

How to scan your Yearbook Pages and Senior Photos and put them on your web site

Find a clean copy of your yearbook. Your school library or journalism department may have one.

First, you need a scanner capable of making good images, not just a document scanner. When you scan your pictures, if your pictures are pixelated even at the lowest dpi setting (which is probably 50 dpi) – that is, they are not clear images, you will want to beg, borrow, buy a better scanner. I used a **Cano-Scan 8800F**. I also used **Photoshop** for the picture editing program but there are others like Irfanview (free download), HP, Kodak, Microsoft, Photoshop Elements. Experiment to find the best settings for your scanner. While these instructions apply specifically to my equipment, you may find them helpful in looking at the settings on your equipment. The Cannon settings that worked best for my black and white pictures were:

Full Platen

Color (even if black and white, choose color setting – millions of colors; also try “original color”)

75 dpi

Flexible output

Auto Tone: ON

Unsharp Mask: OFF

Descreen: ON

Reduce Dust: LOW

Fading correction: MED

Grain correction: HIGH

Backlight: NONE

How to scan in your yearbook pages with senior photos:

1. Set up file folders on your computer to hold your pictures as you scan them...something like this:
 - YearbookPages
 - Originals
 - Editing
 - WebUpload
 - SeniorPictures
2. Open your photo editing program and turn your scanner on.
3. Resolution – When you scan at a lower dpi, like 75 dpi, your pages will load faster. If your dots per inch are too many, your pictures will be full of pixel squares. But try to get the highest resolution that makes a clear picture when you scan in the yearbook pages – probably between 150-300 dpi.
4. Lay the yearbook page on the scanner bed as flat and lined up as straight as possible before pressing the book downward against the platen. Be sure the bound edge is pushed flat so you don't get browning at the binding. Import page into Photoshop (File/Import/*scanner*) (or the picture editing program you are using). Preview the scan if you have a preview function and adjust page if not lined up fairly square. – that's easier than trying to straighten the page later. Then scan.

If the picture I scanned was just a little off from being straight, I could rotate it slightly in the picture editing program and avoid rescanning again. To straighten the scan in Photoshop, open the windows/layers panel and double click to open the layers, then click the top of the picture twice to view at 100%. Select edit/free transform and rotate to straighten. Click on the selection tool and accept the change when you've got it lined up.

5. Save the original yearbook page scans to the folder "Originals." I called them Page8, Page9, etc. naming them the actual page from the yearbook. I saved them as maximum quality JPEGs.
6. After saving the original, crop the page so there is no additional "stuff" around it and save it to both the "Yearbook/Editing" and Yearbook/Upload" folders. Why so many copies? It is easy to lose attention when you are working on the pictures and accidentally save something in a way that makes it unusable, so this gives you a couple redundant backups and you don't have to hunt up your yearbook and rescan. (Later, when editing the Yearbook pages to upload your Yearbook, work from the "Yearbook/WebUpload" folder. For the individual senior pictures, crop them from the "Yearbook/Editing" folder.)
7. Working on Yearbook pages from "Yearbook/Upload" folder: Size the Yearbook pages the same width - no more than 1000 pixels wide, with the aspect ratio locked so the width and length will remain proportionate. They will be automatically resized smaller when uploaded to your web site. If you put a page from the yearbook on your homepage, you may have to manually downsize it so it doesn't blow out your page as the homepage is made of 2 columns and the space to insert an object is narrower than other pages; probably around 380-400 pixels wide.
8. To upload completed Yearbook pages, create an active Yearbook link on your website. To upload Yearbook pages: Click the yellow "Image Button," which will open a dialog box. Click the browse button and click through your documents until you get to the "WebUpload" folder, and click on the file name of the page you want to upload. The address of the page will now be displayed in the upload box. Press the upload button to send it to the server and click OK after you get a message that your upload has been successful. Your picture shows now. Place your cursor at the right bottom of the picture and press enter to position for uploading the next page – or Shift/Enter to leave no space between pages. You can use online album or slide programs like PhotoBucket or slide show to put your pages in also. See the FAQ for this.
9. Working on Senior Pictures for classmate profiles in Photoshop:
 - a. From the "Yearbook/Editing" folder:
 - Select the classmate picture you want with the marquis tool (draw a marquis around it).
 - Control/C to copy
 - File/New – click OK
 - Control/V to pasteMake any adjustments – for quick results, use Image/adjustments/levels and curves; you may also find sharpen, brightness, and contrast useful.
 - b. Class Creator will resize senior pictures down to 125 pixels wide X 175 pixels high so you don't have to resize the image. Save picture as JPEG (make sure JPEG is selected for file format), maximum quality, progressive, no spaces in file name (e.g. ArmentRoger or Arment-Roger). Save in your

"SeniorPictures" folder.

c. Close the senior picture you were working on, but say No to save changes – this will revert you back to the Editing page.

d. To upload senior pictures, go to the web site link in your Admin Functions: Manage Classmates, then ENTER/EDIT CLASSMATES. You'll see a column titled Senior Photo. In the Senior Photo Column, click on Add; this opens a page with a Browse button. Click on browse and navigate to your SeniorPictures folder to find the specific classmate jpg. The path to the file name will now show up in the upload box. Then click: Save Changes. This will upload the picture to the server. Remember you can set your View for thumbnails to help select the right picture (you might have a lot of Johnsons or Smiths). Now when you view the classmate's profile page, you will see his senior picture.

Answer in forum about using Irfanview as a picture editor:

RE: Creating Home page

Posted Tuesday, November 18, 2008 at 2:48 PM

[compare.jpg](#)

Most likely your Senior photos are in black and white, as were mine from 1967. Results with your scanner may be different, but the following notes are what I found gave the best results for me. The notes are based on using Irfanview but other graphics editing software will have similar options.

File -> Acquire/Batch scanning. This should allow you to control the scan settings directly from Irfanview if the scanner is connected to your computer.

Resolution: 300 dpi, 24 bit color. Even though they are black and white photos, using the color photo setting will give much better results. Likewise, using the higher resolution, then reducing the image after the scan, will improve the results.

After scanning, reduce image to 30%, using Image -> Resize/Resample -> Set new size as percentage of original. For my scanner, scanning at 300 dpi and then reducing to 30% gets the output back close to original size, but with better quality than a 1 to 1 scan.

Next, use Image -> Custom/Fine rotation if needed to correct any page alignment.

Finally, use Image -> Convert to Grayscale to remove any color tint that may be present. You can experiment with Sharpen and Auto Adjust to see if those help.

I save each scanned yearbook page based on the page number, then use those images to get the individual photos. I used a ream of paper on top of the scanner cover to help hold the yearbook flat, but a person has to be careful not to break the yearbook binding, or overload the scanner mechanism if it is one where the scanner bed moves.

For the individual photos, I found a crop size that worked for all photos without leaving any white edges, so I could make all photos exactly the same size. Open a saved yearbook page, point your mouse at one corner of a photo, hold down the mouse then pull it to the opposite corner to give an outline. Move the edges as needed to reach the standard size (look at the top of the Irfanview window to see the size). **Right** click inside the outline and drag to center the crop as needed. Next use Edit -> Crop selection to get just that photo and save it using the classmate

name as the new file name. After saving, press Ctrl + Z to undo the crop, then repeat for each photo on the page.

The uploads are then done one at a time from Manage Classmates Admin function – Senior Pictures column. During the upload the photos are resized proportionally to 175 px height. For best quality you don't want smaller images since increasing size reduces quality. On the other hand, uploading huge photos takes much longer and wastes bandwidth and server processing time.

The photos I produced this way are acceptable to my eye, especially considering the age of the yearbook. I am in the process of re-uploading new photos scanned using this process to replace the scans done by another committee member several years ago. The results are so much better it's worth the effort. A few rules of the road for scanning. With poor pictures, scan at a high resolution (dpi), then reduce the scanned image back to original size. This minimizes many imperfections. If you need to do any touchup, do it before the reduction. Scan black and white using color settings, then convert to gray scale.

One last one which I didn't mention, some newer digital cameras will actually do a better job than older scanners. Snap a photo of the pictures using highest resolution, download to computer, align, reduce, etc. Experiment with lighting, you might be surprised what an old pole lamp might do for example.

Check out the online image editor at aviary.com. It's like Photoshop on the web!