

# Scanner DSM Issues

1. DSM (PDF) image files must be:
  - A. Compact file with good clarity (BW / 300 dpi)
  - B. Clean (refined image)
  - C. Named for DSM using DSM Master Control Sheet
  
2. Multi-Function (print, copy, scan) All-In-One
  - A. Print/Copy – good to make additional paper copies.
  - B. Scan – bad (gray scale not BW, file too big, insufficient image refinement)
  
3. Scanner Considerations
  - A. Sheet music 9"x12" requires wide scan area vs 8.5"x11"
  - B. Single Sheet – use dedicated ADF (simplex/duplex)
  - C. Folded Sheets – use dedicated FBS
  - D. Oversize Score 11"x17" - use large dedicated FBS or DCS
  - E. DO NOT use sheet carrier in ADF – feed rollers become slick
  
4. Paper Preparations (before scanning)
  - A. Erase stray marks – use good quality Hi-Polymer Eraser
  - B. Paper printed too close to edge – offset on dedicated FBS
  - C. Poor fold – straighten fold, use dedicated FBS
  - D. Binding (Staples) – remove staples, use dedicated FBS, (restaple)  
(Swingline 12" long reach stapler, Swingline SF 4 premium staples)
  - E. Binding (Spiral) – do not remove spiral, flatten, use dedicated DCS
  
5. Image Bleed from other side (scanner settings compensate)
  - A. Thin paper or paper not opaque enough
  - B. Very dark ink
  
6. ADF multi-feed faults (paper sticks together like new dollar bills)
  - A. Freshly printed on copier paper – fan leading edge or single feed
  - B. Old music tightly filed – fan leading edge or single feed
  
7. Paper music (old used and poor original printing) (after scanning)
  - A. May have marks, lines, notes, etc
  - B. Clean up PDF image via PDF Image Editor