

This workflow was developed at an iDigBio workshop in January 2015. The most recent version is available at <https://github.com/iDigBioWorkflows/FlatSheetsDigitizationWorkflows> and <https://www.idigbio.org/content/workflow-modules-and-task-lists>.

Appendix S5. Module 5: Imaging Station Setup, Scanner

Task ID	Task Description	Explanations and Comments	Resources
T1	Review imaging protocol.	Ensures that initial setup matches imaging policies and protocols. For a complete guide to scanning according to the Global Plants Initiative (GPI) standards, see the JSTOR PLANTS Handbook.	Imaging protocol or handbook. See: JSTOR Plants Handbook, http://www.snsb.info/SNSBInfoOpenWiki/attach/Attachments/JSTOR-Plants-Handbook.pdf .
T2	Connect or ensure connection of computer to scanner and both devices to surge protection.	Connection to computer may be via USB, FireWire (IEEE 1394), or other means.	Scanner. Appropriate cables. Surge protection.
T3	Clean scanner bed, check for dust on glass.	Reduces the potential for distracting smudges and extraneous material in resulting image. If the scanner bed is inverted, dust can accumulate on the interior surface of the glass. The Royal Botanic Gardens, Kew, recommends taking apart the scanner and cleaning the interior glass surface.	Cleaning supplies. See: Kew's instructions for "How to clean the Epson 10000XL scanner," https://www.idigbio.org/wiki/images/7/70/How_to_clean_a_scanner.pdf .
T4	Turn on scanner and allow time to warm up.		
T5	Start computer and related equipment, including external storage devices.		Computer. Peripherals.

T6	Start image acquisition and processing software and adjust software settings.	Common associated software includes Adobe Photoshop, Gimp, or equivalent.	Software.
T7	Adjust relevant settings in image acquisition software.	<p>The GPI project provides these suggestions for use with an Epson scanner:</p> <p>Epson Scan settings</p> <ul style="list-style-type: none"> ● Document Type = Reflective ● Auto Exposure Type = Photo ● Image Type = 24-bit color ● Scanning Quality = Best ● Resolution = 600 dpi ● Scale = 100% <p>Color management</p> <ul style="list-style-type: none"> ● Configure ICM with: Source (Scanner) = EPSON Standard ● Target = Adobe RGB 	See: JSTOR PLANTS Handbook, http://www.snsb.info/SNSBInfoOpenWiki/attach/Attachments/JSTOR-Plants-Handbook.pdf .
T8	Place and/or affix scale and color standard; ensure both are clean and that the colors are not substantially faded from their original hue and brightness.	GPI standards call for placing the scale and color checker on the specimen.	Color standard. Scale.
T9	Place test specimen in scanner and center it. Close scanner.	If the scanner bed is inverted, the specimen may be placed on a platform beneath the scanner and then raised to contact the scanner bed.	
T10	Perform test scan (preview).	Although included here, test scans are also routinely made during scanning sessions.	

Literature Cited

JSTOR. JSTOR PLANTS Handbook.
<http://www.snsb.info/SNSBInfoOpenWiki/attach/Attachments/JSTOR-Plants-Handbook.pdf>.
 Accessed 1 May 2015.

McRobb, A. How to clean the Epson 10000XL scanner.
https://www.idigbio.org/wiki/images/7/70/How_to_clean_a_scanner.pdf. Accessed 1 May 2015.