Scanning Your Handwritten Notes

First: You may want to try a pdf scanner app on your phone such as Genius Scan (http://thegrizzlylabs.com/) or Tiny Scan (http://www.appxy.com/tinyscan/). This will convert photos into pdf files that you can email to DSO@Pepperdine.edu

Second: If phone scanning isn't an option, you may scan from a Canon Copier. All Canon Copiers are similar, though there may be slight differences in the machine depending on location and campus.

General steps to scan:
1. Press the **"Scan and Send"** tab or **"Scan"** tab.
   a. if you don't see this option, find and press the **"Main Menu"** button to the upper-left corner of the touch screen
2. Press the **"ONE TOUCH"** tab
3. Press **"DSO NOTES"**
4. **Press "OK" or "Start"**
5. You are ready to scan.
   a. The top part of the machine and line your first page on the copier glass (face down) in the **upper left-hand** corner. You will need to press the green **"Start"** button and wait for it to scan. You will repeat this process until you have scanned every page of your notes.
   b. Once you've scanned all your notes, press the "**Start Sending"** button. The machine will beep when it is finished scanning and sending your notes.

Copier Locations:

SEAVER: Copy machines on the first floor of Payson Library, the Sandbar, and the DSO.

School of Law, Irvine, Encino, Westlake Village, and West LA campus: If you need assistance with how to scan from the copy machines at your campus, the below tech liaisons are available to assist you:

School of Law: See anyone at the library front desk

Irvine campus: Rene Mendez- Rene.Mendez@pepperdine.edu

Encino campus: Omar Cayasso- Omar.Cayasso@pepperdine.edu

Westlake Village campus: Lotte Cherin- Lotte.Cherin@pepperdine.edu

West LA campus: Jose Hernandez- Jose.J.Hernandez@pepperdine.edu

Thank you again for providing notes. We appreciate your work.