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## Introduction

*All images and handwritten documents are to be scanned and saved using the following method. Saving digital records as a TIFF will create a master copy of a high enough resolution to allow future users a wide range of options for recreating and re-sizing the file. Saving digital records as a JPEG will allow users to easily transfer files to the Kete database, allowing access to the file without creating storage issues and reducing the risk of people obtaining high quality images.*

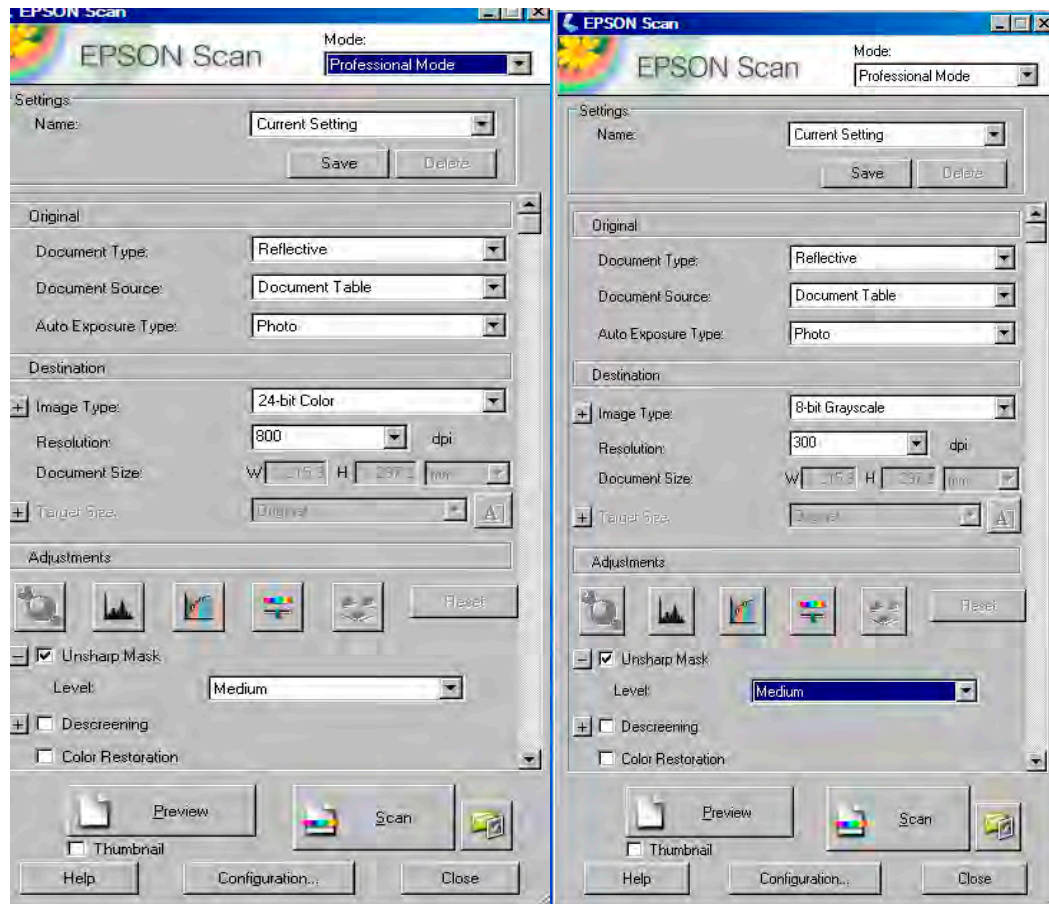
*Computer generated or typed documents with handwritten notes must be saved both as an image (as a TIFF and a JPEG), and as a searchable PDF (meaning with Optical Character Recognition). Computer generated or typed documents without handwritten notes can be saved as a searchable PDF only.*

## Scanning Methods, photo prints and documents

The Scanner lid requires the spacer clipped into the lid – white side on view.

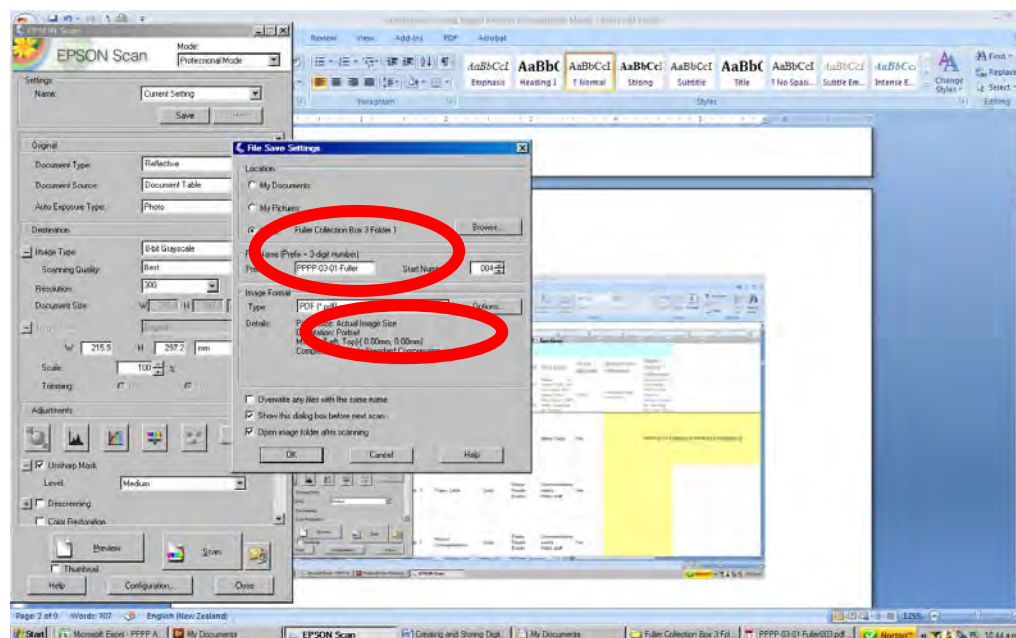
### Scanning methods - Photo prints

### Scanning methods – documents (OCR scan for PDF)

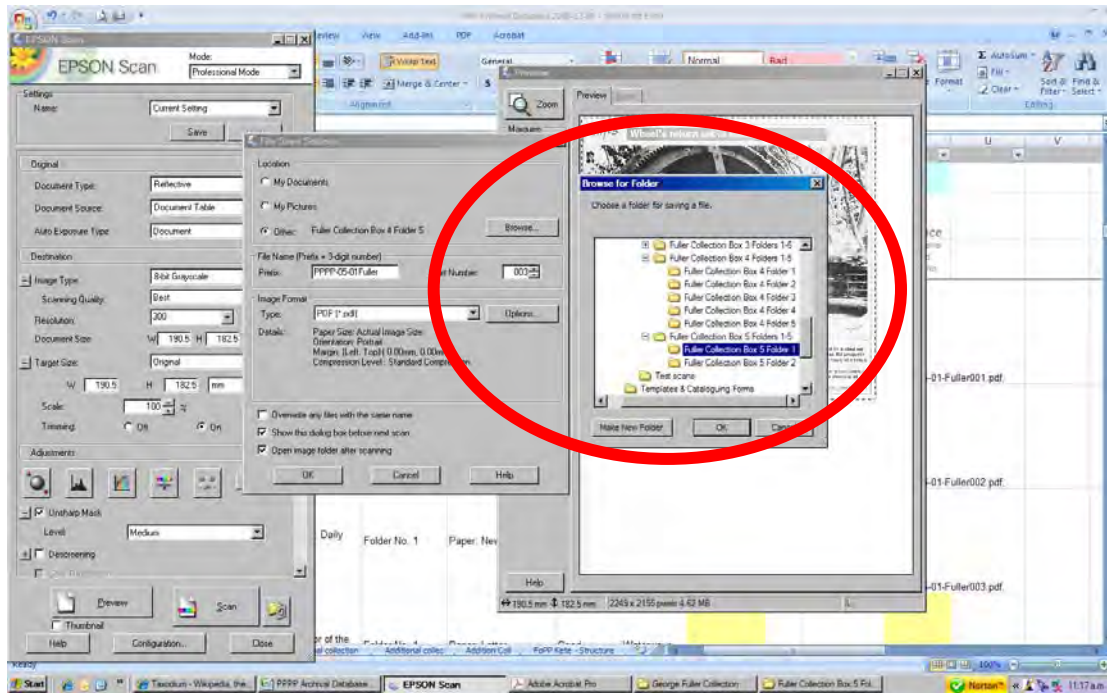


Enter destination filename by selecting 'Other' and clicking 'Browse'.

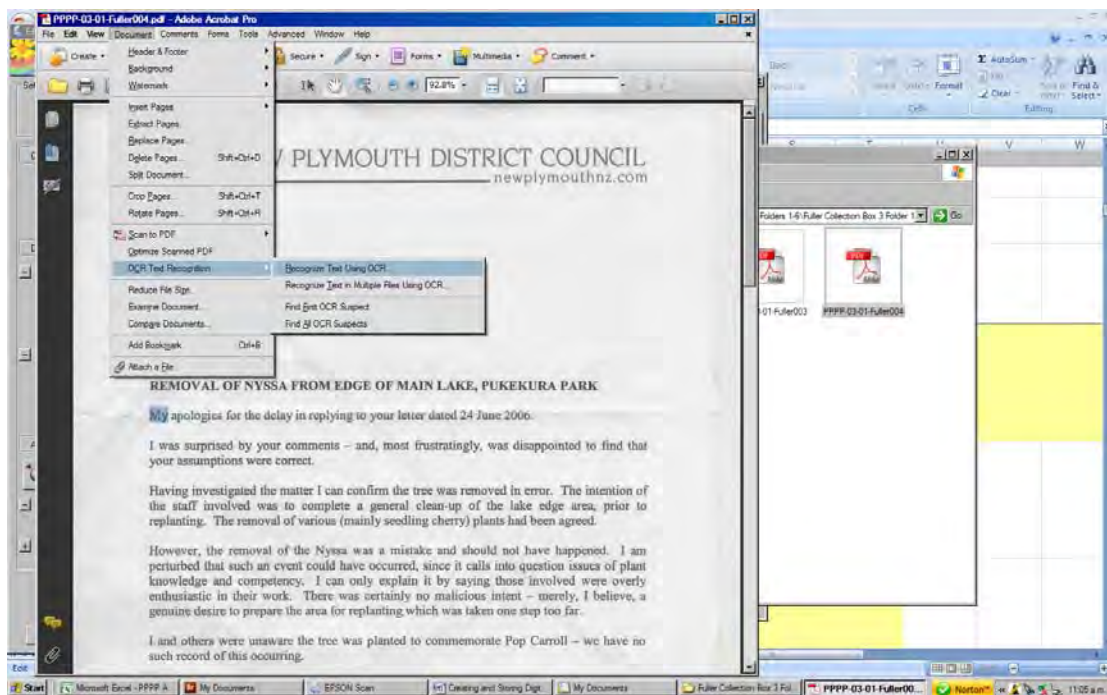
Select image type.



When you start a new resource box and/or folder ensure you create a corresponding folder, then when saving the document, browse to that folder.

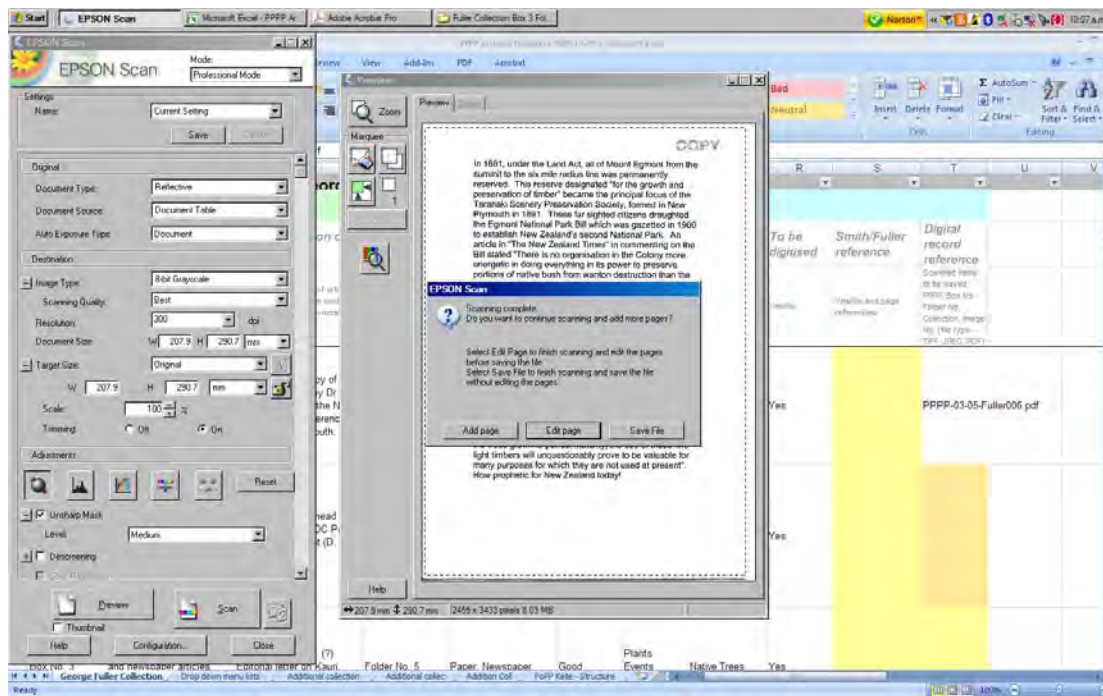


## Creating a searchable pdf from a document:



## Adding pages to a pdf whilst scanning:

Scan first page, save, then select 'add page'



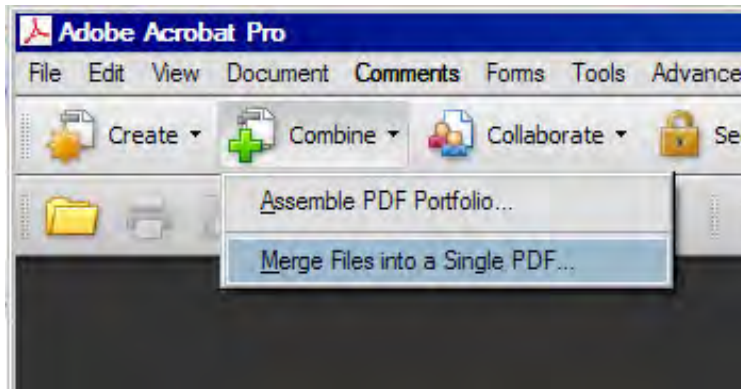
## Using Abbyy Software for OCR

Use *Abby Fine Reader 6.0 Sprint* programme, select Open Image (opens a document from file holding scanned items), select Read All (converts to Optical Character Recognition), select Save (place OCR PDF into corresponding PDF folder). Use 'Find' function to search for words (ie: Kauri).

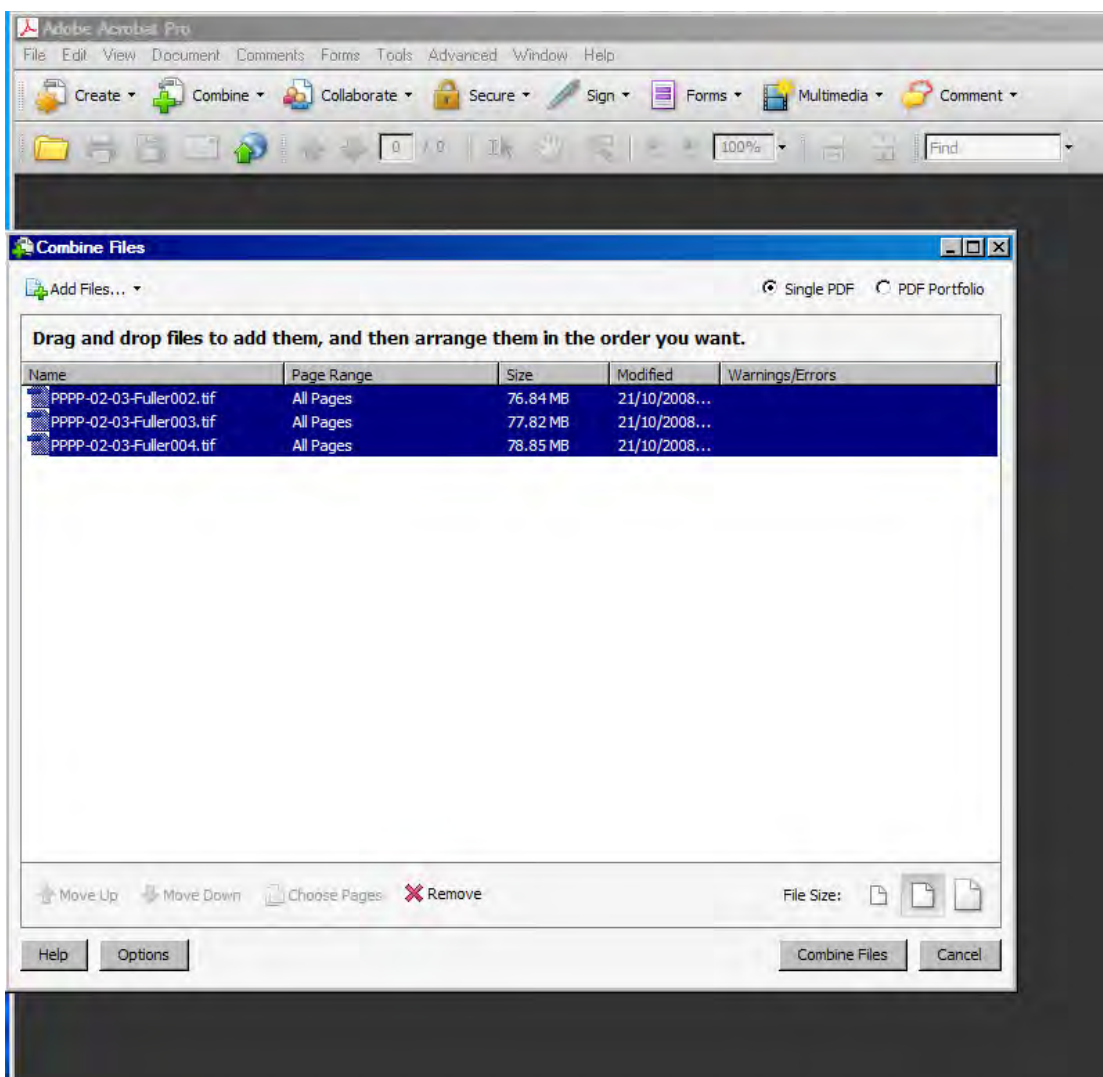


## Combining individually scanned items into a single document (to match original).

Physical archive documents which have multiple pages, need to be scanned as individual items and then re-combined as a single digital file, to represent the original.

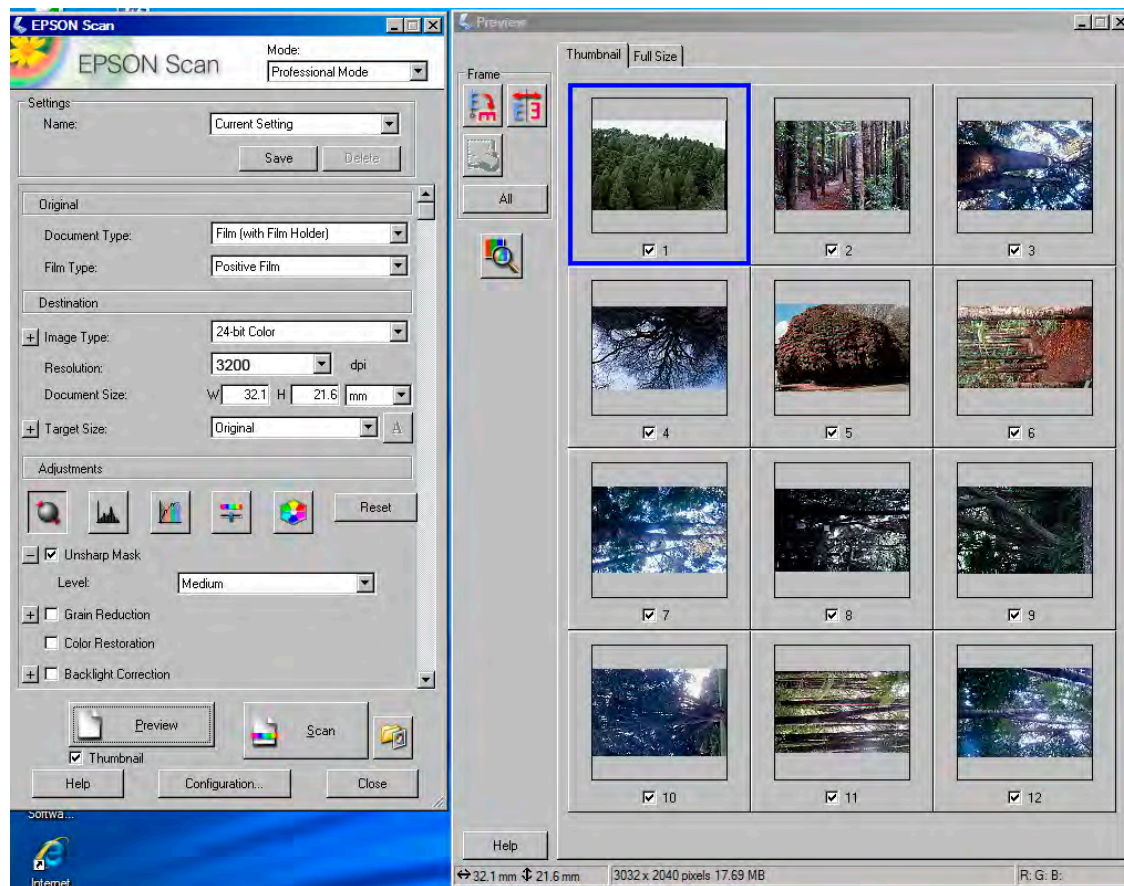


### Re-order pages to correct sequence using "Move up" or "Move down" options



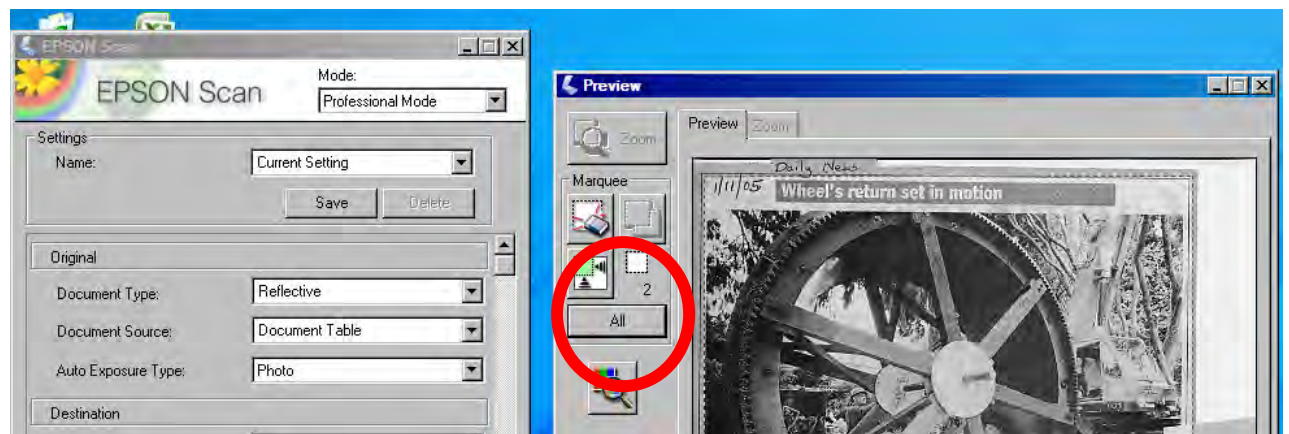
## Scanning methods - Slides

First remove the white spacer in the scanner lid – this is not required.

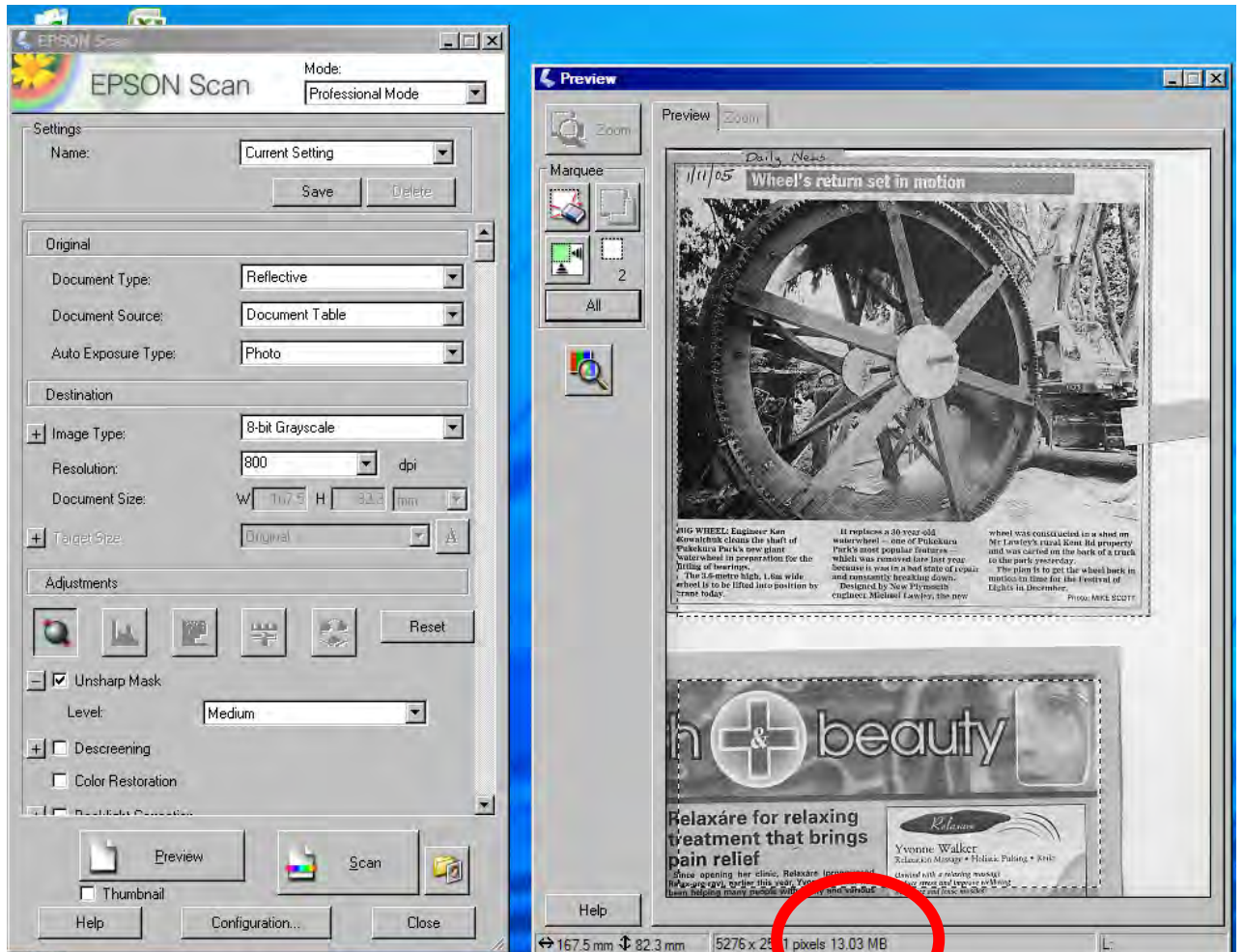
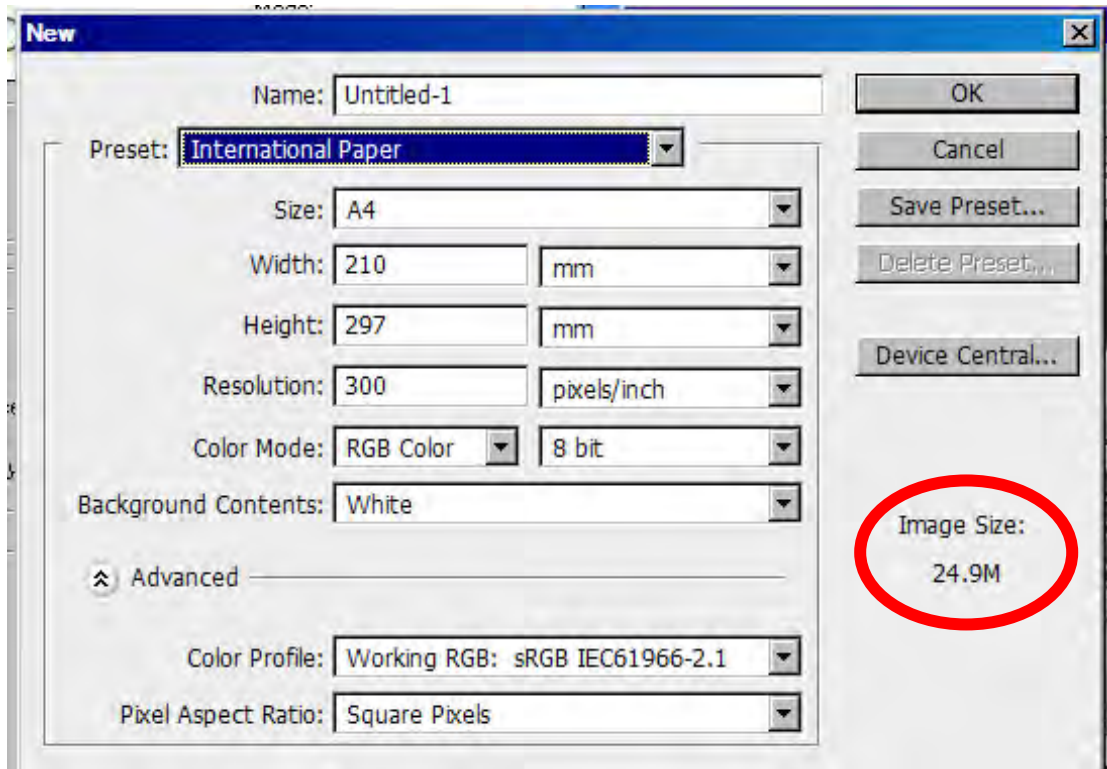


## Selecting multiple items for scanning

Use crop tool to select each item individually, click "all", then scan.



**A4 File Size** (Top image), **Scanning Size** (bottom image)



## Scanning resolution:

Slides: 3200 dpi

Document and Photo scans: use 300, 400, 600, 800 dpi to ensure that the minimum file size is 25 MB (megabytes) for colour, or 9 MB (megabytes) for black and white.

### **Creating a master TIFF; Resizing:**

Set image size in Adobe Photoshop to: Resolution 300DPI

Maximum image size 210 x 297mm (A4).

Maps/Plans:

Maximum image size 420 x 297mm

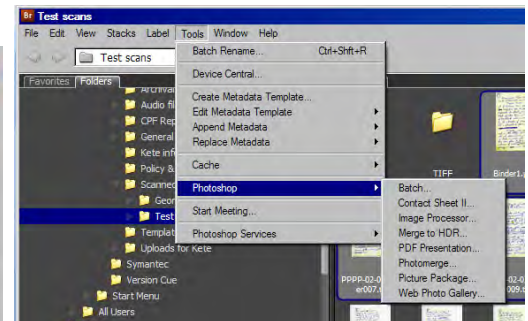
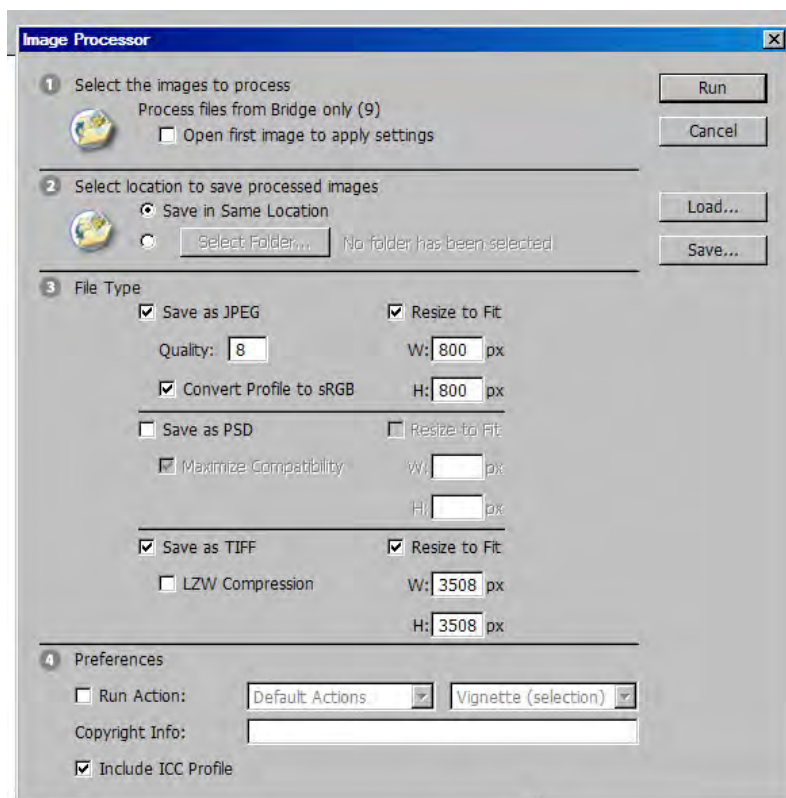
(A3)

### **Creating a JPEG; (website & Kete use):**

Set image size in Adobe Photoshop to:

Longest dimension: 800 pixels (Puke Ariki standard)

### **Batch Processing of TIFFs and JPEGs in Bridge – setting dimensions**





## Storing and Saving:

The following 'code' is to be used to saving all scanned items to provide a digital reference and a reference for physically locating the original item if necessary.

PPPP (Pukekura Park Portal Project)

01- (ie: Box number 1)

03- (ie: Folder number 3)

Fuller (collection name)

001 (ie: scanned item number 1)

.tif or

.jpg or

.pdf (file type)

## Metadata within Bridge:

Input as much information as possible.

- Collection code (see above)
- Original file size (pixels)
- Original creator's name
- Original date of image
- Physical type of image
- New image author, technique
- Date of imaging/scanning
- Subject of image/location of photographer and direction of photo
- Copyright or Creative Commons license code (input watermark if necessary)

*Publicly visible information:*

- Copyright owner and contact
- Original creator
- Subject of image/location of photographer
- Copyright or Creative Commons license code and watermark

### **Save into Folder: *Scanned Archives***

Subfolders within *Scanned Archives* are organised by collection: George Fuller Collection; C.I McDowell Collection, etc. When each group of records is complete and/or the collection reaches 700, burn to CD\*:

### **CD Cataloguing process:**

Each CD will be named consistently, with each collection having the potential for many CD's. Groups of CDs will be burnt to DVD, which will act as both a back up and a more manageable first point of reference for each collection.

- PPPP (Pukekura Park Portal Project)
- CD1 (number of CD)
- Fuller (collection)
- 1-8 (scanned items from within these number of boxes in collection)

### **DVD backup:**

Burn all CD's relating to a collection to DVD

Back all digital records to external drive.

*\* Recommended CD/DVD brands (Derek Hughes): Verbatim, Taiyo Yuden. Acceptable brands: TDK, Sony, Mitsubishi.*

*A4 paper size: 210 x 297 mm*

*A3 paper size: 297 x 420 mm*

### **Adding Metadata to Audio files (?)**

