

230 FRETWELL SCANNING INSTRUCTIONS

IF YOU ENCOUNTER ANY PROBLEMS PLEASE ASK FOR ASSISTANCE FROM A STAFF MEMBER!

Page 1: Canon Scanner Instructions

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CANON SCANNER (LOCATED ON THE RIGHT)

CANON AUTOMATIC DOCUMENT FEEDER

(Scanner option for NOTES ON LOOSE PAPER) If notes are front & back, see instructions.

Before you begin scanning, make sure all of your pages are numbered!

1. **Place your notes** in the Automatic Document Feeder (written -side up).
2. **Press A** on the Canon Scanner to begin scanning notes using the Automatic Document Feeder.
3. **Press the START** button on the scanner. Your notes are being scanned and saved.
4. **Go to the SCANNED DOCUMENTS** Icon on the computer. Your notes are saved as PDF files in the Scanned Documents folder. Notes will be the Date and Time, EX: 20090602...is June 2, 2009

Notes are now ready to be uploaded to the website.

5. **Open Internet Explorer** and **upload your notes** to the website as indicated.
6. **Delete your files** in the Scanned Documents folder, after upload is complete!

CANON FLAT BED SCANNER

(Scanner option FOR NOTES IN A BOUND NOTEBOOK)

The flatbed scanner saves each scanned page as separate PDF files. See below instructions for combining pages if necessary.

Before you begin scanning, make sure all of your pages are numbered!

1. **Place your notes** on the flatbed (written-side down).
2. **Press C** on the Canon Scanner to begin scanning notes using the flatbed scanner.
3. **Press the Start** button on the scanner. Your notes are being scanned and saved.
Repeat for each additional page.

Each page scanned using the flatbed scanner will save the individual page as a separate document in the scanned documents folder, located on the desktop. You will need to combine the files after scanning is complete.

4. **Go to the SCANNED DOCUMENTS** Icon on the computer. Your notes are saved as PDF files in the Scanned Documents folder. Notes will be the date and time of the scan. EX: 20090602...is June 2, 2009.
5. **Combine Files** using the directions BELOW.
6. **Open Internet Explorer** and **upload your notes** to the note taker website.
7. **Delete your files** in the Scanned Documents folder, after upload is complete!

XEROX SCANNER (LOCATED ON THE LEFT)

XEROX AUTOMATIC DOCUMENT FEEDER

(Scanner option for NOTES ON LOOSE PAPER) If notes are front & back, see instructions.
Before you begin scanning, make sure all of your pages are numbered!

1. **Place notes** written side up on the document feeder.
2. Go to the monitor and look for the red and green icon on the bottom right tool bar.
3. **Left click the icon** once & **click SCAN**. Your notes are being scanned and saved.
4. **Go to the SCANNED DOCUMENTS** Icon on the computer. Your notes are saved as PDF files in the Scanned Documents folder. Notes will be "Scan # "

Notes are now ready to be uploaded to the website.

5. **Open Internet Explorer** and **upload your notes** to the website as indicated.
6. **Delete your files** in the Scanned Documents folder, after upload is complete!

XEROX FLAT BED SCANNER

(Scanner option FOR NOTES IN A BOUND NOTEBOOK)

The flatbed scanner saves each scanned page as separate PDF files. See instructions for combining pages if necessary.

Before you begin scanning, make sure all of your pages are numbered!

1. **Place your notes** on the flatbed (written-side down).
2. Go to the monitor and look for the red and green icon on the bottom right tool bar.
3. **Left click the icon** once & **click SCAN**. Your notes are being scanned and saved.

Repeat for each additional page.

Each page scanned using the flatbed scanner will save the individual page as a separate document in the "Scanned Documents" folder, located on the desktop. You will need to combine the files after scanning is complete.

4. Go to the SCANNED DOCUMENTS Icon on the computer. Your notes are saved as PDF files in the **Scanned Documents folder. Notes will be "Scan #."**
5. **Combine Files** using the directions.
6. **Open Internet Explorer** and **upload your notes** to the note taker website.
7. **Delete your files** in the Scanned Documents folder, after upload is complete!

FRONT/BACK NOTES

ABOUT SCANNING FRONT & BACK SIDED NOTES

Using the Automatic Document Feeder

Before you begin scanning, make sure all of your pages are numbered!

1. **First scan the front sides** if your notes are front and back.

These will be saved as one file in the Scanned Documents folder if pages are scanned consecutively.

2. Then **scan the back** pages.

These will be saved in the Scanned Documents folder as a separate file.

3. **Combine the files** using the directions.

You can rename the combined file as the class title. EX: SOCY 1101

COMBINE FILES

COMBINING FILES

To combine multiple pages into a single PDF after you have scanned your notes:

1. **Open PDF Combine** (on the Desktop).

2. **Select documents to combine** by checking the corresponding boxes.

3. **Click Convert** on the file menu then click Combine to PDF.

4. **Name the file.** The following will appear in the FILE NAME BOX:

E:\.pdf

The name of your file must be typed in between the E: \ (backward slash) and the .pdf

Example= E:\socy1101.pdf

5. Click Start.

6. Your combined pages will now be saved as one file in Scanned Documents and are ready to **upload**.

The title of the file will be whatever you renamed it during step 4.

PAPER FEED

How to insert your notes in the scanners

- **AUTOMATIC FEEDERS**

Place the top of the paper, face side-up, into the automatic feeder.

- **FLAT BED**

Place paper, face side-DOWN, onto the flatbed.