

GUERRA & MCBANE LLC

MEMO

TO: JOAN BERMAN
FROM: SUZANNE GUERRA
SUBJECT: PROCESSING BECKING DIGITAL COLLECTION
DATE: 7/31/2011

Rudi used computers extensively in his work and in his digital files are copies of software and equipment orders, references to upgrades of the software and hardware, comments on the programs that he is using, as well as requests for advice or assistance with specific programs. These files were all created on a PC system and he continued to upgrade his equipment and software to assist in his research even after he retired.

Users influenced the direction of software development and, by the mid 1980s, user groups were sharing information as well as user-created software and utilities to deal with issues that were not always adequately addressed. The collection of software in this set of digital records shows that Rudi tried several different programs and utilities with which to organize his research, including applications developed by other researchers.

Rudi kept different versions of his software as backup files, which may be found in Box 2. In the 1980s he began using SPSS (Statistical Program for the Social Sciences) and several different versions, from ASCII to Windows, are contained in his collection. Typical file extensions for these files are DAT. Rudi also used Excel spreadsheets which are XLS and Access database files which are DBF. He used several different word processing programs including Wordstar, Wordperfect and several different versions of MS Word. Like many users at that time he often used the year created or a shorthand note, such as LTR for letter, as the file name or extension..

Be aware that even though a current program may open an older file, the data or page may not appear the same as on the original. Some programs will reformat a file automatically when it converts it to a newer version, Excel will automatically recalculate fields. Make a copy of the original file and make your adjustments on the copy. If you are uncertain about which program to use to open any file, use the *Notepad* program on Windows. This program will open files in ASCII, which will show the coding, in order to determine if the file may be read as a text or Word document, spreadsheet or database file.

Organization of the Digital Collection on the Archive Drive

The Digital Collection is organized into a set of subdirectories which reflect the numbered boxes. Each directory contains a set of folders which reflect the individual disks in that box. There is a list of all of the disks in each box, the information on the original label, a brief description and the name of the corresponding folder on the archive drive. All files were transferred to the archive drive unless otherwise noted. Each list is formatted in three different programs, MS Word, EXCEL and PDF. The CDs contain all of the files which are found on the Becking Digital Collection directory, as well as a copy of this memo.

File folder names reflect either the original description on the disk from which the files were retrieved or, if the contents do not match what is on the label, the contents of the disk. When several disks have the same description on the label, or same contents, the folder may have the same

name and a number to indicate that this is part of the same set of data. The Date Modified will indicate the date on which they were created on the archive drive but the contents will retain the same dates.

Identification of file contents was by viewing the digital information in ASCII, unless a word processing, spreadsheet or database program file extension was present. Damaged or unopenable files are noted. File names were not changed or modified and no new files were created. Files will retain the same Date Modified as on the original diskette.

Blank disks are noted on the list and no folder was created. There were also a few problem files which should be noted. Two files were infected with a Stealth Boot Virus and were not copied. These were tagged and placed into a poly sleeve in the box in which they were found. One file could not be opened or copied without more research, or access to the specific software that created it. The file is labeled *C: drive backup complete (1) Jan 13, 1991* and may have been created with an early version of MS Windows so it may still be accessible.