Hardware and Software Requirements

The hardware and software needed to electronically file, view, and retrieve case documents include the following:

- A personal computer running a standard platform such as Windows or Macintosh.

- An Internet provider using Point to Point Protocol (PPP).

- Microsoft Internet Explorer (IE) 6.0 and 7.0 or Mozilla FireFox 3.0. (The Netscape Navigator browser should *not* be used with this case management system.)

- Software to convert documents from a word processor format to portable document format (PDF).

- A scanner to transmit documents that are not in your word processing system.

> **Note: Scanners should only be used to produce PDF files of documents that cannot be produced electronically. Scanned documents lessen the level of service we provide by slowing down the entire system. We have moved away from the utilization of scanned documents inside the Court for the most part and are asking you to do the same when possible.**

Scanned images of textual records must meet the following minimum requirements set by the National Archives and Records Administration (NARA) effective July 1, 2009 for scanning resolution and pixel (bit) depth to support archival preservation and continued use:

- 3.2.1 Bitonal (1-bit) scanned at 300-600 ppi.[1]

  This is appropriate for documents that consist exclusively of clean printed type possessing high inherent contrast (e.g., laser printed or typeset on a white background). Scanning at 600 ppi is recommended.

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[1] ppi denotes pixels per inch

- <u>3.2.2 Gray scale (8-bit) scanned at 300-400 ppi.</u>

  This is appropriate for textual documents of poor legibility because of low inherent contrast, staining or fading (e.g., carbon copies, thermofax, or documents with handwritten annotations or other markings), or that contain halftone illustrations or photographs. Scanning at 400 ppi is recommended.

- <u>3.2.3 Color (24-bit RGB [Red, Green, Blue]) scanned at 300-400 ppi.</u>

  Color mode (if technically available) is appropriate for text containing color information important to interpretation or content. Scanning at 400 ppi is recommended.