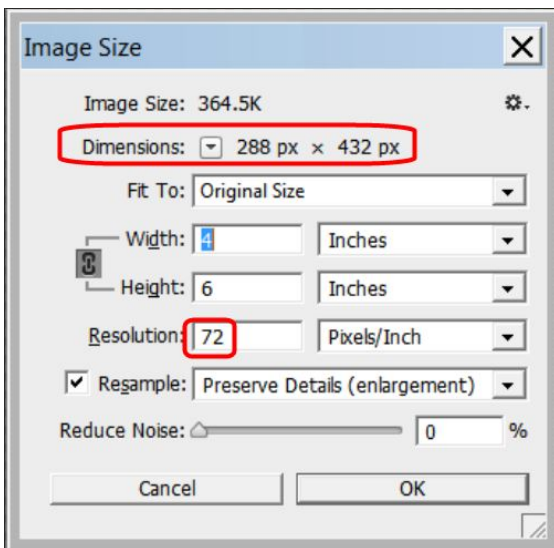


## Before you scan!

- Wipe dust and finger prints from your photo with a soft, lint-free cloth – **NOT** a paper towel. **WARNING** – never use water or spray cleaner, especially on vintage photos, you will destroy them. Use archival cleaner such as PEC-12, if available, follow instructions.
- Clean the scanner glass of finger prints, dust, etc.
- Set the scanner to the proper resolution – see below.
- Scan as a JPEG (.jpg) file. If given the option, set the scanner and application *Color Profile* (or *Space*) to **capture and save** your file using **sRGB**, which is used for photo lab printing.

## It's all in the Resolution



Resolution lingo can be confusing ... dots per inch (dpi), pixels per inch (ppi), web or print resolution ... what?

**Pixel size** is what you see on the monitor. You'll hear 72 or 96 dpi for web resolution. Not exactly.

The **SIZE** you see on the computer monitor = **PIXEL DIMENSIONS**. *Figure 1* is 288 pixels wide and 432 pixels tall (height). **Document Size** in inches is irrelevant for display on a monitor.

**Resolution** is VERY important for **printing**. At 200ppi or less your print may be a bit blurry. I recommend **250ppi**. Although the details of *Figure 1* show its size is 4" x 6", the resolution shows 72ppi, so it doesn't have enough pixels to be a good print at 4" x 6".

**Set your scanner to capture at 250ppi** to print the photo the same size as the original. Locate scanner settings in **Tools, Options, or Scan Properties**, etc.

## Want to Enlarge?

To print this small photo as an 8 x 10, set the scanner to about 600ppi. Why? Because enlarging a small image with 250 pixels per inch will reduce the number of pixels ... *in every inch*. The larger you print, the more your image will look bad. Scan at a higher resolution (more pixels per inch) and the enlargement will have plenty of pixels for a quality print.

## Where to Scan in the U.S.

Don't have a scanner? Your local FedEx Office center can scan for you or do it yourself on their computers. Ask the staff to help you with scanner settings, scan as a JPEG with sRGB color space, 250ppi (600ppi to enlarge). Use AdobeRGB color space for professional printing.



Figure 1

**Side Note:** Digital photos may show a huge pixel size and 72ppi. **Change the resolution to 250ppi without Resampling and Photoshop indicates how large it can be printed.** In the example below, at 72ppi the photo size is 24" x 15.8", but printing that large will look bad. However, it can be quality printed up to 6.94" x 4.576" – a standard 5 x 7 would be fine.

