



TIPS FOR SCANNING GRAPHICS AND PHOTOGRAPHS

Scan your graphic or photo at the size it will appear in your book. That is important! If your graphic or photo is scanned at the correct resolution, then enlarged in Adobe® InDesign®, the resolution of the graphic will decrease, resulting in a bitmapped image. If the image needs to be enlarged, do it at the scanner. Remember that you can only enlarge so much before quality suffers.

Scan at a minimum of 300 dpi. For line art, scan at the highest resolution you can; 600-1200 dpi is recommended. For photographs, 300 dpi is perfectly fine. The rule of thumb is to scan photographs at twice the line screen it will be printed. We print with a 150 line screen, so scan photographs at 300 dpi. If an image is to be enlarged, do so on the scanner.

The higher the resolution of the file, the bigger it will get. The size of a file with a graphic scanned at 600 dpi will be four times the size of a file scanned at 300 dpi. Make sure you have an appropriate storage medium for your files. Invest in a CD/DVD burner and CDs or DVDs if you will be doing a lot of scanning.

Make sure your scan is in the correct mode. If it is to be used on a black and white page, it must be in either black and white or grayscale mode. On a color page, art must be in CMYK mode, photos may be in RGB mode. If your graphic is not in the correct mode, it probably will not print on the page the way you expect it to, if it even prints on the page at all.

Save your files in TIFF format for InDesign or as hi-res JPEGs for InDesign or eDesign. Make sure all graphic files are copied to a disk and submitted with your InDesign files.

If you are planning to scan your own photographs, you have the option to send a test file to your plant, but make sure this time is figured into your deadline timeframe. Your Technical Support Adviser will look at your pages and make suggestions that will ensure your pages flow through the plant with a minimum of problems or delays.



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