



Africa Oral Genealogies & Family Histories Project

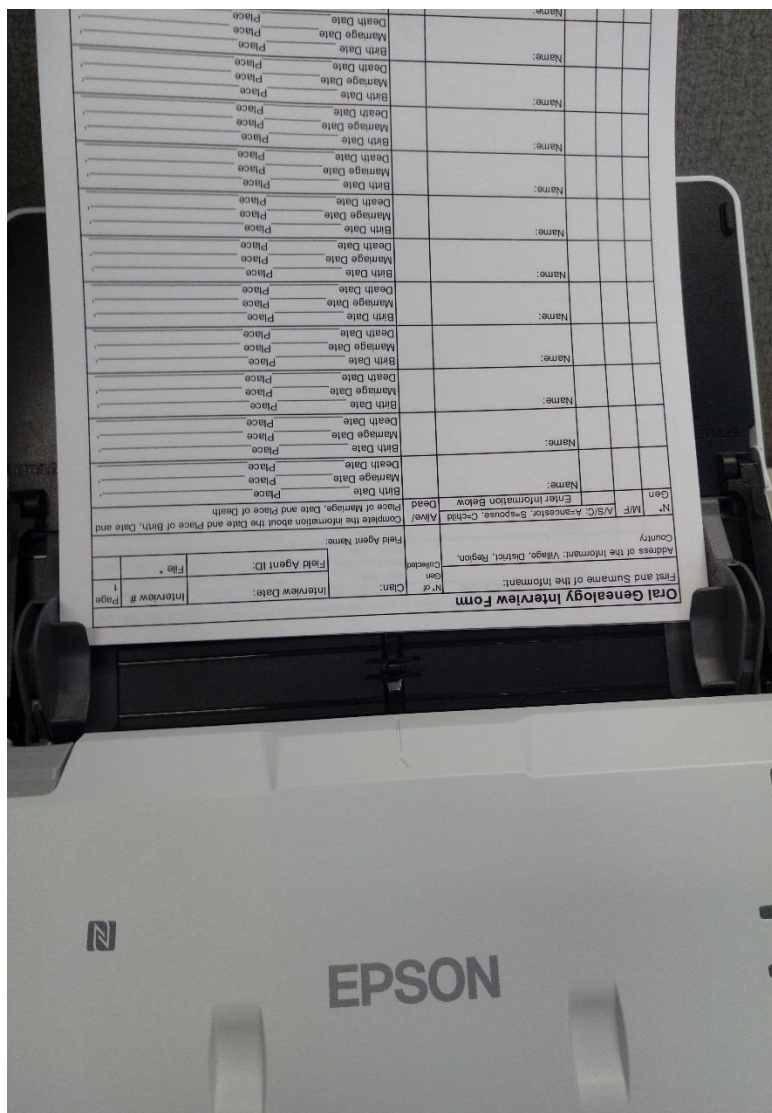
Scanner Operation

Preliminary Preparation

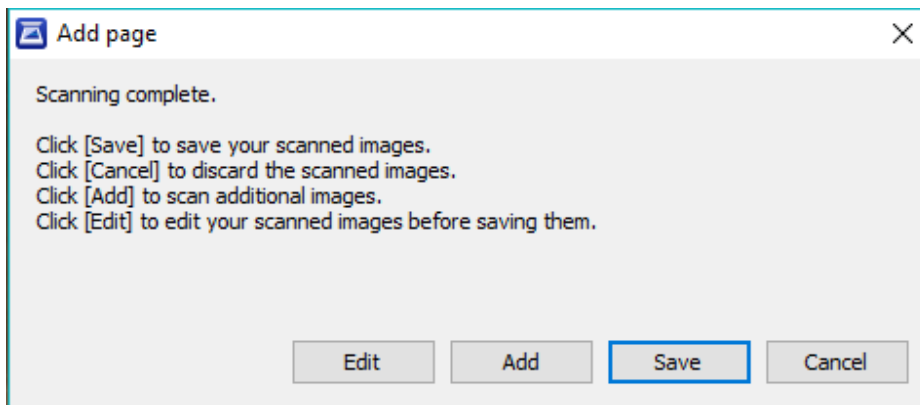
1. Make sure you have completed all the steps in the Scanner Setup training document.

Scan

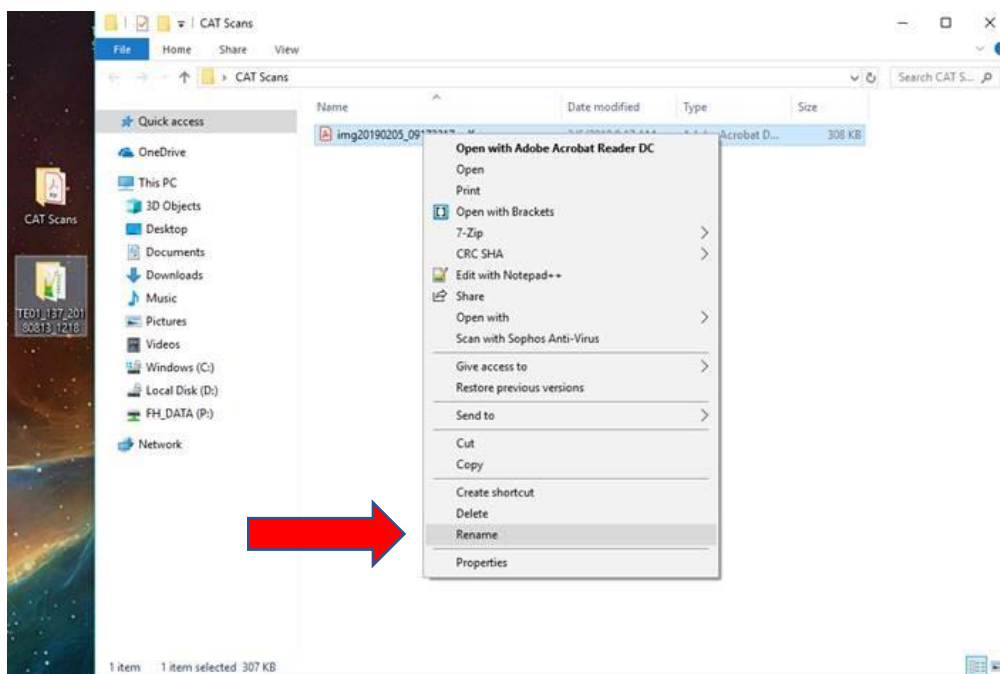
1. Write the name of the interview folder on the top of the first page of the handwritten pedigree for that interview. Make sure it is legible and clearly visible.
2. With the Epson Scan utility open, load the handwritten pedigree to be scanned into the paper guide.
3. Ensure that the document is placed in the paper guide with the top of the document facing down into the scanner, like so:



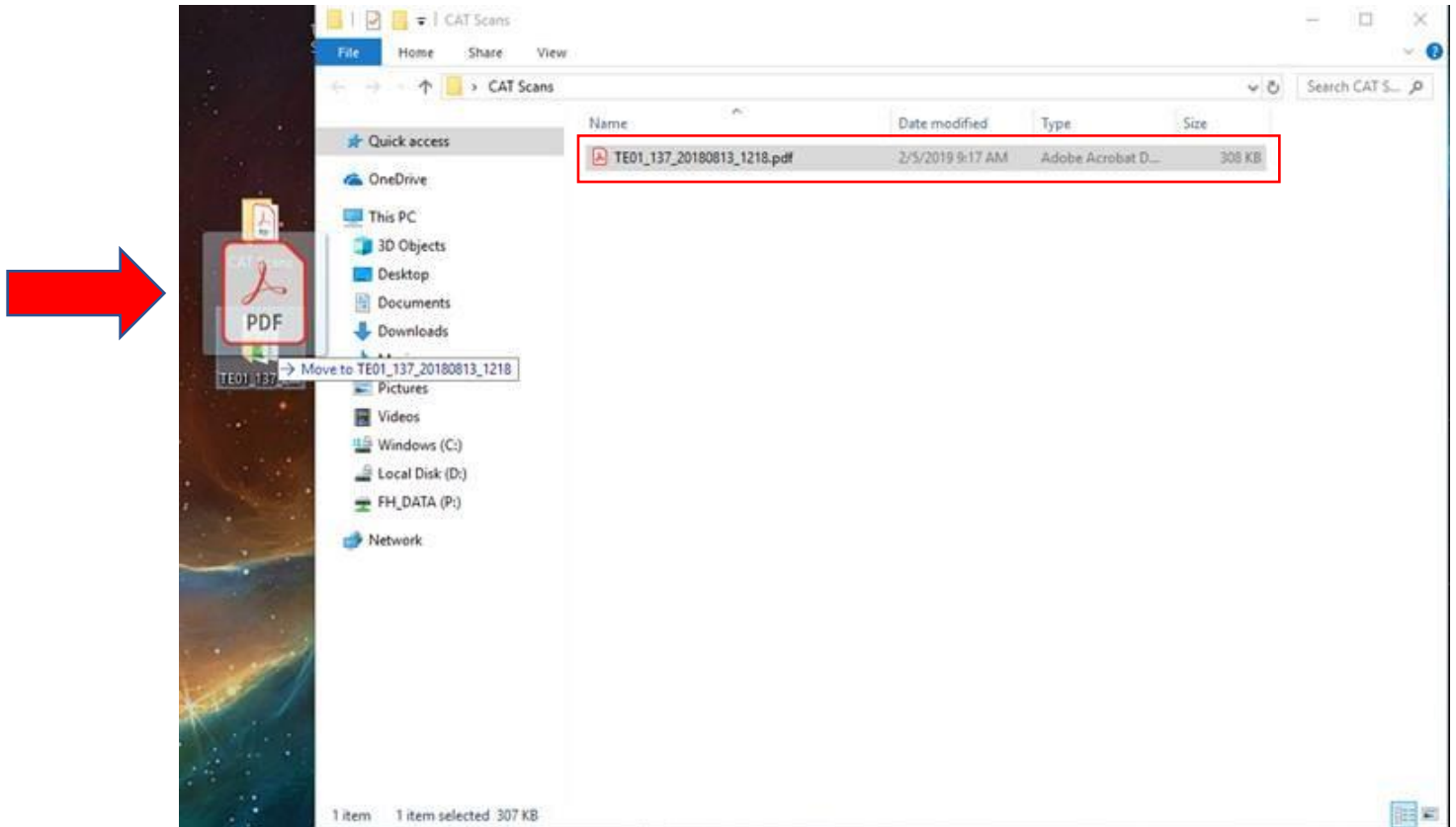
4. Click Scan.
5. After the scan is complete a new window will appear.



- a. If you need to scan additional pages of the handwritten pedigree because it was too large to complete in one scan, put the remaining pages in the paper guide then click "Add". You can repeat this process as many times as necessary to scan the entire handwritten pedigree. Once the entire pedigree has been scanned click "Save".
 - b. If you do not need to scan additional pages just click "Save" after the initial scan.
6. Open the folder that the scans were saved to. If you followed the instructions in step 13 of the Scanner Setup document the folder will be on your desktop.
7. Right click on the scanned PDF and click "Rename." Rename the PDF to the folder name of the interview.



8. Move the renamed PDF into the interview folder.



NOTE: When the interview folder has the Legacy File, the PDF, and the zipped folder, it is ready for submission. If you neglect to include the PDF in the interview folder the interview will fail the audit.

9. Repeat this process for each interview you submit.