**Cross Timbers Historical Image Project Scanning Notes**

There is a basic process for adding images into the Image Project.

Scanning--Editing Photos—Adding Records--Moving

Scanning: Open Epson Scan on desktop. Select the setting needed for whatever you are scanning. For instance if you are scanning an ordinary picture, select: “Reflective” with 300 DPI. Everything else should remain the same. If you are scanning a negative picture, select “Negative with Film Area Guide”. You will need to remove the light absorber from the top of the inside of the scanner (it just slides out) everything else should remain the same. If you are scanning negative rolls, select “Negative with Film Holder”. When using this, make sure that you use the Film Holder device (black plastic thing with holes for film). This will only be used if you have Kodak Carousel pictures to scan. Scan them with the shiny side face down. Scan them to a created folder. Once all the photos have been scanned, move them to a Hi-Res folder within the Library Images Drive.

Editing: Open Photoshop. Open the file from the Hi-Res folder. Once the image is on loaded on Photoshop, first select the ‘Image’ tab, and then click ‘Image Size’. Under ‘pixel dimensions’ the width never needs to be larger than 700, and the height never needs to be larger than 883. This will depend on whether the image is taller or wider. You may need to make different alterations in order to fix images. Whether it be the clone stamp, or just auto correcting the contrast and color. After you have made the alterations necessary, click the ‘File’ tab. Next, click ‘Save for Web & Devices’. Save the file as a JPEG on Medium to High resolution. Make sure that you save them under a Low-Res file. After you save them exit the picture that you are working on. It will ask you if you want to save the changes you made…DO NOT SAVE CHANGES. If you do this it will save it as a JPEG and the TIFF will be erased.

Adding Records: Open ‘WorkFlows’ on your desktop. User ID is “OCLC” and the password is “CATALOGING”. When adding records, there are several steps needed when using workflows. Click ‘Titles’ -> ‘Duplicate Title’.

Duplicating files is much quicker and easier than making a title from scratch. Pick a title that seems to have all the information you need. For instance if you are adding records for a 3x5 reflective picture, it wouldn’t be wise to duplicate the record of a glass negative, because then you would have to change every point in the record that says “glass negative”. Keep it simple.

Deselect “Add item when creating title” and deselect “Circulate” Under ‘Call number default values’ and ‘Library’ and select “IMAGARCHV”. Under ‘class scheme’ select “ALPHANUM”. Next under ‘Item requiring default values’ and ‘Type’ select “PICTURE” and under ‘Home location’ select “ELECTRONIC”. Click Ok.

Edit all the information necessary and make it as accurate as possible. If you don’t know what is going on in the picture, label it something generic such as, “group” then come back and edit it when you have all the information necessary.

At the top of the record you need to edit the dates. The section that read “Entrd” is simply what day you added the record. So if you added it on May 1, 2012 the record should read 050112. “Date 1” is when the picture was created. Add this information if it is available to you, if not, what can you do?

If you are making a new collection, they need to be labeled accordingly. The name of the collection will be mandated by Gary. So For example if you are making a collection called “Library Worker Collection” all pictures in that collection need to be labeled “LW000001”. All photos in Low-Res need to be numbered like this. In workflows however, there is a tab labeled “Call Number” that should be available whenever you’re editing a specific file. Change that call number based off of what photo you’re on. It should read, “LW000001” and so on.

Moving: We keep the images in the Hi-Res files and the Low-Res files because they contain different settings on their photos. TIFF photos have a much higher resolution. However we use the Low-Res to be displayed on the Cross Timbers Image Drive. Copy all of the photos that you have put in the Low-Res photos. Then go to the Library Image Drive->Pics. Paste all of the images in the ‘Pics’ Folder. Don’t ever make any changes besides adding records to the ‘Pics’ folder. This file is directly linked to the Cross Timbers image drive, if you were to delete one photo, when people search for it on the image drive, it wouldn’t show.

That’s about it.