

## SCANNING YOUR IMAGES: DETAILS

If you choose to submit high-quality digital files instead of high-quality prints, your scanned images must meet our specifications. Before scanning all of the images for your book, you must scan 10 test images and submit to your editor a disk of files that meet *all of the specifications* listed below. You should submit this disk as soon as possible so that any issues in scanning can be resolved before your book goes into production.

**Preview, Prescan, or Bed Scan:** With the image placed flat and straight on the scanning bed, select preview, prescan, or bed scan.

**Set Resolution to 300 dpi:** Scan at a resolution of no less than 300 dpi (dots per inch).

**Crop Image:** Select the active area of your image to be scanned.

**Set Output Size or Print Size to 8 Inches Wide (or 16 Inches Wide for a Double-Page Spread):** “Output size” or “print size” refers to size of the final scanned image if you were to print it. Note that this setting has nothing to do with the physical size of the original print that you place on your scanning bed. Please do *not* use editing software to enlarge a scanned digital image that was scanned smaller than 8 inches wide or at a resolution below 300 dpi. Instead, you must *rescan* the original hard copy at the proper specifications.

**Set Color Mode to Grayscale (8-bit):** Scan your images in grayscale (not RGB, CMYK, or indexed color). Providing your images in grayscale will save space on your computer, speed up your process, and reduce the number of CDs that you will need to burn in order to submit all of your images.

**Descreening:** If you are scanning preprinted items like postcards, yearbooks, or advertisements, it is very important to select a descreening filter prior to scanning the image. Without descreening, most printed items will appear with a moiré pattern when scanned. A descreening filter will reduce the appearance of this pattern. Note that using a descreening filter on certain scanning software may prevent you from setting an output size greater than 100 percent. Contact your editor prior to scanning these types of images for more detailed instructions about descreening.

**File Format:** Save your images as TIFFs, and make sure that your default setting does not use compression. We do not accept JPEG images because they are almost always compressed into a lower resolution for easier posting on Web sites and e-mailing. Please do not submit JPEG images or JPEGs that have been converted to TIFFs.

**Naming Image Files:** Each file should be named in the order you would like it to appear in your layout. You must identify each image with a three-digit number (001, 002, 003, 004, 005, 006, 007, 008, 009, 010, 011, 012, 013, 014, 015, for example). Each number must match in three places: on your layout planner, on each individual image’s label or file name, and in your captions. Please do not use symbols (such as #) or descriptive text (such as “town hall 1890”) in your file names.