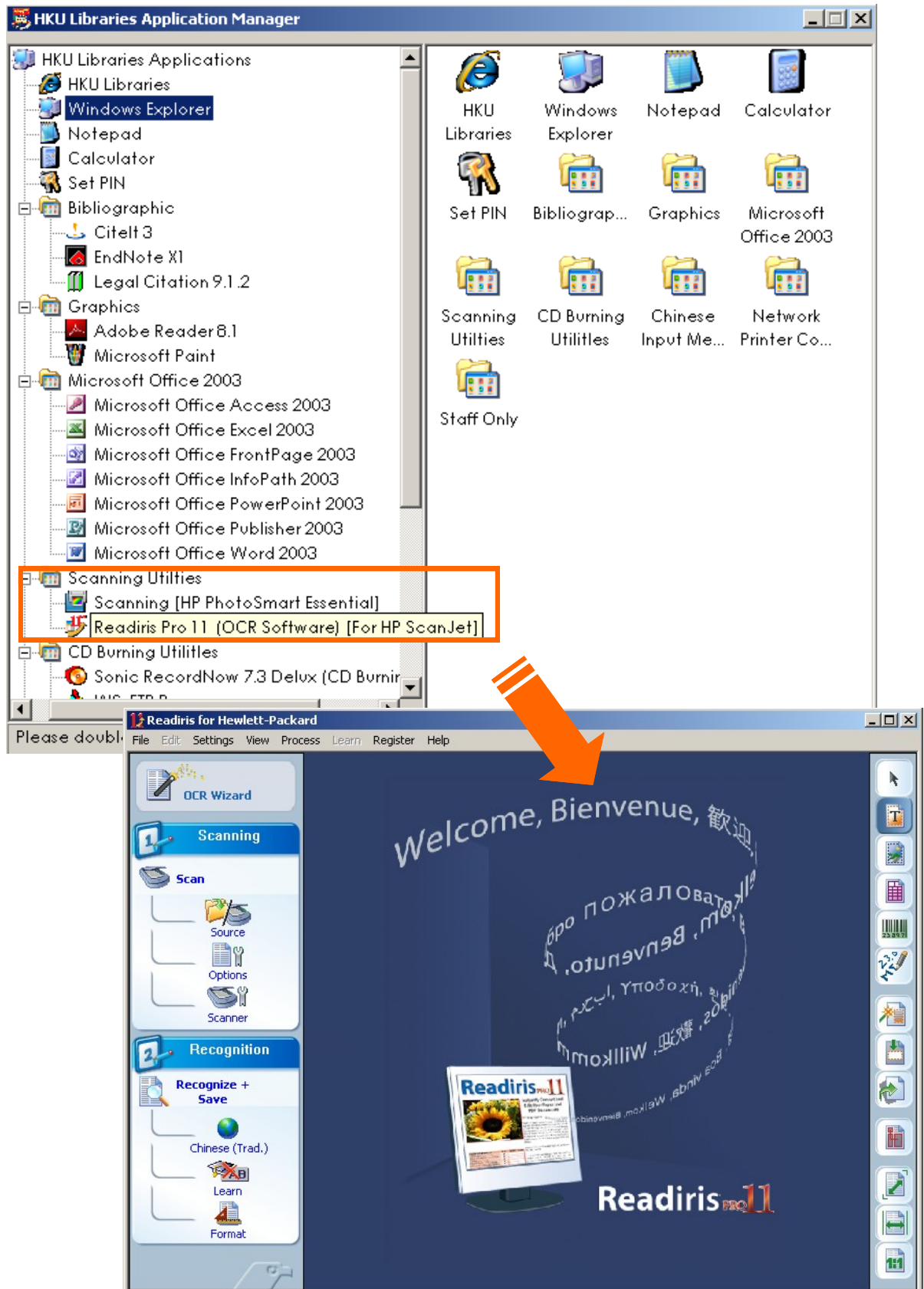


1 How to scan from the automatic document feeder (ADF) of the HP ScanJet 5590?

Step 1 Click on Readiris Pro 11 (OCR Software)



Step 2 Examine and Change the Configuration of the Scanner

Click on **Scanner** icon to examine the original scanner settings
e.g. format, color options, resolution etc.

The image displays two screenshots of the Readiris Pro 11 software interface, illustrating the process of configuring the scanner settings.

Top Screenshot: The 'Scanner' dialog box is open, showing the following settings:

- Scanner model: HP Scanjet 5590 (TWAIN)
- Format: A4
- Resolution: 300
- Color options: Black-and-white (selected), Greyscale, Color
- Other options: Optimize resolution for OCR (checked), Scan another page after (unchecked), 10 second(s)
- Advanced options (checked): AutoExposure, Smoothen color images
- Advanced options (unchecked): Landscape, ADF, Invert, Digital camera, Process as 300 dpi, Duplex

An orange arrow points from the 'Scanner' icon in the left sidebar to the 'Scanner' dialog box. A callout box on the right states: "Default setting is for one-sided scanning using scanner glass".

Bottom Screenshot: The 'Scanner' dialog box is shown with the following changes:

- Color options: Black-and-white (selected), Greyscale, Color
- Advanced options (checked): AutoExposure, ADF, Smoothen color images, Duplex

Callouts explain these changes:

- "Change color options if necessary" points to the 'Black-and-white' radio button.
- "1. Click **ADF** to activate the feeder" points to the 'ADF' checkbox.
- "2. Click **Duplex** for two-sided scanning using feeder" points to the 'Duplex' checkbox.

Step 3 Load document in the ADF

1. Place a stack of similarly sized document **face-up** in the document input tray, with the **first page on top**.
2. Adjust the paper guides to center the stack.

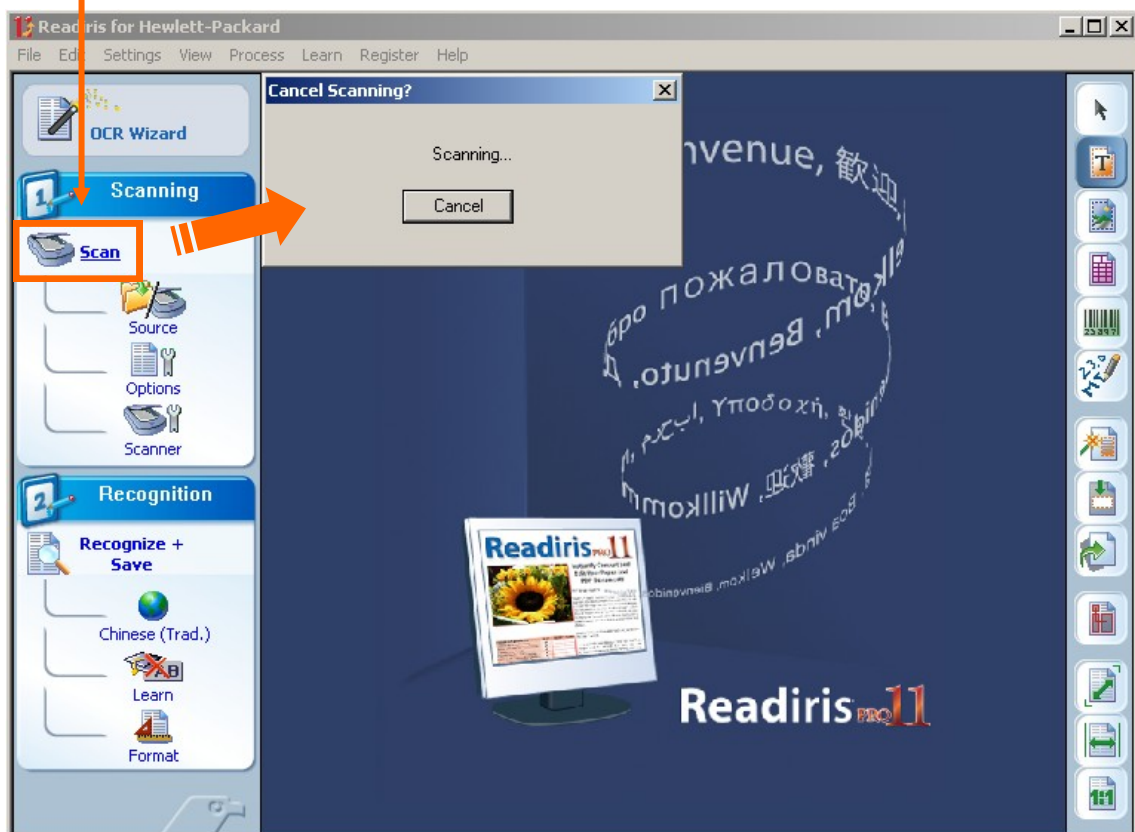
Note: The ADF works best when the originals meet the following specifications. Otherwise, please scan from the scanner glass.

- For one-sided scanning, you can use legal-size paper: 210 mm by 355.6 mm (8.5 by 14 inches).
- For two-sided scanning, use A4-size or letter-size media. The ADF cannot scan both sides of a document smaller than 127 mm by 127 mm (5 by 5 inches) or larger than 210 mm by 304.8 mm (8.5 by 12 inches).
- Before placing an original in the ADF, check for and remove curls, wrinkles, staples, paperclips, and any other attached material.

* For using the scanner glass, simply place the originals **face-down** on the scanner glass as indicated by the **reference mark**.

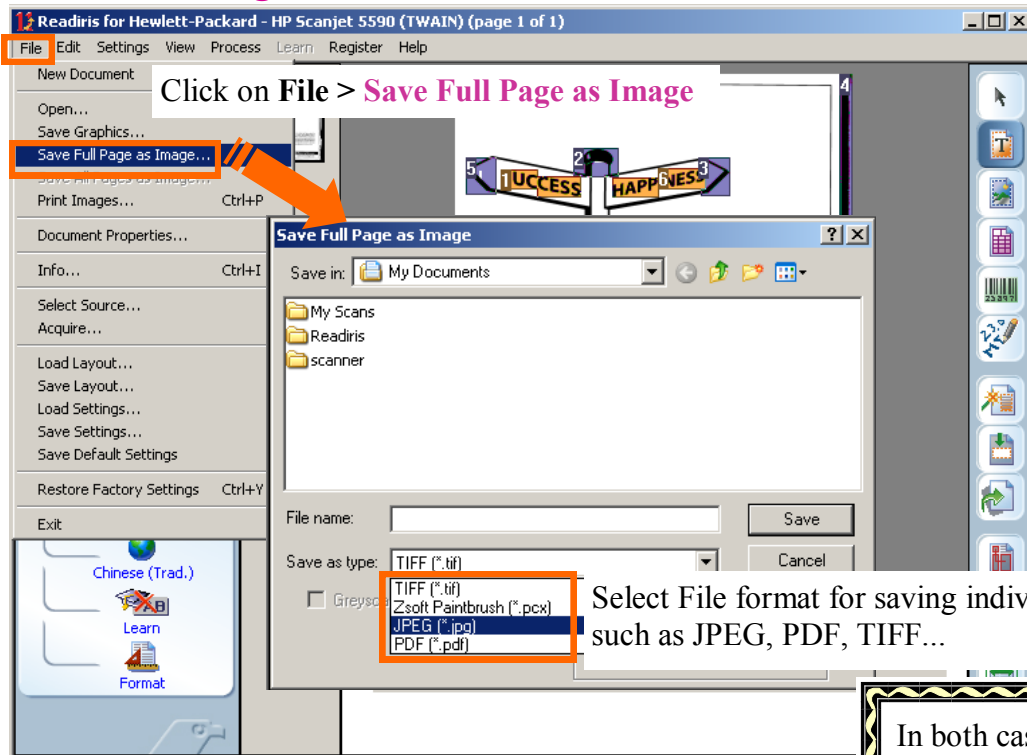
Step 4 Scanning

Click on **Scan** icon to start scanning process



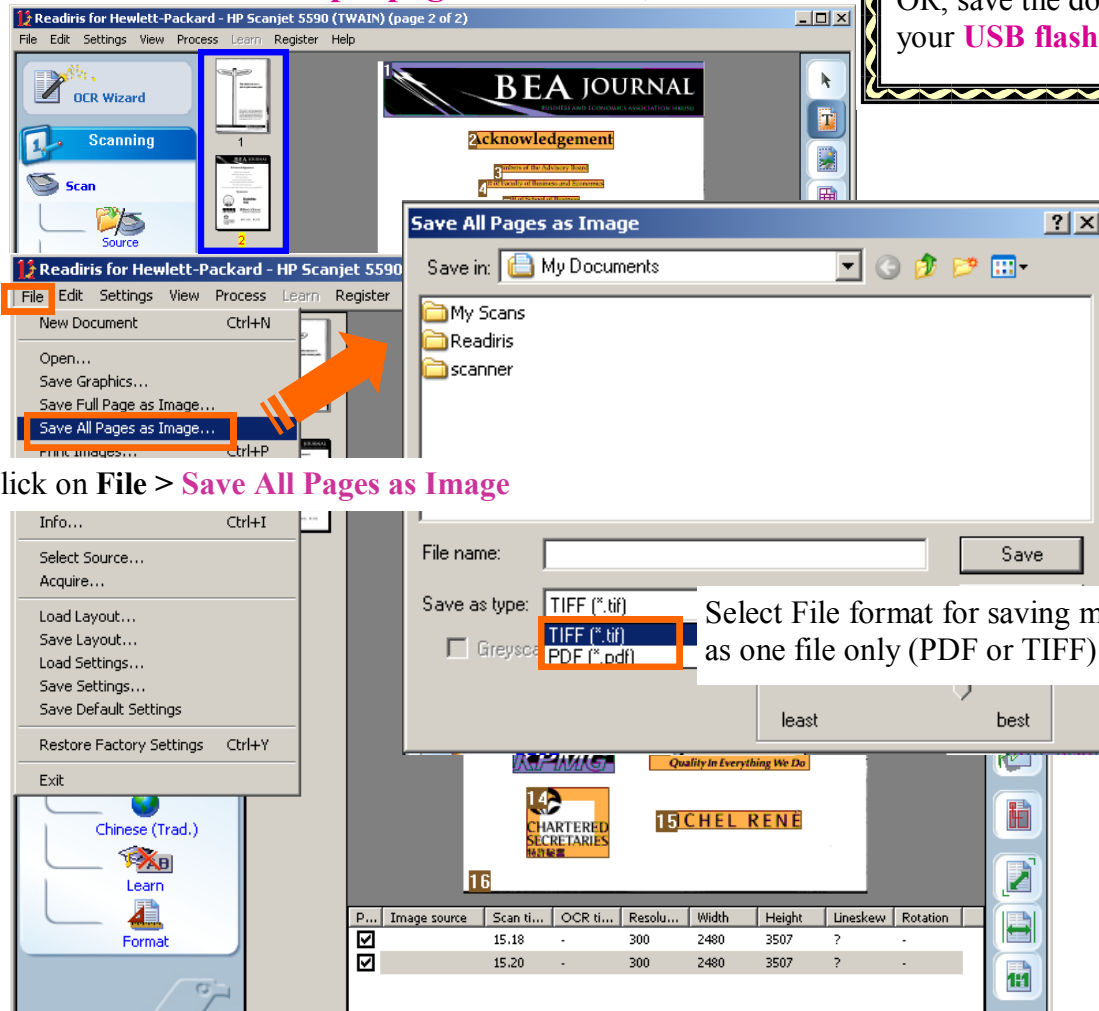
Step 5 Saving document

1. To save a single file,



In both cases, please save the document into **S drive, My document**, (local hard disk) OR, save the document into your **USB flash disk**.

OR 2. To save multiple pages as one file,



Step 6 Retrieve the saved file(s)

Back to the menu page, **HKU Libraries Application Manager** and Click **Windows Explorer** icon

Host Name: **PROLAW-502 * 147.8.122.204**
Public Access Workstation Project

Select **S drive** or **other removable device**, such as your USB flash disk if applicable to retrieve your saved files

Name	Size	Type
My Scans		File Folder
Readiris		File Folder
scanner		File Folder
get doc	1,958 KB	Bitmap Image
save multiple 1	1,265 KB	Bitmap Image
save multiple 2	1,263 KB	Bitmap Image
save multiple 3	419 KB	Bitmap Image
save single 1	1,272 KB	Bitmap Image
save single 2	421 KB	Bitmap Image

2

How to OCR a Document?

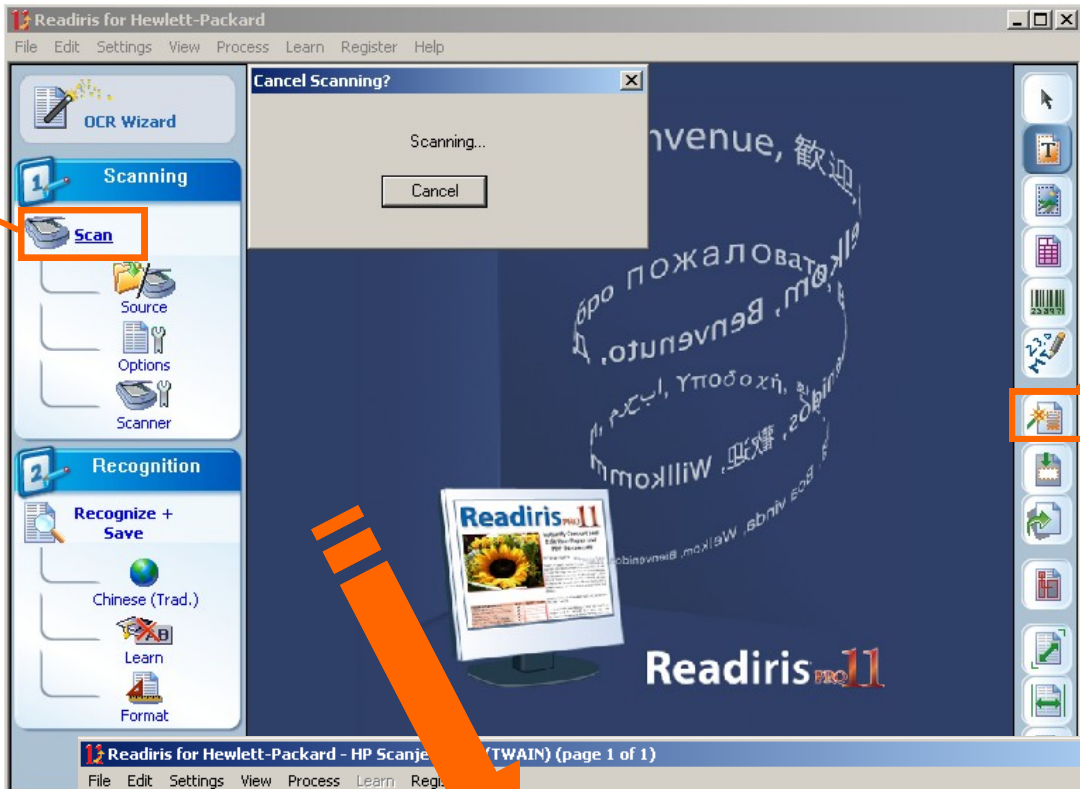
Tips: the **OCR wizard** guides you through the OCR process comfortably - answer a few simple questions and you'll obtain quick and easy results.

Note: Readiris Pro limits the OCR jobs to 50 pages.



Step 1 Scan a Document

Click on **Scan** icon

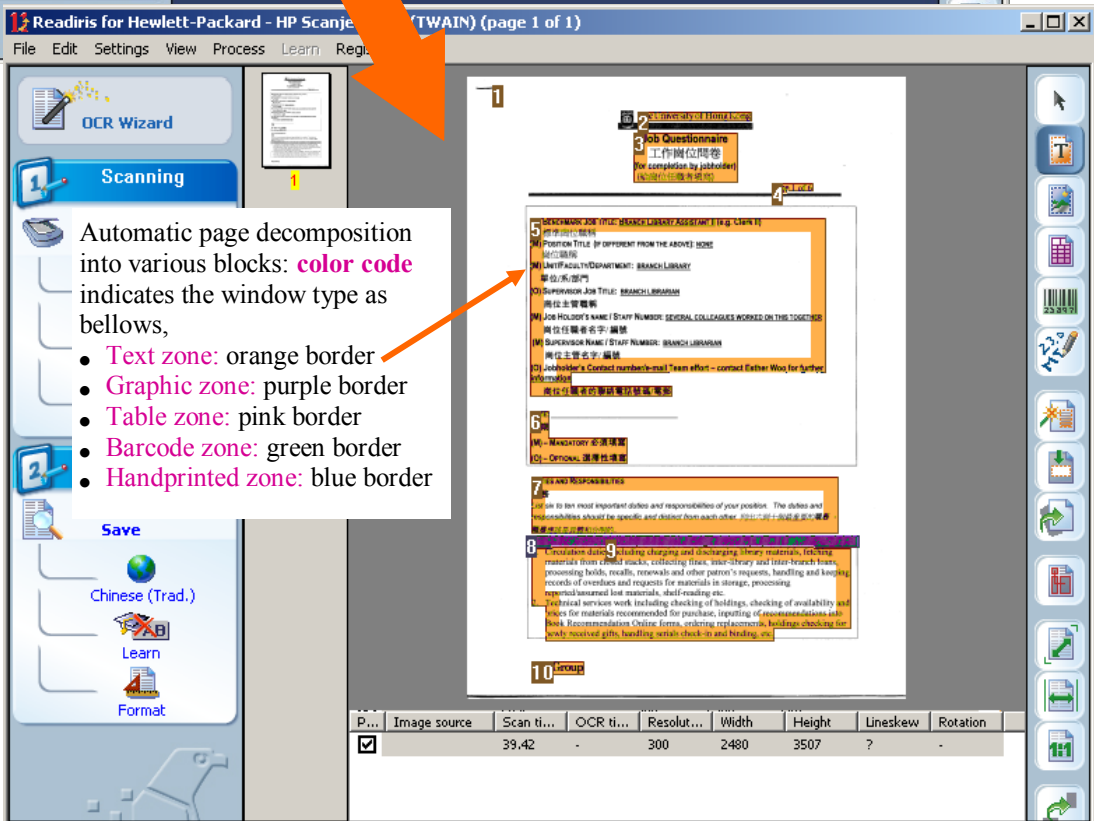


Page analysis is enabled by default

Example:

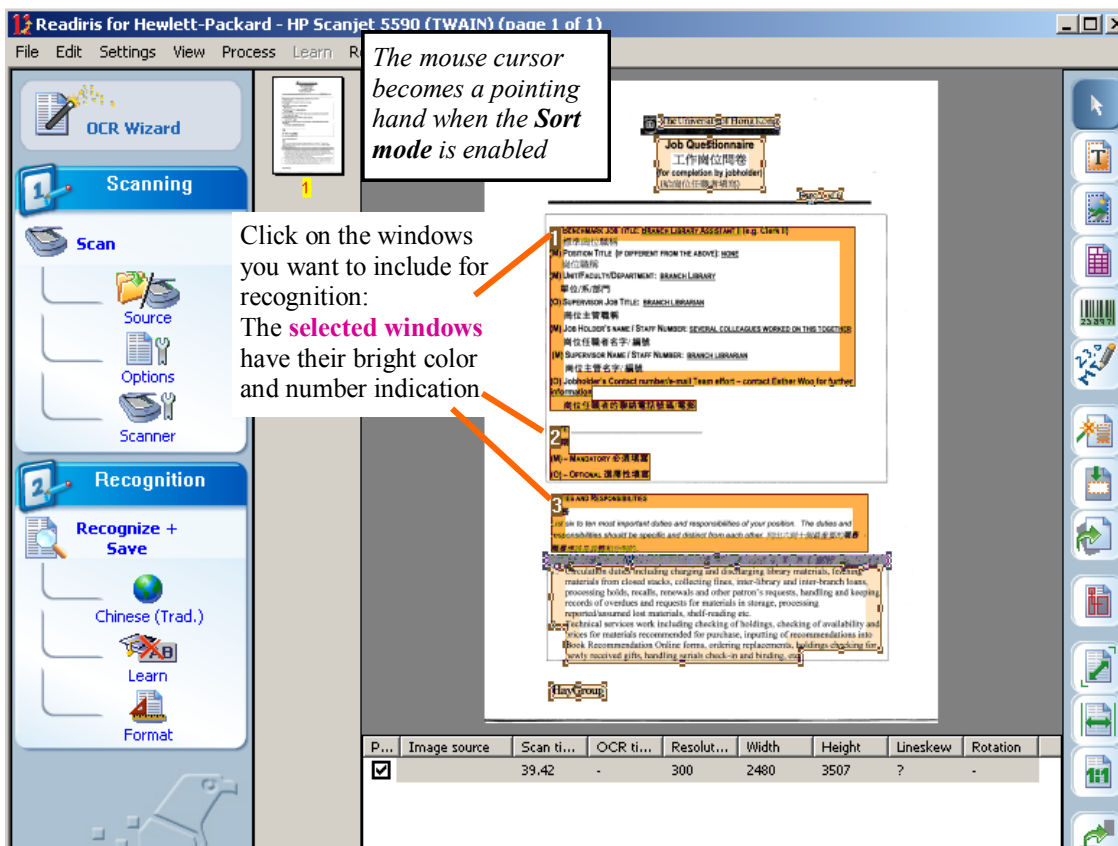
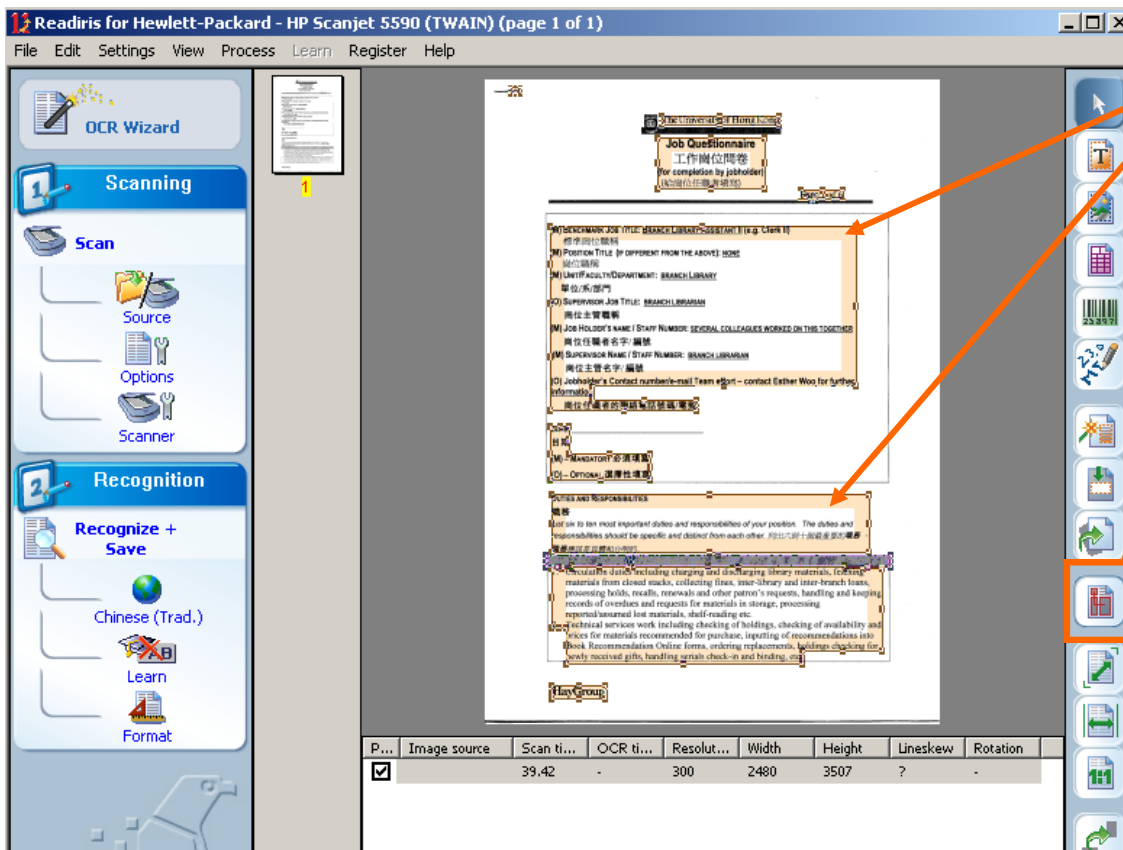
Automatic page decomposition into various blocks: **color code** indicates the window type as bellows,

- **Text zone:** orange border
- **Graphic zone:** purple border
- **Table zone:** pink border
- **Barcode zone:** green border
- **Handprinted zone:** blue border

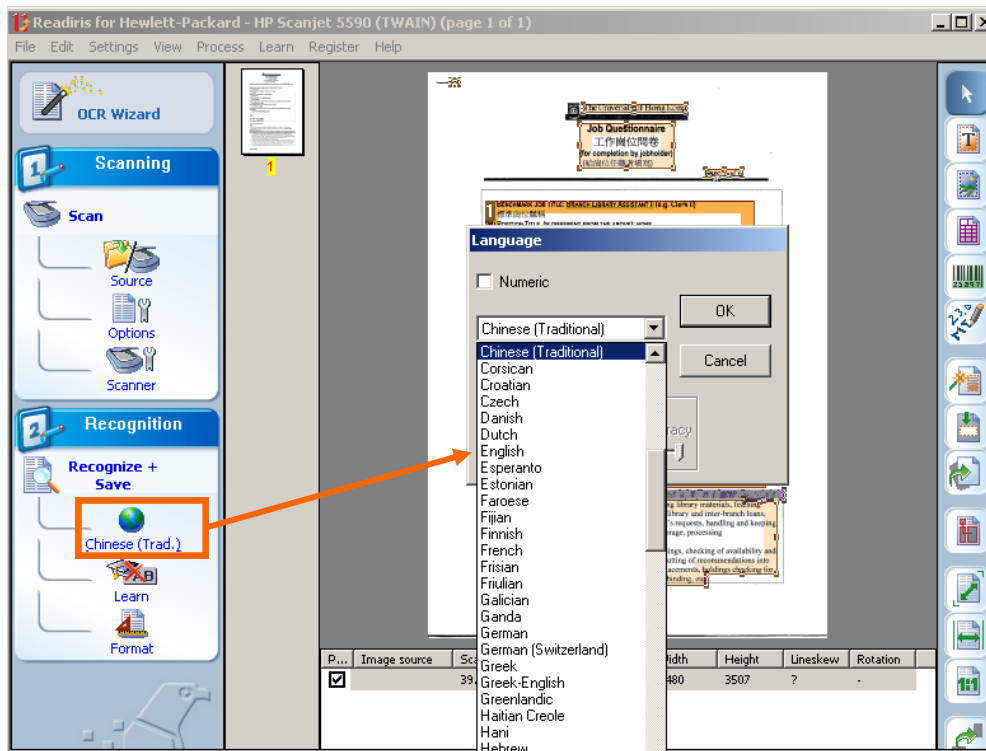


P...	Image source	Scan ti...	OCR ti...	Resolut...	Width	Height	Lineskew	Rotation
<input checked="" type="checkbox"/>		39.42		300	2480	3507	?	-

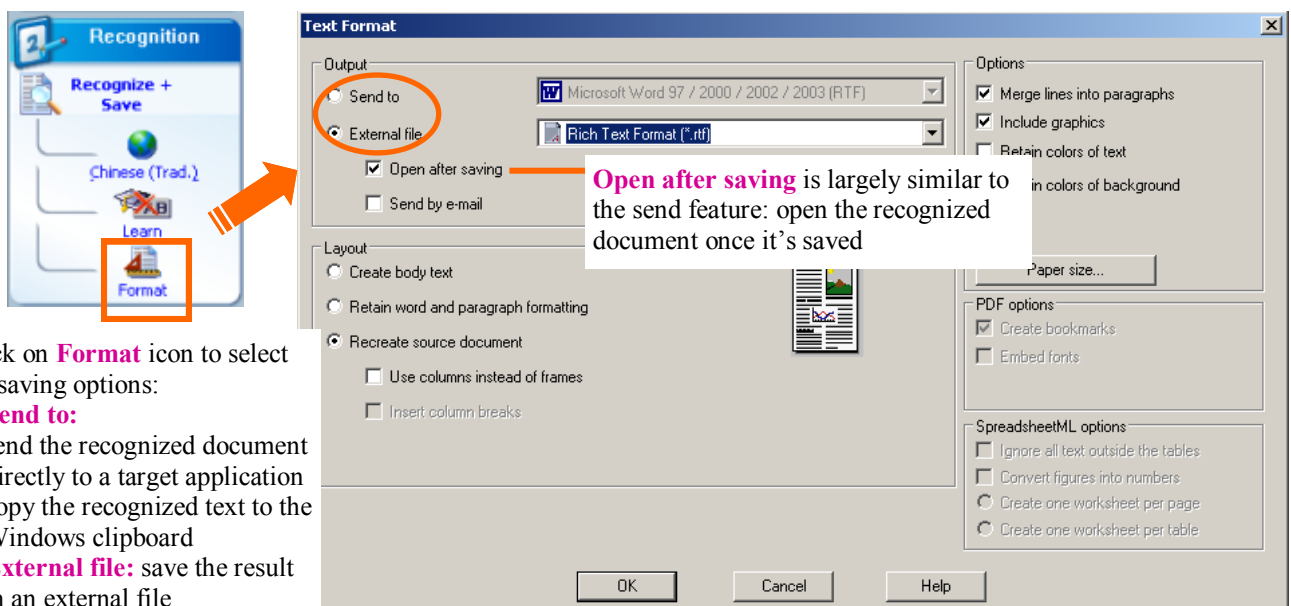
Step 2 Sort and Define Order of the Windows



Step 3 Specify the document's languages and characteristics



Step 4 Specify the Saving Options of the OCR result



Click on **Format** icon to select the saving options:

1. **Send to:**
 - send the recognized document directly to a target application
 - copy the recognized text to the Windows clipboard
2. **External file:** save the result in an external file

Step 5 Start the Character Recognition

Click on **Recognize + Save** icon to start OCR process

Note: you may interrupt at any time by clicking the Stop button (or pressing Escape)

