

Appendix E

Scanning Guidelines

It is important that scanning software is configured correctly to ensure fast and efficient use of CM/ECF. Essentially, the consequences of poor or incorrect setup are significantly increased file size — typically 20 to 40 times the original size. Bloated file size cause:

- Increased file storage requirements for the user's PC and automation systems which greatly slows the processing of documents.
- Increased network traffic both locally and through the user's Internet Service Provider with very long file upload times. Files may simply be rejected for size or the communications network may *time out* due to overlarge files.
- A very slow response from CM/ECF as the user attempts to upload a large file. Large files will also cause a delay in obtaining a confirmation of successful receipt, or at worse file rejection.
- Increased download and file opening time when attempting to read large files that are already uploaded into CM/ECF.

The best method for creating a PDF document is a direct conversion of a word processing document (Word or WordPerfect, et cetera) via Adobe Acrobat. PDF files created via Adobe Acrobat have two advantages: the file size are smaller than scanned documents and the text is searchable via Acrobat. We recommend this method for creating a PDF file from a word processing application.

Scanning:

You must ensure that the scanner software settings are set to the following requirements:

- Resolution should be set to a minimum of 200dpi or a maximum of 300dpi.
- Image type should be set to black and white drawing (not gray scale or color).

A test document should be converted via Adobe Acrobat for uploading to CM/ECF. This PDF conversion can be done using several methods. One method is via Adobe Acrobat 5.0 (full package not just the Acrobat Reader). Simply drag the scanned file onto the Acrobat icon. The document conversion is automatic. This conversion ***should not*** significantly increase the file size. Check the PDF file to make sure! File size can be viewed through Windows Explorer by highlighting the file name, right-clicking and selecting Properties. The file size will be listed.

If your document is mostly text, it should be no bigger than approximately 50KB per page. At most, a very detailed page containing graphics, e.g., a title, should be no bigger than approximately 200KB per page.