

Selection, Scanning and Submittal of Government Documents



**UNIVERSITY OF FLORIDA
DIGITAL COLLECTIONS
PART I**

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Objectives



- Select appropriate government documents for this project
- Scan and format documents correctly for upload to UFDC
- Set up your account with UFDC

Selection: Theme



- Hurricanes in Florida and related topics
 - Emergency management
 - Water Quality
 - Impact on Wildlife
 - Disaster Planning
 - Building Codes
 - Etc.



Selecting Documents: Basic requirements



- Federal publication
- Cataloged (OCLC #)
- 8.5" x 11" or smaller

Selecting Documents: Optimal Items



- Small or pamphlet type items
- Not tightly bound
- SuDoc number
- Consistent content
 - text goes in same direction
 - font is of consistent size



Scanning: Getting Started

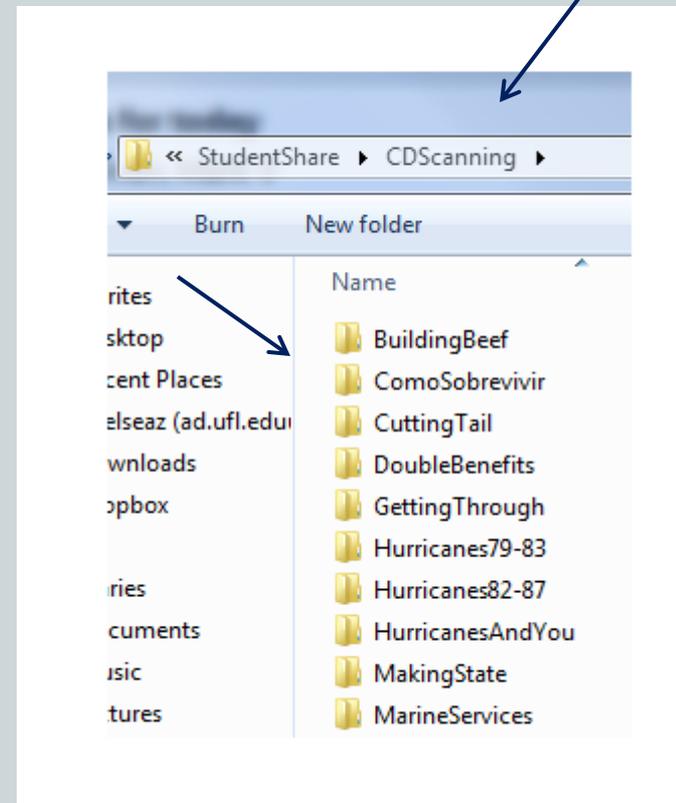


- **Equipment**
 - PC using Windows XP or higher
 - Epson flatbed scanner
 - Adobe Photoshop Elements (But not really)

Scanning: Folder Set-Up



- Folder Structure
 - Main Scanning folder
 - ✦ Item #1 folder
 - ✦ Item #2 folder
 - ✦ Item #3 folder



Scanning: Folder Set-Up



- File name structure

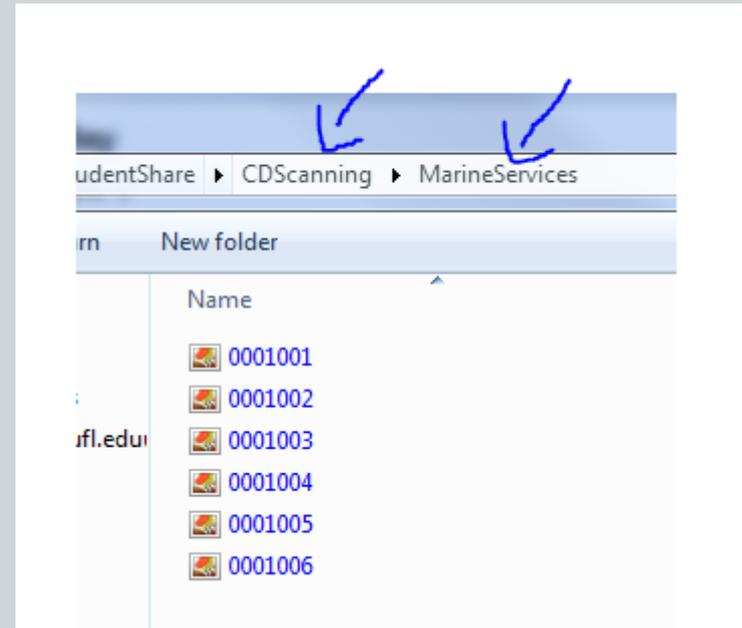
- Main scanning folder

- ✦ Item#1 folder

- 0001001

- 0001002

- 0001003



- Do not use spaces, periods, symbols, or other “weirdness” in file names

Scanning: Scanner Settings



UFDC Requirement for Digital Master Files

- 8-bit Grayscale or 24-bit RGB Color (depending on whether original has significant color)
- 300 dpi for standard text or 600 dpi for stand-alone images (photographs, maps)
- Save archival files as uncompressed TIFFs

Scanning: Steps



- Create folder structure
- Select the first document for scanning
- Answer these questions:
 - Color or black & white?
 - Largely image based or text based?
 - Is font regular size or very small? Is it even or broken

Color

BW

10 point font

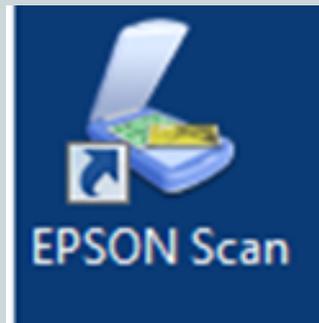
8 point font

6 point font

Scanning: Scanner Settings



- 8-bit Grayscale or 24-bit RGB Color (depending on whether original has significant color)
- 300 dpi for standard text or 600 dpi for stand-alone images (photographs, maps)



Scanning: Scanner Settings



The screenshot shows the EPSON Scan application window. The title bar reads "EPSON Scan". The main interface includes a logo with a flower and the text "EPSON Scan". To the right of the logo is a "Mode:" dropdown menu set to "Professional Mode". Below this is a "Settings" section with a "Name:" dropdown set to "Current Setting" and "Save" and "Delete" buttons. The "Original" section contains "Document Type:" (Reflective), "Document Source:" (Document Table), and "Auto Exposure Type:" (Document). The "Destination" section contains "Image Type:" (8-bit Grayscale), "Resolution:" (300 dpi), "Document Size:" (W 8.48 H 11.67 in.), and "Target Size:" (Original). Blue arrows point to the "Mode:" dropdown, "Document Type:", "Document Source:", "Auto Exposure Type:", "Image Type:", "Resolution:", and "Target Size:" dropdowns.

EPSON Scan

Mode: Professional Mode

Settings

Name: Current Setting

Save Delete

Original

Document Type: Reflective

Document Source: Document Table

Auto Exposure Type: Document

Destination

+ Image Type: 8-bit Grayscale

Resolution: 300 dpi

Document Size: W 8.48 H 11.67 in.

+ Target Size: Original

Scanning: Scanner Settings Cont.



Document Size: W 8.50 H 11.70 in. ▾

+ Target Size: Original ▾ [A]

Adjustments

- Unsharp Mask
Level: High ▾

+ Descreening
 Color Restoration

+ Backlight Correction

+ Dust Removal
 DIGITAL ICE Technology

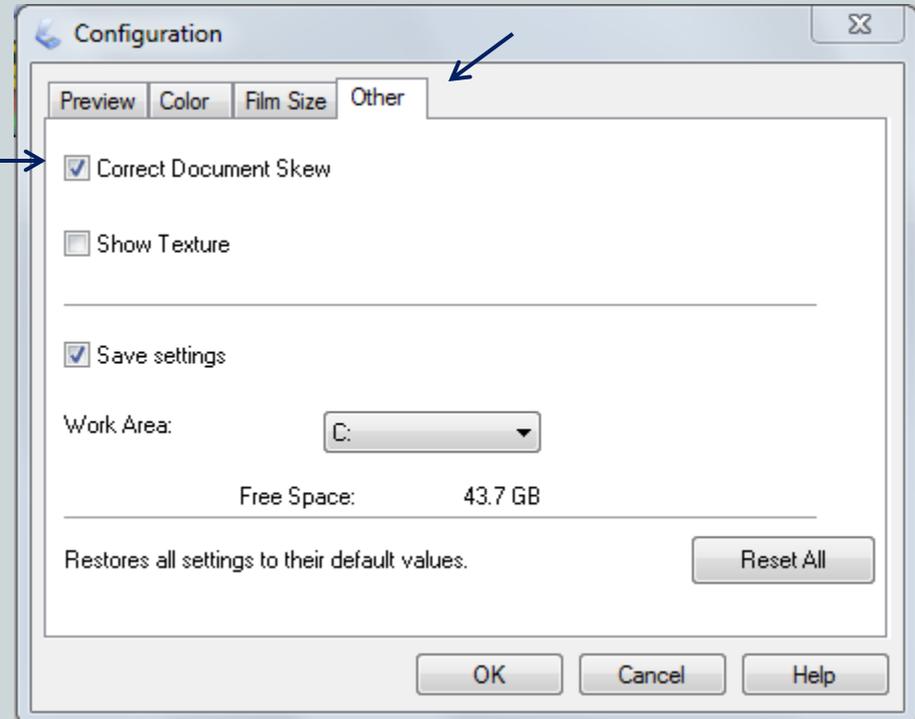
 Preview  Scan 



Scanning: Scanner Settings Cont.



This will help straighten scanned images that are not placed exactly straight on the scanner bed.



Scanning: Scanner Settings Cont.

A screenshot of the EPSON Scan software window. The window title is "EPSON Scan". The main header area contains the EPSON logo and the text "EPSON Scan". To the right of the header is a "Mode:" dropdown menu set to "Professional Mode". Below the header is a "Settings" section with a "Name:" label and a dropdown menu set to "Current Setting". There are "Save" and "Delete" buttons below the name dropdown. The main settings area is divided into sections: "Original" with "Document Type" (Reflective), "Document Source" (Document Table), and "Auto Exposure Type" (Document); "Destination" with "Image Type" (8-bit Grayscale), "Resolution" (300 dpi), and "Document Size" (W 8.48 H 11.67 in.); and "Target Size" (Original) with a small icon button. A blue arrow points from the text on the right to the "Name:" dropdown menu in the Settings section.

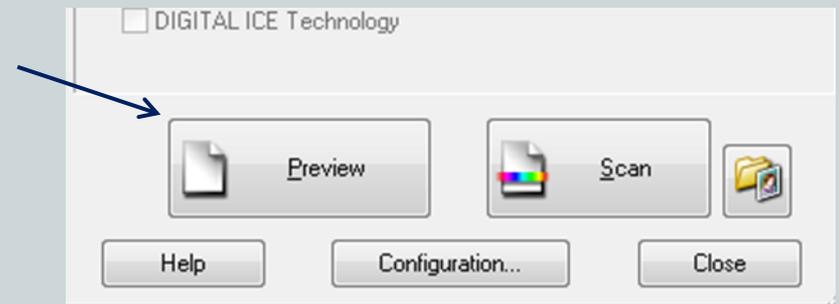
You can set these settings and then save them on this menu.

Scanning: Let's Go



- Pick an item
- Set up the folder structure
- Decide on scanner settings based on color and font size
- Place the front page of the item on the scanner
- Click on Preview

Insert picture
of item on
scanner HERE

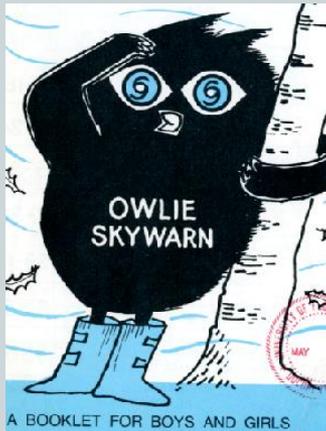


Scanning



- The image that appears allows you to see that your image is basically straight and legible.
- The cursor will become a crosshair which you use to block the area you want to scan.
- Select the correct area and click the Scan button.

Scanning: An Example



EPSON Scan

EPSON Scan Mode: Professional Mode

Settings

Name: Current Setting

Save Delete

Original

Document Type: Reflective

Document Source: Document Table

Auto Exposure Type: Document

Destination

+ Image Type: 24-bit Color

Resolution: 300 dpi

Document Size: W 6.15 H 9.02 in.

+ Target Size: Original

Adjustments

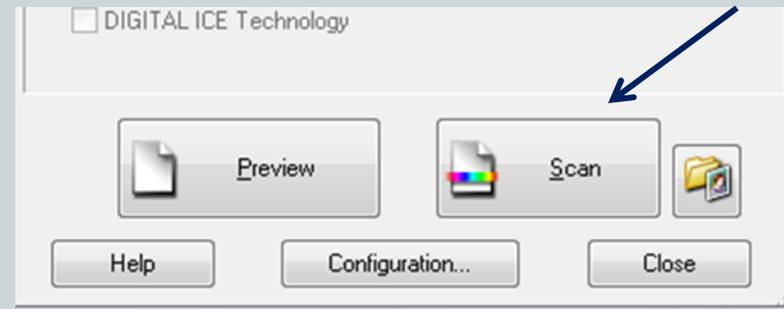
Reset

Unsharp Mask

Level: High

+ Descreening

Scanning: An Example



Scanning



- A File Save box will pop up.

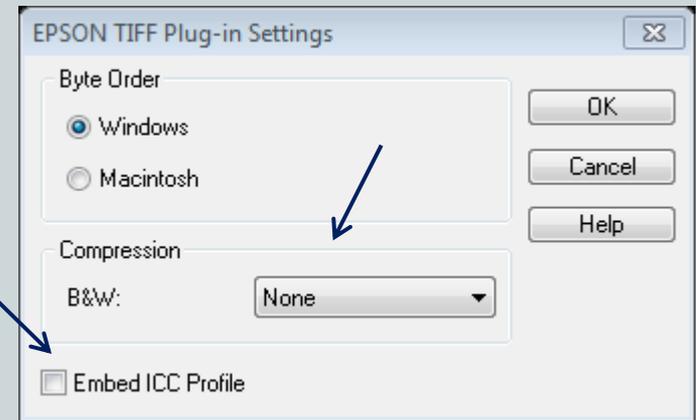
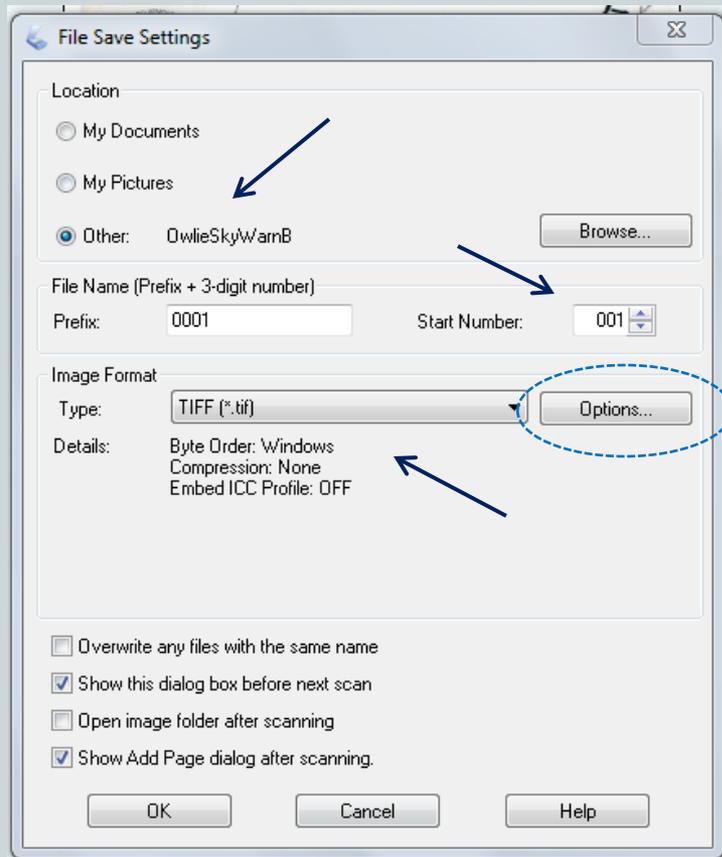


Image Correction



- The Epson software does a good job with straightening and color levels.
- Double check color levels by selecting the histogram button during the preview process

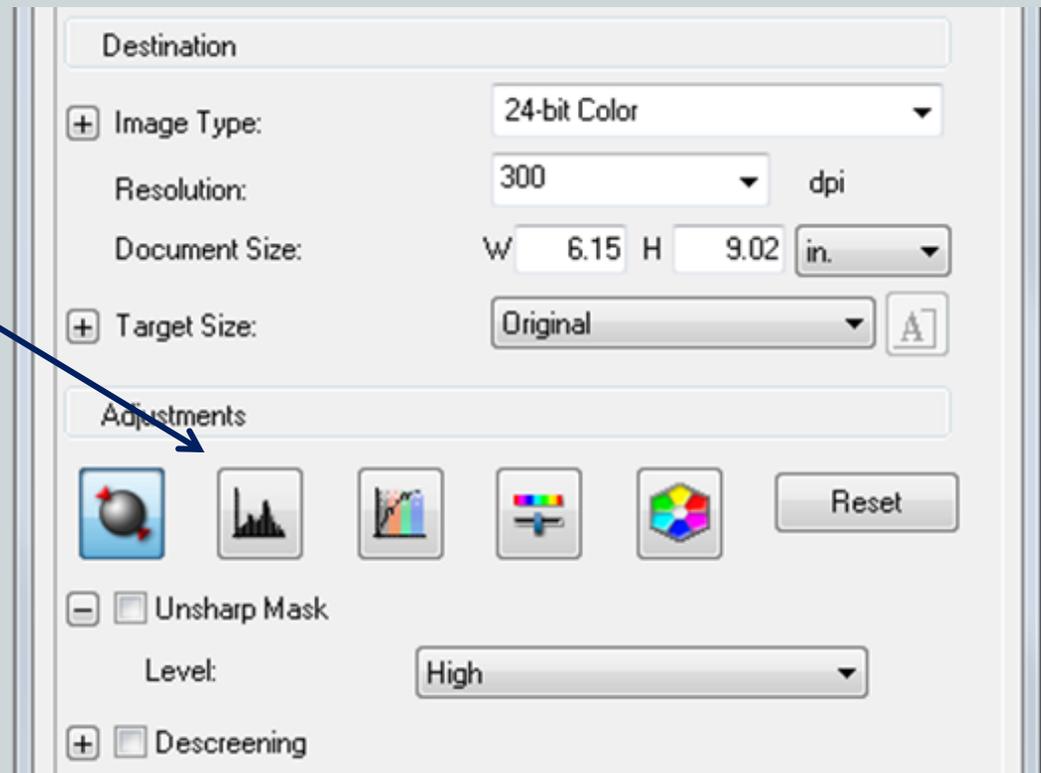
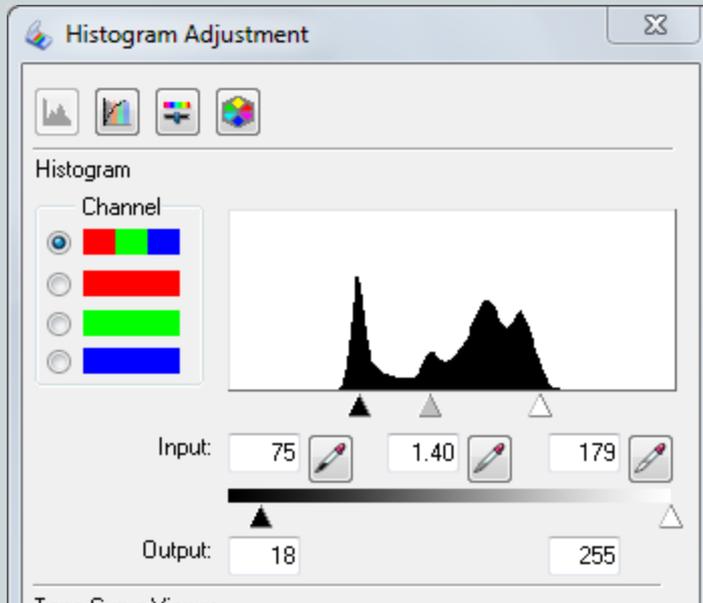
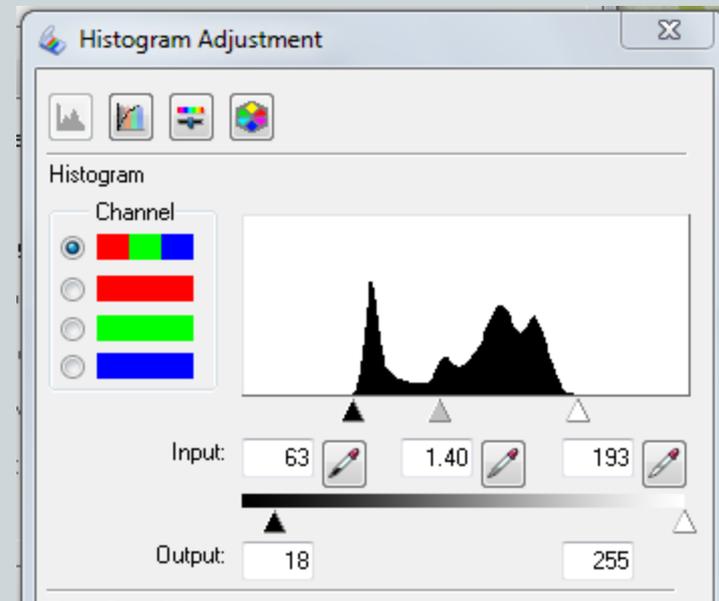


Image Correction: Editing Histograms

Original Levels



Edited Levels

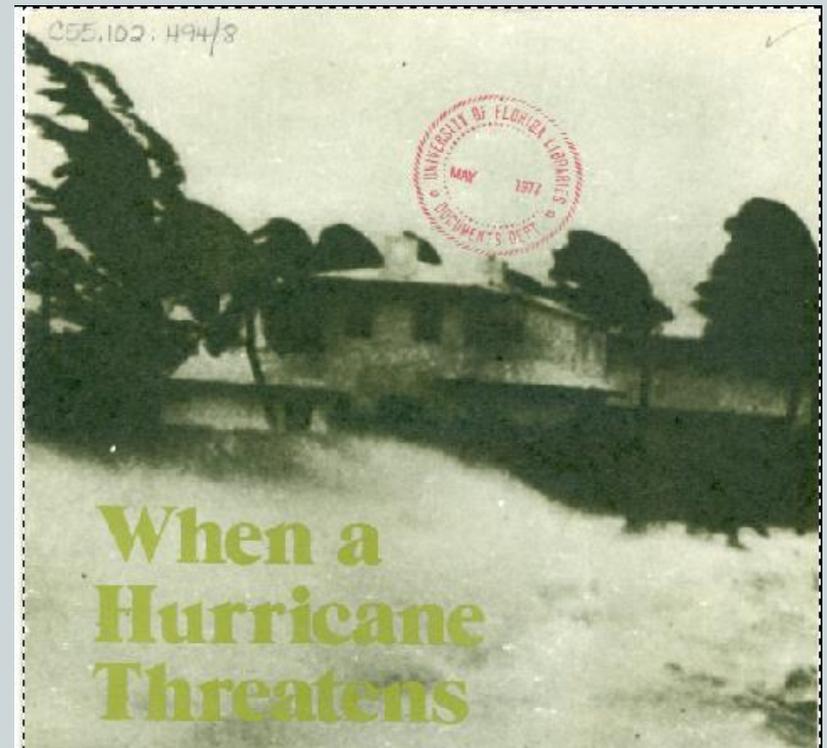
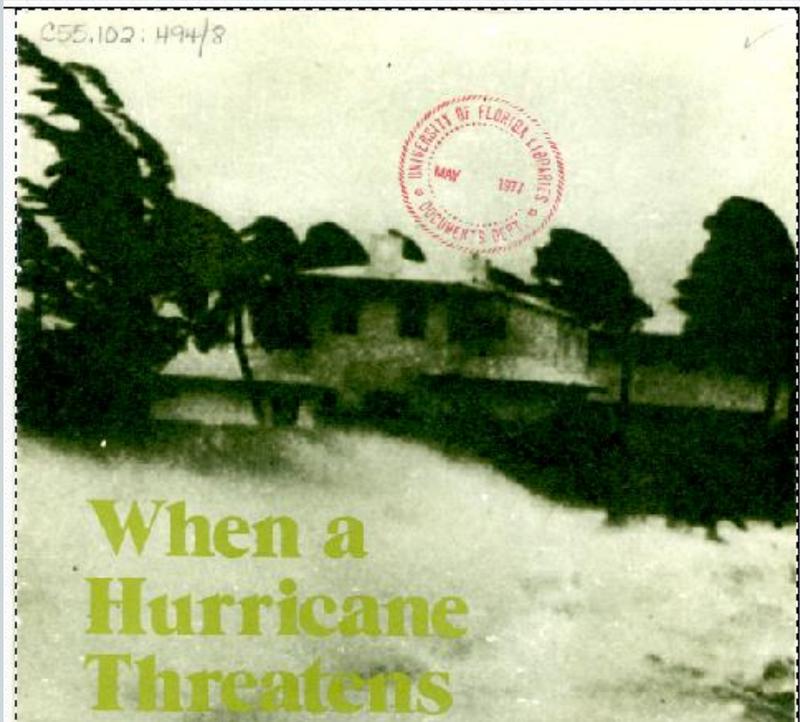


With your cursor drag the left and right arrows to the edges of the graph space

Image Correction: Color Levels



Unmodified Color Levels

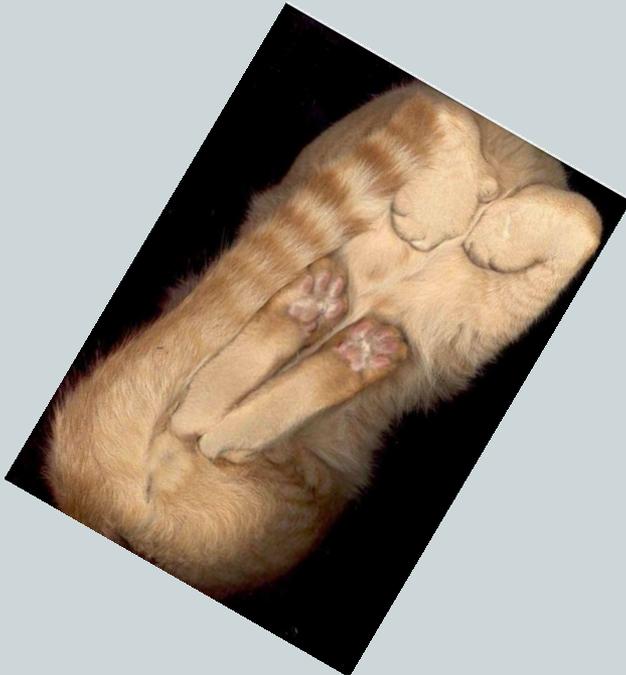


Modified Color Levels

When Good Scans Go Bad



- Pages get out of order/skipped page(s)
- Forgot to check settings
- Forgot to do histogram



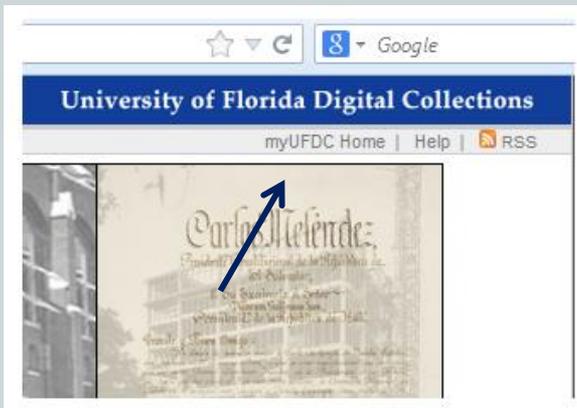
Scanning: Wrap Up



- Pick your title
- Set up the folder structure
- Decide on scanner settings based on color and font size
- Place the item on the scanner
- Click on Preview
- Define edges of image to be scanned
- Edit color settings using the histogram button
- Scan
- Select Save settings

- Rinse and repeat

Setting up UFDC Account



- Go to <http://ufdc.ufl.edu/>
- Select myUFDC Home
- Select Register Now

UFDC HOME

Logon to myUFDC

The feature you are trying to access requires a valid logon.

Please choose the appropriate logon directly below.

- If you have a valid Gatorlink ID, [Sign on with your Gatorlink here.](#)
- If you have a valid myUFDC logon, [Sign on with myUFDC authentication here.](#)
- Not registered yet? [Register now](#) or [Contact Us](#)

Setting up UFDC Account



- Choose a username and password that you can remember
- Provide your name and affiliation
- Select the box to allow you to submit materials online

I would like to be able to submit materials online. (Once your application to submit has been approved, you will receive email notification)

CANCEL

SAVE ►

Homework



Before the next Webinar on September 11, 2013.

- Select 10 documents you would like to scan
- Scan the documents and correct the images in the manner shown in this webinar.

By August 30

- Register for UFDC at <http://ufdc.ufl.edu/>
 - Select MyUFDC Home in the upper right hand corner
 - Select the 3rd option: “Register Now”
 - Fill out the registration form

Thank You



<http://guides.uflib.ufl.edu/FLscanning>

Any Questions?

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