

# Photo Guidelines

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Photographs and documents, such as military service records and news clippings, are key components of the Project. The ideal situation for each subject in the archive is to have both World War II-era and current photographs. We use many photographs in our newsletters, on our Web site, in books and in exhibits. The more you can provide, the better – it only makes the database stronger.

Following these guidelines will help us ensure the integrity and longevity of the archive.

## **There are two ways to get us World War II-era photographs and documents:**

1. Let us borrow them. We will scan everything in our office, and then return it all to you. We keep everything in a locked office at the University of Texas, and we send all our materials via an overnight service (contact us and we can give you all the information you need to send us your materials at no cost to you).
2. Scan the photographs and documents yourself. In this case, we have some guidelines below, which will help ensure the best possible results. You should send *everything on a CD or DVD*. Anything you can send via email will be too small for us to use.

The following guidelines are *general guidelines*. Because of the abundance of graphics programs and scanners available, we are unable to provide directions for specific scanners/programs.

- Work in Advanced or Professional Mode on your scanner. Usually this will give you more scanning options, some of which are referred to below. If the option or choice is not mentioned, it means you can leave it at the default selection.
- **Please save all files as TIFF files.**
- Please scan items at their original size (5x7, 4x6, 8x10, etc.).
- Name the files as follows: (last name)\_001, (last name)\_002 and so on. A multi-page document can be named: (last name)\_003a, (last name)\_003b, (last name)\_003c and so on.
- If an image or document is too large to fit on the scanner, it can be scanned in two parts, but please try to overlap (so if a guy wearing a red hat is at the *bottom* of the first scan, he should be at the *top* of the second scan). This affords us the opportunity to stitch the two images together.
- Provide information for all scanned items. Most documents will be self explanatory, but any additional information is helpful.
- Publication names and dates of news clippings are important.
- Please identify as many people as possible in images, especially the subject.

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- Include image dates and places if available, as well as any relevant information about what is happening.

### Caption Information

- It can be digitally embedded with the images in the File Info (if you don't know what that means, move to #2 or #3).
- Using a pencil, you can write on the *back* of the images or documents (please print).
- You can make a "caption sheet" – a separate document (typed or written, please print) that outlines the information for each image and document. If you are sending everything on CD/DVD, you can include the document on the CD/DVD. Simply make a list using the filenames so we can match it all up. If you are sending the hard copies to us, you will need to label each item with a corresponding number on the caption sheet (write the number on the *back* of the images/docs or use small Post-Its attached to the *back* of each item).

### Specifics for Scanning Images

- Please scan anything 5x7 or smaller at 600 ppi
- Anything larger than 5x7, please scan at 300 ppi
- Scan *everything* (*EVEN* black and white or sepia tone photos) in RGB mode or the general color mode.
- Turn *OFF* any Auto Tone or Auto Color Correction
- Turn *ON* the Descreen Filter (Photo studios often used textured papers. These textures become very heavy and defined when it is digitized, so the image looks funny when you scan it. The Descreen Filter helps alleviate this problem).

### Specifics for Scanning Documents

- Unless it's a very small news clipping, 300 ppi is plenty for all sizes (for something small, scan at 600 ppi).
- Scan *everything* (*EVEN* black and white or sepia tone documents) in RGB mode or the general color mode.
- Turn *OFF* any Auto Tone or Auto Color Correction.
- Turn *ON* the Descreen Filter (Newspapers and some magazines tend to suffer from a problem similar to that mentioned above).
- When scanning a newspaper or thin paper in a magazine, place something solid behind the page. When you scan, light is shooting into the document, so if the paper is thin, your scanned page will be muddied by images and text from the backside of the page. A piece of black posterboard is ideal, but cardboard, a

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relatively solid book jacket, or even a piece of art paper will work. This will prevent the opposite side of the page from showing through.

- When scanning news clippings, if possible, try to include the top of the page (the part that contains the name of the paper/magazine and the date).

### Current Images

- If you use a 35-mm film camera, you can send us the prints (5"x7" or 8"x10" would be ideal). We can scan them and send them back per the arrangement mentioned above.
- If you use a digital camera, use the setting that provides the *highest possible resolution* image (the high or large-file size setting). Please send the images on CD or DVD. No email please.

Lastly, please **label everything**. We have more than 650 subjects now, and in each subject file we have many, many documents and images, both in digital and hard-copy form. Label everything you send with the full subject name, and be sure to include your contact information so we can call or email with any questions.

We thank you in advance for your attention to detail; it makes the Project that much better. If you need help or have questions at any point, please don't hesitate to contact us at 512-471-1924 or [latinoarchives@www.utexas.edu](mailto:latinoarchives@www.utexas.edu).