

# Scanning Documents

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## **BEFORE USING THE SCANNER**

### **1. REVIEW ALL FOLDER DOCUMENTS:**

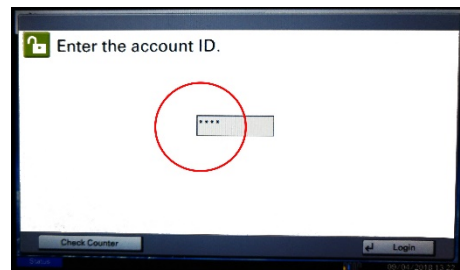
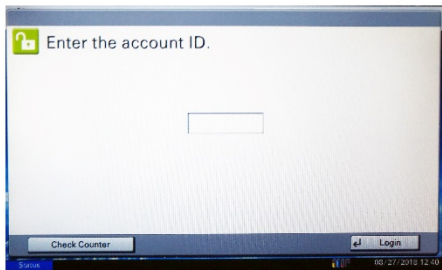
- 1.1. Folders may contain different sized documents: letter size (8 ½" x 11"), legal (8 ½" x 14"). Ledger (11" x 17"), maps, surveys, and other larger sized documents. Before you scan, you **MUST** go through the folder contents and perform the following:

✓

✓ <b>Printed on both sides of the paper</b>	Use the 2-sided book page setting to scan these documents
✓ <b>Paper clipped together</b>	Remove all paper clips and give old ones to Denise; after scanning, re-clip the document set with a stainless steel paper clip from the Mining Archives supply
✓ <b>Stapled together</b>	Remove all staples using the flat end, metal spatula (located in the Archives supply drawer behind the main counter). With the spatula, carefully bend the ends of the staple up to a vertical position, then slide the spatula under the staple and gently pull it out of the document. After scanning, paper clip the document set together with a stainless steel paper clip.
✓ <b>Folded in half, third, or with other documents inside</b>	Be sure to open out and separate each folded document to determine its actual size; you will need to know the size to select the proper scanner page size setting; selecting an incorrect setting will result in data loss on your scan. <i>For odd-sized scans, use a larger setting to insure that the scan contains all document data.</i>
✓ <b>Glued</b>	Gently try to pull glued pages apart; please see one of the staff members for assistance or direction if they pages do not easily separate.
✓ <b>Bound</b>	Remove the document binding if possible; please see one of the staff members for assistance or direction if they pages do not easily separate.

## USING THE KYOCERA SCANNER

- 1. LOCATION:** The Kyocera Scanner is located in NRB 203 (room picture here)
- 2. CLEAN GLASS** Before you begin to scan, clean the scanner's glass surface, including all edges of the glass panel. Glass surface wipes are stored on the table left of the scanner.  
*Leaving any dust or residue on the glass surface creates a streak on your scans and extra time for digital restoration of the image.*
- 3. LOGIN:** The login code for the Kyocera is **21701** (insert login picture)



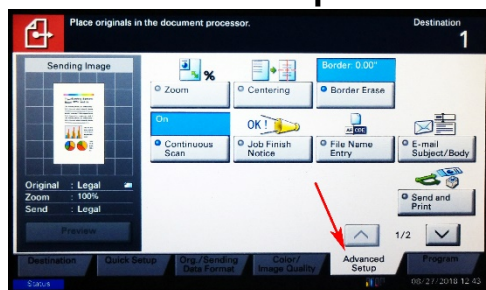
## 4. SET UP SCREENS

***SELECT SCANNING FUNCTION*** The correct program is **MINING ARCHIVES**

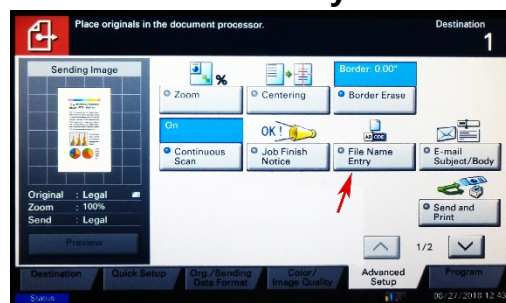


## FILE NAME

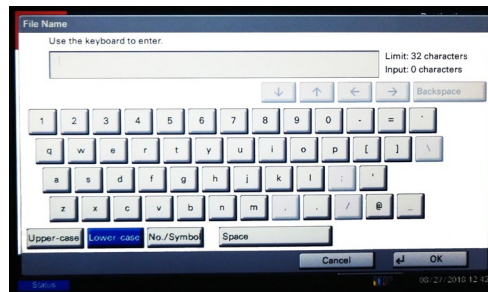
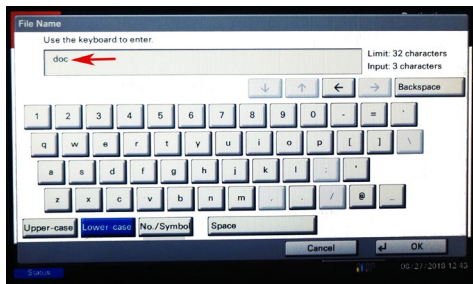
### Advanced Setup



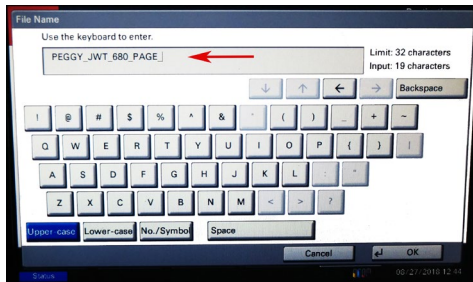
### File Name Entry



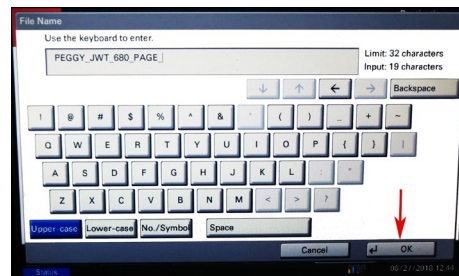
## Backspace to delete "doc"



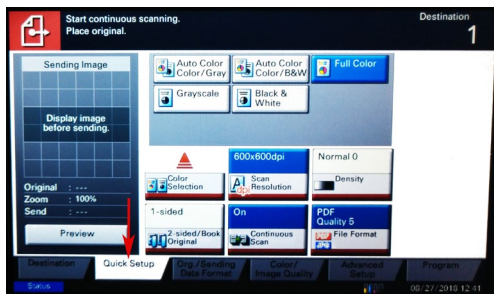
## Enter file Name



## Click OK

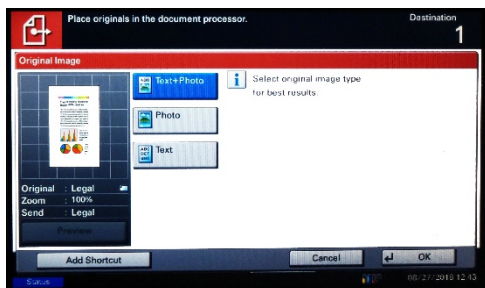


## Click on QUICK SET UP



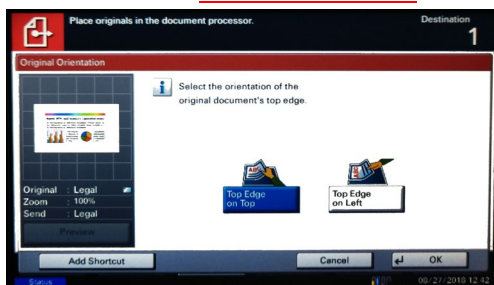
The Mining Archives button that you selected in the first step above contains program settings that apply to the majority of documents. Setting changes you may have to make include **Document size, 1-2 sided documents, Density, Color, and Resolution (dpi), PDF quality, document sending format.**

## ORIGINAL DOCUMENT TYPE



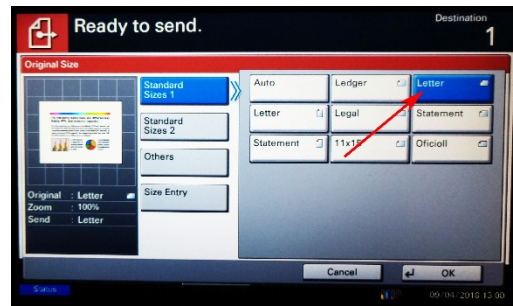
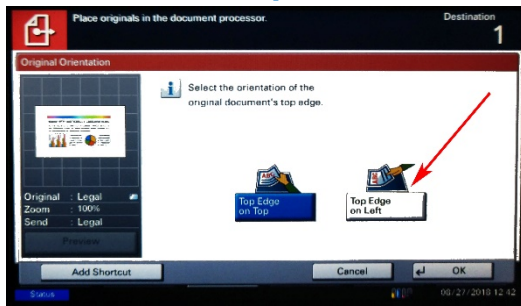
Use the Text/Photo setting, unless directed otherwise by staff.

## DOCUMENT ORIENTATION – Letter Portrait



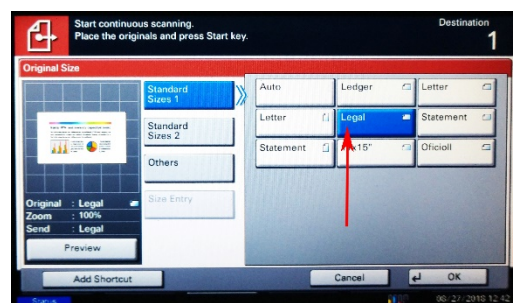
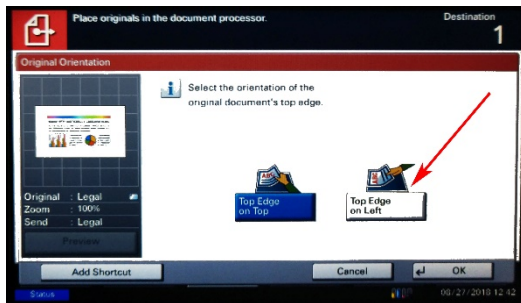
Use this setting when you sheet feed the letter-sized documents vertically.

## Letter Landscape

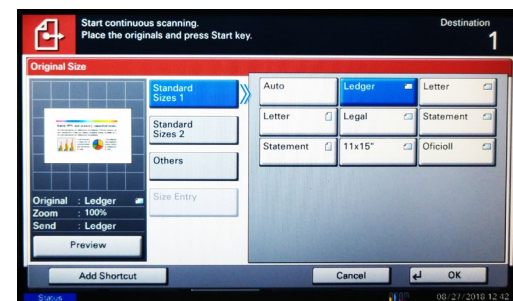
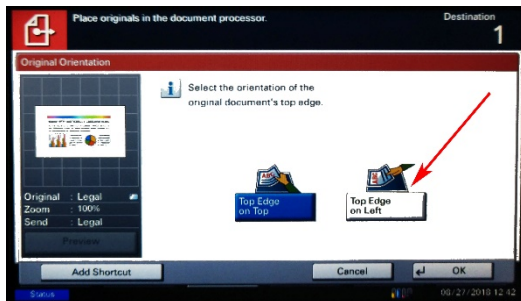


Use this setting when you sheet feed the letter-sized documents horizontally.

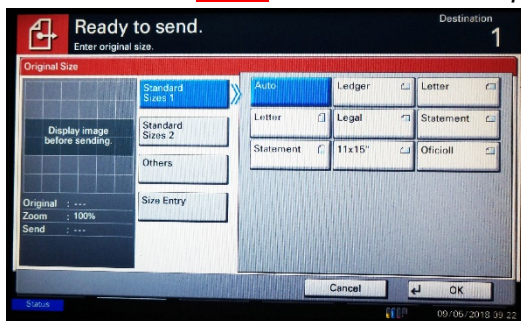
## Legal Landscape



## Ledger Landscape



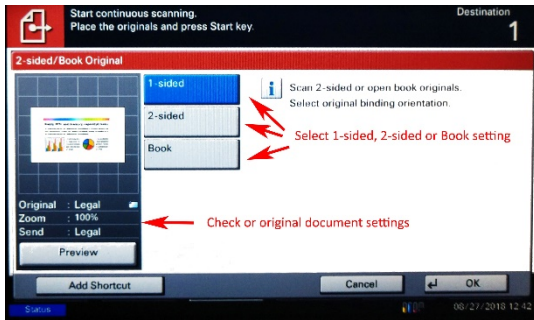
**DOCUMENT SIZE** – Select the size of your document



You may select one of the Standard document sizes listed; **Auto** programs to the size of the first document scanned.



## 1-2 SIDED SCANNING

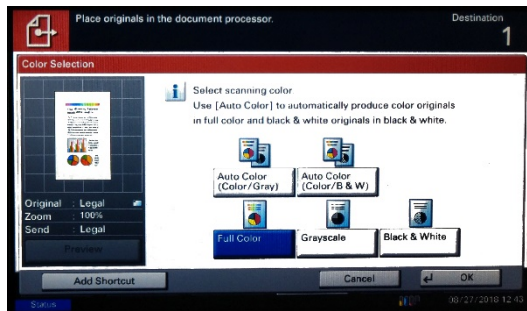


## BOOK SCANNING

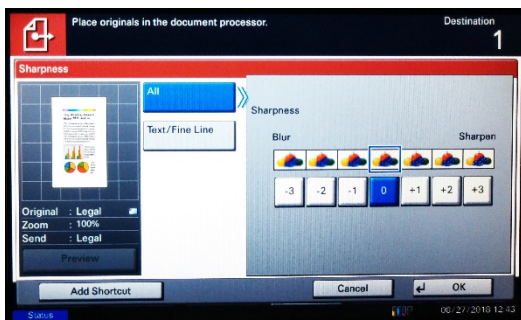


*For books bound on the left, use the Left/Right setting; for books bound on the top, use the Top setting.*

**DOCUMENT COLOR** - Use the program settings, unless instructed by staff

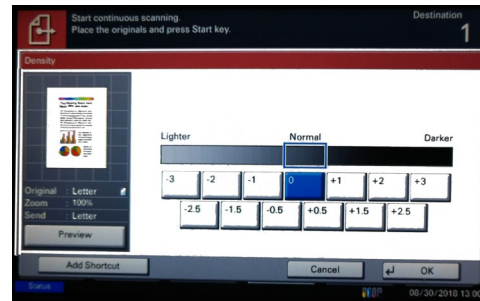
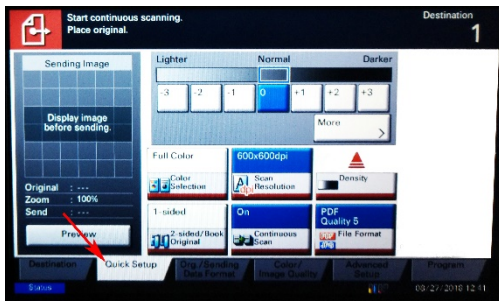


## DOCUMENT SHARPNESS



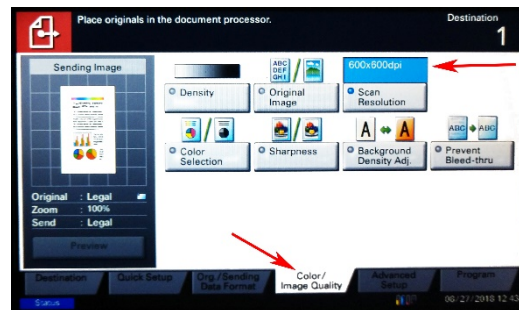
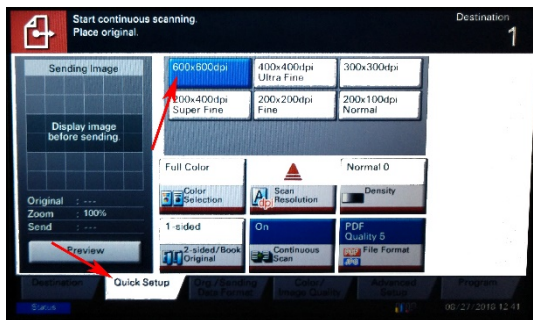
*Generally, the program settings work well; you can make the image sharper by selecting one of the options on this scale but you will lose some pixilation in doing so.*

**DOCUMENT DENSITY**- Use the program settings, unless directed otherwise by staff.



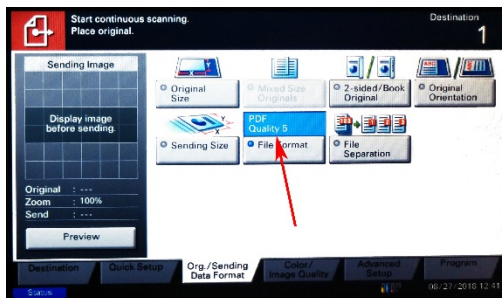
To increase the density, simply choose one of the settings noted. You can refine the scan density if you are not satisfied with the first result.

## **DPI SETTING**



Use 600 dpi x 600 dpi (the program setting), unless directed otherwise by staff.

## **PDF QUALITY**



Use PDF Quality 5 (the program setting), unless directed otherwise by staff.

## **ORIGINAL/SENDING DATA FORMAT**

**SEND IMAGE AS  
SAME S ORIGINAL**