

INSTRUCTIONS FOR OCR SCANNING

QUICK GUIDE TO SCANNING AND CREATING EDITABLE/SEARCHABLE PDF, WORD AND EXCEL DOCUMENTS

Note: The common server area/folder where the scanned documents are stored is PUBLIC, therefore many users have full read/write access to it at the same time. For this reason we suggest that you save your scanned files immediately, to avoid losing them. To find scanned documents when you have not named your file: the system stores the files with a long number which refers to the year, month, day and time of the scanning. Example: if you scan your documents on 10 January 2012, the file name will be 120110hhmms....pdf

N.B. If your documents are books, papers, brochures, etc. you must align them flat on the glass to avoid bad scans. It is important that the material is scanned well otherwise the software cannot recognize the text

1) Swipe your EUI card at the side of the machine, than press LOGIN.



2) Press the Scanner button on the bottom left (OCR Scanner)



3) Select required format (PDF, Word, Excel). For a different language press the Template button.



4) Other Templates



5) Optional: If you wish to name your scanned (advised, for easy search) press "File Name"



6) Enter the name and press OK



7) Optional: to choose scanning preference press "Properties"



8) Press OK



9) The documents **must not contain** underlinings, gaps within the text and/or black lines. See the examples



10) Press the green Print/Start button (on the right). Press # when finished



11) Scanning...



12) Press YES to continue to scan with the same model, otherwise press NO



- Find and save your scanned document from the common server area/folder \\ressrv1\Common\OCRdocs
- Academic Staff and Researchers can access scanning folders from any EUI desktop PC via drive O for OCRdocs and drive R for ScannedDocs
- **N.B.** in order to avoid server overload, scanned documents will be automatically deleted, and therefore no longer accessible, 48 hours after scanning