



Don't Leave It in the Attic:

Introduction to Scanning Family Photographs

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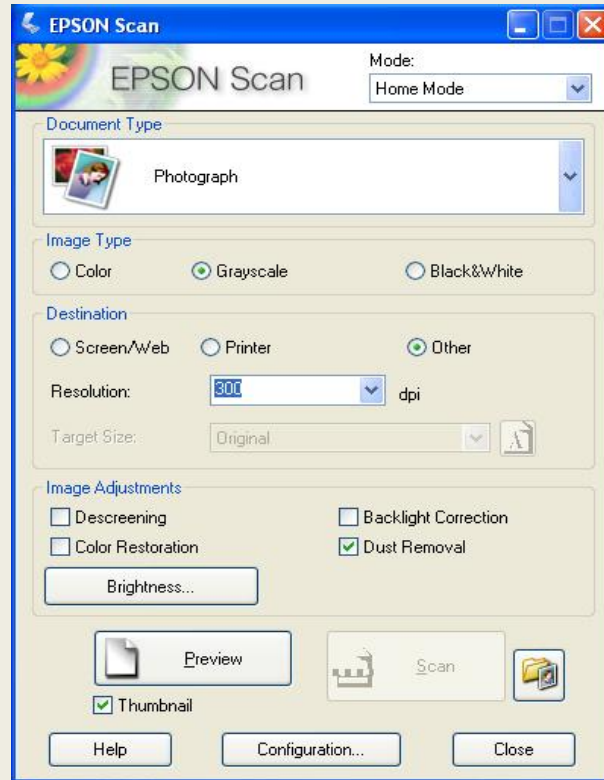
Getting Started

- Prep Photograph
 - Wear archival safe gloves
 - Wipe photographs to remove debris that may affect images
- Prep Scanner
 - Clean Scanner Glass with dry anti static cloth

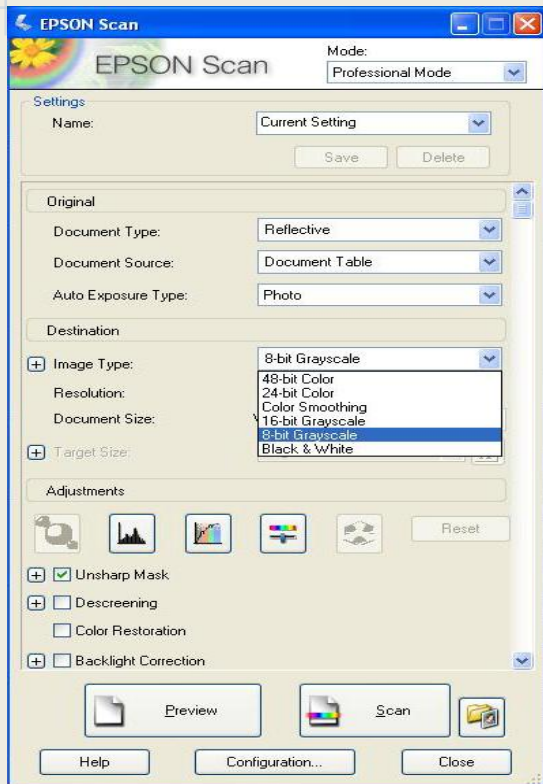


Setting Image Properties

- DPI/PPI
- Color or Grayscale
- Image Format
- Compression
- Mode
 - Photograph
 - Document
 - Negatives
 - Home
 - Professional

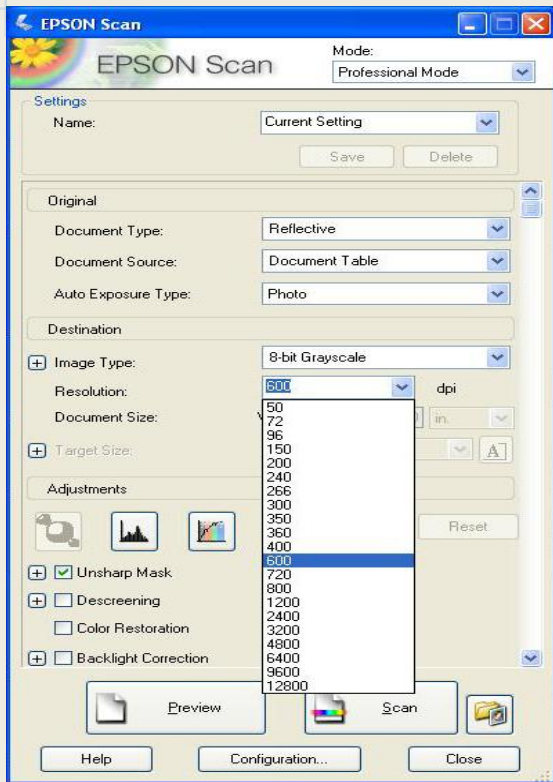


Selecting Image Type



- Black and White
 - 8 Bit Grayscale
 - 16 Bit Grayscale
- Color
 - 24 Bit Color
 - 48 Bit Color

Dot Per Inch/Pixels Per Inch



- 300 DPI for standard Archival purposes
- 400 to 600 DPI for purposes of enlargement
- Negatives or Slides may be smaller than Photograph prints, scan at a higher DPI

Scanning



- Preview
 - Setting Borders
 - Brightness
 - Contrast
- Scan
 - Select File Format
 - Saving Location

Saving your Image

JPEG

File Save Settings

Location

My Documents

My Pictures

Other: msa_sc5458_95_151 Browse...

File Name (Prefix + 3-digit number)

Prefix: |21471- Start Number: 002

Image Format

Type: JPEG (*.jpg) Options...

Details: Compression Level: [1]
Encoding: Standard

EPSON JPEG Plug-in Settings

Image Quality Options

Compression Level: 1 (1-100) OK

Cancel

High Quality Low Quality Help

Encoding

Standard

Progressive

TIFF

File Save Settings

Location

My Documents

My Pictures

Other: Scanned_Pictures Browse...

File Name (Prefix + 3-digit number)

Prefix: Collection_number- Start Number: 1

Image Format

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

Details: Byte Order: Windows
Compression: None

Overwrite any files with the same name

Show this dialog box before next scan

Open image folder after scanning

OK Cancel Help

Access

Organization

- Give the scanned photo a descriptive filename to help you identify them
- Create your own naming system but be consistent
- Create and organize a sub-folder structure on your computer in which to store files



Storage

Backup Options

- Portable Hard Drive
- CD
- Thumb drive
- Online Storage





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