



TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

Latent Print Standard Operating Procedures

Appendix C - CSIpix

CSIpix Procedure

Scanning and Saving in CSIpix:

1. Open CSIpix.
2. File > Acquire Image From Scanner
3. Place either known impression or latent on scanner face down.
4. In the Epson Scan box under mode, select Professional Mode and make sure resolution is at least 1000 dpi (The Epson Scan box will default to Professional Mode and whichever resolution chosen for future scans).
5. Click "Preview" button (image will show up in another box).
6. Select area to be scanned by moving the selection marque (box). Click "Scan".
7. Once area is scanned, CSIpix will prompt to place image on left or right view.
8. After selection to place image to left or right view, CSIpix will prompt to Back-up the selected image. Click Yes.
9. Locate the latents folder on CPU.
10. Locate or make a new folder with the unique TBI lab case number as the title (i.e. 131xxxxxx). Open that folder.
11. Change "Save as type:" from .jpg to .tif.
12. Name the latent (file name) as follows: (TBI lab case #)(-)(L and latent #)
Example: 131012345-L1

Name the known impression as follows:

(TBI lab case #)(-)(initials of person)(finger #/palm)(vs.)(L and latent #)

Example: 131012345-DRH#5vs.L1

13. Remove item from scanner and place other item to be compared on scanner.
14. Repeat steps 5 – 11.
15. Exit out of Epson scan box (left box)

****Once the latents are placed in their respective positions in CSIpix and saved, the images might need to be calibrated depending on input method. (See calibration)**



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Calibration:

1. To calibrate an image, select "Calibrate" from the menu bar (calibrate menu options will appear on the right side of CSIpix)
2. Select "Type in Calibration Value".
3. After "Manual DPI" pop-up box appears, type in the resolution that was selected in step 4 from Scanning and Saving in CSIpix section. Click Ok.

Enhancement/Comparison:

1. The examiner can now enhance the images using manual levels, brightness, color to grayscale, etc. via the "Enhance" feature in the menu bar.
2. The examiner can now place the images in the preferred position using rotation, lock zoom, lock pan, etc.
3. After the images are enhanced and positioned, ridge detail present on the images can be marked via the "Annotate" feature in the menu bar.
4. Select "Draw Mode", "symbol", "size" and color.
5. Click the mouse on the characteristics to mark.
6. To delete a characteristic mark: right click, select edit mode, right click the characteristic, and select delete.

Saving/Printing in CSIpix:

1. When the examiner is finished with the on screen comparison, the images should be saved and/or printed.
2. To save an image, on the menu bar click File > Save Selected Image (the image highlighted, red for left image and green for right image, will be saved)
3. Use the format in steps 11 and 12 from the Saving and Scanning in CSIpix section above and add a _ to the end of the filename (i.e. 131xxxxxx-L1_ for latents and 131xxxxxx-DRH#5vs.L1_ for the known impression)
4. The comparison view can be saved (File > Save Comparison View as Displayed) using the format for the known impression in 3. and add CV to the end (i.e. 131xxxxxx-DRH#5vs.L1_CV).
5. The images can now be printed separately or as a comparison.
6. To print separately/individually:
 - a. Highlight image to be printed



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- b. File > Print (Printer box will pop up)
 - c. Select printer
 - d. Change any properties under "Properties" button (i.e. Portrait/Landscape, Black/White, etc.)
 - e. Change number of copies and/or scale (i.e 1000) if needed
 - f. Click "OK" to print
7. To print the comparison view:
- a. File > Print Comparison View as Displayed (Printer box will pop up)
 - b. Select printer
 - c. Change any properties under "Properties" button (i.e. Portrait/Landscape, Black/White, etc.)
 - d. Change number of copies if needed
 - e. Click "OK" to print

When closing the program, CSIpix will prompt the user to save the workspace. Select Yes and save. This allows for later viewing, annotating, and printing the comparison view.

8. To recall a comparison view image at a later date:
- a. Open CSIpix
 - b. Select >Open Workspace
 - c. Select the file