

Laserfiche Scanning

With Laserfiche Scanning, you can scan images, perform image processing and create Laserfiche documents from processed images.

1. Login to Laserfiche at <http://www.pvamu.edu/laserfiche>
2. Locate and open the folder that you are going to be scanning documents into. If no folder exists then you will have to create the folder by doing a right-click on the parent folder you wish to add to and select “new folder”.

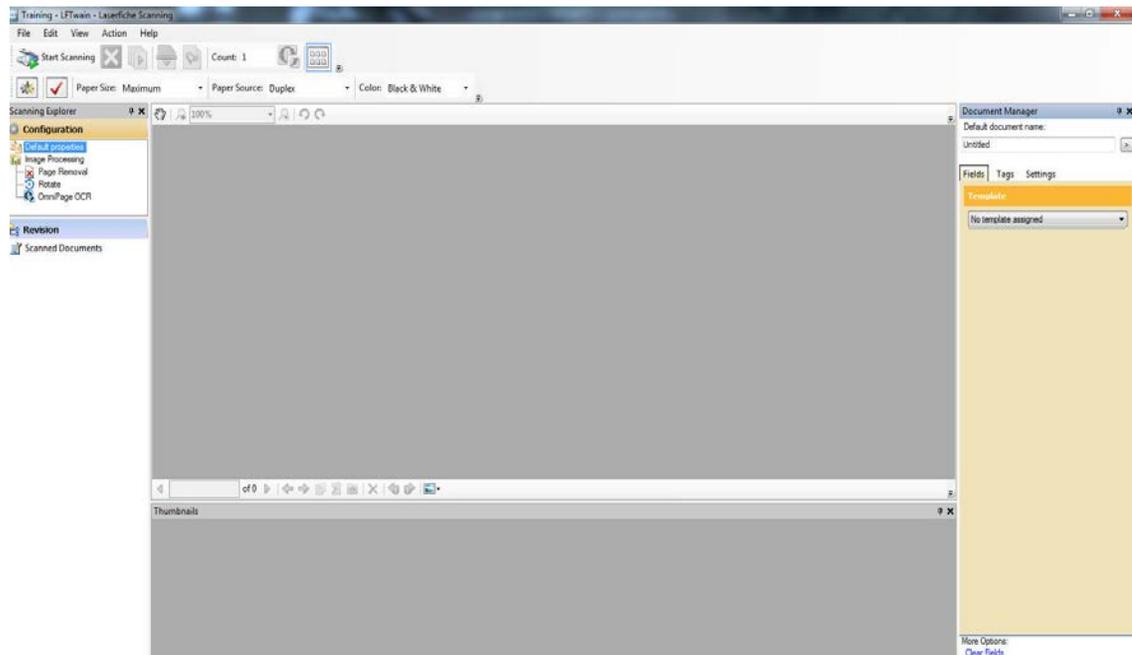
3. In the “View Pane” you will see the Scan icon. 

4. A pop-up window will appear asking you to choose a layout. Select “Standard”.



5. Another pop-up window may appear asking for approval from **Laserfiche Web-Access** to gain access to your computer. If it does then Click “Allow”

- The LFTwain Laserfiche Scanning window will now be open for you to perform your scanning. Your window should look like this:



- Load your documents into the scanner and then press the Start Scanning button, located on the top left-hand side. 
- When you scan the documents, the first page of the captured document will appear. You can cycle through the rest of the pages by clicking on the green left or right arrows located right below the document.
- Once you ensure that all pages have been captured you can then store the documents into the repository by clicking on Store All Documents button. 
- Once you are done you can close the scanning window and you will then be back on the main Laserfiche window, where you will see the folder that you scanned into. If you don't see the document that you just scanned you can click on the refresh arrows



Scanner Settings

To optimize the scanning process, there will be settings that will have to be made. To get to the scanner settings you can either click on the  icon or you can access it by clicking on File and then Scanner Setup.

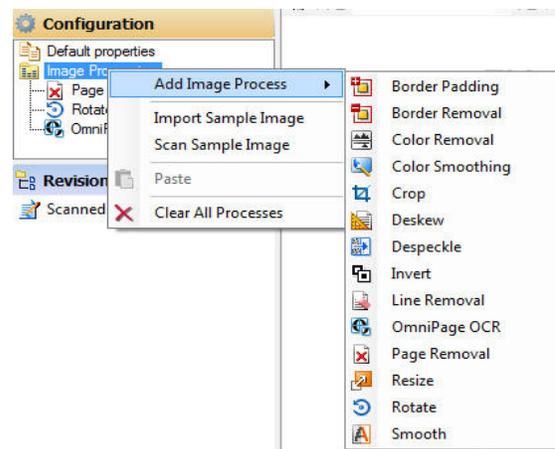


1. From the Setup menu you have to select the type of scanner you are connected to.
2. Once you do you can now go ahead and select the Paper Size which is usually Letter Size.
3. Next select your Paper Source. This is usually Duplex. This ensures that you don't miss any information if you are scanning double-sided documents.
4. The color is normally Black & White.

Image Processing

There are processes that you can perform on the document as it is scanned. We normally do Page Removal and Rotate as our common processes.

1. Under the Configuration section you will see Image Processing.
2. Right-click on Image Processing.
3. Click on Add Image Process and you will see a drop-down menu open up.
4. Select Page Removal
5. Select Rotate.



You can further refine the processes. For Page Removal, click on Page Removal and on the far right of the screen you will see the actions that are being performed. Select the option to remove "images whose file size is less than", and then select 3000 bytes.

