

Making The Most Of Your Document Scanner

A document scanner is a device that allows you to convert a written or printed document into digital form. While any document scanner performs the same basic function, there are some that are designed for a specific document formats while others can accommodate a wider variety of formats. Some document scanners are even used solely for scanning business cards.

Choosing a document scanner is largely dependent upon many factors, not the least of which is image resolution. A document scanner that offers a resolution of 600dpi or less should be adequate for basic document and image filing. This resolution should be sufficient for most basic uses. In some cases, you will need a document scanner with a much higher resolution.

For extensive photo scanning work along with your regular document filing, you may want to consider buying a flatbed scanner. There are many different models of such scanners, and they can differ considerably with regard to design and functionality. If you want to be able to scan photographs accurately, you will want to go for a document scanner that offers 24 bit sampling capability.

If you require greater detail from your scanned images, you will have to go for a document scanner that is intended specifically for photographs. These types of scanners usually come with a comprehensive set of features that make it remarkably easy to get your images into the computer. In fact, many manufacturers routinely bundle a fairly respectable set of image editing software tools with these types of scanners.

If you want to be able to work with the text from the documents that you scan, you will want to look for a document scanner with OCR or Optical Character Recognition capability. Scanners that offer OCR are able to decipher the text from a printed page and convert it into data that your word processing software can open. This essentially allows you to modify what was originally a scanned image just as you would any other word processor file. Although the early version of OCR were riddled with errors, the technology is now capable of pretty impressive results. Nevertheless, the technology still isnt perfect, and you may have to perform a few manual edits after scanning.

Today's new breed of document scanner is quite sporty and stylish, and they dont take up much desk space at all. If you remember the big bulky document scanner of years past, you will greatly appreciate the convenience and the greatly reduced footprint that a modern document scanner comes with. Similar References [Neat receipt ...](#) [Neatreceipts ...](#) [Neat receipt ...](#)

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