



ScanFile®

Document Management System



Manual for **ScanFile SBE** **Version 8**

Installation, Licensing & Configuration

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Welcome to ScanFile SBE

Introduction

Thank you for purchasing ScanFile SBE, the fast, secure and user-friendly solution to your document management requirements. ScanFile SBE offers a stable and flexible platform for the storage, referencing and retrieval of your organisations documents. ScanFile SBE supports a vast range of black and white and colour document scanners, and includes several options to make the storage of electronic format documents, such as word processing and spreadsheet format files a straightforward task, including integration with Microsoft Office.

What is ScanFile SBE?

ScanFile SBE is the Small Business Edition of the Document Management System ScanFile. ScanFile SBE is a full 32bit application that is optimised to run on Microsoft Windows NT4, 2000 and XP Professional based workstations. ScanFile SBE can also be installed on Microsoft Windows NT4/2000/XP.

Important – Please Read

Once ScanFile SBE has been installed, it can be started, and will immediately inform you that it is not licensed, and will then open the licensing window.

ScanFile SBE Features

ScanFile SBE is a very straightforward and easy document management system to use and manage, but has all the features required for serious document management applications.

- Intuitive user interface
- Black & white and colour scanner support
- Import any electronic format document such as MS Word/Excel files
- Comprehensive document referencing and retrieval features with user-defined index fields, keywords and full text search.
- Full document display features including zoom, rotate and enhance. View multiple documents
- Inbuilt document viewer that supports over 200 document types including MS Office and PDF documents
- TIFFWriter
- Full text OCR

System Requirements

Operating Systems

ScanFile SBE is designed to run on the following operating systems:

- Microsoft Windows ME
- Microsoft Windows NT4 Workstation
- Microsoft Windows 2000 Professional
- Microsoft Windows XP Professional

Service Packs

Please ensure that you keep your operating system up to date with the latest service packs.

ScanFile SBE Requirements

ScanFile SBE is a 32 bit application designed to require only the least amount of resources on server and workstations. The nature of the application requires additional storage space to store your documents. In addition the specification of a ScanFile SBE workstation has to meet the requirements of every day use, attached scanners, type of scanning you are performing and the type of documents you work with.

Hard Disk Space

A full installation of ScanFile SBE will require around 100 Megabytes of hard disk space. Additional to the storage space that is needed for the application itself, sufficient storage space is needed for your documents. Please ensure that you have the correct amount and type of storage for your documents. The storage used may be a mix of hard disk space and CD's, DVD's and optical disk, either using single drives or jukeboxes.

The amount of storage you might need is the result of a combination of factors, such as

- Are the documents completed or are they still being updated?
- How many existing documents?
- What is the average document size on disk?
- How many documents are created within a period?
- At what document age does the retrieval rate decrease?
- Is there a retrieval time requirement?
- How many retrievals are required per hour/day?
- How many different applications does a customer have?
- What index information is used?

Taking these factors into account you can approximate the amount of storage space for a given period and put in place your on-line and off-line storage.

You need to ensure that whatever method of storage is used, adequate and regular backups are taken.

RAM

Typically, the ScanFile SBE program itself requires between 30 and 60 Megabytes of RAM to run. This is dependant upon what operations are being performed within ScanFile SBE. When viewing a document, the amount of memory used will increase by the requirements of the document and can differ greatly.

When viewing a scanned or imported image, the compressed file is read from disk and then uncompressed into the workstations memory. For a black & white A4 document scanned at 300dpi, the uncompressed size will be about 1 Megabyte. For a 24bit colour A3 document, scanned at 400dpi, the uncompressed size will be just under 100 Megabytes.

Electronic format documents, such as MS Word or Excel are displayed with a multi functional viewer within ScanFile SBE and the memory that is required is depend on file type and size.

The specification for a scanning workstation will be broadly similar to that required for viewing the documents scanned. The way a scanner works must be taken into account as they do vary in the way images are presented to the workstation.

As an example, The Canon DR-3020 scans A4 black & white documents at a maximum resolution of 300dpi. The DR-3020 has inbuilt image compression, and will therefore typically send over 35-50k of information to the workstation for each page scanned. The DR-5080c however, can scan 24bit colour documents up to a maximum of A3 at 400dpi. As the DR-5080c has no onboard compression, this can mean that up to 98MB of information can be sent from the scanner to the workstation for each A3 colour page scanned. This must then be compressed and saved to disk. The size of the saved image can range from 2k to 100Mb, depending upon the type of image, and the compression levels that are used.

When calculating the amount of memory a workstation should have, the requirements of the operating system need to be taken into account. Additionally, the amount of memory used by other applications that are operating simultaneously need to be considered.

If there is insufficient RAM in the workstation, the operating system will use the hard disk as virtual memory. This will dramatically affect the performance of the workstation.

Minimum Requirements

The following workstation specification is recommended as a minimum requirement

- PC using a 2GHz Pentium 4 Processor
- 256 MB RAM
- 17" Display
- CD-ROM Drive
- 100 MB Hard Disk Drive (without Data)
- MS Windows 2000 Professional

Dongle

ScanFile SBE products are protected from illegal use by utilising a hardware dongle. The dongle can be supplied as a USB device or one that attaches to the workstation parallel printer port. The parallel port must be set to ECP.

Installing ScanFile SBE

Overview

ScanFile SBE can be installed as a standalone system on a workstation. Please read the installation instructions carefully before installing to ensure that you fully understand what will be installed, and what needs to be prepared prior to installation.

The installation procedure will be dependent upon which operating system ScanFile SBE is to be installed. ScanFile SBE can be used with Windows ME/NT4/200/XP as operation system.

Standalone Installation

To install ScanFile SBE, select **Run** from the Start Menu and then choose **SetupSF.exe** from the **Software** directory on the ScanFile SBE CD.

Location

After you have chosen the language, you will be asked to choose the drive and directory that ScanFile SBE will be installed into. A default of **C:\Programs\ScanFile SBE** will be offered and this should normally be accepted.

The Destination directory selection dialogue will also display the available disk space on the chosen drive, as well as the space available after ScanFile SBE has been installed. Once you have chosen the drive and directory, press the **Next** button.

Backup

You will then be asked whether the install program should backup any files that the ScanFile SBE installation process will replace. These can be older versions of ScanFile SBE components - if you are installing over an existing installation - and common Windows components. If you choose to backup these components, you will be offered to create a **Backup** folder in the previously selected installation location.

Please note that the ScanFile SBE Installation process will only replace older versions of common Windows components.

Components

The next step is to choose the ScanFile SBE components to be installed. The core ScanFile SBE program will be installed automatically, but you must select the additional options individually. Please note that if you have not purchased the TIFFWriter or OCR, these will not function.

Option/Module	Description
MS-Office Integration	<p>This option will add Send to ScanFile SBE and Print and Send to ScanFile SBE options into Microsoft Office 2000 or XP. The Version Microsoft Office 97 only supports Word and Excel.</p> <p>To use the Microsoft Office Integration a Version of Microsoft Office must be installed.</p>
ScanFile SBE TIFFWriter	<p>This option installs a special printer driver, which allows you to print documents from any windows application as TIFF G4 or JPEG files directly into a selected ScanFile SBE folder.</p>
ScanFile SBE OCR	<p>This option offers the OCR Full Text Reading function. The Full Text OCR can be performed allowing you to search the documents for specific text.</p>
ASPI Layer	<p>This option will install the latest release of Adaptec's ASPI drivers for their range of SCSI cards. This will be required if you intend to perform scanning on the workstation using a scanner attached to a SCSI card.</p>

If TIFFWriter was selected to be installed, and the operating system on the PC is Microsoft Windows NT4, you will be asked to insert the NT4 CD. ScanFile SBE needs to install files that are on the NT4 disc.

Licensing

Once the ScanFile SBE installation is complete, the dongle can be attached to the workstation, and then licensed. Please see the **Licensing** chapter for instructions on how to do this.

Summary

Installation Type

Standalone	SetupSF.exe
------------	-------------

Install Location

Standalone Installation	C:\Programs\ScanFile SBE
-------------------------	--------------------------

Backup Location

For installation rollback

Components

Office Integration	MS Office 97, 2000, XP & 2003
TIFFWriter	Print to ScanFile SBE Folder
OCR	Zone, Full Text & Forms Recognition
ASPI Layer	For Adaptec SCSI cards

Personal Hitlist

Private document store for each user. Used for sending documents to users, and by the Document Routing option.

Removing ScanFile SBE

Always use **Control Panel → Add/Remove Programs**

<i>Removing ScanFile SBE does not delete data.</i>
--

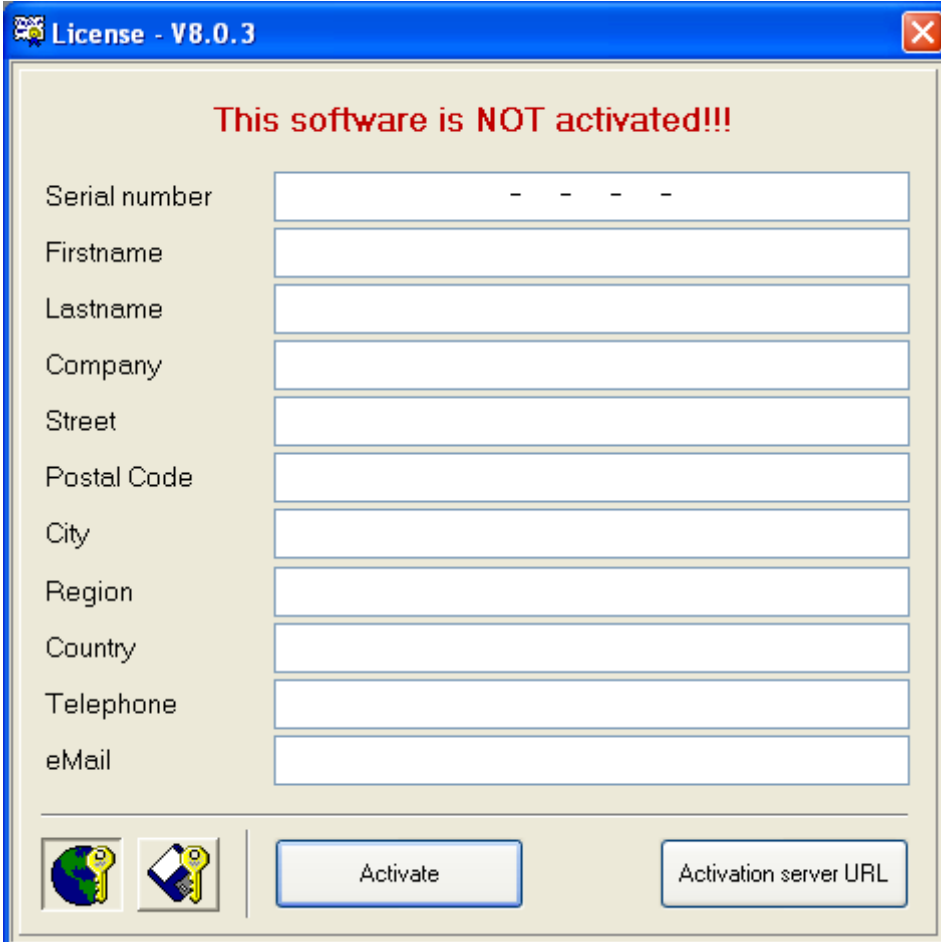
Activation

Introduction

ScanFile SBE uses a software activation which is stored on the PC where ScanFile SBE is installed. The customer receives a unique serial number, which must be used to activate their system. This is done via the internet and there are two ways of doing this. It can be either a direct download from the internet, if the ScanFile SBE workstation is connected to the internet. The other possibility is realised by a file upload/download, which can be performed on any PC connected to the internet.

Direct activation via Internet

Start ScanFile SBE. If the software is not activated, a message comes up. Click the menu **Help** → **Licensing**. The following window appears:



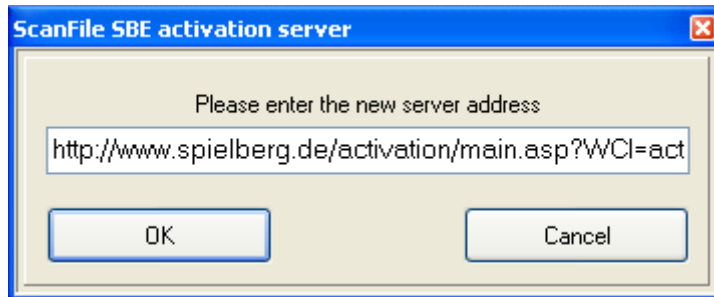
The image shows a Windows-style dialog box titled "License - V8.0.3". At the top, in red text, it says "This software is NOT activated!!!". Below this, there are several input fields for user information: "Serial number" (with a placeholder "- - - -"), "Firstname", "Lastname", "Company", "Street", "Postal Code", "City", "Region", "Country", "Telephone", and "eMail". At the bottom left, there are two icons: a globe with a key and a document with a key. To the right of these icons is an "Activate" button. Further right is a text box labeled "Activation server URL".

Enter your serial number and address information.

If your ScanFile SBE workstation is connected to the internet, first click on the button on the bottom left of that window, if not already active. Afterwards click on **Activate**. The system will connect to the ScanFile SBE licensing

server and will be activated automatically. The top label of this window will show: This software is activated.

If you click on the **Activation server URL** button the internet address for file upload/download connection is displayed.



Activation by file upload/download

If your ScanFile SBE workstation is not connected to the internet, you can create a file which has to be sent to the activation server. In return an activation file can be downloaded from the activation server. If this file is uploaded on the ScanFile SBE workstation, the system is activated. If you have no internet connection at all, send this file to your supplier, who can return the activation file to you.

- Click to the button with the disk/key symbol on the bottom left. Now the activation is set to file upload/download. Now click to **Save to file**. Store this file in any location. This file has a suffix named **.DSR**
- This file must be used and uploaded when connecting to the ScanFile SBE activation server. Open your internet browser and go to the following page:
www.spielberg.de/sbe-activation
Specify the stored DSR file for upload and click to **OK**.
- You will receive a file with suffix DSA which must be stored by clicking to **OK**.
- Transfer this DSA file to the ScanFile SBE workstation to be activated.
- Click on **Help → Licensing** and then to button **Load from file** and select the DSA file.

The top label of the licensing window should display now: The system is activated.

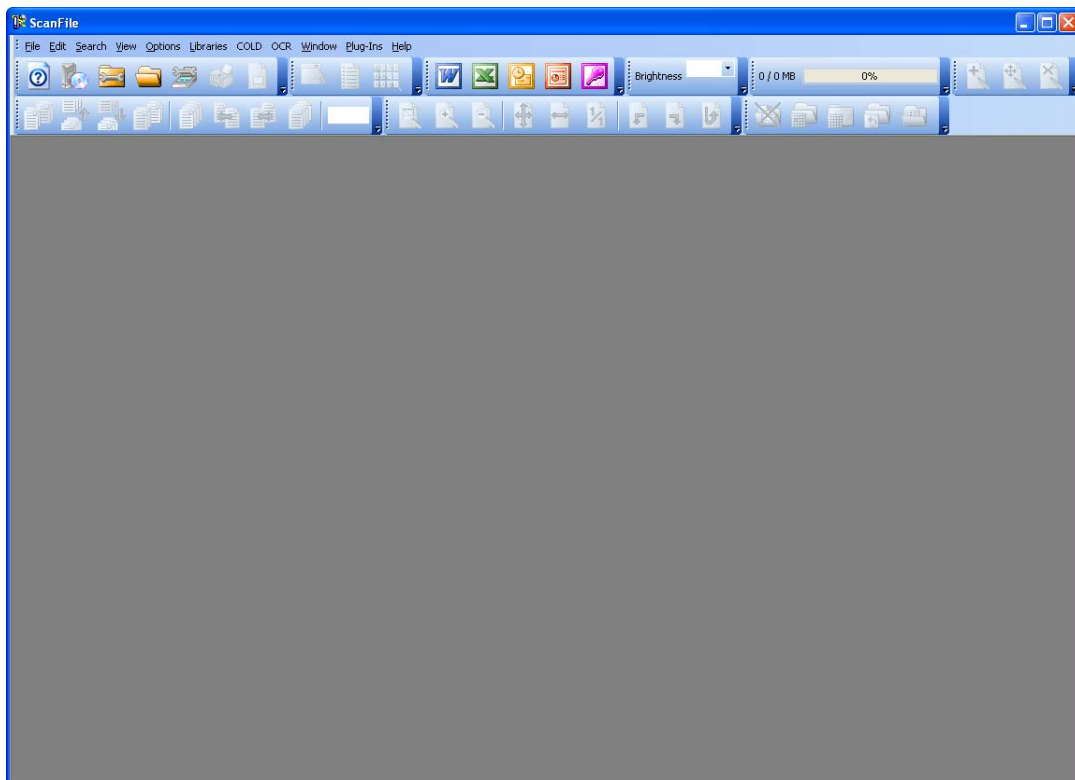
First Steps

Overview

This section describes the first steps after the installation of ScanFile SBE. It leads you through the first start-up of ScanFile SBE, the licensing process and informs you about important general settings.

ScanFile SBE Main Screen

After logging in successfully, the main window will be displayed. If you haven't licensed ScanFile SBE yet, the License Manager will open automatically. Please see the **Licensing** chapter on how to activate your ScanFile SBE dongle



This window will have a standard Windows Menu bar and Toolbars for quick access to the applications functions.

When running ScanFile SBE for the first time, default settings should be applied to enable the application to know what input device to use, and where you want to store the documents. A short description how to apply these settings follows.

Search Drives

Before folders and libraries can be created, search drives for ScanFile SBE to work on have to be defined. Selecting **Choose search drives** from the File menu allows you to specify the locations which can be anywhere on the workstation, mapped drives or UNC paths. Within the Search Drives window, a list of drives and paths that have been added will be displayed. When ScanFile SBE is first started, the Search Drives selection screen will be automatically displayed, and will list the available drives on the workstation.

The list of search drives is stored centrally and shared with all workstations. If a user does not have rights to access certain paths defined, then those paths will appear empty.

To add a storage location to the list, press the **+ button** on the top right of the display. A window will then be displayed where you can select the drive or UNC path that you want to add. To remove a storage location, highlight it on the list and press the **– button** on the top left of the display.

Scanner Selection & Setup

Before any scanning can be done, the scanner must be selected. Select **Choose Scanner** from the **File** Menu, and select the appropriate scanner. Then select **Scanner Settings** from the **Options** menu to apply default settings for the selected scanner. These can be for scan resolution, paper size, single/double-sided scanning, brightness, contrast etc.

A full description of the options for all scanners is given in the **Scanner Setup** chapter.

*The scanner settings are saved for every single user and folder. Please note: by selecting **Options -> Scanner Settings** the settings for the opened folder are changed. If no folder is open, the scanner settings are saved as a default for the logged in user. This default will be copied into every new folder that is created by the logged in user.*

Next Steps

Before you can store any documents to ScanFile SBE you must first create ScanFile SBE folders to store the documents in your selected locations. Creating folders is fully described in the **Folders** chapter. Once you have created a folder and stored your documents the searching and viewing options are described in the chapter named **Searching & Viewing**.

Please also read the General Settings chapter, as this describes the options available that will affect how the ScanFile SBE main screen, ScanFile SBE folders and libraries will be displayed as well as affecting the actions of keyword searches and the display of hit lists. Many other settings influencing the behaviour of ScanFile SBE are described in that chapter, too.

It is very important that you read and understand the **General Settings** chapter to ensure that you get the best from your ScanFile SBE solution.

Folders

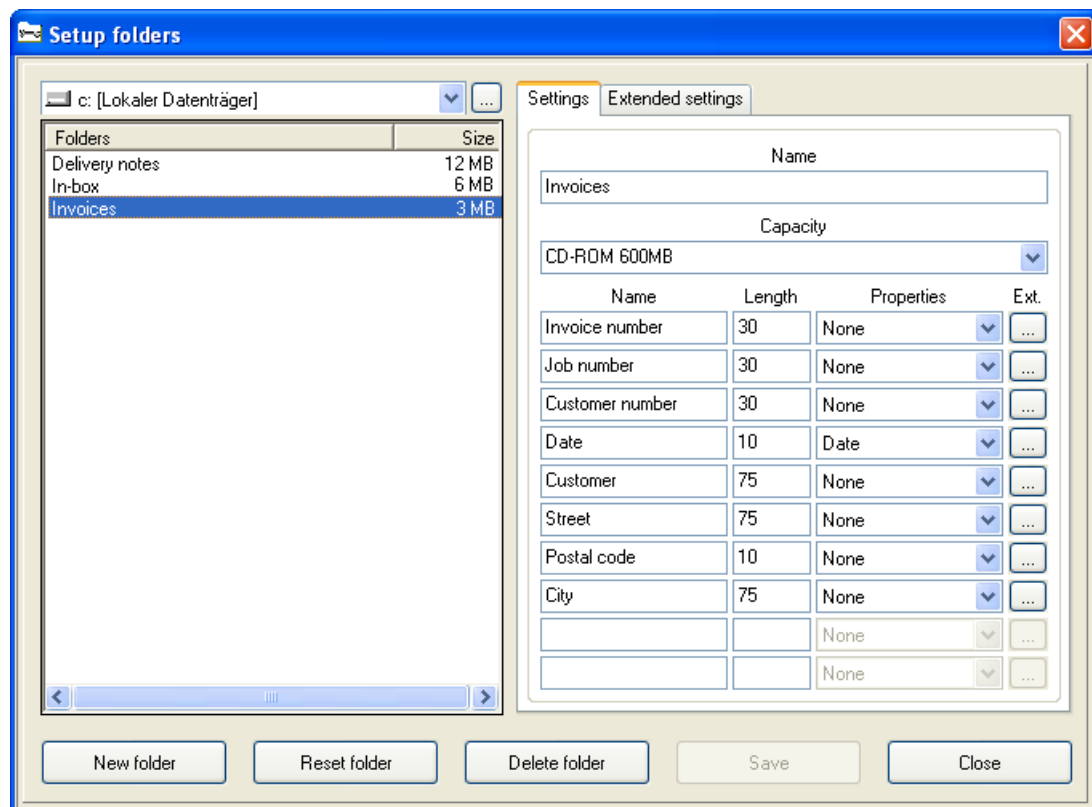
Overview

All documents either scanned or imported into ScanFile SBE will be held in ScanFile SBE Folders. Folders not only hold the images, but also the indexing information and annotations associated with the images. If using the optional OCR module, the OCR full text tables are also held in the folder.

Folders can be created on any rewriteable media available to the PC as a drive reference. This includes network drives. It is always a good idea to have separate drives for storing folders and for programs. When creating a folder, you can give it a name of up to 32 characters, and specify up to ten fields with a maximum length of 255 characters per field. Field functions can be applied to these fields providing rapid automatic indexing during scanning or post-indexing.

Create Folder

To create a folder, select **Setup Folders** from the **File** menu, and the Folder configuration will be displayed.



From the **Setup folders** screen, a folder can be created or modified. First of all, you must choose which drive or UNC path the folder is to be created in,

and you can then give the folder a name. You can also specify a capacity for the folder. In this example, it has been set for 600Mb for a CD.

Once this has been reached, no further scanning into the folder will be allowed, and you will be prompted to archive the folder to CD's or DVD. A user-defined capacity can be defined in megabytes, as well as options for various other media types. An unlimited option is also available for network Drive or RAID arrays.

The fields for the folder can then be defined. A folder can have up to 10 fields, with a maximum length of 255 characters, and **Field properties** and **Extended Field properties** can be applied to them. The field names, lengths and functions can be modified at any time without any loss of existing data.

Field Properties

Each field can be set with a property value, depending upon the entry requirements for that field. The available properties are listed below.

None

No auto indexing or field formatting property has been applied.

Duplicating

An entry typed into the field will be kept and passed on to all subsequent records created until the entry is amended.

Counting

The field content is automatically incremented by one (digit or character). The “ ” option will left fill the field with blanks, the “0” will left fill with 0's.

Date

The system date will be entered into the field automatically. Please note that the date format will be taken from the operating system Short Date Format.

Long Date

The system date will be entered into the field automatically. This is taken from the system Long Date Format.

Checksums

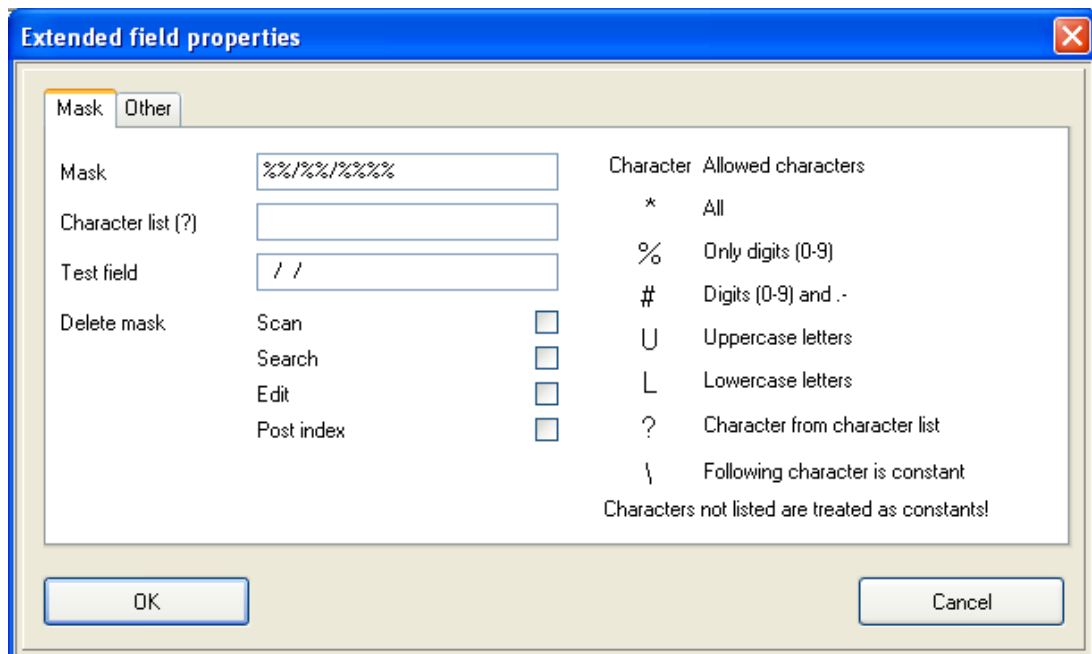
These options will check entries for errors via the use of check digits included in the value being entered.

Thesaurus

A predefined list of words and their associated synonyms can be applied to a field. If the synonym is typed in when indexing, the word will be shown.

Extended Field Properties

Extended properties can also be applied to each field, which can dictate what is allowed to be entered into a particular field. These properties are accessible by selecting the button **Ext.** on the extreme right of the field to which you wish to apply them.



The dialog box titled "Extended field properties" has a blue title bar with a close button. It contains two tabs: "Mask" (selected) and "Other".

Mask Tab:

- Mask:** A text box containing the mask "%!%!%!%!%".
- Character list (?):** An empty text box.
- Test field:** A text box containing the characters "/ /".
- Delete mask:** A list of actions with checkboxes:
 - Scan ☐
 - Search ☐
 - Edit ☐
 - Post index ☐

Character list:

Character	Allowed characters
*	All
%	Only digits (0-9)
#	Digits (0-9) and . -
U	Uppercase letters
L	Lowercase letters
?	Character from character list
\	Following character is constant

Characters not listed are treated as constants!

Buttons: OK, Cancel

Input Mask

To set an input mask, type in the type of character you wish to be typed in for each of the field character positions in the **Mask** box. The character types are listed. As can be seen in the example above, entering dashes and slashes within the mask will force those characters to be in the field. When typing into a field, the cursor will automatically jump over these characters. You can test the format of the input mask within the **Test field** box.

Duplicate Index Action

The **Duplicate Index Action** list offers options that will determine what action should be taken if the same index information as an existing record is entered. The available options are:

Action	Description
None	Duplicate Index Action is disabled
Append	The document/pages will be appended to the existing record
Append with prompt	The user will be prompted whether to append the document/pages to an existing record.
Reject	The index information will be rejected
Prepend	The document/pages will be inserted at the beginning of the existing record
Prepend with prompt	The user will be prompted whether to insert the document/pages at the beginning of the existing record.
Copy index	This option is the same as the field property Duplicate Index Action . If you use the Copy Index property in the <i>Extended Field Properties</i> you are able to use another field property like Barcode for the index field.

Date Validation

Validation of a user entered date can be performed by selecting the **Check if Valid Date** option. This will ensure that incorrect dates are not accepted. In addition, you can set the format in which the date has to be entered by the user by selecting the **New Date Format** option, and entering the required format in the field provided. Some Examples:

Date	Format
23.06.03	DD.MM.YY
2003-06-23	YYYY-MM-DD
06/23/2003	MM/DD/YYYY

Mandatory Field

If this option is selected, an entry must be made into the field when indexing.

Field Must be Full

This option, when selected, will force the user to enter index information in the field, to the full length of the field. For example, if the field length is set to 10, then 10 characters must be entered by the user into the field.

Right Align

When entering numeric values, the contents of the field can be automatically right aligned with leading 0's or blanks by selecting the appropriate option.

Advanced Settings

Duplicate Index Action

This option ***Execute after Zone OCR reading*** allows you to assign whether the duplicate index action will be executed after a zone OCR.

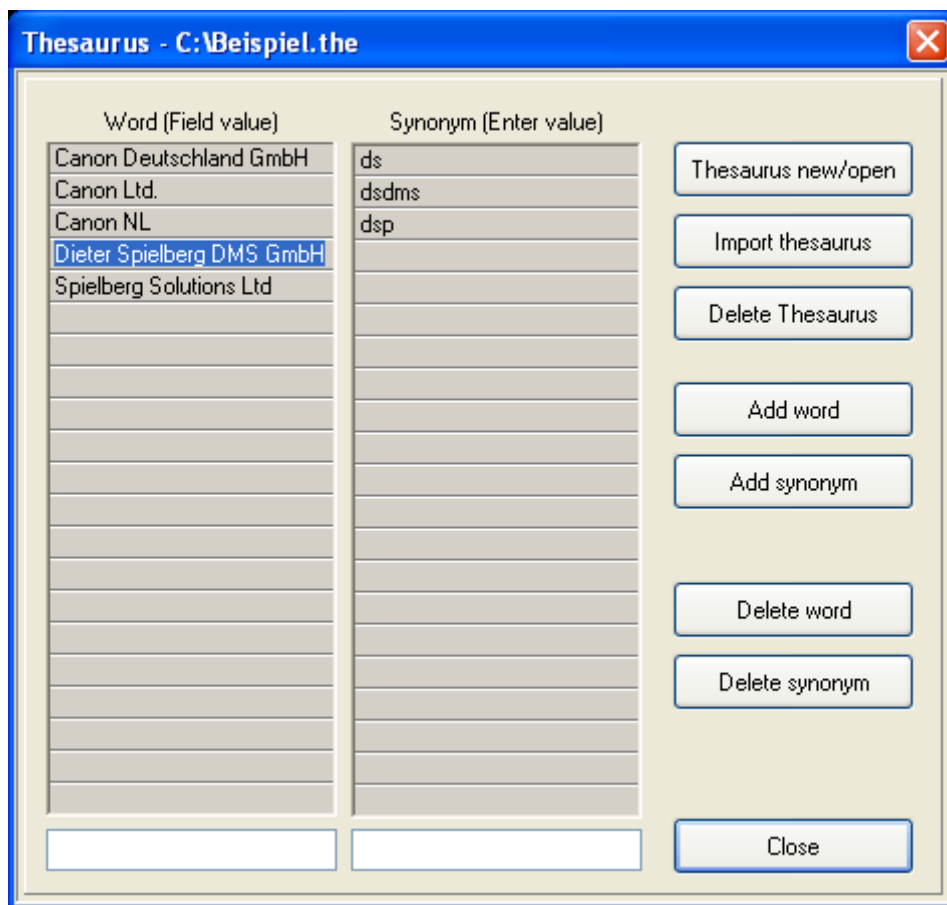
Index information

With the option ***Clear fields*** the contents in the index fields within the toolbox will be deleted by changing the category in the folders toolbox.

Thesaurus

The Thesaurus field property can be used to cut out repetitive indexing, and to ensure that index data such as names are typed correctly. A list of words can be defined, and multiple synonyms - or short codes - can be set for each word. For example the short code 'dsp' can be applied to 'Dieter Spielberg

DMS GmbH', and when indexing, if 'dsp' is typed in, it will be replaced with 'Dieter Spielberg DMS GmbH '.



To create or edit a Thesaurus list, from the **Options** menu, choose **Edit Thesaurus**. On the displayed screen, choose **Thesaurus New/Open** to open an existing Thesaurus, or to create a new one. The Thesaurus files are given the extension '.THE', so are easily identifiable.

The words are displayed in the left column, with their associated synonyms in the right column. Only the synonyms for the selected word are displayed.

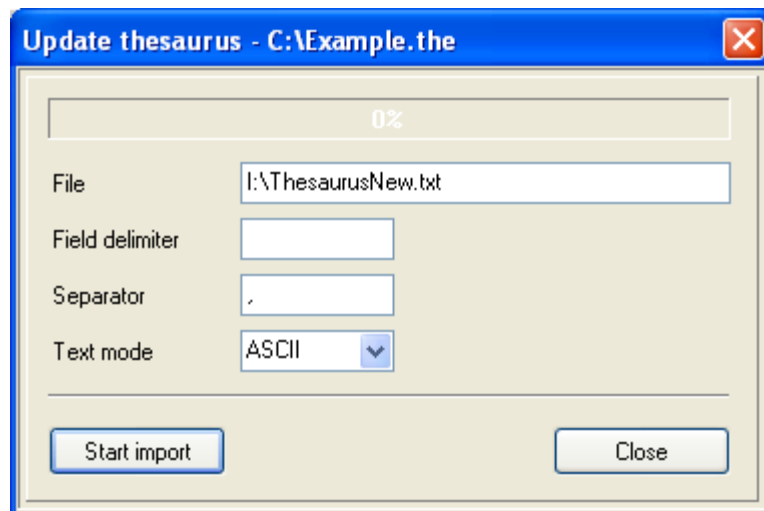
To add a word, choose **Add Word** and then type the word. To add a synonym for a word, select the word then choose **Add Synonym**, and then type the synonym. When finished, choose **Close** and the changes will be automatically saved.

The same Thesaurus can be applied to as many folders as you wish. They are not specific to a folder.

Thesaurus Import

A new button was added to the Thesaurus window: **Import Thesaurus**. This function allows you to automatically fill or extend a Thesaurus file.

After clicking on **Import Thesaurus**, you are asked to select a file containing update information. Then following window is displayed:



Enter field separator, field delimiter and text mode and click on **Start Import**. The file will be imported. The first field of a line will be considered to be a word, all following fields will be interpreted as synonyms belonging to the word.

If a word is not found in a ScanFile SBE Thesaurus, it will be created. All synonyms belonging to this word will be added, as long as they are not already in use. Synonyms have to be unique, so double entries are not allowed.

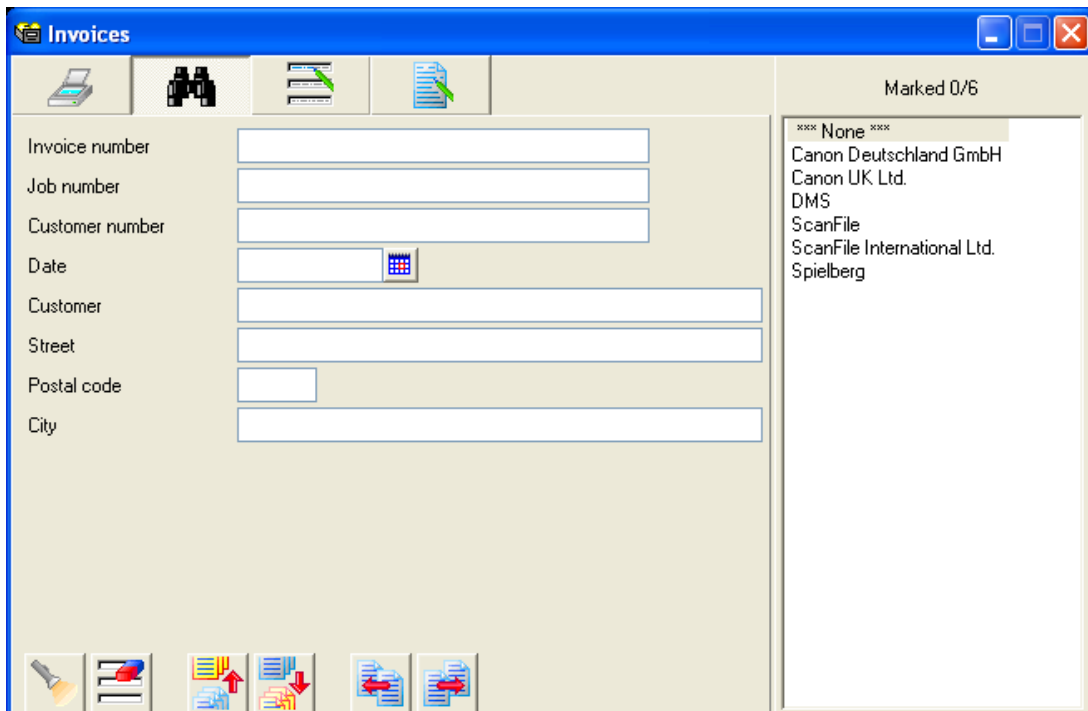
After a successful import you can return to the Thesaurus window by clicking on **Close**. If you opened the Thesaurus from an open folder, the new entries will be immediately at your disposal.

Keywords

A predefined list of keywords can be created and assigned to a folder. This is an extra level of indexing, and allows multiple keywords to be attached to a particular document. To attach a keyword list to a folder, click on the **Keyword List** button in the **Setup Folders** dialogue, and then select the list you wish to apply. All keyword lists have the extension '.KEY'.

To create a keyword list, or to edit an existing one, choose **Edit keyword lists** from the **Options** menu.

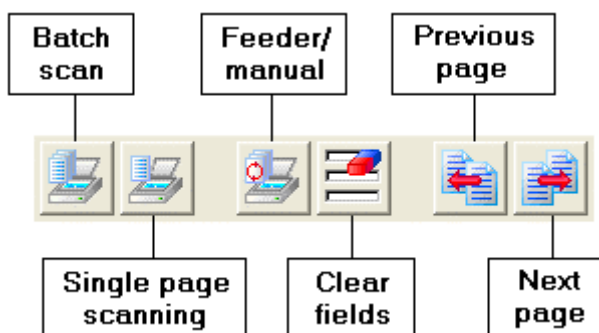
Whenever a folder is open the folder toolbox will be available, allowing you to access the majority of functions that need to be carried out within a folder such as scanning, indexing and editing and searching.



The structure of the folders toolbox depends on the folders setup and may vary from the picture above.

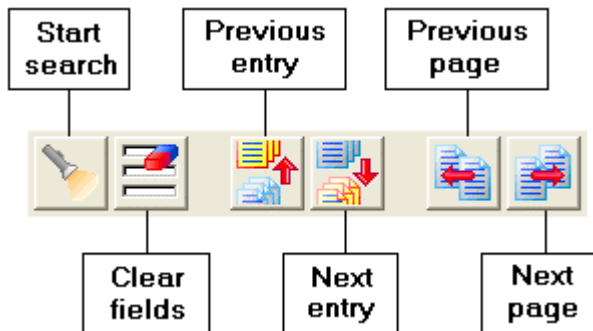
Toolbox – Scan

The following tools will be available if the **Scan** option is selected in the folder toolbox. These allow you to scan single or multi-page files, select manual or auto feed, and to browse through the current file.



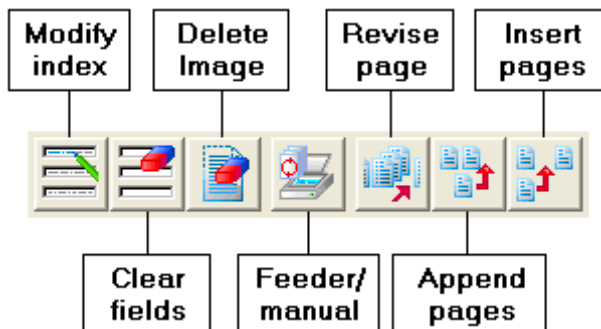
Toolbox – Search

This selection allows you to specify the required search criteria for documents, and perform a search. This will result in a list of the files found being displayed.



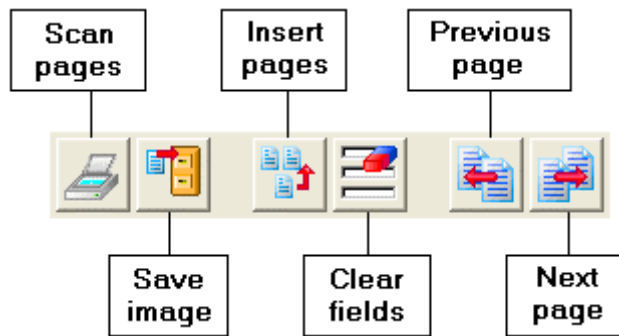
Toolbox – Edit

From this the indexing information for a document can be changed. You can also amend the document itself by inserting, appending, revising and deleting pages.



Toolbox – Postindex

Post-indexing allows you to scan documents that are to be indexed at a later date. The images scanned are stored in a separate area of the folder, and are not divided into files. When going through the post-index pool, the images can be separated into files by using the available tools. They can also be appended to existing files.



Keyword Display

If a keyword list has been assigned to a folder various options as to how and whether the keywords are displayed are available.

In the **Keywords Search Mode** of the **General Settings** screen, the keyword list preferences can be set.

You can choose not to display the keyword list at all by selecting **Hide Keyword list**. The **Display keywords as Text** option will display the keywords in a column format, but if this is not selected, the keywords will be displayed in a cell format.

You can also choose whether, when doing a multiple keyword search, the records displayed will show records that have keyword 1 **AND** keyword 2, or that have keyword 1 **OR** keyword 2.

*To select multiple keywords when either indexing or searching, hold down the **CTRL** key when clicking on the words you wish to select.*

Folders Summary

Folders are the storage location for all documents held in a ScanFile SBE system. Folder can also contain the index data associated with those documents.

Folder Specification

Folder Name	32 Characters
Fields	10 Maximum
Field Name	32 Characters
Field Length	255 Characters Maximum
Keyword List	1 per Folder
Thesaurus	1 per Field

Extended Settings

Compression Format	TIFF/JPEG or LuraDocument
Duplicate Index Action	Sets the action for duplicate index information
Clear Fields	Clears the index information within the folders Toolbox when changing the category

Field Properties

None	No Property
Duplicating	Field retains previously entered value
Counting " "	Puts leading blanks in front of numeric values
Counting "0"	Puts leading 0's in front of numeric values
Date	Current Date
Long Date	Current date in format eg. '07 October 2003'
Thesaurus	Assign Thesaurus to field
Copy Index	Duplicates index information of existing records
Mod 2	Customer checksum
Mod 10.1	Customer checksum
Mod 11.1	Customer checksum
Mod 11.2	Customer checksum
Verify 11	Customer checksum
ISBN	Customer checksum

Extended Properties

Mask	Only accept input in pre-defined format
Duplicate Index	Allow/Not allow Duplicate index
Check Valid Date	Checks entry for valid date & specified format
Mandatory Field	Field must contain data
Must be Full	Field must contain data to maximum field length
Right Align 0's	Sets leading 0's in front of numeric values
Right Align " "'s	Sets leading blanks in front of numeric values

Editing Documents

Editing Documents

There are several options that allow you to change a document after it has been scanned. These are:

- Append Pages
- Insert Pages
- Delete Pages
- Revise Pages
- Split File
- Change the Page Order
- Save Rotation

The first four options are available in the Folder Toolbox from the **Edit** option.

Append Pages

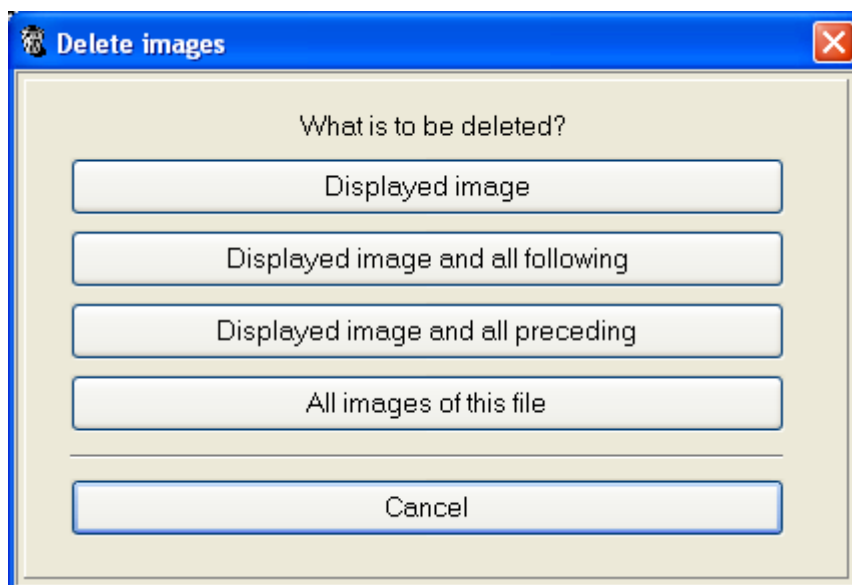
Once you have selected the file you want to append to on the Hitlist, choose the **Edit** option in the Folder Toolbox, and press the append icon. The pages to be appended will then be scanned. After all the pages have been scanned, you will be prompted to save the pages, continue scanning, or to abandon the append

Inserting Pages

To insert pages into an existing file, select the file on the Hitlist, then go to the page that you want to insert pages before. Click on the Insert pages icon in the **Edit** option of the Folder Toolbox. Once the feeder is empty, you will be prompted to save or discard the pages just scanned.

Delete Pages

There are several choices when deleting pages from a document. First of all, display the page at which you wish to start deleting, and then select the **Delete** icon from the Folders Toolbox. You will then be prompted on what you want to delete. Select the appropriate option and the file will be updated.



Revise Pages

An original document can be revised by clicking on the ***Revise Pages*** button in the Folder toolbox Edit menu. This will scan in an amended copy of the document and allow you to browse through the revised and original pages.

Split File

This option enables you to break apart a single file in to two files with identical index information. To do this, select the file you wish to break apart from the Hitlist, and then display the page of the file that you wish to become the first page of the second file. Select ***Split File*** from the ***Edit*** menu. After confirming that you wish to proceed, a second file will be created. If required, you can then edit the index information of the files to reflect the changes.

Change Page Order

Once a document has been scanned, you may find that you wish to change the position of a page within the file. This can be achieved in one of two ways.

Image Display Menu

While displaying the page of the file that you wish to move, pressing the right mouse button in the image display window will show the right click menu.

By choosing ***Change Image Position*** you will then be prompted to enter the number of the page you wish to move the currently displayed page to.

FastPics Drag & Drop

Within the FastPics window, by holding down the left mouse button on the page of the document you wish to move, and then dragging that page to the position within the file you wish to move the page to, the page will be moved and the file reordered.

Save Rotation

The orientation that a scanned image will be displayed can be set and saved so that it will always be displayed in the chosen orientation.

To do this, set the currently displayed image to the rotation you wish to save and from the **View** menu, select **Save rotation** for. You can then choose to set the rotation for the displayed page, all pages of the record, or all selected records.

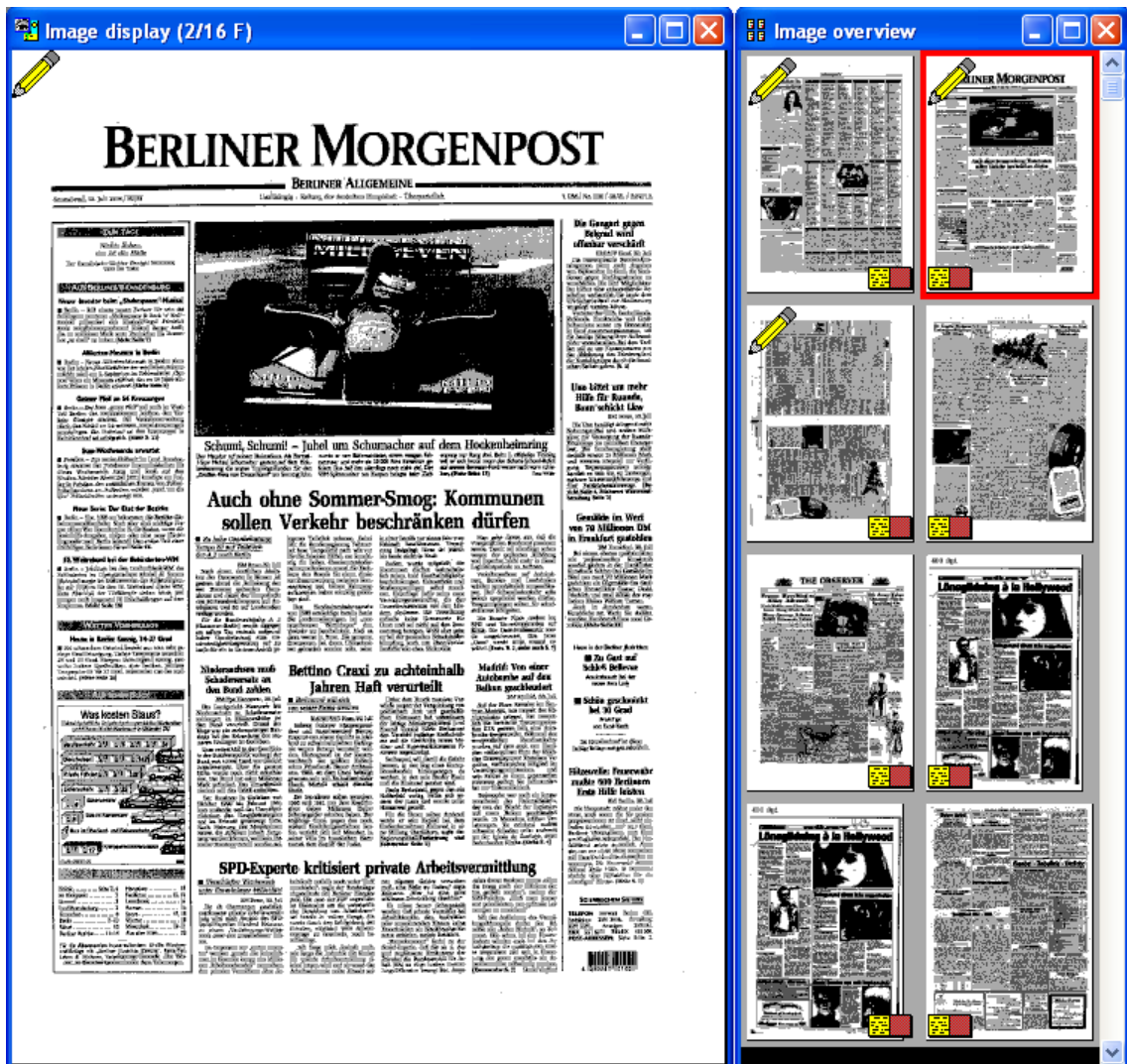
The image rotation setting is saved in the Folder database, and does not affect the original scanned image.

Annotations

These can be used to mark or highlight part of a page that is of particular interest. The annotations are specific to the page on which they are created. Different annotations can be added to different pages within the same document. The annotation types are:

- Text annotation
- Line
- Highlight
- White-out Area
- Black-Out Area

If a file has annotations attached to pages, this will be signified by a pencil symbol in the top-left corner of the image display window. This will also be shown in the FastPics.



Please note: Annotations cannot be applied to native format documents.

General Scanning

Overview

New documents can be scanned into ScanFile SBE via either the **Scan** mode of the folder toolbox, or by the **Post-index** mode.

How the indexing information relating to the document will be entered is very much dependent upon the type of document being scanned, and how the folder was set up, and what properties have been set for the folder fields. The most basic method is to enter the indexing information into the fields in the folder toolbox, select the keywords required (if applicable) and then start scanning. If the documents have barcodes, if a field has been set for auto increment, or if the documents are to be OCR'd, the index information will be created automatically after the document has been scanned.

Single & Batch Scan

To add documents to your folder by scanning, choose the **Scan** option from the folder toolbox, select either the **Batch Scan** or the **Single Page Scan** button to start scanning.

Batch Scan will create a multi-page document from the pages being fed through the scanner. Once the feeder is empty, you will be prompted to save the images or to continue scanning into the same file. **Single Page Scan** will create a new file for each page scanned.

In both modes the Canon DR-3020, DR-5020 and DR5080c can recognise and act upon control sheets, allowing you to change between single & double sided scanning, text & photo mode, and also for file separation whilst using batch scan. The Job Separation Sheets in ScanFile SBE allow the automatic file separation independently from the scanner model. This option needs the license for Forms Recognition.

For scanners directly controlled from ScanFile SBE, scanning can be stopped at any time by pressing the **STOP** button, which will appear in place of the Scan icons, while scanning is in progress.

If you wish to change any of the default parameters for the scanner prior to starting to scan, this must be done from the **Scanner Setup** screen.

Postindex Pool

The Post-index facility lets you scan batches of documents very quickly, and then divide them into files and apply indexing information to them at a later date. Documents scanned to this 'Pool' are kept in a special work area until

they are indexed, whereupon they are added to the main index and file storage location within the folder.

To add documents to the Postindex pool, select **Post-index** from the **Folder Toolbox**, place pages into the scanner feeder, and then select the **Scan Pages** icon.

Once the documents are in the pool, they can be viewed by using the **Next page & Previous page** icons.

To create a new file, select the page that is the first page of the file, type in the indexing information for the file, and then click on the **Save Image** icon. Once you have pressed the **Save Image** icon, the next page in the Postindex pool will be displayed.

To keep adding pages to the new file, just keep on pressing the **Append page** icon for each page of the file that is displayed. When a new file needs to be created, just press the **Save Image** icon again.

The **Append page** feature of Postindex can also be used to append pages to existing files. Via the search option find the file you wish to append to, go to the Postindex pool, display the page you want to append, and then press the **Append page** icon.

*Instead of pressing the Append icon you can also press the **+** key on the keyboard to append pages. This will only work if the first field is in overwrite mode. Pressing the **-** key will bring the appended page back into the Postindex pool. Pressing **CTRL and +** will append all remaining images from the Post-Index pool. By pressing **ALT and +** all remaining pages will be imported into the folder as single page documents.*

Function Sheets

The Canon DR-3020 and the Canon DR-5020/80c scanners support the use of two types of function control sheets. The control sheets can be used to change the paper size being scanned, as well as changing from single-sided to double-sided scanning.

Batch detection sheets are used to enable several files to be placed in the scanner feeder at the same time with the batch detection sheets placed between them. The files will be automatically divided and records created in the ScanFile SBE folder. With each type of function sheet, you can elect to either keep or discard the function sheet (the sheet is not saved in ScanFile SBE), and to either stop or continue scanning when the function sheet is detected.

The use of the function sheets is selected from the scanner setup.

Indexing

Overview

The correct indexing of documents is very important, as you have to rely on the index information to search and retrieve your documents later on. The more detailed your index information is, the better you will be able to narrow down your search results.

The following indexing options are available:

- Manual Indexing
- Automatic Indexing
- Import of index files

These three options are standard features that are described later on in this chapter. Please refer to the **Import** chapter to read more about the import of index information from an external file.

Several methods can be used at the same time, so that some index fields are filled manually as others are filled automatically by selected field properties.

Manual Indexing

When indexing manually, the user has to type in the index information. This can be done before documents are scanned or saved to the folder from the Postindex pool. The index information of documents in the folder can be changed at any time. Enter the information into the text boxes and confirm with **Return**. ScanFile SBE will automatically jump to the next index field and the user can continue with the index entry.

Options such as the Duplicating field property and applying a thesaurus to a field help to cut out repetitive indexing and to ensure that index data such as names are typed correctly. Please refer to chapter **Folders** to read more about these field properties.

Area Indexing

With area indexing, for each field in the folder, ScanFile SBE can zoom and display a specific portion of the image. This is particularly useful when indexing batches of similar documents that have the indexing information in the same position.

To do this, first you must ensure that the **Area/PostIndexing** feature is turned on within the **General Settings**. Then select the first document you want to index from the Hitlist, and choose the **Edit** option on the Folder toolbox.

Place the cursor in the first field, and then zoom and move the image within the image display window until the information relevant to the index field is being displayed. Type this information into the index field, and press Enter. The cursor will automatically move to the next field, and you can then zoom and move the image accordingly for the next field. Repeat this for all fields. When you press the **Enter** key in the last field, ScanFile SBE will automatically move to the first field of the next record in the Hitlist, and display the area of the image relevant to that field.

Automatic Indexing

ScanFile SBE offers various functions to auto fill index fields, depending on the index field and folder settings. Which settings are available and what index contents they generate can be found in the **Folders** chapter.

Edit Index

To edit the index information of an existing document, select the document in question in the Hitlist and switch to the **Edit** mode in the Folder Toolbox. The index information of the selected document are displayed and can be changed. Save changes by clicking on the **Change Index** button. The index information is saved, the Hitlist is updated. Another option is using the **Return** key in the last index field to save index information. The index of the document is saved, the Hitlist will be updated, but then ScanFile SBE will jump to the next document on the Hitlist and display first image and index information of the new document.

Searching and Viewing documents

Overview

Searching for documents within ScanFile is a straightforward and easy task. The standard document search tools in ScanFile are comprehensive, allowing you to perform range searches with AND/OR properties on more information than just the user-defined index fields created within a folder.

Search

The primary search screen is available from the Folder toolbox **Search** option, where the fields within the folder are presented, as well as the keywords if used. Just enter your search criteria, and pressing the **Search** button will produce a list of all the documents that matched the search criteria. At the same time, the first document in the matching list will be displayed.

Wildcard	Description
*	Denotes a string of any length (even 0)
?	Denotes any single character
[x,y,z]	Denotes one character , x or y or z ([list of characters])
[1-5]	Denotes a single character of 1,2,3,4 or 5 (first character must be smaller than the second)

With wildcards, there is no distinction between uppercase and lowercase.

Examples:

Wildcard	Description
*	Puts all records into the Hitlist
?????	Shows all records with 5 characters in the field selected
1*	Shows all records beginning with 1, for example: 1, 11-19, 100-199 s.o.
M??le	Shows records with Mable, Mowle etc

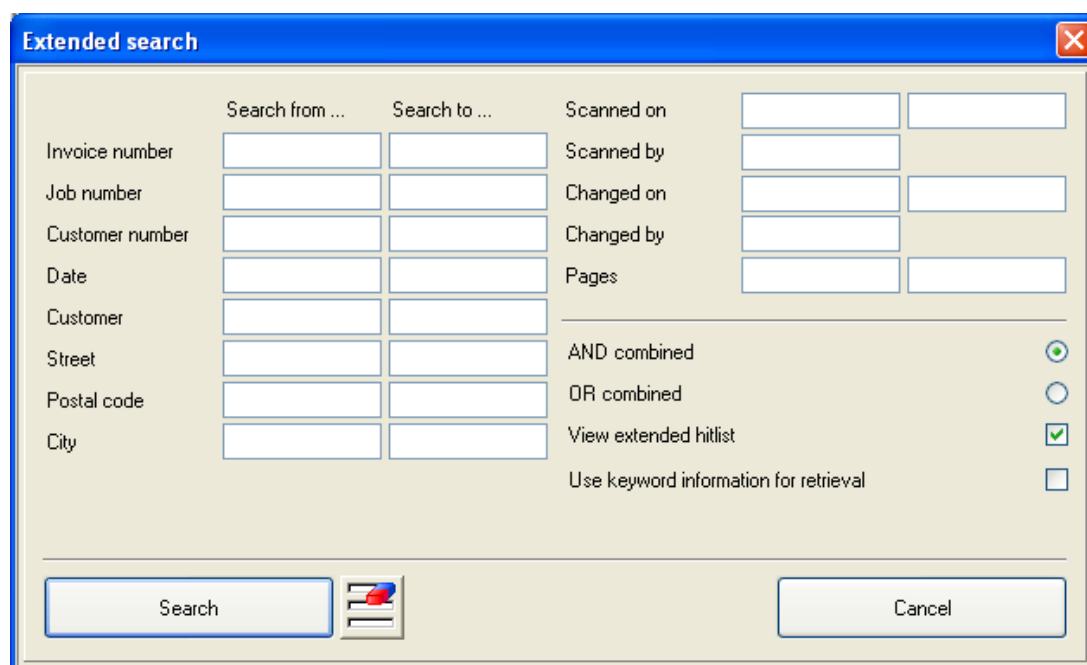
M*le	Shows records with Mable , Mayle, Mole, Mowle, Mule, Module etc.
------	--

Use of wildcards combined with other keyword fields reduces the Hitlist to a minimum and targets desired records as closely as possible. Several search criteria can be combined to narrow down the results. The search entries are logical **AND** combined, apart from keywords, which can be set to produce and **AND** or an **OR** search.

Once the search has been performed it will return a Hitlist of the results of your search. Both the Hitlist and the Image Display windows can be sized as required. The size of the display on the PC will obviously affect how these windows can be shown. The fields within the Folder Toolbox will display the indexing information and the assigned keywords for the selected record from the Hitlist. The information shown in the Folder Toolbox will change to reflect the record selected.

Extended Search

The **Extended Search** option allows the user to find documents using the above information, as well as giving a more user-friendly display for range searches on any field in the folder.



The screenshot shows the 'Extended search' dialog box. It features a table for search criteria with columns for field names, 'Search from ...', 'Search to ...', and 'Scanned on'. Fields include Invoice number, Job number, Customer number, Date, Customer, Street, Postal code, and City. There are also checkboxes for 'AND combined' (selected), 'OR combined', 'View extended hitlist' (checked), and 'Use keyword information for retrieval'. At the bottom are 'Search' and 'Cancel' buttons.

	Search from ...	Search to ...	Scanned on
Invoice number			
Job number			
Customer number			
Date			
Customer			
Street			
Postal code			
City			

☒ AND combined
☐ OR combined
☒ View extended hitlist
☐ Use keyword information for retrieval

Search [Icon] Cancel

All the user-defined folder fields can have a range search performed upon them, as well as the Scan date and Change date fields. When the search is performed, the resultant Hitlist can be displayed with or without the additional

fields, by selecting the **View extended Hitlist** option. The additions in the extended hitlist show who the document was scanned by, the date it was scanned on, the name of any user that may have changed that document and the date that it was changed on.

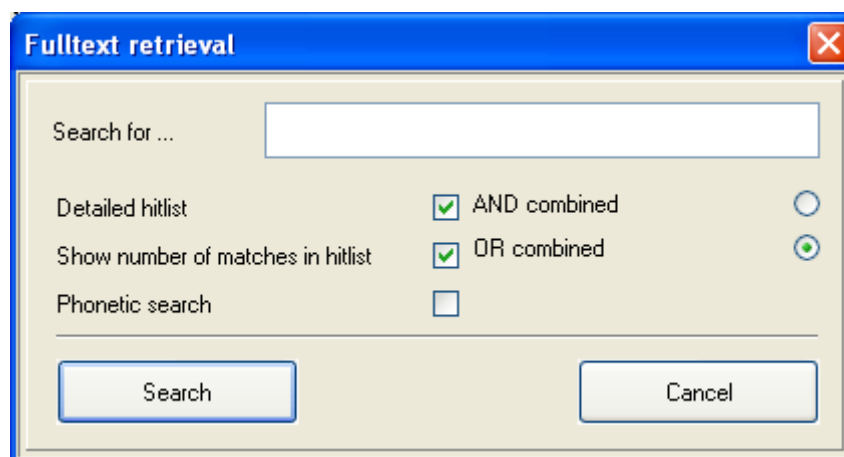
Multiple Index Search

This feature allows you to search across selected index fields for the documents you require. To perform this type of search, select **Multiple index search** from the **Search** menu. You can then enter the search criteria and select the folder/library fields that you want to search across. Wildcard characters, such as '*' and '?' can be used in the search criteria. Pressing the **Search** button will then display a Hitlist showing all the documents that matched the criteria used.

Full Text Search

Selecting **Full text search** from the **Search** menu allows you to search the word list resulting from full text recognition. The search screen will appear allowing you to type in the word or words to search for. Searches can include multiple words, and can be set to an **AND** or an **OR** search on the words entered.

Selecting the page to view is exactly the same as previously, just highlight it in the Hitlist and the page will be displayed in the Image window.



Option	Description
Detailed Hitlist	<p>This option, when selected, will show a Hitlist record for each page that contains the word or words searched for. When not selected, the Hitlist record will correspond to the file the words were found in.</p> <p>Please note that a Detailed Hitlist can take a longer period of time to be generated due to each page having to be identified.</p>
Show number of matches	With this selected, the number of times the word or words occur on the page or in the file will be displayed in the Hitlist.
Phonetic Search	With the Phonetic Search option words with a similar pronunciation to the searched word will be included in the search result.

When you select a record on the Hitlist, by single clicking on it with the mouse, the document being displayed will automatically change to show the selected file.

Hitlist

The Hitlist, which shows the list of documents that matched the search criteria can be altered to show the information in a number of ways. The column width, and the order of the columns within the Hitlist can be amended.



Row	Job number	Customer number	Date	Customer name	Pages	Note
1	00004229-8		13.05.2004	SchulzGmbH	1	
2	00004229-8		23.05.2004	SchulzGmbH	1	
3	00004229-8		31.05.2004	Schulz GmbH	1	
4	00005197-2		19.02.2004	Holzwurf GmbH	1	
5	00005197-2		29.02.2004	Holzwurf GmbH	1	
6	00005197-2		08.03.2004	Holzwurf GmbH	1	
7	00007143-4		15.03.2004	Hammerhof KG	1	
8	00007143-4		25.03.2004	Hammerhof KG	1	
9	00007143-4		02.04.2004	Hammerhof KG	1	
10	00008474-7		13.01.2004	Rübensalt KG	1	
11	00008474-7		23.01.2004	Rübensalt KG	1	

Record: 1 of 15 Selected: 0

To alter the column width, move the mouse pointer to the right edge of the column, within the column heading, and then hold the left mouse button down and drag the column edge to the required width.

To move a column, hold down the left mouse button anywhere within the column heading and then drag the column to the required position.

You can also select whether the Row Number and/or the Notes columns are displayed. This is done from the **General Settings** Options screen. If from this screen you select to save Column Settings, the changes you make will be saved, and each time you open a Hitlist, those settings will be used. They can be changed at any time, with the new settings then being saved. It is also possible to set **Alternating Row Colours** which will display the rows in alternate grey and blue lines instead of just grey.

Hitlist menu

From the Hitlist menu, several options are available that allow you to alter the display of the Hitlist information, and to also print, export copy and send documents. The Hitlist menu is available by pressing the right mouse button anywhere within the Hitlist window. The available options are:

Option	Description
Sort Ascending / Descending	Will sort the Hitlist by the data in the column over which the right mouse button was clicked.
Print Hitlist	Prints the Hitlist record information to the default printer
Export to file	Exports the Hitlist record information to a named file
Copy to Clipboard	Copies the Hitlist record information to the Windows Clipboard
Font	Select the font and font size the Hitlist will use.
Move	Moves all pages from a record.
Copy	Copies all pages from a record.
Paste	Pastes previously copied or moved pages into the selected record.
Send to...	Send selected Hitlist documents to folders, users, e-mail, route, wallet and export. See below

Move to...	Moves the selected document into a chosen folder
Summarise column	For Numeric Values: Calculates the total of the selected column
Combine rows	Either combines marked records or records with same index information. When marked the rows to be combined will adopt the index information in the row that was first selected by the mouse.
Delete	Deletes selected records and documents
Filter image(s)	Filters selected records
OCR	Performs Full Text or Zone OCR on the selected records and also gives option to Copy OCR text to the clipboard.
Select	Tool to select documents
Close	Close the Hitlist menu

Send to...

The ***Send to*** option from the Hitlist menu allows you to send a document or selected documents to a variety of destinations, which are explained below.

Option	Description
ScanFile Folder	Sends selected document(s) to another ScanFile Folder.
Export to file	Exports selected document(s)
E-Mail	Attaches selected document(s) to a new email message

When selecting the File or Email option, the images can be saved as PDF format documents. This is enabled within General Settings -> Send to email.

Combine rows

The ***Combine Rows*** option on the Hitlist menu either will combine selected records within the folder or records with the same index information. When

marked the rows to be combined will adopt the index information in the row that was first selected.

It is not possible to undo after performing this action. Please use this option with caution.

OCR

The **OCR** Option from the Hitlist menu allows you to either Full text OCR, or Zone OCR a single document, or selected documents. If you wish to perform batch OCR on all or new documents added to a folder, please use the options available from the main **OCR** menu.

Option	Description
Full text recognition	Performs Full Text OCR on selected documents

Select Option

When you click on a record on the Hitlist, or use the arrow keys to scroll through the records, the current record will be shown with a dark grey background. If you wish to select multiple records, to perform a specific task, this can be done in a number of ways. The column at the extreme left of the Hitlist is used to select records.

To select a range of records, press the left mouse button in the left column of the Hitlist next to the first record to be selected, and then, while holding down the **Shift key**, click on the last record in the range. All records in the range will be highlighted in yellow.

To select specific records, while holding down the **CTRL key**, click in the left column next to each record you wish to select.

The Hitlist menu **Select** option can also be used for record selections.

Option	Description
All	Selects all documents in the Hitlist
Toggle	Inverts selection
Remove	Deselects all documents

Image Display

All Documents are shown in the Image Display Window. ScanFile has a comprehensive set of tools available to change the way displayed images are shown. The images can be zoomed, rotated and also fit to the height or width of the image window. A file can be paged through by selecting the next/previous icons on the toolbar.

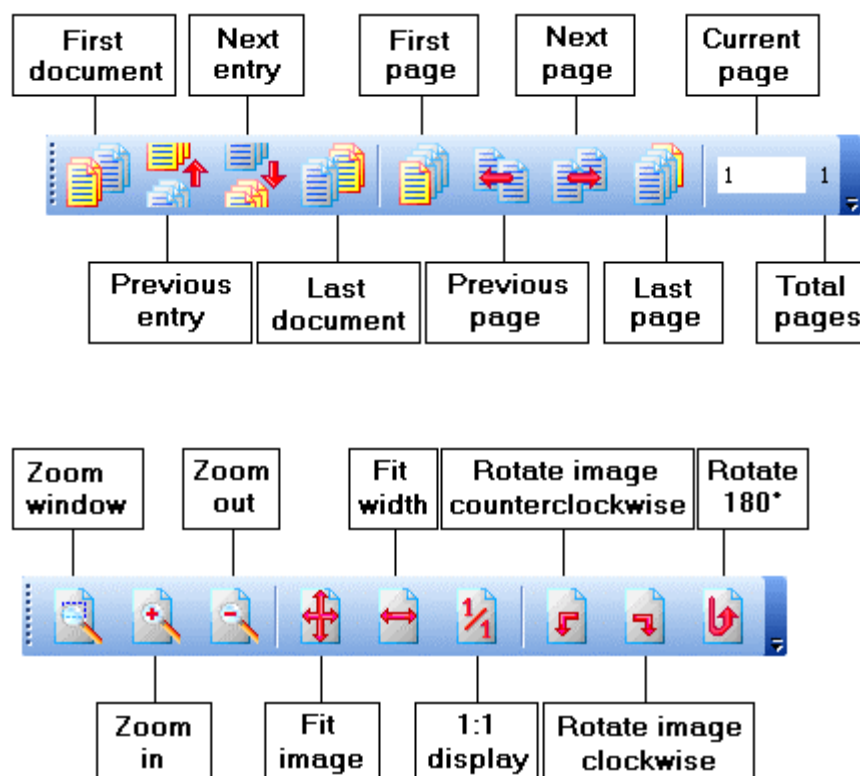


Image Display Menu

Pressing the right mouse button while in the document display window will open the document display menu. This allows you to perform actions on the page currently displayed. Several options available are the same as offered on the Hitlist menu, but will only apply to the displayed page. Please note that these options only apply to scanned documents.

Option	Description
Image information	Show file information about displayed image.
Print/copy area	Select an area on the page and print or copy to clipboard.

Convert to...	OCR's image and converts text to chosen file format.
Create working copy	Opens a secondary display window with the current page
Fit image	Sizes the page to fit within the display window
Fit width	Sizes the page to fit the width of the display window
1:1 display	Maximum zoom level
Change image position	Reorders the page within the document
OCR	Perform full text or zone OCR on the page, or copy the page text to the clipboard
Move	Moves the displayed image to the clipboard ready to paste to another record.
Copy	Copies the displayed image to the clipboard ready to paste to another record.
Send to...	Send page to another folder, user, export, email and wallet.
Move to...	Moves the selected document into a chosen folder
Close	Closes the document display menu

Electronic Documents

ScanFile supports the display of over 200 different electronic document file formats, such as Microsoft Office documents, Adobe PDF documents, HTML pages and graphic format files, such as AutoCAD and CorelDraw.

When viewing multi-page documents such as PDF files and PowerPoint presentations, the tools to move from page to page, or worksheet to worksheet will be displayed at the bottom of the viewing window. For documents such as Word files and text files, these can be scrolled through using the scroll bar on the right of the viewing window.

Electronic Document Display Menu

The options displayed when you right-click on an electronic document will be different to those available when viewing a black & white or colour image.

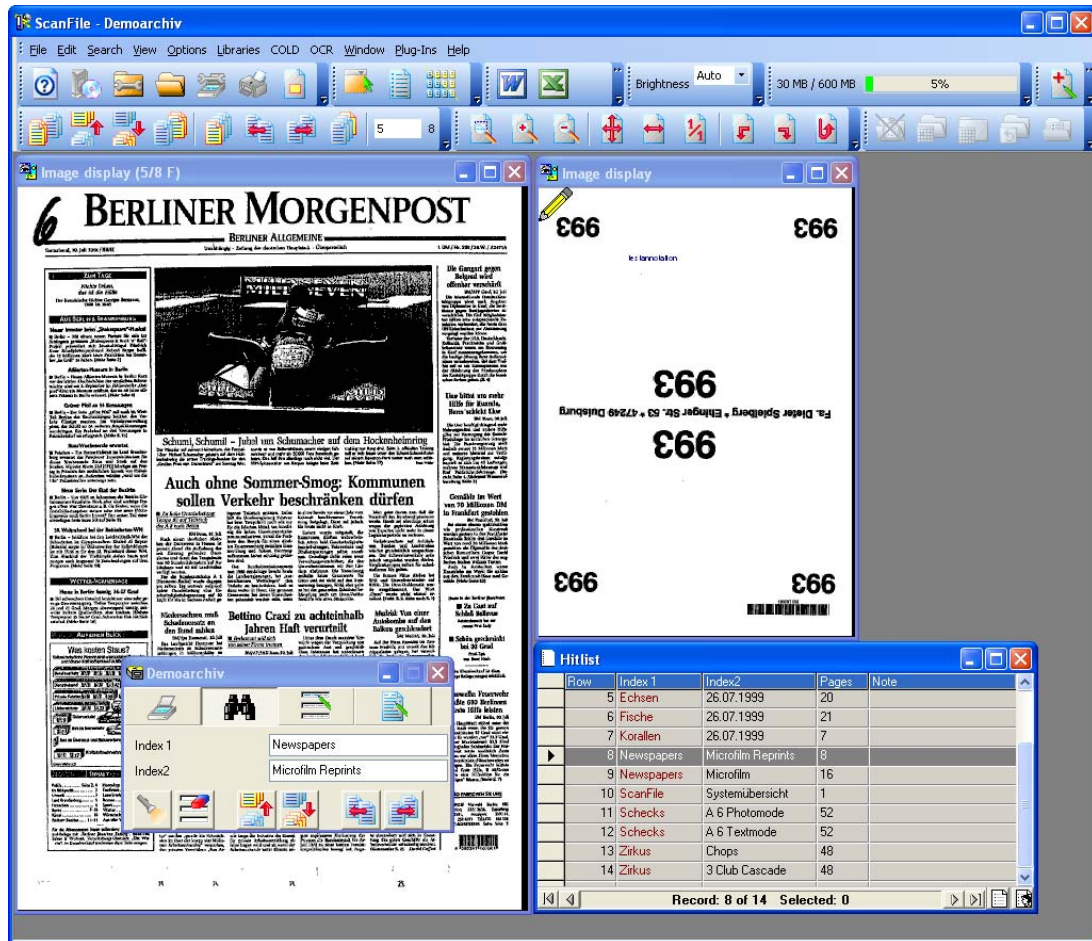
Optionen	Description
To the clipboard	Copies the selection to the Windows clipboard
Print	Prints the currently displayed document
Display	Selects to display the document in Draft. Normal or Preview mode
Options	Settings that affect the copying, display and printing of documents
Launch application	Launches the documents associated application (if available)

Viewing Multiple Documents

Up to three secondary image display windows can be opened in addition to the standard image display window. To open a secondary display window, right click on the image in the standard display window and choose **Create Working Copy**. This will open a secondary display window showing the image currently displayed in the standard display window.

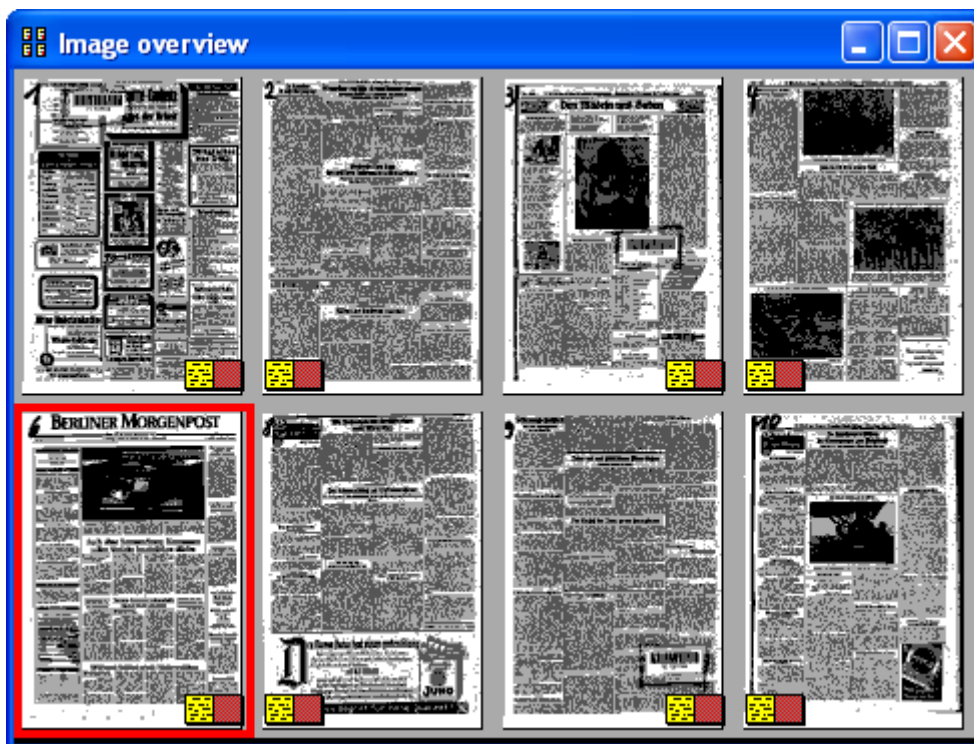
The secondary display windows are totally independent of the standard display window, and of the folder, and do not relate to a particular file. It is not possible to page through a document from a secondary window.

The secondary windows will remain open until they are manually closed, or ScanFile is closed.



FastPics

FastPics are thumbnail representations of the pages within a file that can be displayed. The page you then want to view can be selected and shown in the Image window. FastPics will also show whether a page was the front or back of a double sided document, and you can also tag pages for printing or exporting by clicking when the mouse pointer turns to a tick over the FastPic image of the page.



Electronic documents, such as word processing files, will show a page with the reference EDOC. COLD information pages will have the word COLD.

FastPics Menu

Pressing the right mouse button within the Thumbnail window will open the Thumbnail option menu, which allows you to perform actions on the selected pages within the document. The options available are the same as offered on the Hitlist menu, but will only apply to the pages within the document that have been selected.

Option	Description
OCR	Full text or zone recognition can be performed on the selected pages. The OCR'd text can also be copied to the clipboard
Move	Mark the selected pages for moving to another record within the folder
Copy	Copies the selected pages for pasting to another record within the folder
Send to...	Selected pages can be sent to another folder, a user, exported, or emailed

Move to...	Moves the selected document into a chosen folder
Select	Selects all or no pages, or inverts the current selection
Close	Close the option menu

Electronic Document Import

Overview

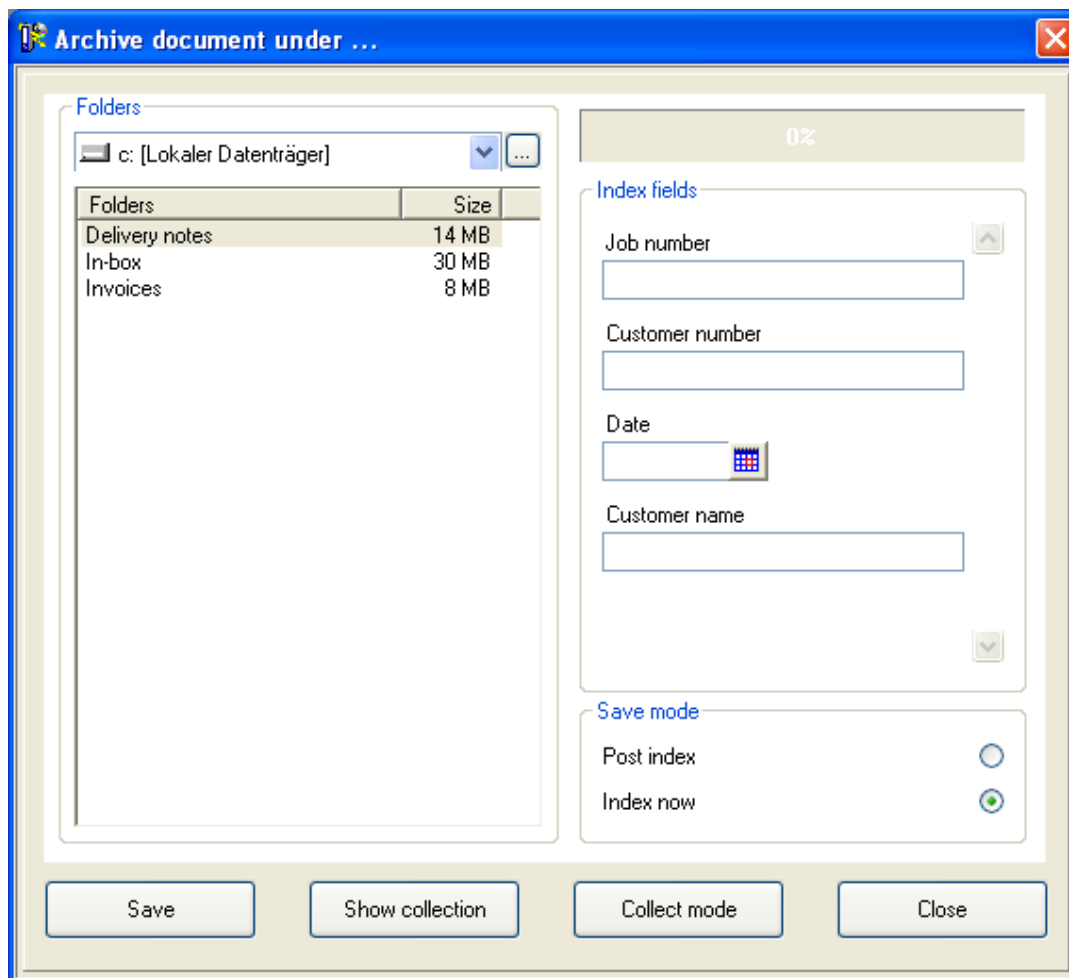
There are several methods for importing and sending documents to ScanFile SBE folders. Documents can also be saved in their original format or alternatively converted to TIFF format. This chapter describes different methods of importing electronic documents into ScanFile SBE folders.

TIFFWriter

TIFFWriter is a Windows Printer driver that allows you to 'print' any document from any Windows application into a ScanFile SBE folder. Each page will be analysed by TIFFWriter and will either be processed as a colour or black & white page. If a page has ANY colour content, it will be converted to JPEG format. Pages with black & white only content will be converted to compressed TIF format.

TIFFWriter is an option for ScanFile SBE and can be selected for installation during the installation process of ScanFile SBE. If the option has not been purchased, it will report that it is not licensed.

To 'print' a document into ScanFile SBE using TIFFWriter, from a Windows application, choose the **Print** option and select the **ScanFile SBE TIFFWriter** printer. From the printer **Properties** dialogue, the standard options such as paper size and orientation single or double sided and resolution can be set. Pressing the **OK** button of the **Print** dialogue will display the Index screen.



From this display, you can select which folder you want to put the document into. Once you have selected the folder, the folder fields (and keywords if assigned to the folder) will be displayed. You can then type index information relevant to the document, or you can choose to place the document into the Post Index pool.

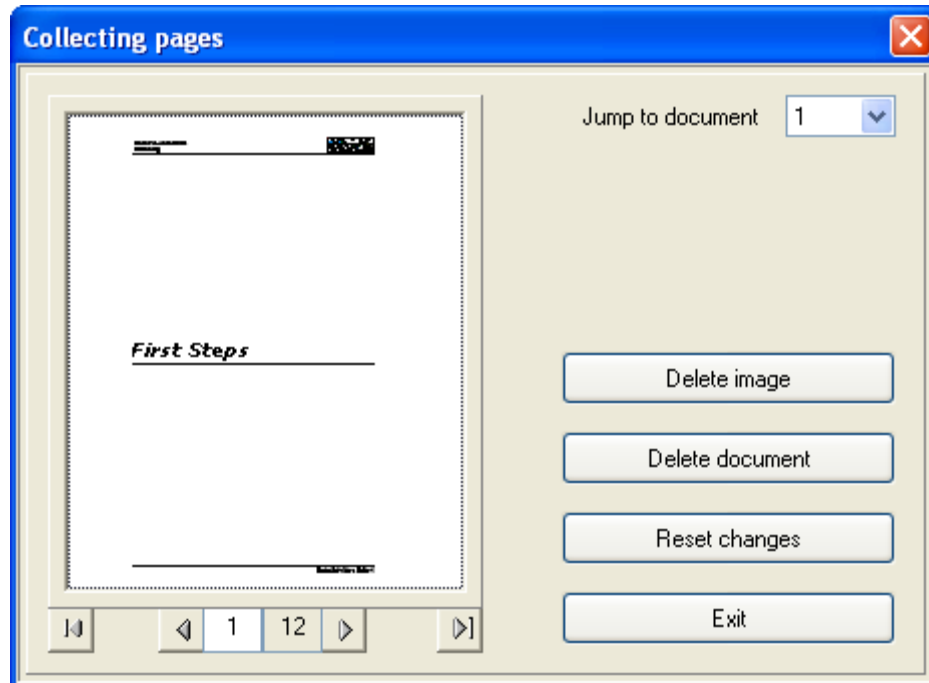
Once you have indexed the document, or selected to put the document into the Post Index Pool, pressing **Save** will put the document in the folder.

Collect Mode

TIFFWriter also has a **Collect Mode**, which allows you to print multiple documents using TIFFWriter before saving them to ScanFile SBE folders.

To activate this feature, once you have printed the first document and the Index screen has been displayed, press the **Collect Mode** button. The Index display will then change to just show an **End Collection** button. While this is displayed you can print using TIFFWriter from Windows applications without having to store each printout at once.

When you have finished printing your documents, press the **End Collection** button, and the screen will return to the standard Index display. You can review the documents held with the collection by pressing the **Show Collection** button, which will then open the **Collecting pages** screen.

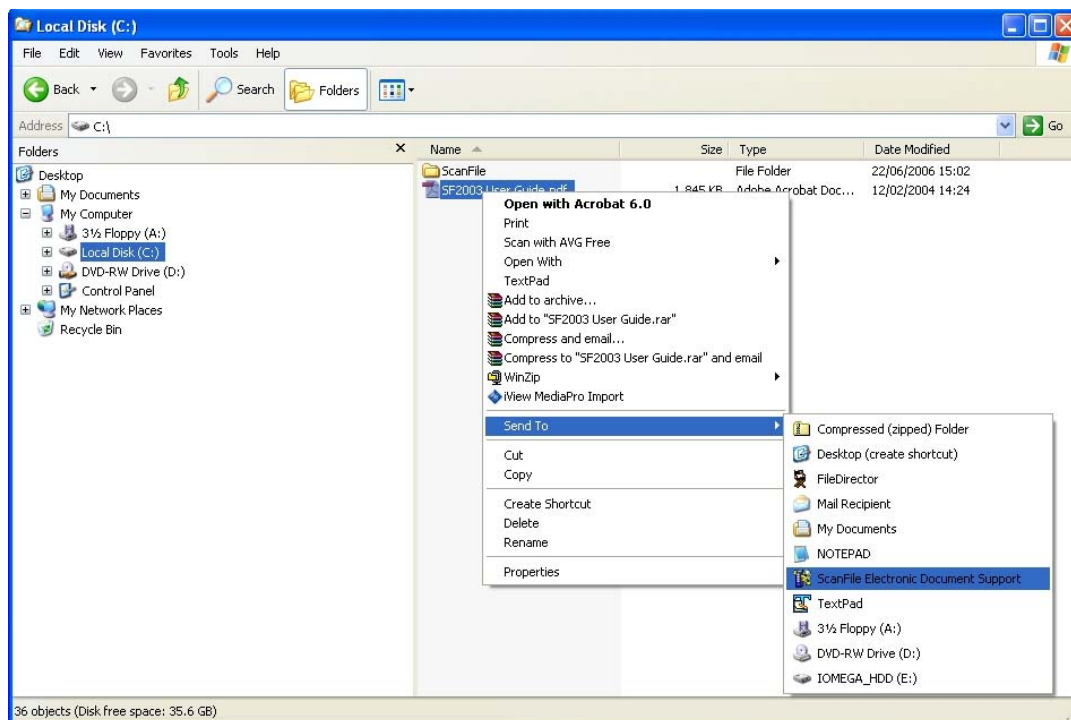


You can page through the collected documents using the navigation buttons at the bottom of the preview window, and select the document to view from the **Jump to document** drop down list.

You can also select to delete pages from a document by displaying the page and pressing the **Delete image** button, or you can delete a whole document using the **Delete document** button. All the documents in the collection will be saved to one ScanFile SBE folder document, or they can be placed in the folder Postindex pool.

Explorer Send To

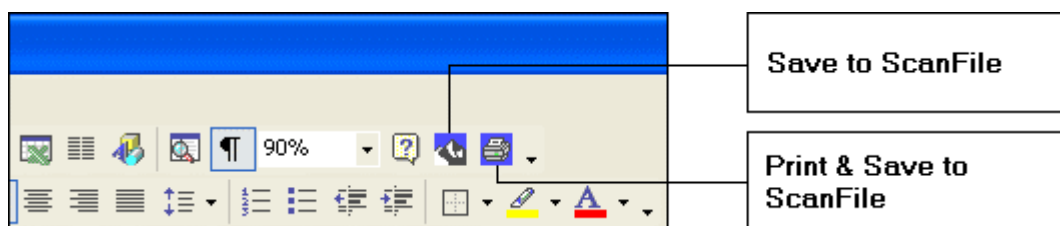
Within Microsoft Windows, a new option will have been added to the Windows Explorer pop-up menu: **Send To->Electronic Document Support** after the installation of ScanFile SBE. This allows you to highlight files from within Explorer, and then choose the ScanFile SBE folder you wish to put them into.



After highlighting the document(s) you wish to put into ScanFile SBE, press the right mouse button and choose the **Send To** option. Choosing the **ScanFile SBE Electronic Document Support** option will display the same dialogue as for TIFFWriter, but it handles the documents in a different way. The documents are not converted to TIFF or JPEG, but saved to a ScanFile SBE folder in their original file format.

MS Office Integration

The Office integration tools, which you can select during the installation of ScanFile SBE, allow you to file documents to ScanFile SBE folders from within Microsoft Office. The tools support Microsoft Word and Excel 97 and Microsoft Word, Excel, Access, PowerPoint and Outlook 2000, XP and 2003. The documents will be saved with ScanFile SBE in their original format, unlike TIFFWriter which converts the documents to TIFF format. Two toolbar icons will be added to the programs, and these are shown below.



Send To ScanFile SBE

The ***Save to ScanFile SBE*** icon will open the Index screen as detailed in the ***TIFFWriter*** option and ***Explorer Send To*** option. The functionality of the Index window is the same as described in these chapters.

Print and Save To ScanFile SBE

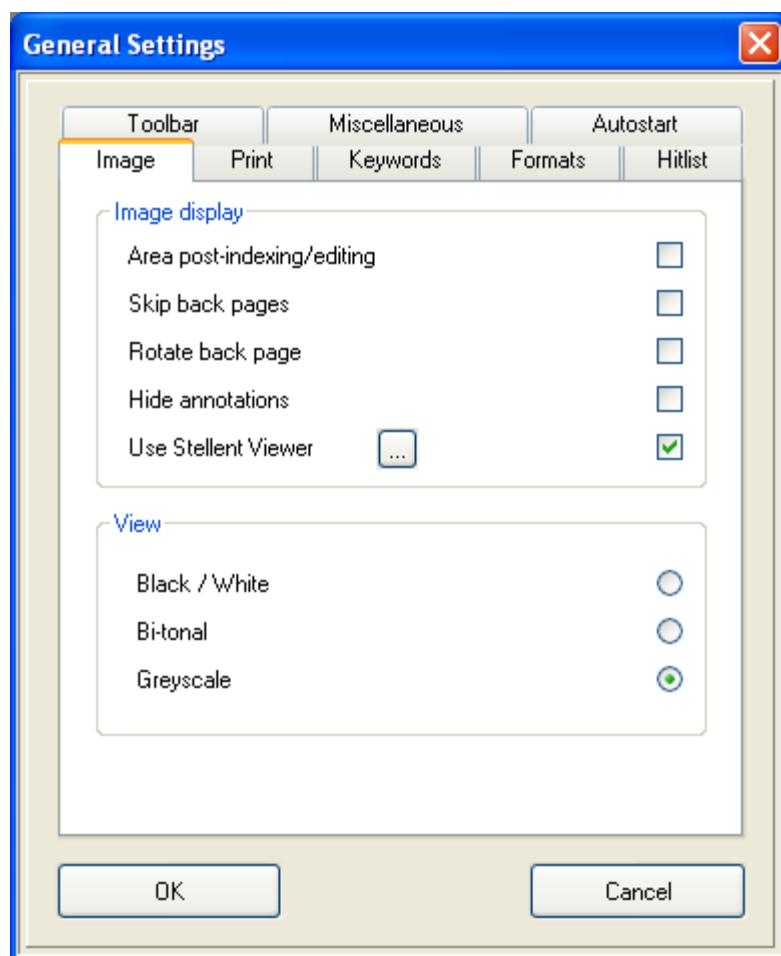
This option performs two functions: it will print the document to your selected printer and open the Index screen to allow you to save the document to ScanFile SBE.

General Settings

Overview

The General Settings screen can be found under **Options -> General Settings**. This allows you to set various options that will affect the quality of the displayed image, change how the Hit List is displayed, the main window background, and other options that change the Keywords display and image print.

These can be changed at any time whilst using ScanFile SBE, but some options such as **Show additional Toolbar** will only take effect when ScanFile SBE is restarted.



Image

There are more settings to influence the image display in ScanFile SBE. Following table lists the options and gives a brief description:

Option	Description
Skip back pages	When enabled, it will stop the reverse side of a double-sided scanned document from being displayed when browsing through a file.
Rotate Back Page	If a double-sided page has been scanned, and the reverse side of the document is 'upside down' in relation to the front side, the option will display the reverse side of all files in the correct orientation.
Hide Annotations	Allows you to hide annotations added to a scanned page. A pencil symbol in the upper left corner will then indicate if there is a hidden annotation belonging to the image.
Use Stellent Viewer	Allows you to switch off the display of electronic documents with the Stellent Viewer, which can take some time if the documents are large. If this viewer is not used, the electronic documents will appear as an iconic symbol on the image window. With a double click on the icon the documents can be displayed in their corresponding applications, as long as they are installed.

The vast majority of PC monitors are unable to display a document at its scanned resolution. As an example, an A4 page scanned at 200dpi results in an image 1664 pixels wide by 2532 pixels in length. This means that if the monitor resolution is lower than this, information from the image has to be 'removed' to be able to display it. This can then result in a loss of quality in the displayed image. ScanFile SBE has three image display modes which can be applied so that optimum display quality can be achieved:

Option	Description
Greyscale	Applies 4 levels of greyscale to enhance the displayed image
Bitonal	Applies one level of grey to enhance the image
Black / White	Displays the image with no enhancement

When the scanned image is displayed at 1:1 level (one screen pixel for each scanned pixel), the Greyscale and Bitonal enhancements are not applied.

Printing

Following settings change the print settings of ScanFile SBE:

Option	Description
Exact Scale Print	When printing documents, pages will be printed at the exact scale at which they were scanned. This may mean that because a printer has a non-printable border, the page being printed will not fit onto one A4 page. When this option is not enabled, ScanFile SBE will ensure that an A4 page will fit on a single printed page by slightly reducing the size.
Automatic Orientation	When enabled, ScanFile SBE will test and select automatically which orientation will be best for the document to be printed in.
Ignore Duplex mode	When scanning double sided documents, ScanFile SBE records whether a stored page was the front or back of a page. When printing these to a double-sided printer, if the Ignore Duplex mode is disabled, ScanFile SBE will print each page as it was scanned - front pages will be printed on the front of a sheet, back pages will be printed on the back of a sheet. When this mode is enabled the pages will be printed in straight sequence.
User, Date and Time	The option will print the name of the computer, the user, and the date & time the document was printed at the top of each sheet.
Page numbering	When activated, ScanFile SBE prints the page number and the total number of pages at the top of each sheet.
Text Annotations	When enabled, text annotations can be printed on a separate sheet to the image when this option is selected.
Print index information	When enabled, index information of a document will be printed at the top of each sheet.

Keywords

If a keyword list has been applied to a folder or library, you can choose how this is displayed, and how the keyword search will operate.

Option	Description
Clear Selected Keywords	If the option is enabled, when the Clear fields button is pressed in a folder or library, the currently highlighted keywords will be de-selected. If this option is disabled, the keywords will remain selected.
Hide Keyword List	When a folder or library is open, this option, when selected, will not show the keyword list next to the folder or library fields.
Display Keywords as Text	Enabled, the keyword list will be shown in list format. Otherwise the text will be shown in the cell box. One of the features of the Canofile is index cells, which work in the same way as keywords. These cells can have graphic images scanned into them and can be displayed using cells.
AND / OR	When using keywords to search for documents, multiple keywords can be selected. By choosing either the AND or the OR option, the search will find documents that have had ALL the selected keywords applied to them, or will find documents that have had ANY of the keywords applied to them.

Formats

Send to Email

This option allows you to select how images are sent to an e-mail message. If a document has multiple pages, the images can be put into the new message as either single page TIFF files, a multi-page TIFF file or as a PDF File. If a document is of mixed format – it also contains colour documents or Word/Excel files – these will be separate to the file(s). This setting also affects the **Save to File** option.

Option	Description
Normal Mode	In this case all files that are sent and automatically appended to an Email, remain in there original format.
Multipage TIFF	<p>In this mode the system stores single TIFF files in a multipage TIFF files. In case a document contains only TIFF files, one multipage TIFF file is appended to the Email.</p> <p>In case a document contains a mixture of file formats, it will still collect consecutive TIFF pages and COLD pages in one file, all other formats remain in their original format.</p>

Postindex

This option sets the mode and storage location for the post index pool.

Option	Description
Normal Mode	There is one post index pool for each ScanFile SBE folder, which is physically stored in the subdirectory of each ScanFile SBE folder.
Customized Mode	<p>There is one central post index pool for all ScanFile SBE folders. The storage location of this central pool can be defined by clicking on the button.</p> <p>Be aware, that in a network situation this can lead to problems, when several people are working simultaneously with a central pool.</p>

Hitlist

The Hitlist is used to display the results of a document search. Four options are available, to alter its appearance and functionality.

Option	Description
Display Hitlist Numbers	The records in the Hitlist will be numbered in ascending order. This will be in the first column of the Hitlist.
Show Notes Column	Adds a column to the end of the Hitlist. The Notes column will show whether records have memos applied to them, or that the records are hidden. Records with a memo attached will show a 'M' in the Notes column. Records hidden for users of the group View will have an 'X'.
Save Column settings	If selected, it allows each user, for each folder they have access to, to customize how the Hitlist is displayed. The order of the columns in the Hitlist can be changed, as well as the column widths. These settings will be saved with the folder or library being accessed.
Alternating Row Colours	The setting changes the view of the hitlist from plain grey lines to alternating blue and grey lines, this can help when viewing similar index information.
Group to PDF	In this mode pages in TIFF, JPEG and COLD format will be converted into a PDF file containing these pages as graphics. Electronic documents are appended in their original format.

Other Settings

Option	Beschreibung
Memo note – view / hidden creator	Automatically enters a short entry into the memo of a document, noting who and when locked or unlocked the display of a document.
Use Global Scanner Settings	Activated, all user related scanner settings are ignored and the scanner settings of user ADMIN will be applied for every folder and user.

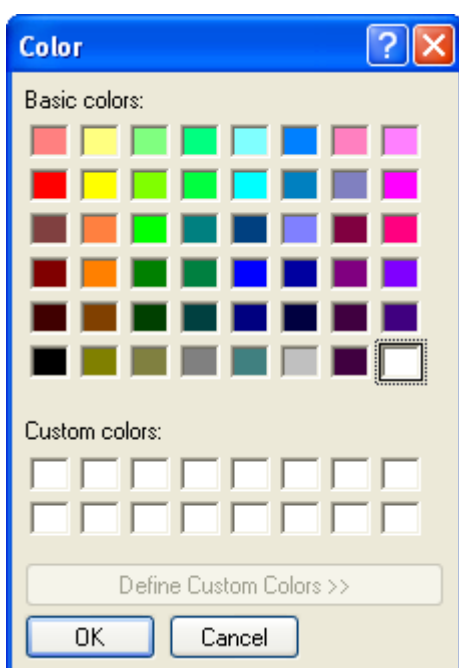
Display Inactive Buttons	With this option, you can choose whether buttons on the toolbars are displayed or not, dependent on whether they are applicable to the function being carried out. If this option is not selected, toolbar buttons will be greyed out when not applicable.
Display Additional Toolbar	The toolbar along the top of the main ScanFile SBE window will be shown when the option is selected.
Hide Tooltips	Tool tips are short descriptions of the functions of the toolbar buttons. They will be displayed if the mouse cursor is left over a toolbar button for a moment. You can select whether these are displayed or not by enabling/disabling this option.
Automatic Date in Memo field	Enabled, this will add the date and time of a memo to a memo applied to a document.
Automatically Clear Pooldrive	The option is used by the Prepare CD function. When selected, the existing contents of the pool drive will be deleted prior to the new information being written to it.
Area/Post-indexing function	The Area/Post-indexing function , when selected, will allow you to set an area of the image to move and zoom to for each field in the folder. This is used during index editing, and when indexing documents from the Post-Index pool.
Check Number of Barcodes	When scanning bar-coded documents, the contents of the barcode can be read during scanning and inserted into fields in the folder. You can select whether ScanFile SBE will check if the correct number of barcodes has been read from the document, in relation to the number of fields in the folder that have been set with the barcode property.
Auto Index failed barcode read with X	When scanning single page bar-coded documents, if ScanFile SBE fails to read a barcode from a page, an 'X' can be placed in the folder barcode field, to identify the document for later indexing. The Auto Index failed barcode read with X option selects this. If this option is not selected, and ScanFile SBE was unable to read a barcode, scanning will pause and you will be prompted to type in the index information into the barcode field.

Choose Background

The default display for the main ScanFile SBE window is a grey background. Each user can change this by selecting the **Choose Background** button in the **General Settings**. You can then select whether you wish to choose a colour for the background, or to apply an image to the main screen background.

Colour

To choose a colour press the **Choose Colour** button, and the following dialogue will be displayed:



You can then choose the colour you wish, and press **OK**. You will then be returned to the **Choose background** screen shown on the previous page.

The available colours will be dependent upon the settings of the display adaptor.

Image

Selecting the **Choose Image** option will allow you to apply a Bitmap (.BMP) file to be displayed in the main image window. The top left corner of the selected bitmap will be in the top left corner of the main ScanFile SBE screen.

Additional Settings

Overview

Further settings are available within ScanFile SBE that allow you to select the language ScanFile SBE uses, which barcode to read, and other scanning related functions. These are described below.

Choose language

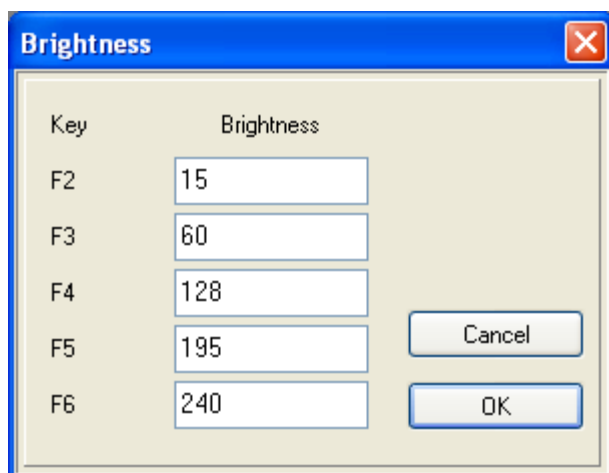
When installing ScanFile SBE, you will be asked to select the language required, but this can be changed at any time by selecting **Choose Language** from the **Options** menu. Available languages are:

Before the new language will take effect, ScanFile SBE must be closed down and restarted.

The Far East languages Japanese, Korean and Chinese are available in special setups.

Choose brightness

Select **Choose brightness** from the **Options** menu to assign predefined brightness levels used during scanning to the function keys F2 – F6. Where, for example, documents have different background colours, and the scan quality using the automatic mode of the scanner is insufficient, manually set values can be applied. By pressing the appropriate function key, that brightness level will be used during scanning.



Key	Brightness
F2	15
F3	60
F4	128
F5	195
F6	240

Cancel OK

Obviously, the setting of these values is a matter of trial and error, but once the correct values are found, they need not be changed. This can be

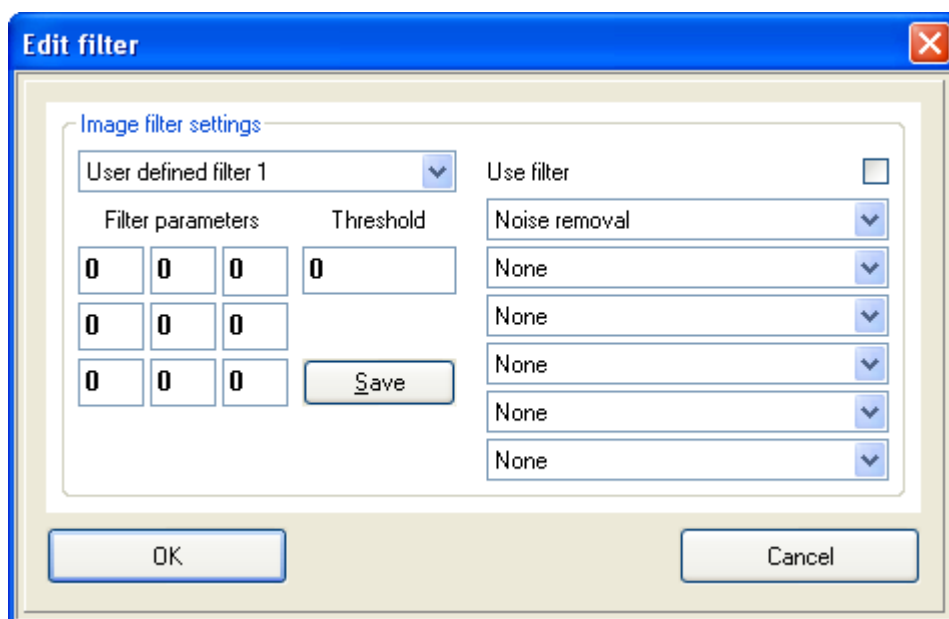
overridden by using either the automatic mode or by selecting the brightness level using the control on the toolbar.

A function key value of zero will, when that key is pressed, reactivate the scanner's automatic brightness function.

Setup Filter

This option enables you to enhance the quality of a scanned page by applying predefined filter options, or by creating your own filter settings. These settings can be entered when selecting **Setup Filter** from the **Options** menu. The filter can be applied either after scanning by selecting **Edit -> Use Filter**, or during scanning if the **Use Filter** option is selected.

Up to three user defined filter settings can be created and saved. These can then be applied by selecting them from the drop down lists on the right side of the **Filter Settings** window. Up to six filters (standard or user defined) can be applied at any time, and they will be actioned in the order – from top to bottom – that they are selected in the drop down lists.



Pre-defined Filters

There are six pre-defined filters that can be applied, and these are described below.

Filter	Description
Noise Removal	This will remove single black & white pixels
Horizontal line removal	This will remove horizontal lines
Vertical Line removal	This removes vertical lines
Brighten page	This will brighten the page
Darken page	This darkens the page
Complete Lines	Attempts to complete horizontal & vertical lines
Softer edge	Will soften edges of words and graphics, blending them with their surroundings
Harder edge	More clearly defines the edges of graphics, boxes and text.

The following example shows the result of filtering using **Noise removal**. This filter favours white or black areas and removes isolated white and black pixels. As a result the contrast and readability is improved whereas the storage space is reduced.

<p>Two other features enhance document management functions. Once a document is scanned, the system gives you the ability to amend the document.</p> <p>There are several options available for the document after it has been scanned:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Insert Pages <input type="checkbox"/> Append Pages <input type="checkbox"/> Delete pages 	<p>Two other features enhance document management functions. Once a document is scanned, the system gives you the ability to amend the document.</p> <p>There are several options available for the document after it has been scanned:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Insert Pages <input type="checkbox"/> Append Pages <input type="checkbox"/> Delete pages
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User Defined Filters

The filter algorithm calculates the brightness of each pixel of an image. With black and white images, the brightness value of each pixel is binary: the

value of a black pixel is 1 and of a white pixel 0. The brightness value to be allocated to a pixel is calculated by the weighted sum of the neighbouring pixels. These weighting factors give a 'coefficient' to a filter. Since the calculated brightness values have to be assigned either to black (1) or white (0) a threshold for the decision must be defined.

1	1	1
1	1	1
1	1	1

With his filter parameters and a threshold of e.g.3 an isolated white (black) pixel will be automatically converted to black (white).

1	2	1
2	2	2
1	2	1

With these parameters and a threshold of 4 thin interrupted horizontal and vertical lines will be closed.

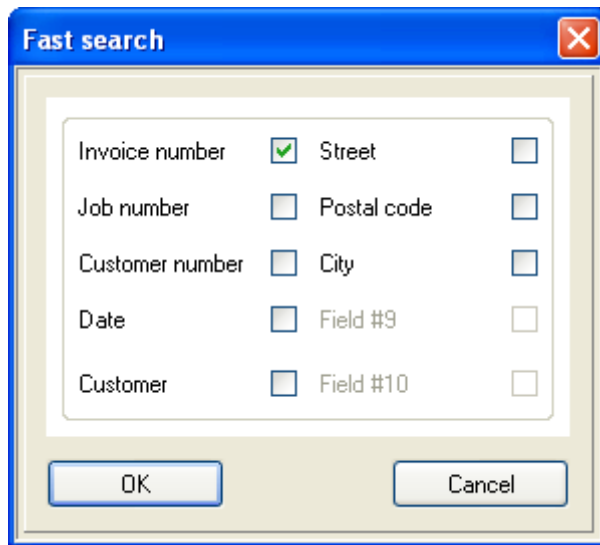
The setting of these parameters depends on the quality of scanned images, i.e. the image resolution, the zoom factor and the brightness of the image. Filtering generally enhances the screen display readability of low contrast microfilm images and reduces storage requirement dramatically.

Please note, it is possible, with the incorrect use of the filter to turn a scanned document completely black, or completely white. When working with filters, **NEVER** turn the **Use Filter** function on until you are sure that the filter settings are correct for the documents to be scanned. This can be done by scanning an example, amending the filter settings, and then selecting **Filter Image** from the **Edit** menu This option will ask for confirmation before saving the filtered image.

Fast Search

With the option **Fast Search** you can set what are called Binary Indexes against specific fields within a folder or library. A binary index can substantially reduce search times on folders and libraries with large numbers of index records, when the search is performed on the field set for binary indexing.

To set a binary index for a field within a folder or library, first of all make sure that the folder or library is open. Then select **Fast Search** from the **Edit** menu, and the following screen will be displayed.



Select the field to set a binary index on, and then press **OK**. A binary index will then be created for that field.

A field set with a binary index can adversely affect the import of new records. This is especially so when importing folders into libraries. It is therefore wise to switch the binary index OFF before importing folders into libraries, and then to switch the binary index back on.

General Information

Overview

This chapter describes several options which provide information about the installed ScanFile SBE version and image information.

ScanFile SBE Version

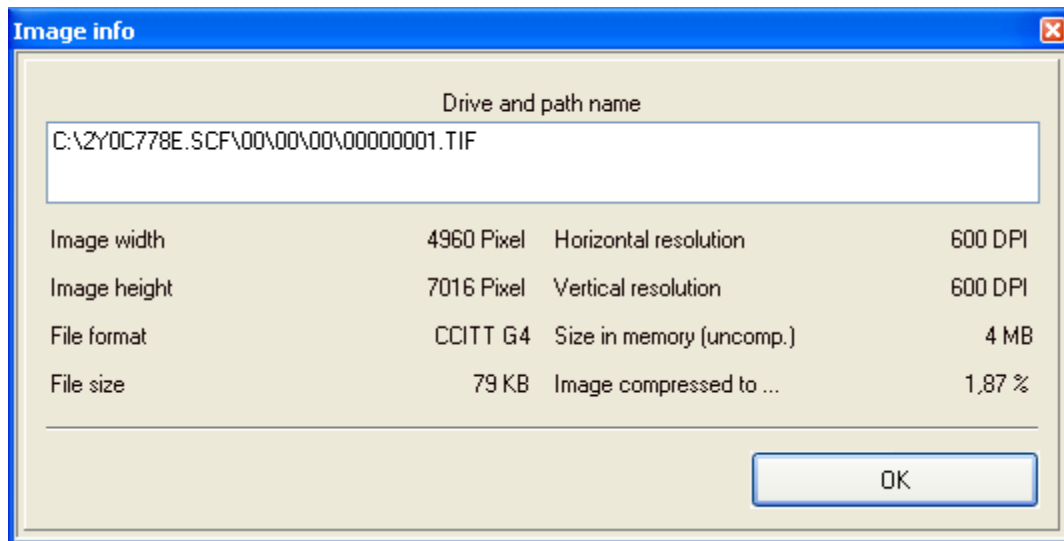
This utility is available from **Help -> Info** menu. A window will be displayed, giving you the version number of ScanFile SBE, name of the computer and logged in user. Additionally you can display system information by clicking on the button **Info**.



Image Information

When a page from a document is displayed, information about that page can be obtained by choosing **Image Information** from the **Help** menu.

The location, and file number within the folder will be displayed, as well as such information as resolution, and compressed and uncompressed size.



Full Text OCR

Overview

This is an option for ScanFile SBE is able to perform a full text OCR reading on a scanned document.

Full text recognition creates a searchable database, allowing to find pages of documents that specific words appear on. Electronic documents containing text can be read as well. Since this data is already text based, the full text reading is very fast and reliable.

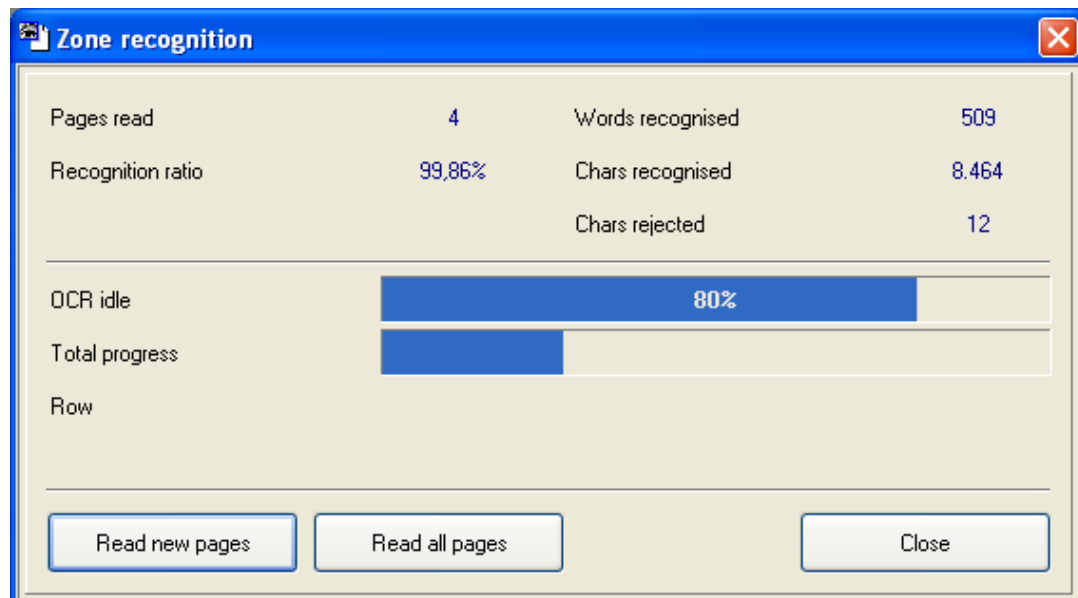
Full Text Recognition

Using this option every scanned page of a ScanFile SBE folder is read, and recognised words will be saved in a database. This database is attached to the folder, and can be searched by anyone who has ScanFile SBE.

*You do NOT need the OCR module to do a **Full Text Search**; you only need the OCR module to perform the recognition in the first place.*

o do a fulltext recognition, open the relevant folder and click to menu **OCR -> Full text recognition**.

You can select whether you wish to OCR all pages in the folder or just the new pages – the pages added since the OCR was last run.



Once the recognition starts, the progress can be monitored. The information displayed includes a recognition ratio, showing the perceived reliability of the process. Obviously, the OCR recognition will have problems with bad quality documents, so always ensure that the documents to be OCR'd are of decent

quality. It is also wise to have scanned them at a minimum of 300x300dpi for best results.

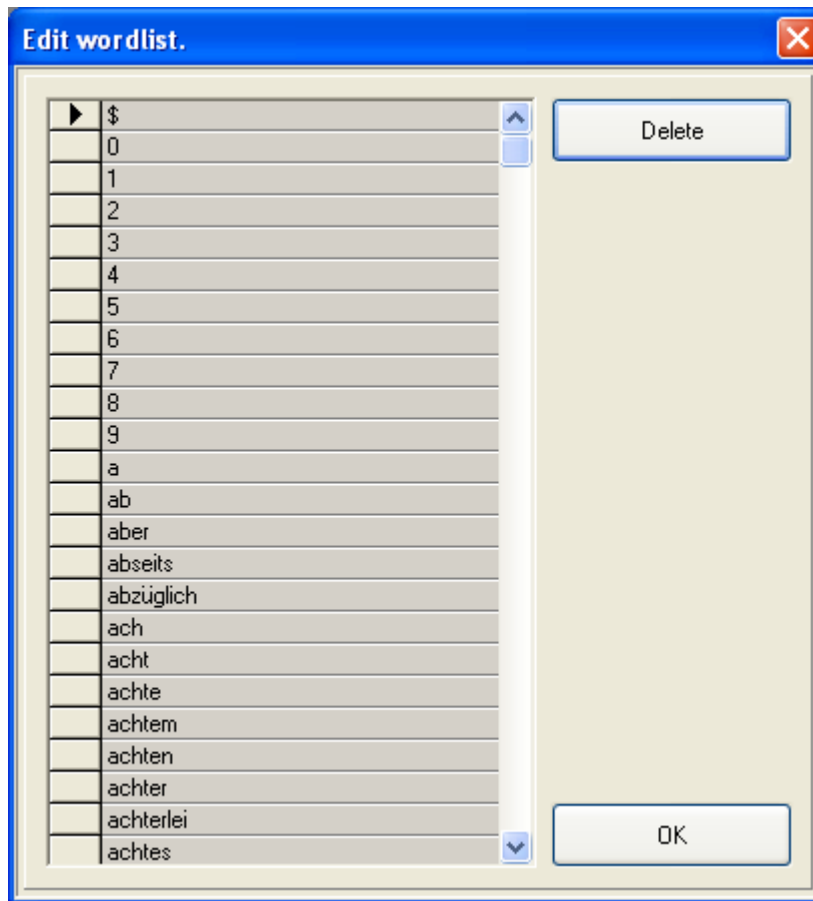
Read Selected Documents or Pages

The process described above will OCR all the pages within a folder, or the pages added to the folder since **Full Text OCR** was last run. Alternatively, you can OCR individual or selected pages of a record, or single or selected records within a folder. To OCR records or pages, use the **OCR** menu option, which is shown when right-clicking in the relevant window.

Window	Description
Hitlist Window	Selected record or records
Image Window	Displayed page
FastPics Window	Selected page or pages

Edit Wordlist

When performing a full text OCR, there will be some words that you would not wish to search on, and that just take up space within the OCR database. These are generally words such as 'that', 'the', 'and' etc. These can be set to be ignored by adding them to the OCR wordlist, which you can open by selecting the **Edit wordlist** option on the **OCR** menu. Per default this wordlist is empty and no words are filtered from the text read.



*How to perform a full text search is described in chapter **Searching and Viewing Documents**.*

Microfilm Scanning

Overview

The Canon microfilm scanners can be equipped either with a fiche carrier or a roll film retrieval FS Controller III. to allow batch scanning of the documents held on the film or fiche.

Fiche Carrier

After the user has entered the index information and positioned the fiche carrier to the relevant frame on the fiche, the scanning process is started by clicking on either **Batch scan** or **Single page scanning**. Using a fiche carrier, the **Feeder/manual** button is ignored.

When a scan is finished (the scanned pages and the relevant data record have not yet been saved), the user must decide on the step required next.

FS Controller III

The FS Controller II is an automatic roll film carrier that can be directly controlled from ScanFile SBE.

Single Page Scanning – Microfilm

Single Page scanning will create one record for each page scanned. You can switch between manual or automatic mode, dependent on the carrier.

Fiche Carrier

Using the fiche carrier, you need to go to the page to scan manually.

- Insert fiche to be scanned
- Position to the relevant fiche frame
- Set zoom and focus properly
- Key in index for the frame to be scanned (if not created automatically by barcode, counting or duplicating index fields)
- Start scanning process by clicking on the **Single page scanning** button

FS Controller III

The FS Controller III can scan in a given number of frames automatically. It can be switched between automatic and manual feed.

Manual Mode

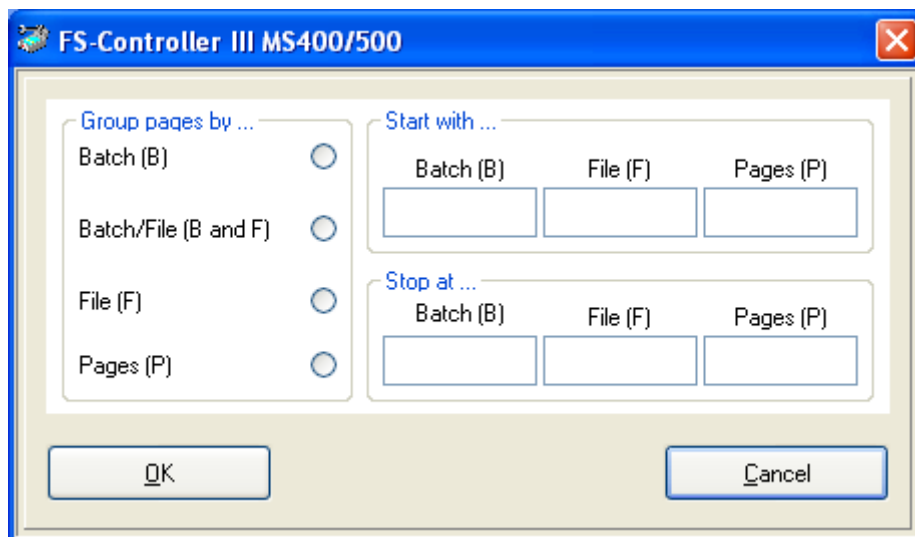
In this mode the pages are manually selected via the keyboard or knob of the FS III and scanned as single page records.

- Insert the film to be scanned
- Position the FS III to the frame to be scanned (with keyboard or turning knob of FS III)
- Set zoom and focus properly
- Key in index for the frame to be scanned (if not created automatically by barcode, counting or duplicating index fields).
- Start scan by clicking on the **Single page scanning button**

Feeder Mode

In this mode a user-definable number of frames is scanned automatically and saved as separate records.

With this option automatic indexing (barcode, counting or duplicating fields) should be set, as it is not possible to key in index information during the scanning process. The index can also be keyed in or edited later.



- Group pages by pages (**P**)
(scans and stores images as single page records between Page blip numbers entered)
- Group pages by File (F)
(scans and stores images as single page records between File blip numbers entered)
- Group pages by File (**F und B**)
(scans and stores images as single page records between File-and batch blip numbers entered)
- Group pages by Batch (**B**)
(scans and stores images as single page records between Batch blip numbers entered)

Be sure that the mode of the FS Controller III for blip reading is set properly. For more information on the FS Controller III, see the MS300 / MS350 / MS400 / MS500 / MS800 Scanner Configuration manual, or the FS Carrier III manual.

Batch Scanning - Microfilm

Batch scanning will create a document containing multiple scanned pages.

Manual Mode

Using manual mode, the user can scan several images into a batch record from roll film. ScanFile SBE will combine these single images to one document.

- Insert the film to be scanned into the FS Controller III
- Set roll film retrieval to the first image (by the keyboard or knob of the FS III)
- Set Zoom and focus
- Key in the index information (if not created automatically by barcode or by duplicating or counting fields).
- Start scanning by clicking on the **Batch Scan** button.
- Select next frame if necessary and click on **Continue scanning**. Repeat this step until end of batch
- To end batch click on **Save scanned** pages

Feeder Mode

In this mode a user-definable number of images is scanned sequentially and stored as one batch (document).

The index is either entered manually or created automatically using barcode, counting or duplicating fields. The index can also be keyed in or edited later.

The images to be scanned can be selected according to the blips (**B,F,P**) on film:

- Group pages by pages (**P**)
(scans and stores images into one batch between Page blip numbers entered)
- Group pages by File (**F**)
(scans and stores images between File blip numbers entered into batches)
- Group pages by File (**F und B**)
(scans and stores images between File blip and batch blip numbers entered into batches)
- Group pages by Batch (**B**)
(scans and stores images between Batch blip numbers entered into batches)

Be sure that the mode for blip recognition on the FS Controller III is set properly. For more information on the FS Controller III, see the MS300 / MS350 / MS400 / MS500 / MS800 Scanner Configuration manual, or the FS Carrier III manual

Printing and Email

Overview

ScanFile SBE has comprehensive facilities for the printing of scanned documents as well as for exporting both indexes and documents for use outside of ScanFile SBE.

Printing

With ScanFile SBE, you can choose from several options for printing:

- Currently displayed page of a document
- All pages in the selected document
- Range of pages from the selected document
- Selected pages from the selected document
- Selected documents
- Hitlist
- Audit Trail Events

Selecting the **Print Image** option from the **File** menu allows you to print the currently selected file, or a range of pages from the currently selected file. It also gives you the opportunity to choose the printer you wish to print to.

The **Print** button in the toolbar has different functions depending on which window is active at the time it is pressed.

Window	Action
Image Window	Displayed image is printed
Hitlist Window	The selected hitlist documents are printed
Fastpic Window	The selected images from the current document are printed

*Selecting **Print Hitlist** from the **File** menu will print the Hitlist.*

*When printing scanned images, various options are available. These can be selected from the General Settings dialogue. The options and their explanations are listed in the chapter **General Settings**.*

Email

Use the pop-up menu of the hitlist to create an email with the selected document attached. Therefore right-click on a document in ScanFile SBE, choose **Send To -> E-mail** option and ScanFile SBE opens a new message window in the PC's default e-mail software, and attaches the selected document(s).

Scanned, multi-page documents can be converted to single page Tiff, multi-page Tiff's or PDF file, depending upon the option selected in **General Settings**. Electronic documents will be copied in their native format.

Import

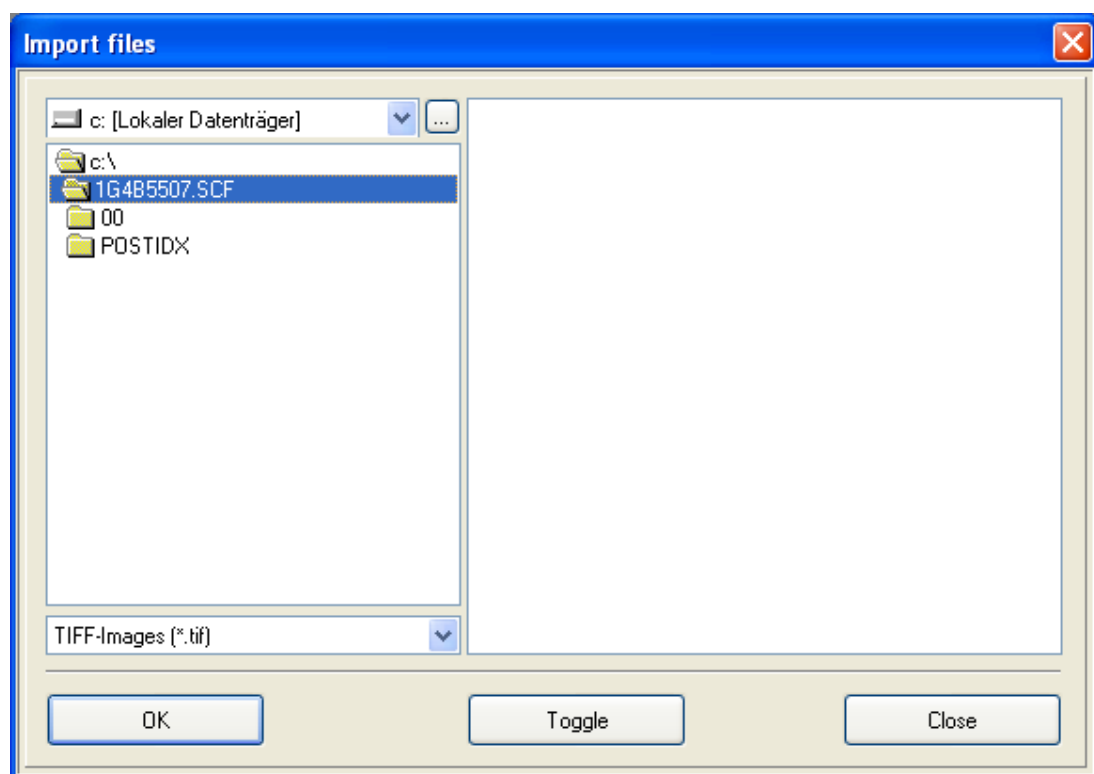
Overview

Documents and index information can be imported or sent to a ScanFile SBE folder in a number of ways and formats. Any format of document can be held in a ScanFile SBE folder and viewed from either the folder or a library. Explained earlier in this Guide were TIFFWriter and the Send to ScanFile SBE options. This chapter describes the import features available. There are three choices for importing:

- Files only
- Files and Index information
- Index information only

Import Files

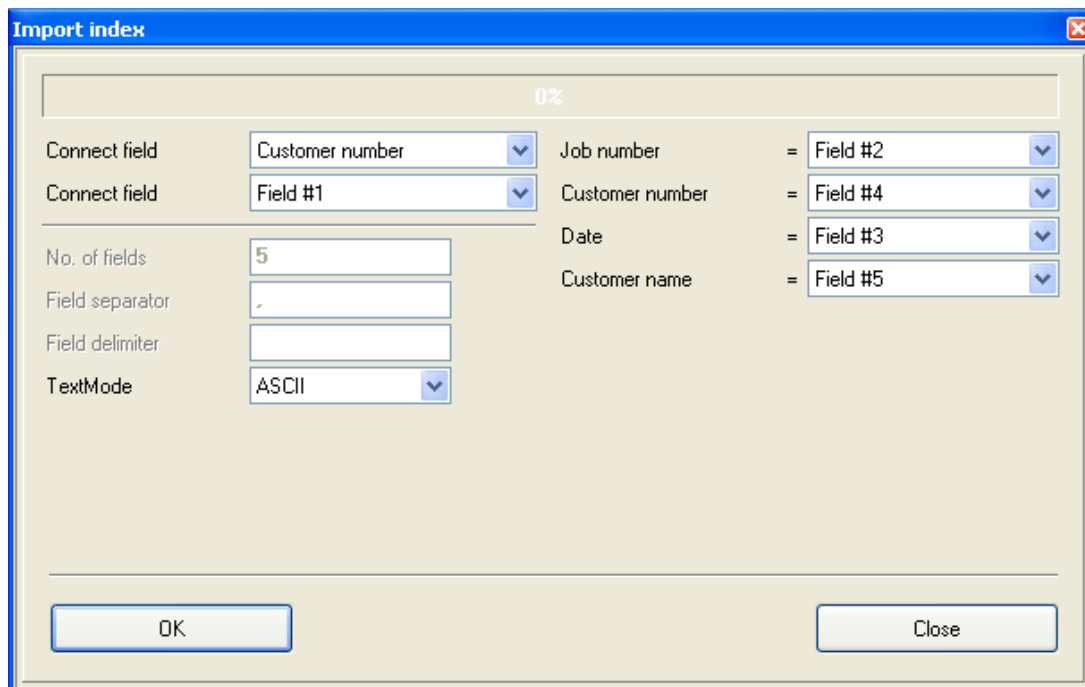
Select **Import -> Files** from the **File** menu, and the import screen will be shown.



Any format file can be selected for import,.Select the drive and directory where the files to be imported are, highlight the file or files to be imported, and then click on **OK**. The files will then be placed in the Postindex pool.

Index Information

The Import index function is used to fill index records in existing folder documents with additional information. As an example, bar-coded documents may have been scanned, with the barcode representing a Project Number. An external can have that number in it plus the Document Name, Document No etc. The Project Number can be set to be the Connect field, and the additional index information will then be imported to the appropriate records. To open the Import select the **File -> Import -> Index** menu.



The 'Import index' dialog box is shown with a progress bar at 0%. It contains the following fields and options:

Field	Value	Field	Value
Connect field	Customer number	Job number	= Field #2
Connect field	Field #1	Customer number	= Field #4
No. of fields	5	Date	= Field #3
Field separator	,	Customer name	= Field #5
Field delimiter			
TextMode	ASCII		

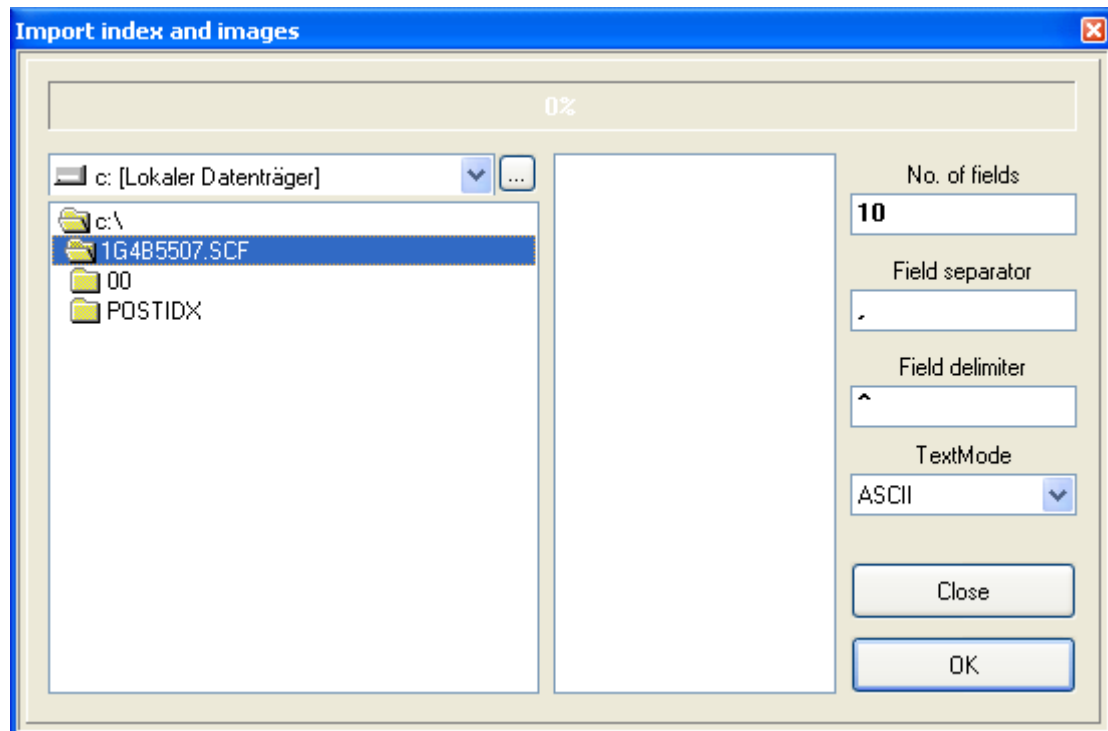
Buttons: OK, Close

The example text file shows 10 records, with the index information within the records being delimited by commas. The first field is the Project Number – the Connect field – which already exists in the folder. The Import will use this to search for matching records, and then fill the other folder fields with the additional information.

From the **File** menu, select **Import Index**, and then select the data file that holds the index information, the screen above will be shown. The Folder fields will be displayed on the left, and the fields from the import file can be matched to these. It is very important that the No. of fields, parameter is correctly set, as well as any field separators and delimiters. Once the import has been set up, the import can be started by pressing the **OK** button.

Files & Index Information

Files and their associated index information can be directly imported into a ScanFile SBE folder. An ASCII file may hold the index details for project information, and will also hold references as to which TIFF files belong to a particular record. This can be read into ScanFile SBE, the index records created automatically, and the images imported and associated with the correct index record.



This option is also used to import index information with no associated files. This allows you to create 0 page records in a folder to add documents to at a later date.

File Format

It is very important when importing index information from a text file that the index records are formatted correctly within that file.

Firstly, each record must start on a new line within the text file. This can be easily verified by opening the file in a text viewer such as Notepad. When exporting data from other applications, most of the applications will automatically start a new record on a new line. They do this by adding the CR (Carriage Return) and LF (Line Feed) ASCII characters to the end of each record.

The format of each record within the import file is also very important. When importing multiple index fields into each record, ScanFile SBE expects each field's index information to be separated by a character. The most common character used for this is a comma (,). See the following example:

12345,Project XY,Phase X,Customer Y

The comma (,) separates the four fields:

- Field #1: 12345
- Field #2: Project XY
- Field #3: Phase X
- Field #4: Customer Y

These four fields can be assigned to the index fields in the import folder. The options **No. of fields** and **Field separator** must be filled with a 4 and a comma (,) so that ScanFile SBE is able to import the index information correctly. As a **Field separator** every character that is not part of the index information itself can be used. If the **Field separator** occurs in the index information a **Field delimiter** can must be added to separate the fields. The **Field delimiter** must be the first and the last character in each field. If so all characters between the field delimiter characters, even a character that is used as **Field separator**, will be used as index information.

"12345 ","Project XY","Phase X,Y","Customer Y "

The comma (,) separates the four fields:

- Field #1: 12345
- Field #2: Project XY
- Field #3: Phase X,Y
- Field #4: Customer Y

The example uses a quote sign (") as **Field delimiter**. Without the **Field delimiter** the comma (,) in field #3 would also be interpreted as **Field separator** and the field content would be divided into two different fields.

In addition to the import of index information ScanFile SBE is also able to import index information and related files from. In this case the index file must contain the index information and the document filenames. All files must be located in the same path as the index file itself, or have the path to the file location as part of the filename. The following example shows a line of an import file to import index information and their related files.

"12345 ","Project XY","Phase X,Y","Customer Y","01.tif","02.xls"

ScanFile SBE would find the following information:

- Field #1: 12345
- Field #2: Project XY
- Field #3: Phase X,Y
- Field #4: *Customer Y*
-
- File #1: 01.tif
- File #2: 02.xls

The example shows the index information and two related files. The file named 01.tif is a TIFF file that is directly imported to the chosen folder. When importing TIFF files, these can be either single or multi-page Group 4 TIFF files. The second file named 02.xls is a Excel file that will be appended to the document after the last page of the TIFF file.

Scanner Setup

Overview

ScanFile SBE has built-in support for the following Canon scanning devices:

- DR-3020
- DR-3060
- DR-3080C
- DR-3080CII
- DR-5020
- DR-5060F
- DR-5080C
- DR-2050C
- DR-2080C
- DR-2580C
- DR-5010C
- DR-6080
- DR-7580
- DR-9080C
- DR-7080C
- MS300
- MS350
- MS400
- MS800
- CR-180
- CF510

Additionally, ScanFile SBE supports the Panasonic KV-S2026C directly, and also supports any TWAIN and Kofax device.

SCSI Connected Scanners

With some of the built-in drivers, if the scanner is using a SCSI connection, the SCSI adaptor the scanner is attached to must be specified. This can be done by selecting from the top drop-down list in **Select Scanner SCSI ID**. If there is only one SCSI adaptor card installed in the PC, this will be selected by default.

The scanner itself then has to be selected. A SCSI Adaptor can have up to 7 SCSI devices attached to it. They are each identified by a SCSI ID in the range 0-7. Normally, the SCSI adaptor itself will be set to SCSI ID 7. This leaves 0-6 for other devices.

The correct SCSI ID for the scanner can be selected by using the second drop-down list in **Select Scanner SCSI ID**. For any SCSI device attached to the selected adaptor card, a description of what the device is will be displayed next to the SCSI ID

Scanning Resolution

Any scanning device has the ability to scan documents at different resolutions. These are measured in Dots per Inch (Dpi). In the majority of scanners, vertical and horizontal resolutions will be the same, although certain Canon DR scanners can scan at split resolutions.

The resolution that a document is scanned at will have two effects. The higher the scan resolution, the better the quality of the image that will be

produced. Higher scan resolutions will produce larger file sizes for a scanned image. With file compression which ScanFile SBE utilises, the file size can be reduced.

The resolution chosen to scan particular documents will very much depend upon the type of document being scanned, its quality, whether it is to be 'live' or 'archive' filing, and user preference.

Test Scan

The Test scan function is available within the inbuilt Canon scanner drivers, and allows you to scan a document with your selected settings, to see whether these settings are correct.

Place a document in the scanner feeder and then press the **Test Scan** button. The document will then be displayed in the Test Scan Display window.

The image quality can be checked from this window. The Plus (+) and Minus (-) signs in the bottom left and right of the Test scan window allow you to enlarge and reduce the size of the image. Pressing the **O** allows a box zoom - draw a box around the area you wish to enlarge. The **#** will display the complete image in the Test scan window. The image can be moved around within the window by pressing and holding the right mouse button, while the cursor is over the Test Scan window, then dragging the mouse around the window.

Scanner Control Sheets

The Canon DR-3020, DR5020 and DR05080c are delivered with two types of control sheets. The first type can change the scanner settings, whilst the second will affect how the documents are stored. The Control sheets can be inserted between pages/files and, during scanning, will affect either how the documents are scanned or how they are filed.

For each type of control sheet, four options are available

- • Detect & Scan, Continue Scanning
- • Detect & Skip, Continue Scanning
- • Detect & Scan, Stop Scanning
- • Detect & Skip, Stop Scanning

If the **Detect & Scan** option is chosen, the control sheet is stored in the ScanFile SBE folder. If the **Detect & Skip** option is selected, the control sheet is not stored in the ScanFile SBE folder.

Job Separation control sheets are used to divide documents placed in the scanner feeder into separate files when scanned. Place a Job Separation sheet between each file, choose the required **Batch Detection** mode, and then scan the documents.

When a control sheet has been detected, scanning can either continue or stop. You may wish to stop scanning so as to enter additional indexing information. Alternatively, you may wish to scan everything and then index it. In this case, choose the **Continue Scanning** option.

The Function Control sheets affect the operation of the scanner. With these sheets, during scanning, the scanning mode can be changed from Text Mode to Photo Mode, or vice versa, by the use of the appropriate control sheet. Using The Simplex and Duplex control sheets changes the scanning mode to either single or double-sided scanning.

Scanner Configuration

There are many options that can be selected for the scanners, and these are split over several screens which are selected from **Scanner Setup**. The most used options are collected together on the first screen displayed when **Scanner Setup** is selected. The options of the different scanners are detailed below.

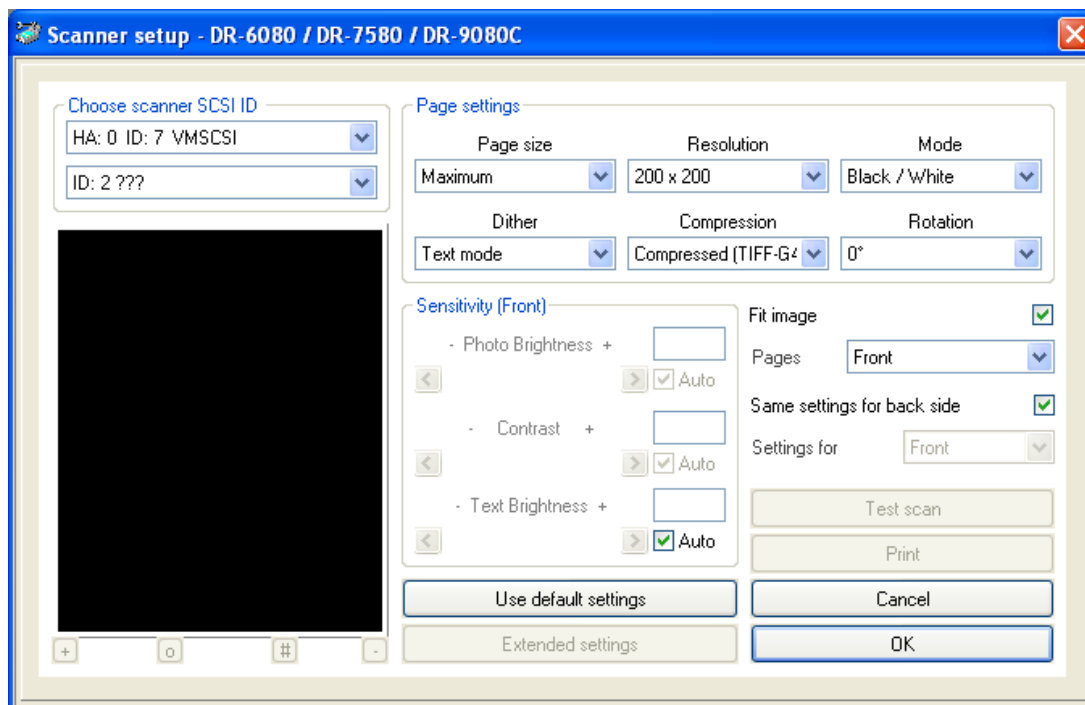
Canon DR-6080, 7580 & 9080c

The DR-6080, DR-7580 and DR-9080c are high performance A3 scanners with a maximum scanning throughput of up to 180 images per minute. They are double-sided scanners with automatic paper size and thickness detection. Additionally, document skew is automatically corrected during the document feed.

The DR-6080 and DR-7580 support black & white and greyscale scanning whilst the DR-9080c supports several modes up to a maximum 24 bit colour. The maximum scanning resolution is for all scanners 600 dpi.

Scanner Configuration

The following screen shows the first screen displayed when choosing **Scanner Setup** for the Canon DR-6080, DR-7580 or DR-9080C.



Page Settings

All three scanners are capable of scanning single or double sided documents, and different settings can be applied for each side of a double sided document. The first option to select is whether to scan single or double sided. Selecting **Front**, **Back**, or **Front/back** scanning from the option on the screen above can do this.

The **Fit Image** option sets the scanner to automatically detect the size of each page scanned, and will adjust the page size to the actual size of the document. When this is set, the **Page Size** option is disabled

If scanning double-sided documents, different settings can be applied for each side of the documents. To use the same settings for both sides of the documents, click on the **Same settings for back side** option. To use different settings for each side, uncheck the **Same settings for back side** option, and then choose from the drop down list which side you wish to choose to set the scanning preferences.

For each side, or both sides of a document, the following options can be set.

Setting	Description
Page Size	<p>Select one of the following document sizes:</p> <ul style="list-style-type: none"> • Letter - 8.5 x 11 Inch • Legal - 8.5 x 14 Inch • A3 - 297 x 420 mm • A4 - 210 x 297 mm • A5 - 148 x 210 mm • A6 - 105 x 148 mm • B4 - 250 x 353 mm • B5 - 176 x 250 mm • B6 - 125 x 176 mm <p>If Fit Image is enabled, this setting is disabled</p> <p>Window Page Size Setting:</p> <p>If you select the Window page size option, you can specify an area of the document to be saved. To do this, select Window as the page size, then perform a Test Scan on a sample document. A sizeable box will be overlaid on the image in the Test Scan window. Size the box over the area of the sample document, and the box size and location will then be saved.</p> <p>Please note that when this option is used, only the area of the document inside the box will be saved. All other parts of the scanned document will be discarded.</p>
Resolution	You can select one of the following: 100, 150, 200, 240, 300, 400 & 600dpi
Dither	Use this setting when scanning in black and white mode. This applies error diffusion to simulate greys and half-tones on the scanned document. This is useful when scanning photos.
Mode	This option is used to set the number of colours to be scanned. Please note that DR-6080 and DR-7580 support black & White and greyscale mode scanning. All other settings are applicable to the DR-9080c. The DR-9080c supports 24 bit colour scanning. The larger the bit value selected, the more colour shades will be scanned. Please be aware that greyscale and colour scanning, especially at high resolutions, can result in extremely large file sizes.

Rotation	A document can be scanned and then rotated and saved. The available rotation options are 0°, 90°, 180° or 270°.
Compression	<p>ScanFile SBE will store images in one of four ways:</p> <ul style="list-style-type: none"> • Uncompressed TIFF • Group 4 Compressed TIFF • Jpeg <p>The type of compression and file format you select is dependent upon several factors including the type of document to be scanned, and the type of output required of that document once stored.</p> <p>Uncompressed TIFF: This format will perform no compression on the image data produced from the scanned document, and will result in large file sizes.</p> <p>Group 4 Compressed TIFF: This format will compress the scanned image data, normally by a factor of 10 to 15. This is only used for black & white scanned images. This is a 'lossless' compression format which means that none of the original scanned information is discarded.</p> <p>JPEG (JTIFF): JPEG is a standardised image compression mechanism, which is designed for compressing either full-colour or grey-scale images of natural, real-world scenes. Jpeg is a 'lossy' compression format, which means that data is discarded from the original scanned image data to achieve the levels of compression possible. It is possible to vary the amount of data to be discarded, and therefore the quality of the remaining image. ScanFile SBE has various quality levels for Jpeg images which will determine how much data is 'dropped' from the original scanned image, and will radically affect the size of the file produced.</p>

Sensitivity

These settings allow you to adjust the brightness and contrast settings for each side of a document to be scanned. Different settings will apply dependent upon whether the document is to be scanned in Text mode or Photo Mode. Photo mode applies error diffusion to simulate rescaling.

Text Mode

In this mode, only the Text Brightness setting can be adjusted. All three scanners have an automatic brightness function built-in, but this can be overridden and manually set if necessary.

When the **Auto** is selected, the scanner will automatically sense the brightness setting required for each page as it is scanned.

The Brightness setting can be any value between 1 and 255, with 1 being the darkest setting, 255 being the brightest. A value of 0 will select Auto brightness. To manually set a brightness value, untick the **Auto** checkbox and select any other value as **Auto** by using the slide bar or typing in a value between 1 and 255.

Photo Mode

In this mode, the Photo Brightness and Contrast settings can be adjusted. All three scanners have automatic brightness and contrast functions built-in, but these can be overridden and manually set if necessary.

When the **Auto** setting is selected, the scanner will automatically sense the brightness and/or the contrast setting required for each page as it is scanned.

The brightness and contrast settings can be any value between 1 and 255, with 1 being the darkest setting, 255 being the lightest. A value of 0 will select auto brightness or contrast. To manually set a brightness or contrast value, untick the **Auto** checkbox and select any other value as **Auto** by using the slide bar or typing in a value between 1 and 255.

Extended Settings

The **Extended Settings** option allows you access to the advanced functions of the scanners. Many settings are available from this option, and these are explained on the following pages.

Several of these settings can affect the quality of the scanned image and they should therefore be used with caution!

Double Feed Detection

There are two methods to set the scanner to detect the simultaneous feeding of two or more sheets of paper. The scanner can be calibrated for paper thickness and/or length. To set **Double Feed Detection** tick either the **Detect by ultrasonic** or **Detect by Length** checkbox or both. When you next scan a batch of documents, the first page fed through the scanner will have its thickness and/or length measured and the measurement then stored.

Subsequent documents' measurements will be compared against the stored value and if the scanned document is thicker or longer than the stored value, an error will be displayed.

Filter Settings

The Filter settings can be used to improve the quality of the scanned image, and to set colour dropout areas where the document will not be scanned.

Option	Description
Dropout Colour	<p>This function is only available with the DR-9080. It is available separately for the front and back page. It will disable the scanning of areas of the document of a particular colour. The settings are:</p> <ul style="list-style-type: none">• None: Disables Colour dropout• Red: Will not scan red parts of the document• Green: Will not scan green parts of the document• Blue: Will not scan blue parts of the document
Automatic Exposure	<p>This sets the Automatic Exposure level and affects the brightness and contrast settings for the image. This has a valid range of 1 to 9 and can be set by moving the slider bar, or using the arrow keys to increase or decrease the value.</p>
Edge Emphasis	<p>This can be used to emphasis contour lettering, as well as softening scanned images such as photos. This has a valid range of 1 to 5 and can be adjusted by moving the slider bar, or using the arrow keys to increase or decrease the value.</p>

Other Options

Other settings are available and these are detailed below:

Option	Description
Verify Count	<p>This can be used to ensure that a known number of pages are being fed correctly through the scanner. Before scanning, the number of pages to be scanned can be set, and if that number of pages is not fed through the scanner, an error will be displayed.</p>

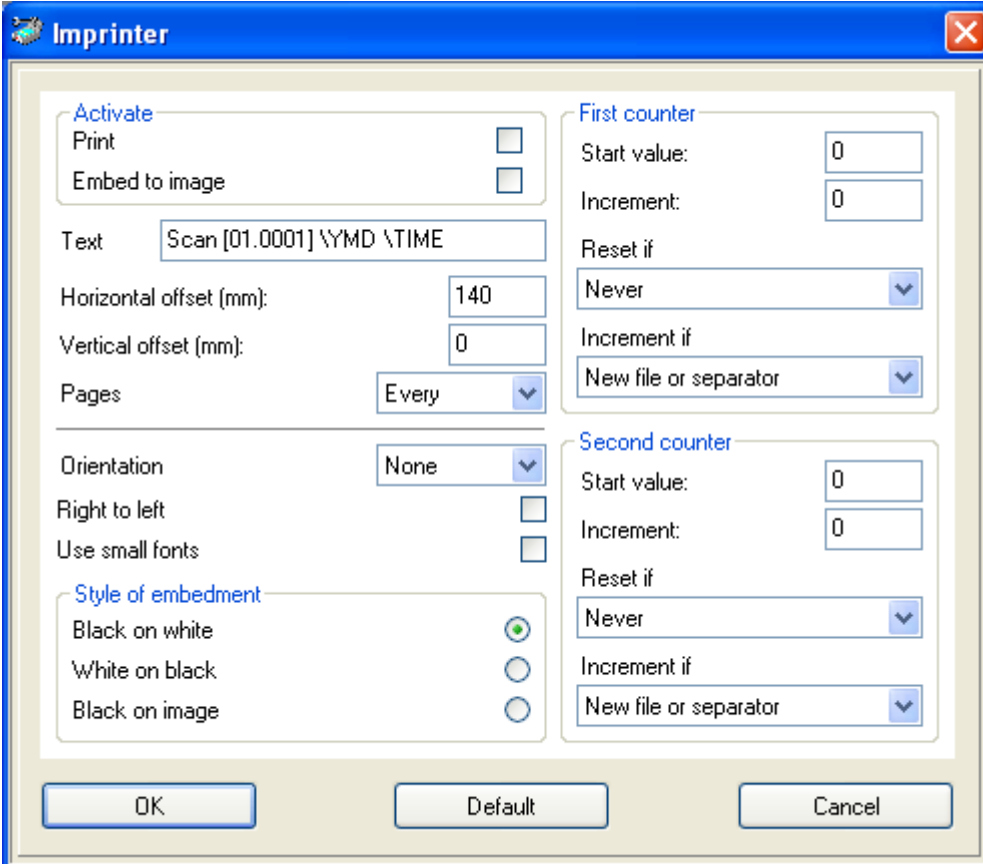
Simple Staple Detection	The scanner has a simple staple detection for document feeding. When the sensor detects a staple in either upper corner, the scanning process is automatically stopped.
Deskew by roll	This function activates a hardware based deskew of sheets to ensure the correct feeding of pages.

Imprinter Option

If the **Imprinter** option has been installed in the scanner, this can be configured by selecting the **Imprinter** option from the **Extended Settings** screen.

The Imprinter option allows you to print specified alphanumeric and symbol characters at any position on a back page as it is being scanned. You can also embed the characters to be printed in the scanned image.

To set the Imprinter to print text on a page as it is being scanned, tick the **Print** checkbox. To embed the text as part of a scanned image, tick the **Embed to image** checkbox.



The Imprinter dialog box is titled "Imprinter" and contains the following settings:

- Activate:**
 - Print: ☐
 - Embed to image: ☐
- Text:** Scan [01.0001] \YMD \TIME
- Horizontal offset (mm):** 140
- Vertical offset (mm):** 0
- Pages:** Every (dropdown)
- Orientation:** None (dropdown)
- Right to left:** ☐
- Use small fonts:** ☐
- Style of embedment:**
 - Black on white: ☒
 - White on black: ☐
 - Black on image: ☐
- First counter:**
 - Start value: 0
 - Increment: 0
 - Reset if: Never (dropdown)
 - Increment if: New file or separator (dropdown)
- Second counter:**
 - Start value: 0
 - Increment: 0
 - Reset if: Never (dropdown)
 - Increment if: New file or separator (dropdown)

Buttons at the bottom: OK, Default, Cancel.

The text to be printed can be specified in the **Text** field. If the counters are to be used, these must be specified within square brackets. If both counters are used, the values must be separated by a decimal point (full stop).

The **Horizontal offset** only applies if the text is to be embedded in the scanned image. You can specify the offset in millimetres from the left edge of the page. When printing text, the horizontal offset is applied manually, please refer to the scanner manual for instructions on how this is done.

The **Vertical offset** specifies the distance in millimetres from the top edge of the paper to start printing the text.

You can select to print the text on every page, on the first page of a new file as indicated by the New file key, by setting the **Pages** drop down list to **Every** or **Next** page.

You can set the direction in which the text will print from the **Orientation** drop down list. The available values are None, 90, 180 and 270 degrees.

The **Right to left** option will set the Imprinter to add characters from right to left.

The default font size the Imprinter uses is 12x12 dots. You can select to use a smaller 8x7 font size by ticking the **Use small fonts** checkbox.

The **Style of Embedment** can be set from one of three options:

- **Black on White** will print black text on to a white background.
- **White on Black** will print white text on a black background.
- **Black on image** will print black text on to the image.

There are two counters that can be configured, and these options apply to both. The Start value of the counter can be set as well as the value to increment the value for each page.

The following values can be set for the **Reset if** and **Increment if** options. **Reset If** will reset the counter to its start value. **Increment If** will add the specified increment value to the counter.

- Never
- Separator
- New File or Separator
- New File
- Each Document

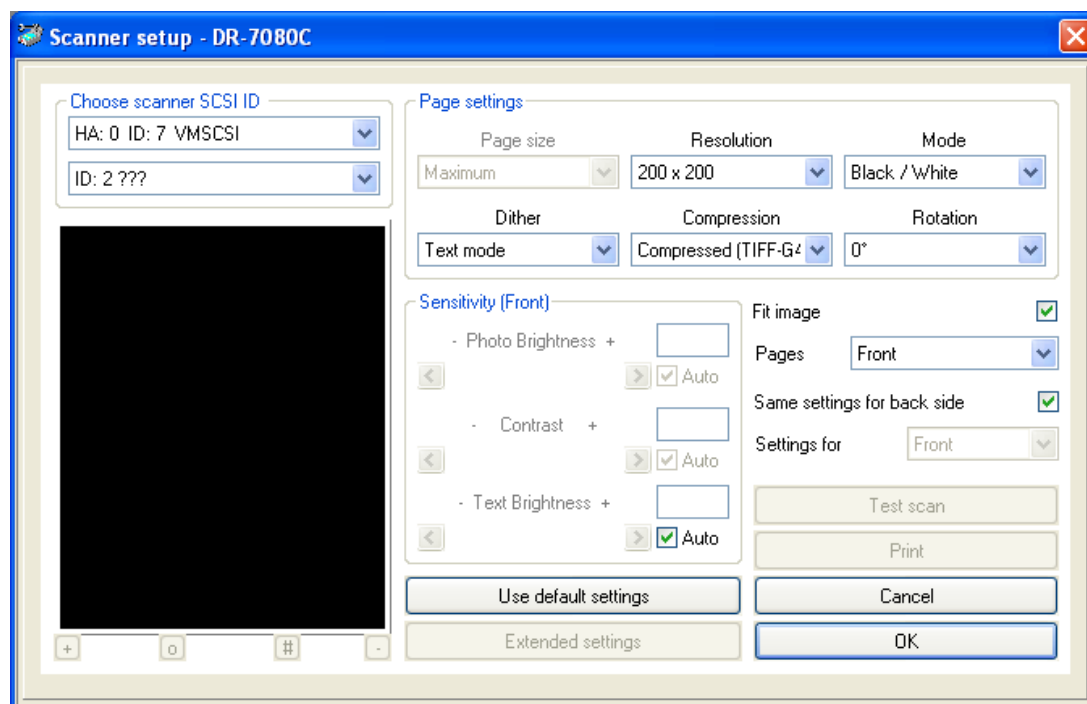
Canon DR-7080C

The Canon DR-7080C can be used with a document feeder and a flatbed with documents up to A3. Therefore it is suitable to scan pages automatically from the document feeder and to scan single pages for example from books. In feeder mode the scanner can scan black and white, greyscale and full colour up to A3 size. The maximum resolution is 600 dpi.

Scanner Configuration

There are many options that can be selected for the scanners, and these are split over several option screens which are selected from **Scanner Setup**.

The following screen is displayed when choosing **Scanner Setup** for the Canon DR-7080C.



Page Settings

The scanner is able to scan single or double sided documents, and different settings can be applied for each side of a double sided document. The first option to select is whether to scan single or double sided or to scan from flatbed without feeder. Selecting **Front**, **Flatbed** or **Front/back** scanning from the option on the screen above can do this.

The **Fit Image** option sets the scanner to automatically detect the size of each page scanned, and will adjust the page size to the actual size of the

document. When this is set, the **Page Size** option is disabled if scanning double-sided documents, different settings can be applied for each side of the documents. To use the same settings for both sides of the documents, click on the **Same settings for back side** option. To use different settings for each side, uncheck the **Same settings for back side** option, and then choose from the drop down list which side you wish to choose to set the scanning preferences.

For each side, or both sides of a document, the following options can be set:

Setting	Description
Page Size	<p>Select one of the following document sizes:</p> <ul style="list-style-type: none"> • Letter - 8.5 x 11 In • Ledger-R - 17 x 11 In • Letter-R - 11 x 8,5 In • Legal-R – 14 x 8.5 In • A3-R - 420 x 297 mm • A4 - 210 x 297 mm • A4-R - 297 x 210 mm • A5 - 148 x 210 mm • A5-R - 210 x 148 mm • B4-R – 353 x 250 mm • B5 - 176 x 250 mm • B5-R - 250 x 176 mm <p>If Fit Image is enabled, this setting is disabled</p> <p>Window Page Size Setting:</p> <p>If you select the Window page size option, you can specify an area of the document to be saved. To do this, select Window as the page size, then perform a Test Scan on a sample document. A sizeable box will be overlaid on the image in the Test Scan window. Size the box over the area of the sample document, and the box size and location will then be saved.</p> <p>Please note that when this option is used, only the area of the document inside the box will be saved. All other parts of the scanned document will be discarded.</p>
Resolution	You can select one of the following: 100, 150, 200, 240, 300, 400 & 600dpi

Dither	Use this setting when scanning in black and white mode. This applies error diffusion to simulate greys and half-tones on the scanned document. This is useful when scanning photos.
Rotation	A document can be scanned and then rotated and saved. The available rotation options are 0°, 90°, 180° or 270°.
Compression	<p>ScanFile SBE will store images in one of four ways:</p> <ul style="list-style-type: none"> • Uncompressed TIFF • Group 4 Compressed TIFF • Jpeg <p>The type of compression and file format you select is dependent upon several factors including the type of document to be scanned, and the type of output required of that document once stored.</p> <p>Uncompressed TIFF: This format will perform no compression on the image data produced from the scanned document, and will result in large file sizes.</p> <p>Group 4 Compressed TIFF: This format will compress the scanned image data, normally by a factor of 10 to 15. This is only used for black & white scanned images. This is a 'lossless' compression format which means that none of the original scanned information is discarded.</p> <p>JPEG (JTIFF): JPEG is a standardised image compression mechanism, which is designed for compressing either full-colour or grey-scale images of natural, real-world scenes. Jpeg is a 'lossy' compression format, which means that data is discarded from the original scanned image data to achieve the levels of compression possible. It is possible to vary the amount of data to be discarded, and therefore the quality of the remaining image. ScanFile SBE has various quality levels for Jpeg images which will determine how much data is 'dropped' from the original scanned image, and will radically affect the size of the file produced.</p>

Mode	<p>This option is used to set the number of colours to be scanned.</p> <p>Black & White: The black & white mode scans only in black & white.</p> <p>Greyscale: Greyscale mode creates images with 256 greyscale levels.</p> <p>Colour: The DR-7080C supports 24 bit colour scanning. The larger the bit value selected, the more colour shades will be scanned.</p> <p>Please be aware that greyscale and colour scanning, especially at high resolutions, can result in extremely large file sizes.</p>
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Sensitivity

These settings allow you to adjust the brightness and contrast settings for each side of a document to be scanned. Different settings will apply dependent upon whether the document is to be scanned in Text mode or Photo Mode. Photo mode applies error diffusion to simulate rescaling.

Text Mode

In this mode, only the Text Brightness setting can be adjusted. The DR-7080c has an automatic brightness function built-in, but this can be overridden and manually set if necessary.

When the **Auto** is selected, the scanner will automatically sense the brightness setting required for each page as it is scanned.

The Brightness setting can be any value between 1 and 255, with 1 being the darkest setting, 255 being the brightest. A value of 0 will select Auto brightness. To manually set a brightness value, untick the **Auto** checkbox and select any other value as **Auto** by using the slide bar or typing in a value between 1 and 255.

Photo Mode

In this mode, the Photo Brightness and Contrast settings can be adjusted. The DR-7080c has automatic brightness and contrast functions built-in, but these can be overridden and manually set if necessary.

When the **Auto** setting is selected, the scanner will automatically sense the brightness and/or the contrast setting required for each page as it is scanned.

The brightness and contrast settings can be any value between 1 and 255, with 1 being the darkest setting, 255 being the lightest. A value of 0 will select auto brightness or contrast. To manually set a brightness or contrast value, untick the **Auto** checkbox and select any other value as **Auto** by using the slide bar or typing in a value between 1 and 255.

Extended Settings

The **Extended Settings** option allows you access to the advanced functions of the scanners. Many settings are available from this option, and these are explained on the following pages.

Several of these settings can affect the quality of the scanned image and they should therefore be used with caution!

Filter Settings

The Filter settings can be used to improve the quality of the scanned image, and to set colour dropout areas where the document will not be scanned.

Option	Description
Dropout Colour	This function is available separately for the front and back page. It will disable the scanning of areas of the document of a particular colour. The settings are: <ul style="list-style-type: none">• None: Disables Colour dropout• Red: Will not scan red parts of the document• Green: Will not scan green parts of the document• Blue: Will not scan blue parts of the document
Automatic Exposure	This sets the Automatic Exposure level and affects the brightness and contrast settings for the image. This has a valid range of 1 to 9 and can be set by moving the slider bar, or using the arrow keys to increase or decrease the value.
Edge Emphasis	This can be used to emphasis contour lettering, as well as softening scanned images such as photos. This has a valid range of 1 to 5 and can be adjusted by moving the slider bar, or using the arrow keys to increase or decrease the value.

Canon DR-5020, 5080C & 5060F

The DR-5020, 5080c and 5060F are high performance A3 scanners with a maximum scanning throughput of 80 A4 pages per minute. They are all double-sided scanners with automatic paper size and thickness detection. Additionally, document skew is automatically corrected during the document feed process from the 500 sheet paper feed tray.

The DR-5060F incorporates an inbuilt microfilm camera.

The DR-5020 supports black & white scanning whilst the DR-5080c supports several modes up to a maximum 24 bit colour. The maximum scanning resolution for both of these scanners is 400dpi. The DR-5060F supports black & white scanning only with a maximum scanning resolution of 300dpi.

Pre and post document endorers are options which can be added to the scanners. A Barcode decoder can also be included as an option.

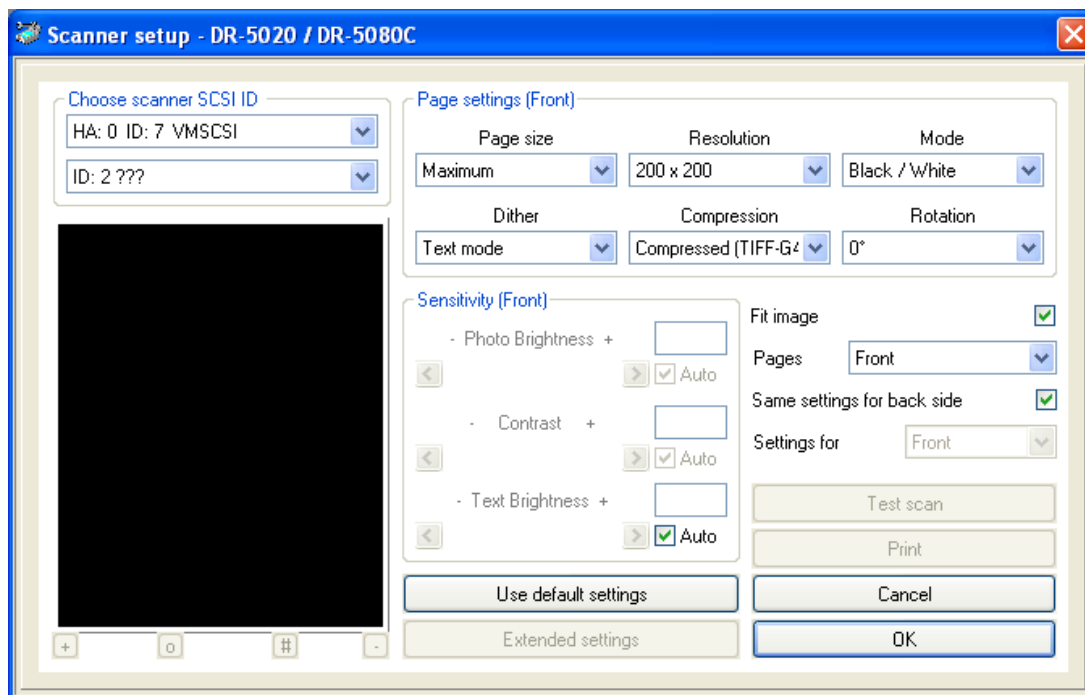
Document specifications are:

- Width 55mm to 297mm
- Length 70mm to 432mm
- Thickness 0.06mm to 0.15mm (0.05 to 0.2mm Manual Feed)

Scanner Configuration

There are many options that can be selected for the scanners, and these are split over several option screens which are selected from ***Scanner Setup***. The most used options are collected together on the first screen displayed when ***Scanner Setup*** is selected.

The following screen shows the first screen displayed when choosing ***Scanner Setup*** for the Canon DR-5060F. This has an additional option to the setup screen for the DR5020/80c, allowing the film position to be saved to a folder field, but apart from that the screen has the same options.



Page Settings

All three scanners are capable of scanning single or double sided documents, and different settings can be applied for each side of a double sided document. The first option to select is whether to scan single or double sided. Selecting **Front**, **Back**, or **Front/back** scanning from the option on the screen above can do this.

The **Fit Image** option sets the scanner to automatically detect the size of each page scanned, and will adjust the page size to the actual size of the document. When this is set, the **Page Size** option is disabled if scanning double-sided documents, different settings can be applied for each side of the documents.

To use the same settings for both sides of the documents, click on the **Same settings for back side** option. To use different settings for each side, uncheck the **Same settings for back side** option, and then choose from the drop down list which side you wish to choose to set the scanning preferences.

For each side, or both sides of a document, the following options can be set:

Setting	Description
Page Size	<p>Select one of the following document sizes:</p> <ul style="list-style-type: none"> • Letter - 8.5 x 11 Inch • Legal - 8.5 x 14 Inch • A3 - 297 x 420 mm • A4 - 210 x 297 mm • A5 - 148 x 210 mm • A6 - 105 x 148 mm • B4 - 250 x 353 mm (ISO) • B4 – 257 x 364 mm (JIS) • B5 - 176 x 250 mm (ISO) • B5 - 182 x 257 mm (JIS) <p>If Fit Image is enabled, this setting is disabled</p> <p>Window Page Size Setting:</p> <p>If you select the Window page size option, you can specify an area of the document to be saved. To do this, select Window as the page size, then perform a Test Scan on a sample document. A sizeable box will be overlaid on the image in the Test Scan window. Size the box over the area of the sample document, and the box size and location will then be saved.</p> <p>Please note that when this option is used, only the area of the document inside the box will be saved. All other parts of the scanned document will be discarded.</p>
Resolution	<p>You can select up to one of the following resolutions : 200, 210, 220, 230, 240, 250, 260, 270, 280, 290, 300 and 400 dpi (Dots per Inch)</p> <p>With the above settings the horizontal scan resolution is the same as the vertical resolution. There are also 2 high speed scanning settings, which have split resolutions. The first figure is the horizontal setting, the second refers to the vertical setting. These are marked in the Resolution list with asterisks (*): 200 x100 and 300x150 dpi.</p>
Dither	<p>Use this setting when scanning in black and white mode. This applies error diffusion to simulate greys and half-tones on the scanned document. This is useful when scanning photos.</p>

Modus	<p>This option is used to set the number of colours to be scanned.</p> <p>Please note that the DR-5020 and DR-5060F only support Black & White mode scanning. All other settings are applicable to the DR-5080c.</p> <p>Black & White</p> <p>The black & white mode scans only in black & white.</p> <p>Greyscale</p> <p>The DR-5080c supports 4, 16 & 256 levels of Greyscale</p> <p>Colour</p> <p>The DR-5080c supports 3, 6, 12 and 24 bit colour scanning. The larger the bit value selected, the more colour shades will be scanned.</p> <p>Please be aware that greyscale and colour scanning, especially at high resolutions, can result in extremely large file sizes.</p>
Rotation	<p>A document can be scanned and then rotated and saved. The available rotation options are 0°, 90°, 180° or 270°.</p>
Compression	<p>ScanFile SBE will store images in one of four ways:</p> <ul style="list-style-type: none"> • Uncompressed TIFF • Group 4 Compressed TIFF • Jpeg <p>The type of compression and file format you select is dependent upon several factors including the type of document to be scanned, and the type of output required of that document once stored.</p> <p>Uncompressed TIFF: This format will perform no compression on the image data produced from the scanned document, and will result in large file sizes.</p> <p>Group 4 Compressed TIFF: This format will compress the scanned image data, normally by a factor of 10 to 15. This is only used for black & white scanned images. This is a 'lossless' compression format which means that none of the original scanned information is discarded.</p>

	JPEG (JTIFF): JPEG is a standardised image compression mechanism, which is designed for compressing either full-colour or grey-scale images of natural, real-world scenes. Jpeg is a 'lossy' compression format, which means that data is discarded from the original scanned image data to achieve the levels of compression possible. It is possible to vary the amount of data to be discarded, and therefore the quality of the remaining image. ScanFile SBE has various quality levels for Jpeg images which will determine how much data is 'dropped' from the original scanned image, and will radically affect the size of the file produced.
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Sensitivity

These settings allow you to adjust the brightness and contrast settings for each side of a document to be scanned. Different settings will apply dependent upon whether the document is to be scanned in Text mode or Photo Mode. Photo mode applies error diffusion to simulate rescaling.

Text Mode

In this mode, only the Text Brightness setting can be adjusted. All three scanners have an automatic brightness function built-in, but this can be overridden and manually set if necessary.

When the **Auto** is selected, the scanner will automatically sense the brightness setting required for each page as it is scanned.

The Brightness setting can be any value between 1 and 255, with 1 being the darkest setting, 255 being the brightest. A value of 0 will select Auto brightness. To manually set a brightness value, untick the **Auto** checkbox and select any other value as **Auto** by using the slide bar or typing in a value between 1 and 255.

Photo Mode

In this mode, the Photo Brightness and Contrast settings can be adjusted. All three scanners have automatic brightness and contrast functions built-in, but these can be overridden and manually set if necessary.

When the **Auto** setting is selected, the scanner will automatically sense the brightness and/or the contrast setting required for each page as it is scanned.

The brightness and contrast settings can be any value between 1 and 255, with 1 being the darkest setting, 255 being the lightest. A value of 0 will select auto brightness or contrast. To manually set a brightness or contrast value, untick the **Auto** checkbox and select any other value as **Auto** by using the slide bar or typing in a value between 1 and 255.

Extended Settings

The **Extended Settings** option allows you access to the advanced functions of the scanners. Many settings are available from this option, and these are explained on the following pages.

Several of these settings can affect the quality of the scanned image and they should therefore be used with caution!

Double Feed Detection

There are two methods to set the scanner to detect the simultaneous feeding of two or more sheets of paper. The scanner can be calibrated for paper thickness and/or length. To set **Double Feed Detection**, tick either the **Thickness** or **Length** checkboxes, or both. When you next scan a batch of documents, the first page fed through the scanner will have its thickness and/or length measured and the measurement then stored. Subsequent documents' measurements will be compared against the stored value and if the scanned document is thicker or longer than the stored value, an error will be displayed.

Manual Thickness Adjust

The thickness setting can be manually adjusted when the automatic thickness detection is not used or when there are frequent double feeds of paper.

The setting ranges from 1 to 13, with 1 being the thinnest, and 13 the thickest setting. To adjust this setting, tick the **Activate** checkbox, and then use the arrow keys at either end of the slider bar to increase or decrease the value.

Border Removal

You can set a margin around the scanning area. The value ranged from –10mm to +10mm.

To use this function, tick the **Activate** checkbox. To adjust the values, use the arrow keys or the slider bar to increase or decrease the value. To enlarge the scanning area, to ensure the document edges are not clipped, set a plus

value. To reduce the scanning area, so that the image is not framed by a black border, set a minus value.

Filter Settings

The Filter settings can be used to improve the quality of the scanned image, and to set colour dropout areas where the document will not be scanned.

Option	Description
Erase Black Dots	This will automatically erase isolated black dots on a white background from the scanned image.
Erase White Dots	This will automatically erase isolated white dots on a black background from the scanned image.
Erase Notch	This will automatically remove areas that are caused by contours
Complete Thin Lines	This will automatically fill in broken or thin faint lines.
Drop Out Colour	<p>This function is only available for the DR-5080c and will disable the scanning of areas of the document of a particular colour. The settings are:</p> <ul style="list-style-type: none"> • None: Disables Colour dropout • Red: Will not scan red parts of the document • Green: Will not scan green parts of the document • Blue: Will not scan blue parts of the document <p>Colour Dropout can be disabled for a part of the document by setting values in the Disable Dropout option. This is measured in millimetres, and is applied x mm from the top edge of the scanned image to x mm from the top edge of the image, where x is the value required.</p>
Automatic Exposure	This sets the Automatic Exposure level and affects the brightness and contrast settings for the image. This has a valid range of 1 to 13 and can be set by moving the slider bar, or using the arrow keys to increase or decrease the value.

Edge Emphasis	This can be used to emphasis contour lettering, as well as softening scanned images such as photos. This has a valid range of 1 to 5 and can be adjusted by moving the slider bar, or using the arrow keys to increase or decrease the value.
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Other Options

Several other settings options are available and these are detailed below:

Option	Description
Verify Count	This can be used to ensure that a known number of pages are being fed correctly through the scanner. Before scanning, the number of pages to be scanned can be set, and if that number of pages is not fed through the scanner, an error will be displayed.
Auto New File	This setting can be used when batch scanning to automatically create a new file when the feeder empties. An option to continue scanning will be displayed and when this is pressed, a new file will be created.
Use Front Panel	When this is enabled, the front panel of the scanner can be used to override certain settings set in the scanner driver. In the case of the DR- 5060F the front panel enables the user to also control the microfilm scanning functions.

DR-5060F Additions

An additional feature of the Canon DR-5060F is the *Save Film Position To* option on the driver screen. This calculates the position of the film from the 'blips' recorded on the microfilm by the built in camera unit on the scanner. When the position of the film has been calculated it can populate an index field in folders that have this option set.

Function Keys

This settings screen can be used to set the functions available on the four keys on the front panel of the DR-5020, DR-5060F and DR-5080c. The available functions are:

- Manual Thickness Adjustment
- Scanner Calibration
- Auto Thickness Detection On/Off
- Auto Double Feed Detection On/Off
- Imprinter On/Off
- Save Settings

Gamma

This option is used to download to the scanner Gamma data settings used to express colours and tones. These can be set for each of the colours shown.

To select a file, choose the colour from the dropdown list and then press **Open File**. This will allow you to select the Gamma settings file to associate with that colour.

Barcode Decoder

If the Barcode decoder option has been installed in the DR-5020, DR-5080c or DR-5060F, the **Barcode Setup** option will be available from the **Extended Settings** screen. From this screen you can set which barcode types are to be searched for, and you can also specify an area of the document to search for barcodes, which can be on the front or back of a scanned page.

The scanners will recognise the following barcode types:

- EAN
- Code 39
- Codabar
- Code 25
- UPC
- UPC-A
- UPC-E
- Code 128

Up to four barcodes of differing types can be searched for and read from a document. The number to read can be set in the **Barcodes per page** option. To select the side of the page that the barcodes are on, choose the appropriate option from the **Side** drop down list.

To activate the barcode recognition, tick the **Use barcode recognition** checkbox. The **Activate buzzer** option will set the scanner to buzz each time a barcode is found and read.

Additionally you can set a specific an area on a page to search for barcodes. To select this option tick the **Activate** checkbox under **Search Area**.

The area to be read must be specified in millimetres, and the top left of the search area is set by putting the appropriate values in the Horizontal and Vertical offset value fields. You can then specify the width and height of the search area in the Width and Height value fields.

To set the scanner to read a particular barcode format or formats, tick the **Activate** checkbox in each of the barcode formats.

Barcode	Option
EAN	To read the Extended EAN format, tick the Extended checkbox.
Code 39	If the barcode has a checksum, this can be recognised by ticking the Recognise checksum checkbox. If this is selected, the checksum value can be returned by selecting the Return checksum option. You can also select to include the start and stop characters in the barcode read by ticking the Return start/stop checkbox.
Codabar	If the barcode has a checksum, this can be recognised by ticking the Recognise checksum checkbox. If this is selected, the checksum value can be returned by selecting the Return checksum option. There are two checksum options for Codabar, Mod 16 and DR7 , which can be selected from the drop down list. You can also select to include the start and stop characters in the barcode read by ticking the Return start/stop checkbox.
Code 25	<p>If the barcode has a checksum, this can be recognised by ticking the Recognise checksum checkbox. If this is selected, the checksum value can be returned by selecting the Return checksum option.</p> <p>By selecting UPC, you can then also select UPC-A and/or UPC-E.</p>

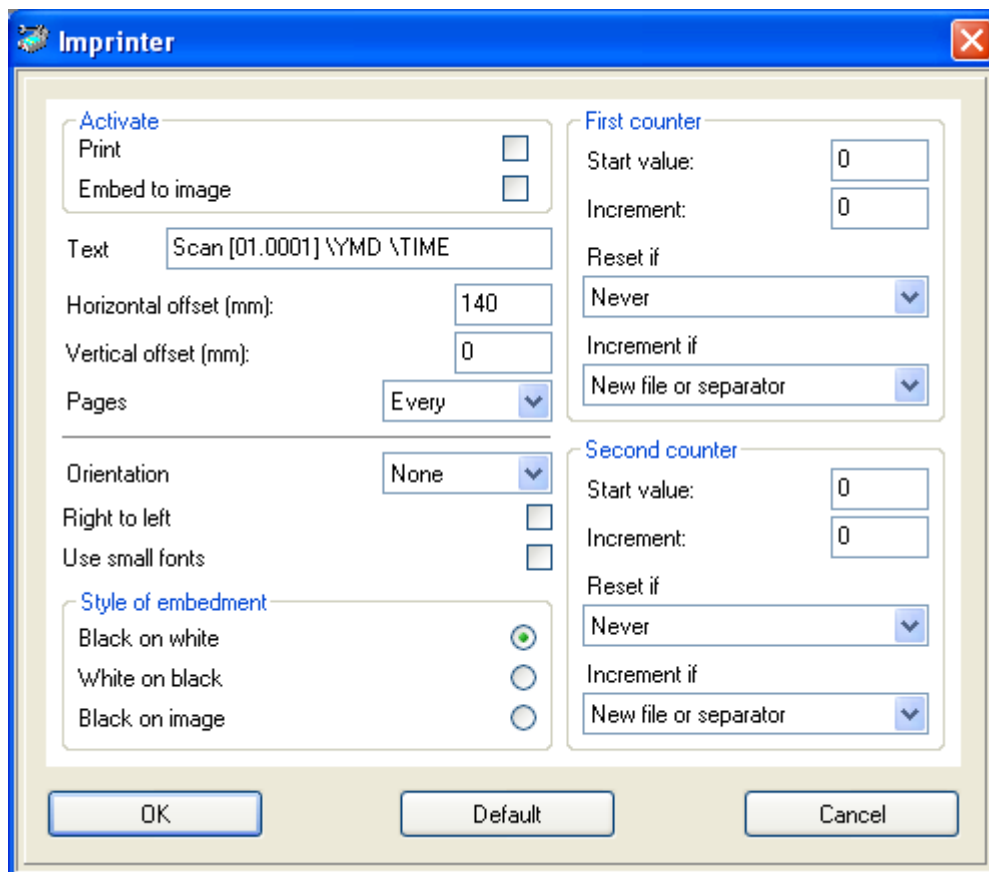
UPC-A	Extended UPC-A can be read by ticking the Extended checkbox. If the barcode has a checksum, this can be recognised by ticking the Recognise checksum checkbox. The header can also be returned by selecting the Return Header checkbox.
UPC-E	If the barcode has a checksum, this can be recognised by ticking the Recognise checksum checkbox. The header can also be returned by selecting the Return Header checkbox.
Code 128	Code 128 has no options.

Imprinter Option

If the *Imprinter* option has been installed in the DR-5020, DR-5080c or DR-5060F, this can be configured by selecting the *Imprinter* option from the *Extended Settings* screen.

The Imprinter option allows you to print specified alphanumeric and symbol characters at any position on a page as it is being scanned. You can also embed the characters to be printed in the scanned image.

To set the Imprinter to print text on a page as it is being scanned, tick the *Print* checkbox. To embed the text as part of a scanned image, tick the *Embed to image* checkbox.



The text to be printed can be specified in the **Text** field. If the counters are to be used, these must be specified within square brackets. If both counters are used, the values must be separated by a decimal point (full stop).

The **Horizontal offset** only applies if the text is to be embedded in the scanned image. You can specify the offset in millimetres from the left edge of the page. When printing text, the horizontal offset is applied manually, please refer to the scanner manual for instructions on how this is done.

The **Vertical offset** specifies the distance in millimetres from the top edge of the paper to start printing the text.

You can select to print the text on every page, on the first page of a new file as indicated by the New file key, by setting the **Pages** drop down list to **Every** or **Next** page.

You can set the direction in which the text will print from the **Orientation** drop down list. The available values are None, 90, 180 and 270 degrees.

The **Right to left** option will set the Imprinter to add characters from right to left.

The default font size the Imprinter uses is 12x12 dots. You can select to use a smaller 8x7 font size by ticking the **Use small fonts** checkbox.

The **Style of Embedment** can be set from one of three options:

- **Black on White** will print black text on to a white background.
- **White on Black** will print white text on a black background.
- **Black on image** will print black text on to the image.

There are two counters that can be configured, and these options apply to both. The Start value of the counter can be set as well as the value to increment the value for each page.

The following values can be set for the **Reset if** and **Increment if** options. **Reset If** will reset the counter to its start value. **Increment If** will add the specified increment value to the counter.

- Never
- Separator
- New File or Separator
- New File
- Each Document

Options Screen

The *Options* screen is for information and will show the attached scanner's installed or available options.

The Barcode, Imprinter and Endorser checkboxes will be ticked if the options are installed.

Option	Description
CC	CC is a special filter option
YG-LED	Will be ticked if the attached scanner is a DR-5020 or DR-5060F
Red/Green/Blue-LED	Will be ticked if the DR-5080c is attached

The View options are values returned by the scanner. The DR-5080c will tick all three checkboxes. The DR-5020 and DR-5060F will return only Black & White and Bi-tonal.

Canon DR-3060, 3080C & 3080CII

The DR-3060, DR-3080c and DR-3080cII are high performance A4 scanners with a maximum scanning throughput of 40 pages per minute. They are all double-sided scanners with automatic paper size and thickness detection. Both scanners incorporate a 100 sheet paper tray.

The DR-3060 supports black & white and 256 level greyscale scanning whilst the DR-3080c supports several modes up to a maximum 24 bit colour. The maximum scanning resolution for both scanners is 300dpi.

Post document endorersers are options which can be added to the scanners.

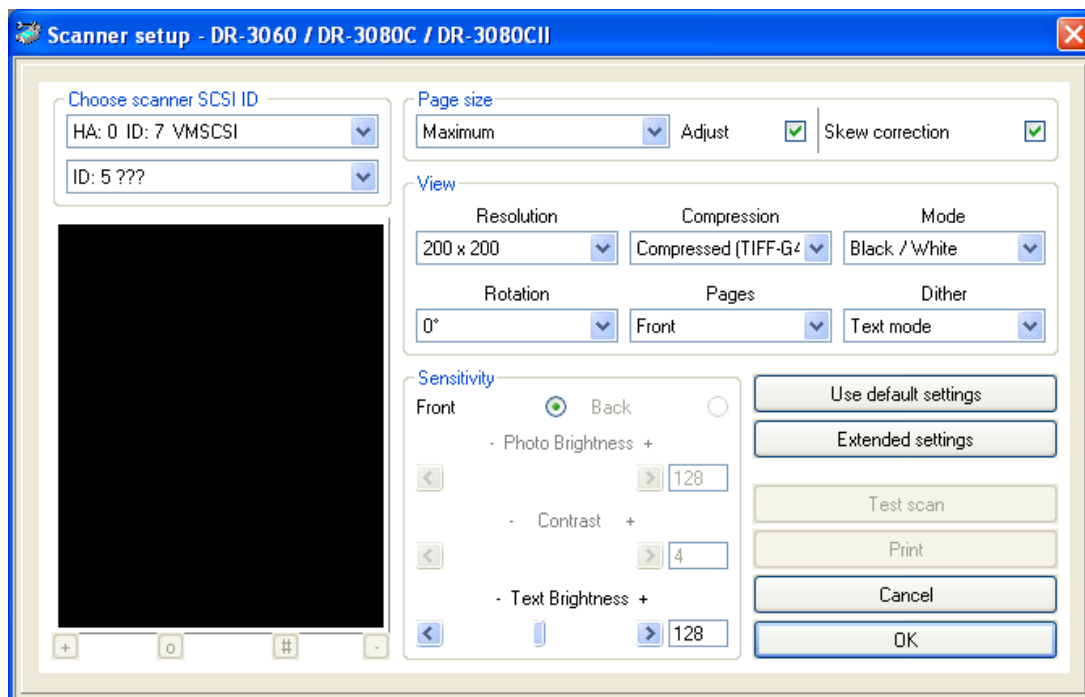
Document specifications are:

- Width 55mm to 257mm
- Length 70mm to 364mm
- Thickness 0.06mm to 0.15mm (0.05 to 0.2mm Manual Feed)

Scanner Configuration

There are many options that can be selected for the scanners, and these are split over different option screens which are selected from ***Scanner Setup***. The most used options are collected together on the first screen displayed when Scanner Setup is selected.

The following screen shows the first screen displayed when choosing ***Scanner Setup*** for the Canon DR-3060, DR-3080C or DR-3080CII.



Page Settings

All three scanners are capable of scanning single or double sided documents, and different settings can be applied for each side of a double sided document. The first option to select is whether to scan single or double sided. Selecting **Front**, **Back**, or **Front/back** scanning from the option on the screen above can do this.

Please note that greyscale and colour scanning is only available for single sided, front page scanning on DR-3060 and DR-3080C.

The **Adjust** option sets the scanner to automatically detect the size of each page scanned, and will adjust the page size to the actual size of the document.

For each side, or both sides of a document, the following options can be set:

Option	Description
Page Size	<p>Select one of the following document sizes:</p> <ul style="list-style-type: none"> • Letter - 8.5 x 11 Inch • Legal - 8.5 x 14 Inch • A4 - 210 x 297 mm • A5 - 148 x 210 mm • A6 - 105 x 148 mm • B4 - 250 x 353 mm (ISO) • B5 - 176 x 250 mm (ISO) <p>If Fit Image is enabled, this setting is disabled</p> <p>Window Page Size Setting:</p> <p>If you select the Window page size option, you can specify an area of the document to be saved. To do this, select Window as the page size, then perform a Test Scan on a sample document. A sizeable box will be overlaid on the image in the Test Scan window. Size the box over the area of the sample document, and the box size and location will then be saved.</p> <p>Please note that when this option is used, only the area of the document inside the box will be saved. All other parts of the scanned document will be discarded.</p>
Resolution	<p>You can select up to one of the following resolutions</p> <ul style="list-style-type: none"> • 200 dpi • 240 dpi • 300 dpi (Dots per Inch) <p>With the above settings the horizontal scan resolution is the same as the vertical resolution.</p> <p>There is also a high speed scanning setting, which has a split resolution. The first figure is the horizontal setting, the second refers to the vertical setting: 300x150</p>
Dither	<p>Use this setting when scanning in black and white mode. This applies error diffusion to simulate greys and half-tones on the scanned document. This is useful when scanning photos.</p>

Modus	<p>This option is used to set the number of colours to be scanned.</p> <p>Black & White</p> <p>The black & white mode scans only in black & white.</p> <p>Greyscale</p> <p>The DR-3060 and DR-3080c support 256 levels of Greyscale</p> <p>Colour</p> <p>Only the DR-3080c supports 3, 6, 12 and 24 bit colour scanning. The larger the bit value selected, the more colour shades will be scanned.</p> <p>Please be aware that greyscale and colour scanning, especially at high resolutions, can result in large file sizes.</p>
Rotation	<p>A document can be scanned and then rotated and saved. The available rotation options are 0°, 90°, 180° or 270°.</p>
Compression	<p>ScanFile SBE will store images in one of four ways:</p> <ul style="list-style-type: none"> • Uncompressed TIFF • Group 4 Compressed TIFF • Jpeg <p>The type of compression and file format you select is dependent upon several factors including the type of document to be scanned, and the type of output required of that document once stored.</p> <p>Uncompressed TIFF: This format will perform no compression on the image data produced from the scanned document, and will result in large file sizes.</p> <p>Group 4 Compressed TIFF: This format will compress the scanned image data, normally by a factor of 10 to 15. This is only used for black & white scanned images. This is a 'lossless' compression format which means that none of the original scanned information is discarded.</p> <p>JPEG (JTIFF): JPEG is a standardised image compression mechanism, which is designed for compressing either full-colour or grey-scale images of natural, real-world scenes. Jpeg is a 'lossy' compression format, which means that data is discarded from the</p>

	original scanned image data to achieve the levels of compression possible. It is possible to vary the amount of data to be discarded, and therefore the quality of the remaining image. ScanFile SBE has various quality levels for Jpeg images which will determine how much data is 'dropped' from the original scanned image, and will radically affect the size of the file produced.
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Skew Correction

This function is a software driver based skew correction facility that can be selected by a checkbox on the main **Scanner Setup** window. Should pages be scanned at an angle through the scanner, and not appear straight when viewing, this option will straighten the page and justify it which will help when performing other actions such as OCR.

Sensitivity

These settings allow you to adjust the brightness and contrast settings for each side of a document to be scanned. Different settings will apply dependent upon whether the document is to be scanned in Text mode or Photo Mode. Photo mode applies error diffusion to simulate rescaling.

Text Mode

In this mode, only the Text Brightness setting can be adjusted. All three scanners have an automatic brightness function built-in, but this can be overridden and manually set if necessary.

When the **Auto** is selected, the scanner will automatically sense the brightness setting required for each page as it is scanned.

The Brightness setting can be any value between 1 and 255, with 1 being the darkest setting, 255 being the brightest. A value of 0 will select Auto brightness. To manually set a brightness value, untick the **Auto** checkbox and select any other value as **Auto** by using the slide bar or typing in a value between 1 and 255.

Photo Mode

In this mode, the Photo Brightness and Contrast settings can be adjusted. All three scanners have automatic brightness and contrast functions built-in, but these can be overridden and manually set if necessary.

When the **Auto** setting is selected, the scanner will automatically sense the brightness and/or the contrast setting required for each page as it is scanned.

The brightness and contrast settings can be any value between 1 and 255, with 1 being the darkest setting, 255 being the lightest. A value of 0 will select auto brightness or contrast. To manually set a brightness or contrast value, untick the **Auto** checkbox and select any other value as **Auto** by using the slide bar or typing in a value between 1 and 255.

Extended Settings

The **Extended Settings** option allows you access to the advanced functions of the scanners. Many settings are available from this option, and these are explained on the following pages.

Several of these settings can affect the quality of the scanned image and they should therefore be used with caution!

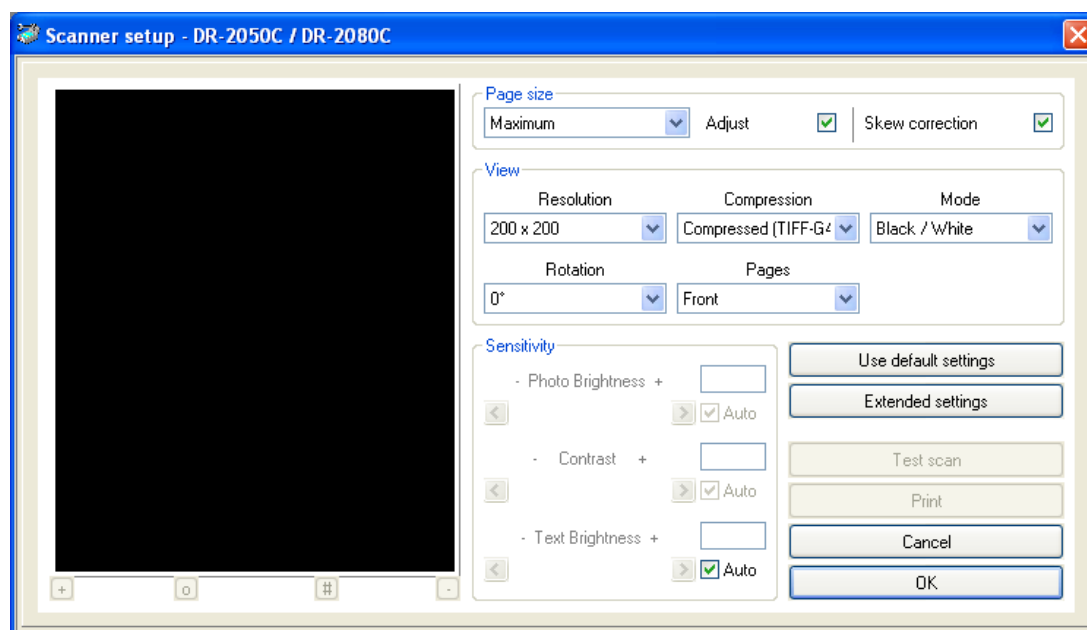
Option	Description
Automatic Page Suppression	This function allows both scanners to ignore unwanted blank pages being scanned. This can be performed for the front and back of a scanned page. To switch this option on click on the relevant activate checkboxes. The levels at which a blank page can be identified can be adjusted by the blackness threshold slide bar, this will help to identify pages with little surface coverage on the page and depending on the levels set will ignore those pages.
Drop Out Colour	<p>This function is only available for the DR-3080c and will disable the scanning of areas of the document of a particular colour. The settings are:</p> <ul style="list-style-type: none">• None: Disables Colour dropout• Red: Will not scan red parts of the document• Green: Will not scan green parts of the document• Blue: Will not scan blue parts of the document <p>Colour Dropout can be disabled for a part of the document by setting values in the Disable Dropout option. This is measured in millimetres, and is applied x mm from the top edge of the scanned image to x mm from the top edge of the image, where x is the value required.</p>

Edge Emphasis	This can be used to emphasise contour lettering, as well as softening scanned images such as photos. This has a valid range of 1 to 5 and can be adjusted by moving the slider bar, or using the arrow keys to increase or decrease the value.
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Canon DR-2050C & DR-2080C

The DR-2050C and the DR-2080C are compact A4 workgroup scanner with a maximum scanning throughput of 20 pages per minute, or 39 images per minute when scanning double sided documents. They support black & white and 256 level greyscale scanning, and 24 bit colour. The maximum scanning resolution is 600dpi.

The following picture shows the DR-2050C and DR-2080C Scanner setup screen.



Setting	Description
Page Size	The ScanFile SBE driver will automatically detect the size of the page being scanned if the Adjust option is selected. If it is not selected, the maximum scan size will be used, and the image may have a black border.

Resolution	<p>The DR-2080C supports resolutions from 100dpi to 600dpi. The resolutions available will be dependent upon the scanning mode selected.</p> <ul style="list-style-type: none"> • Black & White/Greyscale 200-600dpi • 24bit Colour 100-400dpi single/double sided • 600dpi single sided
Compression	<p>ScanFile SBE will store images in one of four ways:</p> <ul style="list-style-type: none"> • Uncompressed TIFF • Group 4 Compressed TIFF • Jpeg <p>The type of compression and file format you select is dependent upon several factors including the type of document to be scanned, and the type of output required of that document once stored.</p> <p>Uncompressed TIFF: This format will perform no compression on the image data produced from the scanned document, and will result in large file sizes.</p> <p>Group 4 Compressed TIFF: This format will compress the scanned image data, normally by a factor of 10 to 15. This is only used for black & white scanned images. This is a 'lossless' compression format which means that none of the original scanned information is discarded.</p> <p>JPEG (JTIFF): JPEG is a standardised image compression mechanism, which is designed for compressing either full-colour or grey-scale images of natural, real-world scenes. Jpeg is a 'lossy' compression format, which means that data is discarded from the original scanned image data to achieve the levels of compression possible. It is possible to vary the amount of data to be discarded, and therefore the quality of the remaining image. ScanFile SBE has various quality levels for Jpeg images which will determine how much data is 'dropped' from the original scanned image, and will radically affect the size of the file produced.</p>
Rotation	<p>A document can be scanned and then rotated and saved. The available rotation options are 0°, 90°, 180° or 270°.</p>

Mode	<p>This option is used to set the number of colours to be scanned.</p> <p>Black & White</p> <p>The black & white mode scans only in black & white.</p> <p>Greyscale</p> <p>Both scanners support 256 levels of Greyscale</p> <p>Colour</p> <p>Both scanner support 24 bit colour scanning. The larger the bit value selected, the more colour shades will be scanned.</p> <p>Please be aware that greyscale and colour scanning, especially at high resolutions, can result in very large file sizes.</p>
Pages	<p>You can select whether to scan single or double sided documents.</p>

Sensitivity

These settings allow you to adjust the brightness and contrast settings for each side of a document to be scanned. Different settings will apply dependent upon whether the document is to be scanned in Text mode or Photo Mode. Photo mode applies error diffusion to simulate rescaling.

Text Mode

In this mode, only the Text Brightness setting can be adjusted. Both scanners have an automatic brightness function built-in, but this can be overridden and manually set if necessary.

When the **Auto** is selected, the scanner will automatically sense the brightness setting required for each page as it is scanned.

The Brightness setting can be any value between 1 and 255, with 1 being the darkest setting, 255 being the brightest. A value of 0 will select Auto brightness. To manually set a brightness value, untick the **Auto** checkbox and select any other value as **Auto** by using the slide bar or typing in a value between 1 and 255.

Photo Mode

In this mode, the Photo Brightness and Contrast settings can be adjusted. Both scanners have automatic brightness and contrast functions built-in, but these can be overridden and manually set if necessary.

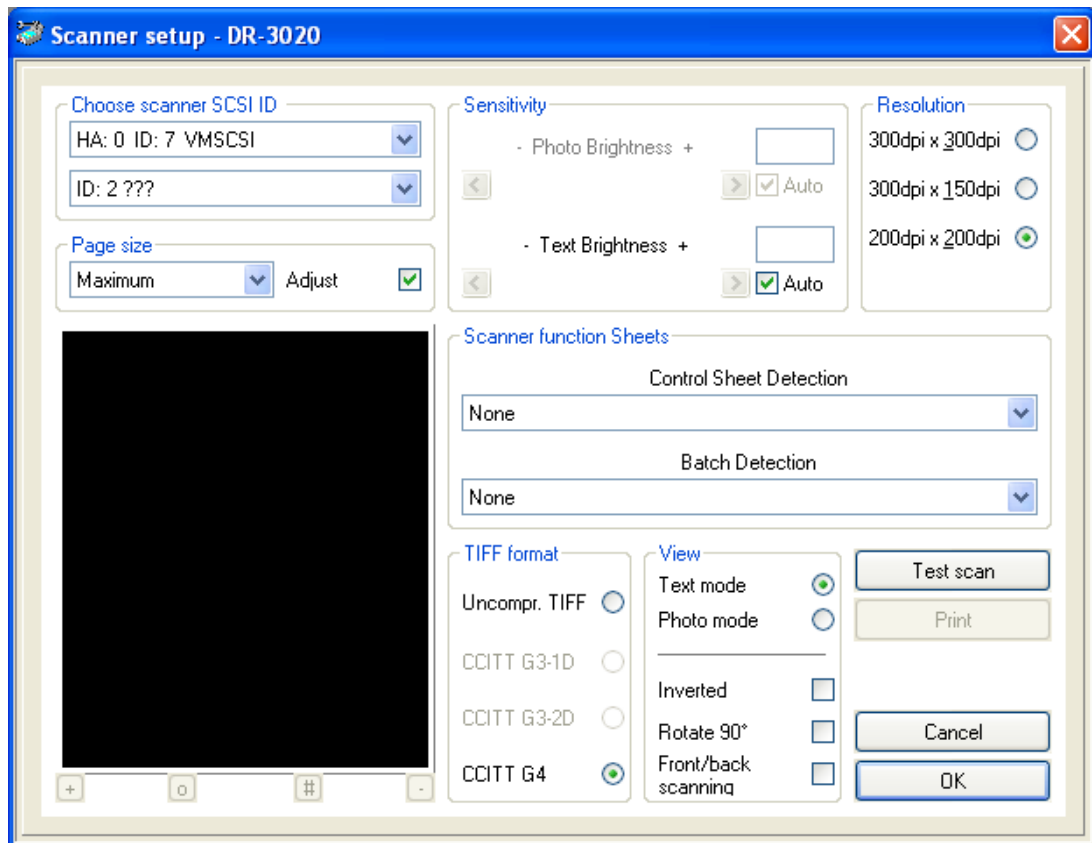
When the **Auto** setting is selected, the scanner will automatically sense the brightness and/or the contrast setting required for each page as it is scanned.

The brightness and contrast settings can be any value between 1 and 255, with 1 being the darkest setting, 255 being the lightest. A value of 0 will select auto brightness or contrast. To manually set a brightness or contrast value, untick the **Auto** checkbox and select any other value as **Auto** by using the slide bar or typing in a value between 1 and 255.

Canon DR-3020

The Canon DR-3020 is a 40 page per minute black & white scanner with automatic paper thickness and size detection, with a maximum paper size of B4. Its automatic document feeder can take up to 100 sheets at a time, and these can be either single or double-sided documents. It has an industry standard SCSI-2 interface. The DR-3020 has a maximum resolution of 300dpi.

To configure the DR-3020 scanning options, ensure that the DR-3020 is set as the default scanner and then click on the **Scanner Setup** button. The following window will then be displayed



Scan Resolution

The Canon DR-3020 has three scan resolutions

- 200x200dpi
- 300x300dpi
- 300x150dpi

The selected scan resolution will affect the quality of the image, and also the scan speed. At a resolution of 300 x 150dpi, scanning single sided documents, the DR-3020 will scan at 40 pages per minute. At 300 x300dpi, scanning double-sided documents will slow the scanner to 11 sheets per minute.

Page Size

The DR-3020 can scan up to A4 size pages. The paper size can be selected from the drop down list. By selecting **Maximum**, and clicking on the **Adjust** option, the DR-3020 will auto detect the paper size.

View Options

These options will affect how the images are stored and displayed. Standard documents will normally be scanned using the **Text Mode**. **Photo Mode** scanning will enhance the document during scanning, and result in better quality scans of pictures. Please note that the Photo mode option will result in larger scanned file sizes.

Documents, by default, are displayed using black text on a white background. The **Inverted** option allows this to be reversed, so that the document is displayed with white text on a black background.

The DR-3020 scans documents in 'portrait' format. For landscape documents, select the **Rotate 90°** option so that they will be displayed in the correct orientation.

When selected, the **Front/Back** scanning option will scan and store both sides of the scanned document. When not selected, only the front side of the document is scanned.

Brightness Controls

The Canon DR-3020 has an automatic brightness function, which should work with most documents. Unticking the **Auto** option, and then selecting the required brightness setting by using the slider bar, or by typing in the brightness value, between 1-255, can override this.

Check Scanner

ScanFile SBE support several check scanners, which can read MICR Coded checks. The following check scanners are supported:

- • TellerScan TS200
- • TellerScan TS300/350
- • TellerScan TS400ES
- • BUIC 1500

Some of the described settings may only apply to certain scanner models.

Resolution

The resolution can be 200x100 dpi or 200x200 dpi. Using 200x100 dpi scanning speed is bigger, but quality is less. The minor quality image is

interpolated to a 200x200 dpi image. Select the resolution which serves your application best.

MICR

The MICR code can be read and stored to index fields of ScanFile SBE folders. Select the relevant MICR type between **CMC7** and **E13B**.

In order to store the MICR information to ScanFile SBE index fields you have to perform a test scan first. Afterwards the check will be displayed in the test scan display window and the adjoining MICR information will be displayed in the text fields below. For each of the different MICR information parts, you can select a ScanFile SBE index field from a drop down list. When scanning checks, the relevant information will then be stored automatically in these fields.

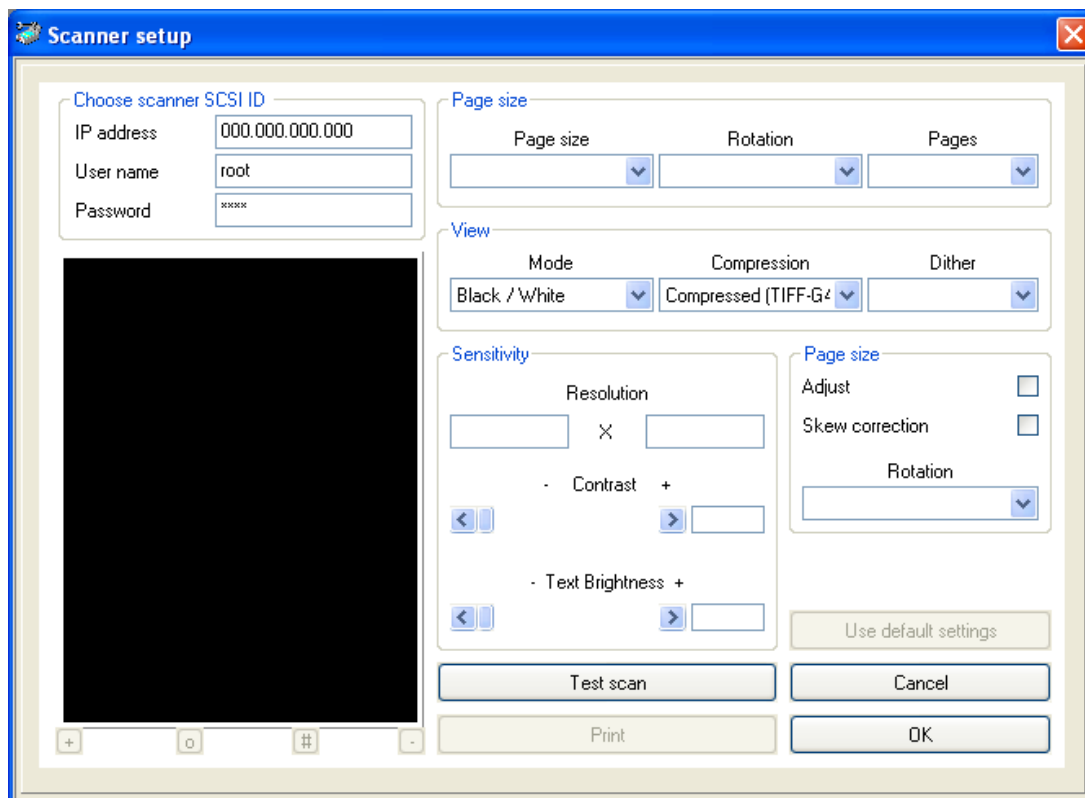
Axis 7000

The **Axis 7000** is a network scan server box that will allow across network scanning with any scanner that is attached and supported by it.

Scanner Configuration

There are many options that can be selected for any scanners attached to the Axis 7000, and these are defined in the **Scanner Setup**. The most used options are collected together on the first screen displayed when **Scanner Setup** is selected.

The following screen dialogue shows the first screen displayed when choosing **Scanner Setup** for the Axis 7000.



The 'Scanner setup' dialog box is divided into several sections. On the left, under 'Choose scanner SCSI ID', there are input fields for 'IP address' (000.000.000.000), 'User name' (root), and 'Password' (xxxx). Below these is a large black rectangular area representing the scanner's output. To the right, the 'Page size' section includes dropdowns for 'Page size', 'Rotation', and 'Pages'. The 'View' section contains dropdowns for 'Mode' (Black / White), 'Compression' (Compressed (TIFF-G4)), and 'Dither'. The 'Sensitivity' section features 'Resolution' (two input fields with an 'X' between them), 'Contrast' (two input fields with a '-' and '+' between them), and 'Text Brightness' (two input fields with a '-' and '+' between them). On the far right, there are checkboxes for 'Adjust' and 'Skew correction', and a 'Rotation' dropdown. At the bottom, there are buttons for 'Test scan', 'Print', 'Cancel', 'OK', and a 'Use default settings' button.

Please note that any settings that are defined for the Axis 7000 are dependant on the scanner that is attached to it. It is not possible to define which scanner is attached to it so the Axis 7000 must only be setup with the settings that are specific to that scanner.

Scanner SCSI ID

To be able to recognise the Axis 7000 Scan Server you must enter its IP Address and the User Name and Password that have previously been configured on the Axis 7000. The correct configuration of the Axis 7000 can be verified using your web browser, please refer to the Axis user manual for details on how to do this.

Page Settings

Any scanners attached that are capable of scanning single or double sided documents can have different settings applied for each side of a double sided document. The first option to select is whether to scan single or double sided, by selecting **Front** or **Front/back** scanning from the **Pages** drop down.

The **Adjust** option sets the scanner to automatically detect the size of each page scanned, and will adjust the page size to the actual size of the document.

For each side, or both sides of a document, the following options can be set:

Setting	Description
Page Size	You can select any Page Size that is supported by the scanner attached, please check the relevant sections of this manual to verify which Page Sizes are available for each scanner.
Resolution	You can select any Resolution that is supported by the scanner attached, please check the relevant sections of this manual to verify which resolutions are available for each scanner.
Dither	<p>Use this setting when scanning in black and white mode. This applies error diffusion to simulate greys and halftones on the scanned document. This is useful when scanning photos.</p> <p>The Inverted option allows you to change from black on a white background, to white on a black background.</p>
Mode	<p>This option is used to set the number of colours to be scanned. You can select any colour mode that is supported by the scanner attached, please check the relevant sections of this manual to verify which colour modes are available for each scanner.</p> <p>Please be aware that greyscale and colour scanning, especially at high resolutions, can result in large file sizes.</p>
Rotation	A document can be scanned and then rotated and saved. The available rotation options are Portrait and Landscape

Compression	<p>ScanFile SBE will store images in one of four ways:</p> <ul style="list-style-type: none"> • Uncompressed TIFF • Group 4 Compressed TIFF • Jpeg <p>The type of compression and file format you select is dependent upon several factors including the type of document to be scanned, and the type of output required of that document once stored.</p> <p>Uncompressed TIFF: This format will perform no compression on the image data produced from the scanned document, and will result in large file sizes.</p> <p>Group 4 Compressed TIFF: This format will compress the scanned image data, normally by a factor of 10 to 15. This is only used for black & white scanned images. This is a 'lossless' compression format which means that none of the original scanned information is discarded.</p> <p>JPEG (JTIFF): JPEG is a standardised image compression mechanism, which is designed for compressing either full-colour or grey-scale images of natural, real-world scenes. Jpeg is a 'lossy' compression format, which means that data is discarded from the original scanned image data to achieve the levels of compression possible. It is possible to vary the amount of data to be discarded, and therefore the quality of the remaining image. ScanFile SBE has various quality levels for Jpeg images which will determine how much data is 'dropped' from the original scanned image, and will radically affect the size of the file produced.</p>
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Skew Correction

This function is a software driver based skew correction facility that can be selected by a checkbox on the main scanner setup window. Should pages be scanned at an angle through the scanner, and not appear straight when viewing, this option will straighten the page and justify it which will help when performing other actions such as OCR.

Sensitivity

These settings allow you to adjust the brightness and contrast settings for each side of a document to be scanned. Different settings will apply

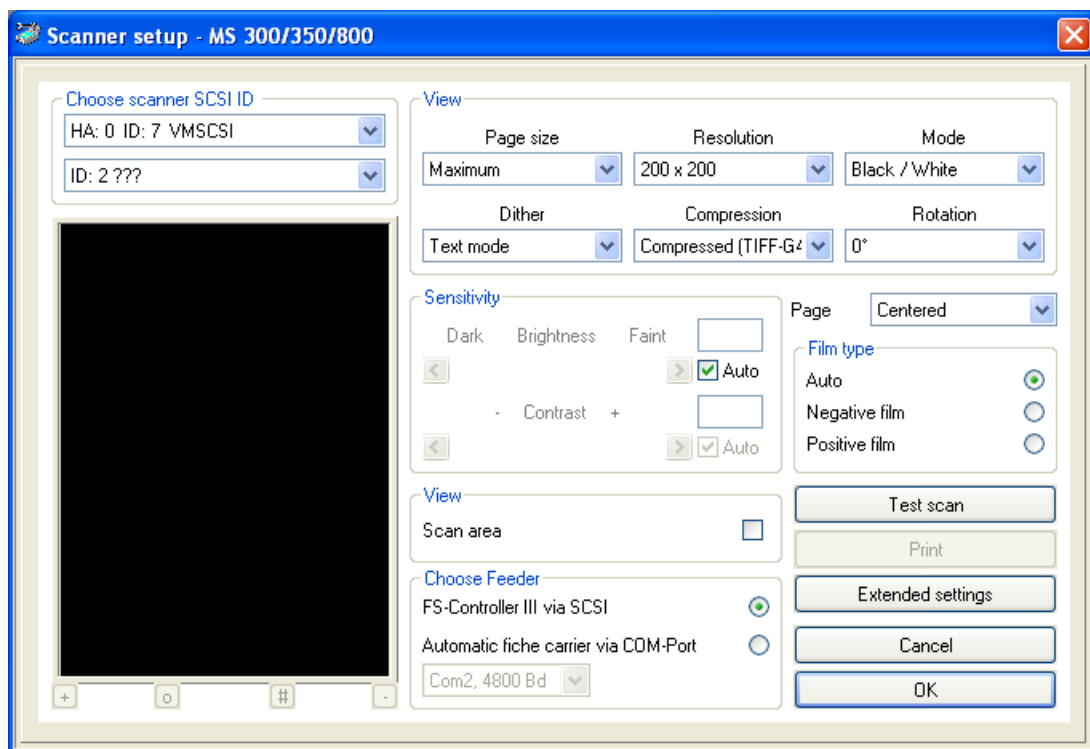
dependent upon whether the document is to be scanned in Text mode or Photo Mode. Photo mode applies error diffusion to simulate rescaling.

Canon MS-300, 350 & 800

The Canon MS300, 350 and 800 microfilm scanners offers high speed and high resolution scanning and provide easy conversion and integration into existing digital environments. Full automatic search and retrieval/scanning functions are available via the optional FS Controller III, where the scanner supports it.

Scanner Configuration

The following screen shows the main settings screen displayed when choosing **Scanner Setup** for the MS-300, MS-350 or MS-800:



Page Settings

A number of options can be set which will affect the size, quality and orientation of the documents being scanned. These are in the **View** section on the **Scanner Setup** screen.

The tables below and on the following pages show the available settings.

Setting	Description
Page Size	<p>Select one of the following document sizes:</p> <ul style="list-style-type: none"> • Letter - 8.5 x 11 Inch • Legal - 8.5 x 14 Inch • A3 - 297 x 420 mm • A4 - 210 x 297 mm • A5 - 148 x 210 mm • A6 - 105 x 148 mm • B4 - 250 x 353 mm (ISO) • B4 - 257 x 364 mm (JIS) • B5 - 176 x 250 mm (ISO) • B5 - 182 x 257 mm (JIS) <p>If Fit Image is enabled, this setting is disabled</p> <p>Window Page Size Setting:</p> <p>If you select the Window page size option, you can specify an area of the document to be saved. To do this, select Window as the page size, then perform a Test Scan on a sample document. A sizeable box will be overlaid on the image in the Test Scan window. Size the box over the area of the sample document, and the box size and location will then be saved.</p> <p>Please note that when this option is used, only the area of the document inside the box will be saved. All other parts of the scanned document will be discarded.</p>
Resolution	<p>You can select one of the following resolutions 200, 300, 400 and 600 dpi (Dots per Inch)</p> <p>With the above settings the horizontal scan resolution is the same as the vertical resolution.</p>

Mode	<p>The scanners support black & white and greyscale scanning</p> <p>Black & White</p> <p>The black & white mode scans only in black & white.</p> <p>Greyscale</p> <p>The scanners support 4, 16 & 256 levels of</p> <p>Greyscale</p> <p>Please be aware that greyscale scanning, especially at high resolutions, can result in extremely large file sizes.</p>
Dither	<p>Use this setting when scanning in black and white mode. This applies error diffusion to simulate greys and half-tones on the scanned document. This is useful when scanning photos.</p>
Rotation	<p>A document can be scanned and then rotated and saved. The available rotation options are 0°, 90°, 180° or 270°.</p>

Compression	<p>ScanFile SBE will store images in one of four ways:</p> <ul style="list-style-type: none"> • Uncompressed TIFF • Group 4 Compressed TIFF • Jpeg <p>The type of compression and file format you select is dependent upon several factors including the type of document to be scanned, and the type of output required of that document once stored.</p> <p>Uncompressed TIFF: This format will perform no compression on the image data produced from the scanned document, and will result in large file sizes.</p> <p>Group 4 Compressed TIFF: This format will compress the scanned image data, normally by a factor of 10 to 15. This is only used for black & white scanned images. This is a 'lossless' compression format which means that none of the original scanned information is discarded.</p> <p>JPEG (JTIFF): JPEG is a standardised image compression mechanism, which is designed for compressing either full-colour or grey-scale images of natural, real-world scenes. Jpeg is a 'lossy' compression format, which means that data is discarded from the original scanned image data to achieve the levels of compression possible. It is possible to vary the amount of data to be discarded, and therefore the quality of the remaining image. ScanFile SBE has various quality levels for Jpeg images which will determine how much data is 'dropped' from the original scanned image, and will radically affect the size of the file produced.</p>
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Sensitivity

These settings allow you to adjust the brightness and contrast settings for each side of a document to be scanned. Different settings will apply dependent upon whether the document is to be scanned in Text mode or Photo Mode. Photo mode applies error diffusion to simulate rescaling.

Text Mode

In this mode, only the Text Brightness setting can be adjusted. All three scanners have an automatic brightness function built-in, but this can be overridden and manually set if necessary.

When the **Auto** is selected, the scanner will automatically sense the brightness setting required for each page as it is scanned.

The Brightness setting can be any value between 1 and 255, with 1 being the darkest setting, 255 being the brightest. A value of 0 will select Auto brightness. To manually set a brightness value, untick the **Auto** checkbox and select any other value as **Auto** by using the slide bar or typing in a value between 1 and 255.

Photo Mode

In this mode, the Photo Brightness and Contrast settings can be adjusted. All three scanners have automatic brightness and contrast functions built-in, but these can be overridden and manually set if necessary.

When the **Auto** setting is selected, the scanner will automatically sense the brightness and/or the contrast setting required for each page as it is scanned.

The brightness and contrast settings can be any value between 1 and 255, with 1 being the darkest setting, 255 being the lightest. A value of 0 will select auto brightness or contrast. To manually set a brightness or contrast value, untick the **Auto** checkbox and select any other value as **Auto** by using the slide bar or typing in a value between 1 and 255.

Feeder Selection

The microfilm scanners MS300/350/800 can use the Canon FS Controller III for automatic film advancement while scanning. Additionally, an automatic fiche carrier is available in some countries.

Scan Area Setting

The MS300 and 350 have an A4 Portrait screen and the MS800 an A3 Landscape screen. On the MS800, the screen can also be separated into two A4 portrait zones or a centred A4 portrait zone. This setting will affect how the documents being displayed are scanned. There are four settings as follows:

Setting	Description
Left	This will scan the left A4 portrait zone
Centred	Scans the Centred A4 zone
Separated	Scans the left and right A4 portrait zones, and stores the two pages separately.

	pages separately.
Overlaid	This mode can scan two A4 portrait halves and combines them in to one A4 portrait. Each half on the A4 Portrait is centred within the left and right A4 portrait zones. The scan from the right zone will be the top half of the page and the bottom half will be from the left zone.

Extended Settings

This option can be used to set whether to use the front panel of the scanner to control scanning, rather than ScanFile SBE itself. E.g. if you selected the option, you have to start the scan process by pressing the green button on the front panel of the MS-800.

FS Controller III

This section describes the setup and initialisation of the scanner with the FS Carrier III. A full description of this will be available in the FS Carrier III manual.

Blip Level	Description
1	Pageblip
2	File – Pageblip
3	Batch - File- Pageblip

	1 Blip	2 Blip	3 Blip	
Shift + F + Store				Return
Password	149	149	149	Return
1 Search Mode				Return
Mode #	5	2	3	Return
Canon Meth	No	No	No	Return
Ser Progr.	8	13	13	Return
Std Blip	Yes	Yes	Yes	Return

Neg. Blip	Yes	Yes	Yes	Return
N/P Key on	No	No	No	Return
Stand Slice	Yes	Yes	Yes	Return
Count Splice	No	No	No	Return
(Set)=#1 DOC	Yes	Yes	Yes	Return
Enable (Auto)	No	No	No	Return
Indexing	---	No	No	Return
Send Address	No	No	No	Return
Input OK	Yes	Yes	Yes	Return
8 X Plus Key				
Exit				Return

Mode	Setting	
Film adjust vertical	SHIFT + ↓ or ↑	Return
Film adjust horizontal	SHIFT + 4 then Yes or No	Return

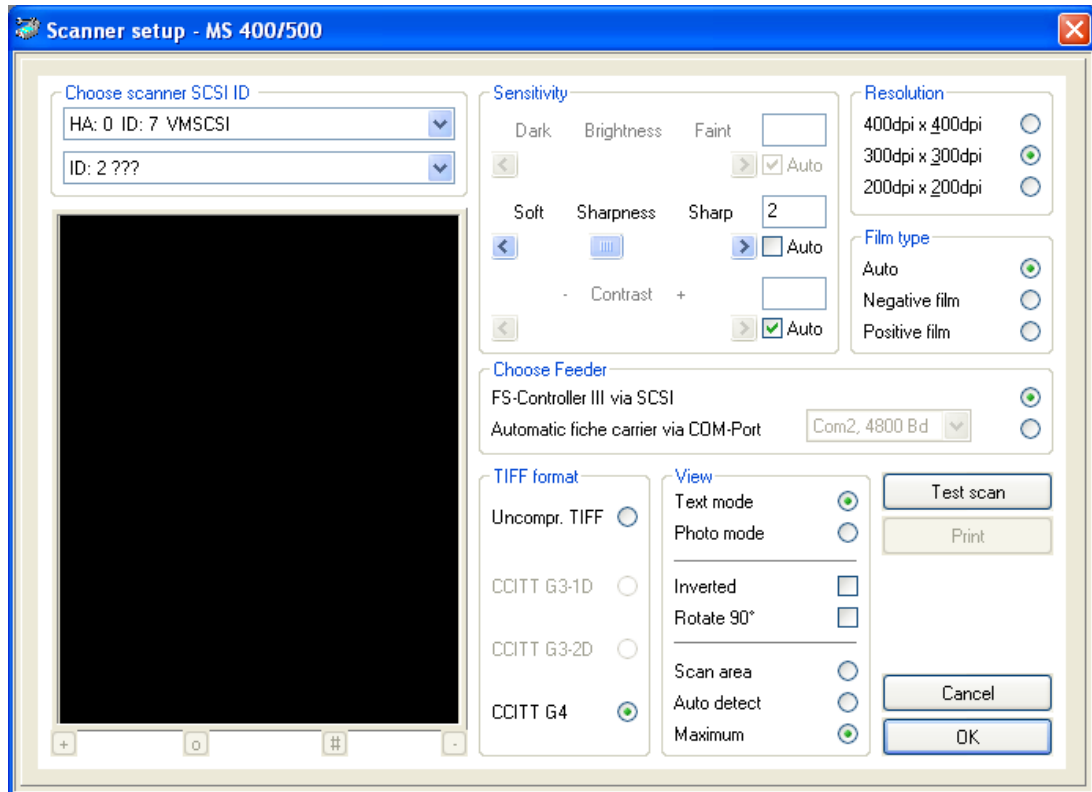
FS Controller III – Scanning with Batch- + File

Shift + F + Store			Return
Password	149		Return
1 Search Mode			Plus Key
2 Machine setup			Return
Trailer stop	No		Return
Mod F&C nstd	No		Return
E/M detect	Yes		Return
Key buffer	No		Return
Face U/D set	No		Return
Face down	Yes	Scan in ascending order	Return
Face down	No	Scan in descending order	Return
Adrs prt set	No		Return
Address prt	No		Return
Japanese MSG	No		Return
Input OK	Yes		Return
7 X Plus Key			
Exit			Return

Canon MS400 & 500

Canon's digital microfilm reader printers have an optional SCSI kit to enable them to be used as PC scanning devices. Two modes are supported – manual or automatic feed scanning. With automatic feed scanning, an FS Carrier III will be required, as well as blipped films.

The maximum resolution of the MS scanners is 400dpi.



Scan Resolution

The MS400 & 500 have three scan resolutions

- 200x200dpi
- 300x300dpi
- 400x400dpi

View Options

These options will affect how the images are stored and displayed. Standard documents will normally be scanned using the **Text Mode**. **Photo Mode** scanning will enhance the document during scanning, and result in better quality scans of pictures. Please note that the **Photo Mode** option will result in larger scanned file sizes.

Documents, by default, are displayed using black text on a white background. The **Inverted** option allows this to be reversed, so that the document is displayed with white text on a black background.

The scanned documents can be rotated 90 degrees clockwise by selecting the **Rotate 90°** option so that they will be displayed in their correct orientation.

Film Type

Use this option to set the type of film loaded into the microfilm scanner. The **Auto** option will automatically detect the type of film loaded.

Feeder

This option allows you to set the type of feeder used on the microfilm scanner. It can be set for the Canon FS Carrier III, or Auto Fiche Carrier. For the Auto Fiche Carrier, the Communication port and baud rate being used must also be set.

Please note that these feeder options may not be available in all countries. Please check with the supplier of the microfilm scanner for availability.

Sensitivity

These settings allow you to adjust the brightness and contrast settings for each side of a document to be scanned. Different settings will apply dependent upon whether the document is to be scanned in Text mode or Photo Mode. Photo mode applies error diffusion to simulate rescaling.

FS Controller III

This section describes the setup and initialisation of the MS400/500 with the FS Carrier III. A full description of this will be available in the FS Carrier III manual.

Mode	Description
I	Page
II	File - Page
III	Batch – File - Page
VII	File – Page

	Mode I	Mode II	Mode III	Mode VII	
Shift + F + Store					Return
Password	149	149	149	149	Return

1 Search Mode					Return
Mode #	1	2	3	7	Return
Canon Meth	Yes	No	No	No	Return
Serge Progr.	31	13	13	10	Return
Ser. Level	1	---	---	---	Return
Std Blip	Yes	Yes	Yes	Yes	Return
Neg. Blip	Yes	Yes	Yes	Yes	Return
N/P Key on	No	No	No	No	Return
Stand Slice	Yes	Yes	Yes	Yes	Return
Count Splice	No	No	No	No	Return
(Set)=#1 DOC	Yes	Yes	Yes	Yes	Return
Enable (Auto)	Yes	No	No	No	Return
Indexing	---	No	No	No	Return
Send Address	No	No	No	No	Return
Input OK	Yes	Yes	Yes	Yes	Return
8 X Plus Key					
Exit					Return

SW103 – with FS Controller III								
1	2	3	4	5	6	7	8	
x	x	x	•	x	x	x	x	On
•	•	•	x	•	•	•	•	Off

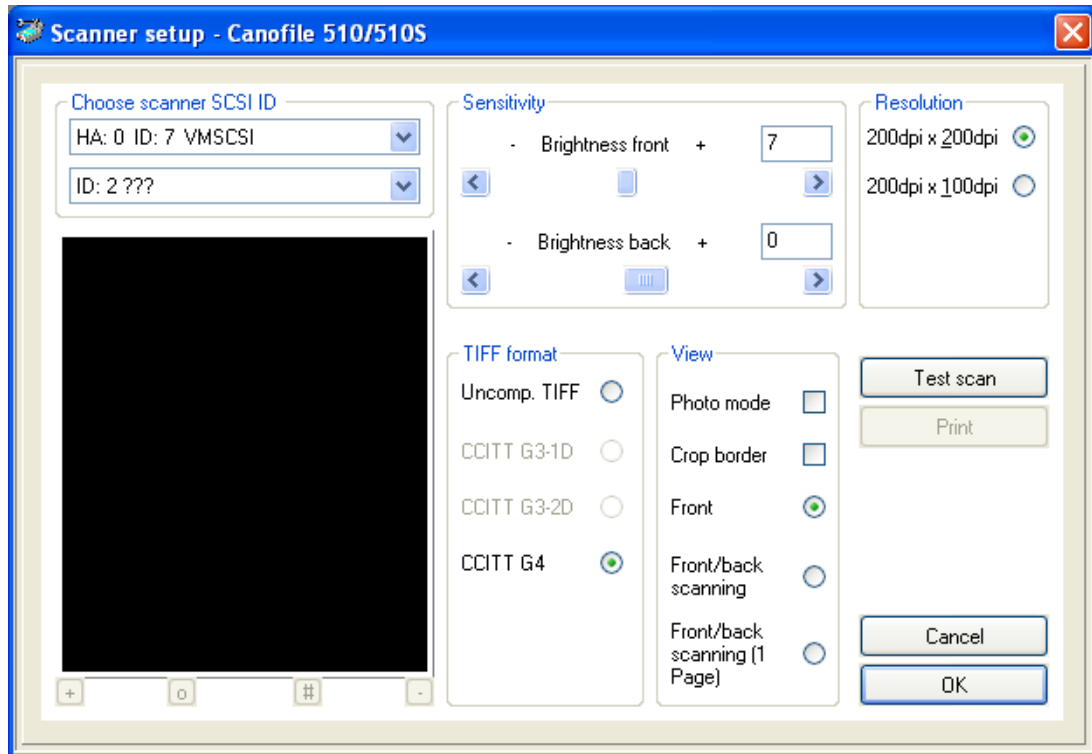
SW103 – Without FilePrint 300								
1	2	3	4	5	6	7	8	
•	x	x	x	x	x	x	x	On
x	•	•	•	•	•	•	•	Off

Mode	Description
Film adjust vertical	SHIFT + ↓ or ↑ then + or -
Film adjust horizontal	SHIFT + 4 then Yes or No then Return

Canon Canofile 510/510S

The Canofile 510 is a standalone electronic filing system with a built-in 50 page per minute double-sided scanner. This has been discontinued by Canon. However, the CF510 has a SCSI connection which enables it to be attached to a PC and used as a scanner. Only certain CF510s can be used as scanners, so please check with Canon to ensure compatibility.

The screen below shows the scanner setup for the Canofile CF510 and Canofile CF510S.



Scan Resolution

The CF510 has two scan resolutions

- 200 x 100 dpi
- 200 x 200 dpi

View Options

These options will affect how the images are stored and displayed. Standard documents will normally be scanned using the **Standard Mode**. **Photo mode** scanning will enhance the document during scanning, and result in better quality scans of pictures. Please note that the **Photo Mode** option will result in larger scanned file sizes.

Each document scanned by the CF510 will have a Black border up to the maximum paper size of the CF510 scanner. Choosing the **Crop Border** option removes this border.

The CF510 has a double-sided scanner, this can be set to scan the front of a document only or both sides of a document. For double-sided scanning there are two options. **Front/Back** scanning will place each side of the document into a separate page. Choosing **Front/Back One Page** will result in both sides of the document being stored as one image.

Brightness Controls

The scan brightness settings can be adjusted manually to suit the documents being scanned. Alternatively, the **Auto** option can be used to allow the scanner itself to determine the optimum setting.

TWAIN

ScanFile SBE has support for TWAIN compliant devices. TWAIN is an open standard device driver for scanners, and any scanner supplied with a TWAIN device driver should work with software applications supporting the TWAIN standard.

The scanner settings for TWAIN devices are set directly within the TWAIN device driver itself. The TWAIN interface will be displayed when scanning is started from ScanFile SBE, whereupon the scanner settings can be applied.

When selecting **Scanner Setup** from the **Options** menu, the TWAIN setup screen will be displayed. From this screen you can select whether the TWAIN device driver interface will be displayed, and therefore whether you can change the current settings. If you choose not to display the screen the scanner will immediately start scanning.

If the scanner is a double-sided device, choosing the **Use duplex** mode will set the scanner to double sided scanning.

Some TWAIN scanners have built-in image compression capabilities to reduce the amount of information sent between the scanner and the PC. If the scanner has this capability, it can be selected by choosing the **Use Compressed Transmission** option.

Kofax

Kofax manufacture specialist image processing boards for PCs to allow them to support high-speed scanners from companies such as Bell & Howell and Kodak. A TWAIN driver is available for the KOFAX scanner.

Maintenance

Overview

Built in to ScanFile SBE are utilities that will assist you if you experience problems with any of your folders or libraries. For this case ScanFile SBE offers following functions to maintain and repair folder and libraries.

*The functions **do not replace** a regular backup. You should always take regular backups of all your ScanFile SBE folders and libraries to prevent loss of data.*

Maintain Folder

This utility is available from **File -> Maintain Folder**. ScanFile SBE will check a folder for any errors within the database and for missing or corrupt document files. If any incorrect index records or records pointing to missing document files are found, a record of these will be written to the file **Error.log**, which is created in the PC's TEMP directory.

Problems such as these can occur if the PC was switched off during scanning or deleting, if the hard disk became full or corrupt, or if document files have been deleted from the ScanFile SBE folder from outside of ScanFile SBE.

Unfortunately, there is not a way to automatically correct such problems, and therefore the concerned index records will have to be deleted, and the documents rescanned.

The Maintain folder utility may take some time to run but it is strongly recommended before writing a folder to archive write-once devices.

Repair Folder

If you experience a problem when trying to open a folder, you will be prompted to run the **Repair folder** utility. You can select this option from the **File -> Repair Folder** menu. This will attempt to repair and compact the folder database. Over time, the database may become fragmented on the hard disk, which will affect its performance. Compacting the database will rewrite it to a single area of the hard disk, and will also free any unused space in the database caused by deleted records. In most cases, running this utility should resolve problems with the folder.