

Using the large format scanner

This tutorial will help users learn how to properly use the Map and Data Library's large format scanner.

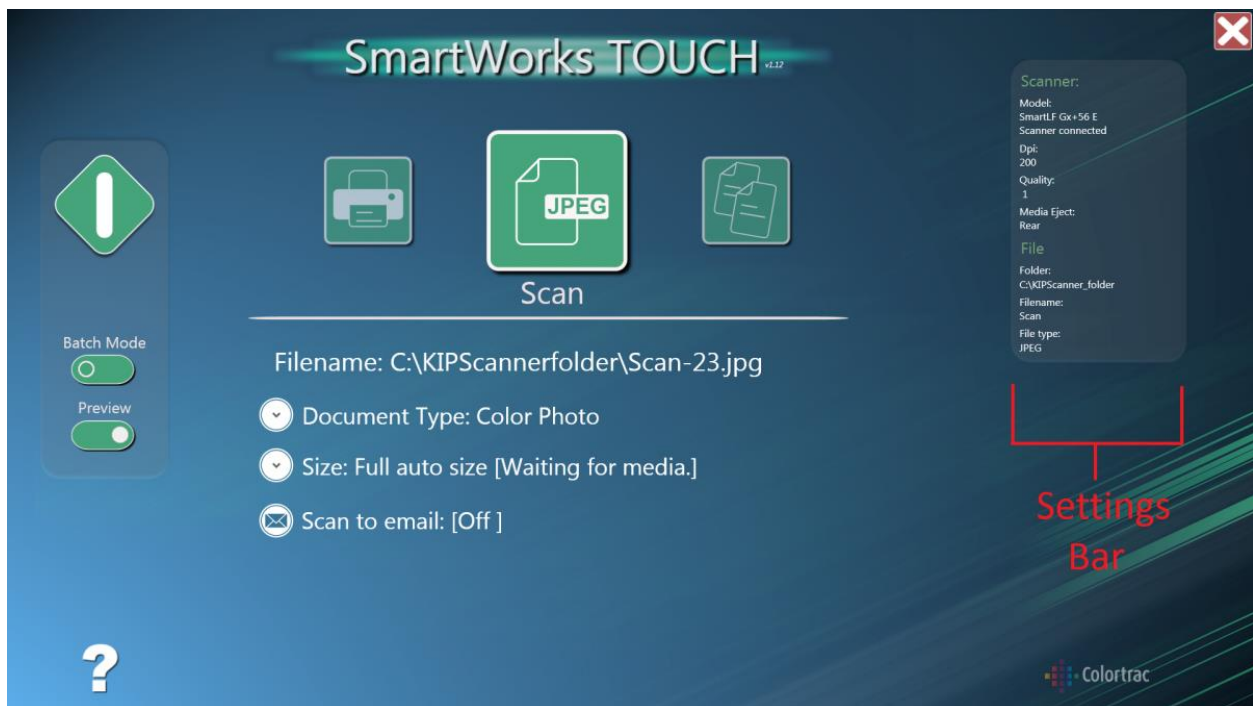
Starting the SmartWorks TOUCH scanning program

In order to use the Map and Data Library's map scanner, the SmartWorks TOUCH scanning program must be running on the computer at the map scanning station. (If it is already loaded, skip to step 3.) To start the program:

1. Press CTRL + ALT + Delete to log in to the scanning station.



2. Double-click the Smartworks TOUCH icon on the desktop of the computer. This will launch the scanning program.



The main Smartworks Touch screen.

Getting to know the program: default settings


The default settings of the SmartWorks TOUCH scanning program are set to make scanning quick and easy. If you want to change any of the settings to your own preferences, simply click on the setting you wish to change. Please refer to the *Default Map Scanner Settings* section of this document for additional information regarding changing the default settings.

Changing the save location from the default

By default, the scan files are saved on the hard drive of the computer at the scanning station. When saved to this location, the scans can also be accessed from the computers in the reference area of the Map and Data Library. You can change the save location of the scan files. In order to save the file on a USB flash drive, insert the drive into the USB port on the front of the computer. The program will automatically detect it and change the save location to the root folder of the USB flash drive. If another save location is desired on the USB, click **Folder** in the settings bar on the upper right hand side of the screen. **Please note:** at this time, the program is not set up to use the scan to email feature.

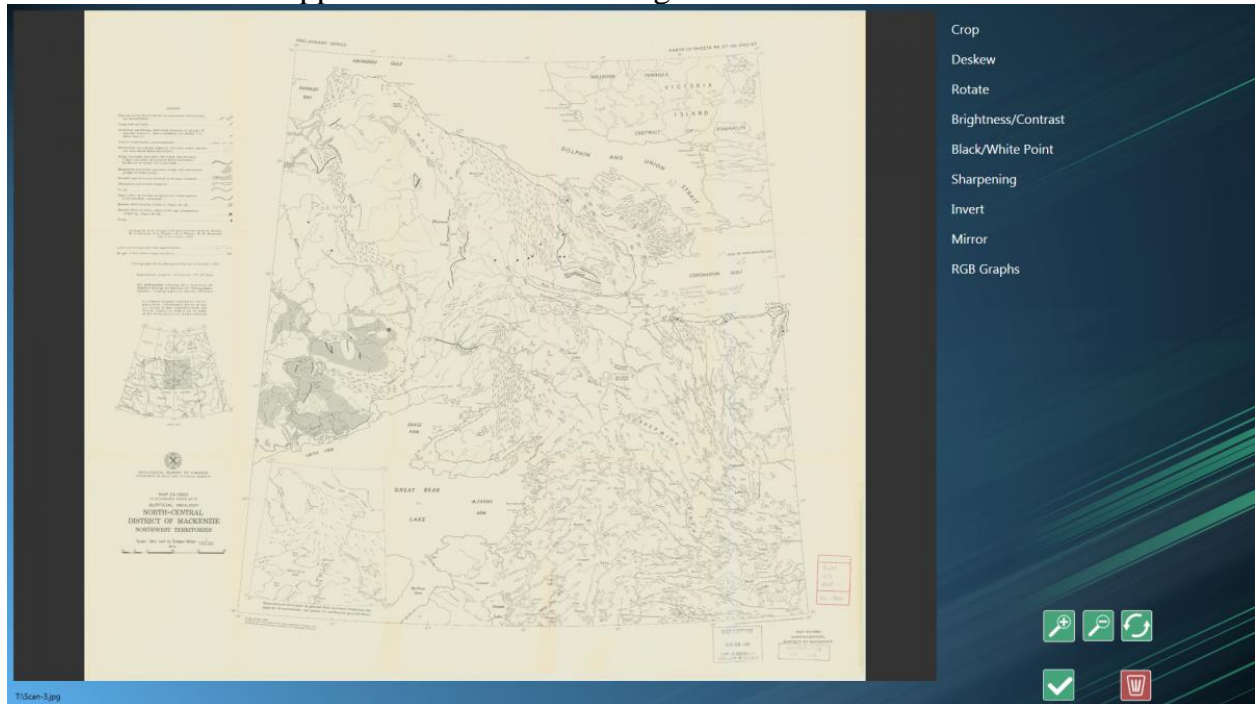
Scanning a map

1. Place the desired map **face down** on the center of the scanner and gently feed it in. The scanner will detect the map being fed.
2. Once the desired save location and settings have been chosen in the SmartWorks

TOUCH program, press the start button  located in the upper-left corner of the screen. This activates the scanner. You will notice that when the default settings are applied to the scanner, a preview pops up on the computer screen showing the progress of the scanning. Once the scanner finishes scanning the map,

the map, by default, will eject from the rear of the scanner and can be found at the bottom of the scanner for retrieval.

3. After the map has been scanned, a window will pop up with additional editing features that can be applied to the scanned image.



SmartWorks editing screen

4. Once you are happy with your scan, press the checkmark button, located in the bottom right corner. This will save your scan. If you are not happy with it, press the red trash can button to delete the scan.
5. When you are finished scanning maps, please place them by the **Return Maps Here** sign on top of the map cabinets.

Retrieving map scan files saved to the default location

Files saved to the default location are accessible either from the computer at the map scanning station, or from one of the computers in the reference area of the Map and Data Library.

To access the files from the computer at the map scanning station:

1. From the desktop, click the start button
2. On the start menu, double-click **computer**. This will open up the file explorer.
3. Double click on **OSDisk (C:)** then double-click on **KIPScanner_folder**. The scan files are located in this folder.
4. Copy the files to the desired location

To access the files from the computers in the reference area of the Map and Data Library:

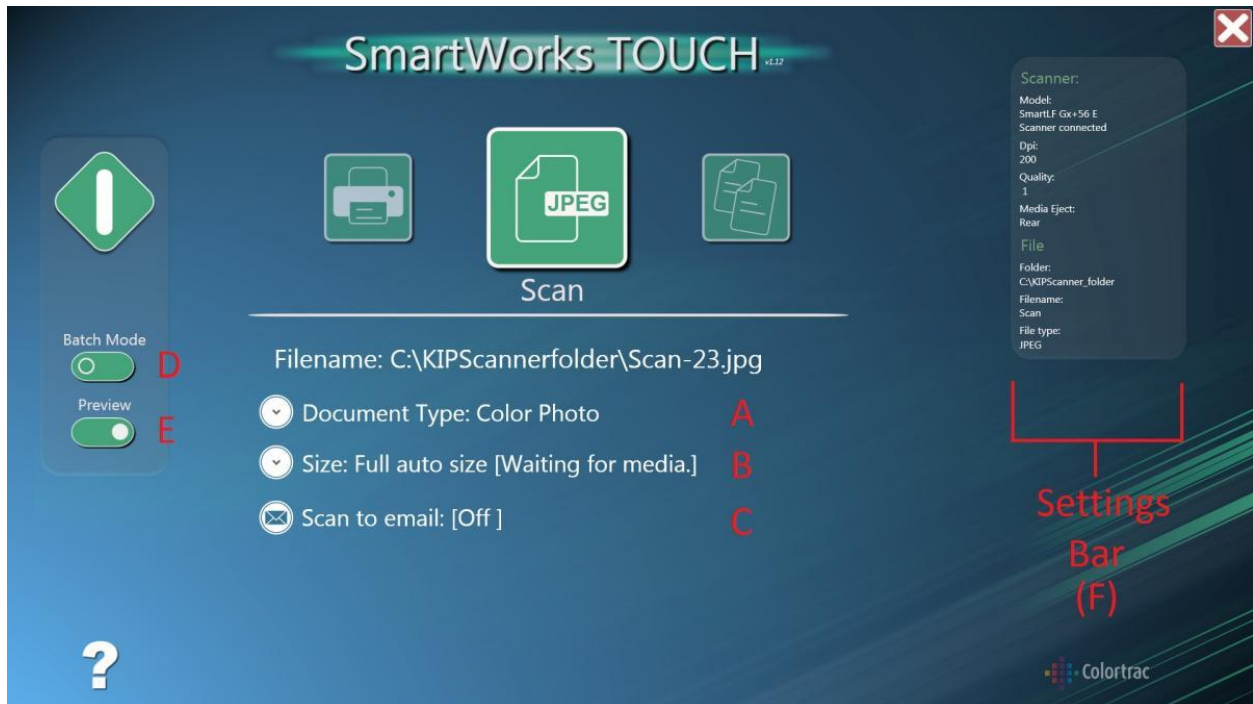
1. From the desktop, click the start button
2. On the start menu, double-click **computer**. This will open up the file explorer.
3. Double click on **the X: drive (Scan\$** under Network Location). The scan files are located in this folder.
4. Copy the files to the desired location

Scanning multiple maps

If you are scanning multiple maps, you may want to use batch mode. In batch mode, all the maps you scan will be saved into one file. To enable batch mode, click on the batch mode button located on the left side of the SmartWorks TOUCH scanning program screen.

Default map scanner settings

The SmartWorks TOUCH program's default settings are designed to make scanning quick and easy. However, these settings can be easily adjusted to suit your scanning needs. This guide outlines the various default settings associated with the program. If you want to change any of the settings from the default, simply click on the setting you want changed and choose from the provided alternatives.



A) **Document Type:** The document type refers to the type of map being scanned. Depending on the type of map that you want to scan, it may be helpful to change this setting. By default, the document type is Color Photo. Other available options include black-and-white original and black-and-white printed.

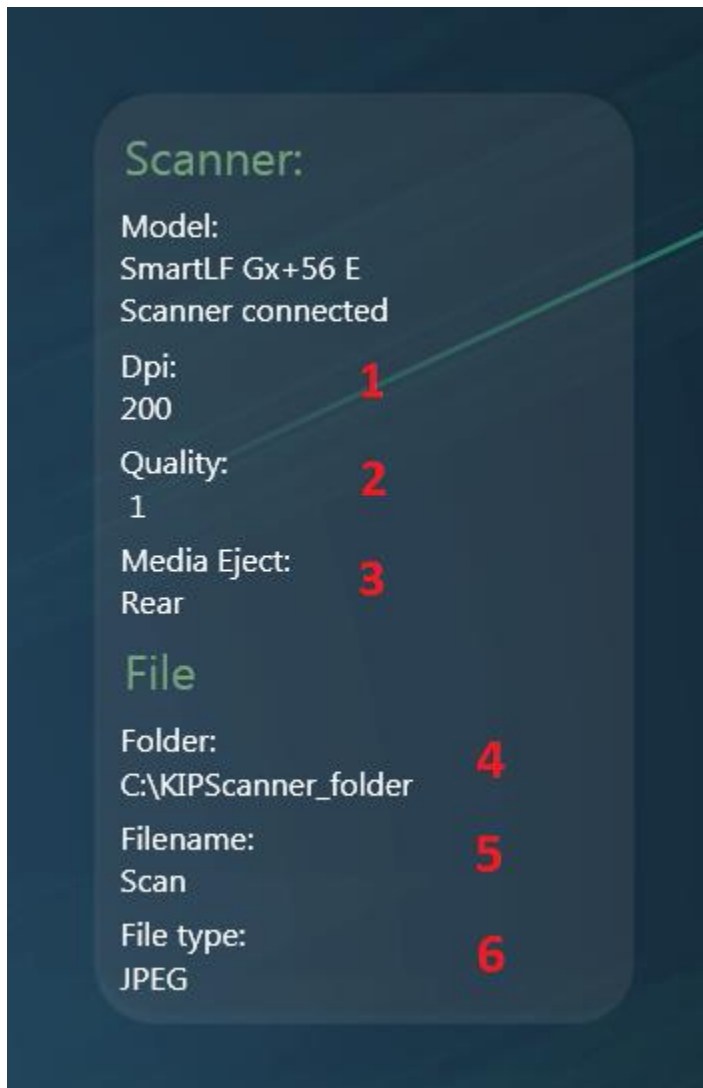
B) **Size:** Size refers to the size of the original document. By default, the software is set up so that the scanner will automatically detect the size of the original map. The size information can be changed if desired.

C) **Scan to Email:** ****PLEASE NOTE:** at this time, the program is not set up to use the scan to email feature**

D) **Batch Mode:** By default, Batch Mode is set to off. If you are scanning multiple maps, you may want to use batch mode. In batch mode, all the maps you scan will be saved in one file.

E) Preview: By default, the preview button is turned on. During scanning, a preview of the map pops up on the computer screen showing the progress of the scanning. Once the map is scanned, a window will also pop up with additional editing features that can be applied to the scanned image. Editing features on this window include cropping, rotating, and flipping the image. If you do not want a preview or the ability to further edit the scanned image, you can turn the preview setting off.

F) Settings Bar: Located on the upper right of the screen, the settings bar provides additional customizable settings.



The following settings are found in the settings bar:

1. **Dpi (“Dots per inch”)**: Changing the DPI modifies the resolution. The higher the DPI, the higher the resolution of the scanned image. By default, the DPI is set to 200. Available choices of Dpi range from 100 to 1200 Dpi.
2. **Quality**: The available quality values range from 1 to 4. Increasing this value allows the scanner to get a better image by increasing the time it takes the scanner to finish its scan pass. By default, the quality is set to 1.
3. **Media Eject**: The printer has two settings for the way maps can be ejected from the scanner. By default, Media Eject is set to rear. In this case, the map will fall behind the scanner and can be retrieved below the scanner once the scan is complete. Media Eject can also be set to front. In this case, the map comes out of the same place where it was inserted.
4. **Folder**: Folder refers to the save location of the scan file. By default, the scan files are saved on the hard drive of the computer at the scanning station. At this location, the scans can also be retrieved from the computers in the reference area of the Map and Data Library. This default automatically changes if a USB drive is inserted into the computer at the work station. In this case, the default becomes the USB’s root folder. If you want the file saved in another folder on the USB drive, click on **Folder**.
5. **File Name**: File Name refers to the name of the output file being created. Clicking on **File Name** allows you to change the name of the file.
6. **File Type**: File type refers to the type output file you want for your scan. The program allows you to choose from a number of different file types, including PDF, BMP, and JPEG. By default, the file type is set to JPEG.