

## Quick Guidelines for Creating Digital Images

All collections differ in the ways they are used and accessed and because of this decisions on quality and resolution should depend on the needs of the users, how they will be used, and the nature of what we are scanning. The quality and condition of the original is also taken into consideration when deciding how to scan. ISHS recommends the following, understanding that for each collections scanning may change.

<b>Text</b>		
	<b>Master</b>	<b>Access</b>
File Format	TIFF	JPG
Bit Depth	1 bit bitonal 8-16 bit grayscale 48 bit color	8 bit grayscale 24 bit color
Spatial Resolution	600 ppi	150-200 ppi
Spatial Dimension	4000 to 6000 pixels across the long dimension	600 pixels across the long dimension

<b>Photographs</b>		
	<b>Master</b>	<b>Access</b>
File format	TIFF	JPG
Bit Depth	16 bit grayscale 48 bit color	8 bit grayscale 24 bit color
Spatial Resolution	400-800 ppi	150-200 ppi
Spatial Dimensions	4000 to 8000 pixels across the long dimension, depending on size of original, excluding mounts and borders	600 pixels across the long dimension

<b>Graphic Materials such as Lithography</b>		
	<b>Master</b>	<b>Access</b>
File format	TIFF	JPG
Bit Depth	16 bit grayscale 48 bit color	8 bit grayscale 24 bit color
Spatial Resolution	600-800 ppi	150-200 ppi
Spatial Dimensions	6000 to 8000 pixels across the long dimension, depending on size of original, excluding mounts and borders	600 pixels across the long dimension
<b>Artwork 3-D object</b>		
	<b>Master</b>	<b>Access</b>
File format	TIFF	JPG
Bit Depth	48 bit color	24 bit color
Spatial Resolution	Device Maximum	300 ppi

Spatial Dimensions	100% of original	600 pixels across the long dimension
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## File naming conventions

If you are scanning and saving items for use in a digital collection, use this section. If you are scanning and saving for preservation, see the the section on Preservation File naming conventions.

In the X drive there are folders for Administration, Instructions, Metadata and then a folder for each ContentDM collection. Open the collection you are working in, such as Mining in Idaho or Capitol Commission. For each type of document there will be a folder as it is used by the collection. For example, the Capitol Commission is currently only working with Photographs, and therefore, there is only one file.

File naming per collection will vary according to the collection. In fact, file naming will depend on the item, as well.

If you are scanning in an object with multiple pages, such as that from a Manuscript Box and Folder, you must create a folder such as these to insert each page scanned:

MS394Box1  
MS394Box2  
MS394Box3

Within each folder you must name each scanned page as follows:

MS394Box1Folder1  
MS394Box3Folder23

The same or similar file conventions should be used for the Archives material. The folder names would be:

AR12Box10  
AR32Box10  
AR290Box1

And the file names within each would be

AR12Box10Folder1  
AR32Box10Folder2  
AR290Box1Folder3

A Pamphlet or brochure from the Vertical File with more than one page also requires it's own folder:

VFMinerYellowPine  
VFMinerOwyhee  
VFMinerWoodRiver

And within each folder a new folder for each pamphlet title:

VFMinerYellowPineQuartzAntimony

VFMinerOwyheeOwyheeWar  
VFMinerWoodRiverTriumph

You create the secondary folder names by pulling out the most unique expressions from the title.

Within the secondary folder you create the filenames as such:

VFMinerYellowPineQuartzAntimonyp1  
VFMinerYellowPineQuartzAntimonyp2  
VFMinerYellowPineQuartzAntimonyp3  
VFMinerYellowPineQuartzAntimonyp4

File names for photographs will be the accession number, using NO PERIODS OR DOTS, such as:

71-60-1a  
69-120-2a

If there is a photographic series, such as five photos of the same kind on one photo board that all relate, you will need to create a folder:

71-69-1

And within that folder create the file names per photo as follows:

71-69-1-a  
71-69-1-b  
71-69-1-c  
71-69-1-d

For maps you will use the file name of the map call number without dots and periods:

G4274B671963  
G4273A31890

If this map had a front and a back, you would again need to create filenames:

G4274B671963p1  
G4274B671963p2

G4273A31890p1  
G4273A31890p2