

Self Service Scanning Stations

The Library's self-service scanning station provides an easy way to convert paper documents, photos and drawings into a digital format.

The "Simple Scan" station is an easy to use touch-screen scanning device that scans, saves, and sends all your documents, photos, magazines and more. The Simple Scan Station can automatically auto-crop, auto-straighten and auto-orient each page scanned.

BookScan Station found or type unknown

You can save your scanned item in the following formats:

- PDF's
- Searchable PDF
- Word
- TIFF
- JPEG

After you decide how you want your scanned item saved, Simple Scan's touch screen guides you through several ways to save or send it including:

Image found or type unknown

- Save to USB
- Send to email
- Send to Google Docs

The self service scanning stations are located at the Ellettsville Branch and on the 2nd Floor of the Main Library near the Information Desk.

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