DIGITALISATION OF YOUR ORIGINAL DOCUMENT

Send us your original documents with the best quality possible, that will increase the final result quality

Moreover, well digitalising your original documents will preserve them from the damage of time .

01. Few important notions :

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The definition :
Measured in DPI (dots per inch).
The definition of a original document is the density of dots that compose it. The more dpi an image has the more sharp and detailed it is. But more the file is heavy in Mo/Go.

The ideal definition is **300 dpi at 100%** (without increasing the size of it AFTER scanning).
That's also called high resolution.

In case of a small original document, you can increase the scanning definition to 1200 dpi (for instance scanning at 1200 dpi will bring more details and will allow 400% of enlargement of the final result)

1200 dpi

72 dpi

The frame :

Network of points necessary to print a picture on a printing machine (often an offset printer)
The picture is then transformed in colour dots (or black dots only for newspapers) of variable
sizes. The final rendering on paper is as good as the original to the eye.

Jpeg/jpg :

Saving format that compress the file almost without any degradation of the picture.
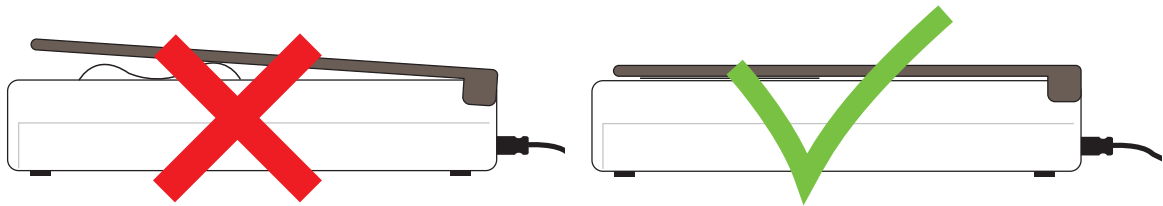The best for the sending of heavy files.

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02. Scanning:

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1. of an opaque original document (picture, plan, etc)

1.1. Clean the scanner glass (ideally with an alcohol-based cleanser) or a window cleanser.
to remove traces and stains that could stain your original document. Warning : wait until the
glass is totally dry before placing your original document on it.

1. 2. Place your original document flat against the scanner glass or drum (the image towards it)

1. 3. The cover must be down and your original document must be flat between the glass and the
cover. If not, push a little with your hand during the scanning. The parts that would not be
against the glass will be blured and any digital sharpness wouldn't cure this problem.

1. 4. Now launch the scanner driver on your computer (it is better to use the driver supplied with
the scanner) if you meet a software problem, here are the main suppliers links
www.epson.fr/Support ; www.canon.fr/Support ; www.hp.com/fr

1.5. Choose a definition of 1200 dpi at 100%, keep the RGB mode, don't bring any color or
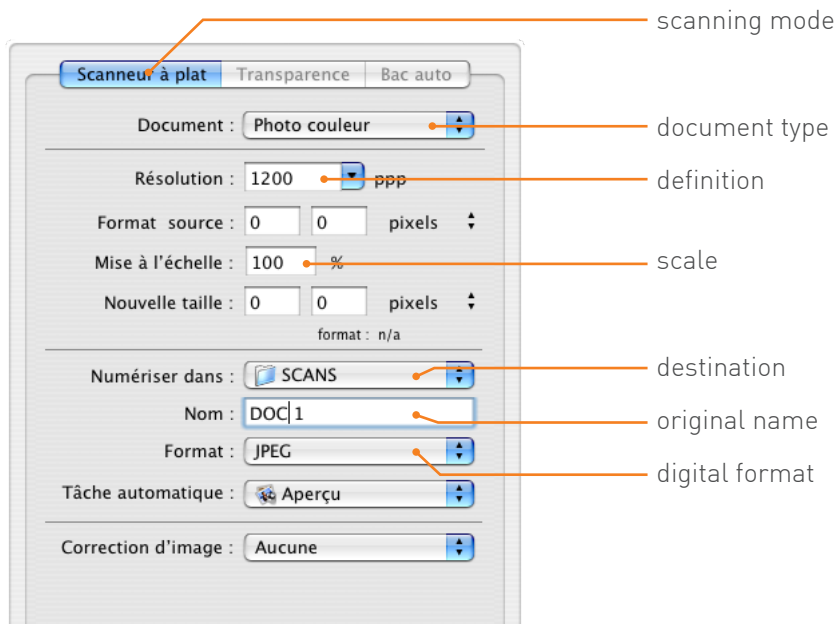sharpness correction. Choose 'color picture' mode.

> WARNING :
> For the framed (2) original documents taken from magazines and newspapers, ...some
> scanner own a function «unframed» you can select.

1.6. Clic on 'Preview' that shows if your original document is well placed on the scanner glass.
Correct if necessary.

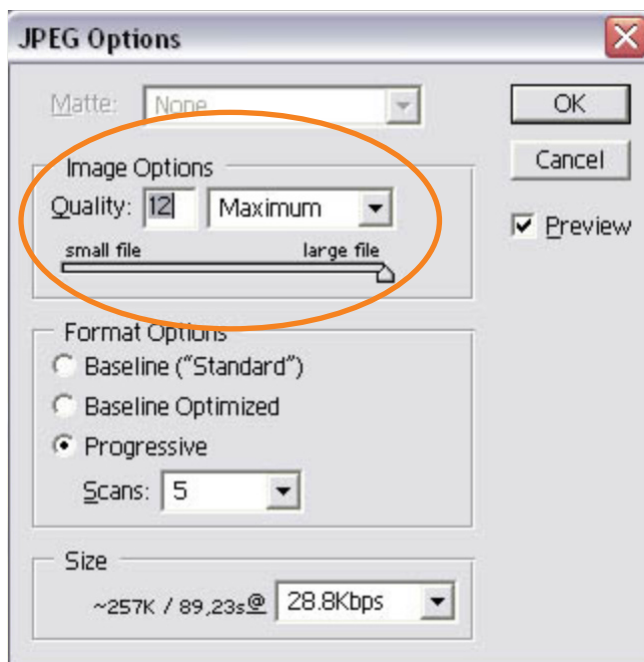1.7. Name your file and choose a destination (folder)

- one model of settings panel

scanning mode

document type

definition

scale

destination

original name

digital format

These settings are displayed different ways in each driver but you must find them to properly set your scanner

1.8. Launch the scanning : clic on the 'numerised' button.

1.9. Save the file in JPG ou JPEG highest quality.

2. of a transparent original docuent (slides, dianegative, ektachrom, glass plate)

2.1. Use the backlit cover of your scanner

2.3. Place your original document flat against the scanner glass (the image towards it)
Mind not to reverse it.

2.4. Then follow the steps 1.4 , 1.5 choosing slide mode, then follow 1.6 to 1.9

WARNING :

-never increase the image size AFTER it has been scanned, this would add some blur.

03. Photographic reproduction
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If you don't have a scanner, you can also use a camera to take a picture of your original document.

3.1. Clean the lens

3.2. Set your diaphragm on 55

3.3. Set the quality mode on the highest definition

3.4. Don't use the flash mode (this would produce reflection or white zones)

3.5. Check if the surrounding light doesn't produce any reflection

3.6. Avoid neon lighting (which often produce a green or yellow dominance)
        Check if your camera or head shadow doesn't hide the original document.

3.7. Place your lens parallel to the original doculent to avoid distortion..

3.8.   If your not sure of the result, you can take 2 or 3 pictures with slightly different settings
        and send them in the same order. We will choose the best one.

WARNING : settings can be slightly different from a camera to an other.

Please refer to our FAQ's for further information. Your solutions can help other users and reciprocally.