GROUP NICKNAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. Indicate in the following table the result of the study (differences in the metadata). Observe the example of the first line. Value: 0.10 points**

|  |  |  |  |
| --- | --- | --- | --- |
| **File** | **Metadata** | **Original** | **Variation** |
| *Balance Shooting Star 2013 Xls.xlsx* | *Modified Date* | *3/6/2014 5:11:19 PM* | *10/13/2014 4:51:50 PM* |
| *Balance Shooting Star 2013 Xls.xlsx* | *Document Parts* | *Feuilles de calcul* | *Hojas de cálculo* |
| *Balance Shooting Star 2013 Xls.xlsx* | *Modified By* | *SHOOTING STAR* | *Juan* |
| *Características Plata Coloidal FOLLETO 8.doc* | *Creation Date* | *9/20/2010*  *4:37:00 AM* | *10/13/2014*  *4:56:00 PM* |
| *Características Plata Coloidal FOLLETO 8.doc* | Last Print Time | 8/1/2010  12:30:00 AM | 10/13/2014  4:55:00 PM |
| *Características Plata Coloidal FOLLETO 8.doc* | Modified By | Hernan Pacheco A | Juan |
| *Características Plata Coloidal FOLLETO 8.doc* | Modified Date | 1/6/2011  1:54:00 AM | 10/13/2014  4:56:00 PM |
| *Características Plata Coloidal FOLLETO 8.doc* | Number of Characters with Gaps | 5190  6121 | 5191  6122 |
| *Características Plata Coloidal FOLLETO 8.doc* | Review | 4 | 2 |
| *Características Plata Coloidal FOLLETO 8.doc* | Total Editing Time Minutes | 3 minutes | 1 minutes |
| *Contabilidad General Para Hosteleria.doc* | *Application: Values* | *Microsoft Office Word* | *OpenOffice* |
| *Contabilidad General Para Hosteleria.doc* | *Codification: Values* | Latin I | Unknown |
| *Contabilidad General Para Hosteleria.doc* | “Company” folder | Present | Doesn’t even appear |
| *Contabilidad General Para Hosteleria.doc* | CompObjUserType: Values | Documento Microsoft Office Word | Microsoft Word-Dokument |
| *Contabilidad General Para Hosteleria.doc* | “HeadingPairs” folder | Present | Doesn’t even appear |
| *Contabilidad General Para Hosteleria.doc* | LastPrintTime: Values | 5/3/2006 9:53:00 PM | 10/13/2014 5:24:00 PM |
| *Contabilidad General Para Hosteleria.doc* | “Lines” folder | Present | Doesn’t even appear |
| *Contabilidad General Para Hosteleria.doc* | “LinksUpToDate” folder | Present | Doesn’t even appear |
| *Contabilidad General Para Hosteleria.doc* | “NumberOfCharactersWithGaps” folder | Present | Doesn’t even appear |
| *Contabilidad General Para Hosteleria.doc* | “NumberOfPages” folder | Present | Doesn’t even appear |
| *Contabilidad General Para Hosteleria.doc* | “NumberOfParagraphs” folder | Present | Doesn’t even appear |
| *Contabilidad General Para Hosteleria.doc* | “NumberOfWords” folder | Present | Doesn’t even appear |
| *Contabilidad General Para Hosteleria.doc* | “OperatingSystems” folder | Present | Doesn’t even appear |
| *Contabilidad General Para Hosteleria.doc* | “PartsTitle” folder | Present | Doesn’t even appear |
| *Contabilidad General Para Hosteleria.doc* | “Scale” folder | Present | Doesn’t even appear |
| *Contabilidad General Para Hosteleria.doc* | “SecurityClassification” folder | Present | Doesn’t even appear |
| *Contabilidad General Para Hosteleria.doc* | “Version” folder | Present | Doesn’t even appear |
| *Plantilla Excel Presupuesto Para La Casa Muy Bueno Xls1* | Application | Microsoft Office | OpenOffice |
| *Plantilla Excel Presupuesto Para La Casa Muy Bueno Xls1* | Author | Juan | Juan |
| *Plantilla Excel Presupuesto Para La Casa Muy Bueno Xls1* | Codification | Latin 1 | Unknown |
| *Plantilla Excel Presupuesto Para La Casa Muy Bueno Xls1* | Company | MS Corporation | - |
| *Plantilla Excel Presupuesto Para La Casa Muy Bueno Xls1* | CompObjUserType | Hoja de cálculo Microsoft Office Excel 2003 | Microsoft Excel 97 Tabelle |
| *Plantilla Excel Presupuesto Para La Casa Muy Bueno Xls1* | Creation Date | 5/18/2001  12:29:33 AM | 10/13/2014  6:07:55 PM |
| *Plantilla Excel Presupuesto Para La Casa Muy Bueno Xls1* | HeadingPairs | Hojas de cálculo 2 Rangos con nombre 1 | - |
| *Plantilla Excel Presupuesto Para La Casa Muy Bueno Xls1* | LastPrintTime | 2/4/2003  8:15:17 PM | - |
| *Plantilla Excel Presupuesto Para La Casa Muy Bueno Xls1* | LinksUpToDate | false | - |
| *Plantilla Excel Presupuesto Para La Casa Muy Bueno Xls1* | ModifiedBy | Juan | Juanito Piñuelos |
| *Plantilla Excel Presupuesto Para La Casa Muy Bueno Xls1* | ModifiedDate | 10/13/2014  5:34:42 PM | 10/13/2014  6:09:44 PM |
| *Plantilla Excel Presupuesto Para La Casa Muy Bueno Xls1* | OperatingSystem | Windows 7 | - |
| *Plantilla Excel Presupuesto Para La Casa Muy Bueno Xls1* | PartsTitle | Presupuesto familiar Hoja 1 | - |
| *Plantilla Excel Presupuesto Para La Casa Muy Bueno Xls1* | Printer | Acrobat Distiller | - |
| *Plantilla Excel Presupuesto Para La Casa Muy Bueno Xls1* | Scale | false | - |
| *Plantilla Excel Presupuesto Para La Casa Muy Bueno Xls1* | Security Classification | 0 | - |
| *Plantilla Excel Presupuesto Para La Casa Muy Bueno Xls1* | UserDefinedProperties | TemplateID: TC01045514302 | TemplateID: TC010455143082 |
| *Plantilla Excel Presupuesto Para La Casa Muy Bueno Xls1* | Version | 12.0 | - |
| *Plantilla Excel Presupuesto Para La Casa Muy Bueno Xls1* | Review | - | 3 |
| *Plantilla Excel Presupuesto Para La Casa Muy Bueno Xls1* | Title | - | Mi hojita |
| *Plantilla Excel Presupuesto Para La Casa Muy Bueno Xls1* | Total Ending Time Minutes | - | 0 minutes |

**2. Considerations that may affect the study: Value: 0.05 points**

Some documents, such as “Balance Shooting Star 2013” (13-10-2014) in both versions, “Características Plata Coloidal FOLLETO 8” (13-10-2014) in both versions and “Plantilla Excel Presupuesto Para La Casa Muy Bueno Xls1” (13-10-2014) also in both versions. These files has been modified after 12-10-2014.

To modify metadata, there are some tools as Exiftool but you can also modify the date of your computer using the BIOS.

You can also erase the data or properties by having local access in the computer where you created the data.

**3. Legal references: what legislation do you think you should consider? Value: 0.05 points**

**Artículo 42 del Real Decreto 1671/2009 and Real Decreto 4/2010:** provide the definition for metadata and the minimum required metadata for organization and distribution of documents emitted by official institutions.

**The e-EMGDE schematic( Esquema de Metadatos para la Gestión del Documento Electrónico):** further develops on the technical aspects and requirements of metadata, such as definition or purpose.

https://administracionelectronica.gob.es/pae\_Home/pae\_Estrategias/Archivo\_electronico/pae\_Metadatos.html

**4. Technical references: what other tools do you think useful, in addition to the indicated one? Value: 0.05 points**

As an example, they can mention things like:

<http://www.sleuthkit.org/sleuthkit/>

Library and collection of command line tools that allow you to investigate disk images. The main functionality is the data of the file system. It allows to incorporate additional modules.

<https://www.get-metadata.com/>

<https://www.extractmetadata.com/>

<https://www.sno.phy.queensu.ca/~phil/exiftool/>

Group Nickname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Members:

|  |  |
| --- | --- |
| Name: | Surname: |
| Name: | Surname: |
| Name: | Surname: |
| Name: | Surname: |