Instruction Manual for Scanning Microfiche

Installation of Software/Hardware Process Included





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Note: You can also refer back to Micro-Image Capture Manual that came with the scanners. This also has links to You Tube Tutorials, if you need additional help.

The African Centre of Meteorological Applications for Development (ACMAD), through cooperation with The International Environmental Data Rescue Organization (IEDRO), is establishing the **West Africa Data Rescue and Digitization Facility** at the ACMAD Headquarters in Niamey, Niger.

This facility will enable ACMAD to locate, image and digitize millions of historic African environmental records for the benefit of the world's researchers, scientists and educators for the betterment of all humanity.

This effort, under the administration of Dr. Adama Alhassane DIALLO, Director-General of ACMAD and with the assistance of IEDRO, will be the premier data rescue and digitization operation in Africa.

This <u>Instruction Manual for Scanning Microfiche</u> is the first of a series of operational manuals that, along with state-of-the-art imaging equipment, will form the core of the facility's data rescue and digitization library.

We are confident that this effort is only the beginning of a solid and effective professional relationship between ACMAD and IEDRO to the benefit of the world community.

Richard Conthemed

Dr. Richard Crouthamel Executive Director International Environmental Data Rescue Organization (IEDRO)

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Microfiche Handling

Everyone on the Imaging Team is a vitally important part of the success of this project. Without each of you, we cannot succeed.

Important Daily Procedures

In all phases of inventory and imaging, when working with microfiche/film, all historical records will be treated as <u>one-of-a-kind</u> items which <u>cannot be replaced</u> if lost or damaged. Each image is a reflection of historical weather data which is being preserved for the health and well-being of your children, grandchildren and all the members of your community.

When handling any microfiche/film, please <u>wear</u> white <u>gloves</u> at <u>all times</u>. It is your responsibility to keep the gloves safe and clean. Each member of the Inventory and Imaging Group will be provided a pair of white gloves as needed.

At the beginning and end of each day, it is the responsibility of the data entry employee to <u>clean the glass platen of your imaging scanner</u>. Spray bottles with a mixture of rubbing alcohol and clean water are provided in the scanning room. Please spray an area of the white cotton cloths provided and wipe both sections of the platen to remove dust. A damp cloth may also be used to keep the work area clean of dust and finger prints.

As necessary please gently wipe the dust from your computer screen, using the white cotton cloths. Please <u>do not spray</u> any chemicals or water on the screen. And avoid touching the screen with a sharp object, such as a pen tip.

Thank you!



Daily Scanning Procedures for Data Entry Personnel

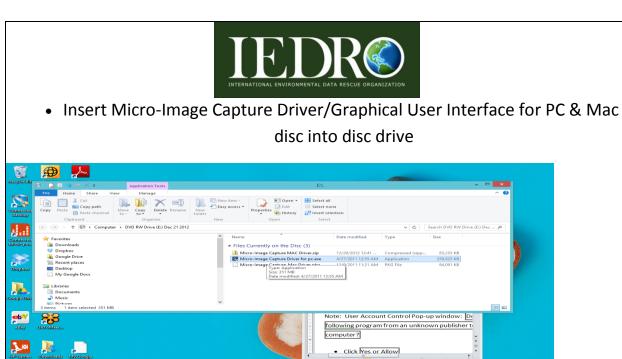
- 1. Ensure the platen of the scanner is clean and free from dust.
- 2. Inspect work area for fiche or documents left by other employees.
- 3. Retrieve and check-out microfiche to be scanned from check-out/checkin inventory checklist (**See Appendix A.**) with the Project Supervisor.
- *Very Important* Data entry personnel have to be assigned an employee number before scanning (see Appendix B).
- 5. Verify the information on the inventory spreadsheet agrees with the header on the fiche.
- 6. Confirm the number of images on the fiche matches the number of images stated on the inventory sheet.
- 7. Initial and date the Check-out columns on inventory sheet.
- 8. Data entry personnel will be assigned a computer, locate the corresponding file folder to be used and create a new file folder for that days scanning.
- 9. Verify the settings of the scanner are correct.
- 10. Begin scanning each image in sequence from top left to right along the top row, continuing onto second row, left to right, etc. until all images have been scanned.
- Each image should be inspected for clarity, readability and borders around images so all data is showing before capturing and saving image.
- 12. When all images on the fiche have been scanned, data entry personnel will verify total number of .jpeg files created match total number of images on the fiche. Data entry personnel will create a word document (.docx) file.
- 13. Once the Word Document (.docx) is created, (Quality Control I). The fiche will be returned the Project Supervisor and the Check-in column on inventory spreadsheet is initialed.
- 14. Retrieve next fiche to be scanned from the check-out desk and proceed to Step 7 above and continue with steps.
- 15. At end of each scanning session clean the platen glass and tracks of scanner. Return all fiche to the check-out desk. Initial and date all necessary paperwork.

Duties and Responsibilities of the Project Supervisor



- 1. The primary duty of the Supervisor is to ensure the safe keeping of each and every microfiche or piece of microfilm. Please be aware on a daily basis that you are working with rare historical documents which cannot be replaced.
- 2. When handling microfiche/film, wear clean cotton gloves and avoid bending or scratching the fiche or film.
- 3. Supervisor will oversee the inventory of microfiche, scanning procedures and quality checks of all the image files created in this project.
- 4. Supervisor will assign and document an employee user number for personnel working on this project. This user number will also be added to the end of each file name, ex. 0200_.
- 5. Supervisor will Check-out the microfiche to data entry personnel.
- 6. Supervisor will Check-in microfiche from data entry personnel.
- 7. *Very Important* When Checking-in microfiche, it is important to keep the microfiche that needs to be scanned away from the microfiche that has already been scanned. A separate appropriate microfiche container is recommended for storage until all the microfiche of that country have been scanned.
- 8. Once the microfiche has been Check-in from the data entry personnel, the <u>Supervisor will check all image files created in that days file folder</u> <u>and ensure the best quality picture was captured</u>. Looking for: borders around the image (to ensure no data was inadvertently left off image), readability and clarity.
- 9. Once the image files have been approved for storage. The Supervisor will open the document (.docx) file and check if there are the same number of files as there are images and save the .docx file as a .txt file. Note: This procedure is done for two reasons. 1. Quality Control II, ensuring all images are captured and 2. Saving in .txt can enable ACMAD in the future to link each image to an Excel spreadsheet, if desired.
- 10. At the end of each day, a copy of that days inventory spreadsheet of what was checked-out/checked-in will be downloaded into that days file folder of images captured.
- 11. Lastly, please keep IEDRO aware of any specified issues that may occur. Discuss any difficulty with a piece of equipment and/or any changes to procedures that are necessary.

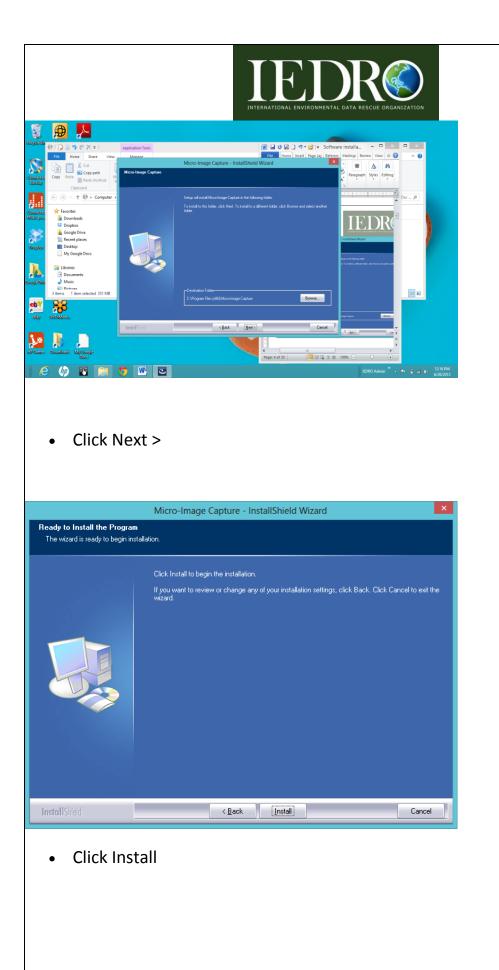
Installation of Micro-Image Capture Driver

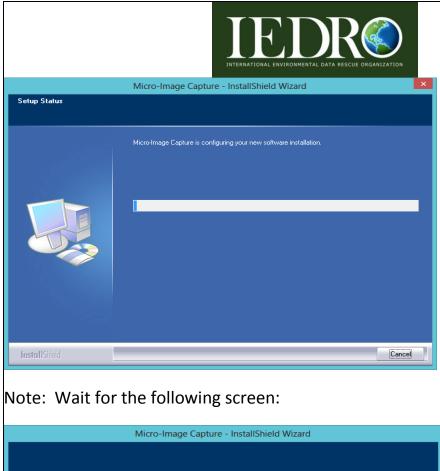


• <u>Double</u> click Micro-Image capture Driver for pc.exe

Note: User Account Control Pop-up window: Do you want to allow the following program from an unknown publisher to make changes to this computer?

• Click Yes or Allow





| | InstallShield Wizard Complete The InstallShield Wizard has successfully installed Micro-Image Capture. Click Finish to exit the wizard |
|-----------------------|--|
| Install Shield | < Back Finish Cancel |

- Click Finish
- Eject disc

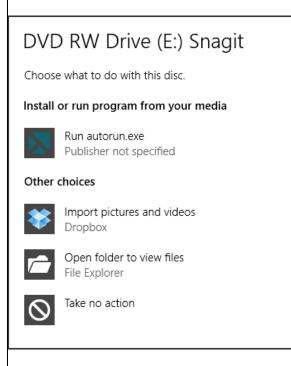
Installation of the Micro-Image Capture program is complete.



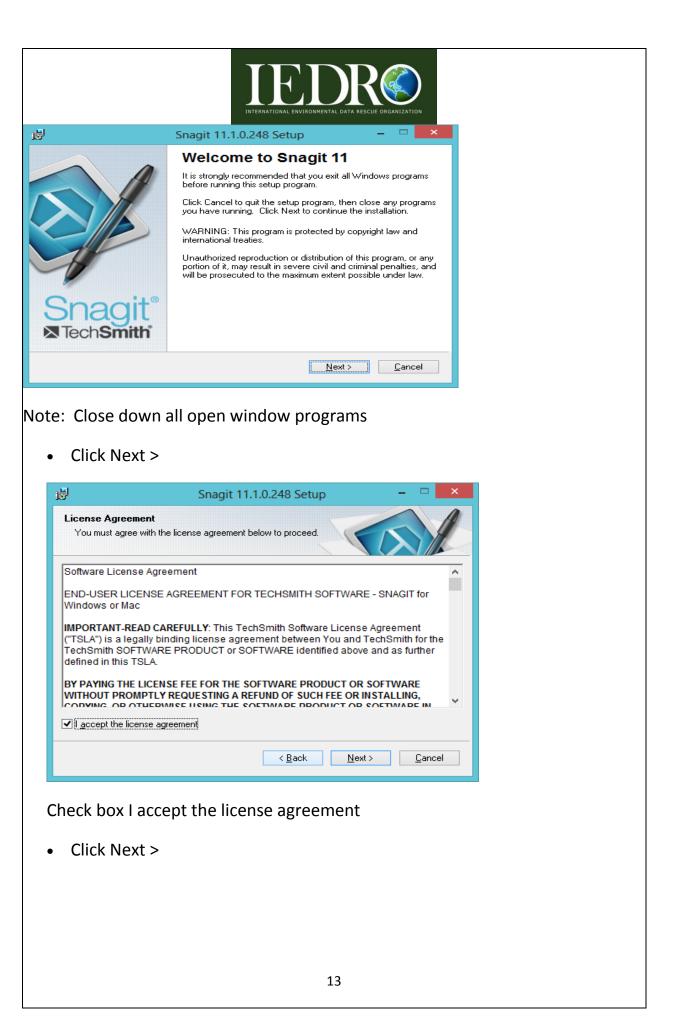
Installation of Snagit

Snagit capture software allows you to capture anything you see on your screen. ACMAD will use Snagit to capture microfiche images instantly, convert them to .jpg and store to file folder. Before inserting the Snagit disc into computer, write down the disc system key word code located on the front bottom of the disc. Each scanner will have a different key word code.

• Insert Snagit disc



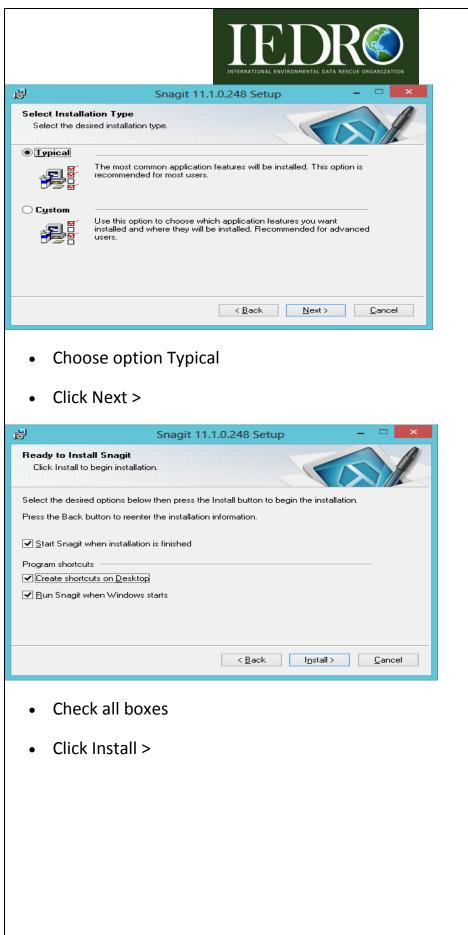
• Click Run autorun.exec





- Chose option Decide later when Snagit is running
- Click Next >

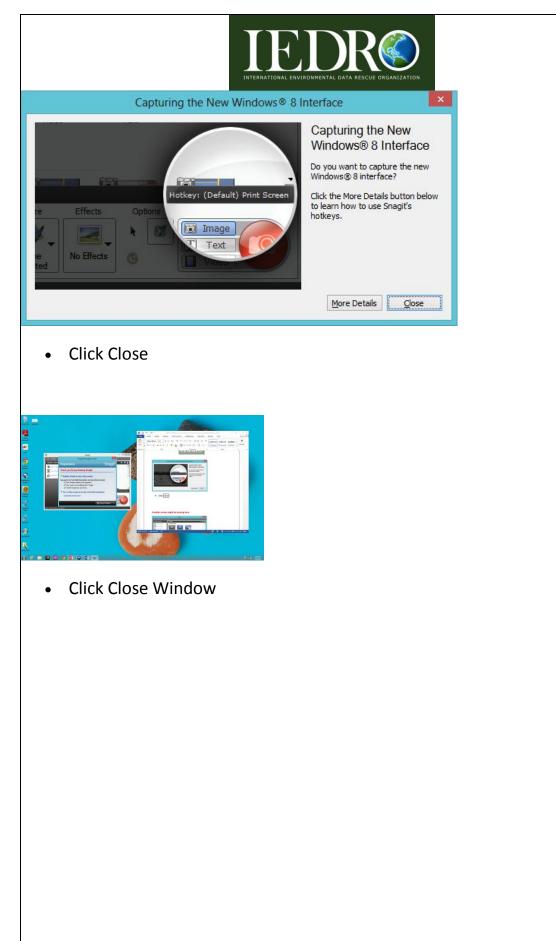
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• Click Finish

Note: The software will run through initializing screen shots. Below is the screen that will be displayed.



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| Get More Profiles | Image Video Text |
| | Time-saving Profiles |
| | Profile Settings Hotkey: (Default) Print Screen |
| | Capture Type Share Effects Options Al-in-One None Selected No Effects © Útions |
| Press Print Screen to capture. | |

Close Snagit User Interface screen

- Click File
- Click Exit
- Eject disc

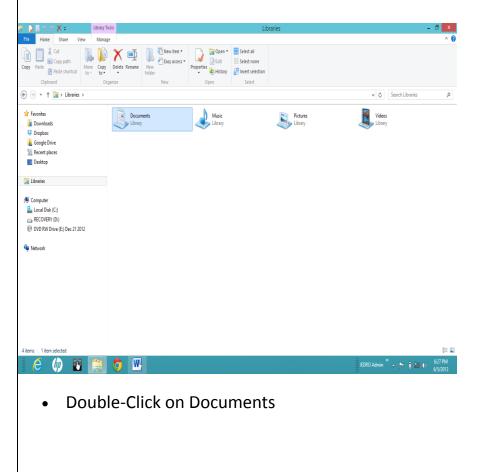
Installation of Snagit software is complete.

Setting up Computer Folders for Imaging



First, File Folders need to be created for each computer. If this has not been done already, the following procedure needs to be followed. In this example, we will set up the File Folder for ACMAD101. Every computer needs to be set up the same way using the following table for appropriate naming for each computer:

Computer 1 (known as ACMAD101) - File Folder name to create - ACMAD101 Computer 2 (known as ACMAD102) - File Folder name to create - ACMAD102 Computer 3 (known as ACMAD103) - File Folder name to create - ACMAD103 Computer 4 (known as ACMAD104) - File Folder name to create - ACMAD104

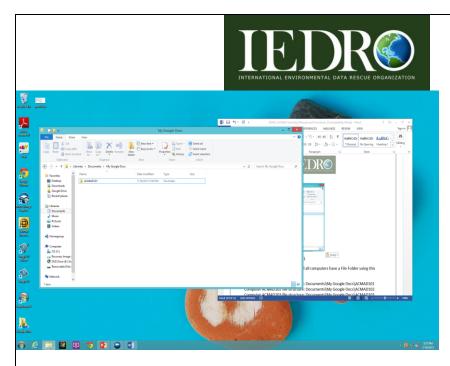


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• Create a New Folder



• Name File Folder: ACMAD101

Continue to Create File Folders until all computers have a File Folder using this format structure:

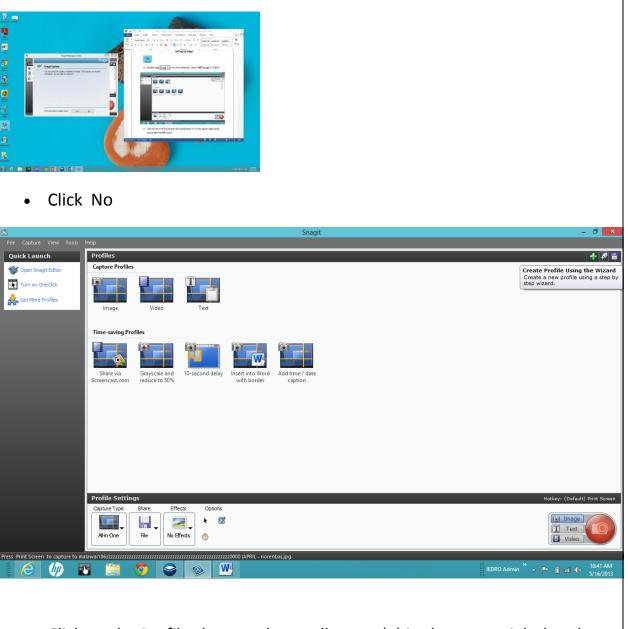
Computer ACMAD101 file structure: Documents\My Google Docs\ACMAD101 Computer ACMAD102 file structure: Documents\My Google Docs\ACMAD102 Computer ACMAD103 file structure: Documents\My Google Docs\ACMAD103 Computer ACMAD104 file structure: Documents\My Google Docs\ACMAD104



Setting up Snagit

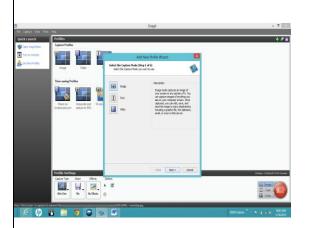


• Double <u>click</u> Snagit 11 icon from desktop. Note: **NOT** Snagit 11 Editor



• Click on the Profiles banner the small green (+) in the upper right hand corner (the middle icon).

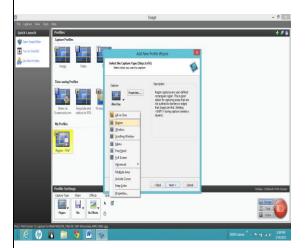




• Click the Image icon

Note: Notice the Select the Capture Mode (Step 1 of 6) at top of screen. Steps 1 and 2 are a one-time set up procedure.

• Click Next>



- Click on Capture icon
- Select Region from drop down box (Step 2 of 6)
- Click Properties

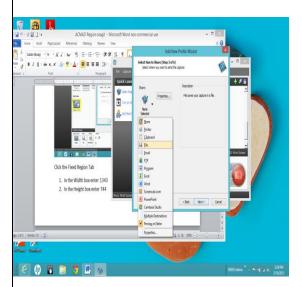




- Choose the Fixed Region Tab
- Type in the Width box 1920
- Type in the Height box 1080
- Click Apply
- Click OK
- Click Next>



Microfiche File Format Procedure



- Choose the Share icon drop down arrow (Step 3 of 6)
- Select File
- Choose the Share icon drop down arrow again
- De-Select Preview in Editor
- Click Properties



In the File Name field:

• Select Automatic File Name

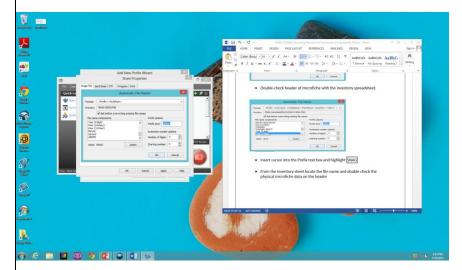


Click Options

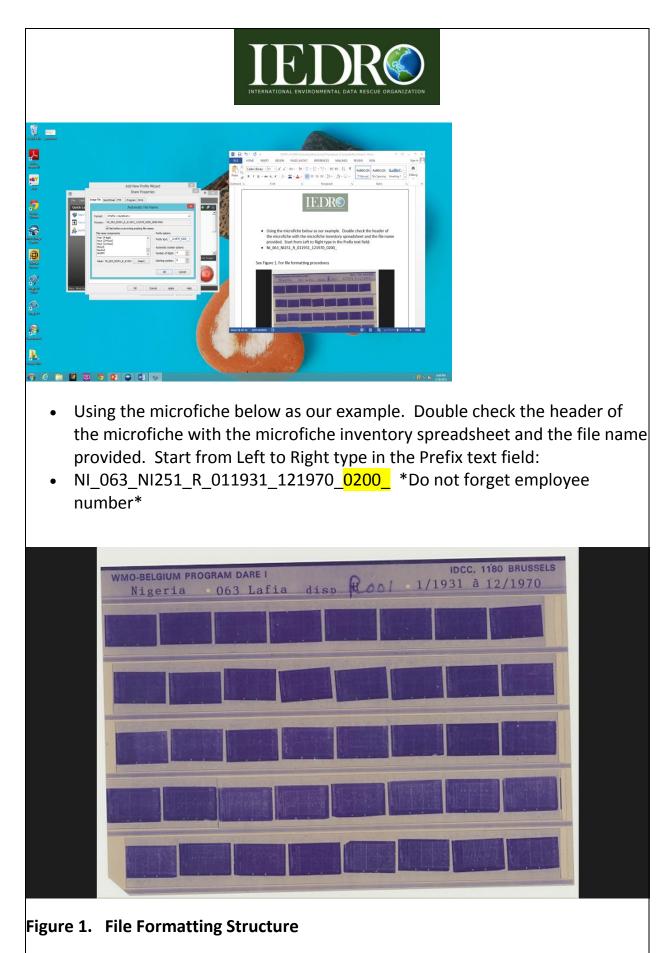
Entering microfiche file format name taken from the pre-existing inventory spreadsheet occurs in the Prefix options field.



• Double-check header of microfiche with the inventory spreadsheet.



• Insert cursor into the Prefix text box and highlight SNAG



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File Format Procedure: Starting from Left to Right:

• NI_063_NI251_R_011931_121970_0200_

_.....Underscore will be used to separate data fields AND at the end NI.....Country (Taken from Standard Informational Processing System (FIPS)

063.....IDCC#

NI251.....This is a temporary ACMAD/IEDRO file name for a Station that does NOT have a WMO station number already assigned. We are identifying the station as best as we can so that later we can go back and enter Longitude, Latitude and Elevation, if needed.

R.....Data Type

011931......Start Date of Microfiche images on sheet

121970......End date of Microfiche images on sheet

0200.....User ID number

0000......DO NOT ENTER. An automatic number will be assigned within the software program.

****(Note: Very Important! You will need to enter a NEW Prefix text field for EVERY microfiche scanned).****

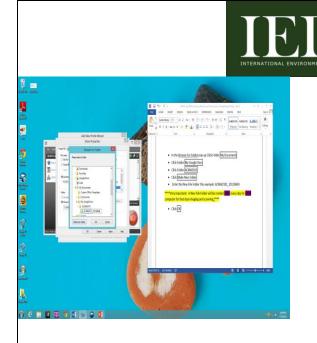


Notice: Ask before overwriting existing file names is ALWAYS checked. This ensures no files will duplicate.

Click OK

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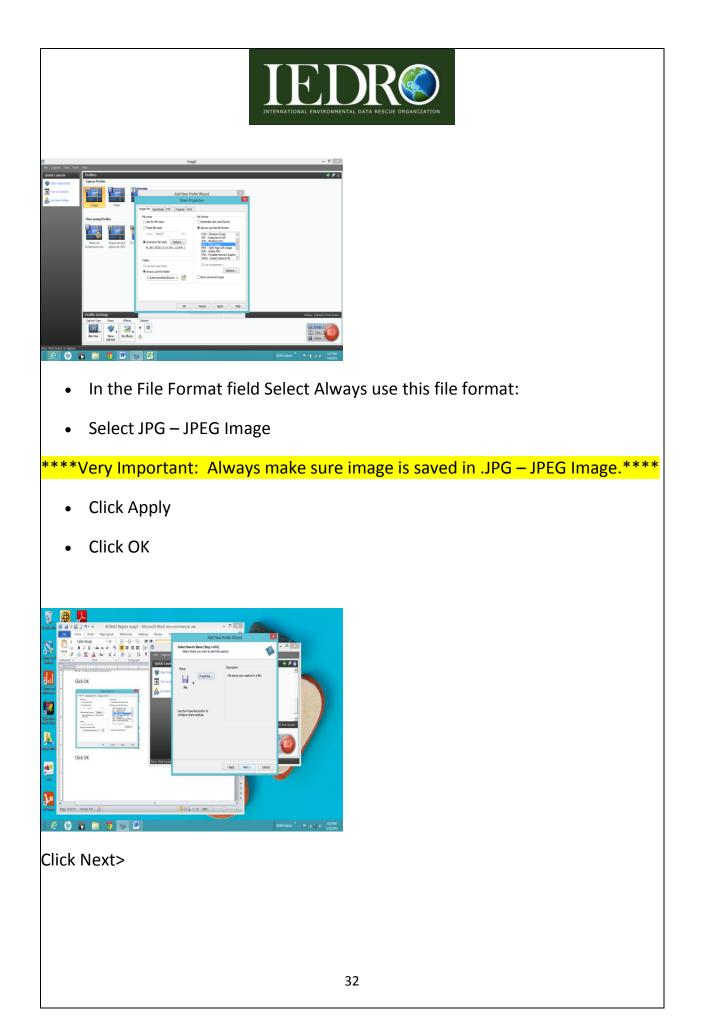
- In the Folder field box: Select Always use this folder:
- Choose the Folder icon

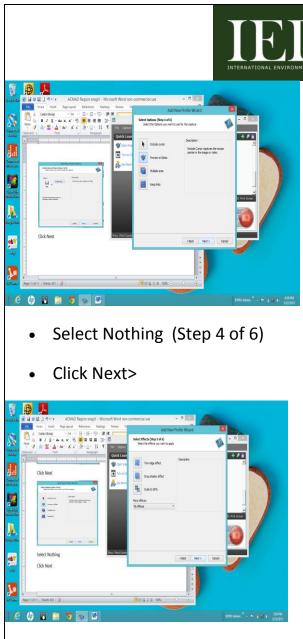


- In the Browse For Folder pop-up Click Folder My Documents
- Click Folder My Google Docs
- Click Folder ACMAD101
- Click Make New Folder
- Enter the New File Folder this example: ACMAD101_20130604

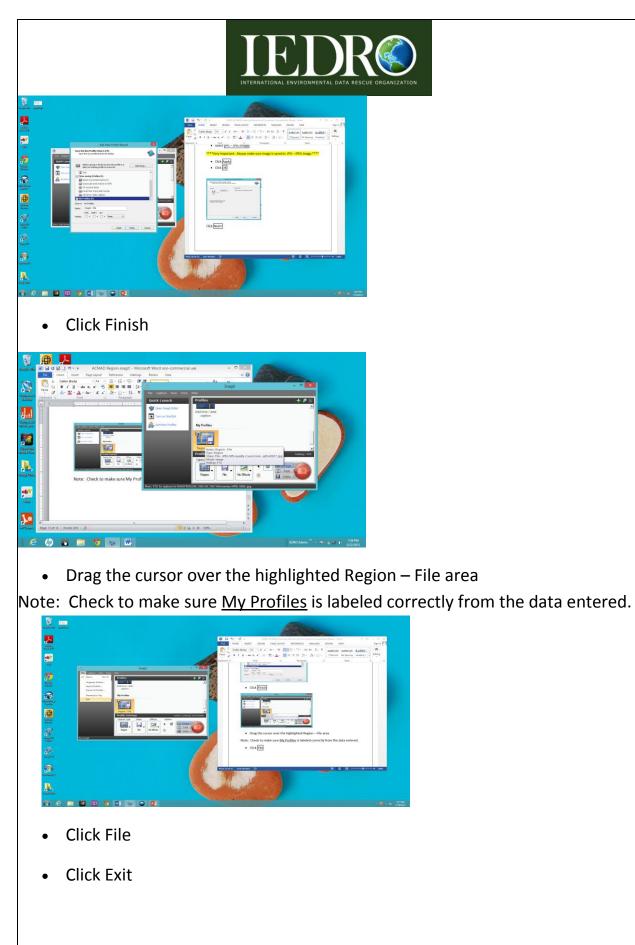
****Very Important: A New File Folder will be created HERE <mark>every day for EACH computer for that days imaging and scanning.****</mark>

Click OK





- Select Nothing (Step 5 of 6)
- Click Next>





Scanning

• Plug in two (2) Micro-Image Capture 7 USB ports into the computer



- Locate on desktop:
- Double click Micro-Image Caption icon

An User Account Control pop-up screen will appear: Do you want to allow the following program from an unknown publisher to make changes to this computer? (not pictured)

Click Yes

| licro-Image | 650 | | в | | Par | Q | 5 | C | | | b | 浅 | | | |
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| Save | Save as Ofiles 🗗 | Print Video | fax Image | Email OCR | Creat PDF | OCR | undo | redo | Clear | Rectangle select | Cut | Actual size | move | Rotate 90 CCW | Rotate 901 CW |
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- Click Video tab on screen (Left of Image tab)
- Turn on your Micro-Image Capture 7 scanner
- Insert microfiche into the glass plate begin with the first image with the border in the upper left corner.

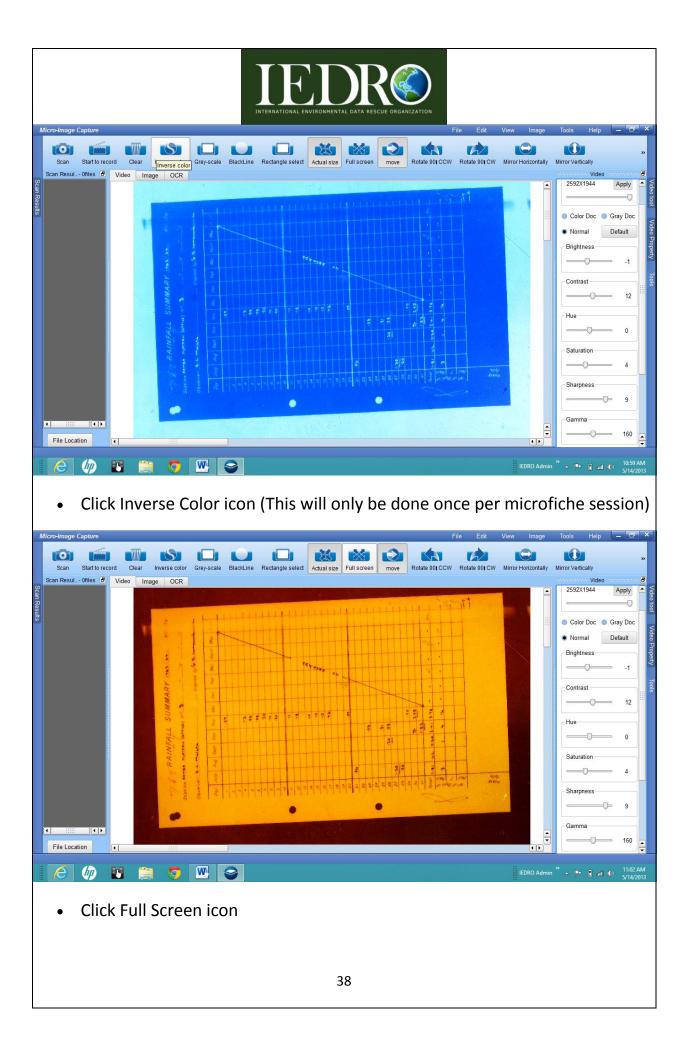


Above: If the image is out of focus. Take this time to refocus and adjust the microfiche.

| Scan Start to record Clear | Inverse color Grey-scale BlackLine | Rectangle select Actual size Full screen | move Rotate 90 CCW Rotate 90 CW | Mirror Horizontally | |
|----------------------------|--|--|---------------------------------|--|-------|
| | Image Color Organization Image Color Organization Image Color Image Color Image Color< | 44-424049637799 | | Video Property Video Resolution 2592X1944 © Color Doc © 0 | Apply |
| ile Location | | • | • | Sharpness | 7 |

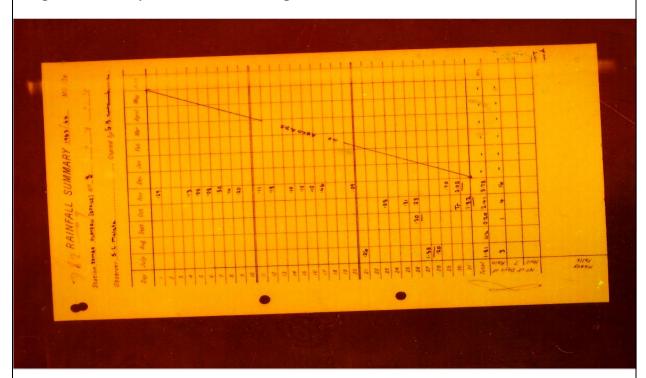
Note: Verify the Video Resolution at 2592 X 1944

• Click Apply





Below is the image that will appear on the screen. Keep the original data paper image in landscape for best scanning results.



• Begin to fine focus the image

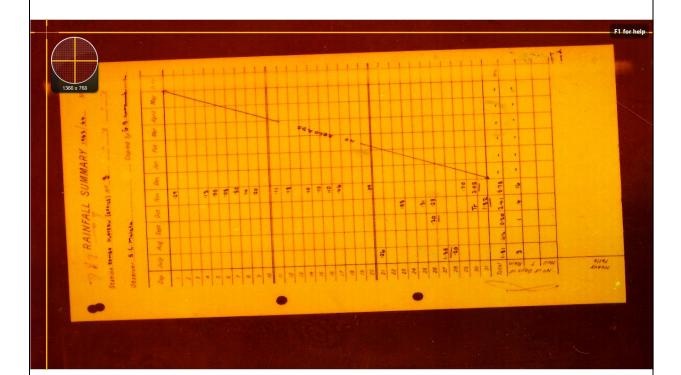
Note: Setting up the microfiche for scanning will take some time. Begin by using Full Screen Mode and using the Adjust Zoom Dial to get image to the approximate size this includes having all borders of the image. For the initial focus use the Lens Rough Focus Dial. Once focus is close to optimum, use the large Zoom Dial again to fine focus the image even more. This is a slow process in the beginning. The scanner is a precision scientific mechanical device that is designed to move gradually. Take care not to turn too fast, as damage may occur.

• Lock the tray but not too much. (This will help in the case of accident movement of the image.)



Note: When Micro-Image Capture is open, the Snapit software automatically runs.

• Make sure there is a border around the image to make sure all data from the image is collected.



- Press the Print Screen key
- Left Click

Congratulations, the first image has been saved.

Checking File Folder for Captured Image

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• Continue scanning until microfiche sheet is complete.

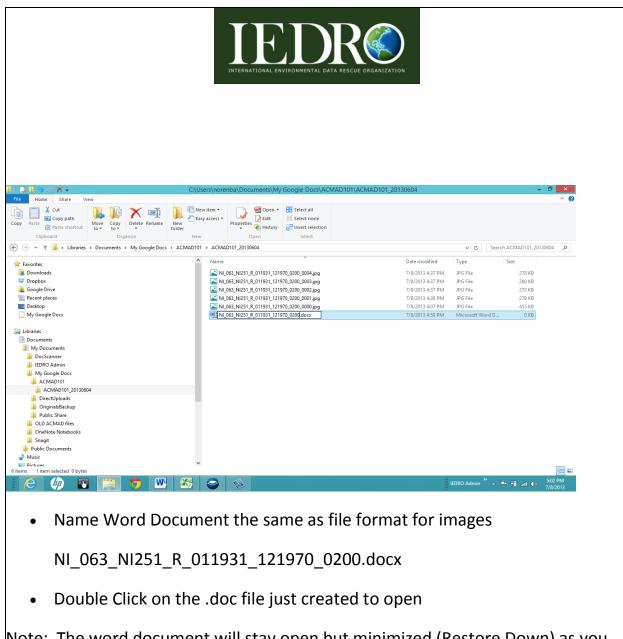


Quality Control Part I

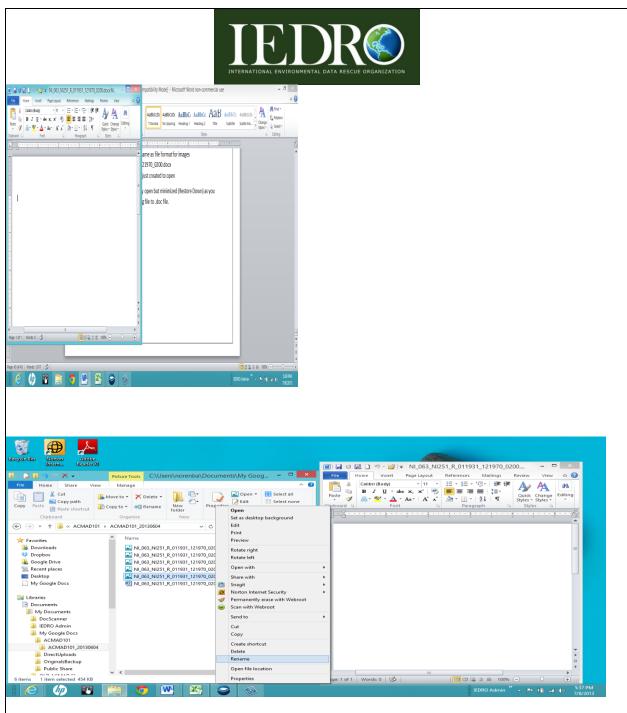
Converting .jpeg files to word doc file

As part of the Quality Control (QC) process, there is a need to double check at the data entry level the number of images on the microfiche sheet and the number of .jpeg files created. This also tells the supervisor, the images are ready to be reviewed and you can proceed to another. In this example, there are 5 images.

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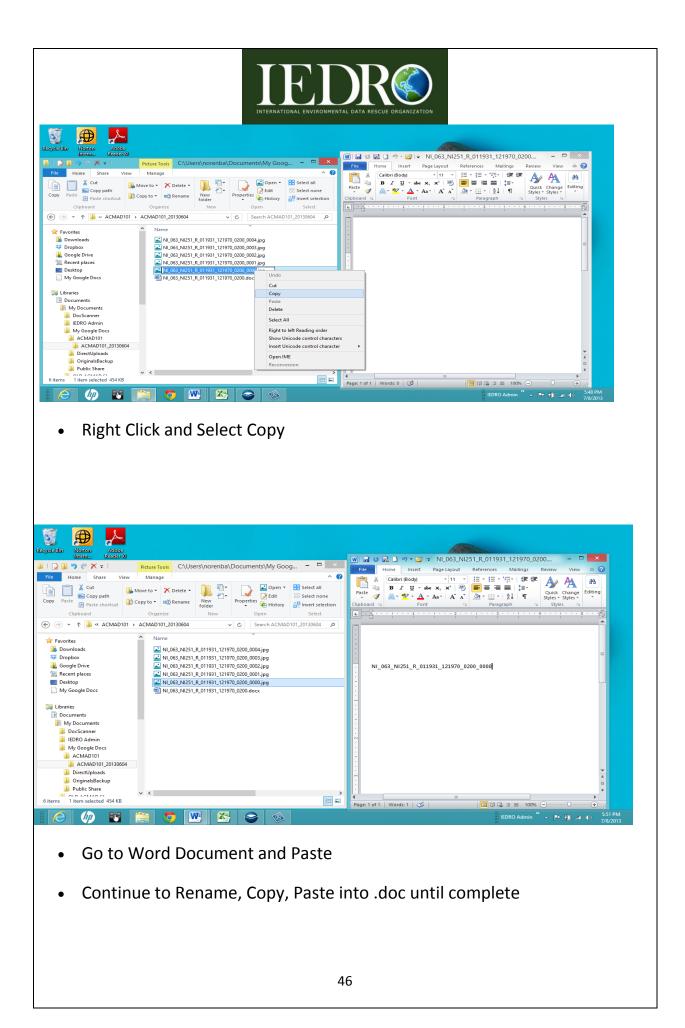
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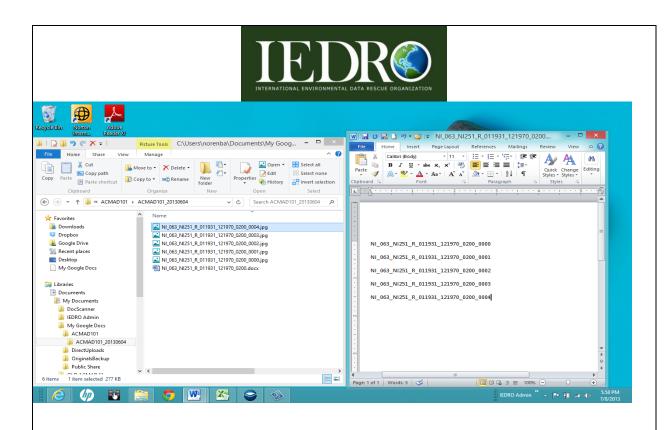


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- Drop down menu will appear
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The file will stay highlighted





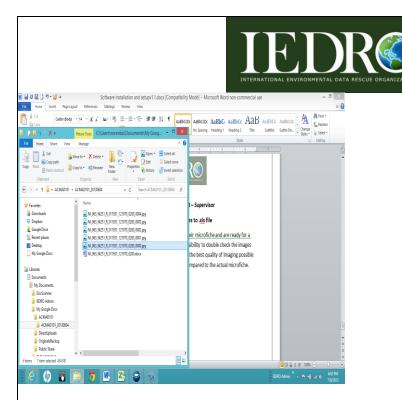
• Click Save and Close

Data Entry personnel have completed their microfiche image capture and are ready to move on to the next microfiche.

Quality Control Part II – Supervisor

Converting .docx files to *.txt file

As QCII, when data entry personnel return their microfiche and are ready for a new microfiche. It is the Supervisors responsibility to double check the images for clarity, accuracy of image within borders, the best quality of imaging possible and the correct number of images created compared to the actual microfiche.



Go to appropriate folder of computer

• Double Click on first file image and Open

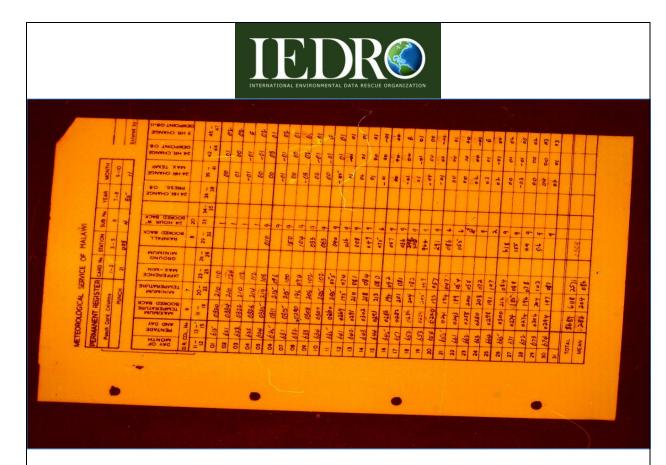
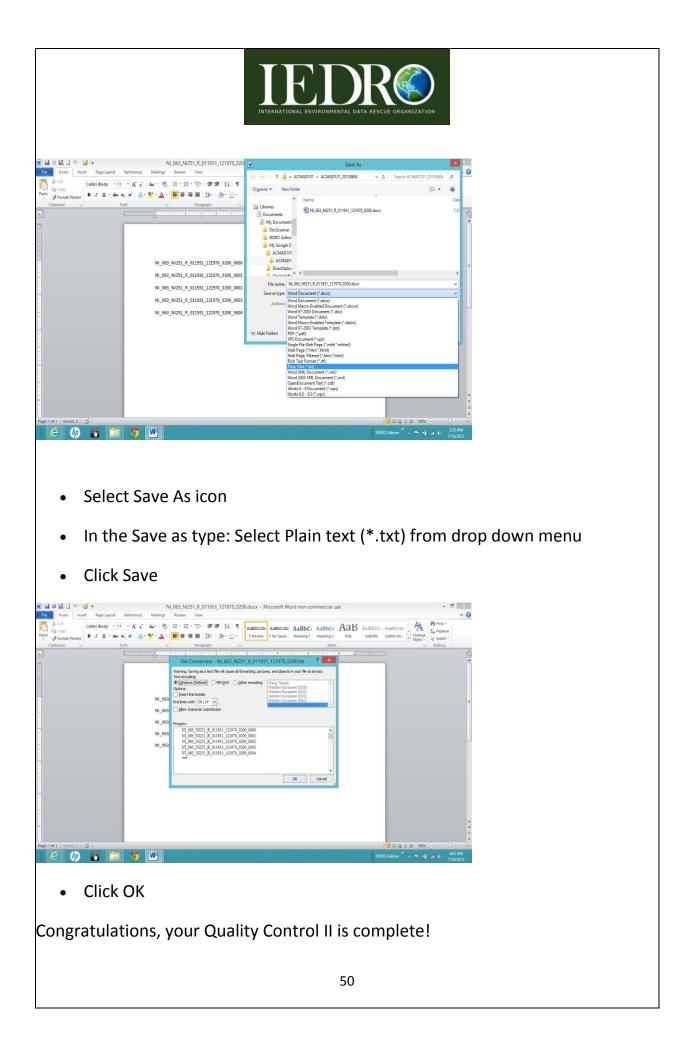


Image should be clear, readable and a border around image to ensure all data is collected.

• Continue checking remainder of the files for clarity

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Supervisor's End of Day Inventory Update Check-in/Check-out procedure

At the end of the day, it is the Supervisor's responsibility to provide that days file folder of images captured with the corresponding inventory Check-in/Check-out spreadsheet.

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| 06-04-2013 | Malam Abdou Kassimou | | 0203 |
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