

Element		Readability	Comprehensibility	Presentation	Functionality	Look and Feel	Comments	Metadata retained	Metadata comments
<i>Definition</i>		<i>Text is legible</i>	<i>Text with some markup</i>	<i>All markup and graphics display correctly</i>	<i>Links work</i>	<i>Appearance and quality identical to original</i>		<i>Reasonable metadata retained</i>	
<b>Brief description of document</b>	<b>File type</b>								
Procedural document, 7 pages, in numbered paragraphs no images	.doc	Y	Y	Y	Y	N		Y	
Strategy document, 22 pages, images, tables, hyperlinks	.doc	Y	Y	N	Y	N	Image appears incorrectly on front page, table of contents does not appear, some images compressed, some images OK, enhanced windows metafile images do not display.	Y	Created, modified and last printed all correct.
Collegiate Council minutes, PDF text, one 'crest' image	.pdf	Y	Y	Y	N/A	Y	Indistinguishable from the original.	Y	All intact, author, created, modified etc.
Governance structure chart from University Intranet	.pdf	Y	Y	Y	N/A	Y	Indistinguishable from the original.	Y	All intact, author, created, modified etc.
Email thread regarding the issue of FOI requests via Twitter	.msg	N	N	N	N/A	N	Views as an XML file. Much of text is legible but significant lines of text lost.	Y	Title, author, recipient, time of email retained.

Element		Readability	Comprehensibility	Presentation	Functionality	Look and Feel	Comments	Metadata retained	Metadata comments
<i>Definition</i>		<i>Cell data extract</i>	<i>Cell data in correct positions</i>	<i>Fonts, Colours, Sizes, Cell formats</i>	<i>Cell data, formulas, graphs, charts, cell locations, nested worksheets</i>	<i>Same interface as original</i>	<i>Comments on the output / Dissemination Information Packages/ DIP</i>	<i>Reasonable metadata retained</i>	
<b>Brief description of document</b>	<b>File type</b>								
Annual University web statistics, one tab worksheet of stats and one tab worksheet of charts	.xls	Y	Y	Y	Y	Y	Look and feel of the charts is slightly different to original, but not enough to obscure presentation. Cannot view	Y	Created, modified present.
FOI response spreadsheet containing funding breakdown, % formulas and hyperlink	.xls	Y	Y	Y	Y	Y	All features of the file (except metadata) retained in this conversion/export.	N	Created and modified not retained.

Xena export - images

Element		Readability	Comprehensibility	Presentation	Comments	Metadata retained	Metadata comments
<i>Definition</i>		<i>Low resolution</i>	<i>Medium resolution</i>	<i>High resolution</i>		<i>Reasonable metadata retained</i>	
<b>Brief description of document</b>	File type						
Photo of University Records Manager used for intranet news item	.jpg		Y		Accurate reproduction.	N	Creation date in the Xena viewer but not in export
University logo	.jpg		Y		Accurate reproduction.	N	Creation date in the Xena viewer but not in export

Xena export - presentations

Element		Readability	Comprehensibility	Presentation	Functionality	Look and Feel	Comments	Metadata retained	Metadata comments
<i>Definition</i>		<i>Text is legible</i>	<i>Text with some markup</i>	<i>All markup and graphics display correctly</i>	<i>Links work</i>	<i>Appearance and quality identical to original</i>		<i>Reasonable metadata retained</i>	
Brief description of document	File type								
Records management presentation to a project management community of practice group, with animation and images	.ppt	Y	Y	N	N/A	N	Animation works. Some images compressed.	N	Created and modified not retained.
Information compliance training, with animation, links and images	.ppt	Y	Y	N	Y	Y	Most animation works, some do not. Essentially the same	Y	Retained created, modified, title, keywords

Element		Readability	Comprehensibility	Presentation	Functionality	Look and Feel	Comments	Metadata retained	Metadata comments
<i>Definition</i>		<i>Text is legible</i>	<i>Text with some markup</i>	<i>All markup and graphics display correctly</i>	<i>Links work</i>	<i>Appearance and quality identical to original</i>		<i>Reasonable metadata retained</i>	
<b>Brief description of document</b>	File type								
Email thread regarding the issue of FOI requests via Twitter	.msg	N	N	N	N/A	N	Views as an XML file. Much of text is legible but significant lines of text lost.	Y	Title, author, recipient, time of email retained.
Email thread regarding the issue of FOI requests via Twitter	.msg	N	N	N	N/A	N	Views as an XML file. Much of text is legible but significant lines of text lost.	Y	Title, author, recipients, time of email retained.
Email thread regarding the issue of FOI requests via Twitter	.msg	N	N	N	N	N	ERROR in conversion. 'Could not parse file. Please check that it a valid XENA file'	N	N
Email with no text but a PDF attachment	.msg	Y	N	N	N	N	Attachment opens successfully	Y	Title, author, recipients, time of email retained.