



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

California State Office
2800 Cottage Way, Suite W1834
Sacramento, CA 95825-1886
www.ca.blm.gov

March 27, 2001

In Reply Refer To:
1120 (P)
CA-912

EMS TRANSMISSION: 3/27/01
Information Bulletin No. CA-2001-29

To: AFOs

From: Deputy State Director, External Affairs

Subject: Scanners

To improve customer service and make electronic information available to our customers, the State Office has purchased a scanner for each field office for use with the web program and weekly News.bytes newsletter. The scanner will be used to provide immediate information to our Management Team and Washington Office related to breaking issues, news clips, photos, etc., and will support our outreach communication effort with our key constituents and general public.

The scanner purchased for your office is a high-end flat bed scanner that can be upgraded to add a sheet feeder (for scanning multiple pages). The scanner will be valuable if used in conjunction with Adobe Acrobat software to prepare documents in pdf format, suitable for print and electronic publishing. The State Office will distribute a licensed copy of the latest version of Adobe Acrobat software to go along with the scanners as soon as possible.

In our recent Customer Service Training session, Field Office webmasters received basic training on scanning documents and converting to pdf using Adobe Acrobat software. The field office webmasters (or their back-ups) are the ones we had in mind to receive and utilize the hardware:

Office

Alturas
Arcata
Bakersfield
Barstow
Bishop
CDD

Webmaster/Back-up

Diana Milton/Lori White-Bagnaschi
John Price/Clarence Killingsworth
Judi Felli/Larry Vredenburgh
Bob Raver
Rod Thorsen/Steve Nelson
Doran Sanchez

| | |
|--------------|------------------------------|
| Eagle Lake | Anita Rubio/Eric Wergeland |
| El Centro | Valerie Kastoll/Robert Bower |
| Folsom | Sarah Tomich/Dan Smith |
| Hollister | Julie Hamon |
| Needles | Elaine Downing |
| Palm Springs | Mark Chandler |
| Redding | Patrick Mikesell |
| Ridgecrest | Loretta Pedersen |
| Surprise | Joey Carmosino/Cindy Evans |
| Ukiah | Larry Ames |

We would like to distribute the scanners to field offices by the end of March. Please let us know as soon as possible if you are able to pick-up the scanner from the State Office. While we are not planning formal training on the use of the scanners, Gus Szlosek and AJ Ajitsingh of External Affairs will be available to offer assistance. Please contact them at (916) 978-4610.

For additional information, contact Mary Lou West at (916) 978-4612.

Signed by:
Tony Staed
Deputy State Director

Authenticated by:
Alex Lopez
Record Management