Sharp scanners scanning instructions

Before you begin: **Check the library website**, lib.siu.edu, and make sure the library doesn't have a digitized copy.

1) Clean your hands! Clean the scanner bed with a lens-safe cleaner, and lens safe wipes! Never spray cleaner directly on the scanner- spray the cloth and wipe with that.

2) Tap the screen to start, and Press Easy Scan

3) Enter your address, manually or with the address book

4) Press Detail

5) Select color. Set to 'black and white', or 'auto' if you have color.

6) Select content. Set content type to 'text', or 'text photo' if there are images. Set content source to 'press' if you are scanning a from a book.

7) Select Original.

   a. If your entire book fits on the scanner, use 'Book Original' as your setting. When you start to scan, select 'scan both pages'. The scanner is going to make two passes, one for each page, so make sure to wait for that second pass.

   b. If your book does not fit entirely on the scanner, you will need to scan each page individually. You are going to need to rotate your book 180 degrees to scan the opposite page. Look along the sides of the scanner and see if you can find a pre-set size that will fit your book. Choose that setting in 'select original'. After scanning, you can use Adobe Acrobat Pro to fix your pages. Acrobat Pro is part of Adobe Creative Suite, which you can get at Office of Information Technology Software Licensing. Acrobat can also crop pages that have part of the opposite page in the scan.

   c. If you cannot find a setting that fits your book page, use 'Auto Size Sense'.

8) Select Resolution. Set to 600 dpi.

9) Step nine: Press 'Send' when you are ready to scan. Press "Scan Next page" for each page. When you are done, select 'Send'.