Scanning Instructions (Example)
ATALM Pre-Conference Workshop, October 9, 2018
Image Digitization

1. Clean all scanning and staging surfaces, use static free cloth if needed
2. Examine and assess materials to be scanned
   a. Will any of the materials be harmed by scanning process?
3. Determine the proper resolution of the item
   a. Is it a photograph/image or document?
   b. How many inches is the longer edge?
   c. Divide the number of pixels (4000-6000) by your measurement
   d. Write that number down
   e. Round up to the closest DPI option
   f. For example: If you have a 4x6 photo, we want at least 4000 pixels on long edge
      i. 4000 / 6 = 667 DPI - round up to closest DPI option, 720 DPI
4. Make sure scanner is plugged in to your laptop via USB
5. Carefully set photograph or document face down on scanner surface, making sure item is straight, and that it has at least ¼ inch of extra space around all edges
6. Set color separation guide, or grayscale guide face down next to image.
7. Open the **Windows Fax and Scan** shortcut from the desktop *(see Image A on next page)*
8. Select **Scan** in the bottom left corner
9. Select **New Scan** in the top left corner
10. Check settings *(see Image B on next page)*
    a. Make sure the software is connected to the correct scanner (Scanner: **WIA CanoScan LiDE 110**)
    b. Make sure scanner is in the right mode for your material (**Document** or **Photo**)
    c. Choose a color format (**Color**, **Grayscale**, or **Black and White**)
    d. Choose a file type (**TIF**)
    e. Set Resolution to **600 DPI** for Photographs, or **300 DPI** for Documents
11. Click **Preview**
12. Make sure that image is right side up, straight, and has at least ¼ inch on all sides (adjust and click Preview again if necessary)
13. Click Scan
14. Set File Save Settings - save files to the desktop *(see Image C on next page)*
    a. To make it easy to access these files again, find the image you just scanned, right click and choose Save As...
    b. Choose Desktop as the new file location *(see Image D on next page)*
    c. Give the item a filename that matches the number written on the upper right of the physical item
    d. Save as type: TIFF (*.TIF; *.TIFF)
    e. Click save
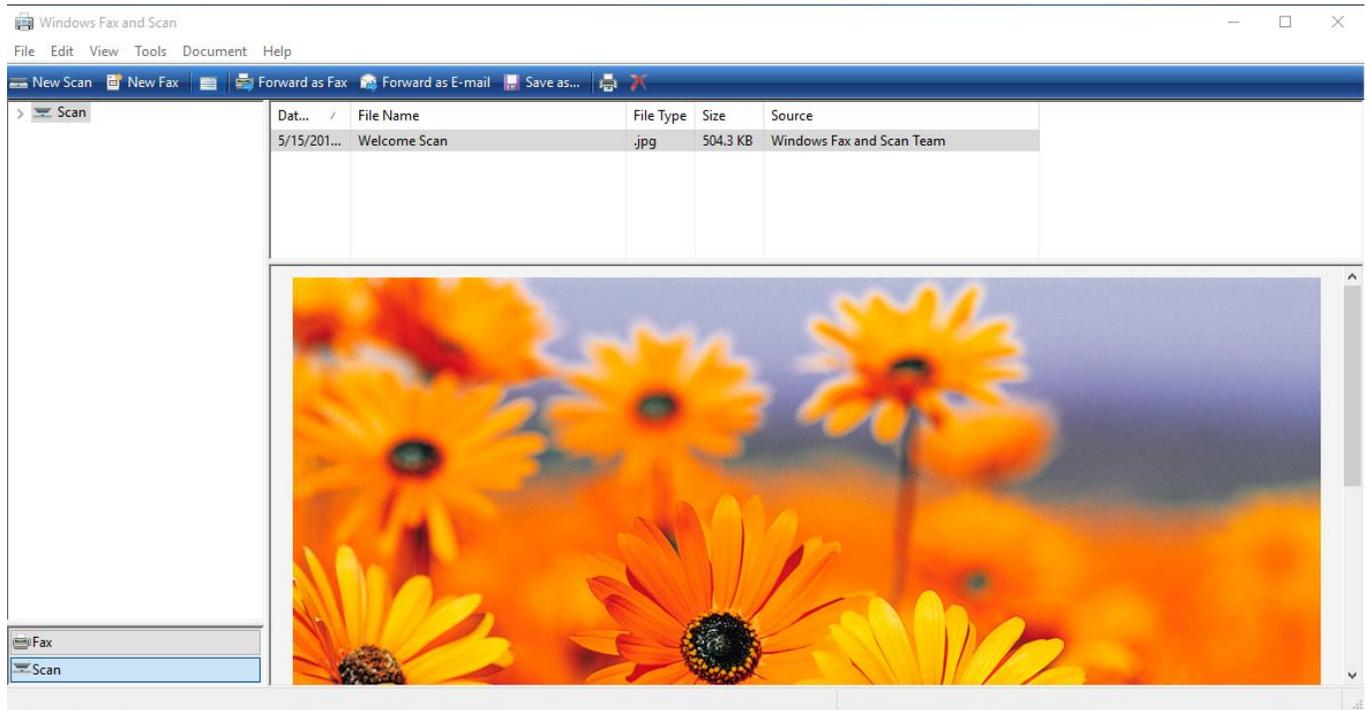15. Check that item has saved to the desired location, and proceed to the next item!

IMAGE A:

IMAGE B:

IMAGE C:

IMAGE D: