

Using the Flatbed Scanner to Create Archival TIFFs

The instructions below apply generally, but were created specifically for working with Photoshop 6 at the Archives workstation.

I. Scan the object

1. Place the picture or document face down on the scanner. Be careful to align it with the edges of the glass. Close the lid
2. Open Adobe Photoshop, and select **File > Import > WIA-EPSON Expression1640XL**. (Please note, if the TWAIN connection is used, the settings offered below will appear slightly different)
3. Select the "Custom Settings" Radio Button, then the link "Adjust the Quality of the Scanned Picture."
4. Click the "Preview" button to get a preliminary scan. If the picture is skewed, readjust it on the scanner and hit "Preview" again.
5. Check the scan settings:
 - Leave **Brightness** and **Contrast** at 0
 - **Picture type:**
 - i. For image or text with color, select "Color Picture"
 - ii. For black and white image or text, select "Grayscale Picture" **Note:** do not use "Black and White Picture or Text"
 - **Resolution:**
 - i. Items with text (except when the smallest type is 24-point or larger): 600 DPI
 - ii. Images and other items 5 x 7 in. or larger: 300 DPI
 - iii. Images and other items smaller than 5 x 7 in.: 600 DPI
6. Click the **Preview** button.
7. After Preview has completed, set the area to be fully scanned by dragging corners of the marquee (the dashed outline) out or in as appropriate. Select just enough to show the entire image, without extra space for frames or matting.
8. Click the **Scan** button. Once the scanning is finished, **close the scanning window**. Or, you can scan multiple objects before saving them.

II. Save Scan as a TIFF file

1. In Photoshop, select **File > Save As...** to save the image as a TIFF (.tif) file
2. Use the accession number, call number, or other identifying string to name the file. Detailed guidelines for naming files for specific projects can be found at <http://digital-library.csun.edu/workflow.html#naming>
3. Select "IBMPC" Byte order, with no compression.

NEXT – Resize and convert to JPEG (http://digital-library.csun.edu/jpeg_resize.html)
