

# South Carolina Digital Library

## Scanning Guidelines

### Important Notes

- Before handling any materials, please take preliminary measures and ensure that your hands are washed, gloves (if necessary) are placed on hands, and that both the scanner and computer are turned on.
- Remember to calibrate the scanner(s) once a week.
- All images should be scanned at no lower than **300ppi** and a **TIFF** version should be saved as a Master copy.

### Instructions

1. Place the item on the scanner. Ensure that the item is placed on the scanner in such a way that it will appear right-side-up when scanned.
2. Open Photoshop
  - a. Go to *File* → *Import* → Scanning software of choice
  - b. Select correct resolution, bit depth, color, etc.
  - c. Preview
  - d. Scan
  - e. Exit scanning software
3. Review file in Photoshop for quality
  - a. Save as a TIFF in designated TIFF project folder on the local drive of the computer, using the file scheme set up for the project
  - b. Go to *File* → *Info*
    - i. Add Description
      1. Type in title designated by Project Team, your name as author (one responsible for scanning), and scanning equipment used (scanner and software)

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- ii. Add Origin
  - 1. Choose *Created Today* (click button)
- iii. Save TIFF again to retain changes
- c. Save as JPEG in a separate JPEG project folder (**not** TIFF folder)
  - i. Choose quality level decided upon for the project (Maximum is recommended)
- d. Close file
- 4. Repeat Steps 1-3 for all images
  - a. Remember to remain alert, pay attention to detail, and review all work performed.
- 5. **Recommended:** Burn JPEGs and metadata to DVD and move them to the storage server.