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# How-to-guides

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<style> .service-button-large a { font-size: 2em; } .service-button { border: 1px solid rgb(204,44,50); display: block; text-align: center; vertical-align: middle; padding: 12px 24px; background: rgb(204,44,50); } .service-button a span { vertical-align: middle; } .service-button a, .service-button-large a { color: #ffffff; text-decoration: none; display: block; transform: scale(1); transition: transform 100ms ease; } .service-button:hover a, .service-button-large:hover a { transform: scale(1.10); transition: transform 100ms ease; } .services-container { display: flex; flex-direction: row; justify-content: center; flex-wrap: no-wrap; max-width: 555px; box-shadow: 0 2px 5px 0 rgba(0, 0, 0, 0.26); } .services-container .service-button-large { border: 1px solid #cc2c32; display: inline-block; text-align: left; vertical-align: middle; padding: 12px 24px 12px 32px; background: #cc2c32; width: 100%; } .services-container div { width: 100%; } .service-picture { justify-content: center; max-width: 200px; } .services-container img { width: 200px; } .service-text { overflow-wrap: break-word; white-space: normal; word-wrap: break-word; padding-top: 5px; padding-left: 5px; padding-right: 5px; } .service-button-div { position: relative; bottom: 0px; padding-top: 5px; padding-bottom: 5px; } .service-text-para { max-width: 555px; word-wrap: break-word; overflow-wrap: break-word; width: 100%; } .leftMainNav > ul > .inactiveMenu:last-of-type a:after { content: ""; width: 0.800em; height: 0.800em; margin-left: 4px; background-image: url("data:image/svg+xml,%3Csvg xmlns='http://www.w3.org/2000/svg' width='16' height='16' fill='currentColor' viewBox='0 0 16 16'%3E%3Cpath fill-rule='evenodd' d='M8.636 3.5a.5.5 0 0 0-.5-.5H1.5A1.5 1.5 0 0 0 4.5v10A1.5 1.5 0 0 0 1.5 16h10a1.5 1.5 0 0 0 1.5-1.5V7.864a.5.5 0 0 0 1.5.5h-10a.5.5 0 0 0 1.5-.5v-10a.5.5 0 0 1 .5-.5h6.636a.5.5 0 0 0 .5-.5z'%3E%3Cpath fill-rule='evenodd' d='M16 .5a.5.5 0 0 0-.5-.5h-5a.5.5 0 0 0 1h3.793L6.146 9.146a.5.5 0 1 0 .708.708L15 1.707V5.5a.5.5 0 0 0 1 0v-5z'%3E%3C/svg%3E"); background-position: center; background-repeat: no-repeat; background-size: contain; display: inline-block; } .mainNavHolder .mainNav ul li:first-of-type div.submenu ul li:nth-last-of-type(2) a:after { content: ""; width: 0.800em; height: 0.800em; margin-left: 4px; background-image: url("data:image/svg+xml,%3Csvg xmlns='http://www.w3.org/2000/svg' width='16' height='16' fill='currentColor' viewBox='0 0 16 16'%3E%3Cpath fill-rule='evenodd' d='M8.636 3.5a.5.5 0 0 0-.5-.5H1.5A1.5 1.5 0 0 0 4.5v10A1.5 1.5 0 0 0 1.5 16h10a1.5 1.5 0 0 0 1.5-1.5V7.864a.5.5 0 0 0 1.5.5h-10a.5.5 0 0 0 1.5-.5v-10a.5.5 0 0 1 .5-.5h6.636a.5.5 0 0 0 .5-.5z'%3E%3Cpath fill-rule='evenodd' d='M16 .5a.5.5 0 0 0-.5-.5h-5a.5.5 0 0 0 1h3.793L6.146 9.146a.5.5 0 1 0 .708.708L15 1.707V5.5a.5.5 0 0 0 1 0v-5z'%3E%3C/svg%3E"); background-position: center; background-repeat: no-repeat; background-size: contain; display: inline-block; } .mainNavHolder .mainNav ul li:last-of-type a:after { content: ""; width: 0.800em; height: 0.800em; margin-left: 4px; background-image: url("data:image/svg+xml,%3Csvg xmlns='http://www.w3.org/2000/svg' width='16' height='16' fill='currentColor' viewBox='0 0 16 16'%3E%3Cpath fill-rule='evenodd' d='M8.636 3.5a.5.5 0 0 0-.5-.5H1.5A1.5 1.5 0 0 0 4.5v10A1.5 1.5 0 0 0 1.5 16h10a1.5 1.5 0 0 0 1.5-1.5V7.864a.5.5 0 0 0 1.5.5h-10a.5.5 0 0 0 1.5-.5v-10a.5.5 0 0 1 .5-.5h6.636a.5.5 0 0 0 .5-.5z'%3E%3Cpath fill-rule='evenodd' d='M16 .5a.5.5 0 0 0-.5-.5h-5a.5.5 0 0 0 1h3.793L6.146 9.146a.5.5 0 1 0 .708.708L15 1.707V5.5a.5.5 0 0 0 1 0v-5z'%3E%3C/svg%3E"); background-position: center; background-repeat: no-repeat; background-size: contain; display: inline-block; } @media (max-width: 600px) { .services-container { flex-direction: column; } .services-container div { width: 100%; } .services-container img { width: auto; } } </style>
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The Charles University Digitization Center has created user manuals for its scanners for the purpose of training operators. All scanner user manuals can be found in the [Scanners section](#).

In the [SW Tools](#) section, you can access instructions for processing documents in ProArc (digital object creation SW), for working with ScanTailor (scan processing SW), and more general instructions for working with FTP server and other software tools available in the Windows operating system that facilitate document processing during digitization.

All instructions are available for download after logging in with your university email and password on the Microsoft Sharepoint platform.

After clicking on the "Get access" link, you will be redirected to the login form. After entering a valid university email address and logging in via CAS CU, the relevant instructions will be displayed.