

## Workflow overview for image files

This project requires the creation of at least three versions of each image; these are saved in separate folders so they can be easily identified.

**Please see the Kansas State Historical Society standards for recommended resolution (ppi - pixels per inch) for scanning Archive files.**

The **Archive** version is the raw scanned image, saved in an uncompressed file format without any editing. This version is the one that is critical to include in a backup, as it is the closest to the original item.

The **Service Master** is created from the archival image by saving a copy in the .jpg file format. Some minor editing may be done, such as Unsharp Mask, to improve the usability of the image without changing its essential character. This is the image from which any copies or prints may be made, or other versions created. DO NOT resave this image multiple times, as this can degrade the quality of each successive version. Instead, after any additional editing, **Save AS** with a different file name, leaving the original Service Master unchanged. (If the Service Master is compromised, create a new one from the original archival image.)

The last version – the **Upload** version – is saved at a much lower resolution, to be uploaded for display online. Copies may be more heavily edited if needed, perhaps to ‘repair’ scratches or other imperfections, depending on its intended use. During the uploading process, Omeka automatically creates other versions that are optimized for thumbnails or item record display.

The following table provides a quick comparison of the three versions.

<i>Folder name</i>	<b>Archive</b>	<b>Master</b>	<b>Upload</b>
<i>File type</i>	.tif (uncompressed)	.jpg (compressed)	.jpg (compressed)
<i>Resolution</i>	400-1500 dpi (see standards)	Same as archive version	200 dpi
<i>File size</i>	Very large	Large	Small
<i>Use</i>	Original unedited scan	Use to make copies; minor edits	Upload to Omeka
<i>Example</i>	MM_001.tif (45.7 MB) 5646 x 4368 pixels	MM_001.jpg (4.1 MB) 5646 x 4368 pixels	MM_001.jpg (168 KB) 960 x 743 pixels

