



# Apple Color OneScanner 600/27

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*User's Guide*

 Apple Computer, Inc.

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# Communications regulation information

## FCC statement

This equipment has been tested and found to comply with the limits for a Class B digital device in accordance with the specifications in Part 15 of FCC rules. See instructions if interference to radio or television reception is suspected.

## Radio and television interference

The equipment described in this manual generates, uses, and can radiate radio-frequency energy. If it is not installed and used properly—that is, in strict accordance with Apple’s instructions—it may cause interference with radio and television reception.

This equipment has been tested and found to comply with the limits for a Class B digital device in accordance with the specifications in Part 15 of FCC rules. These specifications are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation.

You can determine whether your computer system is causing interference by turning it off. If the interference stops, it was probably caused by the computer or one of the peripheral devices.

If your computer system does cause interference to radio or television reception, try to correct the interference by using one or more of the following measures:

- Turn the television or radio antenna until the interference stops.
- Move the computer to one side or the other of the television or radio.
- Move the computer farther away from the television or radio.
- Plug the computer into an outlet that is on a different circuit from the television or radio. (That is, make certain the computer and the television or radio are on circuits controlled by different circuit breakers or fuses.)

If necessary, consult an Apple-authorized service provider or Apple. See the service and support information that came with your Apple product. Or, consult an experienced radio/television technician for additional suggestions.

**IMPORTANT** Changes or modifications to this product not authorized by Apple Computer, Inc., could void the FCC Certification and negate your authority to operate the product.

This product was tested for FCC compliance under conditions that included the use of Apple peripheral devices and Apple shielded cables and connectors between system components. It is important that you use Apple peripheral devices and shielded cables and connectors between system components to reduce the possibility of causing interference to radios, television sets, and other electronic devices. You can obtain Apple peripheral devices and the proper shielded cables and connectors through an Apple-authorized dealer. For non-Apple peripheral devices, contact the manufacturer or dealer for assistance.

## DOC statement

*DOC Class B Compliance* This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set out in the interference-causing equipment standard entitled “Digital Apparatus,” ICES-003 of the Department of Communications.

*Observation des normes—Classe B* Cet appareil numérique respecte les limites de bruits radioélectriques applicables aux appareils numériques de Classe B prescrites dans la norme sur le matériel brouilleur : “Appareils Numériques”, NMB-003 édictée par le ministre des Communications.

## VCCI statement

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この装置は、第二種情報装置（住宅地域又はその隣接した地域において使用されるべき情報装置）で住宅地域での電波障害防止を目的とした情報処理装置等電波障害自主規制協議会（VCCI）基準に適合しております。

しかし、本装置をラジオ、テレビジョン受信機に近接してご使用になると、受信障害の原因となることがあります。

取扱説明書に従って正しい取り扱いをしてください。





# 1

## Welcome



Welcome to the Apple Color OneScanner. With the Color OneScanner and the Apple OneScanner Dispatcher application program, you can

- scan an image or document and save it in a format you can use with compatible graphics and page-layout applications
- print or fax saved images using convenient drag-and-drop icons
- retrieve saved images using thumbnail-view archives
- use the Apple Color OneScanner plug-in module to scan directly into applications compatible with Adobe™ Photoshop plug-ins

## System requirements

The Apple Color OneScanner works with Macintosh computers with the following configurations:

- System software version 7.5 or later
- 68030 or later processor

Scanning and scanned images require significant space on your computer and significant free space on a hard disk drive.

- You need at least 12 MB of random-access memory (RAM). The OneScanner Dispatcher software requires at least 3 MB of free RAM. The TextBridge OCR software requires at least 4 MB of RAM. If you use the two applications at the same time, these RAM requirements are additive (you need at least 7 MB of available RAM, plus the RAM required by your system). Scanning operations improve with more RAM.
- Your hard disk drive needs to have at least 20 MB of disk space available.

## What you need to know

If you're new to the Macintosh—or to computing in general—you need to

- read the information that came with your computer
- explore the interactive learning products you received

These materials will explain the basic Macintosh skills you need to have before you set up and use your scanner.

## In this manual

This manual provides step-by-step instructions and reference information for the Apple Color OneScanner and the OneScanner Dispatcher application.

Chapter	Title	Provides information about. . .
1	<b>Welcome</b>	This manual and system requirements
2	<b>Setting Up the Scanner</b>	Assembling and connecting the scanner to your Macintosh computer
3	<b>Installing the Scanner Software</b>	Installing the OneScanner Dispatcher application and related software
4	<b>Scanning Images</b>	Using the scanner and the OneScanner Dispatcher application to scan, save, print, and fax; using drag-and-drop icons
5	<b>Editing Scanned Images</b>	Using the OneScanner Dispatcher application to change your scanned images
6	<b>Scanning Text</b>	Using the OneScanner Dispatcher application to scan text
7	<b>Dispatcher Commands</b>	Information about the software, organized by menus and tools
8	<b>Scanner Maintenance</b>	Basic maintenance procedures
9	<b>Using the Automatic Document Feeder</b>	Installation and use

## In the appendixes

The appendixes provide supplementary information about the Apple Color OneScanner.

Appendix	Title	Provides information about . . .
A	<b>Technical Specifications</b>	Technical features of the Apple Color OneScanner
B	<b>Troubleshooting</b>	Diagnosing and correcting problems
C	<b>Assembling a SCSI Chain</b>	Connecting the scanner and other SCSI devices



# 2

## Setting Up the Scanner

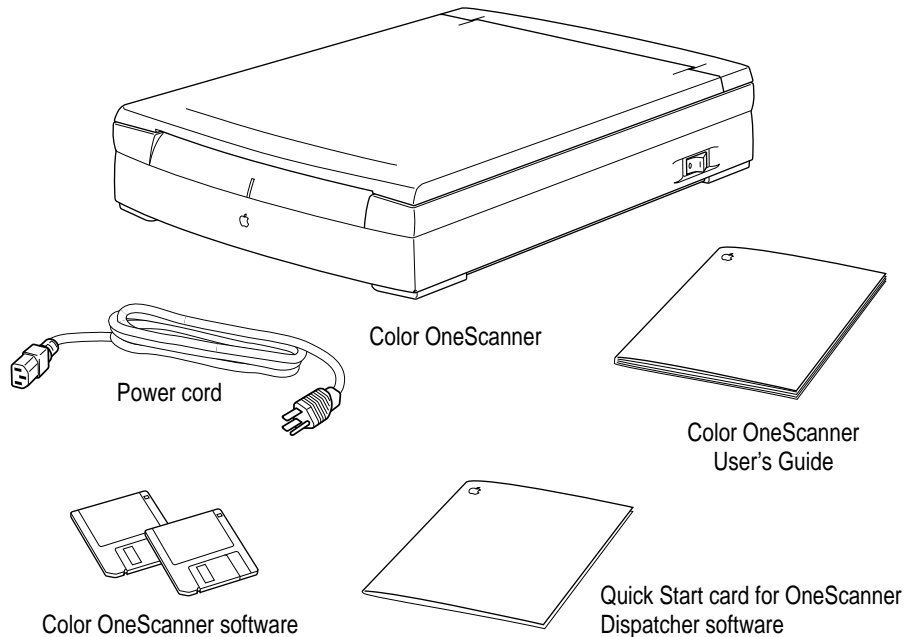


This chapter shows you how to set up the Apple Color OneScanner. You'll find instructions for

- unpacking, carrying, and placing the scanner
- connecting the scanner to a Macintosh computer
- plugging in the scanner and switching it on
- safely using your scanner

## Unpacking the scanner and accessory kit

If you haven't already done so, unpack your scanner and the accessory kit that came with it. Make sure you have the items shown here.



## Choosing a SCSI cable

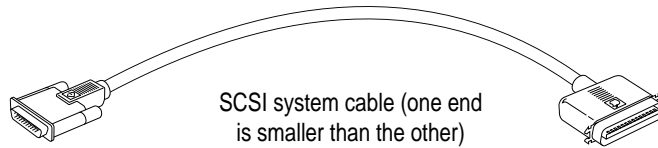
The Apple Color OneScanner connects to your Macintosh through a Small Computer System Interface (SCSI) cable (pronounced “SKUH-zee”). This cable provides for high-speed communication between the computer and a SCSI device, or devices, connected to the computer.

You will need to purchase a SCSI cable to connect your Apple Color OneScanner to the Macintosh. If you have a Macintosh IIx, you also need a special terminator. For more information about connecting the scanner to a Macintosh IIx or PowerBook computer, see Appendix C, “Assembling a SCSI Chain.”

Apple recommends that you purchase only Apple-brand SCSI cables, which are properly shielded for trouble-free operation. You can purchase SCSI terminators and cables from your authorized Apple reseller.

## To connect the scanner directly to the Macintosh

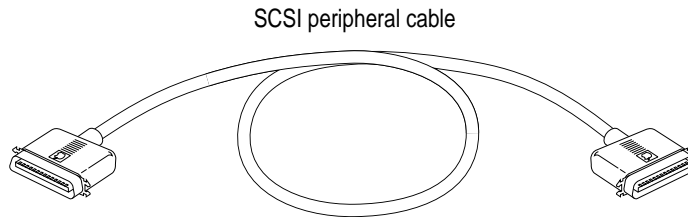
To connect the scanner directly to your Macintosh computer, you need a SCSI system cable.



## To connect the scanner at the end of a SCSI chain

If you already have an external SCSI device (such as a SCSI hard disk drive) attached to your Macintosh computer, Apple recommends that you connect the scanner at the end of the SCSI chain.

To make this connection, you need a SCSI peripheral cable.



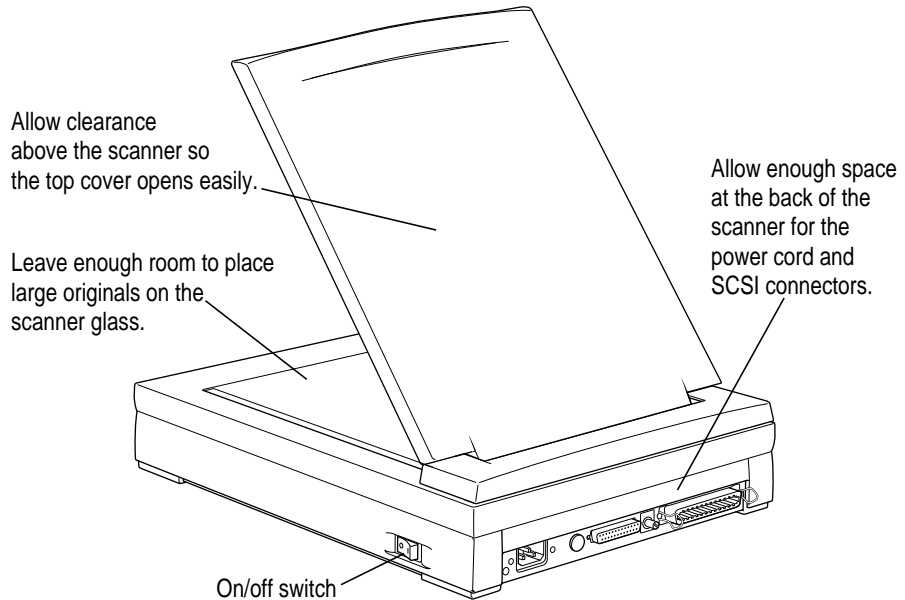
## To use a different arrangement (configuration)

For information about connecting the scanner in the middle of a SCSI chain, see Appendix C, "Assembling a SCSI Chain."

## Choosing the right location

Before you set up the scanner, choose a work area that's convenient for you and that meets the physical requirements of the scanner:

- a level, stable surface, such as a desk or table
- a three-prong grounded power source
- space around the scanner for easy access to the on/off switch



## Environmental considerations

- Make sure you allow space for adequate ventilation so the scanner does not overheat.
- If relative humidity is low, use a humidifier or an antistatic mat to avoid electrostatic buildup. Avoid dusty areas, places where the scanner will be exposed to salty air or corrosive gases, and locations where temperature and humidity levels vary significantly.
- Avoid placing the scanner in direct sunlight or exposing it to open flames.
- Place the scanner on a surface that is free from vibrations.



## Safety precautions

- Don't plug the scanner into a multiplug power strip or into an outlet being used by another appliance.
- Don't place the scanner where anyone can walk on the power cord, and do not allow anything to rest on the cord. If you must use an extension cord, be sure the total length of the power cord plus the extension cord is not greater than 16.5 feet (5 meters).
- Keep the scanner away from equipment that might cause electromagnetic or radio frequency interference, such as radio transmitters, cordless telephone base units, television sets, copy machines, and heating and air-conditioning equipment.

## Carrying the scanner

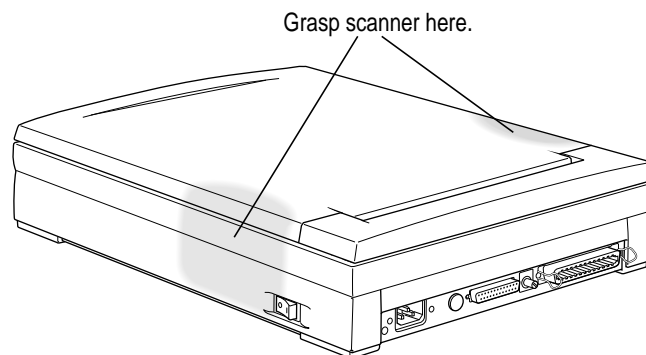
The Apple Color OneScanner is a complex electronic device. Handle the scanner carefully as you set it up.

To carry the scanner:

- 1 Make sure the scanner carriage is locked.**

For information, refer to “Locking and Unlocking the Scanner,” later in this chapter.

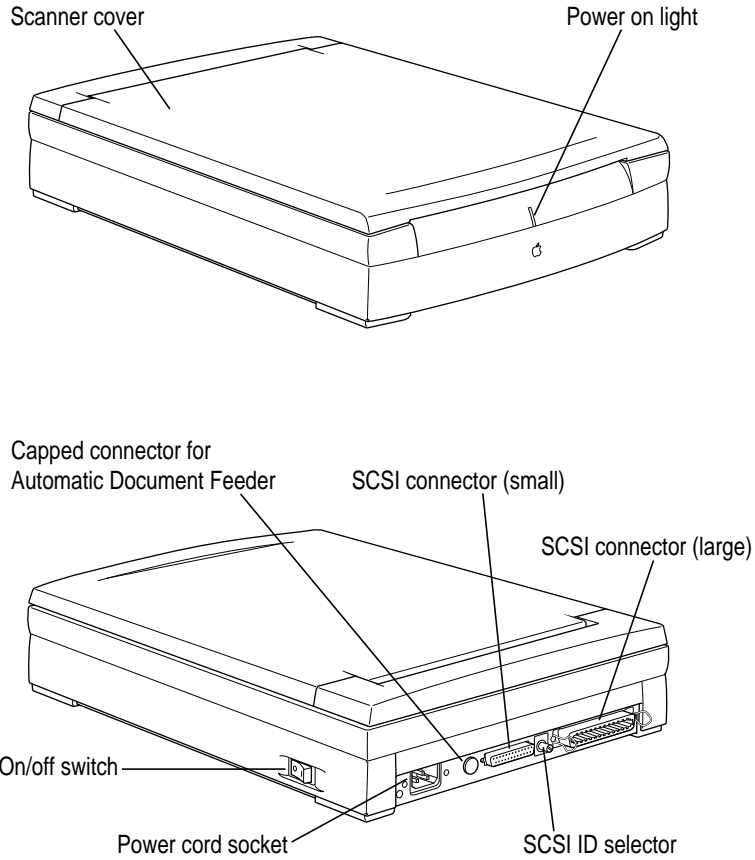
- 2 Grasp the scanner by its side edges, toward the back:**



- 3 Carry the scanner flat, without tipping it on its ends or sides, and keep it stable.**

## Apple Color OneScanner at a glance

Now that you've unpacked the scanner and accessory kit and found a good location, take a moment to identify the most important parts of your new Apple Color OneScanner.



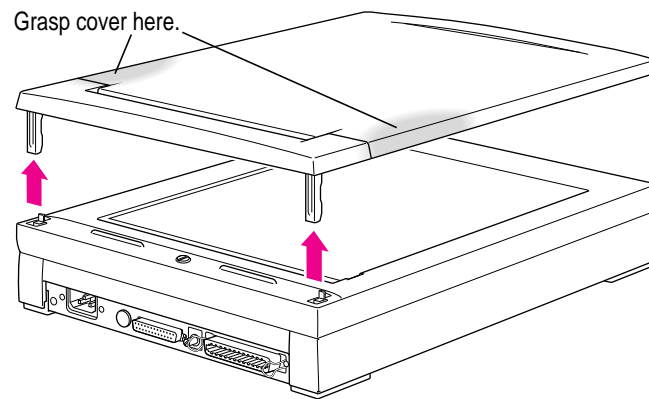
## Locking and unlocking the scanner

The Apple Color OneScanner carriage is locked during shipment. You may already have unlocked the carriage. If not, do so now. The scanner will not work if the carriage is locked.

After you've used the scanner for a while, you may need to ship it for service or move it to a different place. Before you pack the scanner, you should relock the scanning unit.

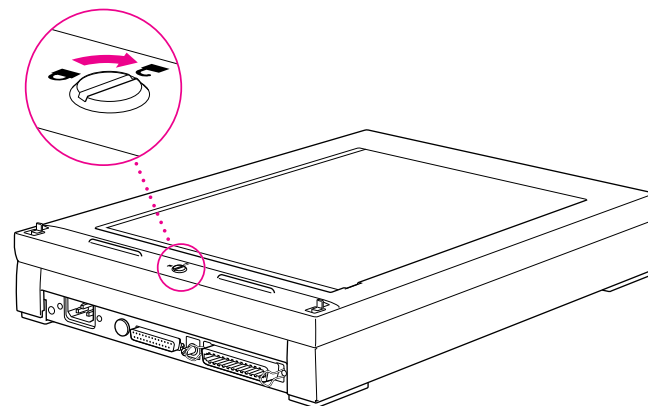
To lock or unlock the scanning unit:

- 1** Grip the scanner top cover on both sides and lift it off.



- 2** Use a coin to turn the lock to the locked or unlocked position.

Take care not to scratch the scanner glass.



## Setting the SCSI ID number and termination

*You may not need this step. You can skip this topic if*

- the scanner is the only external SCSI device to be connected to your Macintosh

*or*

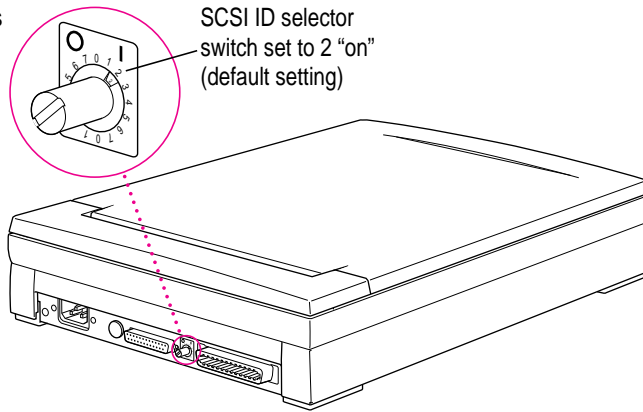
- you're setting the scanner up as the last device in a SCSI chain

If you need to change the SCSI ID number or termination setting, *do so after you review this topic and before you connect any cables.*

### About the SCSI ID number

A SCSI ID selector on the back of the scanner identifies the Macintosh port through which scanner information travels. The SCSI ID number is preset to 2. This factory setting is valid if you have no other SCSI device occupying SCSI ID number 2.

SCSI termination is "on" on the "I" side of the switch, "off" on the "O" side.



You can change the SCSI ID number if your configuration requires a different number.

*Numbers to avoid:* Don't assign numbers 0 or 7 to the scanner. The default setting for the internal hard disk drive is 0, and for the computer, 7. Make sure you use a number that is not assigned to any other SCSI device. Each ID number must be unique.

## About SCSI termination

The SCSI selector on the Apple Color OneScanner also works as a selector for internal SCSI termination. Termination is set to “on” at the factory. If the scanner is the only SCSI device connected to your Macintosh or if you place the scanner as the last device in a SCSI chain, the on setting is correct and doesn’t need to be changed.

You can switch internal SCSI termination off or on.

To change the SCSI ID number and termination setting:

- **Rotate the dial to the ID number and termination position you want.**

## Connecting the scanner to your Macintosh

You’re now ready to connect the scanner to your Macintosh computer.

If you’re connecting the scanner to a Macintosh PowerBook, see the manual that came with your computer for instructions on connecting SCSI devices.

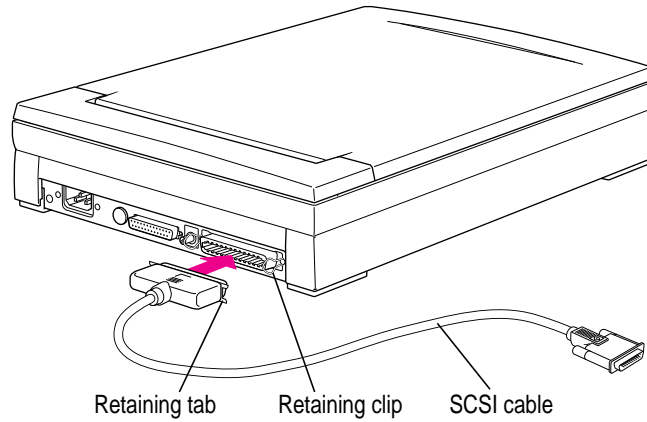
**WARNING** Before you begin, make sure that the power to the scanner, your computer, and any connected devices is switched off. If the power is on while you connect or disconnect SCSI cables, you can damage the system.

If you need to connect more than one SCSI device to your computer, follow the instructions above or those in Appendix C, “Assembling a SCSI Chain.” Correct placement of the devices and the cable terminator (if one is required) is important. You can damage your equipment if you connect the devices the wrong way.

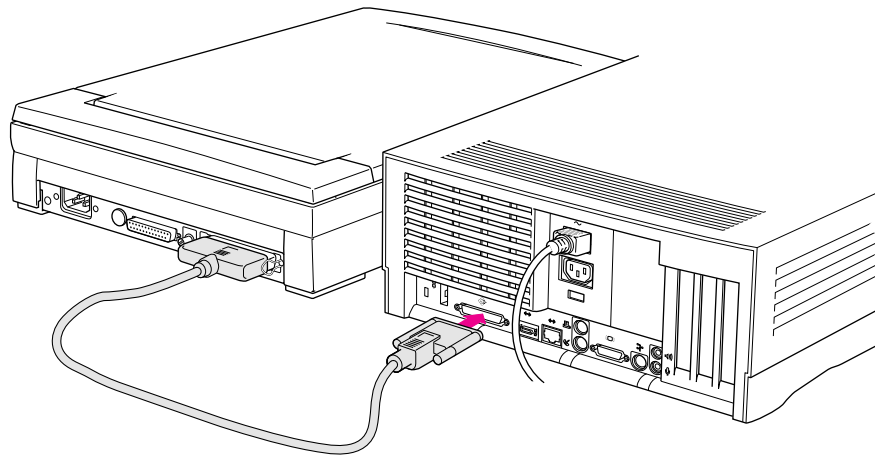
## Connecting the SCSI cable

Follow these steps to connect the scanner directly to your computer.

- 1 **Plug the large end of the SCSI cable into the back of the scanner, and push the retaining clips into the tabs.**



- 2 **Plug the small end of the SCSI connector into the back of the Macintosh, as shown.**



- 3 **Gently tighten the thumbscrews on the cable.**

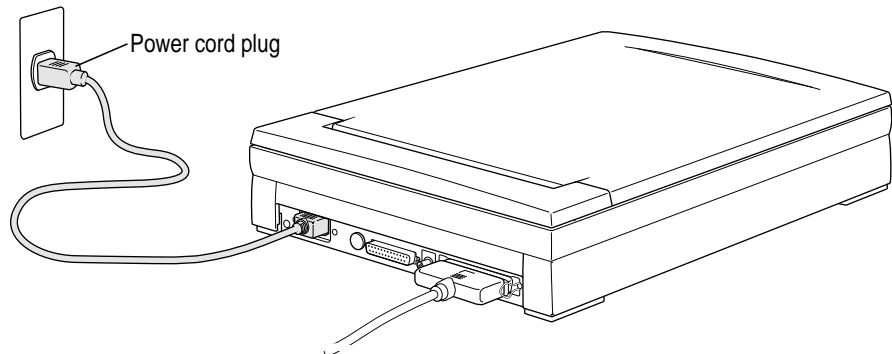
You're now ready to attach the power cord.

## Connecting the power cord

Follow these steps to connect the power cord to the scanner:

- 1 **Align the holes in the socket end of the power cord with the pins of the power cord socket on the back of the scanner.**
- 2 **Plug the socket end of the power cord into the pins on the scanner.**
- 3 **Plug the other end of the power cord into a standard electrical outlet that accepts a three-pronged plug.**

**WARNING** This equipment is intended to be electrically grounded. Your Apple Color OneScanner is equipped with a three-wire grounding plug—a plug that has a third (grounding) pin. This plug will fit only a grounded AC outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact a licensed electrician to replace the outlet with a properly grounded outlet. Do not defeat the purpose of the grounding plug!



You're now ready to switch the scanner on and install the scanner software.

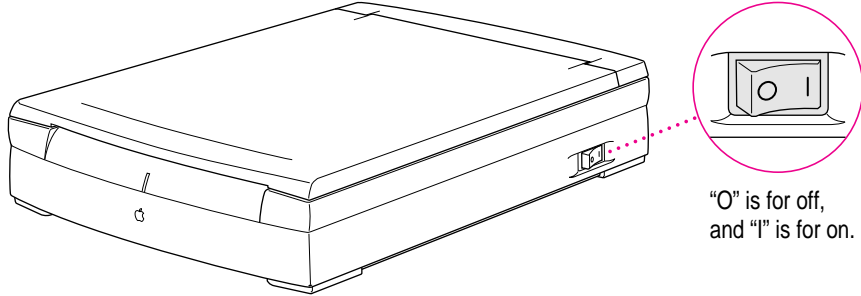
Apple recommends that you carefully review the next topic, “Switching the Power On and Off.” SCSI devices such as the scanner require special attention.

## Switching the power on and off

The scanner and other SCSI devices require that you switch the power on and off in a certain sequence.

To switch the scanner on or off:

- Press the on/off switch.



### Switching the power on

Equipment attached to computer	Switch on in this order
Scanner only	Scanner > Computer
Scanner plus other devices	Scanner > Other devices > Computer

### Switching the power off

Equipment attached to computer	Switch off in this order
Scanner only	Computer > Scanner
Scanner plus other devices	Computer > Other devices > Scanner



## Important safety information

Any electrical device, when operated improperly, can be hazardous. Before you use your scanner, become familiar with these important safety precautions:

- Don't use the scanner near water.
- Use the power cord that is appropriate for use in the country in which you use the scanner.
- Never drop or insert objects of any kind into the scanner.
- Never spill liquid of any kind on or into the scanner. Should an object or liquid come into contact with high-voltage points inside the scanner, a fire could occur, or you could be exposed to electrical shock.
- If liquid of any kind is accidentally spilled on or into the scanner, immediately disconnect the power cord and switch the power off.
- Don't allow young children to handle power cords or cables.
- Be careful not to drop the scanner or allow it to collide with other objects.

## Where to go from here

You've now completed the hardware part of scanner setup. The next step is to install the scanner software. See Chapter 3, "Installing the Scanner Software," for instructions.



# 3

## Installing the Scanner Software



This chapter tells you how to install the software you need to use the Apple Color OneScanner. You'll find instructions for

- installing the Apple OneScanner Dispatcher application and related software
- installing the Apple Color OneScanner plug-in module for use with a compatible graphics application
- installing the TextBridge application for use with the scanner software

### About the disks

To install the scanner software, you need the disks that came with your scanner. If you haven't unpacked the disks yet, look for them in the accessory kit. You should have two disks: *OneScanner Dispatcher Disk 1* and *Disk 2*. These disks contain

- the Installer, a system program you use to install everything you need to use the scanner
- the scanner driver
- a Read Me file, which provides information available too late to be included in this manual, and the SimpleText application program for viewing the Read Me file

- ColorSync 2.0, a system program that records color information about scanned images so the colors stay consistent in different applications and on different devices, such as printers and monitors

Most of the files on these disks are compressed. To install them, you must use the Installer.

Your scanner package may include additional software. If you want to install and use the software, see the on-disk documentation that comes with the software for installation and user instructions.

**IMPORTANT** Apple recommends that you make backup copies of the disks and store the originals in a safe place. If you need instructions for copying disks, see your Macintosh user's guide.

## Installing the scanner software

To install the scanner files and start scanning, remember that you need at least 20 MB of space available in your hard disk drive. You must have system software version 7.5 or a later version to use the scanner with your Macintosh computer.

*Note:* Apple recommends that you turn on Virtual Memory if you're using a system with 8 MB of RAM.

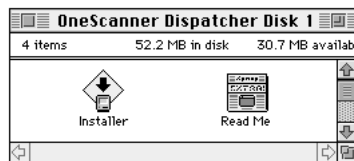
To install the software:

- 1 **Turn off any automatic virus-detection programs you have on your Macintosh computer.**

If you leave these programs on, problems may occur. You can turn the virus-detection programs back on after installation is complete.

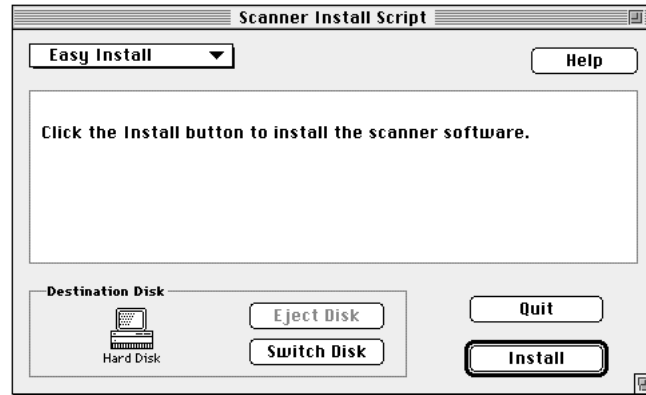
- 2 **Insert *OneScanner Dispatcher Disk 1* into a floppy disk drive.**

If necessary, open the icon for OneScanner Dispatcher Disk 1. A window appears, showing the contents of the disk.



**3 Double-click the Installer icon.**

After a welcome screen appears (click Continue), an installation dialog box opens.



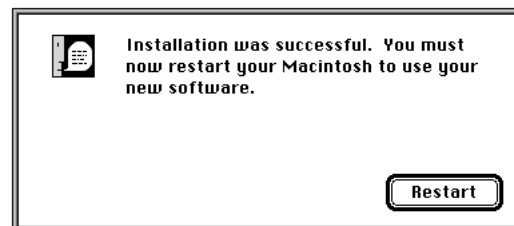
*Easy Install:* Apple recommends that you use the Easy Install process for your scanner software. Easy Install places all necessary files on your hard disk and updates any existing files as needed.

*Custom installations:* The Installer has a custom feature that allows you to choose specific items from a list and have them installed. To use this feature, click Easy Install in the Install dialog box to open a pop-up menu, and choose Custom Install. Then follow the instructions on the screen. If you use Easy Install, you don't need a custom installation.

**4 Click Install and follow the instructions on the screen.**

A status box keeps you informed of progress during installation.

**5 When the process is complete, a message tells you that installation was successful.**



The message asks you to restart your computer. To use the scanner and your new software, *you must restart*.

- 6 If the scanner is not on, switch it on.
- 7 Click Restart.

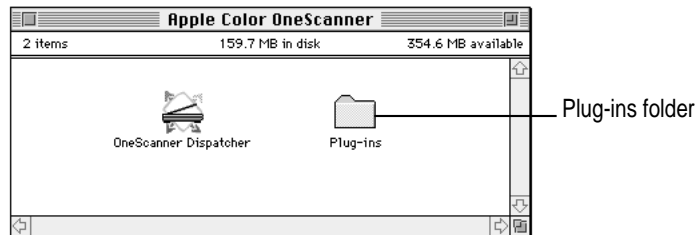
## Installing the plug-in module for use by other applications

The Apple Color OneScanner plug-in module allows you to scan images directly into applications compatible with Adobe Photoshop plug-ins. The user's guide for your application will tell you where the application requires you to place the plug-in module.

You must first install the Apple Color OneScanner software, as described earlier in this chapter.

To install the plug-in module for use by another application:

- 1 Open the Apple Color OneScanner folder (the one you just installed on your hard disk).



- 2 Open the Plug-ins folder, select the plug-in icon, and choose Duplicate from the File menu (Finder).

A copy of the plug-in module is created.

You must leave the original in the Plug-ins folder if you want to use the OneScanner Dispatcher application with the scanner.

- 3** Drag the copy of the Apple Color OneScanner plug-in icon to the folder suggested by the user's guide for your graphics application.
- 4** When the plug-in icon is where you want it, delete the word "copy" and the space before the word.
- 5** If the user's guide for your application suggests a restart, restart your computer.

You can now scan images directly into the graphics application.

## Installing the TextBridge application

The TextBridge application, from Xerox Imaging Systems, Inc., analyzes an image of scanned text and converts each character into a form of text a computer can recognize. This process of text conversion is called optical character recognition (OCR).

The TextBridge OCR application comes with the Apple Color OneScanner. You may have other OCR software that you prefer to use. The instructions that follow work for any compatible OCR application.

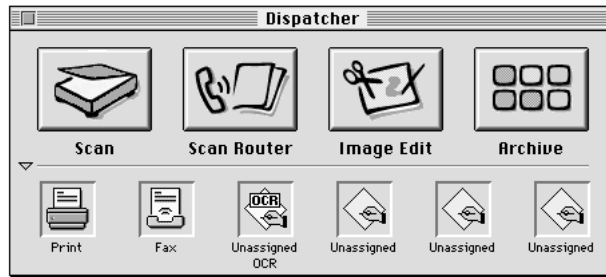
To install the TextBridge application for use with the Apple Color OneScanner:

- 1** First, install the TextBridge application on your Macintosh computer.  
Follow the instructions in the TextBridge user's guide.
- 2** Open the Apple Color OneScanner folder and double-click the OneScanner Dispatcher icon.



OneScanner Dispatcher

The Dispatcher window opens on the Macintosh desktop.

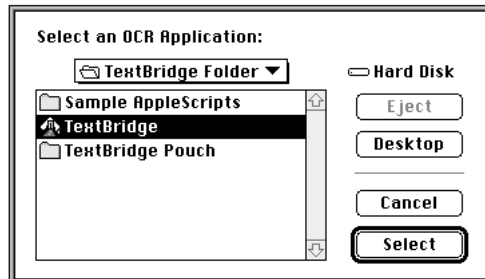


You'll find complete information about using the Dispatcher window in Chapter 4, "Scanning Images." For now, you can simply follow the installation steps.

- 3** In the Dispatcher window, double-click the icon labeled Unassigned OCR.

A dialog box opens.

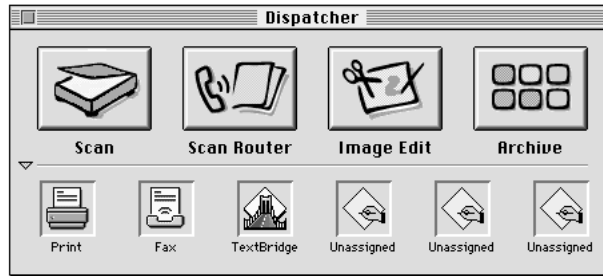
- 4** Move through folders (and disks, if necessary) to find the TextBridge application.





- 5** Double-click the TextBridge application name, or select the name and click **Select**.

The dialog box closes. TextBridge appears in the icon you double-clicked.



You can now use the icon to move text images into your OCR application. The OCR icon is a drag-and-drop icon. To learn how to move scanned text images into your OCR application, see Chapter 6, “Scanning Text.”

## Setting up ColorSync 2.0

ColorSync 2.0 is a system extension that helps maintain color consistency among different devices, such as scanners, monitors, and printers.

ColorSync 2.0 is not turned on when you install the scanner software. If you want to use ColorSync as you work, you must turn it on and set preferences. For information, see “Setting ColorSync 2.0 Preferences” in Chapter 5.

## Where to go from here

You've now completed the installation of the scanner hardware and software.

### **Will you be using the scanner only for images?**

- For a quick overview of the scanner software, see the *Quick Start* booklet for the OneScanner Dispatcher application.
- For details on scanning and customizing scanner settings, see Chapter 4, “Scanning Images.”

### **Will you be using the scanner for optical character recognition (OCR) text scanning?**

- For a quick introduction to text scanning, see Chapter 6, “Scanning Text,” in this manual.
- For complete instructions for using the TextBridge application or another compatible OCR application, see the user's guide that came with your software.

# 4

## Scanning Images



This chapter provides complete instructions for using the OneScanner Dispatcher application program with the Apple Color OneScanner. The chapter shows how to

- choose originals and align them on the scanner
- use the OneScanner Dispatcher application to scan, print, fax, save, and retrieve saved images
- use the drag-and-drop feature to print or fax saved images
- add drag-and-drop icons for compatible graphics applications
- scan an image directly into a compatible graphics application with the Apple Color OneScanner plug-in module

## What you can scan

You can scan almost anything you can put on the scanner glass:

- photographs and flat art
- drawings and calligraphy
- line art
- bound documents such as magazines and books

You should be aware of a few limitations:

- You cannot completely scan an item that is larger than 8.5 by 11.7 inches. The optional Automatic Document Feeder extends the scanning area to 8.5 by 14 inches.
- You cannot scan items that weigh more than 4.4 lb. (2 kg). Heavier items may damage the scanner glass.
- It is illegal to scan certain official and copyrighted documents. Please see “Copyright Regulations (USA)” at the end of this chapter for a summary description of restrictions in the United States.

*Text and optical character recognition:* You can scan printed text and convert the image to text that can be read by a computer. To do this, you need special optical character recognition (OCR) software. TextBridge OCR software, from Xerox Imaging Systems, Inc., comes with the Apple Color OneScanner. For an introduction to TextBridge, see Chapter 6, “Scanning Text,” in this manual. For information about using TextBridge, see the TextBridge user’s guide.

## Preparing originals

Follow these guidelines to prepare originals for scanning.

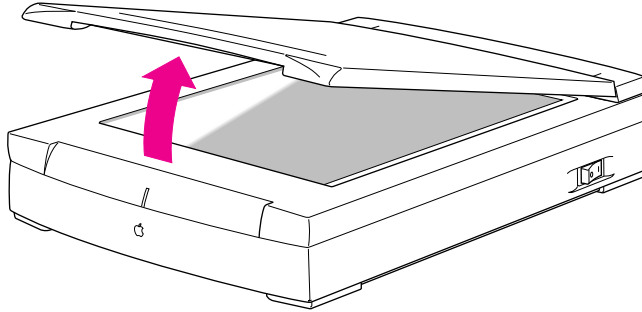
- Flatten out curled or wrinkled originals before you place them on the scanner glass.
- When you scan large, bound documents, you may find it helpful to remove the scanner top cover. For information, see “Removing and Replacing the Scanner Cover,” later in this chapter.

## Aligning a single original

To ensure that the alignment of the scanned image matches the alignment of the original, you can use the alignment mark.

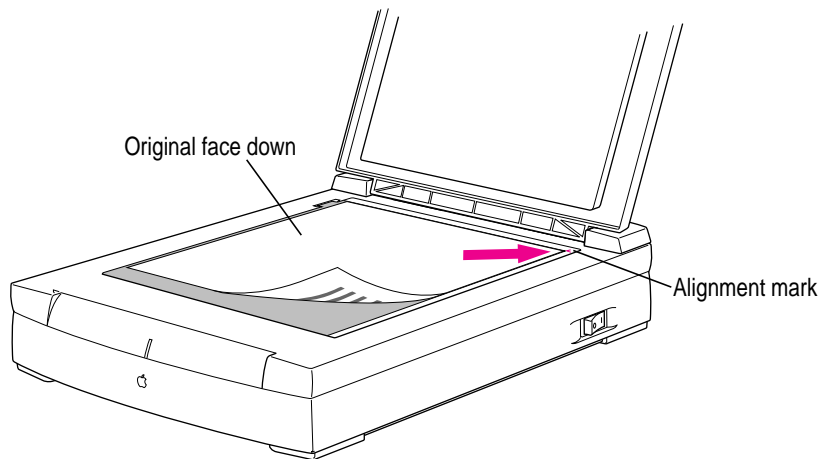
To align an original page on the document glass:

- 1 **Lift the scanner cover, as shown.**



- 2 **Place the original *face down* on the document glass.**

Position the original so the top edge is toward the rear of the document glass and the top right corner points to the alignment mark, as shown.



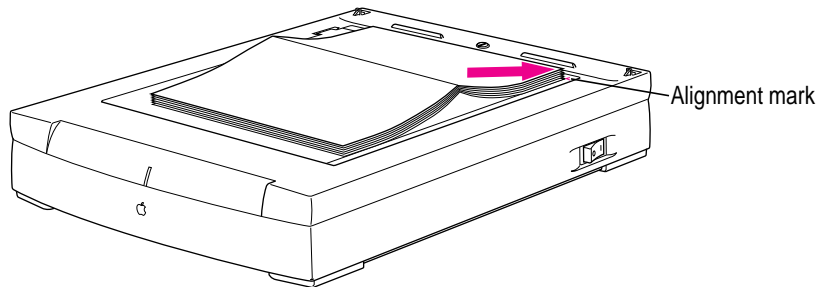
- 3 **See “Opening the OneScanner Dispatcher Application,” later in this chapter, for complete scanning instructions.**

## Aligning bound originals

You can scan pictures or text in bound books with the Apple Color OneScanner. To simplify the placement of large bound originals, you may wish to remove the scanner cover. For instructions, see the next topic, “Removing and Replacing the Scanner Cover.”

To align bound originals:

- 1 **Open the bound document and place the page you want to scan face down on the document glass.**
- 2 **Position the page so the top edge is toward the rear of the document glass and the top right corner points to the alignment mark, as shown.**



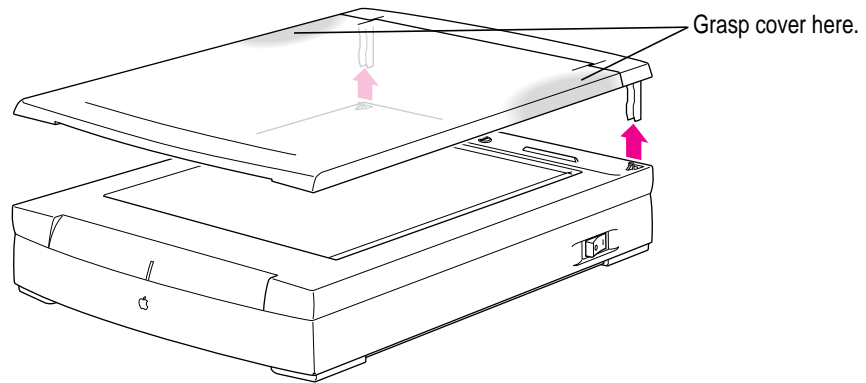
- 3 **See “Opening the OneScanner Dispatcher Application,” later in this chapter, for complete scanning instructions.**

## Removing and replacing the scanner cover

When you work with a bound document, you may wish to remove the scanner cover. Removing the cover makes it much easier to align the pages of bound items and makes the alignment more accurate.

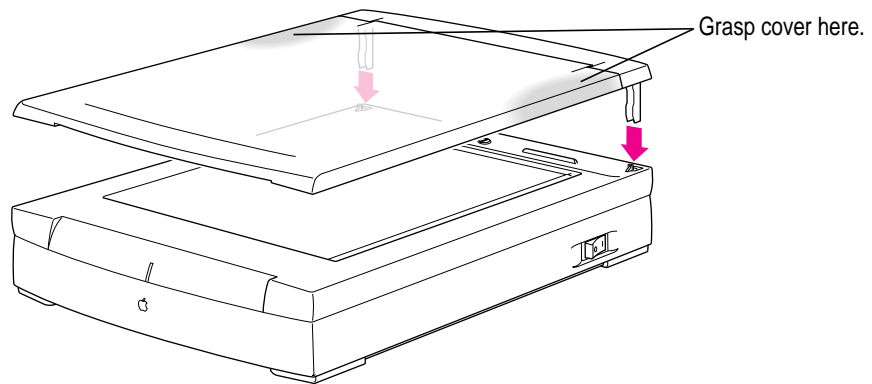
To remove the scanner cover:

- 1** Position the scanner so the front is facing you.
- 2** Grip the cover as shown and lift it straight up off the scanner.



To replace the scanner cover:

- 1** Insert the metal posts into the scanner.
- 2** Gently push the cover down.



## Opening the OneScanner Dispatcher application

To start scanning, you need to open the OneScanner Dispatcher application.

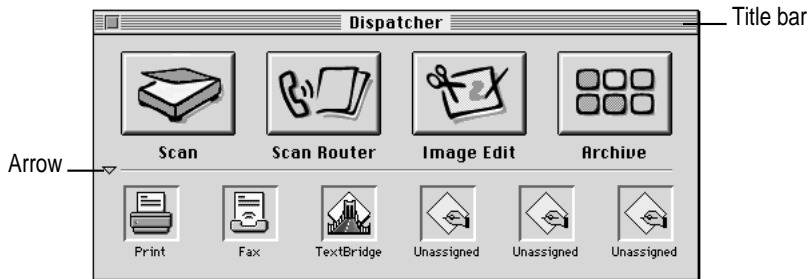
To open the application:

- 1 **Double-click the OneScanner Dispatcher icon.**



OneScanner Dispatcher

The Dispatcher window opens.



- 2 **Click the arrow if you want to hide (or show) the bottom half of the window.**

You'll find information about using the Dispatcher window throughout this chapter.

- 3 **Drag the Dispatcher window by its title bar to move it anywhere on the desktop.**

You can leave the window in a convenient spot for handy access when you're ready to scan or edit images.



## Switching to and from the OneScanner Dispatcher application

If the OneScanner Dispatcher application is running but not visible, you can quickly switch to the application when you're ready to scan, edit saved images, or work with an archive.

To switch back to the OneScanner Dispatcher application:

- **Choose OneScanner Dispatcher from the Application menu.**

The Dispatcher window reopens on the desktop.

## Quitting the application

You can quit (exit from) the OneScanner Dispatcher application at any time. If you have an image open when you try to quit, you're asked if you want to save changes.

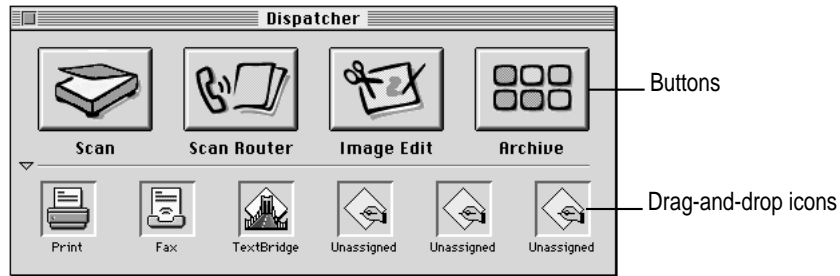
To quit the OneScanner Dispatcher application:

- 1 **Choose Quit from the File menu.**
- 2 **When you're asked about saving changes, click Yes or No.**

Click Cancel if you change your mind about quitting.

## How the OneScanner Dispatcher application is organized

The Dispatcher window is the control center for your scanning activities.



### Buttons

You use the buttons on the top half of the Dispatcher window to scan new images, send new images to your printer or a fax application, open and edit images you've already scanned and saved, and view images in thumbnail form.

*Example:* If you have a letter on the scanner glass and want to fax the letter, you use the Scan Router button to send the scanned image of the letter to your fax application.

### Drag-and-drop icons

You use the icons on the bottom half of the Dispatcher window to drag and drop saved images you want to send to a printer, a fax application, an optical character recognition (OCR) application, or an application you add, such as a graphics application.

*Example:* You may have an archive full of images you've scanned. If you want to fax one of the images, you simply drag the image's thumbnail from an image archive and drop the thumbnail onto the Fax icon. Your fax application opens, allowing you to address and transmit the fax without going through a separate operation.

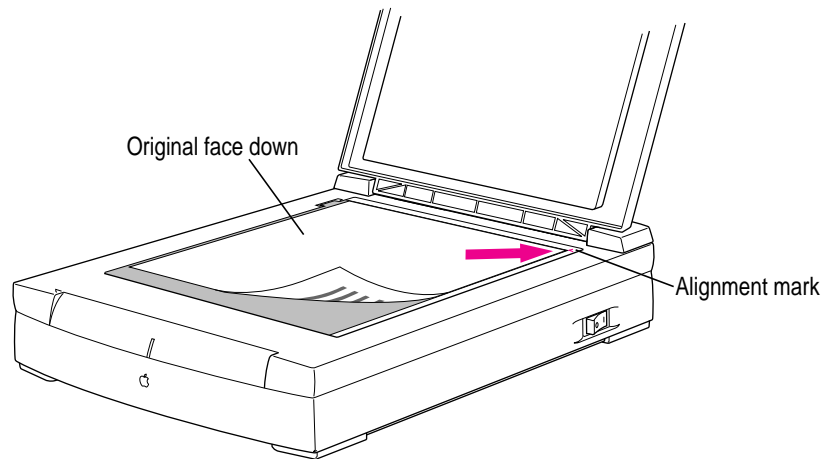
## Scanning with automatic settings

The OneScanner Dispatcher application comes preset to scan most color and black-and-white originals. For your first scanned images, you may wish to work with the automatic settings. Later, when you're ready for fine-tuning, you can customize the settings.

To scan a document and create a new image:

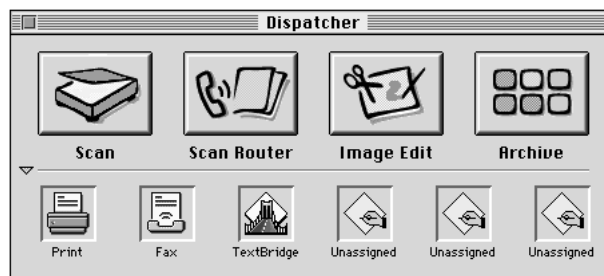
- 1 Put the original document on the scanner glass and close the scanner cover.**

For detailed instructions, see “Preparing Originals,” earlier in this chapter.



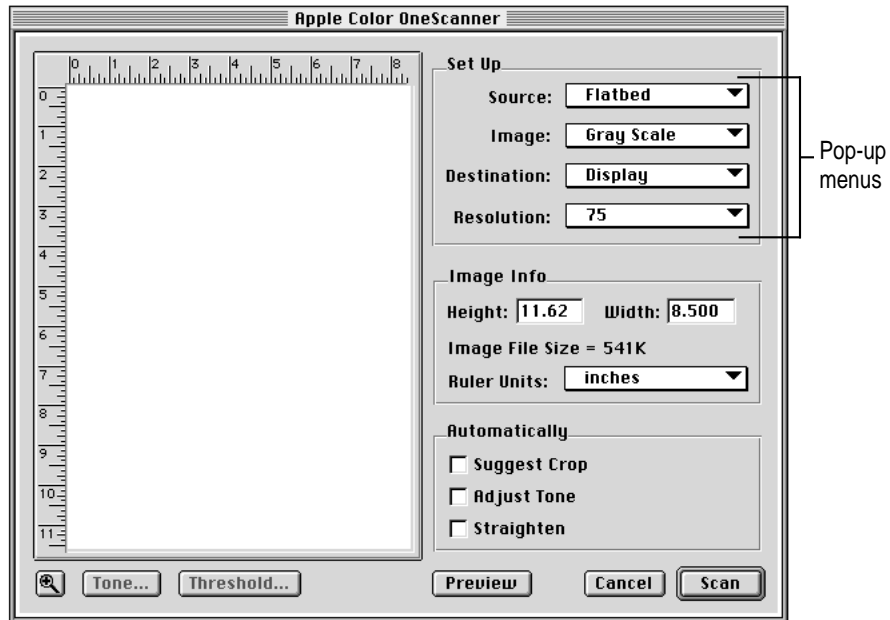
- 2 If necessary, start the OneScanner Dispatcher application by double-clicking its icon.**

The Dispatcher window opens:



### 3 Click Scan.

The Apple Color OneScanner dialog box opens.



### 4 Check the Set Up pop-up menus to make sure the correct options are selected.

**Source** If you've attached an Automatic Document Feeder, you need to specify it as the source of the scan. Drag through the Source pop-up menu and release the mouse button when the device is selected.

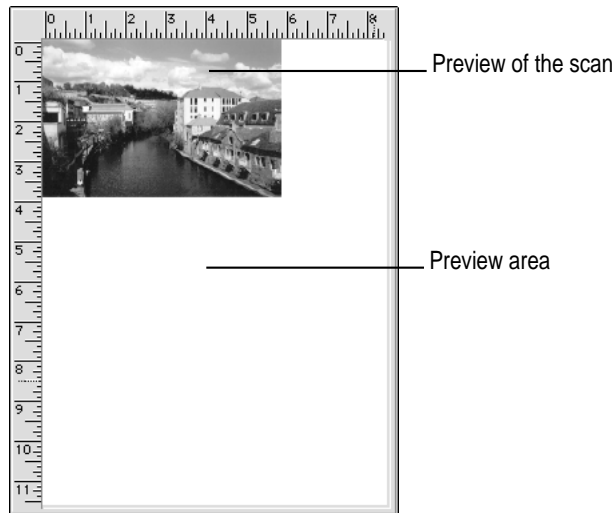
**Image** Choose the type of image you're scanning from the Image pop-up menu. The options are Color, Grayscale, Black and White, and Halftone. Choosing Halftone opens a dialog box where you can choose a pattern for the halftone screen. The different patterns determine the shape and number of the dots when the screen is created.

**Destination** Choose a destination for the image from the pop-up menu. The destination you specify is used to determine the resolution at which the scanner will scan the image. For example, if you select Monitor as the destination, the Resolution pop-up menu automatically chooses the resolution that is correct for most monitors. You can, however, change the resolution setting if you wish. You can also specify a custom resolution.

**Resolution** Choose the resolution you want to use. The resolution is automatically set for the output device (destination) you've chosen, but you can choose a different resolution if you wish. For more information on resolution settings, see "Scanning With Custom Settings," later in this chapter.

**5 Click Preview.**

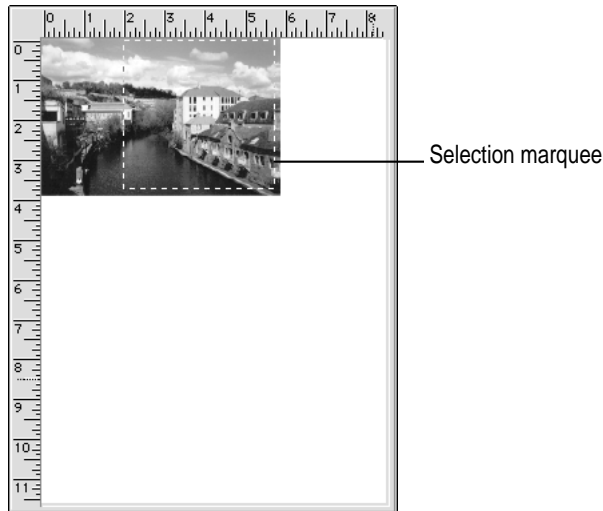
The scanner creates a preliminary image in the preview area of the dialog box.



**6 Drag to select the part of the preview image you want to scan.**

If you don't select an area, the entire area shown in the preview is scanned, including the space around the original. To scan the whole original, select the whole preview image by dragging from corner to corner.

A marquee (dashed line) surrounds the selected area. The Image Info area changes to reflect the size of the selection. Image height, width, and size change depending on the selection you make.



- 7 To zoom in, click the zoom tool and click anywhere in the image.



Click the zoom tool again to return to the original view.

- 8 Choose any automatic adjustments you want the scanner to make.

**Suggest Crop** The scanner analyzes the picture for dominant shapes and crops the image appropriately when the scan occurs.

**Adjust Tone** The scanner checks image highlights and shadows and adjusts for them.

**Straighten** The scanner looks for the top and side edges of the image and adjusts the orientation of the image when the scan occurs.

**9 Click Scan.**

The scanner scans the original.

When the scan is complete, the image appears in a new document. The document is named Image1. Subsequent scans in the same session are named Image2, Image3, and so on.

The image may be larger than the new window. You can scroll to view the rest of the image.



Scroll bar

Scroll bar

## Saving a scanned image

As soon as the scanner has completed a scan, the new image, with the name Image1, appears in a window on the Macintosh desktop, as shown at the end of the previous topic. You can save the image with a more useful name, and in a different folder, if you wish.

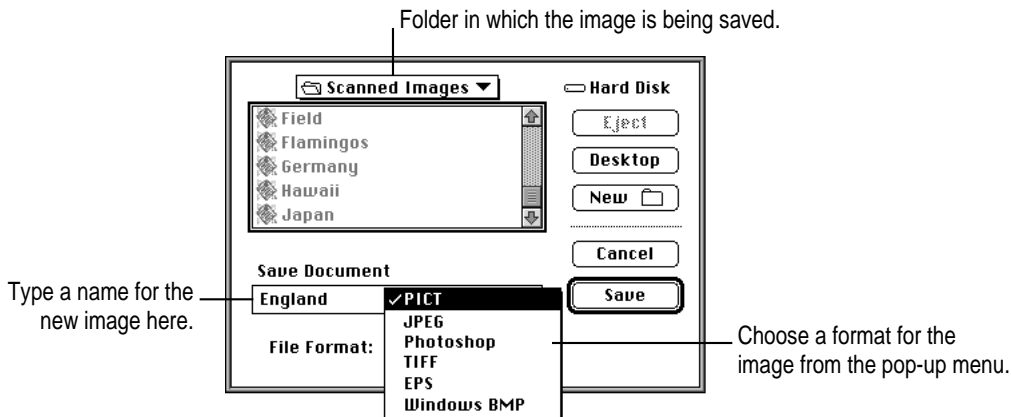
To save and rename a new image:

- 1 **Make sure the image document is active.**

Click anywhere in the image window to activate the document.

- 2 **Choose Save from the File menu.**

The Save dialog box opens.



- 3 **Type a name in the Save Document box.**

- 4 **Choose a folder or disk drive for the file.**

For more information on switching folders, see your Macintosh manual.



**5 Choose an image format from the File Format pop-up menu.**

**PICT** (default setting): A widely used format that is compatible with most Macintosh applications (uses ColorSync 2.0).

**JPEG** Joint Photographic Experts Group, a format that saves space and produces good color quality.

**Photoshop** A format that supports all available Adobe Photoshop image modes.

**TIFF** Tagged-Image File Format, a format used to exchange documents between different computer systems (for example, between Macintosh and Windows computers). This format is recommended when you scan text.

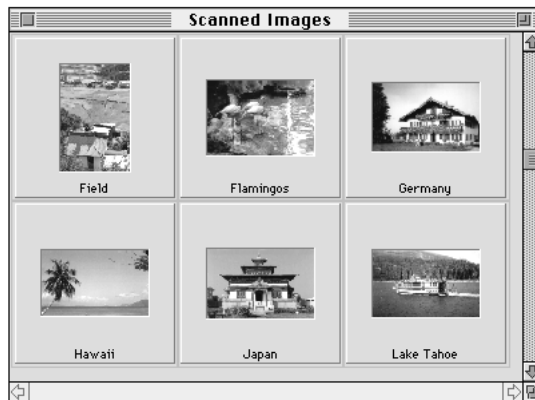
**EPS** Encapsulated PostScript Language, a format supported by most illustration and page-layout applications.

**Windows BMP** A format commonly used on MS-DOS and MS-Windows computers.

**6 Click Save.**

The Macintosh stores the image in the folder you chose.

When you next view the folder as an archive, this image and others in the folder will appear as thumbnails—small representations of full-size images. The thumbnails make it easy for you to identify the images you've scanned.



An image archive.  
Scanned images  
appear as thumbnails.

## Faxing or printing directly from the scanner

You can place a document on the scanner glass and send its image directly to your fax application. In the fax application, you can then address and transmit the new image. Or, you can send the image to your printer.

*Example:* You can sign or mark up an incoming fax that you've printed, scan the marked-up original, and transmit the revised image to your fax application.

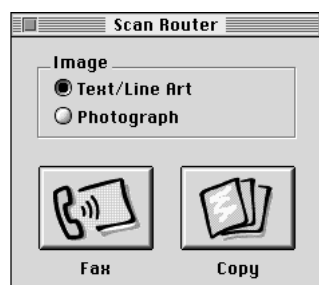
To scan and fax or print a document:

- 1 **Put the original document on the scanner glass and close the scanner cover.**
- 2 **If necessary, start the OneScanner Dispatcher application by double-clicking its icon.**

The Dispatcher window opens.

- 3 **Click Scan Router.**

The Scan Router dialog box opens.



- 4 **Click an Image option to specify the type of image.**

**Text/Line Art** For text and simple line drawings, choose Text/Line Art.

**Photograph** Choose Photograph for photographs, full-color art, or grayscale art.

## 5 Click Fax or Copy.

*First-time faxing:* You're presented with a dialog box that asks you to find your fax application. Open the folder that contains your fax application, select the application, and click OK. Your fax application opens, ready for you to address and transmit the scanned image.

*Printing (Copy):* The Print dialog box opens. Specify the number of copies you want, set any other options, and click Print.

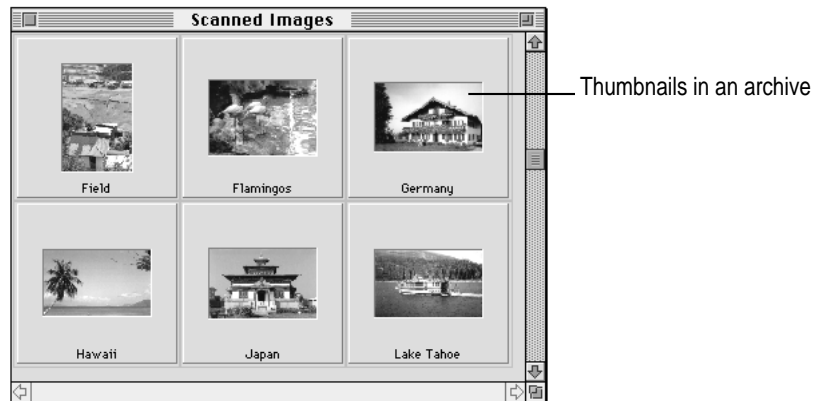
The original is scanned and sent to your fax application or printer.

*No image document created:* When you fax or print an image directly from the scanner, an image document (file) is not created. The scanner simply sends the new image to the fax application or printer. To fax or print the image again, you must rescan it.

## Opening a saved image

Images you scan into the Macintosh are stored in folders called archives.

*Archives* contain thumbnails—little sketches that represent full-size images.



To open a saved image:

- 1 If necessary, start the OneScanner Dispatcher application to open the Dispatcher window.
- 2 Click **Archive**.  
A dialog box opens.
- 3 Select the name of the folder you want.



- 4 Click **Select “foldername”**.

An archive opens, showing thumbnail representations of your images.



- 5 **Double-click an image to open it.**

You can use the image-editing tools and commands to modify the image or select and copy parts of it. For information, see Chapter 5, “Editing Scanned Images.”

## Renaming a saved image

You can rename a stored image by using standard Macintosh methods.

To rename a stored image:

- 1 Open the archive that contains the image.**

For instructions on opening an archive, see “Opening a Saved Image,” the previous topic.

- 2 Click a thumbnail to select the document and its name.**

- 3 Click to place the insertion point at the end of the old name, backspace over the old name, and type a new name.**

## Printing or faxing a saved image

You can use the drag-and-drop icons to send a saved image directly to your printer or fax application.

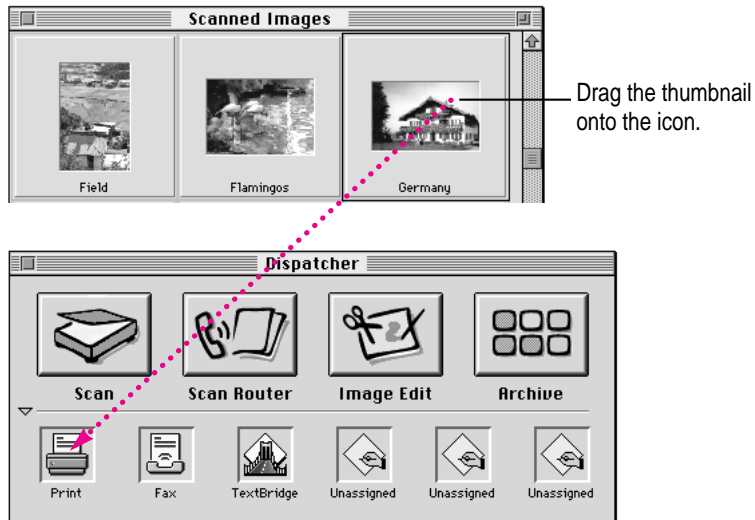
To print or fax a stored image:

- 1 If necessary, open the Dispatcher window.**

- 2 Click Archive and open the archive that contains the image you want to fax.**

For instructions on opening archives, see “Opening a Saved Image,” earlier in this chapter.

**3** Drag the thumbnail from the archive onto the Print or Fax icon.



**Faxing** If this is your first fax, a dialog box asks you to find your fax application. Switch through folders until you find the application, select the application, and click OK. If this is not your first fax, your fax application opens, ready for you to address and transmit the scanned image.

**Printing** The Print dialog box opens. Set the options you want to use, and click Print.

The image is sent to the printer or fax application.

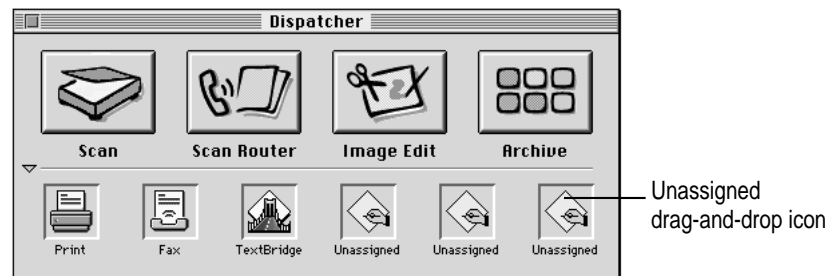
## Adding your own drag-and-drop applications

To speed up your work, you can add an application you frequently use to the unassigned drag-and-drop icons. You can then send an image to the application by dragging a saved image onto the icon and dropping it there.

*Example:* You may routinely rework scanned images in the MacDraw Pro application. Ordinarily, you must scan an image, copy it, and paste it into a MacDraw Pro document. With a MacDraw Pro drag-and-drop icon, you can simply scan and save a series of images and then drag the thumbnails, one by one, onto the icon. MacDraw Pro automatically opens the image in a new document.

To add your own drag-and-drop application:

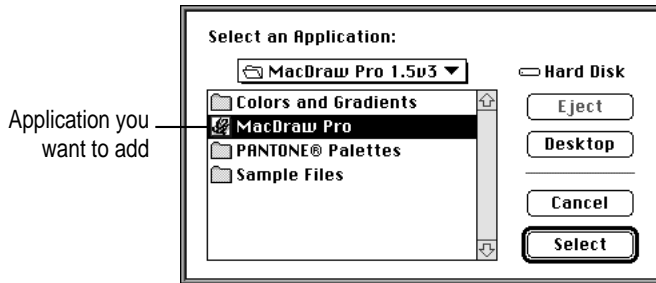
- 1 If necessary, open the Dispatcher window.



- 2 Click one of the icons labeled Unassigned.

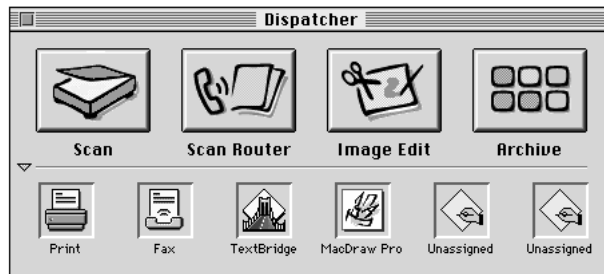
A dialog box opens.

- 3 Move through folders (and hard disks, if necessary) to find the application you want to add.



- 4 Double-click the application name, or select the name and click **Select**.

The dialog box closes. The application's icon appears in the previously unassigned icon.



You can now use the icon to drag and drop scanned images.



## Scanning directly into a graphics application

The OneScanner Dispatcher application comes with the Apple Color OneScanner plug-in module. A *plug-in* is a software module that extends an application for a specific purpose, such as importing scanned images.

With the plug-in module and a compatible graphics application, you can scan directly into a document without creating and saving an image with the OneScanner Dispatcher application.

*Example:* You can use the Adobe Photoshop Acquire command to scan an image directly into an Adobe Photoshop document.

For information about installing and using the scanner plug-in module with your graphics applications, see Chapter 3, “Installing the Scanner Software,” and the manual for your graphics application.

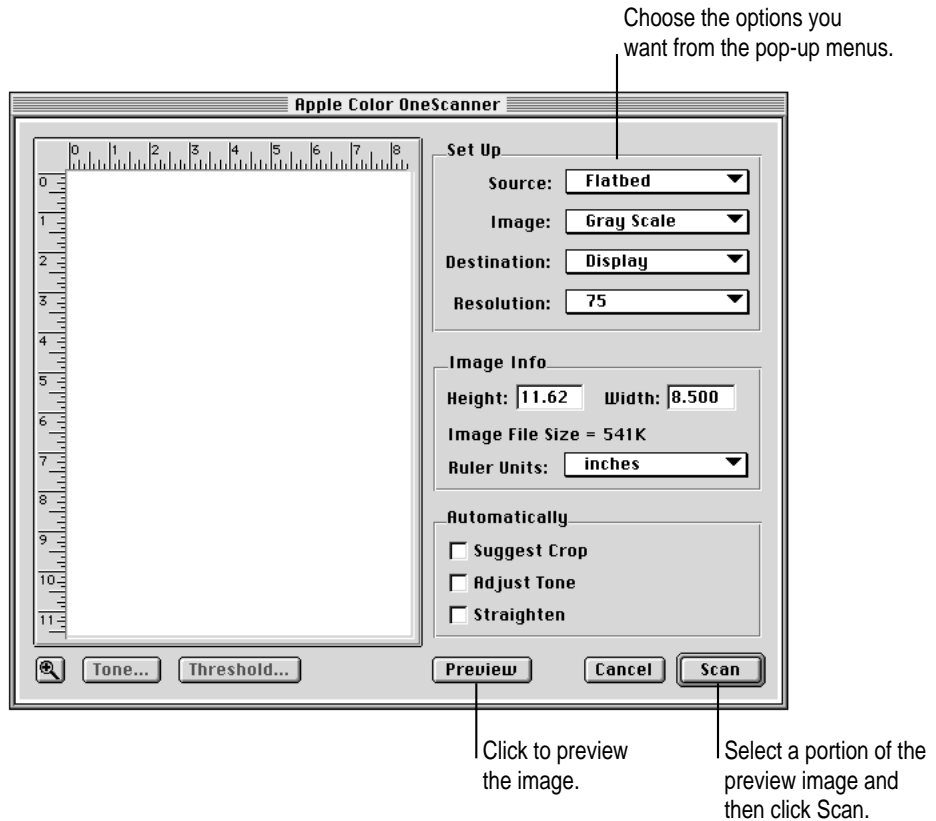
*Note:* The following steps are intended as a general example. Your application may work differently.

To scan directly into a graphics application:

- 1** Open the application you want to use.
- 2** Choose the application’s Acquire command.

**3 Choose Apple Color OneScanner (the plug-in module) as the source of the acquisition.**

The Apple Color OneScanner dialog box opens.



**4 Click Preview, and change scanner options if necessary.**

For information, see “Scanning with Automatic Settings,” earlier in this chapter.

**5 Click Scan.**

The image is scanned and inserted in a new document for the application.

## Scanning with custom settings

After you've scanned a number of images, you may want to customize the settings in the Apple Color OneScanner dialog box. This section provides detailed information about settings for resolution, tone, and threshold.

### Setting the resolution

The level of detail in a scanned image is determined by the number of dots per inch (dpi) the scanner uses to reproduce an image. The number of dots per inch define the *resolution*.

Higher resolutions provide more detail. Accordingly, the quality of a scanned image increases with higher resolution—but not always.

### Things to think about when you set the resolution

Consider these factors when you choose a resolution:

- Each dot on the scanned image corresponds to a pixel on the computer screen. The higher the resolution (the greater the number of dots per inch), the larger the image appears on the screen.
- As resolution increases, you need more memory and disk space to scan and store the image on your hard disk drive. Sometimes the extra resolution is not worth the extra memory or disk space.
- When you choose a resolution, check the Image Info area for image size before you scan.
- Scanning at a higher resolution may not necessarily produce better results because the printer or other output device (such as a monitor) may not reproduce the higher resolution. For example, a monitor may display an image at 72 dpi, even though the image is at 600 dpi. In general, choose the lowest dpi setting that will meet your needs.
- Large images take longer to print, and the quality of the printed version is still limited by the capabilities of the printer.

## Recommended resolutions for maximum efficiency

The chart below shows the settings that Apple recommends for the output devices listed. Keep in mind that an image scanned at a higher resolution will require more memory and take longer to print.

### Recommended scanning resolutions

For this output device	Set the scanning resolution at
Computer screen	72 dpi
Laser printer, 300 dpi	100 dpi
Color laser printer, 600 dpi	150 dpi
Laser printer, 600 dpi	150 dpi
Linotronic imagesetter	200 to 300 dpi
Fax output device	75 dpi
Inkjet printer	100 dpi

## Changing the tone (brightness and contrast)

You can improve the appearance of a scanned image by adjusting the tone before you scan the image. *Tone* is a measure of brightness and contrast—the intensity of blacks and whites, or colors, in a scanned image.

The way your monitor is set up affects the way an image appears on the screen. For information, see your monitor manual.

### Brightness

Brightness determines the overall lightness of a scanned image.

- With increased brightness, the scanned image generated by the scanner will be lighter.
- With decreased brightness, the scanned image will be darker.

### Contrast

Contrast is a measure of differences between light and dark tones.

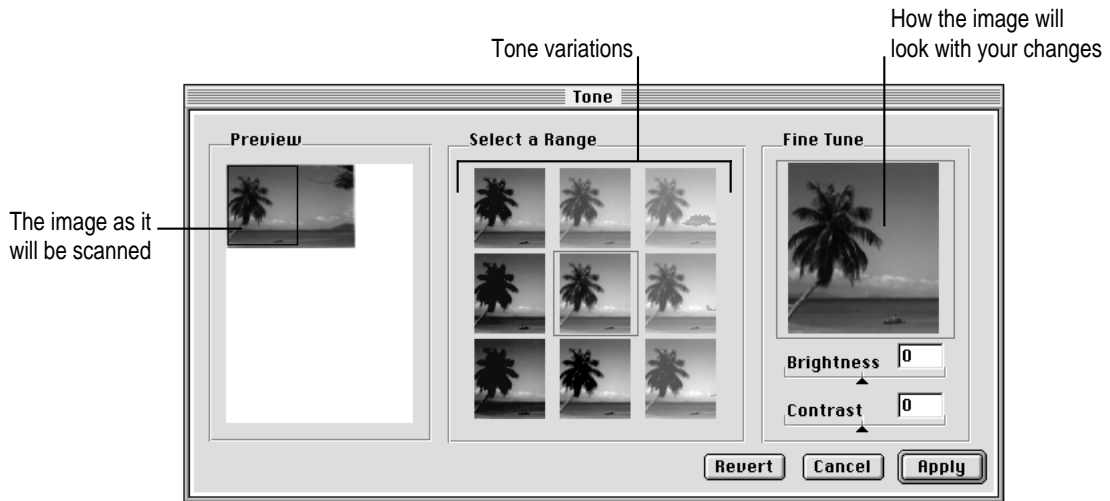
- With increased contrast, all light tones become increasingly lighter, and all dark tones become increasingly darker at the same rate.
- With decreased contrast, all light tones become increasingly darker, and all dark tones become increasingly lighter at the same rate.

To change the tone of a scanned image:

- 1 In the Dispatcher window, click Scan to open the Apple Color OneScanner dialog box.
- 2 Click Preview.
- 3 Drag to select the portion of the image you want to scan.

**4 Click Tone.**

The Tone dialog box appears.



**5 Drag to select the portion of the preview you want to use as a sample for brightness and contrast.**

A marquee (dashed line) appears around the selection. You can drag the marquee to a different part of the preview if you want to sample different areas. When you release the mouse button, the selected area becomes the central point for tone variations.

**6 Select a sample from the Select a Range options.**

**Brightness** From left to right, the tone variations show brightness from darker to lighter.

**Contrast** From top to bottom, the variations show contrast from lower to higher.

When you click one of the variations, the preview changes and the variations themselves are readjusted, using your recent selection as a new starting point. The Fine Tune view changes to reflect your choice.

**7 To fine-tune the tone, drag the Brightness and Contrast sliders to change the settings.**

The Fine Tune view shows the effects of any changes you make.

- 8 Click Apply to return to the Apple Color OneScanner dialog box.

Click Revert if you want to return the image to its original state.

- 9 If the settings are the way you want them, click Scan.

The image is scanned using the settings you chose.

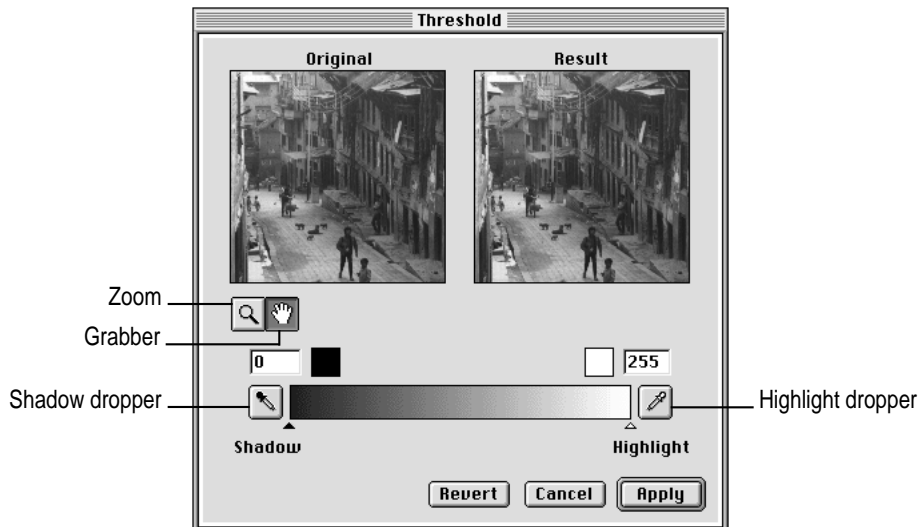
## Changing the threshold

You can customize scanned images by resetting the threshold. *Threshold* is a measure of the darkest dark colors and the brightest light colors. In a black-and-white image, threshold is the point at which a dark color becomes black and a light color becomes white.

To change the threshold:

- 1 In the Dispatcher window, click Scan to open the Apple Color OneScanner dialog box.
- 2 Drag to select the portion of the image you want to scan.
- 3 Click Threshold.

The Threshold dialog box opens.



- 4 To work with a specific area of the image, click the zoom tool and then click the area you want.

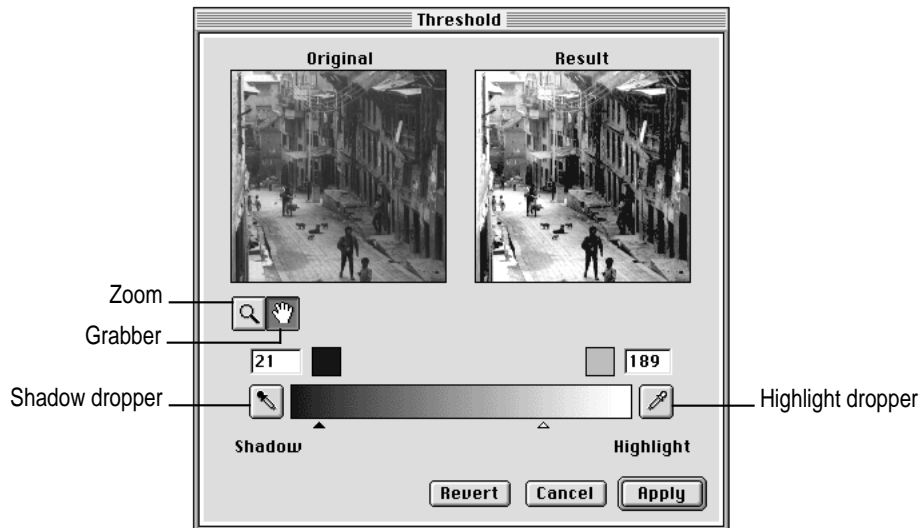
Use the grabber to move the original image around if necessary.

- 5 To set the lightest value, click the highlight dropper and then click the spot in the original that you want to use as highlight threshold.

The slider adjusts to show the point you set, and the result adjusts to the change. The point you set becomes the lightest color in the image. Colors lighter than this point are reset to this level.

- 6 To set the darkest value, click the shadow dropper and then click the spot in the original that you want to use as shadow threshold.

The slider adjusts to show the point you set, and the result adjusts to the change. The point you set becomes the darkest point in the image. Colors darker than this point are reset to this level.





- 7 Click **Apply** to return to the **Apple Color OneScanner** dialog box.

Click **Revert** to return to the original settings.

- 8 Click **Scan**.

The image is scanned with the settings you chose.

## Changing image size and ruler units

The **Apple Color OneScanner** dialog box provides information about the size of a scanned image and the size of the document (file) the image will occupy.



## Viewing and changing image size (dimensions)

The **Height** and **Width** boxes show the size of the preview image or of the selected area within the preview image.

Dimensions are determined by

- the size of the image area to be scanned
- the resolution setting

The minimum area you can scan is 48 by 32 pixels.

To specify the size of the scan:

- **Type a value in the Height and Width boxes.**

## Viewing image file size

Image File Size shows how much memory, in kilobytes, the image file will occupy. File size is determined by

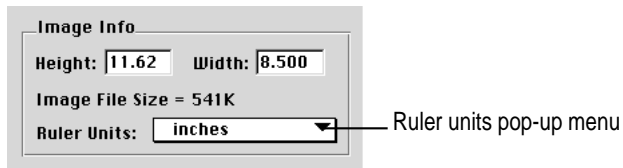
- the image type and resolution
- the size of the image area to be scanned

## Changing the ruler units

You can set the ruler to use a different unit of measure for the height and width of an image. You can set the ruler for inches, centimeters, pixels, points, and picas.

To change ruler units:

- **Choose the units you want from the Ruler Units pop-up menu.**



## Copyright regulations (USA)

It is illegal to reproduce certain official or copyrighted documents, and doing so may be punishable by criminal or civil law. The following documents may not be copied:

- currency
- government-issued securities and passports
- publicly or privately issued licenses or permits
- official documents
- private documents

In addition, it is unlawful to make copies of the following copyrighted works, except for personal or household use or for other uses permitted under the terms of the copyright:

- copyrighted publications
- music scores
- paintings
- prints
- maps
- drawings
- movies or photographs
- other copyrighted works



# 5

## Editing Scanned Images



You can use the OneScanner Dispatcher application to edit and improve the appearance of scanned images. You can add and adjust colors, change the size, crop an image, or copy selected areas to other documents.

This chapter tells you how to

- open a saved image and show the editing tools
- use the tools to edit your images
- change your view of a scanned image

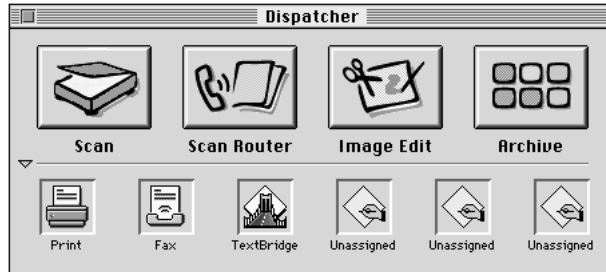
## Opening a saved image

To open and edit a saved image, you first open the OneScanner Dispatcher window and then open the image you want to edit.

To open the Dispatcher window:

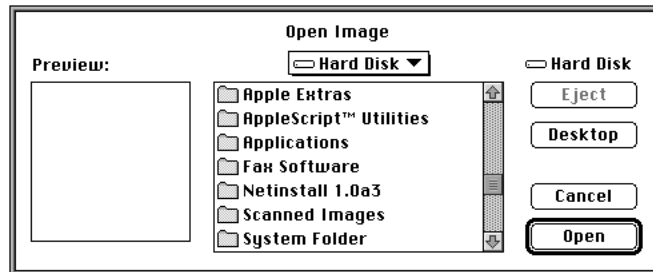
- 1 **Double-click the OneScanner Dispatcher icon.**

The Dispatcher window opens.



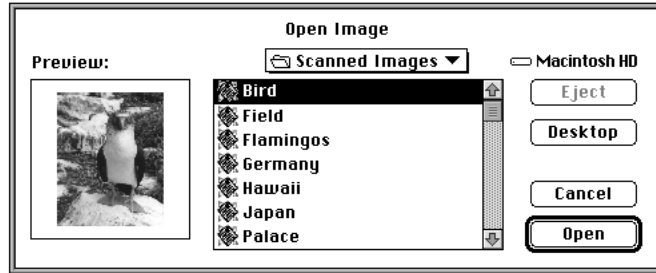
- 2 **Click Image Edit.**

A dialog box opens.



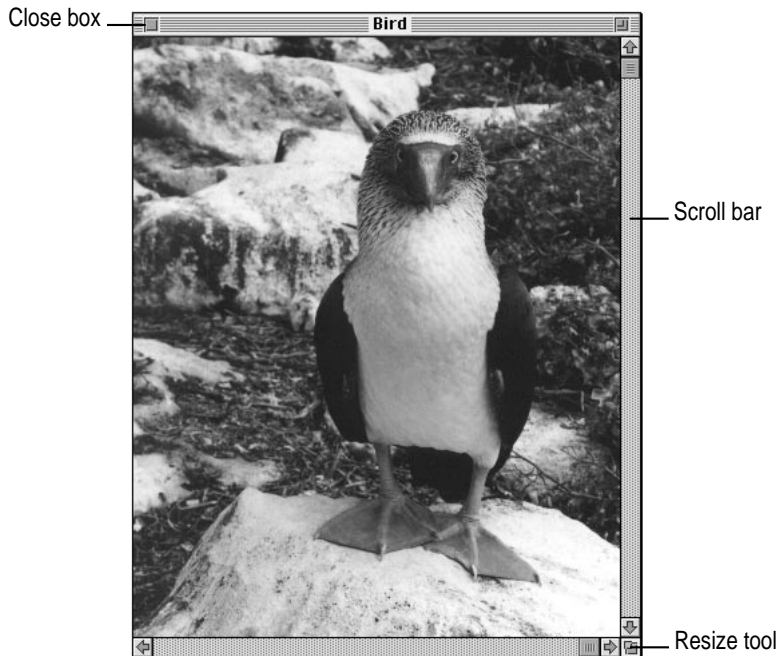
**3** Open the folder that contains your saved images.

The first image is automatically selected. A preview appears on the left to help you identify the image. Selecting another image name changes the preview.



**4** Double-click an image name to open the image document.

The document opens and image-editing tools—the tool, color, and brush palettes—become available. If you don't see the tools, choose Show Tools, Show Brushes, or Show Colors from the Window menu.

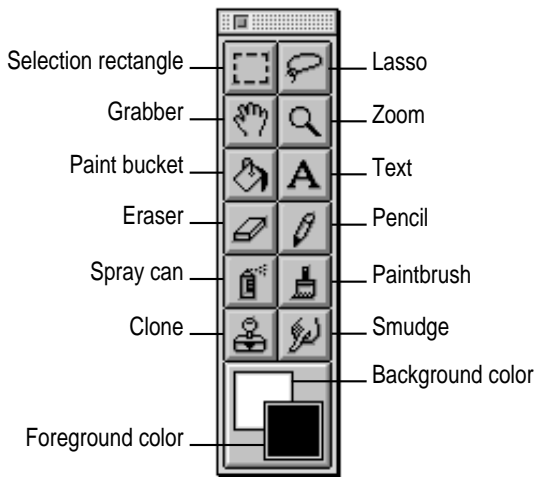


## Image editing overview

When you save a scanned image, the application stores it as an image document. The image within the document is made up of pixels—the dots that form any image on the computer screen. When you use the tools, brushes, and color palette, you change the arrangement or appearance of the pixels.

### Tool palette

Use the tools in the tool palette to select portions of the image, add text or color, erase portions of the image, and do other tasks.



### Brush palette

Use the brushes to set the shape for the painting tools. The brush shape you choose affects the selected tool (spray can, paintbrush, clone, and smudge).

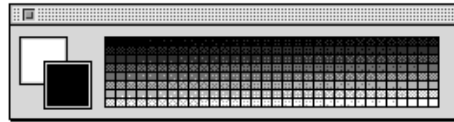


Brush shapes



## Color palette

Use the color palette to change the color of individual dots on the screen or the foreground or background color.



Click a color to change the foreground color.

Option-click to change the background color.

To choose a paint color from an image:

- 1 **Select a tool, press Option, and then click anywhere in the image.**

The foreground indicator shows the color you clicked.

- 2 **Move the pointer in the image (the foreground color changes as you drag).**
- 3 **When you find the color you want, click once.**

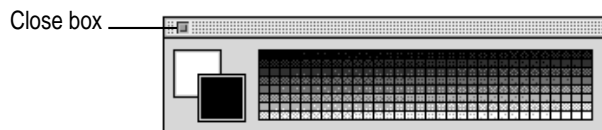
You can now paint with the selected tool in the newly chosen color.

## Showing and hiding the tool palettes

You can leave the tool palettes open on the desktop or hide them without quitting the application.

To hide a palette:

- **Click the close box to hide the palette.**



To show a palette:

- **Choose Show Tools, Show Brushes, or Show Colors from the Window menu.**

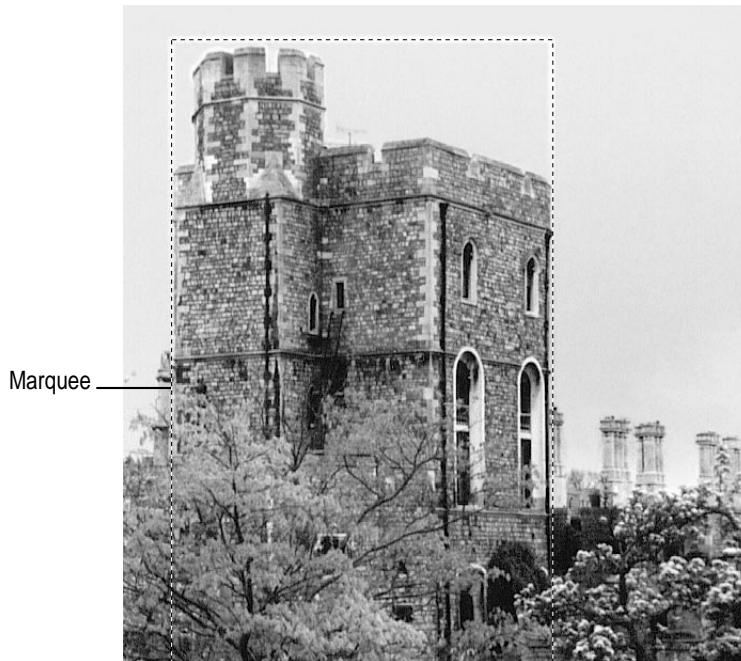
## Selecting images

When you select a portion of an image, you can move, cut, copy, or manipulate the selection.

### Regular shape

To select a rectangular part of an image:

- 1 Click the selection rectangle tool.
- 2 Drag the tool over an area to select that area.

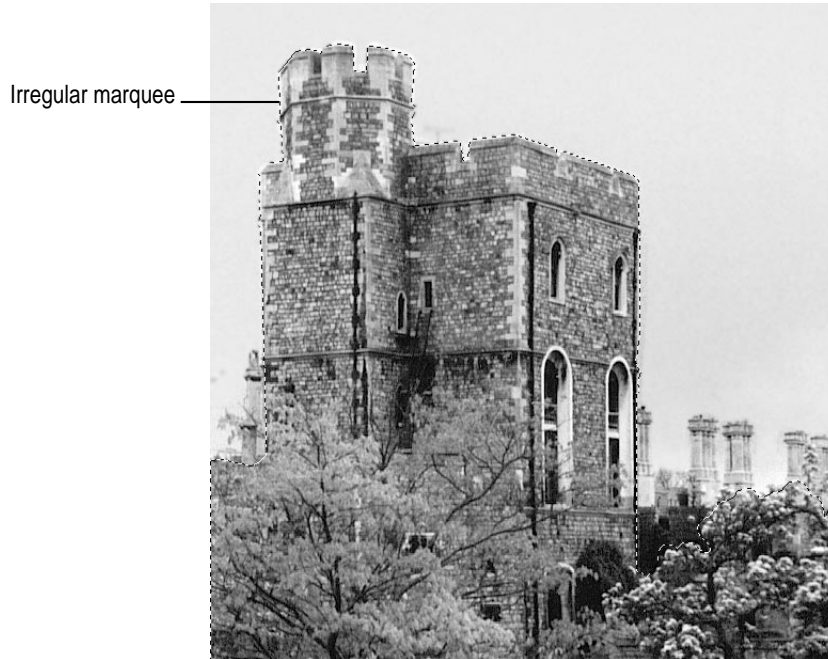


The area you dragged over is surrounded by a marquee (a dashed line), which indicates selection.

## Irregular shape

To select an irregular shape:

- 1 **Click the lasso.**
- 2 **Drag the lasso to trace an area around the shape you want to select.**



When you release the mouse button, the marquee takes the irregular shape you made.

## Whole image

To select the whole image:

- **Choose Select All from the Edit menu (or press ⌘-A).**  
A marquee surrounds the whole image.

## Using the tools to edit an image

Each tool on the tool palette has a special purpose: making a selection, adding text, painting, and so on.

### Using a tool

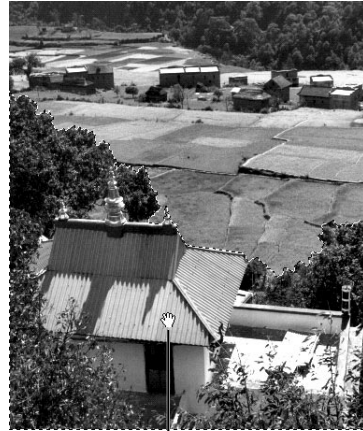
To use a tool:

- Click the tool to make it active.

### Moving a selection

To move a selection around within the image:

- Click the Grabber and drag the selection.



The building was moved to cover the sheds.

## Zooming in

To zoom in close:

- **Click the magnifying glass and then click a spot in the image.**

The image is enlarged.

To zoom back in:

- **With the magnifying glass still selected, press Option and click the image.**

You can also use the *Zoom In* and *Zoom Out* commands on the *Image* menu.

*Tip:* Option-click in the image to switch back and forth between zooming in and zooming out.

## Filling a space with color

To fill a space with color:

- 1 **Click the paint bucket.**
- 2 **Click a color on the color palette.**

The foreground color changes to the color you clicked.

- 3 **Click the space you want to fill.**

The space fills with the foreground color.



## Adding text

To type some text in the image:

- 1 Click the text tool.
- 2 Click the part of the image where you want to add text.
- 3 Type the text.

## Erasing a selection

To erase parts of the image:

- 1 Click the eraser.
- 2 Drag the eraser over the areas you want to erase.

The area you drag over fills with the background color.



The eraser tool was used to create a black border.

## Drawing lines

To draw fine lines or shapes in the image:

- 1 **Select the pencil.**
- 2 **Drag the pencil through the image to add the shapes or lines.**

You can also zoom in and click individual pixels.

*Tip:* Press Shift as you drag to create a horizontal or vertical line.

## Spray painting

To spray paint:

- 1 **Select the spray can.**
- 2 **Drag the paint can across the image.**

The paint leaves a stroke in the foreground color.



The spray paint tool was used to add definition to the edges of the petals.

## Painting with brushes

To paint with strokes of various sizes:

- 1 **Select the brush.**
- 2 **Click one of the brush shapes on the brush palette.**
- 3 **Drag the brush to paint in the foreground color.**

## Cloning

A *clone* is a duplicate of an image that you can use to edit out flaws in an image. You can paint a portion of the clone back into an image at a new location.

When you paint the clone back in, the image starts at a reference point that you define. This is easier to do than to explain, but here is an example.

*Example:* Suppose you've scanned a picture of a building and you want to cover a certain feature, such as a fountain, with another portion of the image, such as a group of shrubs. You want to repeat the shrub portion of the image without the sharp cut-out image of a copied-and-pasted selection. Here's how to do it.

To clone an image and repeat it:

- 1 **Click the clone tool.**



- 2 Press the Option key and then click the spot you want to serve as a reference point for the clone.

In the example, you'd click a point in the shrubbery.



Option-click here (for example).

- 3 Drag the clone tool over the point at which you want the image to begin repeating.

In the example, you'd start dragging (painting) at a point somewhere near the fountain.

As you drag, the image begins to appear, starting with the reference point.



The clone appears  
as you paint.

The reference point  
that is duplicated

As you extend the painting, the rest of the cloned image appears—or as much of it as you want to paint.

*Tip:* For a more natural appearance, change the reference point from time to time.

## Smudging

To smudge colors and lines into other colors and lines:

- 1 **Select the smudge tool.**
- 2 **Drag through colors and lines.**

The tool takes colors with it as you drag, much the same way your fingers smear wet paint when you paint with your fingers.



Colors smear  
as you drag.

## Copying, cutting, or deleting a selection

You may want to copy part or all of an image and paste it into a word-processing or desktop publishing document.

### Copying within an image document

To copy and paste a selection within an image document:

- 1 Select the area you want to copy.**
- 2 Choose Copy from the Edit menu (or press ⌘-C).**
- 3 Click anywhere in the image area and choose Paste from the Edit menu (or press ⌘-V).**

The copy is pasted where you clicked.

### Copying and pasting into another application

To copy and paste a selection into a document in another application:

- 1 Select and copy a portion of an image as described in the previous steps.**
- 2 If the other application is running and the document is open, click the document to activate it.**

You can open another application and create a new document without losing the contents of the Clipboard. The copy you made remains on the Macintosh Clipboard until you copy something else.

- 3 Set the insertion point in the document and choose Paste from the Edit menu (or press ⌘-V).**

The copy is pasted into the document.

## Cutting

To cut a selection from an image:

- 1 **Select the area you want to cut.**
- 2 **To store a temporary copy of what you cut on the Clipboard, choose Cut from the Edit menu (or press ⌘-X).**
- 3 **To remove the selection without storing a temporary copy of it, press the Backspace key.**

Backspacing completely erases the selection. You cannot paste a copy elsewhere.

## Undoing an action

You can reverse an action if you do so before you take another action. For example, if you press the Backspace key to delete a selection, you can restore what you cut if you act right away, and if the cut was the most recent editing action you took.

To undo an action:

- **Immediately choose Undo from the Edit menu (or press ⌘-Z).**

## Zooming in and out

Sometimes you may need to work closely with an image or back up from it to get an overview. A closer view makes it easier to work with details. A more distant view makes it easier to work with an image as a whole.

To zoom into and out of an image:

- 1 **Choose Zoom In or Zoom Out from the Image menu.**

**Zoom In** Takes you closer to the image; elements of the image appear larger.

**Zoom Out** Takes you farther away from the image; elements of the image appear smaller.

**Zoom tool** Click the zoom tool and click in the image. Press Option to switch between zooming in and zooming out.

- 2 To return to a 100-percent view, choose Actual Size from the Image menu.**

Changes you make with these commands don't affect the size of the actual image.

## Inverting an image from positive to negative

You can change a positive image to a negative image, or a negative image to a positive image.

To invert an image:

- **Open the image and choose Invert from the Image menu.**



## Adjusting the brightness and contrast

You can adjust the brightness and contrast of saved images. You may want to do this when an image is too dark or does not show sharp enough differences between dark and light colors.

To adjust brightness and contrast:

- 1 **Choose Brightness/Contrast from the Image menu.**

The Brightness/Contrast dialog box opens.



- 2 **Drag the sliders to the settings you want.**
- 3 **Click Reset to return the settings to zero and leave the dialog box open.**
- 4 **Click OK to save the changes and close the dialog box.**

## Changing the color balance

You can change the color balance in an image by adjusting color values for shadows (darker areas), midtones, and highlights (brighter areas).

To adjust color balance:

- 1 Open the image you want to adjust.**
- 2 Choose Color Balance from the Image menu.**

Click a color to change the foreground color.

Option-click to change the background color.

The Color Balance dialog box opens.



- 3 Click Shadows, Midtones, or Highlights to specify the level of color you want to modify.**
- 4 Drag a slider to adjust a color value.**

The numeric values in the Red, Green, and Blue boxes change as you drag the sliders for Cyan, Magenta, and Yellow.

*Example:* When you drag the Cyan slider toward the right, you increase Red to a value between 1 and 100, and you decrease the Cyan value. When you drag the Cyan slider toward the left, you reduce the Red value to a negative number (from -1 to -100) and increase the Cyan value.

As soon as you adjust a color, the image is updated to show the change.

- 5 To change your mind and return the image to its original color balance, click Reset.**

The image reverts to the original color balance, but the dialog box remains open.

- 6 Click OK to confirm your changes, or click Cancel to close the dialog box without applying your changes.**

## Sharpening an image

You may notice that the edges of an image are softer than you want them to be. Or, you may want to soften edges that look too sharp.

To sharpen an image:

- **Choose a command from the Sharpen pop-up menu on the Image menu.**

Commands on the Sharpen pop-up menu add definition to an image. If an image looks softer than you want it to look, the Sharpen commands may help. You may not notice much difference on the screen.

**A Little** Has an almost unnoticeable effect.

**A lot** Has a significant effect.

**Unsharp Masking** Opens the Unsharp Masking dialog box:



Options in the Unsharp Masking dialog box adjust the contrast of image details to create the illusion of a sharper image.



**Amount** The amount determines what percentage of change will occur. The default setting is 50 percent. Increase up to 100; decrease down to 1. A higher percentage makes the effect stronger.

**Radius** The radius determines the depth of pixels that are affected at the edge you're changing. The default setting is 25 pixels. Increase up to 100; decrease down to 0.1. A larger radius causes more of the pixels surrounding the edge pixels to be sharpened.

**Threshold** Threshold determines the level of brightness to be used for differentiation. The default setting is 0 levels. Increase up to 25. A lower value produces a more pronounced effect.



Amount 50  
Radius 25  
Threshold 0



Amount 75  
Radius 75  
Threshold 0



Amount 100  
Radius 50  
Threshold 1



Amount 100  
Radius 100  
Threshold 25

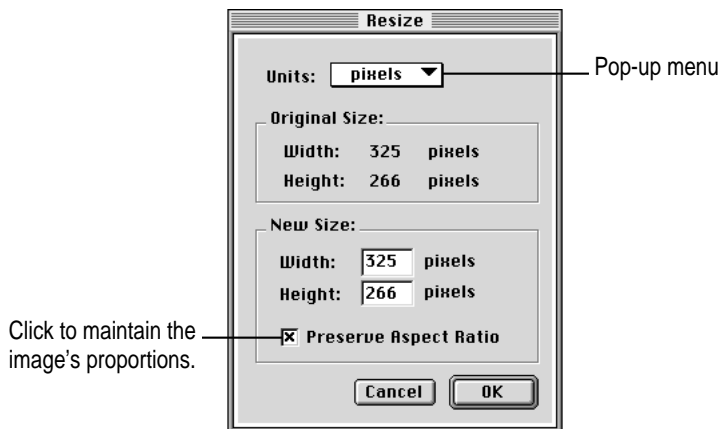
## Resizing an image

You can set a specific size for a saved image.

To resize:

- 1 **Open the image and choose Resize from the Image menu.**

The Resize dialog box opens.



- 2 **Choose the units you want to use from the Units pop-up menu.**
- 3 **Type the new size and click OK.**

The image is resized to fit your settings.

## Cropping an image

You can select an area of an image and then crop out the surrounding area.

To crop an image:

- 1** Select the area you want to remain in the image.
- 2** Choose Crop from the Image menu.

The area around the selection is deleted.



## Rotating an image

Sometimes you may inadvertently scan an image upside down or on its side. You can correct this situation by rotating the image.

To rotate a selection:

- 1 **Open the image.**
- 2 **From the Image menu, choose an option from the Flip pop-up menu.**

**Vertical** Flips the image vertically (upside down)



Original



Flip vertical

**Horizontal** Flips the image horizontally (from right to left).



Original



Flip horizontal

- 3 From the Image menu, choose an option from the Rotate pop-up menu.

**Rotation** You can rotate the image 90° left, 90° right, or 180°. You can also choose Arbitrary rotation and set the number of degrees.



90° left rotation

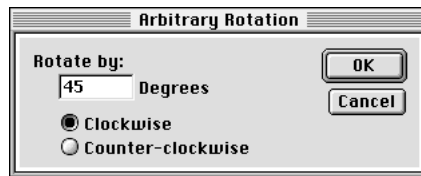


90° right rotation



180° rotation

- 4 If you want to specify the degree of rotation, choose Arbitrary to open a dialog box.



- 5 Type the number of degrees you want and click OK.



Original



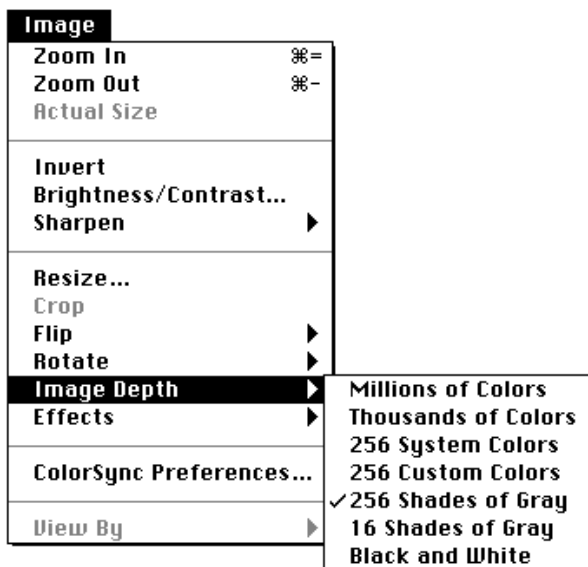
45° right rotation

## Setting the image depth

You can change the number of colors used in an image or switch a color image to black and white. You do this by changing the image depth.

To change depth:

- From the Image menu, choose an option from the Image Depth pop-up menu:



## Setting ColorSync 2.0 preferences

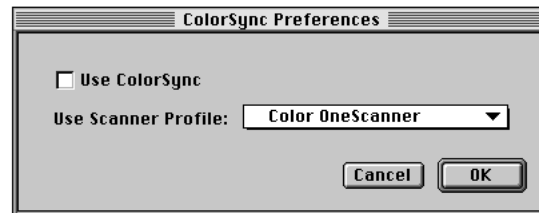
Different devices—scanners, printers, and monitors, for example—reproduce different ranges of colors. ColorSync 2.0 is a color management system that allows applications and device drivers to produce consistent color across different devices.

Color Sync 2.0 stores information about various devices in profiles. *Profiles* are dictionaries that contain color information about a specific device. ColorSync 2.0 is an Apple system extension. You can switch ColorSync 2.0 on and off and change scanner profiles when necessary.

To set ColorSync 2.0 preferences:

- 1 **With the OneScanner Dispatcher application open, choose ColorSync Preferences from the Image menu.**

The ColorSync Preferences dialog box opens.



- 2 **To switch ColorSync 2.0 on, click to place an X in the Use ColorSync box.**
- 3 **Choose the scanner profile you want to use from the Use Scanner Profile pop-up menu.**  
The default setting is Color OneScanner.
- 4 **Click OK to close the dialog box, or click Cancel to leave preferences the way they were.**

## Changing the way you view an archive

Occasionally you may want to view images by name or date rather than as thumbnails.

To change the view:

- 1** Open the archive you want to look at.
- 2** From the Image menu, choose an option from the View By pop-up menu: Name, Date, Type, or Size.

Your view of the archive changes to the option you chose.



# 6

## Scanning Text

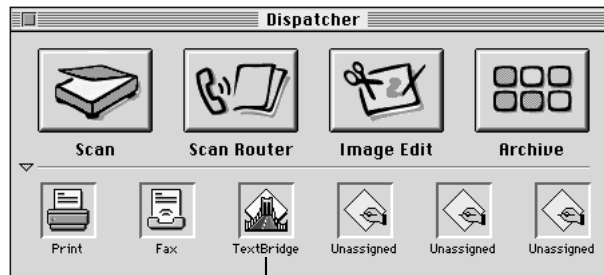


An optical character recognition (OCR) program such as TextBridge, from Xerox Imaging Systems, Inc., analyzes scanned text and converts each character into a form of text a computer can recognize.

This chapter is a brief introduction to text scanning. You'll learn

- how to scan a text document for use with the TextBridge application
- how to use the OneScanner Dispatcher application to send a saved text image to the TextBridge application

You can scan text for use with the TextBridge application or another compatible OCR application.



TextBridge application in a drag-and-drop icon

## Scanning a text document into the TextBridge application

You'll find OCR scanning especially useful if you have many documents that need to be moved onto the computer for storage or information-retrieval (search) purposes.

After the text is converted, you can copy and paste—or import—the text into a word-processing or desktop publishing document. There you can edit and revise the text without retyping.

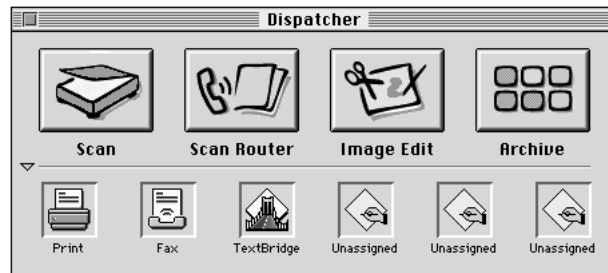
To use TextBridge, you must first install the TextBridge software. For information, see Chapter 3 of this manual and the user's guide for TextBridge.

*Optional Automatic Document Feeder:* An optional Automatic Document Feeder is available from your authorized Apple dealer. This device increases productivity by automatically feeding multiple originals (up to 20 pages) into the scanner. If you already have an Automatic Document Feeder, see Chapter 9, "Using the Automatic Document Feeder," for information on setup, use, and maintenance.

To scan for OCR:

- 1 Put the text originals on the scanner glass and close the scanner cover, or place the originals in the document feeder.
- 2 If necessary, start the OneScanner Dispatcher application by double-clicking its icon.

The Dispatcher window opens:



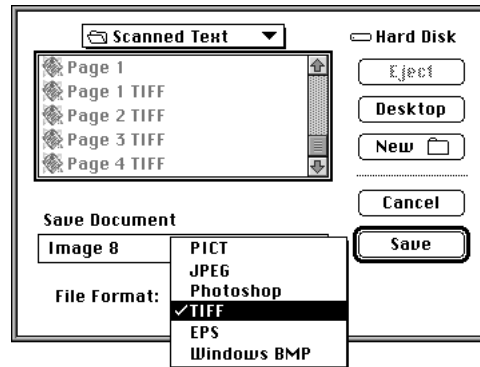
- 3 Click Scan to open the Apple Color OneScanner dialog box.
- 4 Choose Flatbed from the Source pop-up menu; if you're using the document feeder, choose Feeder.
- 5 Choose Black and White from the Image Type pop-up menu, and choose 300 dpi from the Resolution pop-up menu.
- 6 Click Scan.

The original document is scanned.

- 7 Choose Save from the File menu.

The Save dialog box opens.

- 8 Choose TIFF from the File Format pop-up menu.



TIFF is the recommended format for text images. This format allows you to save multiple pages in one file. For information on saving an image and choosing a file format, see “Saving a Scanned Image,” in Chapter 4.

- 9 Click Save.
- 10 In the dialog box that opens, click Compressed.

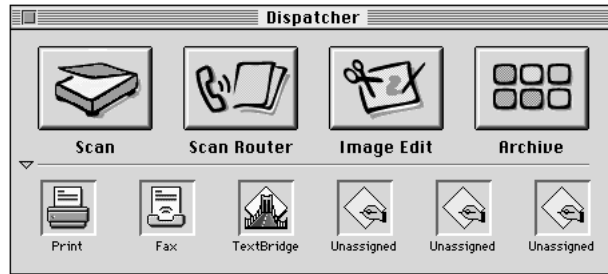
When you've scanned a few pages, you can use the drag-and-drop OCR icon, as described in the next topic, to send the text to TextBridge.

## Moving a text image to the TextBridge application

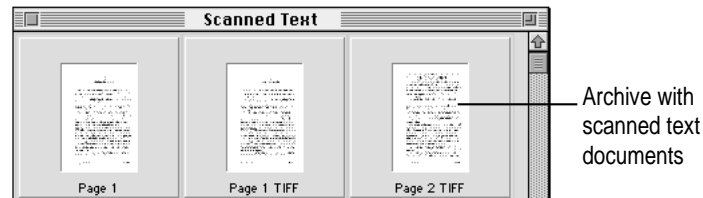
After a text image is scanned, you can rename it or accept the automatically numbered image. When you've scanned and saved an image, you can send the image to the TextBridge application.

To send a saved text image to TextBridge:

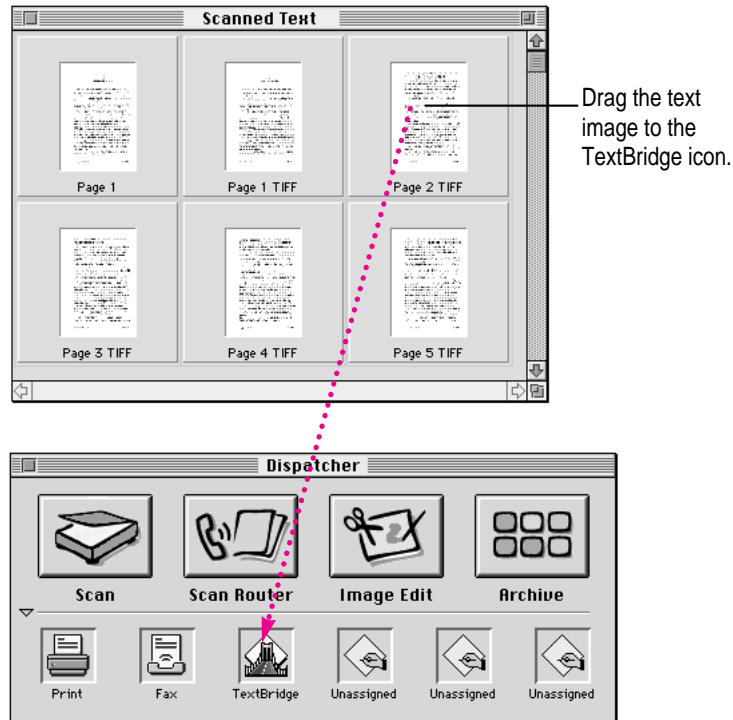
- 1 If necessary, open the Dispatcher window.



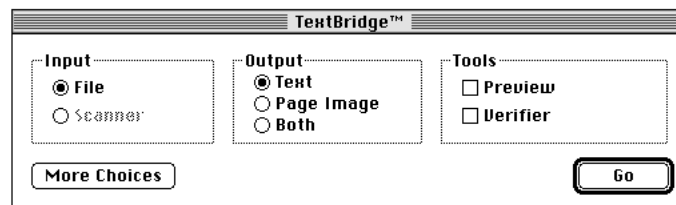
- 2 Click Archive and open the archive that contains the image you want to send to the TextBridge application.



- 3 Drag the text thumbnail from the archive onto the TextBridge icon on the bottom panel of the Dispatcher window.



The TextBridge dialog box opens.



- 4 Click Go.
- 5 See your TextBridge manual for information about the next steps.

In the TextBridge application, the image is converted to text. You can now move the text into a word-processing, page-layout, or desktop publishing document for editing.



# 7

## Dispatcher Commands



This chapter explains what happens when you choose any of the commands on the OneScanner Dispatcher menus. The chapter

- provides a quick reference for advanced users
- shows dialog boxes opened by various commands and explains their functions, but does not provide step-by-step instructions

The chapter is organized by menu.

## File menu

Commands in the File menu control activities at a document level. For example, you use File menu commands to create and save documents and to set up a document for printing.

File	
<b>New Scan...</b>	⌘N
<b>New Image...</b>	⌘G
<b>New Archive...</b>	⌘J
<b>Open Image...</b>	⌘O
<b>Open Archive...</b>	⌘H
<b>Scan Router...</b>	
<b>Close</b>	⌘W
<hr/>	
<b>Get Info...</b>	⌘I
Save	⌘S
<b>Save As...</b>	
Revert	
<hr/>	
<b>Page Setup...</b>	
<b>Print...</b>	⌘P
Print Archive View	
<hr/>	
<b>Quit</b>	⌘Q

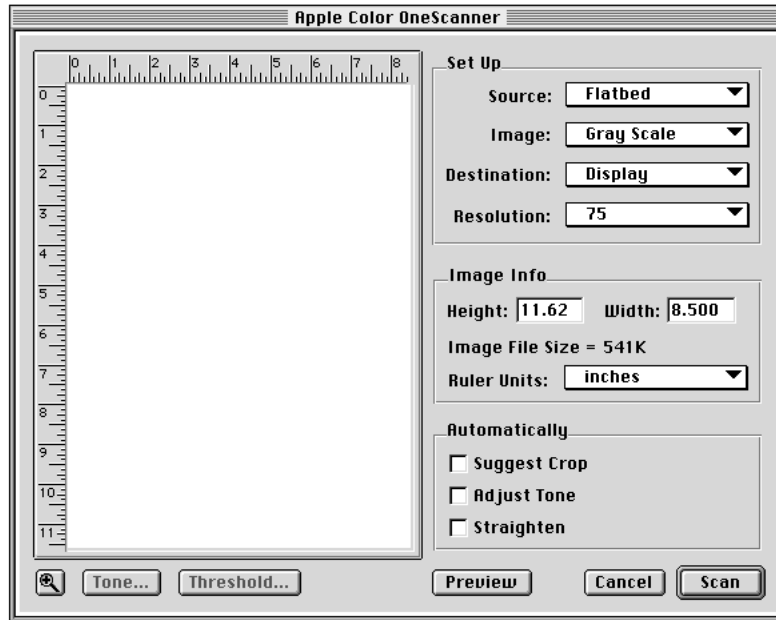
For information about opening images and archives, see Chapter 4, “Scanning Images.”



## New Scan

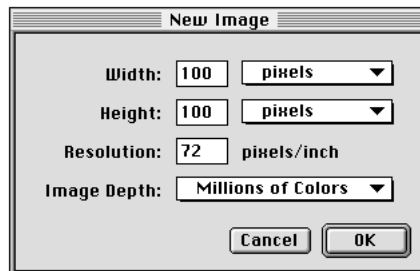
Opens the Apple Color OneScanner dialog box.

For information about this dialog box, see “Scanning with Automatic Settings” and “Scanning with Custom Settings” in Chapter 4.



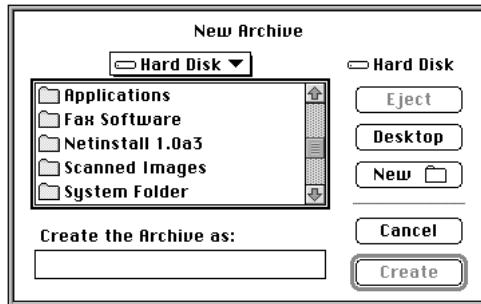
## New Image

Opens the New Image dialog box. You can specify a size, resolution, and image depth for the new image.



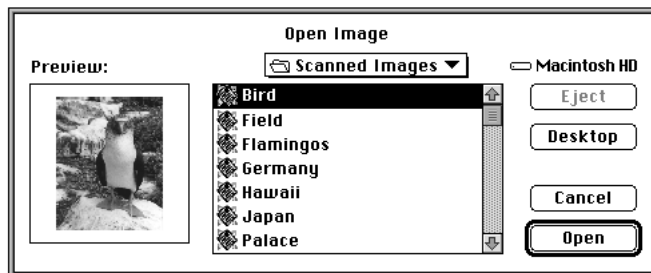
## New Archive

Opens the New Archive dialog box. You can name the new archive and save it in a folder of your choice.



## Open Image

Opens a file dialog box where you can select and open a saved image.

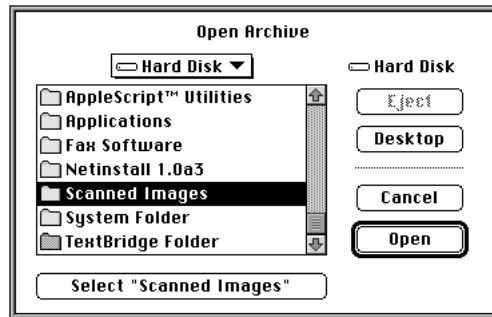


For information about opening images, see “Opening a Saved Image” in Chapter 4.

You use this dialog box to switch through folders and to find, select, and open scanned images.

## Open Archive

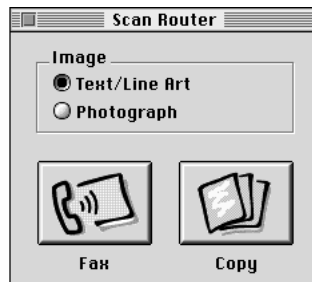
Opens a file dialog box where you can switch through folders to find, select, and open the archive that contains the images you want.



For information about opening an archive, see "Opening a Saved Image" in Chapter 4.

## Scan Router

Opens the Scan Router dialog box, which gives you a choice between faxing or printing (copying) the original document.



For information, see "Faxing or Printing Directly from the Scanner" in Chapter 4.

**Text/Line Art** Tells the scanner you are about to fax or copy an image.

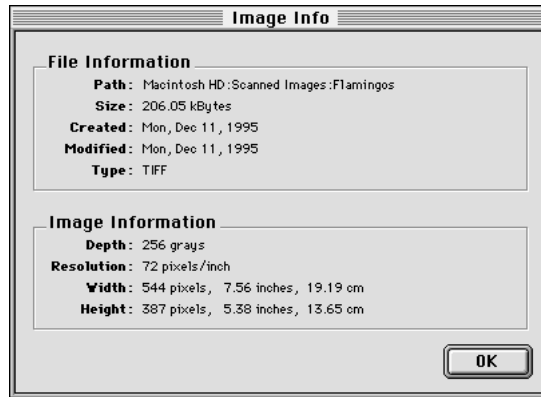
**Photograph** Tells the scanner you are about to fax or copy a complex photographic image.

## Close

Puts away the active image document. If you haven't saved an image, or any changes you've made, an alert box appears. You're asked if you want to save the image before you close it.

## Get Info

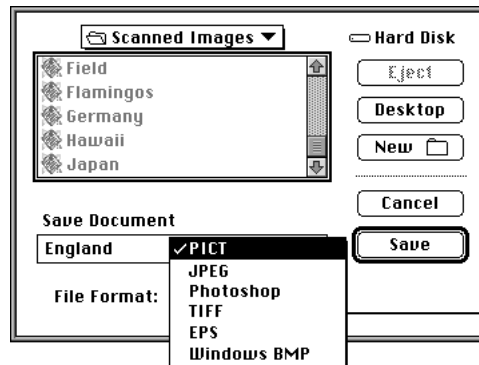
Opens a dialog box that provides detailed information about a selected image, such as size, date created and modified, and image depth.



## Save

Saves an image you've scanned, including any changes you have made to it.

If this is the first time you've saved the image, the Save dialog box opens. You can choose a new file format for the saved image. The format you choose depends on the requirements of the application into which you plan to import that image.



For more information, see "Saving a Scanned Image" in Chapter 4.

Pop-up menu with file format choices

## Save As

Opens the same dialog box as the one you see when you choose Save. Use the Save As command to save a document with a different name, in a different folder, on a different disk, or in a different format—or all of the above.

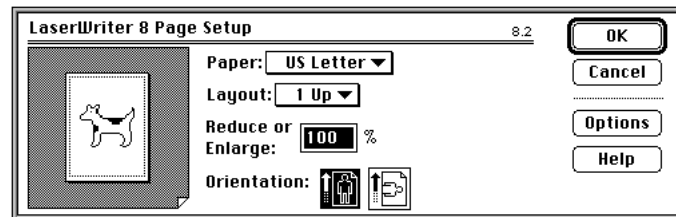
For information about using this dialog box, see “Renaming a Saved Image” in Chapter 4.

## Revert

Returns a document to its last saved version.

## Page Setup

Opens the Page Setup dialog box (yours may look different):

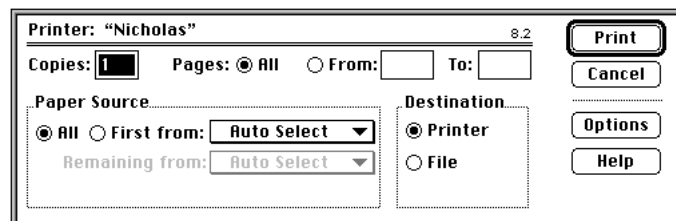


For information about page setup options, see the manual that came with your printer.

Options in the Page Setup dialog box determine page size, orientation, and other options before you print.

## Print

Opens the Print dialog box (yours may look different):



For information about printer settings, see the manual that came with your printer.

Options in the Print dialog box control how many copies to print, how many pages and which pages, and other printing-related options.

## Print Archive View

Prints an archive, with thumbnails.

## Quit

Ends a session with the OneScanner Dispatcher application. If you haven't saved any images now open, a message appears to ask you if you want to save the image before you quit the application.

## Edit menu

Edit	
Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	
Select All	⌘A
None	

For information about editing images, see Chapter 5, "Editing Scanned Images."

You use commands in the Edit menu to revise image documents by cutting, copying, and pasting selected colors and shapes.

## Undo (Redo)

Cancels or reapplies your most recent changes to the scanned image (Undo). For example, if you used the eraser tool and erased the wrong thing, you can choose Undo to cancel the erasure. Redo restores the change you undid.

## Cut

Removes the material you have selected and places it on the Clipboard.

## Copy

Copies to the Clipboard the material you have selected. The original image stays where it was when you selected it.

## Paste

Copies the material on the Clipboard to the center of the document window (where you can move it around as you wish). You can continue to paste copies until you cut or copy a new selection (which replaces the contents of the Clipboard).

## Clear

In an image, removes the selection without placing it on the Clipboard. (The contents of the Clipboard, if any, stay intact.) In an archive, Clear deletes a selected image.

## Select All (None)

Selects the whole image (Select All), or cancels a selection (None).

## Image menu

Commands in the Image menu control the way you view an image and the way an image looks.



## Zoom In

Enlarges the image on the screen. Changes you make with this command don't affect the size of the image when you print. For Zoom In and Zoom Out, you can also use the zoom tool. Press Option to switch the tool between zooming in and zooming out.

## Zoom Out

Reduces the image on the screen. Changes you make with this command don't affect the size of the image when you print.

## Actual Size

Returns the image to the standard view, neither enlarged nor reduced.

## Invert

Creates a negative image from a positive image, or vice versa.

## Brightness/Contrast

Opens the Brightness/Contrast dialog box. Options in the dialog box give you more precise control of how bright or dark an image appears when you print.



For more information, see “Adjusting the Brightness and Contrast” in Chapter 5.

## Color Balance

Opens the Color Balance dialog box, where you can adjust color values in a saved image. For information, see “Changing the Color Balance” in Chapter 5.



## Sharpen

Opens a pop-up menu you can use to change the definition of an image. If an image looks too soft, use the Sharpen commands to adjust the image.

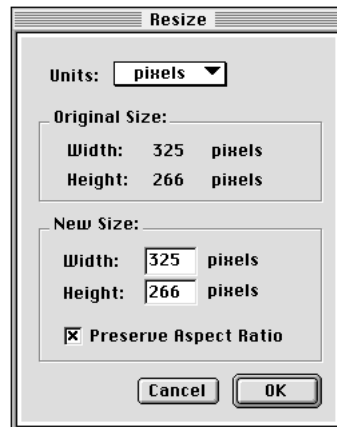
The Unsharp Masking command opens a dialog box:



For more information, see "Sharpening an Image" in Chapter 5.

## Resize

Opens the Resize dialog box.



For information about using this dialog box, see "Resizing an Image" in Chapter 5.

## Crop

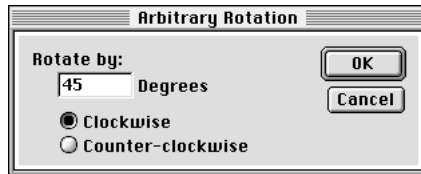
Cuts off parts of an image that are outside the selection marquee.

## Flip

Opens a submenu that gives you the choice of flipping the image vertically (upside down) or horizontally (right to left).

## Rotate

Opens a submenu that gives you the choice of rotating an image 90 degrees left, 90 degrees right, or 180 degrees. The Arbitrary command opens a dialog box.



For more information, see "Rotating an Image" in Chapter 5.

## Image Depth

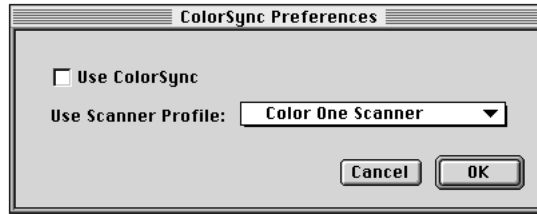
Opens a submenu from which you can choose the number of colors you want to use to view your images.

## Effects

Opens a submenu. If you've installed a compatible module for an application, the plug-in name appears here in the submenu.

## ColorSync Preferences

Opens the ColorSync Preferences dialog box.



For more information, see “Setting ColorSync 2.0 Preferences,” in Chapter 5.

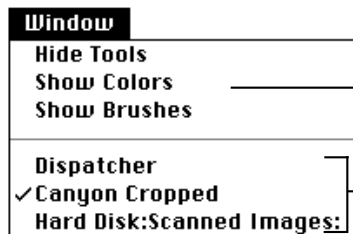
The pop-up menu in this dialog box specifies the device used for ColorSync settings.

## View By

Changes the way you see documents listed in an archive. You can view documents by name, date, type, or size.

## Window menu

You use commands on the Window menu to show and hide the Dispatcher window and open images.



For information about using the tools, see Chapter 5, “Editing Scanned Images.”

Images that are currently open

## Hide (Show) Tools

Shows or hides the tool palette.

## Hide (Show) Colors

Shows or hides the color palette.

## Hide (Show) Brushes

Shows or hides the brushes palette.

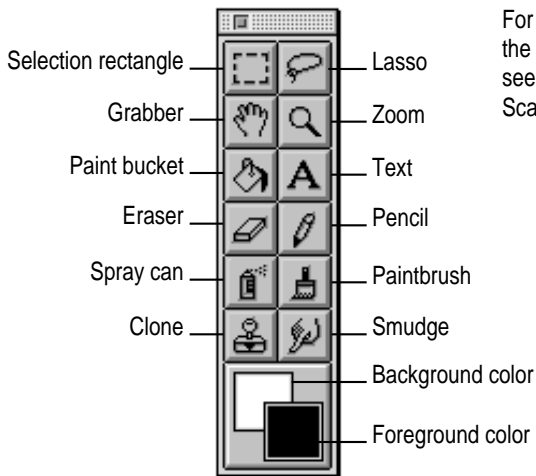
## Dispatcher

Shows or hides the Dispatcher window.

## Image editing tools

### Tool palette

The tool palette provides tools you use to edit scanned images.



For information about using the tools to edit images, see Chapter 5, "Editing Scanned Images."

**Selection rectangle** Selects a rectangular or square area so you can crop, copy, cut, or clear the selection.

**Lasso** Selects an irregular portion of an image so you can copy, cut, or clear the selection.

**Grabber** Moves an image or a selected portion of an image.

**Zoom** Gives you a closer or more distant view of an image.

**Paint bucket** Fills an area of the image with the foreground color.

**Text** Adds text to an image when you type.

**Eraser** Clears parts of an image when you drag the eraser over the image. The color left by the eraser is the background color.

**Pencil** Adds individual dots to an image. The dots appear to be a line if you drag the pencil across the image. Zooming in makes it possible to edit individual dots.

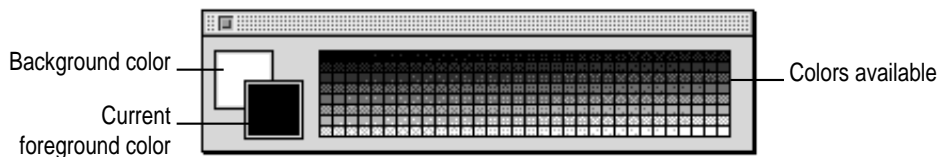
**Spray can** Applies soft strokes of paint in the shape of the brush you choose.

**Paintbrush** Applies the current foreground color when you drag the tool. You can change the shape by clicking a different shape on the brush palette.

**Clone** Creates a duplicate of an image that you can paint elsewhere in the same image or in another image.

**Smudge** Simulates the way you drag a finger through wet paint.

## Color palette



You use the color palette to change the foreground and background colors. For information, see “Image Editing Overview” in Chapter 5.

## Brush palette



You use the brush palette to change the size of the painting tools.



# 8

## Scanner Maintenance



Your Apple Color OneScanner needs little maintenance, except for occasional cleaning. Follow the guidelines in this chapter to keep the scanner working properly.

### Cleaning the scanner

To clean the scanner:

- 1 **Switch off the scanner and computer.**

For information about switching off the computer and scanner, see “Switching the Power On and Off” in Chapter 2.

**WARNING** Do not attempt to service the scanner yourself. Disassembling the scanner can expose you to dangerous voltage points or other risks. If you think your Apple Color OneScanner needs servicing, call your authorized Apple reseller to find the service center nearest you.

- 2 **Unplug the scanner power cord from the wall outlet.**
- 3 **Dampen a cloth with water or a mild cleaning agent, and then thoroughly wring out the cloth.**



- 4 Use the cloth to gently wipe clean the document glass, the scanner cover, and exterior surfaces.**

Don't tip the scanner on its side or turn it upside down. To move the scanner, follow the guidelines in "Carrying the Scanner" in Chapter 2.

**WARNING** Avoid spraying cleaning agents or water directly on the document glass. The spray could penetrate below the glass and contaminate internal mirrors and lenses.

Never use a chemically treated cloth or cleaners that contain alcohol, benzene, or ammonia. Use of such items can discolor, deform, or melt the outside covering. Do not lubricate the scanner.

- 5 Dry the damp areas with a clean, soft, dry cloth.**
- 6 Use a clean, soft, dry cloth to remove any dust or debris from the power cord socket, interface connectors, and other metal parts.**



# 9

## Using the Automatic Document Feeder



The Apple Automatic Document Feeder is an optional accessory you can purchase to automate the scanning of multiple original pages. You'll find the Automatic Document Feeder especially useful if you plan to use your scanner for optical character recognition (OCR) or repetitive image retrieval work.

This chapter shows you how to set up and use the document feeder. You'll find instructions for

- hardware setup
- loading of multiple original pages
- maintenance and troubleshooting

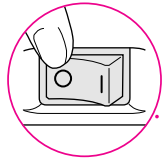
### Setting up the Automatic Document Feeder

Setting up the Automatic Document Feeder is a simple process that requires no special tools. After installation, the document feeder works as the top cover of the scanner. If you find later that you don't need the feeder, you can easily remove it and replace it with the original scanner cover.

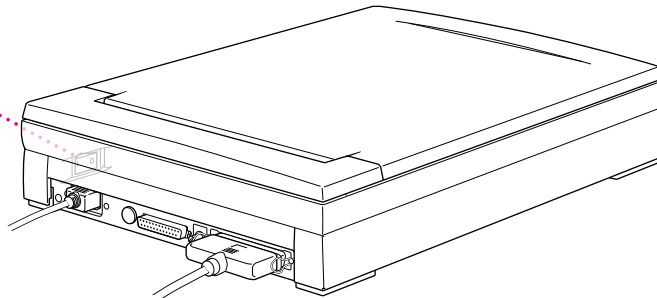
*Set up the scanner first:* Before you connect the Automatic Document Feeder to your scanner, you need to set up the Apple Color OneScanner and install the scanner software. See Chapters 2 and 3 for instructions if you haven't yet set up the scanner hardware and software.

To connect the document feeder:

- 1 Switch off the scanner and then switch off your Macintosh computer.**



Power switch.  
“O” is off and  
“I” is on.

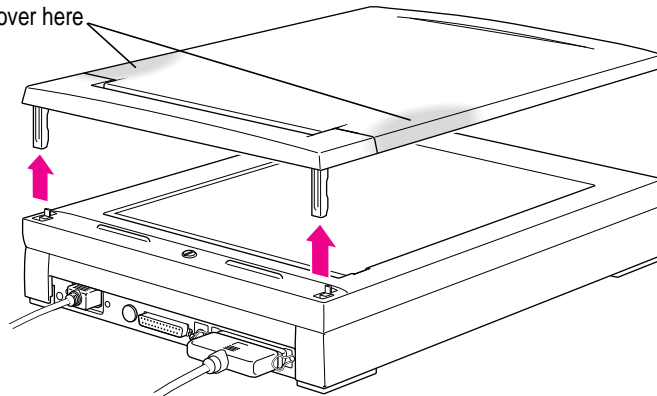


Devices connected through SCSI cables require a certain power-on and power-off sequence. See “Switching the Power On and Off,” in Chapter 2, for more information.

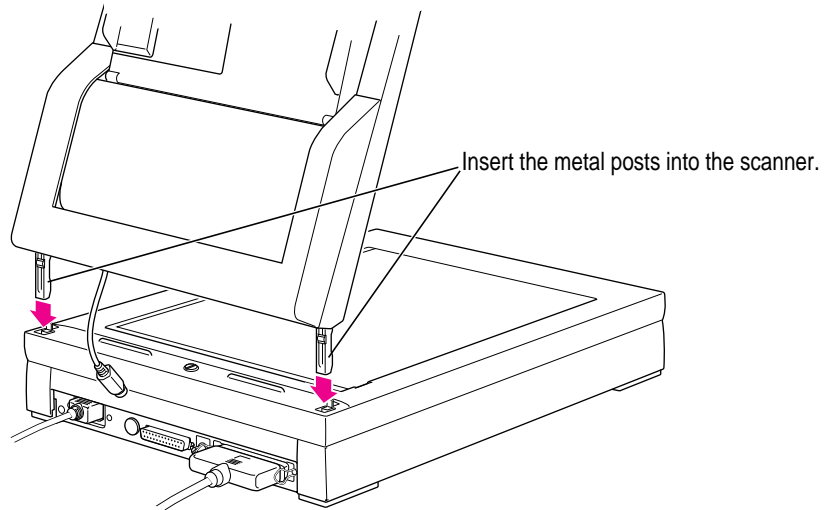
- 2 Grip the scanner top cover on both sides and lift it off.**

Put the original cover away in a safe place for future use. The document feeder replaces the cover.

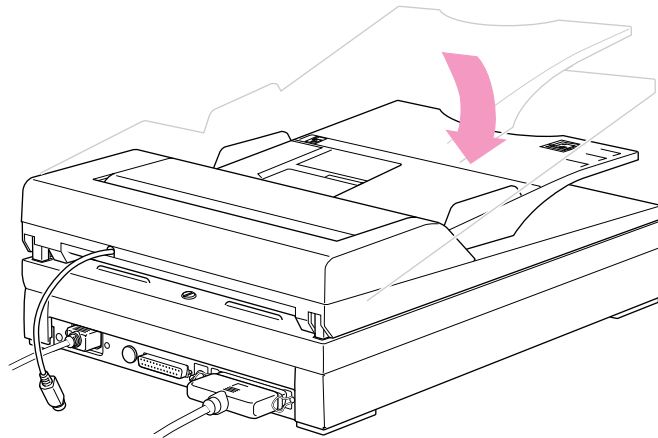
Grasp cover here



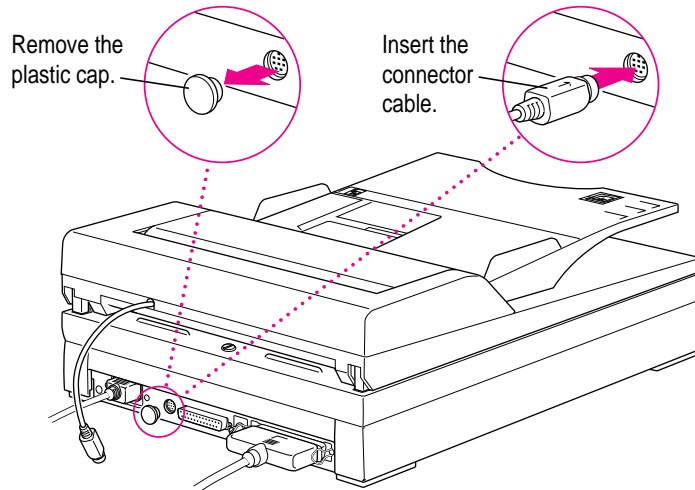
**3** Install the Automatic Document Feeder.



**4** Close the document feeder by gently pushing it downward.



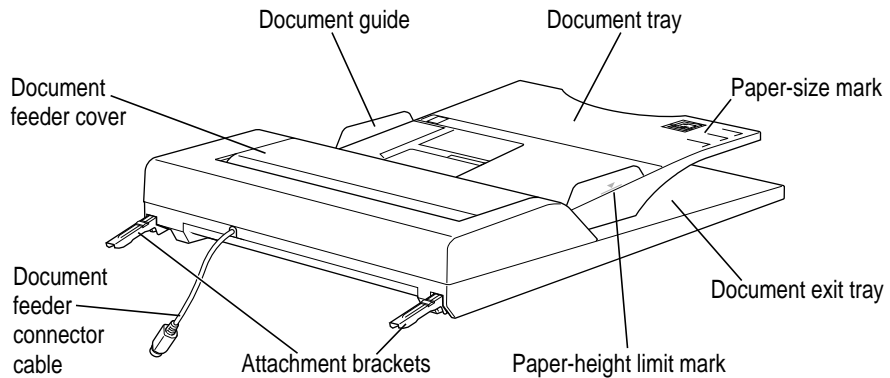
- 5 Remove the plastic cap from the port on the back of the scanner and put it in a safe place.



- 6 Plug the cable from the document feeder into the small port on the back of the scanner.
- 7 Switch on the scanner and then switch on your Macintosh.

The scanner makes some sounds as it warms up. After about 20 seconds, the document feeder and scanner are ready to use.

## Automatic Document Feeder at a glance



## Choosing originals to scan

The document feeder is designed to accept standard office papers as originals. Like a copy machine, the document feeder may have problems with bent, torn, or otherwise mutilated originals.

### These originals work best

The document feeder accepts paper with the following dimensions and weight:

- paper size
  - length*                      10-1/8 to 14 in. (257 to 356 mm)
  - width*                        7-3/16 to 8-1/2 in. (182 to 216 mm)
- paper weight      16 to 20 lb. bond (60 to 160 g/m<sup>2</sup>)

### These originals may cause trouble

The document feeder will not work well with

- originals with tears, perforations, or punch holes
- curled or wrinkled originals
- carbon-backed originals or originals on coarse paper
- labels or postcards
- thick, taped, or glued originals

Such originals will work fine if you place them directly onto the scanner, rather than feeding them through the document feeder.

### Avoid valuable documents

Apple recommends that you avoid using the document feeder to scan valuable originals. Some important documents, certificates, and photographs fall within the acceptable limits for size and weight and can therefore go through the document feeder for scanning. You should be aware that paper jams sometimes occur, and such jams may damage a valuable—even irreplaceable—document. See “Bypassing the Document Feeder,” later in this chapter, for information about scanning without the feeder.

## Scanning with the document feeder

The document feeder significantly speeds up the scanning process, especially if you're doing OCR work. Partly because of its speed, however, the document feeder has certain limitations of which you should be aware:

- Do not scan images in color when you use the document feeder.

To scan several originals using the feeder:

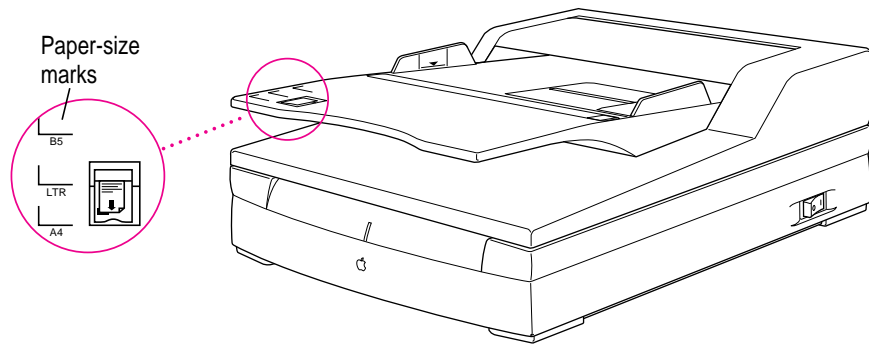
- 1 Lift the document feeder and make sure no originals have been left on the scanner glass.**

The document feeder will not work if an original is still on the glass.

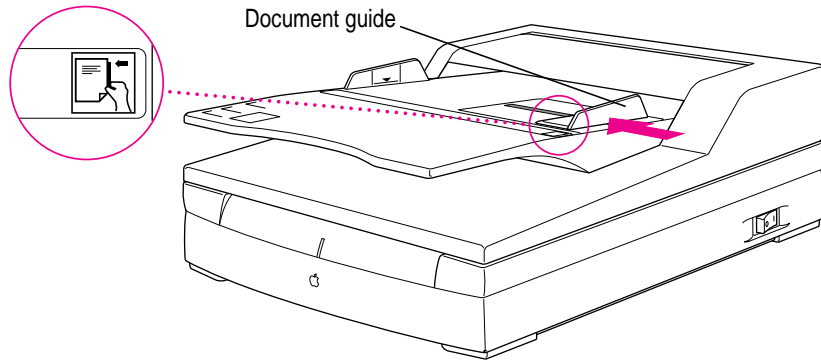
- 2 Neatly stack the original pages *face up* on the document tray.**

You can feed up to 20 sheets of 20-lb. bond (80 g/m<sup>2</sup>) paper.

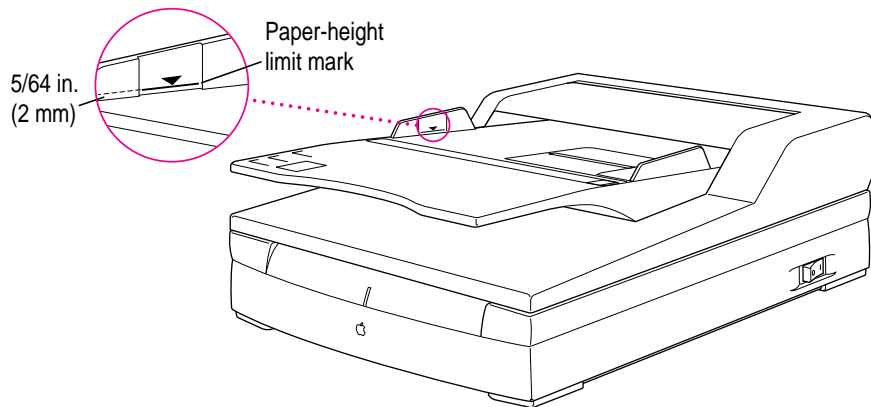
- 3 Align the bottom left corner of the stack with the appropriate paper-size mark on the document tray, as shown:**



- 4 Gently slide the document guide in the direction of the arrow, as shown, to align the guide with the width of the originals.



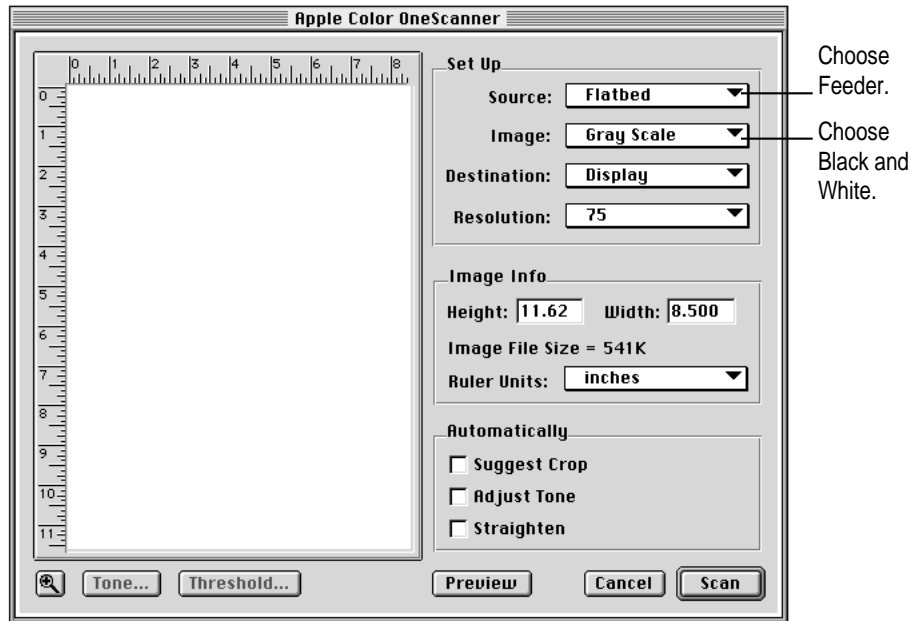
**WARNING** Do not stack the originals higher than the paper-height limit mark (5/64 in./2 mm). Do not press down on the feeder. Do not place anything heavier than 4.4 lb. (2 kg) on top of the document feeder.



- 5 Open the OneScanner Dispatcher if necessary.

**6 Click Scan.**

The Apple Color OneScanner dialog opens.



**7 From the Source pop-up menu, choose Feeder.**

**8 From the Image pop-up menu, choose Black and White.**

**9 Click Scan.**

The document feeder passes each original under the cover as it is being scanned and then deposits the original in the document exit tray. The process continues until all originals have been scanned.

If you're scanning text, you can now use the drag-and-drop icon for TextBridge to convert the scanned images to text.

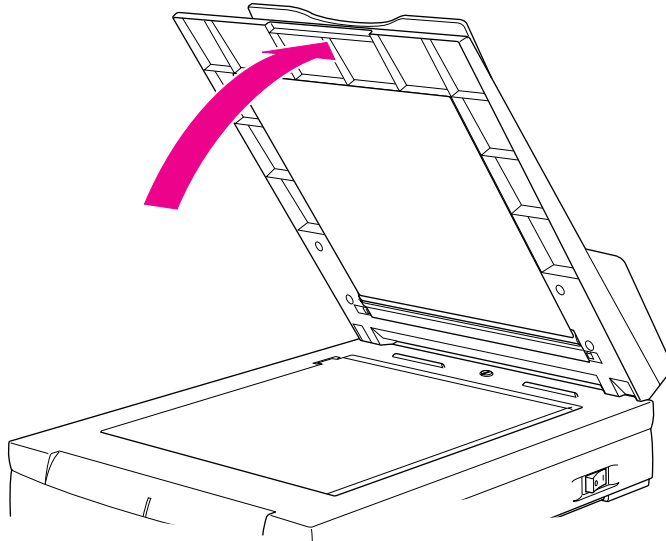


## Bypassing the document feeder

As mentioned earlier in this chapter, certain originals may not work properly with the document feeder: You may want to scan valuable documents that could be damaged by the document feeder. You can do this by placing the originals on the scanner glass rather than using the document feeder.

To bypass the document feeder:

- 1** Lift the document feeder as if it were the scanner cover.



- 2** Place the original on the glass.
- 3** Lower the document feeder over the original, if possible, so the document feeder is closed during the scan.
- 4** Scan the original as usual.

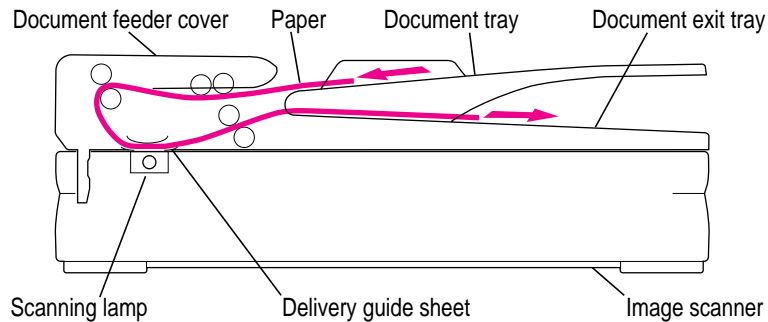
## Clearing paper jams

If you scan only acceptable originals, you should have little trouble with paper jams. For a review of factors that make originals acceptable, see “Choosing Originals to Scan,” earlier in this chapter.

If a paper jam occurs while you’re using the document feeder, follow the steps given in this section to clear the jam.

### Follow the path

Clearing a paper jam is simple if you know where the jam occurs. Here is a look at the path originals take as they move through the document feeder:



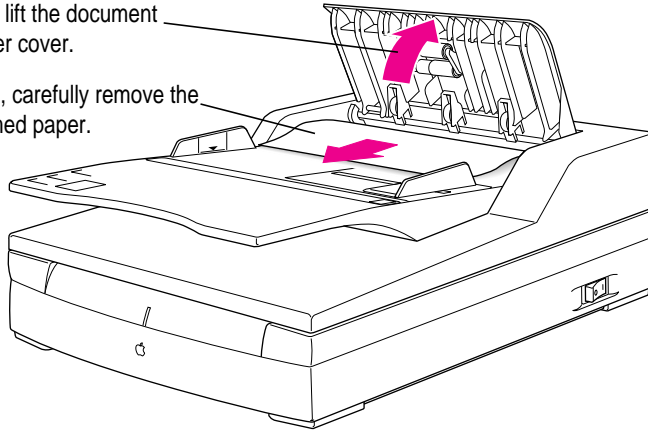
## Paper jams at the beginning of a scan

To clear a paper jam that occurs at the beginning of a scan:

- 1 **Lift the document feeder cover, as shown, and remove the jammed paper.**

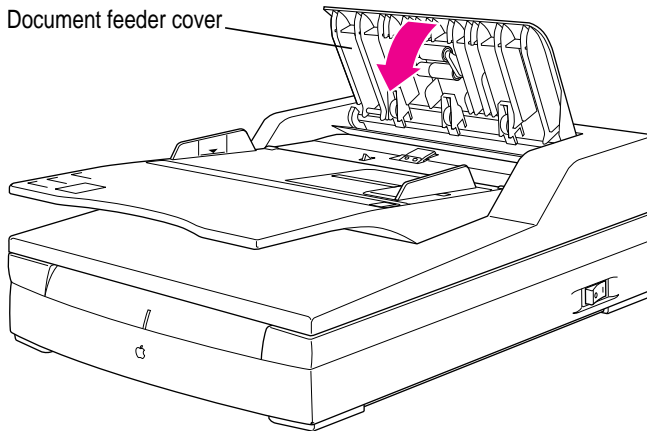
First, lift the document feeder cover.

Then, carefully remove the jammed paper.



- 2 **Close the document feeder cover by placing your fingers on the center of the cover and gently pressing down until the cover locks into place.**

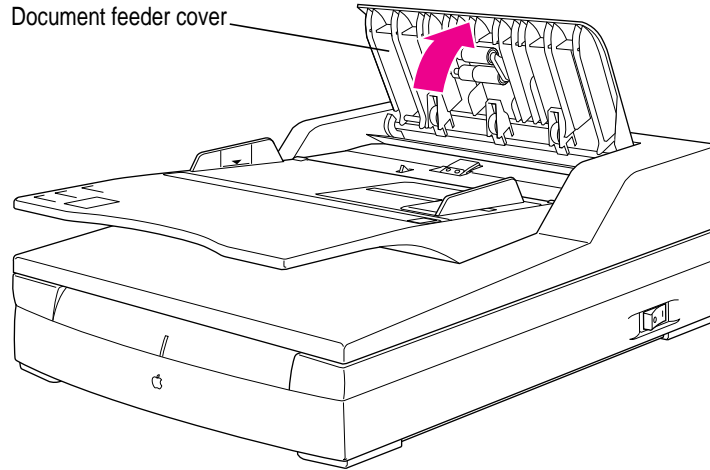
Document feeder cover



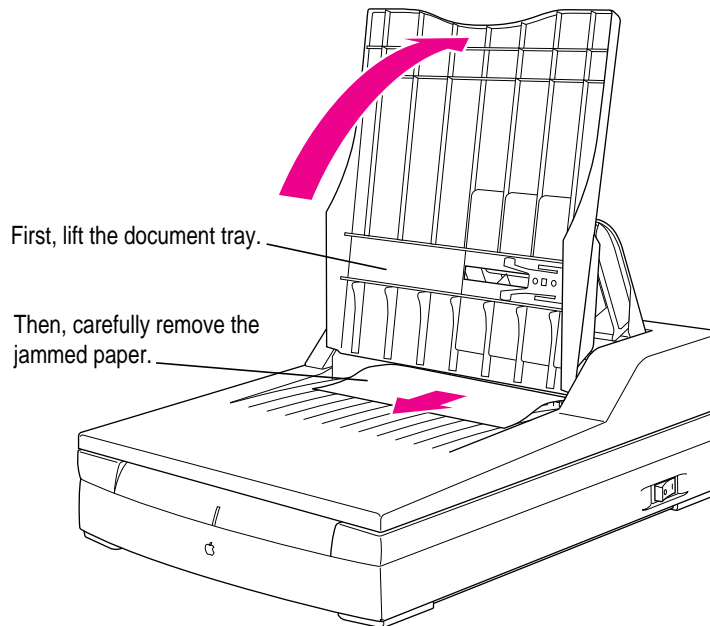
## Paper jams at the end of a scan

To clear a paper jam that occurs at the end of a scan:

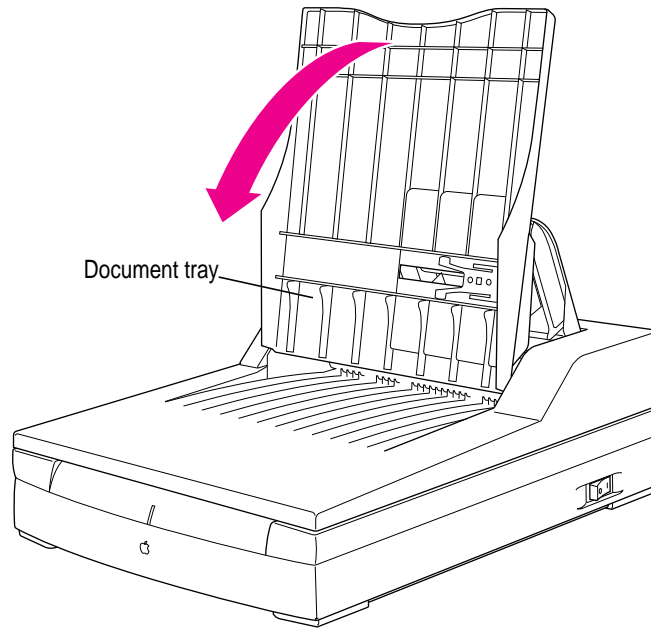
- 1 Lift the document feeder cover, as shown.



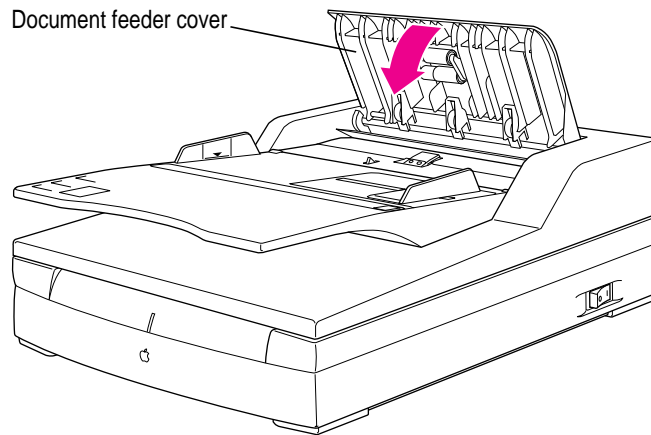
- 2 Lift the document tray and carefully remove the jammed paper, as shown.



**3 Close the document tray.**



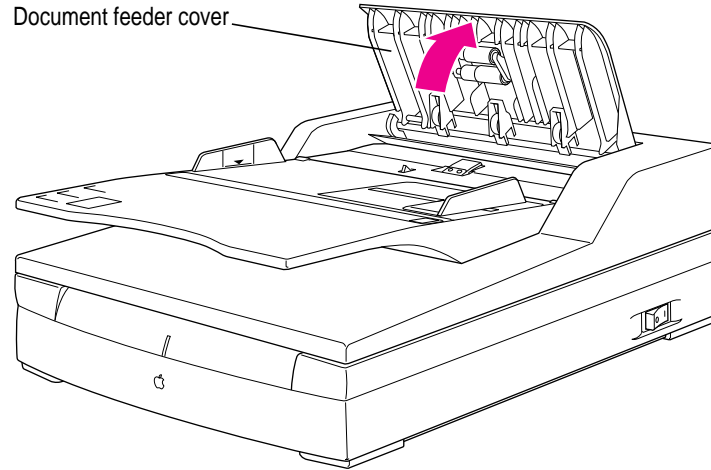
**4 Close the document feeder cover.**



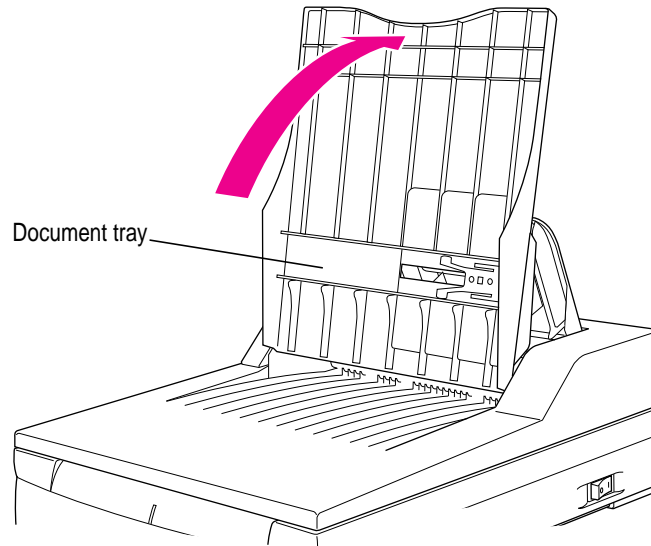
## Paper jams inside the document feeder

To clear a paper jam that occurs inside the document feeder:

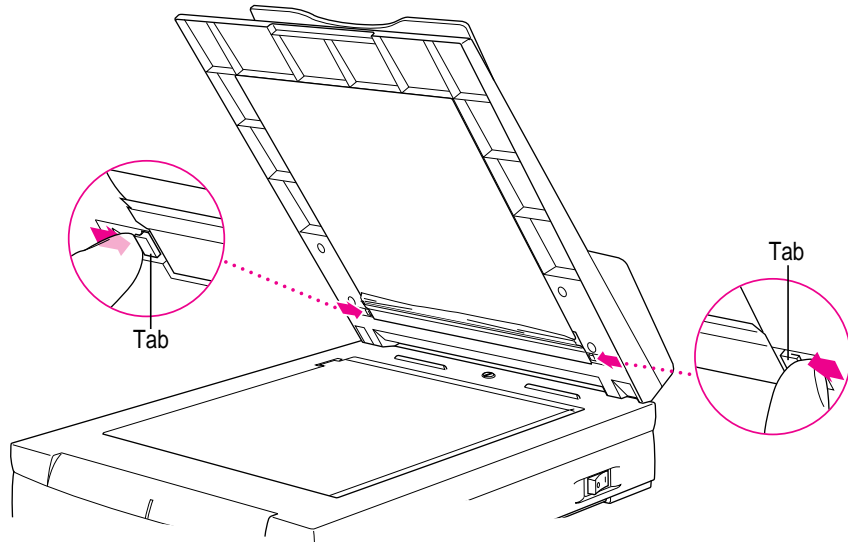
- 1 Lift the document feeder cover, as shown.



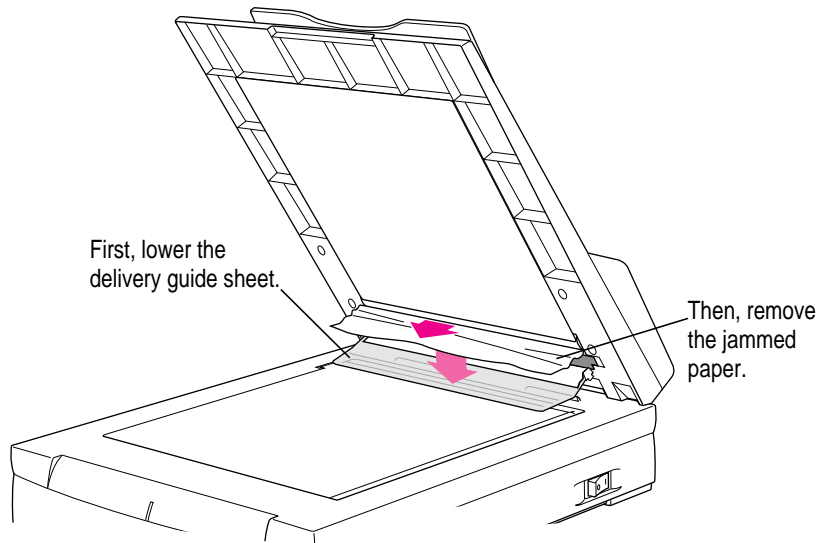
- 2 Lift the document tray to get to the jammed paper.



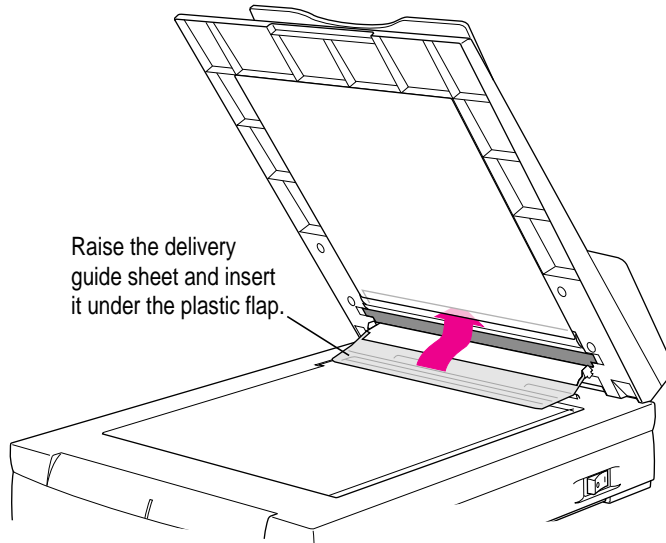
- 3** Press the two tabs (below) inward.



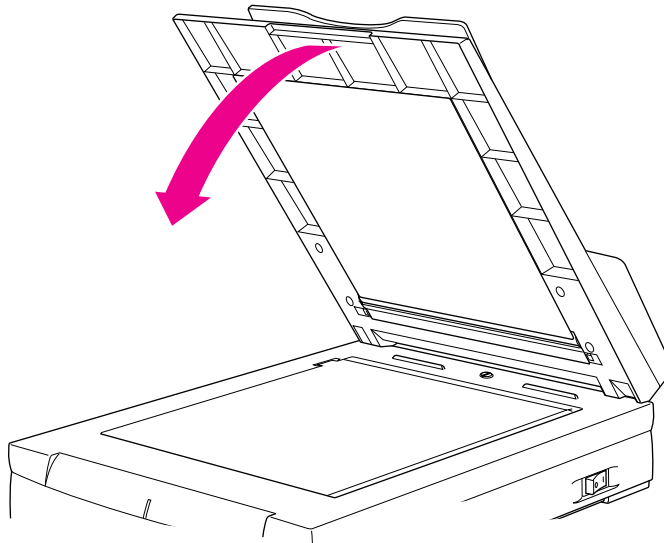
- 4** Open the flap, lower the delivery guide sheet, and carefully remove the jammed paper, as shown.



**5 Reinsert the delivery guide sheet.**



**6 Close the document feeder and feeder cover.**





## Maintenance

With minimal maintenance, your document feeder will provide many years of service. Follow these guidelines to keep the document feeder working properly.

**WARNING** Do not attempt to service the document feeder yourself. Refer all servicing to an authorized Apple service center. For the location of the center nearest you, please call your Apple reseller.

### Cleaning the document feeder

To clean the document feeder:

- 1 If the document feeder is still attached to the scanner, turn off the scanner.
- 2 Disconnect the scanner's power cord from the wall outlet.

**WARNING** Never use a chemically treated cloth or cleaners containing alcohol, benzine, or ammonia. If you do, the outside covering can become discolored or deformed, or it may melt.

- 3 Dampen a cloth with water or a mild cleaning agent, and then thoroughly wring out the cloth.
- 4 Use the cloth to gently wipe clean the document feeder.
- 5 Dry the areas you cleaned with a clean, soft, dry cloth.
- 6 If the delivery guide becomes dirty, or if vertical black lines appear on the scanned image when you use the document feeder, gently wipe clean both surfaces of the delivery guide sheet with a clean, soft, dry cloth.

For information about removing the delivery guide sheet, see the next topic.

## Removing and replacing the delivery guide sheet

Your document feeder is equipped with a replaceable delivery guide sheet. If the delivery guide sheet becomes extremely dirty or if it gets damaged, you can purchase a replacement from your authorized Apple reseller.



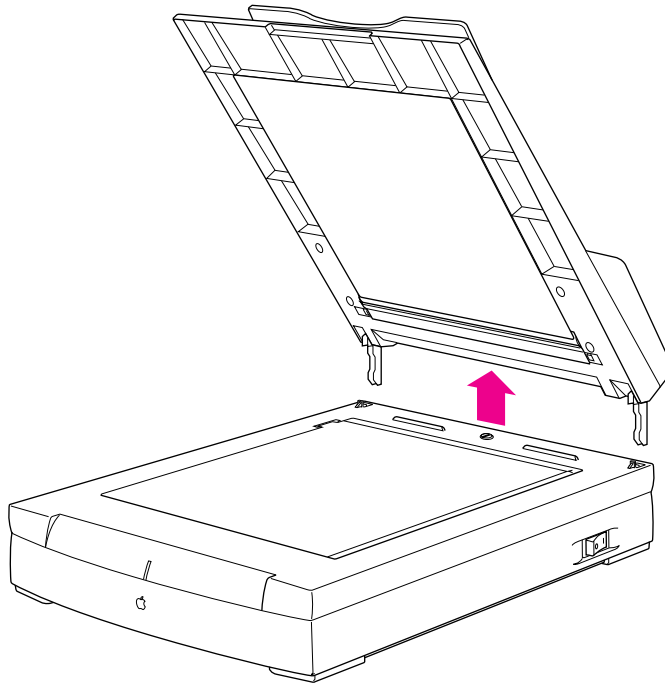
Delivery guide sheet

To replace the delivery guide sheet:

- 1** Switch off the Macintosh and scanner.
- 2** Unplug the document feeder connector cable from the scanner.

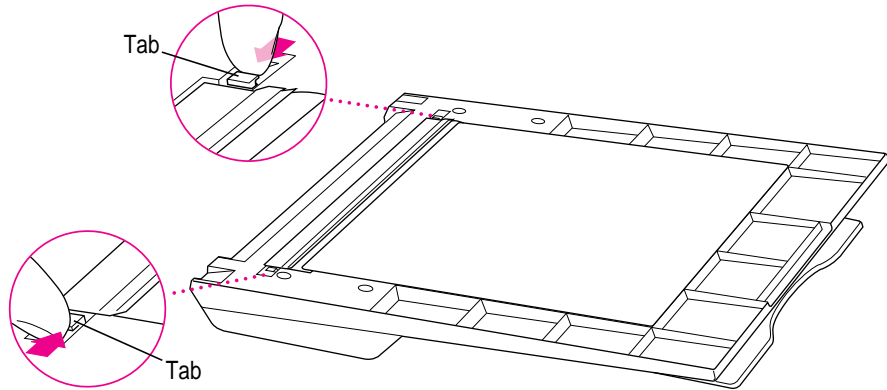
For information about switching off the computer and scanner, see “Switching the Power On and Off” in Chapter 2.

- 3 Remove the document feeder by grasping both sides of the document feeder cover and lifting upward, as shown.

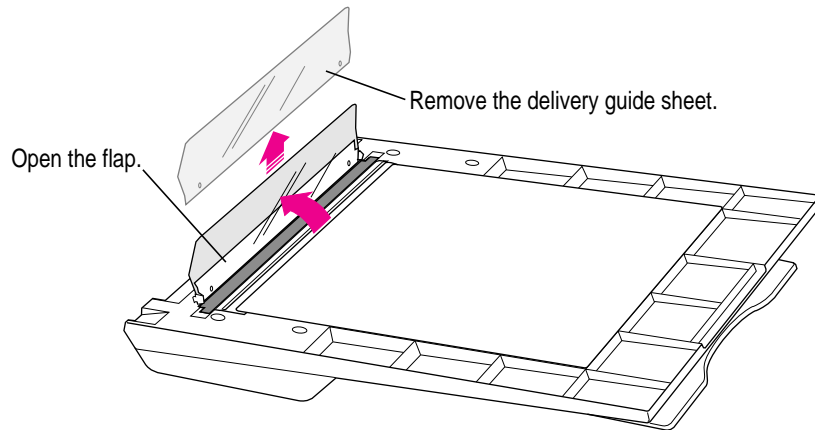


- 4 Turn the document feeder over so the bottom side—with the white plastic sheet—is facing upward.

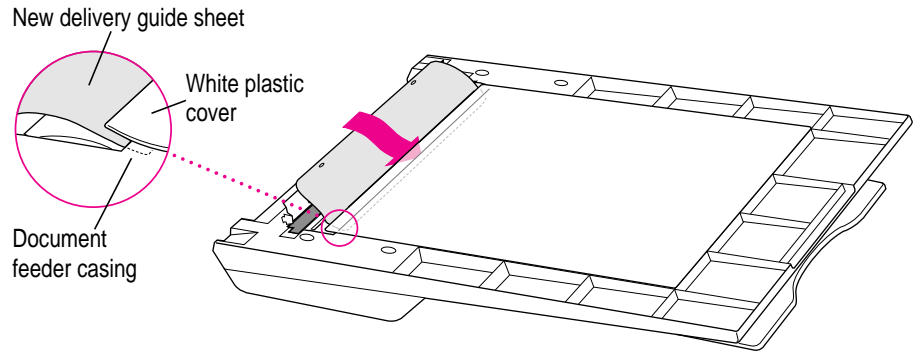
**5 Press the two tabs inward.**



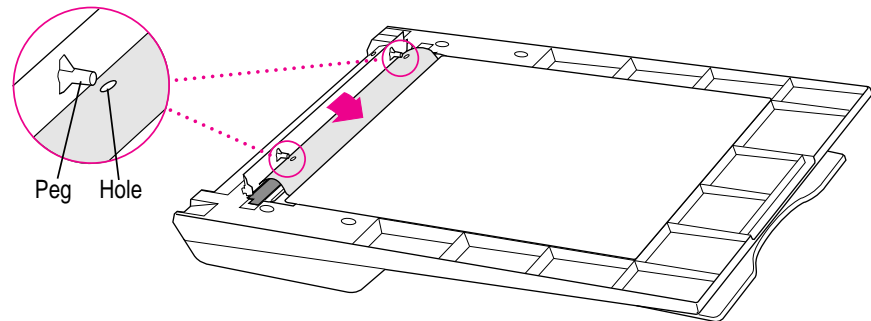
**6 Open the flap and remove the delivery guide sheet, as shown.**



- 7** Slide the new delivery guide sheet under the document feeder casing beneath the white plastic cover.



- 8** Align the two holes in the delivery guide sheet with the pegs on the flap (as shown), and close the flap.



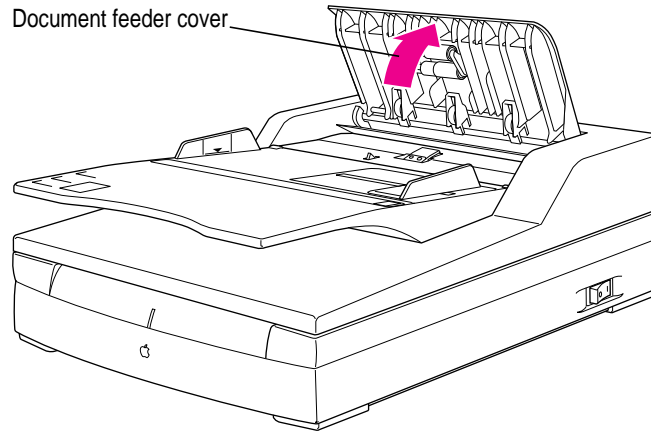
- 9** Replace the document feeder on the scanner.

## Removing and replacing the paper separator

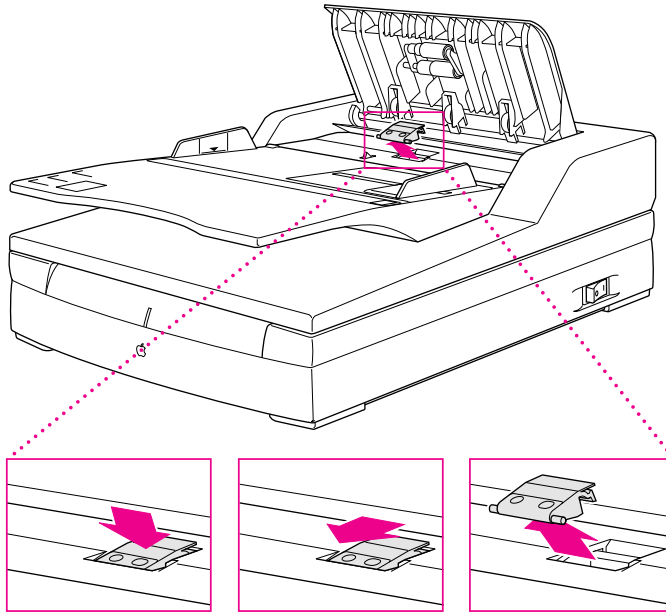
Your document feeder is equipped with a replaceable paper separator, which causes the document feeder to feed one original at a time. If the separator repeatedly feeds more than one sheet, or fails to feed a sheet at all, you can purchase a replacement from your authorized Apple reseller.

To replace the paper separator:

- 1** Position the document feeder so its front is facing you, and lift the document feeder cover, as shown.

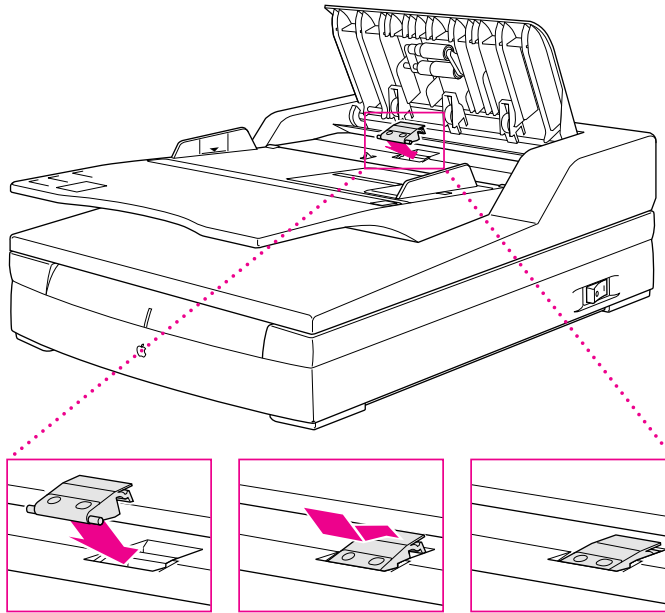


- 2** Press the separator downward to unlock it, slide the separator toward you, and then lift the separator straight up and out of the document feeder.

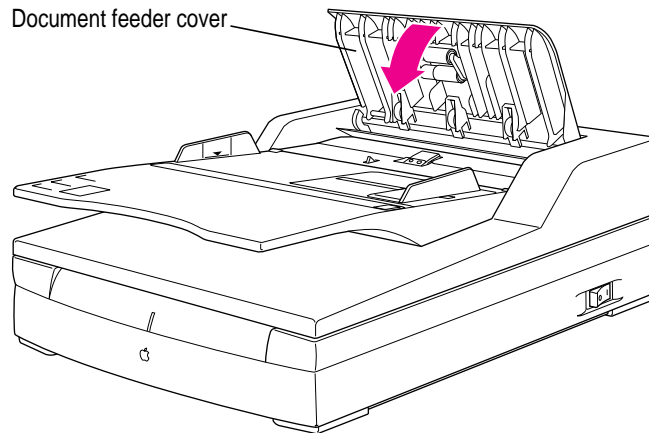


- 3** Insert the new separator, and press it downward and then away from you.

Make sure that the separator is securely in place.



- 4** Close the document feeder cover.







## Appendix A Technical Specifications

•••••

### Physical

- Length 16 in. (406 mm)
- Width 11-1/8 in. (283 mm)
- Height 3-1/8 in. (79 mm)
- Weight About 13.2 lb. (6 kg)

### Technical

- Scanner type Flatbed
- Scanning element Charge-coupled device (CCD) image sensor
- Resolution 12 to 2400 dpi
- Bit depth 27
- Maximum document size 8.5 inches by 11.7 in. (216 mm by 297 mm)  
8.5 by 14 in. with optional Automatic Document Feeder
- Interface SCSI II

- Other functions      RGB masking (color only)  
Window (scan area) selection, negative/positive reversal, X–Y scaling, mirror image
- Options              Automatic Document Feeder

## Environmental

### Noise (maximum)

- Standby              <30 dbA
- Scanning            <55 dbA

### Operating temperature

- *Without the document feeder*  
Ambient temperature: 41 to 95°F (5 to 35°C)  
Relative humidity: 15 to 85 percent
- *With the document feeder*  
Ambient temperature: 50 to 90.5°F (10 to 32.5°C)  
Relative humidity: 20 to 80 percent

## Power requirements

- Power supply      AC input: 100/120/200/220/240 V  
                             +/- 10 percent, 48 to 62 Hz
- Power consumption 35 W maximum



## Appendix B Troubleshooting



In general, as long as you follow the maintenance and safety instructions provided in this manual, you should have few problems with your scanner. This chapter provides solutions to some problems that you might encounter.

**IMPORTANT** If you have a problem with your scanner and nothing recommended here solves it, contact your authorized Apple service center.

### Scanning and hardware problems

**The scanner icon has an “X” across it when I start up my Macintosh.**

- The scanner may be off.

Make sure the scanner is plugged in and that the power light is on.

- You may have turned on the power in the wrong sequence.

Always switch on the scanner before you switch on the Macintosh. Shut down the Macintosh, switch the scanner on, wait about 20 seconds, and restart the Macintosh.

- The SCSI ID number or termination may be incorrectly set.

Check the setting for the SCSI switch on the back of the scanner. For information, see Chapter 2, “Setting Up the Scanner.”

- The SCSI connection may not be secure.  
Make sure the SCSI cable between the scanner and the Macintosh is securely fastened. If the scanner is part of a SCSI chain, check all the SCSI cables.

**When I try to scan, I get a message that says, “The application can’t find the scanner.”**

- You may not have properly installed the scanner software.  
Review Chapter 3, “Installing the Scanner Software,” and then reinstall the software.
- You might have a conflict between the Apple Color OneScanner driver and another system extension.  
See your Macintosh system software manual for information about resolving system conflicts.
- The scanner may not be on.  
Check the power light. If it’s off, shut down the Macintosh, switch the scanner on, and then restart the Macintosh.
- The SCSI ID number or termination may be incorrectly set.  
Check the setting for the SCSI switch on the back of the scanner. See Chapter 2, “Setting Up the Scanner.”

**I don’t hear the scanner motor start when I switch the scanner on.**

- The power to the scanner may be off.  
Make sure the scanner is plugged in and switched on. If the scanner light comes on and you still don’t hear sounds from the scanner, you may have a serious hardware problem. See your authorized Apple service center.

**When I switch the scanner on, the scanner’s power light goes on briefly and then goes off.**

- The power cord may be loose.  
Make sure the power cord is securely inserted in a grounded three-pin power outlet. If plugging the cord in doesn’t solve the problem, you may have a serious hardware problem. See your authorized Apple service center.

**The scanner makes strange noises when I try to scan, and no image is produced.**

- The scanner carriage may be locked.

Make sure the scanner lock is in the unlocked position. For information, see “Locking and Unlocking the Scanner” in Chapter 2.

**I still have my old Apple OneScanner attached to my Macintosh. When I try to scan with the OneScanner Dispatcher application, a message tells me the application can't find the new scanner.**

- You may need to reset the SCSI ID number for the new scanner.

Assign a SCSI ID number to the new scanner that is lower than the ID number assigned to the old scanner. For information, see Chapter 2, “Setting Up the Scanner.”

Or, remove the old scanner from the SCSI chain.

**Something inside the scanner rattles when I move the scanner.**

- The scanner's internal hardware may have been damaged.

You may have a serious hardware problem. See your authorized Apple service center.

**I keep getting messages that there's not enough space on my hard disk.**

- You may need a larger hard disk.

Try these memory-saving options:

- Try scanning at a lower resolution so less space is needed.
- Try cropping the image before you scan. A smaller image requires less space.
- Try switching to Black and White or Grayscale when you scan. Images scanned with these options require less space than images scanned in color.

## Image quality problems

**My images have smudges and smears all over them.**

- The scanner glass and the scanner cover may need cleaning.  
Use a clean, soft damp cloth to wipe the glass and cover clean.

**Scanned images have consistent vertical streaks through them, even though I've cleaned the scanner glass.**

- You may have a hardware problem.  
See your authorized Apple service center.

**My scanned images are of generally poor quality.**

- You may be letting too much light in.  
Make sure the scanner cover is closed when you scan.

## Problems with the Automatic Document Feeder

**When I try to use the Automatic Document Feeder, the Feeder command in the Source pop-up menu is dimmed and unavailable.**

- The small cable that connects the document feeder to the scanner may have come loose.  
Switch off the scanner and your Macintosh and connect the cable. Switch the scanner on again, wait about 20 seconds, and then switch on your Macintosh.

**My Automatic Document Feeder is not feeding originals when I try to scan them.**

- You may not have set the software source correctly.  
Make sure you've selected Feeder in the Source pop-up menu of the Apple Color OneScanner dialog box.
- The document feeder may not be able to find the originals.  
Make sure you've placed the originals in the input tray.

**I get a message that says the computer can't see the document feeder.**

- You may not have set the software source correctly.  
Make sure you've selected Feeder in the Source pop-up menu of the Apple Color OneScanner dialog box.



## Appendix C Assembling a SCSI Chain



This appendix shows you how to connect a chain of devices to your Macintosh computer.

**IMPORTANT** If the scanner is the only SCSI device you plan to connect to your computer, do not use the instructions in this appendix. Instead, see Chapter 2, “Setting Up the Scanner,” where you’ll find the information you need.

### About SCSI ID numbers

Your Macintosh has an *external* SCSI port that accepts a SCSI cable. You use this port to connect a device, such as the scanner.

Your computer may also have a second, *internal* SCSI connection. The computer’s internal hard disk drive is connected to this. If your computer came with a CD-ROM drive, the drive is also attached to the internal SCSI interface.

### Each device has a unique ID number

To keep everything straight, the Macintosh requires that each SCSI device be assigned a SCSI ID number. This SCSI ID number is

- set by a hardware switch in each device
- tracked by the system software

For example, the internal hard disk drive is, by convention, always assigned SCSI ID 0 (internal). The system software shows the hard disk at that location.

You can connect a total of seven internal and external SCSI devices to the Macintosh. Each device must have its own unique SCSI ID number, from 0 to 6 (or from 1 to 6 if you have an internal hard disk drive installed).

*About ID numbers:* Do not assign numbers 0 or 7 to the scanner. The default setting for the internal hard disk drive is 0, and for the computer, 7. Make sure you use a number that is not assigned to any other SCSI device because each ID number must be unique.

### Factory setting

The SCSI ID for the Apple Color OneScanner is set in the factory at 2, with termination on (see the next section), but you can change the setting if necessary.

## About SCSI termination

To ensure accurate transmission of information, a terminator is used at the end of a SCSI chain, even if there is only one device in the chain.

Any Macintosh computer with an internal hard disk drive contains its own terminator. This means that you need only one other terminator (internal or external) attached to the last device in the chain.

The Apple Color OneScanner has an internal (built-in) terminator. This control switch can be set to various SCSI ID numbers. Each number can be set with termination on or off.

- With termination on, information stops at the scanner.
- With termination off, information can pass through the scanner and travel onward down a chain to another SCSI device.



## Factory setting

The internal terminator for the Apple Color OneScanner is set to “on,” but you can change it.

*Note:* You need an external terminator with the scanner only if you have a Macintosh IIx or PowerBook computer. The Macintosh IIx requires a special terminator. Make sure you purchase the appropriate item if you need an external SCSI terminator.

## Connecting the SCSI devices

The illustrations beginning on the next page show various SCSI arrangements and show where termination is required. Use the illustrations for reference as you set up a SCSI chain.

To connect your SCSI devices to your Macintosh computer:

- 1 Turn off the computer and any SCSI devices, but leave the power cords plugged into grounded outlets.**

**WARNING** Make sure your computer and all SCSI devices are turned off. If either the computer or any of the devices remains on, you could damage the computer or the device.

- 2 Touch any of the metal connectors on the back of your Macintosh.**

This safely discharges static electricity that may be on your clothes or body.

- 3 Attach the small end of the system cable to the SCSI port on the Macintosh.**
- 4 Attach the large end of the system cable to either SCSI port on the back of one of the devices in your SCSI chain.**

- 5 Attach either end of a SCSI peripheral cable to the other port on the back of the first device.**

If you want the second device to be more than 18 inches away from the first, connect a cable extender to the end of the SCSI peripheral cable. You can use up to 20 feet (6.1 meters) of cables.

- 6 Attach the other end of the SCSI peripheral cable (or the other end of the cable extender) to either SCSI port on the back of the second device.**

- 7 Repeat steps 5 and 6 for each additional SCSI device you want to connect.**

- 8 Attach the cable terminator (if you need one) to the remaining SCSI port on the back of the last SCSI device in your chain.**

**IMPORTANT** Most external SCSI devices from Apple do not have internal terminators, but the Apple Color OneScanner has a built-in terminator. To make certain about other devices, check their manuals.

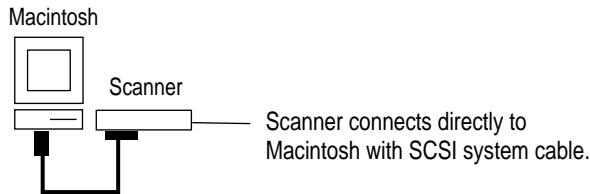
## Assembling the SCSI chain

The illustrations on the next few pages show the various SCSI configurations and the cables and termination settings required.

## Scanner is the only device connected to the Macintosh

The scanner is connected directly to the Macintosh.  
No other external SCSI devices are set up.

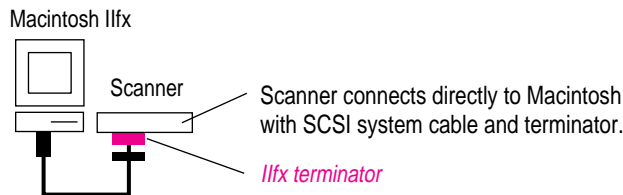
### All Macintosh computers *except* Macintosh IIx and PowerBook



### Scanner Termination

- No external SCSI terminator is needed.
- Use factory setting (SCSI ID number 2, termination on); no change is required.
- You can change the scanner ID number if you need to, but set termination on.

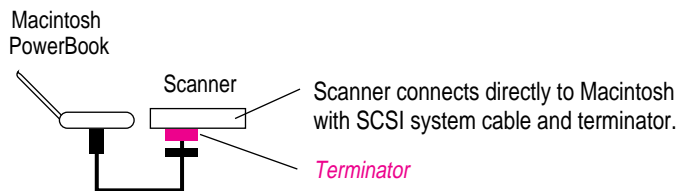
### Macintosh IIx only



### Scanner Termination

- Use special Apple Macintosh IIx terminator between large end of system cable and scanner.
- Set scanner SCSI ID to number 2, termination off.
- You can change the scanner ID number if you need to, but set termination off.

### Macintosh PowerBook only



### Scanner Termination

- Use external terminator between large end of system cable and scanner.
- Set scanner SCSI ID to number 2, termination on.
- You can change the scanner ID number if you need to, but set termination on.

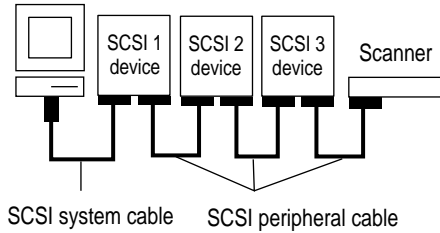
## Scanner is at the end of the SCSI chain

The scanner is at the outside end of a SCSI chain.

Other external SCSI devices are set up between the scanner and the Macintosh.

### All Macintosh computers except Macintosh IIx and PowerBook

Macintosh

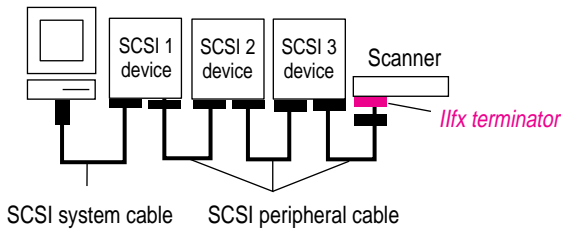


#### Scanner Termination

- No external SCSI terminator is needed.
- Use factory setting (SCSI ID number 2, termination on); no change is required.
- You can change the scanner ID number if you need to, but leave termination on.

### Macintosh IIx only

Macintosh IIx

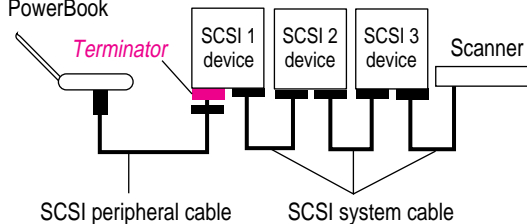


#### Scanner Termination

- Use special Apple Macintosh IIx terminator.
- Use factory setting (SCSI ID number 2, termination off); no change is required.
- You can change the scanner ID number if you need to, but turn termination off.

### Macintosh PowerBook only

Macintosh  
PowerBook



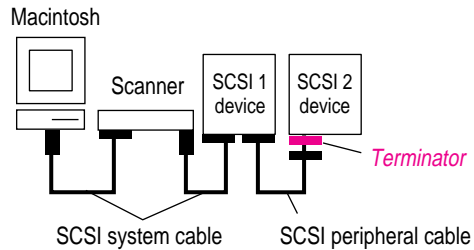
#### Scanner Termination

- Use external terminator.
- Use factory setting (SCSI ID number 2, termination on); no change is required.
- You can change the scanner ID number if you need to, but leave termination on.

## Scanner is at the beginning of the SCSI chain

The scanner is connected directly to the Macintosh.  
Other external SCSI devices are set up beyond the scanner.

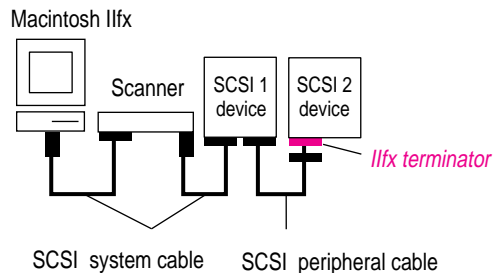
### All Macintosh computers *except* Macintosh IIx and PowerBook



### Scanner Termination

- A SCSI terminator is needed on last device in chain.
- Set scanner SCSI ID to number 2, termination off.
- You can change the scanner ID number if you need to, but set termination off.

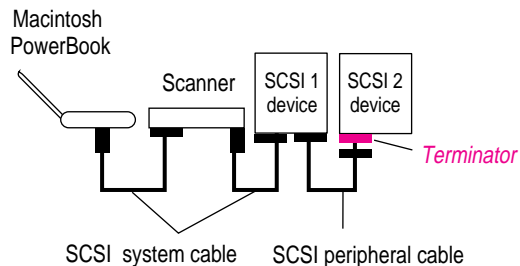
### Macintosh IIx only



### Scanner Termination

- Use special Apple Macintosh IIx terminator on last device in chain.
- Set scanner SCSI ID to number 2, termination off.
- You can change the scanner ID number if you need to, but set termination off.

### Macintosh PowerBook only



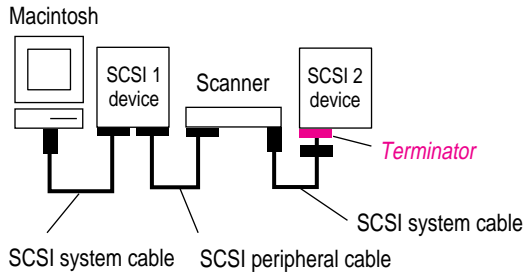
### Scanner Termination

- No external terminator needed for scanner.
- Set scanner SCSI ID to number 2, termination on.
- You can change the scanner ID number if you need to, but set termination off.

## Scanner is in the middle of the SCSI chain

The scanner is in the middle of a SCSI chain.  
The scanner is between two other external SCSI devices.

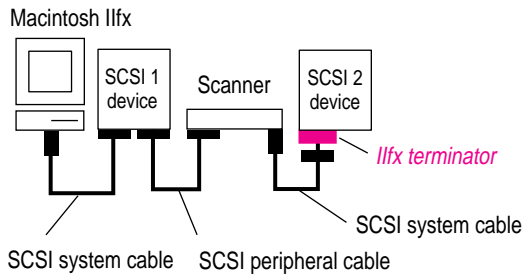
### All Macintosh computers *except* Macintosh IIx and PowerBook



### Scanner Termination

- A SCSI terminator is needed on last device in chain.
- Set scanner SCSI ID to number 2, termination off.
- You can change the scanner ID number if you need to, but set termination off.

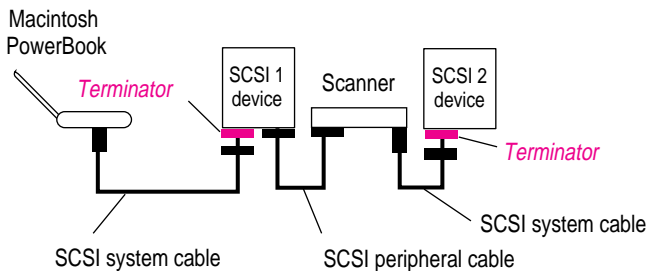
### Macintosh IIx only



### Scanner Termination

- Use special Apple Macintosh IIx SCSI terminator on last device in chain.
- Set scanner SCSI ID to number 2, termination off.
- You can change the scanner ID number if you need to, but leave termination off.

### Macintosh PowerBook only



### Scanner Termination

- Terminator needed at start and end of SCSI chain.
- Set scanner SCSI ID to number 2, termination off.
- You can change the scanner ID number if you need to, but leave termination off.



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