

Table 1: Digital Master Image Files – Recommended Imaging Requirements

Document Type	Resolution	Bit Depth	Enhancements Allowed	File Format	Compression
Printed Text	600 dpi	Bitonal	Sharpening, descreening, cropping, deskewing, and despeckling ¹	TIFF 6	Uncompressed or lossless compression
Rare/damaged Printed text	400 dpi	8-bit gray or 24-bit color	Contrast stretching using histogram Minimal adjustments for tone and color	TIFF 6	Uncompressed or lossless compression
Book Illustrations	400 dpi	8-bit gray or 24-bit color Bitonal	Contrast stretching using histogram Minimal adjustments for tone and color Descreen/rescreen, sharpen	TIFF 6	Uncompressed or lossless compression
Manuscripts	400 dpi	8-bit gray or 24-bit color, if color present in the original	Contrast stretching using histogram Minimal adjustments for tone and color	TIFF 6	Uncompressed or lossless compression
Photographs 35mm 4X5 8X10 ----- Larger than 8X10	2800 ppi along the long dimension 800 dpi 400 dpi ----- 6000 along the long dimension larger than 8X10	8-bit gray or 24-bit color	Contrast stretching using histogram, sharpening, descreening Minimal adjustments for tone and color	TIFF 6	Uncompressed or lossless compression
Maps & other oversized items	300-400 dpi	8-bit gray or 24-bit color	Contrast stretching using histogram Minimal adjustments for tone and color	TIFF 6	Uncompressed or lossless compression

¹ Sharpening enhances the definition of edges in an image. Descreening enables the reduction of moiré’ patterns in a halftone image. Despeckling detects the edges in an image (areas where significant color changes occur) and blurs all of the selection except those edges. This blurring removes noise while preserving detail. Deskewing is

the process of straightening an image that may become slanted as a result of improper positioning on the scanner. Cropping is the process of removing portions of an image to create focus or strengthen the composition.

For additional terms see [Glossary](#) of terms from the Collaborative Digitization Program.