

# File & Image Format Basics

A QUICKSTART  
DEFINITION GUIDE

## Compression

is the reduction of stored image file sizes by reducing the number of bits in a digital image file; JPEG and TIFF are two examples.

## Compression ratio

is the ratio of the file sizes of a compressed file to an uncompressed file.

## Decompression

is the process which restores files to their original state after they have been compressed.

## DPI (Dots per inch)

is the measure of image resolution and quality in horizontal and vertical dimensions. It is used to define scanner, printer and display screen resolution.

## GIF (Graphics Interchange File Format)

is a lossless image format that supports both animated and static images.

## Image resolution

is the measure of image quality defined as dots per inch (dpi). Documents should be scanned at a minimum resolution 200dpi, but 300dpi is preferred.

## JPEG or JPG (Joint Photographic Experts Group)

is an image compression format used for storing color photographs and images. It can also be referred to as a **JFIF (JPG File Interchange Format)**. It's a file format created by the Independent JPEG Group (IJG) for the transport of single JPEG-compressed images.

## PDF (Portable Document Format)

is an electronic replica of a document. Unlike pure image formats like TIFFs, PDFs allow content searches, the addition of metadata, and the embedding of electronic signatures. PDFs also enable the platform-independent presentation of information. The format was developed by Adobe Systems for document publication.

## PDF/A (PDF/Archive)

is different from a standard PDF because it is designed with long-term preservation of electronic documents in mind. The format prohibits features that are not ideal for archived documents, such as audio or video content and font linking.

## Pixel

is a single dot on an image. It can be black and white, grayscale or color.

## Raster/rasterized (raster or bitmap drawing)

is a method of representing an image with a grid (or “map”) of dots or pixels. Typical raster file formats are GIF, JPEG, TIFF, PCX, BMP, etc.

## Resolution

defines the clarity and information content of a bitmap. Often measured in dots per inch (dpi) and commonly used as part of the specification of printers, scanners and computer displays.

## Scale-to-gray

or grayscale, is an option to display a black and white image file in an enhanced mode, making it easier to view. A scale-to-gray display uses gray shading to fill in gaps or jumps, known as aliasing, that occur when displaying an image file on a computer screen.

## TIFF (Tagged Image File Format)

is the standard for imaging general office documents. TIFFs allow for several different types of compression and may be single or multi-page files. A single-page TIFF is a single image of one page of a document. A multi-page TIFF is a large single file consisting of multiple document pages.

## TIFF Group III (compression)

is a one-dimensional compression format for storing black and white images that is utilized by most fax machines.

## TIFF Group IV (compression)

is a two-dimensional compression format for storing black and white images. Typically compresses at a 20-to-1 ratio for standard business documents.

## Transformation

is changing content from one format to the needed delivery format.



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