

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.



License URL: www.creativecommons.org/licenses/by/4.0/legalcode
Please give attribution to: © State of Tasmania, 2024.