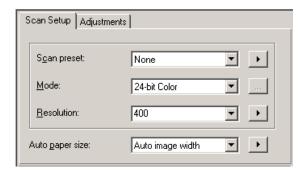
Scanning documents and newspapers using the Chameleon 36 Wide Format Scanner and the WIDEimage software

1.	Remove the plastic protective sheet from the Scanner.	

2.	Turn on the Chameleon 36 Wide Format Scanner by pressing the button. Hold down button until the red light
	turns green. Allow the Wide Format Scanner to warm-up (this will take approximately 15 minutes) - all of the lights will
	he green.

- 3. Once the scanner is online, open the WIDEimage program on the computer by clicking the WIDEimage icon or by going to Start → Programs → WIDEimage → WIDEimage
- 4. Once the WIDEimage software has started, start by selecting the proper resolution and color of your scan from the scan setup tab.



- 5. In "Scan Setup" chose the "Mode" Rule of thumb:
 - a. For color items chose "24-bit color"
 - b. For black and white items chose "Graytone"
- 6. In "Scan Setup" set the desired "Resolution"

 Note: we scan the newspapers at 400 dpi, but then we lower their resolution to 200 dpi once we've made our changes.
- 7. Align the desired document facedown using the scale on the Wide Format scanner.
- 8. The scanner will automatically load and position the document. Make sure the document is straight. If the scanner did not feed the document straight, back the document out using the ∇ button and try to feed it through again.
- 9. If the document is heavily damaged or deteriorated put the object between two sheets of plastic.
- 10. Once the document is properly aligned and ready for scanning push the button on the

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- 11. The program will automatically prompt you to "Save As." Select the location to save your image to and the format in which to save.

Note:

- a. For archival papers/images use tiff
- b. For other images that are not being enlarged use jpg format.
- 12. For the 911 Newspaper project save the "raw" scans in Local Disc (C:) → Projects → Project 911 → Project 911 Archival.
- 13. Each raw scan is saved in the Project 911 Archival folder under the folder according to its date (September 11, 12, or 13):
 - a. Front_Page_&_Special_Sept_11
 - b. Front_Page_Sept_12

c.	Sept_	13
· .	DCPt	10

14. Once the correct folder is chosen, create a title for the scanned image. Each newspaper image is titled accordingly: Newspaper title_Month_Day_Page_Resolution dpi.tif i.e. ST_SEPT_11_1A_400dpi.tif (Acronyms are chosen for the Newspaper titles: "ST" stands for "Star Telegram") If the item was scanned using "Grayscale" the item would be titled: ST_SEPT_11_1A_400dpi_Gray.tif

- 15. Save the raw scans as "tif" files.
- 16. Allow the scanner to finish scanning the entire document.
- 17. Once it is completely finished scanning, feed the document out of the scanner using the \(\triangle \) and \(\nabla \) arrows and place the document in a safe place.
- 18. Close WIDEimage software when through scanning all documents and newspapers.
- 19. Turn off the scanner by holding down the button until the light turns from green to red.
- 20. Cover the scanner with its plastic protective sheet.