COLOR AND GRAYSCALE full-page document scanning procedure for Oregon Percent for Art

This procedure describes acquisition and post-production phases of document scanning.

Pre-scanning routine.
For each new project an appropriately named project sub-folder will have been created. Check to see if holding location folders have been created. If not, from the Templates folder, copy the 3 subfolders:

1. "award-related"
2. "non-award-related"
3. "OCR"
    - –copy all into the main project folder.

These will be used for housing all digital images and corresponding OCR text files.

- Next, check to see if a spreadsheet has been set up for your project scans. If not, copy ***Scan_Worksheet template.xls*** into project folder and rename following established conventions.

Here's how to know where in the structural setup your scans will be saved:

Award-related documents encompass all (usually text) materials that relate to a specific artwork or artist. Examples are artist statements, resumes or exhibition listings
Non-award related documents are those that provide information about an overall building project (such as a map of a building that houses all of the artwork), Oregon Art Commission (OAC) brochures, etc.

Acquisition phase of scanning:

- Scanning: (there will be three image files):
    - Archive copy (TIFF)
    - Revised/OCR copy (TIFF)
    - JPEG

Open Photoshop CS2

1. **CAPTURE IMAGE ("Import—File--Silverfast")**

- Placement on scanner: learning how and where to place an item (particularly for repeated scans) can save time in the long run.
    - Lay out document on scanner bed; use alignment marks on scanner to note item position; try to place item parallel to alignment marks
    - Before first scan, check Silverfast color settings –
        - **42>24 bit color,**
        - **600dpi,**
        - **Positive, Reflective, no Filters, no Histogram**
    - Clear previous histogram settings prior to scan.
        - Alt key will change "option" button to "reset"
        - "Reset button" resets histogram for image
    - Click "Prescan" button.

- You can then marquee prescan image by resizing selection frame so that it is just inside the object to be scanned, excluding any background region from the scanner.
- Check the histogram (bar graph icon) and align the shadow and highlight triangles to the outside perimeters of the scan graph.
- Once you've finished with the histogram, move the selection marquee until it is slightly outside the entire image to be scanned.
    - This will NOT change the highlight/shadow adjustments you just performed.

- Once item is ready to scan, use "scan RGB" button to scan.
    - Wait for image to scan via Photoshop.

2. ALIGN IMAGE:
If original scan is askew, you can do <u>one of the following</u>:

Using measure tool, align against a text block, an image border, ▪ Rotate image (*"Image—Rotate Canvas--Arbitrary"*) ▪ Accept degree of adjustment automatically chosen by measure tool. **Now go to step 3 to crop the image.**	<u>Or</u> you can use the rotate function on the crop tool and manually align the image while cropping. If you take this route, **FIRST review steps for cropping image below (step 3).**

3. CROP IMAGE: Click "clear" button to clear previous values from crop options boxes BEFORE cropping

- Crop slightly, get rid of excess space around edges, but include the whole page or image. Leave the gutter shadow if scanning from bound document.
- Click check mark to crop, or "enter"
- <u>Save file as archive tiff.</u>
- Name file as appropriate (see file-naming convention document)
- Record date of scan

Post-Production work:

4. CONVERT IMAGE from 600 dpi to 400 dpi. **(***"Image – Image size—Resolution"***)**

- Despeckle: (*"Filters—Noise--Despeckle"*) this can be done more than once, as needed
- Select unsharp mask with settings of: Amount 65%, Radius 4.0 pixels, Threshold 3 (*"Filters—Sharpen"*)
- Adjust levels SLIGHTLY using global method (*"Image—Adjustments—Levels"*) – adjust the RGB levels from the histogram, trying to keep to the outer perimeters of the graph.
- You do NOT need to record RGB (red & green & blue) levels adjusted ("XXX") on Excel worksheet

5. REVISE IMAGE SIZE:

<u>If regular, page-sized image, crop and resize to width of 800 pixels.</u> (same as with bw documents)

- Keep the entire page image.
- Do not alter height.
- If image needs only to be resized, use image size box (*Control/alt/i keys*)
- Save as JPEG, compression level 6.

- Record date of scan

Procedure for oversized color documents, including maps

6. REVISE IMAGE SIZE:

If needed, crop extraneous material such as gutter shadow or black/white spaces in the borders

- Keep the entire page image.
- Do not reduce size of image
- Save as JPEG, compression level 6.
- **Remember to remove the lower-case "r" from the file name end!**
- Record date of scan

Record original source dimensions (length x width) on spreadsheet.

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Grayscale Document Scanning Procedure

Pre-scanning routine.
Same as color routine.

Open Photoshop CS2

3. CAPTURE IMAGE ("Import—File--Silverfast")

- Placement on scanner: learning how and where to place an item (particularly for repeated scans) can save time in the long run.
  - Lay out document on scanner bed; use alignment marks on scanner to note item position; try to place item parallel to alignment marks
  - Before first scan, check Silverfast Settings –
    - **16 bit grayscale,**
    - **400 dpi,**
    - **Positive, Reflective, no Filters, no Histogram**
  - Clear previous histogram settings prior to scan.
    - Alt key will change "option" button to "reset"
    - "Reset button" resets histogram for image
  - Click "Prescan" button
  - Marquee prescan image by resizing selection frame so that it is just inside the object to be scanned, excluding any background region from the scanner.
  - Check the histogram (bar graph icon) and align the shadow and highlight triangles to the outside perimeters of the scan graph.
  - Once you've finished with the histogram, move the selection marquee until it is slightly outside the entire image to be scanned.
  - This will NOT change the highlight/shadow adjustments you just performed.

Hint: If you are scanning a number of documents from a similar source (think multi-page artist statements or book pages), you can use the first prescan level for subsequent scans without readjusting the histogram for each scan.

- Once item is ready to scan, use "Scan Gray" button to scan.

4. ALIGN IMAGE:
If original scan is askew, you can follow same steps as with color document procedure.

4. CROP IMAGE: Click "clear" button to clear previous values from crop options boxes BEFORE cropping
- Follow color procedure.

Post-Production work: (note that many of these steps have been converted to "action" shortcuts using programmed function keys)

5. CONVERT IMAGE from 16 bit to 8 bit grayscale **(***"Image – Mode—8 bit"***)**
- Despeckle: (*"Filters—Noise--Despeckle"*) this can be done more than once, as needed
- Select unsharp mask with settings of: Amount 65%, Radius 4.0 pixels, Threshold 3 (*"Filters—Sharpen"*)
- Adjust levels SLIGHTLY using global method (*"Image—Adjustments—Levels"*) – adjust the white point, and the black according to the histogram (avoid the gutter shadow when doing this). If result is not acceptable, then adjust visually to best effect.
    - If the document is very grainy, or the background is dark, you may decide to heighten the contrast between the black and white levels, so that the text is more legible.
- Record input white and black levels adjusted ("XXX") on Excel spreadsheetSave Image as revised tiff in the REV_tif folder

7. REVISE IMAGE SIZE: Crop and resize to width of 800 pixels
- Using the clone stamp tool, "clean up" page by removing 3-ring binder holes or other visual blemishes
- Do not alter height.
- If image needs only to be resized, use image size box (*Control/alt/i keys*)
- Save as JPEG, compression level 6, in jpegs folder
- Record date of scan, if not done already