

ARCHIVING YOUR WEBSITE

(USING CONIFER)

MAKE A PLAN BEFORE YOU START

Determine your objectives

What is the purpose of the capture?
Who is the target audience?
Think short and long term!

DEFINE THE SCOPE

Are you archiving a whole website or only a portion of a website?

Are you documenting the web presence of an event? (will you be archiving across multiple websites)

Will you archive external links?

Will you include video and audio materials?

Think about the context

Reflect on what is essential in the website.

Which parts will be essential to understand and analyse the web archive file in 10 years?

Can certain elements be archived separately?

Make a list!

Make a list of all contents that you want to archive.

Use it as a road map during your archiving process to keep on track.

VERIFY YOUR CAPTURE

Take some time to navigate your archive file.

Verify audiovisual content.

Patch missing content if necessary.

If possible ask someone else to perform a last verification of your archive file.