

Follow the instructions to download and install the ScanToPDF software and (optionally) import evaluation settings before following these instructions

To install the service add a command line switch of /SERVICE to the ScanToPDFSetup executable using a batch file or a desktop shortcut

Please note the service will not run until it is activated. A temporary key can be requested [using this page](#) (registration required)

Plugins Included In the Solution

Automatic Filenamer + Automatic File Import + Barcode Recognition + Batch Separation + Document Profile Selector + PDF Import

Document Profiles And Document Dependant Settings

The plugin settings in this solution are stored separately for each document profile. This enables each of the plugin settings to be configured differently, depending on the requirements for the solution. For example having different input folders, different barcode settings and different output folder settings.

Automatic file namer settings

Start ScanToPDF

Click the *Edit* menu and choose *Options*

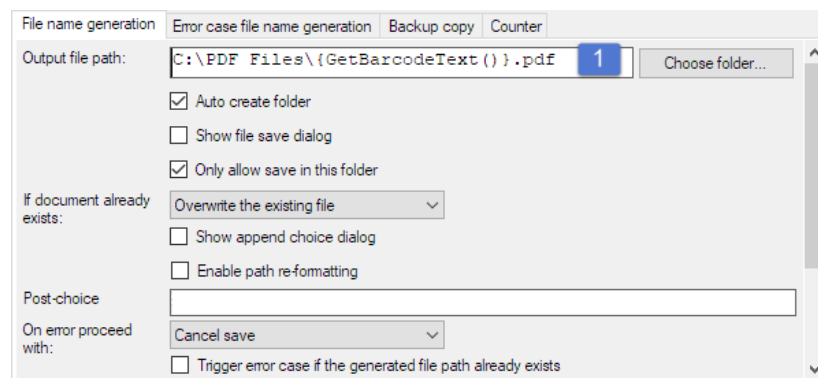
Click the *Automatic File Namer* icon



Automatic File Namer

In the *Output file path* setting (item 1 in the screenshot below) enter a folder name and file name, for example

C:\PDF Files\{GetBarcodeText()}.pdf



(which will name the file using a barcode on the page)

Click *Save* on the bottom right of the settings window

For detailed information about the other settings please [click here](#)

Barcode recognition settings

Click the *Barcode Recognition* icon

Choose the barcode(s) type(s) required using the *Type* check list box

Click *Save* on the bottom right of the settings window

For detailed information about the other settings please [click here](#)

Batch separation settings

Click the *Batch Separation* ICON

The example settings use *Barcoded page*. Please [click here](#) for more information about batch separation modes
If a different method is required, please choose the mode required

Click *Save* on the bottom right of the settings window

For detailed information about the other settings please [click here](#)

Automatic file import settings

Click the *Automatic File Import* icon

The example settings use an import mode of Timed Interval Polling every 30 seconds and import from the folder C:\import\pdf

For detailed information about the other settings please [click here](#)

Document Profile Selector settings

Click the *Document Profile Selector* icon

Use the *New*, *Copy*, *Rename* and *Delete* buttons to manage the document profiles.

For detailed information about the other settings please [click here](#)

Service Settings

There are no additional configuration settings for the service. The settings should be made by running the software in the desktop as described above. All that is required is to start the service (called ScanToPDFService) using the Windows Service Manager. Please check that the user running the service (usually the local system account) has the required permissions to access folders required to run ScanToPDF.

The service will not run until it is activated. A temporary key can be requested [using this page](#) (**registration required**)

Service Script

To import from more than 1 folder using the service, use a text editor to create a file called ScanToPDFService.scp with a single line `ProcessAllDocumentProfiles()` and save the file in the ScanToPDF folder.