

# Digitise your documents, buy a portable scanner

**SCANORAMA** An array of easy-to-carry devices that can help you bring order into your paperwork

Gagandeep Singh Sapra

letters@hindustantimes.com

I am what you might call an 'Organisation Freak'. I need all my papers to be properly filed, labelled and easily accessible, with cross-references and whatnot.

My friends wonder how I manage all this information. There are great document management solutions such as Evernote and Keepnote that help me store documents electronically and tag and cross-reference them. The catch is in getting all of one's paperwork digitised before these applications can step in and wave their magic wands.

The other day I had a bunch of 20 A4 sheets with notes on both sides that I needed to get on to my computer.

## THE CRITERIA FOR SELECTION

A machine that works on both Windows and Mac, able to scan visiting cards, receipts and full A4 size sheets, with fast scanning speeds and is light enough to carry around. Added features such as double-side scanning and a good OCR software were not mandatory – but preferred.

Taking advantage of the situation I decided to do a recce of the portable scanner market.

Here are the results, split into what is available in the domestic market, and what you can obtain if you can source stuff from abroad.

## TOP IMPRESSIONS

### WHAT YOU CAN BUY ABROAD...

**Doxie Go**  
\$199 (about ₹1,150)



The Doxie Go was the topper, for many reasons. It weighs about 403 grams and takes 8 seconds to scan an A4 sheet. The main advantage the Doxie is that it has a built-in SD card slot, and a built in battery. So you can scan without booting up your computer. The files are saved on the card, which you can plug into the computer to access to your files.

#### Advantages

- The battery lets you scan up to 100 pages straight up
- It bundles a calibration sheet, a photo-scanning sleeve and a cleaning tool.

#### Disadvantages

- It cannot scan both sides of a sheet at the same time, and it does only a straight scan
- A/c adapter has to be bought separately, as also carry-case.
- Can only be bought online, from [www.getdoxie.com](http://www.getdoxie.com).

**Fujitsu Snap Scan S1100**  
\$199



This is the fastest among the scanners I reviewed: 7.5 seconds per sheet. It also lets you insert a sheet from both sides, which is convenient if you want to scan both sides (no double-side scanning, though).

The documents are scanned into one PDF file for easy access.

#### Advantages

- Multi-path paper flow: the scanned paper can come out either horizontally or vertically
- It can also scan plastic cards such as credit cards, up to 0.76 mm thick
- Lightest of the lot.

#### Disadvantages

- Carry-case is separate, as are cleaning sheets for the scanner
- Fujitsu does not sell this in India, and you need to buy abroad, or order via sites such as Amazon, which does take the price up (\$227.09/₹12,712 with duties and shipping charges to Delhi).

### ...AND WHAT YOU CAN GET RIGHT IN INDIA

**HP Scanjet professional 1000**  
₹11,099



The HP scanner is the heavyweight in this lineup, literally, at 660 grams. It is also slower than the Doxie and the Fujitsu, but it can do some wonderful things, digitally speaking.

For instance, it can scan both sides of the paper at the same time without slowing down – though it is pretty slow to start with at 12 seconds to a page.

#### Advantages

- Available in India
- Double-side scanning
- Carry case in the bundle.

#### Disadvantages

- It cannot do plastic cards
- Cleaning sheets have to be bought separately
- And for Mac users, HP does not bundle any Mac software other than the driver, which by default saves in big TIF files.

**Epson DS 30**  
₹10,990



It is also quite light, at 317 grams, but is the slowest scanner among those reviewed at 13-odd seconds per page. It does not do double-side scanning either, and like the Doxie needs a long work area due to the straight paper path.

#### Advantages

- They bundle a great software that lets you remove specific colours from the scan, and also highlight a specific colour
- If you are scanning a receipt with the "PAID" stamped in blue, you can make this visible or invisible
- The DS30 is the only one that lets you scan cards upto 1.2 mm thick
- It also comes with a carrying case, a calibration sheet and a cleaning sheet

#### Disadvantages

- Basically the slow speed of scanning, and the straight paper path.

Economical and portable, and costing less than ₹12,000 or its dollar equivalent... quite a few instruments fit the bill.