DBG Specimen Card Imaging Protocol

Note: This is for the current (as of 2/2018) Research & Conservation Printer, "Research – HP Color LaserJet Pro MFP M477 PCL 6 on DBGFS01"

For posterity, and in case of changing printers/scanners in the department, at the very end of this document are protocols for the old way of scanning. Discuss with the Herbarium Curator & Database Associate before using these other protocols because the scans are lower quality and the time commitment is much longer. In the case of future printers and scanners, there are probably similar drivers for scanning, and a similar set of protocols could be followed as outlined below.

I need to: (click one)

|	
Download & set-up the software to scan Mycology Cards.	Scan & save the scans of Mycology Cards. I already have the software set-up.

Downloading & Setting-up the Software to Scan Mycology Cards

Step 1: Download the drivers for the printer. IT may need to assist with this or give you permissions to download & install the package.

- Download the "Full Software and Drivers" that goes with the current printer.
    - https://support.hp.com/za-en/drivers/selfservice/swdetails/hp-color-laserjet-pro-mfp-m477-series/7326560/swItemId/t2-139791-7
    - If your operating system is not Windows 7 (64-bit), you will have to get the "Full Software and Drivers" package associated with your operating system.

- After you have completed installation, you should have the software "HP Scan" on your computer. At the top, it says "HP CLJM477 Scan Driver."

Step 2: Create the Scan settings for Mycocards.

1. Open the "HP Scan" program.

2. Make sure you are under "Save as JPG". Change the following options:
    a. Page Sides: select "2-sided (book)"
    b. Page Size: Custom, 8.25" x 5.25"

3. Click "More >"
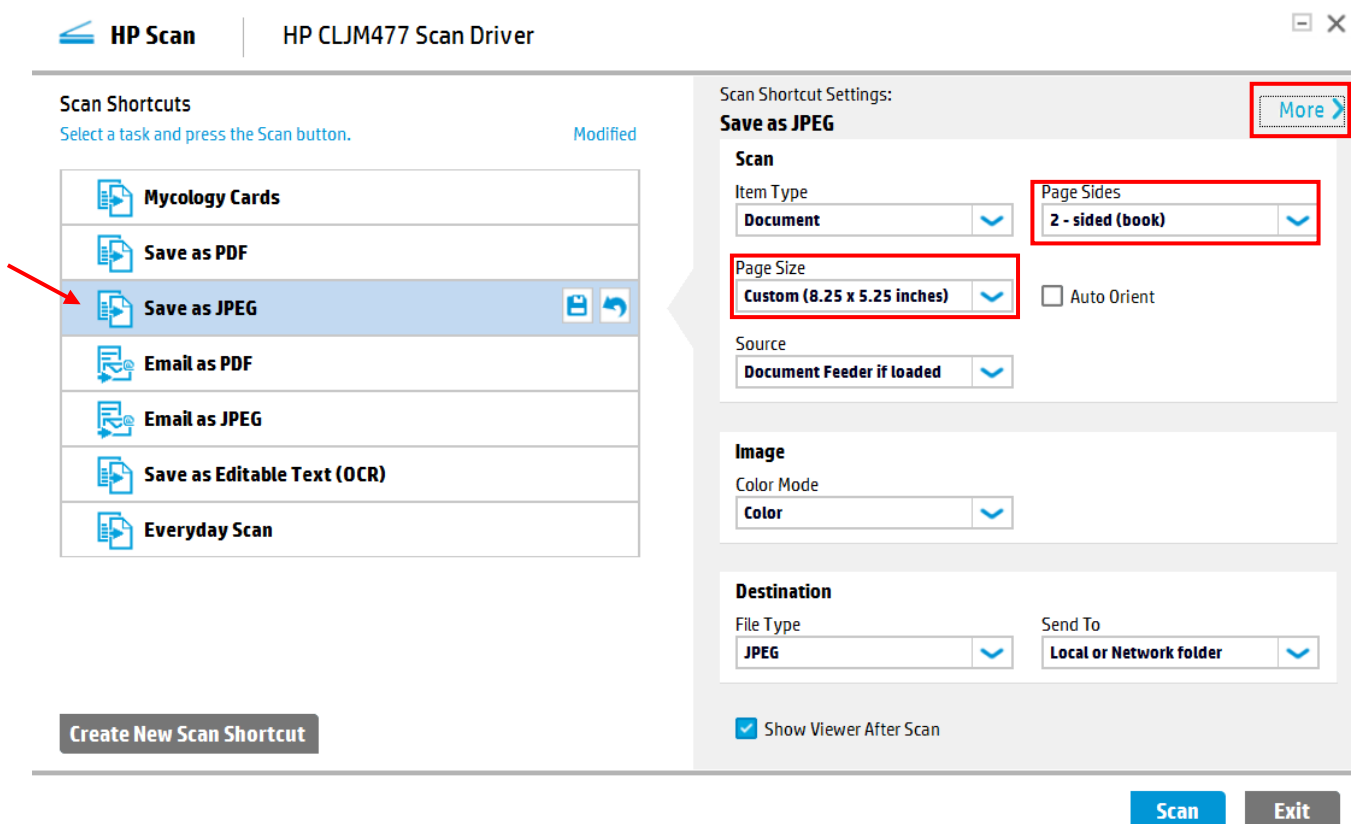
4. Under the "Scan" section, change the following options:
   a. Resolution: 300
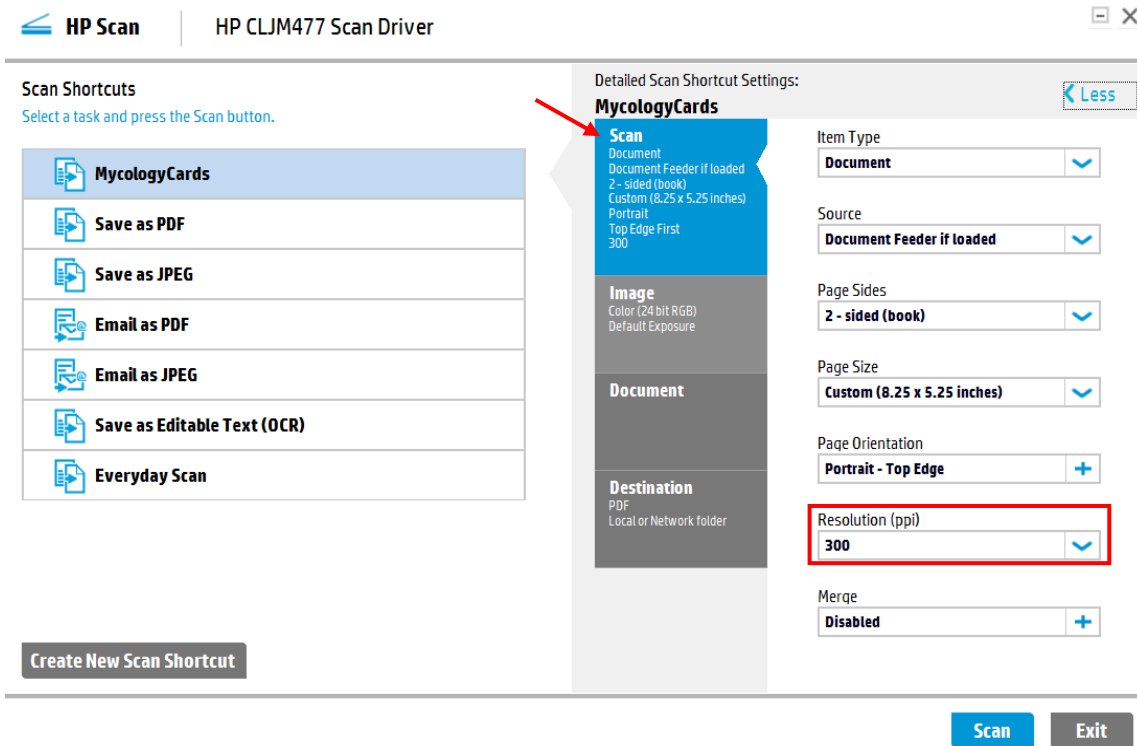
5. Under "Destination", change the following options:
   a. File Name: DBG-F-
   b. Save to Folder:
      Q:\Research\Images(new)\MuseumSpecimens\DBG\DBG_Cards\DBG_Cards_To_Be_Converted
   c. After saving the file(s): Do Nothing
6. Click the "+" next to File Type JPG
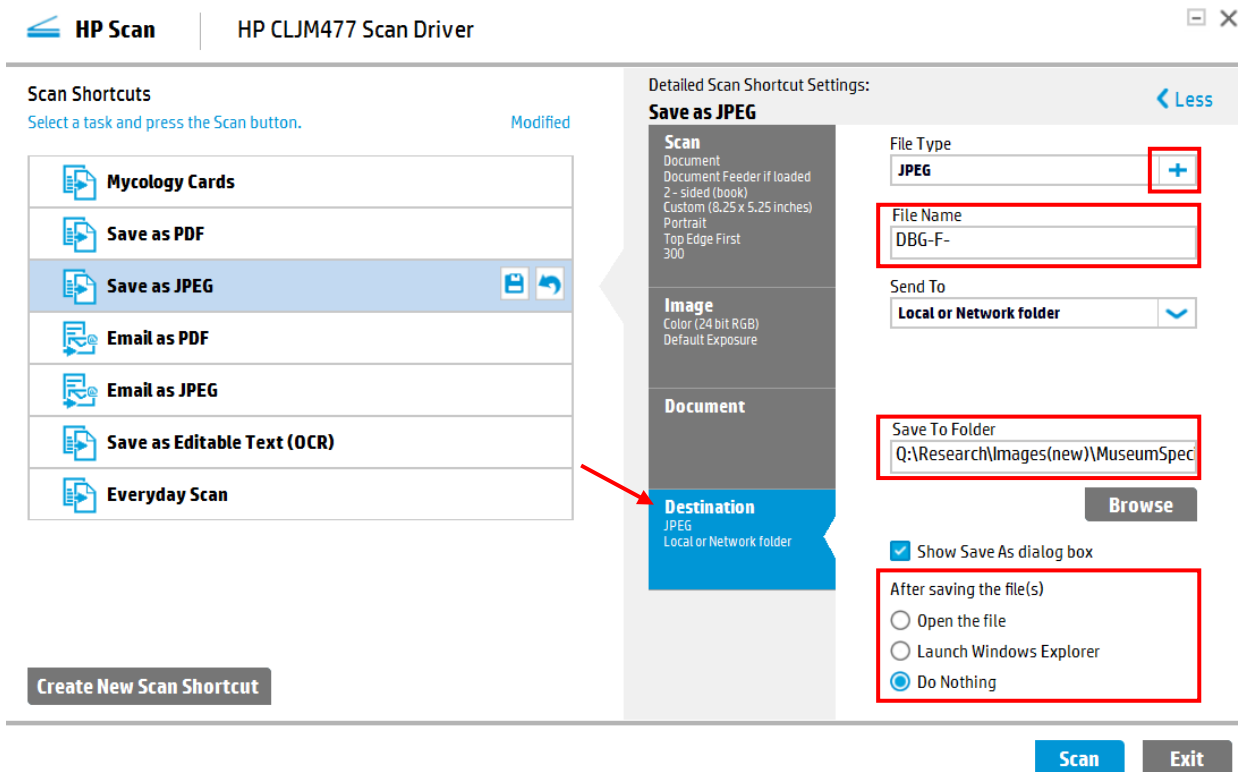
7. Move the file size/quality to "Highest Quality" (100)
8. Click "OK"

9. Click "Create New Scan Shortcut"
   a. For the name, put "Mycology Cards"
   b. New Can Shortcut settings are based on: "Current settings"
   c. Click "Create"
10. You should now have the option Mycology Cards on the left which you can use every time you scan Mycology cards. You're done!

Scan & Save the Scans of Mycology Cards

1. Open HP Scan.

2. Select "Mycology Cards" from the left side.
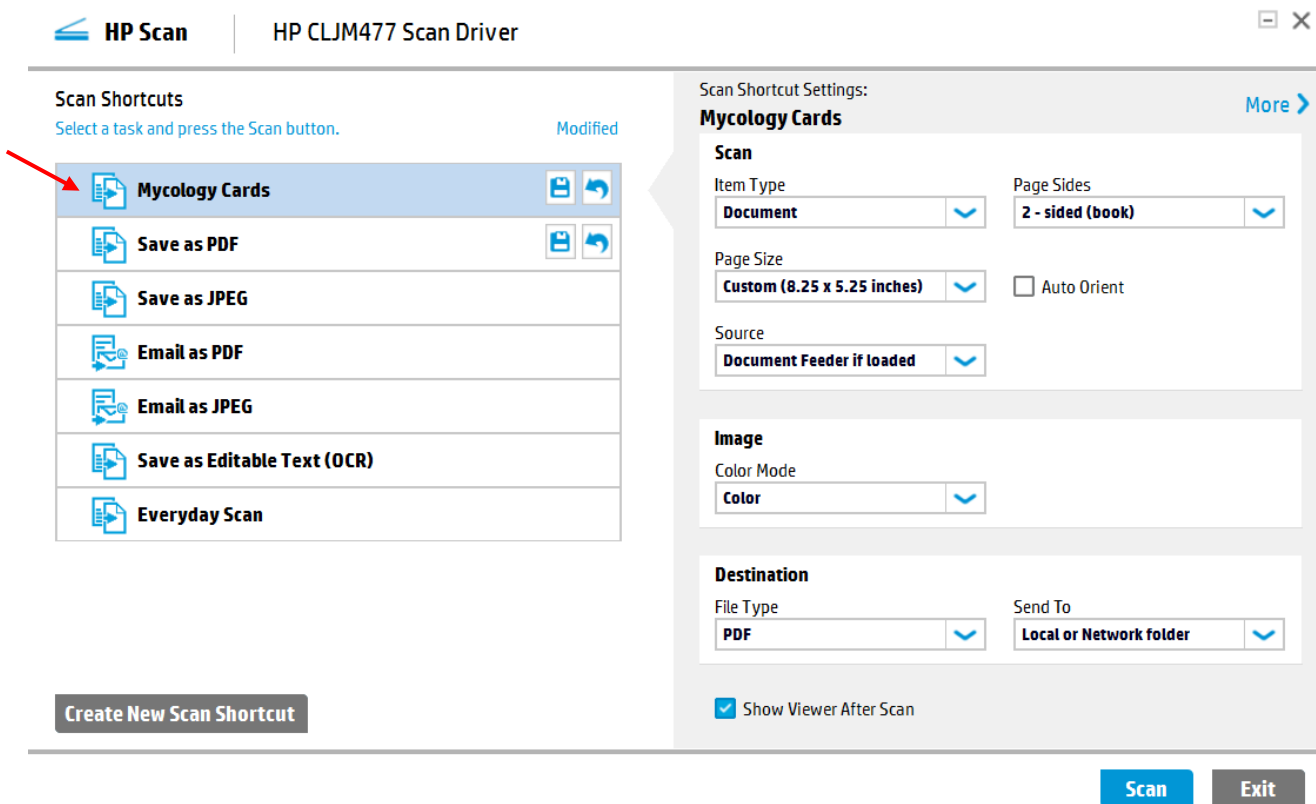
3. Load Mycology Cards into the top loader on the printer.
   a. Pull out any cards that are extra bent, worn, or extra thick (often due to pieces of paper glued to the card). Put those aside to scan later.
   b. Load cards so they are face-up and the top part of the card (with the "Species Name") is the first part to be pulled through the scanner.
   c. Do not load too many—the printer can only handle so many before it will get jammed or the cards won't fit in the output tray.

4. Click "Scan" on the HP Scan driver. As each card is scanned, it should show both sides of the card in the viewing pane. The image of the cards should all be oriented correctly. If they are not, you may not have put them in the scanner the right way.
   a. If you did a whole batch wrong (e.g. they are all oriented the wrong way), click "Back" to restart the process.

5. Retrieve the scanned cards, keeping them in the order in which they were scanned.

6. Review the preview of the cards on the HP Scan driver. For any cards that should be rescanned (such as it didn't go through the scanner correctly or was misoriented), select <u>both the front and the back</u> of the card, and use the "move to deletion" button to delete those images. An "x" indicates they will not be saved. Put those cards to be rescanned in the next pile you will scan.
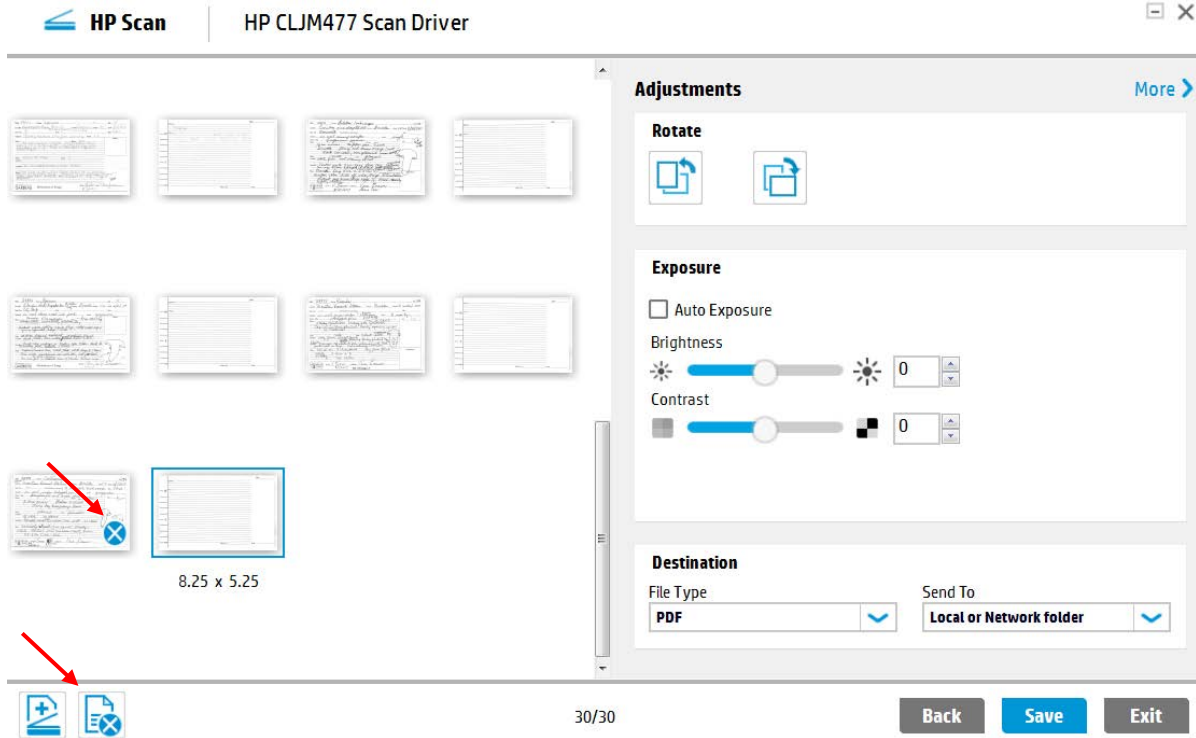
7. Click "Save." Due to the settings, it should automatically open the folder Q:\Research\Images(new)\MuseumSpecimens\DBG\DBG_Cards\DBG_Cards_To_Be_Converted with the file name "DBG-F-.jpg." Click "Save" again.
   a. If you go to the folder, you will see the scans populate the folder with the naming as "DBG-F-0001," "DBG-F-0002," "DBG-F-0003," etc.
8. The cards now need to be renamed with their catalog numbers. Tip: use the Bulk Rename Utility (available online; the Database Associate may also be able to help) to make these next steps much quicker!
9. Rename the scans as follows. Remember, the catalog numbers are six digits; add leading zeros as necessary.
   a. Front: DBG-F-######_C1
   b. Back: DBG-F-######_C2
10. To know which catalog number to rename a file, you can either open the file and look at the scan, or, the files are in the same order as the cards were scanned. You can use the pile of scanned cards, provided they are still in the same order, to know what to change the file name to. Always spot check.
11. Once all your cards are scanned and renamed, notify the Database Associate. The Database Associate will convert the files to tiffs, an archival digital format and upload the jpgs to MycoPortal.

# OLD (pre-2015) DBG Specimen Card Imaging Protocol

Discuss with the Herbarium Curator & Database Associate before using these protocols because the scans are lower quality and the time commitment is much longer.

Note

Step 1: Scanner Set Up

- Plug both plustek scanner USB cables into computer and set power switch to ON position.
- Open scanner software: DocAction Plustek Mobile Office D412
- Adjust the scanner settings as follows:
  - Select the Scan option on the left side of the window
  - Under Color select TIFF Uncompressed
  - Set Page Size to Automatic Size
  - Set Scan Mode to Color
  - Set Resolution to Custom and manually enter 600
  - Click Apply then OK

If you do not have the proper software installed on your computer, please refer to MycologyCard_Scanner_Installation
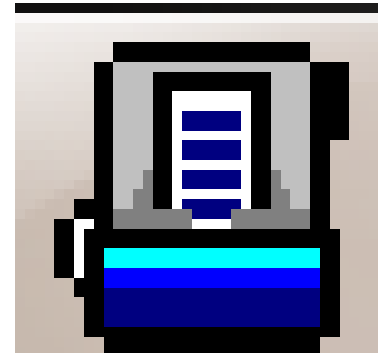

DocAction Plustek Mobile Office D412
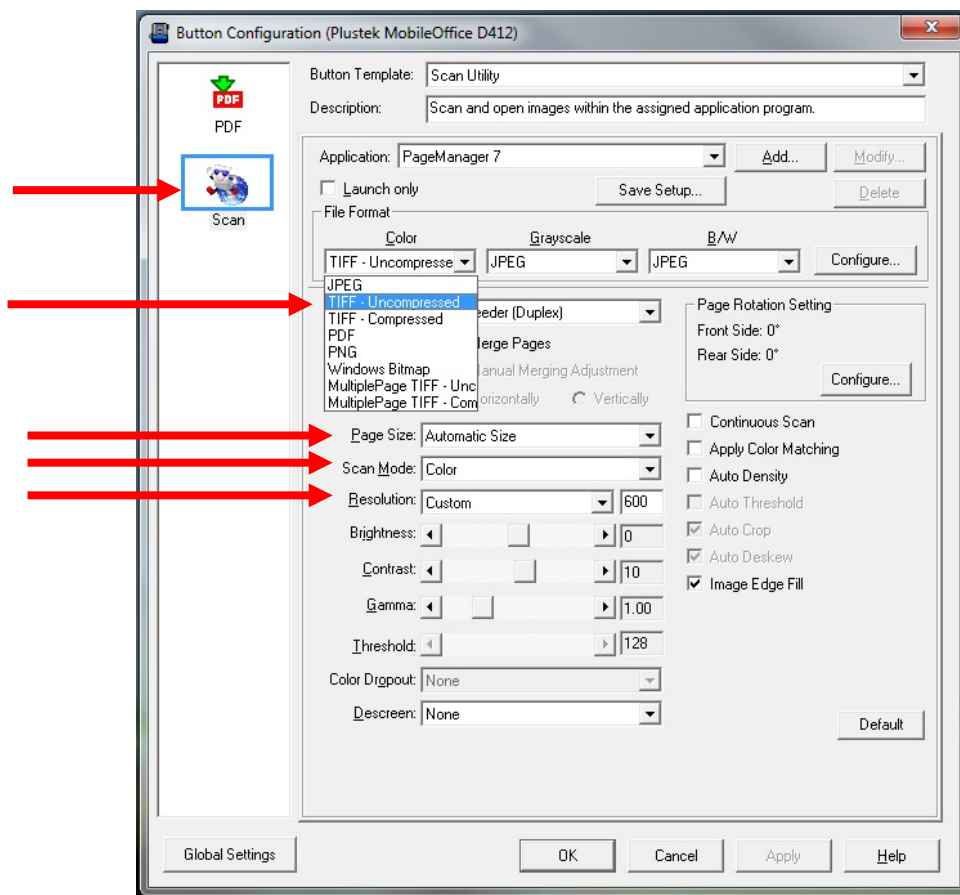
Step 2: Scanning Cards

- Adjust the plastic tabs on the front of the scanner to be the appropriate distance apart for the size of the cards
- Open ScanDoc, a folder that is created upon installing scanner software
- Feed the card face-up, top edge first, into the scanner. It will automatically pull the card in a few centimeters
- Press the **Scan** button. The card will then automatically feed through the scanner. The scanner will scan both sides of the card at once
- Once the card has been fully scanned, two new TIFF image files will appear in the ScanDoc folder, with the front of the card being first and the back being second
- Rename the files as follows:
  - Front: DBG-F-######_C1
  - Back: DBG-F-######_C2
- Move all renamed TIFF image files to DBG_Cards_To_Be_Converted
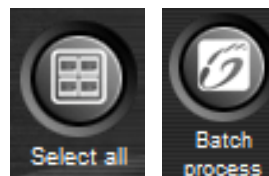

ScanDoc

Step 3: Processing Card Image Files

- Open Image Processing Software Program (Digital Photo Professional is used here)
- In the left window pane, in the folder tab, navigate to DBG_Cards_To_Be_Converted
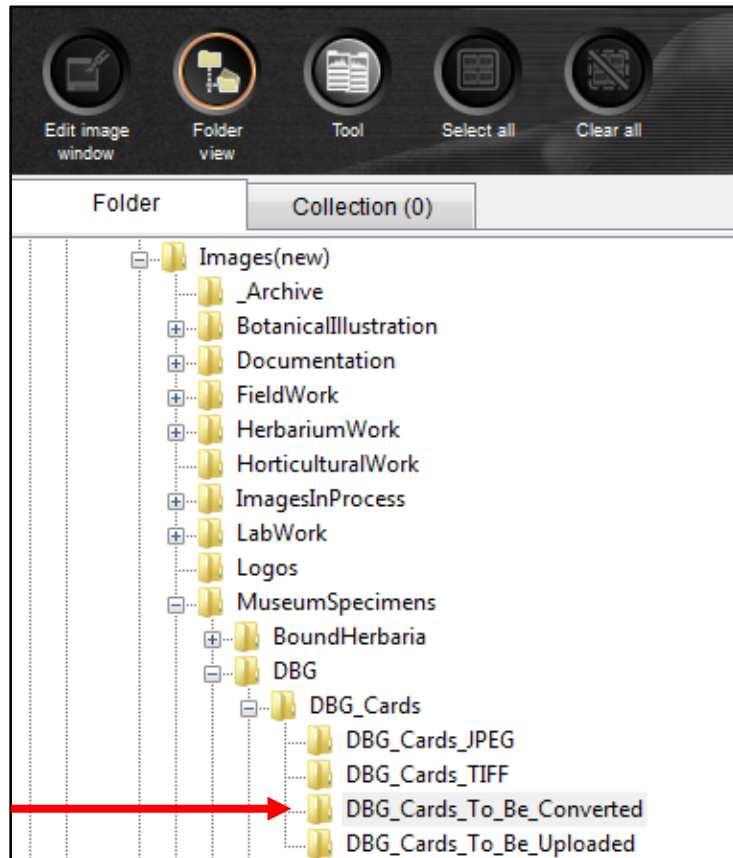
- Once all of the thumbnails have loaded click on the **Select All** button and then click the **Batch Process** button.

- In the Batch Settings Window
  - Set the Save folder destination for the compressed JPEG images files to be
    - **Q:\Research\Images(new)\MuseumSpecimens\DBG\DBG_Cards\DBG_Cards_To_Be_Uploaded**
  - Set the Kind of file to **Exif-Jpeg**
  - Set the Image quality to **10**
  - Set the File name to **Current file name**
- Click Execute to process
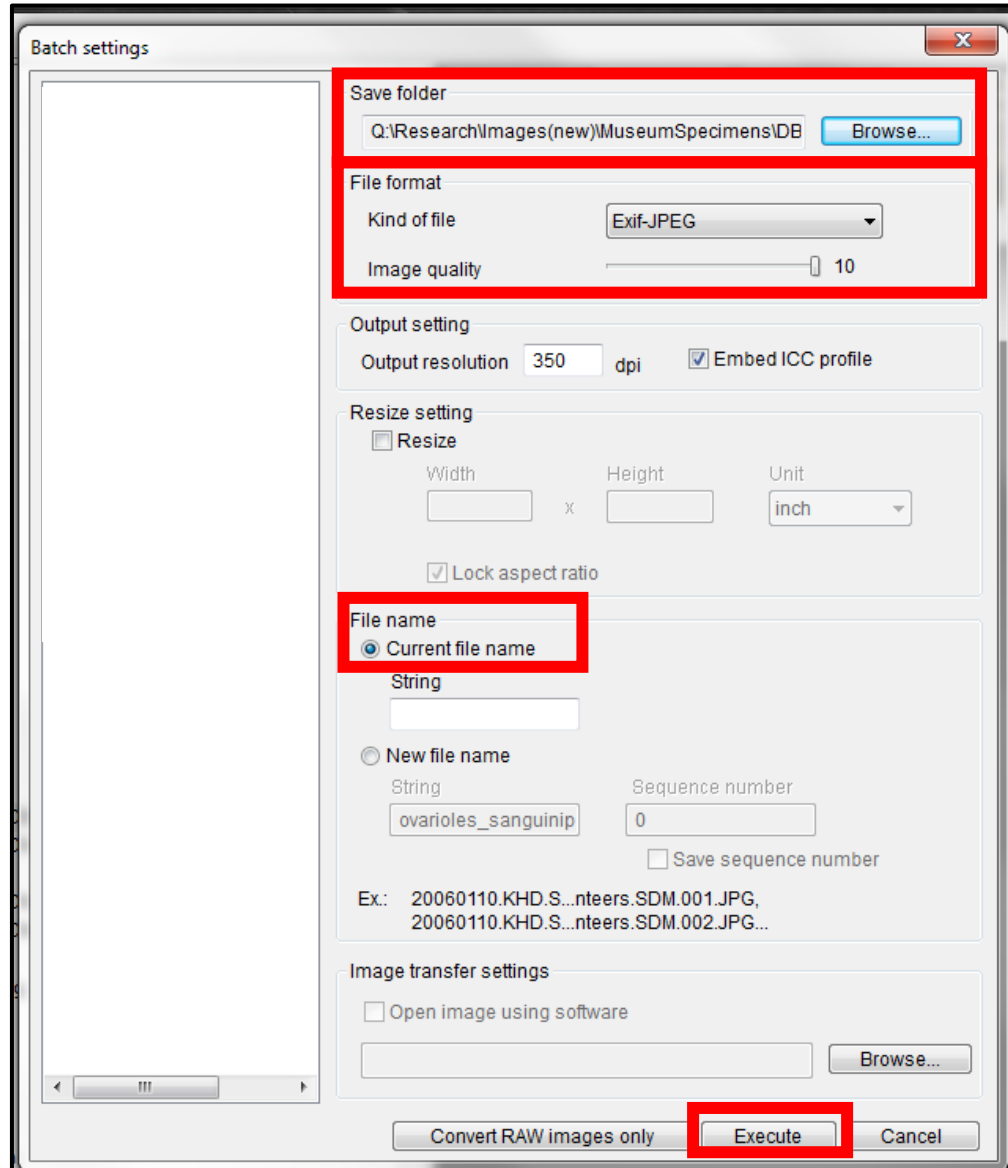
- After all images have been converted, move all TIFF image files from DBG_Cards_To_Be_Converted to DBG_Cards_TIFF folder
- Notify Database Associate of new images files in DBG_Cards_To_Be_Uploaded folder