

## Scanner Tips

Only documents that cannot be electronically converted to PDF, such as contracts, medical records and photographs, may be converted to PDF format by using a scanner. The following are suggested scanner tips assembled by various courts:

- Use 200 dpi for scanning documents.
- Set image type to black and white bitmap, text (image only), or line art.
- Do not use OCR or Textbridge, these options scan the document for altering or word processing. For filing purposes, we need an image of the document which cannot be readily altered.
- 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.
- Request depositions in electronic format such as CD or floppy disk and convert them to PDF using a word processor.
- Use Adobe Acrobat Writer software on the scanning computer to simplify the scanning process. Scan documents directly into Adobe by clicking **File... Import...** Scan on the menu bar.
- Check the size of a scanned document before uploading it to CM/ECF. The size limit is 2 MB 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 2 MB scanned document:
  - Plain text, correspondence, pleadings, etc. - 50 pages
  - Tables, charts, extensive graphics - 10-15 pages
  - Condensed transcripts - 10-12 pages
- If a scanned document is larger than 2 MB, use Adobe Acrobat Writer to extract pages from the document to a separate file. Or use pdfFactory to print the pages to two separate files. This prevents re-scanning the document.