

# Visioneer OneTouch PowerTools (Beta)

## Overview of PowerTools

PowerTools adds additional options for saving documents scanned in OneTouch. These include flexible naming options and the ability to prompt for the file name and folder at the time of scan.

### PowerTools versus PowerTools Plus

Two options are available in OneTouch, PowerTools and PowerTools Plus. PowerTools contains the standard naming and destination options and supports all file types available in OneTouch. PowerTools Plus provides additional image enhancement options but it also changes the available file types. PowerTools Plus supports file types including TIFF, JPG, PNG, and GIF, however it does not support PDF. If PDF is needed, use PowerTools instead of PowerTools Plus.

## Configuring OneTouch to use PowerTools

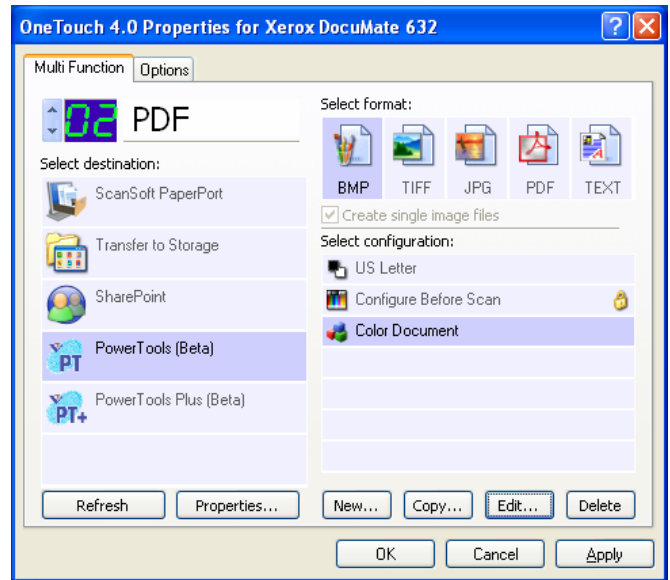
1. Open the OneTouch properties
  - Either hold down a button on the scanner or left click the OneTouch icon in the system tray then right click the button you would like to configure.
2. Select PowerTools as your destination from the list on the left
3. If PowerTools is not listed:
  - Click the 'Options' tab
  - Place a check next to 'Storage and CD – R/W'
  - Click back on the tab you were previously on

### Configuring the PowerTools Settings

The PowerTools settings are changed from the configuration on the right side of OneTouch. If you select a different configuration in OneTouch, you will need to reconfigure PowerTools. To change the settings:

1. In the OneTouch properties, click on Edit
  - or click New to create a new configuration instead.
2. Click on the PowerTools Configuration tab.
3. Click the Configure button to show the PowerTools settings.
4. Once complete, click OK on all open windows.

Note: Configuring PowerTools by clicking the Properties... button will have no effect unless Configure Before Scan is selected as your configuration in OneTouch.



### Name Tab

There are two ways to name the document:

- Automatically name using naming scheme
  - Files will automatically be created based on the naming scheme you specify
- Prompt for name
  - You will be prompted to enter the file name when you scan

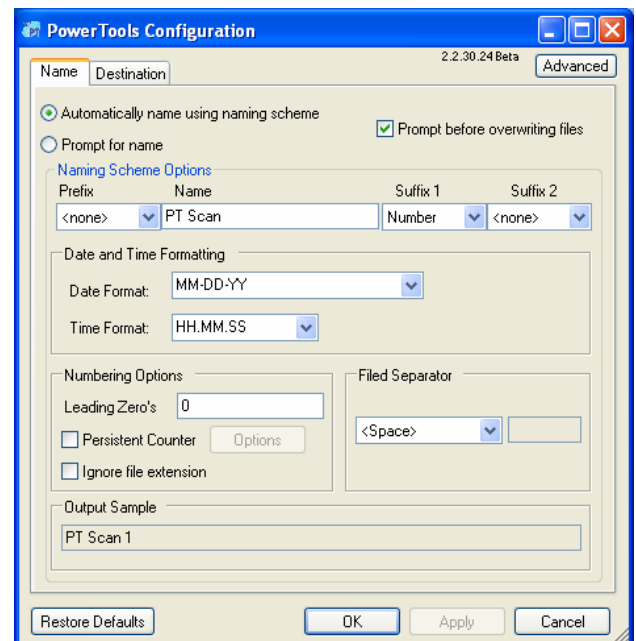
### Automatic Naming Scheme Options

Prefix, Suffix 1 and Suffix 2

- <none> - Nothing will be added to the scan's name
- Number - An incrementing number (ex 1, 2, 3...)
- (Number) - An incrementing number in parentheses (ex (1), (2), (3)...)
- Date - The date of the scan
- Time - The time of the scan
- [Clipboard] – The text on the clipboard

Name

- Enter the main text for the scan's name
- This field can be left blank, if desired



## Field Separator

- The character to use between the Prefix, Name, Suffix 1 and Suffix 2
- Select 'Custom' to enter a custom field separator

## Number format:

- Allows you to specify the number of digits for the incrementing number, filling with zeros as needed.
- For example, on the 8th scan 'N' will produce '8', 'NN' will produce '08' and 'NNN' will produce '008'.

## Persistent Counter:

- The numbering continues counting up from the last number used, even if the previous scans are no longer present
  - Without this checked, the scan name will be given the next available number
- For example, you scan 5 documents then delete them. With 'Persistent counter' checked, the next scan will be numbered 6; otherwise the next scan will be numbered 1.

## Date Format:

- If Date was selected for Prefix, Suffix 1 and/or Suffix 2, this sets the Date format to use
- You can select a default option from the list or edit this field to customize the format using the following:
  - month – Month's name (ex January, February, March, etc.)
  - mm – Month's number (ex 1, 2, 3, etc.)
  - day of week – Day of the week (ex Monday, Tuesday, Wednesday, etc.)
  - dd – Day of the month (ex 1, 2, 3, etc)
  - yy – Two digit year (ex 09)
  - yyyy – four Digit year (ex 2009)

## Time Format:

- If Time was selected for Prefix, Suffix 1 and/or Suffix 2, this sets the Time format to use
- You can select a default option from the list or edit this field to customize the format using the following:
  - hh – Hour
  - mm – Minute
  - ss – Second
  - ll – Millisecond

## Prompt For Name Options

### Remember last used name

- The file name prompt will automatically be populated with the last name entered, otherwise it will be blank

### If scan creates multiple files

- These options only have effect if the scan results in multiple files. This will occur if the scan has more than one page and an option is selected that causes each page to be a separate file
  - For example: Selecting 'Create single image files' or a file type that does not support multi-page files.

### Prompt to name each file

- Allows you to specify the name for each individual file

### Add an incrementing number

- An incrementing number will be added after the file name you enter (ex 1, 2, 3...)

### Enclose in parentheses

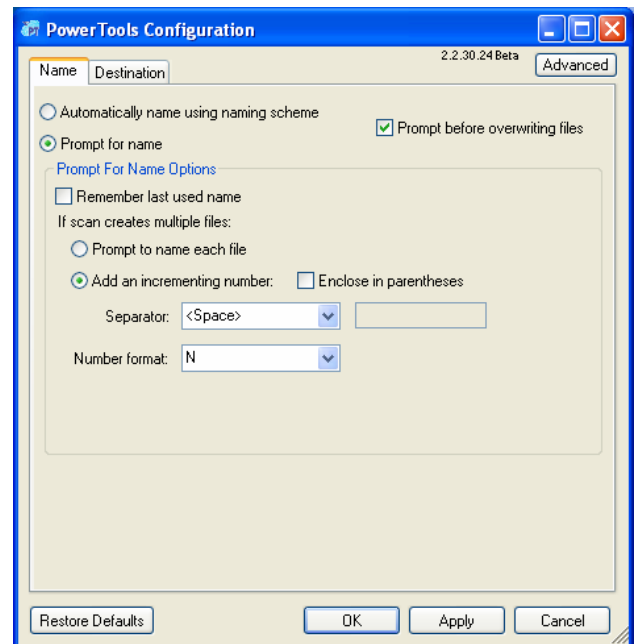
- The incrementing number will be placed in parentheses (ex (1), (2), (3)...)

### Separator

- The character to place between the name you enter and the incrementing number
- Select 'Custom' to enter a custom field separator

### Number format:

- Allows you to specify the number of digits for the incrementing number, filling with zeros as needed.
- For example, on the 8th scan 'N' will produce '8', 'NN' will produce '08' and 'NNN' will produce '008'.



## Destination Tab

### Scan to folder

- Scans directly to the folder specified
- Configure the folder by clicking on the browse button and selecting a folder
- You can also right-click on a folder in My Computer and select 'Set as Scan Destination'. This will configure the folder for the last button used to scan

### Prompt for folder

- You will be prompted for the folder at the time of the scan
- The folder browser window will open to the folder specified above, unless 'Remember last folder' is checked

### Remember last folder

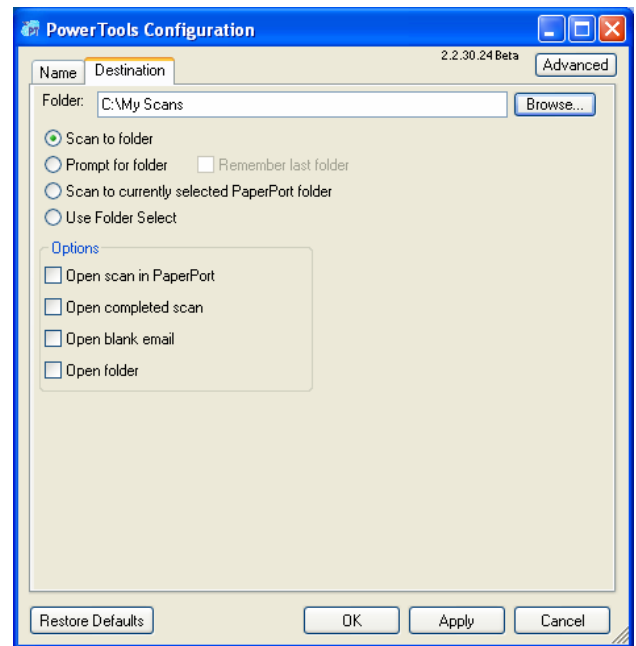
- The folder browser will open to the last folder where a scan was saved

### Scan to currently selected PaperPort folder

- The scan will be saved to the folder selected in PaperPort

### Use Folder Select

- Folder Select is a small folder browser you can use to select the destination folder for PowerTools
- Folder Select remains open between scans and can be minimized to the system tray or the task bar (see the Options menu in Folder Select)
- To use Folder Select, simply open it (Start, All Programs, PowerTools, Folder Select) and select a folder. The scans will automatically be saved in whichever folder is selected in Folder Select
  - This is similar to scanning to the currently selected PaperPort folder, without PaperPort



## **Options**

### Open scan in PaperPort

- Will open the document in PaperPort once the scan is complete
- If the destination folder for the scan is not already in PaperPort, it will automatically be added
- Unlike using 'Scan to currently selected PaperPort folder', this option allows you to scan to a fixed folder or prompt for the folder but still open the scan in PaperPort

### Open completed scan

- Once completed, the scan will be opened using the Windows default application associated with that file type
- For example, PDF files will typically open in Adobe reader, TIF files typically open in Windows Picture and Fax viewer, etc.

### Open blank email

- A blank email will open in your default mail client with the scan(s) attached
- This feature does not work with web based emails
- Note: Any file names with a comma will be converted to short format (also known as 8.3)

### Open Folder

- Once the scan is complete, Windows Explorer will open to the folder where the scans were saved

## **Options – Expert features**

If you enable Expert features in the Advanced button, the following additional features will be available. These features may require additional configuration and are recommended for advanced users.

### Launch Application

- Allows you to open another application with the scan as a command line argument

### Copy file name(s) to clipboard

- The name of the scans will be copied to the clipboard, which may make it easier to import them in another program

### Automatically print PDF files

- Once the scan completes, any files saved as a PDF will be printed to the default printer using Adobe

### Automatically email file

- The scans will be automatically emailed out using SMTP

# Configuring the PowerTools Plus Settings

## Job Control Tab

### File Type

Select the file type for the scan (in the OneTouch properties, the file type will always say BMP, however, the scan will be saved using the file type specified here):

- BMP (Bitmap), JPG, GIF, PNG, and TIFF
- TIFF can use the following compression: Group 4 (CCITT 4), Group 3 (CCITT 3), LZW, RLE, and Uncompressed
  - For the smallest file size, select Group 4. LZW is lossless, meaning there is no change in image quality. If you are not sure what to use, Group 4 is probably the best option.
- JPG compression can be set by clicking the 'Quality' button.

### Output Format

These options control how the pages you scan will be saved. These options are only available when TIFF is selected as your file type, as none of the other formats support multiple pages in one file.

#### Single file for each page

- Every image scanned will be saved as a separate file.
- When scanning in duplex, the front and back of each page will be saved in different files.

#### One file for all pages

- Every image scanned will be combined into a single, multi-page file.
- This is the most common option.

#### Combine every X images

- Allows you to specify how many images in each file. Note this is images, not pages. Each duplex page counts as two images (one image for the front and one image for the back).
- For example, if you have a stack of documents, each of which is two pages front and back, and you wanted each document in a separate file, you would set the interval to four. That way, every four images (ie two pages front and back) will become a separate file.

#### Blank page is job separator

- Starts a new file each time a blank page is encountered.
- Require full blank page: When scanning in duplex, a new file will only be created if a fully blank page (both front and back) is encountered. If only the front or back of a page is blank, a new file will not be started.
- Blank page removal will be turned on automatically if blank page is job separator is selected.

### Blank Page Removal

This feature removes blank pages from the scanned image.

#### Only remove from back side

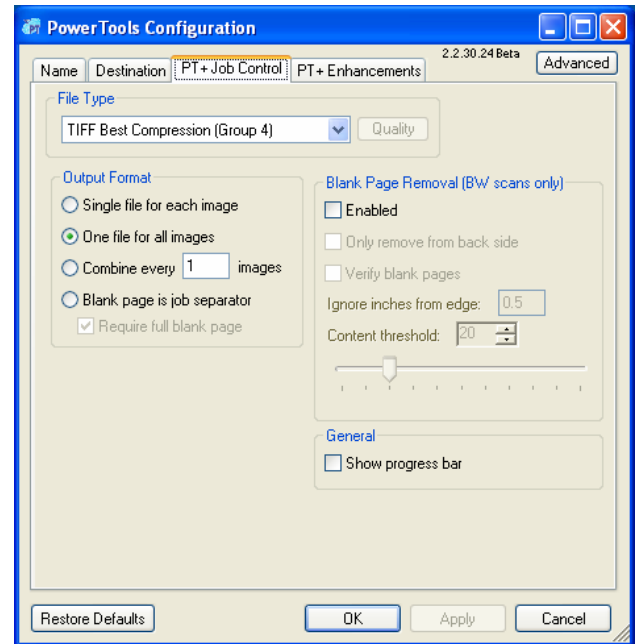
- Blank pages will only be removed from the back (duplex) side of documents.
- If you know that only the back of your document will have blank pages, this option will eliminate any false positives that might occur on the front side of the document. This option is also faster.

#### Verify blank pages

- If a page is detected as blank, you will be shown a preview of the page and given the opportunity to either confirm that it is really blank and should be removed or indicate that the page is not really blank and should be kept.
- This option is useful when there is little distinction between pages that are blank and pages with content. This may occur when some pages have very little content (eg only a few lines of text, a few words of hand-written text, a photocopy of a business card on a letter sized piece of paper, etc.) and/or some blank pages have noise, imperfections, etc. that may be incorrectly detected as content (eg bleed through, folds, hole punches, etc.).

#### Ignore inches from edge

- When analyzing the page for content, this option will ignore the specified number of inches around the document.
- This helps eliminate false positives from over-scan, skewing, hole-punches, etc.
- This setting only affects the blank page analysis; the scan itself is not altered.



## Content threshold

- This setting adjusts how much content a page can have and still be considered blank.
- A larger number means a pages is more likely to be considered blank.
- A setting of 20 works well for most clean, letter and legal sized documents.
- This number is the percent of content (ie black pixels) that are allowed on a blank page in hundredths of a percent. A setting of 20 means that 0.2% of the pixels on that page can be black.

## General

### Show Progress Bar

- This option will show you the status of the image processing. In most cases, the processing will happen so fast this is not necessary but in some cases (eg very large batches or very high resolution scans) it may be useful.
- If this feature is not enabled, there will be no indication when the scan is complete.

## Enhancements Tab

### Trimming

#### Trim black background

- Automatically crops off any black around the edge of the document.
- This option requires a black background scanner.

#### Auto-Trim between letter and legal

- This feature will automatically detect and crop between letter and legal sized documents.
- Works with both black and white background scanners.
- The scan size must be set to legal in OneTouch.

### Edge Fill

#### Automatic

- Black edges will automatically be white filled.
- The edges are flood-filled. You can specify the flood-fill to be either vertical, horizontal, or both.
- In most cases either a vertical or horizontal fill will work.

#### Manual

- Allows you to specify how many inches of the edge to fill.
- This is useful when you want to cover up hole-punches and other items that may be missed by the automatic edge fill and the margins of the document are known.

### Invert

- The scan will be inverted (black becomes white and white becomes black)
- If Invert last is selected, this will happen after other processes are complete (e.g. blank page removal, edge fill, etc.)

### Page Rotation

- Manually rotates the page in 90 degree intervals.
- The front and back can be rotated independently.

### Redact

- Creates a white (or black) box to conceal or hide a portion of the document.
- The size and location of the box are specified in inches.
- The front and back (if scanning in duplex) can be configured independently.

## Other Options

### Changing the destination folder from My Computer

If "Use the same folder for all buttons" is selected in the Advanced button, you can set the destination by right-clicking on any folder in My Computer and selecting 'Set as Scan Destination'.

### Using PowerTools with Configure Before Scan

If you wish to use PowerTools with Configure Before Scan, configure PowerTools using the Properties button instead of configuring PowerTools in the configuration by clicking edit.

