

ScanSnap: Sheet-feed Scanner

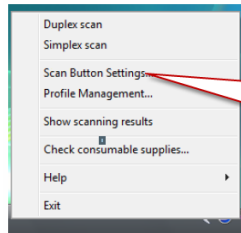
A sheet-feed scanner is available in the counseling center for teacher use. The ScanSnap is capable of:

- double-sided scanning in both monochrome and color
- automatically recognizing the type of documents, color, gray or black-and-white, so that you do not have to set the color mode for each document to be scanned
- automatically recognizing document sizes at scan time, allowing a collection of papers containing a mixture of different paper sizes to be scanned in one go
- creating searchable PDF files by automatically performing text recognition for scanned PDF files. You can also set it to recognize only certain text as defined by a highlight pen and add these as keywords for the PDF file.
- converting the scanned data directly into the Word/Excel/PowerPoint file using the ABBYY FineReader software



Scanning Setting

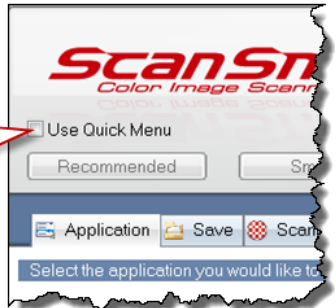
Lift up the paper chute cover to power on the scanner.



Right click on the scanner symbol in the taskbar and choose Scan Button Settings.

1

Uncheck



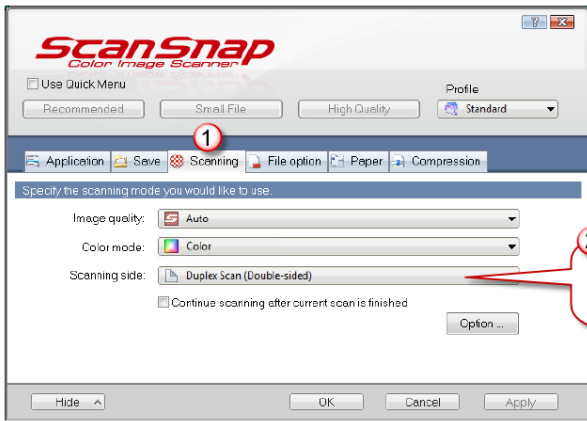
2

Choose one of these profiles if you want the scanner to convert the scanned data into text (OCR).

2

Otherwise choose Scan to Folder.



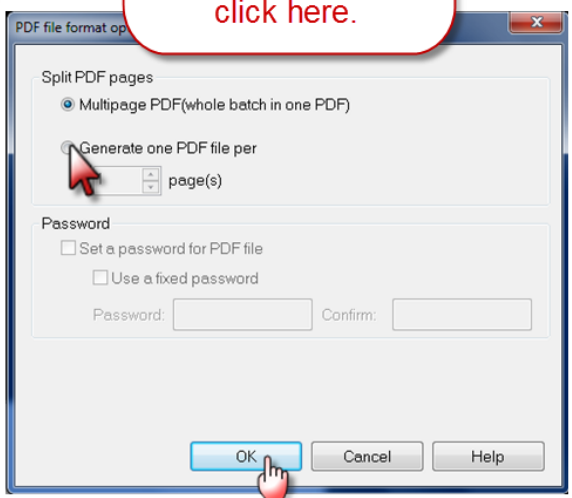
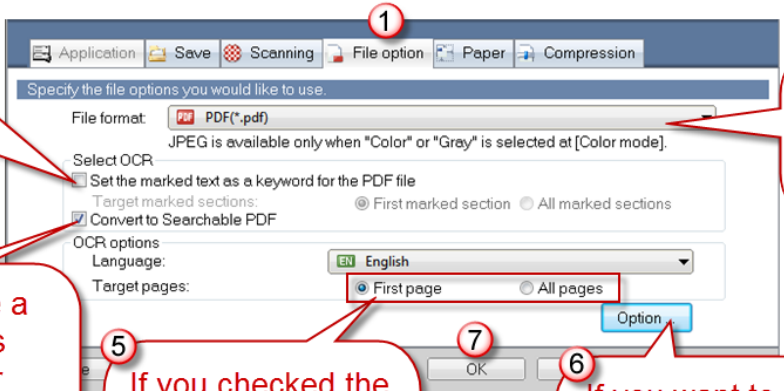


3 If you've highlighted text that you want to be used as keywords for this PDF file, check this.

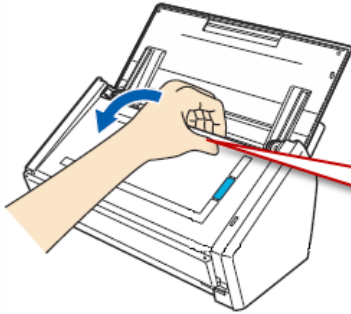
4 Check to create a PDF file that is searchable for specific text.

5 If you checked the box to Convert, choose First or All pages.

6 If you want to save each page as a separate PDF file click here.

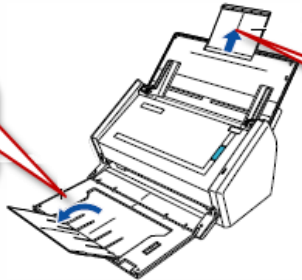


Scanning



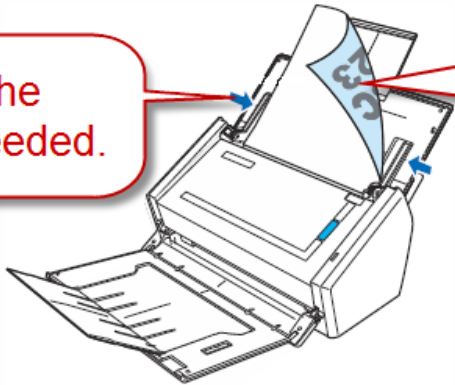
Pull the stacker towards you.

Open the stacker.

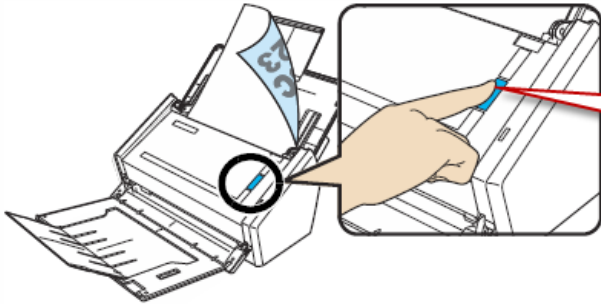


Pull out the paper chute extension.

Adjust the guides if needed.



Load up to 50 pages face down, top first.



Press the scan button.



Scan to Folder

Specify file name
File name: 1/ 1 File
2011_09_06_10_55_52
History

Specify destination folder
Save in: C:\Users\JWelsh\Documents
Browse...
State a path to a destination folder in an E-mail message

Save Cancel Help

Folder

Select destination folder

- Searches
- Computer
 - Local Disk (C:)
 - DVD RW Drive (D:)
 - SYS (\FS) (F:)
 - JWELSH (\FS\HS\USERS) (H:)**
 - ALC minutes
 - Copy of career fair
 - core data

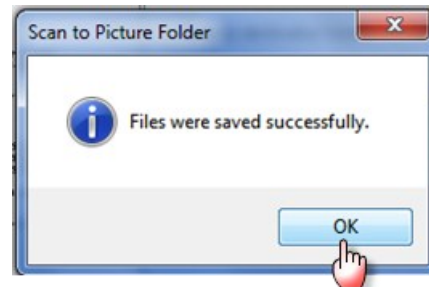
Make New Folder OK Cancel

Callouts:

- 1: You can enter a different file name if desired.
- 2: Click here and choose to save the file to your H: drive.
- 3: OK
- 4: Save

Handwritten notes:

- Application
- Save to folder or choose OK to send to excel, word, ppt.
- Scan to folder
- Scan to folder or choose OK to send to excel, word, ppt.



Power Down Scanner

Close the stacker.

Push In the paper chute extension.

Close the paper chute cover to power off the scanner.

