

# My Digital Life

Scanning Basics



DeSoto  
Public Library  
*Friendly Service, Empowered Futures.*

# 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