

Scanning on Lab Computers

1. Log in to computer
2. Plug scanner into USB port on back
3. Open scanner software (start menu --> graphics --> XSane)
4. Single page document:
 - a. At the “**Type**” drop down menu, change “**ext**” to “**pdf**”
 - b. At the “**Color**” drop down menu select color or grey
 - c. At the DPI drop down menu (has different sized dots beside it) change from **75 to 300**
 - d. Click “**Scan**”
 - e. When scan viewing page comes up, click the **green floppy disc** icon at the top
 - f. Type in the name of the document (this spot is already selected at the top, just start typing)
 - g. In the white destination window below the title, double click “**Desktop**”
 - h. Click “**Save**”
 - i. Final document is now saved as a PDF on the desktop.
5. Multi-page document:
 - a. At the “**Type**” drop down menu, change “**ext**” to “**jpeg**”
 - b. At the “**Color**” drop down menu select color or grey
 - c. At the DPI drop down menu (has different sized dots beside it) change from **75 to 300**
 - d. Click “**Scan**”
 - e. When scan viewing page comes up, click the **green floppy disc** icon at the top
 - f. Type in the name of the scan (this spot is already selected at the top, just start typing)
 - i. Suggest naming first scan “scan01” and consecutive scans “scan02”, “scan03”, etc.
 - g. In the white destination window below the title, double click “**Desktop**”
 - h. Click “**Save**” and close scan viewing window
 - i. Place next page on scanner and click “**Scan**”
 - j. Repeat steps **E – H** as many times as needed to scan all pages for document
 - k. When scans are finished, close scanner software and open **LibreOffice Writer**
 - l. At the top, click on the “**Insert**” menu, then “**picture**”, then “**from file...**”
 - m. On the left side of the window, click “**Desktop**”
 - n. Select desired scanned picture from central white window and click “**Open**”
 - o. Click on edge of page (away from inserted picture), hold down **Ctrl** and hit **Enter** on keyboard to start new page
 - p. Repeat steps **I – N** as many times as needed to insert all scanned pages into document
 - q. When done, click red and white **PDF** icon (beside printer icon) to save as a PDF
 - r. Type in the name of the document (this spot is already selected at the top, just start typing)
 - s. Click “**Save**”
 - t. Final document is now saved as a PDF on the desktop.
6. Close scanner software, unplug scanner, and return it to Circulation