File & Serve *Delaware*™

File & Serve Delaware
Recommended Scanner Settings & Tips for Reducing File Sizes

Recommended Scanner Settings
HOW MANY PAGES OF TEXT WILL 1 MB HOLD[1]:

There is no exact answer to this question, because every page is different. Some pages are single-spaced, some double-spaced, some use large fonts, and some use small fonts. So, the number of characters on a given page can vary widely. Since the number of characters are what determine the page size, you can see why it is hard to estimate how many pages make up a megabyte.

You can be a little more accurate if you know how much space each character takes up. And this is pretty simple because **1 character = 1 byte**. So, about 1000 characters equal 1 kilobyte. If a page has 2000 characters on it (a reasonable average for a double-spaced page), then it will take up 2K (2 kilobytes). That means it will take about 500 pages of text to equal one megabyte. If a page has 4000 characters (single-spaced), then it will take about 250 pages of text to equal one megabyte.

Additionally, when scanning, the amount of space used will depend on one's scanner settings. We recommend the following scanner settings to maximize the amount pf pages in your documents:

- Resolution 200 dpi to 300 dpi (dots per inch)
- Color Scale: Black & White
- Document file type: Group 4 Multipage (Multi page) TIFF

Tips for Reducing File Sizes
GENERAL INFORMATION[2]

Word Processing Documents:
Documents created with a word processing program (such as WordPerfect or Microsoft Word) and correctly converted to PDF will generally be smaller than a Scanned document.

Because of variances in software, usage, and content, it is difficult to estimate the number of pages that would constitute 2 MB.

Scanned Documents:
Although converting word processed documents will produce more pages than scanning, it will be necessary to scan some documents for filing.

Here are some things to remember:
- Documents scanned to PDF are generally much larger than those converted through a word processor.
- While embedded fonts may be necessary for special situations, e.g., trademark, they will increase the file size.
- If graphs or color photos are included, just a few pages can easily exceed the 2 MB limit.

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[1] https://pc.net/helpcenter/answers/how_much_text_in_one_megabyte
[2]

http://www.scd.uscourts.gov/AttorneyResourceManuals/Adobe%20PDF/Dealing_with_Document_Size_Limits.pdf

TIPS FOR REDUCING FILE SIZES[3]
To find out the size of your scan, right-click on the thumbnail of your scan in the Document Viewer and select "Properties." Look for the number beside "File Size." If your scan is too large (larger than 2MB), try one or more of the following to reduce the file size.

Using Adobe's or Other PDF Software's Reduce File Size Function
If the PDF document is more than 2 MB, the Reduce File Size function of Adobe or other PDF software may offer a solution. Depending on your PDF software, there should be an option to reduce the file size and save it with the same or a different file name. Consult your PDF software's help menu to find the steps to use this functionality.

Scan the document to a lower quality file type
1. Follow the instructions to scan a new document.
2. When the window "Scanning From The Scan Picture/Document/Film" opens, select your preferred **File Type** (e.g. TIFF).
3. Proceed with the scanning instructions.

Scan the document at a lower resolution
1. Follow the instructions to scan a new document.
2. When the window "Scanning From the Scan Picture/Document/Film" opens, click "Scan Document Settings."
3. Adjust the number of the Resolution (dpi). We recommend a resolution of 200-300 dpi. Scanning in Black & White will also result in a lower resolution document.
4. Proceed with the scanning instructions.

Save the file as a PDF and reduce the file size
1. Open your scan (pdf).
2. Choose "Advanced" > PDF Optimizer.
3. Click on "OK" then name and save the file.
4. The file size will automatically be reduced when saved.

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[3] http://www.matc.edu/about/human_resources/upload/TipsForUploadingTranscript