How to Use Scanner

Description:

This document provides you with details on how to use scanners. Some part of this document may be applied to other scanners. Please note that there is only one computer that has a scanner and it is located in graduation lab.

Privacy Policy:

No student or faculty member has the right to scan copyrighted material. The only exception would be that you have a written permission from the original copyright holder or you are the copyright owner of the material.

Instruction to scan to as an image:

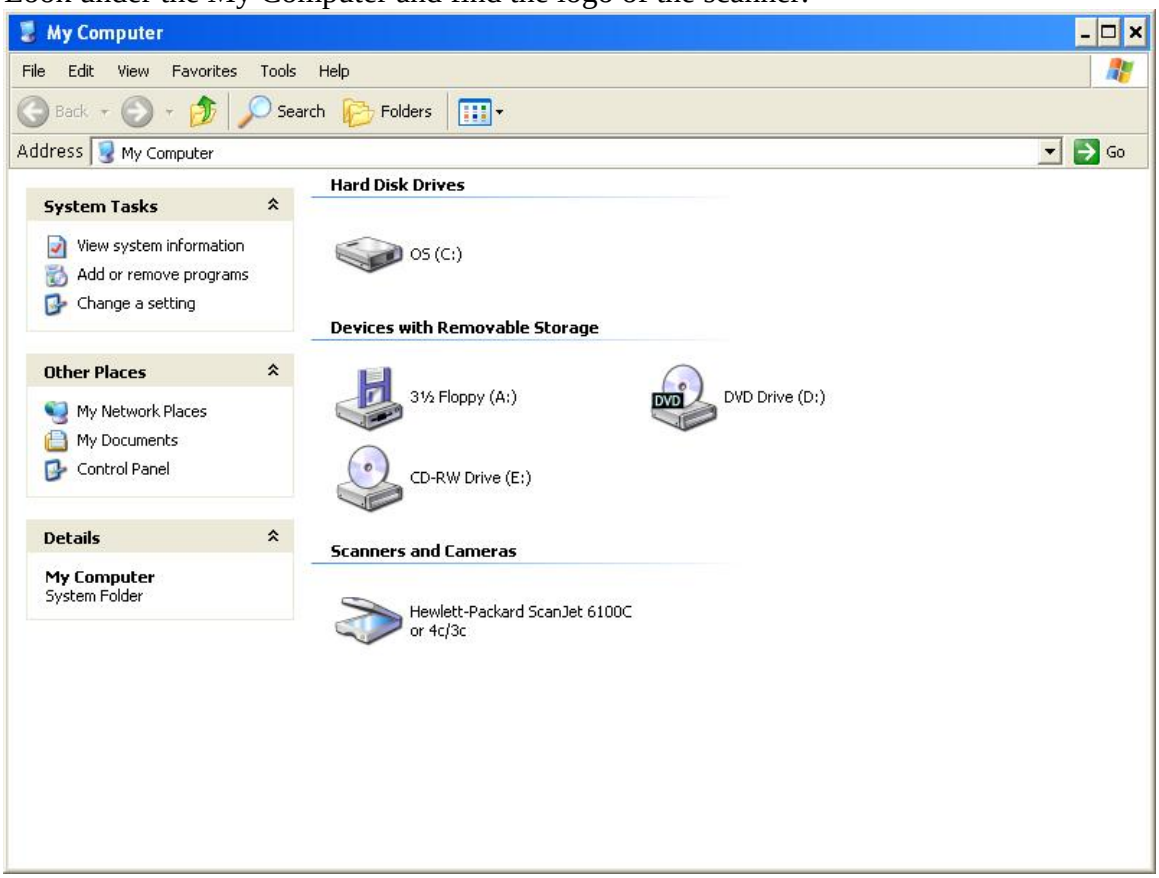
These instructions help you to scan materials in such a way to attach them to your other work or transfer them over the internet. It can also be used to print the materials at a later time.

1. Login to the computer

Your information should be as followed:
Username: Same as York username (such as York password or Acadlabs)
Email address: username@econ.yorku.ca
Password: the password that you use to access dept.econ.yorku.ca using telnet or SSH. It is the same password as when you activated your econ account through “My Services”.

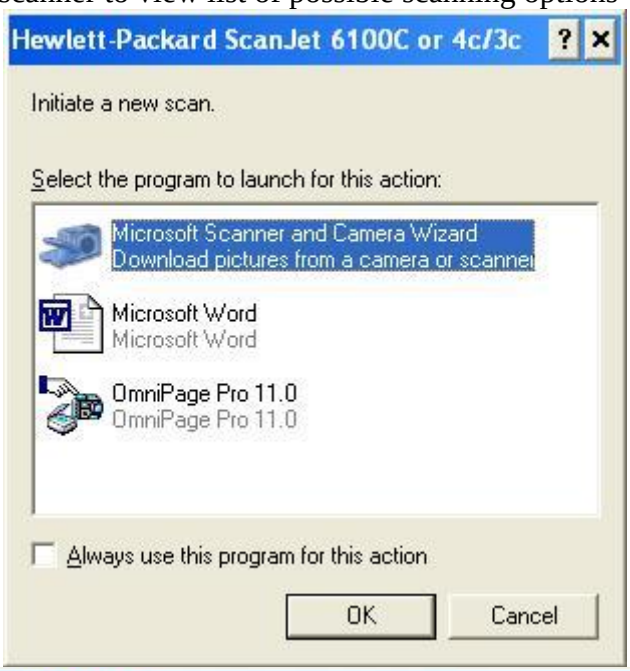
2. Locate the Scanner

Look under the My Computer and find the logo of the scanner.



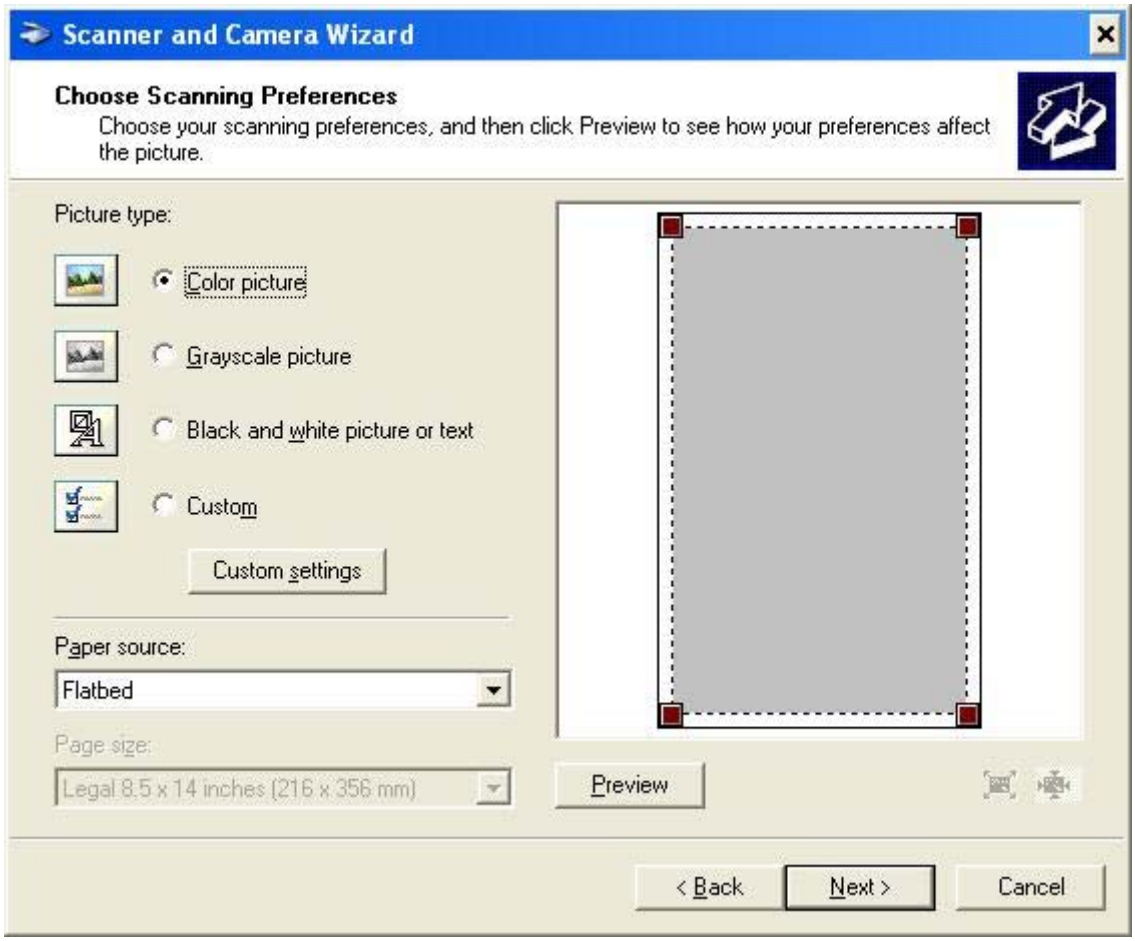
3. Open Scanner

Double click on the scanner to view list of possible scanning options



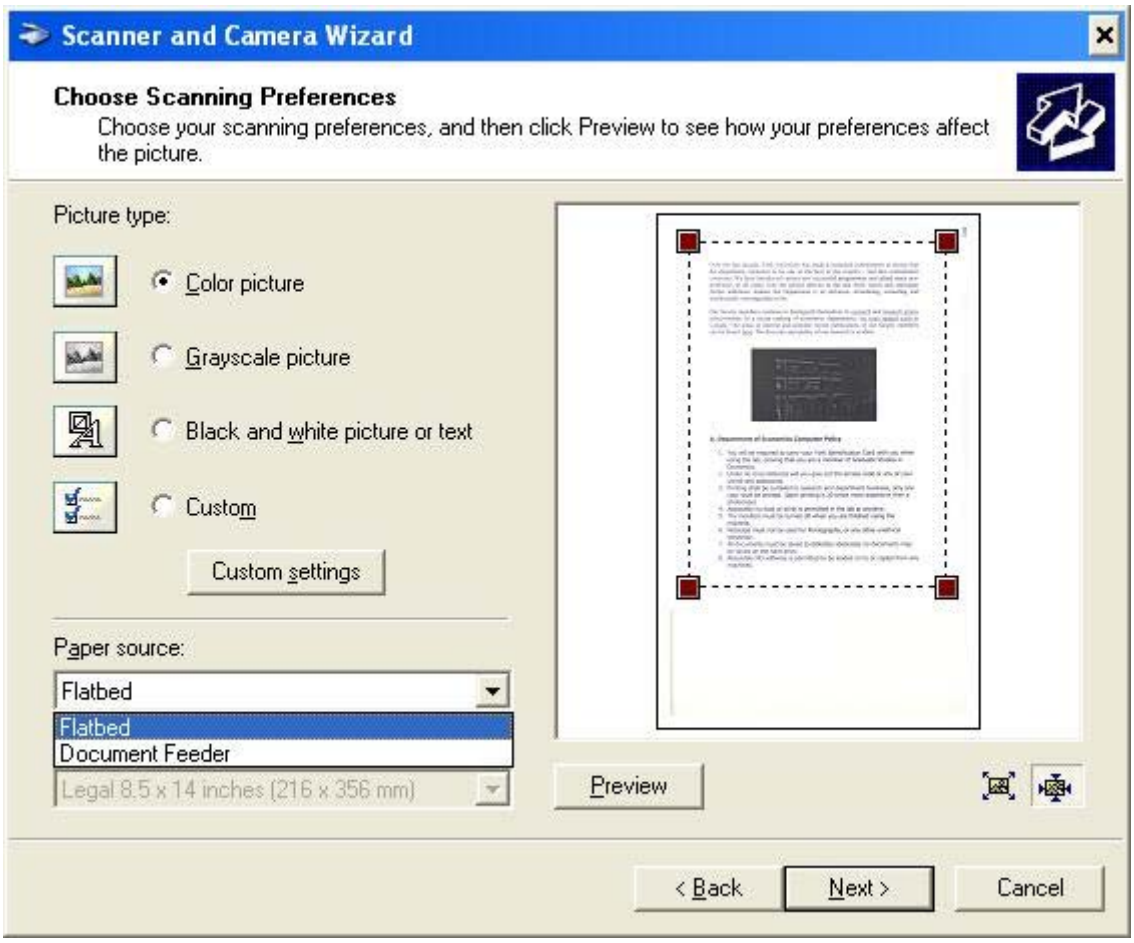
4. Picture Type

Picture type is primarily used make the file size smaller as much as possible. Color would have the biggest file size. Grayscale has a medium size and black and white has the smallest size. Using custom setting is not recommended but can use it at your own risk if you know what you are doing.



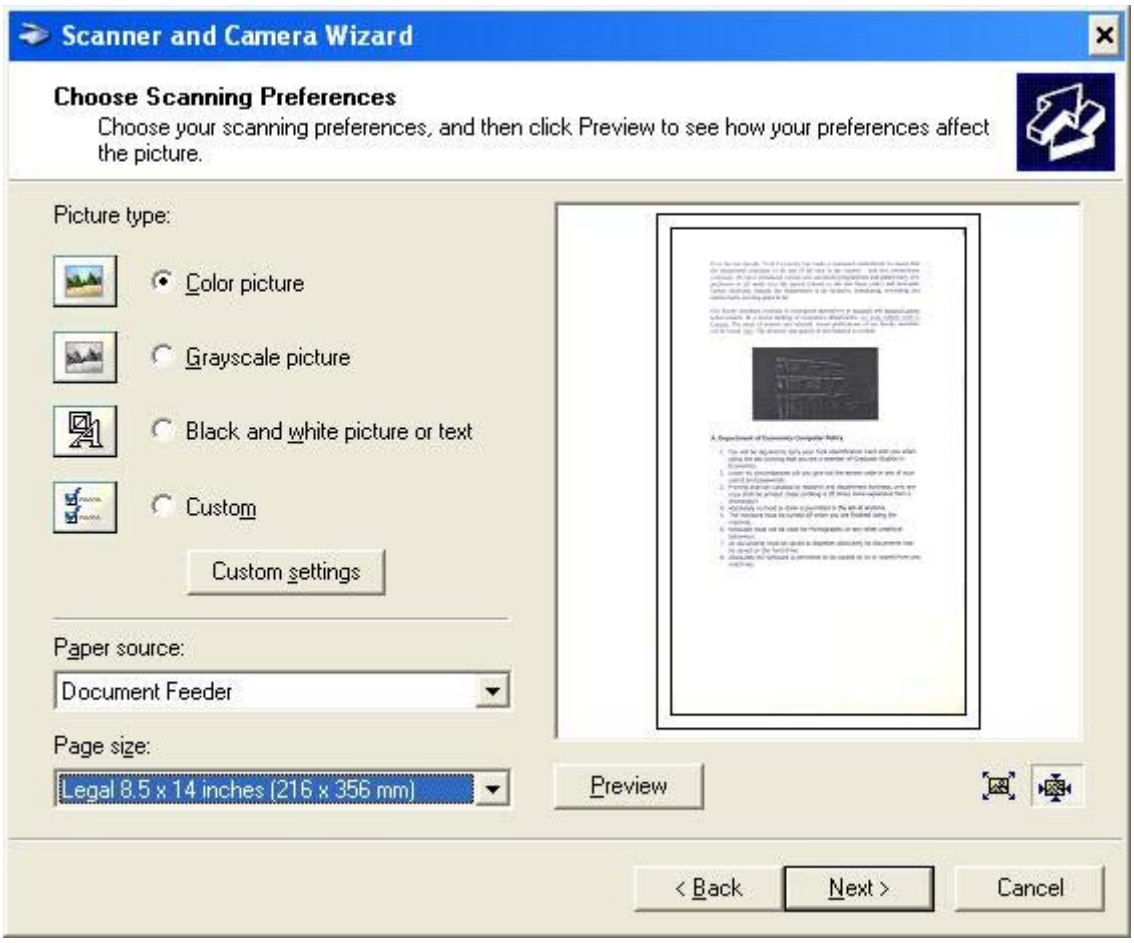
5. Preview

Since the process of scanning can be time consuming you should preview to make sure what you are scanning is in correct direction and orientation. To do this press the preview button to see how the papers are positioned inside the scanner.



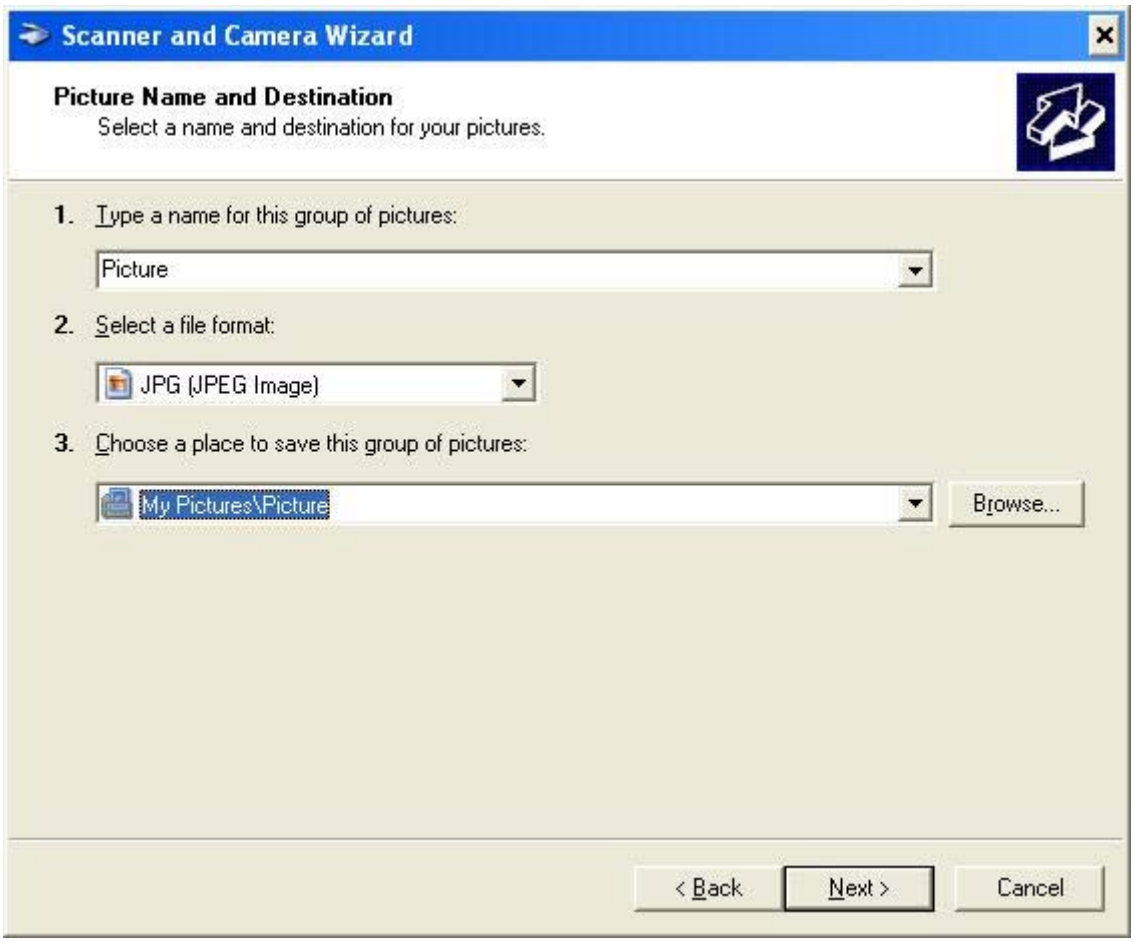
6. Paper Source

Most printers require to put the paper on the lamp manually. However some printers have a feeder to scan several pages at once and save time. Select the proper source for scanning or check that there is not paper inside the scanner if preview is blank.

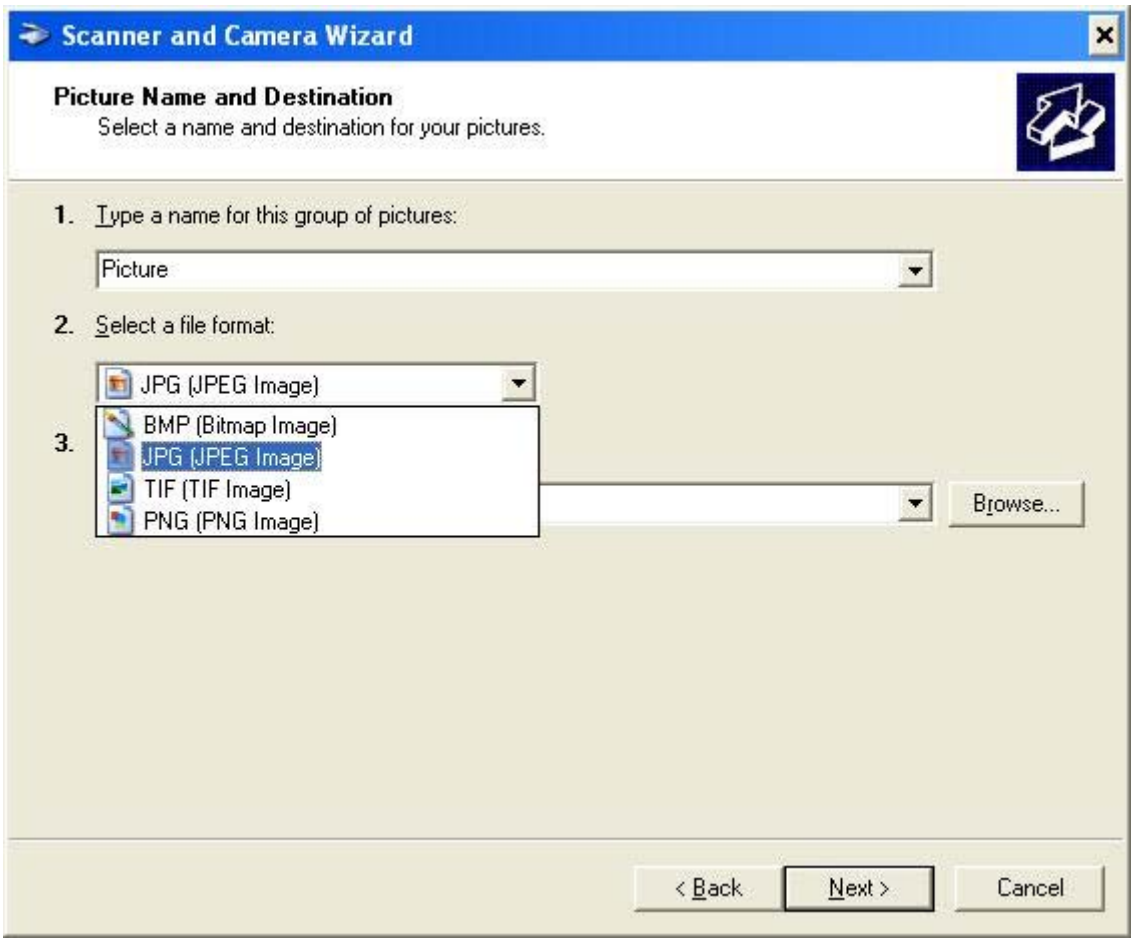


7. Group Name

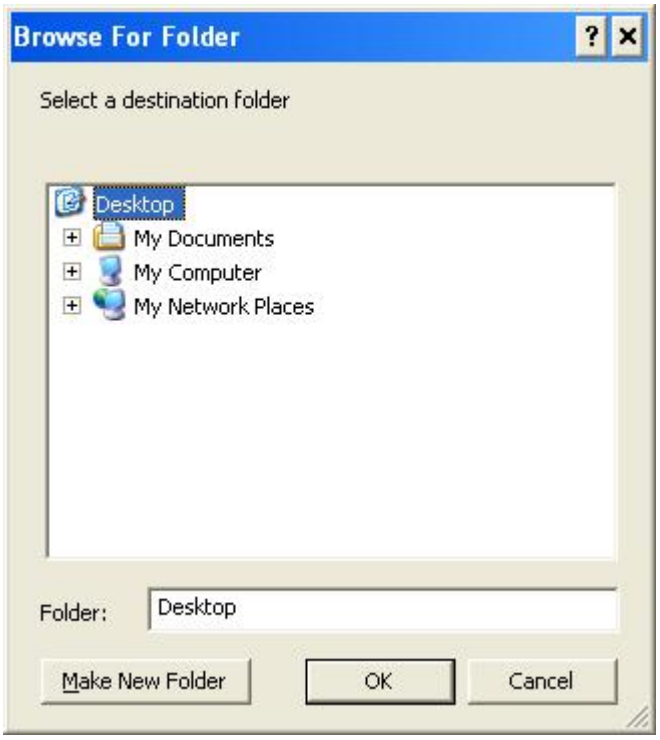
Select a group name for your scans. If you are scanning more than one page then the files will be named in order starting from 1.



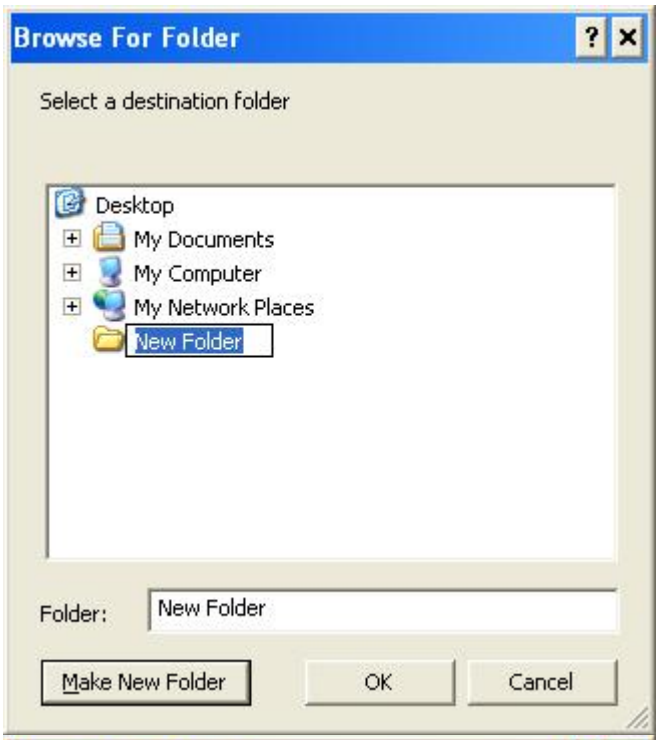
You should select proper type of file to save the scans into:
BMP: save the scans in a raw manner with no compression. These files are big but have close to original quality. It is not used very often.
JPG: similar to BMP but has builtin compression which can reduce the file size drastically. It is the most common type used.
TIF or TIFF: used if you want to make graphical changes to the scans using high end programs. If you are planning to scan to a TIF file make sure that you have a good storage as TIF files can be extremely big
PNG: similar to JPG but slightly bigger file size.

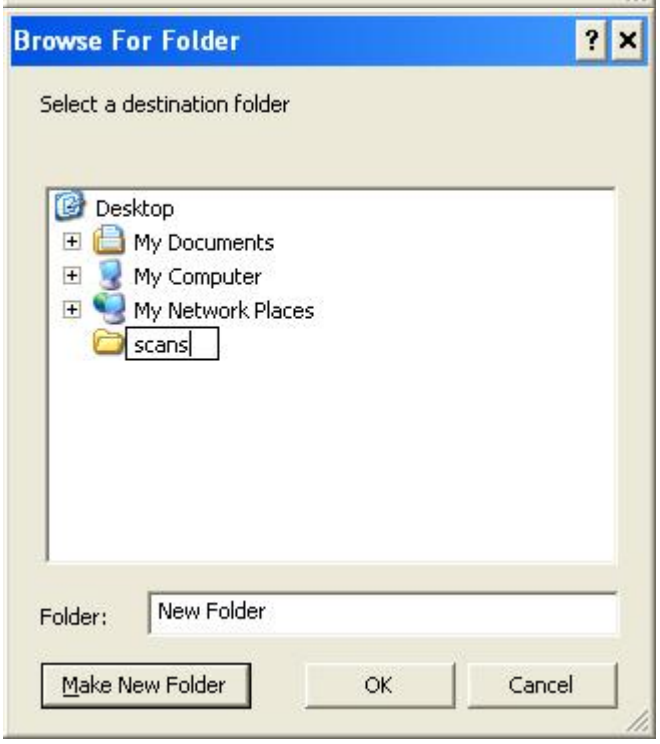


You can also select the folder you want to save your files to. Simply select the browse button to open a new window then select the folder you want to save to.



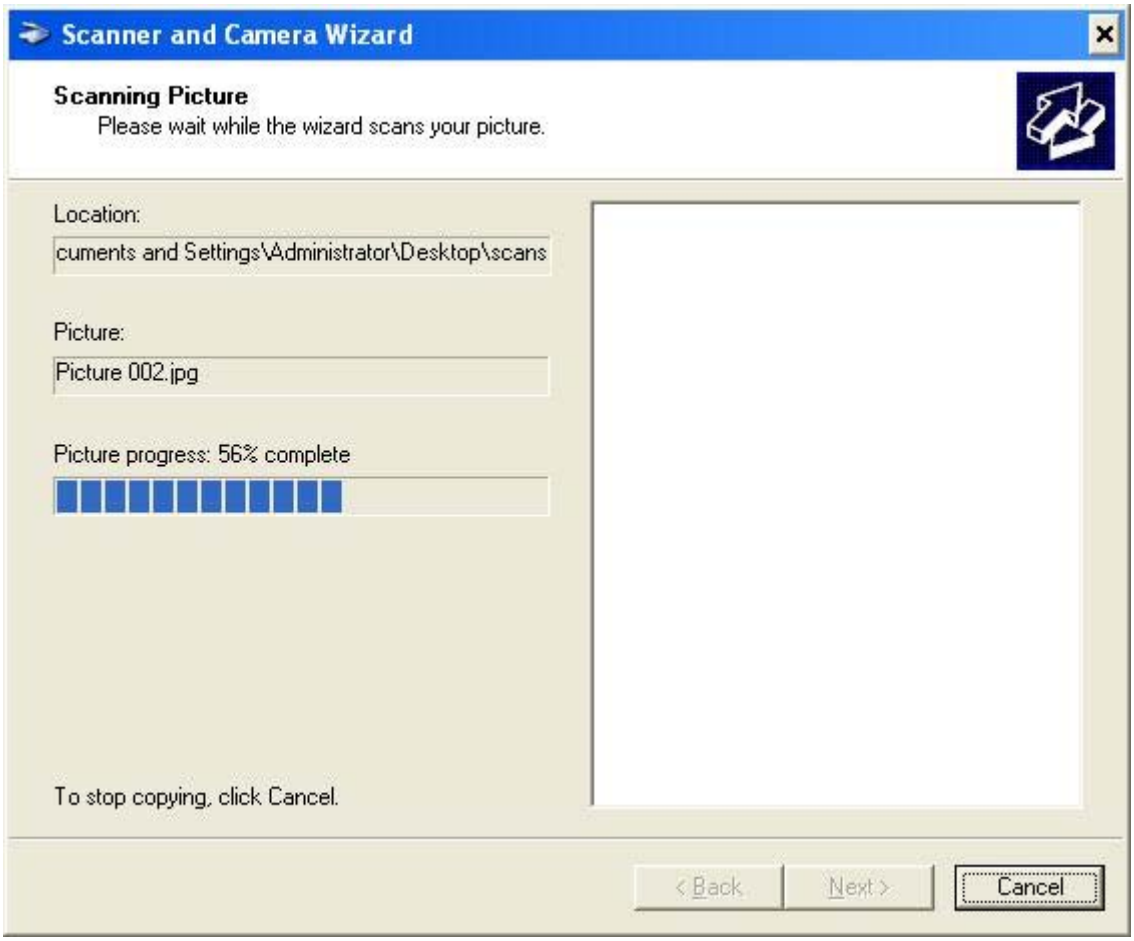
To create a new folder press **Make New Folder** and type in the folder name of your choice and press enter.

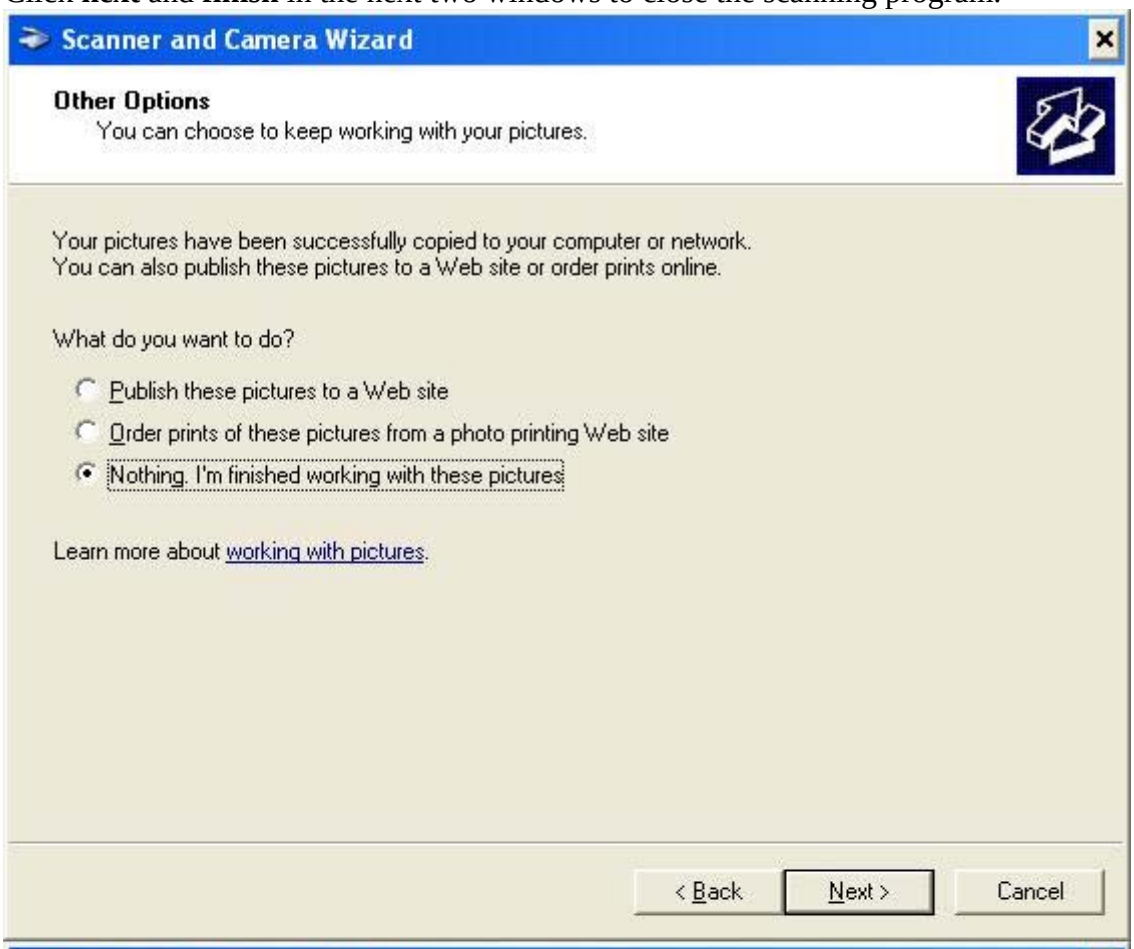




8. Scan

Once you are happy with all configurations press next to start the process of scanning.



9. Finish

Click **next** and **finish** in the next two windows to close the scanning program.