

Course delivery instructions

Digital Preservation at Oxford and Cambridge

Pilot training programme – 2018

Course title:	<i>File formats: Characterization and validation</i>
Recommended course length:	<p>2.5 - 3 hours without a break – options to extend the exercise time and have a break</p> <ul style="list-style-type: none"> Lecture and demos: 30 minutes to 50 minutes, but can spend more time on the demos if the course is longer Exercises: 30 – 40 minutes each, including time for discussing results – it is recommended to spend longer on the Exercise 1 and less time on Exercise 4.
Recommended class size:	<p>Up to 20 participants</p> <p>Preferred room set up: computer lab with computers facing a projector screen for demos and instruction</p>
Recommended number of trainers	<ul style="list-style-type: none"> Minimum: 1 trainer, 2 facilitators
Classroom equipment:	<ul style="list-style-type: none"> Computer with internet access (for the trainer) and the demo files loaded Trainer's computer should have the following programs installed: <ul style="list-style-type: none"> HexEdit - http://www.hexedit.com/ DROID - http://www.nationalarchives.gov.uk/information-management/manage-information/preserving-digital-records/droid/ JHOVE - http://jhove.openpreservation.org/ veraPDF - http://verapdf.org/software/ Projector 20 computers with internet access for the participants. The following programs should be available: <ul style="list-style-type: none"> HexEdit - http://www.hexedit.com/ DROID - http://www.nationalarchives.gov.uk/information-management/manage-information/preserving-digital-records/droid/ JHOVE - http://jhove.openpreservation.org/ veraPDF - http://verapdf.org/software/ Additionally, each computer should have the test set of files made available on the Desktop Print outs - Exercise booklet Green and pink sticky notes – one of each colour for each participant Pencils

Course description: <i>This course will cover what is file format characterization and validation and the importance of these techniques for digital preservation. The course will provide the opportunity to trial common characterization and validation tools to gain a better understanding of what they do.</i>	
Learning outcomes: <ul style="list-style-type: none"> • <i>Why characterizing and validating files is important to digital preservation</i> • <i>How to use tools such as DROID and JHOVE and how to read the report outputs</i> 	
Pre-course requirements:	Some basic knowledge of digital preservation is required. Those that have taken an introduction to digital preservation course will be prepared.
Content provided in ORA data set:	Slides and demo materials: File name: <i>file-formats_dpoc</i> (PPTX – PowerPoint 2013) Folder name: <i>demo-files (various files)</i> Notes about demo files: It contains four folders: 01_HEX-PRONOM 02_DROID 03_JHOVE 04_VeraPDF Each folder contains files for running demos during the course. It is recommended that the demos are practised beforehand and this folder is placed on the desktop of the trainer's computer.
	Handouts: <ol style="list-style-type: none"> 1) Exercise booklet <ul style="list-style-type: none"> • File name: <i>file-formats-exercise-booklet</i> (PDF and DOCX versions) <p>Note about exercise booklet: some questions are optional in order to save time. Depending on the level of capability of the participants, these can remain optional or not. It is up to the trainer. Making use of the green post it notes to show when participants have finished all but the optional questions will help with pacing.</p> 2) File format test set <ul style="list-style-type: none"> • Folder name: <i>file-formats-test-set (various files)</i> – it contains the following folders: 01_HexEdit-PRONOM 02_DROID 03_JHOVE 04_VeraPDF <p>Note about test set files: the 02_DROID folder is meant to be empty. Please read the instructions about what files to include. It is recommended that all of the exercises are run beforehand and answers noted down so they can be discussed in the class. Additions and alterations may be made to the questions as necessary.</p>