Using the Café Scanner

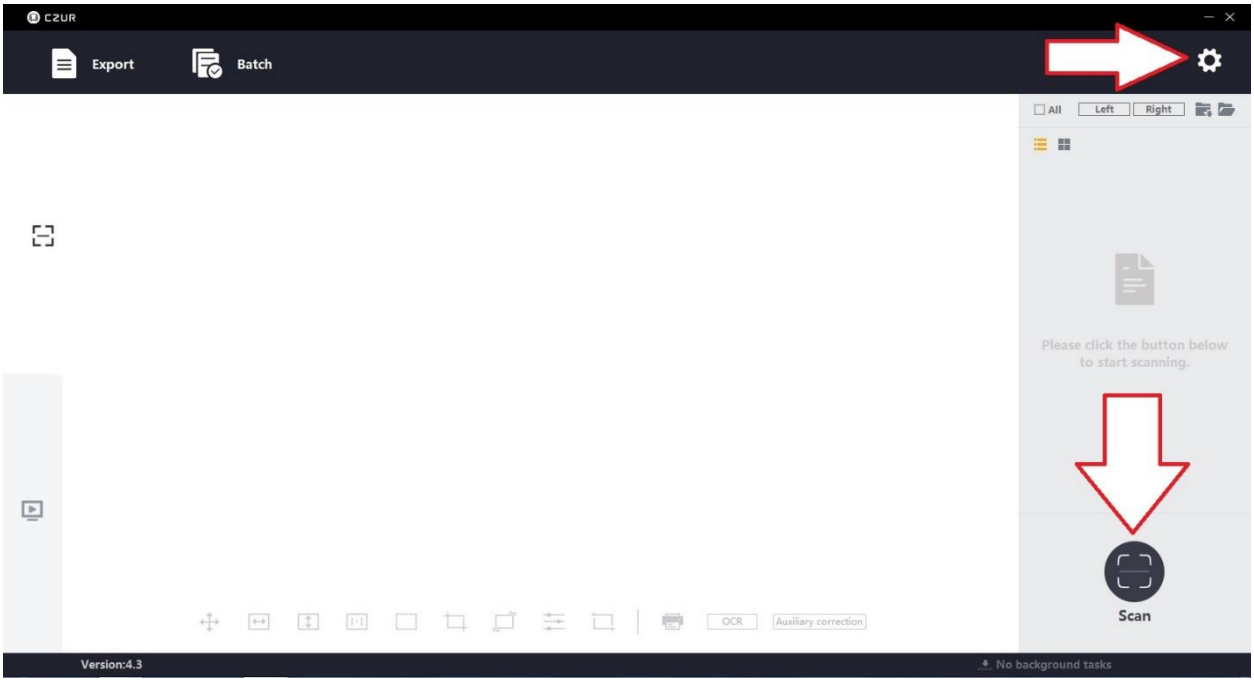
What does the scanner do?

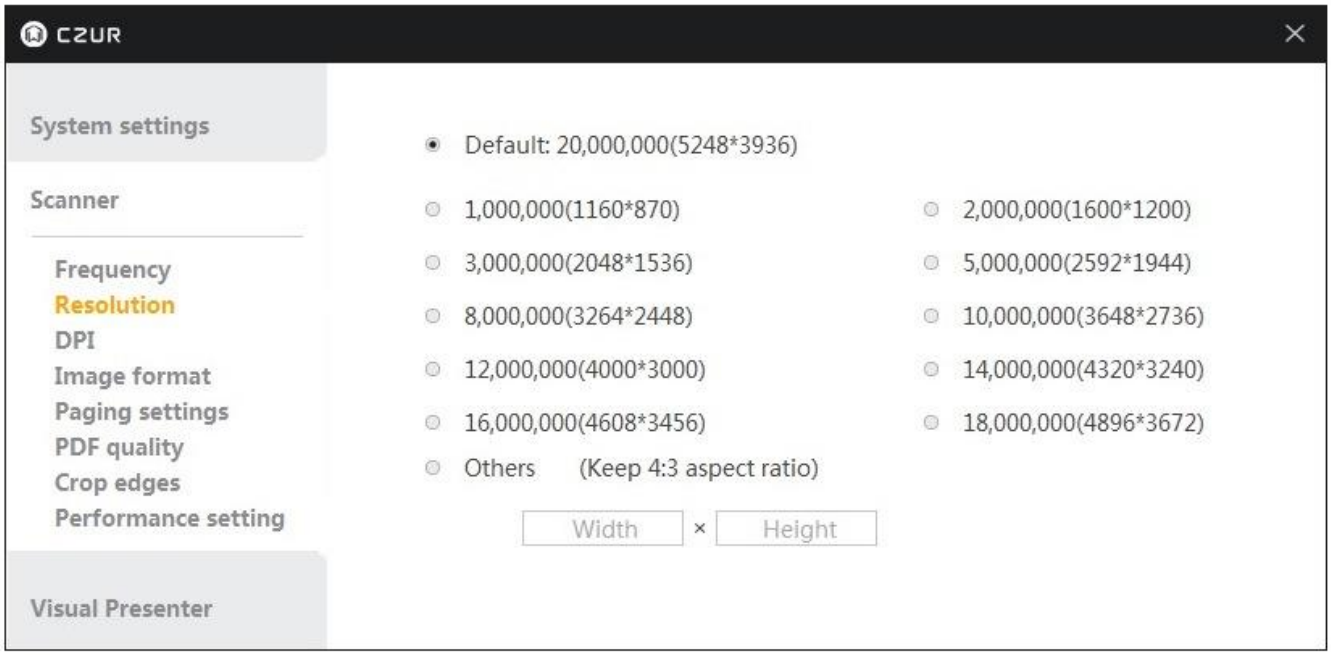
- Scan and edit photos
- Scan and edit printed material
- Convert scanned printed material to a Microsoft Word document, Excel spreadsheet, PDF or searchable PDF

Getting started & Adjusting settings

Double-click the CZUR Scanner icon on the desktop to launch the scanning software

Click the gear icon on the opening page to adjust the scanner settings



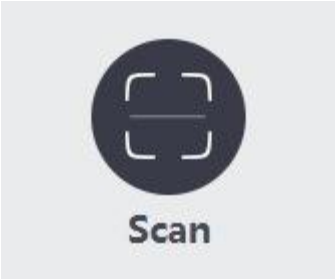


You can adjust several of the scanner's settings in this panel, including:

- **Resolution** - (best to leave at Default)
- **DPI (dots per inch)** - up to 1000 dpi available. 300-800 dpi recommended for text and photos
- **Image format** – low, medium best settings
- **Page settings** – leave as left to right
- **PDF quality** – good, standard, best settings

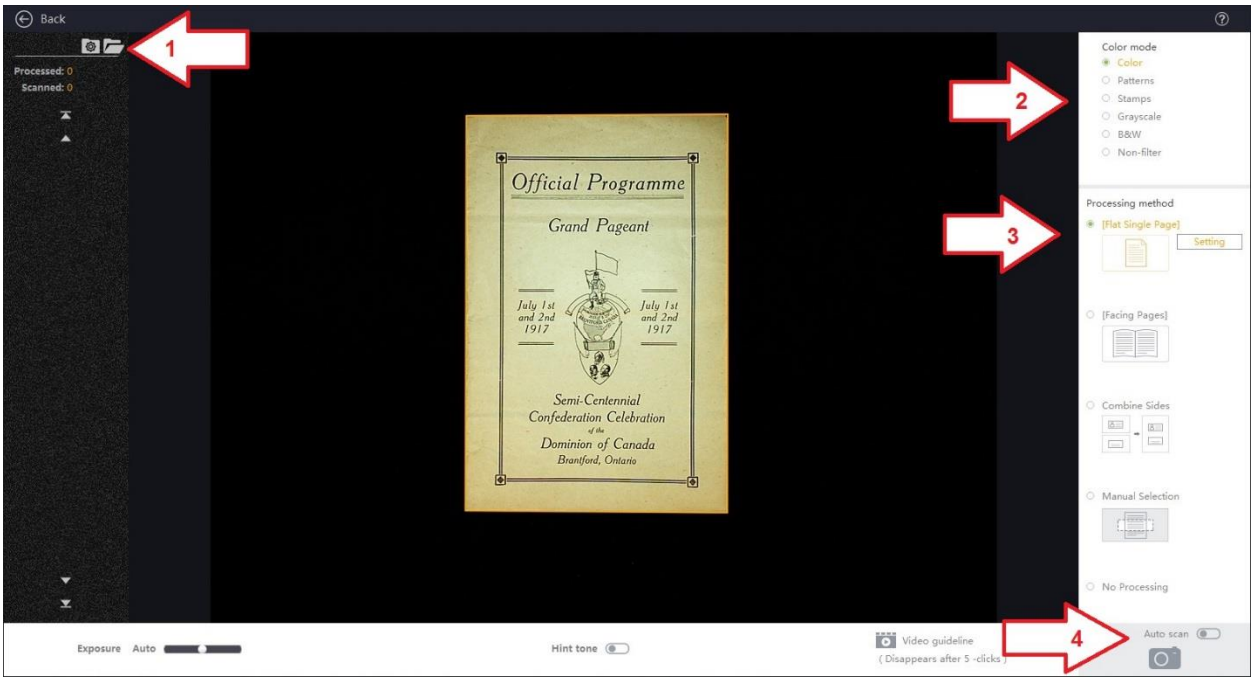
For best results, scan text at 300 dpi and photos at 300 dpi or higher.

Click the Scan icon to begin scanning



Scanning Text and Photos

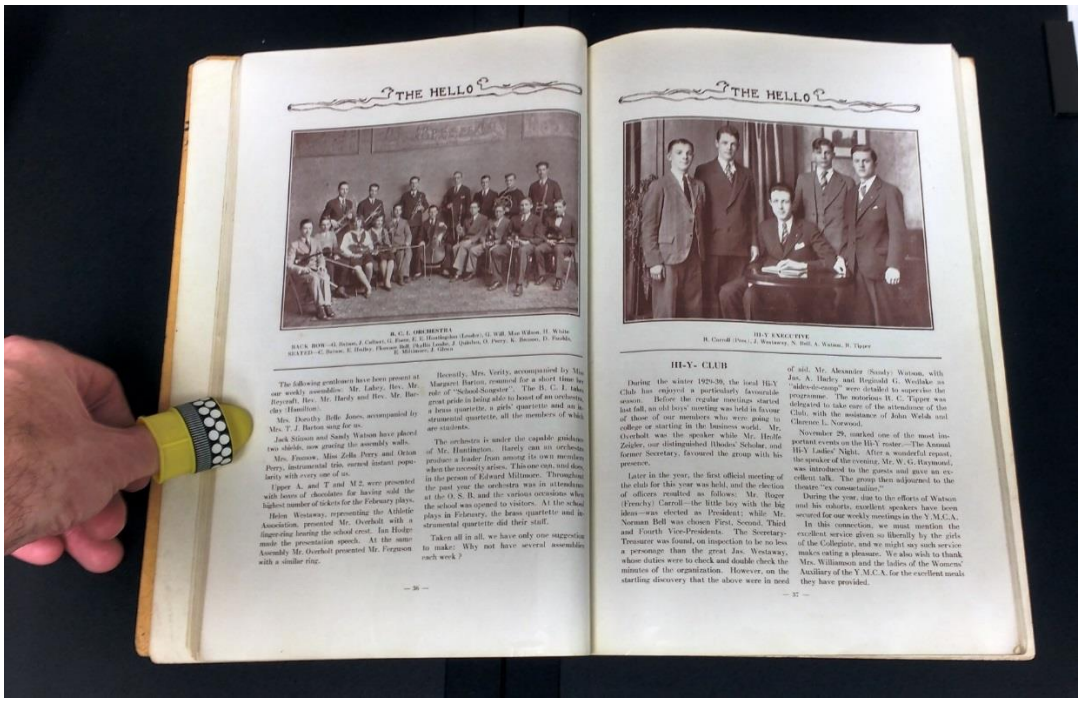
The scanner will automatically detect the item to be scanned and you will see a faint yellow line around the item.



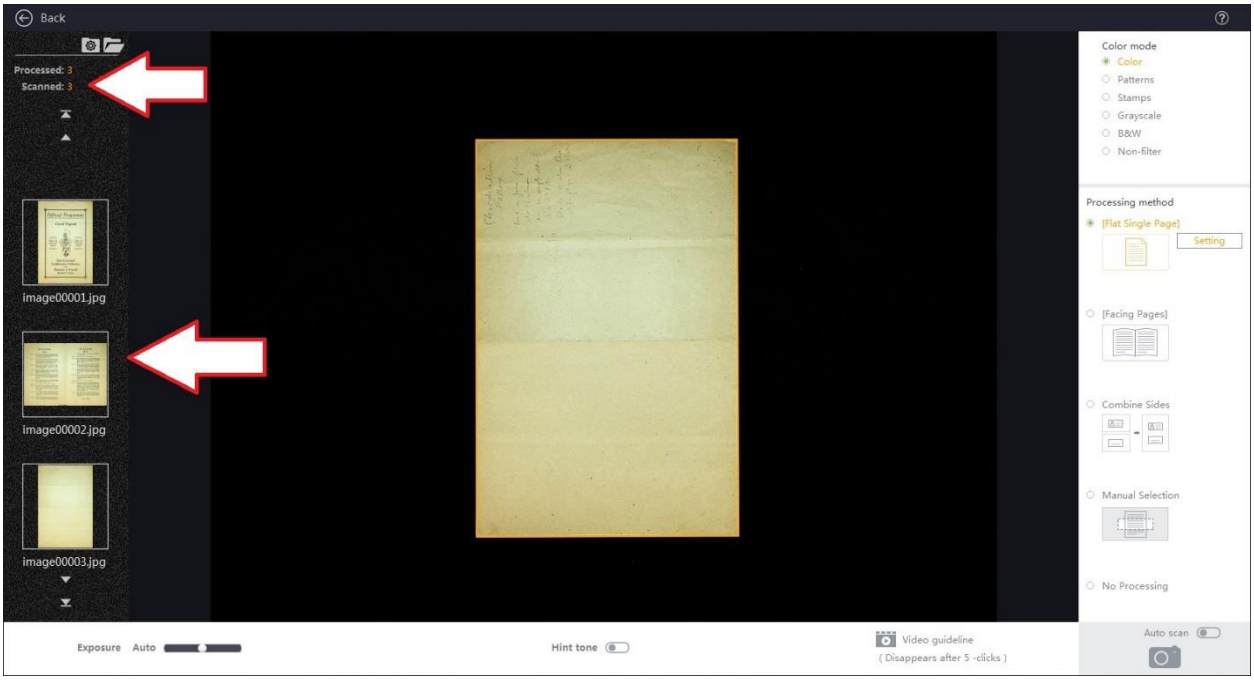
1. Select the destination file or folder where the scanned images will be saved
2. Select the appropriate setting in **Color mode** depending on the item to be scanned
3. Select the appropriate setting in **Processing method** depending on the item to be scanned
4. Click the camera icon to scan and save the item

If you are scanning a multi-page item select the **Facing Pages** option under **Processing method** and make sure all three boxes are checked for best results

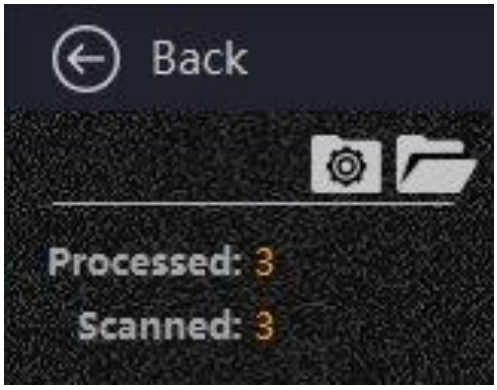
Finger cots for holding down the pages of a book can be borrowed from the Blue desk. Make sure the black and white symbols on the finger cots are facing up and the cots do no cover up any text or photos to be scanned. The finger cots will be removed by the scanning software.



As you scan items, the number of scans and a thumbnail of each scanned item will appear on the left side of the scanning software.

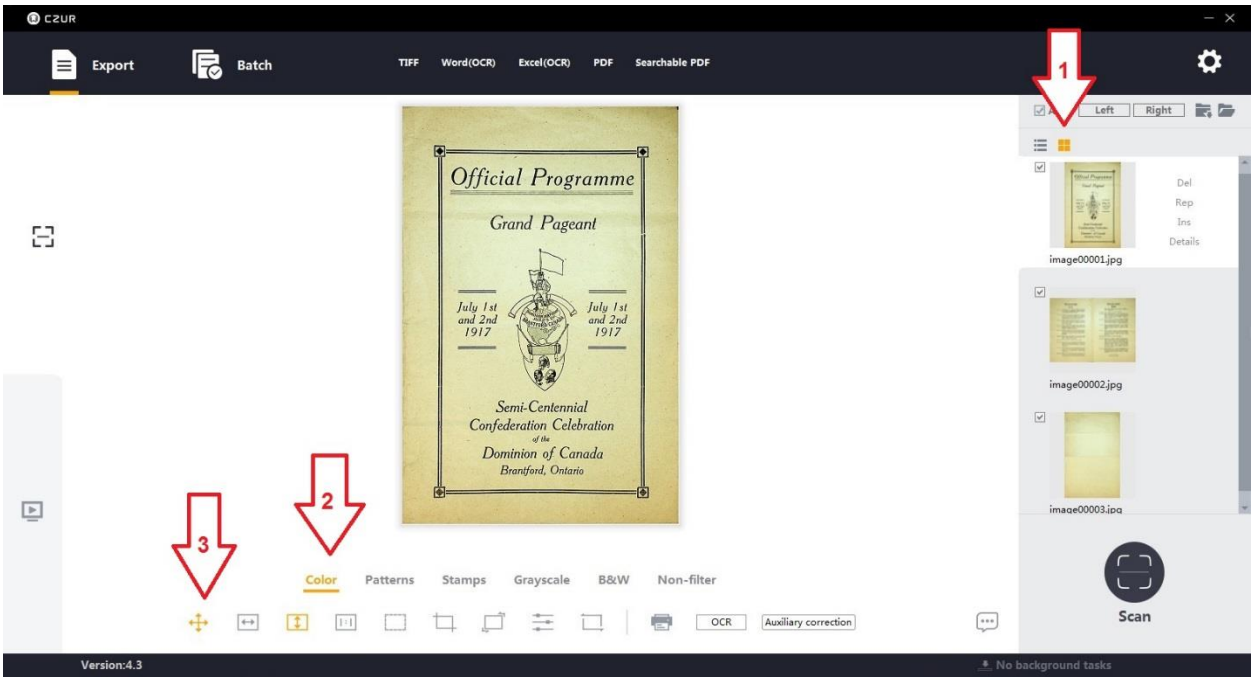


Click on the Back arrow at the top left of the screen to edit and convert your scanned items.



Editing and Converting Scanned Items

If required, you have several options for editing your scanned items.



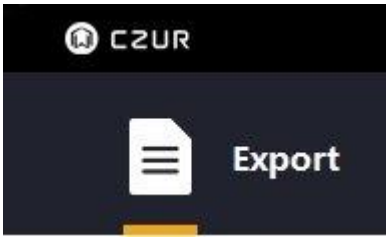
1. Click the four squares icon to view thumbnails of your scanned items

2 & 3. Adjust the image using any of the selections. Hover over the icons on the bottom row for an explanation of their function.

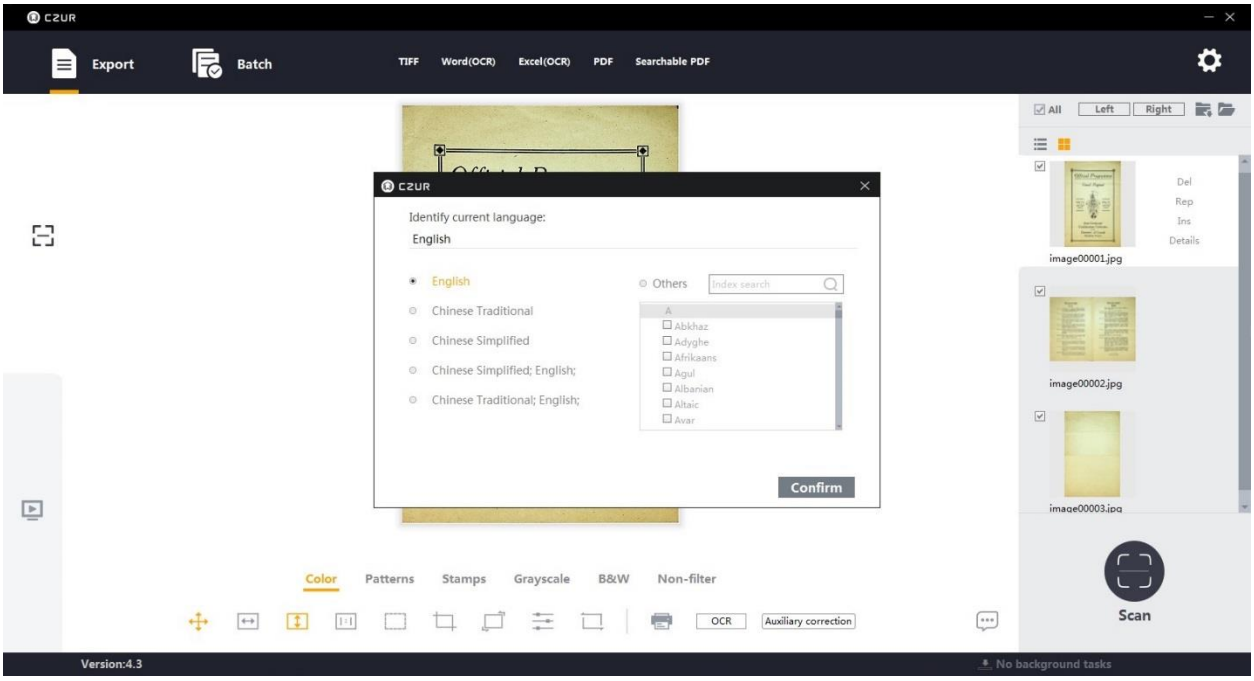
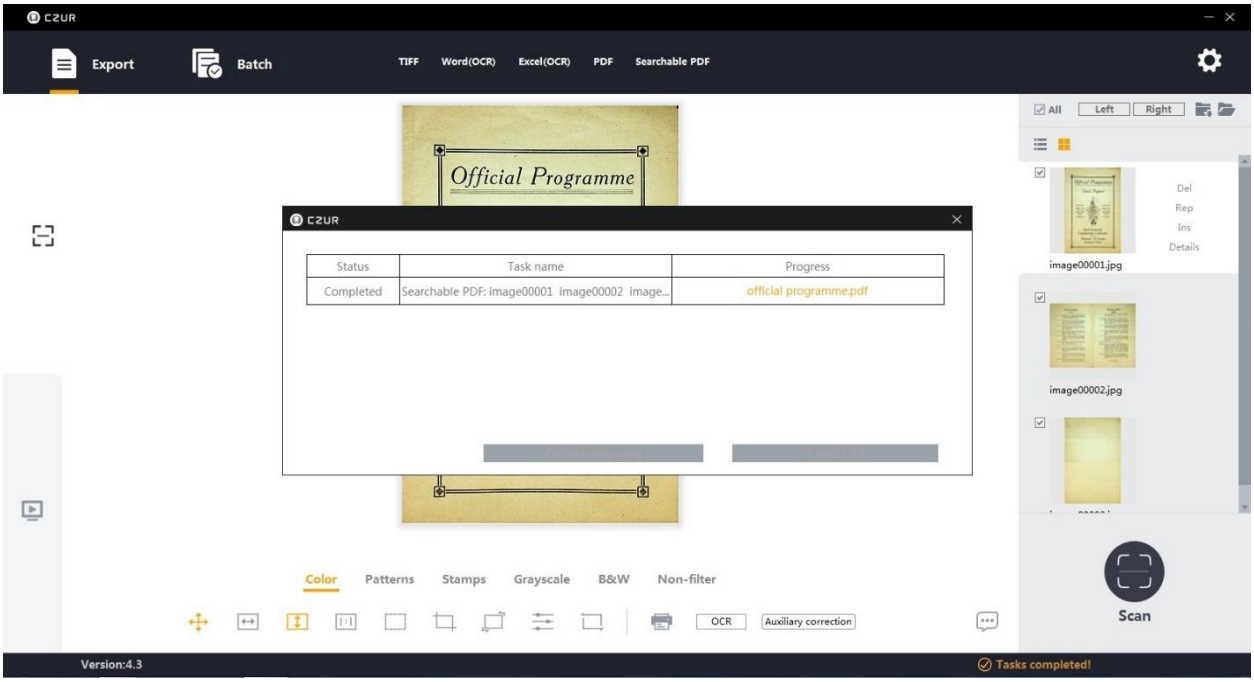
You can also convert your scanned items into several file formats, including:

- **TIFF**
- **Microsoft Word (Word OCR)**
- **Microsoft Excel (Excel OCR)**
- **PDF**
- **Searchable PDF**

Click on **Export** on the top left of the page



Depending on the type of file format that you want to convert your item to, you may be asked to select and confirm the language of the document.



The software will convert and save the item to the file destination you selected.