

## Two Ways to Scan...

There are two ways to scan documents in the Computing Labs.

Choose the one that suits your needs.

*No, we don't have any PC scanning stations... Sorry.*

### 1. Images

To scan an image from a picture or to scan a text document into an un-editable form, the lab offers Adobe Photoshop.

### 2. Text Documents (OCR – Optical Character Recognition)

To scan a hardcopy text document into the computer and save it in an electronic format that is editable in a word processor like Microsoft Word, the lab offers the OCR software, Readiris Pro.

## Examples

1. You have a Polaroid picture and you want to make it electronic.

**Solution:** Scan the image using Adobe Photoshop

2. You have a paper hardcopy of an essay, but you need to edit the text electronically and re-print it.

**Solution:** Use Readiris Pro to scan your essay and save it in format that Microsoft Word can understand.

**Once you have determined which method to use to scan your source material, you can continue.**

## Using Adobe Photoshop to scan a Picture

### Step 1 – Check the Scanner

Make sure the scanner is turned on.

## **Step 2 – Place your Source**

Place your source material on to the scanner bed & close the cover.

## **Step 3 – Import via Photoshop**

Open Adobe Photoshop

Select File -> Import -> EPSON Perfection 3590 or EPSON Perfection 3200

This will open the Epson TWAIN Photoshop Plugin.

## **Step 4 – Selective Scanning**

When TWAIN opens, it will automatically do a "Pre-scan" for you. Wait for it to finish.

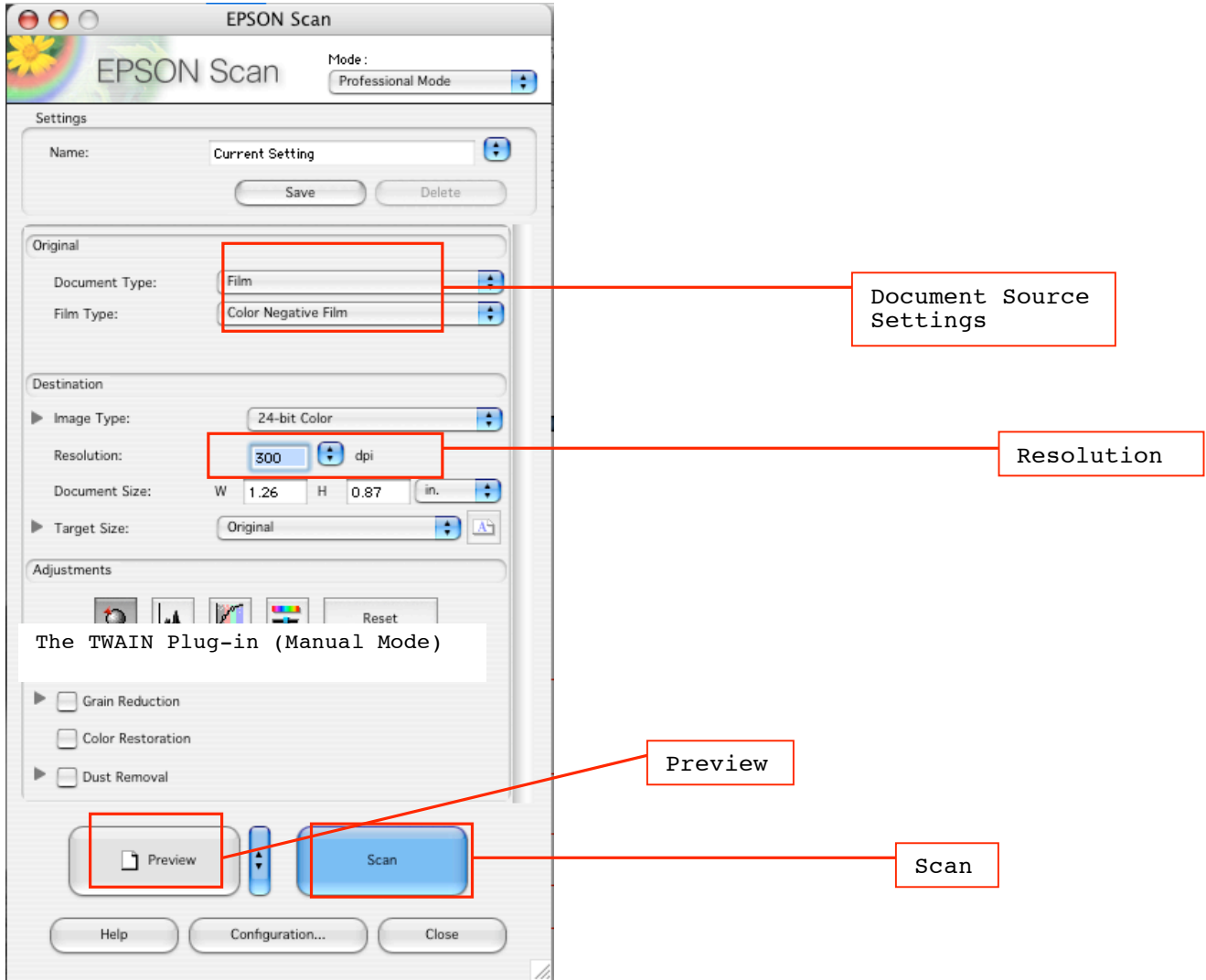
If it does not preview automatically press the preview button.

You now have the opportunity to select all or part of what TWAIN has pre-scanned for you.

To select only a portion of the pre-scanned material, you can use the mouse to draw a box around the area you want to scan.

To do this, click & drag the cross hair around the area in the preview window you wish to re-scan. The area you select should then appear with a dashed line around it indicating the area you specified.

You may also wish to specify additional options such as Resolution or Document Source specifications, but generally the defaults will get you by.



**The above is a snapshot of the TWAIN plugin in manual mode. If it opens in "AUTO" mode, click the "Cancel" button to get this window.**

## Step 5 – Re-scan the selected source material

Click the flashing “Scan” button...

TWAIN will finish scanning your source. When it is done, it will open your selection in Adobe Photoshop automatically.

## Step 6 – Saving your document

When the new file opens in Photoshop, it is an *unsaved* state.

You are now ready to choose a name and a file format for the document. The file format you choose will depend on how you intend to use the data in the end.

### Examples

1. You want to send your friend a cute picture of you & your cat as an email attachment. File size is an issue.

**Solution:** Save the file in a web compatible format like JPEG or GIF.

2. You wish to be able to use the data in a publication that requires a high degree of resolution. File size is not an issue.

**Solution:** Save the file in a professional format like TIFF or the Photoshop native PSD.

Select File -> Save As

In the top field labeled “**Save As**”, enter a name for the document.

In the drop down menu below labeled “**Format**”, select a format appropriate to your needs.

In the drop down menu below this labeled “**Where**”, select the Desktop, or you can select another folder.

Click the “Save” button.

At this point, you may be asked to specify some further options for the file. If you are uncertain what to choose, consult the Help Desk – otherwise, you are finished.

END

## Using Readiris Pro to scan a Text Document (OCR)

### Step 1 – Check the Scanner

Make sure the scanner is turned on.

### Step 2 – Place your Source

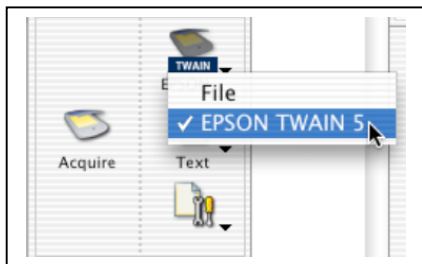
Place your source material on to the scanner bed & close the cover.

Make sure it is straight.

### Step 3 – Acquire from a Source

Open Readiris Pro.

In the top left hand corner where it says "File", click and select "Epson Perfection 3590" or "ESON Perfection 3200" from the drop down menu that appears.



Click the "Acquire" button

### Step 4 – Selective Scanning

When TWAIN opens, it will automatically do a "Pre-scan" for you. Wait for it to finish. (See page 3 for TWAIN diagram.)

You now have the opportunity to select all or part of what TWAIN has pre-scanned for you.

To select only a portion of the pre-scanned material, you can use the mouse to draw a box around the area you want to scan.

To do this, click & drag the cross hair around the area in the preview window you wish to re-scan. The area you select should then appear with a dashed line around it indicating the area you

specified.

### Notes on Separating Images from Text

With Readiris Pro, you can import more than just text. If for example, your document contains pictures as well as text, you may choose to scan both at once or do each separately. In most instances, it is better to scan text separate from images because the resolution factor you will get from an already "placed" image, may not be as satisfactory as re-placing the image later if you have the original source.

If you choose to scan both in the Import stage, you can deselect it later in Readiris Pro. Alternatively, we could scan more selectively during Import, and then piece the materials back together later during editing.

**Step 5 – Re-scan the selected source material**

Click

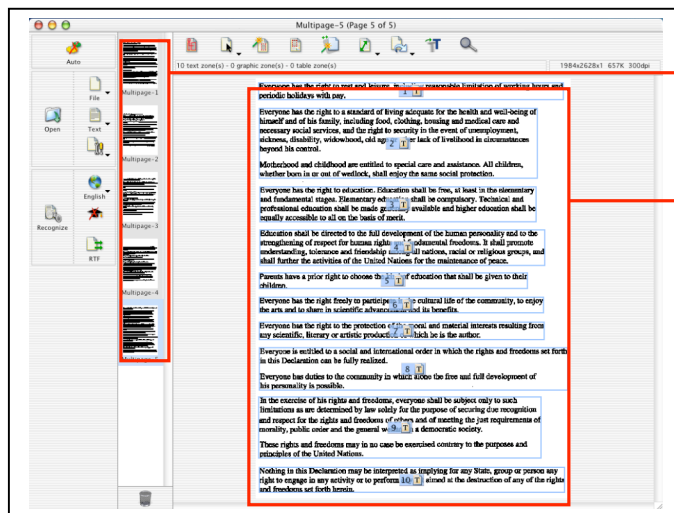
the flashing "Scan" button...

TWAIN will finish scanning your source. When it is done, it will open your selection in Readiris Pro.

## Step 6 – Scan a Multi-page Text Document

You can repeat Steps 2 through 5 for as many pages or portions of text as you need to import. If it's just one page, go to Step 7.

As you import the text into Readiris Pro, you will note that each portion is displayed as a single page in a column to the left of the preview window.



Preview of each page

Preview of current page

If the document is very large, you may wish to do a few pages at a time and merge the various documents you create later – this will prevent data loss should the machine crash or the application hang.

## Step 7 – Text Analysis (OCR) or Computers can't read...

With your pages successfully imported into Readiris Pro, we can now begin to sort the text.

### Notes on Text Analysis

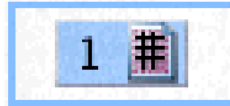
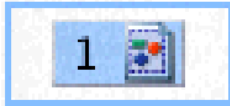
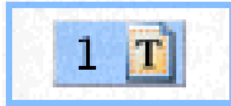
When you import pages into Readiris Pro, the application automatically attempts to analyze the data and determine which areas of the page contain text. Unfortunately, it cannot read your mind and you will find that it often misinterprets features of the page that we ignore.

**Things like creases, scuffs, strange characters, pencil or pen marks, will usually confuse the program and will have to be removed in order for you to get what you want.**

Select the first page of your imported material

Click on the first page icon in the column of pages to left of the preview window.

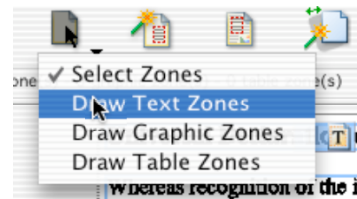
In the preview window, you should see your imported material as well as Readiris Pro's auto-analysis of the page represented as numbered & codified selections – codified according to how Readiris Pro has interpreted the material you gave it. It will designate elements of the page as one of three types: TEXT, GRAPHIC, or TABLE.



99.9% of the time, Readiris Pro is waaaaaaaaaaaaay off base in terms of formatting...

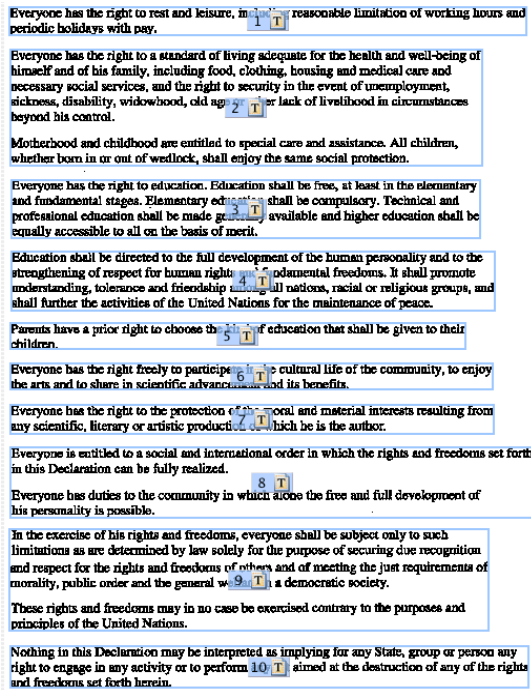
It will often read sections of text and assume that they should be placed in Microsoft Word style "text boxes" – this can be a nuisance. When the page is auto-analyzed, Readiris Pro separates out each individual section of text. When the document is exported to Microsoft Word, this will result in the behavior mentioned above. To prevent this...

First, in the menu above the preview window click the zone selection menu and select "Draw Text Zones".

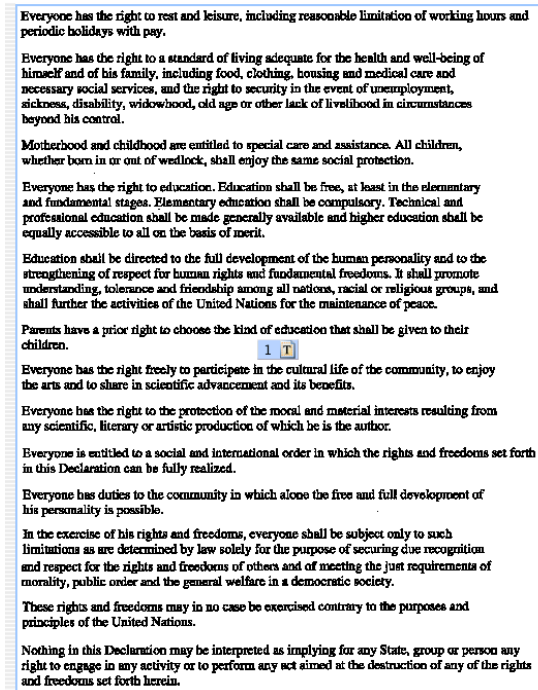


Second, with the cross hairs click and drag around the desired area.

This last step will then combine all the individual text zones into one. The examples on the next page illustrate this.



10 Text Zones



1 Text Zone (combined)

While combining these zones is not necessary, it can make the text more manageable after importing it into another application for editing.

Once you have completed the above for all the pages you have imported into Readiris Pro, you can go on to the next step.

## Step 7 – Recognition & Finishing

With your pages imported, and the text for each of these sorted, you can now complete the job getting the text into Microsoft Word or another editor of your choice.

Click the “Recognize” button.

Readiris Pro will now automatically open your pages as an .rtf document in Microsoft Word.

When your document opens in Word...

Select File -> Save As

In the top field labeled "Save As", enter a name for the document.

In the drop down menu below labeled "Format", select a format appropriate to your needs.

In the drop down menu below this labeled "Where", select the Desktop, or you can select another folder.

Click the "Save" button. You are finished..

You can now edit your document in Microsoft Word normally.

END