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**Cross Timbers Historic Images Project**

Image / Record Input Process

1. Receive image from donating party
2. Scan image in at high resolution (300 ppi) and record any information known about the picture. This includes: photographer name, when photographed, dimensions of photograph (if reflective), color mode (color or black and white), etc. Also record information about the photograph’s content, names of people, places, events, etc.
3. Once the photograph has been scanned in and the information recorded, immediately save (move on to step 4 for where to save image) and name the photograph using the following format:

AA######

Ex. TA000516

The two letters representing the collection name and then a six digit number.

If more than one photograph is donated at a time scan all of the photographs together so that the numbers for the photos in that “collection” are consecutive.

1. The photograph should be saved in the high resolution folders under the appropriate collection. Name the folder with the contained photograph numbers and the origin of the photographs.

Ex: Photographs that come in from Tom Rogers will be placed in the Rogers collection folder. If the photographs from Mr. Rogers came in a pink binder create a new folder under the Rogers Collection folder and name it “RC000235-RC000250 Pink Binder” folder “RC000235-RC000243 Mining” and “RC000244-RC000250 Farming”

1. Now open all of the photographs that have been saved in the HiRes folders in Photoshop and resize them to the following dimensions:

A width no wider than 700 pixels and a height no taller than 883 [If the picture is landscape (horizontal), adjust the width size… If it’s portrait (vertical), adjust the height].

Use the “save for web” function in Photoshop to save the photograph you’ve resized as a .jpg with a file size no higher than 1000 Kb (1 Mb)

Save the newly resized image in the LoRes folders using the same file hierarchy that the HiRes folders use, do not save this new file in the HiRes folders over the original HiRes image. This new LoRes file you have made will be the file catalog users see.

(There are actions saved in Photoshop that will do some of this work for you, those actions are not documented here. First become familiar with actions and running batches in Photoshop and then view the group labeled CTHI Actions and use them carefully).

1. Now that the file has been resized and saved, copy the LoRes picture and place the copy in the “pics” folder. The “pics” folder is the public folder that is referenced by the records in the catalog.
2. Open up Workflows, create the photograph’s record using the information gathered and point to the picture located in the “pics” folder in the first 856 field.

Ex: 856 |u http://lib01.tarleton.edu/libimages/pics/ta000403.jpg |z Click Here to View Image