eDOC TECH tip tuesday

Tech Tip #7: Optimize scanned images for retrieval speed and disk space savings in ProDOC!

Implement these recommended scanning settings across your credit union and optimize your scanned images while saving disk space.

Begin by following these scanning guidelines. (Failure to follow these guidelines can result in large files and slow retrieval times.)

1. Scan documents in the lowest resolution possible (DPI settings*) that will still allow you to read the document.
2. For Black and White Documents: use the Black and White setting at 200 DPI.
3. For IDs and other color image documents: use the Grayscale setting at 200 DPI (for CU*Answers clients Color 150 DPI is recommended).
4. Scanning in color is not recommended.
5. Enable image controls to enforce your scan settings.

*DPI stands for dots per inch - the higher the DPI, the more ink the scanner lays down and creates larger files

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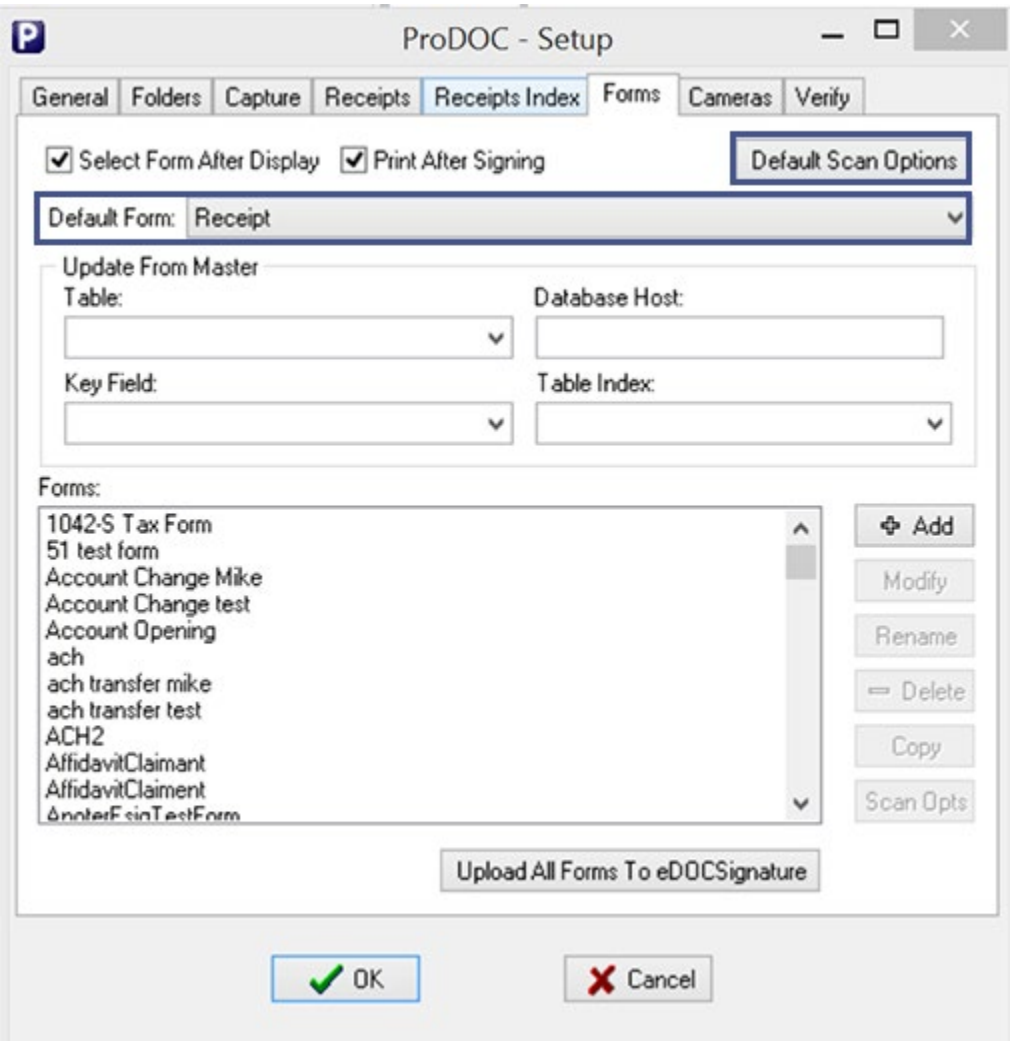
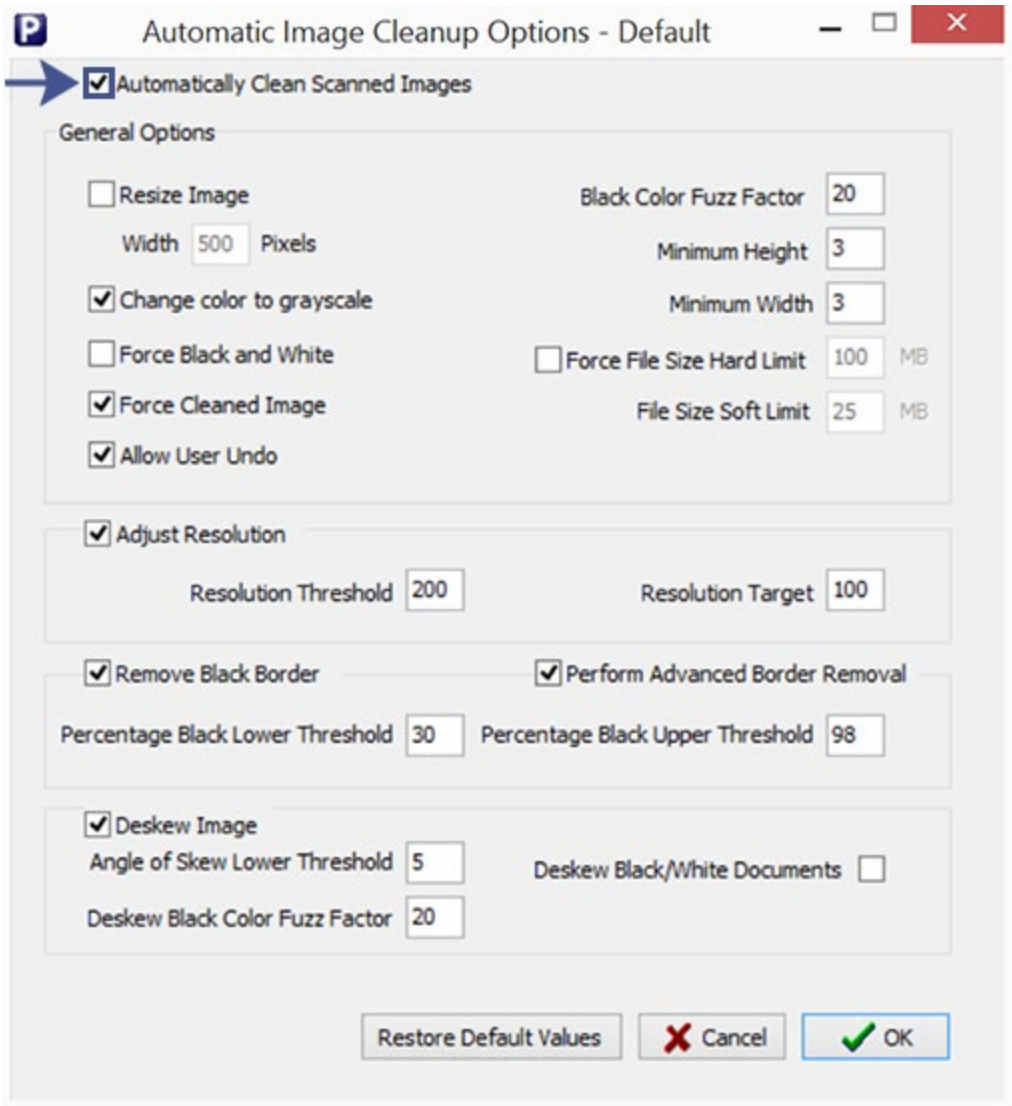
With the recommendation above, turn on Automatic Image Cleanup for scanned images.

1. Right click on the ProDOC icon and choose **Settings > Forms**.
2. To override the default settings, **select a form from the Default Form box** and click the **Default Scan Options** button. (For example, to set cleanup options for receipts, select Receipt as the Default Form and press the Scan Default Scan Options button.)



This will open the **Automatic Image Cleanup Options**.

1. **Check the Automatically Clean Scanned Images box** to highlight the General Options. When the Automatically Clean Scanned Images is checked, any image that is scanned or imported into ProDOC will have the selected image cleanup options applied automatically.



- Resize Image will resize the image by pixel width while retaining the aspect ratio of the original image. Resize does not consider the DPI of the image, only the width in pixels.
- Change color to grayscale will reduce the color space of the image to grayscale. This option can be used to reduce the file size of the image while still retaining the visual quality.
- Force Black and White converts the image to monochrome, a two color, black and white. This option is good for reducing the file size of black and white forms and other documents that are text only.
- Force Cleaned Image if selected, the user must either accept the cleaned image as processed or re-scan/reimport the image.