

SCANNING AT THE
CLC!

THE BASICS- HOW CAN I SCAN?

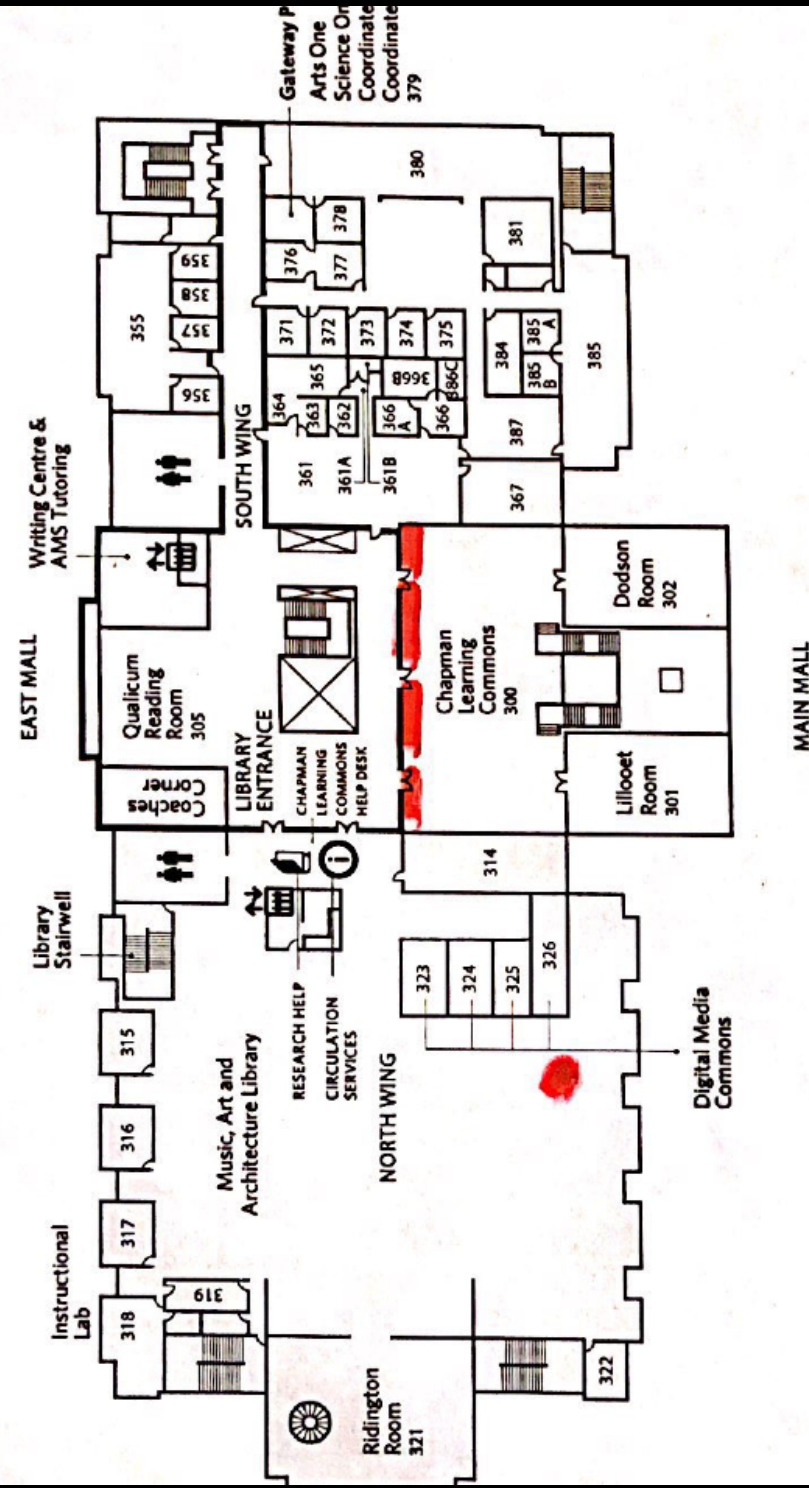
- You can scan directly to a **USB** using the **printers**
 - the instructions for these should be printed out and ready for circulation at the desk
- You can scan using the **scanners** that are **attached** to the computers along the **wall of the Heritage Core**
- You can scan using the **scanner that's inside the library!** (3rd floor)
- You can scan using the **scanner that's inside the library!** (4th floor)



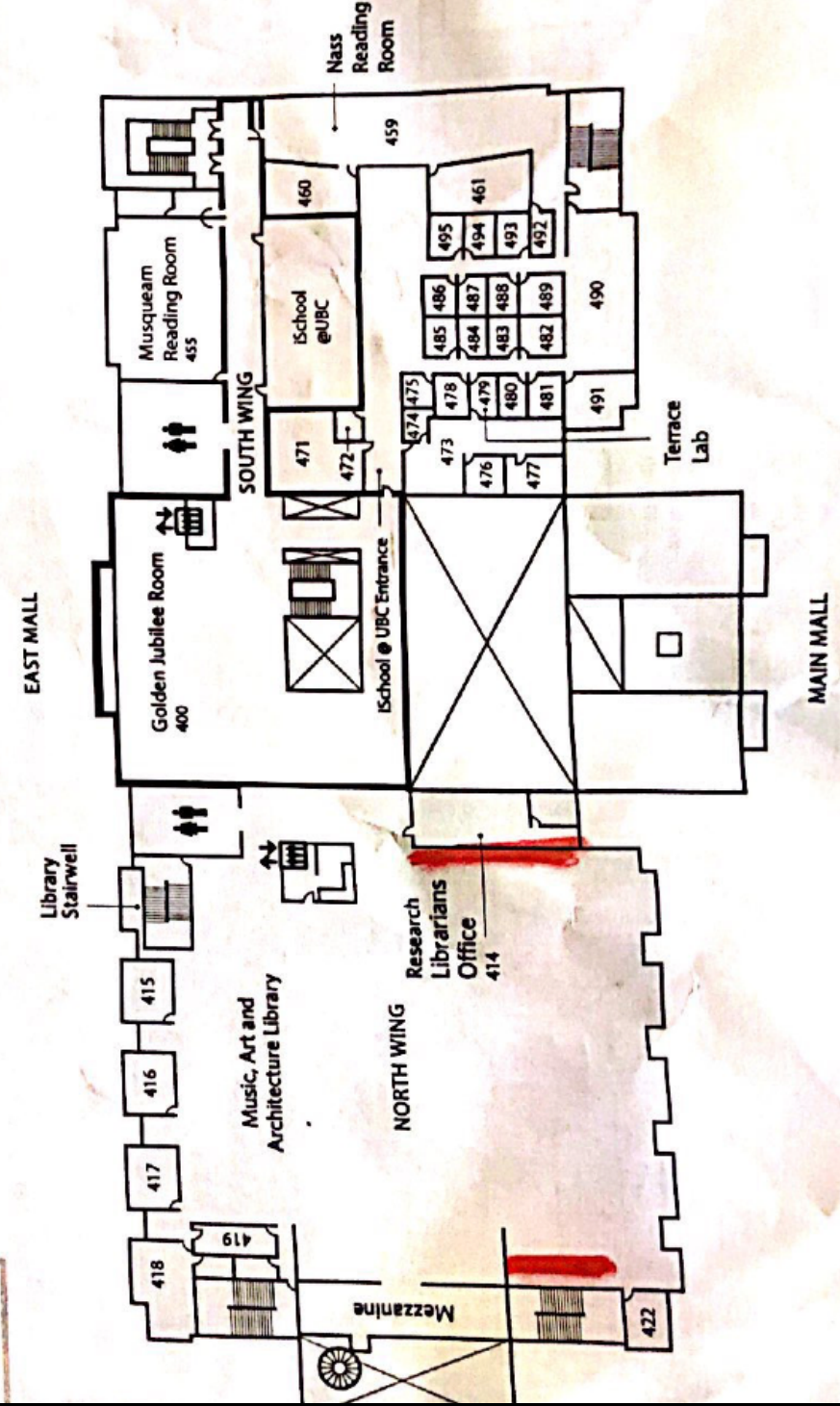
SO WHERE ARE THE SCANNERS??

NG K. BARBER LEARNING CENTRE

EL 3



4



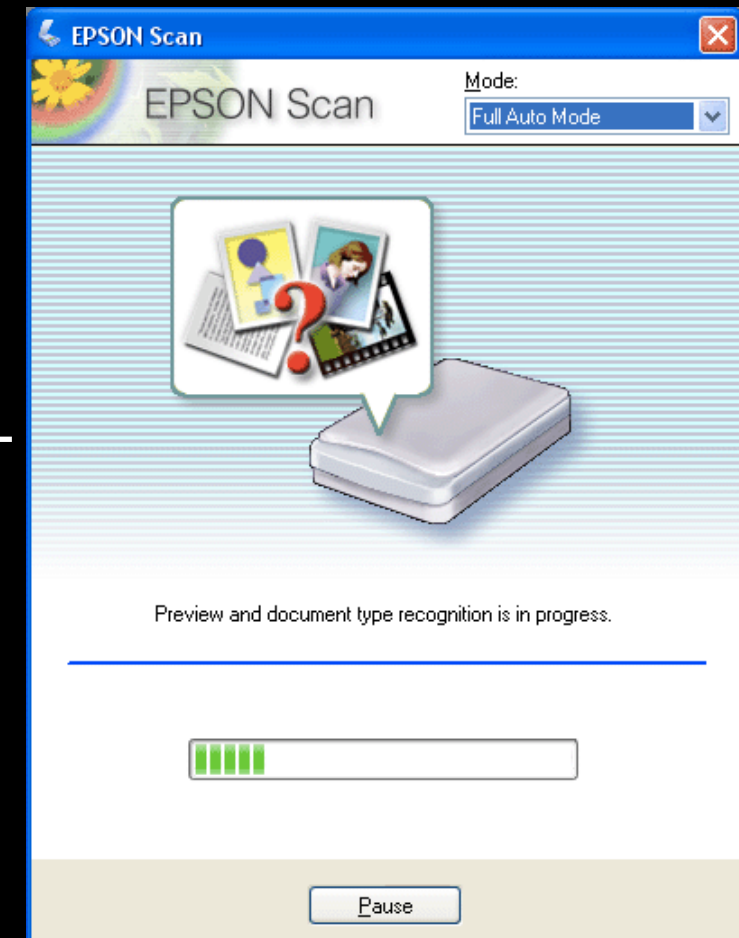
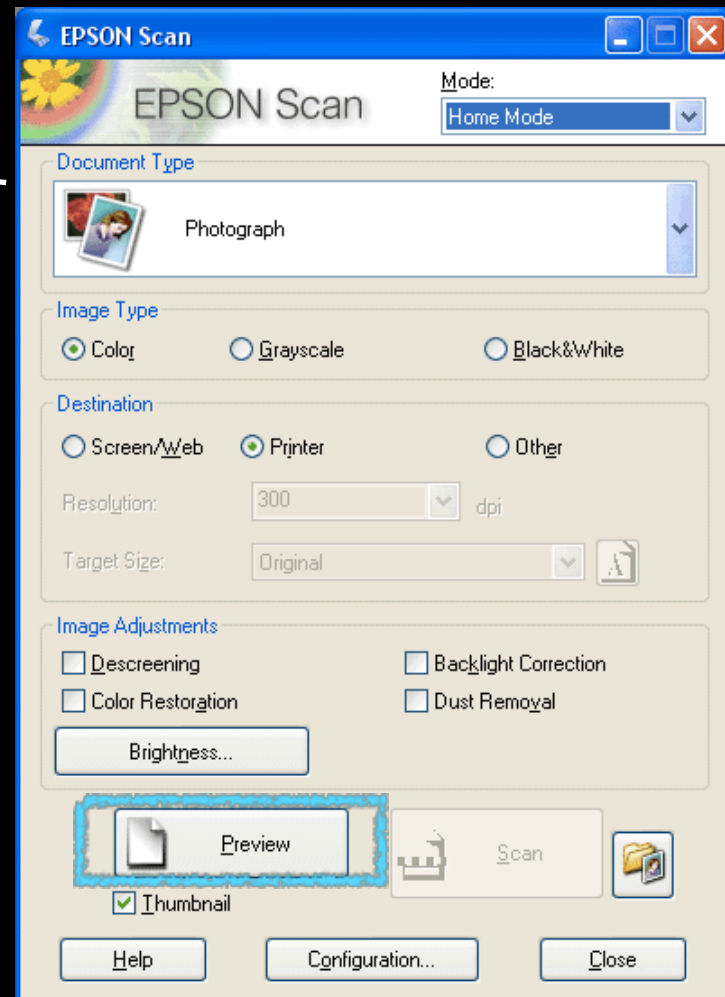
POINTS OF CAUTION

- Sometimes handing out the scanning instructions printout might not be helpful to the patron as they might be looking to **scan to a computer** and have it sent to themselves
- The instructions for **double-sided scanning** is not in the handouts!
- Patrons aren't generally aware of the **scanners on the fourth floor** (second level of MAA library)
- There are different steps for **scanning on the windows computers vs. on the Macs**, despite the app being the same!

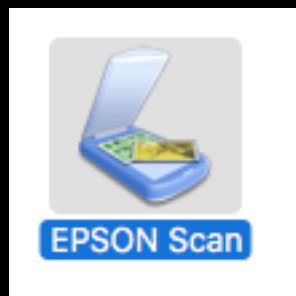
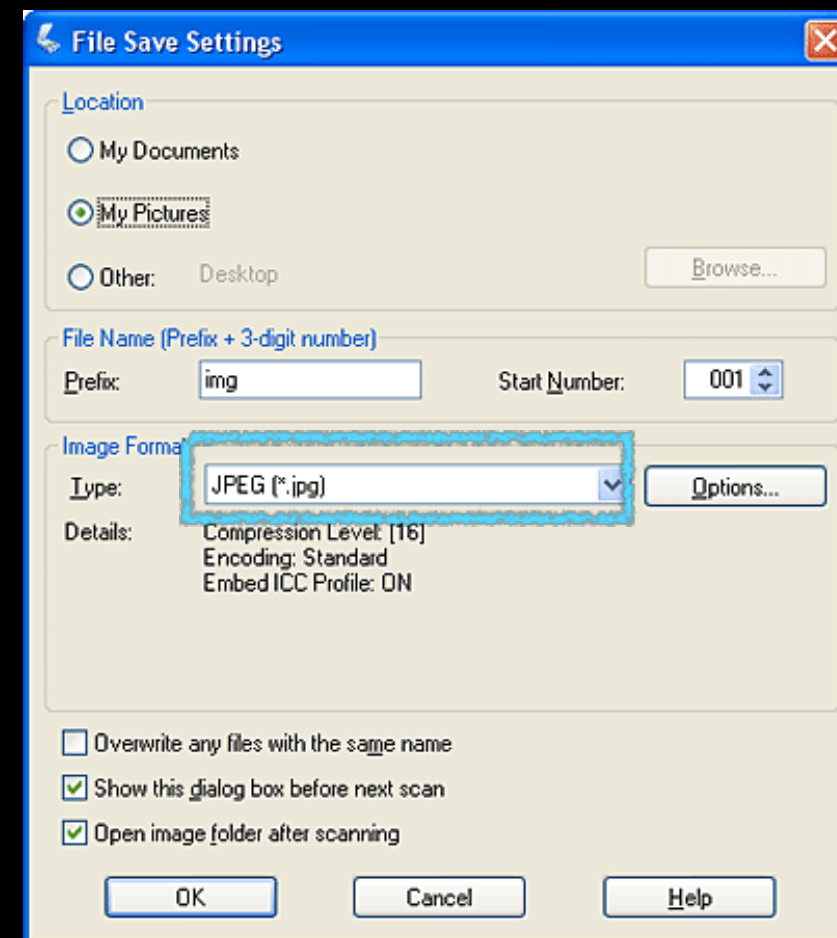


SCANNING ON WINDOWS

II. Choose the option to Preview

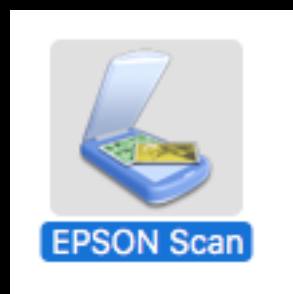
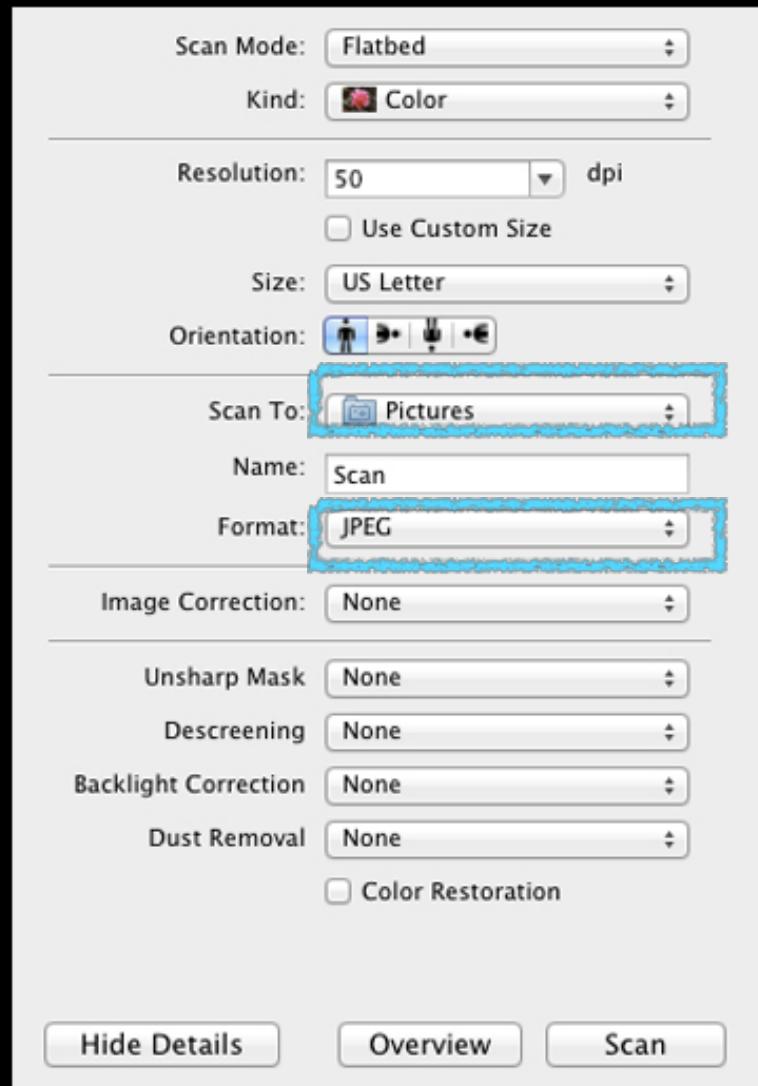


III. Make sure to save the file as a PDF if they want to scan multiple pages!



I. Launch the Epson Scan app on the desktop

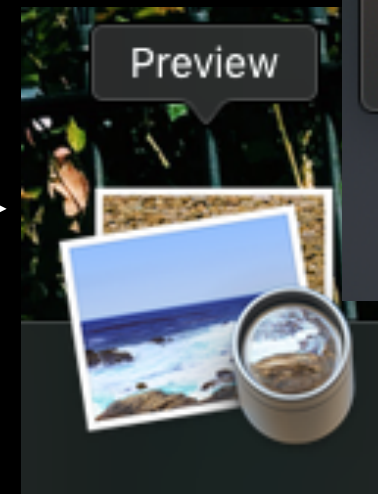
SCANNING ON MACS



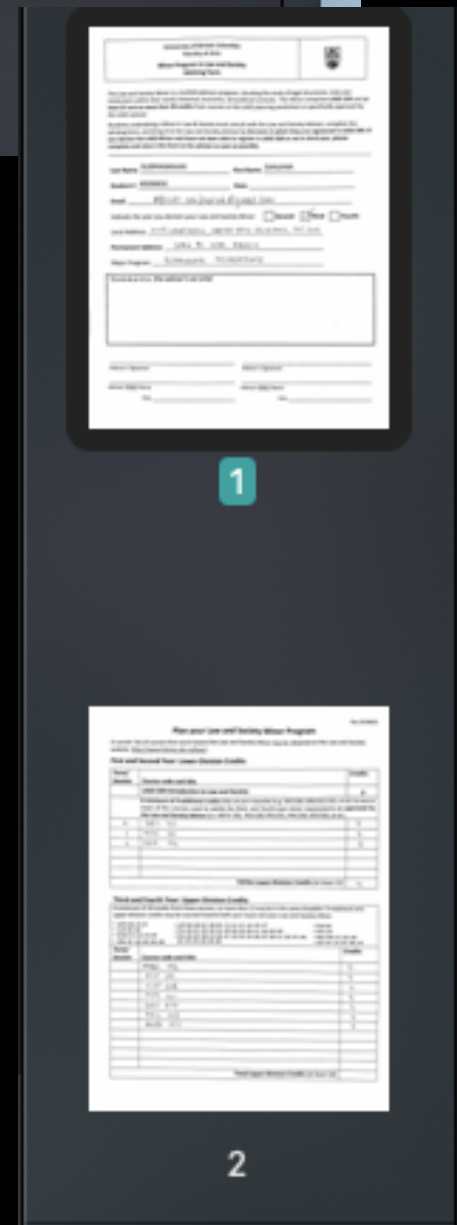
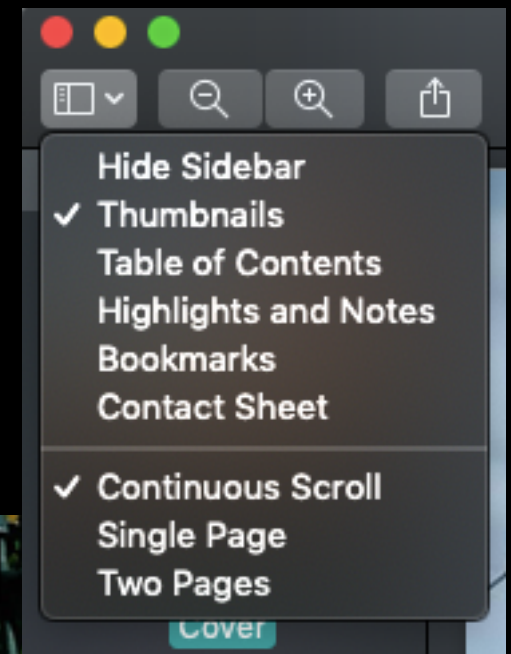
I. Launch the Epson Scan app on the desktop

III. Save it to desktop so that you can easily access the files

II. Make sure to save the file as a PDF so that you can merge the pages later!



IV. Once you can view the thumbnails, you can drag and drop the scans and merge them as one file on Preview



OTHER GENERAL TIPS



- For **multiple page** scans, the windows scanners are far more intuitive
- If there are too many scanning questions during a shift, **reserve one of the scanners** just to help people out
- There is no priority for scanner-usage and so it is **first-come-first-serve**. Be firm with any patrons who might not comply with this
- **Larger scanners** are on the fourth floor but if they also cannot accommodate the paper size, we don't have a fix for that.