

Digitizing Multi- Page Documents

MCPL MEMORY LAB

The Memory Lab is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State.

Getting Started

Welcome to the Memory Lab. Review the next few pages to introduce yourself to the equipment and software you will be using. Then, you will begin the do-it-yourself digitization process.

Before beginning, please make sure you brought everything you need:

- Documents
- Memory device such as a USB drive or external hard drive

The Memory Lab can digitize single page documents as well as multi-page documents such as recipe books and journals.

These are the instructions for scanning multi-page documents. Review the other instructions provided if you would like to digitize single page documents or photos.

Getting Started: Equipment and Software

Epson Scanner: The Epson Scanner is what will be scanning your documents. Your materials should be placed on the scanner glass and the lid should be closed when scanning.

Epson Scan 2: Epson Scan 2 is the software you will use to set up and initiate the scanning of your documents. The icon looks like a blue scanner.

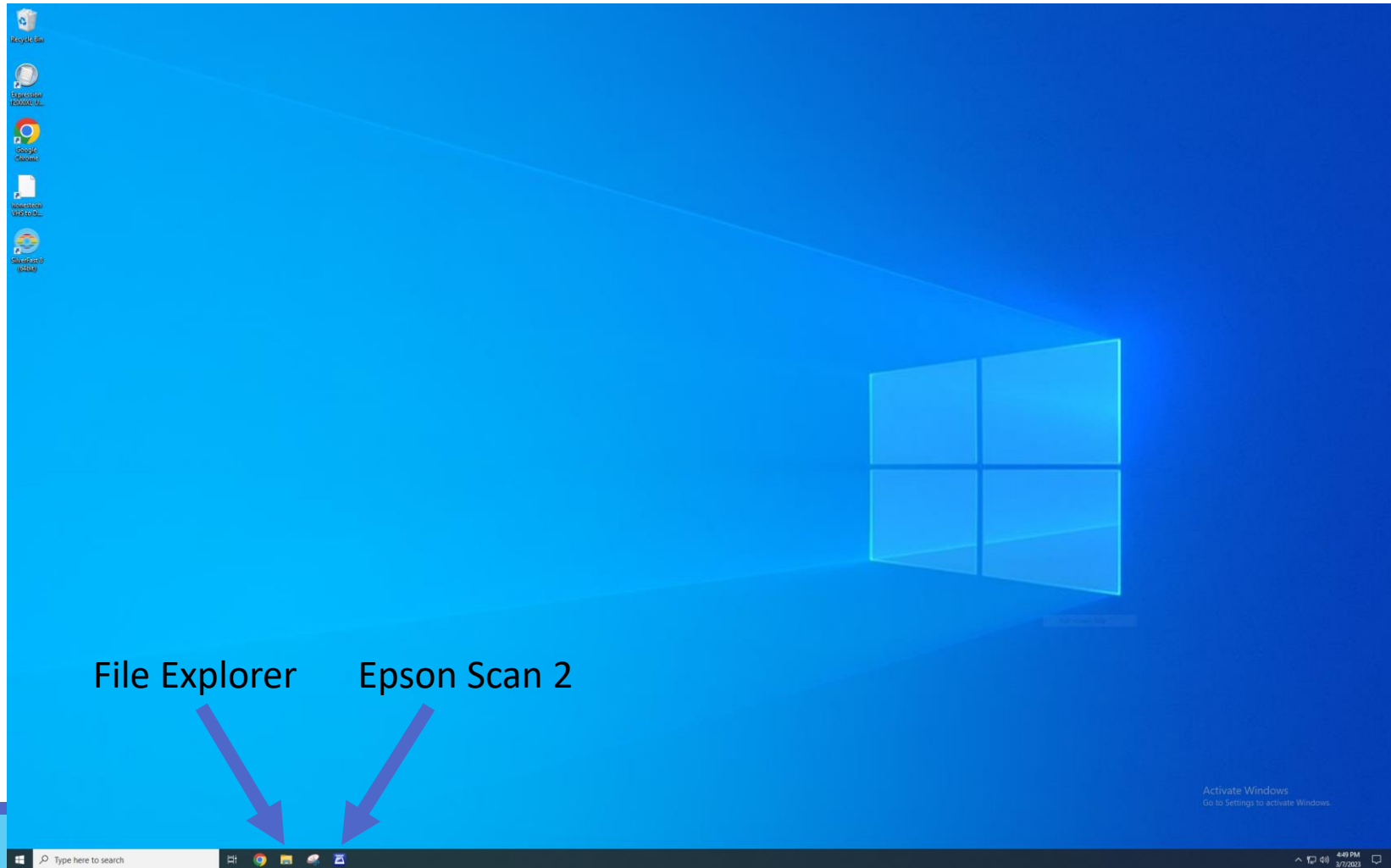


File Explorer: File Explorer is the file system for Windows. This is where you can find your storage device and files after scanning. The icon looks like a yellow file folder.



More information about the desktop location of the programs is on the following page.

Getting Started: Desktop Screen Guide



Overview of Digitization Process

Now that you are aware of the equipment and software you will be using, you are now ready to digitize your documents.

The digitization process is broken down into two parts:

1. Scanning and saving your documents: During these steps, you will turn on the scanner, place your materials on the scanner glass, and use the Epson Scan 2 software to setup and preview your scan. You will then scan and save your materials to your memory device. You may repeat these steps if you wish to scan multiple items.
2. Finishing up: During the final steps, you will have a chance to view your scans. You will also close the software and eject your storage device from the computer.

Scanning and Saving Your Documents

It is now time to digitize your materials. You will use the Epson Scanner and Epson Scan 2 software to scan your multi-page documents.

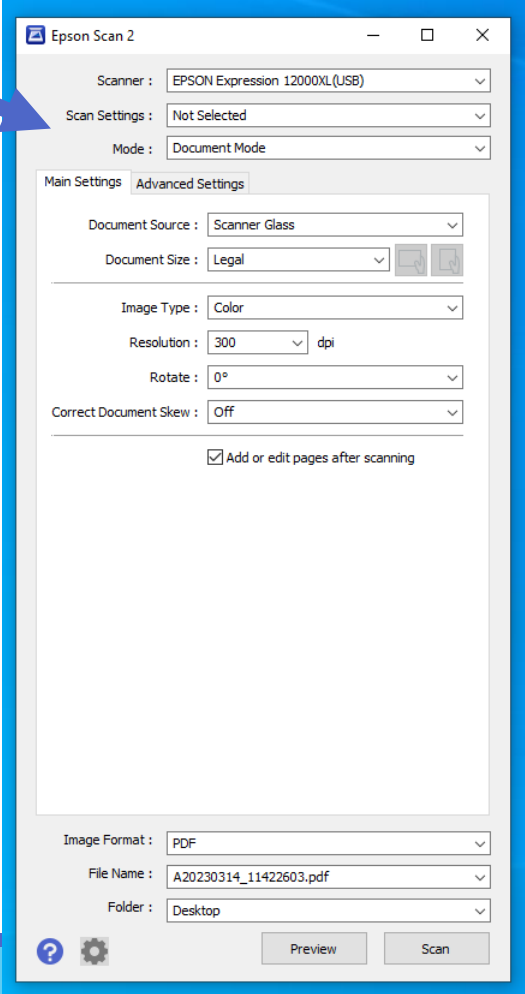
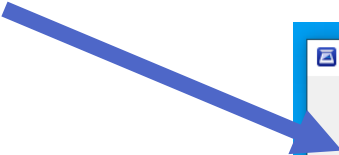
1. Push the lower grey button on the Epson Scanner to turn it on.
2. Place the first page of your document face down on the top left corner of the scanner glass.
3. Lower the top of the scanner.



4. Open the Epson Scan 2 software by double clicking the icon on the lower tool bar of the screen.



The software will look like this when it opens.



5. Change the Mode to “Document Mode.”

3. Change the Document Source to your preferred size. “Letter” is the name of the standard 8.5 x 11 size.

4. Change the Image Type to “Color.”

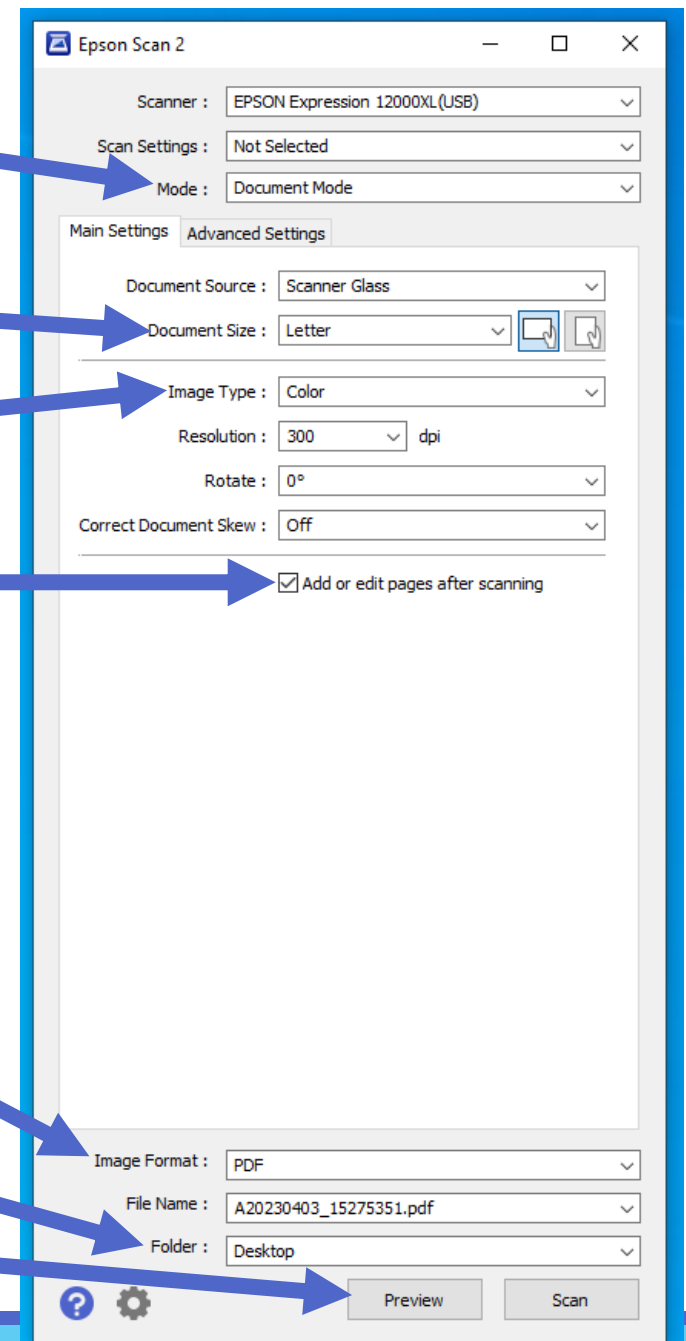
5. Make sure the “Add or edit pages after scanning” box is checked.

6. Change the Format to “PDF.”

7. Leave the File Name as is.
You will change it later.

8. Change the Folder to your external storage device.

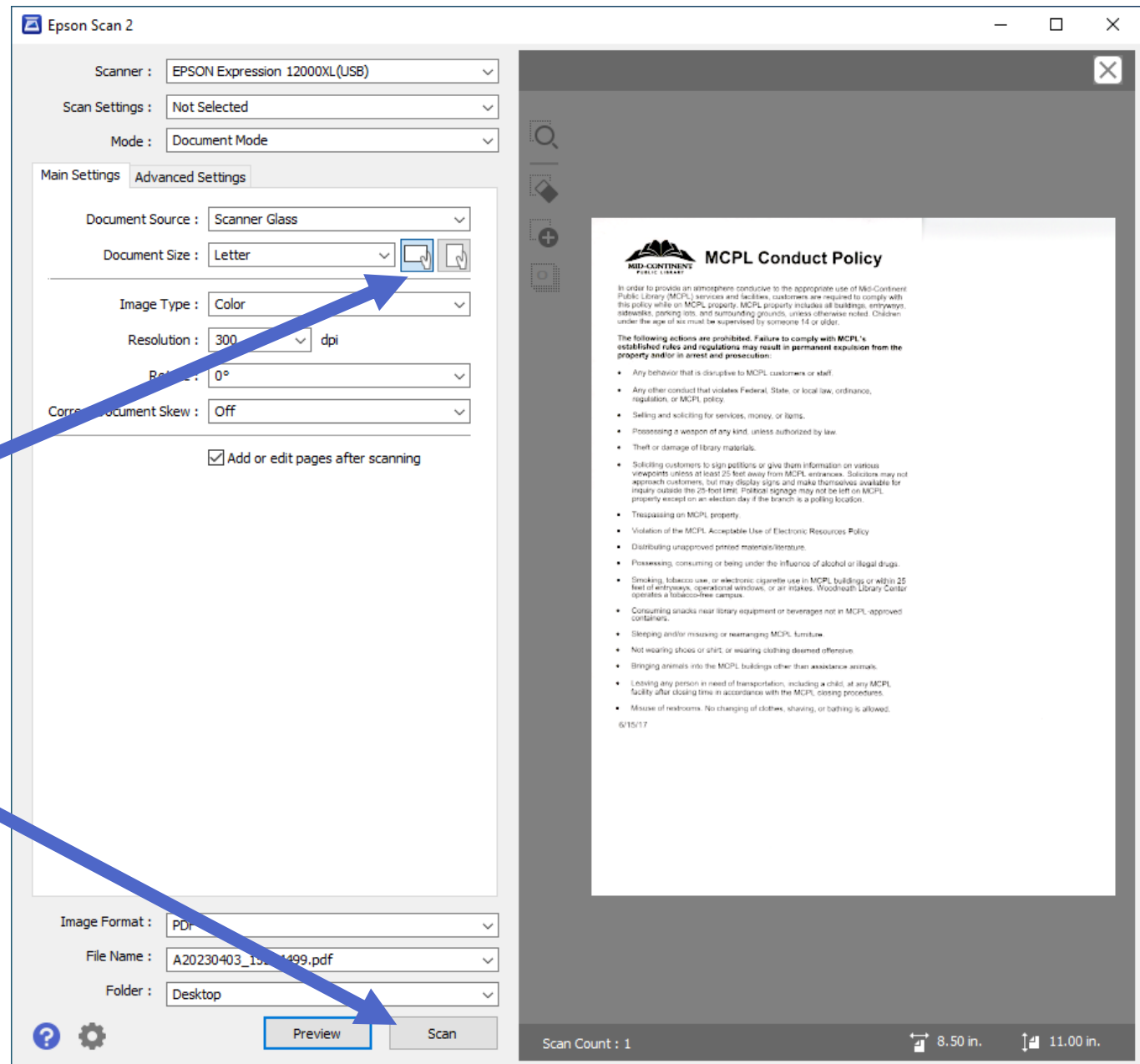
9. Click the Preview button to begin a preview scan of your documents.



10. After the preview scan is complete, an image of your document will appear in this window.

If the document is not aligned correctly, rotate it on the scanner glass or change the scanner orientation using these buttons. Continue doing this and preview scanning until your document is correctly aligned.

11. Click the Scan button when you are ready to scan the first page of your document.

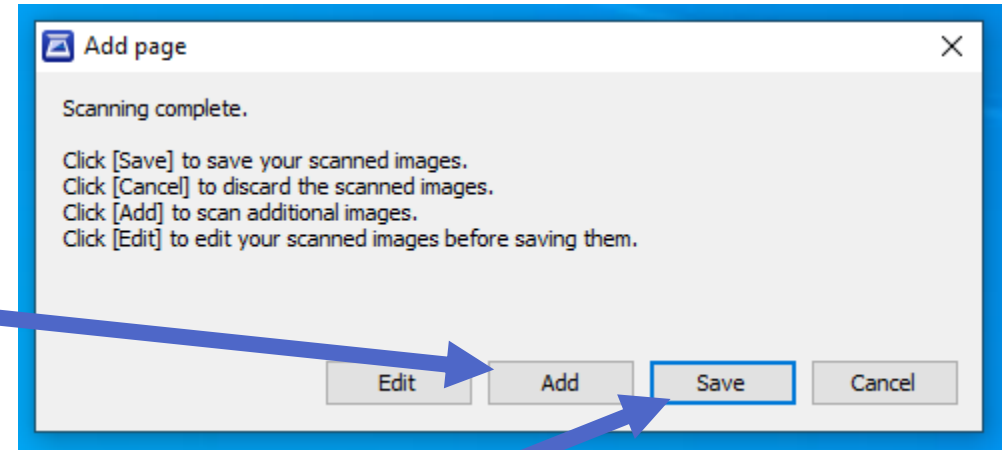


12. Once your first-page scan is completed, this dialog box will pop up.

If you wish to add more pages, take the previous page off the scanner glass and place the next page in the same position on the glass. Click “Add.”

Continue doing this until all the pages for your document have been scanned.

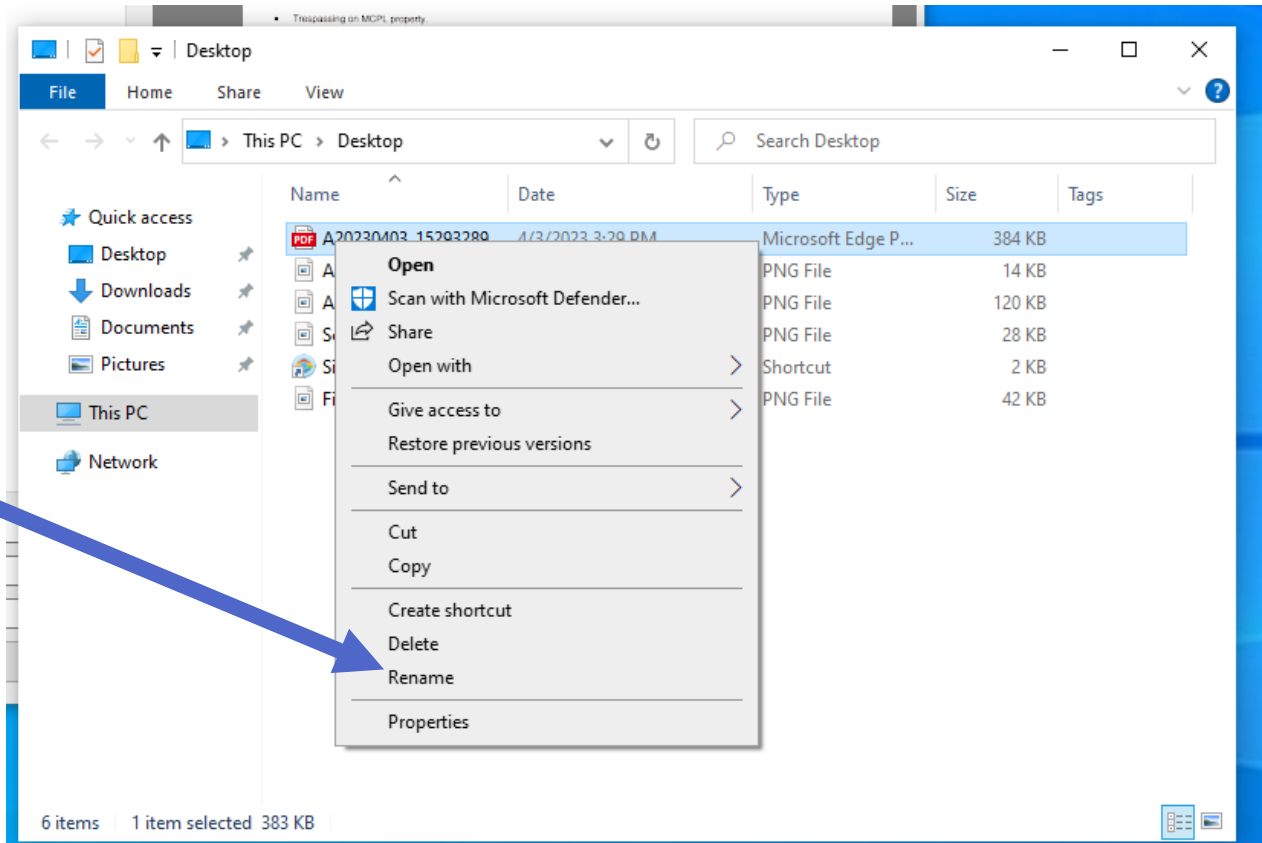
Once all the pages have been scanned, click “Save.”



13. Once your scan is completed and saved, File Explorer will open up showing your new scan file.

14. Rename the scan to your desired name. Right click on the file name. A gray box will appear. Click “Rename” toward the bottom of the popup. You can now type in the new file name.

15. To view your new scanned document, double click on the file name.



16. After you have inspected your file, you can exit the PDF preview window by clicking the “X” on the top right.

17. To scan another document, minimize the File Explorer window by clicking on the “-” at the top right of the window. The Epson Scan 2 window should now be back at the front of the screen.

18. Repeat steps 2 through 15 to continue scanning multipage documents.

Finishing Up

Once your documents have been scanned, you are almost finished with the digitization process. You are now ready to remove your materials from the scanner glass.

1. First, remove all your materials from the scanner glass.
2. Click the Preview button to complete one more preview scan. This will reset the scan preview area and ensure that the next user does not see your previous scan.
3. After the preview scan is finished, close Epson Scan 2 by clicking the “X” the top right of the window.

4. Turn off the Epson Scanner by pushing the same grey button you used to power it on.

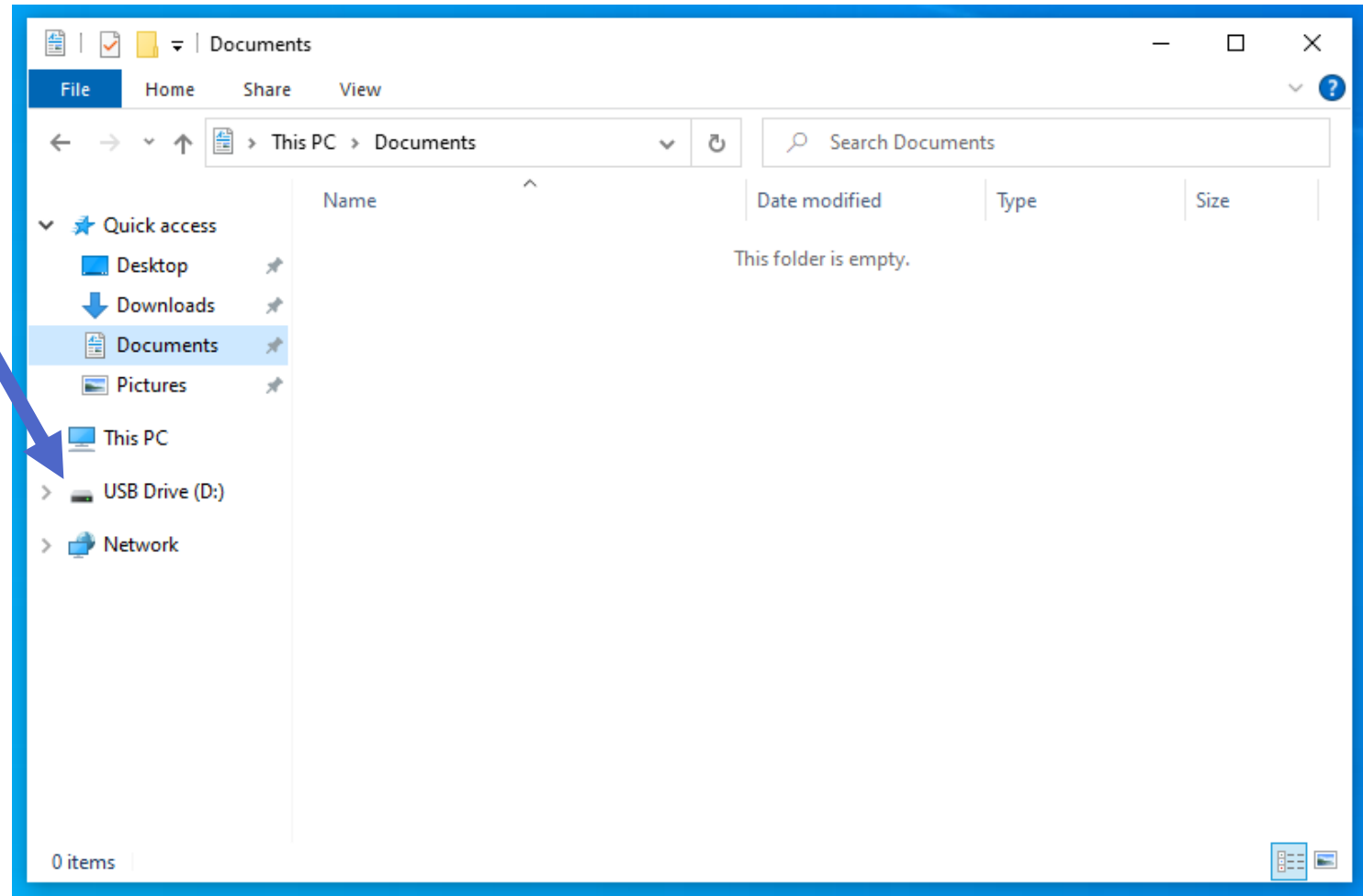
5. If you would like to view your scans again, locate them on the computer by clicking the file explorer icon on the bottom toolbar. It looks like a yellow file folder.



6. When File Explorer is open, look for your storage device on the left side of the window.

7. Double click on your device to open it and double click on any of the files inside to view your scans.

8. When finished, right click on the name of your storage device and click Eject. Your device can now be safely removed from the computer.



9. Make sure your materials are removed from the scanner glass and securely packed away.