

## General guidelines for digitization

### Photographic Prints

Scan at 300 dpi if the longest edge of the item is 7 inches (18 cm) or longer.

Scan at 600 dpi if the longest edge of the item is shorter than 7 inches (18 cm)

Use 8-bit grayscale (= 256 grays) or 24-bit color (= millions of colors).

Scaling, if available, should be set to 100%

Filters (such as sharpening), if available, should be turned off.

Brightness/contrast, levels, and/or curves may be adjusted if care is taken not to clip highlights and shadow areas.

Save images as TIFF, uncompressed, using IBM-PC byte order.

Note that file sizes will typically range from 6 – 30 MB for color, and 2 – 10 MB for grayscale, using these settings

### Photographic Film (slides, negatives)

Scan 35 mm film at 2000 dpi

For other sizes of film, set resolution to produce a 3000 pixel image, along its longest dimension. (e.g. for a 4" x 5" negative, scan at 600 dpi: 600 dpi x 5" = 3000 pixels)

Other settings should set as for photographic prints

Note that for photographic negatives, it may be better to scan as a positive and invert the image in an image editing program

### Printed Text without illustrations, or simple line art only

Scan at 600 dpi

Use 1-bit (= bitonal)

Take care to adjust threshold (brightness) so text is clear with well-formed letters (minimizing break-up or fill-in) without introducing extraneous noise. If text is otherwise clean, darker, bolder text is preferable to lighter text.

Save images as TIFF, with CCITT Group IV (=G4) compression, using IBM-PC byte order.

### Text with color, grayscale, or fine line illustrations; Hand-written or poorly printed text; Text on stained or discolored paper

Scan at 300 dpi

Use 8-bit grayscale (= 256 grays) or 24-bit color (= millions of colors).

Other settings should be set as for photographic prints