



Visioneer®
Patriot 780 Scanner
User's Guide



visioneer



for Windows

Visioneer Patriot 780 Scanner User's Guide

FOR WINDOWS

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- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

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This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

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Welcome

Your new Visioneer Patriot 780 scanner can quickly scan a single-sided or double-sided stack of documents, up to 11.7" x 17", and place their images on your computer.

WHAT'S IN THE BOX

Before proceeding, check the contents of the box. If items are missing or damaged, contact the dealer where you purchased the scanner.



Visioneer Patriot 780 Scanner



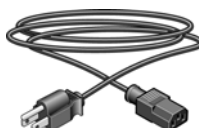
Replacement
ADF Pad



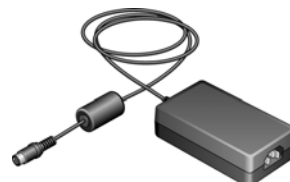
USB Cable



Two Installation Discs



Power Cord



Power Supply



User Guide

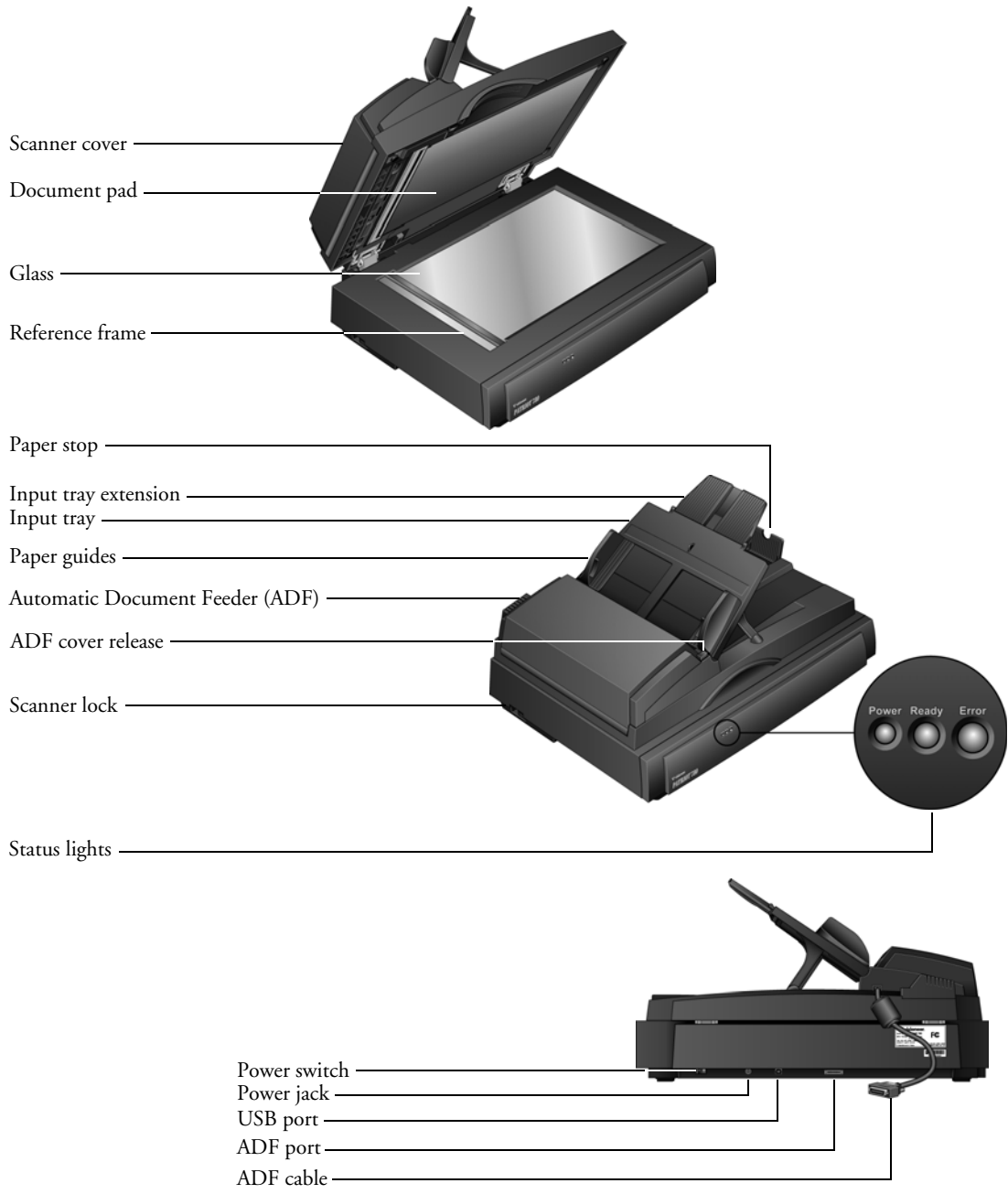


Quick Install Guide



Technical Support Card

THE VISIONEER PATRIOT 780 SCANNER



Scanner cover—Covers the scanner glass and must be closed when scanning from the Automatic Document Feeder.

Document pad—Holds documents in place on the scanner glass.

Glass—Place a document face down to scan.

Reference frame—Marks on the border of the glass show where to align various paper sizes.

Paper stop—Holds documents in place as they are ejected from the Automatic Document Feeder.

Input tray extension—Unfolds to support various document lengths.

Input tray—Holds documents in the Automatic Document Feeder.

Paper guides—Keeps documents straight while scanning. Adjusts to fit various paper widths.

Automatic Document Feeder (ADF)—Feeds a stack of documents through the scanner during scanning.

ADF cover release—Opens the ADF cover to clear paper jams and perform maintenance.

Scanner lock—Locks or unlocks the scanning head.

Status lights—Shows the scanner's status. Please refer to page 96 for information about status light indications.

Power switch—On/Off power switch.

Power jack—Connects the power cord to the scanner.

Universal Serial Bus (USB) port—Connects the scanner to the computer.

ADF port—Connects the ADF cable from the Automatic Document Feeder to the scanner body.

ADF cable—Supplies power from the scanner body to the Automatic Document Feeder. The cable must be securely plugged into the ADF port for the Automatic Document Feeder to work.

WHAT YOU NEED

IBM-compatible Pentium™ 4 PC, or AMD equivalent with:

- A CD-ROM drive
- An available Universal Serial Bus (USB) port
- Microsoft® Windows® operating system: Windows 2000 (Service Pack 4), Windows XP (Service Pack 2), or Windows Vista

The scanner is compatible with Windows XP Service Pack 3 and Windows Vista Service Pack 1.

- *Windows 2000 and Windows XP:* Minimum of 512 megabytes (MB) of internal memory (RAM)
Windows Vista: Minimum of 1 gigabyte (GB) of internal memory (RAM)
- 350 MB minimum of free hard disk space

A VGA or SVGA Monitor

The recommended settings for your monitor are:

- Color quality of 16-bit or 32-bit
- Resolution set to at least 800 x 600 pixels

Refer to your Windows documentation for instructions on setting the color quality and resolution for the monitor.

DOCUMENTATION

The following documentation is provided with your scanner:

- **Quick Install Guide**—Abbreviated installation instructions.
- **Visioneer Patriot 780 Scanner User's Guide**—Contains detailed installation, scanning, configuration, and maintenance information. Also on the Installation Disc 1.
- **Visioneer OneTouch Mini-Guides**—On the Installation Disc 1; each mini-guide contains detailed instructions on using the OneTouch VRS and OneTouch OmniPage features, and the SharePoint destination link. Please see “View and Save the User Guides” on page 23 for more information about these mini-guides.
- **Online Help**—For the scanner configuration, TWAIN and WIA interfaces.
- **Kofax VRS™ User's Guide**—On the Installation Disc 1; contains detailed instructions on using the Kofax Virtual ReScan® software provided with your scanner.
- **EMC QuickScan™ User's Guide**—On the Installation Disc 1; contains detailed feature information and instructions for using the QuickScan software provided with your scanner.
- **Nuance OmniPage® Pro User's Guide**—On the Installation Disc 2; contains detailed instructions for using the software and configuring the OCR features in the OmniPage software.

Installation

Installation is a quick, four-step process:

1. Assemble the scanner
2. Install the software
3. Connect the scanner
4. Register the scanner

BEFORE YOU BEGIN

Please make sure of the following before you begin installation:

- The information in this guide may cover software not provided with the scanner you purchased. Disregard any information about the software not applicable to your chosen product. Please visit our web site at www.visioneer.com for the latest software updates for your Visioneer Patriot 780 scanner.
- If your computer has Antivirus or Antispyware software running, you may see messages during installation asking you to allow the installation to proceed. Although the messages will differ based on the software your computer is running, in each case you should allow the installation to proceed. Alternatively, you can turn off the Antivirus or Antispyware software before installing your scanner, but if you do, make sure to turn it back on again when installation is finished.
- If you already have a Visioneer or Xerox desktop scanner connected to your computer, you may need to remove its driver programs first before beginning the installation of your Visioneer Patriot 780 scanner. Please see “Uninstalling Your Scanner” on page 98 for basic instructions, or see the User’s Guide that you received with your other scanner for specific instructions.
- If your computer is running Windows Vista, you may see the Vista User Account Control screen asking you to confirm system changes. Click the Continue button to allow the installation to proceed.

STEP 1: UNPACK AND ASSEMBLE THE SCANNER

To unpack the scanner:

The scanner is heavy. Two people should unpack, assemble and move the scanner.

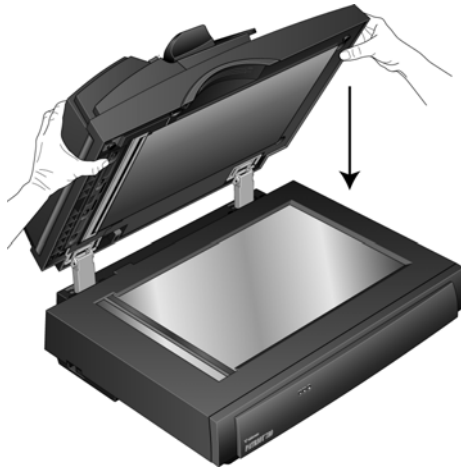
1. Carefully remove the scanner top from the shipping box.
2. Set the top on a level surface, making sure that the hinges are **not** folded under and supporting the weight of the top.
3. Remove all of the shipping tape and foam from the input tray and the scanner lid.
4. Remove the scanner body from the shipping box.
5. Place the scanner body on a level surface that can support the weight of the scanner. If the scanner is on an uneven surface it may stall when scanning from the flatbed.
6. Remove the protective white page from the scanner glass and all shipping tape from the scanner body.

To assemble the scanner:

1. Holding the top with two hands, align the hinges on the scanner lid with the slots in the scanner body.



2. Lower the lid to the scanner body sliding the hinges into place.

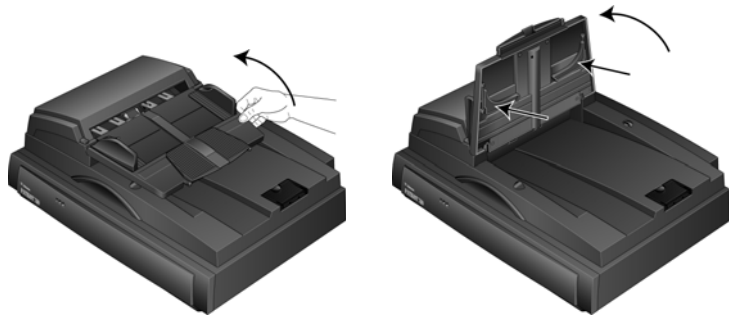


3. Press the ADF cover release and open the Automatic Document Feeder cover.

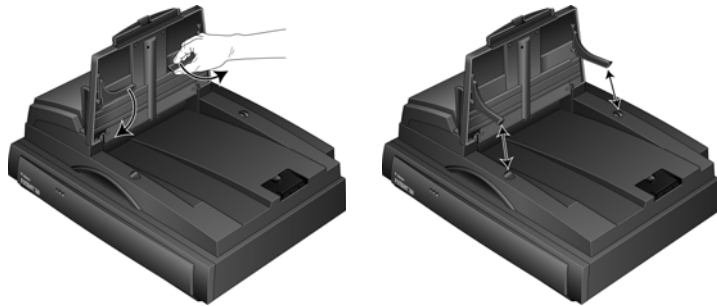


4. Carefully remove any foam particles that may have gotten inside the document feeder, and close the cover.

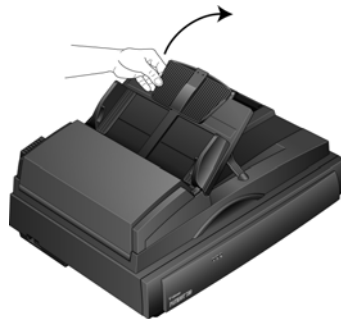
5. Lift the input tray up to reveal the two legs folded into the bottom of the tray.



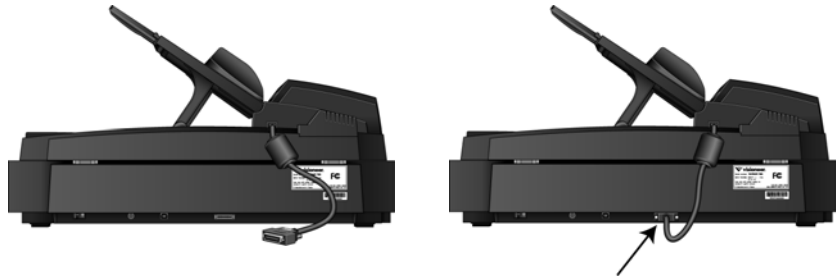
6. Swing out the legs, then lower the tray so the legs fit into the slots in the scanner lid.



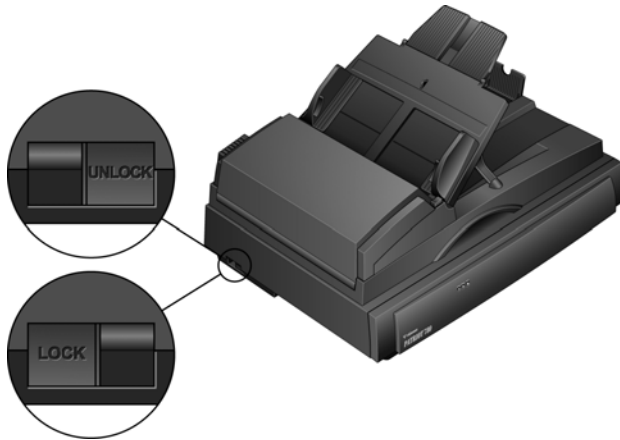
7. Flip up the input tray extension to fully extend it.



8. Plug the ADF cable into the ADF port on the back of the scanner. The ADF will not work if the cable is loose or not plugged in.



9. Slide the scanner locking tab to its unlocked position.



Note: The locking tab protects the scanner's scan head by holding it securely in position. Lock the scanner when transporting it from one location to another, but remember to unlock it before scanning. The scanner will not scan when locked.

STEP 2: INSTALL THE SOFTWARE

To install the software:

1. Start Microsoft Windows and make sure no other applications are running.
2. Insert **Disc 1** into your computer's CD-ROM drive.



The Installation menu automatically opens.

Note: If the disc does not start, check the following:

- Make sure the drive's door is completely shut.
- Make sure the disc was inserted in the drive in the proper direction (label side up).

To launch the disc manually:

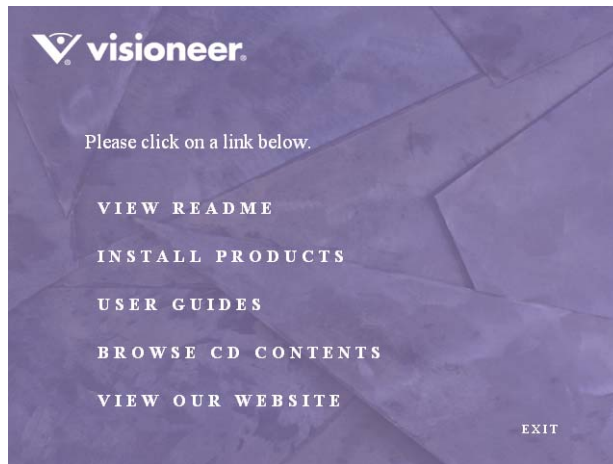
- Open the Windows option for your computer's disc drives.
- Double-click the icon for your CD-ROM drive.
- The Installation menu for the disc should now open.

If the menu does not open:

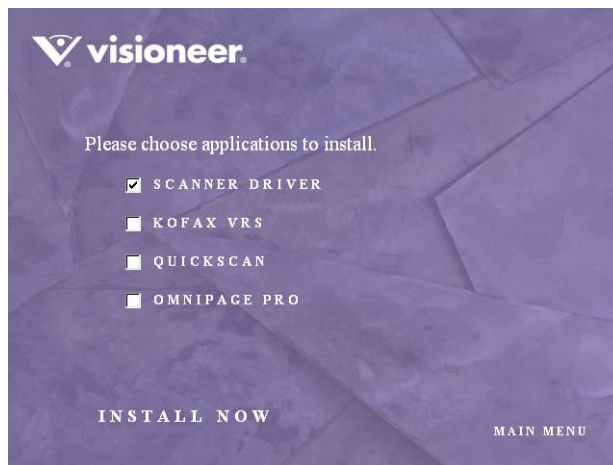
- From the list of files on the disc, double-click the file named START32.EXE.

Note: The Scanner Readme file has late-breaking news about your scanner. The Scanner Readme file is in HTML format and will open in any standard browser.

3. On the Installation menu, select **Install Products**.



4. Make sure the box for **Scanner Driver** is selected.



5. Click **Install Now**.

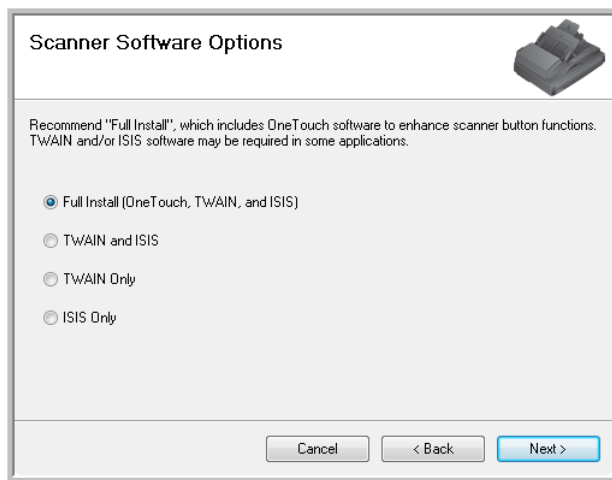
The Welcome to the OneTouch 4.0 Setup Wizard opens.



6. Click **Next**.
7. On the Visioneer License Agreement window, read the license agreement. If you accept the terms, select **I Agree** then click **Next**.

If you choose not to accept the license agreement, the installation will terminate and the scanner driver will not be installed.

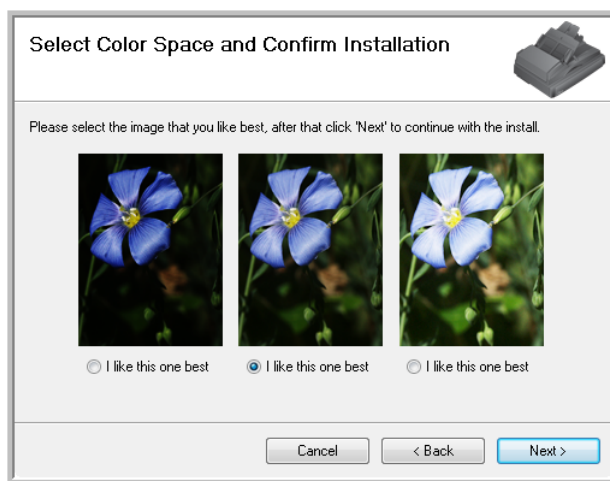
The next window lists the choices of the drivers that you can install for your scanner.



8. Select the option you want then click **Next**.
 - **Full Install (OneTouch, TWAIN and ISIS)**—This is the recommended installation. It installs the OneTouch software with the TWAIN and ISIS drivers for scanning from within TWAIN and ISIS applications.
 - **TWAIN and ISIS**—The TWAIN and ISIS drivers are installed and you can scan from within TWAIN and ISIS scanning applications.
 - **TWAIN only**—The TWAIN driver is installed and you can scan from TWAIN scanning applications only.
 - **ISIS only**—The ISIS driver is installed and you can scan from within ISIS scanning applications only.

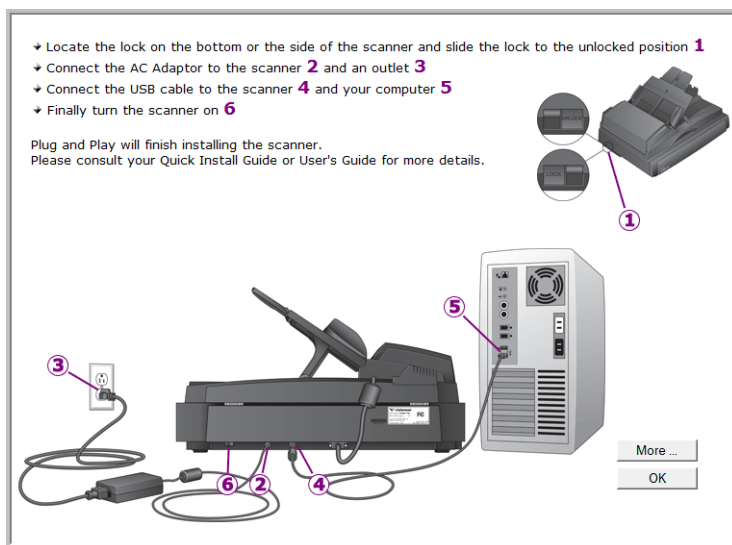
Note: If your computer is running Windows XP or Windows Vista, Microsoft's Windows Image Acquisition (WIA) interface for scanning is always available, regardless of your selection on this window.

9. When you see this window asking you to select an image for your Color Space setting, select the option that looks best to you. Click **Next**.



The Color Space setting sets the default gamma value for the scanner.

10. **STOP** when you see the “Complete the installation by connecting your hardware” window. Do **NOT** click **OK** yet. Leave the window open and proceed to “Step 3: Connect the Scanner”.



STEP 3: CONNECT THE SCANNER

To connect the power:

1. Plug the power supply into the power port on the scanner.



2. Plug the power cord into the power supply then into a wall outlet.



Note: Only use the power supply (HEG42-240200-7L made by HiTron) included with your scanner. Connecting any other type of power supply may damage your scanner, and will void its warranty.

To connect to the computer:

1. Remove any protective tape from the USB cable.
2. Plug the USB cable into the USB port on the scanner then into a USB port on the computer. (Check your computer's manual for USB port locations.)

If you use a USB hub, it must have its own power supply already plugged into an electrical outlet.

3. Turn on the power switch, located on the back of the scanner.

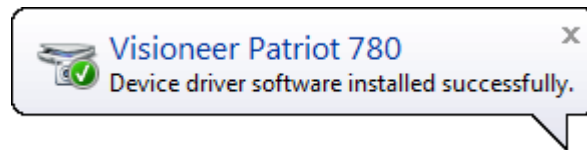


The status light comes on and flashes indicating that the scanner is receiving power.

If you are using Windows XP or Windows Vista, and have plugged the USB cable into a USB 1.1 port, an information bubble may open explaining that “A HI-SPEED USB device is plugged into a non-HI-SPEED USB hub”. Plug the USB cable into a USB 2.0 port (if available) or just disregard the message. If you leave it plugged into the USB 1.1 port, your scanner may scan a bit slower.

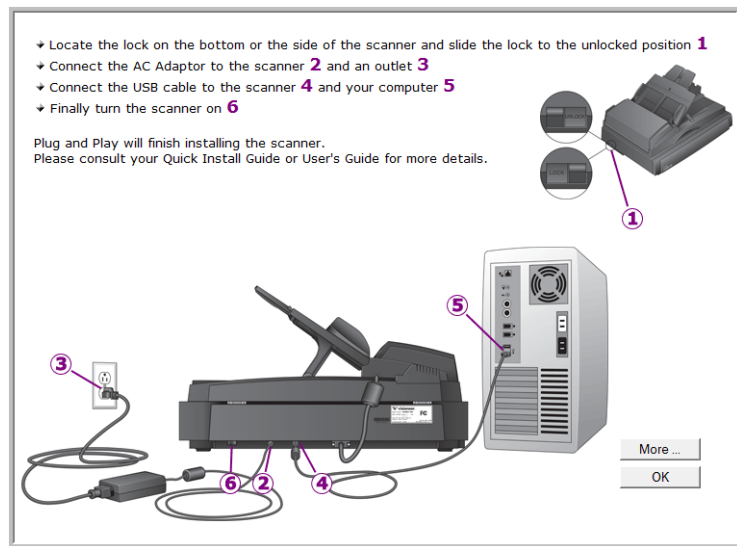
4. Your computer then recognizes that a scanner has been plugged into the USB port and automatically loads the appropriate software to run the scanner.

If your computer is running Windows XP or Windows Vista, you will see a Found New Hardware message similar to the following.



The scanner's status light is green when the scanner and computer are communicating properly.

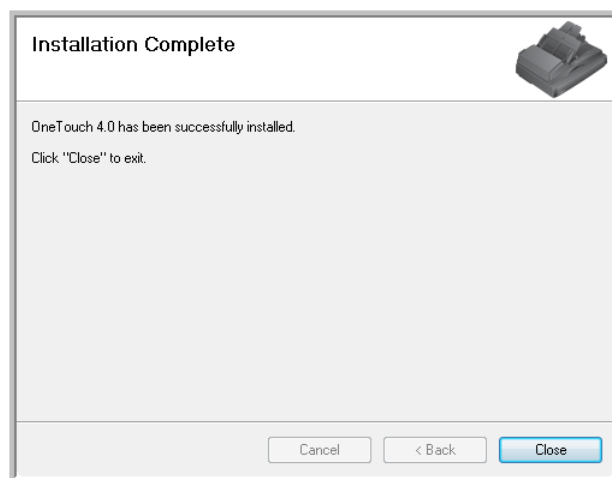
5. When you're certain that the software has completely loaded, return to the "Complete the installation by connecting your hardware" window.



6. Click **OK**.

If you would like to see a brief example of accessing and navigating the OneTouch software, click on **More**. When you are done, click on **OK**.

7. Click **Close** on the Installation Complete window to close and exit the software installer.

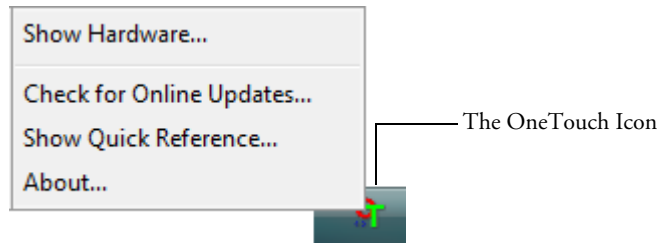


STEP 4: REGISTER YOUR SCANNER

Registering your scanner is important as it provides you with access to our free telephone support service. Registration also gives you access to software updates for your scanner.

To register your scanner:

1. Right-click on the OneTouch icon in the Windows Notification Area (at the bottom right corner of the screen).
2. Choose **Check for Online Updates...** from the pop-up menu.



3. Follow the instructions on the screen and register your scanner by entering your scanner's serial number and your email address.

A valid email address is required. The serial number is located on the back of the scanner.



After registration is complete you will receive an email message with your RegID.

4. Write down your RegID below so you will be able to find it easily in the future.

RegID: _____

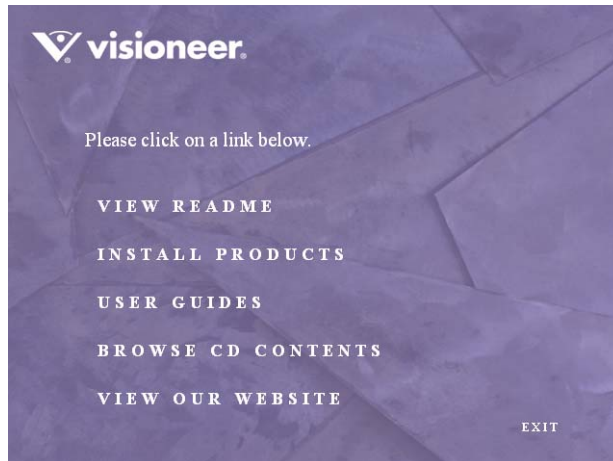
Note: If you did not choose the "Full Install" option for your scanner driver. You can go online to www.visioneer.com and select **Register Your Product** from the Support and Drivers section.

ADDITIONAL APPLICATIONS FOR YOUR SCANNER

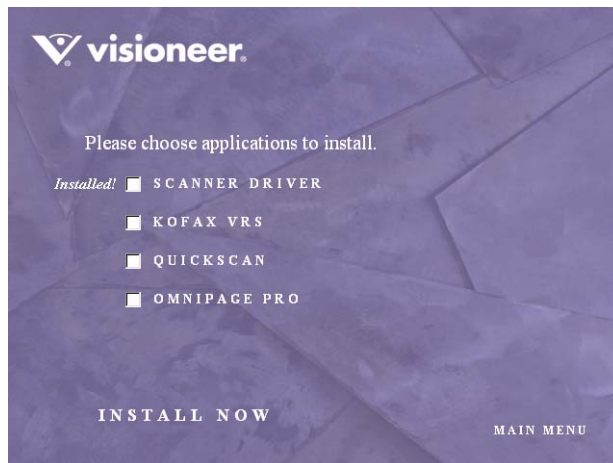
Your scanner includes free, additional applications on the installation disc.

To install the additional applications:

1. Insert the Installation Disc 1 into the CD-ROM drive. From the disc's Main Menu click on **Install Products**.



2. Select the additional applications you want to install, then click **Install Now**.



3. Follow the instructions on the screen to install each of the additional products.

The following table describes each of the applications available.

Software	About the Software
Adobe® Reader®	<p>Adobe Reader is a stand-alone application that you use to open, view, search, and print Adobe PDF® files. The User Guides on your scanner's Installation Disc are in PDF format and require Adobe® Acrobat® or Adobe® Reader® for you to view and save them.</p> <p>The Adobe Reader application is available in the User's Guide section on the scanner's Installation Disc. Click on Main Menu then select User Guides.</p>
Kofax® VRS®	<p>Kofax VRS automatically enhances scanned documents from less than perfect originals. The VRS settings use the patented Virtual ReScan (VRS) technology, and ensures your scanning is as efficient and easy as possible, while also improving the quality of the scanned image.</p> <p>When installing the Kofax VRS software you will see a message "SVS001: The VRS installation does not install an ISIS driver for the scanner you selected. Please install the ISIS driver packaged with your scanner."</p> <p>This is not an error, Kofax does not install your scanner's ISIS driver. Please disregard this message in the VRS installation and click OK. The Kofax VRS certified ISIS® driver is installed correctly when you select an ISIS driver option when installing the scanner driver, please see page 13.</p>
QuickScan™ Demo	<p>QuickScan is an out-of-the-box imaging solution that provides all the necessary capabilities for high-speed scanning, image enhancement, viewing, annotation, printing, and storing images. It uses an ISIS-certified driver for scanning and includes flexible job separation and barcode recognition.</p> <p>The Demo version lets you try the application.</p>
OmniPage® Pro	<p>OmniPage Pro provides precision OCR analysis, advanced layout detection, and Logical Form Recognition™ (LFR) technology. Advanced security features quickly turn office documents and forms into over 30 different PC applications for editing, searching and sharing. Custom workflows handle large volumes of documents, and you can use its tools to print to PDF.</p>

Installing OmniPage Pro

If you selected OmniPage Pro for installation, a window tells you to insert the second Installation Disc to install it.



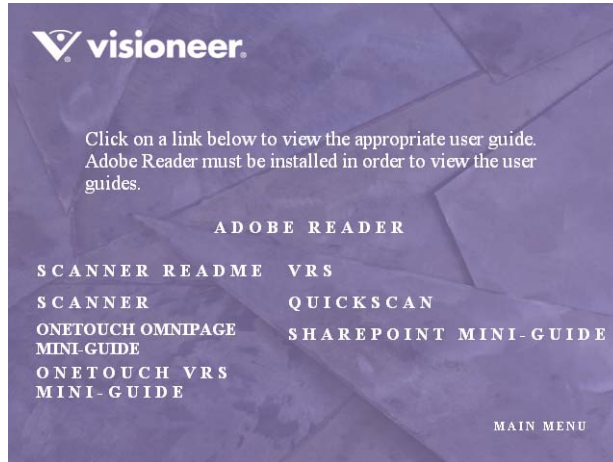
1. Click **Exit Disc 1** to close the disc's interface.
2. Remove **Disc 1** from the CD-ROM drive.
3. Insert **Disc 2** into the CD-ROM drive.

The OmniPage Pro Installation menu opens automatically.

4. Select **Install OmniPage Pro**.
5. Follow the instructions on the screen to install OmniPage Pro.
6. When installation is finished return to the disc's main menu and select User Guide to view and save the OmniPage Pro user guide to your computer.
7. Remove **Disc 2** and store it in a safe place.

VIEW AND SAVE THE USER GUIDES

1. On the Main Menu of Disc 1, click User Guides.
2. The Visioneer user guides window opens, use this window to view and save the user guides.



The User Guides are in Adobe® PDF format. The Scanner Readme file is in HTML format and will open in any standard browser.

If you need to, click **Adobe Reader** to install it now. Follow the instructions on the installation windows.

If your computer already has Adobe® Reader® installed, please do not select it unless the version provided on the installation disc is a newer version than the one currently installed on your computer.

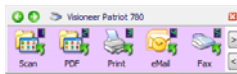
3. Click the name of a User Guide you want to view and it will open in Adobe Reader. Use the Adobe Reader **Save** command to save that User Guide on your computer.

4. Return to the Visioneer User Guides window and repeat the process to open, view, and save all the other User Guides you want.
 - The SharePoint Mini-Guide has information about a feature in the OneTouch software to link to Microsoft's SharePoint application. This brief Mini-Guide explains how to setup the SharePoint link when creating a new scan configuration.
 - The OneTouch VRS Mini-Guide has information about a new feature in the OneTouch software to use Kofax VRS settings when scanning. This brief Mini-Guide explains what the feature is, and how to use the VRS settings when creating or modifying a scan configuration. The settings described in this mini-guide are only available if the Kofax VRS software is installed.
 - The OneTouch OmniPage Mini-Guide has information about the OmniPage Module in the OneTouch software to use the OmniPage OCR settings when scanning. This brief Mini-Guide explains what the feature is, and how to use the OCR settings in OneTouch. The OmniPage Module was installed when you completed a full install of the scanner driver. Using the OmniPage Module's settings does not require installation of the OmniPage Pro software.
5. When you're finished, click **Main Menu** to return to the main Visioneer Installation window and click **Exit**.
6. Remove the Installation Disc and store both Installation Discs in a safe place.

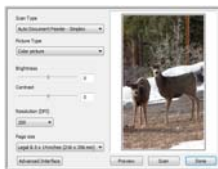
That's it! Installation is finished and your Visioneer scanner is ready to scan.

Scanning Interfaces

If you selected the recommended Full Install option for your scanner's driver (see page 13), you have several different scanning options with your Visioneer Patriot 780 scanner. Each method scans equally well, so use the one with appropriate options for the item you are scanning.



- **OneTouch Button Panel**—OneTouch is the main scanning interface for the scanner. Use this option to scan directly to an application, folder location on the computer or a network drive, without having to open a scanning application. See “Scanning from OneTouch” on page 29.



- **TWAIN Interface**—The TWAIN interface is for scanning from various programs on your computer. The TWAIN interface is available from the OmniPage software, as well as from other programs such as Microsoft Word or Adobe® Acrobat®. See “Scanning from TWAIN” on page 72.



- **Windows Image Acquisition (WIA)**—If your computer is running Windows XP or Windows Vista, you can use this option to scan with the Microsoft WIA interface. See “Scanning from Windows Image Acquisition (WIA)” on page 86.
- **ISIS Interface**—This option uses the ISIS interface for scanning. The ISIS interface for each application varies depending on the application. See “Scanning from ISIS” on page 89.

LOADING DOCUMENTS TO SCAN

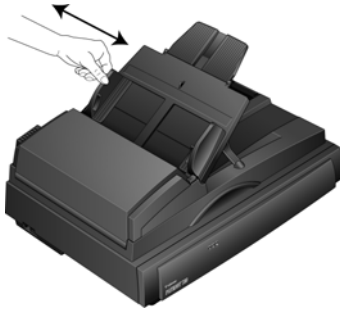
You can use your Visioneer Patriot 780 to scan a single page or a stack of double-sided pages. The maximum page size is 11.7 x 17 inches for both the Automatic Document Feeder and Flatbed glass.



Note: Always remove any staples or paper clips from documents before inserting them into the scanner. Staples and paper clips can jam the feed mechanism and scratch the internal components. Also, remove any labels, stickers, or Post-It™ notes that may come off during the scanning process and get stuck in the scanner. Misuse as described here will void your scanner's warranty.

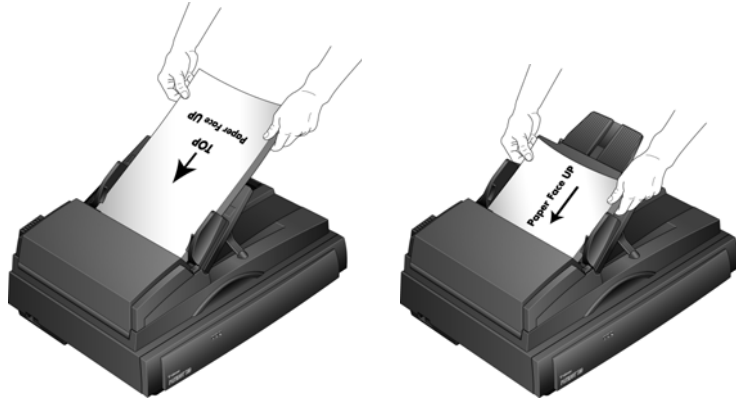
AUTOMATIC DOCUMENT FEEDER (ADF)

1. Lift the lid and make sure there is no paper on the flatbed glass.
If a page is left on the glass this can cause a paper jam.
2. Adjust the paper guide for the width of paper being scanned.



3. Load the documents *face up* with the tops of the pages inserted into the Automatic Document Feeder.

Paper can be loaded in either the portrait or landscape direction.



4. Lift the paper stop on the back of the tray to keep documents in the output area after scanning completes.

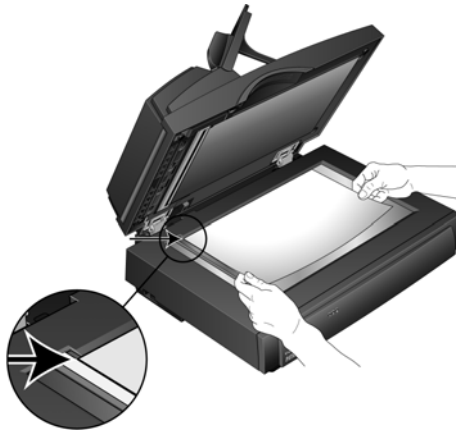


5. You can now scan using OneTouch or one of the other scanning interfaces.

IMPORTANT: Items scanned using the Automatic Document Feeder must be a minimum of 4 x 6 inches.

FLATBED GLASS

1. Remove any paper from the Automatic Document Feeder (ADF).
The scanner automatically detects if paper is in the ADF and will scan pages in it. You must remove these pages prior to scanning if you want to scan from the flatbed.
2. Lift the scanner cover and place the document *face down* on the glass.
3. Align the item with the arrow on the reference frame for the size of the page being scanned, then close the cover.



4. You can now scan using OneTouch or one of the other scanning interfaces.

Scanning from OneTouch

Based on the recommended Full Install of the scanner driver, your scanner is pre-configured to scan items for various basic tasks, such as email or printing, then send the scanned image to an appropriate, pre-selected Destination Application.

You can change any of these settings. Please see “Configuring the OneTouch Buttons” on page 32 for instructions on changing the button settings.



For example, the eMail button is set to scan documents then immediately attach them to a new eMail message. The eMail application will default to the program specified in the internet options of Microsoft’s Internet Explorer.



A folder icon for a button, such as shown for button 7, means that the button is set to scan and send items directly to a folder location on your computer or network without first opening it in an application.



A question mark for a button means that your computer does not have the appropriate software or hardware for the initial factory setting. In that case, you would probably want to change the button name and destination application to something else.



A text editing program icon means that after scanning, the text on the page will be recognized and sent to that program with the text ready for editing. Text editing programs include applications such as Microsoft’s Word, WordPad, Excel, and so forth.

Note: The default page size in each configuration is based on your computer’s Windows setup of United States or Metric units.

SCAN FROM THE ONETOUCH BUTTON PANEL

When you click on a button in the OneTouch button panel, the scanner scans the item, then sends the image to the destination indicated by the button's icon.

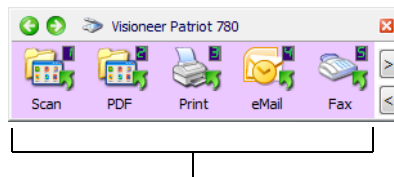
The OneTouch Button Panel is your on-screen set of controls for the scanner. From the panel you can scan, access the hardware settings for your scanner, and configure the OneTouch buttons.

1. Load a stack of documents *face up* in the ADF, with the tops pointing into the scanner, or place a single page *face down* on the flatbed glass.
2. Click on the OneTouch icon in the Windows Notification Area (at the bottom right corner of the screen).

Click on the
OneTouch icon.



3. After the OneTouch Button Panel opens, click a button on the panel to start scanning.



Click these arrows
to navigate through
the 9 functions.

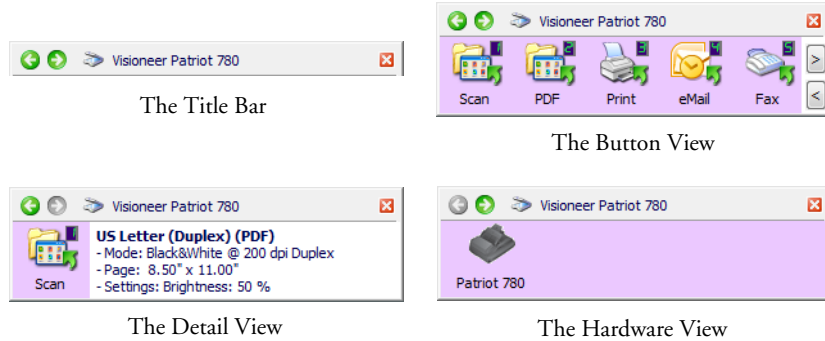
Click the button you
want to use to scan.

4. A scan progress window opens and the image is sent to the selected destination for that OneTouch button.

FEATURES OF THE ONETOUCH BUTTON PANEL



Click on the OneTouch icon to open the panel.



The Title Bar

- Green arrows—click to cycle through the panel's three views.
- Scanner icon—click to open the scanner's hardware properties.
- Red "X"—click to close the OneTouch panel.

The Button View

- *Left-click* on a Destination Application icon to start scanning.
- *Right-click* on a Destination Application icon to open the OneTouch Properties for configuring the buttons.

The Detail View

- *Left-click* on a Destination Application icon to start scanning.
- *Right-click* on a Destination Application icon to open the OneTouch Properties for configuring the buttons.
- *Double-click* on the detailed information to open the OneTouch Properties for configuring the buttons.

The Hardware View

- *Left-click* on the scanner icon to return to the Button View.
- *Right-click* on the scanner icon to open the scanner's hardware properties.

CONFIGURING THE ONETOUCH BUTTONS

When you first connect your scanner to a computer, the scanner's OneTouch software configures each button with appropriate settings. Each OneTouch button configuration consists of a **Destination Application**, a **Scan Configuration**, and a **File Format**. The OneTouch Properties window is where you select these three elements for a button.

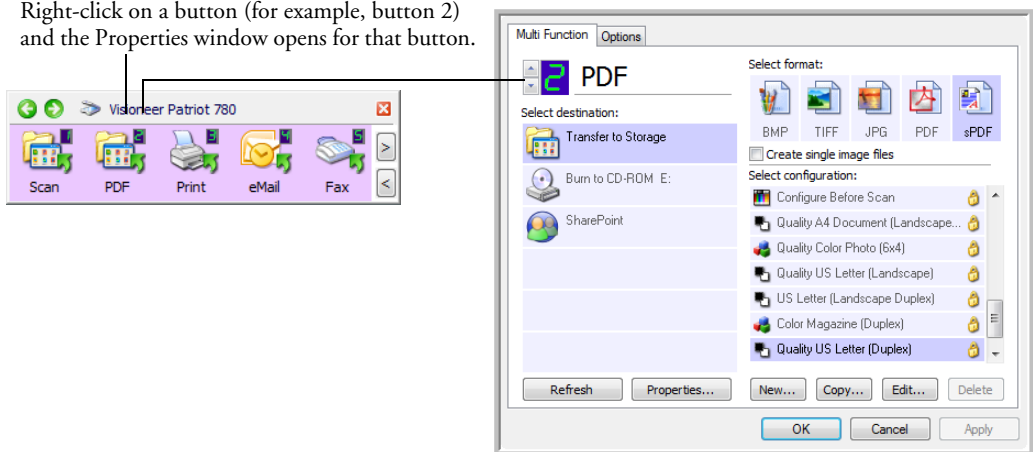
To open the OneTouch Properties window:



1. Click the OneTouch icon.
2. Right-click a button on the OneTouch Button Panel.

The OneTouch Properties window opens for that button.

Right-click on a button (for example, button 2) and the Properties window opens for that button.



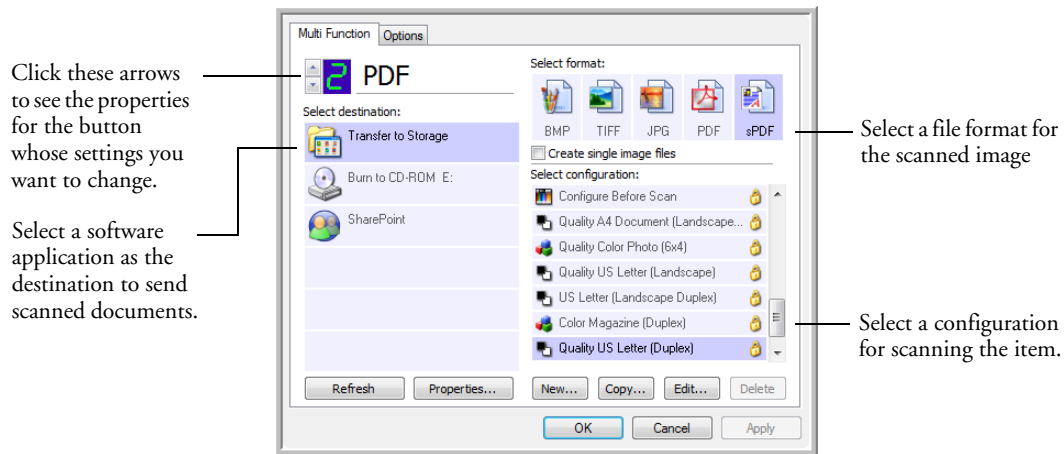
Note: Some of the options on the OneTouch Properties Window (and other OneTouch windows and dialog boxes) may be “grayed out” and are not available. Grayed out options are not appropriate for your Visioneer Patriot 780 scanner.

Changing the button settings:

1. Click on an application name in the Select Destination list.
2. Select a file format in the Select Format panel.
3. Select a scanning configuration in the Select Configuration list.

4. Click on OK to save the changes and close the window.
5. Place a page in the scanner.
6. Press the scanner button, or click on the Destination Application icon on the OneTouch Panel.
7. The scanner starts scanning and sends the image to the Destination Application or location, with the File Format and Scan Configuration, you specified.

ONETOUCH PROPERTIES OPTIONS



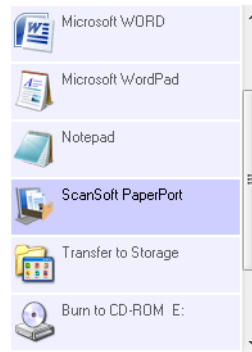
The settings on the OneTouch Properties window are:



LED Number—Next to the button number, click the up or down button selection arrows to scroll to the button you want to change.

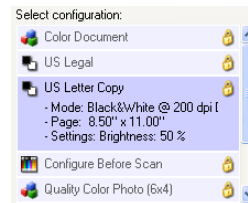
Select Destination—The list of destinations that OneTouch can send a scanned image to.

Select the destination you want OneTouch to send the scanned image to.



Select Configuration—The list of available Scan Configurations for the selected button. The configuration's basic settings include: scanning mode, resolution (dpi), page size, brightness (Br), and contrast (Cr). To see a selected Scan Configuration's settings, click its icon. Click the icon again to close the detailed information.

Click the icon of a selected configuration to view its settings.



The icons next to each scan configuration indicate the scanning mode.



Color



Black and White



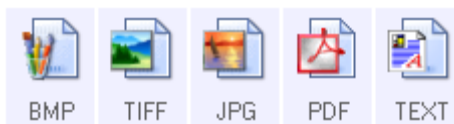
Grayscale



Configure
Before Scan

Use Configure Before Scan if you want to set the scanning mode manually before scanning. See "Configure Before Scan" on page 59.

Select Format—A set of file formats for the scanned image. The formats are based on the type of destination you select. This example shows the formats that apply to Microsoft Outlook and Transfer to Storage.



OTHER OPTIONS IN THE ONE TOUCH PROPERTIES WINDOW

Options tab—Displays a window for selecting OneTouch Properties options. See “Selecting OneTouch Properties Options” on page 48.

Properties button—Displays a window for selecting properties for each type of Destination Application. See “Setting Destination Application Properties” on page 50.

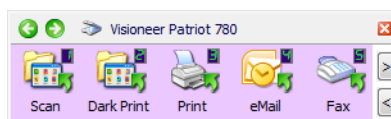
Refresh button—If you install new applications on your computer, and they do not appear in the **Select Destination** list, click the **Refresh** button.

New/Copy/Edit/Delete buttons—Click **New** or **Copy** to add new scan configurations to the list. Click **Edit** or **Delete** to change or remove them. See the sections “Creating a New Scan Configuration” on page 36 and “Editing or Deleting Scan Configurations” on page 43.

RENAMING A ONE TOUCH BUTTON

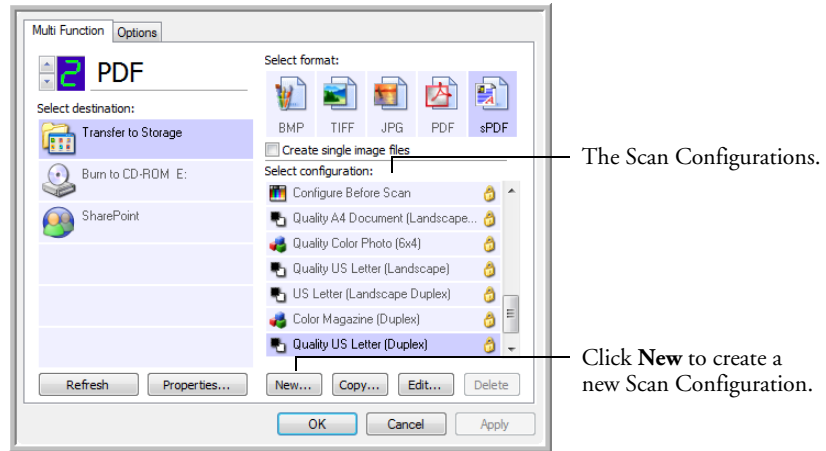
The OneTouch buttons have names that identify their pre-set functions, such as OCR and PDF, but you can edit the names.

1. Open the OneTouch Properties window.
2. Select the name's text and type a new name.
3. Click **OK** or **Apply**. The button is now renamed.



CREATING A NEW SCAN CONFIGURATION

The scan configurations are where you select the scanning resolution, brightness, mode (color, black&white, or grayscale), and a number of other settings.



1. Open the OneTouch Properties window.
2. Scroll through the applications in the Select Destination list and click the type of application for which you want to create a new Scan Configuration.

3. Click the **New** button.

If you want to start from the settings of another configuration, select the configuration, then click the **Copy** button.

4. Click on **OK** at any time to save the configuration and close the Scan Configuration Properties window. Or, click **Cancel** to cancel creating or modifying the configuration.

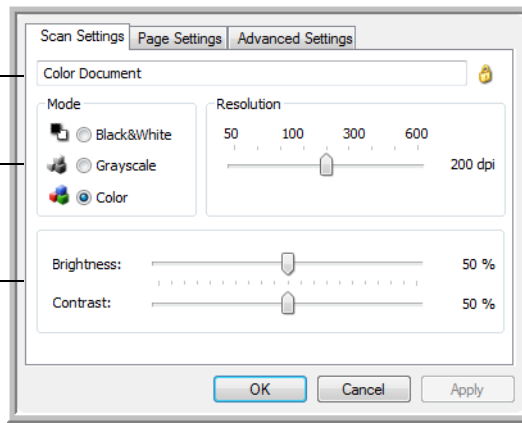
Note: There are 3 settings tabs in a configuration for selecting the Scanning Mode, Page Size and Color intensity. Depending on the selected Destination Application, an additional settings tab will activate for you to make changes specific to the current destination. For example, scanning to a printer will activate a Device Settings tab for you to set your printer properties.

THE SCAN SETTINGS TAB

Type a new name for the configuration.

Select the scan mode and drag the slider to set the resolution.

Drag the sliders to set the Brightness and Contrast.



Click the lock icon to unlock the configuration. Click the key icon to lock the configuration. You cannot save changes to a configuration that is locked.

On the Scan Configuration Properties dialog box, type a name for the new configuration.

Mode—Select a scanning mode:

- **Black&White** to scan in black and white. For example, letters and memos are usually scanned in black and white.
- **Grayscale** to scan items such as documents containing drawings or black and white photographs.
- **Color** to scan color photographs and other color items.

Resolution—Drag the slider to the right or left to adjust the dots per inch (dpi) of the resolution. The maximum resolution is 600 dpi; the minimum is 50 dpi. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.

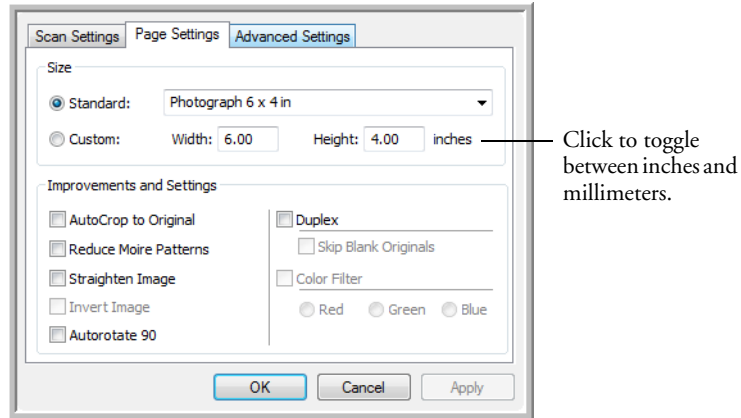
Brightness—Drag the slider to the right or left to adjust the brightness level. Brightness refers to the lightness or darkness of the image.

Contrast—Drag the slider to the right or left to adjust the contrast level. Contrast is the range between the darkest and lightest portions of the image. The greater the contrast, the more difference between the lighter and darker shades in the image.

If you want to lock the configuration, click the key icon to change it from a Key to a Lock.

THE PAGE SETTINGS TAB

Click the Page Settings tab to select options applicable to how you want the image to appear after scanning.



Size—Input the page dimensions of the items you will be scanning.

- **Standard**—Choose a pre-defined page size from the list. Note that you can also use landscape scanning for any size in the menu by clicking the **Autorotate 90** option.
- **Custom**—Enter the horizontal and vertical page dimensions in the boxes. The maximum size is 11.7" x 17". The units of measurement can be inches or millimeters.

Improvements and Settings—Only the options that apply to the selected scanning mode on the Scan Settings tab are available.

- **AutoCrop to Original**—Select this option to let the scanner automatically determine the size of the item being scanned. When scanning from the ADF, make sure the paper guides are against the edge of the paper in the input tray. This helps to prevent the paper from being fed through at an angle (skewed). Skewed pages may not crop properly.
- **Reduce Moiré Patterns**—Moiré patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. Selecting **Reduce Moiré Patterns** will limit or eliminate moiré patterns in the scanned image. This option is only available for the Grayscale or Color Mode at lower resolution settings.

- **Straighten Image**—Select this option to let the scanner automatically determine if a page is skewed, then straighten its image. However, if the page is fed through at too great of an angle, the image may not straighten correctly. In that case, re-scan the page making sure that the paper guides are against the edge of the paper.
- **Invert Image**—Only available for Black&White Mode, this option reverses the black and whites of an image.

Original Image



Inverted Image



- **Aut rotate 90**—Select this option to rotate the scanned image 90° clockwise when scanning is finished. Typically you use **Aut rotate 90** so you can select any of the page sizes from the **Standard** menu but scan in landscape orientation instead of portrait.
- **Duplex**—When scanning from the ADF, this option scans both sides of the page. If this option is not selected, the scanner will scan the face up side of the page only.
- **Skip Blank Originals**—When scanning from the ADF, this option skips pages that are completely blank. It is only available when Duplex is selected.
- **Color Filter**—Color filter is the ability of your scanner to automatically remove a color from a scanned item. Color filter applies to Black&White or Grayscale Mode.

The original with a red watermark over black text.

Marketing

ABC Inc. distributes and sells its product worldwide through OEMs/OEMs, and distributors. As of June 1999, ABC has employed over 21 well trained marketing, sales, and support personnel. To better serve its customers, ABC has assigned an account manager for each of its OEM/OEM customers. These account managers are responsible for effectively coordinate the outstanding issues in sales, manufacturing, or development and ensure the status of each customer's product is properly monitored. Our goal is to achieve and maintain complete customer satisfaction.

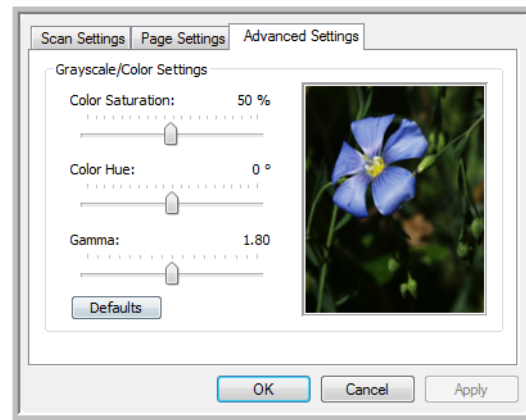
The scanned item with the red filtered out.

Marketing

ABC Inc. distributes and sells its product worldwide through OEMs/OEMs, and distributors. As of June 1999, ABC has employed over 21 well trained marketing, sales, and support personnel. To better serve its customers, ABC has assigned an account manager for each of its OEM/OEM customers. These account managers are responsible for effectively coordinate the outstanding issues in sales, manufacturing, or development and ensure the status of each customer's product is properly monitored. Our goal is to achieve and maintain complete customer satisfaction.

THE ADVANCED SETTINGS TAB

The options of the Advanced Settings tab are for the Color or Grayscale scanning modes.



Drag the sliders to the left or right to change the color settings. As you do, the image changes to show the effects of the new settings.

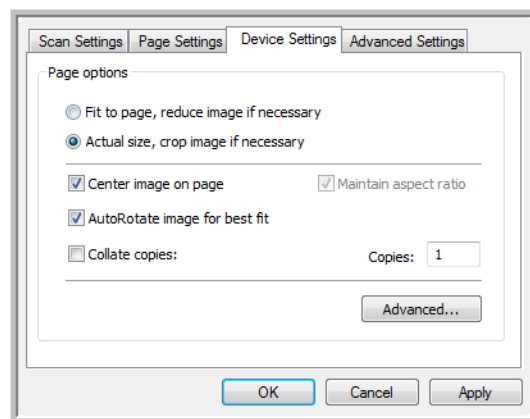
- **Color Saturation**—is the strength or purity of a color.
- **Hue**—is the color your eyes see as reflected from the image.
- **Gamma**—is the tone curve and the starting point for image enhancement. As you raise or lower the Gamma value, the values at which Color Saturation, Color Hue, Brightness and Contrast affect the image are changed. It is recommended that you keep the default Gamma value or adjust this setting before adjusting the other options.

On installation, the Color Space screen requests that you choose a flower that looks good to you. The flower you choose is the default Gamma value for the scanner.

Note: Color Saturation and Hue are only available when scanning in color. Gamma is available for both color and grayscale scanning.

THE DEVICE SETTINGS TAB

A Device Settings tab is on the Scan Configurations dialog box when your selected Destination Application is a printer or fax application.



Fit to page, reduce image if necessary—If the scanned image is too big to be printed or faxed on a single page, the image will automatically be reduced to fit the page.

Actual size, crop image if necessary—If the scanned image is too big to be printed or faxed on a single page, the image will automatically be cropped around its edges to fit on the page.

Center image on page—The image will be printed in the center of the page instead of at the top right corner.

Maintain aspect ratio—The aspect ratio is the length-to-width relationship of the image's dimensions. Select this option so the image's relative proportions remain constant.

AutoRotate image for best fit—If the image is a Landscape format and the device is printing in the Portrait mode, or vice versa, rotate the image to fit on the page.

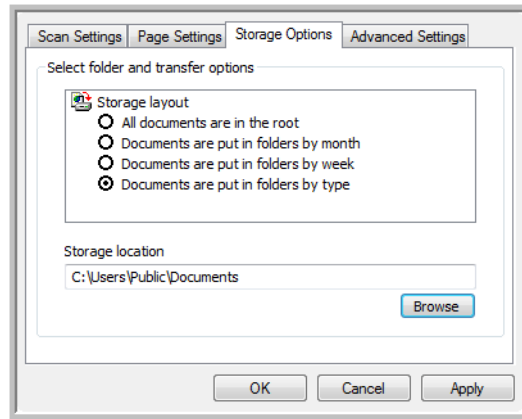
Collate copies—If you are printing more than one page, collate the copies. Enter the number of copies in the **Copies** box.

Advanced—Click to see additional settings for the device. The dialog box that opens is specific to the device. For example, if the device is your printer, the dialog box is your printer's setup settings.

THE STORAGE OPTIONS TAB (ARCHIVE)

A Storage Options tab is on the Scan Configurations dialog box when the selected Destination Application is Transfer to Storage. See “Transferring Scanned Documents to Storage” on page 65 for instructions on using the Transfer to Storage destination.

1. Click on the **Storage Options** tab.



2. Click the Storage Layout options you want.

All documents are in the root—The scanned documents are saved in the root of the folder specified in the Storage Location.

Documents are put into folders by month, week, or type—Folders are created based on your selection (month, week, or type) and the scanned documents are saved in those folders. New folders are created for each month and week so you can keep track of when you scanned the documents. Type refers to the file type selected as the File Format on the OneTouch Properties window.

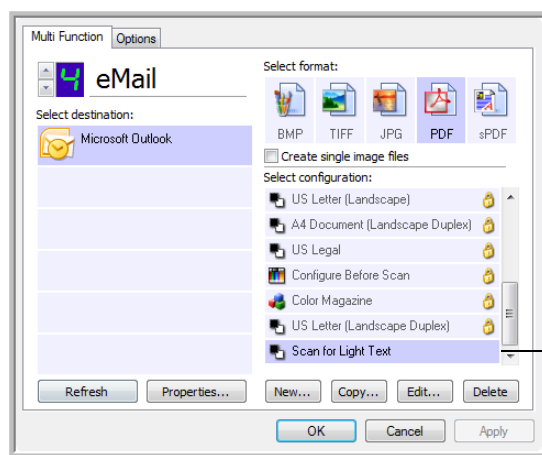
3. If you want to store your archive documents in some other location, click the **Browse** button to specify the new location.
4. Click **OK** or **Apply**.

EDITING OR DELETING SCAN CONFIGURATIONS

Note: Your scanner comes with a number of configurations pre-set at the factory. We recommend that you keep those configurations locked and do not edit or delete them. That way, you will always have the factory-settings available. If you do edit or delete them, and want to get the factory pre-sets back again, you will need to uninstall then re-install your scanner driver.

To edit or delete a scan configuration:

1. Open the OneTouch Properties window.
2. Select the Scan Configuration you want to edit or delete.



Select the scan configuration to edit or delete. It must be unlocked, as indicated by having no icon displayed here.

3. To delete the configuration, click the **Delete** button.
4. To edit the configuration, click the **Edit** button.

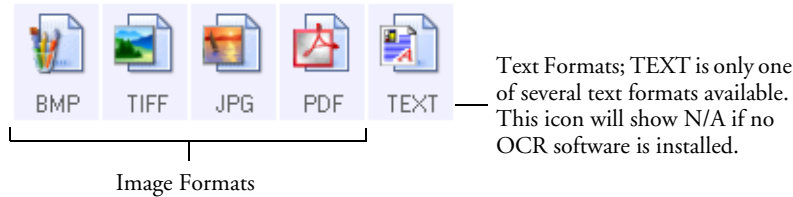
You can make changes to a configuration, but for the changes to be saved, the configuration must first be unlocked.

Click the lock icon to unlock the configuration. Clicking it toggles between locking and unlocking the configuration. The key icon indicates the configuration is unlocked.

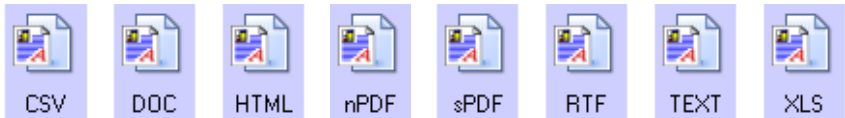
5. Edit the settings and click **OK**.

SELECTING FILE FORMAT OPTIONS

The available file formats are based on the Destination Application you have selected to receive the scanned images.



The Text Formats are for text file types and are selectable by right-clicking on the text format icon.



CREATE SINGLE IMAGE FILES

The TIFF and PDF formats, as well as the text file formats, support multiple page documents. Select **Create single image files** if you want one file created for each image scanned. Note that this option is automatically selected and disabled if you have selected a format that only supports single pages, such as BMP or JPG.

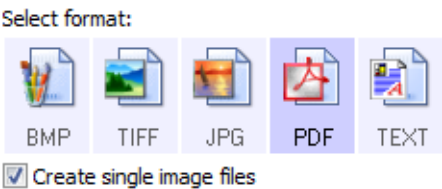


IMAGE FORMATS

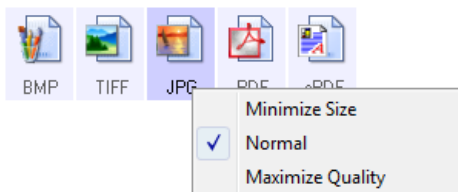
Select an image file format for photos, artwork or other documents that you want to save as images. BMP and TIFF are standard image file formats generally used if you want to do additional image processing, such as photo touch-up or color correction. Both of those file formats tend to be larger than the JPEG format when scanning in color.

Because JPEG image files can be reduced in size, the JPEG format is often used for images on web pages, or if file size might be a problem when electronically sending the files. JPEG files are reduced in size by lowering their image quality, and you can select the degree of quality for your scanned images from the JPEG file format icon.

The PDF format is often used to create images of text pages. You may want to select PDF as the file format when scanning text pages that do not require OCR processing. The PDF format is also used to put multi-page documents on web sites as pdf-readable files. As with the JPEG option, the PDF format can be reduced in size or quality.

To select a JPEG or PDF file size:

1. Select **JPG** or **PDF** as the file format.
2. Right-click on the **JPG** or **PDF** icon.



3. Choose the file size/image quality option for your scanned images.

Minimize Size—Smallest file size, lowest image quality.

Normal—Medium file size, some loss of image quality.

Maximum Quality—Largest file size, no loss of image quality.

Your selection pertains only to the button currently selected on the OneTouch Properties window. Other buttons that have JPG or PDF selected as the file format are not affected, so you can set the JPEG or PDF file size/image quality independently for each button.

4. Click **OK** or **Apply** on the OneTouch Properties window.

TEXT FORMATS

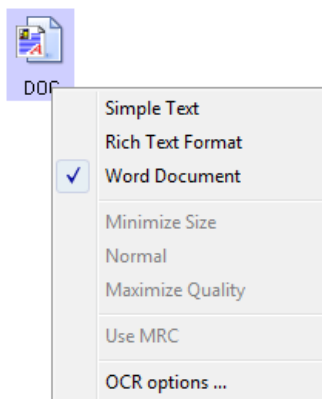
Selecting the text format option also selects OCR processing as an automatic step for scanning. Therefore, when you scan a document with the text format selected, the text portions of the document are automatically converted to editable text. The text file formats are only available if the OneTouch OmniPage Module or OmniPage Pro software is installed on your computer. Please see the OneTouch OmniPage Mini-Guide on the Installation Disc 1 for instructions on scanning using OCR and details about the OCR Options in OneTouch.

To select a file type for the text format:

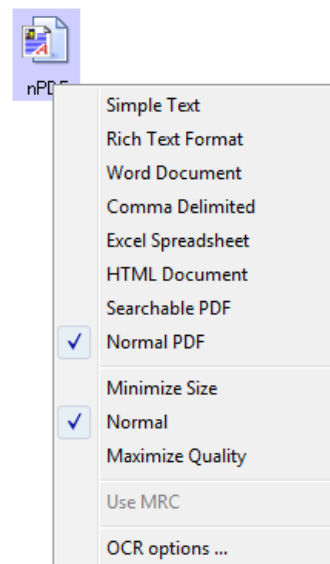
1. Select the Destination Application.
2. Right-click on the text format icon.

A menu opens. The following figure shows samples for different formats.

Example menu for the TEXT file options when the Destination Application is Microsoft Word.



Example menu for the TEXT file options when the Destination Application is a Storage location.



3. Choose the file type that you want for the text format.

Your selection of a file type pertains only to the button currently selected on the OneTouch Properties window.



Simple Text—The .txt file format. Text with no formatting; used by the standard Microsoft Notepad application.



Rich Text Format—The .rtf file format. Text that retains formatting when converted. Available with Microsoft WordPad and Word.



Word Document—The .doc file format used by Microsoft Word.



Comma Delimited—The .csv file format; used for database or spreadsheet data with fields separated by commas. When the document is converted into editable text by the OCR software the fields are maintained.



Excel Spreadsheet—The .xls file format used by Microsoft Excel.



HTML Document—The .htm file format used to create web pages.



Searchable PDF—Selecting this version of the Adobe® PDF file format scans the image, OCRs the text then saves the PDF file as an image with searchable text.



Normal PDF—Selecting this version of the Adobe® PDF file format scans the image, OCRs the text and creates an editable PDF file that can be edited with a PDF editing program such as Adobe® Acrobat®.

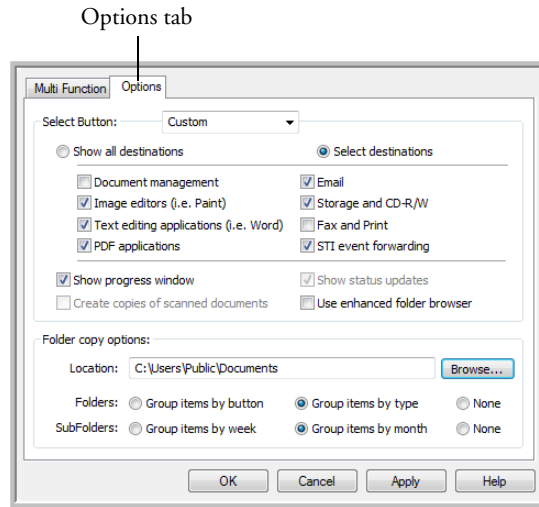
4. To change the OCR settings, choose **OCR Options**.
Please see the OneTouch OmniPage Mini-Guide on the Installation Disc 1 for instructions about the features found in the OCR Options.
5. Click **OK** on the OneTouch Properties window.

SELECTING ONE TOUCH PROPERTIES OPTIONS

The OneTouch Options determine the types of Destination Applications available for a button. There are also settings on the Options tab that are global to all OneTouch buttons.

To select options:

1. Open the OneTouch Properties window and click the **Options** tab.



2. Click the menu arrow next to **Select Button** and choose the button for setting new options.
3. The OneTouch Destination Options are:

Show All Destinations—Selecting this option activates all the Destination Application categories for the current button, so that in the OneTouch Properties window for that button, all available destinations are seen under the Select Destination list.

Select Destinations—Select this option to individually choose the types of applications to include in the list of Destination Applications. Check the boxes for the type of application to include.

Destination Categories:

- **Document Management** applications, such as Nuance PaperPort®, that are for processing and keeping track of your scanned documents.
 - **Image Editors** include Microsoft Paint and other drawing and graphics applications.
 - **Text Editors** include Microsoft Word, Microsoft Excel and other word processing and spreadsheet applications.
 - **PDF applications** are for documents scanned to PDF format.
 - **Email** includes Microsoft Outlook and other email applications.
 - **Storage and CD-R/W** is for either storing scanned documents in a folder, or sending them to a CD burner to create a CD containing the scanned documents.
 - **Fax and Print** is for sending your scanned documents directly to your printer or fax software for faxing.
 - **Sti event forwarding** is for using another application's interface for scanning.
4. Click **Apply**, then click on the Multi-Function tab to see the list of Destination Applications.

ONETOUCH GLOBAL OPTIONS

- **Show Progress Window**—Select this option to display the progress window of the document(s) during scanning.
- **Use enhanced folder browser**—Select this option if you want to save your scans to a network location that is not a mapped drive on your computer.
- **Create copies of scanned documents**—Images sent to a software application are temporary files until you use that application's "Save" command. When sending to a printer the image is temporary until printing is complete. Selecting this option enables the Folder Copy Options field for you to choose where a permanent copy of the file should be saved.

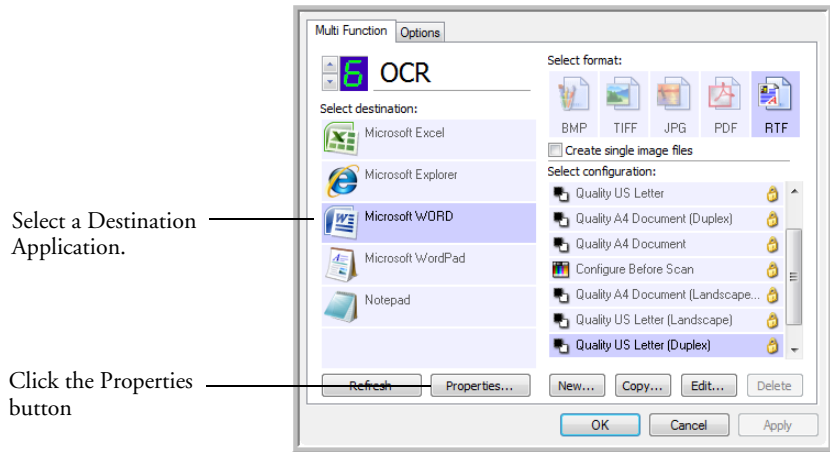
This option is not available if either Document Management or Storage and CD-R/W are selected because these destinations automatically save the files in the folder location you specified under the Destination Application Properties.

- **Folder Copy Options**—Click the Browse button and select a folder to save the images in. Select the grouping option you want the scanned images organized by.

SETTING DESTINATION APPLICATION PROPERTIES

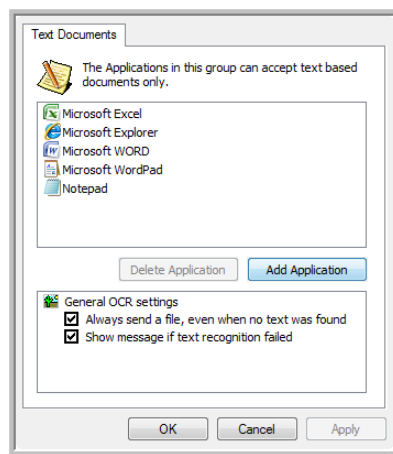
The different types of Destination Applications have various properties that you can set.

On the OneTouch Properties window, select a Destination Application then click the **Properties** button.



TEXT DOCUMENTS PROPERTIES

These properties apply to Microsoft Word, Microsoft Excel®, and other text editing applications.



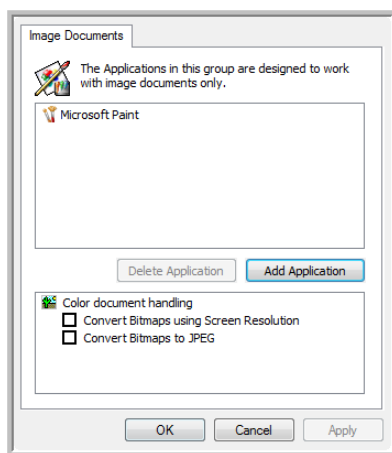
Click in the OCR settings boxes for the options you want.

- **Always send a file, even when no text was found**—The scanned file is sent to the application even if the image does not appear to contain text.
- **Show message if text recognition failed**—A message will open on the screen if the OCR reader does not detect text in the image.

Note: To add another application to the Text Editor application list, see page 52.

IMAGE DOCUMENTS PROPERTIES

These properties apply to the OmniPage Pro software that you received with your scanner, plus Microsoft Paint and other image processing applications.



Click in the Color document handling settings boxes for the options you want.

- **Convert Bitmaps using Screen Resolution**—Bitmap images with a high resolution may be too big to fit on the screen. Matching the screen resolution ensures that the image fits on the monitor screen.
- **Convert Bitmaps to JPEG**—JPEG files can be compressed to produce smaller file sizes and, therefore, shorter transmission times. Use this option to provide that compression capability to image files.

Note: To add another application to the Image Editor application list, see page 52.

ADDING AN APPLICATION TO ONETOUCH

From the OneTouch Destination Properties for Text Editors and Image Editors you can add another application.

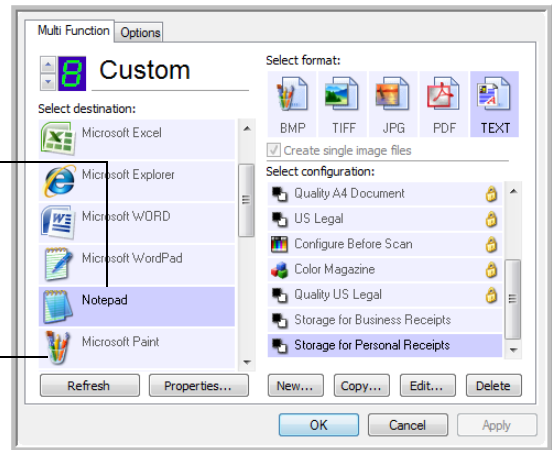
1. Open the OneTouch Properties window.
2. Select either a text editing program such as Microsoft Notepad, or select an image editing program such as Microsoft Paint.

To add a text application you have to select a text editing application before proceeding with these instructions.

To add an image application you have to select an image editing application before proceeding with these instructions.

Select a text editing program, such as Notepad, to add a Text Editor program.

Select an image editing program, such as Paint, to add an Image Editor program.



3. Click on the **Properties** button.

4. Click on the **Add Application** button.

If you selected a text editing program in Step 1, the Add Text Based Link dialog opens.

If you selected an image editing program in Step 1, the Add Simple Image Link dialog opens.

Add Text Based Link dialog

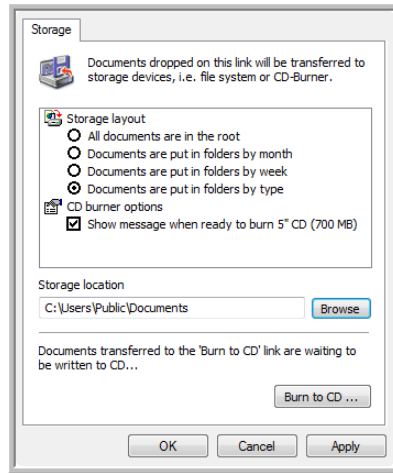
Add Simple Image Link dialog

5. Click **Browse** to find the application executable file you want to add to the list. For example, if Microsoft's Paint was not already in the Select Destination list, you would browse to the C:\Windows\System32 folder and select **mspaint.exe**.
6. Click on **Open**.
When you select the application using the Browse button, steps 1 and 2 on the dialog box are automatically filled in, and the application icon appears in step 3.
7. Select the icon in Step 3 of the dialog box. That is the icon that will appear in the OneTouch Destination List.
8. In step 4 of the dialog box, select the file formats that the application will accept.
9. Click the **Add** button.
10. Click **Refresh** on the OneTouch Properties window.

Note: Please refer to the software user guide, for the application you want to add to OneTouch, for information on where the application's executable file is and what file format types the application will use.

STORAGE PROPERTIES

These properties apply to the Destination Application named Transfer to Storage. Please see page 65 for full instructions on using the Transfer to Storage destination.



1. Click the Storage Layout options you want.

All documents are in the root—The scanned documents are saved in the root of the folder specified in the Storage Location.

Documents are put into folders by month, week, or type—Folders are created based on your selection (month, week, or type) and the scanned documents are saved in those folders.

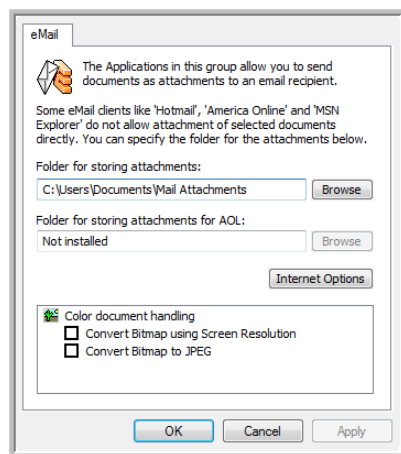
2. Click the **Browse** button to specify the location to store the scanned documents.

If your computer has a CD burner and you are using Windows XP or Windows Vista, select the option **Show message when ready to burn 5" CD (700MB)**, so you will see a message when it's time to click the **Burn to CD** button.

3. Click **OK** on the Link Properties window.

EMAIL PROPERTIES

These properties apply to email applications installed on your computer so you can specify the folder for documents that you will attach to an email message.



1. Click the **Browse** button for **Folder for storing attachments** and choose a folder for your email attachments.
 - Microsoft Outlook® will accept direct attachment of documents to a blank email message as soon as scanning is finished, you do not need to change this folder location.
 - If you are using America Online® (AOL) on your computer, and the folder name for AOL is incorrect, click the **Browse** button and find the correct AOL folder.

For scanned images to be auto-attached to a blank email address, you must have the specific folder location AOL uses to find the attachments. Please contact AOL for more information about the folder location in which AOL stores attachments.
2. If you need to change your email client, or any other internet options, click the **Internet Options** button.
3. The Windows Internet Options Control Panel opens. Click the Programs tab and choose a new email client from the Email list.

These are the standard Windows Internet options. Please see your Windows documentation for more information about Internet options. If you are using AOL, please see the AOL user manual for making changes to the Internet options applicable to AOL.

4. Select the options for color document handling.

Convert Bitmaps using Screen Resolution—Bitmap images with a high resolution may be too big to fit on the screen. Matching the screen resolution ensures that the image fits on the monitor screen.

Convert Bitmaps to JPEG—JPEG files can be compressed to produce smaller file sizes and, therefore, shorter transmission times. Use this option to provide that compression capability to image files.

5. Click **OK**.
6. Click **OK** or **Apply** on the OneTouch Properties window.

UNIQUE SCANNING FEATURES AND DESTINATIONS

The OneTouch software has unique scanning options available. You can scan directly to your computer's CD burner, HTML files and so on.

SCANNING WITH OPTICAL CHARACTER RECOGNITION (OCR)

Optical Character Recognition (OCR) converts text and numbers on a scanned page into editable text and numbers. You can then work with the text and numbers to edit, spell check, change font or type size, sort, calculate, and so forth.

Note: Visioneer recommends that all OCR processing use the original factory settings for OCR scanning that came with your scanner. When scanning with other settings, use at least 300 dpi for the resolution. If the original documents are of poor quality and have small type, 400 dpi can be used as the maximum resolution.

OneTouch 4.0 and OmniPage Pro work together to combine scanning with OCR processing into one integrated step. The OCR process is automatic when the file format on the OneTouch Properties window is a text format, such as DOC, TEXT, XLS, RTF, and so forth.

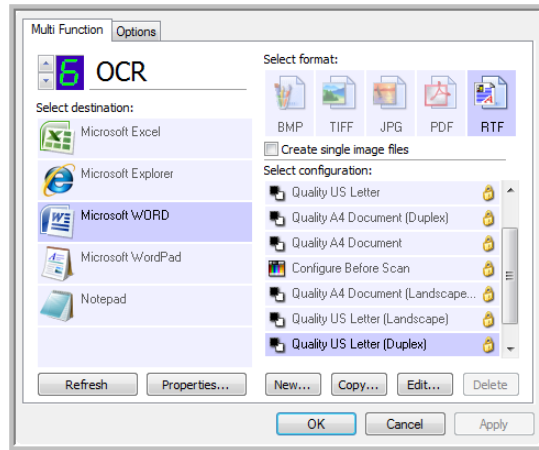
The OneTouch OmniPage Module or the OmniPage Pro software must be installed on your computer in order to use the OCR options with the OneTouch 4.0 software and your scanner. The OneTouch OmniPage Module was automatically installed when you installed the scanner's driver from the installation disc. The OmniPage Pro software is on the installation Disc 2 that you received with your scanner. The OneTouch OmniPage Module and the OmniPage software can both be installed on your computer at the same time.

Please refer to the *OneTouch OmniPage Mini-Guide*, on Disc 1 that you received with your scanner, for detailed instructions on configuring and scanning with the advanced OCR options. The instructions in the Mini-Guide details the OCR features when accessed from within OneTouch.

Please refer to the OmniPage Pro user guide on installation Disc 2 for instructions on using the OmniPage Pro software application.

To scan with OCR from the Scanner Buttons:

1. Open the OneTouch Properties and select a button to scan as a text file format.



2. Select a text editing program such as Microsoft Word.
3. Click **OK** to save the changes and close the window.
4. Load the documents *face up* with their tops into the scanner or place a page *face down* on the flatbed glass.
5. Click the OneTouch icon in the Windows Notification Area.
6. On the OneTouch Button Panel, click on the button you have set with a text editing program as the Destination Application.



Button 6 is the default
OneTouch OCR button.

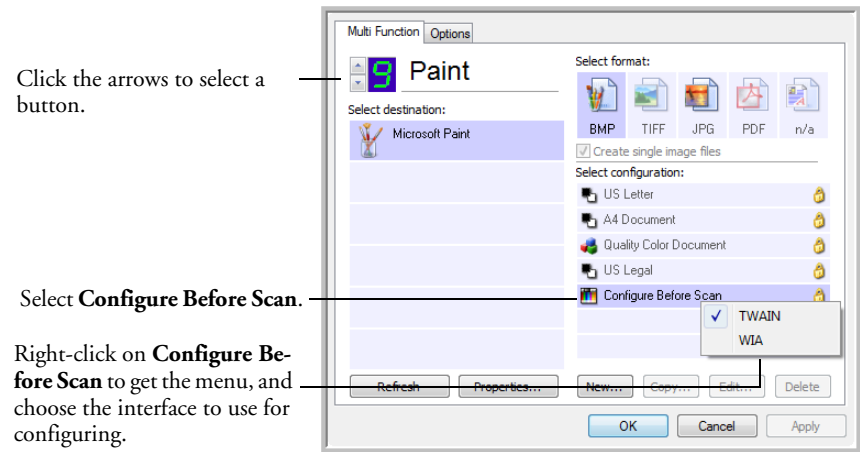
Your scanned pages appear in the Destination Application with their text ready for editing and other text processing.

CONFIGURE BEFORE SCAN

Choosing Configure Before Scan simply opens either the TWAIN or WIA scanning interface when you click a button. You then use that interface to change the color mode, resolution, and other settings. When you scan, the scanned image will still be sent as the File Format and to the same Destination Application already selected in the OneTouch Properties window for that button.

TO SET CONFIGURE BEFORE SCAN

1. Open the OneTouch Properties window.
2. Using the button selection arrows, choose the button that you want to set to configure before scanning.
3. Select the scan configuration **Configure Before Scan**.



4. Right-click on **Configure Before Scan** and choose an interface to use for configuring before scanning.

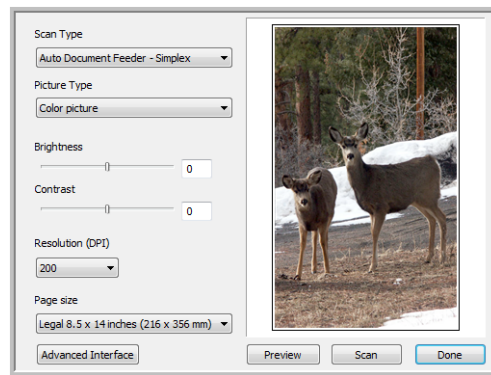
TWAIN—The TWAIN Interface opens for you to set the scanning mode. See “Scanning from TWAIN” on page 72 for detailed instructions about scanning with the TWAIN Interface.

WIA—The Windows Image Acquisition Interface (WIA) opens for you to configure the scanning. See “Scanning from Windows Image Acquisition (WIA)” on page 86 for detailed instructions about scanning with the WIA Interface.

5. Click **OK** or **Apply** on the OneTouch Properties window.

TO SCAN USING CONFIGURE BEFORE SCAN

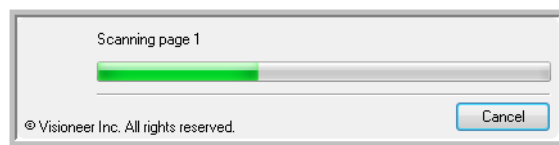
1. Load the documents *face up* with their tops into the scanner or place a page *face down* on the flatbed glass.
2. Click the button you set up to use the Configure Before Scan option.
The TWAIN or WIA interface will open. This example shows the Basic TWAIN Interface.



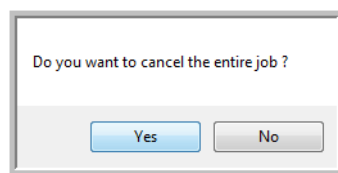
3. Under Scan Type choose where the scanner should scan the paper from.
Auto Document Feeder - Simplex—scans single-sided from the ADF; only the side of the pages facing up are scanned.
Auto Document Feeder - Duplex—scans double-sided from the ADF; both sides of the pages are scanned.
Scan Reflective Using—the scanner scans from the flatbed.
4. Select the **Picture Type** (Color, Grayscale, or Black & White), **Resolution** and **Page Size** that apply to your scanning batch.
5. Click on the **Scan** button in the TWAIN interface.
6. Your document will be scanned and sent to the Destination Application specified in the OneTouch 4.0 Properties window.

CANCELING A CONFIGURE BEFORE SCAN

1. Click **Cancel** in the scanning progress window.



2. The following window will open asking if you want to cancel the entire job.



- **Yes**—Scanning stops and all pages scanned in this batch, up to this point, will be deleted. The TWAIN interface will close and you can restart your scan from the beginning.

For instance, the scan Mode is Black & White but you want to scan your documents in color. Choose **Yes** to delete any scanned pages, then start over the correct scan Mode selected.

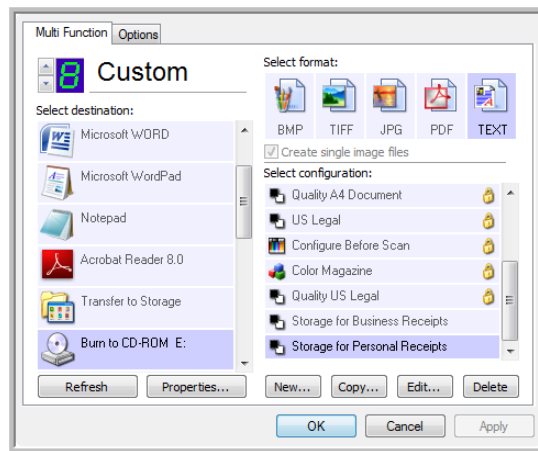
- **No**—Scanning stops and the TWAIN interface remains open. You can place a new set of pages into the ADF or a single page on the flatbed glass, adjust the TWAIN settings for them, then click the **Scan** button in the TWAIN interface to continue scanning. At the end of the scanning batch, all pages from the first portion of the scan and second will be sent to the Destination Application.

Choose this option if, for instance, you have been scanning in Black & White but want to scan the remaining pages in color. You stop the current scan, change the scan Mode to Color, then restart the scanning without losing the pages already scanned.

SCAN AND BURN TO A CD

If you have a CD burner attached to your computer, you can scan directly from your scanner to a CD. This feature is available only on computers running Windows XP or Windows Vista.

1. Open the OneTouch Properties window.
2. Choose a button to use for scanning and burning to a CD.
3. Select **Burn to CD** as the Destination Application.



4. Choose a Format and a Scan Configuration. Click **OK**.
5. Now start scanning using the button you set to scan and burn to a CD.
When scanning is finished, a bubble message on the screen tells you that files are waiting to be burned to the CD.
6. Open the OneTouch window, select **Burn to CD** and click the **Properties** button.
7. Make sure a blank CD is in the CD burner.
8. Click the **Burn to CD** button. The CD burner begins and your scanned documents are written to the CD.

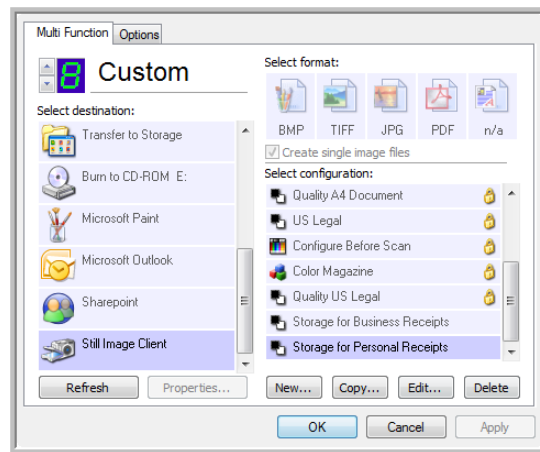
If other documents are waiting to be written to the CD they will be burned to the CD with the OneTouch files.

SCANNING WITH EVENT FORWARDING

You can use Event Forwarding to specify the application to use for scanning at the start of the process.

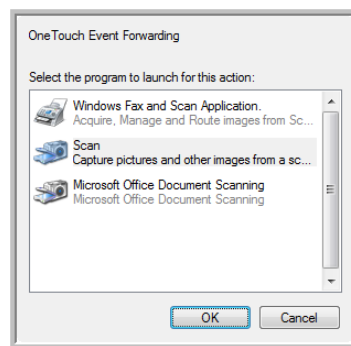
1. Open the OneTouch Properties window.
2. Select **Still Image Client** as the Destination Application.

You cannot choose a file format for this option as the Destination Application is not selected until after scanning starts.



3. Click **OK**.
4. Start scanning using the button you selected for event forwarding.

A dialog box opens for you to select the application to use for scanning. Select the application in the box and click **OK**.

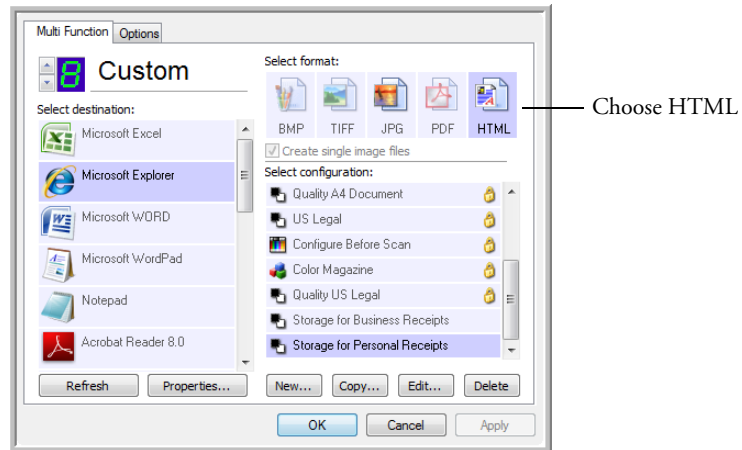


5. Now the application you selected opens and you can continue scanning using the application's TWAIN interface.

SCANNING TO AN HTML WEB PAGE

You can convert scanned pages to HTML format for posting directly to your web site.

1. Open the OneTouch Properties window.
2. Select **Microsoft Explorer** as the Destination Application.
3. Choose **HTML** as the File Format.

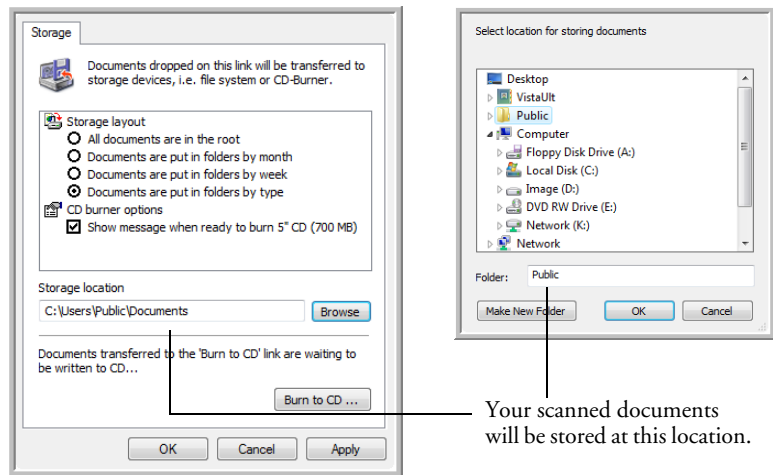


4. Choose a Scan Configuration that has the settings for the image on the HTML page.
5. Click **OK**.
6. Now start scanning using the button you set to scan as HTML.
7. When scanning is finished, the document is first converted to editable text using the OCR process, then is converted into an HTML format. Microsoft Internet Explorer then opens showing your converted page.
8. Choose **Save As** from the Internet Explorer **File** menu, give the page a name, and save it in the location you use for your web page files.
9. You can now use Microsoft Internet Explorer or other application to post the document to your web page as you would any other HTML page.

TRANSFERRING SCANNED DOCUMENTS TO STORAGE

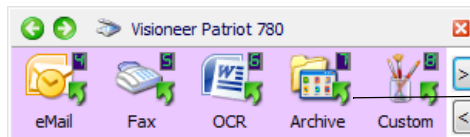
With the Transfer to Storage scanning process, you can scan documents and save them in a folder in one step. The process is ideal for archiving documents without having to manually save them from a software application.

1. Open the OneTouch Properties.
2. Select the Transfer to Storage destination.
3. Click on the **Properties** button.
4. Click on the **Browse** button in the OneTouch Link Properties for Transfer to Storage window.
5. Browse to a folder on your computer, mapped network drive or a server location. Select the folder then click **OK**.



Your scanned documents will be stored at this location.

6. Select a File Format and Scan Configuration. Click **OK**.
7. Start scanning using the button you set to scan to Transfer to Storage.



This folder icon indicates that the Destination Application is Transfer to Storage.

8. Your scanned pages are stored in the location that you specified on the OneTouch 4.0 Link Properties window.

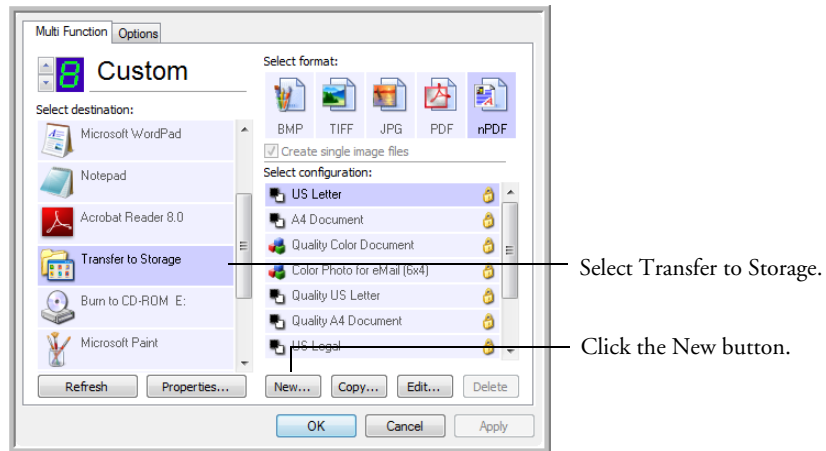
SCANNING TO MULTIPLE FOLDERS

When archiving documents with the Transfer to Storage option, you can scan them to different folders without having to modify OneTouch each time you scan. For example, one folder might be for “Business Receipts,” a second folder might be for “Personal Receipts,” and a third folder might be for “Annual Receipts.”

To scan to multiple folders, you create multiple scan configurations, each with a different storage location for the scanned documents. Scan one set of documents using the scan configuration with the appropriate storage location for that set. Then switch to another scan configuration and scan the next set of documents to store them in a different folder.

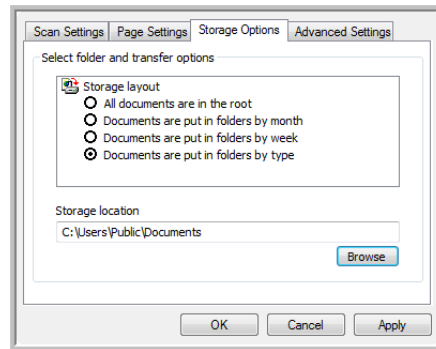
Setting up multiple folders for transfer to storage:

1. Using Microsoft Windows, create the folders that you want to use for storing scanned items.
2. Open the OneTouch Properties window.
3. Select **Transfer to Storage** as the Destination Application.
4. Click the **New** button.

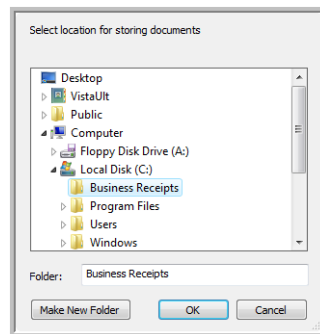


5. To help you remember which folder it is, give the new configuration a name that indicates the folder name, such as “Business Receipts.”
6. Click the **Scan Settings**, **Page Settings**, and **Advanced Settings** tabs, and select the settings you want.

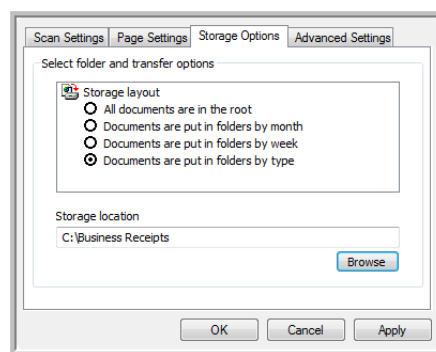
7. Click the **Storage Options** tab.



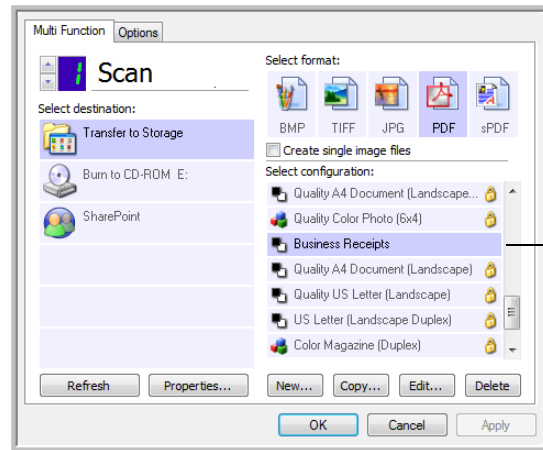
8. Click the **Browse** button.
9. Select the folder you created for storing the scanned documents.
If you haven't created the folder yet, you can click the **Make New Folder** button and type the name for the new folder.



10. Click **OK**. The selected folder will now be set as the Storage Location, such as "Business Receipts."



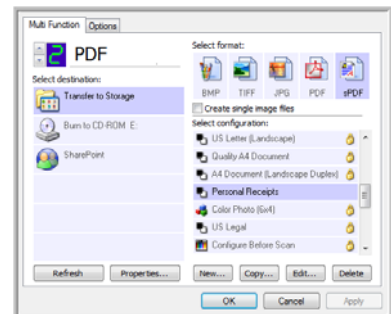
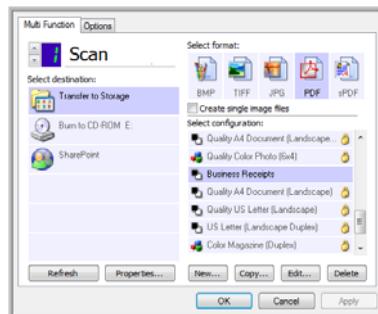
11. Click **OK**. The new configuration is now listed as a Transfer to Storage configuration.
12. Repeat steps 4 through 11 to create additional new configurations, such as one named "Personal Receipts."
13. You will now have multiple configurations set up for the Transfer to Storage destination, and each configuration scans documents to separate folders.



The new configurations apply to the Transfer to Storage Destination Application.

14. Now click the arrow buttons to select a scanner button for each new configuration. Click **Apply** to set that button for that configuration.

The following examples show that buttons 1 and 2 have been set to scan to each of the new configurations.



15. Click on **OK** to save the changes and close the OneTouch Properties window.

Scan to multiple storage folders:

1. Load the first set of documents *face up* with their tops into the ADF or place a page *face down* on the scanner glass.
2. Click on the OneTouch icon to open the OneTouch Button Panel.
3. Click on the first button that you set for scanning to storage. In the previous example button 1 has been set to scan to the Business Receipts folder.

The scanner starts scanning and sends the images to the folder you specified in the Storage Options tab for that button.

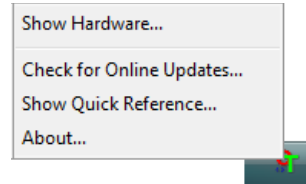
4. When scanning is finished, load the next set of documents *face up* with their tops into the ADF or place a page *face down* on the scanner glass.
5. Click on the next button that you set for scanning to storage. In the previous example button 2 has been set to scan to the Personal Receipts folder.

The scanner starts scanning and sends the images to the folder you specified in the Storage Options tab for that button.

The scanned documents are now stored in the two separate folders you selected.

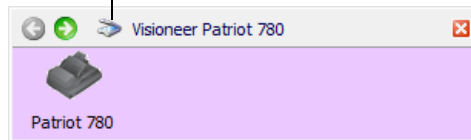
CHECKING THE HARDWARE AND SETTING THE LAMP POWER SAVING

1. Right-click on the OneTouch icon and choose **Show Hardware** from the pop-up menu.

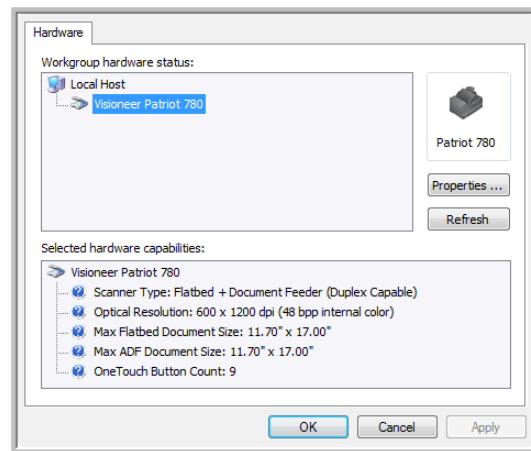


You can also click the scanner icon at the top of the OneTouch Button Panel, or right-click on the Patriot 780 icon in the panel Hardware view.

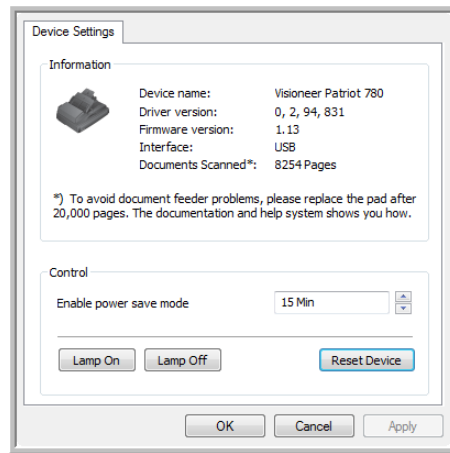
The Hardware icon



2. The Hardware Properties dialog box opens and shows information about your Visioneer Patriot 780 scanner.



3. Click the **Properties** button.



Your scanner has a built-in power saving feature that is set to power down after 15 minutes of idle time. You can change the time before the scanner powers down, from 1 minute to a maximum of 3 hours.

4. Click the arrows for the Lamp time-out setting and choose a time setting.
To turn the lamp on and off manually without turning off power to the scanner, click the **Lamp On** or **Lamp Off** buttons.
To return the scanner to its factory settings, click **Reset Device**.
5. Click **OK** to save the changes and close the dialog box.

Note: The lamp cannot be turned off if the scanner top is up. Close the scanner lid before turning off the lamp.

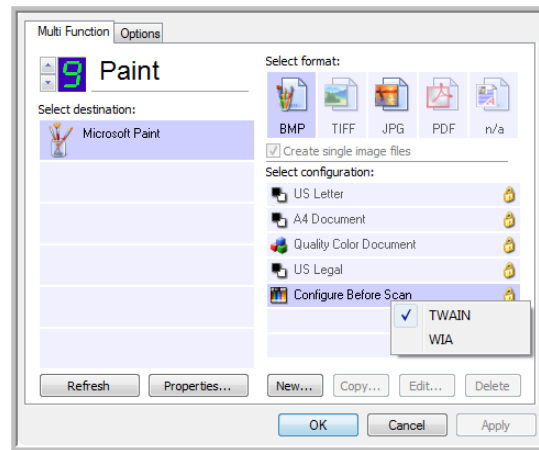
Scanning from TWAIN

You can scan from any TWAIN scanning application instead of scanning from OneTouch. Please refer to the software user's guide, for the application that you are using, for steps to open the TWAIN interface. You can also access the TWAIN interface when you're scanning from the OneTouch software, as described in this section.

A Note About Your Scanner and the TWAIN standard: TWAIN is a widely recognized standard that software applications use to receive images from scanners, digital cameras, and other digital devices. The TWAIN interface is often the same regardless of the software you use to open it. However, some applications do have their own TWAIN interface. You can use these instructions for scanning if the interface described in this section is the one you see on your computer screen. If you access the TWAIN interface from an application and do not see the interface described in this section, you will need to refer to that application's user guide.

ACCESSING THE TWAIN INTERFACE

1. Open the OneTouch properties and select a button to set for Configure Before Scan.
2. Select a Destination Application and File Format.
3. Select Configure Before Scan then *right-click* on it and select TWAIN from the menu.

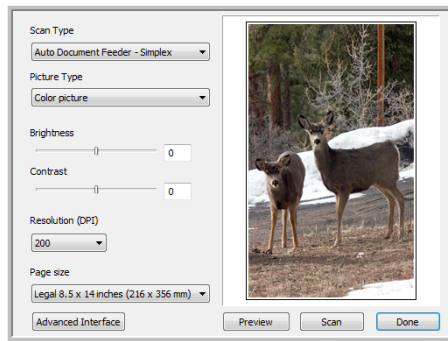


In this example, button 9 is being set to use Configure Before Scan.

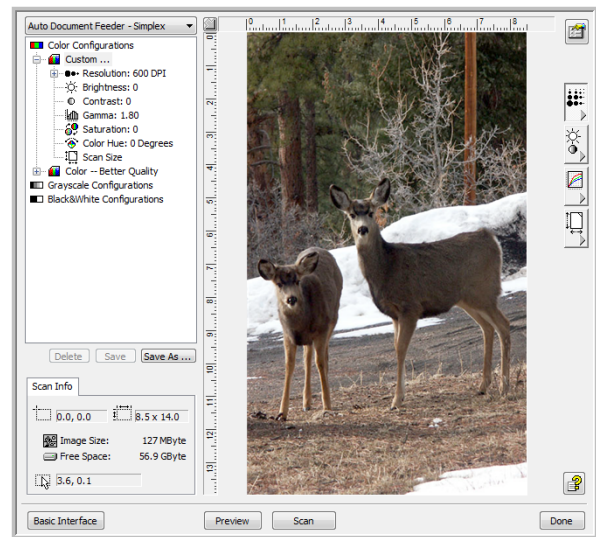
4. Click on **OK** to close the OneTouch Properties window.
5. Load documents in the scanner then press the OneTouch button you set to use as Configure Before Scan.

THE TWO TWAIN INTERFACE OPTIONS

- When scanning with TWAIN, you have two interface options:
- **Basic Interface**—Use the Basic Interface if you don't need to make many adjustments to the image before scanning. You can adjust brightness, contrast, resolution, page size, and picture type. See “Scanning from the TWAIN Basic Interface” on page 75.
- **Advanced Interface**—The Advanced Interface includes all the settings of the Basic Interface, plus a wide range of advanced settings, such as color saturation, gamma, and hue. See “Scanning from the TWAIN Advanced Interface” on page 76.



The Basic Interface



The Advanced Interface

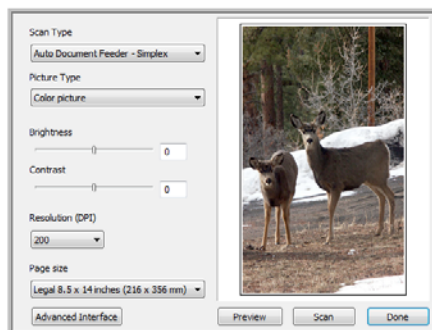
Basic Interface

To switch between the Basic and Advanced Interfaces, click the **Basic Interface** or **Advanced Interface** button.

Advanced Interface

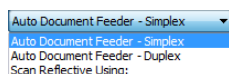
If you have previously scanned with the TWAIN interface, the interface that opens first will be the interface you used the last time.

SCANNING FROM THE TWAIN BASIC INTERFACE



To scan from the Basic Interface:

As you adjust settings, the preview area will update to reflect the changes you are making.



1. From the Scan Type menu, choose the option to scan:
Auto Document Feeder-Simplex—Scans single-sided documents from the Automatic Document Feeder.
Auto Document Feeder-Duplex—Scans double-sided documents from the Automatic Document Feeder.
Scan Reflective Using—Scans the document on the Flatbed.
2. Choose the color, grayscale, or black and white option from the Picture Type menu.
3. Drag the slide bars to the left or right to adjust the Brightness or Contrast levels.
4. Choose a resolution from the Resolution menu.
5. Choose a page size from the Page Size menu.
6. Click the **Scan** button.
7. When you're finished scanning items, click **Done** to close the TWAIN Interface.
8. The scanned images will appear in the TWAIN application you're using.

Note: If you want to preview a document before scanning from the ADF, make sure only one page is loaded into the scanner.

- Click the Preview button.
- The scanner scans the item and displays a preview image.
- Adjust the TWAIN settings until the preview image is how you want the final scanned images to look.
- When you are satisfied with the preview image, place your previewed page back with the rest of the documents. Click Scan.

SCANNING FROM THE TWAIN ADVANCED INTERFACE

The Advanced Interface has a wide range of image adjustments for scanning. As you adjust settings, the preview area will update to reflect the changes you are making.

Advanced Interface

1. Open the TWAIN Interface.

If the Basic Interface opens, click the Advanced Interface button.

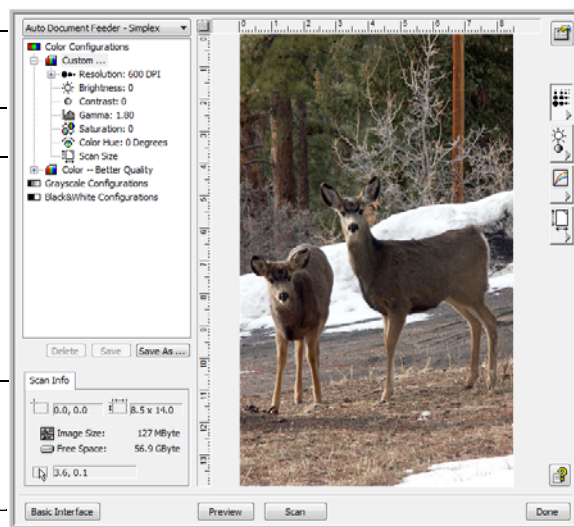
Choose from this menu to scan from the ADF or Flatbed.

Click an icon to select a scanning configuration.

Click a setting in the list to change it. The setting's options appear on the right side of the Advanced Interface where you can make changes if necessary.

Check the Scan Info to make sure your computer has sufficient space for the image.

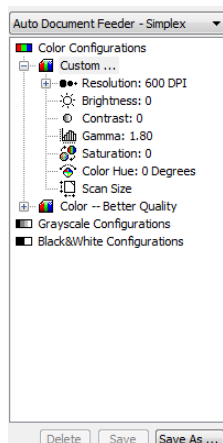
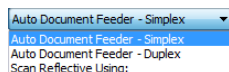
Changes to the Basic interface.



Click Preview to view the image in the window.

Click to scan the pages in the scanner.

Click Done to close the Advanced Interface.



2. From the **Scan Type** menu, choose the option to scan:
 - **Auto Document Feeder-Duplex**—Scans two-sided documents from the Automatic Document Feeder.
 - **Auto Document Feeder-Simplex**—Scans one-sided documents from the Automatic Document Feeder.
 - **Scan Reflective Using**—Scans the document on the Flatbed.
3. Click one of the icons to select a configuration.
 The configuration settings appear as a list. Click the + (plus) sign to see the full list. Click the - (minus) sign to collapse the list.
 - **Color** scans the image in full color. Use this setting to scan color photographs and other color images.
 - **Grayscale** scans the image using up to 256 true shades of gray. Use this setting to scan black and white photographs and other higher quality black and white images. You can also scan a color photo with this setting to turn its colors into gray shades.
 - **Black&White** is for letters, memos, pen and ink drawings, and other black and white material. This setting produces the smallest file size.
4. Click the Scan button.
5. When you're finished scanning items, click **Done** to close the TWAIN Interface.
6. The scanned images will appear in the TWAIN application you're using.

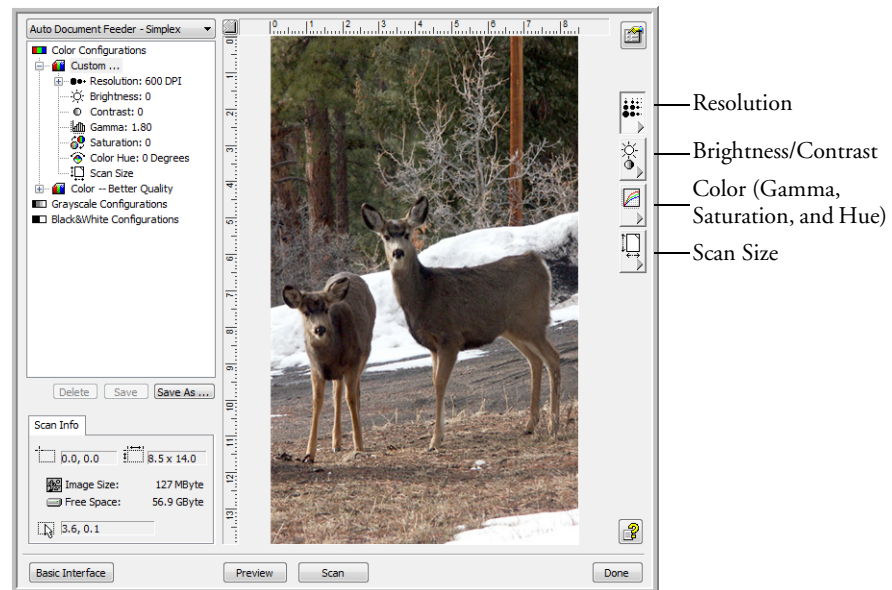
Note: If you want to preview a document before scanning from the ADE, make sure only one page is loaded into the scanner.

- Click the Preview button.
 - The scanner scans the item and displays a preview image.
 - Adjust the TWAIN settings until the preview image is how you want the final scanned images to look.
 - When you are satisfied with the preview image, place your previewed page back with the rest of the documents. Click Scan.
-

TWAIN ADVANCED INTERFACE OPTIONS

You can adjust the scan settings on the Advanced Interface to produce the best possible image for the documents you're scanning.

1. On the left side of the Advanced Interface, select a configuration, for example, **Color Configurations**.
2. Click a setting in the list of settings, or click its corresponding button on the right side of the Advanced Interface.

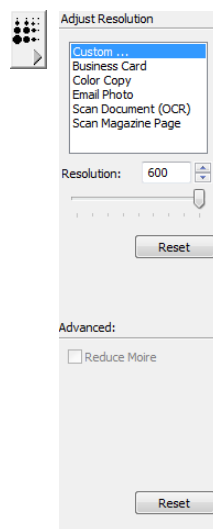


Note: The list of scan settings for a configuration applies only to that type of configuration. For example, the Black&White Configuration does not have a setting for adjusting the Color Hue.

Note: The information in the scan settings list and the options you select on the various settings panels are interactive. As you change the settings on the panel, the numbers in the list on the left also change.

ADJUSTING THE RESOLUTION

Resolution determines the amount of detail you see in the scanned image. The resolution setting for a scan is in dots-per-inch (dpi). The higher the resolution, the finer the details. However, higher dpi settings also take longer to scan and produce larger file sizes. For black and white documents, 75 to 150 dpi will make a copy of similar quality to the original. If you are scanning color documents or photographs to make copies, 150 to 200 dpi will make a direct size copy of similar image quality to the original. You would use a higher dpi setting to enlarge a picture from the original size.



To adjust the resolution:

1. To use one of the preset resolutions for typical scanned items, click one of the options in the list.
2. To set the resolution manually, drag the **Resolution** slider to the left to decrease the resolution or to the right to increase it. The scanner has a Resolution range of 50dpi to 600 dpi.
3. Click **Reset** to return the resolution to its original setting.

Reduce Moiré—Moiré patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. Select the **Reduce Moiré** option to limit or eliminate these patterns during scanning. This option is only available at lower resolutions.

ADJUSTING THE BRIGHTNESS AND CONTRAST

Sometimes an item is scanned with the brightness and contrast set to be too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility.

The following figure shows the brightness and contrast options. Contrast is only available for Color and Grayscale configurations.



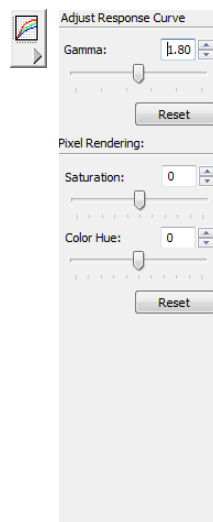
To adjust the brightness and contrast:

1. Drag the **Brightness** slider to the left to make the item darker or to the right to make the item lighter.
2. Drag the **Contrast** slider to the left to decrease the contrast or to the right to increase the contrast.
3. Click **Reset** to return the settings to their original numbers.

ADJUSTING GAMMA, SATURATION, AND COLOR HUE

If you're using the Color Configuration to scan, you can adjust a group of color settings. Gamma controls the brightness of the color midtones. Saturation is the strength or purity of a color and hue is the color your eyes see as reflected from the image.

The following figure shows the color options.

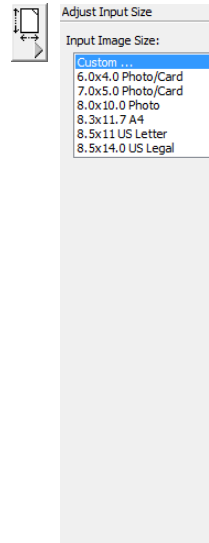


To adjust the color settings:

1. Drag the **Gamma**, **Saturation**, and **Color Hue** sliders to the left to decrease the settings or to the right to increase the settings.
The Gamma setting is also available when scanning Grayscale.
2. Click **Reset** to return the settings to their original numbers.

ADJUSTING INPUT SIZE

When scanning, you can select one of the pre-defined page sizes in the list, or create a custom crop area. You can scan documents up to 11.7" x 17" from both the ADF and flatbed. Please note that not all of the defaults will be available when scanning from the Automatic Document Feeder as the minimum paper size for the ADF is 4" x 6" (width-by-length).



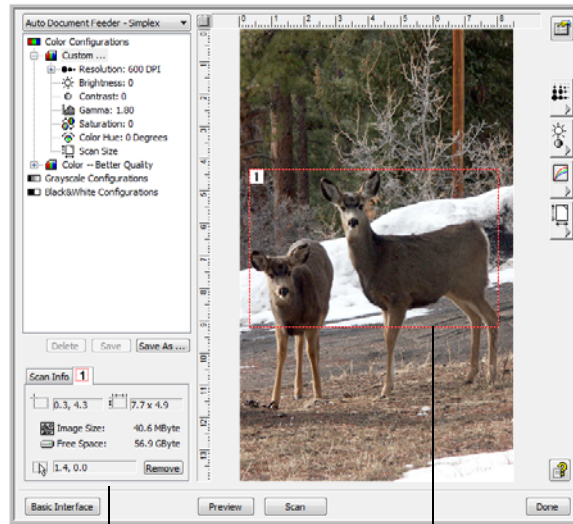
To select a standard size:

In the list, select the page size for the current scanning batch.

To set a crop area:

1. Place an item *face down* on the flatbed glass.
2. Click **Preview** in the TWAIN interface.
3. Place the mouse cursor in the preview area at the upper-left corner of the specific area you want to scan.
4. Left-click and hold down the mouse button while dragging your mouse down and to the right.
5. Release the mouse button when the full area of the item you want to scan is within the crop box.

A dotted outline shows the selected area in the image.



This is the image that appears when scanning is finished.



The Scan Info box shows the size and position of the area.

The selected scan area.

6. You can now move or resize the outline crop area.

Move the area—put the pointer in the selection, click and drag the mouse.

Resize the area—put the pointer on a dotted line, click and drag the mouse.

The Scan Info box on the lower left portion of the Advanced Interface shows the information for the new area.

7. If you want to remove the selected area and start over, click **Remove** on the Scan Info box and the entire 11.7" x 17" area will be selected again.

THE RULER UNITS

The ruler around the edges of the image help you precisely position a custom sized image. You can change the ruler units to suit the type of measurements you want.

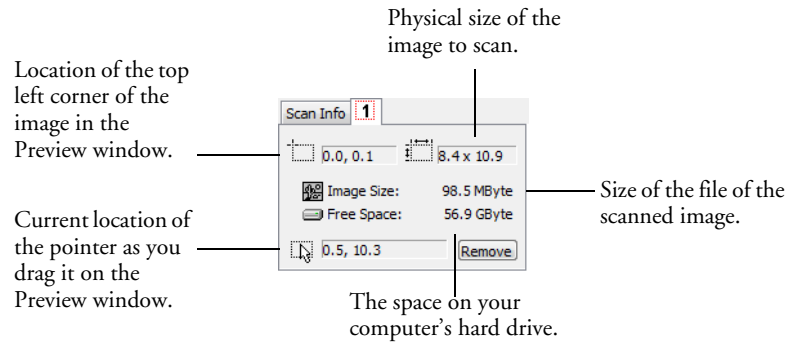


Click the **Ruler Units** button.

The ruler units across the top and down the side of the window cycle through centimeters, inches, and pixels.

THE SCAN INFO BOX

The following figure shows the information on the Scan Info box.

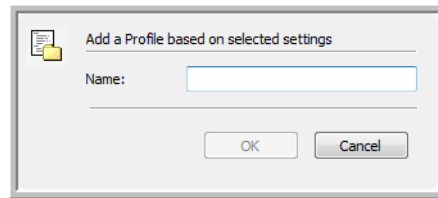


CREATING A NEW ADVANCED INTERFACE PROFILE

You cannot change the settings of the preset profiles in the Advanced Interface. However you can create new profiles and save them for future use.

To create a new profile:

1. On the Advanced Interface, select one of the preset profiles, for example, Black&White Configurations/Custom.
2. Adjust the settings as required and then click the **Save As** button.



3. Type a name for the new profile and click **OK**. The name must be at least two characters long.

Your new profile is added to the configuration list.

To change or delete a profile you created:

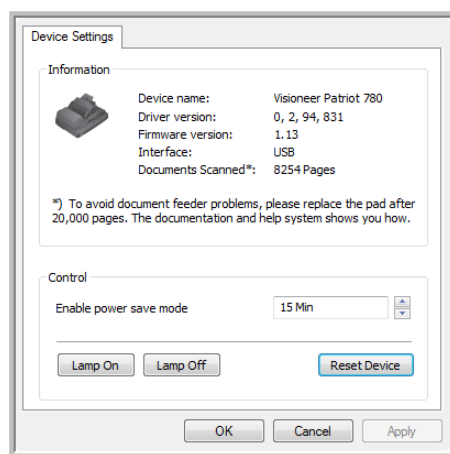
1. Select your profile from the configuration list.
2. Make changes to the profile as needed, and then click **Save**.
3. If you want to delete the selected profile, click **Delete**.

DISPLAY THE DEVICE CONFIGURATION



1. Click the **Device Configuration** button on the Advanced Interface.
2. The Device configuration window opens and shows the information about your scanner.

The buttons in this window are disabled when you access this function from the TWAIN interface. These options are for setting the hardware power saving mode and can only be adjusted from OneTouch or the Windows Control Panel. Please see the section “Checking the Hardware and Setting the Lamp Power Saving” on page 70 for more information about the device settings.



Scanning from Windows Image Acquisition (WIA)

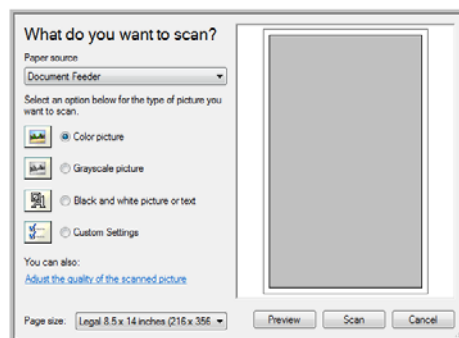
Microsoft Windows XP and Windows Vista includes their own scanning interface—known as Windows Image Acquisition (WIA)—for acquiring images from scanners, digital cameras, and other digital devices.

This section briefly describes how to scan from Microsoft's Paint application. Please refer to your Windows documentation for detailed instructions on using the WIA interface to scan.

To scan using WIA from Microsoft Paint:

1. On the Windows taskbar, click **Start**, point to **All Programs**, point to **Accessories**, and then click **Paint**.
2. From the **File** menu choose **From Scanner or Camera**.

The WIA interface opens, use this window to select scanning options and start the scan process.



3. From the Paper Source drop-down list, choose **Document Feeder** to scan from the Automatic Document Feeder, or **Flatbed** to scan from the Flatbed glass.

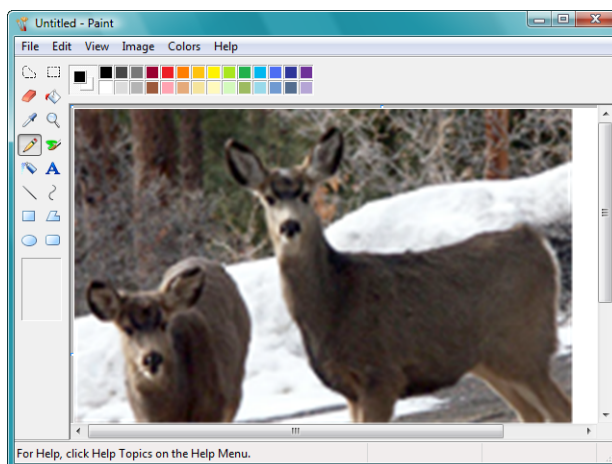
If you are scanning from the Automatic Document Feeder, select a paper size from the Page Size list.

If you are scanning from the Flatbed glass, you can change the size of the scanned image after seeing a preview.

4. Place a single page *face up* in the ADF or a single page *face down* on the flatbed glass.
5. Click **Preview** to preview the image before scanning, the image is displayed on the right side of the window.
6. Adjust settings of the previewed image as desired.

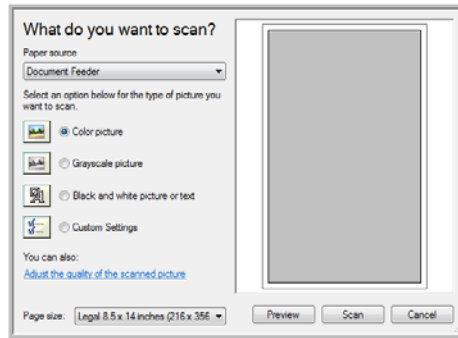
If you're scanning from the Flatbed, change the size of the scanned image. To do this, click and hold the mouse pointer over one of the four sizing-boxes on the corners of the previewed image. Then drag the box to increase or decrease the size of the image.

7. Preview the image again. When you are satisfied with the image, click the **Scan** button.
8. The scanned image will appear in Microsoft Paint (or other WIA application you're using).

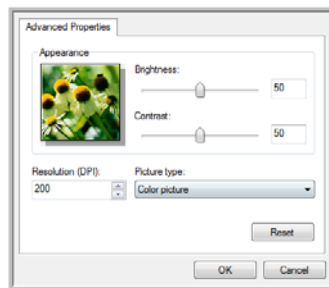


FINE TUNING YOUR SCANS

You can select new settings before you scan an item to fine tune exactly how you want to scan a particular item.



1. On the scan window, click **Adjust the quality of the scanned picture**.



2. Select the options for scanning.

Brightness and Contrast—Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image. The Contrast setting does not apply to the setting **Black and White picture or text**.

Resolution (DPI)—Click on the up or down arrow to cycle through the available resolution options.

Picture type—Click the menu arrow and choose the most appropriate type for the item you're scanning.

3. Click **OK**.

Scanning from ISIS

You can use the ISIS interface from QuickScan™ or any other application that will access the ISIS driver. The QuickScan Demo software was provided with your scanner.

Note that the ISIS interface for each application varies depending on the application. Please refer to that software application's User Guide for instructions on scanning with the ISIS interface. The QuickScan User's Guide is available on the installation disc that you received with the scanner.

ACCESSING THE ISIS INTERFACE FROM QUICKSCAN

Open the QuickScan software to access the ISIS driver scanning options. Please note that you may see the following warning message:



1. Please disregard the message and click Continue.

The ISIS drivers were installed correctly when you selected an ISIS install option during the installation of your scanner. Please see page 13 for ISIS driver installation options.

2. The Scanner Selection dialog box will then appear.

Select Visioneer Patriot 780 from the list of scanners and click OK.

3. QuickScan is now ready to scan using your scanner.

Maintenance

This section contains information on maintenance, troubleshooting, scanner specifications, and spare parts.

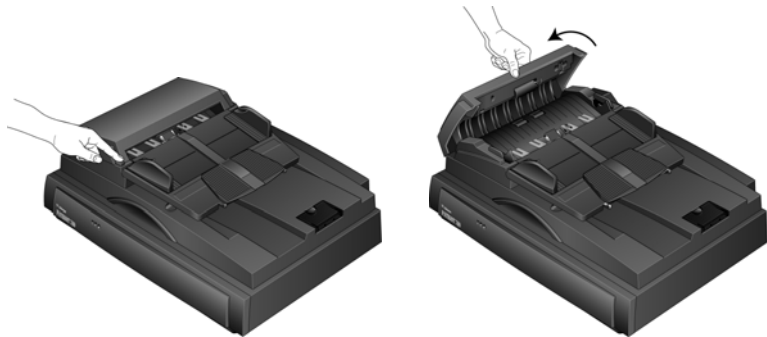
CLEANING THE SCANNER

Regular maintenance of your scanner can help to ensure continual optimal performance.

CLEANING THE AUTOMATIC DOCUMENT FEEDER

You may need to clean the ADF feed mechanism if documents do not feed easily into the ADF, or several feed in at the same time.

1. Dampen a soft cloth with some 95% Isopropyl rubbing alcohol.
2. Open the ADF cover.



3. Wipe the feed roller from side to side. Rotate the roller to clean its entire surface.

Note: Please be careful when cleaning the roller. The roller is designed to rotate in one direction only. As you're cleaning the roller, make sure it rotates easily, and continue rotating it in that direction while wiping it clean. Do NOT force the roller to rotate in the opposite direction. Forcing the roller to rotate will damage it, and may cause the scanner to feed pages incorrectly.

4. Wipe the ADF pad from top to bottom. Be careful not to snag the cloth on the springs on either side of the pad.
5. Close the cover when you're finished.

CLEANING THE FLATBED GLASS

To ensure the best quality scanned item, wipe the entire flatbed scanner glass with a soft, dry, clean cloth to rid the glass of dust or other debris.

If any residue remains after wiping the glass with a dry cloth, try dampening the cloth with 95% Isopropyl rubbing alcohol and wipe off the residue.

Note: When cleaning the glass, make sure to clean the thin strip of glass next to the flatbed glass. This thin strip of glass is the area where the ADF passes the paper across the glass. If lines appear on the images scanned from the ADF, but not from the Flatbed, the glass may be dirty.

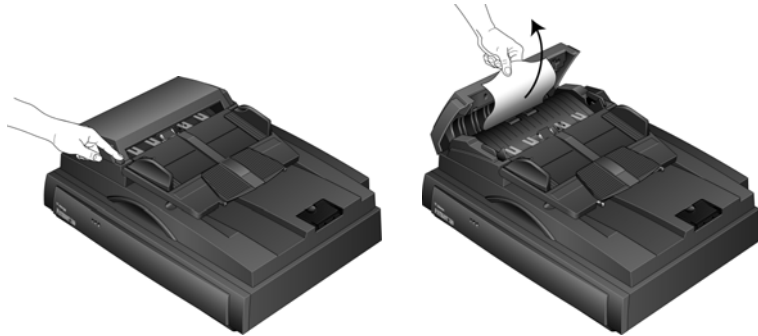
Clean the raised, thin plate of glass here when cleaning the flatbed glass.



CLEARING PAPER JAMS

If your scanner stops scanning due to a paper jam in the Automatic Document Feeder, the error light on the scanner will start flashing.

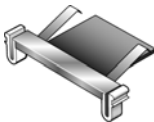
1. Press the ADF cover release to open the ADF cover.
2. Remove the jammed paper and close the cover.



To reduce the number of paper jams, smooth and straighten the paper before scanning and adjust the guides to the paper size.

REPLACING THE ADF PAD ASSEMBLY

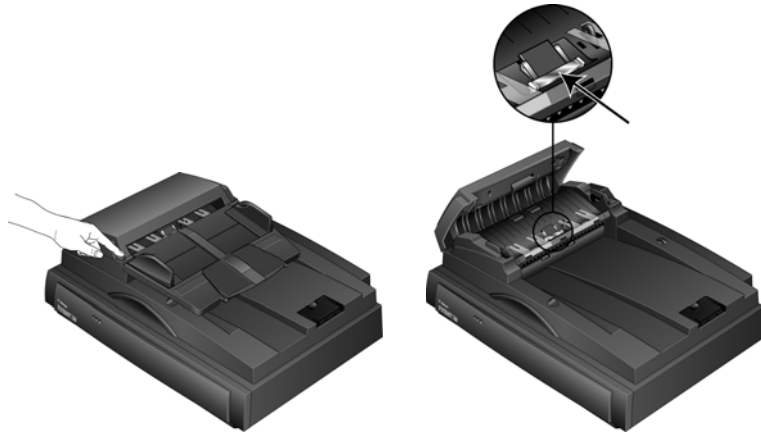
The ADF pad will wear out and is designed to be a user-replaceable part. Problems with documents feeding into the ADF is an indication that the pad is wearing thin.



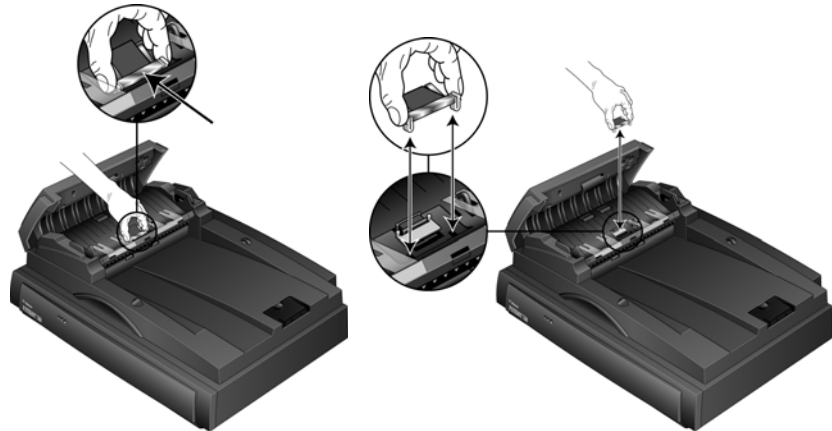
You received a replacement pad in the original scanner box, you can also order additional ADF pads from our web site. See the "Visioneer Patriot 780 Scanner Parts List" on page 100 for ordering information.

To replace the ADF Pad assembly:

1. Press the ADF cover release to open the ADF cover. The pad is located in the middle of the ADF.



2. Squeeze the plastic clamps that hold the pad assembly in place and lift the pad up and out.



3. Reverse the procedure to replace the new pad into its slots.

TROUBLESHOOTING

In addition to the troubleshooting information contained in this section, please see the Readme file on the Installation Disc 1. The Readme file contains additional information that may help you diagnose problems with the scanner. Also visit our web site at www.visioneer.com for additional technical information.

Problem: The scanner won't scan. What's wrong?

Check for one of these possible problems:

- **Are the cables loose or not plugged in securely?** Inspect the cable connections. Make sure the cables are plugged in securely.
- **Is the scanner's status light on?** Turn on the scanner's power. If the status light doesn't come on, plug the power supply into another electrical outlet.
- **Did you restart the computer after installing the software?** If you didn't restart the computer, it may not have loaded all of the software files. Try restarting your computer.
- **Did you plug the scanner into a USB hub?** If you're using a USB hub to connect the scanner, the hub must have its own power supply. If the hub does not have its own power supply, plug the scanner into a USB port on the computer.
- **Did you select another scanning source from a TWAIN application?** If you use multiple devices with your computer, you may have selected another source for images with your TWAIN scanning application. Make sure your Patriot 780 scanner is the selected scanning device.
- **Did you set up the scanner properly?** If the light on your scanner is flashing, turn off the scanner, plug in the ADF cable and unlock the scanner. For setup instructions, see the section starting on page 7 of this *User's Guide*.

Problem: The installation will not complete successfully. If installation finishes, the scanner's OneTouch 4.0 options do not seem to work properly. What do I do?

A likely cause is that some driver programs are already installed on your computer for another scanner. They are interfering with the installation and the OneTouch options, and you need to remove those other drivers and re-install your Visioneer Patriot 780 scanner. Please see the documentation that

you received with the other scanner for the steps to remove its driver programs. After uninstalling the other scanner's driver programs, uninstall OneTouch 4.0 using the steps on page 98, then reinstall it using the steps on page 11.

Problem: Paper feeding issues and frequent paper jams in the ADF. How can I keep from having these issues so often?

To reduce the number of paper feeding issues and paper jams, smooth and straighten the paper before scanning, and adjust the guides to the paper size. Paper fed into the ADF at an angle can cause the feed mechanism to jam. If paper feed issues are occurring more frequently, try cleaning the rollers and the ADF pad with a soft cloth dampened with Isopropyl rubbing alcohol. Excessive dust on the roller and ADF pad can make it appear worn and will cause issues feeding paper. See "Cleaning the Scanner" on page 90 for cleaning instructions. If cleaning the scanner does not resolve the problem of frequent paper jams, the scanner's ADF pad may be worn and will need to be replaced. See "Replacing the ADF Pad Assembly" on page 92.

Problem: The paper jams about halfway through the scan. How can I keep this from happening?

Check the flatbed glass to make sure no items are on it when you scan from the ADF. Multiple items placed on the flatbed glass will raise the lid slightly, thus preventing the pages feeding through the ADF from touching the glass. When that occurs, the pages are unable to feed back out of the ADF and the pages can jam.

Problem: The motor runs but doesn't feed the paper. How can I fix it?

Make sure the paper is securely seated in the ADF so the paper rests on the rollers. The paper sensor that initiates the rollers to grab the paper might be engaged, but the paper may not be fully in the ADF tray so the rollers cannot grab a page to feed it through.

Problem: The scans from the ADF are always crooked. What do I need to do to get the scans straight?

Make sure to align the paper guides to the edges of the paper. If you are scanning items that are smaller than the paper guides' minimum adjustment, scan these items on the flatbed glass instead.

STATUS LIGHT TROUBLESHOOTING CODES

A green status light indicates the normal state of the scanner.

Normal Operation



- **Orange Power light:** the scanner is receiving power.
- **Steady green Ready light:** the scanner is ready to scan.
- **Blinking green Ready light:** indicates the scanner is waking up from power saving and preparing to scan.

- **Blinking red Error light:** indicates that the scanner hardware has an error.

Error Codes



The red light flashes a number of times as the error code.

If your scanner experiences hardware problems, the status light will blink red. It will flash in a numerical sequence, pause, then repeat the same number of flashes. The number of times the light blinks, between pauses, indicates the error code number.

Use the table listed on the next page as a reference for resolving the hardware issue associated with the error code number.

In all cases, you should turn off your scanner and check your scanner hardware setup.

- Open the ADF and make sure the ADF pad is securely snapped into place, make sure the main roller is securely seated in its housing, then close the ADF cover.
- Make sure the ADF cable is fully and securely seated into the ADF port on the bottom of the scanner. The ADF will not function properly without the cable being plugged in securely. Turn off the scanner power, unplug then replug the ADF cable.
- Verify that the scanner is unlocked. If the scanner is locked, turn off the scanner and unlock it, then turn the scanner back on.
- Verify that the USB cable is plugged into the computer and that the USB cable is no longer than 6' (feet).
- If the scanner's power is plugged into a power strip, try plugging it directly to a wall outlet.

Error Code	Problem Description	Solution
0	The scanner is not communicating with the computer	Make sure the USB cable is plugged in. If the USB cable is plugged into a USB hub or keyboard, try plugging the cable directly to the back of the computer. Try a different USB port on the computer or try a different USB cable. Note that the USB cable should not be longer than 6' (feet).
4 or 5	The scanner lamp is either turned off or the lamp has not warmed up enough to initiate scanning.	In the OneTouch hardware properties turn the scanner lamp on. If the lamp is already on, turn the lamp off then on again. If the problem persists and your scanner's power is plugged into a surge protector or UPS battery backup, try plugging the scanner power directly into a wall outlet.
6 or 11	The scanner does not recognize that the scanning head is in the correct position to start scanning.	This usually occurs after a paper jam. Turn the scanner off then back on again. If the problem persists, turn off the scanner, re-start the computer, then turn the scanner back on.
9	Paper jam.	Open the ADF cover and remove the jammed page. See "Clearing Paper Jams" on page 92 for details.
10 or 13	ADF or Flatbed cover open.	If either of these codes show when attempting to scan from the ADF, make sure the ADF door is securely closed and the scanner lid is fully closed against the flatbed glass.
12	The scanner is locked.	Turn off the scanner, unlock the lock by pushing the lock tab down, then turn the scanner back on. The lock is located on the side of the scanner. If the problem persists, reboot your computer.
15	There is no paper in the ADF	The paper sensor might be triggered, but the paper is not far enough in the scanner for the rollers to grab the page.
16	Multiple page feed error.	Multiple pages were fed through the ADF at one time. Open the ADF and pull out all pages. If the problem persists clean the scanner and/or replace the ADF pad assembly.
All Other Codes	An internal part in the scanner may have malfunctioned.	Turn off your scanner, re-boot your computer, turn the scanner power back on after your computer has finished logging back into Windows. If the problem persists, contact Visioneer Technical Support.

UNINSTALLING YOUR SCANNER

To uninstall the Visioneer Patriot 780 scanner you remove the OneTouch software.

1. Open the Windows Control Panel.
2. *Windows 2000 and XP:* Double-click the **Add or Remove Programs** icon.
Windows Vista: Double-click the **Programs and Features** icon.
3. Select OneTouch 4.0 then click the **Remove** or **Uninstall** button.
4. Click **Yes** when asked to confirm that you want to remove the software program.
5. Follow these same steps to select and remove the **Kofax VirtualReScan** and **OneTouch 4.0 ScanSoft OmniPage OCR** modules from the installed programs list.
6. The OneTouch 4.0 software and modules are now removed from your computer.
7. **Unplug the scanner USB cable.**
8. Close all open windows and reboot (restart) your computer.

To Reinstall the Driver:

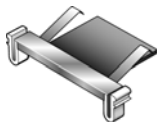

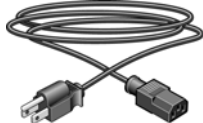
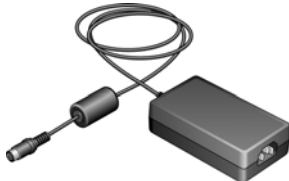
1. Insert the Installation Disc 1 into the computer's CD-ROM drive.
2. From the Main Menu click on Install Products.
3. Select Scanner Driver then click on Install Now.
4. Follow the instructions starting on page 11 to install the driver and select the type of driver you want to install.

VISIONEER PATRIOT 780 SCANNER SPECIFICATIONS

Optical resolution	600 dpi
Bit depth output	24-bit color, 8-bit grayscale, 1-bit bitonal (black & white)
Maximum item size	11.7" x 17.0"
Minimum item size	4" x 6" (Automatic Document Feeder)
Scan method	Automatic Document Feeder (ADF) and flatbed
ADF specifications	
Scanning Speed	Up to 60 pages per minute. Up to 120 images per minute @ 200 dpi Black and White
Capacity	120 sheets (16 lb. paper)
Paper Thickness	16 - 28 lbs (0.002" - 0.006")
Light source	Cold cathode fluorescent lamp
Interface	USB 2.0 High-Speed
Scanner dimensions	
Width	26.37 inches (670 mm)
Depth	20.23 inches (514 mm)
Height	9.8 inches (249 mm)
Weight	43.9 pounds (19.9 kg)
Operating temperature	50°–104° F (10°–35° C without condensation)
Relative humidity	40%–70% (@35° C without condensation)
Power adaptor	DEST-TOP, DP, 100-240Vac, 24Vdc, 2.0A, 47W, HEG42-240200-7L(A) LF, HiTRON, PMD-4 Conn., CLASS I, 0~40°C, ENERGY STAR and RoHS compliant
Power consumption	≤ 38.3 Watts (24V/1.6A) (during operation); ≤ 25 Watts (24V/0.85A) (on standby); ≤ 6 Watts (24V/0.38A) (power save, motor off, lamp off, after 15 minutes without scanning, can be adjusted by software); ≤ 1 Watt (power off)
Power cord	US, 3P, 10A/125V, L=1800mm, 3C*18A WG, BLACK, PH8B2EDJF0A-05B, RoHS compliant
USB cable	185 cm, 28AWG, with core, RoHS compliant
Safety and agency certifications	UL, C-UL, FCC Class A, CE, TUV, RoHS, WEEE

VISIONEER PATRIOT 780 SCANNER PARTS LIST

Please use the following part names and numbers when ordering replacements for your scanner. If the part you are looking for is not in this table, it may not be a replaceable part. To see a full list of replacement parts, please visit the Parts and Accessories page for your scanner at www.visioneer.com.

	Part Name	Part Number
	ADF Pad	57-0115-000
	USB Cable	35-0102-000
	AC Power Cord	35-0103-000
	Power Supply	37-0078-100

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