

INSTRUCTIONS FOR THE USE OF SCANNER

How to SAVE a TEXT

Proceed with the following instructions:

1. On the Desktop of the Computer locate:

Start -

Programs -

TextBridge Classic 2.0 –

and again – Textbridge Classic 2.0, in order to load the **“Text Processing Program”**

2. Next, we place the Page, in the Scanner (upside down position) Three Buttons appear on the screen and we choose the **“AutoProcess”** button (first one). A number of selections appear and we change:

Page Type : always use **“Any Page”**

Page Source : always use **“Scanner”**

The program starts the processing of our selections

3. When the processing is over the window **Scan@home 48USB** opens and on the screen the following selections appear :

Scanning Mode : and we always select **“Auto”**

Mode : always use **“Bi-Tone” - “Green” - “OCR (Optical Character Recognition)”**

Resolution : always select **“200”**

4. We then press the key **“Preview”** in order to determine the margins of the text wish to scan. The margins are marked with the use of the “mouse” and by pressing left “click”.

5. Having marked the text, we then press the "**Scan**" button to start the scanning procedure.

6. After trace click on "**No More**" to end with scanning. Save the text you have scanned using a name of your choice and always remember to save it as a **WORD DOCUMENT**

Please ask the Librarians help if you have a problem.

Do remember that the Scanner is a very sensitive device.