

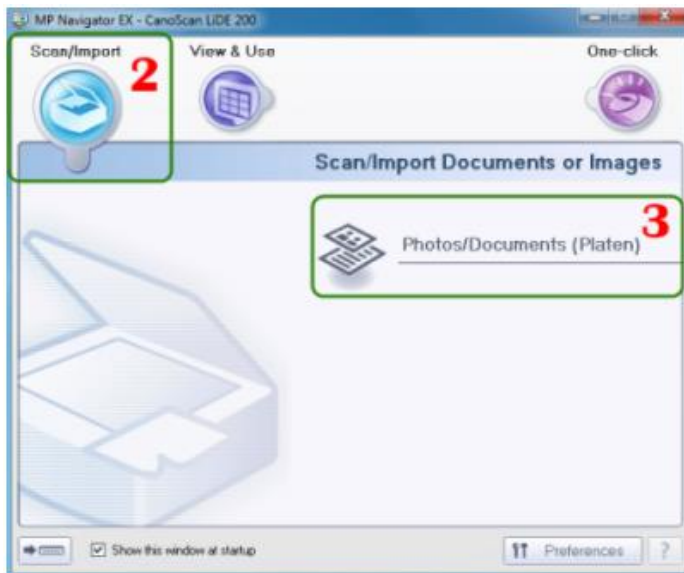
Scanning guide

NB! DON'T LEAVE YOUR FILES TO LIBRARY COMPUTER, DELETE THEM!

1. Open scanning program

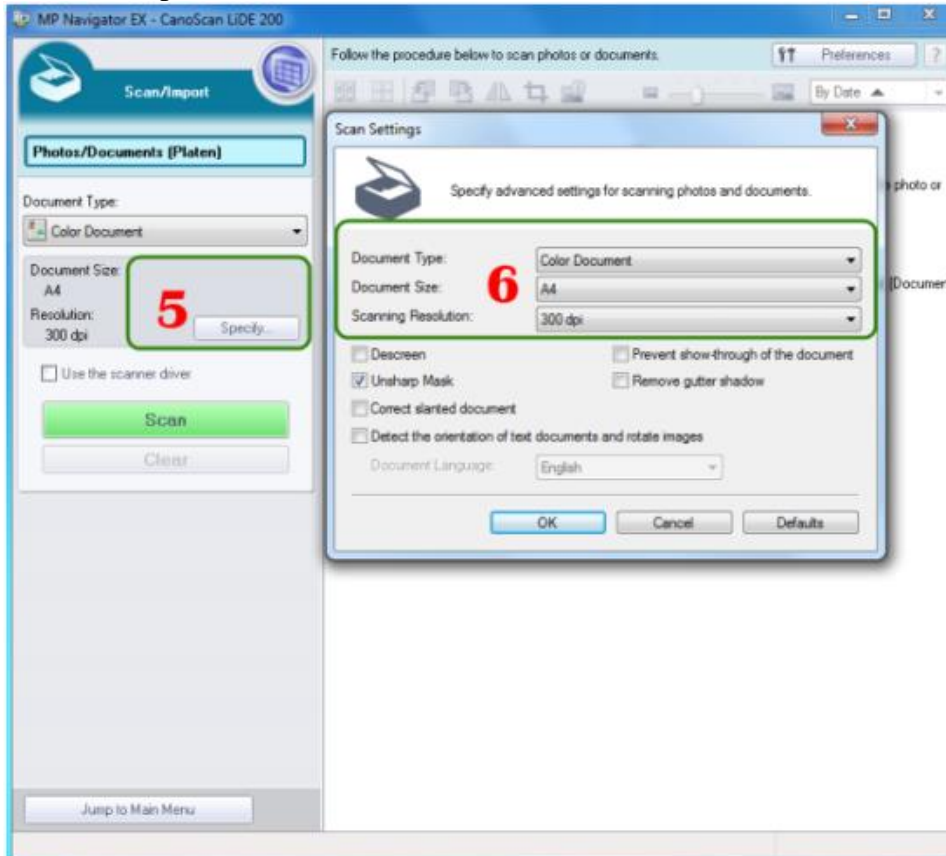


2. Click Scan/Import
3. Choose Photos/Documents



4. Put document into the scanner and **make sure** that the text side is downwards.

5. Choose specifications



6. Choose settings

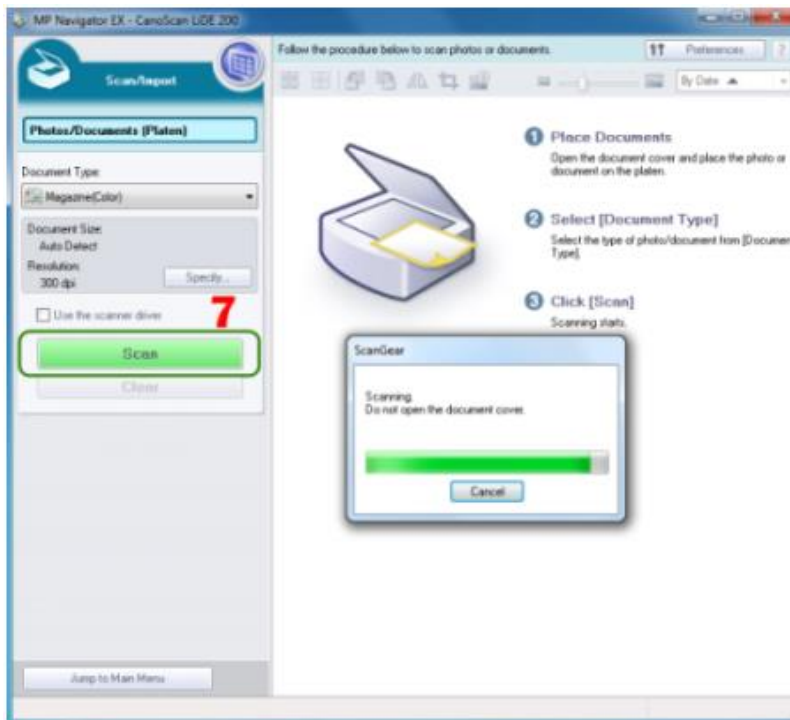
- Document Type:
 - Color Photo
 - Black and White Photo
 - Color Document
 - Black and White Document
 - Magazine (Color)

- Document size:

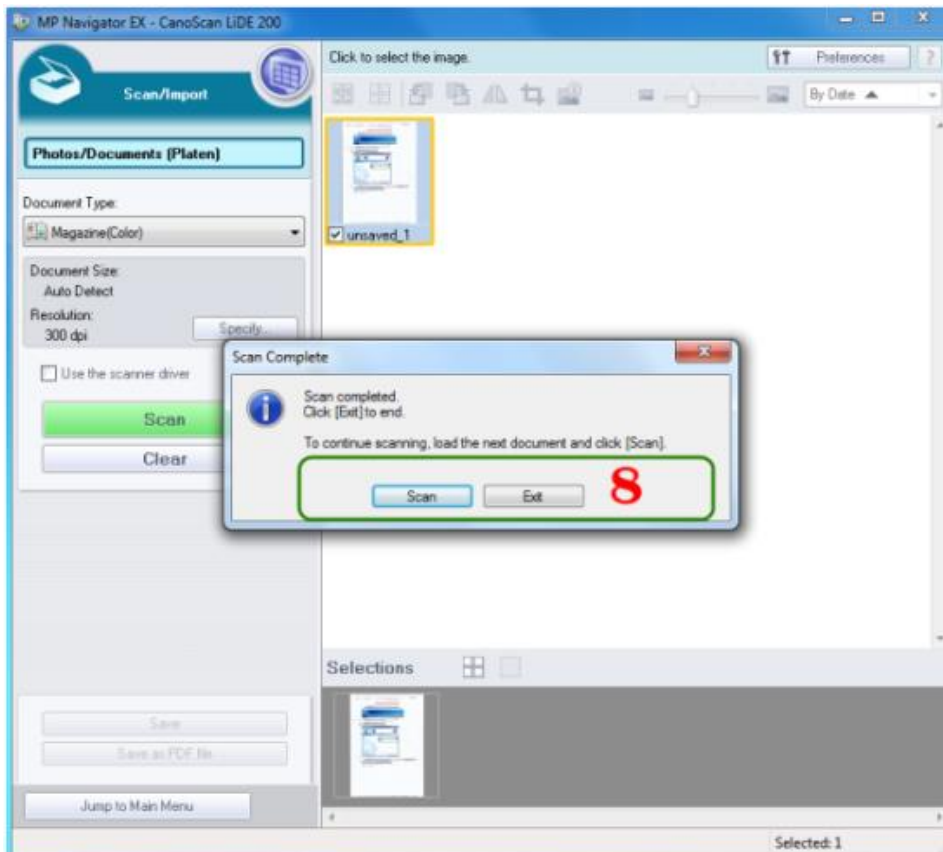
NB! If you are not sure on the size, choose:

- Auto Detect
- Auto Detect (Multiple Documents)
- Scanning Resolution
 - Recommended size 300dpi – 400dpi
 - Bigger the dpi, the better quality and bigger file size.
- Click OK

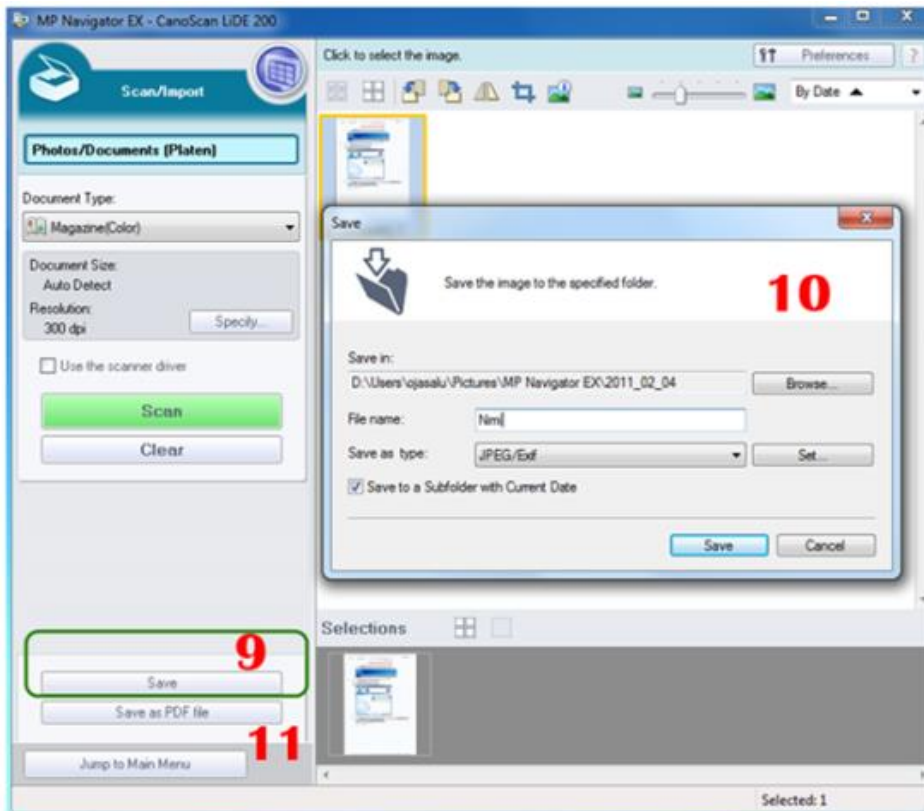
7. Click Scan and wait until scanning process is over.



8. If you wish to continue scanning with same settings, insert next page to the scanner and click Scan, if not click Exit.

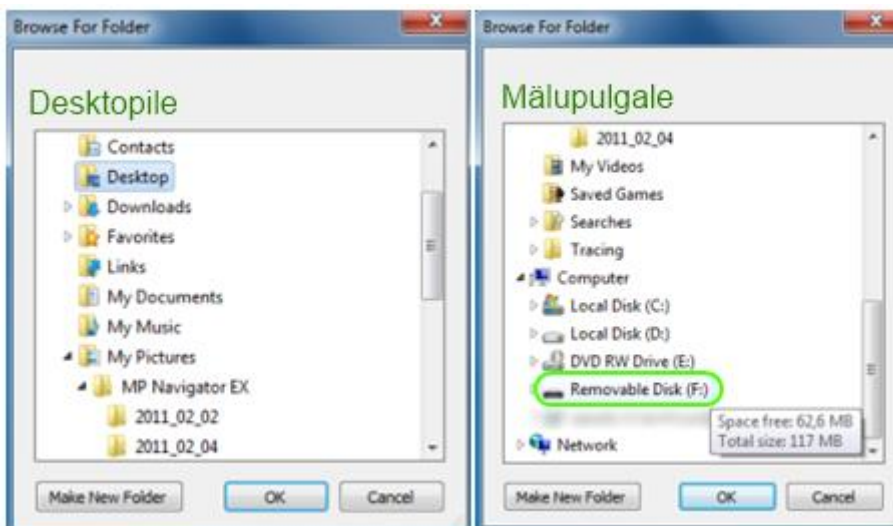


9. Regular Save



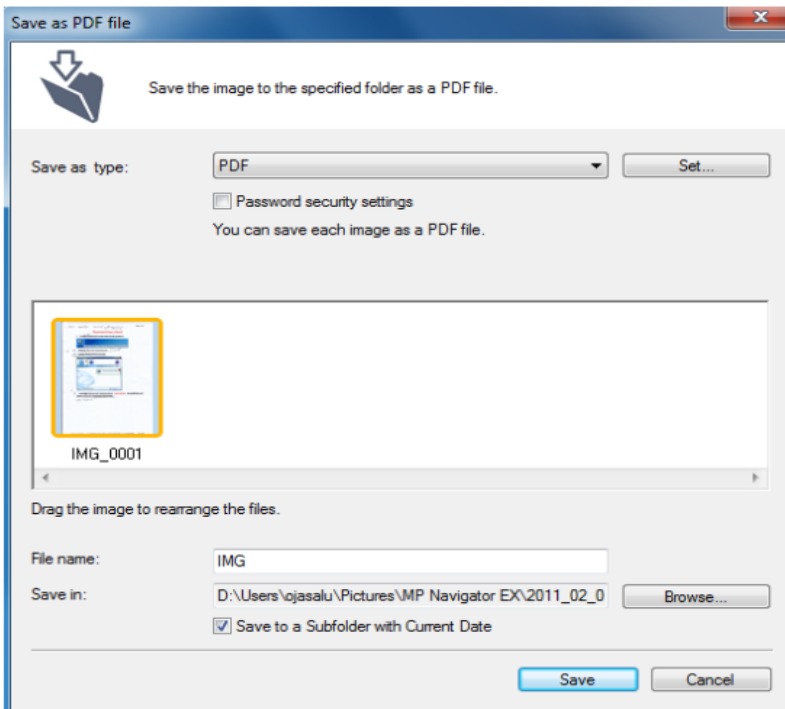
10. Regular save settings

- Browse

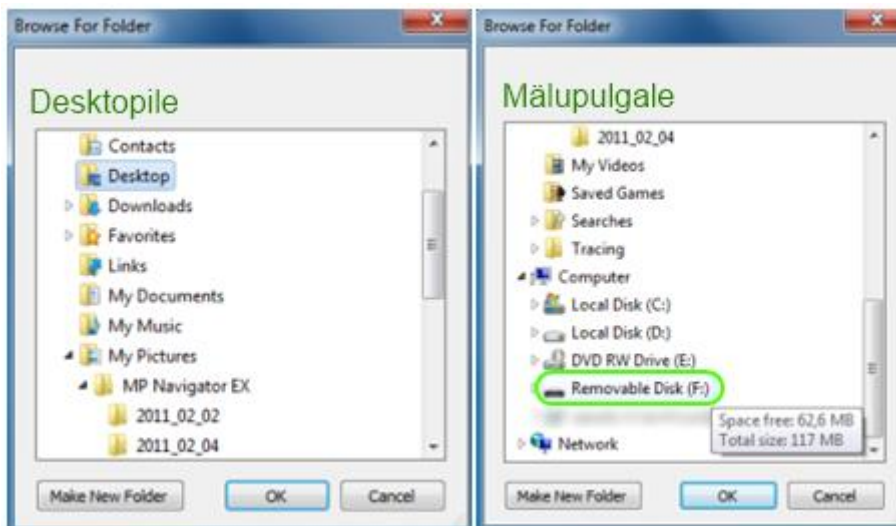


- File name – Insert file name
- Save as type – Choose Save format, recommended JPG
- Click OK
- Click Save

11. Save as PDF file



- File name – Insert file name
- Browse – Choose save location



- File name – Insert file name
- Browse – Choose save location
- Click OK
- Click Save

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