

Instructions for Scanning with Public LC Scanners/Library-Side

Use these instructions to:

- Scan a single document
- Scan a document into editable text, rather than in a picture format
- Email scanned documents
- Print and Save documents

****For all options, please make sure scanner is turned on (the green light near the buttons on the scanner will be lit)****

Scanning a Single (One-Page) Document

- 1.) Place your document on the scanner glass face down, with the top of the document facing the buttons on the scanner.
- 2.) Open the “Action Express” program by clicking on the icon on the desktop (it is located in the bottom left of the screen).
- 3.) In the top row of icons in Action Express, click on the picture of the scanner and floppy disk. If you hold the mouse above the icon, it will say “File, Advanced Mode by OpticTWAIN”.
- 4.) The program will automatically generate a preview of your document (you may have to wait for the scanner to warm up). You can drag the dotted line around the preview image to crop the image. You can use the different tools the program offers to change how the image is created; this is optional. Hold the cursor above the various icons to get a description of what it can do.
- 5.) On the bottom right of the program, click on the image of the scanner. If you hold your mouse above it, it will say “Scan”. This will scan a more detailed image and save the file to the desktop. To find the file, look for a file called “Image xxxx” where xxxx is the number of the file (this should be in the upper left of the desktop).

Scanning Multiple Documents In One File



- 1.) Place book on the scanner glass face down, as shown in the picture with the spine on the corner of the scanner. DO NOT place with the spine in the center of the glass.

Scanning a Document Into Editable Text

- 1.) Place your document on the scanner glass face down, with the top of the document facing the buttons on the scanner.
- 2.) Open the “ABBYY FineReader 5.0 Sprint” program by clicking on the icon on the desktop (it is located in the bottom left of the screen). Click on the icon that says “Scan&Read” near the top of the ABBYY program once it opens.
- 3.) The OptiopTWAIN program will open and scan a preview of your image. On the bottom right of the program, click on the image of the scanner. If you hold your mouse above it, it will say “Scan”.
- 4.) The scanner will now scan a detailed image and automatically convert to text. If there is a picture present among text, it will save the image in the correct spot as an image. Once it completes, you will see the text in the ABBYY Fine Reader program. Any letters or symbols it was unsure of will be highlighted in teal for you to confirm. Once you have made any changes you want, click the icon that says “Save” near the top of the screen.
- 5.) A window will pop up asking how you want to save your file. Give it a name, and tell it where you would like to save it. If you don’t have any hardware you would like to save it to, you can save it to the desktop. Once you click save, Word will automatically open for you to read your document.

Emailing Scanned Documents

- 1.) Follow the steps for scanning a one-paged or multi-paged document.
- 2.) Open your email from a web browser. Open a new email to compose an email.
- 3.) Use the Attach option to attach a file. Find the file you created, most likely on the desktop, and attach it to the email.

Printing a Document

- 1.) Follow the steps for scanning a one-paged or multi-paged document.
- 2.) Find the file you created, most likely on the desktop.
- 3.) Open the file by double-clicking on it.
 - A.) If it is a text-editable document, it is a text file and will be opened by Word. In Word, go to File – Print. Under Printed – Name, you will be given the option of which printer to print to, either black in white or color. Hit OK.
 - B.) If you followed the instructions for a single or multi-paged document, your file is an image file and will be opened by Windows Picture and Fax Viewer. In this program, click on the icon of a printer below the image. You will get a step-by-step set of instructions for printing your image. Click Next, Next. On the third screen, you will be given the choice of which printer to print to. Make your selection, and hit Next. On this screen, you will get the choice of how you want your picture to print. Make your selection, and hit Next.
- 4.) Follow the instructions for printing at the public printers along the columns.

Saving Your Documents

If you decide to save your files, remember that once a public computer has been shut off or restarted, it will erase any data. Therefore, if you will need your files again, you need to back them up.

- 1.) You have the following options for backing up your data: CD, flash drive, email, or OIT UDrive.
 - A.) For CD, insert your blank or rewritable CD in the drive on the computer. Open “My Computer” from the Start menu. Open “DVD/CD-RW Drive (D:)”. Drag the files you want to backup into this folder. On the left side of the window, click “Write these files to CD” under “CD Writing Tasks”. Hit Next until the computer starts burning the CD. After burning completes, remember to remove your disk and bring it with you.
 - B.) To copy to a flash drive, first insert the drive into a USB port in the front of the computer or the left side of the monitor. Open “My Computer” from the Start menu. There should be a new icon for your USB drive, with a drive letter other than C: or D: (names and drive letters will vary depending on your individual drive). Open it, and simply drag and drop the files you want into the window.
 - C.) To email files to yourself to back them up, follow the instructions in this document under “Emailing Scanned Documents”.
 - D.) To use the OIT UDrive, first click on the icon that says “U Drive” on the top left corner of the desktop. A window will pop up that asks for your login, then hit Go. Near the top of the window, click on the icon that says “Upload”. You will be prompted to enter where the file is located. Hit “Browse...” and double-click on the file you created. Hit OK. Your file will then be uploaded.