

Self Service Scanning Stations

MCPL's self-service scanning station provides an easy way to convert paper documents, photos and drawings into a digital format.

The "Simple Scan" station is an easy to use touch-screen scanning device that scans, saves, and sends all your documents, photos, magazines and more. The Simple Scan Station can automatically auto-crop, auto-straighten and auto-orient each page scanned.



You can save your scanned item in the following formats:

- PDF's
- Searchable PDF
- Word
- TIFF
- JPEG

After you decide how you want your scanned item saved, Simple Scan's touch screen guides you through several ways to save or send it including:

- Save to USB
- Send to email
- Send to Google Docs



The self service scanning stations are located at the Ellettsville Branch and on the 2nd Floor of the Main Library near the Information Desk.

Updated January 8, 2013