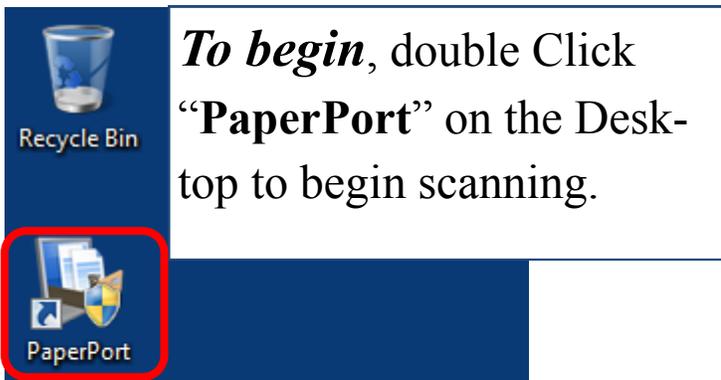
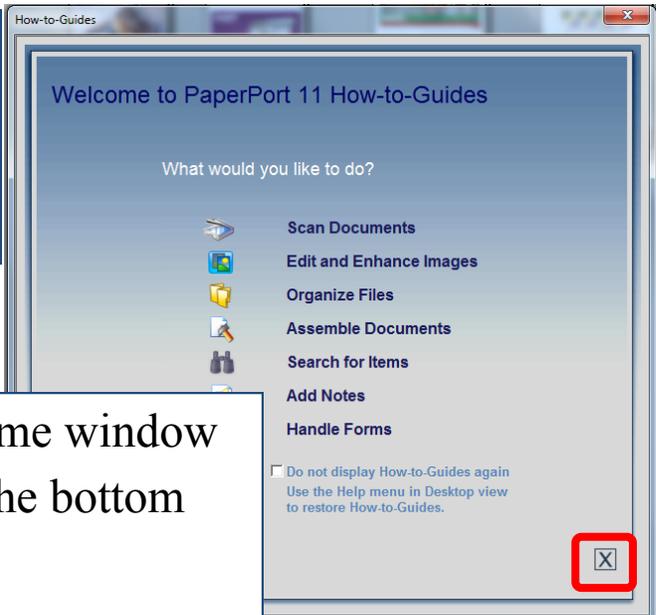


# USING THE SCANNER IN CALDWELL 125

## A Brief Tutorial

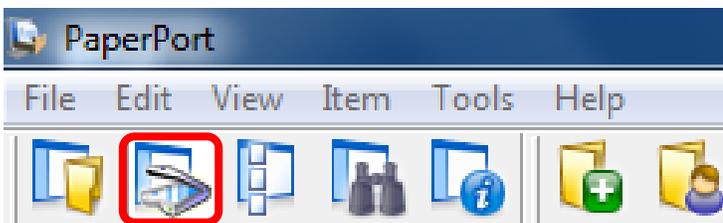


*To begin*, double Click “**PaperPort**” on the Desktop to begin scanning.



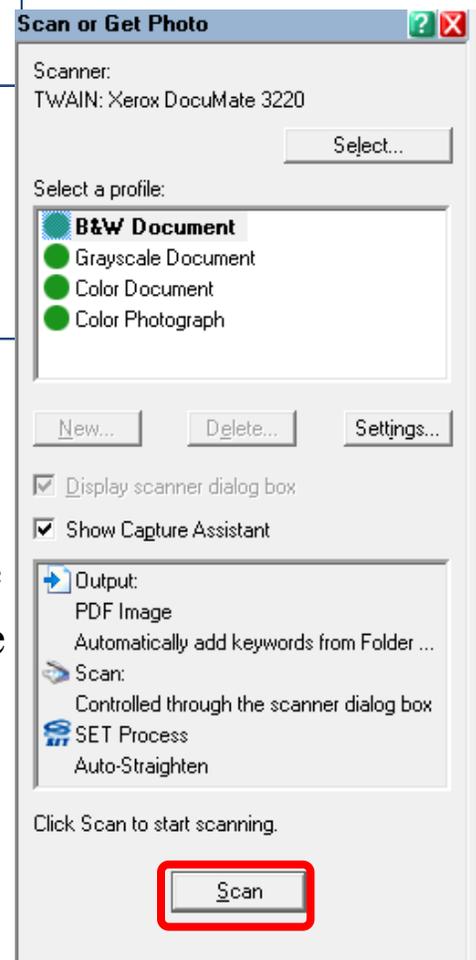
When the application opens, a welcome window will come up. Click the **X** button in the bottom right to close out of it.

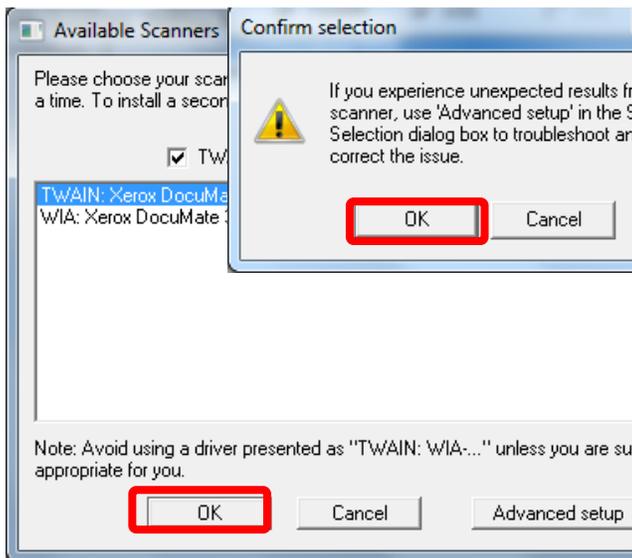
Then you will be able to begin scanning.



In the top left of the screen, there are several buttons. Select the “**Scan or Get Photo**” button (2nd from the left). This will open a side bar with options for scanning your documents. Most of the time, black and white (B&W) or greyscale will be the best options for scanning (books and text documents).

When you are ready, click “**Scan**” on the bottom of the bar.

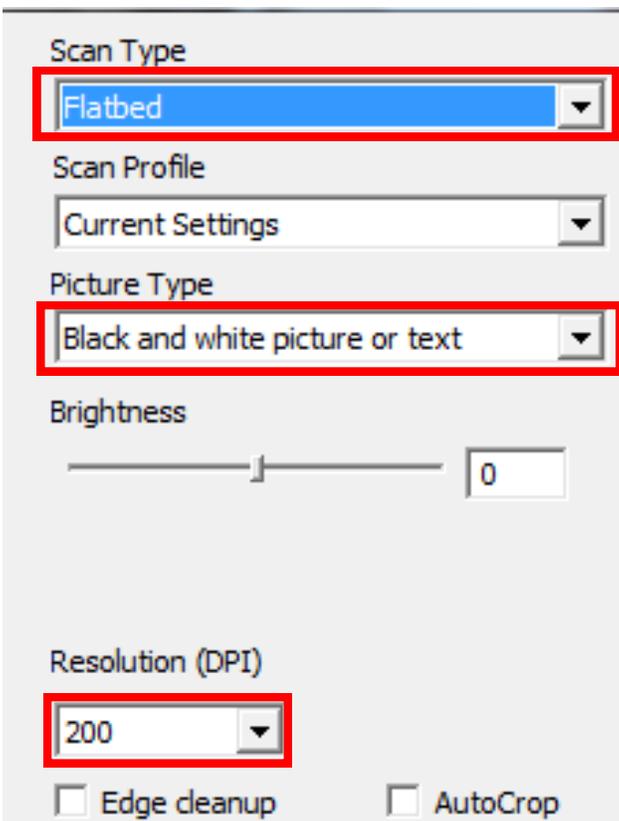




When you click “**Scan**” a popup window will appear asking you to select which scanner to use.

It does not matter which one is selected. Simply click “**OK**” and another pop-up will appear to confirm your selection, click “**OK**” and continue.

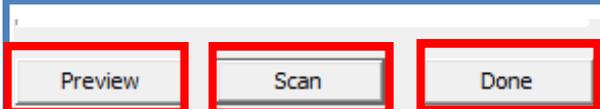
A new window will open with options.



If you are using the flatbed (for books and photos), set the “**Scan Type**” to “**Flatbed.**”

If you are scanning a colored document or photo, you should set the “**Picture Type**” to “**Color Photo.**” Otherwise, you can choose between Black and White or Greyscale depending on your needs.

You can adjust the **Resolution (DPI)** of your document if you want. At least 300 is recommended for photographs.

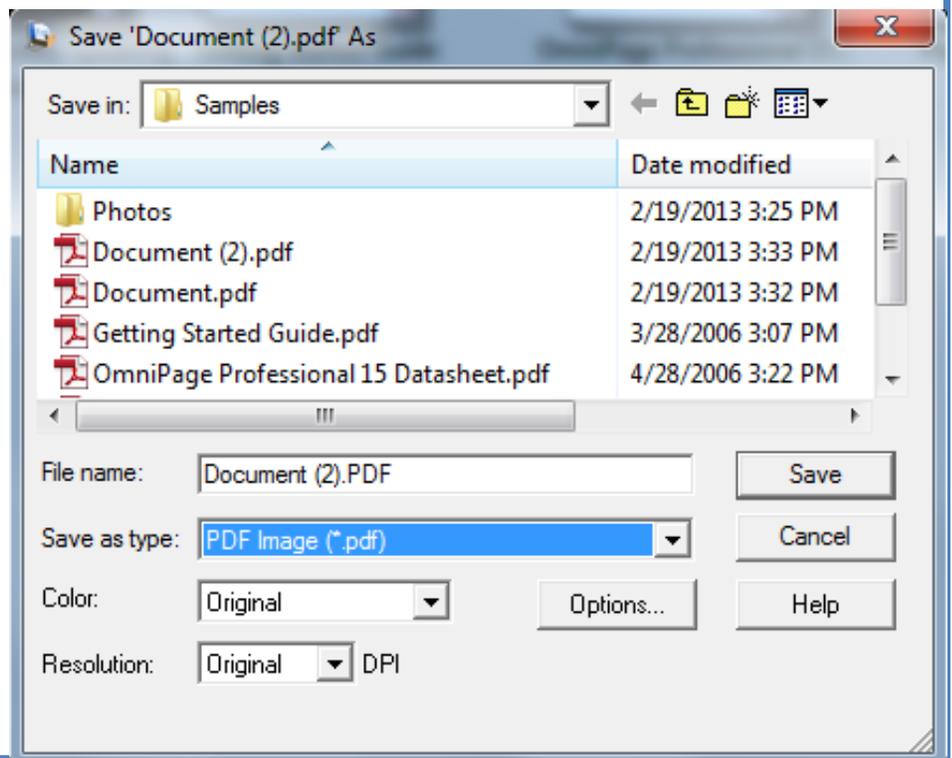


On the bottom right of the window there are buttons to Preview and Scan your document. Once you have a preview, you can adjust the scan area if you need to. When you are ready, click “**Scan**” to begin scanning your documents. You can scan multiple pages into a single PDF. Once you are finished, click “**Done**” and you will be brought back to the main window after confirming that you are finished.

From the main window, you can see all the scanned documents on the computer. If you need to, you can convert the file from a PDF to an image file (PNG, JPEG, GIF, TIFF) by right clicking on that file and choosing “**Save As...**”

In the popup window that opens, you can choose where and in what format to save your scanned document.

You can also open or print the file directly from PaperPort.



When you are finished, be sure to collect all of your belongings and return any STRSSA Reference Library material to the bookshelf.

Remember to abide by local and international copyright law when using the scanner. Do not upload content onto the Internet which you do not have the right to distribute.

