

STUDENT'S GUIDE TO SCANNING HISTORICAL MATERIAL FOR MAINE MEMORY NETWORK



The purpose of Maine Memory Network (MMN) is to make historical materials about Maine available to people all over the world. These digital versions, along with a detailed cataloging record, can provide a tremendous amount of information. The images on MMN are not edited; it is important to display images just as they appear in person (including stains and tears). In order to be able to view every detail of the image, a high-resolution scan is necessary. Below is a brief how-to guide with some tips to help you. A full explanation, additional instructions, and a how to scan video can be found online at: http://www.mainememory.net/cp/cp_resources.shtml.

1. BEFORE SCANNING:

- Play around with the equipment to make sure it's in working order.
- Be sure all dust, smudges, and hair are cleaned from the glass surface of the scanner.
- Check your software and make sure it is set to the highest scanning standards. For example, if you're using Photoshop Elements, set the mode to "Professional."

2. ALIGN THE ITEM:

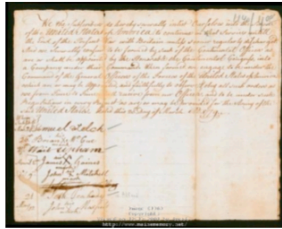
- Place the item so it is straight in the scanner bed—place it against the edge as indicated on your scanner, to be certain to scan the entire item.

3. SELECT THE SCANNING AREA:

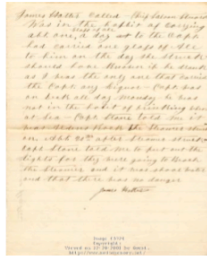
- Use the marquee tool to narrow the scan area to capture just around the item.
- If you're working with a document, letter, map, or other paper object, it is important to show the edges of the item, no matter how tattered.

- If a photograph or painting is framed, or matted, crop the image to leave out the frame or matting. *Include the frame or mat only if it includes historical information, such as a written description of the people in a photograph or information about when a painting was completed.*

EXAMPLES OF INCORRECT AND CORRECT IMAGES:



Correct – Showing all edges



Incorrect – no edges



Correct - No border or matting



Correct - Border included because it includes writing

4. SCAN THE ITEM:

- Scan as a *color document (RGB color mode)*, even if the item is black and white.
- Scan at 100% so the scan size is the same as the original item.

5. ADJUST THE SCAN FILE SIZE:

- Files must be between **40.5 and 42 MB**. Adjust the dpi of your image until you are in the correct MB range.

Platform	Windows or Macintosh	
Scan type	Color	
File Size when opened*	40.5 - 42 Mb	
Mode	Color	
Bit Depth	24 bits	
File Type	JPG	
Compression	10%/high quality	11 (out of 12) in Photoshop

6. WHAT YOUR IMAGE SHOULD LOOK LIKE:

- Your image should look like the original, including color.
- When viewing the scan at 100%, you should be able to read any text or information that you can see in the original.
- Do not edit your scan; items that appear on MMN should look just like they do when viewing them in person.

7. SAVING THE SCAN:

- You will save **TWO versions** of your scan on your computer. For record keeping purposes, both versions will have the same filename; just the extensions will be different.
 - Save the first scan as a **.TIF file**. (Go to *file* and *save as* to select TIF). This is your master scan. Do not edit.
 - Save a second, identical copy as a JPG file. (Go to *file* and *save as* to select JPG). This is your working copy.
 - Save the **.JPG file at 10% compression** with the high quality setting; Photoshop users can **select 11 on a scale of 12** (minimal compression).

MORE INFORMATION

Visit the [Share YOUR Local History](#) section of the Maine Memory Network website, www.MaineMemory.net.