

Post-Capture Image Processing

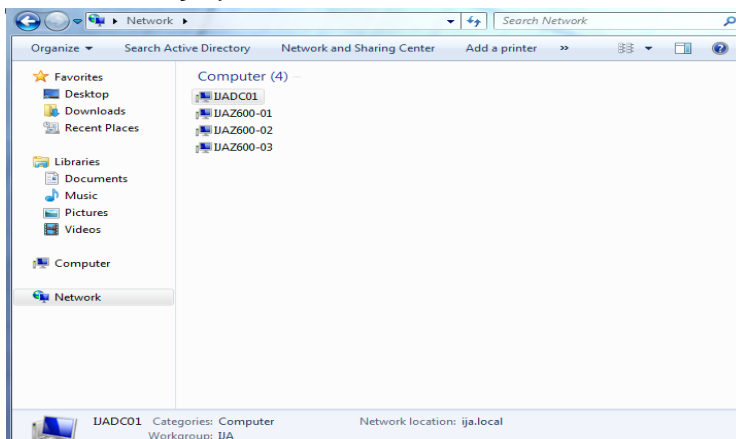
Iraqi Jewish Archive Preservation Project National Archives and Records Administration

Post-Capture Workflow: Instructions for image processing, derivative creation, and finalization steps

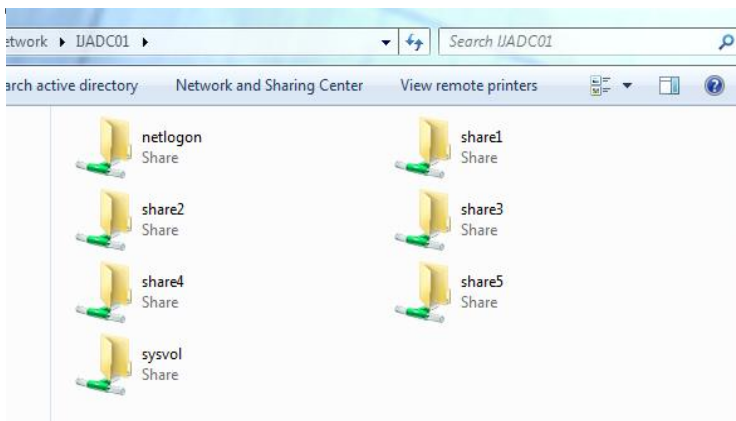
Image Processing in Capture One

- Locate the IJA folder on server [we are currently working on Share1, but this will change as the server begins to fill up with completed scans]
Library→Networks→IJADC01→Share1→locate specific folder
- Open Capture folder for the specific job to be processed and import EIP files into Capture One

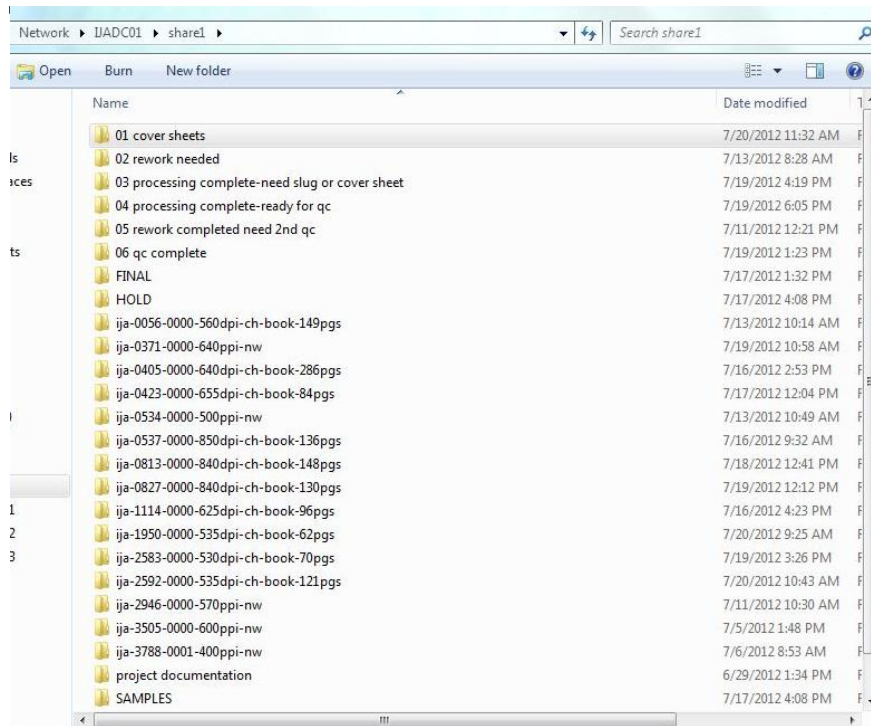
Main directory of IJA Server: IJADC01



IJADC01: IJA Server Network Shares



View of IJA Server Share 1



Create Master Tiff Set

- Apply rotation to files so that they are in proper reading orientation
- Ensure that the Golden Thread target, as well as any slug(s) remain visible upon applying any de-skew and slight cropping
- Confirm shooting resolution noted on folder by capture operator
- In the Processing tab of Capture One:
 - Select correct process recipe for master tiff file. The recipe should include:
 - Format: tiff
 - Bit Depth: 8-bit
 - Compression: none
 - Scale: Fixed at 100%
 - Sharpening enabled [box is unchecked]
 - Enter the correct shooting resolution as noted on the outer folder
 - Verify the output directory and adjust as needed to ensure that processed files are stored in the Output folder of the correct job folder
 - Capture One→Process Recipe tab→**OUTPUT TO** [select browse box]
 - BROWSE: Network→Share1→select correct IJA Item folder→place files in OUTPUT folder within job
 - Select all files as needed and select the Process button

Create Cropped JPG Set

- Return to master files in Capture One
- Crop out Golden Thread target (and any slugs), leaving only a thin, even border around the document
 - Ensure that no image area has been cropped into
- Confirm that the shooting resolution; this should be the same as the tiff set previously generated
- In the Processing tab of Capture One:
 - Select correct process recipe for the jpg file. The recipe should include:
 - Format: JPG
 - Quality: 100%
 - Scale: Fixed at 100%
 - Sharpening enabled [box is unchecked]
 - Enter the correct shooting resolution as noted on the outer folder
 - Verify the output directory and adjust as needed to ensure that processed files are stored in the Output folder of the correct job folder
 - Select all files as needed and process
 - Confirm that the full sets of tiffs and jpgs now cascade in the same folder (no sub-folders should exist within the main output folder)
- Insert a digital slug as needed in Adobe Photoshop:
 - Select and open the required image files in Photoshop
 - Locate the correct slug in the *Samples* folder on the IJA server [slugs are saved individually as text on a transparent PSD file]
 - In the *canvas size* dialog box, add a 5% white canvas extension to the bottom of the image
 - Cut and paste the slug text into the canvas extension
 - Adjust the text size to optimally fit the canvas using the font size selector
 - Re-save the cropped jpg version using the maximum quality setting (12) [Note: no modifications are to be made to the original un-cropped tiff; digital slugs are added to the jpg versions only]
- Ensure that any detail views needed for small photographs, stamps, or other items have been scanned, processed, named and integrated into the file directory:
 - Detail views do not require color bars or a dimensional reference
 - Details should be captured at a pixel array of 4,000 pixels on the longest dimension where possible
 - Should be named with “a”, “b”, “c” suffixes to maintain an association with the overview page(s)

Conduct an Operator Self-Check / QC

Briefly review the files created for accuracy and completeness before submitting them to the QC folder. Ensure that all required files are present and named accurately:

- Sort files and verify that an equal number of tiff and jpg files are present
- Double-check the IJA item number specified on the files against the paperwork
- Verify the correct number of unique, original files created against the Lab Tracking Sheet total indicated by the capture technician
- Visually scan the folder contents and look for any file naming anomalies, such as:
 - Extra space(s) in file names
 - Non-standard characters
 - Naming mistakes
 - Skip in numerical sequence
- Make any corrections or adjustments as needed

Finalizing Processed Files

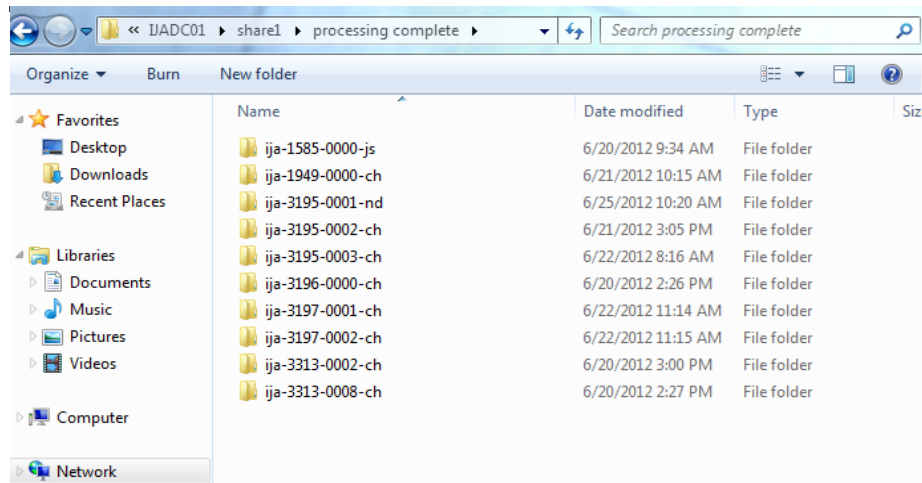
- Once the processing technician has finished creating the file sets and is confident of accuracy and completeness, the entire folder should be moved to the *ready for QC folder*.
- Note initials and date of completion in the processing field of the VIS Lab Tracking Sheet
- Return the VIS Lab Tracking Sheet to the in-progress folder stored near the grey shelves and place in numerical order
- Return the original materials to the in-progress area on the counter

Image QC

** At this time, QC is being conducted by project specialists, but this policy is likely to be revised as the project is farther along.*

Quality control will be conducted by all staff, and should be performed during and after image processing. During image processing, the operator should be assessing all images for quality and appearance, and any problematic images should be flagged for closer inspection during the QC process.

Files ready for QC inspection are located in the 'processing complete' folder on the server:



File Management QC

- Visually inspect the main file directory and look for any obvious skips in numbering, incorrect characters, spaces, or other anomalies that may appear in the file names
- Check first and last file numbers; ensure that the total files present correspond with the expected total
- Ensure that you have the correct number of finished tiff/jpg files
- If the group for QC contains less than 50 items, a complete page-to-file reconciliation should be done. If the total exceeds 50 items, apply a page-to-file inspection at ten-in increments [see below].

Apply the Ten-In Increments Method [recommended]:

- Verify the first page or sheet against the original material
 - Count 10 pages from the first sheet and verify the file on-screen against the original material
 - Count another ten pages in and compare the file on-screen against the original material
 - Repeat at approximately ten page increments for the remainder of the group. It may be helpful to use pages with illustrations or easy-to-identify features when determining the next page for comparison

-OR-

Apply the Ten-In / Ten-Out Method:

- Verify the first page or sheet against the original material
 - Count 10 pages from the first sheet and verify the file on-screen against the original material
 - Count another ten pages in and compare the file on-screen against the original material
- Verify the last page or sheet against the original material

- Count ten pages back from the last item and verify the file on-screen against the original material
- Count ten pages back from the last item and verify the file on-screen against the original material

Image quality QC

- Open the jpg files in the preview window to quickly scroll through images and assess:
 - Ensure images are sharp and in focus
 - Density is correct and consistent
 - Crops are applied correctly
 - Images appear straight on-screen

If any corrections are needed due to either a quality or completeness issue, the QC technician may make any corrections as needed at the time of QC. If the nature of the rework is more complex or requires re-shoot the QC technician cannot perform immediately, the QC technician should prepare the materials for rework:

- Move the digital file folder in *the rework required* folder on the server
- Tab the original materials with specific instructions of tasks required, including specific file names for insertion
 - For insertion of missed pages, use an “r” suffix after the sequence number so that the inserted file will cascade in correct order and so that renumbering of file sets is not required
 - *Example:* A page was missed between what was initially scanned as files 0010 and 0011. The missed page should be scanned and inserted as *0010r*.
- Note instructions on the tracking sheet
- Place the original materials in a rework box
- Place the VIS Lab Tracking Sheet back in the in-progress folder (in numerical order)

Items submitted for rework after QC is completed:

Name	Date modified	Type
ija-1894-0001-ppi375-nw create details	6/26/2012 12:04 PM	File folder
ija-2792-0001-466 dpi- needs reshoot ...	6/29/2012 11:00 AM	File folder
ija-3313-0003-Reshoot of 0056 needed	7/11/2012 10:36 AM	File folder
ija-3313-0005-Reshoot 0050 - 00053 A...	7/11/2012 10:37 AM	File folder
ija-3313-0009-Reshoot of 0044 needed	7/11/2012 10:37 AM	File folder

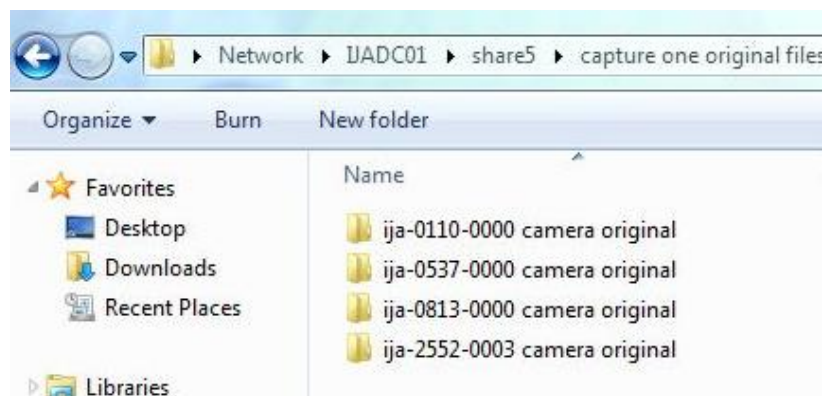
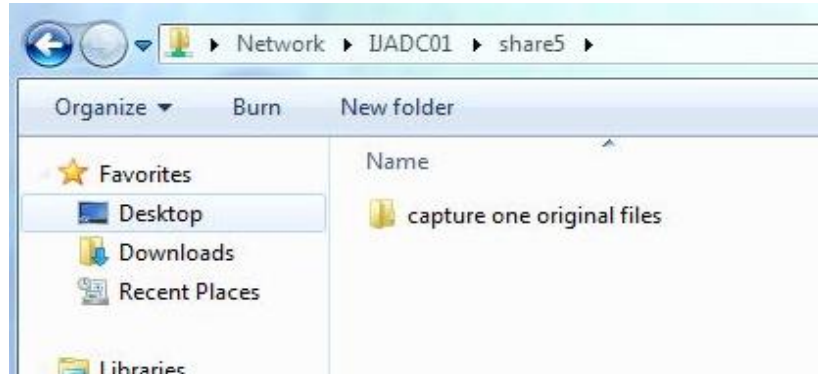
Transfer completed files into QC Complete folder

After all work is completed, processed and has passed QC, the folder should be transferred to the 'qc complete folder'. The outer IJA item identifier folder names will be simplified and made consistent at this time, and should include the IJA item number and subset/folder number only. Any notations or operator initials should be removed and should appear as follows:

ija-0123-0000
ija-2345-0001
ija-2345-0002
ija-2345-0003

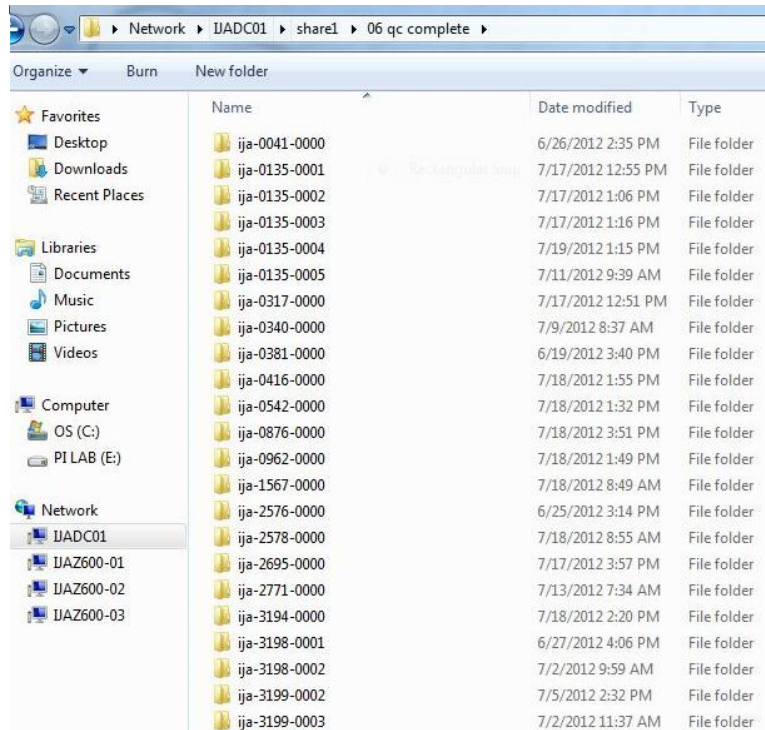
After the files have passed the QC process, Capture One EIP files, sidecar files, and other nested folders will be removed from the final complement of files—on a temporary basis (as space permits), camera original files are being moved stored on Share 5 of the server:

- Relocate the *Capture* folder which contains the camera-original files to the *capture one original files* folder on Share 5 and purge the original working set
- Remember to also copy the Capture One session file to the *capture one original files* folder on Share 5 and purge the original working version
- Ensure that the item-level folder name conforms to the naming convention below:



Following this stage, various distribution PDFs and additional lower-resolution jpgs will be created by the project specialists.

View of 'qc complete' folder items:



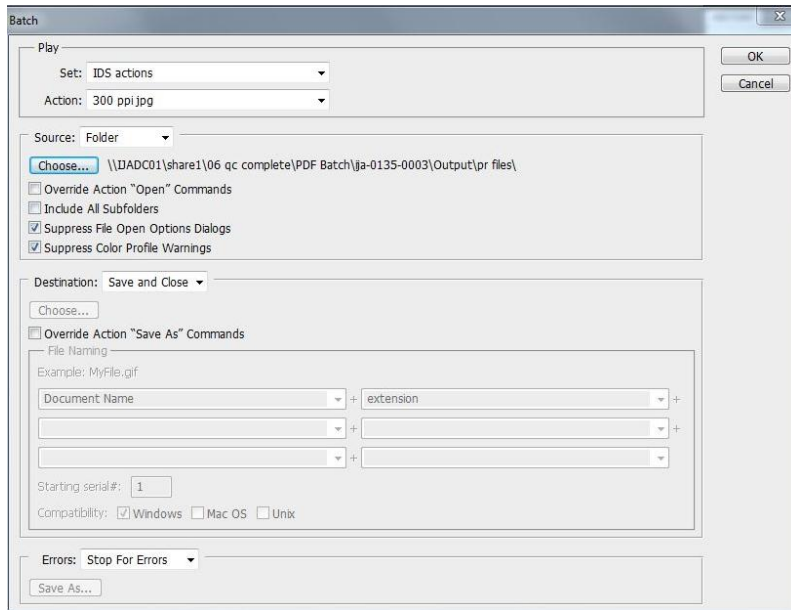
PDF Creation and Finalization:

Upon passing QC, and additional set of jpeg derivatives and two Adobe PDF viewing files are created by the imaging specialists. IJA items that are ready for this process can be found in the *pdf* sub-folder located inside the *qc complete* folder on the server. The order in which the final products are created is as follows:

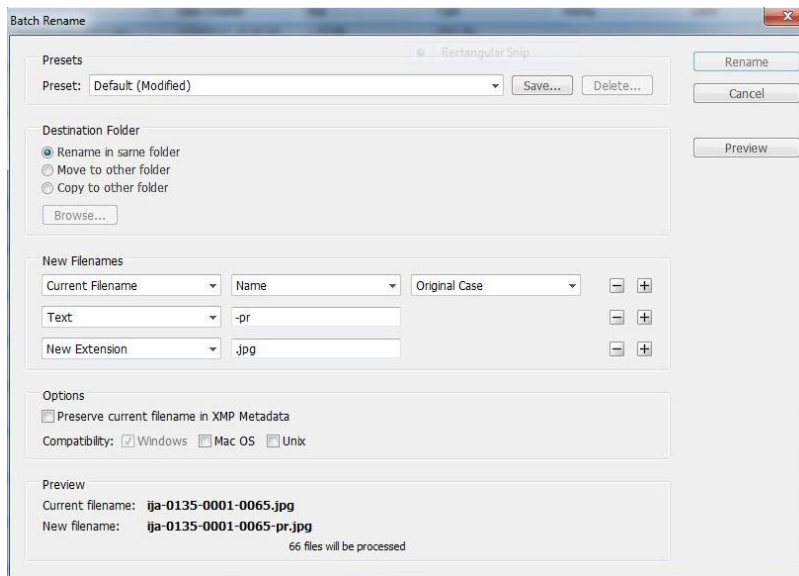
1. **Make pr files:** Create a set of jpg files sized at 300 ppi at actual image size
 - a. Open full resolution IJA jpg file in Photoshop
 - b. Open *Image Size* in toolbar
 - c. De-select *constrain proportions* check box in *Image Size* window
 - d. Input a resolution of 300 ppi
 - e. Click OK and exit *Image Size* window
 - f. Save the files with the suffix *-pr*, as not to conflict with the full-resolution jpg set.
- Creating a Photoshop batch action is recommending for this step. Technicians may also wish to use Adobe Bridge to browse file directories and queue files for batch processing

- These files should be stored inside of a sub-folder labeled *pr* to indicate the file type and should not cascade loosely with the master tiff and full-resolution jpg sets

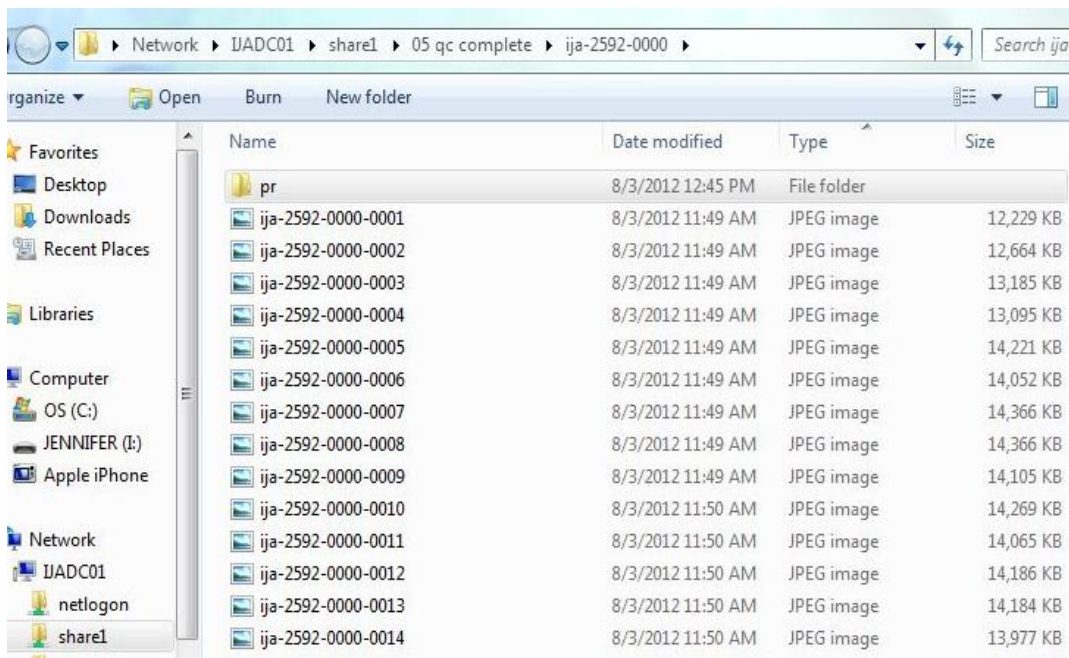
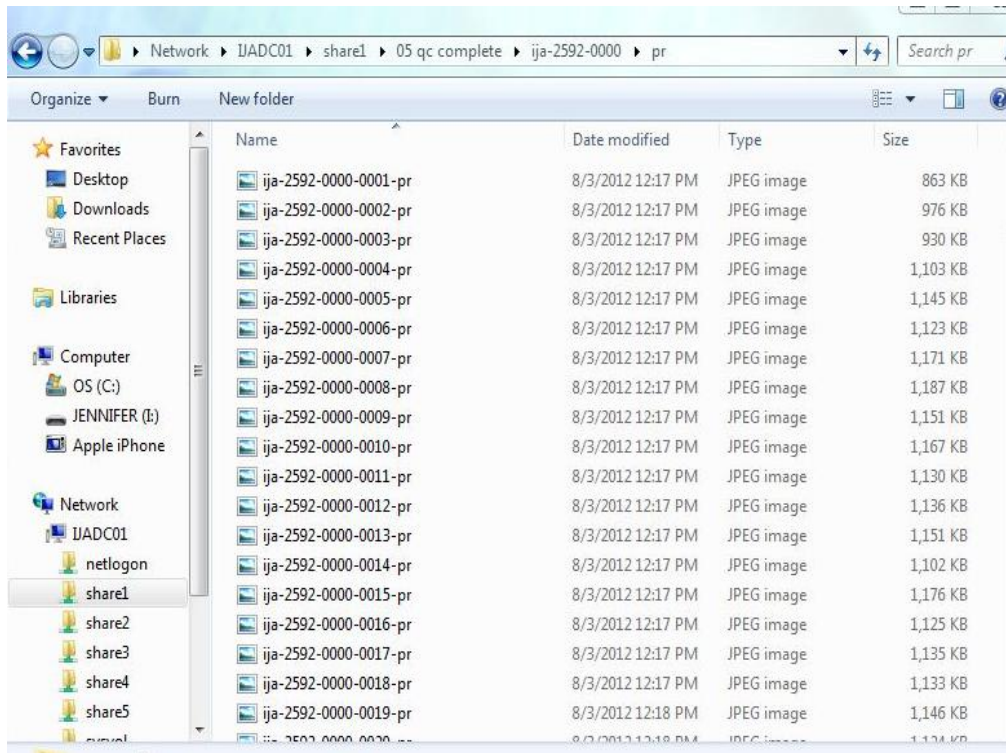
Creating pr files using a batch action in Photoshop:



Adding -pr suffix to files in Adobe Bridge to distinguish from full-resolution jpg set:



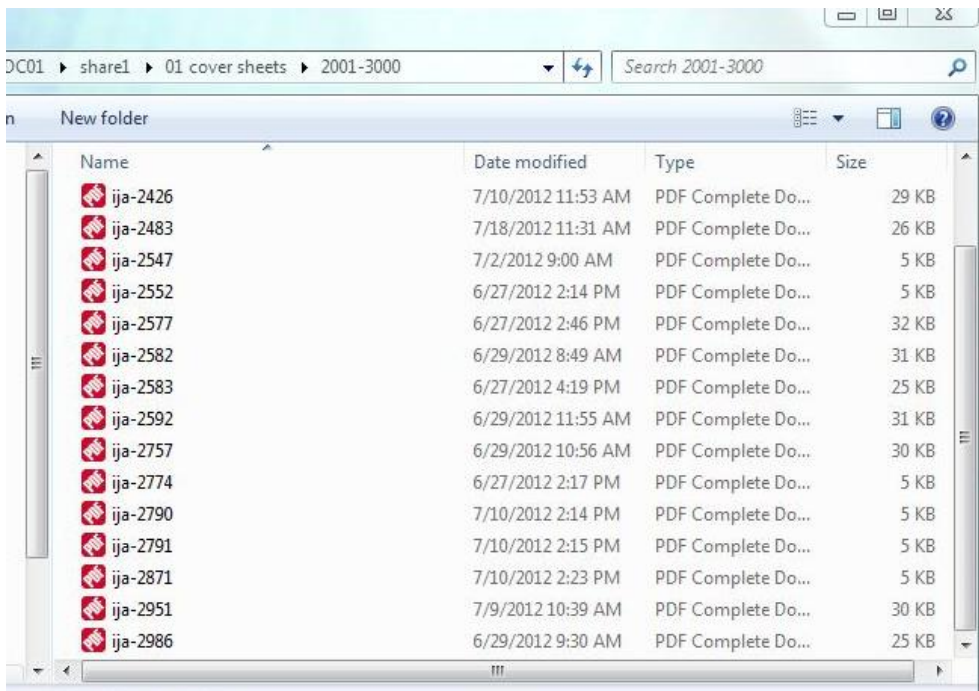
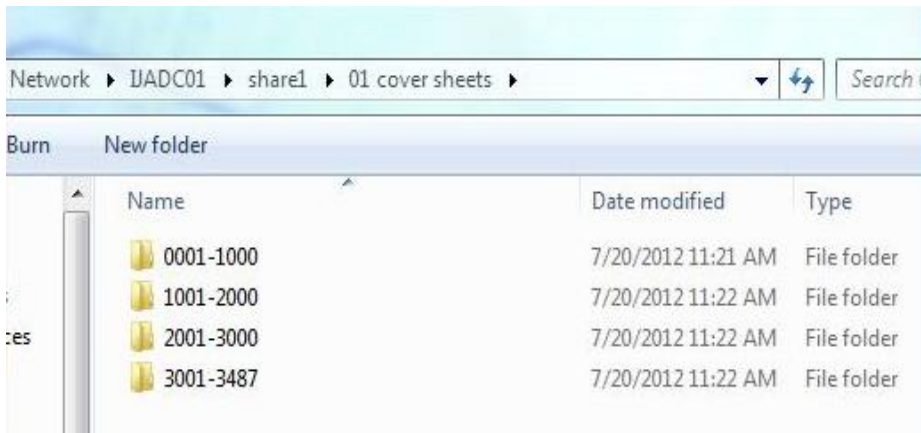
Completed pr files should reside within a pr subfolder alongside the master tiff and jpg sets:



2. Create Large PDF Viewing File:

- Ensure that the cover sheet file is present in the pr folder; move from the top level of the folder as needed, or locate in repository of cover sheets on the working partition of the server
 - Ensure that the file is named correctly, as file # 0000

Locate the cover sheet in the folder designated by the IJA item ranges:



- Ensure that the folder of pr files to be used is accessible and open
- Open Adobe Acrobat and select the *Combine Files Into PDF* command
- Select all files to be included and drag into *Combine Files Into PDF* window
- Confirm that the cover sheet appears at the top of the file list
- Select the medium quality level setting

- Select the *combine files* button at the bottom of the window
- Upon completion, select the save command and verify the file destination [it will typically default to the previous file destination used, so the user will likely have to navigate to the new destination]
 - Save in the top level of the correct folder
 - Name with just the four-digit IJA Item Identifier. Ex. The PDF for IJA 1234 should be named: “1234”
 -

3. Create *Prepare for Web Version of Viewing File*:

- Upon completion of the primary PDF above, immediately create the Prepare for Web version: TOOLS→ACTION WIZARD→PREPARE FOR WEB
- Choose the save option and add the *pfw* suffix to the file name. Example: IJA 1234 would be named “1234pfw” Note that this file name does not contain hyphens or spaces, nor does it use the ija prefix that is present in the master and access files created by the Imaging Lab. The variation in the file naming will distinguish the multi-page viewing copies from the item-level files created by the VIS Imaging Lab in the file directory.

Completed full-resolution and pfw versions of PDFs should appear as follows:

Name	Date modified	Type	Size
0088	6/29/2012 12:47 PM	PDF Complete Do...	946,232 KB
0088-pfw	6/29/2012 12:56 PM	PDF Complete Do...	52,634 KB
ija-0088-0000-0000	6/26/2012 3:51 PM	JPEG image	2,359 KB
ija-0088-0000-0001	6/19/2012 11:56 AM	JPEG image	11,287 KB
ija-0088-0000-0001	6/19/2012 11:24 AM	TIF File	117,669 KB
ija-0088-0000-0002	6/19/2012 11:56 AM	JPEG image	13,218 KB
ija-0088-0000-0002	6/19/2012 11:24 AM	TIF File	117,669 KB
ija-0088-0000-0003	6/19/2012 11:56 AM	JPEG image	12,824 KB
ija-0088-0000-0003	6/19/2012 11:24 AM	TIF File	117,669 KB
ija-0088-0000-0004	6/19/2012 11:56 AM	JPEG image	13,482 KB
ija-0088-0000-0004	6/19/2012 11:24 AM	TIF File	117,669 KB
ija-0088-0000-0005	6/19/2012 11:57 AM	JPEG image	13,182 KB
ija-0088-0000-0005	6/19/2012 11:24 AM	TIF File	117,669 KB
ija-0088-0000-0006	6/19/2012 11:57 AM	JPEG image	13,314 KB
ija-0088-0000-0006	6/19/2012 11:24 AM	TIF File	117,669 KB
ija-0088-0000-0007	6/19/2012 11:57 AM	JPEG image	13,212 KB
ija-0088-0000-0007	6/19/2012 11:24 AM	TIF File	117,669 KB
ija-0088-0000-0008	6/19/2012 11:57 AM	JPEG image	13,586 KB
ija-0088-0000-0008	6/19/2012 11:24 AM	TIF File	117,669 KB
ija-0088-0000-0009	6/19/2012 11:57 AM	JPEG image	13,064 KB
ija-0088-0000-0009	6/19/2012 11:25 AM	TIF File	117,669 KB
ija-0088-0000-0010	6/19/2012 11:57 AM	JPEG image	13,505 KB
ija-0088-0000-0010	6/19/2012 11:25 AM	TIF File	117,669 KB

4. Create Multi-Folder Prepare For Web Versions of Entire IJA number, as required:

This step is only necessary for archival materials which have been arranged into multiple folders, (so this step should be disregarded in the case of books or single-folder IJA identifiers). When multiple folders exist for a particular IJA item identifier, the *first* folder of the set will contain an additional PDF—which strings the singles PDFs contained in each individual folder together for uninterrupted viewing. To make this combination PDF, use the same procedure outlined above to assemble the various folders:

- In Acrobat, select the *Combine Files Into PDF* command
- Select all individual PDF files to be strung together, and drag into *Combine Files Into PDF* window
- Note that no settings or size selections need to be made for this version; the resulting PDF simply links the individual files together
- Save this file with the four-digit IJA item identifier with the suffix *pfw*.
Example: IJA 2345
should be named *2345pfw* (while the individual folder versions would be named with the folder designation, for example, *2345-0001pfw*)
- This version should be saved in the first folder of the group only

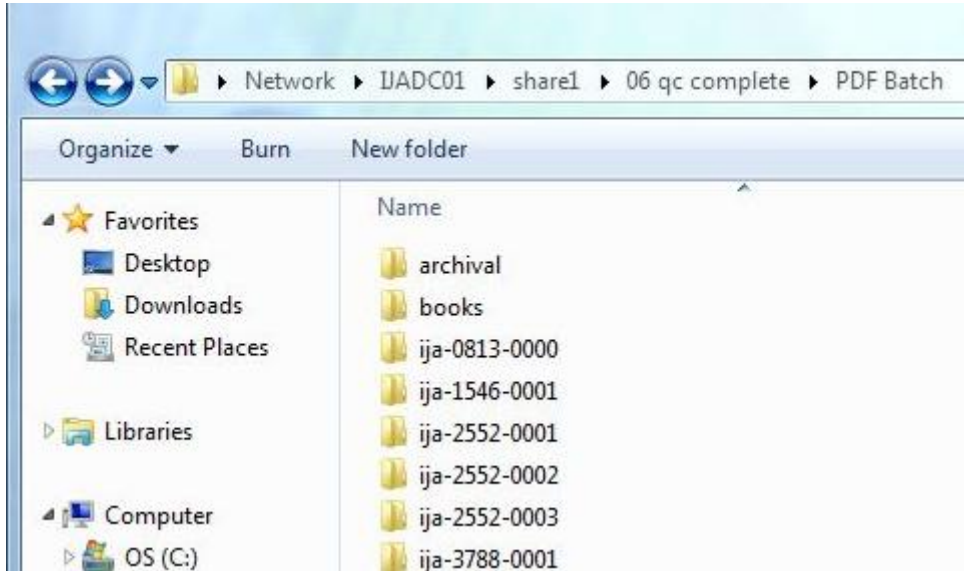
5. Purge Working Files and Finalize For Storage:

After all files are completed, the folder should be finalized and prepared for storage. The final folder should include the following, in order:

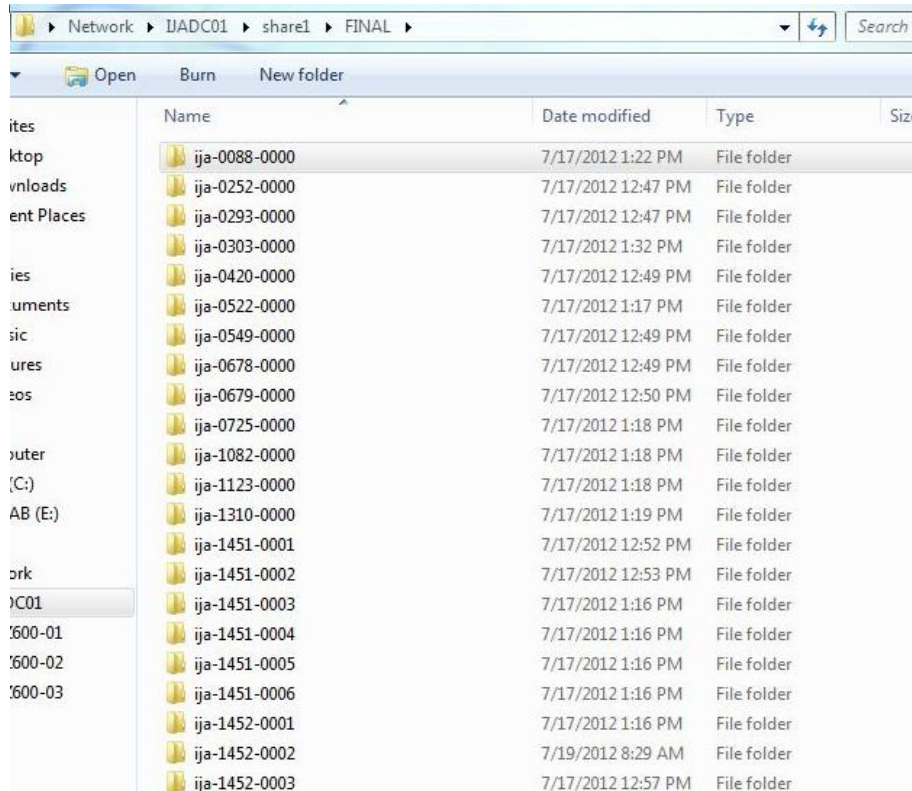
- Large PDF
 - Pfw PDF
 - Sub-folder of pr folders, labeled as ija-xxxx-pr
 - Loose set of cascading master tif and full-resolution jpg files, with no file extensions
-
- The set of master tifs and full-res jpgs should be removed from the *Output* folder; purge empty *Output* folder at this time
 - The cover sheet document should be stored inside the pr folder, as all components used for creation of the high-quality PDF should be stored together
 - The folder should then be moved into either the book or archival sub-folders within the PDF folder on the server; this indicates that the original materials can be flagged for retrieval by conservation staff
 - At this point, files are considered final and original materials may be returned to RXC. No further revisions should be needed for any files, *except* if the files are selected for redaction at a later stage in the project.

NOTE: After a batch delivery of finished materials is made to RXC staff, the project specialist will move the finalized folders out of Share1→QC Complete→PDF→book or archival and will place them in Share1→FINAL

Files awaiting return delivery to RXC, prior to being moved to final destination folder:



View of main directory of finalized folders on server:



Example of a finalized IJA item consisting of a single-folder or volume:

Name	Date modified	Type	Size
pr	7/25/2012 1:02 PM	File folder	
2786	7/25/2012 2:10 PM	PDF Complete Do...	25,155 KB
2786pfw	7/25/2012 2:11 PM	PDF Complete Do...	11,461 KB
ija-2786-0000-0000	7/11/2012 9:45 AM	TIF File	69,299 KB
ija-2786-0000-0001	7/11/2012 9:48 AM	JPEG image	9,705 KB
ija-2786-0000-0001	7/11/2012 9:45 AM	TIF File	117,669 KB
ija-2786-0000-0002	7/11/2012 9:49 AM	JPEG image	9,397 KB
ija-2786-0000-0002	7/11/2012 9:45 AM	TIF File	117,669 KB
ija-2786-0000-0003	7/11/2012 9:49 AM	JPEG image	8,491 KB
ija-2786-0000-0003	7/11/2012 9:45 AM	TIF File	117,669 KB
ija-2786-0000-0004	7/11/2012 9:49 AM	JPEG image	8,410 KB
ija-2786-0000-0004	7/11/2012 9:45 AM	TIF File	117,669 KB
ija-2786-0000-0005	7/11/2012 9:49 AM	JPEG image	8,319 KB
ija-2786-0000-0005	7/11/2012 9:46 AM	TIF File	117,669 KB
ija-2786-0000-0006	7/11/2012 9:49 AM	JPEG image	6,926 KB
ija-2786-0000-0006	7/11/2012 9:46 AM	TIF File	117,669 KB
ija-2786-0000-0007	7/11/2012 9:49 AM	JPEG image	8,556 KB
ija-2786-0000-0007	7/11/2012 9:46 AM	TIF File	117,669 KB
ija-2786-0000-0008	7/11/2012 9:49 AM	JPEG image	7,312 KB
ija-2786-0000-0008	7/11/2012 9:46 AM	TIF File	117,669 KB
ija-2786-0000-0009	7/11/2012 9:49 AM	JPEG image	5,364 KB
ija-2786-0000-0009	7/11/2012 9:46 AM	TIF File	117,669 KB

Example of a finalized IJA number consisting of multiple folders:

Name	Date modified	Type	Size
pr	7/25/2012 12:16 PM	File folder	
0135	7/25/2012 1:13 PM	PDF Complete Do...	765,773 KB
0135-0001	7/25/2012 12:19 PM	PDF Complete Do...	124,912 KB
0135-0001pfw	7/25/2012 12:27 PM	PDF Complete Do...	33,435 KB
0135pfw	7/25/2012 1:14 PM	PDF Complete Do...	172,683 KB
ija-0135-0001-0001	7/5/2012 5:49 PM	JPEG image	2,507 KB
ija-0135-0001-0001	7/5/2012 4:51 PM	TIF File	117,669 KB
ija-0135-0001-0002	7/5/2012 5:49 PM	JPEG image	1,648 KB
ija-0135-0001-0002	7/5/2012 4:52 PM	TIF File	117,669 KB
ija-0135-0001-0003	7/5/2012 5:49 PM	JPEG image	1,843 KB
ija-0135-0001-0003	7/5/2012 4:52 PM	TIF File	117,669 KB
ija-0135-0001-0004	7/5/2012 5:49 PM	JPEG image	1,654 KB
ija-0135-0001-0004	7/5/2012 4:52 PM	TIF File	117,669 KB
ija-0135-0001-0005	7/5/2012 5:49 PM	JPEG image	1,828 KB
ija-0135-0001-0005	7/5/2012 4:52 PM	TIF File	117,669 KB
ija-0135-0001-0006	7/5/2012 5:50 PM	JPEG image	1,719 KB
ija-0135-0001-0006	7/5/2012 4:52 PM	TIF File	117,669 KB
ija-0135-0001-0007	7/5/2012 5:50 PM	JPEG image	1,753 KB
ija-0135-0001-0007	7/5/2012 4:52 PM	TIF File	117,669 KB
ija-0135-0001-0008	7/5/2012 5:50 PM	JPEG image	1,870 KB
ija-0135-0001-0008	7/5/2012 4:53 PM	TIF File	117,669 KB
ija-0135-0001-0009	7/5/2012 5:50 PM	JPEG image	2,225 KB
ija-0135-0001-0009	7/5/2012 4:53 PM	TIF File	117,669 KB