**Office of the
State Archivist**

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 PPI or DPI
Text (A3+)	PDF	400 PPI or DPI
Image	JPEG or TIFF	300 PPI or 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.

Tasmanian
Government