



Scanning Helpsheets

What scanner should I use?



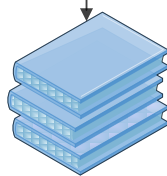
How is the document currently printed or bound?



Digital format
needing OCR



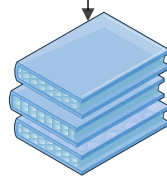
Proceed to
"What software
should I use?"
on p.2



Book, bound volume,
document
Larger than 8 ½ x 11



Large
Epson
Flatbed



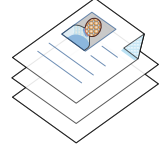
Book, bound volume,
document
8.5 X 11 or less



Small
Epson
Flatbed



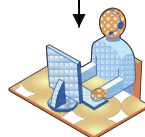
Photograph
or single
sheet



More than one
loose leaf sheet



Fujitsu Scanner
with Document
Feeder

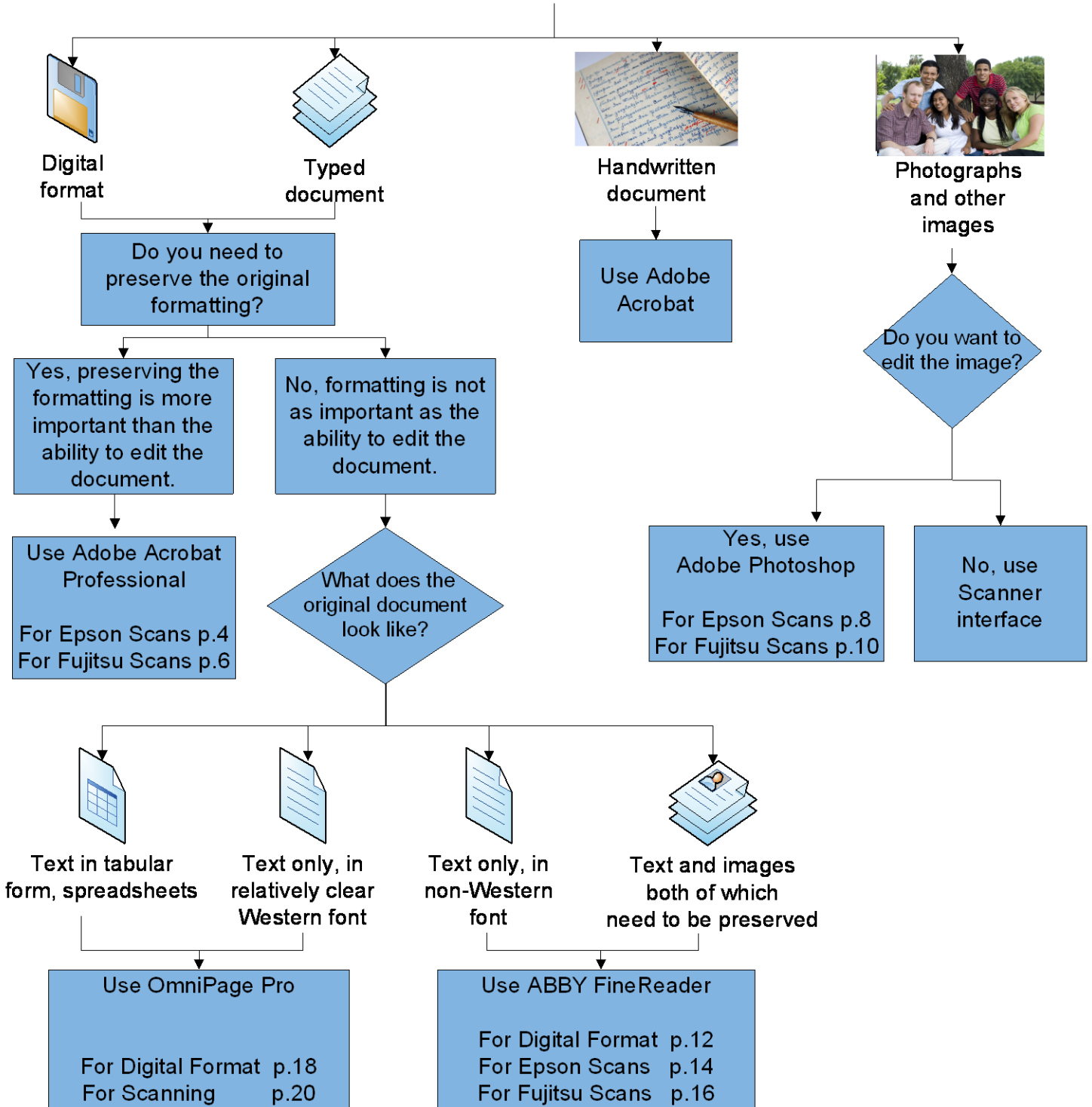


Proceed to
"What software
should I use?"
on p.2

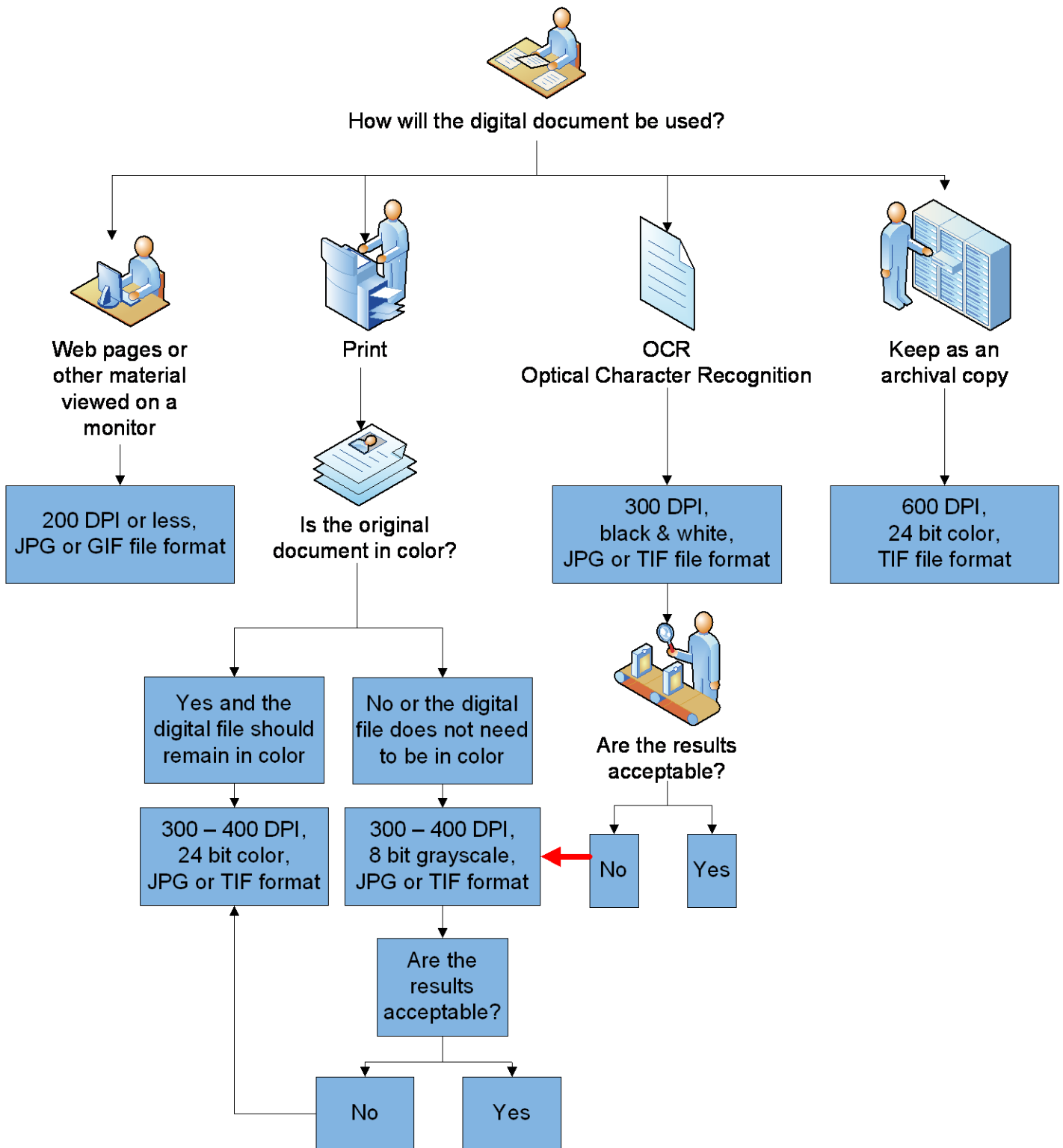
What software should I use?



What form is the document in?

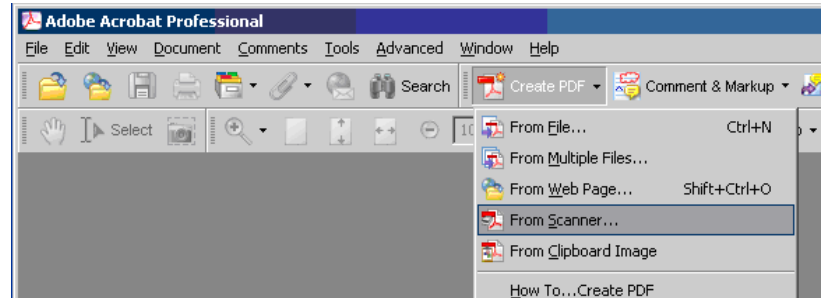


What specifications should I use?



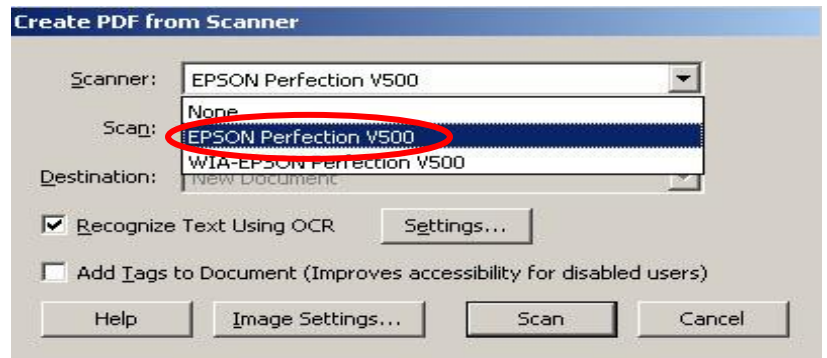
Scanning from Epson Scanners into Adobe Acrobat (PDF)

1. Open **Adobe Acrobat Professional** by selecting the program from the **Start Menu** (an icon may also appear on the desktop).
2. Click the **Create PDF** button, and then select **From Scanner** from the drop-down menu.

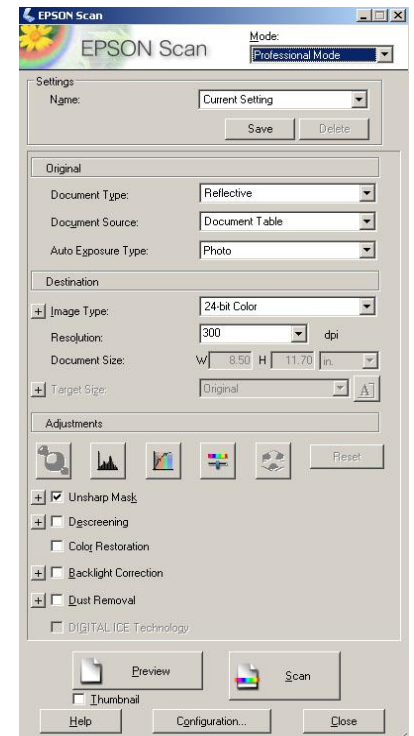


3. Choose the appropriate scanner model located at the workstation from the **Scanner** drop-down menu then click **Scan**.

Note: Do not choose WIA.



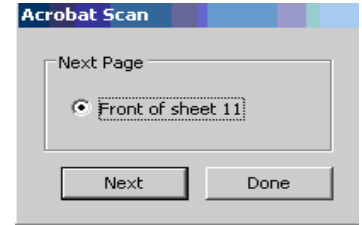
4. After clicking **Scan**, the **Scan driver** window will appear. From the **Mode** drop-down menu choose **Professional**. Next choose the appropriate specifications from **page 3**, the **Auto Exposure Type** (whether the item is a document or photograph), place the document face down on the glass (in the corner with an arrow or triangle), and click **Preview**.



Scanning from Epson Scanners into Adobe Acrobat (PDF)

5. Once the preview scan appears, crop, rotate, or make adjustments as needed then click **Scan**.

6. Once the page has been scanned a window will prompt you to add additional pages. If your document is more than one page, put the next page on the scanner and then click **Next**. Once you are finished adding pages, click **Done**.

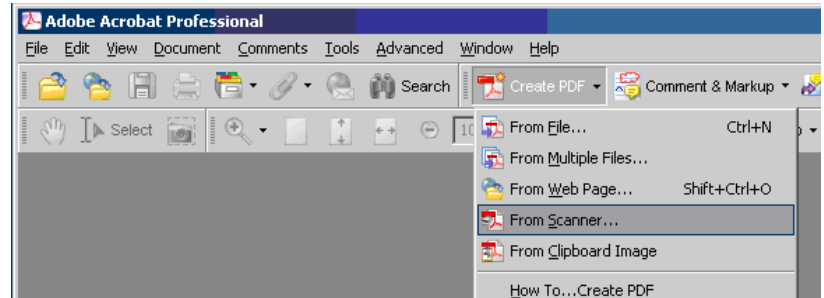


7. Once you have finished scanning, your PDF document will display in Adobe. Remember to save the document to a safe location such as your home directory (J: drive) rather than the Desktop.

- ✓ **TIP:** If you cannot save or manipulate the document after it has been scanned, you may need to close the Scan driver by clicking the **Close** button underneath the **Scan** button.
- ✓ See page 3 for suggested file formats.

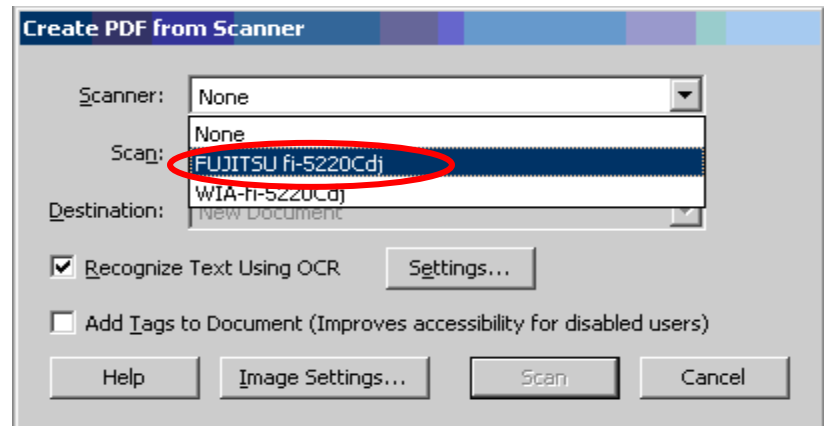
Scanning from Fujitsu Scanners into Adobe Acrobat

1. Open **Adobe Acrobat Professional** by selecting the program from the **Start Menu** (an icon may also appear on the desktop).
2. Click the **Create PDF** button, and then select **From Scanner** from the drop-down menu.



3. Choose the appropriate scanner model located at the workstation from the **Scanner** drop-down menu then click **Scan**.

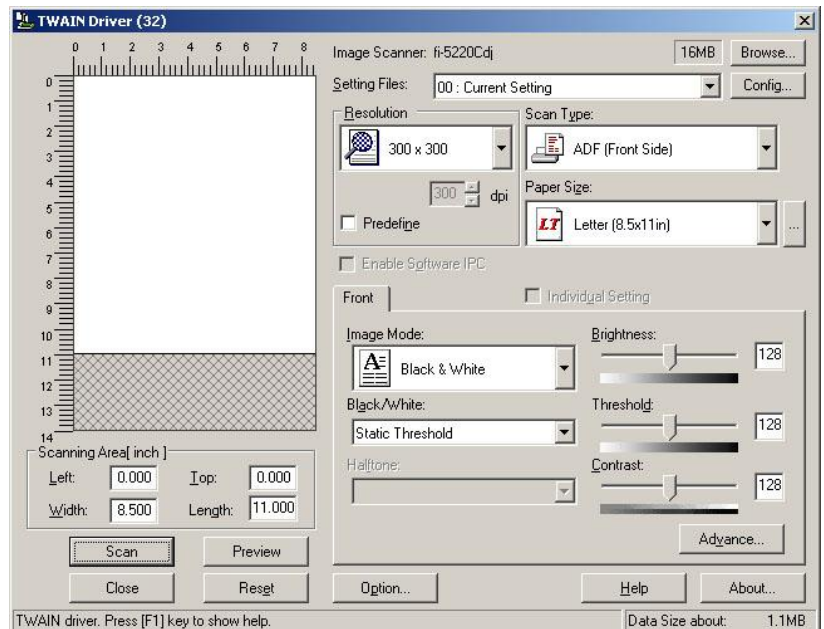
Note: Do not choose the WIA option.



4. The scanner's driver window will appear. Choose the specifications from **page 3**.

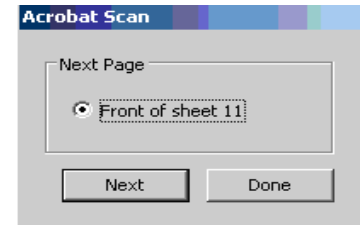
If you are using the Automatic Document Feeder to scan multiple pages select **ADF** as the **Scan Type** and place the documents into the feeder face down and click **Scan**.

If you are scanning from the glass select **Flat Bed** as the **Scan Type** and place the item to be scanned face down on the glass in the corner marked with either a triangle or an arrow and click preview. Make adjustments as needed and then click **Scan**.



Scanning from Fujitsu Scanners into Adobe Acrobat

5. Once the document(s) have been scanned, a window will prompt you to add further pages. If you are scanning from the glass and have multiple pages or the document consisted of too many pages to insert into the feeder at one time, place the additional page(s) onto the scanner or into the feeder and then click **Next** to add pages. Once you are finished adding pages, click **Done**.

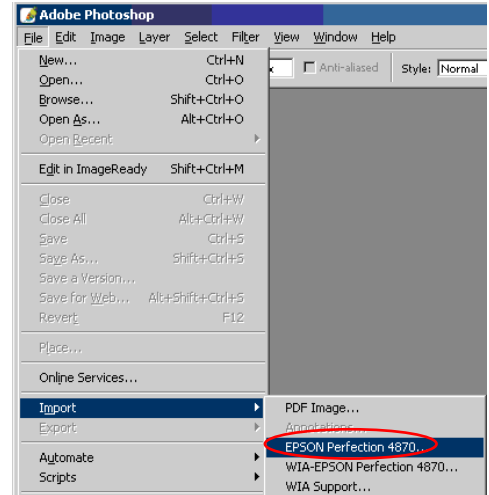


6. Once you have finished scanning, your PDF document will display in Adobe. Remember to save the document to a safe location such as your home directory (J: drive).
- ✓ **TIP:** If you cannot save or manipulate the document after it has been scanned, you may need to close the Scan driver by clicking the **Close** button underneath the **Scan** button.
 - ✓ See page 3 for suggested file formats.

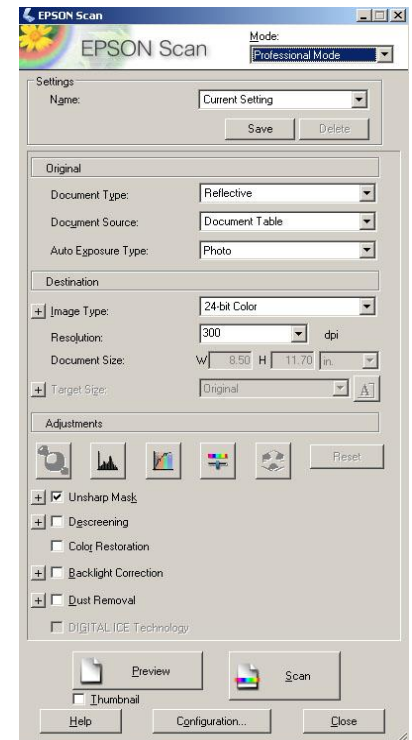
Scanning from Epson Scanners into Adobe Photoshop

1. Open **Photoshop** via the **Start Menu** (an icon may also appear on the desktop).
2. Next, click **Import** from the **File** menu. Choose the appropriate scanner model located at the workstation from the list and then click **Scan**.

Note: Do not choose the WIA option.



3. After clicking **Scan**, the **Scan driver** window will appear. From the **Mode** drop-down menu choose **Professional**. Next choose the appropriate specifications from **page 3**, the **Auto Exposure Type** (whether the item is a document or photograph), place the document face down on the glass (in the corner with an arrow or triangle), and click **Preview**.
4. Make adjustments as necessary and click **Scan**.



5. Once the image has been scanned, the image will appear in Photoshop.
6. Locate the **Scan Driver** window and maximize the application.

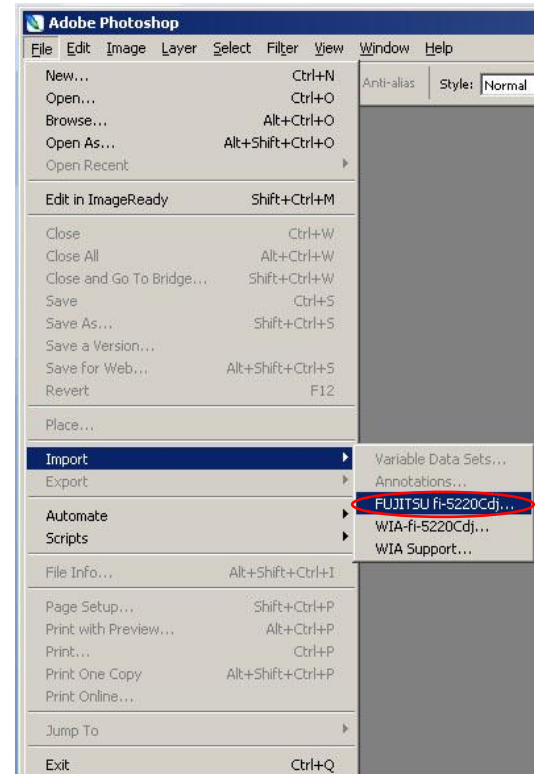
Scanning from Epson Scanners into Adobe Photoshop

7. If you have finished scanning all your items, click **Close**. This will allow you to manipulate the document and save any changes. **You cannot save or manipulate the document in Photoshop until the scan driver is closed.**
 8. Once the document is in **Photoshop** and the **scan driver** is closed, you can perform such tasks as cropping, rotating, image clean up, adjusting the color balance, and much more.
-
- ✓ **TIP:** If you cannot save or manipulate the document after it has been scanned, you may need to close the Scan driver by clicking the **Close** button underneath the **Scan** button.
 - ✓ **TIP:** When saving an image, it may be necessary for you to manually change the extension in the filename box. The default format for saving an image is **Photoshop (*.PSD, *.PDD)**. If changed to a different file format the **.psd** extension is often retained in the filename and will need to be changed to the appropriate file extension.
 - ✓ See page 3 for suggested file formats.

Scanning from Fujitsu Scanners into Adobe Photoshop

1. Open **Photoshop** via the **Start Menu** (an icon may also appear on the desktop)
2. Next, click **Import** from the **File** menu. Choose the appropriate scanner model located at the workstation from the list and then click **Scan**.

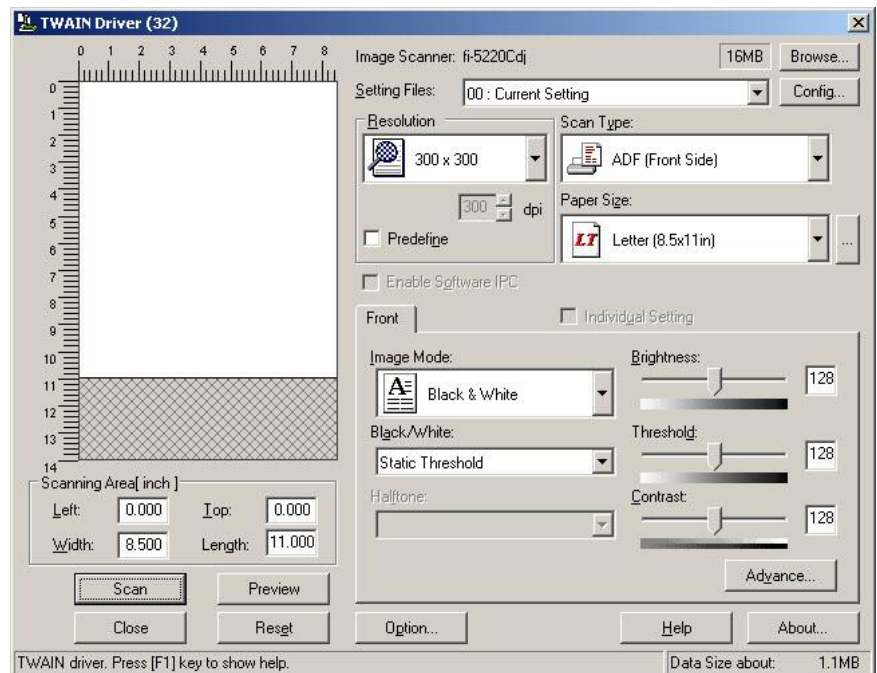
Note: Do not choose the WIA option.



3. The scanner's driver window will appear. Choose the specifications from **page 3**.

If you are using the Automatic Document Feeder to scan multiple pages select **ADF** as the **Scan Type** and place the documents into the feeder face down and click **Scan**. **In Photoshop, each page will be a separate file. To create one file with all the pages/images, use Adobe Acrobat Professional.**

If you are scanning from the glass select **Flat Bed** as the **Scan Type** and place the item to be scanned face down on the glass in the corner marked with either a triangle or an arrow and click preview. Make adjustments as needed and then click **Scan**.



4. Make adjustments as necessary and click **Scan**.

Scanning from Fujitsu Scanners into Adobe Photoshop

5. Once the image has been scanned, the image will appear in Photoshop.
 6. Locate the **Scan Driver** window and maximize the application.
 7. If you have finished scanning all your items, click **Close**. This will allow you to manipulate the document and save any changes. **You cannot save or manipulate the document in Photoshop until the scan driver is closed.**
 8. Once the document is in **Photoshop** and the **scan driver** is closed, you can perform such tasks as cropping, rotating, image clean up, adjusting the color balance, and much more.
-
- ✓ **TIP:** If you cannot save or manipulate the document after it has been scanned, you may need to close the Scan driver by clicking the **Close** button underneath the **Scan** button.
 - ✓ **TIP:** When saving an image, it may be necessary for you to manually change the extension in the filename box. The default format for saving an image is **Photoshop (*.PSD, *.PDD)**. If changed to a different file format the **.psd** extension is often retained in the filename and will need to be changed to the appropriate file extension.
 - ✓ See page 3 for suggested file formats.

Using ABBY FineReader for Optical Character Recognition (OCR)

There are several options for using OCR on a document. These vary depending on the type of document (whether or not it is already in digital format – such as a PDF document) and the quantity of pages.

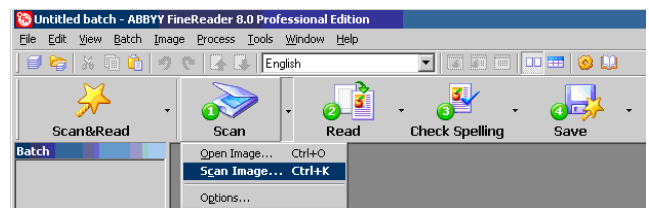
If you are using OCR on an existing file, refer to the Acquiring images from a file section below.

If you are using OCR with single or multiple pages acquired using an Epson Scanner, refer to the section on Acquiring images from an Epson Scanner (page 14).

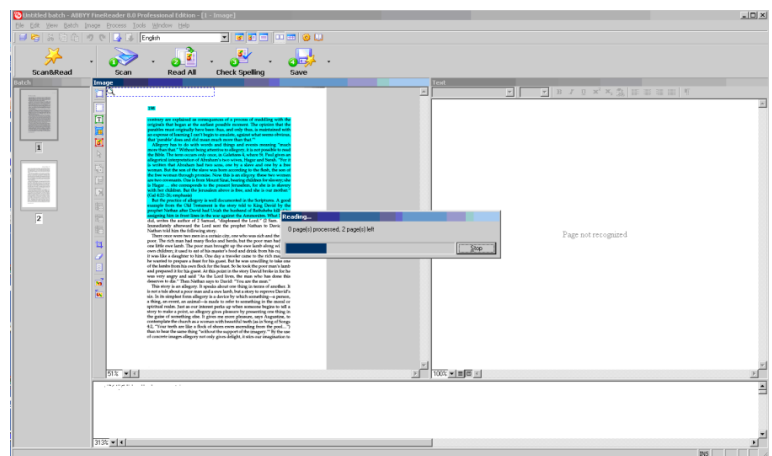
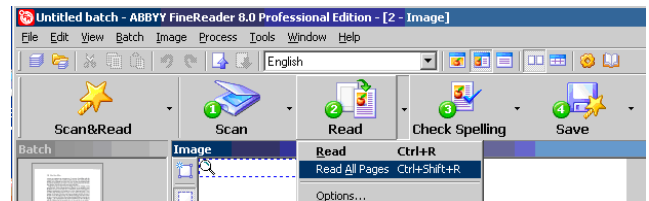
If you are using OCR on a physical document with multiple pages refer to the section on Acquiring images from a Fujitsu Scanner (page 16).

Acquiring images from a file

1. Open **ABBYY FineReader** via the **Start Menu**
2. **ABBYY** will lead you through a 4 step process to complete your OCR project.
3. Click the arrow next to step 1: **Scan**. Select **Open Image** from the drop-down menu.
4. Use the dialog box to locate the file(s) you wish to process.
5. Once all the pages have been acquired, click the arrow next to step 2: **Read**. Select **Read All Pages**.

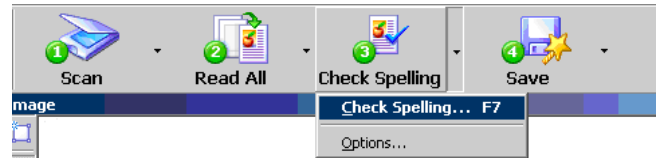


6. ABBYY will perform OCR on the scanned pages. If there are a large number of pages, this may take some time to complete.

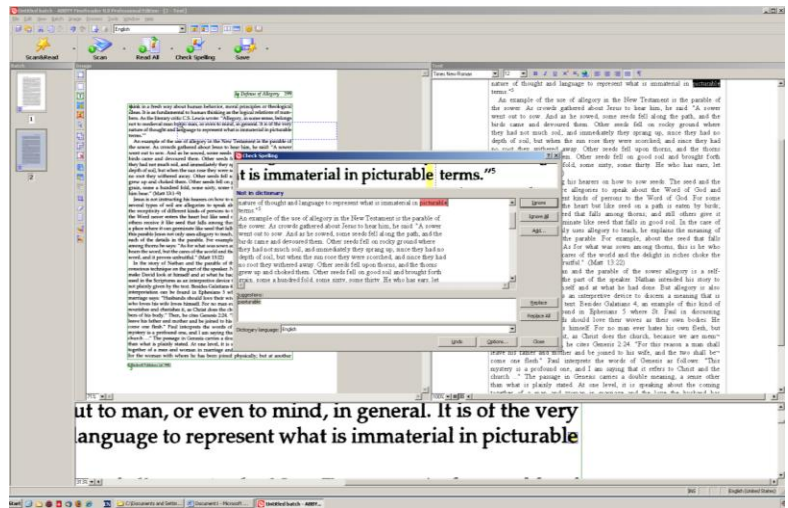


Using ABBY FineReader for Optical Character Recognition (OCR)

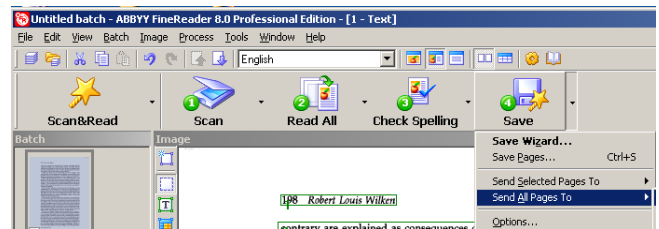
7. Once the OCR process is complete, click the arrow next to step 3: **Check Spelling**. Select **Check Spelling**.



8. ABBYY will prompt you to correct the spelling of words it could not recognize automatically. This screen works just like spell check in Microsoft Word. Depending on how clean and legible the original document is there may be a substantial amount of cleanup.



9. Once spell check is complete, click the arrow next to Step 4: **Save**. Select **Send all pages**, then select your desired output (e.g. Microsoft Word, PDF, etc.).



10. **Note that your project is not yet saved!** Once all pages have been sent, the chosen application will now open automatically. Check the document to make sure that it is correct, and then save it to a safe location (such as your J: drive).

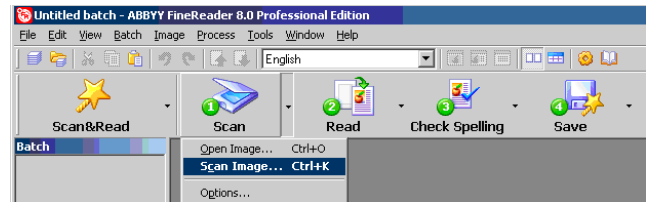
Using ABBY FineReader for Optical Character Recognition (OCR)

Acquiring images from Epson scanners

1. Open **ABBYY FineReader** via the **Start Menu**
2. **ABBYY** will lead you through a 4 step process to complete your OCR project.

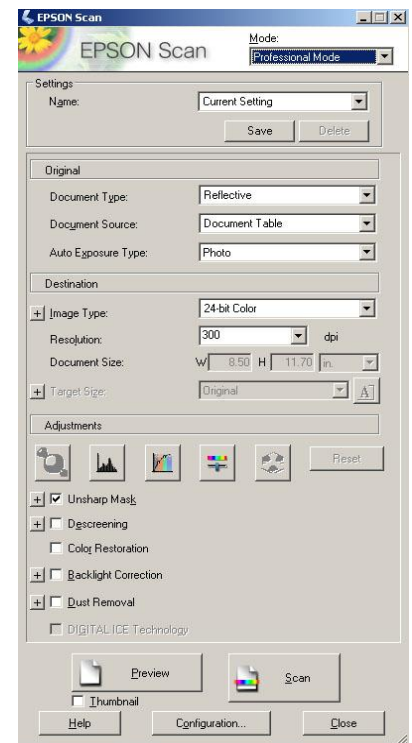


3. Click the arrow next to step 1: **Scan**. Select **Open Image** from the drop-down menu.

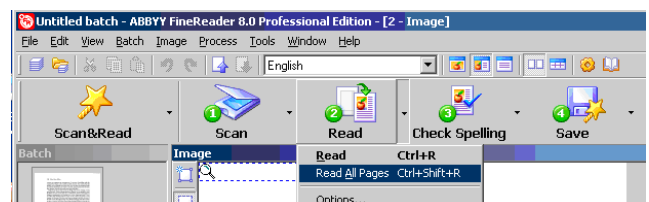


4. After clicking **Scan**, the **Scan driver** window will appear. From the **Mode** drop-down menu choose **Professional**. Next choose the appropriate specifications from **page 3**, the **Auto Exposure** Type (whether the item is a document or photograph), place the document face down on the glass (in the corner with an arrow or triangle), and click **Preview**.

Repeat the scanning steps as necessary to add further pages.

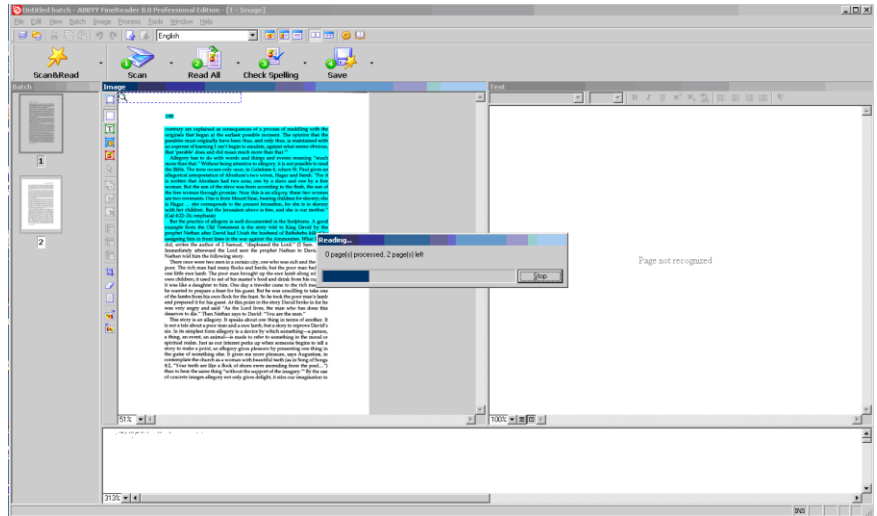


5. Once all the pages have been acquired, click the arrow next to step 2: **Read**. Select **Read All Pages**.

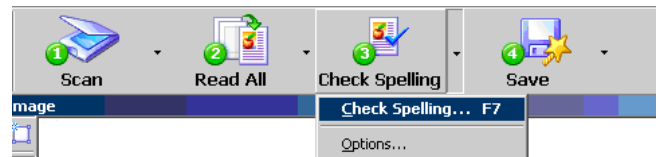


Using ABBY FineReader for Optical Character Recognition (OCR)

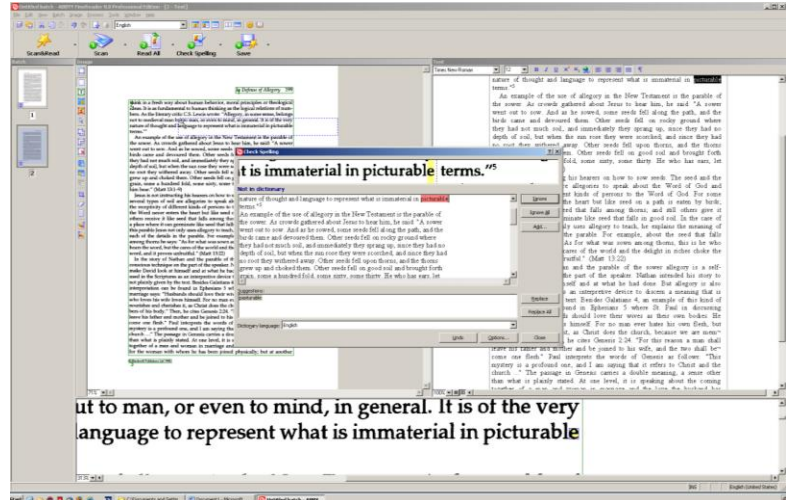
6. ABBYY will perform OCR on the scanned pages. If there are a large number of pages, this may take some time to complete.



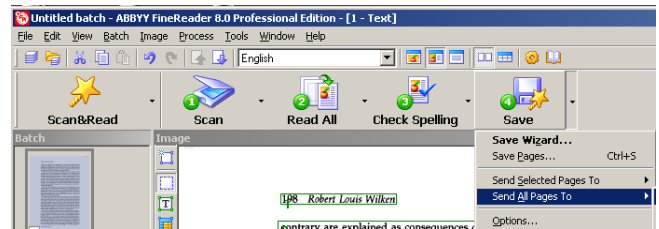
7. Once the OCR process is complete, click the arrow next to step 3: **Check Spelling**. Select **Check Spelling**.



8. ABBYY will prompt you to correct the spelling of words it could not recognize automatically. This screen works just like spell check in Microsoft Word. Depending on how clean and legible the original document is there may be a substantial amount of cleanup.



9. Once spell check is complete, click the arrow next to Step 4: **Save**. Select **Send all pages**, then select your desired output (e.g. Microsoft Word, PDF, etc.).



Note that your project is not yet saved! Once all pages have been sent, the chosen application will now open automatically. Check the document to make sure that it is correct, and then save it to a safe location (such as your J: drive)

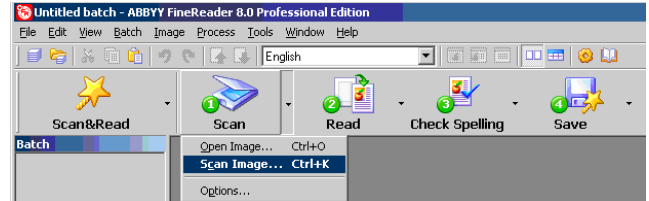
Using ABBY FineReader for Optical Character Recognition (OCR)

Acquiring images from Fujitsu scanners

1. Open **ABBYY FineReader** via the **Start Menu**
2. **ABBYY** will lead you through a 4 step process to complete your OCR project.



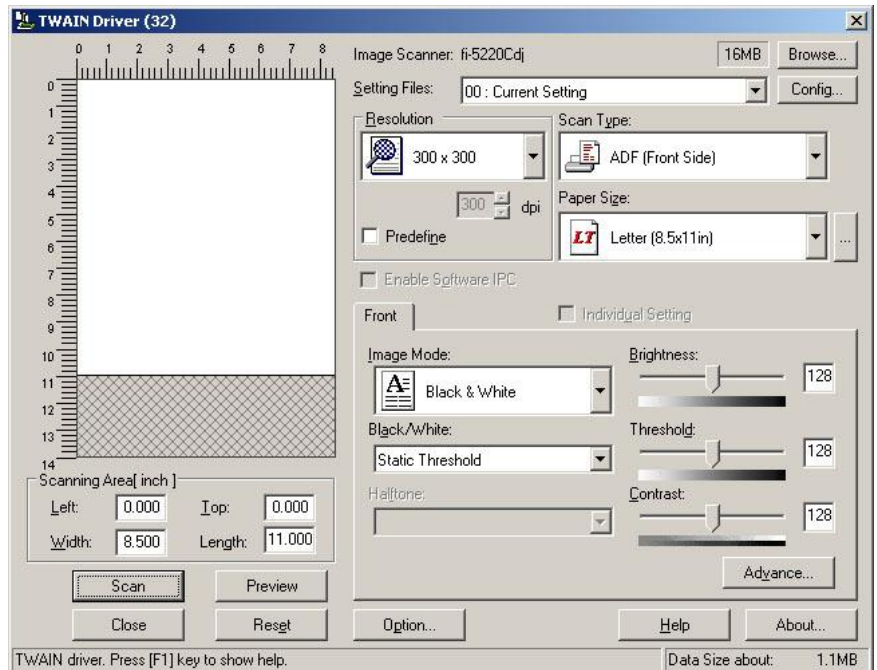
3. Click the arrow next to step 1: **Scan**. Select **Open Image** from the drop-down menu.



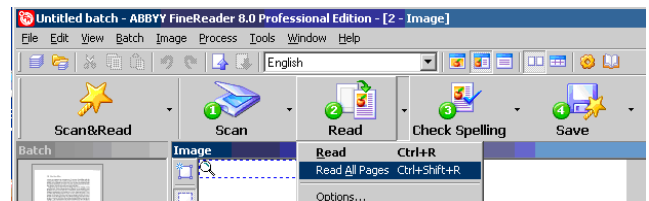
4. The scanner's driver window will appear. Choose the specifications from **page 3**.

If you are using the Automatic Document Feeder to scan multiple pages select **ADF** as the **Scan Type** and place the documents into the feeder face down and click **Scan**. **In Photoshop, each page will be a separate file. To create one file with all the pages/images, use Adobe Acrobat Professional.**

If you are scanning from the glass select **Flat Bed** as the **Scan Type** and place the item to be scanned face down on the glass in the corner marked with either a triangle or an arrow and click preview. Make adjustments as needed and then click **Scan**.

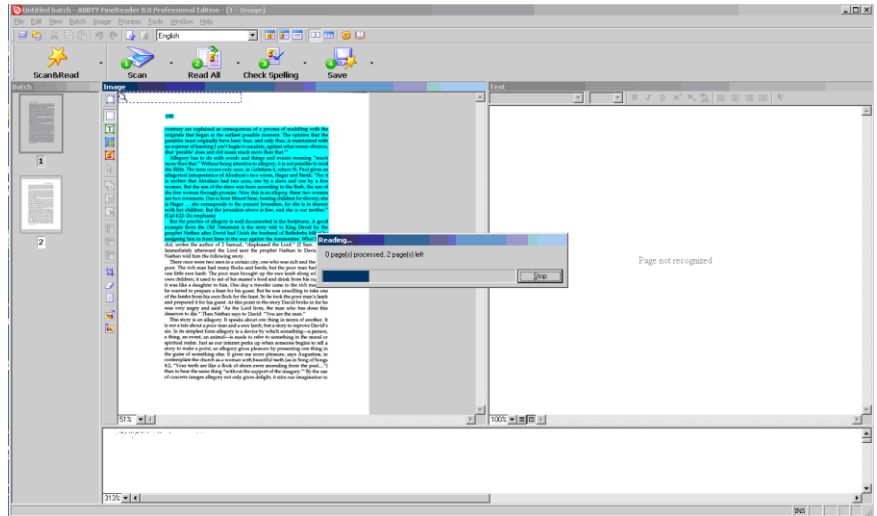


6. Once all the pages have been acquired, click the arrow next to step 2: **Read**. Select **Read All Pages**.

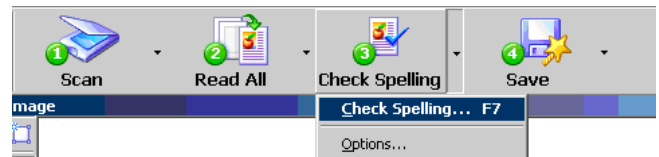


Using ABBY FineReader for Optical Character Recognition (OCR)

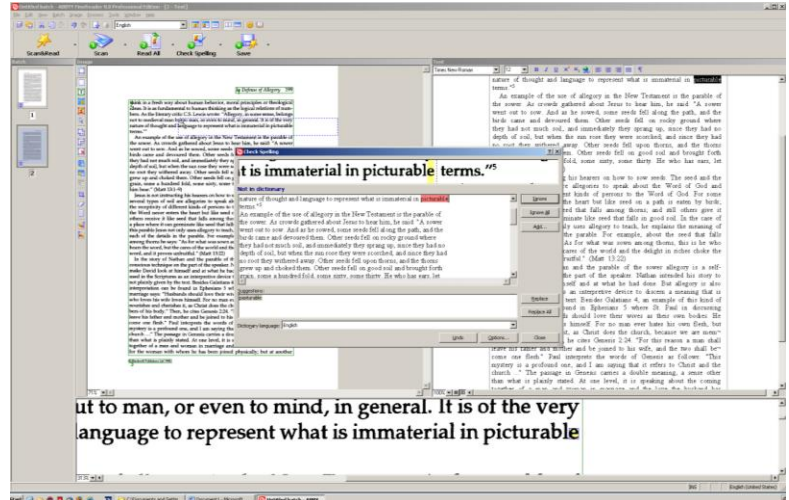
10. ABBYY will perform OCR on the scanned pages. If there are a large number of pages, this may take some time to complete.



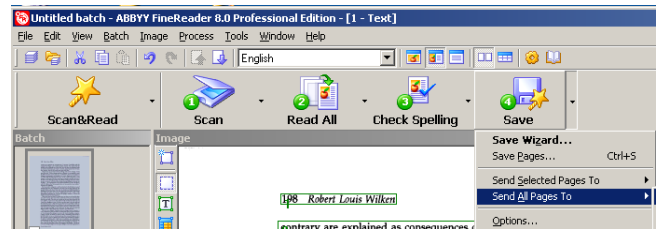
11. Once the OCR process is complete, click the arrow next to step 3: **Check Spelling**. Select **Check Spelling**.



12. ABBYY will prompt you to correct the spelling of words it could not recognize automatically. This screen works just like spell check in Microsoft Word. Depending on how clean and legible the original document is there may be a substantial amount of cleanup.



13. Once spell check is complete, click the arrow next to Step 4: **Save**. Select **Send all pages**, then select your desired output (e.g. Microsoft Word, PDF, etc.).



14. **Note that your project is not yet saved!** Once all pages have been sent, the chosen application will now open automatically. Check the document to make sure that it is correct, and then save it to a safe location (such as your J: drive).

Using OmniPage for Optical Character Recognition (OCR)

There are several ways to acquire images for use with OCR. These vary depending on the type of document (whether or not it is already in digital format – such as a PDF document) and the quantity of pages.

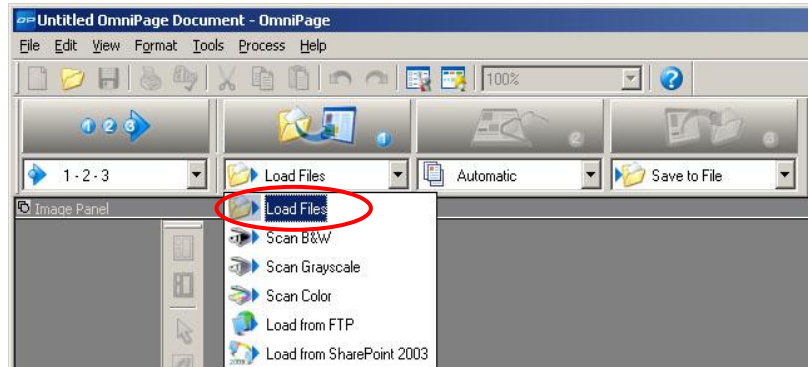
If you are using OCR on an existing file, refer to the Acquiring images from a file section below.

If you are using OCR on a physical document to be acquired by scanning, refer to page 20.

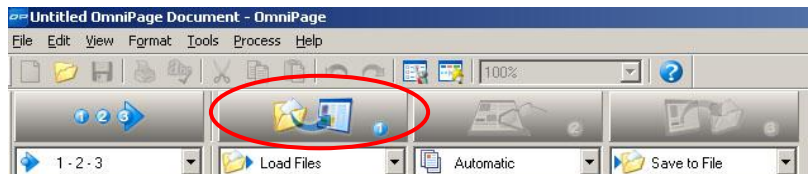
Acquiring images from a file

1. Open ScanSoft OmniPage via the Start Menu
2. OmniPage will lead you through a 3 step process to complete your scanning project.
3. Click the arrow underneath **Step 1** and choose **Load Files**.

Note: Steps 2 and 3 will remain unavailable until Step 1 has been completed.

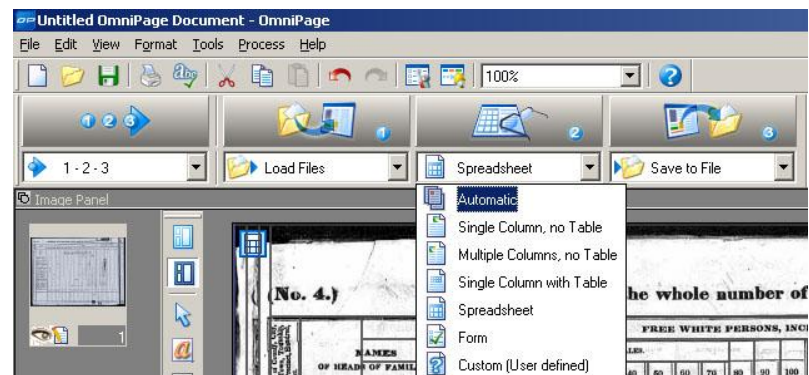


4. Next, click the **Step 1** icon located above **Load Files**.



5. Use the dialog box to locate the file(s) you wish to process.

6. Once all the pages have been acquired, click the arrow underneath **Step 2** and select the layout of the document (or choose automatic)

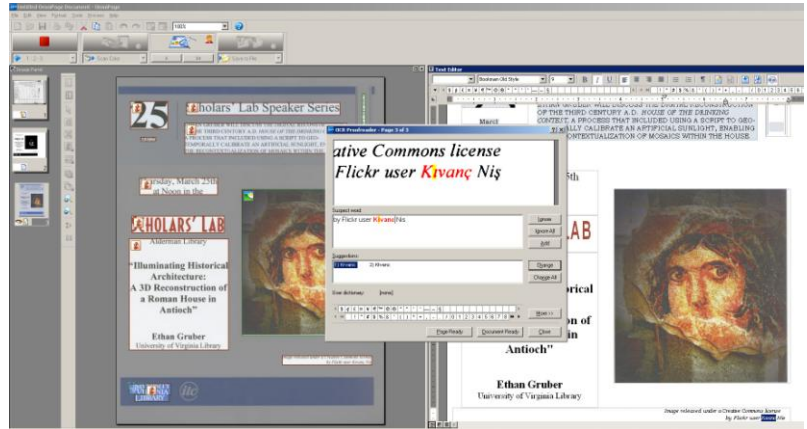


Using OmniPage for Optical Character Recognition (OCR)

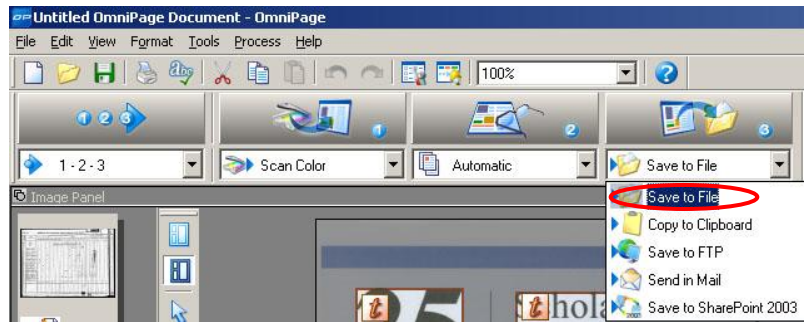
7. Next, click on the **Step 2** icon.



8. Once the program has finished reading the document, OmniPage will prompt you to correct the spelling of words it could not recognize automatically. This screen works just like spell check in Microsoft Word. Depending on how clean and legible the original document is there may be a substantial amount of cleanup.



9. Once spell check is complete, click the arrow underneath **Step 3** and choose **Save to File**.



10. Next, click the **Step 2** icon located above **Save to file**.

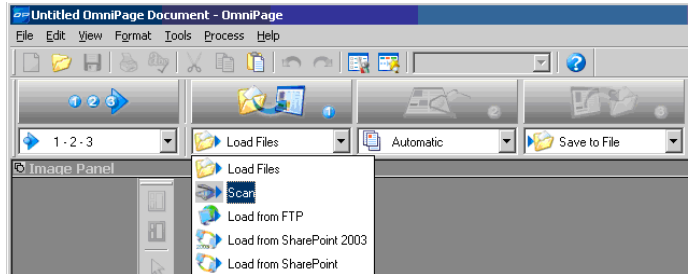


11. Choose the location to where you want to save the document, name the file, choose the following options:
- The type of file you want to save the document as (Word, Excel, PDF, etc.)
 - Formatting level (determines the layout of the page)
 - File options

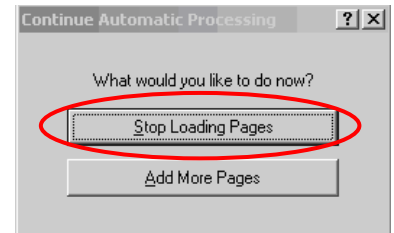
Using OmniPage for Optical Character Recognition (OCR)

Acquiring images from scanners

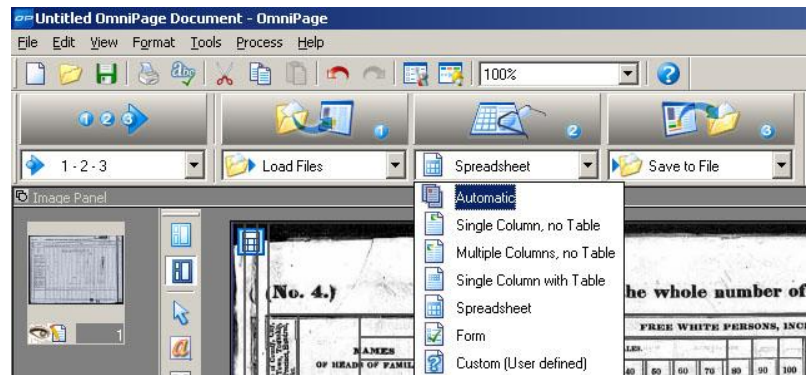
1. Open OmniPage Professional via the Start Menu
2. OmniPage will lead you through a 3 step process to complete your scanning project.
3. Select the “Load Files” drop-down menu. Choose **Scan Color** if the document is in color or has graphs or images or choose **Scan B&W** if the document is text only.



4. OmniPage will prompt you to add more pages. If you are finished scanning, click, “Stop Loading Pages.”



12. Once all the pages have been acquired, click the arrow underneath **Step 2** and select the layout of the document (or choose automatic)



13. Follow steps 7 through 11 beginning on page 19sp.