

Historic Pittsburgh Maps Collection - 1

Revision: 2.2 – June 2003

1. Acquiring Maps

A tracking spreadsheet for all Hopkins volumes processed by the DRL is found in the file `M:\HopkinsMaps\HM_mapslists.xml`.

Title, year, volume number, number of plates, and the lending institution (HWP, Darlington, or ASC) should be entered into the database. All steps of the map preparation, digitization, and mounting process should be entered as they are completed.

2. Disbinding and Cleaning

All volumes to be digitized are to be sent to the Preservation Department for disbinding.

Surface cleaning of individual plates will be done in the DRL by students and staff.

- White "Magic Rub" erasers are ground into powder with a lemon zester. The eraser powder is sprinkled on the maps and rubbed, by hand, in a circular motion. This will pick up a great deal of surface dirt and smudge without streaking colors on the map. *[As tantalizing as it may look, eraser zest is not recommended for use as a tasty and festive dessert topping]*
- For tougher stains, pencil marks, or for smudge along the borders of the plates, the Dry Cleaning Pad or a "Magic Rub" eraser stub are more suitable. Rub gently to prevent streaking or tearing of the plates.
- Be sure to brush off all powder and eraser residue.
- Remnants of old tape or other adhesive should be carefully removed using the spatula.

3. Shipment Preparation

Each shipment of Hopkins Maps to be sent to the vendor (Chapman Corp.) should have its own directory in `M:\HopkinsMaps` where the shipping list for each volume is stored.

The shipping list created in *Microsoft Word* will identify the title of the Hopkins Map, the lending institution, the title of each plate, the file name of each plate, dimensions of the plates, and any special notes regarding handling. The shipping list will be named based on the lending institution, the year the volume was printed, and its volume number or vicinity.

Example: A volume from HSWP that was printed in 1890 and is the second volume from this year would be named ***HSWP_90v02.doc***. A volume from ULS that was printed in 1900 and covers the Southeast Vicinity of Pittsburgh would be named ***ULS_00vse.doc***.

The filename for each plate that is to be scanned by the vendor will be named based on the year it was printed, its volume number or vicinity, and the native plate number.

Example: Plate 16 from 1900 vol. 2 would have the filename of ***00v02p16***. Plate 4a from 1923 vol. 2 would have the filename of ***23v0204a***. Plate 10 from the 1905 Southeast Vicinity volume would be ***05vsep10***.

All file names will use lower case letters. Note that this is different than previous conventions where SE was used to represent the Southeast Vicinity volume and NV was used to represent the Northern Vicinity volume.

The DRL will package the maps in oversize boxes for shipment. The Shipping list for each volume will be included in the box. Fragile plates should be interleaved with buffered paper. The scanning vendor will pick up and deliver the maps.

4. Quality Control

Upon return of the maps and their image files to the DRL, the files will be checked to insure that they meet the following standards.

- The files are scanned at 300 dpi.
- The files are named correctly, according to the shipping list. The digital files should correspond to the original images.
- Skew from the original is less than 1%.
- The smallest typeface (1 millimeter lower case) is legible when image is viewed on a high resolution monitor at 100% view.
- The images have been cropped to remove darkened edges at the borders.
- The range of colors and tones reflects the original.

5. Digital Editing

Insert the vendor CD and open the first map in *PhotoShop*. Check the image for obvious defects such as tears, pencil markings, uneven borders, and tape marks. Fixing these blemishes should not alter the informational content of the maps. Also, be careful not to alter the dimensions of the map by cropping, because building co-ordinate metadata is measured from on the full sheet of the paper map.

The following is a list of *PhotoShop* tools that are used most frequently in digitally editing the maps:

- **Eyedropper**: use this tool to copy any color from the map.
- **Paint bucket**: this fills in a defined area with a selected color.
- **Rubber stamp**: this is an excellent tool for covering up tears or removing blemishes.
- **Zoom**: click on an area to zoom in. This makes editing smaller or tricky areas much easier.
- **Magic wand**: this automatically selects an object with a clearly defined border, such as an outlined plate on the index map or the maps outer edge. *Make sure that the object does indeed have a clearly defined border that is closed, or the magic wand will mistakenly select the entire map.*
- **Paint brush** and *airbrush tool*: use these to paint an area of the plate with a chosen color (*eyedropper tool*). You can change brush type if you want a finer or thicker edge.

6. Burning Edited Maps to CD-Rs

When all the plates in a volume have been edited, they are to be burned onto CD using the CD burner and the *Adaptec Easy CD Creator* software. Try, as much as possible, to duplicate the grouping of files as they are on the CDs delivered by the vendor. For example, a CD returned by the vendor may contain plates 17, 18, and 19--try to create the same grouping for the burned CD.

1. Place a blank CD in the burner and open *Easy CD Creator* in *Programs*.
2. Cancel out the *Wizard* that pops up.
3. Be sure you are in *Data CD Layout Tab*. This will allow you to view *Explorer* (top window) and the contents of the Data CD Layout (bottom window). To add your edited files to the Data CD Layout, drag the selected items from Explorer down to the Data CD Layout Window.
4. In the *File Menu*, click on *Create CD*. An option menu box will appear. Choose *Test and Create*. Press OK.

5. The CD burning will take a while. Go have some coffee or smoke 'em if you got 'em.
6. To start burning a new CD, click on *New CD Layout* in the *File Menu*. *Don't Save*.
7. Label CDs.