Photoshop Actions for RTD Project
(A step-by-step list)

Before running an action, remember to organize files (pages) into the appropriate folders within the TIFF_FI### folder - omits, bitmap, grayscale, color, rotate bitmap, rotate grayscale, and rotate color. Also remember: if there are color and/or grayscale pages, do not convert these to bitmaps – either leave them as color or convert them to grayscale mode, and downsample to 300 dpi.

For a thesis scanned with the Atiz book scanner:
(image files are large .JPG files)

1. Convert to Grayscale
2. Curves adjustment (Command +M)
3. Merge layers (if needed)
4. Image size > 300 dpi (uncheck “Resample”)
5. Convert to Bitmap
6. Save As .TIFF file into the TIFF2OCR folder

*Remember to also convert the original JPGs into “original” RGB, 300 dpi TIFFs to go into the FDA folder. Be sure to include the cover pages and signature pages for this as well.

For a thesis scanned with the LIMB book scanner, from Imaging Dept.:
(image files are hi-res. TIFF files)

1. Convert to Grayscale
2. Curves adjustment if needed (if not, skip to #4)
3. Merge layers (if needed)**
4. Convert to Bitmap (keep the dpi as 400)
5. Save As .TIFF file into the TIFF2OCR folder

** If by chance the main layer in the Layers palette says “Layer 0” instead of “Background”, add the Layer > Flatten Image step to the above process instead of Merge Layers.