

SCANNING FORMAT GUIDE

Because of the many uses for scanned images, we have provided this guide to determine which format your final, scanned files should be.

USE	DESCRIPTION	COLOR MODE	RES.*	FORMAT
Website / Email	For display on screen only.	RGB, Gray or Line Art	72dpi	JPEG, GIF
Office / Personal	For printing on inkjet printers. Typically placed in word processing, spreadsheet and other business applications.	RGB, Gray or Line Art	144dpi	TIF, BMP, JPEG, GIF
Offset Printing / Professional Graphics	For high resolution imaging to imagesetters, or other high-end imaging devices. These are the highest quality you can request, but may require a more experience to work with.	CMYK, Gray or Line Art	300dpi	EPS, TIF
Uncertain	If you aren't sure how the images will be used, or if this is all new to you, then we recommend getting both the Office/Personal and Offset Printing/Professional Graphics versions. Additional charges will apply	RGB, Gray or Line Art CMYK, Gray or Line Art	144dpi and 300dpi	JPEG TIF

Explanation of **Color Mode**

RGB - for display on screen or printing to consumer-level inkjet printers

CMYK - for full-color offset printing

Gray - for screen or print, continuous-tone (photo) black and white images with shades of gray

Line Art - for screen or print, high-contrast black and white artwork with no shades of gray

Index - for display on screen, GIF-format images, maximum of 256 colors

Explanation of **Format**

JPEG - a compressed file format, can be any color mode, best for continuous-tone (photo) images

! The quality of the final image is determined by the amount of compression: higher compression = lower quality

BMP - Windows bitmap, can be any color mode except CMYK, good for Windows-based business applications

GIF - a highly compressed file format, only Index color mode, can contain transparent areas, best for images with large areas of flat color (illustrations)

! This format should NOT be used for photos

TIF - a standard file format with lossless compression option (not recommended), can be any color mode, great for all image types

EPS - a professional-level file format, can be any color mode, can contain transparent areas, best for all color images

! Requires a PostScript enabled printer for printing

* Resolution is for final, placed size. Always determine what size you will need before having your images scanned. Scans that are enlarged can appear "pixelated" or "blocky".