

Digitizing Documents (FastFoto Scanner)

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 documents as well as photos in the physical formats of photo prints, slides, and negatives of various sizes.

*These are the instructions for using the **Epson FastFoto** scanner to digitize documents. Review the other instructions provided if you would like to digitize photos with the FastFoto scanner. It's recommended that fragile or oversized documents are digitized using the flatbed scanner.*

Getting Started: Equipment and Software

Epson FastFoto Scanner: The FastFoto-680W is what will be scanning your documents. The material(s) you are scanning should be placed in the upright input tray. Carefully review pages 7-9 to learn more about preparing and loading your materials.



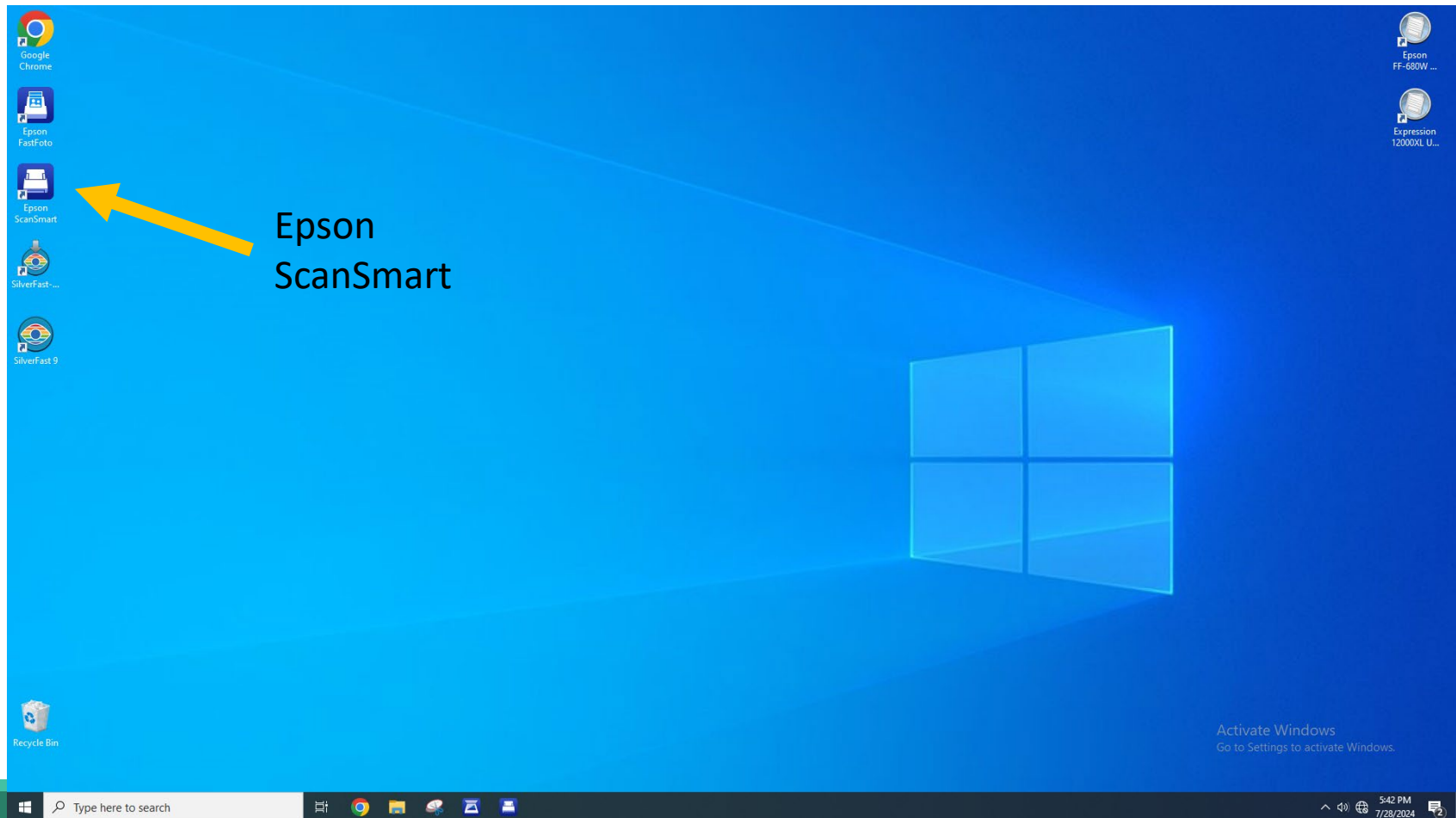
Epson ScanSmart: The software used to scan documents.



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.

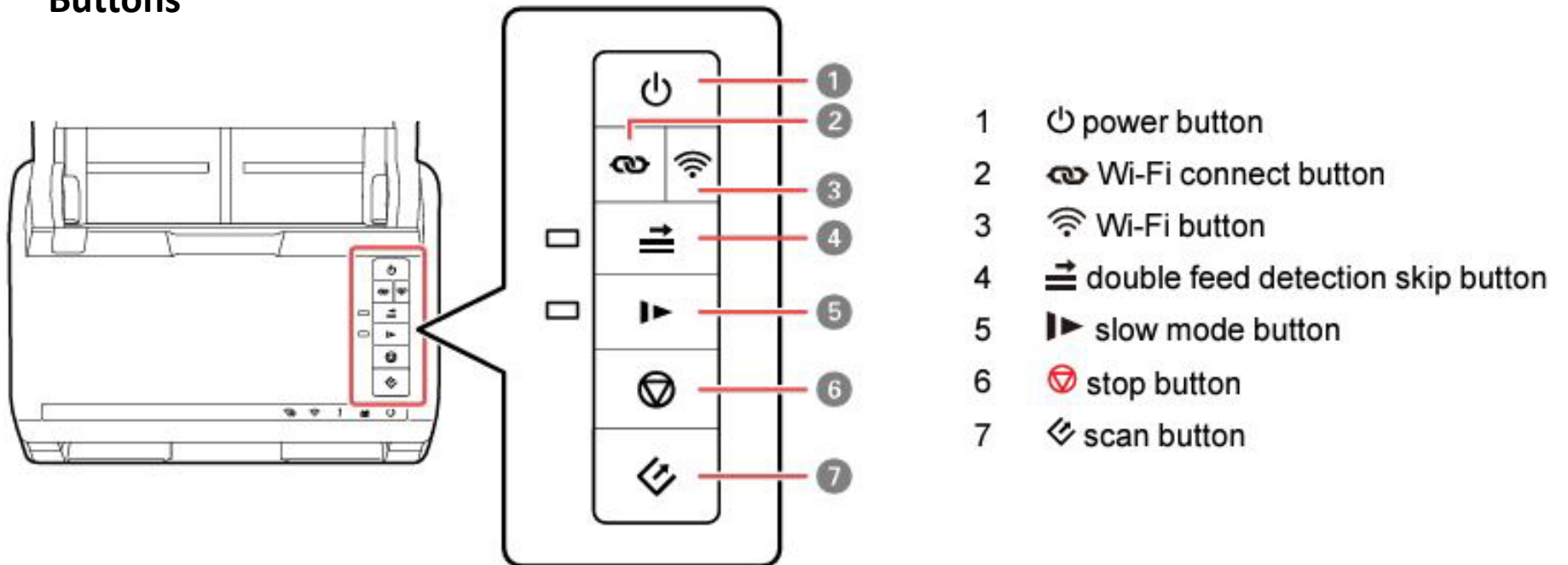
The desktop location of the programs is on the following page.

Getting Started: Desktop Screen Guide



Getting Started: Equipment

Buttons



Overview of Digitization Process

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

The digitization process is broken down into two parts:

1. Scanning your material: During these steps, you will turn on the scanner, place your materials in the input tray, and use the Epson ScanSmart software to scan your documents. 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 and transfer them to your storage device. You will also close the software and eject your storage device from the computer.

Getting Started: Preparing Documents

Before scanning, organize and prepare your documents.

- Organize your documents into batches – you can arrange by subject, date, location, etc.
- When possible, group papers together in batches by size and orientation.
- Remove any attached objects like staples, paper clips, and sticky notes.
- Flatten any wrinkles, bent edges, or fold creases in the paper.
- Clean or remove any dust or grime to avoid marks on the scanned copy.
- Repair or remove any damaged or torn paper (use the Epson flatbed scanner for those items).
- Before loading, fan the stack of pages to separate any paper that might be stuck together.

Getting Started: Loading Your Materials

1. Press the power button to turn on the scanner.
2. Extend the input tray and the gray paper support.
3. Extend the output tray and raise the stopper to catch the scanned documents. Adjust its location to fit the size of your materials.
4. You may now load your materials into the input tray following the directions on the next page.



Getting Started: Loading Your Materials

1. Slide out the edge guides.

2. Load the material:



Load up to 100 8 x 11” documents in a single batch facedown, loading the top edge of the document first.

Do not load materials in the scanner while it is scanning.

Do not mix photos and documents in the same batch.

Scanning Documents

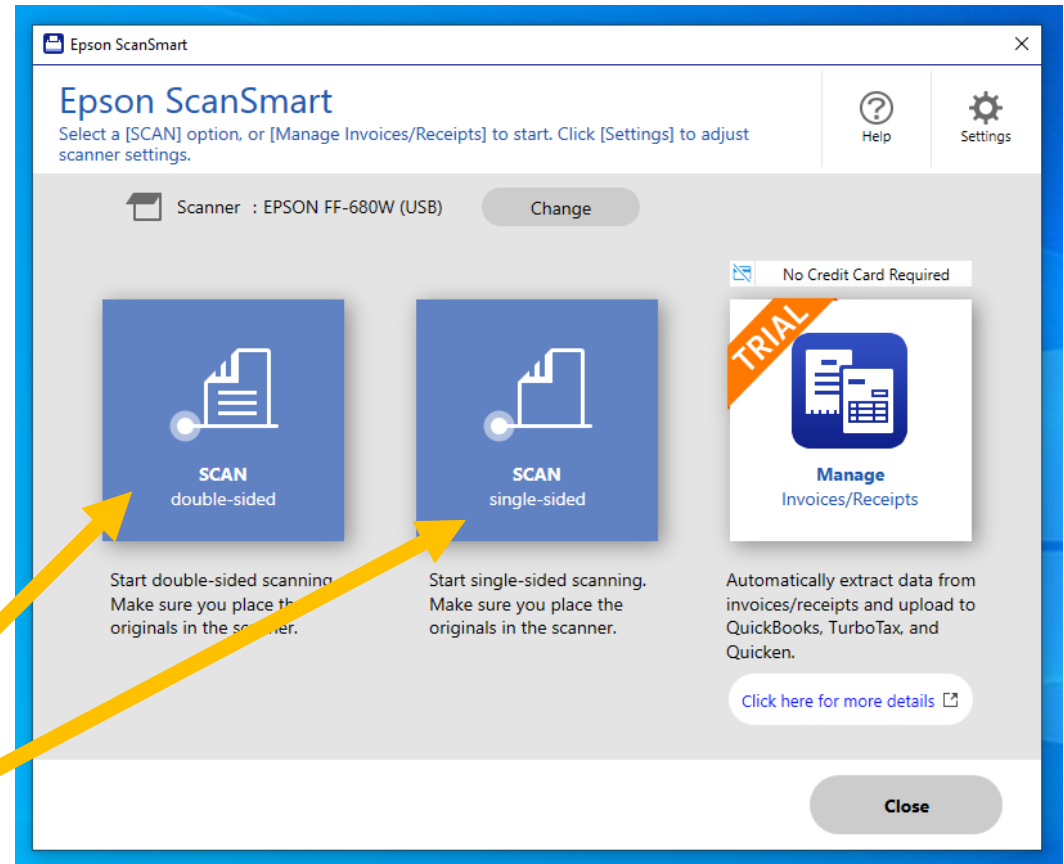
It is now time to digitize your materials. You will use the scanner and the *Epson ScanSmart* software to scan documents.

1. Make sure your documents are properly loaded in the input tray.

2. Click on the *ScanSmart* icon to open the software.



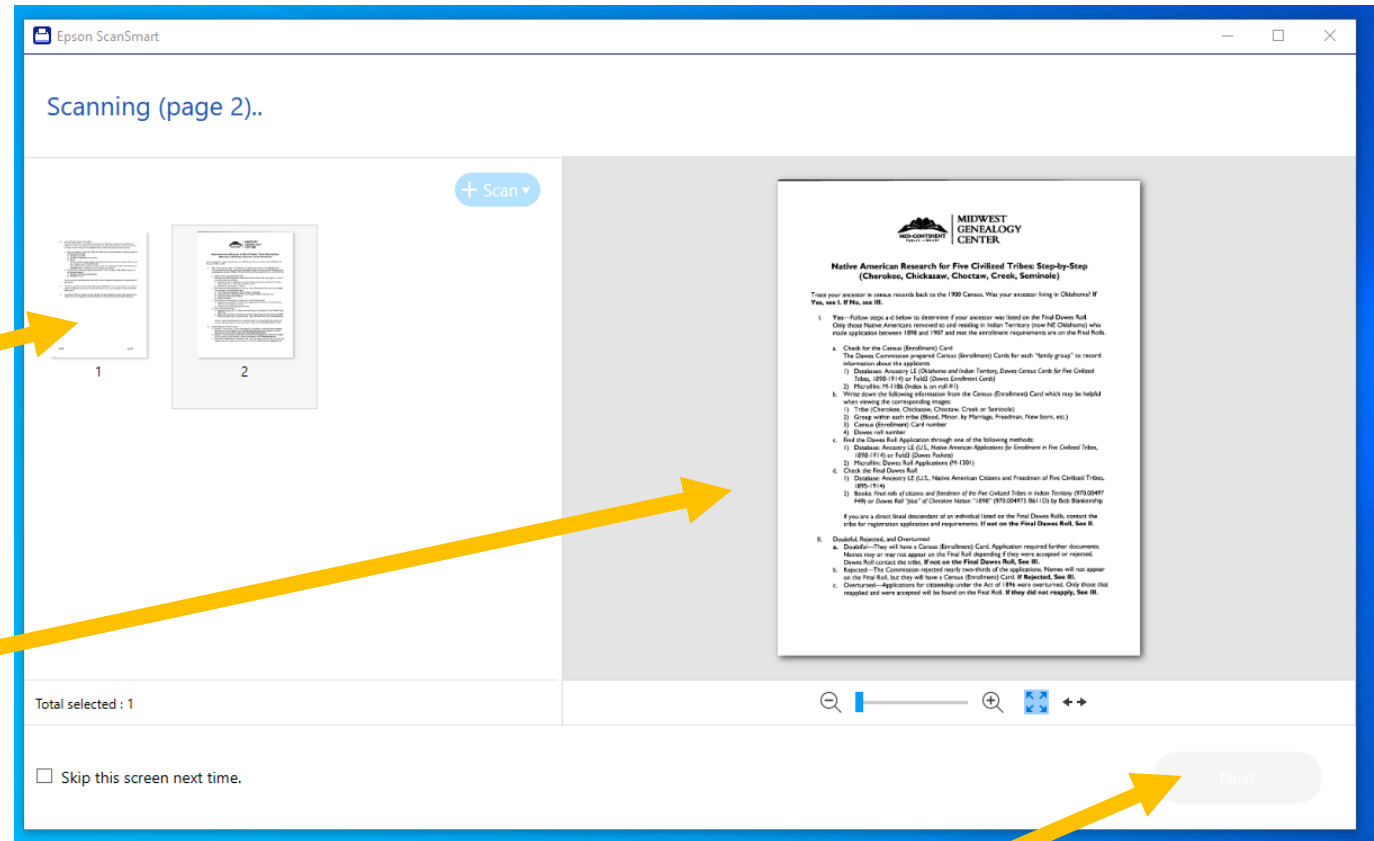
3. When ready to begin scanning, click on the button for **double-sided** or **single-sided** scans.



4. As the documents are scanned, they will begin to appear in the software program.

Each page will appear as a thumbnail on the left side of the screen.

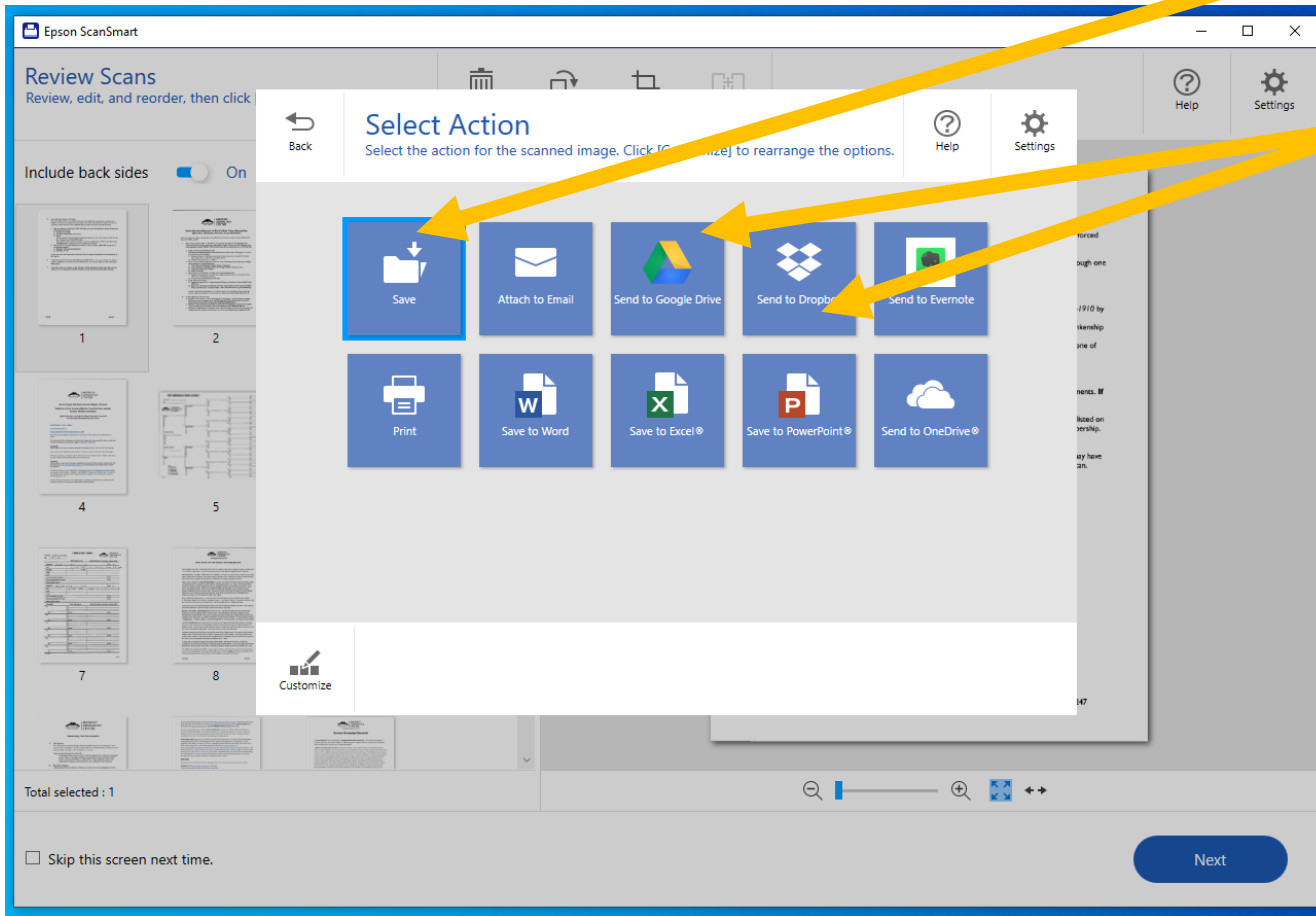
5. Once scanning is complete, click on a thumbnail to display that page in the viewing panel on the right.

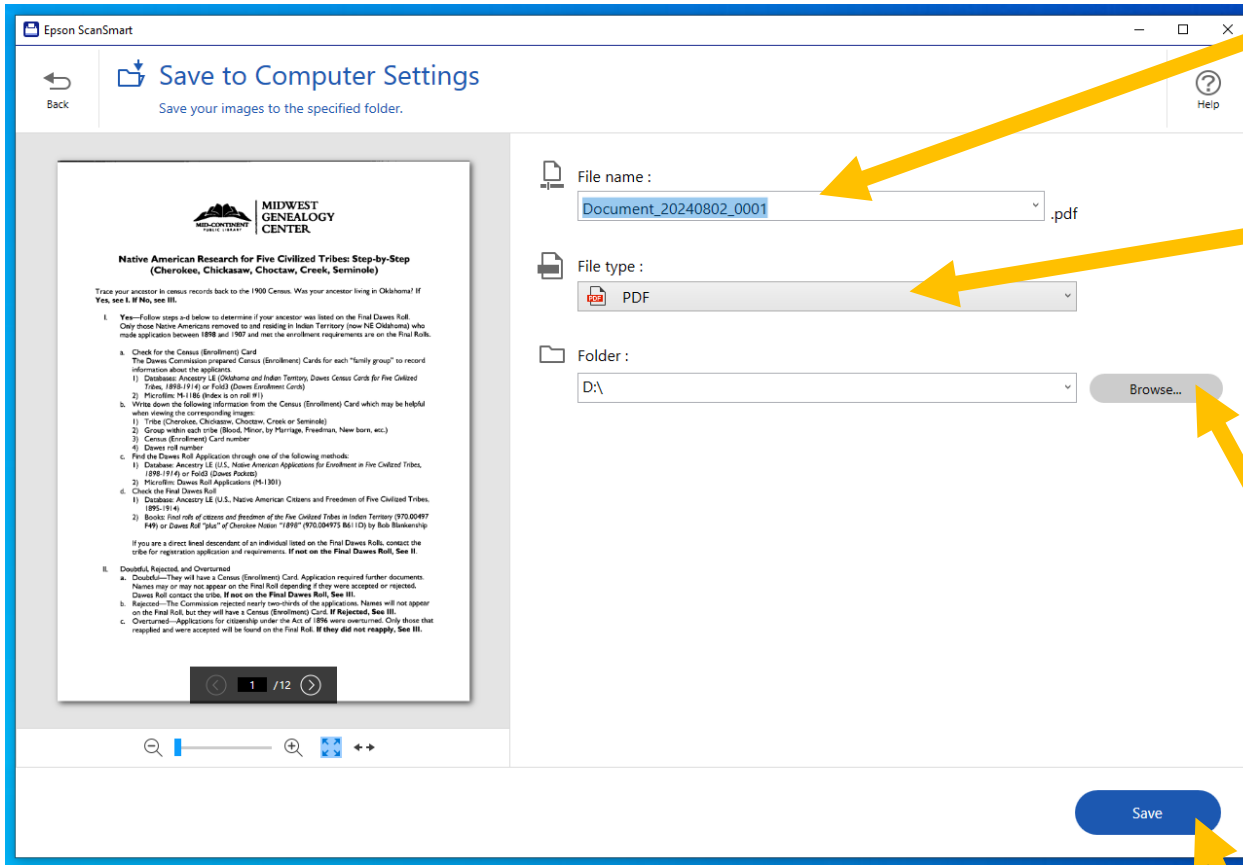


6. When scanning is complete, the blue *Next* button will appear in the bottom right corner. Click on it to open the action menu.

7. If you are saving to a storage device, click on Save.

To upload your scans to cloud storage, you can select *Send to Google Drive* or *Send to Dropbox*.





8. Enter your desired File name.
By default, ScanSmart will name it with today's date.

9. Set the File type to "PDF."

The drop-down menu provides other File type options, but for most document scans PDF is the correct setting.

10. Change the Folder to your external storage device.

Click the *Browse* button to open the Select Folder window. Locate your storage device name and click on it to select it.

11. Click on the Save button to complete the process.

Finishing Up

Once your documents have been scanned, you are almost finished with the digitization process. You are now ready to view your scans by locating them in File Explorer.

1. First, remove all your materials from the scanner's output tray.
2. Close the ScanSmart software.
3. To view your scans, locate them on the computer by clicking the *File Explorer* icon on the bottom toolbar. It looks like a yellow file folder.

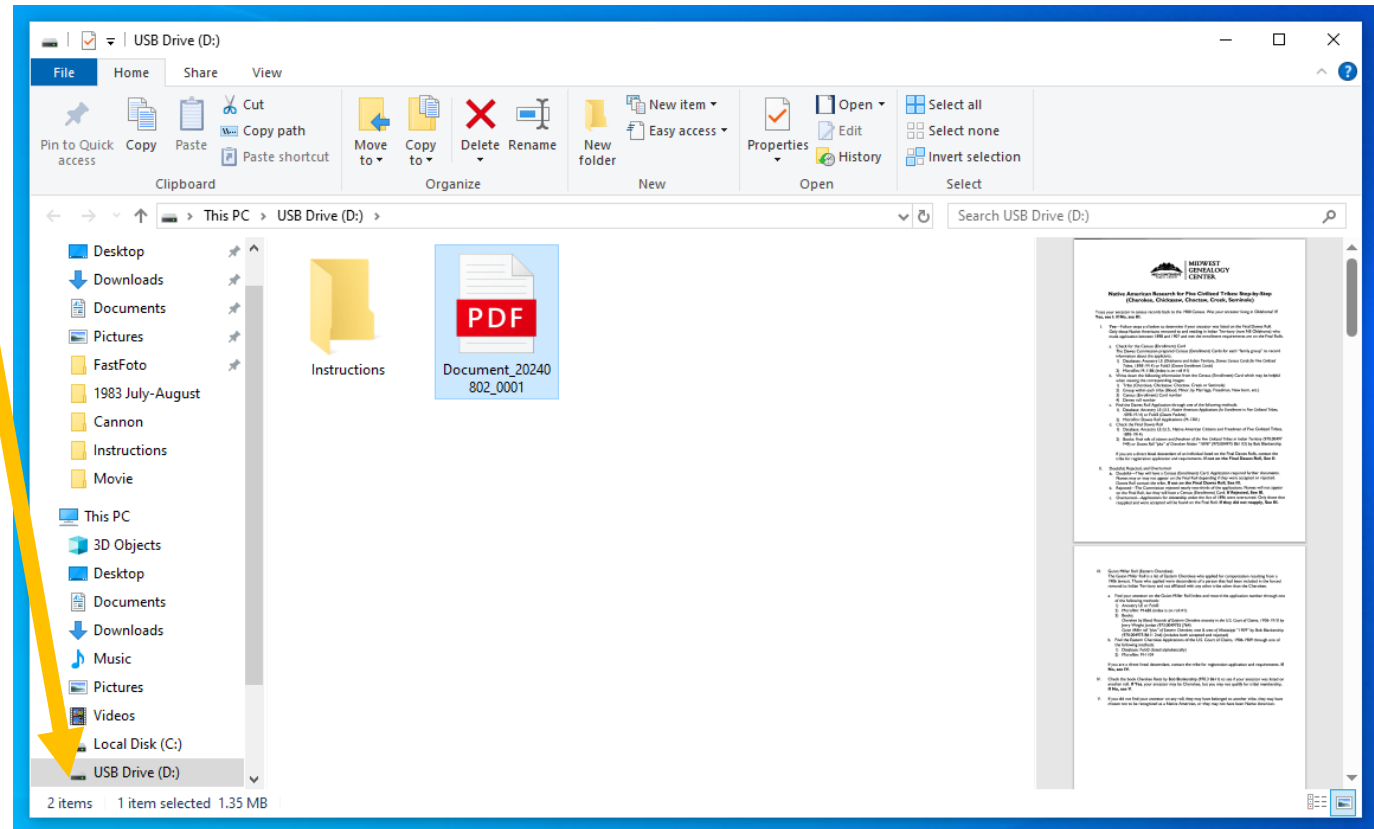


4. When *File Explorer* is open, look for your storage device on the left side of the window.

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

A preview may display on the right side as shown here.

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



7. Turn off the FastFoto scanner by pushing the same button you used to power it on.