



Tips for Digital File Creation

**October 2015
Reviewed and Updated Annually**

Introduction

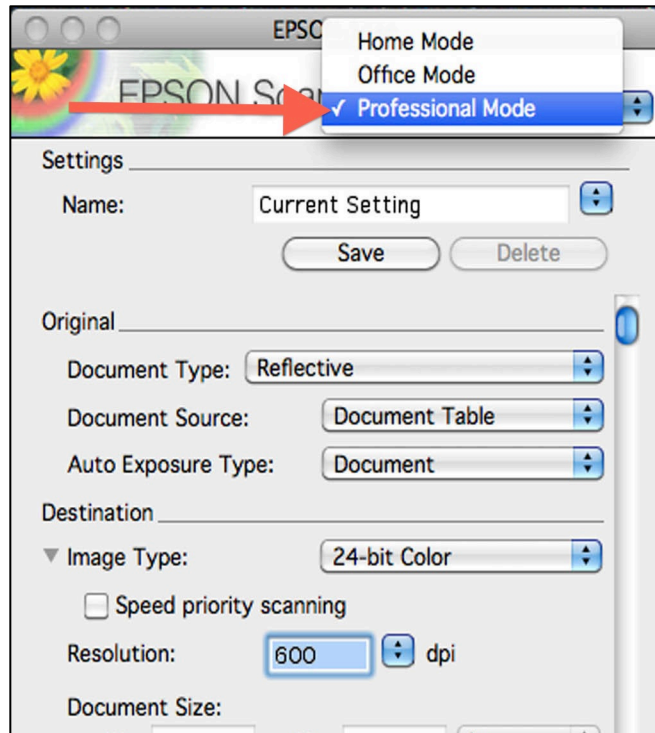
This document includes screenshots and instructions on how to digitize an item using the Epson Scan Utility as well as basic information on how to batch create JPEG files from TIFF files using Photoshop's batch processing capability. While these instructions are for specific software and hardware, we hope that these screenshots can be broadly useful as there are similarities across digitization platforms and products.

These instructions are not meant as a substitute for your product or software instruction manual. When in doubt, **read the manual**.

Scanning with the Epson Scan Utility

The below set of instructions were created for the Epson Scan Utility v3.4.9.6 but may apply to earlier/later versions of the Epson Scan Utility.

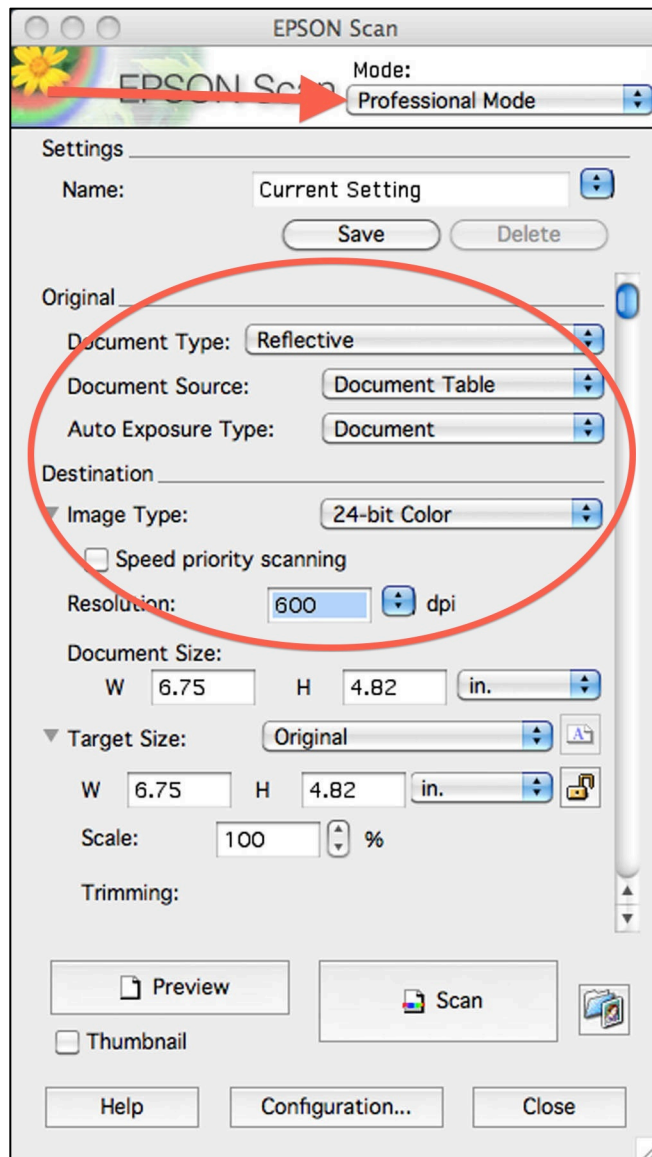
1. Turn on your scanner. After your scanner is powered up, then open the Epson Scan Utility.
2. Select "Professional Mode" in the top menu of the Epson Scan Utility window.



3. Now that you are in Professional Mode, you will see that we have several options available to configure.

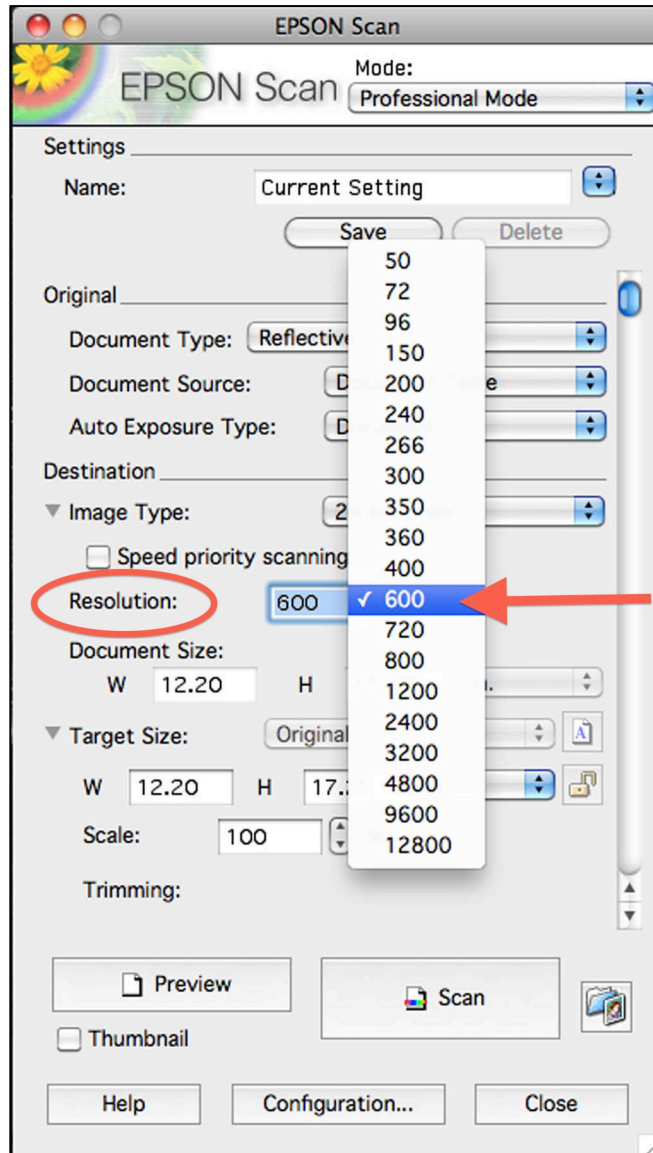
For the purposes of this tutorial, we are going to leave the Document Type, Document Source and Auto Exposure Type settings at the default. If you were digitizing transparent material, you can adjust these settings accordingly.

You can also select the appropriate Image Type setting here as well. For the most part, the typical setting is 24-bit color. Please consult your SCDL Digitization Guidelines to confirm that this is the appropriate setting for your materials.



4. Adjust the Resolution by typing in your own value or select a value from the drop down menu as shown below. Please see the SCDL Digitization Guidelines to determine the appropriate resolution for digitizing your materials.

As you can see, we selected 600 dpi as our resolution.

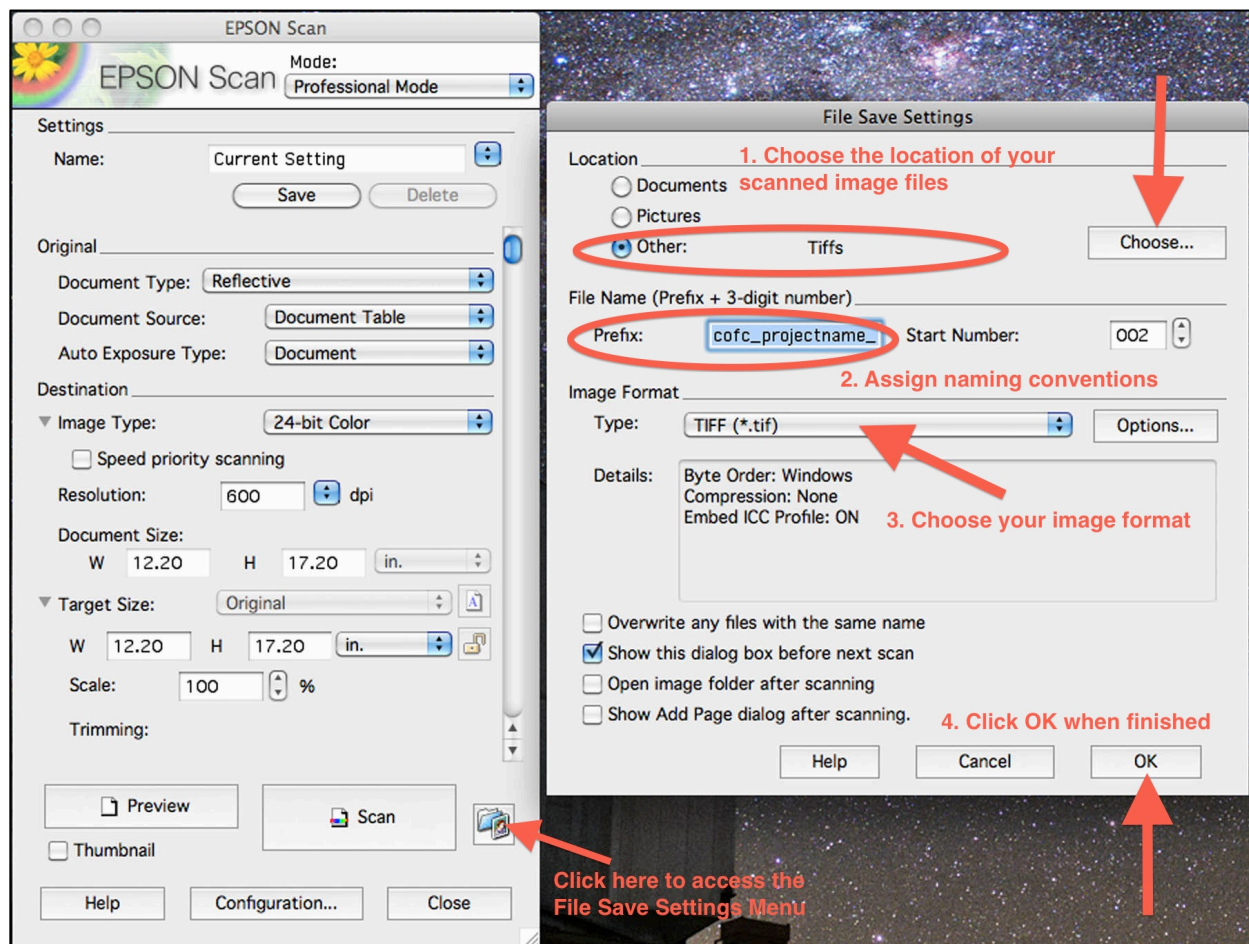


5. Next you will want to check the file save settings. These settings are remembered from the previous user of the scanner, so it is always a good idea to check these settings before beginning a digitization session. To check these settings, click the Blue Folder icon next to the scan button.

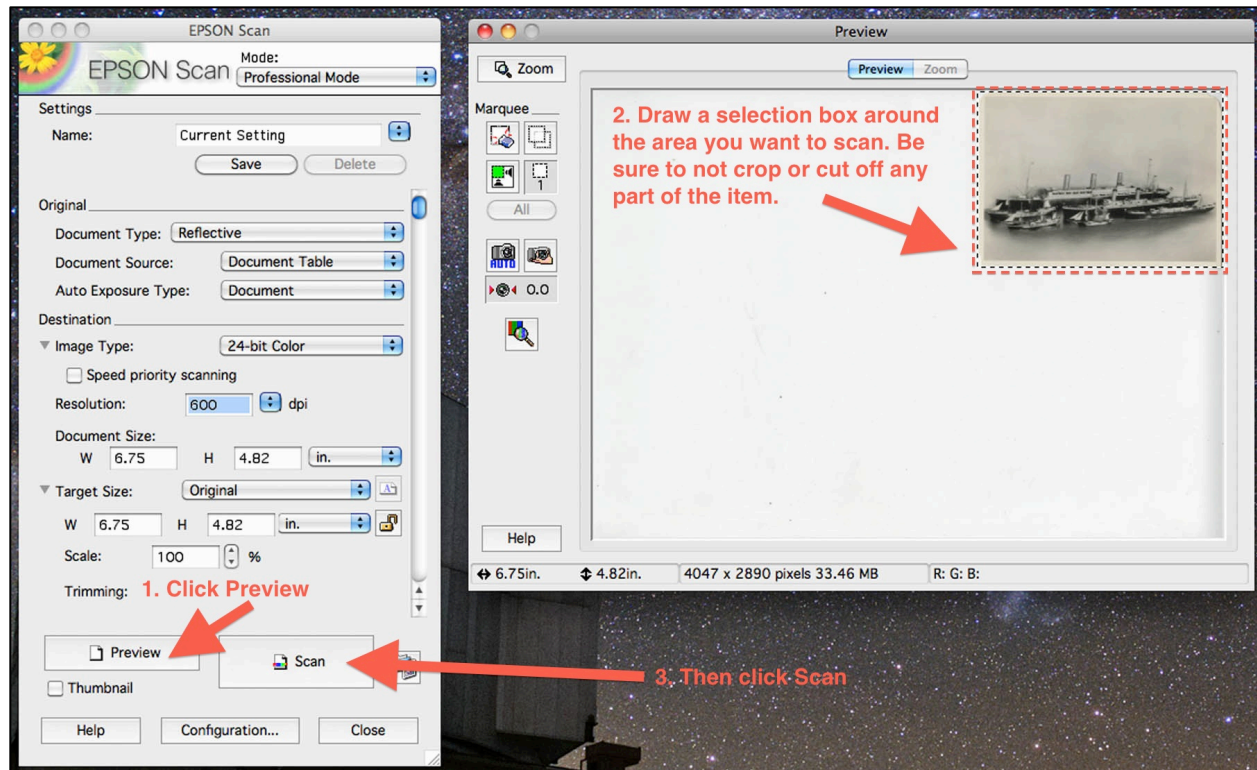
Clicking this icon will open up a pop up window where we can set several options, including:

1. Choose the location of where the software will save your scanned images
2. Assign naming conventions to your scanned and saved files
3. Choose your image output format

When finished, click OK to save your changes.

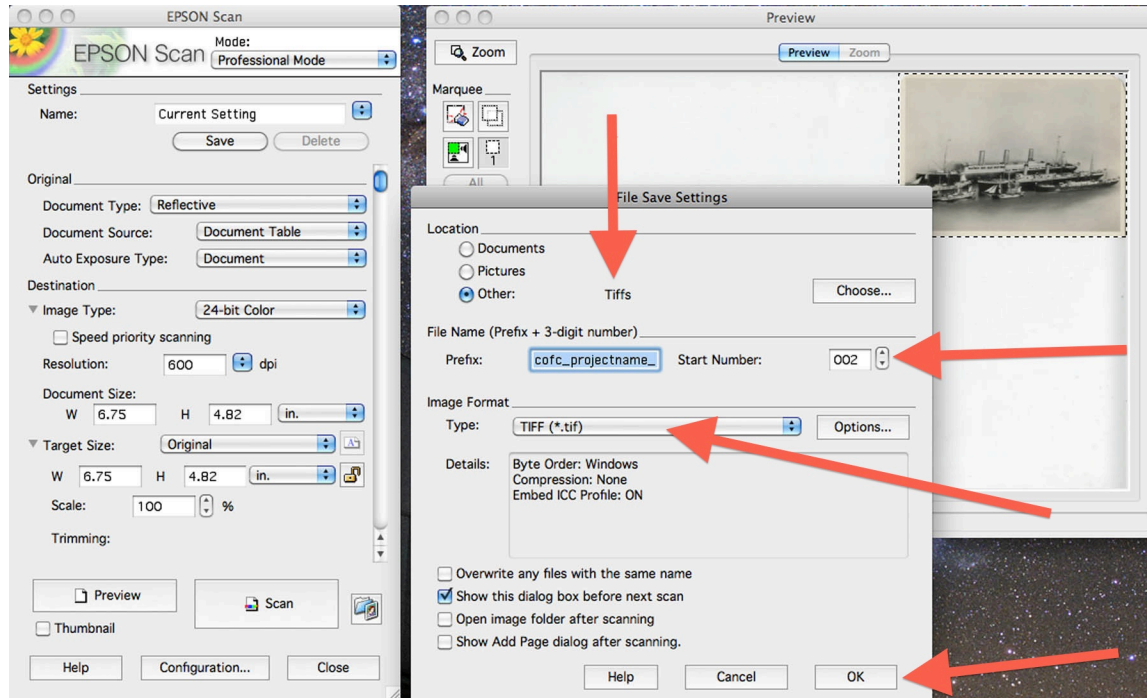


6. Now that your file save settings are saved, we are ready to scan. First, we will preview our scan. To do this, position the item to be digitized on the scanner bed with the intended capture-side face down. (Please note: This will be different for transparent media. Please read your scanner manual for hardware specific instructions on how to digitize transparent media.) When the item is placed on the scanner bed and you have closed the scanner lid, click “Preview”.

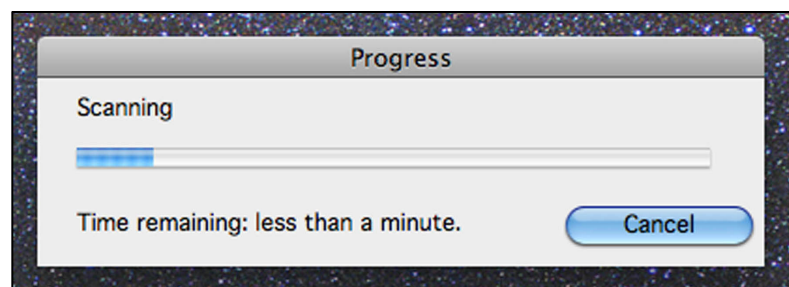


After you click “Preview”, a preview window opens that will display your preview image (in this case we are scanning a photograph). Using the selection tool, draw a box around the image you want to capture. Be sure not to cut off or crop out any part of the image. Then click “Scan”

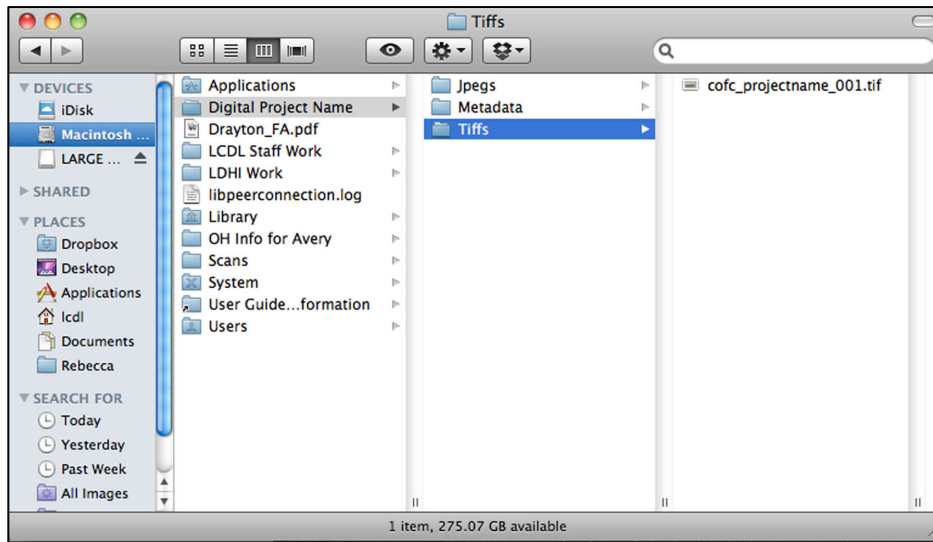
7. Depending on your settings, after you click “Scan” the File Save Settings window may open up. This is a good opportunity to double-check your settings before initiating the scan. If everything looks right, just click OK and the hardware will begin scanning.



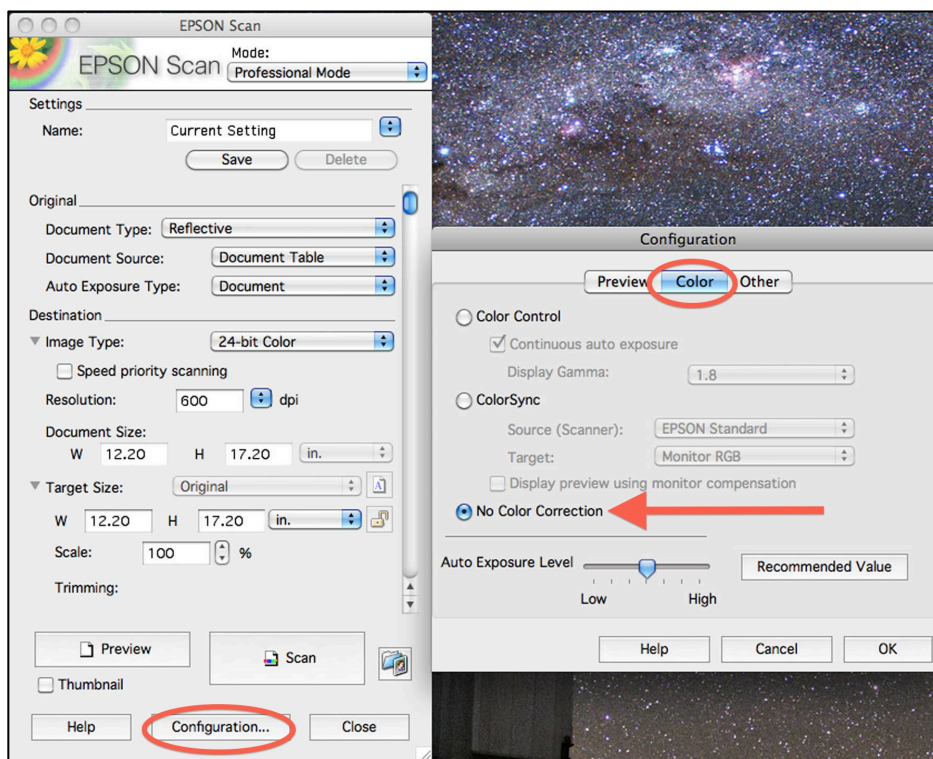
8. Depending on the resolution selected and the size of the item being scanned, the scanning process can take anywhere from 1-6 minutes. Very large items can take longer. As you can see, it will take less than a minute to digitize our photograph.



9. Now that you have scanned your first item, you can double check to make sure your item was saved in the right folder. Yep! Looks like our Tiff is right where we want it to be. Hooray!



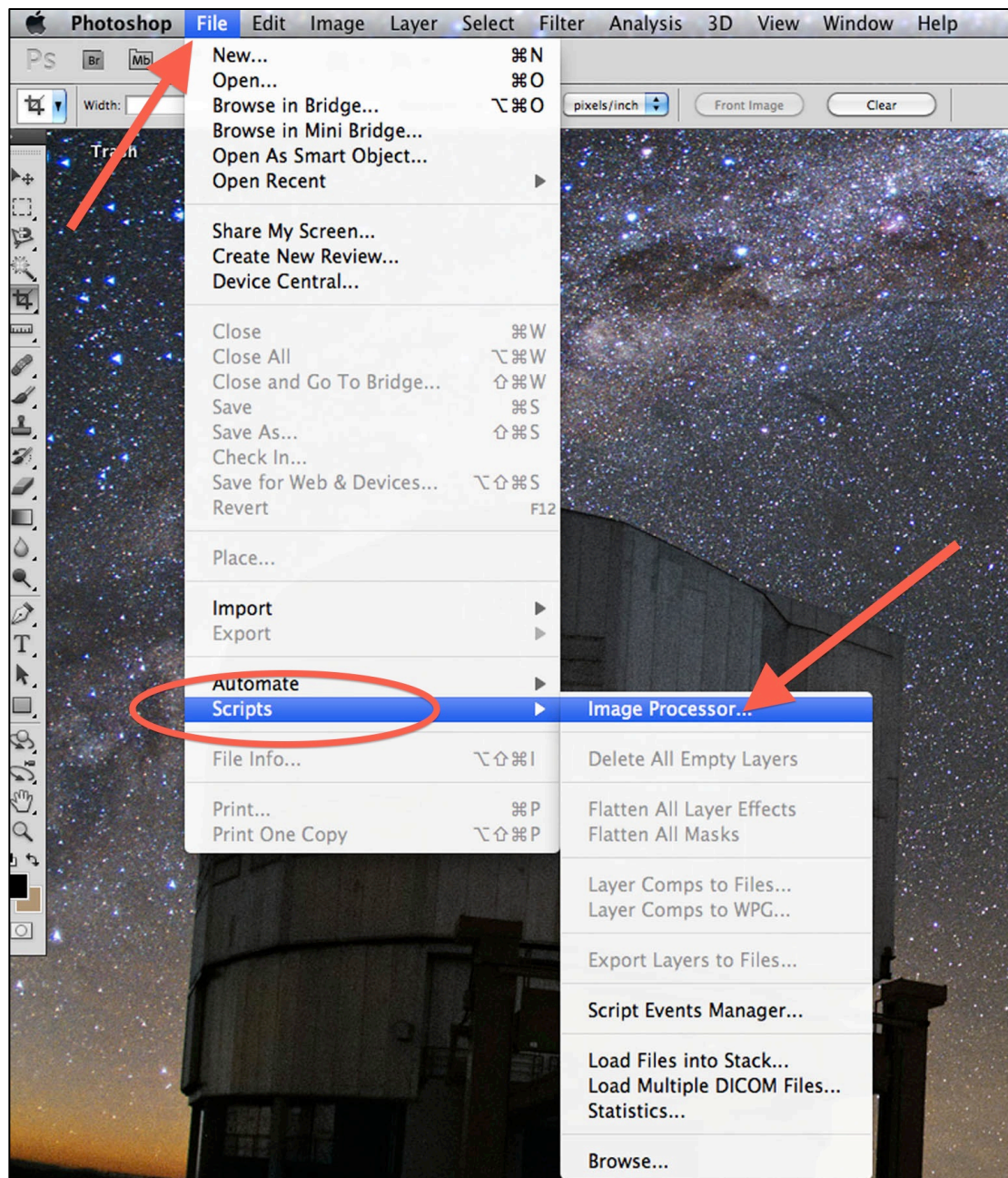
Pro-Tip: What do you do if you opened your scanned image and you noticed that the color seemed off. Too vibrant or too amber? I've heard people describe some scans of older letters as looking like they were "glowing". This might indicate that your scanner has "Color Correction" settings enabled. To disable this feature, click "Configuration", and then click "Color" from the pop-up display. Be sure "No Color Correction" is selected. Click OK. That's It!



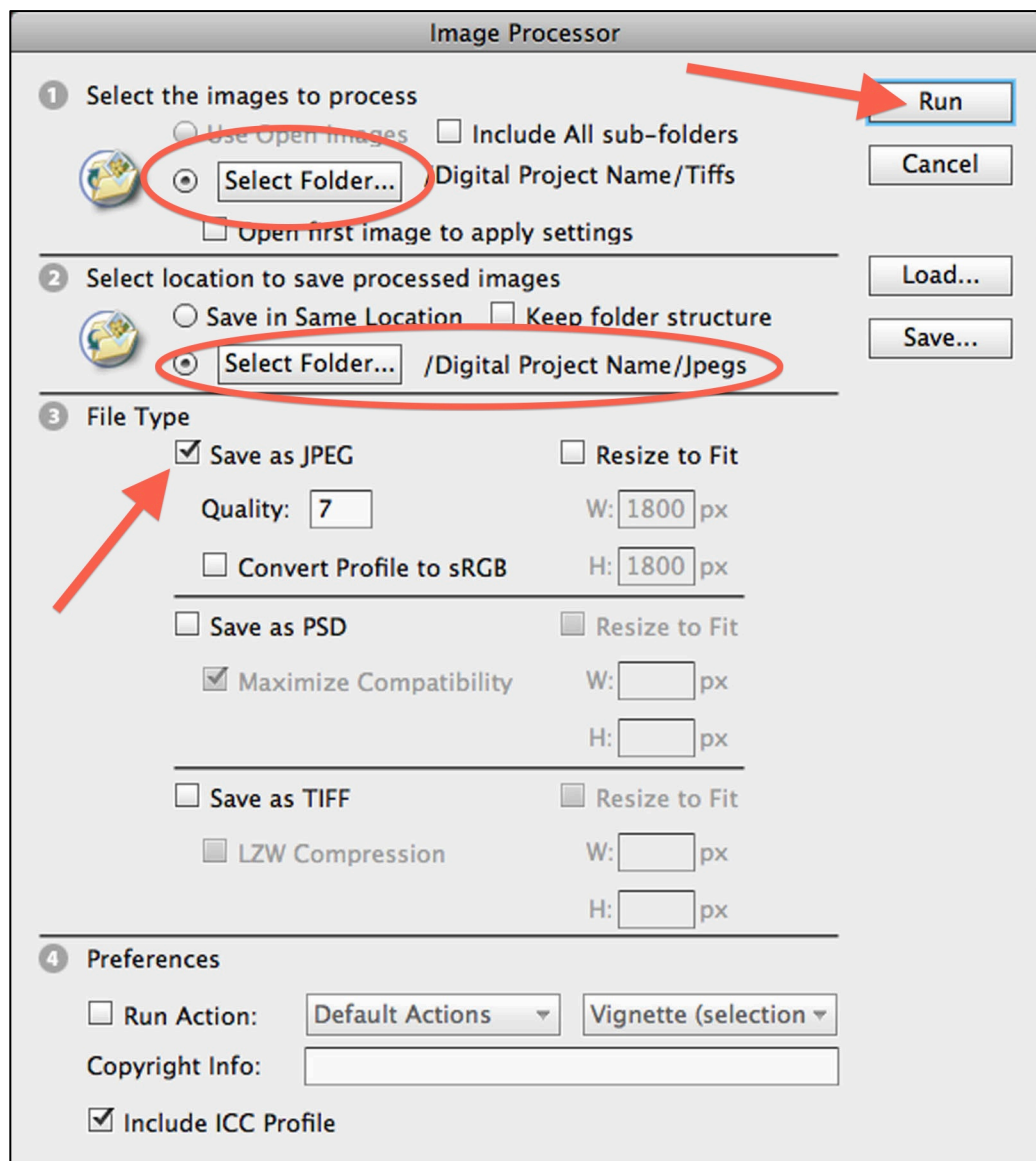
Batch Processing Image Files Using Photoshop's Image Processor

The below set of instructions were created for Photoshop CS5 but may apply to earlier/later versions of the same software. These instructions will help you create batches of JPEG or Thumbnail files from your newly scanned TIFF images.

1. Open up Photoshop and from the "File" menu select "Scripts". From the "Scripts" drop-down menu, select "Image Processor..." to open the Image Processor display.



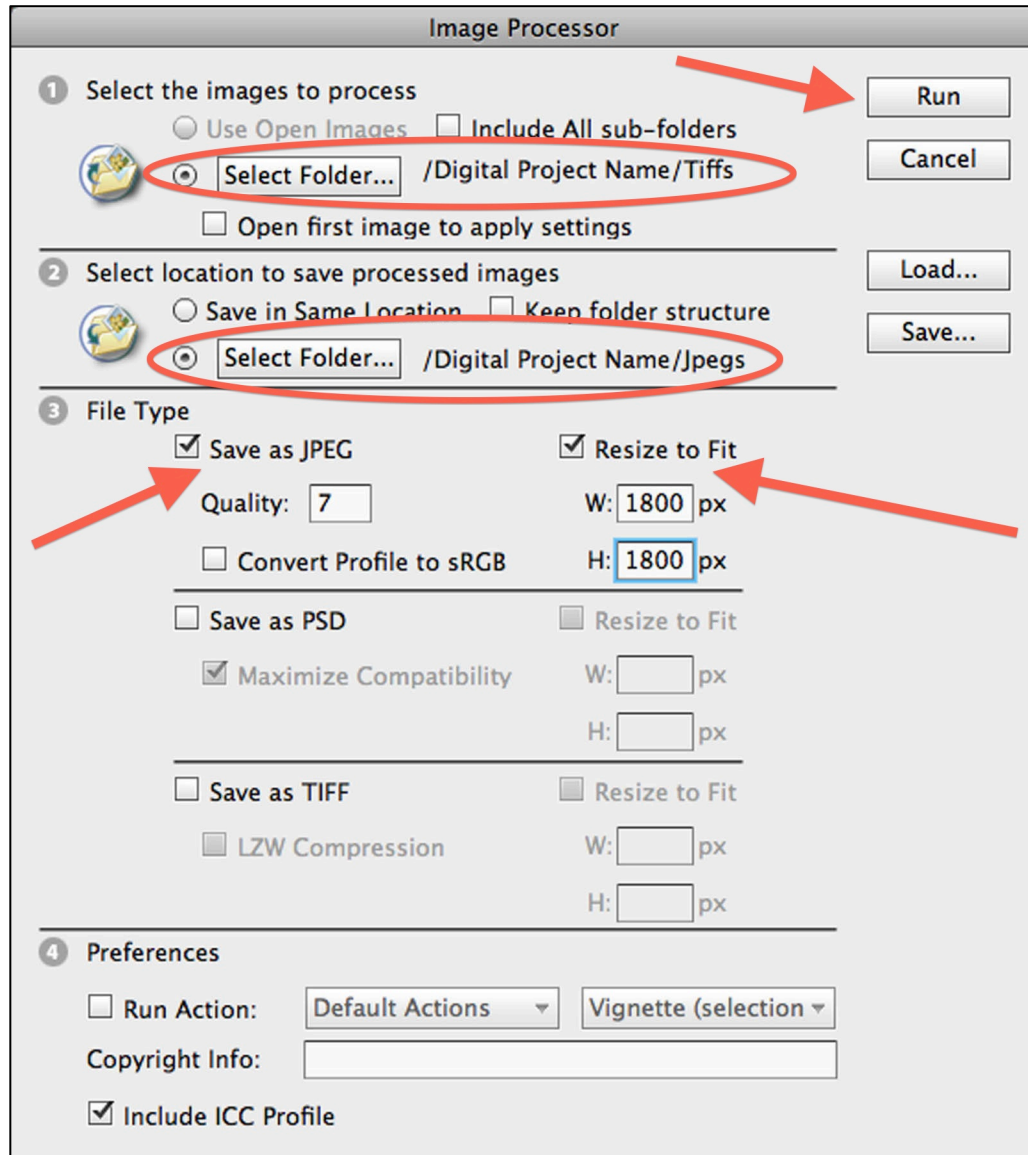
2. Now that Image Processor is open, we have several options available to us. Let's create a batch of access JPEG files from a folder of master TIFF files.



First, select the source folder (the location of your Tiff files). Next, select the location of where you want Photoshop to save your newly created Jpeg files. Then, tick the "Save as JPEG" box and choose a quality 1-12. Quality 7-10 is perfectly acceptable for web viewing. Finally, click "Run". Photoshop will process and save the resulting files on it's own, leaving you free to work on other projects. Be warned, if your computer is low on memory, this batch operation can slow down other operations. When in doubt, try a small batch first before committing yourself to a 100+ photo batch process.

Next, let's tweak those settings a bit for a different result.

3. Let's create a batch of access JPEG files that need to fit within a certain size limit from a folder of master TIFF files. In this example, I want to create Access JPEGs that are no larger than 1800 pixels on their largest size. You may never need to do this, but it's always good to know how.



Just like the first example, select the source folder (the location of your Tiff files). Next, select the location of where you want Photoshop to save your newly created Jpeg files. Then, tick the "Save as JPEG" box and choose a quality 1-12. This time, tick the "Resize to Fit" box and type in your specified parameters. Finally, click "Run" and let Photoshop work it's magic.

A Word on Naming Conventions

What you name your digital files should not be an afterthought and should be kept as useful and platform-independent as possible. To minimize any conflicts, file names should be:

- Lowercase
- Contain no spaces
- Contain no special characters except underscores (__) or dashes (-)

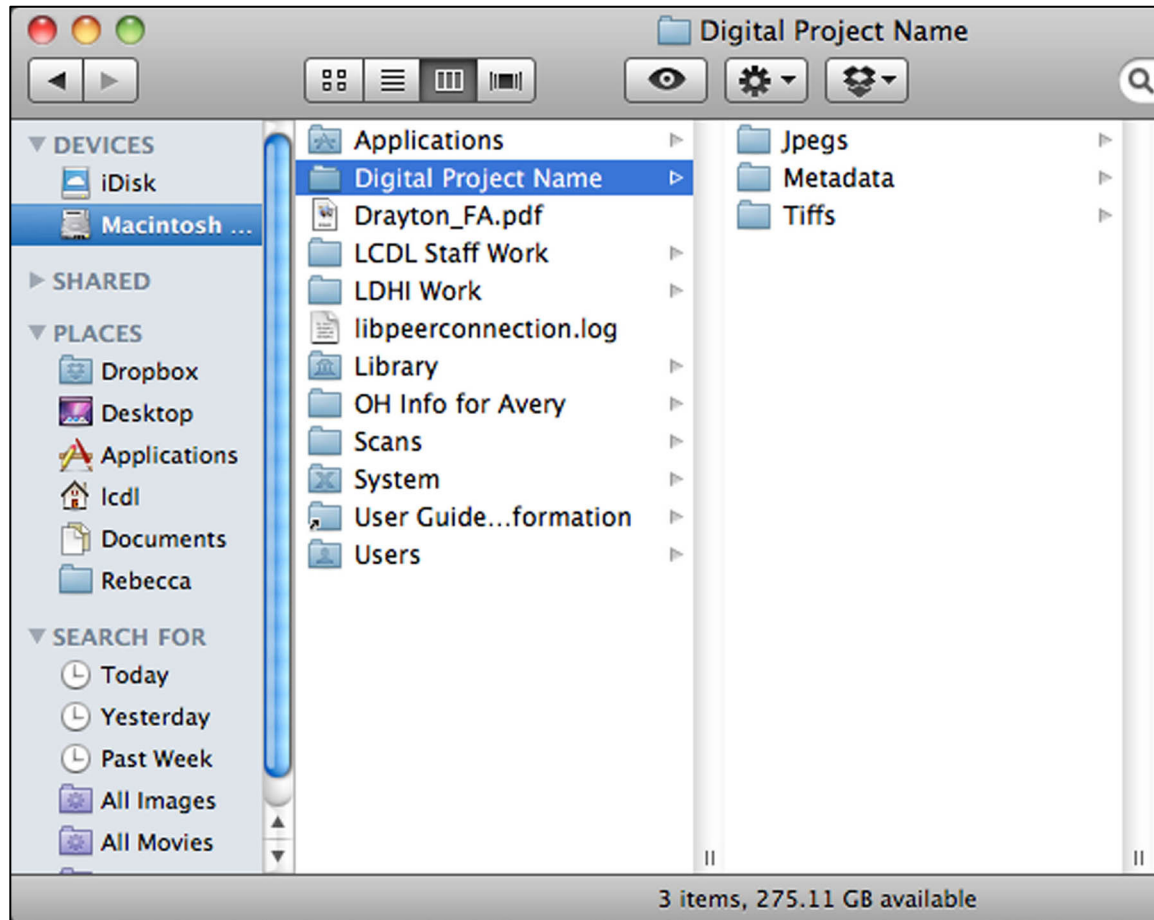
Examples:

The Charleston Museum is scanning a collection of plantation photographs. An example of a good naming convention for those files might be **“cm_plantations_001.tiff”**. This file name identifies the institution, the collection and the order of the images.

The College of Charleston is digitizing Box 1 of the Drayton Papers (MSS#0152). An example of a good naming convention for those files might be **“cofc_mss0152b1_001.tiff”**. This file name identifies the institution, the manuscript and box number of the archival collection and the order of the images.

Keep Your Files Organized

It is always good to keep your digital project and the resulting digital files organized. We suggest that you do this through the simple file hierarchy illustrated by the image below.



Above you see that I have a folder for my digital project. You should name this folder after your digital project. Inside this folder I have folders for my tiff files, my jpeg files and my metadata. If I were making thumbnail images for this project, I would have a folder titled "Thumbs" present as well. That way every file has a home. And that's a very good thing.