Scanning Tips

1) Yellow and light green highlighters are OK -- all other colors scan badly
2) Light yellow and light green paper is OK -- all other colors including Goldenrod scan badly
3) Regular staples are OK -- binder clips should be substituted for heavy-duty staples
4) No sticky notes or tape flags
5) Affix small items such as receipts or settlement tapes to plain 8 ½ x 11 paper with clear tape, taking care to avoid covering any information on the item with the tape