

IMAGE FORMATTING BEST PRACTICES

1. Inspect document images prior to submission to ensure proper image quality and orientation.
2. Open the document with Adobe Acrobat Reader after it has been scanned and saved to the file system.
3. If when you open the document, the image is in landscape orientation instead of portrait, as is required, you should check equipment settings and rescan the document.
4. If necessary, consult the scanner or multi-function device support provider to ensure the settings are correct.
5. As a general rule, do not use imaging software to rotate a document. Rotation may make a document look like it is in portrait orientation, but the metadata may still specify landscape, leading to document rejection.

DOCUMENT REQUIREMENTS

- Portrait orientation (only surveys & plats can be submitted in landscape)
- Black and white
- 300 DPI
- Readable from left to right
- 3-inch margins or font of 10 pt. or more