

Follow the instructions to download and install the ScanToPDF software and (optionally) import evaluation settings available [from this page](#) before following these instructions

The example settings include the barcode recognition plugin which can only be used in **FREE** mode so please do not change the barcode recognition settings.

Plugins Included In the Solution

Automatic Filenamer + Barcode Recognition (FREE Mode only) + Batch Separation

Automatic filenamer 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 enter a folder name and file name, for example

C:\PDF Files\{IncrementCounter():000}.pdf

Which will save files with names 001.pdf, 002.pdf etc in the folder C:\PDF Files

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 the **NEWDOC** separator page which you can download [here](#) which can be printed and placed between each document in the document feeder of the scanner.

Fixed number of pages
 Page count:

Variable number of pages
 Separation is done on:

- Barcoded page
- Blank page
- Source file name
- Changing expression

Barcode
 Value (leave blank for any):

Include separator page in document

To use "Fixed number of pages" check the option and set the number of pages required in each PDF, for example with the "Page count" set to 1 page each PDF will contain 1 page.

Separation **Advanced** User Interface

Fixed number of pages
 Page count:

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](#)

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