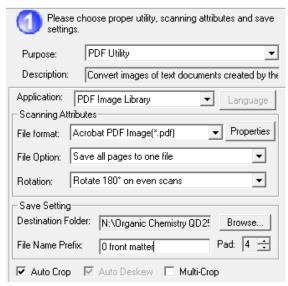# Scanning Checklist

Remember – every scan should be double-checked for missing pages, cut off text, etc.

1. **Confirm book and its owner. Create a clearly named destination folder you'll be able to access from the desktop.**
2. **Turn on scanner THEN open up Book Pavilion. THIS IS CRITICAL. IF YOU DON'T DO IT IN THIS ORDER, BUTTONS ON SCANNER WILL NOT WORK (and it's a bit of a pain to fix it). You have to choose the file destination and name before beginning to scan.**
    a. **I highly recommend scanning by chapter.**
    b. Naming with numbers in front of each chapter (and 0 in front of "front matter" such as the title page, contents etc) can be useful. Ask the student what they need; **some students can only use ~50 page files.**

    Numbering each file will allow you to quickly assemble them once all pages are scanned. If there are no actual chapters in the book (which is common for poetry books, for example), you can just title "1 section", "2 section", etc. All that matters is that the files are in numerical order as how they appear in the book.

    > Note: If the scanner button does not work (which is common of the desk close to the printer), then try turning the scanner off, quitting Book Pavilion in the Systray (the little up arrow on close to the clock on the task bar), restarting the computer, logging back on, turning the scanner back on, then reopening Book Pavilion. Alternatively, you can also just scan with your mouse on Book Pavilion if this fix fails and I can't help, but it's a bit slower in my experience.

3. **Settings on scanner.** Default: Black and white, 300 dpi, adjust page size as appropriate. If there are pages with important color, use color. Use grayscale when color isn't important, but there are images or graphs where different shades are used (e.g., there are sidebars with important information with a colored background). Below are the default settings (Destination folder, of course, depends on the book title you are scanning).

4. **Scan one page at a time.** Before scanning the first page of a book, it can be helpful to first click "Preview", so the scanner can recognize the page dimensions. You can also experiment to see if Multi-Crop is good for this book (sometimes, such as when the book has a lot of pictures, it cuts up pages too much. But for books that are mainly just text, usually Multi-Crop makes scans cleaner).
   a. You can also count in your head what page you're scanning as you're scanning them to reduce the number of pages skipped- this has helped me not skip pages a lot!
   b. You should scan every single page in the book- even the index, copyright pages, etc.
   c. If you do a bad scan or miss a page while the chapter you were working on is still open in Book Pavilion, you can easily move pages or delete them by right clicking on the page.
5. **Stop and "Transfer" the file at the end of the chapter.**
   a. **This is your first check.** Open the file and quickly look to be sure that you didn't miss a page or cut off text. Some skewed text can be fixed in ABBYY FineReader, or you may have to rescan a page and insert it later.
6. **IF COMBINING INTO ONE LARGE FILE: Open the File Explorer folder. Hold shift+down arrow to select all of the files. Then right click to Combine in ABBYY FineReader or Adobe Acrobat (depending on size of scans). This process can take a while.**
   a. If the book isn't too large in size (about 450 pages or less in grayscale or B&W), you can try assembling with Adobe Acrobat by selecting "Combine files in Acrobat". Adobe is faster at assembling files than ABBYY, but it can't assemble files that are too big. For anything larger than 450 pages, or if you try with Acrobat and that fails, then combine with ABBYY FineReader. (Right click with the files selected, then find "Combine into one PDF" with the red and white eye icon in the menu.
   b. If you see that the files are large (this is especially likely if you use color), please be aware that ABBYY often crashes around 200 MB. Instead, please put the biggest files through ABBYY one at a time and save in a "ABBYY scans" subfolder or similar in the book's folder. Then you should be able to combine them all.
7. **Once the files are combined in ABBYY or Acrobat, you'll need to do OCR. If assembled in Acrobat: open ABBYY FineReader. Click Open in OCR Editor. Then click File >"Save As" to save the assembled book as a "Searchable PDF file." This will kickstart the**

"recognition" process. Please save it with a recognizable file name. If you're providing chapter files, for example, it's good practice to make sure at least an abbreviation of the book name is in the file name as well as "Chapter 1." Performing OCR on an entire book will take some time and it may be a good idea to start scanning the next book while it loads.

8. **Once the book is saved as a searchable PDF, open in Adobe Acrobat to perform final accessibility measures (may not be applicable, ask RCPD)**

   a. **Set Document Properties.**
      Use "Ctrl+D" to pull it up quickly or File> Properties.

Description
   □ Title of book
   □ Author –(first initial and last name)
   □ Optimized for fast web view- YES (should be automatic – if not, a "save as" will likely fix problem or saving as an Optimized PDF as the last step later on)

   Additional Metadata
      □ Copyright Status: Copyrighted

Security
   □ No security is added because it hampers accessibility functionality

Initial View
   □ Navigation tab: bookmarks panel and page
   □ Page layout: Single Page
   □ Magnification: Fit Page
   □ Open page: 1
   □ Show: Document Title

Advanced
   □ Language = English

   b. **Bookmarks: View > Show/Hide>Navigation Panes>Bookmarks**
      Edit the names of the bookmarks so it just says "Chapter 1" not 1 Ch 10001.pdf. The bookmarks may not automatically zoom to Fit Page. To check this and change if it does not, right click on the bookmark, select Properties> Actions> and look at the Zoom level. You can change the Zoom level if necessary, by selecting Edit here.

   c. **Links from Table of Contents** To create a link, use "Link" or "Add or Edit Link" button under the "Content" of "Content Editing" tools panel. With this selected, use your cursor to draw an area around the text or image you want to be the link. A pop-up will ask you to add the web site or navigate to the page in the document you want to link to. You can link internally to a page view, or externally to a file or web page. Be sure "Page view" is selected, and that the box is "invisible." (You'll be able to see it until you x out of the editing tool. Then use the bookmarks to set the destination quickly.

       i. **THIS IS YOUR SECOND CHECK to confirm that the entire selection is scanned and combined into a PDF. The table of contents can be useful to determine whether you've got the correct number of pages in a particular section (though of course it doesn't tell you how many pages are in the last section. The book in front of you can tell you that.**

      ii. If you find any missing pages at any stage, you can scan them, run them through ABBYY independently, and then insert them in the assembled file.

9. **Finally, save the completed file by selecting File> Save As Other> Optimized PDF in the subfolder "Final – ready for upload" in the book folder.** Check Advanced under Document Properties to be sure that the document is saved with Fast Web View (this should have been achieved by saving the file as Optimized).

10. **Confirm that it is completed and send to advisor Kristin Campbell via FileDepot. Please be sure to switch off the scanner at the end of your shift.**
Thank you!

FileDepot instructions:

1. Go to filedepot.msu.edu.
2. Log in using your MSU NetID.
3. Click "Drop Off".
4. Leave the "Request Code" field blank. Click Next.
5. In the "To" field, add Kristin's email- hanzekkr@msu.edu
6. In the fields below, add the files you wish to send - they can all be added to a single submission by drag and drop.
7. If you want to be notified when Kristin retrieves your files (recommended), leave the "Send an email to me when the recipient picks up the file(s)." box checked.
8. Click "Drop Off Files", and you're done!