PC04 How to scan (Epson V700)

Quick Scanning (for a single page/image)
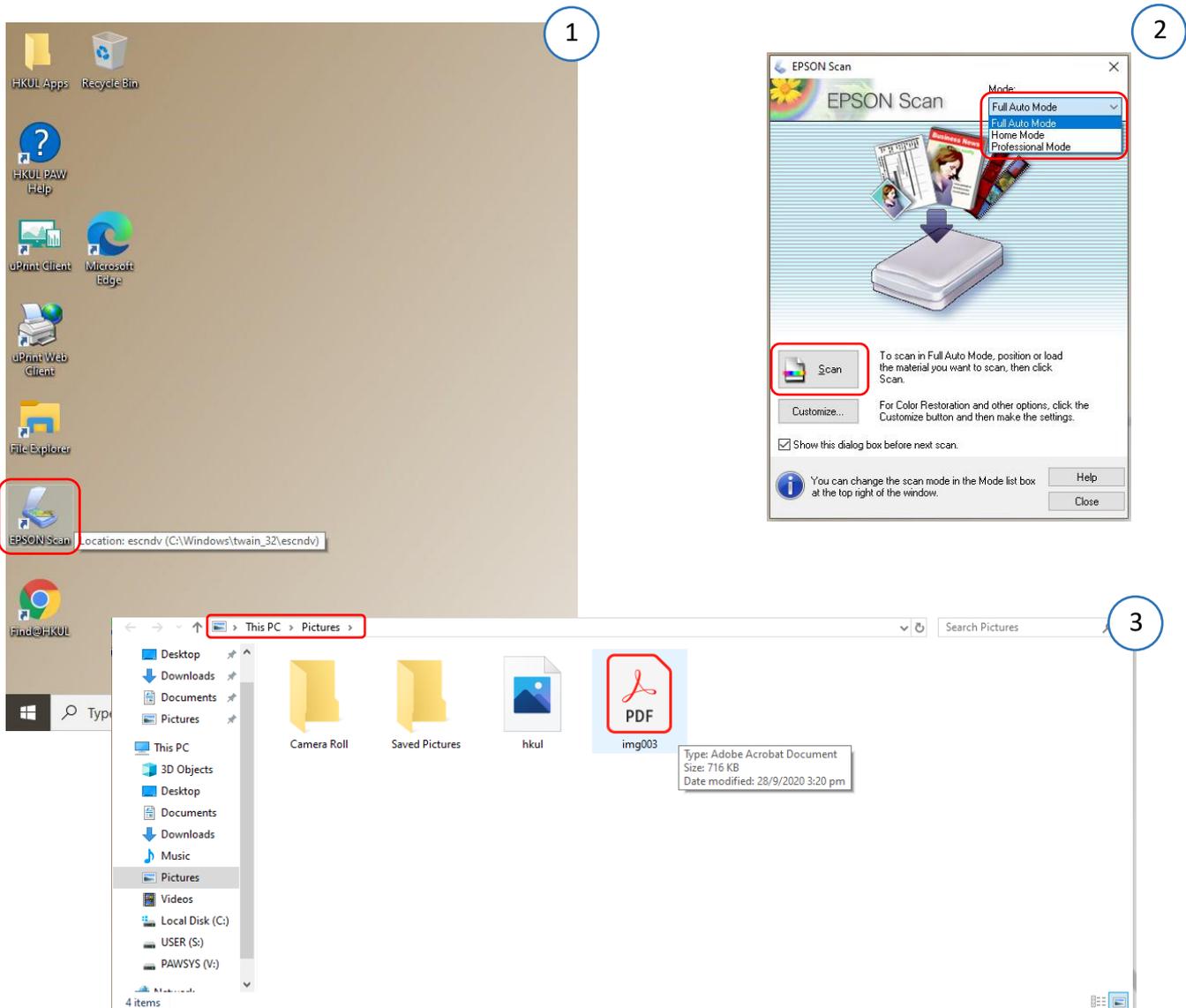
1. Select and click **EPSON Scan** on the desktop
2. Select **Full Auto Mode** and click **Scan** button. Click **Customize** to adjust settings if necessary
3. Find your document in **This PC > Pictures**

Advanced Scanning (for multiple pages of documents/images)
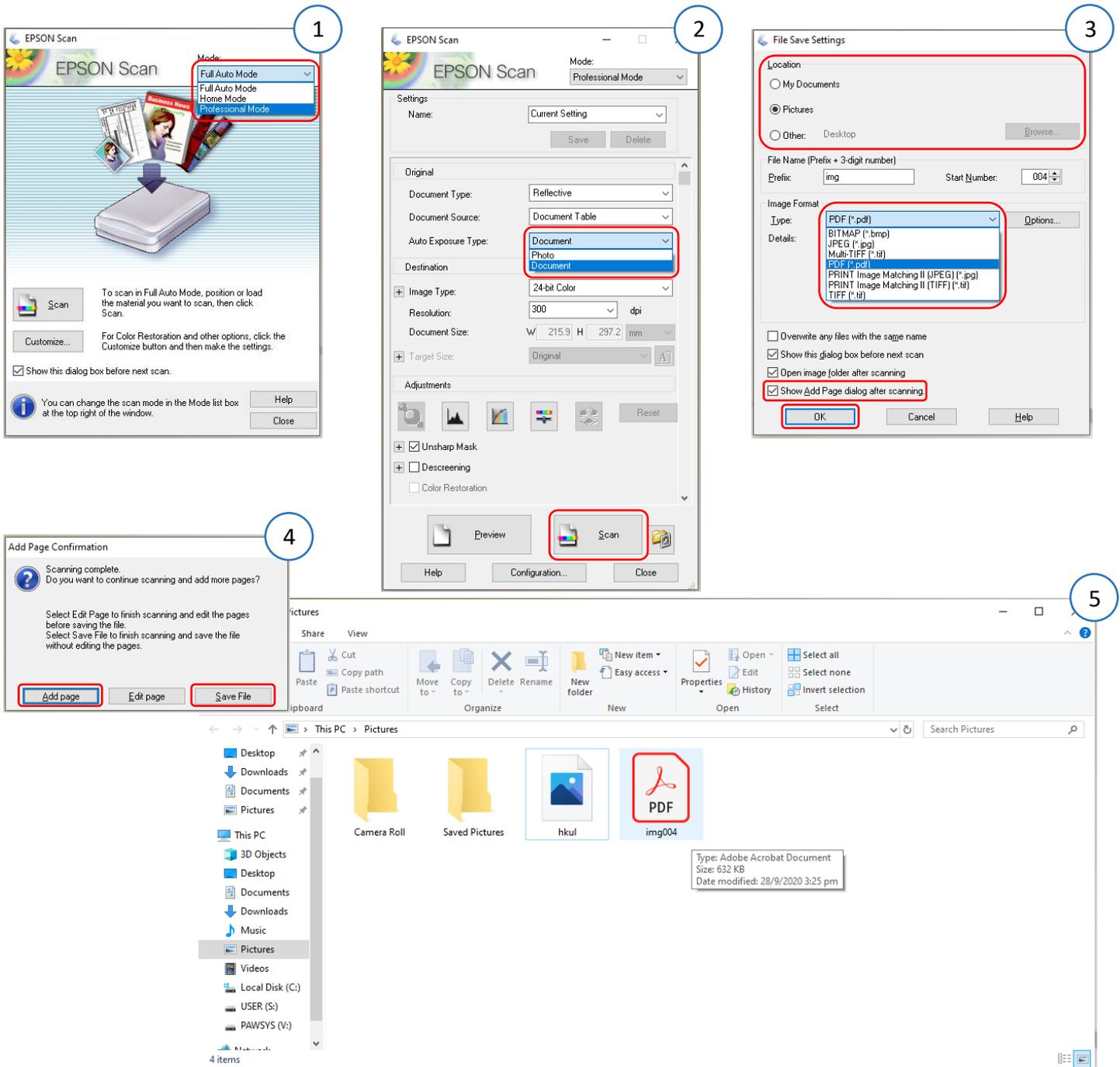
1. Select **Professional Mode** and a new window will appear
2. Adjust scanning setting and pay attention to the exposure type. Click **Scan** button to continue
3. Adjust file saving settings. Select suitable output location and format. Check the **"Show Add Page dialog after scanning"** box. Click **OK** to start scanning
4. Click **Add Page** button to continue scanning after the first page. Click **Save File** button when all pages are scanned
5. Find your document in the designated location

PC05/PC06   How to scan (HP ScanJet 5590)

REGULATIONS GOVERNING UNIVERSITY LIBRARIES

L10 Photocopying/Printing/Scanning

In the use of the photocopying/printing machines/scanners in the Libraries, care must be taken to avoid any breach of copyright. Users are warned that they are fully responsible for any legal consequences concerning copyright that might arise from use of the Libraries' self-service copying/printing machines/scanners.

Documents/Images scanning
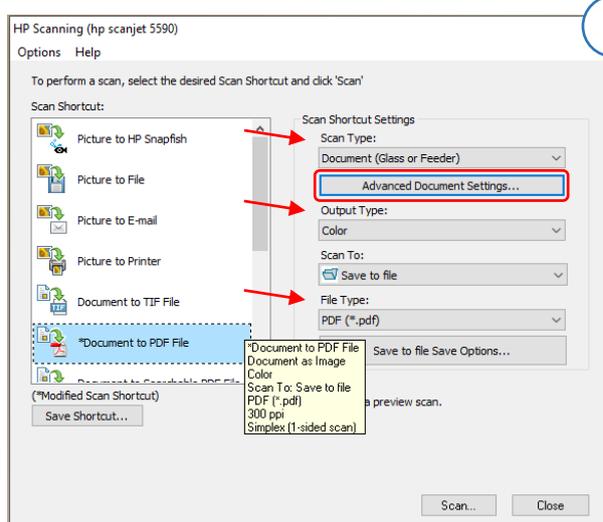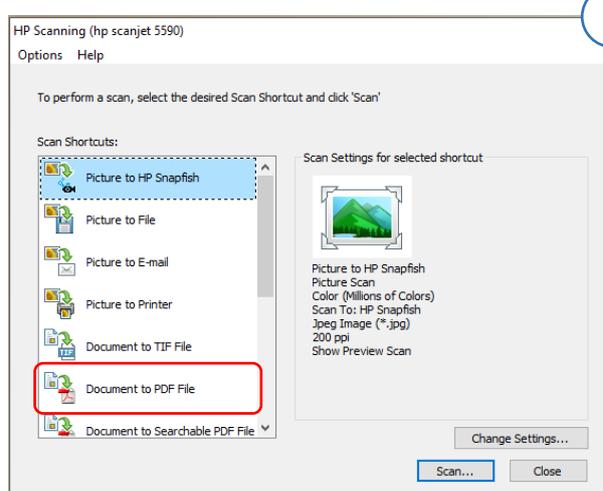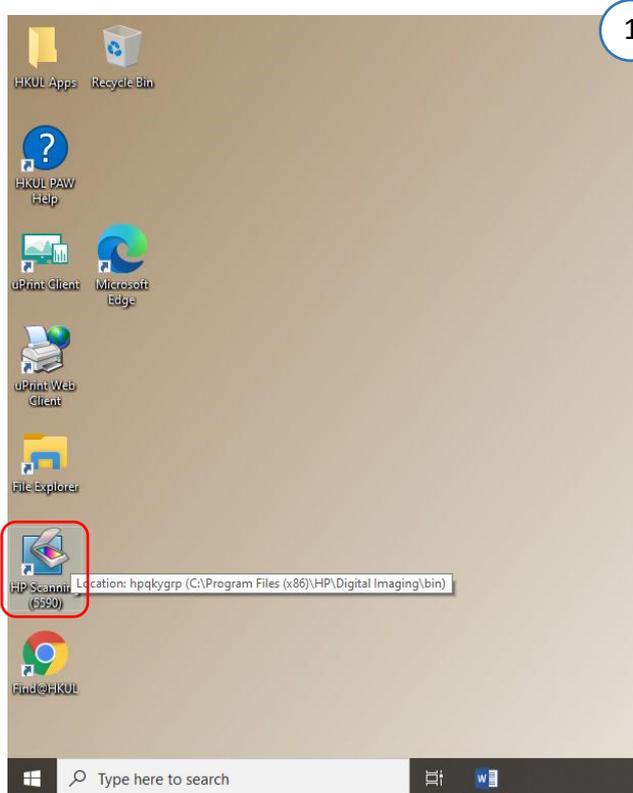
1. Select and click **HP Scanning (5590)** on the desktop
2. Click **Document to PDF File**
3. Adjust scan type, output type, file type if necessary. Click **Advanced Document Settings…** for more options

Advanced Document Settings (4)

Current Scan Shortcut: *Document to PDF File

Output Resolution (ppi) for Document as Image:
300

Note: This resolution setting is NOT used when scanning a document for editable text (OCR).

☑ Sharpen
☐ Automatically crop scanned documents
☐ Automatically remove blank pages (from feeder)
☐ Scan both sides from feeder (Duplex)

Settings for scanning a document for editable text (OCR)

Scan Resolution (ppi) for editable text (OCR) Document: 300

Note: When scanning a document for editable text, a resolution setting to achieve the best optical character recognition (OCR) results will be automatically chosen by the scan software and used to scan.

OCR Language:
English (United States)

Help   OK   Cancel

Save to file Save Options (5)

File Type
PDF (*.pdf)   PDF Options...
☐ Create one file per scanned page when choosing a multi-page file format (PDF, TIF, RTF, TXT, HTML)

Base File Name
scan   A number in sequence (0001, 0002, etc.) will be appended to the base file name.
☐ Overwrite existing files with the same file name

Save Location
C:\Users\prow10a-gen\Documents\My Scans   Browse...
☐ Use Monthly Sub-Folder

☐ Launch Windows Explorer in the save location after saving the file(s)
☑ Prompt for these Save Options at time of scan

OK   Cancel   Help

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(6)

Scan New Document

Add/Delete
Add Page(s)
Delete Page
Undo All Adjustments
Undo Last Deleted Page

Output Type: Color

Image Information
21.56 x 30.02 cm
300 ppi
25.8 MB (uncompressed)

Final Images

Help   Finish   Exit

(7)

This PC > Documents > My Scans

Name: scan0001   Date modified: 28/9/2020 3:54 pm   Type: Adobe Acrobat D...   Size: 1,505 KB

Desktop, Downloads, Documents, Pictures, This PC, 3D Objects, Desktop, Documents, Downloads, Music, Pictures, Videos, Local Disk (C:), USER (S:), PAWSYS (V:)

1 item

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4. Check the **"Scan both sides from feeder (Duplex)"** if necessary. Click **OK**
5. Click **Scan** and a new window will appear. Confirm file type and adjust file name, save location. Click **OK** to begin scanning
6. After scanning, all pages can be viewed by clicking boxes at the bottom-right corner. Make adjustments using tabs at the top-right corner if necessary. Click **Finish**
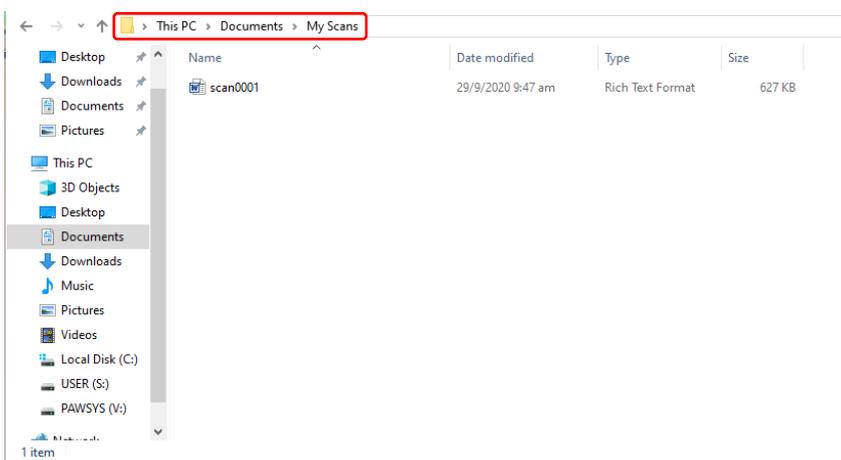7. Find your document in the designated location

# PC05/PC06   How to create text documents with OCR function (HP ScanJet 5590)
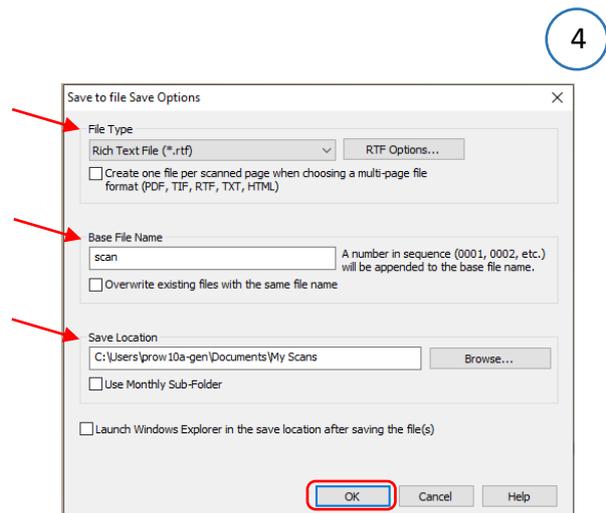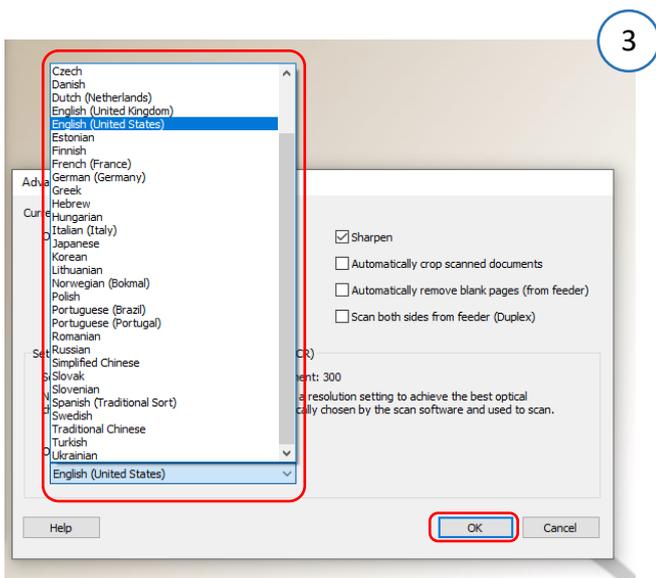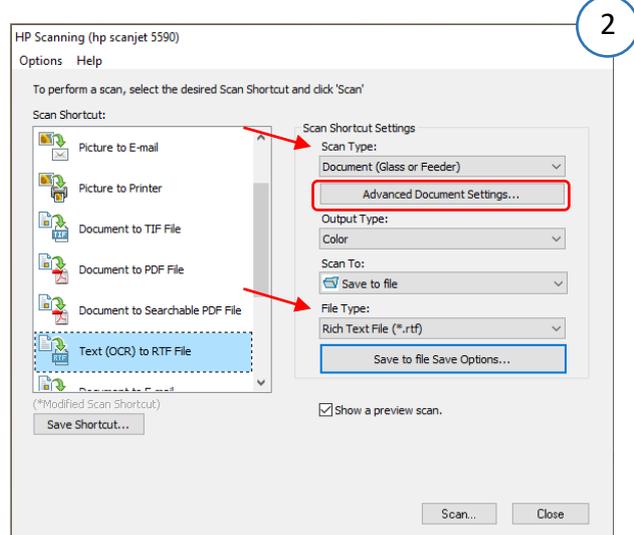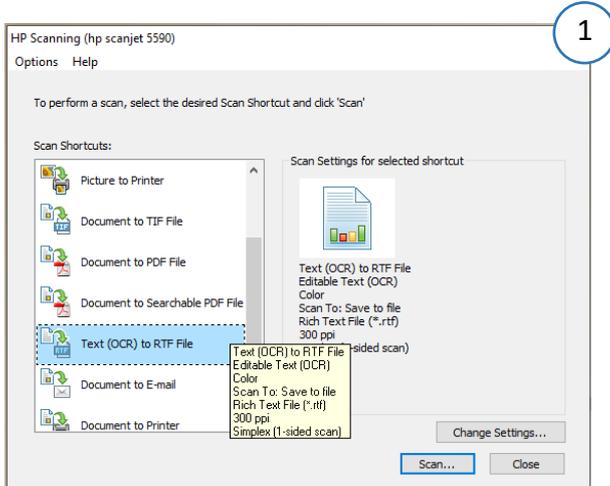
1. Click **Text (OCR) to RTF File**
2. Adjust scan type, file type if necessary. Click **Advanced Document Settings…** for more options
3. Click the box below **OCR Language** to select suitable language. Click **OK**
4. Click **Scan** and a new window will appear. Confirm file type and adjust file name, save location. Click **OK** to begin scanning
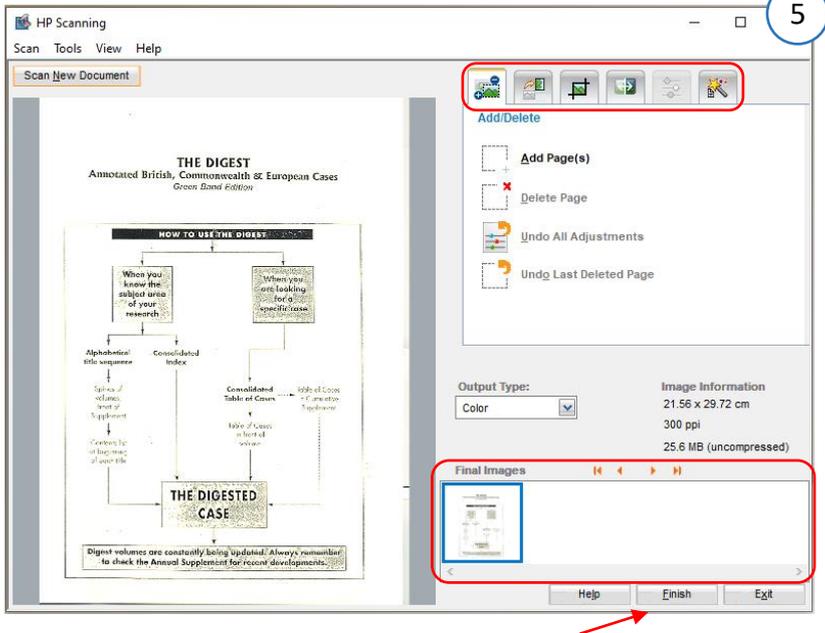
5. After scanning, all pages can be viewed by clicking boxes at the bottom-right corner. Make adjustments using tabs at the top-right corner if necessary. Click **Finish**

6. Find your document in the designated location
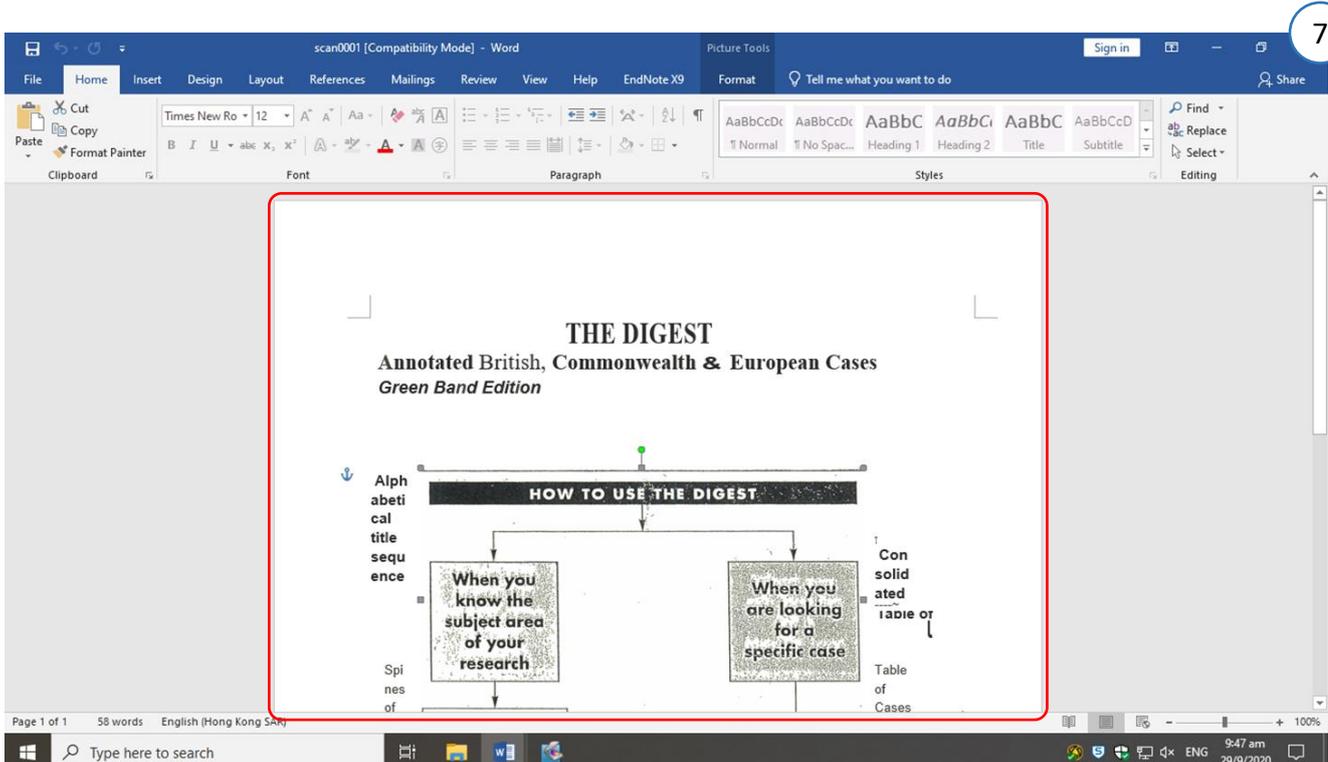
7. Open the document to check if OCR transcribes accurately. Make amendments if necessary