



Training Service Website Design

Scanners and Copiers

What's the difference?

Scanners are simple copiers with options to print, save to your computer and/or edit a file or photo depending on the software that comes with it.

They can be an individual unit or a part of a printer combination, referred to as an All In One. Most All In One printers/scanners are described as being a 3 in 1, this means that it will Copy, Scan and Print. There are also 4 in 1 models that include a Fax machine option.

Read factory installation directions that come with the scanner thoroughly before making any connections, some scanners **MUST** have software installed before scanner is connected to work properly

Scanning copies the item on the scan surface to the computer and then opens it on screen. It usually opens it in the scanning program software, making it possible to save as a file to your computer. You may also be able to edit from this same program.

Copying copies the item on the scan surface and prints it out immediately.

Documents use a program process call Optical Character Recognition (OCR), which allows the text to be edited in a program like Microsoft Word.