

DocuFax Quality Tips
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BACKGROUND:

The overall quality of materials processed by DocuFax is controlled by the quality of the original material and the resolution of the sending fax machine. The fax and PDF generation software used with DocuFax can handle a much higher resolution (dots per inch, or DPI) than most standard fax machines. This means that quality issues are usually related to the sending fax machine, and not the DocuFax software.

TIPS FOR IMPROVING QUALITY:

If you would like to increase the quality of materials processed via DocuFax please try the following:

- Most fax machines have a quality setting that will control how clearly the document is scanned before the fax transmission. This setting will often times be in dots-per-inch (DPI); the higher the DPI rating the clearer the fax will be. If your fax machine uses a less technical quality setting (Fine, Ultra Fine, etc) you should refer to your user manual for information on which is the highest quality setting. Changing the quality setting will cause your fax transmission to take more time, but this should not increase the size of the PDF output from DocuFax.

- The better quality your original (paper) documents, the better quality your PDF file will be. If possible, try to locate the cleanest hard-copy of your material and re-try your fax transmission.

- If your original hard-copy has a large border around the content you may want to try and reduce that empty space. Many fax machines will have a zoom feature that will allow you to trim the border on your document. If not, you can take your document to most any copy machine and use its zoom/enlarge feature to reduce/remove the borders.