Appendix 3 – Document Scanning Guidelines

1. Turn the "searchable text" option <u>off</u> (this is also referred to as Optical Character Recognition or OCR). If OCR is on, the PDF will be too large to be uploaded in *Review*, and it would be too large for most browsers to open.

► **Note:** Whenever possible, it is best to convert a Word document into a PDF than to scan a document and convert it to a PDF. A Word document that has been converted is searchable; a scanned document is not.

2. Unless color is absolutely necessary, always scan in black and white.
   • 300 dpi (dots per inch) provides better readability
   • 200 dpi is better for limiting document size, but text may not be clear

3. If color is necessary, either of the settings below is acceptable, but the first option is best for keeping document size to a minimum.
   • Full color scanning: 200 dpi
   • Scan with desired color settings and dpi, but reduce the file size in Adobe Acrobat by clicking Reduce File Size on the Document menu (see screen shot below).