

## **SCANNING FILE FORMATS**

There are several options when it comes to selecting a file format in which to save your scanned images. The choices would normally be made based upon the scaling and the quality output considerations of file size and intended output.

**The most commonly used formats are:**

### **• PHOTOSHOP**

Documents in this file format open, save and revert faster than other formats. It is a format that must be used for layered documents. It is cross platform.

### **• BMP**

This is a Windows bitmapped format.

### **• EPS**

In bitmap mode EPS supports transparent whites. It is used for clipping paths and duotones in Photoshop.

### **•GIF**

This is a format for on-screen use (Internet or Multi-media). It is not intended for printing. It gives a maximum of 256 colors.

### **• JPEG**

This is a cross platform compression format with options for compression verses quality. It is often used for the Internet.

### **• PICT**

This is a Macintosh format often used for on-screen use. It is not normally used for postscript printing.

### **• TIFF**

This is a format used for transfer between applications. It offers options including a Macintosh or Windows version and compression options. It is often used for high-end printing.

## **SCANNING SUGGESTIONS**

When scanning an image, remember that there is a direct relationship between the concepts of resolution, scaling and the quality output.

Resolution is the ability of an output device, such as a printer or scanner to resolve the detail from the original image. It is most often measured in dots per inch (dpi).

Resolution needs to be considered in two areas: the scanning resolution and the printing resolution. In most cases, you can only change the scanning resolutions. Remember that increasing the scanning resolution does not always yield higher image quality. After reaching a certain threshold, more resolution only increases the size of the scanned image file.

As a general guide, for images to be printed on a desktop printer, photos should be scanned at approximately one-half the resolution of the printer that prints at 300 dpi.

Resolution also determines the scaling range or the amount you can reduce or increase the physical size of the image. Resolution and scaling are inversely related. As the resolution goes down, the scaling range goes up.

Resolution and file size are directly related. The higher the resolution selected, the larger the file size will be.

**DON'T OVER SCAN**