



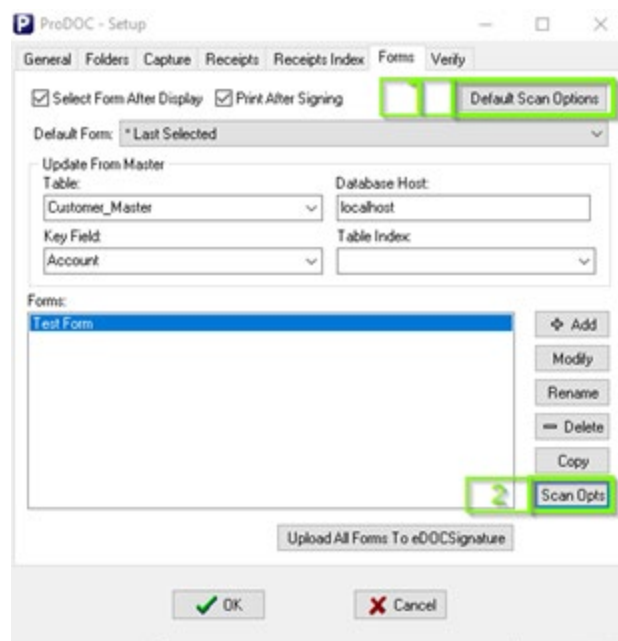
## Tech Tip #35: ProDOC Scanning Best Practices

CU Admins –

Does your institution scan a lot of documents via ProDOC? Did you know that ProDOC has built-in functionality to detect and correct issues with scanned documents? Here are some best practices for scanning documents into ProDOC!

***\*\*These settings and features may not be available for all clients. If you do not see them, please contact your solution provider.\*\****

ProDOC's Scan Options configuration is accessible from the "Forms" tab of the ProDOC setup window.



“**Default Scan Options**” (button 1) will allow for adjustment of scanning options affecting all ProDOC forms while “**Scan Opts**” (button 2) will allow for adjustment of scan options for the currently selected ProDOC form only.

The most utilized aspect of this functionality is to reduce the file size of scanned documents above a certain DPI threshold that you can set. Other available options include removing black borders or de-skewing images.

**Automatic Image Cleanup Options - Sig Card**

☒ Automatically Clean Scanned Images

**General Options**

☐ Resize Image  
Width  Pixels  
Black Color Fuzz Factor   
Minimum Height   
Minimum Width

☒ Change color to grayscale  
☐ Force Black and White  
☒ Force Cleaned Image  
☒ Allow User Undo  
☒ Force File Size Hard Limit  MB  
File Size Soft Limit  MB

☒ Adjust Resolution  
Resolution Threshold  Resolution Target

☒ Remove Black Border  
☒ Perform Advanced Border Removal  
Percentage Black Lower Threshold  Percentage Black Upper Threshold

☒ Deskew Image  
Angle of Skew Lower Threshold  Deskew Black/White Documents ☐  
Deskew Black Color Fuzz Factor

Restore Default Values Cancel OK

Scanned documents can be made excessively large if unnecessarily high scan settings are in use by staff. The best practice is to ensure staff are using **200DPI**, black and white while scanning documents. An exception is typically made for IDs, which may be scanned in grayscale or color. Be sure to reduce the scan area to “Business Card” size to just scan the ID without including blank space to take up the rest of an 8.5” x 11” image.



CU Admins should leverage ProDOC's "Scan Options" functionality and train staff to utilize proper scan settings in ProDOC. Your institution can enjoy faster document retrieval times in iDOC\* and rest assured that available storage space on your imaging server is not being consumed at an exponentially higher rate than necessary.

*\*vs. download of an excessively large scanned document image*

If you have any questions about this feature, please reach out to our Client Development team.