

Prepare Documents for BDMS

Scanning

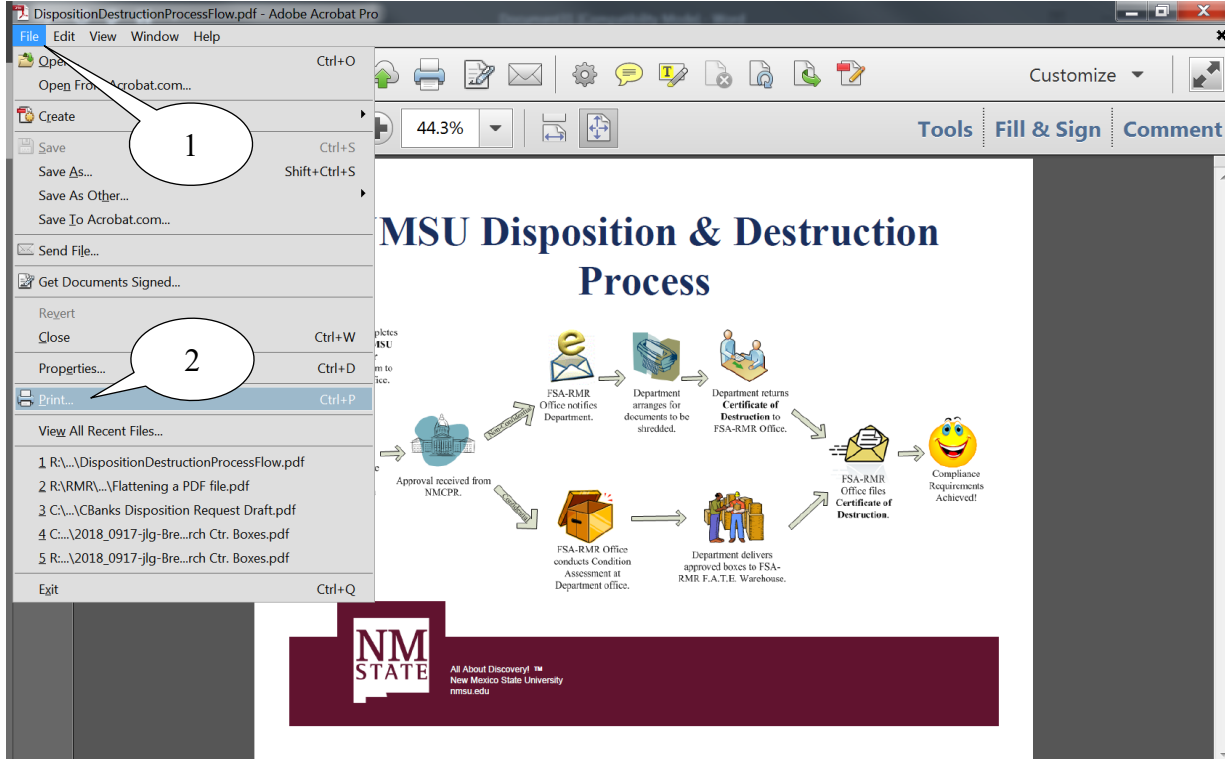
It is important to prepare your documents for scanning. This will minimize tears, jams, and misfeeds

1. Remove all staples and paper clips.
2. Tape down all sides of Post It Notes.
3. Receipts, envelopes and any paper smaller than 8.5” by 9” may be taped to an 8.5” by 11” sheet of paper to eliminate the need to reset the paper guides.
4. Any pages that are torn should be copied before being scanned.
5. Remove any unnecessary stickers or stray tape that may be attached to the page.
6. Do not fold legal size paper.
7. Place the pages in order. This is the order they will be scanned into BDMS.

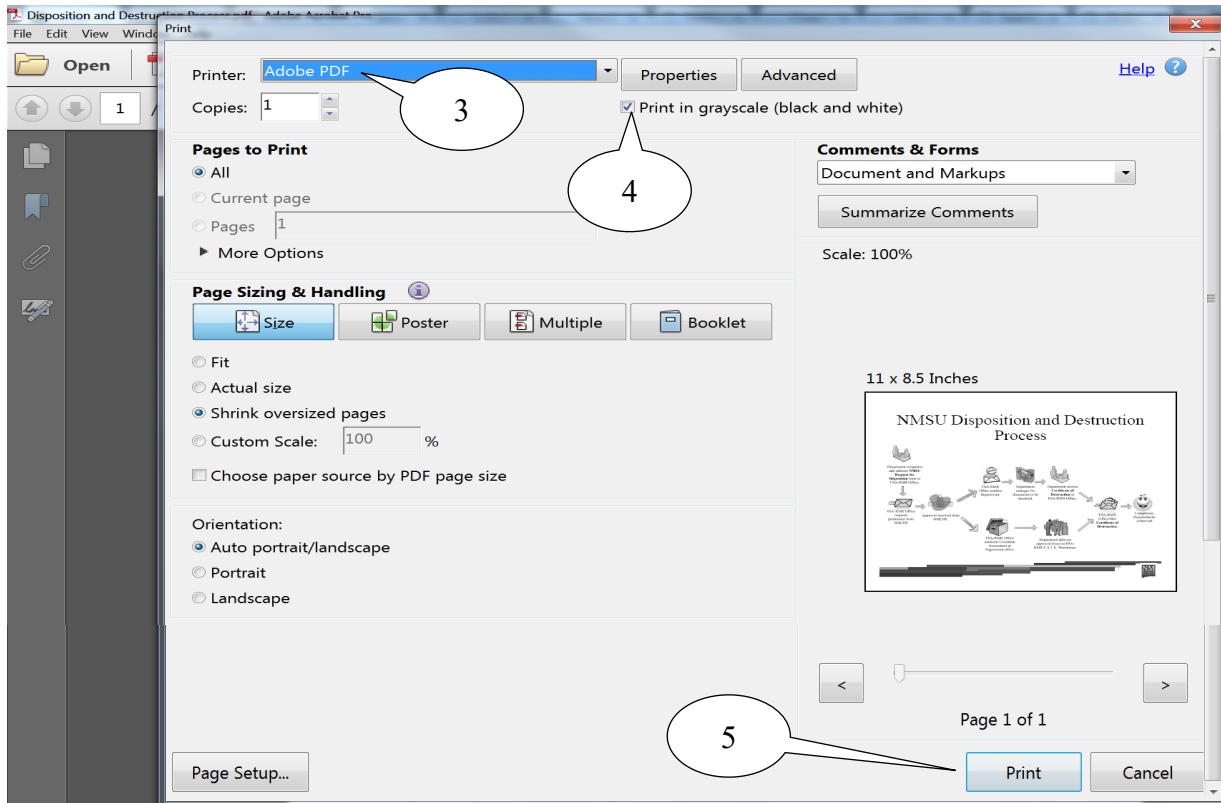
Flattening a PDF Document to Upload into BDMS

Printing to PDF

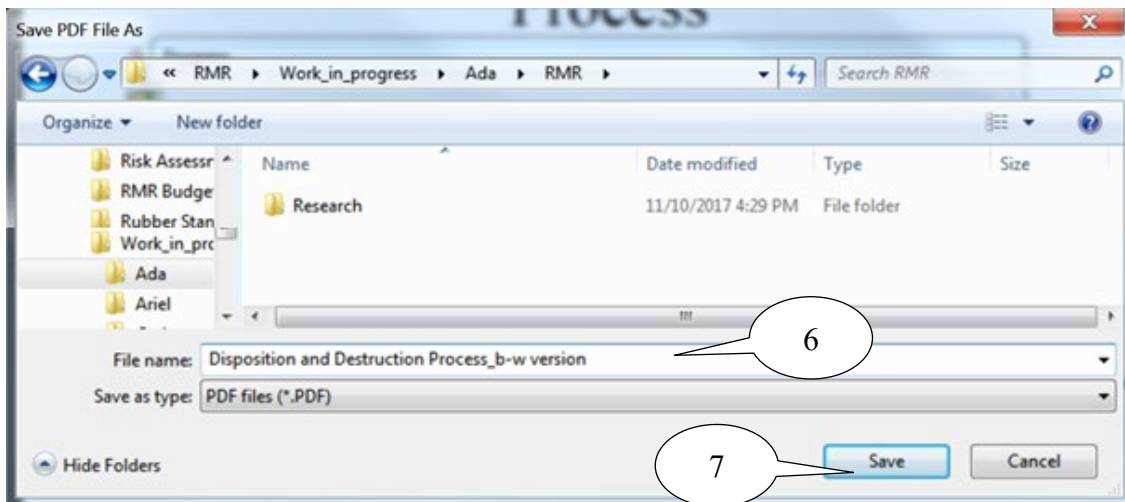
Print to PDF in order to change a PDF document into black and white or in order to flatten layers of data and/or signatures.



1. Open your PDF document and click the **File** dropdown.
2. Select **Print**.



3. Select **Adobe PDF** for printer.
4. Check the **Print in grayscale (black and white)** box.
5. Click **Print**. (You will be required to save the file with a new name.)

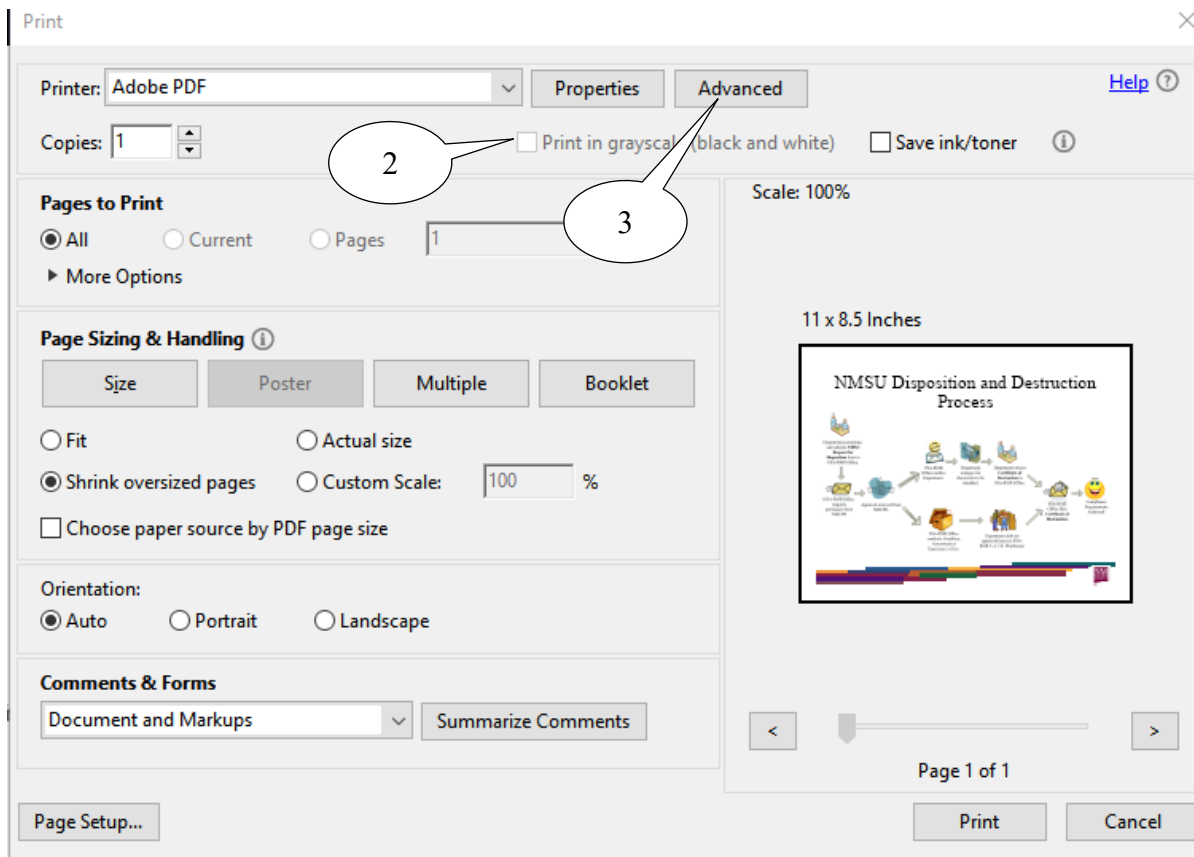


6. Navigate to the folder where you intend to save the PDF file and save with a new name.
7. Click **Save**.

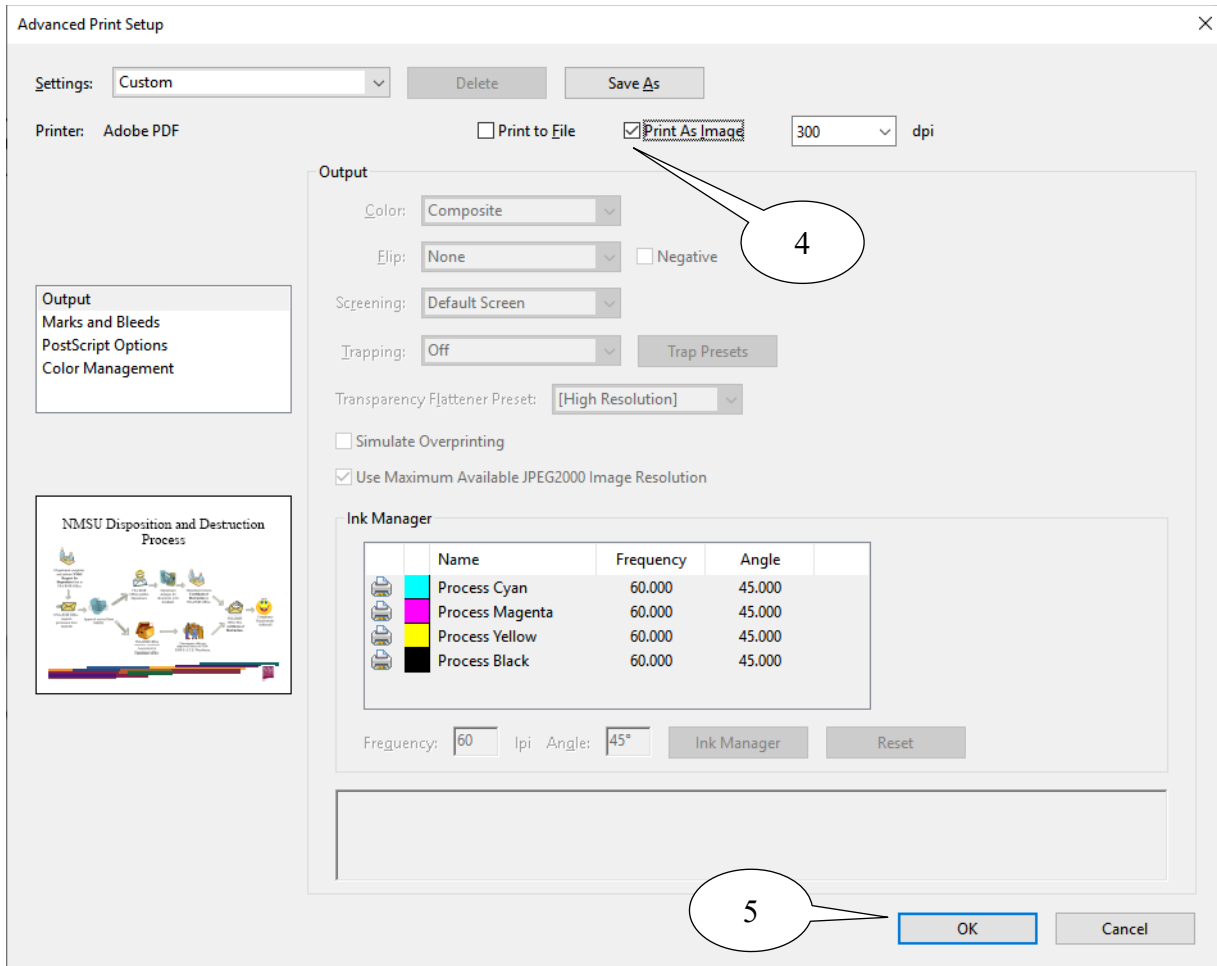
Print as Image

In some cases, you may be unable to print to PDF due to corrupt or protected/encrypted files. If this occurs, attempt to Print as Image.

1. Open your PDF document. Click the **File** dropdown and Select **Print**. Select **Adobe PDF** for printer.



2. Ensure the box for **Print in grayscale (black and white)** is NOT checked.
3. Click **Advanced**.



4. Check the **Print as Image** box.

5. Click **OK** to print.