

Good scanning practices for copiers

SIUC CTE Sept. 2021

- **Check the Library's website and see if there is an E-version.** You can download 10%!
- **Wash your hands before scanning.** Oils accumulate naturally on your fingers and hands, even if you haven't been handling dirty items.
- **Clean the scanner.** Use an appropriate wipe that is safe for coated glass, or use lens cleaner with lens safe wipes. Spray the cleaner on the lens tissue and then wipe the glass, never spray the scanner glass directly.
- **Scan one page of your book at a time.** It is easier for your students to read, and easier for you to deal with, than scanning both left and right sides at one time, and then splitting the facing pages. Your pages will tend to be straighter, as well.
- **Scan the copyright page and the title page** and include it in your document. The title page is a quick, easy way for your students to see where the reading came from. The copyright page is your citation for Fair Use. You may wish to move the copyright page to the end of the document, since it is not closely read by most users.
- **Use a high resolution** like 600 dpi. The higher your resolution, the more accurate your text will be when you convert the image to text (optical character recognition, or OCR).
- **Use the "prevent bleed through" feature.** It is usually under the "Color/Image Quality" options.
- **Scan as pdf. Only use grayscale or color if you need to,** and click the "more" button and set your compression to MINIMUM, usually 5. PDFs have high quality with a small file size. Tifs are high quality but have a large file size and are hard to manage.
- **You can set a custom size for the "original size" of your document.** It's under "Org./Sending Data". There is a button called "original size", when you click that, on the next screen there will be a button called "size entry". Click that button and you will be taken to a screen that lets you enter your document size. Use the preview option on the left side of the screen to see results.
- **Send your PDFs to teach@siu.edu or ppimente@siu.edu to be processed for usability and accessibility. If you do not have a copy of Adobe Acrobat Pro or other PDF editor, you can** We will crop your pages, remove stray marks, recognize the text so students can copy/ paste text, and add tags so your document is accessible to screen readers.