

Volunteer Instructions

Scanning Local History Items in Technical Services

Revised June 29, 2006

A. Obtain items to scan from the Local History Room. The first project will be to scan postcards that are kept in boxes – a placeholder inside the box indicates what items to scan next.

B. Do the computer scanning.

1. Use computer next to the scanner in Technical Services.
2. Place the item face down on the scanner bed (there is a box with an arrow telling you where the top corner of your photo should be placed)
3. Double click on the icon of HP Precision Scan on your desktop.

4.



4. You are now in the HP Precision Scan window. Select the following:
5. Scan To: Image File (click on the arrow to select)
6. Then be certain that Check marks are in the boxes for:
7. Select parts of page or View page first
8. Scan in color (if it is a color picture)
5. Click the Scan button on bottom of Window, a preliminary scan is now being done. The scanner makes a series of sounds before it actually begins to scan the photo. In a few seconds, a preview of your scan will appear.
6. Select the area you want for your picture if necessary:
7. Click on the Arrow Tool on the left. Move to the inside of your photo and drag a box over the area you would like your picture to include. (Do this only if you want to eliminate something from the original picture.) You can readjust this by using the double-sided arrows and dragging.
8. Magnifying Glass+ --Zoom in and get a closer look. Select tool and then move on a picture and click.
9. Magnifying Glass- --This tool allows you to zoom back out.
7. Set size of Photo if necessary. From the Menu Bar, select Settings---Size---Region Size to see the photo size. You may change the dimensions by selecting Custom Size and typing the size you want. (If you have questions about settings, see *Standards* in attached supplemental information.)
8. Click on Accept.
9. Window will appear **Save As** Change the Save In name to Desktop/Local History Scanning (folder)
10. Select TIFF (.tif) for the type of file
11. Type a File Name (name your scan – see Naming Scheme guidelines in attached supplemental information)
12. Click on the Save button.

C. When finished, log off the computer and return the items to Local History – place the marker in position behind the items you scanned.

Supplemental Information

Naming Scheme

Save files utilizing designated naming scheme:

Generating Entity followed by date (in year-mo-day format) followed by type of item
(i.e., BLA.20030821.minutes.pdf)

Borough Naming Convention – for Borough documents, use the following two-letter prefix, the date, and a limited set of document identifiers as a starting point.

BA: Board of Adjustment
BC: Borough Council
BH: Board of Health
EC: Environmental Commission
HP: Historic Preservation Committee
LB: Library Board of Trustees
OS: Open Space Committee
PB: Planning Board
RC: Recreation Committee
ST: Shade Tree Committee

Standards

Color photos and documents:

Should be scanned at minimum 600 dpi for archival purposes.

Color space should be sRGB, at least 24-bit truecolor. 8 bits per channel is preferred.

Archival files should be in TIFF format. LZW compression is acceptable.

Black and white documents with gray tones, or black and white photos:

Should be scanned at a minimum of 600 dpi.

Color space should be grayscale. RGB is acceptable, but contributes nothing to pure grayscale images and only increases file size.

Archival files should be in TIFF format. LZW compression is acceptable because it is "lossless," or does not compromise image quality to reduce file size.

Black and white documents with pure text:

Should be scanned at a minimum of 600 dpi.

Color space should be 2-bit color (black and white), but should be converted to grayscale if the documents are to be digitally resized.

TIFF format for archived images.

Additional Considerations

Scan at resolutions much higher than 600 dpi may be needed if the document is small in physical size, and an enlargement of the document will be desired. When documents are digitally enlarged, their resolution will decrease. For example: if you original document is 2"x3" in size, a 600 dpi scan will render a 600 dpi 2"x3" print. However, an 1800 dpi (600 dpi multiplied by 3) scan of the 2"x3" original will render a 600 dpi 6"x9" print (a 3x enlargement).