

Digitization Standards for Wabash Valley Visions & Voices

WV3 follows the Indiana Memory Proposed Digital Imaging Standards and Best Practices (02/08/2007), available at: http://www.in.gov/library/files/dig_imgst.pdf.

Photographs: Photographic prints are generally not scanned at a fixed resolution but rather a fixed number of pixels across the long side. The appropriate resolution is determined by dividing the desired number of 3000 pixels by the number of inches of the long side of the photograph. In general, color photographs should be scanned as 24-bit RGB color and black & white photographs in 8-bit grayscale. There are many cases, however, when black & white photographs would benefit from color scanning, for example, when they are sepia-toned or badly faded.

Pixel dimensions: long side of 3000 pixels. Rarely, photographic prints will contain enough detail for scanning at 4000 pixels on the long side.

Scanning resolution: 300 ppi minimum (see chart below)

File format: uncompressed TIFF, Intel byte order

Bit depth: 24-bit RGB color or 8-bit grayscale, as appropriate

Text: Black & white text should be captured with a bitonal scan (black & white). Note that any images embedded in the text will need to be captured in color.

Scanning resolution: 600 ppi

File format: Uncompressed TIFF or CCITT Group 4 compressed TIFF, Intel byte order

Bit depth: bitonal (1-bit)

Archival documents, text with images, and text with faded print and/or yellowing pages should be scanned in color. Documents 10 inches and larger on the long side should be scanned at 300 dpi. Documents measuring less than 10 inches should be scanned at a resolution resulting in an image of 3000 pixels on the long side.

Scanning resolution: 300 ppi minimum, see following chart

File format: uncompressed TIFF, Intel byte order

Bit depth: 24-bit RGB color or 8-bit grayscale, as appropriate

Scanning Resolution Chart	
Inches	Resolution
Slides	2400 ppi
2	1500 ppi
3	1000 ppi
4	750 ppi
5	600 ppi
6	500 ppi
7	450 ppi
8	375 ppi
9	340 ppi
10	300 ppi
Greater than 10	300 ppi