

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. The consequences of poor or incorrect setup are significantly increased file size - typically 20 to 40 times larger than necessary. 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 be rejected for size or the communications network may time out due to overlarge files.
- 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 possibly file rejection.
- Very slow download and file opening when attempting to read large files already uploaded into CM/ECF.

Suggested scanner software settings are:

- 3.2.1 Bitonal (black and white) scanned at 300-600 ppi. **(RECOMMENDED SETTING)**
This is appropriate for documents that consist exclusively of clean printed type possessing high inherent contrast (e.g., laser printed or typeset on a white background). Scanning at 300 - 400 ppi is recommended.
- 3.2.2 Gray scale (8-bit) scanned at 300-400 ppi.
This is appropriate for textual documents of poor legibility because of low inherent contrast, staining or fading (e.g., carbon copies, thermofax, or documents with handwritten annotations or other markings), or that contain halftone illustrations or photographs.
- 3.2.3 Color (24-bit RGB [Red, Green, Blue]) scanned at 300-400 ppi.
Color mode (if technically available) is appropriate for text containing color information important to interpretation or content.

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

Print this page and scan it as a test.

At 300 dpi black and white, this single page scans and converts to less than 20KB.

At 300 dpi grayscale, this single page scans and converts to less than 45KB.

At 300 dpi full color, this single page scans and converts to less than 85KB.