# EDITING

Few source documents are in perfect condition. They may be discolored, stained, torn, faded, or otherwise difficult to read. A series of related source documents, such as a manuscript or picture collection, may be of different sizes and colors. Whatever the deficiencies, editing may need to be done to improve the readability of the images as they are captured or afterward.

The amount of editing is not just a matter of cost (scanning an image can take up to six minutes) but also of philosophy. Some librarians and archivists would like the image to look as much as possible like the source document. Other than deskewing (straightening) and cropping (trimming off unwanted edges), the choice may be to leave all defects of the source documents in place so users sees what they would see if the source document were being examined. Other librarians and archivists stress readability and enhance the contrast, remove markings that affect readability, and otherwise improve the images.

## Editing Hardware

Editing should be done on a high-end PC or Mac. A preferred configuration as of this writing is a 700 MHz or higher machine with 128 Mb of memory, 8 Mb video RAM, 21-inch color monitor, three or four expansion slots for peripherals, 15 to 18 Gb hard drive with expansion slot for additional hard drive, high-density removable drive for backup (Zip drive or 8mm cartridge drive), CD-ROM or DVD drive, and, if CD-R are to be created, an ISO 9660 CD-ROM recorder. The image-capture interface should be SCSI-2 or SCSI-3, or IEEE 1394 if the capture device and other peripherals support that interface. If the images are to be uploaded to a server, include a network interface card (NIC)—typically an Ethernet card.

Except in high-volume situations, the editing workstation hardware is the same as used for the scanning. The PC and its operating system should be 32-bit to support 32-bit true color.

No component of the editing workstation is more important than the monitor. Not only should it be a 21-inch model, but it should support 1,600-by-1,200-line resolution. A high refresh rate (preferably 75 times per second) that is flicker-free minimizes eye strain in editing. The monitor should offer control over image and color attributes.

Many scanners and digital cameras come with image editing tools so you may not have to select and purchase them separately. The suitability of the image editing tool included with a product, however, should be one of the selection criteria.

## Image Editing Tools

There are three levels of image editing tools: basic, intermediate, and professional. The first level usually costs no more than $75 and tends to be easy to use, but it may lack important features, including such basics as the ability to remove tears or scratches from the image. Among the basic tools are Microsoft Picture It 99, Adobe PhotoDeluxe Business Edition (a scaled-down version of Adobe Photoshop), and Corel Photo House 2.1. Libraries and archives should avoid these basic-level tools.

The leading intermediate tool is Jasc Paint Shop Pro 5. It has extensive control and functionality but doesn't require users to take a class to learn it. Unfortunately, it also lacks the ability to remove scratches and tears from images. It is priced at just over $100.

For more information, go to the manufacturers' Web sites:
www.adobe.com
www.corel.com

Adobe PhotoShop and Corel Photo/Paint are two widely used professional editing tools for images, both developed for professional photographers. It is common for the vendors of scanners priced at over $500 to include one of these products. Both products have more features than a library or archive is likely to need, but everything needed is there. You need training to use either tool effectively. In fact, a minimum of one day of training is needed just to learn to find the essential features.

As both Adobe and Corel have basic- and professional-level products, users must be careful to look for the names Adobe Photoshop and Corel Photo-Paint.

### Adobe PhotoShop V6

At a $600 list price when purchased separately, this is an expensive software package, but it is the standard of the industry. In addition to adjusting color balance, brightness, and contrast; deskewing; cropping; kerning; and other basic tasks, you can use it to transform images with brush strokes, filters, masking, and other forms of retouching.

Although earlier versions (5.5 is widely offered even on current models of scanners) are complex and take considerable time to learn, Version 6 has simplified most of the most frequently used tasks. For example, in "free transform" mode you can enter precise positions, widths, heights, angles, and skews, and then choose to accept or reject the change with the cancel and commit commands at the end of the toolbar. The frequently used crop tool has its own icon. A useful feature is the history palette, a feature that maintains a list of all recent actions so users can backtrack to any previous stage in the editing process. There are Windows 95, 98, and NT V.40 versions. The minimum memory requirement is 96Mb. The software occupies 125 Mb of disk space.

### Corel Photo-Paint 9

For $300 when purchased separately, this is now a worthy competitor to Adobe PhotoShop. All the same basic tools are available. The particular strength of the software is the ability to paint an image with natural media brush tools. This is useful when seeking to touch up the images of photographs and manuscripts. The brushes can be resized on the screen, therefore, it is easy to minimize the effect of painting on the overall appearance of the image. A set of lenses lets you undertake delicate color correction, which is useful when seeking to reduce the yellowing in source documents when they are displayed on a screen. This software also lets you select a previous stage of the editing process to which to return. Only when the image is finally exported do the adjustments become permanent. There is one drawback to all these refined features: Photo-Paint is not as fast as PhotoShop.

The product is available for Windows 95/98/NT and requires a minimum of 64 MB of memory and 100 MB of disk space.

## Notification of Retouching

*The record of any image that has been retouched or otherwise modified from the source document using an image-editing tool should state that the reproduction does not correspond exactly to the original.*