

3/2/2015

Scanning guidelines for NMDC

These procedures were developed following standards developed for the Library of Congress archives, more details on their standards can be found at:

<http://www.digitalpreservation.gov/index.html>

Scan

- as a color photograph (24 bit color) even for a black and white photograph
- at 600 dpi (minimum – use 3200 dpi for scanning slides or negatives)
- use “Auto Contrast” under “Enhance” to correct contrast
- rotate photograph so it is perfectly square
- crop to the edge of the image (remove the white border, if any – do not crop any of the actual image).