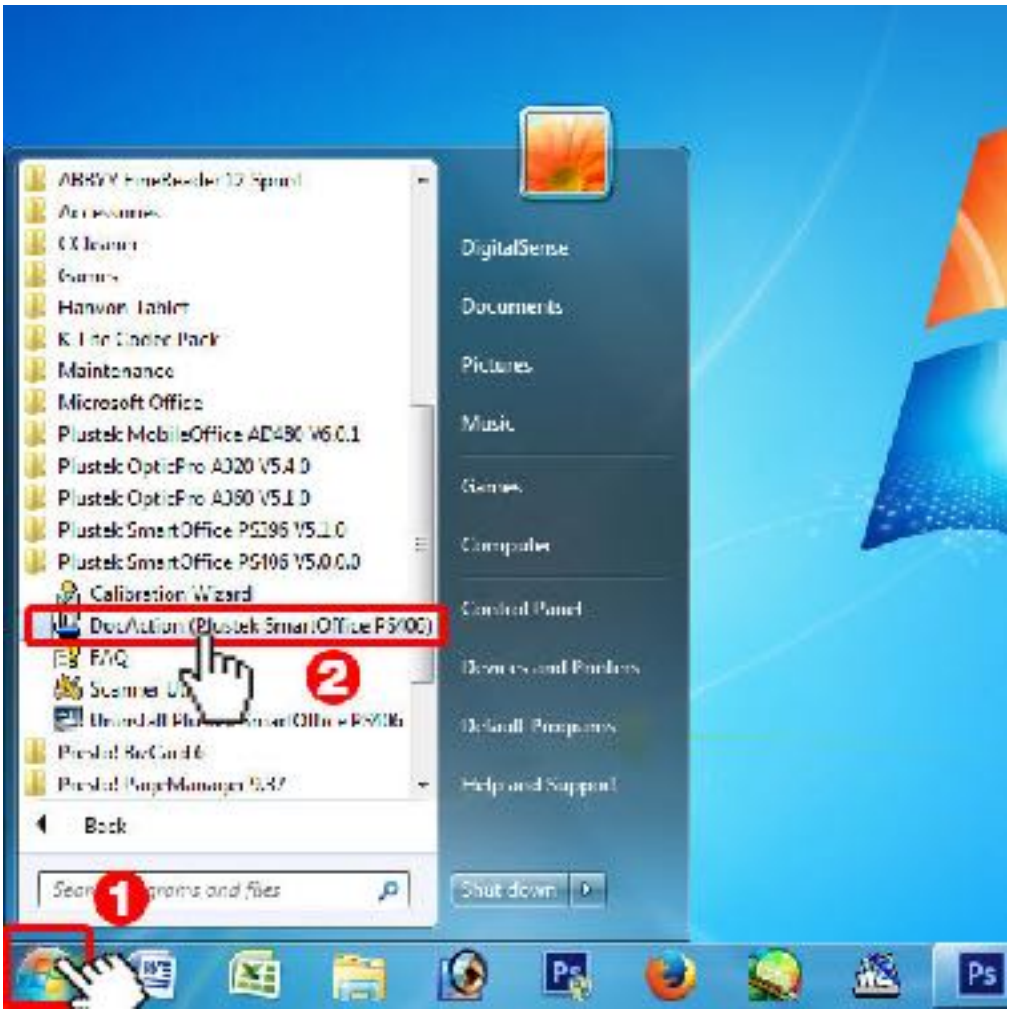
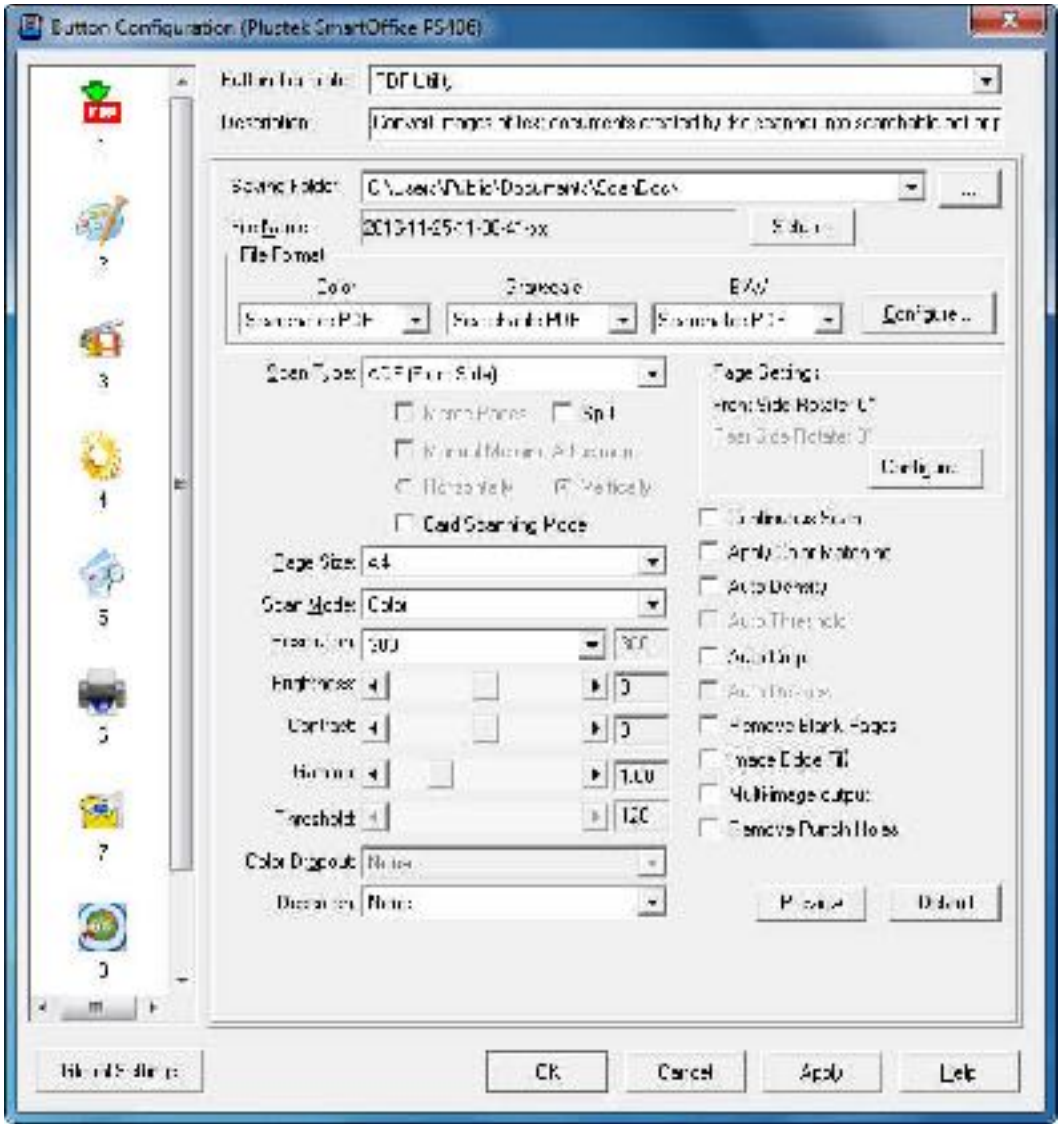
TUTORIAL USING PLUSTEK SCANNER.
By
Scanext Solution Sdn. Bhd.

The Plustek Document Scanner can help you to convert your documents (print letters) automatically to an editable digital Word or Excel file. Before starting the OCR scan make sure the computer has installed Plustek driver software in order to perform OCR scan process.

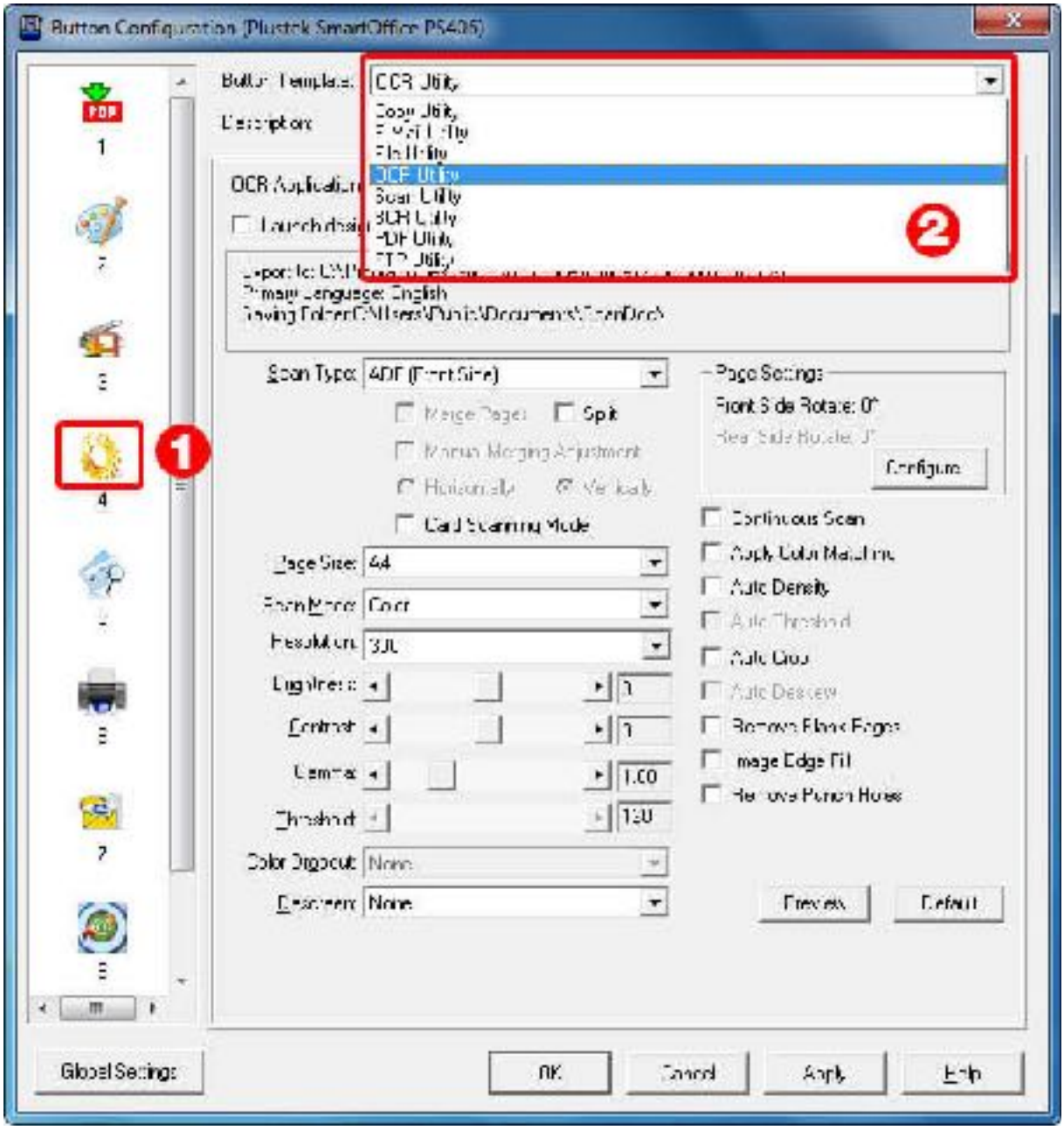


OPEN DocAction

1. Click start button.
2. Open folder DocAction.



After open the DocAction the view will look like the picture above.
N**ote:** for a scanner that has 2 eyes scan, we recommend using ADF (Front Side) to scan OCR documents that have one side only.



To start an OCR scan:
1. All buttons can be used for OCR scan, but in this tutorial we use No.4
2. Click Button template and select OCR Utility.

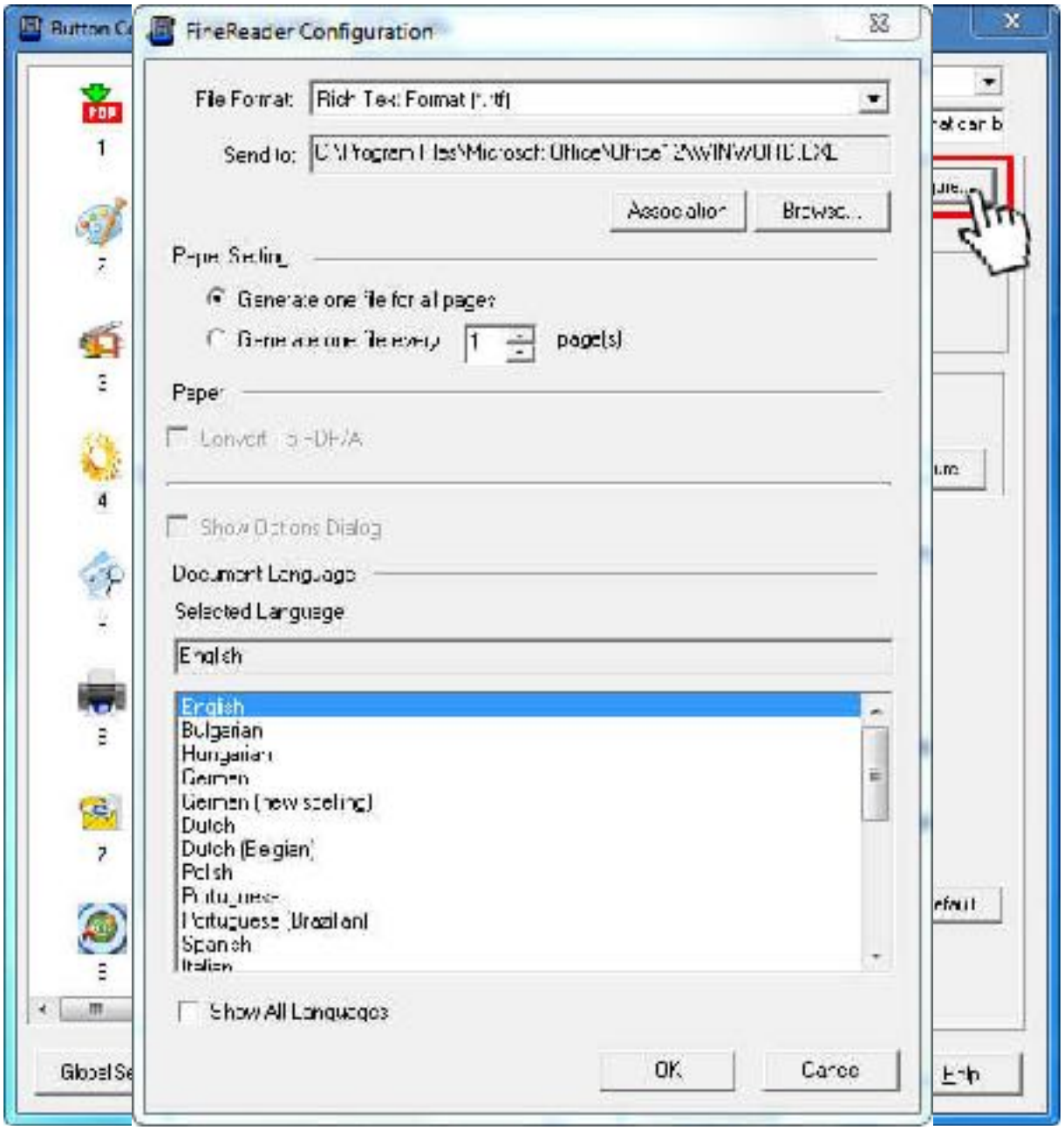
3. After selecting OCR Utility, then press Configure.

4. After opening configure OCR then select your language. The display will look like the picture above.

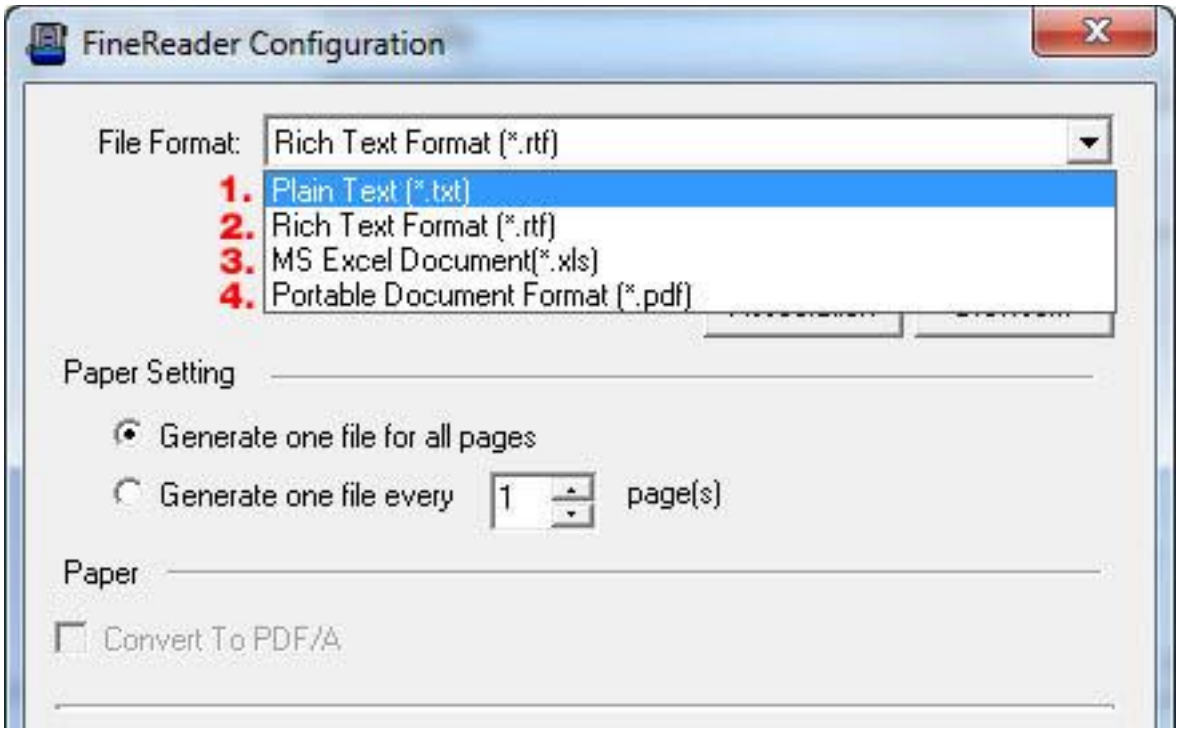
To specify an outbound format file:

1. PlainText: direct scan results in Txt format
2. RichText Format: direct scan of word format
3. MS Excel Document: direct scan results in Excel format
4. Portable Document Format: Direct scan results in the format of PDF Searchable

Note: in this tutorial we use RichText Format.



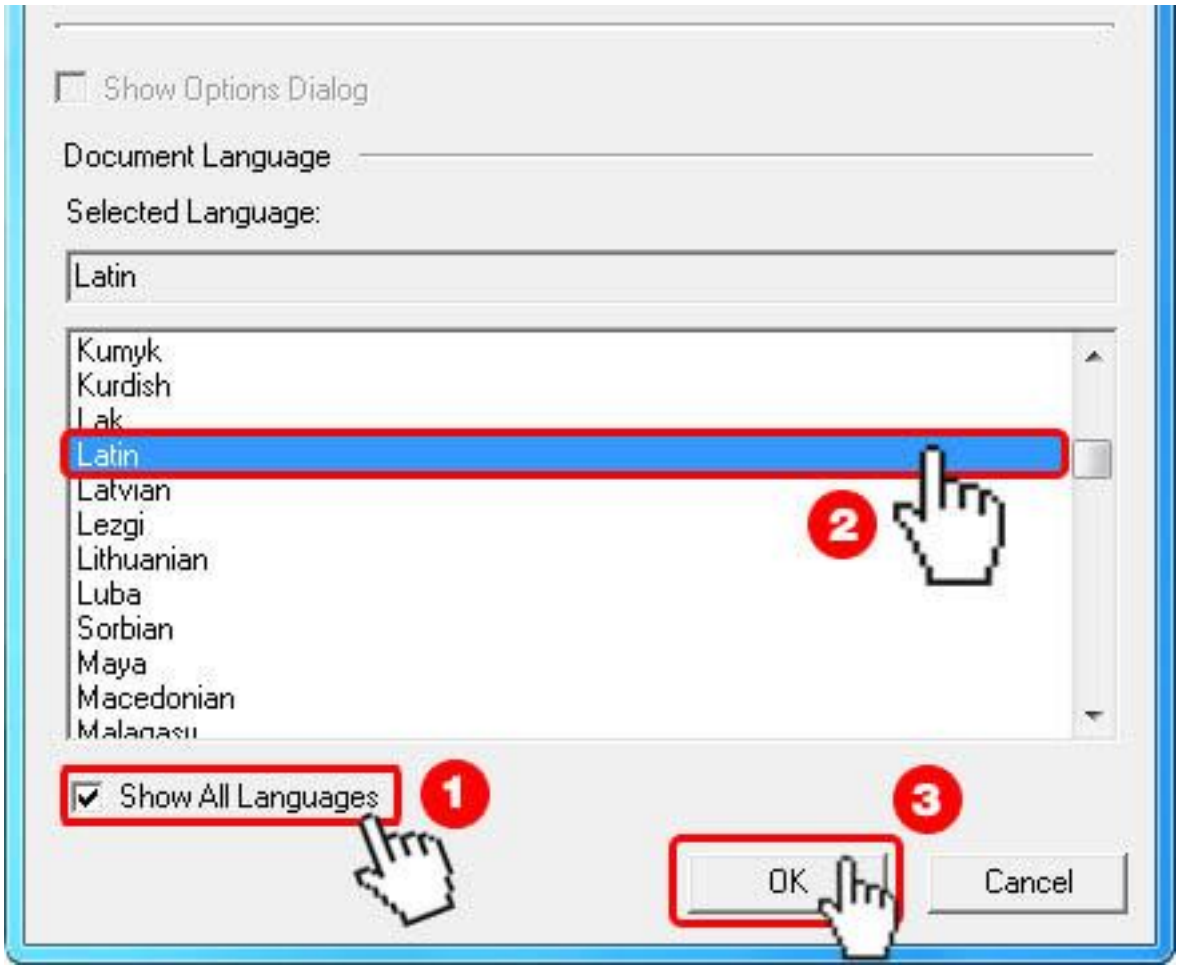
The next step :
1. Enable show all language



2. Select Latin
3. Press ok

note: Latin selection for latin documents (Indonesian, English, and the like) will improve the accuracy of scans following simple mathematical symbols.
Different if the document you want to be scanned using a type of letters Calligraphy (Arabic, Chinese, Japanese, and the like) should choose according to the language.

Then your document is ready to be scan.


Show Options Dialog
Document Language
Selected Language:
Latin
Kumyk
Kurdish
Lak
Latin
Latvian
Lezgi
Lithuanian
Luba
Sorbian
Maya
Macedonian
Show All Languages
1
2
3
OK
Cancel