

QUICK SCANNING PROTOCOL

Equipment

Xerox AltaLink C8045 photocopy machine, located in the front office.

Scanning

1. Login to the MVZ account, code 3101.
2. On the home screen, select Email on the touchscreen.
3. Go to Favorites, and scroll down to select mvzarchives@berkeley.edu, then hit “OK.”
4. Enter a subject for the email, and hit “OK.” The subject should be formatted as “[Author’s last name]_[year]_[description, e.g., catalog, journal, audio catalog, etc.]” and, if catalog, the range of numbers included in the scan. It is helpful to include the numbers because the year a specimen is collected may differ from the year it is prepared and entered into the catalog. If you combine part of a different year (e.g., entries from two years are on the same page), note that in the file name. If you are scanning the Prep Lab Catalog, it is sufficient to label the file by the range of PLC numbers.
 - Example: “Cicero_2014_catalog_CC3976_CC4044”
 - Example: “Cicero_2015_2016pt_catalog_CC4045_4107”
 - Example: “PLC1234-PLC5678”
5. Place pages to be scanned in the feeder on top of the copy machine’s flatbed and adjust the guides to the paper size (place the paper in the feeder with the top of the page first). Scan in small batches of approximately 50 pages or less.
6. Scroll down the formatting options to “Original Size” and select “Preset Scan Area” (8.5 x 11”). Hit “OK.”
7. Hit the ‘Send’ button to initiate scanning and have the resulting scans automatically sent to your selected recipient.
8. If you need to divide one catalog into multiple scans (for example, a 50-page catalog that you decide to scan in two batches of 25), scroll down the formatting options to “Build Job” and select ‘On’ before you begin scanning. Proceed to scan the first batch, then select “Scan Next Segment” for the subsequent batch; repeat for as many separate batches as needed. Once you have finished scanning all of the pages, select “Submit” which will stitch together all of the scans into a single PDF and automatically e-mail the resulting PDF to your selected email address. As such, make sure that you have filled out all of the e-mail information prior to building the job. The “Build Job” option should be set to turn off after the job is complete.
9. When all scanning is complete, scroll down past the options and hit “Reset” to finish.

If one or more of the field note pages contain writing on the back:

1. Under the ‘Email’ tab on the touchscreen, select the ‘2-Sided Scanning’ button and set it to ‘2-Sided.’
2. Only scan multiple pages in ‘2-Sided’ if they are sequential pages in the catalog. Otherwise, scan the two-sided pages individually before continuing to scan the rest of the catalog in batches (making sure to use the ‘Job Assembly’ function as described in #9 above).

Some things to keep in mind:

Quality over quantity. Take your time, making sure that the settings on the scanner are always correct, the pages are straight as they feed through the scanner, and that you aren’t missing any writing on the back of the pages you are scanning.

Scan in smaller chunks. This affords you more control over the scanning feeder, allows you to check closely for writing on the back, and makes it so that repeating a scan is easier if an error occurs.

Uploading the files to Google Drive:

The files will be sent to the mvzarchives@berkeley.edu email address, which is monitored by managers of the Archives. Files should be saved to the shared Google Drive folder called “gromitCuratorial” in the folder “Catalogs, Field Notes, and Original Data.” Create a new folder for each person, labeled with the convention of last name_first&middle initials (e.g., “Koo_MS”).