

Using Kodak Imaging For Import Into Ariel



Shortcut to kodaking.Ink

These instructions include Kodak Imaging scanning to be imported into Ariel. For the PS3000 scanner, this procedure is necessary if the originals need editing, (such as the removal of black borders), or you are having trouble scanning with Ariel. These files can be saved and then imported into Ariel.

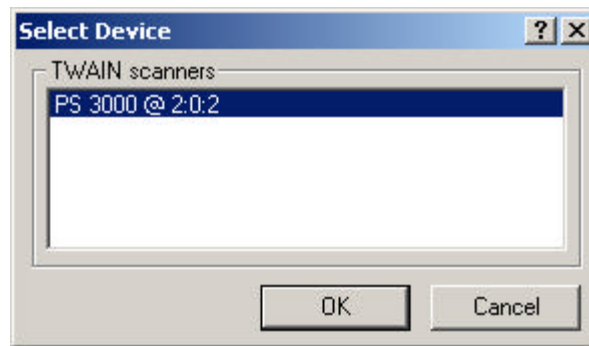
Table of contents:

Directions for scanning with the Minolta PS3000...	pg. 1
Directions for Editing in Kodak Imaging.....	pg. 4
Directions for Saving and Importing into Ariel.....	pg. 7

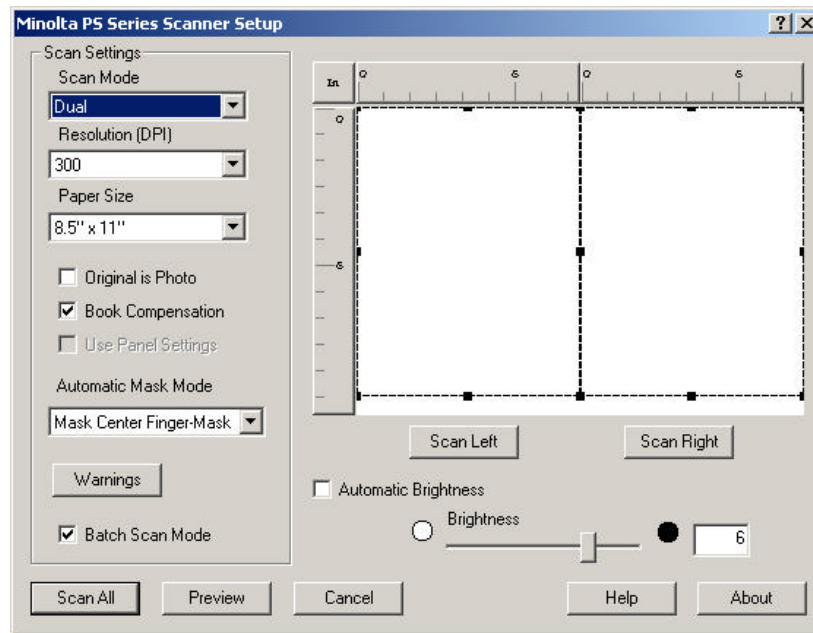
Documents scanned in **Kodak Imaging** for later Ariel Use must be saved as TIFF (*.tif)

Scanning with the Minolta PS 3000:

- ? Click on the **File** menu and choose **Select Device**. You will see the following window:



- ? Highlight the PS 3000 in the **Select Device** window and click on the **OK** button. Once the device is selected it should not be changed. If there are any problems scanning you may want to check if the proper device has been selected.
- ? Go to the **File** menu and click on **Acquire Image**.
- ? You will see the following window:



? Check **Batch Scan Mode**. This will enable you to use the hand and foot paddles.

Please note: Selections in the **Scan Mode** & **Paper Size** drop menus depend on the size of the book or pages to be scanned but should be done using the **Dual Scan Mode** if possible:

? Following are some examples:

- o If the whole book lies in the Letter box
Scan Mode – Single
Paper Size – 8.5 X 11 (L) “L meaning Landscape”
- o If the whole book lies in the Legal box
Scan Mode – Dual
Paper Size – 8.5 X 11 (P) “P meaning Portrait”
- o If the whole book page lies in the 11X17 box
Scan Mode – Dual
Paper Size – 8.5 X 11 (P) “P meaning Portrait”

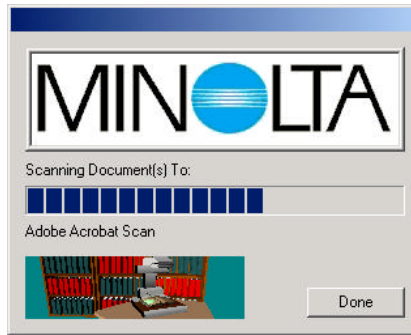
? The **Brightness** bar should be oriented towards the right (at about 7 or 8).

? The **Automatic Mask Mode** should be set to **Mask Center, Finger-Mask**.

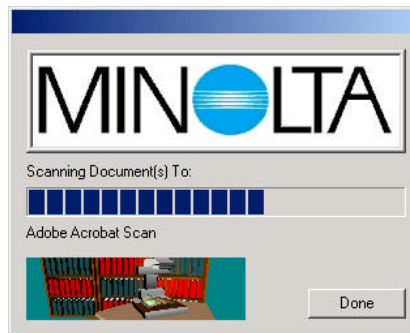
? Click **OK**.

? Press the left hand or foot paddle (hand paddle will be highlighted green).

? You will see the following window:



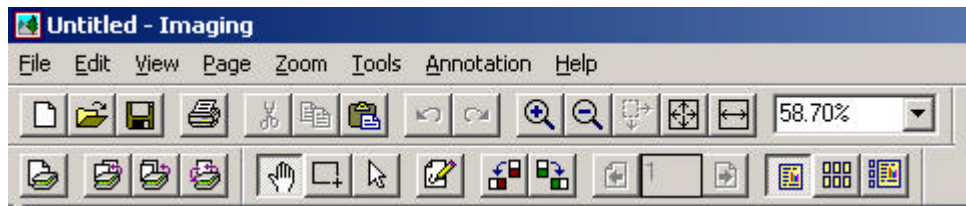
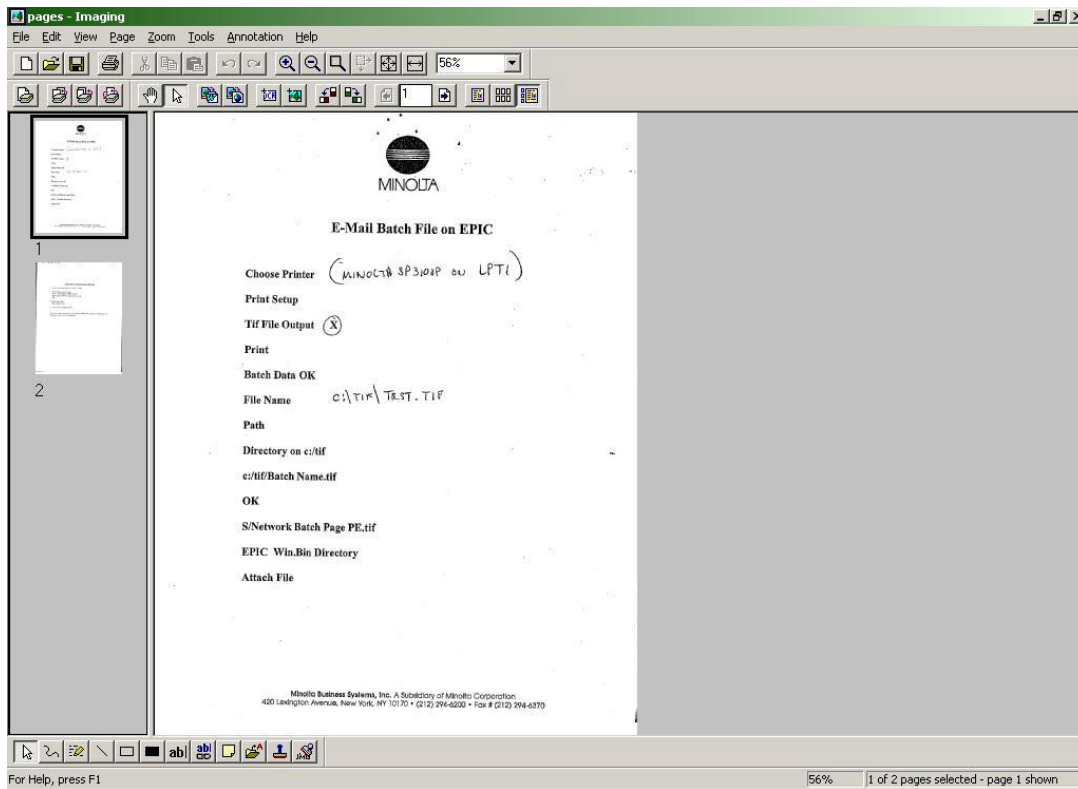
- ? After the status bar in the Minolta window is full, the left page is scanned. Press the right hand or foot paddle on the PS3000 to scan the right page. The pages are scanned individually; so you must turn the page and press the left paddle next, then the right paddle in succession before turning to additional pages. Repeat this process until all pages are scanned.
- ? When all pages are scanned click **Done**. The Minolta window (shown below) will sometimes remain. This is not a problem.



***** The Document is now scanned...**

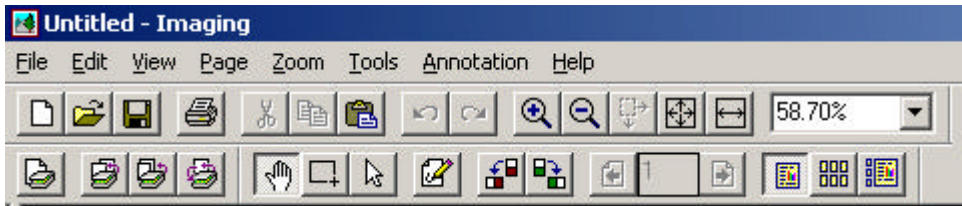
Editing Documents in Kodak Imaging:

? To view the scanned document, click on the **Page and Thumbnails** button.



- ? Before you begin deleting unwanted areas the **Select Image** tool must be selected, either by clicking on the box-like image from the toolbar (shown above) or by selecting **EDIT, Select Image**.
- ? To delete unwanted areas from the page:
 - ? Left click the mouse and drag over the area to be deleted.
 - ? Press the delete button on the keyboard. The unwanted section will be deleted.
- ? To delete unwanted pages:
 - ? Highlight the unwanted page by clicking on it in the thumbnails section on the page.
 - ? Delete the page by Clicking on the **Edit Menu** and selecting **Delete Page(s)**.

? To rotate pages click the **Rotate Left** or **Rotate Right** button.



Or click on the **Page** menu and select **Rotate Pages**.

? Please note that the **Undo** and **Redo** buttons are enabled in the editing mode.

? Stamps may be applied to the scanned document. To create a stamp, click on the **Annotation Menu** and select **Rubber Stamps**. You will see the following window:

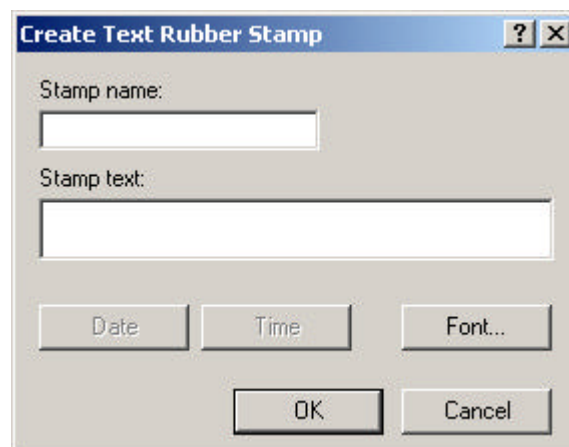


? To use an existing stamp, highlight that stamp in the menu and click **OK**.

? The cursor will become a stamp tool. Left click where you want to stamp the document and the stamp image will appear.

? If you would like to create a new stamp, click the Create Text button.

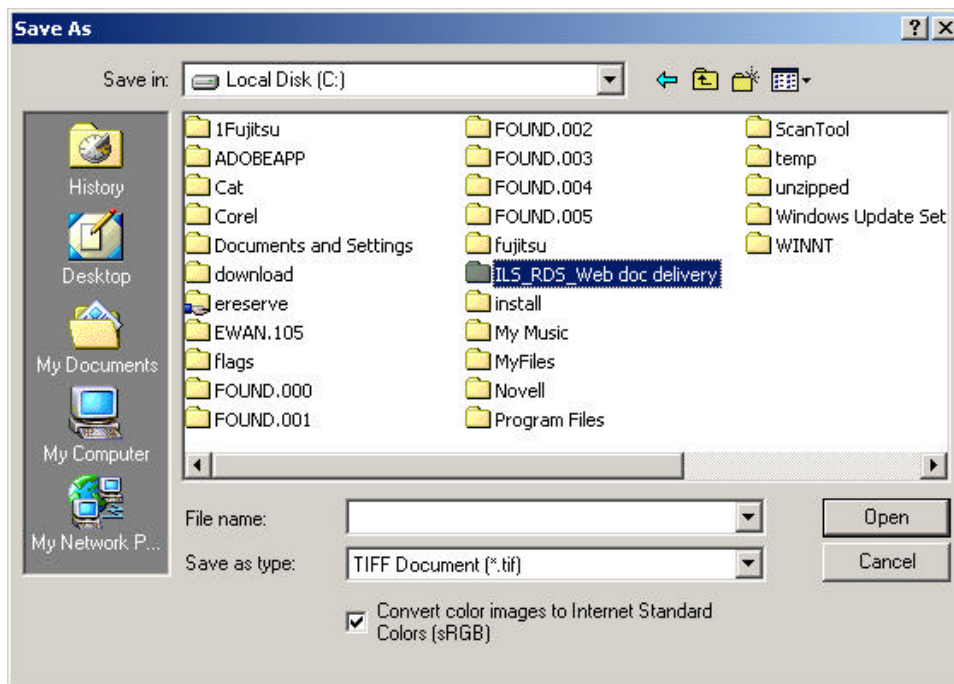
? You will see the following window:



- ? Enter the **Stamp Name**. This will be the identifier in the **Rubber Stamp Properties** window.
- ? Enter the **Stamp Text**. You may chose a font (color and size). This will be the content of the stamp that will appear on the document.
- ? Some applications of this feature may include: “copyright stamps notice” (This material may be protected by Copyright Law (Title 17 U.S. Code)), “best available copy” (Best Quality Original), etc. The **Stamp Names** are in quotes and the **Stamp Texts** are in parenthesis in these examples.

Saving Documents and Importing into Ariel:

- ? You need a folder to save the Kodak Imaging files until you import them into Ariel. Create this folder on the computer “C” drive and label it “ILS_RDS_Web doc delivery”.
- ? Once Kodak Imaging files are scanned and edited, go to the file menu. Select **Save As** and choose the folder mentioned above. See below:



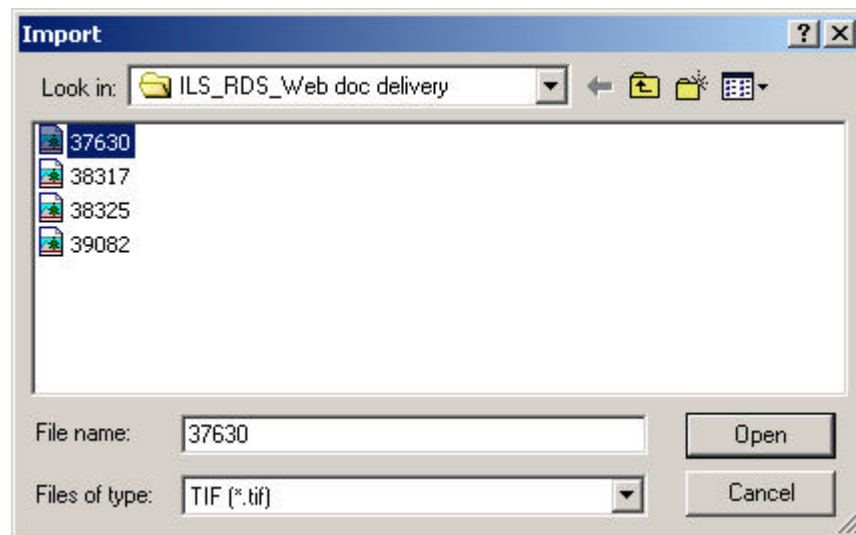
- ? The **File Name** can be the request ID number. **Save as type:** will always be **TIFF Document (*.tif)** for Ariel use.
- ? Once the scan jobs are saved Kodak Imaging must be closed. Please note: Ariel and Kodak Imaging cannot be run at the same time.



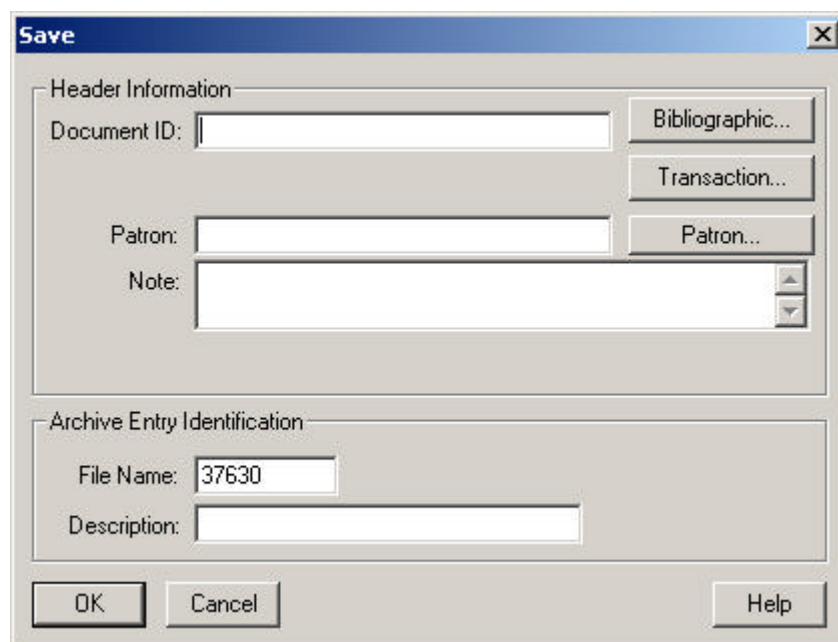
Ariel.Ink

- ? Open Ariel by double clicking on the Ariel icon:

- ? Go to the **Document** menu and select **Import**.
- ? Go to your “C” drive and select the “ILS_RDS_Web doc delivery” folder. You will see the following window:



- ? Select a file to import by single clicking on the file. Now click on the **Open** button. You will see the following window:



- ? The **Document ID** can be the same as the **File Name**. Click **OK**.
- ? Repeat this process for each Kodak Imaging file that is ready for importing into Ariel.
- ? When all files are imported they can be deleted from the “ILS_RDS_Web doc delivery” folder.
- ? These files are now in the **Archive** window of Ariel. To access them go to the **Document** menu and select Open Archive. A list of files, including the ones imported from Kodak Imaging, will be in the **Archive** window.

- ? These files are sent to their final destination as usual. To do this, single click on the file in the **Archive**. Go to the **Document** menu and select **Send**. You will see the following window:

The screenshot shows a 'Send' dialog box with the following fields and buttons:

- Header Information:**
 - Document ID: njrq38317
 - Patron: [Empty field]
 - Note: [Empty text area]
 - Buttons: Bibliographic..., Transaction..., Patron
- Destination:**
 - To: [Empty field]
 - Button: Select...
- Disposition:**
 - Send then Delete (radio button)
 - Send and Hold (radio button, selected)
- Bottom Buttons:** OK, Cancel, Add to Address Book, Help

- ? Enter the IP address of the destination in the **Destination** space and click **OK**.
- ? The article will be delivered to the specified address.