

**QuickScan<sup>TM</sup>**

*Overview*

**Version 3.5.1**

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For QuickScan sales or contact information, see the "About Help" box (available from QuickScan's Help menu).

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## Introduction

The image scanning application QuickScan™, supports more than 300 different scanners and creates an image acquisition environment for scanning, viewing, printing, annotating, indexing, saving, and exporting images.

### **QuickScan...**

- ❑ ...uses ISIS® (Image and Scanner Interface Specification) libraries to support scanners. QuickScan allows full control of scanner options, and supports scanners with dedicated controllers, USB, Firewire, SCSI, and video-based scanner interfaces, such as those from Kofax.
- ❑ ...delivers a high-performance viewer with fast scaling, fast rotation, immediate display of images on demand, annotations, and a pan window.
- ❑ ...processes images to improve the quality and readability of your images.
- ❑ ...provides annotation tools, which give you the ability to add text, lines, highlighting, arrows, and other objects to your pages.
- ❑ ...recognizes job separator pages, which allow for automatic batch separation and creation of files.
- ❑ ...supports black and white, gray scale, and color scanning, viewing, printing, and saving.
- ❑ ...prints multi-page files, images and annotations.
- ❑ ...stores images in many popular image file formats (TIFF, PCX/DCX, BMP, CALS, PDA, MOD:CA, PDF (non-searchable image-only), PNG, etc.) and many popular compression schemes (none, packbits, CCITT Group 3, 3M, and 4, RLE, JPEG, JBIG, ZIP, etc.) according to the capabilities of the selected file format.

### ***New QuickScan features include...***

- ❑ ...Ability to switch to any supported language, even if language is different than native operating system language.

## Minimum System Requirements

Computer:	Pentium II or higher PC-compatible (400MHz or higher recommended)
Memory:	64 MB of RAM (128 MB recommended)
Hard disk:	40 MB of hard disk space
Operating system:	Windows 98, Me, 2000 and XP
Browser	Internet Explorer 5 or newer
	<b>Note:</b> For Windows 98 users, Internet Explorer 6 or newer is required.
Display size:	712 by 610 pixels or larger
Scanner (optional):	QuickScan can display images from disk, so a scanner is unnecessary unless you need to create images from paper documents or photographs. You can get a complete list of supported scanners, SCSI adapters, Firewire boards and video cards from <a href="http://www.pixtran.com">www.pixtran.com</a> .

## Using online help

To display QuickScan's Help for additional information on topics discussed in this guide, choose **Contents** from the **Help** menu, or press **F1**.

## Installing QuickScan

1. Launch Windows and insert the QuickScan CD into your CD-ROM drive. The installation program will start automatically after you insert the CD.
2. Select the **Install QuickScan** option. The Welcome screen appears.
3. Click **Next**.
4. Enter your user name, organization and QuickScan serial number (located on the back of the CD-ROM case) on the Customer Information screen.
5. Choose whether you want QuickScan to be available for all users, or for just you, and then click **Next**.
6. Read and accept the license agreement on the License Agreement screen and click **Next**.
7. Choose **Complete** to install all program features in the default location or choose **Custom** to specify the directory location and program features to install, and then click **Next**.
8. Click **Install** on the **Ready to Install** screen to install QuickScan.
9. Click **Finish** to complete your installation.
10. You can now launch the QuickScan application by clicking **Start> Programs> QuickScan> QuickScan**.

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**Note:** See QuickScan's help for information about uninstalling this product.

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# Setting up your scanner

## Installing scanner drivers

Before you select your scanner in QuickScan you must install the driver for your scanner:

1. Click the Windows **Start** button and choose **Programs> QuickScan> Add Scanner**. The Open dialog appears.
2. Locate your scanner driver, and then click **Open**. A message stating that your scanner driver was installed successfully appears.

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**Note:** A warning message will appear if you have a scanner that is incompatible with the your current level of QuickScan. You can determine the level of your QuickScan installation by clicking on the **About QuickScan** command in the **Help** menu.

**Note:** Be sure that the your scanner is the scanner listed in the title bar of the message dialog. If you selected the wrong scanner, click **OK** and go back to the beginning of this procedure.

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3. Click **OK**. Another message will be displayed requesting that you reboot your computer so that the changes can take effect.
4. Click **Yes** to reboot. You can now select the new scanner from within QuickScan.

## Selecting a scanner

Before you can scan, you must select your scanner. Be sure that your scanner is turned on and Windows is running, then follow these steps:

1. From the **Start** menu, choose **Programs> QuickScan> QuickScan** to launch QuickScan.
2. From the **Scan** menu, choose **Select Scanner**. QuickScan takes a few moments to determine the names of the scanners supported by all of the installed scanner drivers, and then displays the Scanner Selection dialog.
3. From the **Scanner** list, choose your scanner.

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**Note:** QuickScan includes two additional drivers. The Import Driver (IMPORTER.PXN) allows users to retrieve images from a specific directory as if they were being scanned. The Demo Driver (FILESPEW.PXN) allows users to retrieve any number of images from the hard drive as if they were being scanned.

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4. Click **Setup** to configure your scanner's setup options. These options vary depending on your scanner. In some cases, there are no setup options.
5. Click **OK** to close the Scanner Selection dialog. You are now ready to [scan a batch](#) or perform a [preview scan](#) with your scanner.

## Viewing scanner settings

To view or configure default settings for your scanner in QuickScan, choose **Preview Settings** from the **Scan** menu to display the scanner's setup dialog. Although the features and settings on the scanner's setup dialog are determined by your scanner, the following properties apply to most scanners:

Setting	Description
Mode	Specifies the color format (e.g., Black and White, 16-Level Gray, 24-bit Color) that your scanner will deliver to your application.
Dither	Creates a halftone image based on your scanner's dither options.
Dots per inch	Adjusts the resolution of the images. More dots per inch (DPI) increase image clarity and file size.
Page Size	Specifies the size of the pages to be scanned.
Brightness	Adjusts the relative brightness of each of the primary colors (Red, Green, and Blue).
Contrast	Adjusts the contrast of black and white in images within the limits of your scanner.
Region	If your duplex scanner supports this feature, you can choose Front or Back to configure settings for the front, or back sides of pages. Each side can then be scanned using different settings.

<b>Setting</b>	<b>Description</b>
Duplex	If your scanner supports duplex scanning, selecting this check box scans both sides of a page.
Default	Returns scanner settings to their default values.
Area	Sets the scanning area.
More	Provides access to additional, scanner-specific, configuration settings.

## Getting around

### Opening images

To open images (such as the sample images included with QuickScan that are already saved on disk):

1. Click the **Open Image** icon on the standard toolbar, or choose **Open** from the **File** menu. The Open dialog appears.
2. Locate the drive and directory containing the files you want to open, choose the file you want to open, and then click **Open**. If necessary, change the **Files of type** list box to see the type of files you want to open.
3. To open all or several consecutive files in the current directory, select the first file, hold down the shift key and select the last file.
4. To open multiple non-consecutive files in the current directory, select the first file you want to open, hold down the control key (**Ctrl**), and select the other files you want to open. The selected file names appear in the **File name** list box.
5. To open files from more than one folder or disk drive, click **Advanced** to expand the Open dialog. Navigate to the folder containing the file you want to open, select the file, and then click **Add**. The file name appears in the **Selected files** list.
6. Select **Open additional files using pattern matching** if you want QuickScan to recognize a pattern of file names and open all the files using that file name schema.
7. After you have added all the files you want to open, click **Open**.

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**Note:** See QuickScan's online Help (**F1**) for information on opening multiple files from one or more locations.

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### Viewing images

Images are displayed for viewing as soon as they are scanned or opened. You can zoom, rotate, and move from one image to another. You can use the Pan window for moving quickly around the image, and you can use the Thumbnail Viewer to select, delete, and rearrange pages in your document. Although using the Thumbnail Viewer to rearrange or delete pages alters your file, the other features are generally for enhanced viewing only and will not alter the document when saved.

Use the following tools and commands to make viewing easier:

#### Thumbnail viewer vs. Page viewer

By default, QuickScan displays images in two viewers within the application window: the **Thumbnail viewer** on the left side and the **Page viewer** on the right side.

The **Thumbnail viewer** displays thumbnail versions of all the pages in the open document. Move to a different page in a multi-page file by placing the cursor to the left of the page thumbnail.

The **Page Viewer** occupies the larger portion of the application window and displays the currently selected page.

#### Pan window

Using Scroll bars when navigating around large or highly magnified images can be tedious. QuickScan offers the Pan window as a much more efficient tool. To use the Pan window, choose **Pan Window** from the **View** menu to display the Pan window. The Pan window displays a miniature representation of the entire page, with the portion of the page in the main window shown as a negative image (colors are reversed). Point to the reversed color area of the Pan window, then click and hold down the left mouse button. Drag the reversed color area around and watch the image in the main window move. When you have positioned the image as desired, release the mouse button.

#### Goto

Click the **First Page**, **Previous Page**, **Next Page**, and **Last Page** icons on the standard toolbar to display the first, previous, next, or last page, respectively. To go to a specific page, choose **Go to Page** from the **Edit** menu. Enter the number of the page you want to view and click **OK**.

## Windows clipboard support

QuickScan supports the Windows clipboard. When you copy or cut an annotation on a page in the Page Viewer, or an entire page from the Thumbnail Viewer, the item(s) you copy or cut go to the Windows Clipboard. You can then paste the contents of the Windows Clipboard into any application that supports image pasting.

## View settings

View settings affect only the current view of the image on your screen. They do not change the contents of your image files whatsoever.

To change view settings, choose the desired setting from the **View** menu. By changing these settings, you can affect the current view of the image on your screen. If you choose **Apply Settings to All Pages** from the **View** menu, the changes you make will be applied to the current view of each page in the document.

The **View** menu allows you to apply the following settings:

Option	Description
Zoom	Open the Zoom dialog and allows you to choose the zoom percentage.
Orientation	The following rotation options are available from the drop-down list: <ul style="list-style-type: none"><li><input type="checkbox"/> Portrait – Rotates the image to portrait view.</li><li><input type="checkbox"/> Landscape – Rotates the image to landscape view.</li><li><input type="checkbox"/> 180 degrees – Rotates the image clockwise 180 degrees.</li><li><input type="checkbox"/> 270 degrees – Rotates the image clockwise 270 degrees.</li></ul>
Rotate Clockwise	Rotates the image clockwise in 90-degree increments.
Rotate Counter Clockwise	Rotates the image counter-clockwise in 90 degree increments.
Invert	Makes a negative image (colors are reversed) of the original image. You can also access this command from the <b>View</b> menu.
Mirror	Makes a mirror image of the original image. You can also access this command from the <b>View</b> menu.
Dither	Intersperse pixels of varying colors to create a smoother appearance. The higher the resolution of your monitor, the smoother the appearance.
Apply Settings to All Pages	When checked, each action in the dialog affects all pages. When not checked, each action affects only the current page.
Toolbars	The following toolbars are available from the drop-down list: <ul style="list-style-type: none"><li>Annotation                Displays the Annotation toolbar when checked.</li><li>Brightness/Contrast    Displays the Brightness/Contrast window when checked.</li><li>Standard                 Displays the Standard toolbar when checked.</li></ul>
Thumbnails	Displays the Thumbnail Viewer when checked. This is the default setting.
Pan Window	Displays the Pan window when checked.
Status Bar	Displays the Status bar at the bottom of the application window when checked. This is the default setting.

## Editing images

### Annotations

Annotations give you the ability to add text, lines, highlighting, and other objects to your pages. Annotations appear on top of your page images; they do not become a part of the image data unless you merge the annotations to the image using the **Merge Annotations to Image** command on the **Edit** menu.












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**Note:** Once you merge annotations you cannot edit the annotations.

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You can place any of ten different types of annotations on your pages. Once an annotation has been placed, it can be moved or resized by using the mouse. To delete an annotation, click the **Select** tool, select the annotation you want to delete, and then press the **Delete** key. For additional information on Annotations, consult QuickScan's online help.

The following table describes each of the annotation tools on the Annotation toolbar:

<b>Tool</b>	<b>Description</b>
	Select annotations for the purpose of moving, resizing, deleting, or changing their properties.
	Place a bitmap image that you specify.
	Place a popup icon which, when clicked, opens to a window of scrollable text.
	Place a text annotation.
	Draw transparent colored rectangles over areas of the page, similar to the appearance of a highlighter pen.
	Draw opaque, usually black, rectangles over areas of the page to obscure them from being seen.
	Draw freehand lines.
	Draw straight lines arrowheads on either or both ends, or no arrowheads.
	Draw rectangles.
	Draw ellipses.
	Draw segmented lines that may be closed to become polygons.

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**Note:** The triangle to the right of each tool indicates a drop-down list containing user-definable settings.

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## Image Processing filters

Image processing is a technology designed to improve the quality and readability of your images. Image processing can be used to clean up “dirty” images, straighten crooked images caused by paper misalignment during scanning, remove black circles on images scanned from punch holes, etc. It can also be used to recognize barcodes and patchcodes on the image. For additional information on Image Processing filters, consult QuickScan’s online Help by pressing **F1**.

Image Processing filters can be used individually or in sequence, and they can be configured to deliver the optimal results depending on your parameters. Image processing can be done on existing images opened in QuickScan. It can also be accomplished dynamically during a batch scan by creating a profile that contains the appropriate filters (see “Using profiles” on p.12 for information about profiles.)

Each of the following QuickScan Image Processing filters is designed to perform a specific enhancement task:

<b>Filter</b>	<b>Description</b>
Barcode Hilite	Detects, decodes and automatically highlights several different types of barcodes.
Black Overscan Removal	On binary images, this filter deletes the black border created when a scanner does not have the ability to detect page size. Smaller pages will be scanned at the same size as other pages creating the large black border. This filter reduces the physical dimensions of the image and the size of the resulting image file.
Blank Page Detection	Detects a blank page.
Border Removal	Removes borders.
Crop	Performs margin cropping.
Deskew	Straightens skewed images that result from pages being improperly fed into the scanner. (The ability to deskew color images is a QuickScan Pro feature.)
Dilation	Expands the area of objects in an image. It may improve image quality and legibility of text, but can increase the file size.
Erosion	Trims the area of image objects. Reduces file size, but detail of image content may be lost.
Halftone Removal	Removes halftone and dither patterns.

<b>Filter</b>	<b>Description</b>
Hole Removal	Removes black circles resulting from punch holes.
Invert Image	Creates a negative image: black pixels become white, white pixels become black and color pixels change to their color-wheel opposites.
Line Removal	Removes straight lines and form grids.
Noise Removal	Removes noise elements (despeckling).
Patchcode Detection	Detects and decodes three different types of patchcodes.
Rotation	Performs clockwise rotation in 90-degree increments.
<b>Note:</b> Unlike the rotation options on the <b>View</b> menu, this filter permanently rotates the image.	
Scaling	Resizes the page to specified dimensions while maintaining the aspect ratio.
Skeleton	Removes a user-configurable amount of pixels from all characters on the page.
Smoothing	Smooths jagged characters and graphics.

### **QuickScan Pro filters**

In addition to the filters listed above, QuickScan Pro features the following filters:

<b>Filter</b>	<b>Description</b>
Barcode Detection	Detects, decodes and optionally highlights several different types of barcodes.
Black Overscan Removal	On color and binary images, this filter deletes the black border created when a scanner does not have the ability to detect page size. Smaller pages will be scanned at the same size as other pages creating the large black border. This filter reduces the physical dimensions of the image and the size of the resulting image file.
Blank Page Detection	Detects a blank page.
Blank Page Removal	Detects and deletes a blank page.
Color Content	Detects color in an image. Determines the percentage of the image that is "colorful."
Color Dropout	This filter allows you to take a color profile and remove the color(s) specified in the profile from the image.
Crop	Performs margin cropping on binary and color images.
Deskew	Straightens skewed color and binary images that result from pages being improperly fed into the scanner.
Rotation	Performs clockwise rotation in 90-degree increments on binary and color images.
Threshold	Supports "thresholding" from 24-bit color to binary images. The filter converts images from color to binary when the image reaches a predefined threshold. This filter uses a more advanced thresholder than the filter that is included with the basic version of QuickScan.

### **Printing images**

To print images, choose one of these print commands from the **File** menu:

Print Setup	Opens the default <b>Print</b> dialog. To print a selected page range in your document, specify the page range in the <b>Print Range</b> group box.
Print Pages	Prints the current document including any annotations you have added.

### **Customizing menus and toolbars**

By default, QuickScan displays the Standard and Annotation toolbars. You can customize the menus and the toolbars that appear at the top of the QuickScan window by right-clicking your mouse over any of the toolbars or the menu bar and choosing **Customize**.

## Navigation tools

Key	Menu Command	Effect
Ctrl+B	Scan> New Batch	Opens the New Batch dialog so you can choose a scan profile and scan a new batch.
Ctrl+C	Edit> Copy	This is a context sensitive command that allows you to either copy pages or annotations. The text of the menu command changes to identify that you are copying a page or an annotation.
	Edit> Copy Page	Copies the selected page(s) to the Windows Clipboard.
	Edit> Copy Annotation	Copies the selected annotation(s) to the Windows Clipboard.
Ctrl+D	Demo> Load Demo Pages	Loads the demo pages in QuickScan Demo version only.
Ctrl+E	Scan> Preview Settings	Displays the Scanner Settings dialog.
Ctrl+G	Edit> Go to Page	Displays the Goto Page dialog, which allows you to specify the page you want to view.
Ctrl+I	Help> About Image	Displays the About Image dialog, which gives you information about the image on the current page.
Ctrl+J	Edit> Next Unindexed Page	Displays the next unindexed page.
Ctrl+L	Demo> Loop Demo	Loops the demo pages in QuickScan Demo version only.
Ctrl+N	Edit> Next Page	Displays the next page of the document.
Ctrl+O	File> Open	Displays the Open Document dialog.
Ctrl+P	Edit>Previous Page	Displays the previous page of the document.
Alt+F4	File> Exit	Exits QuickScan.
Ctrl+R	Edit> Recall Page	Displays the previous page.
Ctrl+S	File> Save	Saves the current file.
Ctrl+T	View> Thumbnails	Displays the Thumbnail Viewer, allowing you to select the page you want to view.
Ctrl+V	Edit> Paste	This is a context sensitive command that pastes the contents of the Windows Clipboard. The text of the menu command changes to show the type of contents on the Windows Clipboard.
	Edit> Paste Page	Pastes a page from the Windows Clipboard.
	Edit> Paste Annotation	Pastes an annotation from the Windows Clipboard.
Ctrl+W	File> Close	Closes the current file.
Ctrl+X	Edit> Cut	This is a context sensitive command that cuts the selected page or annotation. The menu command text changes to show what you have selected to cut.
	Edit> Cut Page	Cuts the selected page.
	Edit> Cut Annotations	Cuts the selected annotations.
Ctrl+Z	Edit> Undo	This is a context sensitive command that undoes operations you performed on images. The text on the menu command (e.g., Undo – Image Processing) tells you what operation you last performed. You can undo multiple operations using this command.
	Edit> Undo – Image Processing	Undoes the Image Processing filter command if it was the last operation performed.
	Edit> Undo – Create Annotation	Undoes the annotation you created if it was the last operation performed.
	Edit> Undo – Clear Annotation	Undoes the Clear Annotation command if it was the last operation performed.
	Edit> Undo – Cut Page	Undoes the last Cut Page command if it was the last operation performed.
	Edit> Undo – Paste	Undoes the last Paste command if it was the last operation performed.
Ctrl+Right Mouse Button	Edit> Undo – Clear Page	Undoes the Clear Page command if it was the last operation performed.
		Zooms in on image. Hold down key & button and drag the mouse to create a rectangle. Release the key & button to zoom in on the rectangle.

<b>Key</b>	<b>Menu Command</b>	<b>Effect</b>
F1		Launches QuickScan's online Help system.
F3	File> Save Document as	Displays the Profiles Save As dialog, which allows you to save your document in a different file format, rotation, color format, or compression scheme.
F4	File> Save Batch As	Displays the Save As dialog to save batch as a .QSB file.
F5	File> Index	Displays the Index dialog.
F6	File> Export	Displays the Export dialog.
Del	Edit> Clear	This is a context sensitive command that clears either the selected page or the annotations you have placed on a page. If no annotations are present, this command defaults to Clear Page.
	Edit> Clear Page	Clears the selected page.
	Edit> Clear Annotation	Clears the selected annotation.

## Using profiles

This new feature to QuickScan gives you a convenient way to store often-used settings for use when you scan a batch or save a file. Profiles offer powerful tools that ensure the documents you scan or save are configured using the same file type, page size, DPI, color format, compression type, and naming schema. Profiles can be added, edited, deleted and even protected from accidental deletion.

QuickScan provides the following types of profiles:

- ❑ **Save profiles** store settings that tell QuickScan how you want to save the images you scan. Since this type of profile is applied *after* you scan your documents, it is ideal for manipulating a scanned image using annotation tools and Image Processing Filters, and then saving the results using a consistent file type, color format, and naming schema.
- ❑ **Scan profiles** store settings that tell QuickScan how you want to process images while those images are being scanned. By using this type of profile to process batches, you can save time and ensure that the batches you specify are saved in the same format with the same compression type, and in the same location. Scan Profiles can also automatically apply Image Processing filters in the order you specify. Furthermore, Scan profiles provide many powerful features that allow you to process job separation pages and to apply Image Processing filters to deskew, rotate, remove holes, etc.
- ❑ **Index profiles** store often-used settings for indexing. When you configure an indexer profile, you will setup the indexing fields that a user will work with indexing a document.
- ❑ **Export profiles** store often-used settings for exporting. Exporter profiles allow you to define how you want to export index data and image file information.

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**Note:** QuickScan allows you to save binary (black and white) images in a color format and vice versa. To ensure the correct output when scanning color or binary images, double-check the Save or Scan Profile you are using.

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### Pre-configured profiles

QuickScan includes pre-configured profiles for saving files and pre-configured profiles for scanning batches. Although they share the same names and *basic* properties, save profiles and scan profiles operate independently. With that in mind, the following pre-configured save and scan profiles are available:

Profile Name	Use
Binary TIFF	For scanning and saving black and white images in a TIFF file format.
Color JPEG	For scanning and saving 24-bit color images in a JPEG file format.
Grayscale JPEG	For scanning and saving images with up to 256 shades of gray in a JPEG file format.
Never Rescan (Scan profiles only)	For thresholding from an 8-bit gray scanning to get the best binary results.

### Saving individual images with Save profiles

When you scan a single image using **Preview Scan** on the **Scan** menu, the current scanner settings are used (see “Viewing scanner settings” on p.4). However, you can apply a different profile or different settings when you save the image using the **Save Document As** command on the **File** menu:

1. [Open an image](#) or scan an image by choosing **Preview Scan** from the **Scan** menu.
2. From the **File** menu, choose **Save Document As**. The Save Document As dialog appears.
3. Click **More** to display additional options.
4. From the **Profile** list, choose one of the default profiles. Once you select a profile, its definition appears below the selected profile in the scroll box.
5. In the **Path** text box, specify the location where your file will be saved or click **Browse** to choose the appropriate location.
6. In the **File name** text box specify the appropriate file name.
7. From the **File Type** list, choose the file format to use for saving scanned images.

8. If you want to use the default settings from one of the profiles, choose one of the default profiles from the **Profile** list. Once you select a profile, its definition appears below the selected profile in the scroll box.
9. From the **Color Format** list, choose the color format to use for saving. Typically a color format is chosen to best match the scan type, although it is possible to scan in color but save in black and white (binary).
10. From the **Compression** list, choose the compression format to use for saving.
11. From the **Page** range group box, choose one of the following:
  - **All** - Saves all of the pages in your document.
  - **Current** - Saves only the page that is currently selected.
  - **Selected pages** - Saves pages that are currently selected. To use this option, you must first select pages in the Thumbnail Viewer.
  - **Pages** - Saves the specified page or range of pages.
12. Select **Use Current Orientation** if you rotated some or all of the images and want to save the current orientation of your pages.
13. Click **Modify** to open the Modify Schema dialog and configure a file name schema. The **Use Schema** check box is selected if you specified a file name schema.
14. In the **Starting document number** text box, specify the starting document number for your file name schema. This option is available if you specified a Batch file name tag in your file name schema.
15. In the **Starting page number** text box, specify the starting page number for your file name schema. This option is available if you specified a Page file name tag in your file name schema.
16. Click **Save** to close the dialog and save your file.

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**Note:** Changing the **Path, File name, File type, Color Format, Compression**, or file name schema will not permanently change the selected Save As profile. The change applies only to the current one-time use.

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## Scanning batches using profiles

QuickScan can scan individual pages or a stack of pages. A stack of pages scanned at the same time is called a “batch.” A batch can be saved as one file and then it can be referred to as a document and opened, printed, or saved as a unit.

When scanning a new batch, you can apply a default or custom profile while you scan. By applying a profile while you scan, you can automatically rotate pages, recognize job separation pages, apply Image Processing filters, and save your files in a specific location using a consistent naming schema.

To process a batch using a default profile:

1. Place one or more pages in your scanner.
2. From the **Scan** menu, choose **New Batch**. The New Batch dialog appears.
3. From the **Profile** list, choose one of the pre-configured profiles. The selected profile’s definition appears in the scroll box below the **Profile** list.
4. From the Batch group box, choose one of the following options:
  - **New** - This option indicates that the batch to be scanned is the first batch and QuickScan will start the batch and page numbering at 1.
  - **Continue Batch** - This option indicates that the batch to be scanned will continue from the previous batch using the selected scan profile and the batch and page numbering will continue from the previous batch.
  - **Custom Batch** - This option allows you to specify the batch and page numbering in the Next Batch and Next Page text boxes.

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**Note:** These options are available when the Batch file naming schema is specified in the Image Format and Naming tab of the Profile Editor dialog.

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5. In the **Document** text box, specify the number at which you want the document to start. This option is available if you specified a Batch file name tag in your file name schema.
6. In the **Page** text box, specify the page number at which you want the batch to start. This option is available if you specified a Page file name tag in your file name schema.
7. In the **Path** and **File name** text boxes, specify a directory and file name, or click **Browse** to locate the directory and file name where you want to save your file.
8. Click **Scan** to close the dialog and process your batch. As each page of your batch is scanned, it will appear in QuickScan's Page Viewer on the right side of the application window. A thumbnail version of each page will appear in the Thumbnail Viewer on the left side of the application window. When your scanner finishes scanning your pages the Continue Scan dialog appears.
9. Click **Stop** to finish your batch, or place more pages in your scanner and click **Continue** to scan more pages using the same scan profile. Click **Advanced** to specify additional scanning options:

Option	Description
All in stack	Scans all the pages in the scanner stack.
Sheet count	Scans the specified number of pages in the stack.
Front of sheet #	Starts the scan in front of the selected image number in the Thumbnail Viewer
Back of sheet #	Starts the scan at the back of the selected image in Thumbnail Viewer.
Simplex	One image per sheet is scanned.
Duplex	Front and back sides of each page are scanned and two images are created.

10. Select **Close** from the **File** menu to close your batch. Notice that you were not prompted to save your files because the scan profile automatically saved all your pages in the same folder using the same file naming schema with the same file format.

## Custom profiles

In addition to the pre-configured profiles included with QuickScan, you have the ability to create as many custom profiles as you need. Custom profiles must be created separately for saving documents and for scanning batches.

### Creating custom Save As profiles

1. Scan a document or open an image file.
2. From the **File** menu, choose **Save Document As**. The Save Document As dialog appears.
3. Click **More** to display additional options.
4. From the Profile list, choose one of the default profiles. Your new profile will be based on this default profile, but you can change any of the parameters associated with the default profile.
5. Click **Add**. The **General tab** of the **Save As Profile Editor** appears. Now you are ready to edit your new profile using the text boxes and drop-down lists on the following two Save As Profile Editor tabs:
  - **General tab** - This tab allows you to specify a profile name and where scanned images will be saved. The **Image properties** group box displays a summary of the settings specified in the **Image Format and Naming** and **Scan** tabs.
  - **Image Format and Naming tab** - This tab allows you to specify a file naming schema, file type, and color and compression formats.

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**Note:** See QuickScan's online help (**F1**) for a complete description of all the options on the **General** and **Image Format and Naming** tabs.

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## Creating custom Scan profiles

To create custom Scan Profiles:

1. From the **Scan** menu, choose **New Batch**. The New Batch dialog box appears.
2. Select one of the default profiles or choose <use preview settings> profile to use your scanner's default settings. Your new profile will be based on these default settings, but you can change any of the settings associated with the profile.
3. Click **Add**. The Profile Editor dialog appears and you are ready to define your new profile using the options on the following tabs:
  - **General tab** - Like the save profile, this tab contains the name of the profile, whether or not it can be deleted, storing files in a specific location, and a brief description. It also displays the file type, color format, and compression type, scan type, and DPI.
  - **Image Format and Naming tab** - This tab contains options for naming files, save parameters, and includes a check box to warn you when a file with the same name will be overwritten.

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**Note:** The options on the Job separation **Configure** button are directly associated with the **Image Format and Naming** tab. For the options on the Job separation **Configure** button to become available, you must choose the **Use schema to name files** option, click **Modify**, and then include a **Batch** file name tag in your file name schema. Consult QuickScan's help (**F1**) for more information about file name schemas.

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- **Scan tab** - The settings on this tab can be used to alter your scanner settings, scan duplex (double sided) documents, use advanced settings either before or during a scan, and to use the flatbed scanner when the page feeder is empty.
  - **Image Processing tab** - This tab allows you to include image processing filters to your custom profile to correct skew, rotate the page, remove blank pages, remove noise, remove holes, etc. Many of the filters contain configurable parameters.
  - **Index tab** - This tab allows you to include and configure and [indexer profile](#) in your scan profile. This feature is available with QuickScan Pro only.
  - **Export tab** - This tab allows you to include and configure an [exporter profile](#) in your scan profile. This feature is available with QuickScan Pro only.
4. Click **OK** to save your changes and close the Profile Editor dialog. The New Batch dialog appears.
  5. From the Batch group box, choose one of the following options:
    - **New** - This option indicates that the batch to be scanned is the first batch and QuickScan will start the batch and page numbering at 1.
    - **Continue Batch** - This option indicates that the batch to be scanned will continue from the previous batch and the batch and page numbering will continue from the previous batch.
    - **Custom Batch** - This option allows you to specify the batch and page numbering in the Next Batch and Next Page text boxes.

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**Note:** These options are available when the Batch file naming schema is specified in the **Image Format and Naming** tab of the Profile Editor dialog.

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6. In the **Document** text box, specify the number at which you want the document to start.
7. In the **Page** text box, specify the page number at which you want the batch to start.
8. In the **Path** and **File name** text boxes, specify a directory and file name, or click **Browse** to locate the directory and file name where you want to save your file.
9. Click **Scan** to close the dialog and process your batch.

## Indexing

This feature is available with QuickScan Pro only.

QuickScan Pro enables operators to index document, adding detailed organizational information to documents before saving or exporting them.

### ***Creating an Indexer profile***

Before you can index a document, you must setup an indexer profile. QuickScan Pro allows you to configure indexer profiles as a way to store often-used settings for indexing. When you configure an indexer profile, you will setup the indexing fields that a user will work with when indexing a document.

To create an indexer profile:

1. From the **File** menu, choose **Index**. The Index dialog appears.
2. From the **Profile** list, choose <New indexer configuration> and click **Add**. The Select an Indexer dialog appears.
3. Choose an indexer and click **OK**. The Indexer Configuration dialog appears.
4. Setup your indexer profile as necessary.
5. After you've configured all setup options, click **OK** to save your settings.

### ***Indexing a document***

To index a document:

1. [Scan a batch](#), [open a document](#), or [open a batch file](#).
2. With your document open, choose **Index** from the **File** menu. The Index dialog appears.
3. From the **Profile** list, choose an indexer profile you want to use to index your document(s), and then click **Index**. An index panel appears.
4. Index your document as prompted by the indexer.
5. Choose **File**> **Save** to save indexing information with your document.

### ***Using QuickScan Pro's Generic Indexer***

QuickScan Pro includes a built-in indexer called the Generic Indexer. Configuring an indexer profile using the Generic Indexer includes specifying the number of indexing fields, the type of data that can be entered in an indexing field, and defining zones on a sample image that highlight the data that you want an operator to enter.

To create a Generic Indexer profile:

1. From the **File** menu, choose **Index**. The Index dialog appears.
2. From the **Profile** list, choose <New indexer configuration> and click **Add**. The Select an Indexer dialog appears.
3. Choose **Generic Indexer** and click **OK**. The Indexer Configuration dialog appears.
4. Setup your indexer profile as necessary.
5. After you've configured all setup options, click **OK** to save your settings.

To index a document using QuickScan's Generic Indexer:

1. [Scan a batch](#), [open a document](#), or [open a batch file](#).
2. With your document open, choose **Index** from the **File** menu. The Index dialog appears.
3. From the **Profile** list, choose a Generic Indexer profile, and then click **Index**. QuickScan places focus in the first indexing field and zooms in on the corresponding zone on the image.
4. Enter data in the indexing field. Press the **Tab** key to move to the next indexing field. Repeat step 4 until all fields have been populated.
5. Use the arrows below the indexing fields to navigate through your document.

6. Choose **File> Save** to save indexing information with your document. QuickScan Pro's Generic Exporter also allows you to export indexed data (see ["Exporting a Batch"](#)).

### ***Including an indexer profile in your scan profile***

QuickScan allows you to include an indexer profile in your scan profile.

To include an indexer profile in your scan profile:

1. Follow the steps 1 through 3 for [creating a custom scan profile](#).
2. Click the **Index** tab.
3. From the **Auto Index** group box, choose one of the following:
  - **Off** - This option disables auto indexing.
  - **After the scan** - Using the selected indexer profile, this option enables automatic indexing of the batch after it is scanned.
  - **Before the batch closes** - Using the selected indexer profile, this option enables automatic indexing of the batch before it is closed.
4. From the **Profile** list, choose the indexer profile you want to use.
5. Click **OK** to close the dialog and save your settings.

## Exporting

This feature is available with QuickScan Pro only.

QuickScan allows you to export index data and image file information. You can use QuickScan Pro's Generic Exporter or an exporter of your choice to export your image and data.

### ***Creating an Exporter profile***

Before you can export a document, you must setup an exporter profile. QuickScan Pro allows you to configure exporter profiles as a way to store often-used settings for exporting. Exporter profiles allow you to define how you want to export index data and image file information.

To create an exporter profile:

1. From the **File** menu, choose **Export**. The **Export** dialog appears.
2. From the Select a Profile list, choose <**New exporter configuration**> and click **Add**. The Select an Exporter dialog appears.
3. Choose an exporter and click **OK**. The **Exporter Configuration** dialog appears.
4. Setup your exporter profile as necessary.
5. After you've configured all setup options, click **OK** to save your settings.

### ***Exporting a batch***

To export a batch:

1. [Scan a batch](#), [open a document](#), or [open a batch file](#).
2. With your document open, choose **Export** from the **File** menu. The **Export** dialog appears.
3. From the **Select a Profile** list, choose the exporter you want to use to export your batch, and then click **Export**. An export dialog appears.
4. Export your batch or document as prompted by the exporter.

### ***Using QuickScan Pro's Generic Exporter***

QuickScan Pro includes a built-in exporter called the Generic Exporter.

To create a Generic Exporter profile:

1. From the **File** menu, choose **Export**. The **Export** dialog appears.
2. From the Select a Profile list, choose <**New exporter configuration**> and click **Add**. The Select an Exporter dialog appears.
3. Choose **Generic Exporter** and click **OK**. The **Exporter Configuration** dialog appears.
4. Setup your exporter profile as necessary.
5. After you've configured all setup options, click **OK** to save your settings.

To export a batch using QuickScan's Generic Exporter:

1. [Scan a batch](#), [open a document](#), or [open a batch file](#).
2. With your document open, choose **Export** from the **File** menu. The **Export** dialog appears.
3. From the **Select a Profile** list, choose a Generic Exporter profile, and then click **Export**. The **Export Batch** dialog appears.
4. Specify the destination and file name for the file you want to export, and then click **Save**.

## ***Including an exporter profile in your scan profile***

QuickScan allows you to include an exporter profile in your scan profile.

To include an exporter profile in your scan profile:

1. Follow the steps 1 through 3 for [creating a custom scan profile](#).
2. Click the **Export** tab.
3. From the **Auto Export** group box, choose one of the following:
  - **Off** - This option disables auto indexing.
  - **After the scan** - Using the selected exporter profile, this option enables automatic exporting of the batch after it is scanned.
  - **Before the batch closes** - Using the selected exporter profile, this option enables automatic exporting of the batch before it is closed.
4. From the **Profile** list, choose the exporter profile you want to use.
5. Click **OK** to close the dialog and save your settings.

## Batches

This feature is available with QuickScan Pro only.

A batch can consist of multiple documents with pages in each document. QuickScan Pro allows you to scan a batch with multiple documents using [Job Separators](#).

### **Batch files**

QuickScan Pro allows users to save information about all of the images in a multiple document batch in a .QSB file. A .QSB (QuickScan batch file) contains image file information (Bits Per Sample, Document Index, File Name, Length, Page Index, Photometric Interpretation, Samples Per Pixel, Width, X Resolution, Y Resolution), [indexing](#) information, and if [image processing filters](#) have been run on an image, image processing information (Barcode, Color Content, Blank Page, and Patchcode results).

### **Navigation**

From the **Edit** menu, choose **First Document**, **Previous Document**, **Next Document**, or **Last Document** to display the first, previous, next, or last document, respectively. To go to a specific document, choose **Go to Document** from the **Edit** menu. Enter the number of the document you want to view and click **OK**.

### **Saving a batch file**

To save a batch file:

1. With your documents open in QuickScan, choose **Save Batch As** from the **File** menu. The Save As dialog appears.
2. Locate the drive and directory where you want to save your file. Enter a name for your file in the **File name** text box and click **Save**.

### **Opening a batch file**

To open a batch file:

1. From the **File** menu, choose **Open**. The **Open** dialog box appears.
2. Select the drive and directory containing the files you want to open and click **Open**. If necessary, change the **Files of type** list box to see the .QSB file you want to open.

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**Note:** You cannot open a .QSB file in conjunction with any other file. Rearranging, inserting, and deleting pages in the tree view will change the order of the data in the .QSB file.

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### **Associating .QSB files**

QuickScan Pro allows you to associate any of .QSB files with QuickScan. Associating the .QSB file format with QuickScan causes QuickScan to launch and open the batch when you double-click a .QSB file.

To associate .QSB files with QuickScan:

1. From the **Tools** menu, choose **Options**. The Options dialog appears.
2. Click the **File Type Associations** tab.
3. Select **\*.QSB (QuickScan batch files)** to associate .QSB files with QuickScan.
4. Click **OK**.

## Using MultiStream

If you need to produce multiple color formats from the same batch, using this feature will save you the hassle of scanning the same batch more than once. The MultiStream feature creates TIFF images in binary and color formats for both the front and back of your document. All you need to do is choose the file name, set the drive and directory where you want the files to be saved and then set the streams for the front and back sides of your page.

If you choose to produce both a color and binary image from a single scan, you need to set the color format and compression of the color stream only. The binary stream's color format is automatically set as binary, and its compression type is automatically set as CCITT Group 4.

When you select **Both** as the **Front** you must set up the options for only your color streams since the binary stream is automatically set. The color stream for both the front and back sides of your pages will be identical, so you only need to set the color format and compression once.

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**Note:** Your scanner must be capable of supporting this type of feature. Consult QuickScan's online help (**F1**) for more information about the MultiStream function.

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## Other products from Pixel Translations

Pixel Translations offers several toolkit products related to image acquisition and management. These products are designed to allow programmers to easily integrate image scanning, viewing, printing, and storage into their applications. QuickScan is an example of the type of application that can be developed using these toolkits.

### **PixTools/Scan**

*High Performance ISIS Toolkit for Scanner Control*

PixTools/Scan focuses on providing peak performance from every ISIS certified scanning device. It drives both SCSI and video scanners at or beyond rated speeds, over 400 images per minute! Features such as ScanAhead™ maintain maximum throughput by caching image data in the ISIS driver, even when an application temporarily cannot keep up with the scanner.

PixTools/Scan can enable your application to work with over 300 ISIS certified scanners from makers like Bell & Howell, Canon, Fujitsu, Hewlett-Packard, Kodak, Panasonic, Ricoh, and many others.

### **PixTools/View**

*High Performance API for Displaying and Printing*

PixTools/View is a full-featured API that provides all the image viewing and printing functions you need— including image display, rotation, scaling, scale-to-gray, color, and annotation.

PixTools/View uses in-memory storage of compressed images, combined with superior decompression libraries. That means fast image display and minimal memory usage. Page images are also automatically cached and prefetched in the background, maximizing memory management and performance. PixTools/View optimizes operations like image rotation and annotation updates. Ask for a demonstration CD and see for yourself!

### **PixTools/EZ**

*ActiveX Custom Controls for Scanning, Viewing, and Annotating*

PixTools/EZ brings together the superior document imaging functions of both PixTools/Scan and PixTools/View in a set of custom controls for ActiveX/OCX.

While C developers can work with any of our toolkits, PixTools/EZ may also be used in Microsoft's fourth generation language (4GLs), Microsoft Visual Basic. This makes for the fastest development time yet: just select, drag, drop and enable!

PixTools/EZ offers over 260 properties, methods, and events, so you have tremendous flexibility in adding scan, view, annotate, and print functions to your application.

### **PixTools/IP**

*Robust Filters for Image Processing and Barcode Recognition*

PixTools/Image Processing is optimized for rapid analysis and modification (where appropriate) of images while using a minimal amount of memory.

PixTools/Image Processing is a full-featured toolkit that provides twenty-two different operations that can be applied to color images, as well as black and white images of any supported file format. These operations, or filters, can be used to improve quality and readability, reduce file size, or both. Quality improvements can substantially enhance the accuracy of optical character recognition (OCR). For added batch control, Barcode recognition and patch code recognition filters are also supported!