

## PREFERRED SCANNING PROCEDURE

### PURPOSE

To produce files of sufficient quality to take full advantage of improving screen technology for many years into the future, while not requiring any more storage space than necessary.

### RESOLUTION

All pictures and documents should be scanned in 24-bit Color mode using the best scan quality available, and with the DPI (dots per inch) setting that will produce a 5-6 megapixel digital image. This can be accomplished by using the table on page 2. The key to doing this is to know the dimensions of the scan marquee. In most cases, this will be the full size of the original picture or document. When you want to capture only a portion of the original, however, the scan marquee will be the size of that portion. Once you've done a preview scan, and placed a marquee around the area that you want to scan, your scan software may show the dimensions of the marquee, so you can use those numbers. If your software doesn't indicate that, you'll have to do a physical measurement before you place the original on the scanner.

When you know the height and width dimensions in inches of the portion of the original picture or document that you're intending to scan, multiply them together to get the area in square inches. If you're only trying to capture a very small area, a portrait of one person in a large group, for example, the number of square inches may be less than one. Once you have the area of the marquee, use the DPI table on page 2. Read down the SQIN column to locate the size of your marquee. Then move left to the DPI column, and use the higher of the two DPI numbers as your scan resolution.

### COMPRESSION

Pictures and documents should be saved in JPG format, with a compression quality of 94 on the standard Independent JPEG Group (IJG) scale of 1-100, with 100 being the highest quality. If saving from Photoshop, use a 10 on the Photoshop scale of 0-12. Based upon file size, IJG 94 and Photoshop 10 are approximately equal. Make sure that 100 represents the highest quality in the software that's being used. Some programs reverse it and 100 means the most compression. In those programs 0 or 1 is the highest quality, so you would use about a 6. Files for which a different format is preferable will later be converted to that format.

### DPI FOR STANDARD SIZE PRINTS

35mm	2000
1 X 1½	1900
1½ X 2¼	1300
2½ X 3½	800
3½ X 5	550
4 X 6	475
5 X 7	400

- 1) Locate square inches of marquee in SQIN column
- 2) Move left to the DPI column
- 3) Use the higher of the two DPI resolutions

### DPI FOR 5 MPX SCAN

SCAN --- MARQUEE ---  
 DPI SQIN PICTURE

4800	0.22	
4400	0.26	
4000	0.31	
3800	0.35	
3600	0.39	
3400	0.43	
3200	0.49	
3000	0.56	
2800	0.64	
2600	0.74	
2400	0.87	
2200	1.03	Slide
2000	1.25	Film
1900	1.39	1 X 1½
1800	1.54	
1700	1.73	
1600	1.95	
1500	2.22	
1400	2.55	
1300	2.96	1½ X 2¼
1200	3.47	
1100	4.13	
1000	5.00	
950	5.54	
900	6.17	
850	6.92	
800	7.81	2½ X 3½
750	8.89	
700	10.2	
650	11.8	
600	13.9	
550	16.5	3½ X 5
500	20.0	
475	22.2	4 X 6
450	24.7	
425	27.7	
400	31.3	5 X 7
375	35.6	
350	40.8	
325	47.3	
300	55.6	
280	63.8	
260	74.0	8 X 10
240	86.8	8½ X 11
220	103	8½ X 14
200	125	