

hal.kd5hw



WinEx has a nifty compression feature built in for reducing the size of photos. It will work for documents as well, but it is not as forgiving. You can inadvertently choose a compression factor that will render a document illegible.

Here is a procedure that works for when the builtin forms feature doesn't accomplish your specific mission. The procedure is for a scanner, but you can input PDF files and it works great.

I ended up with an inexpensive flatbed USB powered scanner. In the field, paper gets soggy and difficult to manager. My hand held wand scanner did ok, but was difficult to use without a large dry, flat surface. USB powered eliminates the need for wall warts or other external power supplies.

You'll need to download free programs called IRFANVIEW and GHOSTSCRIPT.

Here are the full instructions for scanning:

1. Open IrfanView.
2. Select FILE, TWAIN source, and choose the scanner.
3. Select FILE, then Acquire/Batch Scanning. Let everything default. Click OK.
4. The scanner driver window will open.
5. in Select Source, choose Document(grey scale)
6. For Destination, choose Image Display.
7. Let Output size default.
8. Scan.
9. Choose FILE > SAVE AS
10. Choose TIF.
11. In the TIFF SAVE OPTIONS, choose CCITT FAX 4.
12. Set suitable directory and file name.
13. SAVE. File size should be 10-20k no matter how busy the document.
14. Attach file to an Winlink message and send.

For inputting a PDF:

1. Open IrfanView.
2. Select FILE, and choose the PDF file.
3. Choose FILE > SAVE AS
4. Choose TIF.
5. In the TIFF SAVE OPTIONS, choose CCITT FAX 4.
6. Set suitable directory and file name.
7. SAVE. File size should be 10-20k no matter how busy the document.
8. Attach file to an Winlink message and send.

Hope this helps

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