Don't Leave It in the Attic:

Introduction to Scanning Family Photographs

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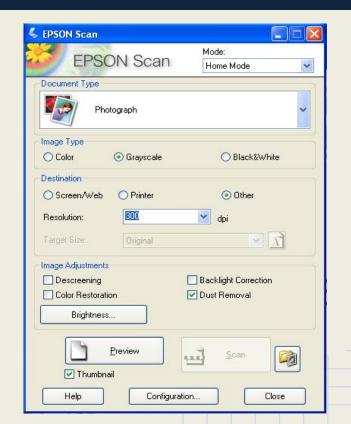
Getting Started

- 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

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Auto Exposure Type:	Photo	~
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+ Image Type:	8-bit Grayscale	*
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+ Target Size:	8-bit Grayscale Black & White	
Adjustments		leset
Color Restoration		
+ Backlight Correction		×
	Scan	

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

Dot Per Inch/Pixels Per Inch

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Help	Configuration	. Close		

- 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

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TIFF

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Туре:	TIFF (*.tif)	× (Options
Details:	Byte Order: Windows Compression: None		
🗹 Overwrite	any files with the same name		
Show thi	s dialog box before next scan		
	age folder after scanning		

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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