Scanner Tips

Only documents that cannot be electronically converted to PDF, such as contracts, medical records and photographs, may be converted to PDF format by using a scanner. And each individual PDF document submitted through ECF must be smaller than 3.0MB (or 3,000KB). Converted (rather than scanned) documents rarely exceed 3.0MB since you usually can get hundreds of pages into a 3.0MB file. Scanned documents can be problematic, however, since scanning creates a MUCH larger file size for the same number of pages compared to converting documents. There is no way to tell exactly how many pages you can get into a file under 3.0MB when scanning, but here are some general guidelines:

100 pages converted to PDF may be only 1.5MB.
100 pages scanned to PDF at high resolution may be 18.0MB.
100 pages scanned to PDF at low resolution may be only 2.9MB.

Testing here at the court, we were able to scan approximately 80-100 pages into a 3.0MB PDF file using the lowest resolution.

You must consult your scanner's documentation or the manufacturer's website/helpdesk for assistance is using your scanner. The ECFHelpDesk has no information on your scanner.

Here are a couple of rough approximations of what you might expect for upload or download time for different kinds of connections for 1MB of data (approximately one million characters, spaces included). These are only approximations.

T1 line with little traffic: 1 second per 1MB

DSL or cable: 2-5 seconds per 1MB

56k modem: 3-7 minutes per 1MB

The following are suggested scanner tips assembled by various courts:

- Use 200 dpi 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 an image of the document which cannot be readily altered.

- 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.

- Request depositions in electronic format such as CD or 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.

- Check the size of a scanned document before uploading it to CM/ECF. The size limit is 3 MB 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 3 MB scanned document:

  o Plain text, correspondence, pleadings, etc. - 75 pages
  o Tables, charts, extensive graphics - 15-19 pages
  o Condensed transcripts - 14-17 pages

- If a scanned document is larger than 3 MB, 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.

external training/scanner tips