



**WISCONSIN STATE PUBLIC DEFENDER  
EFILING GUIDE**

**TITLE 1104: CHANGING A SCANNER DPI**

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**What is dpi?**

Dpi is the number of image “dots per inch” in a scanned document. The higher the dpi, the clearer a document is scanned.

**eFiling and scanner dpi**

Mandatory eFiling requires that all PDF documents be scanned at 300 dpi. Below are instructions for how to set the scanner settings on your mopier to 300 dpi.

1. On the mopier, press the button labeled “scanner” on the left hand side.
2. On the screen, in the upper left hand corner, it should indicate the dpi that the scanner is set to. If the screen states “300 dpi” or a higher number, scan your document.
3. If the screen shows that the dpi is below 300, use the following steps to change the scanner settings.
4. Press “scan settings” on the left hand side of the screen.
5. Press the word “Resolution.”
6. Press “300 dpi.”
7. Press “okay” in the upper right hand corner of the screen.
8. Press the button labeled “Program” on the upper right hand corner of the mopier.
9. Select the tab “Program as Defaults.”
10. Press “Program”
11. Answer “Yes” to the screen prompt.
12. Scan the document.