

Scanning Tips

- ➔ Use 200 or 300 dpi for scanning documents.
- ➔ Set image type to Black and White, or Faxing, Filing and Copying, or comparable setting. Do NOT scan in color unless the document requires color scanning, such as a phot, map. Ora brochure. Documents with shades of gray may need to be scanned using gray-scale setting in the scanner software.
- ➔ Use black ink if possible. Blue ink and pencil do not scan well. If necessary, make a copy of the document before scanning it, and darken with the copy machine settings.
- ➔ For large documents, where only the last page has a signature, consider converting the document to pdf in your wordprocessor and only scanning the signature page. Use Adobe Acrobat Standard to combine the two pdf files.
- ➔ Check the size of a scanned document before uploading it to CM/ECF. The size limit is 5MB per document. To check the file size, locate the file in Windows Explorer, right click on the file and choose Properties.
- ➔ Estimated number of pages in a 5MB scanned document
 - ➔ Plain text, correspondence, pleadings, etc. 70-100 pages
 - ➔ Tables, charts, extensive graphics 30-35 pages
 - ➔ Condensed transcripts 15-20 pages
- ➔ Estimated number of pages in a 5 MB document converted from Word or WordPerfect 600 pages
- ➔ If a scanned document is larger than 5MB, use Adobe Acrobat Standard to extract pages from the document to a separate file. Or use pdfFactory, cutePDF, etc. to print the pages to two separate files. This prevents re-scanning the document.

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