

Recollection Wisconsin Digitization Initiative

Sample Scanning Instructions using Scanutility (2026)

Scanning



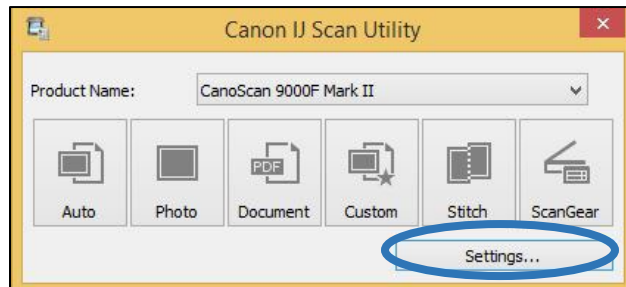
1. Open SCANUTILITY Shortcut on the computer desktop.

2. Open the scanner and lay your item facedown on the scan bed.

Recommended:

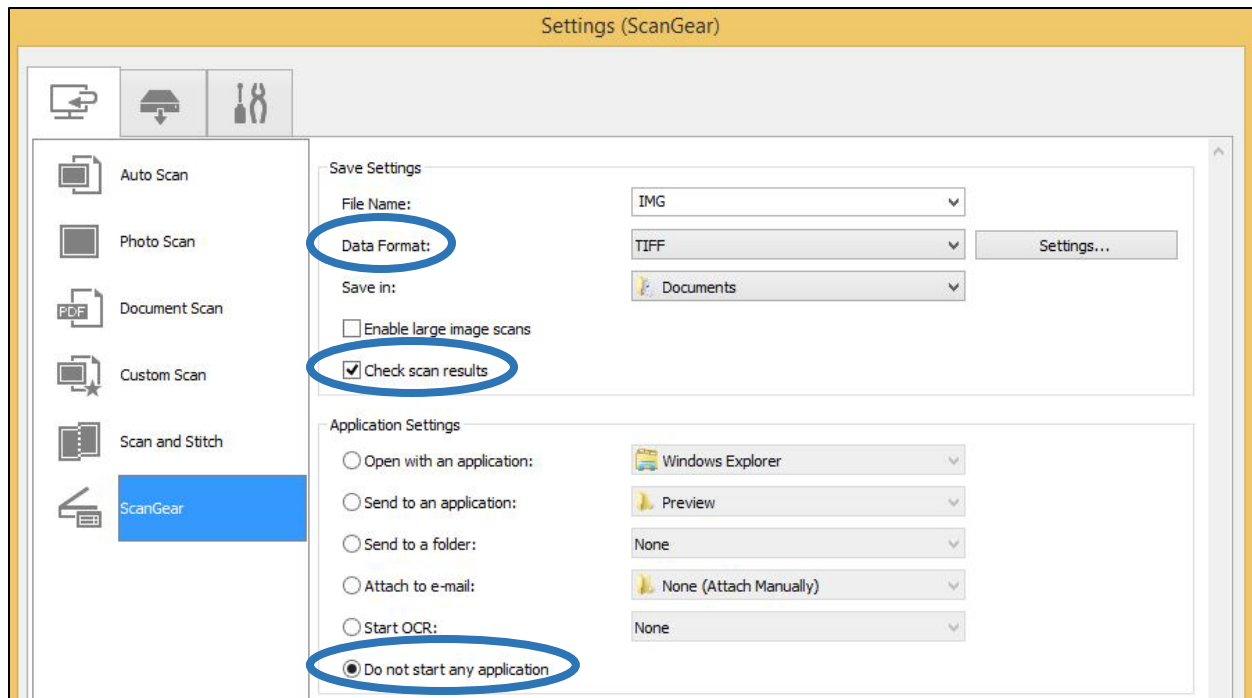
- For very flat items, align the top corner at upper right of the scan bed (marked with an arrow).
- For thicker items, lay toward the center of the bed.
- If any part of the image is missing from a scan, move the item to the middle of the bed and re-scan.

3. Click “Settings...”

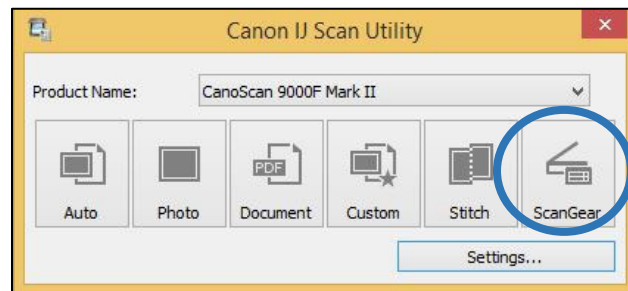


4. In ScanGear menu...

- Change Data Format to TIFF
- Select “Check scan results” box
- Select “Do not start any application”
- Click OK



5. Click “ScanGear” button.



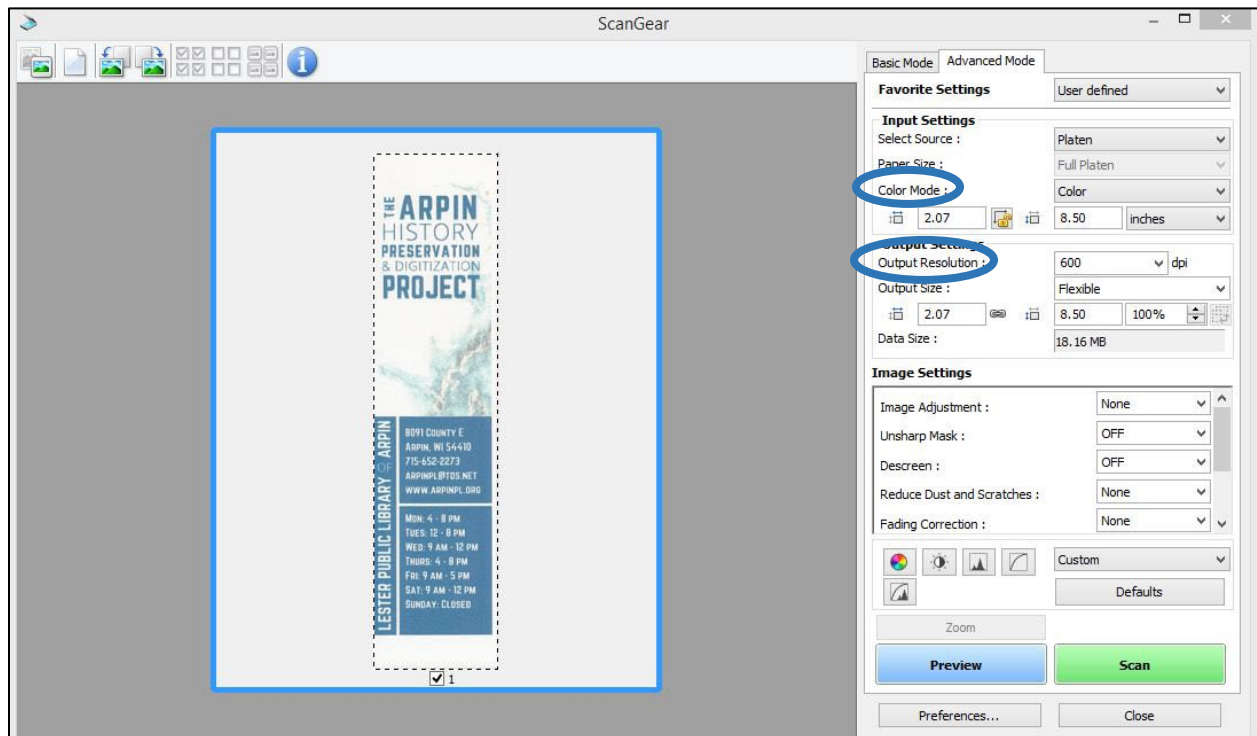
6. Adjust “Advanced Mode” settings: Color Mode and Output Resolution

Use following chart for guidelines based on item type and size...

Content Type	Resolution (PPI)	Color	Bit Depth	File Format/Extension	Details
Books or other texts with no images	Min: 300 Ideal: 600	B & W or Grayscale	1 (bitonal) or 8	Min: PDF/A Ideal: TIFF	Optional Character Resolution (OCR) applications work best on documents scanned at 400 DPI or higher. Access files: PDF/A.
Books or other texts with images	Min: 300 Ideal: 400	Min: Grayscale Ideal: Color	Min: 8 Ideal: 24	TIFF	Optional Character Resolution (OCR) applications work best on documents scanned at 400 DPI or higher. Access files: PDF/A.
Manuscripts, letters, diaries	Min: 300 Ideal: 600	Color	Min: 8 Ideal: 24	TIFF	Aim for 3000-4000 pixels on the longest edge of the digital file.
Slides, film and negatives smaller than 4"x5"	Min: 1200 Ideal: 3000	Min: Grayscale Ideal: Color	Min: 16 Ideal: 24	TIFF	Aim for 3000-4000 pixels on the longest edge of the digital file.
Photos and prints smaller than 8"x10"	Min: 400 Ideal: 600	Min: Grayscale Ideal: Color	Min: 16 Ideal: 24	TIFF	Aim for 3000-4000 pixels on the longest edge of the digital file.
Photos, posters, and maps larger than 8"x10"	Min: 300 Ideal: 600	Min: Grayscale Ideal: Color	Min: 8 Ideal: 24	TIFF	Aim for 3000-4000 pixels on the longest edge of the digital file.

Source: Recollection Wisconsin Toolkit: <https://pressbooks.pub/drtoolkit/>

7. Click “Preview” (blue) and wait for image to load.
8. Drag a marquee around the item to reduce blank space in the final scan.
9. Click “Scan” (green) and wait.

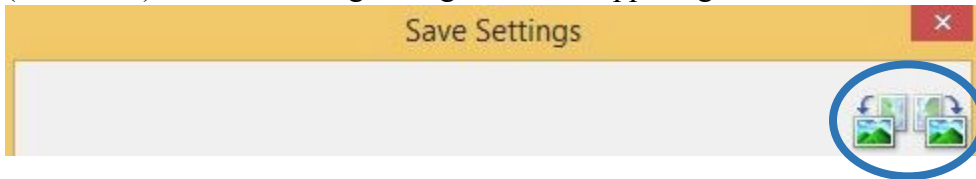


When scanning is complete, a new window will pop up. With “Retouch and save the image” selected, click OK.

Saving

From the “Save Settings” box...

1. (If need be) Rotate the image using buttons at upper right



2. Type in File Name
 - This should be brief but descriptive
 - DO NOT use spaces – only letters, numbers, hyphen (-), or underscore (_)
3. Verify Data Format = TIFF
4. Click Save in, select your external hard drive, and select appropriate folder or use “Make New Folder”

With the first save of your scanning session (*AND anytime the external hard drive has been disconnected from the laptop*)...

- Click “Add” (brings up “Select Destination Folder” box)
- Click “Add” (brings up “Browse For Folder” box)
- Select “This PC”
- Select your external hard drive (usually named “My Passport”). Select a folder (or Make New Folder) to save to.
- Click OK on all boxes until the file has saved

Note: If the software does not allow you to add a new save destination (if the “Add” button is grayed-out), click one of the save destinations on the list, then “Delete.” You are not deleting the folder from the hard drive – you are just deleting it as a save option for the moment. Try again to “Add” new save destination.

Last Steps

1. Quality Control

- Exit SCANUTILITY. Open folder where you set the files to save on the external hard drive. Verify number of files present = number you scanned.
- Basic editing: For any files you may wish to crop, rotate, or straighten (use View > Large icons to see thumbnails) . . .

1. Right-click the file then “Open with...” and select Photos
2. Click anywhere on image or background
3. Click “Edit” at bottom right
4. Click “Basic fixes”
 - a. Rotate – click to turn (clockwise)
 - b. Crop – click, drag marquee around desired area, then click “Apply”
 - c. Straighten – click and drag white bubble around circle to alter skew

*Note: Any other image editing (brightness, contrast, etc.) should be done **only** to access files (JPEGs) you will create in the next step*

- a. Click image again to bring up bottom toolbar, then “Update original” to save
- b. Bring mouse to upper right until red X appears and click to exit

2. Create Access Files

Use IrfanView to perform batch conversion of master TIFFs to JPEGs – see separate instructions.