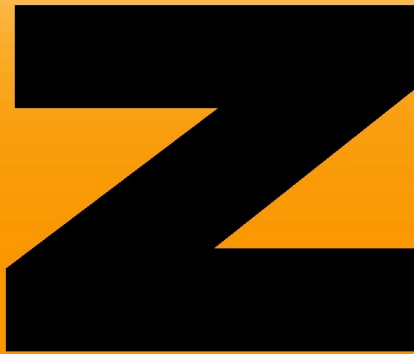


**IMAGING
TECHNOLOGIES**

FROM



TO



ARMA

INTERNATIONAL®

ARMA AUSTIN SPRING CONFERENCE

PROCEEDINGS: APRIL 2, 2001 AT CAMP MABRY

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The Information Management Professionals

ARMA Austin Chapter

Spring 2001 Conference

Proceedings

April 2, 2001 at Camp Mabry

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April 2, 2001 @ Camp Mabry

Speaker: Steve Gilheany

<http://www.ArchiveBuilders.com>

SteveGilheany@ArchiveBuilders.com

This conference is for records and information professionals, librarians, and archivists who would like to deepen their understanding of the terms, acronyms, and concepts that arise when documents are stored, preserved, transmitted, presented, and printed in digital form. Each digital format will be defined and its useful lifetime will be projected. This will be done for both document and digital media formats. Techniques for making documents easy to find while reducing indexing costs will be covered. This course is designed to match the technical background of records and information professionals, librarians, and archivists. Skilled computer professionals can also benefit from the material. The conference handouts in PDF format and additional background material on document management can be found at [<http://www.ArchiveBuilders.com>].

ARMA Austin Chapter Spring 2001 Conference

Conference Agenda

Morning

- 8:00 AM** **Conference Opening**
 Administrative Announcements
- 8:30 AM** **1. Introduction (Slide A-5)**
- 2. Scanning and Digitizing (A-27)**
- a. Document Identification and Metadata
 - b. How Scanners Work: Black and White, Grayscale, Color
 - c. Audio and Video Digitizing
 - d. Cost of Doc Prep and Scanning (Document Preparation)
 - e. Compression
 - f. OCR (Optical Character Recognition)
 - g. Storage Requirements and Cost
- 10:00 AM to** **Morning Break**
10:30 AM Please take this time to visit our vendors' exhibits
- 10:30 AM** **3. Print and Display (B-37)**
- a. Laser Printing
 - b. Black and White, Grayscale, and Color Printing
 - c. Paper Sizes
 - d. Resolution and Displays
 - e. Dots per Inch (dpi) vs. Dots per Image
 - f. GIF and Color Compression (Graphics Interchange Format)
- 12:00 Noon** **Lunch** (Catered by The Olive Garden)
to 1:30 PM Vendor Exhibits Open

ARMA Austin Chapter Spring 2001 Conference

Conference Agenda (Cont.)

Afternoon

- 1:30 PM** **4. Formats and Preservation (B-124)**
- a. TIFF, PDF, MS Word (Tagged Image File Format) (Portable Document Format) (Microsoft)
 - b. Blueprints and CAD (Computer Aided Design/Drafting)
 - c. Migration and Recovery
 - d. What degree of preservation can you commit to?
 - e. XML (eXtensible Markup Language)
- 2:30 PM to** **Afternoon Break**
3:00 PM Please take this time to visit our vendors' exhibits
- 3:00 PM** **5. Media Lifetimes (B-183)**
- a. RAID (Redundant Array of Inexpensive Disks)
 - b. ECCs (Error Correcting Codes)
 - c. Electronic Signatures and Seals
 - d. CDs and DVDs (Compact Disc) (Digital Versatile Discs)
- 6. Indexing and Searching (B-270)**
- a. How People Search vs. How Computers Search
 - b. Full-Text Searching
 - c. Combining Search Techniques
 - d. Costs of Indexing and Searching
 - e. Upfront and User-borne Costs
- 7. Summary (B-307)**
For additional information <http://www.ArchiveBuilders.com>
- 4:30 PM** **Conference Close**

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Conference Proceedings

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