

Digitization Project Planning Worksheet

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1. Describe types of materials to be digitized (ex: photographs, slides/negatives, documents, books):

2. Choose Digitization Method:

For Scanners

Image Resolution: _____ dpi at 100% magnification

File Format:

TIFF

Larger File Size

Higher Quality

JPEG

Smaller File Size

Lower Quality

Color Space (circle one):

RGB

Grayscale

BitMap

For Overhead Camera

Camera Raw (DNG, CR2)

Larger File Size

Higher Quality

TIFF

JPEG

Smaller File Size

Lower Quality

Note: It's recommended to save a "master" TIFF file and also save JPEG files for sharing and posting online.

Record notes on camera settings (lens type, lighting type, f/stop, shutter speed, etc):

3. Document how you will name and organize your files in folders:

Folder Structure Diagram:

4. Plan for describing the images:

(e.x.: file names and folders only, embedded metadata, spreadsheet with detailed descriptions)

5. Backup Plan:

First copy of files will be saved on: _____
and stored at: _____

Second copy of files will be saved on: _____
and stored at: _____

Other copies? _____

Backups will be completed by _____ every _____

6. Plan for sharing the images:

(e.x.: image sharing website, custom websites, shared cloud storage,)
