

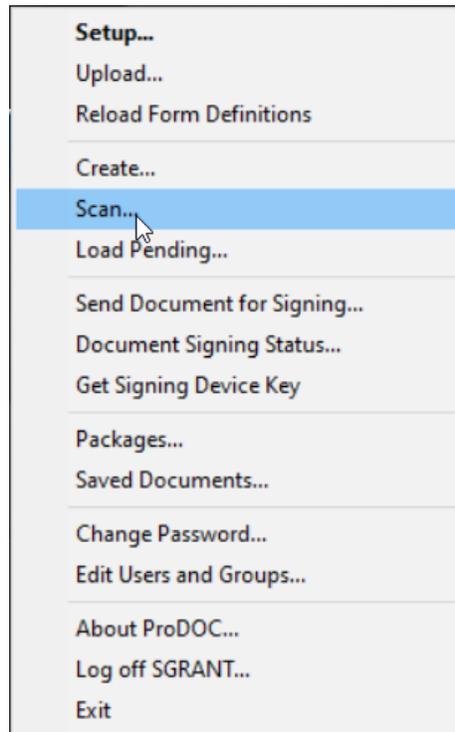
eDOC  
**TECH**  
tip tuesday

Tech Tip #54 Scanning Documents Into ProDoc

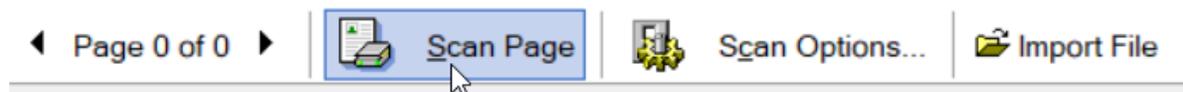
**\*\*These settings and features may not be available for all clients. If you do not see them, please contact your solution provider.\*\***

There are two ways to see some of the basic scan settings in ProDOC:

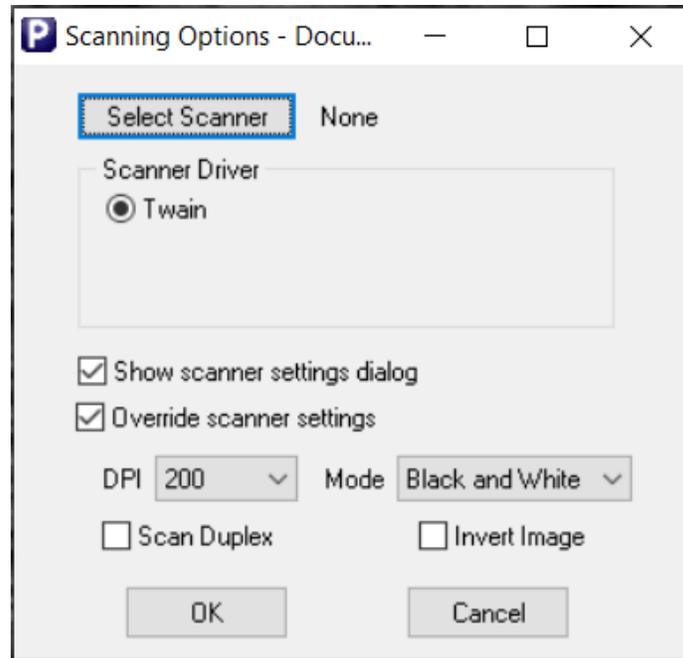
1. From the ProDOC options list, select **Scan**.



2. On the top of the ProDOC Signature Capture page, select **Scan Page**.



A smaller window will appear which may vary depending on the scanner used. The settings that need to be set are **DPI** and **Mode**.



For best practices, the **DPI** should be set to **200** and the **Mode** should be set to **Black and White**. If the DPI is set above 200 and the Mode is set to Color or Grayscale, the scan time can be longer and file sizes become much larger. These settings are also listed in the ProDOC setup menu on the Forms tab. From there, you can customize the settings a bit further if you have Admin credentials. If you would like more details on ProDOC scanning best practices, please refer to the ProDOC User or Admin Guide in our Client Center or contact your Administrator.