MINING ARCHIVES STYLE SHEET: DOCUMENT RESTORATION

Goal: To digitally restore documents in a consistent manner; maximize the integrity of the original document while improving the overall look.

./ <u>Scanning:</u> Documents should be evaluated prior to scanning for:

- Are any of the document pages stapled? Please remove all staples prior to scanning. Jams can cause the documents to be torn or destroyed in the sheet feeder.
- Is the document printed on both sides of the paper?
- Is the printing faint enough to require a density setting adjustment? - If so, retain the same setting for multiple page documents.
- Does print from the back side of a document show through on the front side? - If so, use Prevent Bleed Through for each page of affected documents.
- Does the multiple page document contain different sized pages? - If so, remember to change the page size setting from the default (letter) to the appropriate page size.
- Does the document contain color annotation on any pages? - If so, remember to change the color setting from Grayscale (used for black and white pages) to Full Color for those pages with color annotations.

./ <u>Restoration:</u> The goal is to improve the overall look of each document page while retaining document integrity (all wording, annotations, photos, etc.).

- Straightening: Documents should be straightened as much as possible. For documents that contain several other document images on them (Mine Status Card, for example), each " sub-image" should be straightened so that all of them are straightened on the page. Try to straighten the page as much as possible.
- Rebuilding Text: Use the clone tool or copy via layer as much as feasible to repair missing or faded text. Try to use a brush size and fuzziness setting that matches the original text as much as possible.
  If the sides of documents were "cut off" in the original that we have in our file, attempt to recreate the missing text using the clone tool. Ask a supervisor for assistance in determining the wording of the missing text.
- Backgrounds: Create a document background layer, using the clone tool or other appropriate technique, that represents as closely as possible, what the original background may have looked like initially (e.g., less stains, scratches, ink blots, etc.). Most backgrounds will have a texture in them, so merely using one color as a background (unless the original background was pure white) is not an optimal solution.
- Document Noise: Speckling, dots, graying and shading are all "noise"-related anomalies that we try to eliminate. However, use the Photoshop tools when possible to eliminate the noise. Sometimes, meticulous brush cloning of a background will be necessary, but using this technique should be the exception, not the rule. HINT: Use the cloning tool

instead of the Erase tool to clean up document noise. The Erase tool leaves significant "block artifacts" when the document is converted to archival pdfs.

- Consistency: If you use image settings on the first page of a multiple page document (e.g. Image, Adjustments, Levels or Exposure, Brightness, Contrast, etc.), write those settings down and apply them to each successive page to maintain a consistent look throughout the entire document.

- Layers: Remember to merge your layers or flatten your image before saving your work.

- Page Size: Make sure that you check the image page size and adjust as necessary. If the pages you are working on are an unusual size, see a supervisor for direct ion. Adjusting the page size should be one of the last tasks you perform.

./ <u>Naming:</u> Some specifics for naming in addition to what is listed in the File Naming Instructions:
  - Please remember to review other file names in the NWP folder to make sure about your naming format for your file name. Sometimes the name on the side of the folder may lead you astray. If you are not certain, please check. We will not include the "NWP000" number in the name of the file. Additionally, we only want to use the starting and ending months (with "thru" between them) for a file that covers a series of months.
  - If your file contains documents for only one month, please use the full name for that month in the file name.
  - Please capitalize all important words, names, etc. Names of months are capitalized. Naming of originals and jpgs: "Page" is always capitalized.
  - Maps and other items in the **Originals Folder**, even if they are tiffs, are not separated from the others by type. They are included sequentially. In other words, do not name them "Property Name"_"Folder Name"_Map. Just give them another Page_# like all the rest. The only thing in the **Originals Folder** which should be named differently should be the pdf/a scans.