

Best Practices: Scanning Documents

Scanning Large Documents for Electronic Filing

Converting paper documents into electronic format by scanning is a fast and convenient way of making information available for electronic filing. Depending on network connections, software versions, and processing speed, please consider the following guidelines to make that process even more efficient.

1. Divide very large documents into smaller files

- If you have a large document, break your file into 25 or 50 page segments depending on the file size to which you can reduce the image. Some jurisdictions may procedurally limit the size to 25.
- Ten pages should save about 1Megabytes (MB). Scanning 120 pages should yield a file approximately 12 MB in size. The more MB used, the longer it will take to transmit and download the files. So, when possible, break a document into small segments and title each segment appropriately in the Document Tile field in File & Serve.

Example: File 1= Pages 1 – 50 of Exhibit A
 File 2 = Pages 51-100 of Exhibit A
 File 3 = Pages 101-150 of Exhibit A

2. Select the lowest resolution possible:

- A resolution of 200 dpi is usually sufficient for any size document. After scanning, check to see the quality of the image. You may prefer to increase the resolution to 300 dpi but could experience longer upload or download times.
- Leave the color depth at Black & White or greyscale, not color.

NOTE: To check whether the resolution is low enough, divide the number of kilobytes in your file (you will see this noted on your file) by the number of pages. If your file size averages more than approximately 1 MB per ten pages, then the resolution is higher than it needs to be.

3. Be sure all your scanning choices keep file size to a minimum:

- Select **Line Art** (black and white) to minimize file size.
- Do not choose any character recognition options (OCR).

4. Save correctly:

- **Save as** a Group 4, multipage TIFF file with the extension *.tif*.

5. If you are converting the document to PDF, follow this procedure:

Open the TIFF file in Adobe Acrobat; then “capture” it to further reduce file size.

To import a Group 4 TIFF document into Adobe Acrobat:

1. Open Adobe Acrobat 4.
2. From the **File** menu, open the desired Group 4 TIFF file. The document converts to PDF.
3. Select **File>Save As**.
4. Make sure **Optimize** is selected, and save the file.
5. Leave the file open in Adobe Acrobat.

To capture the document:

1. In Adobe Acrobat, select **Tools>Paper Capture>Capture Pages**.
2. Select **All Pages**.
3. Click **OK**.
4. Save the file.