

Version 1

Printing Instructions Page

(1 of 2)

This is the print file for the proceedings of the:

Digital Imaging and Digital Document Management Workshop

**New Mexico State Library,
Archives, and Records Center**

Santa Fe, New Mexico, USA

April 23-24, 2001

Speaker: Steve Gilheany
<http://www.ArchiveBuilders.com>
SteveGilheany@ArchiveBuilders.com

Published by
ArchiveBuilders.com
www.ArchiveBuilders.com

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
MANAGEMENT WORKSHOP**

**NEW MEXICO STATE LIBRARY,
ARCHIVES, AND RECORDS CENTER**

SANTA FE, NEW MEXICO, USA

APRIL 23-24, 2001

PUBLISHED BY ARCHIVEBUILDERS.COM
[HTTP://WWW.ARCHIVEBUILDERS.COM](http://www.archivebuilders.com)

**DIGITAL IMAGING AND DIGITAL DOCUMENT
MANAGEMENT WORKSHOP**

**NEW MEXICO STATE LIBRARY,
ARCHIVES, AND RECORDS CENTER**

ARCHIVEBUILDERS.COM

**DIGITAL IMAGING AND DIGITAL DOCUMENT
MANAGEMENT WORKSHOP**

**NEW MEXICO STATE LIBRARY,
ARCHIVES, AND RECORDS CENTER**

SANTA FE, NEW MEXICO, USA

APRIL 23-24, 2001

PUBLISHED BY ARCHIVEBUILDERS.COM
[HTTP://WWW.ARCHIVEBUILDERS.COM](http://www.archivebuilders.com)

**DIGITAL IMAGING AND DIGITAL DOCUMENT
MANAGEMENT WORKSHOP**

**NEW MEXICO STATE LIBRARY,
ARCHIVES, AND RECORDS CENTER**

ARCHIVEBUILDERS.COM

Digital Imaging and Digital Document Management Workshop

**New Mexico State Library,
Archives, and Records Center**

Santa Fe, New Mexico, USA

April 23-24, 2001

ISBN 0-7562-4101-4

Published by [ArchiveBuilders.com](http://www.ArchiveBuilders.com)
<http://www.ArchiveBuilders.com>

**DIGITAL IMAGING AND DIGITAL DOCUMENT
MANAGEMENT WORKSHOP**

**NEW MEXICO STATE LIBRARY,
ARCHIVES, AND RECORDS CENTER**

ARCHIVEBUILDERS.COM

Digital Imaging and Digital Document Management Workshop

**New Mexico State Library,
Archives, and Records Center**

Santa Fe, New Mexico, USA

April 23-24, 2001

Presented by

The Staff of the State of New Mexico

and Steve Gilheany, Speaker

<http://www.ArchiveBuilders.com>

SteveGilheany@ArchiveBuilders.com

This Workshop 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 WORKSHOP**

**NEW MEXICO STATE LIBRARY,
ARCHIVES, AND RECORDS CENTER**

ARCHIVEBUILDERS.COM

Panel Session

Setting the Stage for Management of Electronic Records in New Mexico

Moderator

Elaine Olah, State Records
Administrator, New Mexico State
Records Center and Archives

Guidelines for Legal
Acceptance of Electronic
Records

Thaddeus Bejnar, NM Supreme Court
Law Librarian

Electronic Authentication

David Caldwell, Office of the Secretary
of State

Electronic Commerce in
Government

Representatives from the Office of
Information Technology and various
state agencies that have implemented
such programs.

Guidelines for New Mexico

Donald Padilla, Records Management
Division Director, New Mexico State
Records Center and Archives

Digital Imaging and Digital Document Management Workshop

Topics and Schedule

Monday Morning, April 23, 2001

- 7:30 AM to 8:30 AM** **Registration**
At: New Mexico State Library, Archives, and Records Center
in Santa Fe, New Mexico, USA
- 8:30 AM to 9:30 AM** **Panel Session**
Setting the Stage for the Management of Electronic Records
in New Mexico
- 9:30 AM to 10:00 AM** **Break**
- 10:00AM** **1. Introduction (Slide A-7)**
- 2. Scanning and Digitizing (A-37)**
- 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
- 12:00 Noon to 1:15 PM** **Lunch**

Digital Imaging and Digital Document Management Workshop

Topics and Schedule

Monday Afternoon, April 23, 2001

1:15 PM

3. Print and Display (B-29)

- 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)

**2:45 PM to
3:00 PM**

Afternoon Break

3:00 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)

5:00 PM

End of the First Day of the Workshop

Digital Imaging and Digital Document Management Workshop

Topics and Schedule

Tuesday Morning, April 24, 2001

8:00 AM

5. Media Lifetimes (B-182)

- 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-257)

- 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

**9:45 AM to
10:00 AM**

Morning Break

10:00 AM

7. RIM Metadata and Document Management Systems (B284) (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

Digital Imaging and Digital Document Management Workshop

Topics and Schedule

Tuesday Morning, April 24, 2001 (cont.)

8. GIS Spatial Indexing of Documents (B-396)

(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

9. How the Internet Works (Backup Slides C-30)

- a. Protocol Stacks
- b. Following a Book Order through the Internet Protocol Stacks
- c. Tunneling
- d. Internet, Intranet, and Extranets

10. Summary (C-70)

For additional information <http://www.ArchiveBuilders.com>

12:00 Noon Workshop Close

**DIGITAL IMAGING AND DIGITAL DOCUMENT
MANAGEMENT WORKSHOP**

**NEW MEXICO STATE LIBRARY,
ARCHIVES, AND RECORDS CENTER**

ARCHIVEBUILDERS.COM

The remainder of this document has been incorporated into the whitepapers at

<http://www.ArchiveBuilders.com/whitepapers>

All of the whitepapers can be downloaded as a single PDF file. This single file incorporates all of the information that was in the remainder of this documents, in updated form. Alternatively, each of the whitepapers can be downloaded individually, by subject.

**DIGITAL IMAGING AND DIGITAL DOCUMENT
MANAGEMENT WORKSHOP**

**NEW MEXICO STATE LIBRARY,
ARCHIVES, AND RECORDS CENTER**

ARCHIVEBUILDERS.COM

**DIGITAL IMAGING AND DIGITAL DOCUMENT
MANAGEMENT WORKSHOP**

**NEW MEXICO STATE LIBRARY,
ARCHIVES, AND RECORDS CENTER**

SANTA FE, NEW MEXICO, USA

APRIL 23-24, 2001

Published by ArchiveBuilders.com

www.ArchiveBuilders.com

ISBN 0-7562-4101-4