

Applying a University Archives Credit Line to Images

This file also found in G:\Archives\Ahxasst\ER Working Folder\Image Scan Resources

When a user wants a University Archives image for use in a film, video documentary, web presentation or other broadcast the Archives will embed a credit line in the image. This not only credits the Archives for the image but also provides viewers of the broadcast / presentation with our file numbers so that they can contact us. Then redistribution of the image will be easier. These instructions are intended to help make the process as simple as possible.

NOTE: Before going any further, these instructions are intended for use with Adobe Photoshop. Because there are many versions of it, some of the instructions about dropdown titles or locations of windows within the program may not be exactly the same but they will be similar enough that these guidelines will still be helpful.

OPENING THE IMAGE IN PHOTOSHOP:

After the image is scanned, which should be done at a large resolution (600 dpi) and stored into the appropriate database, create a copy of the image and move it to a designated folder. In UA this folder is called "Archives Credit Line". From this copy, open the image in Adobe Photoshop. This can be done by right clicking on the file of the image and selecting "Open With" and then selecting Photoshop or by opening Photoshop as a program and then selecting "Open" in the "File" dropdown menu.

NOTE ABOUT RESOLUTION AND FILE TYPE:

For the credit line, each of the following steps must be done when the image is a 600 dpi tiff. The changing of file type and image size / resolution will be done at the end. This is to maintain a high quality image. Therefore, if a user is doing a web presentation and wants 72 dpi jpegs, do all the work to the 600 dpi tiff (the copy and not the original) and then convert it as the last step.

WRITING THE CREDIT LINE:

To write the credit line on the image we will use the "Horizontal Type" tool. When the image is open, select the "Horizontal Type" tool. This can be done by selecting the icon with the "T" in the tool bar on the left-hand side of the screen. If the tool bar does not appear on the left-hand side of the screen click on the dropdown titled "Window" and then click on "Tools". When the "Text" tool is enabled you can click and drag a text box anywhere on the image. For the Archives credit line, this text box should be placed in the bottom left of the image. Do not worry if it is not exact. After the credit line is in place you can move the box to fit it perfectly.

FONT, SIZE and COLOR ADJUSTMENTS:

Photoshop has a toolbar running underneath the main menu bar at the top of the screen. This toolbar will be “Text” tool specific when you are using the “Text” tool. This is where font, size, and color of the text can be modified. Select “COPPERPLATE GOTHIC LIGHT” as the font. If this specific font is not available find a font with thin lines and wide, clear letters. See the name of the font or the sample image for an example. For the size, choose 12 or 14 point font to begin with. The idea of this credit line is not to be very obtrusive but still clearly readable. If 12 is too large, then select something smaller. You may get all the way down to 6 point font. It simply depends on the image. Finally the color will either be black or white depending on the background (i.e. the color of the lower left-hand corner of the image). If it is light, choose black as the color. If it is dark, choose white. If it is in between go with what you think looks better. Make your best judgment.

ENTERING THE TEXT IN THE CREDIT LINE

With all of that set, cut and paste the following line into the text box:

University of Illinois Archives ####.tif

You can enter the appropriate file number in Photoshop simply by replacing the #### with the correct file numbers. There are 5 spaces between the ‘s’ in Archives and the beginning of the file number. Do not erase these spaces.

Now that you have an image that looks something like one below (well, not the image but the text), we will manipulate the text to get the final product.



Note the credit line in the bottom left. The purpose of this example is to show the orientation of the credit line more than the content.

TEXT STYLING:

The first step in manipulating the text is to reduce the “Fill” of the text. In Photoshop this can be done by going to the “Layer” tool bar in the bottom right-hand side of the screen. If this box does not appear, click on the dropdown titled “Window” and then click on “Layers”. In the layer window you will see one layer named “background”. This is the image. You will see another layer named “University of.....” (or something that is exactly the text you have entered in the text box). This is the text layer. Select this. Immediately above the layers there is a menu box labeled “Fill”. Select this and drag the value so that it is between 30% and 40%. The difference here is more or less negligible and there is no point to giving yourself a headache trying to make it exactly 35%.

After the “Fill” is set, click on the icon of a script lower-case fx in the lower left of the “Layer” tool bar then select “Bevel and Emboss”. This can also be accessed by clicking on the “Layer” dropdown on the top menu bar, then selecting “Layer Style” and the “Bevel and Emboss”. A window will appear with several options. We are only concerned with three of them. The first is “Style”. Change this to “Emboss” The second menu option to change is “Depth”. Click on the box to the right of the sliding scale and change this to 250 %. The final menu option to work with is the “Size”. Click on the box to right of the sliding scale and change this to 8. After these three (“Style”, “Depth” and “Size” are changed, click “OK” in the upper right.

FLATTENING THE IMAGE:

Now the credit line should appear very blurry and not all that appealing (or maybe it doesn't). Either way we still have one more step in the text manipulation and then the image is finished. Click on "Layer" in the top menu bar and go to the bottom of the dropdown menu and select "Flatten Image". This will make the credit line look much nicer. You **MUST** flatten the image before you can save the image with the credit line embedded in it. First, it actually embeds the credit line so that it cannot be removed. Second, jpegs cannot be saved with multiple layers. Finally, tiffs saved with multiple layers are very large files and not practical.

In the image the image will look like this (again not exactly but at least the text will be similar)





zoomed in for detail

From here you can adjust the image size / resolution by using the "Resize Image" selection in the "Image" dropdown of the top menu bar and you can change the file type using the "Save As" function.

Steps in Applying a Credit Line to an Image

- 1 – Copy the already scanned and saved image (600 dpi tiff) to a folder in order to make changes to it (this way you don't accidentally mess up the good original scan).
- 2 – Open the image in Adobe Photoshop.
- 3 – Click on the “Text” tool in the left-hand side tool bar.
- 4 – Click and drag to create a text box in the lower left-hand corner of the image. Set the font to COPPERPLATE GOTHIC LIGHT, the size to 12 or 14 and the color to black for a light background or white for a dark background.
- 5 – Copy the following text into the text box: University of Illinois Archives ####.tif
REMEMBER to enter the appropriate file number in place of #### and KEEP the five spaces between “Archives” and the file name.
- 6 – Change the Layer “Fill” to between 30 and 40 % by clicking on the menu box labeled “Fill” in the “Layer” tool bar in the lower right hand corner of the screen.
- 7 – Change to Layer Style by clicking on the icon of a lower case script fx in the lower left corner of the “Layer” tool bar and selecting “Bevel and Emboss”. When the window pops up, change “Style” to “Emboss”, “Depth” to 250% and “Size” to 8.
- 8 – Flatten the image by clicking on “Layer” in the top tool bar then selecting “Flatten Image”.
- 9 – Make any adjustments to size / resolution by using the “Image Size” function in the “Image” dropdown of the top menu bar. Make adjustments to file type via the “Save As” function.