

## Digitizing Guidelines

### **Before you begin:**

- Make sure your hands and workspace are clean and free of any spillable liquids, foods, dust, adhesives, etc. Liquids destroy archival objects as well as laptops, hard drives and scanners.
- Remove all pens and markers from the scanning space.
- Make sure the scanner is clean and free of dust on the scanning bed.

### **You'll need the following items:**

- A selection of archival materials to scan, roughly sorted by approximate size.
- A formatted spreadsheet ready to record information (“cataloging”) about the archival items you'll be scanning and photographing.
- A hard drive to save scanned images onto.
- A scanner with power and USB cords.
- A laptop pre-configured to work with the scanner (CPMR scanner information goes here)

### **Prior to the start of each scanning session:**

- 1) Create a folder for today's scans on your hard drive. Clearly label the folder with the archive name and scan date.
- 2) Open scanning software. You should only need to do this once.

### **Archive Materials Preparation Steps:**

#### ***A. Sorting***

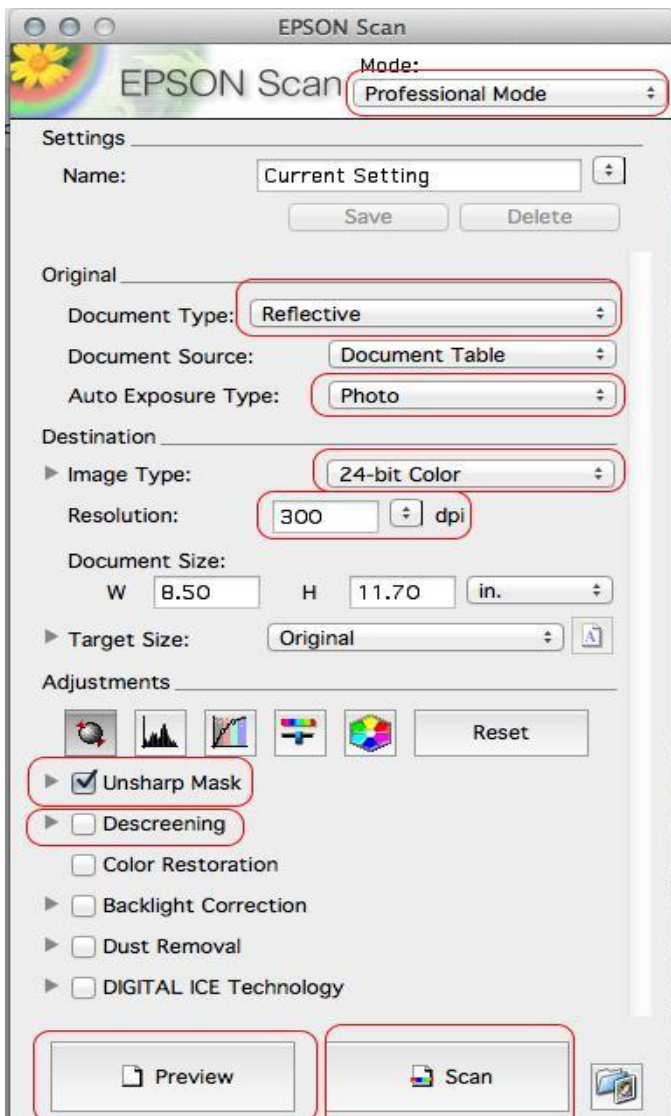
1. Carefully sort items based on if they are mostly text, mostly images, or film negatives.
2. Sort photographs into three groups based on size:  
smaller than 4"x5", larger than 8"x10", and those in-between.

### ***Step 2. Scanning***

2.1 Open EPSON Scan software, it may be stored in your applications folder.

2.2 Determine the correct DPI resolution based on your image size. You'll need to input this in the scanning window described in step 2.3.

What is it?	What size is it?	Minimum DPI:
Mostly Text	Any size	400
Mostly Images	8" x 10" or larger	400
	5" x 7"	600
	4" x 5" or smaller	800
	35 mm film negatives	2800



2.3a Configure your scan window to look like the one shown below. Fields outlined below are those that you will need to change/double check.

A) Set to **PROFESSIONAL MODE**

B) Document type as **REFLECTIVE**, except for film negatives.

C) Auto exposure type: set for either **PHOTO** or **DOCUMENTS**:

D) Image type: Set as shown

E) Adjust the **RESOLUTION** based on the scanning chart.

F) **UNSHARP** mask should be checked.

G - Optional: Use **De-screening** if scans are reproducing patterns in images.

2.3b Click **Preview**. Size the crop to the edge of item, leaving a small amount of space around the archival object.

Remember that it is easy to crop later, but impossible to recover anything not scanned. Click **Scan**.

2.4 Name the item using the accession number naming convention described below.

**Please note that you set the Item# in the scanner file save window tick box NOT in the prefix section (see image below)**

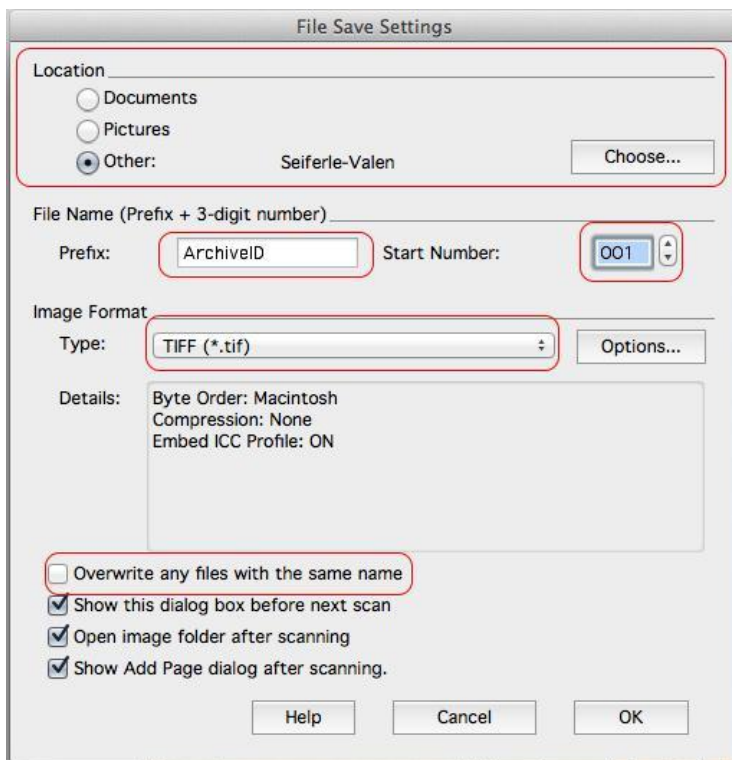
ArchiveIDNumber\_ScanDate\_Item#  
Example: 100ABC\_080113\_001

For items that will only be one catalog record, but will have multiple images – a multipage brochure, pamphlet or book - add a single letter to the number described above. You'll need to do this manually by right clicking and renaming files *after* scanning.

Example:  
100ABC\_080113\_001\_a  
100ABC\_080113\_001\_b

2.5 Make sure to save the scan as a TIFF. Save in a folder named **LastName\_Archive**. For instance Luvenos\_Archive or Garcia\_Archive.

Your file save dialogue box should look like the one below:



A) Select the folder to scan to (generally on a hard drive).

B) Set the prefix of the accession number for scanning, i.e. **100ABC\_080113\_**. The software automatically appends the sequential numbering.

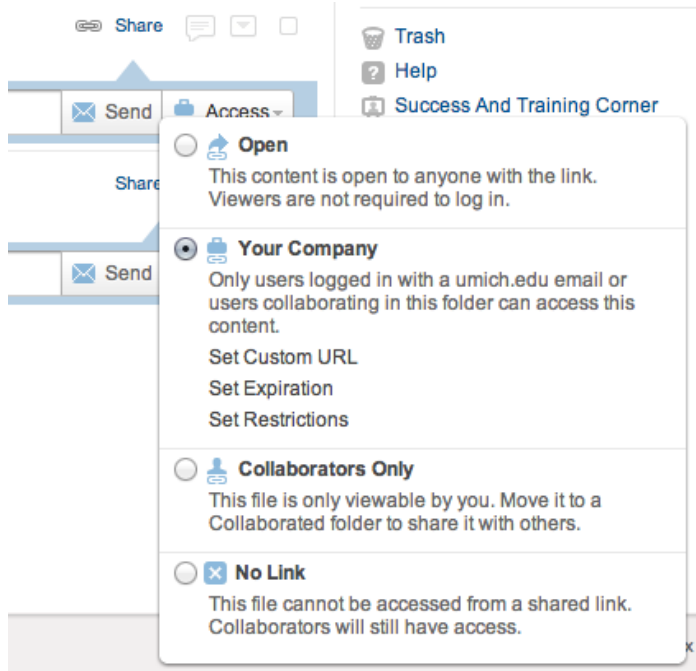
C) Set file format as **TIFF**.

2.6 While the item scans, fill out known information in your cataloging spreadsheet. It may be too time consuming to fill out every field on-site. Feel free to capture notes in the notes section of your spreadsheet that you can use to fill out the other fields later.

### ***Step 3. Back-up Uploading:***

3.1 Within 24 hours of your interview date, your designated data wrangler is responsible for uploading your scanned and video files to their M+Box Account.

Configure your options under Share/Access until they look like the image below:



Then **share** with [mariasv@umich.edu](mailto:mariasv@umich.edu). Please also send an additional email from your personal account to Maria S-V when this has been completed and she will email you a confirmation.

*Please note: All students have 50gb of could storage available through M+Box.  
You can access M+Box here: <https://box.it.umich.edu/>  
Get M+Box help here: <http://www.itcs.umich.edu/storage/box/faq.php#general>*