

SCANNING AS TEXT

Use OCR scanning when you need to edit text after it has been scanned into the computer. OCR stands for Optical Character Recognition. An OCR scan will send the results of the scan to a word processor like Microsoft Word where each number, letter, or symbol can be edited just like any other document.

NOTE: OCR scanning is rarely perfect. It is highly likely that there will be mistakes in the scanned document that will need to be edited manually.

1. Make sure the scanner is on and the document is facedown on the scanner glass .
2. Open the **Applications** menu and click on the **ScanWizard5 Icon** in the **Scanwizard folder**.
3. Click **PREVIEW**.
4. Your document will appear with a blinking frame around it. If necessary, adjust the edges of the frame to the correct position. You can also simply click and drag around your picture to reset the frame edges correctly.
5. If it is already selected, click the **OCR** button or click and hold the mouse down on the button next to PREVIEW until a list appears (see image to the right). Choose **OCR** from the list.
6. Choose a location and name for the new document and hit **SAVE**.



HOT TIPS!

- **Make sure the scanner is turned on.** The power button is located in the middle front of the scanner.



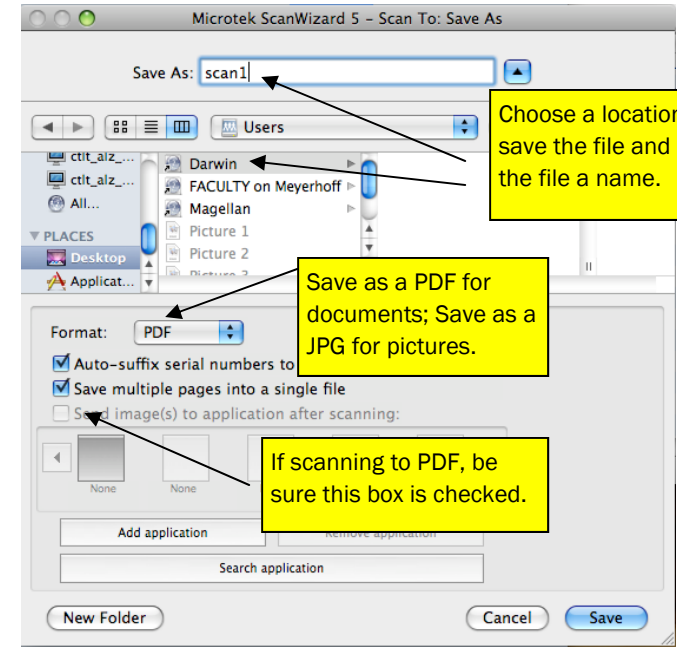
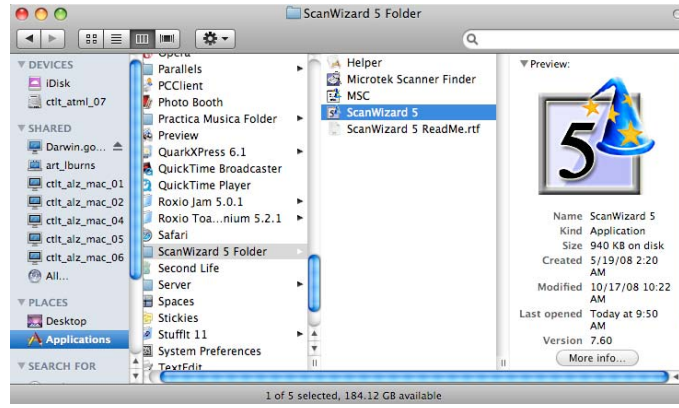
- **Avoid the buttons on the scanner itself.** These buttons will work, but the result will be a very large file in a format you might not be able to open later.
- **Do not scan text from a book.** It is better to make copies of text on book pages and scan from these copies. Scanners pick up shadows and other details, but copiers do not.
- **Save As A JPEG:**
For a good quality picture without a big file size, save the picture as a JPEG. Other types of pictures such as bitmaps and TIFs create very large files that might not go through the network.
- **Edit After You Scan:**
Examples of picture-editing software available in the CTLT include *Photoshop*, *Illustrator*, *Fireworks*, and *Paintshop Pro*.
- **Choose The Right Resolution:**
File size and picture quality are both determined by the resolution of your picture. The higher the resolution, the better the quality and the larger the file size. Onscreen viewing should be fine with 96 dpi. For printed copies, you might need up to 300 dpi. Higher than 300 should only be needed for poster-size pictures or for enlarging small parts of a picture to a much larger size.

Mac Scanning - ADF 700



SCANNING

1. Make sure the scanner is on. Align the picture to the corner of the scanner and place it facedown on scanner glass.
2. Open the **Applications** menu and click on the **ScanWizard5** icon in the **Scanwizard** folder.
3. Click **PREVIEW**.
4. Your picture will appear with a blinking frame around it. If necessary, adjust the edges of the frame to the correct position. You can also simply click and drag around your picture to reset the frame edges correctly.
5. If it is already selected, click the **SCAN TO** button or hold the mouse down on the button next to PREVIEW and choose SCAN TO from the list (see image to the right).
6. In the drop down menu next to **Save as type**, choose **"JPEG,"** for pictures, or **"PDF"** for Acrobat files.
7. Set the options and hit **SAVE**.



Using Adobe Acrobat

- To rotate one or more pages, go to **Document > Rotate Pages**.
- To rearrange pages, click on the **PAGES** button on the left navigation panel. Thumbnails of each page will appear and can be dragged to a new location or selected and deleted.
- To combine several files into one, use the **COMBINE** button on the toolbar and choose **Merge Files into a Single PDF**. You can also insert an existing page anywhere in the document by right-clicking on a thumbnail and choosing **Insert**.
- **Scanning Multiple Pages or Double Sided Document** > Choose "Both Sides" if you are putting double-sided pages in the document feeder
- **Paper Size** > This should usually be set to "Letter"

