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# Scanning a Document into Your ECF Manager with BestScan™

*Only in Best Case® Bankruptcy*

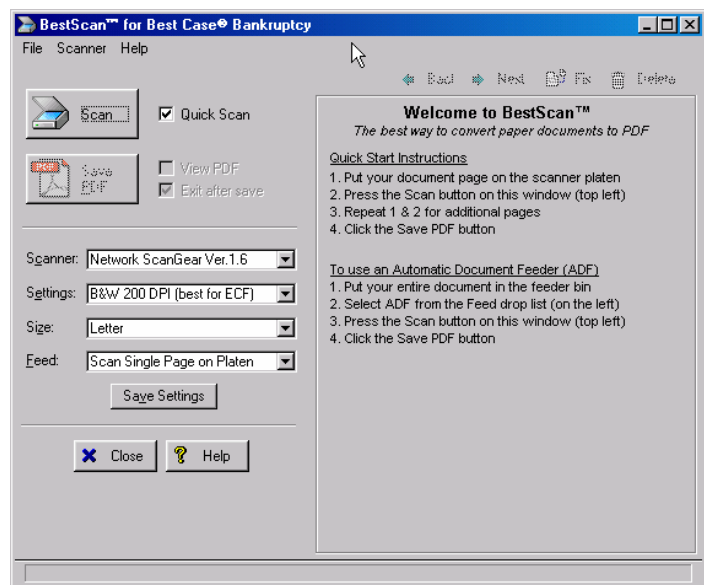
## About BestScan™

BestScan makes it easy to convert scanned documents to PDF and save them your ECF Manager. You can use BestScan to scan and save any supplemental document you need to upload as part of a OneTouch® or ECF Express™ filing.

- ◆ **NOTE:** All scanners work differently. Problems encountered using BestScan can usually be resolved by updating your scanner software and its driver. It is your responsibility to understand your scanner and its software and to see that it is properly maintained and up to date.

## How to Use BestScan

1. From the list of Forms and Schedules, click the **ECF Manager** button to open the ECF Manager.
2. In the **ECF Manager**, click the **BestScan** button on the right hand side of the window. Best Case Bankruptcy automatically finds your scanner and opens the BestScan window shown below, with the most common settings selected.
3. Load the document into your scanner and click **Scan**. If this is a multi-page document, put the next page on the scanner and click **Scan** in the pop-up box that appears after you scan the first page. When you finish scanning, click **Cancel** to close the pop-up and return to the BestScan window where you can review your scanned image.
4. When you have reviewed the document, click the **Save PDF** button to create a PDF of your document. (Note the BestScan preview screen gives you some simple options for editing the scanned image. See “Previewing Your Document” below for more information on using these features.)



**NOTE:** Our default settings are to use a flatbed scanner set at the court-recommended resolution (200 DPI) for speed and readability. These settings can easily be changed as described in the BestScan Features section below.

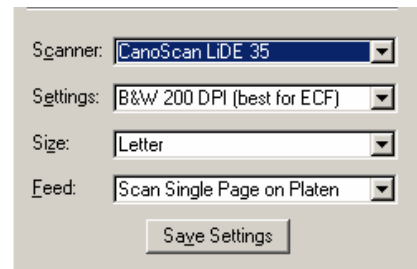
5. **Name your PDF File:** When you click the **Save PDF** button, a Save PDF File window appears with a list of all of the supplemental documents that can be filed with OneTouch in your district. **Select the form or document you scanned** from the list and then click **Save PDF**. Best Case generates the PDF file, gives the file the correct name and saves it to your client’s ECF Manager. (For more information on the naming guidelines Best Case follows, see Part III “What to Name Your Scanned PDF” below.)

- ◆ **NOTE:** If you select the Other Name option in the Save PDF window, if you are filing in a district where there are no supplemental documents uploaded during OneTouch, or if you have already filed the case, you will be taken to a Save As window. Here you can manually enter a name for your PDF file in the File name field and then click Save. The name of the electronic file you created is displayed in the ECF Manager. *(If you are scanning a document which you will be attaching to another form or schedule in the client's file, the Insert Scanned Attachment feature provides a quicker way for you to scan and attach the document directly to the form or schedule. more information.)*

## BestScan Features

### Part I: Scanner Settings

The default settings are to use a flatbed scanner, letter-size paper (8.5" x 11"), and the court-recommended resolution of 200 dots per inch. Each of the options in the scan settings is described below.



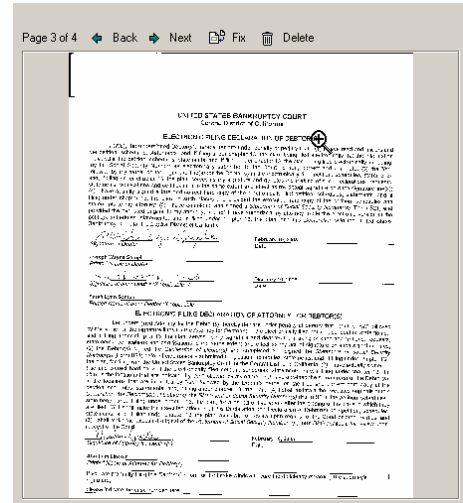
Scanner: CanoScan LiDE 35  
Settings: B&W 200 DPI (best for ECF)  
Size: Letter  
Feed: Scan Single Page on Platen  
Save Settings

- Scanner:** BestScan will automatically select your default scanner. You can click the drop-down arrow to select any other scanner installed on your computer.
- Settings and Size:** For Electronic Filing, the courts recommend that all documents be scanned in black and white as a letter size image with a resolution of 200 dots per inch (DPI). To change any of your settings, simply click the drop-down arrow to the right of the settings field and choose the new setting.
  - ◆ **NOTE:** *When changing settings, remember that color scans and scans with higher resolutions will create larger files that will take longer to scan and use more memory and may not be accepted by the court.*
- Feed:** Next to the Feed label, choose whether the document is a single page or multiple pages and what type of scanner you will be using.
  - Scan Single Page on Platen:** Use this setting to scan a single page of a document from a flatbed scanner. (Most common.)
  - Scan Multiple Pages on Platen:** Allows you import multiple scans from a flatbed scanner.
  - ADF (Auto Document Feeder):** Use this setting if your scanner allows for the automatic feeding and processing of documents.
  - ADF Duplex (both sides):** For use with auto feed scanners that can scan both sides of a document.

## Part II: Previewing Your Document

- A. Once your document has been scanned, you can review it in the BestScan window.
- B. To zoom in on the document, simply left-click in the area you want to see more closely, or right-click on the image to zoom out. Use the **Back** and **Next** buttons to switch between the pages of the scan, and the **Delete** button to delete the highlighted page. The **Fix** button allows you to rotate your scan and make other simple modifications.

- ◆ **NOTE:** To see an enlarged view of the entire scanned image, click the **Maximize Button** in the title bar of the BestScan window and a full-screen view of the document will appear.



## Part III: What to Name Your PDF

In order to ensure that OneTouch is able to file your scanned documents, they need to be saved using certain naming conventions. The list below contains the recommended file names:

- ◆ Declaration Re: Electronic Filing – save as **Declaration.PDF**
- ◆ Certificate of Consumer Credit Counseling
  - If it is an individual filing, or if it is a joint filing but both the debtor's and joint debtor's certificates can be filed as one document - save as **CCC.PDF**
  - If it is a joint filing and the certificates must be filed separately, save as **CCC1.PDF** for the Debtor and **CCC2.PDF** for the Joint Debtor
- ◆ Debtor Pay Stubs or Payment Advices - save as **PayStubs.PDF**
- ◆ Form 21 Statement of Social Security – save as **SSNStatement.PDF**
- ◆ **Northern District of Alabama:** Attorney Fee Application – save as **FeeApp.PDF**
- ◆ **District of Minnesota:** Signature Declaration – save as **SignDec.PDF**
- ◆ **District of New Mexico:** Individual Debtor's Statement of Intent – save as **Intent.PDF**