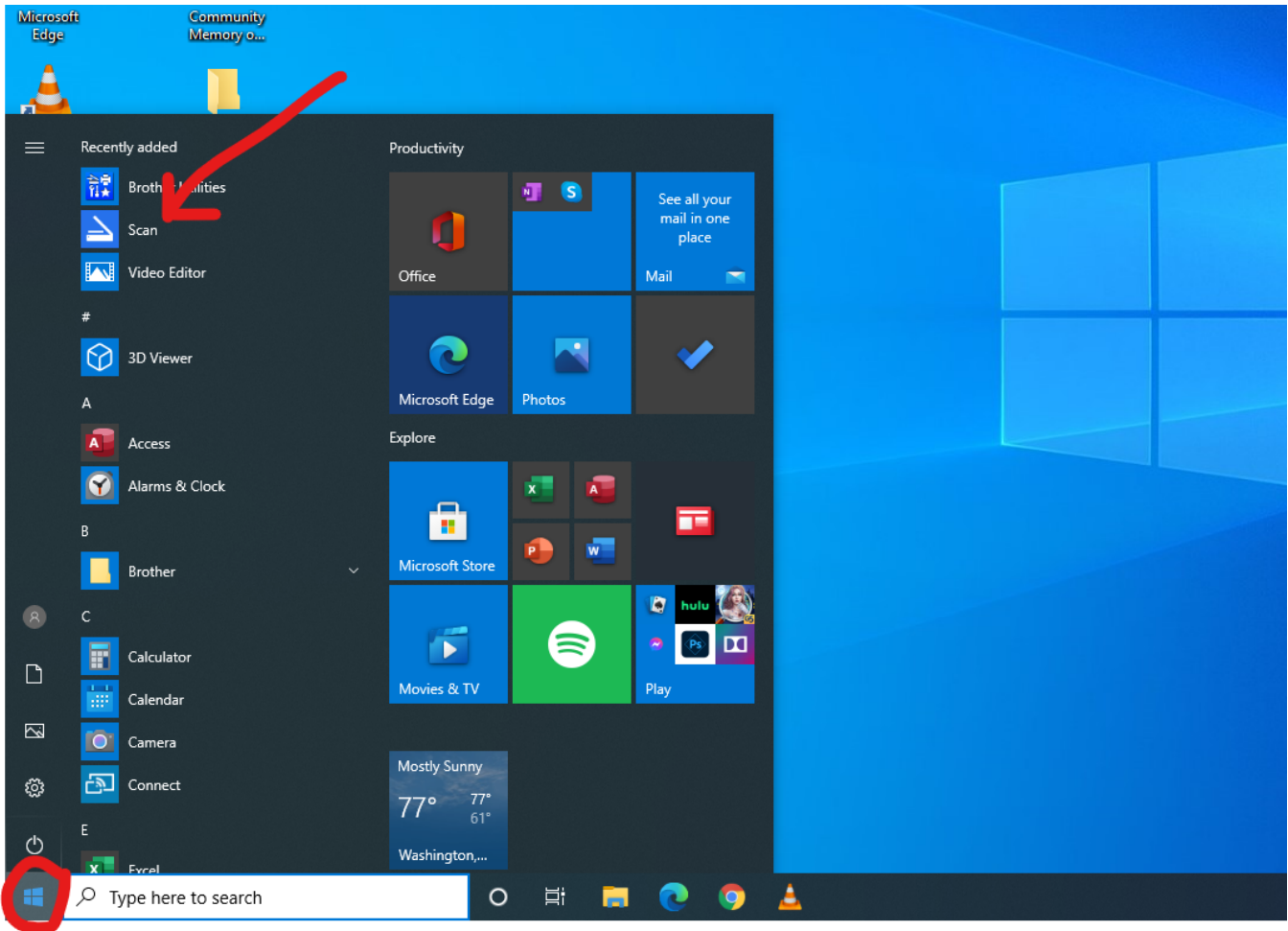
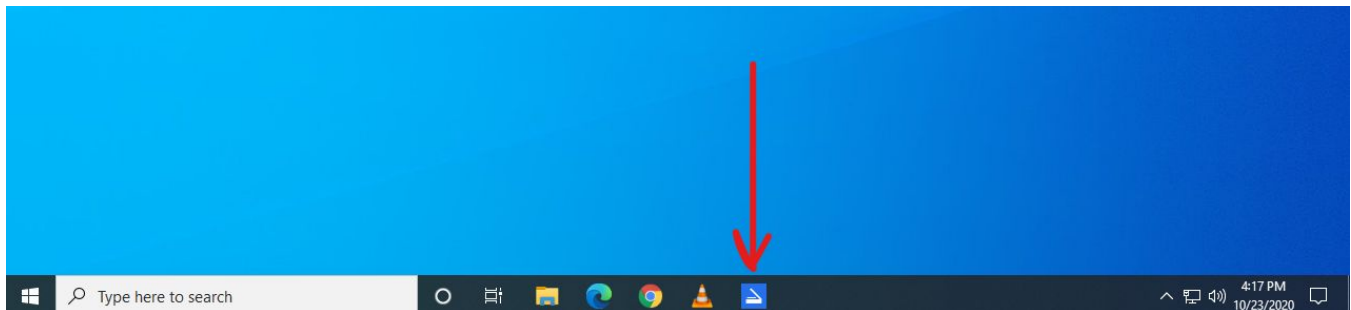


Scanning how-to written instructions:

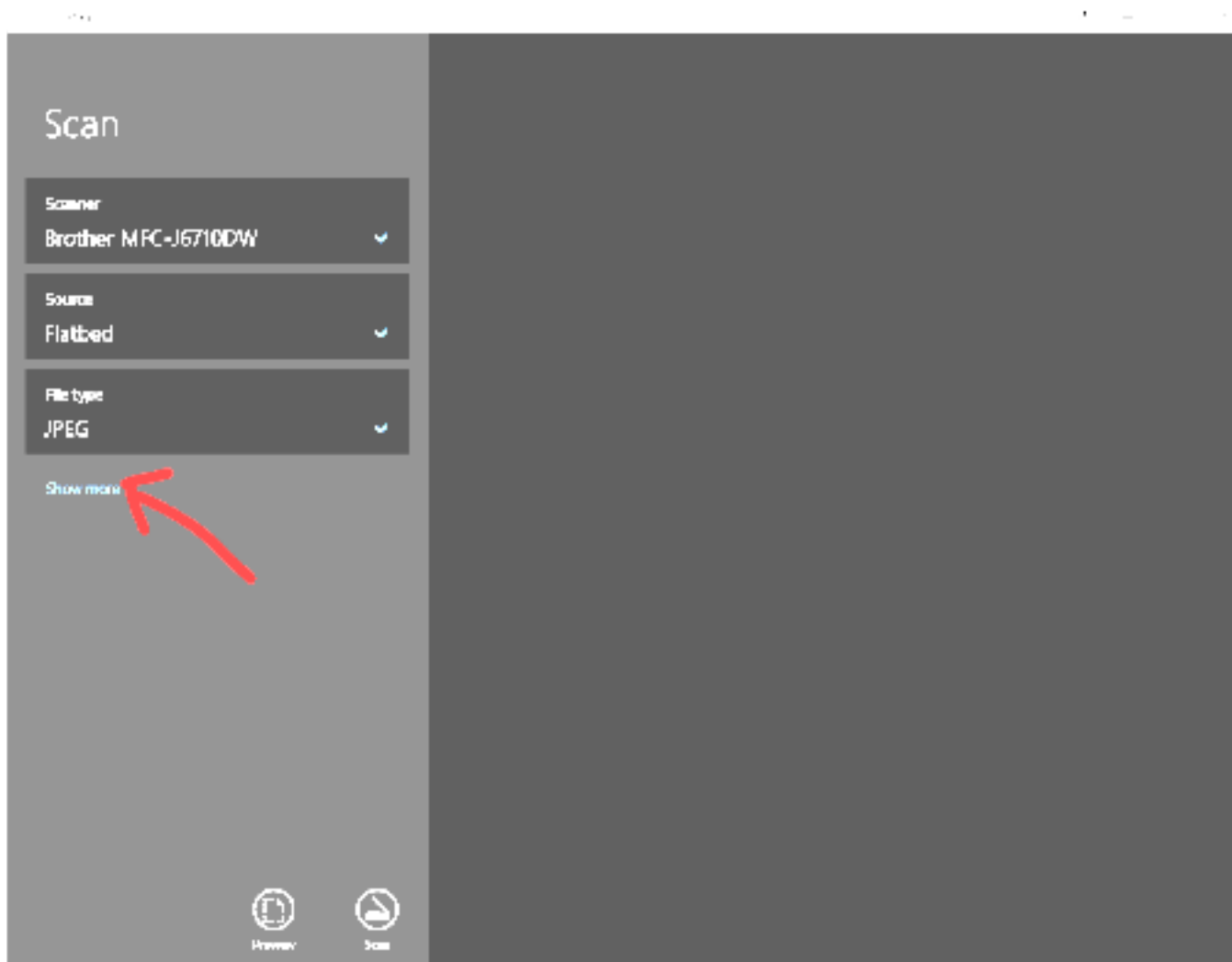
1. Click on the Windows menu icon (very bottom left of screen), and when that menu comes up, click on "Scan"



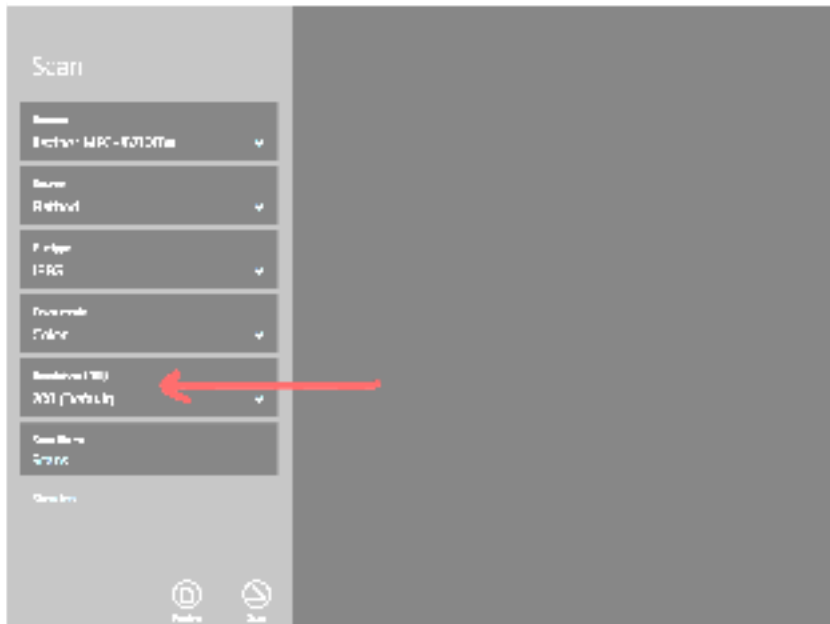
Alternatively, you may find the "Scan" program in the middle of your task-bar (bottom of the screen). If that's the case, you can click that instead. Both access points work.



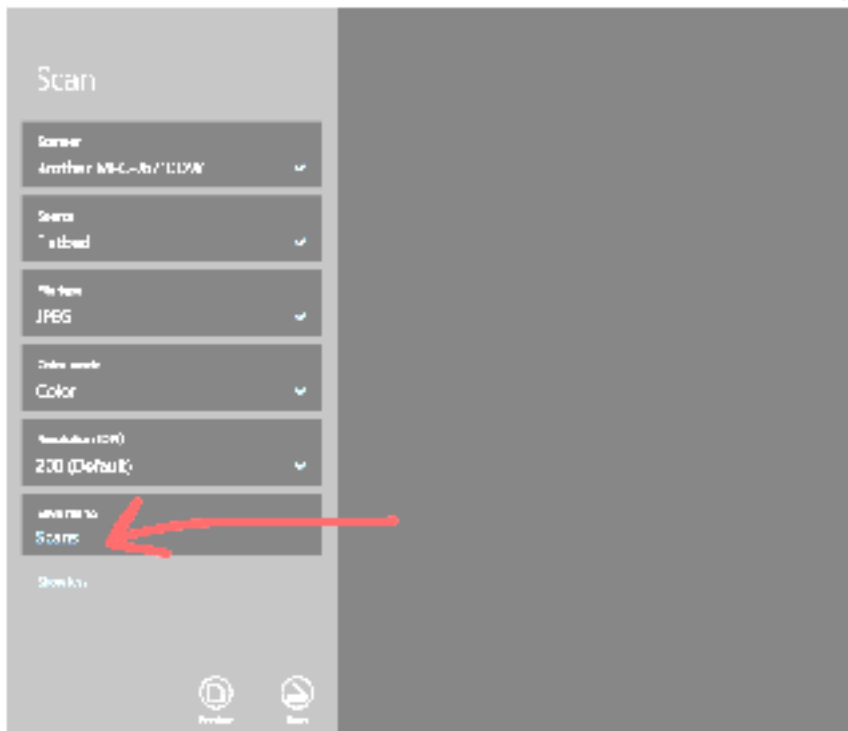
2. The program “Scan” will open. The settings shown below are correct. Click “Show more” to confirm/change other settings.



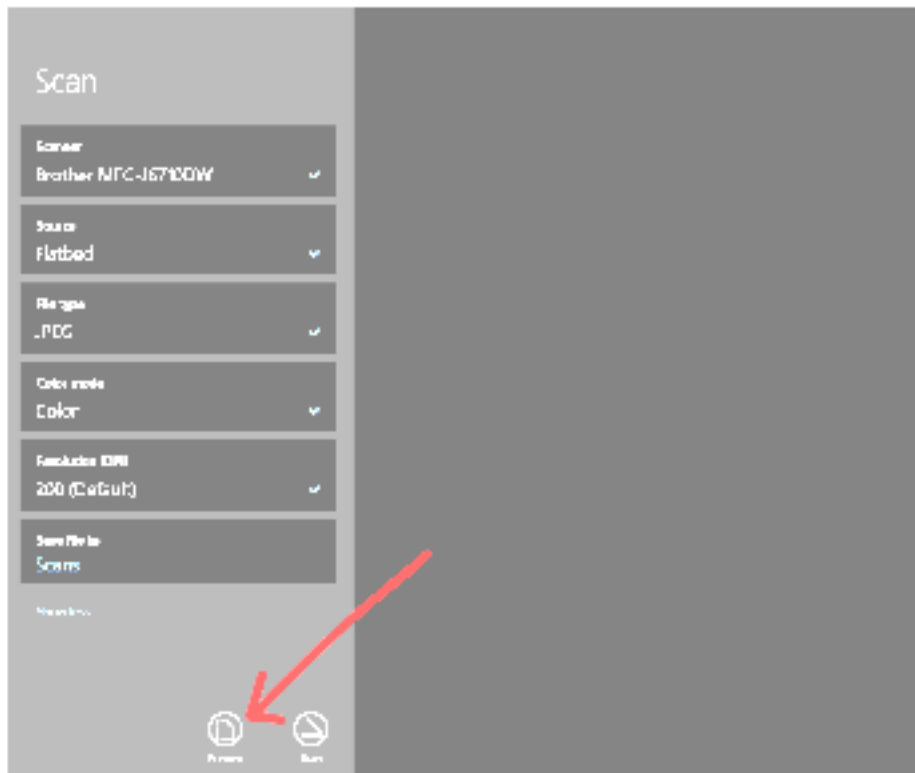
3. You will scan each item (photograph or document) twice: once at 200 dpi, and after you've finished, once at 300 dpi (the dropdown menu below where the arrow is pointing will have 300 as an option)



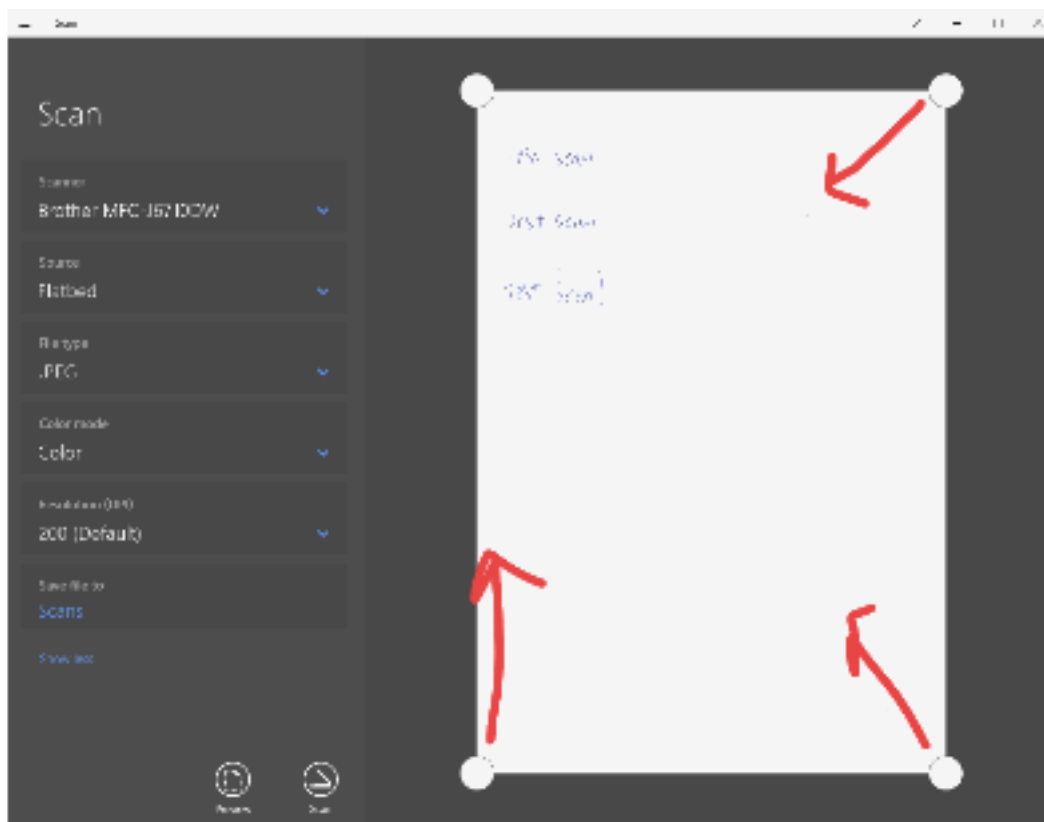
4. Your scans will be saved to the folder "Scans," which you will find on the desktop (and you will need to go there to change the name of your file immediately after it has scanned). It should be automatically set to "Scans," so you probably don't have to do anything, just double-check it.



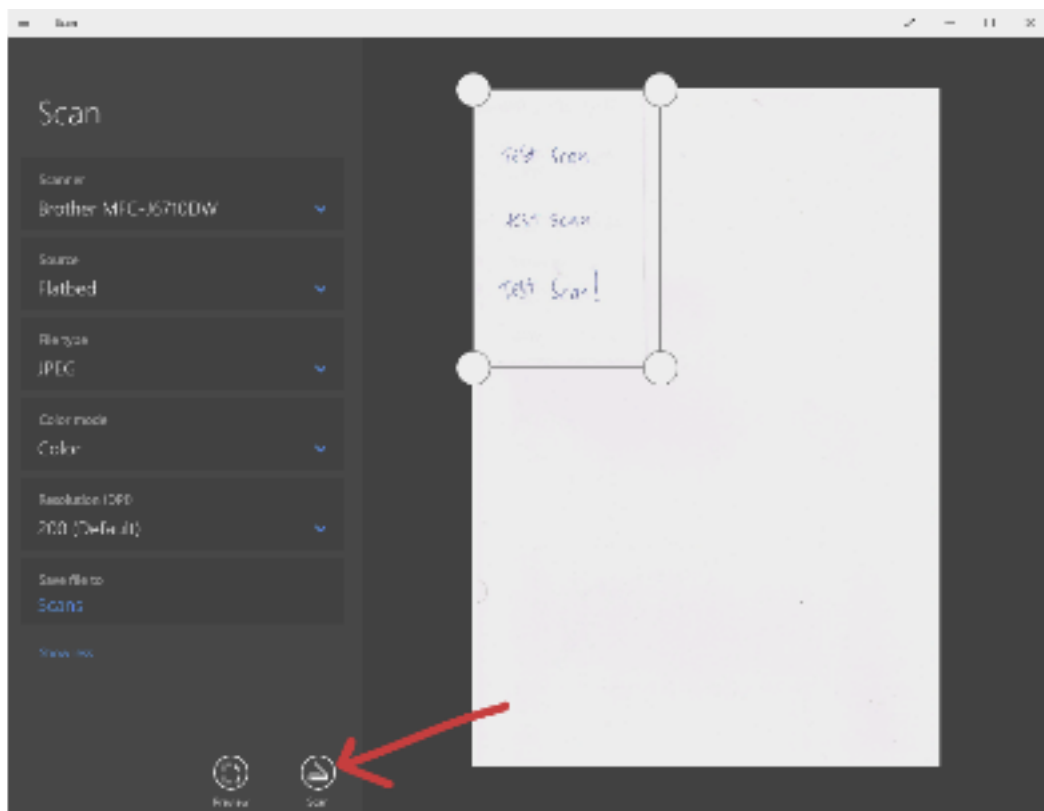
5. Click “Preview.” This will preview the scan and allow you to crop your scan to the size of the photo/document.



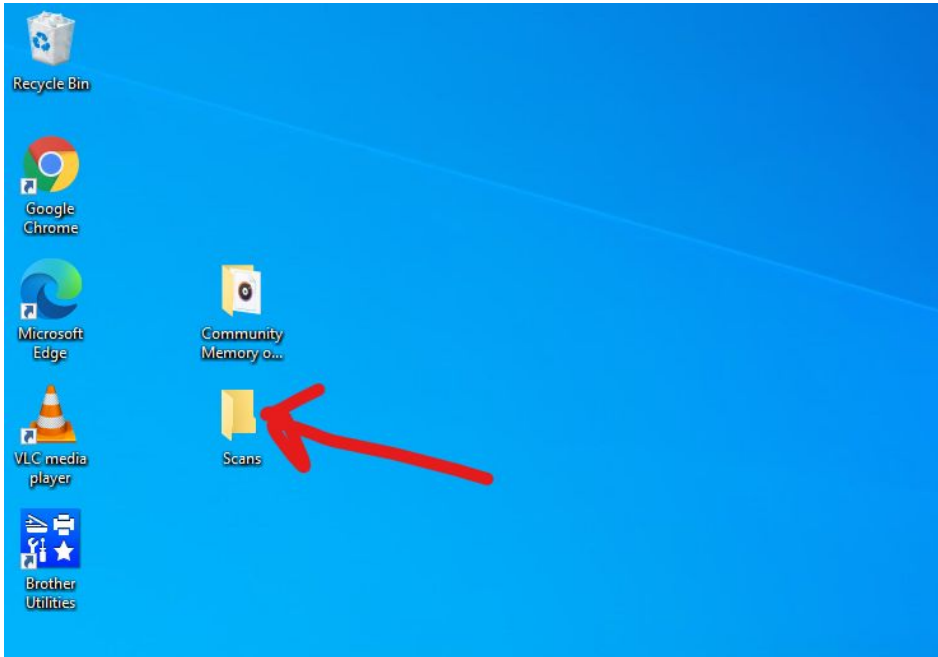
6. Crop the scan by dragging the circles at the corners.



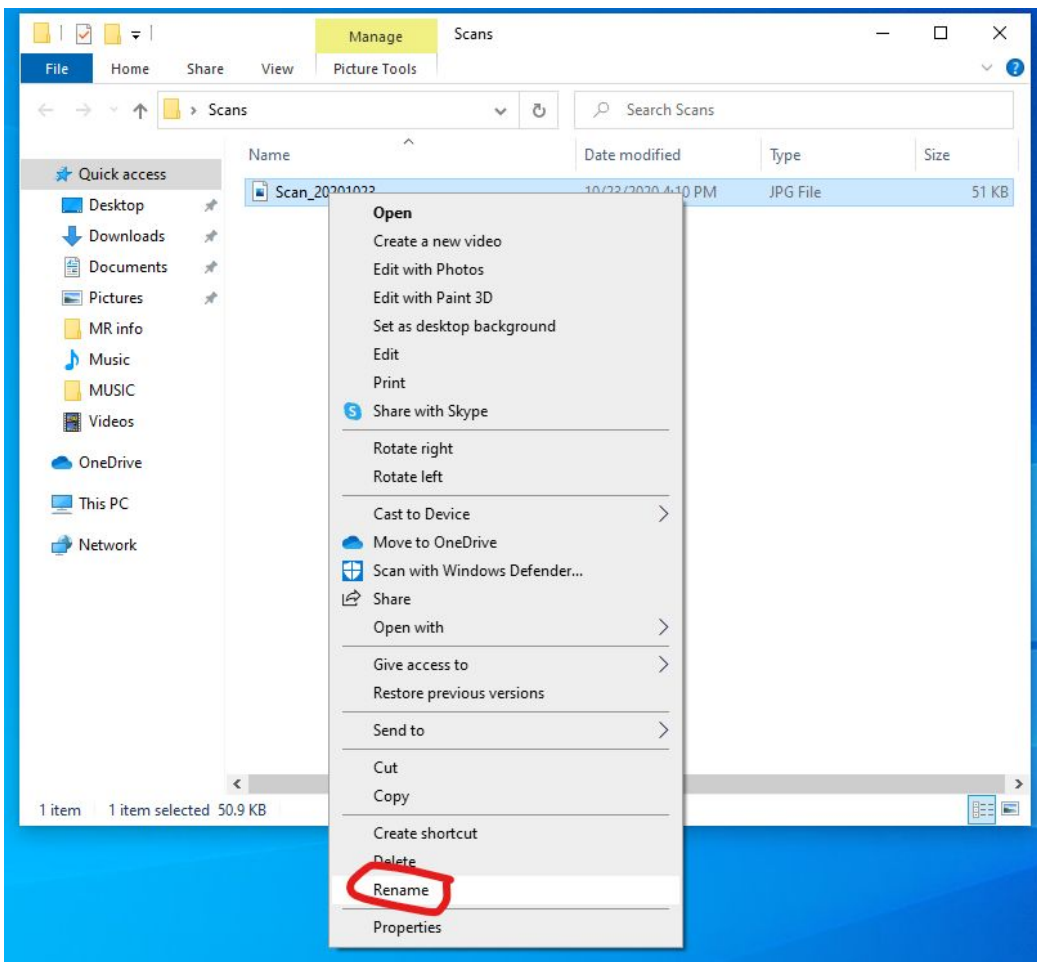
7. Click scan.



8. Find your scan in the “Scans” folder on the desktop.



9. Rename your file according to the [file naming instructions provided](#) (document title: “Workshop 3 - 1 Newfane/Brookline Community Memory Project Archival Basics: images”)



10. Renaming complete. Go back to the beginning of these instructions and scan the same object again at 300 dpi. When you name the file with a 300 dpi resolution, the file name will have an “H” instead of an “L” as the last item before the extension (before the “.jpg.”

