

iDigital

Everything in Digital Format



K2 ENTERPRISES

CONTINUING PROFESSIONAL EDUCATION FOR ACCOUNTING AND FINANCIAL PROFESSIONALS

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Welcome to iDigital

- An i in front of any word means personal. iPod, iPhone, iMac, etc.
- In this session, we will look at ideas to attempt to get everything digital
- Maintain everything in a useable digital format
- This session is all about personal needs, not business or corporate solutions.



Business Document Management

- www.totallypaperless.com
- www.accountingsoftwareworld.com
- www.cpafirmtech.com

For those looking for business level digital document management, we offer the above sites as reference.



Clear the Clutter

iDigital: to have as much information as you can handle in electronic format

- For some, it is just digital pictures, etc.
- For many, it is a mix of digital and paper
- For the few, it is a completely digital world with almost all documents available from almost anywhere via wireless and PDAs
- For all, it needs to be about maintaining access to data as our technology migrates different tools



What Is Needed/Wanted

- Resolution & Image Type are the biggest decision!
- Image size for graphics (resolution)
 - Maintain graphic quality (integrity, highest)
 - Maintain print quality (readability, 300 dpi max)
- File type
 - BMP, JPEG, TIFF, PDF, GIF, RAW etc.
- We recommend two Industry standards:
 - JPEG (pictures, graphics)
 - PDF (documents)



Why Not TIFF?

- Twain compliant scanners are great for business needs
- Twain compliant devices commonly output TIFF files
- TIFF files are large and very detailed
- TIFF is not a common exchange format for personal needs
- A TIFF file can be 10X that of a similar JPEG file



Resolution

- Both Good & Bad
- Image size can fill up volumes quickly
- Image size can make files hard to store, transfer, handle
- Pick minimal resolution to meet needs
- If unsure, use higher resolution



Basic Hardware

- Desktop scanner
- MFP device (you will need, copy, fax, scan, print)
- Computer with USB, SD, MMC, card readers
- Digital Camera
- USB drive



Advanced Hardware

- Slide/negative scanner
- VHS to DVD converter
- SCSI to USB converter
- High quality screen
- Digital Pens
- HD Camcorders/Cameras
- Media reading docks/centers
- Large External Drive – USB, eSATA, FireWire



Personal Document Management

- Windows Explorer
- ScanSnap Manager - [Fujitsu](#)
- Neat Desk – [Neat Receipts](#)
- PaperPort Pro – [Nuance](#)
- Presto! PageManager Pro – [Newsoft America Inc.](#)



Adobe Acrobat

- Free Adobe Reader 9.x
- Acrobat Standard 9.x
 - Must for simple editing PDF files
- Acrobat Pro 9.x
 - Adds more power such as Redaction & Compare Documents
- Acrobat Pro Extended 9.x
 - Multi-media features



Problem – Note or Receipt Too Small or Damaged?

- Tape to full size sheet
- Copy on copy machine
- Scan copy
- or
- Use flat bed scanner



Problem - Document Source Fragile

- Old documents propose a serious issue.
- Do you digitize or not?
- Flat bed scanning is probably best, but, will usually create a larger more cumbersome file than desired.
- You can simply copy first, then scan the copy.



Electronic Notes

- Scanned images of paper, books, etc.
- Notes on PDA
- Notes on Tablet
- Notes in Outlook
- OneNote
- Notes with Digital Pen



Tablets (Pads)

- Amazon - Kindle
- Sony - Reader
- Apple - iPad
 - Almost any file can get translated and transferred to these devices
 - Books, newspapers
 - Think, convert your own data!
 - Many people prefer to read media with tablets



Digital Pens

- 2-4 GB memory
- USB connectors
- Infrared camera
- Microphone/speakers built-in
- Record audio as you type text
- Replay audio by tapping on notes
- Record just text or just audio
- Requires special paper
- Transcribe legible written notes to text
- Save both text and audio on computer
- Share via Flash, PDF, audio files
- Pencasts



Everything in Outlook?

- Outlook 2007 Inside Out – Microsoft Press
- Total Workday Control Using Microsoft Outlook – Michael Linenberger
- Take Back Your Life! – Sally McGhee & John Wittry
- Outlook 2010 - ??



MS Office Data Issues

- Office 2007 & 2010 does not support the following file formats that were very popular in the 90s and early 2000s:
 - Lotus
 - Quattro Pro
 - dBase
 - WordPerfect
 - WordStar



Office 2003

- We recommend that you keep a copy of Office 2003 either on a separate system or running in a virtual machine as a method of converting old files previously mentioned. Office 2003 can open all those files and then save them in a newer format which Office 2007 & 2010 can then open.



Floppy Drives

- 8" and 5.25" floppy
 - Try to buy or find an old system with a drive
 - Use a data recovery company
 - [Apex](#)
 - www.computer-convert.com
- 3.5" floppy – Buy an external USB floppy drive



Iomega

- Zip
 - Zip drives are still readily available with USB interfaces. Worst case, look to eBay to find one.
- Jazz
 - Not as easily solved. Jazz uses a SCSI interface that almost all PCs now cannot handle without a special card (desk systems) or a SCSI to USB converter which should work on all PCs.



The Mac

- Mac to PC
 - A Mac will read all PC formats natively except NTFS. There is an inexpensive third party tool to read NTFS. Put a PC drive in the Mac.
- PC to Mac
 - Put a PC drive in the Mac. Let the Mac do the converting.
 - Supported ports – USB (all), FireWire 400 & 800



Old Camcorder Data Can Pose Problems

Old proprietary camcorder data can be a problem. You might not have the application to open and/or convert the data to a current format.

1. Try to locate a device that will play the old media
2. eBay
3. Play/stream old media to another device.
4. Worse case scenario, project on wall/screen and re-capture
5. Val actually kept an old Hi-8 camcorder just for this purpose



Camcorder Tapes

- Beta
- VHS
- 8 & Hi 8
 - Best solution is to find or buy a player which should provide either an analog or digital output
 - All-in-one converter devices are available but they are expensive
 - Worse case, project on screen or wall and recapture!



Converting Old 8mm Film (Super-8) - Do It Yourself

- “Elmo 8mm transfer machine. Look to eBay from time to time. They usually sell for \$1500 to \$2000. You run the film just like in a normal projector. The machine projects the film onto a CCD cell, and the output is typical VHS quality output. You can feed this just like a live TV broadcast into something like the Phillips DVD burner” – quote from Google.
- Digital Dad Method - Youtube



Converting Old 8mm Film Services

- MyMovieTransfer.com
- Just8mm.com
- iMemories
- [Home Movie Depot](http://HomeMovieDepot)



Converting Old Slides or Negatives

- Do It Yourself - Slide/Film Scanner
 - [Canon CanoScan 8800F](#)
 - [Wolverine Data](#)
 - [Epson Perfection V300 Photo](#)
 - [Epson Perfection V700 Photo](#)
 - [Fujitsu ScanSnap S1500](#)



Converting Old Slides or Negatives

- Conversion Services for Document & Negatives
 - Pixmonix
 - Larsen Digital
 - Scan Cafe
 - Home Movie Depot



Seattle Film Works!

- Very popular film processing solution in the 70s, 80s, and 90s. Mid 80s they started sending out data on floppy drives then CDs.
- Uses a proprietary data file format
- Uses a proprietary client to access data
- Company now called PhotoWorks. They do not support the old SFW file format!
- Third Party Applications
 - SFWJPG Converter Windows
 - ImageMagick
 - Gimp



Old Photographs

- Damaged or fragile will need a flatbed scanner
Or
- High-quality color / b&w copy machine then scan the copy
- Most old photographs can be directly scanned even with a sheet feed scanner
- Including photographs that are fat!
- If you are unsure about feeding the photo to the scanner, use a flatbed scanner or the copy trick above.
- A poor (hungry) scanner can destroy a photo quickly ☹️



Windows Vista/7 Incompatible with Some Old Graphics Software

- Look for an upgrade to your existing graphics software
- Load and run Windows XP Mode
- Purchase VMware virtualization software and run the OS you need to run the graphics software. You can go all the way back to DOS 6.22 if needed.



Photoshop – Adobe

- Many versions of Photoshop
- Best application for iDigital
- Photoshop Elements
 - Newest version 8.0
 - Around \$80
 - Install on laptop and desk system
 - We recommend a good reference book or class
 - Even Photoshop Elements is quite complex



Why Photoshop?

- Fix pictures
 - Red eye
 - Clarity/Resolution + or -
 - Lighting
 - Remove or add elements & people
 - Whiten teeth 😊 , no kidding!
- Open and edit about any graphic format or type
- Save As in about any graphic format or type

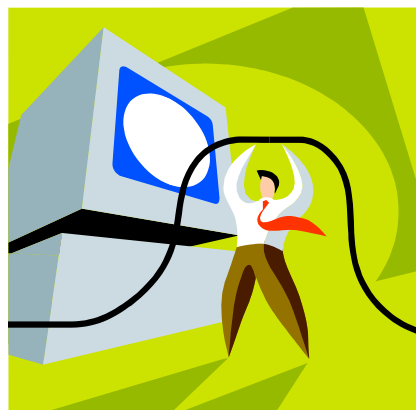


Paint – Microsoft (Don't forget Paint)

- Free accessory in all Windows versions
- Look in Start, All Programs, Accessories
- Easy to use
- Rotate, crop, select, resize
- Draw, cut, paste, etc.



Questions?



Digital Photography References

- Digital Photography All In One for Dummies – David D. Bush
- Digital SLR Handbook – Rob Sheppard
- Pro Photographer's D-SLR Handbook – Michael Freeman
- Digital & Hybrid Scrapbooking - Patty Debowski
- Digital SLR Pro Secrets – David D. Busch
- Photoshop Elements - Adobe



Hardware Used

- HP Color LaserJet MFP CM 1312 nfi
- ScanSnap S 510
- ScanSnap S 1500
- Cannon CanoScan 8800 F
- iPhone 3GS
- Various Desk & Laptop Computers
- Nikon COOLPIX S6 Digital Camera
- Nikon D80 DSLR
- Nikon D 3000 DSLR
- SanDisk 32 GB USB Thumb Drive



Hardware Used (cont)

- Sony HD HVR-A1U Video Camera
- Sony Video Cassette Recorder/DVD Recorder RDR-VX535
- Brother QL 580N
- Pulse Smartpen 2GB Digital Pen – Livescribe
- Lacie External USB Floppy Disk Drive
- Kodak Zi6 camcorder
- Various USB thumb drives 5-30GB
- FreeAgent Extreme External Drive – USB, eSATA, FireWire ,1.5TB



Videos

- Personal document management
- Damaged document tricks
- Old/precious document tricks
- Scanning different size papers
- Converting VHS to DVD
- Converting old slides negatives
 - Slides
 - Negatives
 - 35mm
 - 45 mm
 - 120 roll film strip
- Converting floppy data
- Large capacity external drives
- Digital Pens

