Scanning Book Paperwork

All scanning should be done using the copier in the research room. All documents scanned will be compiled into one PDF

To begin please order the papers in the files as such:
1. Final Checklist
2. Open/close
3. Updated PAR
4. Original PAR
5. File Beginnings & Worksheet
6. Corrections
7. Research in order (If there are copies of previous research please place them chronologically after the research for the current book i.e. Book 4 [current book], Book 1, Book 2, Book3)

## Remove all paperclips and staples before loading papers into the scanner tray

The process for scanning is as follows:

1. First place the papers in the scanner tray located on the top of the printer. They should be face up with the page headers pointing in toward the tray as seen below:
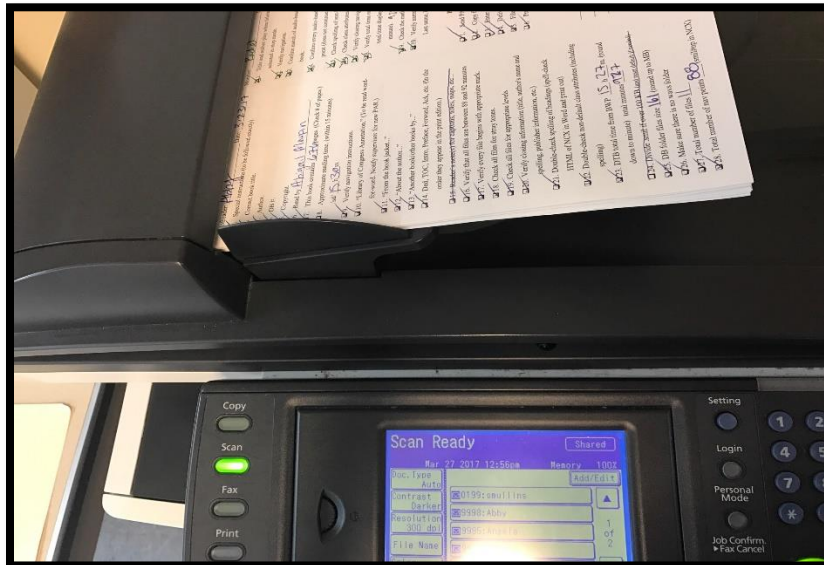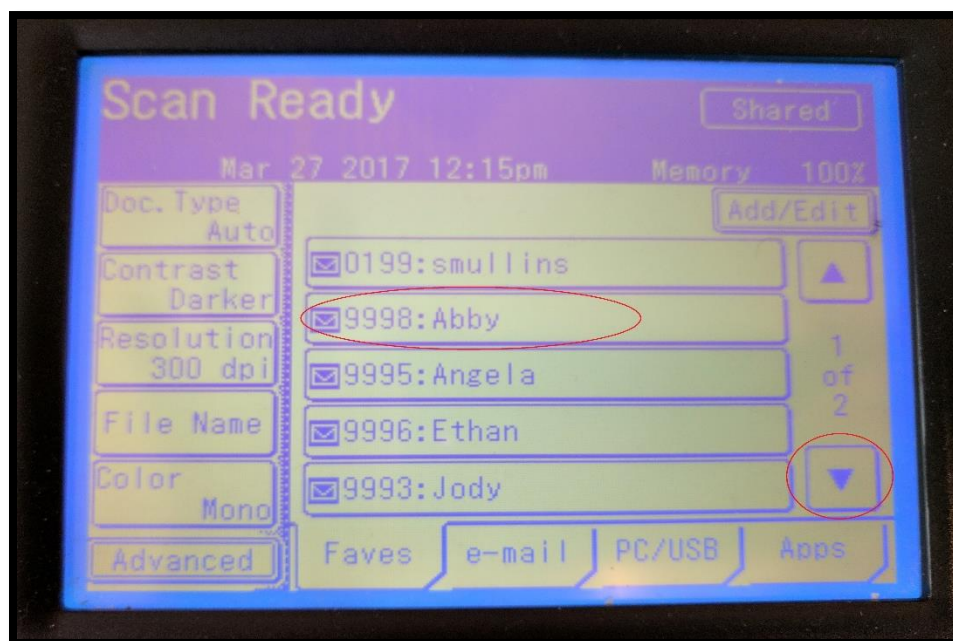

2. Press the Scan button. This will bring up a menu. Your names will be located in the faves tab.

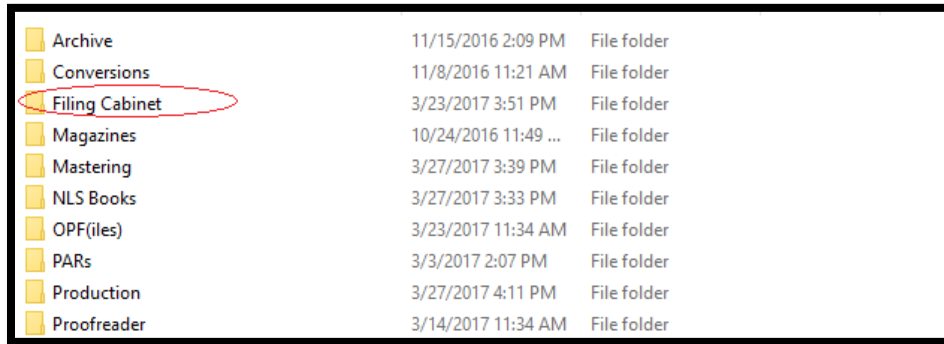   **Do not select your name until you are ready to scan!**
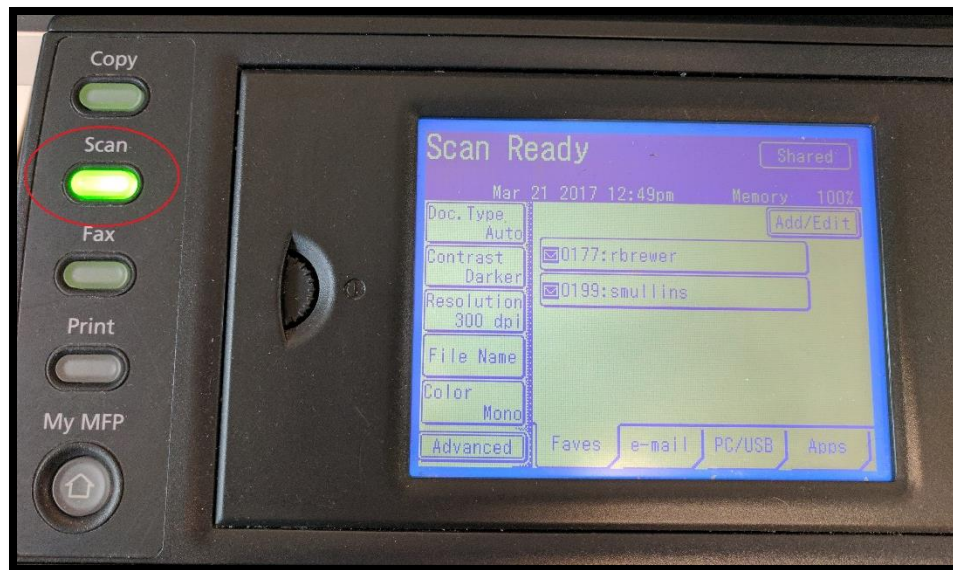
3. Select your name on the touch screen when you are ready to scan. Selecting your name will automatically begin the scanning process. You may have to scroll using the arrows to find your name.

4. Once the scan is complete, a PDF will be sent directly to your APH e-mail address.

5. Return the printer to Copy mode by selecting the copy button. This will save us some headaches and user error to those following behind.

6. File your folder as you normally would. The physical filing cabinet will be emptied and recycled at the end of the contract year.

7. When you return to your desk open the email from "studio scannerman@aph.org" and either open the files and "save as" or right click the attachment and "save as" the PDF into the "Filing Cabinet" folder on the network. Rename the PDF with the DB number of the book the paperwork belongs to.

Archive	11/15/2016 2:09 PM	File folder
Conversions	11/8/2016 11:21 AM	File folder
Filing Cabinet	3/23/2017 3:51 PM	File folder
Magazines	10/24/2016 11:49 ...	File folder
Mastering	3/27/2017 3:39 PM	File folder
NLS Books	3/27/2017 3:33 PM	File folder
OPF(iles)	3/23/2017 11:34 AM	File folder
PARs	3/3/2017 2:07 PM	File folder
Production	3/27/2017 4:11 PM	File folder
Proofreader	3/14/2017 11:34 AM	File folder

8. Send your book on its merry way!

If you have any questions, or the scanning stops working, find Chelsey, Abby, or Steve!