Scanning Tips

▸ Use 200dpi 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 only an image of the document

▸ 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 Writer to combine the two pdf files.

▸ Request depositions on 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. (Note: you can still use pdfFactory on other computers to convert word processed documents)

▸ Check the size of a scanned document before uploading it to CM/ECF. The size limit is 2MB 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 2MB scanned document
   ▸ Plain text, correspondence, pleadings, etc.   30-40 pages
   ▸ Tables, charts, extensive graphics   10-15 pages
   ▸ Condensed transcripts   10-12 pages

▸ If a scanned document is larger than 2MB, 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.