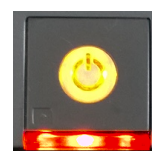# SCANNING YOUR LAB-BOOK

1. Turn the IRIScan Scanner ON by pressing the power button.

2. Insert your USB drive into the slot at the back of the scanner.

3. Ensure that the strip light below the power button is green.

4. With the side to be scanned facing upward and in the correct orientation place one edge of your lab book page on the scanner and insert it into the centre of the feeding slot.

   The page will be fed through the slot and scanned automatically. Note: The power button light blinks while scanning is in progress.
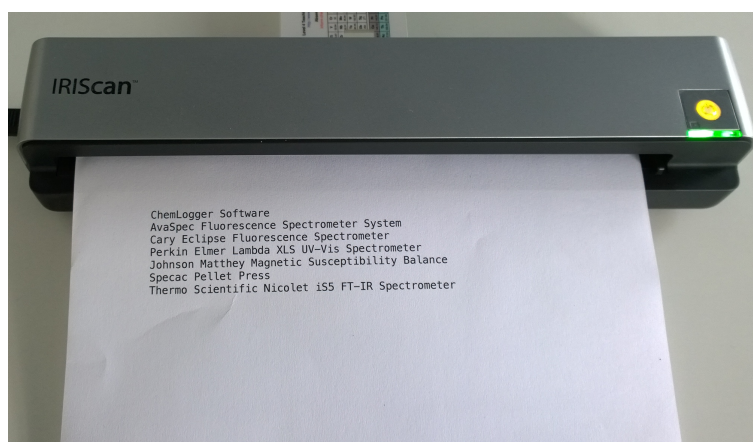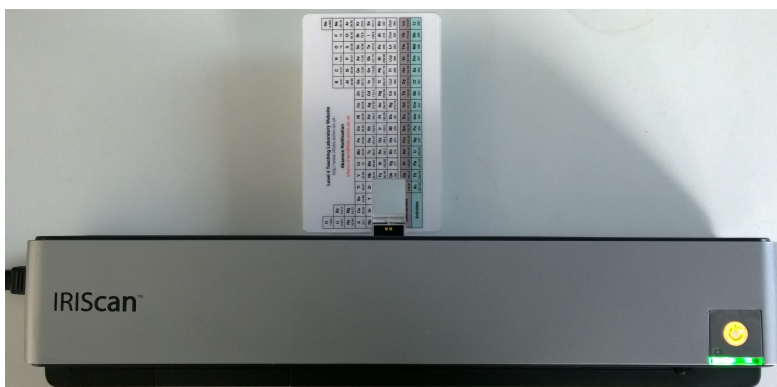
5. When the scan is complete, the light on the power button will keep blinking indicating that the scanner is processing the image and storing the file onto your USB device. Wait until the light stops blinking before inserting your next page for scanning.

6. When you have completed all your scans, remove your USB drive and turn the scanner off by pressing the power button. *When OFF the strip light under the button will turn red.*

   NOTE: If your page jams whilst scanning, simply press the power button once and the scanner will cause the paper to back out from the feeding slot.

CREATING YOUR DIGITAL LAB-BOOK

- Your scanned images will have been saved to your USB device in a folder labelled **DCIM**.

- Import these images into a word document by copy-pasting them. Ensure that the images are in the correct order and in the correct orientation.

- Save your Word document as a PDF by clicking on File and Save as Adobe PDF.

- You MUST submit via "Turnitin" before 23:59 of the day you performed the practical.