

Electronic Filing System Scanning Requirements

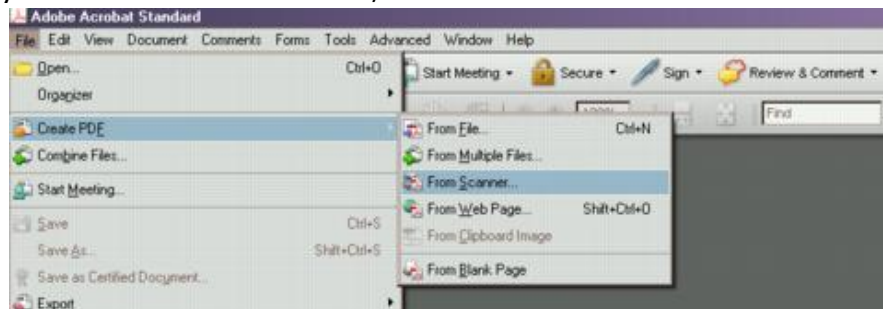
March 31, 2008

Scanned pages MUST be black on a white background:

- Do not scan in color.
- Do not scan in greyscale.
- Do not save images as a jpeg2000.
- Set the scanning options to 300 DPI Black & White (called "binary" on some scanners).
- Scanned image must be larger than 4"x 6" and NO MORE than 8.5" x 14"
- Required Font size is 12 pitch – do not reduce legal size documents to letter size before scanning as the font becomes illegible.

Ensure that your scanner setting does not inadvertently scan in an 8 ½" x 11" document as an 8½" x 14". The text size will be reduced and legibility will be impaired which will be cause for a defect. If the paper size is slightly larger than 8 ½ x 11" or the paper is misaligned in the scanner, the setting will automatically change to 8½ x 14".

Scan directly to PDF – In Adobe Acrobat, select File > Create PDF > From Scanner



-OR- select FAX or TIFF CCITT Group 4 compression to create an image file which can then be selected in Acrobat when you "Insert Pages" --- Acrobat will compress the file to a reasonable size when it is digitally signed.

Vital Statistics Certificates and other documents with a dark background.

These certificates are difficult to scan and image as they are designed to prevent unlawful copying.

You may achieve a better quality scan if you copy the certificate on a copier with "lighter" setting so that the names stand out from the background. Try to eliminate as much of the background as possible, then scan in the paper copy.

If you choose to scan directly from the certificate adjust the contrast and brightness until the text is clear and the background has been eliminated as much as possible.