

Improved Research with Scanner

Doing research can often be time consuming. Students may not realize the available resources they have to help alleviate these problems. In the case of reserve readings, you can do more organized research, carry notes with greater ease, and save paper in the process simply by scanning readings and saving them as PDFs.

Scanning a reading can make it easier to find specific passages. Rather than leafing through the pages of a book or packet, save time and type in a keyword search.

Another method of scanning involves using Adobe Acrobat Professional, which is available in the Mediated Technology Space (MeTS) in the library. With this program, typed notes can be added to a PDF once it has been scanned. This allows notes to be applied directly to the electronic file.

Creating files also helps in the transport of readings. By saving scanned files onto a jump drive, readings can be done without having to carry around packets or being restricted by check-out periods.

Likewise, scanning pages eliminates the need to make photocopies. This saves money and avoids wasting excessive amounts of paper.

All of these tips include tools students use every day.

By Jeff Gage

Steps for Scanning and Adding Notes to Documents

1) Scanning

There are two scanning stations located in the MeTS lab of the library (the glass room to the right of the library entrance).

To use the scanner:

- Open the top of the scanner.
- Place object to be scanned face down on glass.
- From desktop, open the shortcut to "EPSON scan."
- The program screen for "EPSON scan" will appear with settings options for scanning.

- Choose a “Mode” from the upper right corner to scan in (Both settings allow you to scan in Color or in Grayscale. The Black & White option is not recommended because it may wash out the image):
 - o “Professional” will allow you to crop the image down when you preview before scanning.
 - o “Home” does not allow you to crop the image but will scan faster.
- Hit “Preview” in lower left of program screen. A second screen will appear to the right of the original with an image of the scanned page. You can then use the cursor to crop the selection if you wish to do so and save space.
- After you have the desired image, select “Scan” at the bottom right of the original program screen, next to the “Preview” button.
- A new window will pop up.
 - o In the new window, make sure to:
 - Format the image as a PDF.
 - Name and number the document.
 - Check the box “Open image folder after scanning.”
- Hit “OK” in the bottom right corner of the window.
- Once the document is done scanning, the “My Pictures” window will automatically appear with the scanned file.
- Double-click the file to open the scanned image as a PDF in Adobe Acrobat Professional.

2) Adding Notes in Adobe Acrobat Professional

- Select the “Comments and Markup” icon from the toolbar at the top of the page.
- Select “Note Tool” icon from “Commenting” taskbar.
- While using the note tool, the cursor will change from an arrow to a piece of paper.
- Click or the drag the cursor while selecting the desired location for the note.
- A yellow bubble will appear in the document once you have clicked on a spot.
- When you select the yellow bubble, a yellow box with a flashing cursor that says “Notes” will pop up in which you can write your note.
- When reading through the text, the note will pop up when you drag over the yellow bubble.

3) Searching for keywords in Adobe Acrobat Professional

- Select the “Search” icon from the left side of the toolbar at the top of the page.
(The icon is a pair of binoculars.)
- A sidebar will appear to the right of the page.
- Go to the box that says “What word or phrase would you like to search for?”
- Select “In the current PDF document.”
- Choose from the following options in searching:
 - o Whole words only
 - o Case-sensitive
 - o Include Book
 - o Include Comments
- Click “Search” button at lower right of sidebar.
- The sidebar will list the occurrences for the given word.

4) Saving documents to jump drive from Adobe Acrobat Professional

- Put your jump drive into the slot on the CPU.
- In Adobe Acrobat Professional, go to “File” along the left side of the toolbar at the top of the page.
- Scroll down and select “Save As.”
- A window will pop up saying “Save As.”
- At the top of the window there will be a small window with an arrow on the side.
- Select the arrow and scroll down to the designated drive (usually E:).
- Name your file and click “Save.”

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