Guidelines for scanning documents for upload into AP On-Line

In order to ensure that PDF documents are not unnecessarily large (thereby creating PDF bundling problems in AP On-Line), a size limit of 20 MB has been established for each PDF uploaded into AP On-Line. It is important to upload PDFs that do not exceed this size limit, but that are still clear and readable.

Please note that publications should not be uploaded into the review file in AP On-Line. Publications should be submitted as paper documents, just as they are with paper files.

All scanners and scanning software packages are different. The guidelines below are for your use in setting up your hardware and software to keep document size to a minimum.

1. Set the "searchable text" option <u>off</u> (this is also referred to as Optical Character Recognition or OCR).

2. Unless color is absolutely necessary, always scan in black and white
   - 300 dpi (dots per inch) provides for better readability
   - 200 dpi is better for limiting document size, but text may not be very 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 in Adobe Acrobat, reduce the file size by using the menu choices Document ➜ Reduce File Size (see screen shot below).