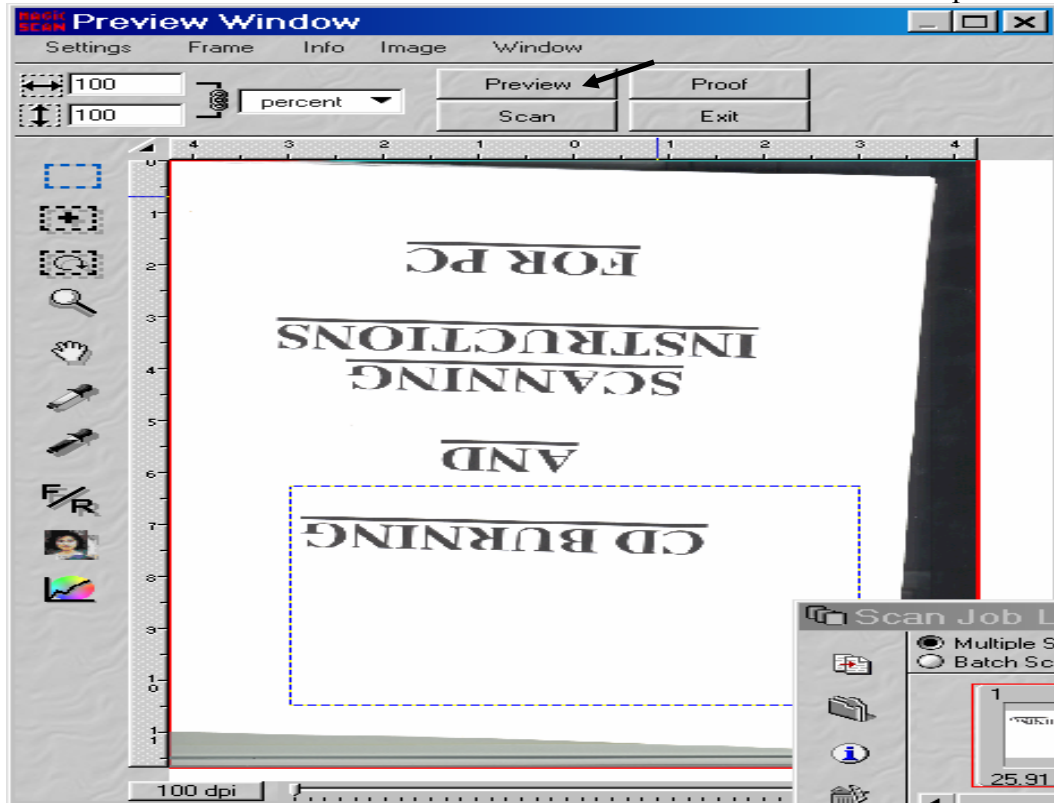


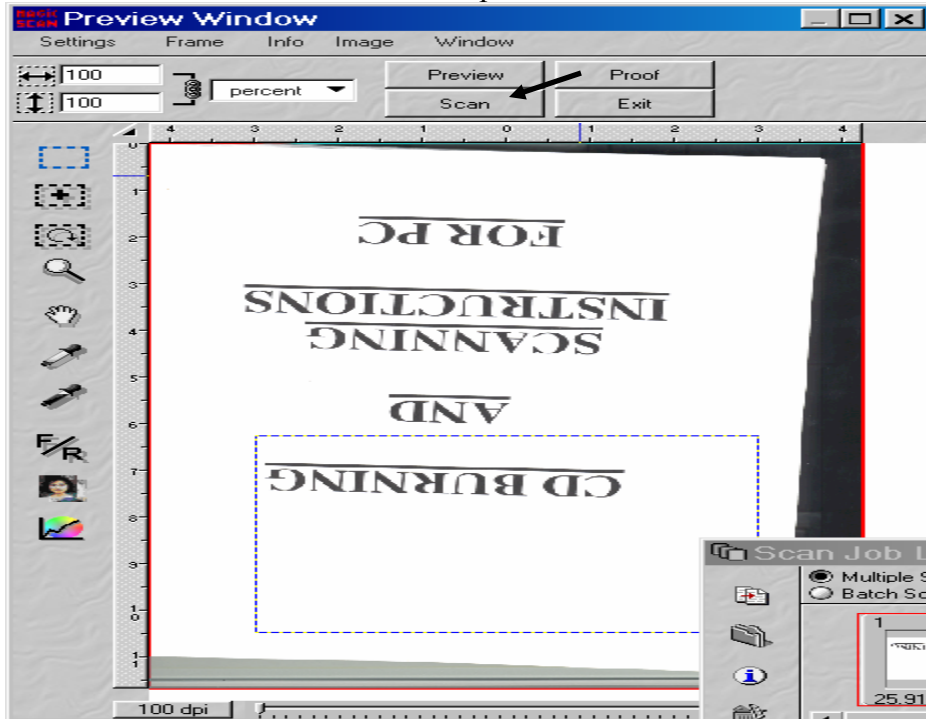
SCANNING AN IMAGE OR A DOCUMENT USING ADOBE PHOTOSHOP

1. Click on **Start, Programs, Adobe, Photoshop 6.0, Adobe Photoshop 6.0.**
2. Click on **File, Import, MagicScan32 v4.5**
3. Place the document on the scanner and click on **Preview**. This will show you what the document will look like when it is scanned into Photoshop and saved.



4. To change the Resolution of the image, click on **Image, Resolution**, and then chose the resolution at which you wish to scan the image. You can also select the area of the image that you wish to scan.

5. Once the settings are correct and the image looks the way that you want it to look, click on **Scan**. This will scan the picture or document into Adobe Photoshop.



6. Once the document has finished scanning, click on **Exit**.
7. This will take you into Adobe Photoshop and allow you to save the image and/or make changes to it.

Tips for Adobe Photoshop 6.0

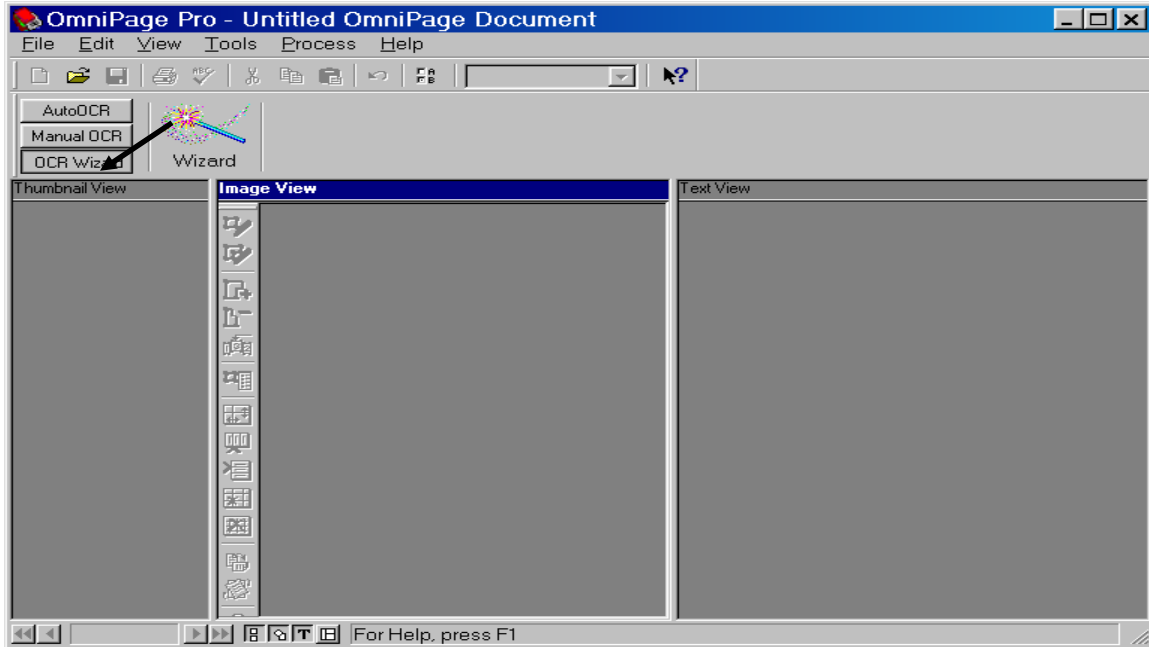
1. If your image is too large to fit on a disk or you want to make the image size smaller (useful when creating PowerPoint presentations), change the resolution to a lower number than what you currently have.
2. If you have scanned an image and are in Photoshop and it will not let you save the image, make sure that you have closed out of MagicScan 4.5.
3. If the image is upside down like it is above, click on **Image, Rotate Canvas**, and choose the way that you want to rotate the image so that it looks correct.
4. To adjust different levels such as the brightness or contrast, click on **Image, Adjust, Brightness/Contrast**.

SCANNING A TEXT DOCUMENT USING OMNIPAGE USING OCR

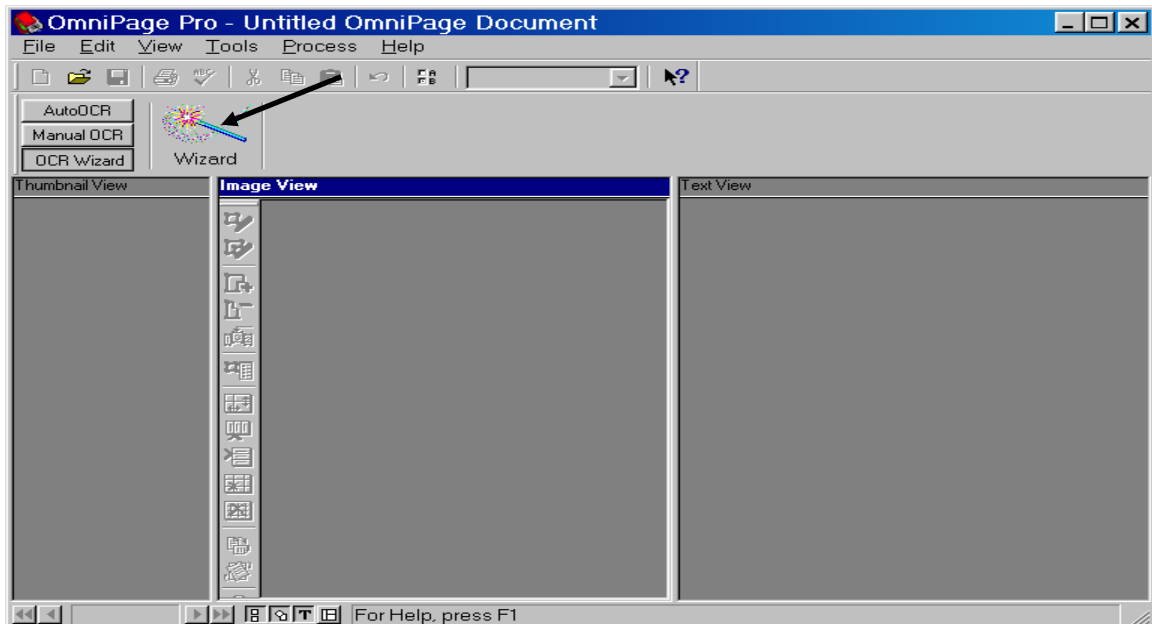
1. Click on **Start, Programs, ScanSoft OmniPage Pro 11.0, OmniPage Pro 11.0**

Using the OCR Wizard

1. Click on **OCR Wizard**



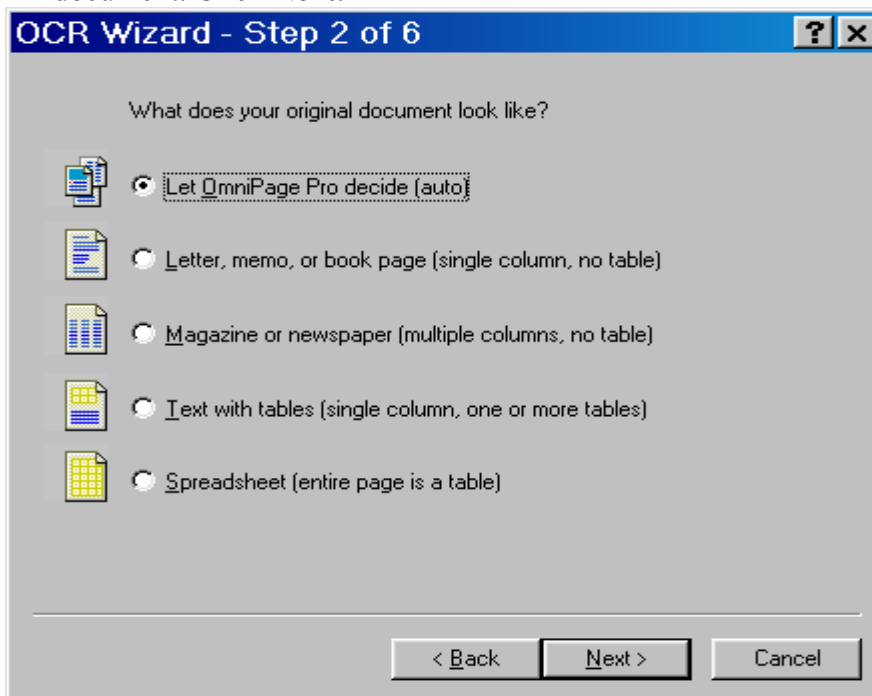
2. Click **Wizard**



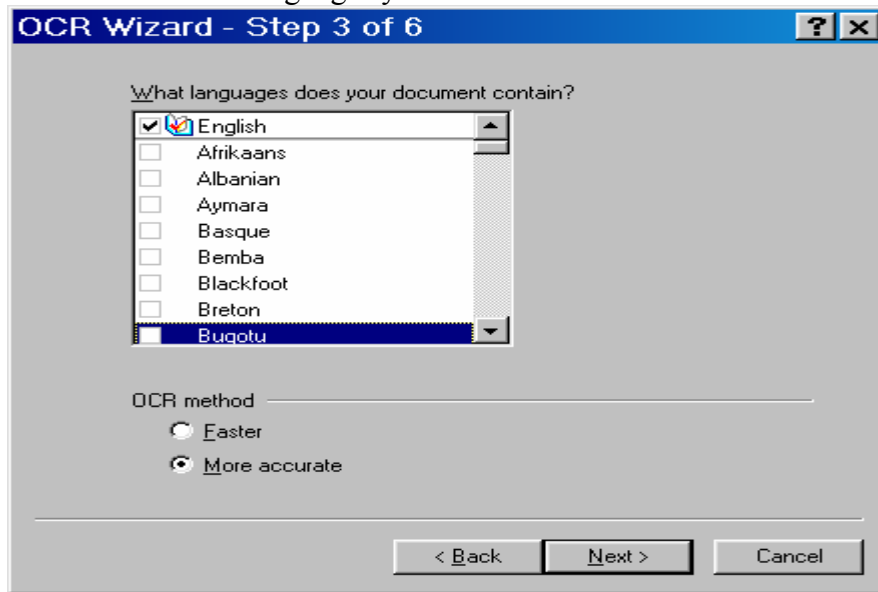
3. Under **How Will you get your image?**
 - a. Select **Paper Document in my scanner**
 - b. If it is a black and white text document, choose **Scan in Black and White**
 - c. For photos that you want to display in black and white, choose **Scan in grayscale**
 - d. If it is a document that has color, choose **Scan in Color**. Click **Next**.



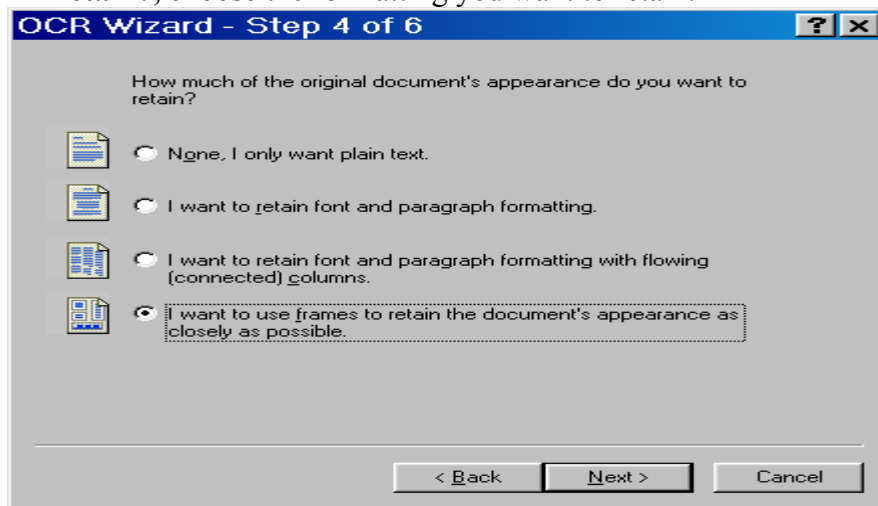
4. Next, under **What does your document look like?** Choose the layout of your document. Click **Next**.



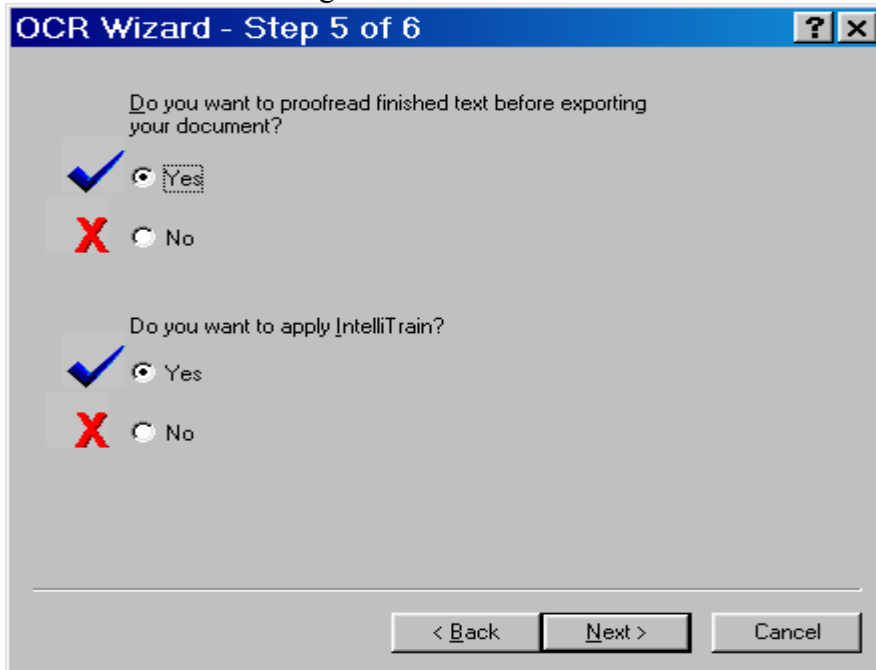
5. Choose which languages your document contains. Click **Next**.



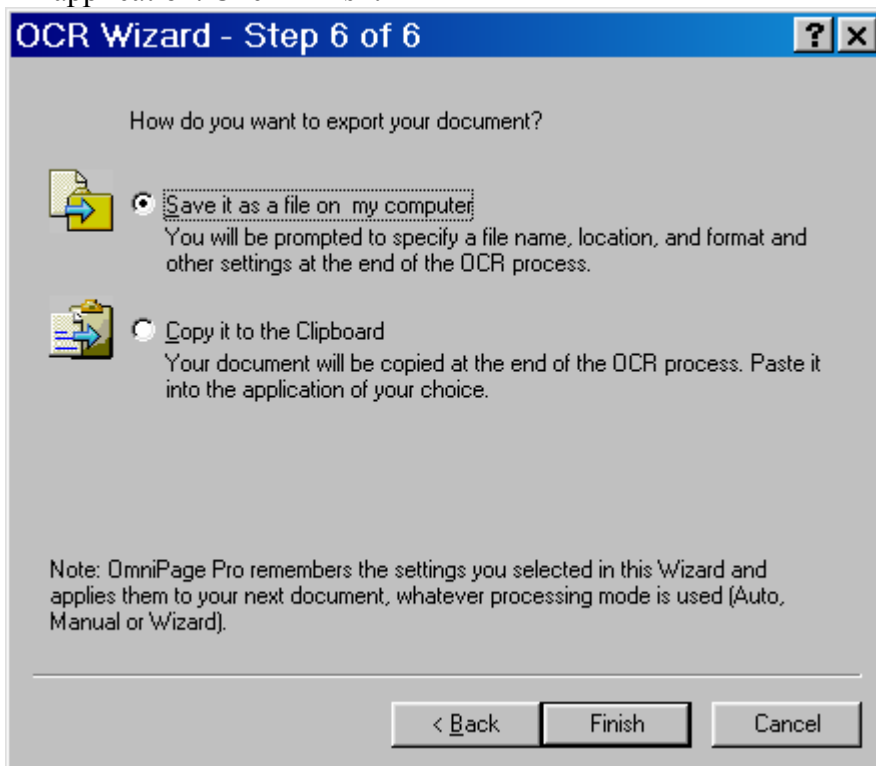
6. Under **How much of the original document's appearance do you want to retain?**, choose the formatting you want to retain.



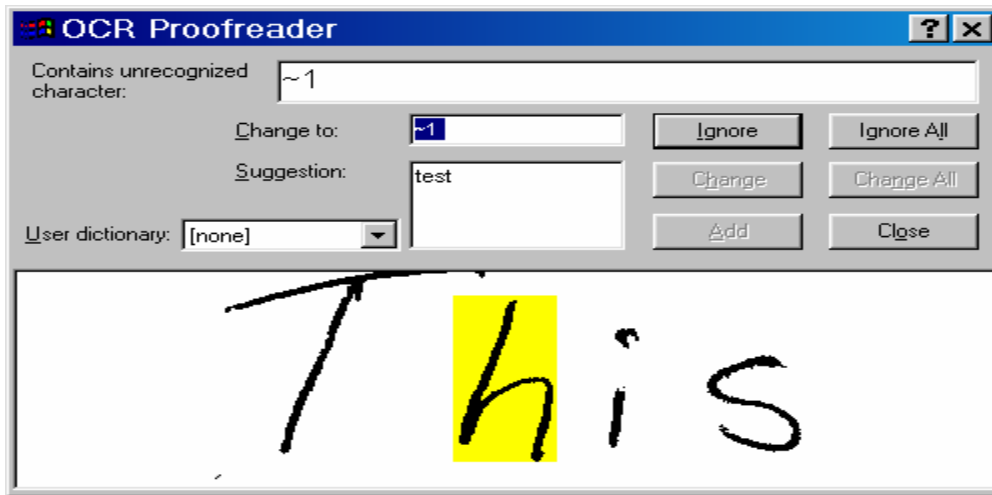
7. Under **Do you want to proofread finished text before exporting your document?** Choose whether or not you want OmniPage to proofread your document for unrecognized characters. Click **Next**.



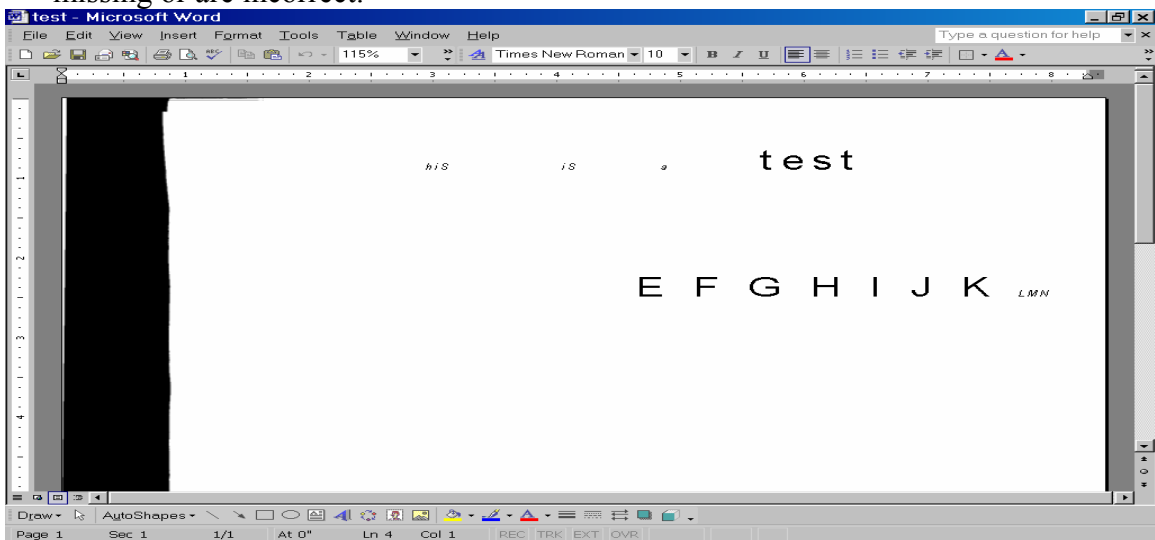
8. Under **How do you want to export your document?** Choose whether you want to save it to your computer or to copy it to the clipboard to be pasted into another application. Click **Finish**.



9. OmniPage Pro will start scanning the document.
10. If you choose to allow Omnipage to proofread your document, once the document has finished scanning, the proofreader will open and allow you to make the necessary changes to your document if OmniPage has not recognized certain characters.

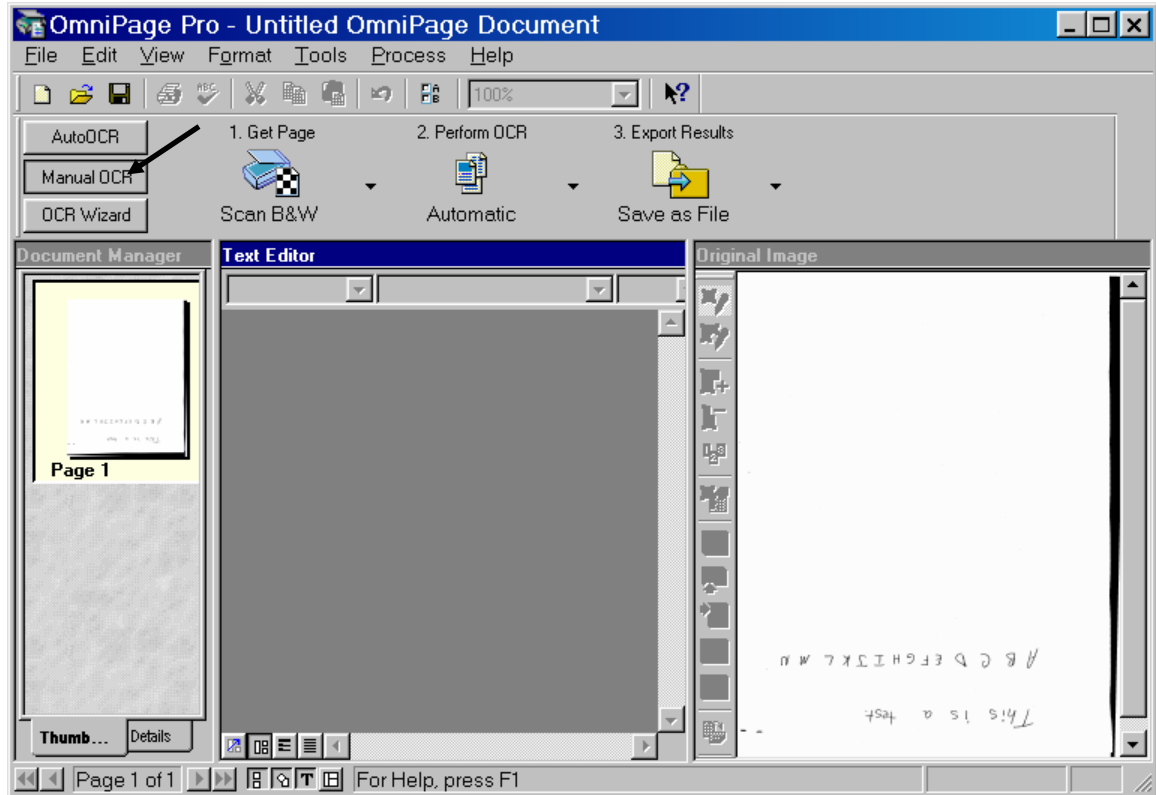


11. After the proofreading is complete, you will be able to save your document. Below is an example of what a scanned image in OmniPage Pro looks like when opened in word. Keep in mind that although OmniPage's proofreader may have caught some unrecognized characters, there may still be some characters that are missing or are incorrect.

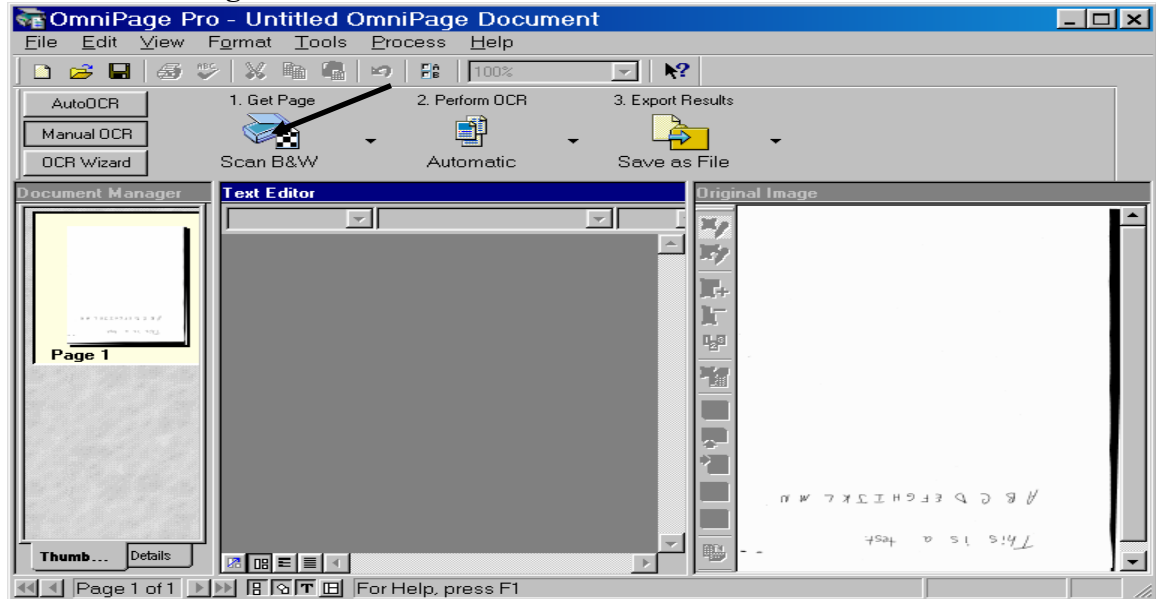


Using Manual OCR

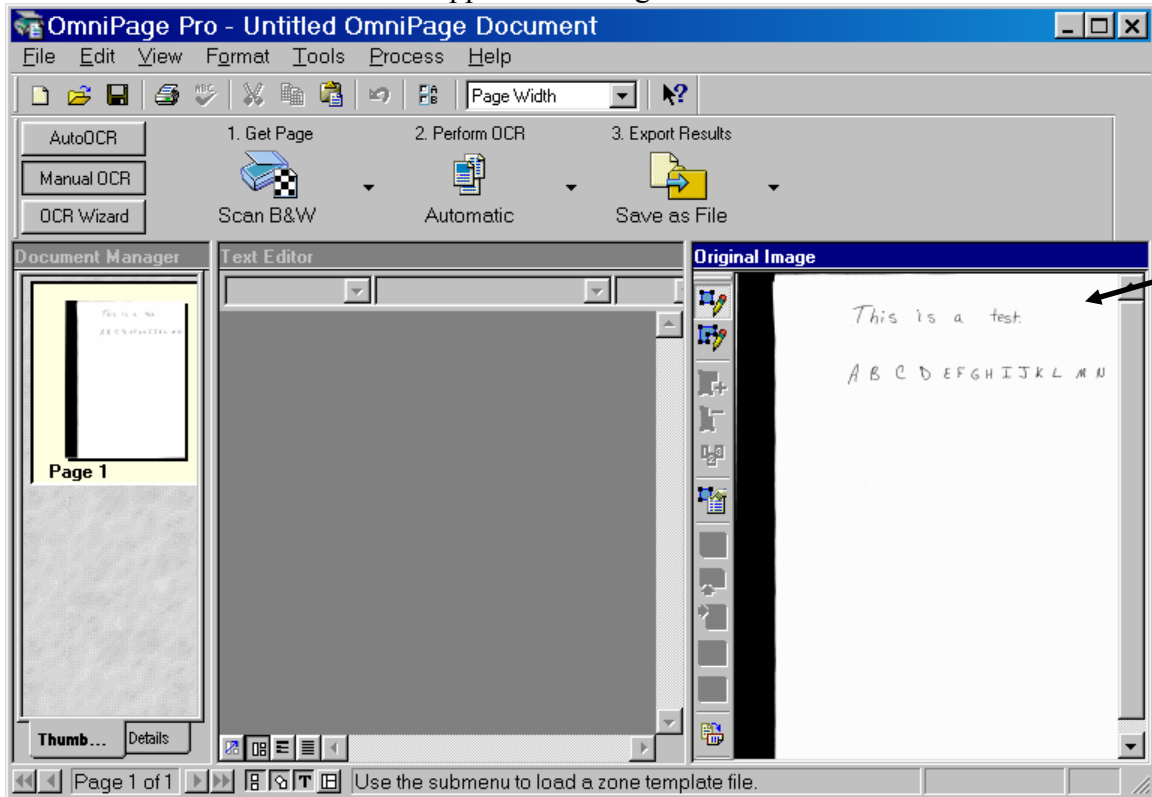
1. Click on **Start, Programs, ScanSoft OmniPage Pro 11.0, OmniPage Pro 11.0**
2. Click on **Manual OCR**



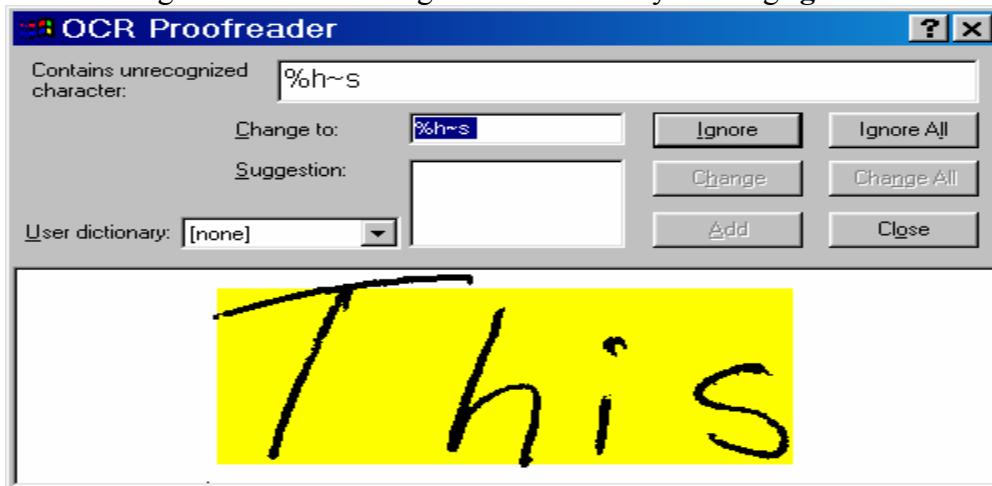
3. Click **Get Page Scan B&W**



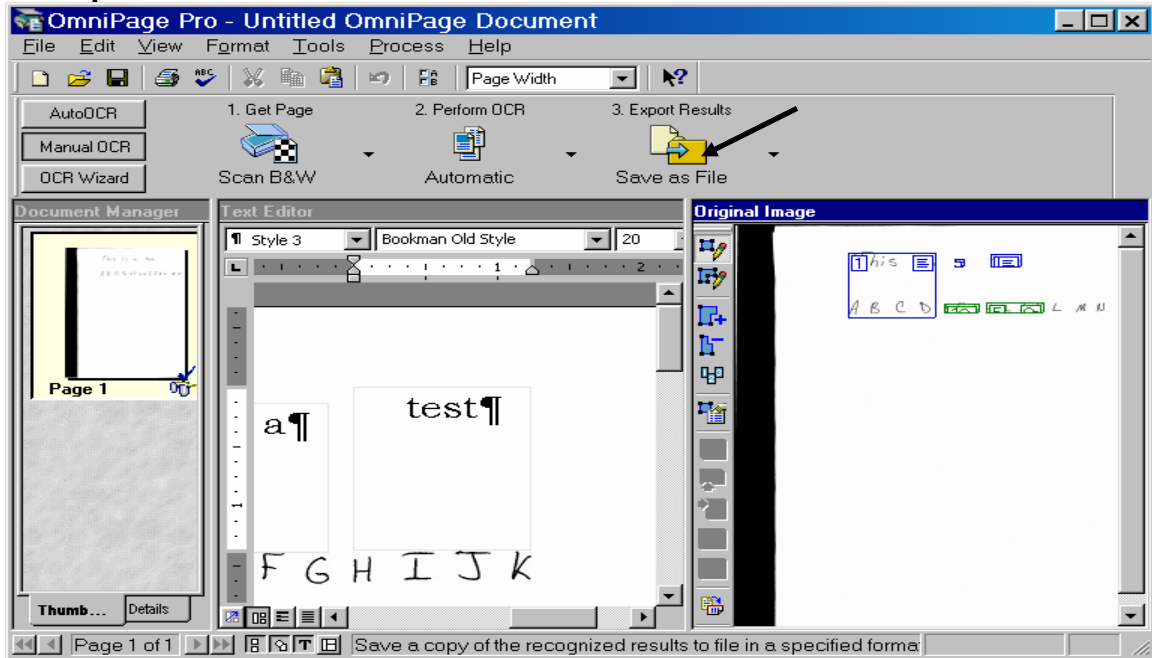
4. Your Scanned document will appear on the right hand side of the screen.



5. To use the Character Recognition feature of OmniPage, Click on **Perform OCR Automatic**. OmniPage will then show the user which characters are unrecognized and what their suggestions are. Here you can type in the correct characters in the **Change to:** box or choose and change them by clicking **Change** or to ignore what OmniPage sees as an unrecognized character by clicking **Ignore**.



6. After your changes have been made, you can save the document by clicking on **Export Results Save as File**



7. Once this box opens, you can choose where to save your file and what type of file to save it as.

