ProSystem *fx*® Scan
Scanner Tip Sheet

The following is a list of tips for scanner settings along with the settings on ProSystem *fx* Scan to assist with some form recognition and the proper removal of blank pages.

Scanner settings

1. **Scan at 300 dpi**
   This setting is recommended for the best balance between the quality of a scan image and performance.

2. **Compression should be CCITT Group 4 Fax**
   It sometimes appears as "Fax Group 4" also. Both are the same. This setting will increase the performance of Scan while also managing the file size.

3. **Scan to black and white**
   This setting should not be set to grayscale or monochrome. By using these settings, the image may not be clear enough and the scanned page may have additional "noise" creating unclear images.

4. **Force the output to either 8x11 or legal size**
   Most scanners have a setting for this. Documents that do not get fed into the scanner correctly will sometimes create larger images that may cause scan errors. Forcing this setting will eliminate this from occurring.

5. **Where possible, scan to TIF instead of PDF**

   a. **TIF images are generally a higher quality than PDF**
   b. **Scan can only recognize some PDFs, not all**
      Not all PDFs are created the same. For example, a PDF created from Adobe is very different than a PDF created from a scanner and each scanner also creates PDFs differently. When a scanner creates a PDF file it is creating a TIF image and embedding it inside a PDF. Scan then has to 'open' that PDF to get to the embedded TIF. Scan is not able to open this embedded TIF from every PDF format.
   c. **TIF images are easier to troubleshoot when it comes to reviewing the compression, dpi, etc.**

6. **If using colored target sheets, make sure they are very light colored**
   Look for 'bleed through' of these colored pages by looking at the colored cover or target sheets after they have been scanned, and before they are picked up by Pfx Scan. If you see 'noise' on the front or back of these colored pages, either lighten the paper you are using, or adjust the contrast on your scanner to reduce the 'noise'. This will be noticed most with the barcodes not being read on the separator pages.

7. **Turn off the "Fill with black" setting**
Most scanners have a "Fill with black" setting that should be turned off. This setting will fill every blank space (such as hole punches) with black, which puts hundreds or thousands of extra pixels on the page, which can impact recognition.

8. **Clean your scanner routinely**

9. **Whenever possible, use original images**
Each time an image is faxed or copied, you will see degradation in quality.

10. **Do not use the "enhanced image" or "dithering" or "interpolated" settings on the scanner (if available)**
These settings may cause the scanner to attempt to fill missing pixels which can sometimes cause blurring and recognition problems.

11. **Check the scanner's output TIF files occasionally to verify the scanner isn't adding vertical lines, horizontal lines, or specks/dots/recurring spots etc. to your images**

   a. **Vertical lines:**
   This is generally caused by either a spot going out on the scanner's imager creating a recurring line in the same location on multiple pages or something is stuck on the imager (e.g. ink spot, a hair, a speck of paper or tape).
   b. **Horizontal lines:**
   Usually caused by document feed issues such as the rollers not functioning properly, the vacuum feed is not consistent, or the page was sticky – such as the edge of a label caused the document to stop.
   c. **Specks/Dots/Recurring Spots:**
   Usually caused by dirt, lint, or torn corners from pages being left in the scanner, on the scan bay, or on the imager.

12. **Do not use ledger paper for documents you will be scanning**
While this is sometimes unavoidable due to the document received, they add an large number of pixels, causing an slow down in processing, and do not OCR well. An example of an OCR issue is the grid may be read as an "I" or an "L".