

PixTools[®]/QuickScan[™]

Quick Start Guide

Version 3.0

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

QuickScan 3.0 (MC 03-20-2003)

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 NT with service pack 6 Windows 98, Me, 2000 and XP
Browser:	Internet Explorer 4 or newer
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 www.pixtran.com .

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.
3. Click **Next** when the **Welcome** screen appears.
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. Select whether you want QuickScan shortcuts to be available on the Start menu for all user profiles, or for just your user profile.
6. Click **Next**.
7. Read and accept the license agreement on the **License Agreement** screen and click **Next**.
8. Choose **Complete** to install all program features in the default location or choose **Custom** to specify the directory location and program features to install. Click **Next**.
9. Click **Next** on the **Ready to Install** screen to install QuickScan.
10. Click **Finish** to complete your installation.
11. You can now launch the QuickScan application by clicking **Start> Programs> QuickScan> QuickScan**.

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

Using Online Help

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

Scan Profiles

Scan profiles are a convenient way to store settings that tell QuickScan how you want to process images while those images are being scanned. Scan profiles also provide powerful tools that ensure consistency across the documents you scan.

By using scan profiles to process your documents, you can save time and ensure all the documents 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 (IP) Filters in the order you specify and allow you to process job separation pages.

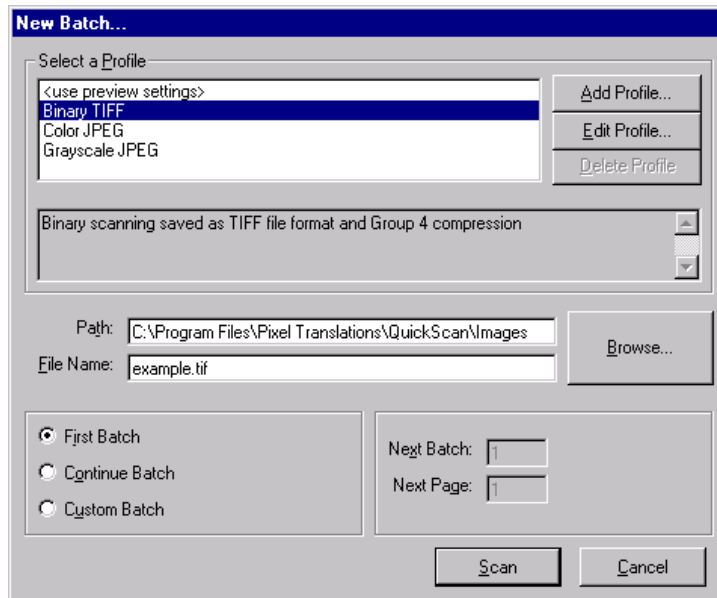
Pre-configured Scan Profiles

QuickScan includes three pre-configured scan profiles:

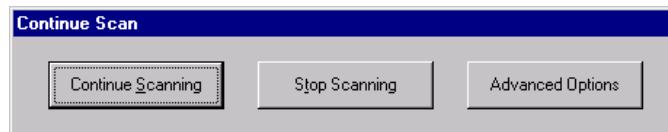
- Binary TIFF** for scanning black and white documents.
- Color JPEG** for scanning color documents.
- Grayscale JPEG** for scanning documents with up to 256 shades of gray.

Scan a Document using a Scan Profile

1. Place one or more pages in your scanner.
2. Select **New Batch** from the **Scan** menu. The **New Batch** dialog appears:



3. Choose one of the three pre-configured profiles from the **Select a Profile** section. Once you select a profile, its definition appears below the highlighted profile in the scroll box. In the example **New Batch** dialog above, we've selected the **Binary TIFF** profile. Its definition states the file format, compression, and naming schema used.
4. The **Path** text box shows the location where your file will be saved and it is determined by the profile you've selected. You can accept this location or **browse** to the appropriate folder.
5. The **File Name** is also determined by the profile you've selected. For now, accept the naming schema specified, but be sure to check the online Help (**F1**) for further information about editing profiles and naming schemas.
6. Click the **Scan** button to 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:



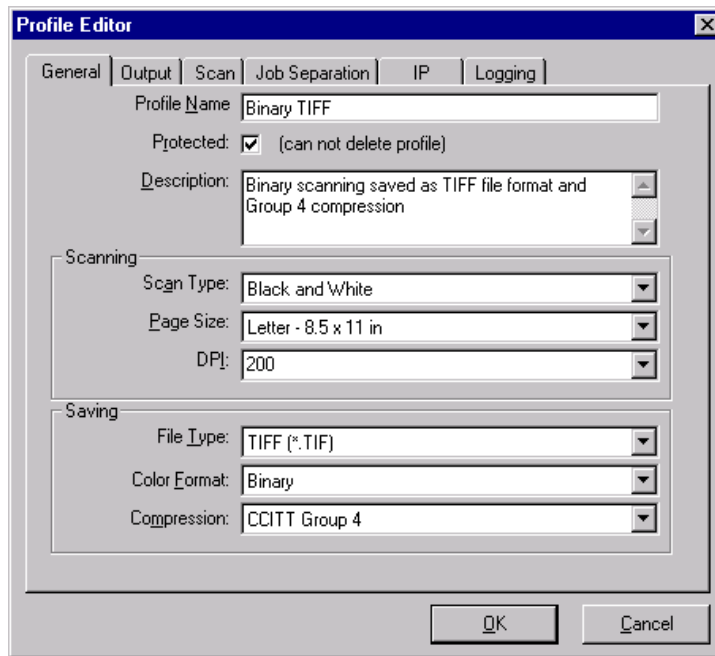
7. Click **Stop Scanning** to finish your batch, or place more pages in your scanner and click the **Continue Scanning** button to scan more pages using the same scan profile.
8. Select **Close** on the **File** menu to close your batch. Notice that you were not prompted to save your files because the 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 three pre-configured profiles included with QuickScan, you have the ability to create as many custom profiles as you need.

To create a custom profile:

1. Select **New Batch** from the **Scan** menu. The **New Batch** dialog box appears:
2. Highlight one of the three pre-configured profiles. Your new profile will be based on this profile, but you can change any of the settings associated with the default profiles.
3. Click the **Add Profile** button. The **Profile Editor** is displayed:



You are ready to define your new profile using the options on the following tabs:

Tab	Purpose
The General Tab	This tab contains the name of the profile, whether or not it can be deleted, a brief description, the file type, the color format, and the compression type. It also contains an extra section devoted to the scan type, page size, and DPI.
The Output Tab	This tab contains options for naming files, storing files in a specific location, and includes a check box to warn you when a file with the same name will be overwritten.
The 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.
The Job Separator Tab	Job separators allow batch separation or automatic creation of files by inserting a job separator page before a batch of pages. The scanner manufacturer defines job separator pages used by the HW Job Separator and Hardware Barcode options. QuickScan recognizes job separator pages used by the Number of Pages , Blank Page , Software Patchcode , and Software Barcode options. This allows job separation without the dependency on the scanner manufacturer.
<hr/> <p>Note: The options on the Job Separation tab are directly associated with the Output tab. For the options on the Job Separation tab to become available, you must activate the Use advanced Schema file naming option in the File Naming section on the Output tab, click the Edit button and choose the following pre-configured schema: <code>####\\$\$\$####;</code>. Consult QuickScan's online Help (F1) or more information about file naming schemas.</p> <hr/>	
The IP Tab	Use this tab's simple Add/Remove interface to add 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

Tab	Purpose
The Logging Tab	contain configurable parameters via the Configure button directly below the Add list. The logging feature is available with QuickScan Pro only. QuickScan Pro provides barcode, patch code, and blank page information through a comma delimited log file so that users can analyze the retrieved information. With QuickScan Pro, each scan profile has an extra tab in the Profile Editor to enable logging and create a text file to hold the information.

Note: For more information about creating **Custom Profiles**, consult QuickScan's online Help by choosing **Help> Contents** or by pressing **F1**.
