Scanning Slides, Films, & Photographs for the Newport Medieval Ship Archive
June 2013

To scan slides and photographs use the EPSON 4990 scanner, with the appropriate holder slide/film/photo holder.

Before scanning ensure that slides/films/photos and the scanner are clean and free from dust.

If need be there are cotton buds and an air duster in the photographic cabinet.

There is an illustration on the holder showing which orientation to insert the slide/film/photo.

If scanning film negatives, ensure that the film is held securely in place by the film guides.

Ensure the scanner is turned on, and open EPSON Scan (from the desktop).

In the top left corner ensure that Professional Mode is selected.

Options should be set to the following:

Document Type: *Film with Holder*

Film Type:	*Slides*	=	*Positive Film*
	Colour negatives	=	*Colour Negative*
	Black & White negatives	=	*B&W Negative Film*

Image Type: *24 – bit Colour*

Resolution: *1200*

Target size: *Original*

NO OTHER OPTIONS SHOULD BE CHECKED

Click on right arrow adjacent to scan

For GGAT excavation photos change file location to:

S:\Photos\Ship\excavation photographs*SITE NUMBER – FILM NUMBER*

Use the Make New Folder button to create a folder with the film number you are scanning.

For example, film number 65 will be stored under:

S:\Photos\Ship\excavation photographs\467-65

Change the prefix to: **site number – film number –** (no spaces)

For example, film number 65 will be: **467 – 65 –**

Change start number to: **001**

Ensure that file type is selected as: **Tiff (*.tif)**

To scan images, click on **Preview.**

Once the preview has completed check that the **correct number of images** are being processed in comparison with the number of slides/negatives you have placed in the scanner.

Then click on **Scan.**

Once the scanning has completed, close Epson Scan and open Fotostation.

Navigate to "Archives" on the left hand side, and select "excavation".

Expand the archive, and select the folder that you have just scanned files to.

Select all photographs in the file.

Click on the button to open the text editor. On the text editor form click "File" → "Select Editor" → "Excavation Photos".

Some of the available fields should already have data entered for them. Enter relevant information in the other fields.

Click on "OK" to continue and enter information for all photographs until the text editor closes.

Newport Ship Project

Digital Photographic Recording: Desk Instructions

Monika-Maleszka-Ritchie, August 2006

[1] **Cameras.**

There are two cameras: the Nikon F70 and the Canon EOS300 (which has a macrolens with magnifier attachment). Each camera has 2 rechargeable batteries. **REMEMBER: ONLY RECHARGE WHEN COMPLETELY EMPTY**.

[2] **Flashes**

There are 4 slave flashes (of two different types). Portaflash 336VM - **These should only be charged ready for immediate use.** Read the instructions before changing any bulbs – and remember that you may need to replace the flash fuse at the same time (do not touch the glass part of the fuse). **REMEMBER: DISCHARGE ALL FLASHES ASAP, EVEN IF THEY ARE ONLY NOT TO BE USED FOR A SHORT PERIOD OF TIME.**

[3] **Preparation for photographs**

- Use photographic table – or ensure that table to be used does not have a reflective surface.
- Before photographing a clean timber, allow it to dry (as a guide, when preparing ½ day photographic work, remove c.4 timbers from the tank before preparing shoot – this will allow time for timbers to dry).
- Prepare timber sheets in order to follow Nigel's notes regarding features to be recorded.
- Always print cowtag number – do not handwrite. **REMEMBER: PRINT USING Arial 26 bold**.
- If possible, place timber on stands in order to lift it from the table, thus reducing shadow.
- Place photographic lights around the feature – on each of four corners if possible, thus reducing shadow. **SEE ATTACHED SHEET**.
- Dry area of feature to be photographed – thus reducing shine and reflection. Features such as nail holes will require repeated drying, as they become wet again very quickly. **REMEMBER: KEEP AREA DRY.**
- Place scale and printed cowtag number in every photograph. If this is not possible (i.e. when photographing close ups such as tool signatures), only use the scale. **REMEMBER: PHOTOGRAPHS WITHOUT THE SCALE CANNOT BE USED**.
- Use the manual setting and adjust f stop with shutter speed. **SEE ATTACHED SHEET**.
- Take the photograph – and take several of the same feature in order to ensure a good selection. **REMEMBER: PHOTOGRAPHS WITH A SHINY SCALE CANNOT BE USED**.

[4] Downloading photographs

- Both cameras have a 1GB memory card – these are individual to each camera and should be treated carefully.
- Remove the card from the camera by pressing the ejector button.
- Carefully place card in the card reader (ensuring that it is the right way up) and gently engage.
- Plug the card reader into the computer via the USB port.
- Close automatic message box.
- Go to **My Computer** and the **CF EOS Digital (E)**
- Select all photographs and download to the computer. **REMEMBER: DO NOT USE THE SHIP DATA FILE – CREATE A NEW FILE ON THE DESKTOP**.
- Select the best images (2 or 3 per feature) and delete the rest.
- Name selected photographs (cowtag number_photograph number etc). **REMEMBER: SOME TIMBERS MAY HAVE PREVIOUS PHOTOGRAPHS.**
- If required, go to Photoshop and adjust the photograph.
- Move all selected and named photographs to the Ship Data File.
- Remove the card reader from the computer and remove the card.
- Eplace the card in the camera and delete all images. **REMEMBER: ALWAYS USE THE CAMERA TO DELETE DATA FROM THE CARD. DO NOT USE THE COMPUTER TO DETETE DATA FROM THE CARD.**
- Add details of photographs to the Photographic book.
- Add date of photography to the relevant entry in the Ship Data File.

Photograph Naming Scheme For Artefacts
Newport Medieval Ship Project – June 2013

All conservation-related photographs (except for conservation condition report images) have the following format

MSGx_00y_z

Or

CTx_00y_z

Where x is the Cowtag (CT) or MSG number, y is the unique photograph number for that object (so, 001, 002, etc.) and z is a tag to identify at what stage of the cleaning and conservation process the photo was taken.

The variables for z are:

Init: This is the earliest photo, of the object just out of the ground before any cleaning has taken place.

Done: Photo was taken after all conservation is done, and object can go into storage or on display.

Xray: image is a digital x-ray or scan of an x-ray

Cdx: This photo was taken as part of a condition assessment; x is the iteration of photo (so cd1, cd2, etc.)

Pub: Publication-quality images, edited to have a white background and a clear, well-lit image and scale, where appropriate.

Work: working photo – someone is obviously doing something in the photo

Rex: photo taken by Rex Morgan.

Cons: photograph taken during active conservation treatment

For example:

MSG173_008_pub is a publication quality photograph of MSG173.

CT3029_008_xray is a digital x-ray image of CT3029.

Important Note on Digitized GGAT Excavation Photos
Newport Medieval Ship Project
June 2013

Some of the digitized photographs in each film folder may not have been numbered in the true sequence they were originally taken.

Each film had been cut into strips of six photos/frames after development to assist filing.

When the films were filed, some of the strips were not filed in sequence.

When they were subsequently digitized, it appears the digital copies were numbered in the order they were removed from the film file folder and not always in the correct frame sequence.

The first shot on each film was the ID shot, so this indicates the start of the frame sequence.

The descriptions of each frame for each film are contained in the Photographic Record Sheets in the following document:

Newport_Medieval_Ship_Excavation_Photograph_Record_Sheets

and in the database.