Field Book Scanning Procedures

Project Overview:

The Conrad Blucher Surveying Collection contains field books, land surveys, maps, and indices, as well as documents from three generations of the Blucher family. All of these documents are currently held and maintained by the Special Collections and Archives department of the Mary and Jeff Bell Library at Texas A&M University – Corpus Christi. Until now the project has been unable to safely and effectively scan the bound field books. However, newly acquired book scanner and scanning software have made it possible to begin safely scanning the 500+ field books that are included in the Conrad Blucher Surveying Collection.

Equipment:

Bookeye 4 V.2 – Opus Basic

Software:

Opus FreeFlow V.4

Equipment and Software Service:

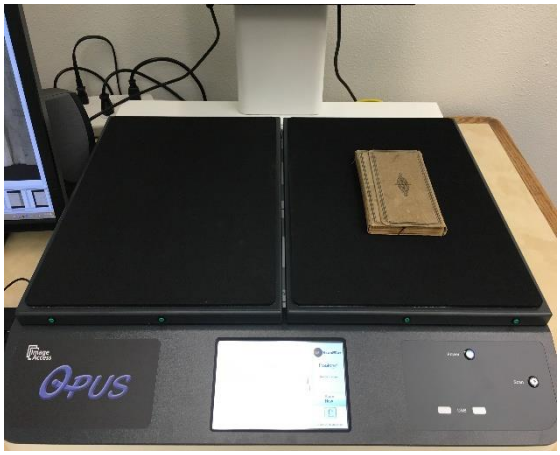
Email: servicedepartment@imageacces.com (recommended)
Phone: 561-995-6939 or 800-378-5432 (opt. 4)

Equipment Overview:

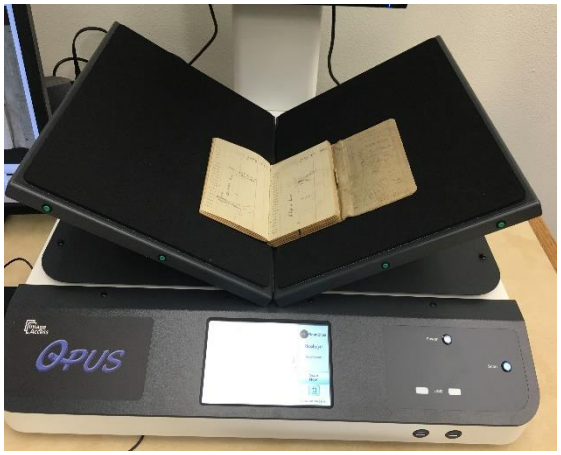
Bookeye 4 V.2 Hardware

The Bookeye 4 V.2 scanner can be used in several different scan modes. The scan modes we will use are flat and "V" or book mode. Below are photos showing the scanner set in the two different modes. To change the scanner from flat to "V" mode, the user must lift the scan platform from the side and set the collapsible leg against the notch to hold the plate in place. To lower the platform, lift the plate slightly and release the collapsible leg and lower gently back to flat position.

FLAT MODE



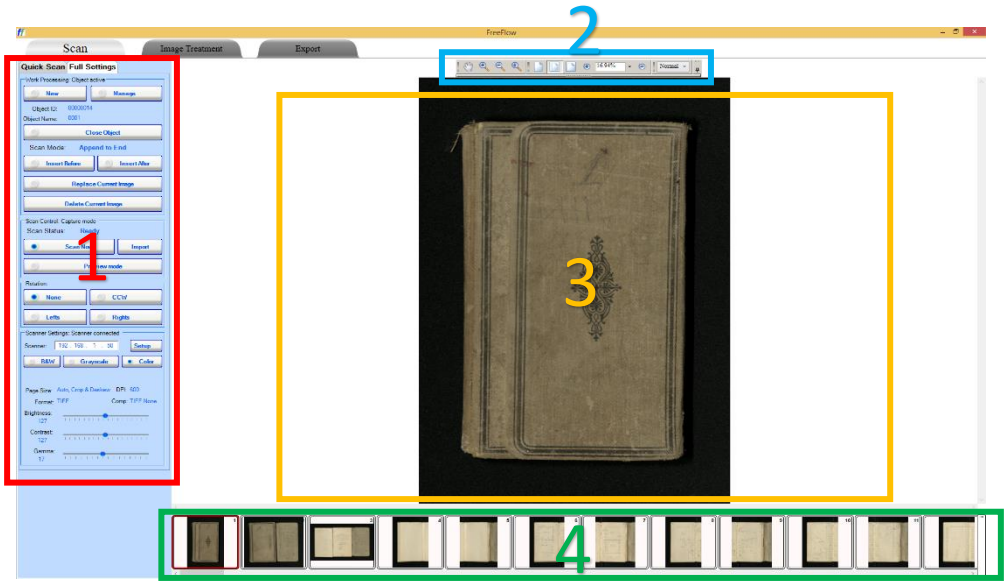
"V" MODE



A scan can be initiated by pressing the scan button on the base of the Bookeye 4 scanner or by pressing any of the green buttons located at the edge of the scanner bed plates. These buttons are highlighted in red below.

Opus FreeFlow V.4 Software

The Opus FreeFlow software has three main workspaces for the user to work in while using the software. The three interfaces, denoted by tabs at the top of the screen, allow the user to use different functions of the software. The three tabs are Scanning, Image Treatment, and Export. The active tab is lighter in color than the inactive tabs. Click on the desired tab to activate it. The software automatically opens in the **Scan** tab. The **Scan** tab interface is divided into four areas.



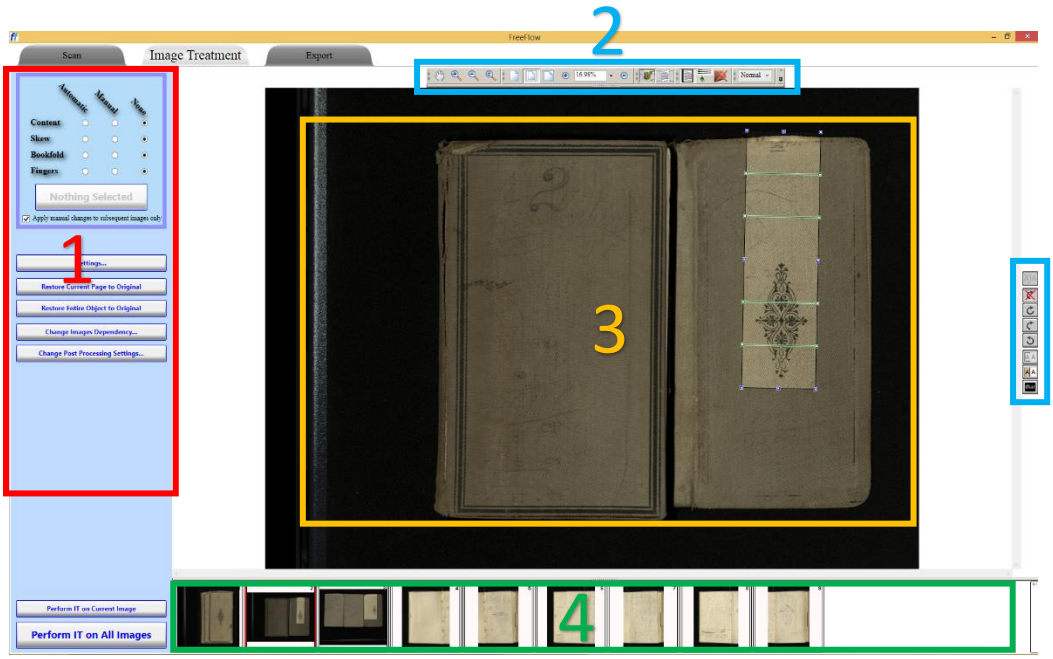
1. The **control panel**, located along the left side of the screen, allows the user to select between two different control settings, **Quick Scan** and **Full Settings**. These options are chosen by selecting one of the two tabs at the top of the control panel.

2. The **image preview toolbar**, located at the top center of the screen, allows the user to control the image preview settings. The user can pan, zoom in or out, view the image at full size, fit the image to the screen, and etc.

3. The **current image preview** is located in the center of the screen.

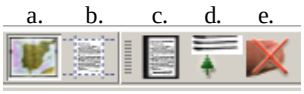
4. The **thumbnail preview scroll bar**, located at the bottom of the screen, allows the user to quickly move between different images.

The **Image Treatment** tab is very similar to the scan tab in layout, but this interface has additional tools that allows for automatic or manual changes to be made to the images.



1. The **control panel**, located along the left side of the screen, allows the user to select between automatic or manual image processing. For our purposes we will leave all of these settings at the default location of "None".

2. The **image preview toolbar**, located at the top center of the screen, allows the user to control the image preview settings. The user can pan, zoom in or out, view the image at full size, fit the image to the screen, and etc. In addition to the basic image preview control available on the Scan Tab, this tool bar now includes manual image treatment tools.

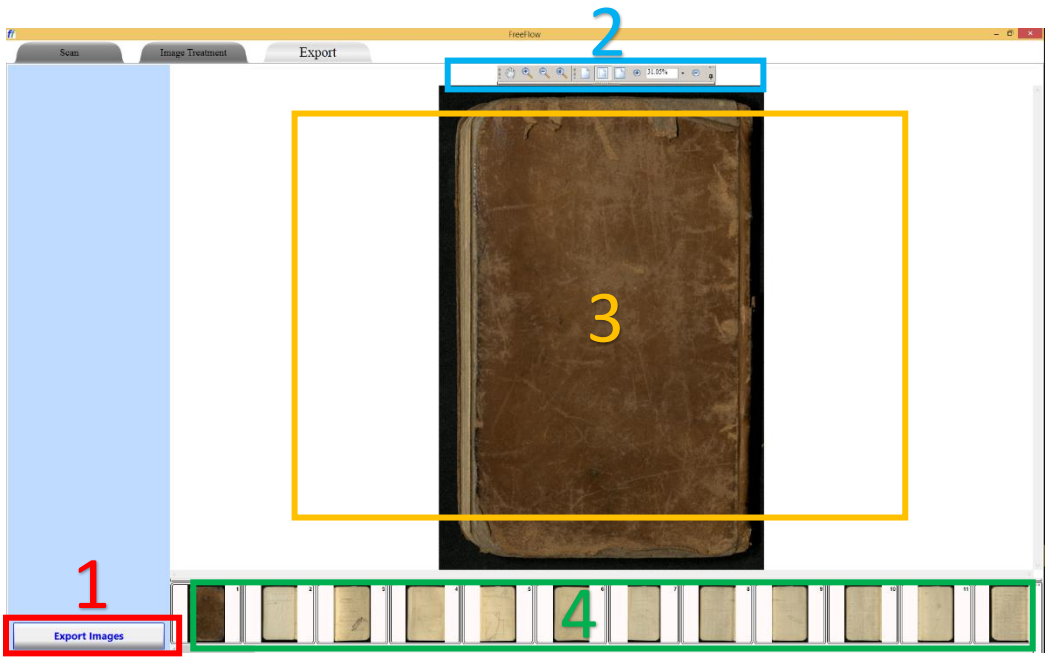


   a. Click to toggle between dependent and independent images.
   b. Click to make the two pages on the current image the same Clip size. This enables the user to create exactly the same image size of the selected images, eliminating 'flutter' or 'stutter' when viewing multiple images in a 'film strip' style viewer
   c. Click to activate the manual Content Location and Deskew functions. This enables the user to adjust the size and/or skew of a page.
   d. Click to activate the manual Curvature Correction function. This enables the user to adjust the image so the curvature is eliminated.
   e. Click this to activate the manual Finger or Artifact Removal function. This enables the user to remove artifacts of all types.

3. The **current image preview** is located in the center of the screen.

4. The **thumbnail preview scroll bar**, located at the bottom of the screen, allows the user to quickly move between different images.

The **Export** tab interface has several functions including exporting the images to a directory. One of the precursors to exporting and image is the conversion of the raw image to a derivative format meeting its intended purpose. Like other processes, the Export tab may be accessed at any time.



1. Upon clicking the **Export Images** button, the user will be presented with the Derivative Settings window. In this window the user can select the format file of the derivatives or final output, save or load a template, select the path where the derivatives will be stored and specify the name of the derivative files.

2. The **image preview toolbar**, located at the top center of the screen, allows the user to control the image preview settings. The user can pan, zoom in or out, view the image at full size, fit the image to the screen, and etc.

3. The **current image preview** is located in the center of the screen.

4. The **thumbnail preview scroll bar**, located at the bottom of the screen, allows the user to quickly move between different images.

Equipment Procedures:

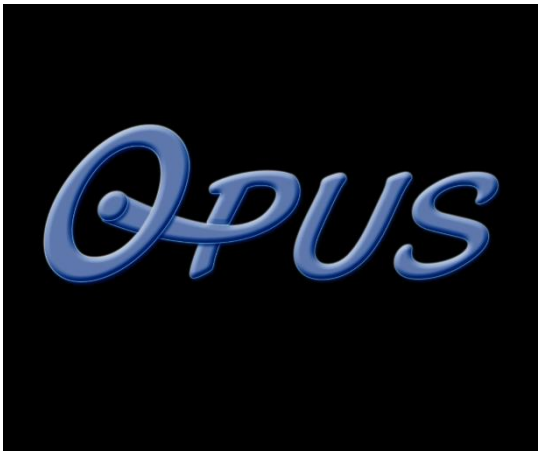
Step 1: Scanner Startup

1. Turn on the Bookeye 4 scanner by holding the power button down for three seconds.
    a. The scanner will make a beeping noise when turning on
2. Open the Opus Freeflow scanning software
    a. The Bookeye 4 scanner must be turned on and fully loaded before opening scanning software
    b. The software will automatically open previous project
3. Select the **Scan** tab at the top of the screen.
4. Directly beneath the Scan tab, in the control panel, select **Full Settings** tab
5. Select the **New** button
6. Define Opus Object dialog box will appear. Fill in box as follows:
    a. Project: *Field Book _ _ _ _ (four digit number indicating field book numbers. EX: field book number 23 would be "0023")*
    b. Object Type: *select "book" from drop down menu*
    c. Object Name: *four digit number indicating field book numbers. EX: field book number 23 would be "0023"*
    d. Description:
    e. Author:
    f. Publication:

7. Select **OK**
    a. The software will now display "No Image" at the center of the screen.

Monitor 1

Monitor 2



Scanning Procedures:

Step 2: Scanning Document

1. Select **Setup**, Advanced Scanner Setup Dialog box will appear
2. If scanning front or back cover of field book, follow steps below and then proceed to step four. If scanning the pages inside of field book skip directly to step three.
    a. Hardware Setup
        i. Scanner should be set in flat position
        ii. Place the field book on the right portion of the scanner bed
    b. Software Setup
        i. Select **Load Setting from Template** button
        ii. Select "Front and Back Covers.bin" file
        iii. Select **Open** button
        iv. Select **OK** button to apply loaded scanner setup template

3. If scanning pages inside of field book, select Load Setting from Template button
    a. Hardware Setup
        i. Scanner should be set in "V" position
        ii. Place the open field book in the "V" cradle with spine at the bottom of the cradle.
    b. Software Setup
        i. Select **Load Setting from Template** button
        ii. Select "Split Pages.bin" file
        iii. Select **Open** button
        iv. Select **OK** button to apply loaded scanner setup template

4. Select **Scan Now** button or press any of the physical buttons located on the scanner to begin the scan of the field book.
    NOTE: While using Split Pages template the Scan Now button must be pressed a second time after the scan is complete to display both halves of field book. The left page of the book will be displayed initially and the right page of the book will be displayed after the scan button is pressed a second time.

5. Turn the page of the field book and repeat steps 2-4 until the end of the book.

Step 3: Editing Documents

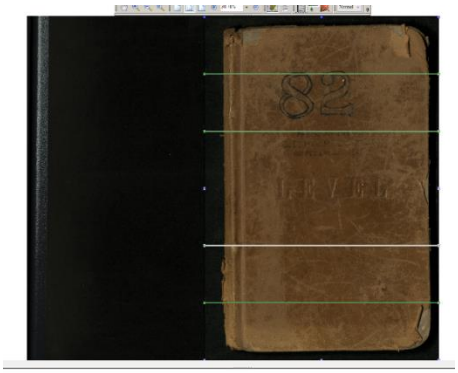
Delete an Unsatisfactory Image

1. If an image needs to be rescanned the user should first select the image thumbnail from the preview scroll bar at the bottom of the screen (area 4).
2. Select **Delete Current Image** button.
3. Repeat Scanning a Field Book procedures until successful scan is achieved.

Image Treatment

1. Select the **Image Treatment** tab at the top of the screen.
2. Using the thumbnail preview scroll bar at the bottom of the page, select the front cover image.
3. Select the **Content Clip** button  to manually adjust the clip area. The clip area box should now be highlighted.

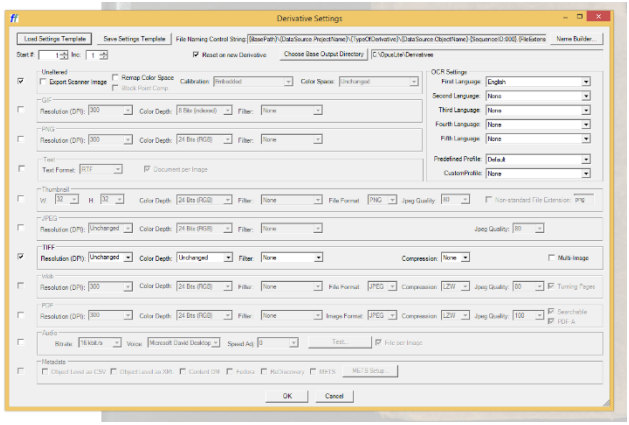
4. Drag the corners of the highlighted box until the box is placed around the desired image.

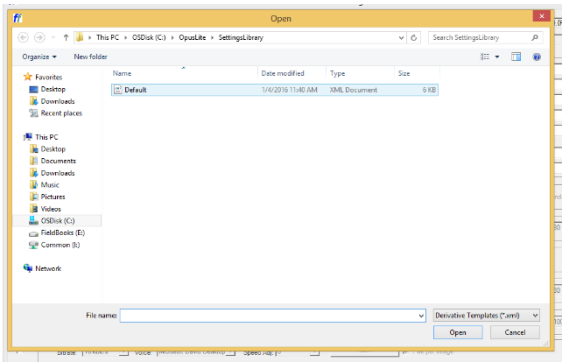


5. Select **Perform IT on Current Image** button. DO NOT select **Perform IT on All Images.** The software will automatically take the user to the Export tab.
6. Repeat steps 1-5 on the back cover image. You should only need to perform Image Treatment on the first and last images (front and back cover).

Exporting the Scanned Images

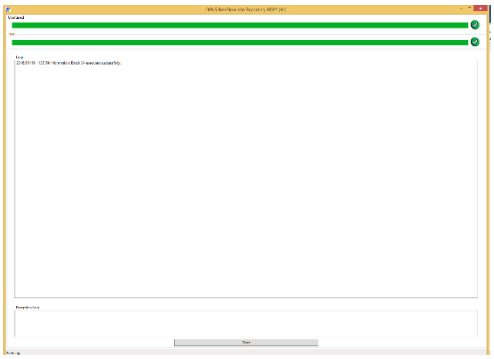
1. Select the **Export** tab at the top of the screen.
2. Select the **Export Images** button at the bottom of the control panel. The Derivative Settings dialog box will appear.
3. Select **Load Settings Template** button.
    a. Choose **Default** file and select **Open** button.





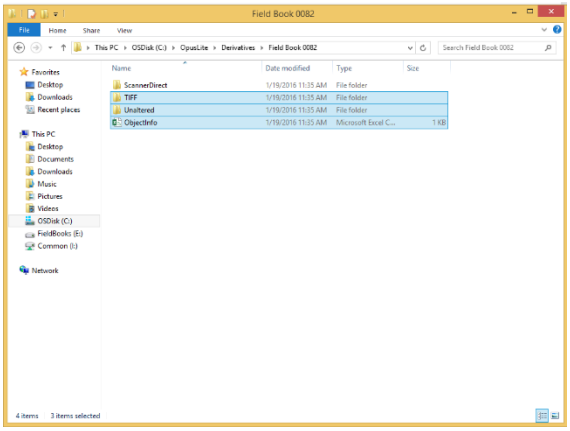
4. As exporting progress screen will appear. The scanner and scanning software cannot be used while exporting is in progress.

5. Once the exporting process is complete, select **Close** button at the bottom of the progress screen.



Save Images to Hard Drive

1. Navigate to the export location. C:\OpusLite\Derivatives\Field Book ####
2. Select and COPY the TIFF and Unaltered folders as well as the **ObjectInfo** Excel document.



3. Open Field Books (E:) and paste items in appropriate folder.