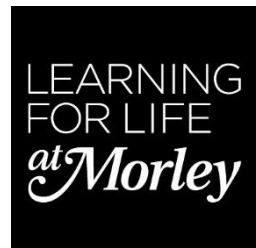
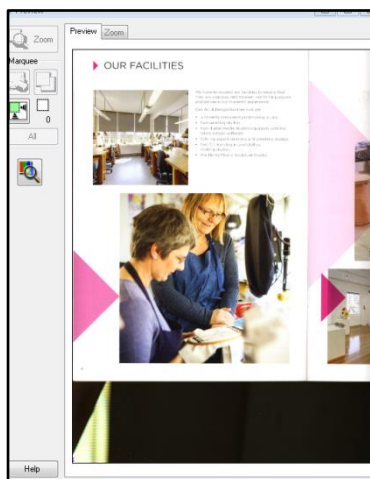


# Help Guide 8

## A quick guide to scanning



- Make sure the scanner is switched on before you start (on/off switch on right side on A4 scanners, front left on the A3 scanner).
- Open up the software from the desktop icon.
- You have the option of using **Full Auto Mode**, **Office Mode** or **Professional Mode**. **Full Auto Mode** will scan the whole scanner area (just over A4 size). **Professional Mode** enables you to select portions of the image.

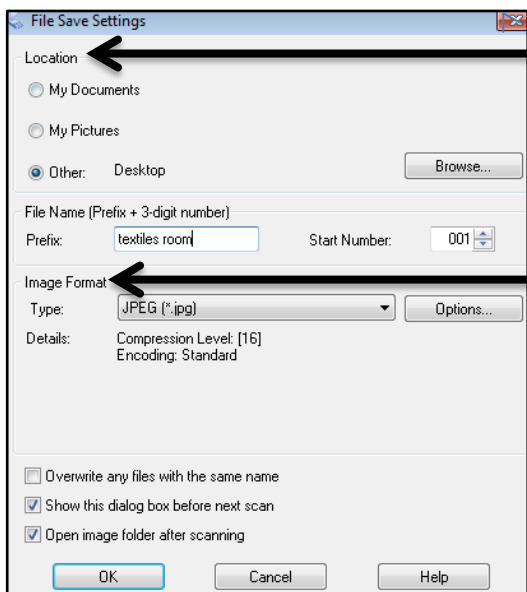


### Using Professional Mode

The default setting is 24-bit colour and a resolution of 300dpi. You can change this and many other settings from this panel.

← **Using Preview**  
Place your image face down on the scanner glass, click preview and wait. Your image will appear in the preview screen.

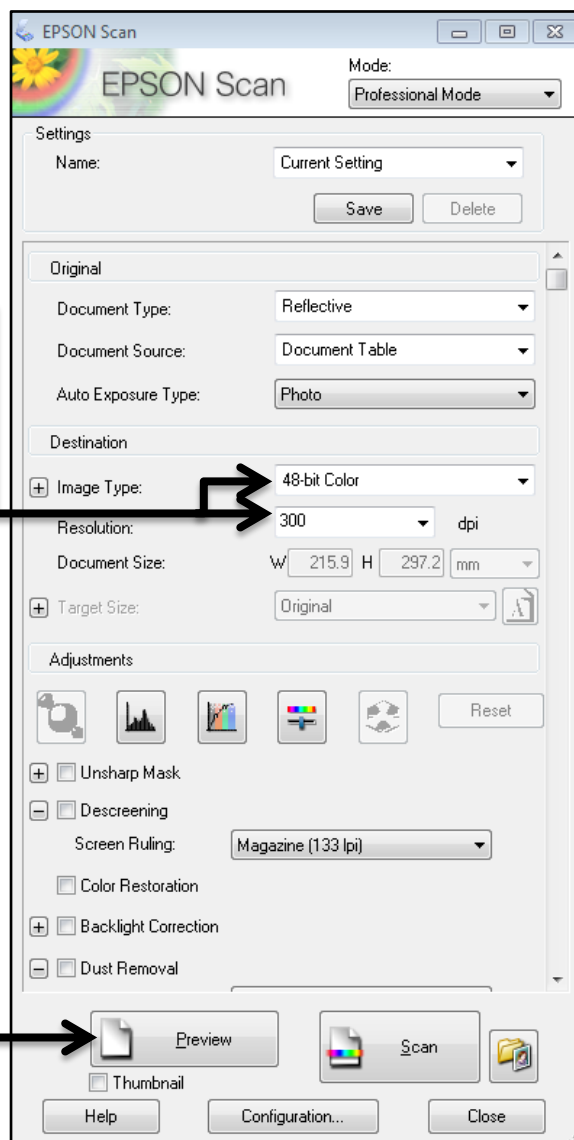
You can then select the area you want to scan and when you are happy, click scan. You will then be given options as to where to save the image, and also in what format.



You can also change the name of the file at this stage.

If you want to scan several different images and save them as separate files, then **JPEG** is probably the best setting.

If you want to scan a multi-page document and save it as one single file, then use the **PDF** setting. If you choose this, it will prompt you after the first scan to add more pages, remember to **SAVE** the file when you have scanned the last image.



There are many options you can select to improve your end result such as descreening, colour restoration and backlit correction. You can also open a JPEG file with Microsoft Office where there are simple ways to crop, rotate, change brightness and contrast. (Right mouse click on the file name Open with ... Microsoft Office).