

## NARA's Acceptable Image Quality Specifications

Scanned images of textual records transferred to NARA must meet the following minimum requirements for scanning resolution and pixel (bit) depth to support archival preservation and continued use.

### 3.2.1 Bitonal (1-bit) scanned at 300-600 ppi.<sup>1</sup>

This is appropriate for documents that consist exclusively of clean printed type possessing high inherent contrast (e.g., laser printed or typeset on a white background). Scanning at 600 ppi is recommended.

### 3.2.2 Gray scale (8-bit) scanned at 300-400 ppi.

This is appropriate for textual documents of poor legibility because of low inherent contrast, staining or fading (e.g., carbon copies, thermofax, or documents with handwritten annotations or other markings), or that contain halftone illustrations or photographs. Scanning at 400 ppi is recommended.

### 3.2.3 Color (24-bit RGB [Red, Green, Blue]) scanned at 300-400 ppi.

Color mode (if technically available) is appropriate for text containing color information important to interpretation or content. Scanning at 400 ppi is recommended.

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<sup>1</sup> ppi denotes pixels per inch