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Saving Your Digital Past, Present, and Future A Step-by-Step Guide

By Vanessa Reyes

An engaging resource written for anyone interested in learning how to save their personal digital information. The digital era has reshaped the nature, scope, and use of personal information. This book analyzes the concepts associated with preserving and managing personal digital information.

A concise guide to managing your digital life.

Today, we collect and store an ever-increasing volume of digital personal information on convenient portable devices and create substantial amounts of personal textual and visual digital information on their personal computers. We have become accustomed to using a variety of tools that involve interactive social activities. Because of social media, there is a large amount of user-generated content related to all aspects of our lives and there is no way for creators to save it all and invaluable content ranging from personal notes to photos to medical information may be lost. Because we may lose so much information, it is helpful to find out as much as we can about how we can manage our personal digital information.

This book is a primer to preventing that loss. Here is an introduction to Personal Information Management (PIM) intended for a lay audience. The basic premise is that everyone needs to manage their digital information. This book introduces readers to the kinds of tools people most commonly use today. It will also consider the pros and cons of each of these tools. This book covers the concepts associated with preserving and managing personal digital information. Visual and textual examples illustrate how to use best practices to ensure the longevity of information, while considering current solutions to the problems associated with personal information loss.

The book is a detailed guide to the steps involved in managing information and images of all kinds:

• Receiving • Generating • Keeping • Using • Organizing • Re-finding • Sharing.

Most of us don't know how to prevent information loss; this book introduces tools that will ensure the longevity of our digital lives.

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About the Author

Dr. Vanessa Reyes is an Instructor in the School of Information at The University of South Florida. Prior to working as an Instructor, she was an adjunct faculty member at the Simmons College School of Library & Information Science. She received her Ph.D. in 2016 from Simmons SLIS and holds an M.S. in Library and Information Studies from Florida State University. Reyes' work in public libraries, and special collections and archives inspired her to pursue research in preservation, digital libraries, and archives. Reyes works closely on research that analyzes personal digital collections, to understand how they are created, managed, and made accessible. She is also interested in how students and professors use personal digital information. Her current research contributes to the emerging field of personal information management (PIM), quantifying how individual users are organizing, managing, and preserving digital information.

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