

Scanning

REQUESTED BY		DUE DATE	FOR OFFICE USE ONLY:
DEPARTMENT	PHONE	TODAY'S DATE	Job # Assigned to:

Slide Scanning: (check all that apply)

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Crop |
| <input type="checkbox"/> | <input type="checkbox"/> | Remove "Dust" |
| <input type="checkbox"/> | <input type="checkbox"/> | "PowerPoint Size" 1152 x 768 pixels, 72 DPI |
| <input type="checkbox"/> | <input type="checkbox"/> | "Standard Size" 2700 x 1800 pixels, 300 DPI |

Please be aware that we are not dentists, and therefore do not have the knowledge to discern between what should be in the slide and what has corroded over time (including color).

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Flatbed Scanning: Number of Originals/Pages to be Scanned: _____

Resolution/DPI: _____ (i.e. 300 DPI)

File format: JPEG TIFF Other: _____

Cropping: Leave border Borderless