



### **Preparing a Compact Disk for COPH:**

- Use Mitsui Gold CD ONLY (the one provided in the oral history packet)
- Do **NOT** attach any label to CD; the CD should be free from any markings
- Download logo from COPH website for CD case insert
  - After creating insert, cut to fit CD jewel case (4.75 x 4.75 inches) and slip into cover

### *What to include:*

- Save all textual documents to CD in the most recent version of MS Word **AND** Rich Text Format (you should have two copies of each document)
- If you have a digital image, save to CD in TIFF **AND** JPEG format (you should have two copies of each image)
- On CD insert, provide list of the documents saved to CD

### *Example:*



OH\_\_\_\_\_

- photographs of Jane Smith
- field notes
- tape log
- verbatim oral history
- final version oral history