Intro to DP – DEMO Sheet

1. **Word Document demo – a simple digital object (Slide: 23)**
   - Ask people if they know what a Word Doc (.doc) was and what the difference between that and a .docx is (then explain it)
   - Insert a photo – add "This is a header" into the header
   - Save the file to Desktop – change the file extension to .zip (maybe explain extensions and how they tell a computer what software should be used to open the file)
   - Open the Zip file and show them the folders – find the image and then the metadata with "this is a header" in it

2. **PRONOM DEMO – file format identification (Slide: 46)**
   - https://www.nationalarchives.gov.uk/PRONOM/Default.aspx - other file format signature registries do exist, but this is one of the most used
   - Search for JPEG and show them the features of the site – run through the background (shows versions)
   - Show the SIGNATURE tab – say that it outlines the properties a JPEG must follow to be considered a JPEG based on the file format specification
   - If they want to learn more – file formats course

3. **Siegfried online demo (Slide: 48)**
   - https://www.itforarchivists.com/siegfried
   - Available for download, but has an online demo of how the identification software works
   - Unlike DROID it uses three file format signature registries for identification – uses PRONOM as well
   - Drag image file onto the anvil
   - Discuss results – of course best to use downloaded version for collection content, but a good example

4. **Checksums and Fixity – checking the Word Doc (Slide: 51)**
   - http://onlinemd5.com/
   - generate a checksum for the document in the first instance – this is an MD5
   - copy the checksum to the lower box and drag the file over to validate again
   - open the Word Doc and change one letter in the header – save as
   - validate again – show that it doesn't work – it can detect the merest change – now I know what change I made, but a checksum cannot tell you – it can only tell you that something is altered in the file – you have to find out what – or you can find an unaltered backup and restore that

5. **Emulation – emulated environments (Slide: 65)**
   - Classic Mac OS 7.0.1 (1991): https://archive.org/details/mac_MacOS_7.0.1_compilation
   - From Internet Archive – it recreates the look and feel of the environment
   - a lot of organisations are working on creating Emulation as a Service – so they can deliver software and older files in their collection in compatible, but emulated environment – none of them are live yet though