

1. The basic digitized scan will be used for the vast majority of NARA-made digitized reproductions. Reproduction scans will adhere to the following specifications:
  - Minimum Scanner Resolution: 300 ppi @ original document size or 3000 pixels on the long dimension for film scans (negatives will be inverted to a positive tonal orientation). Customers may request lower scanner resolutions.
  - Maximum Scanner Resolution: 400 ppi @ original document size or 4000 pixels on the long dimension for film scans (negatives will be inverted to a positive tonal orientation).
  - Scanner Bit-Depth: 1 bit for Black-and-White, 8 bits for grayscale, and 24 bit for color.
  - Color Options: Black-and-White, Grayscale, Color.
  - Minimum Document Scan Size: 8 ½" x 14". Scan size will vary by location.
  - Image Adjustment: NARA technicians will make **no** adjustments to the scanned image.
  - Possible File Types: .TIF, .JPG, .BMP, .PDF. Available file types may vary by locations.