



# Which Scanner Should I Use?

## Selecting the proper equipment.

There are only three types of scanners to consider:

**1. Sheet feed, high volume scanner.** (A stack of documents is placed in a sheet feeder for scanning).

- Good for high volume office sized documents, especially letter and legal size
- May be able to scan both sides of the document simultaneously
- Very fast
- Can damage fragile documents or thin paper
- Quality may not be as high as flatbed or overhead digital, though adequate for office use

**2. Flatbed scanner.** (Each document is laid on a plate of glass for scanning.)

- May be able to scan larger documents than a sheet feed scanner
- Safe to use on fragile documents or thin paper
- May scan at a higher resolution (higher quality) than sheet feed scanners
- Small footprint makes it possible to place on a desk
- Slower scan time than other types of scanners

**3. Overhead digital camera (digital scanning back).**

- Extremely high image quality is possible
- Very accurate color reproduction
- Can be made faster with the addition of a foot pedal to click the shutter
- Appropriate for very large documents, such as maps
- Safe for rare and fragile documents
- Can require several seconds to several minutes to capture a high resolution image
- Normally requires external lights and a scanning table, which consume space

Choose your scanner based on some simple criteria:

**A. The size of your paper documents.**

- Office sized documents (1.2.3.)
- Very large, oversized documents (3.)
- Card files (1. 2.)

**B. The condition of your paper documents.**

- Sturdy, modern office documents. (1.2.3.)
- Rare documents (2.3.)
- Onion skin and thin documents (2.3.)