

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 + Optical Character Recognition (OCR) + Data Exporter

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 to use the imported file name

C:\PDF

Files\OCR\{GetFilenameWithoutExtension(ImportFilePath)}.pdf

(which will name the file using the name of the imported file)

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

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

OCR Settings

The OCR settings should be left as set in the evaluation.

The settings are advanced and should not be changed for default operation

Automatic file import settings

Click the *Automatic File Import* icon



Auto File Import

The example settings will import from the folder

C:\import\pdf so for testing purposes the files which require processing should be saved in this folder.

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

Data Exporter Settings

Click the *Data Exporter* icon



The example settings create a CSV file in the folder c:\scanlog\ocr-log.csv

and saves the following fields
{Date():dd-MM-yyyy},{ImportFilePath},{OutputFilePath}

which creates a line in the CSV for each PDF created with these fields.

{Date():dd-MM-yyyy} - processing date
{ImportFilePath} - name of the imported file
{OutputFilePath} - name of the processed file (with OCR)

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.

Please [visit this page for service documentation](#)

After the service is installed, all that is required is to start the service (called ScanToPDFService) using the Windows Service Manager. Please note the service will not run until it is activated. A temporary key can be requested [using this page](#) (registration required)

Operating The Solution

Close the ScanToPDF.exe desktop application and start the service (which is called ScanToPDFService) using the Windows service manager or Task Manager Services tab.

Put the PDF files that are to be processed into the folder c:\import\pdf

The files will be processed by the service and saved into the folder C:\PDF Files\OCR with the file name being the same as the input file name.

A CSV file will also be saved in the file c:\scanlog\ocr-log.csv containing the process date, the input file name and the output file name for audit purposes.
These PDF files will now be fully text searchable.