<div align="center">**Document Scanner How-to Guide**</div>

You can scan documents with the Xerox DocuMate262 on station 17 and Document 252 on station 19.

Load the documents facedown and upside-down, up to 50 pages.
1. Press "Simplex" on the scanner to scan one-sided documents.
2. Press "Duplex" on the scanner to scan two-sided documents.

How-to Check the Scan Setting Before Scanning:
1. To check the scan setting before scanning, press, hold down, and then release, either the **Simplex** or **Duplex** button. You can also start with the OneTouch icon that appears in the taskbar when you turn on the scanner. Click on your destination document type to bring up the OneTouch settings panel.
2. The OneTouch Button Panel appears with the description of the selected setting.
3. You can use this window to reset the configuration (including page size, resolution, and color mode), destination applications, file formats and so forth.
4. The DMC recommends Black&White, 200dpi, Letter size for scanning typical text-based documents into *.pdf format. This is a saved setting with the title "B&W PDF (Simplex)". For Duplex scanning, choose "B&W PDF (Duplex)". To make more specific adjustments, click on the Edit button, below the list of saved settings.
    NOTE: 200 dpi is appropriate for a font size ≥ 12pt. If the font is smaller, set it to 600dpi. If the scanned file is not legible, increase the brightness from 50% to 80%, and try again. If this doesn't work, try scanning at 200dpi, with Grayscale settings.
5. Click the close boxes on the OneTouch Button Panel and Properties windows to close them.

To scan a document to a PDF file:
1. Check the LED number to make sure it reads "2." To change the LED number, press the Destination Selector button (the up-arrow button) on the scanner.
2. Check the scan settings to be sure they suit your project. See the previous section for more details.
3. To scan a one-sided document, press the **Simplex** button. To scan a two-sided document, press the **Duplex** button.
4. A scan progress window opens and, a thumbnail of the scanned image appears in the ScanSoft PaperPort Application.
5. Locate the file you just scanned (which is the last file shown in the application), rename it, copy it to your own file directory or to your flash drive, or burn it to a CD as needed.
    NOTE: To create a searchable PDF, open your scanned document into Adobe Acrobat, and follow these steps.
    a. Go to **Document→OCR Text Recognition→Recognize Text Using OCR**.
    b. In the Pages section of the pop-up window, set which pages you want it to recognize (if your document is all text, All Pages is best. If you have several pages with pictures, you may want to specify your text pages).
    c. Click on the Edit button to check your OCR settings. A new window will pop up.
    d. From the Primary OCR language drop-down menu, choose **English (US)** (or whichever language your document is written in).
    e. From the PDF Output Style drop-down menu, choose an option based on your desired levels of text accuracy vs. image preservation. **Searchable Image** is recommended.
        Searchable Image is designed for better text output, with some image adjustment.
        Searchable Image (Exact) is recommended for maximum fidelity to the original image.
        Formatted Text and Graphics reconstructs the original page—possible higher frequency of text errors.
    f. From the Downsample Images drop-down menu, choose the highest option that is lower than your original (for 200dpi, choose **Medium (150 dpi)**).
    g. Click OK to close the Settings box. Click OK in the Recognize Text box.

To scan a document to a word file:
1. Repeat the above process to scan document to a *.pdf file.
2. Open OmniPage Pro 15.0. Near the top left, below the menu, is a series of buttons with drop-down menus. Set the first drop-down menu to **1 - 2 - 3**, and click on the button above it.
3. Set the second drop-down menu to **Load Files**, and click on the button above it. Find your scanned document in the pop-up box, and hit OK. Wait for it to load.
4. From the third drop-down menu, select either **Automatic** or **Custom (User defined)**. Click on the button, and wait for it to run OCR.
5. From the third drop-down menu, choose **Save to File**, and hit the button above. In the Save window, choose what kind of Word Document to save it as. Choose a location and a name. Hit OK.

Scanning at the DMC is free of charge.