



ePrepare®

Page Size Tool

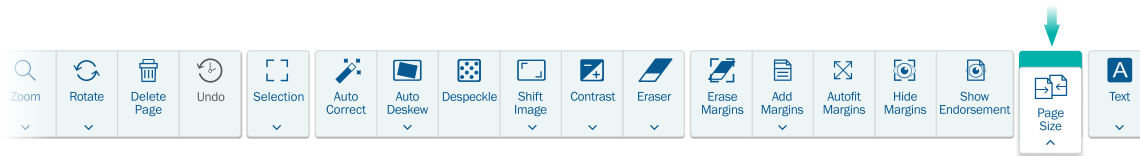
FOR ALL USERS

Learn how to resize any of your scanned document pages to a recognized document preset—**letter** (8.5 × 11 inches) or **legal** (8.5 × 14 inches)!



CSC offers electronic recording (eRecording) services for real estate documents, enabling clients to securely and efficiently record documents nationwide. As a pioneer in this space, we deliver both speed and reliability to support smooth real estate transactions. Our intuitive, web-based platform reduces the time between closing and recordation, minimizes errors that lead to rejections, and enhances document tracking for greater operational efficiency. To learn more about our comprehensive paper and electronic recording services with coast-to-coast coverage, please visit <https://www.cscglobal.com/service/erecording>.





Our **Page Size Tool** helps you standardize the pages in your scanned documents to letter or legal size¹. It's most commonly used to correct scans that include non-standard page dimensions.

When scanning, avoid presets that automatically detect page size. These settings are designed for photographs and often produce irregular dimensions (e.g., 8.14 × 10.56 inches), which is a leading cause of document rejections.

As a best practice, document pages should measure **letter (8.5 × 11.0 inches)** or **legal (8.5 × 14.0 inches)**¹. Minor variations are common during scanning, and most counties accept pages within **.25 inches** of these standards. Pages outside this tolerance may be rejected unless specifically allowed by the county².

If you have questions, our Support Team is here to help. Ready to get started? The guide begins on the next page

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¹ **DISCLAIMER** — You are responsible for the content of your uploaded documents. CSC is not liable for any issues or losses that may result from changes you make to document images. Due to concerns expressed by some counties, our editing toolbar provides limited functionality for submissions to:

- **California** (all counties),
- **Missouri** (all counties),
- **New Hampshire** (Rockingham), and
- **Ohio** (Defiance, Fulton, Henry, Mercer, Paulding, Williams, and Wyandot).

This list is subject to change.

² Some counties accept specialized document types like **maps** or **plats**. These documents are often much larger than standard page sizes.



DOCUMENT SCANNING BEST PRACTICES

- ✓ For best results, use **letter-quality resolution (300 dpi)** to preserve detail in both text and graphics.
- ✓ Select **letter 8.5" × 11"** or **legal 8.5" × 14"** presets unless you are scanning specialized documents such as plats or maps, which are typically larger.
- ✓ **Black and white scanning** is recommended for the smallest file sizes.
- ✓ Ensure all text is **clear and legible**, typically 8–12 point font size.
- ✗ **Avoid using presets that automatically detect page sizes**, as these are designed for photographs rather than documents. When applied to documents, such presets often produce non-standard page dimensions (e.g., 8.14 × 10.56 inches), which is a common reason for document rejections.

To ensure acceptance, final scanned documents should meet standard size requirements within a tolerance of ±0.25 inches.

Resizing Document Pages

This example illustrates the steps to resize document pages:

1. Underneath each page preview, ePrepare shows the **scan resolution**, **page size**, and **page number**.
We recommend that you not assume all pages of a document are the same — it's worthwhile to verify each page as you review the uploaded document.
For this example, we've verified that both pages are the same non-standard size: 8.20 × 10.70 inches ...
2. Select the pages to modify. In this example, we want to modify all pages simultaneously, so click the button **SELECT ALL** ...
3. On the toolbar, click the **Page Size** button ...
4. From the tool options, click the button **LETTER** .

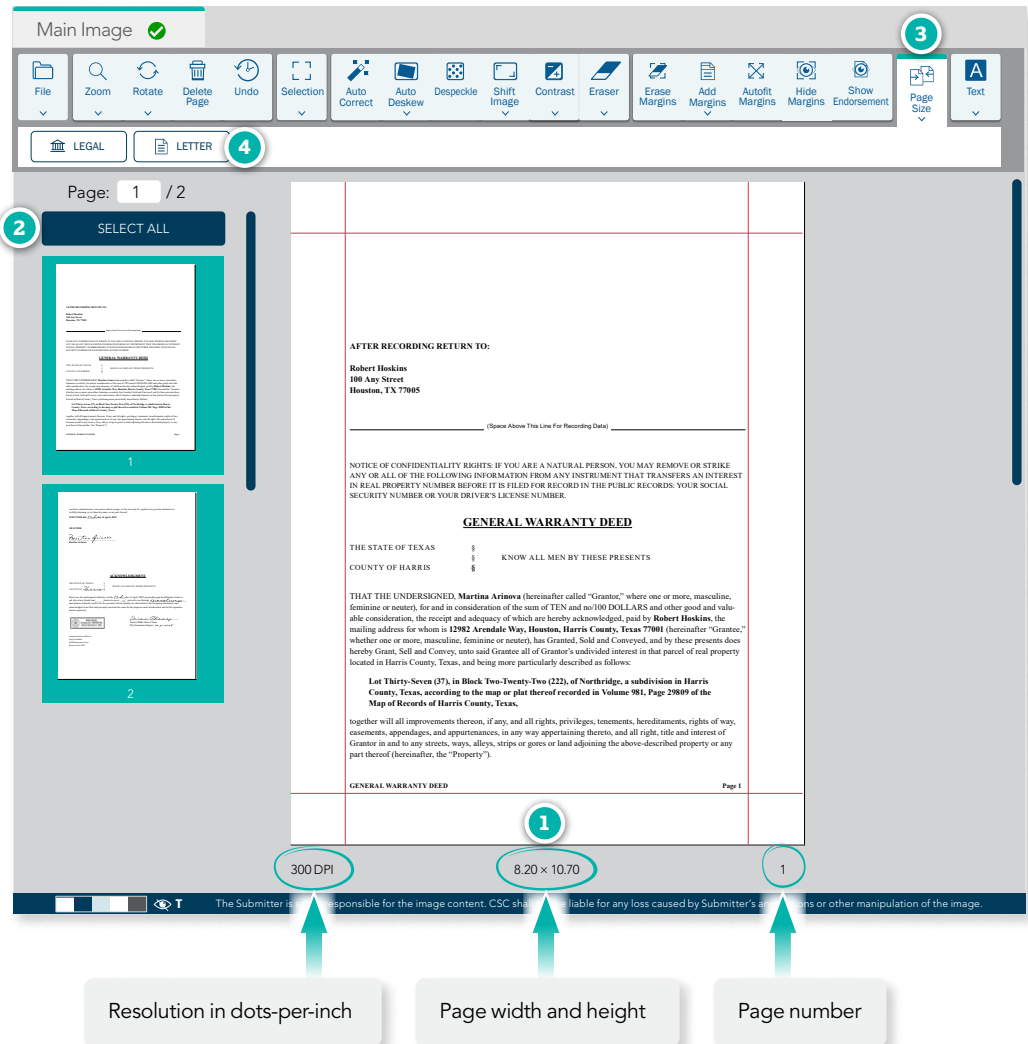
The next page shows the result of resizing both pages.

YOU MAY NOT NEED THIS TOOL FOR EVERY DOCUMENT

Check your page sizes in ePrepare's preview window. You may not need to use this tool if the page's width and height are within .25 inches of the standard **letter** (8.5 × 11.0 inches) or **legal** (8.5 × 14.0 inches).

For example, if your document pages are 8.4 × 10.8 inches, then most counties will accept the document.

FIGURE 1 | Resizing document pages



THIS TOOL SCALES PAGE CONTENT TO FIT THE PAGE SIZE

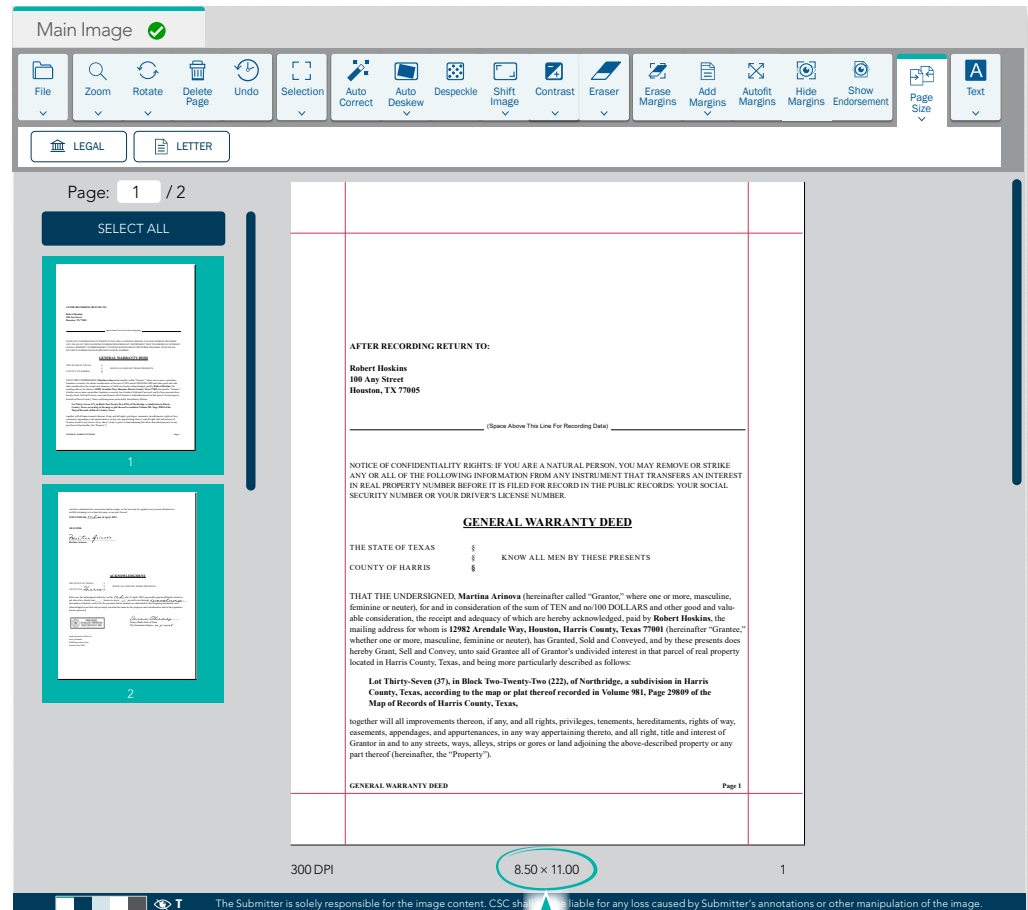
Our **Page Size** tool scales the original page and its contents to fit the requested letter or legal page size. This tool ignores the county's margin requirements, as shown with the  red guides (if enabled on the toolbar).

Take care using this tool if the original page size is significantly different than letter- or legal-size. The bigger the discrepancy, the greater the likelihood you'll notice deformation of the page content.

This tool is best used when making minor adjustments to page size.

There is no substitute for properly scanned documents.

FIGURE 2 | Both pages are resized to letter



Verify that both pages are now letter-size!

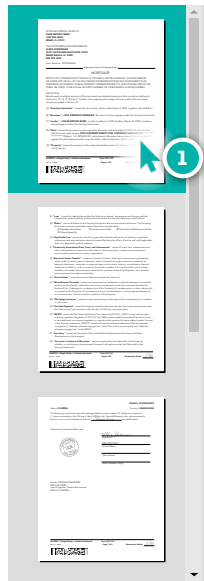
Page Selection Tips

Using your mouse along with the **SHIFT** and/or **CTRL** keyboard modifier keys, it's easy to select one or more pages for modification:

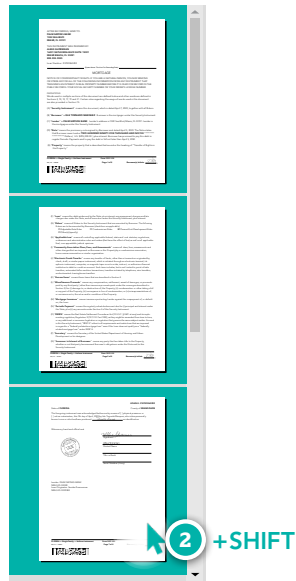
Selecting Consecutive Pages

In this example, we'll select pages 1, 2, and 3 of a document:

1. With your mouse, click on the first thumbnail in the range of pages to select ...



2. Press and hold the **SHIFT** key and click on the last page in the range:

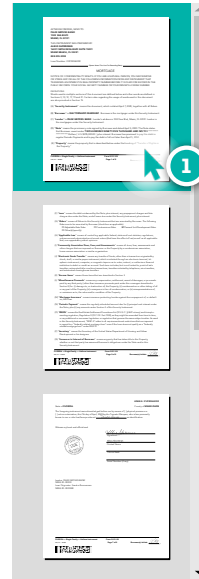


Pages 1, 2, and 3 are selected!

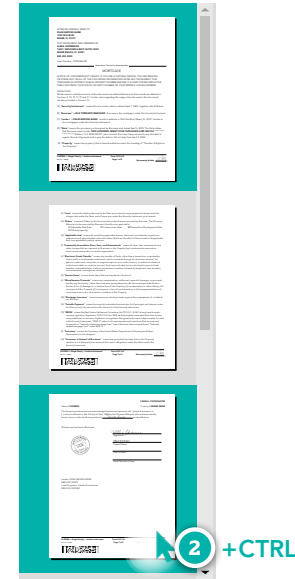
Selecting Non-consecutive Pages

In this example, we'll select only pages 1 and 3 of a document:

1. With your mouse, click on the first thumbnail you want to select ...



2. Press and hold the **CTRL** key and click on the next page you want to select:



Pages 1 and 3 are selected! To continue adding non-consecutive pages, repeat Step 2.

Congratulations—This concludes our guide!

If you have any questions, please contact our CSC eRecording Support Team!

1 855 200 1150

@ csc-help@cscglobal.com

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Troubleshooting Tips for ePrepare

ⓘ This feature is available to administrators or users with the appropriate roles. Please note that some features may require an activation fee or involve recurring charges. For more information, refer to the applicable feature guide or contact our CSC Sales Team at (866) 652-0111 or via email at erecording@cscglobal.com.



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Excel files are saved to your Downloads folder.

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