

Digital Collections Basic Workflow

1. Receive project assignment. Projects are decided by the Digitization Committee.
2. Discuss with Digitization Team the best way to create the project at hand. This depends on the way the project is currently organized as well as what will make the most sense for a researcher. Consistency is very important in this department. Often the decision is based on how a similar past project was put online. Possible choices for structure of the digital object are: individual items, document compound object, monograph compound object. Check digitization website for examples.
3. Create a spreadsheet to track who is working on what parts of the process for each item in the project. This is especially important for projects that will be ongoing.
4. Discuss how the scanned items should be named. Once scanned TIFFs are complete, items are renamed according to the decision of the Digitization team. Generally items begin with a three digit identifier (000, 001, 002) to keep order, followed by an underscore_ , then a date, in this format, Day, Month, Year, followed then by other information such as a person's name, location, event.
Example: 000_13 Aug 1952 Business School Club.
Every project is different and naming must be considered and decided upon at this point so that time is not wasted renaming files multiple times.
5. Begin scanning. Use Epson Scan to preview and scan items. It is best to know the way you are putting the project online to begin with so that you can set up your folders and scan accordingly. This will save time by not having to reorganize items. Place your item on the scanner and open the scanner program. Click Preview. Arrange the dotted selection box around the image you wish to scan. Click on the file icon and choose where you want the file to be saved and what you want it to be numbered. (We typically start with 000. The scanner will start with 001, so you will have to manually save the first one as 000. The scanner will also put the number at the end of the file name rather than the beginning so that will also be changed later.) Then click scan.
6. After scanning, straighten and crop items as needed so that they have a 1/8" border around the edge.
7. When scanned TIFFs are organized and named properly, it is best to review all folder and item names checking for spelling errors and numbering inconsistencies. **This is very important!** Sometimes it is helpful to have another team member check over the project as well. There can be no spaces between the file name and the .tif.

8. Make an exact copy of the image in JPG form. Do this by opening Photoshop and going to File >> Scripts >> Image Processor.
 - a. Select folder containing the TIFF files you would like to convert.
 - b. Select the folder where you would like your JPEG files to be save.
 - c. Check the Save as JPEG box and the make sure the quality is at 12.
 - d. Click Run at the top right and all files will automatically be converted and saved to your selected folder.

9. After the JPGs have been generated change the DPI to 150. This can be batched by setting up an action in Photoshop.

10. Transcription: Use ABBYY fine reader to transcribe typed text. In some cases transcription must be done without the assistance of software, for example hand written documents. Create a Microsoft word document with all the file names. (Use File Listing to generate the file names.) Transcribe each image under the appropriate file name. Please view previous transcriptions for examples of how to format. ABBYY instructions can be found in the Digitization Policies and Procedures.

11. Create metadata: Use Microsoft Excel templates created by the Digitization department to create metadata. The Digitization director will provide information needed to fill in areas defined. This is the point where project information, project titles, filenames, and transcription are all put together before uploading. This is also the point where inconsistencies will cause problems. It is very important to have everything in order and correct before creating metadata and then also be very careful and consistent in creating the metadata so that there are no inconsistencies there. Run file listing in the folder housing your project JPGs to generate a list of the file names that can be easily copy/pasted into the metadata excel sheet.

12. Once metadata is finished it is time to upload the project. Using the CONTENTdm project client, create a new project and ensure that you pick the correct collection to upload to. Use the wizard to get your item(s) in the project client. Before clicking finish in the wizard, check the field mapping and ensure that it is correct. Once project is in CONTENTdm, double check for any last changes that need to be made, add transcription and then upload for approval. When project is uploaded, let the CONTENTdm administrator know that the project is in queue and awaiting approval. Once approved, the project will be live on the website and ready to be viewed.