

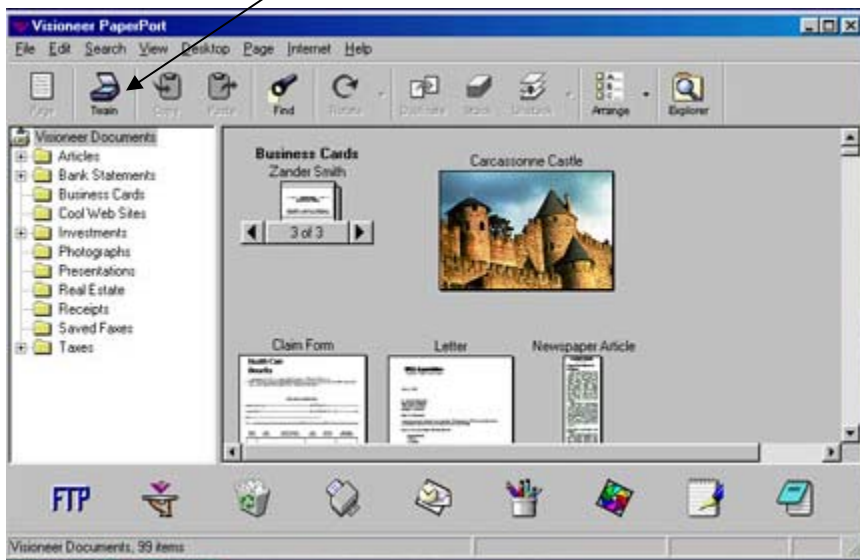
Use this tutorial to scan your artifacts for your PDD. These instructions are specific to the Visioneer PaperPort; however, most scanners work very similarly, so the instructions should assist you no matter what software and scanner you have available to you.

Make sure scanner is turned on and connected to your computer.

Place your artifact face down on the scanner and make sure the lid is closed. Do not open the lid while the item is scanning or you can damage the bulbs.

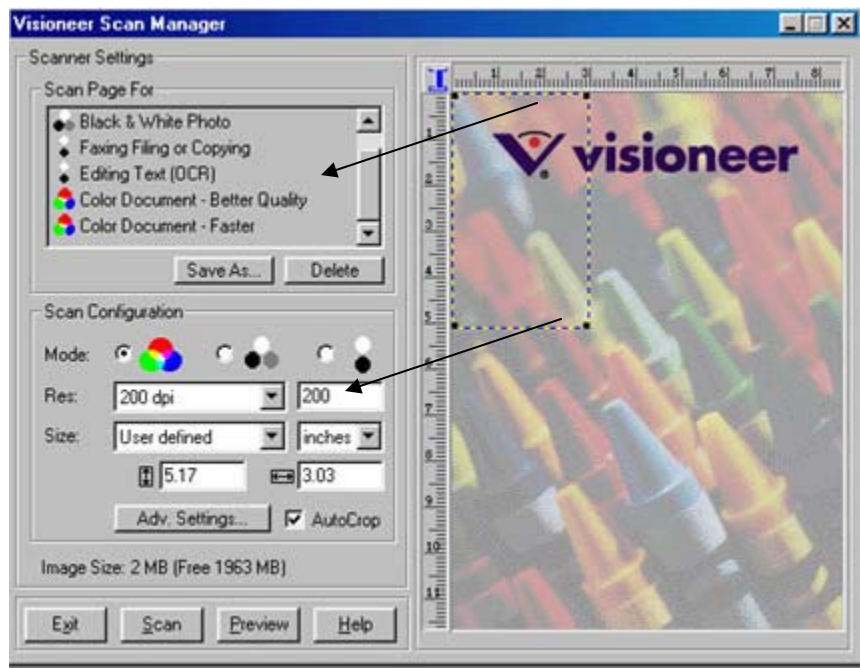
Open the scanner software:

Step 1. Select the twain button

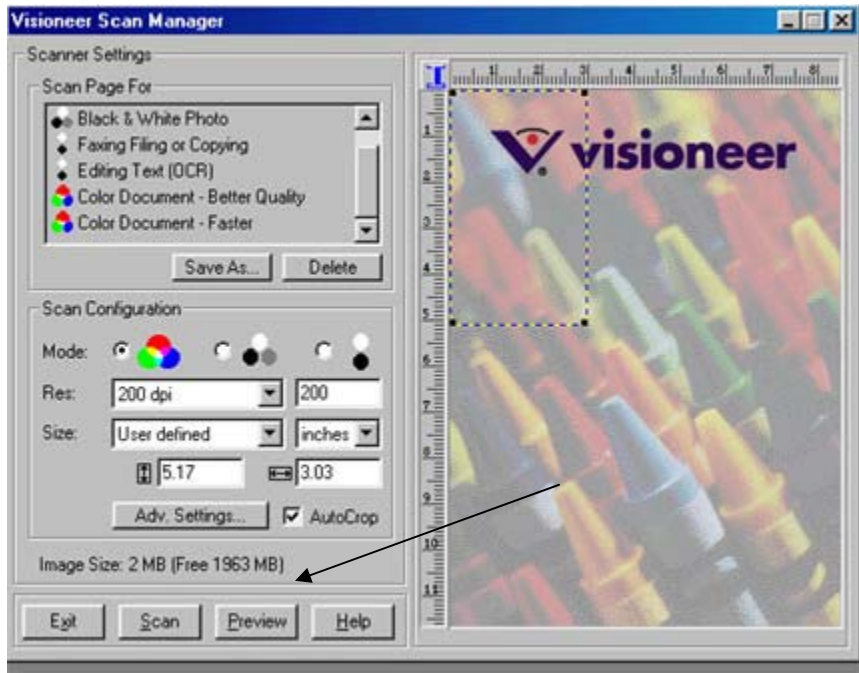


Step 2. Use the scanner settings to select the options you prefer for your artifact, either black & white or color document. Set the resolution you prefer for your artifact. Keep in mind that the higher the resolution, the picture quality will be better but the file size will be bigger as well (graphic files can be large files; you may need to save on your

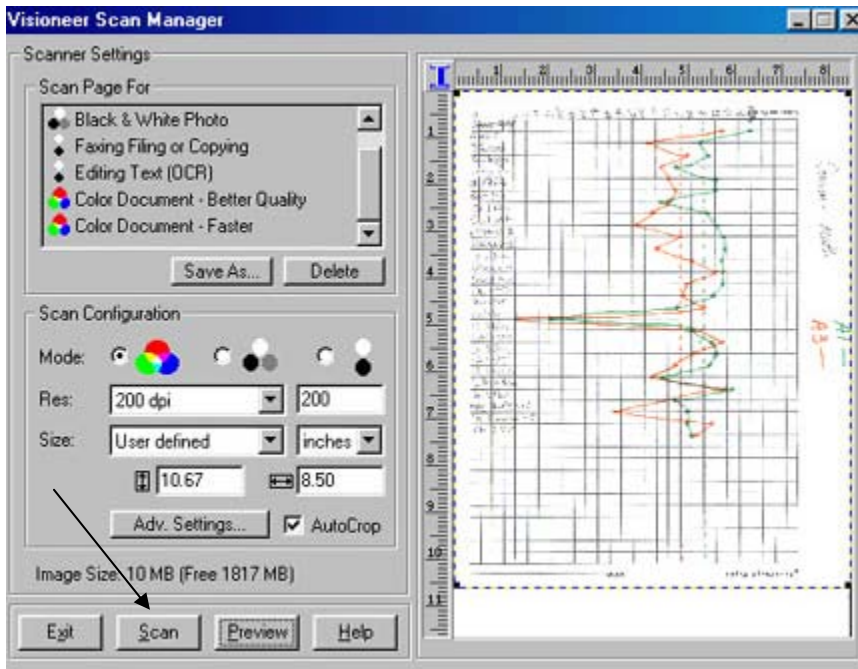
computer's hard drive).



Step 3. Once you have the desired settings, select the preview button



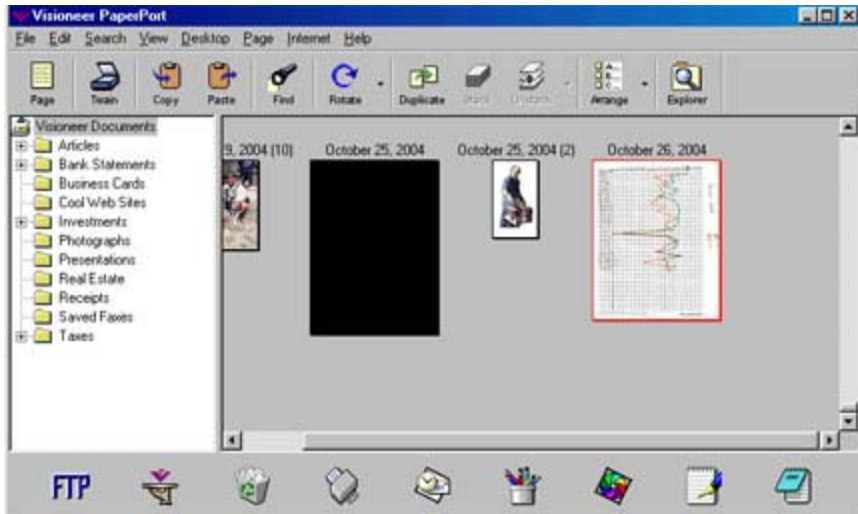
Step 4. Once the scanner previews the document; you will select the area of the artifact that you wish to scan. Use the 4-headed arrow to drag the “marching ants” around the area to be scanned.



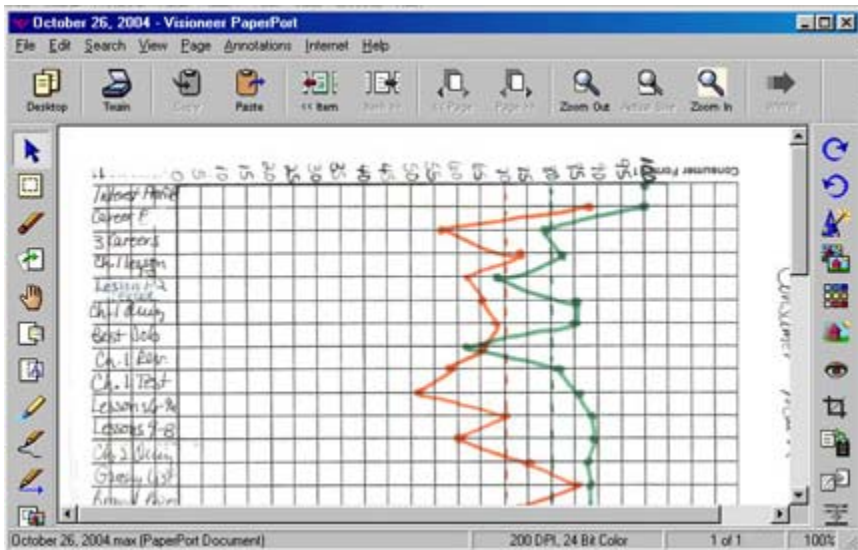
Step 5. Press the scan button. Wait patiently while your document scans.

The scanner usually has to warm up before the first item scans. Make sure you do not lift the lid on your scanner while it is scanning as the bulbs can be damaged. After the artifact has been scanned, close the scan manager window and the software will revert back to the Visoneer PaperPort main window. Remove your artifact from the scanner.

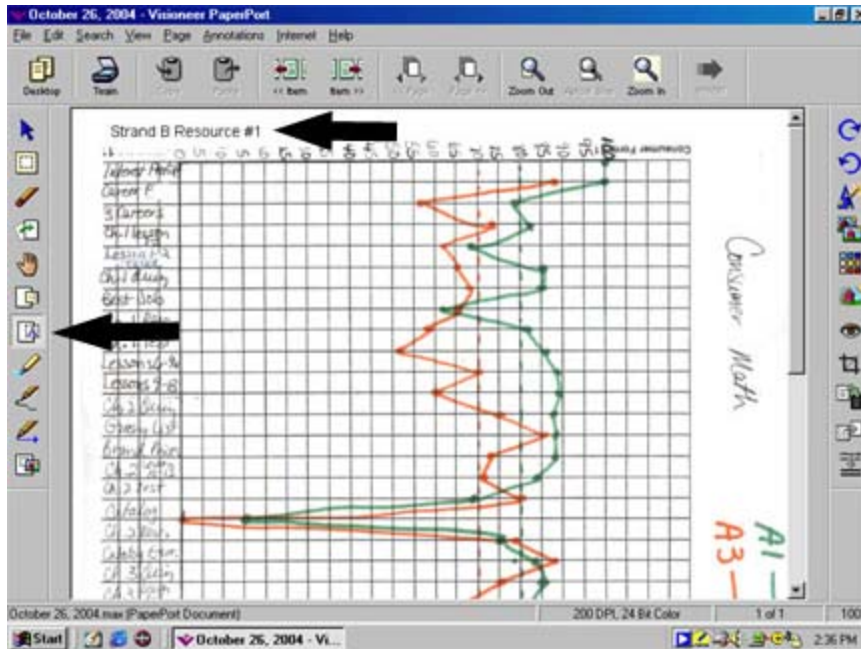
Step 6. If you want to do some minor editing using the scanning software, double-click your selected artifact (the last scanned item will be outlined in red, make sure it is the only item selected). **If you do not wish to edit the document, skip to step 11 below.**



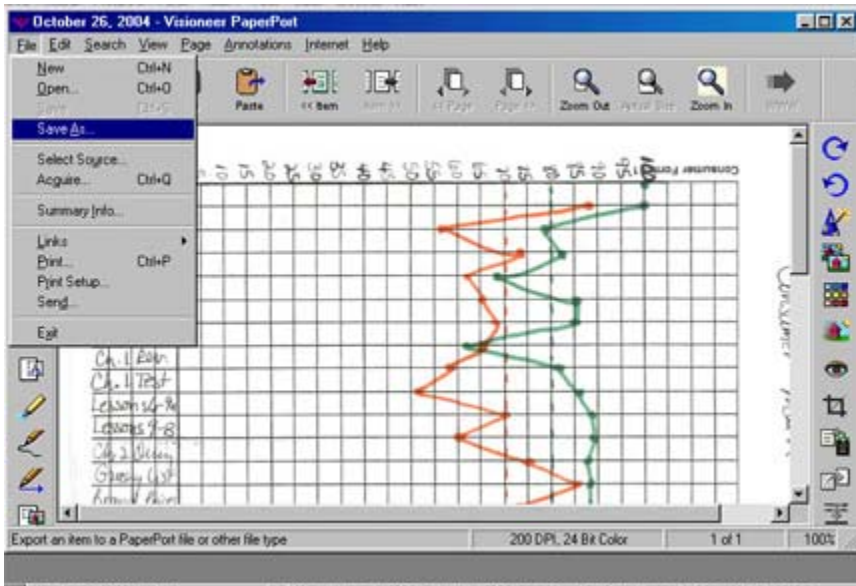
Step 7. Double-clicking on the item will open up the Visoneer PaperPort editor. You can use the tool bar to do some basic editing of your artifact. Hold your mouse over each tool and a description will show up in the lower left status bar of the tool.



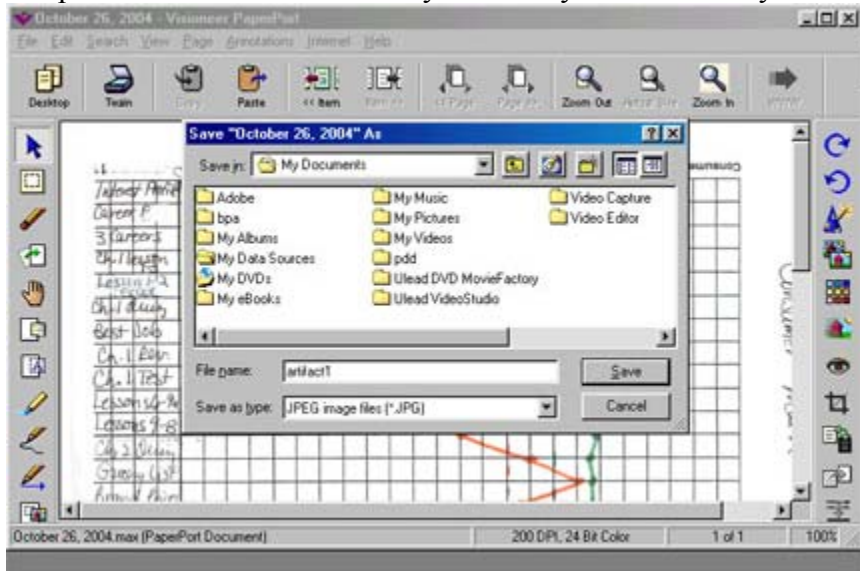
Step 8. You select the “text” editing tool to label your artifact while in the Visoneer PaperPort editor mode. Use the labeling instructions given on the [state department of education’s website](#) for labeling.



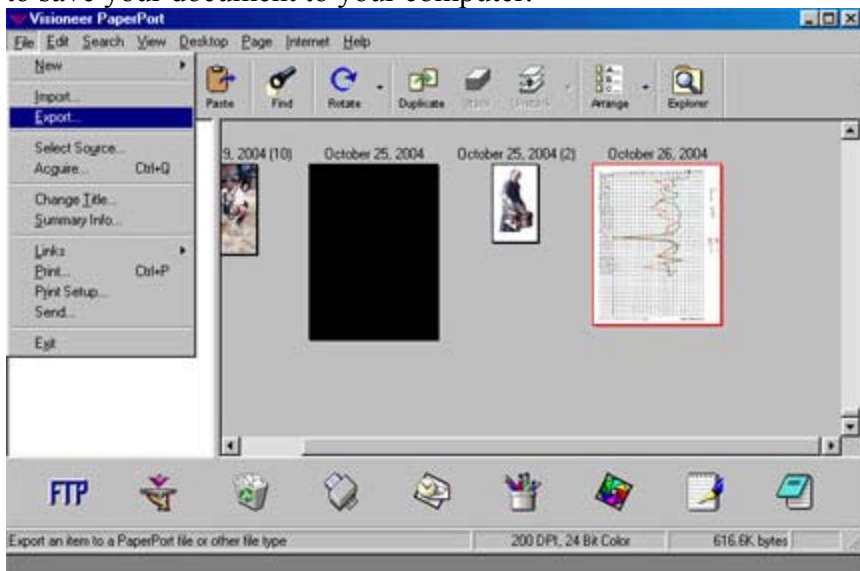
Step 9. Once your item has been edited, you will need to save the artifact. Select Save As from the File menu.



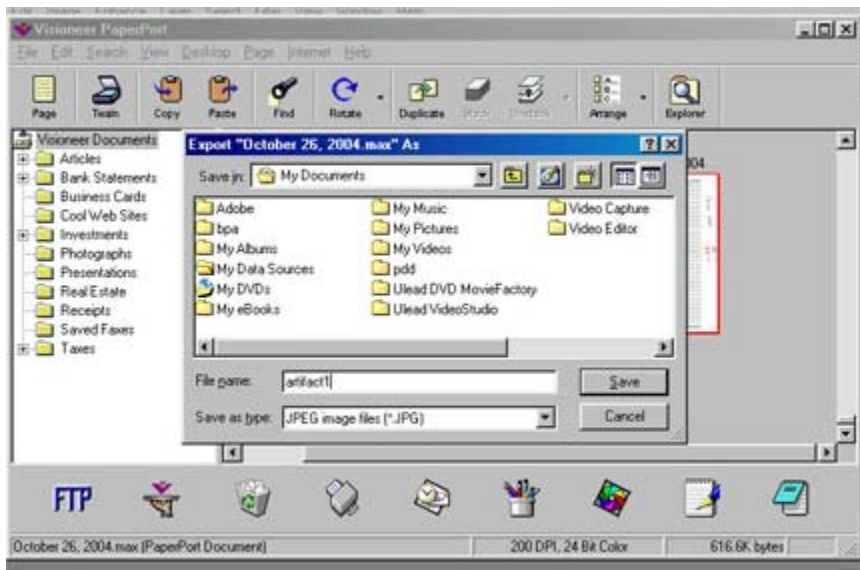
Step 10. Select the drive where you wish to save your scanned artifact, ie. My documents in a pdd folder, type in a name for the file. It will be best to use a name with no spaces. Select save. You may now use your artifact in your PDD.



Step 11. If you do not need to edit your document, and you skipped steps 7-10 above, you may save your document using the following steps: select the file menu and export to save your document to your computer.



Step 12. Select the drive where you wish to save your scanned artifact, ie. My documents in a pdd folder, type in a name for the file. It will be best to use a name with no spaces. Select save. You may now use your artifact in your PDD.



You have successfully scanned your artifact. You can now import the artifact into your word document by following the Word tutorial.

Check out the other scanning tips that are available.