

# Uploading a PDF scan to Talis

When filling in the Request Digitisation form in Talis, you have the opportunity to upload a PDF file of a scan.

This appears on the first page of the request form where you enter the details of the section to be digitised.

- Make sure you have ticked the box to confirm the contents of the file match what is described in the request.
- Click on the **Choose File** button.

If following the [Talis reading lists guide](#) (p 11) or the [Quickstart: Talis reading lists guide](#) (p 2), find the **Request digitisation** section and follow these instructions as part of step 3.

## Request digitisation

Resource type:   This is a full chapter

Chapter or section name:\*

ISBN:\*   
[I don't know the ISBN](#)

Page range:  -  Section author(s):

[+ Add another](#)

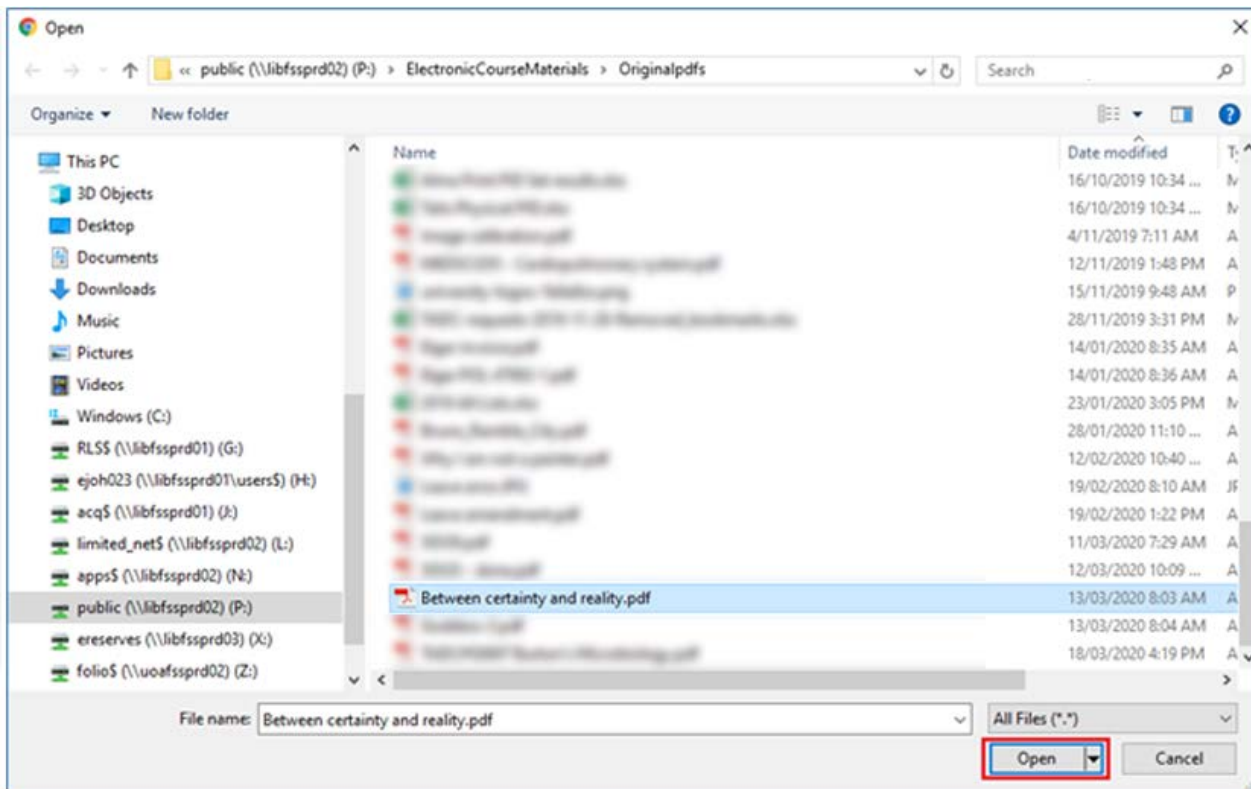
Reference range: [+ Add reference page range](#)  
*Notes or bibliographic references on separate pages can be included as part of your digitisation.*

File:  No file chosen  
*You may submit a PDF copy of the request, if you have one*

I confirm the supplied file represents only the content described within this request

Minor material type:

Navigate to where you have saved the PDF file, select it and then click **Open**



Then proceed to fill in the rest of the form by clicking the **Next** button.

After completing the digitisation request you will receive an automatic response from Talis.

- The message may indicate that the digitisation is being prepared or that Library staff need to check the request. In these cases Library staff will only contact you if there are any problems after checking the request.
- If the content you scanned exceeds the standard 10% copyright limit you will need to enter a reason to continue with the request and Library staff will check it against the copyright provisions.
- The usual Copyright Licence terms apply during COVID-19 lockdowns. Refer to [Copyright and course materials](#).