# Training Checklist

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NetID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Watch the following videos. After watching the first video following the instructions that it demonstrated to you. You will have to do this setup each time you sit at a new computer.

## Set Up Abbyy and Word

## AMS Database

## Abbyy Overview

## Zoning

## Table Video

Watch the training video for each conversion type. After you watch the video, convert the first file. Put your time in the database. EMAIL Angie once you have saved and closed your file letting her know that you have completed it. Start working on the second file in the same conversion type. If you have not heard back from Angie regarding any mistakes made in the first file, stop by her office and request that this is done immediately. Repeat for the third file. YOU MUST DO ALL THREE FILES FOR EACH CONVERSION TYPE!

Word Easy: 01ch\_reynolds: 02ch\_reynolds: 03ch\_reynolds:

|  |  |  |
| --- | --- | --- |
| Date | Trainer | I understand how to…. |
|  | **→** | ***Create a template*** |
|  | **→** | ***Load a template*** |
|  | **→** | ***Read document*** |
|  | **→** | ***Check for OCR mistakes*** |
|  | **→** | ***Export to Word (docx)*** |
|  | **→** | ***Run Macros (Always check for correct macro)*** |
|  | **→** | ***Do Heading Markup*** |
|  | **→** | ***Add Copyright Statement*** |
|  | **→** | ***Change Author and Title for meta data*** |
|  | **→** | ***Do Final Check*** |

Word Medium: 01ch\_craft: 03ch\_craft: 06ch\_craft:

|  |  |  |
| --- | --- | --- |
| Date | Trainer | I understand how to…. |
|  | **→** | ***Zone a file*** |
|  | **→** | ***Read document*** |
|  |  | Check for OCR mistakes |
|  | **→** | ***Add annotations*** |
|  |  | Export to Word (docx) |
|  |  | Run Macros |
|  |  | Do Heading Markup |
|  |  | Add Copyright Statement |
|  |  | Change Author and Title for meta data |
|  |  | Do Final Check |

PLEASE STOP HERE AND WATCH THE MATH VIDEO!! FROM NOW ON WHEN YOU CONVERT MATH, YOU MUST FOLLOW THE GUIDELINES FOR MATH CONVERSION IN THIS VIDEO.

Word Hard: 02ch\_hester: 05ch\_hester: 08ch\_hester:

|  |  |  |
| --- | --- | --- |
| Date | Trainer | I understand how to…. |
|  |  | Zone a file |
|  |  | Read document |
|  |  | Check for OCR mistakes |
|  |  | Add annotations |
|  |  | Export to Word (docx) |
|  |  | Run Macros |
|  |  | Do Heading Markup |
|  | **→** | ***Add Alt-text*** |
|  |  | Add Copyright Statement |
|  |  | Change Author and Title for meta data |
|  |  | Do Final Check |

Word MATH: 02ch\_bechtold: 04ch\_bechtold: 06ch\_bechtold:

|  |  |  |
| --- | --- | --- |
| Date | Trainer | I understand how to…. |
|  | **→** | Zone a file ***capturing Math as images*** |
|  |  | Read document |
|  |  | Check for OCR mistakes |
|  |  | Add annotations |
|  |  | Export to Word (docx) |
|  |  | Run Macros |
|  |  | Do Heading Markup |
|  |  | Add Alt-text |
|  | **→** | ***Add Math using MathType*** |
|  |  | Add Copyright Statement |
|  |  | Change Author and Title for meta data |
|  |  | Do Final Check |

## Word Expert Poetry Easy-skip

|  |  |  |
| --- | --- | --- |
| Date | Trainer | I understand how to…. |
|  | **→** | ***Zone a file*** |
|  |  | Read document |
|  |  | Check for OCR mistakes |
|  |  | Add annotations |
|  |  | Export to Word |
|  |  | Run Macros |
|  |  | Do Heading Markup |
|  |  | Add Alt-text |
|  |  | Add Copyright Statement |
|  |  | Do Final Check |

## Word Expert Poetry Hard-skip

|  |  |  |
| --- | --- | --- |
| Date | Trainer | I understand how to…. |
|  |  | Zone a file |
|  |  | Read document |
|  |  | Check for OCR mistakes |
|  |  | Add annotations |
|  |  | Export to Word |
|  |  | Run Macros |
|  |  | Do Heading Markup |
|  |  | Add Alt-text |
|  |  | Add Copyright Statement |
|  |  | Do Final Check |

Word FM: fm\_bueno: fm\_dunsky: fm\_harris: fm\_myers: fm\_rauber: fm\_zumdahl:

|  |  |  |
| --- | --- | --- |
| Date | Trainer | I understand how to…. |
|  |  | Zone a file |
|  |  | Read document |
|  |  | Check for OCR mistakes |
|  |  | Add annotations |
|  | **→** | ***Remove Eye-candy*** |
|  |  | Export to Word (docx) |
|  |  | Run Macros |
|  | **→** | ***Do Heading Markup-SECTIONS/PARTS/CHAPTERS are***  ***ALWAYS HEADING 1*** |
|  |  | Add Alt-text |
|  | **→** | ***Create Copyright Statement*** |
|  |  | Do Final Check |

Word EM:

|  |  |  |
| --- | --- | --- |
| Date | Trainer | I understand how to…. |
|  |  | Zone a file |
|  |  | Read document |
|  |  | Check for OCR mistakes |
|  |  | Add annotations |
|  |  | Export to Word (docx) |
|  | **→** | ***Run Macros (fm/linebreak)*** |
|  |  | Do Heading Markup |
|  |  | Add Alt-text |
|  |  | Add Copyright Statement |
|  |  | Change Author and Title for meta data |
|  |  | Do Final Check |

Word Likert Scale:

In this file only convert the likert scales, not the other text.

If there is something that is Likert scale-like, please remove the checkboxes and use a transcriber’s note. EXAMPLE: The following transcriber’s note should be put in chapters for Likert scales:  
[TRANSCRIBERS NOTE:  THIS IS A LIKERT SCALE RANGING FROM 1-9. 1 CORRELATES TO “NOT AT ALL TRUE”, 5 CORRELATES TO “MODERATELY TRUE” AND 9 CORRELATES TO “DEFINITELY NOT TRUE”. YOU WOULD ANSWER BASED ON YOUR FEELINGS IN THE RANGE OF 1 THROUGH 9]

Please change “correlates to” wording to represent your Likert Scale.

Word Alternative-text:

Creating good alt-text is an art-form. There are some guidelines that you should follow and keep in mind while producing alt-text.

* Every image should have either alt-text or a null set (“ “)
* Be accurate and equivalent in presenting the same content and function of the image.
  + This includes spelling and grammar.
* The correct content and function of the image should be presented as succinctly as is appropriate.
* Do not be redundant or provide the same information as the text within the context of the image.
* Do not use the phrases “image of…” or “graphic of…” to describe the image.
* If the fact that an image is a photograph or illustration, etc. is important content, it may be useful to include this in alternative text.
* Include key elements in the alt-text such as style, setting, focus, dress, facial features, objects, and aesthetics, when appropriate.
* Describe shape, size, texture, or color, as appropriate to the comprehension of the content.
  + Identify color when it is vital to the comprehension of the content.
  + When describing color, use basic colors and shades.
* Consistently identify people/characters by names, if known.
  + When relevant to the content, describe individuals by using the most significant physical characteristics.
  + Identify race or other potentially sensitive characteristics when they are relevant and meaningful to the image.
  + Describe discernable attributes and expressive gestures, but do not describe what is inferred by them, such as emotional states.
* To explain basic concepts, use vocabulary that is meaningful to students who are blind or visually impaired. For example, refer to direction in terms of proximity to landmarks, position (in front/behind/left/right), clock analogies (at 3 o’clock), and cardinal directions (to the North). References to distances might include personal referents (“The length of your arm”) and standard measurements (e.g., inches, feet, miles, or centimeters).
* Describe objectively without personal interpretation, censorship, or comment. Descriptive adjectives are important in enhancing a scene, but must not reflect personal view.

For further information use these two website:  
http://www.descriptionkey.org/  
http://webaim.org/techniques/alttext/

Word Flowcharts:

In these files only convert the flowcharts, ignore all other text on the pages.

Most flowcharts should be done as images and Alt-text done in word once you have saved the document from ABBYY to word. Some flowcharts can be done as a table or text with transcribers notes added to explain the charts movement. If you are unsure if it should be an image, table or text please ask Angie or Ann for the best way to capture them.

Word Tables:

In these files only convert the tables, ignore all other text on the pages.

Tables should be done as tables in ABBYY making sure information is put in the correct cell along with images and any annotations for them inside the cell. Table 0.0 would be on the outside of the table along with text following it (EXAMPLE: Table 0.0 Major Provisions …). Sources and notes would have [BEGIN/END CAPTION] (EXAMPLE: SOURCE: Robert Langran and Martin Schmitzer, … NOTE: Absolute values of … FOOTNOTES a, b or \* represents/denotes …)

Word Coursepacks: Hills: Kochen: Spector:

|  |  |  |
| --- | --- | --- |
| Date | Trainer | I understand how to…. |
|  | **→** | ***Delete text not needed at the beginning and end of articles*** |
|  |  | Zone a file |
|  |  | Read document |
|  |  | Check for OCR mistakes |
|  |  | Add annotations |
|  |  | Export to Word (docx) |
|  |  | Run Macros |
|  | **→** | ***Do Heading Markup*** |
|  |  | Add Alt-text |
|  | **→** | ***Add Copyright Statement*** |
|  |  | Change Author and Title for meta data |
|  |  | Do Final Check |

PDF1: fm\_curtis 01ch\_6\_curtis

|  |  |  |
| --- | --- | --- |
| Date | Trainer | I understand how to…. |
|  |  | Create a template |
|  |  | Load a template |
|  |  | Read document |
|  | **→** | ***Export to PDF (settings)*** |
|  | **→** | ***Renumber Pages*** |
|  | **→** | ***Insert Copyright Statement*** |
|  | **→** | ***Reduce File Size*** |

## Compile the Book

Go into the Converted Books drive > Books working > Daily Notes > read the Daily Notes Word Document (best to read from the bottom up). It is your responsibility to read it at the start of every shift. Failure to do so will result in you having to reconvert materials. Please start at the bottom and work your way up, new entries are added to the top of the document. Once you are finished reading that file please bring this paper and come and see Angie to complete your training.

## Miscellaneous:

|  |  |  |
| --- | --- | --- |
| Date | Trainer | I understand…. |
|  |  | How to fill out timesheet, and where to leave them |
|  |  | I should ALWAYS read DAILY NOTES first |
|  |  | I understand that if there is more than one format needed for a file, I am responsible for completing both. (usually pdf and word/daisy/rtf/kindle) |
|  |  | Scanned books and Converted books drives, how to map, access and their organization |
|  |  | How to sign-in, reserve items, and take out finished work in the database |
|  |  | Load file in Abbyy Fine Reader |
|  |  | Change Abbyy Fine Reader settings |
|  |  | Save and reopen works in progress (books working) |
|  |  | Proper annotations |
|  |  | How to determine zoning order and placement |
|  |  | How and where to save a Word/PDF/RTF File (##ch\_pg##\_##\_author) |
|  |  | How to handle footnotes and MathType |
|  |  | How to add the macro to Word |
|  |  | How and when to do alt-text |
|  |  | How to change Headings in Word |
|  |  | How to create a copyright statement (coursepack) |
|  |  | How to insert a copyright statement |
|  |  | How to replace extra paragraph spaces in word after running the macro (^p^p with ^p) (wildcards) |
|  |  | How to take out line breaks if they were left in (^l with ) (wildcards) |
|  |  | Who to ask for answers to questions |
|  |  | How to crop a PDF |
|  |  | Quotes should ALWAYS be indented |
|  |  | Who to notify in case of missing work |
|  |  | When the Dailynotes should be consulted |
|  |  | How to use the whiteboard and notebook |
|  |  | Who to notify when whiteboard work is missing or incomplete |
|  |  | How to denote a definition in a sidenote |
|  |  | What to do with eyecandy |
|  |  | How to use Ditto |
|  |  | How to make certain word file as a .docx |
|  |  | Kindle |
|  |  | Course Packet/Articles |

Now you are ready to work on real files. Remember to reserve things off the whiteboard/notebook first. Then add your time to the time that was on the board when you are finished. All things that appear on the whiteboard/notebook must have their completed time put into the notebook. Please remember to put your unfinished work on the Whiteboard/notebook at the end of your shift.