

Vina Bullet Scan Manager

User's Manual

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1. Installing the BulletScan Manager

Minimum System Requirements

- Microsoft Windows XP/Vista/7
- 1.2 GHz CPU or greater *
- 512 MB RAM for Windows XP (2+ GB RAM recommended)
- 1 GB RAM for Windows Vista and 7 (2+ GB RAM recommended)
- 500 MB available on the Hard Drive for complete software installation
- USB 2.0 Port
- CD-Rom drive
- Display supporting full color (32 bit) at 800 x 600

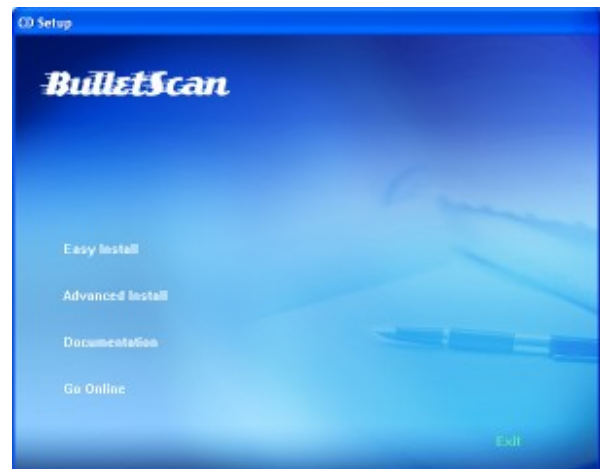
* File conversion speeds and OCR performance are linked to CPU speed. The faster your processor, the better your results.

BulletScan Manager provides you an easy way to scan your document and then link the scanned image to your designated software application. All this can be done with a simple touch of the button on the scanner. Installing the BulletScan Manager is easy. Please follow these steps:

Note:

To ensure the scanner buttons work properly, please install the scanner driver and BulletScan Manager **FIRST** before connecting the scanner.

1. Insert the supplied CD into your CD-ROM drive. The following installation graphic appears. If not, browse to your CD drive and double-click "Setup.exe".
2. Click "Easy Install" to have all of the standard software including BulletScan Manager installed automatically for you.
3. The InstallShield wizard appears to guide you through the rest of the installation. The default options should be ideal for your usage.



2. Scanning From the Button

With the single press of the Scan button on your scanner, your document will be scanned, converted, processed, and sent to the designated application. Before you start scanning, you may wish to check the button configurations first to ensure you get the results you expect.

2.1 The Default Button Settings

The scanner is shipped with preconfigured button settings for your basic scanning tasks such as scan-to-folder, scan-to-email, or scan-to-printer. The following table shows these factory default settings. You can change any of these settings.

Button Number	Name	Destination Application	Preset Scan Settings
1	B&W PDF	NewSoft Presto! PageManager	Normal Size Documents, PDF, 8.5" x 11"
2	Color PDF	NewSoft Presto! PageManager	Normal Size Documents in color, PDF, 8.5" x 11"
3	Google Docs	Google Docs	Normal Size Documents, PDF, 8.5" x 11"
4	Email	Default Windows Mail Application	Normal Size Documents, PDF, 8.5" x 11"
5	BizCard	NewSoft Presto! Bizcard	Business Card, BMP, Autocrop
6	Print	Default Printer	Normal Size Documents, 8.5" x 11"
7	Storage	Save and launch nothing	Autodetect Color and Size, PDF, 8.5" x 11"
8	Storage	Save and launch nothing	Black and white text document, PDF, 8.5" x 11"
9	Storage	Save and launch nothing	Black and white text document, PDF, 8.5" x 11"

Note:

These default settings will depend on the software that you have installed. If the ABBYY OCR engine is not installed, the PDF and editable text options will be removed.

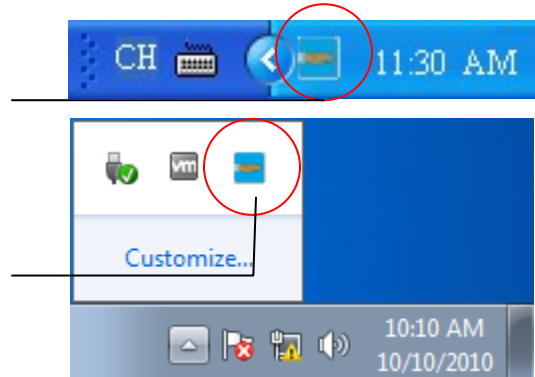
By default your scans will be stored in the My Documents\BulletScan folder, with a subfolder for whichever application you have selected.

2.2 Checking the Button Configurations

1. After the BulletScan Manager and the scanner driver have been successfully installed on your computer, whenever the scanner is ready and connected the status light will be a solid blue and the BulletScan Manager icon will be displayed in the Windows System Tray at the bottom right corner of your computer screen.

BulletScan Manager icon
on Windows XP

BulletScan Manager icon
on Windows Vista/7



2. From the Start Menu->Programs->BulletScan select BSM Configuration.

Or

Right-click the BulletScan Manager icon. Choose Configuration when the pop-up menu is displayed.



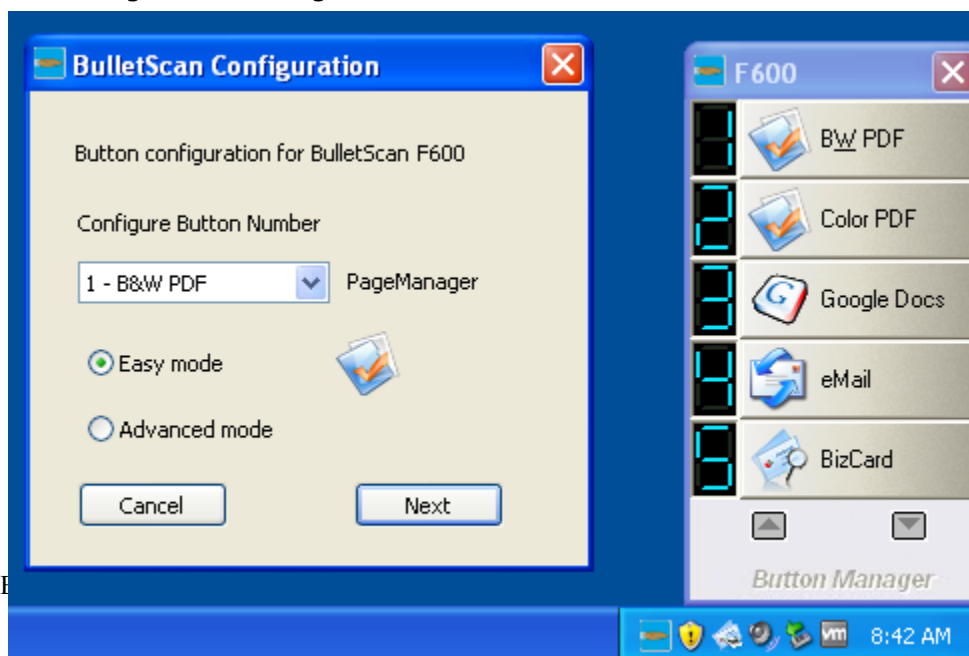
Or

Left-click the BulletScan Manager icon to prompt the following BulletScan Button Panel and right-click on the button number that you wish to change

3. Both the Configuration Dialog and the Button Panel should now be open, as seen below:

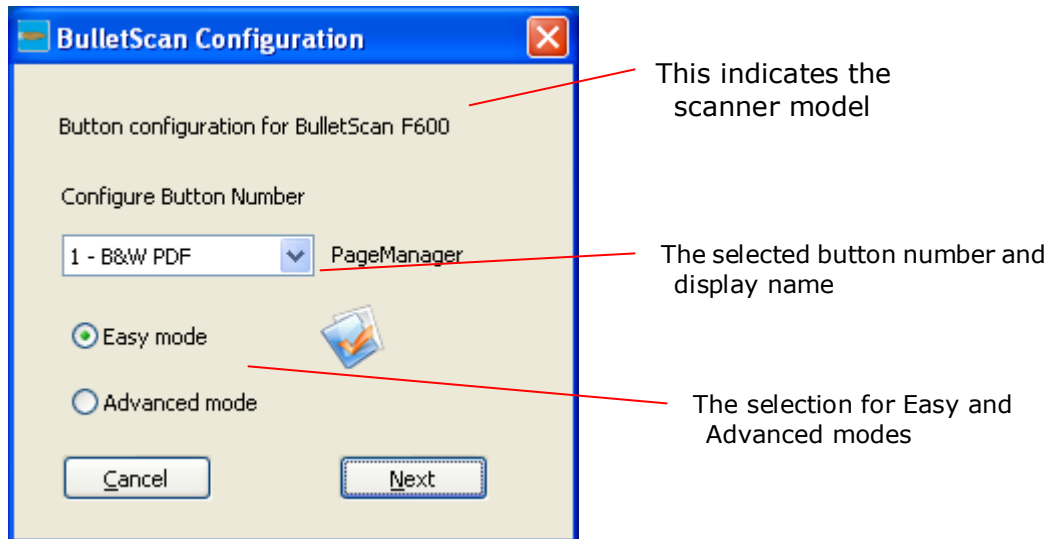
Configuration dialog

Button Panel



The BulletScan Configuration dialog box will either start with button #1 selected or the button number on the Button Panel you right-clicked on.

The BulletScan Configuration dialog box



4. The BulletScan Configuration dialog box allows you to control your button settings in either Easy mode or Advanced mode. The Easy Mode allows you to choose simple settings, like what are you scanning, where's it going, and what format it uses. From the Configuration dialog window, choose the button number you want to change and hit Next.

The button number and friendly name.

The destination application. (This is the application that opens after you have finished scanning.)

The scan settings for the selected button. (in this case button #1).

Folder and file name for the scanned image

The file format of the scanned image.

BulletScan Easy Configuration

Easy Configuration Mode for Button: 1 B&W PDF

Scan Destination

- Print
- MSPaint
- Google Docs
- eMail
- notepad
- Wordpad
- PageManager
- BizCard

Scan Preferences

What is being scanned: Normal Size Documents

What size: US Letter - 8.5" x 11"

Scan which side: ☒ Front Side ☐ Both Sides

Saving

Folder: C:\Documents and Settings\Administrator\My Documents\B Browse...

☐ Select at Scan Time

Name: Scan<####> Naming Options

☐ Select Name When Finished

File Format: Multi-Page PDF ☐ Ask for more pages when empty

Back Apply Finish

The default settings for the buttons are in section 2-1.

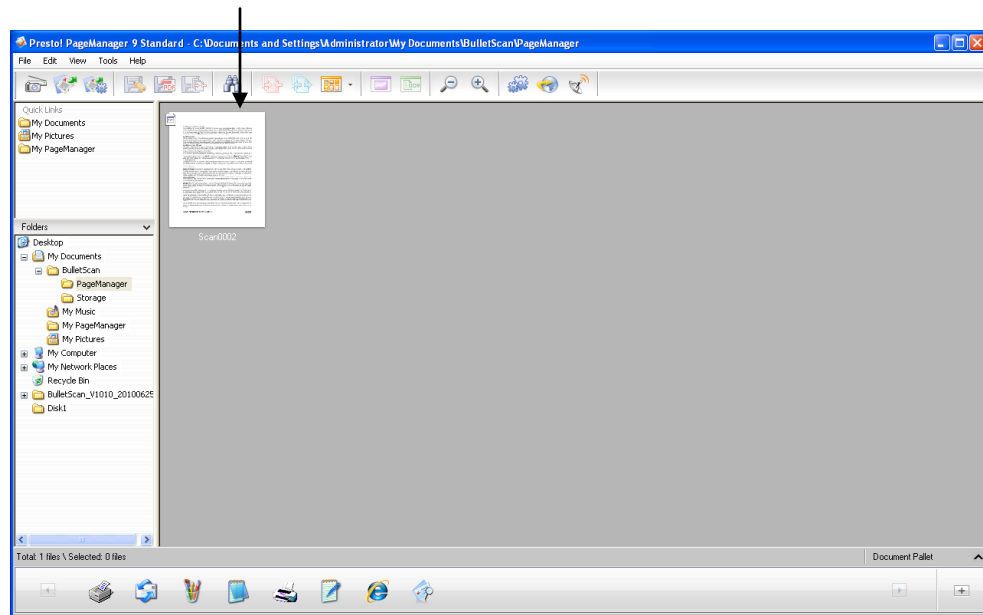
5. After changing the settings to your liking, click the Finish button to save your settings and close the dialog box.

Important:

If the BulletScan button icon has not been displayed in the Windows System Tray after installing the BulletScan Manager, simply press the Scan button on the scanner. The BulletScan button icon will then be displayed on the right corner of the Windows System Tray.

2.3 Scanning From A Single Touch of the Button

1. Adjust the paper guide for the width of paper and load the documents with their tops into the automatic document feeder. For the F200, the documents face up, all other BulletScan models should have the documents loaded facing down.
2. Check the number on the scanner to ensure if you are selecting the proper scan settings and destination application. (For example, if you want to scan with button #1 which creates a PDF and opens PageManager to display it, the scanner display or knob should point to #1).
3. Press the Scan button on scanner.
4. After the scanning is finished, PageManager will be launched and the scanned image appears in the main window of PageManager as below.



3. Configuring the Buttons

The BulletScan Manager allows you to customize the buttons, including scan profiles, destination applications, and how files are stored and named.

3.1 A Glance at the BulletScan Easy Configuration dialog box

The BulletScan Easy Configuration dialog box allows you to control the basic settings for the buttons.

The button number and friendly name.

The destination application. (This is the application that opens after you have finished scanning.)

The scan settings for the selected button. (in this case button #1).

Folder and file name for the scanned image

The file format of the scanned image.

The screenshot shows the 'BulletScan Easy Configuration' dialog box. It has a blue title bar with the application icon and name. The main area is divided into several sections. At the top, 'Easy Configuration Mode for Button' is set to '1' and 'B&W PDF' is selected. Below this is the 'Scan Destination' section, which contains a list of applications: Print, MSPaint, Google Docs, eMail, notepad, Wordpad, PageManager (highlighted), and RicCard. To the right of this list is a folder icon. Below the 'Scan Destination' section is the 'Scan Preferences' section, which includes 'What is being scanned' (Normal Size Documents), 'What size' (US Letter - 8.5" x 11"), and 'Scan which side' (Front Side selected, Both Sides unselected). Below 'Scan Preferences' is the 'Saving' section, which includes 'Folder' (C:\Documents and Settings\Administrator\My Documents\B), 'Name' (Scan<####>), and 'File Format' (Multi-Page PDF). There are also checkboxes for 'Select at Scan Time', 'Select Name When Finished', and 'Ask for more pages when empty'. At the bottom are 'Back', 'Apply', and 'Finish' buttons. Red lines with text labels point to various parts of the dialog box: 'The button number and friendly name.' points to the 'Easy Configuration Mode for Button' dropdown; 'The destination application. (This is the application that opens after you have finished scanning.)' points to the 'Scan Destination' list; 'The scan settings for the selected button. (in this case button #1).' points to the 'Scan Preferences' section; 'Folder and file name for the scanned image' points to the 'Folder' and 'Name' fields; and 'The file format of the scanned image.' points to the 'File Format' dropdown.

The default settings for the buttons are in section 2-1.

3.2 Choosing New Settings from the Easy Mode

For each button, you can control the Destination Application, Scan Configuration (What is being scanned), and File Format from the Easy Configuration mode.

Click the dropdown to configure a different button number

Choose the destination to send the scanned image. When you change the destination, the File Format and Folder will update.

Choose a how the scan will be performed

Select the folder the file will be saved in, and select the naming pattern.


Select the file format for the scanned image.

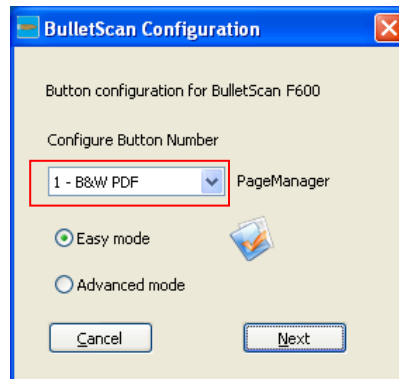
The screenshot shows the 'BulletScan Easy Configuration' dialog box. It has a title bar with a close button. The main area is divided into several sections:

- Easy Configuration Mode for Button:** A dropdown menu set to '1' and a text box containing 'B&W PDF'.
- Scan Destination:** A list box containing 'Print', 'MSPaint', 'Google Docs', 'eMail', 'notepad', 'Wordpad', 'PageManager' (selected), and 'RizCard'. To the right is a folder icon.
- Scan Preferences:** A section with two columns. The left column has 'What is being scanned' (dropdown set to 'Normal Size Documents') and 'What size' (dropdown set to 'US Letter - 8.5" x 11"'). The right column has 'Scan which side' with radio buttons for 'Front Side' (selected) and 'Both Sides'.
- Saving:** A section with 'Folder' (text box showing 'C:\Documents and Settings\Administrator\My Documents\B' and a 'Browse...' button), a checkbox for 'Select at Scan Time', 'Name' (text box showing 'Scan<####>' and a 'Naming Options' button), and a checkbox for 'Select Name When Finished'.
- File Format:** A dropdown menu set to 'Multi-Page PDF' and a checkbox for 'Ask for more pages when empty'.

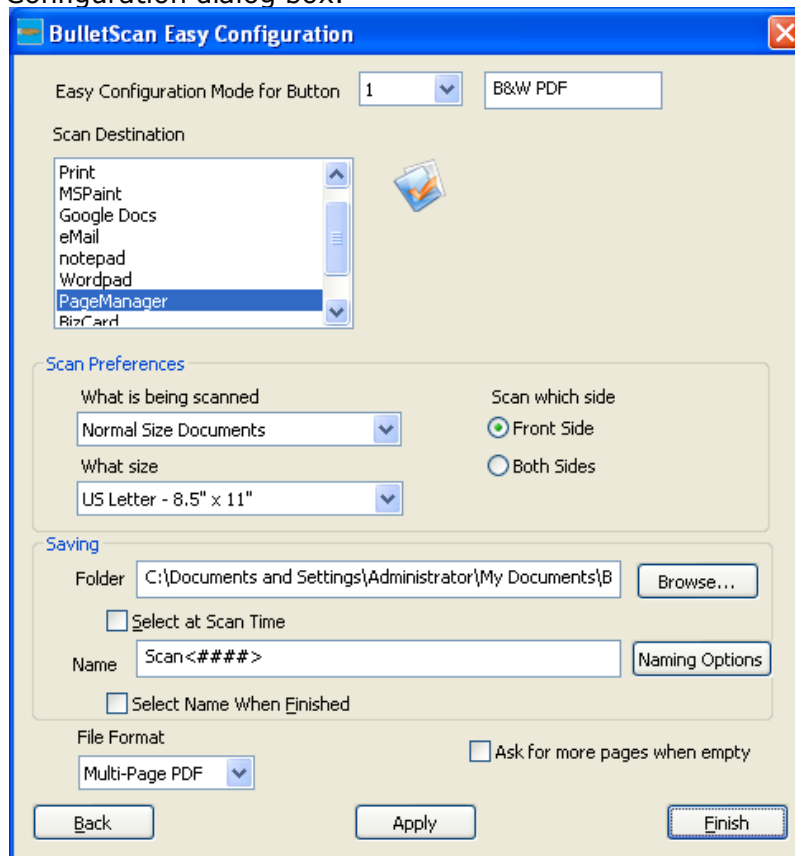
At the bottom are three buttons: 'Back', 'Apply', and 'Finish'. Red lines with arrows point from the text annotations on the left to specific elements in the dialog box.

To choose new settings for a button,

1. Right click the BulletScan Button icon () in the system tray at the bottom right corner of the screen. Click Configuration on the popup menu.
2. The BulletScan Configuration dialog box appears. Click the dropdown menu to choose the button number you want.



3. Choose Easy mode and then click the Next button to go to the BulletScan Easy Configuration dialog box.



4. From the Scan Destination list, select the application to send the scanned image to. (see section 3.2.1)
5. From the Scan Preferences section, select What is being scanned (document type), which sides to scan (if this is a duplex scanner), and What size of image will be scanned. (see section 3.2.2)
6. From the Saving section, enter the folder path or browse to the folder to select your desired folder. Type in your desired file name. (see section 3.2.3)
7. From the File Format option, select a proper file format supported by the selected application. (see section 3.2.4)
8. Click **Finish** to save your settings and close this window.

3.2.1 The Scan Destination Option

The BulletScan Manager will automatically detect your compatible destinations and make them available. You should see the following types of applications as destinations:

- **Category**
 - Example application
- **Email**
 - Microsoft Outlook
 - Microsoft Outlook Express
- **Remote Applications**
 - Google Docs
 - Evernote
 - YouSendIt
- **Printers**
 - All printers and fax devices detected by Windows
- **Document Management**
 - NewSoft Presto! PageManager
- **Business Card Readers**
 - NewSoft Presto! Bizcard
- **PDF Viewers and Editors**
 - Adobe Acrobat Reader, Standard, and Professional
 - iBooks for iTunes
- **Text Editing Applications**
 - Microsoft Word
 - Microsoft WordPad
 - Microsoft Notepad
- **Image Viewers and Editors**
 - Microsoft Paint
 - Adobe Photoshop
 - Irfanview

If your application is installed, but not automatically detected, you can manually add the application. See section **3.3.1 Adding a New Software Application** for more details.

Important!

You need to install BulletScan OCR Engine in order to use any of the PDF or Text Editing applications. This is installed automatically as part of the Easy Installation.

3.2.2 The Scan Preferences Option

Scan Preferences include the following options.

■ What is been scanned:

BulletScan Manager provides the following default scan profiles for your various applications.

Profile Name	DPI	Scan Mode	Page Size
Normal Size Documents	200	BW	Letter
Normal Size Documents in Color	150	Color	Letter
Legal Size Documents	200	BW	Legal
Mixed Size Documents	200	BW	Auto
Autodetect Color and Size	200	Auto Color	Auto
Business Card	300	Gray	Auto
Business Card in Color	300	Color	Auto
Color Photo	200	Color	Auto
Color Photo - High Quality	400	Color	Auto
Color Photo - Very High Quality	600	Color	Auto

Note:

Other scan settings shared by all profiles include Auto-Straighten: Yes, Edge Cleanup: Yes, Color Dropout: No, Duplex: No.

■ What size:

Choose your ideal scan size. **Choice:** None, US Letter- 8.5"x 11", US Legal – 8.5" x 14", ISO A4 – 21 x 29.7 cm, ISO A5 – 14.8 x 21 cm, ISO A6 – 10.5 x 14.8cm, ISO A7 – 7.4 x 10/5 cm, ISO B5 – 17.6 x 25 cm, ISO B6 – 12.5 x 17.6 cm, ISO B7 – 8.8 x 12.5 cm, JIS B5 – 18.2 x 25.7 cm, JIS B6 – 12.8 x 18.2 cm, JIS B7 – 9.1 x 12.8 cm.

Note: Some options may be restricted when scanning off the flatbed for scanners that have that option.

■ Scan which side:

Choose the side of document you wish to scan. You will not have the option to choose Both Sides if you do not have a duplex model. **Choice:** Front Side, Both Sides

3.2.3 The Saving Options (Easy)

■ Folder:

Enter the path or click Browse to select the path for your scanned image. Default: C:\Document and Settings\<username>\My Documents\BulletScan\<Program Name>

■ File Name:

The filename consists of text, and special naming options that automatically generate a name. The tokens are always in the <> type brackets.

To see the available naming options, click on the "Naming Options" button. To insert an option, click on it in the displayed list.

When a scan is performed, these options are automatically converted to their actual values at scan time.

For example, the default setting of "Scan<####>" will be converted to Scan0001 for the first scan, Scan0002 for the second, and so on.

You may change the default name in the box, although it is recommended that you use a counter or a unique identifier so that no two output files will have the same name. You may also check the option "Select name when finished" to enter the file name when scanned job is finished.

The following naming options are available for use:

Naming Option	Output Name
#	Numbered Counter
YYYY	Current Year, 4 digits
YY	Current Year, 2 digits
MM	Current Month, 01-12
DD	Current Day, 01-31
HH	Hour, 1-24
hh	Hour, 1-12
mm	Minute, 00-59
ss	Second, 00-59
B	Barcode from document
U	Current User's name
C	Computer Name
MMDDYYYY	Month, Day, and Year

3.2.4 The file format options

Each destination application typically can only open certain file formats. Depending on the application you select, the available formats will automatically change.

Choose your preferred file format for the current button number. **Choices includes BMP, GIF, JPEG, Single-page TIFF, Multipage TIFF, Single-page PDF, Multipage PDF, RTF, TXT, DOC.**

If the ABBYY OCR engine is not installed, the options for PDF, Multi PDF, RTF, TXT, and Doc will not be available.

Image Format notes:

For all formats that have additional controls over quality, compression, or processing type, these functions are accessible in the Advanced mode for your button.

BMP:

BMP is the standard Windows image format on DOS and Windows-compatible computers. The BMP format is not compressed and will usually create large files. It is not commonly used as a final format to save your files.

PDF:

PDF (Portable Document Format) is the most commonly used file format for scanned documents. You can view PDF files using PageManager, Adobe Acrobat, Adobe Reader and most eBook readers. There are 3 types of processing you can choose for PDF:

Mode	Use	Advantage
Image Only	Saving only the image in a PDF format	fastest
OCR with Text replacement	For high resolution document scans with mixed text and picture content	smaller output files when there is mixed content
Searchable PDF - Text under image	Best option for most uses	retains original look and feel, but is also fully text searchable

If you wish to create change the processing used, go to the Advanced menu for the desired button number, click the Properties button and choose the OCR processing mode you prefer.

TIFF:

TIFF (The Tagged-Image File Format) is a flexible image format supported by many paint, image-editing, and page-layout applications. Tiff images support different compression types for color and for black and white images.

Virtually all desktop scanners can produce TIFF images, but this format has largely been replaced by PDF.

JPEG:

JPEG (Joint Photographic Experts Group) compression provides the best results with continuous-tone color and the smallest file size. To change the compression level, click the Properties button. Adjust the slider to increase or decrease the level of compression. Note the greater the compression level, the lower image quality.

GIF:

GIF (Graphics Interchange Format) is an older format that is used in some specific applications. It is a lossless format, but only supports a limited color depth. The following table gives you an idea of file size v.s. file format

To scan an 8.5" by 11" color image in 200 dpi,

File Format	BMP	TIFF	PDF	JPEG	GIF
File Size	10M	1.2MB	53KB	212KB	1.3MB

■ Ask for more pages when empty

Check this box to perform continuous (multi-stack) scan. After all pages are scanned, a dialog box will appear to ask you if you wish to scan more pages.

■ Save Settings:

Click this button to save all the settings in the BulletScan Easy Configuration dialog box.

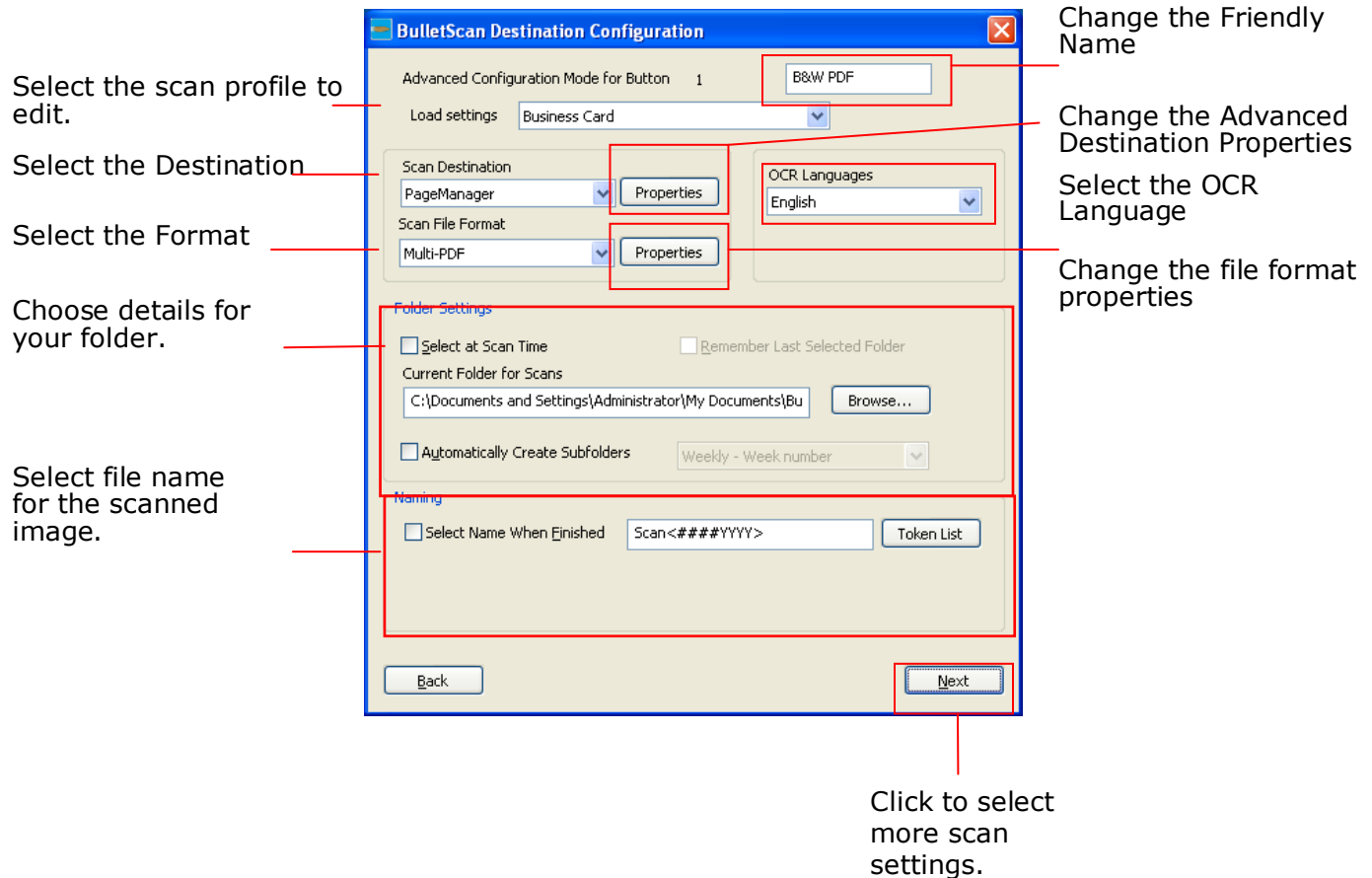
■ Finish:

Click this button to close the BulletScan Easy Configuration dialog box.

3.3 Settings in Advanced Mode

3.3.1 BulletScan Destination Configuration dialog

BulletScan Advanced Mode (BulletScan Destination Configuration) dialog box allows you to have greater control over the scan process, including OCR features and compression features, file name, and advanced scan settings.



3.3.1.1 Scan Destination

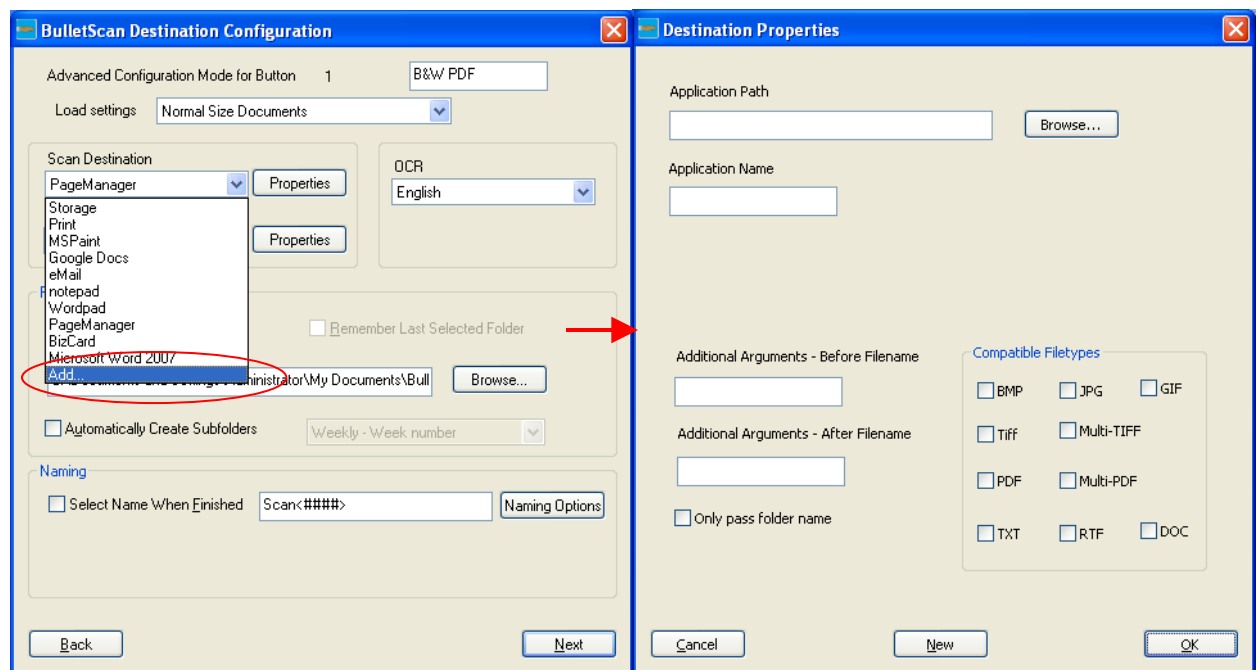
The Scan Destination dropdown list contains all of the currently valid scan destinations. See section 3.2.1 for more information.

3.3.1.2 Adding A New Destination Application

The BulletScan Button Manager allows you to add your own software applications as a destination for your scanned image.

To add a new destination application:

1. Go to the Advanced Mode configuration for any button number.
2. From the BulletScan Destination Configuration Window, click the Scan Destination dropdown list, and select **Add from the list**. A blank destination properties dialog box will open.



2. From the Add Application dialog box, follow these steps.

Step 1: Enter the Application Path or browse to the new application.

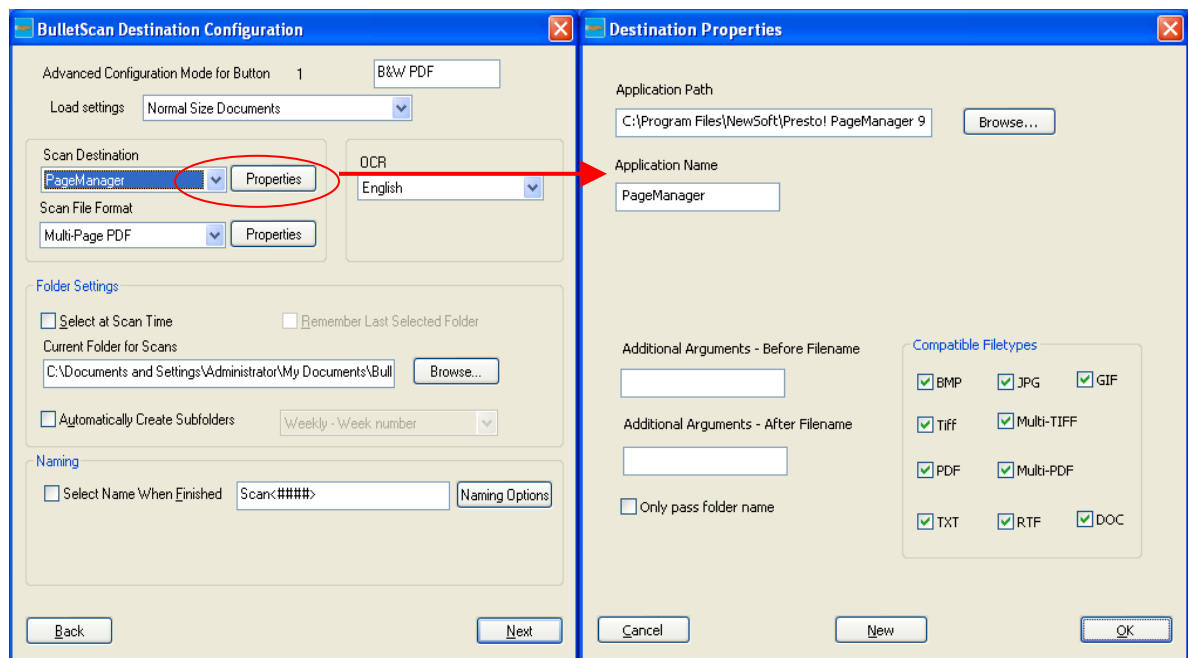
Step 2: Name the application. This is the name will be shown in the Scan Destination list.

Step 3: Select at least one file format supported by the application and click Add to complete.

3. The new application will then be shown in List of Scan Destinations.

3.3.1.3 Advanced Destination Properties

In the BulletScan Manager Advanced mode there is an extra button that allows you to configure additional settings for the Scan Destination.



From the Destination properties window, you can adjust the following settings:

- **Application Path**
- **Application Name**
- **Additional Arguments – Before Filename/After Filename**
- **Only pass folder name**
- **Compatible Filetypes**

The Application Path is the location of the application that will be launched when the scan is completed.

Application Name is the friendly display name of the application. This is how it will show up in the list of Scan Destinations.

Additional Arguments – Before Filename/After Filename is a setting that allows you to give special commands to the destination application.

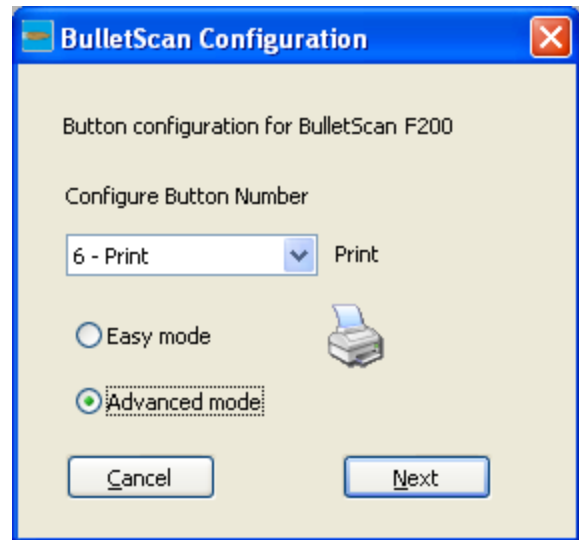
Only pass folder name is used for certain destinations, typically that process multiple single page image types, like BMP or JPG. This launches the application with just the folder name instead of the individual filenames.

Compatible Filetypes are where you can add or remove each filetype from the list presented in the BulletScan Manager. If the OCR engine is not installed, it will not matter if you enable the text formats, they will still not show in the list of compatible file-types.

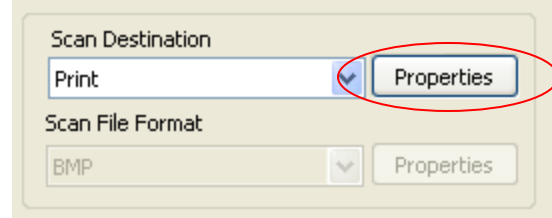
3.3.1.4 Configuring the selected printer

By default, when the BulletScan Manager is installed, it will automatically select the default printer to use when the Print destination is selected. To change the printer that will be used:

1. Launch the BulletScan Configuration, select the button number that is assigned to print usually **6 - Print**, select **Advanced Mode**, and press next.

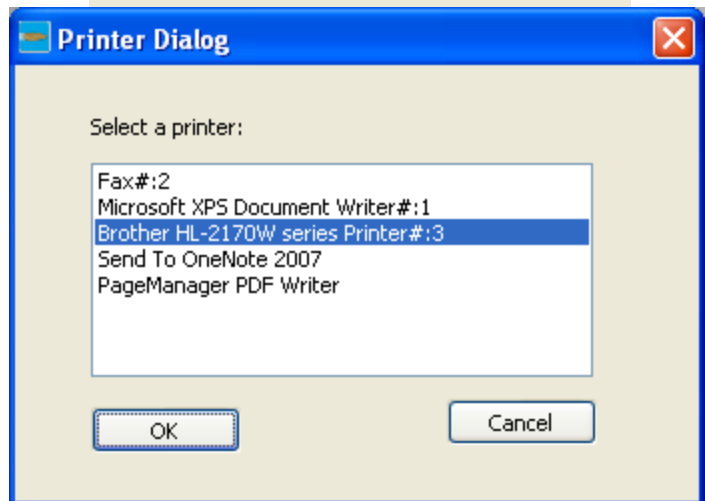


2. From the BulletScan Destination Screen, click on the Properties button next to the dropdown list of printers.



3. All the printers you have on the system will be displayed. Select the desired printer and hit OK.

You will be returned to the BulletScan Destination screen, click Next, Next, Next, Finish. The BulletScan Manager will now use the selected printer as the destination.

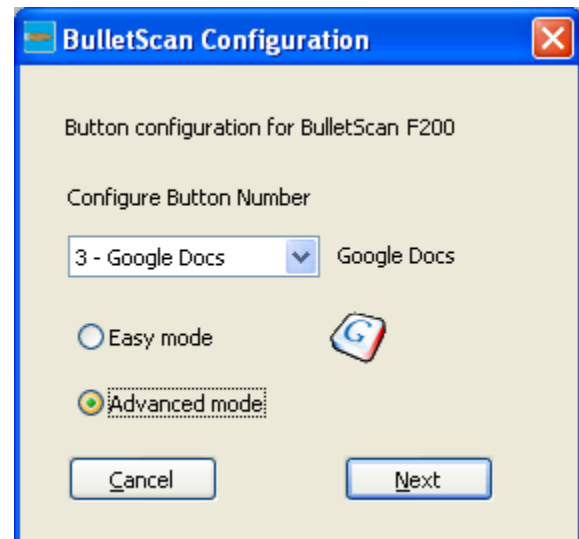


3.3.1.5 Configuring Google Docs

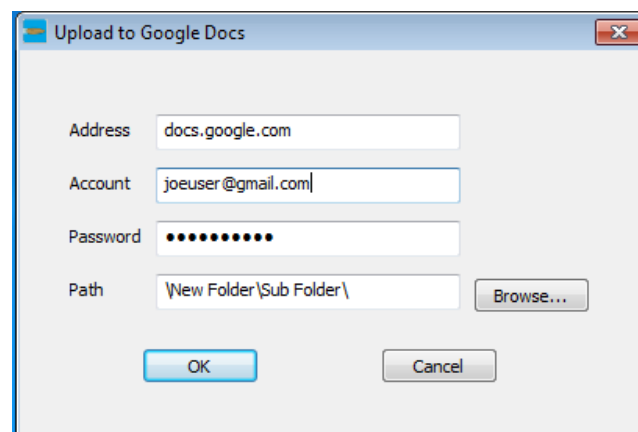
Google provides a document hosting, management and editing service called Google Docs to every user that either uses Gmail or the premium Google Apps service.

To configure the BulletScan Manager to upload to your Google Docs, do the following:

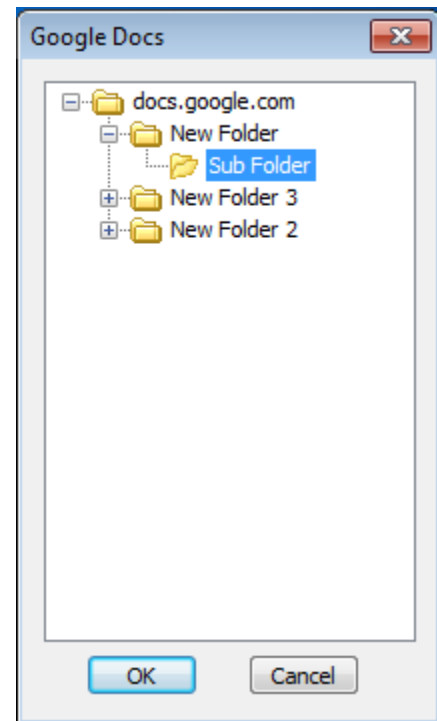
1. Launch the BulletScan Configuration screen and select number **3 – Google Docs** and **Advanced Mode** and hit Next.
2. From the Destination Configuration Screen, make sure Google Docs is listed as the Scan Destination and hit the Properties button to open the Google Docs configuration screen.



3. From the Google Docs configuration screen, there are 3 settings you need to fill in manually:
 - a. **Address** of the Google Docs server you will be using.
 - b. **Account** username, typically this will be an address ending in @gmail.com
 - c. **Password** for the **Account**



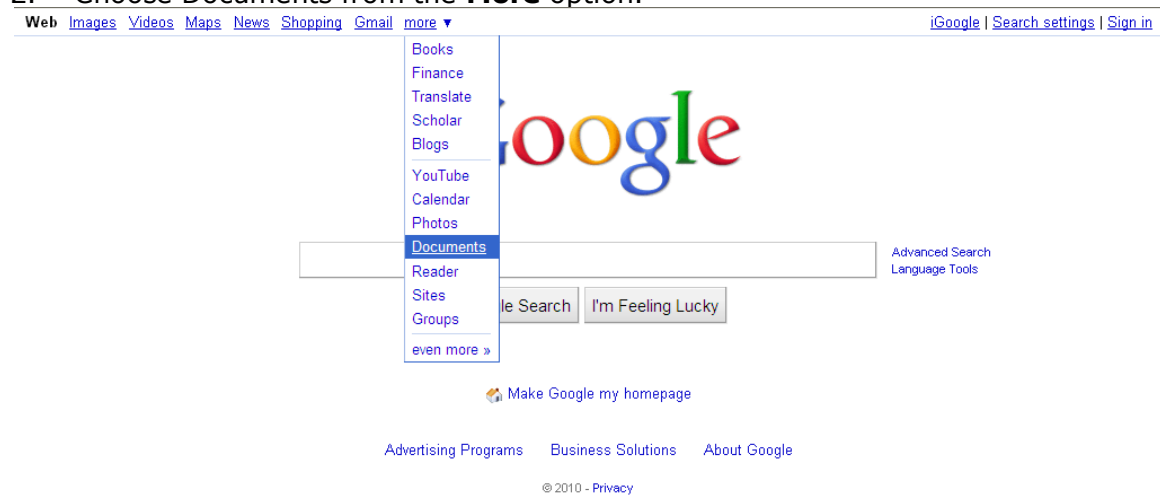
4. After filling in the **Address**, **Account**, and **Password** hit the Browse button. From the window that comes up, select the folder that you want your uploaded documents to be placed in.
5. After selecting your folder, hit the OK button, and then the OK button on the Upload to Google Docs configuration screen.
6. From the Destination Configuration screen, confirm that you have the desired file-type selected to upload.
7. After confirming that, hit Next, Next, Next, Finish to save your settings and finish out of the Advanced Configuration.



Note:

After scanning and saving your documents to Google docs, the Google web site will not automatically displayed on your computer screen. Please follow these steps to open or view your documents:

1. Start your browser and go to the web site of Google.
2. Choose Documents from the **More** option.



1. Sign in with your Google account.
2. View your document.

3.3.1.6 The Saving Options (Advanced)

The default folder to store your scanned images is named "My Documents\BulletScan" and the name of your destination application. Click the Browse button if you wish to change the folder name.

■ **Select at scan time:**

Check to enable automatic prompting of which folder to scan to when the scan begins.

■ **Remember Last Selected Folder:**

Check to enable remembering the last selected folder when using the "Select at scan time" option.

■ **Automatically Create Subfolders:**

Check to enable automatically create a subfolder. **Choice of subfolder name:** Daily (MM-DD-YYYY), Daily (DD-MM-YYYY), Weekly (Week number), Weekly (Week ending), Monthly (MM-YYYY), Monthly (Month name).

■ **Select Name when finished**

Automatically prompts for the output file name when finished, pre-setting the filename with the settings in the File Name box.

■ **File Name:**

The filename consists of text, and special naming options that automatically generate a name. The tokens are always in the <> type brackets.

To see the available naming options, click on the "Naming Options" button. To insert an option, click on it in the displayed list.

When a scan is performed, these options are automatically converted to their actual values at scan time.

For example, the default setting of "Scan<####>" will be converted to Scan0001 for the first scan, Scan0002 for the second, and so on.

You may change the default name in the box, although it is recommended that you use a counter or a unique identifier so that no two output files will have the same name. You may also check the option "Select name when finished" to enter the file name when scanned job is finished.

The following naming options are available for use:

Naming Option	Output Name
#	Numbered Counter
YYYY	Current Year, 4 digits
YY	Current Year, 2 digits
MM	Current Month, 01-12
DD	Current Day, 01-31
HH	Hour, 1-24
hh	Hour, 1-12
mm	Minute, 00-59

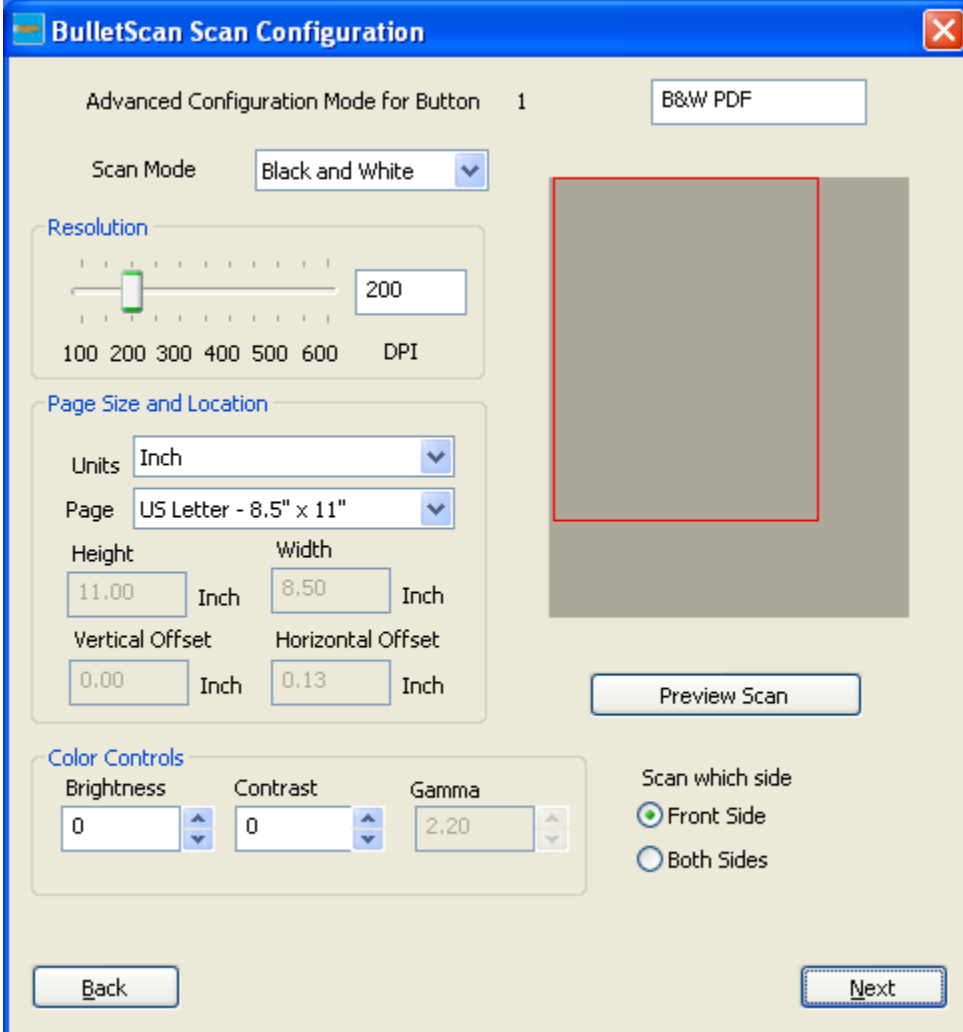
ss	Second, 00-59
B	Barcode from document
U	Current User's name
C	Computer Name
MMDDYYYY	Month, Day, and Year

■ **Next**

Click the Next button to continue to the BulletScan Scan Configurations dialog box.

3.3.2 BulletScan Scan Configuration dialog

Click the Next button on the BulletScan Destination Configuration dialog box to open the BulletScan Scan Configuration dialog box. The BulletScan Scan Configuration dialog box allows you to configure basic scan settings for an individual button. The options are listed here.



The image shows the "BulletScan Scan Configuration" dialog box. It has a blue title bar with the text "BulletScan Scan Configuration" and a close button (X) on the right. The main area is light beige and contains several sections of controls:

- Advanced Configuration Mode for Button 1**: A label with "1" next to it.
- Output Format**: A button labeled "B&W PDF".
- Scan Mode**: A dropdown menu currently set to "Black and White".
- Resolution**: A slider ranging from 100 to 600 DPI, with a value of 200 displayed in a text box.
- Page Size and Location**:
 - Units**: A dropdown menu set to "Inch".
 - Page**: A dropdown menu set to "US Letter - 8.5" x 11"". Below this are input fields for **Height** (11.00 Inch) and **Width** (8.50 Inch).
 - Vertical Offset**: 0.00 Inch and **Horizontal Offset**: 0.13 Inch.
- Color Controls**:
 - Brightness**: 0 (with up/down arrows).
 - Contrast**: 0 (with up/down arrows).
 - Gamma**: 2.20 (with up/down arrows).
- Scan which side**: Two radio buttons, "Front Side" (selected) and "Both Sides".
- Preview Scan**: A button to preview the scan.
- Navigation**: "Back" and "Next" buttons at the bottom.

On the right side of the dialog, there is a large grey rectangular area representing the scan preview, with a red rectangular border indicating the current scan area.

3.3.2.1 Resolution

The resolution is measured in dots per inch (dpi) (sometimes referred to as pixels per inch or ppi). Higher resolutions result in more detail in the scan, slower scanning and in general, greater file sizes. For example, an uncompressed letter size color image scanned at 300 dpi with color mode consumes approximately 25 MB of disk space. When OCR (Optical Character Recognition) is to be performed on a scan, 300dpi should be used for most languages except Asian languages. For Asian languages, 400 dpi is recommended.

Move the slider or manually enter your resolution. The default value for most profiles is 200 dpi. Other standard resolutions are also available including 100, 150, 200, 300, 400 and 600. Depending on the quality of your original document and text size, you may want to adjust the resolution.



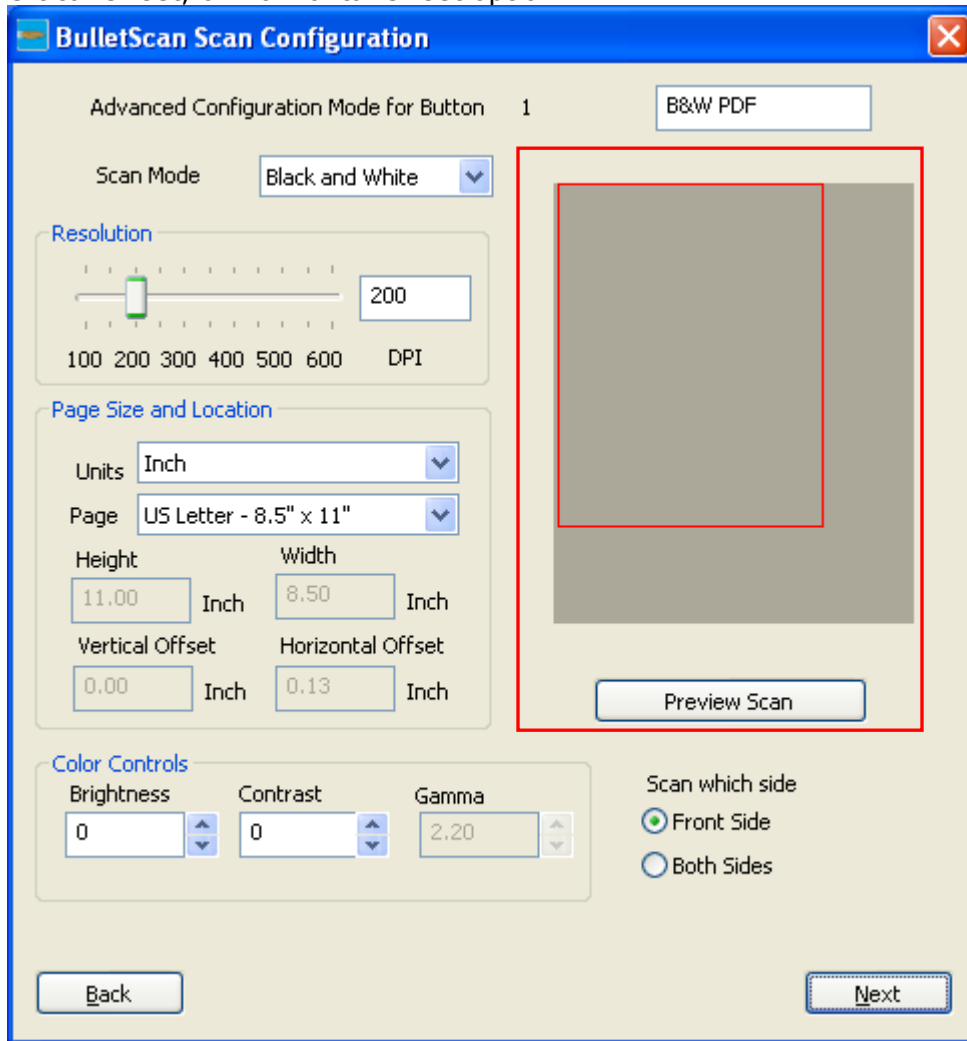
3.3.2.2 The Scan Mode Option

Mode: Select the color depth for the scanned image.

Color	Choose Color to scan color photographs or color documents. Color scan produces the largest file size.
Gray	Choose Gray to scan documents containing drawings or black and white photographs. This scanning produces an image of up to 256 shades of gray.
Black and White	Choose Black and White to scan document containing purely text, pencil, or ink sketch. This scan mode produces the smallest file size.
Automatic Color	<p>Choose Automatic Color to automatically detect and scan you're your documents in color and automatically convert your non-color documents to grayscale or Black and White. This option is useful when you have a mix of color and non-color documents, but may be slower on some systems.</p> <p>To specify your desired output mode for your non-color document, please consult your specific scanner model's manual.</p>

3.3.2.3 The Preview Window

The Preview button allows you to perform a trial scan of your document at low resolution before your final scan. This preview image lets you allocate your scan or crop area. You can specify your scan area by entering the values in the Height, Width, Vertical Offset, or Horizontal Offset option.



The image shows the 'BulletScan Scan Configuration' window. It has a blue title bar with the text 'BulletScan Scan Configuration' and a close button. The window is divided into several sections. At the top, it says 'Advanced Configuration Mode for Button 1' and 'B&W PDF'. Below this, 'Scan Mode' is set to 'Black and White'. The 'Resolution' section has a slider and a box set to '200' DPI. The 'Page Size and Location' section includes 'Units' (Inch), 'Page' (US Letter - 8.5" x 11"), 'Height' (11.00 Inch), 'Width' (8.50 Inch), 'Vertical Offset' (0.00 Inch), and 'Horizontal Offset' (0.13 Inch). The 'Color Controls' section has 'Brightness' (0), 'Contrast' (0), and 'Gamma' (2.20). On the right, 'Scan which side' has radio buttons for 'Front Side' (selected) and 'Both Sides'. A large preview area on the right shows a gray rectangle with a red border. Below it is a 'Preview Scan' button. At the bottom are 'Back' and 'Next' buttons.

BulletScan Scan Configuration

Advanced Configuration Mode for Button 1 B&W PDF

Scan Mode: Black and White

Resolution

100 200 300 400 500 600 DPI 200

Page Size and Location

Units: Inch

Page: US Letter - 8.5" x 11"

Height: 11.00 Inch Width: 8.50 Inch

Vertical Offset: 0.00 Inch Horizontal Offset: 0.13 Inch

Color Controls

Brightness: 0 Contrast: 0 Gamma: 2.20

Scan which side:

- ☒ Front Side
- ☐ Both Sides

Preview Scan

Back Next

3.3.2.4 The Paper Size and Location Option

The paper size and location option allows you to adjust the specific area to scan.

■ **Units:**

Defines the primary measurement system. **Inches, Millimeters,** and **Pixels** are available.

■ **Paper Size:**

Choose your desired paper size with the drop-down list box.

- Custom
- Automatic
- Maximum Size
- US Letter- 8.5"x 11"
- US Legal – 8.5" x 14"
- ISO A4 – 21 x 29.7 cm
- ISO A5 – 14.8 x 21 cm
- ISO A6 – 10.5 x 14.8cm
- ISO A7 – 7.4 x 10/5 cm
- ISO B5 – 17.6 x 25 cm
- ISO B6 – 12.5 x 17.6 cm
- ISO B7 – 8.8 x 12.5 cm
- JIS B5 – 18.2 x 25.7 cm
- JIS B6 – 12.8 x 18.2 cm
- JIS B7 – 9.1 x 12.8 cm.

Automatic: Automatically adjusts the cropping window according to different document sizes. Use this option for batches of mixed-sized documents.

Maximum Size: Uses the maximum available area.

- **Height** — the height of the scan area.
- **Width** — the width of the scan area.
- **Vertical (Y) Offset** — the position from the top end of the document to the top end of the scan area.
- **Horizontal (X) Offset** — the distance from the left end of the scanner to the left edge of the scan area.

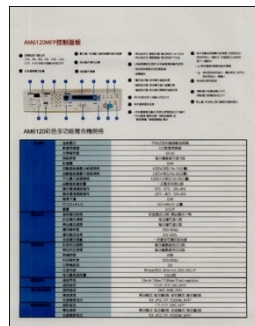
3.3.2.5 The Color Controls Option

The Color Controls option allows you to adjust the color quality of the image so that it comes close to the original.

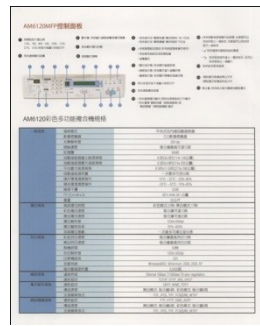
■ Brightness and Contrast

Brightness Adjusts the lightness or darkness of an image. The higher the value, the brighter the image. Drag the slider to the right or left to increase or decrease the brightness. The default value is 0.

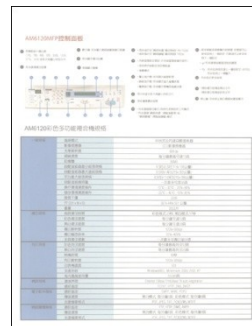
Contrast Adjusts the range between the darkest and the lightest shades in the image. The higher the contrast, the bigger the different grayscale. Drag the slider to the right or left to increase or decrease the contrast. The default value is 0.



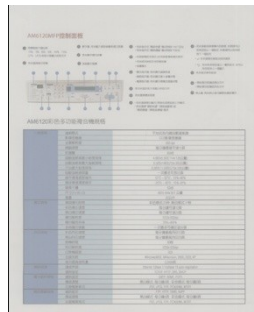
Brightness: -50



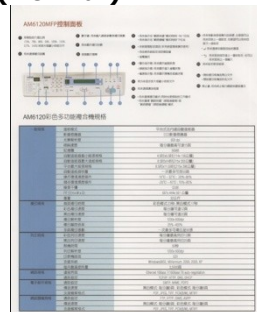
**Brightness: 0
(Normal)**



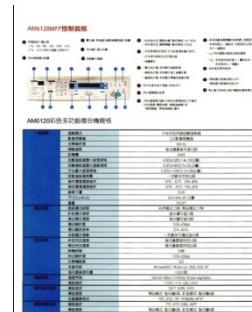
Brightness: +50



Contrast: -50



Contrast: 0 (Normal)



Contrast: +50

■ **Gamma**

Adjusts the midtones of the image without dramatically altering the lightest and the darkest areas.

When the value of gamma changes, the image changes accordingly.

Manual gamma adjustment options vary based on model of scanner.

Gamma Value: 1.0



Gamma Value: 1.4



Gamma Value: 2.0



3.3.3 BulletScan Feeding Configuration dialog

Click the Next button on BulletScan Scan Configuration dialog box to go to the BulletScan Feeding Configuration dialog box. The Feeding Configuration dialog box allows you to configure settings for the document orientation and for multi-page documents.

The screenshot shows the 'BulletScan Feeding Configuration' dialog box. At the top, it says 'Advanced Configuration Mode for Button 1' and 'B&W PDF'. The 'Orientation' section has a checked 'Auto-Orient to Text' box. Below it, the 'Rotation' section has two columns: 'Front' and 'Back', each with radio buttons for 'None', '90 degrees left', '90 degrees right', and '180 degrees'. The 'Stitch front and back' section has radio buttons for 'None' (selected), 'Side by Side', and 'Top and Bottom'. The 'Batching' section has radio buttons for '1 output file per stack' (selected), 'Create new file every 1 images', 'Use a blank page to separate output files', and 'Use a barcode to separate output files'. There is also an unchecked checkbox for 'Ask for more pages when empty'. The 'Multi-Feed Detection' section has unchecked checkboxes for 'Detect by Length' (with a value of 0.00 inch), 'Ultrasonic Detection', 'Stop Scanning after Misfeed', and 'Audible Multi-Feed Alert'. At the bottom are 'Back' and 'Next' buttons.

BulletScan Feeding Configuration

Advanced Configuration Mode for Button 1 B&W PDF

Orientation

☒ Auto-Orient to Text

Rotation

Front ☐ None Back ☐ None
☐ 90 degrees left ☐ 90 degrees left
☐ 90 degrees right ☐ 90 degrees right
☐ 180 degrees ☐ 180 degrees

Stitch front and back

☒ None
☐ Side by Side
☐ Top and Bottom

Batching

☒ 1 output file per stack ☐ Ask for more pages when empty
☐ Create new file every 1 images
☐ Use a blank page to separate output files
☐ Use a barcode to separate output files

Multi-Feed Detection

☐ Detect by Length 0.00 inch
☐ Ultrasonic Detection
☐ Stop Scanning after Misfeed ☐ Audible Multi-Feed Alert

Back Next

3.3.3.1 The Orientation Option

■ **Auto-Orient to Text**

Automatically rotate your document orientation based on your document text.

■ **Rotation**

Manually select rotation angle for your document if necessary.

Choice: None, 90 degrees left (counter clockwise), 90 degrees right (clockwise), 180 degrees around, 180 degrees flipped.

123

Original

123

90 degrees right

123

90 degrees left

153

180 degrees around

123

180 degrees flipped

3.3.3.2 Batch Types

■ **1 output File per Stack**

This is the normal mode – Every load of paper in the feeder will generate one output file, as long as the file format supports it.

■ **1 output File with [] Images**

This mode allows you to split your output files every so many pages. This is commonly used to scan two sided documents and have each piece of paper (2 images in duplex) generate a single output file.

■ **Use a blank page to separate output files**

With this mode, output files are split whenever a blank page is detected.

■ **Use a barcode to separate output files**

With this selected, every time a barcode is detected, a new blank page is created. This is best used in conjunction with the naming token to assign each output file a name based on the barcode.

■ **Ask for more pages when empty**

Check this option and you can use the same settings to load another batch of document and continue scanning.

3.3.3.3 Stitch Front and Back

This option allows you to take a duplex image, and merge the output of each duplex scan into a single image, like a panorama image. It supports Side by Side and Top and Bottom modes.

3.3.3.4 The Multi-Feed Detection Option

Multi-Feed Detection

Multi-Feed Detection allows you to detect overlapped document that go through the auto document feeder. Multi-Feed usually occurs due to stapled documents, adhesives on documents, or electro-statically charged document.

The availability of these features depends on the model of scanner.

Length Detection

Length Detection allows you to define the length of document being multi-fed. This value indicates the additional length exceeding your scan area. The Display window will show the size of the document as you change the value. A value of 0 indicates no additional length detection. The Length Detection is best used when scanning same-size documents in the auto document feeder.

Ultrasonic Detection

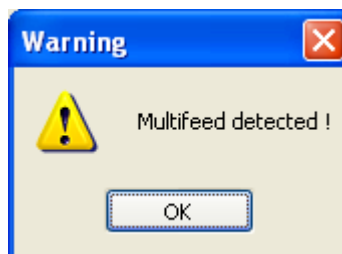
Ultrasonic Detection allows you to detect overlapping documents by detecting air gaps between documents that feed together.

Note : The availability of this feature depends on the model of scanner.

There are two options available if Multi-Feed is detected.

- **Stop Scanning after Multi-Feed**

If this is selected, the scanner will stop the feeder and display the following Warning dialog box if multi-feed is detected.

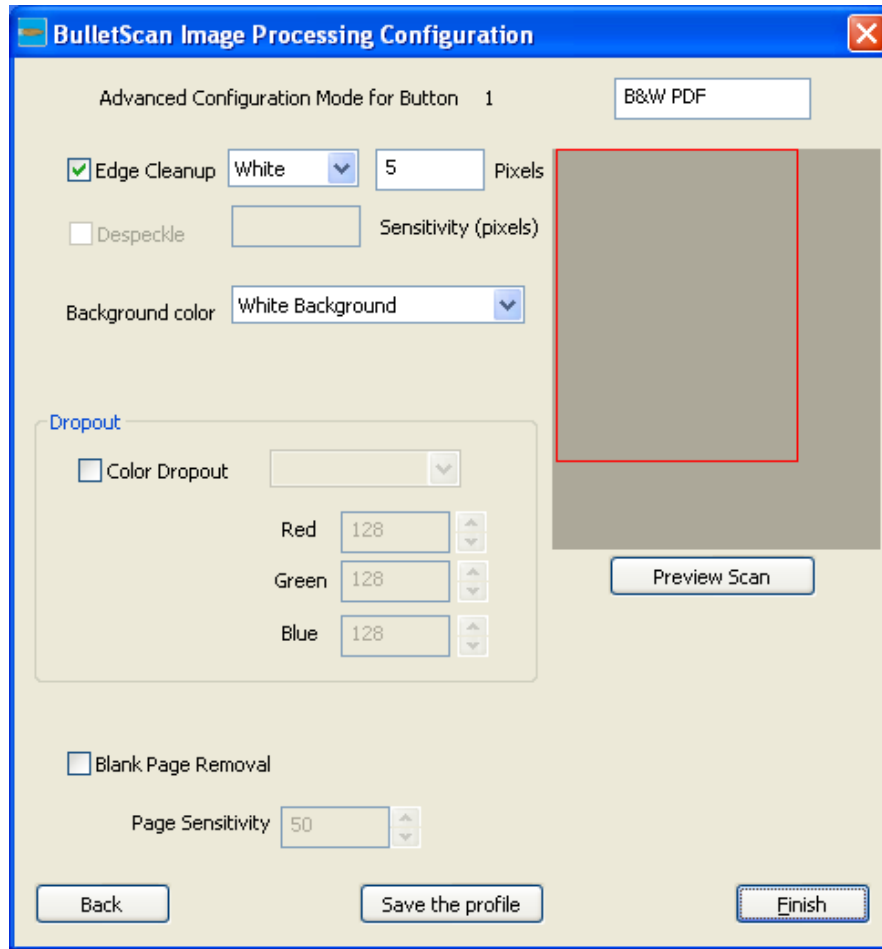


Action:

1. Remove the remaining pages in the Feeder per your scanner's hardware guide.
2. Click OK to close the Warning dialog box.
3. Scan the rest of the pages.

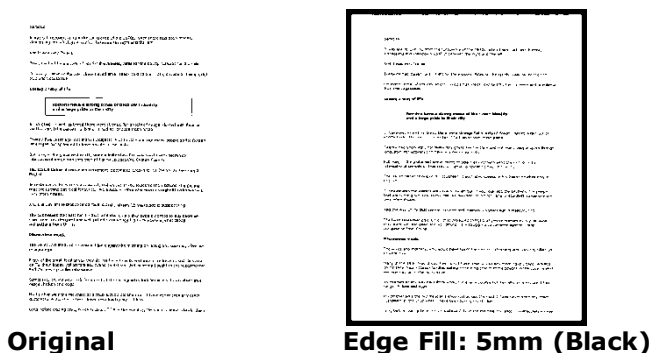
3.3.4 BulletScan Image Processing dialog

Click the Next button on the BulletScan Feeding Configuration dialog box to advance to the Image Processing dialog box. The Image Processing dialog box provides advanced features to enhance your image quality.



3.3.4.1 The Edge Cleanup Option

Check White or Black if you wish to add white or black edge on the border of your scanned image. Enter the value from 0 to 5 mm. Default value is 0.



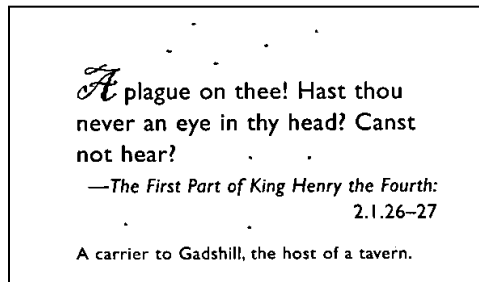
3.3.4.2 The Despeckle Option

Note : The availability of this feature depends on the model of scanner.

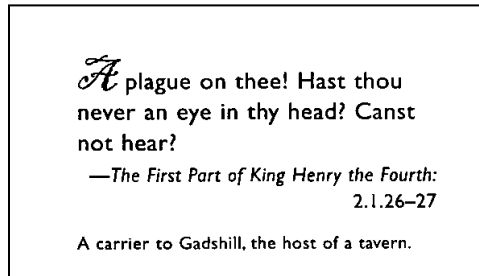
Despeckle:

Occasionally small dots or specks appear in the background of a scanned image. Remove unwanted speckles provides a cleaner image for OCR (Optical Character Recognition) processing, and also helps to reduce compressed file size.

Define the speckles (also known as image noise) you wish to remove by specifying its sensitivity value (size). The higher the value, the more speckles will be removed.



Before Despeckle



After Despeckle

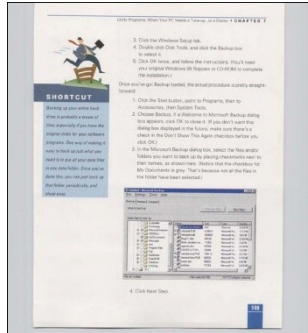
Note:

- The function is currently available for Black and White image only.
 - To scan at rated speed, it is recommended to set the noise radius up to 10 pixels.
-

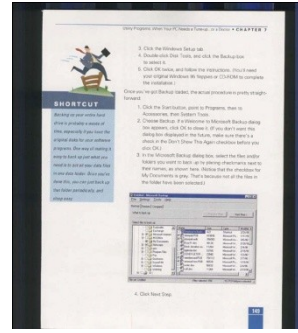
3.3.4.3 The Background Color Option

Background color: Choice: Black, White.

This option sets the fill color used when auto-straightening.



White Background



Black Background

3.3.4.4 The Color Dropout Option

Color Dropout is a special type of image processing designed to improve OCR results by removing specific types of background color content. Typically this is used in conjunction with specially designed forms that have colored boxes or checkboxes that people fill in. Using dropout allows you to remove these specially colored boxes from the image and provides you with better OCR results. It can also be used to remove a specific background color if it is causing a lot of noisy speckling.

- **Red, Blue, Green (RGB):**

The Red, Blue, and Green dropdown list allows you to specify your desired color to be removed by entering its RGB (Red, Green, and Blue) value respectively.

Note:

This function applies only when outputting black & white or gray images.

[illegible]

Original

[illegible]

Remove Blue Color Channel

3.3.4.5 The Blank Page Removal Option

To automatically remove blank pages, check the **Blank Page Removal** option. You may also adjust the sensitivity level.