

## Student Assistant Workflow

### Scanning

- Receive Project from supervisor
- Discuss File Naming convention with supervisor
  - each item in the project must have the same file naming convention
- Scan first five images/pages and have supervisor check for quality

Epson Scan settings:

Mode: Professional Mode  
Document Type: Reflective  
Auto Exposure Type: Photo  
Image Type: 24-bit color  
Resolution: 400

Scan all items as TIFFs

For items 5x7 or smaller, please set resolution to 600. For photos smaller than 3x5, please set resolution to 1200.

- Make any necessary corrections and have the images re-checked
- Scan the rest of the item
- Double check scans to ensure nothing is cut off
  - Rescan any partial images so that the entirety is visible
- Ensure images are cropped with a border of 1/16" – 1/8"
  - If image is crooked, straighten in Photoshop before cropping:
    - Unlock the layer (layers panel > double click on the layer > enter)
    - Turn on the grid (ctrl+')
    - Bring image in to line with the grid (Edit > transform > rotate)
    - Once image is straight hit enter and then turn off the grid (ctrl+')
    - Crop image (C)
- Double check file numbering for consistency
- Have supervisor check scans

\*once you are comfortable with the process, only the final supervisor check will be necessary

## Student Assistant Workflow

### Transcription

- Run file listing on the folder of images you will be transcribing, then copy/paste this list of file names into a word document.
- Open ABBYY Fine Reader
- Drag 3 images into the program
- Go through each page and ensure that ABBYY has recognized all text areas and that the boxes the program has created are in the correct order.
- Have ABBYY read the document, then (if the project requires clean OCR) go through and fix any errors ABBYY made (though if there is a spelling error in the document, it must be preserved in the transcript).
- After making corrections, (or if the project only requires dirty OCR) copy/paste the text for each page into your word document under the appropriate file heading (make sure page 1's text is under the heading page 1.jpg).
- If there are any strange symbols in the transcript (boxes, asterisks that shouldn't be there, etc.) do a find and replace to replace the symbol with a blank space.
- If document is handwritten, or ABBYY Fine Reader cannot decipher the text, transcribe by hand into a word document.
- After first three pages are transcribed, have supervisor check for accuracy.
- Make any needed changes, and continue transcribing the rest of the document.
- When finished, have supervisor check for accuracy.

\*once you are comfortable with the process, only the final supervisor check will be necessary

# Student Assistant Workflow

## Large Format Printing

- Supervisor will place files to be printed in DCWorking\005\_Oversized Scanning-Printing\Printing Projects
- Open file in Photoshop and ensure it is the requested size. If not, resize it (Image>Image Size [width and height must remain locked together or image will stretch])
- Turn on Large Format Printer and check to see which paper is currently loaded.
- If you need to load a different roll: Load/Eject>Eject Roll>Load Roll>follow prompts on screen

### Paper Types

regular - plain paper

canvas – HW Coated

photo – satin photo 200 GSM

- In Photoshop go to File>Print

Printer: Canon iPF815

Color Handling: Printer Manages Colors

Normal Printing

Rendering Intent: Relative Colorimetric

- File>Print>Print Settings>Main
  - Media Type: depending on paper loaded in printer, either Plain Paper, Coated Paper>Heavyweight Coated Paper, or Photo Paper>Satin Photo 200 GSM
  - Print Priority: Image
  - Print Quality: either High or Highest
  - Color Mode: Color
  - If poster is mostly text, check 'Sharpen Text'
  - Check 'Open Preview When Print Job Starts'
- File>Print>Print Settings>Page Setup
  - Page Size: Custom Paper Size> Custom Size
    - The side of the poster closest to the size of the paper you are using is the width.
    - The other side of the poster is the height.
  - Paper Source: Roll Paper
  - Roll Paper Width: will be 17, 24, 36, or 42 in roll.
  - OK
- If preview looks wrong, try toggling the layout from portrait to landscape then click print.
- The printer's print preview window will come up. Ensure that poster looks correct; click print.
- Fill out invoice (template is in oversized scanning-printing folder) and print on LI 121 Printer
- Once poster is dry, roll and put in poster bag. Attach invoice to bag with paperclip.
- Fill out Large Format Printing Jobs spreadsheet (in oversized scanning-printing folder)

## Student Assistant Workflow

### WD TV Exhibits

- The various TV exhibits can be found here: DCWorking\007\_Exhibits\001\_WDTV\WDTV Images
- Rotate through the exhibits in any order, but change them out once a week. Put the folder for the desired exhibit on the flash drive, ensuring that if there need to be any ads put in or taken out that you do so. Track which exhibits have been displayed on the Exhibit Schedule spreadsheet.
- Plug flash drive into the white USB extension behind the TV.
- Hold the remote behind the TV so that it is pointing at the WD TV box behind the TV, but you can still see the screen.
- Press the home button then use the up/down arrows to navigate to PHOTO. Click the right arrow and navigate to LOCAL DRIVES. Then use the up/down arrows to navigate to the folder for the collection you want to display. Click the right arrow and press enter on the first image. This will start the slideshow.
- Once the slideshow has started, click OPTION and navigate to the repeat symbol (the option menu will appear at the top of the screen). Click enter until the repeat symbol at the bottom of the screen is glowing; this will keep the slideshow looping (repeat has three settings: off, repeat once, and repeat all. You want repeat all).

### Making a new slideshow

- To make a new slideshow, pick a collection or sub collection that does not yet have one, then okay this choice with your supervisor.
- Your supervisor will ensure you have access to the images from that collection. Copy around 100 of your favorite images into a new folder and show them to your supervisor.
- Write captions for the images. Include the date (or approximate date, if exact date is unknown), what or where the image is of, and if the image has a caption in the collection you pulled it from, add that in quotations. Have your supervisor okay these captions and then add captions to the images (this can be done in either InDesign or Photoshop).
- Once done, have your supervisor check the finished product.
  - once you are comfortable with the process, only the final supervisor check will be necessary

**\*If an image is not displaying on the TV, check the format and color mode.**

The image file formats it supports are:

- GIF (NO animated GIFs)
- BMP (NON-compressed)
- JPEG (MUST be either grayscale or RGB. CMYK will NOT work)
- TIFF (MUST be RGB. CMYK will NOT work)
- PNG (Non-alpha channel ONLY)

## **Student Assistant Workflow**

### **Large Format Scanning**

- Turn scanner on and let warm up, then open Next Image.
- Feed item into scanner face down until it grabs (do this as evenly as possible).
- Check the settings in next image to ensure that it is set to scan the item at 300 DPI as a TIFF, unless otherwise requested by patron. Ensure that you know where the file is being saved to.
- Click scan.
- Open file in Photoshop and check that the scanner picked up the entire item. Have supervisor double check scan.
- To retrieve the item from the scanner, push the forward arrow until it drops into the catch cloth.
- If scan was for a patron, fill out and print the invoice and fill in the scanning jobs spreadsheet (both in oversized scanning-printing folder).