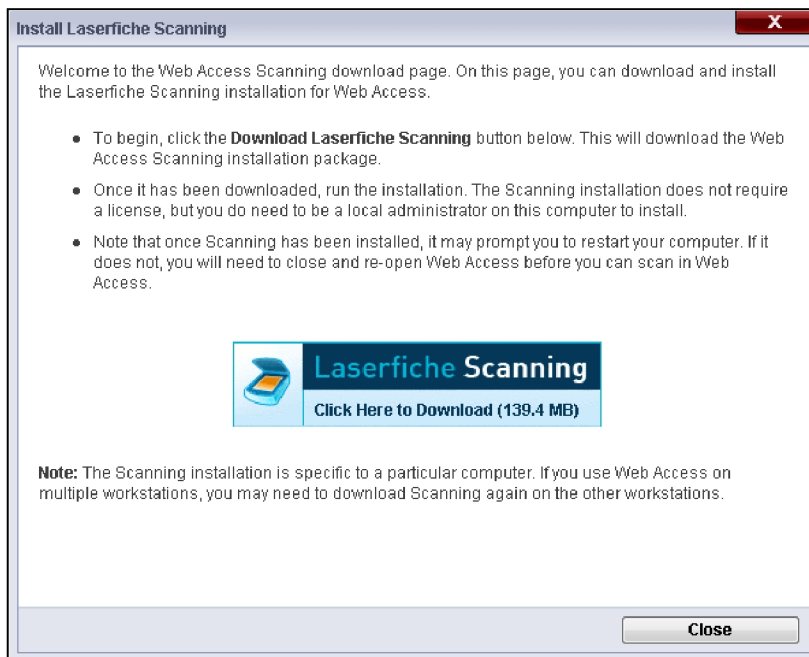


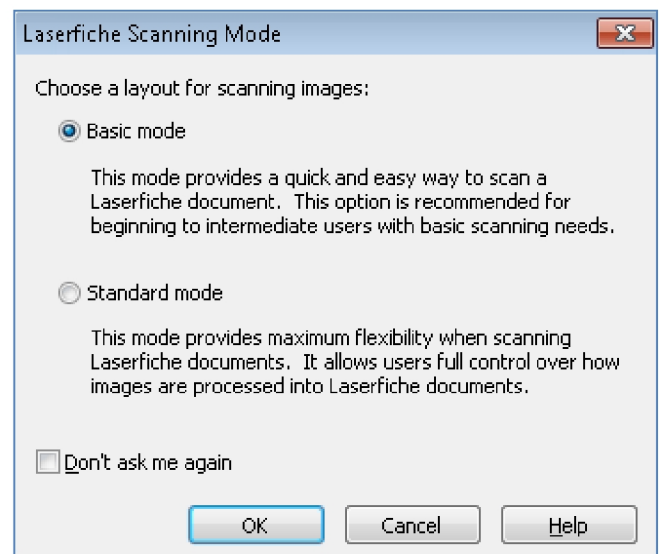
Scanning into Laserfiche

There are different ways to get documents into Laserfiche. One way is to use Laserfiche Scanning to convert paper documents into electronic images and store those images in Laserfiche. Scanning is therefore a critical component of most Laserfiche installations, and it is important to know how to use it in order to make your document management process as efficient and useful as possible. Scanning provides a wide variety of options for processing documents as they are scanned; you can tailor your scanning procedure to meet your organization's needs. Using these options can make your documents easier to read, categorize, and locate in your repository. Scanning into a repository is a four-step process: configuration, scanning, quality control, and storage. It is useful to consider these four steps when planning your scanning procedure.



Laserfiche Scanning has two scanning modes:

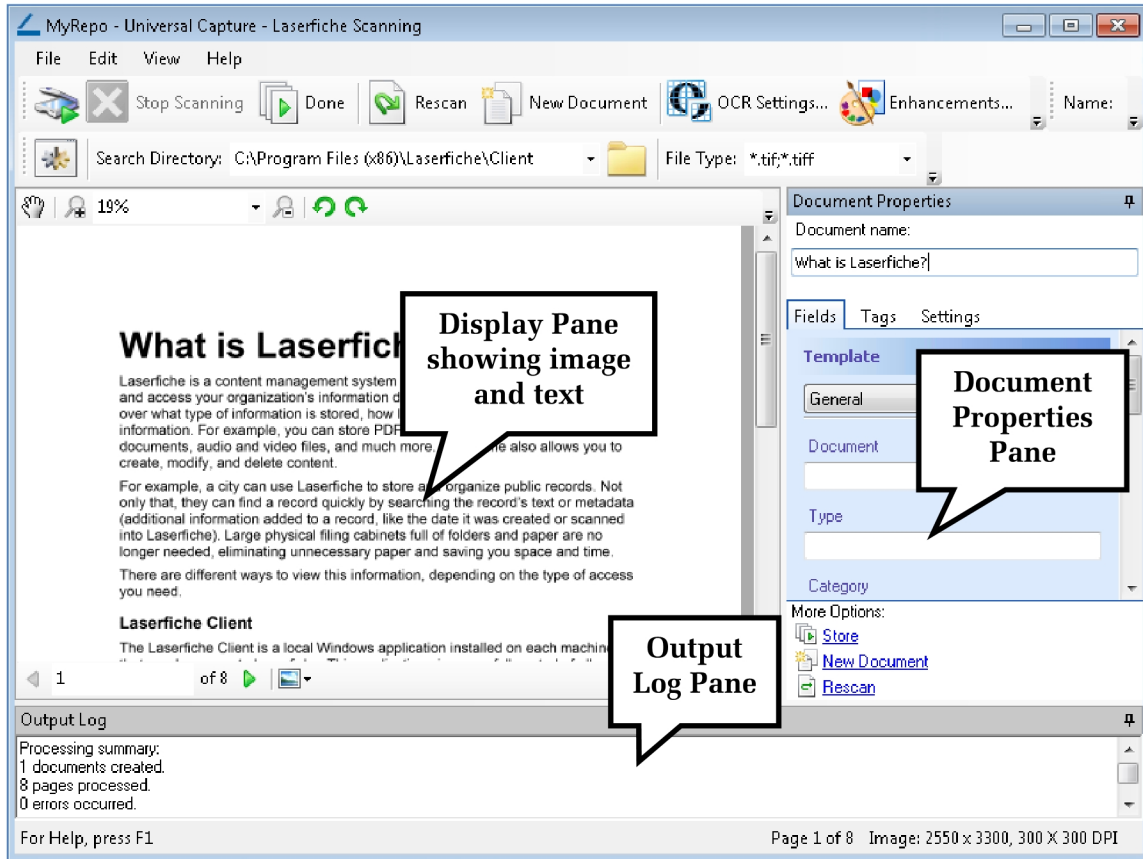
- **Basic Scanning mode** requires minimal configuration, provides a few basic enhancements, and offers the option to set default document properties. The emphasis is on scanning a single document. It is ideal for beginning and intermediate users with relatively simple scanning needs.



- **Standard Scanning mode** provides much more flexibility, with a broad variety of available enhancements and processes giving users full control over images. Standard Mode is best for scanner operators.

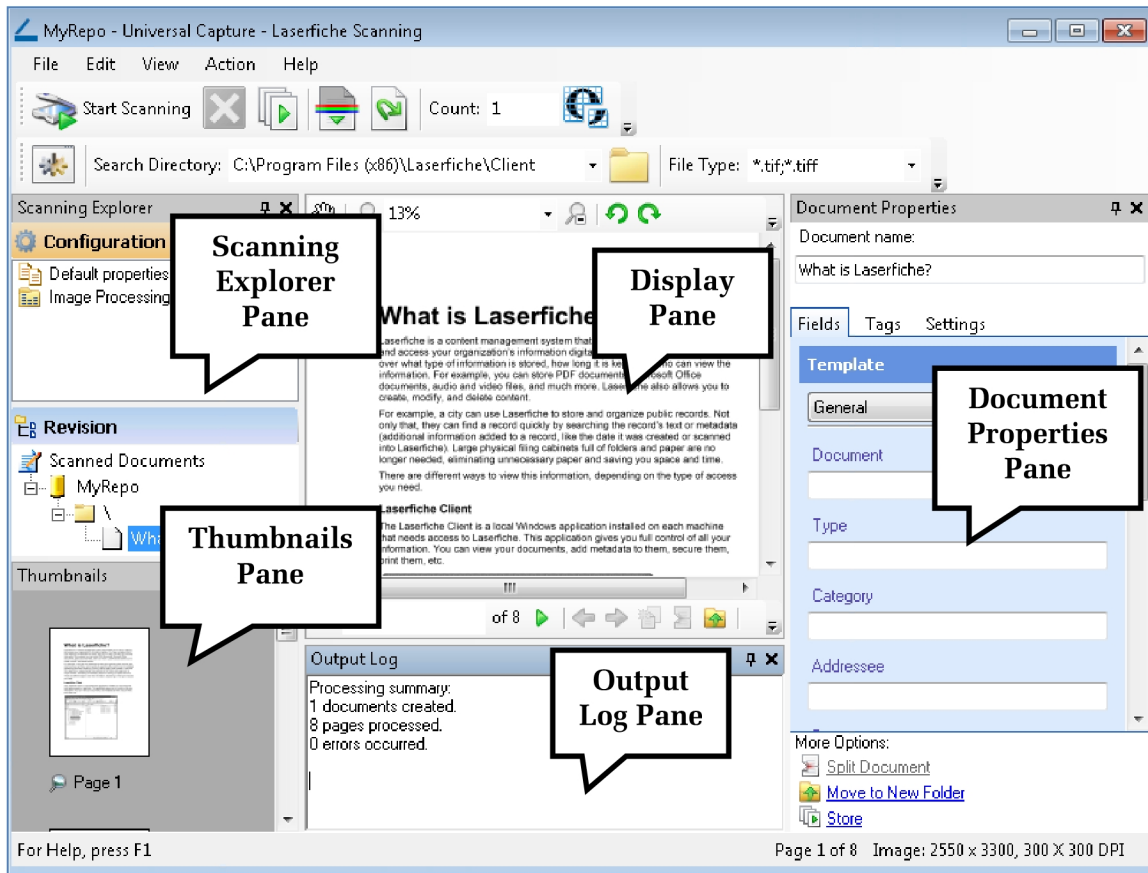
Basic Mode

Basic mode offers a simple interface to help you quickly perform basic scanning tasks. It enables you to use basic image enhancements, perform Optical Character Recognition (OCR), populate metadata, and scan one document at a time to a single destination.



Standard Mode

Standard mode enables you to scan documents into Laserfiche with customizable features and flexibility. You can perform advanced image enhancements and processes, scan multiple documents, specify how and where documents are organized and stored, and configure default properties that will be applied to future documents.



For more information on how to use Basic or Standard mode to scan documents into Laserfiche, see **Laserfiche 8 Scanning** in the Laserfiche Client help files.

You can also use Web Scanning from within Web Access. Clicking the **Scan** button in Web Access opens Laserfiche Scanning (if it has been previously downloaded) or asks you to install Laserfiche Scanning.



Quick Fields is another Laserfiche product that can be used for your advanced batch scanning and processing needs. For more information, visit the Laserfiche Support Site at support.laserfiche.com and search Quick Fields.