

CZUR Scanner (Book Scanner) Instructions



1. Turn on the scanner with the switch on the back of the scanner.
2. Open the CZUR software (1) and click Scanner option (2). When software loads, click Scan to begin scanning (3).



- Crop
- Standardize
- Rename
- Print
- Export
- Word(OCR)
- Excel(OCR)
- Searchable PDF
- PDF
- TIFF
- TXT

No tasks

No preview image

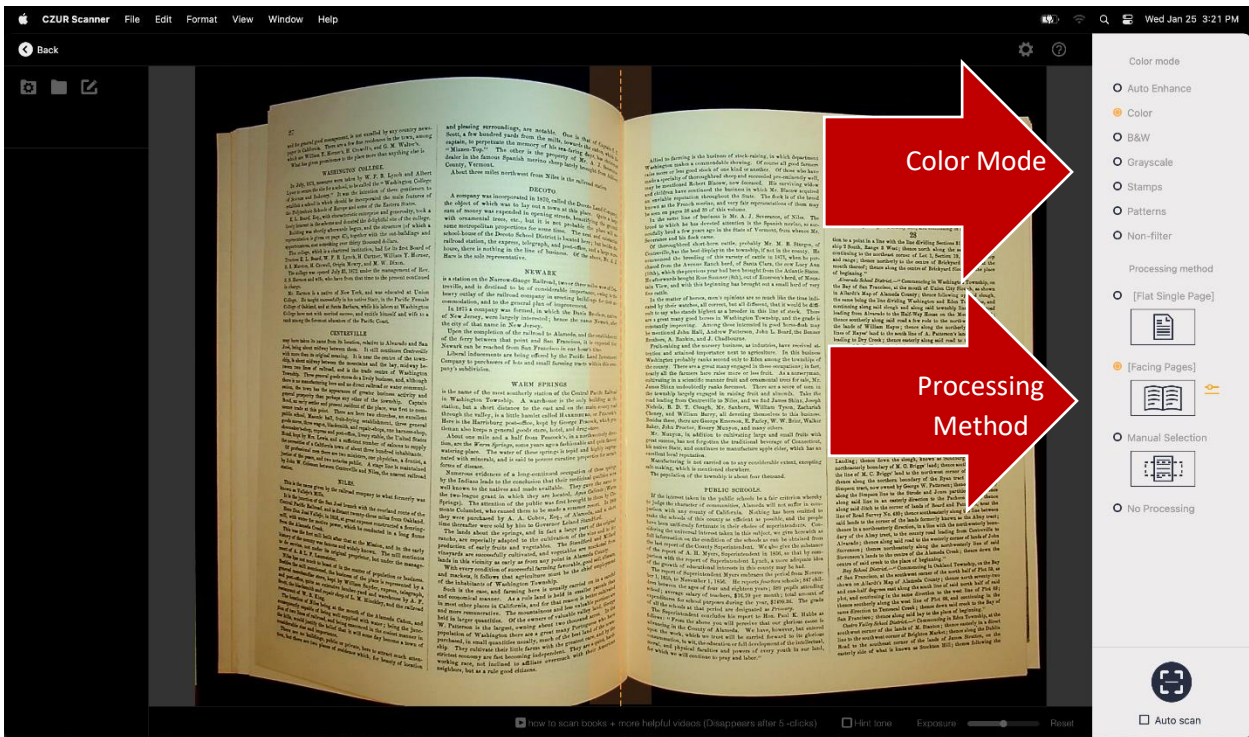
File list is empty

Click on the button below to start scanning

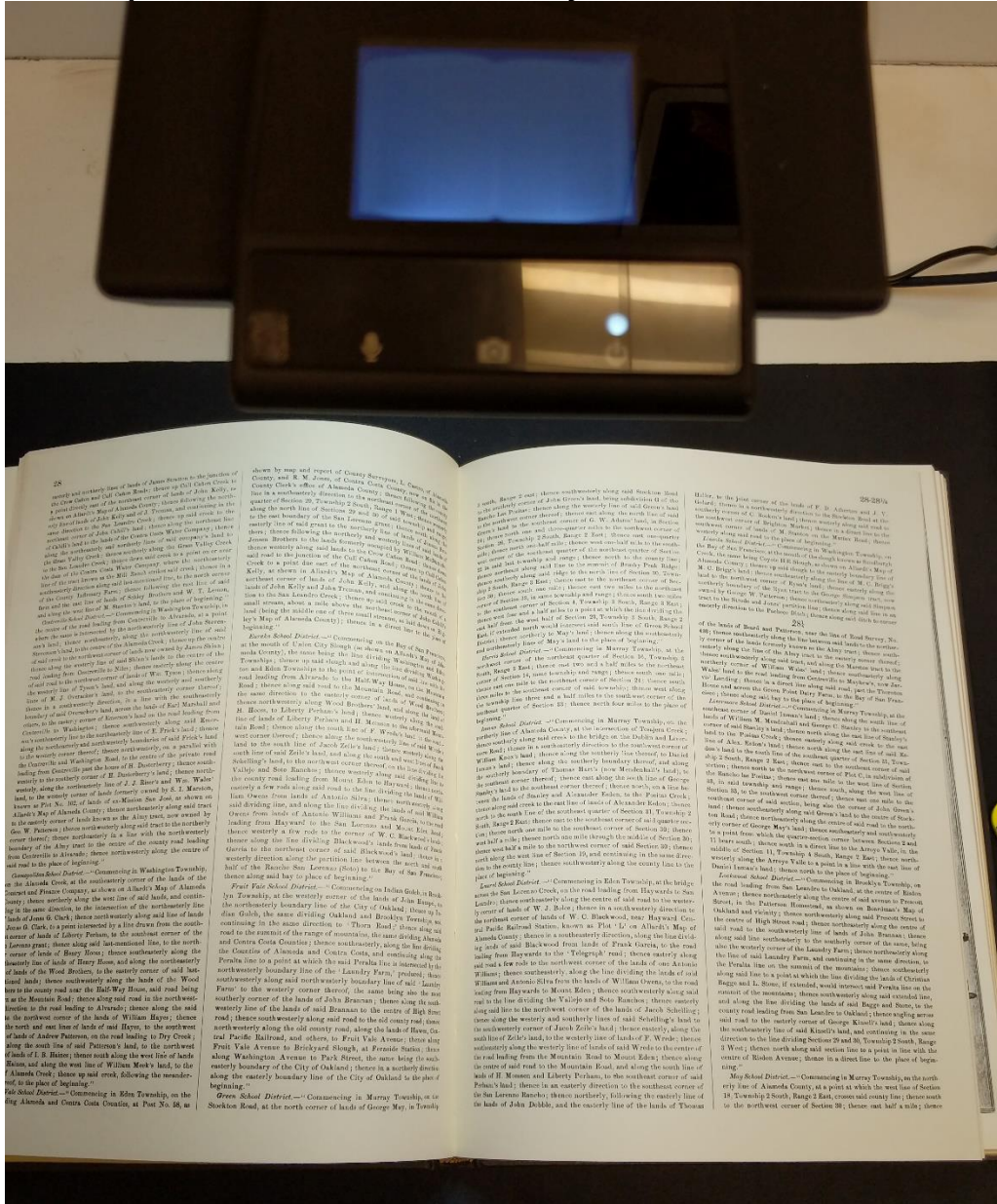
3

Scan

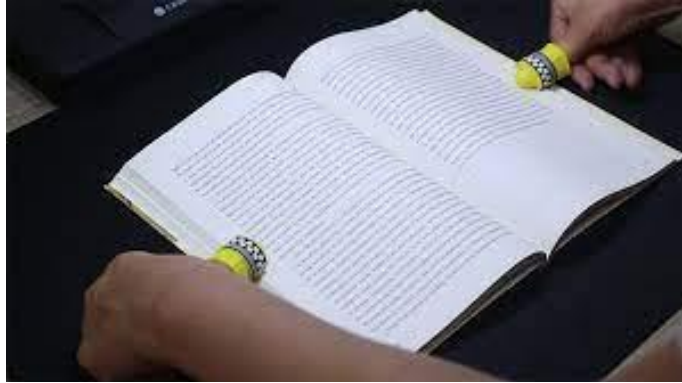
3. Choose the color mode, if necessary. Select Processing Method: Facing Pages is set as default. Uncheck Auto Scan, if selected.



4. Line up the center of the book with the orange dotted line on screen. Books must be scanned on the soft black pad. Clear area of any clutter.

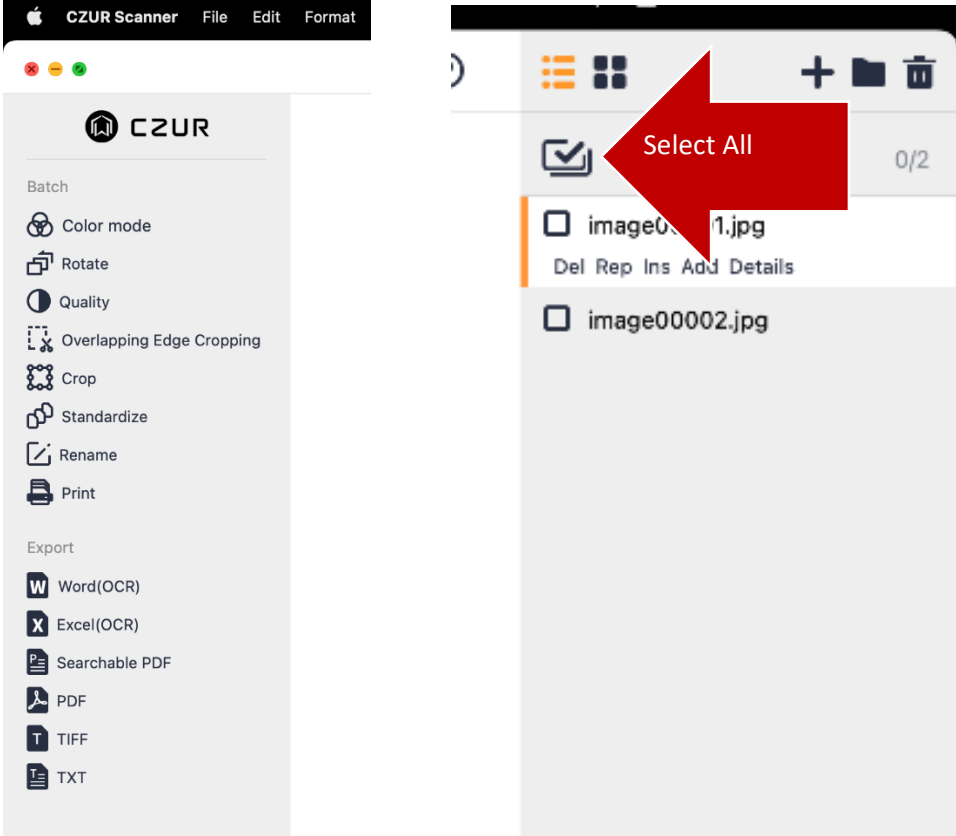
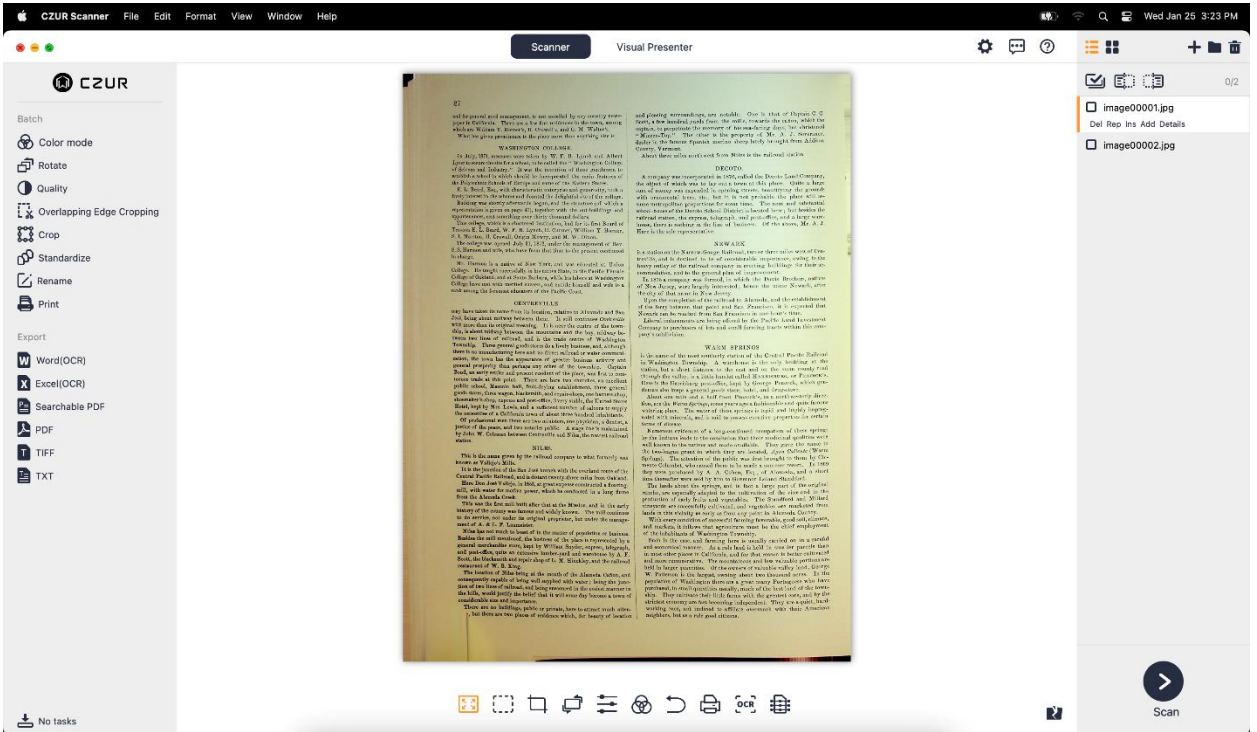


a. Scanning a book with curved pages?
a. Select [Facing Pages] processing mode.



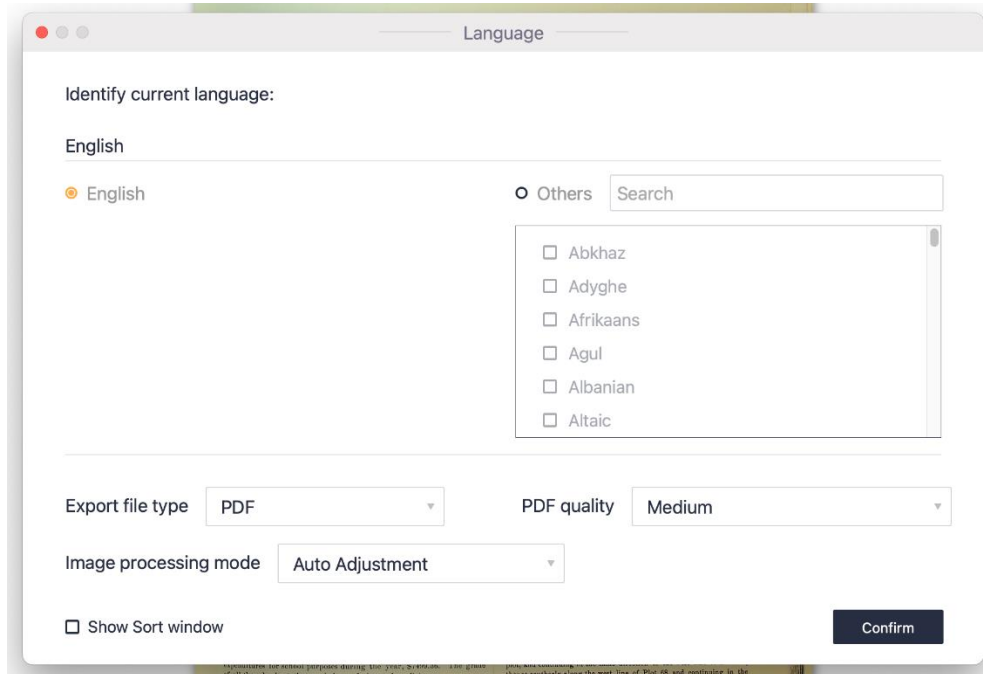
- b. To keep the bound document open, wear the yellow plastic finger cots and press the blank spaces on both sides of the pages. Use the foot pedal to scan.
5. Repeat steps 3 & 4 for remaining pages.
6. Click Back button in upper-left corner to view scanned pages. On this page, you can edit and export the scanned pages. Apply batch changes if necessary.
 - a. **Note:** you can change color mode, rotate, crop, standardize, or carry out various types of batch processing for multiple images.

7.

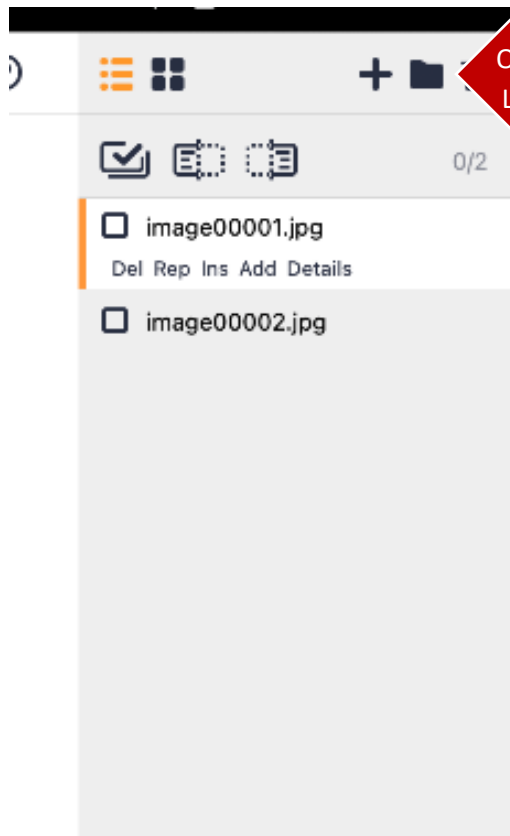


After editing, select all pages. Click on an export option. Choose a name for the file and save to a USB drive.

- a. The most common options are PDF or Searchable PDF. Searchable PDF means it will recognize the text and allow for word searches after export.



8. Remove scanned files by opening file location and deleting the folder for your scans. Close program.



Open File Location