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ACOR
أكور

AMERICAN CENTER OF
المركز الأمريكي
ORIENTAL RESEARCH
للأبحاث الشرقية

THE ACOR RESEARCH LIBRARY PHOTOGRAPHIC ARCHIVE PROJECT

: ARCHIVAL METHODS 2018 :
2ND ANNUAL SKILL-SHARING WORKSHOP
FOR LIBRARIES, ARCHIVES & MUSEUMS

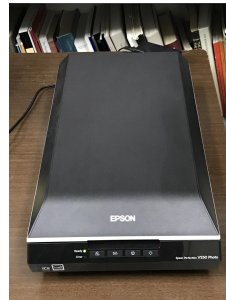
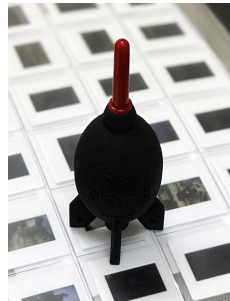


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ACOR Photo Archive Digitization Training: From Start To Save

Equipment



Equipment - A Note About Compressed Air

المعدات – ملاحظة عن الهواء المضغوط

An air tank **will not** be the solution for every archive. ACOR decided to use air tanks because it is the most cost-effective solution considering of the large amount of scanning we do. They take up a lot of space, need to be refilled and **can be very hazardous if treated or stored incorrectly**. Please make sure to examine your needs and options before using an air tank. Other solutions include canned air and air puffers.



قد لن يكون خزان الهواء الحل المثالي لجميع أنواع الارشفة .
قام المركز الأمريكي للأبحاث الشرقية ACOR باستخدام خزان الهواء لأنه الحل الافضل والفعال من حيث التكلفة والأخذ بعين الاعتبار الكمية الكبيرة للمسح الذي نقوم به .
تأخذ خزانات الهواء مساحة كبيرة وتحتاج لإعادة التعبئة ويمكن ان تكون خطيرة اذا تم التعامل معها او حفظها بطريقة غير صحيحة .
رجاءاً تأكد من تفحص حاجاتك وخياراتك قبل استخدام خزانات الهواء .
هنالك خيارات اخرى قد تكون حلاً افضل تتضمن الهواء المضغوط و منافخ الهواء

Equipment - Monitor Hoods

A monitor hood is an important but often overlooked piece of equipment. It is used to reduce stray light that reflects onto your monitor which creates flare and unwanted changes in contrast and color.



المعدات – أغطية الشاشات

يعد غطاء الشاشة اداة مهمة ويمكن التغاضي عنه أحياناً

يستخدم غطاء الشاشة للتقليل من تسليط الضوء الذي بدوره ينشئ توهج وتغييرات غير مرغوبة فيها فالتباين واللون

Equipment - Build A Monitor Hood Yourself

قم بعمل غطاء لشاشتك بنفسك

Sometimes you won't find the equipment you need so you'll have to build it yourself.



Yousef Builds A Monitor Hood

في بعض الأحيان من الصعب إيجاد المعدات التي نحتاجها دائماً فيطلب الأمر أن تصنعها بنفسك.

Calibrate Your Monitor Regularly

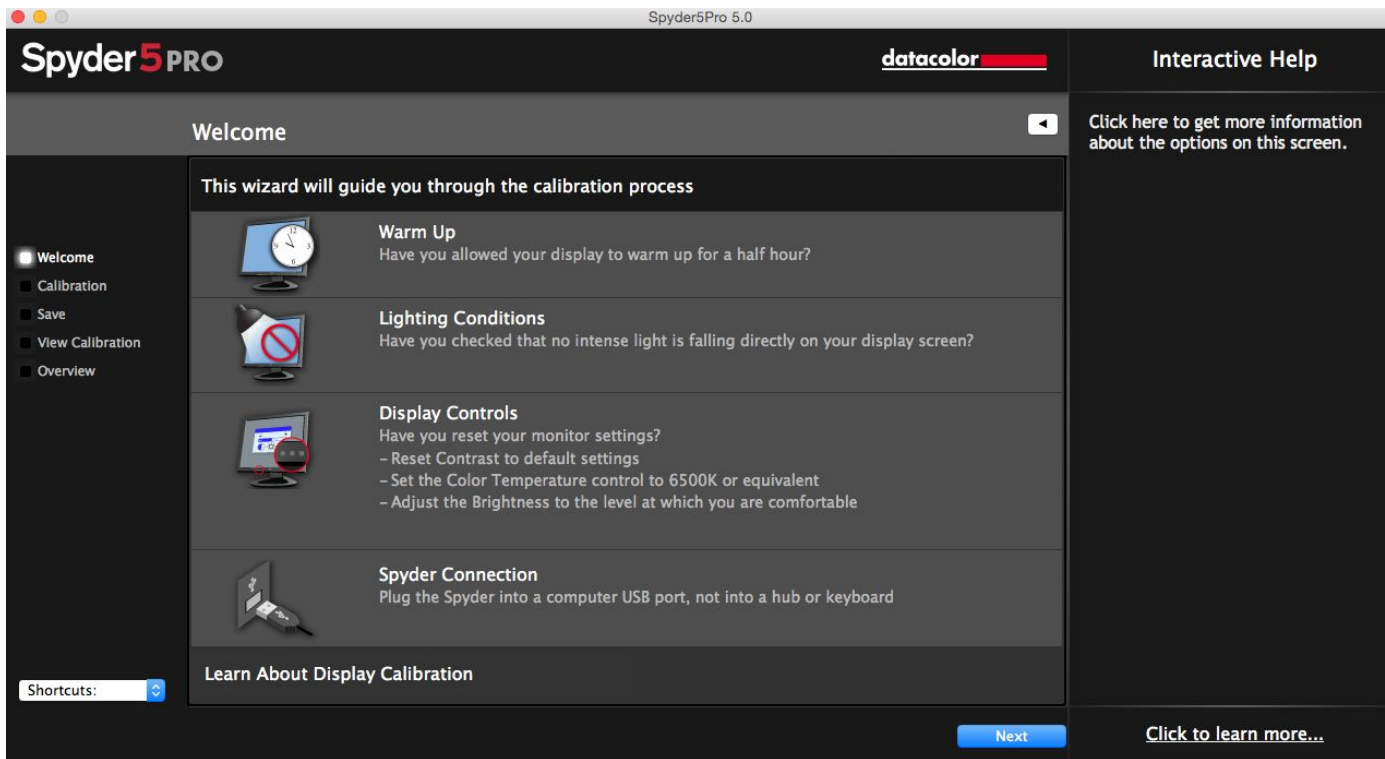
- Calibrate the monitor with the Spyder5Pro after the monitor has been on (warmed up) for 30 minutes.
- This must be done every week
- Follow the on-screen “wizard” directions. This is easy and only takes 5-10 minutes



تعبير شاشتك بشكل دوري

- قم بتعبير الشاشة بعد إحماء جهازك الحاسوب 30 دقيقة على الأقل باستخدام Spyder5Pro
- احرص دائماً على القيام بهذه العملية كل اسبوع
- تتبع الخطوات ستستغرق العملية من 5-10 دقائق

Calibrate Your Monitor Regularly



The Datacolor Spyder5Pro Software Wizard

Create Scan Profiles - IT8 Targets - Slides

It is best to use measurement tools to ensure accurate color reproduction. IT8 Targets are photo industry colors & B/W standards. By taking measurements from these charts and creating profiles it will give you scans that will be accurate with very little work.

You will still need to make adjustments for your scans because there will always be variations **but** using numbers and measurements will always be more exact than only using your eyes.



قم بإنشاء ملف للمسح الضوئي "Scanning"
باستخدام IT8 Targets

لضمان إعادة قراءة لون دقيق من الأفضل دائماً
استخدام أدوات القياس

IT8 Targets

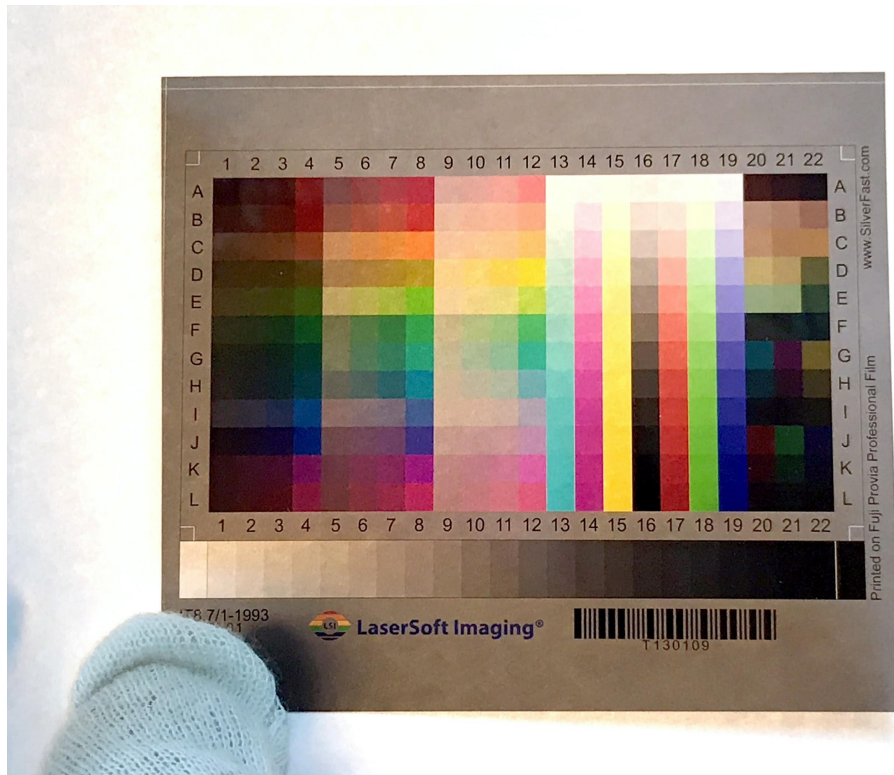
فهي تعد أفضل طريقة لذلك عن طريق إنشاء ملفات
في خيارات نظام المسح الضوئي

"Scanner"

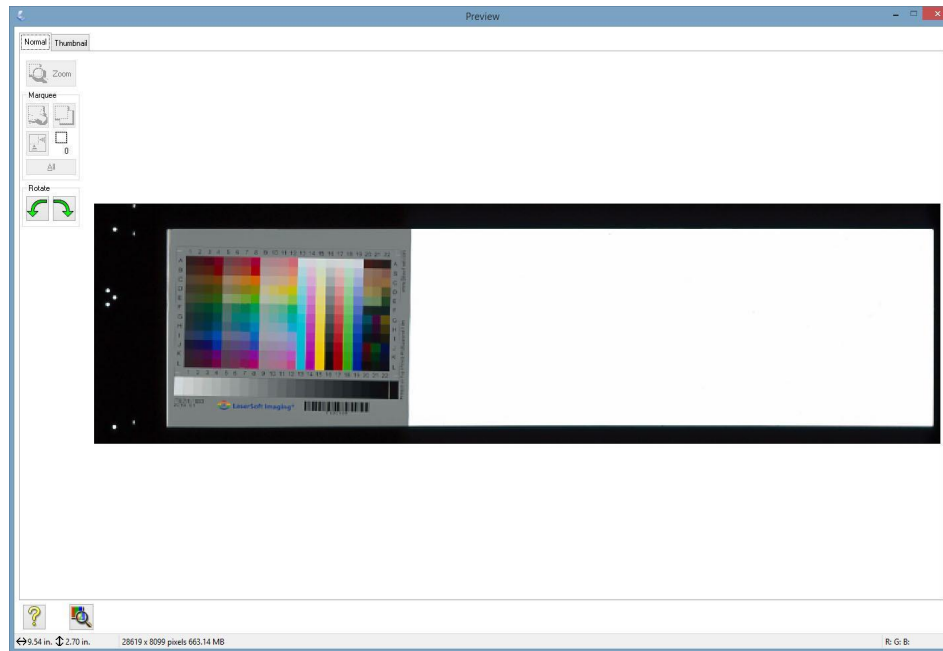
وسيضمن لك القليل من العمل وبأكثر دقة

دائماً سيكون هنالك اختلافات لنوع ولون الملفات التي
ترغب بعمل مسح ضوئي لها لكن استخدام الأرقام
والقياسات تكن أكثر دقة من استخدام عينك

Scan Profile Equipment - Target/Calibration Charts



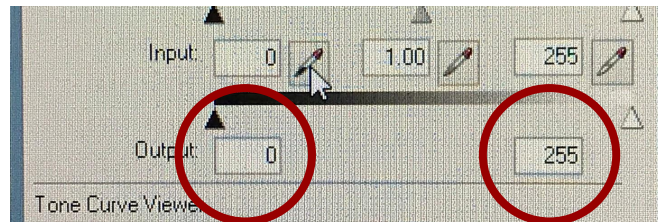
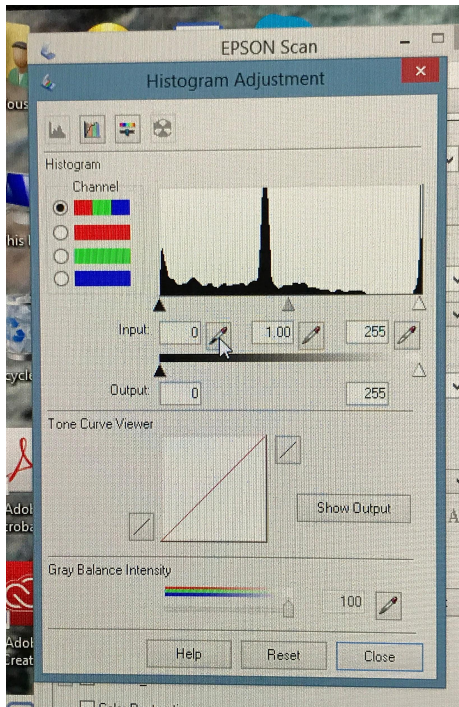
Create Scan Profiles - IT8 Targets - Slides



Place the IT Target on the scanner and do a preview scan

Create Scan Profiles - IT8 Targets - Slides

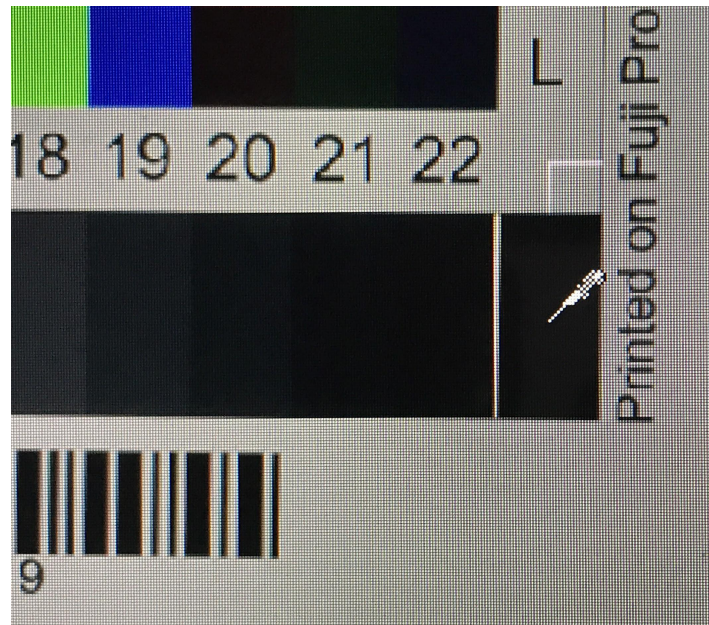
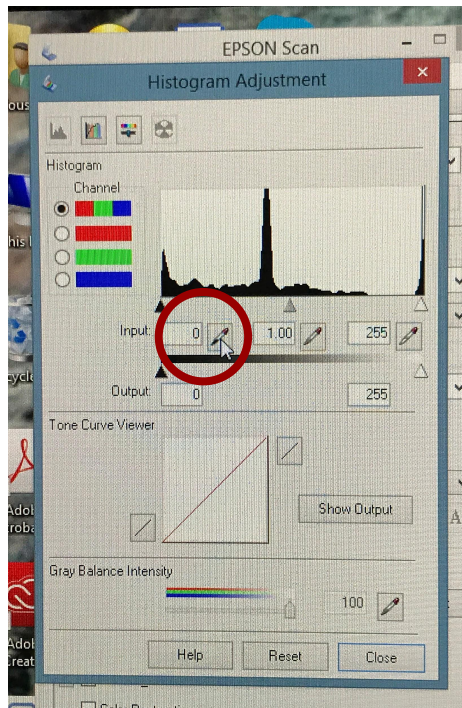
Open your Histogram Adjustment dialog box.



Put your Output to 0 / 255

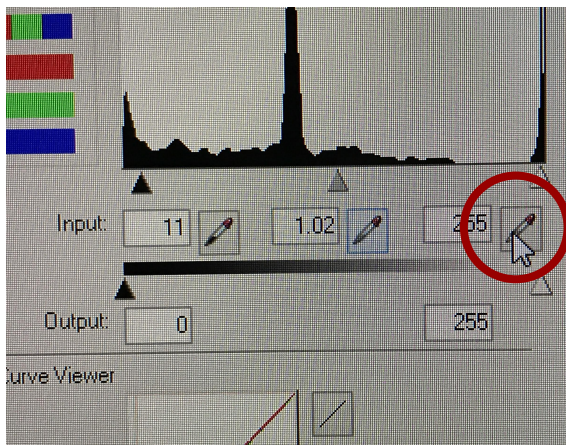
Create Scan Profiles - IT8 Targets - Slides

Click the black eyedropper tool

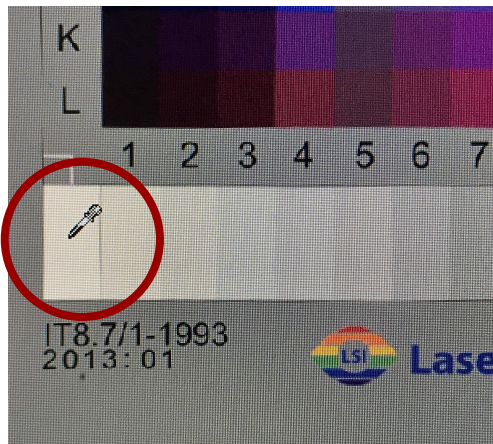


Click inside the black-most box on the IT8 Target

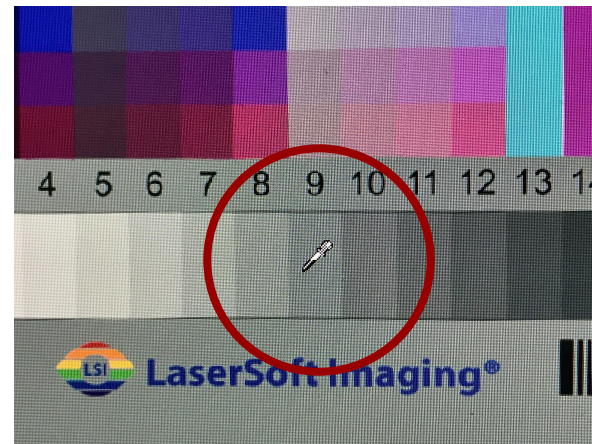
Create Scan Profiles - IT8 Targets - Slides



Click the white eyedropper tool



Click inside the white-most box on
the IT8 Target



Click the midtone eyedropper tool and click
the 18% gray box

Create Scan Profiles - IT8 Targets - Slides

Change your Output to 5 / 250. This will clip the range of tones by a few points so your darkest blacks (shadows) and your whitest whites (highlights) will not go out of range. This ensures your shadows and highlights maintain detail. **You always want the maximum amount of detail in your original scan.**

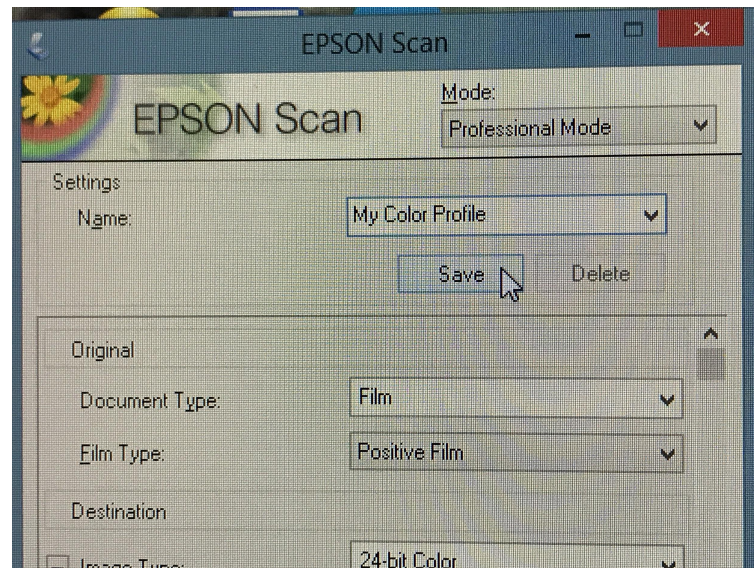
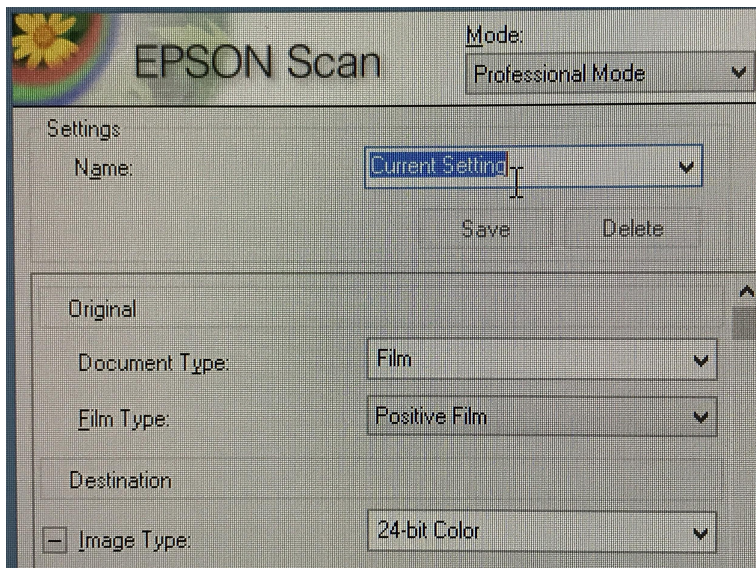
Click Close on the Histogram Adjustment dialog box



قم بتغيير المخرجات الى 5-250
هذا سوف يقلل من محتوى النقاط التي لا تحتوي على التفاصيل كالنقاط السوداء (الظلال) والبيضاء (الضوء الساطع). وهذا سيضمن لك دائماً احتفاظ ظلالك وإضاءتك الساطعة بأكبر قدر ممكن من التفاصيل للمسح الضوئي الأصلي ولن تخرج من النطاق.

قم بإغلاق صندوق تعديلات الرسم البياني

Create Scan Profiles - IT8 Targets - Slides



Give your newly created profile a name and click Save

Create Scan Profiles - Grayscale/Color Charts For Prints

The process is the same for reflective (print) materials. Place them on the scanner glass like a print and use the standard colors and grayscale to make measurements and create profiles for prints.



هذه العملية مشابهة لمبدأ المواد العاكسة.
يقام بوضعهم على زجاج الماسح
الضوئي لإستخدام ألوانها الأساسية
والرمادية لعمل القياسات وإنشاء الملفات
للوحات.

Before You Scan - Clean The Scan Bed Surfaces

- Use Ajax (or similar) to wipe the scan bed glass so that it is clean and streak free
- A soft paper towel will be fine for this but make sure not to cause abrasions or leave debris
- Clean the upper part of the scanner if it appears dirty
- Use the compressed air (Dust Off), air puffer or air tank to blow away dust on the scan bed



قبل البدء بالمسح الضوئي - تنظيف أسطح جهاز المسح الضوئي

- قم باستخدام منظف الغبار لمسح السطح الزجاجي للمسح الضوئي لضمان نظافتها وخلوها من الخطوط.
- يمكن استخدام منديل ناعم لكن يجب الحرص بأن لا تتسبب لك بإحداث الخدوش.
- قم بتنظيف الطبقة العليا من المسح الضوئي إذا كانت متسخة.
- قم باستخدام ضاغط الهواء (طارد الغبار) أو المنفاخ أو استخدام خزان الهواء لإبعاد الغبار عن السطح.

Before You Scan - Examine And Clean The Slides

- **Always** put on clean white cotton gloves when handling originals.
- The original slide must be clean of dust, debris and fingerprints **before** scanning occurs. **The quality of every step past this is affected by it!**
- Debris, fingerprints or other residue needs to be removed or reduced as much as possible without creating more damage.
- Gently wipe both sides of the slide with a soft, dry microfiber cloth to clear the slide of debris.



قبل البدء بالمسح الضوئي – التفحص ،
التنظيف

- احرص دائماً على ارتداء قفازات قطنية . عندما تتعامل مع القطع الأصلية
- يجب أن تكون القطع الأصلية نظيفة ، خالية من الغبار والبصمات قبل البدء بالمسح الضوئي. **التأكد من عمل كل خطوة بشكل جيد لانها قد تؤثر على الخطوات اللاحقة**
- احرص دائماً على إزالة الغبار ، البصمات والعوامل الأخرى أو التقليل منها بأكبر قدر ممكن من دون إحداث أضرار أخرى
- قم بمسح الجانبين من الشرائح بلطف وباستخدام منديل ناعم وجاف .

Before You Scan - Examine And Clean The Slides

قبل البدء بالمسح الضوئي - التفحص ،
التنظيف

- Use the compressed air (Dust Off) or air puffer to blow away dust on the side of the slide that will be facing down on the scan bed
- Blow dust/debris off the scan bed
- Put the slide into position in the carrier
- Repeat the previous steps for every slide in the batch you are scanning until all the slides are in position in the carrier on the scan bed.



قم باستخدام الهواء المضغوط أو المنفاخ لطرد
الغبار بعيداً عن الشريحة

اطرد الغبار والمواد العالقة عن سطح الماسح
الضوئي.

ضع الشرائح في مكانها الأصلي على الحامل*

كرر خطوات العملية السابقة لكافة الشرائح*
حتى تكتمل الشرائح على حامل الماسح
الضوئي.

Before You Scan - Examine And Clean The Slides

- Once all the slides are in place in the holder on the scan bed use the compressed air once more to clean the upper side of every slide
- Gently close the top of the scanner and continue on with digitization



قبل البدء بالمسح الضوئي – التفحص ،
التنظيف

بعد التأكد من أن كافة الشرائح بمكانها*
الصحيح على الحامل قم باستخدام ضاغط
الهواء مرة أخرى للجزء العلوي على كل
شريحة

بشكل لطيف قم بإغلاق الجزء العلوي من*
“Scanner”

. وأكمل عملية المسح الضوئي الرقمي

Before You Scan - Remove Fingerprints

- To remove stubborn fingerprints and residue use **98% isopropyl alcohol** for further cleaning.
- Any alcohol grade lower than **98%** will leave moisture on the original and will cause damage.

DO NOT DAMAGE THE ORIGINAL!



قبل البدء بالمسح الضوئي - أزل
البصمات

لإزالة البصمات الملتصقة والتقليل منها
استخدم **98%** من الكحول المركز لمزيد
التنظيف.

أي تركيز كحولي أقل من **98%** سوف يترك
طبقة رطبة على سطح الطبقة الأصلية
وسيتسبب لها بالتلف

! لا تتلف القطعة الأصلية

Before You Scan - Remove Fingerprints

- Put a small amount of 98% isopropyl alcohol onto a soft cloth. **Do not put alcohol directly onto the slide!** In one motion give the slide a quick swipe with the alcohol-moistened cloth. It will dry very quickly. You will see the fingerprints have been cleaned away or reduced. Repeat this step a few times if the slide is not yet clean **but do not overdo it.**



قبل البدء بالمسح الضوئي - أزل البصمات

ضع كمية قليلة من 98% من الكحول*
باستخدام منديل ناعم من القماش

لا تضع الكحول بشكل مباشر على الشريحة*

بحركة واحدة وسريعة وباستخدام المنديل*
المبلل بالكحول سترى أن البصمة تم ازلتها أو
تقليلها

كرر العملية إذا لزم الأمر

لكن لا تتبالغ في التنظيف

Scanning - Resolution and DPI (or PPI)

- There is no “standard resolution” or perfect resolution for scanning any media
- You need to review what you need at the end of your project then determine the correct scan resolution
- If you are unsure what size you ultimately need **scan larger than what should be necessary**
 - You can reduce the size of your file with no problem
 - You cannot increase the size of your original scan without losing quality

المسح الضوئي - جودة الصور

لا يوجد درجة وضوح أو حل مناسب لمسح أي من الملفات المتعددة الوسائط.

في حال عدم التأكد من الدرجة المناسبة يمكن عمل مسح ضوئي
-بدرجة وضوح أكبر مما تحتاجه

يمكنك تقليل حجم الملف*

لا يمكنك زيادة حجم الملف الأصلي بدون خسارة جودة الصورة

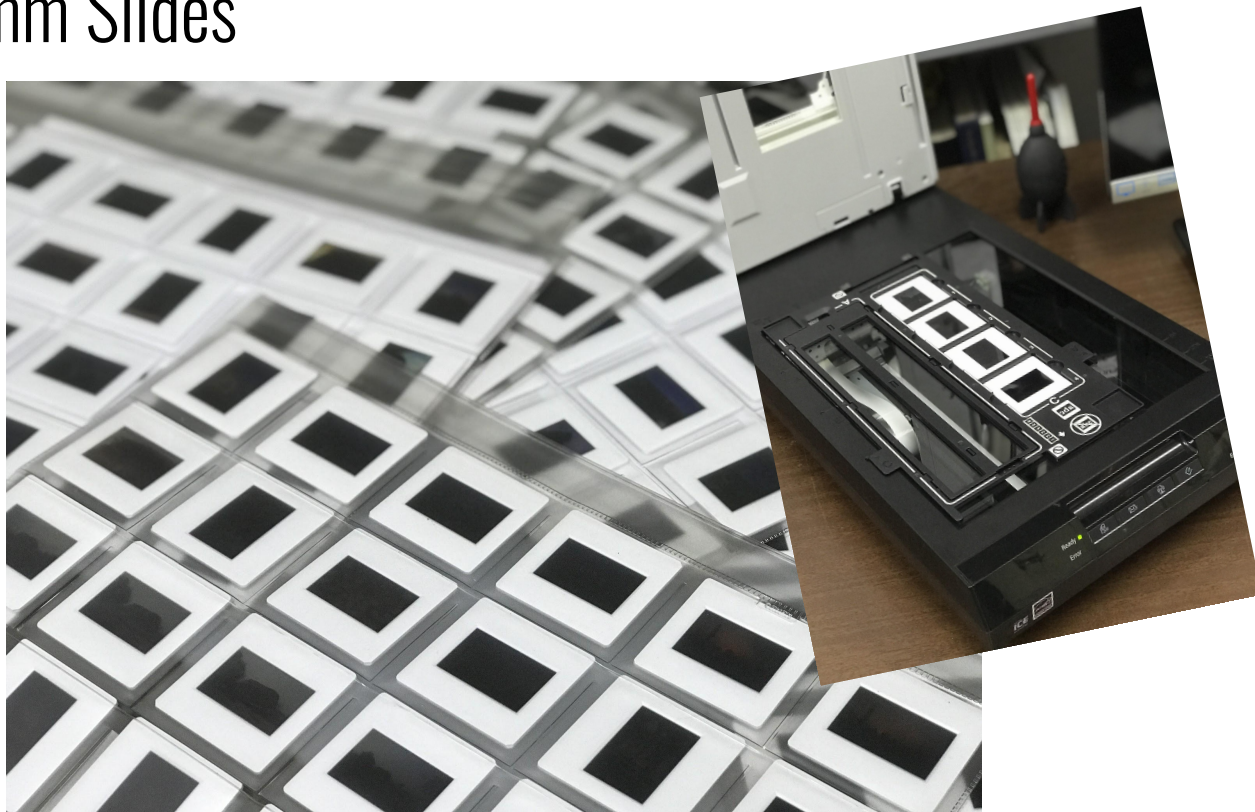
Scanning - Resolution and DPI (or PPI)

Common Archive Resolutions

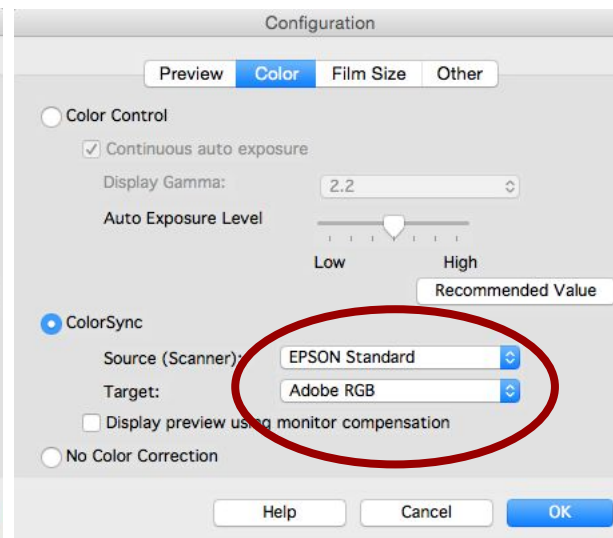
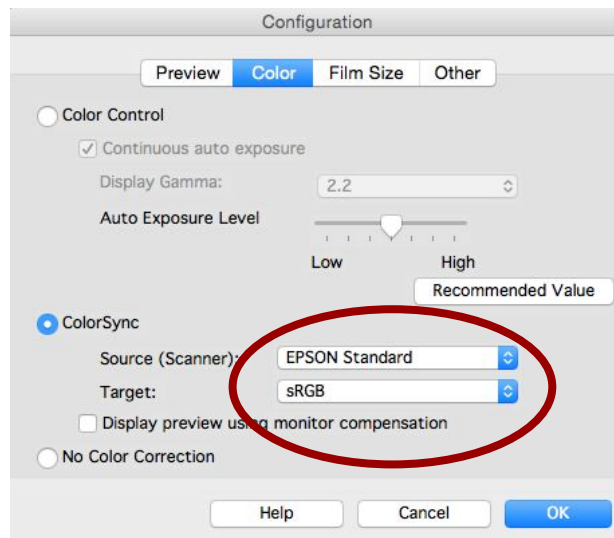
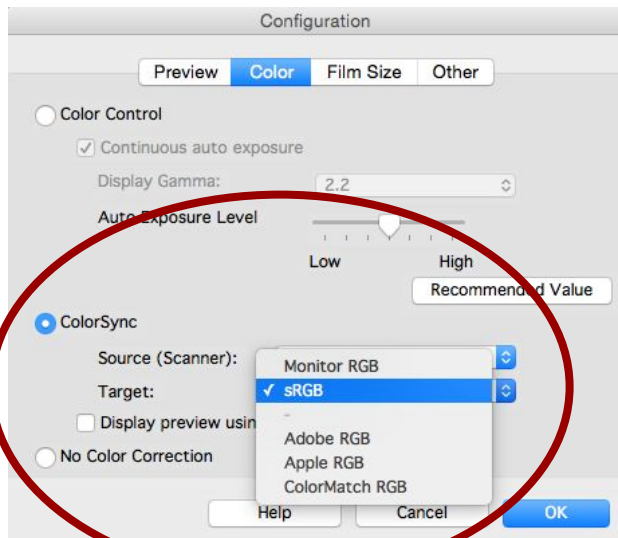
- **6,000 pixels on the long axis** of the image, scanned at a minimum value of 600 ppi (increasing in intervals of 25 ppi to reach the size of 6,000 pixels on the long axis of the image)
- Digital File Format = **TIFF** (Tagged Image File Format)
- For color images, a 48 bit RGB setting is used
 - It is also common to use 24-bit RGB
- For black and white images, use a 48 bit RGB setting.
- File Compression = None

Please refer to the provided *Links & Info* for more details

Scanning - 35mm Slides



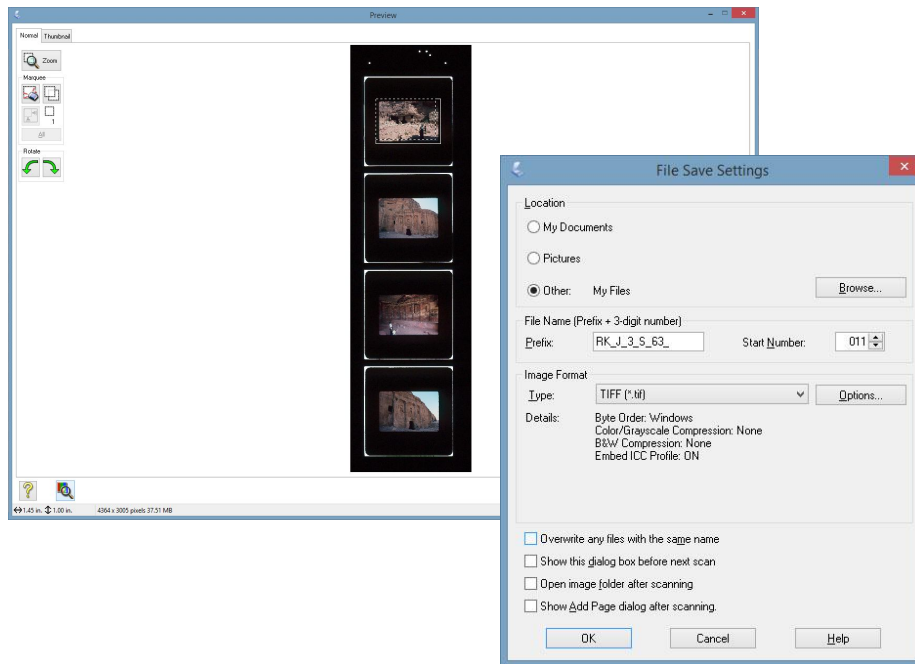
Scanning - 35mm Slides



Choose the color space you want to use - sRGB or AdobeRGB

Scanning - 35mm Slides

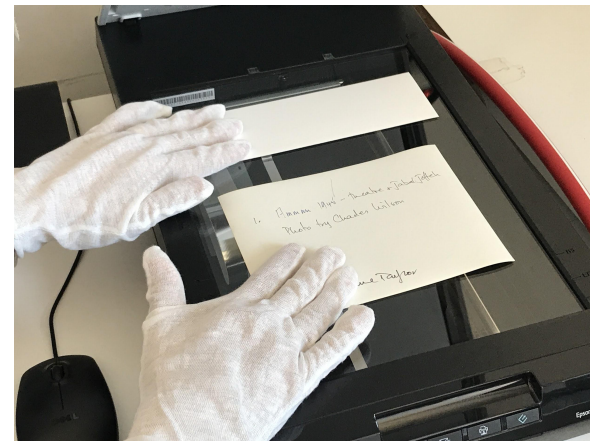
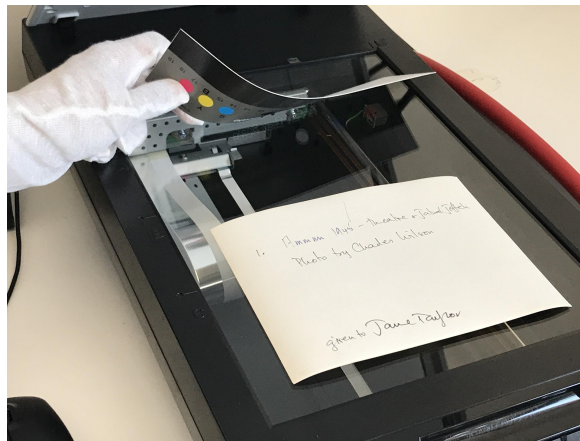
- Use the profile you created
- Make your selections
- Fine-tune adjustments for individual images
- Scan and save your image(s)



Scanning - Photographic Prints

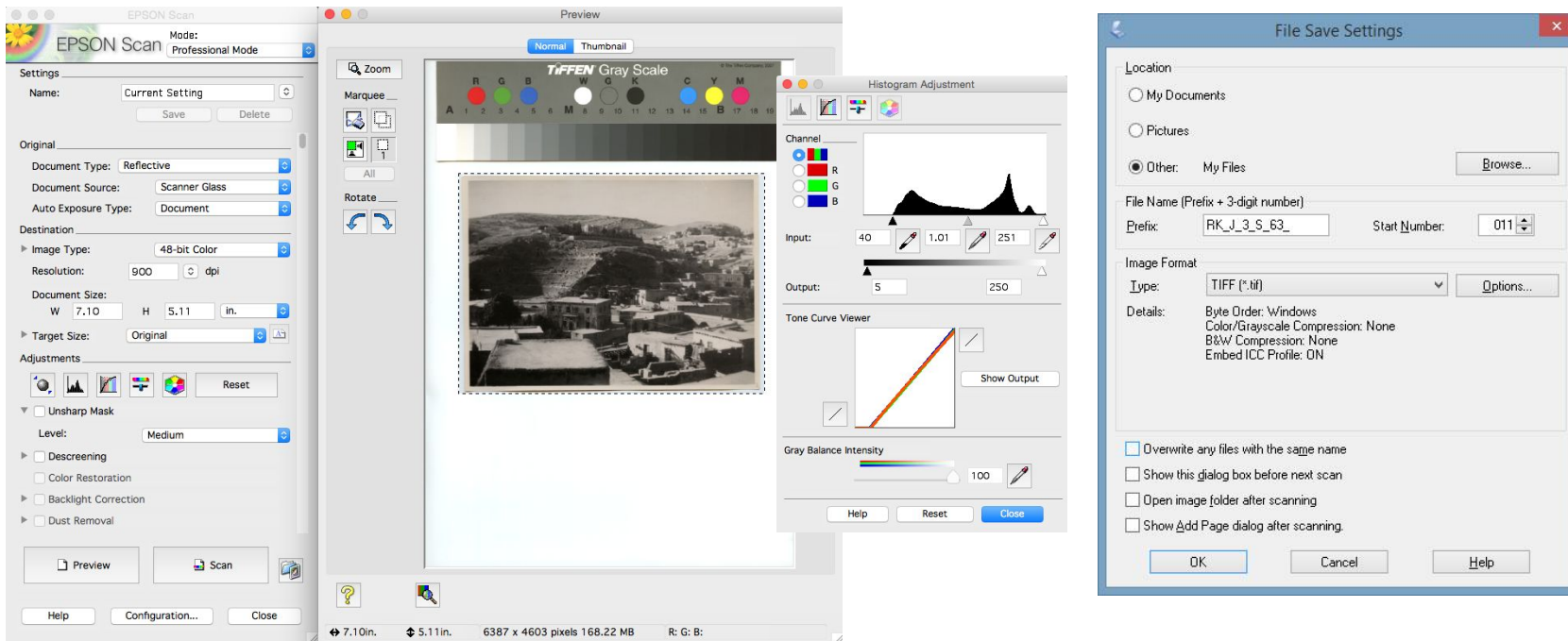


Scanning - Photographic Prints



Put the print on the scan bed. If you have not created a profile for prints also include the grayscale/color chart for measurements

Scanning - Photographic Prints



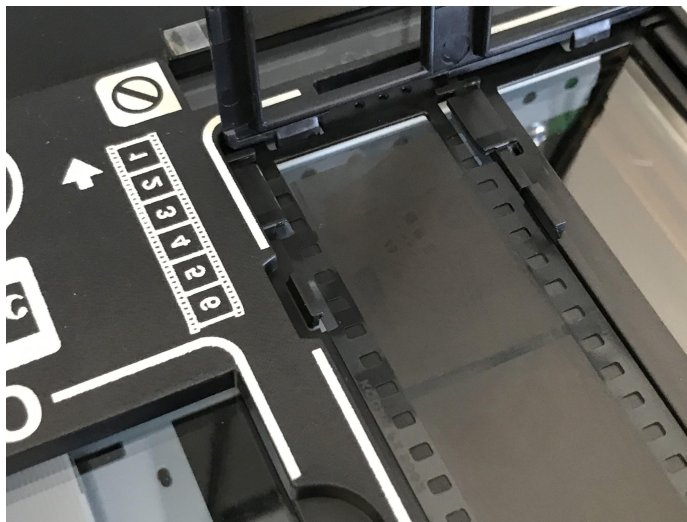
The screenshot displays the EPSON Scan software interface. On the left, the 'Settings' panel is visible, showing 'Mode: Professional Mode' and various options like 'Document Type: Reflective', 'Resolution: 900 dpi', and 'Image Type: 48-bit Color'. The 'Adjustments' section includes 'Unsharp Mask' (set to Medium), 'Descreening', 'Backlight Correction', and 'Dust Removal'. The 'Preview' window in the center shows a photograph of a building with a 'TIFFEN Gray Scale' and a 'Histogram Adjustment' window overlaid on it. The histogram shows the distribution of tones, with 'Input' values of 40 and 251, and 'Output' values of 5 and 250. The 'File Save Settings' dialog on the right shows the 'Location' set to 'My Files', 'File Name' prefix as 'RK_J_3_S_63_', and 'Start Number' as '011'. The 'Image Format' is set to 'TIFF (*.tif)'. The 'Details' section shows 'Byte Order: Windows', 'Color/Grayscale Compression: None', 'B&W Compression: None', and 'Embed ICC Profile: ON'. The 'Overwrite any files with the same name' checkbox is checked.

Create your preview scan and adjustments then scan and save your scan to your desired location

Scanning - 35mm Black & White Negative Film



Scanning - 35mm Black & White Negative Film



Scanning - Books & Documents

■ 18

by exploring the northern valley from the Sea of Galilee, through the Huleh basin, to the headwaters of the Jordan before leaving the region via Damascus and Beirut at the end of June. During his voyage downstream, Lynch quickly realized that the lower Jordan Valley held little potential as a commercial waterway. Following a "tortuous course" of more than 200 miles in the "sixty miles of latitude and four or five miles of longitude" separating the Sea of Galilee's fresh

water from the saline body of the Dead Sea, the Jordan River contained no fewer than twenty-seven rapids and was "more sinuous even than the Mississippi."⁵⁰ Nevertheless, the lower valley, or Ghor, held other possibilities. A land party that Lynch had assigned to parallel the river survey team reported "an extensive plain, luxuriant in vegetation, and presenting ... a richness of alluvial soil, the produce of which, with proper agriculture, might nourish a vast popula-

tion."⁵¹ As Lynch proceeded further along the Ghor, he noted a "most beautiful tract of alluvial" soil located amid country "entirely destitute of cultivation."⁵² To Lynch, this landscape could support small farmers and independent shopkeepers. In short, Lynch saw a fertile medium for the duplication of American republicanism.

As Lynch neared the Dead Sea, the landscape bracketing the alluvial plains eroded his assessment of future possibilities. Salt, blown up from the Dead Sea, coated rocks and vegetation, extinguished the life that was abundant in the northern Ghor. Though rich in soil and Biblical heritage, the Jordan Valley's beauty and potential bounty was "only rendered so by contrast with the harsh, dry, calcined earth around."⁵³ The Jordan River was a slender band of hope that vanished into the depths of the lowest point on earth. Lynch's arrival at the Dead Sea on April 18 began a three-week period in which he mapped the shoreline and explored the surrounding heights. More importantly, he avoided the fate of both Gostigan and Molyneux as he navigated an environment that offered neither salvation nor commercial possibility. News of the death of former president John Quincy Adams, a staunch advocate of American commercial expansion, reached Lynch during this period and "harmonized with the atmosphere and scenery" of desolation enveloping Lynch. In a tribute to Adams, Lynch ordered a twenty-one gun salute laboriously fired from one cannon, each shot swallowed by an expanse that had defied both patriarchs and emperors.

That same expanse, however, inspired Lynch. As part of the survey mission, Lynch col-



At 3:25, P. M., passed by the extreme point where the Jordan is one hundred and eighty yards wide and three feet deep, and entered upon the Dead Sea. The river, where it enters the sea, is inclined towards the eastern shore, pretty much as represented in the map of Messrs. Robinson and Smith, which is the most exact of any we have seen.

A fresh northeast wind was blowing as we rounded the point. The wind soon freshened into a gale, and caused a heavy sea, in which the boats labored excessively. The spray was painful to the eyes and skin, and evaporating as it fell, left incrustations of salt upon our faces, hands and clothing.

Left: View of the Jordan
Above: Diary entry for April 18, 1848
Below: Shore of the Dead Sea



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lected scientific data in the lower valley and along the Dead Sea. Lynch's attention to scientific matters revealed, once again, his professional and personal kinship with Matthew Maury. While clearly champions of pure science, both Lynch and Maury were also disciples of both commerce and Christianity. Consequently, although Lynch quickly concluded that the Jordan River was unsuitable as a major navigable waterway, he nonetheless assayed the region's mineral resource possibilities. As Lynch and Dr. Henry J. Anderson, a civilian who joined the expedition in Beirut, examined shells and other organic materials along the Dead Sea's northern shore, Lynch noted the presence of mineral salts—sulphur, nitre, and gypsum—that constituted an "interesting field of investigation."⁵⁴ In addition, Lynch collected numerous water samples throughout the latter phase of his survey in an attempt to discern further mineral composition and possible extractive uses. Lynch realized that infertile soils and barren plains could provide alternative sources of wealth. In commenting on the geology of the Dead Sea's western shore, Lynch observed that "Nature is ever provident in her liberality, and when she denies fertility of surface, often repairs man with her unlooked-for (sic) treasures."⁵⁵ Lynch's words proved prophetic both for the United States then and the Jordan Valley now. Unbeknownst to Lynch, several months earlier workmen building a mill for John Sutter had discovered gold amid California's rugged and inhospitable Sierra Nevada foothills. Similarly, lucrative large-scale mineral extraction began in the lower Jordan Valley a century after gold fever swept antebellum America.

150th Anniversary of the U.S. Expedition to Explore the Dead Sea and the River Jordan



Ps

Adobe Photoshop Tutorial