

Transcript for Foundational Skills Video: How to scan documents using the computer scanners (Windows)



Chapman Learning Commons

Hello everyone and welcome to this tutorial on how to scan your documents on a Windows PC using the computer scanners at the Chapman Learning Commons. There are 8 digital scanners in the Chapman Learning Commons. There are 6 scanners connected to Macs, and two connected to Windows PCs.

1. Begin by logging in to one of the computers located next to one of the scanners.
2. Then, open the scanner lid. Place your document face-down on the scanner glass making sure to align the document in the top right of the scanner. Check the arrow marks on top of the machine glass. After your document is properly aligned, on the desktop open the Epson Scan app.
3. Once your document is aligned on the scanner bed, open the Epson Scan app from the desktop of your computer.
4. First click "scan," then a "file save settings" window will appear. To compile multiple scans in one file, select "PDF" under the "type" menu. This is especially important if you're looking to scan an article or compile a portfolio and want all the pages you scan to be in one file.
5. The program will scan and prompt you to scan the next page. To scan more pages, choose "add page" and place the next page face down on the scanner. Click "scan."
6. Once the scan is done, or if you are only scanning one page, choose "save file." By default, your scan will appear in the "documents" folder.
7. Once you've completed scanning all your documents, make sure you send the scan to yourself via email or save it on a personal drive before logging out of the computer. All data on computers is deleted upon logout and anything you save to the computer will not remain on it. Please also don't forget to collect your original document from the scanner.

Thank you for watching. For more information, visit learningcommons.ubc.ca. Many other UBC Library locations have scanners as well. Check the link in the description below to learn more."

<https://services.library.ubc.ca/computers-technology/copy-print-scan/>

