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Summary of Features

The Fujitsu fi 5220C Scanner can be used as a flatbed scanner or with the built in Automatic Document Feeder. It can scan double sided pages, as well as extra-long pages (up to 34 inches long).

The OmniPage 15 program contains Optical Character Recognition (OCR) software that can take scanned documents and turn them into more than 30 different editable electronic file formats.

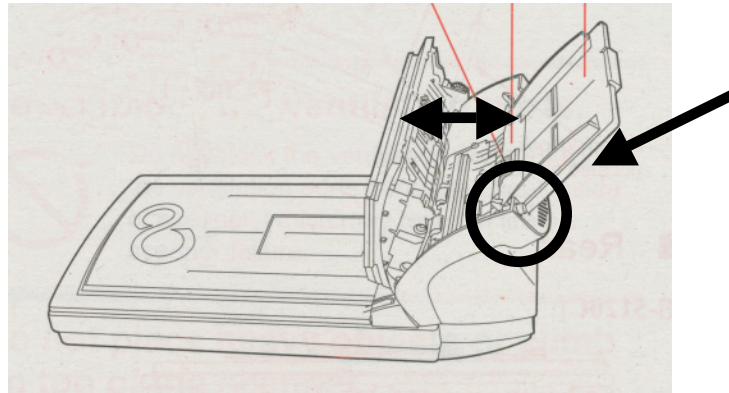
With the combination of these two tools, one can scan almost any hard-copy document and easily turn it into a variety of common formats including WORD, TEXT, PDF, EXCEL documents.

Step 1- Get Page

The first step in the process is to scan the pages. The format of the actual physical document will determine the method that is best to use:

- **If you are scanning a stack of 8 x 11” sheets**, the best method is to use the Auto Document Feeder (ADF). See the heading under this section entitled “*Using the Auto Document Feeder*”.
- **If you are scanning pages out of a book or any other source that will not go through the Auto Document Feeder**, you will have to use the flatbed scanner. See the heading under this section entitled “*Using the Flatbed Scanner*”.

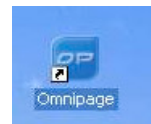
Note: If at any time the Scanner reports a paper jam, do not pull the paper out of the ADF forcibly. Instead, press the ADF Release button on the top of the reader and open the ADF before attempting to remove paper



Using the Auto Document Feeder

The Auto Document Feeder is the best way to scan both single and double-sided 8 x 11” loose sheets of paper.

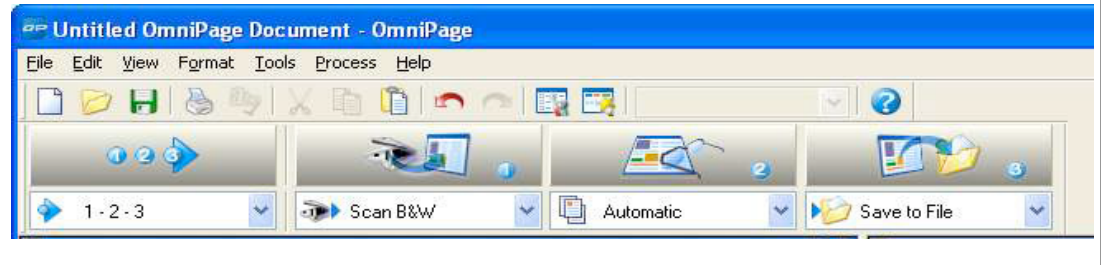
1. Open OmniPage by clicking the OmniPage Icon on the desktop. Or **Start -> Programs-> ScanSoft OmniPage Pro 15.0 -> OmniPage Pro 15.0.**



2. Place the sheets with the first page you wish to copy face down in the Auto Document Feeder.

DC Tip Sheet

At the top of the program window you will notice there are four buttons right under the tool bar. The first button specifies that we will use the program in “1-2-3” mode. The next three buttons are labeled, and represent, steps “1”, “2”, & “3” respectively. These are the only three steps you need to make an editable document.



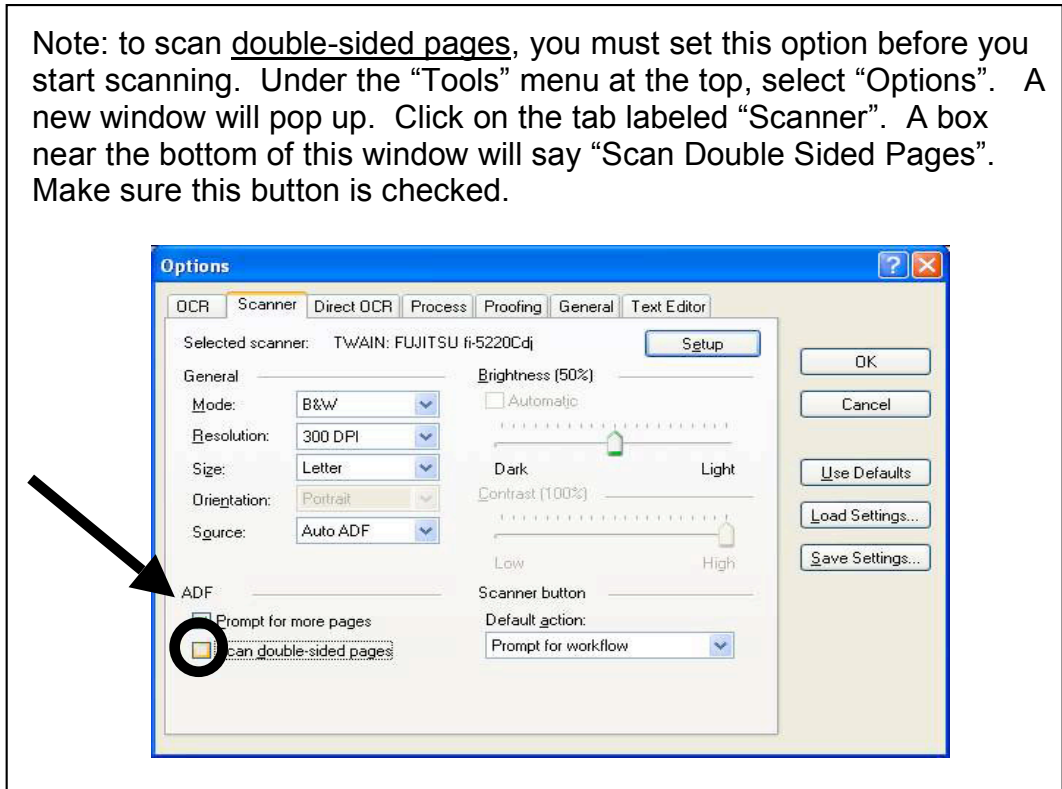
3. Under the first button at the top with a “1” labeled on it, there is a drop box. Click the box and select one of three options:
 - “Scan Color” should be used if you want to retain the colors on the document, especially in images and graphs.
 - “Scan Grayscale” should be used if you have images or graphs that you would like to capture without their original color.
 - “Scan Black & White” is the most limited and is great for scanning text, but should not be used to scan images.



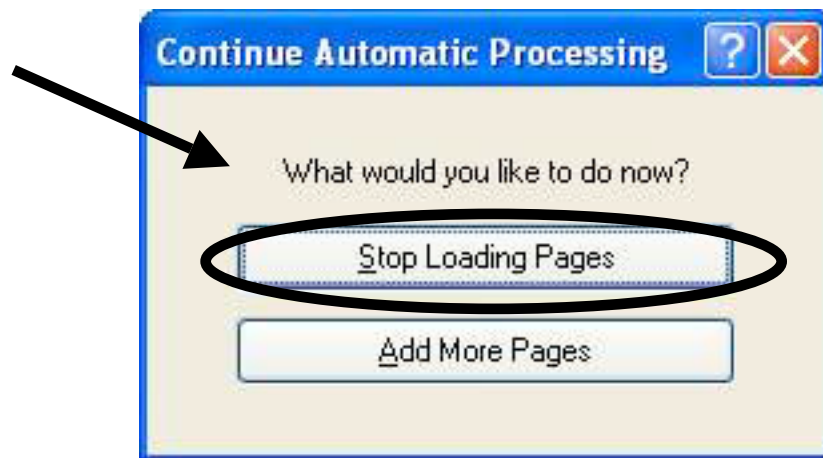
4. Click the button above this box to begin scanning.

DC Tip Sheet

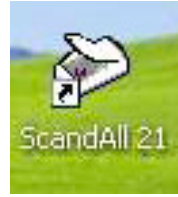
Note: to scan double-sided pages, you must set this option before you start scanning. Under the “Tools” menu at the top, select “Options”. A new window will pop up. Click on the tab labeled “Scanner”. A box near the bottom of this window will say “Scan Double Sided Pages”. Make sure this button is checked.



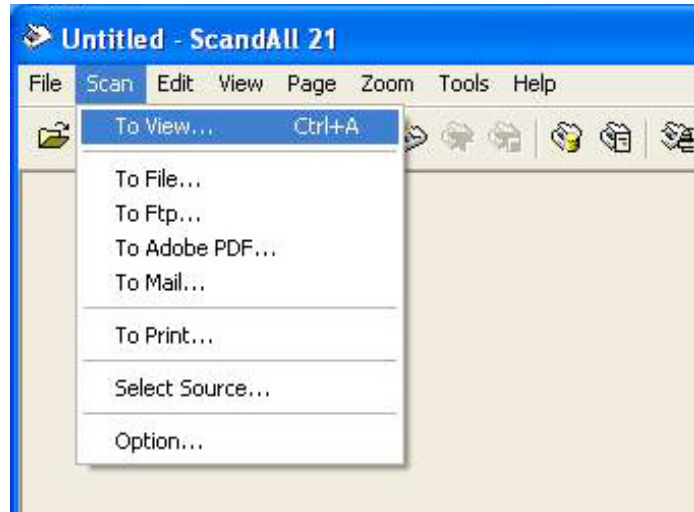
5. The program will continue scanning until all pages are scanned. At that point it will prompt you for more pages. If you have more pages to scan, load them into the Auto Document Tray and select “Add More Pages”. When you have completed scanning all the pages you wanted to scan, select “Stop Loading Pages” to continue on to step 2.



Using The Flatbed Scanner

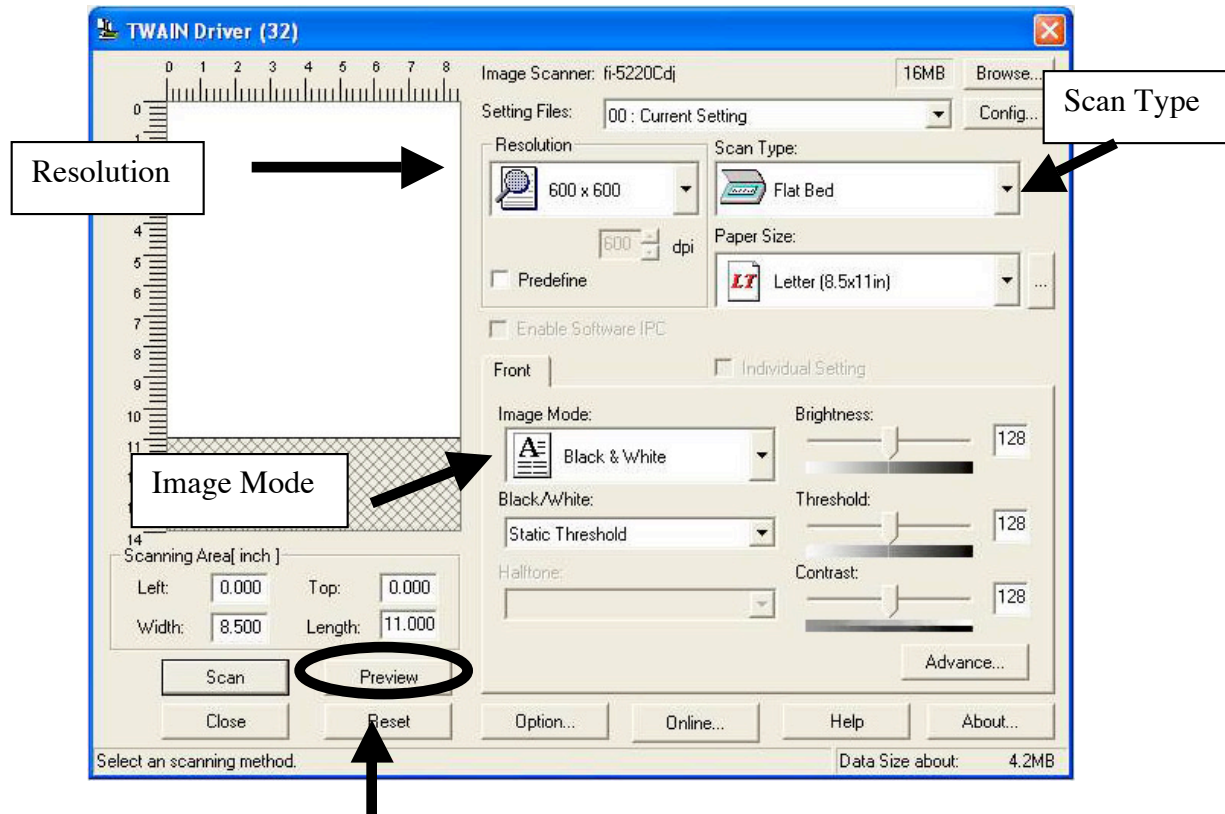


1. Open ScandAll 21 by clicking the ScandAll21 Icon on the desktop. Or **Start -> Programs-> Scanner Utility for Microsoft Windows - > ScandAll 21**
2. Place the document you wish to scan on the Flat Bed Scanner
3. From the “Scan” menu on the toolbar at the top, select “*To View...*”



4. A new window will pop up. In this window there are three different parameters that need to be set:
Resolution- Set the resolution to “300 X 300”
Scan Type- Set the Scan Type to “Flat Bed”
Image Mode- Color images: set Image Mode to “24 Bit Color”
Black & White images: set Image Mode to “Grayscale”
Text only: set Image Mode to “Black & White”

DC Tip Sheet



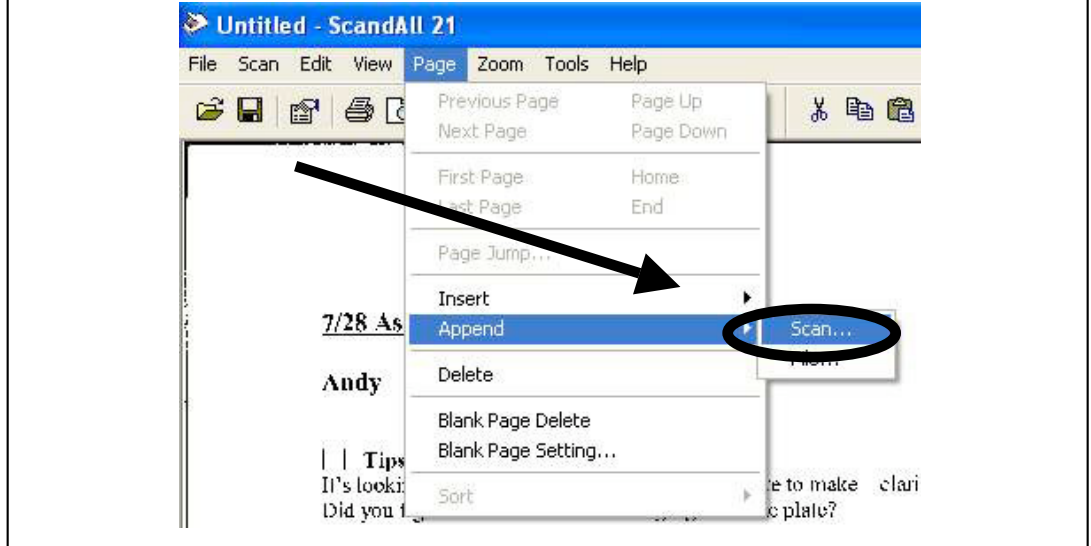
5. Press the “Preview” button in the lower left corner of the window to get a small image of how the scanner is reading the page
 - If the page is upside-down, adjust the page on the Flat bed scanner and preview again.
 - Don’t worry about landscape pages, you can still rotate the pages after you’ve scanned them.
6. When you have adjusted the pages satisfactorily, press the “Scan” button, next to the “Preview” button, to capture the page digitally.
7. When the page has been scanned, you can scan another page by placing it on the Flat Bed and pressing the “Scan” button again.

Note: This will only add another page to the current electronic document. If you wish for the next page to be a separate document, you must first save the document you are working on and open the program again to start a new document.

8. When you have scanned all the pages you wanted, press the close button, right below the scan button.

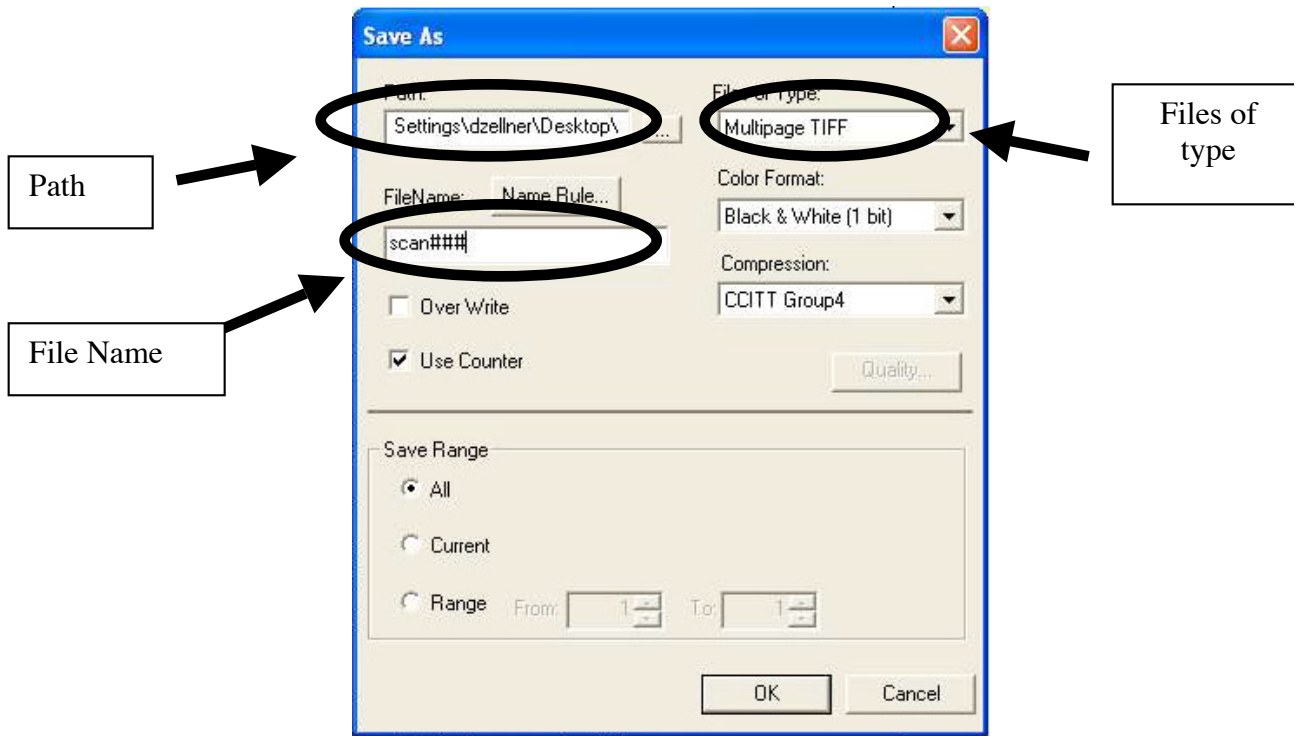
9. Now you can browse through the page in your document by pressing the “next page”/“previous page” buttons on the right side of the toolbar at the top.
10. If a page is oriented incorrectly, you can rotate it by pressing the “rotate left”/“rotate right” buttons in the middle of the toolbar at the top.

Note: If you wish to add more pages to your document, click on the “Page” menu on the toolbar at the top and select “Append -> Scan...” Do not click on the “Scan” menu and select “To View...” That will prompt you to save the document you are working on and start a new one.



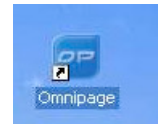
11. When you are satisfied with the way the pages look, click the “File” menu on the toolbar and select “Save As”.
12. A new window will pop up
 - Under “Path”, enter the folder you would like to save to. You can browse for a folder by clicking the small button labeled “...” to the right of the box.
 - Under “File of Type”, select “TIFF” or “Multipage TIFF” depending on whether your document is one page or multiple pages.
 - Under “FileName”, enter a name for the file.

DC Tip Sheet

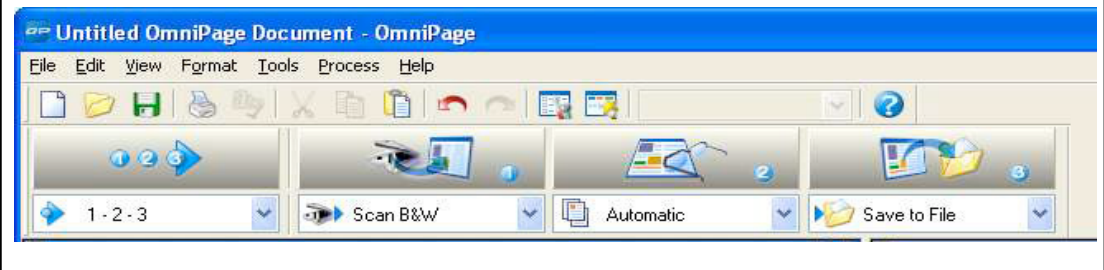


13. Close the ScandAll 21 program by clicking on the File menu on the toolbar at the top and selecting “Quit”.

14. Now open OmniPage by clicking the OmniPage icon on the desktop. Or **Start -> Programs-> ScanSoft OmniPage Pro 15.0 -> OmniPage Pro 15.0.**

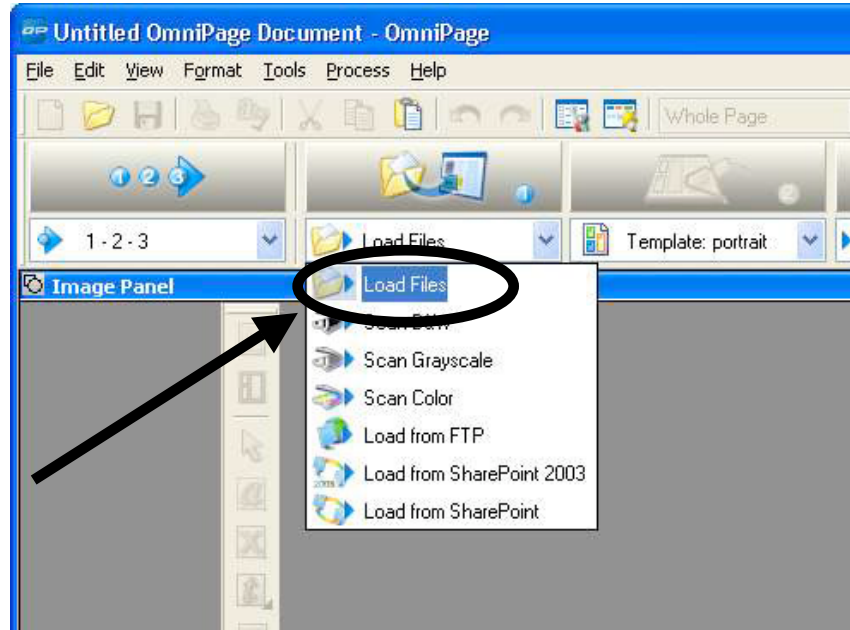


At the top of the program window you will notice there are four buttons right under the tool bar. The first button specifies that we will use the program in “1-2-3” mode. The next three buttons are labeled, and represent, steps “1”, “2”, & “3” respectively. These are the only three steps you need to make an editable document.



15. Under the first button at the top with a “1” labeled on it, there is a drop box. Click the box and select “Load Files”.

DC Tip Sheet



16. Click the button above this box and select your file to open it. The program will display the file and you are ready to go on to step 2.

Step 2- Process-Perform OCR

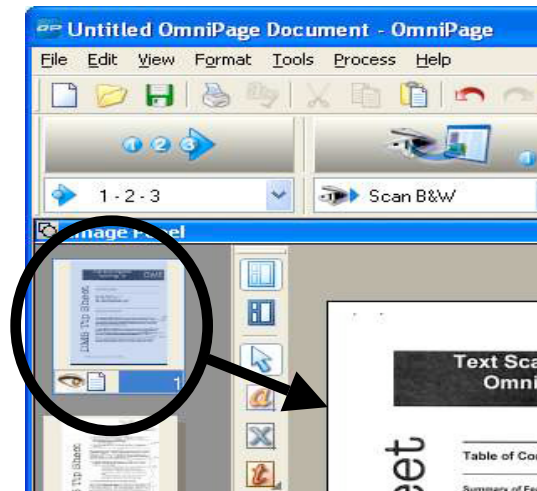
OmniPage is an Optical Text Recognition Software which means it can take Scanned images, interpret the text in those images, and turn them into editable document formats.

However, this is not a necessary step if you just want to make a simple PDF version of a document. The OmniPage Software makes it very simple and easy to make **Image PDFs**. This PDF version will be easy to distribute and can be printed out on any printer, but it will not be editable, and it will not be searchable. If this is the type of document you wish to create, after the first three steps in this section, follow the instructions under the heading in this section entitled, "*Image PDFs*".

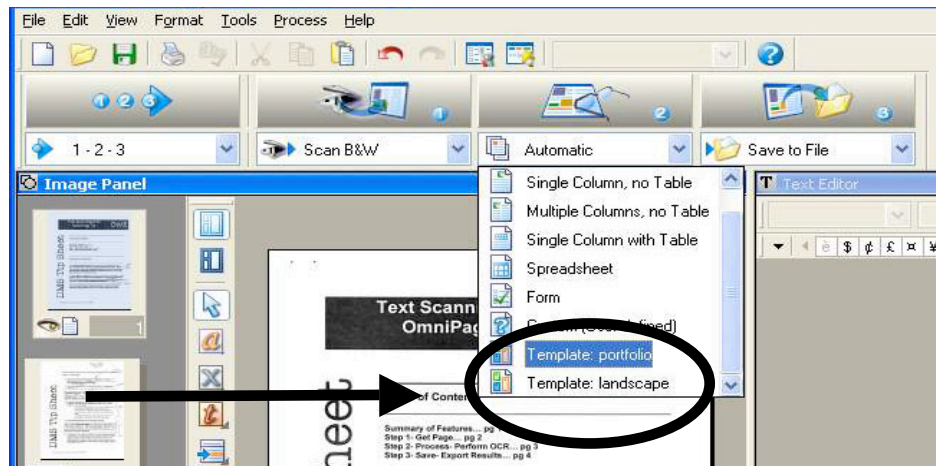
The alternative is a more involved process that is used to perform advanced functions. A **Text OCR** will be harder to set up, and take more time to perform, but it is useful if you have a very long document that needs to be searchable, or if you want to take words or data from that page and edit it on the computer. If this is the type of document you wish to create, after the first three steps in this section, follow the instructions under the heading in this section entitled, "*Text OCR*".

Setting up the OCR:

1. You will see the thumbnails of the pages scanned on the left side of the screen. Click on one of them to bring up a bigger view in the Image Panel.



2. Under button “2” there is another drop box. In this drop box select either “Template: landscape” or “Template: portrait” depending on the orientation of the pages scanned.



3. A box will appear over the image of the page, showing you the exact area of the page selected with the chosen template. To adjust the size of this box simply click once inside of it to make the guidelines appear. Then click and drag the sides to include the part of the page you want.

Note: The templates have been designed with 8 1/2” x 11” paper in mind. If your paper is a different size, you may have to keep adjusting the recognized part of the page.

Image PDFs:

To process and save the page as image only, **right-click** in the box surrounding the part of the page you want. Click **zone type** -> **Graphic**. This will process the document as image only, and you will not be able to edit the page in a word processor. This setting is still fine for making PDFs, but the text will not be searchable.

4. Click Button 2, right above the drop box for template, to perform the OCR.
5. Repeat from Step 1 of this section to perform the OCR for all the pages in the document.
6. When you have finished the OCR for all of your pages, you are ready to go on to step 3.

Text OCR:

If you want to edit the text in a word processor, or make a PDF with searchable text, **right-click** in the box surrounding the part of the page you want recognized. Click **zone type -> text**. The other zone types represent other field designations for other functions, such as importing a table into an excel spreadsheet. For more information on how to use these functions, ask a DMS consultant.

4. Click Button 2, right above the drop box for template, to perform the OCR.

The Proofread OCR function should automatically occur to fix any confusion the program had reading the text. You can perform this function any time by clicking on the Tools menu at the top of the screen and selecting "Proofread OCR".

5. You will see how your page will appear in the text editor window to the right.
 - If the page was scanned as a graphic zone, you will not be able to edit the page.
 - If you scanned as a text zone, you will be able to edit the text. To enlarge the Text Editor workspace, drag the border between the Original Image and Text Editor boxes to the left.

Note: If you do not see the text editor window, click on the view menu at the top of the screen and select "Text Editor". It will appear on the right side of the screen

6. Make sure to edit all parts of the page since some characters of the may not have been properly recognized.
 - The Proofread OCR function does a good job with this, allowing you to see which characters produced confusion so you can edit them individually.
7. Repeat from step 1 of this section to perform the OCR for all the pages in the document.
8. When you have finished the OCR for all of your pages, you are ready to go on to step 3.

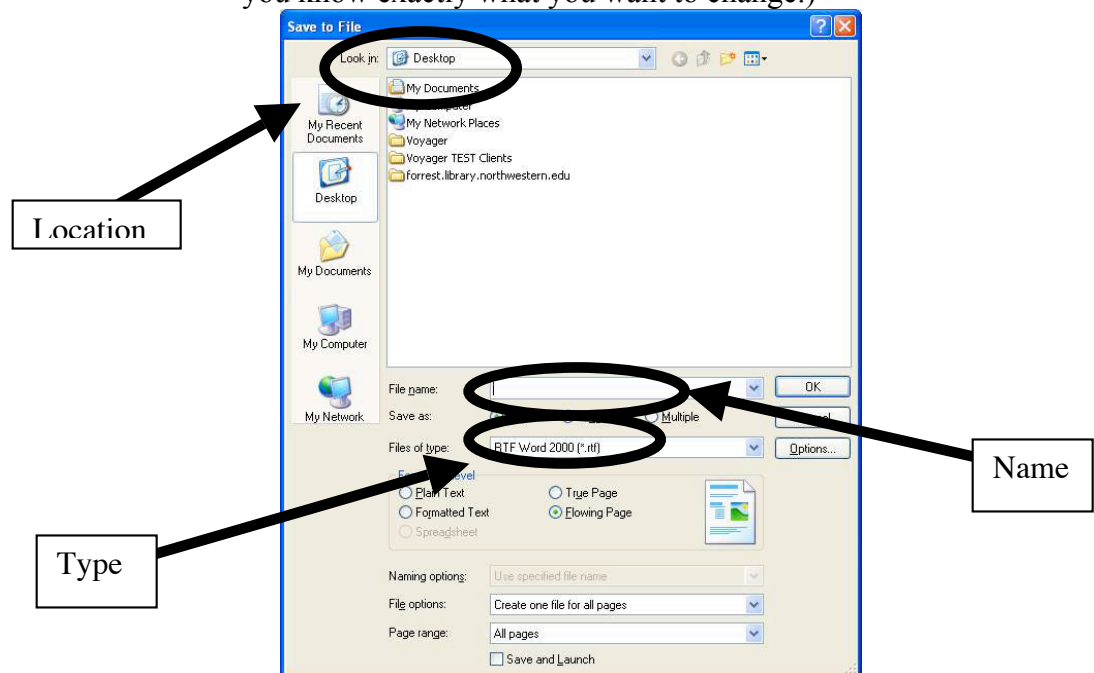
Step 3- Save-Export Results

1. Under the third button, select "Save As File" from the drop box (this should be the default) and then click on the button to create the file.

Note: Clicking File -> Save As at the top of the screen like you would do in most other programs will NOT save your new file. It will save the OmniPage document workflow, which is not what you want.

2. If any pages have been modified in the Text Editor, a dialogue box may prompt you to re-recognize the pages. Click yes to do so
3. Now you will see the Save As dialogue box which will prompt you with settings

-Choose the location where you would like to save the new file and enter the name in the File Name box.
-Select the Save as Type right under the name box to determine what type of file you will create (.PDF, .DOC, .XML, .TXT, ect., ect.)
-File options specific to the file type you selected will appear below.
(Default settings are standard and usually the right settings unless you know exactly what you want to change.)



4. Click **OK** in the box to save the document to the set location.