Digitizing Your Family Treasures

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Agenda

Why Digitize?
Planning And Set-up
Scanning & Saving
Q&A
Why the “Why” Matters

Defining your purpose will help identify needs and methods
Digitization ≠ Preservation

I’ll scan all my pictures and throw them away to make more space!

Error Opening File
Error reading file, contents are corrupted.

iPhone Backup Failed
You do not have enough space in iCloud to back up this iPhone.
Access & Use
Restore & Formats
The Digitization Process

Plan Plan Plan Plan!
The Plan

- Select Items
- Equipment
- Storage
- Scan
- Organize
Item Selection

- Group by format
  - Photographs
  - Negatives
  - Slides
  - Film
  - Scrapbooks/Albums
  - Documents

- Group photographs by date, event or person
- Separate out duplicates or similar shots
- Check for condition
Equipment

- Document Feeder Scanners
  - Pros: Cheaper, Fast Scans
  - Cons: Can easily damage items

- Flatbed Scanner
  - Pros: Safer for most photographs/documents, range of prices
  - Cons: No ability to scan negatives

- Negative/Slide Scanner
  - Pro: Quickly scan negatives, slides, easy to use
  - Can only be used for negatives

- Flatbed Scanner with Transparency Lid
  - Pros: Can scan the majority of format types
  - Can get expensive
Equipment at the McGoogan Library

- **Maker Studio**
  - 6th Floor Wittson Hall
  - [go.unmc.edu/MakerStudio](http://go.unmc.edu/MakerStudio)

- **Equipment**
  - Flatbed Scanner
  - Slide/Negative Scanner
  - VHS/DVD combo
  - 3.5” Floppy Drive
  - Flash Card reader
  - Connections for HDMI, VGA, Component or Composite outputs
Storage
3-2-1 Rule

- 3 complete copies
- 2 copies of different media
- 1 copy stored offsite
Selecting Storage
Prepare Your Space

- A good workspace
- Clean equipment and materials
- Prep items
  - Manageable piles
  - Remove paper clips, rubber bands, staples
Scanner Settings

- **Bitonal**: two-tone black and white scans, suitable for printed and handwritten text.
- **Palette**: the range of gray tones or colors in an image.
- **Grayscale**: a palette of up to 256 gray tones, best for black and white photographs. Grayscale may capture music and handwriting details better than bitonal scans.
- **Color**: a palette of 256 to thousands of color tones, used for photographs, maps, diagrams, illustrations and other documents.
- **Resolution**: finely spaced detail, a measure of a sharpness of an image.
- **Dots per inch (DPI) or pixels per inch (PPI)**: a measure of how many dots of color or shading are contained within one inch, which affects the image resolution. The more dots packed into an inch, the finer the image and the larger the file size. The terms DPI and PPI are often used interchangeably.

Resolution

Above: Image blown up 50x increasing resolution from 200-ppi on the left to 700-ppi on the right.

https://www.ala.org/alcts/resources/preserv/minimum-digitization-capture-recommendations
Resolution Guidelines

- Documents & Small Photographs
  - 300 dpi

- Large Photographs & Enlargements
  - 400-600 dpi

- Negatives
  - 800-1200 dpi

Above: Image blown up 50x increasing resolution from 200-ppi on the left to 700-ppi on the right.
Clicking Scan

Scanner: EPSON Expression 12000XL (USB)
Scan Settings: Not Selected
Mode: Photo Mode

Main Settings
Document Source: Scanner Glass
Document Type: Reflective
Image Type: 24-bit Color
Resolution: 300 dpi
Scanning Quality: High

Image Format: TIFF
File Name: Gr_19.tif
Folder: Wildwood

Input Image: 3.94 x 4.88 in
Resolution: 300 dpi

Output Image: 3.94 x 4.88 in
Resolution: 300 dpi
Zoom: 100%
File Formats

Images: TIFF; JPEG

Documents: PDF
Organize so you can find it!
**File Names**

- Shorter is better
- Include Dates
  - YYYY-MM-DD
- No spaces or special characters
  - Use Underscore or CamelCase
Folder Structure

Example Picture Folder Organization

- Pictures
  - Category Folders
    - Holidays
    - Vacations
    - Event Folders
      - 2006_01 New Years
      - 2005_12 Christmas
      - 2005_08 New York Trip
Metadata
Saving for your audience
Keys to Getting Started

• Start Small
  • Try a pilot project

• Take Your Time to Organize & Plan
  • Group by format, event or people

• Not Everything Needs to be Digitized
  • Define your why
Preserving Family Treasures -

Textiles and Fabrics
July 6, 2023
12-1pm

Personal Papers, Photos, Scrapbooks & More
Recorded

Go.unmc.edu/McGooganSessions
Questions

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