Bard Graduate Center Archives
Archiving Bard Graduate Center websites
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Overview

The following document outlines the steps for capturing and preserving Bard Graduate Center websites. The open-source tool Webrecorder will be used to create a WARC (Web Archive) file, which is an ISO standard file format for storing web archives.

The application Webarchiveplayer will be used for viewing the WARC file in a browser.

In cases where the WARC web archives are not sufficient (e.g., site is not accurately captured because of complexity of web pages), screenshots will be used to augment the archived content of the site.

Steps

1. Navigate to https://webrecorder.io/, and start with the URL for the site to be archived. Visit every page and element accessible on the site. Navigate through the site:
    a. If you need to log in, do so, and make a note to remove that login page from your recording session after you've finished (see below).
    b. Open each page and then all subpages of each page.
    c. Make sure to scroll all the way down.
    d. If there is embedded media (video, audio, pop-up images), click on them. **Basically try to "interact" with all elements of the site.**
    e. If there are key search results you want captured, perform these searches. Webrecorder will not capture the actual search functionality but will save the page showing your search results at the time for each search you perform.

2. When you're finished, click "Finish".

3. If you need to remove any bookmarked pages, such as a login page, go back and lick the "eyeball" logo in Webrecorder to make that page no longer visible.

4. Perform QA on the WARC file by opening it using Webarchiveplayer. Disable the Internet on the computer (e.g., pull-out network jack and disable Wifi) so that you can ensure that it is presenting archived content from the local file rather than the live web. Make note of files that were not adequately archived.

5. Re-connect to the Internet, and save full-page PNG screenshots of inadequately captured pages (e.g., use the Chrome extension Awesome screenshot).