

The background features several anatomical illustrations. At the top, there are detailed drawings of muscles, likely from the back and shoulder region, with various anatomical labels such as 'LUMBARI', 'DORSI', 'SCAPULA', and 'SERRATUS'. Below these, a full-body human skeleton is shown from the back, with the spine and ribcage clearly visible. To the right of the skeleton, there are several overlapping pages of text and diagrams. One prominent page is titled 'Schizophrenia and Mental Danger Signals' and includes a portrait of a man. Another page shows a diagram of the heart and lungs. The overall color palette is a mix of light blues, greens, and greys, giving it a historical and scientific feel.

the **Great Plains**
History of **SCIENCE**
& **MEDICINE**
project

**PRIMARY SOURCE MANAGEMENT
GUIDEBOOK**

the *Great Plains*
HISTORY OF
SCIENCE AND MEDICINE

Primary Source Management Book

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(for text, pamphlets, and books)

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Omeka.net

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SCANNINGPROCEDURE

(for text, pamphlets, and books)

The Archives Dept - 2nd Floor, Library

up first

Epson Scan 2

Welcome!

step

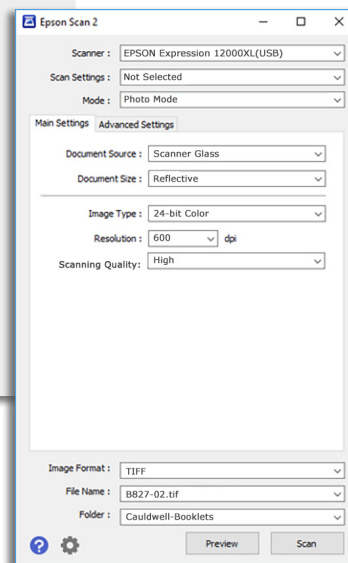
1

- 1) Login to the scanning computer
- 2) Open **Epson Scan 2**
(button in taskbar)

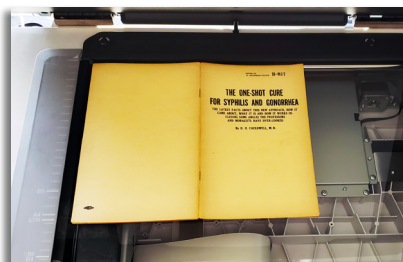


- 3) Set the program settings as follows,

- i) Scanner: Epson Expression 1200XL(USB)
- ii) Mode: Photo Mode
- iii) Document Source: Scanner Glass
- iv) Document Type: Reflective
- v) Image Type: 24-bit color
- vi) Resolution: 600 dpi
- vii) Scanning Quality: High
- viii) Image Format: TIFF
- ix) Filename: [ex. itemName-##.tif]
If you're scanning more than one page:
(1) In the sub menu set the **File Counter (A)** to two digits
(B) Start numbering at 01 or 00
(2) Also deselect the **overwrite files** option if it is enabled
- x) Folder: [ex. Project_Name]
- xi) Set your destination folder in the proper area by following the scheme set forth already on the computer



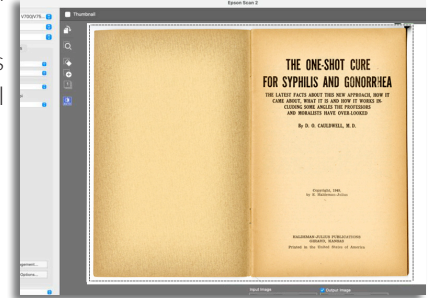
- (a) Place the text, pamphlet, or book item to be scanned on the scanner with the desired page to be scanned face down on the glass
- (b) Click **Preview**



up next

Adobe Photoshop

- (c) Use the **marquee selection tool** to select the area on the right to scan. Be sure to leave a bit of padding around the border of the scan to ensure the item isn't cropped while scanning
- (d) Click **Scan**
- (e) Once scanning has finished, physically flip item to next page on scanner if you have more pages.
- (f) Repeat previous **steps (a) - (e)** until all pages are scanned

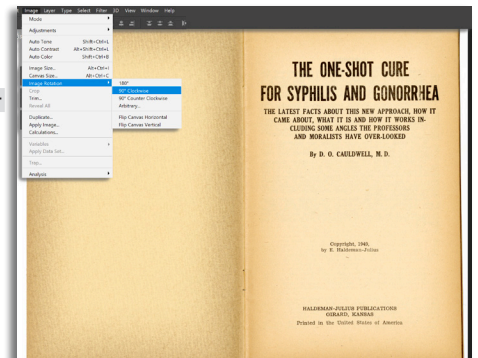


step

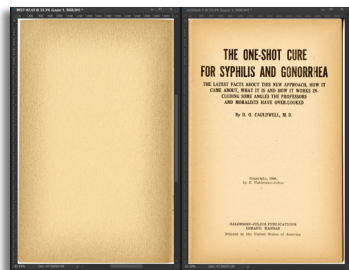
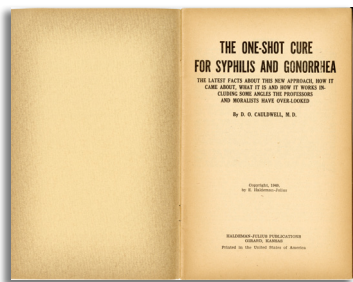
2

- 4) Open **Photoshop**
 - (a) Within Photoshop open each scanned image, no more than one text/pamphlet/book at a time
 - (b) Clean up the images by **rotating** them so they're no longer sideways (if they are sideways), keep them as vertically accurate as possible so that a clean cropped edge can be made on the scan.

(Use the **marquee selection tool** on the top left of the toolbar to select the page and then go to the menu: **Image | Image Rotation**, then select the proper direction.



(c) **Crop** the edges of the item up to the registration marks, or the very edge of the page as seen on the right



(d) Separate pages into separate images if you scanned them together as one image, as can be seen on the left

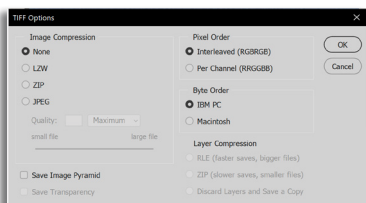


Figure 7

(e) **Save** each image as a **TIFF** file, with default settings (see figure 7.) using the naming convention: **itemName-p##.tif** where ## is the page number being saved.

**Keep in mind that if you separated the pages afterwards that the numbering scheme needs to be considerate of the each extra page you have created and thus keeping the scans in the correct page number order.*

**If you scanned each page separately, you can move on to the next step*

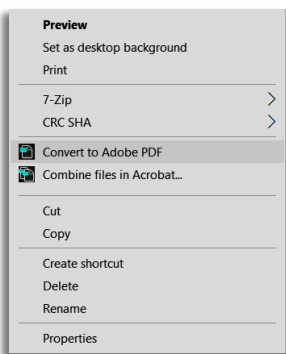
(f) Close saved images, repeat previous **steps (a) - (e)** until all pages are set up and saved

5) Go to the folder where you saved all the finished images

(a) Select all cleaned up images and right click any one of the images

(b) Select **combine into pdf**

(c) Make sure images/pages are in the correct order and click **combine**



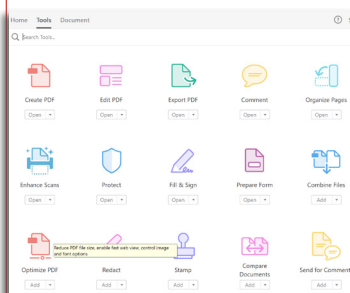
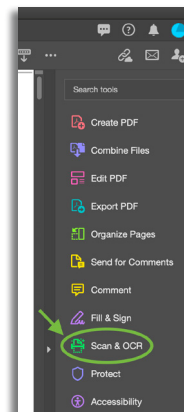
step 3

lastly Adobe Acrobat DC

(d) Click on **Scan & OCR** on sidebar, select **Recognize Text**, then within this file click **Recognize Text**.

MAKE SURE TO SAVE AFTER RUNNING OCR

Authorlastname-itemTitle.pdf



(e) Once completed, go to **Tools | Optimize PDF** | then select **reduce file size** in the above toolbar

(f) **Save As** the finished PDF with the new name: **Authorlastname-itemTitle-reduced.pdf**

(Notice the added "-reduced" to this version, be sure to keep the changes distinctly separate in each file's version)

(g) Repeat previous **steps (a) - (f)** until all items are done



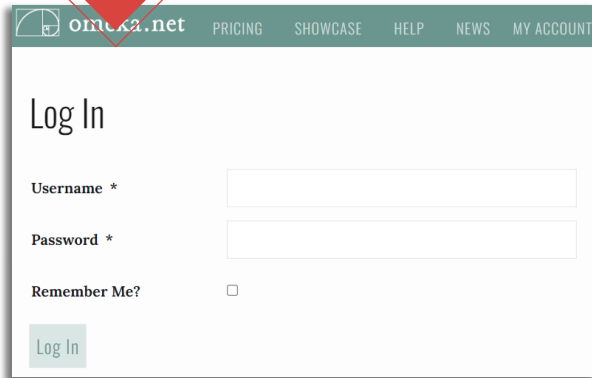
(thus concludes section one of this guide)

Omeka.net



Hello!

<https://omeka.net/dashboard>



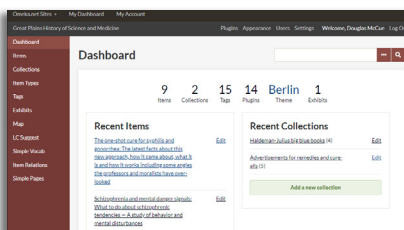
i) **Open** a browser to: **omeka.net/dashboard**

ii) **Login** with your credentials

iii) Click on **Manage Site** just underneath unkhist-scimed.omeka.net.



(If that option isn't present you will need to request access to the site from Prof. Weiss.)

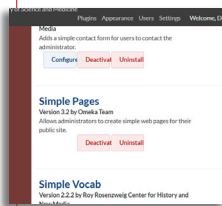


iv) Familiarize yourself with the dashboard view. This is where all your site actions are rooted.

FUN FACT
At any time clicking on the name of the website at the top left of the page will open the current visible state of the website.

Setting up

(1) All pertinent options to setup or modify core properties of the site are located on the top right of the dashboard.

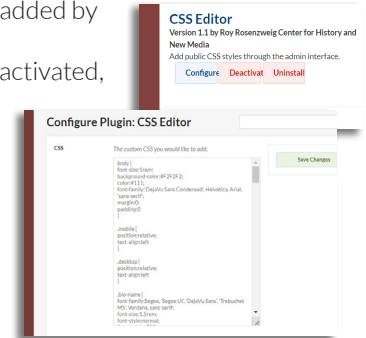


(2) The **Plugins** page contains all the current active and inactive extra features available for the omeka.net site. Some of plugins can be customized here and the rest most likely cannot be. Any plugins or features that are missing must be added by

Professor Weiss.

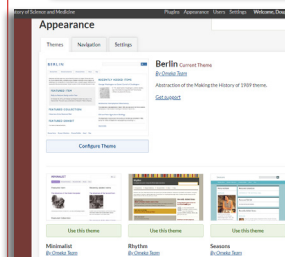
(3) If **Simple Pages** is not activated, then **activate** it.

(4) If you happen to know cascading style sheets, the **CSS Editor** is where you would input all supporting CSS code for styling our custom page layouts.



Do be aware that the CSS input parser will remove any code that could be used maliciously.

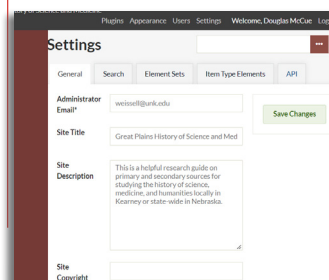
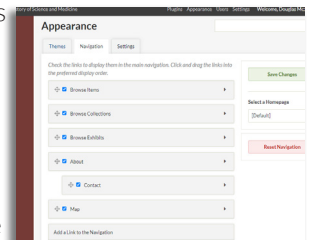
(5) The **Appearance** page is where you make all major changes to the **theme** and visual appeal of the site. This can be customized to a small extent. (6) The **Navigation tab** is where you can change the visual order of pages presented in the nav bar and also change their hierarchy.



(7) The **Settings tab** contains settings you will not need to modify.

(8) The **Users page** lists all the current users, their roles, and their access levels.

(9) The **Settings page** contains all the important frontpage and backend end-user informa-

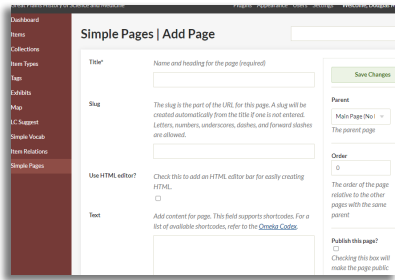


tion that can be modified by you.

The **Site description** is likely the only area you might need to change at some point.

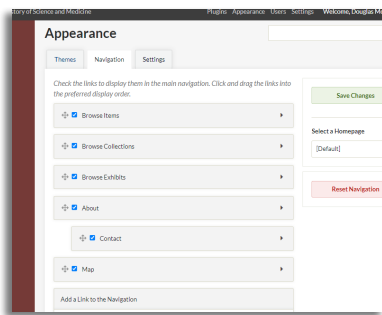
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Add/Edit Pages

(1) To add a new custom page click on **Simple pages** on the far left **nav bar**. The page's sage guidance should be more than enough to aid you in the completion of adding a new page. The **HTML editor** can be enabled to use markup on a page design. A **wysiwyg** text editor is your other option.



DID YOU KNOW?
wysiwyg stands for **What You See Is What You Get**

● If the page is incorrectly placed in the navbar, you will need to click on **Appearance** and then the

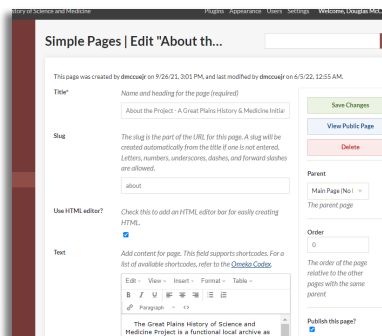


Navigation tab to change the ordering--just click and drag.

(2) You can also use this page to modify existing custom pages. To do so, simply click on the **Edit** link just below the page's listing on the page.

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the About Page

(1) To add an about page, see above, how to **add** a page.



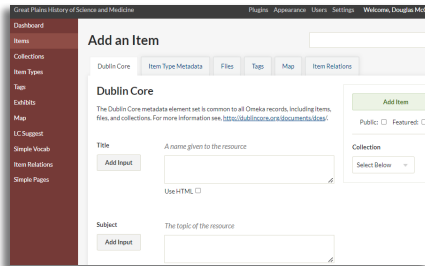
(2) To modify the about page click on **Simple Pages** and then click **Edit** just below the **About** page listing.

(3) With CSS in use the visual editor will not reflect an accurate representation of the page. To do so, click on **View Public Page** on the right.

ATTENTION
About, HTML, & CSS
As of the time of this guide's creation, the about page contains extensive HTML and CSS to modify and control most of the visual aspects of the page. Clicking the small angle brackets <> will display said html markup. A basic to moderate understanding of HTML is paramount to making any drastic changes on this page. Small textual changes can be made in the **wysiwyg** editor.

omeka.net
Add/Edit Items

(1) To add a new item, click on **Items** on the left **navbar** and click on **Add an Item** on the page that loads.



(2) Before you can submit your new item, it is compulsory to input all the required **metadata** at this point. If you haven't gathered

the metadata yet, uncheck the **Public** checkbox on the right. If you're ever not sure what data are needed, peruse already finished items to see what is filled in. Also pay attention to the quality and type of data used--all of which should help to guide your decisions.

(3) To modify an item, click on **Edit** under the item in the **Items** page.

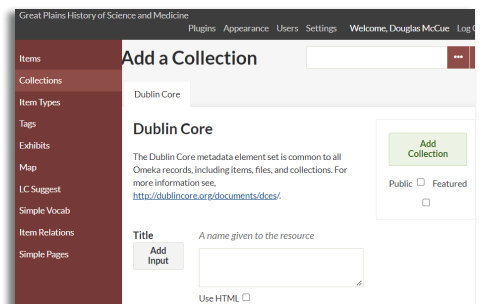
NOTE
All of the important metadata fields and their respective navigation tabs are described on the next page, in the **Metadata** section, for both items and collections.

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(1) To add a collection click on **Collections** on the left **navbar**, then click **Add a Collection**.

(2) Before you can submit your new collection, it is compulsory to input all the required **metadata** at this point. If you haven't gathered the metadata yet, uncheck the **Public** checkbox on the right. If you're ever not sure what data are needed, peruse already finished collections to see what is filled in. Also pay attention to the quality and type of data used--all of which should help to guide your decisions.

(3) To modify a collection, click on **Edit** under the collection in the **Collections** page.



Meta^{data}

section

Md

Reference

ALL REQUIRED FIELDS:

Title, Subject, Description, Creator, Publisher, Date, Contributor, Format, Language, Type, Identifier, and Extent.

- **Title** should contain the literal title of the item in sentence case.
- **Subject** should be one or two words per subject per input box. (See fig.1md)
- **Description** is where you write a lengthy summary of the item's contents. Get creative, descriptive, and provocative.
- **Creator** is where the author's name goes.
- **Publisher** is where the the publisher's name goes.
- **Date** is the date published. Sometimes you'll have to some deep digging for this.
 - + If no specific date can be found, use **ca.** for circa and use an approximation for the year.

- **Contributor** should be **University of Nebraska at Kearney Archives & Special Collections**
- **Format** should look something like, **(Digital) PDF (Portable Document Format), ISO 32000-1:2008, "application/pdf"** where digital describes that the item is digitally scanned as a PDF.

+ It should also contain a second input about the dimensions of the item in description, ex, **(Original) 13.93cm x 20.79cm.**

+ A third line should be added for page numbers. ex, **(Original) 36pp.** Original being original object.

- **Language** should be reflected by the proper two-letter language code, ex **en** for english.

- **Type** should be the type of the item. Like, *Text, Physical Object*, and so on.

- **Identifier** uses the naming convention: **Hist.Sci-Med.c##-i##_\$\$\$\$.** Where **c##** should be the collection number which can be found by counting the number of collections already added and then determining which one it belongs to by their chronological order. **i##** is the item number in the collection by chronological order being added. **\$\$\$\$** is for a short item name slug.

+ If the item is not going to be part of a planned collection then **nc** should be used for **c##**.

- **Extent** is where you input a file size on disk for the item. This can be found by right clicking on the file in widnows explorer and clicking properties.

COLLECTION FIELDS:

Title, Subject, Description, Creator, Publisher, Date, Format, Language, Type, and Identifier.

Additional information regarding collections

Collections need all the previous information, but with the differences below.

- **Date** for collections you'll want to use multiple dates to be inclusive of all publishing dates within the collection, ex, **1920-1925**
- **Format** should only have the first line as previously mentioned, but not the 2nd or 3rd.
- **Type** should be **Collection**
- **Identifier** stops at: **Hist.Sci-Med.c##.**
 - + If you've gotten this far and haven't figured out what number the collection youre adding is, *you're a slacker.*

NOTICE!

If there are sub elemetns per element, add the first sub and then click on the Add Input button to add another and input in the new box. This is true for all required fields. You'll highly likely need to do this for the Format, and Type.

FUN FACT

You can measure a scanned object's dimensions using Acrobat DC!

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Add Item/Collection Final Steps

- **Item Type Metadata tab** select the proper item type that you are uploading.
- **File tab** choose and upload your finished public ready file and upload it.
- **Tags tab** add important and relevant tags. These are keywords from the title, subject, author's last name, etc.
- **Map tab** locate where the item was created or published and select it.

Once all of these things are completed, go back and double check everything.

Then you can finally click:

Add Item or **Add Collection!**

Congratulations! You finished your item!

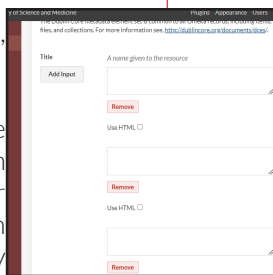


Figure 1md - Multiple title input boxes example.

Does all of this sound great, but you don't have a clue where to find any of it?

Most pertinante metadata can be located at the Library of Congress website - <https://id.loc.gov> If you're unable to locate a specific item by any term, follow this guideline:

- 1) look for it on the object
- 2) search within the pdf you made
- 3) look for the item online
- 4) use your best judgement
- 5) if all of this falls short, ask.

Now repeat the whole thing again for the next item!

(See the back page for additional figures)

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