Scanners and scanning

By Giles Godart-Brown

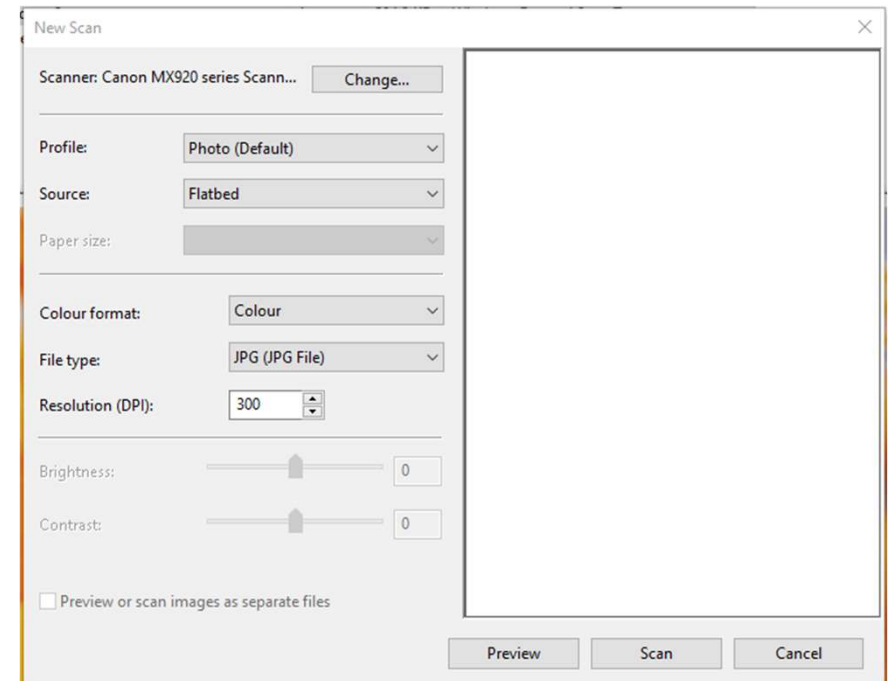# Step 1 – Is your scanner connected to your computer?

- Scanners can be directly connected to your computer via USB, or more often now they are connected by WiFi.

- When you installed your printer it will give you instructions for how to set the WiFi Network name (SSID) and password. Some Printers support Wi-Fi Protected Setup (WPS) where you press a button on your router, followed by a setting on your printer and they pair up automatically.

- If your PC still cannot see your scanner, try a test by connecting it with a USB

Step 2 – Does your PC recognise your Scanner?

- Go to Settings>Devices>Printers and Scanners (Apple>System preferences>Printers & scanners on Mac) and check that your scanner is on the list, if not, then add it (+ key on mac).

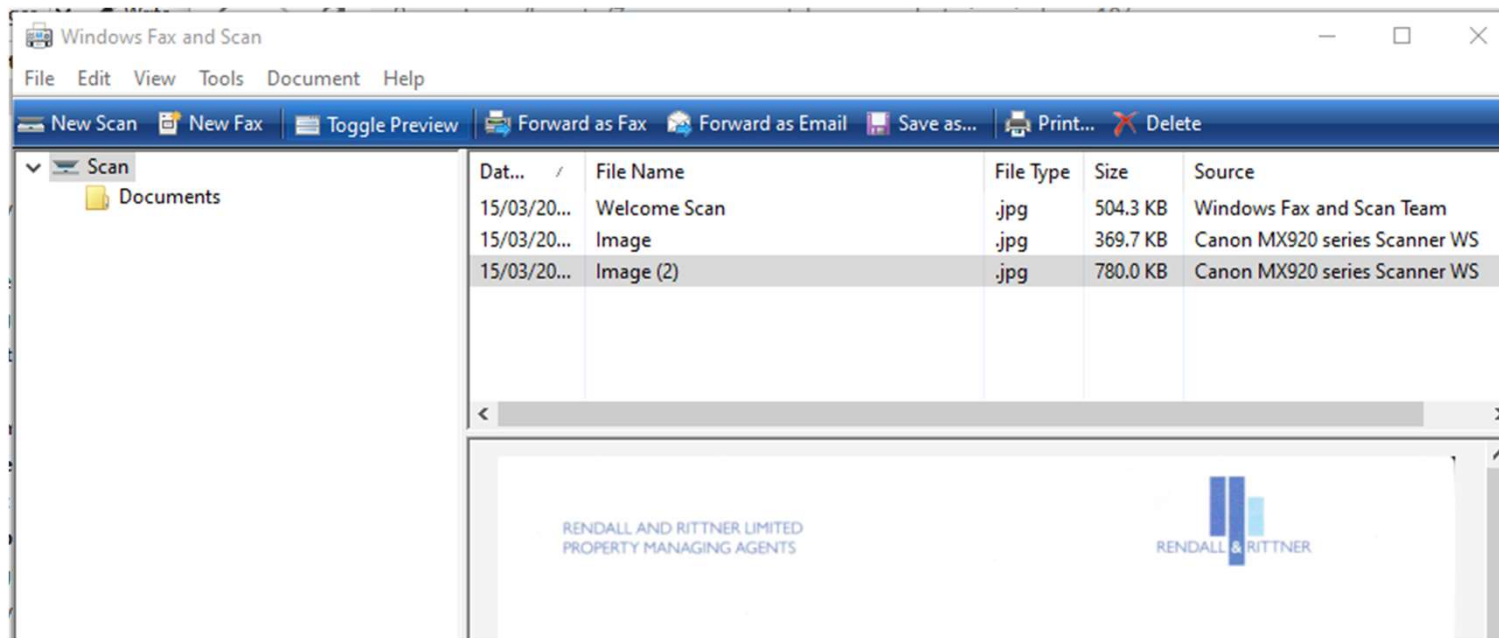- If it's a combined printer/scanner check that you can do a test print

How to scan – method 1 via the Microsoft Fax and Scan app

- Type scan in the search box at the bottom left of the screen and select the Windows Fax and Scan application
- Click scan on the bottom left followed by new scan at the top left
- A pop-up like this will appear, select options, then Preview. Select the area you want to scan and then press Scan

Microsoft Fax and scan app

- Once the image has been scanned it is put into Documents\Scanned Documents
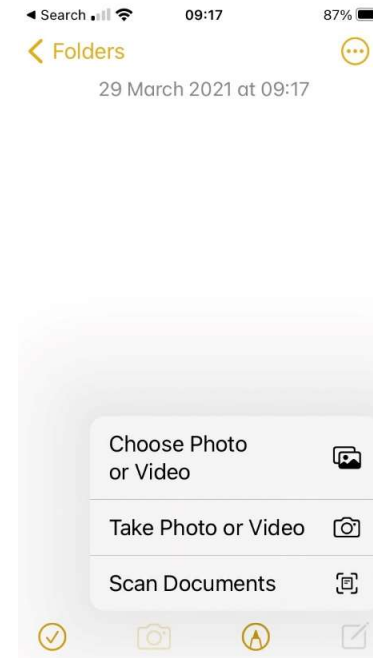
Limitations of Microsoft Fax and Scan

- Microsoft Scan and Fax is fine for simple scans but has several limitations;
    - Only really good for single page scans
    - No Optical Character Recognition (OCR)
    - No direct PDF support
    - Older scanners are not supported

Alternatives

Use your Smart Phone

- Smartphones have excellent cameras.
  - The Notes App on the iPhone has a 'Scan Documents' option when you click on the camera.

Sneaker-net

- Many modern scanners have a USB socket, if so, then you can:

  – Put a USB memory stick in the socket.

  – Scan using the control panel on the scanner.

  – Remove the stick from the scanner and mount it on your PC.

Scanning Software

- Not Another PDF Scanner 2 - NAPS2 https://www.naps2.com/ (Windows only)
  - Free
  - Supports many of the older scanners.
  - Multipage scans
  - Output directly to PDF with rudimentary OCR (select all, copy and paste the PDF)
- VueScan - https://www.hamrick.com/ (Mac and PC)
  - Costs £ 30, but has a free trial version with limitations
  - Supports pretty much all scanners
  - Multipage scans
  - Highly configurable

Extra slides for Mac users

How to scan on a Mac with the built-in software

- Chose Apple>System preferences>printers and scanners

- Your scanner/printer should appear in the list on the left, click on it.

- If it is a combined printer/scanner you need to click on the scan tab at the top of the pop-up window to bring up the scan dialogue.

- By default scans are stored in your Pictures folder but you can override it by selecting the option in the 'Show details' window.