Using the Fujitsu S510 ScanSnap with Adobe Acrobat

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Setting up the Scanner

For the most part, follow the instructions in the QuickStart Guide.

 I recommend that you install the following:

1. Acrobat
2. ScanSnap Manager/Organizer
3. ABBY ScanSnap Edition OCR

 I prefer to do my OCR in Acrobat, so I don't use the ABBY very often. The scanner also includes Rack2Filer trial version which I did not install.

DO NOT plug in the scanner until you install the software and follow all reboot instructions.

Setting up the Scanning Software

Out of the box, the scanner is a bit confusing to use. Follow these steps to create a simplified workflow which will:

- Scan your client files to a specific folder
- Prompt to name the file
- Open the file in Acrobat for review

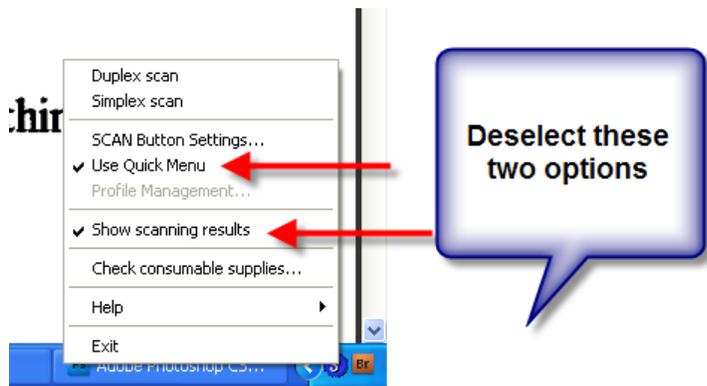1. Create a folder where you want to save your client files.

   I'd suggest something a folder inside your My Documents folder. E.g.:
   C:\Documents and Settings\Administrator\My Documents\Client Files
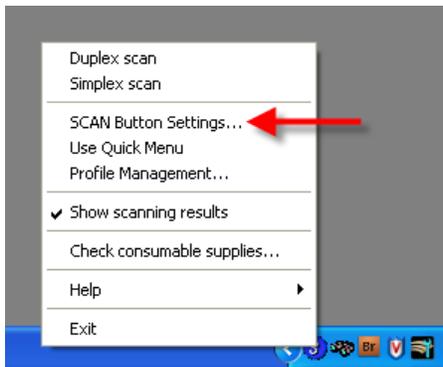
2. Right-click the "S" icon (scanner icon) in the taskbar in the lower right corner of the screen:

3. Deselect <u>Use Quick Menu</u> . Right-click again to deselect <u>Show Scanning Results</u>
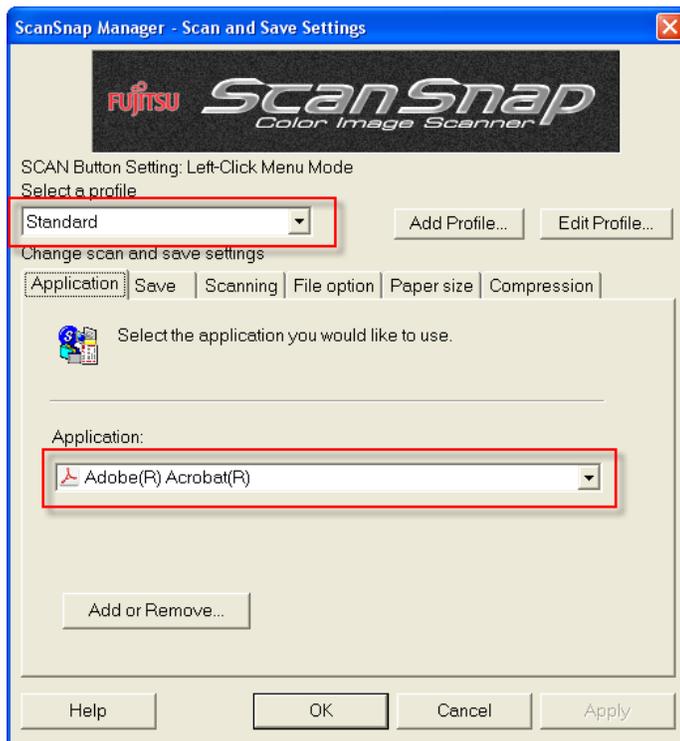

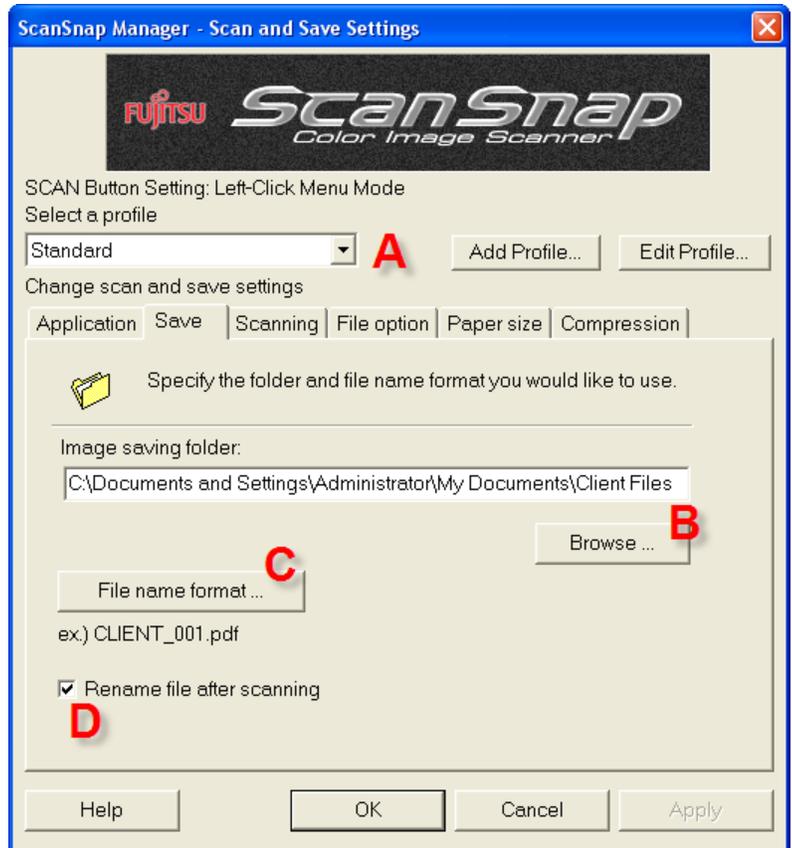4. Right-click and choose <u>Scan Button Settings</u>


5. Click the **Application** tab.
   a. Choose the <u>Standard Profile</u>
   b. Set the Application to <u>Acrobat</u>

6. Click the **Save** tab.

    a. Make sure the <u>Standard</u> profile is selected.

    b. Click <u>Browse</u> button

       i. Locate the folder where you want to store your files.

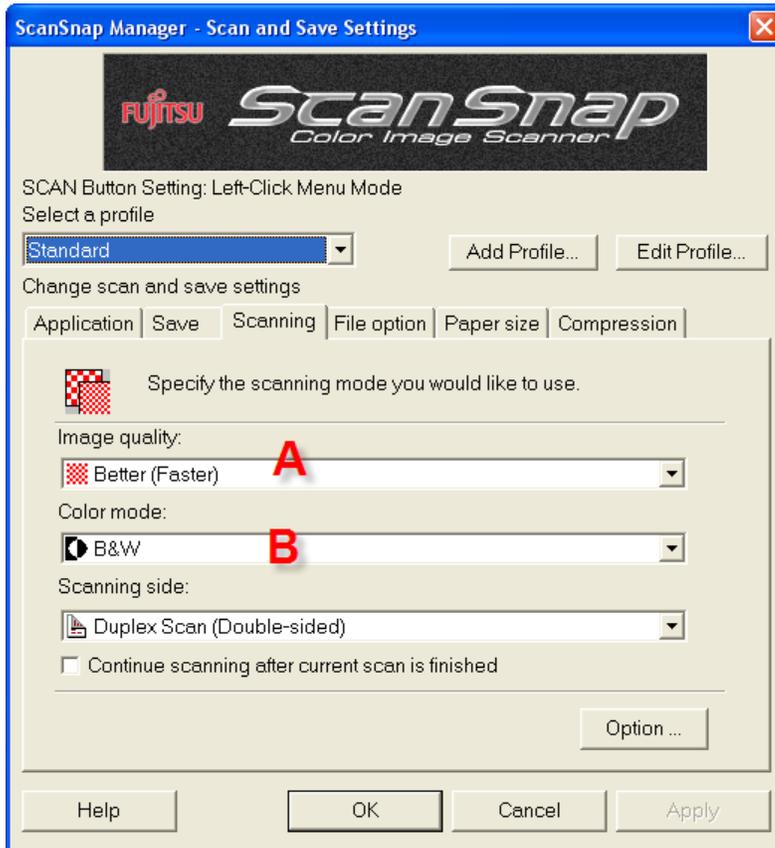   ii. e.g. *C:\Documents and Settings\Administrator\My Documents\Client Files*

    c. Click the **File Name Format . . .** button

       i. Click the **Custom File Name Format** radio button

       ii. Enter CLIENT_

       iii. Click **OK**
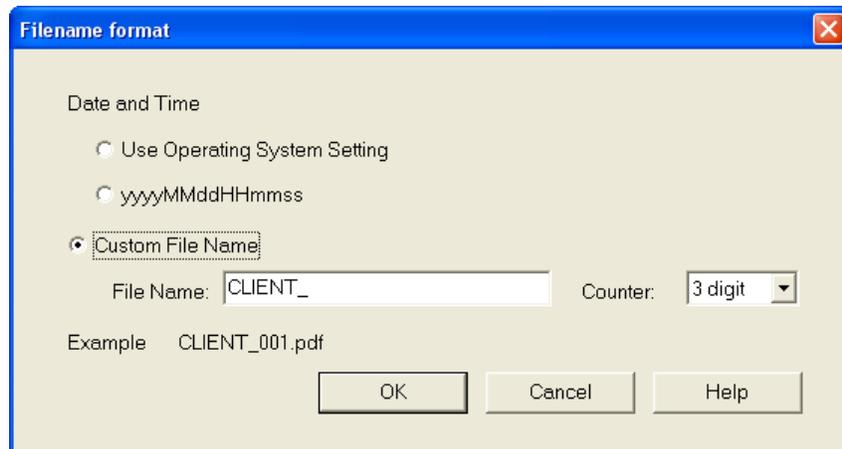
    d. Make sure that <u>Rename File after scanning</u> is checked

7. Click the **Scanning** tab
    a. Change the Quality to **Better (Faster, 400 dpi)** or leave it at Standard for 300 dpi.
    b. Change the color mode to B&W[1]

What resolution is that?
Normal = 300 dpi
Better = 400 dpi
Best = 600 dpi
Excellent = 1200 dpi

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[1] If you have a lot of handwritten pages, you might find scanning in color to work better for you. Color scans are much larger, however, at about 200-300K per page compared to about 40K per page for B&W.

8. Click the **Paper Size** tab

If the documents you scan are all 8.5 by 11, it is a good idea to preset the paper size.
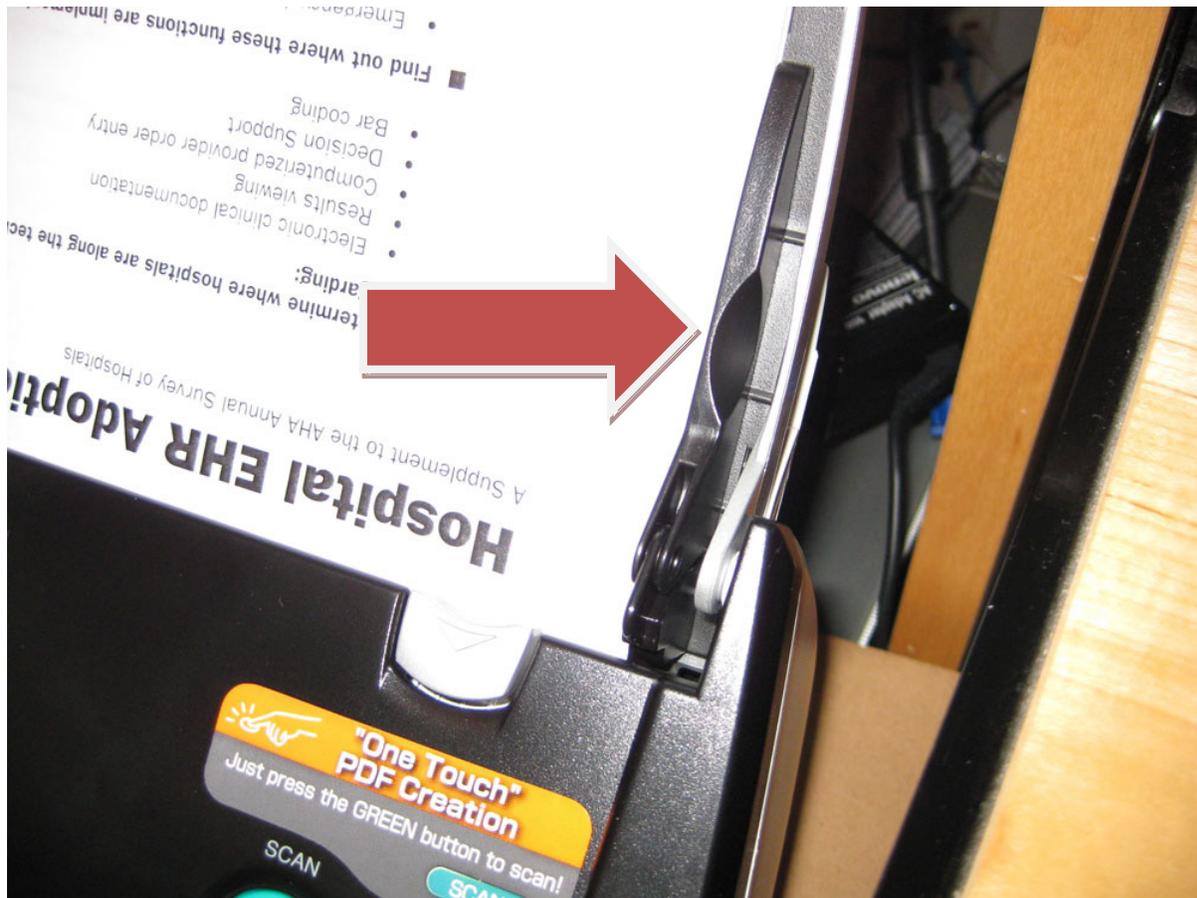
   a. Choose <u>Letter</u> from the Paper Size menu

   b. Click **Apply**

   c. Click **OK**
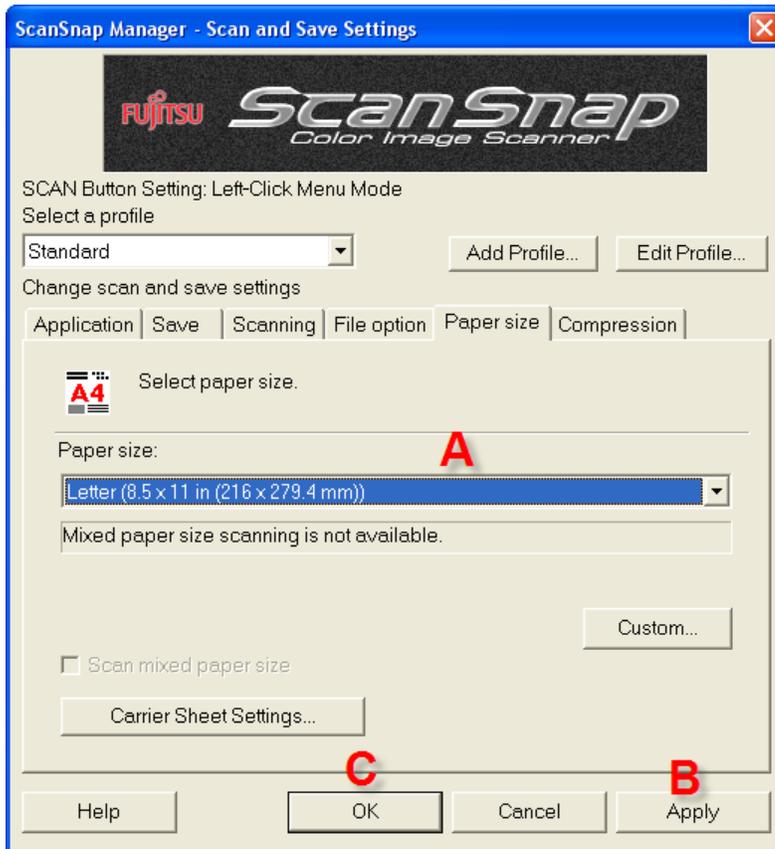
Scanning

Follow these steps for successful scanning.

1. Remove staples, fan paper and place in the scanner input hopper.

   The paper goes top down, face to the back of the scanner.

2. Adjust the scan guides so they are pretty tight against the side of the paper:
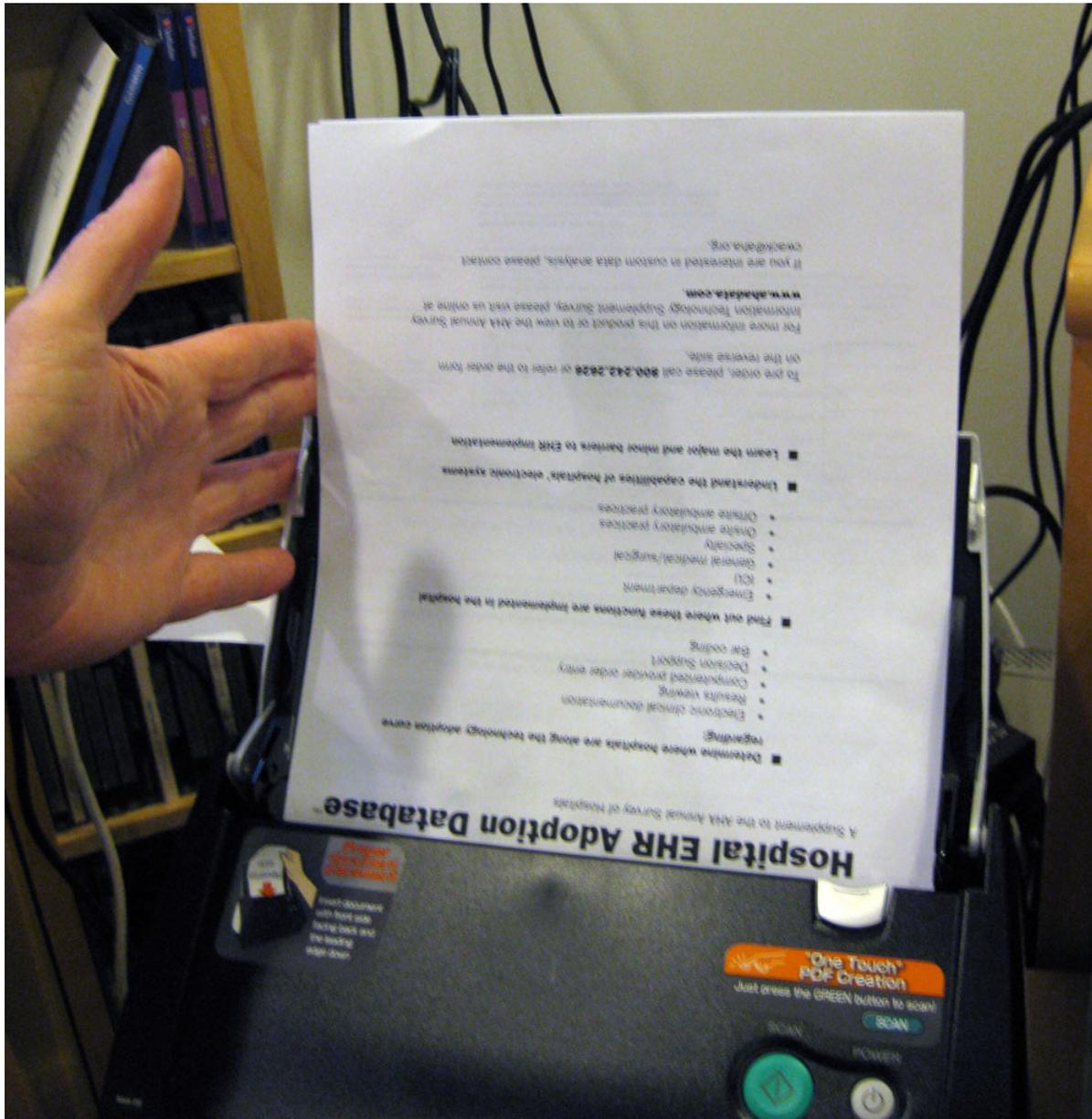

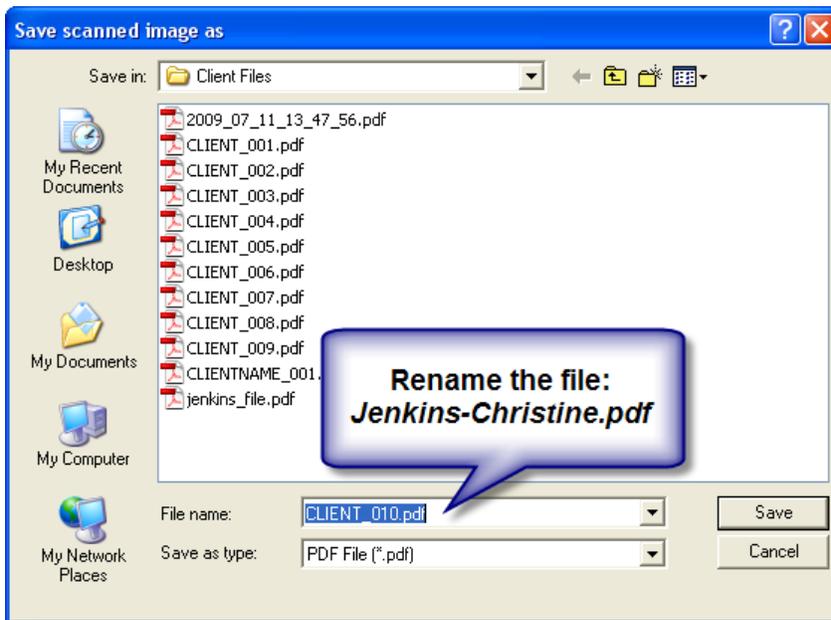3. Click the green **SCAN** button on the front of the scanner:

4. When new, the scanner can jam on the last page of the run.

Place your hand on the left side of the pages to keep the pages aligned as they run through the scanner:

5. When the scan is complete, you will be prompted to rename the file:

Use a consistent naming scheme that will allow you to identify files quickly.

If you scan different types of files related to a client, you might think about using a consistent names such as *Jenkins-Christine_notes.pdf* and *Jenkins-Christine_letters.pdf*, etc.

About Scan Profiles

A scan profile captures a setting such as dpi, color, application and location that you can re-use.

For example, perhaps you have five or six active cases going. You could scan directly into specific folders by setting up a different profile for each matter or client.

The ScanSnap comes with several profiles preset. You can add more or delete the existing ones.
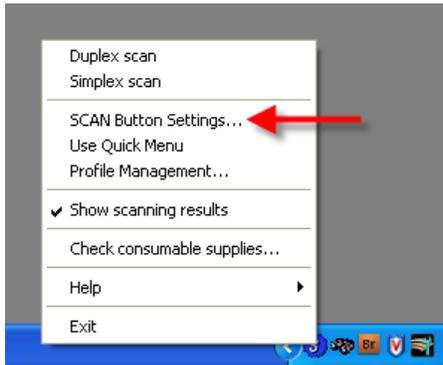
You can access up to twelve different scan profiles by left-clicking the in the taskbar:
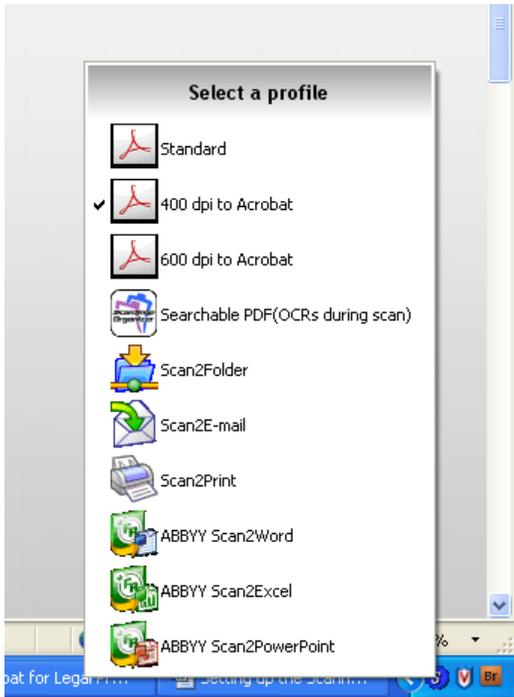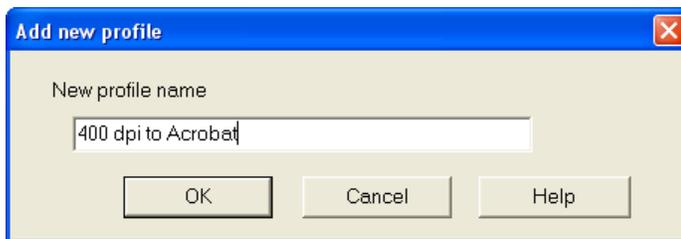
Creating a Scan Profile

Here's how to create a new Scan Profile:

1. Right-click the 🅂 in the taskbar and choose <u>Scan Button Settings</u>

2. The Profile window opens. Click the **Add Profile** button:

   a. Give the profile a name and click **OK**.

3. Choose any settings you desire among the various tabs in the window:
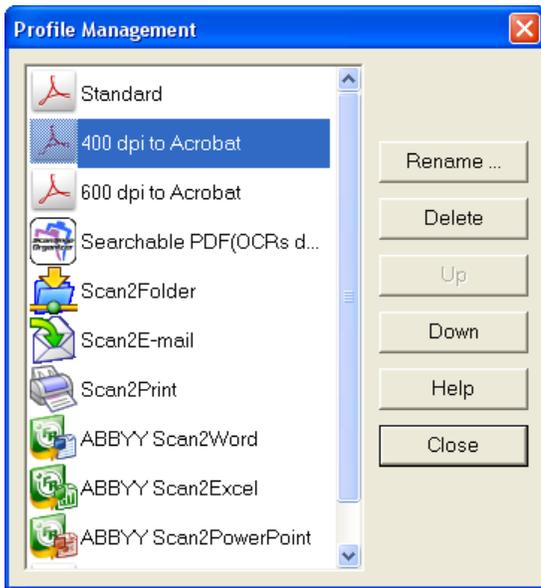

4. Click **OK** when finished.

Managing Profiles

Oddly, you can't rename or re-order profiles from the same window where you create them.

To handle these tasks, Right-click the in the taskbar and choose <u>Profile Management . . .</u>

Consumables

Scanners have parts which wear out from time to time.

A nice thing about the S510 is that it keeps track of how many pages you have scanned.

To check when you need to replace parts, Right-click the in the taskbar and choose <u>Check Consumables Supply</u>