# Capturing a Collection

## Overview

RecFind 6 has a full complement of electronic document and imaging features. This means it can be used to capture almost anything; for example:

1. You can key in details of an object using the keyboard
2. You can capture an electronic object (e.g., Word documents or photos) from your local file system
3. You can scan in an image from any TWAIN compatible document scanner
4. You can scan in photos
5. You can capture photos direct from any TWAIN compatible camera
6. You can capture information from a barcode

RecFind stores objects in a table called the EDOC table. An EDOC record contains both Metadata (textual information about the object) plus the object itself (e.g., a photo, a Word document, a scanned image of a page). An EDOC is sometimes referred to as an Attachment.

The EDOC Metadata (fields) is 100% configurable by you using the DRM – the high level tool supplied free with every copy of RecFind 6. You can add fields, rename fields, delete fields, make fields invisible, assign auto values to fields etc. using the DRM.

RecFind 6 also includes all the functionality you need to search for, view, print and manage your collection.
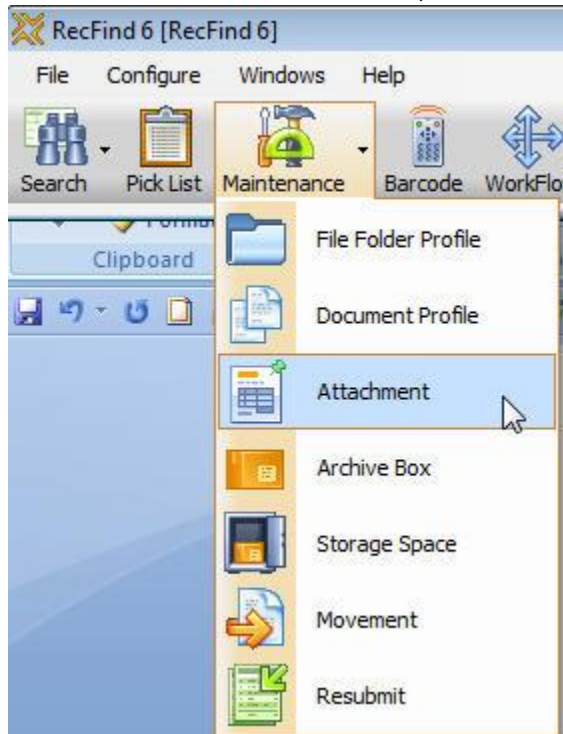
RecFind 6 uses SQL Server as its relational database. Note that free copies of SQL Server Express can be downloaded from Microsoft. SQL Server Express has been certified to work with RecFind 6.

## Example

We begin with the RecFind 6 toolbar
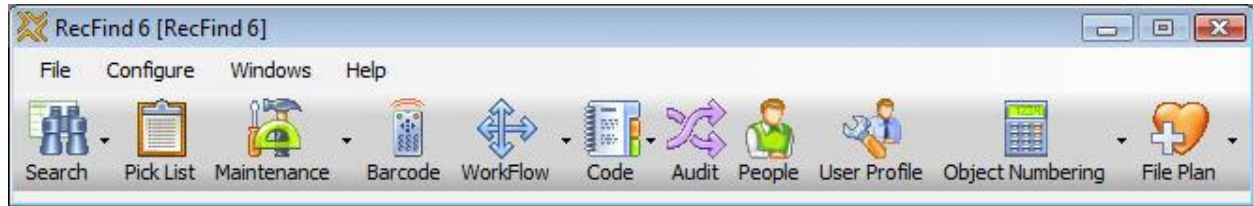


We select the Maintenance button, then Attachments as below:



We see this screen next (though yours may be empty of objects if you are just starting):



To begin capturing the details of an object click the Add button as follows:

You will see the following screen (I have compacted it so it fits in this page):



Remember that the fields you see above are the ones I am using. You can add fields, delete fields and change the caption (name) of fields easily and quickly using the DRM.

External ID is the name or number you assign to an object. You can enter text or you configure this field so it automatically generates a new number every time and object is added. I will leave it as text for this example.

Image is where you capture the object, either through scanning or reading from your local file system.

Note that we have lots of other ways to populate an EDOC record (e.g., the Button, the HSSM and RecScan); I am showing you the basic manual approach using the keyboard and mouse.
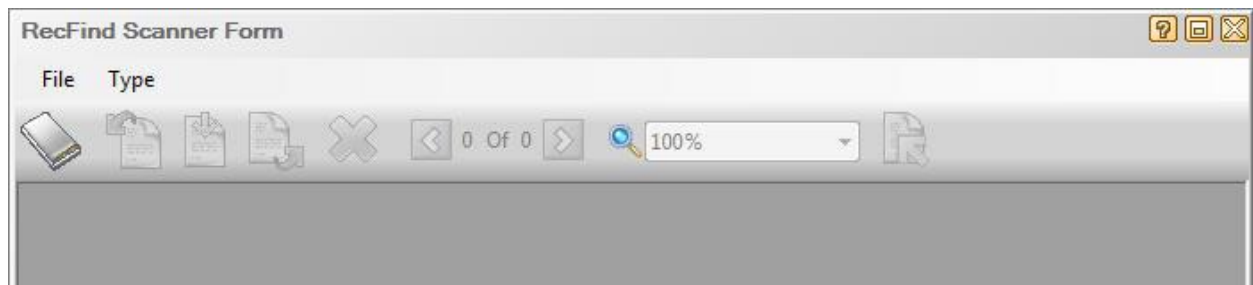
You click the  Read button to read from the file system.

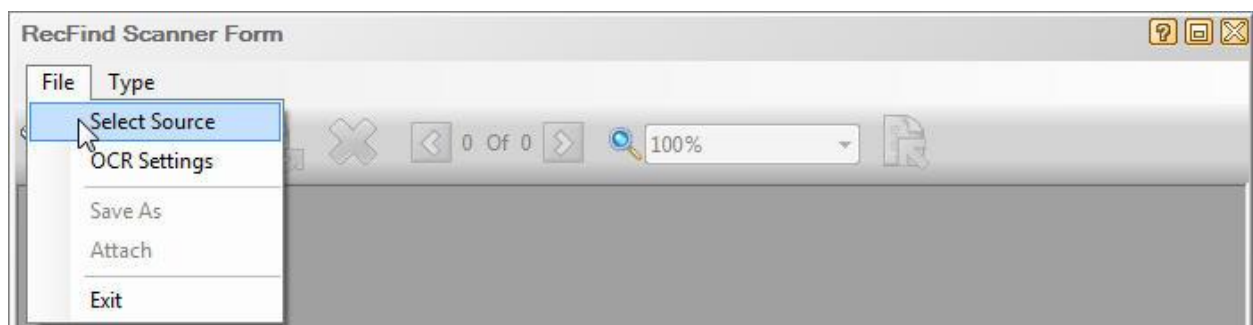You click the  Scan button to scan an object.
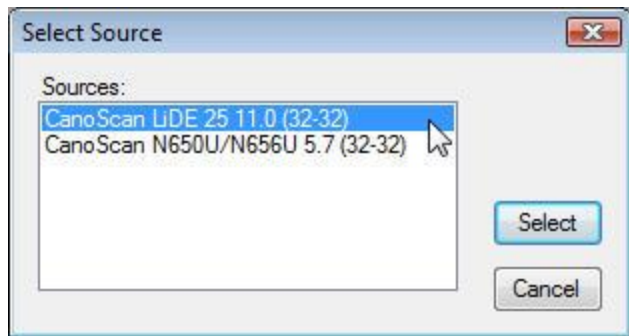
Let's use the scan button as an example.
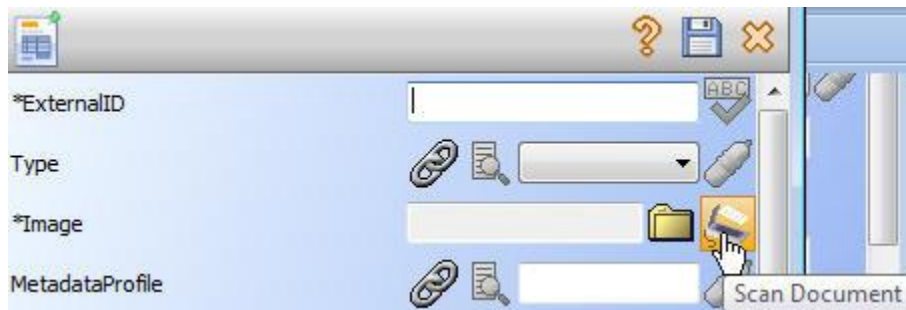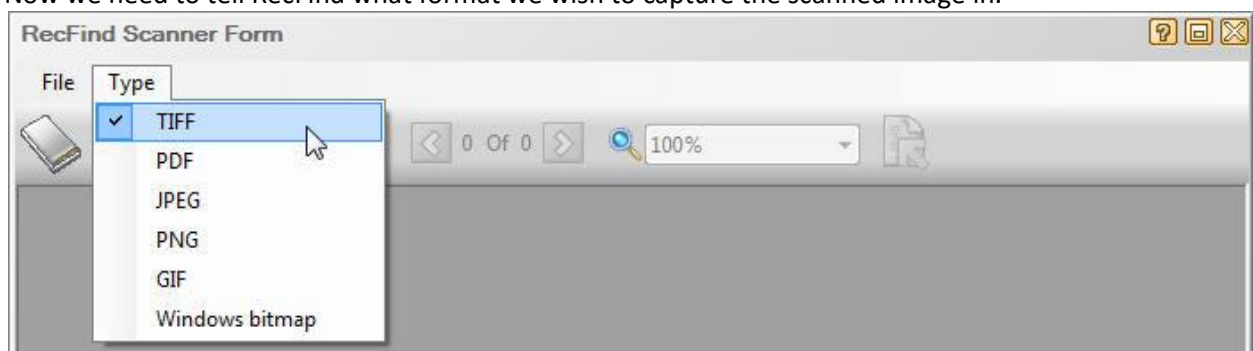


You will see the following screen:



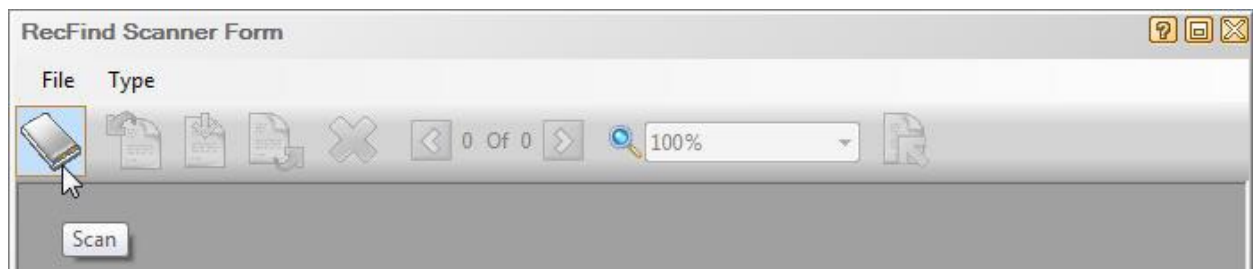Select your source if you have not already done so.

Click Select

Now we need to tell RecFind what format we wish to capture the scanned image in.



I have selected TIFF (the best one for documents and especially for multi-page documents).

Now we need to scan our object. Click on the Scan button.



The next screen you see will depend upon your scanner and its associated software. However, it will be similar to the following. Note that I have already clicked the preview button and you can see 3 objects, a business card, a calculator and a watch. Now that I have previewed them and am happy with the image I need to scan them and add them as an EDOC to RecFind 6.
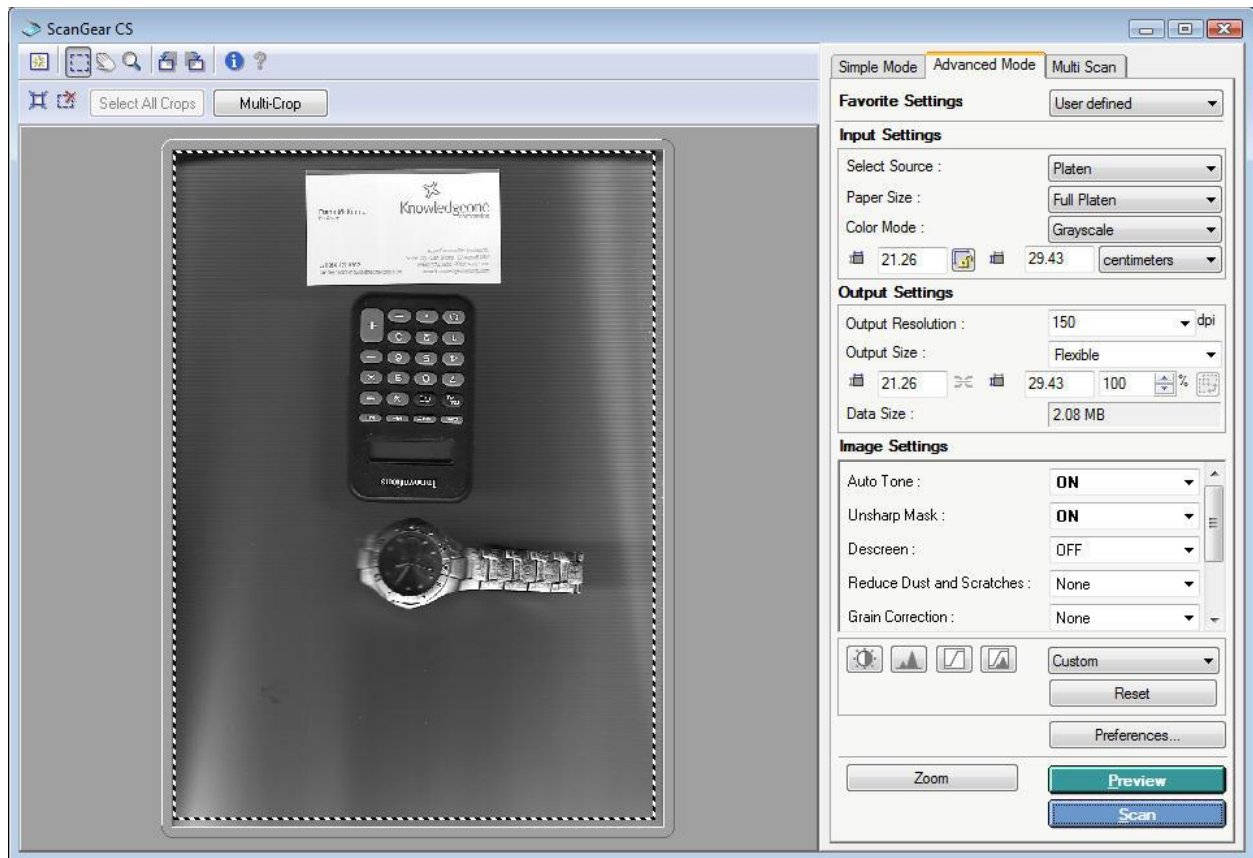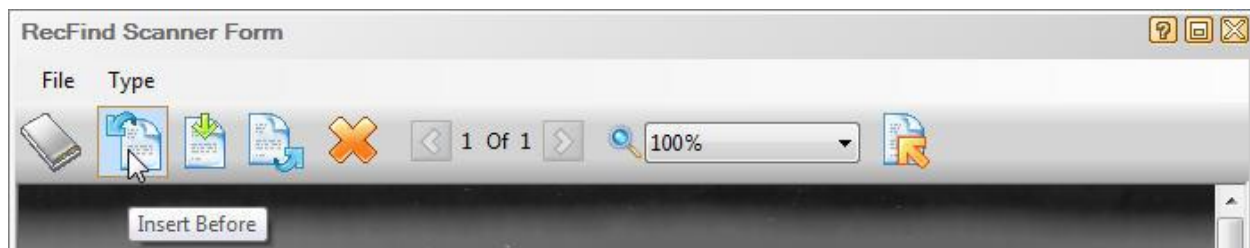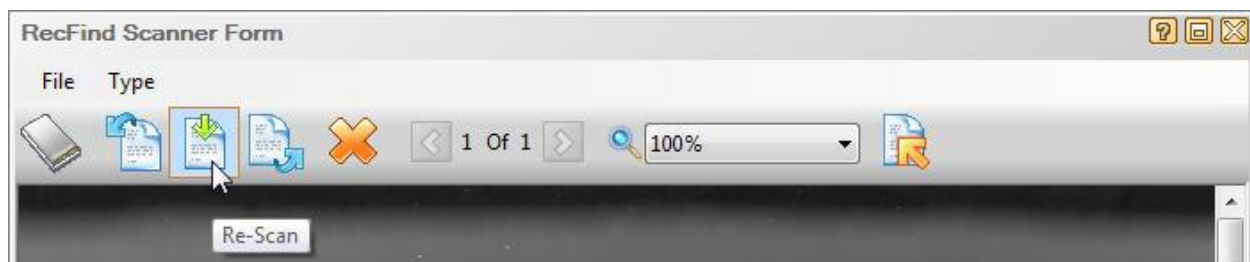
Click the scan button.

RecFind 6 displays its capture screen. It already has the image and now it is asking you what you want to do with it.
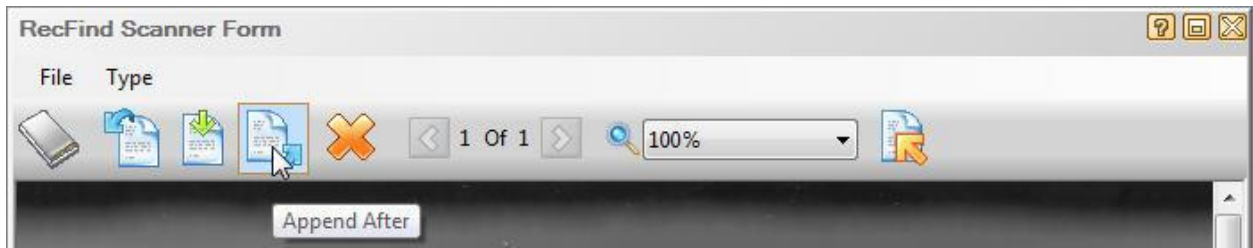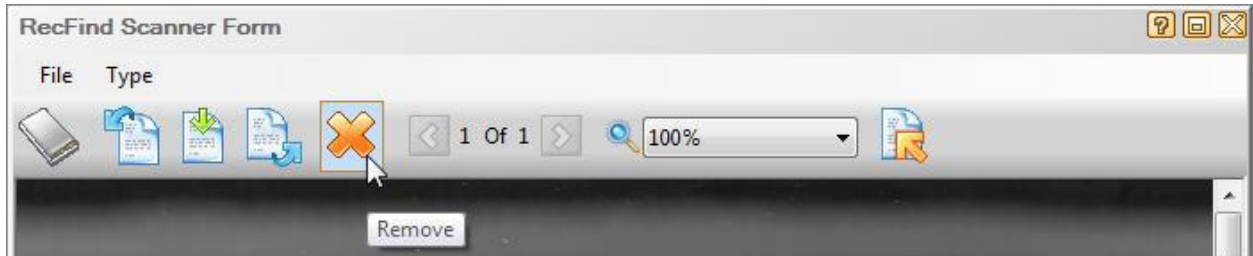
These are the options:



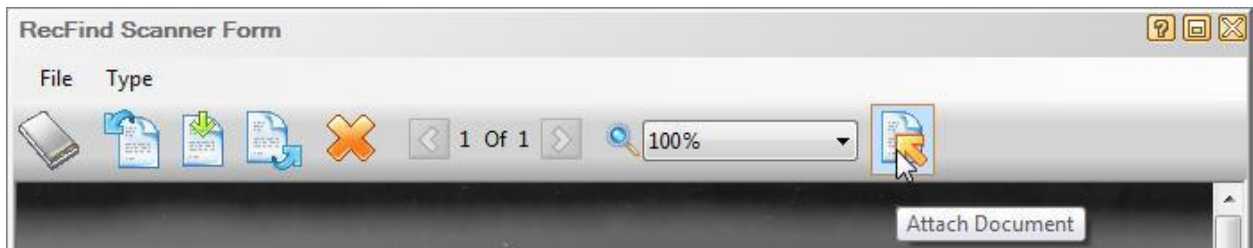That is, scan another image and add it before this one.



That is, re-scan it usually because you are not happy with the quality.

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Scan another image and append it after this one.



Remove (delete) this image.



Attach (add) this scanned image as an EDOC to the RecFind 6 database. This is what you would normally do when you are happy with the image.

We will click the attach button.

RecScan 6 displays the EDOC record ready for you to give it a name (External ID), add any additional Metadata and click OK. Notice how RecFind 6 has automatically populated as much Metadata as it can (e.g., original filename, published date, size, etc.).

Remember that you can any field you like in the Metadata form. You could add a description field, a provenance field, a date field for the date the object was 'discovered' or added to your collection, etc.

For our simple example I give it a name, "Frank's collection of objects" and click OK.
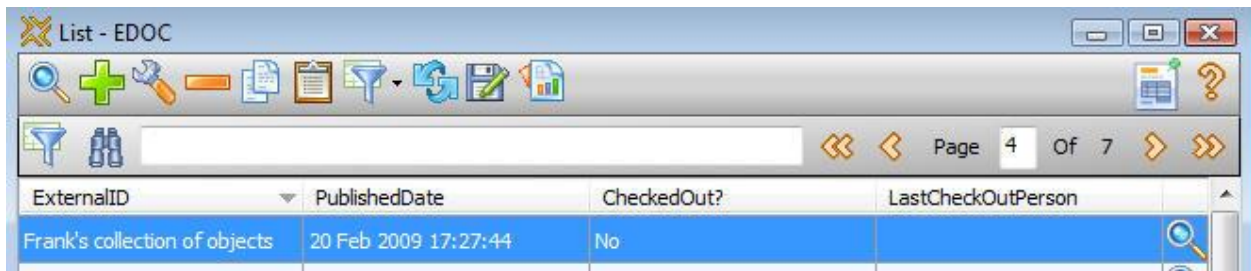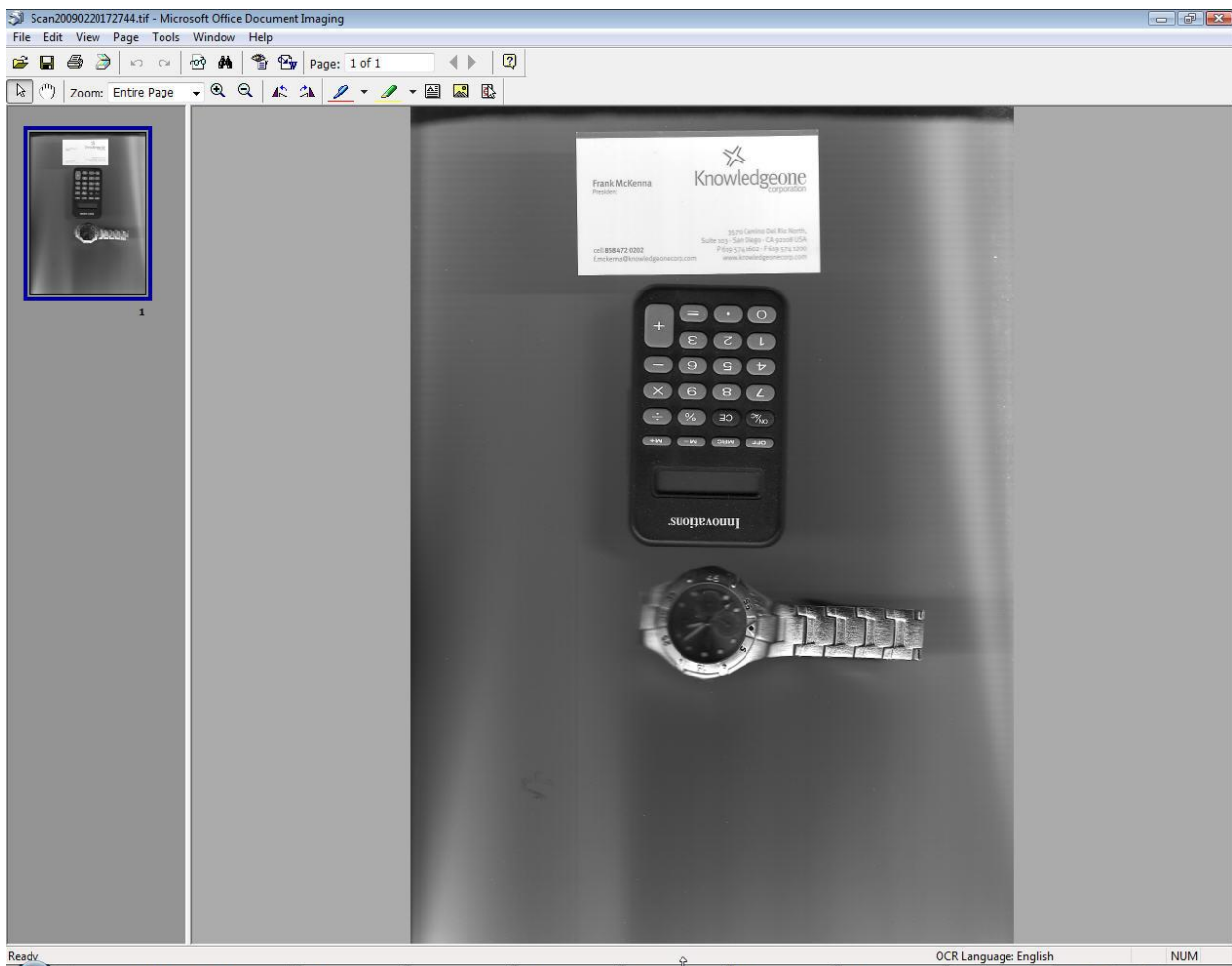
RecFind 6 adds the new record to its database and displays the maintenance screen with the last EDOC added at the top of the list.
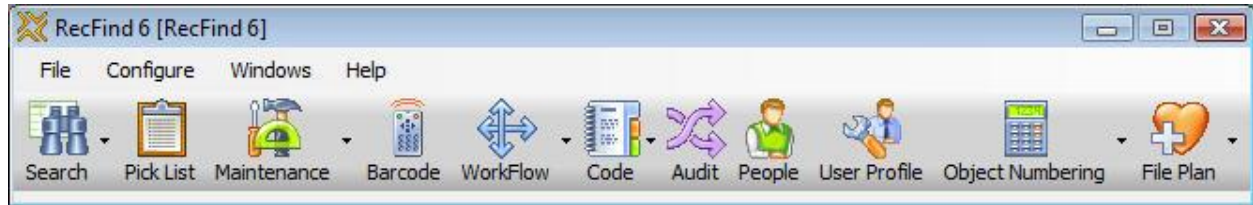
Now if I want to view the Metadata I just click on the text. If I want to just view the image I click on the magnifying glass icon.
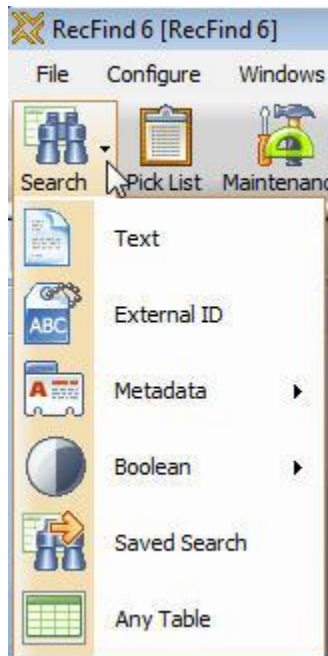


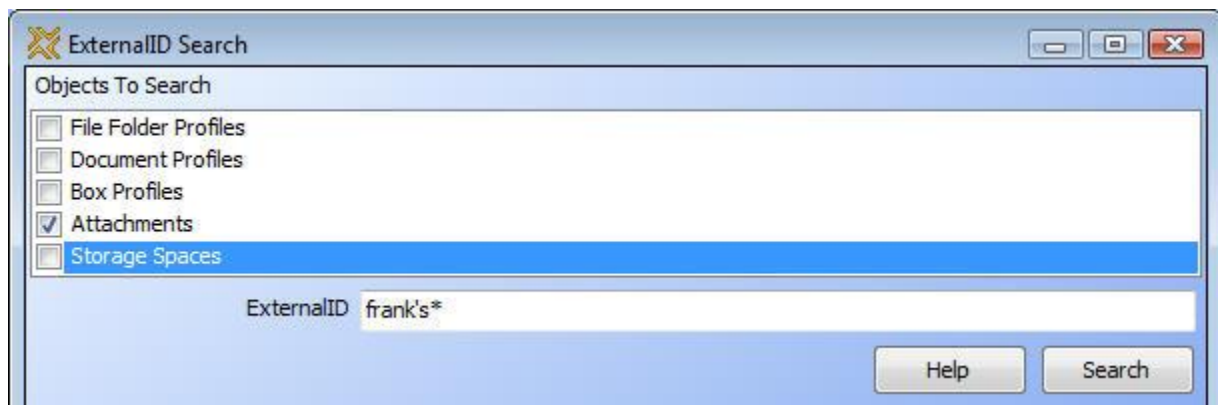Then RecFind 6 retrieves the image from our database and displays it.

You can search for this EDOC a using the Search functions.



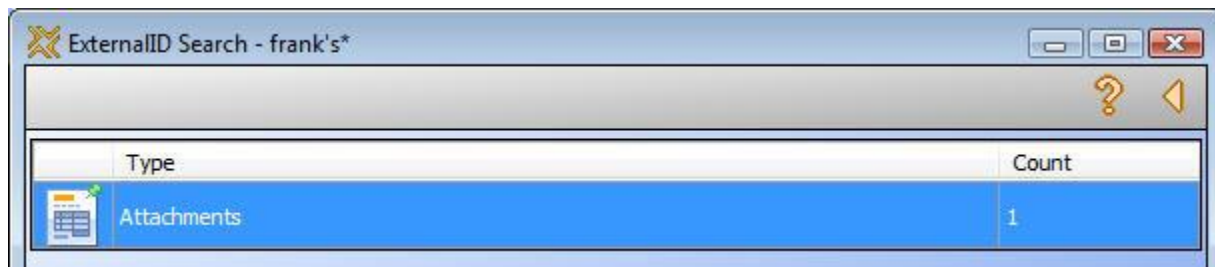Select the search button from the RecFind 6 toolbar.



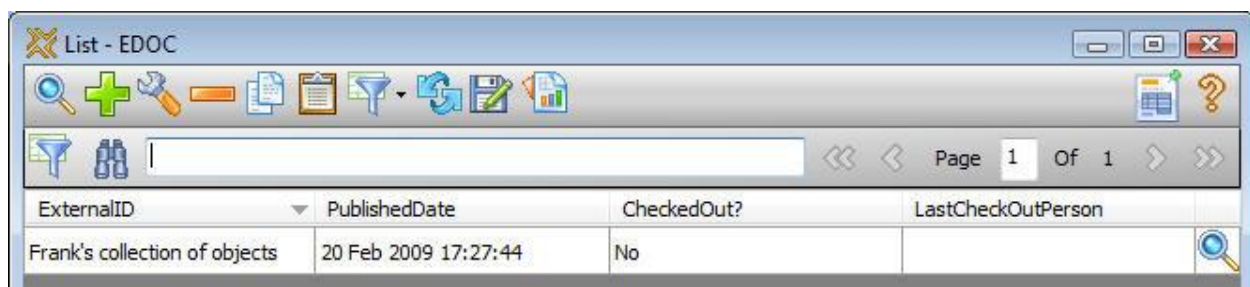For example let's try External ID



Attachments are EDOCs. We are searching all EDOCs for one with an external id beginning with 'Frank's'.

We see the next screen.

RecFind 6 tells us it has found one EDOC (Attachment) that meets our search criteria. We click on it.

RecFind 6 displays it ready for us to view it or modify it, or delete it or print it or export it (to another system).



## Summary

1. RecFind 6 has all the functionality you will need to manage any collection.
2. RecFind 6 can capture, store and index objects of any type – there are no restrictions.
3. RecFind 6 allows you to easily and quickly modify the object's Metadata to your exact requirements (note that you can text search on all Metadata).
4. RecFind 6 makes it incredibly easy to capture and manage any collection.