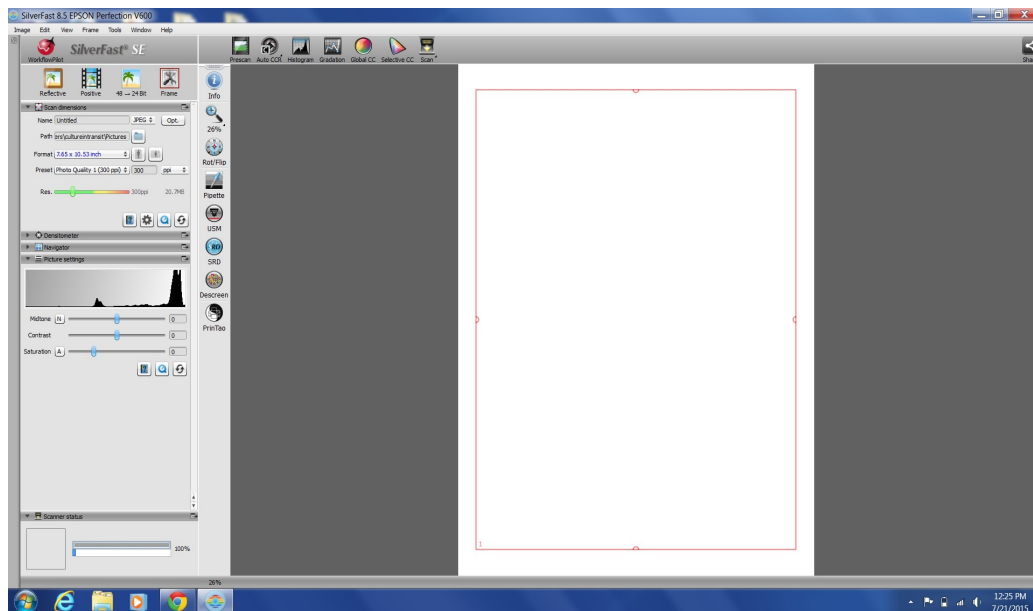
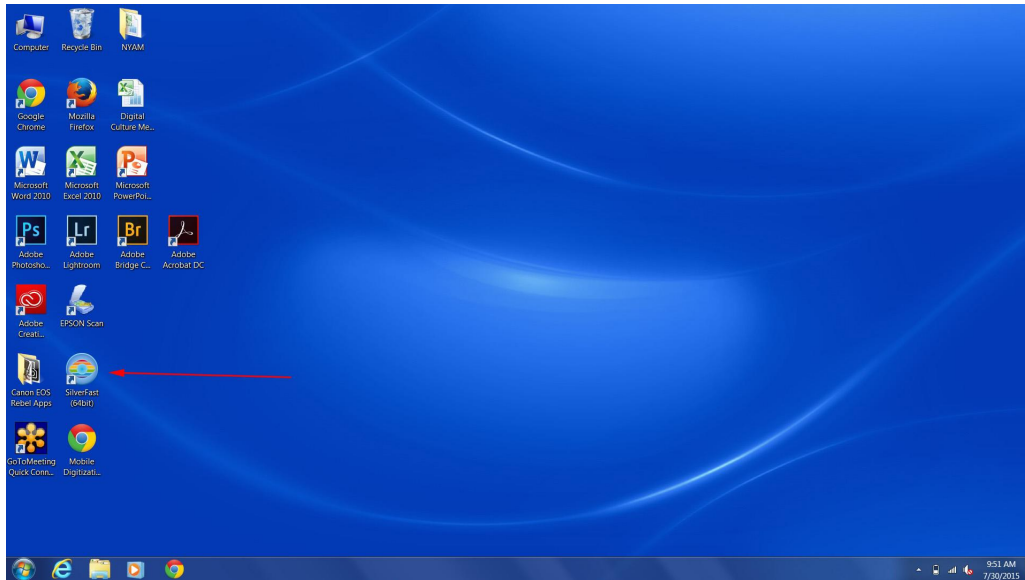


This document serves as guidance on how to scan with the Epson V800 scanner, using Epson Silverfast imaging software and Adobe Photoshop.

- Make sure that the lock switch on the back of the scanner is in the “unlocked” position.
- Plug scanner into power socket and connect to laptop and turn on.
- Launch Silverfast.



*Landing page for Silverfast*

## Set up for Scanning Photographic Prints

### Digitization Standards:

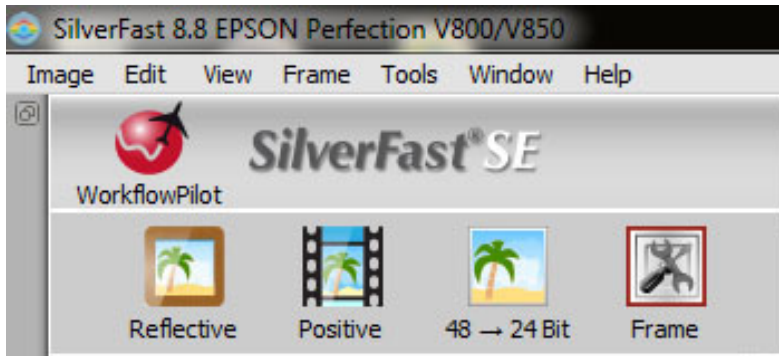
Document type: Reflective

Bit depth: 24-bit

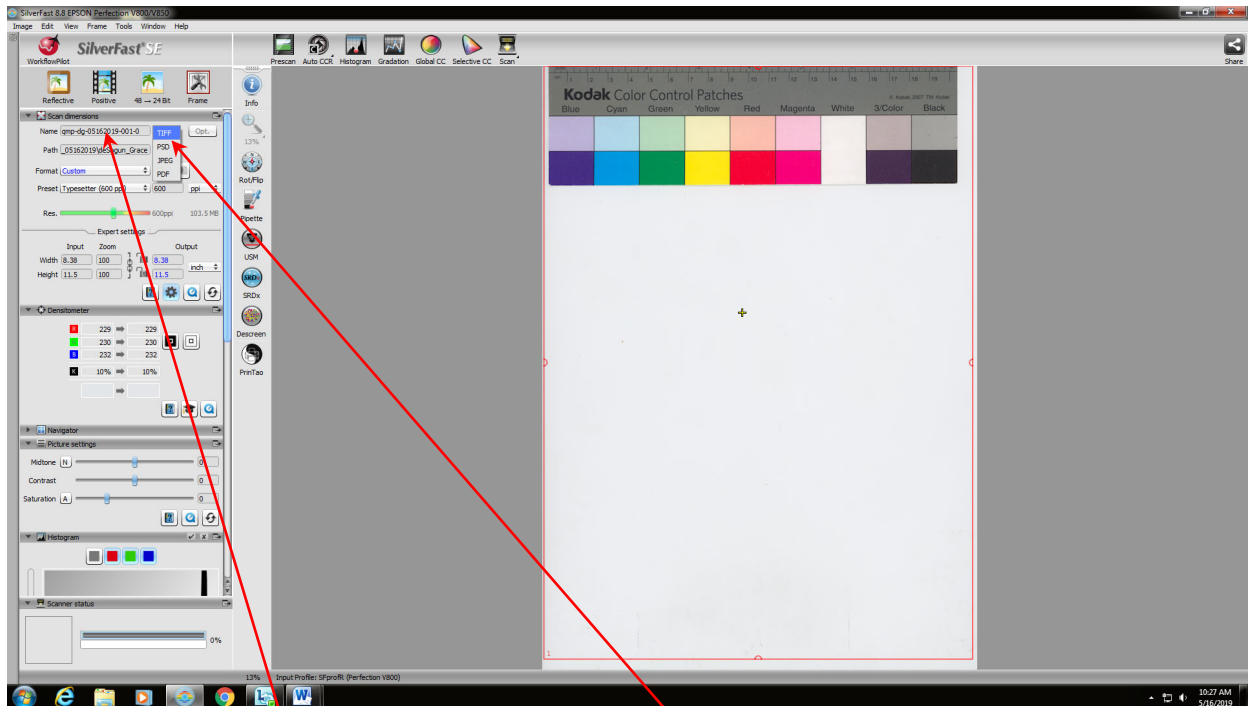
Color Space: Adobe RGB

Resolution: 600ppi

File type: TIFF



- Set the naming convention for filename and select file extension for images. (Use the left hand menu to set filename and file extension)



file name: **qmp-XX-05162019-001-0**

file extension: **TIFF**

## File Naming Convention:

**Prefix:** qmp-XX-mmddyyyy

“XX” is the first letters of the Last and then First name of the donor

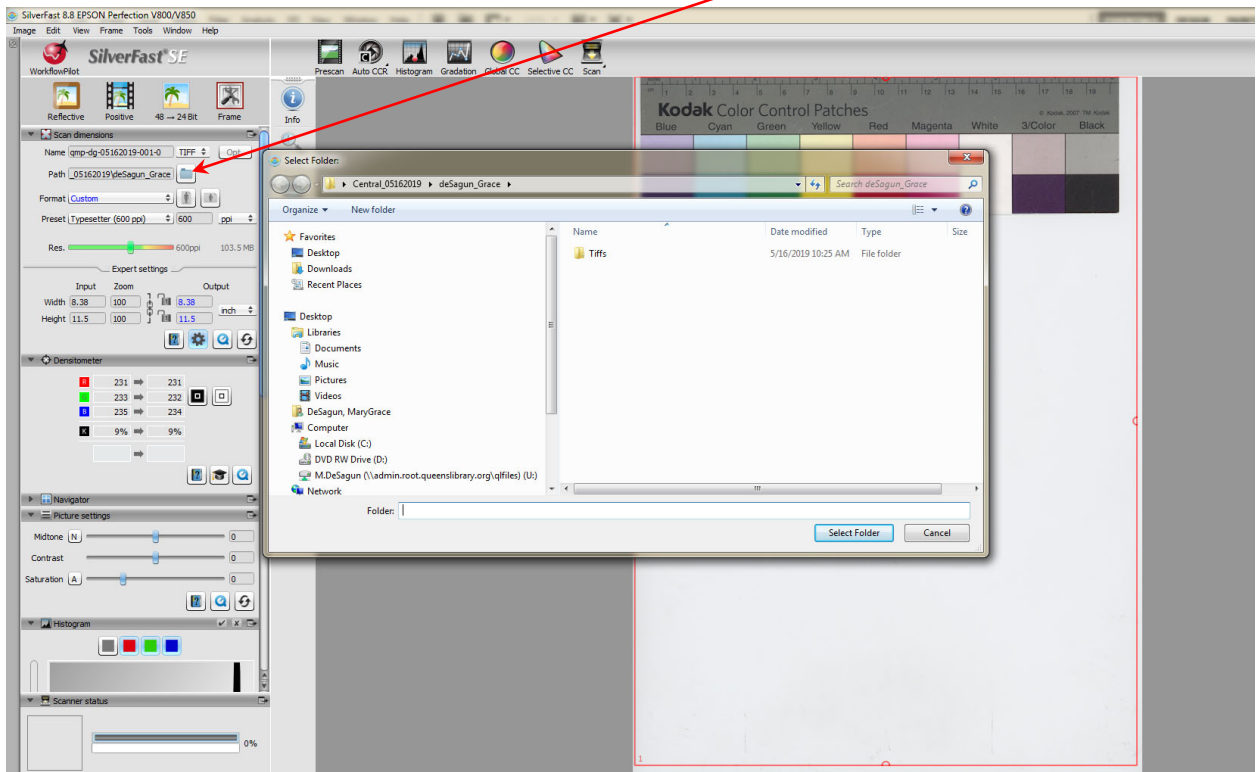
Mmddyyyy is the date of the event

- Each file is numbered consecutively, starting from -001
  - If necessary, add to suffix to indicate front and back of an item:  
Front -0  
Back -1

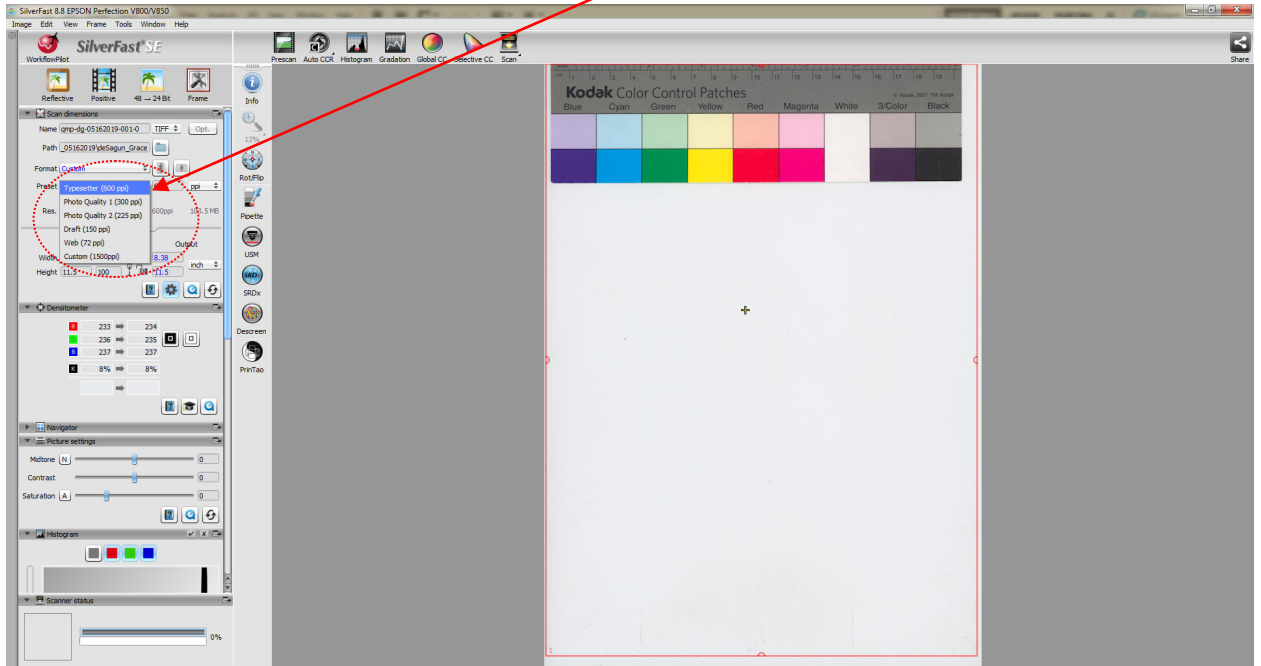
\*If there's any information on the back of the photo

Example: *qmp-dg-05152019-001-0.tif* (This is the front of the first item from donor Grace de Sagun to be scanned at the event on May 15, 2019)

- Select the destination folder where the images will be saved on the desktop. The file naming convention for the folder is *Location\_mmddyyyy* (e.g. *Central\_05152019*). Select the Donor's subfolder (Lastname\_Firstname) that you are scanning within the event folder on the desktop.

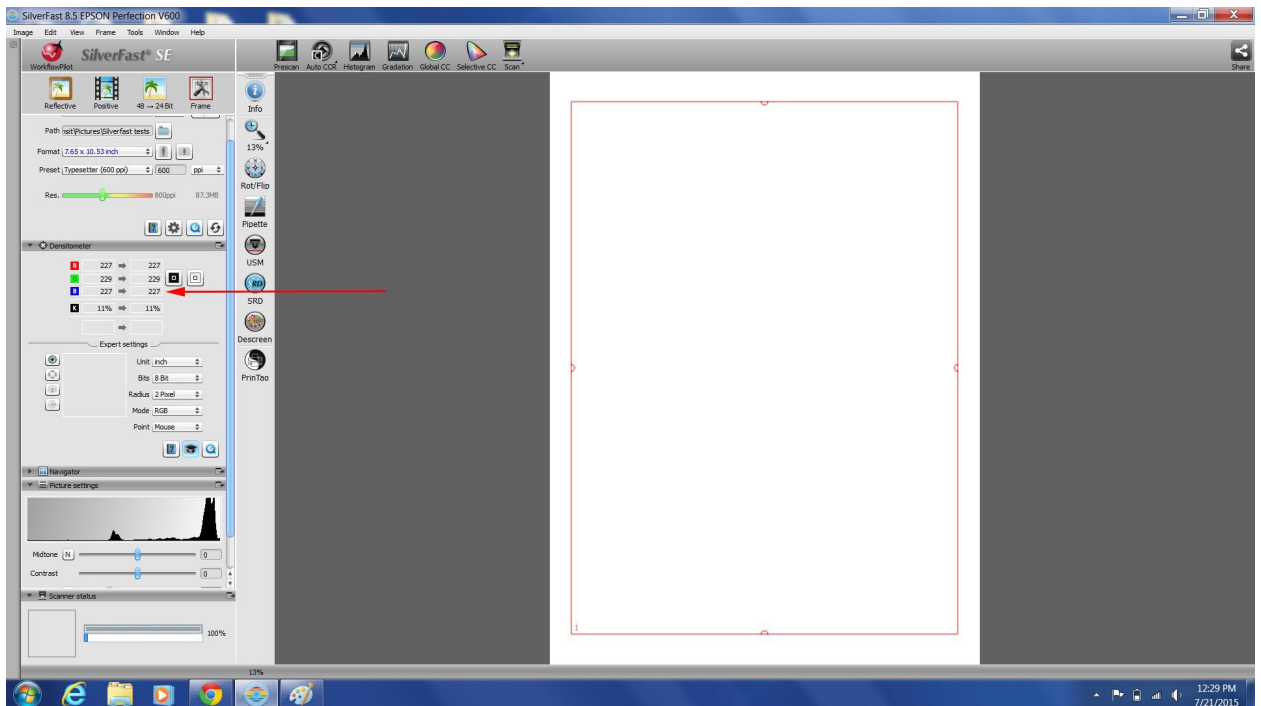


- Select the resolution the images will be scanned at (**600ppi**).

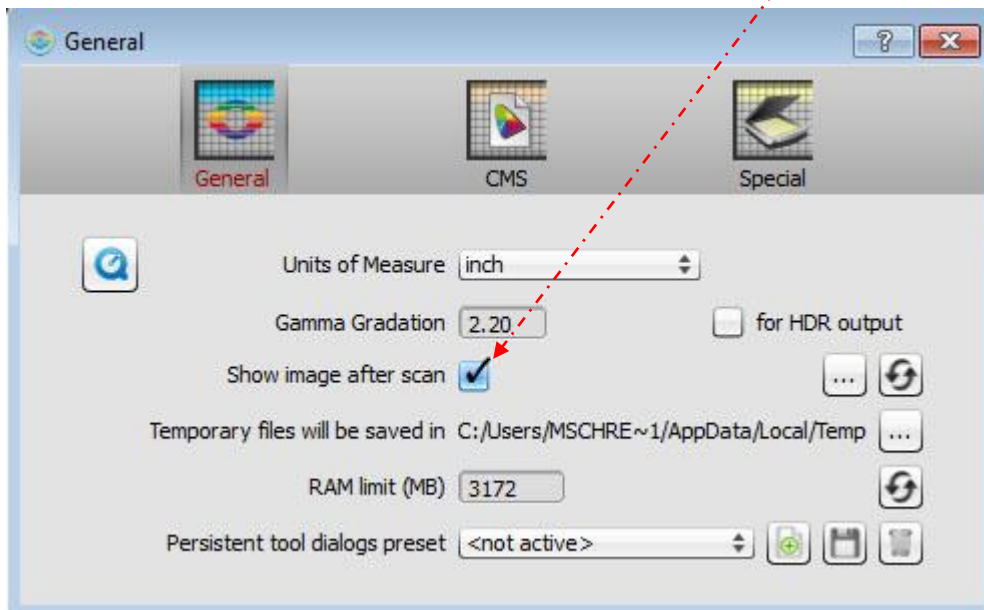


*Image resolution options*

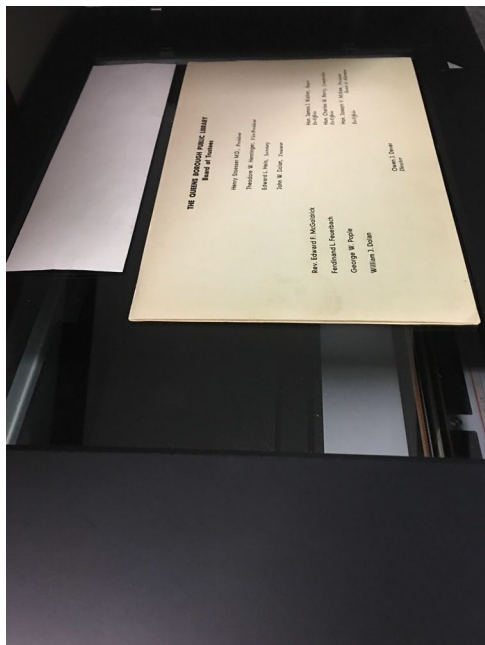
- Check RGB levels are correct. We will scan at 24-bit RGB (8 bits per color).



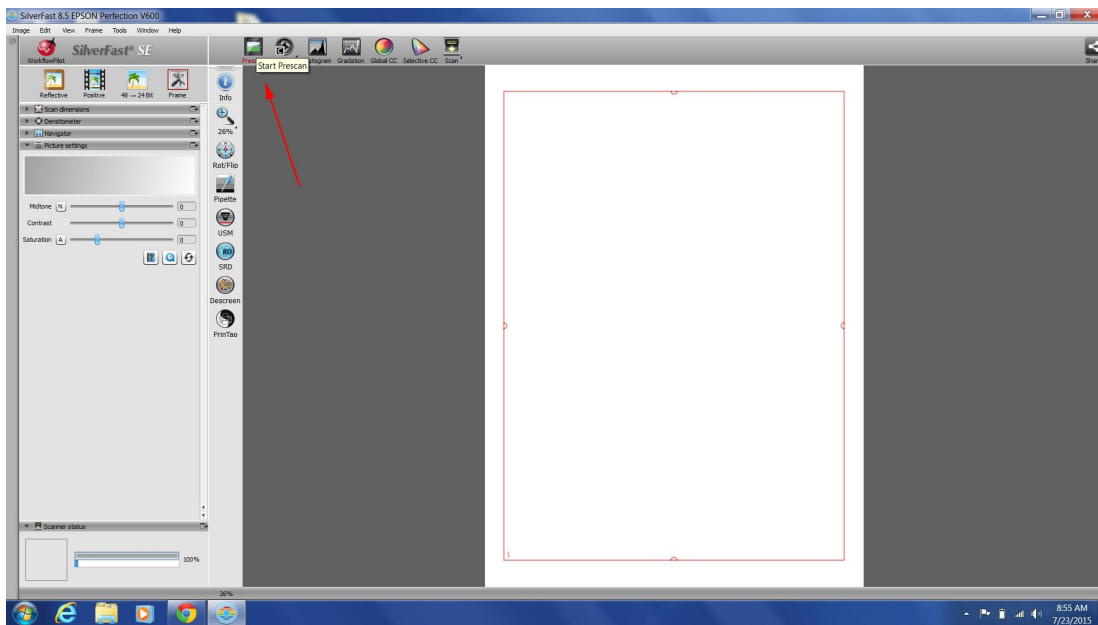
- Go to the Edit menu, and then select Preferences check “Show image after scan”. This will open the scan in Photoshop for review.



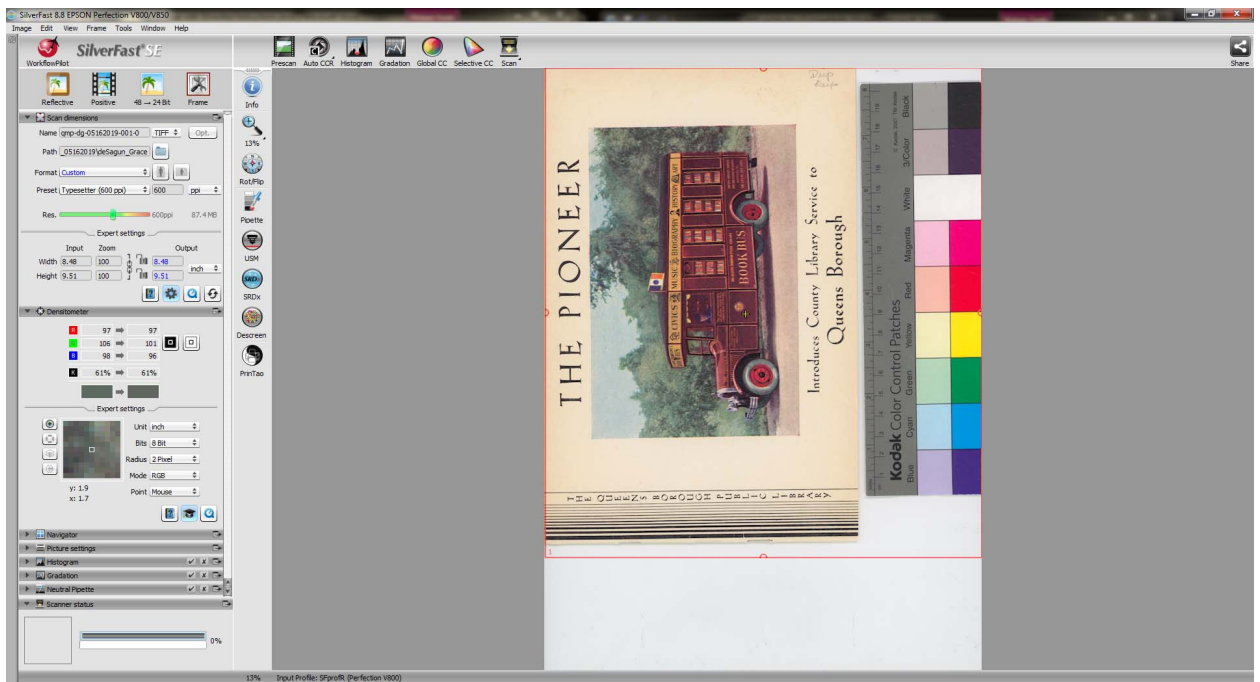
- Once the above settings are correct, scanning can begin.
- Position the image or document on scanner and close lid.



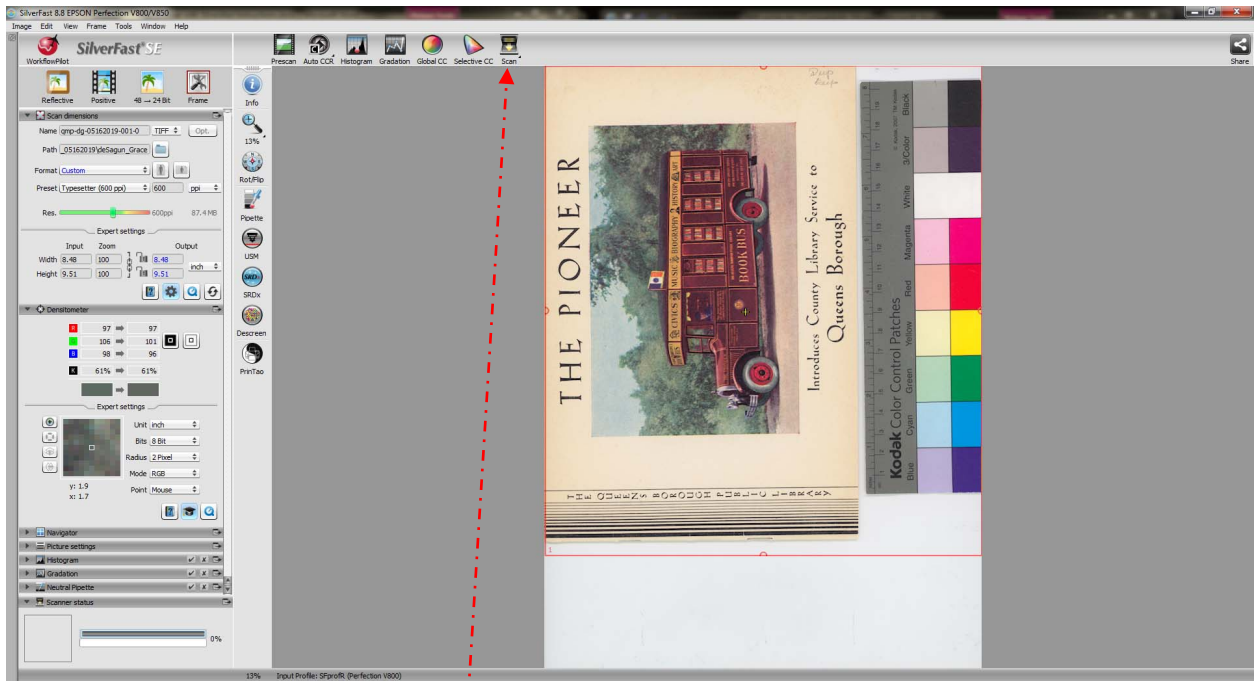
- Select the 'Pre Scan' option in Silverfast. This will quickly scan the image and display on the white area and will show how far out of the red border it is.



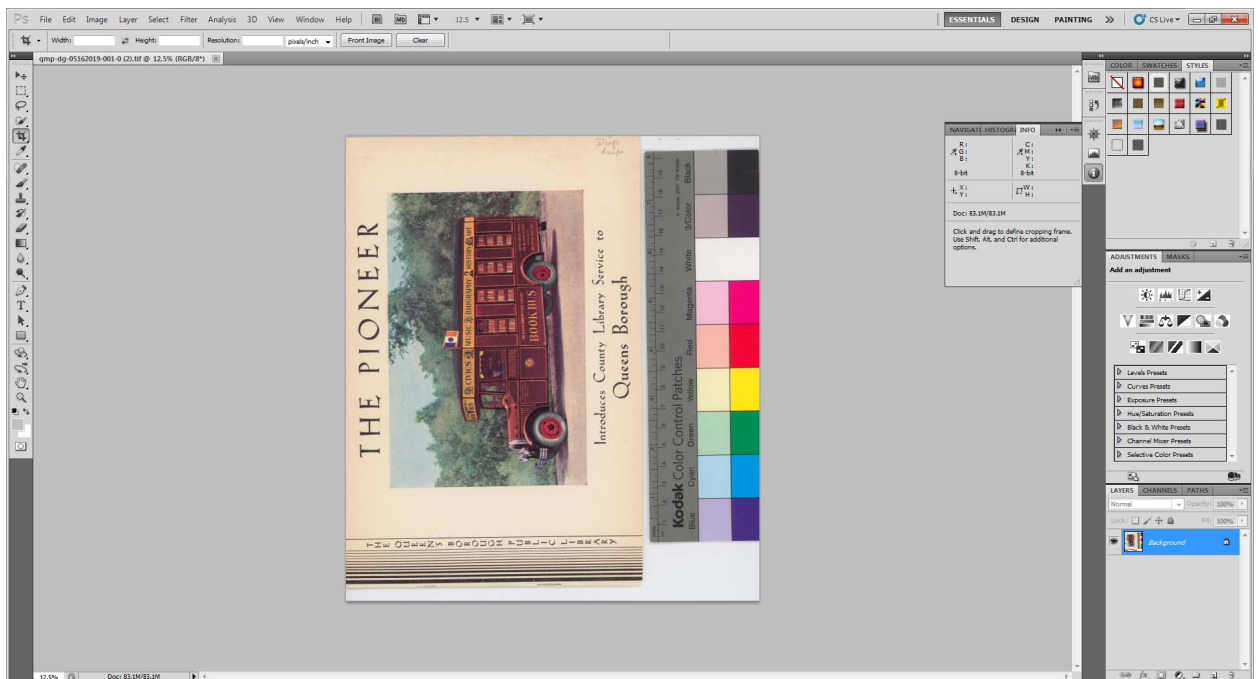
- Resize the red border lines around the scan of the item – the scanner will only scan the area as defined by the red border lines.



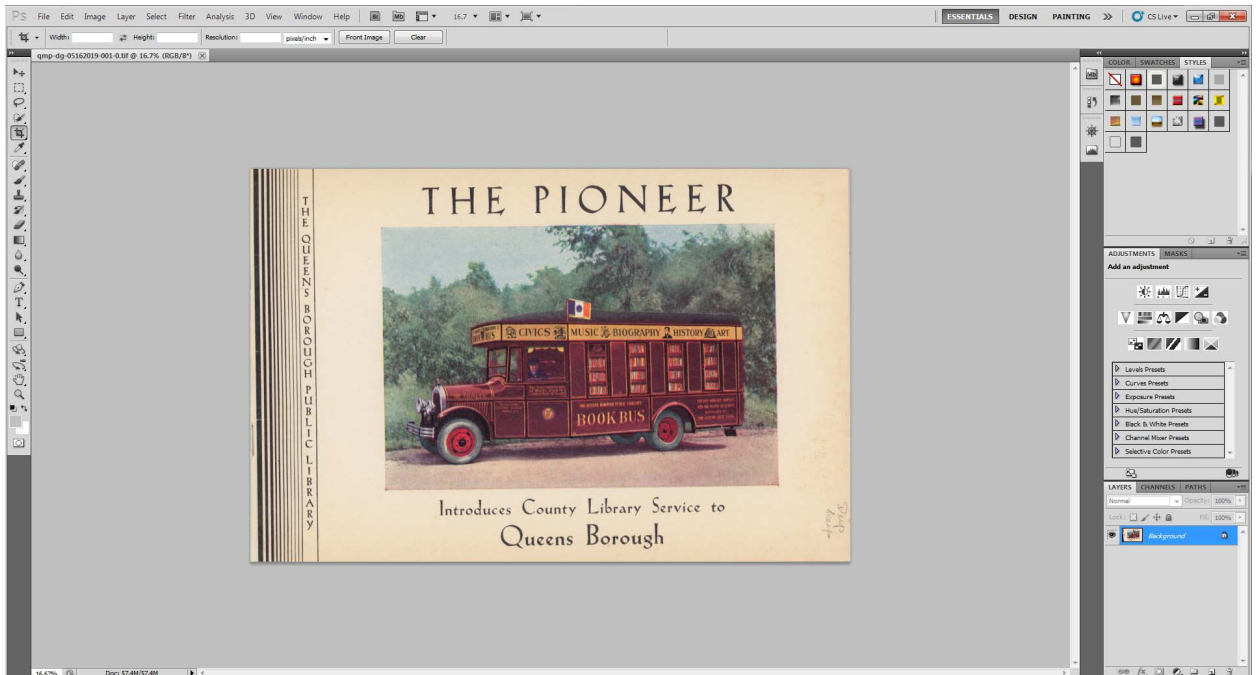
- When scanning an image, **make sure you are capturing the whole image & not cropping any information on the photo.** Scan the image with the color target.



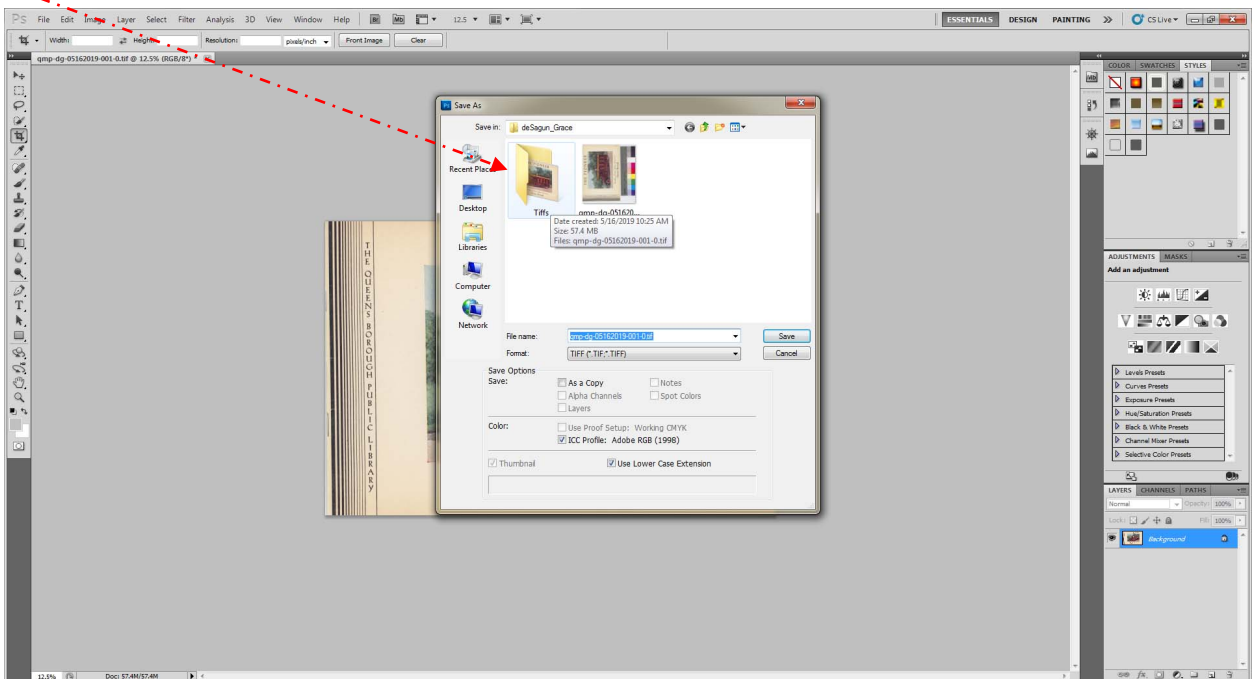
- Create a scan of the item by pressing 'Scan'
- Scan will open in Photoshop where you can assess the quality and make changes as necessary – such as rotating & cropping the image.



- Crop out the color target and any of the white area that appears on the photograph.

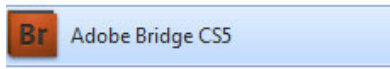


- Once everything is cropped out properly. Click "File save as" and save the cropped file in the Tiffs subfolder.

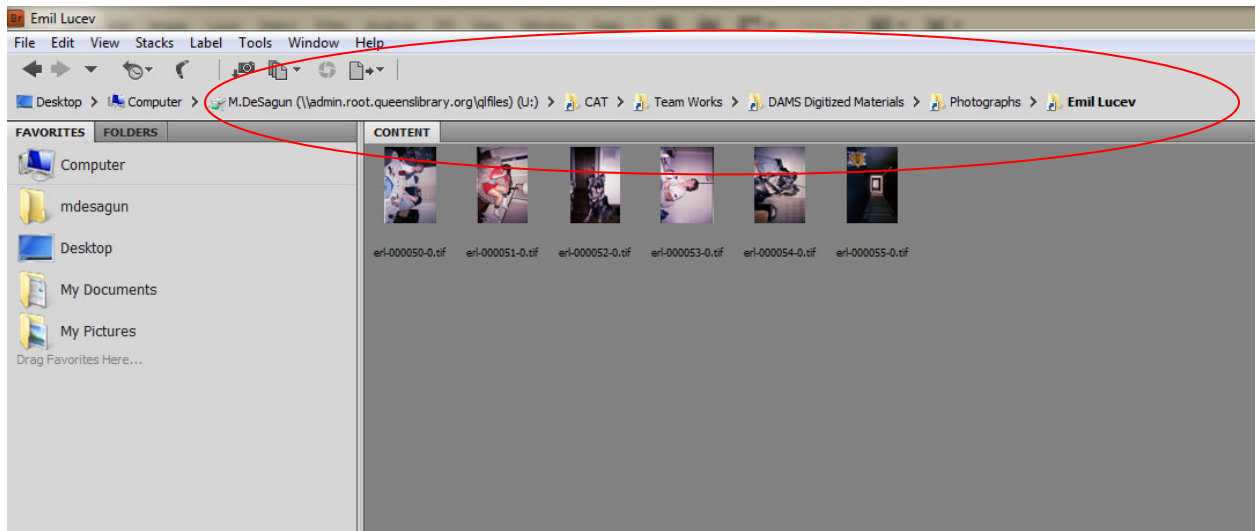


- Once you scanned all the items. You need to create a JPEG version.

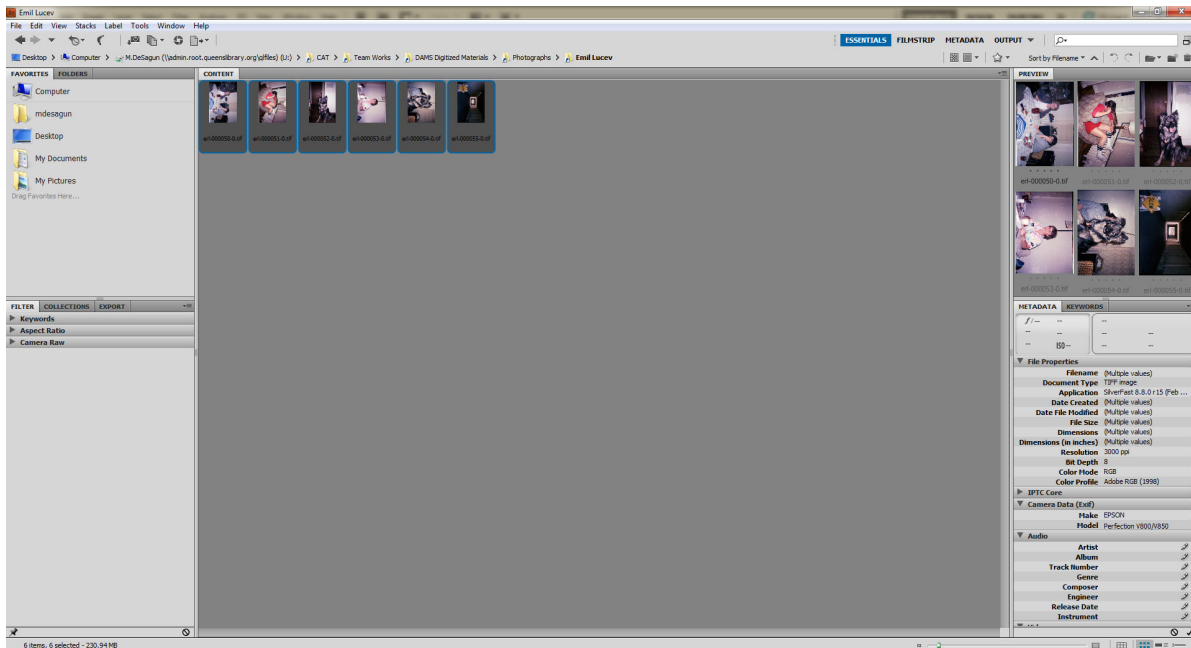
- Open Adobe Bridge



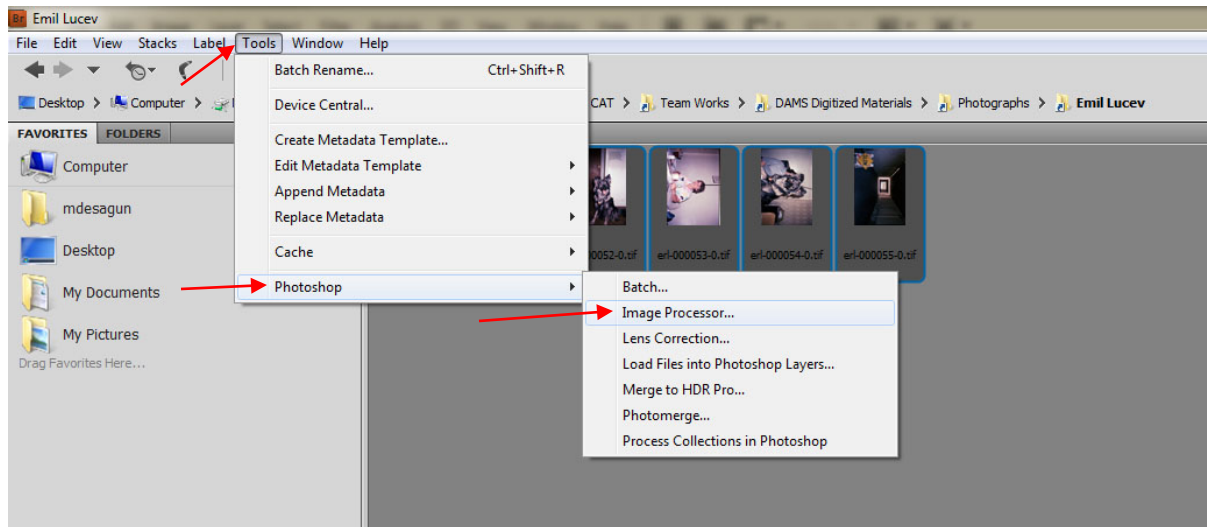
- Select the destination folder where the images are saved.



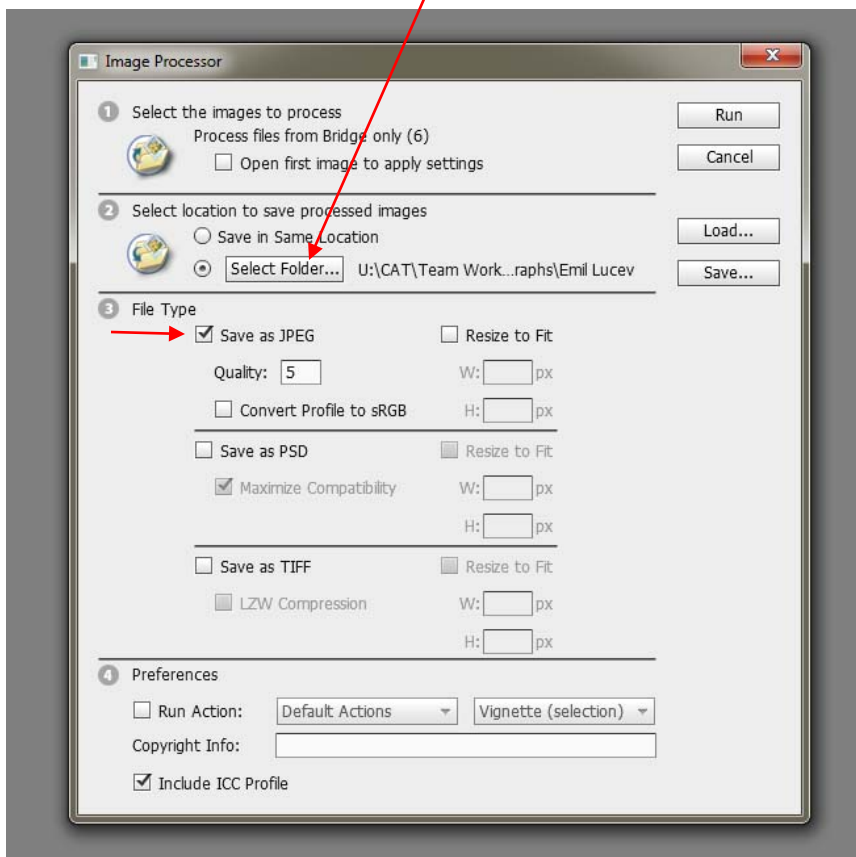
- Select all the images you want to convert to JPEG.



- Go to Tools > Photoshop > Image Processor and select “Run”.



- A pop-up will appear. Select a destination folder where the images will be saved. Make sure to check the box “Save as JPEG”



- Click “Run”

- This will drop a folder of the JPEG images into the donor's desktop folder.
- Save the contents of the donor's folder onto a flash drive. Each flash drives should include: scans of the donated materials (saved as TIFF and JPEG files).
- The following materials are given to the donor: flash drive, original materials and "Preserving Your Digital Memories" brochure.