# Help Manual For Sealand Scanner Application

## Preface

This application used to obtain images from the scanner or load local image files for viewing.In order to fully understand the functions of the this scanner application and use it more effectively, please read this manual,and the help manual for scanner driver settings, and the relevant manual for the scanner device.

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In order to ensure the accuracy of the information provided in this manual, we have done our best. However, if there are errors or incorrect information in the manual, our company shall not be liable for any errors in the manual and its consequences.

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# I、Instructions before use

Please read the following explanations before use:

**About the software window:** Introduces the windows, buttons and menus of this 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.

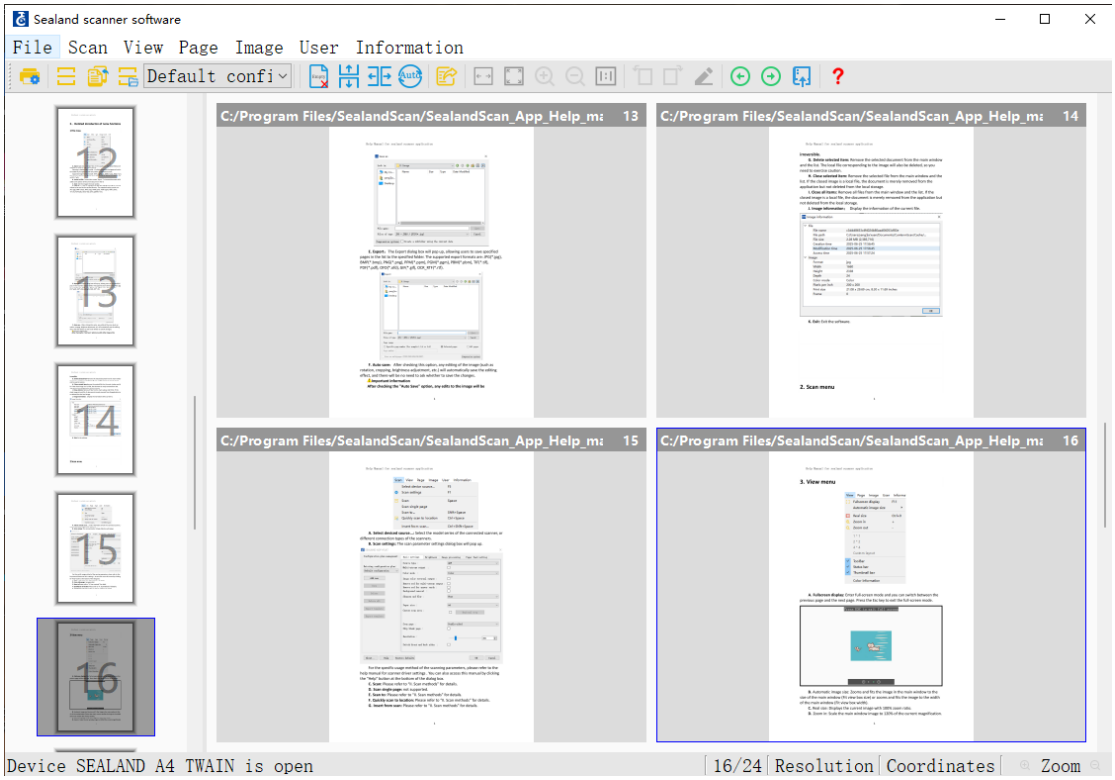
**About saving image files**: Introduces the file types that can be saved using this software.

⚠**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 software window

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




**A. Menu bar**

There are some useful menus, include “File”, “Device”, “Scan”, “View”, “Page”, “Image”, “User” and “Information”.

**File：** Open, save and close files, as well as exit the application.

**Scan：** Configure the scan parameters and start the scan function.

**View：** Display/hide windows, image zoom and full-screen functions.

**Page:** Selects the image to display.

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

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

**Information:** Language switch, about information, network functions and this help manual.

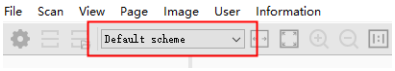
**B. Toolbar**

The toolbar provides shortcut buttons for the functions frequently used. The functions of these buttons and menus are corresponding to each other..

：Scan parameter settings. Same as menu's Scan > Scan settings...

：Scan image. Same as menu's Scan > Scan.

：Scan image to the local directory. Same as menu's Scan > Quickly Scan to...



：The drop-down menu for the configuration scheme of the "Scan to" function. Same as the configuration plan on the left side of the pop-up window of the "Scan > Scan to..." function.

：Fit screen width. Same as menu's View > Automatic image size > Fit view box width.

：Fit screen. Same as menu's View > Automatic image size > Fit view box size.

：Zoom in image. Same as menu's View > Zoom in.

：Zoom out image. Same as menu's View > Zoom out.

：Display image in real size. Same as menu's View > Real size.

：Rotate image 90 degrees counter-clockwise. Same as menu's Image > Rotate > Rotate 90 degrees left.

：Rotate image 90 degrees clockwise. Same as menu's Image > Rotate > Rotate 90 degrees right.

：Edits the graphics or text of the image in the main window. Same as menu's Image > Image edit.

：Display previous image. Same as menu's Page > Previous.

：Display next image. Same as menu's Page > Next.

：Book sorting. Same as menu's Page > Book sorting.

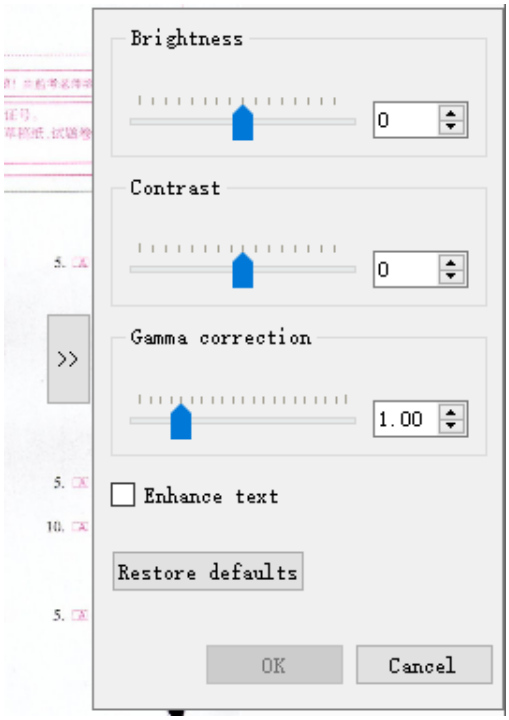
：Opens this manual. Same as menu's Information > Help.

**C. Main window area**

Displays the image scanned, or the local image loaded.

**D. Sidebar**

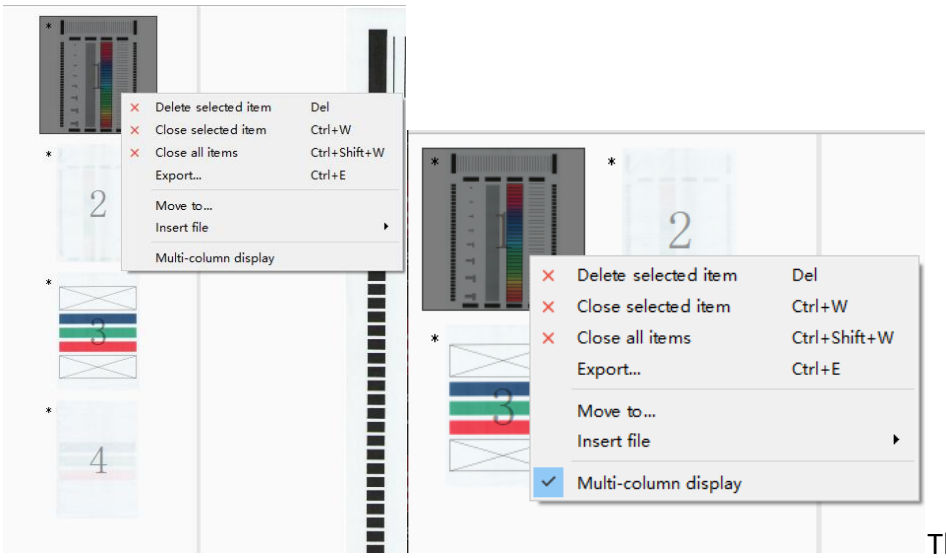
After clicking, you can perform quick image processing. You can also quickly edit the image currently loaded in the main window.



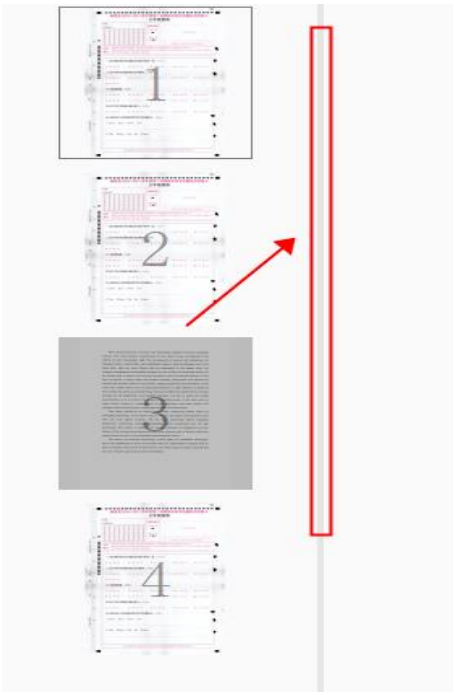

**E. Thumbnail area**

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 about the device connection status and scan status, etc.

**G. Information field**

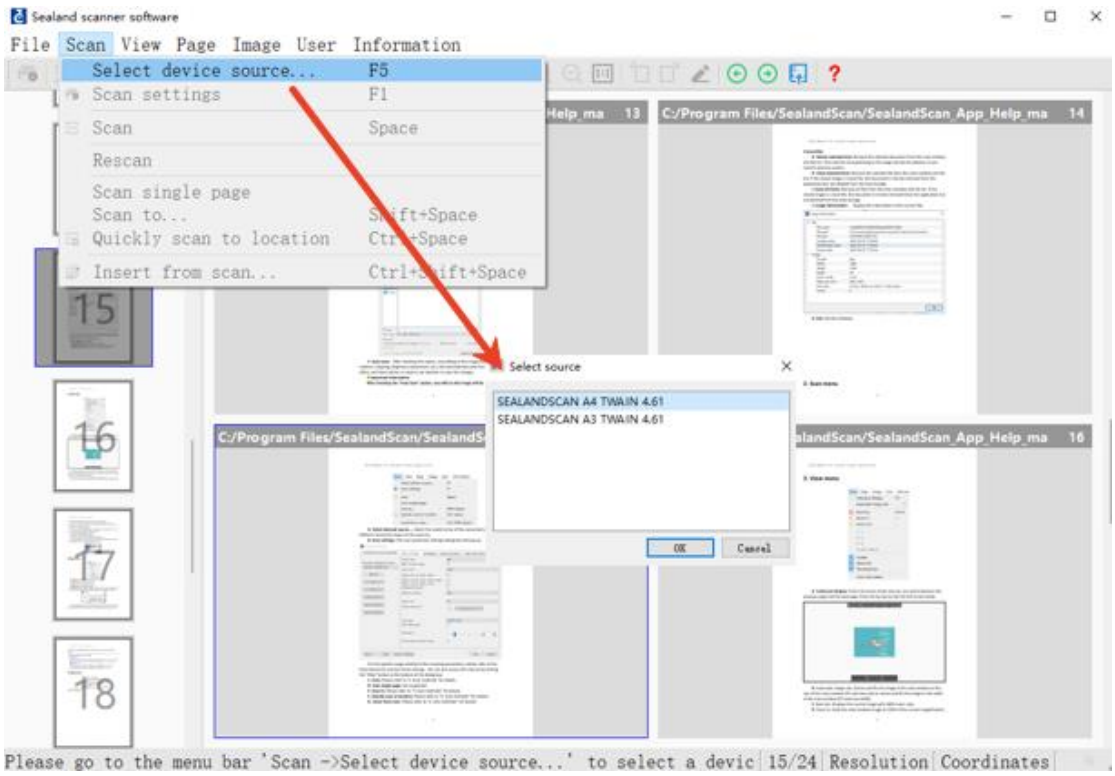
Displays information such as the number of images loaded, image information and the current cursor position, etc.

# 2. Scanner connection

### A. Scanner driver

Use the "Scan" function to select the scanner that needs to be connected. After

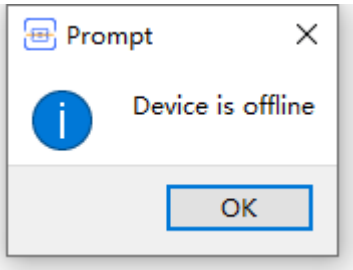
the device is successfully connected, the status bar shows that the device is turned on.




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 product, make sure that the scanner is turned on and that the USB cable of the scanner is correctly connected to the computer, or that the scanner is already connected to the current network. Otherwise 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 scanner driver is installed and working properly. Regarding detailed information, please refer to the operation manual of the scanner or contact the manufacturer for after-sales service.**

# 3. About saving image files

The images scanned using this software can be saved in the following supported formats: 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).

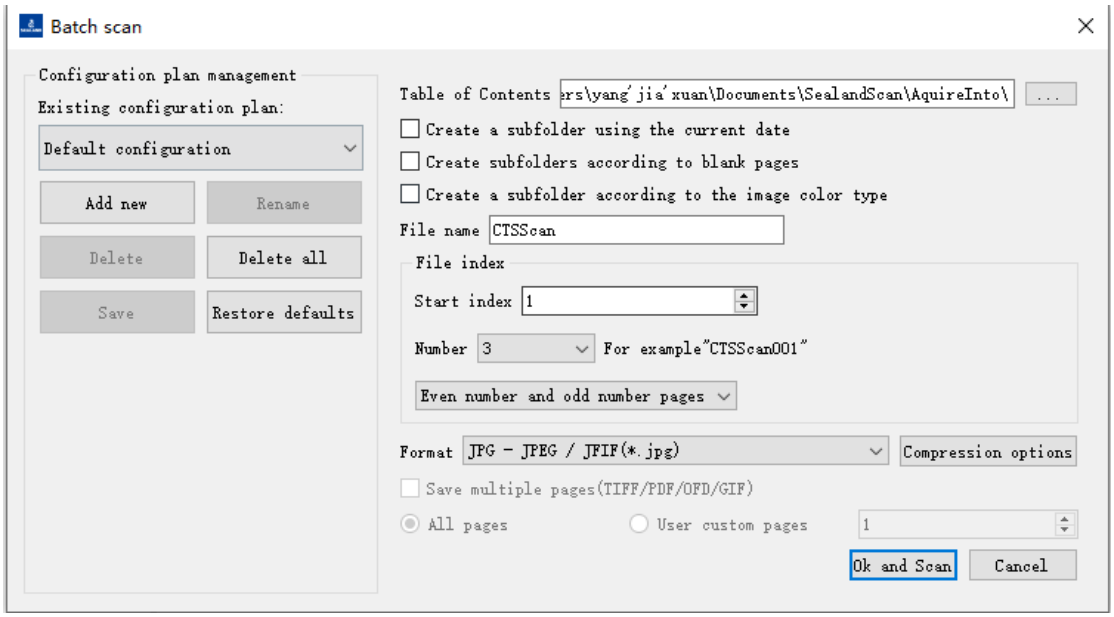
The file saving format provided by this application supports OCR function, including： OCR_PDF(*.pdf)、OCR_OFD(*.ofd)、OCR_RTF(*.rtf)、OCR_DOC(*.doc)、OCR_XLS(*.xls)、OCR_TXT(*.txt)、OCR_CSV(*.csv)、OCR_HTML(*.html)、OCR_XML(*.xml).

**Important information**

**Some operating systems and hardware platforms do not support file saving formats with OCR function. If you have any related usage requirements, 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.The default file name is CTSScan with a prefix followed by a number, for example CTSScan000, CTSScan001.




**Important information**

**Use this function to batch scan images to the local host, if a file with the same name already exists in the selected path, this application will not overwrite the existing file. Instead, it will automatically sort the images according to the naming rules. However, we still recommend that users confirm whether the saved file name and index number are the same as the local files before scanning to avoid misunderstandings.**

# II、Scan methods

This application supports four scanning methods. Users can choose one of them according to their needs.

Before starting the scan, please set the scanning parameters. Make sure to confirm the connection status of the scanner and the paper placement situation.

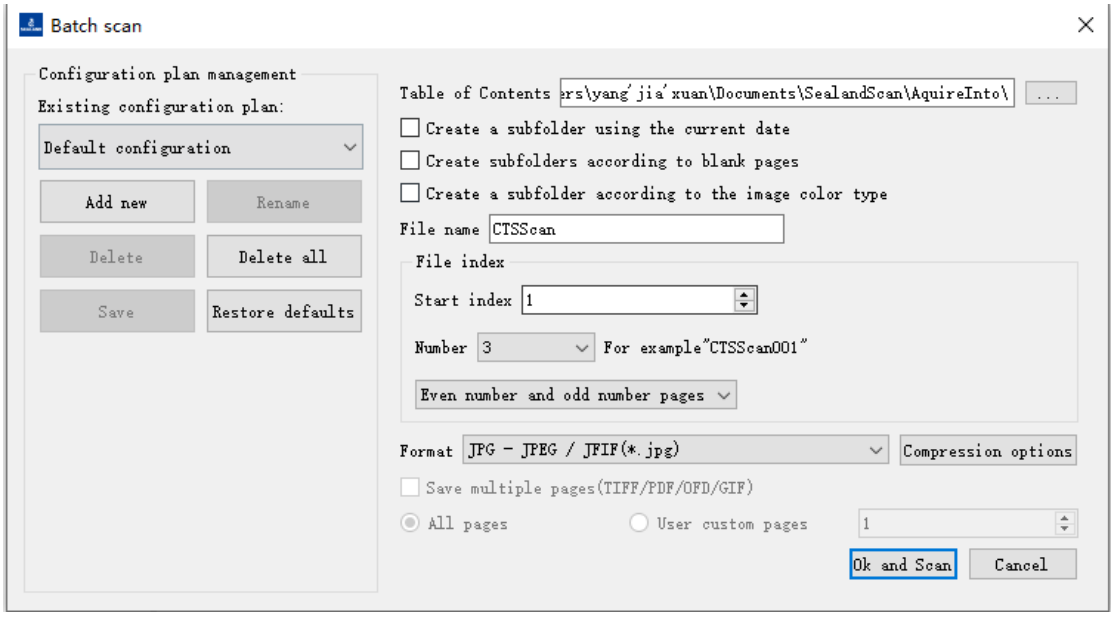
## 1. Scan

Use “Scan > Scan”, or click the Scan button in the toolbar, the scanner will perform the scanning according to the preset scanning parameters. 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 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 the scanner will perform the scanning according to the preset scanning parameters. The scanned images will be saved into the specified folder automatically.

For example

A scan was conducted on May 19, 2022 using the configurations shown in the

diagram 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.

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

**New 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.

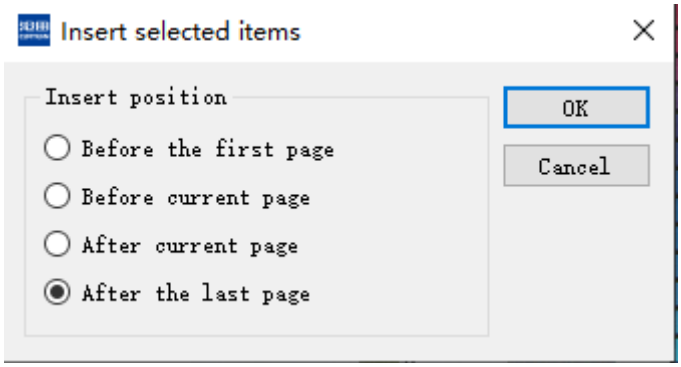
**Delete all:** Delete all configuration schemes and keep the “default scheme”.

**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.

# 3. 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 start.

**Important information**

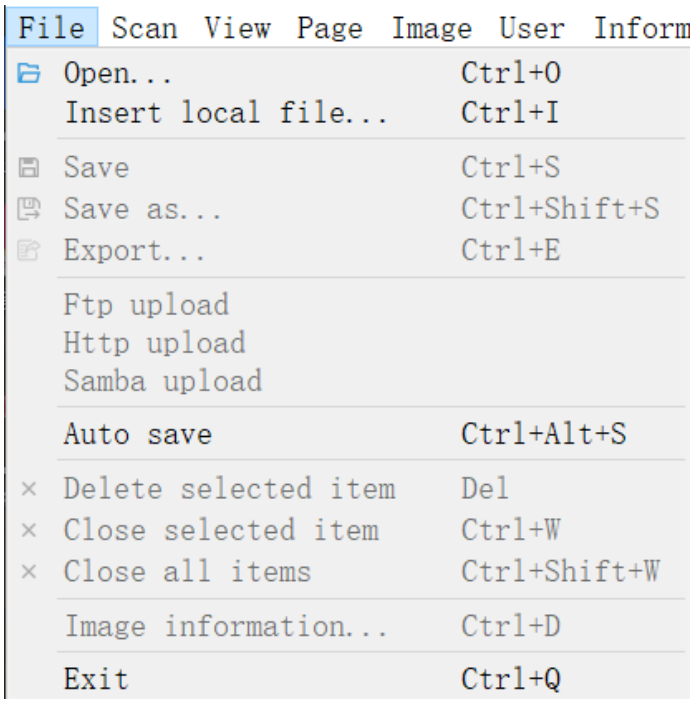
The image scanned into the software using the ″Scan>Insert from Scan...″ function will be scanned and saved according to the currently selected ″Scan to...″ configuration scheme. After the insertion scan is completed, the local file will be automatically renamed and sorted.

## 4. Quickly scan to location

Use "Scan>Quick Scan to Local" or click the scan button in the toolbar , and the scanner will scan according to the set scanning parameters. The scanned images will be stored in the image file storage path of the currently selected "Scan to..." configuration scheme.

# III、Detailed introduction of menu functions

## 1. File menu




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

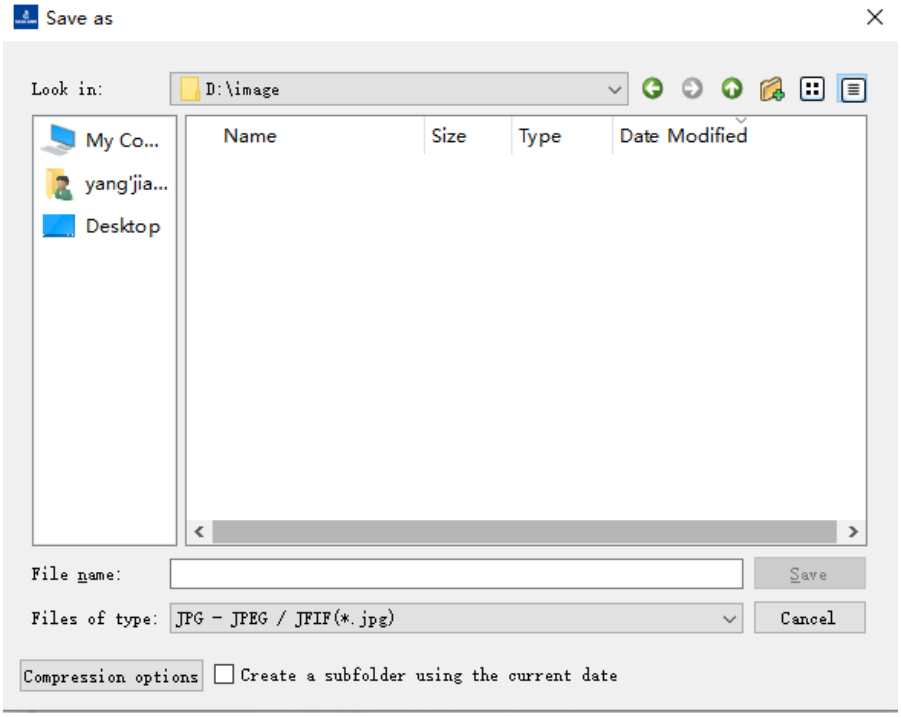
Opening the loaded files is invalid. I If multiple documents being opened contain the loaded file, the application will only add the un-loaded documents..

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).

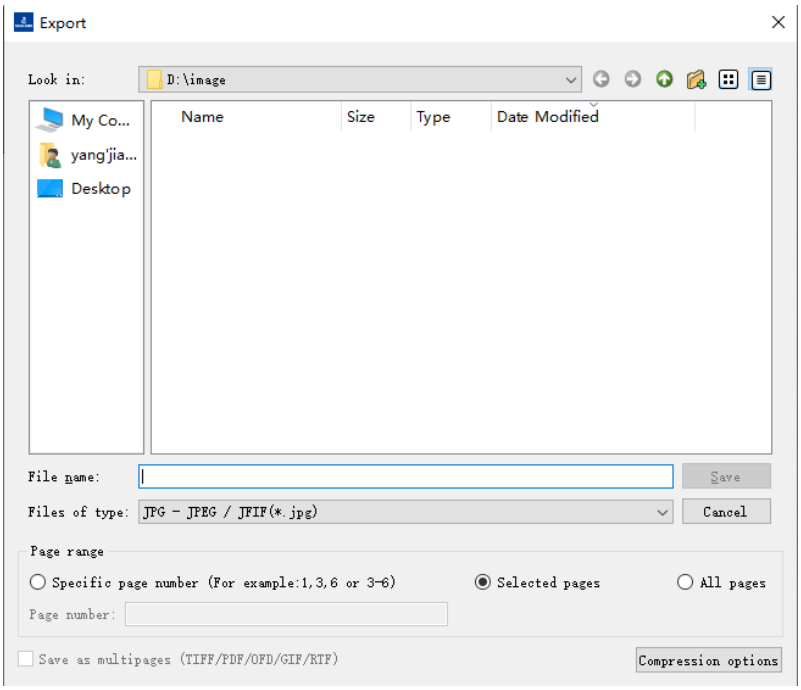
**B. Insert local file:** This function same as “Open”. The inserted document will be added to the position of the current document in the list.

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

**D. Save as ...** A "Save As" dialog box will pop up, allowing the image in the main window to be saved to the specified directory. The supported saving formats are: 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. The supported export formats are: 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 checking this option, any editing of the image (such as rotation, cropping, brightness adjustment, etc.) will automatically save the editing effect, and there will be no need to ask whether to save the changes.

⚠**Important information**

**After checking the "Auto Save" option, any edits to the image will be**

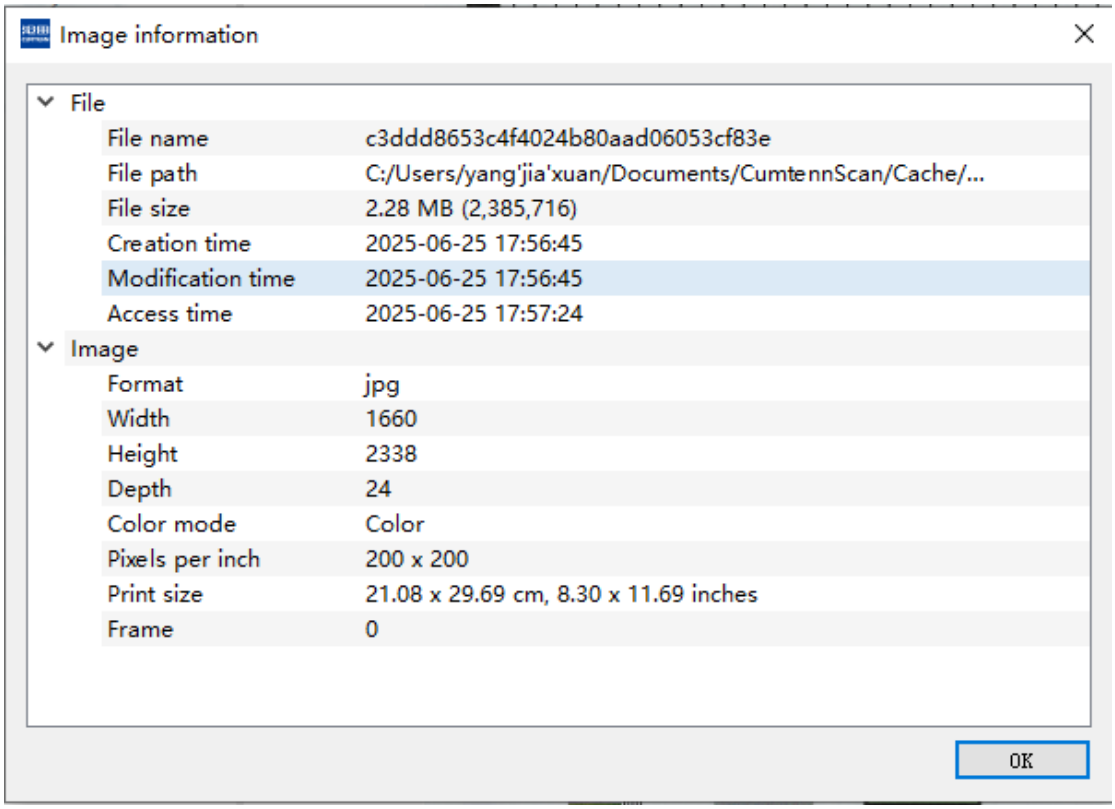
**irreversible.**

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

**H. Close selected item:** Remove the selected file from the main window and the list. If the closed image is a local file, the document is merely removed from the application but not deleted from the local storage.

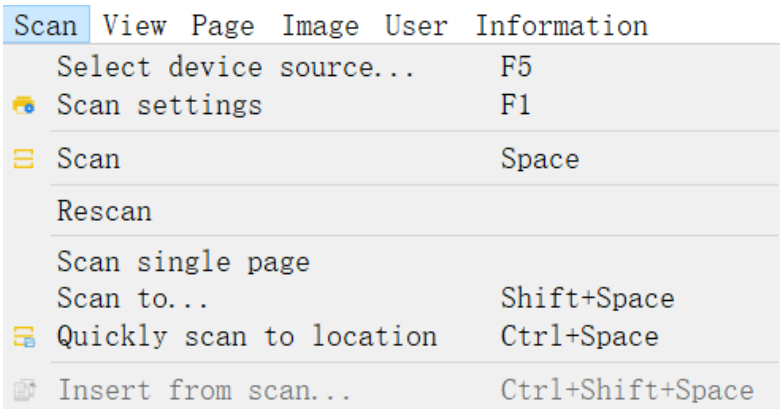
**I. Close all items:** Remove all files from the main window and the list. If the closed image is a local file, the document is merely removed from the application but not deleted from the local storage.

**J. Image information；** Display the information of the current file.



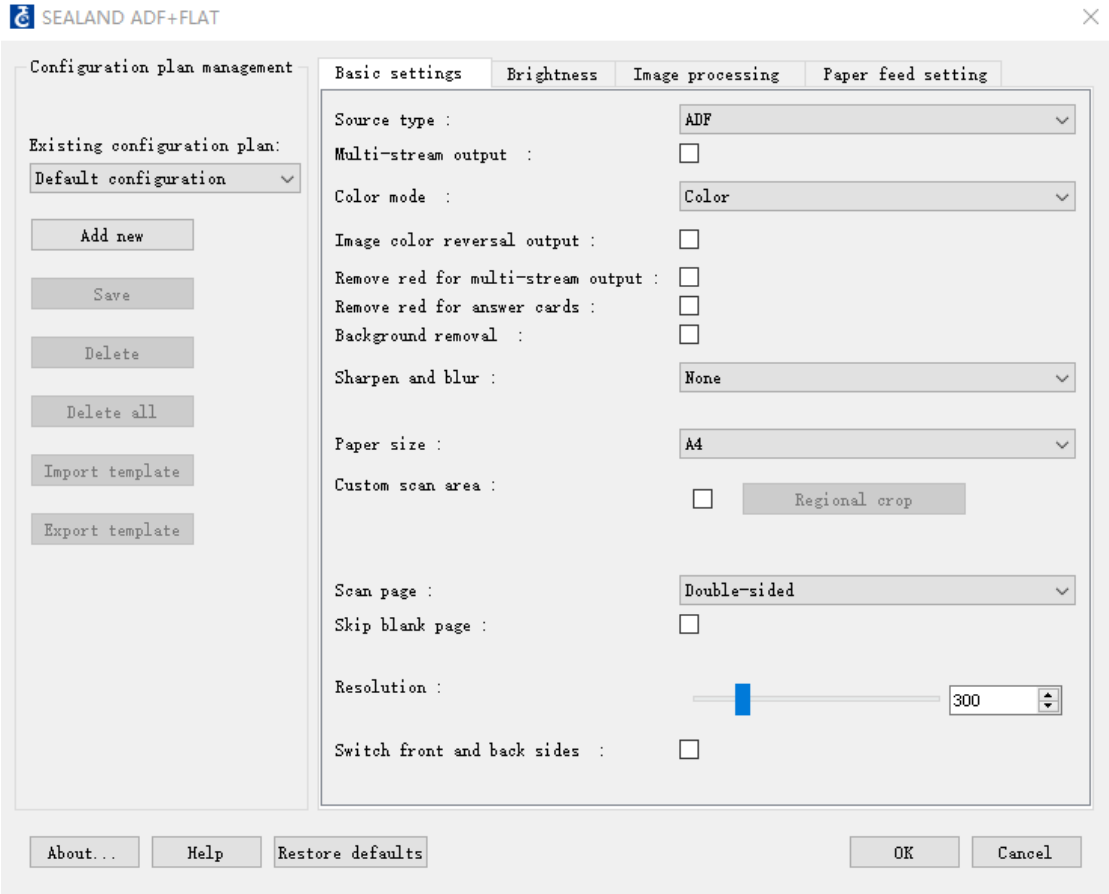

**K. Exit:** Exit the software.

# 2. Scan menu




**A. Select deviced source...:** Select the model series of the connected scanner, or different connection types of the scanners.

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




For the specific usage method of the scanning parameters, please refer to the help manual for scanner driver settings . You can also access this manual by clicking the "Help" button at the bottom of the dialog box.

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

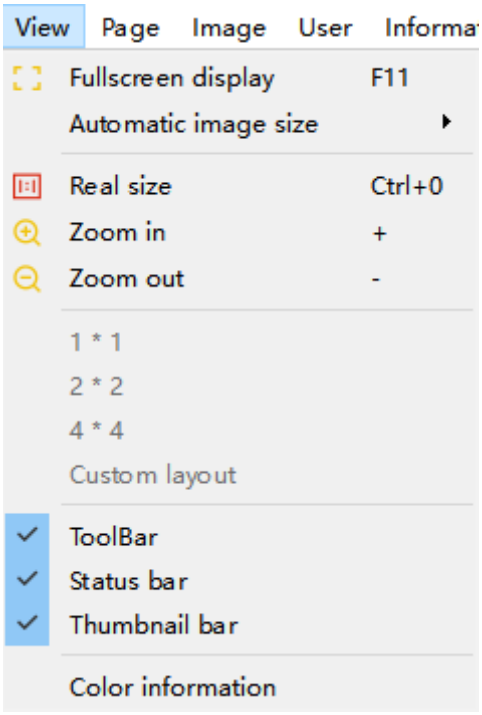
**D. Scan single page:** not supported.

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

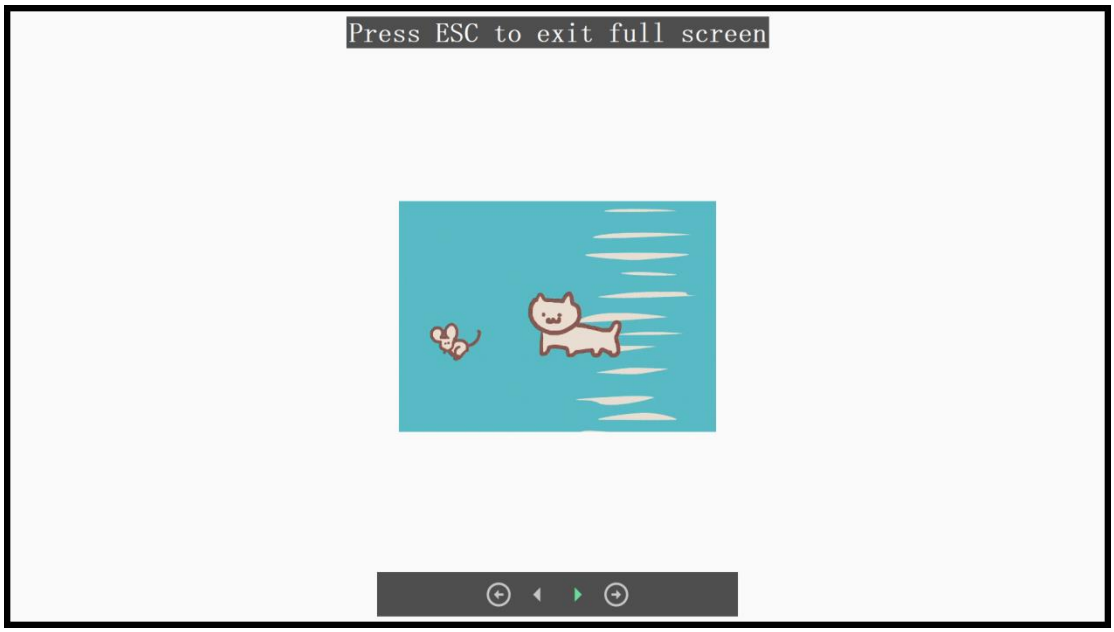
**F. Quickly scan to location:** Please refer to “II. Scan methods” for details.

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

# 3. View menu




**A. Fullscreen display:** Enter full-screen mode and you can switch between the previous page and the next page. Press the Esc key to exit the full-screen 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: Scale the main window image to 120% of the current magnification.

The maximum magnification can reach 20 times the original size.

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

**F.** Layout: The layout display mode of the image in the main window. 1:1, 2:2, 4:4 or custom input row and column format mode.

**G.** Toolbar: Display/hide the toolbar.

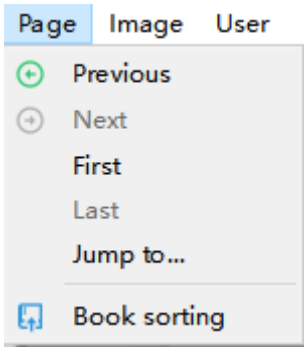
**H.** Status bar: Display/hide the status bar.

**I.** Thumbnail column: Display/hide the thumbnail area.

**J.** 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



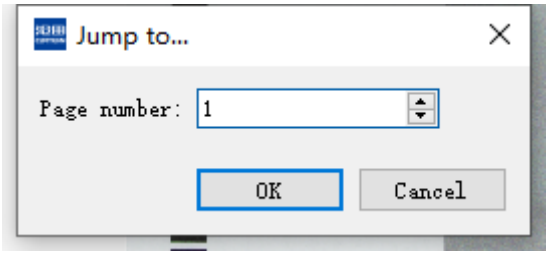

**A. Previous:** Switch to the previous file in the list.

**B. Next:** Switch to the next file in the list.

**C. First:** Switch to the first file in the list.

**D. Last:** Switch to the last file in the list.

**E. Jump to:** Open 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. 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.

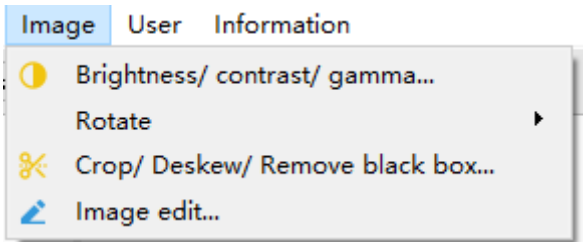
After clicking Book sorting, the image order changes to: 1, 3, 5, 7, 8, 6, 4, 2.

Example 2

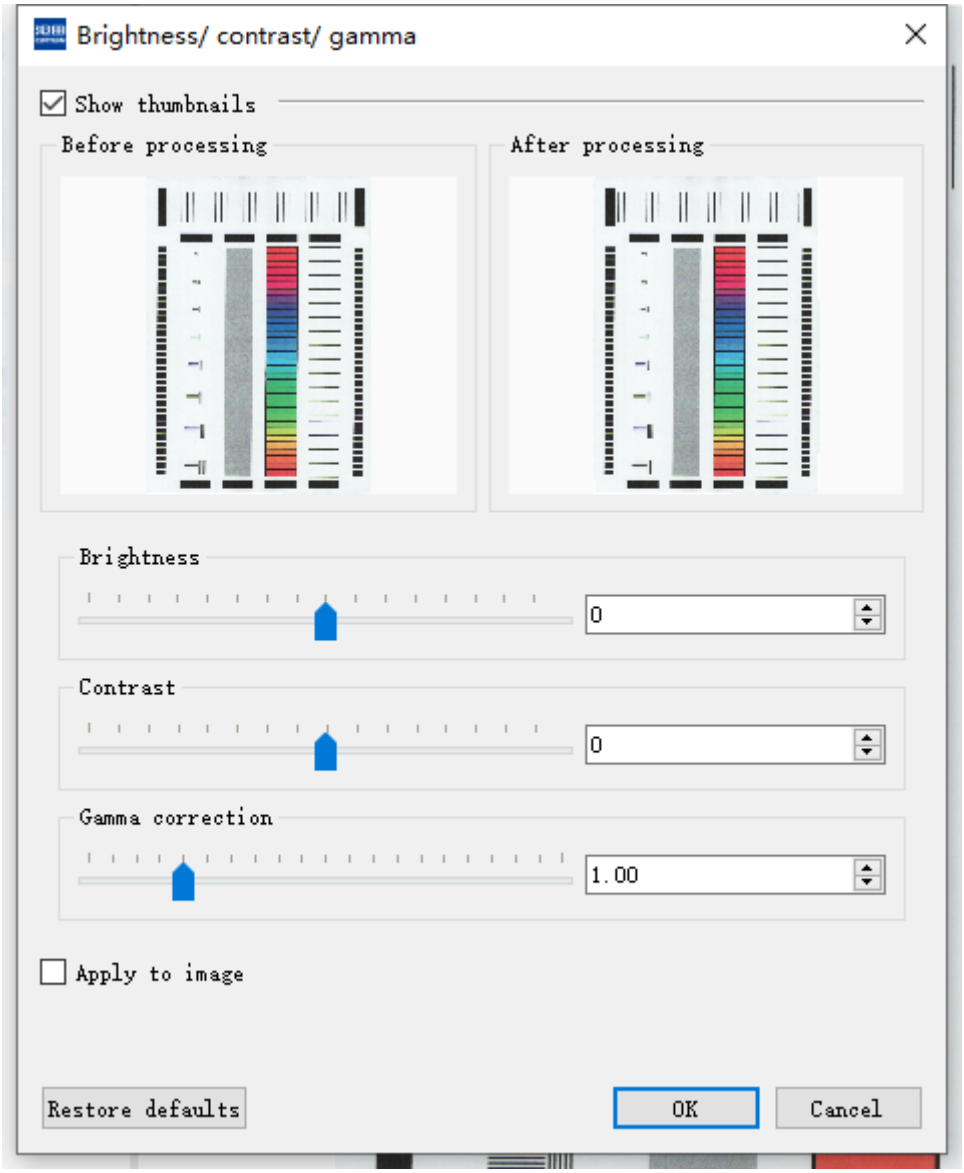
There is a total of 5 images, and the original output order is: 1, 2, 3, 4, 5.

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

# 5. Image menu



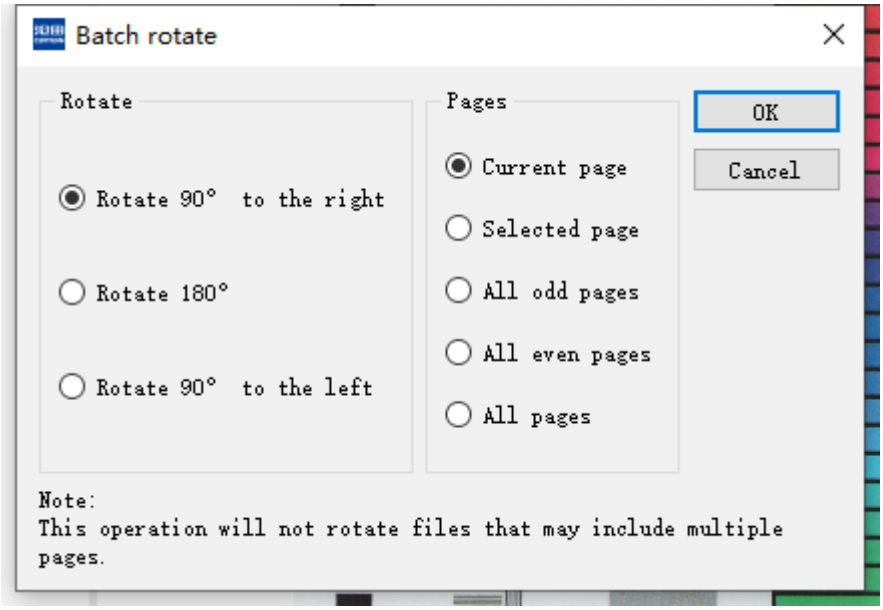

**A. Brightness/Contrast/Gamma:** Open the Brightness/Contrast/Gamma adjustment dialog box.




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

Rotate multiple pages: Perform the rotation operation on the specified pages of the

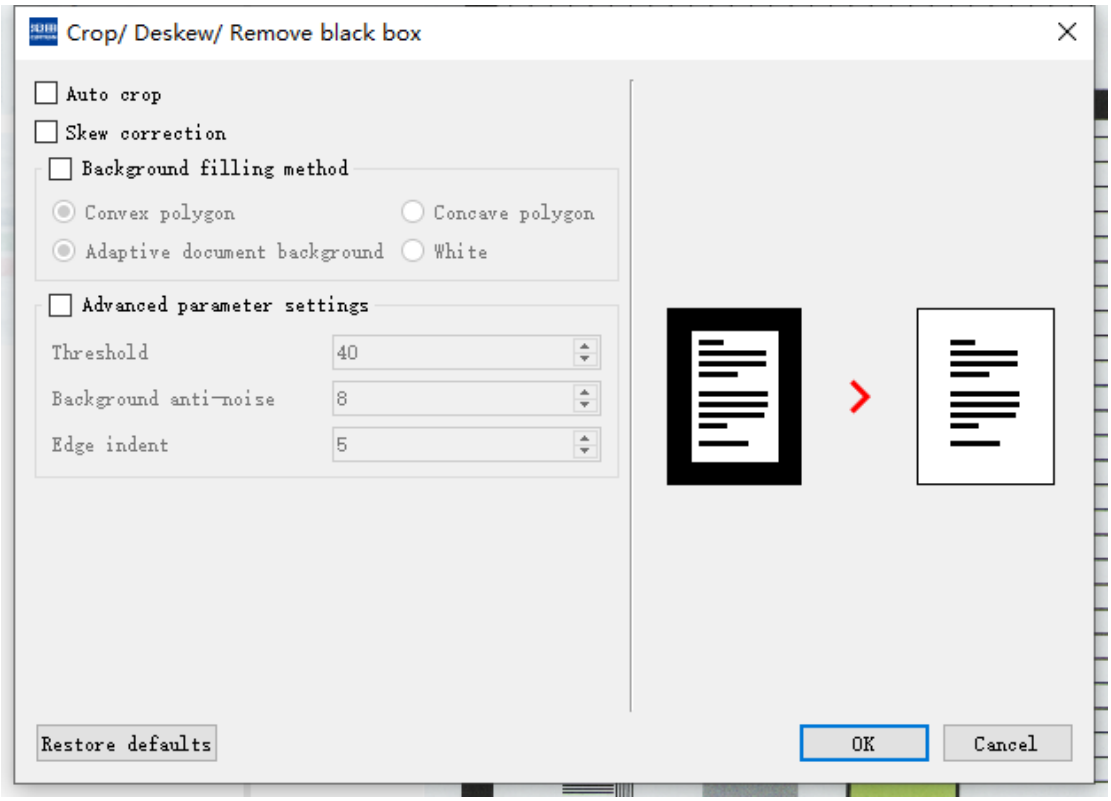



document.

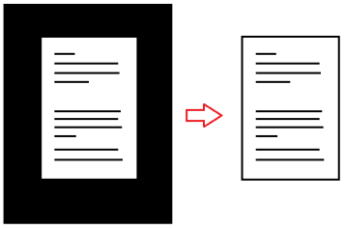
**⚠Important information**

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

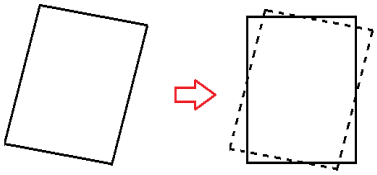
**C. Crop\Deskew\Remove black box:** Perform relevant image processing on the image of the main window.



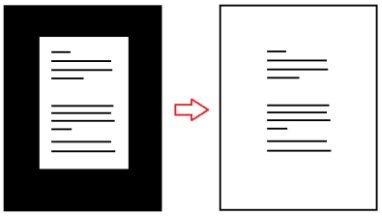

**Auto crop:** Detect the edges of the actual document in the image and automatically crop the image to make it fit the true edge of the document.



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

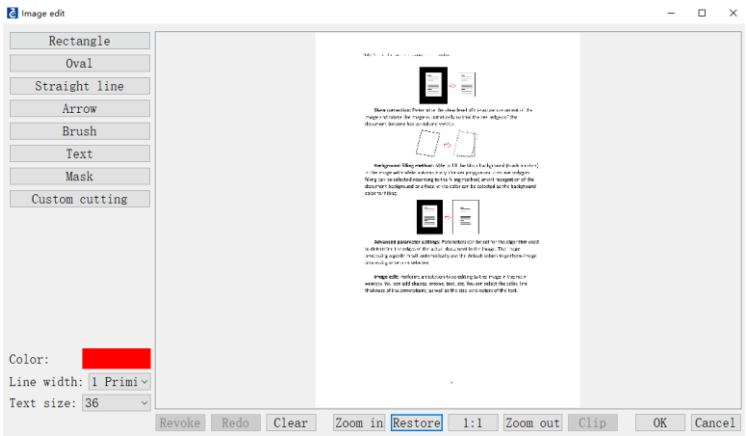


**Background filling method:** Able to fill the black background (black borders) in the image with white automatically. Convex polygon and concave polygon filling can be selected according to the filling method; smart recognition of the document background or a fixed white color can be selected as the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



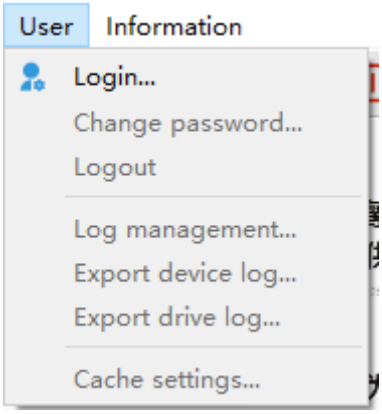
**Advanced parameter settings:** Parameters can be set for the algorithm used to determine the edges of the actual document in the image. The image processing algorithm will automatically use the default values to perform image processing when not selected.

**Image edit:** Performs annotation-type editing to the image in the main window. You can add shapes, arrows, text, etc. You can select the color, line thickness of the annotations, as well as the size parameters of the text.

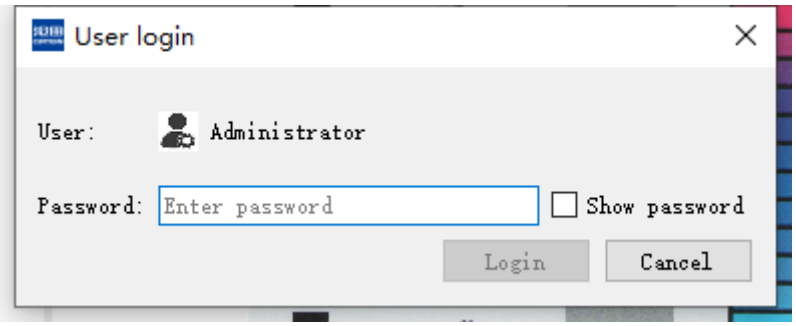


After the editing is completed, click "OK" and the added contents will be applied to the image. However, without enabling the automatic save option, the image has not been saved. User needs to manually save the image.

# 6. User menu




**A. Login:** Log in to the administrator account. The initial password is: sealand.

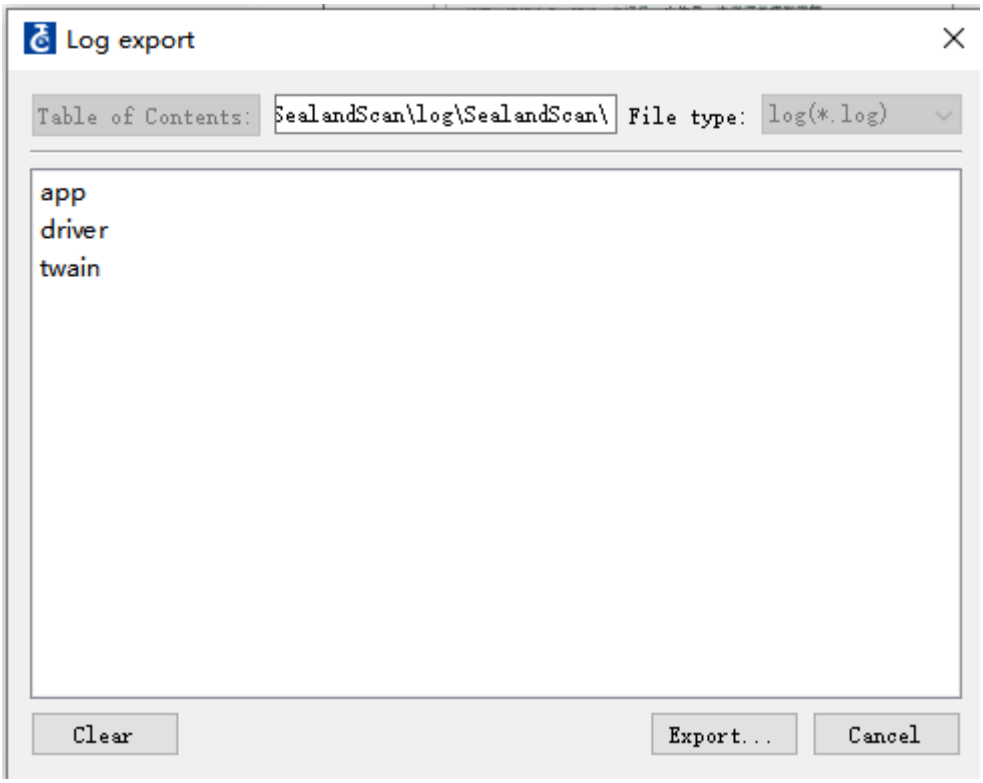



**⚠Important information**

**Please remember the administrator password. If you forget it, it will prevent you from logging into the administrator account. In case of this situation, please contact the scanner's after-sales service for help.**

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

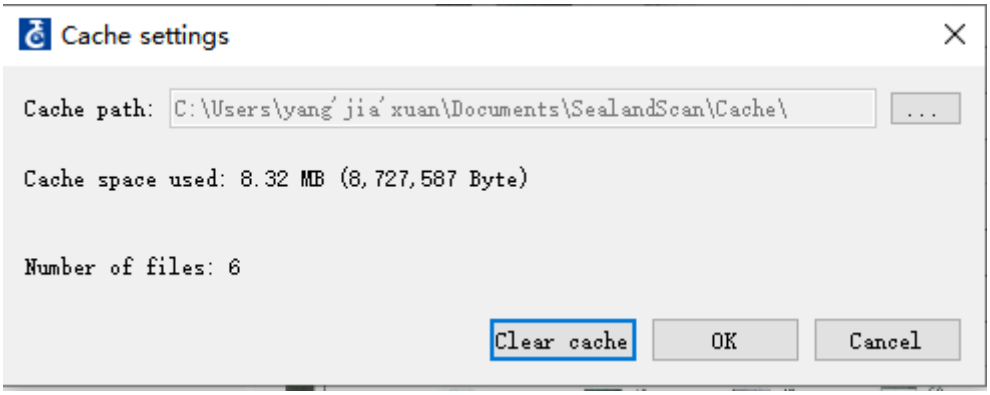
**C. Logs management:** Perform logs management for the software. This function is only available after the administrator account is logged in.




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

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

**F. Clear cache:** Clear the images or files in the temporary cache folder of the application. Users can change the software cache folder. This function is only available after the administrator account is logged in.




**⚠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:** Open this manual.

**B. About：** Display the manufacturer information of this software.

**C. Language:** The language interface of this software can be switched. After the switch, the software needs to be restarted for the change to take effect.

