BookScan Station

The Simple Scan Station | TBS SimpleScanStation.com

The BookScan Station makes scanning, saving and sharing as **easy as 1, 2, 3.** Now you can scan, save and even edit important documents and school papers. Share your favorite book excerpts, old letters and photos online with colleagues and friends around the world.

Scan Save Share

Getting Started

Scan

Digitize your world

Text Books
Books
Magazines
Class Notes
Photos
Year Books
Class Pictures
& More!

Save

Preserve your work

Save your files as:

JPEG TIFF PDF
SPDF WORD HTML

Share

Email yourself or others.

Share with friends

Tip Sheet

PDF This is a universally recognized file format created by Adobe Systems that's easily readable by all known PC's and Apple/Mac computers.

Searchable PDF This is also an Adobe Systems file format widely used when you want to be able to search for specific keywords within your documents or textbook pages.

Word By clicking on Word you are launching ABBYY Finereader, a very powerful OCR software application which easily scans and converts most clean text images to Microsoft Word. If there is an image on your page in addition to text, ABBYY Finereader will pull the image together with the text and in most cases retain the same formatting as the original.

TIFF Select TIFF when you want to save a photograph or other image with better color depth than JPEG or PDF. Tiffs when being compared to JPEGs do not lose important original image data when being saved and opened repeatedly. This is important when you want to archive images for the long term or plan to use the image in graphic applications where preserving the original image data is critical.

JPEG This is the most commonly used format when saving photographic images because of the ability to adjust file compression and file size without significant loss in image quality. Depending on how you intend to use the image we recommend 200DPI for JPEG images.

HTML When you want to save an image or document to be embedded in a website this is a good format to use. The BookScan Station automatically defaults to 200DPI when selecting HTML so it is not necessary to select DPI when selecting HTML.

What DPI Should I Choose

PDF's	200DPI
Searchable PDF	300DPI
Word	300DPI
TIFF	300DPI or 600DPI
JPEG	200DPI

Note: For images only meant to be read or viewed on a monitor 200DPI is the most you need.

For an excellent website offering detailed scanning tips and explanations visit: www.scantips.com *By Wayne Fulton*

Best file types for these general purposes:

	Photographic Images	**Graphics, including Logos or Line art**
Properties	Photos are continuous tones, 24 bit color or 8 bit Gray, no text, few lines and edges	Graphics are often solid colors, up to 256 colors, with text or lines and sharp edges
For Unquestionable Best Quality	Photos are continuous tones, 24 bit color or 8 bit Gray, no text, few lines and edges	TIFF (lossless compression, and no JPEG artifacts)
Smallest File Size	JPEG with a higher Quality factor can be decent.	TIFF (graphics/logos without gradients normally permit indexed color of 2 to 16 colors for smallest file size)
Maximum Compatibility (PC, Mac, Unix)	TIFF or JPEG	TIFF
Worst Choice		JPG compression adds artifacts, smears text and lines and edges