



Creating Communities

Digitization Handbook

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Introduction

The purpose of this handbook is to offer guidance, procedures and to provide minimum digital imaging recommendations for the Creating Communities project. The primary goal of the Creating Communities digitization lab is to create high quality preservation master images of various types of materials. This handbook covers all aspects of the archival digitization scanning and metadata capture processes. Digital technology and industry standards are constantly changing; therefore this handbook should be viewed as a continually evolving document. The handbook has been developed in order to:

1. Ensure a consistent and high level of image quality.
2. Decrease the likelihood of rescanning in the future by promoting best practices for conversion of materials into a long-term preservation digital format.
3. Ensure that the unique archival characteristics of the various types of source documents are understood and that specific scanning requirements and approaches are met for these materials.

What is addressed in this handbook:

- Scanning benchmark and file format recommendations for text, photographs, maps and graphic materials.
- Quality control, file naming, scanner settings, monitor calibration, and storing images.
- Epson and Indus scanning instructions.
- Workflow.
- Metadata and access standards.

There is no one "ideal" resolution or solution to scan all materials. Resolutions should be adjusted based on the size, quality, condition and uses of the document. Scanning should be at the highest resolution that is affordable for a master file, but there is no advantage to scanning at a resolution higher than what is needed to capture the amount of detail on the original. Scanning at too high of a resolution may also make it harder to view or read the image.

The idea behind scanning standards for a master file is to create as faithful a reproduction of the original as possible. Frame or mount areas should be scanned and when there is information on the back of the original that is relevant, a scan should be made of that information as well.

Documents and photographs are generally not scanned at a fixed resolution but instead at a fixed number of pixels across the longest side. The appropriate resolution is determined by dividing the desired number of pixels (e.g. 6000) by the number of inches on the long side of the document (e.g. 11 inches for an 8.5x11 inch document). $6000/11 = 545$ (round up to the nearest 100). So an 8.5x11 inch document would be scanned at 600 ppi. Again, this will be adjusted according to the type of document and this information will be found in the benchmark table in this handbook. Scan the entire original document, including the frame or mount areas, but always use the image area to determine resolution. Master images should always be created and stored as TIFF files.

This handbook has drawn upon the following sources:

- Western States Digital Imaging Best Practices, Version 1.0, January 2003.
- BCR's CDP Digital Imaging Best Practices Version 2.0, June 2008.

- NARA Technical Guidelines for Digitizing Archival Materials for Electronic Access: Creation of Production Master Files, U.S. National Archives and Records Administration, June 2004.
- IFLA, Guidelines For Digitization Projects, March 2002.
- University of Virginia Community Digitization, October 2004.
- Library of Congress Technical Standards for Digital Conversion of Text and Graphic Materials.
- Moving Theory into Practice: Digital Imaging for Libraries and Archives, Anne R. Kenney & Oya Y. Rieger, 2000.

Office Archival Procedures

General Lab Rules and Scanning Instructions

Care of the collections and materials is vital and correct handling is an important part of the digitization process. These specific care and handling guidelines are to be used by the digitization technician staff to aid in the digitization of the Creating Communities collections and the City and County of Denver records.

General Material and Handling

- No food or beverages in the scanning areas
- Please keep scanning areas clean and uncluttered and make sure there is plenty of room in your workspace to accommodate the material you are working on
- No pens near collections or materials, pencils only
- Cotton gloves should be used to handle most items—this will protect paper and other materials from grease, oils and dirt on bare hands. Gloves, however, can make fine work like turning pages more difficult—please use discretion
- Please make sure hands are clean at all times by washing them regularly
- Adhere to archival standards and procedures such as handling brittle or delicate materials with care
 - Be careful when moving fragile items from storage enclosures
 - Never use collection items as a work surface
 - Avoid direct handling or touching of surface areas
 - Make sure items are fully supported at all times
 - Do not stack different items together such as books and photos
 - If you need to mark a page use a piece of clean white paper—no Post It™ or sticky notes
 - Transport items as much as possible in their folders or enclosures
 - Remove paper clips, pins or string carefully
 - Return items to their storage areas at the end of the day
- Ask for help in positioning heavy or large ledgers and books onto the Bookeye scanner if needed
- While efficiency and precision is important, do not rush or speed through a scanning job or while handling materials

Scanner Care and Cleaning

- Make sure scanners are warmed up before use
- Cleaning of scanners
 - Make sure that scanner beds are clean before use
 - Use anti-static brush (Staticum)
 - Do NOT use paper towels or commercial cleaners such as Windex™ (which contain ammonia) to clean scanner beds
 - Use a soft cotton cloth and spray minimally onto cloth with water bottle
 - *See note below to check quality of cleaning procedure
- Make sure applications are closed and equipment is turned off after end of shift or day
- No downloading of outside software/content onto lab computers
- *To check the cleanliness of the scanner, open the scanner's lid, and scan (at 100 ppi) a large area of "nothing". Don't put anything on the glass, simply scan nothing with the lid fully open. You will get an all-black image, there is nothing to reflect the light back to the scanner. View it both at Actual image size, and also view it reduced to fit on the screen. Do you see any faint haze or cloudy areas? White spots seen may be dust on the glass, or it may be noise. Dust spots are in repeatable locations, noise spots will vary from scan to scan.*

Manuscript Material Handling

A manuscript collection can include sheet music, notebooks, diaries, correspondence, reports, drafts, maps, plans, charts, photographs, pamphlets, forms and faxes.

- Scanner bed should be clean before scanning
- Remove any staples or pins before scanning
- Wrinkled or folded items should be smoothed out by gentle pressure with your fingers and palms. If items are severely crumpled and damaged see the digitization clerk
- Make sure items are fully supported at all times

Photographic Materials Handling

- Ensure glass of the flat-bed scanner is clean
- Photographic emulsions are easily scratched and need to be protected when handling more than one photograph at a time. Protect them by separating them or interleaving them - ideally with archival materials. Avoid placing on top of each other
- Never use metal pins, staples, paper clips, rubber bands or adhesive tape directly in contact with photographic materials
- Use a soft brush or blower brush to remove loose dirt or dust

Map Handling

- Be aware that maps and plans are difficult to handle because they are large. Make sure there is enough space to handle and work with them and ask for help if needed
- Be careful when unfolding and refolding
- Do not make new folds in maps or plans, as this will damage them

Book Handling

- Ask for help in positioning heavy or large ledgers and books
- Never invert or place a book face down onto the flatbed scanner or Bookeye scanner.
- Most books will be prepared and cleaned by the digitization clerk for scanning but if problems arise bring it to his attention
- Large oversize books or ledgers should be laid horizontally in stacks of not more than two or three high and avoid carrying too many books at once—try to use a book cart
- Handle books with clean hands or white gloves (using white gloves on brittle or fragile pages may cause damage—use discretion)
- Do not pull a book by its headcap (top of book spine), this may cause it to break
- Always use a book support, such as a book cradle when opening a book or ledger on a flat surface. This will provide protection and support for the book covers and book structure
- Support an open book or ledger in your hands by its covers and spine
- Keep loose parts (internal or external) of a book or ledger that fall off with the book or volume and see the digitization clerk

Creating Communities Image Capture Benchmarks for Preservation Masters

Image/Epson Document Types	Epson Settings	Bit Depth	Color Mode	Resolution ppi	Scale	Notes/ Examples
Reflective						
B&W text only, high contrast, no color **	<u>Setting 1</u>	1-bit	Bitonal (B&W)	600 ppi	100%	Documents, books with no illustrations
Text where color is not vital, handwritten, low contrast, fading, poor legibility or diffuse characters	8-bit, <u>Setting 2</u> 16-bit, <u>Setting 3</u>	8-bit/Larger printed text 16-bit/smaller printed text	Grayscale	4000 across the long dimension	100%	Brochures, letters
Text where color or background is vital or important to the interpretation of the content	<u>Setting 4</u>	48-bit	Color	4000 across the long dimension	100%	Brochures, letters
B&W text with B&W illustrations or graphics where color is not vital	<u>Setting 5</u>	16-bit	Grayscale	6000 across the long dimension	100%	Brochures, letters, pamphlets
Graphic materials with color graphic content, illustrations, graphs, drawings	<u>Setting 6</u>	48-bit	Color	6000 across the long dimension	100%	Color documents, artwork, illustrations
B&W Maps	<u>Setting 7</u>	16-bit	Grayscale	8000 on the long dimension with maximum of 600 ppi. Round up ppi.	100%	
Color Maps	<u>Setting 8</u>	48-bit	Color	8000 on the long dimension with maximum of 600 ppi. Round up ppi.	100%	
B&W Photographs up to 8x10 or smaller *	No standard setting	16-bit	Grayscale	4000 across the long dimension	100%	Digitize backs of photographs as a separate image file if there is significant information on the back that may not be included elsewhere
B&W Photographs larger than 8x10, up to 11x14*	No standard setting	16-bit	Grayscale	6000 across the long dimension 8000 for photos larger than 11x14	100%	
Color Photographs up to 8x10 or smaller *	No standard setting	48-bit	Color	4000 across the long dimension	100%	
Color Photographs larger than 8x10, up to 11x14 *	No standard setting	48-bit	Color	6000 across the long dimension 8000 for photos larger than 11x14	100%	

As of August 2008

- ALL scanned images must be done in TIFF format
- * Rule of thumb - The smaller the document the larger the ppi, the larger the document the smaller the ppi
- No compression on any documents or images

- Exclude mounts and borders when measuring across the long dimension of an image area, but capture the border or mount during scan (this insures full capture of the record)
- ** Some printed black and white text will require grayscale or color for the following reasons:
 - Pages are badly stained
 - Paper has darkened to the extent that it is difficult to threshold the information to pure black and white pixels
 - Pages contain complex graphics or important contextual information (e.g., embossments, annotations)
 - Pages contain color information (e.g., different colored inks)

Indus Bookeye 3 Image Capture Benchmarks

Image/Bookeye Document Types	Bit Depth	Color Mode	Resolution ppi	Scale	Notes/Examples
Reflective					
B&W text only, high contrast, no color **	1-bit	Bitonal (B&W)	400 ppi	100%	Documents, books with no illustrations
Text where color is not vital, handwritten, low contrast, fading, poor legibility or diffuse characters	8-bit	Grayscale	4000 across the long dimension or maximum 400 ppi	100%	Brochures, letters, handwritten ledger or assessor books
Text where color or background is vital or important to the interpretation of the content	24-bit	Color	4000 across the long dimension or maximum 400 ppi	100%	Brochures, letters
Graphic materials with color graphic content, illustrations, graphs, drawings	24-bit	Color	4000 across the long dimension or maximum 400 ppi	100%	Color documents, artwork, illustrations
B&W Maps	8-bit	Grayscale	8000 on the long dimension with maximum of 400 ppi. Round up ppi.	100%	
Color Maps	24-bit	Color	8000 on the long dimension with maximum of 400 ppi. Round up ppi.	100%	
B&W Photographs up to 8x10 or smaller *	8-bit	Grayscale	400 ppi	100%	Digitize backs of photographs as separate image file (or include in multi-tiff file) if there is significant information on the back that may not be included elsewhere
B&W Photographs larger than 8x10, up to 11x14 *	8-bit	Grayscale	400 ppi	100%	
Color Photographs up to 8x10 or smaller *	24-bit	Color	400 ppi	100%	
Color Photographs Larger than 8, up to 11x14 *	24-bit	Color	400 ppi	100%	

*Maximum ppi for the Bookeye scanner is 600, maximum bit size is 24; no16 bit is available.
Do not use 600 ppi for scanning. See below.

--When the resolution is set at 300 dpi or 400 dpi, the image is the result of true optical resolution.

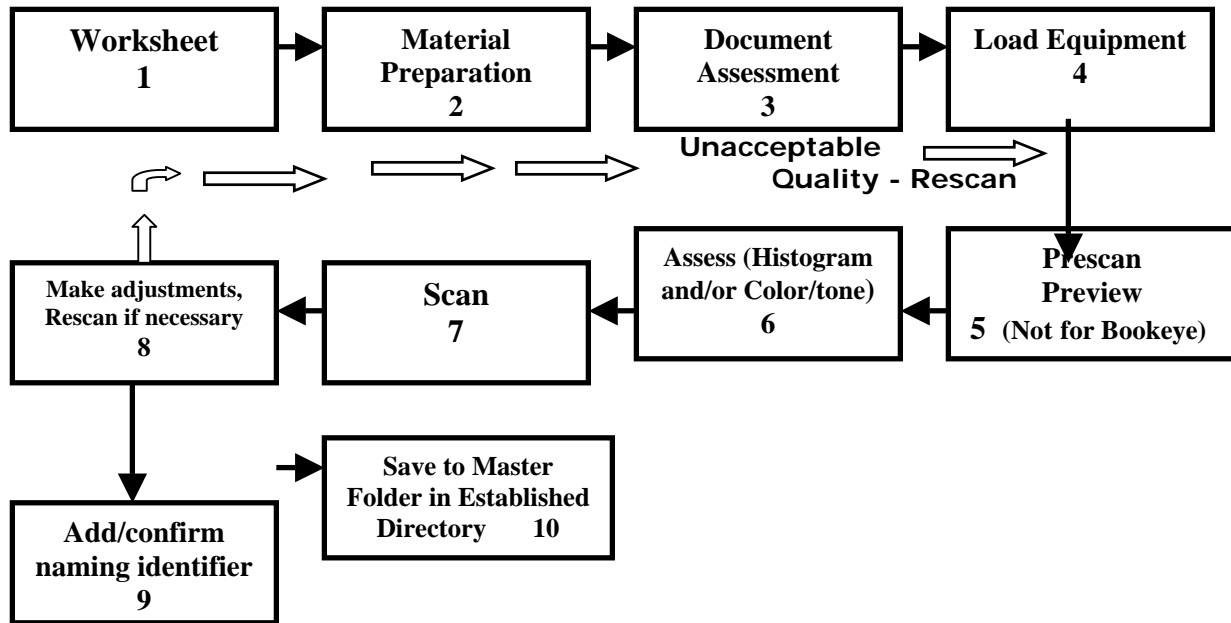
--When the resolution is set at 600 dpi, the image is the result of a 400 dpi image interpolated up to 600 dpi resolution.

--When the resolution is set at 200 dpi, the image is the result of a 300 dpi image interpolated down to 200 dpi resolution.

Workflows

1. Worksheet
 - Obtain daily digitization worksheet from digitization clerk.
 - Plan, discuss and/or fill out appropriate areas of the daily scanning worksheet.
 - Keep each worksheet with the appropriate documents to be scanned.
2. Material preparation
 - Prepare materials according to archival handling guidelines criteria.
 - Prepare appropriate scanner for scanning of documents.
3. Document assessment
 - Assess the condition of the document.
 - Determine type of document and what scanner settings or benchmarks need to be used.
 - Determine if the document or text, where color or background is vital or important to the interpretation of the content needs to be retained.
 - Determine if other criteria needs to be considered when assessing the document to improve image quality.
 - Determine if a histogram needs to be used to improve the image quality of the document.
4. Load equipment
 - Make sure scanners are clean, warmed up, scanning software is open and worksheets and materials are in order.
5. Prescan preview (Epson scanner)
 - View prescan image in Epson scanner. There is no prescan in the Bookeye scanner.
 - Adjust or choose settings.
 - Adjust histogram if necessary.
 - Adjust or choose marquee.
 - Enter correct file name/identifier as well as correct numerical sequence.
6. Assess image
 - Adjust histogram or color and tone if necessary.
7. Scan
 - Scan document.
 - Save scanned document.
8. Review scanned document in document viewer (see page 72, Quality Control).
 - If unacceptable, document may need to be rescanned.
 - Make adjustments to scanner software if necessary.
 - Rescan.
9. Confirm or add naming identifier.
 - Make sure file name is correct.
 - Make sure numerical sequence is correct.
10. Save to master folder in established directory.
 - Save file to a master folder on scanning computer.
 - Backup scanned files on L drive throughout the day.
 - Make sure all files are on L drive at the end of the day.
 - Input metadata into CC Data and appropriate template spreadsheet.
 - Return materials and documents to the digitization clerk to be reshelved.
 - Upload files to the Digital Asset Management System.

Workflow Diagram for Epson and Bookeye Scanners



File Naming Conventions

File naming is very important for system compatibility, interoperability and to claim ownership of the digital image or asset. Consistency in file naming is critical, and established naming conventions must always be used. There will be different file naming conventions for the various components of the project. For instance, the Creating Communities portion of the project will use example #1 below.

Example 1. Used with Creating Communities documents

cc_dpl_ph_000001_001.tif

cc = Creating Communities (project name)

dpl = Denver Public Library (institution name)

ph = Neighborhood name (Park Hill)

000001 = Object id

.001 = Part designator, if applicable (Used to identify a two or more part file, for example the back of a photograph or for the use of a multi-part document such as a brochure or pamphlet)

.tif = 3 letter file extension (this will be put automatically at the end of the file by the Epson software. Do not use the .img extension)

The Assessor Records will use the example below:

Example 2. Used with Assessor Records

cc_dpl_AR01_AdamsGarden_B37.tif

cc = Creating Communities (project name)

dpl = Denver Public Library (institution name)

AR01 = Assessor Records (Book number 1)

AdamsGarden = Subdivision

B37 = Block #

.tif = 3 letter file extension (this will be put automatically at the end of the file by the Epson software. Do not use the .img extension)

Neighborhood abbreviations:

Auraria = **aur**

Barnum = **bar**

Capitol Hill = **ch**

Five Points = **fp**

Park Hill = **ph**

University Park = **up**

West Colfax = **wc**

Partner abbreviations:

University of Denver = **du**

University of Colorado at Denver = **ucd**

Colorado Historical Society = **chs**

AARL Blair-Caldwell = **bcl**

When naming files in the Epson scanner only type in the 6 numeral **object id** after the neighborhood name in the prefix name box followed by an underscore “_” (see example below). Make sure that the correct start number matches the current scan at all times. It should be reset to “001” with each new scan unless it is a multi-part document such as a brochure. It is very important that the start number is correct and matches the prefix box file name, so periodically check to make sure that the start number in the start number box is numerically correct.

File Name (Prefix + 3-digit number)

Prefix: Start Number:

File names should **not** exceed 31 characters. If a file is longer than 31 characters (this may happen in the Assessor Records as well as future file naming conventions) truncate or leave off the last few letters of the main name. For example you may have to truncate "AdamsGarden" to "AdamsGar".

Always use lower case letters in file naming and the file extension.

Avoid characters such as symbols and spaces.

Leading 0's will be used to facilitate sorting in numerical order (following a numerical schema).

Quality Control

There are many attributes to a successful image scan of an archival master. If these attributes are met, then a recapture or rescan will not be necessary. Things to look for during the visual inspection of the archival master may include:

- Image is correct
- Image is the correct resolution
- File name is correct
- File format is correct
- Image is in correct bit depth and color mode
- No loss of detail in highlight or shadows
- No excessive noise especially in dark areas or shadows
- Even tonal values, no flare
- Correct focus
- Not pixilated
- Excessive dust spots or other objects
- No digital artifacts (such as very regular, straight lines across picture)
- Image not cropped
- Image not rotated or reversed
- Correct color balance
- Histogram:
 - No spikes or clipping
 - No tonal values lower than 9 or higher than 247 unless settings outside this range will be necessary to improve the image

If any of the above quality issues are noted in the master scan, correct scanning software settings and rescan rather than manipulating the master post-capture

Monitor Calibration

For optimal viewing of master file scans, monitors should be set to the following calibrations:

- Set to 32 (bit) millions of colors
- Set monitor Gamma at 2.2
- Color temperature of 5500° K for LCD monitors

These calibrations should be performed regular basis. You will need to use the Monaco Ezcolor™ software program to calibrate the lab computers.

Image Creation

Quick Review of Epson Scanning Procedures

Preparation:

- Calibrate the scanner and monitor if necessary
- Using soft bristle brush, brush off scanner glass
- Open scanning software and use the macro settings for specific materials

Scanning:

- Place item on scanner
- Scan item

Quality Check:

- Try to place each item squarely on the scanner glass with the correct orientation. The image can be rotated later in Photoshop but any rotation will slightly degrade the image so it is best to avoid this if possible. Rescan if the image has not been correctly placed.
- Make sure the image is straight

Review image at 100%:

- Check for any dust or debris on scanner bed
- Check overall image quality—color, exposure, contrast and focus
- Check for noise in the scanned file (odd patterns, dots, reflections, etc.)
- Check for moiré patterns resulting from the scanning of printed material
- If any of the above quality issues are noted in the master scan, correct scanning software settings and rescan rather than manipulating the master post-capture

Saving:

- Conduct final visual review of the master before saving
- Name each master file according to predetermined naming conventions if not done beforehand
- Save to Master folder in the established directory

Epson Scanner Instructions for scanning documents and photographs

- Maximum document size is 12 x 17 inches for the scanner bed.
- The term “Document and image” in this guide refers to both text and photographic materials and are interchangeable.
- **Settings with an * are to be used for every scan.**

Scanning to a file with Epson Scan

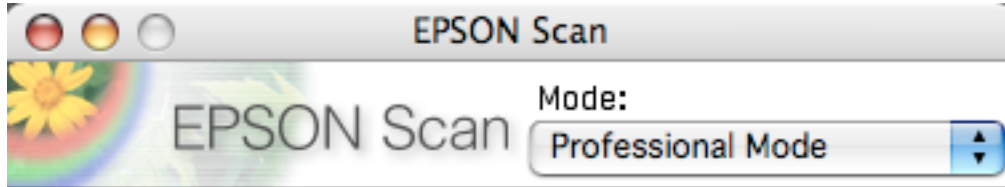
- Use this method to scan in “standalone” mode to scan documents directly to a file on the computer hard drive without the use of image editing software such as Photoshop.
- **Note:** For scans with a setting name, use appropriate setting number for preset scans (see benchmark chart).
 1. Turn on Dell computers.
 2. Turn on Epson Scanner. Make sure it is warmed up before use. A continuous green light will show to indicate it is warmed up. Open cover, place document on scanner.
 3. Place in the upper-left corner, aligning the document with the edges of the glass.
 4. Carefully close the cover, being careful not to move the document.

- If document edges do not scan properly, move the document in about 1/16 of an inch from the edge of the glass.
- Select Epson scanner in menu or on desktop. Open Epson Scanner software.

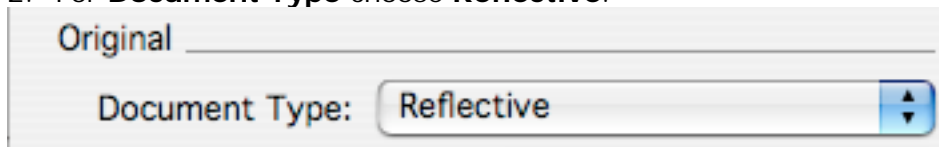
Settings

Note: You may have to scroll down to see all of the settings in the Epson window.

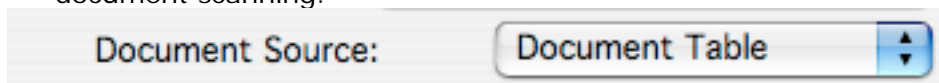
- Make sure **Scan Mode** is set to **Professional Mode**. *



- For **Document Type** choose **Reflective**. *



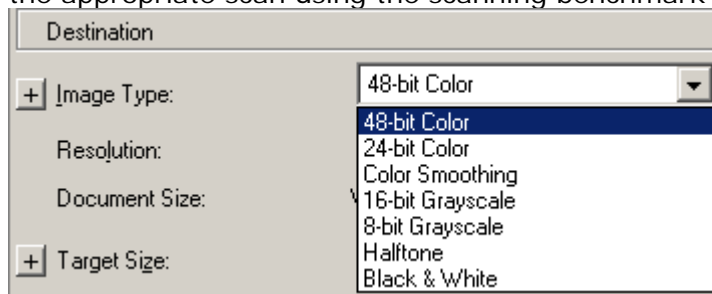
- For Document source settings use Document table for flat-bed scanning or **ADF** (Automatic Document Feeder) **Single-sided** or **ADF Double-sided** for multi-feed document scanning.



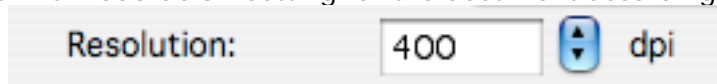
- For **Auto Exposure Type**, choose **Document** or **Photo** setting to match the type of document.



- Under the **Destination** setting, choose a color depth from the **Image Type** menu for the appropriate scan using the scanning benchmark table.

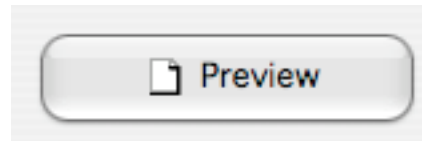
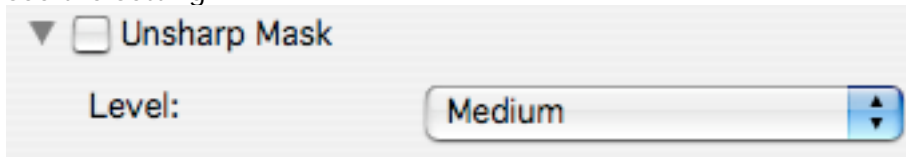


- Always keep **Image Type** as **Best** under the + **Image type** Windows options icon.
- Choose from the menu or type in a **Resolution** setting for the document according to



the scan benchmark table.

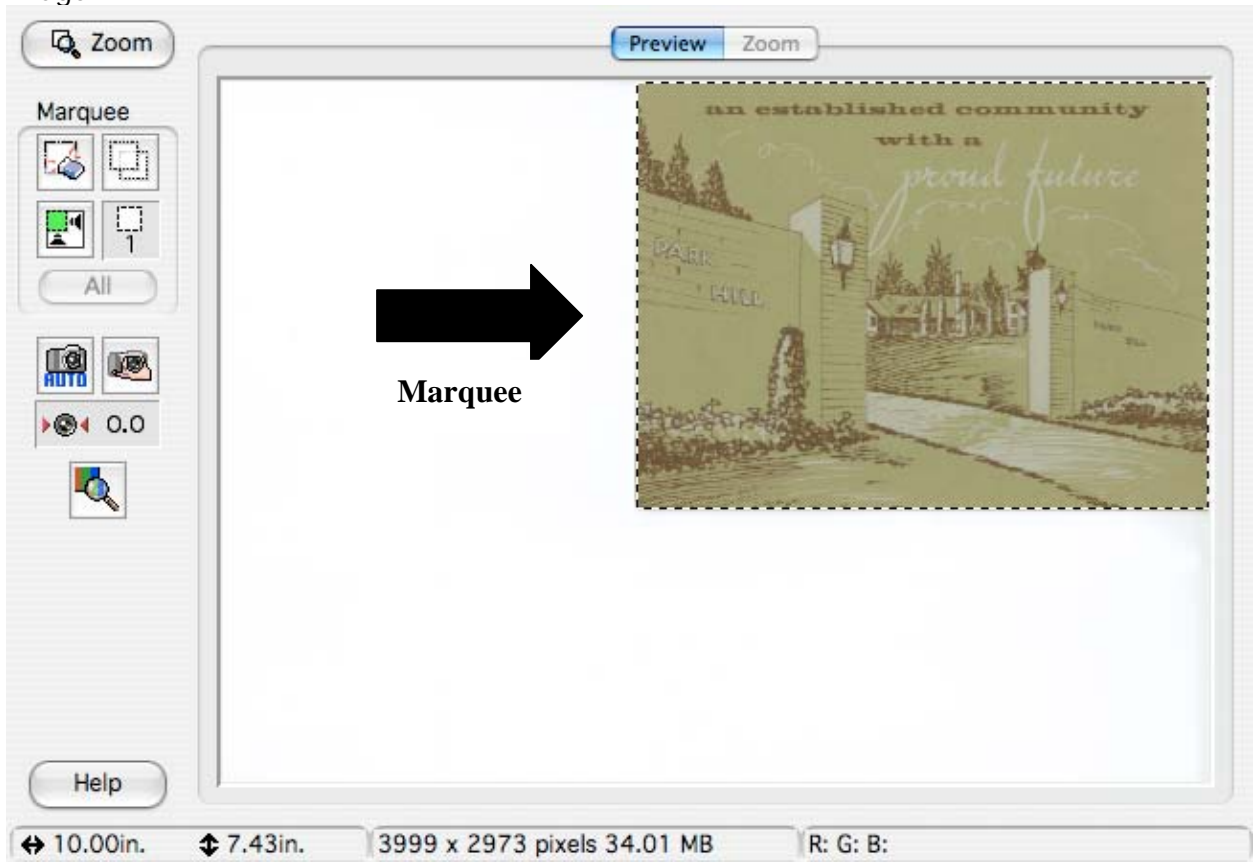
8. Uncheck the **Unsharp Mask**. Check **Descreening**. You may have to scroll down to see the setting.



9. Click **Preview** to see a preview of your scan.

10. Click the **Auto locate** button in the preview window to automatically select the image.

Auto locate
button



Size of Document (Quick view)



Size of document file (Quick view)

Moving and Resizing Marquees

If the marquee does not cover the entire document image, you can move or resize the marquee if necessary.

- To move the marquee, place the cursor within its borders. When the cursor turns to a hand symbol, click and drag the marquee to a new position. Hold down the **Shift** key to limit movement to the horizontal or vertical directions.
- To resize the marquee, place the cursor on its edge or corner. When the cursor turns into an arrow symbol, click and drag to resize the selection area. Hold down the **Shift** key to resize the marquee proportionally.

1. For best results, make sure that all parts of the image you want to scan are selected. The purpose of creating the Master file is to create as faithful a reproduction of the original as possible, therefore the frame or mount areas of a document or image should be scanned and when there is any relevant information on the back of the original, scan the back also. The back of the image should have the same naming convention number as the image. Do this by creating a multi-page TIFF. Use this also for a multi-part document such as a brochure or pamphlet. Do not include white space around the image.

2. Alternatively if you know the size of the document, you can create a marquee with the exact proportions. On the Epson scan screen, select **Target Size** (under the



Destination Settings), and then click the icon to choose either portrait or landscape orientation. Move and resize the marquee as needed.

3. **Modifying Images (if necessary)**

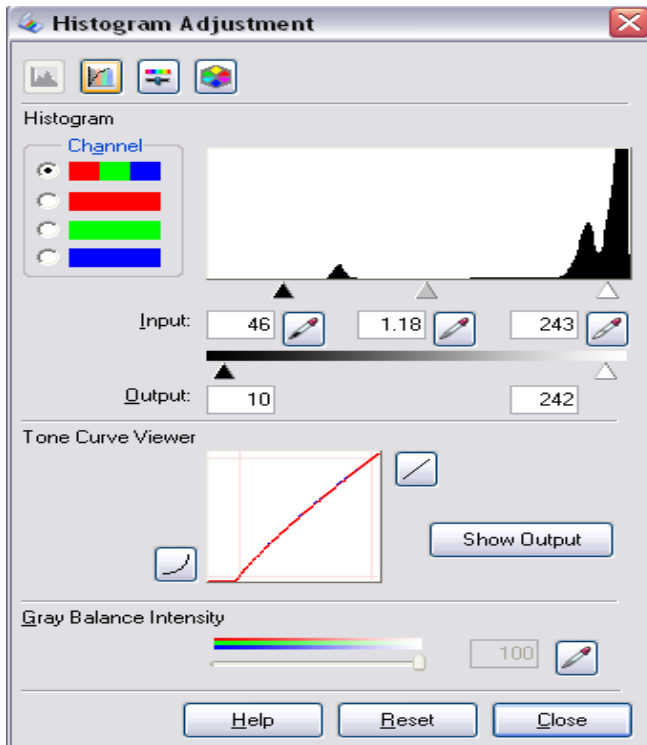


4. **Auto Adjust:** If needed, click this button to apply the color management settings and have the software determine the best exposure and color balance for the scan. **Note:** This usually will not be necessary, as the scanner will use the current Monaco EZ color profile.

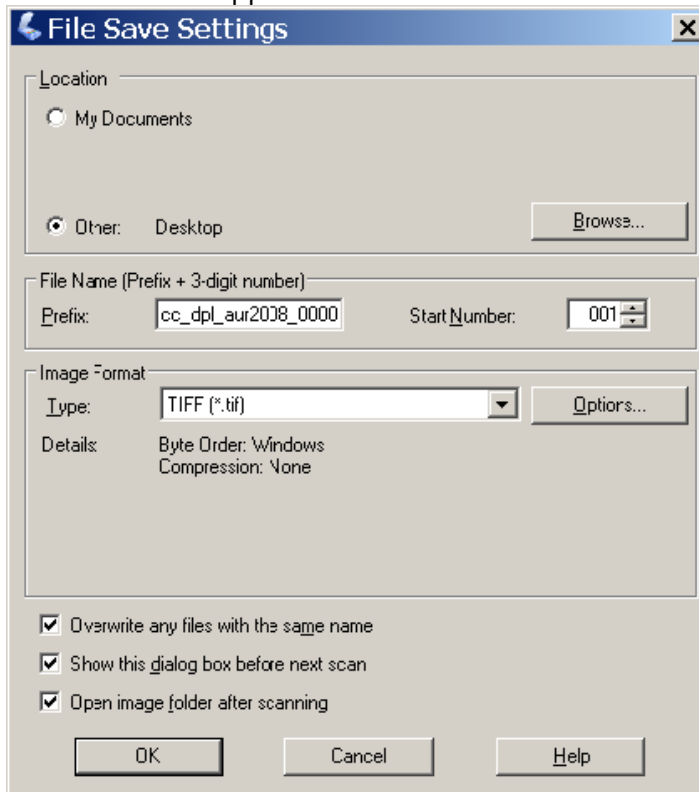


5. **Histogram Adjustment:** If needed, click this button to adjust the highlight, shadow, and gamma inputs.

6. For most scans the scanner defaults to **10-245** on the histogram scale for both input and output. Most likely you will keep the histogram on this setting unless the documents colors are far from the original. You may have to experiment with this by sliding the B&W and gray points to find the true color.



7. Click **Scan**.
8. This screen appears:



9. Select the **location** destination where the scanned file is to be saved.

10. Type in the name of the file in the **Prefix** field. Make sure **Start Number** matches the image or document being scanned. **Note:** Follow naming conventions (See File Naming conventions, page 51).
11. Choose TIFF as image type in **Image Format** menu field.
12. Keep Show this dialog box before the next scan and Open image folder after scanning checked. Do check Overwrite any files with the same name.
13. Click OK.

View scanned image in the imaging application or destination folder.

Using the Automatic Document Feeder (ADF)

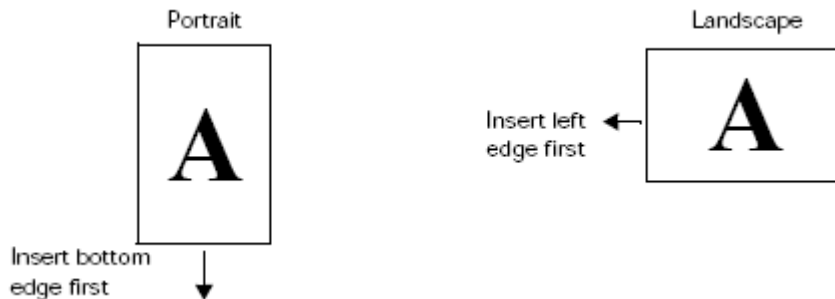
ADF allows feeding of multi-page documents as well as scanning of single or double-sided pages. The ADF can hold up to 100 pages of paper, up to a total thickness of about ½ inch. Do not load paper about top line white arrow on the side of the tray. **Note:** Do not feed valuable or fragile documents into the ADF.

Make sure the document:

- Has no holes or cut out areas.
- Is not ripped or wrinkled.
- Has no staples or other objects that may damage the feeder.
- Have no folds near the edge.
- Is not a multipart form.
- Is not bound.
- Has no carbon coating.

Loading

1. Arrange the pages of the document into a stack.
2. If necessary, slide the edge guide out of the way, then place the stack face-up on the ADF's input tray.
3. Insert it short end first until it meets resistance. Do not force it into the ADF.
4. **Do not** feed photographs or artwork into the ADF
5. For **Portrait mode**: insert bottom edge first.



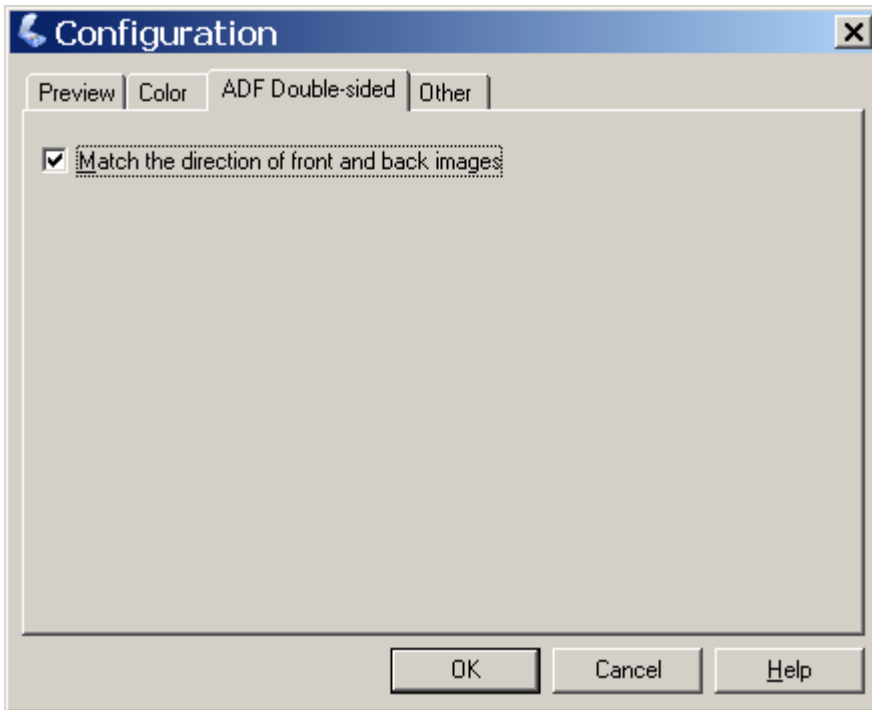
6. For **Landscape mode**: Insert left edge first.
7. Slide the edge guide flush against the stack, but not too tightly. If pages are long, extend the paper tray support.

Note: Pages are ejected facedown, keeping them in their original order.

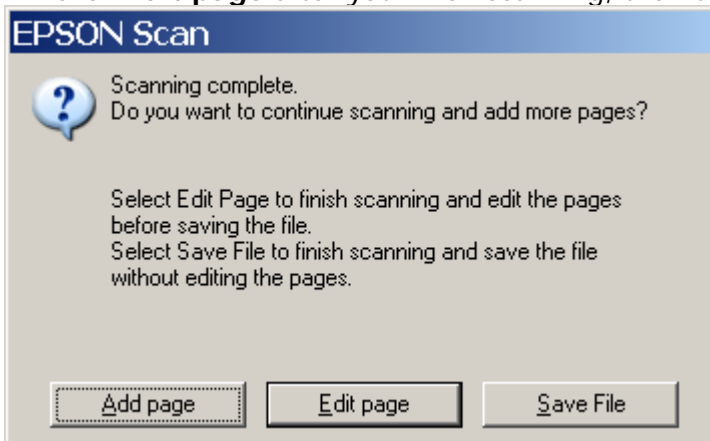
Scanning with the ADF

1. In the **Document Source** setting (see # 6), select **ADF-Single-sided** or **ADF-Double-sided** as appropriate for the document. Make sure there are no documents on the scanner glass. When scanning double-sided documents, you can automatically orient the front and back images of each page the same way (right side up) after scanning. Click the **Configuration** button, select the **ADF Double-sided** tab, and choose **Match the directions of the front and back images**.

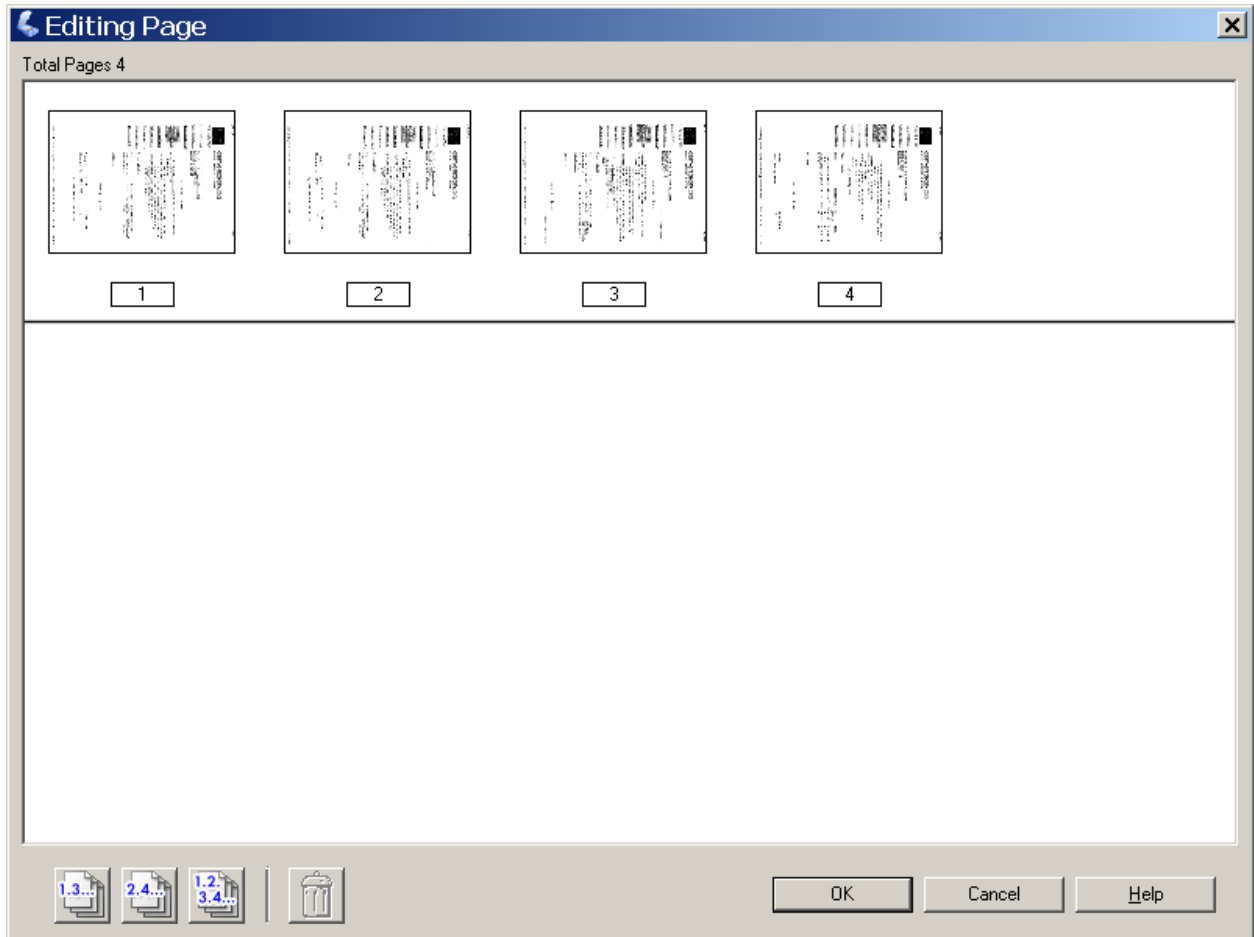
2. When using the **prescan** feature in ADF, the scanner will feed one or two copies that will be prescanned and ejected. Make sure to put them back in the original position when you first loaded the documents and then press **scan**.



3. When you scan multi-page documents and save them as one Multi-TIFF file, you can change the order, rotate or delete pages as necessary before saving them. Click **Edit page** after you finish scanning, then use the icons to edit as necessary.



4. Use the **Edit page** to review your documents.

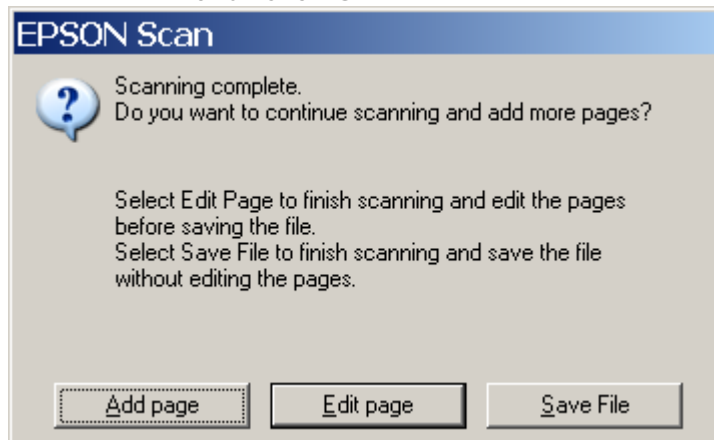


For information about clearing **paper jams** see **page 61** in the Epson scanner manual.

Scanning Multi-page TIFF images

This setting should be used for a multi-page or multi-part document such as a brochure or pamphlet which will be scanned as one digital object. **Note:** Follow naming conventions (See File Naming Conventions, page 55).

1. Follow scanning **steps 4 - 17**.
2. When **File Save Settings** appears click **Image Format Type**, choose **Multi-TIFF** in menu. Click **OK**.



3. When Epson Scan page appears click **Add page**. Click **Scan**. Continue **Add page** and click scan until document is fully scanned.
4. When multi-page scanning is complete click **Edit** or **Save File**.

Bookeye Scanner Quick Reference

(Getting to Know Helga/Bookeye Scanner)

Starting

1. Begin by powering on the scanner by pushing the green **Start** button
2. Once the scanner is on, start the Bookeye BCS-2 application
3. If prompted, select the Indus 5005 scanner by clicking
 - i. **Scanner** > **Select a scanner...**
4. Begin a scan job by either selecting an existing order or creating a new order
 - i. **Order** > **Select...** or **Order** > **Create...**
 - ii. *Order type should always be "Standard"

Settings

Below are a few settings to check each time you start up for the day or start a new order.

Settings on the BCS-2 computer screen:

1. In the bottom right corner of the computer screen check that it reads **(HI)** for high quality scans and **(TIFF)** instead of jpg. To change these settings click
 - i. Scanner > Network Scanner Settings...
 - ii. Check the **High-Quality-Modus** box under **Mode**
 - iii. Check the **TIFF** option under **File Format**

THE BOXES ACROSS THE TOP OF THE SCREEN SHOULD READ

- iv. **Standard** for Order type and **Manual/Panel** for Format
- v. *You will adjust the Format (size of area to be scanned) on the scanner panel.
2. Double check that the DPI is correct and that the Curve Correction feature is on or off (depending on the document being scanned).

Settings on the scanner panel:

1. Select the **Format** at which you wish to scan
 - i. **A1** will scan the entire surface
2. **Auto** will try to detect the edge of the paper and crop to that spot – this option can be problematic or the best choice depending on the document scanned
3. Select the **Pages** option you want
4. **Single** scans the desired scan format as one image
5. **Left/Right** will crop to either side with the scanner guessing at the center line*
6. **Both** will scan as the Single option does, but will auto-crop them into two separate pages in BCS-2 by guessing at the center line*
7. ***SINGLE** IS ALMOST ALWAYS THE BEST OPTION, AS YOU CAN CROP TO THE EXACT PAGE SIZE YOU DESIRE IN POST-SCAN EDITING.
8. Select the desired color mode and adjust the book cradles as needed

Scanning

1. To begin scanning click the **Scan** button on the computer screen
 - i. *There is no preview function for this scanner
2. Push the green **Start** button to scan the document
 - i. (this scanner requires you to press start in two places - on the computer screen first and then the green button or foot pedal on the scanner)

Keep in mind that Helga (Bookeye) has a mind of her own and might not do what you've asked her to do. With a little patience and trial and error, you will probably be able to get what you're looking for.

Editing

1. Use the keyboard shortcuts (listed below) to deskew (straighten) and crop the image
 - i. Rotate the image by clicking Image > Rotate...
2. Use the image editing toolbar to tweak the lightness/darkness and contrast of an image. To save the changes made, click the green arrow. One can "undo" the changes before clicking the green arrow by clicking once on the thumbnail of the page.
 - i. Undo changes that have been made and set in place by clicking the green arrow by the usual Ctrl + Z or *Edit > Undo...*
3. If the auto-deskew doesn't do what you want it to do, you can use the custom deskew option from within the image toolbar.
4. Make sure the page order is correct, and all the pages are scanned for the Multi-page TIFF and you are ready to save!

Editing Shortcuts

- **F2-** *Show image at actual size*
- **F5** -*Fit image to screen*
- **F7-** *Deskew image*
- **F11-** *Show/Hide page split line*
- **Shift + F11-** *Show/Hide crop (masking) box*

*** for splitting the page and cropping, set up the box/line where you want it and the push "Enter" on the keyboard**

Note: DO NOT use the F9 function key for any reason. This commands the printer to print all of your scans.

To move up and down in the thumbnails of pages in the order, click on one thumbnail and navigate using the *Page Up* and *Page Down* keys on your keyboard.

Saving

1. Click the **Stop** button on the computer screen. This will bring up the list of existing orders.
2. Select the order you have been working in so that it is highlighted in gray.
3. Click "**Multi-page TIFF**" and save in the appropriate place.

** This will save all of the pages currently in your order, in the order they are listed as one multi-page TIFF. The order will stay in the list of orders unchanged. This same order can be selected and opened again to start a new file by deleting the pages from the last save and scanning new pages in. See Helpful Tip #2 below.*

To save all the pages in a scan order as separate TIFFs instead of one multi-page TIFF, simply select *File > Save...* You will not have control over the naming of the files, but you can choose the appropriate folder in which to save them.

Powering Off

The platforms must be moved to the down position before shutting the scanner off.

To turn the scanner off press and hold the red **Stop** button until the scanner says “*Shut down in process*”

To force quit the scanner, first try holding down the red **Stop** button for 10 seconds, if nothing happens hold down the green **Start** button. This will force the scanner to shut down. Power off by flipping the power switch on the back of that scanner and wait a few seconds before starting it up again.

Helpful Tips

Remember *never* to pull apart the platforms until you have raised them up off of the base.

If you delete all the pages in an order, the order is deleted and you will have to start a new order from scratch. Usually it is easier to leave the order open between files and just delete all but one page until the first scan from the new file is made. Then it is safe to go back and delete the remaining page from the previous file.

Pay attention to the page order on the left and remember that the page you scan will be inserted after the page that has a red box around it. Make sure that your scanned page is going where you want it!

If your pages unintentionally get out of order, you cannot just drag and drop the thumbnails to adjust the pagination. BCS-2 does, however, allow you to copy and paste pages within the order. To reposition a page, copy it from the wrong location and paste it in the correct position by first clicking on the preceding page and clicking *Ctrl+V*.

Do not forget to delete the duplicate page in the incorrect place.

There is NO undo option for cropping or deleting a page. You will have to re-scan the affected or lost page. Be careful not to leave a crop box or splitting line up as it is very easy to lean on the enter key and lose a number of pages.

If Helga is cutting off the edges of a document you can place a sheet of white paper so that it sticks out from the edge of the book and she'll behave better. Sometimes doodling on the edge closest to the document will help her pick it all up.

See above for keyboard shortcuts.

Scanner Adjustments

These adjustments are to be done once a month and will maintain the integrity of Helga's scans. There are a number of adjustments that can be done, but only a few that will need to be done regularly.

1. Begin by turning on the scanner
2. Open an internet browser window on the computer
3. Type **192.168.1.50** in the address bar
4. Click *Setup Device*
5. Select *Poweruser* as the login level. Both the username and password are “poweruser”
6. Select the *Adjustments* button under *Adjustments & Support*
7. Follow the instructions on the screen for the adjustments listed below:
 - i. Auto Focus
 - ii. Laser Check
 - iii. White Balance

Indus Bookeye 3 Scanner Setup and Starting Instructions

The Bookeye 3 scanner has three main hardware elements:

- The main body with two book cradle plates attached.
- Two lamps.
- The camera neck and head.

Starting the Bookeye 3 scanner

If the device has been used before and was constantly connected to power, the display will show the message:

**Standby
Press Start button** and the green **START** field above the **Start** button is illuminated.



Picture 3: Display before power up

If the device was previously disconnected from the main power supply, the standby message might not be visible. As long as the green **START** field above the **Start** button is illuminated, the scanner can still be powered up by pressing the **Start** button.

**Standby
Press Start button** Press the **Start** button. The background light immediately lights up indicating that the device is starting.

The **START** field becomes dark and the **STOP** field will light up.

The next message in the display is:

**System check
Please wait** The message is indicated for some seconds. Meanwhile the device performs the basic hardware and software checks.

followed by:

**BE3-SCL-R1
Firmware 4.56** This is the device name followed by the firmware version

At this point during the power up cycle, the display will show:

**RESET NETWORK
CONFIGURATION ?** for one second.

If the **Start** button is pressed during this interval, the display shows:

ARE YOU SURE ? If the **Start** button is pressed again in the next three seconds the IP address, gateway and subnet mask are all reset to their factory defaults.

This procedure is followed by:

MECHANICS CHECK
192.168.1.50

Indicates, that the test for the motors and for the end position switches is running. The second line shows the IP address.

If the tests end successful, the display shows:

HARDWARE CHECK
192.168.1.50

Indicates the test of all remaining hardware components. The second line shows the IP address.

When the power-up test sequence is finished error free, the display shows the final message.

Ready to scan

After the device has powered up, the **Start** button has a second function. It can be used to delay a scan until the button is pressed in one of the application software scan modes.

Stopping the Bookeye® 3 scanner

If the **Stop** button is pressed at any time the scanner is idle, the display will at first show the message:

Prepare to shut down

The message is displayed for two seconds before the device is powered down. If the button is released before the time has elapsed, nothing happens.

If the button is held the display reads:

Shut down in progress

The device actually powers down. This is additionally announced by the sound "Power down".

At the end of the power down sequence the backlight turns off and the display reads:

Standby
Press Start button

Important: If for any reason the Bookeye®3 scanner does not respond to the application and the keyboard, the start key can power down the device, regardless of the processor status. To achieve this, the start button must be held for **at least** six seconds.

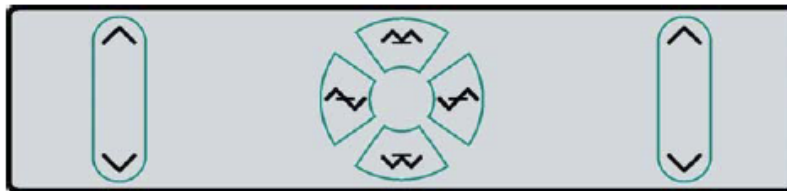
The motorized book cradle is easily and safely operated. Two driving element on each side move the wooden cradle plates upwards. If the book cradle is lowered and something blocks its way down, only the weight of the plate and eventually part of the weight of a book will squeeze the object. The driving element will only move if the appropriate key is pressed.



Safety Note!


Always lower the book cradle to its home position before power off.

Book Cradle Control Keys





Picture 5: Book cradle Control Keys



Operating one plate of the book cradle:

	<p>Left cradle up/down and/or Right cradle up/down</p> <p>The control key on the outer side moves the corresponding cradle up and down independently of the other cradle plate.</p>
---	--

Operating both plates at the same time:

	<p>Cradles up</p> <p>This key moves both plates upwards exactly in synchronization.</p>
	<p>Cradles down</p> <p>This key moves both plates down exactly in synchronization.</p>

Once a book has been balanced on the two book cradles, the compensator keys are used to compensate between the two sides. That means, the surface of the book is at the same height on both sides. The right compensator key operates identically on the right cradle.

	<p>Left compensator</p> <p>The left compensator key lifts the left cradle and lowers the right cradle at the same time.</p>
	<p>Right compensator</p> <p>The right compensator key lifts the right cradle and lowers the left cradle at the same time.</p>

Note: If the home position (lowest) of a cradle is reached, it stops automatically. An acoustical click notifies the user of the fact that the end position is reached. If the highest possible position is reached, it will also stop and generate the same click.

Operating the Book Cradle

First lower both cradles to their home position. Place a book on the right plate, open the book cover and raise the left cradle until it fully supports the left book cover. This is the reference position.



Picture 6: Book cradle at start

If the optional glass plate is used, lift both cradles up until they reach the glass plate. Use only the Cradles up / Cradles down keys for this, as they keep the balance between the cradles. Move up until the glass plate is exactly horizontal, while manually applying some pressure on the book.



Picture 7: Book cradle at start with glass plate option

Note: Watch the small opening (see arrows in picture below) between the glass plate's frame and the cradle. If the distance is equal on the upper and lower side, the glass plate is in the horizontal position.



Picture 8: Horizontal alignment check

After the reference position is reached, use only the left and right compensation keys while advancing through the book.

This will ensure that the distance of the book's surface stays constant through the entire process and will therefore guarantee exactly the same resolution and size on all pages.



Picture 9: Book cradle in the middle of the book

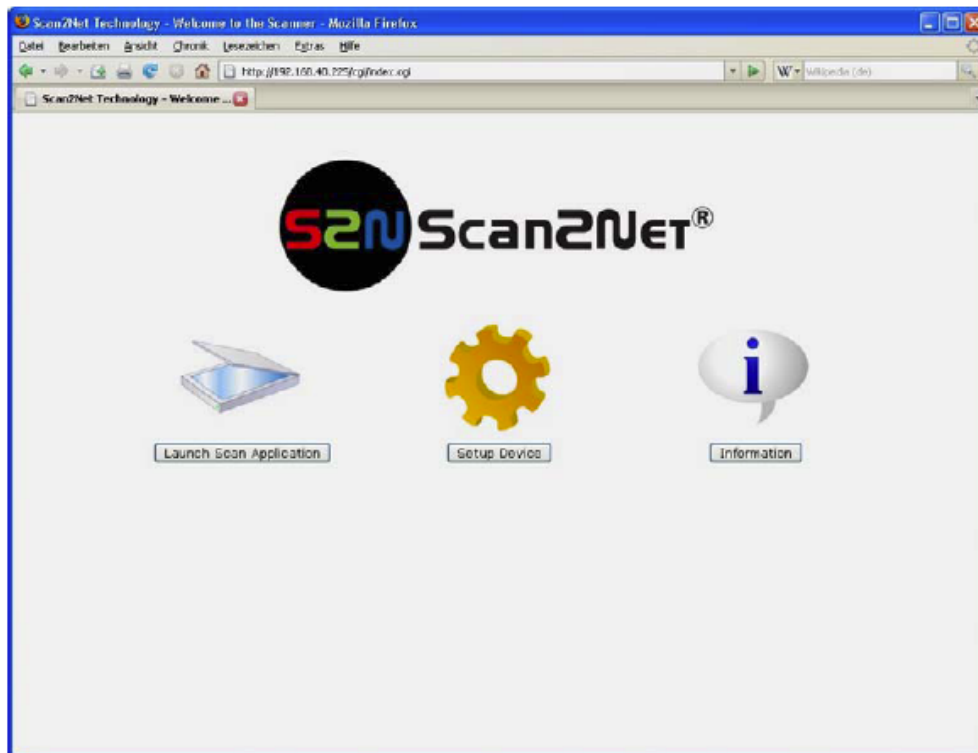
The Integrated User Interface

Essentially, the scanner is a web server and comes with its own HTML based user interface. To access a Scan2Net scanner, any standard web browser can be utilized.

Start your browser.

Enter the IP address of the scanner. The default IP address of the scanner: **192.168.1.50**

The following start screen of the integrated user interface will be displayed.



Picture 10: Start screen

Click the button **Launch Scan Application**.

Note: User name and passwords to log in are: **Username:** Poweruser **Password:** Poweruser

Calibration of white balance and auto-focus

Follow the instructions above to access the Scan 2 net software.

1. Once the above screen opens, click **Setup Device**
2. Click on **adjustments**
3. This brings you to the white balance and auto-focus links where you will be able to walk through the instructions for calibration.

Launching the Software

When launching the program the driver for the selected scanner is loaded. If a necessary file cannot be found, an error message will appear, showing the name and supposed location of the missing file. The appropriate file can then be inserted, for example using Windows Explorer. After the program was successfully started you will see the main window of BCS-2®.

Organization of the Main Window

BCS-2®'s organization is based on the common interface found in many Windows programs. Beneath the "Title Bar", which displays the installed version of the software and which Order-Mode the program is in, is the "Menu Bar":

File Edit Order View Image Scanner Extras Administration MyBib Help

Each of the important menus of the "Menu Bar" are described in its own chapter in this manual.

Beneath the "Menu Bar" is the "Button Bar".

The "Button Bar" gives quick access to the most important functions of the program. The buttons are sorted into groups of "similar" functions. Should the meaning of a button be unclear, move the cursor over that button. This will immediately make a short description appear in the status bar at the bottom of the program window. If your cursor rests over the button for a short time, a small yellow window will appear giving a brief description of the button (Mouse-Over-Effect).

Note: When working with the BCS-2® software, the buttons of the "Button Bar" are the quickest and most convenient way to use functions, for example to rotate an image by 90 degrees. If a section in the manual discusses a function that can also be activated by a button, the appropriate button will also be mentioned at that time.

Beneath the "Button Bar" is the "Dropdown Bar", with which all significant settings concerning the scan process can be adjusted.

Beneath the "Dropdown Bar" is the "Workspace" of BCS-2®, which is made up of two parts:

On the right side, each opened or scanned image is displayed in a separate window. At the same time the left side will display thumbnails of all open images, sorted vertically, for quick access.

Dropdown Bar Settings

The available options (from left to right):

- Pressing the "**Scan**" button will create a single scan, if the Order-Type "**Single**" is selected (the Order-Type for single scans). The scanned image will appear on the left as a thumbnail and on the right in its own window. If a different Order-Type is set, pressing the button "**Scan**" will create a new order. This will also start a new scan if "**Start with Program**" has been selected in the order options.
- **The Order-Type** can be selected in the first dropdown menu.
- The second dropdown menu can be used to select the **format** of the document that is to be scanned. The document you wish to scan should be placed in the appropriate area of the scanner.
- The third dropdown menu adjusts the **resolution**. Changing the resolution will directly affect the size and quality of the created image file.
- The fourth dropdown menu (the active menu in the above screenshot)
- changes the **page setup**. The orientation can be set to either portrait (vertical format) or landscape (horizontal format).

- If the checkbox "**Bright, at Scanner**" is checked, brightness and contrast can be adjusted directly at the scanner.
- If the checkbox "**Bright, at Scanner**" is not checked, brightness and contrast can be adjusted using the two **sliders**. How much the sliders can be adjusted depends on the selected scanner.
- If the scanner in use has a document feeder, checking the "**ADF**" box will activate it.

Edit Image Context Menu

The "**Edit Image Context Menu**" is opened by right clicking on an image in the workspace. This menu contains standard options such as zooming in and out, rotating, despeckle, etc.

Grayscale	F8
Despeckel	F6
Deskew	F7
Whiten Black Borders	
Toggle Manual Page Splitting	F11
Toggle Mask	SHIFT+F1
Toggle Manual Page Splitting with Inner Margin	
Toggle Mask with Splitting Line	
Undo	Ctrl+Z
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V

All menu points shown above can also be accessed via the menus in the menu bar and are documented at the appropriate point in the Bookeye 3 manual.

Caution: The edit image context menu will change for certain image editing options (for example if masking or page splitting is activated).

Choosing Order-Type and Order-Mode

In order to process a scan order with BCS-2® it is necessary that an Order-Type is selected. To do so, simply select the appropriate Order-Type from the dropdown menu in the dropdown bar in the BCS-2® main window. Actual work with the scan order now takes place in the Order-Mode (Order-Type → Order-Mode), with the exception of the Order-Type "Single", which is a stand-alone scan-type/mode.

Before an order is created, the order options should be looked over and if necessary adjusted.

Caution: The terms "Order-Type" and "Order-Mode" are often used synonymously, but this has no effect on the explanations in the manual:

The selection of the Order-Type simply puts the program into the corresponding Order-Mode of the same type and name. For example, if the Order-Type "Standard" is selected, you will be working in the "Standard" Order-Mode when you start a new order.

Working in the Order-Mode

Caution: Make sure you are in the desired Order-Mode! The Order-Mode is defined by the Order-Type (see above).

Creating an Order

1. By selecting the menu point "Create" in the "Order" menu, an order of the type currently selected in the dropdown bar will be created.
2. Clicking the "Scan" button will also initiate a new scan order.

- i. After an order has been started, the Order Bar will appear directly beneath where the "Scan" button used to be, which has now disappeared there and moved down into the Order Bar.

Order Bar

This bar contains the following options:

- **"SCAN": AS BEFORE, THE SCANNING PROCESS CAN BE STARTED WITH THIS BUTTON. ALTERNATIVELY, THE KEY BINDING CTRL+S CAN BE USED TO START SCANNING.**
- **SHOULD A SCAN NOT COME OUT AS DESIRED, IT CAN ALWAYS BE REMOVED BY SELECTING THE APPROPRIATE THUMBNAIL OF THE SCAN, AND PRESSING THE DEL KEY, OR THE CORRESPONDING BUTTON IN THE BUTTON BAR.**
- In all Order-Modes except the "Single" type, a removal confirmation request will appear. If an image is to be inserted at a certain position, the thumbnail after which the new image is to be inserted needs to be selected. Now all new scans will be inserted behind the selected image. By default the last image is always selected, and all new scans are added at the end of the current images.

Press the **Button bar icon** for deleting an image:

- **"Rescan"**: The Image currently selected by thumbnail will be res-canned, and the new image will replace the old one. Index information and other metadata like OCR texts are carried over to the rescan, and do not need to be re-created/edited.
- **"New Order"**: The current order will be closed and a new order of the currently selected Order-Type will be created.

The Order Bar contains two more areas:

- **"Status"**: Here the current page of the order, as well as the total number of pages of the order is displayed. Furthermore, the cumulative size of the scan order is displayed in kilobyte. In the yellow box the current pagination level, i.e. page number of the active page is shown.
- In the box on the very right, beneath the Order-Type ("**Standard**") is the job number, followed by the indexes.

Ending the Order-Mode

To end the Order-Mode, simply click the **"Stop"** button in the order bar. The order will conclude and the order window with the order list will appear. Alternatively you can end the Order-Mode by pressing the ESC key.

The Order Window and Order List

The **Order Window** with the **Order List** opens when either an Order-Mode is stopped or by selecting the **"Select..."** menu point in the **"Order"** menu. Here scan orders are managed and processed.

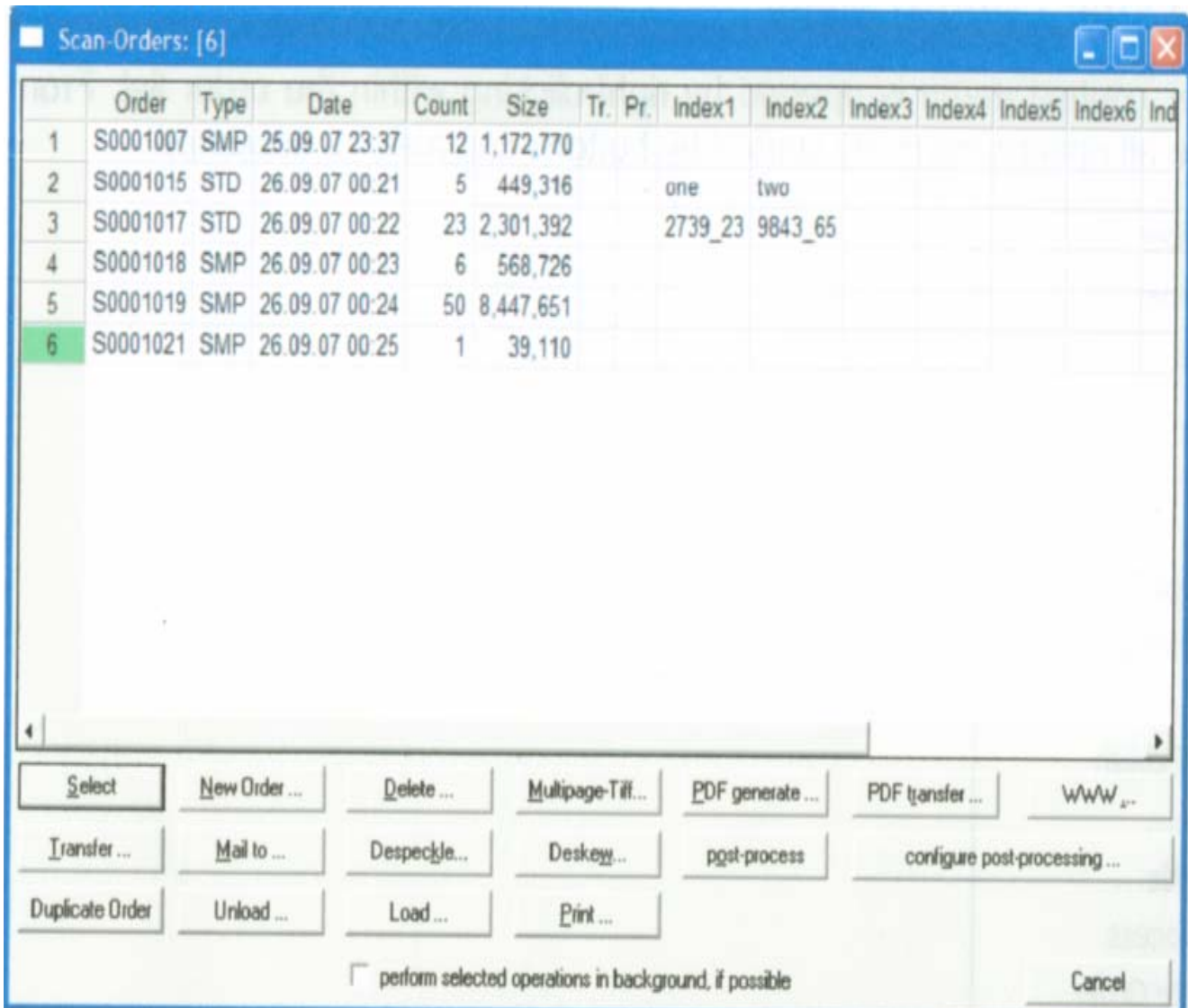


Illustration : Order Window with Order List

The last order closed will appear at the bottom of the list. The last order opened in a BCS-2® session is colored, the backdrop of the number is colored in green. All orders can be managed and further processed from in this window.

Following information is displayed for the orders:

- Order: Order name or job number
- Type: Order-Type
- Date: Date the order was created
- Count: Number of images within the order
- Size: Size of the order in kilobyte
- Tr.: For orders already transferred this column will be marked here
- Pr.: If the order has already been printed, a mark will appear in this column
- Index 1,2,3...: If appropriate, the used indexes are displayed here

Creating a Multi-Page TIFF File

Clicking the **"Multipage TIFF..."** button creates a multi-page TIFF file from the currently selected order. A dialog window will open asking for the name and directory for the multi-page TIFF file. After the message is confirmed with **"OK"** the file is created in the target location.

Deleting Orders

Clicking on the **"Delete"** button deletes the selected order after the deletion confirmation message is confirmed by clicking **"Yes"**.

View Menu

Adjustment Functions

- The "View" menu contains five functions to facilitate working with images in the work area, especially when working with large images.
- "Original Size": The image is displayed in its original size. Every captured pixel is shown, so the display of the image may be quite large.
- "Fit to Width": This function will enlarge the image or make it smaller to exactly fit the width of the window. The proportion (aspect ratio) of the image is preserved. If the size of the window is changed, the image will adapt accordingly.
- "Fit to Height": This function will enlarge the image or make it smaller to exactly fit the height of the window. The proportion (aspect ratio) of the image is preserved. If the size of the window is changed, the image will adapt accordingly.
- "Fit to Window": This function fits the image to height and width of the window.
- "Maximize Window Automatically": If this function is active, the window is always maximized on the desktop. This option can be very useful and its use is recommended.

Zoom Functions

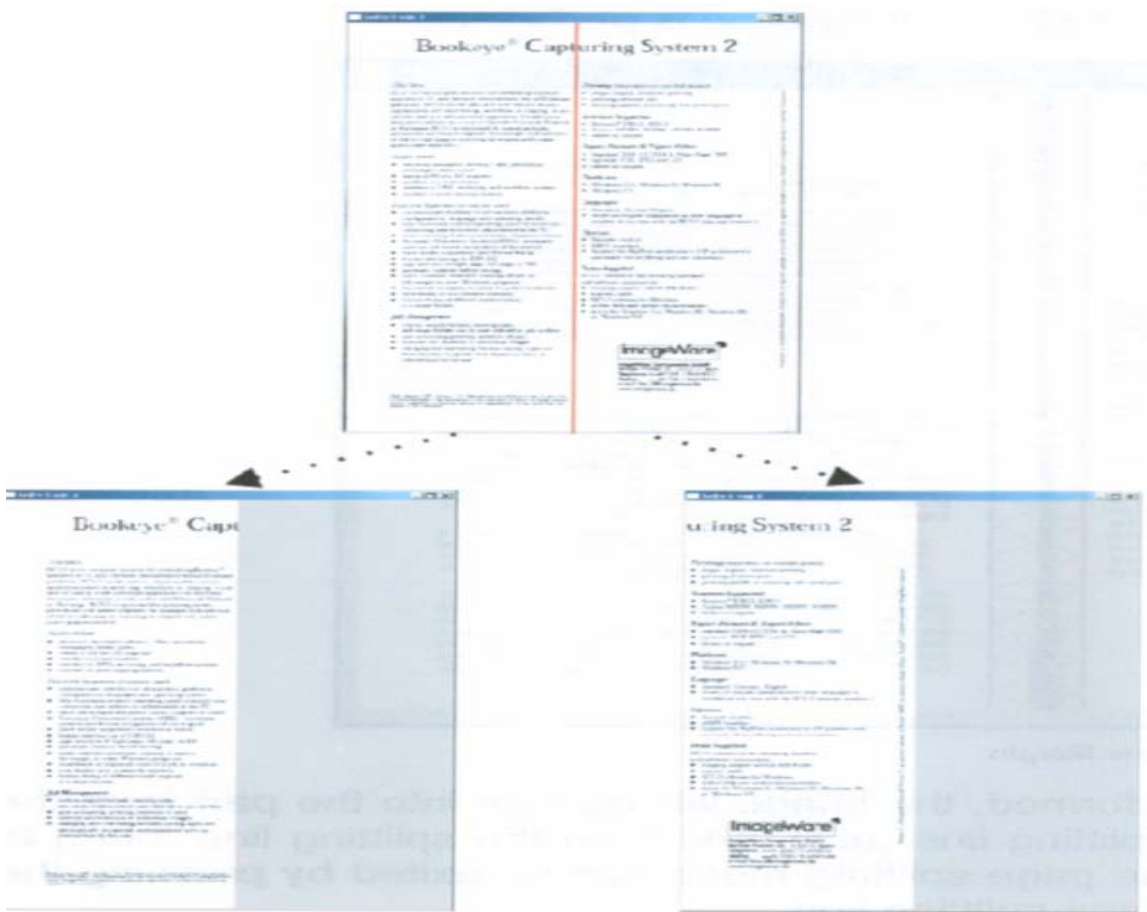
Zoom functions enable you to enlarge certain sections of an image, or make them appear smaller:

- "Zoom In": Zooms in/closer on the image, largely displaying a small section of the image.
- "Zoom Out": Zooms out/away from the image, displaying more of the image, making the depiction appear smaller.

Turning the mouse wheel will vertically scroll the image. You can also scroll horizontally if you hold the SHIFT key while turning the mouse wheel.

Page Splitting and Masking

Manual Page Splitting



Manual page splitting splits images at a desired location after they have been scanned. This mode is activated by selecting the "Toggle Manual Page Splitting" option in the context menu (right-click) or via "Page Splitting and Masking" —> "Toggle Manual Page Splitting" in the "Image" menu.

For quick access the F11 key can be pressed, or the appropriate button in the button bar: In the page splitting mode a red splitting-line can be moved over the image. To move the splitting-line to the left or right, move the mouse cursor over the red line. The cursor will change to a double-headed arrow. Holding the left mouse button now will allow the splitting line to be moved.

Selecting the "Split Page/Apply Mask" option will perform the page splitting at the appropriate position. The old image is discarded and two new images are created: the left and right sides. When the splitting-line has been set, the page splitting can also be performed by pressing the ENTER key.

Mask Mode

In the mask mode, an area of an image is defined that will become the new image after the mask is applied. The basic idea is always obtaining the same area of an image when scanning a large number of documents, for example microfiches. Page splitting can also be performed simultaneously if desired.

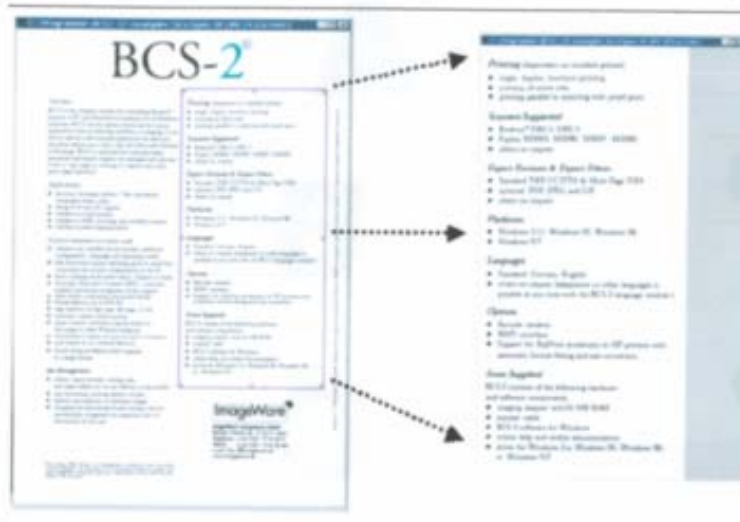


Illustration 40: The Masking Function

Illustration 40: The Masking Function

The mask mode is started by selecting the **"Toggle Mask"** option in the **"Image"** menu or the context menu.

To use both a mask and page splitting simultaneously, select the option **"Toggle Mask with Splitting Line"**. If you also wish to remove a book crease shadow, select the **"Toggle Mask with Inner Margin"** option.

To change the size of the mask, position the mouse cursor on a line of the mask you wish to resize and "pull" into the desired size and shape by holding the left mouse button.

When clicking and holding the left mouse button inside of a mask-tile the entire mask can be moved.

After performing the operation by selecting the **"Split Page/Apply Mask"** option or pressing the Enter key, the image will be replaced by the content of the mask. If a page-splitting line was also active (**"Toggle Mask with Splitting Line"**), the content of the mask will additionally be split into the defined two parts. The left and right borders of an inner margin (**"Toggle Mask with Inner Margin"**) can also be defined for removing book crease shadows.

Image Tools

The BCS-2® Imagetools offer various image editing operations for scanned documents. The image tools can be accessed either by selecting the "Show Imagetools" option in the "Image" menu or clicking the "Show Imagetools" option in the "Image Edit Context Menu". Selecting this menu point again, or clicking the "X" in the title bar of the Imagetools will hide the Imagetools again.



Imagetools

Scanning from the Scanner Menu

You can start scans from within a scan order by selecting the **"Scan"** option in the **"Scanner"** menu, or alternatively by pressing the key combination **CTRL+S**.

Activating the menu point **"Acoustic Signal before Scan"** will cause scan readiness to be indicated with an acoustic signal.

Selecting Color Depth

With the **"Color Depth"** menu point you can choose to scan in black and white (bitonal), in grayscale (4/8 Bit), in the photo mode (see below) or in color. The possible settings depend on the scanner being used.

Photo Mode

"Photo Mode" is a special black and white mode for certain Bookeye® family scanners. Scanning occurs bitonal, but the quality of the scanned image is "improved" through error diffusion (dithering), avoiding hard transitions between light and soft areas.

Scan Quality Settings

BCS-2® can manage four different brightness and contrast combinations. These combinations are saved into individual scan quality levels and can be accessed via the **"Scan Quality-Levels"** option in the **"Scanner"** menu. The settings for the different quality levels can be adjusted with the **"Set Scan Quality-Levels"** menu point.

Bookfold Correction

Selecting the **"Bookfold Correction"** option in the **"Scanner"** menu will automatically remove the shadow of the curvature of the bookfold.

Caution: This function is only available for Indus family scanners!

When using the BCS-2® bookfold correction function, it is necessary that the book being scanned is placed about 2 inches away from the bottom border on the scan area, toward the Indus scanner neck.

For more detailed settings for bookfold correction, select the **"Bookfold Correction Settings..."** option in the **"Scanner"** menu.

Keyboard Short cuts to BCS-2

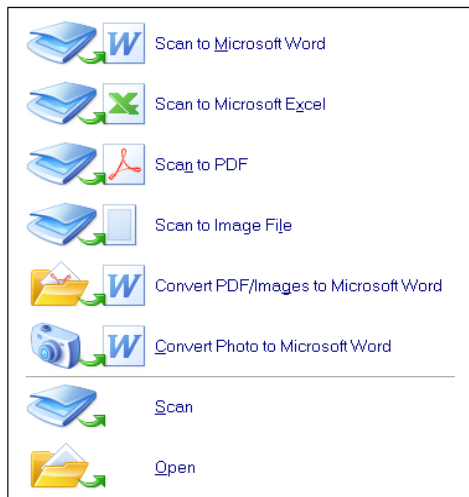
Use the keyboard shortcuts below to operate the BCS-2® software.

Key	Function
ESC	Leave current order (Order-Mode) Close current image (in Order-Type "Single")
F1	Help
F2	View image in original size
F3	Fit image to height of window
F4	Fit image to width of window
F5	Fit image to window
F6	Use despeckle on current image
F7	Use deskew on current image
F8	Display in greyscale
F9	Turn print after scan on/off
CTRL+F9	Rotate wide images on print
SHIFT+F5	When assigning barcode positions: delete all
SHIFT+F9	Save current order as Multi-TIFF
F11	Split page mode on/off
SHIFT+F11	Mask
H	if Mask is active: toggle separation line in mask
CTRL+A	Maximize window automatically
CTRL+C	Copy selection to clipboard
CTRL+M	Send current image via e-mail (Order-Type "Single") Send current order via e-mail (other
CTRL+O	Open file
CTRL+P	Print current image or order
CTRL+S	Start scan or order
CTRL+V	Paste from the clipboard
CTRL+X	Cut to the clipboard
CTRL+Z	Undo last action
Arrow left	Scroll image left
Arrow right	Scroll image right
Arrow up	Scroll image up
Arrow down	Scroll image down
Page up	Thumbnail bar: move up one image
Page down	Thumbnail bar: move down one image
Enter	Thumbnail bar: open/activate selected image

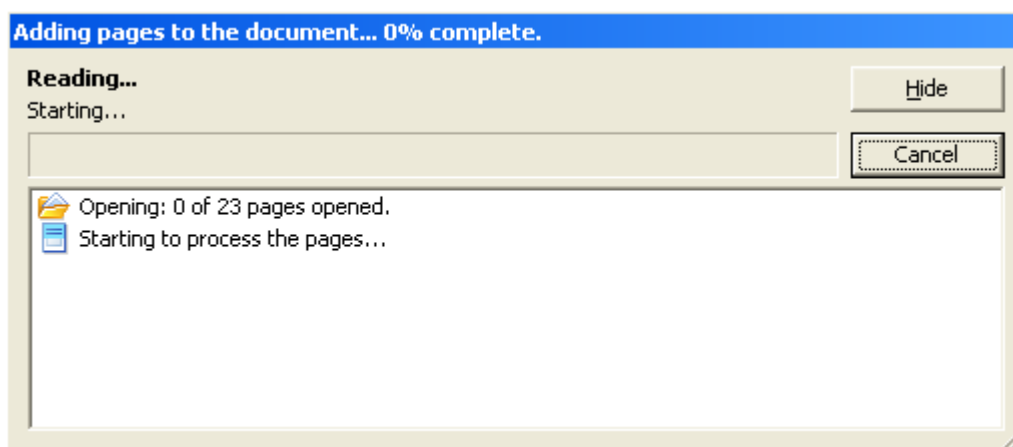
Using ABBYY Finereader 9.0 OCR Software

(For in-depth instructions see User's Guide)

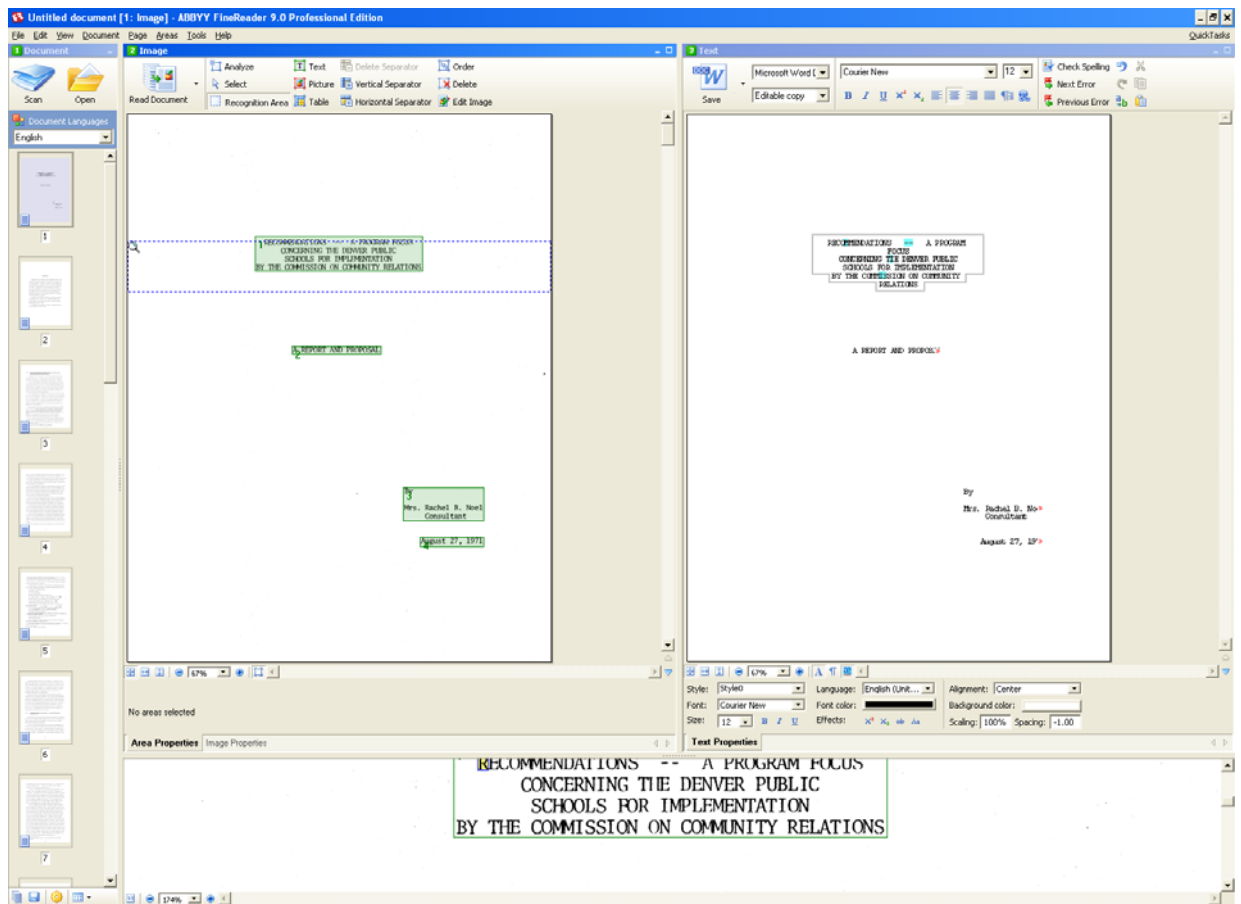
1. Start ABBYY software.
2. Click the ABBYY icon in the taskbar or go to start—programs—ABBYY Finereader 9.0.
3. You will see the **Quick Tasks** dialog box below. Choose the desired task. Most likely you will scan to Microsoft Word or Scan to PDF if you are doing direct scanning and OCR conversion. There are also other options in the **Quick Tasks** box as well as a **Scan** command and an **Open** command.



4. To open a specific or existing file for OCR click, **Open**. Choose the file for ABBYY to open and read. You can also open a saved ABBYY document by going to the menu and choosing **Open FineReader Document**.
5. ABBYY FineReader will open and read the document.



1. When the document finishes scanning, it will look like this.








2. Recognized text is displayed in the **Text** window with uncertain characters highlighted. You can make corrections in either the **Text** window or in the **Spell Checking** dialog box
3. To view an uncertain character in the text: a) In the **Text** window, click the desired uncertain character. ABBYY will automatically scroll the **Image** window to that location in the original document. In the **Zoom** window, the corresponding fragment will be displayed and the uncertain character identified with a rectangular cursor. b) Make any necessary changes in the **Text** window.
4. To save the recognized text:
 - i. In the **Text** window, click the arrow to the right of the **Save** button and select the desired command from the menu.
 - ii. From the drop-down lists at the top of the **Text** menu, select:
5. Document saving format
 - **Saving options:**
 - **Exact copy:** Produces a document that maintains the formatting of the original. This option is recommended for documents with complex layouts, such as promotion booklets. Note, however, that this option limits the ability to change the text and formatting of the output document.
 - **Editable copy:** Produces a document that preserves the original format and text flow but allows easy editing.
 - **Formatted text:** Retains fonts, font sizes and paragraphs, but does not retain the exact location of the objects on the page or the spacing. The resulting text will be left aligned.

- **Plain text:** Same as **Formatted text**, but does not retain font sizes. **Options...:** Opens the **Save** tab in the **Options** dialog box, which provides additional options applicable to the saving format. Click the **Save** button.


Customizing the Workspace

You can customize the ABBYY FineReader workspace to suit your needs.

Main window

- To show or hide the **Document**, **Image** or **Text** window, click  or  located in the top right-hand corner of the respective window.
- To make the **Properties** panel visible in the Image or Text window, right-click anywhere in the respective window and select **Properties** from the shortcut menu. Alternatively, you can click  or  to show or hide the panel.
- To customize the **Document**, **Image**, **Text**, and **Zoom** windows, click  on the toolbar at the bottom of the **Document** window and in the **Options** dialog box, click the **View** tab.
- To make the **Quick Access Bar** visible, select **View>Toolbars** and then select **Quick Access Bar**.

Document window

- To switch between Thumbnails and Details views in the **Document** window, click  on the toolbar at the bottom of the window and select the desired view from the menu.
- To change the location of the **Document** window, select **View>Document** window, and then select **Left**, **Top**, **Right** or **Bottom**.

Useful keyboard commands:

- Press **CTRL+TAB**, to switch between windows.
- Press **ALT+1** to activate the **Document** window.
- Press **ALT+2** to activate the **Image** window.
- Press **ALT+3** to activate the **Text** window.

Metadata Input

Metadata and Template Tables

Metadata creation is a key component for the long-term preservation and management of digital files. Metadata used for the Creating Communities project includes five types of information—administrative, descriptive, preservation, structural and technical.

1. Administrative metadata:
 - Metadata that includes management information about the digital resource, such as ownership and rights management.
2. Descriptive metadata:
 - Metadata that describes the intellectual content of a resource and used for the indexing, discovery and identification of a digital resource.
3. Preservation
 - Metadata that supports and documents activities related to digital preservation.
4. Structural metadata:
 - Metadata that is used to display and navigate digital resources and describes relationships between multiple digital files, such as page order in a digitized book or diary.
5. Technical metadata:
 - Metadata that describes the features of the digital file, such pixel dimensions and resolution. The information helps in interoperability, migration and long-term sustainability of the digital resource.

Metadata Entry Revisions

August 2009 (additions in italics)

Document, Image and Map:

Title (*required)

Definition: A word, phrase, character, or group of characters that constitutes the chief title of a resource (i.e. the title normally used when citing the resource).

DPL sources to check for title information:

1. Item Level material- Check the catalog record. Use the Marc field 245.
2. Archives material- Check the catalog record and the EAD finding aid. *If not available use the title page of the material as the chief resource for title.*

Type of Resource (*required)

Definition: A term that specifies the characteristics and general type of content of the resource.

- Text
- Still image
- Cartographic

Master or Reference

- *Pertains to the type of file created either a master (ex. TIFF) or reference copy (ex. PDF). Make sure to capitalize.*

Date Created (*required)

Definition: Information about the origin of the resource, including place of origin or publication, publisher/originator, and dates associated with the resource

DPL sources to check for information for the date of the physical material not the digital object:

- 1) Item Level material- Check the catalog record. Use the Marc field 245.
- 2) Published material- Check the catalog record. Use Marc field 260.
- 3) Archives material- Check the catalog record and the EAD finding aid. *If not applicable try to date using circa if possible.*

Standard format for dates:

- 1) Single dates follow year-month-day format:
 - a. Example - 1910 May 10
- 2) Date range:
 - a. Example - 1900-1910
- 3) Multiple date ranges:
 - a. 1950-1960, 1980
- 4) Circa date:
 - a. circa 1956 or circa 1956-1958

- 5) Unknown date use "undated"

Digital Origin (*required)

Definition: a designation of the source of a digital file important to its creation, use and management.

- **born digital** - A resource was created and is intended to remain in digital form.
- **reformatted digital** - A resource was created by digitization of the original non-digital form.
- **digitized microfilm** - A resource was created by digitizing a microform
- **digitized other analog** - A resource was created by digitizing another form of the resource not covered by the other values, e.g. an intermediate form such as photocopy, transparency, slide, etc.

Rights Statement (*required)

Definition: information about restrictions imposed on access to a resource.

Rights Statements:

- 1) Use DPL Rights statement: Contact Western History/Genealogy Dept., Denver Public Library, Denver, Colorado.
- 2) *AARL: Contact Blair-Caldwell African American Research Library, Denver Public Library, Denver, Colo.*
- 3) *CHS OAHP: The Office of Archaeology and Historic Preservation, Colorado Historical Society, reserves all rights to materials in society collections, including, but not limited to, photographs, digital files and publications of the society. Publication or reproduction of photographs or other materials from Colorado Society collections requires written permission from the Society.*
- 4) *CHS: The Colorado Historical Society reserves all rights to materials in society collections, including, but not limited to, photographs, digital files and publications of the society. Publication or reproduction of photographs or other materials from Colorado Society collections requires written permission from the Society.*
- 5) *Auraria: Property rights are held by Auraria Library Archives and Special Collections, Denver, Colorado.*

Keyword (topic) (*required)

Definition: A term or phrase representing the primary topic(s) on which a work is focused.

DPL sources to check for Keyword (topic) information:

- 1) Item Level material I- Check the catalog record. Use the Marc field 650.
- 2) Archives material- Check the catalog record and the EAD finding aid. If the subjects on the catalog record are not applicable, *look up headings in the DPL catalog, Library of Congress (see link below) or Worldcat as possible suggestions. Think about the "aboutness" of the item. Many subject headings that are on the collection level catalog record do not apply to the item itself.*

Keyword (name)

Definition: includes a name used as a subject.

DPL sources to check for Keyword (name) information:

- 1) Item Level material- Check the catalog record. Use the Marc field 600 or 610.
- 2) Archives material- Check the catalog record and the EAD finding aid. If the subjects in the catalog record are not applicable, please look up an authority of the name or corporate heading in the Library of Congress Authorities at: <http://authorities.loc.gov/> or check the DPL Library catalog.

Keyword (geographic) (*required)

Definition: used for geographic subject terms

DPL sources to check for Keyword (geographic) information:

- 1) Neighborhood - use the controlled name for the neighborhood in each record.

Choose from the following list:

- Auraria
- Barnum
- Capitol Hill
- Five Points
- Lincoln Park
- North Park Hill
- Northeast Park Hill
- South Park Hill
- University Park
- West Colfax
- Whittier

- 2) Item Level material- Check the catalog record. Use the Marc field 651.
- 3) Archives material- Check the catalog record and the EAD finding aid. If the subjects on the catalog record are not applicable, *look up in DPL catalog or Worldcat for suggestions.*

Series Title

Definition: Information that identifies other resources related to the one being described.

DPL sources to check for Series Title information:

- 1) Check the catalog record. Use the Marc field [440](#), [490](#), [8XX](#).

Creator(s)

Definition: The name of a person, organization, or event (conference, meeting, etc.) associated in some way with the resource.

DPL sources to check for information for the Creator:

- 1) Check the catalog record. Use the Marc field 100 or 110
- 2) If creator unknown: use source unknown
- 3) *Personal or Corporate - choose one*

Contributor(s)

Definition: The name of a person, organization, or event (conference, meeting, etc.) associated in some way with the resource.

DPL sources to check for information for Contributor:

- 1) Check the catalog record. Use Marc 700 or 710
- 2) *Personal or Corporate - choose one*

Genre

Definition: A term(s) that designates a category characterizing a particular style, form, or content, such as artistic, musical, literary composition, etc.

DPL sources to check for information for Genre:

- 1) Check the catalog record. Use the Marc field 655.
- 2) Go to Art and Architecture Thesaurus to find new genre terms:
http://www.getty.edu/research/conducting_research/vocabularies/aat

Publisher

Definition: The name of the entity that published, printed, distributed, released, issued, or produced the resource.

DPL sources to check for information for Publisher:

- 1) Check the catalog record. Use the Marc field 260.

Place of Publication

Definition: Name of a place associated with the issuing, publication, release, distribution, manufacture, production, or origin of a resource.

DPL sources to check for information for Place of Publication:

- 1) Check the catalog record. Use the Marc field 260.

Language

Definition: a designation of the language in which the content of a resource is expressed.

DPL sources to use for Language:

- 1) *Use "eng" for English; no period*
- 2) If other language use Marc Code List for languages. To look up language code go to:
<http://www.loc.gov/marc/languages/>

Extent

Definition: a statement of the number and specific material of the units of the resource that express physical extent. Include units on field

DPL sources to check for information for extent.

- 1) Item Level- Check the catalog record. Use the Marc field 300.

- 2) Archives material- Check the catalog record (Marc 300) or the EAD finding aid.
- 3) If no description physically count the pages and format like Marc field 300.
- 4) *Example photo: 2 photographic prints : b&w*
- 5) *Example map: 1 map: 64 x 49 cm.*
- 6) *Example document: 19 p.*

File Identifier

Definition: contains a unique standard number or code that distinctively identifies a resource.

DPL sources to check for information for File Identifier:

- 1) Use the file name without the file format extension.

MIME Type

- *Choose one type: application/pdf or image/tiff*

Local Identifier

Definition: contains a unique standard number or code that distinctively identifies a resource.

DPL sources to check for information for Local Identifier:

- 1) Check catalog record - Marc field 099 (call number or collection number)
- 2) *For archives materials just use collection number. Example: WH1009. Do not need to use C MSS.*

ISBN

Definition: contains a unique standard number or code that distinctively identifies a resource.

DPL sources to check for information for ISBN:

- 1) Check catalog record- Marc field 020

Summary

Definition: a summary of the content of the resource.

DPL sources to check for information for Summary.

- 1) Item Level- Check catalog record. Marc field 520
- 2) Archives material- Check Marc field 520 and EAD finding aid if applicable
- 3) *If no description write a brief summary after reading or examining image.*

Notes

Definition: general textual information relating to a resource.

DPL sources to check for information for Notes.

- List Location of material in collection if applicable.*
- a. *Example: Item located in Box 1, File Folder 12.*

- 1) Item or Collection Level - Check catalog record. Marc fields 5XX. Determine if information is important for our use.
- 2) Include any other notes that you think would be important to include.
 - a. Example: Original cover is yellow (if scanned in Black and White)

Scale * (required)

Definition: provides a statement of scale. It may include any equivalency statements, vertical scales or vertical exaggeration statements for relief models and other three-dimensional items for maps.

DPL sources to check for scale:

1. Item level - Check catalog record **Marc field 255**.
2. Archives material - Check map and record scale in same format as Marc.

Marc Field 255 Format Examples:

1. Representative fractions: 1:600
2. Verbal scale statements: Scale [1:63,360]. 1 in. to 1 mile.
3. Graphic scale: Scale [ca. 1:12.250]

Map

Fields	MODS	DC Elements	DPL sources to check or default (in bold)
Title*	<titleInfo><title>	Title	Check catalog record Marc 245 if applicable or EAD finding aid
Type of Resource*	<typeOfResource>	Type	<ul style="list-style-type: none"> • cartographic
Date Created*	<originInfo><dateIssued keyDate="yes">	Date	Date of physical item- Marc 260 (cataloged item level), Marc 245 or EAD finding aid (archives collection).
Digital Origin*	<physicalDescription><digitalOrigin>	Format	<ul style="list-style-type: none"> • born digital • reformatted digital • digitized microfilm • digitized other analog
Rights Statement*	<accessCondition type="useAndReproduction">	Rights	Contact Western History/Genealogy Dept., Denver Public Library, Denver, Colorado.
Keyword (topic)*	<subject><topic>	Subject	Marc 650 if applicable or create keyword.
Keyword (name)	<subject><namePart>	Subject	Marc 600 or 610 if applicable or create keyword.
Keyword (geographic)*	<subject><geographic>	Subject	Required to list controlled neighborhood name from list below and Marc 651.
Series Title	<relatedItem type="series"><titleInfo><title>	Title	Marc field 440 , 490 , 8XX if applicable.

Creator(s)	<name type="personal"><namePart> <role><roleTerm type="text">creator	Creator	Marc 100 or 110 or EAD finding Aid
Contributor(s)	<name type="personal"><namePart> <role><roleTerm type="text">contributor	Contributor	Marc 700 or 710 if applicable
Publisher	<originInfo><publisher>	Publisher	Marc 245 or 260 if applicable
Place of Publication	<originInfo><place><placeTerm>	Publisher	Marc 260 if applicable
Language	<language><languageTerm>	Language	eng (English) default, if other use Marc Code List for languages: http://www.loc.gov/marc/languages/
Extent	<physicalDescription><extent>	Format	Marc 300 or EAD finding aid if applicable. Should include units in field.
File Identifier	<identifier><type="file">	Identifier	File name without format extension
Local Identifier	<identifier><type="local">	Identifier	Call Number/ Collection Number from Marc 099, do not need C MSS
Summary	<abstract>	Description	Marc 500 or EAD finding aid if applicable or write brief summary if existing summary does not describe material properly.
Notes	<note>	Description	List Location of material in collection if applicable. Otherwise Marc 500 if applicable or any other note created by scanner.
Scale *	<subject><cartographics><scale>		Marc 255 or check map for scale information.

Image

Fields	MODS	DC Elements	DPL sources to check or default (in bold)
Title*	<titleInfo><title>	Title	Check catalog record Marc 245 if applicable, EAD finding aid or check photo. May have to create title.
Type of Resource*	<typeOfResource>	Type	<ul style="list-style-type: none"> • still image
Date Created*	<originInfo><dateIssued keyDate="yes">	Date	Date of physical item- if applicable Marc 260 for Imprint (photo collection), EAD finding aid or check photo for date.
Digital Origin*	<physicalDescription><digitalOrigin>	Format	<ul style="list-style-type: none"> • born digital • reformatted digital • digitized microfilm • digitized other analog
Rights Statement*	<accessCondition type="useAndReproduction">	Rights	Contact Western History/Genealogy Dept., Denver Public Library, Denver, Colorado.
Keyword (topic)*	<subject><topic>	Subject	Marc 650 if applicable or create keyword.

Keyword (name)	<subject> <namePart>	Subject	Marc 600 or 610 if applicable or create keyword.
Keyword (geographic) *	<subject> <geographic>	Subject	Required to list controlled neighborhood name from list below and Marc 651 if applicable.
Series Title	<relatedItem type="series"> <titleInfo> <title>	Title	Marc field 440 , 490 , 8XX if applicable.
Creator(s)	<name type="personal"> <namePart> <role> <roleTerm type="text"> creator	Creator	Marc 100 or 110 or EAD finding Aid
Contributor(s)	<name type="personal"> <namePart> <role> <roleTerm type="text"> contributor	Contributor	Marc 700 or 710 if applicable
Genre	<genre>	Type	Marc 655 if applicable, or use AAT: http://www.getty.edu/research/conducting_research/vocabularies/aat
Publisher	<originInfo> <publisher>	Publisher	Marc 260 if applicable
Place of Publication	<originInfo> <place> <placeTerm>	Publisher	Marc 260 if applicable
Language	<language> <languageTerm>	Language	eng (English) default, if other use Marc Code List for languages: http://www.loc.gov/marc/languages/
Extent	<physicalDescription> <extent>	Format	Marc 300 or EAD finding aid if applicable. Should include units in field.
File Identifier	<identifier> <type="file">	Identifier	File name without format extension
Local Identifier	<identifier> <type="local">	Identifier	Call Number/ Collection Number from Marc 099, do not need C MSS
Summary	<abstract>	Description	Marc 520 or EAD finding aid if applicable or write brief summary if existing summary does not describe material properly.
Notes	<note>	Description	List Location of material in collection if applicable. Otherwise Marc 500 if applicable or any other note created by scanner.

Document

Fields	MODS	DC Elements	DPL sources to check or default (in bold)
Title*	<titleInfo> <title>	Title	Check catalog record Marc 245 if applicable and EAD finding aid
Type of Resource*	<typeOfResource>	Type	<ul style="list-style-type: none"> text
Date Created*	<originInfo> <dateIssued keyDate="yes">	Date	Date of physical item- if applicable Marc 245 for item or Marc 260 for published material or check physical item for date.
Digital Origin*	<physicalDescription> <digitalOrigin>	Format	<ul style="list-style-type: none"> born digital reformatted digital

			<ul style="list-style-type: none"> digitized microfilm digitized other analog
Rights Statement*	<accessCondition type="useAndReproduction">	Rights	Contact Western History/Genealogy Dept., Denver Public Library, Denver, Colorado.
Keyword (topic)*	<subject><topic>	Subject	Marc 650 if applicable or create keyword.
Keyword (name)	<subject><namePart>	Subject	Marc 600 or 610 if applicable or create keyword.
Keyword (geographic)*	<subject><geographic>	Subject	Required to list controlled neighborhood name from list below and Marc 651 if applicable.
Series Title	<relatedItem type="series"><titleInfo><title>	Title	Marc field 440 , 490 , 8XX if applicable
Creator(s)	<name type="personal"><namePart><role><roleTerm type="text">creator	Creator	Marc 100 or 110 or EAD finding Aid
Contributor(s)	<name type="personal"><namePart><role><roleTerm type="text">contributor	Contributor	Marc 700 or 710 if applicable
Genre	<genre>	Type	Marc 655 if applicable, or use AAT: http://www.getty.edu/research/conducting_research/vocabularies/aat
Publisher	<originInfo><publisher>	Publisher	Marc 260 if applicable
Place of Publication	<originInfo><place><placeTerm>	Publisher	Marc 260 if applicable
Language	<language><languageTerm>	Language	Eng (English) default, if other use Marc Code List for languages: http://www.loc.gov/marc/languages/
Extent	<physicalDescription><extent>	Format	Marc 300 or EAD finding aid if applicable. Should include units in field.
File Identifier	<identifier><type="file">	Identifier	File name without format extension
Local Identifier	<identifier><type="local">	Identifier	Call Number/ Collection Number from Marc 099, do not need C MSS
ISBN	<identifier><type="isbn">	Identifier	Marc 020 Published items if applicable
Summary	<abstract>	Description	Marc 520 or EAD finding aid if applicable or write brief summary if existing summary does not describe material properly.
Notes	<note>	Description	List Location of material in collection if applicable. Otherwise Marc 500 if applicable or any other note created by scanner.

Assessor Records

Fields	MODS	DC Elements	DPL sources to check or default (in bold)
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Title*	<titleInfo><title>	Title	Check title in Assessor database.
Type of Resource*	<typeOfResource>	Type	<ul style="list-style-type: none"> text
Date Created*	<originInfo> <dateIssued keyDate="yes">	Date	1903-1951
Digital Origin*	<physicalDescription> <digitalOrigin>	Format	<ul style="list-style-type: none"> reformatted digital
Rights Statement*	<accessCondition type="useAndReproduction">	Rights	Contact Western History/Genealogy Dept., Denver Public Library, Denver, Colorado.
Keyword (topic)*	<subject> <topic>	Subject	<p>Real property tax -- Colorado -- Denver -- Records and correspondence.</p> <p>Real property and taxation – Colorado -- Denver --Records and correspondence</p> <p>Real property -- Valuation -- Colorado -- Denver --Records and correspondence.</p> <p>Tax assessment – Colorado – Denver -- Records and correspondence.</p>
Keyword (name)	<subject> <namePart>	Subject	<p>Denver (Colo.). -- Dept. of Finance. -- Assessment Division -- Archives.</p> <p>Denver (Colo.). -- Dept. of Revenue. -- Assessment Division -- Archives.</p>
Keyword (geographic)*	<subject> <geographic>	Subject	Denver (Colo.)
Series Title	<relatedItem type="series"> <titleInfo> <title>	Title	City and County of Denver, Dept. of Finance, Assessment Division records, 1863-1985.
Creator(s)	<name type="personal"> <namePart> <role> <roleTerm type="text"> creator	Creator	Denver (Colo.). -- Dept. of Finance. -- Assessment Division.
Genre	<genre>	Type	Legal instruments Indices Conveyances
File Identifier	<identifier> <type="file">	Identifier	File name without format extension
Local Identifier	<identifier> <type="local">	Identifier	WH2010
Summary	<abstract>	Description	This section represents block(s)_____ in the _____ subdivision from volume _____. Information is arranged alphabetically by subdivision name, block and lot number followed by properties in unincorporated areas. Transaction information includes: grantor name, property owner name, property description, deed location information, instrument affirming ownership and date of filing.
Notes	<note>	Description	Include applicable notes created, in database.

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CC Neighborhood abbreviations:
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