PDF Files
Scan – Create – Reduce File Size

It is recommended that you purchase an Adobe Acrobat product that allows you to read, create and manipulate PDF documents. Go to http://www.adobe.com/products/acrobat/matrix.html to compare Adobe products and features –Adobe Acrobat Standard is sufficient.

Scanning Documents

You should only have to scan documents that are not electronic, and when you are unable to create a PDF using PDFMaker or the Print Command from the application you are using.

Signature Pages
If you have a document such as a CV that requires a signature on a page only print the page that requires the signature –printing the entire document and scanning it is <u>not</u> necessary or desired. Once you sign and scan the signature page you can combine it with the original document using the Create PDF From Multiple Files feature.

Scanner Settings
Before scanning documents remember to make certain that the following settings are activated on your scanner (settings may vary):
- Document Mode
- Scan to smallest size
- Fast (lowest quality)
- Grayscale or black and white
- Resolution: 300dpi or less

Creating PDF Documents

Option 1 – Use Adobe PDF Printer Command:
In many authoring applications, you can use the Print command with the Adobe PDF printer to convert your file to PDF.

Create a PDF using the Print command (Windows)
1. Open the file in its authoring application, and choose File > Print.
2. Choose Adobe PDF from the printer menu.
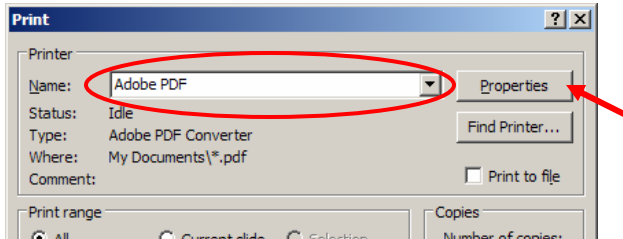
3. Click the Properties (or Preferences) button to customize the Adobe PDF printer setting. (In some applications, you may need to click Setup in the Print dialog box to open the list of printers, and then click Properties or Preferences.) Choose Smallest File Size as your default setting.
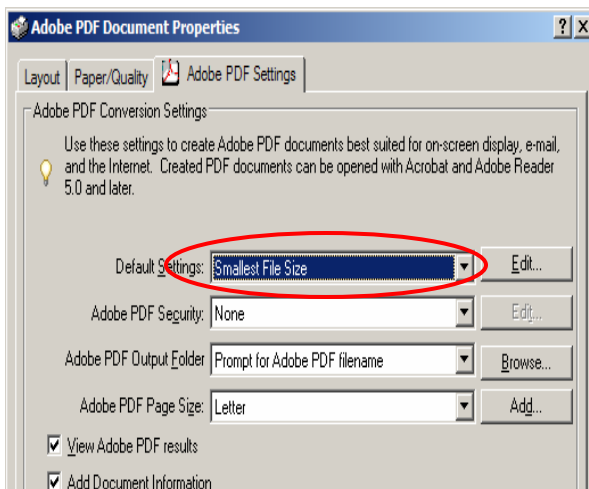
4. In the Print dialog box, click OK and Save your file.

Create a PDF using the Print command (Mac OS)
1. Open the file in its authoring application, and choose File > Print.
2. Click on the PDF button in the Print window.
3. Click Save as PDF.

Creating PDF Documents (continued)

Option 2: If you do not have Acrobat Standard or higher installed use PS2PSF.*

PS2PDF.com
The Online Converter

1. Open the file in its authoring application, and choose File > Print.
2. Select "Print to File" and save.
3. Open your browser and go to http://ps2pdf.com/convert.htm
4. Click "browse" select the file you created in step 2 (.prn or .ps), click "convert"
5. Download the newly created PDF file.

*Note: Some formatting changes may occur once converted (bullets may turn to symbols and color may become black and white).
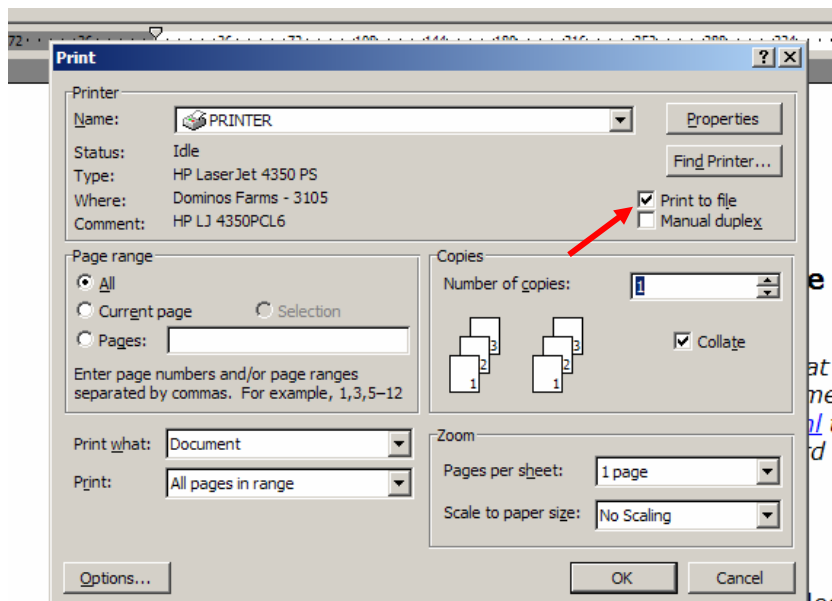
Reducing File Size Options

WebDCU will accept files up to 2.0MB.

Here is a rough estimate for PDF file sizes:
If the contents are pure text, like a CV, the file size is usually 10kb per page; therefore, a 1MB file will have about 100 pages. If the file includes some pictures, the file size may increase. If the file is a picture, like a scanned license or certification, you may have different file sizes based on the picture quality. In most cases, saving the file at about 250kb per page should be enough to generate a clear picture.

Option 1 – Use Adobe PDF Print Command:
1. Open the PDF file, and choose File > Print.
2. Choose Adobe PDF from the printer menu next to Name.
3. Click the Properties (or Preferences) button to customize the Adobe PDF printer setting. (In some applications, you may need to click Setup in the Print dialog box to open the list of printers, and then click Properties or Preferences.) Choose Smallest File Size as your default setting.
4. In the Print dialog box, click OK.
5. Save the new (smaller) PDF file.

Option 2 – Use Adobe PDF "Reduce File Size":
1. Open the file in Adobe Acrobat and choose File > Reduce File Size…
2. For our purposes, please make these files "compatible with" version Acrobat 5.0 or later.
3. Save the new (smaller) PDF file.
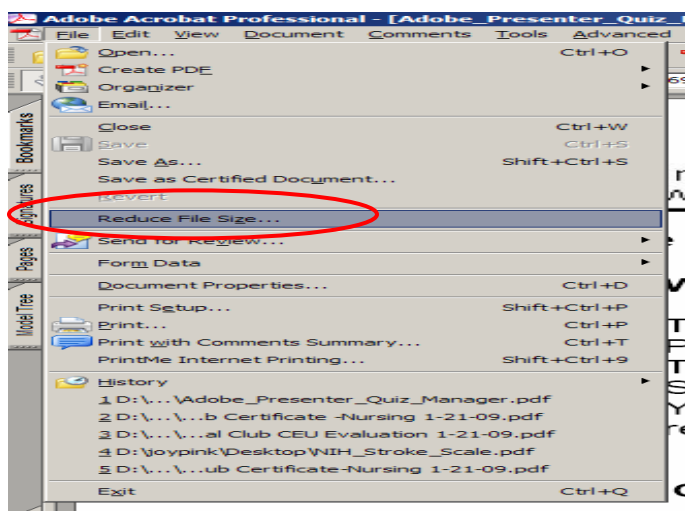
SAMPLE FAX TEST (10 PAGES)

TEST FAX NUMBER
(first number not crossed out, e.g. ~~1~~ ~~2~~ 3 4… means this is No.3)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

Test Pattern 1.0

This here be some text. We want at least one page of text included in this testing because text is usually what people transmit in a fax – like a contract page with a signature. Don't get me wrong, graphics are fine but text gives us that warm and fuzzy feeling that this testing is rooted in simulating real-world scenarios.

Graphics, on the other hand, allow us to see minute transmission flaws that are easily overlooked in a text message. The brain is a wonderful thing, and can cause us to overlook small missing details. Take, for example, the car company called KIA. Have you ever noticed that the "A" is missing the bar? It looks like a "Λ".

There are other examples of how the brain will fill in missing pieces of characters, or even whole words. I won't bore you with more details. The point is that text is not the best transmission to prove a fax system is working correctly.

Because the human brain is adept at recognizing patterns, the following pattern pages will easily allow one to detect even a small fax issue.

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Test Pattern 1.1

Test Pattern 1.2

Test Pattern 1.3

Test Pattern 1.4

Test Pattern 2.1

Test Pattern 2.2

Test Pattern 2.3

Test Pattern 2.4