

-----Scanner Guide-----

What do you want to do with your scan?

A: Directions for a single page PFD file you would like to email

B: Directions for a multi-page PDF file

C: Directions for scanning a high quality file you would like to print

D: Directions for OCR (test recognition) scanning

A: Directions for a single page PFD file you would like to email:

1. Make sure the scanner's USB cable is plugged into your computer.
2. Open up the VueScan application that should be located in the dock at the bottom of the computer. ----->
3. Go to the file menu and select "Default options." 
4. Click the "Advanced" button at the bottom of the window, then click the "More" button at the bottom of the window.
5. Select the input tab at the top of the window.
6. Under the "Media" pulldown menu select "Color photo" for color documents, or "B/W photo" for black and white documents.
7. Set the Preview resolution to 100dpi and set the scan resolution to "custom" and make it 150 dpi.
8. Click the "Output" tab at the top of the window.
9. Uncheck the JPEG file box and Check the PDF file box.
10. Click the "@" symbol next to the PDF file name box, and choose where on the computer you would like the file to go, and what you would like to title it.
11. Under the "PDF file type" select "8 bit gray" if you are scanning in grayscale, or "24 bit RGB" if you are scanning in color.
12. Insert your document into the scanner bed. If you are using the HP scanner place the document in the bottom right hand corner of the bed, if you are using the Epson scanner place the document in the top left hand corner.
13. Close the top and press the "Preview" button in the bottom left corner of the VueScan window.
14. Now draw the selection box around the area that you want to scan. You can also rotate your document using the two arrow buttons in the bottom right portion of the screen.
15. Now click the scan button on the bottom left corner to scan your page. You will get a pop-up asking if you want to save your scan, just click "ok" and you are set.
16. If you would like to create a new document, simply click the "@" symbol next to the "PDF file name" box again and rename your new document, then proceed from step #10.

B: Directions for a multi-page PDF file:

1. Make sure the scanner's USB cable is plugged into your computer.
2. Open up the VueScan application that should be located in the dock at the bottom of the computer. ----->
3. Go to the file menu and select "Default options." 
4. Click the "Advanced" button at the bottom of the window, then click the "More" button at the bottom of the window.
5. Select the input tab at the top of the window.
6. Under the "Media" pulldown menu select "Color photo" for color documents, or "B/W photo" for black and white documents.
7. Set the Preview resolution to 100dpi and set the scan resolution to "custom" and make it 150 dpi.
8. Click the "Output" tab at the top of the window.
9. Uncheck the JPEG file box and Check the PDF file box.
10. Click the "@" symbol next to the PDF file name box, and choose where on the computer you would like the file to go, and what you would like to title it.
11. Under the "PDF file type" select "8 bit gray" if you are scanning in grayscale, or "24 bit RGB" if you are scanning in color.
12. Make sure you check the "PDF Multi page" box
13. Insert your document into the scanner bed. If you are using the HP scanner place the document in the bottom right hand corner of the bed, if you are using the Epson scanner place the document in the top left hand corner.
14. Close the top and press the "Preview" button in the bottom left corner of the VueScan window.
15. Now draw the selection box around the area that you want to scan. You can also rotate your document using the two arrow buttons in the bottom right portion of the screen.
16. Now click the scan button on the bottom left corner to scan your page. You will get a pop-up asking if you want to save your scan, just click "ok".
17. If all of your pages are the same size you simply replace the first scanned document with a new one, and place it in the same location. Then click scan in the bottom left corner of the screen. Everytime you click scan it will add a new page to your document.
18. When you have finished scanning your last page, go to the "file" menu and click "Last page". This will complete your file and you are all done.
19. If you would like to create a new document, simply click the "@" symbol next to the "PDF file name" box again and rename your new document, then proceed from step #10.
20. If your file is to big you can open it up in Adobe Acrobat

IF YOU WOULD LIKE TO USE THE DOCUMENT FEEDER...

1. Click on the Input tab and changed the mode to "Doc Feeder." In the pulldown menu next to Auto Scan select "Scan".
2. Click the Output tab and check the PDF Multi Page box.
3. Now insert your stack of pages, face up, into the feeder. When it is done scanning go to the file menu and click "last page" to finalize the file.

C: Directions for scanning a high quality file you would like to print:

1. Make sure the scanner's USB cable is plugged into your computer.
2. Open up the VueScan application that should be located in the dock at the bottom of the computer. -----> 
3. Go to the file menu and select "Default options."
4. Click the "Advanced" button at the bottom of the window, then click the "More" button at the bottom of the window.
5. Select the input tab at the top of the window.
6. Under the "Media" pulldown menu select "Color photo" for color documents, or "B/W photo" for black and white documents.
7. Set the Preview resolution to 100dpi and set the scan resolution to 300 dpi.
8. Click the "Output" tab at the top of the window.
9. Check the JPEG file box
10. Click the "@" symbol next to the "JPEG file name" box , and choose where on the computer you would like the file to go, and what you would like to title it.
11. Insert your document into the scanner bed. If you are using the HP scanner place the document in the bottom right hand corner of the bed, if you are using the Epson scanner place the document in the top left hand corner.
12. Close the top and press the "Preview" button in the bottom left corner of the VueScan window.
13. Now draw the selection box around the area that you want to scan. You can also rotate your document using the two arrow buttons in the bottom right portion of the screen.
14. Now click the scan button on the bottom left corner to scan your page. You will get a pop-up asking if you want to save your scan, just click "ok" and you are set.
15. If you would like to create a new document, simply click the "@" symbol next to the "JPEG file name" box again and rename your new document, then proceed from step #10.

D: Directions for OCR (text recognition) scanning:

1. Make sure the scanner's USB cable is plugged into your computer.
2. Open up the VueScan application that should be located in the dock at the bottom of the computer. -----> 
3. Go to the file menu and select "Default options."
4. Click the "Advanced" button at the bottom of the window, then click the "More" button at the bottom of the window.
5. Select the input tab at the top of the window.
6. Under the "Media" pulldown menu select "Text". Set the Preview resolution to 100dpi and set the scan resolution to 300 dpi.
7. Click the "Output" tab at the top of the window.
8. Uncheck the JPEG file box and Check the OCR text file box.
9. Click the "@" symbol next to the OCR text file name box, and choose where on the computer you would like the file to go, and what you would like to title it.
10. Insert your document into the scanner bed. If you are using the HP scanner place the document in the bottom right hand corner of the bed, if you are using the Epson scanner place the document in the top left hand corner.
11. Close the top and press the "Preview" button in the bottom left corner of the VueScan window.
12. Now draw the selection box around the area that you want to scan. You can also rotate your document using the two arrow buttons in the bottom right portion of the screen. Make sure the text in the preview is facing the right way, otherwise the OCR won't be able to read it. You also want to avoid selecting photos, shapes, or shadows.
13. Now click the scan button on the bottom left corner to scan your page. You will get a pop-up asking if you want to save your scan, just click "ok" and you are set.
14. If you would like to create a new document, simply click the "@" symbol next to the "PDF file name" box again and rename your new document, then proceed from step #10.

IF YOU WOULD LIKE TO USE THE DOCUMENT FEEDER...

1. Click on the Input tab and changed the mode to "Doc Feeder." In the pulldown menu next to Auto Scan select "Scan".
2. Click the Output tab and check the OCR Text Multi Page box.
3. Now insert your stack of pages, face up, into the feeder. When it is done scanning go to the file menu and click "last page" to finalize the file.