



## Scanning Services

The Deanship of Library Affairs provides the High Resolution Book Scanner, this scanner is available to users can scan the selected page through the scanner and save in USB.

### The procedure to scan the documents are:

Steps for Scanning documents:

1. Put the USB into the USB port.
2. Put the documents on the scanner.
3. Click on the Scan button.
4. Wait for the device to be scanned.
5. The process is repeated to other pages.
6. After completion, take the USB from machine.
7. The files will be saved to the USB in PDF format

