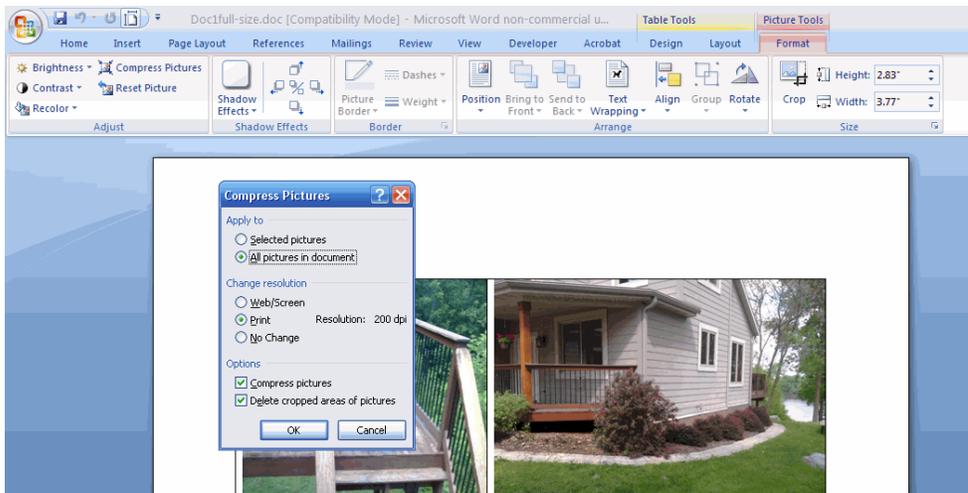


Imagery Included in Appraisals for WisDOT

It is imperative that appraisal images taken with high resolution digital cameras be reduced in size prior to sending to WisDOT. This can be done in a single step using Word 2007.

To Compress Imagery in MS Word

1. With the Appraisal document open in Word, click on an image to show the Picture Tools.
2. Click "Compress Pictures" in the Adjust menu. The Compress Pictures window opens.



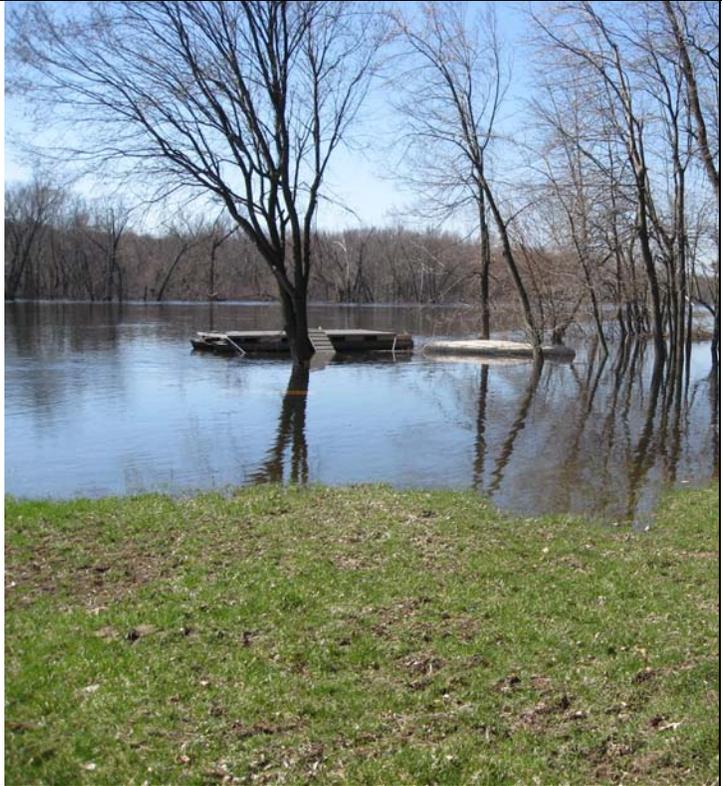
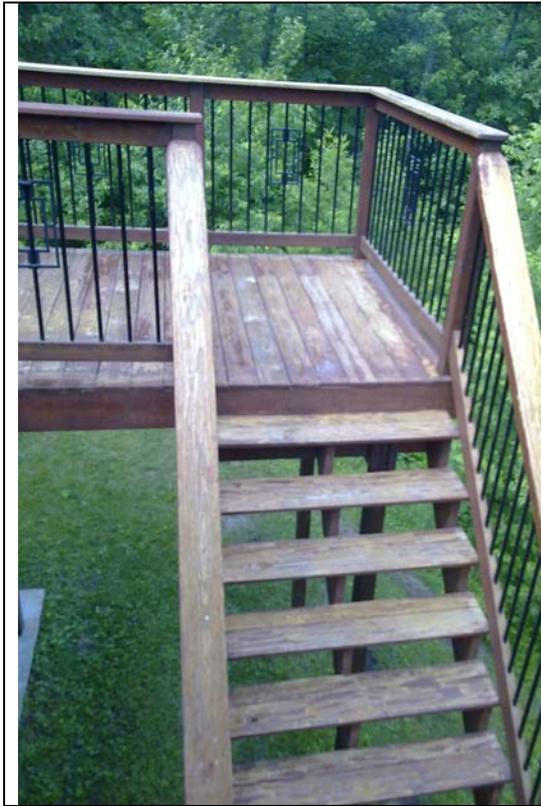
3. Check the box "All pictures in document"
4. Click "OK" to go back to the Compress Pictures window.
5. Click "OK" to execute the command. (see pages 2 and 3)

(From: http://www.ehow.com/how_6932139_compress-images-word-2007.html)

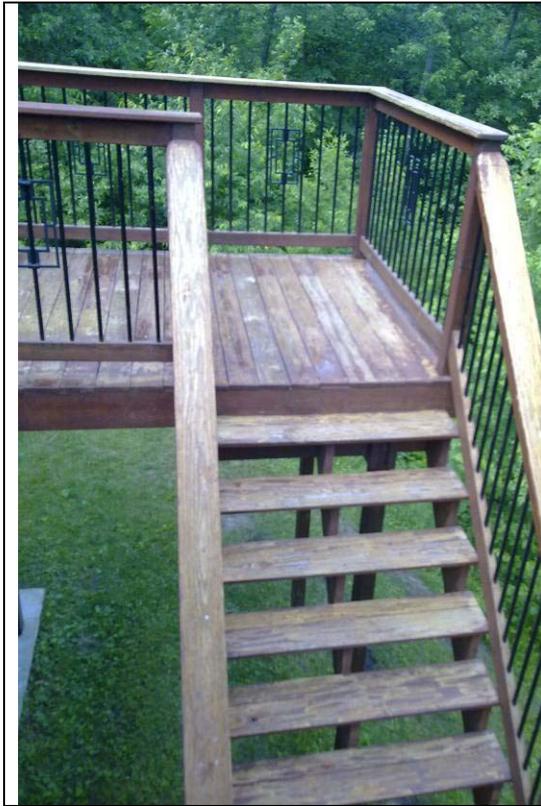
Never Scan a Document

The need to scan a document is very very rare. It should be a last resort only when no digital copy is available. See page 4.

This PDF page takes up 2 MB of disk space - it was NOT compressed in Word. The High Quality setting was used when creating the PDF.



This PDF page takes up 0.40 MB of disk space - it was compressed in Word. The Standard setting was used when creating the PDF.



Electronic Documents - Digital Original vs. Scanned

LAND VALUATION GRID

PROPERTY	SUBJECT	SALE W/1-01	SALE W/11-01
SALE PRICE	XXXXX	\$140,000	\$285,000
SALE DATE	04/18/2009	08/02/09	07/02/08
TERMS & CONDITIONS	NA	WARRANTY DEED	WARRANTY DEED
OTHER (Describe)	NONE	NONE	NONE
ADJUSTED SALE PRICE	XXXXX	\$140,000	\$289,711
DESCRIPTION	DESCRIBE SUBJECT	DESCRIBE SALE	DESCRIBE SALE
ADJUSTED SALE PRICE	XXXXX	\$140,000	\$289,711
ADDRESS	W9024 STH 23, Greenbush	S Frontage Road, Waupun	Subway Road, Friendship
LOCATION	Good	Good	Good
ZONING	A-1	A-1	A-1
LAND MAKE-UP			
Bldg. Site	4.32	0	0
Cropland	110	30	79
Roads/Waste	0.4	1	0.84
Marsh	0	0	6
Woods	9	4.48	0
TOPOGRAPHY / COVER	Level, Partial Woods	Level, Partial Woods	Level, Open
UTILITIES	Private	Private	Private
UNADJ. PRICE / ACRES	129.32 Net	35.48	78.84
TOTAL ADJUSTMENTS	XXXXXX	0%	XXXXXX
INDICATED VALUE PER ACRE	XXXXXX	XXXXXX	XXXXXX

Digital Original



PROJECT ID: 1440-15-21
PARCEL 19

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Appraisal No. 20091219

ADDRESS	W9024 STH 23, Greenbush	S Frontage Road, Waupun
LOCATION	Good	Good
ZONING	A-1	A-1
LAND MAKE-UP		
Bldg. Site	4.32	0
Cropland	110	30
Roads/Waste	0.4	1
Marsh	6	0
Woods	9	4.48
TOPOGRAPHY / COVER	Level, Partial Woods	Level, Partial Woods
UTILITIES	Private	Private

- High Quality
- Searchable Text
- About 15 kb / page
- FAST - Print to PDF

LAND SALE ADJUSTMENT GRID

PROPERTY	SALE No. 1	SALE No. 2
SALE PRICE	\$110,000	\$110,000
DATE OF SALE	08/02/09	07/02/08
TERMS OF SALE	WARRANTY DEED	WARRANTY DEED
ADJUSTMENT PROCESS		
UNADJUSTED SALE PRICE	\$110,000	\$110,000
ADJUSTMENTS		
Final Adjusted Sale Price	\$110,000	\$110,000
Final Adjusted Price/SF	1.00	1.00

Scanned



Project: 1330-12-20
© 2009

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Parcel No. 23

SUBJECT PROPERTY
S83 W29861 Saxony Court
Town of Mukwonago, Wisconsin

TRANSACTION DETAILS	
Sale Price	--
Date of Sale	--
Site Size (SF)	134,034
Price/SF	--
ADJUSTMENT PROCESS	
Unadjusted Sale Price	
Terms of Sale	
Cash Equivalent Price/SF	
Time/Market Cor.	
Current CE Price	

- Low Quality
- Text Not Searchable
- About 75 kb / page
- SLOW – Print. Then Scan.

To Save a Document as a PDF using MS Word 2007

1. With the document open in MS Word 2007, click the Office button, then Save As, then PDF or XPS



2. Specify the Save in folder and the file name (It's OK to leave the Optimize for and Options Settings as is)



3. Click Publish. That's It.

Imagery Included in Appraisals for WisDOT

There is no reason for an appraisal or project data book to exceed 0.40 MB per page. Even if every single page contained four images, a perfectly acceptable PDF of 0.40 MB per page can be achieved easily. Using that as a guide, below is a table you can use to determine if your document is acceptable for submittal to WisDOT

pages	maximum acceptable file size (MB)
20	8
30	12
40	16
50	20
60	24
70	28
80	32
90	36
100	40
120	48
140	56
160	64
180	72
200	80

Excerpts from Smart Computing Magazine Article

by John Brandon • June 2009 • Vol.20 Issue 6 (Pages 35-36 in print issue)

Create PDFs - Share, View & Print The Easy Way

In 1992, Adobe (www.adobe.com) unveiled a new way to handle any document, called PDF (Portable Document Format). The idea, which Dr. John Warnock proposed in 1991, was to create a highly portable format for the Web that retains the original formatting. You can share a PDF with anyone, print them on your local computer, and archive PDFs for long-term storage.

Reading A PDF

A free program called Adobe Reader (get.adobe.com/reader/) lets you read PDF files.

When you open a PDF in Reader, you can scroll through the document on-screen as though you are reading on the Web or in Word 2007. You can also use the search field to search for a term or even a string of text. You can also print the PDF, which retains all of the formatting you see on the screen. A PDF lets you zoom in on the document, and there's a hand icon you can use to "grab" a page and move it around. The Adobe Reader program is easy to use by design; it's primarily used for reading documents, so there are not that many advanced features to cause confusion.

Once you download a PDF, you can easily email it to another user. You simply compose a new message and attach the PDF file. You can also share PDF files by posting them on a Web site. There are billions of PDF files in circulation today.

Creating A PDF

Knowing how to read and share PDF files is one thing. Yet, creating a PDF provides even more control over how you use rich documents.

Adobe offers the best tools for creating PDF files, and no wonder, considering it created the format. The most comprehensive tool is called Acrobat 9 (www.adobe.com/products/acrobat). The program comes in three versions: Acrobat Standard, Acrobat Pro, and Acrobat Pro Extended. Each version adds a few extra powerful features.

Once you purchase and install Acrobat, the easiest way to create a PDF is through the Print dialog box of any program.

Third-Party PDF Creation Tools

Creating a PDF is a simple process: You just select Print and choose the Adobe PDF option. Adobe is not the only company that makes PDF creation tools. In fact, ever since Adobe made PDF an open standard last year, several tools have become available for creating a PDF file.

One of the most popular tools is the Save As PDF add-in for Microsoft Office 2007. To download the add-in, go to www.microsoft.com/downloads and search for Save As PDF. Click the link titled "2007 Microsoft Office Add-In: Microsoft Save As PDF." Click the Download button and then run the installer program. Now, when you open a document in Word or any other Office application, click the Office button in the upper-left corner. Click Save As and select the PDF option. Choose the location to save the PDF file, enter a name for the file, and then click Publish.

Another popular tool for creating a PDF is called CutePDF (www.cutepdf.com). This program works the same as the Office Save As PDF add-in, except that it will appear in the Print dialog box for any program, not just Microsoft Office. CutePDF Writer is a free program and requires that you install the Writer application (www.cutepdf.com/download/cutewriter.exe) and a PDF conversion tool called Converter (www.cutepdf.com/download/converter.exe). Once installed, you can select CutePDF from the Print dialog box of any program. Just name the file and save the PDF.