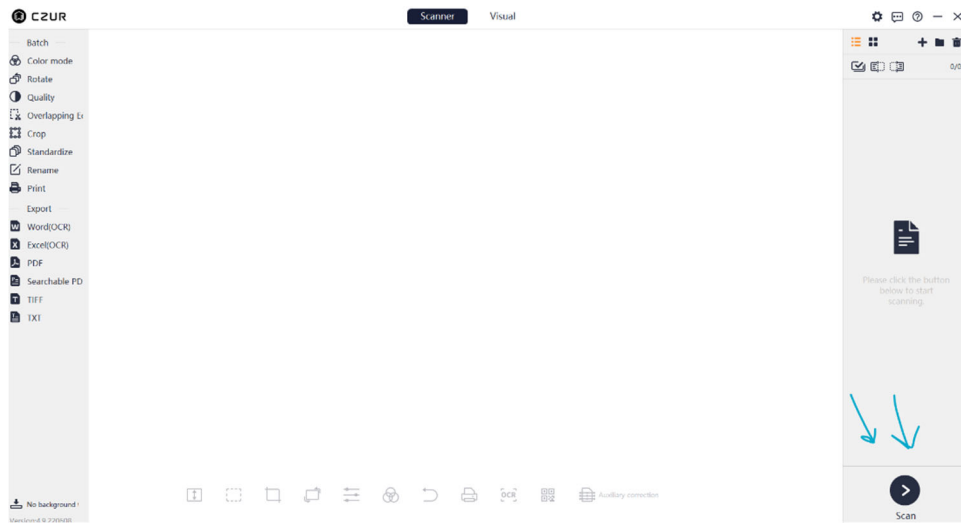# CZUR Scanning Guide

1. Make sure you're at the first desktop computer by the door. Turn on scanner (on/off button is on the back-left side)
2. Search or click on CZUR desktop app
3. When it opens you will see a "Scanner Page," click scan button on the bottom right corner to begin scanning:

4. Once the scanner is open go to the left upper hand corner, click on the first of the two little folder icons:
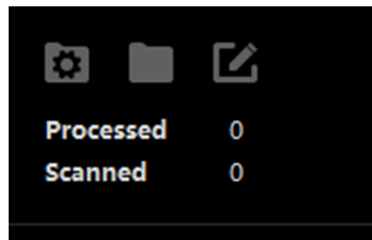
5. There you can create a folder to save the scanned files, make sure the folder is selected before you exit out and begin to scan
6. Before scanning, make sure that the DPI setting is set at 300DPI (you can adjust the DPI by clicking on the setting button at the top right corner)
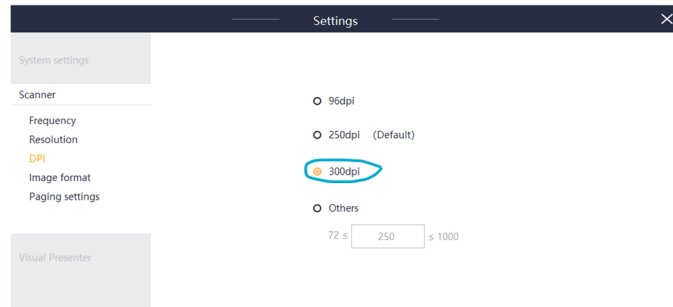
7. Also, make sure you have chosen either **Color** or **B&W**. (**Grayscale** is a good option if you want to scan an image that's in B&W without distorting it).

Processing Methods
-   **[Flat Single Page]** This method is best for scanning single sheets of paper. The scanner will automatically detect the page.
-   **[Facing Pages]** This method is best for scanning books, it will save each page as an individual file
    o   Open the book and make sure the spine is aligned with the orange dotted line
    o   If you have trouble keeping the book open, use the yellow finger page holders to hold down the sides of the book. The scanner will erase them from the scanned image, but only if scanning in B&W
-   **[Combine Sides]** This method is best when you want to combine multiple scanned items onto a single image
-   **[Manual Selection]** This method is best when you want to manually control what you scan. For example, you can draw a box specifically around what you want to scan.
    o   Double click to delete the box.
    o   You can draw up to two boxes (i.e., scan two things at once)

To Scan, you have three options
-   Click the scan icon at the bottom right corner
-   Use the foot pedal on the floor
-   Use the button with the camera (located on the actual scanner device)

When done scanning, return to the "Scanner page" -- Click the "back" button on the left top corner. There you can:
-   Crop or rotate images
-   Delete unwanted items
-   Or simply edit the scanned items

Before closing out the scanner, make sure all items are scanned and saved where you want them, and in the correct order.

Scanned items automatically save as jpgs. If you need to convert items into PDFs you must use Adobe Acrobat (For instructions on how to activate your Rutgers subscription, Click Here)