Project Guidelines and Recommendations

BASIC PRODUCTION STEPS

I. Scanning and Saving Master image files

The basic steps in scanning an image will be determined by the format of the material to be scanned, but all formats (color, B&W, and Bi-tonal) share common scanning techniques. While a full scanning manual is beyond the scope of this document, scanning an individual image might look like this:

1. Make sure your scanner is turned on (ready light should be solid green). Place the target (use Kodak grayscale target for b/w images and MonacoEZcolor target for color photos) and photograph face down on the scanner glass next to one another.

2. Leave significant whitespace around the edges. Close the cover.

3. On your desktop, open Photoshop CS2, then choose [File/Import/SilverFast] to load the scanning plug-in. Ignore any image that appears in the "Prescan" window.

4. Looking at the window titled SilverFast v.6.0 2r.10, check that the "General" tab scan settings are [**Scan Mode:** Normal (File), **Pos/Neg:** Positive, and **Frame-Set:** Save] and then set the "Frame" tab settings as follows:
    A. **Scan-type:** (for example: 16>8 Gray scale)
    B. **Filter:** Auto Sharpen
    C. **Setting:** Save
    D. **Image Type:** Standard
    E. **Name:** (i.e. cul.mvr.txt001) [for an explanation of the file naming convention, view Naming Digital Files
    F. **Resolution (slider):** (for example: 600 dpi) [for the correct setting, view the Master Image Files Chart (http://www.hbculibraries.org/docs/Master.pdf)]

5. Click the Prescan button.

6. Using the pointer tool, crop the image, leaving sufficient margins (white space) around the edges of both the target and the photograph.

7. Ensure your width and resolution settings are set to those recommended by the Master Image Files Chart found online at: (http://www.hbculibraries.org/docs/Master.pdf)

8. Click the Scan button.

9. Once you have completed scanning, click *Quit to close the SilverFast window.
   ***Note:** This window closes automatically on some computers

10. Make any necessary image enhancements using the <u>histogram tool</u> or by applying <u>filters</u>.

   A. To locate the histogram tool, click on Image > Adjustments > Levels. Sometimes clipping of black or white values is present in a scanned photograph. Move the triangles on the bar directly below the graphic to correct the following:

      - *Overexposure – histogram with spikes on the far right or no information on the right or in the light region. Move the right-most triangle towards the left to pick up black values.

      - *Underexposure – histogram with spikes on the far left or no information in the dark region. Move the left-most triangle towards the right to pick up white values.

      ***Note:** where the presence of pure white is absent in the original image, there is an absence of data on the far right of your histogram. If this is so, you do not need to adjust the histogram since it is displaying all of the information that is available in the original.

   B. Locate the despeckling tool by clicking on "Filter" > Noise > Despeckle.

   C. To adjust tone and color click on "Image" > Adjustments > Brightness/Contrast or Curves or Color Balance. Each of these tools function differently, please read Adobe Help before applying them to your master or access images.

11. Save at high resolution (for example: 600dpi for 24-bit color images) a raw image using the TIFF format (Click File > Save As >).

   - Follow the scanning format and file recommendations found in the <u>Master Image Files Chart</u> (<u>http://www.hbculibraries.org/docs/Master.pdf</u>).

   - To save a TIFF (choose File > Save as…), then select TIFF as the save format, click "Save," and in the TIFF Options dialog, leave LZW unchecked.

   - To name the file, follow file naming guidelines, which are located here: <u>http://hbculibraries.org/docs/file_naming.pdf</u>.

   - Save the TIFF Master file and accompanying Technical and Administrative Metadata Spreadsheet to drive E:_____\Preservation\(image file name) on your computer.

12. Save an <u>access</u> copy or JPEG (JPG or JPEG) using the appropriate resolution. Resolution requirements for access images are available online at: http://hbculibraries.org/docs/Access.pdf.

13. Open the Technical/Administrative Metadata Spreadsheet in MS Excel.

    A. In row 1 type the name of your institution or your institution ID.

    B. In row 3 type the date and your name if you are the scanning technician.

    C. In row 5 after column **A: Filename**, create a new column (Point your cursor and click on Column A. Next click Insert > Columns) and name it "Title." This column will represent the title you will use to describe your original. You may also wish to create a "Date" column.

    D. In row 7 enter all corresponding information for each row on the spreadsheet. Sample entries already appear in row 6 in parenthesis.

    E. Save all Master image files and the accompanying metadata spreadsheet to Drive E:\ on your computer.

14. Once images have been approved for quality by the Project Liaison, burn Master image files and accompanying Technical and Administrative Metadata Spreadsheet to DVD. A recommended quality control process can be found at: (http://www.gpoaccess.gov/about/reports/qc-spec-v1-1.pdf)

If this is your first time using ABBY FineReader 8.0 begin by Setting Your OPTIONS
1. Click on Tools > Options.

2. Select the General Tab > English.

3. Select Scan/Open > Twain driver > Silverfast EPSON IT8 to use the SiverFast Twain source interface.

Scan the Image Using Adobe Photoshop CS
1. Scan image using steps 1-12 in the document "**Scanning and Saving Master image files.**"

2. Save a <u>preservation</u> copy as TIFF and the corresponding technical/administrative metadata spreadsheet on Drive E:\.

3. Save an <u>access</u> copy as JPG. Remember to change the resolution for this file by selecting Image > Image Size > "insert 150 dpi"

4. DO NOT remove the document from the scanner.

Scanning Using ABBY FineReader 8.0
1. Click on Scan/Read.

2. Your previously scanned file will appear in the SilverFast window. Always double check your settings in the "Frame" tab to make sure they are the same as they were when you previously scanned the TIFF file.

3. Click the Scan button (**Note**: there is no need to click Prescan).

4. Once the image has been scanned, save a PDF of that image on Drive E:\.

5. Now, (click "Next" to continue using the Scan & Read Wizard) or CLICK CHECK SPELLING from the top menu in ABBY FineReader.

   a. A dictionary window will appear containing the text of your document. Review this text for unrecognized characters, which will be highlighted in color. Review each word or character, if it is correct select "Ignore."
   b. If it incorrect, make the necessary changes and select "Confirm." If the correct word appears on the screen, select "Replace."

   Note: Refer often to the digital file in the frame at the bottom of your screen to ensure that you are making accurate corrections. For example, sometimes FineReader will not space words that need spaces.

6. After completing "Check Spelling," click "Close."

7. Click Save and choose the directory where you will save your file.

8. *Save as* an <u>access</u> copy in Acrobat (PDF) and place it in a PDF folder for your collection.

9. Save a <u>transcript</u> by selecting File > Save Result > "Save Pages." Choose "Text Document (*txt)" file and place it in a TXT folder for your collection. This copy will be used as your searchable transcript file when creating a compound object.

Note: For more instructions on creating a compound object see: