



Title: Tips for Scanning Documents

Scanned files are usually very large. This is because most scanners make a high quality, large file size scan. In order to keep from filling up your TaskStream account with only a few scans follow these few tips. If you would like more information, a tremendous amount of information is available from www.scantips.com . This site contains instructions on using most software and tips for all types of scanning.

While all scanners and software are unique, here are some basic tips to help you get better, smaller scans. You can generally find all of these settings on your scanning software.

Image Quality (DPI)

Lower the DPI to 72

Recommended Color

Grayscale (256 Colors)

Unless you really need color.

File Type

Save the scan as a .gif or .jpg file

gif is smaller than jpg but not as high quality.

Size

If possible make the image no more than 8.5 by 11 inches or 640x480 pixels.