

Scanning, Best Practices

Avoid scanning when possible

Scanned documents are not searchable and are considerably larger in size than documents electronically converted to PDF.

- Convert electronic documents directly to PDF instead of printing then scanning.
 - Request depositions on floppy disk and convert to PDF using a word processor.
 - Use the **Insert Pages** function of Adobe Acrobat to combine scanned and unscanned PDF files into a single PDF. (Such as when only the last page of a document contains a signature.)
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Organize and prepare documents

Organize and group the attachments in a way that makes them easiest to use. **Use your best judgment.** If you have five, 1-page documents, and one 50-page document, combine the five, 1-page documents into one PDF, and keep the 50-page document as a separate PDF. If a single document cannot be scanned as a file smaller than 10MB try to divide it in logical places (such as between chapters or sections).

Check documents for content that may not scan clearly, such as pencil markings or blue ink. Consider making a copy of the document before scanning to darken such markings.

Use white or light colored exhibit stickers. The blue exhibit stickers often turn black when scanned and become illegible.

Use correct scanner settings

With the proper settings, a 10MB pdf document can contain over 100 scanned pages.

- **Resolution (DPI):** 300dpi
- **Image or Picture Type:** Black and White (Do not use grayscale or color unless scanning a photograph)

Note: Do not use a scanner's OCR settings as this can alter the scanned document.

Check file size

To determine the file size of a PDF, open it in Adobe Acrobat. From the **File** menu, click **Document Properties**.

If the document is larger than 10MB, use the **Extract Pages** feature of Adobe Acrobat to split the PDF into two or more files.

Note: 10MB = 10024 KB