

DOCUMENT SCANNING GUIDELINES

DOCUMENT TYPES

When submitting scanned documents for the Print Material section of the Flying Disc Museum (FDM), some galleries contain JPEG images, and others contain PDFs. Please note below how your scan should be saved depending on what you are scanning.

JPEG SUBMISSIONS

The following publications need to be submitted in JPEG format (saved as a .jpeg or .jpg file):

- Ads
- Books (separate images for front and back covers)
- Documents (front cover/first page only unless you have written permission from the author to post the full content—contact us at info@flyingdiscmuseum.com if you do)
- Posters

PDF SUBMISSIONS

The following publications need to be submitted in PDF format (saved as .pdf files):

- Articles (include the cover of the magazine/publication where it came from, and the article itself)
- Brochures (include all pages of the brochure, including front and back covers)
- Catalogs (include all pages of the catalog, including front and back covers)
- Magazines/Newsletters (include all pages of the publication, including front and back covers)

JPEG SCANNING REQUIREMENTS

The requirements for submitting images and descriptors for these documents are similar to that for photos and descriptors of flying discs. They can be created either by scanning or by taking a photo. They should have sufficient resolution that the text is all easily readable—this will vary, especially for posters, where the document size and print size will vary.

For printed material, we ask that the image be head on, not angled as disc photos are. This is much easier when scanning, but can be done with photography. There should be minimal background showing, preferably none at all. If photographing, getting the result square (rectangular, with no skew or keystone effect) with no reflection can be challenging, which is why we recommend scanning.

JPEG submissions include descriptors, but the descriptor information is different than for discs. Descriptor lists for these types of submissions can be found here:

<https://www.flyingdiscmuseum.com/how-to-contribute#DescriptorList>

PDF SCANNING REQUIREMENTS

Scanning documents, especially older ones where the original material is not high quality, can be challenging. You may need to understand how to adjust your scanner settings, however this document is not a tutorial on doing that. It will depend on the brand and age of scanner you have, and what scanning software you are using.

The goal of the scan is to create an easily readable PDF document that can be run through OCR (optical character recognition) to also make it searchable. Photo quality within the document is important, but secondary to the clarity of the text.

PDF submissions should meet the following criteria:

- Get permission. All printed material, whether a professionally created magazine or an amateur poster, are protected by copyright. Ask whoever created the publication if it is OK (most people are willing and will be happy that you asked) and when you submit your documents, include a statement that you secured permission from the document's creator (publisher, editor, author, etc.). If the publisher is unknown, deceased, or otherwise unavailable to get permission from, please state that instead and the FDM staff will determine how to handle it.
- Publications should be in a single PDF document.
- PDF pages within the document are preferred to be individual pages (typically 8.5" x 11" or A4 outside the U.S.).
 - We will accept two-page spreads (11" x 17"), although these are harder to print, typically need to be enlarged to read on line, and require a larger scanner than most people own. If submitting spreads, the first spread can be the back and front cover spread, or the first and last pages can be single-paged with just the front and back covers.
- Page sizes should match the original publication, or if the publication is nearly 8.5" x 11", the page sizes can be 8.5" x 11". If the publication is from outside the U.S. then standard sizes for the area (i.e. A4) can be substituted.
- Scans should be 300ppi. Lower will result in less crisp text and higher will result in unnecessarily large file sizes.
- The scanned page image should take up the whole PDF page, without a border of any kind or colored background.
- Pages must be straight.
- Contents should be run through OCR so that the content is searchable. This is an available setting for many scanners, at least newer models. Optionally, after the PDF is created, Adobe Acrobat (full version, not Acrobat Reader) can perform the OCR.
- Black & white publications should be scanned as grayscale to reduce file sizes.

- Please cover personal information, such as the name/address label. This can easily be done with a Post-It or similar covering.
- No descriptors are required with PDF submitted material.
- PDF files should include the name of the publication, followed by the volume and issue numbers if available, and optionally the publication date. Text case is not important. Brochures should identify what it is and when published. Some examples are:
 - DiscGolfWorldNews_vol-5_no-2_Summer1991.pdf
 - BoysLife_1988-07.pdf
 - frisbeeworld_vol-4_no-5.pdf
 - FPAForum_1994-02_Winter.PDF
 - Wham-O 1958 ProductBrochure.pdf

Finally, give your result the “eye test.” When you open the PDF (or JPEG) you’ve created, does it look good? Is it easy to read? Do the colors look correct? If someone else has submitted this and you were trying to read it, would you find it easy to use?

Next, verify that the OCR has worked properly. Try searching for a common word that will be repeatedly found, like “disc.” It should find them all, whether in a title, and article text, or in an ad.

SUBMITTING YOUR PDF

The upload process for PDFs is different. You cannot upload them to your normal upload gallery. Please send an email to info@flyingdiscmuseum.com letting us know that you have scanned PDFs ready to upload and we will make arrangements via Dropbox or similar means.

We also suggest that before you start scanning that you send an email and check on the publications you intend to scan. It takes longer to publish PDFs to the museum, so there is a chance that they were already submitted, just not visible yet.

Thank you for your time. We appreciate your efforts to make the FDM’s information resources as extensive as possible.