

Scanning

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Flatbed Scanning (up to 8.5x11 inches)

Flatbed scanners are available on the first (east side), second and third floor of Bird library and Carnegie library, connected via USB to the public workstations. Instructions on how to use them can be found attached to the scanners or under the [How-to section below](#).

Flatbed Scanning (up to 11x17 inches)

A single flatbed tabloid scanner, connected via USB to a public workstation, is located on the **4th floor of Bird library** by the media viewing/listening area.

Copy Machines Scanning Function (up to 11x17 inches)

All Xerox copy machines available throughout the libraries have a scanning function with the ability to [send directly to any email address](#) or save to a [USB flash drive](#) (must be FAT formatted). The scanning function is free of charge, but requires a **netid and password** (or [guest printing account login and password](#)) to login.

Microfilm Scanning

Microfilm scanning/viewing machines are available on the **3rd floor of Bird library** by the stairwell.

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How-to

Windows

Creating a PDF



Place the top-left corner of document facing down on the scanner where the arrow is pointing.

1. Click on the bottom left **Windows logo** and start typing the word **acrobat**. From the search results, open **Adobe Acrobat DC**.
2. Select **File->Create->PDF from Scanner->Color Document**.
3. When the first scan is complete, select **Scan more pages** for a multi-page PDF or **Scan is Complete** to finish scanning. Click **OK**.
4. Select **File->Save**.
5. Select where to save your document and name it, then click **Save**.

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Scanning



Place the top-left corner of document facing down on the scanner where the arrow is pointing.

1. Click on the bottom left **Windows logo** and type in **Windows Fax and Scan** and open that program.
2. Select **File->New->Scan**.
3. Select **Preview**.
4. **Uncheck** 'Preview or scan images as separate files'.
5. Select the area you want to scan and click **Scan**.



After the scanning completes, right-click on the image and select **Zoom->Fit to Page** to view the entire document scanned.

6. Select **File->Save As**.
7. Select where to save your document and name it, then click **Save**.