

ARCHIVING PHOTOGRAPHS & NEGATIVES

DAY ONE:

- 09h30 - 11h15: Computer hardware, storage devices and screen calibration.
Outcome- to establish the computer and additional hardware requirements for scanning and storing of visual images.
- 11h30 - 12h30: File formats (vector, raster) and file extensions (jpeg, tiff, etc).
Outcome- understand the difference between file formats and compressions in order to store images optimally/economically.

LUNCH

- 13h00 - 14h15: Film scanners: 35mm. Preparation of film to be scanned.
 Operating 35mm scanner for optimum results.
Outcome- can operate industry standard 35mm scanners (Nikon Coolpix 5000)
- 14h30 - 15h30: Acid free film storage systems, procedures and environments - all film formats.
Outcome- know of different archive friendly products, filing systems and environments.

DAY TWO:

- 09h30 - 11h15: Drum scanners and other high end scanners.
Outcome- know of optimal professional scanners and providers in order to source out if such results are required.
- 11h30 - 12h30: Working with flatbed scanner for medium and large format film, photographs and documents.
Outcome- can operate industry standard flatbed scanners (Epson Perfection V750 Pro)

LUNCH

- 13h00 - 14h15: Introduction to Adobe Photoshop and the colour management systems.
 Importing and manipulating.
Outcome- understand and work on a Photoshop platform.
- 14h30 - 15h30: Exporting desired files to mass storage systems, creating index trees and basic keywording.
 A look at Photoshop Bridge.
Outcome- do basic filing of scanned images.

DAY THREE:

- 09h30 - 11h15: Adobe Photoshop Lightroom (The professional image bank and RAW conversion program). Importing files to Lightroom with advanced keywording and alpha-numeric references, including image capturing data.
 Cropping, cloning and repairing images.
- 11h30 - 12h30: LUNCH
- 13h00 - 14h15: Work with histogram and characteristic curve for optimum exposure and density control.
- 14h30 - 15h30: a) Image enhancement.
 b) Selective colour manipulation, i.e. stain removing.
 c) Noise reduction. Export files for end use.
 d) Watermarking for copyright protection.
Outcome- will be able to do most generally required manipulation (dust & scratch removal, noise reduction, stain removing, image enhancement etc.) to optimise scanned image and to save/store in a proper alpha-numeric system with keyword assistance. Protect copy right of images by using watermarks.

DAY FOUR:

- 09h30 - 11h15: Basic photo science. Understanding photosensitivity and the effect of ultra-violet light on photosensitivity and colour.
- 11h30 - 12h30: Effects of oxidation and humidity.
Outcome- will understand photosensitive materials and their vulnerability.

LUNCH

- 13h00 - 14h15: Handling, cleaning, preservation and acid free storage of film.
- 14h30 - 15h30: Handling, cleaning, preservation and acid free storage of photographs.
 Technical aspects, cleaning and maintenance of equipment.
Outcome- can handle, clean and maintain acid free environments and equipment.

DAY FIVE:

- 09h30 - 11h15: Lens filters & digital filters. The ultimate correction tools. Understanding the importance of colour manipulation for black & white imaging.
- 11h30 - 12h30: More advanced Photoshop colour management.
 Channel mixing in monochrome and colour.
Outcome- do exact colour matching for true reproduction and digital storage in monochrome, sepia and basic colour.
- 13h00 - 14h15: Resizing image size and canvas size. Adding captions within Photoshop.
 Resident word processing platform.
- 14h30 - 15h30: Other vector programs. MS Word and CorelDRAW. Importing (copy & paste) prepared captions from 3rd party programs.
Outcome- can produce and present an digital image with captions for an end user.

