SCANNING

Quick Guide to Scanning and Processing

1. Pre-Scanning Preparation
   - Create a directory structure to house the image files you will produce.
   - Ensure that BCS-2 is connected to the scanner and configured to scan in TIFF mode.
   - Begin a new scan order in BCS-2, configured to appropriately name and transfer the image files.
   - Check that the scanner is configured correctly.

2. Scanning
   - Scan pages in pairs, from left to right.
   - If the volume can be opened flat, use the “Flat” setting and align the volume at the bottom of the scanner plates.
   - If the volume cannot be opened flat, use the “Book” setting, center the volume on the scanning plates, and flatten it as much as possible.
   - Compensate for bleed-through and faint print as necessary.
   - Regularly check the preview images in BCS-2 to ensure continued proper scanner settings and volume alignment.
   - Scan pages that include photographs or illustrations twice—once in “B & W” mode and once in “Gray” or “Color,” as appropriate.
Processing

Phase One Processing: BCS-2
- Manually split each image into two single-page images.
- Mask each page image to include only the page contents, while keeping in mind the special cases: beginnings and ends of articles, and covers and title pages.
- Deskew and despeckle each page, and clean up any stray thumbs, black borders, and noise using Imagetools.
- Transfer the order to the appropriate folder on the hard drive.

3. Phase One Processing: ACDSee
- Transfer grayscale and color images to an Images folder within the OTIFF folder
- Renumber the image files in the correct order and change the file extensions from upper case to lower case.
- Add a “t” to the filename of the table of contents pages and a “c” to the filename of the cover page(s).
- Rename grayscale and color images to correspond to their bitonal counterparts.
- Copy the contents of the OTIFF folder to the PTIFF folder.

4. Phase Two Processing: Photoshop
- Determine and set the canvas size to be used for all of the volume’s pages.
- Run the batch canvas size transformation to standardize the dimensions of each image.
- Process each grayscale and color image as appropriate.

5. Phase Two Processing: ACDSee
- Recompress all bitonal images to CCITT Group 4 compression at 300 dpi resolution.