

# *How to use ScandAll PRO*



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# INTRODUCTION

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Thank you for using ScandAll PRO.

ScandAll PRO is application software to show the list of images scanned with the FUJITSU fi-series image scanner and edit those images.

ScandAll PRO has the following features:

- Both TWAIN/ISIS standards are supported.
- Scanning condition, file format, and destination to save the file can be specified before scanning by batch process.  
(The settings can be saved as profiles.)
- Scanned image data can be edited by such as rotation/reversion/deskewing/sorting/page insertion/page deletion.
- Multiple files can be displayed side-by-side, and browsed for comparison.
- Both color and binary (monochrome) images can be output simultaneously by one-time scan.  
(The scanner must support the multi-image output function.)
- Files can be input/output in Bitmap, JPEG or Tiff format.
- Scanned images can be directly output to PDF files or PDF/A files. (Searchable PDF files and high-compression PDF files can be created as well.)
- Linked with FTP server or Microsoft® SharePoint Server, ScandAll PRO can store image data automatically.
- Linked with e-mail program, ScandAll PRO can send scanned images as attached files.
- Batch scan operation is available with a Hot Key on the Keyboard.
- Batch scan operation is available with the [Scan]/[Send to] button on the scanner by setting the event.
- With patch code or barcode, a document can be divided and stored in several folders separately.

\*) Where there is no distinction between "Microsoft® Office SharePoint™ Portal Server 2003" and "Microsoft® Office SharePoint® Server 2007", the general term "Microsoft® SharePoint Server" is used.

This manual explains how to scan documents with FUJITSU fi-series Image Scanner by using ScandAll PRO.

For information about the features of ScandAll PRO, refer to ScandAll PRO Help.

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## Use in High-safety Applications

This product has been designed and manufactured on the assumption that it will be used in office, personal, domestic, regular industrial, and general-purpose applications. It has not been designed and manufactured for use in applications (simply called "high-safety applications" from here on) that directly involve danger to life and health when a high degree of safety is required, for example, in the control of nuclear reactions at nuclear power facilities, automatic flight control of aircraft, air traffic control, operation control in mass-transport systems, medical equipment for sustaining life, and missile firing control in weapons systems, and when provisionally the safety in question is not ensured. The user should use this product with adopting measures for ensuring safety in such high-safety applications. PFU LIMITED assumes no liability whatsoever for damages arising from use of this product by the user in high-safety applications, and for any claims or compensation for damages by the user or a third party.

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Other product names are the trademarks or registered trademarks of the respective companies.

## How Trademarks Are Indicated in This Manual

Operating systems (OS) are indicated as follows:

Windows 2000:	Microsoft® Windows® 2000 Professional operating system
Windows XP:	Microsoft® Windows® XP Professional operating system (32/64-bit), Microsoft® Windows® XP Home Edition operating system
Windows Server 2003:	Microsoft® Windows Server® 2003 R2 Standard Edition operating system (32/64-bit)
Windows Vista:	Microsoft® Windows Vista® Home Basic operating system (32/64-bit), Microsoft® Windows Vista® Home Premium operating system (32/64-bit), Microsoft® Windows Vista® Business operating system (32/64-bit), Microsoft® Windows Vista® Enterprise operating system (32/64-bit), Microsoft® Windows Vista® Ultimate operating system. (32/64-bit)

Where there is no distinction between the different versions of the above operating system, the general term "Windows" is used.

Adobe Acrobat	Adobe® Acrobat®
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Where there is no distinction between the different versions of the above application, the general term "Adobe Acrobat" is used.

The version of Adobe Acrobat provided with this product may change without notice. If the instructions described in this manual differ from the actual displayed screen, refer to Acrobat's Help.



# Chapter 1

## LAUNCHING AND SETTINGS

This chapter describes how to launch and set ScandAll PRO.

In this chapter Windows XP screenshots are illustrated. The screens and operations may differ slightly depending on the operating system (OS) or the scanner model used. Also, when the FUJITSU TWAIN32 or FUJITSU ISIS scanner driver is updated the screens and operations noted in this chapter will differ slightly. In such case, refer to the relevant manuals or materials, which are to be supplied when updating the driver.

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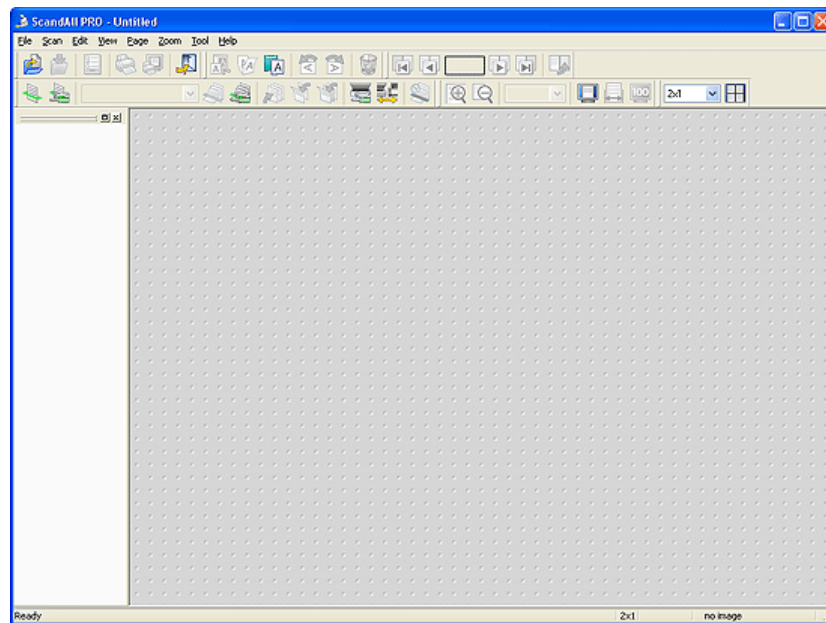
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## 1.1 Launching ScandAll PRO

This section describes how to launch ScandAll PRO.

1. From the [Start] menu, select [All Programs]⇒[Fujitsu ScandAll PRO]⇒[Fujitsu ScandAll PRO].

⇒ ScandAll PRO starts up.






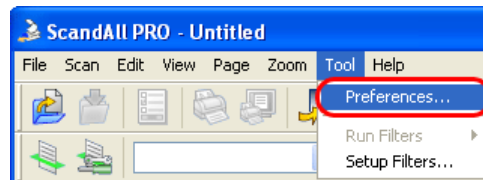
## 1.2 Selecting a Scanner Driver

ScandAll PRO supports both TWAIN and ISIS standards and allows you to invoke either the TWAIN driver or the ISIS driver for scanning images with the scanner. This scanner comes with two drivers, FUJITSU TWAIN 32 Scanner Driver and FUJITSU ISIS Scanner Driver, which you can use with this scanner.

The following explains how to select a scanner driver with ScandAll PRO (how to switch between the FUJITSU TWAIN and ISIS scanner drivers).

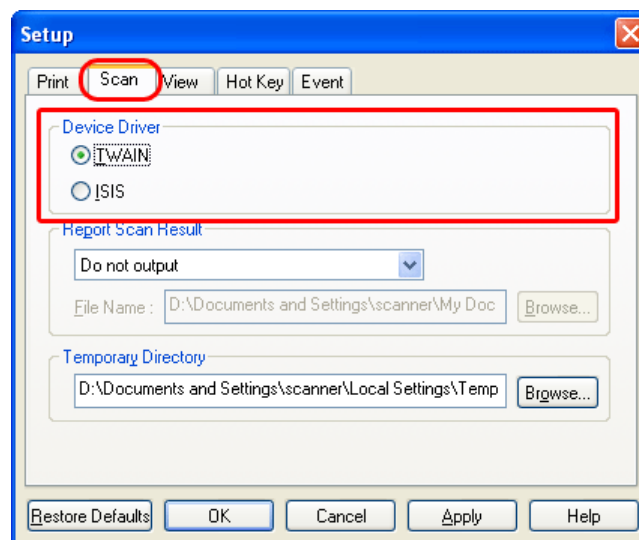
- HINT** 
- In ScandAll PRO, the default [Device Driver] is [TWAIN].
  - There is no functional difference between the FUJITSU TWAIN 32 and FUJITSU ISIS scanner drivers. You can use one of them according to your preferences.

1. From the [Tool] menu, select [Preferences].



⇒ The [Setup] dialog box appears.

2. On the [Scan] tab, under [Device Driver], select either of drivers.  
To use FUJITSU TWAIN 32 Scanner Driver, select [TWAIN].  
To use FUJITSU ISIS Scanner Driver, select [ISIS].

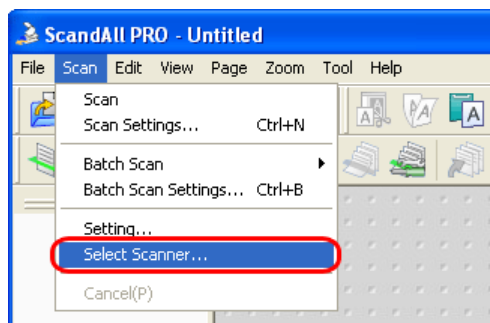


3. Click the [OK] button to close the [Setup] dialog box.

## 1.3 Selecting a Scanner

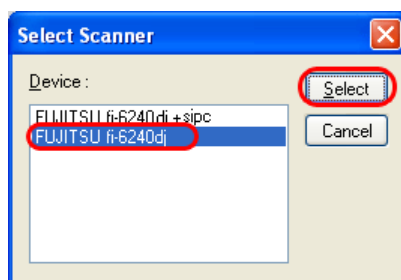
To scan documents with a scanner, you have to select its name from the list beforehand. The following explains how to select a scanner to use.

1. From the [Scan] menu, select [Select Scanner].

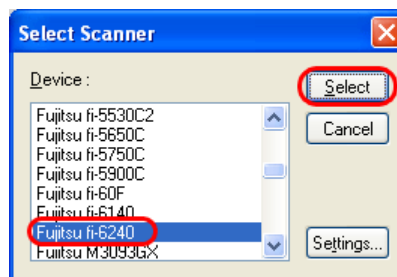


2. Select a scanner you want to use.

Select a scanner you want to use and click the [Select] button.



FUJITSU TWAIN 32

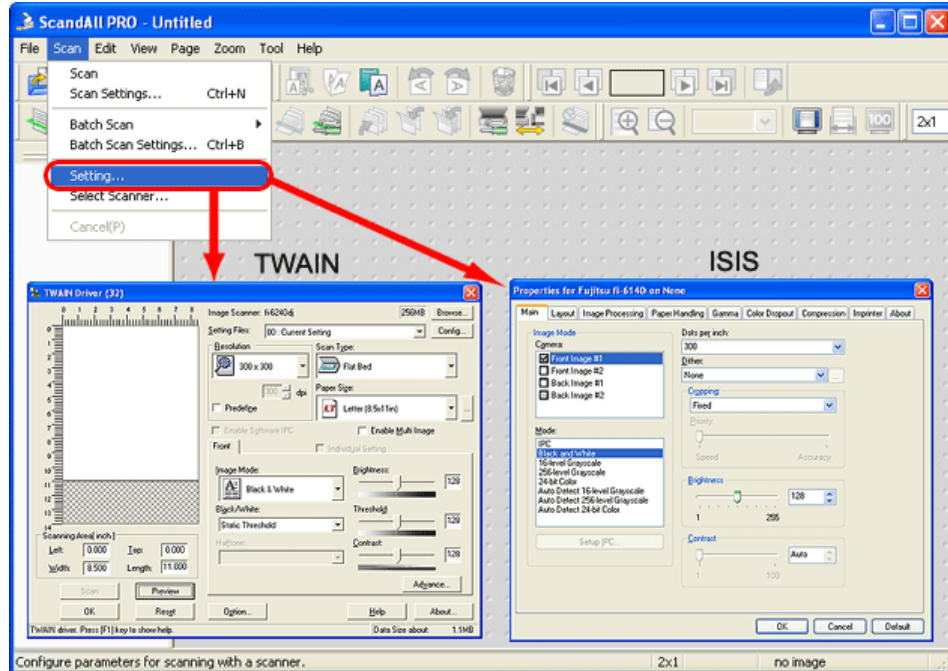


FUJITSU ISIS

## 1.4 How to Display the Scanner Driver Setup Dialog Box

You can configure settings for scanning documents with the selected scanner in the setup dialog box of a scanner driver.

Select the [Scan] menu, and then select [Setting] to display the setup dialog box.



For information about setting items you can configure, refer to the section on the scanner driver settings in the Operator's Guide provided with the scanner.



# Chapter 2

## HOW TO SCAN DOCUMENTS

This section describes how to scan documents with ScandAll PRO.

In this chapter Windows XP screenshots are illustrated. The screens and operations may differ slightly depending on the operating system (OS) or the scanner model used. Also, when the FUJITSU TWAIN32 or FUJITSU ISIS scanner driver is updated the screens and operations noted in this chapter will differ slightly. In such case, refer to the relevant manuals or materials, which are to be supplied when updating the driver.

With ScandAll PRO, you can scan documents with a scanner, in either of two ways:

### Scan

You have to configure settings, such as the file format, destination, and scanning parameters, every time you scan a document.

Use [Scan] when you want to scan a small amount of documents as necessary.

### Batch Scan

You may want to use the same settings repeatedly. You can configure settings such as the file format, destination, and scanning parameters, image-related properties, and an application to link with and create a profile with these settings saved.

You can create more than one profile beforehand, so you do not have to configure settings every time you scan documents. You only switch between profiles.

Use [Batch Scan] when you want to scan a large volume of documents using various profiles.

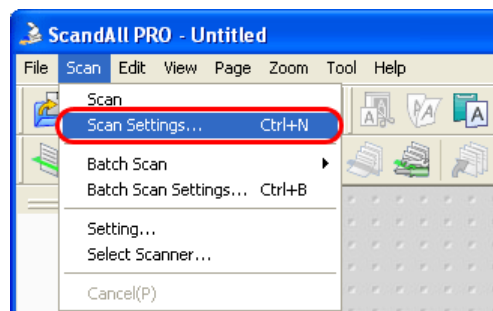
Each scanning procedure is described as follows.


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## 2.1 Scan

In this section, the scanning condition, such as file format, save-in folder or other scanning option, is specified before each scanning.

1. Place the document on the scanner.
2. From the [Scan] menu, select [Scan Settings].



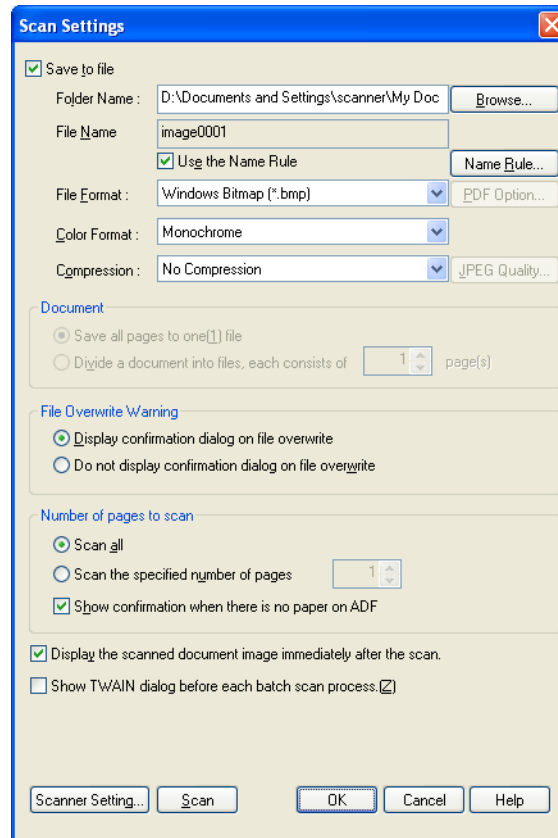
Or, select the [Scan Settings] button (  ) on the toolbar.



For launching ScandAll PRO, refer to "[1.1 Launching ScandAll PRO](#)"

⇒ The [Scan Settings] dialog box appears.

3. In the [Scan Settings] dialog box, configure various settings for saving scanned document images.



### [Save to file] Checkbox

To save scanned document images immediately after scanning, mark this checkbox. If you want to verify scans before saving them to file, clear this checkbox.

### Folder Name

You can specify a folder to save scanned document images.

Type in a full path in the box or click the [Browse] button to select a desired folder.

### File Name

A file name used to save scanned document image files is displayed.

When you want to use the name rule for file names, mark the [Use the Name Rule] checkbox, click the [Name Rule] button to display the [Name Rule] dialog box, and change the naming rule. When creating multiple image files at a scan, you can specify how to name those files.

Clear this checkbox when you want to specify a file name on this dialog box.

### File Format

You can select a file format to save image files.

Bitmap (\*.bmp), TIFF (\*.tif), JPEG (\*.jpg/\*.j2k), PDF (\*.pdf), or PDF/A (\*.pdf) can be selected.

(When you select a multi-page format such as MultiPage TIFF, PDF, and PDF/A, multiple images can be saved in a file.)

### Color Format

You can specify color mode (the number of colors to be used to display image data).

When "Color Format" is not specified, you cannot select the item "Compression" below. In this case document is scanned by the setting specified by the driver dialog box in Section "1.4".

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### Compression

You can select how to compress files to save.

### Document

When scanning a document containing more than one page, you can specify whether to create one file containing all pages or to divide into files each containing the specified number of pages.

This becomes selectable only when a multi-page format is selected.

### File Overwrite Warning

You can select whether to receive a confirmation message when scanned document image files with the same names already exist in the destination folder. If you select [Do not display confirmation dialog], those files are replaced with new ones.

### Number of pages to scan

You can specify the number of pages to be scanned at a scan.

To make a confirmation message when no paper remains in the ADF paper chute, mark the [Show confirmation when there is no paper on ADF] checkbox.

### [Display the scanned document image immediately after the scan] Checkbox

Specify whether to preview a scanned document image or not. By default, this checkbox is marked.

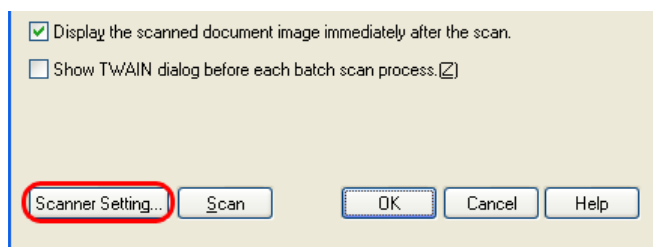
If memory becomes insufficient because the file size of a scanned document image is too large to display, clear this checkbox. (\* Only when the [Save to file] checkbox is marked, this checkbox can be cleared.)

### [Show TWAIN dialog before each batch scan process] Checkbox

Marking this checkbox displays the setup dialog box at a scan when the TWAIN driver is used for scanning.

(\* When the FUJITSU ISIS Scanner Driver is used, this checkbox is not available.)

4. Click the [Scanner Setting] button.

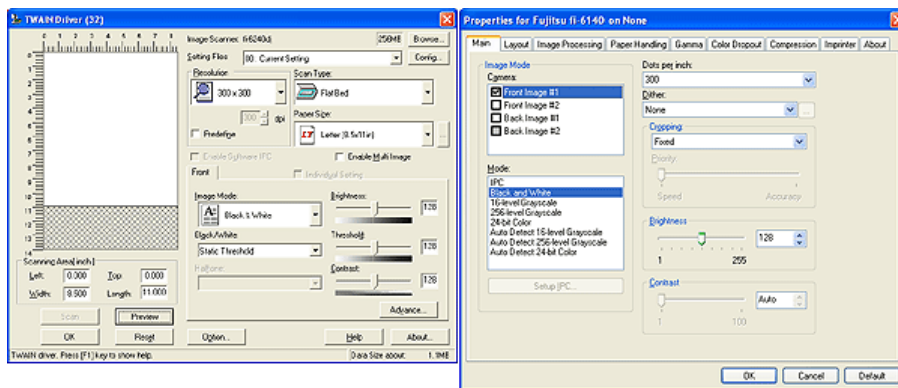


⇒ The scanner driver setup dialog box appears.

5. Configure various settings for scanning documents.

For information about setting items you can configure, refer to the section on the scanner driver settings in the Operator's Guide provided with the scanner.

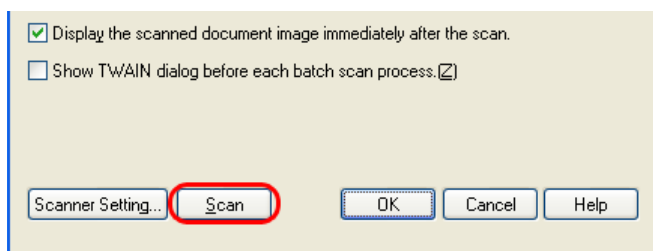




FUJITSU TWAIN 32

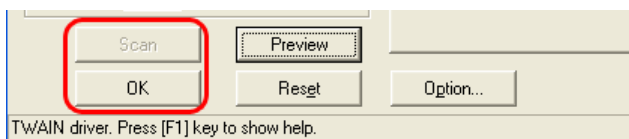
FUJITSU ISIS

6. When you finished setting, click the [OK] button in the dialog box (FUJITSU TWAIN 32 Scanner Driver/ FUJITSU ISIS Scanner Driver).  
 ⇒ You are returned to the [Scan Setting] dialog box.
7. Click the [Scan] button.



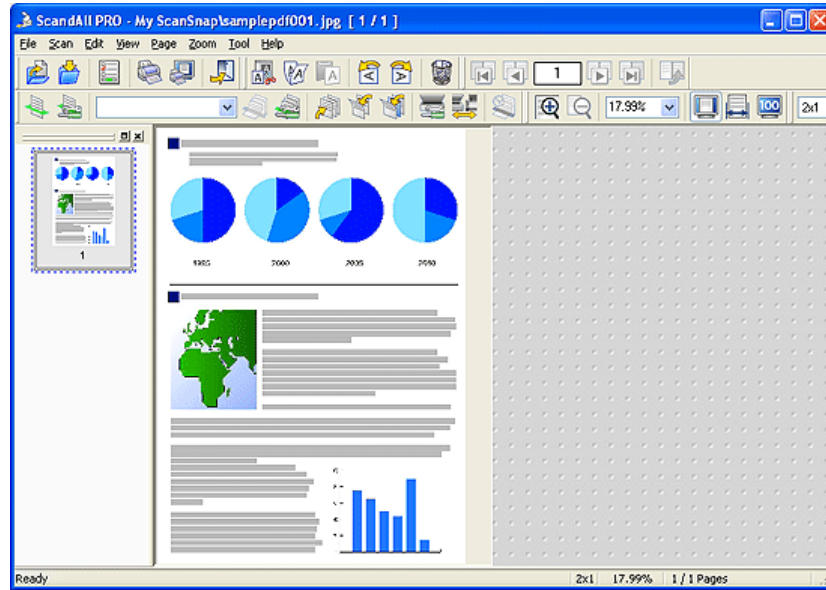
HINT


When you use the FUJITSU TWAIN 32 Scanner Driver, clicking the [Scan] button may display the scanner driver's setup dialog box. If so, you can also change settings in the dialog box displayed. Click the [Scan] button to scan documents. Click the [Close] button when you finish scanning.



If you do not want to display the scanner driver's dialog box, clear the [Show TWAIN dialog before each batch scan process] checkbox in the [Scan Settings] dialog box.

⇒ A document is scanned with the scanner, and the scanned document image is displayed on the ScandAll PRO window, and then the image is saved to file.



- If you do not mark the [Save to file] checkbox in the [Scan Settings] dialog box, scanned document images are not saved. To save the files, from the [File] menu, select [Save As].
- To scan the next document with the same settings, from the [Scan] menu, select [Scan]. Or, click the [Scan] button (  ) on the toolbar.

For the scanning operations other than described above, refer to ["2.2 Batch Scan"](#) and ["Chapter3 SCANNING VARIOUS TYPES OF DOCUMENTS"](#).

For information about the features of ScandAll PRO, refer to ScandAll PRO Help.

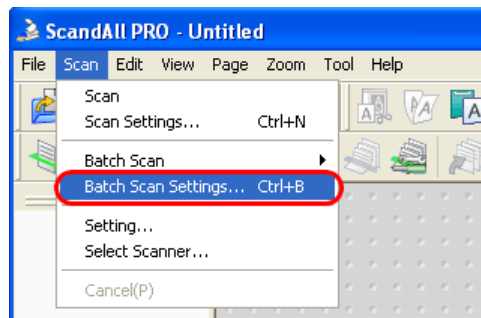
## 2.2 Batch Scan


You can save various settings as profiles beforehand.  
Batch Scan allows you to scan documents by using those profiles.

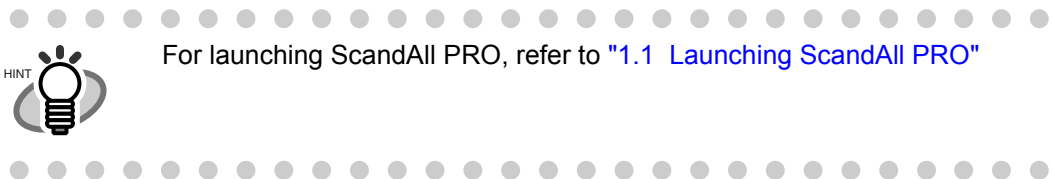
### 2.2.1 Creating/Editing Profiles

Creating, editing and deleting profiles are described as follows.

1. From the [Scan] menu, select [Batch Scan Settings].

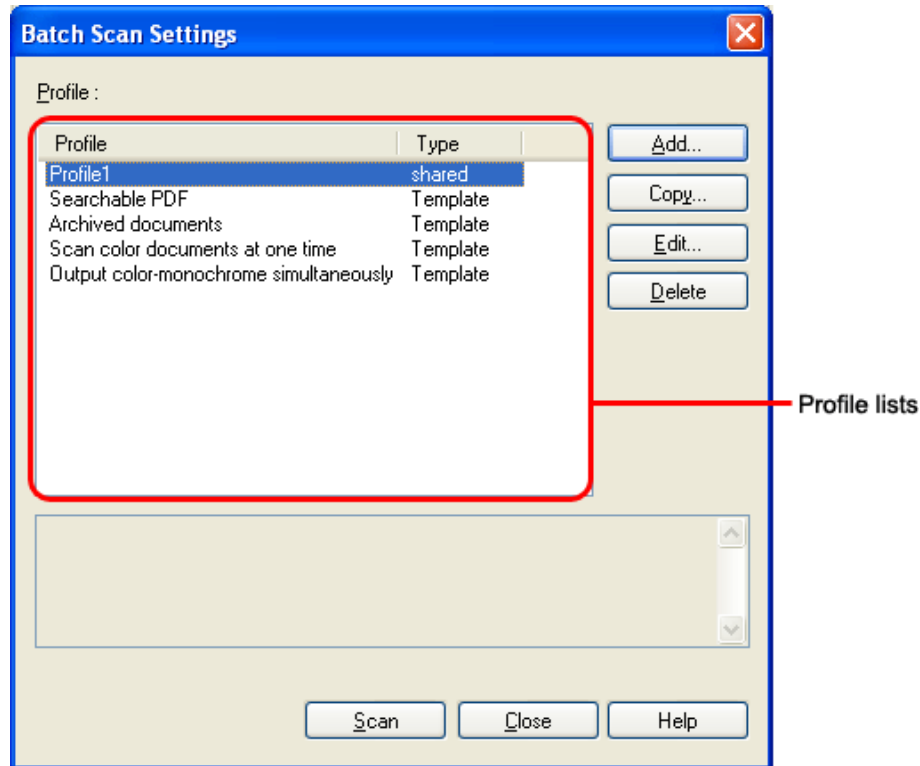


Or, click the [Batch Scan Settings] button (  ) on the toolbar.



For launching ScandAll PRO, refer to "[1.1 Launching ScandAll PRO](#)"

⇒ The [Batch Scan Setting] dialog box appears.



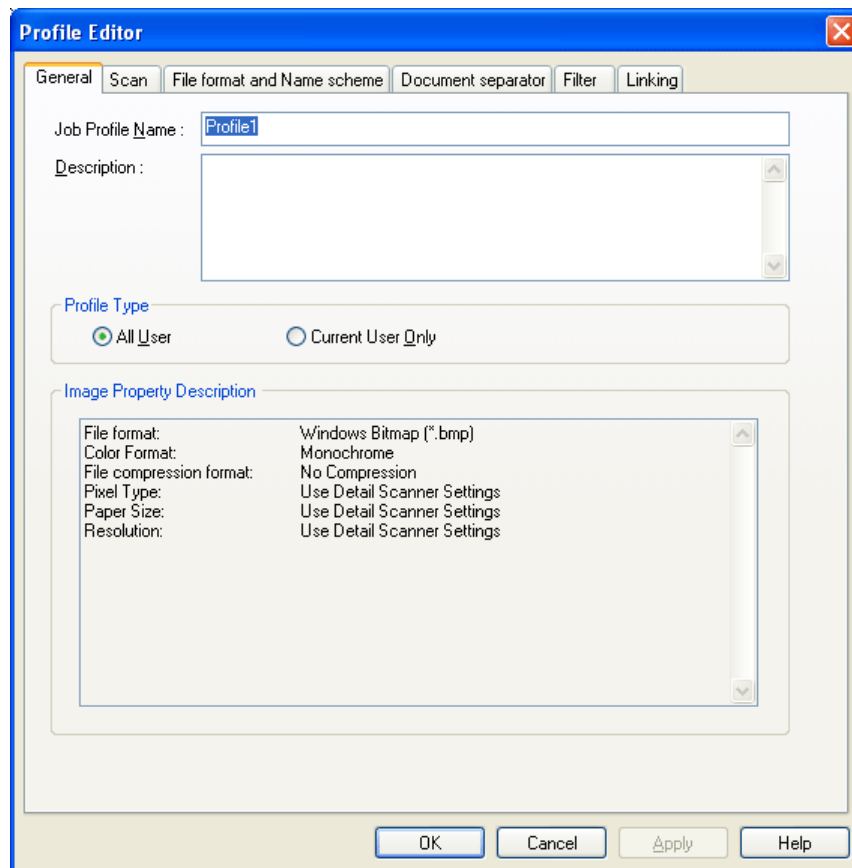
2. Do the following as necessary:

- To create a new profile:  
Click the [Add] button.  
⇒ A new profile appears in the [Profile Editor] dialog box. (Go to step 3.)
- To create a new profile based on an existing profile:  
Select a profile you want to use as the basis from the profile list, and then click the [Copy] button.  
⇒ A new profile based on the selected profile appears in the [Profile Editor] dialog box.  
(Go to step 3.)
- To change the settings of an existing profile:  
Select a profile you want to change settings from the profile list, and click the [Edit] button.  
⇒ The selected profile appears in the [Profile Editor] dialog box. (Go to step 3.)
- To delete an existing profile from the profile list.  
Select a profile you want to delete, and then click the [Delete] button. When you see a confirmation message, click the [Yes] button.  
⇒ The selected profile is deleted.



If the [Type] of a profile in the profile list is [Template], it is a sample profile. It cannot be used for scanning documents. Use sample profiles as the basis for you to create new profiles.

3. In the [Profile Editor] dialog box, configure settings for scanning and saving scanned document images.



#### **[General] Tab**

You can type in a profile name and description, and select a profile type.

#### **[Scan] Tab**

You can configure settings for a scanner to use.

Clicking the [Detail Scanner Settings] button displays the setup dialog box of the scanner driver.

#### **[File format and Name scheme] Tab**

You can specify various parameters for saving scanned document images.

#### **[Document separator] Tab**

You can select how to separate documents.

Each separated document is counted according to the set Name Rule.

#### **[Filter] Tab**

You can select a filter to use for scanning.

#### **[Linking] Tab**

You can select what to do with scanned document images after scanning; send by e-mail, upload to the FTP server or Microsoft® SharePoint Server, print with a printer, or open with an application.

Note: For details about the above settings, refer to ScandAll PRO Help.

#### 4. Click the [OK] button.

⇒ You are returned to the [Batch Scan Settings] dialog box.

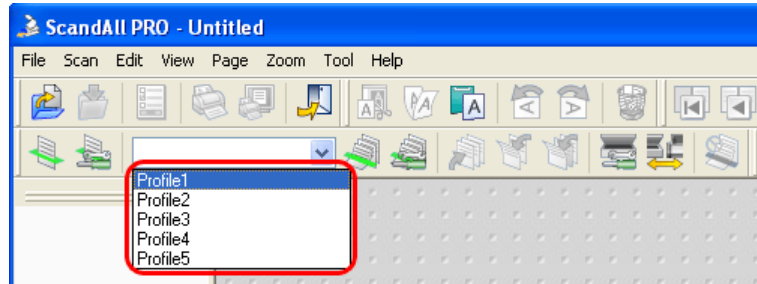
Added or copied profiles by using the [Add] or [Copy] button appear in the profile list.

## 2.2.2 Scanning Documents

There are three methods to scan documents. Each method is explained below.

### (1) Scanning by selecting a profile from the toolbar

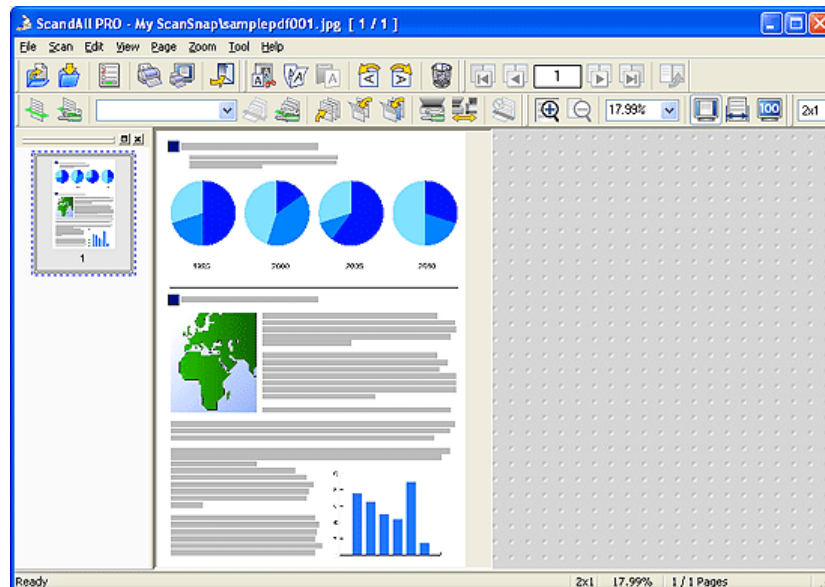
1. Place the document on the scanner.
2. From the [Select the Batch File] drop-down list on the toolbar, select a profile to use.



3. Click the [Start Batch Scan] button (  ) on the toolbar.

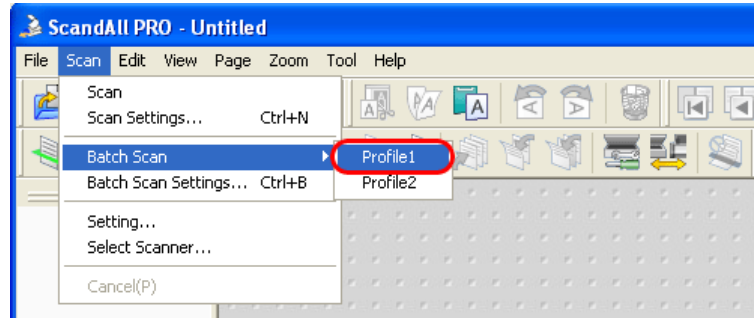
⇒ A document is scanned with the scanner, and the scanned document image is displayed on the ScandAll PRO window, and then the image is saved to file.

Depending on the settings of ScandAll PRO, images may not be displayed on the ScandAll PRO window.



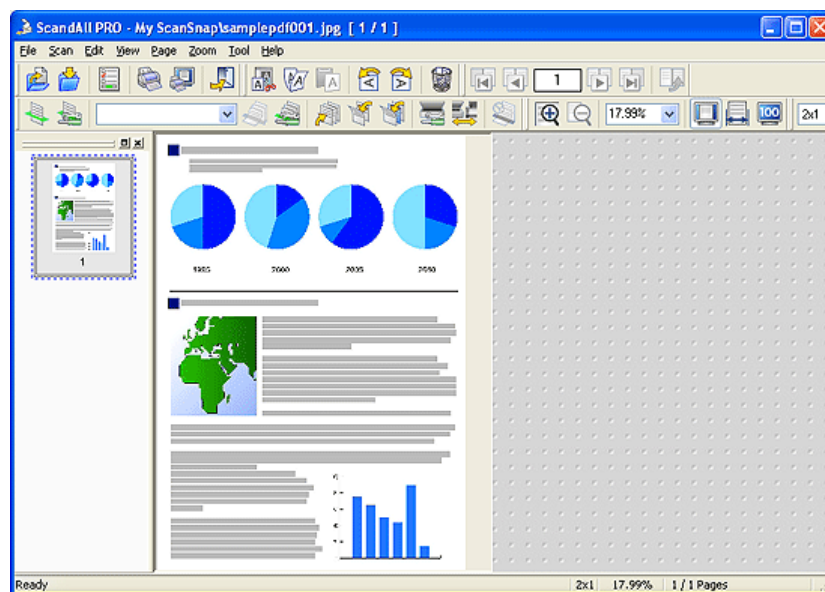
### (2) Scanning by selecting a profile from the menu bar

1. Place the document on the scanner.
2. From the [Scan] menu, select [Batch Scan], and then select [a profile name you want to use].



⇒ A document is scanned with the scanner, and the scanned document image is displayed on the ScandAll PRO window, and then the image is saved to file.

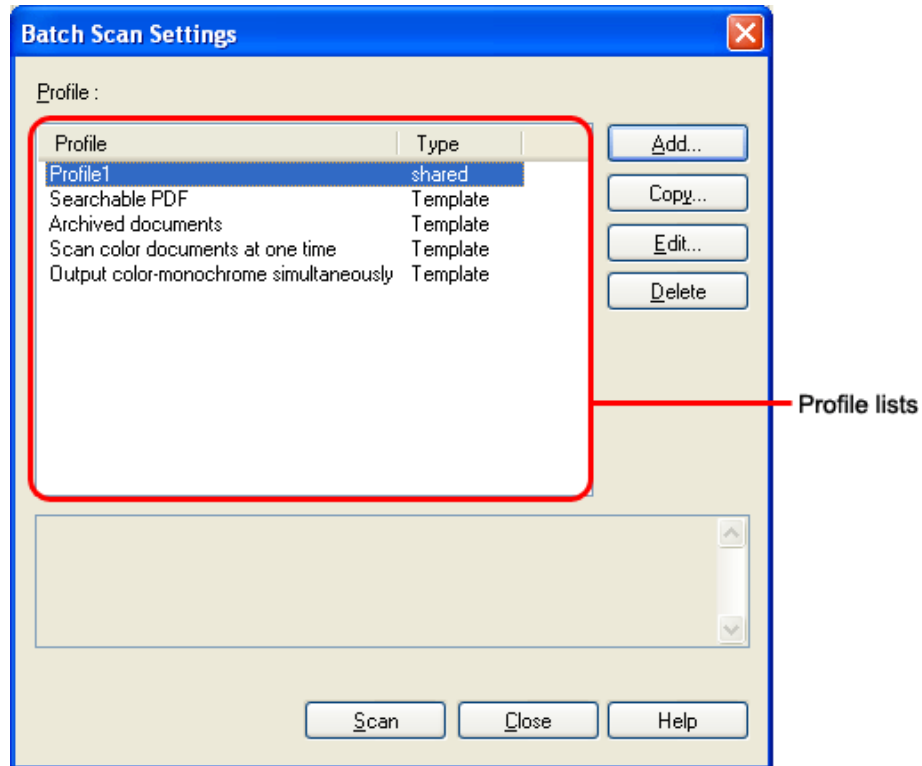
Depending on the settings of ScandAll PRO, images may not be displayed on the ScandAll PRO window.



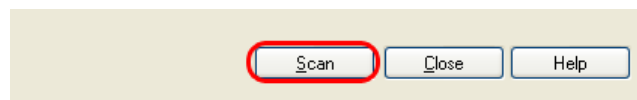
(3) Scanning by selecting a profile from the drop-down list

1. Place the document on the scanner.
2. From the [Scan] menu, select [Batch Scan Settings].

⇒ The [Batch Scan Settings] dialog box appears.

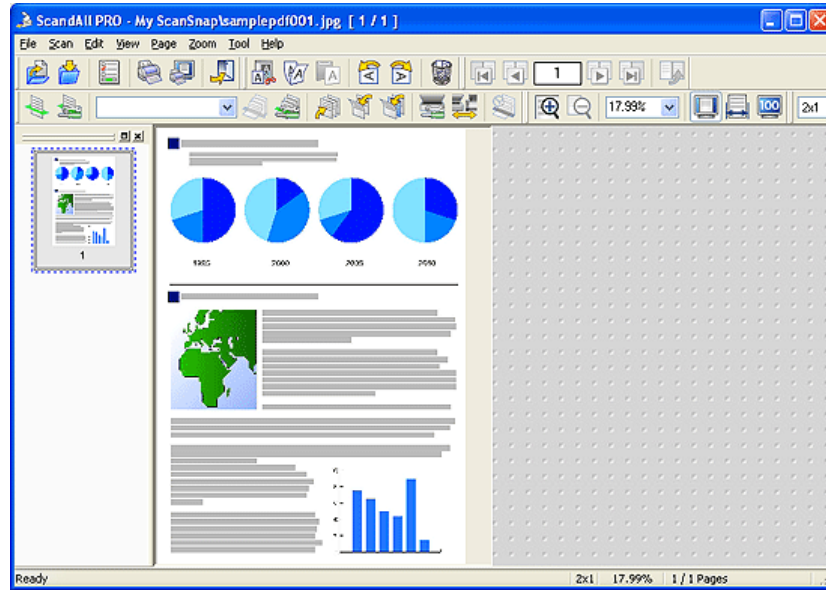


3. Select a profile you want to use for scanning.
4. Click the [Scan] button.



⇒ A document is scanned with the scanner, and the scanned document image is displayed on the ScandAll PRO window, and then the image is saved to file.  
Depending on the settings of ScandAll PRO, images may not be displayed on the ScandAll PRO window.





# 2

## HOW TO SCAN DOCUMENTS



# Chapter 3

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## SCANNING VARIOUS TYPES OF DOCUMENTS

This chapter describes how to scan various types of documents, using the combination of ScandAll PRO and FUJITSU TWAIN 32 Scanner Driver as an example.

For the scanning methods other than described in this chapter, refer to the Operator's Guide of the scanner. If the Operator's Guide explains the scanning using ScandAll 21, replace the word ScandAll 21 with ScandAll PRO.

In this chapter Windows XP screenshots are illustrated. The screens and operations may differ slightly depending on the operating system (OS) or the scanner model used.

Also, when the FUJITSU TWAIN32 or FUJITSU ISIS scanner driver is updated the screens and operations noted in this chapter will differ slightly. In such case, refer to the relevant manuals or materials, which are to be supplied when updating the driver.

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## 3.1 Saving Scanned Images in PDF Format

You can create PDF files from the scanned document images by either of the following two ways: The method by ScandAll PRO is described below.

- From ScandAll PRO

Recommended for scanning in color or grayscale mode.

You can:

- Reduce the size of PDF files.
- Create PDF files with facility.

- From Adobe Acrobat

Recommended when you want to create PDF files quickly and when you scan documents in black-and-white mode.

You can:

- Create PDF files at an original resolution in a short time.
- Create PDF files compressed to a desired size by changing compression rates.

1. Place the document on the scanner.

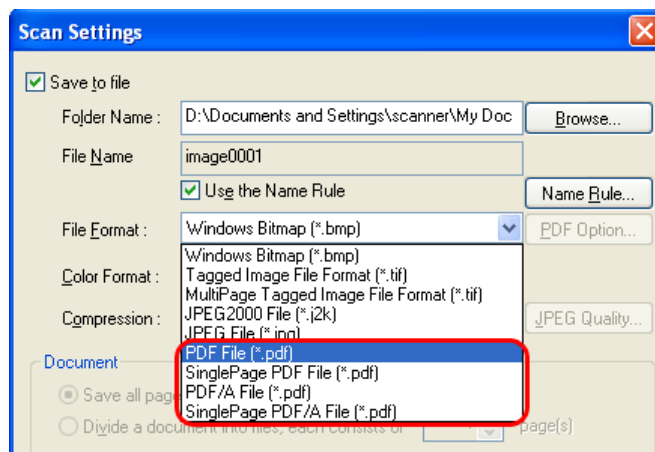
2. Launch ScandAll PRO.

From the [Start] menu, select [All Programs] ⇒ [Fujitsu ScandAll PRO] ⇒ [Fujitsu ScandAll PRO] in the order presented. Then, ScandAll PRO starts up.

3. In ScandAll PRO, select [PDF File], [SinglePage PDF File], [PDF/A File], or [SinglePage PDF/A File] to save scanned document images.

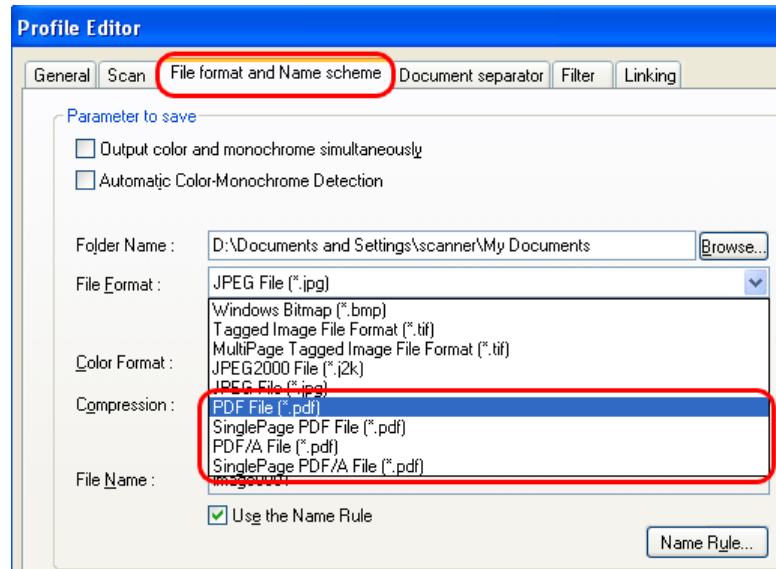
### When you want to perform [Scan]


In the [File Format] drop-down list, select one of the above settings.



### When you want to perform [Batch Scan]

Select a profile you want to use for scanning to display it in the [Profile Editor] dialog box. Select the [File format and Name scheme] tab, and then select one of the above settings from the [File Format] drop-down list.



**HINT**  [PDF File] and [SinglePage PDF File] are saved in format compatible with Adobe Acrobat 4.0 (PDF 1.3); [PDF/A File] and [SinglePage PDF/A File] are saved in PDF/A-1b format (format for an archive of digital documents based on PDF 1.4). [SinglePage PDF File] and [SinglePage PDF/A File] create one file per image; [PDF File] and [PDF/A File] create one file containing multiple images.

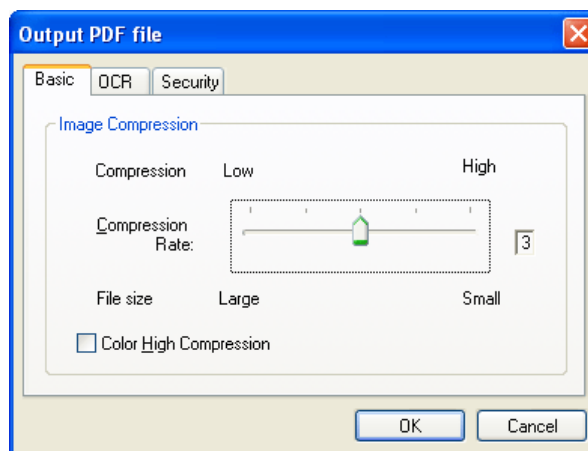
4. To configure PDF-related settings, click the [PDF Option] button (  ).

⇒ The [Output PDF file] dialog box appears.

In this dialog box, you can change the compression rate, turn on the OCR function (to make searchable PDF files), and enhance the security of created PDF files by adding a password to.

**[Basic] Tab**

Change the compression rate for creating PDF files from scanned document images.



---

## Compression Rate

Move the slider bar to change the compression rate.

The compression rate can be changed in five levels from 1 to 5. (By default, the compression rate is set to 3.)

Moving the slider bar to right increases the compression rate. The higher the compression rate, the smaller the file size, but the image quality is degraded.

This setting takes effect on color images only. When images are saved as monochrome images, this setting is ignored.

## [Color High Compression] Checkbox

When this checkbox is marked, image portions in a color image are compressed at a higher rate separately from text. Therefore, when a document containing mostly text is scanned, the file size can be made smaller without causing text to become blurred. This setting is not suitable for scanning photographs and figures because the image quality of highly-compressed photographs and figures is degraded.

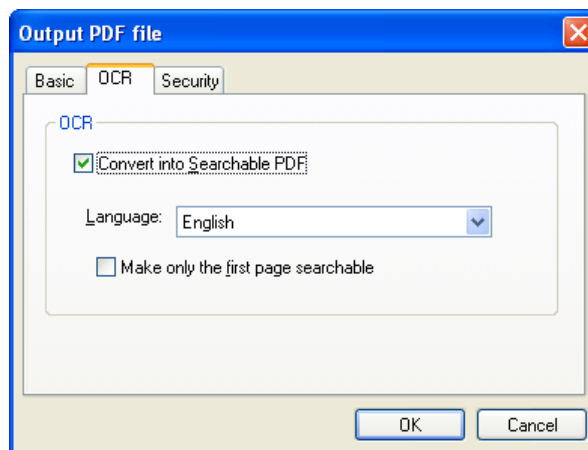
Marking this checkbox increases the system load, which may cause the scanner to take a very long time to scan.

## [OCR] Tab

You can configure settings so that PDF files are converted into searchable text when they are created from scanned document images.

Unless OCR (optical character recognition) is turned on, scanned document images are saved as PDF files in a format that computers cannot recognize, or in other words they are not made searchable. Through OCR, text on the image is recognized and text information is embedded into the image, making the image file searchable.

(Note that, if you turn on OCR, scanning takes time longer than if you do not.)



## [Convert into Searchable PDF] Checkbox

The scanned document images are converted into searchable PDF files and saved.

## Language

You can select a language to use for text recognition from the following:

English, French, German, Italian, Japanese, Korean, Spanish, and Traditional/Simplified Chinese.

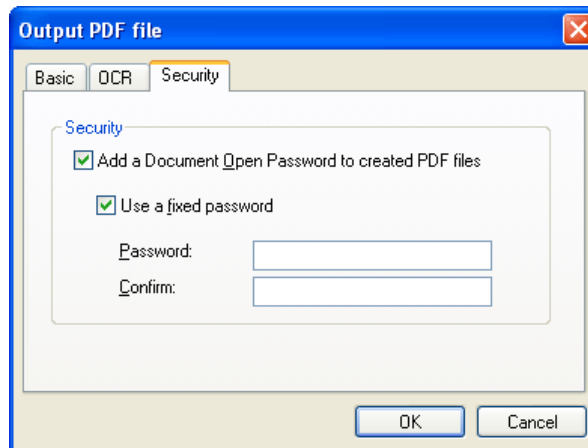
**[Make only the first page searchable] Checkbox**

When scanning a document containing multiple pages, you can make only the first page searchable. If this checkbox is marked, the time required is shorter than the time required for the conversion of all pages.

**[Security] Tab**

You can enhance security by setting a password for PDF files.

Once a password is added, you cannot open the PDF files unless you enter a correct password, which you type in in this dialog box.

**[Add a Document Open Password to created PDF files] Checkbox**

You can set a "Document Open" password to PDF files. Up to 16 characters (single-width) can be used for a password. This checkbox is available only for Adobe PDF files. (For PDF/A files, passwords cannot be set.)

If this checkbox is marked, the [Password] dialog box appears immediately after scanning.

Password-protected PDF files cannot be opened with ScandAll PRO. Open password-protected PDF files with Adobe Acrobat.

**[Use a fixed password] Checkbox**

If this checkbox is marked, all PDF files are protected with the fixed password you type in in this dialog box, so that the [Password] dialog box does not appear after scanning.

- From the ScandAll PRO window, perform a scan.

For the scanning procedure refer to "[Chapter2 HOW TO SCAN DOCUMENTS](#)" in this manual.

⇒ Scanned document images are displayed in the ScandAll PRO window.



ScandAll PRO creates PDF files from scanned document images but does not offer the function to open PDF files. You can open PDF files with ScandAll PRO anyway, but the displayed images may not be satisfactory or the operation of ScandAll PRO may become unstable.

To view PDF files, it is recommended an application that can open PDF files, such as Adobe Acrobat, be used.

## 3.2 Scanning by Pressing the Scan Button on the Scanner

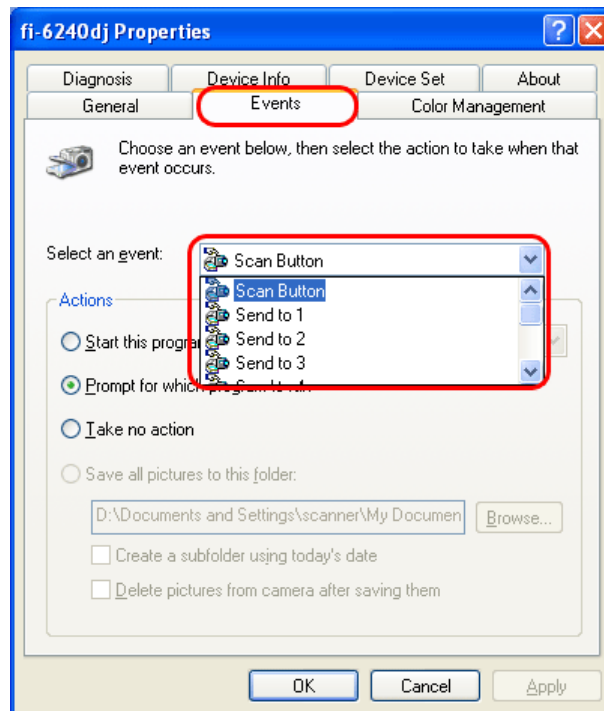
With ScandAll PRO, you can perform batch scan at a press of the button, by assigning a Batch Scan profile to the [Scan] or [Send to] button.

The following shows the procedure to do so.

1. From the [Start] menu, select [Control Panel].
2. Select [Scanners and Cameras].
3. Display the scanner driver properties of the scanner in use.

For Windows XP and Windows Server 2003, right-click the icon of the scanner driver. For Windows 2000 and Windows Vista, double-click the icon of the scanner driver.

4. Select the [Events] tab.
5. Select a button to use for an event.



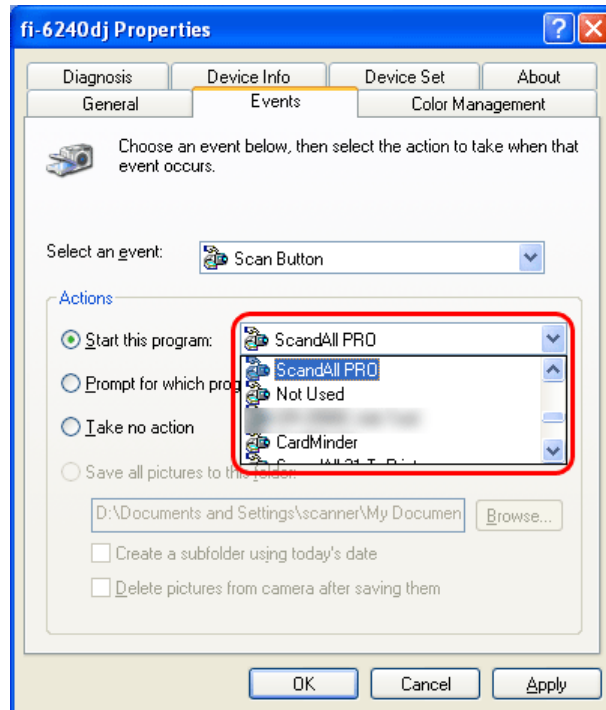
The following events can be selected:

- Scan Button (Press the [Scan] button)
- Send to 1 to 9 (With a number from 1 to 9 displayed on the Function Number Display, press the [Send to] button)

6. Select [ScandAll PRO] as the application to launch when an event occurs.

In Windows XP, select [Start this program] under [Actions], and select an application from the drop-down list on the right.





- Click the [OK] button.

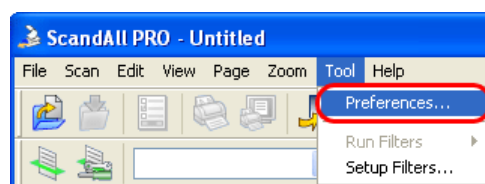


To link another button, perform steps 3 to 7 again.

- Launch ScandAll PRO.

From the [Start] menu, select [All Programs]⇒[Fujitsu ScandAll PRO]⇒[Fujitsu ScandAll PRO], and then ScandAll PRO starts up.

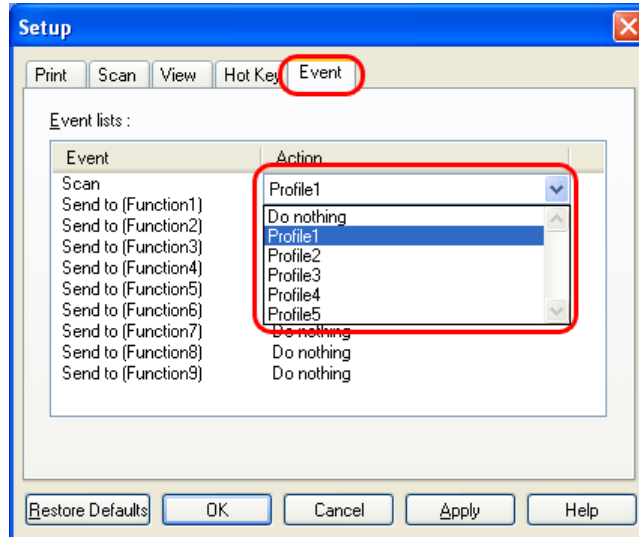
- From the [Tool] menu, select [Preferences].



⇒ The [Setup] dialog box appears.

- Select the [Event] tab.

- Click the action of the Event you selected in step 5, and then select a profile from the list you want to use for scanning.



You have to create profiles beforehand.  
For information about how to create profiles, refer to ["2.2 Batch Scan"](#).

12. Click the [OK] button.

13. Exit ScandAll PRO.

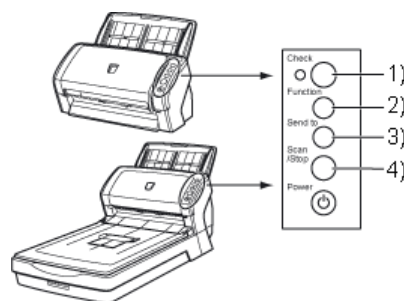
⇒ When you press the linked button, ScandAll PRO starts up, and batch scan is executed according to the selected profile's settings.



Use the [Send to] button, following the procedure below:

1. Press the [Function] button, and change a number displayed on the Function Number Display.
2. When the displayed number and the event number you have selected in step 5 (Send to 1 - 9) matches, stop pressing the [Function] button.
3. Press the [Send to] button.

**Example of the operator panel**



- 1) Function Number Display
- 2) [Function] Button
- 3) [Send to] Button
- 4) [Scan] Button

## 3.3 Splitting Documents by Patch Code

ScandAll PRO supports a job separation function with patch code sheets. The patchcode-based job separation function can divide multiple pages of scanned images into pre-determined unit and save them to different folder separately without interruption. A PDF or TIFF (multipage) file can be separated and stored as multiple files in pre-determined document unit.

The procedure is described below.

### 1. Prepare patch code sheets.

Two sizes (A4 and Letter) of PDF files are provided as patch code sheets. Before using the job separation function with patch code sheets, select [Start]⇒[All Programs]⇒[Fujitsu ScandAll PRO]⇒[Patch Code (A4)] or [Patch Code (Letter)], and then print a PDF file of either "Patch Code (A4)" or "Patch Code (Letter)" as many as you need.

Patch Code (A4)      Image data of a patch code sheet with A4 size

Patch Code (Letter)      Image data of a patch code sheet with Letter size



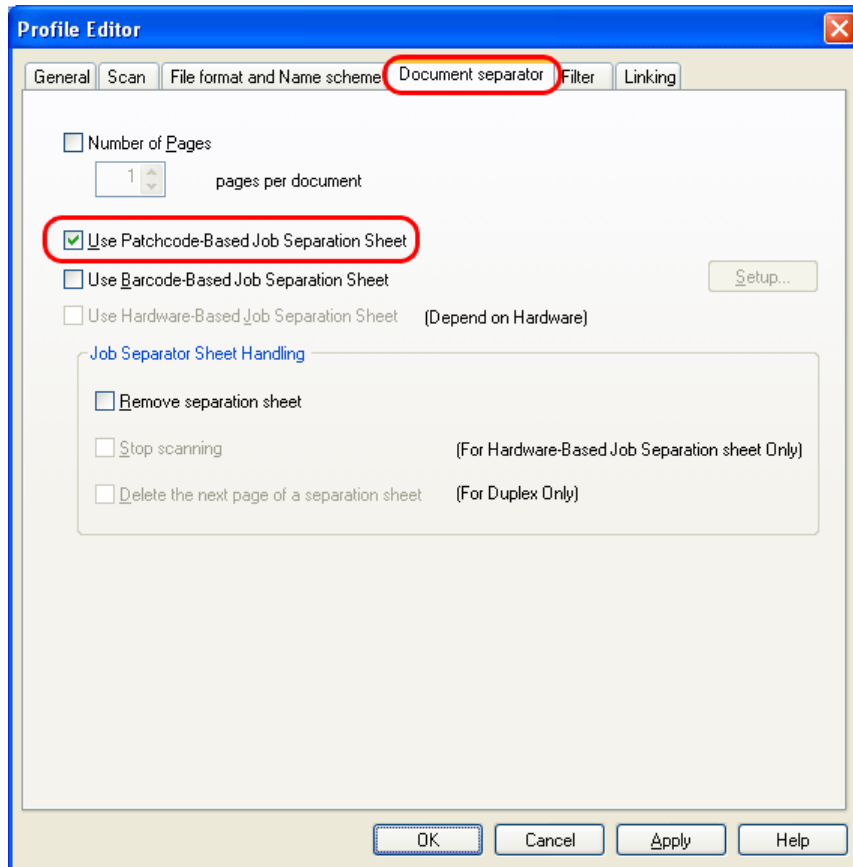
- Use white paper to print out patch code sheets.
- Do NOT change the scale of patch code sheets when printing.
- To make photocopies of the printed patch code sheet, make the same size and same density of photocopies as the original patch code sheets.
- Using the same patch code sheets repeatedly may decrease the recognition accuracy due to the dirt contaminated on the document. If the patch code sheets are not recognized correctly or get smudged, make new prints of the patch code sheets.

### 2. Create a new batch profile on ScandAll PRO, and open the [Profile Editor] window.

For information about how to create profiles, refer to ["2.2 Batch Scan"](#).

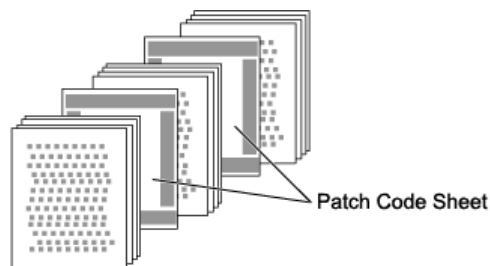
### 3. Click on the [Document separator] tab.

### 4. Mark the [Use Patchcode-Based Job Separation Sheet] checkbox.



- To suppress scanning the patch code sheet images, check the [Remove separation sheet] checkbox.
- In duplex scan mode, you can disable scanning of the rear side of the patch code sheet by selecting the [Delete the next page of a separation sheet] checkbox.

5. Insert patch code sheets to wherever you want the file/folder to separate.

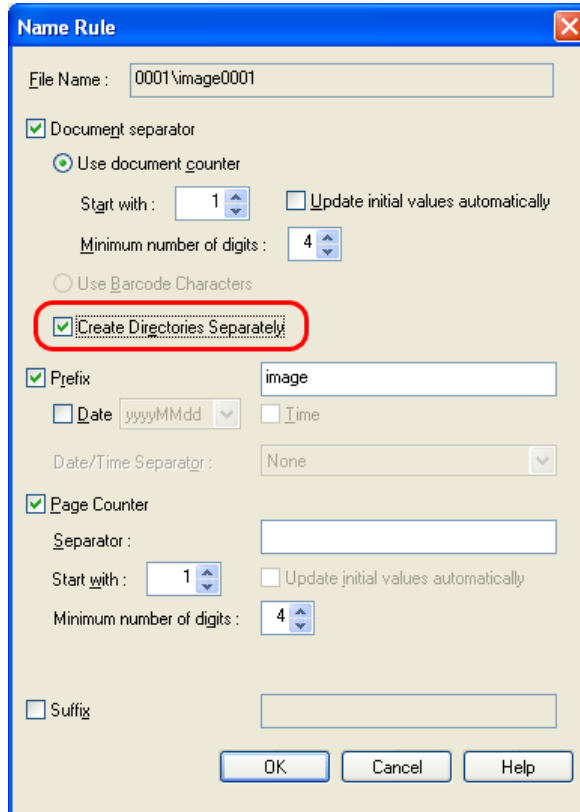


6. Specify the created batch profile, and then perform the batch scan.

For how to perform the batch scan, refer to "[2.2 Batch Scan](#)".



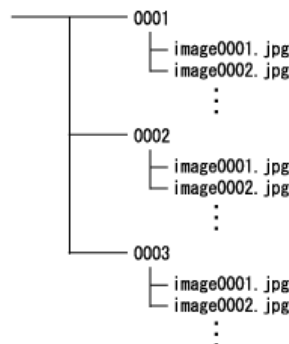
When storing each of the scanned documents, which are separated with patch-code sheets, in separate folders, change the settings in the [Name Rule] dialog box opened by clicking the [Name Rule] button on the [File format and Name scheme] tab in the [Profile Editor] dialog box. Mark the [Create Directories Separately] checkbox in the [Name Rule] dialog box.



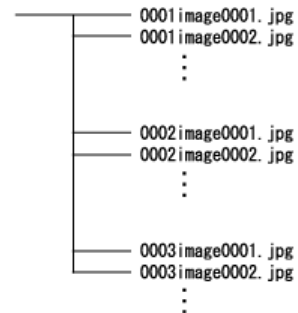
The created folder is named with the title of the document counter and is used to store the scanned data.

Example of storing data in folders:

When marking the [Create Directories Separately] checkbox



When unmarking the [Create Directories Separately] checkbox



## 3.4 Scanning Using Barcodes

ScandAll PRO supports a job separation function with barcode-printed sheets (hereinafter referred to as the "barcode"). The barcode-based job separation function can divide multiple pages of scanned images into pre-determined unit and save them to different folders separately without interruption. A PDF or TIFF (multipage) file can be separated and stored as multiple files in pre-determined document unit. Not only the document counter, but the barcode recognition result strings can be used for the folder names.

ScandAll PRO is capable of detecting the following types of barcodes:

Code	Character set	Digit number
UPC/EAN/JAN	Numbers	UPC:12 (UPC-A only; includes check digit) EAN, JAN: 8 or 13 (includes check digit)
CODE39	Numbers/Alphabets/7 symbols	1 to 32 (excludes start/stop codes)
CODABAR	4 start/stop character numbers, 10 alphabets and symbols	1 to 32 (excludes start/stop codes)
CODE128	Full ASCII	1 to 32 (excludes check characters)

The following lists the barcode detection conditions:

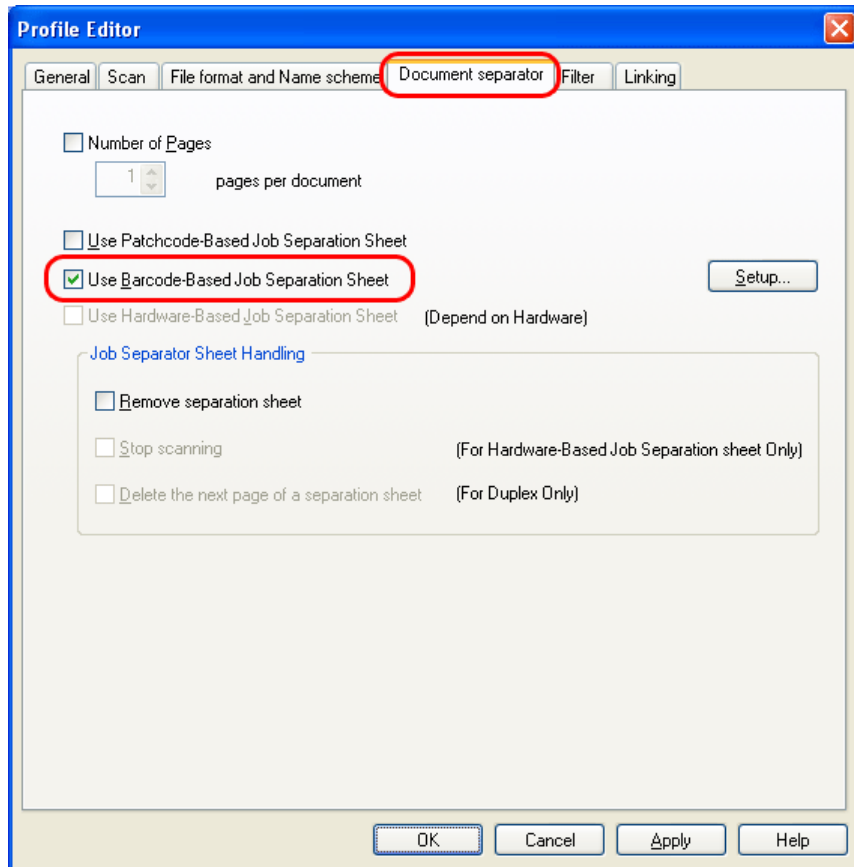
Item	Condition
Barcode height	10 mm to 30 mm
Barcode length	300 mm or less
Barcode margins	5 mm or more on each side of barcode
Barcode base color	White (This may not be recognized correctly depending on the hue of white color of the paper scanned.)
Resolution	200 dpi to 600 dpi
Barcode angle	Horizontal, and vertical



- Scanning documents having barcode types not defined for this function could separate the image data wrongly. This may even delete some of the scanned images depending on how the scan settings are made. Check the document carefully in advance to see if it has extra barcodes outside the barcode-scanning area. It is recommended that you reduce the number of barcode types to sense and narrow the barcode area to detect.
- Using the same patch code sheets repeatedly may decrease the recognition accuracy due to the dirt contaminated on the document. If the patch code sheets are not recognized correctly or get smudged, make new prints of the patch code sheets.
- Any control characters and any unusable characters such as \ / , : \* ? " < > | in a file name are replaced with "\_" (underbar).
- The barcode may not be recognized correctly depending on the document (skewed), driver setting and/or printed conditions of barcodes. Operate after ensuring the barcode is correctly recognized.

The procedure is described below.

1. Create a new batch profile on ScandAll PRO, and open the [Profile Editor] window.  
For information about how to create profiles, refer to ["2.2 Batch Scan"](#).
2. Click on the [Document separator] tab.
3. Mark the [Use Barcode-Based Job Separation Sheet] checkbox.



- To suppress scanning the patch code sheet images, check the [Remove separation sheet] checkbox.
- In duplex scan mode, you can disable scanning of the rear side of the patch code sheet by selecting the [Delete the next page of a separation sheet] checkbox.

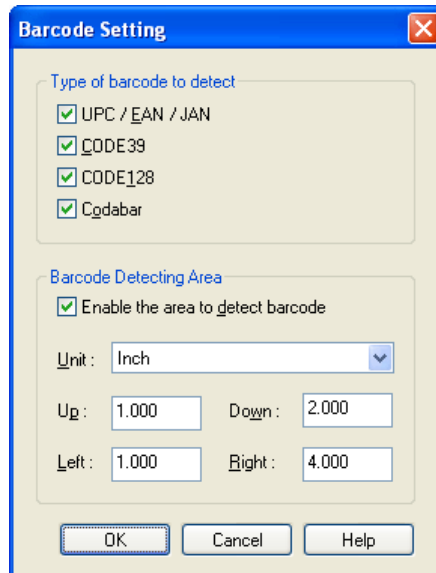
4. Click the [Setup] button.

⇒ The [Barcode Setting] dialog box appears.

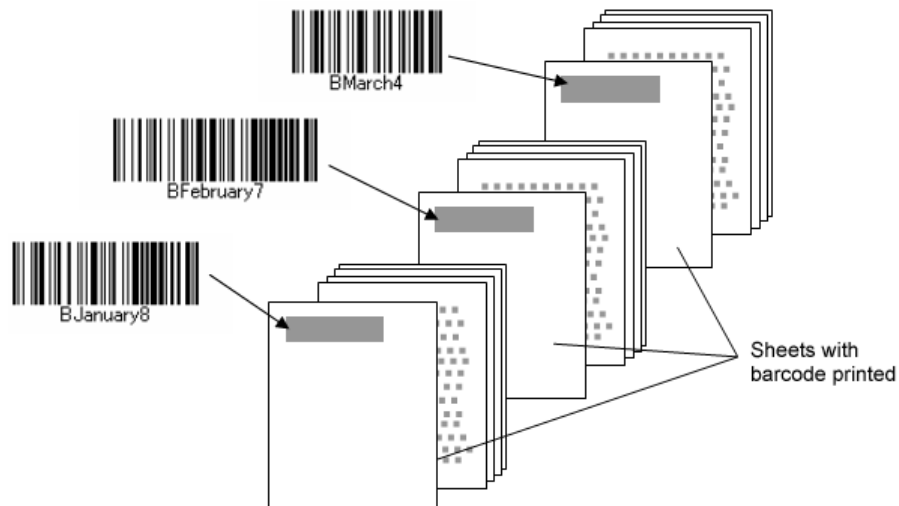




- If scanning performance deteriorates when barcode is used, reduce the detected barcode types or narrow the barcode area to improve the scanning performance.
- If there are multiple barcodes in the barcode detecting area, the one recognized first will be enabled.



5. Insert the barcode-printed sheets to wherever you want the file/folder to separate.

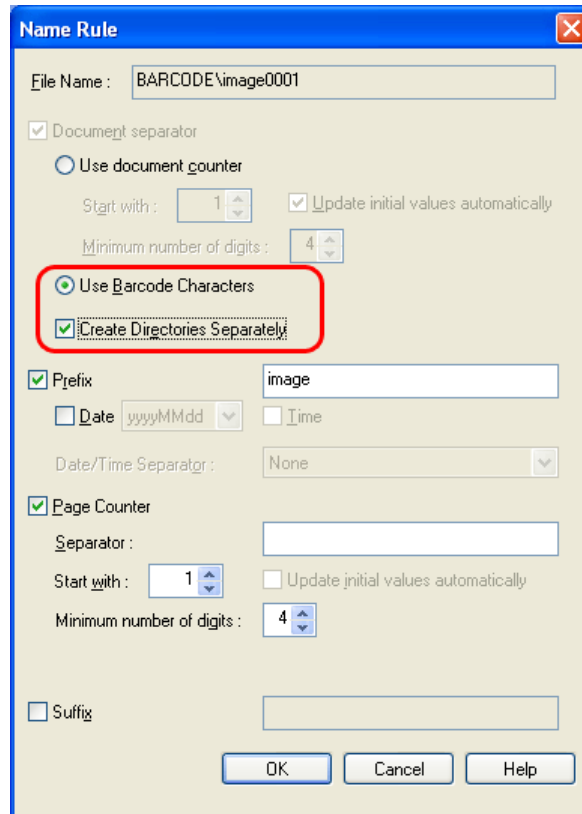


6. Specify the created batch profile, and then perform the batch scan.  
For how to perform the batch scan, refer to ["2.2 Batch Scan"](#).



When storing each of the scanned documents separated with barcode-printed sheets in separate folders, and naming the folders with barcode recognition result strings, change the settings in the [Name Rule] dialog box opened by clicking the [Name Rule] button on the [File format and Name scheme] tab.

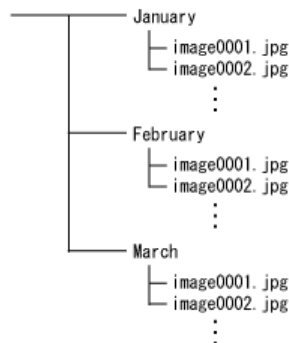
Select the [Use Barcode Characters] radio button, and mark the [Create Directories Separately] checkbox in the [Name Rule] dialog box.



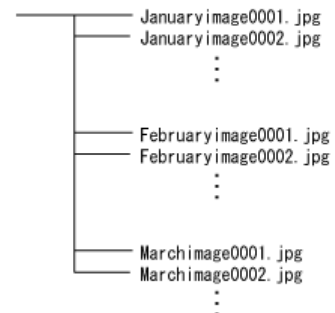
The created folder is named with the barcode recognition character string and is used to store the scanned data.

Example of storing data in folders:

When marking the [Create Directories Separately] checkbox



When unmarking the [Create Directories Separately] checkbox



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## **How to use ScandAll PRO**

**P2WW-2410-01ENZO**

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