

# Uploading Files to Ontario's Past Portal

## Protocols and Support for Licensed Archaeologists Using Ontario's Past Portal

Most modules in Ontario's Past Portal (PastPort) require you to upload files in order to submit archeology-related documents to the ministry. Examples include archaeological licence applications, projects (Project Information Forms, or PIFs), and archaeological reports.

### File formats

Files that can be uploaded include:

- documents: pdf, rtf, doc, docx, plain text
- graphics: gif, jpeg, png, pdf, dwg, dxf
- spreadsheets: xls, xlsx

### File sizes

Please try to reduce individual files you submit to PastPort to less than 10 MB. Files must be no larger than 25 MB. The most significant reductions can usually be gained by compressing images inserted into the document. If you are having trouble meeting this limit, please contact us at [ArchaeologyReports@ontario.ca](mailto:ArchaeologyReports@ontario.ca).

### PDF security settings

Archeological reports must be in Adobe's Portable Document Format (PDF or PDF/A). Please use Acrobat version 8 or higher (the higher the version, the greater the ability to reduce file size). Scanned images of reports will not be accepted: the PDF must be generated directly from the original document file.

You may submit locked PIFs, but please ensure that, under the 'Security' settings for document properties, printing and content copying has been allowed. Any PDFs locked for printing or content copying will not be accepted.

The ministry will add the appropriate security to protect PDF documents made available through the register.

## PDF bookmarks

PDFs of archaeological reports should have bookmarks to help readers navigate between sections. Bookmark names should match section headings. See Section 7 in the *Standards and Guidelines for Consultant Archaeologists* for more details about report layout. PDF-generating software will automatically generate bookmarks from correctly formatted electronic documents. See your software documentation for details.

## File Names

The names of files uploaded to PastPort must:

- follow the format: PIF/Licence Number\*\_ Date\_ Document Type
- be less than 100 characters (as short as possible)

\* For report and report-related files, include the PIF number in the file name. For PIF- or licence-related files, include your licence number.

Document Type      Use these two-letter designators for the type of document:

CL	cover letter
RC	revised cover letter
DM	development map
SL	supporting letter
MP	map
OC	correspondence
OT	other
RE	report
RR	revised report
RS	revised supplementary documentation
SD	supplementary documentation

PIF Number      This is the Project Information Form (PIF) number associated with the report or related document.

Date      Single or double-digit day, three-letter abbreviation for month, four-digit year (e.g., 4Sep2013)

**Examples are on the next page.**

A Stage 1-2 archaeological assessment report submitted on October 5, 2013, under PIF number P987-030-2013 would be named:

P987-030-2013\_5Oct2013\_RE

The Supplementary Documentation for a Stage 1-3 archaeological assessment report submitted on September 5, 2013, under PIF numbers P987-030-2013 and P987-032-2013 would be named:

P987-030-2013\_P987-032-2013\_5Sep2013\_SD

A map for a PIF submitted by licensee P987 on August 10, 2013, would be named:

P987\_10Aug2013\_MP

### **More Information**

For help on uploading electronic files to PastPort, contact the PastPort webmaster at 416-314-7143 during business hours. Outside of business hours, please email [Archaeology@ontario.ca](mailto:Archaeology@ontario.ca).