

# Section 1—Setting Up Preferences

## Digital Imaging Workflow for Treatment Documentation

Conservation Division, Preservation Directorate, Library of Congress

### SETTING UP PREFERENCES

## Section 1—Setting Up Preferences

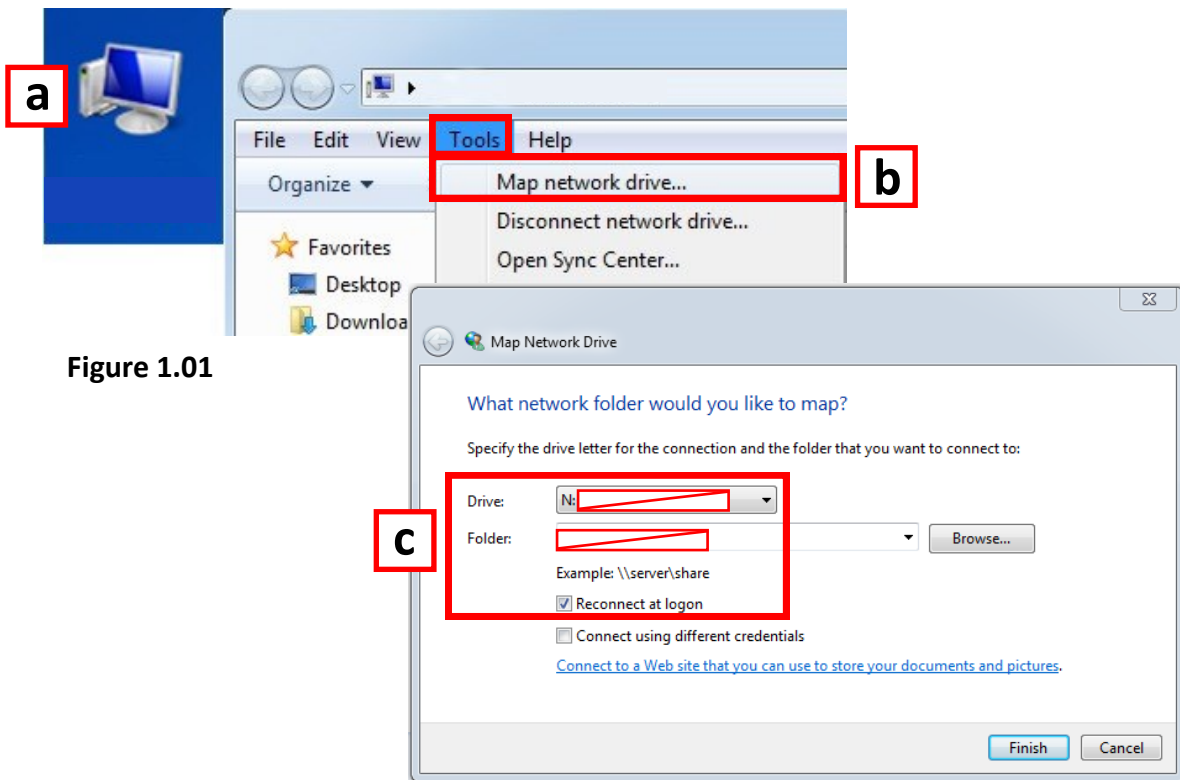


Figure 1.01

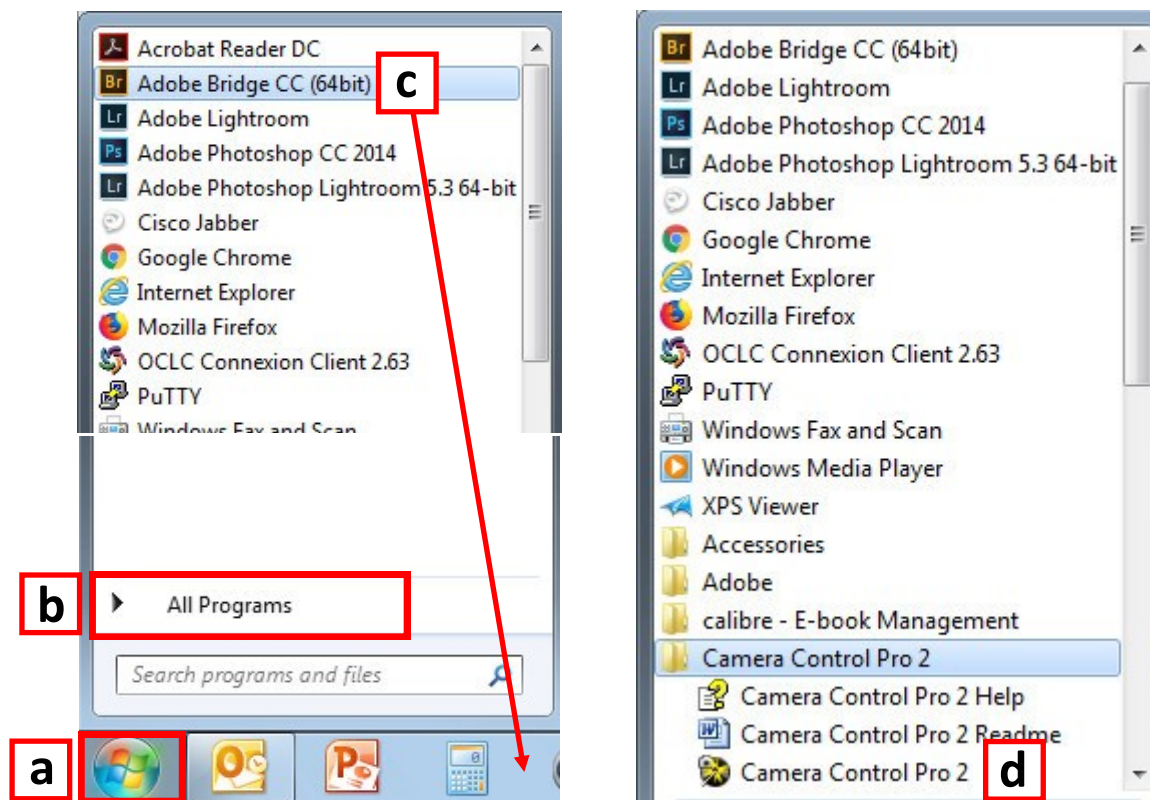


Figure 1.02

## Section 1—Setting Up Preferences

### Your Computer, Photo Studio, Image Processing Room

#### Add Calendars for Photo Studio and Image Processing Room to Your Outlook

1. In **Microsoft Outlook**, click *Calendar*.
2. Right click *My Calendars* → Left click *Add Calendar* → Left click *Open Shared Calendar*.
3. Type in: “CD Photo Studio”; click *OK*. Repeat 2-3 for “CD Image Processing.”

### Photo Studio and Image Processing Room

#### Map the N: Network Drive (Windows)

1. Double click the computer icon (fig. 1.01a).
2. Click *Tools* → *Map Network Drive* (fig. 1.01b).
3. Input the following (fig. 1.01c):

|                           |                                                                                      |
|---------------------------|--------------------------------------------------------------------------------------|
| <i>Drive</i>              |  |
| <i>Folder</i>             |  |
| <i>Reconnect at login</i> | Check                                                                                |

4. Click *Finish*.

#### Pin iDoc Applications to the Task Bar (Windows)

1. Click Windows *Start* button (fig. 1.02a) → *All Programs* (fig. 1.02b).
2. Drag the icon for **Photoshop** to the task bar and release (fig. 1.02c); repeat for **Bridge**. In the Photo Studio only, repeat for **Camera Control Pro**, for which you have to click on the folder to expose the application icon to pick it up to drag (fig. 1.02d).

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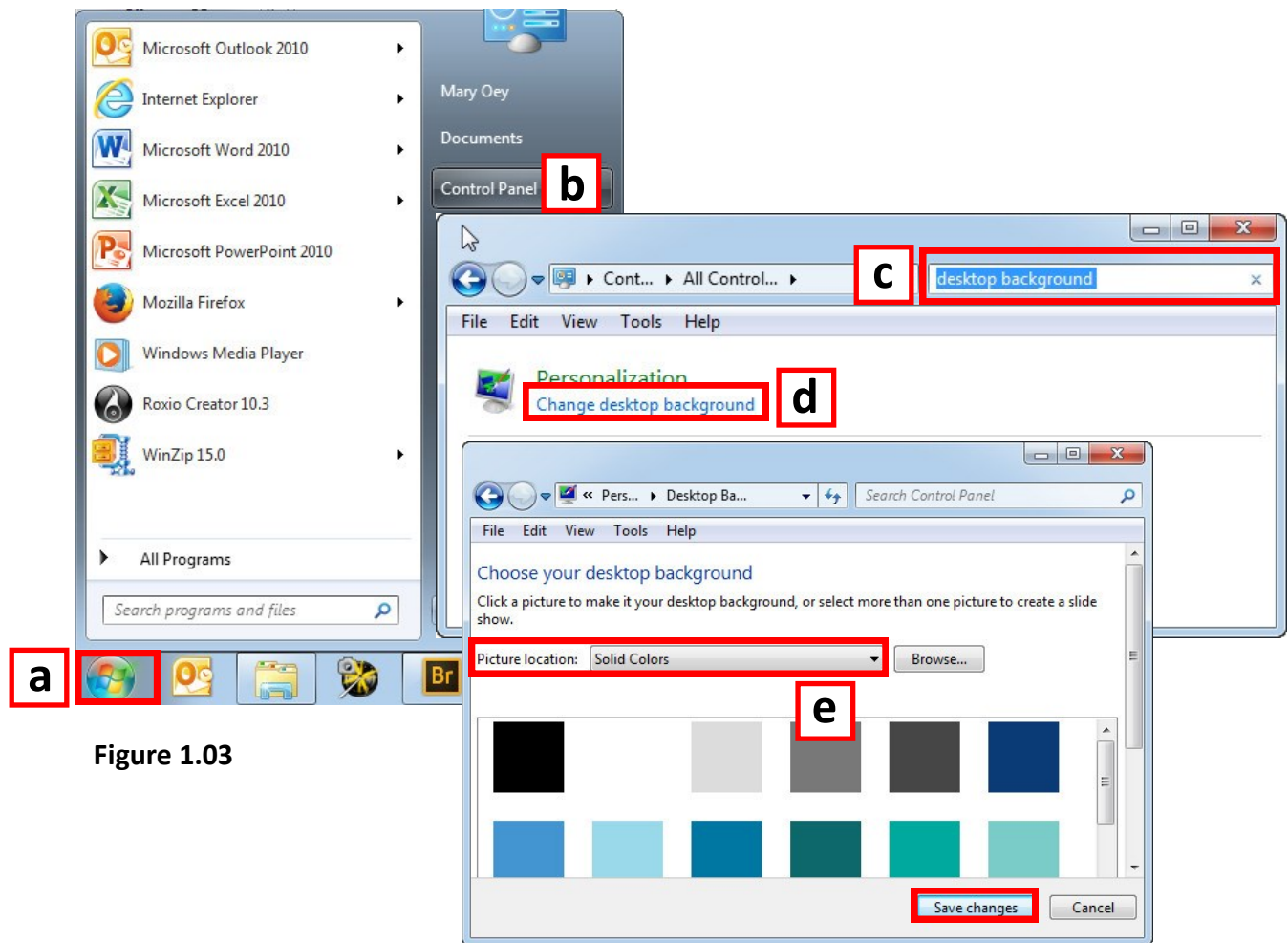


Figure 1.03

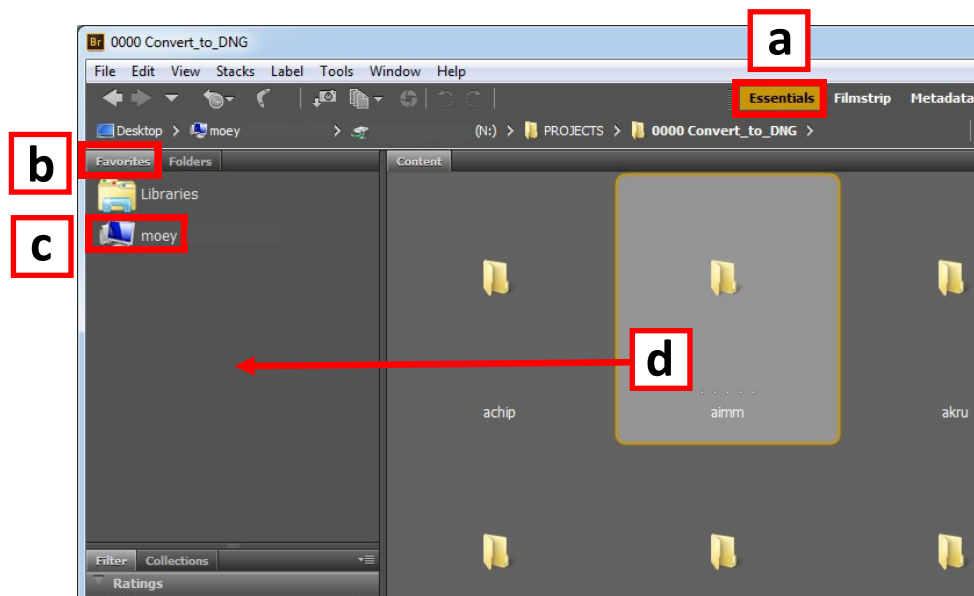


Figure 1.04

# Section 1—Setting Up Preferences

## Photo Studio and Image Processing Room

### Set Desktop Background Color to Neutral Gray (Windows)

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1. Click *Windows Start* button (fig. 1.03a) → *Control Panel* (fig. 1.03b).
2. In *Search Control Panel* (search box in upper right corner), type in: “Desktop Background” (fig. 1.03c).
3. Click *Change Desktop Background* (fig. 1.03d).
4. Under *Picture location*, select *Solid Colors*.
5. Click on the medium gray patch (fig. 1.03e).
6. Click *Save Changes*.

### Drag Frequently Used Folders into Favorites Area (Bridge)

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1. Open **Bridge**.
2. Click *ESSENTIALS* (fig. 1.04a) → Click *FAVORITES* (fig. 1.04b) → Click the computer icon (fig. 1.04c).
4. In the *Content* window to the right: Double click through *N: > PROJECTS > 0000 Convert\_to\_DNG*.
5. Drag your user folder from the *CONTENT* window to copy it into the *FAVORITES* area (fig. 1.04d).  
TIP: You can drag/copy any of your project folders into the *FAVORITES* area.
6. To remove any folder from *FAVORITES*, right click the folder and choose “Remove from Favorites.”  
TIP: Remove the autopopulated favorites like *My Documents*, *My Pictures*, *C:*, etc.

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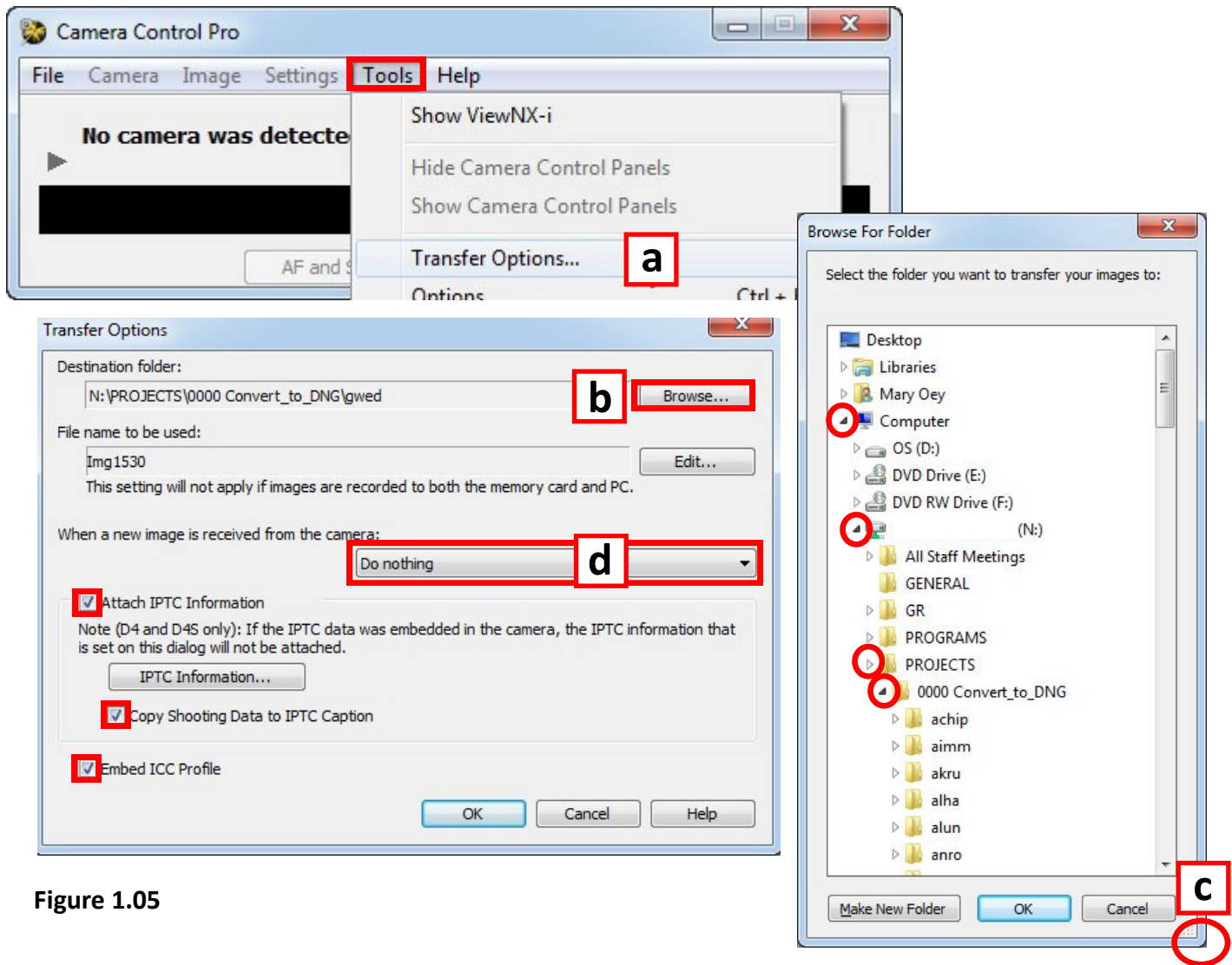


Figure 1.05

# Section 1—Setting Up Preferences

## Photo Studio

### Establish Download Path (Camera Control Pro)

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1. Open **Camera Control Pro**.
2. Click *Tools* → *Transfer Options* (fig. 1.05a).
3. Click *Browse* (fig. 1.05b). If a window pops up with the warning that you cannot create folders, just keep clicking *OK* until it goes away.
4. Pull on the corner of the *Browse for Folder* window to make it bigger (fig. 1.05c), then use the arrows to expand the following folders: *Computer* > *N:* > *PROJECTS* > *0000 Convert\_to\_DNG*.
5. Under the expanded subfolders for *0000 Convert\_to\_DNG*, scroll to find [your username] folder and click once on it to highlight it. Click *OK*.
6. In the *Transfer Options* window: Check boxes *Attach IPTC Information*, *Copy Shooting Data to IPTC Caption*, *Embed ICC Profile*. After *When a new image is received from the camera*, select *Do nothing* (fig. 1.05d).
7. Click *OK*.

## Section 1—Setting Up Preferences

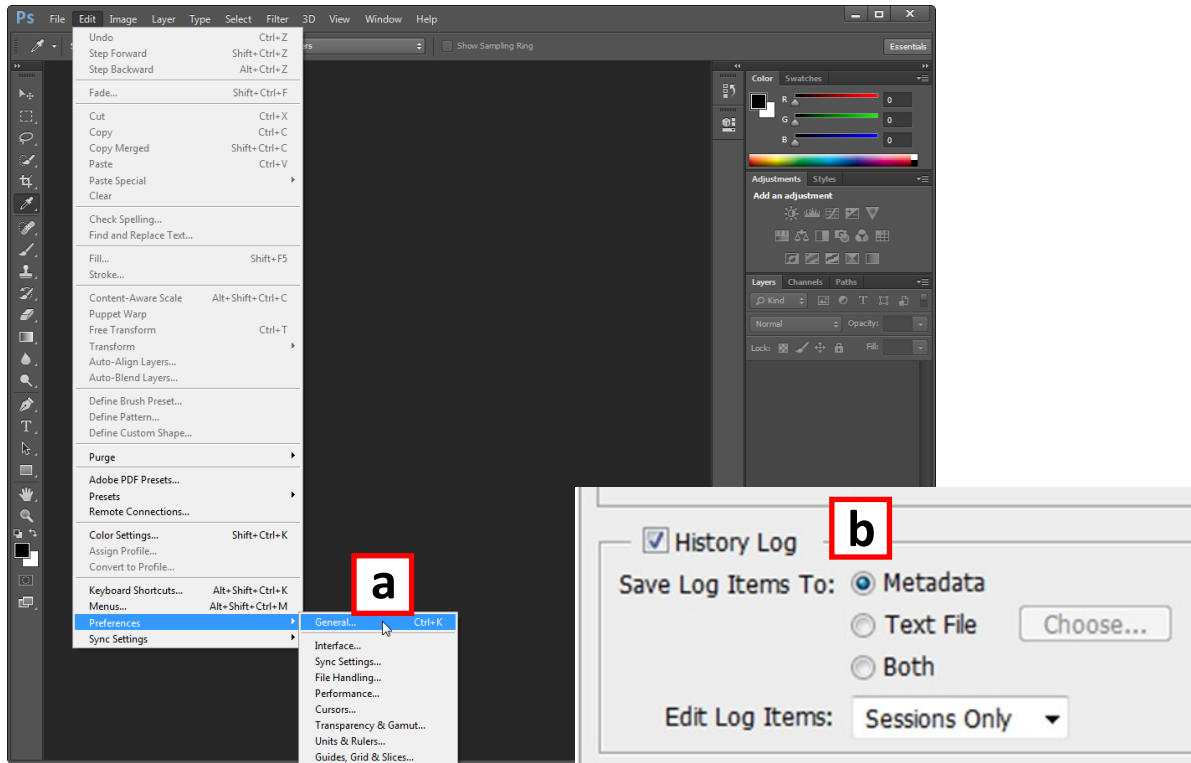


Figure 1.06

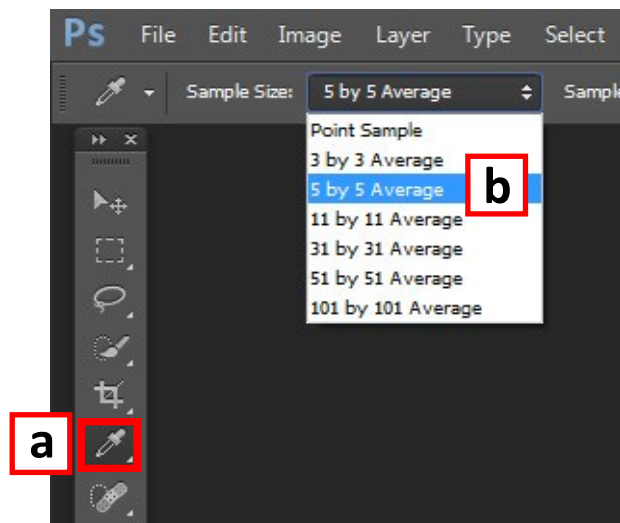


Figure 1.07



# Section 1—Setting Up Preferences

## Image Processing Room

### Turn on Metadata History Log (Photoshop)

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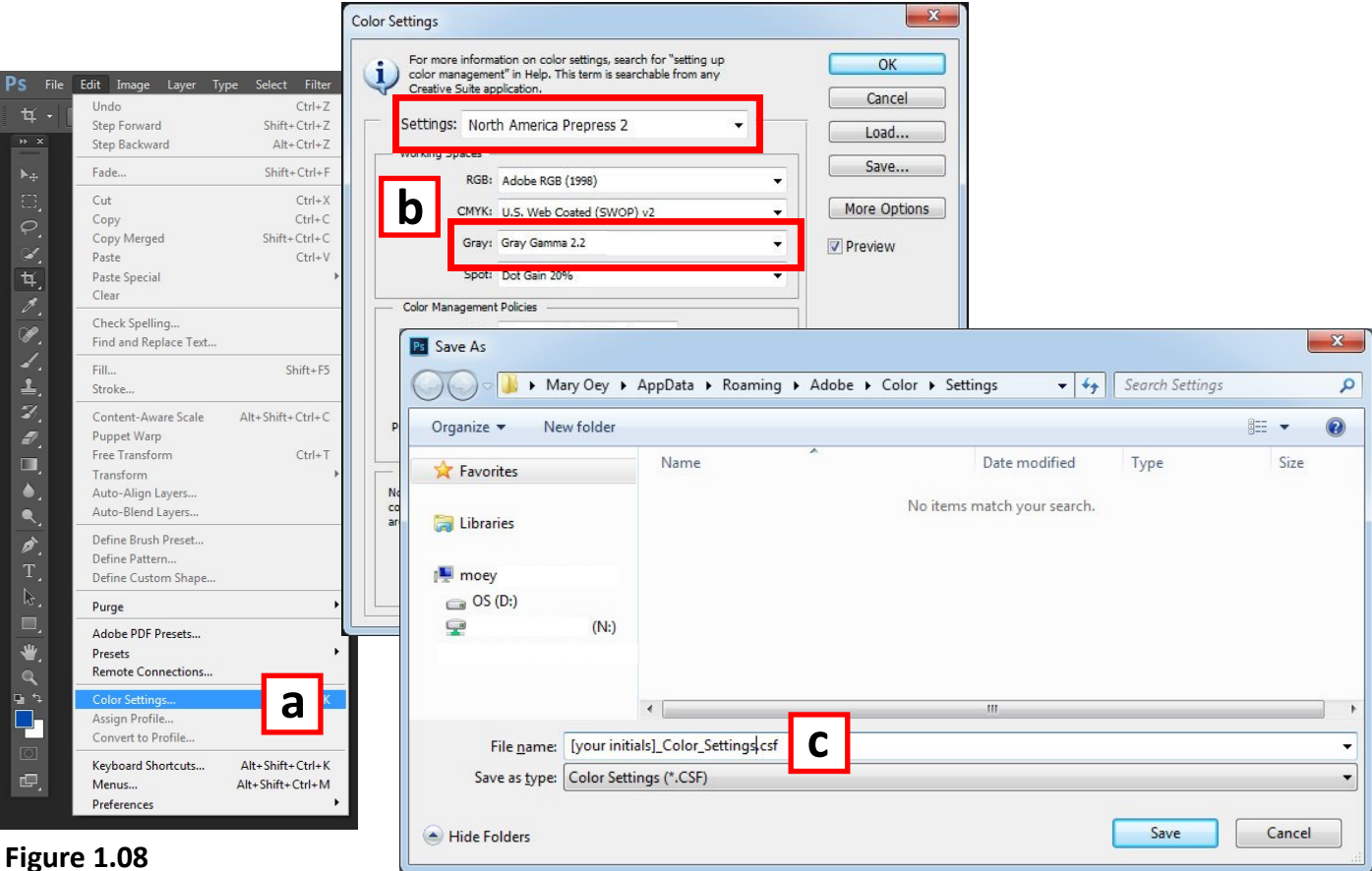
1. Open **Photoshop**.
2. Click *Edit* → *Preferences* → *General* (fig. 1.06a).
3. Check *History Log* (fig 1.06b); select *Metadata*.
4. Click *OK*.

### Set Eyedropper Tool Diameter (Photoshop)

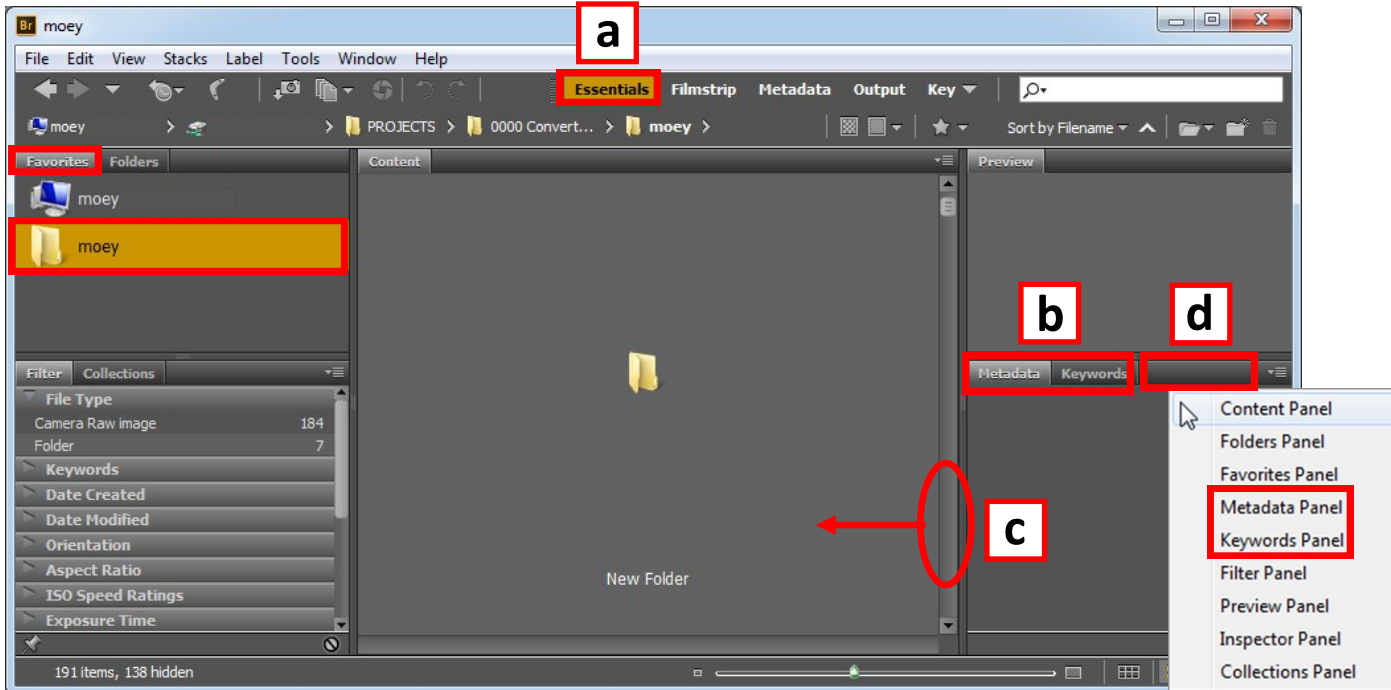
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1. Click the *Eyedropper* icon (fig 1.07a).
2. Select *Sample Size: 5 x 5 Average* (fig 1.07b).

## Section 1—Setting Up Preferences



**Figure 1.08**



**Figure 1.09**

# Section 1—Setting Up Preferences

## Image Processing Room

### Set Color Settings (Photoshop)

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1. Click *Edit* → *Color Settings* (fig. 1.08a).
2. Select the following (fig. 1.08b):

|                              |                          |
|------------------------------|--------------------------|
| <i>Settings:</i>             | North America Prepress 2 |
| <i>Working Spaces: Gray:</i> | Gray Gamma 2.2           |

3. *Settings* will now be labelled *Custom*. Click *Save*.
4. Name the settings: *[your initials]\_Color\_Settings* (fig. 1.08c). Click *Save*. Click *OK* for comment. Click *OK*.

### Create Your General Metadata Template (Bridge)

---

1. Open **Bridge**.
2. Click *ESSENTIALS* (fig. 1.09a).
3. In the right panel, you should see the *METADATA* and *KEYWORDS* tabs (fig. 1.09b). If you don't see the right panel, drag the border between the right and central panels (fig. 1.08c) to the left to reveal the right panel. If you can see the right panel, but don't see the *METADATA* and *KEYWORDS* tabs, right-click in the top border of the panel (fig. 1.08d), then left click *Metadata Panel*; repeat for *Keywords Panel*.
4. Under *FAVORITES* on the left, click *[your username]* folder. Right click in a blank area in the *CONTENT* panel and left click *New Folder*. A new folder appears in the *CONTENT* panel.
5. Name the new folder: *[your initials]\_Metadata\_Templates*.

Continued on next page

## Section 1—Setting Up Preferences

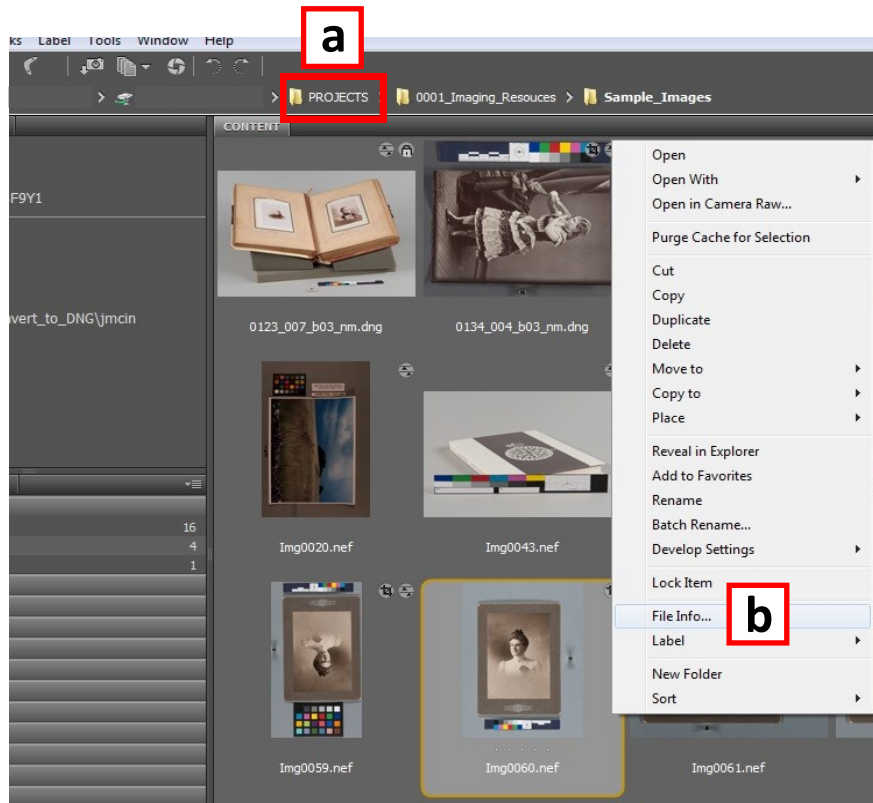


Figure 1.10

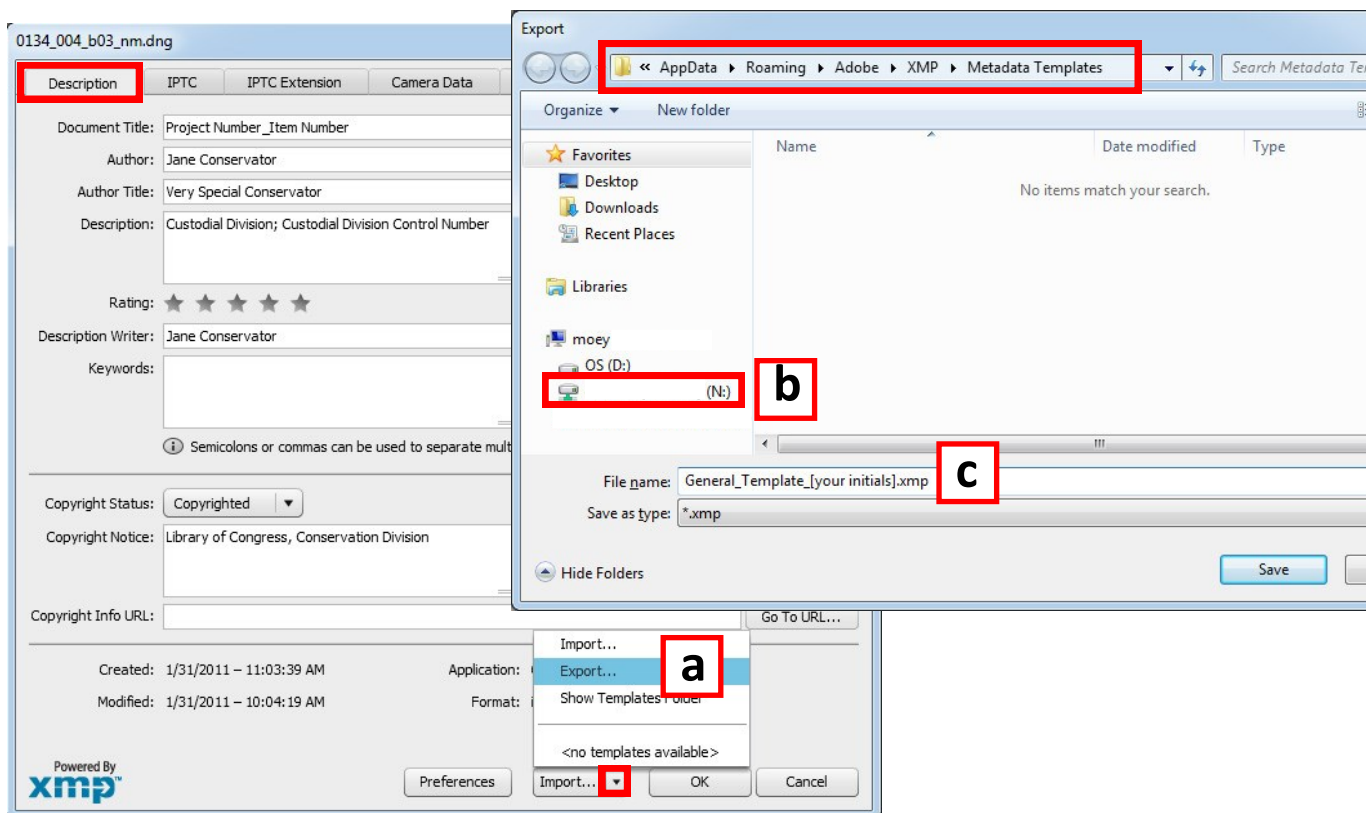


Figure 1.11

## Section 1—Setting Up Preferences

### Image Processing Room

#### Create Your General Metadata Template (Bridge), continued

6. Above the *CONTENT* panel, click the *PROJECTS* folder (fig. 1.10a).
7. Open: *0001\_Imaging Resources* → *Sample\_Images*.
8. Right-click on any image; left click *File Info* (fig. 1.10b).
9. Under the *Description* tab, input the following (fig 1.11):

|                            |                                                       |
|----------------------------|-------------------------------------------------------|
| <i>Document Title:</i>     | Project Number_Item Number                            |
| <i>Author:</i>             | [Your name]                                           |
| <i>Author Title:</i>       | [Your title]                                          |
| <i>Description:</i>        | Custodial Division; Custodial Division Control Number |
| <i>Description Writer:</i> | [Your name]                                           |

10. Click the down-pointing arrow on the *Import* button. Click *Export* (fig. 1.11a).
11. Change the save location (do not save to the default save location, shown in the red box): Click on the *N:* drive from the left side of the window (fig. 1.11b) to click through to *N: > PROJECTS > 0000 Convert\_to\_DNG > [your username] > [your initials]\_Metadata\_Templates*
12. Name the file: *General\_Template\_[your initials]* (fig. 1.11c). Click *Save*.
13. Click *OK*.

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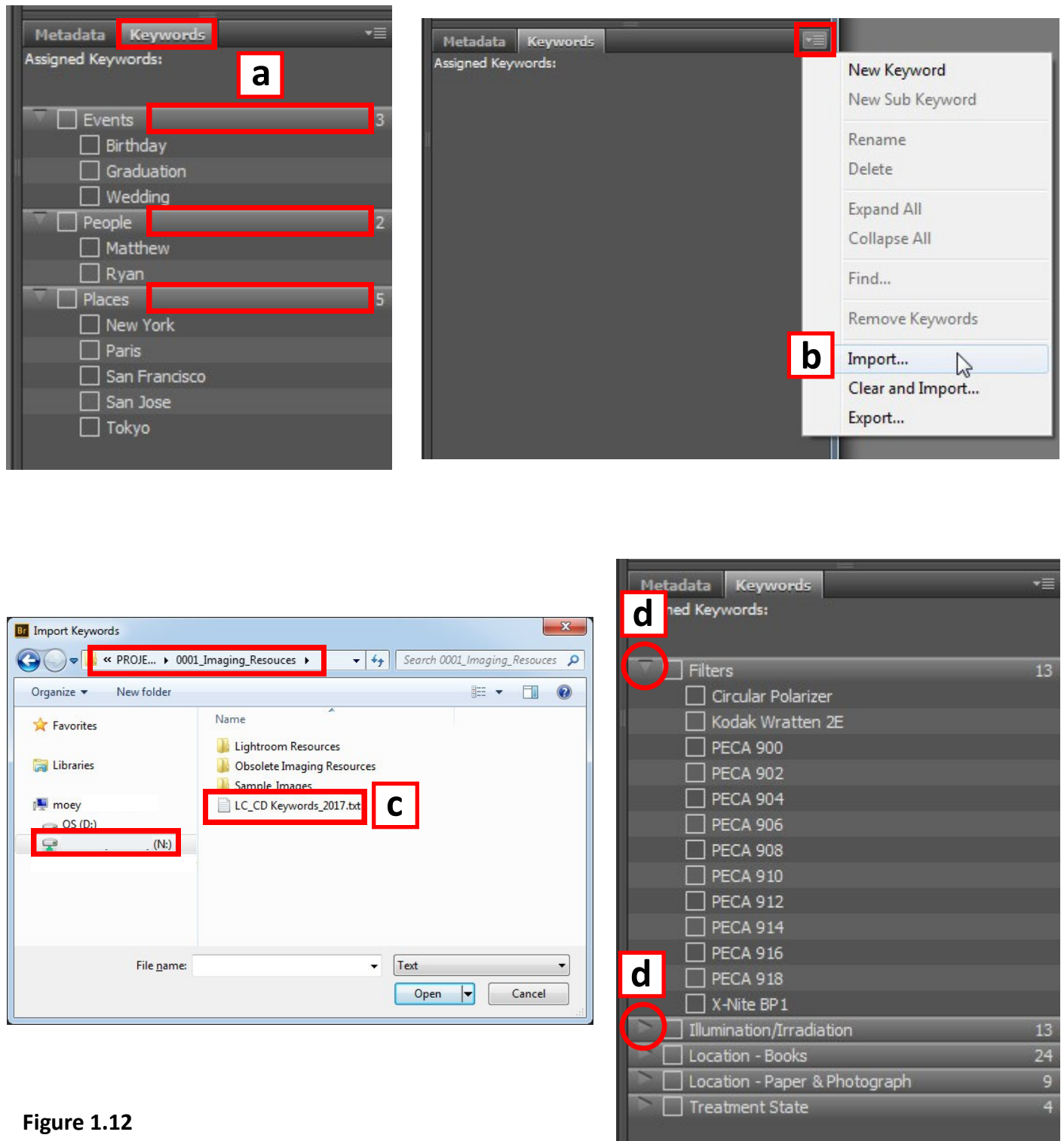


Figure 1.12

## Section 1—Setting Up Preferences

### Image Processing Room

#### Import the LC-CD Keyword List (Bridge)

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1. Click *KEYWORDS* tab in the right panel.
2. Delete the *Events*, *People*, *Places* keywords: Right click the *Events* folder bar (fig. 1.12a) → left click *Delete*. Repeat for *People* and *Places*.
3. Left click the drop-down button on the far right of the *KEYWORDS* tab then click *Import* (fig. 1.12b).
4. Choose the *N:* drive from the left side of the window, then click through to: *N: > PROJECTS > 0001\_Imaging\_Resources*.
5. Double click *LC\_CD Keywords.txt* (fig. 1.12c).
6. The LC-CD keywords now appear under *KEYWORDS* and should be there every time you open Bridge.
7. To expand each keyword heading, click the arrows (fig. 1.12d).

**DO NOT CREATE OR ADD KEYWORDS TO THE CD KEYWORD LIST**