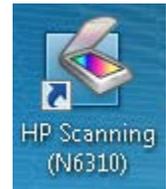


SCANNING A TEXT DOCUMENT SO THE TEXT CAN BE EDITED (OCR)

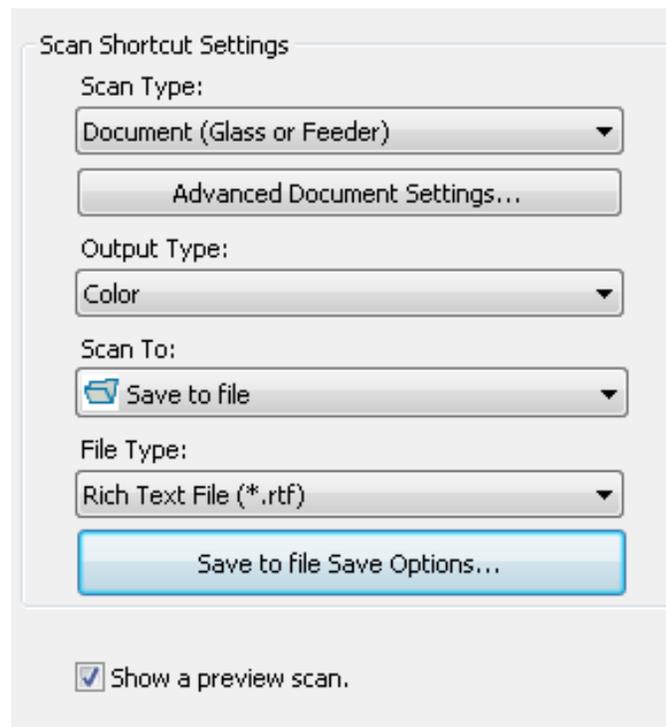
Please note these instructions assume that the HP scanning software has been installed and the scanner is hooked up and turned on. Keep in mind that the OCR (Optical Character Recognition) process is not perfect. The newly created document will need to be proofread and formatting may need to be fixed.

1. Start the **HP Scanning** software. This can be done by either double clicking on the desktop shortcut or by locating HP Scanning on the Start menu.



2. In the HP Scanning window click **Change Settings**.

3. On the right hand side of the window change the settings to match the screenshot to the right:



4. Click **Scan**.

5. On the HP Scanning window click **Finish**.

6. Click **Close** to close the HP Scanning window.

7. Windows Explorer will open and display the file that was just created. The file can now be edited and/or transferred to a USB device.

8. If the item that was just scanned is something personal such as a resume it would be a good idea to reboot the computer after the patron is done and has saved to document to their USB drive. Rebooting the computer will make sure the file has been removed from the computer and is not accessible to other patrons.

CUSTOMIZING THE SCANNER FRONT PANEL BUTTONS

The two buttons in this photo are located on the front panel of the scanner. You can customize what happens when either of these buttons is pushed.

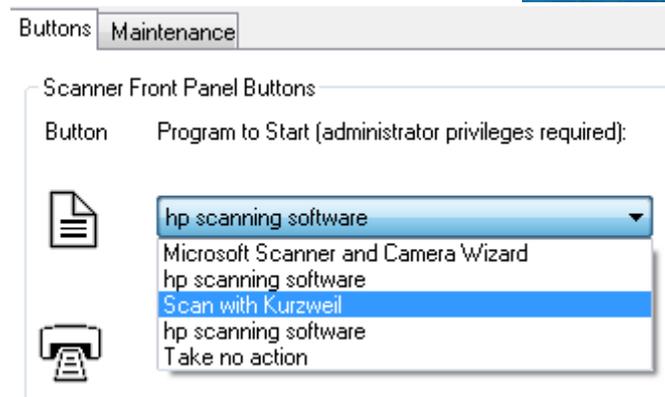
Please note these instructions assume that the HP scanning software has been installed and the scanner is hooked up and turned on. Remember before you try to make any changes you will need to unprotect the computer and log on to the Staff admin account.



1. Start the **HP Scanning Tools Utility**. This can be done by either double clicking on the desktop shortcut or by locating HP Scanning Tools Utility on the Start menu.



2. On the Buttons tab you will see two icons with drop down menus next to them. These buttons correspond with the buttons on the front of the scanner. Select the option you would like to assign to each button. A couple of things to note:



- The “Take no action” option will disable the button so nothing happens when it is pushed.
- If the scanner is hooked up to an ADA workstation you should see the option of “Scan with Kurzweil”. If this option is selected patrons will be able to place a text document on the scanner, press the button and the Kurzweil software will start. At that point you will need to follow the instructions on the screen.

CUSTOMIZING SCREEN OPTIONS ON THE FRONT PANEL OF THE SCANNER

Another option to customize the scanner is to create custom shortcuts that appear in the display screen on the front of the scanner. These shortcuts provide patrons with an easy way to start a scan. After placing an item on the scanner use the arrows to scroll through the scanning shortcuts. Press OK to select the option and start the scan.



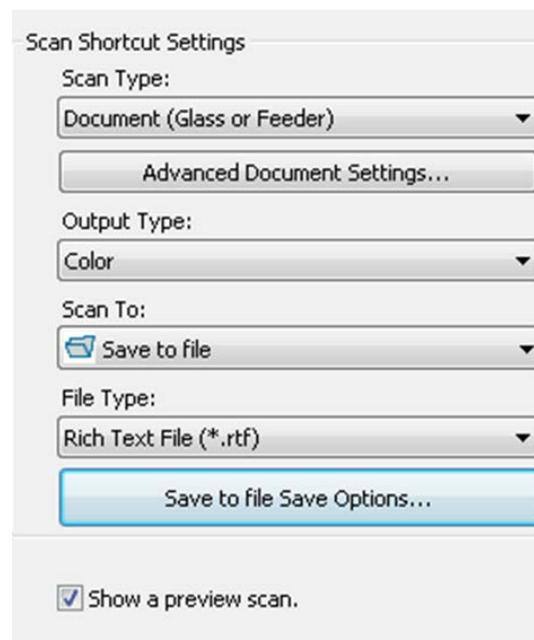
Please note these instructions assume that the HP scanning software has been installed and the scanner is hooked and turned on. Keep in mind that the OCR (Optical Character Recognition) process is not perfect. The newly created document will need to be proofread and formatting may need to be fixed.

In writing these directions we discovered a couple of quirks. To update the shortcuts on the front of the scanner log on to the patron account NOT the staff account. Unprotect the computer.

1. Start the HP Scanning software. This can be done by either double clicking on the desktop shortcut or by locating HP Scanning on the Start menu.
2. First we are going to create a custom shortcut for scanning a text document to a document that can be edited. In the HP Scanning window click Change Settings.

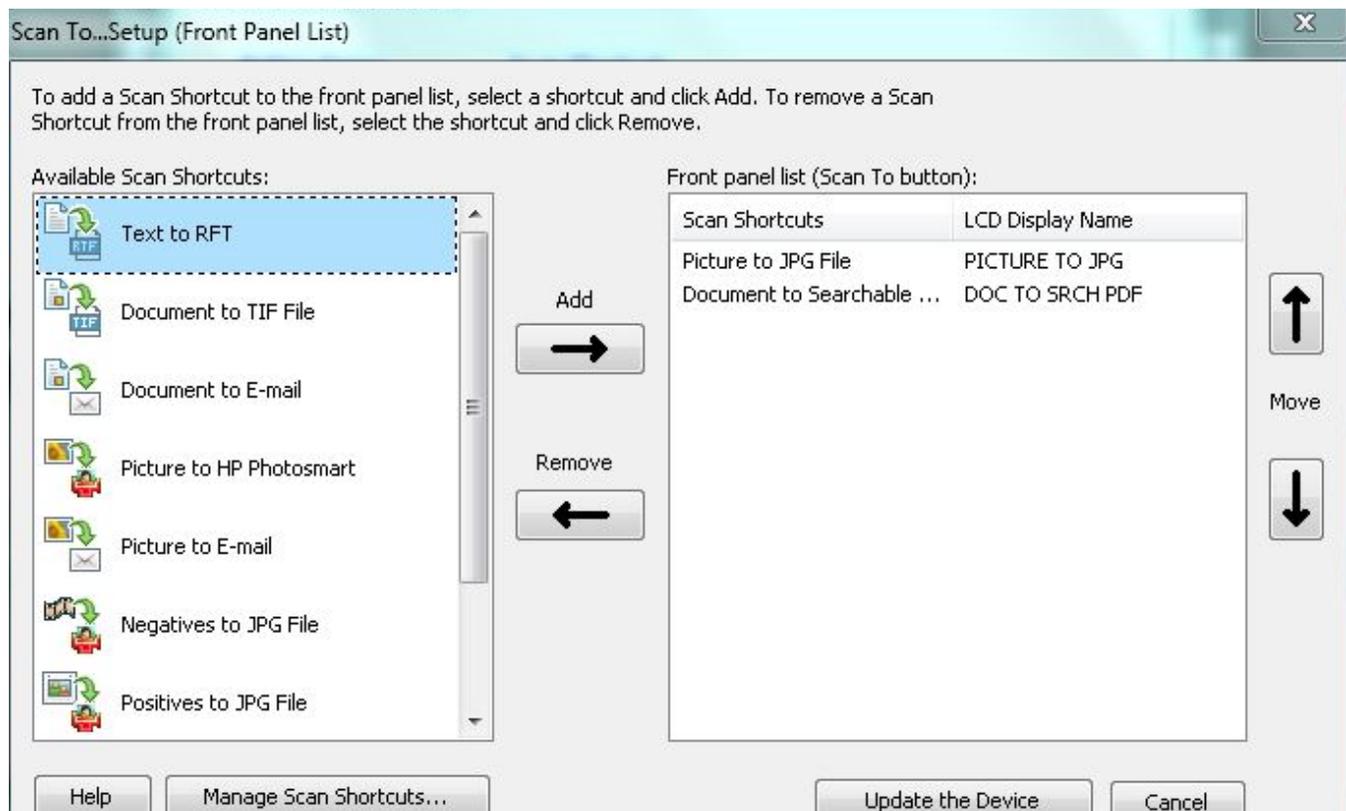


3. On the right hand side of the window change the settings to match the screenshot to the right:
4. Click **Save Shortcut...**
5. Enter a name for the new short cut. The "Shortcut Name" is what appears in the HP Scanning software window. The "Abbreviated name for LCD display" is the wording that will appear in on screen located on the scanner.



6. Select a "Shortcut Icon". This icon appears in the software window. I would suggest using either the Text_RTF or Text_Word icons.
7. Click **Save**
8. Click **Options** which is located on the top menu bar. Under that select **Click San To...Setup.**
9. To customize the links on the front panel select the shortcut you just crated in the left side of the window then click the Add button. (See the screenshot below.)

10. Add any additional shortcuts that you think may be useful.
11. To remove a shortcut from the panel select it on the right side of the window and click. Remove.
12. You can also rearrange the shortcuts in the front panel list by selecting one and using the up or down arrows on the screen to move it.
13. Click **Update the Device**.
14. Click **Close**.



This is one example of a shortcut you may want to create. The above steps can be repeated to create other shortcuts. In step 4 simply make other choices.