Data Sheet Scanning Protocol

* Scan batch of papers by date (within the same data type, such as ‘nectar’)
* Check the back of all documents to see if you need to scan two sided
* Place papers upright and top left of page closest to scanner screen
* Scan to USB drive
* Split PDFs: ‘Tools’ -> ‘Organize Pages’ -> ‘split’ (scissors) -> split into single pages
  + Come back to combine pages for double sided scans if necessary
  + Combine PDFs: ‘Tools’ -> ‘Combine files’
* Rename each file in the style of ‘pio1\_tpio1a\_1’ (match the sticker)
* After PDF’s are all scanned and renamed, copy all PDF’s with same date and data type to corresponding folder in computer’s ‘Git’ folder system
* Drag and drop each PDF to the correct observer folder
* Done
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* Keep all paper documents in original order