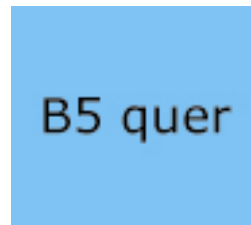


Place the book you want to scan on the board (straight to the upper border, with the pages to be scanned facing up) and choose the size of the document reading the sizes written in the middle of the board B4, B5, A4... (always choose the next larger size).

Enter the corresponding size with the light blue buttons of the scanner's keyboard (on the left) (here e.g. "B5 quer").



Then press the yellow button "1 Rahmen".



SCANNING

Press the book gently with your fingers on its left and right side on the board. Start the scanning process with either the left or the right long button on the board. You have to press it quite hard.

After the scanning of the first page you have to adjust the green frame on the computer's screen. Move, enlarge or reduce the frame by clicking on it (it will be red and can be adjusted). The frame's content is the content of the PDF page!

!!!Attention: Only what's inside the frame will be scanned and thus saved in the PDF!!!

After placing and scaling the frame correctly for the first page, it can be duplicated by pressing the blue button "2 Rahmen".



The active one of the two frames is always red, the other one green (change their status by clicking on them).

Placing and scaling first one frame and then duplicating it by pressing the "2 Rahmen" button has the advantage that both frames, that is, both sides of the PDF, will have the same size.

Turn the page of the book and scan the following pages. On the left side of the computer's screen the scanned pages are listed and can be selected, deleted or moved by clicking on them (see more in the last section, p.5).
If the light of the long buttons is red instead of green, the scanner is in a sleeping mode and the button has to be pressed twice.

!!!Attention: Always give a look on the computer's screen to see if the scanned text is within both frames. If not, rescale and replace the frames!!!

The scanner could report the following errors: Buchdicke nicht erkannt
Buch.zur.o.Blk.Scan.einst

Just ignore them and start again with the scanning of the pages. The button has to be pressed twice.

FINISHING

When you are finished with the scanning (and you did potential corrections, see for that the last section, p.5) press the orange button "Stapel abschliessen" to finish the scanning process.



Stapel
abschliessen

By pressing "Stapel beginnen" you can start with the scanning of an other book,



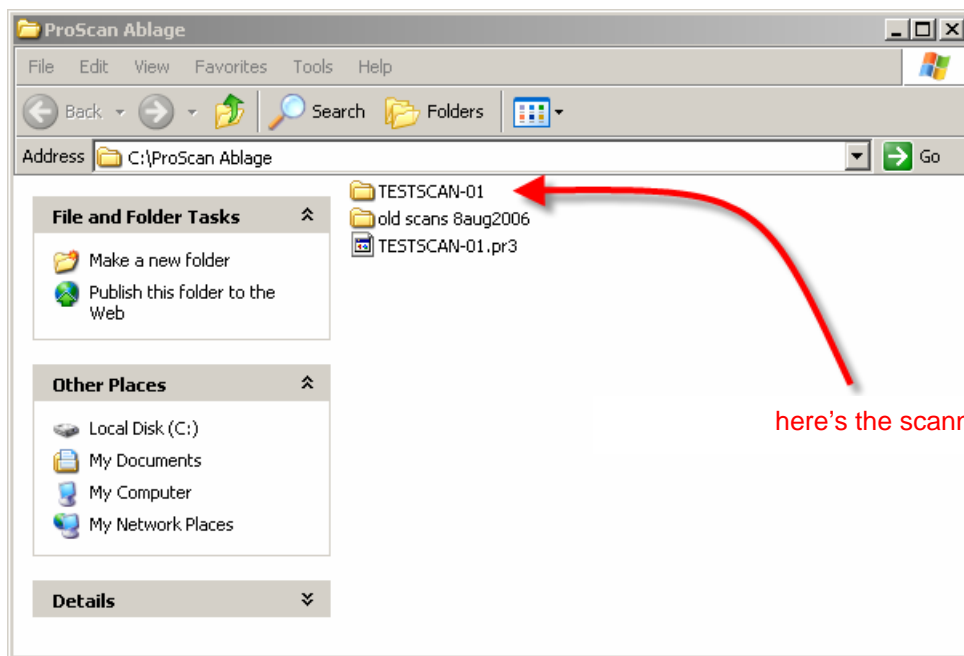
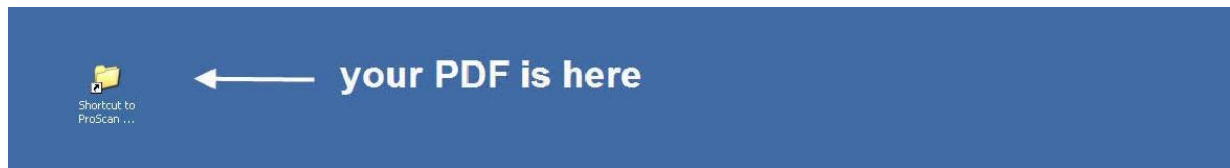
Stapel
beginnen

or you click on the minimize button in the top right edge of the window of the "SRZ ProScan" program.

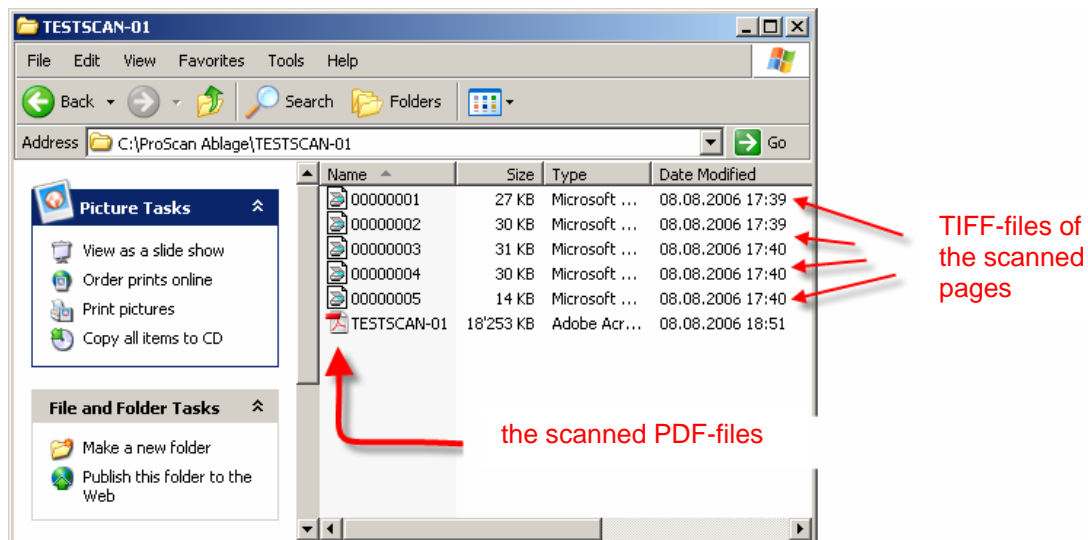


PDF-FILE

Your scanned PDF file is stored locally on C in the directory "c:\ProScan Ablage".
Shortcut on the desktop:

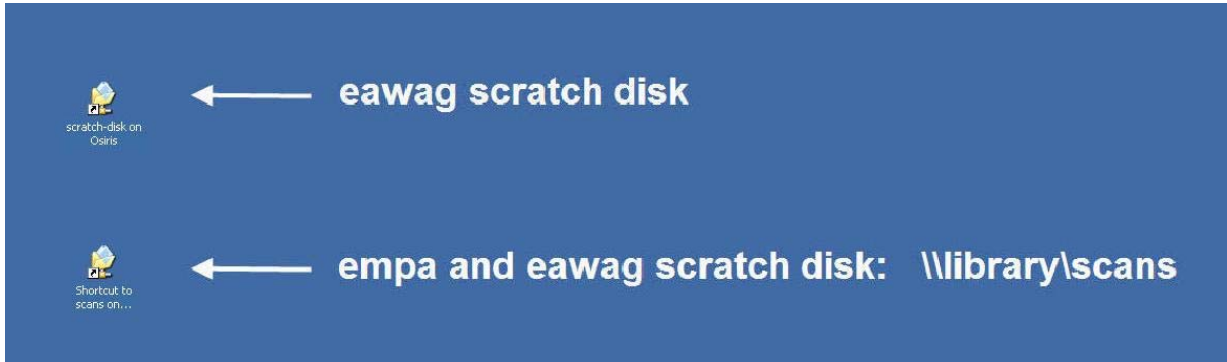


The folder „TESCAN-01“ contains the TIFF files of every single scanned page, and, at the end, the whole PDF file.



ACCESS TO YOUR PDF FILE

To get access to your PDF file from your own computer, the PDF has to be transferred to the **personal Scratch Disc** on “**Osiris**” (only for Eawag employees) or to the server “**library**” (**\\Library\scans**). The latter is accessible from both Eawag AND Empa. Shortcuts on the desktop:



POSSIBLE CORRECTION TOOLS

Fingers holding the pages flat, holes, margins, shadows,... could be visible on the scan. They all can be deleted. Further, askew pages can be straightened and the order of the pages can be changed. However, it is best to scan first all the pages and only at the end, but **before finishing the scanning process**, to do the corrections.

On the left of the screen you see the pages consecutively numbered. They can be opened by clicking on these numbers.

- With the right mouse button clicking on the respective page numbers on this list, the pages can be deleted or their order changed by cutting one page and inserting it at the desired place (if, e.g., one of the first pages had to be rescanned afterwards).

By pressing the right mouse button within the displayed page or with "Bildbearbeitung" from the menu list, you can apply corrections, so, e.g.:

- Straight the text with the commands “Deskew“ or "Manueller Deskew“.
- Erase unwanted shadows with the command "Radiergummi“.

Please neither turn the computer nor the scanner off!