



Tips for Providing Readable Hard Copy Graphics to the Agency

The Agency converts hard copy drawings and graphics received from applicants into electronic form for efficient storage and retrieval. These documents may consist of maps, plans, images, or engineer drawings on paper or film. The following design tips are requested to make your documents more readable throughout the review process.

General:

1. Large documents should be no wider than 40 inches. Any length is acceptable.
2. Use high contrast colors as much as possible. Muted color tones do not scan or reproduce well and are often lost in digital copy.
3. Use black, deep blue, or red for important lines. Avoid drawing with gray or yellow.
4. Draw important lines with wide line weight. Thin lines (less than 1.5 points) do not scan well.
5. Use larger fonts for text. Small, lightweight fonts are difficult to read. Font size 8 points or larger is preferred.
6. If hand-written notes are necessary, use pen rather than pencil. Pencil does not scan well.

Maps:

- Map scale bars are preferable over written ("1 inch equals 100 feet") scales to indicate map scale. When maps are reproduced, the graphic often changes size making the written scale meaningless. A scale bar is a picture of a documented length which will re-size with the graphic.

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