# Scanning Binders

1) Select binder from shelf in reverse chronological order (working backwards)

2) Open Historical Checklist in Google Drive/Sheets

3) List year, date, location, and Plenary Session in appropriate columns

4) Open File Explorer

5) Go to Archive (I:)

6) Select the folder *01 Old Council Notebooks*

7) Select folder of year of Plenary Session on binder

8) Create a new folder by right clicking in space below existing folders
    – Hover over *New*
    – Click *Folder*

9) Title it with the month and Plenary Session number (ex: *04 April 187th Plenary Session*)

10) Before beginning scanning, create a new folder in your Plenary Session folder by right clicking in the empty folder

11) Title this folder *MISC Docs*

12) Right click again in your Plenary Session folder and create a Word Document

13) Save this document as 'Read Me' in your folder. This document will be where you address any issues in the binder such as missing/blank sections and where you write in the titles of miscellaneous/unscannable documents.

14) Open your Plenary Session binder

15) There may be loose pages/untabbed pages in a folder at the front of the binder. Scan these separately (i.e. Scan SSC reports separately from Meeting Attendee Sign-In Sheets)

16) To scan a document, remove all staples prior to scanning.

17) Turn the page(s) upside down and face down and slide them into the scanner. You should be able to scan up to 50 pages at once. Make sure the pages are lined up with each other evenly and that there are no folded edges because this can cause the scanner to jam.

18) After scanning, staple the documents that were stapled before.

19) If you are scanning miscellaneous pages, click *Finish Scanning* after you are done with a stapled set. If scanning tabbed pages, continue scanning all pages in the tabbed section. Then, click *Finish Scanning*.

20) A window will pop up that will have you title and save your documents in a folder. Make sure you are saving your documents to the right folder in the drop down menu. If you send them to the wrong one, drag and drop them into the correct one.

Titles:

     – Tabbed Sections: Letter of Section and Number (ex: D-1 = D1  A=A) Place underscores in spaces between title words (ex: A_Agenda_Minutes B1_Exec_Director's_Report)

     – Miscellaneous Documents: Title on top of page (ex: Draft_Agenda_Schedule)

21) If scanning a tabbed section, you are done after scanning the last item in the section and can move onto the next tabbed section after clicking *Finish Scanning* and saving the documents. If finished scanning a miscellaneous document, you can drag and drop it into the *MISC Docs* folder if you haven't designated for it to go in the folder by putting /MISC Docs in the location section.

22) Unscannable Items: Sometimes there may be an item too wide to fit into the scanner. Or there may be a magazine etc. with pages that can't be taken apart. These items you should address in the 'Read Me' Word document. If there is a date somewhere on the item, include it next to the title of the item. When finished with the entire binder, review the *MISC Docs* folder and make sure all documents are addressed in the 'Read Me' document.

(ex: *Map: BBNC Yup'ik Place Names and Walrus Islands State Game Sanctuary* (Too big to scan))

# Additional Notes

*If your scanner gets jammed, or keeps jamming even with a small number of pages running through it, open it and wipe out any dust and pieces of paper stuck in the scanner.