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. The 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.

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

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

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

If your document is mostly text, it should be no larger than about 50KB per page. At most, a very detailed page with graphics should be no larger than about 200KB per page.

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