# Digitizing Your Family Treasures

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University of Nebraska Medical Center

# Agenda

Why Digitize?

Planning And Set-up

Scanning & Saving

Q&A

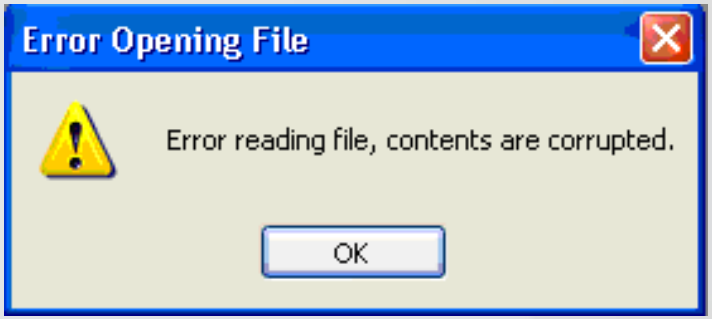
# Why the “Why” Matters

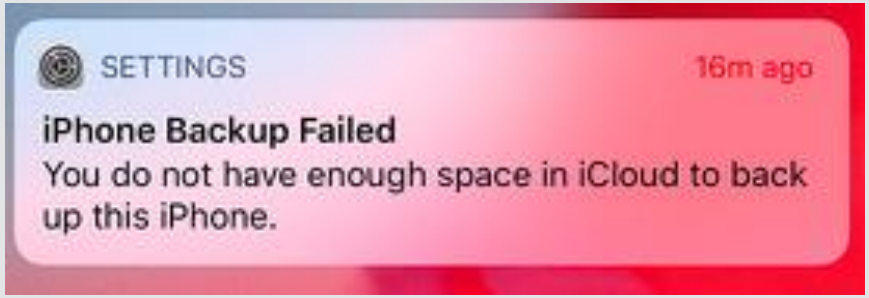
Defining your purpose will help identify needs and methods

Illustration by Jørgen Stamp, digitalbevaring.dk CC BY 2.5 Denmark

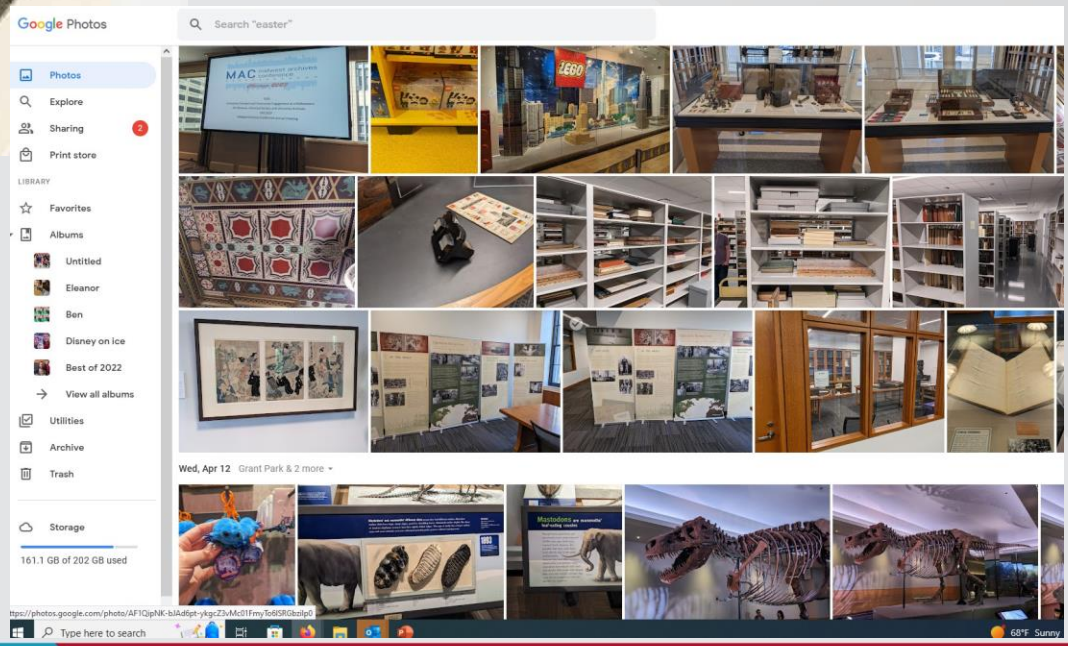
# Digitization ≠ Preservation

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

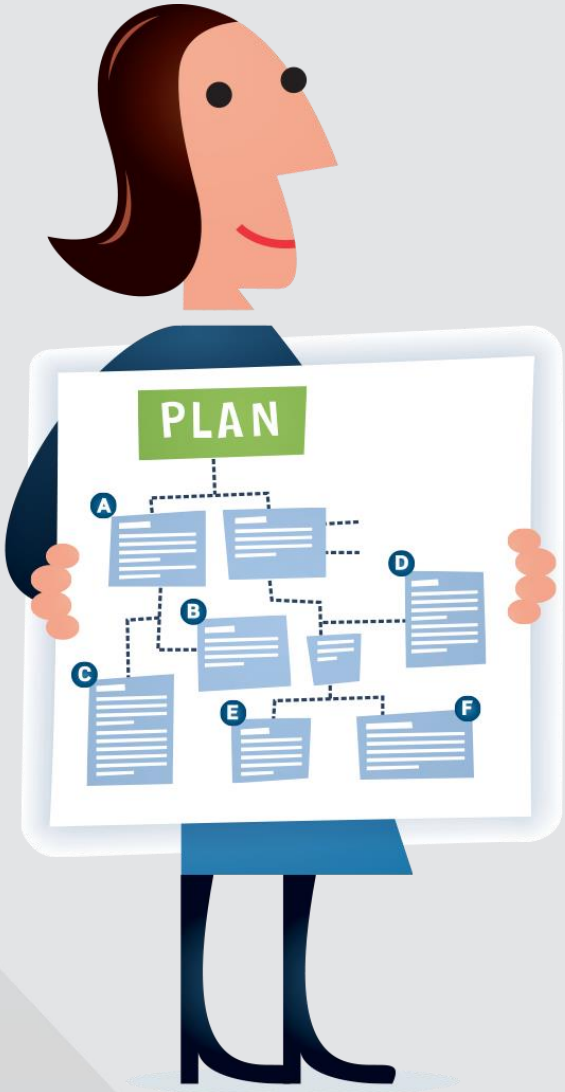


# Access & Use


Google Photos
Search "easter"
Photos
Explore
Sharing
Print store
LIBRARY
Favorites
Albums
Untitled
Eleanor
Ben
Disney on ice
Best of 2022
View all albums
Utilities
Archive
Trash
Storage
161.1 GB of 202 GB used
Wed, Apr 12
Grant Park & 2 more
Type here to search
68°F Sunny

# Restore & Formats




# The Digitization Process

Plan Plan Plan!

Illustration by Jørgen Stamp, digitalbevaring.dk CC BY 2.5 Denmark

# 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

Images by Abby Murphy 2016

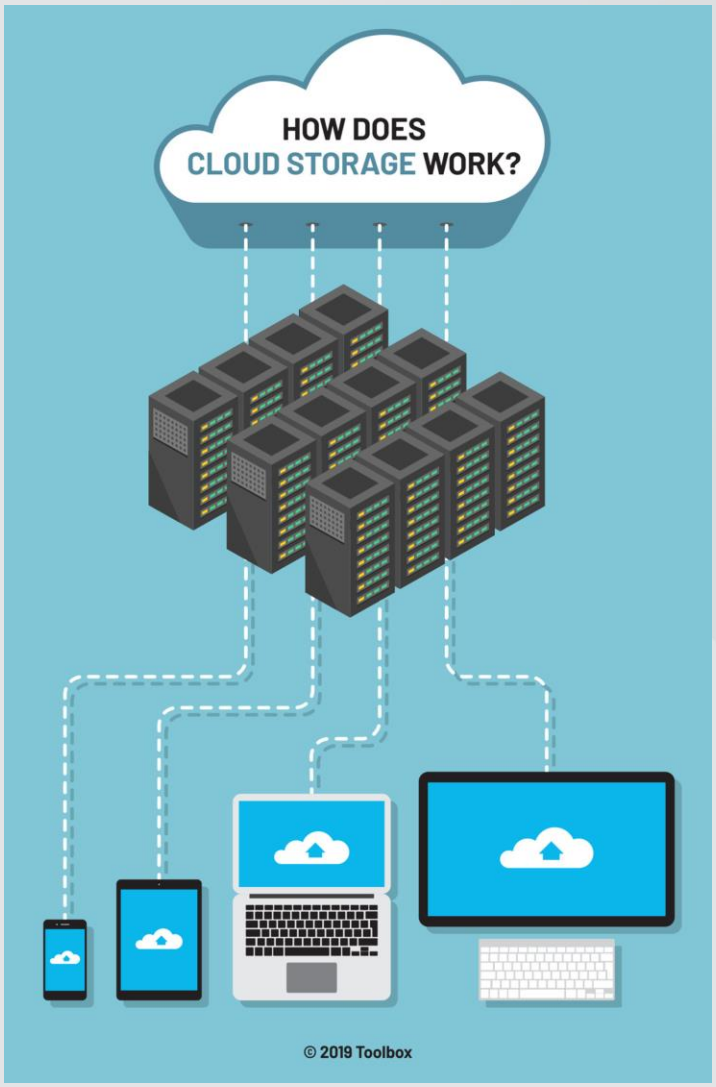
# Equipment

- 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
- 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

# Scan

Prepare Your Space

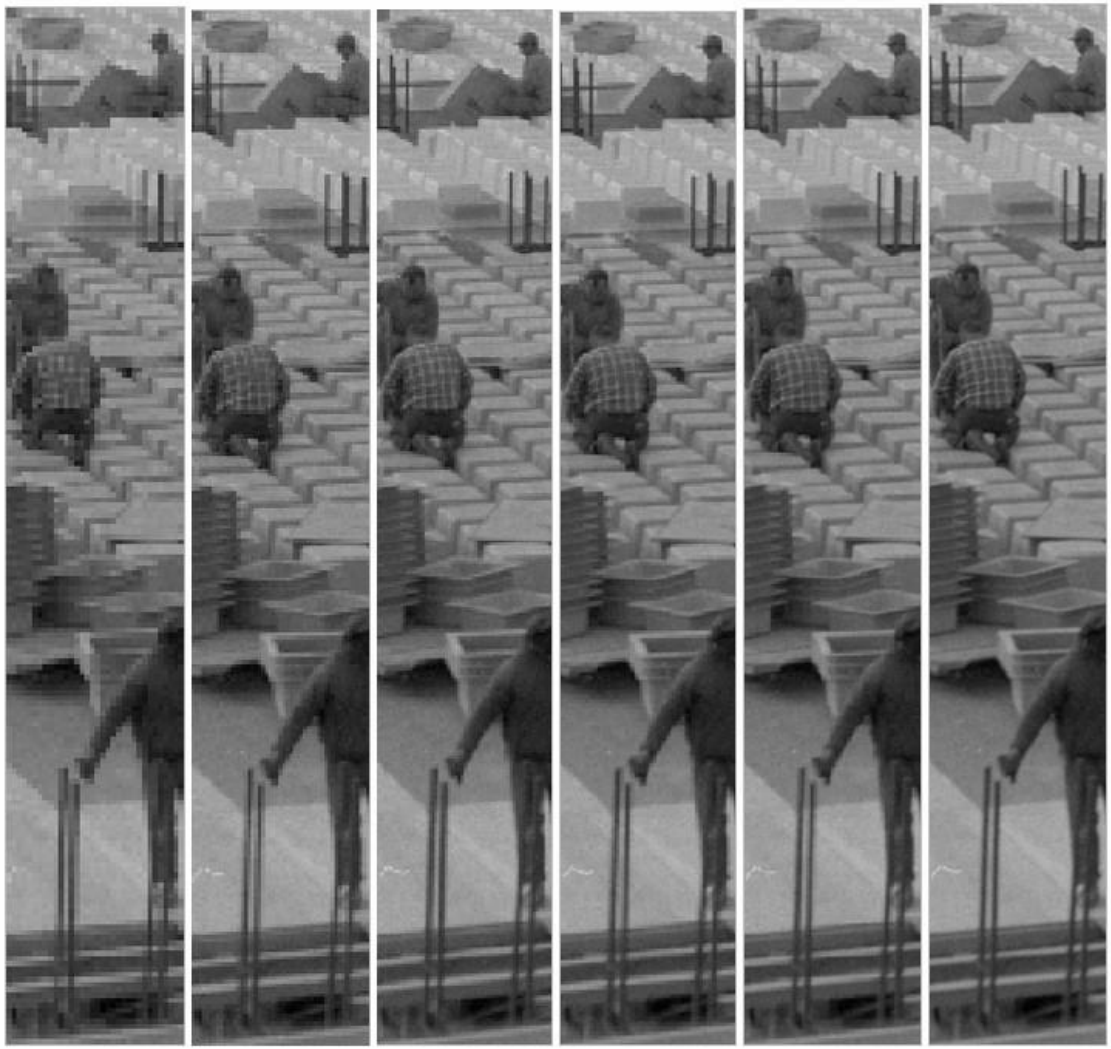
- A good workspace
- Clean equipment and materials
- Prep items
  - Manageable piles
  - Remove paper clips, rubber bands, staples

# 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.

https://digitalpreservation.gov/personalarchiving/documents/PA_scanning.pdf

# Resolution

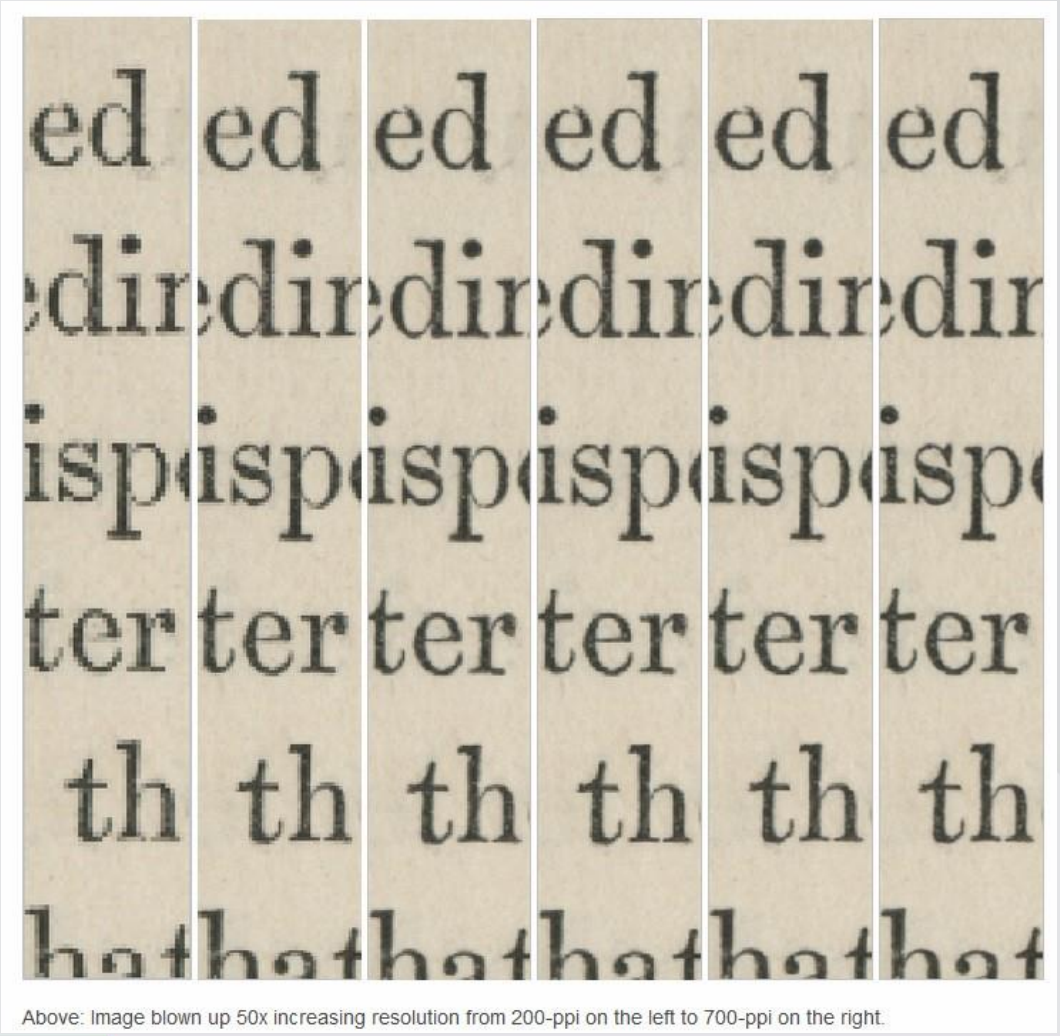


Above: Image blown up 50x increasing resolution from 200-ppi on the left to 700-ppi on the right.

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

# Resolution Guidelines

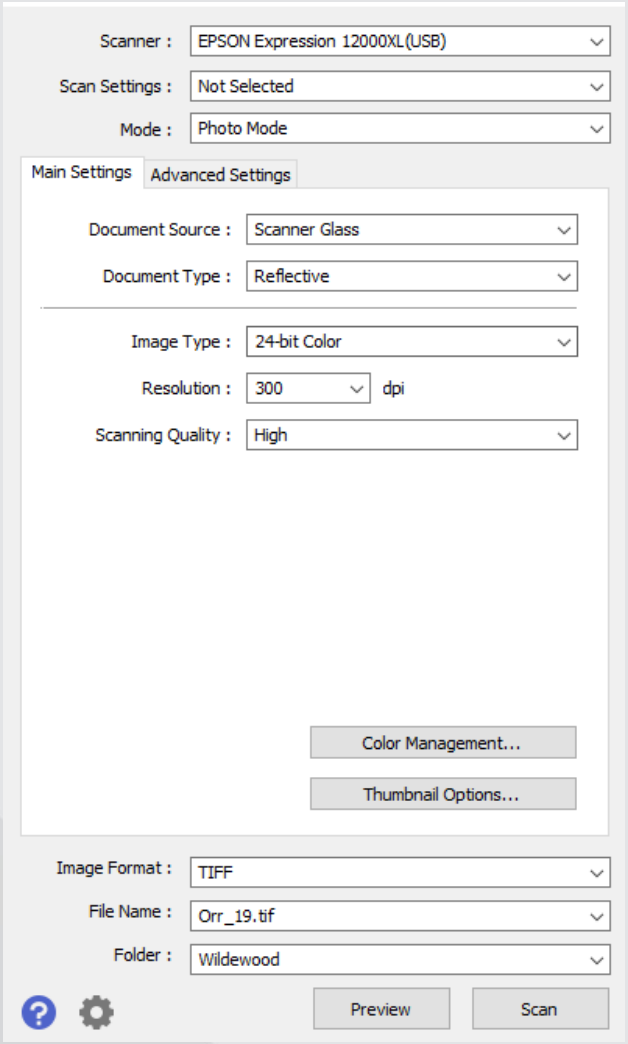
- Documents & Small Photographs
  - 300 dpi
- Large Photographs & Enlargements
  - 400-600 dpi
- Negatives
  - 800-1200 dpi



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

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

# Clicking Scan



# File Formats

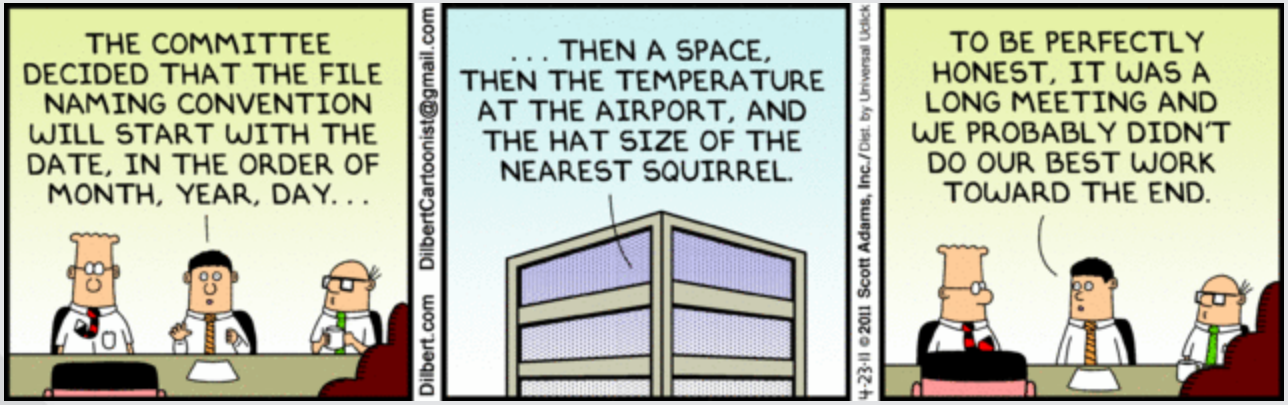
Images: TIFF; JPEG

Documents: PDF

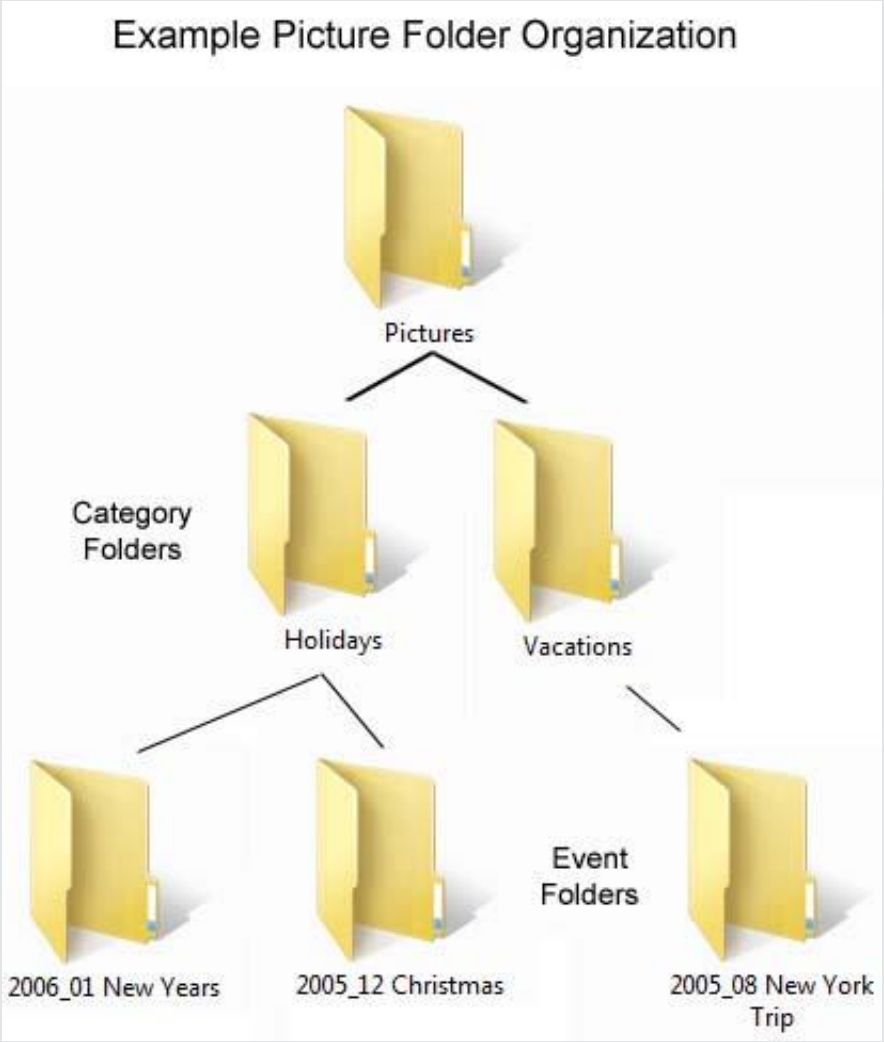
# Organize so you can find it!

# File Names

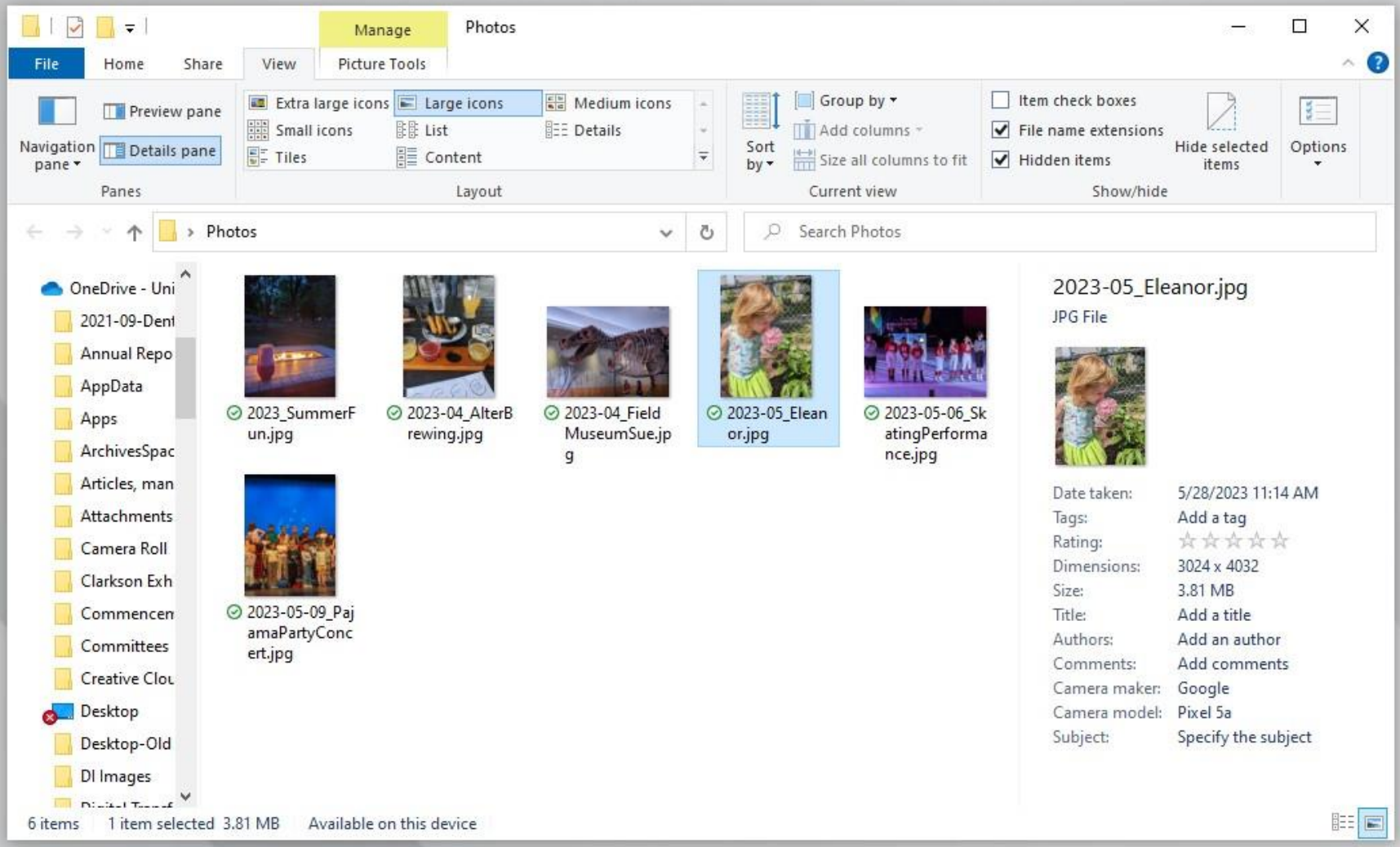
- Shorter is better
- Include Dates
  - YYYY-MM-DD
- No spaces or special characters
  - Use Underscore or CamelCase



# Folder Structure



# Metadata


Manage
Photos
File
Home
Share
View
Picture Tools
Preview pane
Navigation pane
Details pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Tiles
Content
Layout
Sort by
Group by
Add columns
Size all columns to fit
Current view
Item check boxes
File name extensions
Hidden items
Hide selected items
Show/hide
Options
Photos
Search Photos
OneDrive - Uni
2021-09-Dent
Annual Repo
AppData
Apps
ArchivesSpac
Articles, man
Attachments
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Clarkson Exh
Commencen
Committees
Creative Clou
Desktop
Desktop-Old
DI Images
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2023-05_Eleanor.jpg
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2023-05_Eleanor.jpg
JPG File
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Rating:
Dimensions: 3024 x 4032
Size: 3.81 MB
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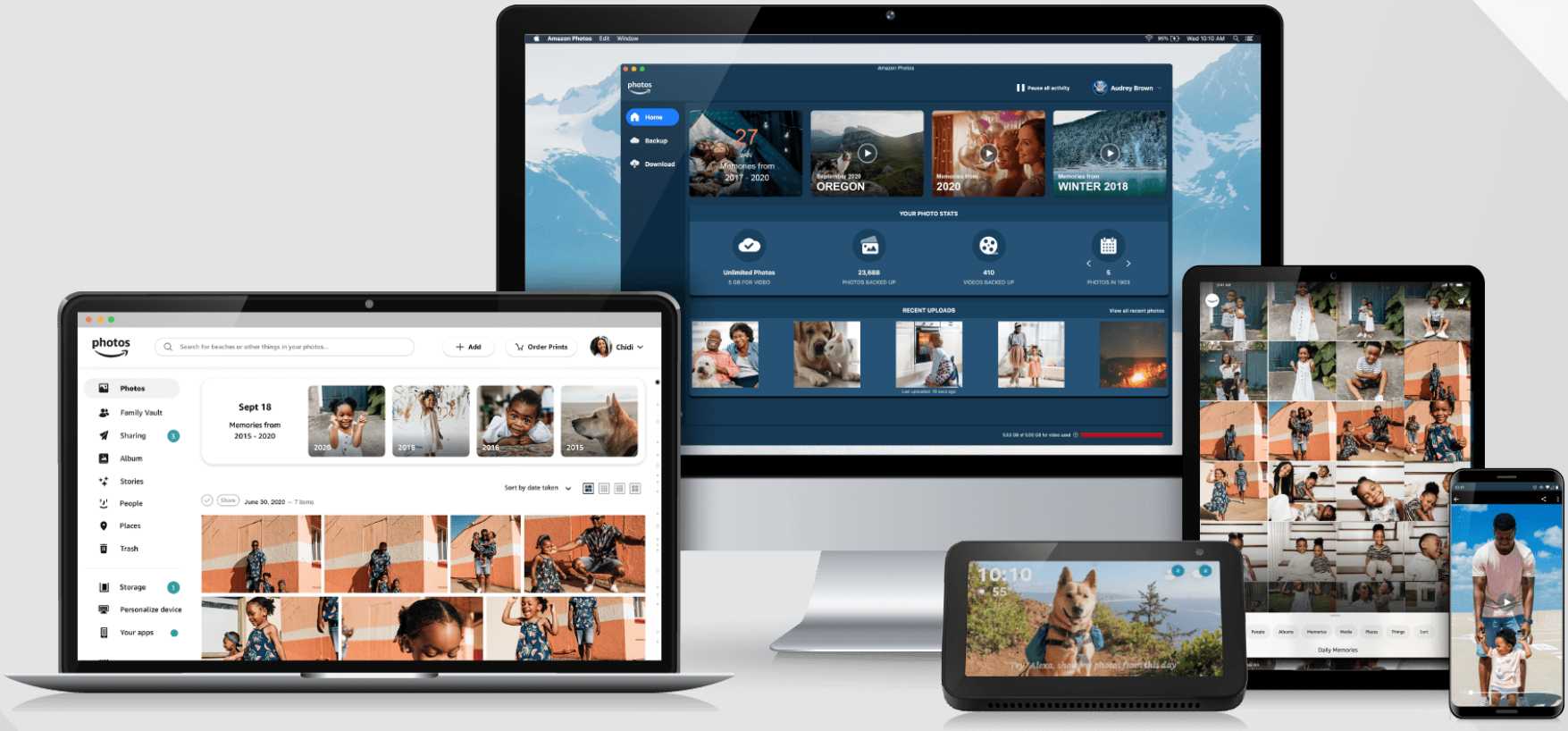
Authors: Add an author
Comments: Add comments
Camera maker: Google
Camera model: Pixel 5a
Subject: Specify the subject
6 items
1 item selected 3.81 MB
Available on this device




# 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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