

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

### Plugins Included In the Solution

Automatic Filenamer + Barcode Recognition + Batch Separation + Document Indexing

### Automatic Filenamer settings (Settings that control the output file path location)

Start ScanToPDF

Click the *Edit* menu and choose *Options*

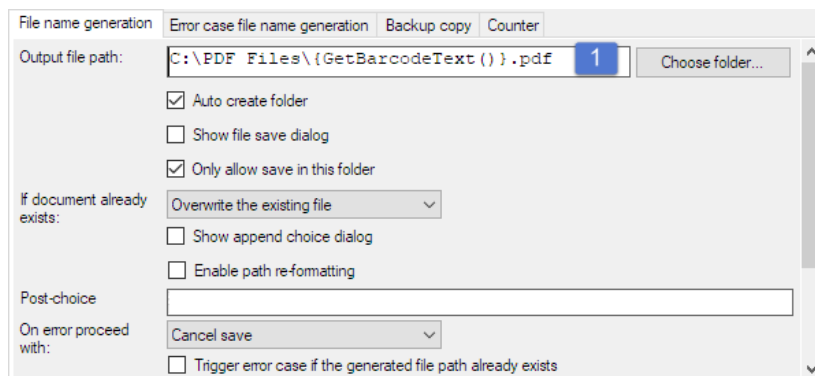
Click the *Automatic File Namer* icon



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



Barcode Recognition

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](#)

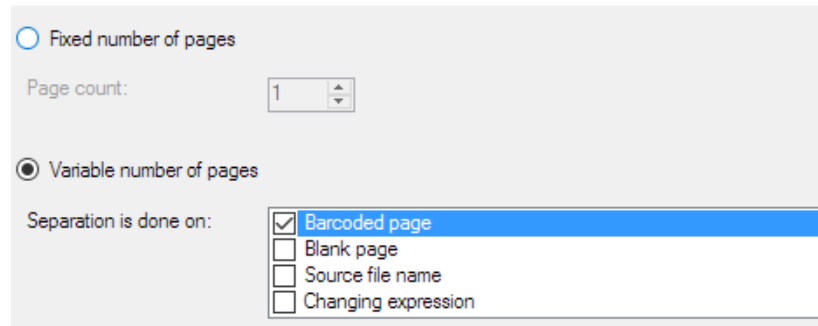
## Setting the batch separation mode

Click the "Batch Separation" ICON



Batch Separation

The example settings use *Barcoded page*. Please click [here](#) for more information about batch separation modes



The screenshot shows a settings window for batch separation. It has two radio buttons: "Fixed number of pages" (unselected) and "Variable number of pages" (selected). Under "Fixed number of pages", there is a "Page count:" label and a spinner box containing the number "1". Under "Variable number of pages", there is a "Separation is done on:" label and a list box with four options: "Barcoded page" (checked), "Blank page", "Source file name", and "Changing expression".

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](#)

## Operating The Solution

Load the pages to be scanned into the scanner and click Scan

The pages will be scanned and the pages displayed as thumbnails in the left hand side of the ScanToPDF window (the thumbnail pane)

The separation will be displayed using the document visualisation plugin. At this stage the documents and pages can be reviewed before saving.

When review has taken place, click Save and the separated documents will be saved in the folder C:\PDF files and the files will be named with the barcode values.