



Microsoft

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HISTORICAL COMMITTEE NEWSLETTER

SCANNING

Use a scanner or scanner/printer to scan photos, not your smart phone.

Clean the scanner bed since dust and dirt will transfer to the scan.

Dust the photo and flatten any creases. (Using a flat stylus over the back of the photo to minimize creases sometimes helps, never use any surface on the face of the photo).

Scan in color even if photos are in black and white. Select scan for either jpg or tff. Jpg's are a compressed file, tff is full file (can be large file).

Photos should be scanned at a minimum of 300 dpi (dots per inch), scanning at 600 dpi insures details will be clearer. Anything more than 600 dpi makes bigger files without giving further definition. If using ppi (pixels per inch) use at least 200 ppi and no higher than 300ppi.

Use a software program to adjust the scanned photos. Photoshop (which is expensive) or Photo Gallery for Window (free) or iPhoto for Mac (free). DigMyPics, ScanMyPhotos or ScanCafe are services that can help adjust for damaged or disfigured photos. These are pay by piece services.

Negatives can be scanned to digital files using a negative scanner which is available from Espon and several other manufacturers. This is often a better way to get the best quality.

Many scanners give a choice of software drivers. Choose a WIA or TWAIN driver for best results. TWAIN gives the best results. Check your scanner settings to see if this is an option.

Chose an "Automode", if available, for the best results to fine turn your scans.

Use "Restore" for Scanning Faded Photos. Most scanner software offer a color restore option for restoring color to faded photos. Most often, there's more than one setting, so you can pick the one that matches the level of fading. If your scan utility doesn't offer color restore, you'll have to fix the color in a photo editing program instead, which is usually much harder to do.

Fix the lighting with "Backlight Correction". Some scan utilities offer backlight correction. This can automatically improve photos that were shot with a bright light behind the subject, like someone standing in front of a window or with the sun over his or her shoulder. If your scan



Scan multiple photos with “Batch” mode. Also look for a batch mode, which lets you place multiple photos on the flatbed at once and have the scan utility automatically put each one in its own file. In most cases,

you can run a preview scan and adjust scan settings separately for each photo before giving the scan command.

ARCHIVING

Archiving is the storage or preservation of information. Organizations are converting paper documents to digital every day, to increase the life span of documents. That, coupled with the immense amount of data being generated by computers today, means that archiving documents is only going to grow in importance. If you know how to archive documents, you can free up space so that your computer handles current documents more efficiently.

1. **Archive** documents in a zip file. Particularly helpful with important, but rarely needed files, zip files reduce the space that documents take up on your hard drive.

Simply highlight files that you want to convert to a zip format.

Right click with your mouse and then choose "Send to."

You want to send the files to a "Compressed (zipped) folder."

Check that the files are indeed there by double-clicking on the zip folder. If they are, you can then delete the original files.

2. **Migrate** your documents to a separate storage medium. Popular choices for digital archiving are external tape drives, external hard drives or thumb drives.

3. **Back up** documents to a CD, DVD, or USB drive.

If you have a CD or DVD recorder. Backups are another way of archiving, although you probably know this method by another name -- burning a disc. For example, Windows uses a Live File System and a Mastered format (better for compatibility in other devices) for copying files to CDs or DVDs.

Insert a writable CD or DVD into your computer's CD or DVD recorder for the Live File System.

When the dialog box appears, click "Burn files to data disc."

Name the disk, then click "Next."

Wait for an empty folder for the disc to appear. This means the disc is formatted and ready to copy files.

Open the folder with the documents you want to archive and drag the files into the empty disc folder.

For the Mastered format, insert a writable CD or DVD into a computer's CD or DVD recorder.

When the dialog box appears, click "Burn files to data disc."

Name the disc and click "Show formatting options."

Choose "Mastered" and click "Next."

Wait for an empty folder for the disc to appear. This means the disc is formatted and ready to copy files.



Open the folder with documents you want to archive and drag these files into the empty disc folder.

4. **Send** documents to offsite storage and save scans to the Cloud as a backup.

In addition to functioning as a location for archived files, secure offsite storage locations protect data from disasters such as fire and hard drive failures.

With so many companies offering this service, you must contact a company directly for specifics on how

RESEARCH PROMOTION AWARDS

they operate and what guarantees are included in archiving documents offsite.

5. **Stay current** with technology to archive documents. With the rapid unfolding of technology, what is current today may be obsolete tomorrow. This can be a problem when migrating archived files to a new system.

The following is an explanation of the ASHRAE awards given to Chapter RP Chairs.

Certificates:

Goal – matching or exceeding a set Goal

High Five – setting a new high in dollars raised by the Chapter in the last 5 yrs

Challenge – matching or exceeding Challenge Goal

Patches & Date Chevrons:

High Five Award Patch/Chevron – a new high has been set consistently for the past 5 years. The first year a chapter achieves this award, they are given a Patch and all subsequent years will earn a date Chevron.

Full Circle Patch/Chevron – all officers gave to achieve Full Circle. The first year a chapter achieves this award, they are given a Patch and all subsequent years will earn a date Chevron.

Endowment Patch/Chevron – a new endowed Foundation gift was set-up or a minimum of \$2,500 was given towards a previously existing fund. The first year a chapter achieves this award, they are given a Patch and all subsequent years will earn a date Chevron.

Scholarship Patch/Chevron – all Chapters who begin or continue to endow their ASHRAE managed Scholarship. The Chapter receives a Patch the first year the scholarship is created and all subsequent years will earn a date Chevron.

Treasury Ribbons:

-Gold Ribbon for \$10,000 or larger chapter investment

-Silver Ribbon for \$5,000 to \$9,999 chapter investment

-Bronze Ribbon for \$2,500 to \$4,999 chapter investment

-Top Five by Chapter Size:

-Five Categories: Total Dollars Raised, Goal, Challenge, PAOE, and \$ per Member

-The overall highest percentage winner for each category receives a personalized award

-Each category has 4 size levels based on paid members: 0-99, 100-249, 250-499, 500+

-Out of those levels there is the size winner (highest percentage for that size) that receives a gift.

-And each size level has 4 runners-up that also receive a gift