

Microtek Scanner

Step-by-Step

TUTORIAL



MICROTEK

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Important

Documents that you scan may be protected under copyright law. The unauthorized use of such documents could be a violation of the rights of the copyright holder. Microtek bears no responsibility for the unauthorized use of copyrighted materials.

To obtain optimal results from the Microtek scanning software and user's manual, you should be familiar with such Windows concepts as pointing, clicking, dragging, and selecting from menus and dialog boxes. If these things are new to you, refer to your Microsoft Windows User's Guide.

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Scanning the Easy Way

Step into ScanWizard 5's tutorial guide because we've made each task short and simple. There are several different scanning activities, with no more than 8 easy steps for each project. All of the projects concentrate on the basic scanning functions of ScanWizard 5.

Part A contains the basic features and functions of the buttons and tools included in the Standard Control Panel and the Advanced Control Panel.

Part B is a tutorial that covers the following tasks: scanning photographs and documents, doing multiple scans, and using the Advanced Image Correction tools.

Before you begin, you may want to go through the Quick Reference Guide as well as the Online help and familiarize yourself with ScanWizard 5. Happy scanning !



Inside Step-by-Step Tutorial

Part A Functions of ScanWizard 5

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Converting scanned documents for editing
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Using the Standard Control Panel

The *ScanWizard 5 - Standard Control Panel* offers a simple and easy way to complete a scanning session. It has a tutorial that can guide you through the actual steps to help you accomplish your first scan. To find out more about the functions behind the Standard Control Panel, explore and navigate the panel below.

Preview window

- 1 Prescans and previews your material before final scanning. **Automatic preview** of the scan material is shown whenever ScanWizard 5 is launched.

- 2 Performs the final scan, and delivers the output to a selected application. Click and hold the mouse to activate the options menu.

- 3 **Scan frame**
Lets you set the area to be scanned.

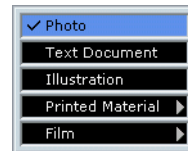
- 4 **Switch icon**
Allows you to change to the Advanced Control Panel.

- Scanner icon**
Shows the scanner type, model, and status.

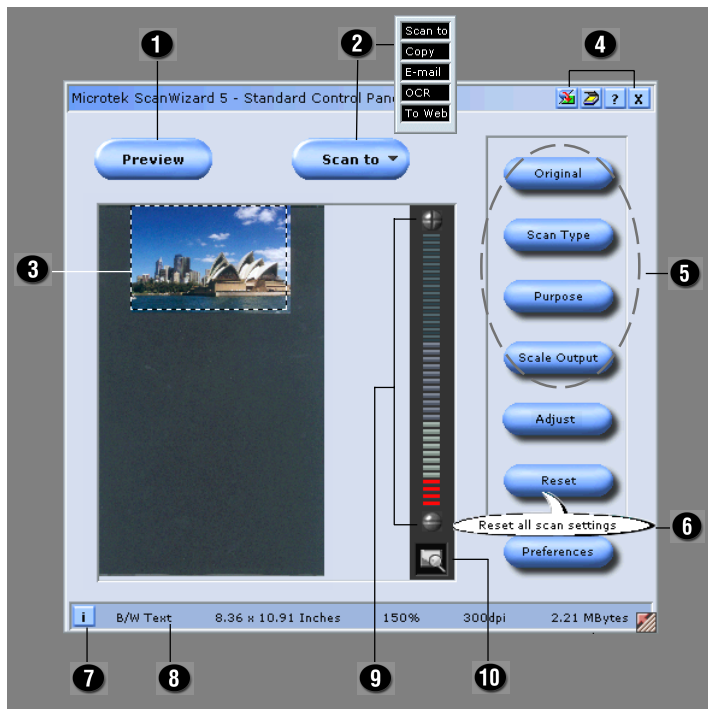
- Help icon**
Contains the online help and follow-me tutorial.

- Exit icon**
Closes ScanWizard 5.

- 5 When you click any of these tool buttons, a text box and its current default will appear which allows you to select your own scan settings.



- 6 When you point and leave your cursor on any button on the panel, a balloon help will pop up on the screen giving you hints and tips about its function.



- 7 **Info icon** shows detailed settings and status of current scan job.

- 9 **Zoom in** and **Zoom out** controls.

- 8 **Status bar** shows the current settings, and becomes a **Progress bar** during the scanning process.

- 10 **Panning tool**
Pans or moves around a magnified area.

Using the Advanced Control Panel

The **ScanWizard 5 - Advanced Control Panel** provides users the power to control, correct, and improve the image at the scanning stage. Acquiring the best possible scans should not require a lot of hard work, and you only need to understand the basic functions behind the Advanced Control Panel to work like a pro.

Preview window

1 Menu bar
Allows various options on customizing the scanner, software, image adjustment tools, and access to help.

2 Overview shows a preview of the image(s) on the entire scanning bed.



3 Prescan gives a high-resolution view of the area selected by the Scan frame tool.



4 Tool buttons:
Scan frame tool
 Lets you define a scan frame area.

Zooming tool
 Provides zoom in and zoom out controls.

Pane tool
 Pans or moves around a magnified area.

Dropper tool
 Lets you highlight or isolate the Black & White points of a selected area.

5 Scan to button
Starts the final scan and delivers the output to a specified application.



6 Scan material icon
Provides options for selecting the type of material being scanned (reflective, negative or positive).



7 Switch icon
Takes you back to the Standard Control Panel.



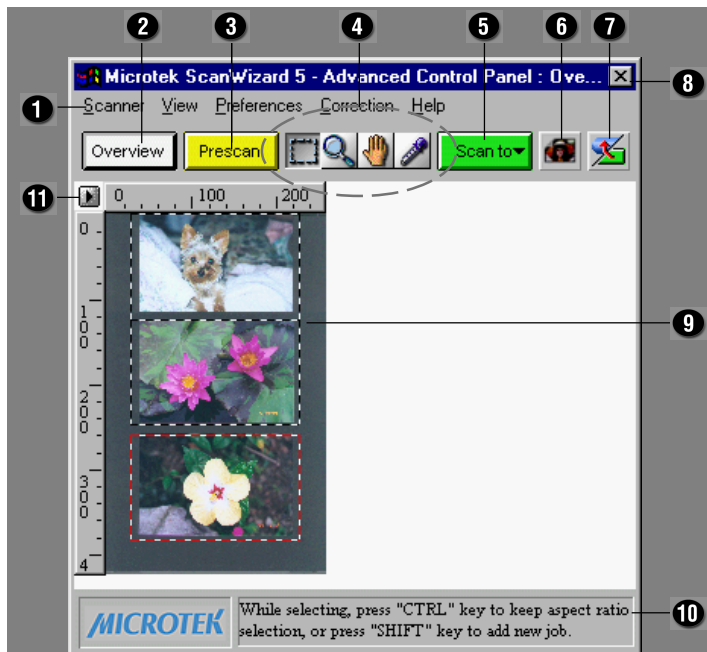
8 Exit button
Closes ScanWizard 5.



9 Scan frame
Allows you to set the area to be scanned.

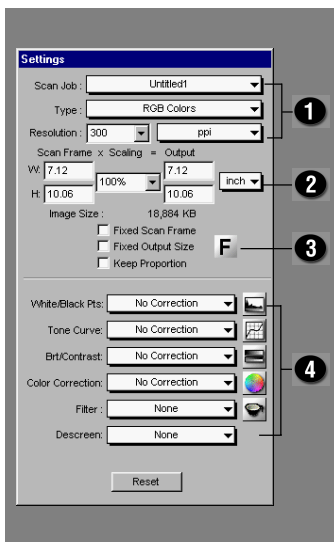
10 Status bar
Provides hints and tips when you click any button.

11 Unit of measurement
Allows you to change the unit type of the ruler. Options include inch, cm, mm, point, pixel, and pica.



The Advanced Control Panel, Settings, Info, and Scan Job Queue windows appear whenever the Advanced Control Panel is activated. Otherwise, click the **View** menu in the Preview window, then select **Bring Settings Window to Front** or **Show Scan Job Queue Window**.

Settings window



- 1** Shows the current scan job selected in the **Scan Job Queue** window
- 2** **Scan frame** and **Scale output** controls
- 3** **Scan frame** options
- 4** **Advanced Image Correction (AIC)** tools:

- White/Black Points
- Tone Curve
- Brightness and Contrast
- Color Correction
- Filter
- Descreen

Scan Job Queue window

P appears whenever a job has been prescanned.

Check sign indicates job will be scanned when you click any of the **Scan, E-mail** or **Copy** buttons.

Image size in Kilobytes.

Current scan job is highlighted.

Function buttons for controlling scan jobs.

Status	Type	Job Title	Size
✓ P	RGB	Dog	72 KB
✓ P	RGB	Red flower	24 KB
✓ P	RGB	Yellow flower	72 KB

Up/Down Arrows
Lets you change the order of the scan job in the list.

Image type and color mode.

- Duplicate
- New
- Delete
- Check
- Load/Save

Info window

Zoom Level Display
Lets you increase or reduce the magnification level.

Mouse Cursor Position
Displays position of the mouse along the x and y coordinates of the image.

Color Meter Options
Lets you select color info and area of the sample size.

Color Output Meter
Displays the output pixel values in the selected area of the overview or prescan image.

Sample Display Area
Shows pixelized display of area in the overview/prescan image where mouse cursor rests.

Zoom: 100%

X: 5.28
Y: 5.62

R: 43 / 43
G: 118 / 118
B: 66 / 66

How to scan a photo

Microtek scanners provide quick entry into a world of "picture perfect" patterns and textures. With your Microtek scanner, you can pull out all those photographic memorabilia out of the closet and scan them for E-mail attachment, desktop wallpaper, digital photo albums, and more. Your first scanning expedition awaits you below.

- 1 Place a color photograph face down on your scanner bed.



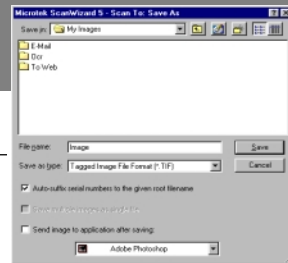
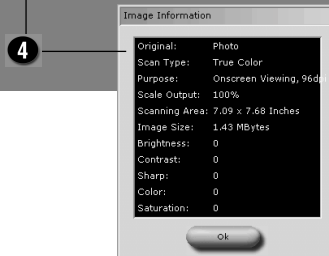
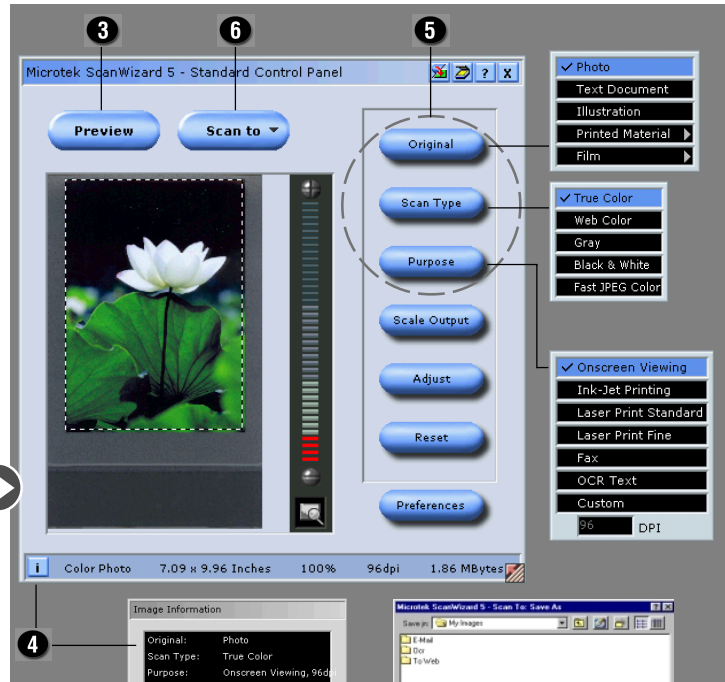
- 2 Double-click the **ScanWizard 5** icon on your desktop. This will launch the ScanWizard 5 - Standard Control Panel.



- 3 The scanner will automatically detect, configure, scan, and show a preview of your material, enclosed in a "scan frame".

- 4 Always check the **Info** icon located at very bottom of the panel to make sure that the configuration has been set correctly to match your material.

If your intended scan does not comply with the material type and other settings, click any of these buttons to configure the settings accordingly.



- 5 When scanning a colored photograph, the configuration is normally set to the following default settings.


- 6 When you are ready to save the scanned image, click the **Scan to** button.




- 7 The **Scan To: Save As** dialog box will appear. Store the image in your preferred folder, key in the file name, and use **.bmp** or **.jpg** as the recommended file format. Click **Save** to complete your first scan.

How to copy

Transform your scanner and printer into a convenient copy station. Whether you are in the office, home or school, you can easily print or copy handouts, memos, research papers, assignments, photographs-- almost anything within your reach. This module shows you how.

- 1 Position the document that needs to be printed ("copied") on the scanner bed.
- 2 Double-click the **ScanWizard 5** icon on your desktop. 
- 3 The **ScanWizard 5 - Standard Control Panel** appears. Check the **Info** icon whether any configuration changes need to be made, then proceed to the next step. If not, go to **Step 6**.

- 4 ScanWizard 5 will auto-detect and configure the settings of your scan material. 
- 5 You can increase or reduce the size of any material by clicking the **Scale Output** button. Normally **100%** will suffice for copying purposes.

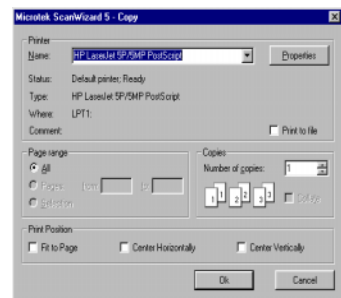
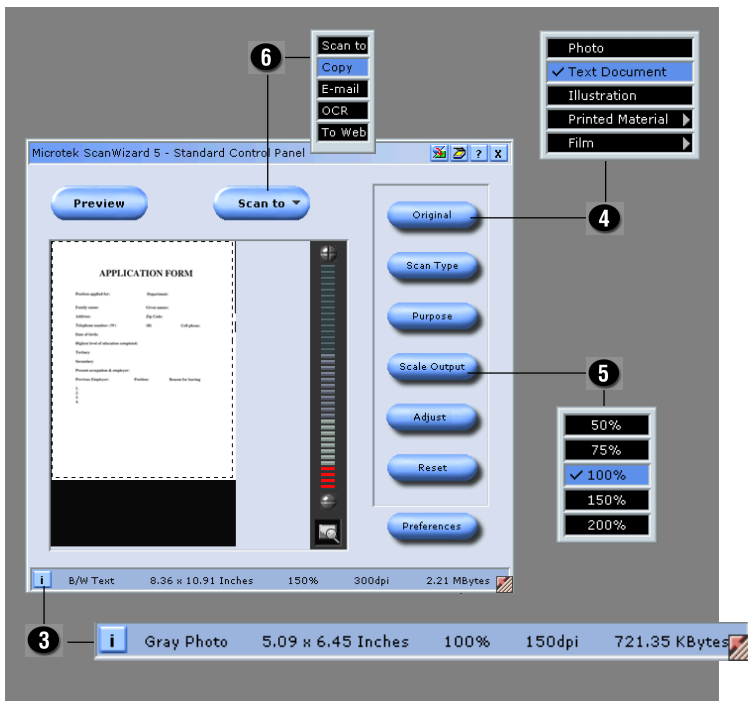
- 6 Click the **Scan to** button and hold down the mouse for about 3 seconds until the options menu appears.



Select **Copy** to send the scanned material directly to your printer (Notice that the **Scan to** button transforms to **Copy**).



- 7 When the **Copy** dialog box appears, select your default printer or any alternative printer from the options, then specify the number of copies to be made. When you are ready to print, click **OK**.




How to scan a photo, film or slide for E-mail attachment

Share your images over the Internet! Just got back from your vacation and want to share your experience? or want to send photos to your family and friends just to keep in touch? Don't just write traditional E-mail! Add a little zest by including scanned images.

- 1 Properly position your photo, filmstrip or slide on the scanner bed.

To scan transparent materials, you should install the Transparent Media Adapter before positioning your material and launching ScanWizard 5 (Refer to other documentation on installing the appropriate accessory).

- 2 To activate **ScanWizard 5**, click the icon on your desktop. 

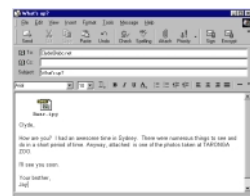
- 3 If you are scanning a film or slide, click **Original**, then select from the menu **Positive** (for slides) or **Negative** (for negative film from cameras). If you are scanning a normal photograph select **Photo**, then click **Scan Type** to select the appropriate color mode.



- 4 If you wish to enhance the look of your image before attaching it to your E-mail, click the **Adjust** button. Experiment with the various controls (Brightness, Contrast, Color, Sharpness or Saturation) until you are pleased with the result.



- 5 Click the **Scan to** button, then hold down your mouse for about 3 seconds. When the options menu appears, select **E-mail**.
- 6 When the **E-mail: Save As** dialog box appears, save the image to your preferred folder, key in a file name and choose **.jpg** as your file format. Click **Save** to deliver it directly to your system default E-mail.
- 7 Your default **E-mail application** launches with your scanned image attached to it. Fill in the E-mail address, subject, and message, then click the **Send** icon to send your E-mail with the scanned image.

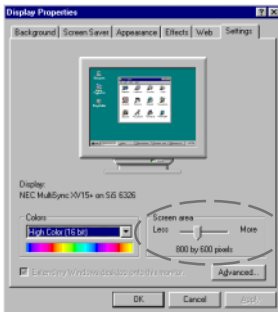


How to scan a photo for your desktop wallpaper

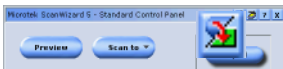
Create your own unique desktop wallpaper! Check the steps below -- it's not that complicated! Before you begin though, check the resolution of your screen area and write this down. You will need this information so that your image fits on the entire screen.



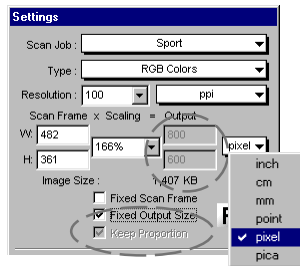
- 1 Place a photo that you wish to scan for your desktop wallpaper on the scanner bed.
- 2 Before you start scanning, check the resolution of your **Display Screen area** from the Control Panel's Display Properties.



- 3 Launch **ScanWizard 5**.
- 4 From the **Standard Control Panel**, click the **Switch** button (located on the upper right corner) to change to the **Advanced Control Panel**.



- 5 From the **Settings** window, change the unit system to **pixels** instead of **inches**; Key in the resolution of your **Screen area** in the **Output** box, then select the **Fixed Output Size** and **Keep Proportion** check boxes. Crop the image to the desired area that you want to show for your output.



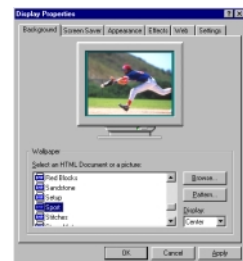
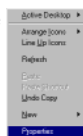
- 6 Click **Prescan** to view the adjustments, then click the **Scan to** button when you're all ready to save your image.



- 7 When the **Scan To: Save As** dialog box appears, save your image under: **C:\Windows** or your preferred folder, key in your file name and use **.bmp** as the recommended file format.



- 8 Right-click the mouse to any free space on your desktop. When a shortcut dialog box appears, select **Properties**, then click the **Background** tab. From the **Wallpaper** list, select the scanned image that you have just saved.



To finish, click **Apply**, then **OK** to launch your new wallpaper background.

How to scan for OCR

Converting scanned documents for editing

The built-in OCR (Optical Character Recognition) engine instantly converts a scanned document into text that can be edited from any word processing application. Save files as **.rtf** and **.xls** for use in common word processing and spreadsheet applications. For web page viewing, use **.htm** or **.pdf** for viewing on any platform.



1 Place a text document on the scanner bed, and then launch **ScanWizard 5**.

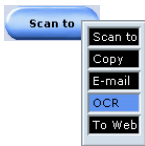


2 ScanWizard 5 will automatically detect and configure your scan material.

If you wish to specify your own scan setting, manually click any of the tool buttons on the Standard Control Panel, and choose the settings from options menu.



3 Select **OCR** from the options menu.

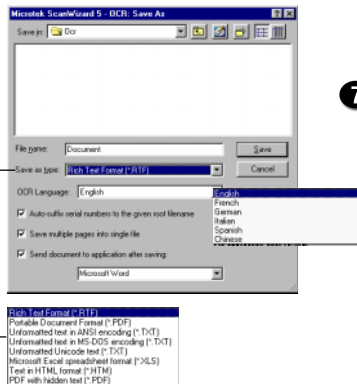


4 When the **OCR: Save As** dialog box appears, select a folder, key in your preferred file name or use the default file name **"Document"**.

Select your required file format from the options. **See the additional notes, before choosing a specific file format.**



5 The default language for OCR is **English**. If you wish to change the language, select your preferred language from the **OCR Language** options.



6 Select the check box **"Send document to application after saving"** to automatically send it to the specified application for editing, or viewing purposes.



7 Click the **Save** button to start scanning your documents, automatically save and launch the selected application for viewing or editing your document.

Take note of the following file formats:

File Format	Purpose	Best Results
.RTF	Create documents with a combination of text, graphics, and tables.	Documents with text images and/or tables.
.XLS	Create spreadsheets with text and graphics.	Spreadsheets
.TXT	Create documents with text only.	Text files where layout and formatting is not needed.
.PDF	Compact color document files with text that graphics that can be ready by Acrobat Reader.	Sharing color documents over a network or archiving purposes.
.HTM	Color document files with text and graphics to be viewed in all web browsers.	For use in web sites or other programming applications.

How to scan and instantly upload images to the web

It's easy and fun to instantly upload images onto a free photo-sharing website. Scan, upload and share them with your family and friends across the globe or even across town.

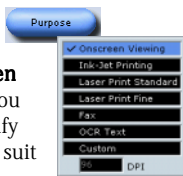


1 Place the material that you wish to post on the web, and then launch **ScanWizard 5**.



2 The default scan setting under the **Purpose** menu has been set to **Onscreen viewing**.

For fastest uploading, select **Onscreen viewing**. Or you can also modify the settings to suit your needs.



3 Make sure that you are connected to the **Internet** before you activate the **To Web** button from the options menu.



4 The **Scan to Web** dialog box will appear. Click the **Account Manager** button to manage your photo-sharing account.

5 To register for a new photo-sharing account, from the **Account Manager** window click **Create a new account**, and then follow the given instructions as you register. After completing the registration process; close the browser and return to the **Account Manager** window.

6 To activate a registered account, click the **Add** button, key in your **username** and **password**, click **Close**, and then carry on to the next step.

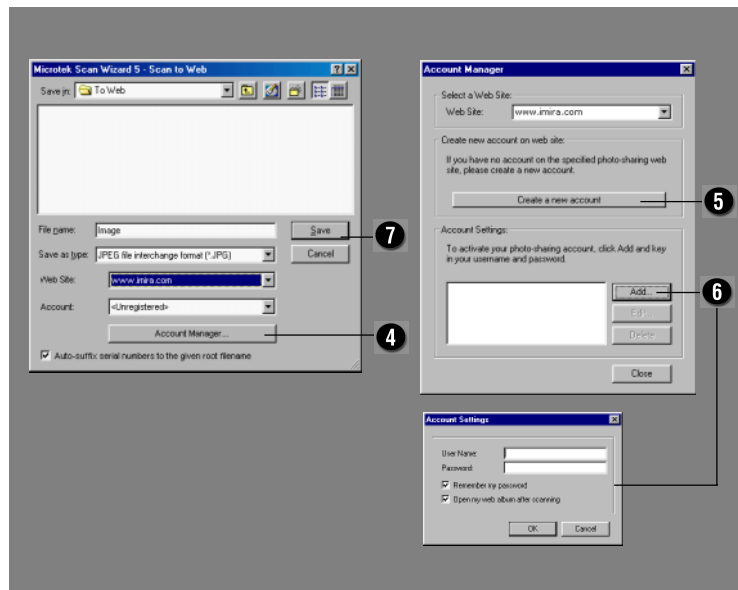
Check box option:

“Open my web album after scanning”

Enable this check box when you are up to your last image to efficiently upload them in one batch.

7 Click the **Save** button to save/store your images to a default folder as JPEG format and automatically upload them to your photo-sharing album on the Internet. If you wish to change the name of the file and folder location, you can do so in the **File name/Save in** box.

It is recommended that you use **JPEG** as your file format -- this is the standard image format widely used on the web.

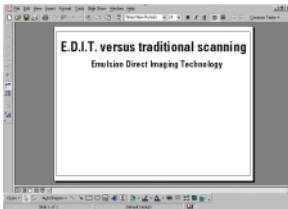


How to scan printed material and insert it into a Microsoft Office application

Add a special touch of creativity to any of your school projects, certificates, resumés, brochures, press releases, product launches, etc. You can send your scanned image(s) directly to any of your Microsoft Office applications to strengthen your presentation.



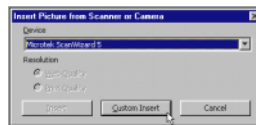
- 1 Position the printed material (magazine or newspaper) to be scanned on the scanner bed.
- 2 Open your **Microsoft Word, PowerPoint, or Excel**, then set the cursor in a specific area where you want to position the image that you are about to scan. (Here we have opened MicroSoft PowerPoint 2000).



- 3 From the toolbar, click **Insert**. When the **Insert** options menu appears, select **Picture**, and choose **From Scanner**.



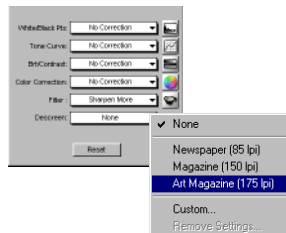
- 4 The **Insert Picture** dialog box will appear. Choose **Device (Microtek ScanWizard 5)**, then click the **Custom Insert** button. **ScanWizard 5** will launch automatically.



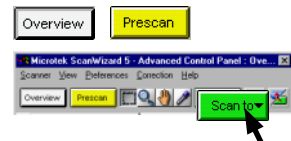
- 5 Switch to the **Advanced Control Panel** to set the **Descreen** function. This will remove visible moire patterns that result when you scan from magazines or newspapers.



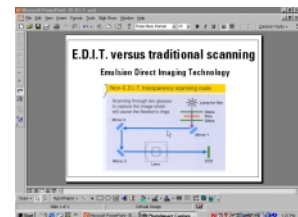
- 6 From the Settings menu, select **Type**, then choose the color mode to match your material. Now select **Descreen** under the **AIC** tools, then select **Art Magazine** (This will depend on the type of material you are scanning).



- 7 Click **Overview** to view the entire image, make any necessary changes you wish, then click **Prescan** for a higher-resolution view of the image. When you are satisfied with the adjustments, click the **Scan to** button to deliver the scanned material directly to your chosen Microsoft Office application.



- 8 After a few seconds, the scanned material should automatically appear as an inserted image.

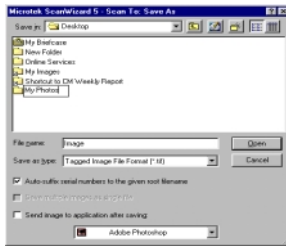


How to scan and store multiple images

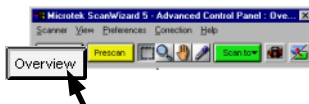
To scan stacks of photographs or documents continuously, switch to the Advanced Control Panel, and follow these simple steps. Also, it's always a good idea to create a special folder as a storage specifically for all your scanned images. That way, you can easily locate, browse, and retrieve them at any time.



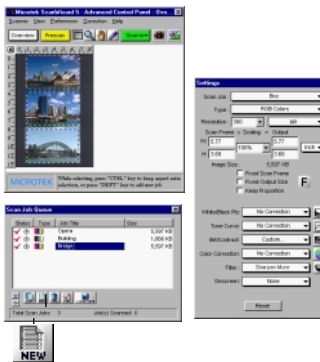
- 1 Place several photos carefully on your scanner bed for continuous scanning.
- 2 Create a new folder under **C:\Windows\Desktop**, or any preferred folder to serve as a storage for your scanned images.



- 3 If you are currently in the **Standard Control Panel**, switch to the **Advanced Control Panel**, then click the **Overview** button to preview the entire scanning bed with all your images.

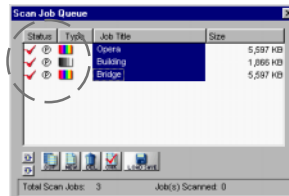


- 4 Crop the first image to the desired area. Click **New** from the **Scan Job Queue** window, give the second image a title, select the image with the Scan Frame tool, and crop as necessary. Do this for all remaining images.



- 5 If you wish to change the parameters for each image, key in your preferences in the **Settings** window.

Once you have set the changes, highlight all the items from the **Scan Job Queue** window, then click **Prescan** to scan all the images continuously. "P" appears on every scan job and a preview of each photo is shown whenever an image has been pre-scanned.

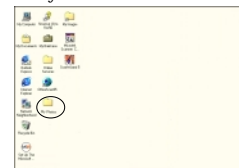


- 6 Highlight all your scan jobs, then click the **Scan to** button if you are ready to store all your scanned images at the same time. The scanner will scan all your images continuously, without you having to click the **Scan to** button for every image.

- 7 You can store and deliver the images all at once. When the **Scan To: Save As** dialog box appears, key in one file name and save it to your preferred folder. You can **Rename** each image(s) when you open your folder.



- 8 If you have saved the images under **C:\Windows\Desktop**, you can double-click your "folder" icon to view and retrieve your photo storage directly from the desktop, or simply create a shortcut icon for your folder.



How to adjust color in an image

The Advanced Image Correction (AIC) tools in ScanWizard 5 features several powerful controls for image adjustment and enhancement, with "Before" and "After" thumbnails. All changes are shown in real time on the resizable Preview window. Tools include: White/Black Points, Tone Curve, Brightness/Contrast, Color Correction, Filter, and Descreen. Use these tools to get the desired effect for your images.



- 1 To adjust color images, use the **AIC** tools. These tools can be accessed in the Advanced Control Panel through the **Settings** window, or through the Correction menu in the preview window.
- 2 **Color Correction** allows you to add or remove a particular color cast from an image by using the dotted pointer in the center of the color wheel. See the difference in the image from the **"Before"** and **"After"** thumbnails (in real time).
- 3 To adjust the saturation of an image, drag the slider to the left (to decrease saturation) or to the right (to increase saturation). The **Picker** allows you to select a color from a particular area of the image and apply a color cast. Click **OK** to apply the current adjustments or **Cancel** to ignore changes.

- 4 When the **Color wheel** is adjusted, the **Angle** and **Radius** is calculated automatically, and the result may look like this:

Original Photo



After Color wheel adjustment

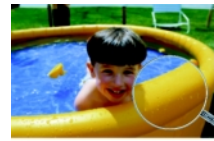


- 5 Click **Filter** from the **Settings** window, then choose from the options to see the different effects when a filter is applied:

Original Photo



The After Effect



Blur



Emboss



Edge Enhancement

- 6 For further enhancements, use the other **AIC** tools as necessary.

