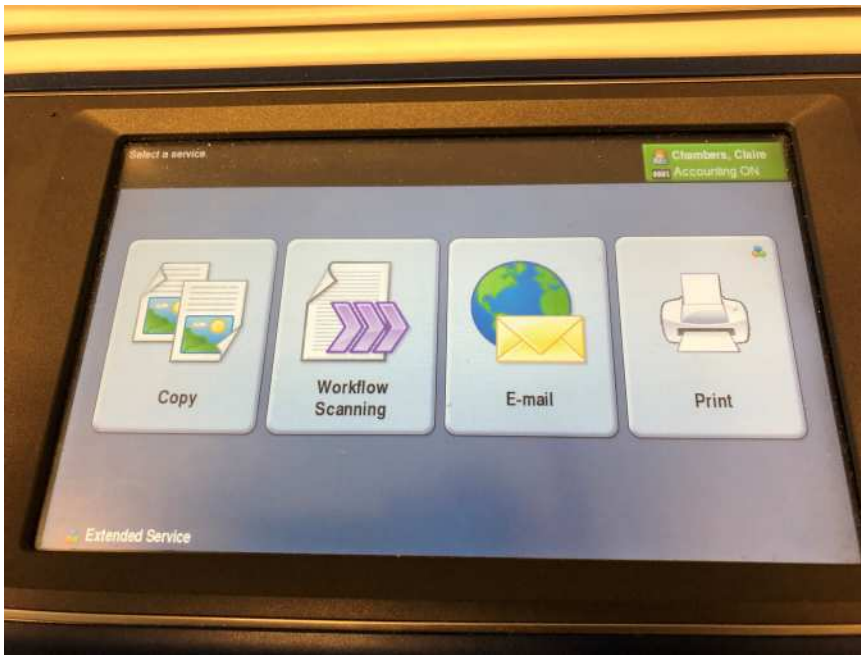


Scanning your work ready for submission

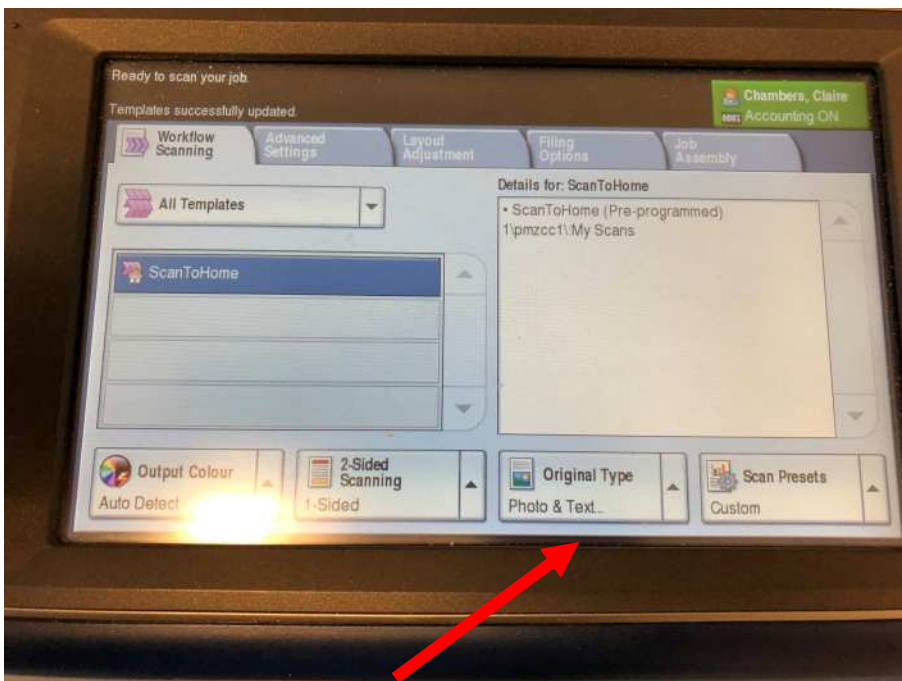
When using the printers on campus to scan your work in ready for submission it is important to be aware of certain settings. If you scan your work as an image Turnitin will not accept the file, it will only recognise work that has a certain number of words in it.

Scanning is free from any university printer and is a convenient way to convert your work to electronic format quickly and easily, however be aware that it is not immediate and it can take time to be delivered to your email address so this should be done in advance of any deadline.

Swipe your ID card on any of the printers and either place your work directly on the glass or if multiple pages then place into the document feeder on the top. Select the Email option to have it sent to your university email address, or the Workflow Scanning option to have the file saved to your home drive (Z:).



Under the 'original type' setting ensure that either 'text' or 'Photo & text' is selected.



Now hit the green button to start the scan.