

Field Book Scanning Protocol

To preserve and increase accessibility to our field data recording notebooks, they should be scanned periodically (suggested: cooccurring with data entry) and saved as PDFs on the Q Drive.

Part A: Scanning the Notebook

This protocol describes the steps for scanning multiple notebook pages using the HP Color Laser Jet Pro MFP.

A video demonstrating this process is available here: <https://youtu.be/0fb2sQGXIN8>

1. Select **Scan**
2. Select **Scan to Email**
3. Select **Send an Email**
4. Select **To:** and the contact that you wish to send the document to (yourself, most likely). Then select **Done**
5. Select **Next**
6. On the Scan to Email page, select **Settings**
7. Select **Scan Source**
8. Select **Flatbed Scanner**
9. Select **Multiple Pages**
10. Now open the book and place face down on the flatbed scanner.
11. Select **Scan** to scan the first page
12. When the scan has finished, open the flatbed scanner, turn to the next page, and again place the notebook face down on the scanner
13. Select **OK**
14. Repeat steps 12-13 as needed
15. When you have completed the last page you would like to scan, select **Done**

Part B: Saving the PDF

1. Save the PDF here: Q:\Research\FieldWork\FieldNotebookScans
2. Use the naming convention YYYYMMDD_FirstInitialLastName_Page#-Page#
3. For the date use the first date used in the section of pages scanned

Example file name

20180815_JWingate_15-30

4. Make a folder for your notebook for the season and place your scans in the folder

Note: Image metadata notebook scans can all go together in a single folder