

The Right Size

Always scan and crop images at the same size it will appear in your document. Also, if your image needs to be rotated, scaled, or flipped, be sure to do that in your image manipulation software such as Photoshop.

Resolution Made Easy

When scanning photos, your resolution should be 2×150 (line screen) \times percent of reduction or enlargement. For example, if you have a 2" x 2" photograph that will be enlarged 25%, your formula looks like this: $2 \times 150 \times 125\% = 375$ ppi (your scanning resolution).

The Good and the Bad

Avoid bad scans! Scanning original art at less than 300 ppi (100% size) will result in image deterioration. Scanning at a higher resolution only increases image size and processing time without any enhancement. Be sure to use the formula given in the previous paragraph to determine the correct scanning resolution.

Rule of Thumb: at 100%, scanned colour images must be: CMYK at 300 dpi.

Scanning Line Art

Scan black & white line art at the highest resolution your scanner allows
- 600 ppi minimum, 1200 recommended.

Don't Forget

Convert all RGB colours to CMYK.

Never Compress

Do not use file compression on your images. It can affect the processing and quality of the printed material.

Clipping Paths

Don't use more points than you absolutely need in clipping paths. Too many points in an outline could cause problems. The clipping path flatness should be left blank.