

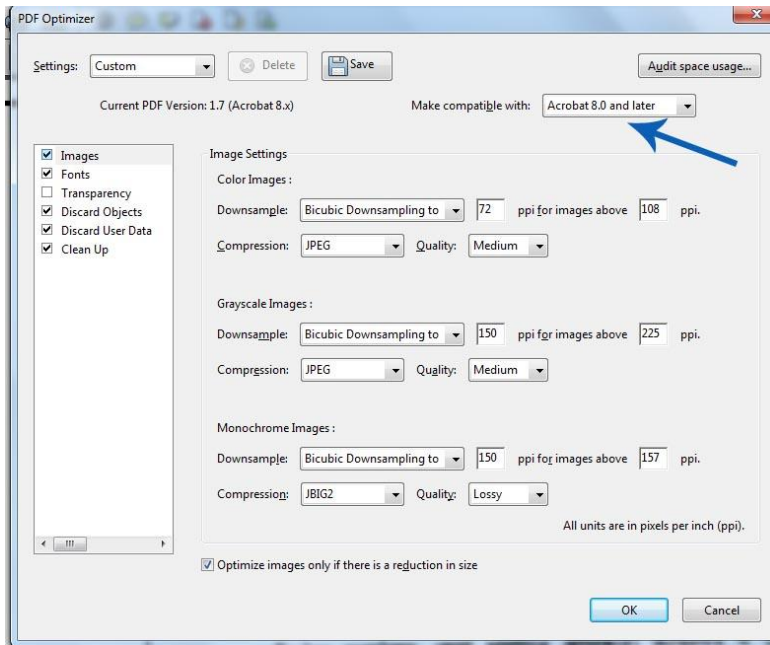
**Guidelines for scanning and converting Documents into PDF**

<b>Sr No</b>	<b>Parameter</b>	<b>Required Settings</b>
1	PDF Version	PDF/A (PDF 1.4), ISO 19005
2	Document Size	A4 (for Normal documents , letters etc)  Note : Please use 'Legal' only for agreements / legal papers which are in legal size i.e. 8.5" x 14")
3	Scanning Resolution	<b>All documents (GR, Tenders, etc)</b> 200x200 ppi Greyscale (256 levels)  <b>Original Letters/ DO Letters</b>  200x200 ppi Colour
4	OCR/Searchable Content	Should be used to make document searchable, even if scanned (this may require resolution to be increased to 300 DPI and use of OCR feature of the scanning software – works for english although)
5	Font Embedding	All fonts used in the document must be embedded
6	Compression	JPEG compression
7	File Size restrictions	On Average, overall file size should not exceed, with following limits 200Kb per page for colour 150 kb per page for grayscale
8	File Name	As per naming convention

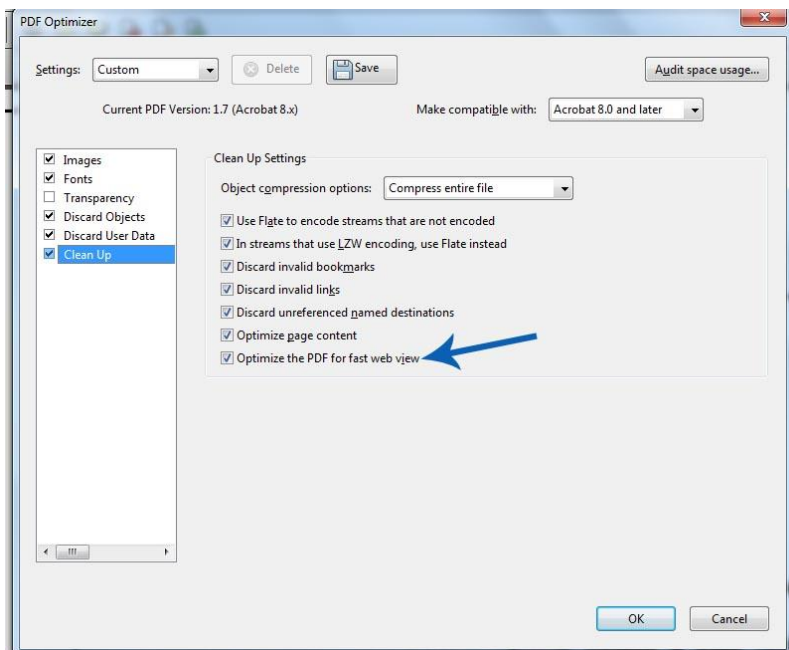
## PROCEDURE

- a. To scan a document in PDF, it is recommended to use Adobe scanning utility to scan and save a file as PDF.
- b. Following settings need to be maintained in order to have a consistent scanned PDFs
  - Color Images – 72 ppi
  - Grayscale Images – 150 ppi
  - Monochrome Images – 150 ppi
  - Compatibility: Adobe Acrobat Reader 8.0 and later.
  - Compression: Jpeg

The screenshot below shows the settings to be made before compressing a PDF file.



Please ensure that “Optimize PDF for fast web view” is checked so that PDFs are linearized at the time of downloading from web.



## **File Naming Conventions**

### General Guidelines

- Never use spaces in file name. Use \_ (underscore) instead.
- Always give meaningful name to files. Please append date of the document in the format DDMMYYYY at the end, to show the effective date of the document/letter. If the exact date is not available or not relevant, please append MMYYYY.
- Please do not use default titles that are given by various programs, such as
  - Untitled
  - New document
  - Copy of XYZ
- Please do not start the filename with numerals (such as 2012-13 etc), unless absolutely required.
- Generally, only PDF documents needs to be uploaded on any website. Please do not upload DOC/PPT/XLS document, unless it is required to be published in editable format (such as spreadsheet to be worked upon by somebody, word-list to be used by others etc). PPTs should also be converted into PDF, before uploading.