

# *Guidelines for Scanning Your Originals*

Have your images digitized at a print shop or office services location near you. Please contact us if you have any questions, or if you are unable to find a location. We can work with your originals for an additional fee.

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- Check the scanner bed for lint, dust, and scratches. Clean it carefully with alcohol and a cotton or microfiber cloth. Allow to dry completely before placing your original on the scanner.
- Scan in color, even if the image is black & white.
- One file per image. File format: tiff, jpg, or png
- Minimum resolution of 300dpi.
- No cropping. We will straighten up, clean up, and trim the image prior to pressing.
- **Scan the back!** If there is handwriting on the back, we will transfer that to your panel for a small additional charge.