

# Version 2

# Printing Instructions Page

(1 of 2)

This is the print file for the Institute proceedings of the:

**Digital Imaging and Digital Document  
Management Institute**

**Graduate School of  
Library and Information Science**

**Dominican University**

River Forest, Illinois, USA

April 20-21, 2001

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# Printing Instruction

Second Printing Instructions Page (2 of 2)

1. Please do not bind in these first two pages (the printing instruction pages).
2. The next two pages, the two pages following the two printing instruction pages, are the front cover and inside front cover pages, intended to be printed on the front cover and inside front cover (back of the front cover).
3. The entire document is designed to be printed two sided, so there is a page image for the front of each page to be printed, and there is a page image for the back of each page to be printed. (That is, there are an even number of page images.) Every page has something printed on it. The front and back covers are printed just as though they were plain sheets of paper with two sides to be printed.
4. As a check, each odd page number should appear on a page image on the front of a printed page (recto), and each even page number should appear on a page image on the back of a printed page (verso).
5. The last two pages are the inside back cover and the back cover pages, intended to be printed on the two sides of the back cover of the book.
6. No movement of any of the pages is necessary for printing.
7. Both side of every page are printed.
8. Even though some of the pages include some color images, all of the pages are intended to be printed in black and white. There is no request for color printing, and color printing will not be purchased if color printing is done.

**DIGITAL IMAGING AND DIGITAL DOCUMENT  
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# **Digital Imaging and Digital Document Management Institute**

## **Graduate School of Library and Information Science**

### **Dominican University**

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Instructor: Steve Gilheany  
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This Institute is for librarians, archivists, and records managers 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. Spatial indexing and the way documents flow through the Internet will be presented. This course is designed to match the technical background of records managers, librarians, and archivists. Skilled computer professionals can also benefit from the material. Additional background material can be found at [<http://www.ArchiveBuilders.com>].

# Digital Imaging and Digital Document Management Institute

## Syllabus and Schedule

**Friday Morning, April 20, 2001**

- 8:30 AM**            **Welcome**  
Prudence Dalrymple, Dean, Graduate School of Library and  
Information Science
- 8:40 AM**            **1. Introduction (Slide A-7)**
- 2. Scanning and Digitizing (A-29)**
- 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**  
**10:20 AM**
- 10:20 AM**            **3. Print and Display (B-39)**
- 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)
- 11:45 AM to**        **Lunch**  
**1:00 PM**

# **Digital Imaging and Digital Document Management Institute**

## **Syllabus and Schedule**

**Friday Afternoon, April 20, 2001**

- 1:00 PM**            **4. Formats and Preservation (B-133)**
- 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)
- 2:40 PM to**        **Afternoon Break**  
**3:00 PM**
- 3:00 PM**            **5. Media Lifetimes (B-192)**
- 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)
- 4:30 PM**            **End of the First Day of the Institute**

# Digital Imaging and Digital Document Management Institute

## Syllabus and Schedule

**Saturday Morning, April 21, 2001**

**8:30 AM**

### **6. Indexing and Searching (B-266)**

- 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

**10:00 AM to  
10:20 AM**

### **Morning Break**

**10:20 AM**

### **7. RIM Metadata and Document Management Systems (B293)** (Records and Information Management)

- a. ARMA.org (Association for Records Managers and Administrators)
- b. AIIM.org (Association for Information and Image Management)
- c. RIM Procedure Manuals as a Metadata Record Series
- d. RIM Procedure Manuals as part of Website design
- e. RIM Procedure Manuals as Knowledge Management
- f. Continuous Preservation of Website State for Every Point in Time
- g. Design Issues and Managing Expectations in Document Management

**11:45 AM to  
1:00 PM**

### **Lunch**

# Digital Imaging and Digital Document Management Institute

## Syllabus and Schedule

**Saturday Afternoon, April 21, 2001**

- 1:00 PM**      **8. GIS Spatial Indexing of Documents (B-405)**  
(Geographic Information System)
- a. Cartography vs. GIS data vs. Geography vs. CAD
  - b. MARC (MACHINE Readable Catalog) Geospatial Cataloging Using the 034 Coded Cartographic Mathematical Data Field
  - c. Polygonal Indices for Map and Book Cataloging
  - d. The Technology of Raster and Vector Images vs. Text Strings
  - e. Digital Orthophotography and Areal Photographs
  - f. Solid Modeling and CAD
  - g. VR (Virtual Reality)
  - h. Preserving GIS Data
- 2:30 PM to**      **Afternoon Break**  
**2:45 PM**
- 2:45 PM**      **9. How the Internet Works (C-26)**
- a. Protocol Stacks
  - b. Following a Book Order through the Internet Protocol Stacks
  - c. Tunneling
  - d. Internet, Intranet, and Extranets
- 10. Summary (C-66)**  
For additional information <http://www.ArchiveBuilders.com>
- 4:30 PM**      **Institute Close**

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