

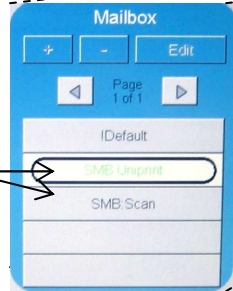


## Scanning or Printing a Map

Before inserting the map, you must choose the proper settings to scan the map.

If the screen is black, touch several times anywhere on the screen to refresh it.

- 1) Choose whether you would like to scan or print your map. For **printing**, the following steps are the same until step 7.



- 2) You must decide if you want the scan to be in black and white or in color. You can change this by touching the gradient wheel in the upper left corner. The default is black and white. If you are printing, you may only print in black and white. **NOTE: the first scan, following the machine's revert back to default mode, must be a colour scan.**



- 3) Next, you must decide on a file format for your scan. In the black and white option, there are 8 file format options. Keep pressing the button until you find the format you wish to use. They include:

- TIF G4: is a raster option which is a good format for images that you may want to edit in the future without loss of image quality, but is not as common a format for web publishing.
- PDF: a common vector option that is easily transmitted as well as printed
- DWF: a vector option to be used with AutoCAD software
- the multi-page TIF, PDF, DWF combine multiple maps into one file

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For the colour scans:

-JPG: is a raster option, generally with a smaller file size than a .tif, but tends to lose quality after each edit.

-TIF: is a raster option which is a good format for images that you may want to edit in the future without loss of image quality, but is not as common a format for web publishing; generally a larger file size

-PDF: a common vector option that is easily transmitted as well as printed

4) You now can choose the type of image you are scanning depending on it's detail. If the map is black and white, you can choose from:

-Line: for very basic maps with solid lines and not much shading.

-Grayscale: If you wish to scan a colour map in black and white

-Line/Photo: If the map has both lines and lots of shading, choose this option to balance the contrast.

-Photo: If the map is a photograph

If the map is in colour, you can choose from:

-Line: for very basic maps with solid lines and not much shading.

-Line/Photo: If the map has both lines and lots of shading, choose this option to balance the contrast.

-Photo: If the map is a photograph

5) Finally, decide on a resolution for your map. The maximum resolution is 600 d.p.i., however if your map is very big (ie. 36" wide), this may create too large a file size. This you can experiment with - try 300 d.p.i. to start.

6) You are now ready to scan.

*Size:* The scanner can allow maps up to 36" in width, with no maximum length (within reason). To ensure the full size of the map is scanned, please ensure that the map is centered on either side of the centre line.



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Place your map face up, and slowly feed the map into the machine until it will not push in any further. Wait. The machine will then feed the map the rest of the way in.

If you do not feed the map in far enough, the machine will show an 'Original Misfeed' error:



This is a common error. To fix, you must lift up on either side of the top of the scanner, then close again, as pictured:

Try this several times if necessary.

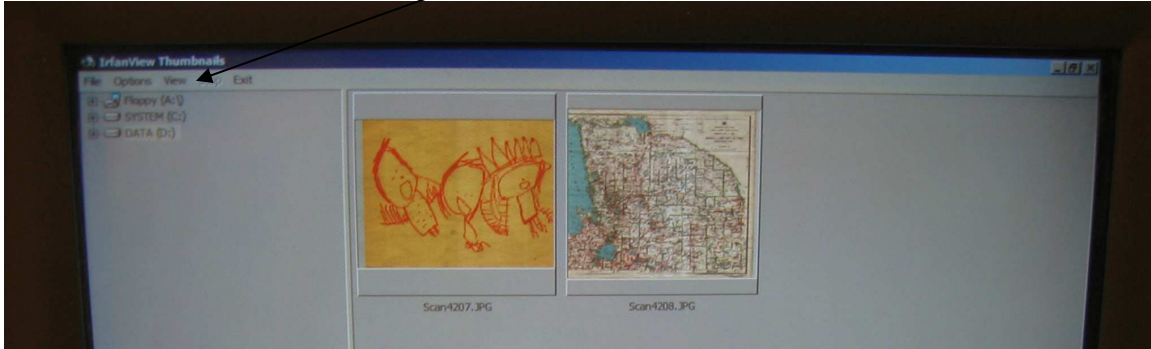
7) Once the map has finished scanning and disappeared from the touch screen, you can now move to the scan computer to copy the image to your personal usb, or purchase a dvd from the staff and transfer your images that way. **For printing, follow steps 10-12.**



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8) To view your scanned map, click **View > Refresh** or **F5**.

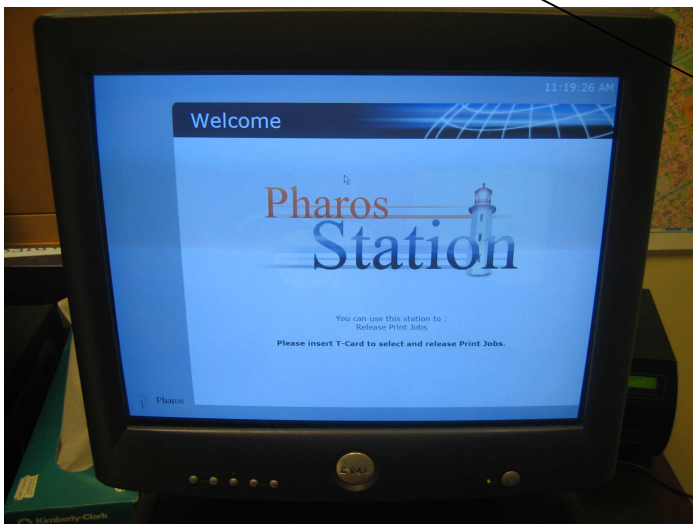


If the thumbnail appears as a green circle with a line through it, it may be too large an image to appear. Either wait a few minutes longer and then press refresh again, or rescan at a lower resolution. If for some reason the scan does not show up, or does not look right, try scanning in colour first, then black and white to get the right result.

9) To transfer the scanned image to your usb, first connect your usb to the external white cord beside the machine. A new drive will appear on the screen as the T: or U: drive. Click the thumbnail of your image and drag it to this drive. You are now done!



10) For printing, insert your T-card or visitor's card (available from the front desk) with money into the card reader.





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11) After a few moments, the print jobs will be displayed on the screen. Select your 'scan' (make sure it's the correct one if there is more than one job displayed). When selected, the cost of the print will be displayed. If after several moments the computer does not display the price, and your card is ejected from the card reader, this means the size of the file is too large. You will have to re-scan the map once more at a lower d.p.i.

12) Press 'Print'. After several moments, the machine will now print your scanned map. You are now done!

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<http://www.library.utoronto.ca/maplib/docs/scanner.pdf>

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