

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

Automatic file namer settings

Start ScanToPDF

Click the *Edit* menu and choose *Options*

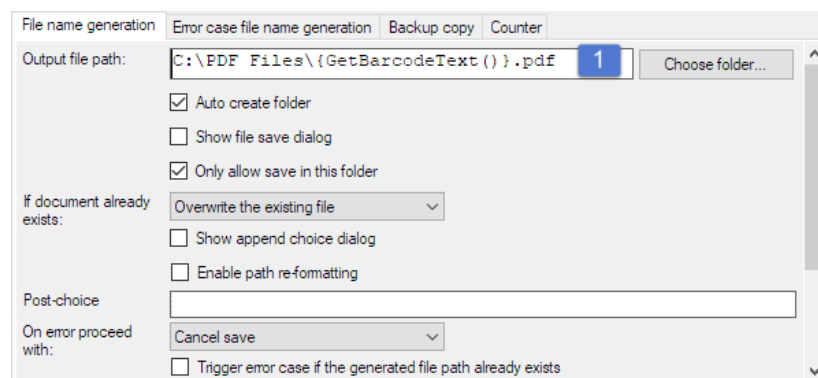
Click the *Automatic File Namer* icon



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



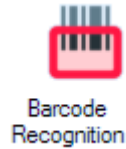
(which will name the file using a barcode on the page)

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



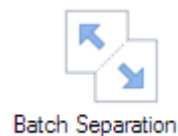
Choose the barcode(s) type(s) required using the
Type check list box

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*

Separation **Advanced** User Interface

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

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](#)

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

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

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

The files in the import folder will be processed by the solution and saved into the folder C:\PDF Files with the file name being the barcode value.

The files from the source folder will be deleted as they are processed. A copy of the source files will be saved in the folder C:\import\pdf\processed