

6. Alberta InWord

Introduction

The Alberta InWord database was launched in December 2003. The following section outlines the procedures for Owner Editors to use when contributing scanned textual records (documents, letters, etc.) to Alberta InWord.

General Guidelines

1. As digitization is not a substitute for original material, contributing institutions must maintain original archival records scanned as part of any Archives Network of Alberta (ANA) project.
2. Scanning of material must not result in damage to the original records.
3. Each contributing institution placing scanned textual records in Alberta InWord must certify that all of the scanned images are either in the public domain or have been reproduced with the explicit written permission of the copyright holder, or that the institution itself holds the copyright for those images and text.
4. By creating databases and facilitating their use by contributing institutions, the Archives Society of Alberta (ASA) does not indemnify contributing institutions from potential litigation over copyright, publicity rights, moral rights, or privacy rights in images or textual records posted on line.

Description Specifications

All textual records uploaded to Alberta InWord must have matching descriptions with information in all of the required fields.

- a. Digitized textual records with incomplete descriptions will not be accepted
- b. All textual records must have an active link to a fonds or collection level description in the ANA database.
- c. When used, subject access points should be based on the Library of Congress Thesaurus for Graphic Materials, the Getty Art and Architecture Thesaurus, Canadian Subject Headings, or another commonly used subject authority used by the contributing institution as a standard for subject headings specific to describing images.
- d. Contributing institutions must assign ASA topics to all textual records. It is recommended that a maximum of three topics per image be chosen.
- e. Each contributing institution's web page or ASA directory page should include information about use and reproduction fees.
- f. The descriptions must include the correct file name(s) of the digitized textual records for proper display.

Note: Multi-page documents (i.e. 50 pages of a single diary) require only one description.

Once the descriptions have been completed, they should be uploaded along with the corresponding digitized text to Alberta InWord. The descriptions will be either uploaded individually by Owner/Editors or they will be sent to the System Administrator, who will do a bulk upload of the descriptions and their corresponding text.

List of Required & Suggested Fields

Fields	Explanation	Required & Suggested Fields
Standard Number	The unique file name for the digitized textual record supplied by the institution.	Required
Title	The title of the textual record.	Required
Dates	The date of the original textual record.	Required (if known)
Physical Description	The description of the textual record. Should be consistent with RAD; i.e. if 3 cm or less, use the number of volumes, folders, pages, etc. i.e. 3 folders, 2 p.	Suggested
Description	Provides information regarding the scope and content of the textual record.	Suggested
Coverage	This field identifies the geographic coverage or location of the textual record. The default is Canada-Alberta.	Suggested
Subjects	The subject headings used to describe the textual record. Recommended best practice is to select a value from a controlled vocabulary or formal classification scheme specific to describing images.	Suggested
Topics	Chosen from the approved list of 25 topics. A maximum of three topics should be chosen per image; including the Immigration and Homesteading topic.	Required
Creator	The name of the person writing the letter, diary, etc.	Required (if known)
Relation Link	This field identifies the collection or fonds to which the	Required

	image belongs. The Control ID No. for the description found in the fonds level database should be input in this field.	
Repository	The full name of the source institution; must match the name of the institution shown in the ANA Repository database.	Required
Language	The language of the material. The default is "The material is in English".	Required
Document File Name(s)	The name of the file containing the scanned image(s), usually ending in .jpg or .tif.	Required

Topic Terms

The following 25 topic terms, which were developed when Alberta InSight was launched, are also used for Alberta InWord. The ASA recommends a maximum of three topics be chosen for each image. For additional information about these topic terms, refer to the Alberta InSight section of this manual.

- **Agriculture**
- **Arts**
- **Buildings and Memorials**
- **Commerce**
- **Discovery and Exploration**
- **Education**
- **Environment and Nature**
- **Family and Personal Life**
- **First Nations**
- **Health Services**
- **Immigration and Homesteading**
- **Industry**
- **Labour**
- **Law and Justice**
- **Military**
- **Multiculturalism**
- **Organizations**
- **Politics and Government**

- **Public Events**
- **Railways**
- **Religions**
- **Science and Technology**
- **Sports and Recreation**
- **Transportation**
- **Women**

Scanning Guidelines

a. File Formats and Resolutions

The ASA recommends that textual records be scanned at 100 dpi and saved as tiffs. The images may be sharpened up, if necessary, after scanning is complete to ensure clarity in the on-line environment. Refer to "Tips for Scanning documents for Alberta InWord" at the end of this section for additional information about scanning.

b. Watermarks

A watermark can be added by the System Administrator if desired. Watermarks are useful for identification purposes, and they also provide some protection against the pirating of images from the web. Please contact the System Administrator if you are interested in this option.

c. File Naming

The file name must be a unique number that uniquely identifies the image.

- File names should not contain any special characters, use only alphabetic (A-Z), numeric (0-9), dashes (-), or underscores (_). Do not use blanks in file names.
- File names are case sensitive. It is important that the file names in the text record exactly match the image names. For example, if a filename is A20344.JPG, do not enter A20344.jpg in the text record.
- For multi-page textual records, use a running page number; i.e. the second page of a 20-page diary would be M-123-p02.tif, etc. Note that the number of pages determine the number sequence; i.e. for 10 pages or less, page numbers would be p1, p2, p3, etc.; 11-99 would be p01, p02, p03, etc. over and over 100 would be p001, p002...

d. Quality control

A quality control program should be implemented by institutions during the scanning/uploading process. Things to look for may include:

- Image is not the correct size
- Image is not the correct resolution
- File name is incorrect
- File format is incorrect
- Image is in the incorrect mode (i.e. colour image has been scaled as grayscale)

- Image is not cropped
- Image is not rotated or is backwards
- Image is overall too light or too dark

Submission of Scanned Documents and Descriptions

Institutions have the option of loading digitized textual records individually or submitting groups of digitized records in bulk. For bulk uploading, the materials are submitted as described below and the actual loading into Alberta InWord is done by the System Administrator.

Individual Uploads

While individual uploads of 1-2 scanned pages can be done by Owner Editors to Alberta InWord, it is recommended that submissions be done on a bulk upload basis as described below.

Bulk Uploads

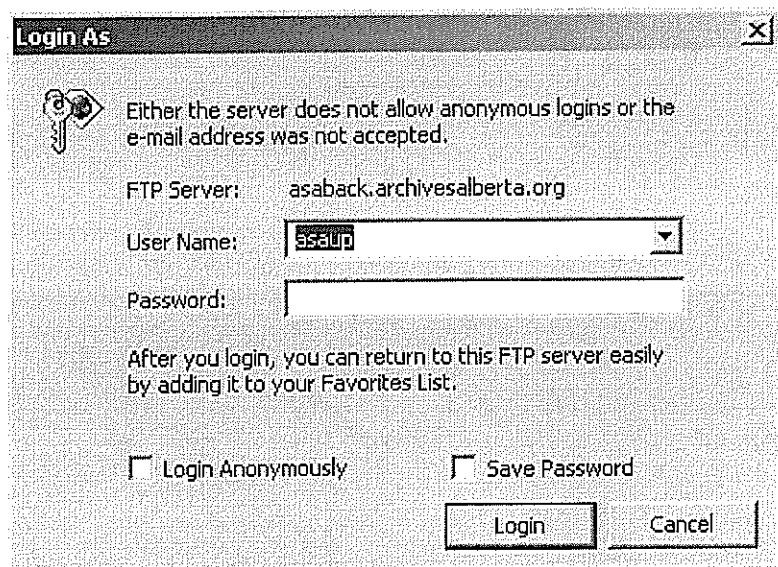
Material for bulk uploading should be prepared and submitted as described below. Careful adherence to the instructions will minimize difficulties with the loading process. Images and text can be prepared and then transferred, via FTP, to the asaback ftp directory, from which the Systems Administrator will load them into the system.

FTP'ing the Materials

FTP the images to asaback.archivesalberta.org. You can use your favorite ftp program or if you prefer, you can use the Internet Explorer to send the images. Note that the ftp process requires a login account (**asaup**) and password (**snap2Do**).

If you are using Internet Explorer:

- In the address box at the top of the Explorer page type in <ftp://asaup@asaback.archivesalberta.org>
- It should connect and then pop up a dialogue box prompting for the password.
- It should then connect and you will see some folders there.



If there is not a folder for your institution, you can create one. If using Internet Explorer, right-click in the ftp window and select New Folder. Give the folder a name; it is recommended that you use

your institution code for the name of the folder (i.e. GLEN for Glenbow). If you are submitting more than 50 textual records, it is recommended that you create sub-folders (i.e. Batch1, Batch2, etc.)

You can then transfer your digitized records to the appropriate folder. If you are using Internet Explorer you can simply drag and drop the files into that folder. All of the records from a batch should go into the appropriate folder. If the images are in several folders (on your computer) they should be taken from those sub-folders and placed into a single folder.

Note that if the images are large, or if your computer connection is slow, the transfer process can take some time (up to an hour or more). If you are using Internet Explorer it will give an estimate of the time required when the transfer starts. If the uploading is taking a very long time to load into asaback, the System Administrator may ask you to send your images in smaller batches. It is recommended that a maximum of 100 images and the related descriptions be submitted at a time.

Other Options

Bulk uploading may not be practical for your institution if you are operating your computer from a 56 Kbs dial up modem or using a 128K ISDN. Another way to get your images to the System Administrator for a bulk upload is by burning the scanned records onto a CD and then sending them to the System Administrator. It is recommended that you save a copy of the relevant descriptions to the CD as well. If you are interested in this option, please contact the System Administrator for further details.

Descriptions

The fields used in the descriptions should match the List of Required and Suggested Fields outlined above and all of the required fields should be completed. Once the descriptions are ready, they can either be FTP'd to the same sub-folder as the digitized records, or they can be sent as an attachment to an e-mail to the System Administrator.

Exporting Records in a Tagged Format

The descriptions should be submitted in tagged format. If using InMagic, they should be submitted in the "InMagic Tagged Format." To do this, first do a search in InMagic to get all of the records that you want to export.

- Click on File -- > Export
- provide a file name when requested
- when the next box pops up choose "Inmagic Tagged Format".

Exporting Records as Delimited Text Files

Text records can also be submitted as delimited text files, one record per line (for example as would appear in an Excel spreadsheet). In such cases the first line of the file should contain the actual field names.

Tips for Scanning documents for Alberta InWord

- After opening Photoshop go to **File>** and scroll down and choose **Import>** Select the one that says **Fotolook** (the scanning software) **Fotolook** will open and you should maximize it here.

Selecting the settings

Original: *Reflective*

Mode: *Color (rgb) will vary but only between this and Greyscale*

Bits per color: *8bits*

Input: *100 ppi (or as directed)*

Scale to: *Scale to 100%*

Range: *Automatic*

Insuring as well; depending on the specific Photoshop program, that **Max. Area** is selected. As opposed to **A4** etc.

Proceeding to scan

- Place the item to be scanned face down in the scanner; making sure that all the content you want to be reproduced is on the flat bed glass and not overlapping the edge. Noting that the page **may** stick out of the "lid" and that it is not necessary for the lid to be fully closed
- Click on **Preview**
- The scanner will read the image and a preview will appear in the scan software, on the right. There is a **marquee** that you must use to select the area of the image you've previewed. **Drag the marquee to the dimensions** of the image you want scanned. IE, make a frame around the preview that you want to scan.
- Press **Scan**.
- The image will be transferred to Photoshop and you must now **close** the scan software.
- **Maximize** the window inside Photoshop you are going to work on.

Working with the Scan

- On the *menu bar* at the top, go to **Image>**
Then select **Rotate>**
Then select **Straighten Image**.
On the Photoshop 7.0 version the rules are different.
- *Cropping the image*.
First, **select the marquee tool** again and **drag the dimensions of the marquee area**, to the size that you want around the image/document. IE, select the area within which the image/document will be cropped down to.
On the *Menu Bar* again, select **Image>**
Then select **Crop**.

Sharpening the Image

- Using the *marquee tool* again, **select the entire image**.
In the *Menu Bar* select **Filter>**
Then select **Unsharp Mask...**
There are three settings within *Unsharp Mask...*, *Amount*, *Radius* and *Threshold*. Each has a number box next to it and a dial underneath it. Usually the top dial, *Amount* and then *Radius*, are most used.
Note that there is also a *Preview* checkbox, which is checked, if not **check it**.
You should use the sliders under the numbers boxes to "dial up or down" the settings changes. You will see the impact this is having on the image/document in the background. Checking and unchecking the *Preview* box will show you what the original looks like. Adjust these setting until you are happy with the increased sharpness of the image/document. Subtlety works best here.
- These settings are now set, and will not change until you go into *Unsharp Mask* again and change them. Next time you want to use this feature, go to the *Menu Bar* and select **Filter>**
At the top you will see *Unsharp Mask...* now select **Unsharp Mask...>**

Finish

- Go to the *Menu Bar* and select **File>**
Save and then as per usual saving instructions, choose the file folders that you are saving to and hit **Ok**.
- **Close** the window.

Additional

Use **Ctrl Z** to undo that last command that you input.

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