

## What are PastPerfect's recommendations for Image formats and file sizes?

Version 4.0

If your institution has purchased the Digital Imaging/Multimedia Upgrade, you have the capability to attach images to your PastPerfect records. Attaching images of items to the catalog records in PastPerfect is very useful for several reasons. Images can limit the handling of the items themselves, and can be used for reference by staff members, researchers, volunteers and others.

When attaching images to records in PastPerfect, there are a few guidelines to keep in mind. Please note that these are just recommendations for what works well in PastPerfect. Your institution may have different needs for its imaging projects. These guidelines will change as well, as the technology for capturing and storing images changes over time.

### Discovery Images:

We recommend that you attach JPG images between 100 and 500 KB in size to your PastPerfect records as the thumbnail images. TIFF images between 500 and 700 KB in size are also acceptable.

When attaching images from a scanner or digital camera, we have a few recommendations for resolution, or ppi, settings to create files in an acceptable size for PastPerfect. You will need to adjust your scanner or camera settings before scanning or taking pictures, using the guide below, so that the resulting image files will be an acceptable size.

8" x 10" photograph or larger = 150 - 300 ppi  
5" x 7" photograph = 200 - 400 ppi  
3" x 2" photograph = 300 - 600 ppi  
slide = 600 - 1200 ppi

Images should be color, not grayscale or black and white.  
Images should have a bit depth of 24 to enable the ability to watermark.  
JPG images cannot be "Progressive" types.

The basic principle behind these numbers has to do with the bit depth of an image. The higher the bit depth, the more information you will be able to see on an image when you zoom in. Images that have a bit depth of 8 can only have up to 256 shades of color in them, whereas images with a bit depth of 24 can have up to 16.6 million shades of colors. For this reason we recommend attaching images with a bit depth of 24, which is typically what most scanners and cameras use to capture image information. Images that are saved in GIF file format are not recommended for use with PastPerfect because they have a bit depth lower than 24.

### Archival Quality Images:

You may have high resolution copies of the images you have attached as thumbnails in PastPerfect. You do not want them attached to the PastPerfect record because they are too large. You can enter the location of the high resolution image in the "Metadata" portion of Image Management by following these steps:

1. Locate a catalog record in PastPerfect for which you also have a high resolution image
2. Click the "Image Management" button in the upper right corner of the record
3. Click the "Metadata" button on the right side of the Image Management screen
4. Click the "Edit" button
5. Click your cursor into the field labeled, "Location of high-resolution archival image" and type in the location where the high resolution image is stored. You can also browse for the file by clicking the image icon next to the field labeled "High Resolution Imagefile Name (Including Path)"
6. Click the "Save" button
7. Click the "Close" button
8. Click the "Exit" button

You now have this information recorded in PastPerfect!

PastPerfect 4.0 also has a setting where it will create a smaller "Discovery" image to use as the thumbnail image, if you attach an image over a certain file size (the default setting is 2 MB), and save the high resolution image as a Multimedia attachment. To enable this setting, or change the default file size setting, click the "Setup" button on the main menu of PastPerfect and choose the "Multi-Media" option. Place a check in the box under "Large Archival Images" to enable this setting.

If you have any questions about attaching images in PastPerfect, please call our Support Office, toll free at 800-562-6080 or e-mail at [support@museumsoftware.com](mailto:support@museumsoftware.com).