

Guide to scanning required documents

As technology advances, processes to scan and save documents to upload to OASIS is becoming easier.

These guidelines explain ways to scan and save documents, using equipment that may not be the latest version.

1. Scanning a single-page document

You need a scanner (or a printer with a *SCAN* function) connected to a computer with scanning software installed. Once set up, follow these steps:

- Place the document to be scanned face-down on the glass surface. Make sure the glass is clean because the scanner will pick up any dust or marks on the glass surface.
- Select *PDF* as the format to scan your document.
- Once you have scanned the document it will be delivered to a *My Scans* folder on your computer. This folder is automatically set up and anything you scan will go into this folder.
- Right click on the name of the document in *My Scans* and select *Re-name* to make changes.
- Re-name the document so the content is clear to another reader – for example: *NUM Bachelor Transcript; CV; IELTS certificate* etc.

2. Scanning a multi-page document (such as an academic transcript) into a single file?

How multi-page documents such as academic transcripts, depends on whether your scanner/printer has a document feeder.

If your scanner/printer has a document feeder:

- Select *PDF* as the format to scan the document.
- Scan all pages of the multi-page document using the *Automatic Document Feeder*. This saves all pages as a single PDF file in your *My Scans* folder on your computer.
- Right click on the name of the document in *My Scans* and select *Re-name* to make changes.
- Re-name the document so the content is clear to another reader – for example: *NUM Bachelor Transcript; CV* etc.

If your scanner/printer does not have a document feeder:

- Select *PDF* as the format to scan the document.
- When you scan the first page, there is an option to add more pages to this document. Select this option.
- Before scanning each page, it is important to select the option to add more pages. As each new page is scanned it is added to the same PDF file.
- When you have finished all pages, the scanned document (of several pages) can be delivered to the *My Scans* folder on your computer as a single file.
- Right click on the name of the document in *My Scans* and select *Re-name* to make changes.
- Re-name the document so that its content is clear to another reader – for example: *NUM Bachelor Transcript; CV* etc.