

Sometimes we do not always have the photo we want in digital format, it may be a 6"x4" print from a photo album, an old photograph or one that has been given to you. Don't worry, these photos can still be used to make any one of our products, you can scan these images and save them on your computer in a digital format. This scanning guide is designed to help you do that. All that's needed is a computer and a computer scanner.

The following instructions may vary according to different scanner and computer manufactures, if in doubt you should refer to the guidebook that came with your product or contact the manufacturer. Some scanners/software may not be able to support high resolution scanning and may not be able to scan at some of the resolutions mentioned in this guide.

In case you're wondering, resolution is measured in how many dots per inch (D.P.I) there are.

Scanning Instructions

- 1.** Find your product in the Product list (next page) and identify the size of the scan that is required (small, medium, large or huge)
- 2.** Refer to the scanning resolution guide (next page) and identify the resolution (D.P.I) that your photo needs to be scanned at.
- 3.** Turn on the scanner ensuring the glass surface is clean (no dust, dirt, fingerprints or smudges) and then place your image in the corner anchor point ensuring it is straight.
- 4.** Open the software used to scan images on your computer.
- 5.** Change the scanning resolution (D.P.I) for the outputted image to what is required for your product, *for example*, "500". (This could be under advanced, configure, professional mode or something similar.) Scan the photo at its original size
 - a.** If asked, choose to scan in RGB (CMYK for **photo books**, calendars, jigsaws and boxes)
- 6.** If possible, preview the scan and select the photo using a marquee tool, this is done by dragging a box over the photo. There may be a button to automatically detect your image. (your software may not have this feature)
- 7.** Scan your image.
- 8.** Save your photo as a JPEG.
- 9.** Place your order online and then upload your photograph.

Product List

	Small	Medium	Large	Huge
Canvas 40x30cm and smaller	--			
Canvas 60x40cm and smaller		--		
Canvas 1000cm and smaller			--	
Canvas 2000cm and smaller				--
All Bags	--			
Books – Albums, Journals, Address, Diaries and Life books	--			
Photo Book A5/A4	--			
Photo Book A3		--		
Calendars (small and large)	--			
Cushions (small and large)	--			
Blanket Small		--		
Blanket Medium			--	
Blanket Large				--
Jigsaws	--			
Folding Screens				--
Blinds smaller than 50cm		--		
Blinds smaller than 1000cm			--	
Blinds Smaller than 2000cm				--
Boxes	--			
Photo Mounties (small and large)	--			

Scanning Resolution Guide

The numbers represent the approximate resolution (D.P.I) your image should be scanned at

	Small	Medium	Large	Huge
Passport size	1600	2400	<i>n/a</i>	<i>n/a</i>
6” x 4”	400	500	800	1400
A4	300	400	500	800

This is just a guide and will need to be adjusted in accordance to the photo and product size. Use your own judgement to determine what dpi your image should be scanned at.