

Creating electronic pdf files

As well as your scanner you will need to have Acrobat Reader. If you do not have that it can be downloaded free from the Home page of the MissionAssist web site (missionassist.org.uk) or WEBBS Scanning Team Resources in the MissionAssist Library (lib.missionassist.org.uk) or from the Adobe website www.adobe.com/uk/products/reader.html

How to scan the files of Scripture for WEBBS

Most projects come as bound copies of Scripture or other books – usually smaller page size than A4. Some may come as separate pages which may be A4 in size. Most scanner platens will take a double page spread from the bound books or a single page of A4. When scanning from a bound Bible or NT, scan one double page spread at a time, with an A4 flatbed scanner. Setting B/W at 300dpi.

Our proposed file coverage for Scripture files is four double page spreads (eight original pages). So this will mean that each electronic file has 4 pages.

Making good quality files:

(A) Line up the opened book on the scanner glass the same way every time. It may be desirable to place the book down first then slide it into position. This also ensures no paper edge has crept unseen off the glass.

(B) Make sure the print near the centre fold (known as the gutter) is close to the glass, if not touching it. Weigh down the scanner lid to flatten the pages. If a range of pages needs more help (particularly near the central parts of the bound volume), e.g. a pencil, a length of dowelling or a thick knitting needle running along the spine is useful for this. Do a small number of pages first to see how it goes.

(C) Checking.

1. As you turn a new page for scanning, check it has the correct number. It's very easy to turn two pages by mistake in some books.
2. When you have finished the current portion, check on the computer screen that the printing in every centre fold gutter has come out legibly (the text is neither blurred, curved or obscured by a black shadow) and that the page numbers are indeed correct. It may be best to check all printing then all numbers.

(D) If scanning of the central gutter does not come out well enough:

1. Try something a bit thicker, and as long as the spine
2. WORK the SPINE. For instance bend it gradually backwards over a table edge where it is currently centred in your scanning. As such things are repeated, the spine becomes more amenable.
3. SNUGGLE . When scanning, don't be satisfied with just pushing the pencil down with your fingers (which you may have to do to keep the pencil in position) but snuggle it further down, closer to the glass.

If your scanner software has a “preview” option you can view each scan and select (crop) to the clean area. It will also show if the gutter and text is clean or messy. In which case re-preview having fiddled with the book on the glass as above. When you have a clean preview you can scan and save the page. The scanner should allow you to add further scans to create the four double page spread you want to create as a file. Each spread will need to be previewed for clarity before scanning.

Creating pdf files from the scanned material.

You have a choice here:

- a) You can either scan and name 4 double page files as you go (this may seem more complicated - at least until you become more familiar and confident with the method of naming files) or
- b) You can scan an entire book of the Bible then use another programme to create batches of 4 double pages which you will then give a name e.g. kezMAT01-03a.pdf

If you choose option (b) and have scanned the entire book as one large PDF file - you will then need to **split** the file into 4 double page batches, or 8 page batches if scanned as single pages. If you have scanned each page of a whole book as individual files (which I suggest you call something like MATT01, MATT02 etc just for your own organisation) then you will need to **merge** these individual files into 4 double page batches.

(See below for examples of programmes which can be used to split or merge)

File naming the 4 double page batches for keyboarding

We have agreed a standard naming method so that whoever creates the files will feed into a common pool of files and there will be no confusion.

The elements of the file name are:

Language three letter code (in lower case)

Scripture book three letter code (in upper case)

Chapter range covered by the file (details below)

File extension .pdf (the software will add this automatically).

Chapter range in the file name.

As you scan Scripture with 8 original page files, or select 8 original pages from a larger master file, your individual files will cover parts of chapters and well as whole chapters. The file name should cover the number of the first chapter in the file and the last (to indicate the range of chapters included). If a chapter is split at the beginning or end of the file, then the first part of chapter is indicated either by the lower case "a" or the last part by the lower case "b".

Examples:

For a project file for Kukele language (code kez), Matthew's gospel the files might be named as:

kezMAT01-03a.pdf (this file covers all of chapter 1 and up to the first part of chapter 3)

kezMAT03b-05a.pdf (this file covers the end of chapter 3 and up to the beginning of chapter 5)

In the event (unlikely, but it depends on the amount of text on each original page) that a chapter is split three ways – part in a first file, the middle section in the next file and the end in a third file then the lower case "a" "b" and "c" would be needed thus-

kezMAT01-03a.pdf

kezMAT03b.pdf

kezMAT03c-04a.pdf

NB For all chapters from 1 to 9 use a leading zero to give a two digit number e.g. 01 02 etc. For Psalms only, use three digit numbers as they continue up to 150 e.g. 001 002; 010 011; 100 101 102

Doing it this way means that when a Team Leader or keyboarder is told the range of chapters to be typed they can readily identify which files they will need to work from.

Ending of Scripture books and whole books in one file. As you scan 4 page files some books will end part way through a file. That is fine, leave it as a file with fewer than 4 pages. But if the final page of the original also has the start of the next book repeat the scan of that page and make it the first page of the first file for next book. Some really short books, Jude etc. will fit into less than four pages. But the important thing is to have the whole of one book in the file. Do not put more than one book in a single file (the file naming would not allow for that).

We will also have a standard method of creating and naming folders for files from each Scripture book and where and how they are to be stored and distributed. But I will return to that once you have experimented and succeeded in getting some files finished.

Some useful software you may need.

Some computer scanners cannot make pdfs files direct. Or they make multiple page pdf files which need to be split to produce the four page files we are needing. We have found some free software which, if you need it, can be downloaded from the following web sites or from the WEBBS Scanning Team Resources in the MissionAssist Library (lib.missionassist.org.uk)

TO SPLIT AND MERGE PDF files (PC)

PDFill Tools It is downloaded within PDF Editor but is a FREE component so would only pay of you chose to use Editor (which you don't need)

<http://www.pdfill.com>

TO SPLIT AND MERGE PDF files (MAC)

This can easily be done using Preview, the default programme installed on MAC computers. Instructions can be found in the MAC section of WEBBS Scanning Team Resources in the MissionAssist Library (lib.missionassist.org.uk)