# Manhattan Public Library

# Tech Class – Digitizing Family Photographs

#### **Resources**

- Pixlr photo editor https://pixlr.com/editor/
- GIMP photo editor https://www.gimp.org/downloads/
- Dropbox cloud storage <u>https://www.dropbox.com/</u>
- Google Photos cloud storage <u>https://photos.google.com/</u>
- Apple iCloud storage http://www.apple.com/icloud/
- Lynda.com <u>http://www.mhklibrary.org</u> > Resources > Lynda.com > Search: Photo Restoration Techniques
- Book How to Archive Family Photos by Denise May Levenick (Call Number: 771.46 May-Leve)
- Book How to Archive Family Keepsakes by Denise May Levenick (Call Number: 929.1072 May-Levernick)
- Class website: https://www.mhklibrary.org/events/tech-training-and-workshops/archiving-family-photos/

## **Scanning Basics**

- Scan at 300 dpi (minimum) to get a digital image the same size as the original
- Scan at 600 dpi or higher to get a digital image that looks better on a computer screen and can be printed out at a larger size than the original
- Best to do minor color corrections and edits from within the scanning software
- Save files as TIFFs if file size doesn't matter, PNG for lossless quality and smaller file size than TIFF, or JPEG for lower quality but smaller file sizes

## Pixlr - Editing

- "Open image from computer", find saved image and open it
- **Duplicate Layer** to compare changes to the original
- Adjustments > Curves Make it S-shaped
- Can also play with **Brightness & Contrast** and **Hue & Saturation**
- Use **"Spot Heal Tool"** and **"Clone Stamp Tool"** for blemishes
- File > Save Rename file, change format to PNG
- Good to save files in more than one place, not only on your computer but also the "cloud" or an external hard drive
- Ex. 1942 \_John-Smith\_Front-side.png
- Ex. Smith-John\_1942\_Family-Farm.png

#### Pixlr - Adding a Border & Shadow

- Edit > Select All
- Edit > Copy
- File > New Image...
  - Make the new image larger than your photograph by an even number of pixels for a border that is symmetrical on all sides. Start with adding 50 or 100 pixels to see how it looks. Come back and repeat this step to get the size that looks best.
- Edit > Paste
  - Your photograph should now have a white border around it. If you want to change the size of the border, close the image you just created and make a new one, adjusting the size up or down.
- Edit > Select All
- Edit > Copy
- File > New Image...
  - Make this image the same number of pixels larger that you used for making the border and this time select "Transparent"
- Edit > Paste
- In the Layers menu on the right side of the screen make sure your photograph is selected
- In the same menu, click this icon icon he near the bottom of the menu
- Click on Drop Shadow and adjust the sliders to get the shadow you desire

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