I noticed the sizes of your scanned files were huge. I can scan an entire folder of information (100 pages plus) and email it without any troubles. The trick is to change your copier settings to scan at a high compression value. I don’t think most people realize this is an option. I’ve shown many people how to do this over the last couple of years and it’s unfortunate that more training isn’t provided when we get new copiers and such.

Anyway, thought I’d pass along the following information to change your settings should you want to. This allows you to scan large amounts of data and still keep the file size reasonable without affecting the quality of the scan too much.

**To change scan settings to High Compression** (this allows a virtually unlimited number of pages to be scanned at a time):

* Log in with employee ID.
* Select “Send.”
* On the tabs at the bottom of the screen, select “File Format.”
* On left side of screen, select “High Comp PDF.”
* On right side of screen, Image Quality, select “Standard.”
* On bottom right side of screen, OCR Text Recognition, you can turn this “ON” if you want Adobe to be able to recognize the text for editing later.
* Go back to the tabs at the bottom and select the “Destination” tab and scan as usual.
* Log out.

One other tip you may not be aware of, and is a feature I use when I want to scan things that I do not want to end up in emails as a potential public record, is the scan to a USB feature. While I can protect most student records and information, it sure is a lot easier to simply avoid it than it is to redact/exempt it. Many people aren’t aware they can do this either, so I’ll include those steps as well, in the event you want to use that feature.

**To scan directly to a USB**

* Log in with employee ID.
* On right side of copier, just behind and to the right of the monitor screen, insert a USB.
* The screen will read “Removable memory was recognized. Displaying files. Are you sure?” – select “Yes.”
* On the bottom right of the screen select “Store file.”
* Insert pages to scan (or lift lid to scan) as you typically would and press “Start” just like you were going to copy/scan.
* When done, on bottom right of screen select “Remove memory.”
* Screen will say safe to remove USB, then remove the USB.
* Log out.

You can also use the USB device feature to print directly from a USB. When you insert the USB and say “Yes” the screen that pops up next lists all the files currently on the USB. Simply select the file you want to print and press “Start.” 😊

Have a great day!

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