Scanning Plotsheets for MIDAS

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I.   Setting Up Windows Fax and Scan to Scan Plotsheets

Before you begin, make sure your scanner is properly installed and turned on.

1. Click the *Start* button 🪟, click *All Programs*, and then RIGHT-click *Windows Fax and Scan*.
    a. You can select to *Pin to Start Menu, Pin to Taskbar,* or *Send to -> Desktop (create shortcut)*.
    b. This will make accessing the Scan software more easily accessible.
2. Once you have pinned or created a shortcut to the Windows Fax and Scan software, use that method to open the software.
3. Click *Scan* at the bottom of the left pane.
4. On the toolbar, click *New Scan*.
5. In the New Scan dialog box, click the *Profile list*, and then choose *New Profile*
6. In the Add New Profile dialog box, click in the *Profile name* box and enter the name *Plotsheets*
7. Click the *Set this profile as default* box.
8. Choose the following settings for each section:
    a. *Source*: You can choose (depending on your scanner) where to scan from.   Some scanners only have *Flatbed*, while others have options for *Flatbed and Feeder.*
        1. Choose the most convenient option for you.
    b. *Color format = Black and white*
    c. *File type = TIF (TIF File)*
    d. *Resolution (DPI) = 300*
    e. *Brightness =* You will need to fine tune this one based on your scanner and the darkness of pencil you used on the plotsheet.
        1. Place a completed plotsheet in your scanner (put it in whatever source you chose in section "8a**.**" above). Make sure to place it in the scanner so you can scan the Plot Location Map since this has detailed pencil work.
        2. Click *Preview* on the Add New Profile dialog box.
        3. Check to make sure preview looks OK and all pencil work is legible.
            1. If you can't see some of the penciled areas, slide the brightness slider to the left and repeat the above three steps until you have a good looking scan.
9. Click *Save Profile* to save the profile as your default. See "**Changing Default Scan Settings Profile**" if you need to change this profile.
10. Click *Cancel* to get out of the *New Scan* window.
11. Close the *Windows Fax and Scan* application.

II.   Scanning and Naming the Plotsheet Pages

1. Open the *Windows Fax and Scan* application using the shortcut method you created in step 1a of the setup process on the previous page.
2. Make sure *Scan* is highlighted in the bottom of the left pane. If it isn't, click it to select it. (It should remain selected unless you ever select *Fax* (which we won't use for this process).
3. On the toolbar, click *New Scan* (right under *File* in the upper left corner of the window).
4. Verify the *Plotsheets* profile is selected. (If not, select it.)
5. If you would like to see how your document will appear when scanned, click *Preview*.
    a. This will allow you to make sure you have your page oriented on the scanner correctly and that all writing is legible.
6. Click Scan.
7. Once scanned, your image file will appear in the top pane of the window with the File Name "*Image*" or "*Image (#)*".
8. Click on the new image file in the top pane (if not already selected) and it will highlight the row and show the image in the bottom pane.
9. If the image did not scan well, right-click the file name in the upper pane and select *Delete* and rescan the sheet making necessary changes to correct the problem. (Repeat steps 3-9 until the scan is acceptable quality, then move to step 10.)
10. If the image looks acceptable, you now need to rename the file. There are two options for changing the file name, pick the option that works best for you.
    Option 1.
    a. Right-Click the file in the upper pane and select *Rename…*
        i. The image file name must follow the plot filename naming convention. It uses the following format and must be in **CAPS**:
            StateAbbreviation.county#.plot#.cycle#.subcycle#.phase#.manualversion#.STD.scannedpagenumber
    b. Example: If the plot filename is: *WI.119.00242.08.05.P2.602.STD*
        i. Then the scanned image names you would enter would look like this:
            1. *WI.119.00242.08.05.P2.602.STD.01*
            2. *WI.119.00242.08.05.P2.602.STD.02*
            3. *WI.119.00242.08.05.P2.602.STD.03*
            4. *WI.119.00242.08.05.P2.602.STD.04*
        ii. QA, Summer Window, or Special Study plots will require more text in the image names (filename 02, 03, 04 not displayed below):
            1. *WI.119.00342.08.05.P2.602.STD.QAB.01*
            2. *WI.119.00442.08.05.P2.602.STD_P2PLUS.01*
            3. *WI.119.00542.08.05.P3.602.STD_P2PLUS_SOILS.01*
            4. *PA.119.00642.08.01.P2.602.STD_P2PLUS_WDWM.01*
            5. *RI.019.00742.07.03.P2.602.URBAN.01*

    c. Before clicking "OK" to save your renamed file. (Example: **Image** changed to **WI.119.00242.08.05.P2.602.STD.01**)

    • Highlight the file name. (WI.119.00242.08.05.P2.602.STD.01)
    • Right click.
    • Select "Copy"
    • Click "Ok"

- Repeat steps 1 through 10a for the next sheet.
- When the Rename File box pops up, right click in the name box.
- Select "Paste"
- The last 2 digits in the file name will need to be changed to reflect the next scan number. (02,03 or 04)
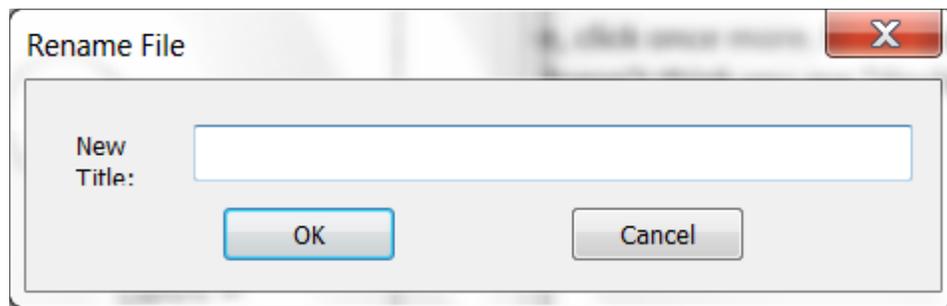- Click "Ok"
- Repeat as needed.

d. Notes:
- Scanned documents and photos are stored in the Libraries/Documents/Scanned Documents folder.
- A filename extension of .tif will automatically be added to the filename. It is supposed to do this. You won't see the extension added to the filename in the Windows Fax and Scan application, but if you look in the Scanned Documents folder mentioned above, you will see the .tif extension.
- Be sure to follow the naming convention listed above and double check for typos. It's also important to note that zeros are used where needed to make each part of the name the correct number of digits as seen in the example above. (Example: Subcycle "*8*" is entered as "*08*".)
- There is a <u>maximum</u> of 4 scans per plot.
  1. Two mandatory scans
  2. Two optional scans.
- The image count needs to be in order from 01-04. (Do not skip 03 and create a 04)
- Field QA plots will not require scanned sheets to be loaded. PI QA and PI Special plots will require scanned sheets to be loaded since they don't have a corresponding Field plot.

Option 2.

a. Place a link on your desktop to where Midas moves plot files off your Allegro.

- Open Windows explorer and navigate to: C:\Midas\MidasData\Work
- Right click the NRS folder and select "Send to   Desktop (create sho
- You will need to transfer your completed plot file from your Allegro to your laptop before scanning.
- Double click the shortcut on the desktop that was just created, and shrink the window so it occupies half your screen. The easiest way is to reduce the window so it is less than full-screen (click the double box at the top right of window), then grab the title bar, hold down the left mouse button, and make like you want to drag it completely off the screen to the right (or left – personal preference). Once it gets to a pre-determined point off the screen it will automatically jump to fill the right (or left) half of the screen. At that point let go of the left mouse button.
- Open Windows Fax & Scan and scan the first page of the plot sheet. Once the scan is complete and the image acceptable, shrink the Windows Fax & Scan window as we did above, but drag it to the opposite side of the screen.

- If no other programs are open on your computer, you will see both windows explorer with the folder open showing the plot file on the right, and the scan window showing your recent scan on the left (or vice versa).
- If other programs are open, one of the windows may be hidden. Make sure they are both visible to continue.
- Click once on the plot file to highlight it. With your pointer over the file name, click once more. Make sure you leave enough time between clicks that your computer doesn't think you are "double-clicking" the file, in which case it will try to open it and you'll have to start over.
- Most of the file name will now be highlighted – we want to highlight the entire file name. Do so by clicking (Left click and hold) at the end (or beginning) of the file name to get a cursor in the field, and then drag your pointer across the whole name.
- After highlighting the entire file name, hit "ctrl" + "c" to copy the name.
- Now move to the other side of the screen and highlight (as completed above) the file that has the image you just created.
- Right-click the image name ("Image" or "Image (#)") and select "Rename". The following window will appear:

- Click in the "New Title" field and hit "ctrl" + "v" to paste in the file name.
- The only thing we need to do is to add at the end the scan's page number for that plot file. Ie ".01" for the first page, ".02" for the second, and so on. Once we have that done we click "OK" and scan the next page.
- Unless you copy something else between scans, "ctrl" + "v" will work for each page you scan. Just make sure to update the extension for the page number.

11. Midas has been updated to automatically search for all scanned files associated with your plot in the Libraries/Documents/Scanned Documents folder. When you log into Midas it should automatically recognize the scanned files in this location. If you find none/not all scanned files associated with your plot are displayed, return to Windows Fax and Scan and make sure your scans are present and correctly named.
    **If for some reason your computer does not automatically locate the scanned files see section IV. This should not be necessary for FS employees.

Secure all hard copies of plot files at the local duty station. Page 1-2 must be retained. If any of the imagery has adjustments to plot location, retain the imagery as well. Maintain all sheets for at least one month after the completion of a Subcycle. During the office editing and GPS checking process, you may receive a request for info on the plotsheet. After the office editing process is complete, all unnecessary sheets can be SHREDDED to save file space. (Some Supervisors or Contractor Representatives may require all pages to be returned.)

III.   Adjusting Default Scan Settings Profile

If your scans consistently need to have the brightness adjusted or you made an error on the settings of the *Plotsheets* profile, you need to change your default scan settings. To do this, follow these steps.

1. At the top of the Windows Fax and Scan window, click *Tools* and select *Scan Settings*.

2. Select the *Plotsheets* profile and click *Edit…*

3. Make the necessary changes to the profile and click *Save Profile*.

4. Close the Scan Profiles window and you now have updated default scan settings for the *Plotsheets* profile.

IV. Uploading Scanned Plot Sheets to MIDAS when not auto-located (Optional for some users)

Some computer security software may restrict MIDAS from locating the scanned files in the Scanned Documents folder. An optional step is to move the files from the Scanned Documents folder to the Midas folder. If the computer fails to locate the plots from the Scanned Documents folder, transfer the files to the Midas/MidasData/Work/NRS Folder in order to allow the complete and edited plot data to be loaded into Midas from your computer.

1. Go to the Libraries/Documents/Scanned Documents folder

2. Highlight all of the scanned plotsheet .tif files that correspond to your plot(s).

3. Hit "Ctrl-C" to copy the highlighted plotsheet .tif files.

4. Go to C:\Midas\MidasData\Work\NRS.

5. Hit "Ctrl-V" to paste the selected plotsheet .tif files into the Work folder.

6. Log onto MIDAS and proceed to the Edit function. When you select data plots to be uploaded to MIDAS from the Work folder, the scanned plotsheet files for each data plot will also be selected for upload.

V. How to enable Scanner when printer is disabled by "Out of Ink" warning (Optional for some scanners)

Option#1: (If, you have an Epson Scanner and the software to go with it.)

1. Single click **Start** at the bottom left of your computer
2. Single click **All Programs**
3. Scroll down to **Epson Scan**, single click it
4. 3 options will drop down, single click the second which is also **Epson Scan**
5. A new window will open called **Epson Scan**, at the top of the window under **Mode:** there is a drop down box. Make sure the drop down box says **Home Mode**. The **Scan** button will be grayed out so click **Preview**
6. Another new window called **Preview** will open with a preview of your scan.
7. Back on the **Epson Scan** window, the **Scan** button will "ungray" and you can click it to scan your document.
8. Another new window will open allowing you to change the file save settings for your document. At the top of that page you can click **Browse** and pick the Midas Work file for it to save to.

Option#2: (I assume this works for non - Epson Scanners, I don't know as I don't have one to test but everyone should have this on their computers. If not, Steps 1 through 3 will be the same and after that it should be similar with variation from manufacturer to manufacturer.)

1. Single click **Start** at the bottom left of your computer
2. Single click **Devices and Printers**
3. Select the scanner device you will be using. Double click it to open a new window.
4. On that window double click on **Scan a document or picture**.
5. A new window will open called **New Scan**. Click **Preview**.
6. If things look good, click **Scan**.
7. The **New Scan** window will close and a new window will open call **Import Pictures and Videos**. In this window you have the option to "Tag" or name your scans. At the bottom left of that same window, in blue text, click **Import Setting**
8. Yet another new window will open called **Import Settings**. In this window you can click **Browse** and choose where to save your scans. The first time you change where to save your scanned files you will have to start over again as it saves these setting and sends you back to step 6.
9. Once back in the **Import Pictures and Videos** window, click **Import**.
10. Your scan will be saved to the file you chose.