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# Scanning 101



## Workshop Description

For offices considering scanning documents as a part of everyday operations, many things should be contemplated before undertaking such a project. **Scanning 101** will cover topics such as but not limited to: document preparation, scanner and software selection, office personnel considerations, project management hints, retention and disposition, document schema and budgetary tips.

## Learning Outcomes

At the conclusion of this module, participants will:

- Analyze and consider all aspects of commencing a scanning project and determine the appropriate application of technology for individual situations.
- Administer appropriate document retention and disposition principles to electronic documents within the project.
- Understand the impacts of staples, post-it notes, simplex vs. duplex documents and document quality on scanners.
- Gain exposure to various types of scanners and software solutions based on appropriate application to the project.
- Consider and properly schedule human resources for preparation and executing the scanning project.
- Understand popular document naming conventions and schemas and their impact on scanning projects.
- Apply basic project management principles to elements such as timelines, budgets and political considerations.

## How to Enroll

This module is available in-person and online. To enroll, complete the application process on Campus Connect. Need a tutorial on how to enroll? [Click here](#).

## Need More Information?

For more information, please contact the Department of Records Management at [recordsmanagement@depaul.edu](mailto:recordsmanagement@depaul.edu)

