Scanning Documents for Submission

If you need to scan sheets to send them in for a class, this document offers a variety of solutions for you. Most of these methods are very inexpensive, and you ought to be able to find one that fits you.

Methods:

- *Scan in the computer lab in the Social Work building,* which has a bank of scanners just for this purpose. If you have time to come to campus ever, it's there for you.
- *Fax to an email account.* Many fax machines offer this option. If you have access to a fax machine with such a capability, sending your homework to your email account effectively scans it for you.
- *Buy a scanner.* You might initially think that there must be a better way, but consider the following:
  - You can get a scanner for under $50 at a number of department and electronic stores, and usually with a printer and copier function, as well. This is an item that you will find useful long after the course is over.
  - The cost of a scanner is less than the cost of most books you're required to buy for classes—even used books.
  - A student that doesn't have to drive to school because he's taking an online course saves gas. If you live 10 miles away, come to school 3 days a week, and get 25mpg, then you recoup the cost of the scanner in your eighth week of classes at $2.75 a gallon. That's if you don't use a toll road and don't get any tickets.
  - If you already have a printer (but no scanner), you know that replacing all the ink for it can run more than $60. Buying an inexpensive printer/scanner is actually cheaper than refilling your ink.
  - You can find even better deals online—try (http://3btech.net/are60usbpofl.html). We'd rather not advertize for companies, but in the interest of letting you know what's out there, that link is for a flatbed scanner for $30 including shipping. $30 over a semester is like taking the toll road twice a week.
  - The time you save by scanning at home has to be worth something to you.
- *Ask your best friend or try your office.* You'd be surprised how many people have scanners. Although your office might not have an outright scanner, it's not unusual for a copy machine to have email/scan/fax to email capabilities.
- *Use a digital pen and use Acrobat Pro*—you will write directly into the pdf and save it, never having printed it. This can be an expensive route, and you should figure out how to change ink color (Acrobat's default is red). Acrobat Pro is under $50 to students at the Cougar Byte (a phenomenal savings), and the pen/tablet set will run at least $150. The point is that you *can* do this or something like it, not that you should.
- The last and least useful option is to *get your documents scanned professionally*. This option is only offered here out of a sense of completion. Most copy centers will scan your sheets and give you pdfs, but they might charge a dollar per page. With all these other options, 6-10 dollars a week seems like the worst bang for your buck. Still, there are people that willingly hand over a fiver a couple times a week at their local FourBucks coffee house, so we've got to give you this option, too.

Scanning Well:

Your goals when scanning are to get the file into an accepted format and to make the file size as small as possible while still readable.

File types: You will need to upload your scanned work as a particular file type. At the time this document is published, our system accepts jpg and pdf files. Check the homework upload page in CourseWare for a complete list of acceptable file types. When you scan, choose one of these. Files in pdf format are preferred, but the important thing is to get your homework in.

File size and clarity: The documents you will submit need to be readable, and there are no photographs in them. If you set your scanner settings to 200dpi and black & white, you will produce a file that is small enough to email (less than 200kb), but plenty clear enough to read. 200dpi is the standard for faxes, so telling your scanner to "scan for faxing" will give the desired results. It should be noted that you can probably scan at well over 1000dpi—the thing is, you will end up with a file that is several megabytes large without much gain for our purpose.

Saving Assignments:

When you scan your assignments, especially if you use someone else's equipment, you should save a copy of the scanned file somewhere that you can access it later. This might mean using a thumb drive, emailing it to yourself, or burning it to disk. A simple way to save a file from a strange place is to use a free email account to mail it to yourself—Gmail, for example, will store gigabytes of information for you, so if you need a file later for some reason, you can access it from anywhere with an internet connection.