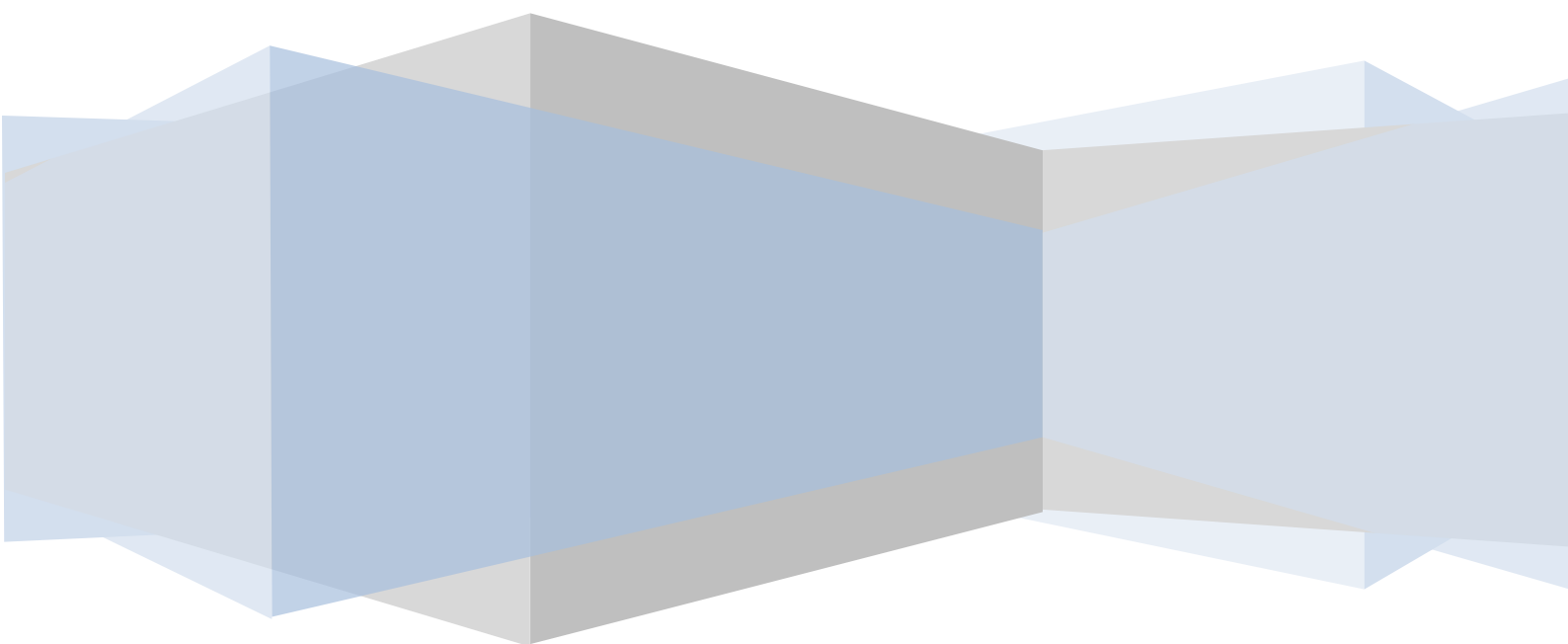




Proven Product, Proven Company

Network Scanner Solution

Setup Guide



CONFIGURING SCANTOPDF SETTINGS

As well as the usual settings for ScanToPDF (Filenaming, barcode recognition etc) the following settings must be set for operating with a network scanner. The barcode batch scanning guide is available for download from [here](#)

Start ScanToPDF and Click the Edit Menu, then select the “Options” choice from the menu



Click the UI Icon

Set the “Import from folder” radio option as shown in Figure 2.

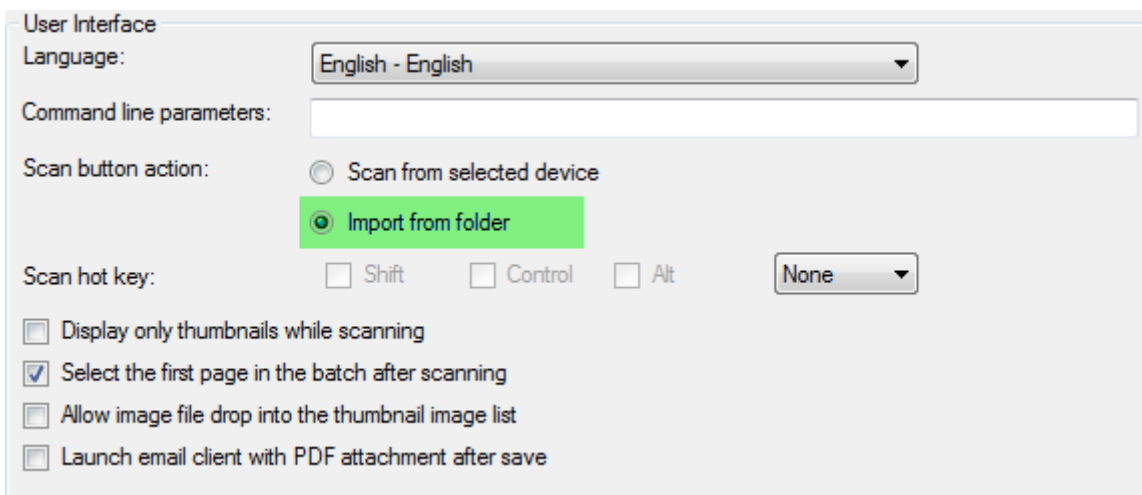
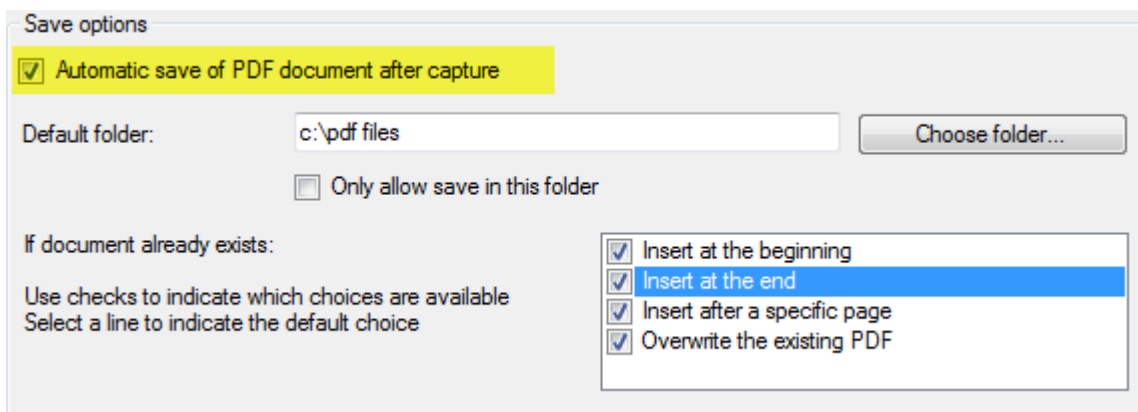


Figure 2



Save

Click the Save Icon

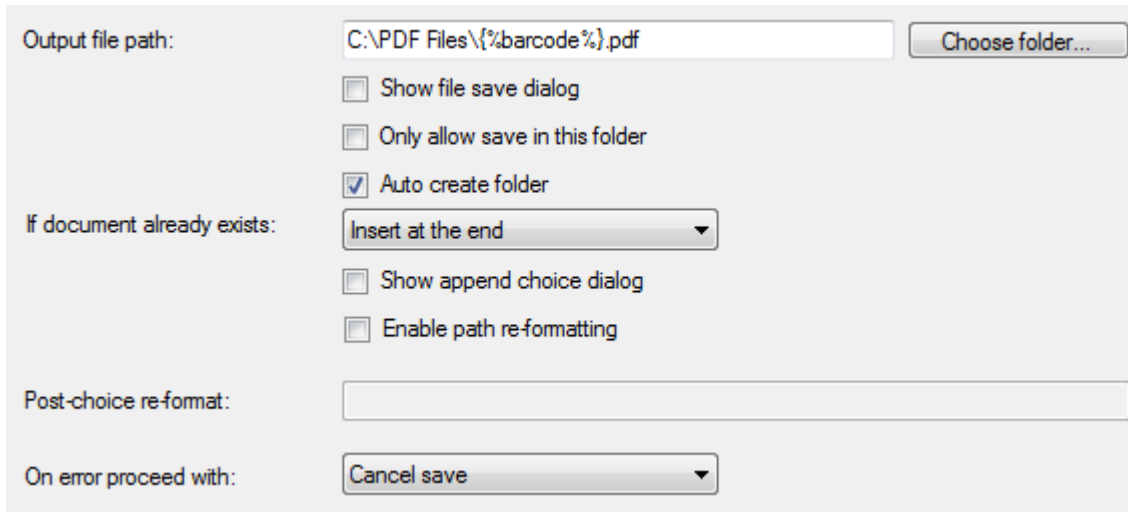


Make sure the option “Automatic save of PDF document after capture” (*highlighted above in yellow*) is checked



File namer

Click the Filenamer Icon

A configuration dialog for file naming. It includes a text field for 'Output file path' with the value 'C:\PDF Files\{%barcode%}.pdf' and a 'Choose folder...' button. Below are several checkboxes: 'Show file save dialog', 'Only allow save in this folder', and 'Auto create folder' (checked). There is also a dropdown for 'If document already exists' set to 'Insert at the end', and checkboxes for 'Show append choice dialog' and 'Enable path re-formatting'. A 'Post-choice re-format:' text field is empty. At the bottom, a dropdown for 'On error proceed with:' is set to 'Cancel save'.

Output file path – Set the output file path (the location and file name for your PDF files). The example setting shows the file being named using the barcode value read from the document

On error proceed with – This will depend on the error process required. Choose from one of the three options

1. **Error case** – Name the file using the settings configured in the “Error case file name generation” TAB
2. **Save as dialog** – Display a Save dialog to enable the user to enter a file name
3. **Cancel save** – Do nothing, processing will be suspended

ALL OTHER OPTIONS CAN BE SET AS ABOVE



Barcode recognition

Click the Barcode recognition Icon

Set the barcode type that is used on your documents



Batch separation

Click the Batch separation icon

Separation Visualisation

Separation mode: Multiple PDF files per batch

Fixed number of pages

Page count: 1

Variable number of pages

Separator page is:

- Barcoded
- Black
- Blank
- Changing Expression

Include separator page in document

Separator marks start of document

Display error on attempt at producing empty document

Value (leave blank for any):

Expression Syntax:

Carry expression values to subsequent pages

Blank page

Minimum acceptable page brightness (in 99.00) Calibrate from scanned image

Include blank page in document

Black page

Maximum acceptable page brightness 2.00 Calibrate from scanned image

SET THE OPTIONS AS ABOVE FOR BARCODED DOCUMENT SEPARATION. PLEASE CHECK THE BATCH SCANNING SOLUTION SETUP GUIDE ON OUR WEB SITE FOR OTHER SETTINGS (USEFUL INFO SECTION OF HOME PAGE)



Automatic File Import

Click the Automatic File Import Icon

The Automatic File Import settings determine how imported files are processed after they have been imported. Please make the settings as shown in Figure 4.

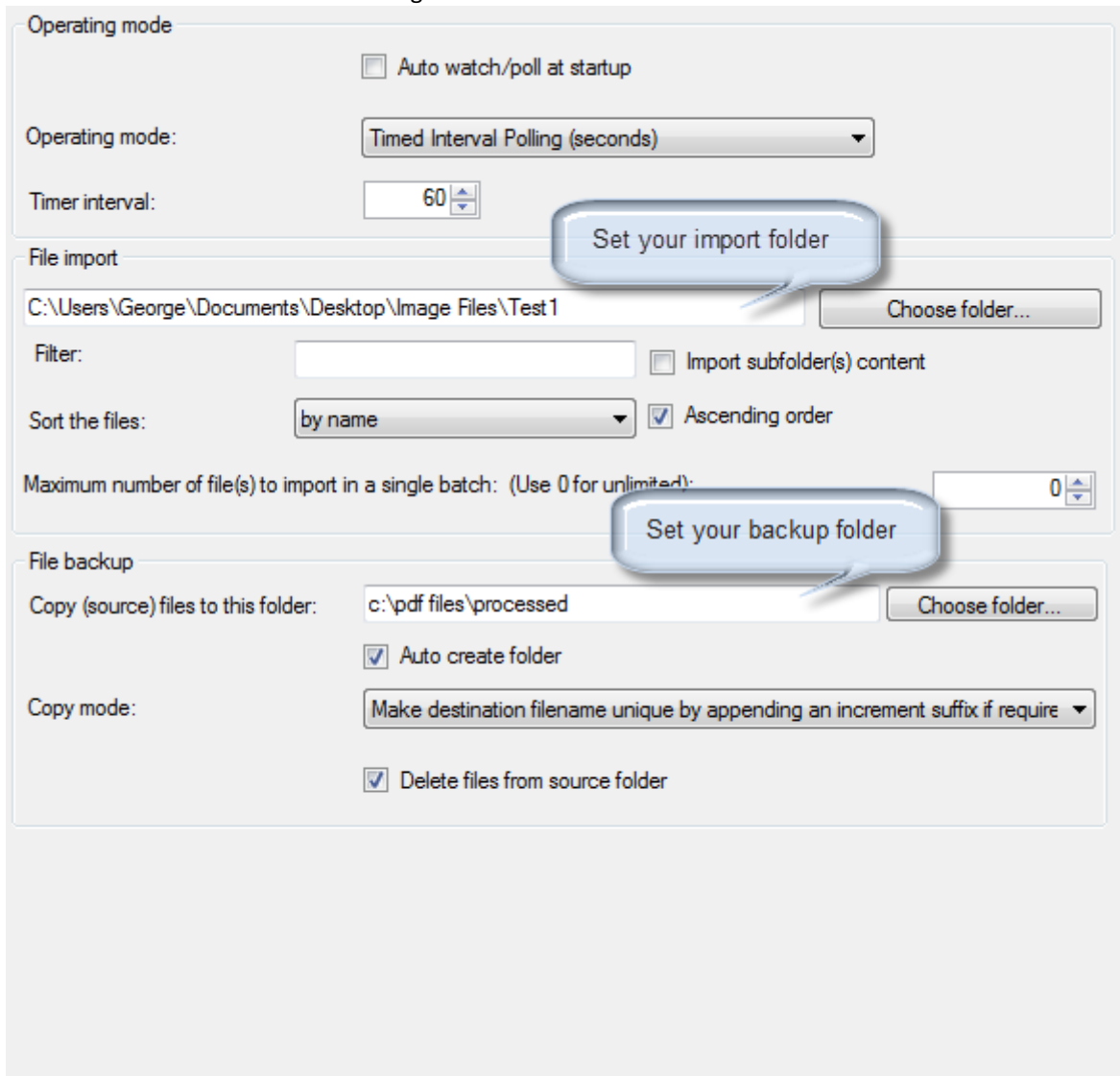


Figure 4

Operating Mode

Auto watch/poll at startup – Check this option if the folder watching or folder polling should start when ScanToPDF is started

Operating Mode – Choose from one of the following three modes

1. Manual mode – User must click import from folder to import images
2. Folder watching – Import will start when a new file arrives in the folder being watched (the import folder)
3. Timed interval polling – Import will happen every x seconds (where x is the polling interval *see below*)

Timer Interval – Set the number of seconds between each poll of the import folder

File Import – Set your import folder in the box with the “Choose folder...” button beside it

Filter – Enter a filter for your file type(s) (for example *.tif)

Import subfolder(s) content – Check this option to enable ScanToPDF to import files from sub folders of the import folder

Sort the files – Choose a sort order

Ascending Order – Check this option to sort the files in ascending order

Maximum number of file(s) to import in a single batch (Use 0 for unlimited) – Set the number of files to import each time the import process is triggered

File Backup

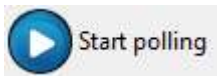
Copy (source) files to this folder – The files once imported and processed will be saved in this folder. Note the folder shown here (c:\server\processed) can be set to any folder as required, this is shown as an example. ScanToPDF variables (such as {%datetime%:ddMMyyyy}) can be used to create a different backup folder for each day/month etc)

Auto create folder – Check this box to enable ScanToPDF to create the folders required for copying source files.

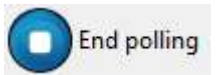
Copy mode - Make destination filename unique by appending an increment suffix if required - If the file already exists in the copy folder the filename will be changed to include an increment to make it unique, for example if processing a file called image001.tif and a file with that name had already been processed then the new file would be called image001_1.tif to make it unique

Once all the settings shown have been made, close the options screen.

ADDITIONAL BUTTONS ADDED TO THE MAIN SCANTOPDF USER INTERFACE

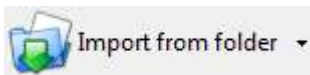


Press this button to start folder polling/watching



Press this button to stop folder polling/watching

NETWORK SCANNING SOLUTION OPERATION



Operation will depend on "Operating Mode" – If Manual mode has been chosen user will need to press the Import from folder button, otherwise polling/watching must be started using the "Start polling" button (as described above)

APPENDIX – SUPPORTED FILE TYPES

Image only PDF files

Standard JPEG files (not those created with JBIG or JPEG2000 compression)

TIFF files (single or multi-page)