

## 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](mailto: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](mailto:Rene.Mendez@pepperdine.edu)

**Encino campus:** Omar Cayasso- [Omar.Cayasso@pepperdine.edu](mailto:Omar.Cayasso@pepperdine.edu)

**Westlake Village campus:** Lotte Cherin- [Lotte.Cherin@pepperdine.edu](mailto:Lotte.Cherin@pepperdine.edu)

**West LA campus:** Jose Hernandez- [Jose.J.Hernandez@pepperdine.edu](mailto:Jose.J.Hernandez@pepperdine.edu)

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