|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | | **Hal hal.kd5hw@gmail.com [wl2kemcomm] <wl2kemcomm@yahoogroups.com>** | | 11:13 AM (7 hours ago)  https://mail.google.com/mail/u/0/images/cleardot.gif |  | **https://mail.google.com/mail/u/0/images/cleardot.gif**  **https://mail.google.com/mail/u/0/images/cleardot.gif** |
| |  | | --- | | to wl2kemcomm  https://mail.google.com/mail/u/0/images/cleardot.gif | | | |

In Texas, we have a requirement to send unpredictable hard copy ICS forms (including the 201) with a hand written signature via HF.  
  
Here is a procedure that works for me. First, download and install the IRFANVIEW program. Also, aquire a scanner, such as the Canon LiDE110.    
  
Here is my squish procedure:   
  
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.   
  
I think the key to the procedure is the TIF file encoded with CCITT FAX 4. Of course, the smaller the file you start with the better.   
  
Note: steps 5, 6, 7, and 8 are on the scanner driver and may vary depending on the brand/model scanner.  In addition, there are most likely many, many other combinations of settings that will produce as good or perhaps better results. The intent here is to give folks a place to start.   
  
Note: be sure to test by actually printing the document. I've had several combinations that look great on the screen but were unreadable once printed.   
  
Happy shrinking.  And don't shrink the kids!  :-D  
  
hal kd5hw