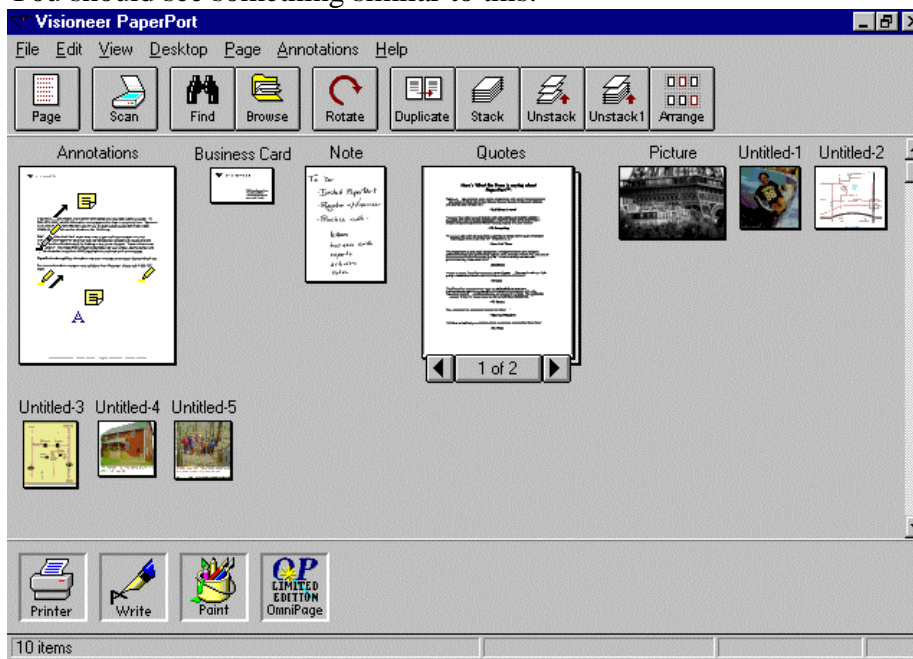


## Scanning images and documents

- There may be times when you need to scan in a document or an image for use on a web page
- You may even want to convert the text in a document you scanned into text that you could edit in your web page.

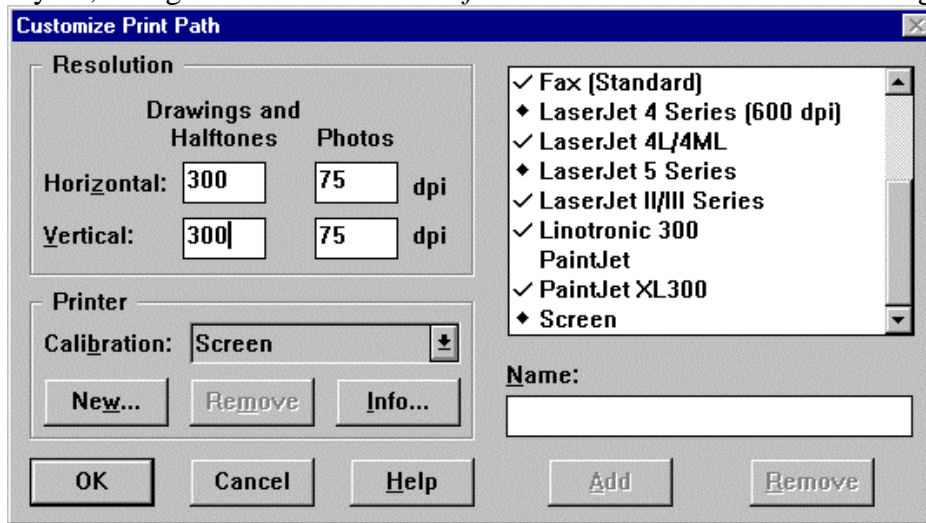
### **To scan a document:**

- First lift the lid of the ScanJet scanner and place the document on the scanning bed.
- Be sure to position the page you are scanning as close to the green arrow (upper right corner as you can) just like if you were going to use a photocopier.
- Close the lid and go to the computer connected to the scanner.
- Click the Start button and then Programs.
- Now click the PaperPort menu then the PaperPort software icon.
- If you see a registration screen click *Register Later*.
- You should see something similar to this:



- Click the *Scan* button.
- After the document has been scanned click the *Custom* menu then click on *Print Path*.
- You will see a window like this: (all four of the boxes you see on your computer should

say 75, change two listed under *Halftones* to 300 – as shown in the image below)



- Click *OK*.
- You should be back to this screen: (the image to the right of this tool box is not shown in this example but you should see it on the computer)



- Notice the black box drawn around the document.
- This is the area that will be scanned.
- You can adjust the area to include what you want and exclude what you don't want by simply dragging the sides of the box where you want them.
- When you are done click the *Final* button.

- The document will be scanned and copied to the desktop of the PaperPort program.
- You can close the image scanning box (as shown above) by clicking the x in the upper right corner.
- Your document should be on the desktop of the PaperPort program along with any other document on the desktop. (yours should be highlighted in red indicating it is the only document selected)
- If it is not highlighted then single click on your document so that it is the only image highlighted(selected).
- To be able to edit the text of the document you will need to convert it using a text converter.
- Notice at the bottom of the PaperPort program there are a number of large icons.
- One of them shows a picture of a page of text pointing to the letters **ABC**.
- In order to convert your document to usable text you must drag your document over this icon. (the icon will change to a darker color)
- Drop the document on the icon and the software will begin converting the text.
- Once it is finished your document should be open in Microsoft Word.
- You should read through the document for any errors as the text converting process is not perfect.
- When you are finished be sure to select *Save As* instead of *Save* because this way you can put the document where you want it and call it what you want to.
- You can also select *Save As HTML* if you are wanting to save the page to edit it as a web page. (further editing to this new web page can be done in AOL Press)

[Return to Contents page](#)