
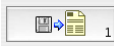




Scanning Images and Photos

01. Open **ScanWise** application (large red icon in the dock).
02. Place document face down on scanner bed. Top of document should be away from the hinge.
03. Click on the red **Preview** button in ScanWise. The scanner will preview the image on the screen.
04. The scan area is defined by hash marks. Click and drag the tiny squares to crop and reposition the scan area.
05. Click on the **Original Type** icon.
06. Select the type of original that you have on the scanner: Photo glossy, photo mat, magazine print, newsprint, inkjet print, other type of print, or original artwork.
07. Click on **Destination** icon.
08. Select **Photoshop Elements**.
09. Click on the **Image Control** icon.
10. Select color, grayscale or line art, depending on what you are scanning.
11. Click on the **Dimension** icon.
12. Select the scale (10%-800%) or input specific size dimensions.
13. Set the **Image Resolution**:
 - 72 dpi = web/Powerpoint
 - 150 dpi = general photos
 - 300 dpi = publications/quality printing
(warning: files will be very large)
14. Click on the large red **Scan** button. The image will be scanned and Photoshop Elements will open with the scanned image in the window.
15. At this point you can manipulate the image if you want to.
16. To save the image, choose **File> Save As**.*
17. **Save As:** (give it a name)
Format: (usually jpg, for publications, use tiff)
Where: Desktop
18. Click on **Save** button.

*If you need this image for web purposes, go to **File> Save for Web**. This will optimize the image and condense the file size- you have options to save as gif, jpg or png formats.

Scanning Text Pages (OCR: Optical Character Recognition)

01. Open **ScanWise** application (large red icon in the dock).
02. Place document face down on scanner bed. Top of document should be away from the hinge.
03. Click on the red **Preview** button in ScanWise. The scanner will preview the image on the screen.
04. The scan area is defined by hash marks. Click and drag the tiny squares to crop and reposition the scan area.
05. Click on the **Original Type** icon.
06. Choose **Print (Other)**.
07. Click on **Destination** icon.
08. Select **File**.
09. Click on the **Image Control** icon.
10. Select **Line Art**.
11. Click on **Dimension** icon.
12. Set the **Image Resolution** to **300** dpi.
13. Click on the large red **Scan** button.
14. **Save As:** type in (yourfilename.tif)
Select Desktop and click on **New Folder** button
Name of New Folder: (your name)
File Type: select TIFF)
Click **OK**.
15. If you have multiple pages of text to scan, go ahead and scan them as described above, numbering them 1, 2, 3, etc. and saving them all to the folder you created on the desktop.
16. Open the **OmniPage Pro X** application in the dock. 
17. Click on the  **button** (above Load Image).
18. Find the folder you created on the desktop. Select the first file and click on **Open**.
19. Click on the  **button** (above Perform OCR).
If you have other pages in your document, repeat steps 17 and 18 above until all pages have been loaded and OCR performed.
20. Once all images are finished, click on the  **button** (above To File).
21. **Save As:** (your file name.doc)
Where: select Desktop, (your folder)
Save Format: select Word 98, 2001, X
 - You can choose to **Create one file for all pages** OR **Create one file for each page**.
 - If you will be editing the document in Word, select **Remove Frames on Export**.
If you would like your file to open in Word after saving, select **Save and Launch**.
22. click on Save.
23. When completed, go to **File>Close** so the next person that uses OmniPage Pro will not load your documents.

When done scanning, please Quit all applications that you have used and transfer your files to your own disk and shut down the computer.