

## Mid-South Color Labs, Inc.

### HOWTEK SCANNER GUIDELINES

- You can specify the way you want files scanned in a number of ways. It is best to determine what the final usage of the scan will be, before deciding what resolution to scan at.
  - Inkjets need to be scanned at 100 dpi at final size and Direct Digital prints at 300 dpi at final size.
  - You may convey to us what resolution you need in a number of ways: Megabyte size eg. "I need an 100mb scan"; Dots per inch eg. "Scan at 300 dpi at 100%".
  - We can save as RGB or CMYK, please specify. All files will be saved as TIFF files, also tell us if you need a PC or Mac formatted file.
  - If you are going to work with the scans on your computer, be sure not to exceed the capabilities of your system. In Photoshop it is recommended that you have 5 times the file size free on your hard disk and 3 times as much ram.
  - For drum scanning we need the transparencies to lay as flat as possible, we will need to take any slides out of the slide mounts and may have to cut 35mm and 120 film into strips.
  - We can scan negatives but depending on the quality the success is limited, *negative scans will not be rescanned.* For negatives, we recommend our Imacon scanner.
  - For scanning for low resolution, internet and position only, our Kodak 3570 and flat bed scans are available.
  - Maximum size of originals for scanning is 8 x 10 inches.
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