Scanning Techniques

Presentation to the
Friends of the City of Ottawa Archives
and to the City of Ottawa Archives

Kathleen Brosseau, October 26, 2010

MUSÉE CANADIEN DES CIVILISATIONS
CANADIAN MUSEUM OF CIVILIZATION

CANADIAN WAR MUSEUM
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Results are not always as expected!

Planning Phase

1. **Evaluate**

   - Why do you want to scan : To share? To preserve?
   - Type of document: photographic prints (opaque) or slides/negatives (transparency)?
   - Dimension
   - Quantity

   * This will have an impact on the choice of the scanner

Planning Phase (cont'd)

2. Equipment

- **Computer (performance)**
  - As much RAM as possible; equipped with peripherals "Firewire or USB 2.0 (soon USB 3.0)"
- **Monitor (quality control)**
  - 19 to 21 inches; wide viewing angle (178); Low glare
  - The most important aspect is the **monitor calibration**
- **Software**
  - Image-editing, scanning and image management software

Planning Phase (cont'd)

2. Equipment (cont'd)

- **Scanners**
  - High **optical** resolution:
  - Reflective document = 1200 ppi; transparency= 2400 ppi
  - CCD sensor; 24 to 48 bits; 3.5 D-max

- **Type of scanner**
  - **Flatbed** - the document is placed on the glass plate inside the scanner and then the lid is closed

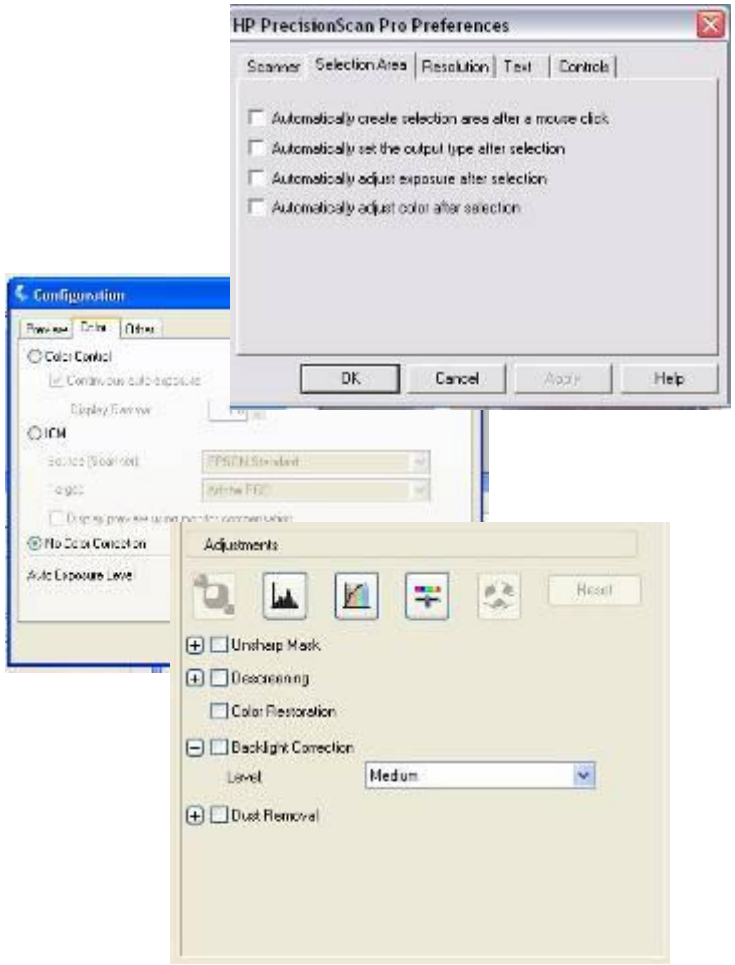
Photo - made just for photographs. Most Photo Scanners can scan images up to 4x6 inches in size.

Film - scan slides and negative films 35 mm in size

Installation Phase

3. Documentation & Settings

- Read your scanner manual!
- Remove all automated parameters
  - Automatic exposure
  - Management with scanner profiles
  - Auto Sharpen
  - Dust Removal
  - Favour “**No Color Correction**”



Installation (cont'd)

Examples

Without correction

Automatic exposure

Scanner profile

Colour restoration

Digitization Phase

1. **General recommendations:**

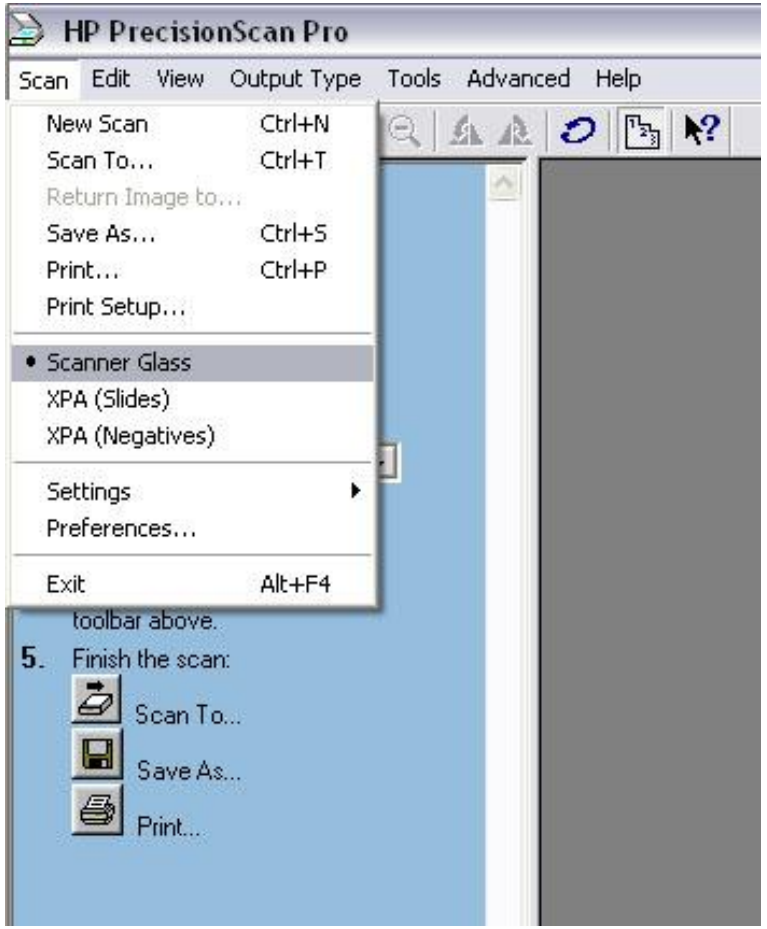
   - Scan with a grey or neutral background
   - Clean the scanner glass
   - Keep a border around the document

Digitization Phase (cont'd)

Step 1:

Select the reflective or transparency mode

- Based on your original document



Digitization Phase (cont'd)

Step 2:

Select the colour mode

- **True colour** for documents for which the colour, paper texture and writing is to be faithfully reproduced
- **Greyscale** for black and white documents with grey tones

Digitization Phase (cont'd)

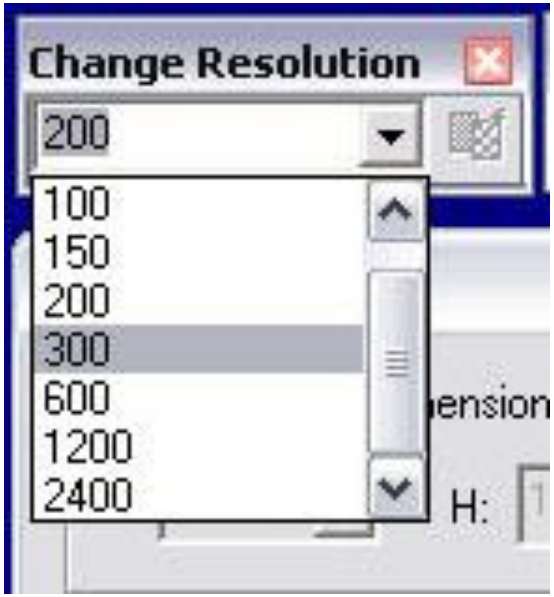
Step 3:

Select the resolution

IMPORTANT

- The image can be reduced with the image-editing software

  However, the image **cannot** be increased (loss of quality)

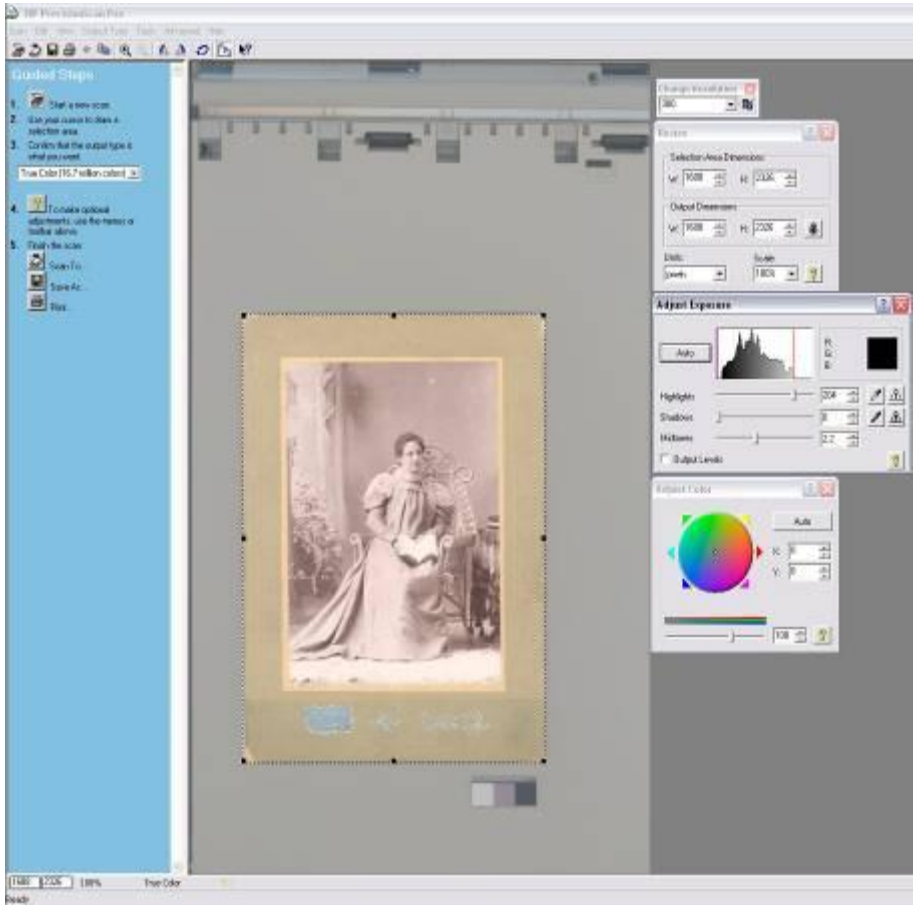


Digitization Phase (cont'd)

Step 4:

Frame your image

- Scan to the edge of your image, not the entire scanner surface

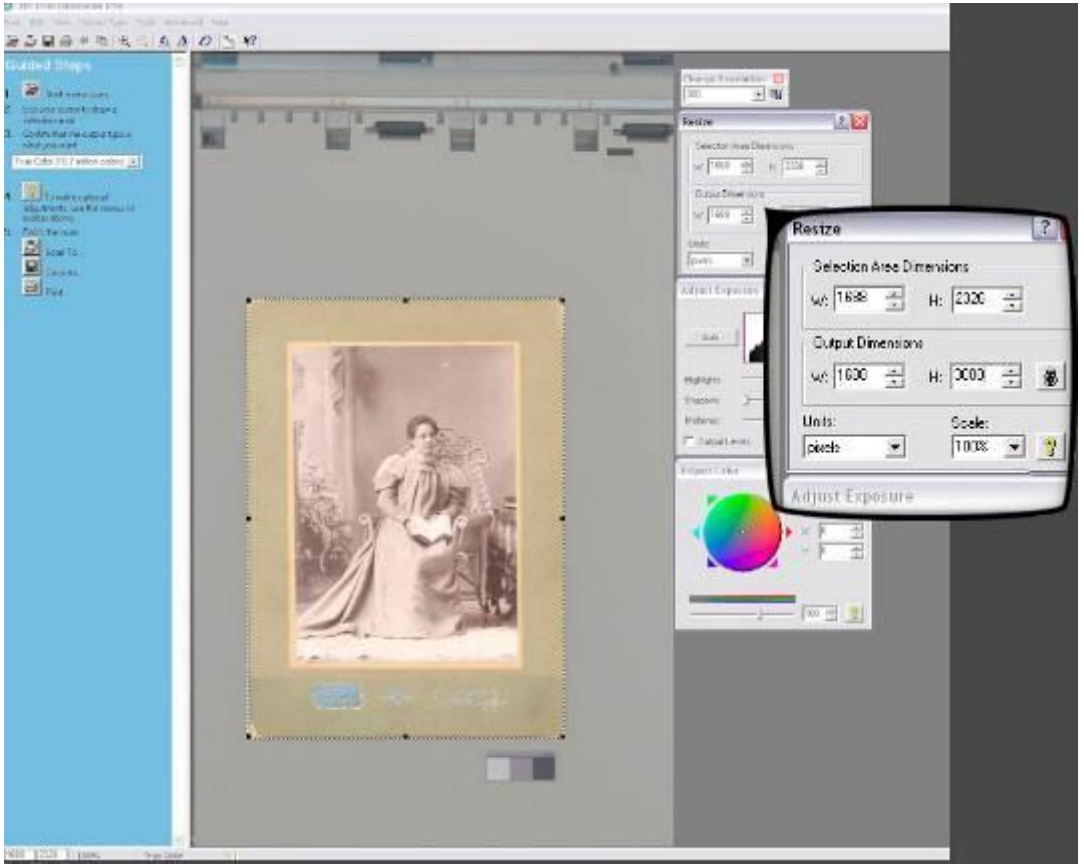


Digitization Phase (cont'd)

Step 5:

Resize

- Longest Output dimension at 3000 px = excellent 8x10 print



Digitization Phase (cont'd)

Step 6:

Enlarge the frame

- Enlarge the frame to leave a border

Digitization Phase (cont'd)

Step 8:

Scan and save

- For safety sake, save in .TIFF format
- Save in a variety of locations.

Thank You.

Kathleen Brosseau

Cataloguer, Photo Archives

Library, Archives and Documentation Services

Canadian Museum of Civilization