

New York Heritage (NYHeritage.org)
Master, Access and Thumbnail File Types

Master Files

First, create a large high-quality Master TIFF or JPG2000 file to keep for your own institution's archives. Master image files represent the original as closely as possible. They should remain uncompressed and unedited. Master files serve as a long term source for derivative files and can be used to create high quality print reproductions.

Each institution will need to balance cost versus benefits when choosing a resolution for their Master images. Materials should be scanned at the highest resolution possible. The higher the resolution, the more flexible, stable, and useful the scan will be. However, higher resolution requires more labor, time, and storage costs. Items with very small characters or fine print, and those that are rare and/or fragile (such as a one-of-a-kind brittle manuscript) typically require higher resolutions.

Ask your library council about the possibility of obtaining licenses for saving files as JPEG2000, if interested.

Access Files

Access files are created to fit within the average viewer's monitor. They are a reasonable size for download but are acceptable quality for general research. Either upload Access Files into CONTENTdm or use CONTENTdm to automatically generate your Access images from your Master files. If you want to upload an image to NYH that has more than 800 pixels across the long dimension, then the JPEG2000 format is a better choice.

Thumbnail

Thumbnails are very small images that load quickly on a user's monitor. They are designed to be used as a preview for a larger image. The CONTENTdm Project Client offers the option of generating a thumbnail version of the file upon importing your Access image into the system. Note: If you want to create a custom thumbnail for non-image files (PDFs, Audio, Video, etc.) instead of using CONTENTdm's generic thumbnails, then your image files need to be no bigger than 160 x 120 pixels.