

Basic Scanning Guidelines

Below are the basic guidelines for the scanner settings used in the digitization process. These are intended to be a minimum capture quality guideline for and may be adjusted to fit a particular situation. The settings balance the capture detail of the objects with the available resources storage.

Original files should **NOT** use any kind of compression or interpolation, nor should they be modified (flipped, rotated, resized) or 'touched-up' in any way. Post processing should only be performed on derivative or 'service' versions copied from the originals.

Output Bit-Depth:

- For all photographs and documents both color and Black & White, set the scanner to capture **24-Bit RGB Colors**
 - You may scan *higher* than 24 bits, but do not scan lower.

Resolution:

- Set the image capture resolution based on the dimension of the *longest* side of the object.
 - Images less than 2 inches: scan at **800** ppi or higher.
 - Images between 2 and 7 inches: scan at **600** ppi or higher.
 - Images between 7 and 12: scan at **400** ppi or higher.
 - Images larger than 12: scan at **300** ppi or higher.
 - Letter-Size Documents Scan at **400** ppi minimum
- Use the resolution settings provided by the scanner, do not use a custom or interpolated resolution.

File Type:

- Ensure that the output type is TIFF
- Do not use compression of any kind

File Name

- Use the file naming conventions defined for the Project
 - [3-Letter Collection Code][5-Digit Incrementing Number].[Extension]
 - Example: ABC01234.tif
 - Save the file to the collection folder on the Archive Server