

HOW-TO-GUIDE

SCANNING



PHOTO BY V. H. ROBERTS, HOPTONVILLE, VA

CORRESPONDENCE HERE

*Hells Everybody:- Will
come Thurs. morning
in meanwhile be good
all of you, Harry too. Don't
he feel a little lonely for
me, I do, I have got such
a cold and feel so griping
but will be all right if I
can reach the 31st*

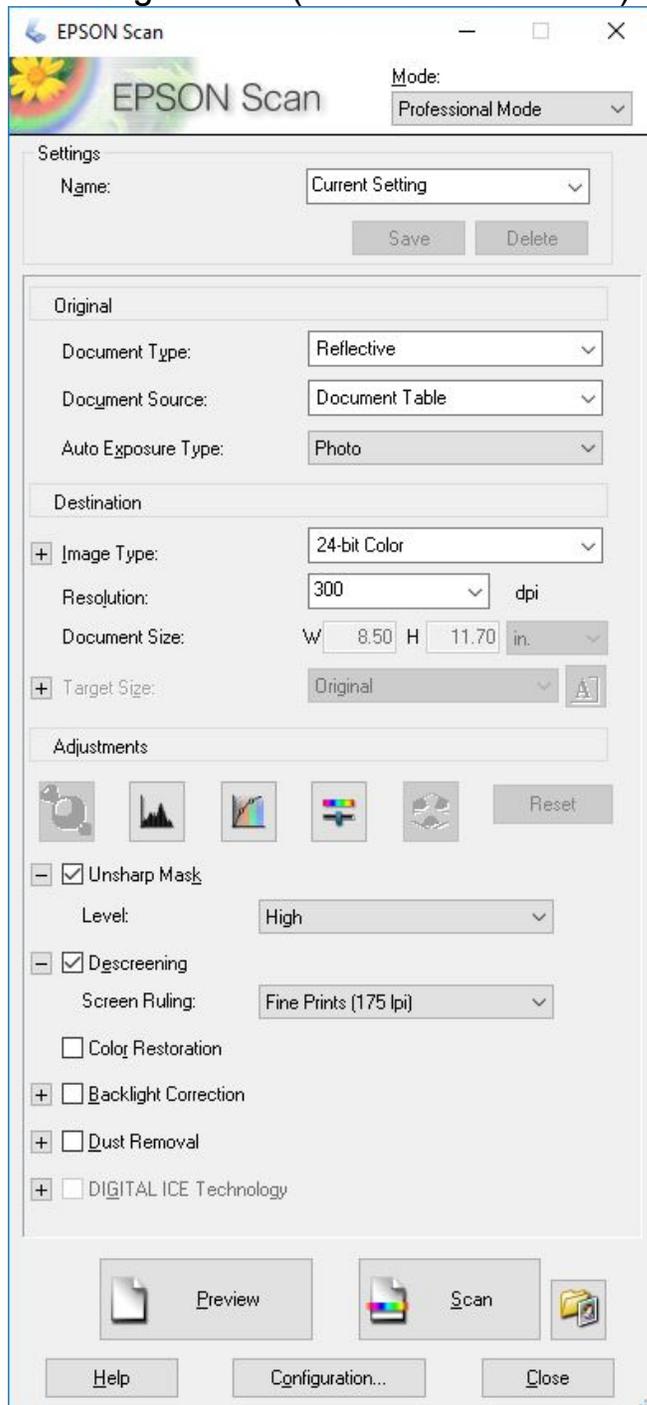
NAME AND ADDRESS HERE

*Mr Frank Fisher
Eland
R.R. I Box 21*

Scanning Guide

Open “EPSON Scan” (or whatever scanner your site has)

1. Make sure that “Professional Mode” is selected
2. Document type: Reflective
3. Change image type and resolution to reflect your needs for digitization (see chart at bottom)



Next,

- Select the folder image located next to “Scan”
- From here, you can locate where you want the files to be scanned to
 - Recommendation: Create a special folder for the collection you are digitizing, this will make sure no items get misplaced and will take up less time in the long run since there will be no need to move files after
- Select what prefix you want, and start number.
 - Try to keep page numbers of the physical item the same as what you saved the digital image as. For example, you digitized page 1 of a collection, the file name would be owls_exa_001
 - For covers and other pages that do not contain a page number, add letters of the alphabet. For example, you digitized the cover of a collection, the file name would be owls_exa_00A
 - For any questions about naming conventions, please see Digital Preservation Workflow

File Save Settings

Location

My Documents

Pictures

Other: Desktop Browse...

File Name (Prefix + 3-digit number)

Prefix: Start Number:

Image Format

Type: TIFF (*.tif) Options...

Details: Byte Order: Windows
Color/Grayscale Compression: None
B&W Compression: None
Embed ICC Profile: ON

Overwrite any files with the same name

Show this dialog box before next scan

Open image folder after scanning

Show Add Page dialog after scanning.

OK Cancel Help

The image shows the EPSON Scan software interface. The main window is titled "EPSON Scan" and has a "Mode" dropdown set to "Professional". The "Adjustments" section is active, showing various icons for image processing. A red arrow points from the histogram icon in the Adjustments section to the "Histogram Adjustment" dialog box. The dialog box contains the following elements:

- Histogram Channel:** Radio buttons for RGB (selected), Red, Green, and Blue.
- Input:** Three sliders with values 18, 1.00, and 246.
- Output:** Two sliders with values 18 and 246.
- Tone Curve Viewer:** A graph showing a diagonal line from bottom-left to top-right, with a "Show Output" button.
- Gray Balance Intensity:** A color bar and a slider set to 100.
- Buttons:** Help, Reset, and Close.

At the bottom of the EPSON Scan window, there are buttons for "Preview", "Scan", and "Close".

- Hit preview, this will give you a preview of your scan.
- From here, you can adjust the histogram

- Ideally, the histogram should be like a hill. Here is an example of what you want your histogram to look like.



- When adjusting the histogram, make sure to only adjust on the ends of the histogram
- Once you have adjusted this, hit close
- Now you are ready to scan!
- Remember to always do quality review checks as you are scanning. This will help make sure that you don't have to re-do an entire project, or come back at a later point and rescan. This is also idea since you already have the settings set, and this will help make sure the images are uniform.

Please refer to the Digital Preservation Workflow on any other questions you may have. As always, if you have any questions, do not hesitate to contact OWLS.

Capture Standards

UW-Madison Digital Collections

<https://www.library.wisc.edu/digital-library-services/uwdcc/resources-documentation/reformatting-standards/>

Flatbed Scanning

- 300 dpi for text-based material (EFacs)
- For photographic material aim for 2000-5000 pixels on the longest edge of the images. This generally means:
 - 300 dpi for material larger than 5" x 7"
 - 600 dpi for material smaller than 5" x 7"
- 24-bit color
- All adjustments on the Epson Scan utility are unchecked.
- Histogram settings are created for each machine based on performance assessment using the GoldenThread Analysis software
- TIFF images

High Speed Scanning

- 300 dpi (color/grayscale) or 600 dpi (bitonal)
- 24-bit color, 8-bit grayscale, or 1-bit bitonal depending on material
- TIFF images