

Scanning your notebook

- 1) Push the “PDF” button on the front of the scanner.
- 2) Double-check the scanner settings (from top down)
 - Professional mode
 - Setting 2
 - ...
 - 8-bit grayscale
 - 150 dpi
 - ...
- 3) Arrange your notebook page so the top is closest to you, and so it is flush against the left edge of the scanning platform
- 4) Hit “Scan” and a new window will open
- 5) Browse the Location to “My Computer” - F:\Notebooks
- 6) Make the “Prefix” and “Start Number” correspond to your notebook number (e.g. “am1”) and the page number of the first page you’re going to scan, respectively.
- 7) Hit “OK”
- 8) “Add Page” and “Scan” until you’re done, then hit OK to save them all as a single pdf file
- 9) Email me the pdf file (fhof@uvic.ca)