

Scanning Chart:

Image type	Characteristics	Scanning for		
		Print	Screen	Project 1
Photographs	<ul style="list-style-type: none"> <li>• Enlargement of a negative</li> <li>• Realistic; a direct record of light's reflection</li> <li>• Tones are continuous</li> <li>• High detail</li> </ul>	300 dpi	72 dpi	150 dpi
Solid graphics	<ul style="list-style-type: none"> <li>• One or a few flat colors</li> <li>• Mainly icons; illustrations, logos, and type</li> <li>• Also known as "line art" or "vector art"</li> </ul>	600 dpi <sup>1</sup>	72 dpi	300 dpi
Reproductions <sup>2</sup>	<ul style="list-style-type: none"> <li>• Composed of printed line/dot patterns</li> <li>• A copy of an original</li> <li>• Often poor quality, depending on process by which original was reproduced</li> </ul>	300 dpi <sup>3</sup>	72 dpi	150 dpi
3D objects	<ul style="list-style-type: none"> <li>• Real object; any scan or photo taken of a 3D object is authentic—a first level record.</li> <li>• Tones are continuous</li> <li>• High detail</li> </ul>	300 dpi	72 dpi	200 dpi
Hand drawn imagery	<ul style="list-style-type: none"> <li>• May be similar to solid graphics or photographs, depending on the nature of the image</li> </ul>	300dpi <sup>4</sup>	72 dpi	200 dpi

<sup>1</sup> Because it is easier to spot flaws in solid imagery, a much higher dpi is used. If the file is to be vectorized, 400 dpi is sufficient. 600 dpi is best for converting hard copy to digital; for instance, often an organization only has a printout, xerox or "slick sheet" of their logo and needs it converted to digital. In these instances, it's best to scan at a high resolution to ensure all detail is captured.

<sup>2</sup> Scans are often plagued by "moiré patterns" and "show through". Moiré patterns appear as a canvas-like texture superimposed on the image, and can be eliminated by choosing a descreen option in your scanning software. Show through appears as text or imagery printed on the opposite side of the page which is being scanned, and is difficult to eliminate without compromising the quality of the scan.

<sup>3</sup> Always scan original photos if possible.

<sup>4</sup> 300 dpi is fine if the drawing contains tones (shades of grey). If the drawing is pure black and white, 400 dpi is recommended so that a more precise vector can be extracted from the data.

Keep in mind that these numbers are only pertinent if the reproduction is to appear at the same size as the original. Adjust dpi appropriately if this is not the case; if the reproduction needs to be 4"x4" and the original is only 2"x2", scan at double the dpi or increase the scan percentage.