

Quick Scan to USB



**WARRENVILLE PUBLIC LIBRARY
DISTRICT**
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Where can I do this?

At the public copier near the Circulation Desk

What kind of originals can be scanned?

Forms, documents, photographs, or anything that can be placed flat (or nearly flat) on the scanner glass

How should I load them?

Photos or originals in odd sizes or poor condition should be placed on the glass, in the upper left corner. Standard letter or legal size documents can be loaded *face up* in the automatic document feeder (ADF). Load letter size originals *long* edge first; load legal size originals *short* edge first.

What if my original is two-sided?

Be sure to select **2-Sided** when choosing the onscreen scanning options.

If the original can be loaded in the ADF, both sides will be scanned at once.

If the original is loaded on the glass, you will need to manually flip it over when prompted.

What format will the file be?

PDF is the default for the greatest compatibility, especially if you will be sending the file via email.

PPTX will create a file that can be opened and modified with PowerPoint 2007 and higher.

TIFF will create a graphics file that can be inserted into other files.

XPS is also available, but may not be easily read by non-Windows computers or mobile devices.

What name will the file have?

The file name will automatically include a date & time stamp "**SCAN**yyymmddhhmm.xxx".

The file extension (.xxx) will depend on the chosen format.

Where does the file go?

The file will be saved to a USB flash drive, also known as External Memory.

If you do not have a flash drive, you may purchase one at the Circulation Desk for \$6.

USB flash drives are also readily available at several local retail stores.

What if I need help with the scanning process?

Step by step instructions are located next to the copier.

If you need additional assistance, see the staff at the Circulation Desk.

What if I need to email, print or edit a file on my USB flash drive?

Internet, printing and other software services are available on our public-access computers.

Cardholders and reciprocal borrowers may login with their library card number and PIN.

Other adults may obtain a Guest Pass at the Circulation Desk.

If you need assistance, see the staff at the Information Desk near the public-access computers.