

# Workflow for Processing WWII Documents

## Scanning and Saving TIFF and JPEG Images, and Performing Optical Character Recognition (OCR)

**Scanning** (will take approximately 4 hrs./document)

Place documents horizontally in upper left corner of scanner. Place black construction paper behind document. Place another pamphlet on top of document to add weight. Add weight to top of scanner for best results.

Open Adobe Photoshop

File

Import

Fujitsu Limited TWAIN Driver

Preview first:

Trace outline of area to be previewed

Choose Color and 400 dpi—in order to choose 400 dpi, you will have to select Custom from the drop-down menu.

Hit Preview (document will not scan until previewed.)

Scan

Close Fujitsu Limited TWAIN Driver (document should appear in Adobe Photoshop window).

Rotate Image so it is upright. (Select Image option on toolbar, then rotate as necessary.)

Crop edges, if necessary

Select crop button from vertical toolbar (dotted square in upper left corner of vertical toolbar)

Click and drag over area of image you wish to **keep**

Image

Crop

Remove color from page background (do not do this with cover pages):

Use Magic Wand tool on left side toolbar and brush the magic wand over the face of the document.

Delete

Select

Deselect

## **Saving**

### File

Name after abbreviation of first significant word in title and page number

(Example: *What Is Propaganda?*, cover page – save as propcov; page 1 as prop1;  
*Guide for Discussion Leaders* as guidcov, guidvers, guide1, etc.)

Save each TIFF, SWF and RTF Word document for each page with same title.

For example, each file for page 1 of *Guide for Discussion Leaders* should be given the same name, guid1.

### Save As TIFF

Do not Compress; just click OK.

Save to X Drive (fire wire drive)

Create a folder named after title of pamphlet

Save document to folder

### *File*

#### *Print*

*Select Flashpaper in the TYPE field*

*Image will appear (Do Not Print)*

*Save As .swf file*

*Delete file name and re-type. (This is very important. Otherwise, file will be given a .tif extension, which is confusing.)*