

PIM 2022-012 – Attachment 6
Scanning Tract Book Documents for GLORAS

GLO Track Book System (TBS) works with image files that you will create using third-party scanning applications. Scanned tract book images shall be scanned at minimum 300 DPI, 24bit color and saved as uncompressed TIF file format.

Directory structure for tract book documents:

\\blm\dfs\loc\GLO\TBS_Deliverables\<<State folder>\

File name format for tract book documents:

Scanned images should be placed in the TBS Import directory when completed if not scanned there directly. The directory should consist of many sub-directories, each sub-directory in the import directory is treated as a separate volume. The TBS Import will import the images in directory sort order so it is critical to ensure that the images are numbered in the desired sequence. The name of the sub-directory and the individual file names are not interpreted for any volume or image information. Once a sub-directory has been imported it will be copied to the working directory for indexing. By naming the scanned image files in the desired order, repositioning when indexing is reduced if not eliminated completely.

Directory and Sub-Directory Example:

//Server Name/TBS Import/

 /Volume One

 MS1000N0001E0000_Spine.tif

 MS1000N0001E0000_1.tif

 MS1000N0001E0000_2.tif

 MS1000N0001E0000_3.tif

 ...

 /Volume Two

 MD1000N0001_01.tif

 MD1000N0001_02.tif

 MD1000N0001_03.tif

 MD1000N0001_04.tif

 ...

 /Volume Three

 Image_00001.tif

 Image_00002.tif

 Image_00003.tif

 Image_00004.tif

 ...

Import Order Example:

AL160010S0010E00000_1.tif

AL160010S0010E0000A_1.tif

AL160010S0010E00001_1.tif

AL160010S0010E00001_2.tif

AL160010S0010E00002_1.tif