



Digital Documents 101 OK, maybe 95

NORTH AMERICAN YOUTH
EXCHANGE CONFERENCE
SACRAMENTO, CALIFORNIA USA

What this session is NOT about:

- Being a part of an on-line document creation system such as what you have seen that WESSEX has, or systems created by Taiwan (Jimmie Lee), Denmark, Belgium, etc.
- Some of these systems have the ability to create applications on line from scratch

What this session IS about:

- A very basic, VERY BASIC, way to create digital documents (like applications) that can be exchanged with partners that hopefully will not drive them crazy!

BASIC PREMISE IN REAL ESTATE

- Location
- Location
- Location

BASIC PREMISE IN SCANNING

- Settings
- Settings
- Settings

KNOW YOUR SCANNER

LOVE YOUR SCANNER

- Unlike the making of sausage, to scan a document you really have to know how it is made!
- Terms –
 - Dpi
 - Compression
 - File type
 - Compatibility
 - File Size


DPI

- Dots per inch, or resolution for a printed file
- More dpi, larger the file
- Less dpi, smaller the file – DUH
- Best resolution for an application is between 250 – 300 dpi

COMPRESSION

- This is how a scanner will treat images.
- Higher compression, larger file
- Lower compression – you get the point.

FILE TYPE

- Repeat after me – PDF! Stands for portable document format
- This is the standard in the industry and now can be created by a number of programs
- Standard program to “read” pdf is Adobe Reader –  a free download
- Many scanners have other available formats for scanning – TIFF, JPEG, etc. Do NOT use them – PDF is the only way to go!

SHAMLESS PLUG

FIJUTSU Scan Snap S 1500 Scanner

SHAMELESS PLUG!



SHAMLESS PLUG

FIJUTSU Scan Snap S 1500 Scanner

- VERY compact and light
- VERY fast
- Simplex (one side) or duplex (two sides at once) scanning
- Color or black and white scanning
- Settings easy to understand and set
- Cost – about \$425 but comes with Adobe Acrobat 9 (\$120 and up retail value)

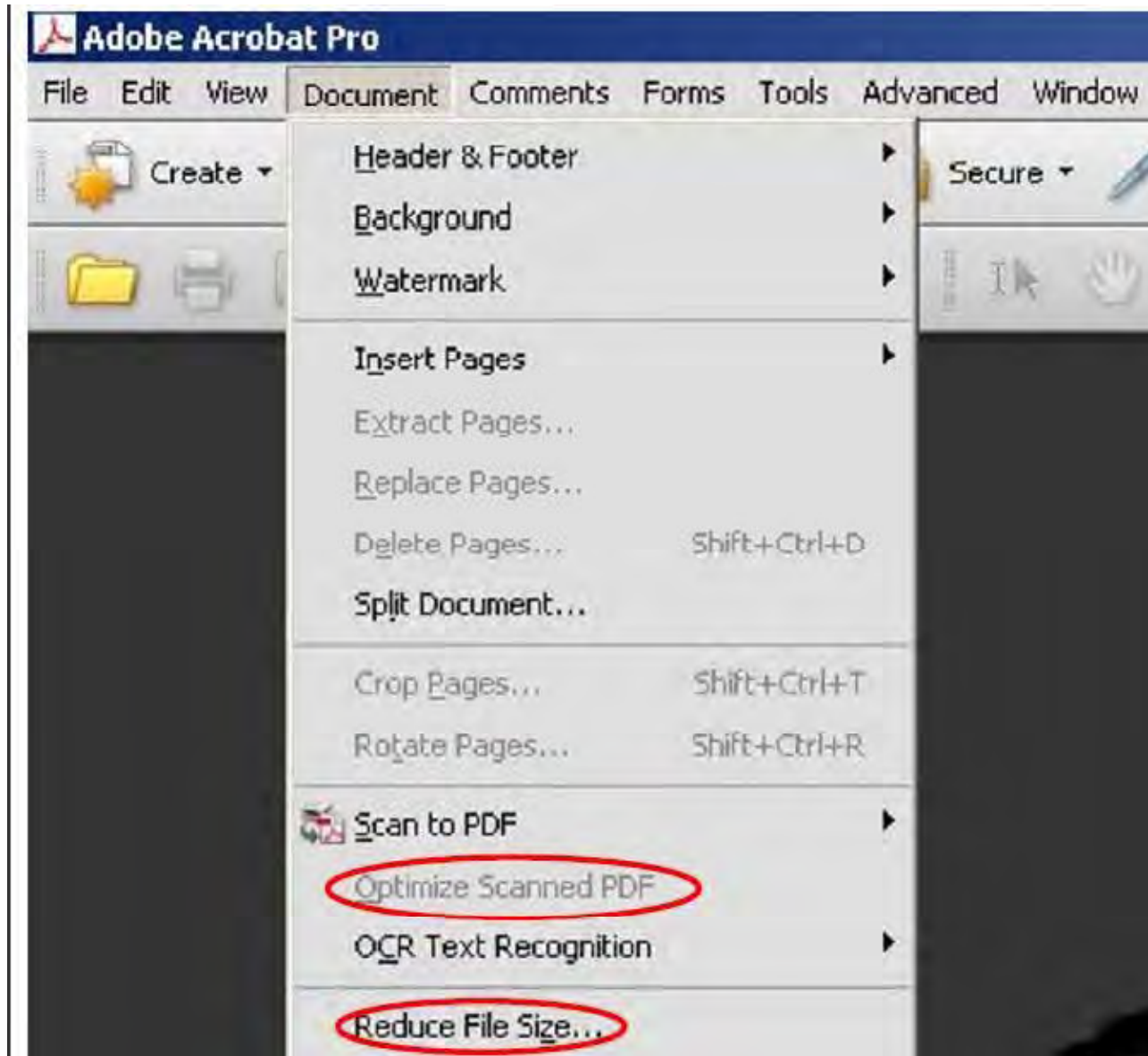
SHAMLESS PLUG II

Adobe Acrobat



- The Gold Standard in pdf documents
- Universally recognized and their Reader is free
- As with all Adobe products to use ALL features has a learning curve
- However, using basic features to make smaller pdf files – very easy.

TWO COOL FEATURES IN ADOBE



AND A FINAL PLUG

- For small units – clubs, districts, etc. to distribute applications – **YAHOO GROUPS**
 - Free
 - Limited access
 - Easy to use (except for Neanderthals)

GO FORTH AND SCAN!