

Get Speed and Accuracy with a Scanner

1 Choose the kind of scanning you'll do.	2 What are your other scanning needs?	3 The best ammunition in your argument for upgrading is . . .
Long Documents	Full-color Graphics	Payback in about 5 months.
		Pay more for a color flatbed scanner.
	Black-and-white Graphics	You really need a sheet feeder.
		Minimum payback of \$400 the first year.
Short Documents	Full-color Graphics	Graphics make a scanner worthwhile.
		Use the scanner for short documents anyway.
	Occasional Long Documents	Worthwhile on long documents.
		Graphics are a bonus when you need them.
Rarely Need to Scan Documents	Black-and-white Graphics	Get a hand scanner for those small graphics.
		Typing's the best bet for short documents.
	Full-color Graphics	Some hand scanners handle color too.
		Large graphics need a flatbed color scanner.