Scanning using Opus FreeFlow

<div align="center">**Planetary Scanners**</div>

<div align="center">*Scanning*</div>

Below are some guidelines and tips for using BookEye scanners.

When using the BookEye scanners, use the following guidelines:

- Every item should be scanned as uncompressed tiffs at the appropriate resolution using the High-Quality scanning mode unless otherwise directed. The appropriate resolution can be found in using your local digitization manual or by looking at FADGI guidelines.
- For every item you scan, you'll need to adjust the bed so that the object is as flat as possible. For single sheets, this is very easy. For books, it will require a little more manipulation in order to get an accurate image; depending on the scanner you use, you may need to adjust the bed frequently to ensure accurate image capture.
- Make good use of the glass plate to flatten items whenever necessary; this is particularly helpful with crumbled or folded pages and bound volumes.
- Sometimes an object's physical condition may require adjusting the pressure of the glass plate. This may be noted prior to scanning. If not, keep an eye on the pages as cracking near the binding may be indicative that the glass pressure is too much.
- An appropriate color bar (color or grayscale) should always be captured alongside the material being digitized.
- Default scanning profiles have been created for each scanner; these include, in both color and grayscale versions, a basic profile, a profile to use when the glass plate is down, and a profile that scans the entire right side of the bed.
- If an item is a dark color (brown, blue, green, or black), the imaging sensor may have trouble distinguishing between the scanning bed and the item. In these cases, use bond paper behind the item to provide a white border of no more than one inch for contrast.
- Ensure that no content from the edges of any item are cut off during imaging. The scanners are set to include a small area outside of the border of each item as sensed by the scanner.
- Do not lean against the scanner or table during the imaging process; this will result in blurry or distorted images.

<div align="center">Image Treatment</div>

Image treatment is built into the FreeFlow software. Below are general rules to keep in mind when performing Image Treatment:

- Clips should be roughly the size of the original.
- Content should be roughly centered inside of clips.
- Clips should be skewed in line with the *text* on each item, not the shape of the

page. One frequent exception to this rule is when text is displayed artfully and/or intentionally skewed.

- Use one clip per page of scanned material. The only exception to this is when content spans multiple pages.
- Clips should always include *all* information on a page. Never cut off text, photographs, or any intellectual content when sizing a clip. If content runs to the edge of the page, expand the size of the clip to just beyond the edge of the page (so that there is a small, black border).
- When treating an object for which most images are of the same size of material (eg, a folder of 8.5x11" pages), first make all images dependent. Size the first image to include most of the page, then change all images to independent. This will provide a guide for most images in the object.
- Always remember to review your treated clips for quality before considering Image Treatment complete.

Scanning Instructions using OPUS FreeFlow software with a Bookeye scanner

After logging into the computer, turn on the Bookeye scanner by pressing and holding the Start button. Release when start up begins. Scanner must be on before the software can open. Open the OPUS FreeFlow software by clicking the icon.

Maximize window and select "New" to create a new item.
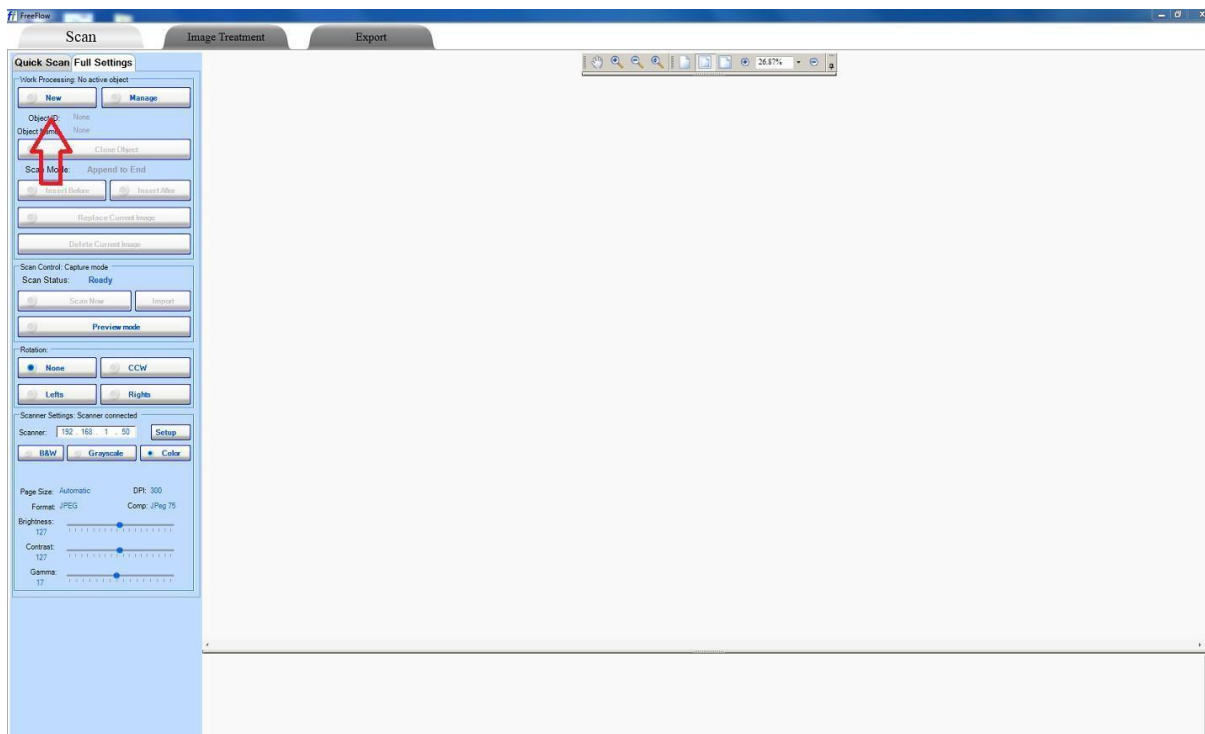
In this window you can assign a Project and Object Name to the new item. The Object Name will become the name of the future derivative file, hence it is important to follow the correct file naming convention here. The ID number is assigned by OPUS and is how the original TIFF scans are named. You can rename these files manually when you are done if needed.
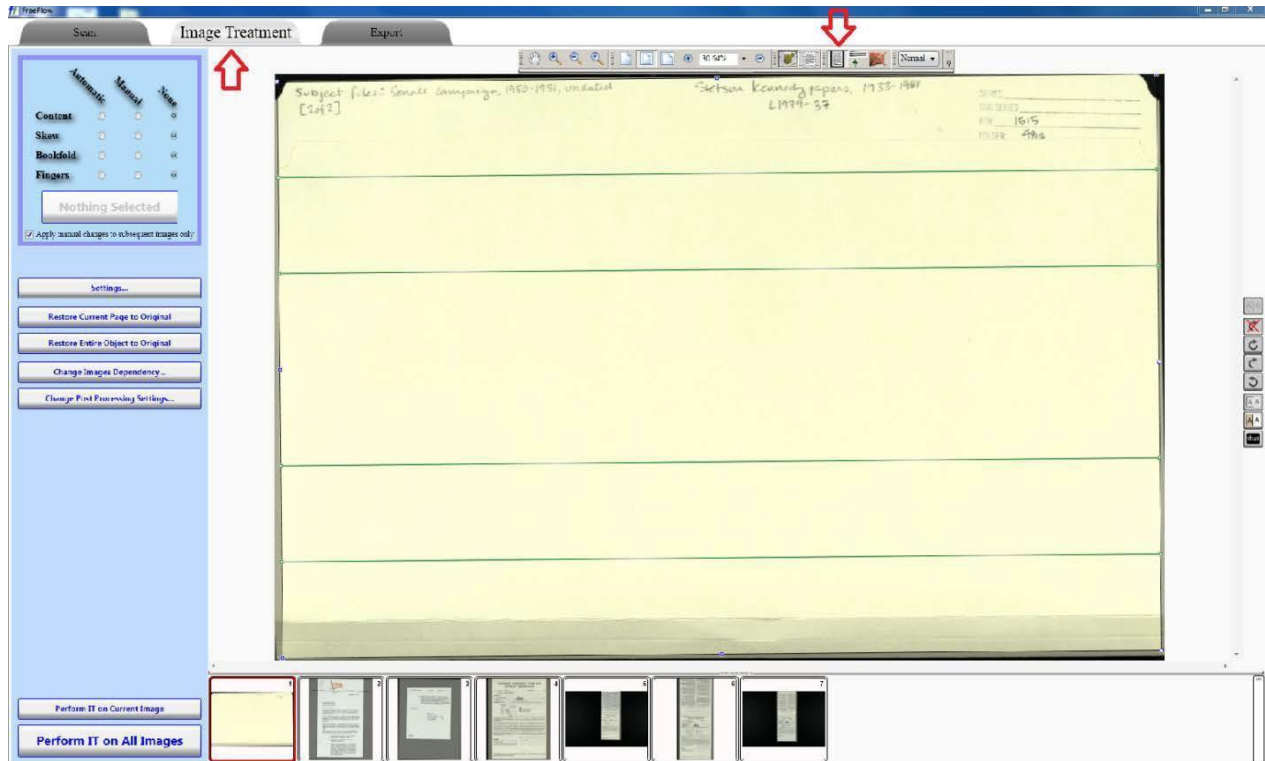
Click ok.

Raise book cradle to top position for scanning paper or adjust accordingly for a bound volume using the corresponding arrow buttons on the scanner itself.
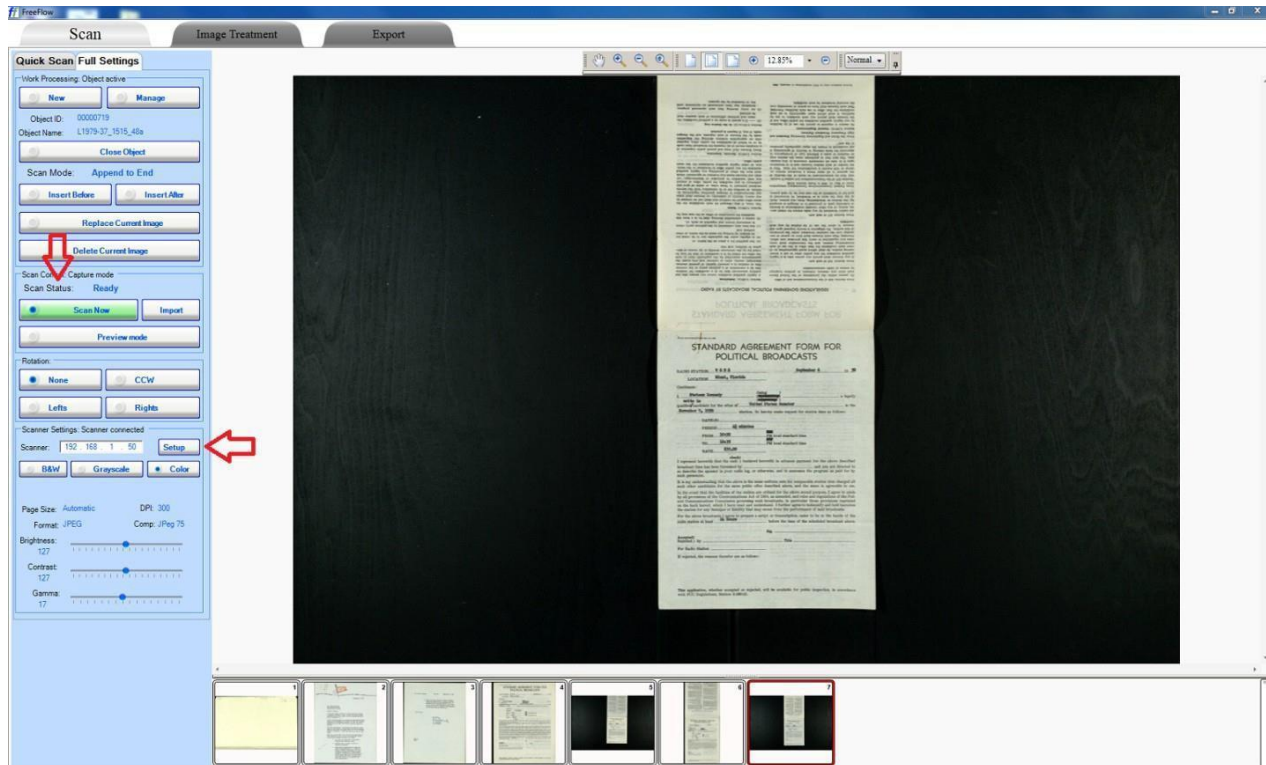
To SCAN, use the "Scan Now" button in the software (when it is green), the Start button on the scanner or the foot pedal. Allow each scan time to process so that the Scan Status says Ready. The scanner automatically crops items, but this is often imperfect as seen in the example above.

"Setup" is where you can adjust the DPI (300 is standard), color or black/white preferences and specify whether you are using the glass, among other things.

You can DELETE Current Image when you have selected it (noted by red border around the thumbnail at the bottom), REPLACE Current Image as well as INSERT Before and After if you miss something.

When scanning is complete, select the IMAGE TREATMENT tab. Click on the small page noted above to allow you to select and manipulate the clips for each scan. Here you can crop, skew and rotate your image as needed. The blue dots are used to adjust the size of the crop and the green dots adjust the skew. More detailed image treatment instructions can be found in the FreeFlow manual.

"Perform IT on All Images" when you are finished. A green progress bar will let you know when this stage is complete. If you place no clips on an image(s), you still have to "Perform IT" to send those unedited images to the Export stage. Do this if the scan requires no cropping.
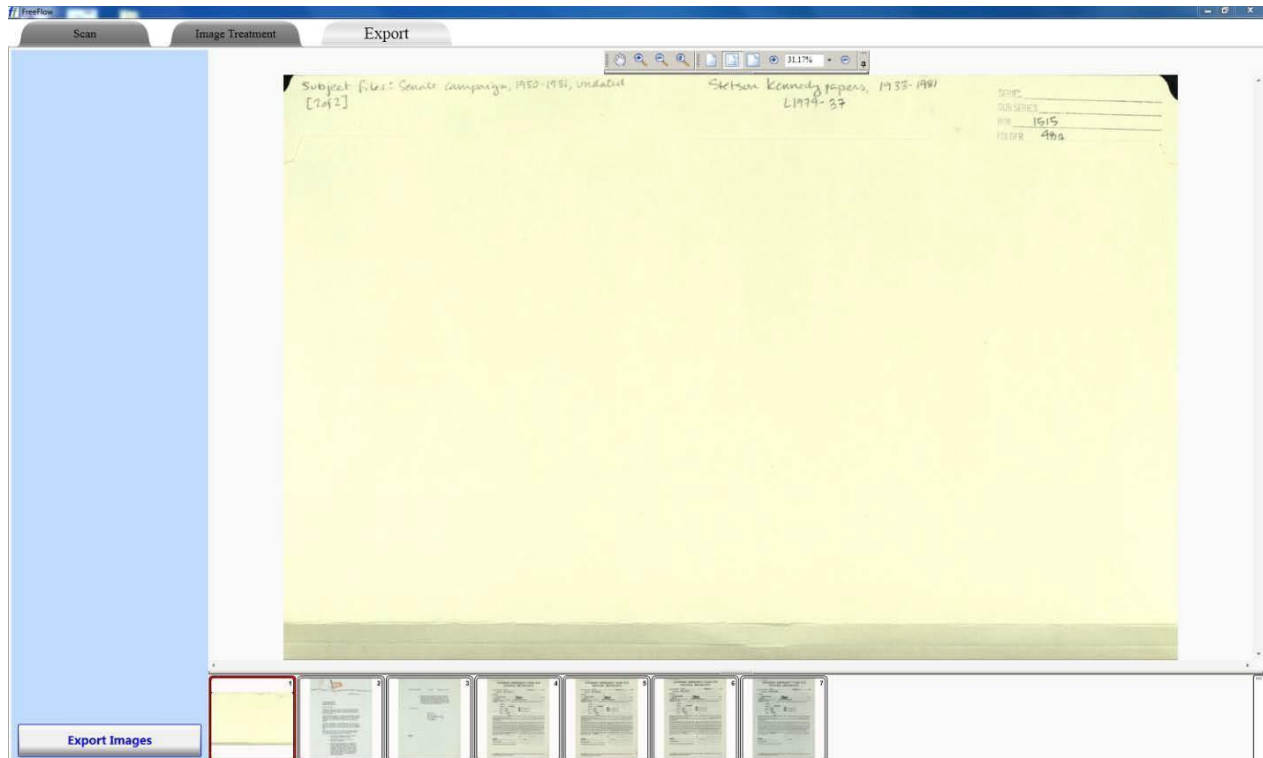
When your item is ready to EXPORT into a derivative form it will look like this. Check your images to insure proper image treatment before exporting. Click "Export Images" button when ready.

You can go back and forth between the Image Treatment and Export tabs as much as needed, performing IT on any image that requires adjustment until you are satisfied with the end result. Use the "Perform IT on Current Image" if you need to change only one.
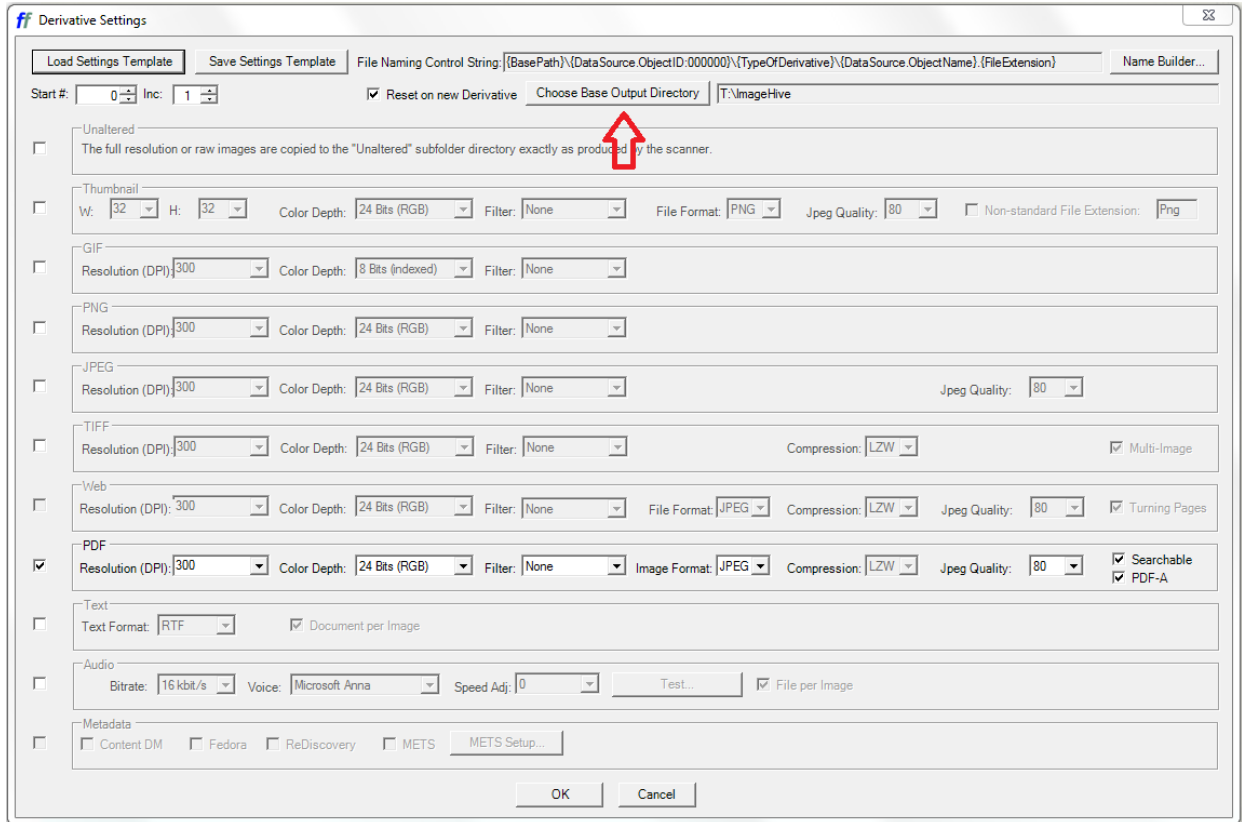
Here you can specify your file type and location. "Choose Base Output Directory" is where your derivative file will be sent. You can change this setting each time as needed down to a specific folder level. The file will end up in a new folder named with its OPUS ID#. You will generally be outputting **Unaltered, TIFF, and PDF** files to the M drive under the respective project folder.

You can create multiple derivatives at once by checking more than one box. Once you've made your selection, click "OK" and wait for green progress bar. Depending on file size, this can take a long time to complete. Staring at it makes it worse.

When finished, you must click back to the SCAN tab in order to close out the item. Your newly created item will remain in the MANAGE cue on the local hard drive for 7 days before it is deleted. If you require archival copies of the original TIFF scans, it is best to copy them to the proper drive immediately. Otherwise, retrieve your derivative file and you are done!

When finished, make sure the book cradle is down and the scanner is turned off. Close the software before shutting down the scanner to avoid error messag