

Digitization Cheat Sheet

1. **Calibrate the monitor** using X-Rite iDisplay or similar equipment.
2. **Calibrate the scanner** using IT8 charts and appropriate software such as Monaco EZColor or similar (available from X-Rite?).
 - a. The easiest way is to purchase higher-end scanning software that includes integrated IT8 calibration. Some versions of SilverFast come with this feature – ask a sales rep to be certain.
 - b. It's best to create a profile for both reflective and transparency scanning. This will require two separate IT8 calibration charts.
3. **Configure Photoshop color settings** to use Adobe RGB as the working space (see "Scanning" presentation for more detailed settings).
4. **Configure the scanning software** to use appropriate color settings (preferably a profile created in step 2).
5. Determine the method you'll use to scan.
 - a. If **preserving the condition of the original**, use a **Kodak Q-13 gray scale** at minimum. You may also include the Q-13 color patches.
 - b. If **preserving the condition of the original**, adjust the histogram so that the A, M, and 19 patches are all within accepted ranges (A = 239-247; M = 100-108; 19 = 8-16). Output should be set to 8 and 247.
 - c. If **adjusting for fading and exposure**, follow directions found in the "Scanning Methods" exercise.
 - d. You may choose to save your images at 24-bit, which conforms to accepted guidelines. However, be sure to make all major edits to your image at 48-bit! Once you convert your images from 48 to 24-bit, there's no going back and any further edits may cause gaps or spikes in your histogram!
6. In Photoshop after scanning, **check the histogram and Q-13 levels once more** to make sure nothing has changed. Keep in mind that extra white space from the scanner lid may create the illusion that there are problems with the image.
7. **Save the archival master file** without making any further changes in Photoshop. Don't forget to **embed the color profile!**
8. If preserving the condition of the original, you may now **create the service master**. This may be done either in Photoshop or by making another scan and using scanning software to make adjustments. Follow directions in the "Scanning Methods" exercise.
9. When **uploading files to the internet**, you may want to...
 - a. **Convert the color profile to sRGB** since this is the standard color space used on the web.
 - b. **Save the file as JPG and/or resize the image** to allow faster load time.
10. Following these methods, you may have **three files**: an *archival master* (TIFF, unedited, 24 or 48 bit, Adobe RGB), a *service master* (TIFF, edited to correct fading, etc., cropped and rotated, 24 or 48 bit, Adobe RGB), and a *service derivative* (same as the service master, but converted to JPG, 24 bit, sRGB, and maybe some additional edits).