Log into the Computer:

Username: hallen

Password: Bunny531!

Connect to Server:

Open up a **Finder window**. At the top of the page, click on **Go.**

At the bottom of the drop down menu, click on **Connect to Server.**

Then choose **cifs://middcloud.middlebury.edu/middfiles.**

Open Image Capture**:**

Click on the magnifying glass icon in the top right corner of the screen.

In the Spotlight window, type **Image Capture.**

In the bottom right corner of the Image Capture window, click on **Show Details.**

In Image Capture, set the scanning parameters. (If you were the last person to scan, this step may be unnecessary.)

Make sure the **resolution is 800.**

In the Scan To field, click **Other,** then follow this path: **middcloud/middfiles/CurricularResources/amlit\_civ/allen/field\_house/1960s kaleidoscope.**

You are ready to scan!

If you need help, you can ask any of the media tutors in the lab. You can also try to reach me at (802)377-9587.

Editing and naming files

Open image in Photoshop.

Rotate the image.

Increase image magnification to 100%.

Click on the Filter tab, then go to Blur, then the Gaussian blur.

Blur image to minimize dot pattern.

Go the Image menu, then Adjustments, then Brightness/Contrast. Adjust contrast either manually or by clicking Auto Contrast.

Name the file: 001\_Sport\_year\_description. If it’s a winter sport like basketball, name the file 001\_Basketball\_1965\_66\_action or 002\_Basketball\_1965\_66\_teamphoto.

Never leave empty spaces in file names.

Save the file in TIFF format.