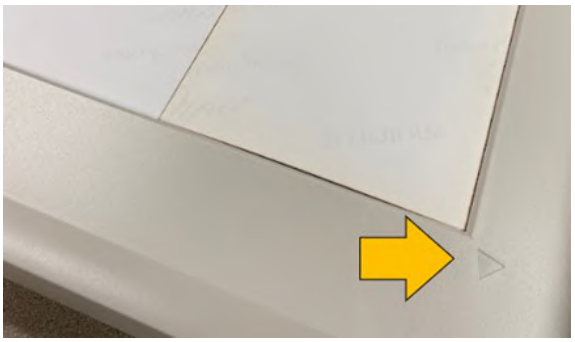
OpticSlim 1180 Scanner

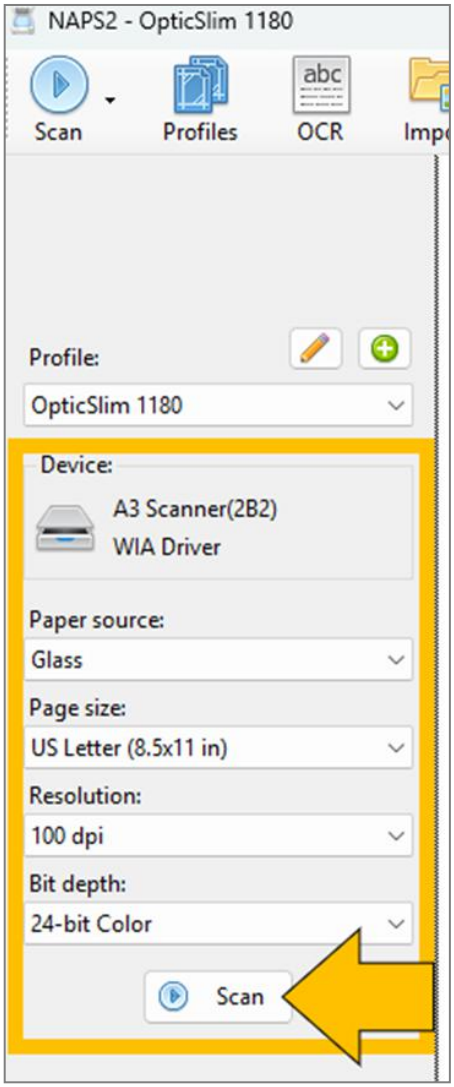
Photo/Document Scanning

To scan:

1. Open the cover and place the photo/document on the glass of the scanner.
   - The item should be placed face-down and the top-left of the item should be in the bottom right of the scanner's glass. There are reference parks on the border of the glass top to align your item to (see right, lower image).



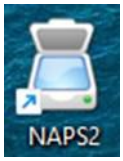
2. Close the cover.



3. Choose either step A or step B below:

   A. Press the **Scan** button on the scanner
   (Faster, if the default settings are sufficient.)

   B. Open the **NAPS2** software on the computer's desktop.



      1. In the "NAPS2" window, adjust the scanner settings on the far left as needed (see left image):

         A. **Paper source**: should be left as "Glass".

         B. **Page Size**: Change as needed.

         C. **Resolution** - 300 dpi is good for most all documents (the higher the resolution, the larger the file will be).

         D. **Bit Depth**:

            - **B&W** - best for scanning text
            - **Grayscale** - scans in 256 shades, giving B&W more depth
            - **24-bit Color** - best for color quality, will be larger file size

      2. Click **Scan**.

If you need assistance with the machine, please see staff at the Research Desk. Research staff cannot do the scans for you, they are only there to troubleshoot.

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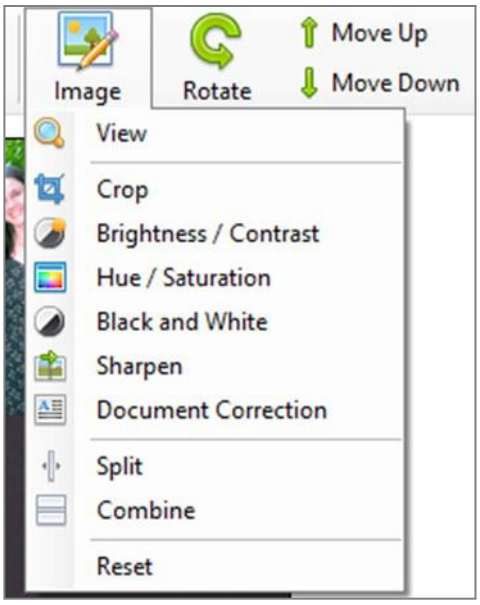
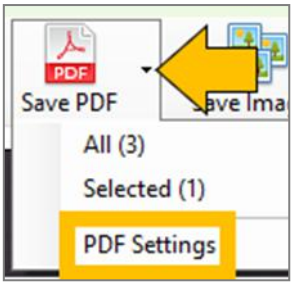
3. After the scan completes, you can edit the image using the following functions:



- **Rotate** - rotate the image to the needed position.
- **Image** - allows you to edit the image by:
  A. **Crop** - reduce/change the size of the image by removing unneeded portions
  B. **Brightness / Contrast**
  C. **Hue / Saturation**
  D. **Black and White**
  E. **Sharpen**
  F. **Split** - Split the image in half, with each half being called a "page".
  G. **Combine** - Combine images into one file.
  H. **Reset** - Reset all of the above to the defaults.
- **Reorder** - you can move around the images in the viewer to a different order by clicking and dragging them.

4. Save the image(s) - either as **one scan as one file**, or **multiple scans as one file**:

- <u>If saving **one scan as one file**</u> (see right, middle image):
  A. Clicking **Save PDF** (for documents you want to save in PDF) or **Save Images** (for photos, or documents you want to save in formats other than PDF). The file can be named and the location of the saved file specified.
- <u>If needing to save **multiple scans as one file**</u>:
  A. Click the arrow next to "Save PDF", and click PDF Settings (see right).
     1. Set **File Path**.
     2. Enter **Name**.
     3. Click **Save**.
  B. Enter any needed metadata.
  C. Click **OK** to close out of PDF Settings.
  A. Click **Save PDF** icon to save file in set file location.



<u>Note</u>: You will have to go into "PDF Settings" and click **Restore Defaults** so you can follow steps a-d above for the next multi-scan file.

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