

Image Type	Bit Depth	Color Space	Resolution(ppi)	Scale	File Format
TEXT					
Books					
B/W Text Only	1-bit	Bitonal	600ppi 1:1	100%	TIFF (uncompressed lossless compression no LZW)
B/W Text with Illustrations (photos, drawings, plates, charts)	8-bit	Grayscale	600ppi	100% 1:1	TIFF (uncompressed)
Text with Continuous-Tone Images and Photos (color)	24-bit	RGB	600ppi	100% 1:1	TIFF (uncompressed)
DOCUMENTS					
Handwritten, Ledgers, Receipts					
Handwritten Documents, Ledgers	8-bit	Grayscale	600ppi 1:1	100%	TIFF (uncompressed)
Correspondence, Letters	24-bit	RGB	600ppi 1:1	100%	TIFF (uncompressed)
PHOTOGRAPHS					
Prints					
B/W Photographs	8-bit	Grayscale	600ppi 1:1	100%	TIFF (uncompressed)
Color Photographs	24-bit	RGB	600ppi 1:1	100%	TIFF (uncompressed)
PHOTOGRAPHS					
Negatives & Slides					
B/W Negatives & Slides	8-bit	Grayscale	*See Slide Scan Specs 1:1	100%	TIFF (uncompressed)
Color Negatives & Slides	24-bit	RGB	*See Slide Scan Specs 1:1	100%	TIFF (uncompressed)

ANYTHING ABOVE 11"x17"
MUST BE EVALUATED BY
DIGITAL PROJECTS MANAGER

Possible Outsources:
Salix (937) 221-7766
CQ Printing (937) 299-5076

LONG SIDE EQUALS	DESIRED PIXELS	SET DPI TO
2	3000	1500
3	3000	1000
3.5	3000	857
4	3000	750
4.5	3000	667
5	3000	600
5.5	3000	545
6	3000	500
6.5	3000	462
7	3000	429
7.5	3000	400
8	3000	375
8.5	3000	353
9	3000	333
9.5	3000	316
10	3000	300
10.5	3000	286
11	3000	273
11.5	3000	261
12	3000	250
12.5	3000	240
13	3000	231
13.5	3000	222
14	3000	
214		

Scanner Software Shortcuts

Ctrl + ` = import for scanner

Enter = crop

F1 = crop & straighten

Ctrl + K = skew

Ctrl + / = 90 degree CCW

Ctrl + . = 180 degree

Ctrl + , = 90 degree CW

Ctrl + W = close

Ctrl + Q = exit