



ePrepare®

PDF Conversion Threshold

FOR ALL USERS

*Discover how this setting can improve
the legibility of your uploaded documents!*



CSC provides electronic recording (eRecording) Real Estate services, allowing clients to quickly and securely record documents across the U.S. First to the market with this solution, we provide speed and security for real estate transactions. Our web-based application shortens time between closing and recordation, eliminates errors that cause rejections, and improves document tracking for more efficiency. To learn more about our paper and electronic county recording for seamless coast-to-coast coverage, visit cscglobal.com/service/erecording.

We're ready to talk.

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Welcome to our **PDF Conversion Threshold** guide. We'll show you some tips and tricks for obtaining the best image quality for your uploaded document images.

Adobe PDF is the most popular file format for saving scanned documents, and you can use it to upload your document files to ePrepare. However, documents submitted for eRecording must be transmitted to county offices as black and white TIF images. For your convenience, your uploaded documents are automatically converted to this specialized TIF format when they are uploaded to ePrepare.

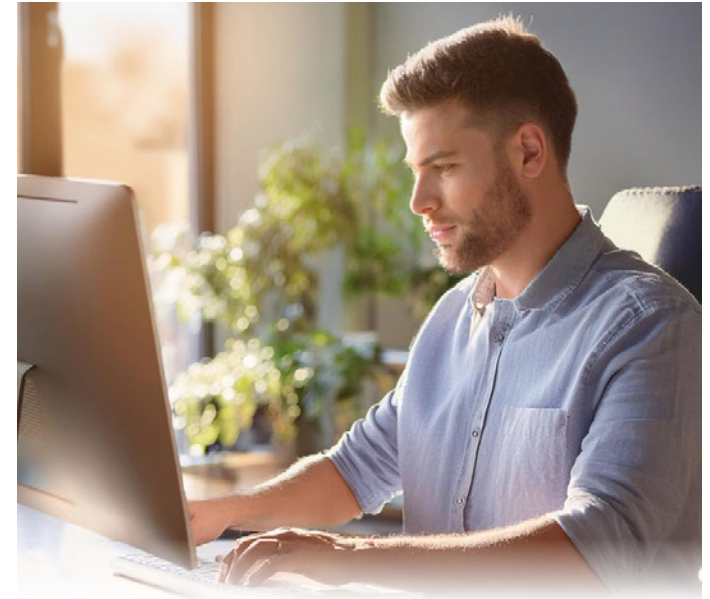
Occasionally, you may find that some document images suffer a loss of detail after this mandatory conversion. Pay particular attention to areas using colored ink, such as signatures and notary stamps. Some colors are notorious for scanning poorly or converting to black and white (*e.g.*, many shades of blue).

We've made a number of enhancements to our conversion process and we're confident that our default settings offer excellent results for most documents. On the rare occasion you notice significant degradation with problem areas of a particular document, this guide can help you fine-tune the conversion process for better results.

Questions? Contact our Support Team. **Ready to begin?** The guide begins on the next page!

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¹DISCLAIMER — You are solely responsible for the image content of your uploaded document, and CSC shall not be liable for any loss caused by your manipulation of any document image.

Our editing toolbar offers limited options for some counties in Ohio and New Hampshire, and all counties in California and Missouri. For details, see [California Recording Requirements](#).

For questions about possible legal ramifications resulting from manipulation of document images, consult with your in-house legal counsel or a qualified real estate attorney.

DOCUMENT SCANNING — BEST PRACTICES

- ✓ Prefer **letter-quality** (300 dpi) to retain detail with text and graphics.
- ✓ Use **letter 8.5 × 11** or **legal 8.5 × 11 document presets**.
- ✓ Scan in **black and white** for the smallest file sizes.
- ✓ Text must be **legible** — typically 8–12 points in size.
- ✗ **Avoid presets that automatically detect page sizes**, as they are best suited for scanning photographs. When used with documents, this kind of preset often creates non-standard page sizes (*e.g.*, 8.14 × 10.56 in), a leading cause of document rejections.

We're ready to talk.

Understanding the Threshold Setting

During the conversion process to black and white TIF format, each document page is analyzed and every pixel assigned a brightness value between 0 (black) and 255 (white). Since grayscale is not supported, ePrepare uses a threshold setting to determine when each pixel is forced to black or white. The default is 160.

When high quality paper documents are scanned properly, the conversion should result in minimal loss of image detail. However, some document scans may suffer more noticeable degradation. This includes poor quality original documents, documents with colored or faded ink, or documents scanned at lower resolutions (*e.g.*, fax quality).

FIGURE 1 | Default conversion threshold of 160

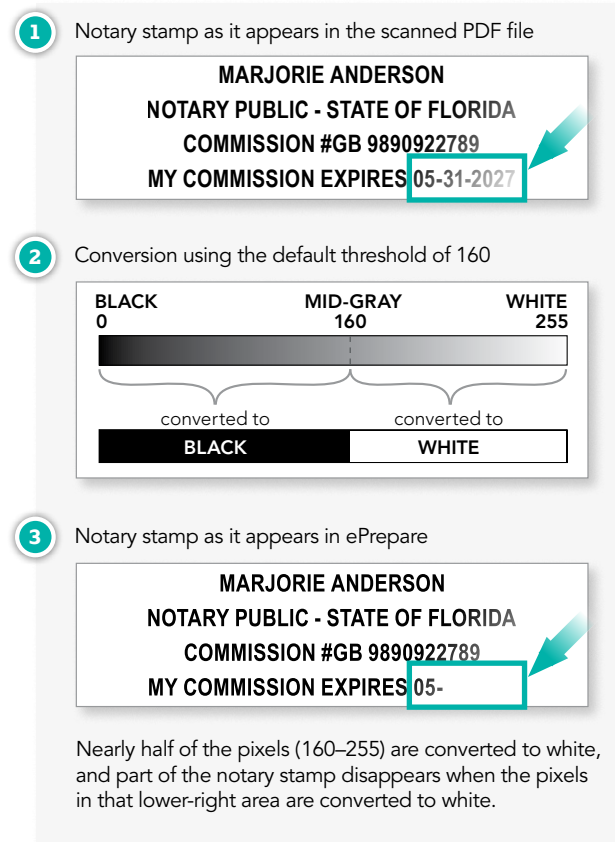
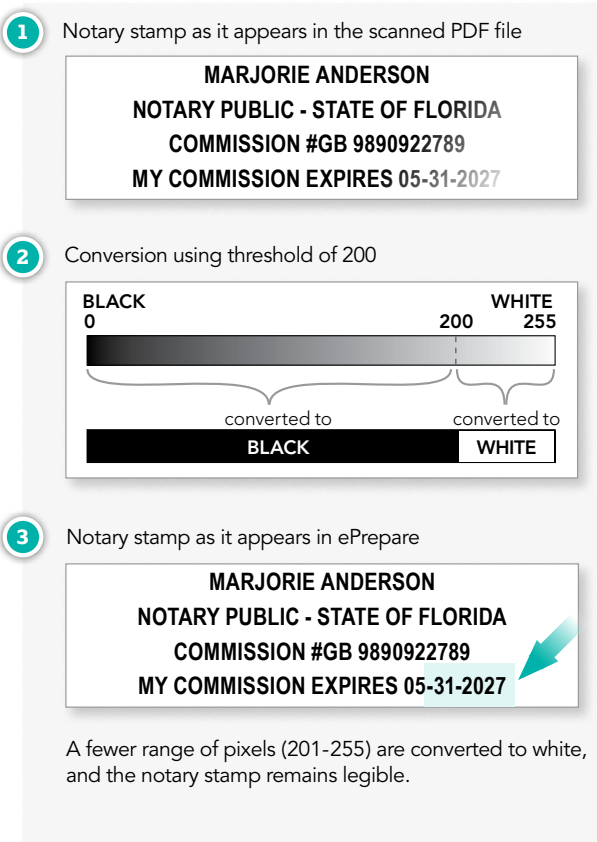


FIGURE 2 | Conversion threshold increased to 200



MODIFYING THRESHOLD SETTINGS



The next page shows illustrated steps for modifying the threshold setting.

Modifying the Threshold

To modify the threshold setting, follow the steps outlined below:


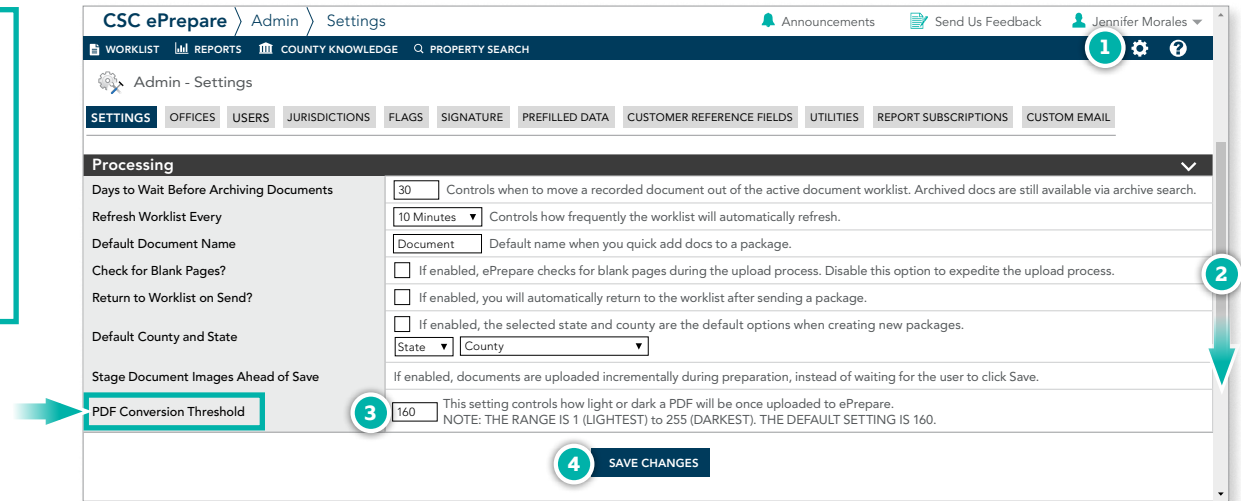
1. Click on the Settings  icon in the upper-right corner ...
2. When the settings page appears, scroll about half-way down the *Processing* section ...
3. ... and locate **PDF Conversion Threshold**. Enter a new threshold value. For example, if you want to darken document text, we recommend trying a value between 200–220.
4. Click **SAVE CHANGES** .

FIGURE 2 | Modifying the Threshold Setting

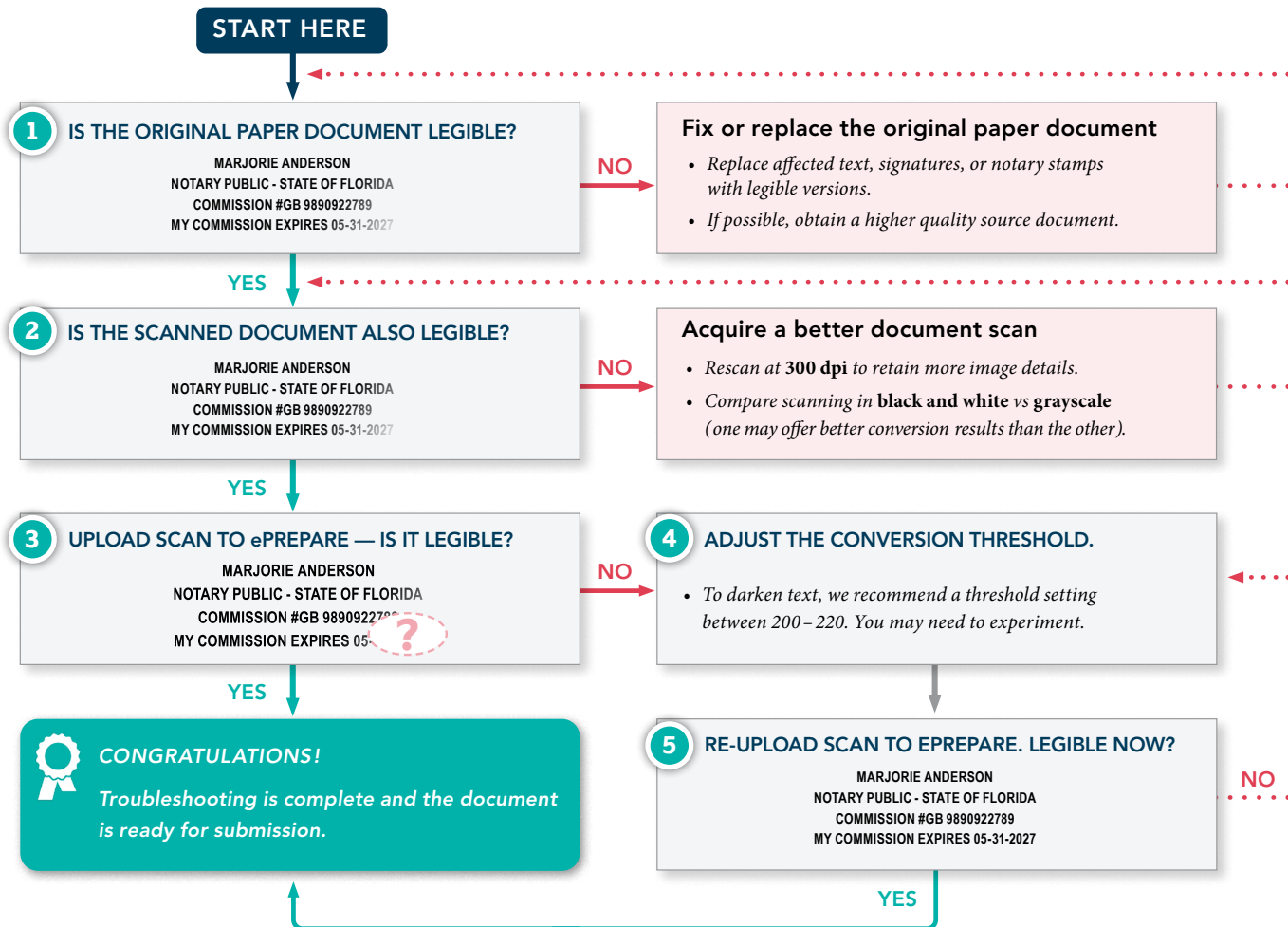


IMPORTANT TIP

After saving a new threshold setting, be sure to re-upload the scanned document into ePrepare. The conversion occurs when a document is opened in ePrepare.

Troubleshooting Flowchart

The flowchart below shows the steps for correcting image degradation caused by the conversion to black and white TIF format:



Congratulations — This concludes our guide!
If you have any questions, please contact us:
 1 855 200 1150 csc-help@cscglobal.com

Feature Guides

Announcement Preferences	Managing Jurisdictions
Borrower Notification Letters	Master Accounts
Calculator	Multi-Titled Documents
Certified Copies	North Carolina Judgment Search
Changing Jurisdictions	Notes
Correction Requests	Office Management
Custom Email Notifications	Onboarding
Customer Reference Fields	Property Search
Doc Type Recognition	Report Subscriptions
Drag and Drop	Reporting Hub
Dynamic Worklist	Resizable Indexing Panel
eChecks	Scanning Photo IDs
Fill Ins	Scheduled Send
Hawaii Fill Ins	Search for Packages
Jurisdiction Document Names	Self-Manage ACH Information
	Voided Packages

Troubleshooting Guides

- Adding CSC as a Trusted Website
- Clearing Cache and Cookies
- ePrepare Package Statuses
- Quickstart Toolbar Guide
- Removing Headers and Footers
- Troubleshooting Tips for ePrepare

Supplemental Guides

- Active County List
- CeRTNA | SECURE Document Queues
- County Authorization Guide
- ePrepare User Guide
- ePrepare Administrative User Guide

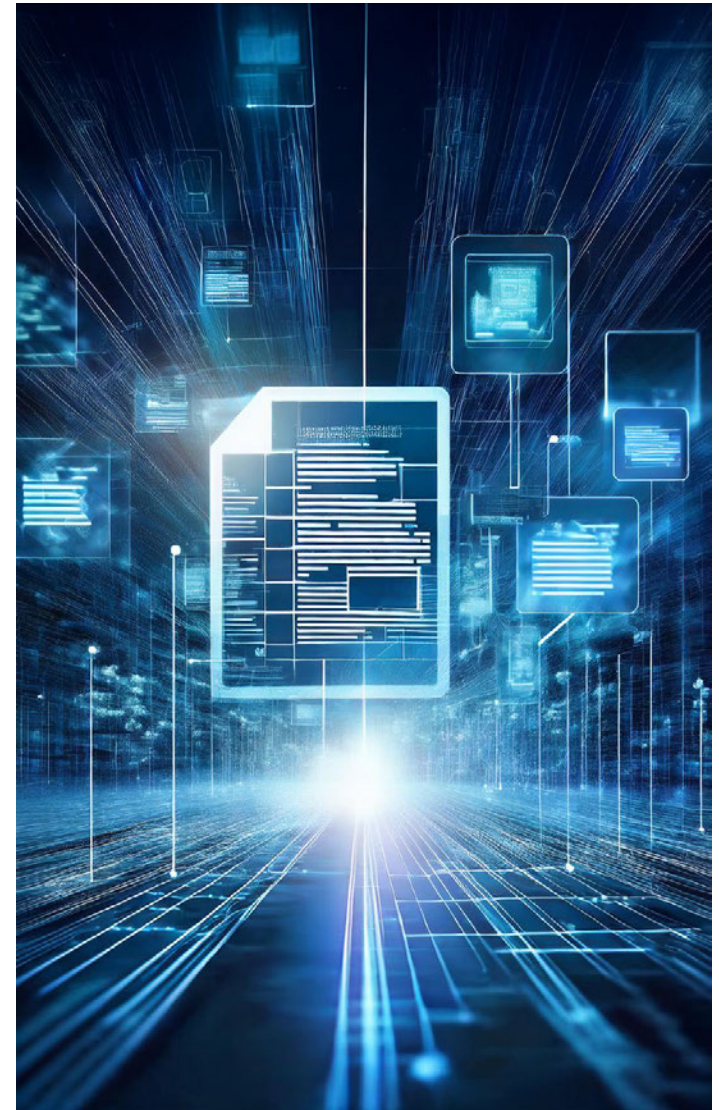
Guides for Administrators or users assigned applicable roles.

Document Editing Guides

Add Margins Tool	PDF Conversion Threshold
Auto Correct Tool	Scanning Documents to ePrepare
Auto Deskew Tool	Selection Tool
Eraser Tool	Shift Image Tool
Modifying Pages	Stamp Tool
Page Size Tool	Text Tool

Website Resources

- Beginner's eRecording Guide
- Register for ePrepare Training
- Remote Online Notarization
- Reset Login Password for ePrepare
- State Holidays
- SECURE** Holidays



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