



# **Scanning Procedures**

**Ela Area Public Library**

- I. General Scanning**
- II. Scan to PDF**
- III. Scan to Editable Text**

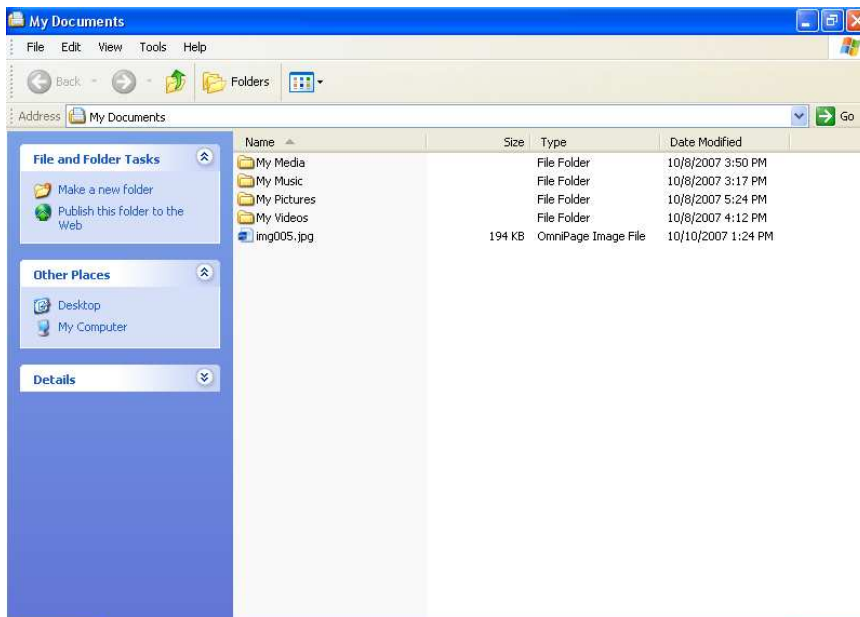
## General Scanning Procedures

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- 1) Place your item face down in the lower right corner of the scanner bed.
- 2) Press the **General Scan** button on the scanner.



- 3) Click on the **Scan** button in the pop-up window (shown above).

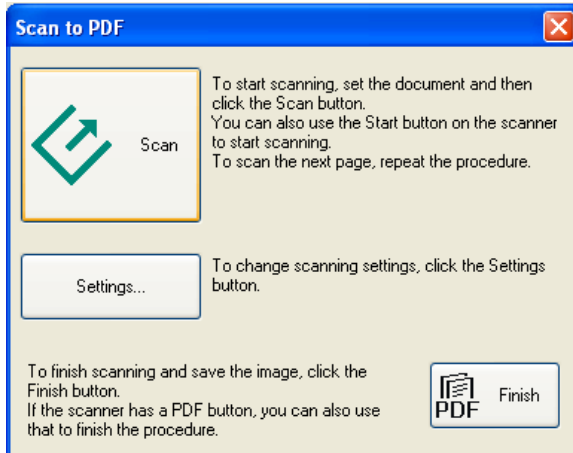


- 4) The item will be scanned and saved as a **JPG** file in the **My Documents** folder on the computer. You can use **Windows Explorer** (shown above) to move the file to another location, if desired (e.g., to your flash drive).

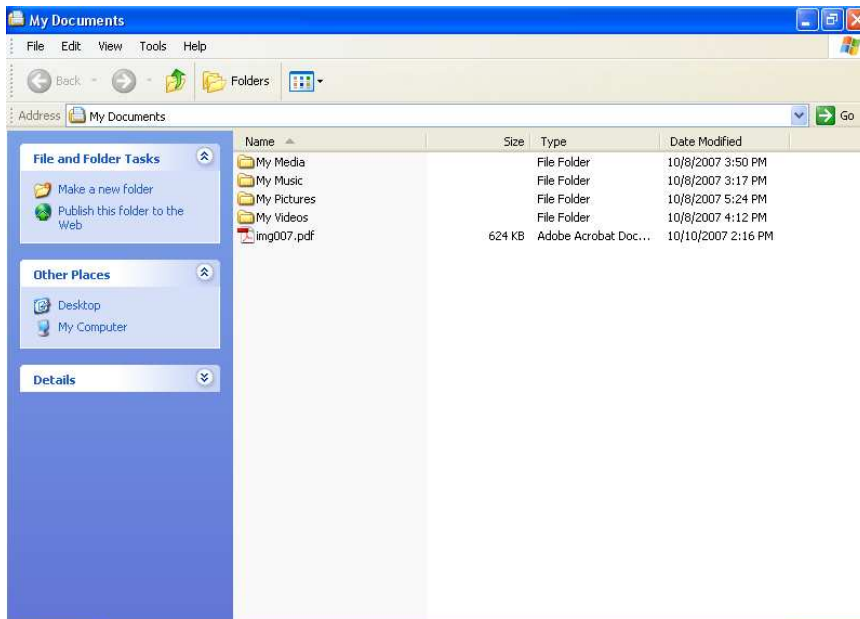
## Scan to PDF Procedures

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- 1) Place your item face down in the lower right corner of the scanner bed.
- 2) Press the **Scan to PDF** button on the scanner.



- 3) Click on the **Scan** button in the pop-up window (shown above).
- 4) Click on the **Finish** button after the item has been scanned.

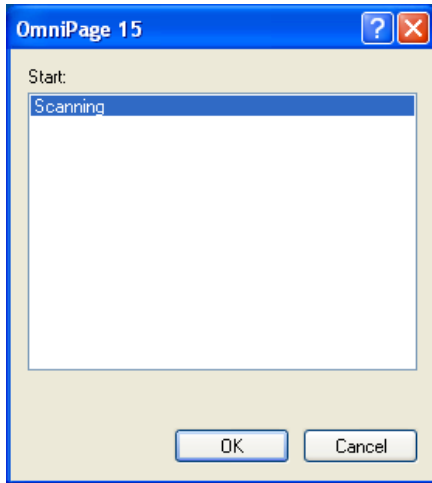


- 4) The item will be saved as a **PDF** file in the **My Documents** folder on the computer. You can use **Windows Explorer** (shown above) to move the file to another location, if desired (e.g., to your flash drive).

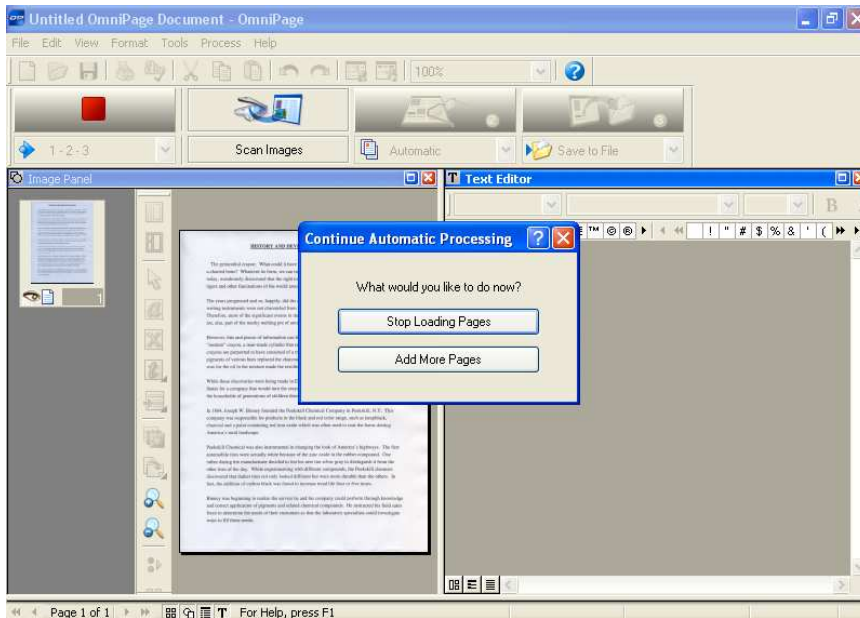
## Scan to Editable Text Procedures

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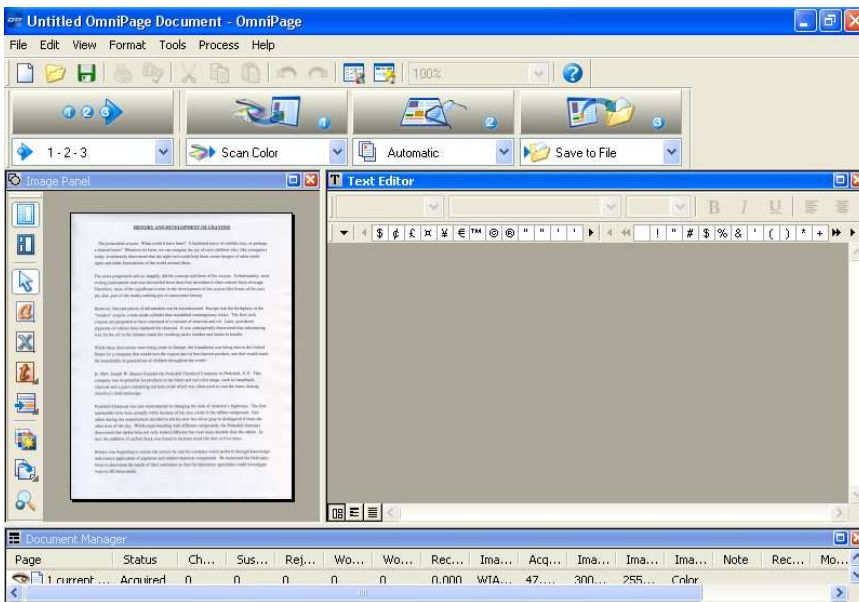
- 1) Place your item face down in the lower right corner of the scanner bed.
- 2) Press the **Scan to Editable Text** button on the scanner.



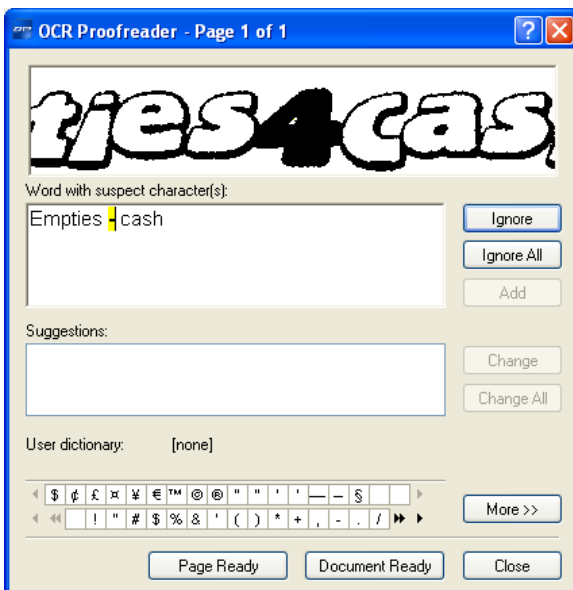
- 3) Click on the **OK** button in the pop-up window (shown above). Your page will be scanned.



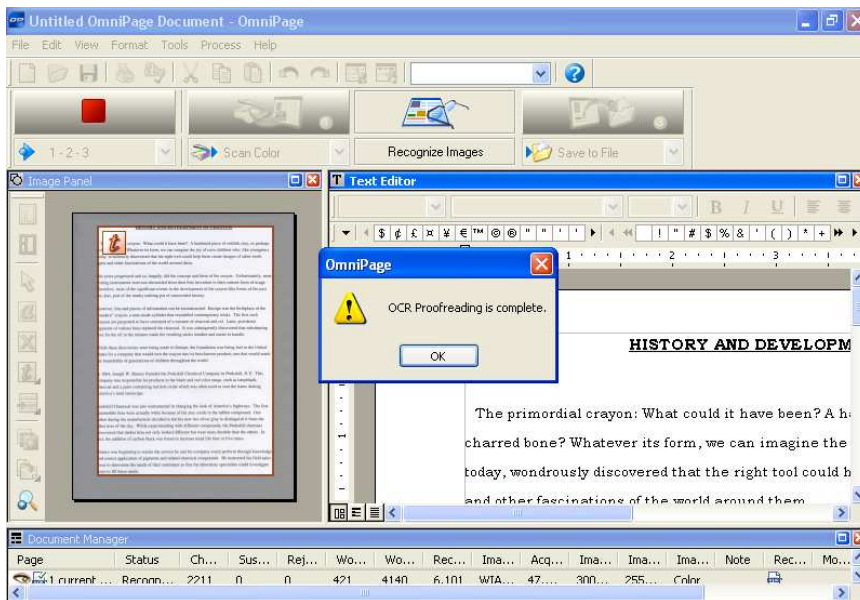
- 4) You can choose to **Add More Pages** to the PDF document you are creating, or click on the **Stop Loading Pages** button when you are done (shown above).



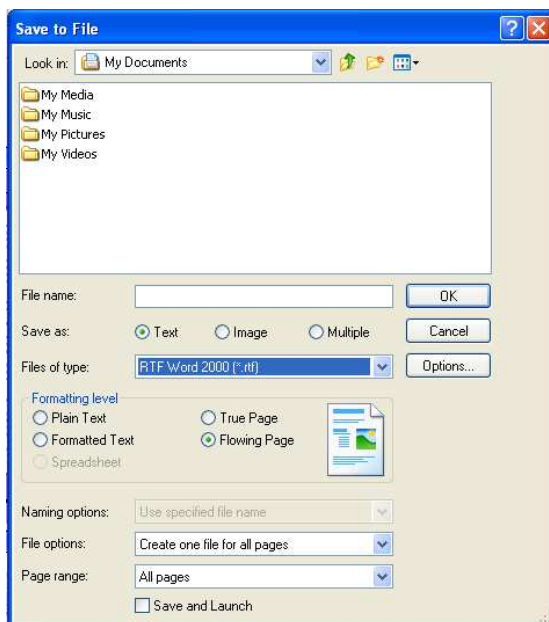
5) Click on the **Step 2** (Recognize Images) button – with picture of eyeglasses – above where it says “Automatic” (shown above).



6) If your document contains items that the scanning software cannot recognize as text, the above “OCR Proofreader” pop-up window will be displayed. It provides you with the opportunity to proof the scanned document before it is saved as a file to the computer.



7) Click on the OK button, then click the **Step 3** (Export Results) button – with the picture of a folder – above where it says “Save to File” (shown above).



8) Your document is now ready to be saved to the **My Documents** folder (or another location that you specify – e.g., your flash drive) to the file format of your choice (e.g., Microsoft Word).

Choose a file format (next to where it says **Files of type:**), type in a file name (next to where it says **File name:**), then click on the **OK** button.