Scanning Procedure for Job Folders

1. Before turning on the flatbed scanner, the scanner must be inspected for dirt and debris. Open the lid of the scanner. Using a flashlight, inspect the glass for smudges or scratches.
   * If the glass is clean, close the lid and wipe down the exterior of the scanner with a clean cloth.
   * If the glass needs to be cleaned, use a clean cloth and glass cleaner to gently wipe away the debris from the glass. IMPORTANT: Never spray the glass cleaner directly on the glass. Spray the glass cleaner on the cloth then gently wipe across the glass surface. Finally, use a clean dry cloth to remove excess glass cleaner and any remaining residue from the scanner.
2. Turn on the scanner (EPSON) before clicking on the EPSON icon on the desktop.
3. Chose the setting as follows:
   * Mode: **Professional Mode**
   * Document Type: **Reflective**
   * Auto Exposure Type: **Photo**
   * Image Type: **24-bit color**
   * Resolution: **200 dpi**
   * Click Scan <insert image> and choose:
     1. Location: Select **Other**, click **Browse(choose file path to index folder)**
        + Note: We want to have all the documents and maps from one folder to be in the same folder in the computer.
     2. File Name: **input the name of file (ex. 24-H\_001)**

<insert image>

* + 1. Image Format Type: **TIFF**

1. Envelopes contain both documents and maps.
2. Clean the maps as we do for the larger maps.
3. Open the envelope, take out the documents and place them on the table face up. Then scan one by one, placing them face down after scanning. Name the files sequentially, as found in the folder, using the following format: *<envelope name>\_<page number>.tif* (e.x. *24-h\_001.tif*) DO NOT put any number the appears on the maps or documents.
   * *Note:* There will be an old envelope inside the new envelope with file information on top. Scan the old envelope as the first page and name it, for example, *24-H(envelope).tif* (no space in the file name).

<insert image>

* + *Note*: We cannot get rid of the strat number, the file name for envelop will be 24-H(envelope)001, REMEMBER to delete 001 after scanned.
  + *Note*: Occasionally, folders exist inside the job folders. Scan the front of the folder and assign it the next sequential page number. Name the files with the following format: *<envelope name>\_<page number of folder>\_<page in folder number>.tif* (e.x. 24-H\_023\_1.tif would be the first page inside the folder found at position 23 in the job folder)
  + *Note*: If there is writing on the back of a page, scan the back, and name it with the following format: *<envelope name>\_<page number>\_back.tif* (e.x. *24-H\_045\_back.tif*) Remember to change the file name from *24-H\_045\_back.tif* since we cannot put any letters behind the start number.

<insert image>

* + *Note*: If there is a separation sheet in the job envelope, do not scan the separation sheet: scan the map that comes with it instead.

1. Scanning software does not allow cropping so it will need to be cropped using Microsoft office.
2. Open file in Microsoft office.
3. Click on edit picture (top toolbar)
4. Select crop (right toolbar)
5. Crop image leaving small margin around image.
6. Click ‘OK’
7. Rotate the image if needed
8. Zoom in to check the details
9. Save cropped image
10. When finished with all the documents, turn them over so that they are in the original order, and gently place them back into the job envelope.
11. After scanning is complete for the day, be sure to copy all scanned images onto the Library’s external hard drive. The folders are organized by map drawer, copy scanned images into appropriate folder.

Notes

* + When a larger map or any document that doesn’t fit the small scanner is encountered, scan it in the large scanner then move back to the computer connected to the small scanner and put it on the document stack, preserving original order.
  + If the maps or documents are in poor shape, Audrey will not give them to us. Instead, there will be a note inside the envelope with the information about the maps or other documents that belong to this envelope. Please DO scan this note as if it were a document!
  + Be very careful with tracing and other field notes paper. Brush them carefully. We might need to use a flat spatula and a piece of rigid paper or plastic to move the maps or documents from the desk to the scanner and back.
  + After every 10 scans, inspect and clean the scanner glass following the procedures outlined in step 1.
  + Do not use gloves with any job folder documents or maps.
  + Stop and call the Library if there is a special case, complication, or question on how to handle, scan, or catalog a map or document.