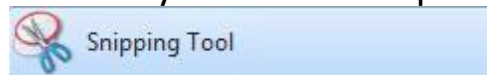


Tips on “How to do scan paper”

The maximum File size of documents required in the “Online – Application” is 256 KB.

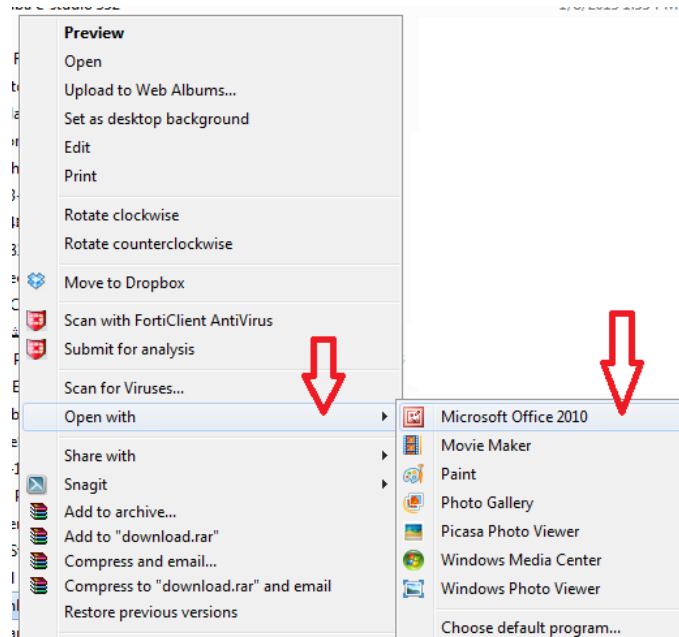
Please follow the below steps to do best scan and get the required size for the scanned document.

- Always do scan **Black & White**
- Scan your document as **PDF or JPG**
- Resolution no more **200 DPI**
- If the scan size still bigger than the required size:
 - Open the file
 - Use “Windows snipping tool” capture the screen try not to leave space and margins.



- Save it
- Use Microsoft Office 2010 to resize the image
 - Right Click on the Image
 - Choose “ Open With”

- Select Microsoft Office 2010





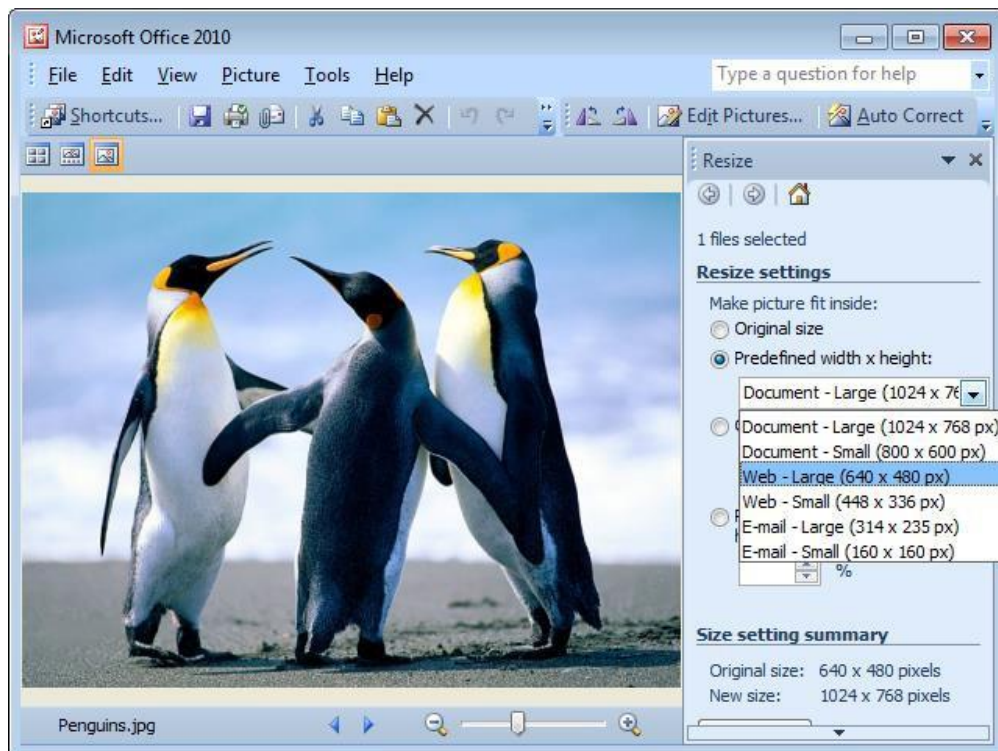
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- Resize the image



- Under Resize Settings in the Right Sidebar Choose Predefined width*height : Web-Large or Web-Small



- Save the file .

- Still you have a chance to minimize the scanned file by 50 % by using some online tools:
 - For Images : <http://www.imageoptimizer.net/Pages/Home.aspx>
 - For PDF : <http://www.pdfzipper.com/>
- For Smart phone or iPad you can use **CamScanner application**
 - Android : <https://play.google.com/store/apps/details?id=com.intsig.camscanner>
 - ios : <https://itunes.apple.com/us/app/camscanner-free-pdf-document/id388627783?mt=8>