INSTRUCTIONS FOR ARCHIVING SOURCES

It is critical that all people researching human rights violations using online resources are committed to archiving all of the sources they encounter immediately. In order to substantiate your claims, you need a stable weblink to a site where you can access the information as you encountered it at the time you reference it. Even if it turns out not to be useful for you, it may be useful for others. We recommend you archive practically anything that might be lost in case it is valuable to someone at a later date.
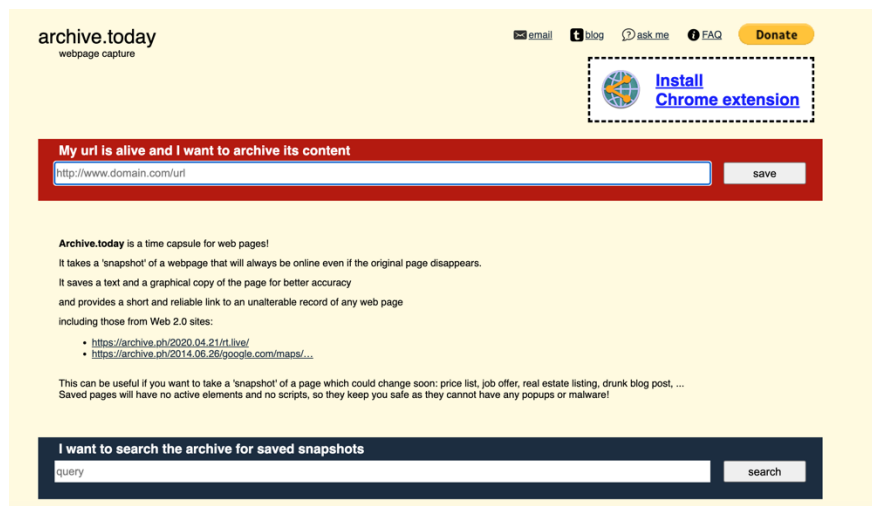
Saving pdfs of websites is insufficient. They are not as authentic, and they are also not accessible to others. It is critical that we preserve a record of our findings

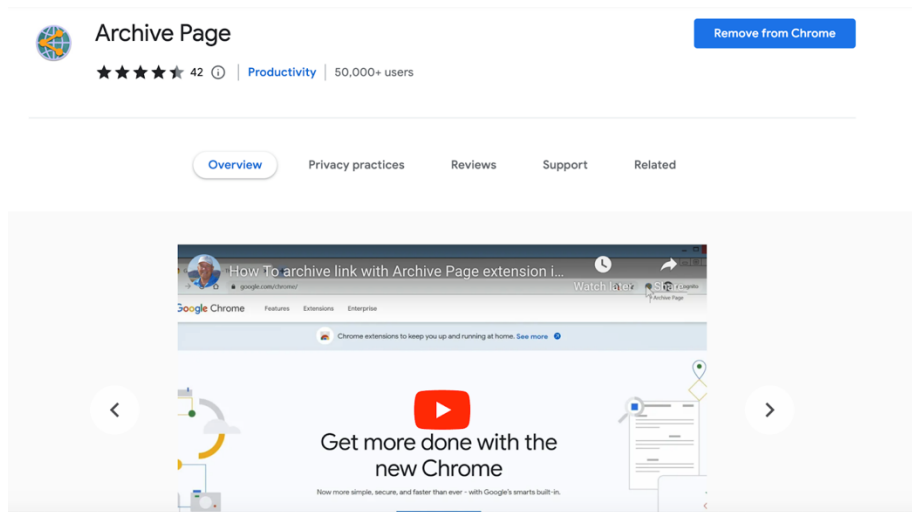**Luckily, there are several archival sites that allow you to capture the site in its current form.**

We recommend that you use either the Archive.today archival tool or the Wayback Machine for archiving potentially ephemeral sites. One of the most useful elements of these programs is that they have a Google Chrome extension that you can install to streamline the archival process.
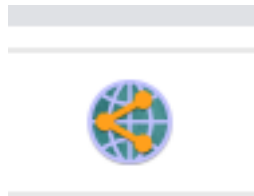
STEP 1: INSTALL THE CHROME EXTENSION

Visit Archive.today. Click on "Install Chrome Extension"

You will be taken to the Chrome app page.

To install the extension, click on the blue button to the right that says "Add to Chrome" (above it says "remove from Chrome" because we already have the extension!) Follow the instructions to download the Archive.today extension. The Archive.today icon should appear in extension bar of your browser.
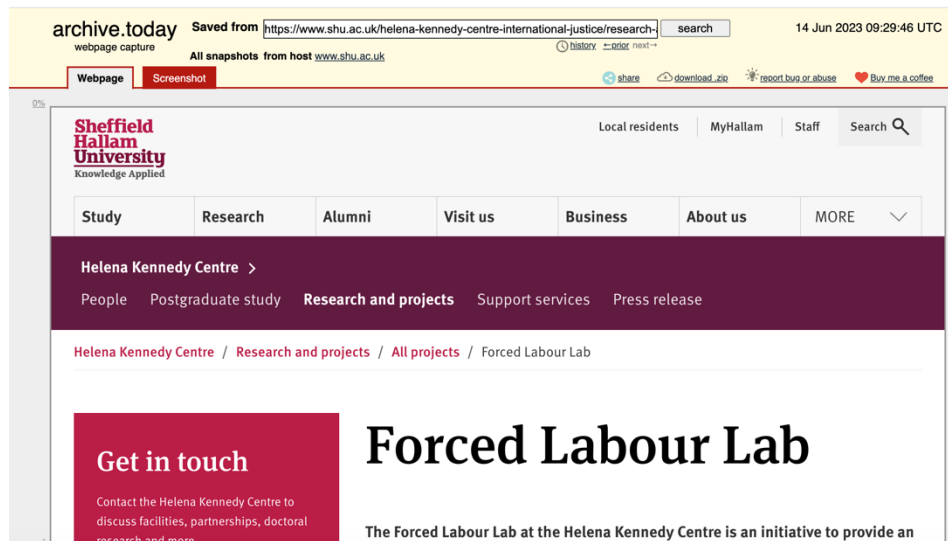

STEP 2: ARCHIVING WEBSITES

When you visit a page that has any information that might have a limited online lifespan, you need to deploy the extension – even if you are unsure whether it will be of use to you. With the target webpage open, click on the Archive.today extension icon. A new tab will automatically open. The archive will process your request and communicate which order you are in line before completely loading the page into the archive. Sometimes there is a very long queue. Do not fear. You do not have to watch it load.

Do not close the archive loading page before the process is complete.

At any time while the page is loading into the archive, you can copy the url from the search bar. This is the archived url. You can now use this url in your citations and share… even before the archive has completed loading! There is no need to watch the loading process or wait to cite the article. This link will soon be archived, and the archived url will be stable, even if the original site is erased from the internet. (The link can be used with or without the "wip" in the center of the url.)
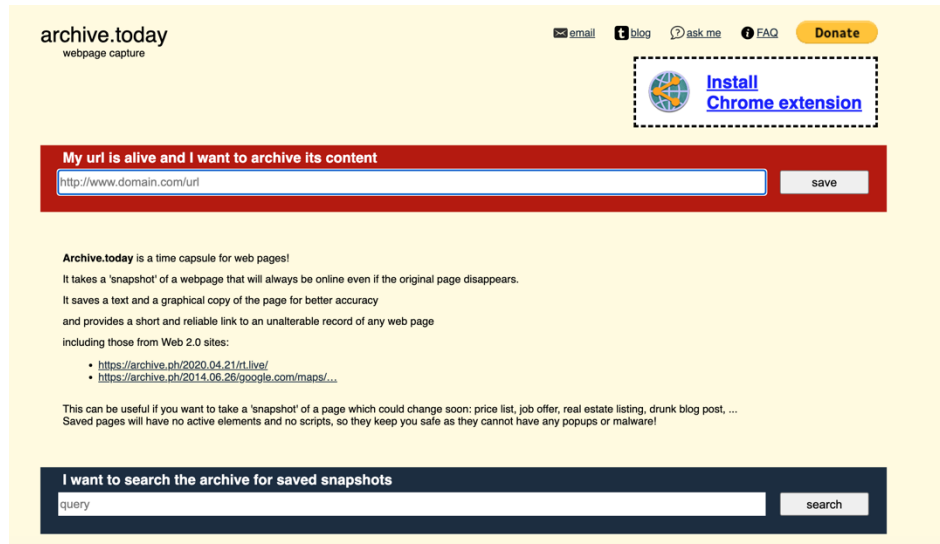
The archived version will include a snapshot of the page, as well as a link to the original site.

If the original website includes sliders, dynamic images or videos, or pdfs, those elements may not be saved. It is important to save a pdf, video, or other version of those parts of the website if they are important to your research. Sheffield Hallam typically posts those parts of our research to our report websites to ensure that others have access to them.
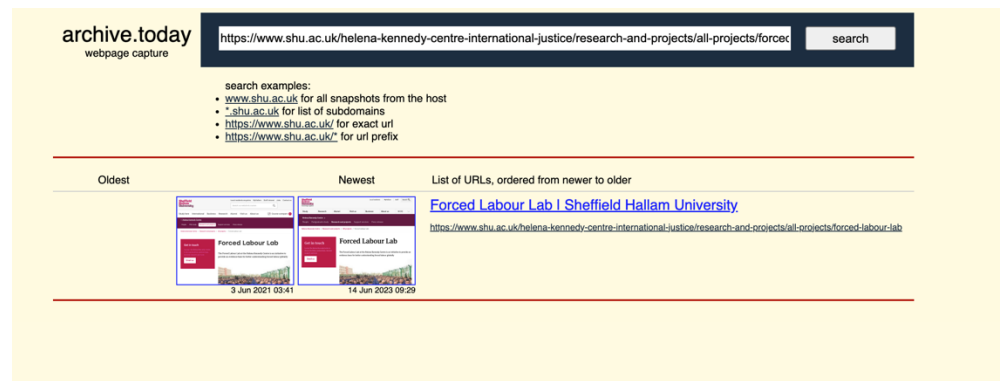
STEP 3: FINDING ARCHIVED WEBSITES

If you have saved a site on Archive.Today – or if anyone else has – it is findable on the site. Go to Archive.today, and paste any known url into the search bar under "I want to search the archive for saved snapshots."

Archive.today will take you to a page that lists the dates on which the site was saved, and you are asked to select the date on which you last saw the website or the version of the webpage yu are seeking, based on the day it was archived.

A search for a url on Archive.today may reveal different versions that have been saved by users over time.

Select the version that suits your needs, and it will take you to the archived page.

NOTE: ALTERNATIVES

Similar archiving and searching can be conducted on the [Wayback Machine](). If you are searching for a site you cannot find, it is often useful to search both sites for the relevant url.