

## Workflow overview for stereograph files

This project requires the creation of four versions of each stereograph; 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. Be sure to scan the back of the stereograph, especially if there is any print or other markings.

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 **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 **Anaglyph** version is created by taking the two stereo images and melding them together, using special software called StereoPhoto Maker. You will save two files for each stereograph in this folder: a working copy of the Upload file to edit (cropped in order to create the anaglyph), and a completed Anaglyph for upload.

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

<i>Folder name</i>	<b>Archive</b>	<b>Master</b>	<b>Upload</b>	<b>Anaglyph</b>
<i>File type</i>	.tif (uncompressed)	.jpg (compressed)	.jpg (compressed)	.jpg (compressed)
<i>Resolution</i>	400-1500 dpi (see standards)	Same as archive version	200 dpi	200 dpi
<i>File size</i>	Very large	Large	Small	Small
<i>Use</i>	Original unedited scan	Use to make copies	Upload to Omeka	Edited working copy (cropped version of stereograph); Upload to Omeka (Anaglyph)
<i>Example</i>	301_FestivalHall.tif (56 MB)	301_FestivalHall.jpg (20.7 MB)	301_FestivalHall.jpg (935 KB)	301_FestivalHall_edit.jpg (857 KB) AND 301_FestivalHall_A.jpg (447 KB)

