

## Things to do before a new scanning project

1. Check for scanner firmware updates at the manufacturer's website
2. Check for software updates at the manufacturer's website
3. Clean Scanner Glass
  - a. NO AMMONIA  
DO NOT SPRAY ANYTHING ON GLASS OR SCANNER
  - b. You can use a damp cloth and chamois or microfiber cloth
4. Clean up around your desk area and floor to protect negatives and photos from dust, scratches, ink, pet hair and dander, etc.
5. Develop a plan for
  - a. File types
    - i. Jpgs for emails and websites
    - ii. Tif files for archival quality
    - iii. Pdf's for documents
  - b. Naming
    - i. Each scan will save with a new name, if you are working on a project with a lot of scans
      1. Choose a naming scheme with numbers and sequence them
      2. Scan in a logical order for how you intend to use the scans later
    - ii. Keep notes with the originals as to your settings and file types and locations if you get interrupted
  - c. File Locations
    - i. Your project will flow faster if you store the scans on your computer first
    - ii. You can archive the results to a high quality CD or DVD or external device and then delete the project file
  - d. Make sure you have room for your workflow
    - i. Keep a "done" and "not done" pile
    - ii. Notepad for settings, progress, and file name pattern
    - iii. Don't stay in the same position for more than an hour
      1. Get up, move, stretch
      2. Change your focal distance to keep your eyestrain to a minimum
  - e. Periodically check your scanner glass for cleanliness
  - f. BACKUP YOUR WORK
  - g. Don't look at the "not done" pile and get discouraged, you eat an elephant one bite at a time.