

## Textual Documents, Graphic Illustrations/Artwork, Maps, Plans, and Oversized

| Document Character - Original  | Recommended Image Parameters   | Alternative Minimum  |
|--|--|--|
| Clean, high-contrast documents with printed type (e.g. laser printed or typeset)   | <p>1-bit bitonal mode or 8-bit grayscale - adjust scan resolution to produce a QI of 8 for smallest significant character</p> <p>or</p> <p>1-bit bitonal mode - 600 ppi* for documents with smallest significant character of 1.0 mm or larger</p> <p>or</p> <p>8-bit grayscale mode - 400 ppi for documents with smallest significant character of 1.0 mm or larger</p> <p><b>NOTE:</b> Regardless of approach used, adjust scan resolution to produce a minimum pixel measurement across the long dimension of 6,000 lines for 1-bit files and 4,000 lines for 8-bit files</p> <p>*The 600 ppi 1-bit files can be produced via scanning or created/derived from 400 ppi, 8-bit grayscale images.</p> | <p>1-bit bitonal mode - 300 ppi* for documents with smallest significant character of 2.0 mm or larger</p> <p>or</p> <p>8-bit grayscale mode - 300 ppi for documents with smallest significant character of 1.5 mm or larger</p> <p>*The 300 ppi 1-bit files can be produced via scanning or created/derived from 300 ppi, 8-bit grayscale images.</p> |
| Documents with poor legibility or diffuse characters (e.g. carbon copies, Thermofax/Verifax, etc.), handwritten annotations or other markings, low inherent contrast, staining, fading, halftone illustrations, or photographs | <p>8-bit grayscale mode - adjust scan resolution to produce a QI of 8 for smallest significant character</p> <p>or</p> <p>8-bit grayscale mode - 400 ppi for documents with smallest significant character of 1.0 mm or larger</p> <p><b>NOTE:</b> Regardless of approach used, adjust scan resolution to produce a minimum pixel measurement across the long dimension of 4,000 lines for 8-bit files</p>   | 8-bit grayscale mode - 300 ppi for documents with smallest significant character of 1.5 mm or larger   |
| Documents as described for grayscale scanning and/or where color is important to the interpretation of the information or content, or desire to produce the most accurate representation                                       | <p>24-bit color mode - adjust scan resolution to produce a QI of 8 for smallest significant character</p> <p>or</p> <p>24-bit RGB mode - 400 ppi for documents with smallest significant character of 1.0 mm or larger</p> <p><b>NOTE:</b> Regardless of approach used, adjust scan resolution to produce a minimum pixel measurement across the long dimension of 4,000 lines for 24-bit files</p>  | 24-bit RGB mode - 300 ppi for documents with smallest significant character of 1.5 mm or larger  |