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# Guide to Digitizing Soccer Artifacts at Home (Paper and Photographs)

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Please use this guide to help you digitize your soccer artifacts, specifically papers and photographs.

## Items Required:

### **Flatbed Scanner**

For general scanning of photographs or paper, a generic flatbed scanner or all-in-one printer will suffice. To digitize slides and negatives, you will need a special scanner with a built-in transparency unit and film holders (included but not built-in), but this type of scanner is more expensive. The Epson Perfection V600 Color Photo, Image, Film, Negative & Document Scanner is a good product.

### **Photo-Editing Software**

If you plan to edit any of the scans, you will need photo-editing software. Photoshop is a great product, but also a costly one. GIMP (GNU Image Manipulation Program) is a free alternative, which you may download from <http://gimp.org/downloads/>.

## Paper

Step 1: Open your computer's scanning program

Step 2: Customize your scan settings.

- a. Kind: Black & White, Text, or Color
- b. Resolution: 600 DPI or higher
  - i. Any lower than 600 DPI and the scan will be low quality though. 1200 DPI is preferred, but it will make the file size larger.
- c. Name: Enter the name you want for the file
- d. Scan to: Location where you want the file to be
- e. Format: TIFF

Step 3: Click the preview/overview button

Step 4: Align the square around the image you wish to scan

Step 5: Click the "scan" button

Step 6: Open your photo-editing software if it does not open automatically when the scan completes

Step 7: Crop the scan further if necessary

Step 8: Export the file as a TIFF.

- f. Use a descriptive name for the file.
- g. By exporting it as a TIFF, you have a master copy that you can edit in the future.

Step 9: Resize your file to be 200 or 300 DPI.

Step 10: Export the file as a PDF.

- h. Use the same name as the TIFF file

Step 11: Repeat Steps 3-10

# Photographs

Step 1: Open your computer's scanning program

Step 2: Customize your scan settings.

- a. Kind (Black & White, or Color)
- b. Resolution: 600 DPI or higher
  - i. Any lower than 600 DPI and the scan will be low quality though. 1200 DPI is preferred, but it will make the file size larger.
- c. Name: Enter the name you want for the file
- d. Scan to: Location where you want the file to be
- e. Format: TIFF

Step 3: Click the preview button

Step 4: Align the square around the image you wish to scan

Step 5: Click the "scan" button

Step 6: Open your photo-editing software if it does not open automatically when the scan completes

Step 7: Crop the scan further if necessary

Step 8: Export the file as a TIFF.

- f. Use a descriptive name for the file.
- g. By exporting it as a TIFF, you have a master copy that you can edit in the future.

Step 9: Resize your file to be 200 or 300 DPI.

Step 10: Export the file as a JPG.

- h. Use the same name as the TIFF file

Step 11: Repeat Steps 3-10