

# Scanning Images

## Resolution and File Type



The scan resolution determines the number of pixels-per-inch (ppi) the original image is broken down into during the scanning process. Higher resolution translates to more pixels in your scanned image, larger file size, and an image that is truer to the original.

### Resolution Settings

The correct resolution setting depends on your source image and on how you plan to use the scanned image. For **archival purposes**, or if you don't know the intended output, scanning at a higher resolution (300-600 ppi\*) is generally a good idea.

Purpose of the scanned image	Suggested resolution	File type
View on computer screen or upload to web page	72 ppi	JPEG or GIF
Scan images for printing	150 - 300 ppi*	TIFF
Scan images for archiving or editing	300 - 600 ppi*	TIFF
Enlarge or reduce printed image size after scanning at 100%	Change resolution setting by the same amount you will change printed image size	TIFF

\*Note: These are approx. numbers - printer settings (LPI - lines per inch and DPI- dots per inch) will directly affect the image quality. For detailed information on resolution calculations for printing, see <http://bit.ly/2w1gU9X>

### Choosing a File Type

**TIFF** - uncompressed/larger file size. Recommended for **printing, editing, and archiving**. TIFF images are high quality, uncompressed images that save every pixel from your original scan.

**JPEG** - compressed/smaller file size. The JPEG compression algorithm discards some detail from the original in order to create a smaller file. The amount of image degrading depends on the quality settings you choose; if file size is a concern, save your scan as a **high-quality JPEG** for only minor quality loss.

**IMPORTANT:** If you plan to edit your scanned images, JPEG is **NOT** recommended - every time you edit your JPEG image and save it, the image is recompressed and the effect is worsened (think of it as taking a XEROX of a XEROX!). Instead, save your scans as TIFF files and work from these master copies as you edit. If you need to reduce the file size, save as JPEG **AFTER** the editing process is finished.