



CSCMS Scanning Optimization (Reduce Time to Scan and Upload/Download Documents)

The CSCMS system stores data you scan into the system for review by the Monitors. In an attempt to optimize system performance, we request that you use the scanning process judiciously, by maintaining optimal settings to reduce the size of scanned objects. This will decrease the time required for you to scan documents, decrease the storage required to retain these documents, and reduce the time required to upload the objects for the Monitor to view.

The following information was compiled from Microsoft Office Online and the use of Microsoft Tools. Please follow the directions to ensure that the best possible scanning procedure is followed.

Microsoft Office Document Imaging combines and manages the separate tasks of scanning documents and performing optical character recognition (OCR) (OCR: Translates images of text, such as scanned documents, into actual text characters. Also known as text recognition.) on scanned documents. In most cases, Office Document Imaging streamlines these tasks by controlling the scanner software and initiating the OCR process without further intervention.

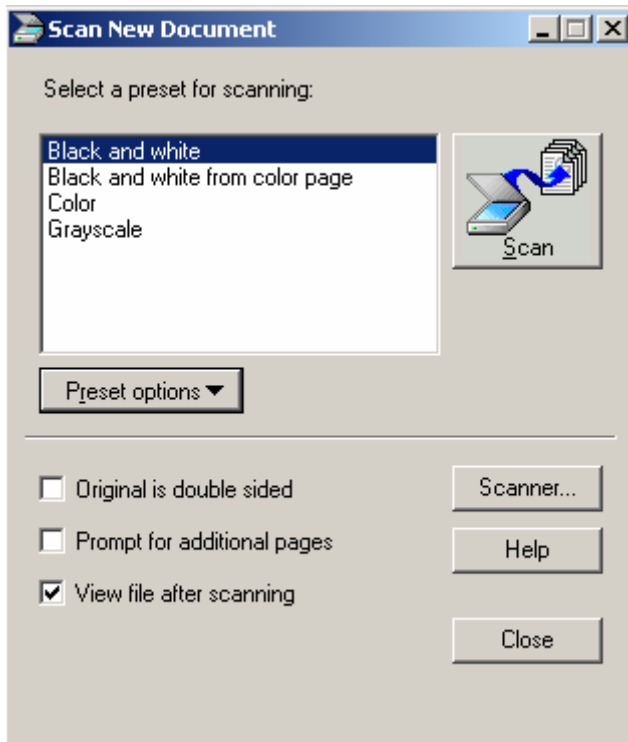
Scan presets

When you scan a new document, Office Document Imaging provides several presets, offering easily selectable settings for common scanning tasks. Each preset is optimized for different scanning needs. You can customize presets, or you can create your own presets for specific purposes. Built-in presets include the following:

1. **Black and white** Scans in monochrome at 300 dots per inch. This preset is designed for optimum OCR results when scanning black text on white paper, or when scanning line art. Scanning is faster than with other presets, and the resulting image files are small.
2. **Black and white from color page** Scans in grayscale at 300 dots per inch, but saves the resulting file in monochrome format. This preset is designed to provide maximum text resolution for OCR when scanning difficult originals containing colored backgrounds or colored text.
3. **Grayscale** Scans in grayscale at 200 dots per inch. This preset is useful when scanning pages containing continuous-tone, black and white images (such as photographs) and text, or colored text. This preset creates somewhat larger image files.
4. **Color** Scans in color at 200 dots per inch. This preset is designed for scanning full-color documents. Scanning is slower, small text may not be legible enough for OCR, and the resulting image files are large.

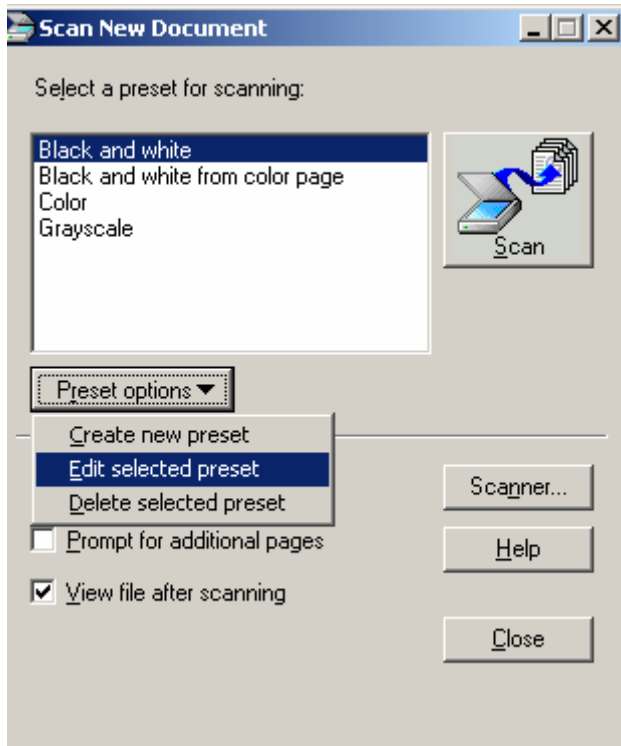
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To optimize your scanning, left click on Start, left click on All Programs, move your cursor to Microsoft Office then to Microsoft Office Tools, and finally to Microsoft Office Document Scanning and left click. You will be presented with the following screen:

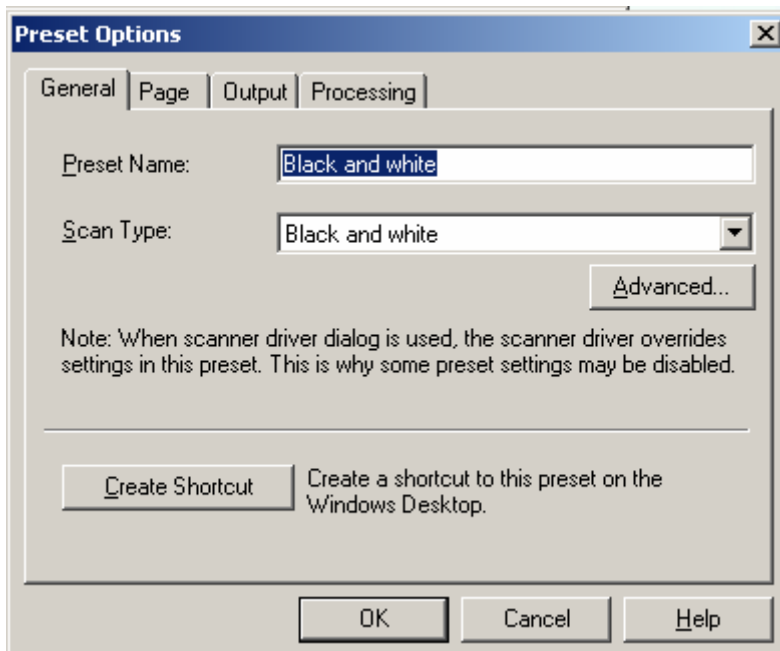


Choose Black and White if is not already highlighted as the default.

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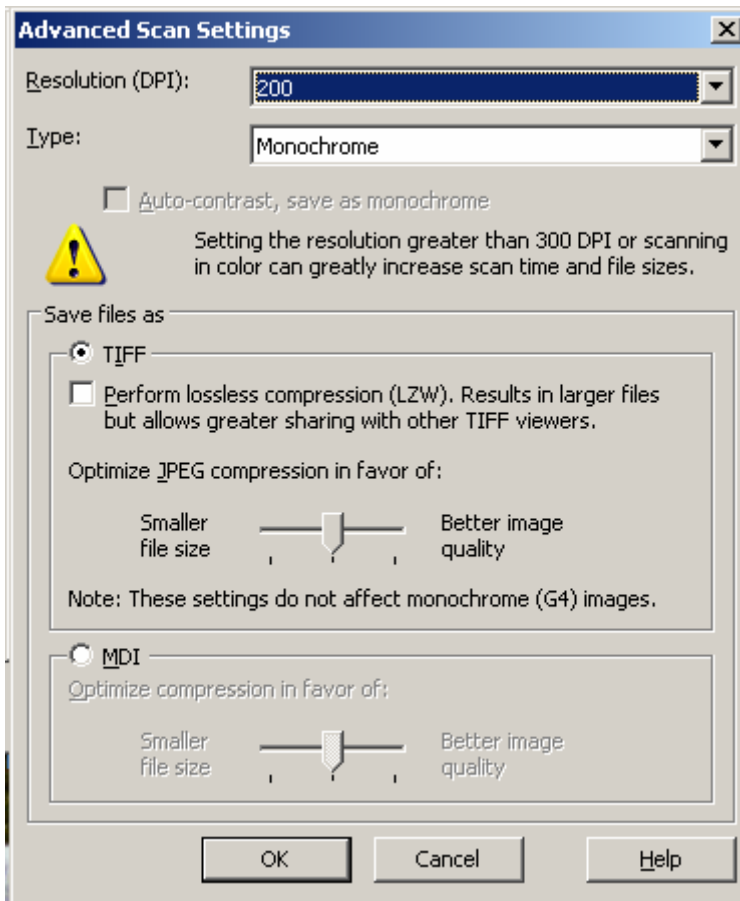


Left click on the Preset Options drop down box and select Edit selected preset.



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Left Click on Advanced.



You should have the settings as they appear above:
Resolution = 200
Type = Monochrome

Now Left Click on OK.

Click OK on the next screen.

Click Close on the last screen.

The size of the file stored will depend upon the file format you use to save the file. File size is important for two reasons:

1. It will take longer to upload the file and download the file,



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2. You will incur additional charges for uploading large files.

Following is a list of the file format extensions, in order of least space required to most space required:

File Format	File Format
1. mdi	6. pdf
2. htm	7. gif
3. xls	8. jpg
4. doc	9. bmp
5. tif	10. rtf