

### **Documentation of the Mastery: Scanning on the Public Printers**

1. All three of our printer/copiers do scanning the same way.
2. We have chosen settings so that all scans go to a thumb drive plugged in by the user.
3. No one is charged for scanning, and they will not need money to scan at the public copiers.
4. While the default is scanning to PDF files, it is easy to change the format to JPG. High resolution, archival scans use TIFF, but most computers (including ours) have a hard time working with TIFF.

### **Proof of Mastery:**

It is recommended that the employee achieve the Email Mastery before tackling this one.

1. Take a piece of scrap paper and put your name and the date on it. (Other things can be on the paper, too.)
2. You can borrow a thumb drive from the Reference Desk if you do not have one.
3. Scan the paper onto the thumb drive, first in PDF and then in JPG formats.
4. Email a Training Proctor with the document attached in both PDF and JPG formats (2 attachments). Be sure to include a note requesting approval for the Scanning Mastery.

### **Current Training Proctors for this Mastery: Scanning on the Public Printers**

- Julia Schult
- Bob Loftus
- Val Chism

### **Resources:**

**This task is estimated to take 10 minutes for someone to master.**

### **They will need:**

- This document
- Access to a thumb drive and any of the 2 public printers
- Scrap paper and pen or pencil
- The handout Scanning To A Thumb Drive, which is in the Forms and Handouts shared folder
- An Expert if help is needed to attach the files to an email.