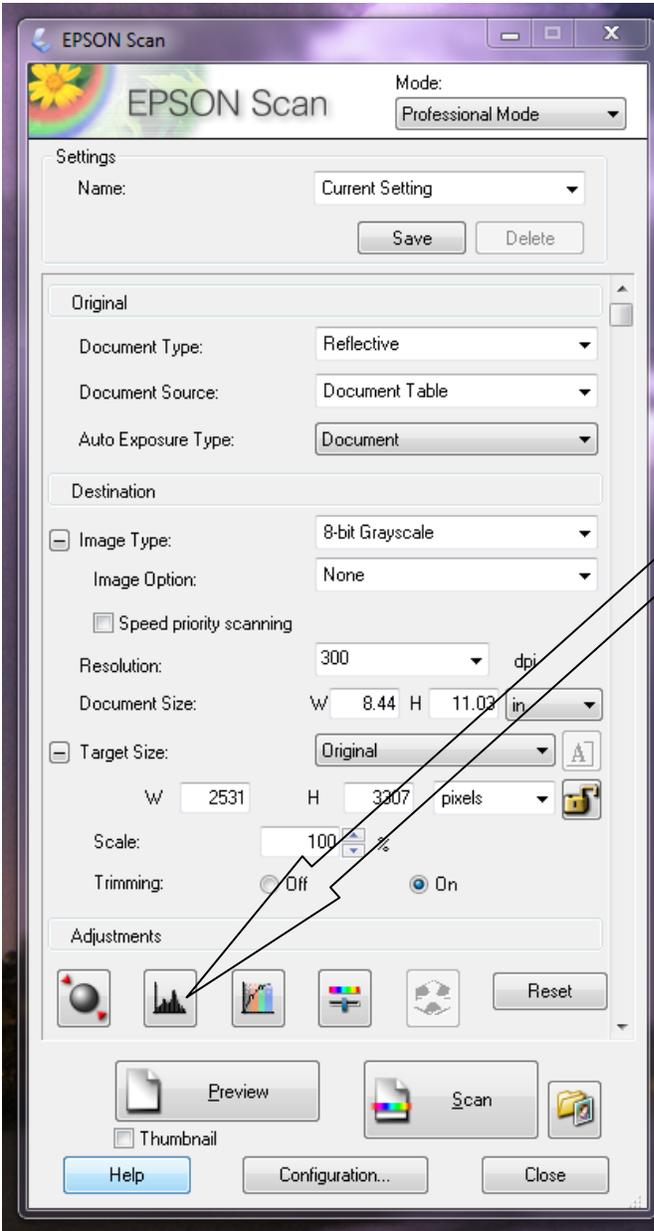## Scanning to PDF: Process

If using Fujitsu Fi-6230 skip to step 8

Flatbed Epson Expression 10000 XL Scanner Instructions

1) Open scanner and make sure set up as seen on left.

2) Preview scan

3) In preview select with Marquee the image you want scanned

4) Zoom if necessary to define page borders

5) Adjust brightness/contrast with Graph button

6) Scan Page to PDF (name file)

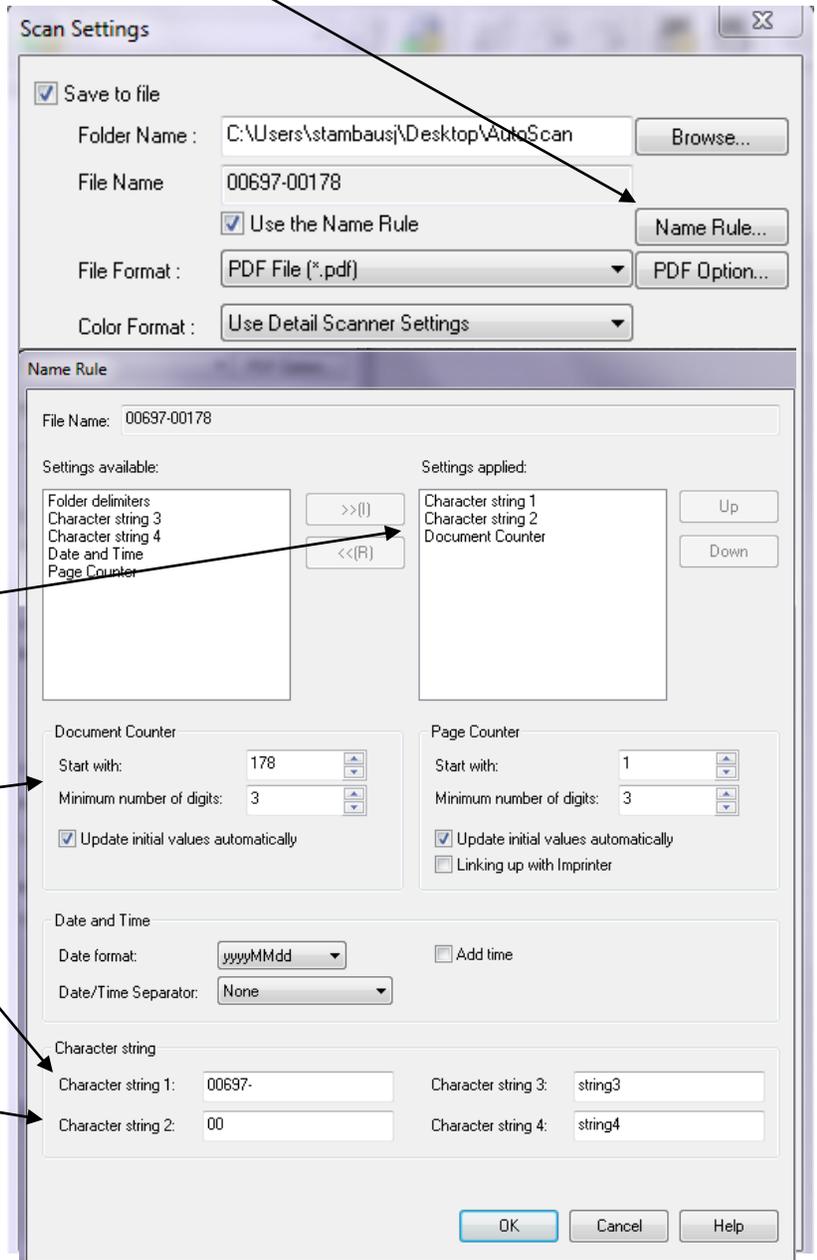7) Scan additional pages (repeat steps 2 through 6) as needed

---Skip to Step 23 (on page 4)

Automatic Fijitsu Fi-6230 Scanner Instructions

8) Open Scanner software and select Scan→Scan Settings (Ctrl+N)
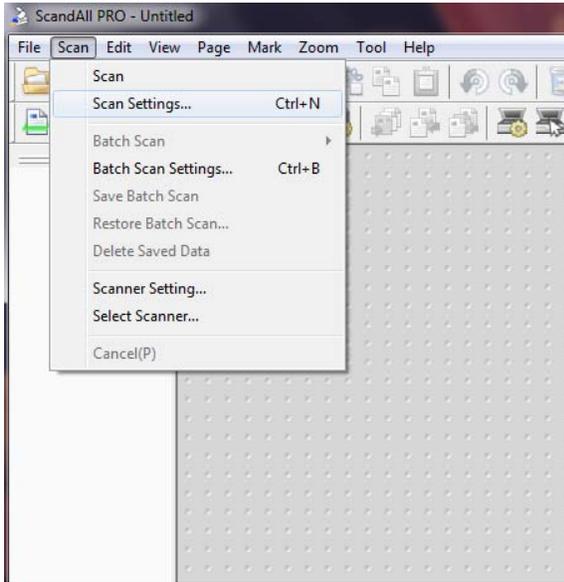
9) Change file name to numerical numbering by clicking 'Name Rule'

10) Make sure your settings applied are only 'Character string 1,' 'Character string 2,' and 'Document Counter.'
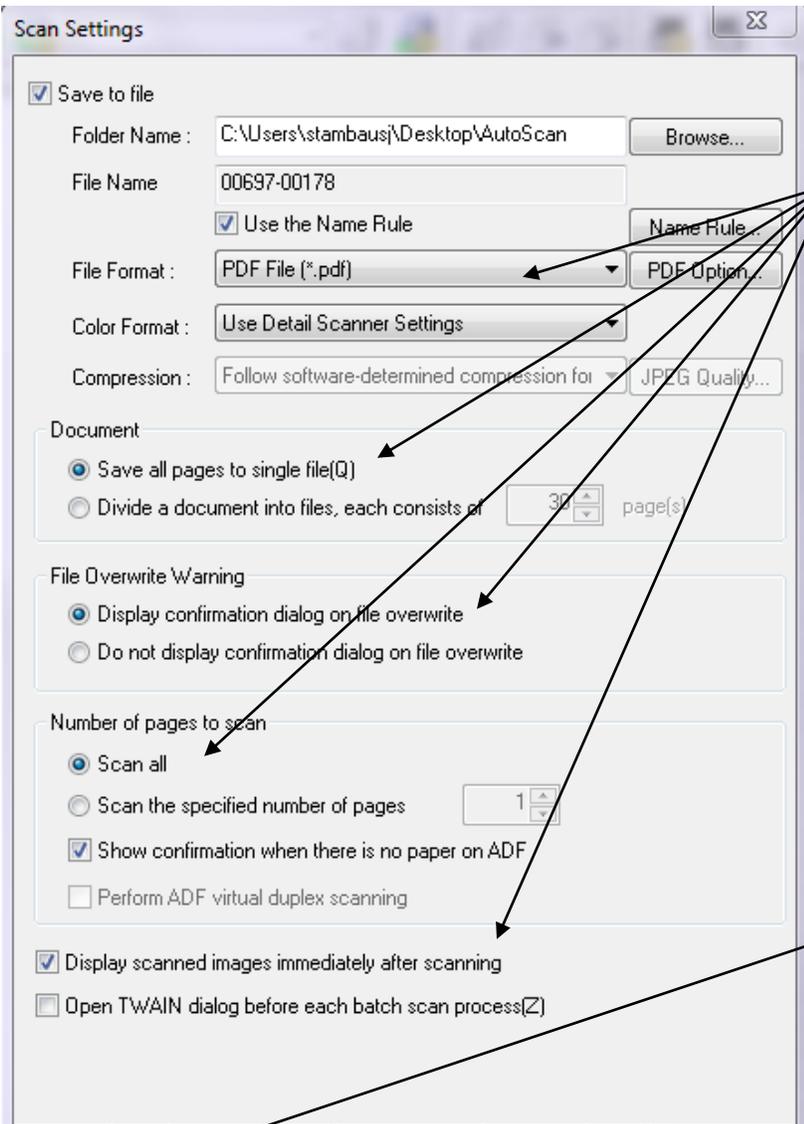
11) Document counter should start with lowest number possible without repeating any existing file names, and set minimum number of digits to 3

12) Character string 1 should be your top file number.
Example: Mondale files are held in 00697 folders so top file number is 00697

13) Character string 2 should be '00'

14) Click OK

Scan Settings

☑ Save to file

Folder Name : `C:\Users\stambausj\Desktop\AutoScan` [Browse...]

File Name : `00697-00178`

☑ Use the Name Rule   [Name Rule...]

File Format : `PDF File (*.pdf)`   [PDF Option...]

Color Format : `Use Detail Scanner Settings`

Compression : `Follow software-determined compression for`   [JPEG Quality...]

Document
- ⦿ Save all pages to single file(Q)
- ○ Divide a document into files, each consists of `30` page(s)

File Overwrite Warning
- ⦿ Display confirmation dialog on file overwrite
- ○ Do not display confirmation dialog on file overwrite

Number of pages to scan
- ⦿ Scan all
- ○ Scan the specified number of pages `1`
- ☑ Show confirmation when there is no paper on ADF
- ☐ Perform ADF virtual duplex scanning

☑ Display scanned images immediately after scanning

☐ Open TWAIN dialog before each batch scan process(Z)

15)   Make sure you are scanning to a PDF File and that all settings are as shown.

16)   Select 'Scanner Setting'

17)   Check that your resolution is 300x300 and image mode is Grayscale
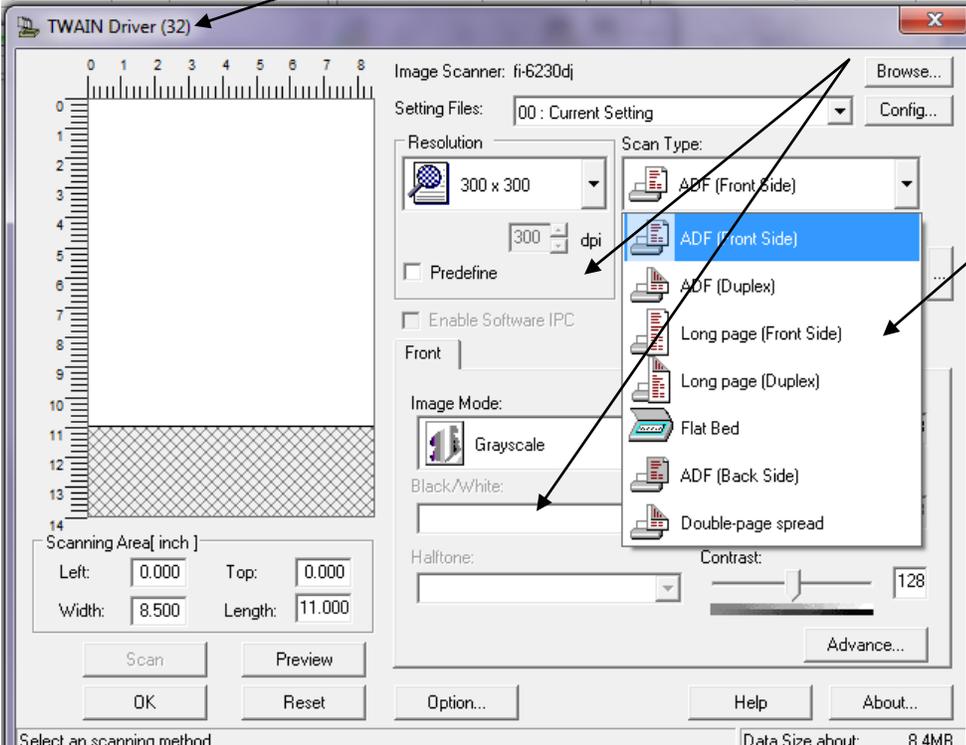
18)   Select the type of scan you need to make:
- ADF is 8.5x11 inches
- Long Page is 8.5x14 inches (standard) but you can change for longer documents

TWAIN Driver (32)

Image Scanner: fi-6230dj   [Browse...]

Setting Files: `00 : Current Setting`   [Config...]

Resolution
`300 x 300`
`300` dpi
☐ Predefine

☐ Enable Software IPC

Scan Type:
`ADF (Front Side)`
- ADF (Front Side)
- ADF (Duplex)
- Long page (Front Side)
- Long page (Duplex)
- Flat Bed
- ADF (Back Side)
- Double-page spread

Front

Image Mode:
`Grayscale`

Black/White:

Halftone:

Contrast:
`128`

Scanning Area[inch]
- Left: `0.000`   Top: `0.000`
- Width: `8.500`   Length: `11.000`

[Advance...]

[Scan]   [Preview]

[OK]   [Reset]   [Option...]   [Help]   [About...]

Select an scanning method.   Data Size about: 8.4MB

- Flatbed is not the feeder

19) Click OK

20) Load pages to be scanned in the feeder: face-down with the top of the document going into the machine first. (If utilizing flatbed, place document face-down and close the lid)

21) Click 'Scan.'

*Note: <u>Do Not</u> overload the feeder, if your document has more pages than the feeder can hold, wait until first set of pages runs through, you will then be prompted with:
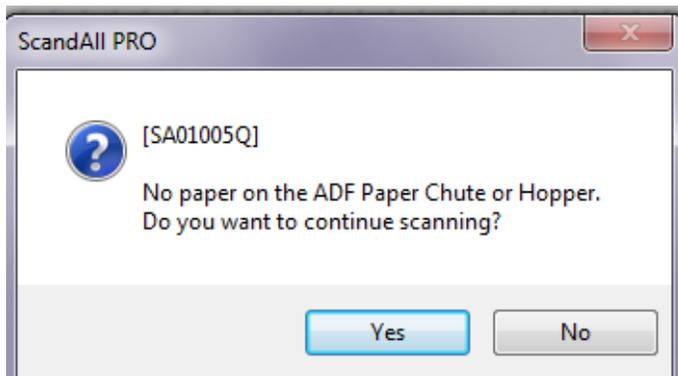
Load your next set of pages and click 'Yes.'

If you are finished scanning click 'No.'

22) Repeat steps 16 through 21 as needed until finished scanning all documents.

Automatic Scanner Notes:

- This scanner can handle carbon copy paper.
- Make sure you remove all staples, paperclips or other binding material before feeding paper through the machine.

Should the scanner suffer a paper jam, pull the black button on the top of the scan panel up. Remove all paper from the feeder. Close the scan panel and replace paper in the feeder. Continue scanning.