

Large Format Scanning Guide

Large format (A2-A0) scanning is available for students in the Resources Room Norfolk 407.

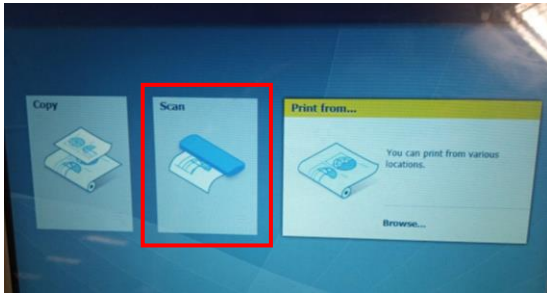
The plotter is the Océ Colourwave 3500, located by the counter.

You can print, copy and scan on this device.

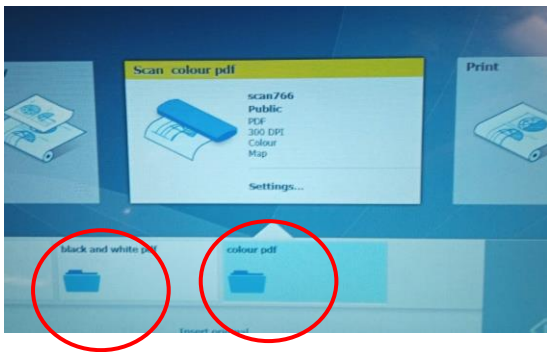


Scanning to USB Instructions

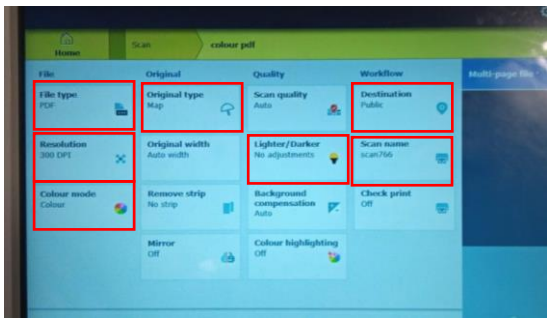
On the touchscreen, tap 'Scan'



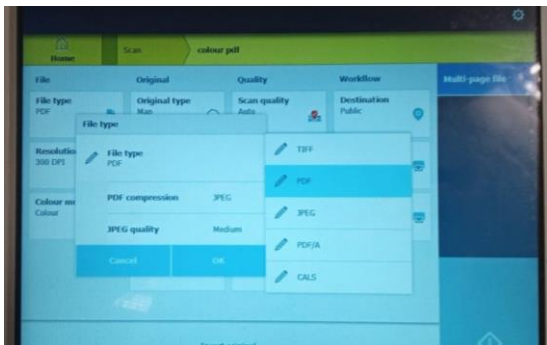
Tap either option

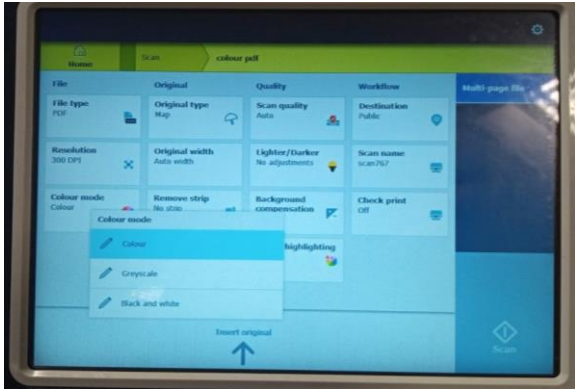


This screen gives all the scanning format options- tap each option to modify. The options you are most likely to use are highlighted

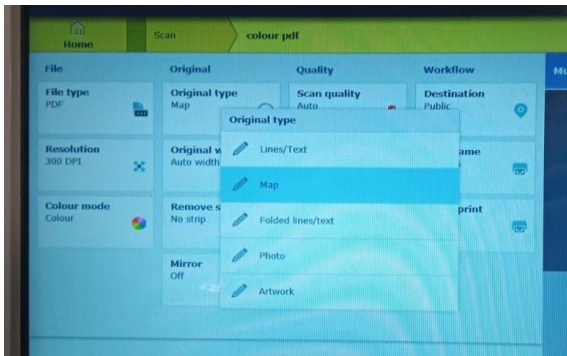


Tap 'File Type' and select preferred file format. PDF will keep your work to scale

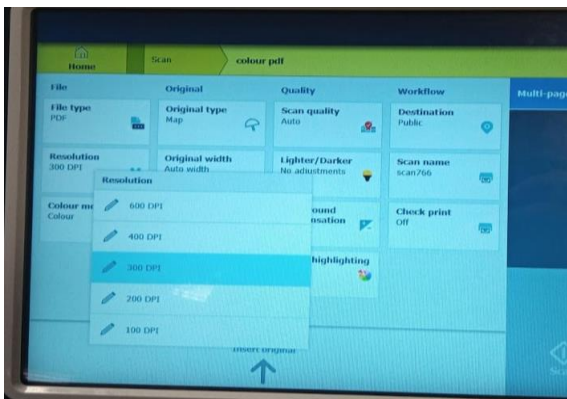




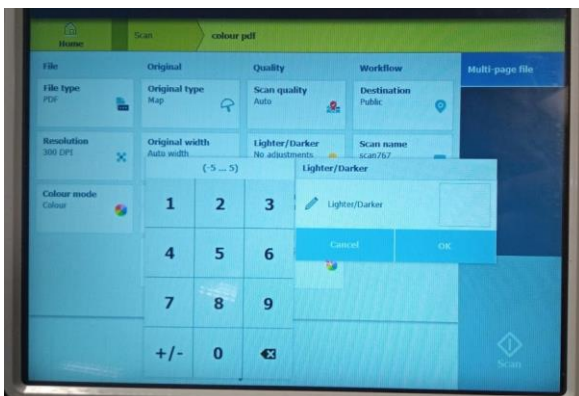
Tap 'Colour mode' to select according to your original. B&W is suitable for simple line drawings. Chose greyscale for B&W artwork with shading.



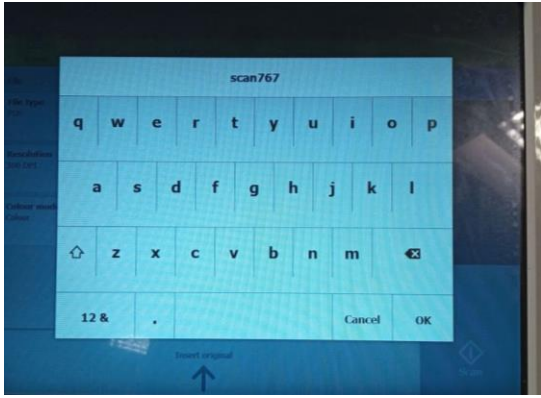
Tap 'Original Type' to change format of your artwork. 'Map' works well for plans in colour. Use line/text for B&W plans. 'Photo' will increase the file size considerably.



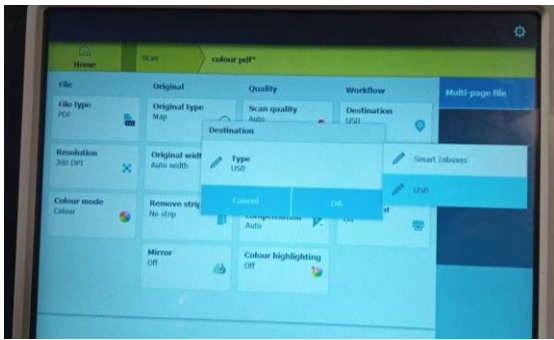
Tap 'Resolution' to change the DPI. 300 DPI is generally fine for most artwork. A higher DPI will increase the file size



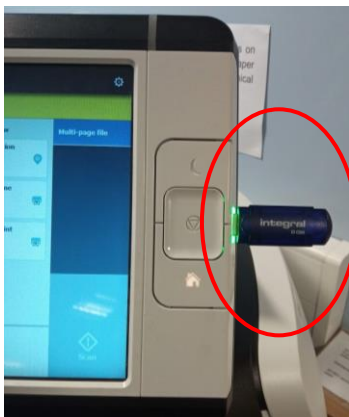
Tap 'Lighter/darker' and select '-' numbers (1-5) to increase the darkness and '+' numbers (1-5) to increase brightness



Tap 'Scan name' if you want to rename your scan to something recognisable. It was otherwise be numbered by the machine



Tap 'Destination' and select USB. Students do not have access to the Smart Inbox so you must save to your own USB

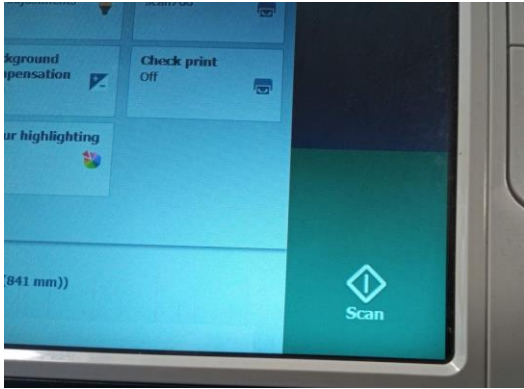


When you are ready to scan insert USB

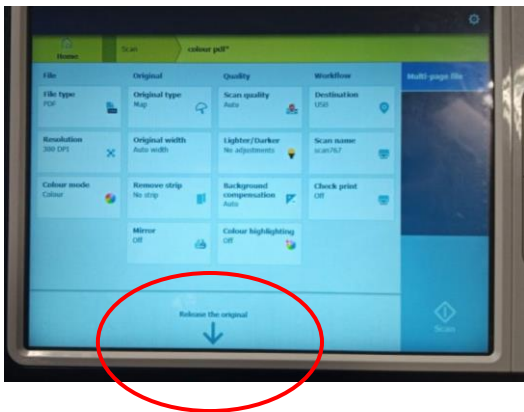


Insert artwork as shown- line up the paper with the guidelines to ensure the paper feeds in straight.

Paper will automatically feed in, then release slightly



Tap 'Scan'. The paper will then feed through the scanner plate but will be held in place at the end



Tap 'Release Original' and your artwork will be released. Remove USB from the machine

Troubleshooting Tips

- Scan has lines/marks on it

Hand drawn/painted artwork can transfer some material onto the scanner plates. These become dirty and this dirt will show up on scans.

Please contact a technician and we will clean the plates for you. They are fragile and can be damaged easily if not cleaned with care

- Paper has fed into scanner wonky

You can tap 'Release Original' at any time and your artwork will release from the scanner for you to reposition correctly

- File not saved to USB.

You may have removed the USB too early or the USB may be corrupted or full. Try again or try an alternative device. The machine will often not accept hard drives as these have additional software that tried (and fails) to load