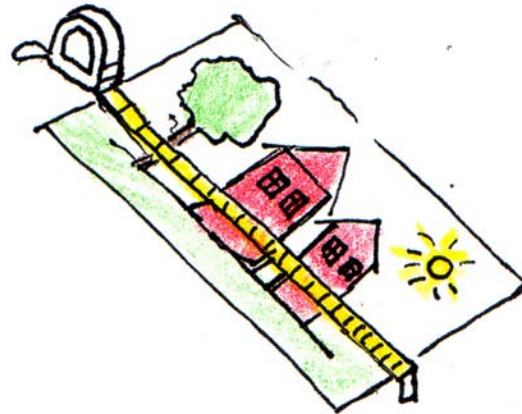


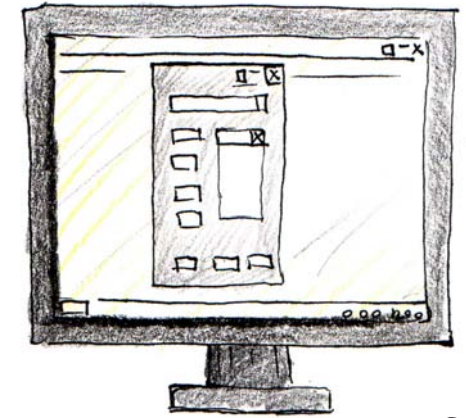
### TURN ON COMPUTER :: 1

Contact Jodi at architecture main office to borrow key to access scanner. Bring drawings too big for 11" x 17" scanner to scan in large scanner. Turn on large scanner and computer. Enter username and password to log on the computer. Username is "scan". Password is "scan". Open Colscan in the computer.



### MEASURE DRAWING :: 2

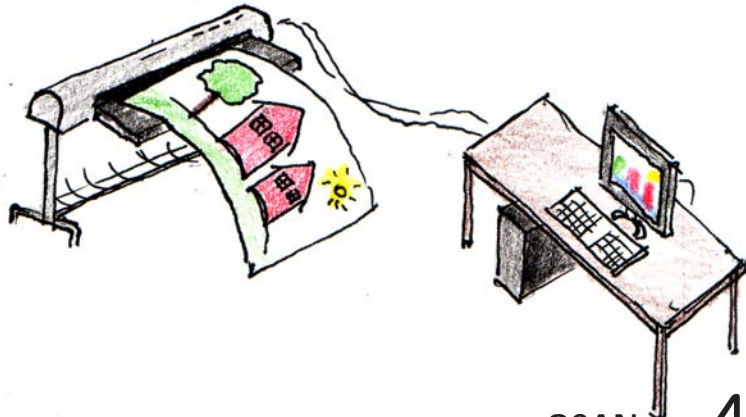
Measure drawing using a tape measure. Find both the length and the width of the drawing. Also use the tape measure to find midpoint.



### COLSCAN SETTINGS :: 3

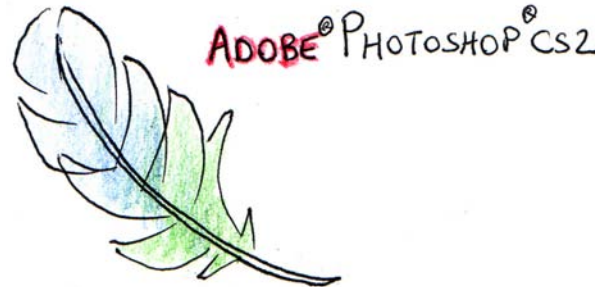
Open colscan. Change aspects settings. SCAN > PROPERTIES > change 6 aspects.

1. Standards: Select ANSCI or Manual Edit.
2. If Manual Edit, select size of drawing to be scanned.
3. Resolution: 300x 300 dpi is recommended for 8 1/2" x 11" image size
4. Color: select full color or grayscale.
5. Output file: provide a name for the drawing to be saved
6. Format: select TIFF or JPEG Lossless. JPEG Lossless can only be opened in Photoshop CS but file will be smaller than TIFF.



### SCAN :: 4

Align the middle of drawing with the center of plotter feeder. Stick drawing into the plotter face up and make sure the plotter catches the end of paper. Press SCAN on computer. In case computer fails, restart program or computer. Release drawing with the lever on the back. There is no need to enter any information or press any buttons on scanner.

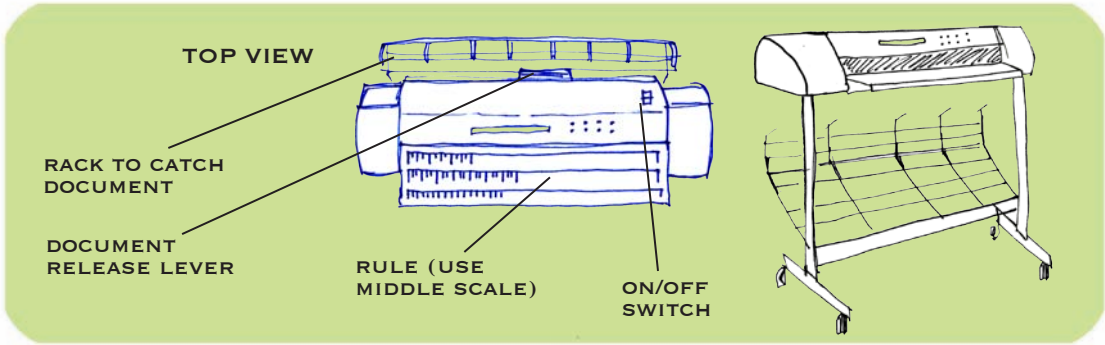


### ADJUST IN PHOTOSHOP :: 5

Save image. Open in Photoshop CS to manipulate. Play with settings for more accuracy. Experiment with adjusting color balance and levels until results are achieved. Remember to SAVE! Bring Jump drive or cd to save large image files. Turn equipment off.

# HOW TO USE THE DRUM SCANNER

for large format documents



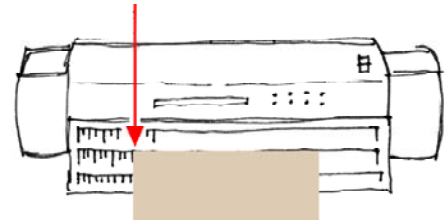
## 1. getting started

1. SIGN OUT KEY TO MM401 IN THE ARCHITECTURE OFFICE
2. THE SCANNED FILE WILL BE VERY LARGE, SO IT IS IMPORTANT TO BE SURE THAT YOU HAVE A MECHANISM-- SUCH AS A USB DRIVE OR CDS-- THAT CAN HOLD SUCH A FILE

**DO NOT** SAVE YOU SCANNED FILE TO THE ARCHITECTURE SERVER



5. MEASURE DOCUMENT ON MIDDLE SCALE OF RULE (INCHES) CENTER DOCUMENT ON SCALE AND NOTE LEFT/START NUMBER THAT LINES UP WITH DOCUMENT



**DO NOT** ATTEMPT TO SCAN PASTEL OR CHARCOAL DRAWINGS

3. SWITCH ON SCANNER **DO NOT** TOUCH ANY OTHER BUTTONS ON THE SCANNER
4. LOG-ON TO THE COMPUTER  
USERNAME: **SCAN**  
PASSWORD: **SCAN**

## 2. scan settings

[ AFTER LOGGING IN, FIND THE ICON FOR COLSCAN ON THE DESKTOP OPEN PROGRAM THEN CLICK SCAN FROM "SCANNER" MENU THERE WILL BE 7 SETTINGS TO MODIFY ON THE FOLLOWING MENU



1. STANDARDS: MANUAL EDIT (UNITS- INCH)
2. IDEAL RESOLUTION 400X400DPI
3. COLOR: FULL OR GRAYSCALE FOR BLACK AND WHITE DOCUMENTS
4. MEASURE: START- (SEE SECT. 1, #4) WIDTH- (ACTUAL PAGE DIMENSION, NOT END DISTANCE ON RULE)

5. PAGE LENGTH: DIMENSION OF DOCUMENT PERPENDICULAR TO THE RULE
6. TITLE YOUR FILE AND CLICK "... " BUTTON TO SET SAVE LOCATION
7. FORMAT FILE "TIFF UNCOMPRESSED" DO NOT USE ANOTHER FILE TYPE

## 3. creating the output

1. SELECT OK AND LOAD THE DOCUMENT **FACE UP** ON THE SCANNER BED
2. LINE DOCUMENT UP WITH RULE ON INCREMENT SPECIFIED FOR "START" (SEE SECT. 1, #4)
3. PUSH THE DOCUMENT THROUGH QUICKLY AND SQUARELY  
NOTE: IF SCANNING PROCESS DOES NOT BEGIN BUT DOCUMENT IS STUCK IN MACHINE, LEAVE DOCUMENT ALONE, RESTART COMPUTER, AND OPEN COLSCAN (SETTINGS SHOULD BE SAVED) **DO NOT** RESTART SCANNER
4. AFTER SCAN IS COMPLETE, MACHINE WILL CATCH DOCUMENT TO RELEASE: LIFT RELEASE LEVER IN BACK OF MACHINE
5. SAVE SCAN TO YOUR DEVICE, MANIPULATE IN PHOTOSHOP, NOT COLSCAN
6. TURN OFF SCANNER AND RETURN ROOM KEY WITHIN 24 HOURS