



SCANNING TIPS

CM/ECF will not accept PDF documents larger than 5 MB. Documents larger than 5 MB will need to be divided into smaller documents that are no more than 5 MB in size. Some guidelines to follow are:

- Use 300 dpi (dots per inch) for scanning.
- Set image type to black and white bitmap, text (image only), or line art.
- 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.
- For large documents, where only the last page has a signature, consider converting the document to PDF in your wordprocessor and only scanning the signature page.
- Request depositions on a CD and convert them to PDF using a word processor.
- If graphs, images or color photos are used, one page may be close to exceeding the 5 MB size limit.
- Check the size of a scanned document before uploading it in CM/ECF. The size limit is 5 MB per document. To verify that the size of the document meets the 5 MB limit, right-click on the PDF document and select properties. This will open a window that provides the file size information. If the file size is less than 5 MB, then it can be filed electronically. If it is more than 5 MB, then it will need to be divided into two or more files, with each file being 5 MB or less.
- Documents created with a word processing program such as WordPerfect or Microsoft Word and correctly converted or published to PDF will generally be smaller than a scanned document. Estimated number of pages in a 5 MB scanned document is 100 to 125 pages. A 5 MB file size is usually about 250 pages from a word processor.