



Plateau PC Users Group  
**Photo Scanning, Archiving and Presentation**  
Presented By  
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## SUMMARY & NOTES

### Objective

Show methods and tips to acquire, organize, edit and present photos, especially those accumulating in old boxes and photo albums. Do so with the lowest budget and risk to the materials (physical and privacy) .

Common Scenarios

- Digitizing Large number of printed photographs or slides
- Sorting through hundreds of travel photos looking for the best ones to share
- Making a “video” from photos for a special event

There are usually multiple ways to do the same task. Your experience will vary based on your equipment and environment.

### File Organization

Being organized is the key to success. Do you really know where those files are?

- Use a folder tree structure that is easy to navigate and expand
- The name of a file will determine the order it is viewed. Alternatively sort view by Date/Time.
- De-Clutter from time to time
- Have a simple backup strategy

### Scanners

Buy, borrow or you might already own one. The scanning process is called “digitization”.

Use flat bed scanner or the flat bed option of our newer all-in-one. Be sure safe handling is observed for those old photos, they can be very fragile.

Biggest brands are: Cannon, Epson, HP, Brother but many more.

Scanner Features & Gotchas:

- Edge-to-Edge scanning
- Scan Trigger button
- If feeder, must be straight path ... Caution! An all-in-one feeder will jam and wreck most photos.

Scanner Connection options:

**USB - Thumbdrive:** (scanner model dependant). Stand-alone scanning w/ no computer needed.

**USB cable:** Immediate and easiest way to connect. Use a USB A to USB B cable.

**Network:** If you are establishing a more permanent setup in your home. Max workspace flexibility.

### Scanning Environment

Setup a workspace where pre-sorted batches of photos can be handled and scanned. Sometimes a partner can improve the work flow. Have enough table space to keep photos sorted, queued then safely put back away.

### Scanning Software

- Windows Fax and Scan; use as absolute last resort.
- Windows Scan; Download free from Microsoft.

- Bundled software w/ scanner compromise between cost and capability but different look and feel for each.
- VueScan; full featured, supports a lot of older equipment too.

Scan Settings will change according to the type of work being done.

- Resolution
- Color vs. Black and White
- File output types (compressed vs. uncompressed) JPG, TIFF, PNG, BMP

Scan Multiple Pictures in a single scan or features to help with batch scanning?

## Photo Editing Software

Use to “clean up” photos or convert formats.

- MS Paint (weak)
- NCH
- PhotoShop (so popular it’s a verb)
- PaintShop Pro
- InPixio (AI)

Crop, size, brightness/contrast adjust, histogram functions, color adjustments, annotate with titles, filters: despeckle, blur, sharpen.

New “AI technology” promises to magically fix your pictures ..... your mileage will definitely vary.

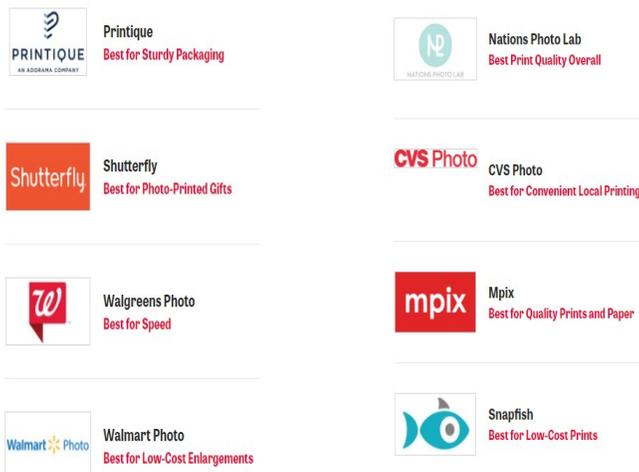
## Presentation

**Printing:** Ink jet is OK for doing a few prints but for higher volumes go with laser printer.

If self printing, consider using photo paper.

Using a commercial service becomes more economical very quickly.

These are the most popular online services according to PCMAG.COM:



**Photo Albums:** You can still buy them. Think of a file folder as the new “album”.

**Storyboards:** Photos and documents in a poster frame for birthdays, anniversaries and memorial events.

**Slide Shows:** Shown on a computer screen. Software can add titles, time delay and infinite loop playback.

File Explorer, Windows Photos, PowerPoint, Sway, etc.

Consider using your TV with HDMI cable or even wireless.

**Shared Archives:** Collaborate or share a slide show on the internet.

Facebook: Started out as a glorified photo sharing site.

<https://www.hightail.com/>

<https://zenfolio.com/>

<https://www.memento.com/>

<https://alternativeto.net/>

## Video ?

Much of what we have discussed applies to video too. VHS/DVD combo players can digitize those VHS tapes.  
3rd party services for media conversion. (but skip the photos)

Use Moviemaker (or other) to mix photos and videos with music and narration. Accessible to hobbyists.

## Links and References

[The 7 Best Document Scanners of 2023 \(thebalancemoney.com\)](https://thebalancemoney.com/)

[9 Best Photo Scanning Software in 2023 \(fixthephoto.com\)](https://fixthephoto.com/)

<https://www.trusted-software.com/lp/the-best-photo-editor-software-us>

[PaintShop Pro – Wikipedia](#)

[Walmart Photo Prints | Photo Prints Plus](#)

<https://sway.office.com/>

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