

Table 2: Digital Access Image Files – Recommended Imaging Requirements

Document Type	Resolution	Bit Depth	Enhancements Allowed	File Format	Compression
Printed Text	150 dpi	Bitonal	Sharpening, descreening, cropping, deskewing, and despeckling ¹	JPEG	6 on a scale of 1-10 Lossy compression
Rare/damaged Printed text	150 dpi	8 bit gray or 24 bit color	Contrast stretching using histogram Minimal adjustments for tone and color	JPEG	6 on a scale of 1-10 Lossy compression
Book Illustrations	150 dpi	8 bit gray or 24 bit color <hr/> Bitonal	Contrast stretching using histogram Minimal adjustments for tone and color <hr/> Descreen/rescreen, sharpen	JPEG	6 on a scale of 1-10 Lossy compression
Manuscripts	150 dpi	8 bit gray or 24 bit color, if color present in the original	Contrast stretching using histogram Minimal adjustments for tone and color	JPEG	6 on a scale of 1-10 Lossy compression
Photographs <hr/> 35mm 4X5 8X10 Larger than 8X10	150 dpi	8 bit gray or 24 bit color	Contrast stretching using histogram, sharpening, descreening Minimal adjustments for tone and color	JPEG	8 on a scale of 1-10 Lossy compression
Maps & other oversized items	150 dpi	8 bit gray or 24 bit color	Contrast stretching using histogram Minimal adjustments for tone and color	JPEG	8 on a scale of 1-10 Lossy compression

¹ Sharpening enhances the definition of edges in an image. Descreening enables the reduction of moiré' patterns in a halftone image. Despeckling detects the edges in an image (areas where significant color changes occur) and blurs all of the selection except those edges. This blurring removes noise while preserving detail. Deskewing is the process of straightening an image that may become slanted as a result of improper positioning on the scanner. Cropping is the process of removing portions of an image to create focus or strengthen the composition.

For additional terms see [Glossary](#) of terms from the Collaborative Digitization Program.