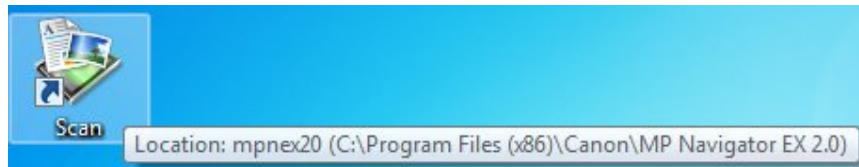


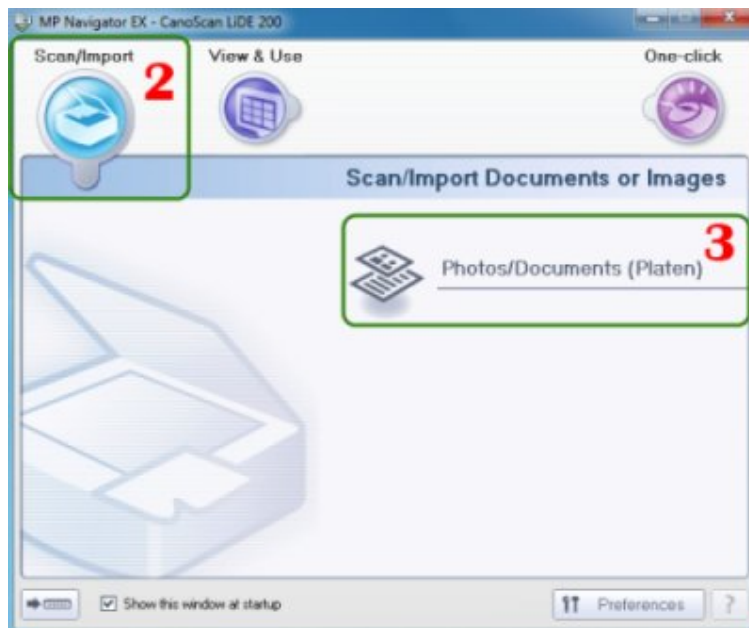
# Skaneerimise juhend

**NB! ÄRA JÄTA OMA FAILE RAAMATUKOGU ARVUTISSE, KUSTUTA NEED!**

1. Ava desktopilt skaneerimisprogramm

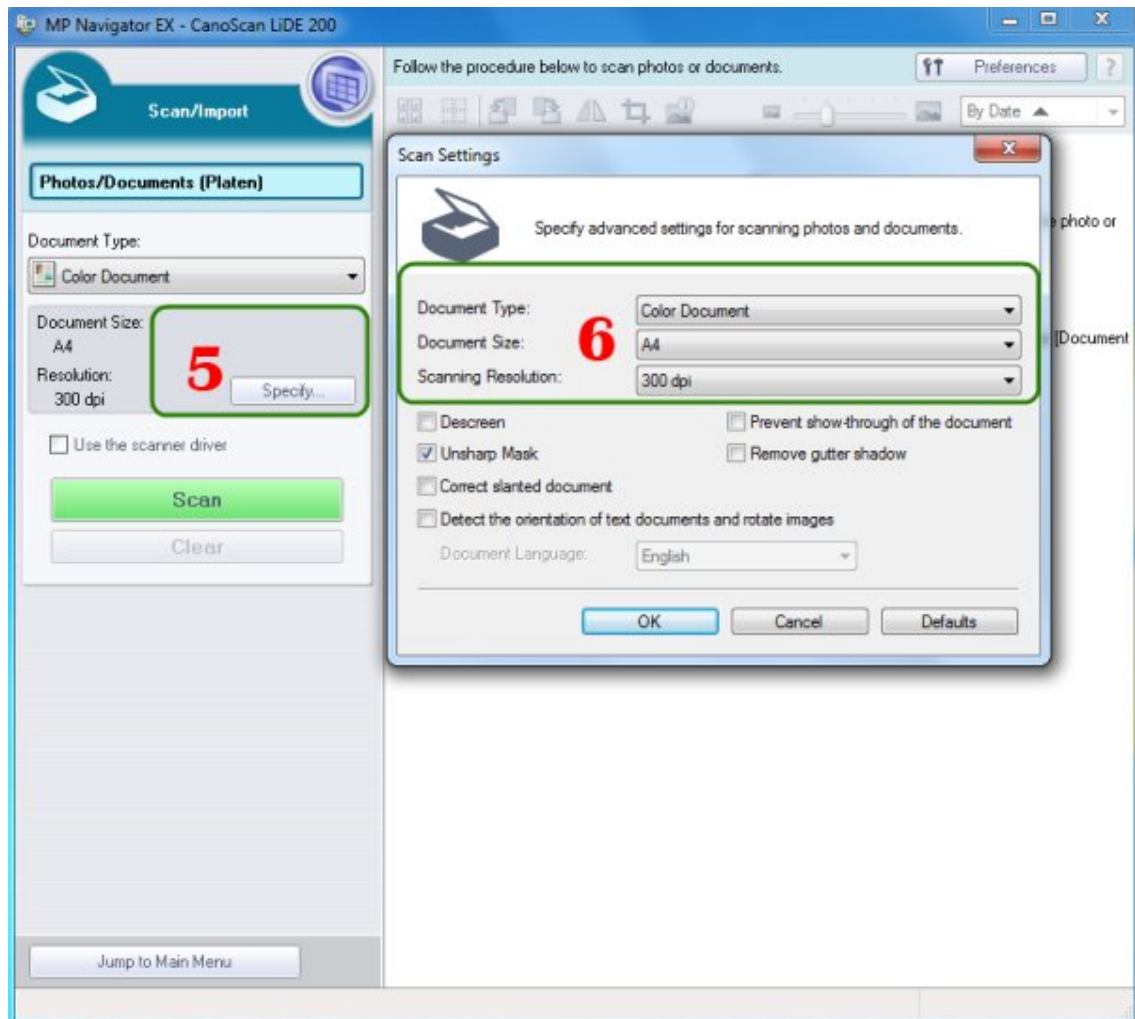


2. Kliki Icoonil Scan/Import
3. Vali Photos/Documents



4. Aseta dokument skannerisse, **veendu**, et dokument oleks „pea alaspidi“.

## 5. Vali dokumendi määrangud



## 6. Seadista

- Document Type [Dokumendi tüüp] :
  - Color Photo – Värviline foto
  - Black and White Photo – Mustvalge foto
  - Color Document – Värviline dokument
  - Black and White document – Mustvalge dokument
  - Magazine(Color) – Värviline ajakiri

- Document Size [Dokumendi suurus]

**NB!** Kui sa ei ole dokumendi suuruses kindel, siis vali :

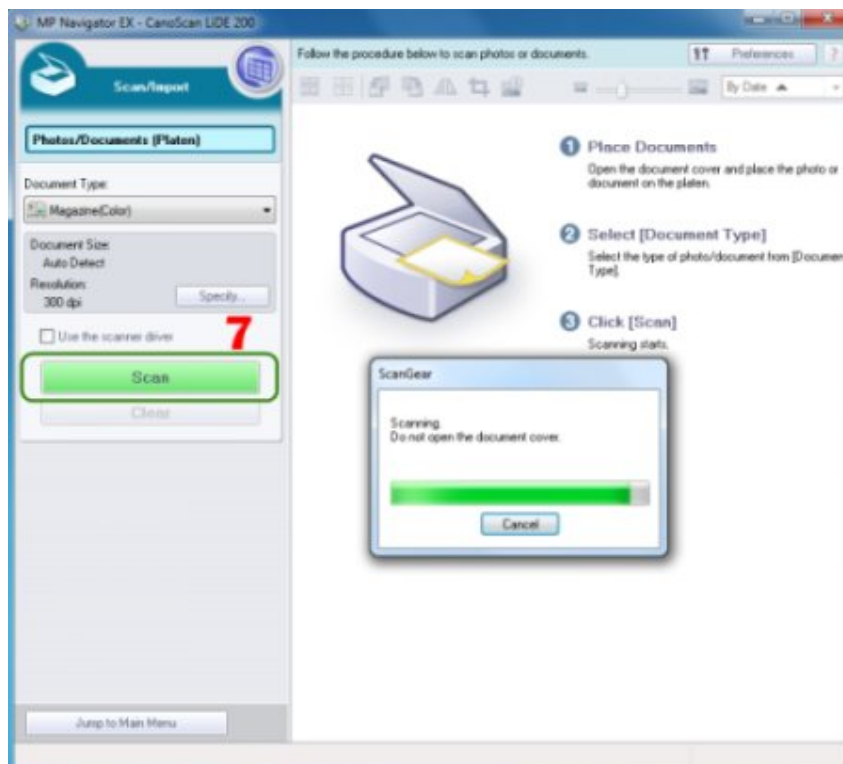
- Auto Detect
- Auto Detect (Multiple Documents) – Järjestikuse skaneerimise korral

- Scanning Resolution – Skaneerimise kvaliteet

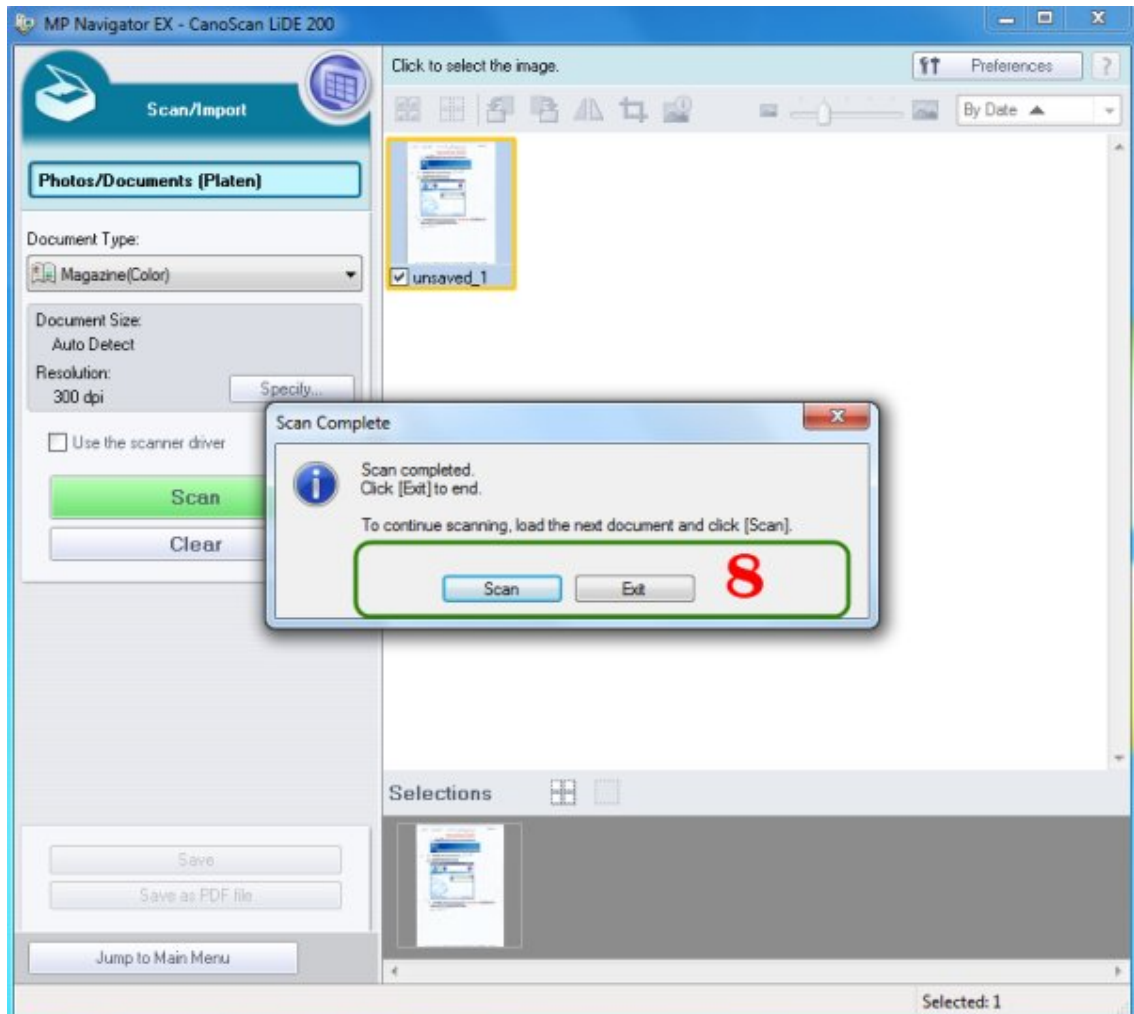
- Soovitav kvaliteet 300dpi – 400dpi
- Mida suurem dpi, seda parem kvaliteet ning suurema andmemahuga tulemus.

Kliki OK

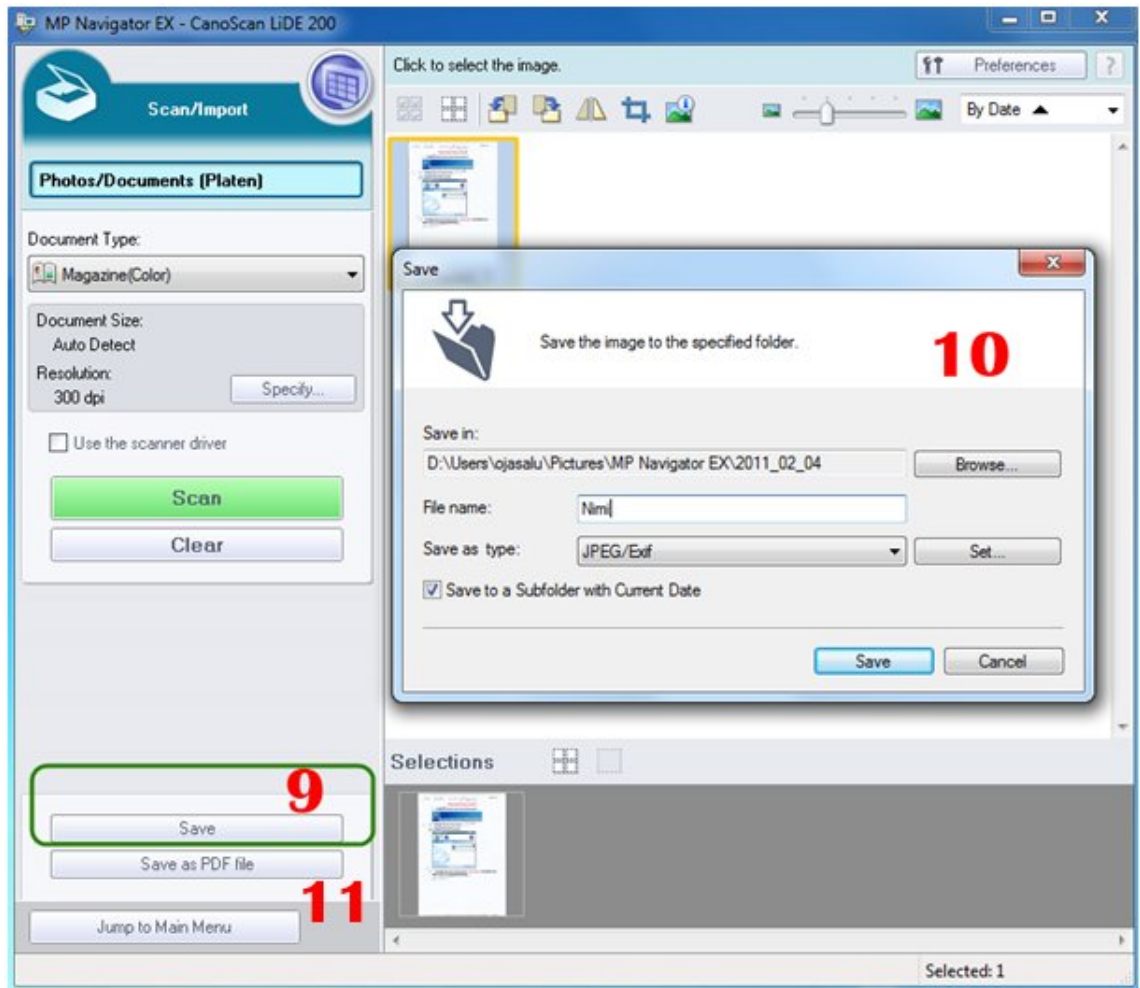
7. Kliki Scan, oota kuni skaneerimisetapp on läbi.



8. Kui soovid samade seadistustega skaneerimist jätkata, sisesta skannerisse järgmine lehekülg ning kliki Scan, kui ei soovi, kliki Exit.

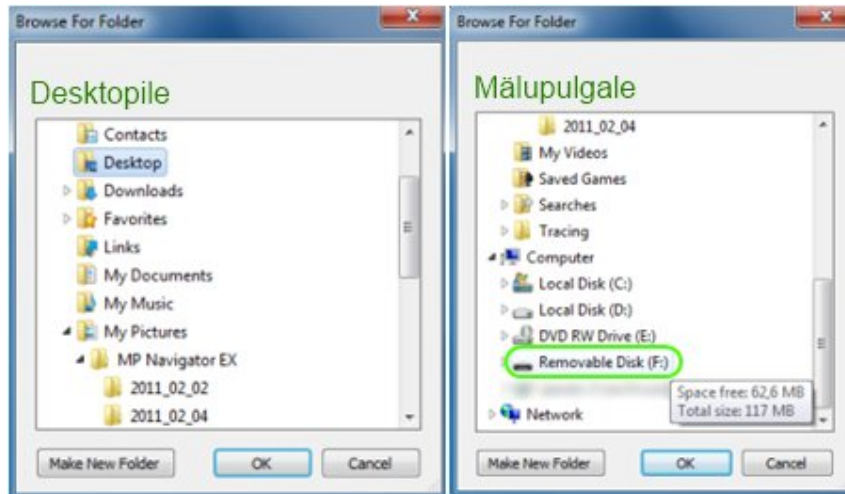


## 9. Tavasalvestus

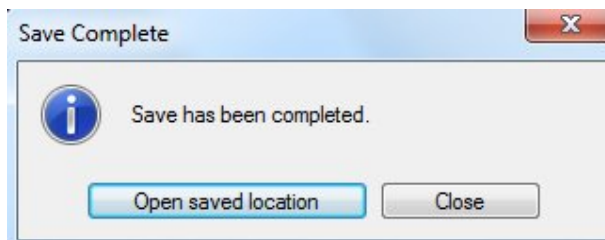


## 10. Tavasalvestuse seadistus

- Browse – Vali, kuhu tahad salvestada

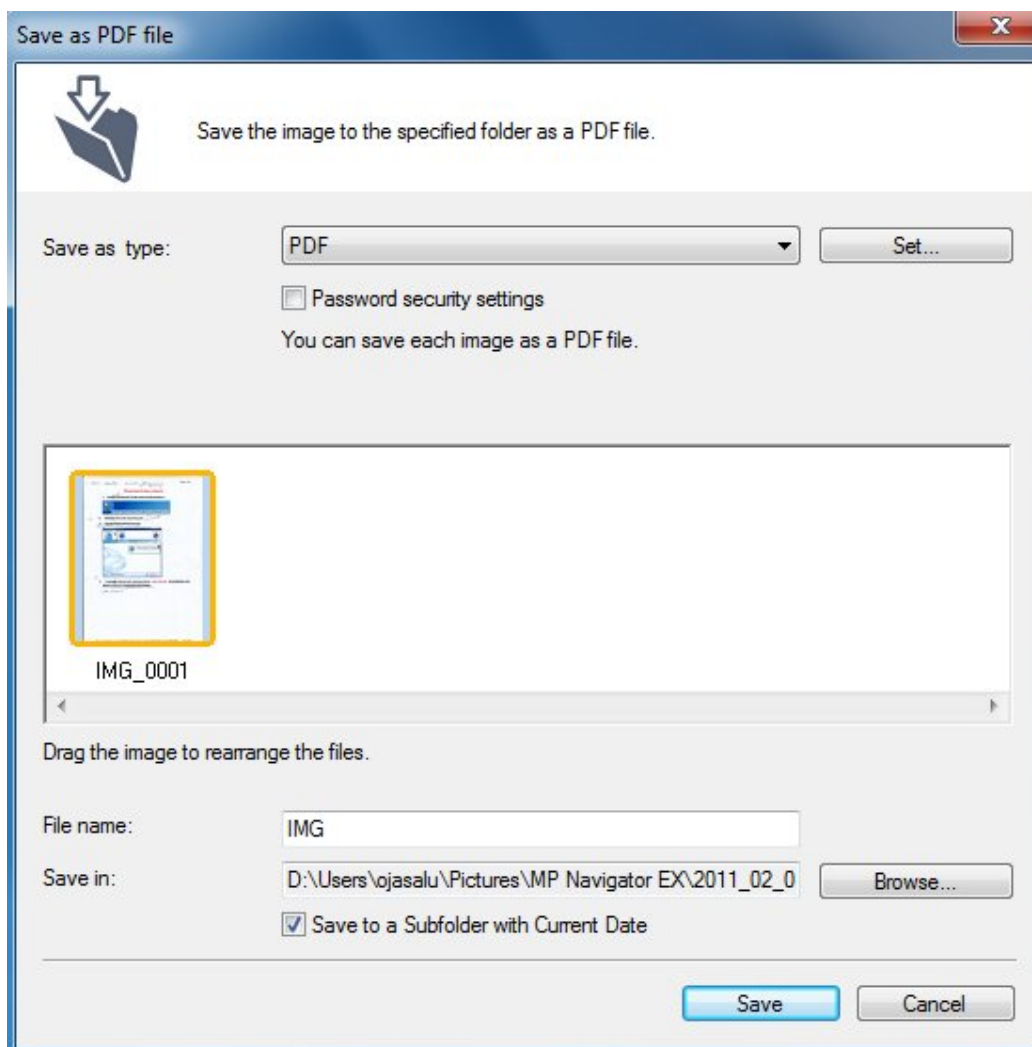


- File name – Pane salvestusele nimi
  - Save as type – Vali salvestuse faili formaat, soovitatav JPEG
- Kliki OK  
Kliki Save



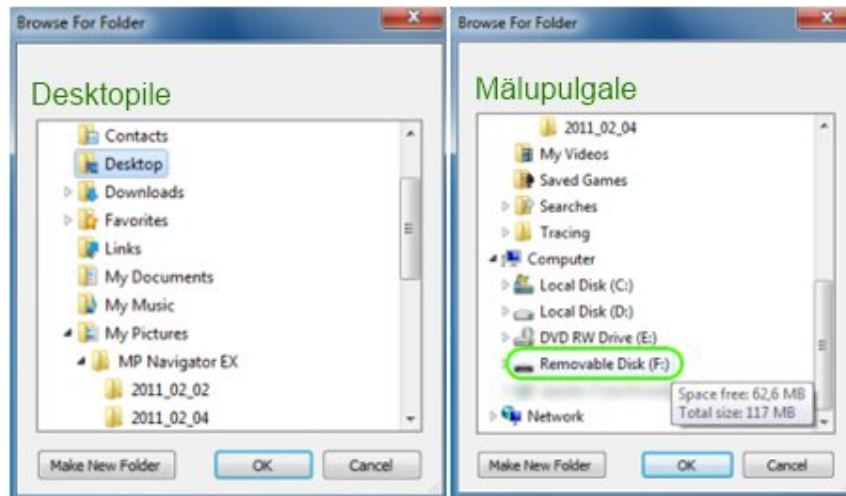
- Open saved location – Ava kaust, kuhu salvestasid faili.
- Close – lõpeta

## 11. Salvesta PDF failina



- File name – Pane salvestusele nimi

- Browse – Vali, kuhu tahad salvestada



Kliki OK  
Kliki Save

- Sulge Programm

**NB! ÄRA JÄTA OMA FAILE RAAMATUKOGU ARVUTISSE,  
KUSTUTA NEED!**