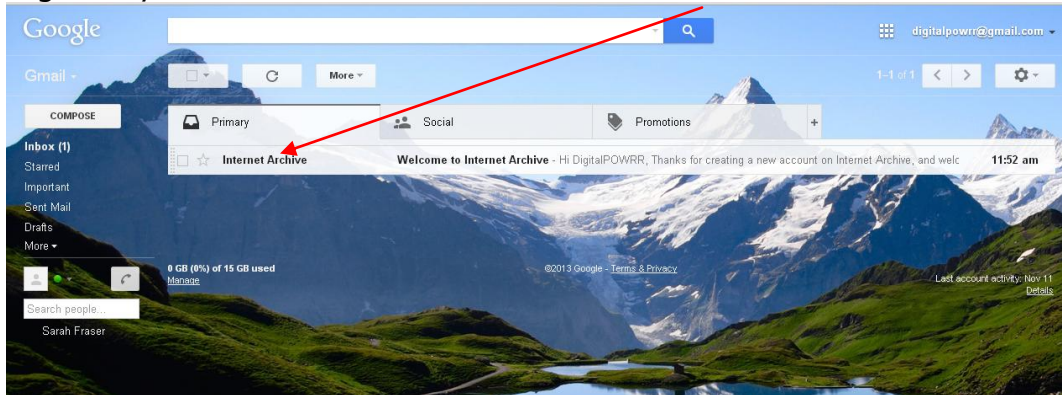
Using Internet Archive: A guide created by the Digital POWRR Project



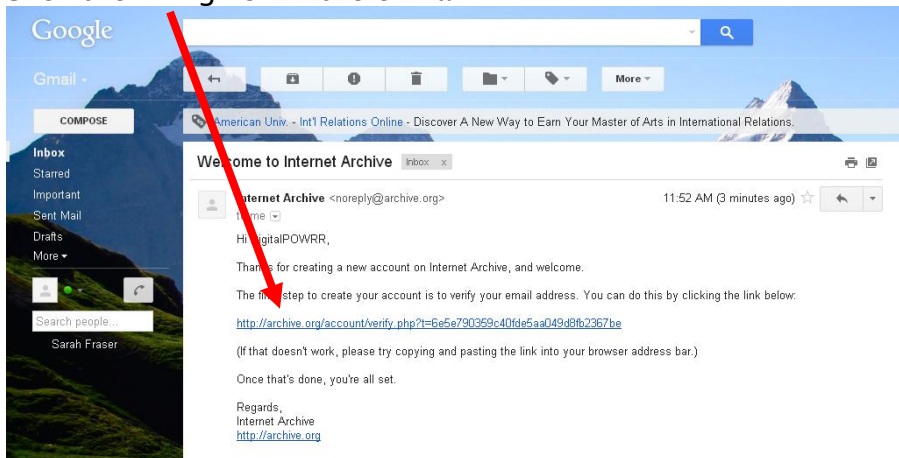
- 3. A confirmation screen should appear in your browser.



- 4. Log in to your e-mail account to read the verification e-mail.



- 5. Click the link given in the e-mail.



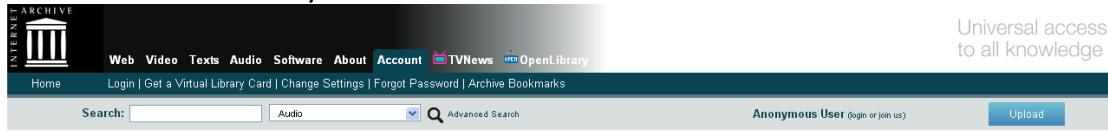


Using Internet Archive:

A guide created by the Digital POWRR Project



6. After a few moments you should receive “Verification Successful” screen.



Email Verification Successful

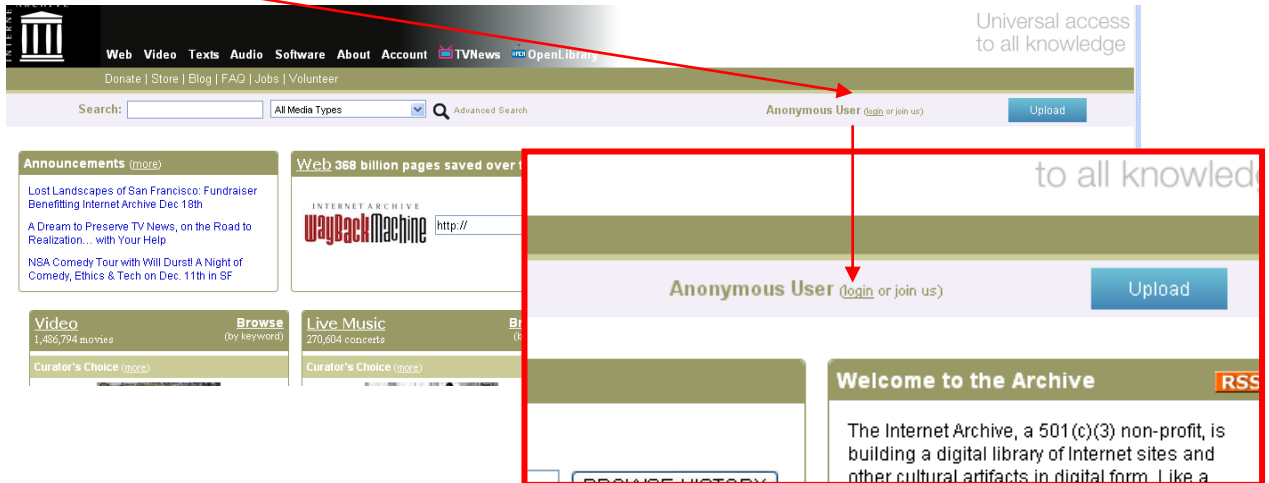
Your email address has been verified. Please [Log in to continue](#).

[Terms of Use \(10 Mar 2011\)](#)

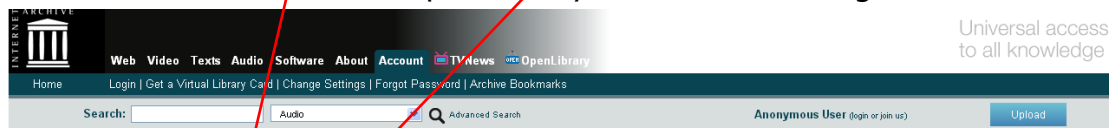
Logging into Internet Archive

If you have not yet created an account please follow those steps first.

1. Navigate to the Internet Archive Homepage
2. Click on the “login” link located near the top right corner of the page.



3. Enter the e-mail address and password you choose when registered.



Log In

Email address

Password

Remember me

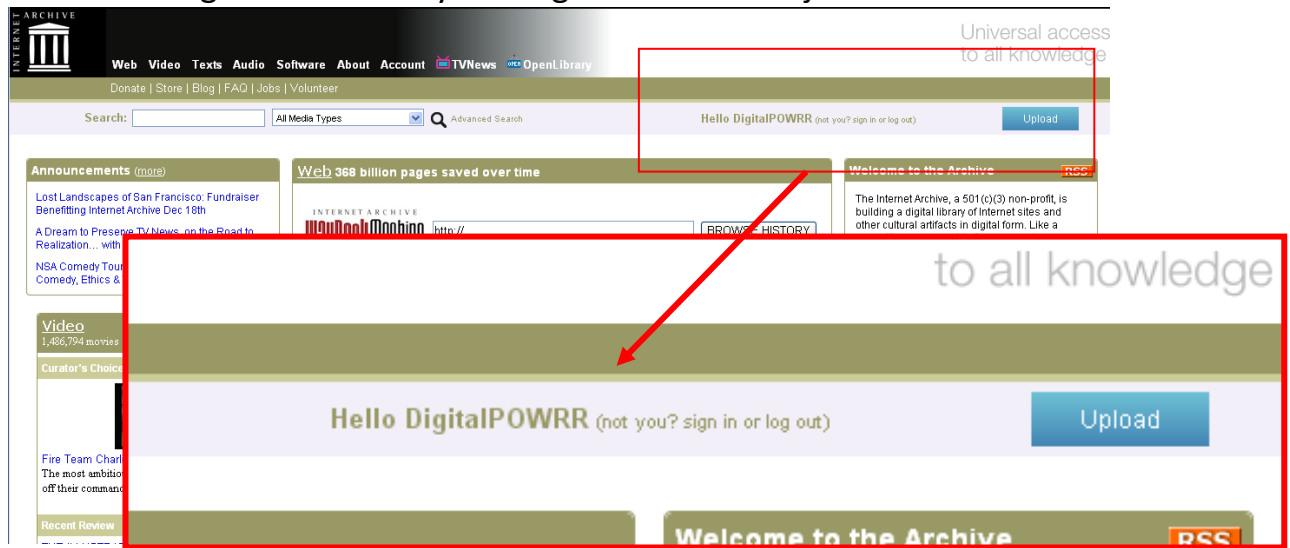
[Forgot your password?](#)

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

4. Click “Log In”.
5. If you are successful it will show your chosen username near the top right corner.

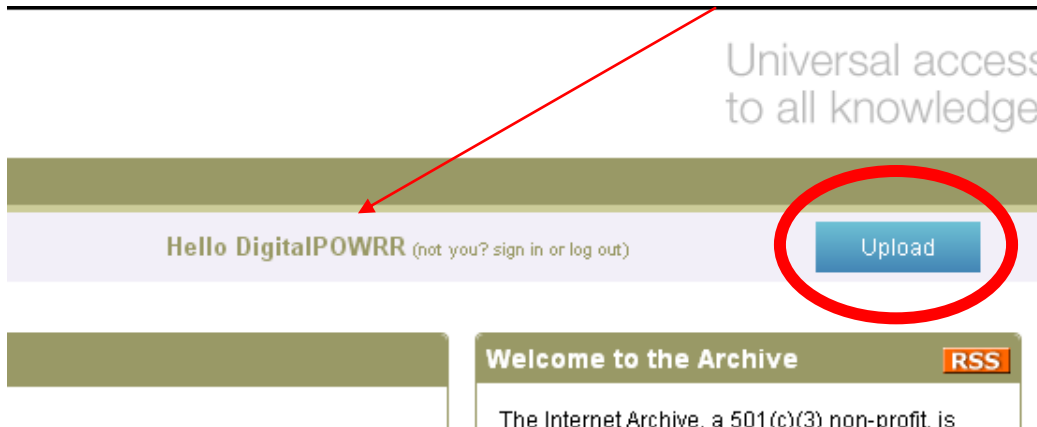


Using Internet Archive: A guide created by the Digital POWRR Project



Uploading a digital object

1. Click on the “Upload” button located on near the top right corner of the Internet Archive homepage. Make sure you are logged in before doing so.

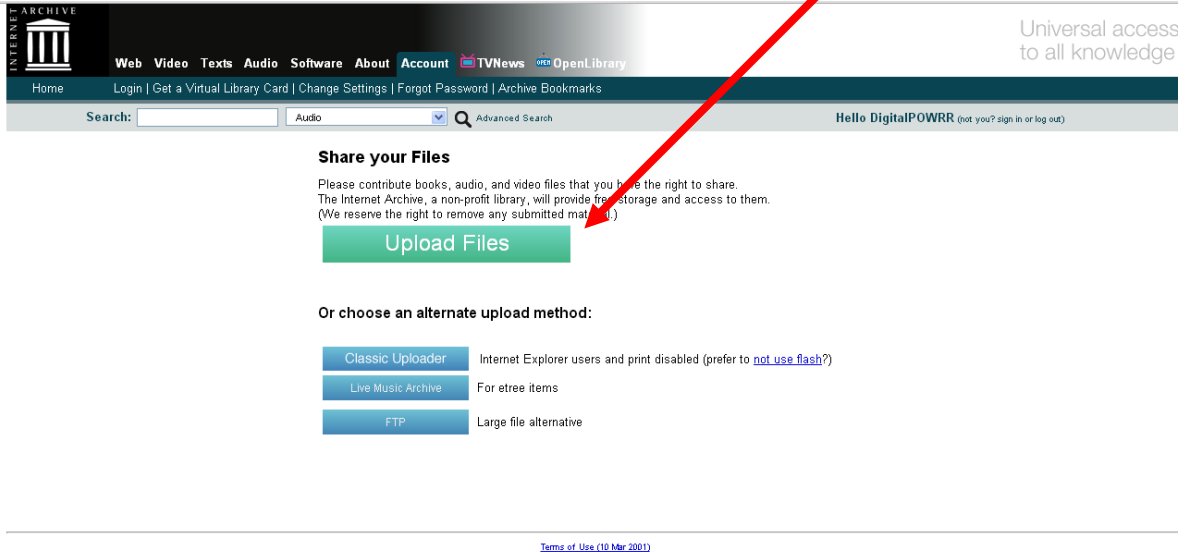


Using Internet Archive:

A guide created by the Digital POWRR Project



2. A “Share your Files” screen should appear. Click on the “Upload Files” button.



INTERNET ARCHIVE

Universal access to all knowledge

Web Video Texts Audio Software About Account TVNews OpenLibrary

Home Login | Get a Virtual Library Card | Change Settings | Forgot Password | Archive Bookmarks

Search: Audio Advanced Search Hello DigitalPOWRR (not you? sign in or log out)

Share your Files

Please contribute books, audio, and video files that you have the right to share. The Internet Archive, a non-profit library, will provide free storage and access to them. (We reserve the right to remove any submitted material.)

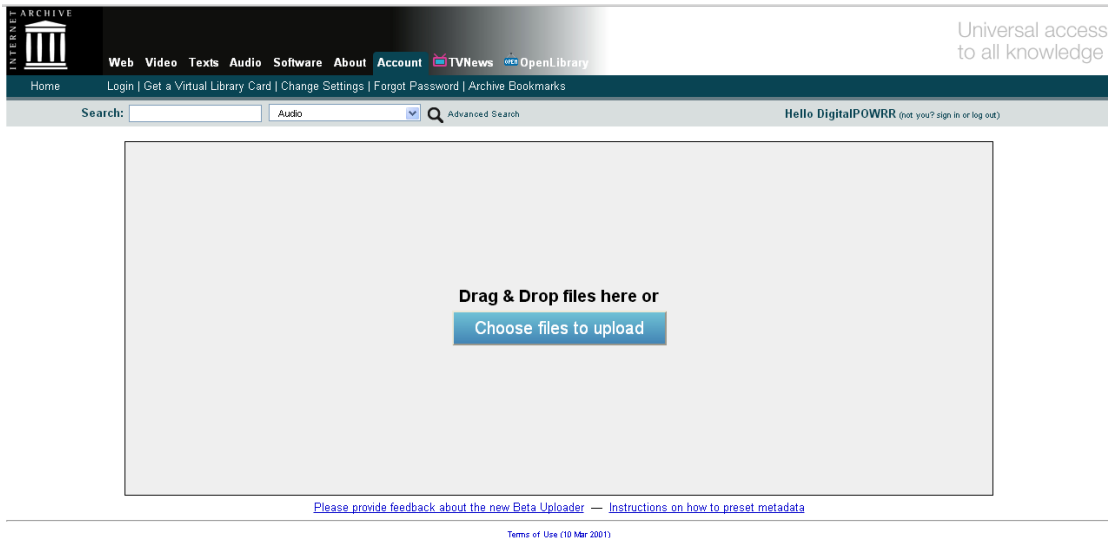
[Upload Files](#)

Or choose an alternate upload method:

Classic Uploader	Internet Explorer users and print disabled (prefer to not use flash?)
Live Music Archive	For etree items
FTP	Large file alternative

[Terms of Use \(10 Mar 2001\)](#)

3. You may drag and drop the file from an open file explorer window, or you can click on the “Choose Files to Upload” button.



INTERNET ARCHIVE

Universal access to all knowledge

Web Video Texts Audio Software About Account TVNews OpenLibrary

Home Login | Get a Virtual Library Card | Change Settings | Forgot Password | Archive Bookmarks

Search: Audio Advanced Search Hello DigitalPOWRR (not you? sign in or log out)

Drag & Drop files here or

[Choose files to upload](#)

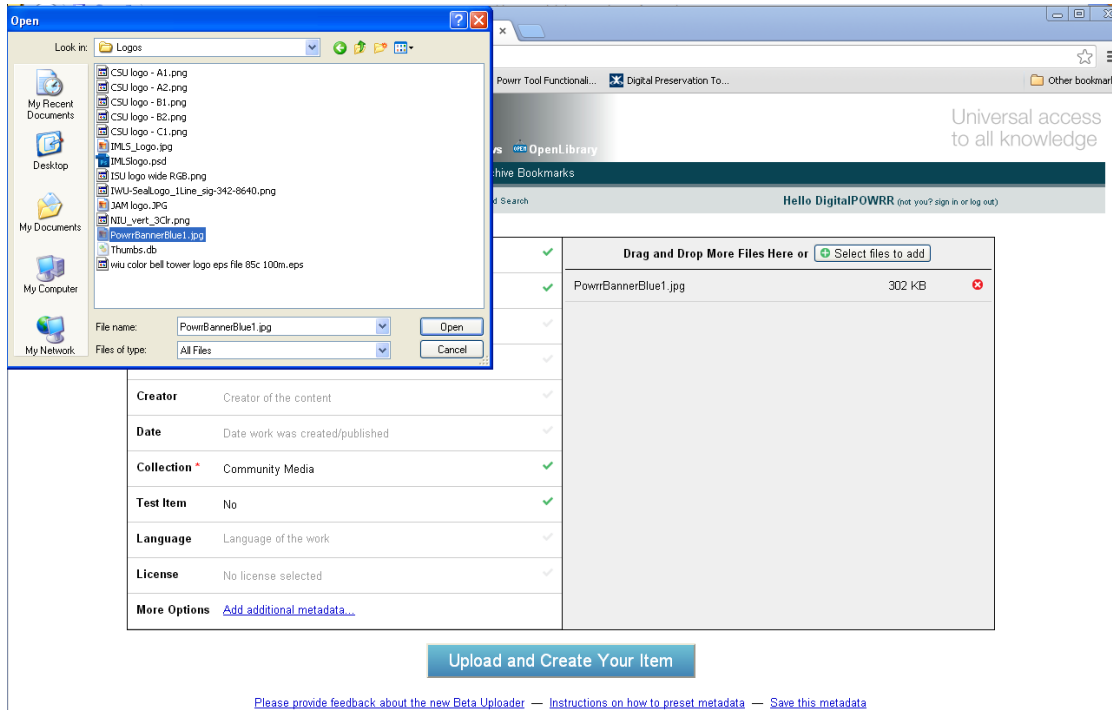
[Please provide feedback about the new Beta Uploader](#) — [Instructions on how to preset metadata](#)

[Terms of Use \(10 Mar 2001\)](#)

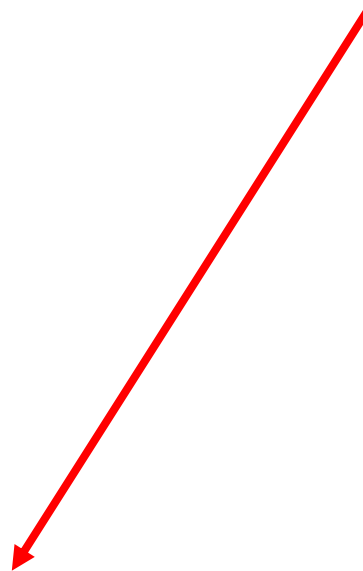
4. You may also drag the file from the “Choose files to upload” menu and drop them in the grey area. Once the file has been selected you may either click “Cancel” if you have already dragged and dropped the object, or “Open” if

Using Internet Archive:

A guide created by the Digital POWRR Project
 you prefer not to drag and drop.



5. For the digital object you will want to edit the metadata available. For each area you can click on the area and edit the information as you wish. When you feel that the information is sufficient you can click the “Upload and





Using Internet Archive: A guide created by the Digital POWRR Project

Create Your Item” button.



Web Video Texts Audio Software About Account TVNews OpenLibrary to all know

Home Login | Get a Virtual Library Card | Change Settings | Forgot Password | Archive Bookmarks

Search: [] Audio [v] Advanced Search Hello DigitalPOWRR (not you? sign in or log out)

Page Title *	Digital POWRR Website Banner ✓	Drag and Drop More Files Here or Select files to add
Page URL *	http://archive.org/details/POWRRWebsiteBanner ✓	
Description *	Website banner for the Digital POWRR grant project. ✓	
Subject Tags *	banner, digital preservation, POWRR ✓	
Creator	Creator of the content ✓	
Date	Date work was created/published ✓	
Collection *	Community Media ✓	
Test Item	No ✓	
Language	English ✓	
License	No license selected ✓	
More Options	Add additional metadata...	

Upload and Create Your Item

[Please provide feedback about the new Beta Uploader](#) — [Instructions on how to preset metadata](#) — [Save this metadata](#)

[Terms of Use \(10 Mar 2011\)](#)

6. You may receive a few different loading screens; just give Internet Archive a few moments to work.

Please wait while your page is being created

Upload and Create Your Item

Please wait while your page is being created

Finishing upload... please be patient

Upload and Create Your Item



Using Internet Archive:

A guide created by the Digital POWRR Project



- You will then reach a confirmation page that the page has successful been created.

The screenshot shows the Internet Archive interface. At the top right, it says 'Universal access to all knowledge'. The navigation bar includes links for 'Web', 'Video', 'Texts', 'Audio', 'Software', 'About', 'Account', 'TVNews', and 'OpenLibrary'. Below the navigation bar is a search bar and a user greeting: 'Hello DigitalPOWRR (not you? sign in or log out)'. The main content area is titled 'Digital POWRR Website Banner'. On the left, there are sections for 'Download item' (with a 'JPG Thumb' link and '303.0 KB' size) and 'Resources' (with links for 'Bookmark', 'Edit Item', 'Item History', 'Transclude other', and 'archive.org item(s)'). The main item details include: 'Identifier: POWRRWebsiteBanner', 'Mediatype: image', 'Scanner: Internet Archive HTML5 Uploader 1.4.2', 'Publicdate: 2013-12-09 19:01:16', 'Addeddate: 2013-12-09 19:01:16', 'Language: English', and 'Keywords: banner, digital preservation, POWRR'. At the bottom, there is a table for 'Individual Files' with columns for 'Image Files', 'JPEG', and 'JPG Thumb'. The table shows a file named 'PowrBannerBlue1.jpg' with a size of '303.0 KB' and a thumbnail size of '22B'. A red arrow points from the 'Edit Item' link in the top navigation bar to the 'Edit Item' link in the item's metadata section.

- If you notice a mistake you may edit the item by clicking the “Edit Item” link.

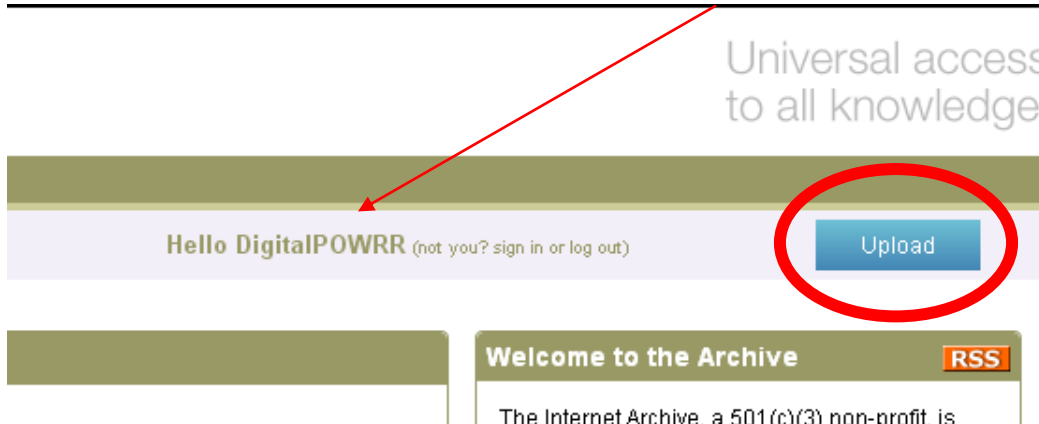
Using Internet Archive:

A guide created by the Digital POWRR Project

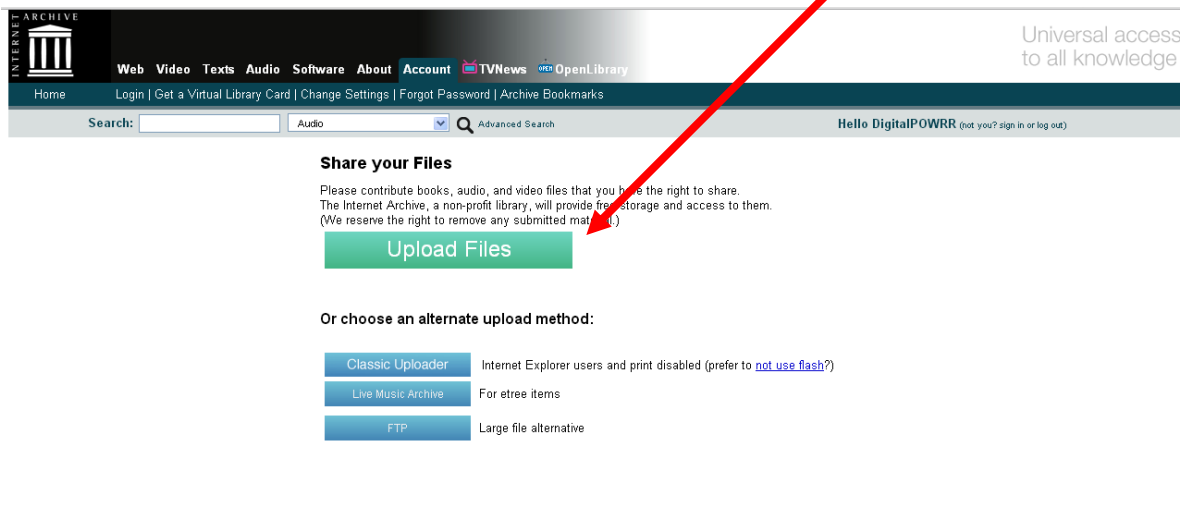


Uploading a Collection of Objects

1. Click on the “Upload” button located on near the top right corner of the Internet Archive homepage. Make sure you are logged in before doing so.



2. A “Share your Files” screen should appear. Click on the “Upload Files” button.

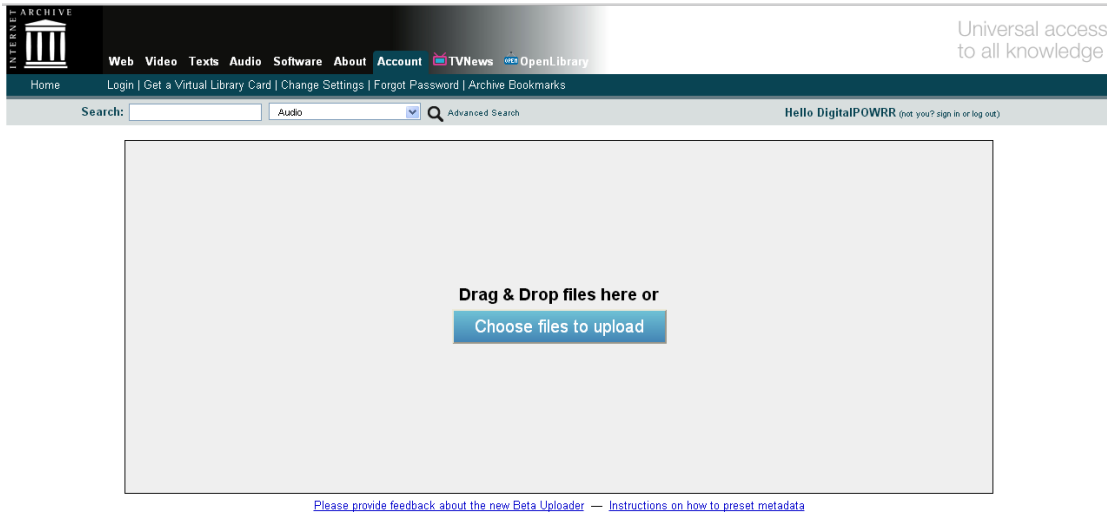


Using Internet Archive:

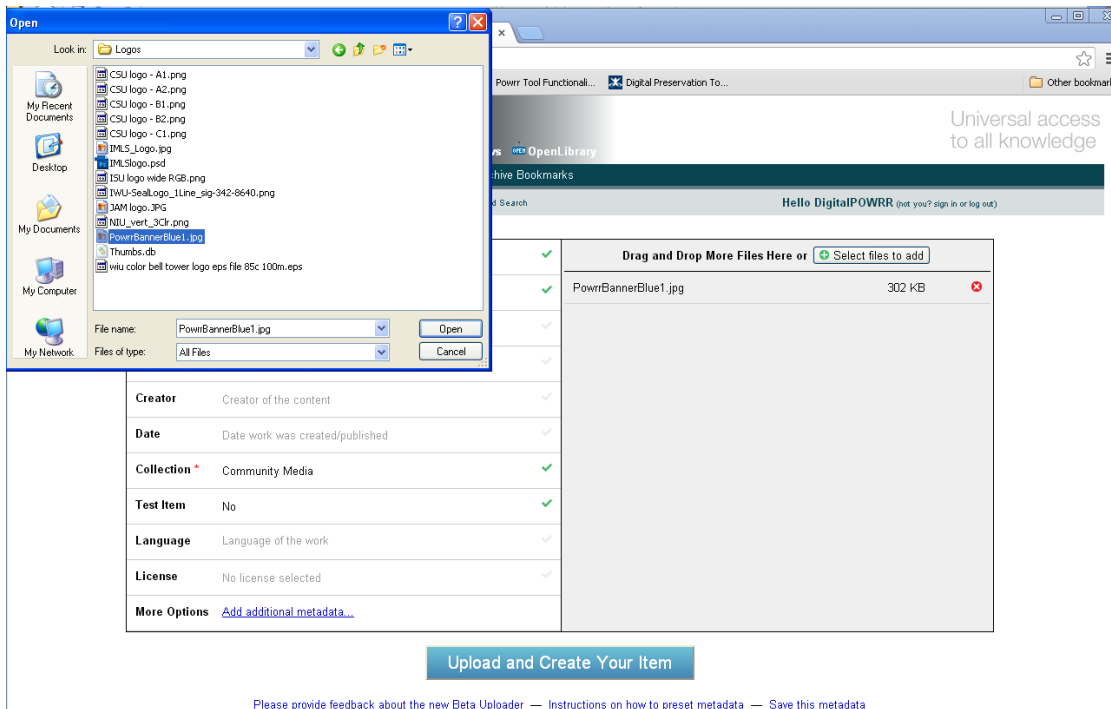


A guide created by the Digital POWRR Project

3. You may drag and drop the files from an open file explorer window, or you can click on the “Choose Files to Upload” button.



4. You may also drag the files from the “Choose files to upload” menu and drop them in the grey area. Once the file has been selected you may either click “Cancel” if you have already dragged and dropped the object, or “Open” if you prefer not to drag and drop. Make sure that all necessary items for the collection are listed in the grey area.



Using Internet Archive:

A guide created by the Digital POWRR Project



- For the digital objects you will want to edit the metadata available so that it reflects the entire collection. For each area you can click on the area and edit the information as you wish. When you feel that the information is sufficient you can click the “Upload and Create Your Item” button.

The screenshot shows the Internet Archive upload page. On the left, there is a metadata form with fields for Page Title, Page URL, Description, Subject Tags, Creator, Date, Collection, Test Item, Language, and License. A pink box highlights the 'More Options' link at the bottom of the form. On the right, there is a file upload area with a 'Drag and Drop More Files Here or Select files to add' button. A red arrow points from the 'More Options' link to the 'Upload and Create Your Item' button at the bottom of the page.

- You may receive a few different loading screens; just give Internet Archive a few moments to work.

This screenshot shows the same upload interface as above, but with a dialog box overlaid. The dialog box contains the text 'Please wait while your page is being created' and a green progress bar. The background is dimmed.

This screenshot shows the same upload interface as above, but with a different dialog box overlaid. The dialog box contains the text 'Please wait while your page is being created' and 'Finishing upload... please be patient'. The background is dimmed.



Using Internet Archive:

A guide created by the Digital POWRR Project



- You will then reach a confirmation page that the page has successful been created.

The screenshot shows the Internet Archive interface. At the top, there is a navigation bar with links for 'Web', 'Video', 'Texts', 'Audio', 'Software', 'About', 'Account', 'TVNews', and 'OpenLibrary'. Below this is a search bar and a navigation menu. The main content area displays the item 'Digital POWRR Website Banner'. On the left side, there are sections for 'Download item', 'Resources', and 'All Files'. The main content area includes a description, metadata (Identifier, Mediatype, Scanner, Publicdate, Addeddate, Language, Keywords), and a table of individual files. A red arrow points from the 'Edit Item' link in the top navigation bar to the 'Edit Item' link in the item's metadata section.

- If you notice a mistake you may edit the item by clicking the “Edit Item” link.



Using Internet Archive:

A guide created by the Digital POWRR Project

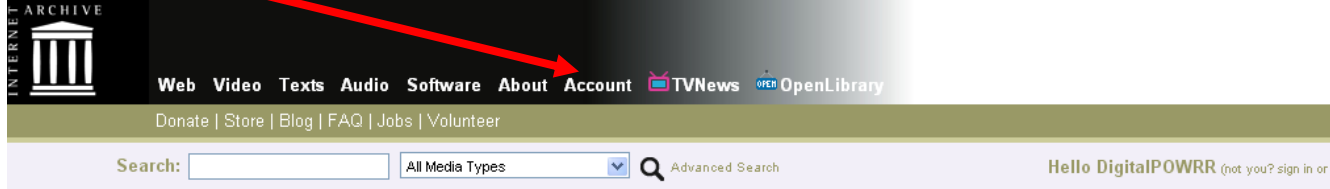


Viewing Previously Uploaded Objects

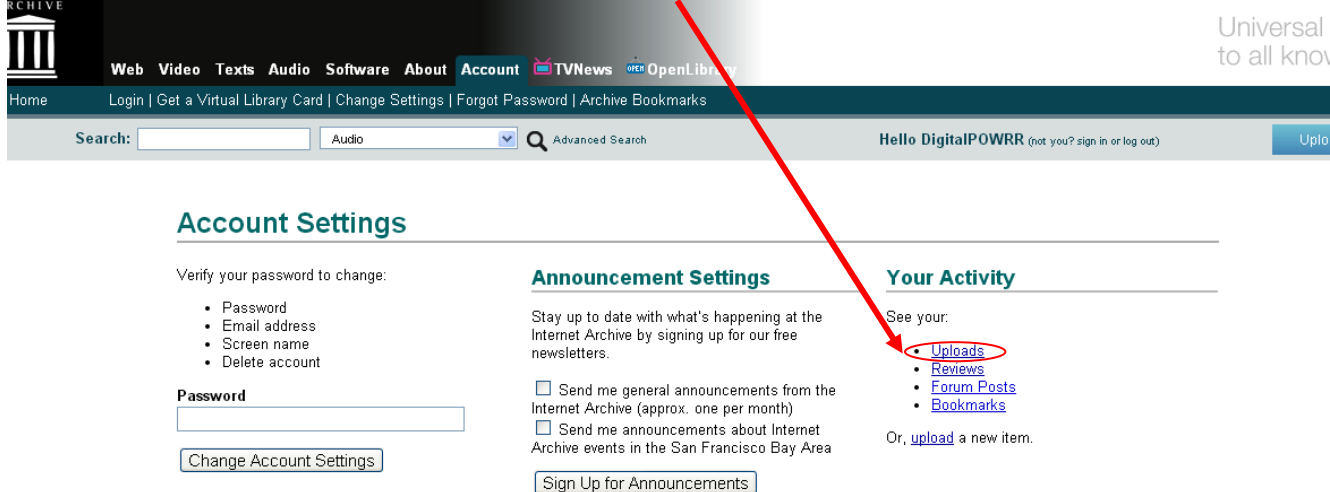
1. Make sure you are logged in to Internet Archive.



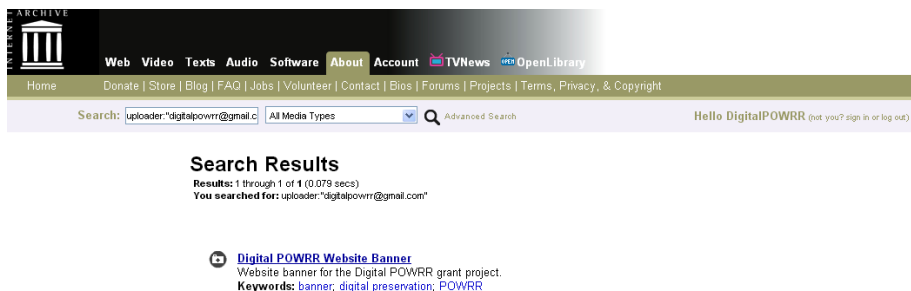
2. Click on the "Account" link located on the black navigation bar.



3. Under the "Your Activity" area, click on the "Uploads" link.



4. Your previous uploads will be listed. If an item or collection that you've recently added is missing it may not have finished going through the official process yet. Wait a couple of hours and check back again later.





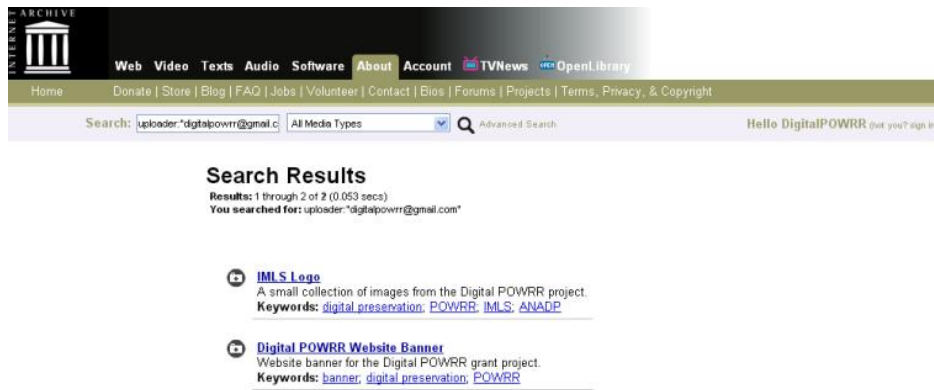
Using Internet Archive:

A guide created by the Digital POWRR Project

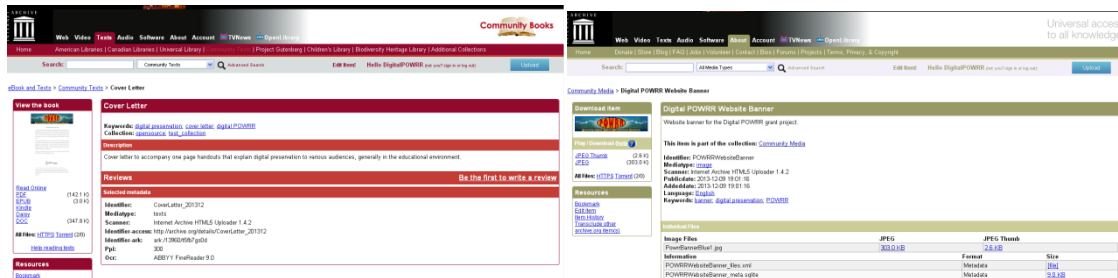


Download Previously Uploaded Objects

1. Follow the steps for “Viewing Previously Uploaded Objects” (see page 15)
2. From “Search Results” choose the object/collections that you wish to download/recover and click on the title you gave the object/collection.



3. Depending on the format of the objects your screen may look a little different. For example texts versus pictures files.

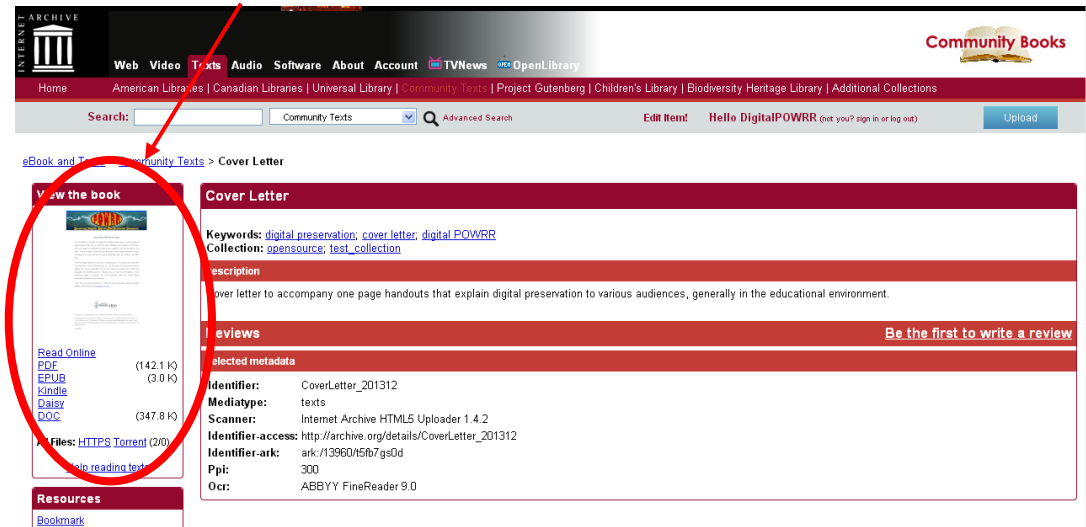


Using Internet Archive:

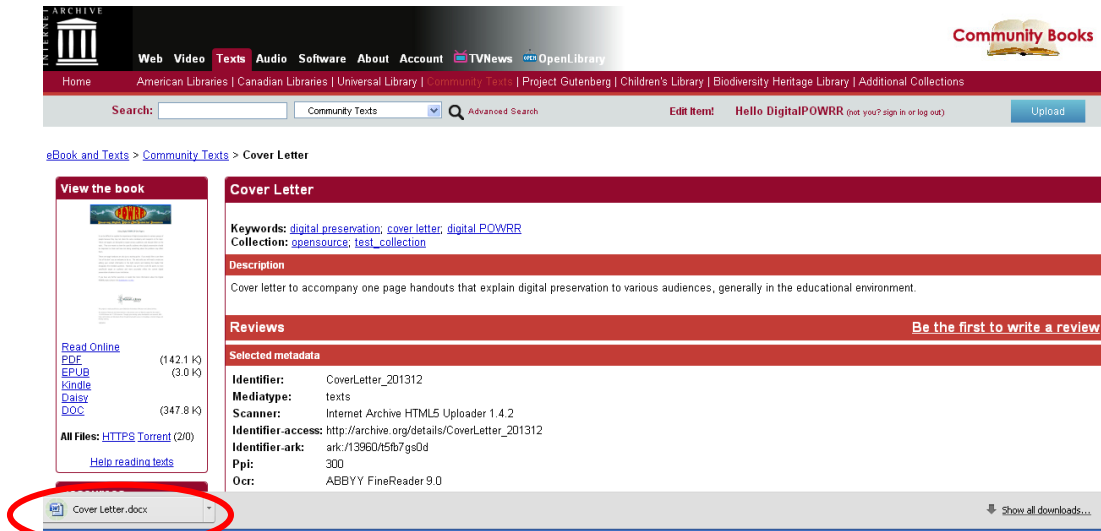
A guide created by the Digital POWRR Project



4. Locate the format of the object you would like to download/recover on the right hand side of the screen, and click on that link.



5. Depending on the browser you are using the download will appear in a different location. If you do not see the download in your browser check the Downloads folder on your computer. The following image is from downloading using Google Chrome.



6. You may download it in more than one format if you wish. Images may not automatically download; instead they may open in a new browser window. If so you can **right** click on the image and select "Save image as..." and save the



Using Internet Archive:

A guide created by the Digital POWRR Project
object in the location of your choice.

