# Three Steps for Better Scans

1. Choose the right file format and scan at high resolution for best quality images.

**Recommended settings:**

|  |  |  |
| --- | --- | --- |
| **Original** | **File format** | **Settings** |
| Text (up to A3) | PDF | 300 DPI |
| Text (A3+) | PDF | 400 DPI |
| Image | JPEG or TIFF | 300 DPI |

2. Check your scan is clear and readable.

3. Save the scan in the right place so others can find it. Give it a good name.

Need more help? Contact your Records team.