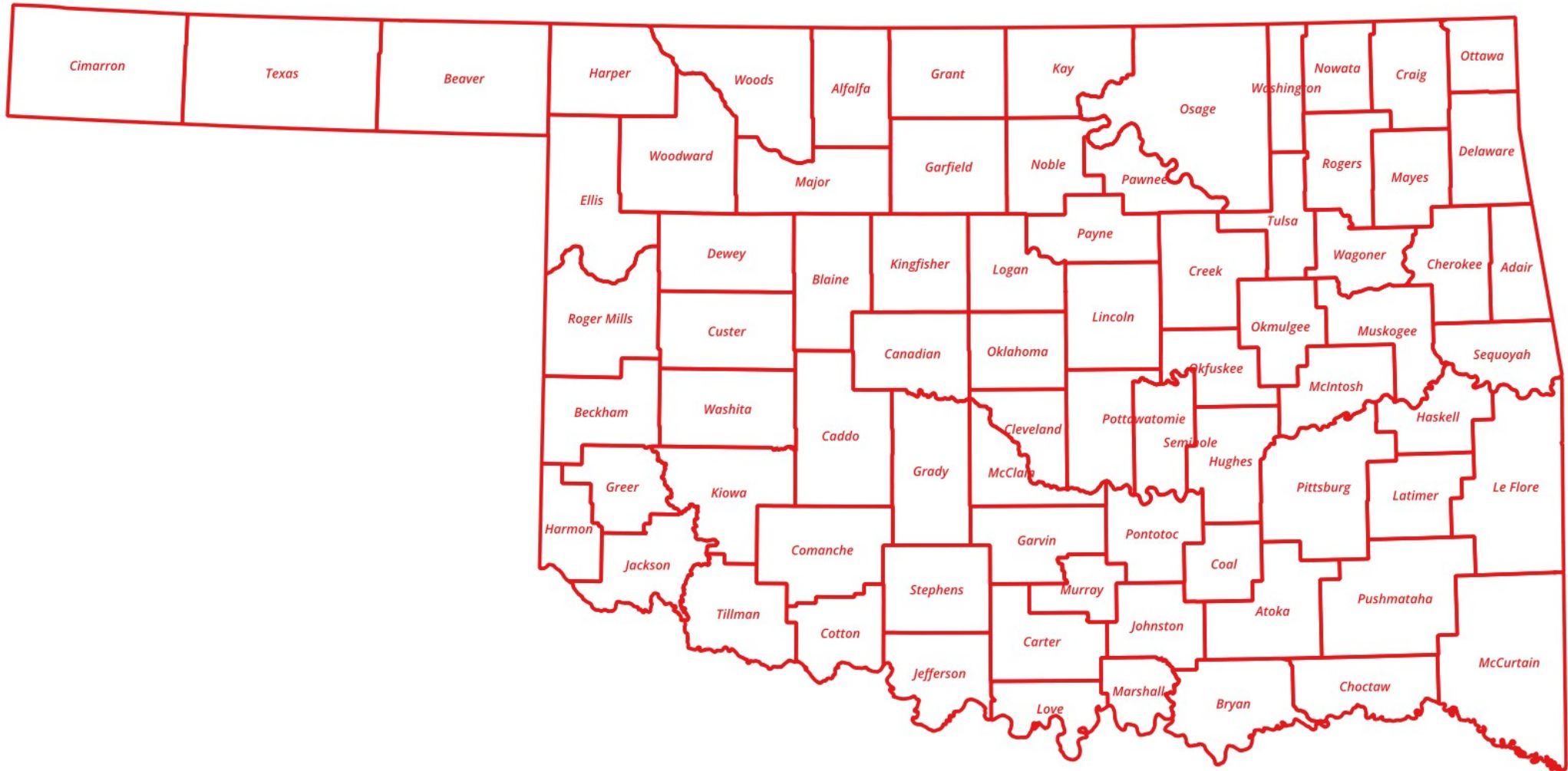# OWLL SCANNING PROJECT

OWLL has begun a volunteer scanning project. We encourage all members to visit the library once a week and scan a township of logs. See the "Scan your own logs" how-to document on this website to familiarize yourself with the scanner. Read through this procedure to see how YOU can join the scanning project.

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The Goal:

- OWLL has embarked on bulk scanning of our well logs in an unconventional way.

- What this means in practice is that all logs will be scanned in the order that they sit on the shelf and stored under directories named for each township, like "25N02W."

- This document describes how to create and store log files in the right way

- As townships are finished, the administrator will create subdirectories under each to group the logs by Section number

- The file names don't matter. We are allowing the scanner to auto-increment names, tremendously speeding up the scanning process. The average time to scan a well log using this method is less than 40 seconds

- At the finish of this project you will be able to track down well logs without having to know API#, operator, well name, etc. Choosing a Township, Range, and Section will bring up the first available log. You can then page through the rest of the scanned logs in the Section to locate the one you want.

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Procedure:

1- In the root directory ("C:\") of the computer, navigate to the "c:\townships" subdirectory using Windows Explorer.

2- Create a new directory under this one to hold new scans. (Right-click in the Explorer window and select "New" and then "Folder.") Name it using 6 characters, like this:

        25N02W
        01S01E
        17N12W
        etc.

The path to your new subdirectory would then look like this, for example:

c:\townships\25N02W

3- In the WGT software, enter the same path name as the destination for scans.

4- Make sure that the WGT software is set to auto-number and auto-increment file names.

5- Also make sure that the WGT software is set for 300 dpi grayscale scanning of 5" wide logs (adjust this width upward if you need to).

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6- Start a log into the scanner, face-down, and then clock the "WGT Scan" button. Verify the scanner properties in the window that pops open, then click the "scan" button.

7- As you approach the end of the current log going through the scanner, get the next log ready. If you can start feeding it within a few seconds after the first log completes, the software will create a new file name and start scanning the next log into it. If you don't start the following log fast enough, no problem. Just click the "WGT Scan" button again and then the "scan" button on the pop-up window.

8- If a log misfeeds, or tears, or doesn't unfold properly, simply fix the problem and rescan it. Don't worry about finding and deleting the botched scan file. The point is to keep scanning, not stop to make corrections.

9- It is slightly faster if you set the WGT software's "XFER Mode" to "File" (it's a radio button on the software's main form). This setting will prevent the software from loading the scan into memory and displaying it on the screen. Scans will continue to accumulate under incremented file names on the computer's hard disk.

10- Use this binder's sign-in sheet to write your name, date, and the townships you've completed or are working on. This keeps other users from duplicating your efforts, and you theirs. Also put an "X" on the county map in the binder, to show the township is done.

EXAMPLE: the 'X' shows that all logs in Township 25N02W have been scanned