Help Manual for Scanner Application

Preface

A scanning application is an application used on a computer that enables the computer to obtain images from the scanner or load local image files for viewing. To fully understand the functions of the scanning application and be able to use it effectively, please read this help manual and the scanning setup help manual, as well as the operation manual of the scanner equipment.

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I、Instructions before use

Please read the following explanations before use:

About the scanning software window: Introduces the windows, buttons and menus of the application.

Scanner connection: Descriptions on how to connect the scanner.

About file names: Introduces the requirements for the file name of the files saved with this software.

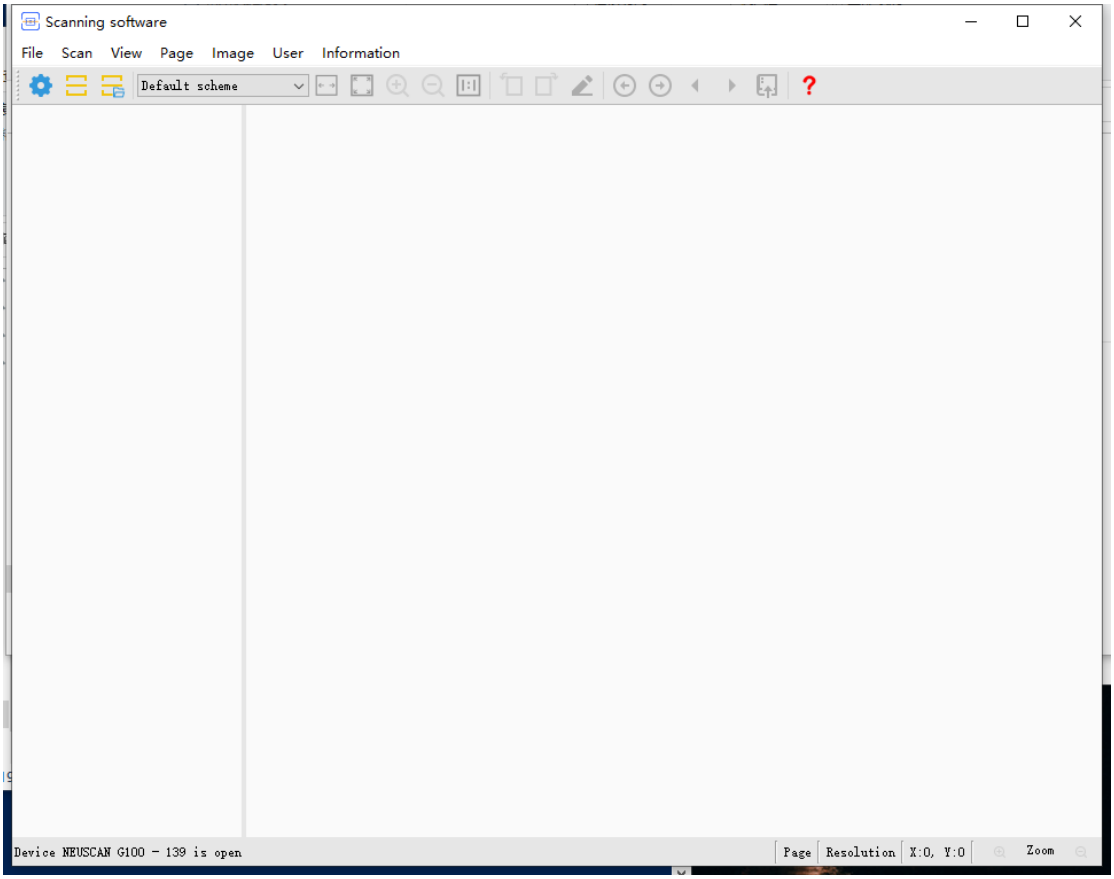
About saving image files: Introduces the file types that can be saved using this software.

⚠**Important information:**

- **Make sure that the scanner is connected to the computer correctly. Please refer to the operation manual of the scanner for detailed information.**

1. About the scanning software window

After opening the scanning software, the application window appears as shown below:



A. Menu bar

There are 8 menus, including “File”, “Device”, “Scan”, “View”, “Page”, “Image”,

“User” and “Information”.

File： Opens, saves and closes files, as well as exits the application.

Scan： Configures the scan parameters and starts the scan function.

View： Displays/hides windows, image zooming and full-screen functions.

Page: Selects the image to display.

Image: Brightness adjustment, image rotation and other image processing functions.

User: Administrator account and log management, cache settings and roller count clearing.

Information: Language switching, about information, networking functions and this help manual.

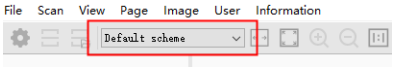
B. Toolbar

The toolbar provides shortcut buttons for frequently used functions.These buttons each correspond to one of the functions in the menu bar.

：Scan parameter settings. Works the same as Scan > Scan settings...

：Scan image to cache. Works the same as Scan > Scan.

：Scan the image to the local directory. Works the same as Scan > Scan to...



：The drop-down menu of the configuration scheme of the “Scan to...” function. Works the same as the configuration plan function on the left side of the pop-up window of the “Scan > Scan to...” function.

：Fit screen width. Works the same as View > Automatic image size > Fit view box width.

：Fit screen. Works the same as View > Automatic image size > Fit view box size.

：Zoom in image. Works the same as View > Zoom in.

：Zoom out image. Works the same as View > Zoom out.

：Display image in real size. Works the same as View > Real size.

：Rotate image 90 degrees counter-clockwise. Works the same as Image > Rotate > Rotate 90 degrees left.

：Rotate image 90 degrees clockwise. Works the same as Image > Rotate > Rotate 90 degrees right.

：Edits the graphics or text of the image in the main window. Works the same

as Image > Image edit.

：Display previous image. Works the same as Page > Previous.

：Display next image. Works the same as Page > Next.

：Displays the image on the previous page in a file with multiple pages. Works the same as Page > Multiple pages > Previous page.。

：Displays the image on the next page in a file with multiple pages. Works the same as Page > Multiple pages > Next page.

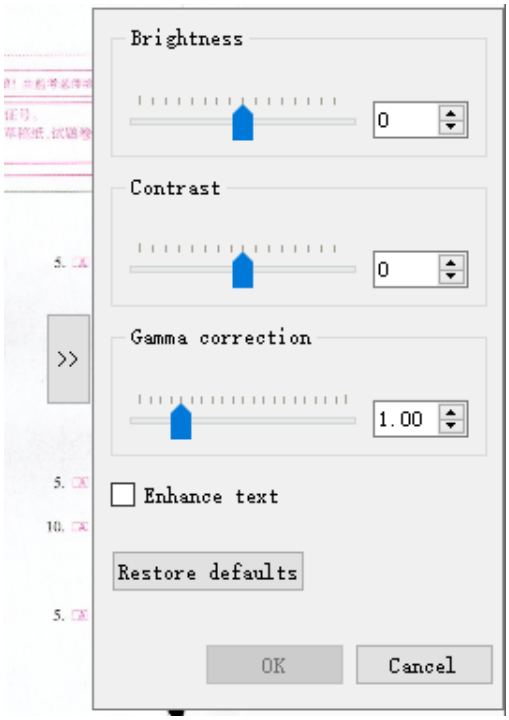
：Opens this help manual. Works the same as Information > Help.

C. Main window area

Displays the image scanned, or the local image loaded.

D. Sidebar

After clicking, the function of quickly processing images is turned on, quickly edit the image currently loaded in the main view window.

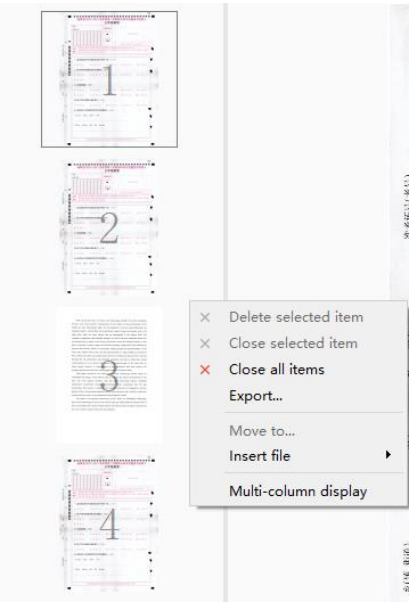


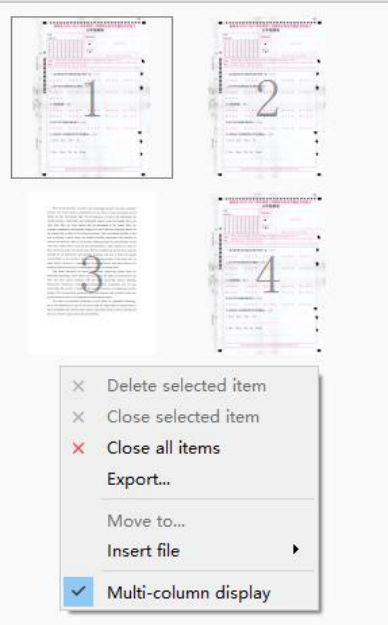
E. Thumbnail area

Displays the list of thumbnails of the images scanned or locally loaded. Through the selected thumbnail image, the image in the main window can be switched to the selected image; the order and positions of thumbnails can also be changed by dragging them with the mouse.

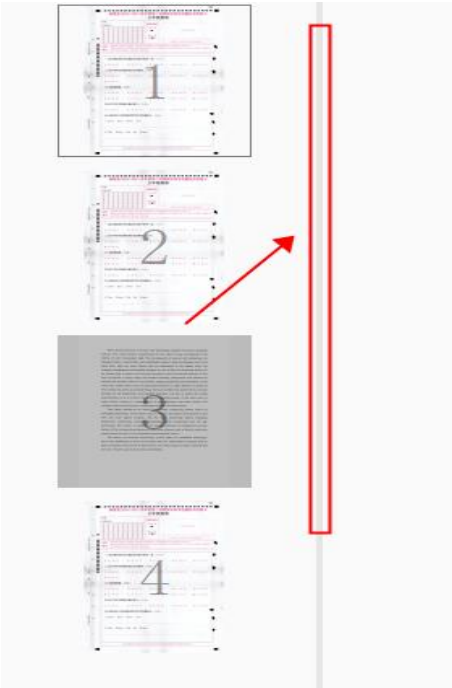
At the position of the thumbnail column, you can change the display mode of

the thumbnail column through the right-click menu; it allows for a multi-column display.





The width of the thumbnail column can be resized by adjusting the right border of the column. Under multi-column display mode, the thumbnails will be arranged automatically according to the width of the thumbnail column.



F. Status bar

Displays the information on the device connection status and scan status, etc.

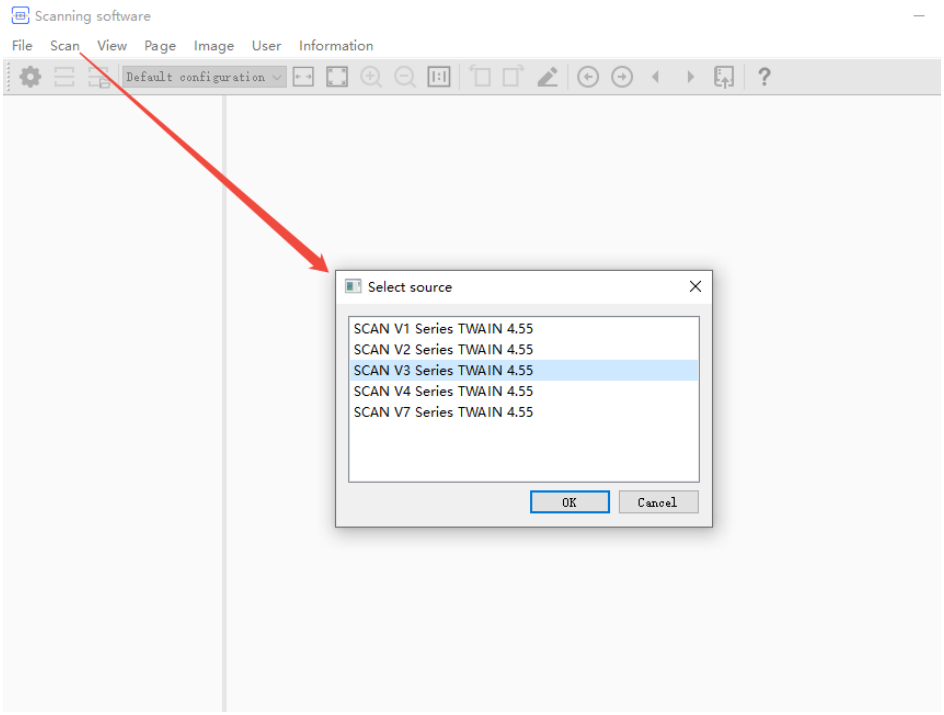
G. Information field

Displays information such as the number of images loaded, image information and the current cursor position, etc.

2. Scanner connection

A. Scanner driver

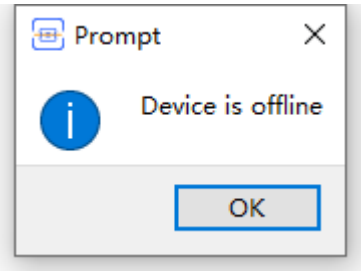
After connecting the scanner, use the "Scan" function to select the scanner that needs to be connected. After the device is successfully connected, the status bar shows that the device is turned on.



When connecting multiple scanners, select the scanner source, and a pop-up window will be displayed to select which device is specific.This application does not support connecting multiple scanners to scan at the same time.

B. Scanner USB connection

Before using the scanner, make sure that the USB cable of the scanner is connected to the computer correctly and that the scanner power is on. If the USB cable is disconnected, or that the scanner is not powered on, the status bar of the application will show the corresponding prompt:



⚠Important information

If the application still cannot detect the scanner connection, you need to check whether the USB driver of the scanner is installed and working properly. Concerning the about information, please refer to the operation manual of the scanner or contact the manufacturer for after-sales service.

3. About saving image files

Formats supported for saving images scanned using this software include: JPG (*.jpg), BMP (*.bmp), PNG (*.png), PPM (*.ppm), PGM (*.pgm), PBM (*.pbm), TIF (*.tif), PDF (*.pdf), OFD (*.ofd) and GIF (*.gif).

The default saving format for images is JPG (*.jpg).

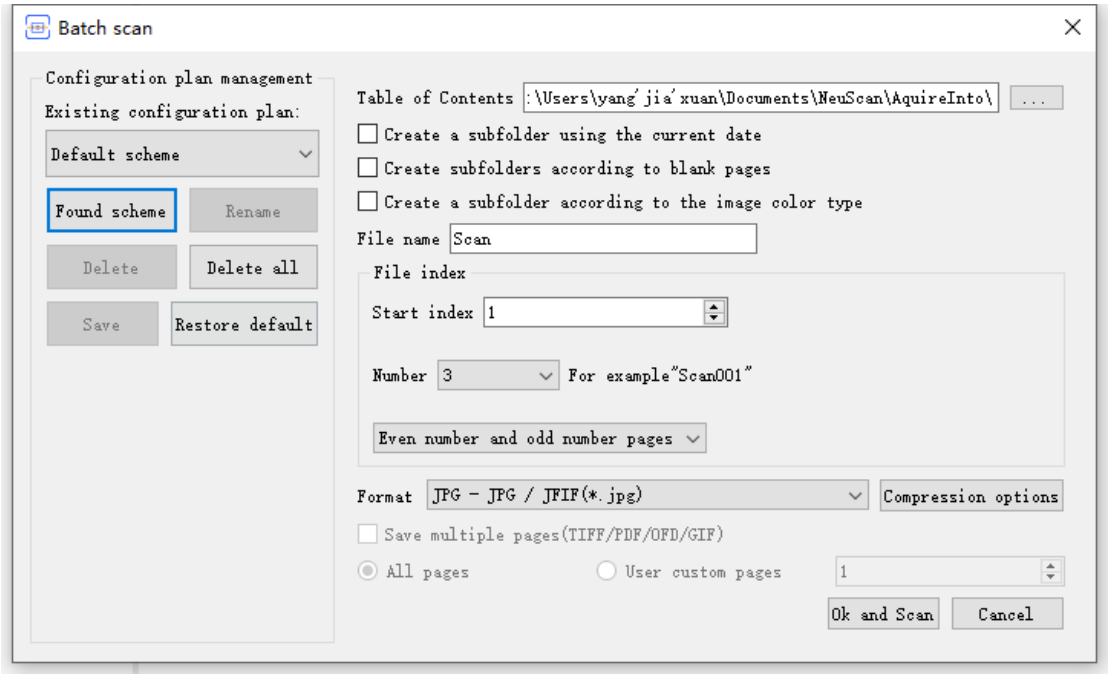
The file saving format provided by this application supports OCR function, including： OCR_PDF(*.pdf)、OCR_OFD(*.ofd)、OCR_RTF(*.rtf).

⚠Important information

Some operating systems and hardware platforms do not support file saving formats with OCR function.If you have relevant usage needs, please contact the manufacturer's after-sales service before installing the scanner.

4. About file names

Images scanned using the “Scan > Scan to...” function will be saved to a specific folder automatically.



⚠Important information

Images scanned in batches to the local host will overwrite files with the same names automatically. Therefore, users must confirm whether the file names used for saving and the index numbers are repeated with local files when using this function to scan in batches to prevent files from being overwritten.

II、Scan methods

Scanning software supports four scanning methods. Users can select one to use accor ding to their needs.Please set the scan parameters first before scanning.

Please confirm the connection status and paper placement of the scanner.

1. Scan

Use “Scan > Scan”, or click the Scan button in the toolbar and the scanner will perform a batch scan. Images scanned will be saved to the temporary cache space of the computer. Users need to save the scanned images manually (File > Save/Save as.../Export...).

When this application closes, the temporary cache space will be cleared, and files not saved will be cleared automatically.

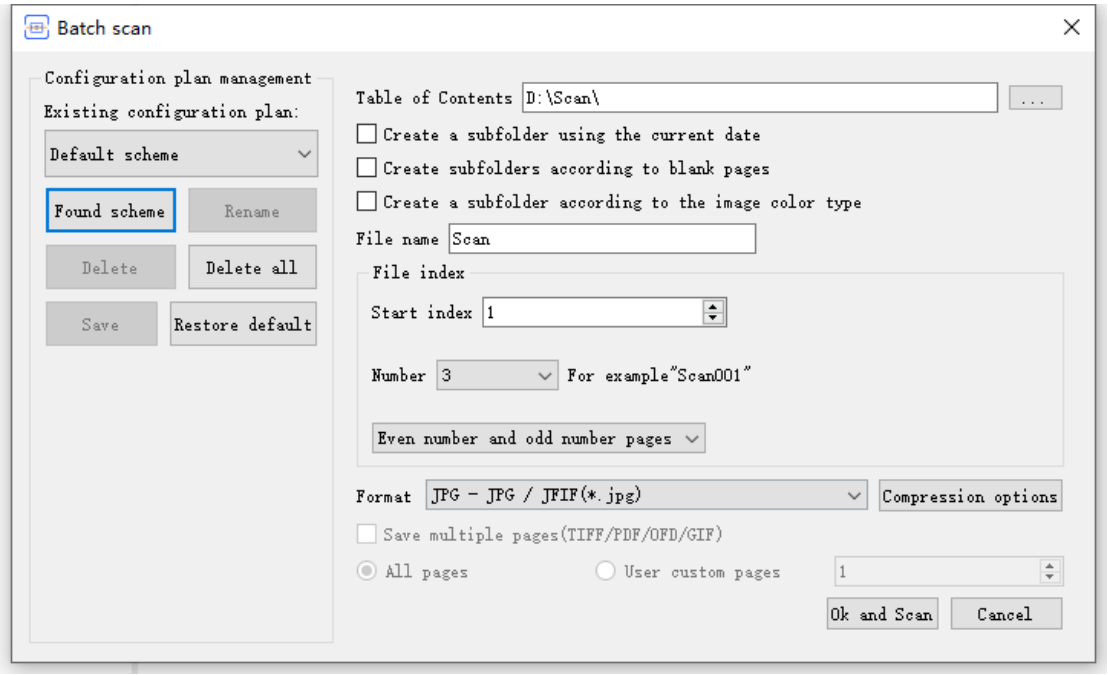
2. Scan single page

Use “Scan > Scan single page” and the scanner will scan a single page; the scanner will end the scan after finishing scanning a document. Images scanned will be saved to the temporary cache space of the computer. Users need to save the scanned images manually (File > Save/Save as.../Export...).

When this application closes, the temporary cache space will be cleared, and files not saved will be cleared automatically.

3. Scan to...

Click “Scan > Scan to...” and the save parameter dialog box will pop up first. Users need to specify information such as the save path, index number and image saving format for the scanned image files.



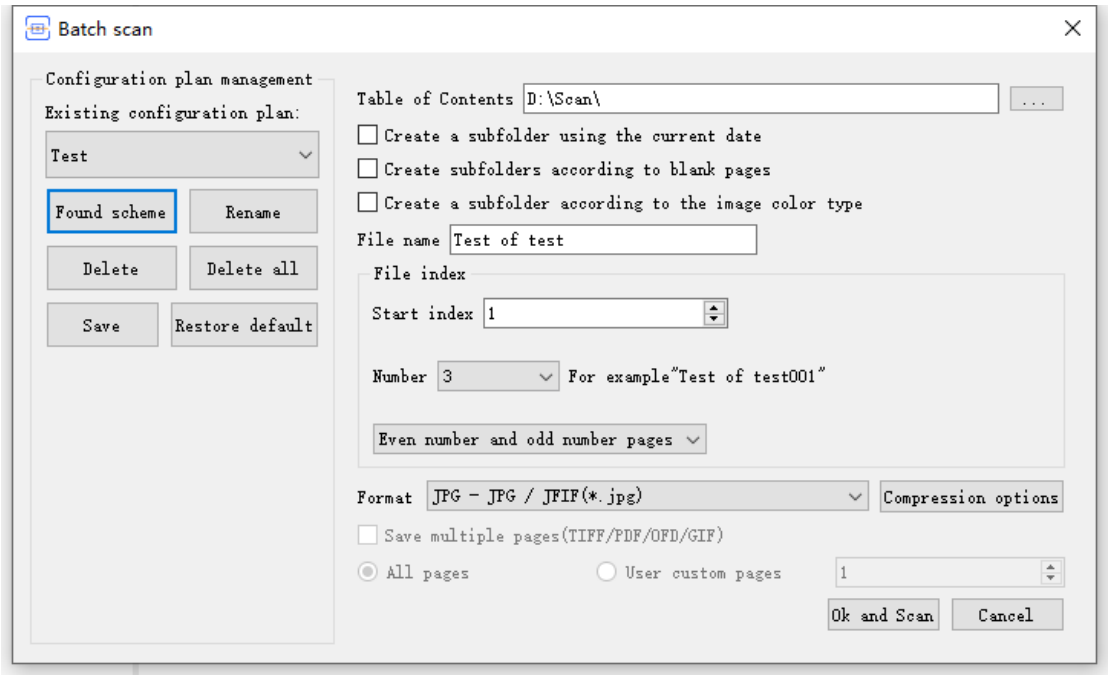
Click the “OK and Scan” button after finished setting the parameters and the scanner will perform batch scan. The scanned images will be saved into the specified folder automatically.

For example

Scan was performed on May 19, 2022 using the configurations shown in the figure above:

- The path for saving the first image is:
  D:/Scan/Scan001.jpg
- If “Create a subfolder using the current date” is also checked, the image path will be:
  D:/Scan/2023-07-19/Scan001.jpg
- If “Create subfolders according to blank pages” is also checked, the image path will be: D:/Scan/2023-07-19/batch1/Scan001.jpg.
- If “Create a subfolder according to the image color type” is also checked, the image path will be: D:/Scan/2023-07-19/batch1/Color/Scan001.jpg.

Management of configuration scheme:



Users can save parameters such as scan path, file name, picture format, etc. as custom configurations, so that they can quickly switch configuration schemes and use them.The same configuration scheme drop-down menu exists in the toolbar of the main window interface of the application.

Existing configuration plan: The drop-down menu can select the saved configuration plan.

Found scheme: Save all the parameters on the interface as a new configuration scheme.

Rename: Rename the currently selected configuration scheme.

Delete: Delete the currently selected configuration scheme.

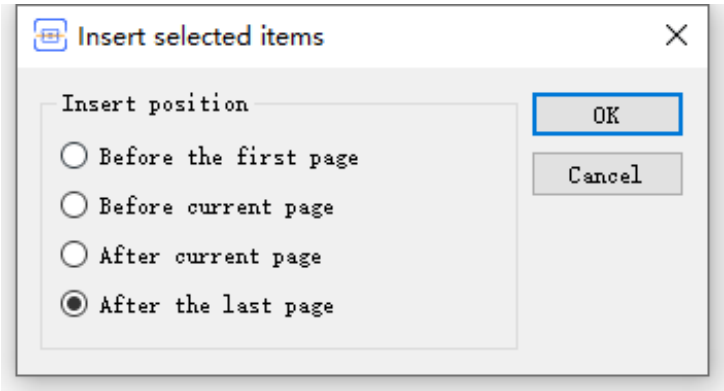
Delete all: Delete all configuration schemes and keep the “default scheme”.

Save: Overwrite the parameters of the interface with the parameters of the current configuration scheme and save.

Restore default: Restore the parameters of the interface to the default configuration scheme parameters.

4. Insert from scan...

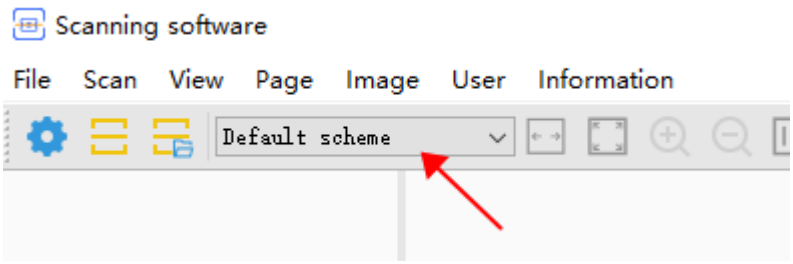
Click “Scan > Insert from scan...” and a dialog box for selecting the insert location will pop up first. Users need to specify the position to insert the image to be scanned into the thumbnail field.



After clocking “OK”, the scanner will perform batch scan.

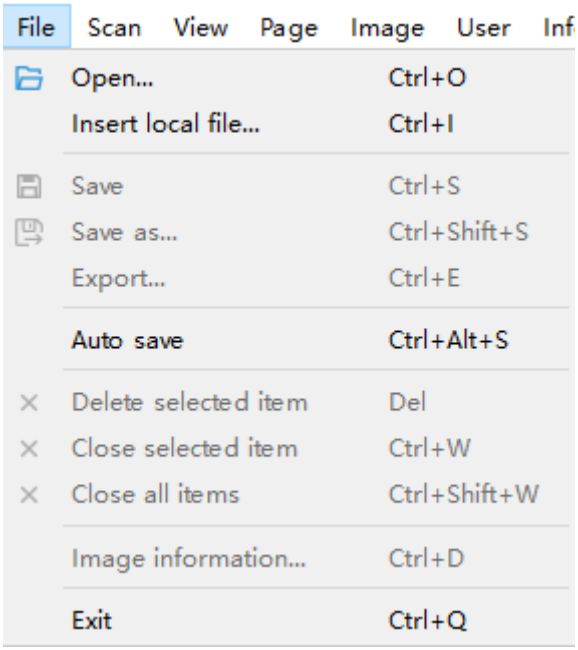
⚠**Important information**

The image scanned into the software using the ″Scan>Insert from Scan...″ function will be scanned and saved according to the currently selected ″Scan to...″ configuration scheme. After the insertion scan is completed, the local file will be automatically renamed and sorted.



III、Detailed introduction of menu functions

1. File menu



A. Open: Loads one or multiple files into the application; the opened file(s) will be added to the end of the list automatically.

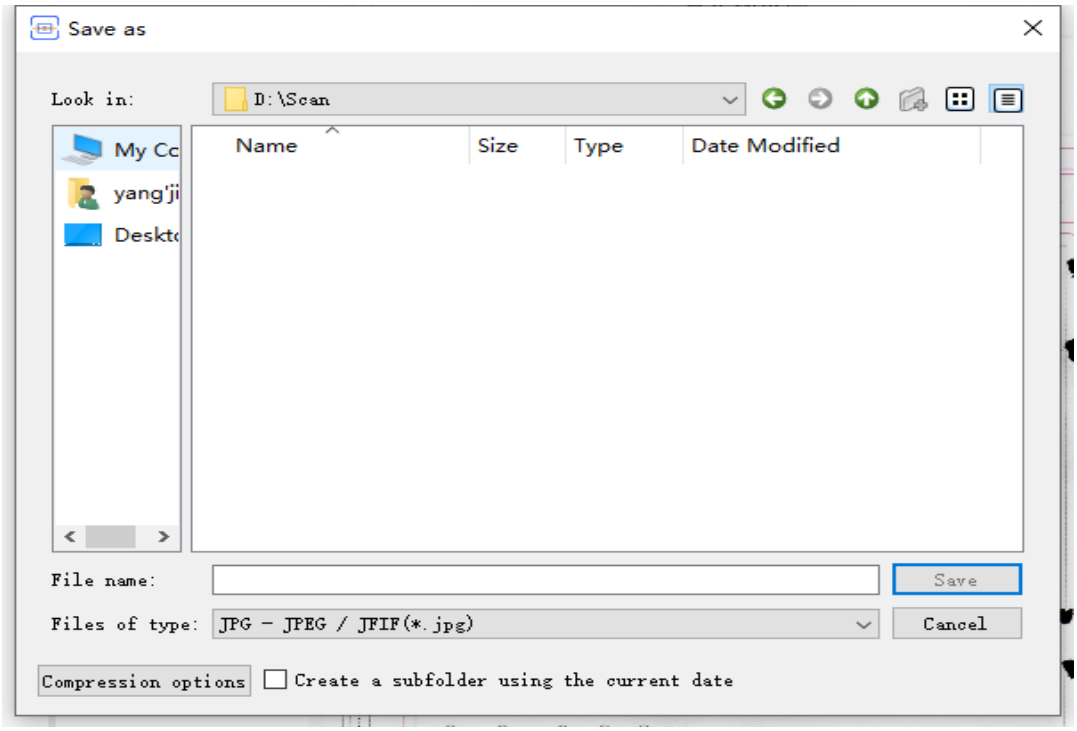
Opening loaded files is ineffective; if files that were already loaded were included among the multiple files being opened, the application will only open the files that were not yet loaded.

Supported image formats include: JPG (*.jpg/*.jpeg), BMP (*.bmp), PNG (*.png), PPM (*.ppm), PGM (*.pgm), PBM (*.pbm), TIFF (*.tif/*.tiff), PDF (*.pdf), OFD (*.ofd) and GIF (*.gif).

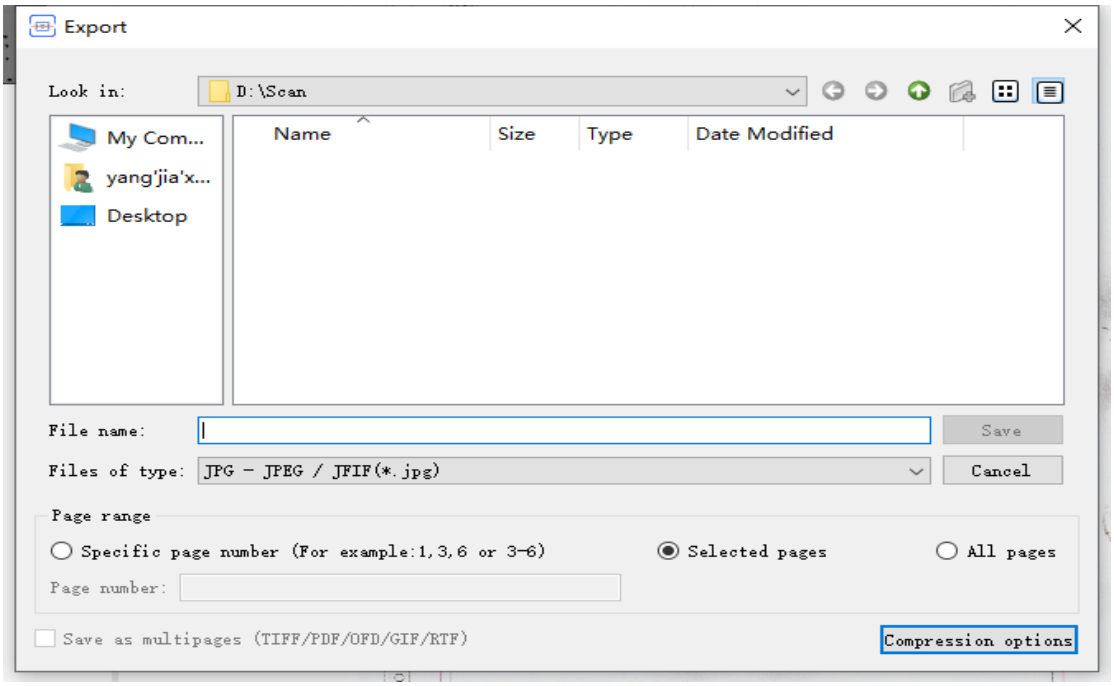
B. Insert local file: Works the same as “Open”; the inserted file will be added to the position of the current file in the list.

C. Save: Save the image in the main window.

D. Save as ... The Save as dialog box will pop up to save the image in the main window into the specified folder. Supported saving formats include: JPG(*.jpg), BMP(*.bmp), PNG(*.png), PPM(*.ppm), PGM(*.pgm), PBM(*.pbm), TIF(*.tif), PDF(*.pdf), OFD(*.ofd), GIF(*.gif), RTF(*.rtf).



E. Export： The Export dialog box will pop up, allowing users to save specified pages in the list to the specified folder. Supported export formats include: JPG(*.jpg), BMP(*.bmp), PNG(*.png), PPM(*.ppm), PGM(*.pgm), PBM(*.pbm), TIF(*.tif), PDF(*.pdf), OFD(*.ofd), GIF(*.gif), OCR_RTF(*.rtf).



F. Auto save： After being selected, any editing (such as rotating, cropping and brightness adjustment, etc.) performed to the image will be saved automatically; it will no longer ask customers whether to save the changes.

⚠**Important information**

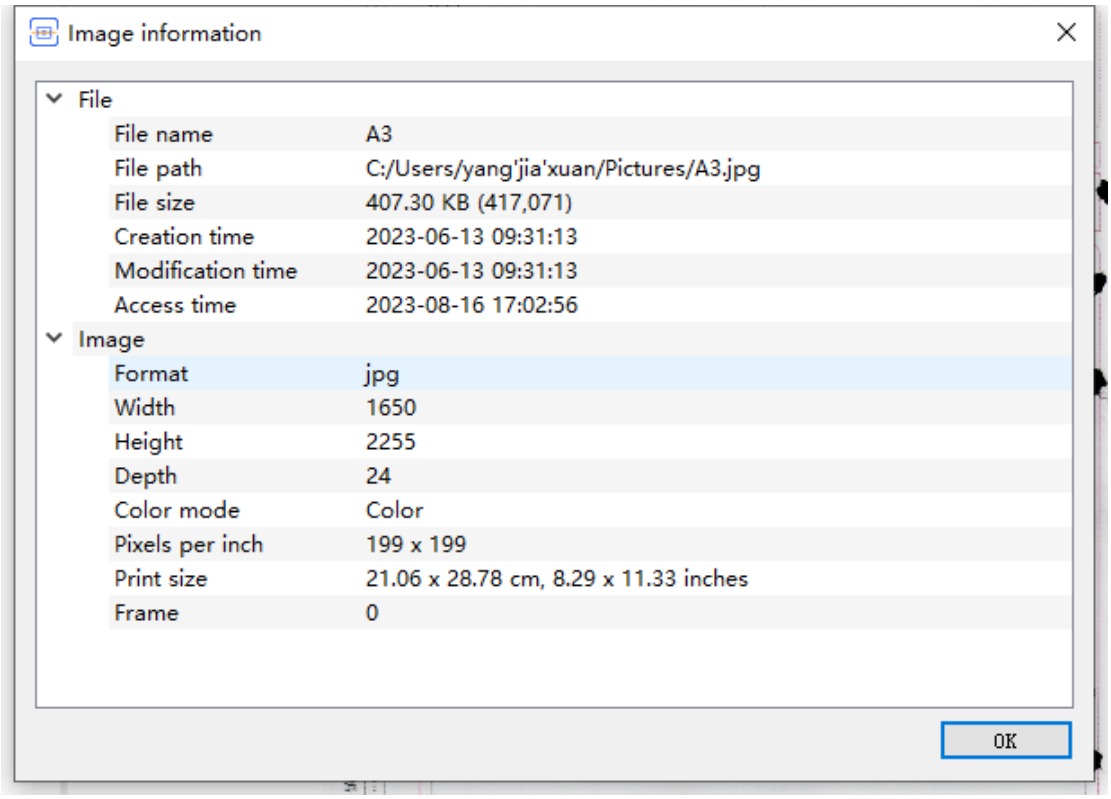
After checking “Auto save”, editing performed to images cannot be revoked.

G. Delete selected item: Remove the selected document from the main window and list.The local file corresponding to the image will also be deleted, so you need to exercise caution.

H. Close selected item: Removes the selected file from the main window and the list. If the image closed is a local file, the file is only removed from the application, not deleted.

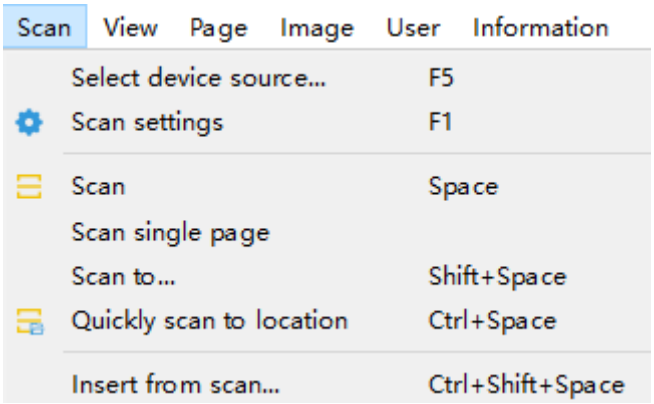
I. Close all items: Removes all files from the main window and list. If the image closed is a local file, the file is only removed from the application, not deleted.

J. Image information； Displays the information of the current file.



K. Exit: Exits the scanning software.

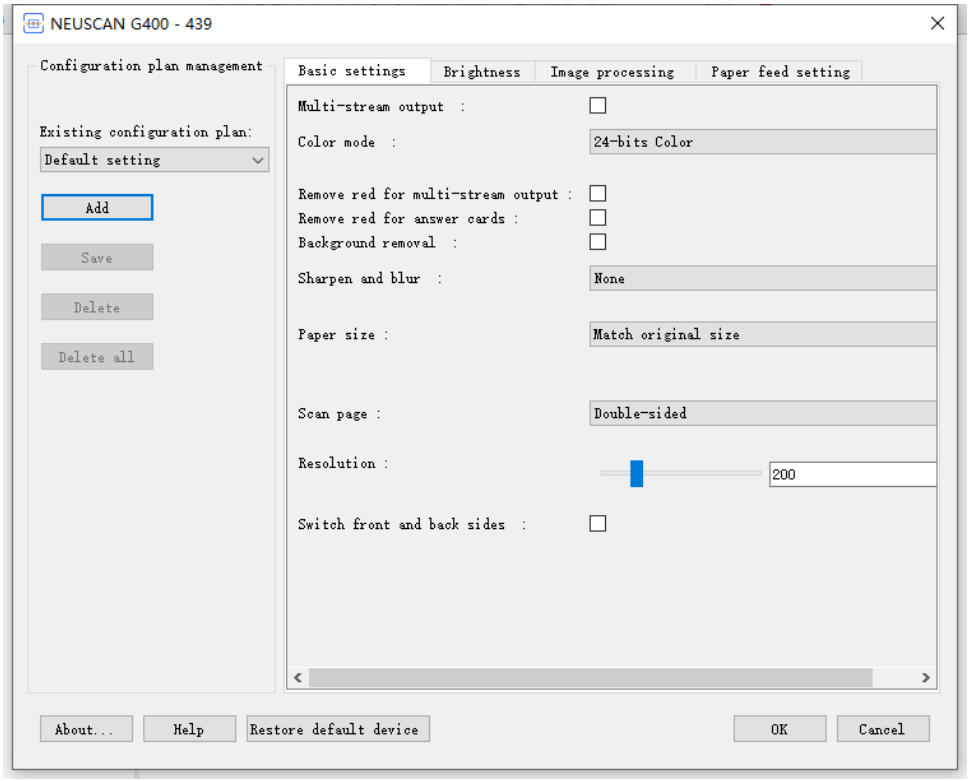
2. Scan menu



A. Select deviced source...: Select the model series of the connected

scanner.The application will only turn on the scanning function after selecting.

B. Scan settings: The scan parameter settings dialog box will pop up.



Please refer to the “Scanning Settings Help Manual” for specific usage methods of the scan parameters. You can click the “Help” button at the bottom of the dialog box for this manual to pop up.

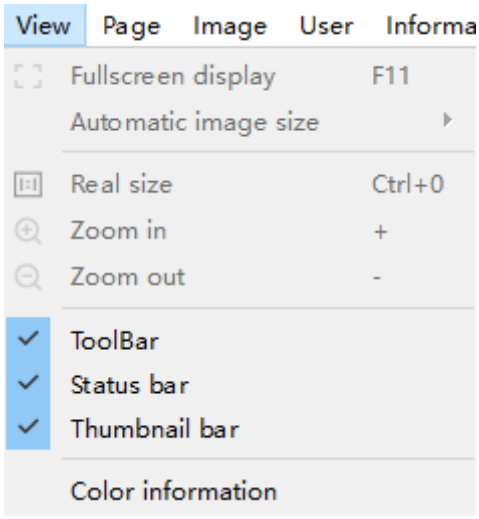
C. Scan: Please refer to “II. Scan methods” for details.

D. Scan single page: Please refer to “II. Scan methods” for details.

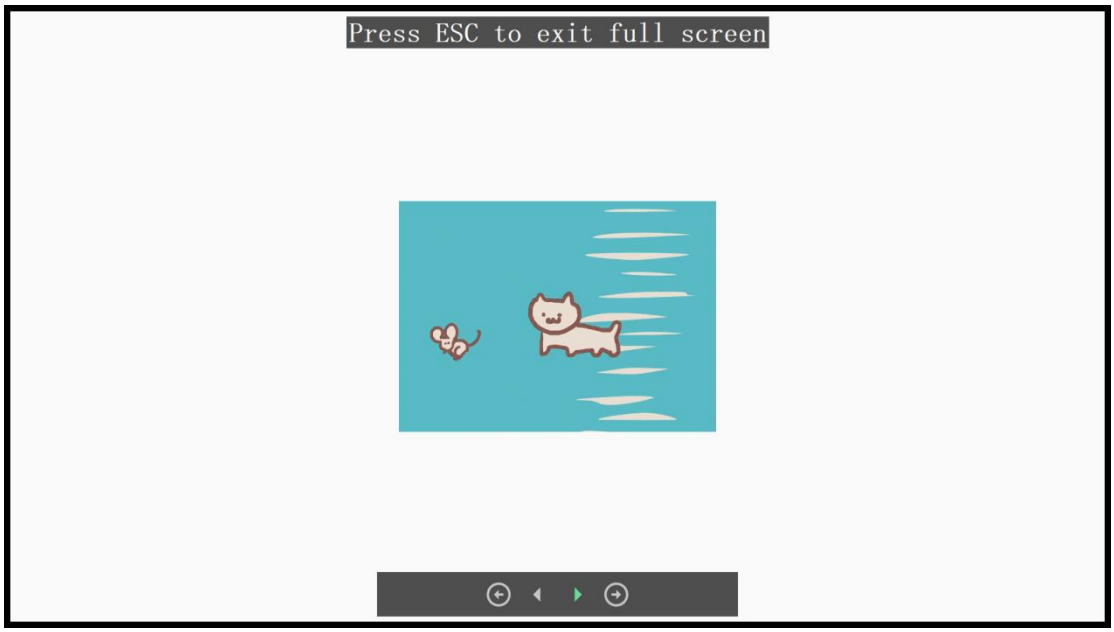
E. Scan to: Please refer to “II. Scan methods” for details.

F. **Insert from scan:** Please refer to “II. Scan methods” for details.

3. View menu



A. Fullscreen display: Enters full-screen mode, and allows switching between Previous page/Next page. Press the Esc key to exit Fullscreen mode.



B. Automatic image size: Zooms and fits the image in the main window to the size of the main window (Fit view box size) or zooms and fits the image to the width of the main window (Fit view box width).

C. Real size: Displays the current image with 100% zoom ratio.

D. Zoom in: Enlarges the image in the main window to 120% of the current magnification. The image can be enlarged to a maximum of 20 times its original size.

E. Zoom out: Shrinks the image in the main window to 83% of the current magnification. The image can be shrunk to a minimum of the size of the main window or the real size of the original image.

F. Toolbar: Displays/hides the toolbar.

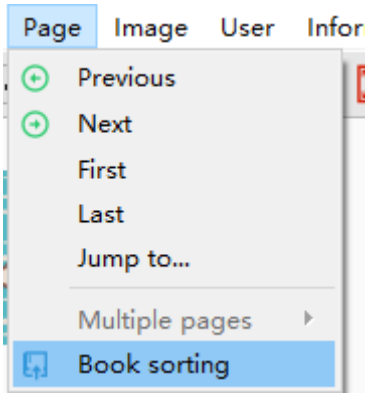
G. Status bar: Displays/hides the status bar.

H. Thumbnail column: Displays/hides the thumbnail area.

I. Color information: The color information of the image in the main window can be displayed when enabled; uses pixels as the unit.



4. Page menu



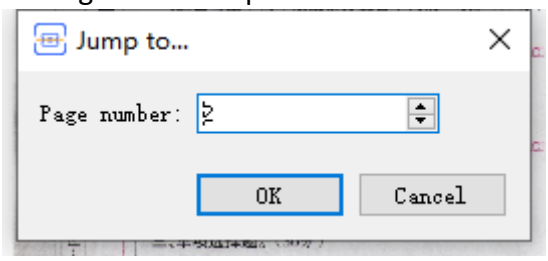
A. Previous: Switches to the previous file in the list.

B. Next: Switches to the next file in the list.

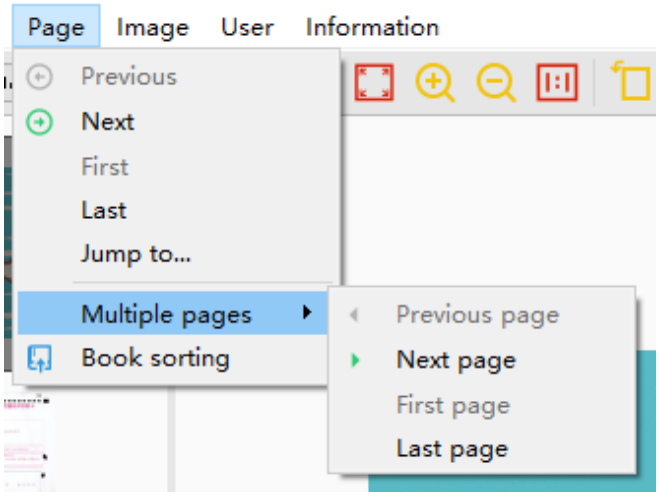
C. First: Switches to the first file in the list.

D. Last: Switches to the last file in the list.

E. Jump to: Opens the page selection dialog box, enter a specific file number, and it will switch to the image with the specified number in the list after pressing OK.



F. Multiple pages: When the current file is a multiple page file, it allows switching between Next/Previous/First/Last in the file.



G. Book sorting: Image files are sorted according to the order of page numbers printed in the book; this is applicable for scanning disassembled book documents. This function is usually used with the “Image split” function in scan parameter settings.

Sort rule: First sort the odd-numbered pages in positive order, and then sort the even-numbered pages in reverse order.

Example 1

There is a total of 8 images, and the original output order is: 1, 2, 3, 4, 5, 6, 7, 8.

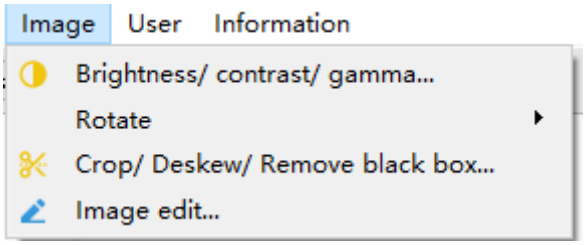
After clicking Book sorting, the image order changes to: 1, 3, 5, 7, 8, 6, 4, 2.

Example 2

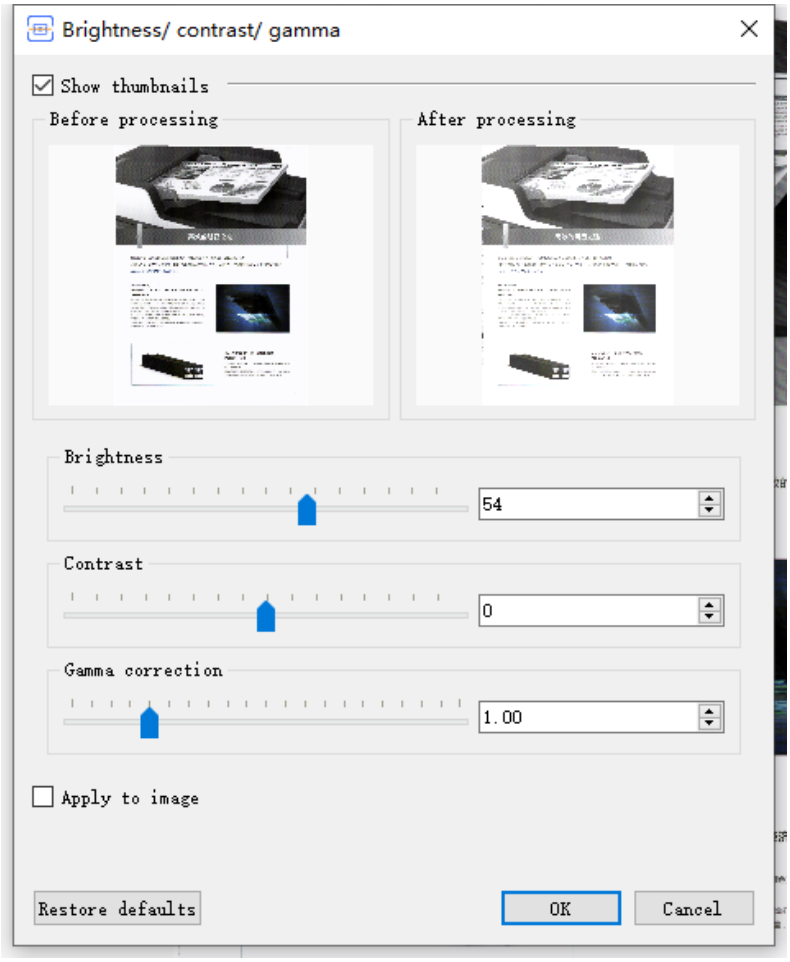
There is a total of 5 images, and the original output order is: 1, 2, 3, 4, 5.

After clicking Book sorting, the image order changes to: 1, 3, 5, 4, 2.

5. Image menu



A. Brightness/Contrast/Gamma: Opens the Brightness/Contrast/Gamma adjustment dialog box.

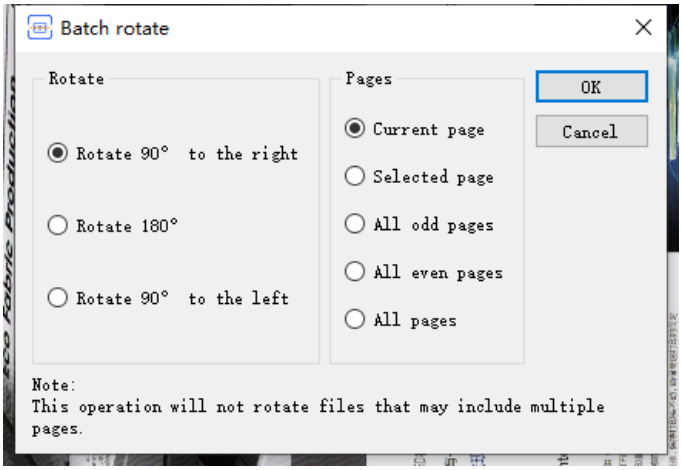


- Drag the Brightness bar to decrease/increase the brightness of the image. (Left to decrease, right to increase)
- Drag the Contrast bar to decrease/increase the contrast of the image. (Left to decrease, right to increase)
- Drag the Gamma correction bar to decrease/increase the gamma of the image. (Left to decrease, right to increase)

- Select “Apply to image” to see synchronized changes in the image in the main window of the application.

B. Rotate: Rotates the image in the main window 90° in the counter-clockwise direction/90° in the clockwise direction/180°.

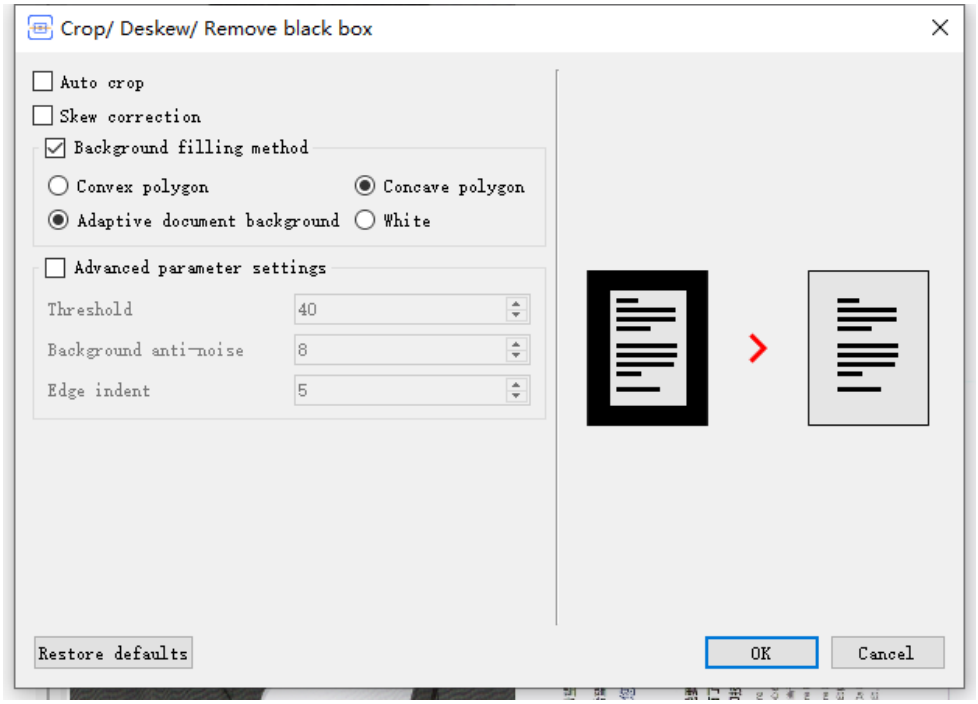
Rotate multiple pages: Performs rotation to the specified pages of the file.



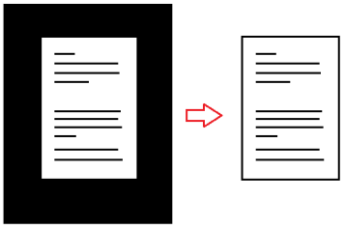
⚠**Important information**

Rotate multiple pages will perform irreversible rotation operations to local files; please use carefully.

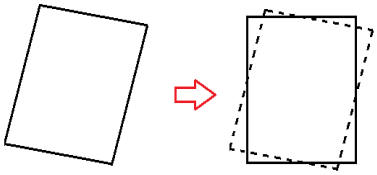
C. Crop\Deskew\Remove black box: Performs related image processing to the image in the main window.



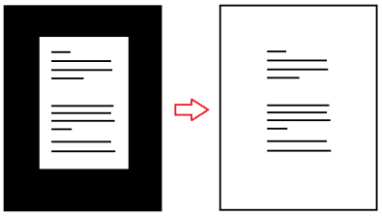
Auto crop: Determines the edges of the actual document of the image and crops the image automatically so that it matches the real edges of the document.



Skew correction: Determines the skew level of the actual document of the image and rotates the image automatically so that the real edges of the document become horizontal and vertical.



Background filling method: Able to fill the black background (black borders) in the image with white automatically. Convex polygon and concave polygon filling can be selected according to the filling method; smart recognition of the document background or a fixed white color can be selected as the background color for filling.



Advanced parameter settings: Parameters can be set for the algorithm used to determine the edges of the actual document in the image. The image processing algorithm will automatically use the default values to perform image processing when not selected.

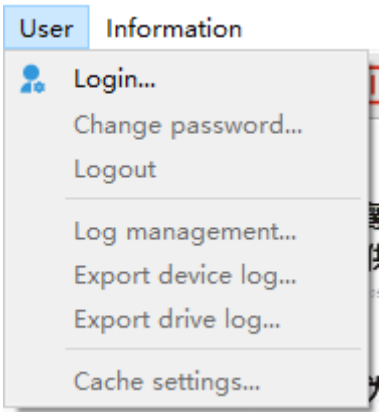
Image edit: Performs annotation-type editing to the image in the main window. Allowsadding of contents such as shapes, arrows and texts. Allows selecting the color and stroke thickness of the annotations, as well as the text size parameters.



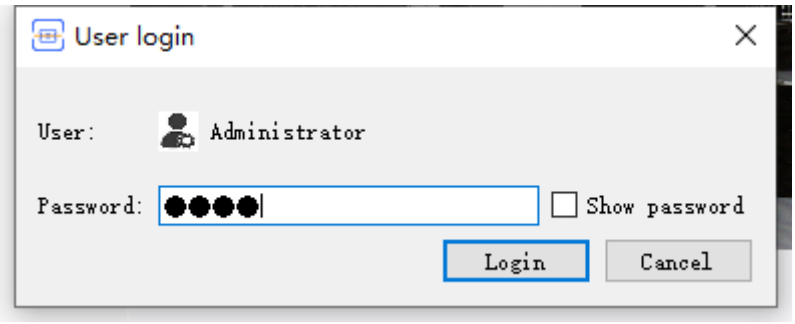
Click “OK” after finishing editing and the added annotation will be applied to the image, but not saved. Users must save the image manually.



6. User menu



A. Login: Logs in to the administrator account. The initial password is: scan.

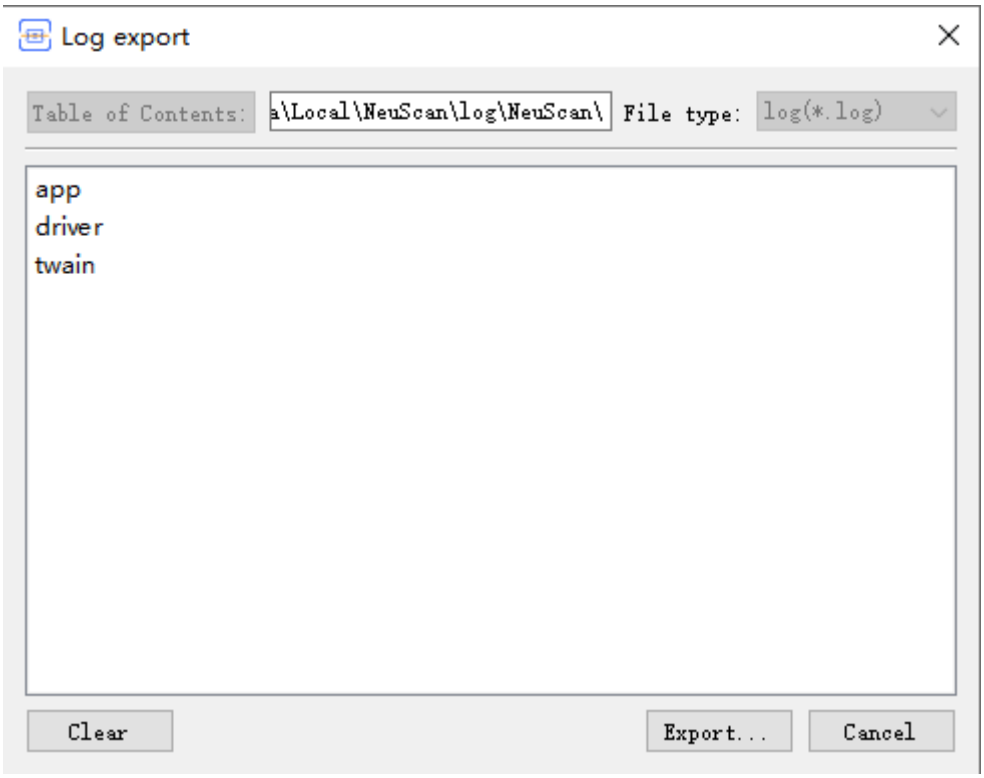


⚠Important information

Please remember the administrator's password; forgetting the password will result in the inability to login to the administrator account. If this happens, please contact the after-sale service personnel of the scanner for help.

B. Log out: Logs out of the administrator account.

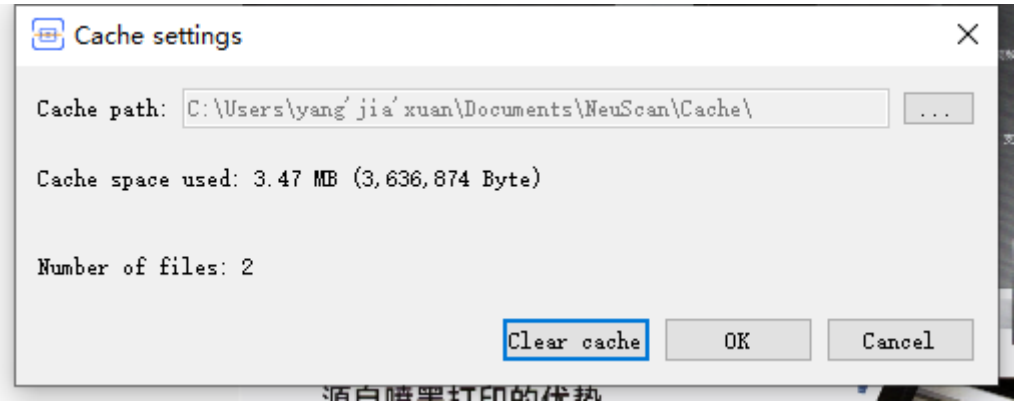
C. Log management: Performs log management for the scanning software. Thisfunction can only be used after logging into the administrator account.



D. Export device log: Exports the log files of the scanner hardware.

E. Export driver log: Exports the log files of the scanner driver.

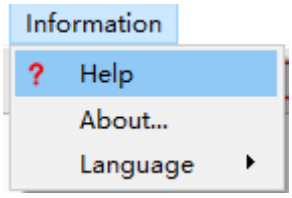
F. Clear cache: Clears the images or files in the temporary cache folder of the application. Users can change the software cache folder. This function can only be used after logging into the administrator account.



⚠**Important information**

Clear cache will cause the scanned images that are not yet saved locally (for example, images scanned to memory using the "Scan" function and not yet manually saved) to be cleared. Therefore, please make sure that the images that need to be kept are saved before using this function.

7. Information menu



A. Help: Opens this help manual.

B. About： Displays the manufacturer information of this software.

C. Language: The interface that allows switching the language of this software. After switching the software needs to be restarted for it to take effect.

