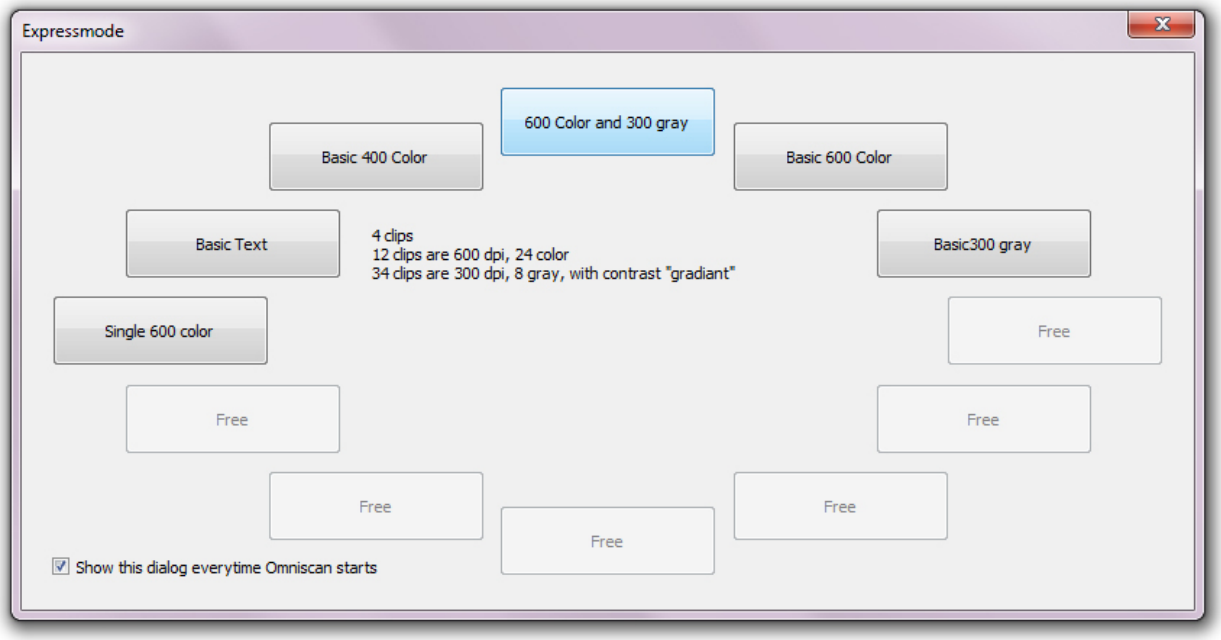
Scanning on the Zeutschel OS 15000

-A Helpful Primer-

[11/15/2013- Noah Kat?]

When first opening the Omniscan software you will be greeted with the express mode menu.



The Expressmode menu is a quick shortcut to scanner settings that can be made and saved in the Omniscan software just for the convenience of starting a new project without having to set up the same common parameters time and time again. We won't be covering how to make new express jobs in this primer. Instead focus on the type of project you wish to start and pick the express mode option that best suits your needs.

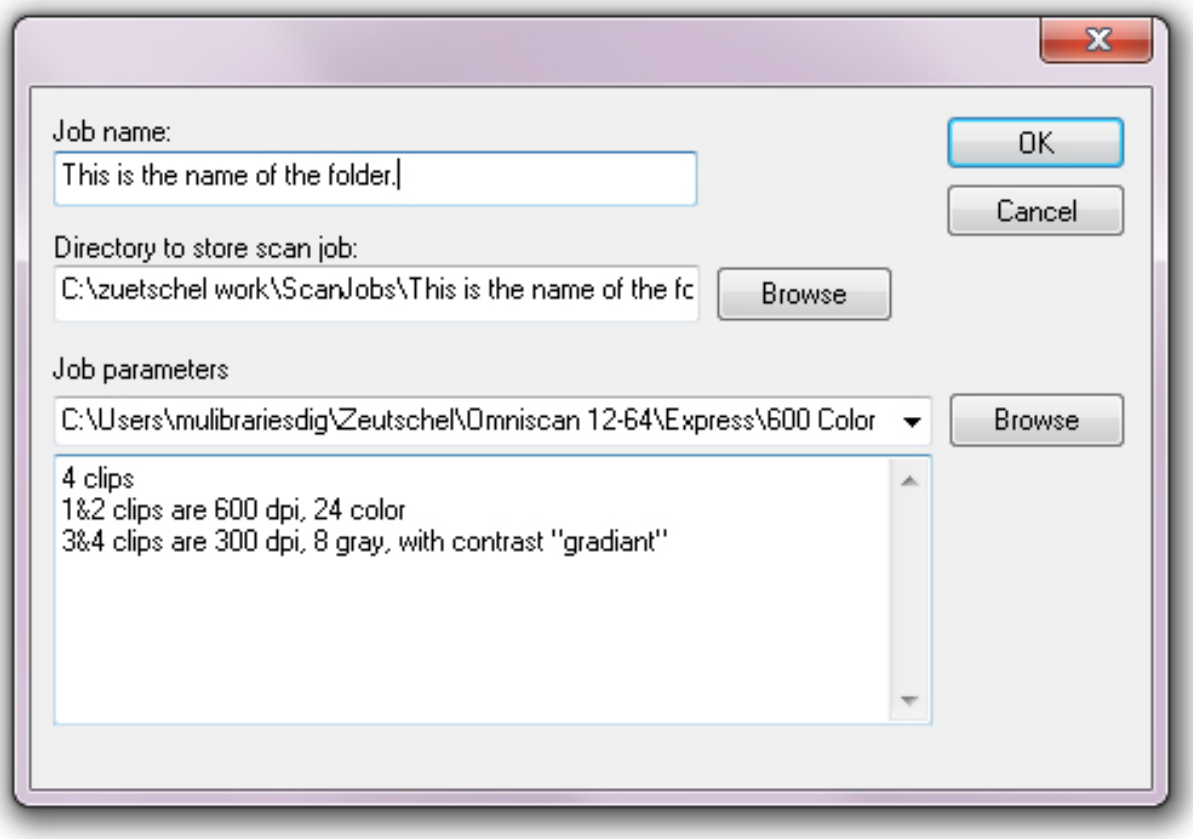
Each express mode option should have a short description in the middle that details what sort of settings you can expect to find if you select it. In most cases a project will probably fall under the "600 color and 300 gray" option.

Using this setting as an example, the description is revealing to us that there are 4 clips in use.

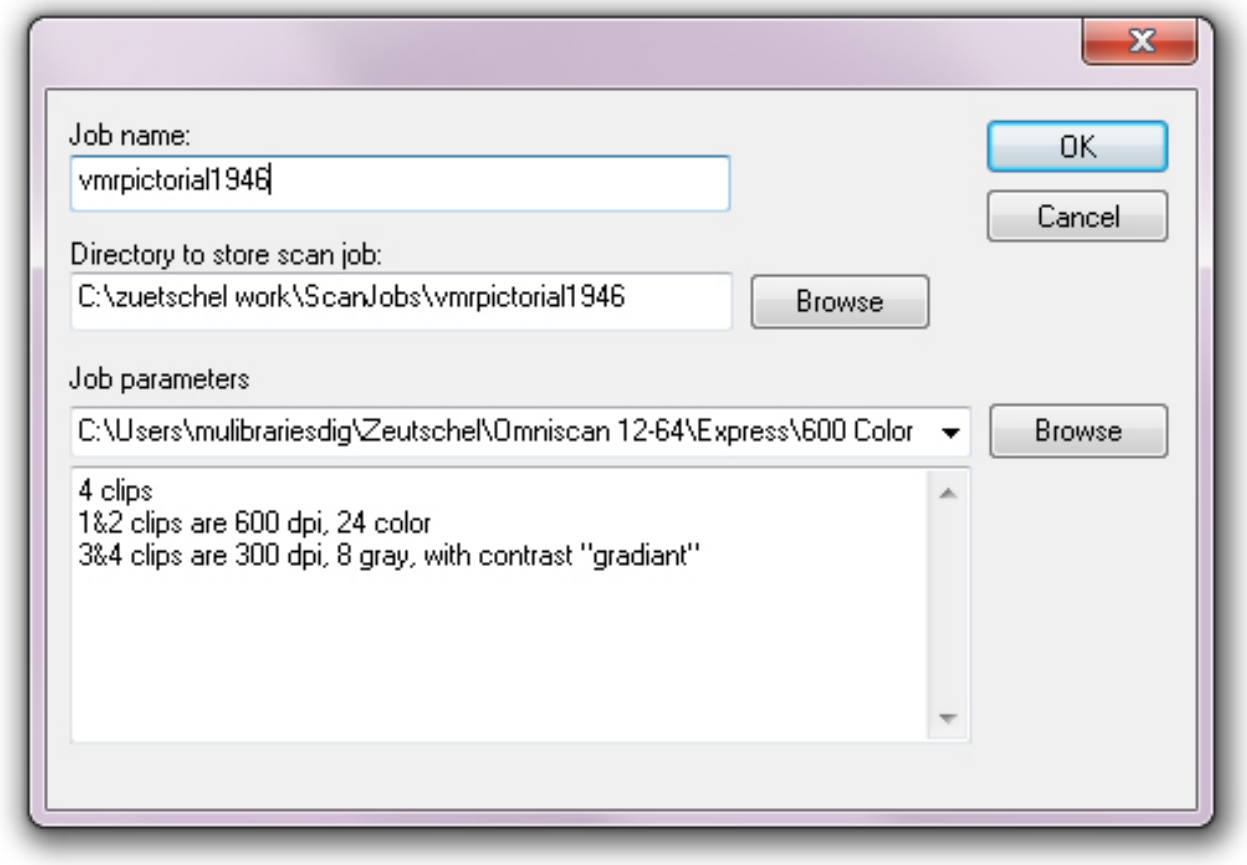
Clips 1 and 2 are going to scan at 600 dpi (dots per inch) with 24 bit color. This is a very high archive quality color scan that will be the primary source. Almost every project encountered will require this setting for archival purposes.

Clips 3 and 4 are going to scan at 300 dpi with 8 bit gray, with additional filters applied for contrast (gradient). This will help generate a smaller grayscale duplicate that can be applied towards editing and access copies. It is not archive quality.

> *Note* If you would like to learn more about the terms DPI, BITS, and more about digital imagery in general, I suggest a review of the power point presentation: Digital Images 101: Under the Zoom Lens. (This can be found on our S drive, under Staff Presentations.)

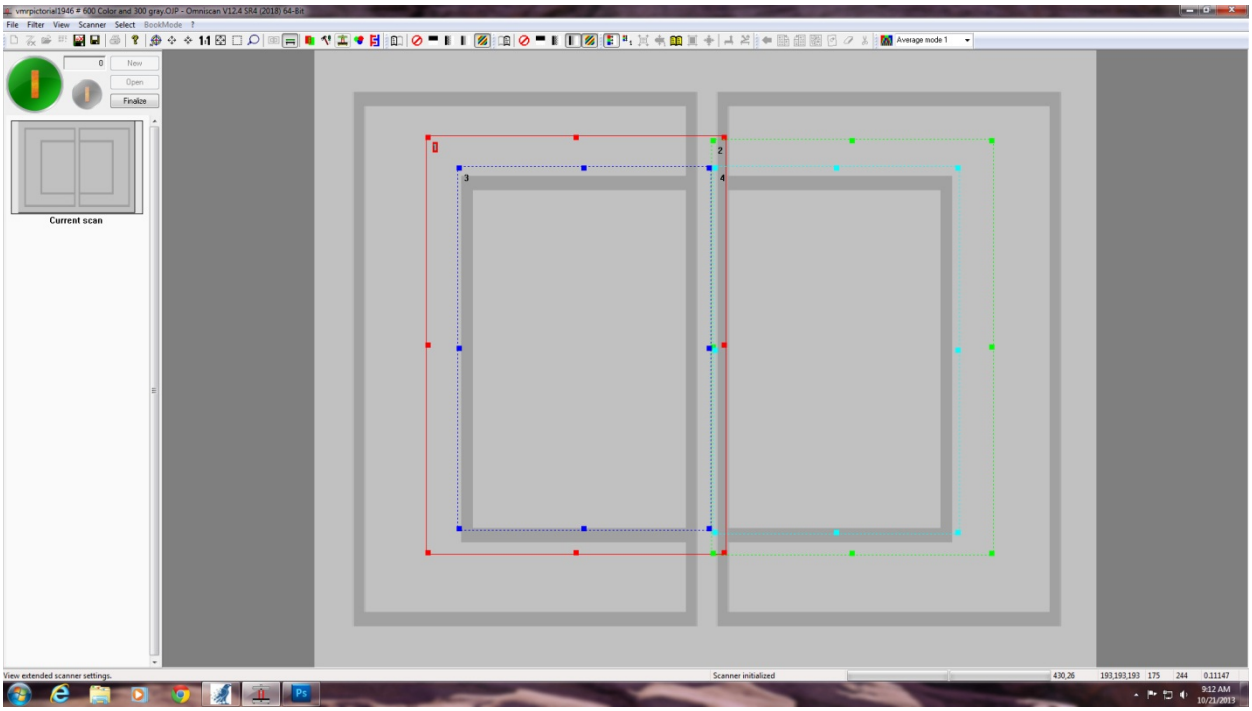


After selecting the express mode you wish to use for your project, you will proceed to the above menu. The important thing to remember about projects and naming them is having an understanding of what you're really doing in terms of windows file management.

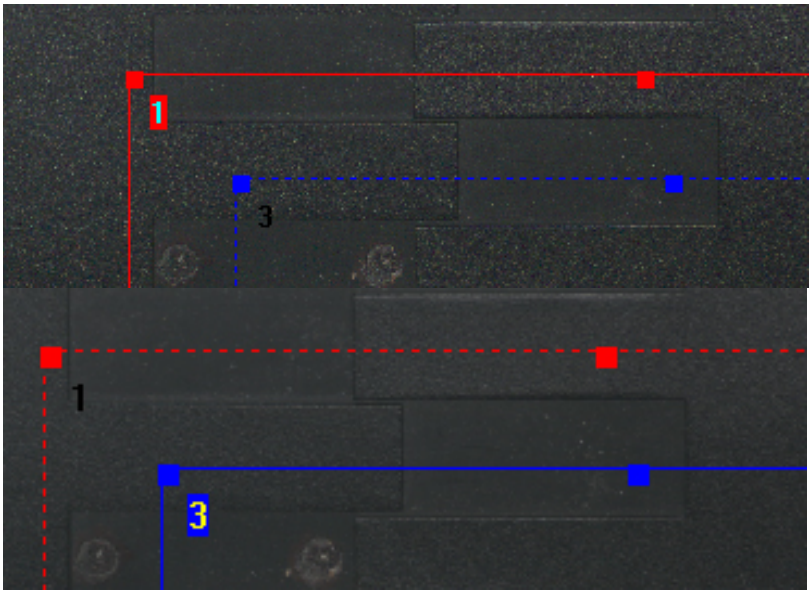


In the above example, I have typed in the project name into the “Job Name” field. This name is typically provided for you on the digiscan processing slip. It is the Digital ID. It should be unique. Later, when finalizing the project, this field will fill in the name of the folder in which the individual scans shall be contained. It will not be naming individual files (tiff images).

Once you have named you project as desired, the rest of the settings should reflect what you selected on the Expressmode menu. You have an option at this point to change what “job parameters” pre-set you would like to use. This is no different than selecting it from the Expressmode menu. It is likely that you will need to change nothing on this menu, other than typing in the Digital ID for your project (folder) name.



This is what a project looks like when you are ready to make your first scan. You'll notice that you have no images to work with, and will be presented with a blank template. In this example you will begin with four pre-set clips, each a different color.

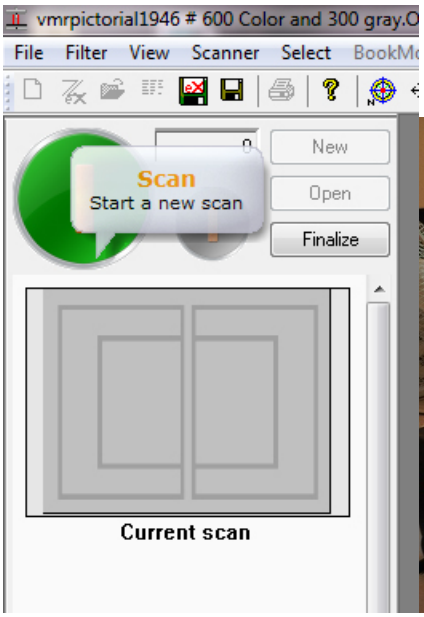


You can tell which clip is currently selected for adjustment by if it has a solid or dotted line. A solid line indicates that you have that clip selected, and that you can adjust it with right click menus, move it, or adjust its cropping size by clicking and dragging the corners. It can be a little confusing to tell which clip is selected because they overlap.

Clips are merely sampling rules. When the Zeutschel scans an image, it really only makes one master scan, and everything else is derived from that single image. The speed of the Zeutschel is dependent on the largest dpi/color setting. In this case, the single master scan in this example would be 600 dpi color. (This will almost always be the case.)

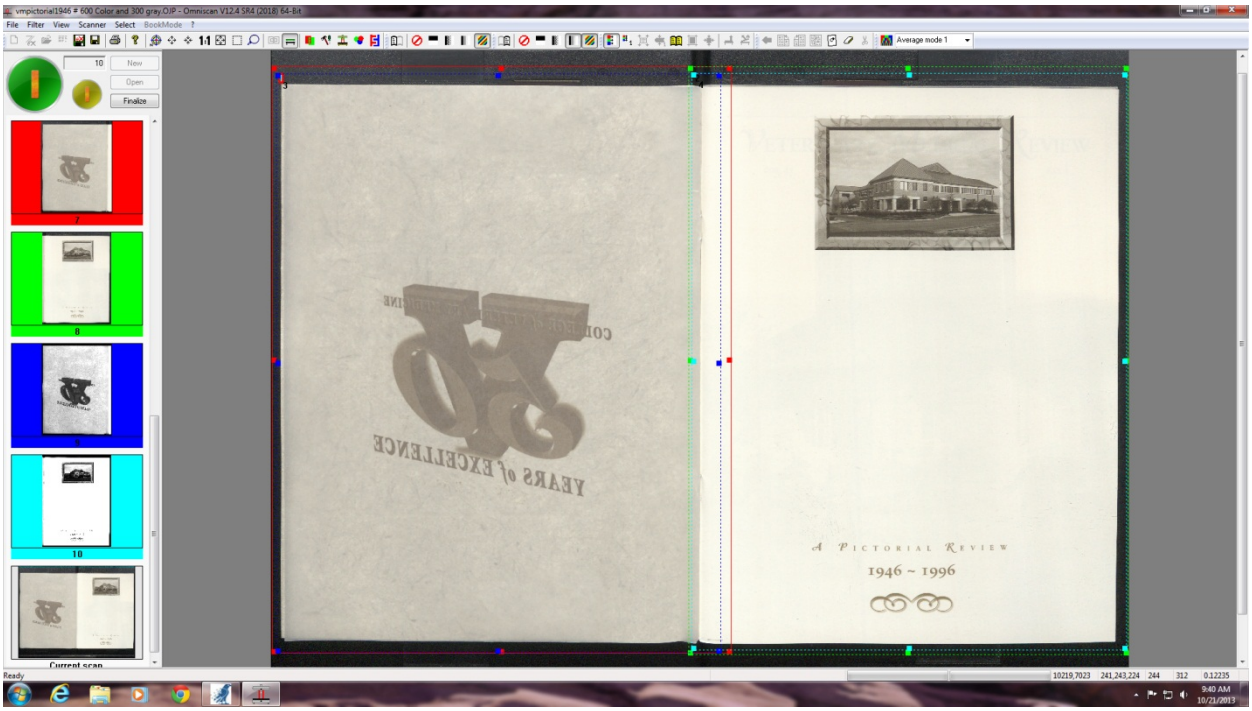
The grayscale clips, 3 and 4, are derived and modified from the higher resolution image.

This allows the Zeutschel to be very flexible in image creation. A person could create as many sampling clips as they desire, each with a slightly different type of filter or image result. This speeds up scanning considerably, for not needing to take the time to make four separate scans when you can do it in just one.



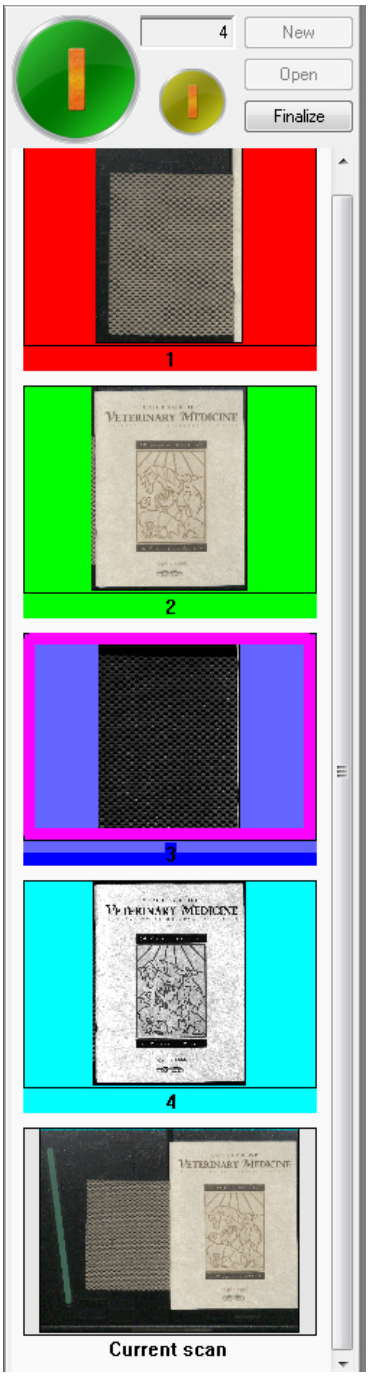
To begin a project place your material on the platen. There is an adjustment lever on the front of the machine that is used for raising or lowering the plates. Adjust the material to sit strait and in the middle of the platen. (I suggest this over allowing it to sit at the very bottom.)

To begin a scan click the larger and greener button. (The button next to it is for rescans.)



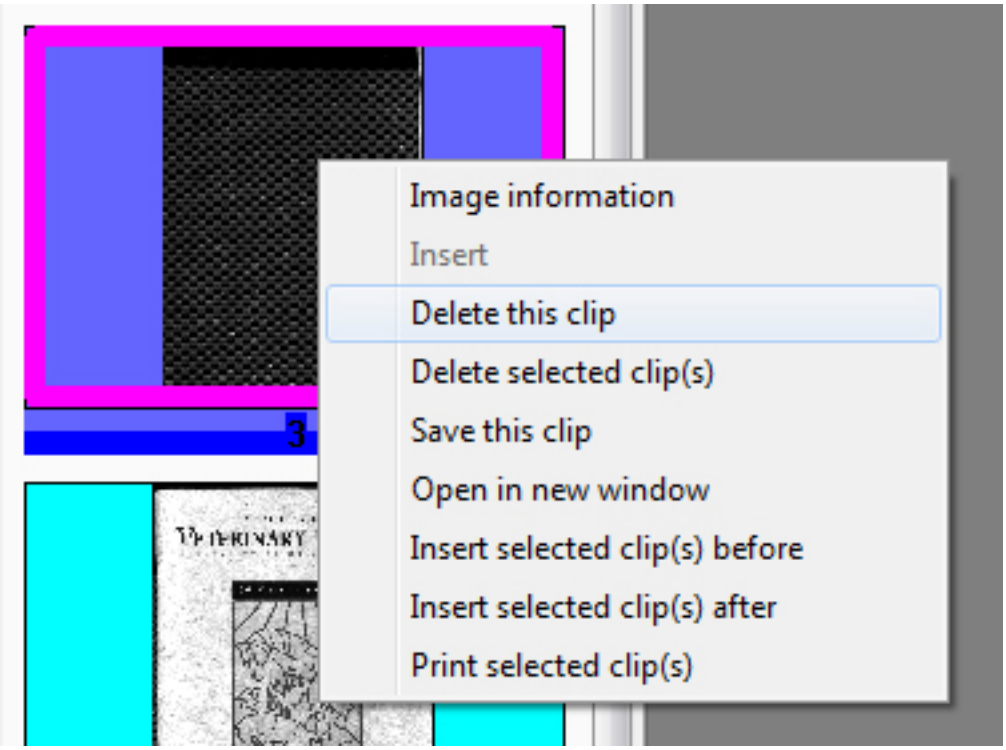
Above is an example of what a typical scan looks like.

All four clips are outlining the respective page they need to capture. There is only one scanned image, and the four clips to the side provide thumbnails to the future result of the project. There are two color pages, and two grayscale.



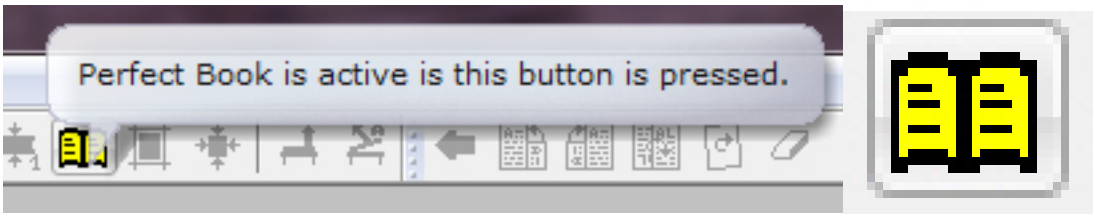
When starting a book, typically we record the cover. This will only require two of the four clips to be used. In the above example we can see this. Two of the clips contain data, and two of them are an empty side of the platen.

The easiest way to deal with unused samples is to simply delete them- as to not have to toggle settings for a single page (that typically only happens at the beginning and end of a project, so, twice.)

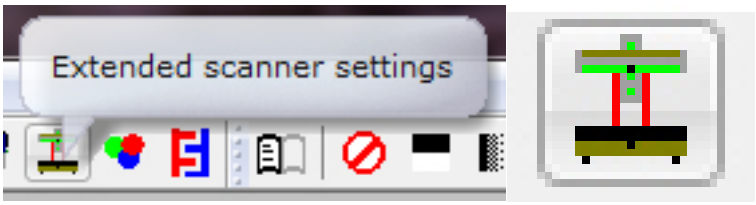


To delete a sample clip (and thus remove it from the project as a whole) simply right click, and select “Delete this clip.”

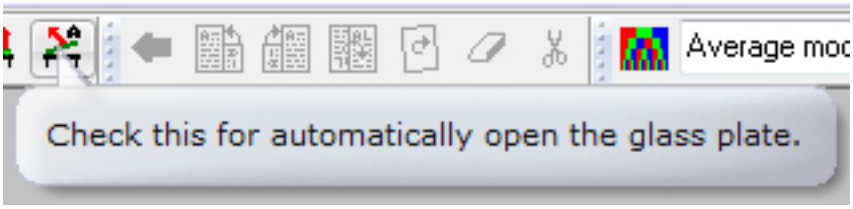
You can also achieve the same by hitting the delete key after highlighting the clip sample.



Perfect Book is a filter option that does several things to make a book appear more flat, if it was curved. It is best used with the glass plate off. Most of the time the glass plate is used, therefore the perfect book filter is left off by default. If you would like to use it, simply click on it.



This is the button icon for extended scanner settings. If the brightness of a scan or color appear to be off, then clicking into this menu will access things like white calibration. I'm not going to cover white calibration in this primer, though it's good to be familiar with where this button is on the tool bar.



One helpful setting to look for when you begin a project is the auto glass plate open. Once selected the glass plate of the machine will automatically open after each single scan.

A friendly suggestion is to keep your hand resting on the handle of the glass plate, as when the glass plate pops open, it will do so with a spring. It will cause the entire scanner to wobble, which will possibly cause…

A rainbow hewed error in your next scan. This sort of distortion happens whenever the machine is scanning and there is a vibration. It is important that when scanning the table isn't knocked or the scanner isn't still vibrating from the previous glass plate opening. It doesn't take long for the scanner to settle, and things move faster if you simply prevent the glass plate spring from shaking things up by keeping your hand lightly on top of it when the time comes for it to open at the end of a scan.

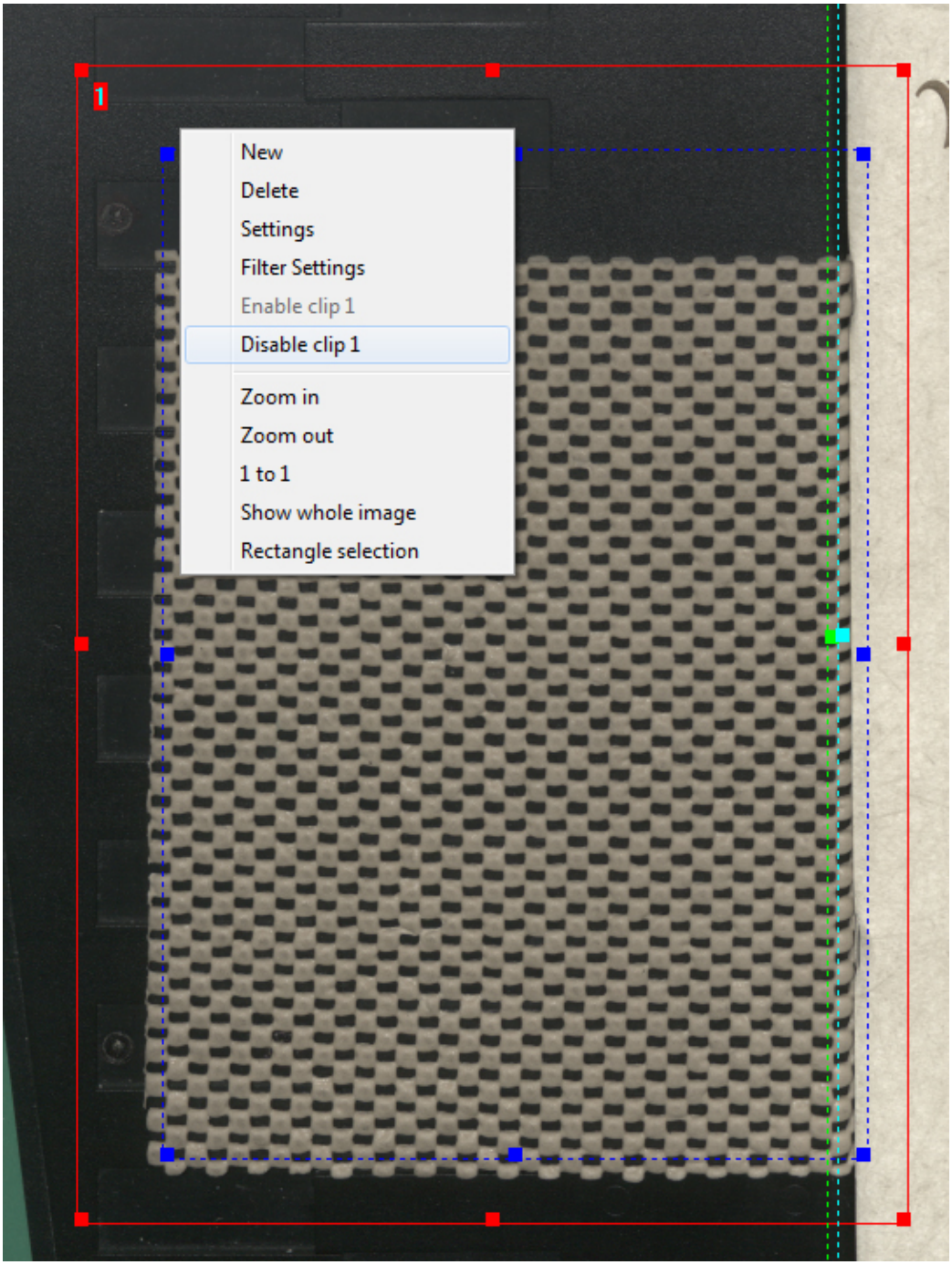
If you notice an error like the rainbow stripe, or simply don't like the look of a scan, you can opt to rescan the image rather than deleting all the clips and starting over. The rescan button is the smaller, lighter green/olive button.

When ready simply click the rescan button instead of the scan button, and your master image will be replaced with a new scan for your clip samples.

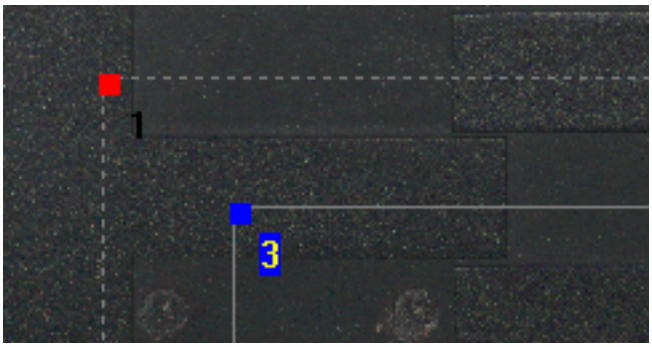
The thing to remember is that scanning is used for new images and will create new additional samples, unlike rescanning which is the redo option and will completely replace the current thumbnails with fresh ones from the rescan.

Enabling and Disabling Clips

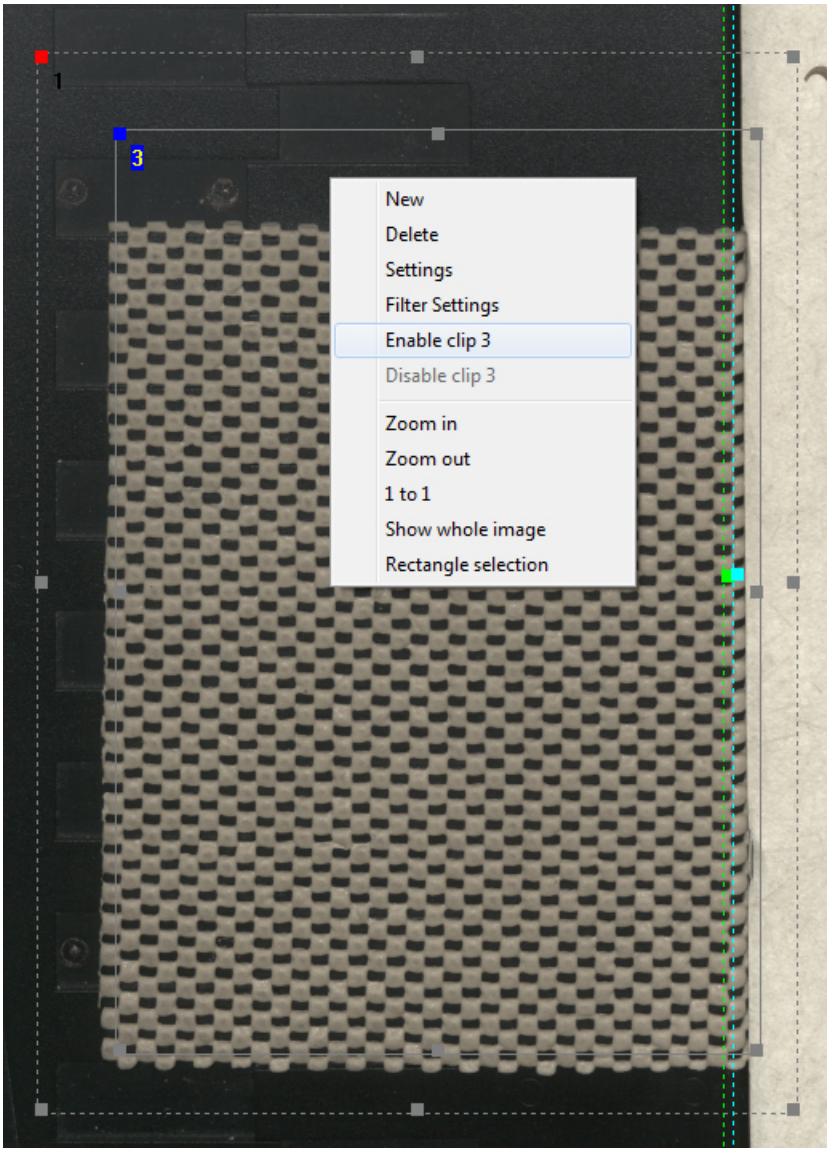
If you come to a part in your project where you don't want to use all flour clips, you can disable them temporarily (and enable them the same way later).



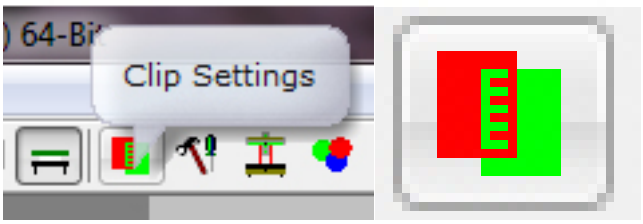
To disable a clip, right click over the selected (bold line, not dotted) clip. Click disable.



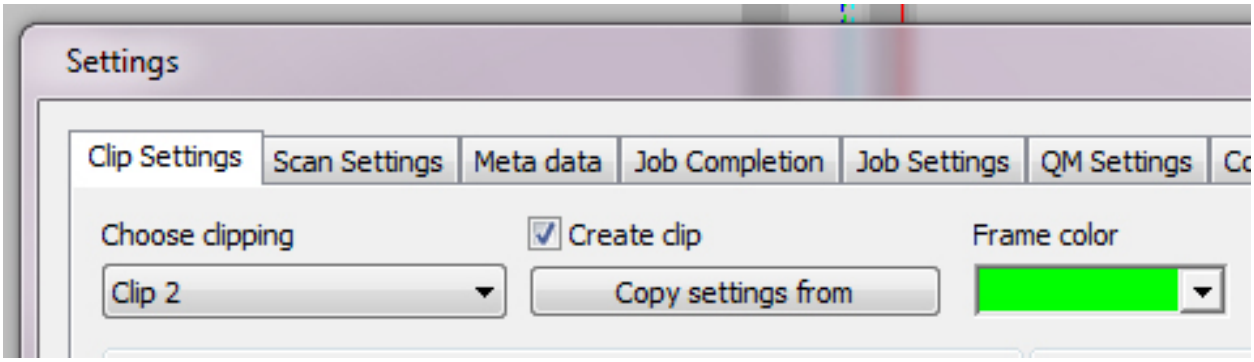
Disabled clips appear to be gray, with only the corners showing their respective assigned colors (to make it easier for identification). Disabled clips will not sample an image if they are set to disabled before image capture. If you want to get rid of an already sampled clip, you will need to delete it from the thumbnail bar.



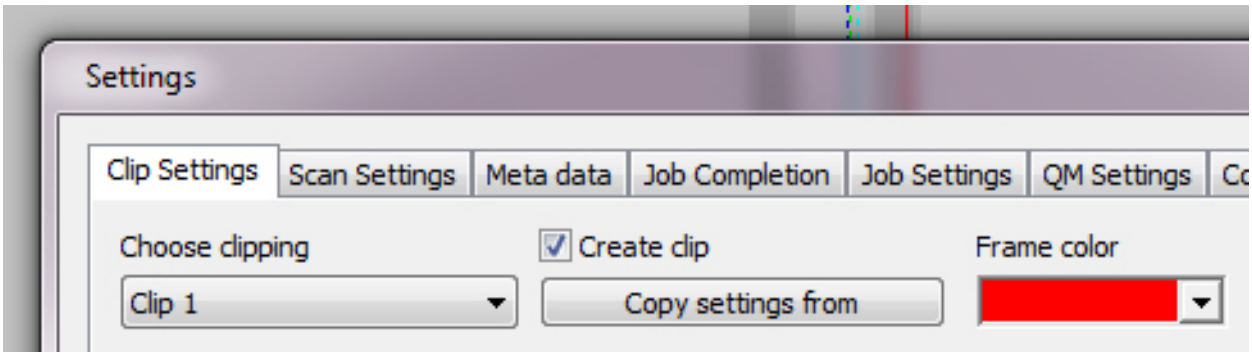
Clip Settings



You can adjust individual clip settings by accessing the above button or by right clicking the clip you wish to look at.



You'll notice that both the label for the clip and the color of the clip correspond in this menu. You can change designated clip colors if you wish.

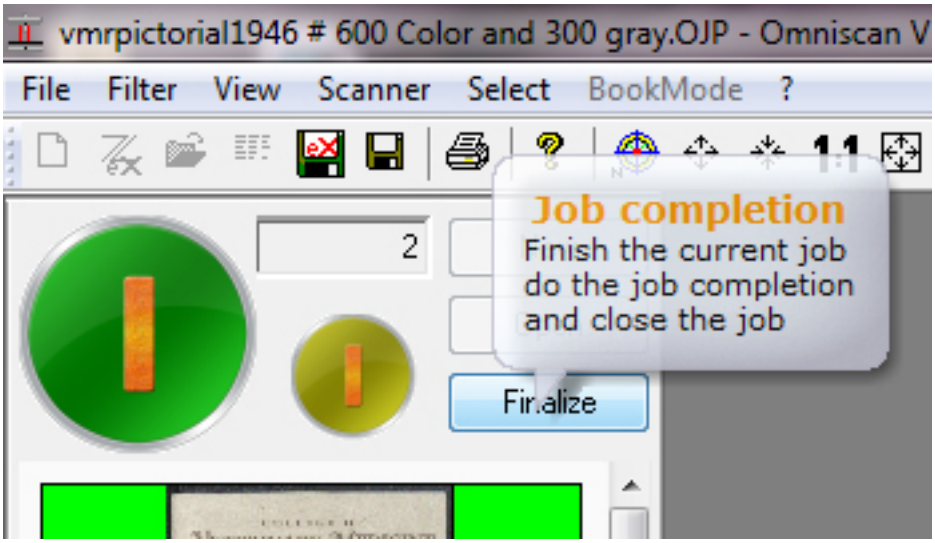


So, in this example, Clip 1 is set to red, and Clip 2 is set to green.

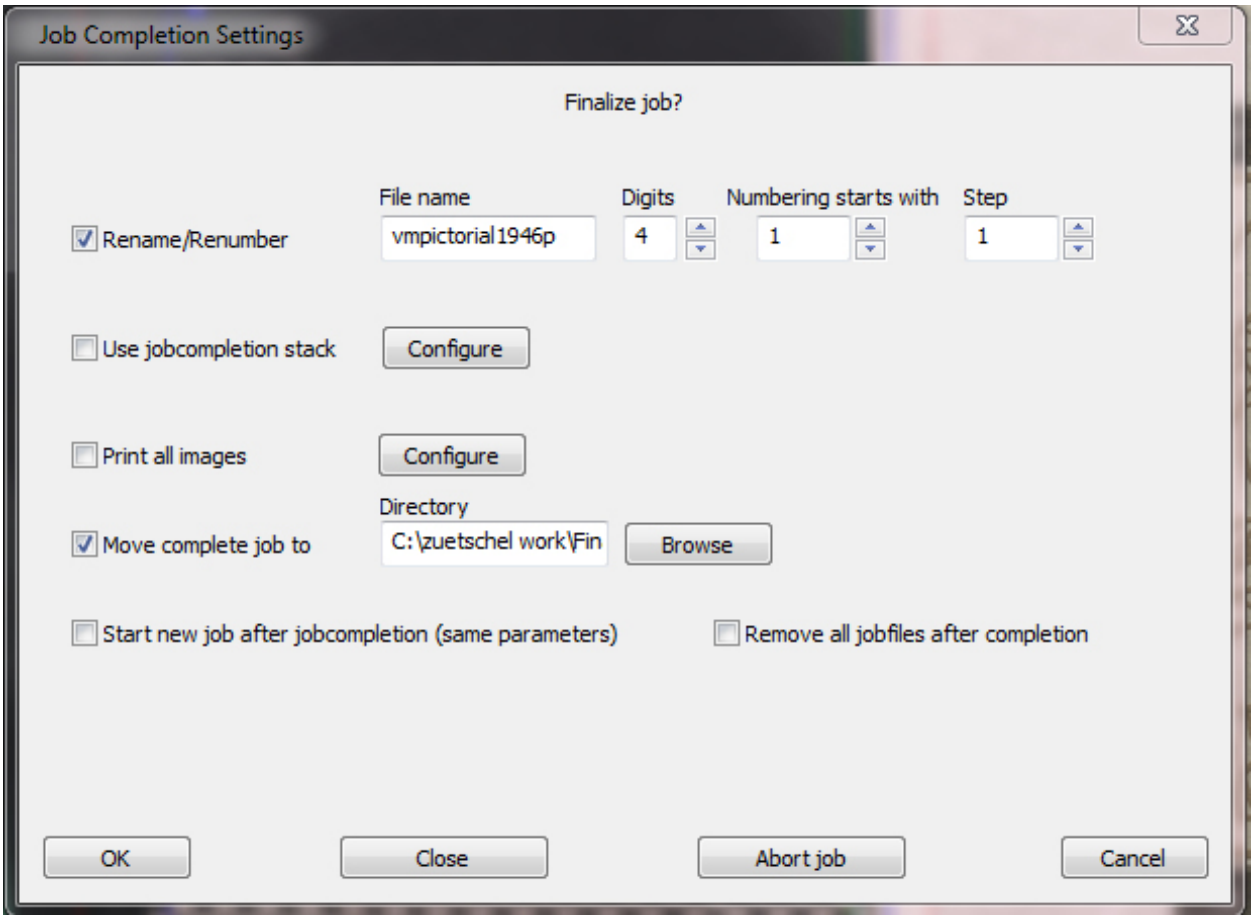
In this menu you can set individual clip sample rules. (Things like DPI and Color)

You can swap between clips using the drop down menu.

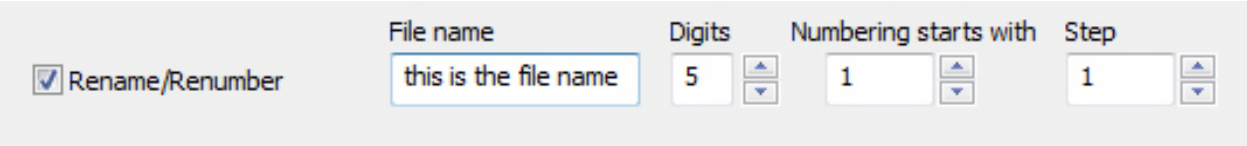
The Finishing Steps

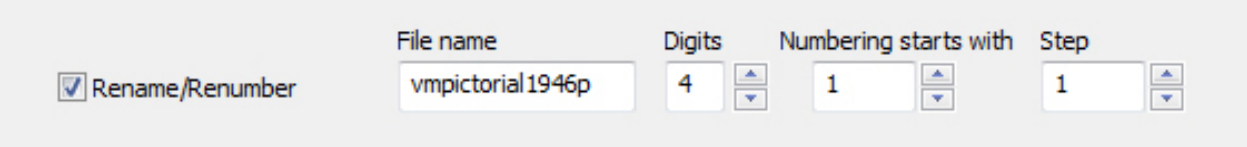


When you are done scanning, click the Finalize button.



The resulting menu will contain the last few steps.

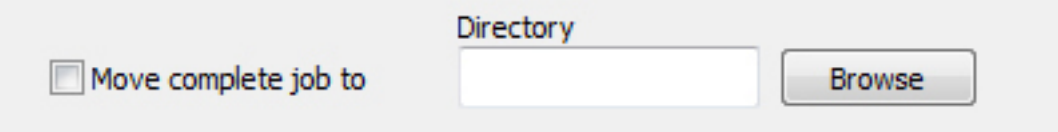


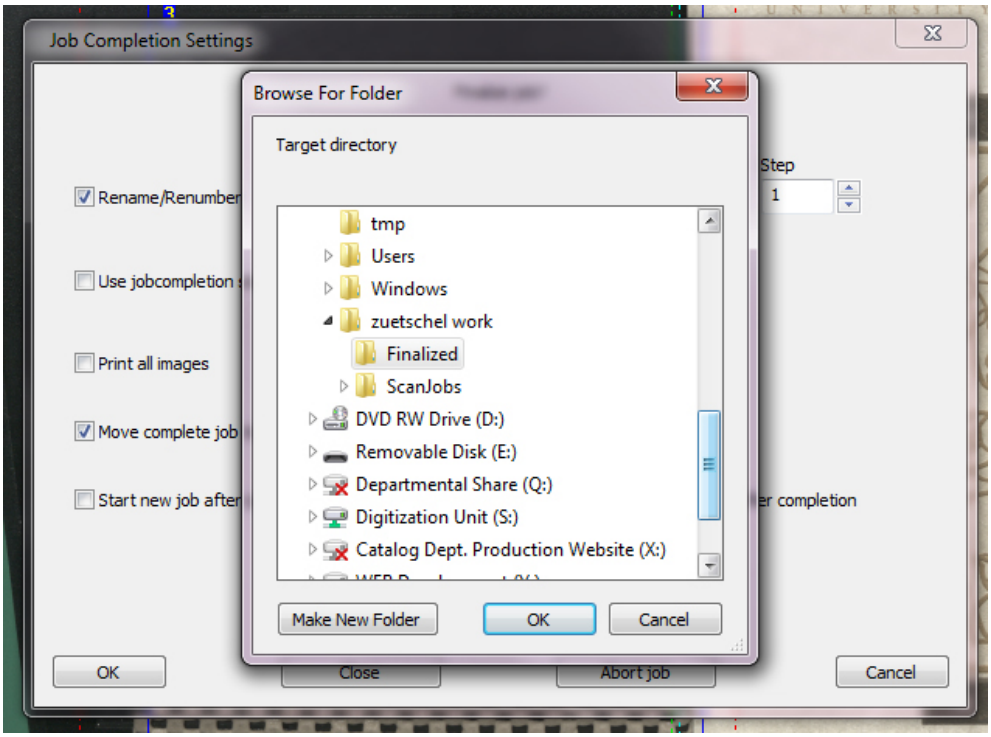


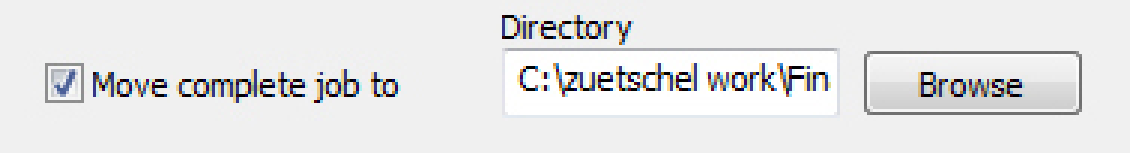
The first option needs to be filled in with the Digital ID, similar to at the beginning of the project. This will be responsible for assigning <u>file</u> name. (not folder.)

Please do not forget the “p” in the file name. This stands for page, and separates the Dig ID numbers from the page numbers.

Change the digits number from 5 to 4.



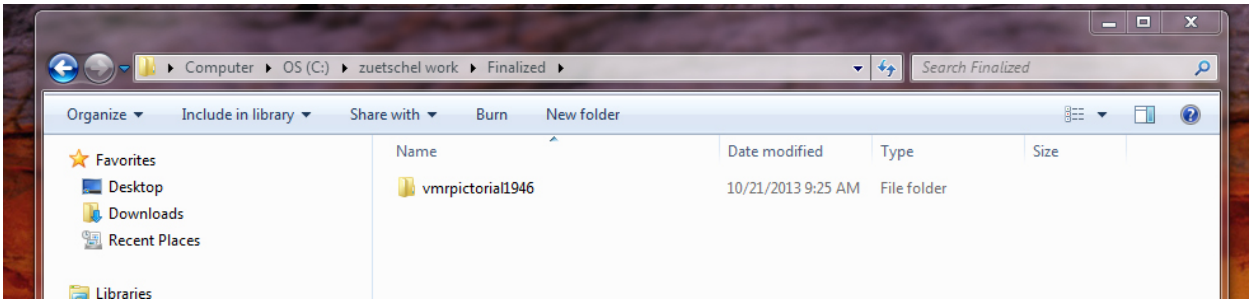




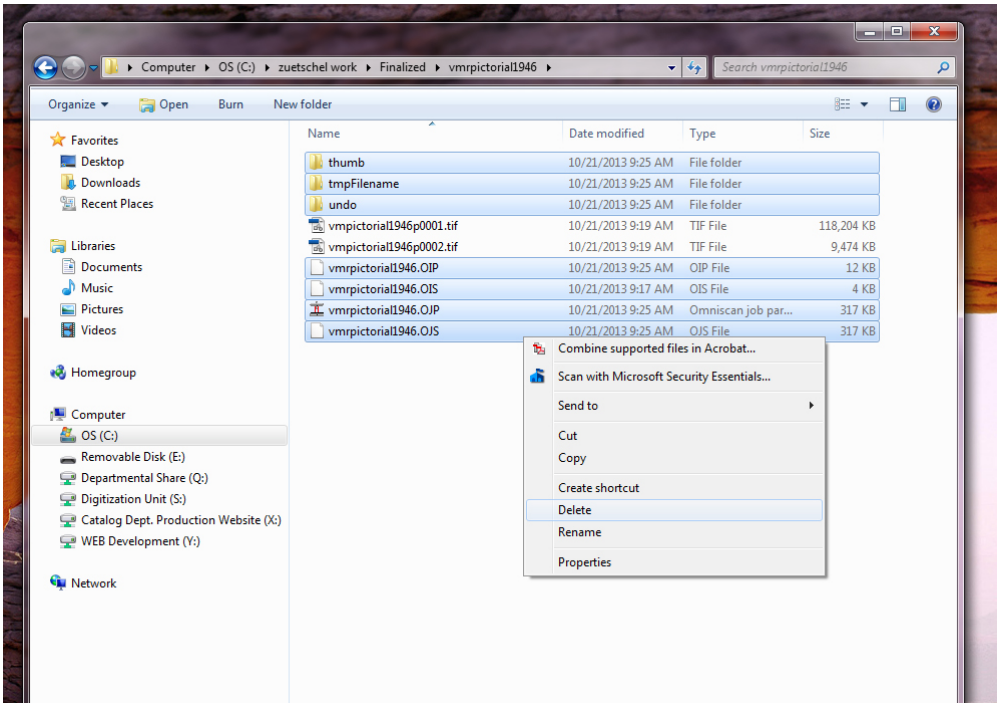
Checkmark the “Move complete job to” box, and then hit browse. The program remembers where it was last pointed for this activity, and usually it should be C:\zuetschel work\Finalized.

Hit ok when you have pointed it to the correct folder. (Most the time you can just hit browse, and ok, and not have to look at all, and it will autofill in correctly.)

When you’re done with your settings, click ok. The scanner program will run the batch and create a finalized folder in the location C:\zuetschel work\Finalized.



When you explore the folder you created, you’ll note a lot of junk files left behind by the omniscan software, that we do not use.



The only files we use are the TIFF image files, so clear out the rest.

And finally, we transfer the remaining files to the S: drive. (#Zuetschel work folder)