



## Scanning text documents for use with the Epson Perfection 1660 Photo Scanner



1. Select Epson Smart Panel icon from the PC desktop or program group in the Monet or Library Reference Area in Bedford.

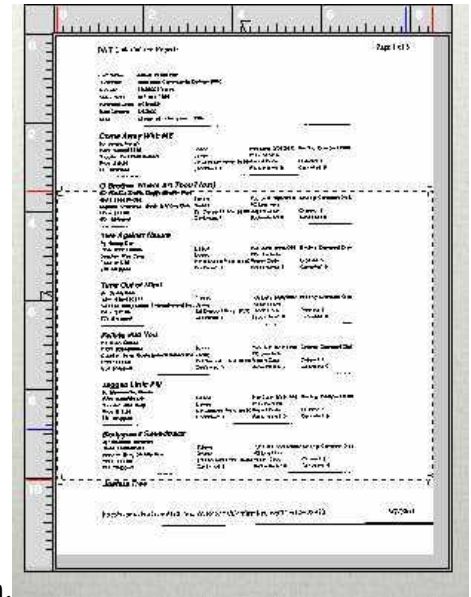
*This will launch the software for the Epson Perfection 1660 Scanner.*



2. Select Scan to OCR for text documents from the Menu options.

*OCR stands for Optical Character Recognition and is best used when scanning text documents. It is important to remember that scanners were intended to scan images and the image can not be edited unless this option is selected. The scanner may need to warm up if it has not been used.*

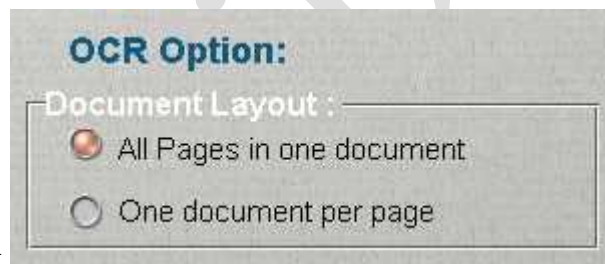
3. Lift the cover of the flatbed and place your document in line with **LTR** in the upper left hand corner of the scanner.
4. Close the cover.
5. Select the scan or preview button as needed. The preview button may be used to:
  - a) Select only part of your image
  - b) Deselect part of the screen where you may have entered comments
  - c) Delete the student's name.



Adjust the guide lines from the sides, top and bottom.


6. Select the scan button.

7.  or  as needed if this is a multi-page document.



8. From the OCR options menu select
9. If there is an unusual font or spacing on the page you may need to select Let word processor decide on formatting instead of using the original document formatting.

**Note:** The scanned image will try to section off elements in the document when it sees white space. This functionality sometimes will effect editing of text.

10. Select  to select a piece of software. Word or WordPad is suggested.

11. *Launch to start the program.*

*Note: When scanning multiple documents into word please remember to save each one as a unique file name and either email or save to a floppy diskette.*

12. Close word after each document is loaded. Failure to do so seems to cause problems with the software.