My Digital Life

Scanning Basics
Getting Started

The new express scan/fax workstation can be used to scan documents and images.

- Items must be flat
- Items cannot be larger than 8 ½” x 11 ¾”
- If items are in a frame, remove them prior to scanning
Scan Destinations

Scanning is possible to the following destinations

• Email
• USB (thumb drive / jump drive)
• Online storage services
  • Dropbox
  • Google Drive
  • OneDrive
Scan Destinations

Online storage services require a login and password.

- Bring your login and password information with you to the computer lab
- Forgot your password?
  - Passwords cannot be reset or retrieved from the scan/fax workstation
  - Use another computer in the lab or your mobile phone to do this first, then use the scan/fax workstation for scanning
Scan Options

• Color
• Grayscale
• Black & White

For scanning a black and white photograph, use either Color or Grayscale.

For scanning a line drawing, Black & White is also an option.
Scan Options—Files and Quality

- Image file format options
  - TIFF
  - JPEG
  - PNG

- Image quality options
  - Standard
  - High

- Each scanning session allows up to 50 scans and/or 5 megabytes (MB)
Scan Options—Recommended Settings

Using the Color and High quality setting will capture the highest amount of image information.

The image file format with this setting is JPEG.
Scan Options—More Options

After you press the Scan button on the screen, a preview of the scanned item appears.

More options:

• Split Vertical or Split Horizontal
  • This divides the image into two separate halves for two different images
• Rotate R or L
  • This rotates the image
• Select Crop
  • Use this if you only want a portion of the image
• Zoom bar
  • Move the bar to enlarge what is scanned
Scan Options—Sending to Email

- Only one email address is possible in the To field
- Use the CC field to send to one additional email address
- Scans will appear in your email from “Library Document Station”
- Check your junk or spam folder if you cannot find the email with the scanned files
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After You’re Done

• Use one of the computers in the computer lab to preview your scans
• (Microsoft) Photos is the default photo application on the lab computers
  • Additional adjustments can be made, such as cropping, rotating, spot fixes, and more