

**Grantee: Pacifica Foundation / Pacifica Radio Archives**  
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**Attachment: *Folio* Project Standards and Procedures**

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In implementing the *Folio* project, we initiated a system that maximizes consistency, quality and efficiency throughout the production process. Following is a brief overview of the steps.

Note: Whenever questions arose involving the quality of a visual image—e.g. should a scan of a page be adjusted for greater legibility or alignment—we put archival integrity first; that is, we always compared the scan to the original *Folio* and strove to make the two match as closely as possible, rather than to correct the digital image beyond that point.

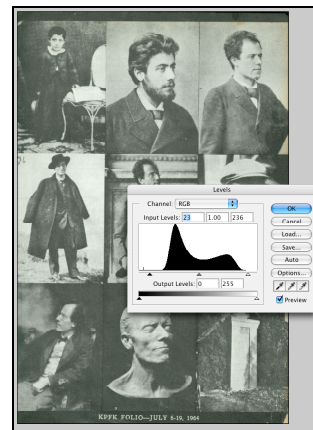
## I. SCANNING

- A. Scan the image at 600 dpi resolution, in RGB color.
- B. Save as a TIF file with no compression.
- C. Place in folder called *Step 1 Master*.
- D. Make a duplicate of that folder and name it *Step 2 Adjusted*.



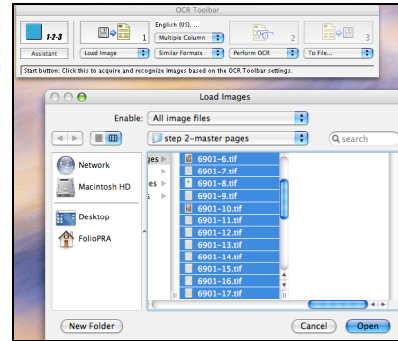
## II. IMAGE ADJUSTMENT

- A. Working from the files in *Step 2 Adjusted*, (and preserving the originals), adjust the levels for brightness and contrast to approximate the look of the original *Folios*.
- B. Rotate the canvas as necessary.
- C. Save each image as a TIF, as before.



### III. OPTICAL CHARACTER RECOGNITION

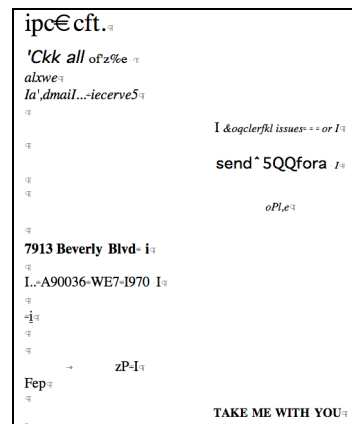
- A. Create a new folder called *Step 3 OCR*.
- B. Via the *File* menu in the OCR software, select and open all the files in the *Step 2 Adjusted* folder. The processing takes quite a while.
- C. Naming the document according to our established naming conventions, save the file in Microsoft Word format.



### IV. TEXT EDITING, LAYOUT & PROOFING

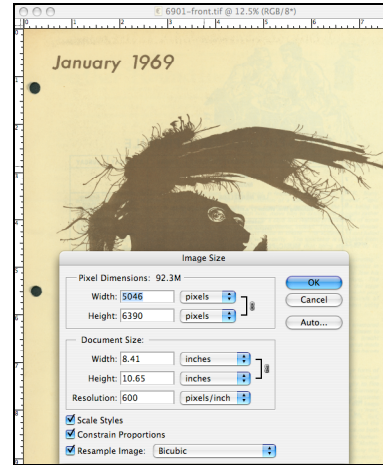
[By far the most time-consuming, challenging step; initially the document will be barely recognizable as English in sections, as the OCR software misinterprets images, printing artifacts, hand-lettering, etc.]

- A. With the Word file open and the *Folio* by your side, begin to correct corrupted characters, misplaced sections of text, etc., one paragraph at a time.
- B. Format the document according to our established styles (fonts, content hierarchy, graphics treatment, and other issues).
- C. Proof the corrected document for accuracy, again comparing to original *Folio*.



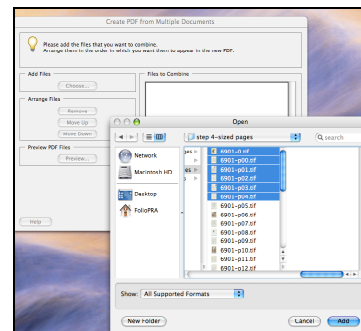
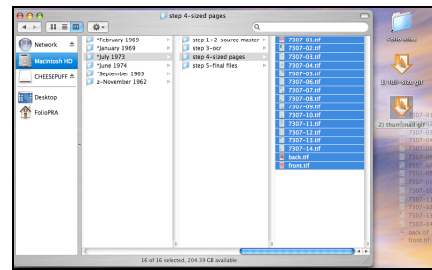
## V. IMAGE SIZING

- A. Duplicate the folder called *Step 2 Adjusted* and name it *Step 4 Sized*.
- B. Resize each image from 600 dpi to 72 dpi, without changing its overall dimensions.
- C. Save as a TIF.



## VI. CREATING FINAL FILES

- A. Create one more folder, named *Final Files*. Everything for Web upload will go here: both image and text files.
- B. Using images in *Step 4 Sized* as the source, convert each to a full-sized GIF by using the batch process tool created for this project. Technical specs are built into the custom script. Save these images into the *Final Files* folder, within a subfolder you've created called *gifs*.
- C. Again using images in *Step 4 Sized* as the source, convert each to a thumbnail GIF by using the batch process tool created for this project. Technical specs are built into the custom script. Save these into the *Final Files* folder, within a subfolder you've created called *thumbnails*.
- D. Save each file as a PDF as an individual page, and also save all pages in to a single document representing the entire issue. Put these into a new *Final Files* subfolder you've called *pdfs*.
- E. Finally, duplicate the final text version of the *Folio* from the *OCR* folder and drop it into the *Final Files* folder.



## WORKSTATION EQUIPMENT

### *Hardware*

- Microtek ScanMaker 9800XL
- Apple iMac 20" 2 GHz 512/250 SD
- 1 GB DDR (memory)
- Iomega Rev 35 GB firewire drive
- Iomega Rev 35 disks
- Lexmark C510N laser printer/ink
- APC back UPS 1500VA

### *Software*

- Omnipage Pro
- Photoshop CS2
- Acrobat 7 Standard
- Retrospect Backup
- Dreamweaver
- Fireworks
- Office Mac

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