SCANNING GUIDELINES
To Minimize File Size and Save Storage, Upload And Review Time for CM/ECF Filers

It is critical to fast and efficient use of CM/ECF that the software used for scanning documents is configured correctly. Essentially, the consequences of poor or incorrect setup are significantly increased file size - typically 20 to 40 times. This bloated file size causes:

· Vastly increased file storage requirements at the user's PC, server and backup level, together with a general slowness in handling such files.
· Vastly 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 simply time out due to overlarge files.
· A very slow response from CM/ECF as the user attempts to upload a large file, and attendant delay in obtaining a confirmation of successful receipt, or at worst file rejection.
· A very slow download and file opening when attempting to read large files already uploaded into CM/ECF.

The optimal method for creating a PDF document for filing in CM/ECF is to create it directly from a word processing program such as Word, WordPerfect, or Adobe Acrobat. PDF files created in this way have two advantages: they are much smaller in size than documents that have been scanned and they are text-searchable. The CM/ECF project team recommends this method for creating a PDF file from a word processing application.

If you MUST scan:

Fortunately, there are some simple steps and checks to ensure correct scanner software settings:

· Resolution should be set to 200 dpi, or a maximum 300 dpi.

· Image type should be set to black and white drawing (NOT gray scale, NOT color).

· Scanned image output or save as format should be TIF (ideally compressed CCITT4). Check your scanner software manual or Help for information on how to set output type.

A simple test scan should be made and the file converted to PDF ready for upload to CM/ECF. This PDF conversion can be done using one of several software packages but a good example is Adobe Acrobat (full package not just the Reader). Simply drag the scanned file onto the Acrobat icon and conversion is automatic. This conversion should NOT significantly increase the file size. Do a last check of the PDF file to make sure! File size can be viewed by simply finding the file through Windows Explorer, left-clicking the icon of the file once to highlight it, then right-clicking and select Properties. The file size will be listed.

If your document is mostly text, it should be no large than about 50 KB per page. At most, a very detailed paged with graphics (e.g. a title) should be no larger than about 200 KB per page.

Print this page and scan it as a test!
At 200 dpi this single page scans and converts to about a a 35KB PDF file.
At 300 dpi this single page scans and converts to about a 52KB PDF file.