

General Specifications for Digital Image File Types

	a = Archival Master	h = High Resolution	m = Medium Resolution	l = Web/Low Resolution	p = Preview Thumbnail	t = Thumbnail
Usage	Highest quality for archiving and long-term source for derivative files; not public access	Acceptable print quality for large-sized photos on posters, exhibits, and detailed research	Acceptable print quality for medium-sized photos on fact sheets, brochures, and documents	Acceptable print quality for small-sized photos or for PowerPoint presentations and web pages	Large thumbnail for a closer view of the image details	Small thumbnail for quick preview of the image
Format	TIFF (.tif) or RAW	JPEG (.jpg)				
RGB Color Mode for all resolutions						
Pixel Dimensions	Must be at least 3000 pixels or greater across longest dimension	Must be at least 3000 pixels or greater across longest dimension	Must be at least between 1200 and 2999 pixels across longest dimension	Must be at least between 300 and 1199 pixels across longest dimension	Must be exactly 465 pixels across longest dimension (310 pixels on short dimension is recommended)	Must be exactly 120 pixels across longest dimension (80 pixels on short dimension is recommended)
Resolution	300 pixels per inch (ppi)	300 ppi	300 ppi	300 ppi	72 ppi	72 ppi
Size	3600 x 2400 pixels (12 x 8 inches)	3600 x 2400 pixels (12 x 8 inches)	1800 x 1200 pixels (6 x 4 inches)	750 x 500 pixels (5 x 3.3 inches)	465 x 310 pixels (6.5 x 4.3 inches)	120 x 80 pixels (1.7 x 1 inches)
Notes	<ul style="list-style-type: none"> • Uncompressed • Unedited, original digital source • Scanned at highest optical resolution without software interpolation • Largest file size • Used for creating the highest quality prints 	<ul style="list-style-type: none"> • Compressed • Unedited, original digital source • Scanned at highest optical resolution without software interpolation • Largest file for download • A higher speed internet access is optimal for best download times 	<ul style="list-style-type: none"> • Compressed • Unedited, original digital source • Scanned at highest optical resolution without software interpolation • Medium file for download • A higher speed internet access is optimal for best download times but not required 	<ul style="list-style-type: none"> • Compressed • Unedited, original digital source • Scanned at highest optical resolution without software interpolation • Small file for download • A higher speed internet access should not be required • Fits within viewing area of monitor 	<ul style="list-style-type: none"> • Compressed • Unedited, original digital source • Scanned at highest optical resolution without software interpolation • Smallest file for download • A higher speed internet access should not be required • Allows user to view detail in image before downloading 	<ul style="list-style-type: none"> • Must be exact to specifications for consistency throughout the library's website. • File should be optimized for web • Allows user to search quickly and determine whether they want to view other resolutions
File Size	~25-75 Mb	~4-15 Mb	~2 Mb	~500 Kb	~225 Kb	<50 Kb