
SW Tools

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<style> .service-button-large a { font-size: 2em; } .service-button { border: 1px solid rgb(204,44,50); display: block; text-align: center; vertical-align: middle; padding: 12px 24px; background: rgb(204,44,50); } .service-button a span { vertical-align: middle; } .service-button a, .service-button-large a { color: #ffffff; text-decoration: none; display: block; transform: scale(1); transition: transform 100ms ease; } .service-button:hover a, .service-button-large:hover a { transform: scale(1.10); transition: transform 100ms ease; } .services-container { display: flex; flex-direction: row; justify-content: center; flex-wrap: no-wrap; max-width: 555px; box-shadow: 0 2px 5px 0 rgba(0, 0, 0, 0.26); } .services-container .service-button-large { border: 1px solid #cc2c32; display: inline-block; text-align: left; vertical-align: middle; padding: 12px 24px 12px 32px; background: #cc2c32; width: 100%; } .services-container div { width: 100%; } .service-picture { justify-content: center; max-width: 200px; } .services-container img { width: 200px; } .service-text { overflow-wrap: break-word; white-space: normal; word-wrap: break-word; padding-top: 5px; padding-left: 5px; padding-right: 5px; } .service-button-div { position: relative; bottom: 0px; padding-top: 5px; padding-bottom: 5px; } .service-text-para { max-width: 555px; word-wrap: break-word; overflow-wrap: break-word; width: 100%; } .leftMainNav > ul > .inactiveMenu:last-of-type a:after { content: ""; width: 0.800em; height: 0.800em; margin-left: 4px; background-image: url("data:image/svg+xml,%3Csvg xmlns='http://www.w3.org/2000/svg' width='16' height='16' fill='currentColor' viewBox='0 0 16 16'%3E%3Cpath fill-rule='evenodd' d='M8.636 3.5a.5.5 0 0 0-.5-.5H1.5A1.5 1.5 0 0 0 4.5v10A1.5 1.5 0 0 0 1.5 16h10a1.5 1.5 0 0 0 1.5-1.5V7.864a.5.5 0 0 0 1.5.5h-10a.5.5 0 0 1-.5-.5v-10a.5.5 0 0 1.5-.5h6.636a.5.5 0 0 0.5-.5z'%3E%3Cpath fill-rule='evenodd' d='M16 .5a.5.5 0 0 0-.5-.5h-5a.5.5 0 0 0 1h3.793L6.146 9.146a.5.5 0 1 0 .708.708L15 1.707V5.5a.5.5 0 0 0 1 0v-5z'%3E%3C/svg%3E"); background-position: center; background-repeat: no-repeat; background-size: contain; display: inline-block; } .mainNavHolder .mainNav ul li:first-of-type div.submenu ul li:nth-last-of-type(2) a:after { content: ""; width: 0.800em; height: 0.800em; margin-left: 4px; background-image: url("data:image/svg+xml,%3Csvg xmlns='http://www.w3.org/2000/svg' width='16' height='16' fill='currentColor' viewBox='0 0 16 16'%3E%3Cpath fill-rule='evenodd' d='M8.636 3.5a.5.5 0 0 0-.5-.5H1.5A1.5 1.5 0 0 0 4.5v10A1.5 1.5 0 0 0 1.5 16h10a1.5 1.5 0 0 0 1.5-1.5V7.864a.5.5 0 0 0 1.5.5h-10a.5.5 0 0 1-.5-.5v-10a.5.5 0 0 1.5-.5h6.636a.5.5 0 0 0.5-.5z'%3E%3Cpath fill-rule='evenodd' d='M16 .5a.5.5 0 0 0-.5-.5h-5a.5.5 0 0 0 1h3.793L6.146 9.146a.5.5 0 1 0 .708.708L15 1.707V5.5a.5.5 0 0 0 1 0v-5z'%3E%3C/svg%3E"); background-position: center; background-repeat: no-repeat; background-size: contain; display: inline-block; } .mainNavHolder .mainNav ul li:last-of-type a:after { content: ""; width: 0.800em; height: 0.800em; margin-left: 4px; background-image: url("data:image/svg+xml,%3Csvg xmlns='http://www.w3.org/2000/svg' width='16' height='16' fill='currentColor' viewBox='0 0 16 16'%3E%3Cpath fill-rule='evenodd' d='M8.636 3.5a.5.5 0 0 0-.5-.5H1.5A1.5 1.5 0 0 0 4.5v10A1.5 1.5 0 0 0 1.5 16h10a1.5 1.5 0 0 0 1.5-1.5V7.864a.5.5 0 0 0 1.5.5h-10a.5.5 0 0 1-.5-.5v-10a.5.5 0 0 1.5-.5h6.636a.5.5 0 0 0.5-.5z'%3E%3Cpath fill-rule='evenodd' d='M16 .5a.5.5 0 0 0-.5-.5h-5a.5.5 0 0 0 1h3.793L6.146 9.146a.5.5 0 1 0 .708.708L15 1.707V5.5a.5.5 0 0 0 1 0v-5z'%3E%3C/svg%3E"); background-position: center; background-repeat: no-repeat; background-size: contain; display: inline-block; } @media (max-width: 600px) { .services-container { flex-direction: column; } .services-container div { width: 100%; } .services-container img { width: auto; } } </style>
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In this section, you will find guidelines on how to use specific software tools employed in the document digitization process at Charles University.

All guidelines are available for download after logging in with your university email and password on the Microsoft Sharepoint platform. After clicking on the "Get access" link, you will be redirected to the login form. After entering a valid university email address and logging in via CAS CU, the relevant manual will be displayed.

Please note: the guides are written in Czech.

ProArc

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<div class="services-container container-fluid"> <div class="service-text"> <h4 style="margin-top:0px;max-width:555px;width:100%;">Processing Periodicals</h4> <p class="service-text-para" style="max-width:555px;width:100%;">The current version of the guidelines for processing periodicals in ProArc.</p> <div class="service-button-div" title="Get access - guidelines - processing periodicals in ProArc"> <button class="service-button"> <a target="_blank" href="https://cunicz.sharepoint.com/:b:/s/Intranet_knihovny_UK/EYQSW2Ts-MNLhnbLKN9k1jsBbBGmgLK-p8BehKP4pS7PSmg?e=m2EQCe" class="service-button" id="myBtn"> <span class="glyphicon glyphicon-download" style="font-size: initial; color:#ffffff; font-weight: normal; " aria-hidden="true"></span> Get access</a> </button> </div> </div> </div>
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<div class="services-container container-fluid"> <div class="service-text"> <h4 style="margin-top:0px;max-width:555px;width:100%;">Processing Monographs</h4> <p class="service-text-para" style="max-width:555px;width:100%;">The current version of the guidelines for processing monographic publications in ProArc software.</p> <div class="service-button-div" title="Get access - guidelines - processing monographs in ProArc"> <button class="service-button"> <a target="_blank" href="https://cunicz.sharepoint.com/:b:/s/Intranet_knihovny_UK/EeSHHg8lbTJEtRVNZWjYiEBHBlpYwDYIgYVZROvUljHfA?e=30OsIV" class="service-button" id="myBtn"> <span class="glyphicon glyphicon-download" style="font-size: initial; color:#ffffff; font-weight: normal; " aria-hidden="true"></span> Get access</a> </button> </div> </div> </div>
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ScanTailor

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<div class="services-container container-fluid"> <div class="service-text"> <h4 style="margin-top:0px;max-width:555px;width:100%;">Image editing of scans</h4> <p class="service-text-para" style="max-width:555px;width:100%;">A guide to the ScanTailor software for editing scanned images (straightening scans to match the text lines, cropping, etc.).</p> <div class="service-button-div" title="Get access - ScanTailor user guide"> <button class="service-button"> <a target="_blank" href="https://cunicz.sharepoint.com/:b:/s/Intranet_knihovny_UK/EcpluG6q_P5lpoX8zZYZN98BHhDsmhdh1OoeBmhKL42S2w" class="service-button" id="myBtn"> <span class="glyphicon glyphicon-download" style="font-size: initial; color:#ffffff; font-weight: normal; " aria-hidden="true"></span> Get access</a> </button> </div> </div> </div>
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Working with Files

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<div class="services-container container-fluid"> <div class="service-text"> <h4 style="margin-top:0px;max-width:555px;width:100%;">Renaming Files and Generating Checksums</h4> <p class="service-text-para" style="max-width:555px;width:100%;">The current version of the guidelines to batch renamin files and generating file checksums using IrfanView.</p> <div class="service-button-div" title="Get access - Renaming files and generating checksums"> <button class="service-button"> <a target="_blank" href="https://cunicz.sharepoint.com/:b:/s/Intranet_knihovny_UK/EQcdzfx51kFBqbS9aVQHUEIBpFh1Uvk0tV8qTHENYyEVZw?e=MBTt8d" class="service-button" id="myBtn"> <span class="glyphicon glyphicon-download" style="font-size: initial; color:#ffffff; font-weight: normal; " aria-hidden="true"></span> Get access</a> </button> </div> </div> </div>
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Uploading Scanned Documents to an FTP Server

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<div class="services-container container-fluid"> <div class="service-text"> <h4 style="margin-top:0px;max-width:555px;width:100%;">Uploading the Digitization Output to an FTP Server</h4> <p class="service-text-para" style="max-width:555px;width:100%;">The current version of the guide for uploading scans to an FTP server using WinSCP.</p> <div class="service-button-div" title="Get access - Uploading the digitization output to an FTP server"> <button class="service-button"> <a target="_blank" href="https://cunicz.sharepoint.com/:b:/s/Intranet_knihovny_UK/EWDJoxb2tCVBr0KpPORsSkEBGWM06Xri_9pONMBOteMJjQ?e=OwjQ0u" class="service-button" id="myBtn"> <span class="glyphicon glyphicon-download" style="font-size: initial; color:#ffffff; font-weight: normal; " aria-hidden="true"></span> Get access</a> </button> </div> </div> </div>
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