

Scanning with ScanSnap (Mac)

This is a step-by-step tutorial for scanning documents directly to PDF using a Fujitsu ScanSnap scanner.

1. Launch the ScanSnap Manager

The ScanSnap Manager is the software used to run the ScanSnap scanner. If the icon is in the dock with a red slash-circle, that indicates that the scanner is not powered on or that the scanner's cover is closed. In this image, the software is running (note the light dot below the icon) and the scanner is ready to scan.



If the ScanSnap manager is not running, launch the application from the Application folder by double-clicking the ScanSnap folder and double-clicking ScanSnap Manager.

2. Load the document

Load the document page(s) into the scanner **face-down, head-down**. However, the scanner software will detect pages that are not aligned with others and will correct them automatically.



3. Start the scan

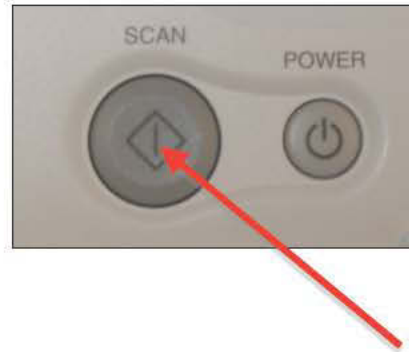
Press the button labeled "Scan." (Your only other choice is the "power" button.)

The scanner will automatically feed each page through the scanner.

The scanner scans both front and back sides of each page.

If it detects a blank page, the software will discard that page.

(Note: marker bleed-through and other similar marks will be detected and those pages will not be automatically discarded.)



4. Choose whether to "Continue" or to "Finish"

If there are additional pages to be scanned to this file, load those additional pages into the document feeder, then click "Continue Scanning."

Once all pages are scanned, or if there are no additional pages, click "Finish Scanning."



5. Choose "Scan to Folder"

In almost all cases, the goal of the scan is to create a PDF of the documents. Choose "Scan to Folder" from the options at the top of the screen.

NOTE: it is also possible to scan directly to an email message with the scan attached; however, the computers in the ERC do not have email accounts set up to work with this feature. It is also possible to scan to an attached printer; this function will work in the ERC. This feature is not covered in this tutorial.



The iPhoto option is also possible, but not covered in this tutorial.

6. Determine file name and saving location

1. Provide a suitable file name for the new PDF. Do not add ".pdf" at the end; the software will do this automatically.

2. Note the default location so the file can be retrieved or click "Browse" to navigate to an alternate location such as the Desktop or a USB flash drive.

3. Click "Save" to complete the process.

