Routine document preparation includes:

- Removal of staples, paper clips, and other bindings. Make sure to separate the pages that were stapled so that they will not stay stuck to each other and be fed through the scanner as one page instead of two pages.
- Unfolding and flattening folded documents.
- If the document is ripped, please repair it by using tape to carefully hold it together so as to prevent it from getting torn of when it goes through the scanner.
- Remove post it notes, especially if it obscures any of the information on the document. Laserfiche allows you to put notes on the document once it’s in the system.

As part of planning for document imaging, please examine the types of documents that will be scanned and look for special features that might present scanning challenges, such as:

- Multi-page documents or documents that must be kept together (e.g., a letter with an attachment).
- Fragile documents.
- Poor quality or faint print.
- Seals and / or watermarks.
- Physical attachments such as photographs or sticky notes.
- Extremely thin or thick paper, for example, onionskin or card stock.
- Unusual size such as receipts.