

## Scanning Basics

### How to scan your photo

The quickest and safest way to submit your photograph is to upload it. This way, your original photograph never leaves your side. Even if you do not own a scanner, you can take your photograph to an office supply store and have a good quality scan made of it.

- Scan the area that you want restored in RGB mode at 300 ppi (pixels per inch).
- Be sure that all of the color corrections and filters that are built into the scanner software are turned OFF.
- Save in JPG format. Quality setting for the JPG should be set between 10 to 12 (maximum).
- The resolution of the scanned image should be at 300 dpi (dots per inch).
- If you need to save your image at a higher resolution, or if you are sending numerous files, please burn your image(s) onto a compact disc, rather than emailing them.
- Suggested Resolutions for Photo Sizes:
  - 4"x6" - 1200x1800
  - 5"x7" - 1500x2100
  - 8"x10" - 2400x3000
- Submit your photos at [www.vitalityphoto.com](http://www.vitalityphoto.com)

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