

**Instructions for Scanning and Recording Metadata:
1995 Mylar Aerials**

Beginning:

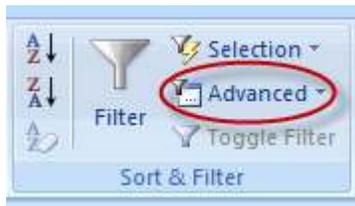
Retrieve one folder's worth of Mylar images from Publications and bring to the workroom. For the purposes of this project the term "Township" refers to the combination of PLSS Township/Range numbers (i.e. Township 39N Range 7E is "3907"). For the 1995 set, there are usually two townships per folder; since they are stored alphabetically, they usually will not be near each other geographically.

Start of scanning session:

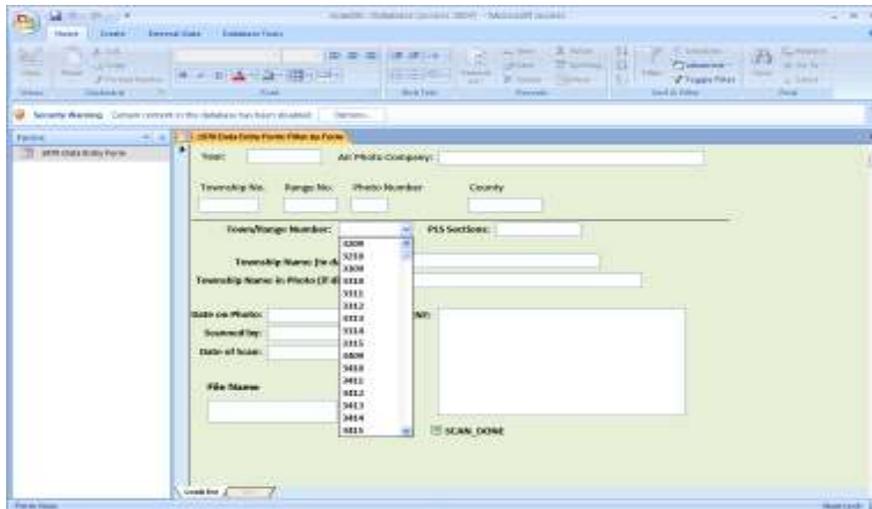
1. Log on to PC next to large scanner in workroom, using your CMAP username and password.
2. Take plastic cover off scanner, open scanning area lid (push tabs down on either end) and clean pressure platen & glass plate with lint-free cloth, according to directions posted behind scanner (steps 2, 4 & 5...NOT step 3!). Close lid. Also, wipe the "feed surface" of the scanner.
3. Turn on scanner; switch is on back, left side. There is a three-minute warm-up period; a small pop-up message should appear in the System Tray showing the remaining time.
4. Double-click the **Mylar Scans DB** icon on the desktop to activate the data entry screen; then double-click on **1995 Data Entry Form** to open the data-entry window.
5. Determine which township you are working in, and filter the database for that township (example: if the township/range info is given as "T39N R13E", the township number will be "3913").



- a. In the **Sort & Filter** section above the data entry form, choose "Advanced"



- b. A drop-down list appears...choose "**Filter by Form.**"
- c. Click in the window next to "**Town/Range Number**" and you get a drop-down list of the possible four-digit township/range combinations; choose the township/range for the image you are about to scan. Alternatively, type in the four-digit number.



- d. Up in the **Sort & Filter** section, click on **“Toggle Filter.”** You have now filtered out all of the records except those for the township you’ve selected.
- e. Note: the records are currently sorted ascending on the File Name field, so when you scroll through the records after filtering they should appear in order by photo number (01, 02, etc...). If this sort gets lost, it can be recreated by hitting the **“Ascending”** button next to the Filter button.

6. After the scanner is finished warming up, double-click on **Nextimage**  icon to activate scanner software. Verify that you are in **“Scan”** mode, as indicated on the bar across the top:

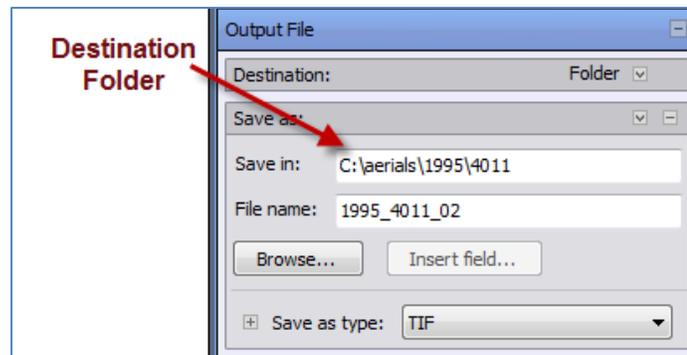


7. Click the drop-down arrow in the upper-right part of the screen to select the **mylar95** scan preset:



8. Verify these settings:
 - a. Resolution: **300 DPI (Descreening)**
 - b. Image type: **Grayscale (8 bit)**
 - c. Levels:
 - i. **Contrast: 0**
 - ii. **Brightness: 0**
 - iii. **Gamma: 2.0**
 - iv. **White point: 255**
 - v. **Black point: 0**
 - d. Sharpen/Smoothen:
 - i. **Intensity: 0**
 - ii. **Radius: 1.0**
 - iii. **Threshold: 0**
 - iv. **Smoothen: 0**

9. Set your destination folder for the scans. You will be scanning to C:\aerials\1995\TTRR\ where TTRR is the four-digit township number.



Scanning a Photo

1. Locate the record in the database for the image you are about to scan:
 - a. Each image has a box with four numbers, which are the **PLS Sections** that are visible in the photo.
 - b. Using the Page Up/Page Down keys, locate the database record that has those four numbers listed in the **PLS Sections** window. This is the record that you will be recording the info for.
2. Enter necessary information. There are five fields that you can write into:
 - a. **Town Name in Photo:** Compare the township name in the lower-left with the name that appears in the “**Town Name in Database**” field.
 - i. If the names are the same, you can skip this field.
 - ii. If the names are different, enter the name (or combination of names); use standard capitalization (no ALL CAPS), and leave out the word “Twp.”
 - b. **Date on Photo:** Appears in the lower-right of the photo. Enter as DD/MM/YY
 - c. **Scanned By:** Enter your initials
 - d. **Scan Date:** Instead of entering today’s date, just click on the calendar that appears next to the window when you activate it. Click on “Today.”
 - e. **Comment:** enter any notes, as needed; things that are out of the ordinary like townships with more than nine images (this will happen), excessively scratched photos, etc.
3. In the **FILENAME** window, highlight/copy (*right-click, “copy”*) the entire name (example “**1970_4209_08.tif**”); paste the filename in the File Name window on the scanner interface.
4. With the soft brush, clean off the front side of the image; follow by wiping it with the lint-free cloth. Flip and brush/wipe the back side as well.
5. Feed into scanner, with the front side facing downwards. Scanner will “grab” it at some point and feed it forward.
 - a. Check to make sure it is reasonably aligned. Use the feed forward button to load the photo further forward; check to see if the edge stays fairly straight.
 - i. If not, feed backwards until it is released and reload. Repeat until satisfactory

- ii. If it is aligned, do not worry about backfeeding...the next step will take care of this
 - b. On the scanner interface, paste the **FILENAME** that you copied out of the database into the File Name window. Check to verify that the Save In folder is **C:\aerials\1995**
 - c. Click the Scan button on the scanning software. 
 - d. After the scan runs, click on the **Check**  button on the lower-right to review the scan:
 - i. Make sure there are no obvious distortions—sometimes the mylar will slip and the image will appear stretched.
 - ii. Zoom to 100% and pan left-to-right and top-to-bottom.
 - iii. Pay special attention to the bottom of the image. If there is a dark vertical streak, that means the scanner has picked up some dirt from the mylar and will need to be re-cleaned.
 - iv. When you're done reviewing the image, click on the **Scan** button across the top to return to the scan window.
 - e. If the image looks OK:
 - i. Forward-feed the photo so it is ejected from the scanner.
 - ii. Put photo in "done" pile
 - iii. Click the check-box on the **SCAN_DONE** field in the database window.
 - iv. Proceed to the next photo
 - f. If the image does not look OK: forward-feed the mylar so it is ejected from the scanner, and clean the scanner's glass plate and pressure platen; then re-scan the mylar.
6. When you have completed all of the scans for that township, you can click the **toggle filter** button in the Access window to un-filter the records, and set up the filter for your next set of scans.
 7. If all scans for a township have been completed, copy the entire folder up to the project's network location for review.
 8. Mark off the images that you've scanned on the index map.