Digitisation Procedure Checklist

# Start Up

 Turn on the laptop and log-in.  Turn on the Epson Scanner.

 Launch Epson Scanner Software.  Turn on the barcode scanner.

 Create a new folder with the session date as the folder name (YEAR-MONTH-DATE)

# Preparation

 Wipe down the glass scanner surface with a microfibre cloth.

 Set up your workstation with any protective coverings and tools necessary.

 Collect materials for digitisation and carefully place them on your prepared workstation.

 Check the Scanner Settings including location for saved files to ensure it has not reverted to default settings.

# Digitisation

 Use a rocket blower to gently remove any dust from the glass scanner surface.

 Carefully remove your first photograph or document from its enclosure and place it side down on the glass surface.

 Ensure it is towards the top right of the glass plate, approximately 1 cm from the edge, straight and equal distance from the other edges from the frame.

 Place a QP card 1 cm from the edge of the photograph or document.  Cover with black or grey card and close the lid.

 Preview the scan. If you are satisfied it is correct, press ‘Scan’.

 Remove the photograph or document from the glass, turn over, and repeat this process.

 Once finished, carefully return to its enclosure.

# Post-Production

 Open Adobe Bridge and navigate to the main project folder.

 Right click the image in the film strip, click the Name, scan the barcode for the photograph or document, and add \_(0001) for the front side and \_(0002) for the reverse.

 Apply the project metadata preset to selected images.

 Go to the Metadata Tab, Metadata Section, IPTC Status, and scan the barcode again in the Title Field.

 Double click the image in the film strip to Open in Photoshop.  Resize the image to 300 DPI.

 Adjust the levels for contrast and white balance.

 Flatten the image.

 Crop leaving an approximately 1 cm border around all sides, and straighten if necessary.

 Save as LZW TIFF.

# Shut Down

 Quit Adobe Bridge, Photoshop, and the Epson Scanner Software.  Return any materials taken out for digitisation.

 Remove and return any protective coverings or tools used at the workstation.  Wipe down the workstation with an alcohol-based wipe.

 Put the barcode scanner in its appropriate station to charge.