## Scanning Reports for Digital Commons

1. Make sure the original report to be scanned is complete and ready for scanning.

2. Place pages to be scanned in tray of Panasonic scanner.

3. On PC connected to Panasonic scanner, launch the '*Image Capture*' application

4. At the *ScanSetting* field, select from the pull-down the menu the profile for '*Digital_Commons*'

5. Click on the *wrench* icon to preview the settings for this selection (see Figure below). Make sure the *Paper Source* field is set to either *Duplex* or *Simplex* based on the formatting of the original document to be scanned; click the '*OK*' button when done.
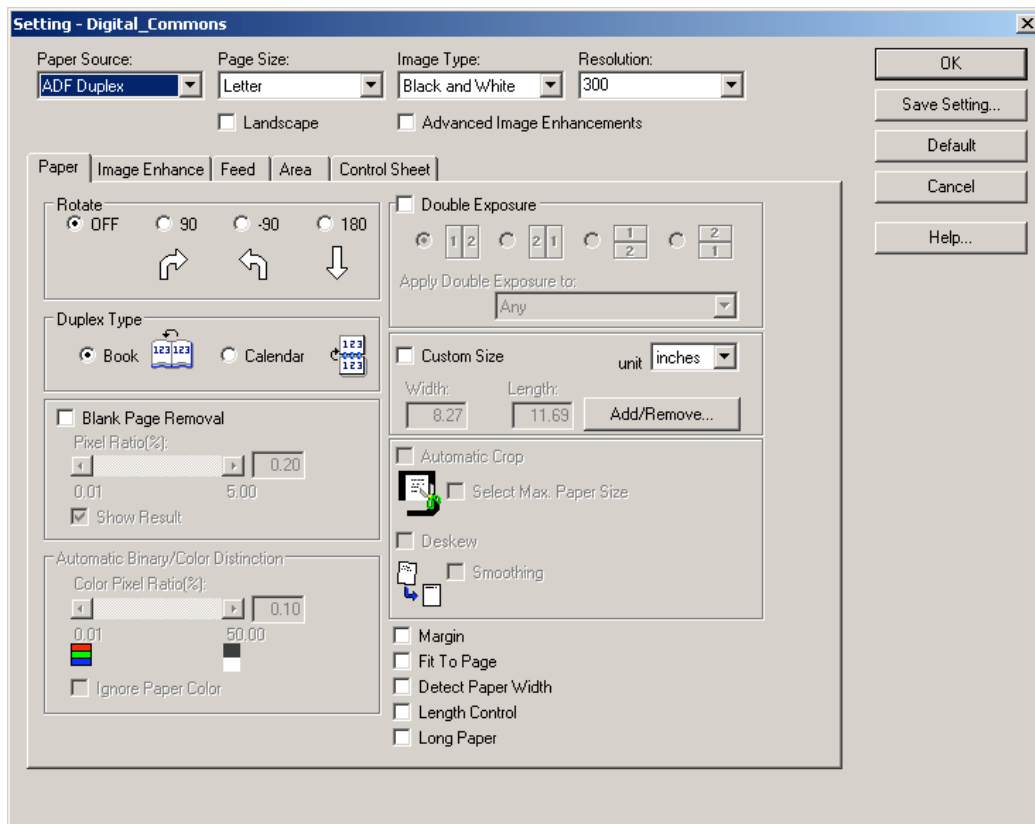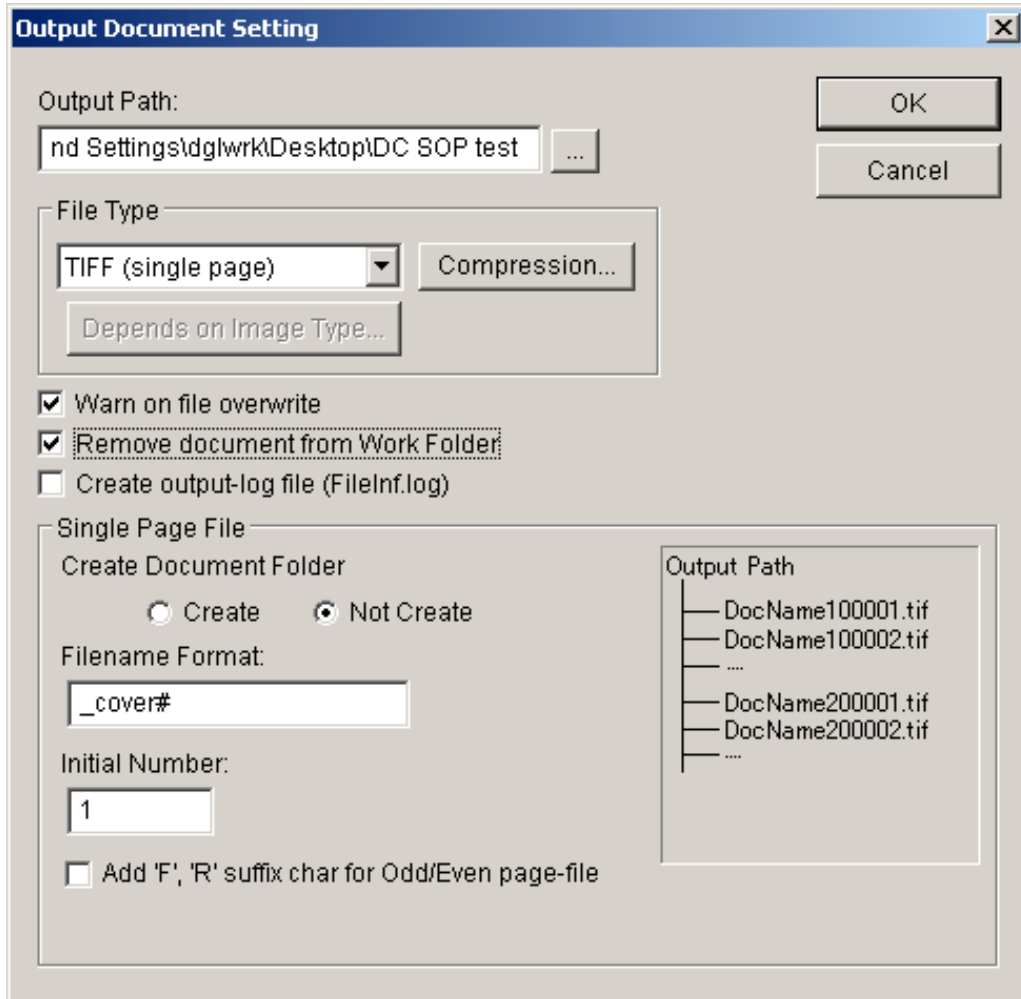

6. To start the scanning, press the green '*Scan*' button

7. In the pop-up window, type in the FI# for the '*Document Name*'

8. When the pages have been scanned, click the '*End*' button

9. Look over the images on the screen to make sure all pages have been captured properly

10. Click '*Output Documents*' to save the scanned images. The '*Output Document Setting*' box will appear (see Figures below). In the '*Output Path*' field, select the correct folder for this item in Cocoa. If this is an item for Digital Commons, the directory should read as follows:

11. Cocoa/Digital_Commons/FI#/bitonal scan

12. The following figure shows what output settings should be used for the body of the text, where the file names should read as FI#_001.tif, FI#_002.tif, etc.
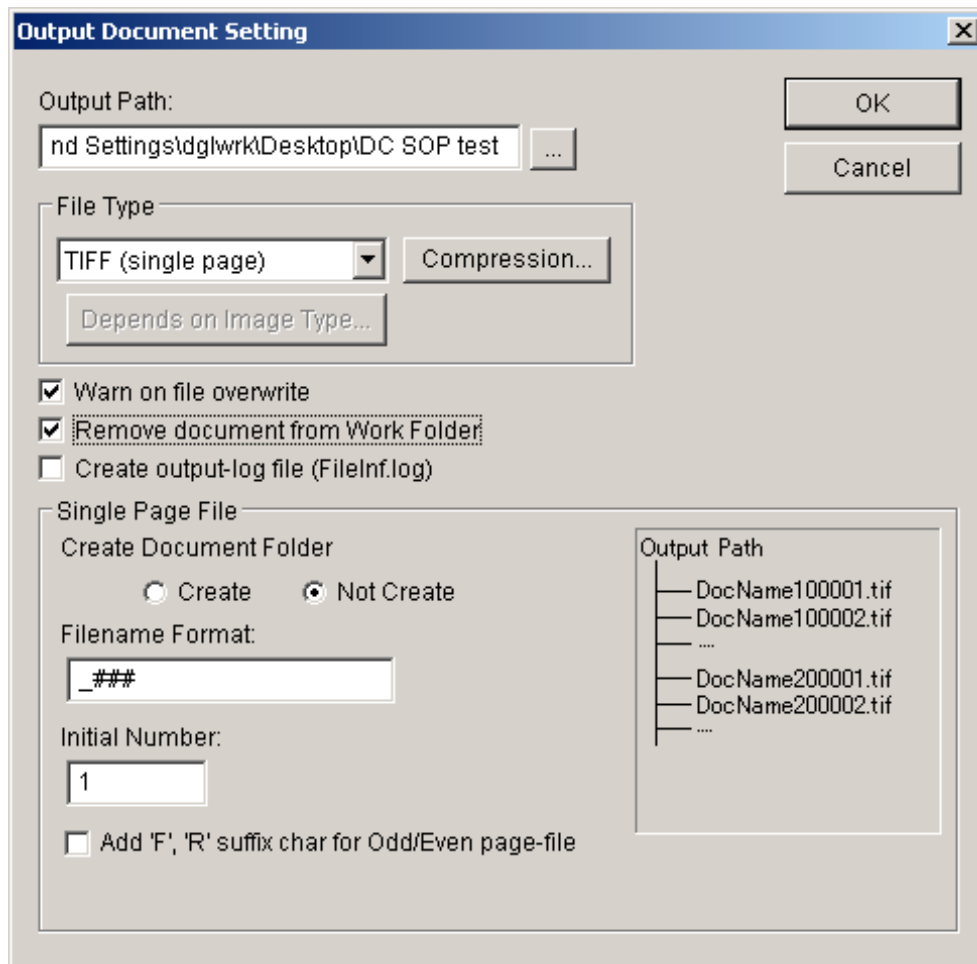
The following figure shows what output settings should be used for the covers of the report, where the file names should read as FI#_cover1.tif, FI#_cover2.tif, etc.

Output Document Setting

Output Path:

nd Settings\dglwrk\Desktop\DC SOP test   ...

OK

Cancel

File Type

TIFF (single page) ▼   Compression...

Depends on Image Type...

☑ Warn on file overwrite
☑ Remove document from Work Folder
☐ Create output-log file (FileInf.log)

Single Page File

Create Document Folder

  ○ Create ◉ Not Create

Filename Format:

_cover#

Initial Number:

1

☐ Add 'F', 'R' suffix char for Odd/Even page-file

Output Path

— DocName100001.tif
— DocName100002.tif
— ....
— DocName200001.tif
— DocName200002.tif
— ....

Once you press 'OK', the scanned images will be saved in the appropriate folder and will be removed from the Panasonic scanning application.

You are then ready to perform image editing, if necessary, in Photoshop, or import the images into Acrobat to produce a final PDF version of the report.
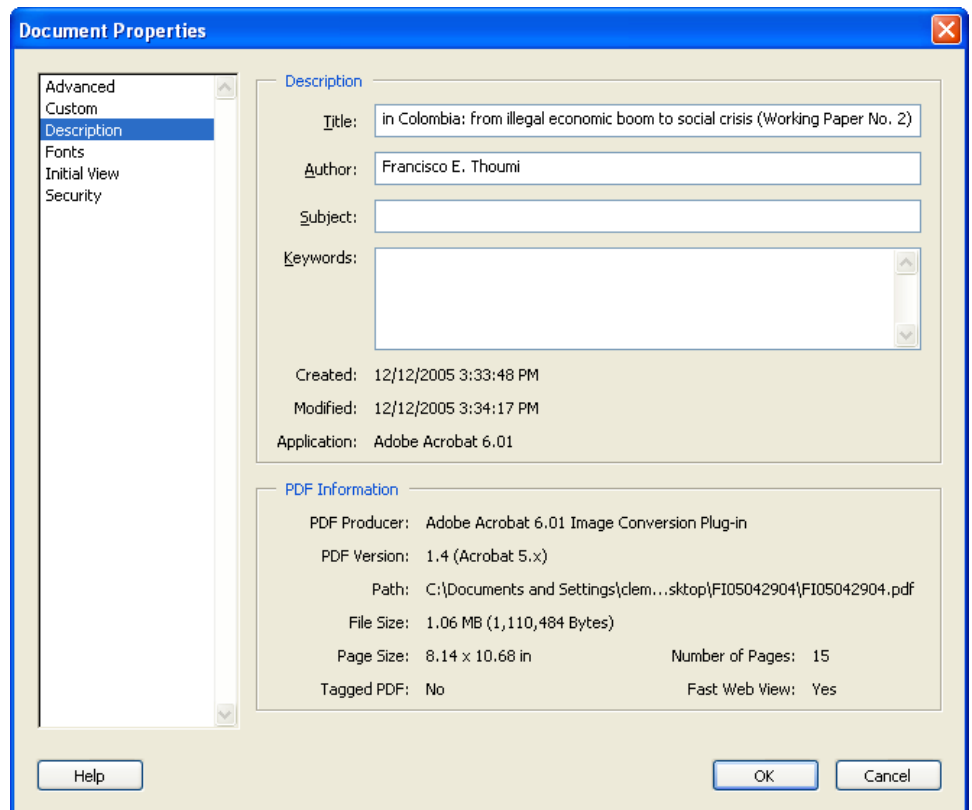
Producing and posting PDF documents into Digital Commons

1. Identify FI number to work on; scanned files should be in Cocoa->Digital Commons->FI#

2. Make sure the document is not already loaded in Digital Commons

3. Open Adobe Acrobat Professional; create PDF from multiple files

4. Browse to appropriate folder on desktop ; select all files to '*Add*'

5. Make sure files are listed in correct order; click '*OK*'

6. Delete Copyright permissions page from PDF, if present

7. Preview entire document for completeness and image quality; print a sample to laser printer to check print quality.

8. If cropping or de-skewing is needed, go back to TIF versions and adjust in Photoshop

9. Save PDF using same FI number as tif's

10. Perform Capture (OCR) on document.

11. Reduce file size for Adobe 6.0, overwrite file

12. In *Document Properties*, '*Description*', enter title and author name, as follows:

13. Save file again.

Document Properties

Advanced
Custom
Description
Fonts
Initial View
Security

Description

Title: in Colombia: from illegal economic boom to social crisis (Working Paper No. 2)

Author: Francisco E. Thoumi

Subject:

Keywords:

Created: 12/12/2005 3:33:48 PM
Modified: 12/12/2005 3:34:17 PM
Application: Adobe Acrobat 6.01

PDF Information

PDF Producer: Adobe Acrobat 6.01 Image Conversion Plug-in

PDF Version: 1.4 (Acrobat 5.x)

Path: C:\Documents and Settings\clem...sktop\FI05042904\FI05042904.pdf

File Size: 1.06 MB (1,110,484 Bytes)

Page Size: 8.14 x 10.68 in   Number of Pages: 15

Tagged PDF: No   Fast Web View: Yes

Help   OK   Cancel

14. Return to Digital Commons, 'My Account'

15. Select appropriate series from pull-down menu, and click 'Upload'

16. Enter author(s) names and affiliation

17. Enter title, including paper number (may need to get from LACC web site); and publication date (get from cover of document)

18. Upload PDF from desktop

19. Add comments, including Editor, Editorial Assistant, affiliation of author if not FIU.

    If special characters are needed, use the following keys on the numeric keypad (with NUM LOCK on):

    ALT + 0224 = à   ALT + 0225 = á   ALT + 0200 = È
    ALT + 0232 = è   ALT + 0233 = é   ALT + 0241 = ñ
    ALT + 0242 = ò   ALT + 0243 = ó

20. Preview page in Digital Commons ; post ; review ; revise if necessary.

21. Update DCC Tracking System with URL for item on Digital Commons; change Item Status