HuaGoScan Scanning Software Help Manual

Foreword

HuaGoScan scanning software is an application used on a computer. It enables the computer to obtain images from the scanner, or to load local image files for viewing. To fully understand the functions of the HuaGoScan scanning software and to use them efficiently, please read this help manual, the "Scanning Settings Help Manual" and the operation manual of the scanner.

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1. Instructions Before Use

Please read the following explanations before use:

About the HuaGoScan Scanning Software Window: Introduces the application window, buttons and menus.

Scanner Connection: Descriptions on how to connect the scanner.

About Saving Image Files: Introduces the file types that can be saved using this software.

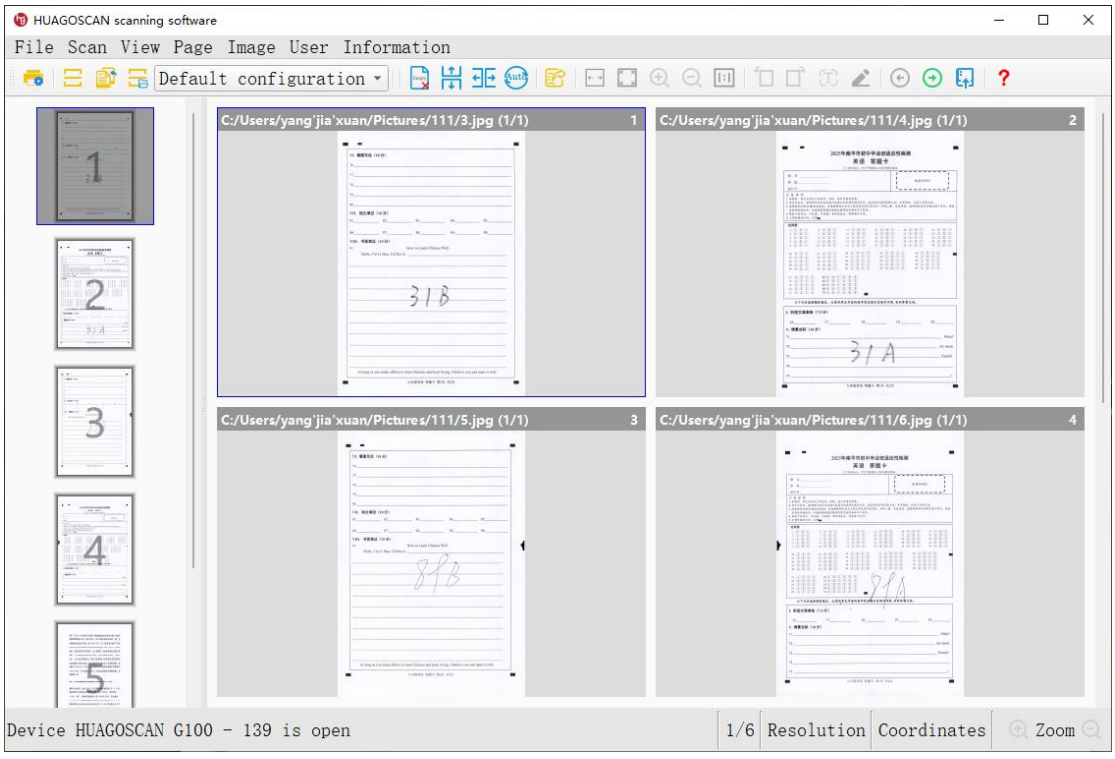
About File Names: Introduces the requirements for the file names of files saved with this software.

⚠**Important information:**

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

1. About the HuaGoScan Scanning Software Window

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



A. Menu bar

There are 7 menus: "File", "Scan", "View", "Page", "Image", "User" and "Information".

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

Scan: Configures the scanner source and scan parameters, and starts the scan function.

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

Page: Selects the image to be displayed or sorts the pages.

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

User: Administrator account and log management, and cache settings.

Information: Manufacturer information, language switching 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 an image and insert it at the current position. Works the same as Scan > Insert from scan....

: Scan image to local. Works the same as Scan > Quick scan to local.



: Configuration scheme dropdown menu for the "Scan to..." function. Works the same as the configuration scheme function on the left side of the "Scan > Scan to..." dialog box. Refer to " II. Scan Methods > 3. Scan to..." for details.



: Automatically removes the blank pages contained in the selected pages. Works the same as Image > Auto delete blank pages.

: Splits the selected image evenly into two parts, top and bottom. Works the same as Image > Split image top/bottom.

: Splits the selected image evenly into two parts, left and right. Works the same as Image > Split image left/right.



: Uses the OCR function to automatically rotate the selected image. Works the same as Image > Rotate > Auto rotate selected items.

: Exports images. Works the same as File > Export....

: Fits the image to the width of the main window. Works the same as View > Automatic image size > Fit view box width.

: Fits the image to the main window. Works the same as View > Automatic image size > Fit view box size.

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

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

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

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

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

: Edits the graphics or text on the image in the main window. Works the same as Image > Image edit....

: Displays the previous file image. Works the same as Page > Previous.

: Displays the next file image. Works the same as Page > Next.

: Re-sorts all images according to the order of book binding. Works the same as Page > Book sorting.

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

C. Main window area

Displays the image scanned or locally loaded. Double-click the main window area to switch between single image display and multiple file display.

**Important**

Some functions are only available after switching to single image display.

Click the sidebar to expand the quick image processing functions, which allow you to quickly edit the image currently loaded in the main window.

D. Thumbnail area

Displays the list of thumbnails of the images scanned or locally loaded. By selecting a thumbnail, 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 thumbnail column, you can change the display mode of the thumbnail column through the right-click menu; a multi-column display is available.

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

E. Status bar

Displays information such as the device connection status and scan status.

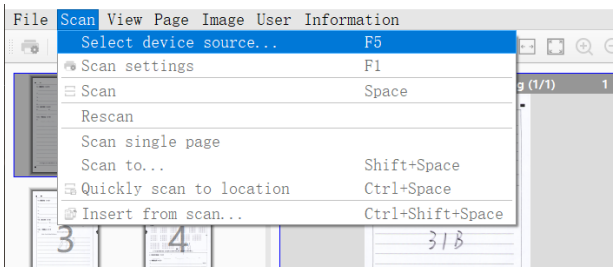
F. Information field

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

2. Scanner Connection

A. Scanner driver

After connecting the scanner, use the "Scan > Select device source..." function in this application to select the connected scanner series. Once connected successfully, the status bar will show that the device is open.



When multiple scanners are connected, after selecting the corresponding scanner series, an additional window will pop up for selecting the specific connected scanner. This application does not support scanning with multiple scanners at the same time.

B. Scanner USB connection

Before using the HuaGoScan scanner product, make sure that the scanner USB cable is correctly connected to the computer and that the scanner is powered on. If the USB cable is disconnected or the scanner is not powered on, the application will show a corresponding prompt when configuring scanner parameters or starting a scan:

⚠Important information

If the application still cannot detect the scanner connection, check whether the scanner USB driver is properly installed and working. Please refer to the operation manual of the scanner for detailed information, or contact HuaGoScan after-sales service.

3. About Saving Image Files

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

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

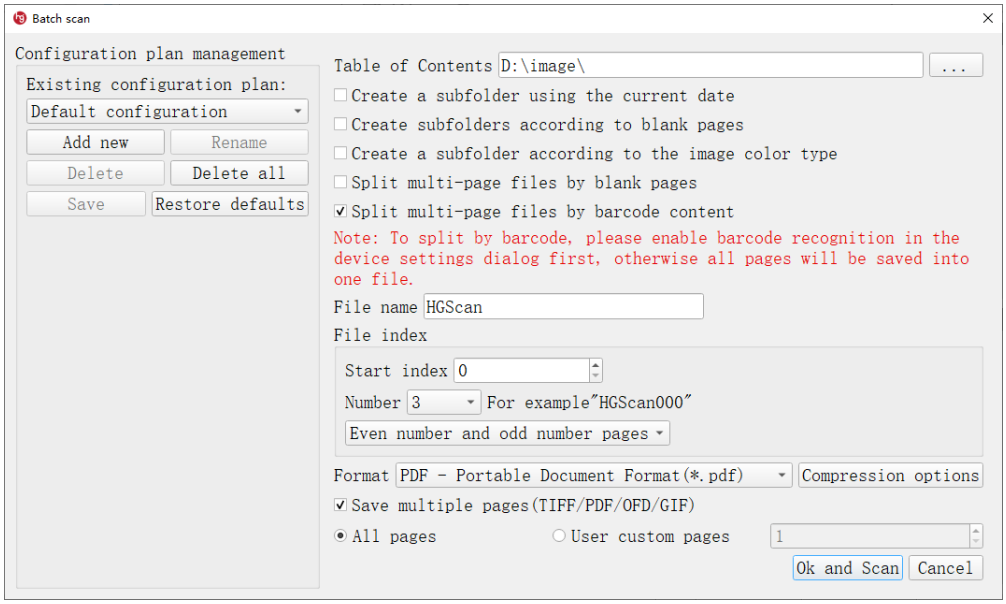
This software also provides file saving formats with OCR capabilities, including: OCR_PDF (*.pdf), OCR_OFD (*.ofd), OCR_RTF (*.rtf), OCR_DOC (*.doc), OCR_XLS (*.xls), OCR_TXT (*.txt), OCR_CSV (*.csv), OCR_HTML (*.html) and OCR_XML (*.xml).

⚠Important

Some operating systems and hardware platforms do not support file save formats with OCR capabilities. If you have such requirements, please contact HuaGoScan after-sales service before installing the scanner.

4. About File Names

Images scanned using the "Scan > Scan to..." function will be saved to the specified folder automatically.



⚠Important information

When using this function to batch scan images to local storage, if a file with an identical name already exists in the selected path, this application will not overwrite the existing file. Instead, it will generate new names based on naming rules and arrange the images in sequential order automatically. However, we still recommend that users verify whether the file names used for saving and the index numbers duplicate any local files before scanning, in order to prevent any misunderstandings.

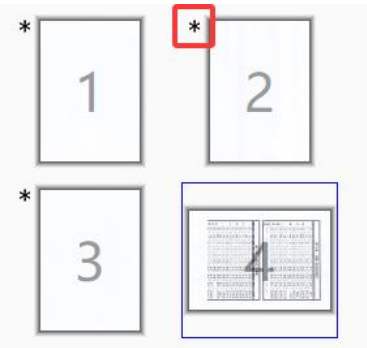
2. Scan Methods

HuaGoScan scanning software supports four scanning methods. Users can select one according to their needs.
Before starting a scan, set the scan parameters first. Please confirm the connection status of the scanner and the paper placement.

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 stored in the temporary cache space of the computer. Users need to save the scanned images manually (File > Save/Save as.../Export...).

Cached images are marked with "*" in the list. When this application closes, the temporary cache space will be cleared, and documents not yet saved will be cleared automatically.



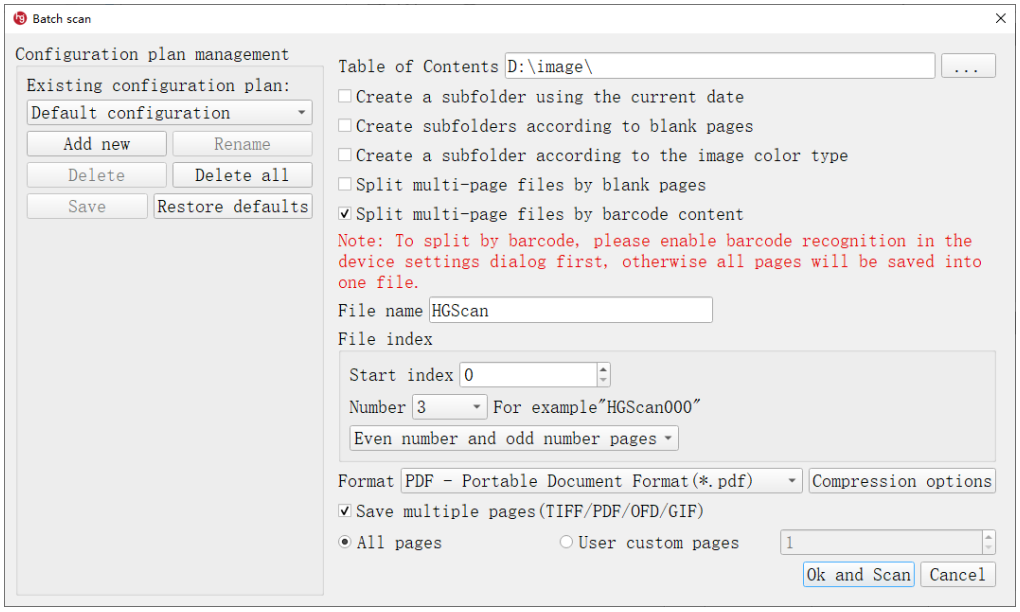
2. Scan Single Page

Use "Scan > Scan single page" and the scanner will scan a single page; the scanner will end the scan automatically after scanning one document. Images scanned will be stored in 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 documents not yet 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 saving path, index number and image saving format for the scanned image files.



After the parameters are set, click the "OK and scan" button and the scanner will perform a batch scan. All scanned images will be saved into the specified folder automatically.

Example

A scan was performed on March 19, 2026 with the configuration shown in the figure above:

- The path of the first saved image is: C:\Users\666666\Desktop\HGScan001.jpg
- If "Create a subfolder using the current date" is additionally checked, the image path will be: C:\Users\666666\Desktop/2026-03-19/HGScan001.jpg
- If "Create subfolders according to blank pages" is additionally checked, the image path will be: C:\Users\666666\Desktop/2026-03-19/batch1/HGScan001.jpg
- If "Create a subfolder according to the image color type" is additionally checked, the image path will be: C:\Users\666666\Desktop/2026-03-19/batch1/Color/HGScan001.jpg

Configuration scheme management:

Users can save parameters such as the scan path, file name and image format as a custom configuration for quick switching. The same configuration scheme dropdown menu exists on the toolbar of the application main interface.

Existing configuration scheme: Select a saved configuration from the dropdown menu.

New scheme: Saves the configuration parameters on the right as a new configuration scheme.

Rename: Renames the currently selected configuration scheme.

Delete current scheme: Deletes the currently selected configuration scheme.

Delete all: Deletes all configuration schemes. The system will automatically keep the "Default configuration scheme".

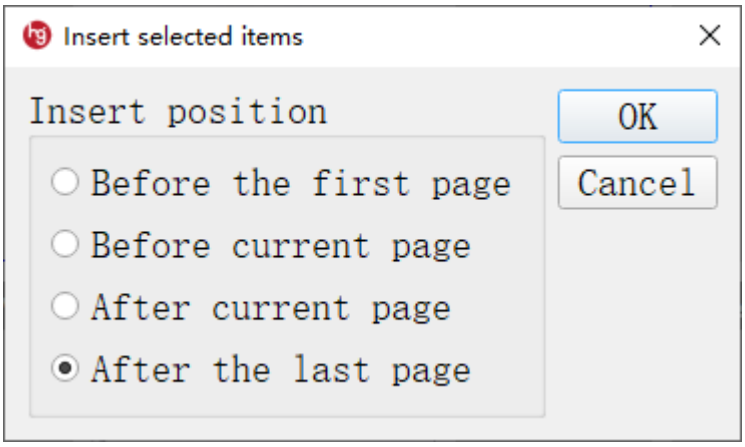
Save: Overwrites and saves the configuration parameters on the right as the

currently selected configuration scheme.

Restore defaults: Restores the configuration parameters on the right to the default configuration parameters.

4. Insert from Scan...

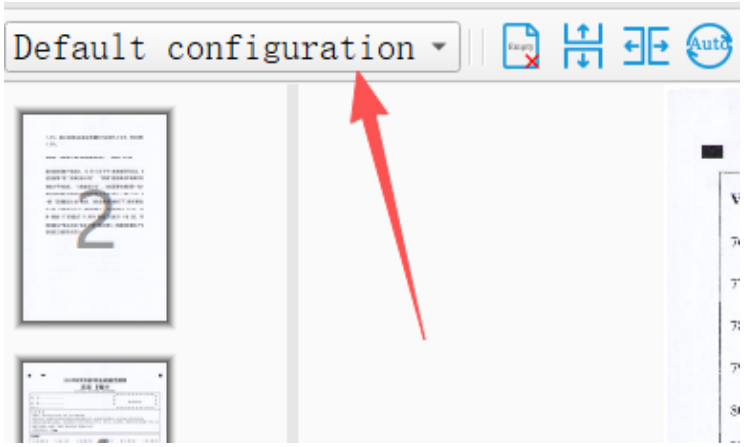
Click "Scan > Insert from scan..." and a dialog box for selecting the insert position will pop up first. Users need to specify the position in the thumbnail column where the image to be scanned will be inserted.



After clicking "OK", the scanner will perform a batch scan.

Important

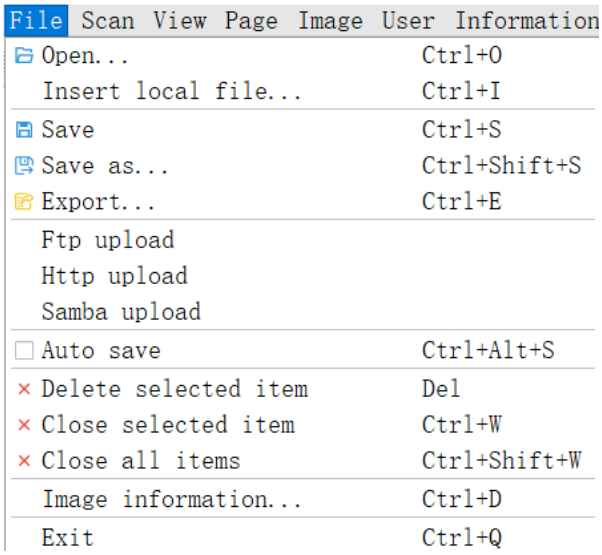
Images scanned into the software using the "Scan > Insert from scan..." function will be scanned and saved according to the currently selected "Scan to..." configuration scheme.



After the insert scan is completed, the local files will be renamed and sorted automatically.

3. Detailed Introduction of Menu Functions

1. File



A. **Open:** Loads one or multiple local documents into the application; the opened documents will be added to the end of the list automatically.
Opening an already loaded file is ineffective; if the multiple documents being opened include an already loaded document, the application will only add the documents that have not been 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), GIF (*.gif), TGA (*.tga), PCX (*.pcx) and RAS (*.ras).
B. Insert local file: Works the same as "Open"; the inserted document will be added to the position of the current document in the list.
C. **Save:** Saves the modifications made to 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 to 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), TGA (*.tga), PCX (*.pcx) and RAS (*.ras).

E. Export: The Export dialog box will pop up, allowing you 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), TGA (*.tga), PCX (*.pcx), RAS (*.ras), OCR_PDF (*.pdf), OCR_OFD (*.ofd), OCR_RTF (*.rtf), OCR_DOC (*.doc), OCR_XLS (*.xls), OCR_TXT (*.txt), OCR_CSV (*.csv), OCR_HTML (*.html) and OCR_XML (*.xml).

F. Auto save changes: When checked, any editing performed on the image (such as rotating, cropping and brightness adjustment, etc.) will be saved automatically; the customer will no longer be asked whether to save the changes.

⚠Important

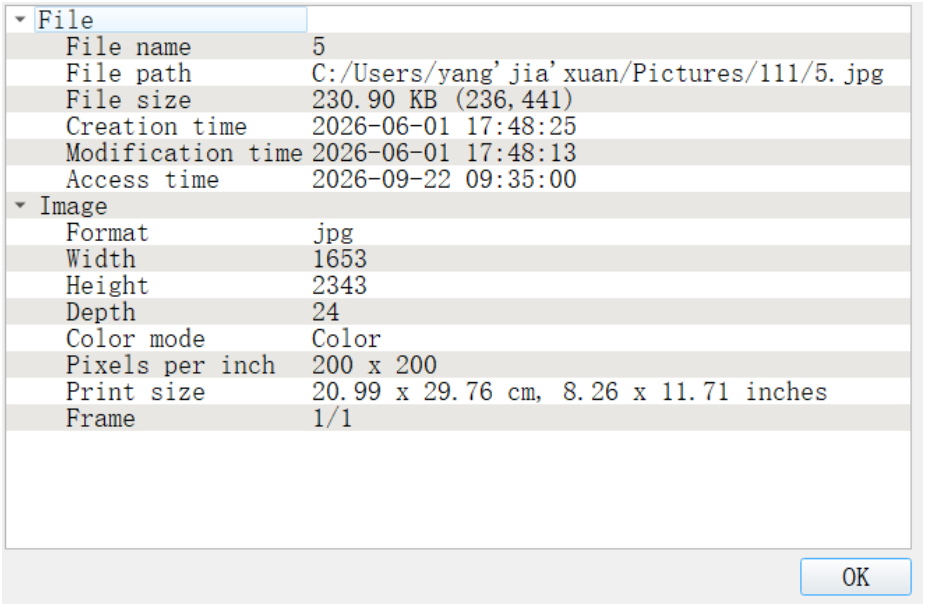
After checking "Auto save changes", editing performed on images cannot be undone.

G. Delete selected item: Removes the selected document from both the main window and the list. The local file corresponding to the image will also be deleted; please operate with caution.

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

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

J. Image information: Displays the information of the current document.



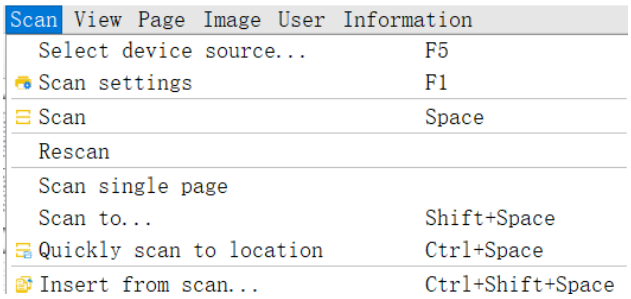
K. **Exit:** Exits the HuaGoScan scanning software.

L. FTP upload selected item: Uploads the currently selected pages to the specified network location via FTP transfer.

M. Http upload selected item: Uploads the currently selected pages to the specified network location via Http transfer.

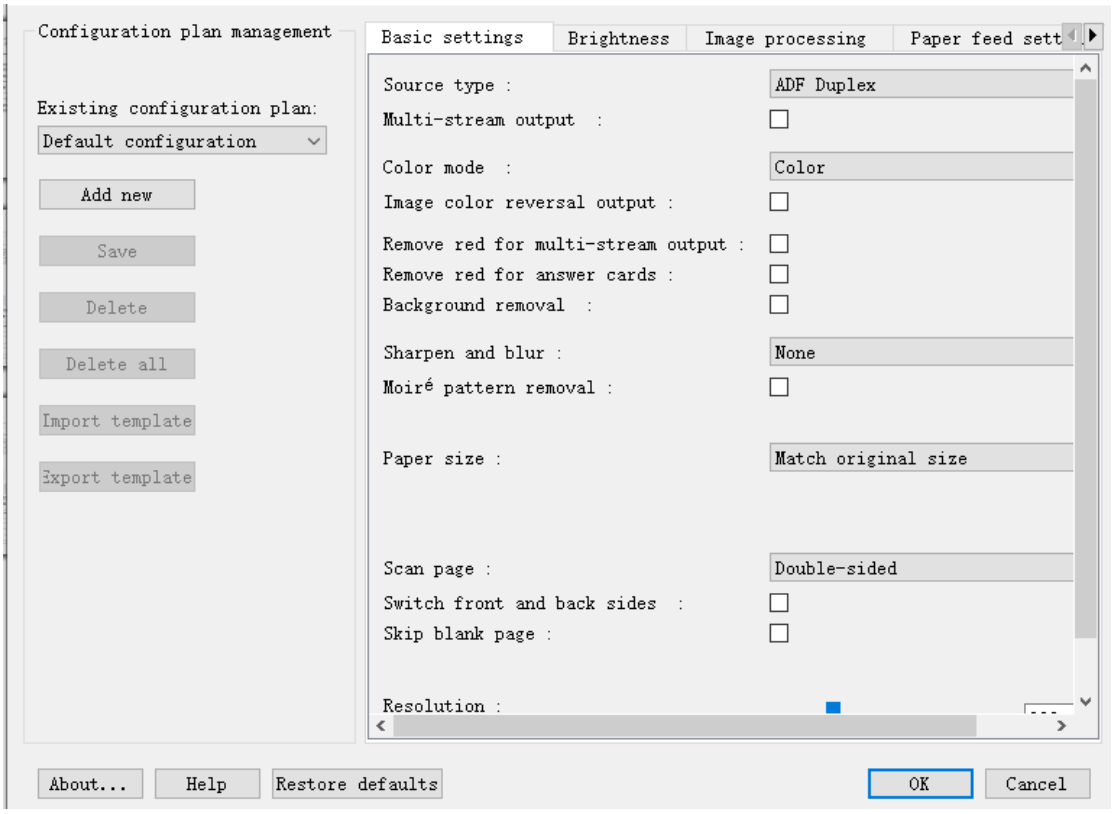
N. Samba upload selected item: Uploads the currently selected pages to the specified network location via Samba transfer.

2. Scan



A. Select device source: Select the model series of the connected scanner. The scan function of the application is enabled only after selection.

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



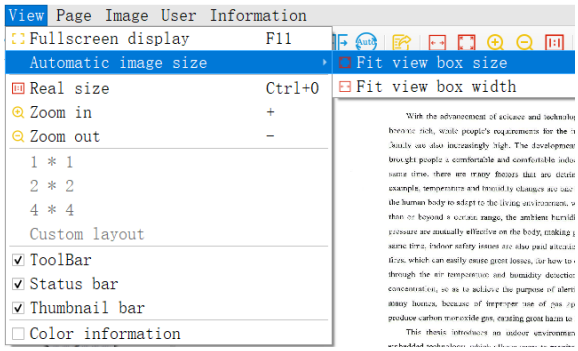
Please refer to the "Scanning Settings Help Manual" for specific usage of the scan parameters. You can click the "Help" button at the bottom of the dialog box to bring up this manual.

C. Scan/Scan single page/Scan to...: Refer to "II. Scan Methods" for details.

D. Quick scan to local: Starts the "Scan to..." function directly according to the configuration scheme currently shown in the toolbar, scanning directly with the selected configuration scheme without popping up the configuration window.

E. **Insert from scan...:** Refer to "II. Scan Methods" for details.

3. View



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



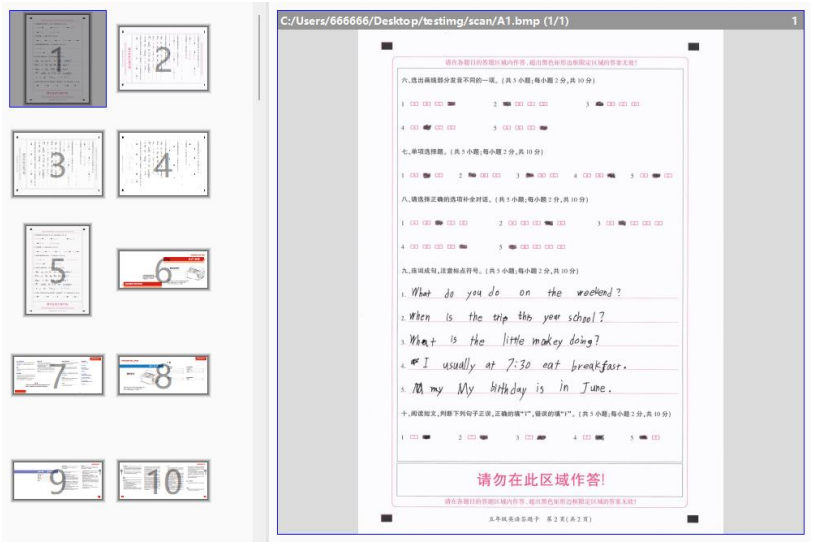
B. **Automatic image size:** Zooms the image in the main window to fit the size of the main window (Fit view box size) or to fit the width of the main window (Fit view box width).

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

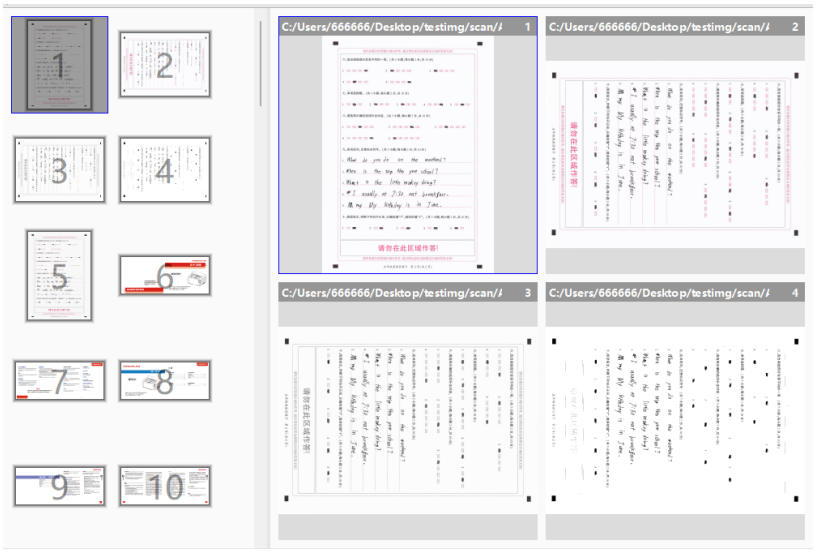
D. Zoom in: Enlarges the image in the main window to 120% of the current magnification. The image can be enlarged to a maximum of 20 times its original size.

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.

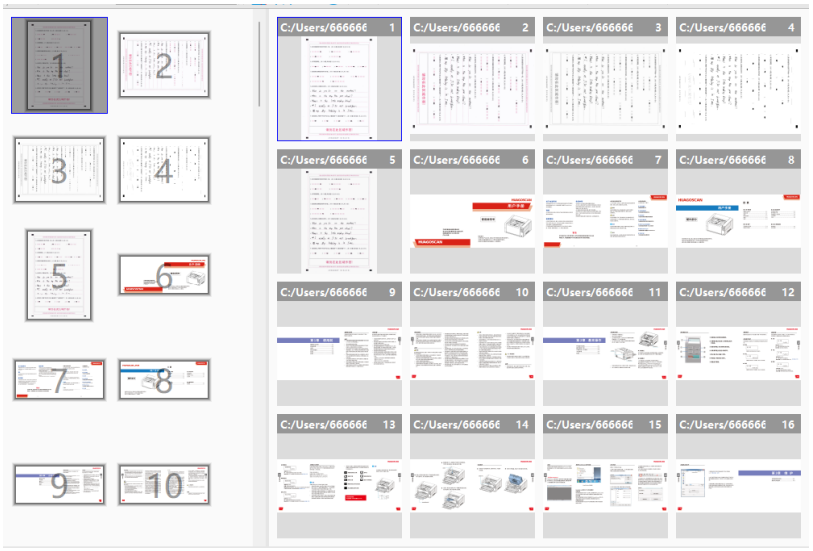
F. 1 * 1 / 2 * 2 / 4 * 4 : Displays the files in the main window in the corresponding layout.



1 * 1 layout

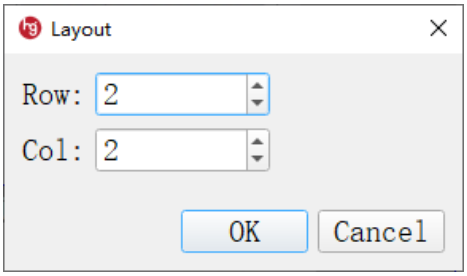


2 * 2 layout



4 * 4 layout

G. Custom layout...: Displays the files in the main window in the selected layout. The maximum number of rows and columns that can be set is 6.



H. Toolbar: Displays/hides the toolbar.

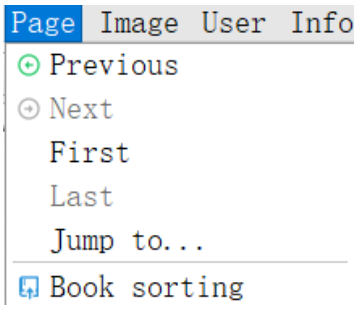
I. Status bar: Displays/hides the status bar.

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

K. Color information: When enabled, displays the color information of the image in the main window, in pixels.



4. Page



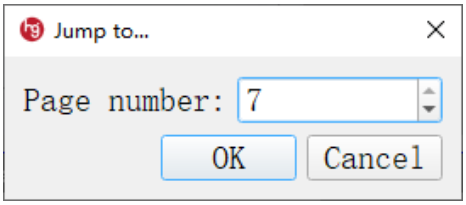
A. Previous: Switches to the previous document in the list.

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

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

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

E. Jump to: Opens the page selection dialog box; enter a specific document number and it will switch to the image with the specified number in the list after confirmation.



F. Book sorting: Image files are re-sorted according to the order of page numbers printed in the book; this is applicable for scanning disassembled book documents. It is usually used together with the "Image split" function in the 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

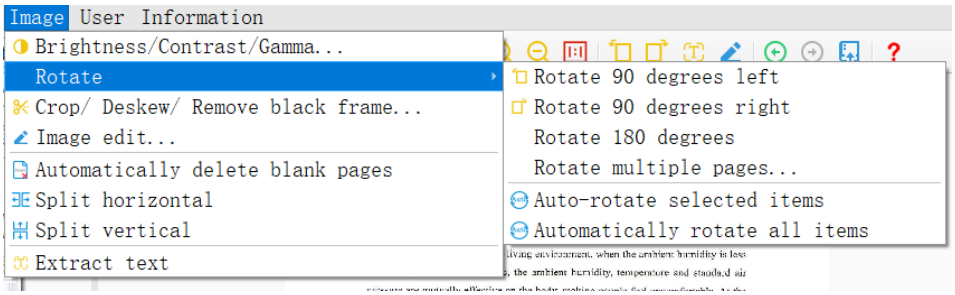
There is a total of 5 images, and the original output order is: 1, 2, 3, 4, 5. After clicking Book sorting, the image order changes to: 1, 3, 5, 4, 2.

Example 2

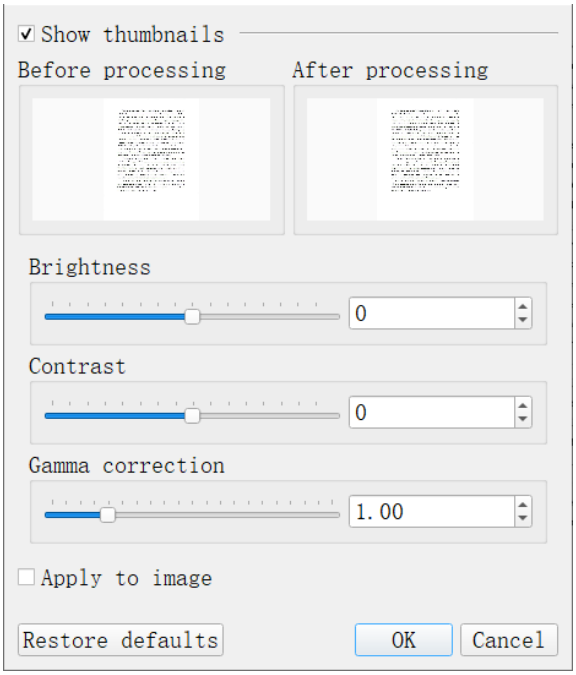
There is a total of 8 images, and the original output order is: 1, 2, 3, 4, 5, 6, 7, 8.

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

5. Image



A. Brightness/Contrast/Gamma: Opens the image brightness/contrast/gamma adjustment dialog box.



Drag the Brightness bar to decrease/increase the brightness of the image. (Left to decrease, right to increase)

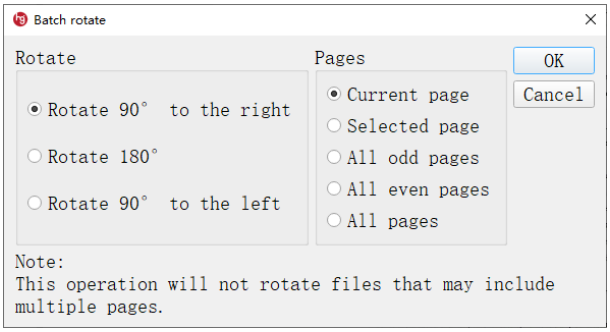
Drag the Contrast bar to decrease/increase the contrast of the image. (Left to decrease, right to increase)

Drag the Gamma correction bar to decrease/increase the gamma value of the image. (Left to decrease, right to increase)

Checking "Apply to image" allows the image in the application main window to change synchronously for easier viewing.

B. Rotate: Rotates the image in the main window 90° counter-clockwise (left)/90° clockwise (right)/180° .

Rotate multiple pages: Performs rotation operations on the specified pages of the document.

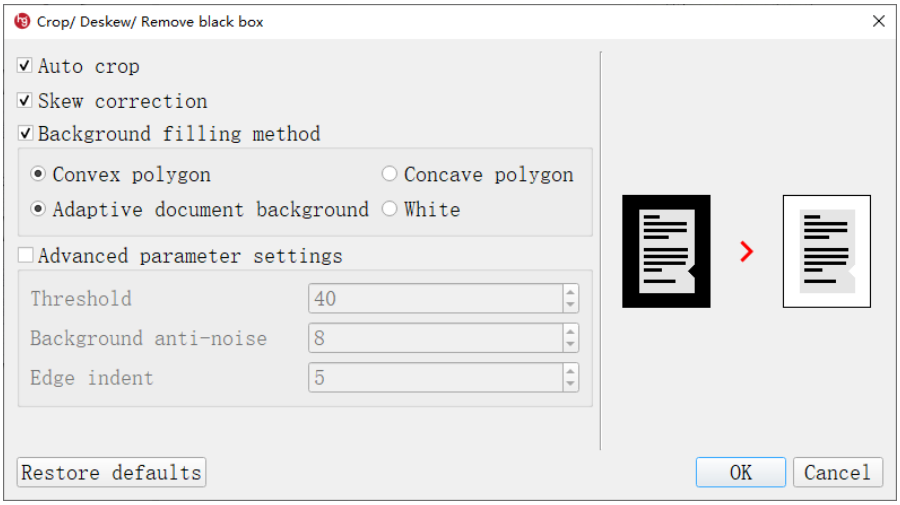


Important information

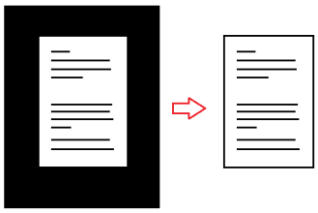
Rotate multiple pages will perform an irreversible rotation operation on local files; please use with caution.

Auto rotate: Uses the text OCR function to automatically rotate the page in the direction of the text.

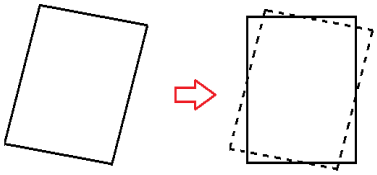
C. Crop/Deskew/Remove black frame: Performs related image processing on the image in the main window.



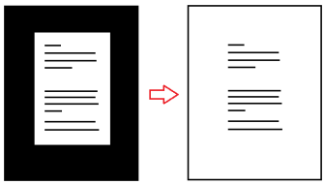
Auto crop: Determines the edges of the actual document in the image and crops the image automatically so that it matches the real edges of the document.



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



Background filling method: Fills the black background (black borders) in the image with white automatically. According to the filling method, convex polygon filling and concave polygon filling can be selected; the background color for filling can be smart recognition of the document background color or a fixed white.

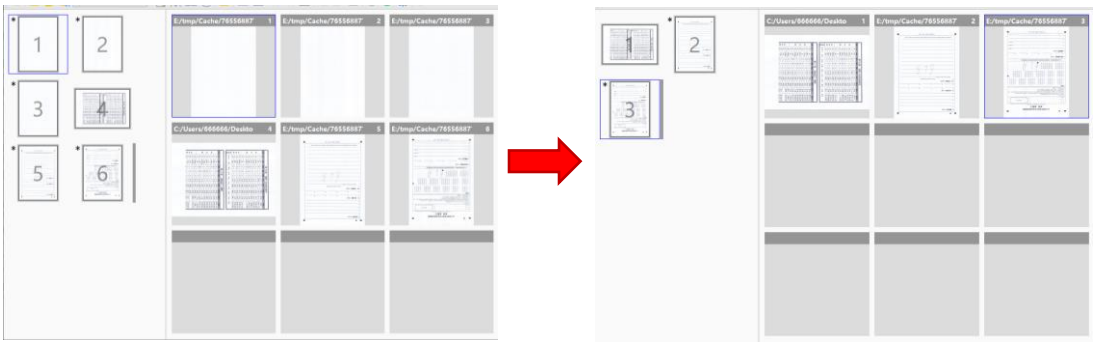


Advanced parameter settings: Parameters can be set for the algorithm used to determine the edges of the actual document in the image. When not checked, the image processing algorithm will automatically use the default values for image processing.

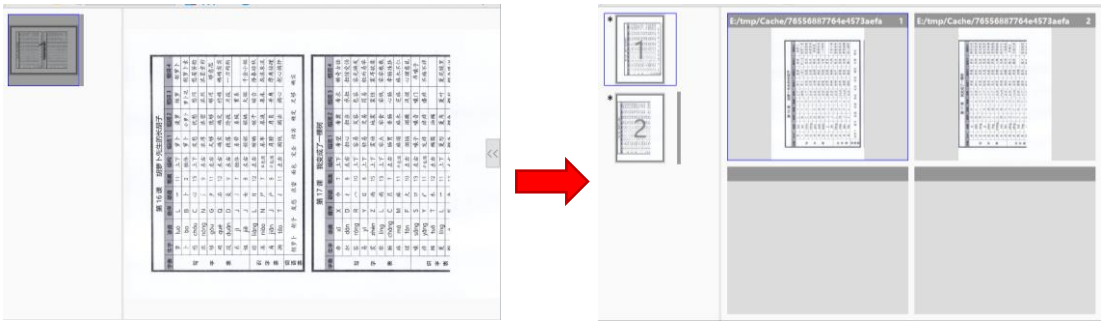
D. Image edit: Performs annotation-type editing on the image in the main window. Contents such as shapes, arrows and text can be added. The color and stroke thickness of the annotations, as well as the text size parameters, can be selected.

After editing is completed, click "OK" and the added annotation will be applied to the image, but not saved. Users need to save the image manually.

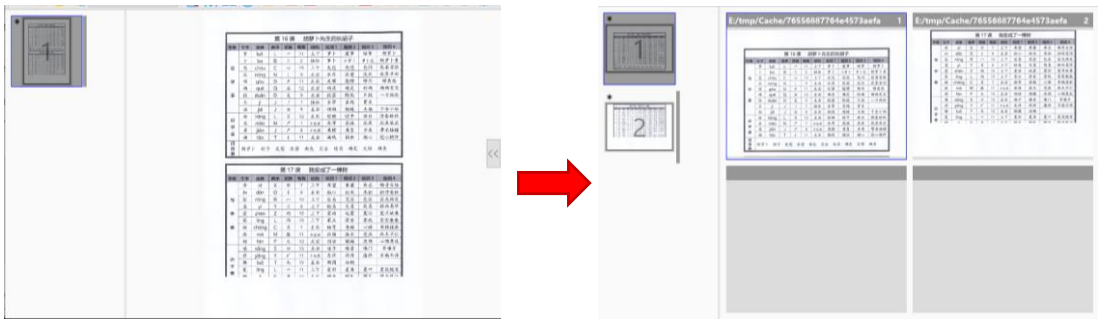
E. Auto delete blank pages: Removes all blank pages in the currently selected pages from the list.



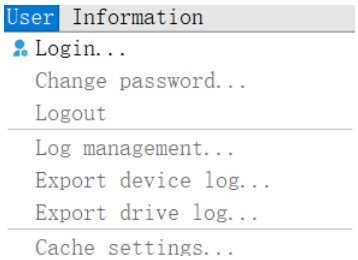
F. Split image left/right: Splits the currently selected pages in half left and right; each page is split into two images. Batch operation on multiple selected images is supported.



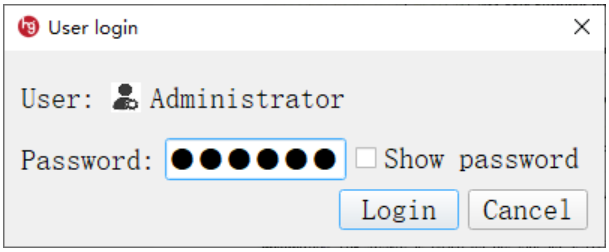
G. Split image top/bottom: Splits the currently selected pages in half top and bottom; each page is split into two images. Batch operation on multiple selected images is supported.



6. User



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



B. Change password: Changes the administrator password. This function can only be used after logging into the administrator account.

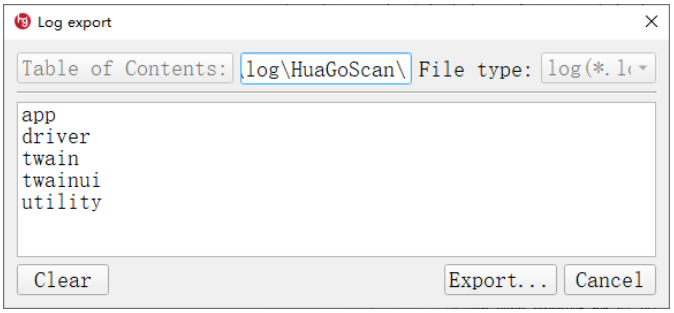


⚠Important information

Please remember the administrator password; forgetting the password will result in the inability to log in to the administrator account. If this happens, please contact the after-sales service personnel of the scanner.

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

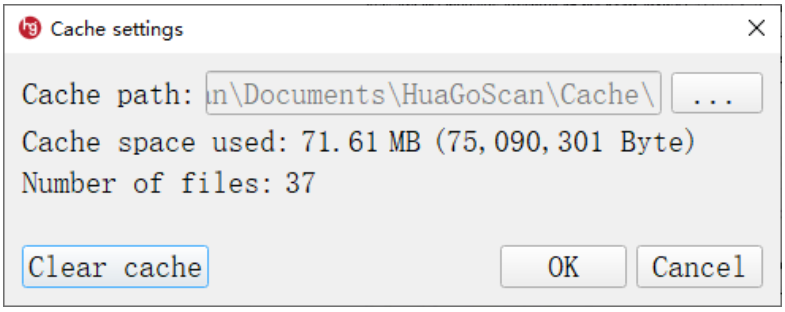
D. Log management: Performs log management for the scanning software. This function can only be used after logging into the administrator account.



E. Export device log: Exports the log files of the scanner hardware. The log file is in .txt format.

F. Export driver log: Exports the log files of the scanner driver. The log file is in .txt format.

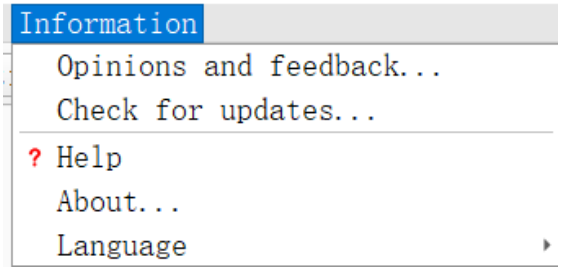
G. Cache settings: Clears the cached images or files in the temporary cache folder of the application. Users can change the software cache folder. This function can only be used after logging into the administrator account.



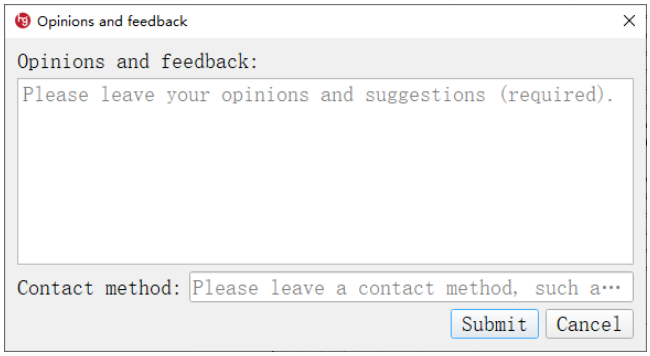
⚠Important information

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

7. Information



A. **Feedback...:** Opens the feedback window, where users can submit their comments and suggestions to the server of this software manufacturer. After receiving the user feedback, the software manufacturer will contact the user through the contact information provided by the user. This function requires an internet connection.



B. **Check for updates...:** When clicked, the software automatically checks the server for a newer version to update to. This function requires an internet connection.

If an available update exists, after the user clicks "Upgrade to the latest version", the software will download the update package and automatically start the update installation. Wait for the software installation to complete; a message will then indicate that the installation succeeded.

C. **Help:** Opens this help manual.

D. **About...:** Displays the manufacturer information of this software.

E. Language: Switches the language of this application. After switching, this application must be restarted for the change to take effect.