

TECHNIQUES FOR DIGITIZING ARCHIVAL DOCUMENTS



GENTEX[®]
TRAINING CENTER



Introduction

Paper archives decay, and every year they sit untouched increases the risk that unique records are lost for good. The Techniques for Digitizing Archival Documents Training Course gives archivists, records officers, and administrative staff the technical method to convert those collections into reliable digital form. Participants learn to prepare documents, set scanning specifications, capture high-quality images, and apply optical character recognition. Furthermore, the course covers metadata tagging, file naming, storage, and quality control checks. In addition, it addresses preservation standards, copyright, and access rules. As a result, teams produce digital archives that are accurate, searchable, and safe from physical deterioration.

Techniques for Digitizing Archival Documents Course Objectives

- Plan a digitisation project with scope, priorities, and realistic timelines.
- Assess document condition and prepare fragile materials safely.
- Set scanning specifications including resolution, bit depth, and colour mode.
- Apply image formats and compression standards such as TIFF, PDF/A, and JPEG.
- Use optical character recognition (OCR) tools and validate accuracy.
- Assign metadata using Dublin Core and ISAD(G) standards.
- Apply file naming conventions and folder structures for archive collections.
- Perform quality control checks on image clarity and completeness.
- Apply digital preservation practices based on the OAIS reference model.
- Manage storage, backup, and access control for digitised collections.

Course Methodology

- Instructor-led sessions combining archival theory with scanning practice.

LEARN BOLD. LEAD BEYOND

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com



- Hands-on scanning exercises with flatbed and production equipment.
- Guided labs in OCR processing, metadata entry, and file organisation.
- Quality control exercises assessing real sample images.
- Group workshops planning a full digitisation project.
- Continuous knowledge checks and a final applied digitisation project.

Who Should Take This Course

- Archivists and manuscript custodians.
- Records and document control officers.
- Library and information services staff.
- Administrative supervisors managing paper archives.
- Digitisation project coordinators.
- IT staff supporting digital collections and storage.

Techniques for Digitizing Archival Documents Course Outlines

Day 1: Planning Digitisation Projects

- Objectives and benefits of archive digitisation.
- Collection survey and prioritisation by value and condition.
- Project scope, workflow stages, and realistic timelines.
- Costing, equipment selection, and staffing needs.
- Legal considerations: copyright, ownership, and permissions.
- Documenting the digitisation plan and quality standards.
- Workshop: scoping a sample archive digitisation project.





Day 2: Document Preparation and Handling

- Assessing paper condition, acidity, and fragility.
- Safe handling, gloves, and support for damaged items.
- Removing staples, clips, and bindings correctly.
- Flattening, repairing, and stabilising documents.
- Preparing bound volumes and oversized materials.
- Handling photographs, maps, and specialist media.
- Workshop: preparing a mixed collection for scanning.

Day 3: Scanning Specifications and Image Capture

- Resolution, bit depth, and colour mode selection.
- Scanner types: flatbed, overhead, and production units.
- Calibration, colour targets, and consistent lighting.
- Image formats: TIFF for masters, PDF/A for access copies.
- Compression choices and their effect on quality.
- Capturing double-sided and multi-page documents.
- Workshop: scanning with correct specifications.

Day 4: OCR, Metadata, and File Organisation

- Optical character recognition (OCR) setup for accuracy.
- Handling handwriting, stamps, and poor-quality print.
- Correcting and validating OCR output.
- Metadata assignment with Dublin Core and ISAD(G).
- File naming conventions and folder structures.

LEARN BOLD. LEAD BEYOND

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com



- Linking digital files to catalogue records.
- Workshop: processing and tagging a scanned batch.

Day 5: Quality Control, Storage, and Preservation

- Quality control checks: clarity, cropping, and completeness.
- Rejection and rescan procedures.
- Storage architecture, backup, and redundancy.
- Digital preservation and the OAIS reference model.
- Integrity checks with checksums and fixity verification.
- Access control, permissions, and user delivery.
- Workshop: presenting a completed digitisation workflow.

Conclusion

By successfully completing the Techniques for Digitizing Archival Documents Training Course, participants will have acquired the knowledge to plan digitisation projects, prepare fragile documents safely, set scanning specifications, run OCR and metadata processes, and perform quality control to archival standards. They will also gain the ability to store digitised collections securely and preserve them against format obsolescence. Furthermore, the course prepares teams to make archives searchable and accessible without risking the originals. Gentex Training Center delivers this programme with a strong emphasis on practical, workplace-ready digitisation technique.

FAQs





Q1 What is the "Techniques for Digitizing Archival Documents" course about?

It is a practical programme on converting paper archives into accurate digital collections. It covers digitisation project planning, document preparation and handling, scanning specifications, image formats, optical character recognition, metadata and file naming, quality control, storage, and digital preservation.

Q2 What are the key benefits of the "Techniques for Digitizing Archival Documents" course?

Participants gain the technical skill to digitise archives without damaging originals or producing unusable images. The course reduces the risk of losing fragile records, makes collections searchable and remotely accessible, cuts physical storage and handling pressure, and gives organisations digitised evidence that supports audits and research.

Q3 What skills will I gain from the "Techniques for Digitizing Archival Documents" course?

Digitisation project planning and document preparation; scanning specification and image capture; OCR processing, metadata tagging and file organisation; and quality control, storage and digital preservation.



Q4 What tools, methods, or standards are covered in the "Techniques for Digitizing Archival Documents" course?

The course covers TIFF and PDF/A formats, flatbed, overhead and production scanners, colour calibration targets, optical character recognition (OCR) tools, Dublin Core and ISAD(G) metadata standards, file naming conventions, checksum-based integrity verification, and the OAIS reference model for digital preservation.

Q5 How is the "Techniques for Digitizing Archival Documents" course applied in real-world practice?

Graduates apply it by surveying their archive, prioritising fragile items, and setting up a scanning workflow with defined resolutions and formats. They prepare documents carefully, run OCR and metadata entry, check image quality before acceptance, and store masters and access copies with backup and access rules in place.