Section 1—Setting Up Preferences

Digital Imaging Workflow for Treatment Documentation
Conservation Division, Preservation Directorate, Library of Congress

SETTING UP PREFERENCES
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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.”

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):
   - **Drive:**
   - **Folder:**
   - **Reconnect at login:** 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).
Section 1—Setting Up Preferences

Figure 1.03

Figure 1.04
Section 1—Setting Up Preferences

Set Desktop Background Color to Neutral Gray (Windows)

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)

1. Open Bridge.
2. Click ESSENTIALS (fig. 1.04a) → Click FAVORITES (fig. 1.04b) → Click the computer icon (fig. 1.04c).
3. In the Content window to the right: Double click through N: > PROJECTS > 0000 Convert_to_DNG.
4. 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.
5. 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.
Section 1—Setting Up Preferences

Figure 1.05
Section 1—Setting Up Preferences

Establish Download Path (Camera Control Pro)

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

Turn on Metadata History Log (Photoshop)

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)

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)

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

<table>
<thead>
<tr>
<th>Settings:</th>
<th>North America Prepress 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working Spaces: Gray:</td>
<td>Gray Gamma 2.2</td>
</tr>
</tbody>
</table>

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):

<table>
<thead>
<tr>
<th>Document Title:</th>
<th>Project Number_Item Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author:</td>
<td>[Your name]</td>
</tr>
<tr>
<td>Author Title:</td>
<td>[Your title]</td>
</tr>
<tr>
<td>Description:</td>
<td>Custodial Division; Custodial Division Control Number</td>
</tr>
<tr>
<td>Description Writer:</td>
<td>[Your name]</td>
</tr>
</tbody>
</table>

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.
Section 1—Setting Up Preferences

Figure 1.12
Section 1—Setting Up Preferences

Image Processing Room

Import the LC-CD Keyword List (Bridge)

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**