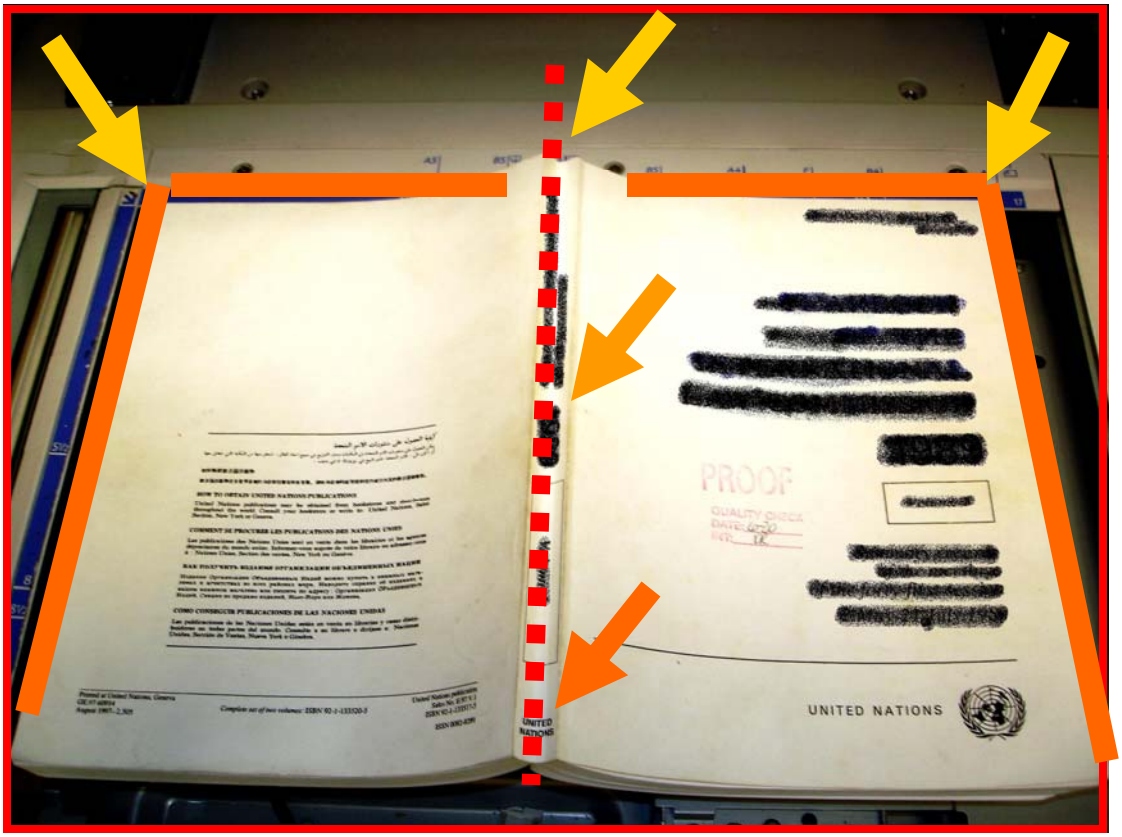
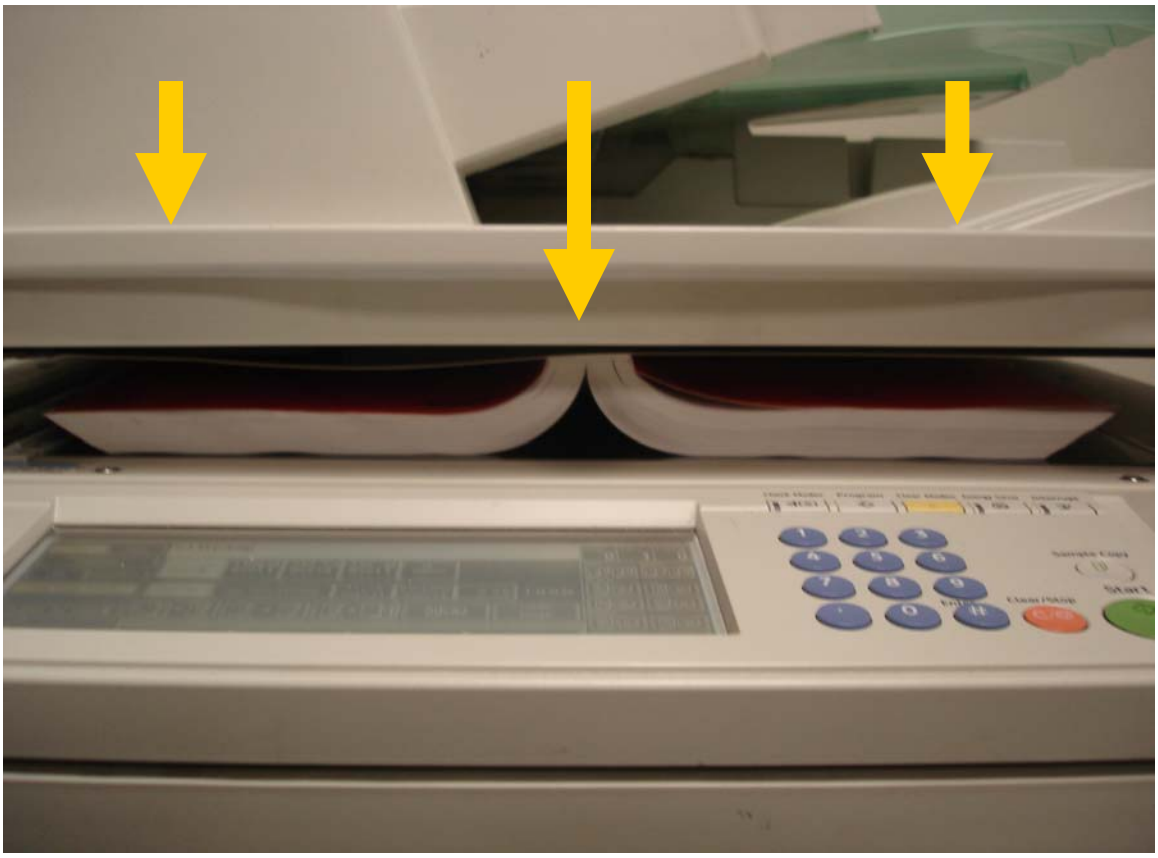
Guidelines on copying/scanning bounded treaties and related documents to be submitted for publication with the UN Secretariat

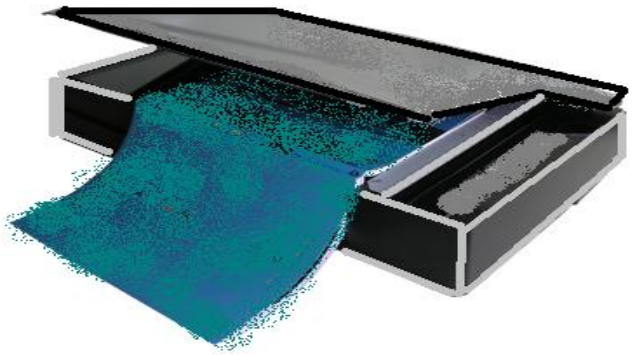


- Align treaty margins and spine to copier guides (avoids skewed, distorted images)
- Use best quality original documents available
- To avoid spots or smudges on copies, clean the copier glass according to recommended procedures in the maintenance manual
- Adjust brightness and contrast settings for poor quality / old documents
- Scan documents at 300 dpi, bitonal, G4 compression
- For maps, scan in color mode, at 300 dpi, using an appropiate compresion method (such as JPEG)



- Apply pressure on treaty spine, it will eliminate / minimize “shadows” and background noise

- For best results, use a book scanner (see image below), especially for thick, bounded documents. The resulted image can be saved in electronic format or printed on paper.



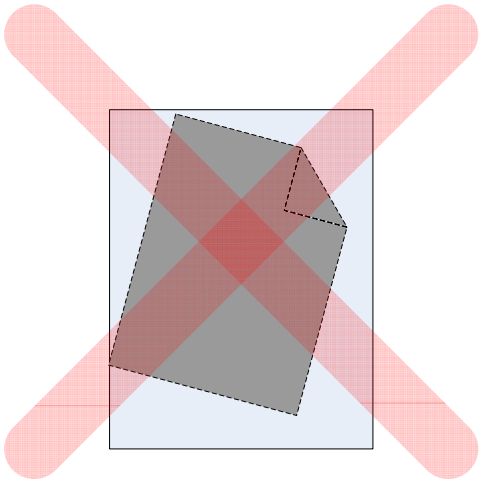
Visual Aid for Document Image Quality Checking (intended for desk-top / web publishing)

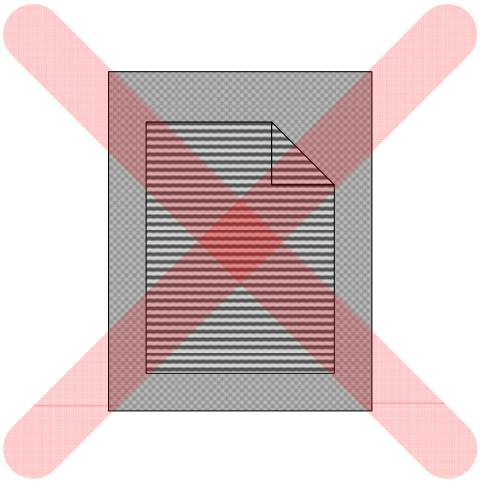
(see next page)

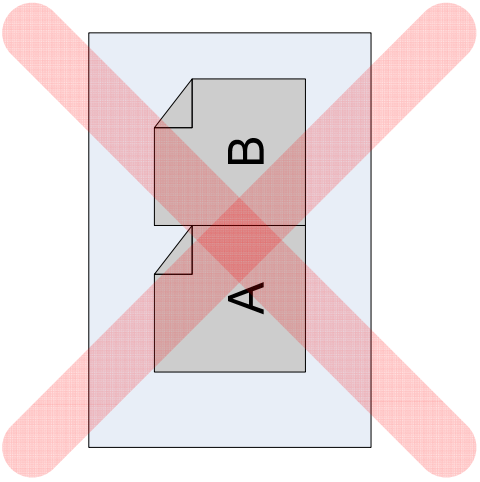
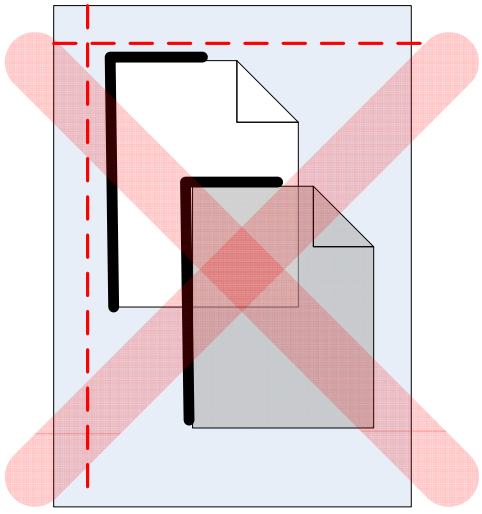
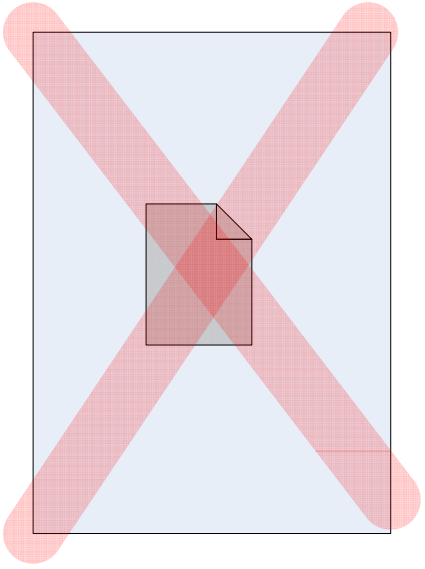
Use this poster for checking document image quality, submitted for publishing in the UN Treaty Series (for print and Web).

Avoid :

- Skewed images
- Dark/noisy background, low contrast
- Two images on one page (e.g. books)
- Borders
- Pages with different alignment
- Reduced sized pages



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