

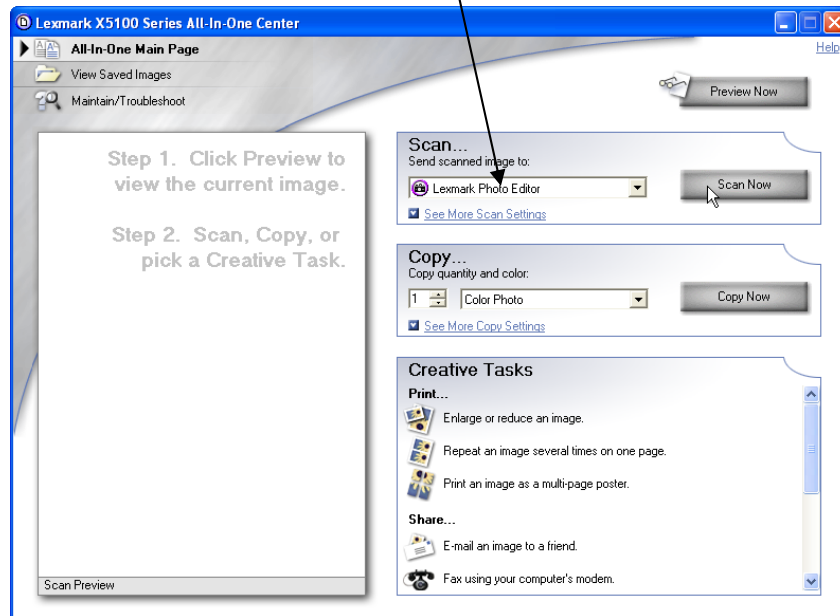
“How to scan in work papers to turn in electronically.”

This paper will walk you through the steps to scan documents so that you can turn them in within the GOAL school environment. The specific icons and windows that you see correlate to the GOAL computers and Lexmark printers that students are issued.

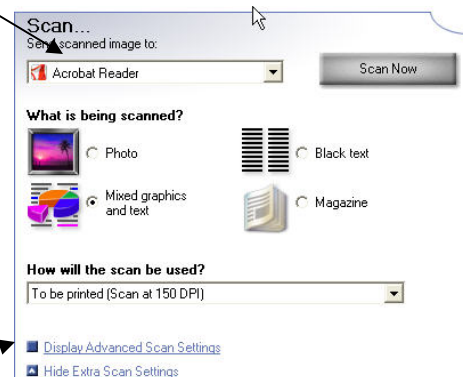
1. Open your Lexmark X5100 or X6170 All in One Center by clicking on the icon:



2. Click on “See More Scan Settings” in the Scan menu.

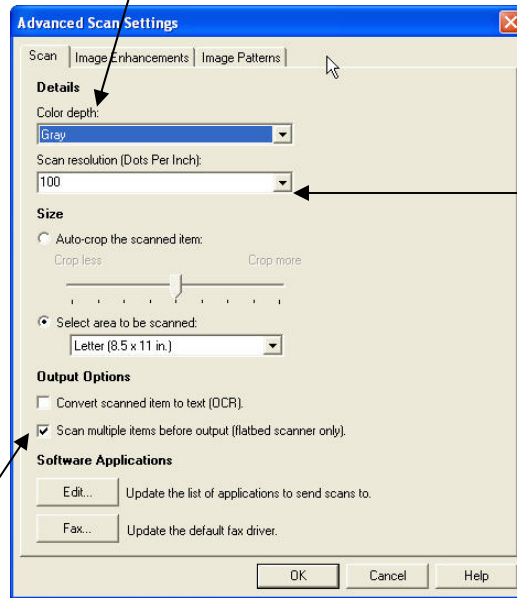


3. In the “Scan...” menu, change the selection to “Acrobat Reader” so that the scanned image will be sent to Reader.



Select “Display Advanced Scan Settings”.

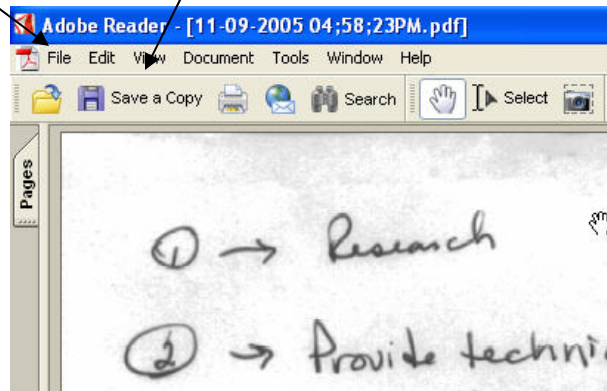
4. In the Advanced Scan settings menu, you will make changes to make your final file take up as little memory as possible. First, color takes lots of memory, so change the color depth to Gray, unless it is very important that color is shown.



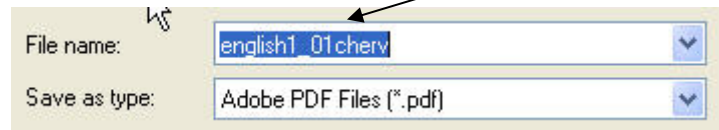
Second, change the Scan Resolution to 100 or even 72.

Third, make a checkmark by “Scan multiple items” by clicking on it. Then click OK.

5. Now you can put your first page in the scan bed and click “Scan Now”. Once the page is scanned, it will ask if you have more pages. If not, click “No”, and if you do, put the next page on the scanner, and click “Yes”.
6. Once you have stopped scanning, the file will open in Acrobat Reader. If it doesn't look like you want it to, just close it and start again. If it is okay, go to the “File” menu and select “Save a copy as...” or click the “Save a Copy” button.



7. Name your file so that you know which assignment you scanned. **Don't use periods (.) in your file name.** Instead, use an underscore _ by holding shift while you type a dash.



8. Once you have saved the file, you can go into the GOAL website and “Browse...” to find the file and attach it for grading.

The GOAL website won't allow you to upload anything over 10 megabytes. This equals 10,000 kilobites. You can check the size of your files by looking at the icon of the file. This is a good example of a small file with a good name (no spaces or periods!)



This file has some problems, however. It is getting pretty big, but it will still be accepted by the system. The name doesn't indicate which assignment it is and with the spaces in it, it might get changed as you upload it.

