Center for Adventist Research
Photograph Scanning Project – Procedures
March 21, 2005

Working with Photographs [prior to computer]

In addition to the computer related procedures for scanning and indexing, the following steps apply to the numbering and filing of the photographs.

1. ALWAYS wear gloves. This limits the amount of body oil which will be transferred to the photographs. This oil, over time, will deteriorate the photograph.

2. Arrange the photographs for a given individual from youngest to oldest in appearance. Does not need to be exact, just approximate.

3. By laying out all of the available photographs for the individual you will quickly see if there are duplicates. If so, group each unique (or virtually unique) pose together. Choose the best of those which are the same. There is no need to scan and index each one when there are more than one which are identical. Be sure they are indeed identical.

4. Assign numbers. This will be the next available number. If the last number used was P 000987, then the next photograph will be known as P 000988. P 000988 may have any number of duplicates with it. All of the same pose, etc. should have the same number. For ease of speaking we often drop the zeros in front when speaking. When entering in the index or writing on the photograph, be sure to include the zeros–you should have a six digit number. It is STRONGLY suggested that you not do a lot of photographs ahead until you are very familiar with the process and the portion of the collection which you are currently working on. Having photos out of sequence is not the end of the world, but undesirable when it could be better. Even with experience only number a few ahead.

5. Marking the photographs. Always use pencil. There are certain photographic materials which will not accept pencil. In these rare cases use a ball point pen. In all cases, do NOT press hard. A light mark, as long as it is legible will be adequate. If you press hard, the impression will show on the other side.
   A. Write the P # on the top left portion on the reverse side of the photograph–the side with no image.
   B. Stamp with the AHC stamp on some portion of the back which does not have a significant part of the image on the front side. This is in case the ink "bleeds" through the photograph it will not deface a significant part of the image

6. Enclose the photographs. Find a polyethylene sleeve which will fit the photograph. If there are duplicates, they need to fit in the sleeve as well.
   A. Write P # on the top left, non open, edge with a permanent black marker such as the Sanford Sharpie fine point permanent marker. Also, write the individuals name on the top edge of the enclosure.
   B. Insert the photograph into the sleeve.
   C. File the photograph in the appropriate folder in the photograph file cabinet.

Additional Notes

Oversize–ones which will not fit into the 8 x 10 sleeves.

A. In the expected location place a standard white sheet which says: "This Item Placed With Oversized Photos". Place the P # at the top.
B. Place the photograph in the large sleeve and number as usual.
C. File in the file drawer designated for oversize photographs.

Assigning File Names.

If John Jones had three unique photographs, then they would be numbered as:

Jones, John 001
Jones, John 002
Jones, John 003

If, for example, Jones, John 001 had three photographs which were the same, they would all get the same number

Scanning Part

1. Turn on power strip then turn on the computer by pushing the button on the lower front panel.

2. Login: ahcstudent student

3. Click on Photoshop icon

4. Choose the first photograph or group of photographs. Arrange one or more photographs on the glass. Be sure they do not overlap and are straight as this will simplify work later.

5. To scan, in Photoshop, click File import twain 32. This opens the VistaScan program, a program which interfaces with the scanner.

6. Settings: Reflective (flatbed scanner); black and white photo [use color for color photos]; 600 dpi; no descreen (if photo; if picture from printed source then will need some degree of descreening. Descreening helps to eliminate the wavy or dots pattern often seen in scanned images from printed sources. This comes from the method used to produce a printed image.)

7. Preview.

8. Drag "yellow and blue" border to surround only one photo. It is best to leave some border around the image at this point. It is hard to be real precise at the small image seen here. The image can be cropped later.

9. Scan.

10. May scan several photos during one VistaScan session because to go to the next step involves closing VistaScan. Probably should not get too many in the "pipeline" as they will be lost if the computer needs to be shut down unexpectedly. Also, with more in the "pipeline" it will slow things to some degree.

11. Exit VistaScan only.

12. In Photoshop, crop image and/or adjust brightness/contrast as needed. In general, it is best not to adjust brightness or contrast unless the image is very dark. Crop only to remove white area beyond the actual photo. This is archival imaging. As such, we want to change the photograph only to the extent necessary. Cropping is usually necessary to remove extraneous data outside the original image. Brightness and contrast actually change the image itself. Be extremely careful. It is best to leave the image rather poor and let the end user manipulate as needed. By saving in .TIF format, someone later is able to make the changes they need to fit the situation.

13. File Save as D:/working/CD [current number of CD]. Be sure .TIF is the format specified at the bottom of the dialogue box. Clicksave IBM PC & LZW compression. The naming convention for the archival image is the P # followed by the individuals name.tif. For example: P001525_Graham_Roy_E_003.tif

14. To create the thumbnail image for use on the web: Click on Image Image size Print size: resolution = 100 pixels/inch and print size height or width = 1 inch (whichever is larger) OK.

15. To save the thumbnail image: File Save as D:/working/CD [current number of CD]. Be sure you save it as jpg format [.jpg options: quality: 5; medium; progressive; scans: 5 OK]. The naming convention for

thumbnails is the P # followed by the individuals name.jpg. For example: P001525_Graham_Roy_E_003.jpg. It is very important that this file name be alpha-numeric only with no punctuation. Underscore is OK. It is case sensitive. It is probably easiest to copy and paste the .tif file name created previously and then change the format to .jpg.

16. When all photographs are saved, EXIT (or minimize) Photoshop.

Indexing Part

1. Open Internet Explorer. Go to web address for the cgi database. This is a portal that only a couple of people can enter because it allows access to change, add, and delete data from the database.

2. Complete the template following the established pattern.
   A. Number and Timestamp. System supplied. You can do nothing.
   B. Call number. This is the P 000000 number you supplied previously. Insert with a space between the P and the first zero.
   C. Category. Currently this will be "People." In the future we may have Places, Things, Buildings, etc.
   D. Name. This is the name of the individual in the photograph. Check the Library catalog: www.andrews.edu/library for the correct spelling of the name and any additional names that should be used. We want to eliminate additional forms of names.
   E. Photographer. This information is usually not known. In this case type two hyphens. If we do know the photographer enter that information in direct order.
   F. Date. If there is not an exact date, we need to try to give an approximate date. This can be done by looking at the individuals birth and death dates; style of clothing; hair style; cars or other such objects in the picture; and by a general sense which you will develop as you work with this. When providing this approximate date, you can do it by decade with this format: 197-. This means the decade of the 1970s. Another example: 186- would mean the decade of the 1860s, and so on.
   G. Description. This is a physical description of the actual photograph that was scanned. Use b/w for black and white; use color for color. Provide a measure of the photograph giving the height first then the width. The dimension is measured in centimeters. Example: b/w; 17 x 12 cm.
   H. Condition. This is a subjective evaluation. Use the terms good, fair, poor. Additional comments can follow the term.
   I. Provenance. This is a statement regarding who gave the photograph to the Center for Adventist Research. In most cases this will not be known. If it is know it will usually be the Andrews University Public Relations Office. Of course, it could be others as well. This is a free-form field.
   J. Note1 and Note2. In these fields can go any additional information we may have about the photo such as when it was taken, what event, meeting, people, etc. Some can potentially get rather long; look for ways to shorten these without compromising the understanding of the information. It is better to error on the side of providing too much information than not enough.
   K. Subject1 . . . 5. In these fields provide subject access to the photograph. This is often just the name of the person pictured. It could also be the names of additional people in the photo, a meeting name, an institution name, etc. See some of the fields already completed. Follow the established pattern and format. For example: Andrews, Charles, 1857-1927. This information can be obtained from the Library catalog or from the Obituary Index: http://www.andrews.edu/library/car/sdapiobits.html. Ask the supervisors if you have questions.
   L. CD #. This number will need to be added later when the CD master is made.
   M. ImageFile. This is the file name for the archival copy of the image as stored on the hard drive. For example: Alexander, Wilber 001.tif.
   N. Thumbnail. This is the file name for the thumbnail copy of the image which will appear on the web. It is important this information be accurate otherwise the thumbnail will not appear following a search. For example: AlexanderWilber001.jpg. Use no spaces; only alpha-numeric characters. The underline is acceptable.
   O. Release. This will be a y or a n. What this means is that those individuals we know to be dead will get a y. This will allow the public to view the record and thumbnail. If there is a n then the public is blocked from seeing this record. This is a legal privacy issue. For us to display someone's picture and name associated together we would need to get their permission. We do not have the time or resources to

make these contacts. The easiest way to deal with these is to create a list of names as ask the supervisor to look at it. He will indicate those which should be a y. Assume all the others are n.

3. Number and mark each photograph if not done previously. Place into the special enclosures if not done previously.

4. Continue to do additional photographs as time is available. It is adviseable to do the whole process and not leave portions undone.

5. When you are done for the session, exit from the Indexing program; from Photoshop; from the computer.

6. Shut down the computer and turn it off unless you know someone else will need to use the machine later in the day.

7. Place sleeve with photograph in appropriate file folder. Place no more than about 10 photos in one file. Using a dark pencil, label the call number range in the established method. Place these in a hanging file in the proper file cabinet.

Updating Web Searchable Database

1. After entering a goodly number of new photographs and their accompanying index information they need to be made available to those searching via the web. This is not an automatic operation.

2. Go to web address for the cgi database. Choose Update. This does certain clean up operations to the database. The database you are working with is what web visitors search.

3. Copy the thumbnails. This process allows web visitors to see a thumbnail along with the index. You will need to establish a folder called Current Thumbnails to place the new ones into.

4. In D:/working/CD # display the file contents on your screen using My Computer or Windows Explorer. Change the display to place all of the .jpg together. Copy this group and paste them into the folder created in the previous step.

5. Open Network Neighborhoods Methuselah HD Transfer New CAR Photos. Copy the thumbnails (or .jpg) copied from the D: drive into this Transfer file.

6. Let Steve Sowder (Systems Librarian) know there are new thumbnails to be processed. He will move them to Orion, the University's web server and put them together with the Index done earlier. This will allow the web users to use the index and see the thumbnail.

Making CD Master

1. Insert a new "gold" CD into the CD drive. A help "wizard" should appear. Select all in your D:working directory including all .tif and the accompanying .jpg files. Copy these to the CD.

2. Be sure to label the new CD with appropriate CD #. Write that clearly on the top surface. Prepare a jewel case with the label information as well. Indicate the P #s on the CD. Give this CD to the supervisor.

3. Prepare a second CD with the same contents. Use a “regular” CD for this one. Indicate the P #s on the CD. Prepare a jewel case with the label information as well. Give this CD to the supervisor for storage in the vault.

4. Once both CD’s are created, check them to be sure they are good copies.

5. Delete the thumbnail file and clear out the D:working file to be ready to receive new data.

THE END