

— ONTARIO —
VETERAN
—
COMMUNITY ARCHIVE

Before you Start Checklist:

- Identify images you would like to include with your submission.
- Scan photographs or documents and save as a .jpeg file. Try to save a high resolution file up to 5MB.
- Take digital photographs of artifacts save as a .jpeg file. Try to save a high resolution file up to 5MB.
- Record the veteran telling his/her own story of service. Save as an .mp3 file if audio and create a link to YouTube if a video file.

For information on how to create a YouTube link, please click [here](#), or see details in our Digitization Guide.

Hyperlink: <http://www.google.com/support/youtube/bin/answer.py?hl=en&answer=57924>

- See our *Tips and How to* section for more detail on collecting these items.
- Try to gather all necessary files into one folder and save to your desktop for easy access.
- It is important to have your materials ready before you start to create your profile as there is a set amount of time for the uploading process.

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