

## **Scanning Hints:**

1. Scanning documents that have hand written material
  - a. Use paper that is as white as possible. Colored paper is a problem because it reduces the contrast between the paper surface and the information content.
  - b. Do not put information on both sides of the paper. Sometimes the reverse side will bleed through the scan.
  - c. Do not use thin paper. Paper used in the laser printer or copier is OK.
  - d. Do not use pencil or ink that is not black. The most successful ink has been a fine point Sharpie.
  - e. If you have older documents that already have pencil notations, Susan Niemczyk found that copying these documents, using a high contrast setting on the copier, and then scanning the copy on the computer accentuates the pencil lines.
2. You can scan straight into a pdf file using Adobe Acrobat (note: this is not the reader).
  - a. In the computer lab, the machine connected to the scanner has Acrobat installed.
    - i. Open Acrobat
    - ii. Put your document in the scanner, make sure the scanner is turned on.
    - iii. At the top of the Acrobat window, choose the menu “Create PDF”
    - iv. Choose “From Scanner”
    - v. Under Device choose the Epson Scanner
    - vi. Under Document leave “Open new PDF Document”
    - vii. Under Compatible with: choose Acrobat 4.0 and later
    - viii. Leave all the other setting at their default.
    - ix. Click Scan.
    - x. Follow the rest of the instructions as dialog boxes appear.
3. In general the lower the quality of the material being scanned the lower the quality of the resulting scan.
4. Multiple generation scans (scans of scans) suffer in quality.
5. Originals with low contrast suffer in quality
6. Material with small fonts or unclear fonts suffer in quality.
7. Writing that has thick and thin sections (lines that change as you apply differing amounts of pressure) may break where the lines are thin.

If you need help or have questions contact Sterling ([scoke@math.unm.edu](mailto:scoke@math.unm.edu) or 277-6067)

**Also note:** the work-study will be taking documents to be scanned at Centennial Library everyday at 10:00AM.