Arnprior/Stewartville Womens' Institute
Tweedsmuir History Book 5

This process has taken original 'one of a kind' paper based documents & converted them to archival high quality digital files known as .pdf/a's.

As well, 'ocr' or optical character reading has been installed. This allows good quality typed font or text to be searchable (not handwriting). Any name or term can be searched and provide results.

By digitizing, this information:
- Is available for the long term in the .pdf/a format.
- Is in a standardized universal format that will run on any computer
- Becomes an infinitely searchable resource (for typed or font text)
- Can be copied efficiently and economically (one page or the whole document)
- Can be printed or viewed at quality close to the original.

Original documents could be prone to loss or misplacement. If anything happens to the original, years of work and valuable information are gone forever.
As well, paper based materials suffer degradation due to acid content, glue yellowing and/or staining, adhesive or tape residue and staining, moisture and other age based ailments. Precious photographs can deteriorate due to fading, warping, moisture issues and wear.

Traditional information copy/retrieval systems have limitations:
- limited access and availability
- antiquated retrieval systems (microfilm)
- low quality
- expensive copying and printing
- non-ecological paper based format

OCR

The OCR (optical character reading) process works with typed or font text (not handwriting). The success rate depends on factors such as faint or weak type, small fonts, tears, wrinkles or discolouration.

PDF/A

In November of 2013, these documents were converted to PDF/A format. The PDF/A format ensures:
- the support & long-term archiving of electronic documents,
- that the PDF/A is a archival standard approved by ISO.
- PDF/A documents can be viewed and reproduced in exactly the same way for years to come, regardless of future changes to the PDF format.

In order to achieve this, all PDF/A documents are required to be 100% self-contained. This means that all of the information necessary for displaying the document must be embedded in the file, including all content (text, images and graphics), as well as fonts and color information.

FEATURES

Become familiar with the features found in Adobe Reader such as page magnification & zoom tool, page thumbnails, and 'the full reader search box'.

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