

[VIDEO] Scanner Setting Requirements

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You must use specific settings when scanning the Weekly Attendance + Meal Count reports. If you do not use the settings below, the forms will still appear to scan, but the accuracy is compromised. Some scanners allow users to set up a Scanning Profile, so you do not have to remember each of these settings every time you scan. If this option is not available, ensure you are selecting each specific setting every time you scan.

- Save the image as a .TIF.
- Scan in black and white (not grayscale).
- Use 400dpi or higher.
- Use 8.5 x11 document size.