

To: State Agencies & Courts
Subject: Image file format for Administrative Rules & Court Rules
From: Office of the Revisor of Statutes
Date: September 1, 2009

The Revisor's Office publishes Administrative Rules and Court Rules. These documents are published in bound paper volumes and on the Revisor web site. By creating image files according to the following specifications, agencies can supply a single file that the Revisor's Office can use for both paper and web publications.

Image file specifications for Administrative Rules & Court Rules

File format: TIFF (Tagged Image File Format).
.tif file extension.

*Original document scanning resolution*¹: 400 dpi or higher

Grayscale. 1, 8, 16, or 32 bits per pixel.
Not color.

Selection of Grayscale bits-per-pixel

In grayscale images, each dot (or pixel) is assigned a single numeric value. This value represents the intensity of the pixel. Scanners that create grayscale images offer a choice for the maximum intensity value of a pixel. Table 1 shows the commonly available choices. Figures 1 and 2 show examples of images having 1 and 8 bits-per-pixel, respectively.

Table 1 Common options for grayscale bits-per-pixel

Bits per pixel	Number of shades of grey	Intensity values Min – Max	Uses
1	2	0 – 1	Text documents, forms, line drawings.
8	256	0 – 255	Drawings in 3D, or with shading. Photos with few features.
16	65,536	0 – 65535	Anything
32	4,294,967,296	0 - 4294967295	Anything. Rarely necessary.

¹ When the original document is created with a digital camera or software (e.g, MS Visio, AutoCAD), save the image/drawing as a 400 dpi file. When possible, avoid printing the file then scanning the paper at 400 dpi. The print-scan method is more labor and frequently results in poor quality images.

Figure 1. 1 bit-per-pixel, 400 dpi, grayscale image (i1540_2670_1.TIF).

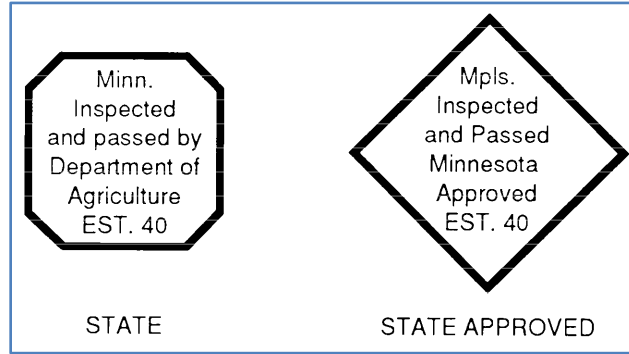


Figure 2. 8 bit-per-pixel, 600 dpi, grayscale image (i7415_9910_1.TIF).

