Rigsarkivet

Guide on Converting to TIFF-format

Guide on converting a document to TIFF-format.
Supplement to 'Guidelines for Executive Order on
Information Packages'

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Version 2.0

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Guide on Converting to TIFF-format

Indhold

0. How to read this guide

Public authorities are obligated to submit copies of data and documents from IT systems and statistics files that have been deemed preservation-worthy to the National Archives. Data from IT systems or document collections as well as data from statistical files are submitted as information packages. State authorities must submit their data to the National Archives. Municipalities and regions can either submit their data to the National Archives or create their own archives.

The Danish National Archives has established a series of provisions for information packages for preservation and future use of data, which all authorities must comply with. The provisions are described in the Danish National Archives' Executive Order on Information Packages.

The TIFF guide shows you how the Freeware PDFCreator tool allows you to convert documents from IT systems or context documents to the TIFF archive format.

A. The guide's target audience and application

The TIFF guide is addressed to those who produce archival versions and information packages containing a small number of documents that can be converted manually to TIFF. Conversion of a large document collection should be performed automatically by the authority's own IT department or an external IT supplier.

B. Other guides

In addition to the TIFF guide, the Danish National Archives has developed other guides that are relevant for the production and submission information packages:

Submission Information Packages:

- Guidelines for Executive Order on Information Packages
- Guide to Circular 9290/2013 on notification and approval
- Kort og godt om aflevering af it-systemer (in Danish. Translation: Summary on submission of it systems)
- Kort og godt om kassation af dokumenter (in Danish. Translation: Summary on disposal of records)
- Kort og godt om test af arkiveringsversioner (in Danish. Translation: Summary on validating and ingesting archival versions)
- Oversigt over de mest almindelige fejl ved test (in Danish. Translation: Overview of the most common mistakes that occur in SIP creation)
- Eksempelaflevering med dokumenter AVID.SA.18004 (in Danish. Translation: SIP with external lobs AVID.SA.18004)
- Introduktion til ADA, Rigsarkivets program til test af arkiveringsversioner (in Danish. Translation: Introduction to ADA, the National Archives application for validating SIPs)

Information packages for certain types of research data:

- Quick guide - for the production and testing of an information package with ASTA
- Guide to Schedule 9 in the Executive Order on Information Packages
- User Guide to ASTA
- Guide to creating an information package with data from spreadsheets or csv files
- Guide to the program Skab archiveIndex
- Guide to the program Skab contextDocumentationIndex
- UTF-8 Guide
- Sample information package with statistical data FD.18005

All guide materials can be accessed from the National Archives' website https://en.rigsarkivet.dk/.

C. Law and legislation

Information about the related legislation can be found on the Archives' (Rigsarkivet) homepage https://en.rigsarkivet.dk/.

D. Definitions

Information packages with data from statistical file(s) in general consists of context documents – which should be submitted in archival formats designated by the Archives -, the extracts of data and metadata from the submitted statistical files, and two index files in xml format containing metadata about the data and context documents.

Information packages with it-systems and documents in general consist of a table dataset with a specific xml-structure (see Executive Order on Information Packages), along with documents submitted to the National Archives in archival format.

Archival formats the Archives (Rigsarkivet) accepts six archival formats: TIFF, JPEG2000, MP3, WAV, MPEG2, and MPEG4.

Documents are context documents that describe the submitted data or files from an office program package such as text editors, presentations, spreadsheets, pictures, sound files, and video.

Authorities are all public authorities at all administrative levels: Municipalities, regions, and states, including courts, special administrative units, publicly owned enterprises, and the independent institutions that have to submit to a public archive. If there is any doubt as to whether an institution falls within this concept of authority, the National Archives can assist with clarification.

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1. PDFCreator installation (all versions of the program)

PDFCreator is available in different versions for download and use. In this guide, you will find the most important points regarding the installation and setup of PDFCreator so it can be applied to convert files to TIFF format that can be submitted to the National Archives later. Therefore, these points must be taken into account when installing the program.

When installing your version of PDFCreator, do the following:

Installation	
1 – Download the program	From the website http://download.pdfforge.org/download/pdfcreator/PDFCreator-stable
2 – Choose 'sprog' (translation: language)	Choose the language to be shown in your application, e.g. 'Dansk'
3 – Choose 'Ekspertopsætning' (translation: Expert setup)	Choose 'Ekspertopsætning' to be able to select and de-select certain program options
4 – Unmark the option for other programs or promotions	If one gets offers for other programs during installation, such as 'PDF Architect 7', one should unmark those selections. Similarly, if promotions for other products appear, one should simply remove mark those options.

2. PDFCreator setup (all versions of the program)

Setup PDFCreator in this way:

| Setup	
4 – Choose menu item 'Profiler' (translation: profiles)	Open PDFCreator and choose 'Profiler' to adjust certain program options
5 – Choose menu item 'Gem' (translation: save) and adjust the setup	Choose menu item 'Gem' and unmarking these items: 'Anvend PDF Architect til PDF-filer' (translation: Use PDF Architect for PDF-files') and 'Vis hurtige handlinger efter dokumenter er konverterede' (translation: Show quick actions after the documents are converted'
6 – Choose menu item 'Konverter' (translation: convert) and adjust the setup	Select 'TIFF' as output format. If you have the option to choose 'Farve' (translation: Color), choose '24 bit'. Similarly, if you have the option to choose 'Opløsning (DPI)' (translation: definition), choose '300'.
7 – Click on the button 'Gem' (translation: save)	Click on the button 'Gem' to save the changes performed before in PDFCreator

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In Appendix 1, you can see how a specific version of PDFCreator (version 3.4.1) can be installed step-by-step with all correct setups for TIFF format conversion.

3. Converting documents to TIFF with PDFCreator

The example below shows the conversion of a Word document to TIFF, but you can convert all types of document formats to TIFF as long as you have a program installed on your computer that can display and print the said document, such as Excel, Word, or a browser.

1. Open the file you want to convert and then choose to print the document. Select "PDFCreator" as a printer and click "Udskriv " (translation: print)
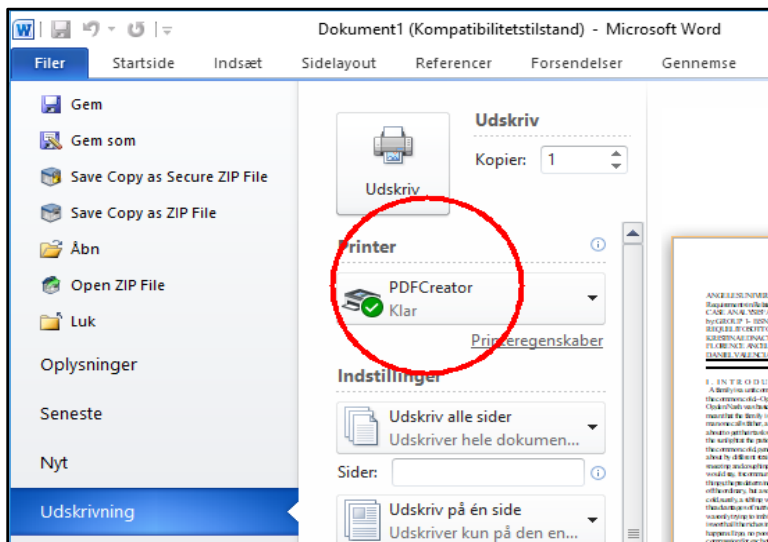
2. A PDFCreator window appears. Provide the file name and the destination folder. Click on the button "Gem" (translation: save).
   Tip! If you provide a folder that does not exist, PDFCreator will generate this folder and save the document in the destination

4. Check conversion

Always look at the contents of the converted document and compare it to the original document in its original format to make sure that:

- All pages have been converted
- The text is readable and of the same quality as the original
- All text and images are fully displayed and not cropped or flattened
- All worksheet sheets are converted (NOTE: When you print a worksheet with multiple sheets to TIFF from Excel, be sure to select the "Print entire workbook" option to print all sheets on the worksheet)

As a minimum, check samples of each document type that you have converted, such as word files, PDF documents, and spreadsheets.

You can view and control the contents of your TIFF files in, for example, "Windows Picture Viewer", "Microsoft Office Document Imaging", "Windows Photo Viewer", "IrfanView", or another document viewer that includes a feature for flipping between pages in the TIFF document.

5. Support

If you experience problems converting documents to TIFF, please contact the data manager for research data in the National Archives at the following e-mail: mailbox@rigsarkivet.dk.

Appendix 1 – Example of installation of a PDFCreator (version 3.4.1.)

A free download of PDFCreator version 3.4.1 can be found on pdfforge's website.

1. Download PDFCreator.
   Note that when using the link above, it will take a while before the download starts automatically. You do not need to take any action on the PDFCreator homepage during the download. When the download is complete, click on the file 'PDFCreator-3_4_1-Setup.exe' to start the installation.
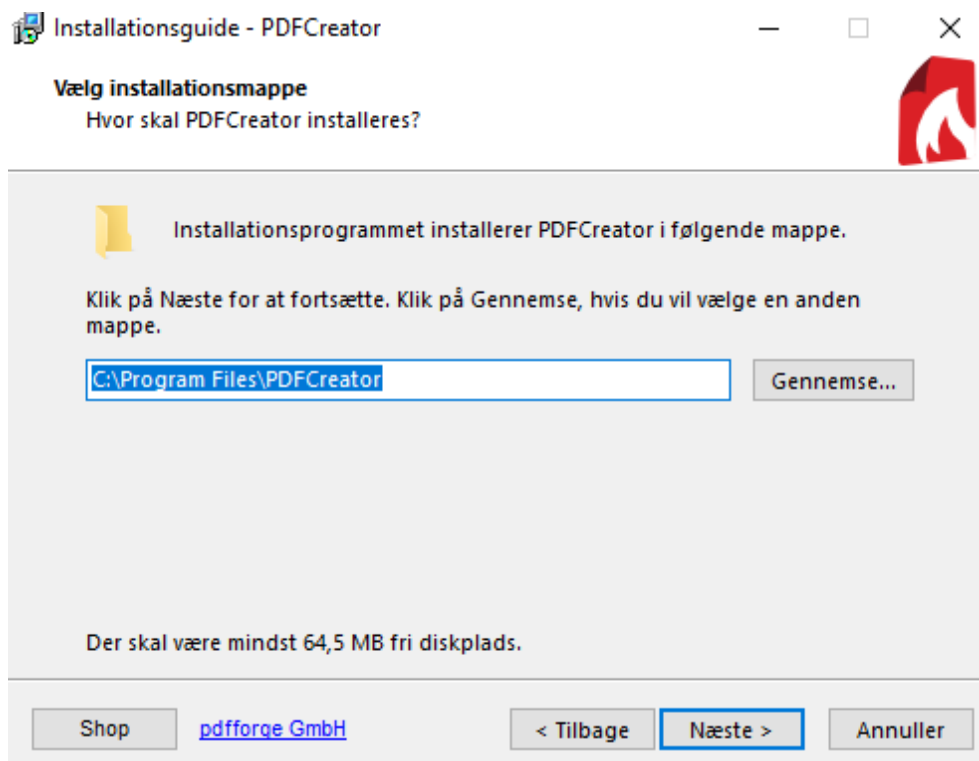2. When the download is complete and the file is executed, an icon appears on the desktop. Click the icon.
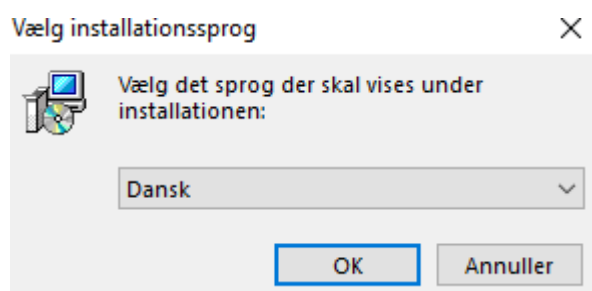
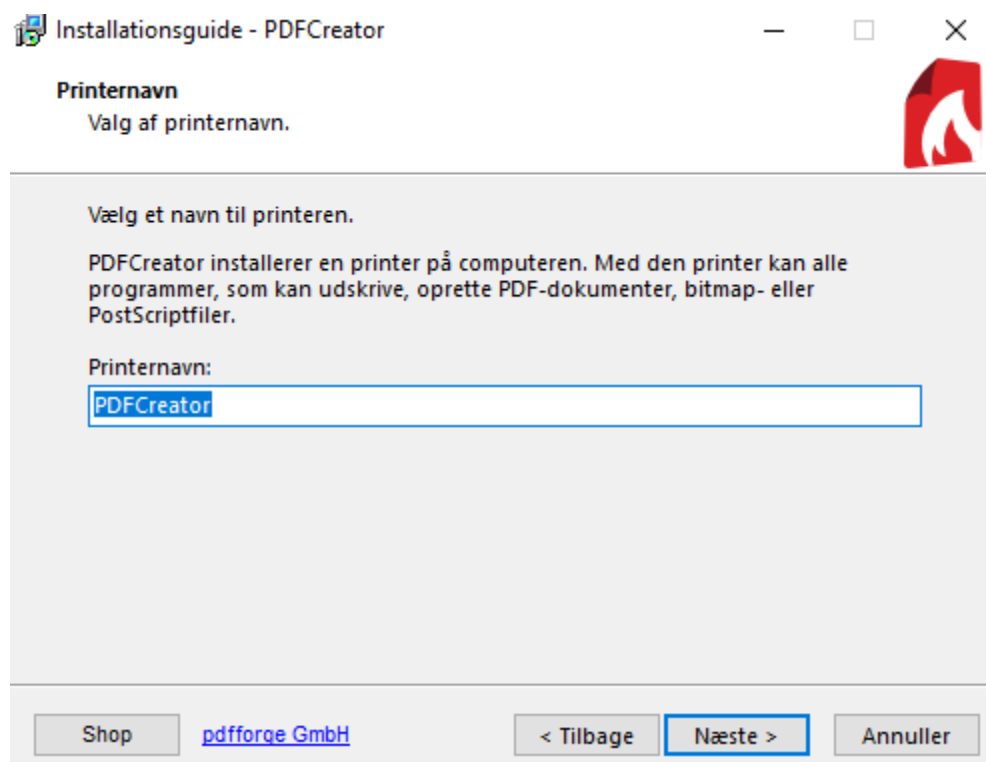3. Choose "Ekspertopsætning" (translation: Expert setup) and click on "Næste" (translation: next)
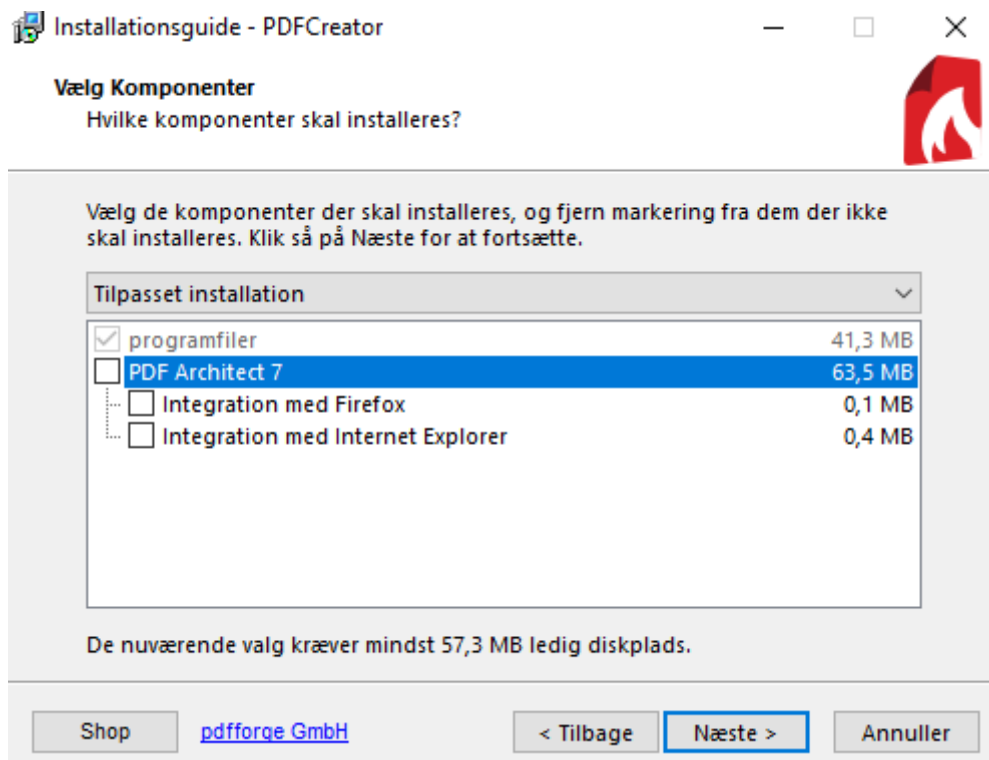
4. Click on "Næste"

Installationsguide - PDFCreator — □ ✕

Vælg installationsmappe
Hvor skal PDFCreator installeres?

Installationsprogrammet installerer PDFCreator i følgende mappe.

Klik på Næste for at fortsætte. Klik på Gennemse, hvis du vil vælge en anden mappe.

C:\Program Files\PDFCreator   Gennemse...

Der skal være mindst 64,5 MB fri diskplads.

Shop   pdfforge GmbH   < Tilbage   Næste >   Annuller

5. Click on "Næste"

Installationsguide - PDFCreator — □ ✕

Printernavn
Valg af printernavn.

Vælg et navn til printeren.

PDFCreator installerer en printer på computeren. Med den printer kan alle programmer, som kan udskrive, oprette PDF-dokumenter, bitmap- eller PostScriptfiler.

Printernavn:

PDFCreator

Shop   pdfforge GmbH   < Tilbage   Næste >   Annuller
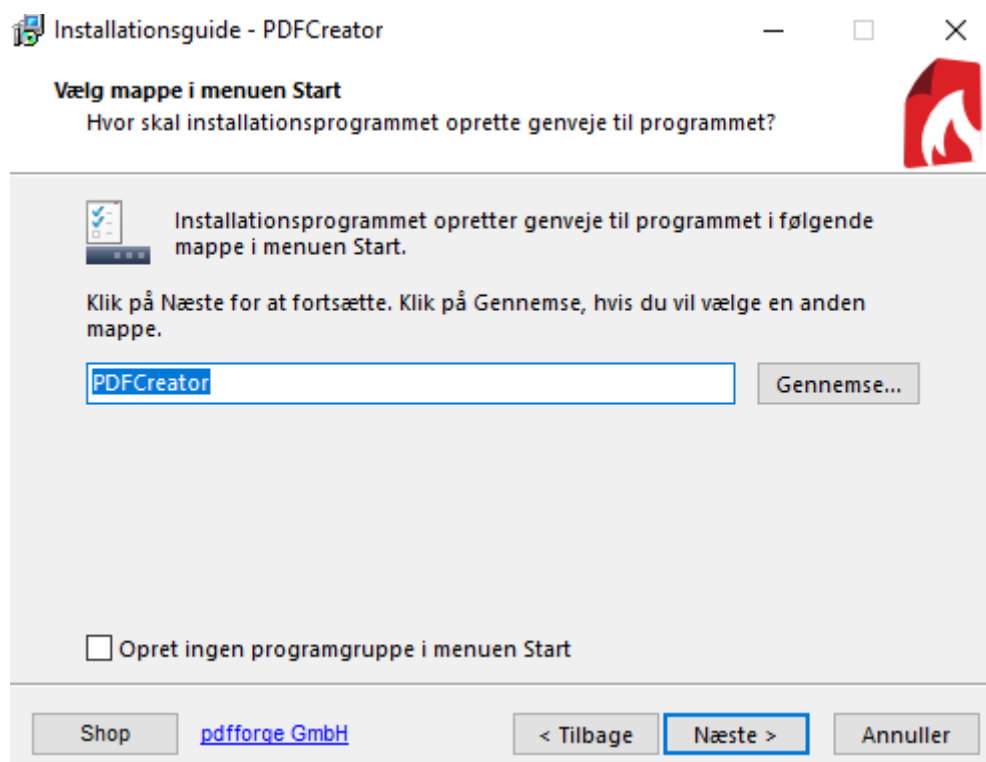
6. Choose "Næste" until you get to the window shown below. Unmark "PDF Architect 7" and click on "Næste"

7. Click on "Næste"

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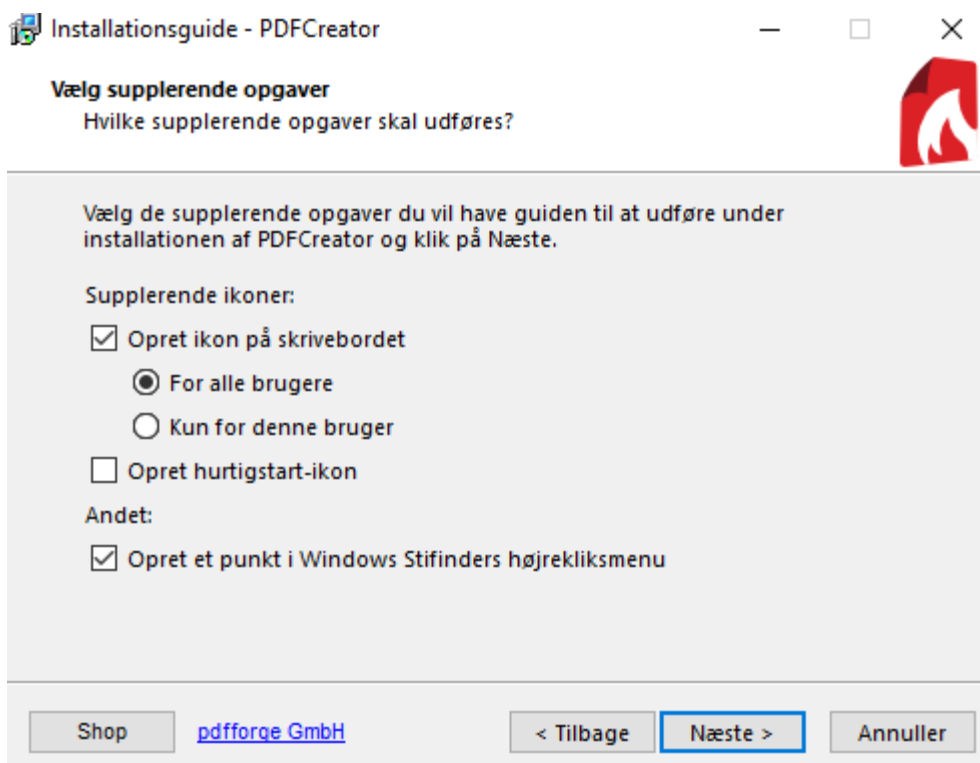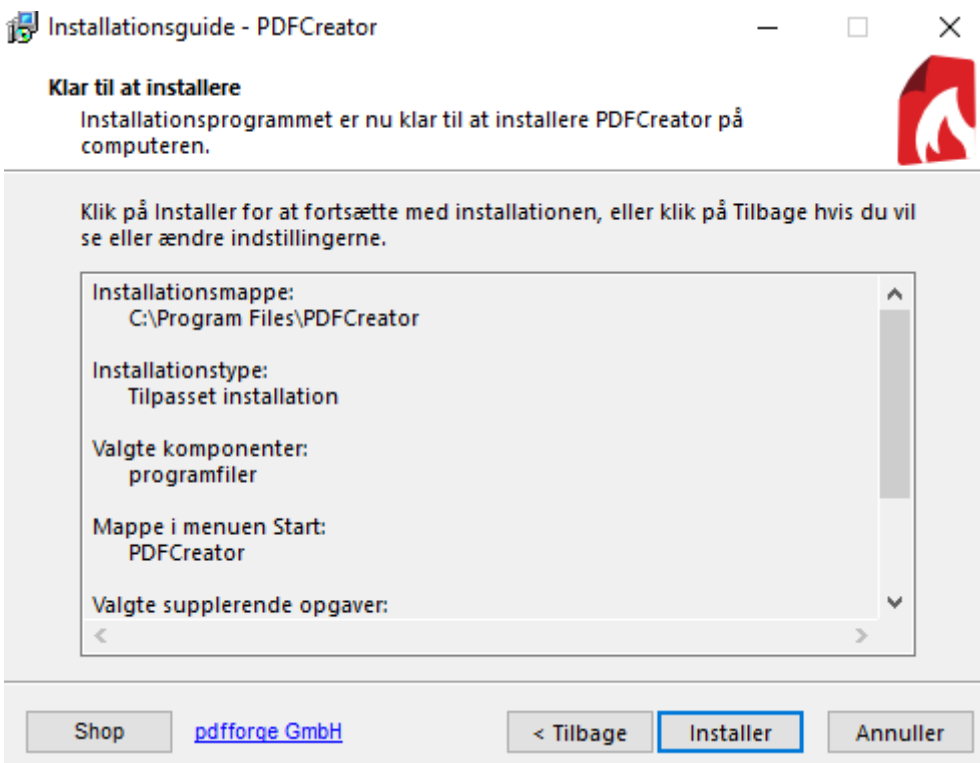
8. Click on "Næste"

9. Click on "Installer" (translation: install)

10. Click on "Nej tak" (translation: no, thanks)

11. If other promotions are shown, they can be dismissed by clicking on "Decline"

12. Unmark "Vis hjælp efter opsætning" (translation: Show help after setup) and choose "Færdig" (translation: finished)
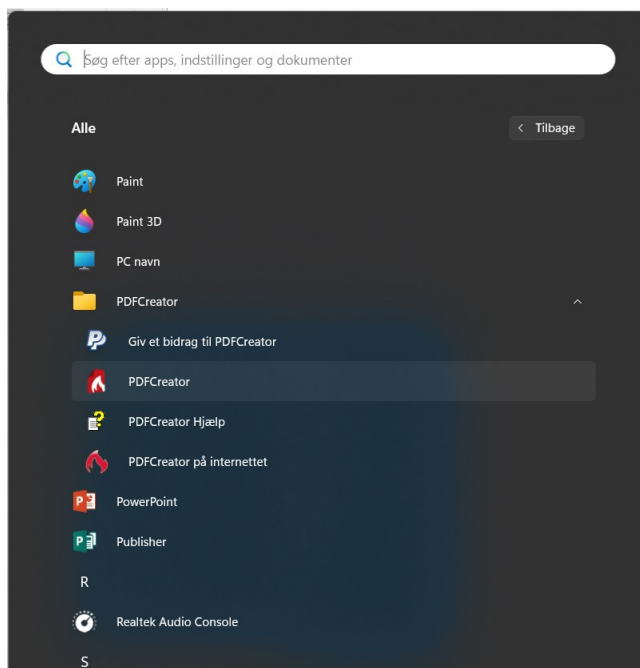

Now a virtual printer is installed as well as a program to set up the user's profiles.

The next step is to setup the "Standardbruger" (translation: standard user) profile.

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Setup of a standard user profile in PDFCreator version 3.4.1

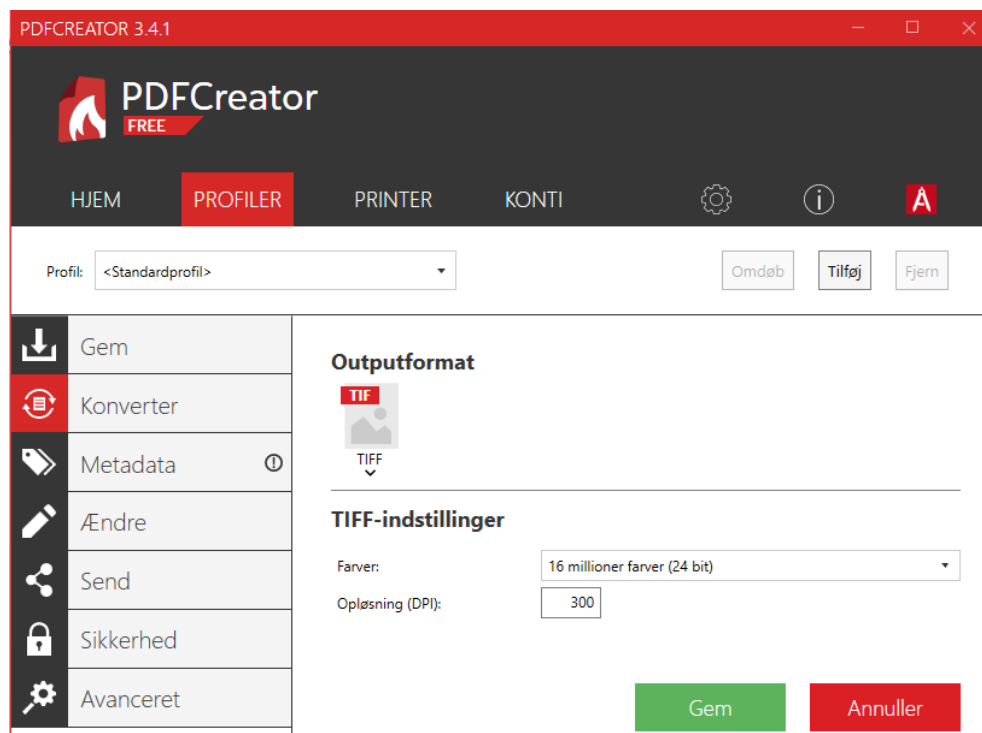1. Open the program "PDFCreator" from the menu Start in the computer.

2. Choose the folder "Profiler" (translation: profiles) and the sub-item "Gem" (translation: save). Unmark "Anvend PDF Architect til PDF-filer" (translation: Use PDF Architect for PDF-files') and "Vis hurtige handlinger efter dokumenter er konverterede" (translation: Show quick actions after the documents are converted). The window looks like this:

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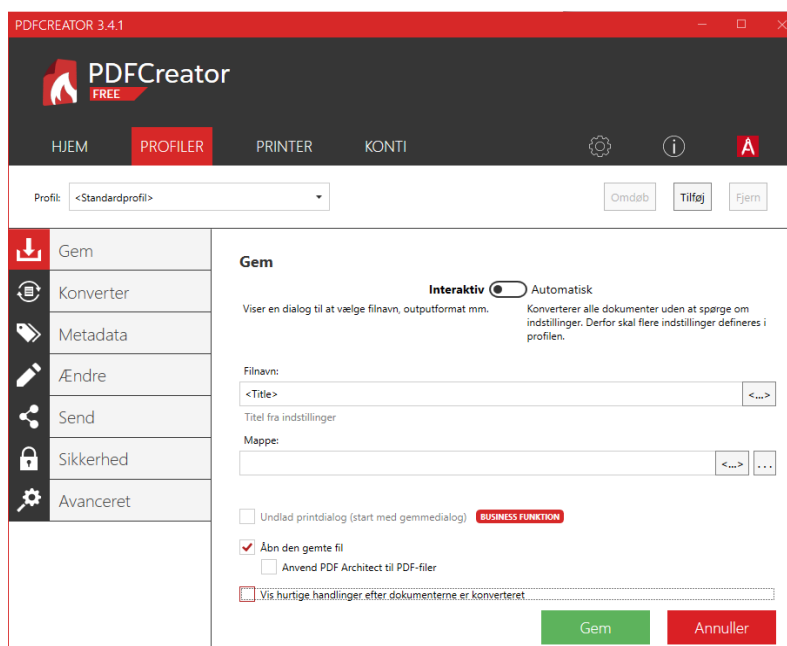
3. Choose the menu item "Konverter" (translation: Convert). Click on the icon "Outputformat" and then choose "TIFF". Set the item "Opløsning (DPI)" (translation: Definition (DPI)) to being 300. The setup is finished when you click on the green button "Gem".

4. PDFCreator can now be closed.