

EasyScan

An easy way to directly scan documents into PDF format.

A white paper by Shashi Krishna
© 2006-2007
Escuela Campo Alegre

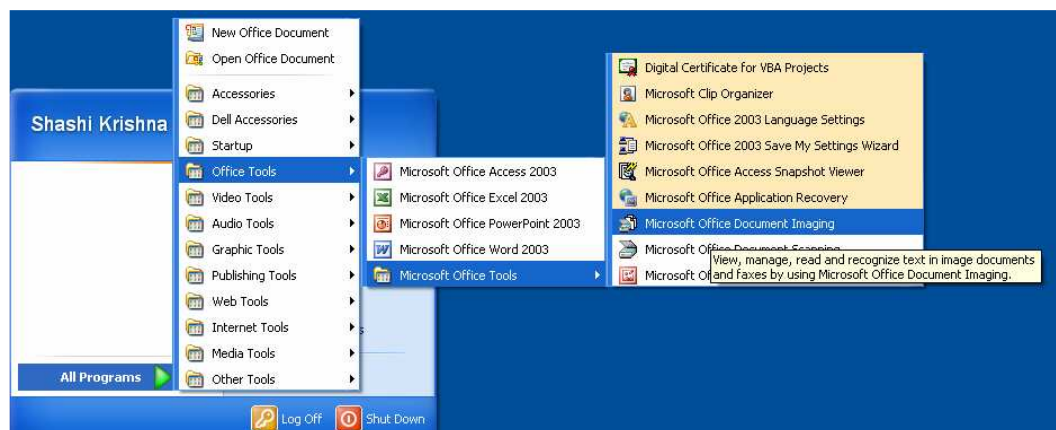
1. Ensure the scanner is switched ON and connected to the computer workstation you are working on.
2. Log on to the computer network using your username and password.



3. Now place the document you wish to scan face down on the scanner and close the scanner lid.



4. Now select Start → All Programs → Office Tools → Microsoft Office Tools → Microsoft Office Document Scanning

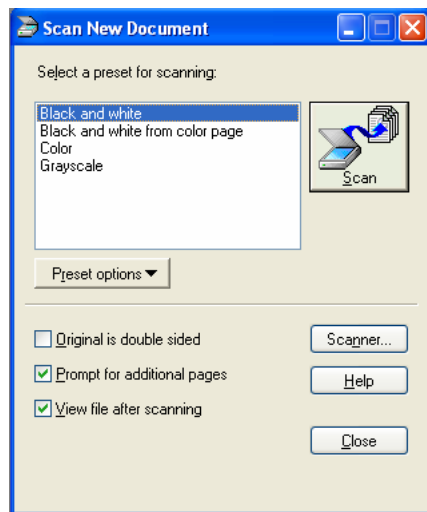


5. When you open this software the options box titled *Scan New Document* should automatically pop up. If this does not happen then please click on the button to

scan as shown here -



6. If you have many pages to scan then please select the option 'Prompt for additional pages' as shown in the screenshot below. This will ensure that ALL pages get scanned into one document for the final packaging.

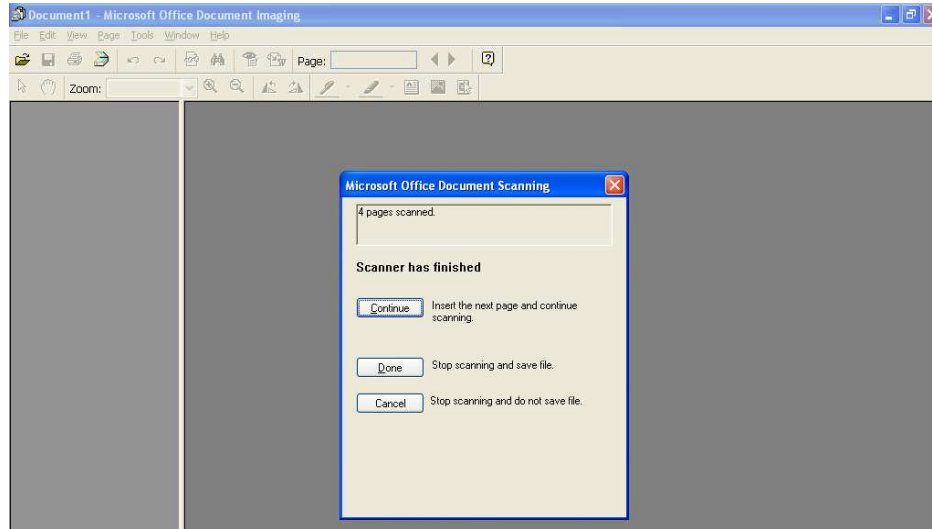


7. Once you have made the relevant choices (Black and White / Black and white from color page etc) click on the button SCAN.

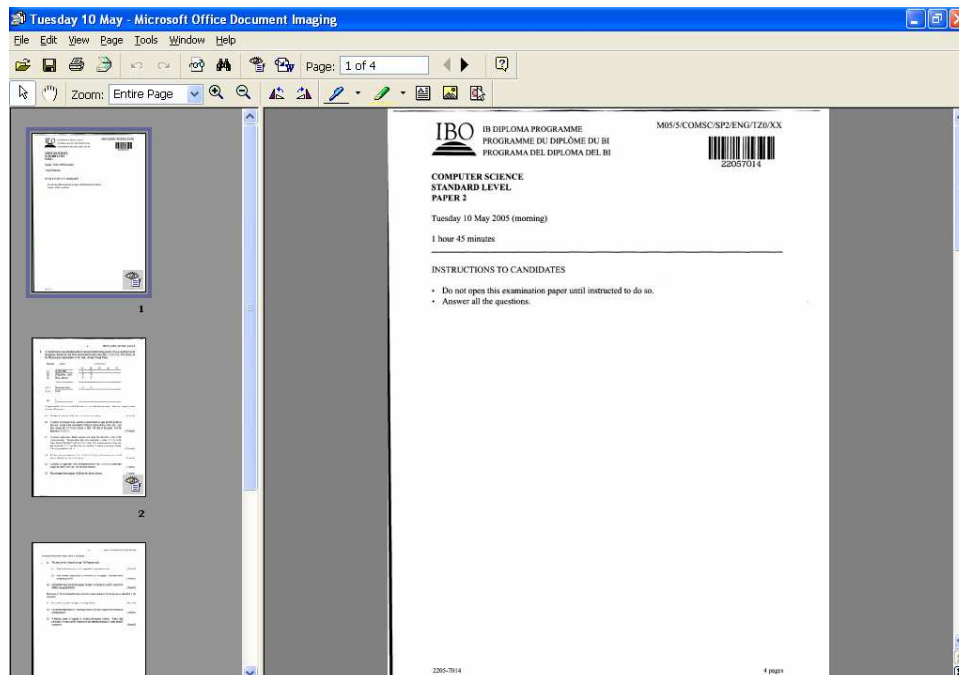
NOTE: If you click on the button *Scanner...* in the window shown above you can choose if your scanner has an automatic feeder or not. This allows you to place your pages into the feeder while the scanner picks them up automatically.

8. The scanner is activated and the first page is scanned.

9. After each scan operation from this point on (remember we told the scanner that we have a multi-page document) you will be prompted to continue adding more pages to scan as shown in the screenshot below. Place your next sheet that needs to be scanned and press 'Continue'. This process will end once you click 'Done' indicating you have scanned everything you wanted to.



10. The final step is to view the document you scanned. This is shown in the screenshot below.



11. That's it! Now the only thing to do is to print it as a PDF document. To do this just select File → Print and choose Adobe PDF as your printer. Windows will ask you where you wish to save the document and by selecting the location, you would have successfully scanned and created your multi-page document.

