



Batch Scan Wizard

Manual

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3. Introduction

Dear Customer,

We congratulate you on the acquisition of this innovative product from **Image Access**.

With the **Batch Scan Wizard** software, **Image Access** offers efficient scanning software which covers a wide scope of applications due to its versatility. Its user interface makes all functions available in toolbar menus.

This manual is designed to lead you through standard situations which will arise when using the **Batch Scan Wizard** and a **Scan2Net** scanner.

For this reason, we ask you to read the manual attentively before installing and starting to work with the **Batch Scan Wizard**. By doing so, you will avoid operation errors and you can control all functions from the beginning.

If you have any further questions, please feel free to contact your local dealer or Image Access GmbH directly. Our staff will be happy to help you.

For your daily work with the **Batch Scan Wizard**, we wish you success and complete satisfaction.

Regards

Your Image Access Team

4. About this Manual

This Manual includes:

- An introductory description about the **Batch Scan Wizard** main control windows.
- The operation manual, which describes the operation of **Batch Scan Wizard (BSW)** and your **Scan2Net scanner**. The Operation Manual includes instructions for using **BSW** and explains the product features in detail. This section is intended for all potential scanner operators, regardless of their scanning expertise. Please refer to the appropriate **Scan2Net scanner manual** to learn about the **Scan2Net software**.
- The **Installation and Setup manual**, which describes how to install **BSW** on your PC and the software option activation process for your **Scan2Net scanner**. The Installation and Setup Manual is written for users with some basic software skills.
- The **Appendix**, which describes the error codes, limitations, and system requirements.

All manuals can be downloaded from the **Image Access home page** <https://www.imageaccess.de> and from our **Customer Service Portal** at <https://portal.imageaccess.de>. Be sure to always check for the latest versions of these manuals in the **Image Access Customer Service Portal**.

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5. About Batch Scan Wizard

Batch Scan Wizard further enhances and compliments your scanner's **Scan2Net** functionality. It enables you to automate scanning large quantities of documents, which speeds up your data throughput and reduces operational tasks substantially. **Batch Scan Wizard** will automatically set an incremental file name, or you can assign an individual job or assign a new job name of your choice, as desired.

5.1. Batch Scan Wizard Features

- Create custom templates for specific scanning parameters, file naming conventions and directory locations.
- Automatic generation of file and directory names and directory structures using individual variables or combinations of variables.
- Freely configurable file, directory, and scan template names (via manual input, barcode or using variables).
- Configurable keyboard shortcuts to optimize processing speed.
- Supports all **Scan2Net**® functions as well as page splitting, page region extractions, zoom, rotate, invert and mirror.
- Interface allows operators to select a variable number of image windows.
- Individual image scaling horizontally, vertically or adapted to the window size.
- Cut, delete, replace and insert a selected image into a previously generated job.
- Multiprocessor and hyperthreading support.
- Support of **Scan2Net**® standard file formats: JPEG, PNM, PDF, PDF/A, Multipage PDF, TIFF, Multipage TIFF.

5.2. BSW 6 - New Features

- Enhanced indexing.
- Enhanced metadata support.
- Enhanced administration and user management.
- New tools and functions for your scan job configuration.
- New enhanced image import and renaming functions, tools and procedures.
- New enhanced image export functions, tools and procedures.
- New image processing tools and functions.
- New scan operation and masking features with virtual rescan.
- Other Image Access Computer Products.

To get the most up to date information about Image Access products, visit the Image Access Web site at <http://www.imageaccess.de>. The website helps you to determine if a particular combination of Image Access products is recommended. Refer to the documentation that accompanied your other Image Access product(s) for installation instructions.

6. Scan Workflow - Overview

The scan workflow with **Batch Scan Wizard** is divided into three main steps:

➤ **Scan Job Setup**

- Scan Job Name
- Image File Naming
- Image File Counting
- Indexing
- Meta Data
- Image File Conversion
- File Storage Path
- Hotkeys
- Image Scan Parameters
- Scan Job Templates

➤ **Scan Operation**

- Scanning and or Image File Import
- Image File Processing

➤ **Scan Job Export** of images and meta data files via Finalize procedure.

- Finalize
- Finalize & Delete
- Delete, Merge and Overwrite of Finalized Jobs
- Stop & Restart of Finalize Jobs
- Organizing Multiple Finalize Jobs
- Finalize Manager Setup

7. Scan Job setup - Overview

During the scan job setup in the **Create Job** dialog **CTRL+N**, scan job process files with the automated or chosen job name and all other associated settings (like scanner IP and proxy server address, capture directory, finalize directory, job index parameters, image path, image file name, image scan parameter settings and hotkey settings) will be created.

For more information, please refer to the **Create Job** chapter in this manual.

7.1. Scan Job Templates

Each created scan job can be saved as a template for generating or starting new scan jobs very easy. The new job template can be selected in the **Job Template Browser** dialog box. For more information, please refer to the **Create Job** chapter in this manual.

7.2. Scan Job Indexing

With the new **Job Index Editor**, you can setup your own job index variables for the **Job Index** field creation in the **Create Job** dialog. For more information, please refer to the **Create Job** chapter in this manual.

7.3. Page Indexing

With the new **Page Index Editor** you can setup your own page index variables for the page index field creation in the **Create Job** dialog. For more information, please refer to the **Create Job** chapter in this manual.

7.4. Image File Path

Individual or complex image file path names and subdirectory structures can be easily created by combining generated index variables with index strings in the new **Image Path Editor**. For more information, please refer to the **Create Job** chapter in this manual.

7.5. Image File Names

Individual or complex image file names and file names structures can now be easily created by combining generated index variables with index strings in the new **Image File Name Editor**. For more information, please refer to the **Create Job** chapter in this manual.

7.6. Multipage Files

Batch Scan Wizard exports **Multipage PDF** and **Multipage TIFF** files. For more information, please refer to the chapter **Finalization of the Scan Process** in this manual. The file names and file name structures can now be created by combining generated index variables with index strings in the new **Image File Name Editor**. For more information, please refer to the **Create Job** chapter in this manual.

7.7. Image Scan Parameters

Image Scan Parameters are the settings for paper format, image resolution, color modes, file format, scan direction mode, camera settings, etc. For more information, please refer to the **Image Scan Parameter Setup** chapter in this manual.

7.8. Hotkeys

Hotkeys are predefined or individually modified function keys for a scan job, used to optimize the operation process. For example, click **F2** to start a **Single Scan** or **F3** to initiate a **Batch Scan** process. For more information, please refer to the **Hotkeys** chapter in this manual.

8. Scan Operation - Overview

8.1. Batch Scan

A **Batch Scan** is an automated scan process which scans images sequentially with predefined image scan parameter settings and continuous file names. For more information, refer to the [Starting the Batch Scan Process](#) chapter in this manual.

8.2. Single Scan

A **Single Scan** is one individual scan.

8.3. Image Import

The standard image file formats (JPEG, TIFF and PNG), produced by a **Scan2Net®** scanner, can be imported into an open scan job via **File** menu / **IMPORT IMAGES** dialog window or by drag and drop into the first, empty, Image Viewer field of an open scan job.

8.4. Viewer Mode

Viewer Mode does not require a connection to a running **Scan2Net®** scanner. Use viewer mode to browse through scanned images within paused jobs. For more information refer to the [Viewer Mode](#) chapter in this manual.

8.5. ScanPad

With **ScanPad** you can test scanning parameters for an image scan and integrate the new settings into an open BSW scan job. For more information refer to the [Test Scans with ScanPad](#) chapter in this manual.

8.6. ScanTool

With **ScanTool** you can automate scans of rectangles, splitting pages vertically and horizontally in multiple ways. For more information, refer to the [ScanTool](#) chapter in this manual.

8.7. Image Manager

The **Image Manager** allows you to manipulate the position of an image in the batch or rescan a less than optimal image. This function enables you to modify the image scan parameters and then repeat the scan of this image again. For more information refer to the [Batch Editing with the Image Manager](#) chapter in this manual.

9. Scan Job Export - Overview

The **Scan Job Export** includes the following parts:

9.1. Finalizing a Scan Job

When the finalization of an open or closed scan job is started, all images contained therein are copied to the previously defined target directory. All configurations based on scan jobs or scan job templates for file names, file counting, metadata, metadata files, and file storage definitions are used.

Please note: the **Finalize Process** does not delete the scan job!

9.2. Finalize and Delete a Scan Job

During the **Finalization and Deleting Process** all images contained therein are copied to the previously defined target directory. All configurations based on scan jobs or scan job templates for file names, file counting, metadata, metadata files and file storage definitions are used.

Please note: the **Finalize & Delete Process** deletes the original scan job with all there created images, metadata, and metadata files!

9.3. Delete, merge, and overwrite a Finalized Scan Job

A **Finalized Scan Job** can be actualized at any time, like additional scans can be added or the order of the existing scan job can be changed, by finalizing the scan job again.

9.4. Stop and restart of a Finalize Job.

The **Finalization Process** can be stopped and restarted at any time.

9.5. Organizing multiple Finalize Jobs

Changing the start or the order of the scan jobs to be finalized can be adjusted by switching from **Automatic** to **Manual Finalization** in the **Finalize Manager**.

10. Quick Start: Single Scan or Batch Scan Operation

The following procedures show how fast a **Batch Scan Wizard** scan job can be configured in either of the scan modes - **Batch Scan** or **Single Scan** - when all settings have been configured.

10.1. Single Scan

- Click  or use the keyboard shortcut combination **CTRL+N** on your PC keyboard to launch the create job dialog of the **Batch Scan Wizard**.

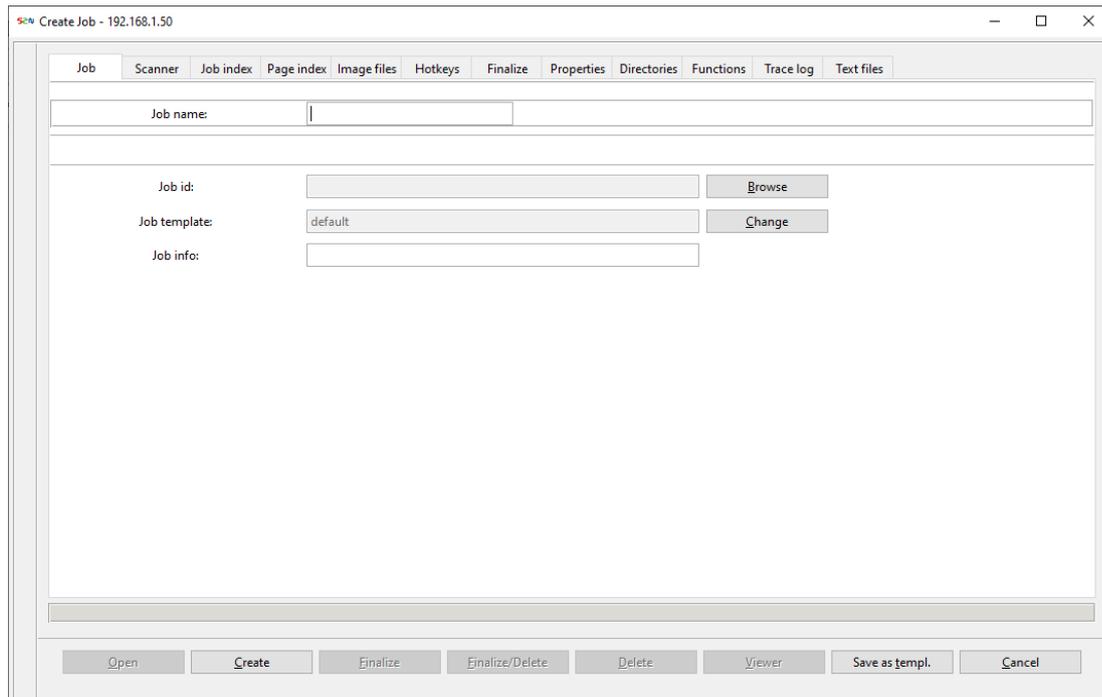


Fig. 1: Create Job Dialog

- Enter an individual name for your scan job into the **JOB NAME** field.

- Use the **ENTER** key on your keyboard to launch the **Batch Scan Wizard** scan interface.

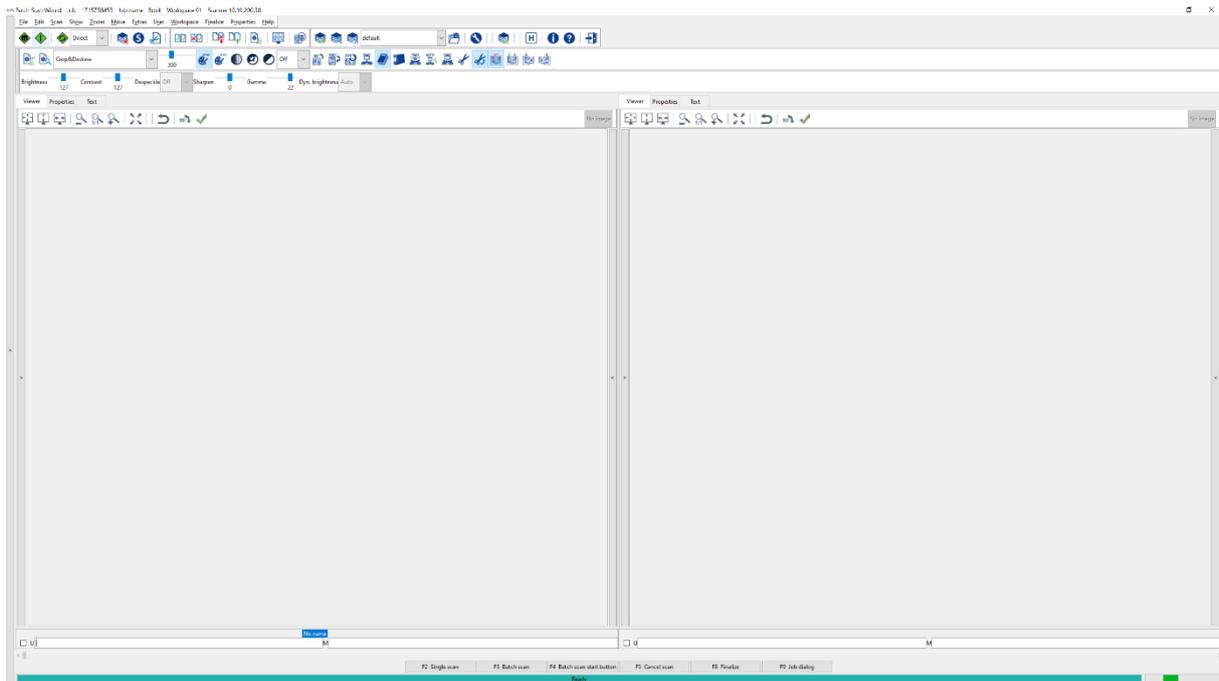


Fig. 2: Main Operation Screen

- Change or modify the scan parameters (i.e., paper format, color mode, resolution ...) as required.
- Option: Click , **F2**, use **F2** on your PC keyboard, or use the keyboard shortcut combination **ALT+1** for **Single Scan**.
- Click , **F5**, or **ESC** to stop immediately and to cancel the scan operation.

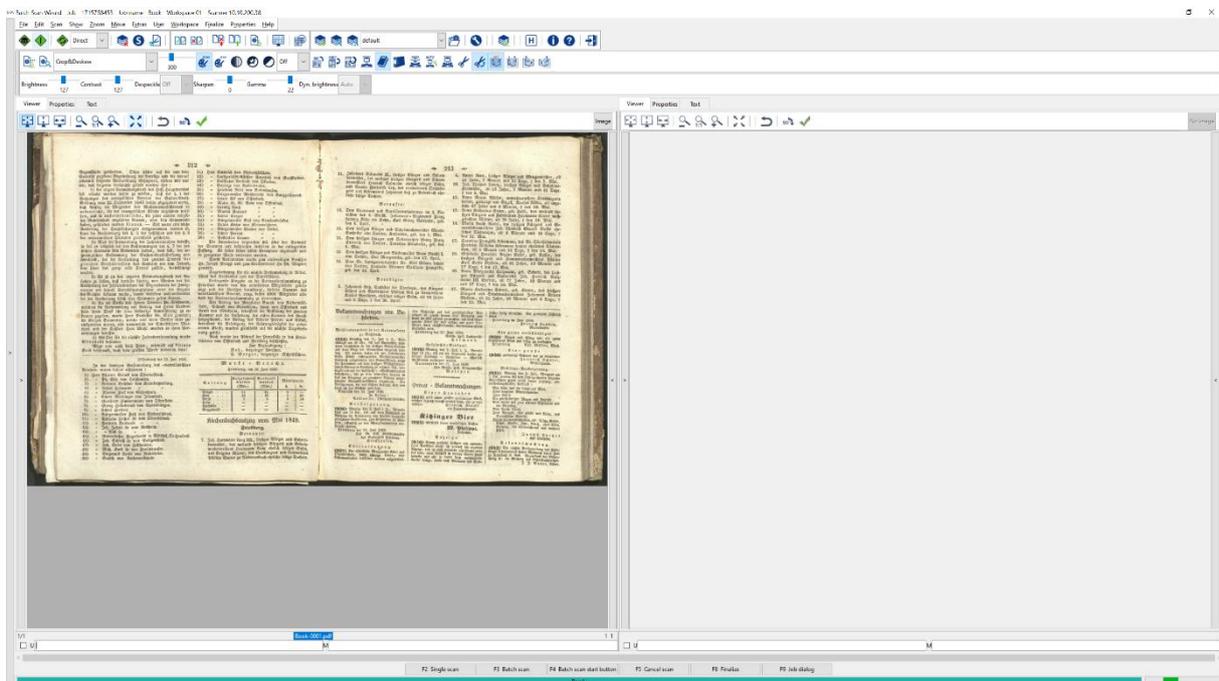


Fig. 3: Main Operation Screen with scanned Book

- Click , or **F8**, or the keyboard shortcut combination **CTRL+J** to start the export of the scanned image into the target directory via **Finalize**.
- Move to the **Finalize Manager** window.

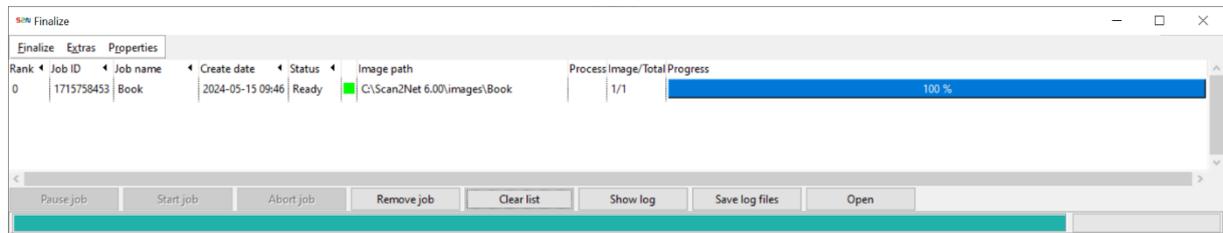


Fig. 4: Finalize Manager Main Screen

- View the progress line of your scan job.
- Wait until the progress bar shows 100%.
- Open the target directory, which contains the exported images, by a **LEFT MOUSE** double click on the line of the finalized job.

Step	Function	Operation
01.	 or CTRL+N	Start the Create Job dialog.
02.		Enter a job name into the Job Name field.
03.	Enter key	Use the ENTER key on your PC keyboard.
04.	Click  , Hotkey F2 Batch Scan Start , or F2	In the open Batch Scan Wizard job click  , the hotkey F2 Single Scan Start , or use F2 on your PC keyboard. The scanner performs a Single Scan . The image will be transferred into the open scan job of the Batch Scan Wizard .
05.		Click  , F8 , or CTRL+J to start the image export via FINALIZE .

10.2. Batch Scan

Step	Function	Operation
01.	 or CTRL+N	Start the Create Job dialog.
02.		Enter a job name into the Job Name field.
03.	Enter key	Use the ENTER key on your PC keyboard.
04.	Hotkey F4 Batch Scan Start or F4	In the open Batch Scan Wizard job click the hotkey F4 Batch Scan Start or use F4 on your PC keyboard. The Batch Scan Wizard changes the default scan mode Direct to scan mode Wait .
05.		Option: Click  , use F3 , or use the keyboard shortcut combination ALT+B for Batch Scan . Wait until the External Start Screen is displayed on the touchscreen of the scanner – or start the scan by using the optional connected foot switch.
06.		On the scanner touch screen tap SCAN NOW to start the batch scan operation. The images will be transferred into the open scan job of the Batch Scan Wizard .
07.	 or STOP	Click  or F5 to stop immediately and to cancel the scan operation. Or tap STOP on the scanner touch screen to halt the batch scanning for editing or to modify the scanned batch or the scan parameters used.
08.		If stopped: click  BATCH SCAN to continue the batch scan operation.
09.		If finished: click  or F5 to stop immediately and to cancel the scan operation. Otherwise see 07 .
10.	EXIT	Tapping EXIT on the scanner touch screen changes the External Start Screen to the default Scan2Net® touchscreen application.
11.		Click  , F8 or CTRL+J to start the image export via FINALIZE .

11. User Interface Description

11.1. Main Control Window

After finishing the **Batch Scan Wizard** setup process and starting the **Batch Scan Wizard** application, you will see the main control window of **Batch Scan Wizard in Pre-Job** mode. Here the prerequisites for your individual start configuration of the program and for your individual scan job templates can be created. The goal should be that future scan jobs only need to be created with the help of the program's quick start functions. This window shows the menu, different icon bars and two image windows. All icons and processes during the work with the new **Batch Scan Wizard** user interface are described in the following chapters.

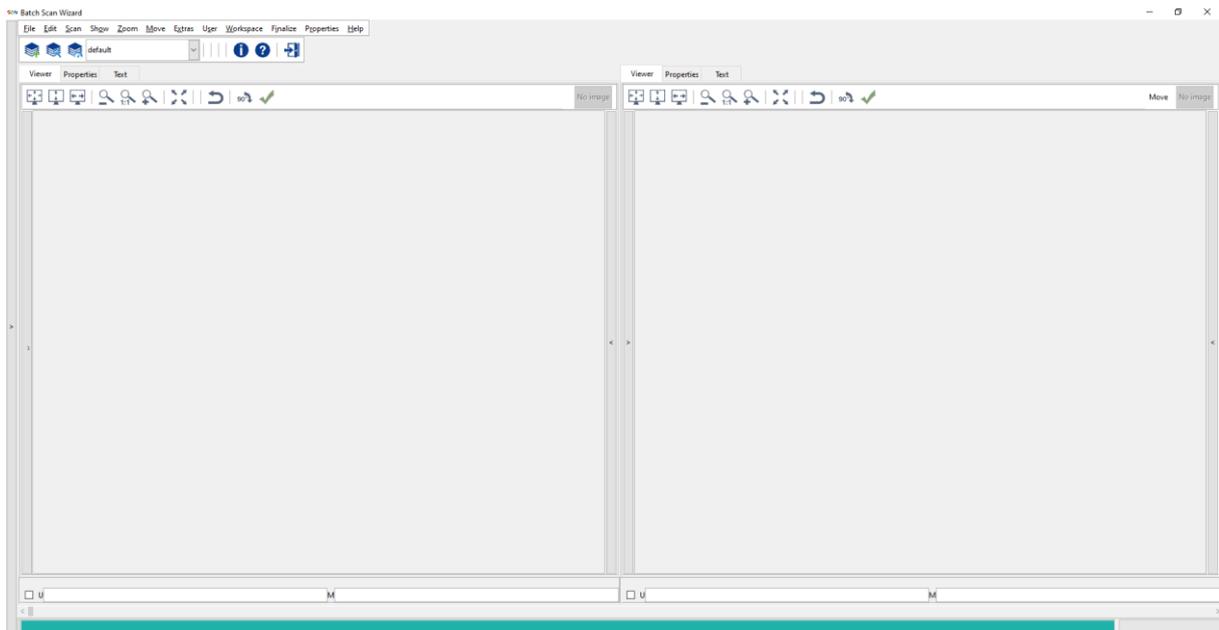


Fig. 5: Main Control Window in Pre-Job mode

11.2. Job Name Bar

In **Pre-Job Mode** the **Job Name Bar** shows only the software name.

Scan2Net Batch Scan Wizard

Fig. 6: Job Name Bar

11.3. Menu Bar

The new file menu in in the **Batch Scan Wizard** menu bar can be accessed through shortcuts using the **Ctrl** or **Alt** key and a mnemonic letter that appears underlined or is shown with a **+** in the menu title.



Fig. 7: File Menu Bar

11.4. Main Control Bar

This control bar starts the main functions of the **BSW: Scan Job Setup**, **Scan Job Browsing**, **Scanning**, **Properties**, **Help**, and **Exiting BSW**.



Fig. 8: Main Control Bar

11.5. Image Viewer Tabs

Switch between the three **Image Viewer** tabs:

- Viewer** View and zoom the selected image,
- Properties** Check the used main scan parameters of it or
- Text** Make some note about the scan result.



Fig. 9: Image Viewer Tabs

Text entered in the text tab can be used in the **Text Files** and **Trace Log** file via the variable "%s(user_text)".

11.6. Image Viewer Control Bar

The **Image Viewer Control Bar** zoom buttons are standard buttons for each **Scan2Net®** scanner.



Fig. 10: Image Viewer Control Bar

11.7. Image Viewer Windows

Windows in which the images created during a batch scan process are displayed.

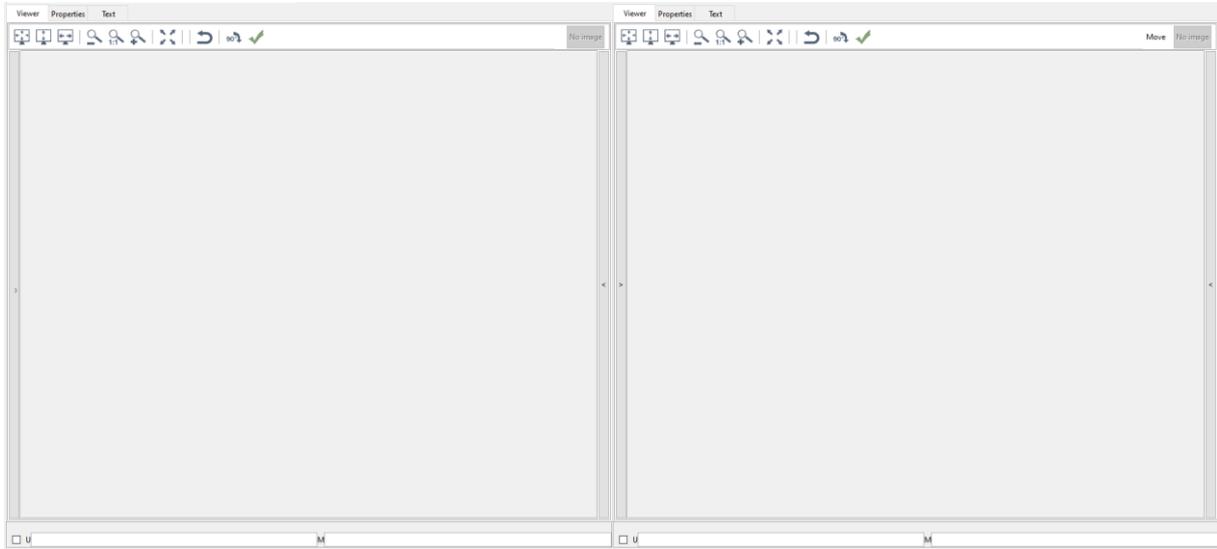


Fig. 11: Image Viewer Windows

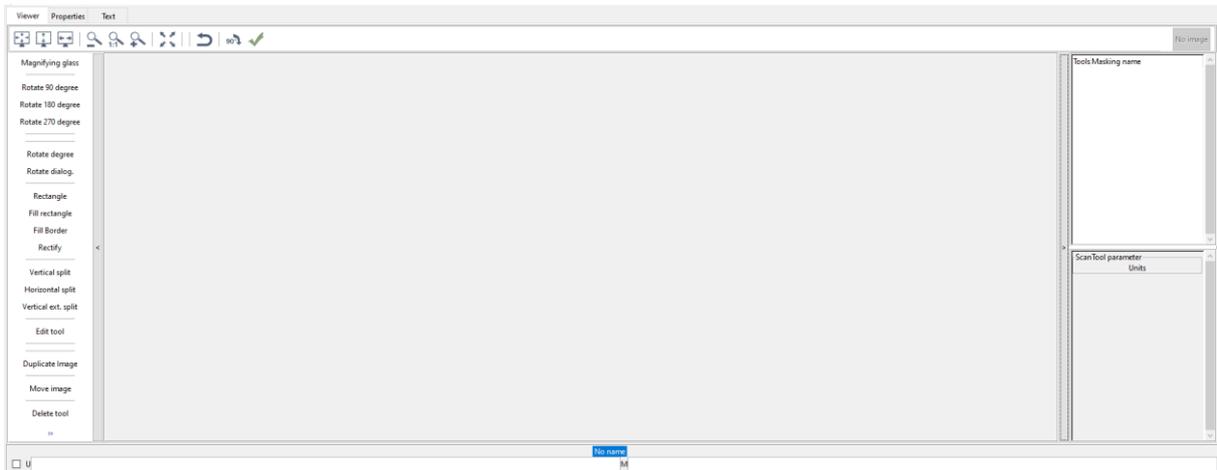


Fig. 12: Image Viewer in Image Editor mode with opened Image Editor control bars

11.8. File Name and Counting Bar

- 1/2** The actual value for the page number and image position in the scanned batch.
- ScanJob-0001.pdf** The actual file name of this scanned image including the image counter value and the file name extension, here .pdf.
- 1 2** The variable page number.



Fig. 13: File Name and Counting Bar

11.9. Multiple Image Selection Check Box

Use this check box or boxes to select one or multiple images for further operation.

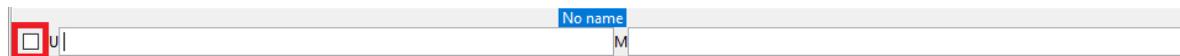


Fig. 14: Multiple Image Selection Check Box

11.10. Image Name Edit Field - U

U is the entry field for individual naming of a selected image using the %s(user_name) variable. For more information, please refer to the [Image File](#) chapter in this manual.

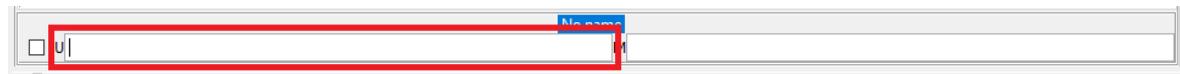


Fig. 15: Image Name Edit Field – U

11.11. ScanTool Mask Name – M

M is the entry field for individual naming of the used [ScanTool Mask](#) in the selected image. For more information, please refer to the [ScanTool](#) chapter in this manual.

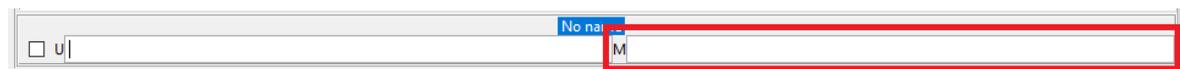


Fig. 16: ScanTool Mask Name Edit Field – M

11.12. Image Viewer Scroll Bar

The [Scroll Bar](#) allows browsing through scanned images.



Fig. 17: Image Viewer Scroll Bar

11.13. Status Bar

The [Status Bar](#) provides information about all running processes.



Fig. 18: Status Bar

11.14. BSW - Main Control Window in Job / Operation Mode

With a loaded scan job, the main control window of **Batch Scan Wizard** changes into **Job Mode**. The final settings for creating a scan job and a scan job template are made here. This augmented window shows additional button bars and two image windows.

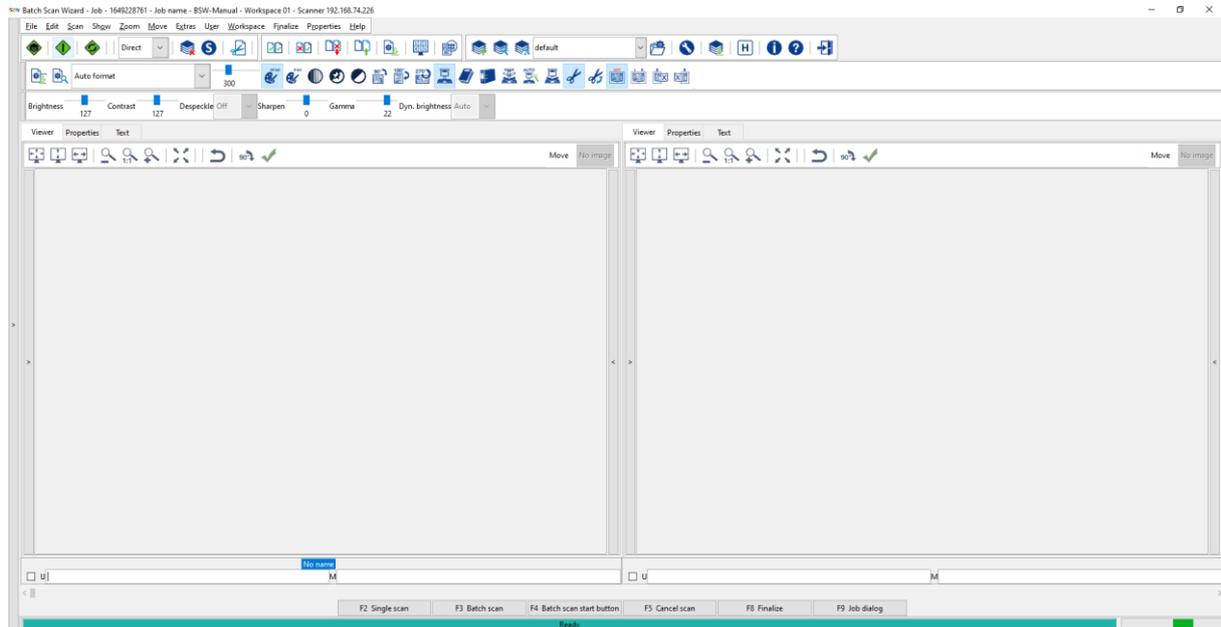


Fig. 19: Main Control Window in Job / Operation mode

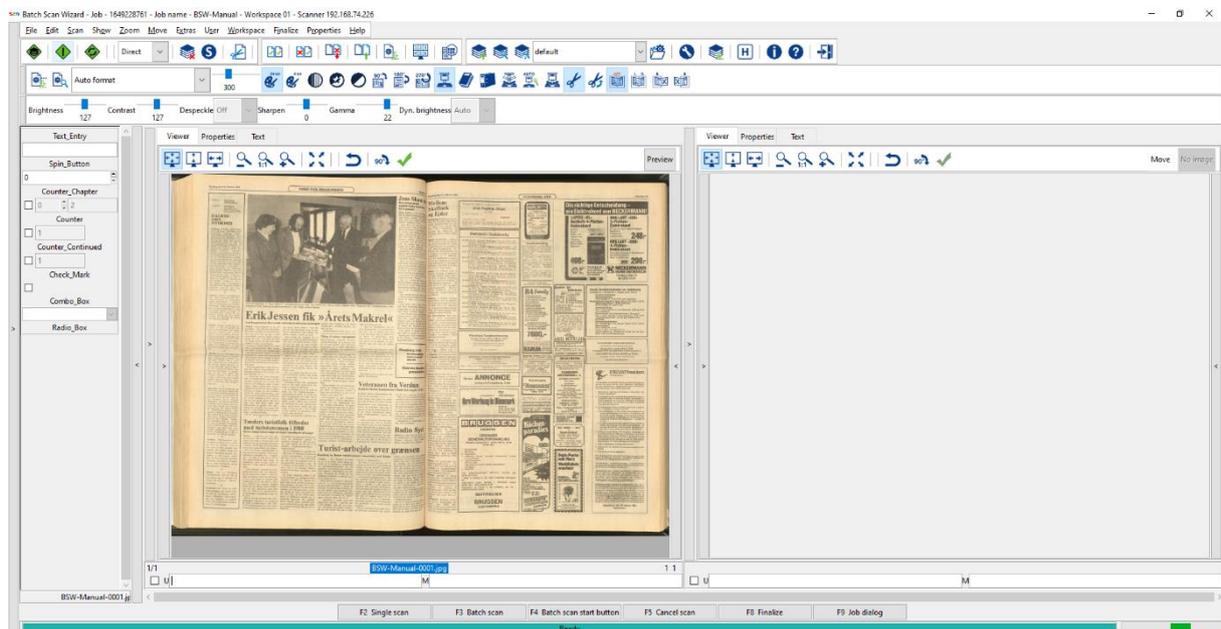


Fig. 20: Batch Scan Wizard Job / Operation mode with opened Page Index Variables bar

11.15. Job Name Bar

In **Operation** or **Job Mode**, the **Job Name Bar** shows the selected scan job name or job id of the actual scan job.

 Batch Scan Wizard - Job - 1611570618 - Job name - Scanjob - Workspace 1 - Scanner 192.168.75.216

Fig. 21: Job Name Bar

11.16. Main Control Bar

In **Job Mode** the enhanced **Main Control Bar** shows more operating buttons and functions of the **BSW** including **Scan Job Setup**, **Scan Job Browsing**, **Scanning**, **Properties**, **Help**, and **Exiting BSW**.



Fig. 22: Main Control Bar

11.17. Scan Parameter Settings Bar 1

Select the main **Scan Parameters** of the connected **Scan2Net®** scanner in the **BSW** scan job like **Paper Format**, **Color Mode**, **File Format**, **Rotation**, **Page Splitting Mode**, and **Transport Functions**.



Fig. 23: Scan Parameter Settings Bar 1

11.18. Scan Parameter Settings Bar 2

Select the main camera **Scan Parameter Settings** like **Brightness**, **Contrast**, **Despeckle**, **Sharpen**, **Gamma** and **Dynamic Brightness**.



Fig. 24: Scan Parameter Settings Bar 2

Note: The Batch Scan Wizard interface and related functions are depending on the functions of your **Scan2Net®** scanner. Your scanner may offer you a different set of buttons and parameters depending on the properties of the particular device type.

12. User Interface Configuration

12.1. Change Window Count



With this button, the number of windows shown during a batch scan can be changed. In the selection window, the first number relates to the number of scan windows horizontally and the second number is the number of scan windows vertically.

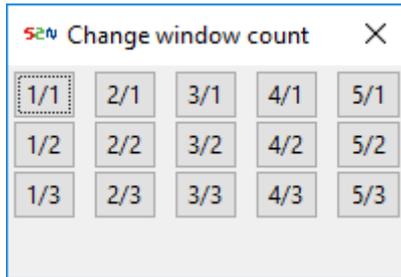


Fig. 25: Change Window Count: Set Number of Shown Windows

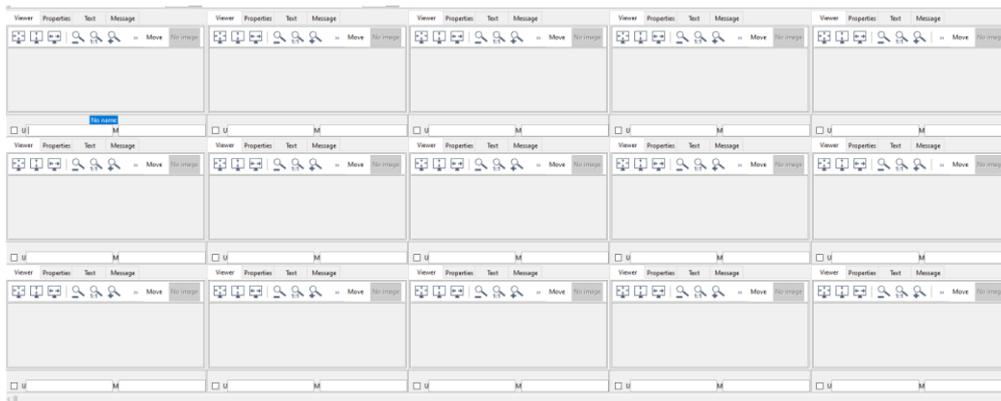


Fig. 26: Window Count: Example 5/3

12.2. General Properties

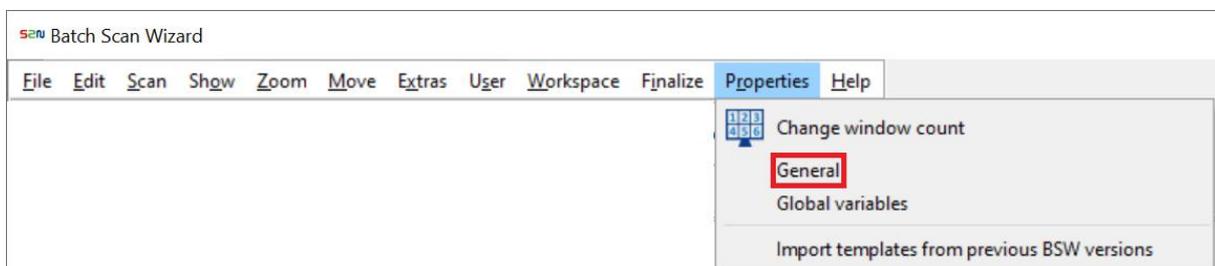


Fig. 27: Program Menu Properties

- Go to the **PROPERTIES** menu, or use the keyboard shortcut combination **Alt+R**.
- Enter **GENERAL**.

12.3. Display Reverse

DISPLAY REVERSE changes the image and numbering order from right to left direction for the whole scan job.

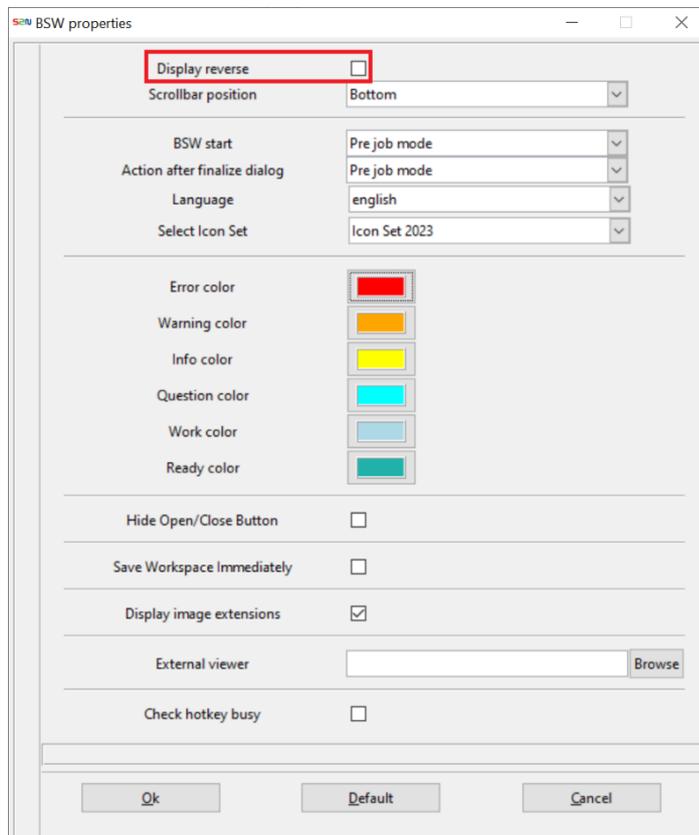


Fig. 28: Batch Scan Wizard General Properties

Note: **Page Splitting:** You need to change the page splitting start page from left to right additionally to use the same direction for it. Please refer to the chapter Single Page Scan or Page Splitting for more information on this.

12.4. Scrollbar Position

You can choose between the following scroll bar positions:

- Top,
- Bottom (default),
- Left,
- Right.

12.5. Individual Startup Configuration

You can set up an individual start up configuration in the new **Batch Scan Wizard** Properties menu.

- Go to the **PROPERTIES** menu or use the keyboard shortcut combination **ALT+R**,
- Go to **GENERAL**,
- Go to **BSW START**.

You can choose between the following start up settings:

- Pre-Job mode,
- Load last job,
- Edit last job,
- Create job dialog,
- Job browser.

12.6. Action after Finalize Dialog

You can set up an individual start up after the finalization of a scan job in the new **Batch Scan Wizard Properties** menu.

- Go to the **PROPERTIES** menu, or use the keyboard shortcut combination **ALT+R**,
- Go to **GENERAL**,
- Go to **ACTION AFTER FINALIZE DIALOG**.

You can choose between the following start up settings:

- Pre-Job mode,
- Create job dialog,
- Job browser,

12.7. Edit Status Bar Colors

- Select a color field to **Edit** the **Status Bar Color**.

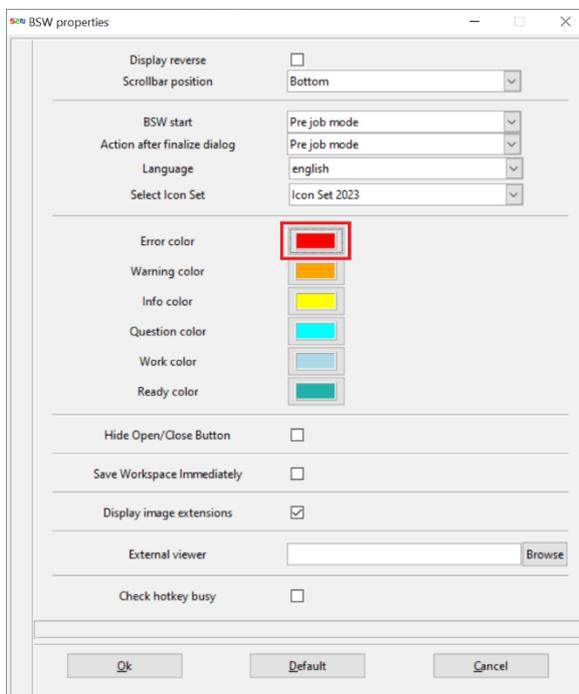


Fig. 29: Editing Status Bar Colors

- Select a new color and save your selection with OK.

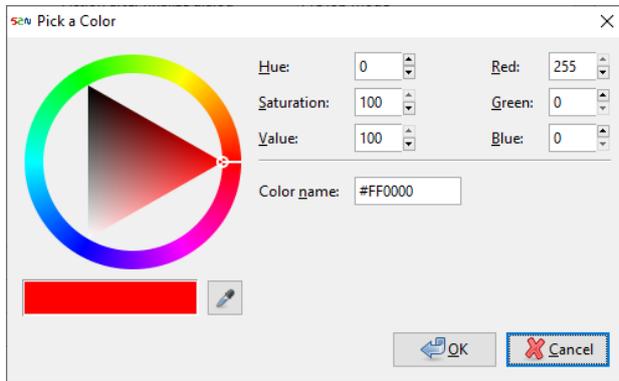


Fig. 30: Select Status Bar Color

12.8. Hide Image Editor Menu Buttons

The access to the image editing menus can be prevented by disabling the image editing menu buttons.

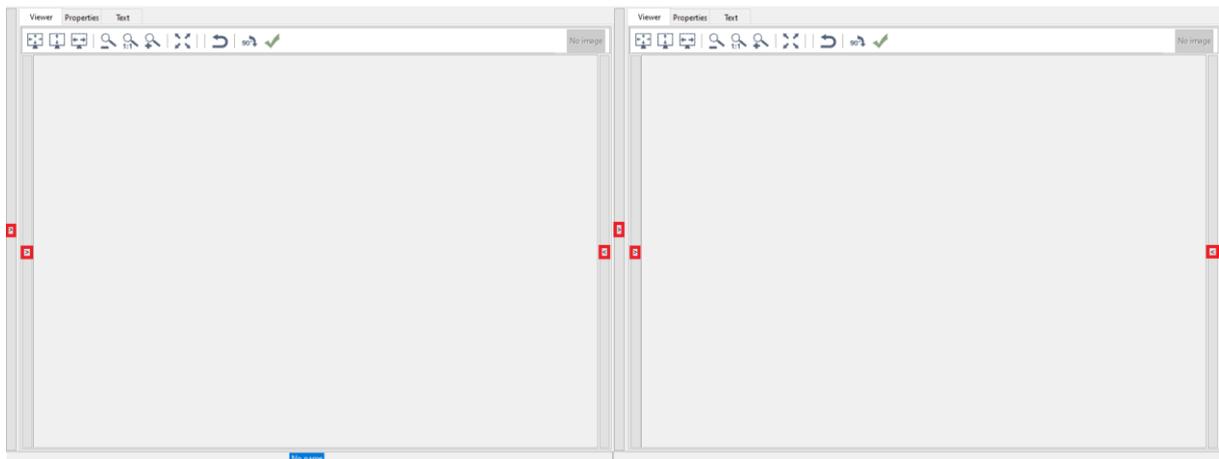


Fig. 31: Activated Image Editor Menu Buttons (default setting)

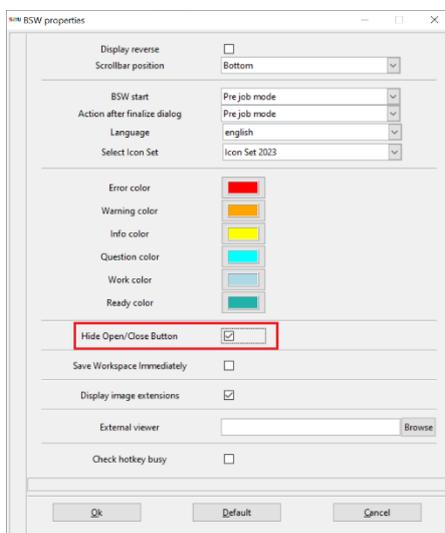


Fig. 32: Hide Image Editor Menu Buttons

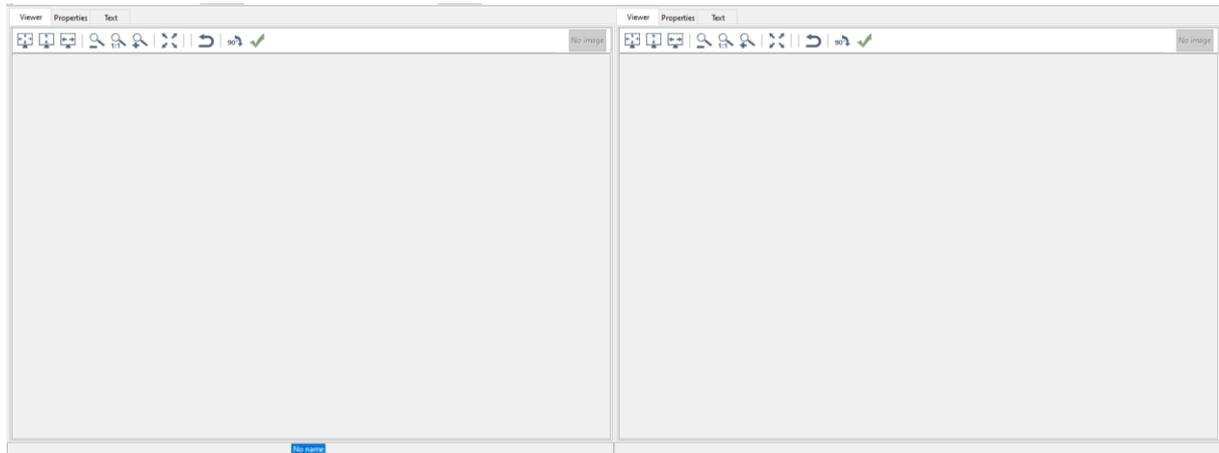


Fig. 33: Deactivated Image Editor Menu Buttons

12.9. Save Workspace

- Use **Save Workspace** in the **Workspace** file menu to save the currently customized user interface into a selectable **Workspace** setting.

12.10. Global Variables

Edit and select **Global Variables** to setup and configure:

- File names,
- Folder names,
- Meta data files.

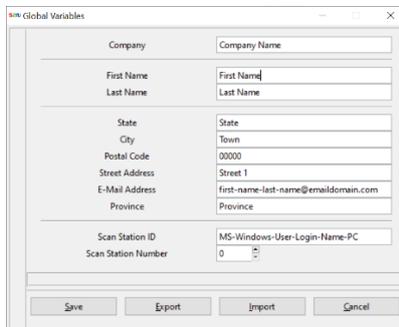


Fig. 34: Edit Global Variables

12.11. Import Scan Job Templates

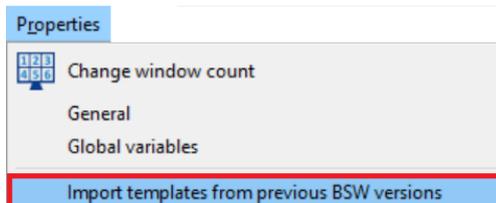


Fig. 35: Import Scan Job Templates

Import and edit **Scan Job Templates** from previous **BSW** versions, like **BSW 5.60**. The **Imported Scan Job Templates** will be listed in **JOB TEMPLATE BROWSER**

13. Scan Job Setup

13.1. Create Job Dialog

All predefined settings in the setup dialog can be edited or changed in the tabs of the **Create Job Dialog**, or use the keyboard shortcut combination **CTRL+N**. You will find more information about this in the following chapters of the manual.

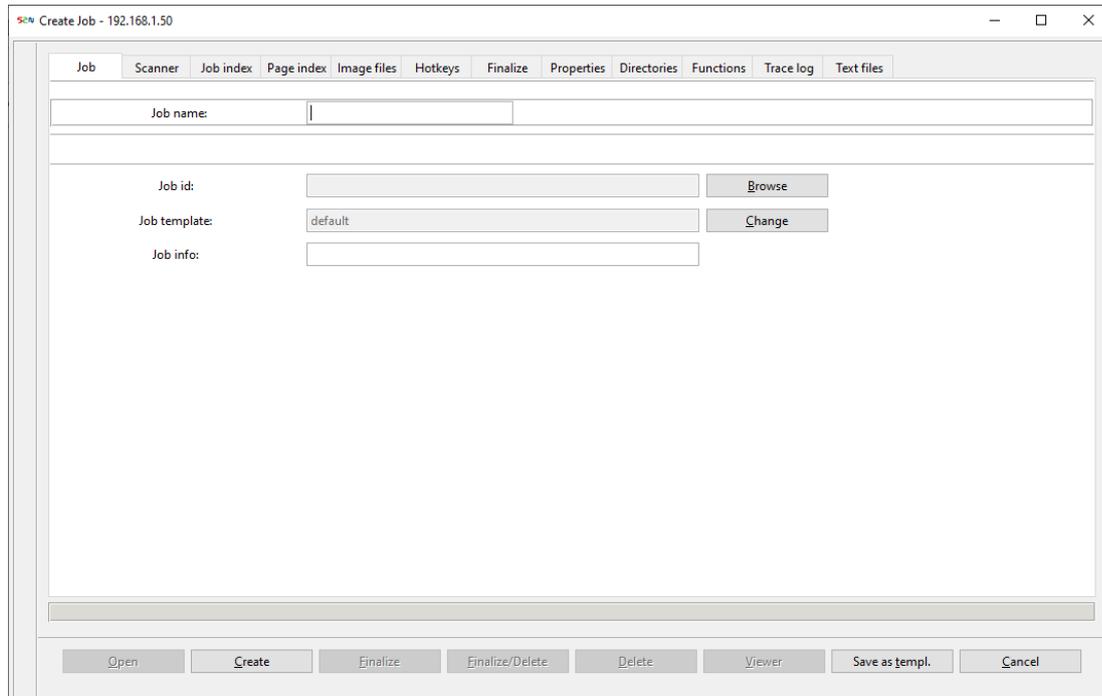


Fig. 36: Job Tab

13.2. Job Tab

A scan job can be created by:

- Using an individual name for the scan job,
- The selection of an existing job-variable (like **%s(job_id)**) or
- The creation and combination of scan job variables.

Scan Job Name

- Enter a name in the line **Job name** for the new scan job, e.g. New Job.
- Click **CREATE** to save the basic settings of your scan job and start the **Batch Scan Wizard** in scan operation mode. Here you can modify the further scan parameters for your job.

Job ID

- Each scan job has a unique ID by default. This ID is defined by the number of seconds that have elapsed since midnight in the Coordinated Universal Time (UTC) time zone, January 1, 1970, not counting leap seconds.
- Example: 1340908148 (2012-06-28 18:29:08Z).
- Please refer to the Job ID in the Image File name chapter to get more information how to replace the job name with a Job ID in your scan job.

Job Template

- Select one of the available scan job templates for scanning with individual collected scan parameters and settings.

Job Info

- In this field, you can add descriptive information about your new **Scan Job** or **Scan Job Template**.

13.3. Scanner Profiles

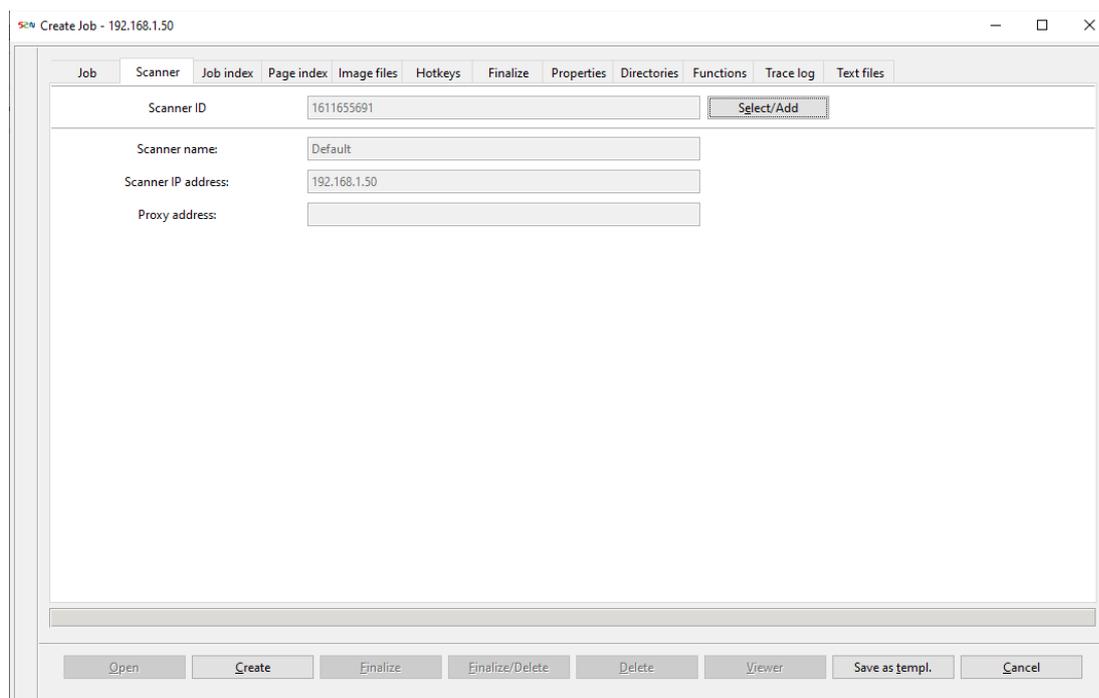


Fig. 37: Scanner Tab

Scan2Net Scanner Profile

- In the **Scanner** tab setup, load and save a **Scan2Net®** scanner as a scanner profile including the scanner name and IP address in your local network.
- Click **Select/Add** to launch the **Scanner Browser**.

Scanner Browser

The **Scanner Browser** lists all saved **Scan2Net®** scanner profiles with information about:

Scanner profile name

The name of the **Scan2Net®** scanner profile.

IP Address or Network Name

An IP address (Internet Protocol address) is assigned to identify the scanner on a computer network. A network name – a defined name for the scanner, like “MyScanner:80” with the fixed port address 80, can also be used.

Proxy Address

- Type in the IP address of the local proxy server. A proxy server is a server which exists between a client application, such as a Web browser, and a real server.
- Ask your network administrator whether a proxy server is required to access the scanner.

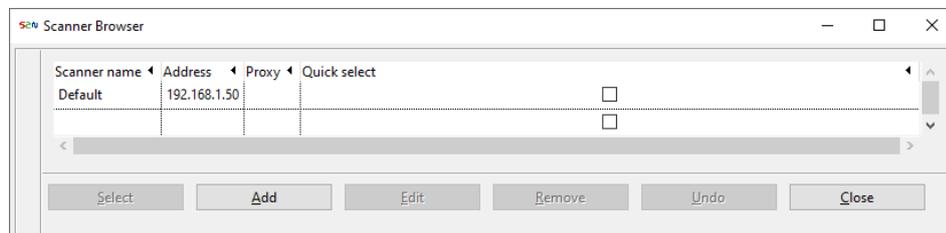


Fig. 38: Scanner Browser

Select a Scanner Profile

- Select and load a scanner profile via double click or by selecting the profile in the list and clicking **Select**.

Quick Select a Scanner Profile

- Select the **Quick Select** check box of the new **Scanner Profile** to add the **Scanner Profile** to the **Select Scanner** menu.

Note: With this Operation you load a saved Scanner Profile as the new Default Scanner for Subsequent Jobs.

Add and create a Scanner Profile

- Click **ADD** to load the **Scanner Editor** to add and save a new scanner profile.

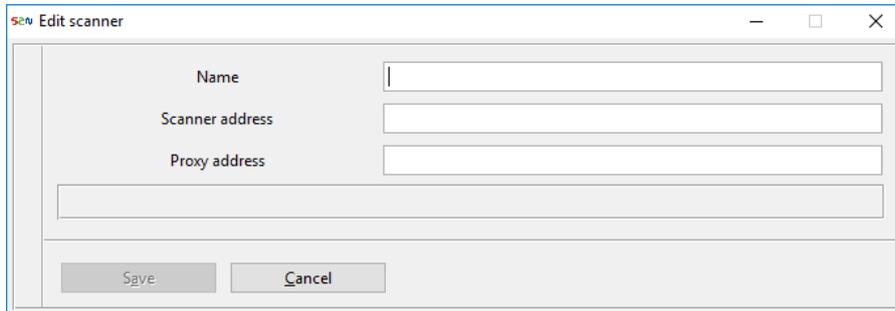
The image shows a screenshot of a software dialog box titled "Edit scanner". The dialog has a standard Windows-style title bar with minimize, maximize, and close buttons. Inside the dialog, there are three input fields: "Name", "Scanner address", and "Proxy address". Below these fields is a larger, empty rectangular area. At the bottom of the dialog, there are two buttons: "Save" and "Cancel".

Fig. 39: Scanner Editor

Edit a Scanner Profile

- Load a scanner profile into the **Scanner Editor** by clicking **EDIT**.

Remove a Scanner Profile

- **Remove a Scanner Profile** via double click or by selecting the profile in the list and clicking **REMOVE**.
- **UNDO** negates the last remove of a scanner profile.
- **CANCEL** aborts the current action.

13.4. Job Index Variables

- Create, edit, and add **Job Index Variables**, as string or integer data types for your scan job, in the **Job Index Tab**, if you would like to add or combine two or more name parts to an image or a directory name.
- Use a **Job Index Variable** to build image file names, directory names and directory structures or to provide index or trace log and text files, e.g. for tracking the image export results of a scan job operation or supporting document management systems and databases. These files are text based (currently UTF8) and can be created in an individual file format, like xml, html, or txt.

Note: All new created Job Index Variables are related to their Scan Job only. You can create a Scan Job Template from each Scan Job to use the Job Index Variables in the next one.

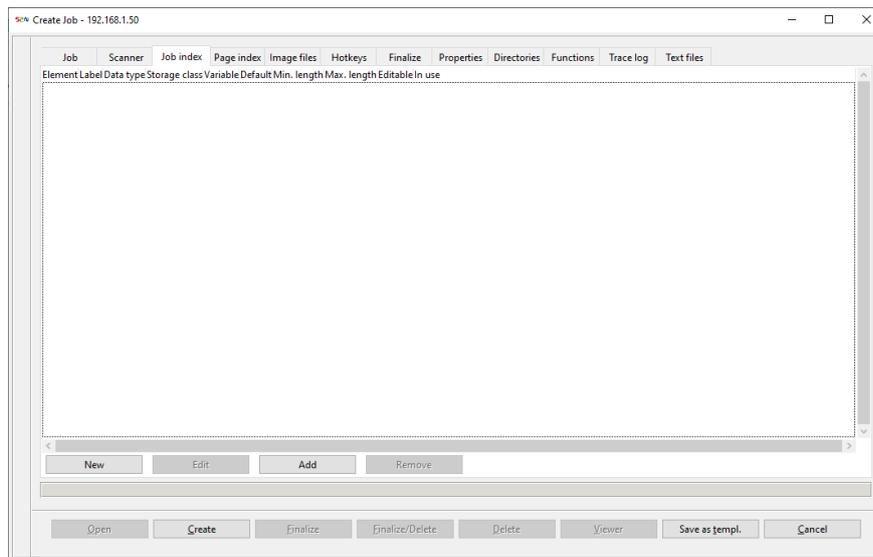


Fig. 40: Job Index Tab

Job Index Tab Functions

This tab offers the following functions.

- **NEW** launches the **Index Variable Editor** to create individual scan job variables.
- **EDIT** launches the **Index Variable Editor** to edit individual scan job variables.
- **ADD** launches the Index Browser to add available built-in variables to your scan job.
- **REMOVE** removes the selected variable from the list.
- **SAVE AS TEMPLATE** saves your scan job settings as a job template.
- **CANCEL** stops the editing and closes the **Create Job Dialog**

Create individual job index variables with the Index Variable Editor

➤ Click **NEW** to start the **Index Variable Editor**.

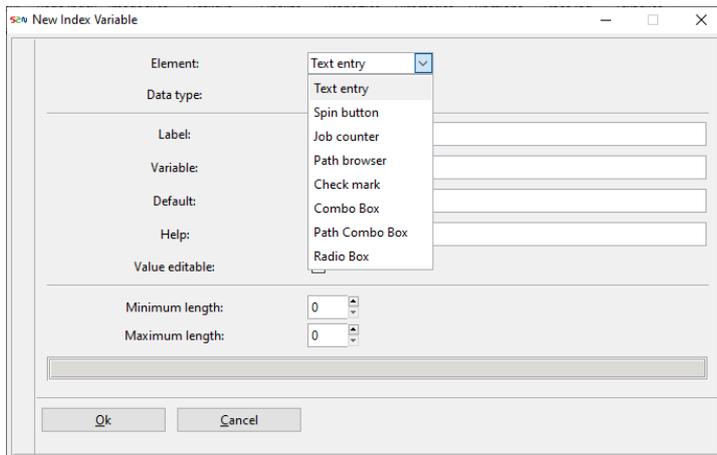


Fig. 41: Job Index Variable Editor

Job Index Variables Elements

Job Index Variables Elements	Integer	String
Text Entry		•
Spin Button	•	
Job Counter	•	
Path Browser	•	•
Check Mark	•	
Combo Box	•	•
Path Combo Box		•
Radio Box	•	•

Text Entry

Input of strings.

Spin Button

Input of numerical values.

Job Counter

When a job is created this counter is incremented. If this counter is used, then a scan job can only be created with Create Job (CTRL+N) or with Current Template (CTRL+G).

Path Browser

A path can be selected.

Check Mark

On and off. The content of the variable will be 1 for "On" and 0 for "Off".

Combo Box

Predefined values can be selected from a list.

Path Combo Box

With this combo box, paths that have been previously chosen via browser can be selected in the **Create Job** dialog.

Radio Box.

Previously defined values can be selected.

- Select the element.
- Select the **Data Type**: Click **STRING** for a sequence of characters or **SPIN** for a sequence of numbers.
- **Label**: Create the title name of the entry field for the variable in the Job Tab.
- Define the **variable** in form of a string or integer character set.
- **Help**: Here you can provide help text for the operator, describing the variable.
- Option: Set the minimum length: 0 - 32 characters.
- Option: Set the maximum length: 0 - 32 characters.
- Click **OK** to finish creating the variable.

Note: When 0 is selected for minimum or maximum Length a maximum of 32 Characters is possible.

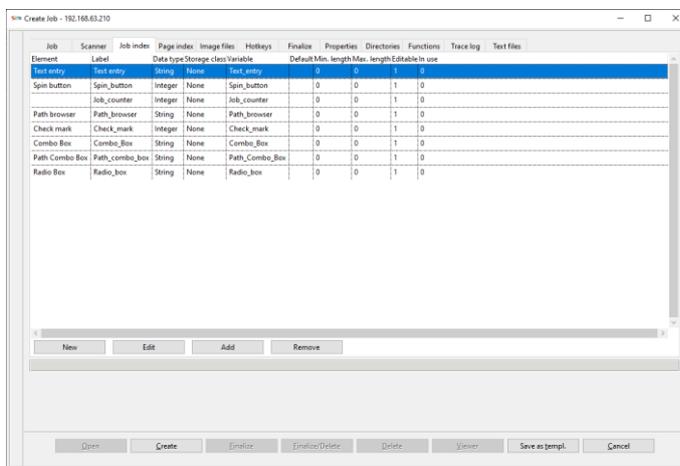


Fig. 42: Job Index Variables

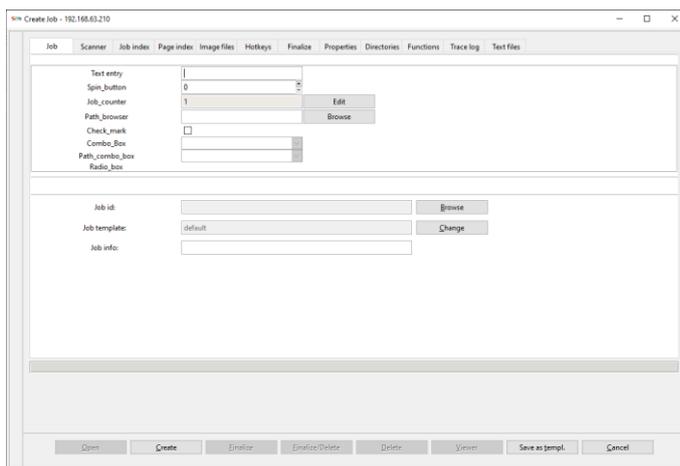


Fig. 43: Job Index Variable Examples for selecting, entering and setting Content or Values

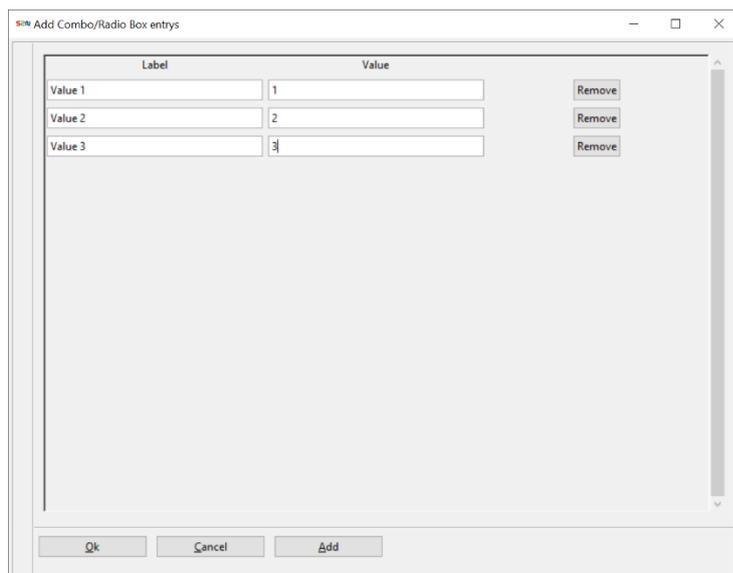


Fig. 44: Add Lables and Values for Combo or Radio Box Entries

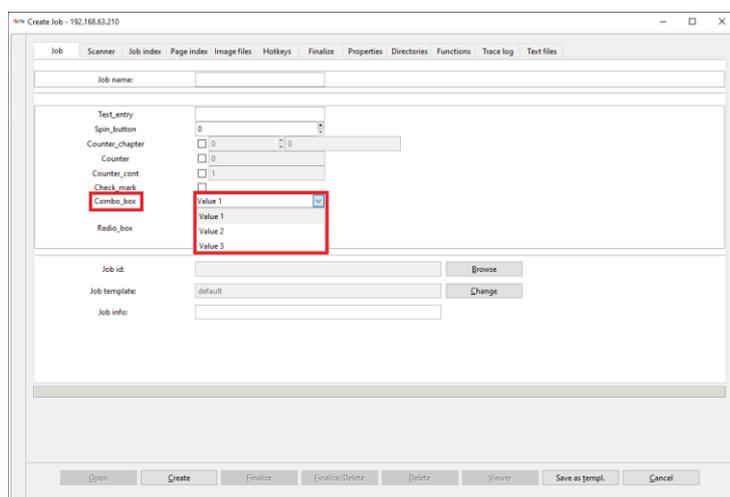


Fig. 45: Example Combo Box Entries

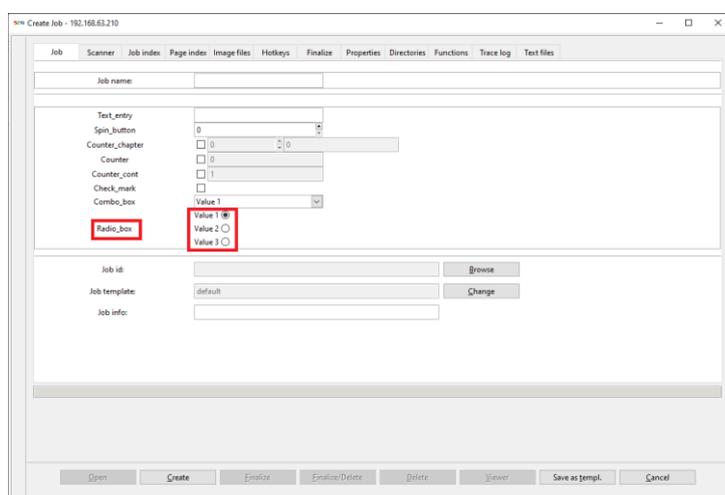


Fig. 46: Example Radio Box Entries

13.5. Provide your Variables with Content before Operating a Scan Job

The next step after creating your **Index Variable** is the data entry.

The picture below shows the **Job Index Tab** with the selected variables.

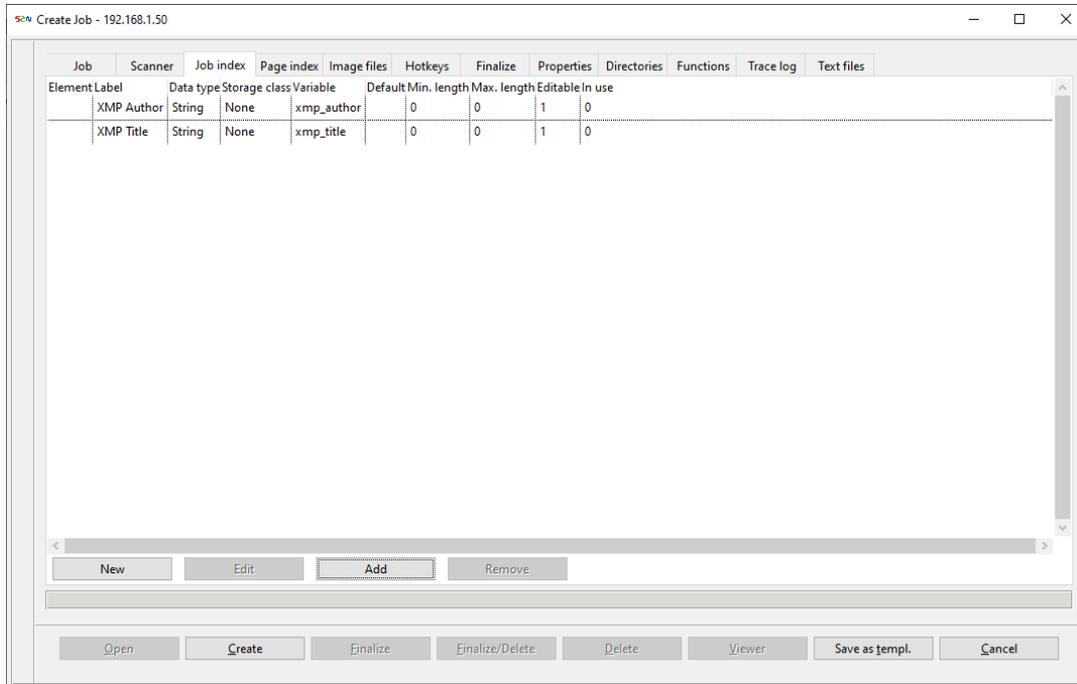


Fig. 47: Selected Scan Job Variables

➤ Move now to the **Job** tab to type in the values for your variables.

The picture below shows the **Job** tab with the new **Entry Fields**.

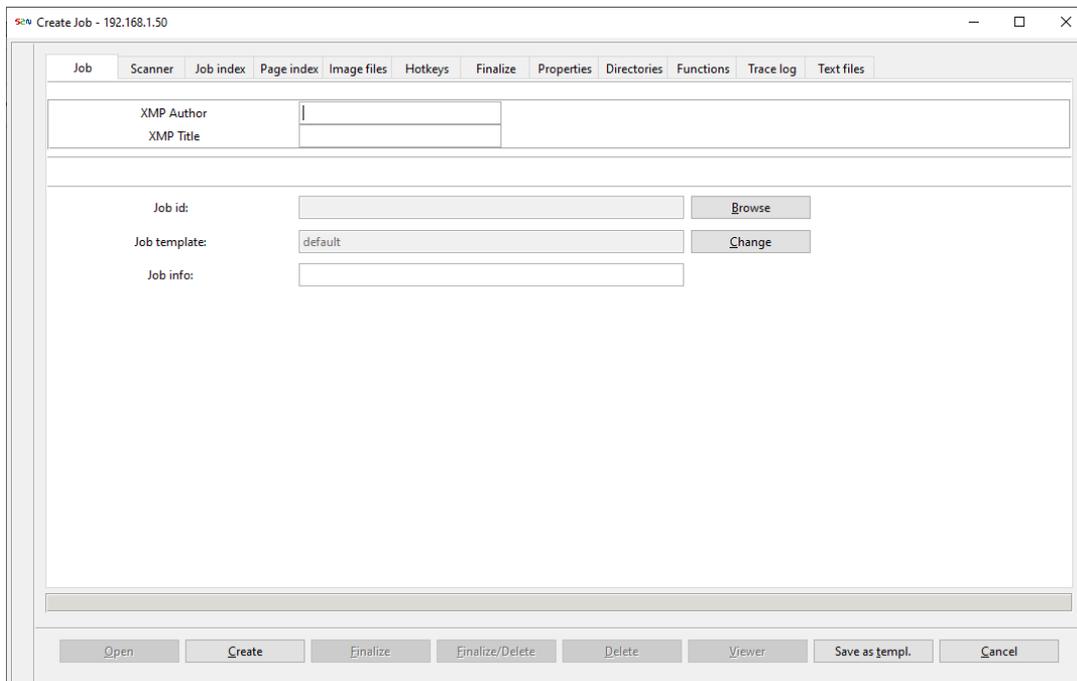


Fig. 48: Job Tab with the new Data Entry Fields

13.6. Page Index Variables

- Create, edit, and add **Page Index Variables**, as string or integer data types for your scan job, if you would like to add or combine two or more name or counter parts to an image or to a directory name.
- Use a **Page Index Variable** to add counters to image file names, directory names, and directory structures or to provide **Index** or a **Trace Log**, and **Text Files**, e.g. for tracking the image export results of a scan job operation or supporting document management systems and databases. These files are text based (currently UTF8) and can be created in an individual file format, like xml, html, and txt.

Note: All newly created Page Index Variables are related to their Scan Job only. You can create a Scan Job Template from each Scan Job to use the Page Index Variables in the next one.

Page Index Bar

The **Page Index Bar** with the selected page index variable elements will be displayed in the Image Manager. If no page index variables are defined or selected for the scan job, the page index bar is closed.

The page index variables can be displayed in the **Image Manager** with the focus on the actual scanned image and/or for each individual image. The selection where to show the page index elements is done in the **Batch Scan Wizard** via **File Menu** -> **Properties** -> **General** -> **Page Indexes**.

The choices are:

- **Image Manger & Image Viewer,**
- **Image Manager** or
- **Imager Viewer.**

Page Index Variable Editor

Fig. 49: Page Index Variable Editor

- Select the element.
- Select the **Data Type**: Click **STRING** for a sequence of characters or **Spin** for a sequence of numbers.
- **Label**: Create the title name of the entry field for the variable in the **Job** Tab.
- Define the **variable** in form of a string or integer character set.
- **Help**: Here you can provide help text for the operator, describing the variable.
- Option: Set the minimum length: 0 - 32 characters.
- Option: Set the maximum length: 0 - 32 characters.
- Click **OK** to finish creating the **Page Index Variable(s)**.

Note: When 0 is selected for minimum or maximum Length a maximum of 32 Characters is possible.

Page Index Variables Elements

Page Index Variables Elements	Integer	String	Persistent	Local
Text Entry		•	•	•
Spin Button	•		•	•
Counter (Chapter)	•			
Counter (Chapter) (Cont.)	•			
Counter	•			
Counter (Cont.)				
Check Mark	•		•	•
Combo Box	•	•	•	•
Radio Box	•	•	•	•

Text Entry

Input of strings.

Spin Button

Input of numerical values.

Counter (Chapter)

The counter will be set to a start value when activated. The counting starts with its activation. After that, the counter is not marked anymore. So only the start of counting is shown.

Counter

Counts when activated. When switched off, the start value is reset again.

Counter (Cont.)

Counts when switched on. If it is switched off, the last value is retained. If it is switched on again, it continues to count there.

Check Mark

On and off. The content of the variable will be 1 when "On" and 0 when "Off".

Combo Box

Predefined values can be selected from a list.

Radio Box

Predefined values can be selected. **Page Indexes** can be used for **Image Name**, **Trace Log** and **Text Files**.

Storage classes

For some variables you can select the storage class Persistent or Local.

Persistent

The content of the variable is copied to the next new image. If the content is changed, the changed content is copied to the next image, analog to the function of the variable **User Name %s(user_name)**.

Local

The content can only be used for the image. If a new image is scanned, the default value is used again.

Notation of Variables

- Use only letters or an underscore `_` or the first character of a user defined variable.
- An underscore `_` automatically precedes a number.
- Invalid characters are replaced by `_`.
- Invalid characters are: `'-', '+', '?', '!', '\'', '*', '$', '%', '&', '/', '(', ')', '=', '\0', '[', ']', '\\, '#', '~', '|', '>', '<', ':', ':', ':', ':', ':', '{', '}', '@'`.

Add Built in Variables

- Click **ADD** to start the **Built-in Index Variable Browser**.
- Select the available **Built-in Variables** for your scan job.

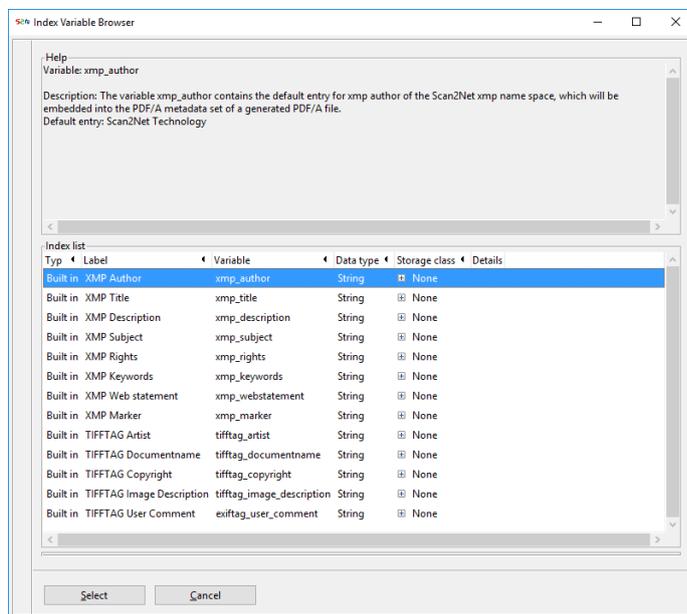


Fig. 50: Index Variable Browser

Scan Operation with Page Index Variables

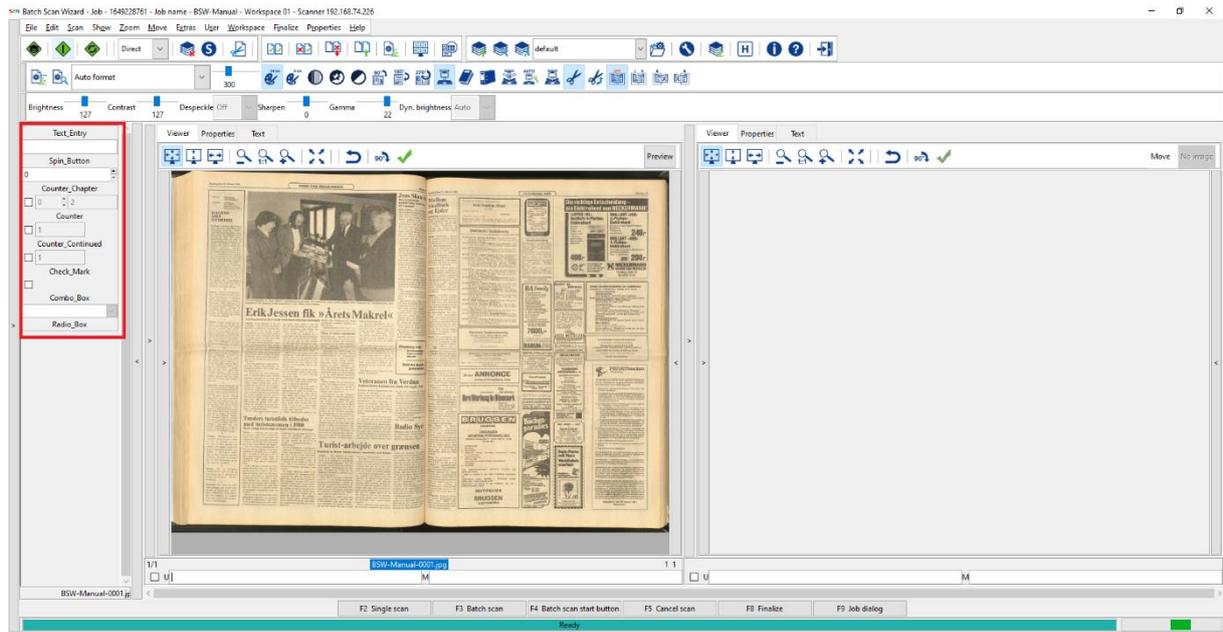


Fig. 51: Enter, set or select Values of Page Index Variables while Operating a Scan Job

13.7. Image Files

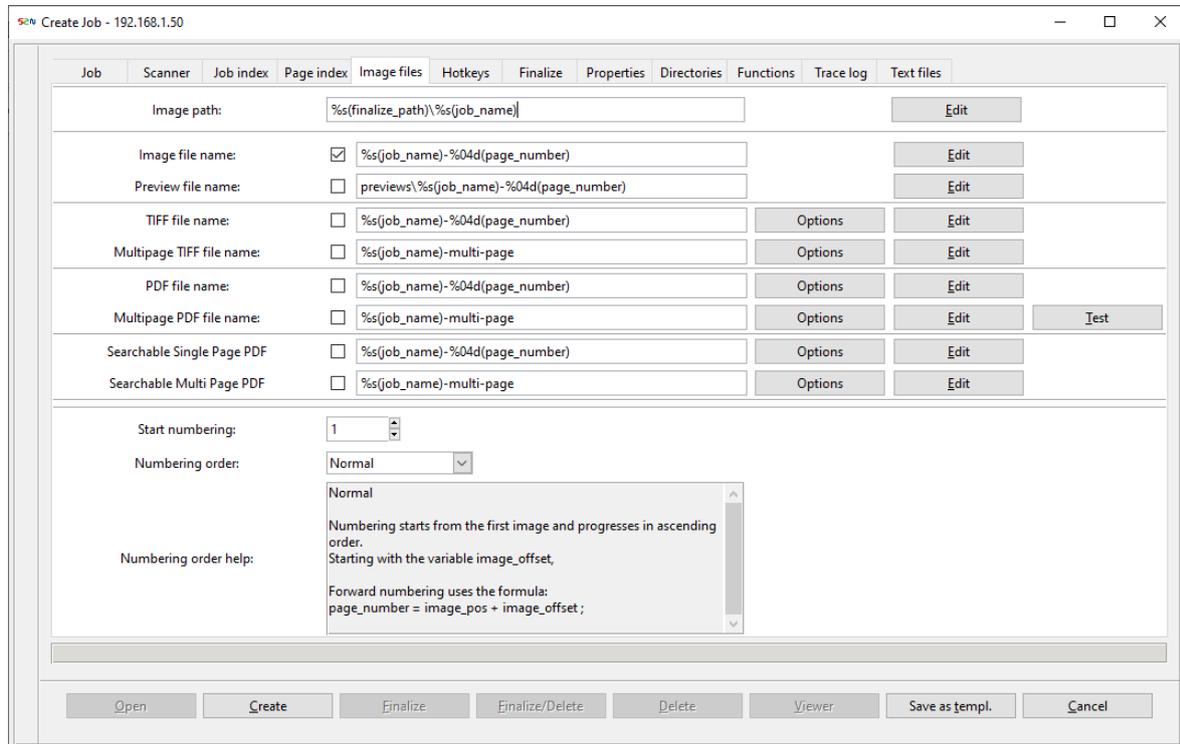


Fig. 52: Image Files Tab

In **Image Files Tab** create, edit and select:

- the **Image File Path**,
- the **Image File Name**,
- the **Image File Conversion**,
- the **Metadata**,
- the **Start Numbering**
- and the **Numbering Order** of your scan job.

Image File Path

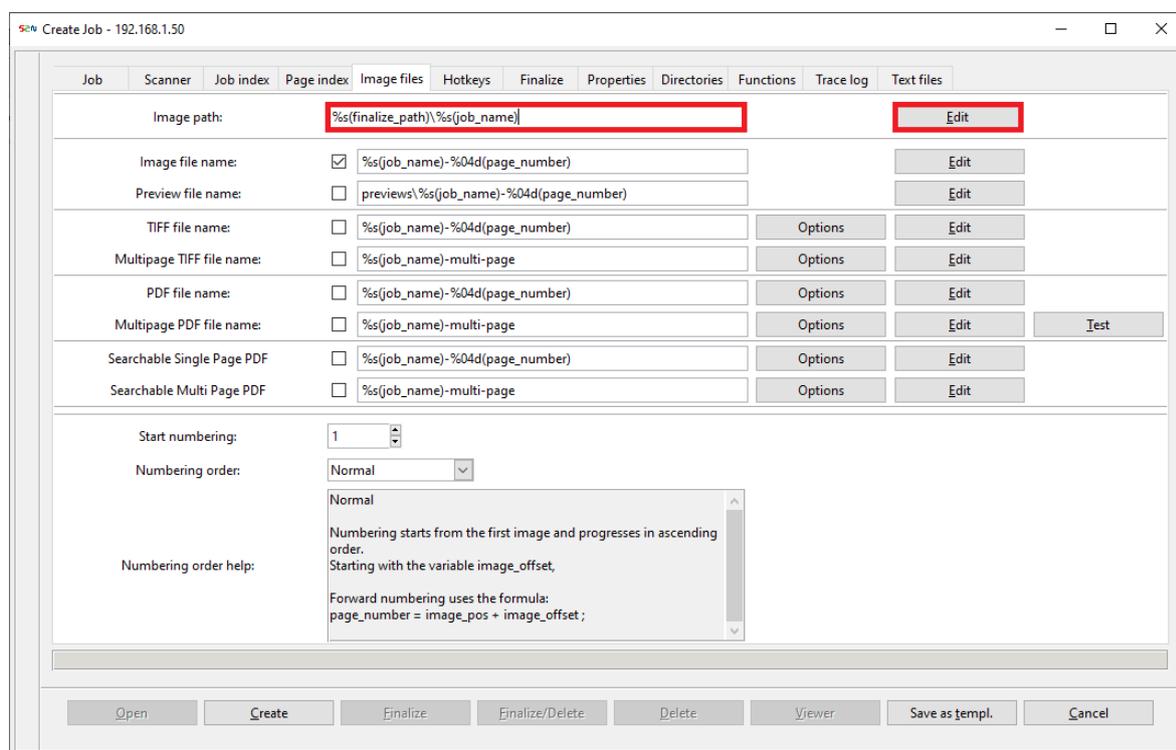


Fig. 53: Create or edit the Main Image Path

You have different options to change or modify your main **Image File Export Path** - the location for the target directory of the exported image files.

- The default image path **C:\Scan2Net\images** is created during the **Batch Scan Wizard** setup dialog. The finalize path entered is stored in the variable **%s(finalize_path)**.
- Move to the **Directories** tab in the **Create Job** dialog and select a finalize target directory for the **Image Path** of your scan job.
- Or edit the **Image Path** and directory structures by combining variables with the **Index String Editor** in the **Image Files** tab.
- Enter an individual path to a target directory, e.g. on your hard drive, USB-drive or network drive in the line **Image Path**.

Edit the Image Path String by selecting Variables

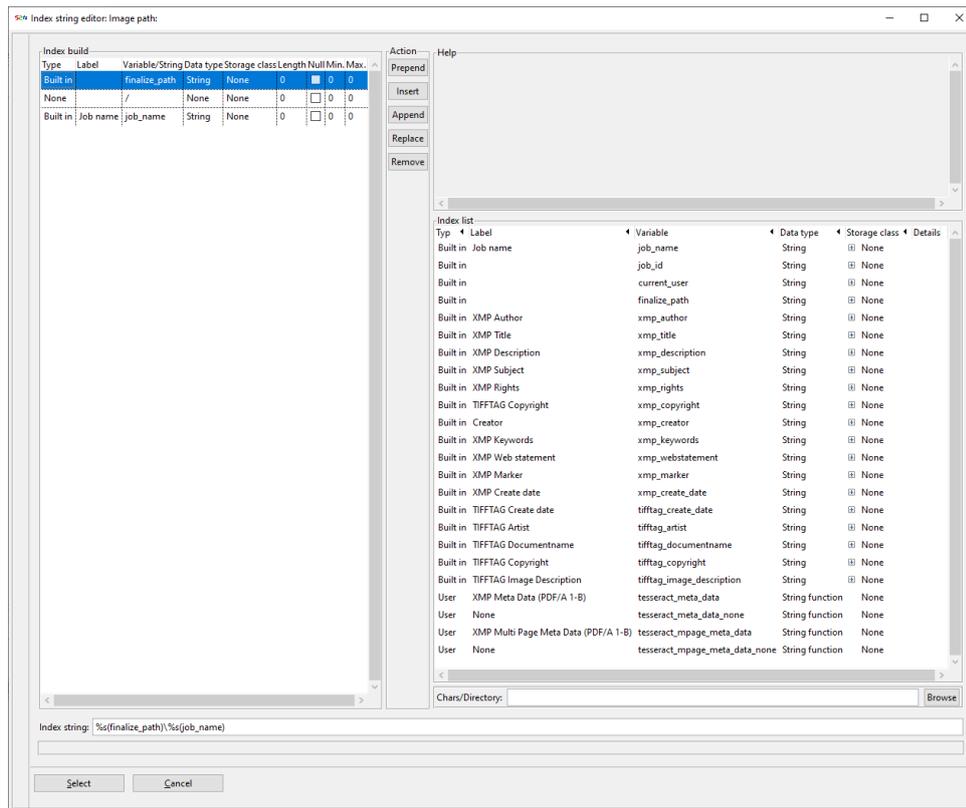


Fig. 54: Edit the Image Path

- Click **EDIT** on the **Image Path** line to launch the **Image Path Edit** dialog window in the **Index String Editor**. The line index **String** shows the actual string for the **Image Path** as a combination of variables from the **Index List**.
- **%s(finalize_path)** is the variable for the main directory path, in which the images will be stored after export. The content of the variable **%s(finalize_path)** can be changed in the **Directories** tab of the **Create Job** dialog.
- The “\” between both variables indicates a subdirectory. Creating a subdirectory prevents accidentally overwriting existing exported images during the image export part of the finalize process.
- **%s(job_name)** is the variable which uses the **Job Name** or the combination of **Job Index Variables** in the **Job Tab**.
- In **Index List** select a variable.

Go to the Action buttons and use:

- **Prepend**
Use **PREPEND** to place the variable at the first position in your index string.
- **Insert**
Select a variable in the **Index Build** list with your left mouse button and use **INSERT** to place the new variable before the selected variable in the **Index Build** list.
- **Append**
Select a variable in the **Index Build** list with your left mouse button and use **Append** to place the new variable after the selected variable in the **Index Build** list.

- **Replace**
Select a variable in the **Index List** with your **LEFT MOUSE** button, select a variable in the **Index Build** list with your left mouse button and use **REPLACE** to replace the selected variable in the **Index Build** list with a variable in the **Index List**.
- **Remove**
Click **REMOVE** to remove the selected variable from the **Index Build** list.

Chars/Directory

- **BROWSE**
Select the image target directory by using **BROWSE**.
- Otherwise type or copy and paste the path into the line **Chars/Directory**.

Image File Names

- In the line **Image File Name**, in the **Image Files** tab, create and edit **Image File Names** for your scan job.

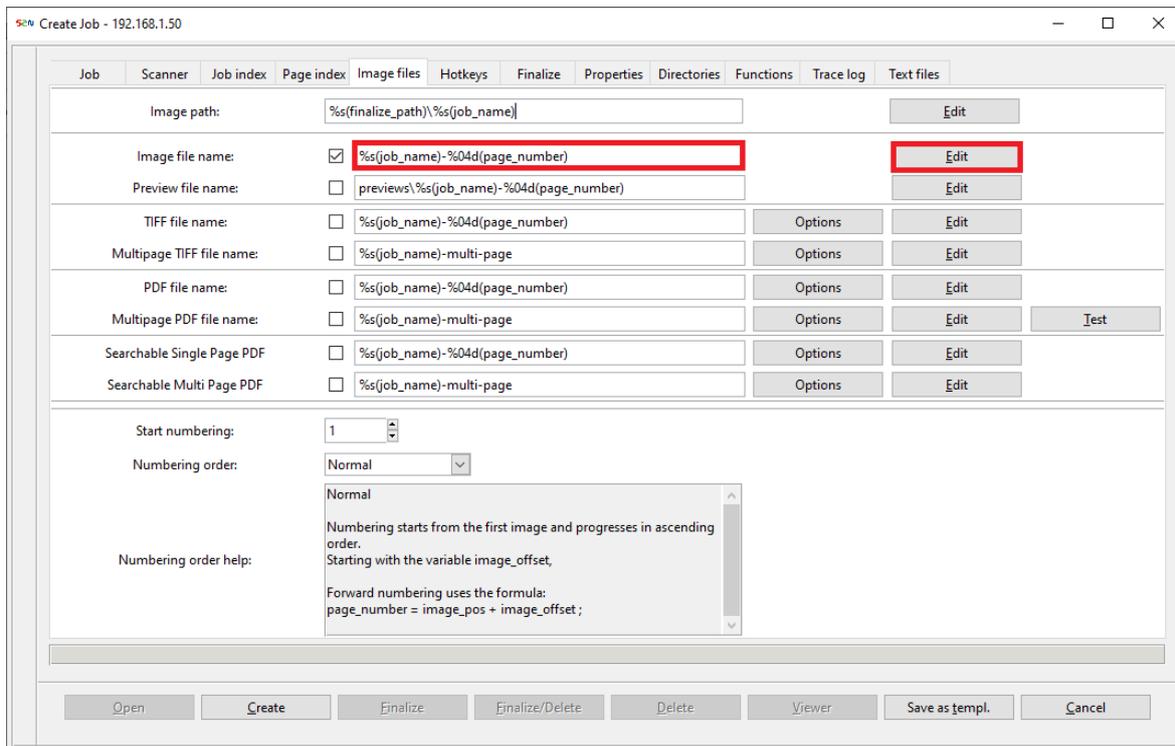


Fig. 55: Image File Name

Edit the Image File Name String by selecting Variables

- Click **EDIT** on the **Image File Name** line to launch the **Image File Name** edit window in the **Index String Editor**. The line **Index String** shows the current string for the **Image File Name** as a combination of **Variables** from the **Index List**.

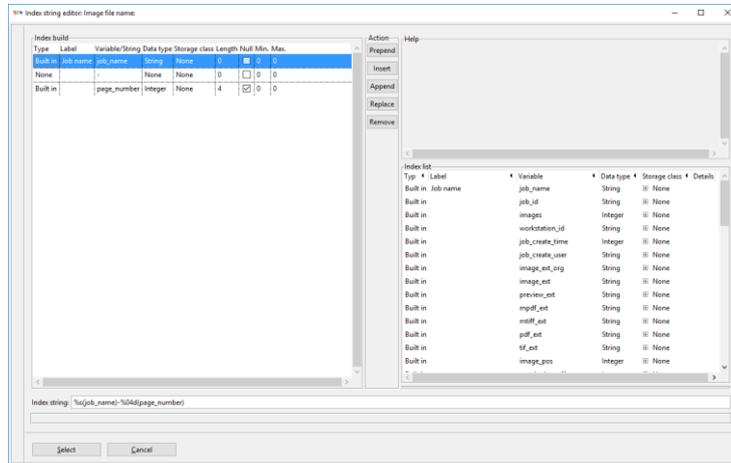


Fig. 56: Edit the Image File Name

- **%s(job_name)** is the **Variable** which uses the content of the **Job Name** line or the combination of **Job Index Variables** in the **Job Tab**.
- As an example, the **-** between both variables is used as a separator in the file name. All available characters can be used as a separator.
- **%04d(page_number)** is a variable which includes an integer output with four digits and leading zeros: "%04d" will be "0001".

Examples

%1d will be 1

%2d will be ..1

%3d will be ...1

%4d will be1

%5d will be1

%01d will be 1

%02d will be 01

%03d will be 001

%04d will be 0001

%05d will be 00001

Preview File Name

- Previews can be used to produce HTML pages with the **Batch Scan Wizard**. You will find more information to this in the following chapters.
- Click **EDIT** on the line **Preview File Name** to start editing the file name.

TIFF File Name and File Conversion

- Activate **TIFF File Name** to get an additional single TIFF file output, via a file conversion in **Batch Scan Wizard**, when another file format is selected on the scanner (JPEG, PDF, e.g.).
- Select **OPTIONS** and select in **Meta Data: TIFF Meta Data** if you would like to include a selected, predefined, set of meta data from the scanner. Please refer to the related **Meta Data** chapter in the scanner operation manual on this.
- Click **EDIT** on the line **TIFF File Name** to start editing the file name.

Multi Page TIFF File Name and File Conversion

- Activate **Multi Page TIFF File Name** to get an additional multi page TIFF file output, via a file conversion in **Batch Scan Wizard**, if another file format is selected on the scanner (JPEG, PDF, TIFF e.g.).
- Select **OPTIONS** and select in **Meta Data: TIFF Meta Data** if you would like to include a selected, predefined, set of meta data from the scanner. Please refer to the related **Meta Data** chapter in the scanner operation manual on this.
- Click **EDIT** on the line **Multi page Tiff Filename** to start editing the file name.
- Scan parameters should be checked before finalizing.
- The images in the multipage file contain the chosen scan parameters of the images in the scan job.
- A file format conversion is not intended.

PDF File Name and File Conversion

- Activate **PDF File Name** to get an additional single PDF file output, via a file conversion in **Batch Scan Wizard**, if another file format is selected on the scanner (JPEG, TIFF, e.g.).
- **Ensure, if Image File Name is activated too, that the selected combination of file naming variables is different to the variable combination of another selected file name output.**
- Add an individual file name part to file naming variables with one or more individual characters.
- Select **OPTIONS** and select in **Meta Data: S2N name space PDF/A** if you would like to include a selected, predefined, set of meta data from the scanner. Please refer to the related **Meta Data** chapter in the scanner operation manual on this.
- Click **EDIT** on the line **PDF File Name** to start editing the file name.

Multi Page PDF File Name and File Conversion

- Activate **Multi Page PDF File Name** to have an additional multi page TIFF file output, via a file conversion in **Batch Scan Wizard**, if another file format is selected on the scanner (JPEG, PDF, TIFF e.g.).
- Select **OPTIONS** and select in **Meta Data: S2N name space PDF/A** if you would like to include a selected, predefined, set of meta data from the scanner. Please refer to the related **Meta Data** chapter in the scanner operation manual on this.
- Click **EDIT** on the line **Multi Page PDF file name** to start editing the file name.
- Scan parameters should be checked before finalizing.
- The images in the multipage file contain the scan parameters used in creating the images in the scan job.
- A file format conversion is not intended.

Searchable Single Page PDF

- Select **OPTIONS** and select **Meta Data: XMP Meta Data** if you would like to include a selected, predefined, set of meta data from the scanner. Please refer to the related **Meta Data** chapter in the scanner operation manual on this.
- Select **OPTIONS** and select in **First Language**: the first language which used in the original.
- Select **OPTIONS** and select in **Second Language**: the second language which used in the original.

Searchable Page Multi Page PDF

- Select **OPTIONS** and select **Meta Data: XMP Meta Data** if you would like to include a selected, predefined, set of meta data from the scanner. Please refer to the related **Meta Data** chapter in the scanner operation manual on this.
- Select **OPTIONS** and select in **First Language**: the first language used in the original.
- Select **OPTIONS** and select in **Second Language**: the second language used in the original.

Note: Prerequisites for the export of Searchable Single Page PDF and Multi Page PDF Files:

- **Installed Background OCR option on the used scanner,**
- **Installed Tesseract OCR software on the used Batch Scan Wizard PC,**
- **Selected example-tesseract-searchable-pdf-user-meta-data scan job template in BSW.**

Start Numbering

The **Start Numbering Field** allows changing the start number of the first scanned image. The default numbering starts with 1.

Numbering Order Normal

Batch Scan Wizard offers file numbering scripts for special scan workflow operation and materials.

Supported device types: All

This script generates a file numbering with the order 0001, 0002, 0003.

The numbering starts in ascending order from the first scanned image.

Numbering Order Backward

Supported device types: All

This script generates a file numbering with the order ..., 0003, 0002, 0001.

The numbering starts in an ascending order from the last scanned image.

Numbering Order Two Steps - +2

Supported device types: All

The numbering sequence counts forward, beginning at the respective start numbering preset, in steps of two (+2): e.g. 1,3,5,7,9,11,

By changing the start numbering preset, e.g. to 2, the numbering sequence would be changed to: 2, 4, 6, 8, 10...

Numbering Order Magazine Simplex

Supported device types: **WideTEK®** CCD scanners with rewind transport function.

This script is made for scanning double sided printed magazines on a large format scanner and generates a file numbering with the order 0001, 0002, 0003.

- Remove the staples.
- Scan the innermost double page of the magazine.
- **Option:** Document Output **EJECT**
The paper will be transported through the scanner and ejected at the back of the scanner. The documents are collected at the back in a stack.
- **Option:** Document Output **REWIND**
The paper will be transported through the scanner. After finishing the scan sequence, it will be returned to the front side and held in the start position. Remove every scanned page after each scan sequence and stack all pages with the scanned side facing up, the first scanned page at the bottom of the stack.
- Flip the stack and scan the backsides of all pages preserving the reading direction.
- The order of the stack is preserved.
- After scanning the last page, finalize the scan job.

Numbering Order Magazine Duplex

Supported device types: **WideTEK®** CCD duplex scanners with rewind transport function.

This script is made for scanning double side printed magazines on a large format duplex scanner and generates a file numbering with the order 0001, 0002, 0003.

- Remove the staples.
- Scan the innermost double page of the magazine. Before you scan, turn each page horizontally by 180°.
- **Option:** Document Output **EJECT**
The paper will be transported through the scanner and ejected at the back of the scanner. The documents are collected at the back in a stack.
- **Option:** Document Output **REWIND**
The paper will be transported through the scanner. After finishing the scan sequence, it will be returned to the front, where it will be held in the start position. The order of the stack is preserved.
- After scanning the last page, finalize the scan job.

Note: This script can only be used with a Scan2Net® duplex scanner.

Numbering Order Newspaper Simplex

Supported device types: **WideTEK**® CCD scanners with rewind transport function.

This script is made for scanning double side printed magazines on a large format duplex scanner and generates a file numbering with the order 0001, 0002, 0003.

- The newspaper needs to be cut in half at the fold. The pages must be restacked in the original order.
- Start the scan process with the top page of the stack.
- **Option:** Document Output **EJECT**
The paper will be transported through the scanner and ejected at the back of the scanner. The documents are collected at the back in a stack.
- **Option:** Document Output **REWIND**
The paper will be transported through the scanner. After finishing the scan sequence, it will be returned to the front, where it will be and held in the start position. After the first passage of the entire stack, flip the stack and scan the backsides of all pages preserving the reading direction. The order of the stack is preserved.

Numbering Order Newspaper Duplex

Supported device types: **WideTEK**® CCD duplex scanners with rewind transport function.

This script is made for scanning double side printed magazines on a large format duplex scanner and generates a file numbering with the order 0001, 0002, 0003.

- The newspaper needs to be cut in half at the fold. The pages must be restacked in the original order. Start the scan process beginning with the first page of this stack. Flip each page horizontally prior to putting it in the scanner, so that page 2 is now facing up and page 1 is face down. Scan each page of the stack.
- **Option:** Document Output **EJECT**
The paper will be transported through the scanner and ejected at the back of the scanner. The documents are collected at the back in a stack.
- **Option:** Document Output **REWIND**
The paper will be transported through the scanner and after finishing the scan sequence, it will be returned to the front, where it will be and held in the start position.

Note: This script can only be used with a **Scan2Net**® duplex scanner.

Numbering Order Book Cradle Odd

Supported device types: All **BookTEK** scanners

This script is made for scanning books with a format larger than the scanner desk on a **BookTEK** scanner and generates a file numbering with the order 0001, 0002, 0003.

- Start at the front of the book and scan only the odd numbered pages, then proceed from the back and scan only the even numbered pages.

Testing Image Path, File Name and Job Index

Test your designed index variable combinations in your **Image Path**, **File Name** and index entries with one click.

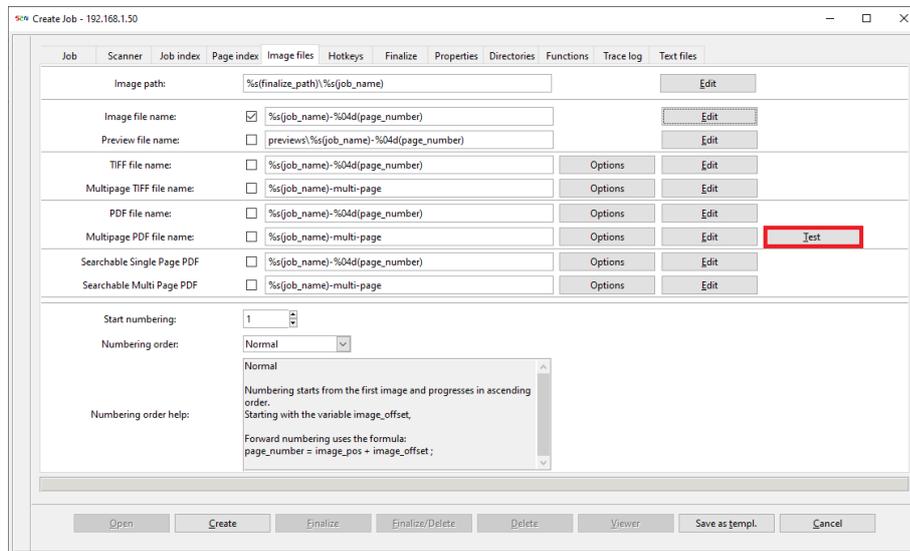


Fig. 57: Start the Index Test Function Dialog

- Click **TEST** to start the test procedure.

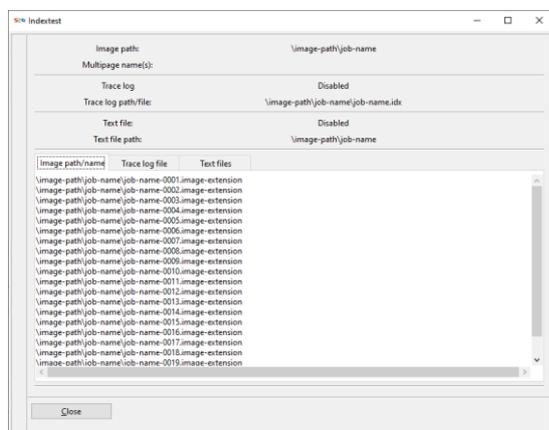


Fig. 58: Image path, file name and index test results

- In **Index Test** switch between the tabs **Image path/name**, **Trace Log File** and **Text Files** to see the possible result of your index variable combinations.

13.8. Hotkeys - Optimizing Operation Speed

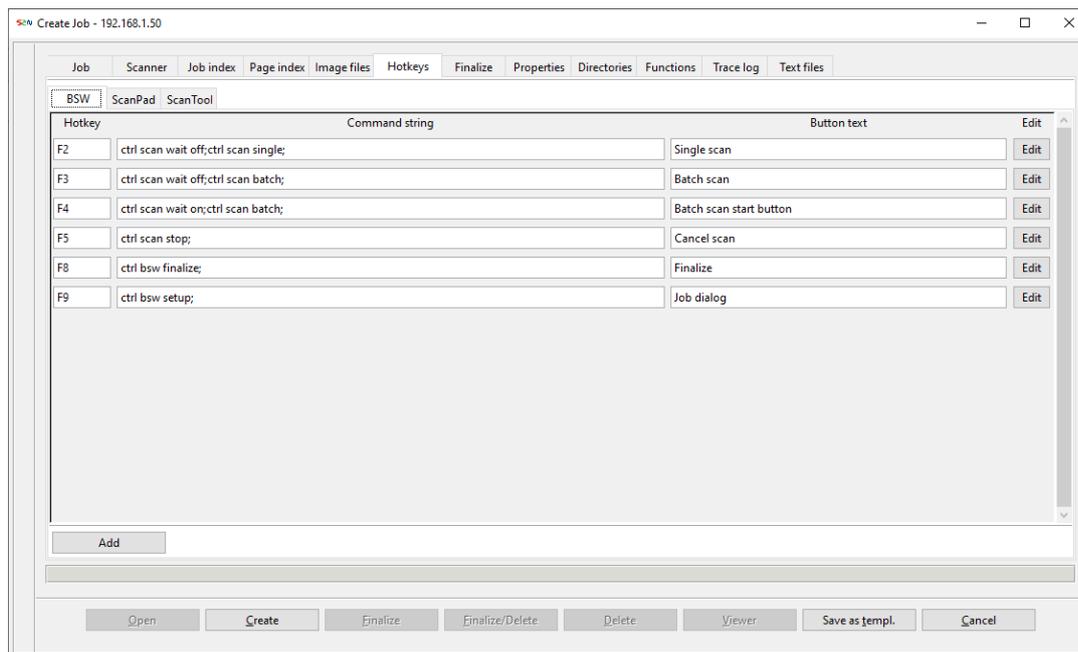


Fig. 59: Hotkey Tab

Predefined actions can be programmed by using certain keyboard keys. The newly created **Hotkeys** are only relevant to the newly created scan job or scan job template.

The predefined Hotkeys after installation are:

- **F2 Single Scan**
- **F3 Batch Scan**
- **F4 Start a Batch Scan but wait for the Start Button Trigger**
- **F5 Cancel Scan**
- **F8 Finalize**
- **F9 Open the Create Job Dialog.**
- In **Job Mode**, click **H - Hotkeys** to edit the Hotkey files in an open job.

Note: Here you need to save the changes to the Scan Job File.

Edit a listed Hotkey

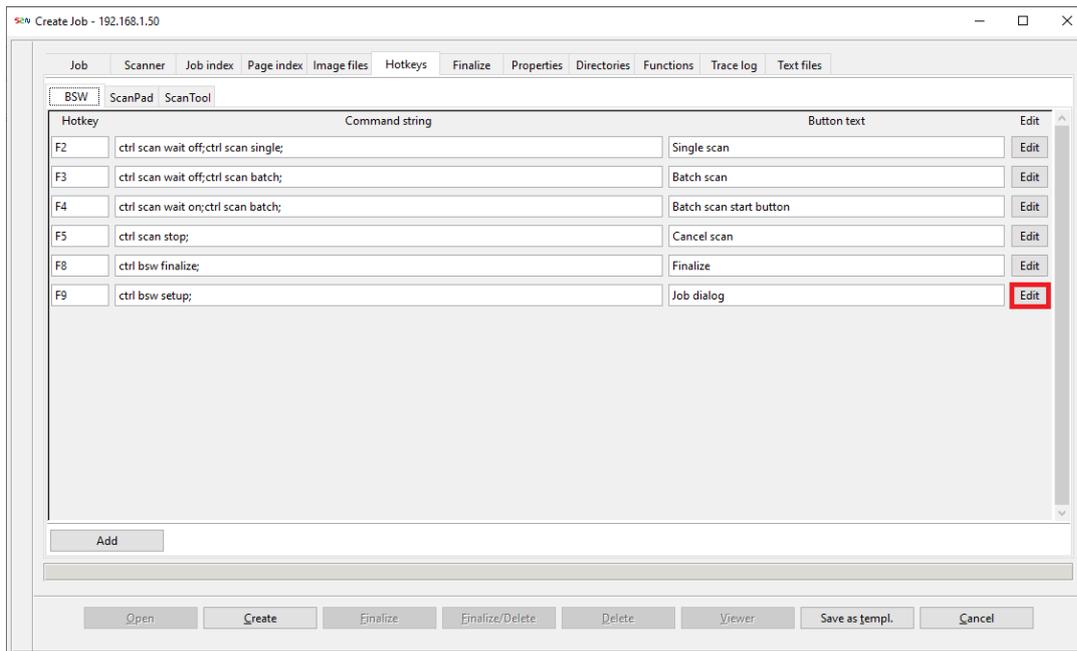


Fig. 60: Start the Select Hotkey Commands Dialog

➤ Click **EDIT** behind the **Hotkey** you want to edit.

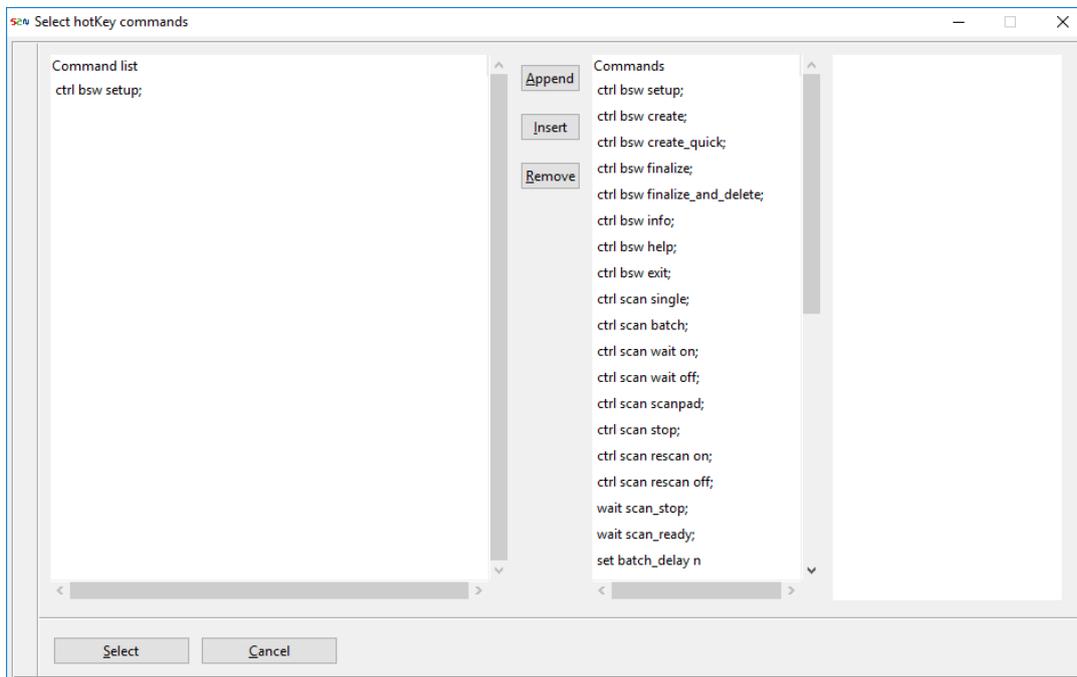


Fig. 61: Hotkey Command Browser: Edit a listed Hotkey Setting

- In the **Hotkey Command Browser** you can select and combine **Hotkey Commands**.
- **Append**
Select a command in the **Command List** on the right and click **APPEND** to place it before or after the selected commands on the left.
- **Insert**
Select a command in the command list on the right and click **INSERT** to place it before a marked command on the left.
- **Remove**
Click **REMOVE** to remove a selected command from the command list.
- **Select**
Click **SELECT** to finish editing the **Hotkey Command String**.

Note: A Hotkey can be programmed to execute several Commands, sequentially.

Adding a new Hotkey

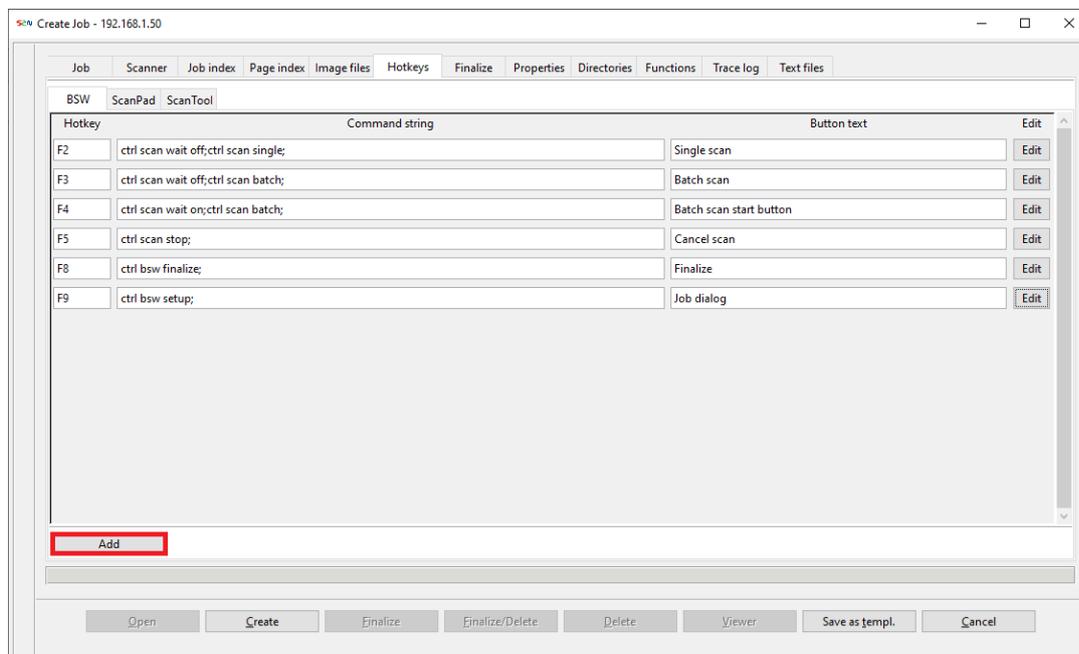


Fig. 62: Add a new Hotkey Command Line

- Click **ADD** in the Hotkey tab, to get a new hotkey command line.
- Type a button name into the **Button Text** line, e.g. **Help**.
- Click **EDIT** behind the new hotkey command line to start editing the hotkey command string.
- Select the command **ctrl bsw help** and click **INSERT** to import the command into your **hotkey command string**.
- Click **SAVE** to finish the hotkey setup.

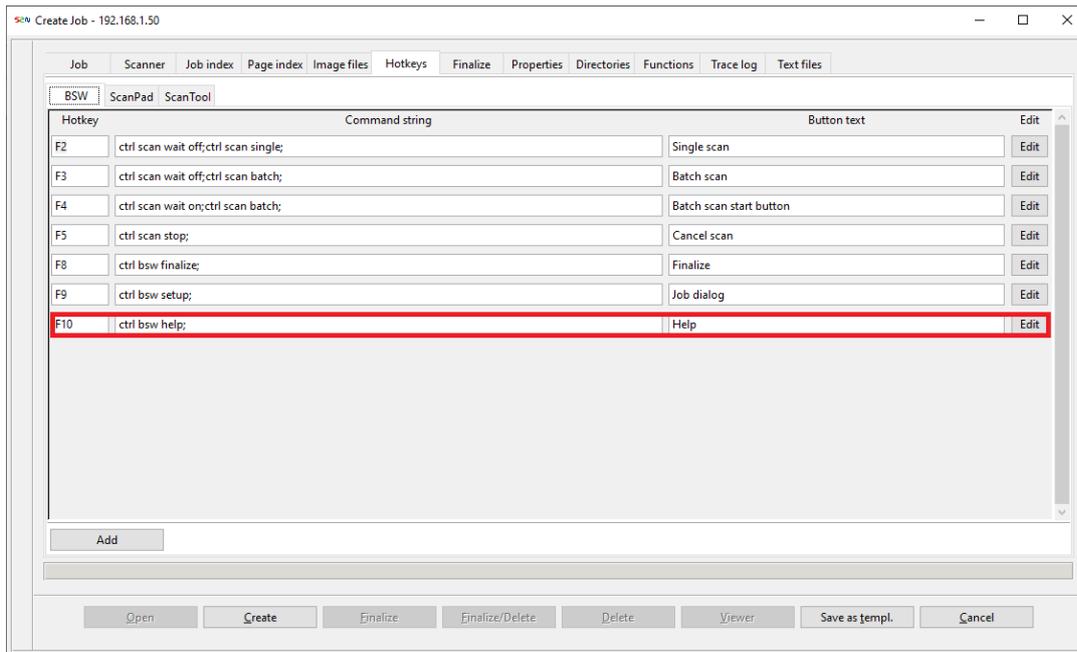


Fig. 63: The complete Command Line for the new Hotkey Help

Note: Please do not use standard Windows hotkeys. The Function keyboard keys F1 until F12 or keyboard keys in combination with CTRL and or ALT can be used.

Testing the new Hotkey

- Back in Create Job Dialog click **OPEN** to launch, view and test your scan job with the new **Hotkey** button.

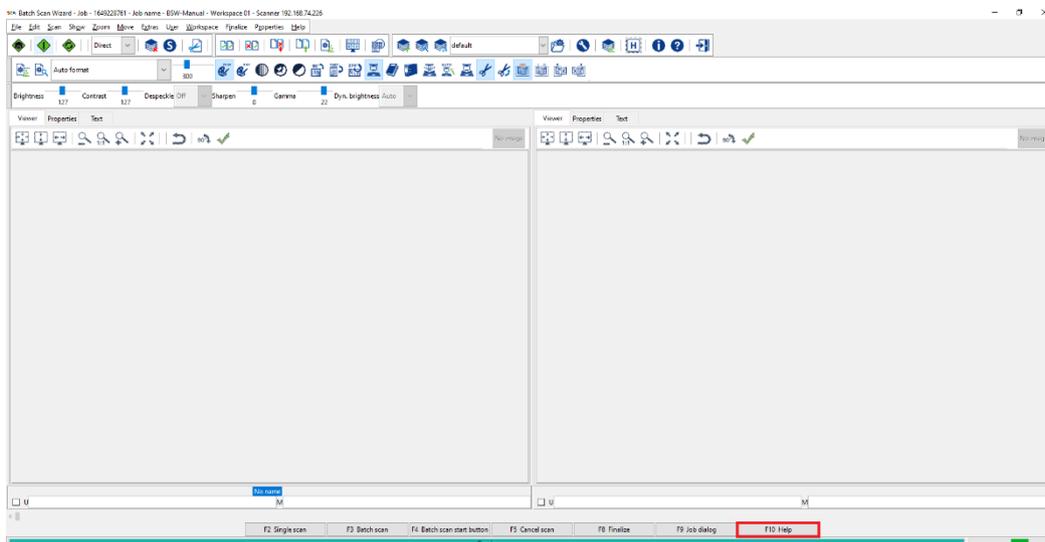


Fig. 64: New Hotkey Help available in an open scan job

Example Hotkey Strings

Example 1:

- Create a **Hotkey Command String** to get two different images with only one scan operation.

Example string:

ctrl scan rescan off; setting colormode:truecolor; ctrl scan single; wait scan_ready; ctrl scan rescan on; setting colormode:lineart; ctrl scan single; wait scan_ready; ctrl scan rescan off;

Example 2:

- Create a **Hotkey Command String** with the function to perform one single scan to get three images with three different colors when scanning in batch mode using the foot switch or touch screen.

Create BSW Scan Parameter Settings Files

- Open a new scan job in BSW.
- Change the scan mode setting **Direct** to **Wait**.
- Check and set color mode 24bit color with all needed scan parameters including the required file format.
- Click **SAVE SETTINGS AS** to save this bundled setting into a BSW settings file using the file name 24bitcolor.
- Change the scan mode setting **Wait** to **Direct**.
- Check and set color mode grayscale color with all needed scan parameters including the required file format.
- Click **SAVE SETTINGS AS** to save this bundled setting into a BSW settings file using the file name grayscale.
- Check and set color mode binary with all needed scan parameters including the required file format.
- Click **SAVE SETTINGS AS** to save this bundled setting into a BSW settings file using the file name binary.

Adding a new Hotkey

- Click **ADD** in the **Hotkey** tab, to get a new hotkey command line.
- Select a function key on your PC keyboard.

Note: Please do not use standard Windows hotkeys. The Function keyboard keys F1 until F12 or keyboard keys in combination with CTRL and or ALT can be used.

- Type in a button name into the **Button Text** line.
- Click **EDIT** behind the new hotkey command line to start editing the hotkey **Command String**.
- Copy and paste the example string below into the **Hotkey Command String** line.

Example string:

```
repeat; ctrl scan rescan off; setting_file "C:\Scan2Net\templates\settings-files\truecolor.s2n-set-templ"; setting scanmode:wait; ctrl scan single; wait scan_ready; ctrl scan rescan on; setting_file "C:\Scan2Net\templates\settings-files\grayscale.s2n-set-templ"; setting scanmode:direct; ctrl scan single;
```

- Finish the hotkey setup by clicking **SAVE**.

Note: You can also directly write (or copy and paste) your commands into the **Hotkey Command String** line.

Deleting an existing Hotkey

- Delete the complete **Hotkey Command String** and **Button Text**.

Note: When you edit the hotkeys in an open scan job you need to save the changes to the scan job file by clicking on **SAVE**.

13.9. Finalize Batch Conversion

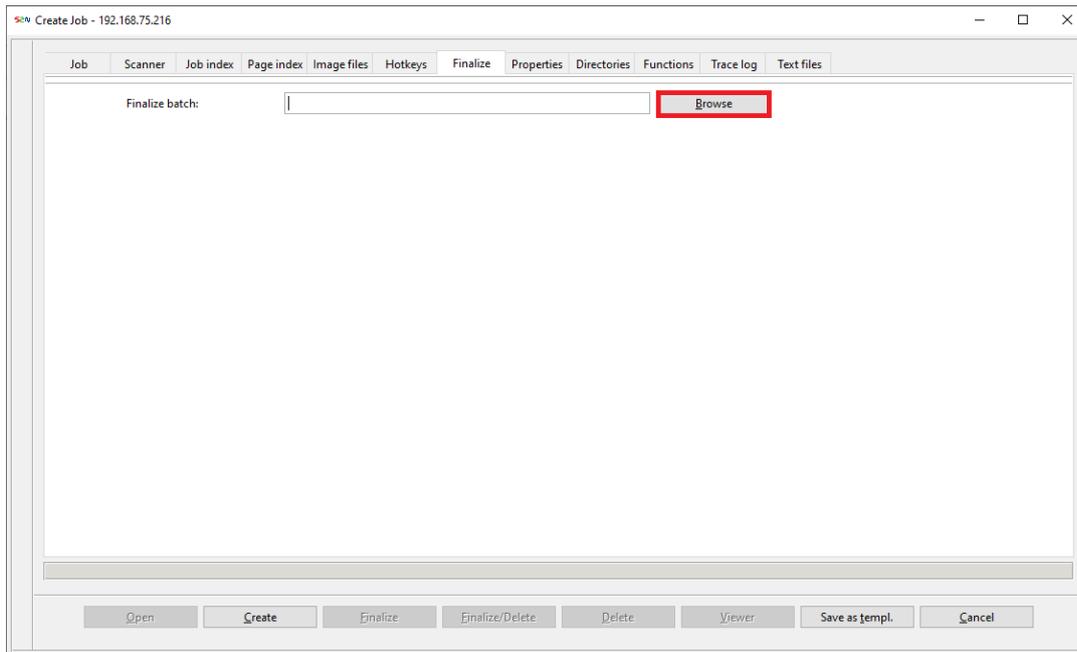


Fig. 65: Finalize Tab

With the **Finalize** process, the final order of the images in the batch will be set.

- Load and include a **Finalize Batch** script, as well as a conversion or compression script into your finalize procedure.
- Use the TIFF-LZW compression script to compress a completed scan job with TIFF raw files to TIFF files with LZW compression.

Note: You can only compress TIFF raw files to files with TIFF LZW compression.

- Use the JPEG2000 compression script to compress a completed scan job with JPEG files to JPEG files with JPEG2000 compression.
- You will see the images produced in the image directory after finalization.

13.10. Scan Job Properties

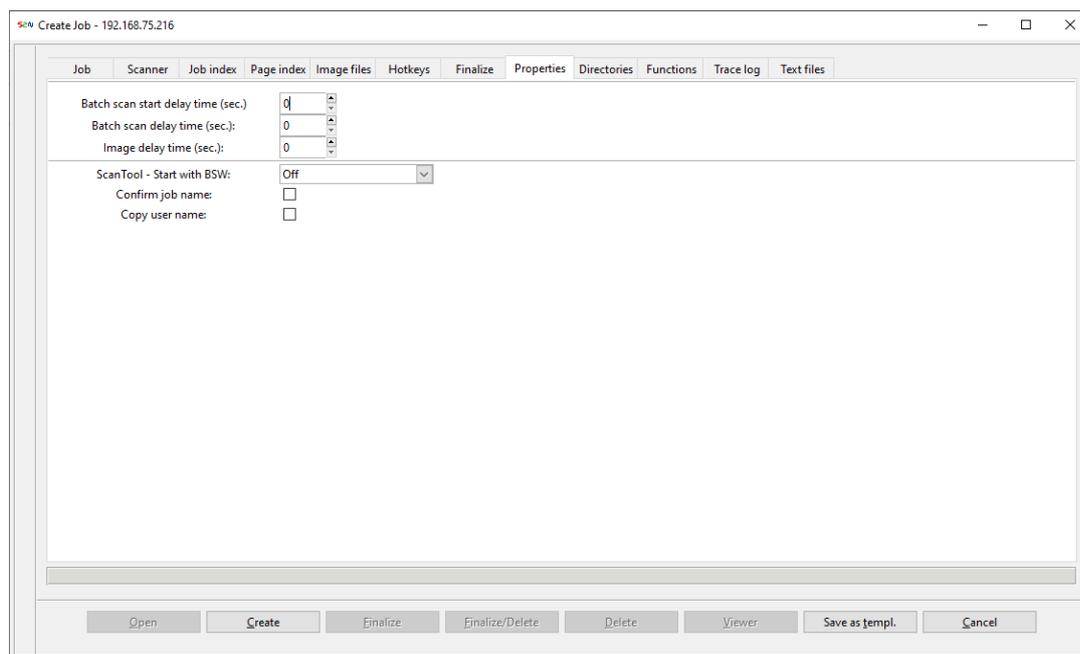


Fig. 66: Properties Tab

13.11. Batch Scan Start Delay Time

The **Batch scan start delay time** is the idle time before a batch scan starts. The default value is 0 seconds, and the maximum value is 20 seconds. When scanning in batch mode while **Wait for start** is active, it is more convenient to have more time for starting the scan job.

Generating a new properties file is required to save changed batch scan delay time settings for a job.

13.12. Batch Scan Delay Time

The **Batch scan delay time** is the idle time between two scans. The default value is 0 seconds and the maximum value is 20 seconds. If you scan in batch mode while **Wait for start** is activated, you have more time to exchange documents or turn the pages of the book to be scanned. The batch scan delay time is irrelevant when **Wait for start** is selected.

Generating a new properties file is required to save changed batch scan delay time settings for a job.

13.13. Image Delay Time

The **Image Delay Time** is the idle time between two images, while scanning in splitting mode. The default is 0 seconds and the maximum value is 20 seconds. When scanning in splitting mode, it is more convenient to have more time to view documents. Generating a new properties file is required to save changed image delay time settings for a job.

13.14. ScanTool – Start with BSW

With this checkbox activated, the scan parameter and splitting settings of **ScanTool** will be automatically used in a running BSW job.

13.15. Confirm Job Name

With this checkbox activated, the confirmation of a job name will be required in the job dialog tab after clicking **CREATE**.

13.16. Copy User Name

If this function is activated, an entry made manually, in a previous name entry field, under an image displayed in the main operating window, is copied to the next name entry field during the next scan.

13.17. Directories - Change the target export directory

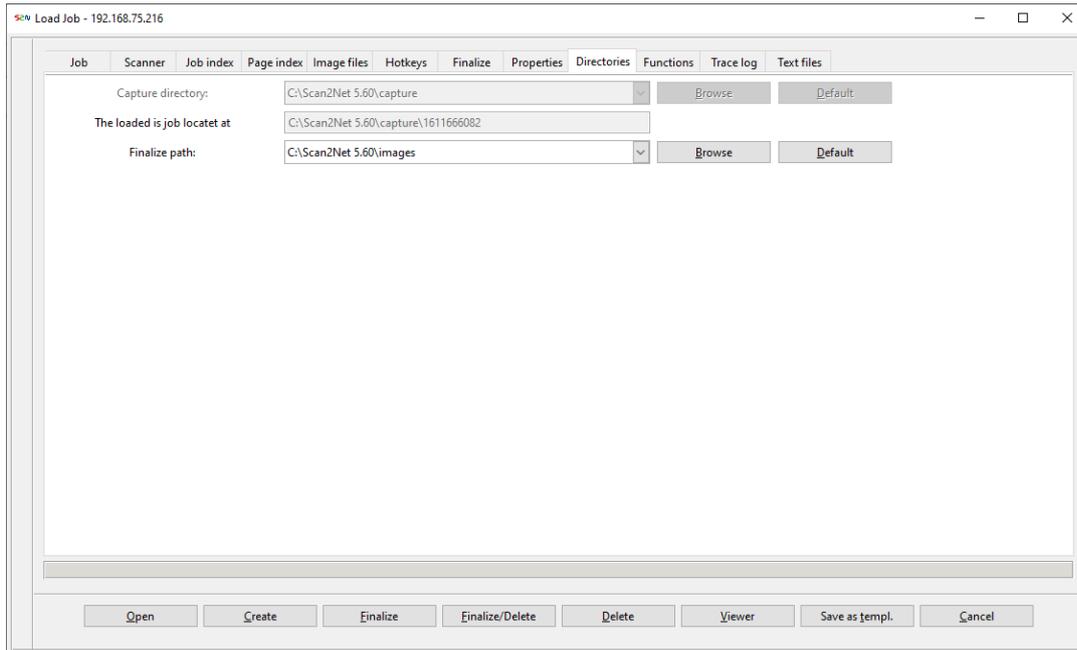


Fig. 67: Directories Tab with example capture directory location of a loaded scan job

13.18. Capture Directory Top

This capturing directory is the intermediate storage area for all scanned images. The images are stored in a fast access method, to allow the operator to change the order of the images by moving, deleting or inserting images during a scan.

When the maximum storage capacity of the system hard disk is reached, or another hard drive for storing images is intended, the default image directory can be changed here. But only for a new scan job and not in an existing one. This setup is global and will be offered for each following scan job in this dialog. To optimize scanning speed, it is recommended that the capture directory be located on a local drive.

➤ Click **DEFAULT** to load the image path based on the software setup.

Note: Do not change, move, edit or delete files in the capture directory. Image Access cannot guarantee the successful operation of Batch Scan Wizard if files are changed, moved edited or deleted from this directory.

Note: You cannot modify this directory in an existing scan job.

13.19. Finalize Path

Finishing a batch of scans is done in the finalize process. The finalize directory stores the images in their final format and order.

If the system disk is full, or another hard drive for storing images is intended; the image export directory for your scan job can be changed here.

The finalize path entered is stored in the variable **%s(finalize_path)**.

➤ Click **DEFAULT** to load the image path based on the software setup.

13.20. Functions

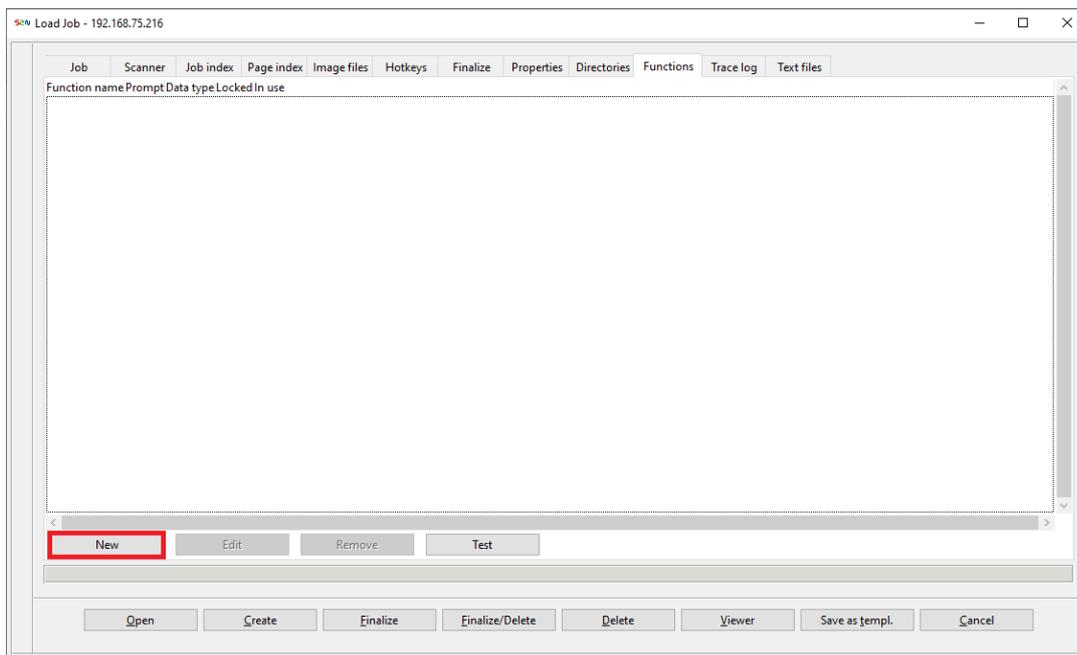


Fig. 68: Functions Tab

In the **Functions Tab** you can create, edit, add and combine job index variables or complex programmed strings and functions, to produce files with individual content during the **Batch Scan Wizard** finalize procedure.

- Click **NEW** to start the **Function Editor**.

13.21. Function Editor

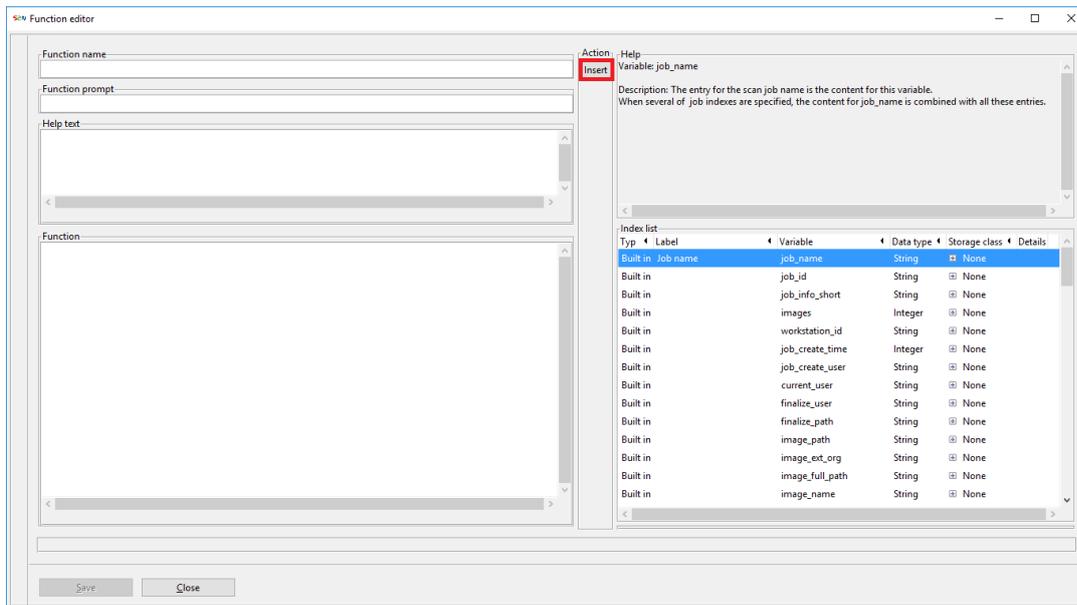


Fig. 69: Function Editor

Function name

- Create a name for your new function.

Function prompt

- Create a prompt name for your new function.

Help Text

- Create a help text for your new function.
- **Option: Import a variable from the Index list**
- Select and import a internal or a self-created index variable by clicking **INSERT**.
- **Option: Edit the Function field**
- Write or copy and paste in your function into the Function field.
- Click **SAVE**.

13.22. HTML example

In this example, by selecting the scan job template [example-html](#), a function file with the extension .html will be produced. The target is to store the whole image export, including an index.html file on a web server and display the scan job in a small catalog HTML page with scanned files in a smaller preview dimension.

- Click **NEW** to open the **Function Editor**.
A function name and a function are required to generate a variable under the function name.
- Use **html_prefix** as the name for the first function.
- As the function for the variable **html_prefix** use the following text:

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.01 Transitional//EN"
    "http://www.w3.org/TR/html4/loose.dtd">
<html>
<head>
<title>Html test job %s(job_name)</title>
```
- Use **html_postfix** as the name for the second function.
- As the function for the variable **html_postfix** use the following text:

```
</body>
</html>
```
- Use **html_entry** for the third function
- As the function for the variable **html_entry** use the following text:

```
<p>
    This ist image %d(page_number) of %d(images)<br>
    
</p>
```
- Go to the **Trace Log Tab** and enter the function,
- "%s(html_prefix())" in the line Trace log prefix,
- "%s(html_entry())" in the line Trace log entry and
- "%s(html_postfix())" in the line Trace log postfix.
- Change the file extension of the **Trace log file name** from .idx to .html.
- Start the finalization of the scan job.
- Go to the **Finalize Manager** and open the target directory with the saved images and the .html file with a double click.

Note: Please select file format JPEG with this template.

13.23. Trace Log – Record meta data information of a scan job

What is a Trace Log?

- Use a trace log file to record information about the scanned images and their transfer into the target directory. The following example shows how to create this file based on the "default" job template.

A trace log is composed of the **Trace Log Path**, the **Trace Log File Name** and the **Trace log entry**.

The **Trace Log Path** contains information about the storage location, the target directory of the trace log file. The Trace Log File Name contains information about the file name of the Trace Log file. The Trace Log Entry contains recorded information about the scanned images and their transfer into the target directory.

13.24. Enable scan job recording into a Trace Log file

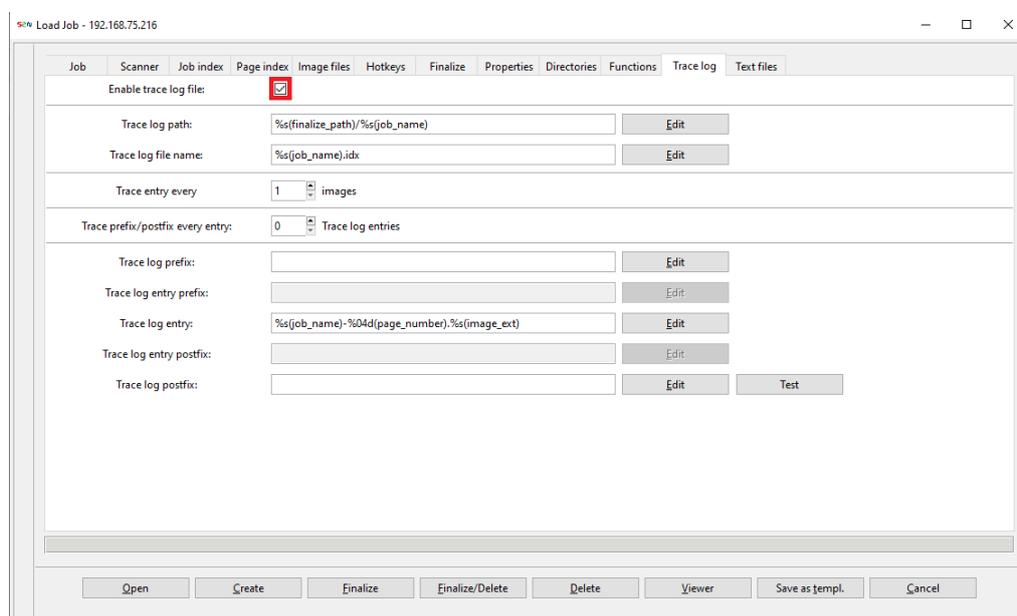


Fig. 70: Trace Log Tab

- Click the checkbox **Enable Trace Log File** to edit the trace log file and to activate the trace log function.

13.25. Trace Log Path

By default, the **Trace Log Path** is the same target directory where the scanned images are finalized. So the Trace Log Path is composed of the variables for the finalize path **C:/Scan2Net/images** and the target directory for the images with the job name as directory name - **Test** in our example.

%s(finalize_path)/%s(job_name)

13.26. Trace Log File Name

The **Trace Log** file name uses the variable for the job name `%s(job_name)` and the file extension `.idx` for index files to support a content management system.

`%s(job_name).idx`

13.27. Trace Log Entry

The **Trace Log** entry uses the variable `%s(image_full_path)`. A line break is added automatically.

- Use several variables, functions and characters to add functions which are described in the chapter Functions.

13.28. Trace Log Test

- Click **TEST** to show the possible **Trace Log** output:

C:/Scan2Net/images/Test/Test-0001.jpg

C:/Scan2Net/images/Test/Test-0002.jpg

C:/Scan2Net/images/Test/Test-0003.jpg

C:/Scan2Net/images/Test/Test-0004.jpg

C:/Scan2Net/images/Test/Test-0005.jpg

C:/Scan2Net/images/Test/Test-0006.jpg

C:/Scan2Net/images/Test/Test-0007.jpg

13.29. Enhancing the Trace Log with a Prefix and a Postfix

- Add information at the beginning and at the end of the trace log file.

13.30. Trace Log Prefix

- Add information before the content of the Trace Log Entry into the Trace Log file. In our example, we used the text "The file begins".

13.31. Trace Log Postfix

- Add information after the content of the Trace Log Entry into the Trace Log file. In our example, we used the text "The file ends".

13.32. Trace Log Test

- Click TEST to show the possible Trace Log output:

The file begins

C:/Scan2Net/images/Test/Test-0001.jpg

C:/Scan2Net/images/Test/Test-0002.jpg

C:/Scan2Net/images/Test/Test-0003.jpg

C:/Scan2Net/images/Test/Test-0004.jpg

C:/Scan2Net/images/Test/Test-0005.jpg

C:/Scan2Net/images/Test/Test-0006.jpg

C:/Scan2Net/images/Test/Test-0007.jpg

The file ends.

13.33. Changes to the Trace Log Layout

- Add two blank characters at the beginning to the trace log entry variable and the trace log layout would look like this.

```
(" %s(image_full_path)")
```

The file begins

C:/Scan2Net/images/Test/Test-0001.jpg

C:/Scan2Net/images/Test/Test-0002.jpg

C:/Scan2Net/images/Test/Test-0003.jpg

C:/Scan2Net/images/Test/Test-0004.jpg

C:/Scan2Net/images/Test/Test-0005.jpg

C:/Scan2Net/images/Test/Test-0006.jpg

C:/Scan2Net/images/Test/Test-0007.jpg

The file ends

13.34. More changes to the Trace Log Layout

- Add a **trace log entry prefix** and a **trace log entry postfix**, after two trace log entries. The number will be specified by "trace log postfix / prefix every" n "trace log entries". If this value is set to 2 and you add in **trace log entry prefix** the text "Start", in **trace log entry postfix** the text "End" and you add two blank characters at the beginning of the "trace log entry", then the result would look like as follows:

```
(" %s(image_full_path)")
```

The file begins

Start

C:/Scan2Net/images/Test/Test-0001.jpg

C:/Scan2Net/images/Test/Test-0002.jpg

End

Start

C:/Scan2Net/images/Test/Test-0003.jpg

C:/Scan2Net/images/Test/Test-0004.jpg

End

Start

C:/Scan2Net/images/Test/Test-0005.jpg

C:/Scan2Net/images/Test/Test-0006.jpg

End

Start

C:/Scan2Net/images/Test/Test-0007.jpg

End

The file ends

13.35. HTML or XML Files

With the above described method you can generate HTML and XML formatted files. Since it is slightly tedious to enter an HTML header into the trace log prefix, you can use the **Functions Tab** to generate your own variables, as programmed functions, which you can then load into the prefix line.

13.36. Text Files – Record meta data information of an image file

What is a Text file?

- Record information about a scanned image and save this to an individual text file for each image.

13.37. Enable scan job recording in Text files

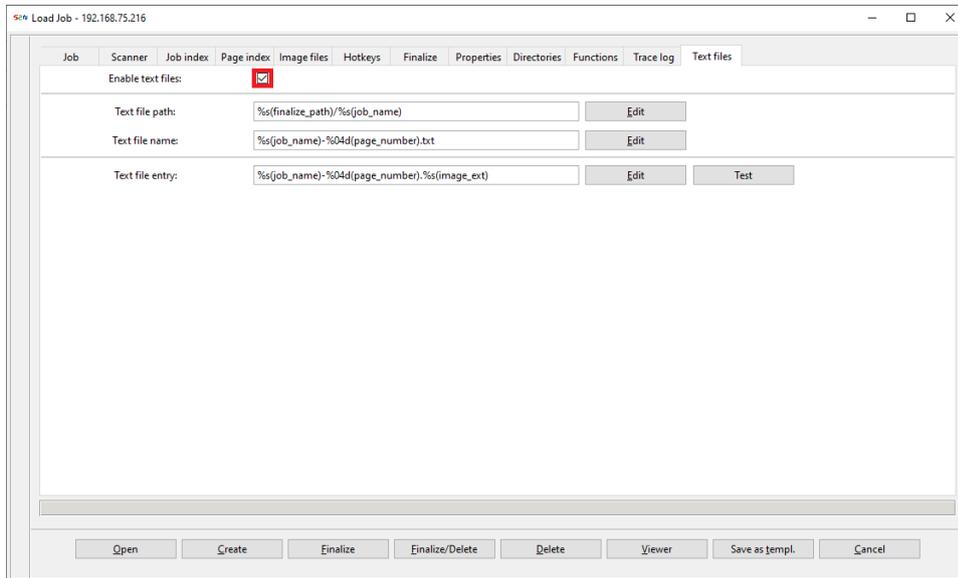


Fig. 71: Text File Tab

- Click the checkbox **ENABLE TEXT FILES** to edit the text file and activate the text file function.

13.38. Text File Path

By default, the path used for the text file is the same as the one for the target directory where the scanned images are finalized. Therefore, the text file path is composed of the variables as the finalize path and the target directory for the images with the job name as directory name.

%s(finalize_path)/%s(job_name)

\image-path\job-name\

13.38.1.1. Text File Name

- Uses the same standard variables as for the image file name and .txt for the file extension.

%s(job_name)-%04d(page_number).txt

job-name-0001.txt

13.38.1.2. Text File Entry

- Uses the following variables for the string:

%s(job_name)-%04d(page_number).%s(image_ext)

job-name-0001.jpeg

13.39. Text File Test

- Click **TEST** to show the possible output for the text file:

\image-path\job-name\job-name-0001.txt.

job-name-0001.jpeg

\image-path\job-name\job-name-0002.txt

job-name-0002.jpeg

13.40. Scan Job Templates

Scan Job Templates are one of the central functions of the Batch Scan Wizard.

A well-prepared scan job template protects the planned scan process from unwanted changes to the scan job settings by a scan operator and enables the standards required for the scan job to be carried out and secured.

In the first stage, after completing all settings in the scan job creation dialog, the basic configuration of the scan job can be saved in a first **Scan Job Template**.

In the second stage, after opening this scan job, the missing settings for the scan and transport parameters must be made in the scan job mode and the previously created scan template must be overwritten, completed or saved as a new scan template. This new scan template can then be set as the new start template and start setting for the **Batch Scan Wizard** software.

13.41. Save a Scan Job as a Scan Job Template in Create Job Dialog

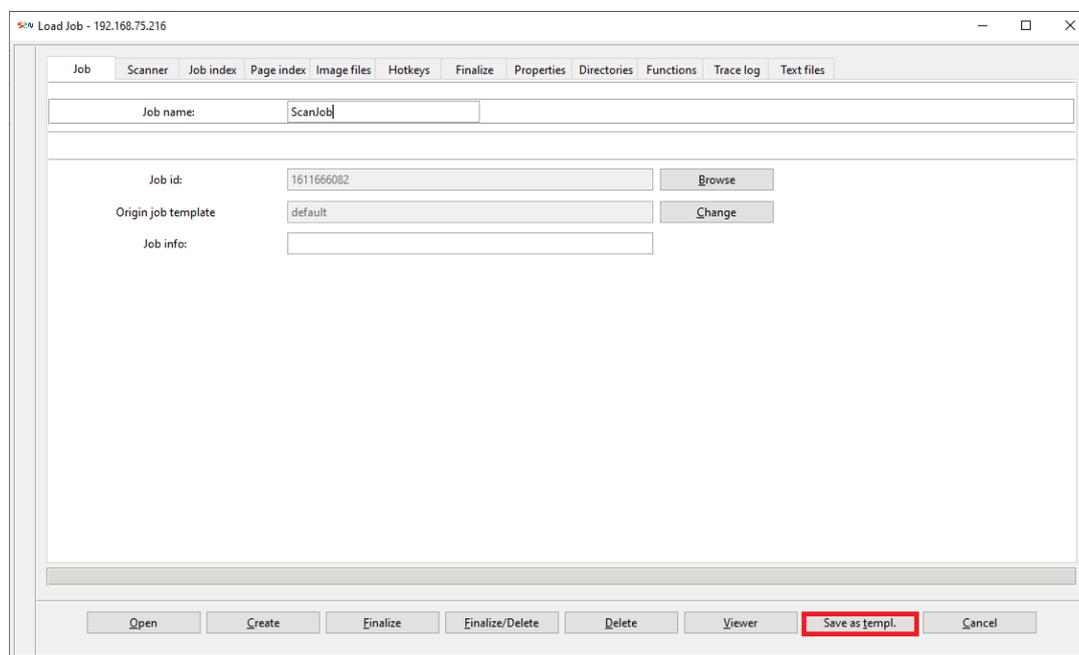


Fig. 72: Save as Scan Job as a Scan Job Template

- Click **SAVE AS TEMPLATE** to create a new scan job-based template without existing scan parameters.
- Click **SAVE AS TEMPLATE** to create a new scan job-based template from an existing scan job with its own predefined scan parameters, settings for scanner address, operation directories, hotkey files and image naming.

13.42. Save a Scan Job as a Scan Job Template in an active Scan Job

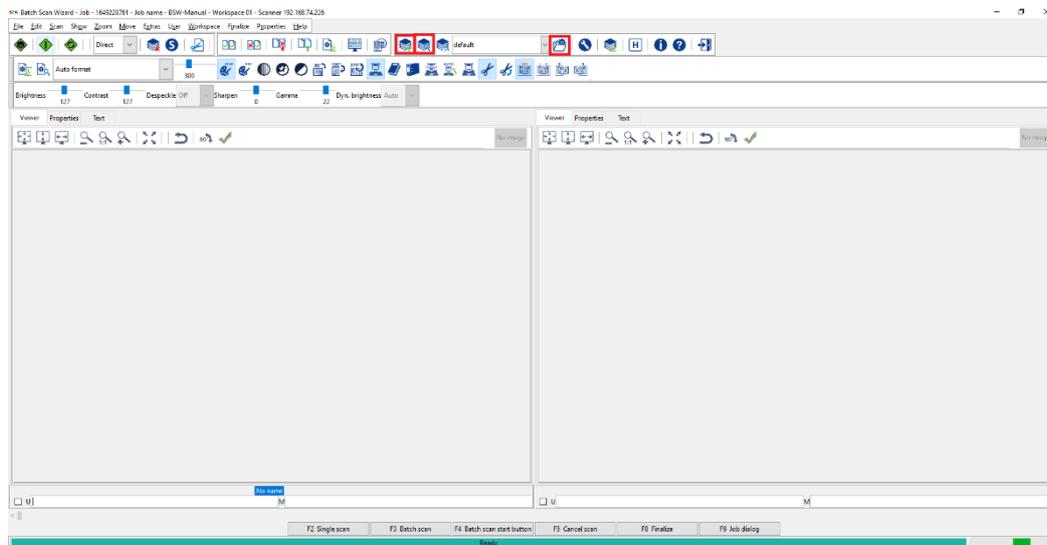


Fig. 73: Create Scan Job Template

- Click **SELECT JOB**  to launch the job browser, where you can select and open one of the last used scan jobs.
- Or click  **JOB DIALOG** to create and start a new scan job in the create job dialog.
- Check the current active scan parameter settings and change them if necessary.
- Click **CREATE JOB TEMPLATE**  to save this scan job with the actual changed scan parameter settings to a new scan job template.

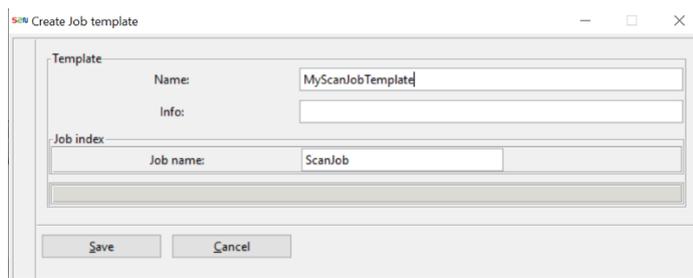


Fig. 74: Create Job Template

Note: Each scan job created can be saved as a template for generating other scan jobs with the same settings.

Note: If you are working with network directories, you need to mount, load or open each desired directory with the Windows Explorer, before you can add it as a destination directory for the Batch Scan Wizard.

13.43. Select a scan job template via Job Template Browser

- Select a scan job template in the **Job Template Browser**.
- Go back to the **Create Job** dialog 

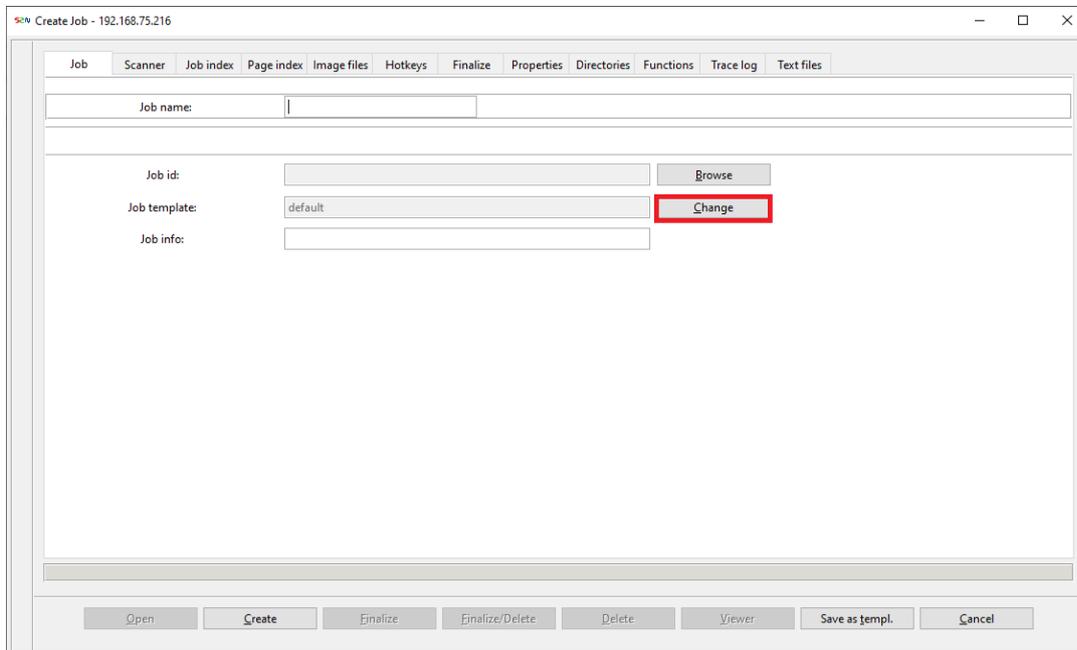


Fig. 75: Change your old default scan job template with a new scan job template just created.

- Click **CHANGE** in the Job tab to start the **Job Template Browser**, where all stored scan job templates are listed.

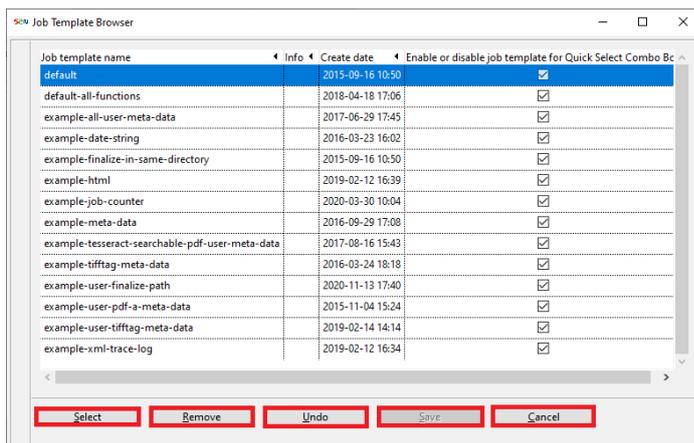


Fig. 76: Job Template Browser Main

Select

- Select and load a scan job template via double click or by marking the job template in the list and click **SELECT**

Note: With this operation you load a saved job template as the new default template for subsequent jobs.

Remove

- Remove a job template via double click or by marking the job template in the list and clicking **REMOVE**.

Undo

- **UNDO** negates the last removal of a job template.

Save

- Click **SAVE** to finish your modifications.

Cancel

- **CANCEL** aborts the current action.

13.44. Example Scan Job Templates of Batch Scan Wizard

Batch Scan Wizard offers example scan job templates.

- default
- default-all-functions
- example-all-user-meta-data
- example-date-string
- example-finalize-in-same-directory
- example-html
- example-job-counter
- example-meta-data
- example-tesseract-searchable-pdf-user-meta-data
- example-tiff-tag-meta-data
- example-user-finalize-path
- example-user-pdf-a-meta-data
- example-user-tiff-tag-meta-data
- example-xml-trace-log

13.45. Default Scan Job Template

- Select the BSW **Default** scan job template for scanning with the scanners own default scan parameters and settings.
- The entered scan job name will be the part name for the image file +page counter + image extension and the name for the export target directory.

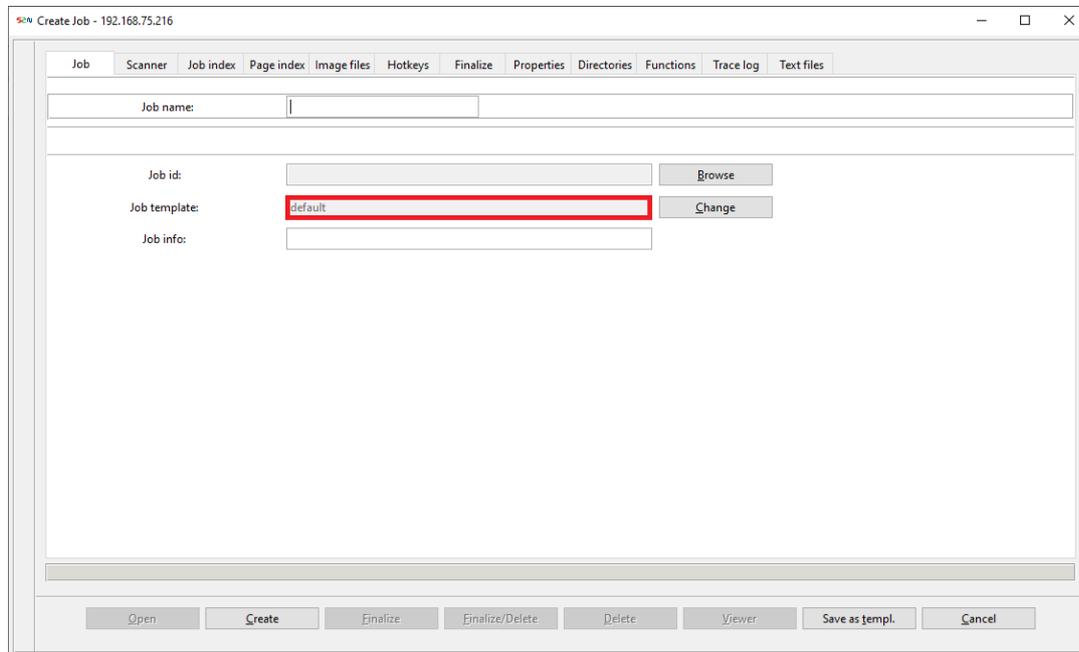


Fig. 77: Example default scan job template

13.46. Export each scan job into the same target directory

- Select the scan job template **example-finalize-in-same-directory** for exporting each scan job into the same target directory.

13.47. Save and display the image files on a web server

- Select the scan job template **example-html** and store the whole image export including an index.html file on a web server and display the scan job in a small catalog HTML page with the scanned files in a smaller preview dimension.
- Please see the chapter **Functions / HTML Example** for more information to this.

13.48. Metadata Scan Job Templates

Add a date and time string to an image file or into a protocol file

- Select the scan job template **example-date-string** for adding a date and time string to an image file, into a scan job protocol file or into an image protocol file.

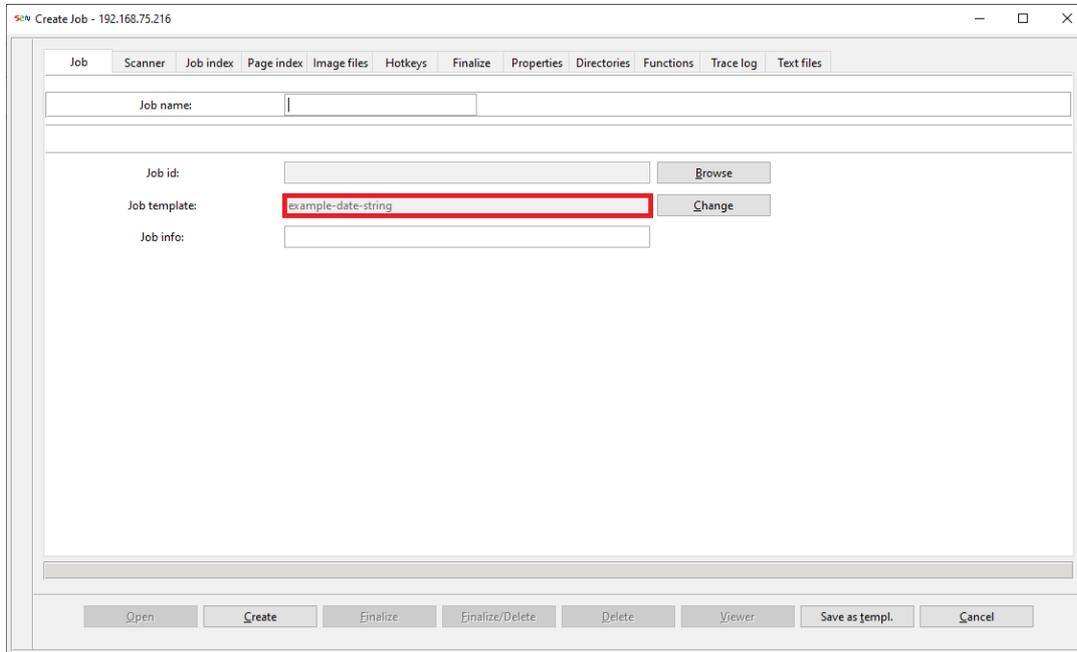


Fig. 78: Example date string scan job template

- The default image file name variable combination in this template is:
`%s(job_name)-%04d(page_number)-%s(custom_scan_date_string())`
- Example image file name result:
jobname-0001-year-month-day-hour-minute-second
- Available date and time variables in this template are:
 - custom_scan_date_string
 - custom_curr_date_string
 - custom_job_create_date_string

13.49. Add individual/customized Metadata into a PDF/A

Individual/Customized metadata corresponding to the RDF/XMP specification can be integrated with the selection of the **example-meta-data** scan job template into a PDF/A document.

The following entries for the document properties of an PDF/A document can be made in this scan job template:

- Author
- Title
- Description
- Subject
- Rights
- Web statement
- Copyright Marker
- Keywords

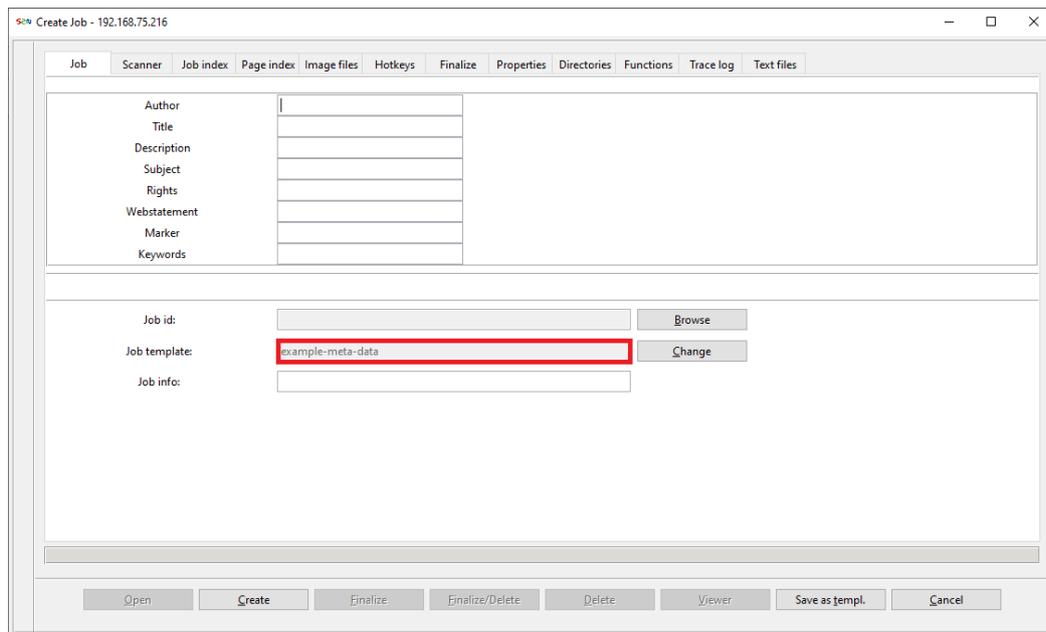


Fig. 79: Example-meta-data scan job template

13.50. Add own Metadata into the editable TIFFTAGs of a TIFF file

- Select the **Scan Job Template example-tiff-tag-meta-data** to add own **Metadata** into the editable TIFFTAGs of a TIFF file.
- The following editable TIFFTAGS are supported in this **Scan Job Template**:
 - Artist
 - Copyright
 - Image Description
 - User Comment

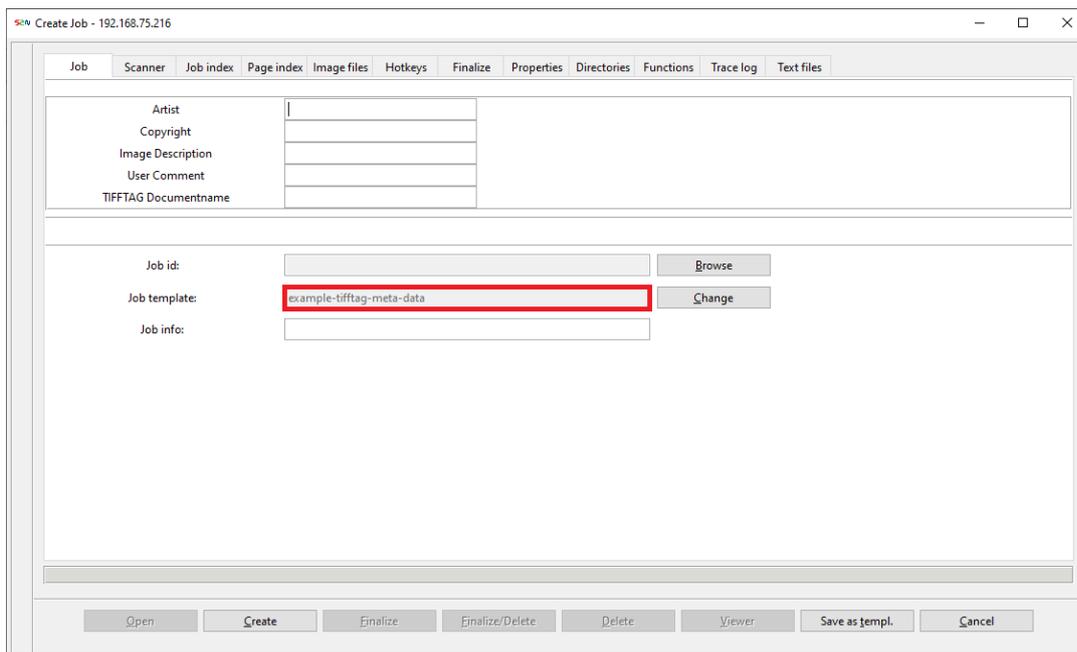


Fig. 80: Example TIFFTAG Meta Data Scan Job Template

13.51. Add individual Meta Data Content into a PDF/A File

- Select the **Scan Job Template example-user-pdf-a-meta-data** to add individual/customized Metadata into a PDF/A file.

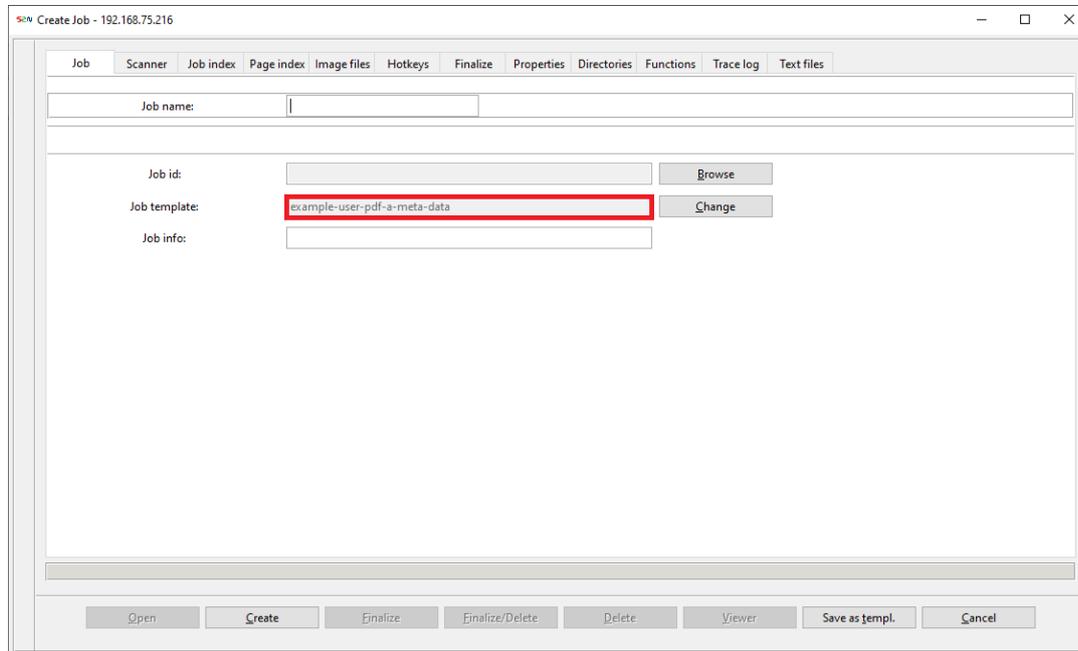


Fig. 81: Example user Meta Data PDF/A Scan Job Template

- Go to the **Functions Tab**.

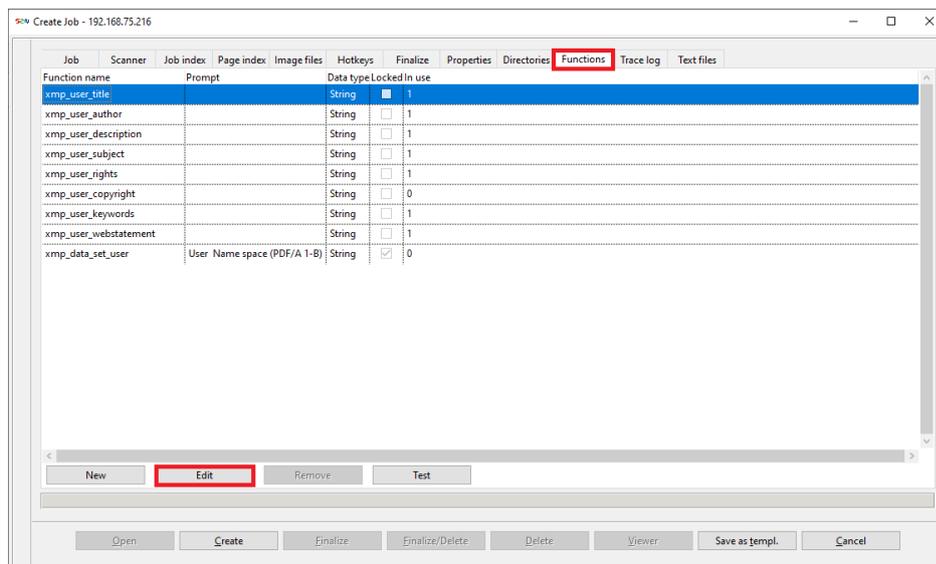


Fig. 82: Functions of the Users Meta Data PDF/A Template

- Select a **Function** and click **EDIT** to enter your own individual content for the related **Meta Data** field of the PDF/A file.

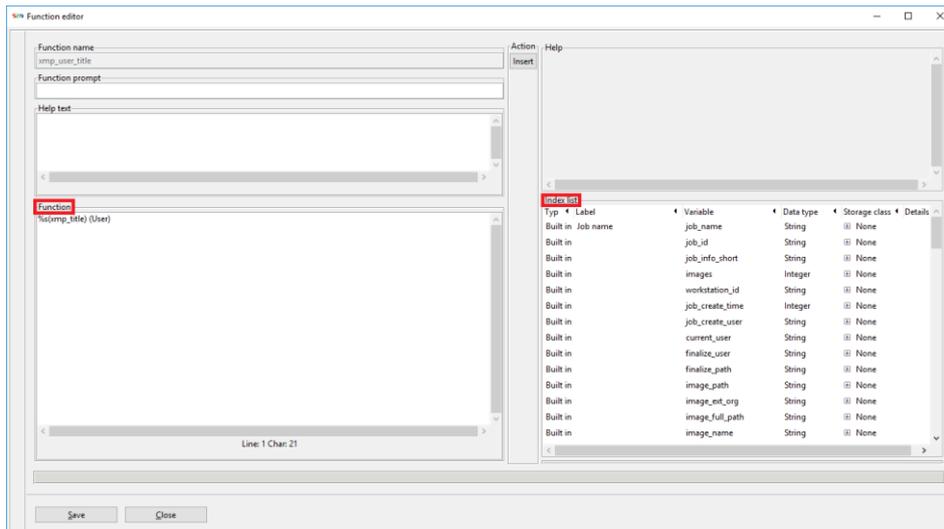


Fig. 83: Enter individual content or add a content variable into the Functions field

- Enter your own individual content file into the **Function** field or select one of the available variables from the **Index List**.
- Finish the **Edit** procedure of the variable by clicking **SAVE**.
- Go on further with the editing of the other functions in the same way if required.

13.52. Add individual Meta Data content into TIFFTAGs of a TIFF file

- Select the scan job template **example-user-tiff-tag-meta-data** to add individual Meta Data content into TIFFTAGs of a TIFF file.

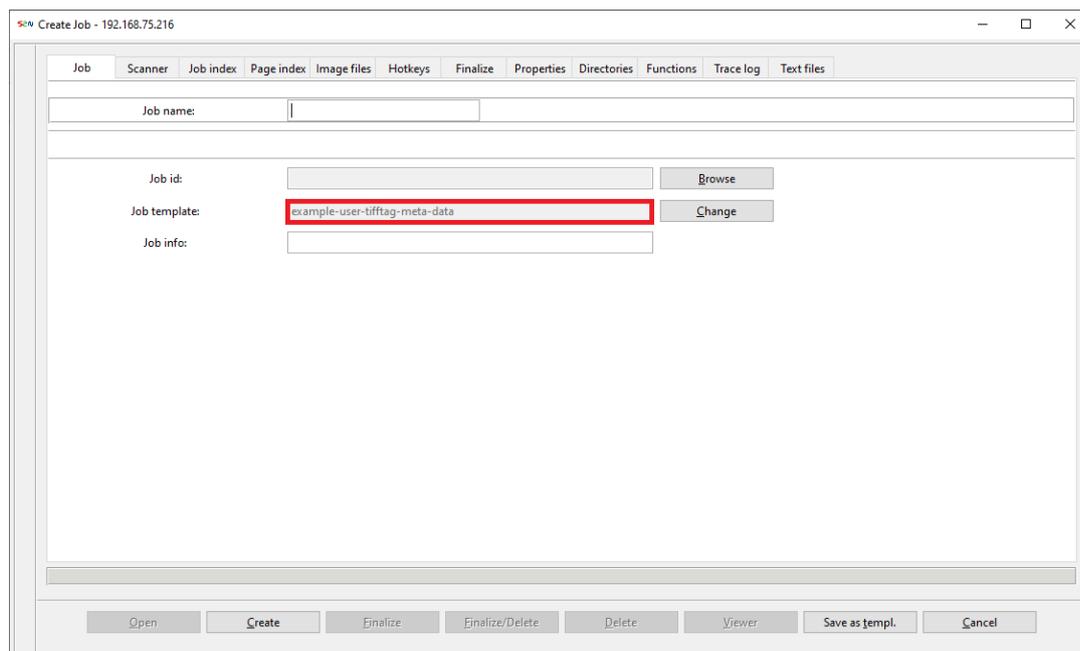


Fig. 84: Example user TIFFTAG Meta Data Scan Job Template

- Go to the **Functions Tab**.
- Select a function and click **EDIT** to enter your own individual content for the related **Meta Data TIFFTAG** field of the TIFF file.

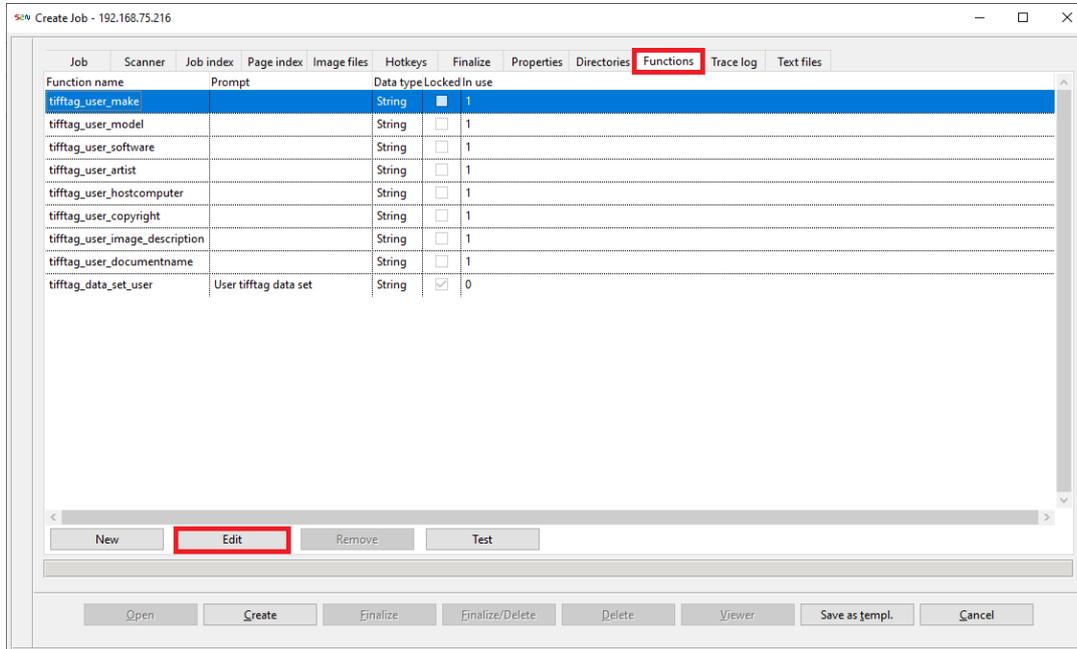


Fig. 85: Functions of the User TIFFTAG Meta Data Scan Job Template

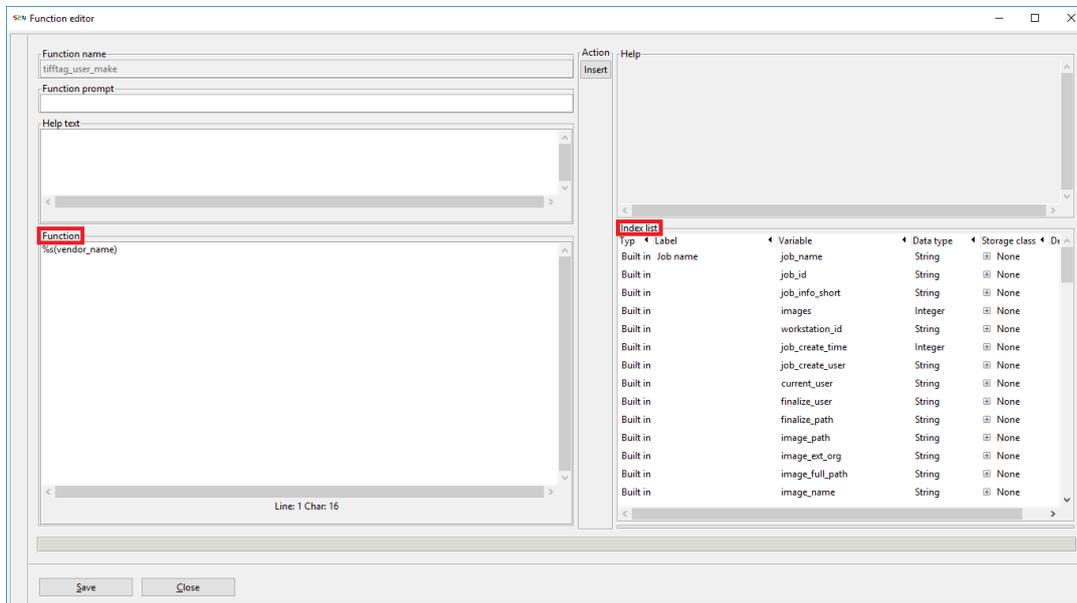


Fig. 86: Enter individual content or add a content variable into the Function field

- Enter your own individual content file into the **Function** field or select one of the available variables from the **Index List**.
- Finish the edit procedure of the variable by clicking **SAVE**.
- Go on further with the editing of the other functions in the same way if required.

13.53. Job Template Browser - Add a scan job template to the Quick Select Combo Box

Each existing scan job template can be marked to be selectable in the **Quick Select Combo Box**.

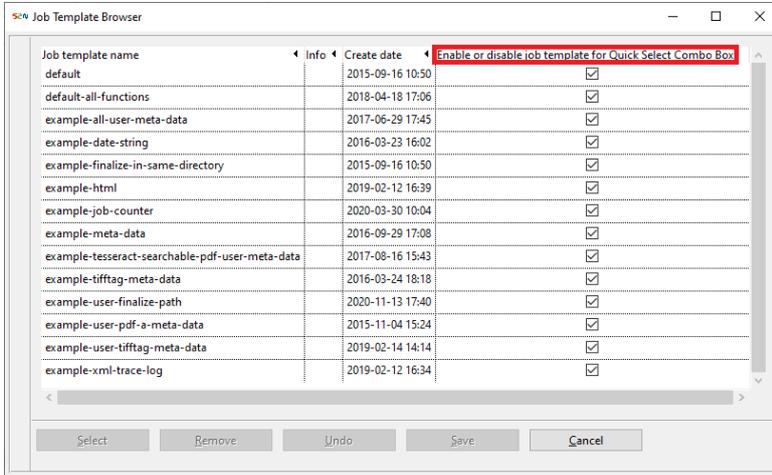


Fig. 87: Enable or disable scan job template for Quick Select Combo Box

13.54. Create Job a new Scan Job with Current Template

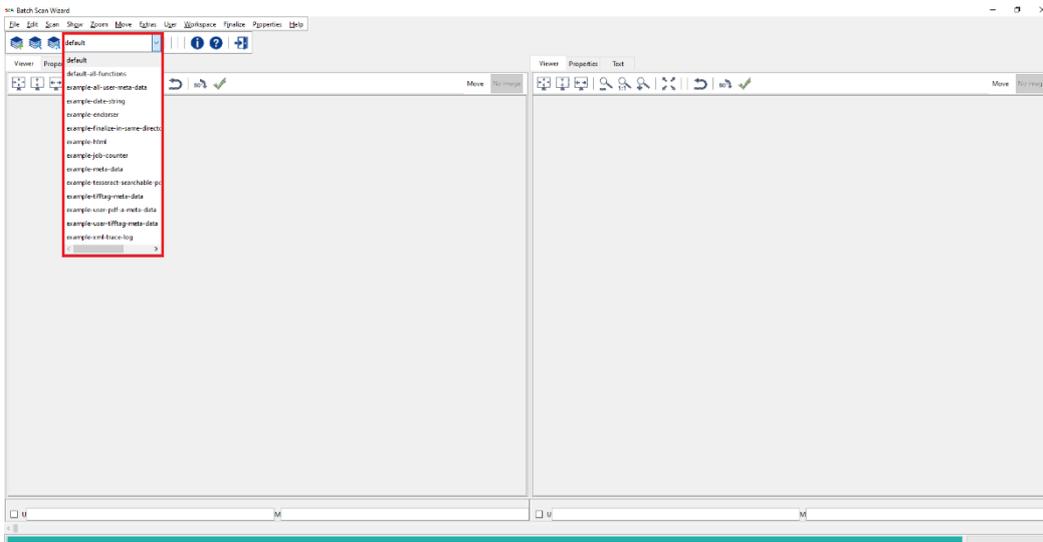


Fig. 88: Pre-Job Mode: Create a new Scan Job with Current Template

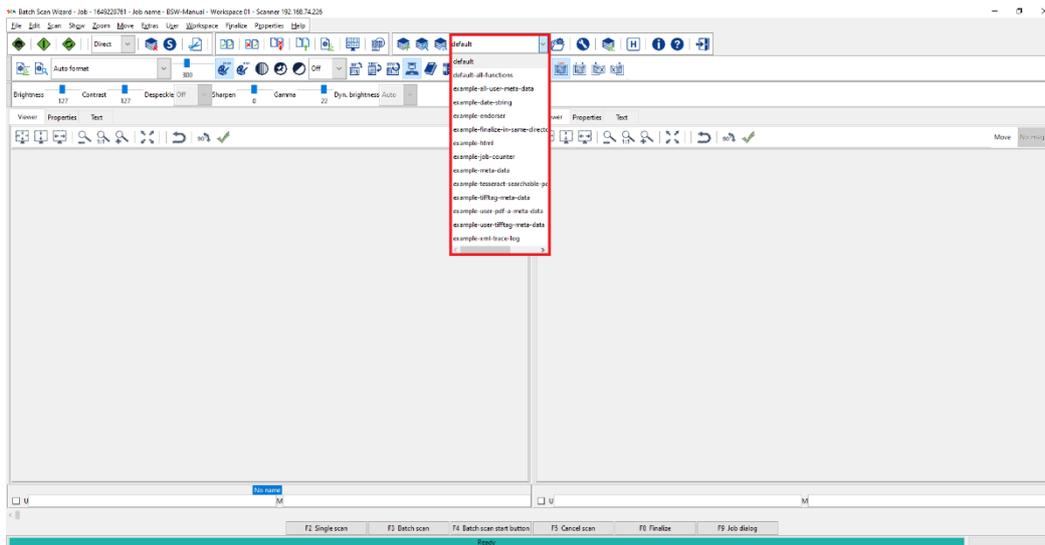


Fig. 89: Job mode: Create Job a new Scan Job with Current Template

- Click **Create Job with Current Templates**  to start a scan job based on a selected **Scan Job Template** from the template list in the **Quick Select Combo Box**.
- A new dialog box appears.
- Enter a new **Scan Job Name**.
Option: Select a start numbering.

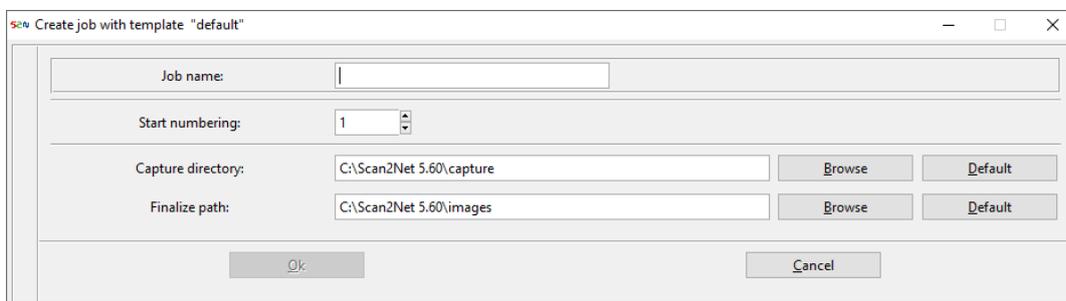


Fig. 90: Enter a Name for the Scan Job

Note: The **Ok** button is disabled if the **Job Name** does not meet the specified rules in the minimum and maximum length.

13.55. Manually added Content for a File Name, File Path or Protocol File

- Individual text content can be added under a scanned image into the **Name Edit Fields** in an open scan job.

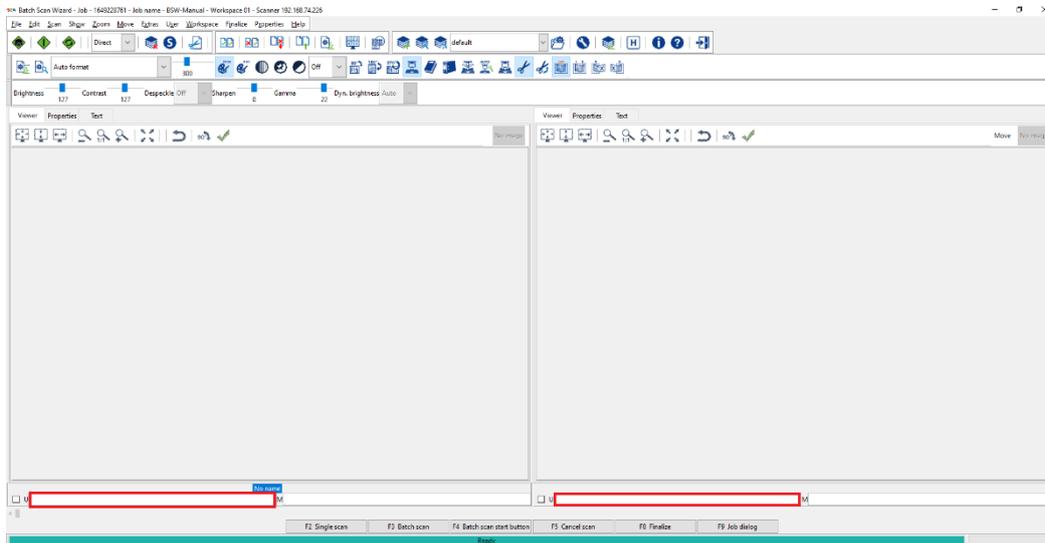


Fig. 91: Name Edit Fields

- The **manually added Content** can be used for an image **File Name**, the image **Path** and for **Protocols** via the trace log or the text files.
- Select and add the variable **%S(user_name)** into the **File Name**, image **Path**, trace log or text file string.

Example: **%d(page_number)-%s(user_name)**

13.56. Copy User Name

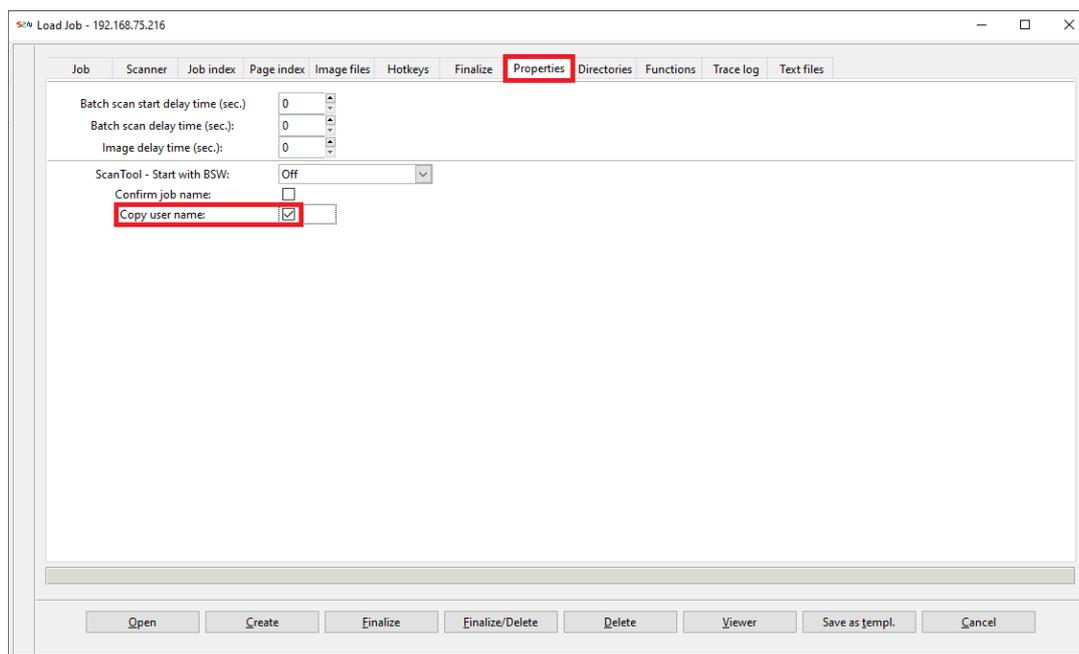


Fig. 92: Copy User Name

- Activate the setting **Copy User Name** in **Properties** tab to get an automated copy of the last added content as a proposal into the name entry field for the next scanned image.

14. Export Suite

The **BSW Export Suite** is a new, optional, license-based extension to the standard BSW scan file output, scan file conversion and meta data functions. The new simultaneous multi-file output allows an unlimited number of individual scan file conversions, OCR and metadata operations.

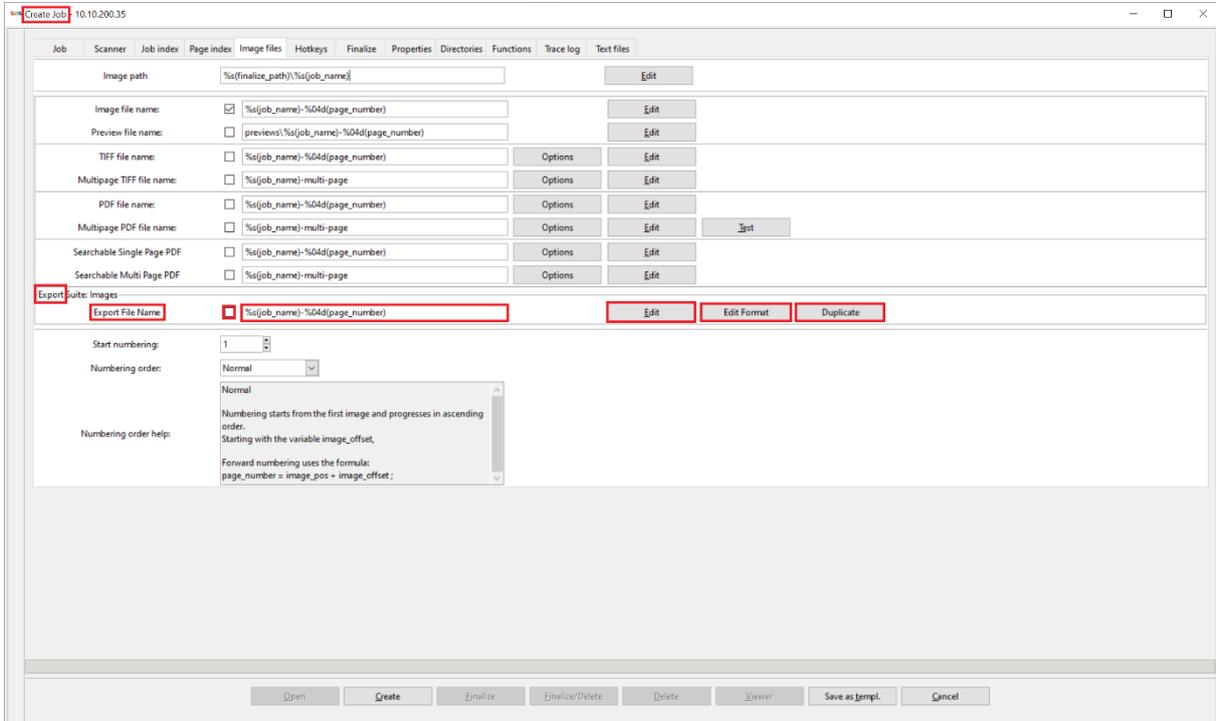


Fig. 93: Export: Edit and Setup enhanced Image and Metadata File Export

- Edit Export File Name
- Edit Export File Format
- Duplicate Export File Setup

14.1. Setup Export File Name

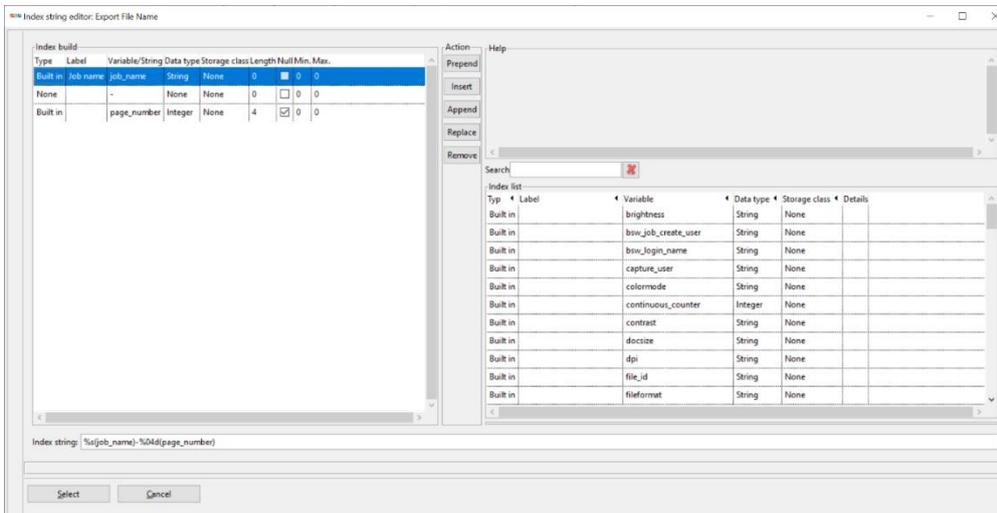


Fig. 94: Edit Export File Name

14.2. Setup Export File Format

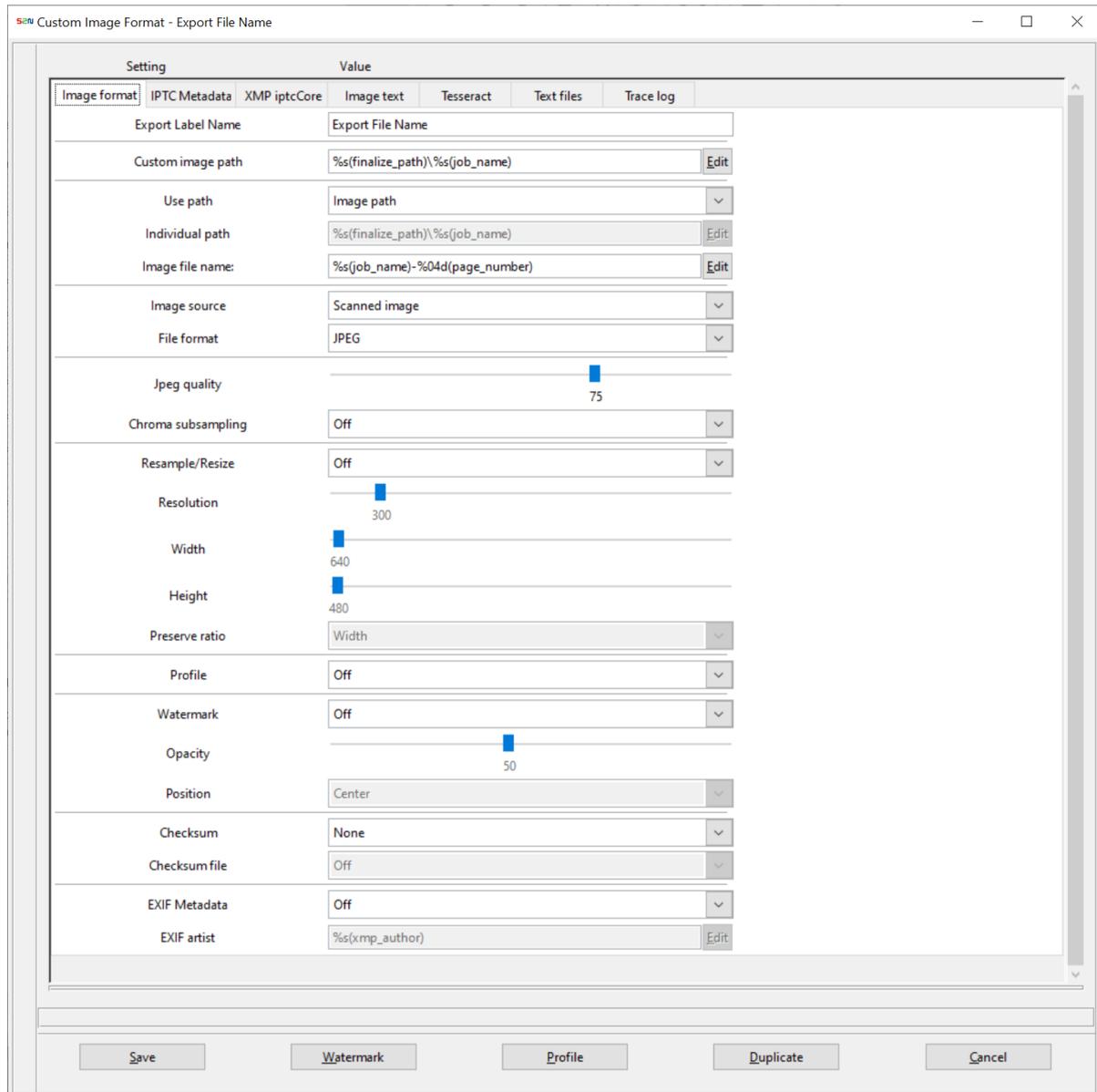


Fig. 95: Edit Export File Format

- Image Format
- IPTC Metadata
- XMP iptcCore
- Image Text
- Tesseract-OCR
- Text Files
- Trace Log

14.3. Image Format

Export Label Name

- Name or title for this image or file format export setup

Custom Image Path

- A custom image path, independent from the selected image path of the Image Files tab in this scan job template, is used.
- Default: %s(finalize_path)\%s(job_name)

Use Path

- Image Path: The default image path, selected in the Image Files tab in this scan job template, is used.
- Custom Image Path: The image path, selected as the custom image path in this Custom Image Format module, is used.
- Individual Path: An individual path, independent from the custom image path in this Custom Image Format module, is used.
Default: %s(finalize_path)\%s(job_name)

Image File name

- Default: %s(job_name)-%04d(page_number)

Image Source

- Scanned or imported Image

File Format

- Select: PDF, JPEG, JPEG2000, TIFF, TIFF64, Gif, Intermediate

JPEG Quality

- JPEG File Format Quality (%) Range: 25 - 100 (75 Default)

Chroma Subsampling

- Chroma subsampling is the practice of encoding images by implementing less resolution for chroma information than for luma information, taking advantage of the human visual system's lower acuity for color differences than for luminance.
- Select: off / 4:4:4 / 4:2:2 / 4:2:0 / 4:1:1

Resample/Resize

- Select: Off / Resample / Resize

Resolution (DPI)

- Range: 25 – 1200 (300 Default)

Width

- The value range that can be selected here, in pixel, is determined by the available minimum and maximum scan range of the connected **Scan2Net®** scanner.

Height

- The value range that can be selected here, in pixel, is determined by the available minimum and maximum scan range of the connected **Scan2Net®** scanner.

Preserve Ratio

- Select: Off / Width / Height

Profile (ICC)

- Default: Off
- Import and add ICC Profile via PROFILE button

Watermark

- Default: Off
- Import and add a Watermark file via WATERMARK button

Watermark Opacity

- Range: 0 - 100 (50 Default)

Watermark Position

- Select: Center / East / North / East / North / North West / South East / South / South West/ West

Checksum

- Select: None / MD5 / SHA256 / SHA 512

Checksum File

- Select: On / Off

EXIF Metadata

- Select: On / Off

EXIF Artist

- %s(xmp_author) (Default)

14.4. IPTC Metadata**IPTC**

- Select: on/off

When activated, the following IPTC metadata items can be edited and used by selecting and combining existing variables via INDEX STRING EDITOR or entering individual text:

- Document Title
- Author
- Author Title
- Copyright
- Caption (description)
- Caption Writer
- Headline
- Special Instructions
- Keywords
- Supplemental Categories
- Source

- Credit
- City
- Sublocation
- Province-State
- Country
- Original Transmission Reference

14.5. XMP iptcCore

XMP iptcCore

- Select: on/off

When activated, the following XMP iptcCore metadata items can be edited and used by selecting existing variables via INDEX STRING EDITOR or entering individual text:

- XMP iptcCore Country Code
- XMP iptcCore Creator City
- XMP iptcCore Creator Country
- XMP iptcCore Creator Address
- XMP iptcCore Postal Code
- XMP iptcCore Creator Region
- XMP iptcCore Creator Work Email
- XMP iptcCore Creator Work Telephone
- XMP iptcCore Creator URL
- XMP iptcCore Intellectual Genre
- XMP iptcCore Location
- XMP iptcCore Scene
- XMP iptcCore Subject Code

14.6. Image Text

Insert Text

Text can be implemented as a watermark into an image.

- Select: on/off

When activated, the following features to an implemented text can be edited and used:

Text

- Select existing variables via INDEX STRING EDITOR or enter individual text.

Point Size

- Range: 10 - 200 (50 Default)

Position

- Select: Center / East / North East / North / North West / South East / South / South West/ West

Rotate (°)

- Range: -360° - +360° (0° Default)

Opacity

- Range: 10 - 100 (50 Default)

Text Color

- Select the **Text Color** via color picker or enter required values for HUE, Saturation, Value, and RGB (Red, Green and Blue).

Append Text

Text can be appended as a watermark to an image.

- Select: on/off

When activated, the following features to an appended text can be edited and used:

Text

- Select existing variables via **INDEX STRING EDITOR** or enter individual text.

Point Size

- Range: 10 - 200 (50 Default)

Position

- Select: Center / East / North East / North / North West / South East / South / South West/ West

Text color

- Select a text color via color picker or enter required values for HUE, Saturation, Value, and RGB (Red, Green and Blue).

Background color

- Select the background color via color picker or enter required values for HUE, Saturation, Value, and RGB (Red, Green and Blue).

14.7. Tesseract (OCR)

ALTO (XML) file

ALTO (Analyzed Layout and Text Object) is an open XML Schema developed by the EU-funded project called METAE. ALTO is often used in combination with Metadata Encoding and Transmission Standard (METS) for the description of the whole digitized object and creation of references across the ALTO files, e.g. reading sequence description.

- Select: on/off

Use Path

- Image Path: The default image path, selected in the Image Files tab in this scan job template, is used.
- Custom Image Path: The image path, selected as the custom image path in this Custom Image Format module, is used.
- Individual Path: An individual path, independent from the custom image path in this Custom Image Format module, is used.

Default: %s(finalize_path)\%s(job_name)

File name

- Default: %s(job_name)-%04d(page_number)-alto.xml

HOCR

HOCR is an open standard of data representation for formatted text obtained from optical character recognition (OCR). The definition encodes text, style, layout information, recognition confidence metrics and other information using Extensible Markup Language (XML) in the form of Hypertext Markup Language (HTML) or XHTML.

- Select: on/off

Use Path

- Image Path: The default image path, selected in the Image Files tab in this scan job template, is used.
- Custom Image Path: The image path, selected as the custom image path in this Custom Image Format module, is used.
- Individual Path: An individual path, independent from the custom image path in this Custom Image Format module, is used.

Default: %s(finalize_path)\%s(job_name)

File name

- Default: %s(job_name)-%04d(page_number).hocr

TSV File

Tab-separated values (TSV) is a simple, text-based file format for storing tabular data.[3] Records are separated by newlines, and values within a record are separated by tab characters. The TSV format is thus a delimiter-separated values format, similar to comma-separated values. TSV is a simple file format that is widely supported, so it is often used in data exchange to move tabular data between different computer programs that support the format. For example, a TSV file might be used to transfer information from a database to a spreadsheet.

- Select: on/off

Use Path

- Image Path: The default image path, selected in the Image Files tab in this scan job template, is used.
- Custom Image Path: The image path, selected as the Custom Image Path in this Custom Image Format module, is used.
- Individual Path: An individual path, independent from the Custom Image Path in this Custom Image Format module, is used.

Default: %s(finalize_path)\%s(job_name)

File name

- Default: %s(job_name)-%04d(page_number).tsv

Text File

Export the OCR result in a text file.

- Select: on/off

Use Path

- Image Path: The default image path, selected in the Image Files tab in this scan job template, is used.
- Custom Image Path: The image path, selected as the Custom Image Path in this Custom Image Format module, is used.
- Individual Path: An individual path, independent from the Custom Image Path in this Custom Image Format module, is used.

Default: %s(finalize_path)\%s(job_name)

File name

- Default: %s(job_name)-%04d(page_number).txt

Select language count

- Select the number of OCR languages to be used: Range: 1 – 8 (2 default)
- Language 1: Select the major OCR language.
- Language 2: Select the minor OCR language.

14.8. Text Files

Further information about text files can be found in the chapter: Text Files - Record information of an image file.

- Select: on/off

Use Path

- Image Path: The default image path, selected in the Image Files tab in this scan job template, is used.
- Custom Image Path: The image path, selected as the Custom Image Path in this Custom Image Format module, is used.
- Individual Path: An individual path, independent from the Custom Image Path in this Custom Image Format module, is used.

Default: %s(finalize_path)\%s(job_name)

File name

- Default: %s(job_name)-%04d(page_number).txt

Entry

- Select and combine existing variables via **INDEX STRING EDITOR** or enter individual text.

14.9. Trace Log

Further information about **Trace Logs** can be found in the chapter: **Trace log - Recording Information on a Scan Job**.

- Select: on/off

Use Path

- Image Path: The default image path, selected in the Image Files tab in this scan job template, is used.
- Custom Image Path: The image path, selected as the Custom Image Path in this Custom Image Format module, is used.
- Individual Path: An individual path, independent from the Custom Image Path in this Custom Image Format module, is used.

Default: %s(finalize_path)\%s(job_name)

File name

- Default: %s(job_name).idx

Trace entry every

- Range: 1 – 1000000 (1 default)

Trace log prefix / postfix every entry

- Range: 1 – 1000000 (0 default)

Trace log prefix

- Select and combine existing variables via **INDEX STRING EDITOR** or enter individual text.

Trace log entry prefix

- Select and combine existing variables via **INDEX STRING EDITOR** or enter individual text.

Trace log Entry

- Select and combine existing variables via **INDEX STRING EDITOR** or enter individual text.

Default: %s(job_name)-%04d(page_number).%s(export_suite_ext)

Trace log entry postfix

- Select and combine existing variables via **INDEX STRING EDITOR** or enter individual text.

Trace log postfix

- Select and combine existing variables via **INDEX STRING EDITOR** or enter individual text.

14.10. Finishing and saving the Export File Setup

- Finish and save the export file setup by pressing the **SAVE** button

14.11. Watermarks

- Select and add a Watermark file to the export file setup by pressing the **WATERMARK** button.

14.12. Profile (ICC)

- Select and add an ICC Profile file to the export file setup by pressing the **PROFILE** button.

14.13. Duplicate Export File Setup

- Duplicate an existing or unedited export file setup by pressing the **DUPLICATE** button.

15. Scan Operation - General

15.1. Select a scan job via Job Browser

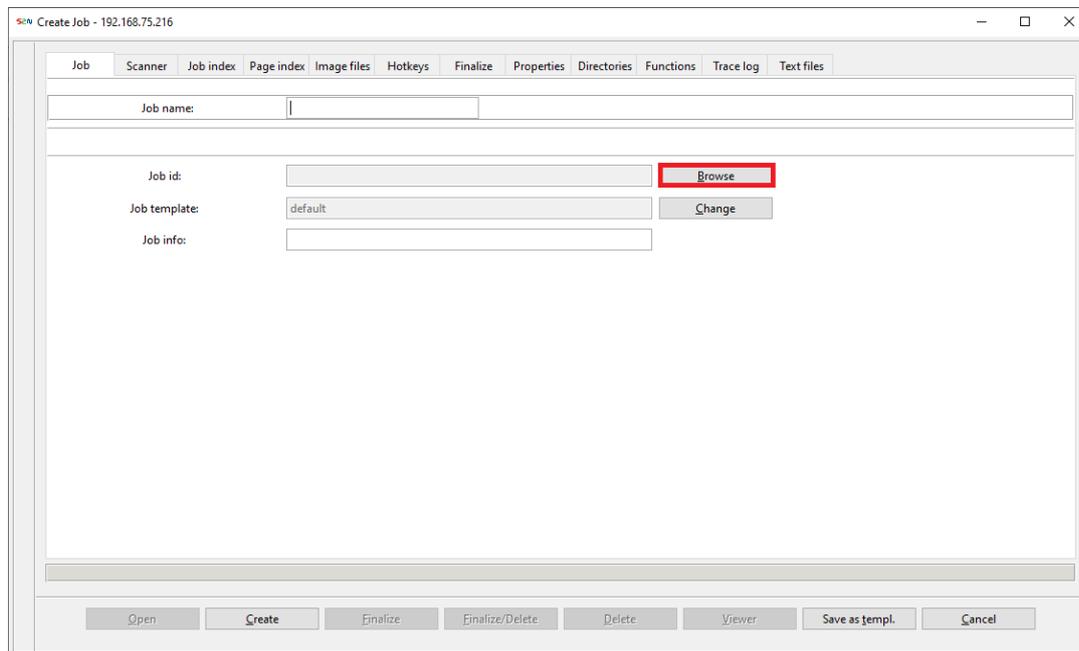


Fig. 96: Load Job Browser

- In **Job** tab click **BROWSE** to load the **Job Browser** window.

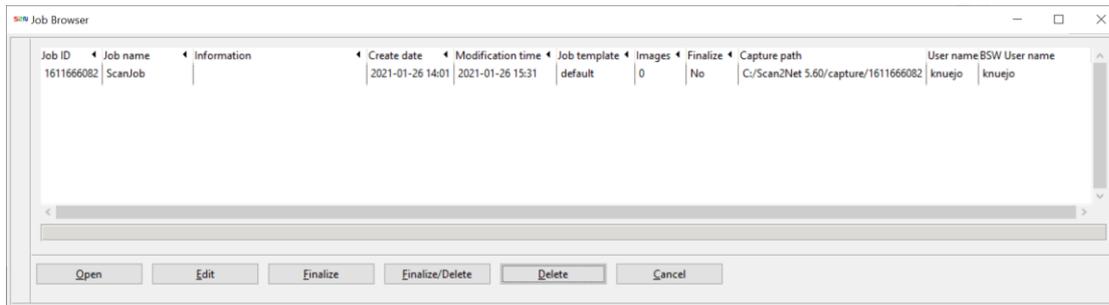


Fig. 97: Job Browser Main

The **Job Browser** lists all currently existing scan jobs with information about:

Column name	Description
Job ID	A unique, twelve-digit number.
Job name	The name for the scan job.
Information	Software messages about the scan job.
Creation date	Date and time of the scan job creation.
Modification time	Date and time of the scan job settings modification.
Job template	The job template used.
Images count	Number of scanned images in this scan job.
Finalize	Status of image export: Modified, New, Ready.
Capture path	The path to the capturing directory, where the unnamed images will be stored. Note: Do not touch, move or edit the content of this directory.
User name	The actual logged in MS Windows username.
BSW user name	The actual logged in BSW username.

15.2. Open and restart an existing scan job

- Reopen an existing scan job by marking the job in the list and selecting **OPEN**.

15.3. Reload an existing scan job into the Create Job Dialog

- Reload a scan job into the **Create Job** dialog for further editing with a mouse double click or by marking the job in the list and selecting **EDIT**.

15.4. Image export via Finalize

- Export all images and index files to the target directory by copying and naming the files in one process.

15.5. Finalize/Delete

- **Finalize** and **Delete** scan jobs, in one step, and export all images with their file names and index files to the target directory.
- The whole scan job, including the scan job profile, the contents of the capture directory, the scan parameters, the index settings and the used variables are deleted.

Note: The further use of this scan job such as adding, a removing or a shifting of images is no longer possible.

15.6. Delete

- Delete a scan job including all scanned images, scan parameter settings and index files. **CANCEL** aborts the current action.

15.7. Viewer Mode

- Load, without a connection to a scanner, a former scanned job into the **Viewer** mode and browse through scanned images of the selected job.

Note: The **Viewer** mode allows you to edit, delete and finalize a loaded job.

15.8. General Image Scan Parameters

The picture below shows the **Batch Scan Wizard** job screen. All icons and processes in the **Batch Scan Wizard** user interface are described in the following chapters.

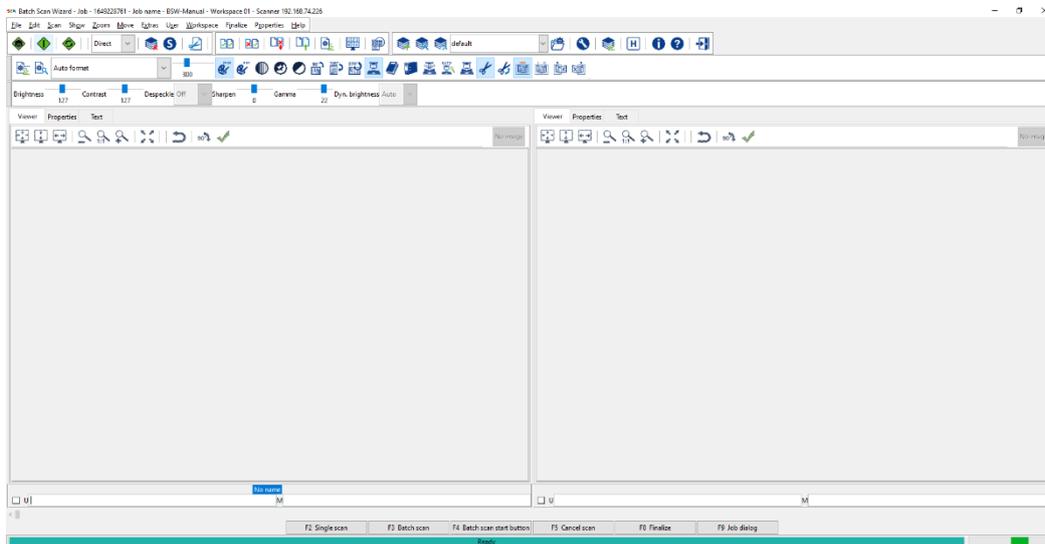


Fig. 98: Batch Scan Wizard in Job Mode

Note: The Batch Scan Wizard interface and related functions depend on the functions of your Scan2Net® scanner. Your scanner may offer you a different set of buttons and parameters depending on the properties of the device type.

- Before starting a batch scan process, the image scan parameters should be configured using the Main Control Bar, Settings Bar 1 and 2. The following sections describe the image scan parameters.

15.9. Paper Format



Fig. 99: Select paper format and document size

The drop-down list offers various standard paper formats. If **Auto Format** is selected, the scanner scans the complete scan area and then crops the document to its real size.

If a fixed format other than **Auto Format** is selected, some functions like **Cropping**, **Crop & Deskew** and **Book Fold Correction** will not work. Use **Auto Format** whenever possible.

15.10. DPI Resolution

15.10.1.1. Selecting the Scanner Resolution



Fig. 100: DPI Resolution Slider

A slider shows the currently selected value for the image resolution in dpi. For most scanned images, a value of 300 dpi is usually high enough for printing. Other resolution values are available in a range between 150 and 9600 dpi, depending on the performance of your **Scan2Net**® scanner. Increasing the resolution will increase the file size of the scanned images.

- A **RIGHT MOUSE** click onto the **SLIDER** displays the **Resolution** dialog window.

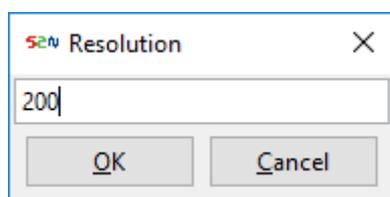


Fig. 101: DPI Resolution Value Dialog Window

- Enter your desired dpi resolution in possible 1 dpi steps and in a value range from 150dpi until the maximum possible dpi resolution of the scanner.

15.11. Color Mode and Color Setting

15.11.1.1. 24 bit Color



Sets the scanner to true color scanning mode (= 24-bit color mode). This means that each pixel can have one of approximately 16 million colors.

15.11.1.2. 8 Bit Color



In 8-bit color mode there is one byte (= 8-bit) representing the color of each pixel. The maximum number of colors that can be addressed by 8-bit color mode is 256.

15.11.1.3. Grayscale



In grayscale scanning mode, each pixel is represented by one of 256 different shades of gray.

15.11.1.4. Enhanced Halftone



Enhanced Halftone is a special kind of bitonal scanning, resulting in black and white images that make a photo realistic impression. This is achieved by dithering the gray shades, or emulating grayscales through black and white patterns.

15.11.1.5. Binary



Binary mode is a bitonal scanning mode which converts the colors or grayscales of the document in either a black or a white pixel.

15.12. File Format Settings

Note: With a left mouse click on the chosen color mode button, you can also choose the file format, JPEG quality, PDF compression and preview scale in the following window.

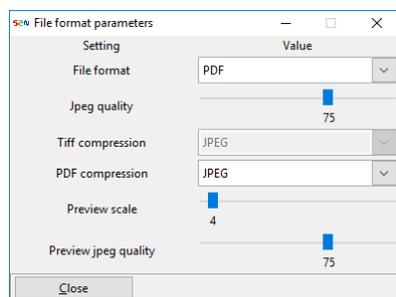


Fig. 102: Set File Format Parameters

You can choose from the following file formats

- JPEG with a jpeg quality scale: 25 – 100 %
- PNM image
- PNG image
- BMP image
- TIFF with TIFF Compression: None, (CCITT) G4 or JPEG
- PDF with PDF Compression: None, (CCITT) G4 or JPEG
- The preview image can be scaled between 1:3 -1:20

15.13. Preview Scale

Each scanned image will be displayed in a lower preview quality first to support the operation speed in the **Batch Scan Wizard** scan workflow. By clicking the image in the **Image Viewer** window, the original scanned image will be loaded and displayed.

- Modify the size of the displayed preview image in the image display window using the slider **Preview scale**.

15.14. Preview JPEG Quality

- Modify the JPEG quality of the displayed preview image in the **Image Viewer** window using the slider **Preview jpeg quality**.

15.15. Scan Rotation



Scan rotation sets the scanner to 90°, 180° or 270° clockwise rotated scanning mode.

15.16. Cropping



The scanner takes a maximum sized scan and automatically cuts off the border area which is recognized as background (cropping).

15.17. Crop Margin

With this function you can crop a slightly larger or smaller cutout than you would get with the neutral default setting.

15.18. Crop Density

The **crop density** defines the threshold for separating background from document. The default setting of 70 gives the best results in 99% of all scans.

15.19. Crop & Deskew



The scanner takes a maximum sized scan, automatically detects any skew of the scanned document, cuts off the border which is recognized as background (cropping) and aligns the image. If the **Deskew angle** of the document exceeds the maximum angle defined, the function will only crop the image.

15.20. Single Page Scan or Page Splitting

15.20.1. Single Page



This is the standard scan mode. It means that the entire document is stored in one single image. All selected formats work in this mode.

15.20.2. Split Page Automatically



The scanning area is split into two pages of the same width. In **Single Scan** mode you must activate the scan function twice to get both pages. As a default, the first scan sends the left page. For scanning books or newspapers which read from right to left, you can define that the first scan sends the right page. Each consecutive scan alternates between left and right.

15.20.3. Left Page Only



The scanning area is split into two pages of the same width. Only the left page scan is generated as an image.

15.20.4. Right Page Only



The scanning area is split into two pages of the same width. Only the right page scan is generated as an image.

15.21. Camera Settings

15.21.1. Brightness

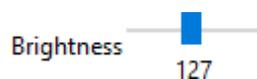


Fig. 103: Brightness Slider

Smaller values result in darker images, higher values produce lighter images.

You can change the values individually with the cursor keys on your keyboard.

A **RIGHT MOUSE** click onto the **SLIDER** displays the brightness value dialog window.

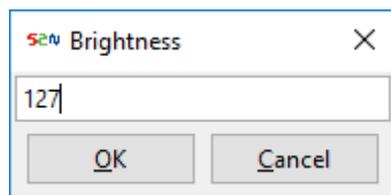


Fig. 104: Brightness Value Dialog Window

Enter the desired value for the brightness in a value range from 0 to 255.

15.21.2. Contrast

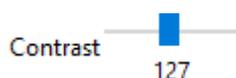


Fig. 105: Contrast Slider

Smaller values result in softer images, higher values produce sharper images.

You can change the values individually with the cursor keys on your keyboard.

A **RIGHT MOUSE** click onto the **SLIDER** displays the contrast value dialog window.

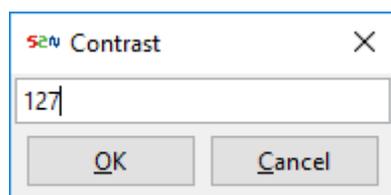


Fig. 106: Contrast Value Dialog Window

Enter your desired value for **Contrast** in a value range from 0 until 255.

15.21.3. Despeckle

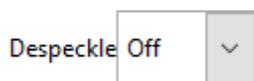


Fig. 107: Despeckle

Despeckle removes isolated black pixels which are not related to their neighbors. Speckles exist only in binary files and are found in low contrast areas of a document.

15.21.4. Sharpen

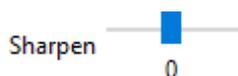


Fig. 108: Sharpness Slider

An **automatic sharpening algorithm** is applied to the image before any other operation is performed. A value of zero disables the function. Very high values may produce artifacts depending on the nature of the document.

A right mouse button click onto the slider button displays the sharpness value dialog window.

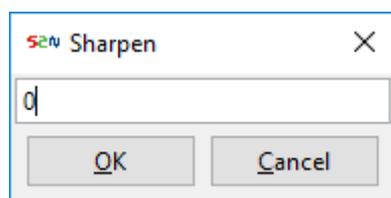


Fig. 109: Sharpness Value Dialog Window

Enter your desired value for **Sharpness** in a value range from -7 until +7.

15.21.5. Gamma



Fig. 110: Gamma Slider

This button specifies the gamma function used during scanning. You can change the values individually with the cursor keys on your keyboard.

A **RIGHT MOUSE** click onto the **SLIDER** button displays the Gamma dialog window.

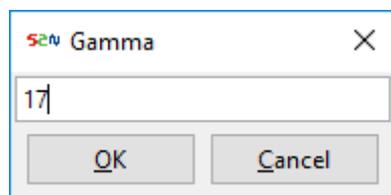


Fig. 111: Gamma Value Dialog Window

Enter your desired value for **Gamma** in a value range from 10 until 25.

15.22. Saving and Loading Image Scan Parameters



- Image scan parameters are the necessary settings for a scan job such as: paper format, color modes, resolution, page splitting, etc. For details on each setting, please refer to the chapter [General Image Scan Parameters](#).
- Click **SAVE SETTING FILE AS**  and save the new image scan parameters as a setting file.
- Click **LOAD SETTINGS FILE**  and load the scan parameter settings from as settings file into the active job or for combining the scan parameters settings with a new a job template.

15.22.1. Save settings as default

The current settings are saved as new default settings. These settings will be used for further scanning.

15.22.2. Default settings

The last saved settings with **SAVE SETTINGS AS DEFAULT** will be restored. These settings will be used for further scanning.

15.22.3. Restore image settings

The current selected image settings will be restored. These settings will be used for further scanning.

If no default settings are present, the settings of the last used scan job will be used as default settings for this new scan job. The current scanner settings will be used for the included scan job templates.

If a new scan job template is created the current settings will be used as default settings.

15.22.4. Restore template settings

The current selected image settings will be restored with the settings of the chosen scan job template. These settings will be used for further scanning.

If a new scan job template is created the current settings will be used as default settings.

15.23. Start a Batch Scan or Single Scan Process

When all scan parameters are set, the scan process can be started.

In the **Main Control Bar**, you see the following scan controls:

Note: The **Main Control Bar** is scanner independent; therefore, the buttons are standard for all Scan2Net® scanners.

15.23.1. Batch Scan

- Start a **BATCH SCAN**. 

The scanner will scan continuously until the **STOP** button is clicked. The images will be named automatically, as defined in the chosen numbering script.

15.23.2. Single Scan

- Start a **SINGLE SCAN**. 

The image will be named automatically, as defined in the chosen numbering script.

15.23.3. Rescan

- Start scanning in **Rescan** mode. 

The image will be named automatically, as defined in the chosen numbering script.

15.24. Start Buttons: Direct / Wait / Always / Quick / Continuous

➤ Select the scanner's scan start method in the drop-down list:

Function	Description
Direct	The scan starts when the scanner receives the start command from the application.
Wait	The next scan request is on hold until the start button is clicked. This works in single scan mode as well as in batch scan mode. The start button can also be triggered by using a foot pedal.
Always	The document transport starts immediately after the start command is sent from the application.
Quick	In this enhanced Always start method, the document transport waits a predefined number of seconds, which is determined in the paper feed delay setting.
Continuous	<p>Fully automatic mode</p> <p>The scan sequence starts immediately as soon as the application sends the start command. Scanning stops automatically when the length defined by the slider Paper length is reached. Then the document is transported in reverse direction for the length defined with the Overlap slider. This position defines the beginning of the next part of the document. The next scan sequence starts again when the start command is sent. This will be repeated until the scanner sensors recognize the document end.</p> <p>Semi-automatic mode</p> <p>The scan sequence starts immediately as soon as the application sends the start command. Scanning stops automatically when the length defined by the slider Paper length is reached or when an interrupt command is sent. Use the Scan button on the scanner keyboard to interrupt the scan sequence. If the scan sequence is interrupted, the document's position can be modified. The Start button moves the document in forward scan direction. The Send button moves the document reverse to the scan direction. The Scan button starts the scan sequence again for the next document part. The scan sequence stops automatically when the scanner's sensors recognize the document end.</p>

Note: Your scanner may offer you a different set of functions depending on the device type.

15.25. Stop Immediately



Every function is interrupted: the scanner stops immediately, any image transfers in progress are interrupted, any active batch scan job will be terminated.

15.26. ScanPad



SCANPAD allows real scanning of images without storing them into the job. You can change the settings as required until the outcome matches your needs. You can then transfer the optimized scan into the active job and/or save the settings for further usage.

15.27. ScanTool



SCANTOOL allows automated scanning with self-defined masks, for cutting out scanned image content and with vertical and horizontal image splitting.

15.27.1. Operation via scanner's touchscreen and/ or footswitch

The image below shows the **External Start Screen** on the scanner touchscreen.

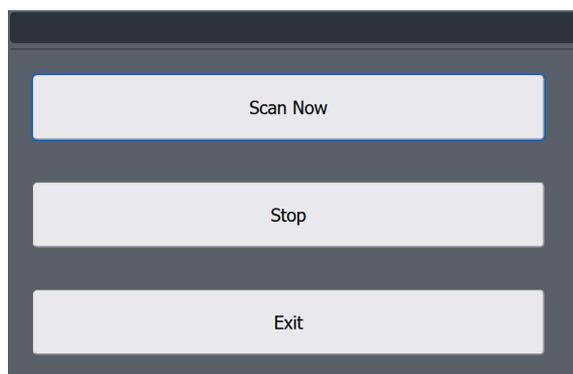


Fig. 112: Start a scan via the scanner's touchscreen

- In the open **Batch Scan Wizard** job select the hotkey **F4 Batch scan start button**.
- The **Batch Scan Wizard** changes the default scan mode **Direct** to scan mode **Wait**.
- Wait until the **External Start Screen** is displayed on the touchscreen of the scanner.
- Tap **SCAN START** or a connected footswitch to start the Batch Scan operation. The images will be transferred into the **Batch Scan Wizard**'s open scan job.
- Tap **STOP** to halt the batch scanning for editing or to modify the scanned batch or the scan parameters used. A new tap on Scan Start restarts the Batch Scan operation.
- Tap **EXIT** to leave the External Start Screen and to return to the default **Scan2Net®** touchscreen application.

Note: The external start screen is available on a touch screen connected to a **BookTEK** or **WideTEK®** scanner.

15.28. Image Viewer

15.28.1. Change Window Count



With this button, the number of windows shown during a batch scan can be changed. In the selection window, the first number relates to the number of scan windows horizontally and the second number is the number of scan windows vertically.

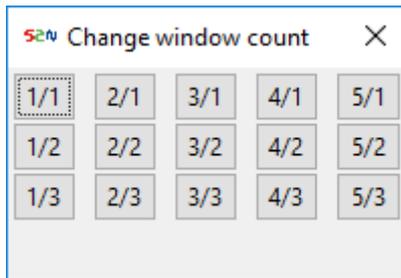


Fig. 113: Change Window Count: Set Number of Shown Windows

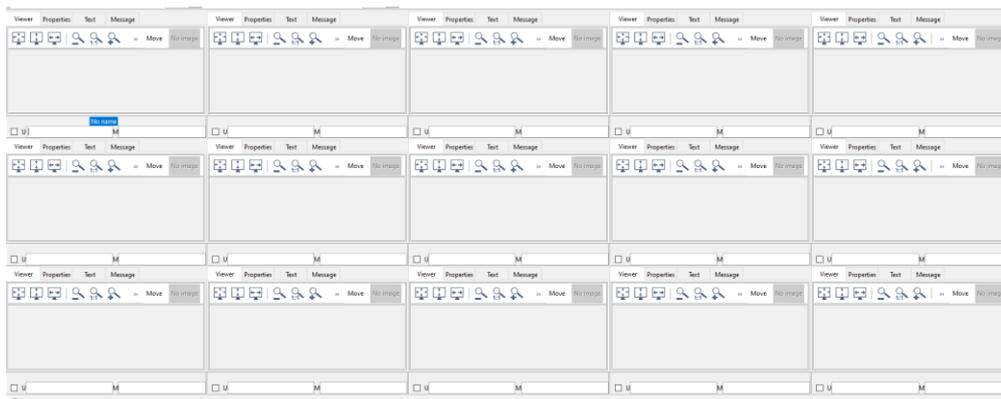


Fig. 114: Window Count: Example 5/3

15.28.2. Viewer Tab

Each scanned image will be displayed in the **Viewer Tab** in a lower preview quality first to support the operation speed in the **Batch Scan Wizard** scan workflow. By clicking the image in the **Image Viewer** window the original scanned image will be loaded and displayed.

Please see the chapter **Preview Scale** in the chapter **File Format Settings** on how to change the scaling values for the preview image.

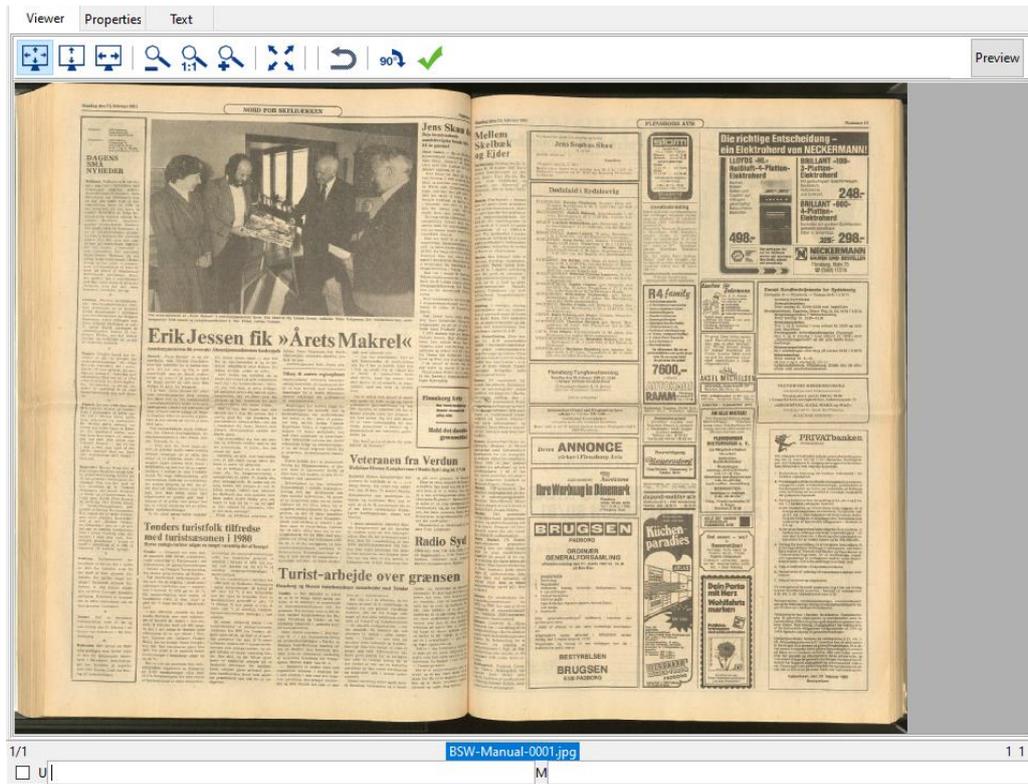


Fig. 115: Image Viewer Tab

15.28.3. Properties Tab

The main used scan parameters of a scanned image are shown in the **Properties** tab of the **Image Viewer**.

Description	Content	Unit	Variable
Color mode	truecolor		colormode
DPI	300		dpi
File format	jpeg		fileformat
Jpeg quality	75	Percent	
Tiff compression	jpeg		
Login name	knuejo		login_name
BSW login name	knuejo		bsw_login_name
Scanner host name	BES-V1A-a8a1594ade64		scanner_host_name
Scanner device name	Bookeye 5 V1A		scanner_device_name
Firmware version	7.30-rc2		firmware_version
Scanner address	192.168.74.226		scanner_address
Proxy	none		
Local host	J-Knuepp		local_host
Scan date	2022-04-06 13:52		
Image size	10054955	Bytes	image_size
Image width	9276	Pixel	image_width
Image height	6818	Pixel	image_height
Preview size	1049662	Bytes	preview_size
Preview width	2318	Pixel	preview_width
Preview height	1704	Pixel	preview_height
Workstation ID	J-KNUEPP		workstation_id

1/1 BSW-Manual-0001.jpg 1 1

Fig. 116: Image Properties Tab

15.28.4. Text Tab

Individual notes can be added to a scanned image in the **Text Tab** of the **Image Viewer** after scan. The notes are temporary by default and can be viewed in the opened scan job until the scan job will be deleted.

15.28.5. Record and save the text notes

The notes can be recorded by the use of the **variable %s(user_text)** which contains the entered content of the text field tab for each scanned image and can be saved into single text files or into a record file for the whole scan job - the **Trace Log** file. Please see the chapter **Trace file entry** in the chapter **Text Files** or the chapter **Trace Log** for further information on how to use this.

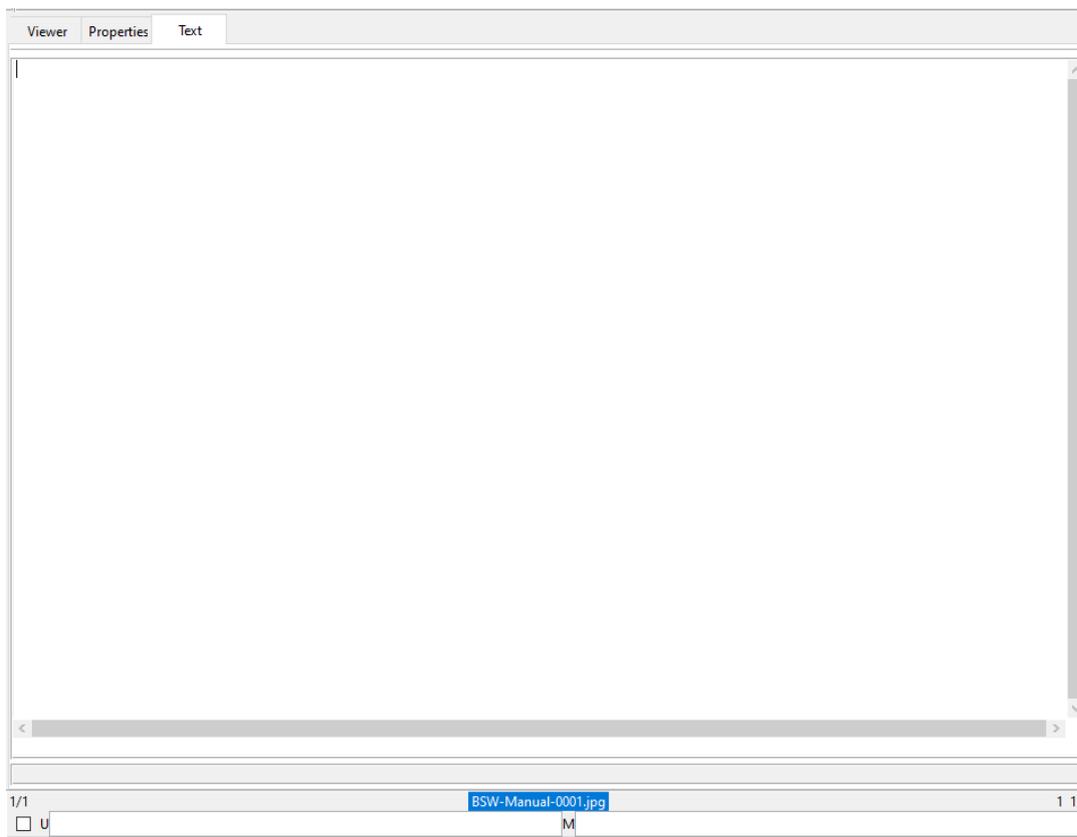


Fig. 117: Text Tab

15.28.6. Image Viewer Control Bar

Button	Short Description	Detailed Description
	Fit to window	Scales the image to the dimensions of the window and keeps the aspect ratio.
	Fit to height	Scales the image to the height of the window and keeps the aspect ratio.
	Fit to width	Scales the image to the width of the window and keeps the aspect ratio.
	Zoom out	The image is scaled down in size.
	Zoom 100%	The image is displayed at full resolution. Every pixel present in the image is shown on the screen.
	Zoom in	The image is scaled up in size.
	Fullscreen	The image is displayed in full screen view mode. You can leave the full screen mode by using the ESC key on your PC keyboard.
	Undo	Reverses the last executed command.
	Rotate	Rotate the displayed image by 90°
	Apply changes	The last made changes will be applied.

15.29. Batch Editing with the Image Manager

In an active job, you can edit and change the order of the images in the preview window as often you like.

15.29.1. Insert Mode

- Scan one or more images and insert them into the currently active job .
- Mark the **insert position** by selecting an image in the **Image Preview** window.
- Click **INSERT MODE**.
- Click **BATCH SCAN** or **SINGLE SCAN** to insert the next images.

The images will be inserted after the marked image in the batch.

15.29.2. Replace Mode

- Scan and replace the currently active image in the batch. .
- Mark the replace position by selecting an image in the Image Preview window.
- Click **REPLACE MODE**.
- Click **BATCH SCAN** or **SINGLE SCAN** to replace the next images.

The marked image will be replaced.

15.29.3. Delete Image

- Mark the image to be deleted in the **Image Preview** window. .
- Click **DELETE IMAGE**.

15.29.4. Insert Last Deleted Image

- Move an image in the scanned batch to a different position. .
- Click on the image in the **Image Preview** window
- Click **DELETE IMAGE** to delete it.
- Move the **Scroll** bar to the desired position.
- Click **INSERT** last deleted image.

The image will be inserted after the position of the selected image.

15.30. Scanning in Rescan Mode



By scanning in **Rescan** mode, a formerly scanned image will be held in memory. Color mode, file format, rotation, mirror and camera settings can be modified without having to rescan.

Rescan mode can be used in the **Batch Scan Wizard** directly, in **ScanPad** or **ScanTool**.

- Create a new job or open a saved one.
- Set the scan parameters or use the last parameters saved.
- Start a single scan
- Click **RESCAN** to set the **Batch Scan Wizard** into **Rescan** mode.
- Change the scan parameters.
- Click **SINGLE SCAN** again.

The new settings will affect the image immediately, without having to physically rescan the document.

The settings in the scan job will be automatically replaced by the last scan settings used in **Rescan** mode.

Note: A color scan is required to be able to use all color modes in Rescan mode.

15.31. Testing Scan Parameters with ScanPad



ScanPad is an external application which can be started from inside **Batch Scan Wizard** or via the **Windows Start** menu.

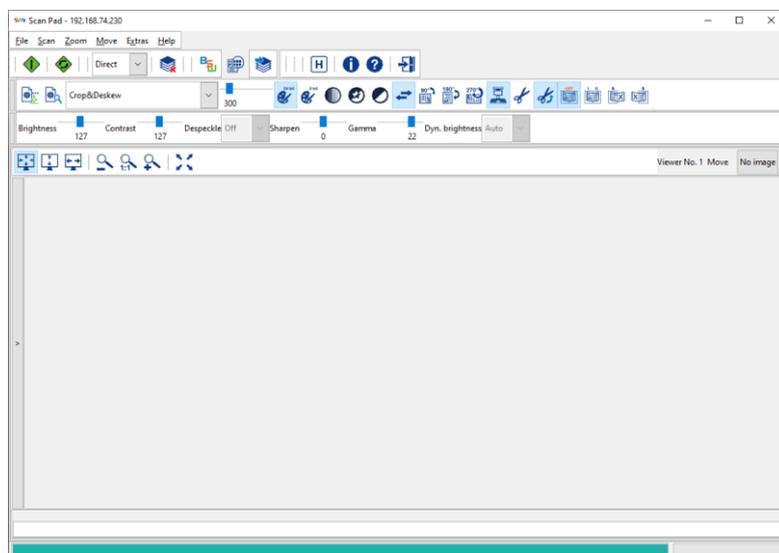


Fig. 118: ScanPad Start Screen – BookTEK 5 V1A example

The purpose of **ScanPad** is to find the best possible scanning parameters for your documents without adding the test scans to your active scan job. This is why each new scan overwrites the previously scanned image. Once you have found the optimal setup of parameters, you can copy both the image and the settings to the active scan job.

You can interrupt the job and start **ScanPad** as often as required for further fine tuning of the scanning parameters.

- Use  **SCAN PAD** and perform a scan .
- If necessary, configure new image scan parameters and perform a scan again.
- Repeat this until the scan result meets your expectations.
- Use  **SAVE IMAGES TO BSW** to transfer the last image to your open scan job.
- Use  **SWITCH TO BSW** to leave **ScanPad** and go on scanning in the currently open scan job.

Note: The button “Save Image to BSW” works differently, depending on whether Insert or Replace mode status is active in the Batch Scan Wizard.

- Click **EXIT** to close the **ScanPad**. A dialog box will ask you if you want to copy the **ScanPad** settings to the active scan job.

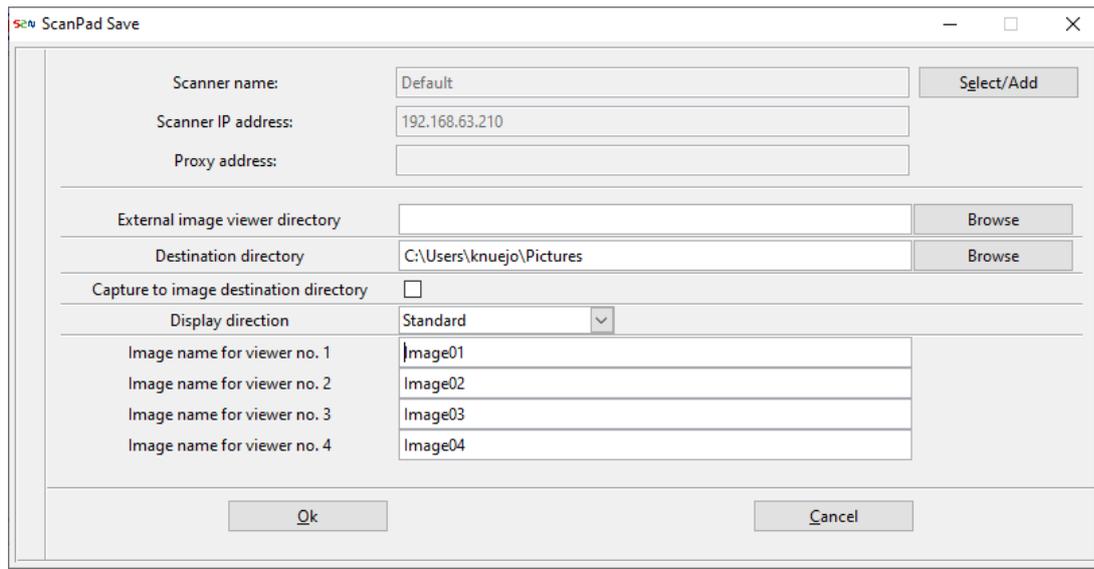
Note: ScanPad cannot add a scan counter to the image file name.

Note: ScanPad does not support the file format PDF.

15.32. Use ScanPad without BSW

- Use  ScanPad via Windows Start menu.
- Use  ScanPad Setup dialog window.

15.32.1. ScanPad Setup



Scanner name:	Default	Select/Add
Scanner IP address:	192.168.63.210	
Proxy address:		
External image viewer directory		Browse
Destination directory	C:\Users\knuejo\Pictures	Browse
Capture to image destination directory	<input type="checkbox"/>	
Display direction	Standard	
Image name for viewer no. 1	Image01	
Image name for viewer no. 2	Image02	
Image name for viewer no. 3	Image03	
Image name for viewer no. 4	Image04	
Ok		Cancel

Fig. 119: ScanPad Setup

Scanner name

- **SELECT/ADD** changes the actual selected scanner.

External image viewer directory

- **BROWSE** to select an additional image viewer.

Destination directory:

- Use the default path to destination directory or use **BROWSE** to select a new path for your saved image files.

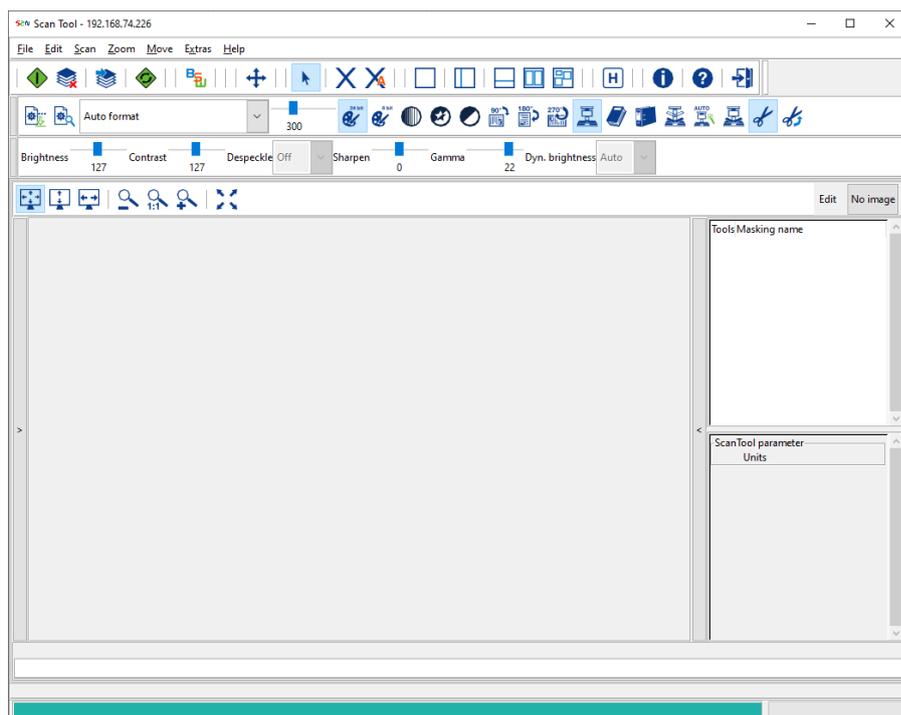


Fig. 122: ScanTool Start Screen showing available parameter units- BE5-V1A- Example

- Select the desired ScanTool parameter units.
Available units are pixel, inch, mil, cm and mm.

- Use  **SINGLE SCAN or ALT+1**, to create a preview image and to select the desired splitting or masking method.

ScanTool inherits the scanning parameters from the active scan job but you can adjust them in **ScanTool**, if necessary.

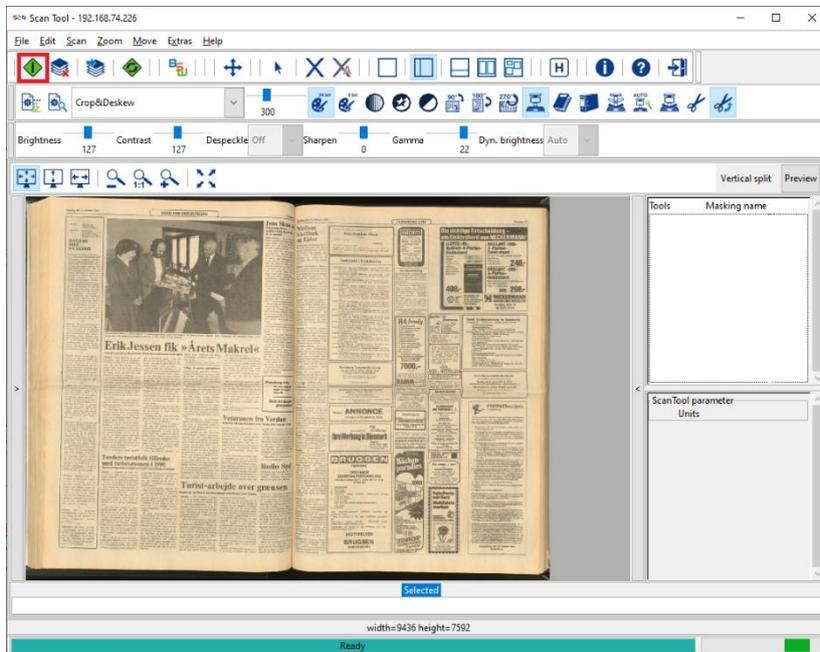


Fig. 123: ScanTool with example scan

- Zoom into the image or move the image to the area you want to split.



Fig. 124: Image Viewer Control Bar

15.33.1. Variable page splitting vertical

- Use  **VARIABLE PAGE SPLITTING VERTICAL** to set a vertical split line.

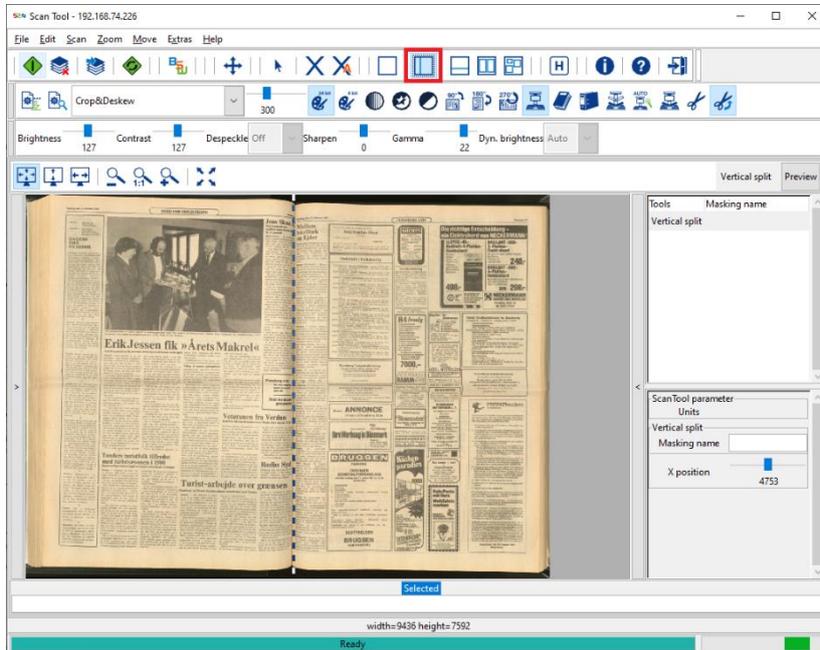


Fig. 125: ScanTool: Scan with vertical splitting line

- Enter a name for the new mask in the Tools window by clicking the first listed mask.

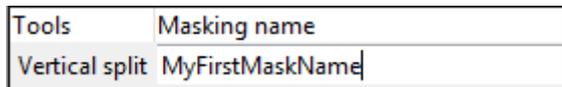


Fig. 126: Edit the name of the new created mask

- Click  **SWITCH TO BATCH SCAN WIZARD** or **ALT+W** to change to **Batch Scan Wizard** and to operate the scan job with the new selected splitting.

Note: It is required to not close the ScanTool application and let it open in the background when operating and scanning with the ScanTool splitting functions.

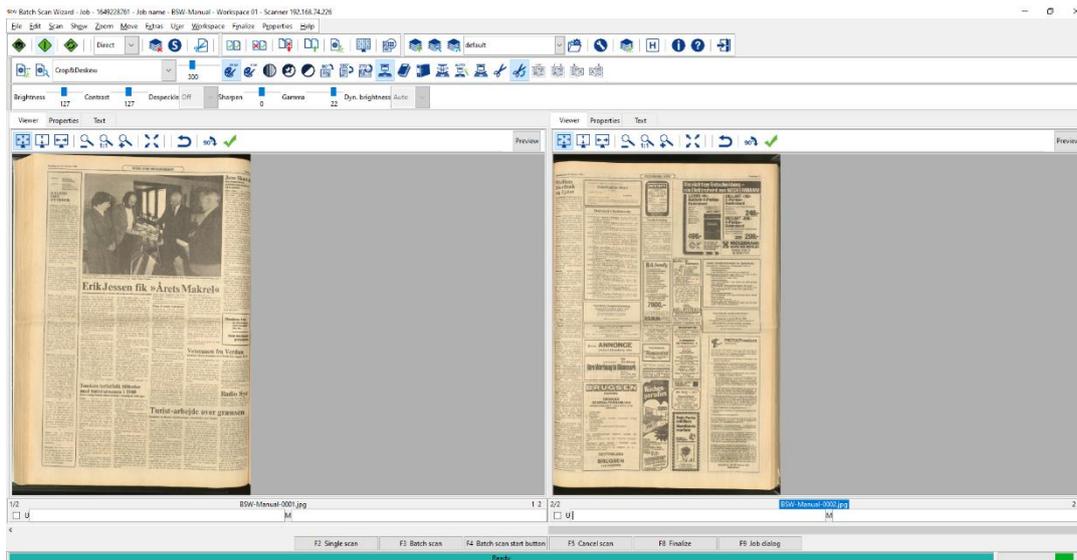


Fig. 127: Scan job with selected variable page splitting vertical

15.33.2. Variable page splitting horizontal

➤ Use  **VARIABLE PAGE SPLITTING HORIZONTAL** to set a horizontal split line.

15.33.3. Extended variable page splitting vertical

- Use  **EXTENDED VARIABLE PAGE SPLITTING VERTICAL** to set a double sided and even sized splitting which allows cutting out content from a left and a right book page in one step.

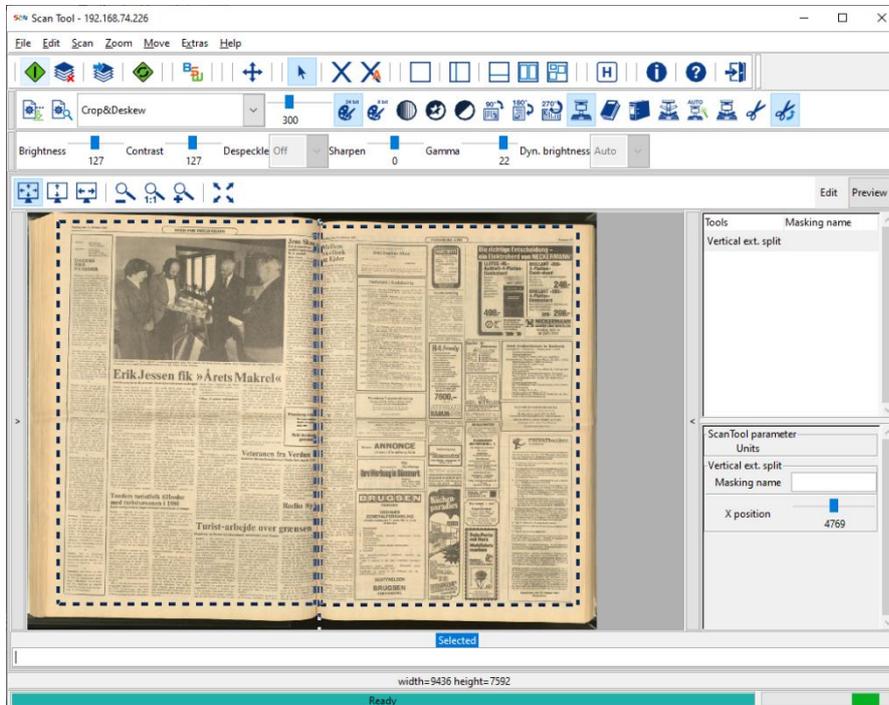


Fig. 128: ScanTool with selected extended variable page splitting vertical

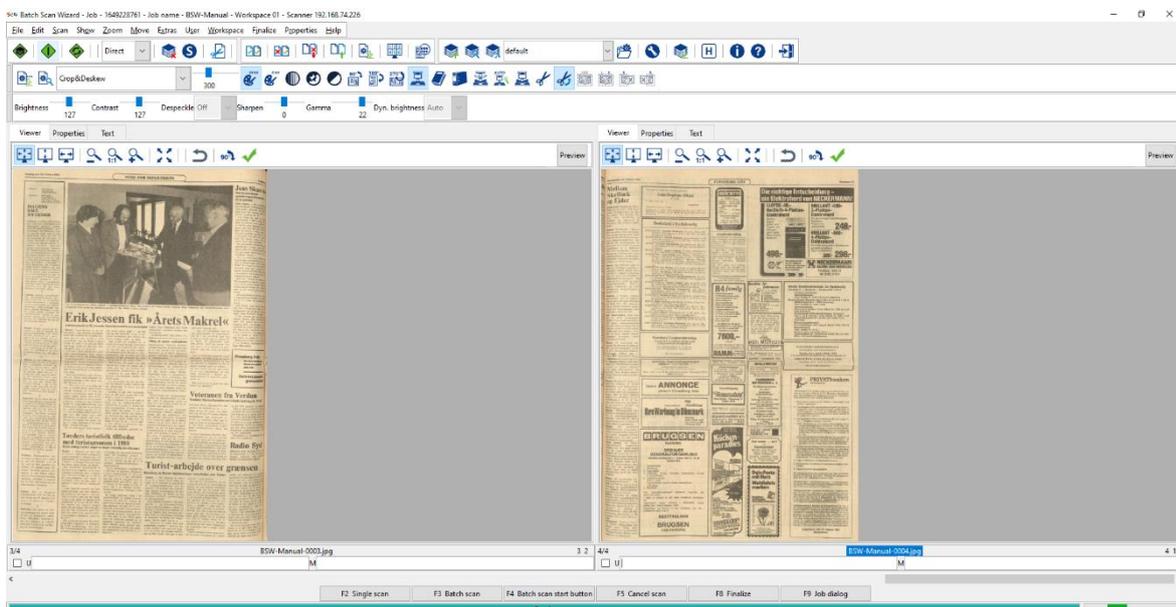


Fig. 129: Scan job with selected extended variable page splitting vertical

15.33.4. Scan rectangles

- Use  **SCAN RECTANGLES** to select one or more rectangular areas to scan. The number of rectangles is unlimited; overlapping rectangles are possible.
- After you have set your splitting lines or rectangles, go to **Tools** and mark the preferred splitting line or rectangle.
- Go to **Rectangles**, move the sliders to your preferred X position, y position, width or height.
- Or click and hold the right mouse button to relocate the entire rectangle directly.
- Alternatively, you can activate the **Change** mode to move the position of the new split lines or the size of the rectangle. Or click and hold the middle mouse button to move the selected mask.
- Move the mouse pointer to the split line or to the frame of a rectangle.
- Go to **Tools** and mark the preferred splitting line or rectangle.
- Go to **Rectangles** and move the sliders to your preferred X position, y position, width or height.
- Or click and hold the right mouse button to relocate the entire rectangle directly.
- Or open the **Scale Value** dialog of the **SLIDER** context menu by a **RIGHT MOUSE** click onto the **SLIDER** to edit the value manually.

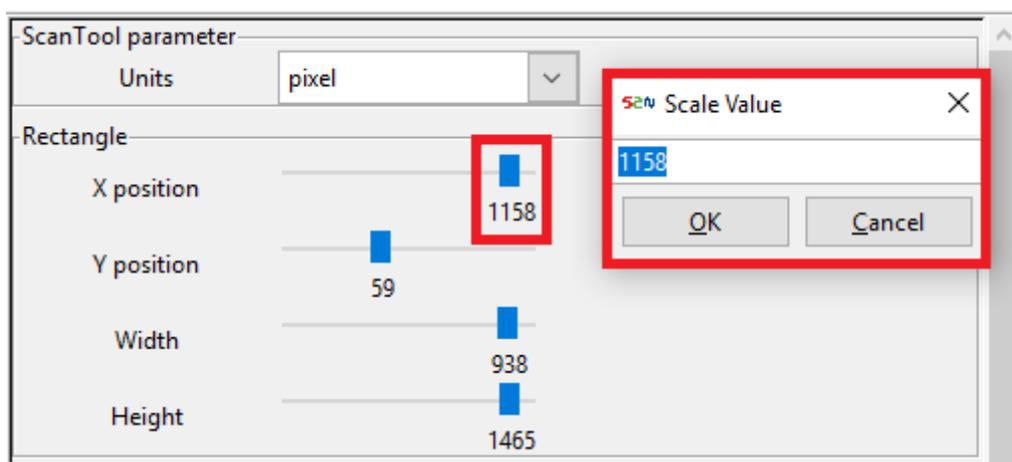


Fig. 130: Scale Value dialog window

- Click  **DELETED** or  **DELETED ALL** to delete the split line or rectangles.

15.33.5. Duplikate a selected rectangle

- Perform scan in **ScanTool**.
- Go to **Tools** and mark the preferred splitting line or rectangle by left mouse button click.
- Open the Rectangles context menu by clicking **RIGHT MOUSE** on the selected rectangle.

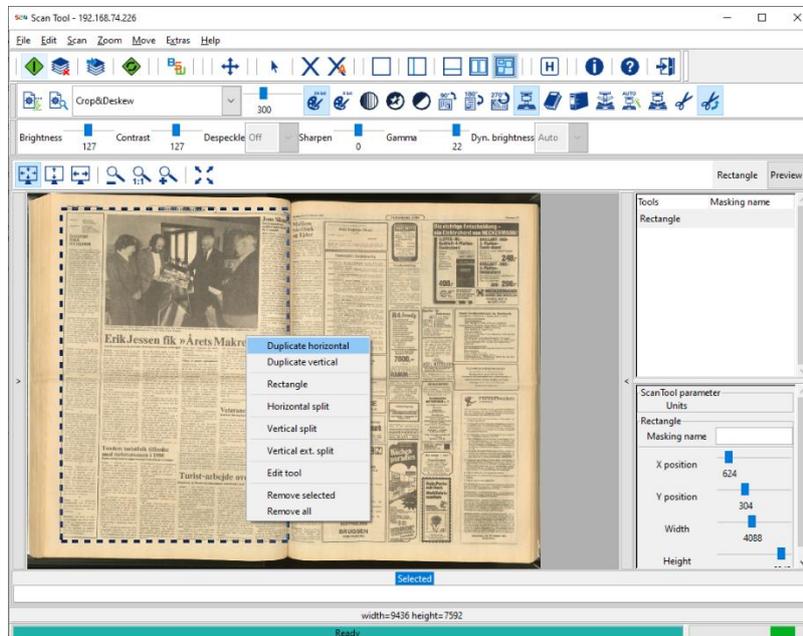


Fig. 131: Duplicate a selected rectangle

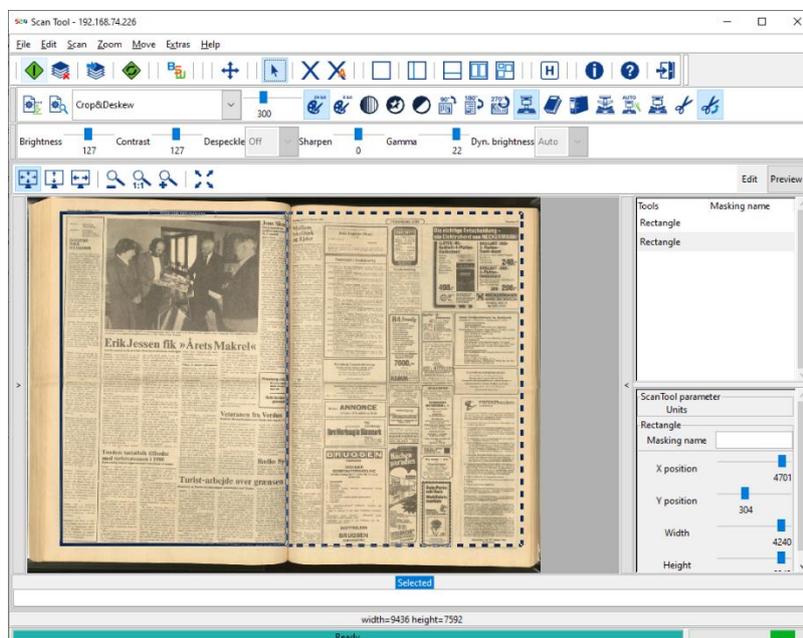


Fig. 132: Duplicated rectangle

- **DUPLICATE HORIZONTAL** duplicates the selected rectangle into a horizontal direction.
- **DUPLICATE VERTICAL** duplicates the selected rectangle into a vertical direction.
- **REMOVE ALL** deletes all created rectangles.
- **REMOVE** deletes a selected rectangle.

15.33.6. Get Entire Image



GET ENTIRE IMAGE saves the original image additionally into scanned batch of images.

15.33.7. Save image to BSW



SAVE IMAGE TO BSW or **ALT+S** integrates the masked or splitted image(s) manually into the open scan job.

15.33.8. Batch scanning with ScanTool splitting and masking

When ScanTool is left open in the background, after a single scan and a setup of a mask, the scan and masking settings used in ScanTool will be transferred and used in the open scan job of the Batch Scan Wizard for the following scans.

15.33.9. Start ScanTool with Batch Scan Wizard

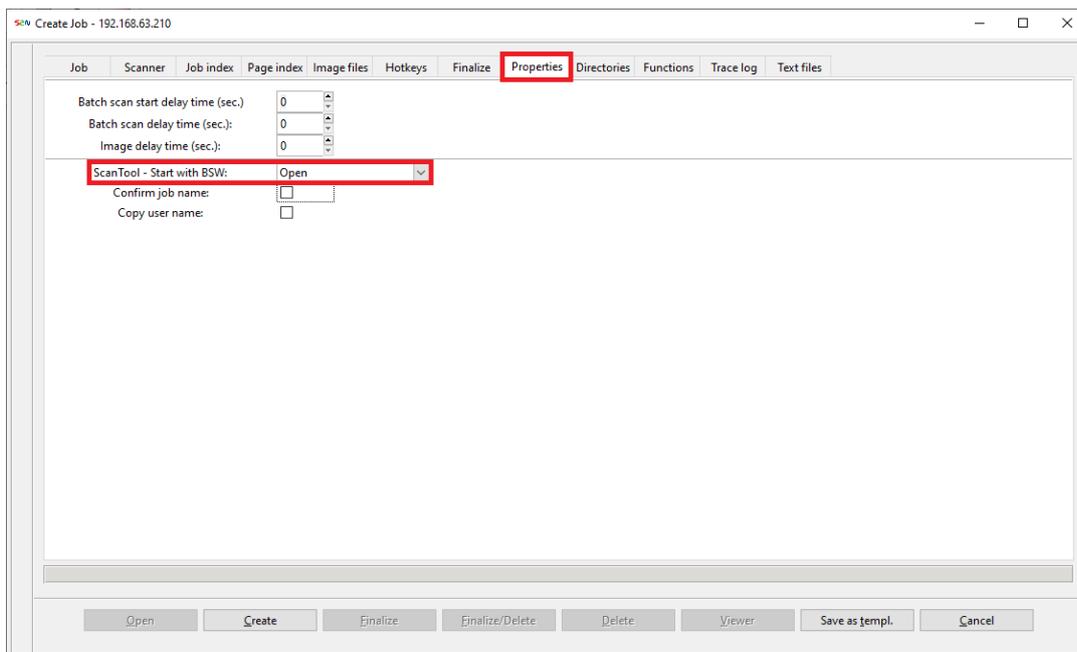


Fig. 133: Create Job Dialog: Properties Tab: Start ScanTool with BSW

In **Create Job** dialog select the **Properties** tab and set **ScanTool start with BSW: Open** to load the **ScanTool** application with each start of **Batch Scan Wizard**. This should be saved in a new default scan job template.

Note: When ScanTool is closed, the scan settings used in ScanTool will be transferred and used in the open scan job of the Batch Scan Wizard.

Note: The button “Save Image to BSW” works differently, depending on whether Insert or Replace mode status is active in the Batch Scan Wizard.

16. Scan Operation – Masking with Virtual Rescan

Scan operation with saved and virtual restored masks.

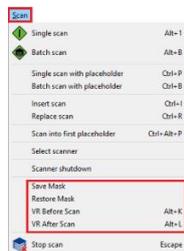


Fig. 134: 9. Virtual Rescan - Scan operation with saved and virtual restored masks

Masks are now saved with an **APPLY**, when exiting the scan job or when closing the **Batch Scan Wizard**.

With **UNDO** the mask is restored. This **UNDO** restores the previous unprocessed image too.

16.1. Save Mask

- The current mask on the image, which is in focus of the image viewer, is saved.

16.2. Restore Mask

- The last saved mask is restored onto the image, that is in focus of the image viewer.

16.3. Virtual Rescan before scan

- Before pressing **ALT+ K**, a mask must be created, or the last saved mask must be restored with "Restore Mask".
- Splitting must be set to **None**.

This function does not work with the **WideTEK36DS** duplex scanner.

The current mask on the scanned image, which is in focus of the image viewer, is saved.

An **APPLY** is called.

A scan is triggered.

The saved mask is restored.

- The flipping of the book page must be performed after pressing this menu item
- This allows you to check whether the mask still needs to be adjusted before it is applied.

16.4. Virtual Rescan after scan

- Before pressing **ALT+ L**, a mask must be created or the or the last saved mask must be loaded with **Restore Mask**.
- Splitting must be set to **None**.

This function does not work with the **WideTEK36DS** duplex scanner.

The current mask on the scanned image, which is in focus of the image viewer, is saved.

A scan is triggered.

The saved mask is restored.

An **APPLY** is called.

- The customization of the mask must be done before pressing this button.
- Save the customized mask with **Save Mask** to use it for the next scan.

17. Scan Operation - Image Processing

Edit images in the display window of the Image Viewer immediately after a scan or image file import.

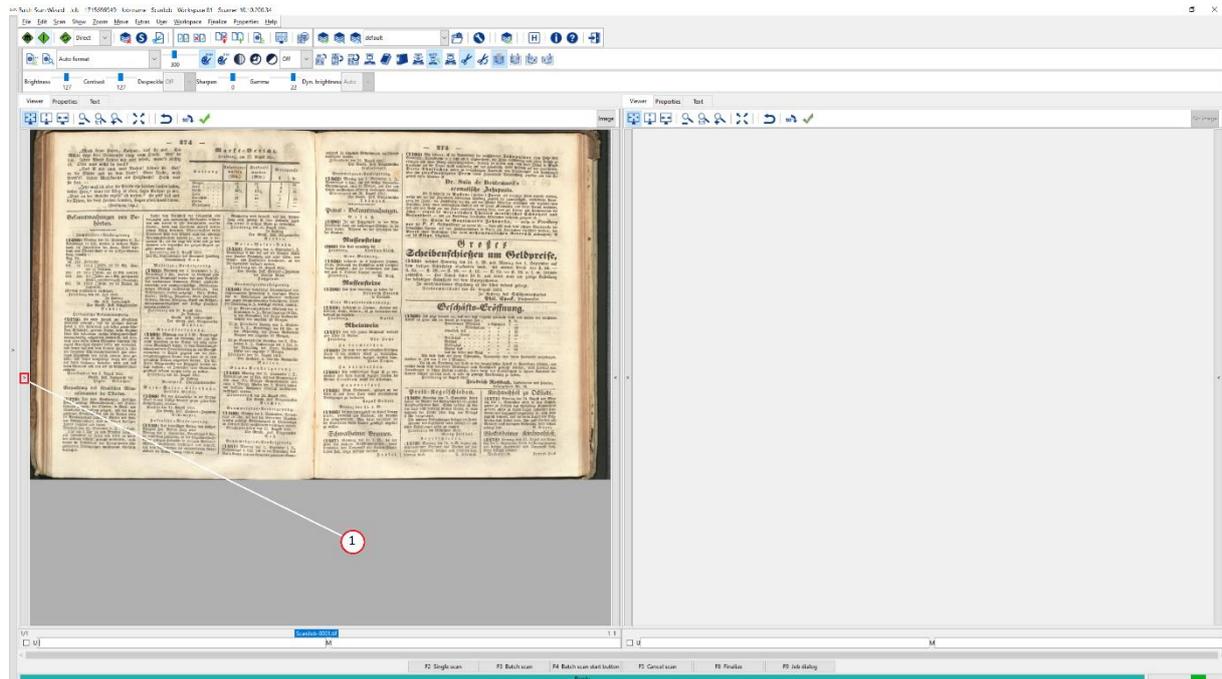


Fig. 135: Open Image Processing Tool Bar (1)

17.1. Image Processing Tool Bar

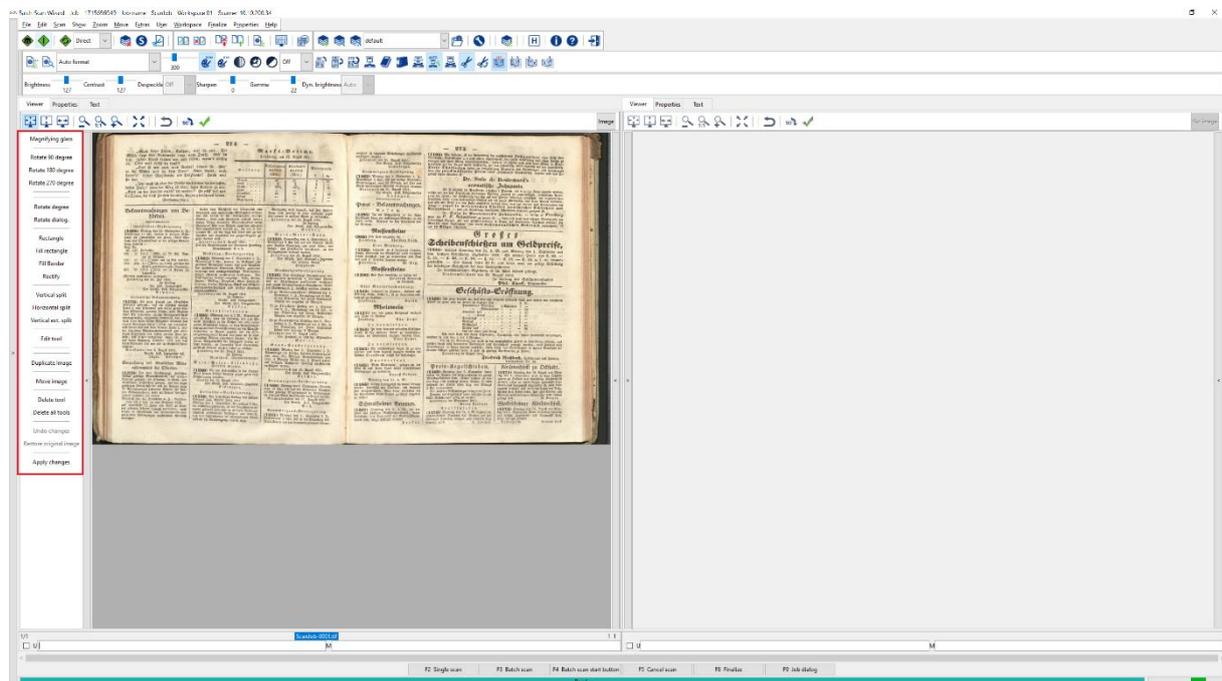


Fig. 136: Image Processing Tool Bar

- A right mouse button click onto the/a scanned image in the image viewer opens an image processing tool bar as well.

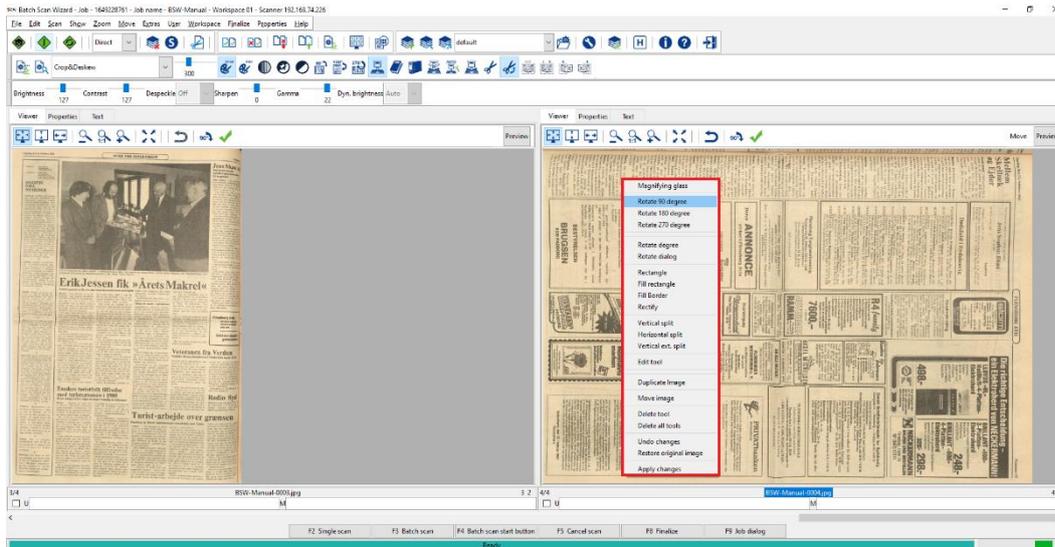


Fig. 137: Image Processing Tool Bar

- Select one of the listed tool bar functions.
- Start the selected image processing with **APPLY CHANGES** - ✓

Image processing functions
Magnifying Glass
Rotation
Rectangles
Rectify
Splitting
Edit
Duplicate
Move
Delete
Undo
Restore
Apply

17.2. Magnifying Glass

The **Magnifying Glass** zooms into a selectable part of the current image. The user can open any number of magnifying glasses desired.



Fig. 138: Magnifying Glass Example

17.2.1. Starting the Magnifying Glass

- Open the **Magnifying Glass**, by a **RIGHT MOUSE** click on the **Image Preview** window.

17.2.2. Moving the Magnifying Glass

- Move the mouse into the Magnifying Glass. Press and hold **LEFT MOUSE** and drag the Magnifying Glass window to the desired position.

17.2.3. Changing the Magnifying Glass Size

- Move the mouse to the Magnifying Glass frame. The mouse cursor changes to an up/down arrow or to a left/right arrow. Press and hold **LEFT MOUSE** and move the mouse to change the Magnifying Glass size.

17.2.4. Changing the Magnifying Glass Zoom

- Move the mouse into the Magnifying Glass and click the **RIGHT MOUSE**. A dialog box opens. Click the **Zoom** buttons to zoom in or out. Move the mouse into the **Image Preview** window and click **LEFT MOUSE** to store the selected setting.

17.2.5. Closing the Magnifying Glass

- Move the mouse cursor into the Magnifying Glass and click **RIGHT MOUSE**. A dialog box opens. Click the symbol to close the Magnifying Glass.

17.3. Rotation

- The value selected from the menu defines the rotation of the image in a clockwise direction.
- The image will be rotated directly after selecting APPLY ✓
- Use UNDO ↶ to get back to the former image status.

17.4. Rotation Degree – Manual Rotation

- Drag a straight line along one edge of the imported image.
- Execute the selected function with APPLY ✓ .

17.5. Rotate Dialog – Fine Rotation

- Counterclockwise rotation in -90° , -180° , -270° .
- Clockwise rotation 90° , 180° and 270° .
- Fine rotation in 0.01° steps.
- Undo rotation.

17.6. Rectangles

- Use RECTANGLES to mask one or more rectangular areas of the scanned image. The number of rectangles is unlimited; overlapping rectangles are possible.
- Execute the selected function with APPLY ✓ .

17.7. Rectify

- Drag a mask to straighten the image content over the corners of the image.
- Execute the selected function with APPLY ✓ .

17.8. Splitting

- Vertical Splitting: Set a vertical split line to divide the image into two parts at the desired position.
- Horizontal Split: Set a horizontal split line to divide the image into two parts at the desired position.
- Vertical Extended Split: Set a double sided and even sized splitting which allows cutting out content from a left and a right book page in one step.
- Execute the selected function with APPLY ✓ .

17.9. Edit Tools

- Modifies the size or the position of the selected rectangle mask or splitting line.

17.10. Duplicate

- Duplicates the selected rectangle into a horizontal direction.
- Execute the selected function with APPLY ✓ .

17.11. Move image

- Moves the selected image into the desired position in the scan job.

17.12. Delete

- Delete Tool deletes a selected rectangle or splitting tool.
- Delete all tools.

17.13. Undo Changes

- Undo changes erases the last change done to the image and reverts it to its former state.

17.14. Restore

- Restores all changes done to the image and reverts it to its original state.

17.15. Image Processing in Full Screen View

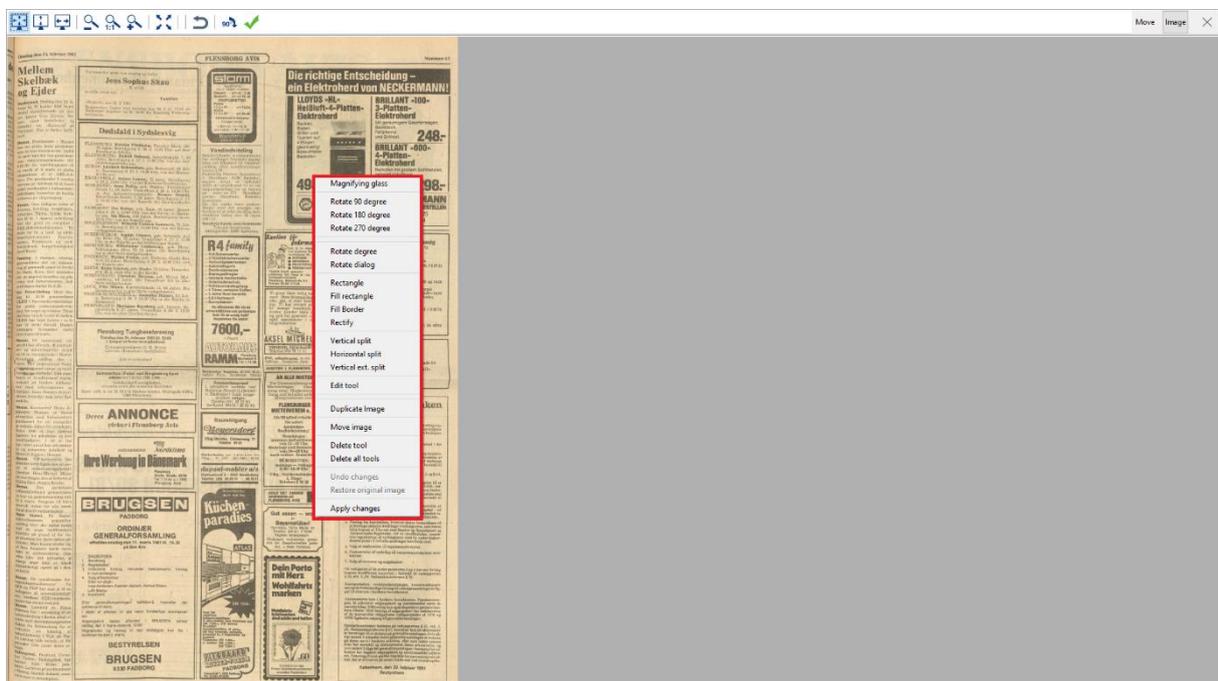


Fig. 139: Image Processing in Full Screen View

- Open and edit the image in full page view  to position the image processing tools more precisely.

17.16. Image Viewer - Mouse and keyboard image processing operations

Edit Tool - ALT		
Move rectangle	Alt + middle mouse button / mouse wheel	Hold the edge of the rectangle to move it
Resize Rectangle	Alt + left mouse button	
Scroll up/down the image	Alt + middle mouse button / wheel	
Left/right scrolling of the image	SHIFT + middle mouse button / wheel	
Delete Tool	Shift + Alt + left mouse button	

18. Scan Operation - Image import

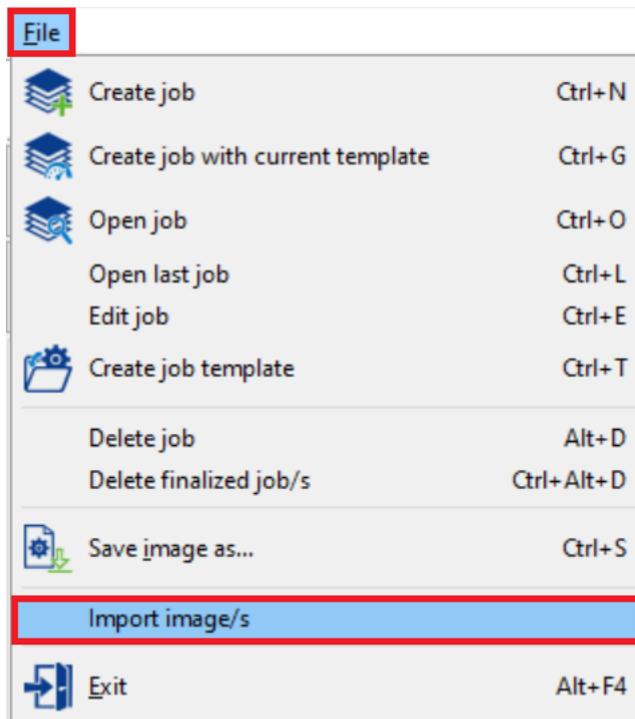


Fig. 140: Import Images

The standard image file formats (JPEG, TIFF and PNG), produced by a **Scan2Net®** scanner, can be imported into an open scan job via **File** menu / **IMPORT IMAGES** dialog window or by drag and drop into the first, empty, Image Viewer field of an open scan job.

19. Image Export - Finalizing the Scan Process

19.1. Image Export with Finalize

When all images of a job have been scanned, finalization must be started to complete the job. The finalization process closes the job and the image names are produced according to the naming scheme chosen. The finalized images are copied into the target directory and the scan job can be deleted. After finalization and deleting the job, further use of the job such as the adding, removing or shifting of images is no longer possible. If finalization of a job is interrupted, e.g. by terminating the **Batch Scan Wizard**, the interrupted finalization job will be finished with the next start of the program.

- Use , **F8**, or use **CTRL+J** to start exporting the scanned images into the target directory via **Finalize**.

Note: The finalize procedure starts immediately.

- While a job is active, you can edit and change the order of the images in the preview window as often as you'd like.
- Each change in the order of the images within a batch will be saved temporarily until you start the finalize process.
- With the **Finalize** process, the final order of the images in the batch will be set.

19.2. Image Export with Finalize & Delete

You can delete your scan job during the finalize procedure. All scanned images are copied into the target directory. The original scanned images in the capture directory, including all job files, are deleted.

- Click **CTRL+ALT+J** for **Finalize & Delete**.

19.3. Delete, Merge and Overwrite

If an existing folder with the same folder name and/or file content is found in the target directory path during the finalization routine, a message with the options **Delete**, **Overwrite** and **Merge** is displayed.

- **DELETE** removes the existing content in this folder and saves in it the last scanned images of the scan job.

Please note: If you use DELETE when C: / is your selected finalize path, all files on the disk C: / will be deleted.

- **OVERWRITE** overwrites the existing files in the selected folder with the actual files of the scan job.
- **MERGE** merges the actual files of the scan job with the existing files in the selected folder. Precondition: The file names in the scan job must be different to file names of existing files in the folder.

19.4. Open the image export directory with the Finalize Manager

- Move to the **Finalize Manager**.
- Go to the progress bar of your finalize job.
- Wait until the progress bar shows 100%.
- Click **OPEN** to open the target directory, which contains the exported images of the finalized scan job.

19.5. Finalize Manager Menus

19.5.1. Finalize

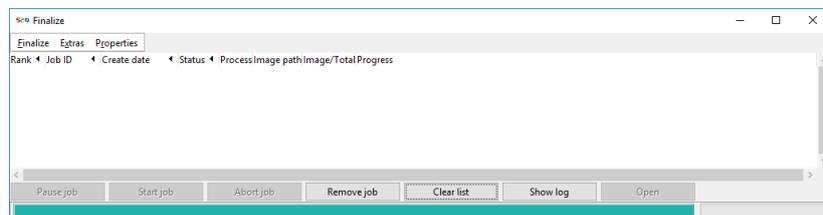


Fig. 141: Finalize Manager

19.5.2. Properties

General /Finalize Auto Start

This setting is activated by default. When using **F**, **F8** or **CTRL+J** the finalize process of your scan job starts immediately.

19.5.3. Start Finalize

Manual start of the finalize process when the setting **Finalize Auto Start** is deactivated.

19.5.4. Hibernation after Finalize

After the last finalized scan job the **Hibernation (or suspend to disk)** is powering down the **Batch Scan Wizard** PC while retaining its state. Upon **Hibernation**, the computer saves the contents of its random access memory (RAM) to a hard disk or other non-volatile storage. Upon resumption, the computer is exactly as it was before entering **Hibernation**.

19.5.5. Extras

- **Show Batch Scan Wizard**
- **Open/Show ScanPad**
- **Open/Show ScanTool**

19.5.6. Finalize Manager - Change the order of running finalize jobs

When you have several finalize jobs running, each with different numbers of images to export, you can change their order using the buttons **PAUSE**, **START** and **ABORT**.

19.5.7. Pause a running finalize job

- **PAUSE JOB** stops a running finalization of a scan job.

19.5.8. A paused finalize job

- **Start job** starts a paused finalization of a scan job.

19.5.9. Abort a running finalize job

- **Abort job** aborts a running finalization of a scan job.

19.5.10. Remove a finalized scan job from the list

- **Removes** a scan job from the list.

19.5.11. Delete the list of finalized scan jobs

- **CLEAR LIST** deletes the list of finalized jobs.

19.5.12. Troubleshooting Finalize - Check the log file of your finalized job

During the image export of a scan job, all system actions of the entire process will be recorded in a log file for later examination.

If an error occurs during the finalize attempts, mark the line of the finalize job in the list and click **SHOW LOG** to open the log file.

20. Delete a Scan Job

An existing scan job can be deleted in the **Create Job** dialog .

- Use  **SELECT JOB** to launch the job browser, where you can select and open one of the last used scan jobs.

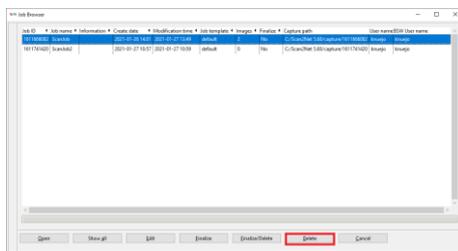


Fig. 142: Job Browser: Delete a scan job

- Double click or mark the job in the list and click **DELETE**.
- Or double click or mark the job in the list and click **EDIT** to load the job into the **Create Job** dialog.

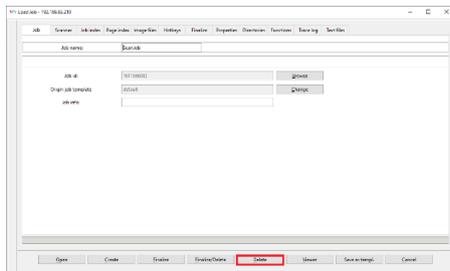


Fig. 143: Create Job Dialog: Delete a scan job

- Click **DELETE** in the **Job** tab to delete the scan job.

20.1. Delete finalized Scan Jobs

- Use the file menu function **DELETE FINALIZED JOBS**
- The job browser will be displayed,
- Only finished and transferred scan jobs with the finalize status **READY** are listed.
- Mark the desired scan jobs for delete.
- Click **DELETE** to execute the command.

Note: With this function all created images and files, file naming and directory path constructions will be irretrievably deleted. Previously created, used and saved scan templates are not affected by this procedure and remain intact.

21. BSW - Software Setup

21.1. Software installation, start and setup

The installation of **Batch Scan Wizard** software requires administrative rights on the operating system of the PC.

- Double click the file **BatchScanWizard-64Bit-6.0.msi**.
- The setup program starts with the **Batch Scan Wizard** title screen.
- Click **NEXT** to continue the installation.
- The following screen shows the name of a suggested destination directory. To accept this suggestion, click **NEXT**. Otherwise click **BROWSE** to select another destination directory.
- After selecting the destination directory, click **NEXT** to continue the installation.
- In the next screen, select the program folder, where the **Batch Scan Wizard** icons should be placed.
- Finish your selection by clicking **NEXT**.
- Finally, the last screen shows a summary of all settings.
- Now click **NEXT** to start installing the **Batch Scan Wizard**.

21.2. Status of software license

- After the installation is complete, activate the **Batch Scan Wizard** option in your scanner.
- Use the **Software Option Authorization Key** which was delivered with your invoice to activate this option.
- Open another tab in a web browser and enter the IP address assigned to the scanner. The **Scan2Net®** welcome window is displayed.
- Click **SETUP DEVICE** and then click **POWERUSER**. If prompted to enter a username and password, contact your vendor to obtain this information.
- Select **Installed Options** in the **Updates & Uploads** menu.
- Copy and paste the **Software Option Authorization Key** from your invoice into the corresponding field in **Scan2Net®**, then click **APPLY**. If the option is installed successfully, it would be displayed in green.

21.3. Starting the Batch Scan Wizard Software

During software installation a folder with shortcuts to your **Batch Scan Wizard** software on your PC desktop is created.

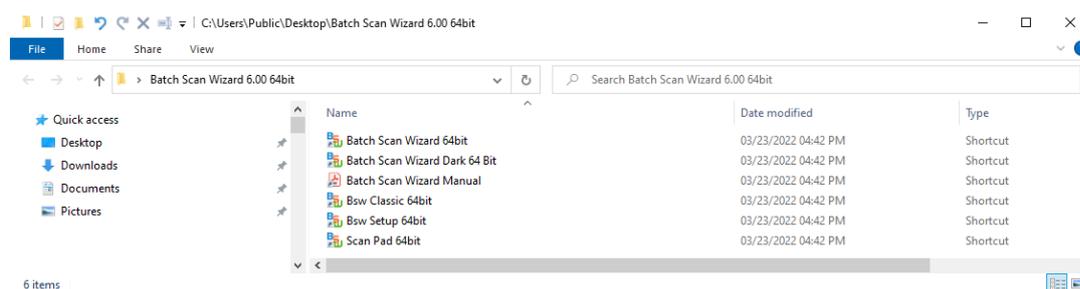


Fig. 144: Batch Scan Wizard PC desktop shortcuts

The **Batch Scan Wizard** desktop folder contains the following shortcuts

- **Batch Scan Wizard 64bit**
The **Batch Scan Wizard** application.
- **Batch Scan Wizard Dark 64 Bit**
Launches the **Batch Scan Wizard** application in dark mode.
- **Batch Scan Wizard Manual**
The **Batch Scan Wizard** software manual in PDF format.
- **BSW Classic 64bit**
A small batch scan application with very limited functions which allows to scan and to save in one step into a target directory.
- **BSW Setup 64bit**
The **Batch Scan Wizard** setup application
- **Scan Pad 64bit**
A small single scan application.
- Use **Batch Scan Wizard 64bit** to start the main **Batch Scan Wizard** software.

21.4. Setup Default Settings

When starting **Batch Scan Wizard** for the first time, you will see the **Default Settings** window with the setup dialog.

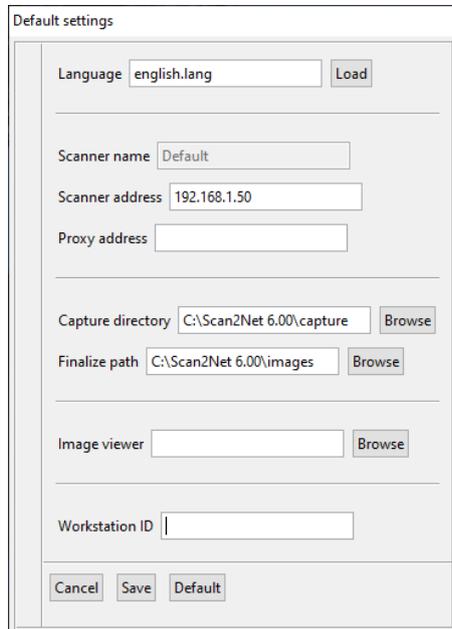


Fig. 145: Default Settings

➤ Enter the settings for:

21.5. Language selection

Here you can select the desired language for the **Batch Scan Wizard** user interface. The default language in **Batch Scan Wizard** is English. We would be happy to help you to translate the user interface of the **Batch Scan Wizard** in your own language. Please send your request to the Image Access support team support@imageaccess.de.

21.6. Scanner IP address

With the IP address (Internet Protocol address) you can identify your **Scan2Net**[®] scanner in your local computer network. The scanner will be registered automatically as the default scanning device.

Or network name – a defined name for the scanner, like **WideTEK 36** with a fixed port address 80, can also be used.

For instructions on how to change the scanner's IP address, please refer to the scanner's **Setup and Assembly Manual**. If you want to use a different **Scan2Net**[®] scanner located in your network, go to the **Scanner address** field in the Create Job dialog scanner tab and enter its IP address.

21.7. Proxy server IP address

In some computer networks, a proxy server (this can be a computer system or a software application) acts as an intermediary for requests from network clients seeking resources from other servers, i.e., a client application, such as a Web browser, and a network server. Please ask your network administrator whether a proxy server is required to access the desired scanner.

21.8. Capture directory top

This **capturing directory** entry will be used for the initial software setup procedure only and is the intermediate storage area for all scanned images. The images are stored in a fast access method, to allow the operator to change the order of the images by moving, deleting or inserting images during a scan.

If the system disk is full, or another hard drive for storing images is intended, the default image directory must be changed in the Create Job dialog. The new directory path will be offered for each following scan job. To optimize scanning speed, it is recommended that the capture directory be located on a local drive.

Note: Please do not open, move, delete or edit the capture directory or any images in the capture directory.

If you open, move, delete or edit the capture directory or any images in the capture directory, Image Access cannot guarantee that Batch Scan Wizard will function properly.

21.9. Finalize path

Finishing a batch of scans is done in the finalize process. All captured images were copied and exported into the **finalize directory**. The finalize directory stores the images in their final format and order.

21.10. Image Viewer

Here you can select the path to an external image viewer application. When no path to an external viewer application is selected, the default viewer of your PC system will be used.

21.11. Workstation id

The **Workstation ID** is the network name of the operating workstation. This default entry is editable.

- **SAVE TO** saves the new settings and exits the setup definition dialog.
- **DEFAULT** resets all settings to the BSW default settings.

Note: You must mount each directory with Microsoft Windows Explorer before you can add it as a destination directory for the Batch Scan Wizard.

Note: You can modify the settings by starting the Setup application via Windows Start menu.

22. BSW - User Management

With **Batch Scan Wizard User Management** all user operations can be tracked in a scan job protocol, the trace log, or in single protocol files, the text files, for each scan. For example, information like the name of the actual logged in BSW user, the creation time of a scan job and the used scan parameters can be sampled in existing or in created variables and combined into a report file. Users and user groups can be created and managed by giving them individual user rights for the desired scan workflow.

22.1. Enable User Management

An enabled **User Management** is required to setup and edit the users and groups.

- In program menu **User** enter the **User Management** menu.



Fig. 146: Program Menu User

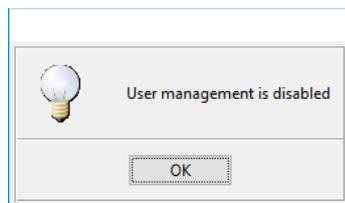


Fig. 147: User Management is disabled

- Click **OK** to start the **User Management** dialog.

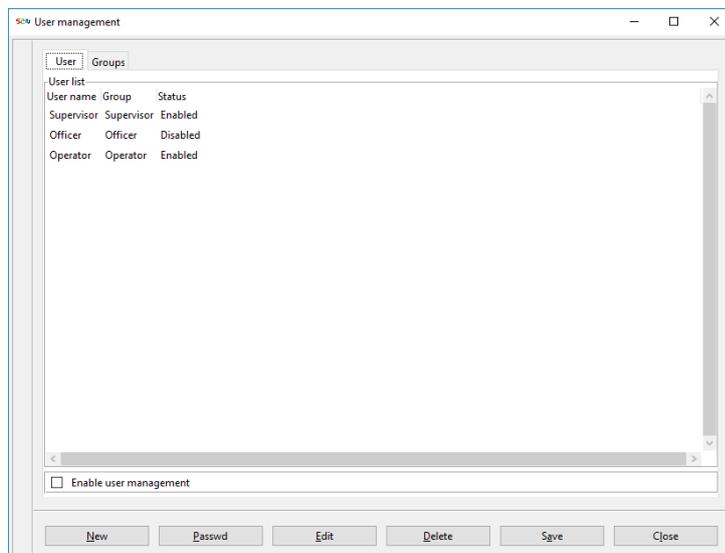


Fig. 148: User Management

- In **User Management** set **Enable User Management** on to activate the **Batch Scan Wizard** user management.

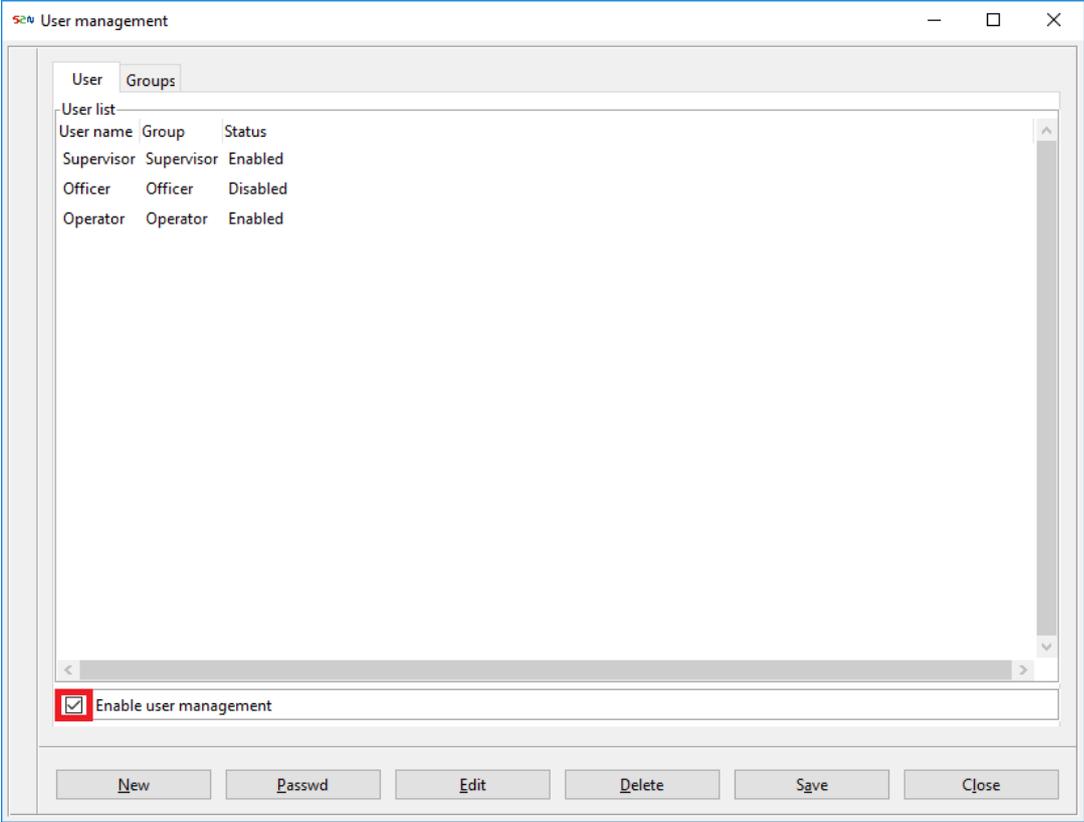


Fig. 149: Enable User Management

- Click **SAVE** to finish the **User Management**'s activation.

22.2. User Login Screen

After restarting **Batch Scan Wizard** the **Batch Scan Wizard Login** screen with a preselected user, the **Batch Scan Wizard Supervisor** will be shown.

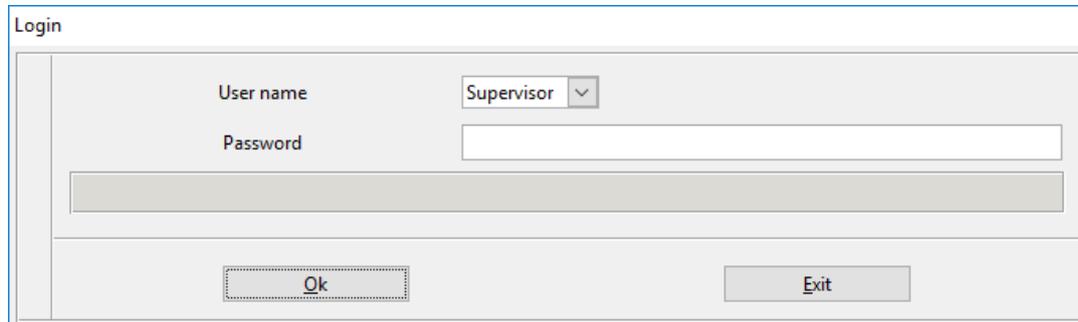


Fig. 150: BSW User Login Dialog Window

- The **Supervisor** user is the only user role with the administrative rights to setup and edit the other users and groups in **Batch Scan Wizard**.
- After software installation the **Supervisor** user account requires no password.
- Click **OK** to login as **Supervisor** and to load the **Batch Scan Wizard**'s main control window.
- Please refer to the following chapter for more information on this.

22.3. Batch Scan Wizard Users

Batch Scan Wizard offers three types of user roles and user level accounts.

Supervisor

The **Supervisor** is the administrator account of **Batch Scan Wizard** with the rights to setup and edit all other users and groups in **Batch Scan Wizard**. This administrator account cannot be deleted.

Officer

This user role can be used to setup an individual account with the right to review and finalize the scanned jobs and can be used as a team leader role in the scan workflow of a large scan project - when it is desired to integrate a quality management procedure between the scan process by the Operator role and the delivering of the scan files to the end customer.

Operator

Only the restricted user rights to open and operate scan jobs can be assigned to this user role.

Note: All default user accounts – the Supervisor, the Officer and the Operator - require no password after software installation.

22.4. Change of a User Password

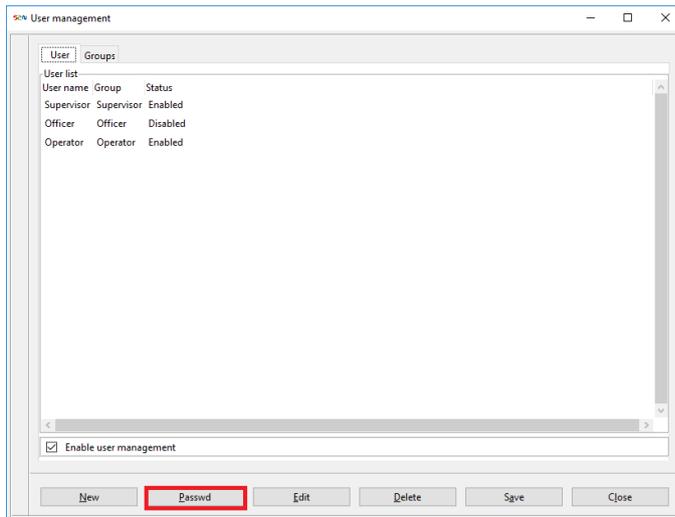


Fig. 151: Load Change Password Dialog

- In **User List** mark the user **Supervisor**.
- Load the **Change Password** dialog.

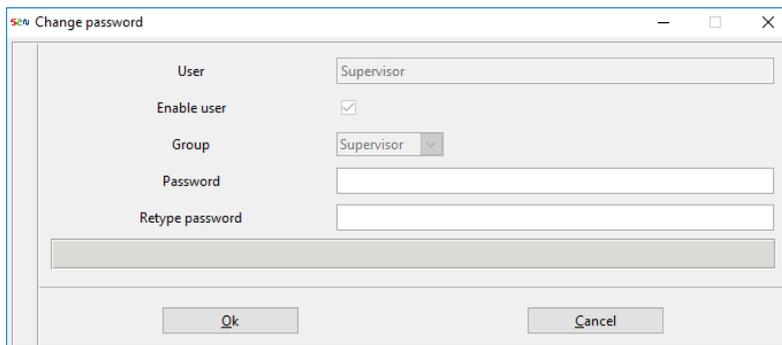


Fig. 152: Change Password Dialog

- Enter the new **User Password** in the entry line **Password**.
- Confirm the new **User Password** in the entry line **Retype password**.
- Click OK to save the new Supervisor password.

22.5. Disable a User Account

- In program menu **User** enter the **User management** menu again.
- In **User list** mark a user by a **LEFT MOUSE** click.
- Click **EDIT** to load the user account.
- Disable the user account by unchecking the flag in Enable user.

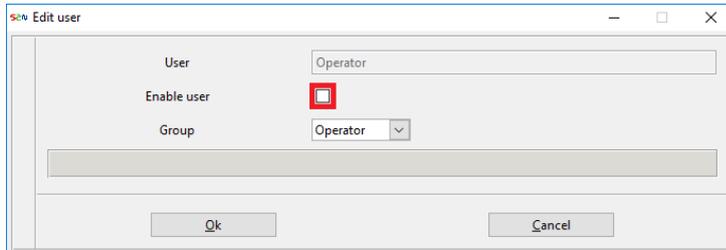


Fig. 153: Edit User: Disable a User Account

- Click **OK** to finish and save the disabling of a **User Account**.

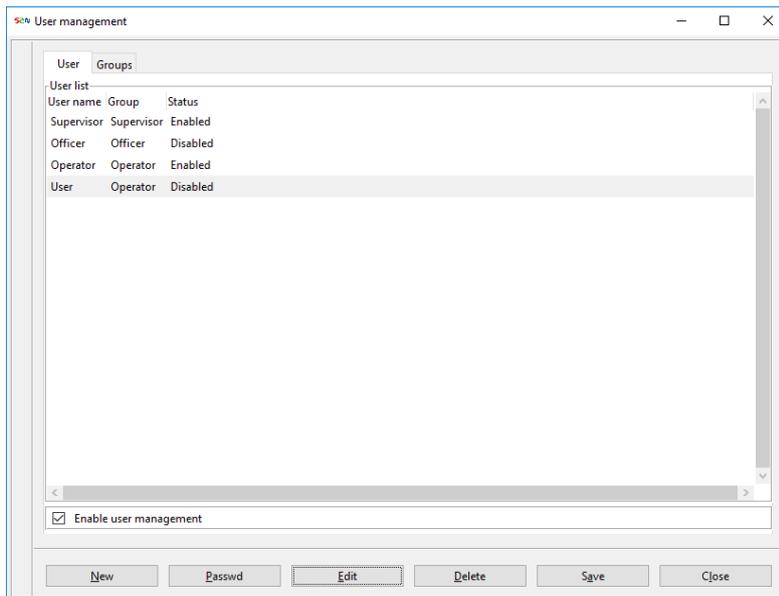


Fig. 154: A disabled User.

22.6. Add a new User

It is recommended to create an individual login for each role and user who will operate the system. The user can be also stated within the meta data of the generated files; therefore it is important that every user has his individual and named login account.

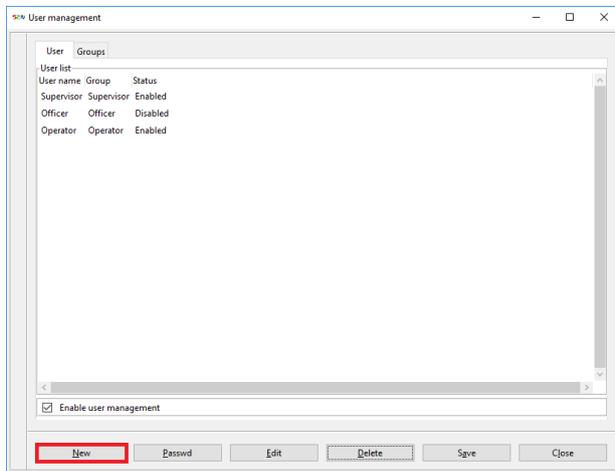


Fig. 155: Start to setup a new user

- Click **NEW** to load the **New User** dialog.

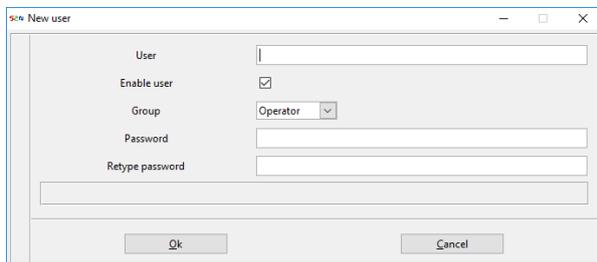


Fig. 156: Edit a new user account

- A username is required for a new user account.
- Enable the user account.
- Select the required user role for this account.
- Enter a new password for this account.
- Retype the password.
- Click **OK** to finish the **New User** setup.

Note: The user selection list can be edited only if the current user has logged into the BSW as a supervisor. The BSW will show a message when the menu item is selected to modify the list and the current user does not have BSW supervisor rights.

22.7. Edit group permissions

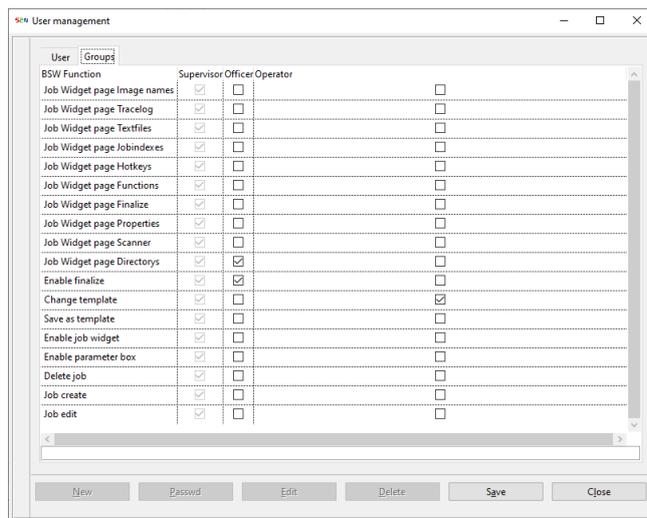


Fig. 157: Group permissions

The **Supervisor** can edit the default permissions of the groups **Officer** and **Operator** to the main **Batch Scan Wizard** GUI, functions and procedures.

22.8. User permissions to the Create Job dialog

Each user can have permissions to the listed tabs and functions given or withdrawn in the create job dialog in **Batch Scan Wizard**.

Image names

Tracelog

Textfiles

Job Indexes

Page Indexes

Hotkeys

Functions

Finalize

Properties

Scanner

Directories

Note: Enable Job Widget: If this option is not enabled the Create Job dialog cannot be opened. The user can only create new scan jobs by selecting a scan job template in the Quick Select Combo Box and the use of the button Create job with current template.

22.9. User permissions in an open scan job

Each user can have permissions to the BSW tool bars added or withdrawn, available when **Batch Scan Wizard** runs in job mode, and to the BSW setup functions when a user likes to setup or edit a scan job in the create job dialog of **Batch Scan Wizard**.

- **Enable Finalize:** The **Finalize** procedure can be started.
- **Change template:** **Job Templates** can be saved and edited.
- **Save As Template:** **Job Templates** can be created and saved.
- **Enable Job Widget:** If this option is not enabled the **Create Job** dialog cannot be opened
- **Enable Parameter Box:** The **Scanner Settings** box can be opened edited.
- **Delete Job:** Deleting a job is possible.
- **Job create:** Any scan job can be generated by the **Create Job** dialog.
- **Job edit:** Any scan job can be edited by the **Create Job** dialog.

22.10. User permission to scanner settings



The most frequently used options are represented by buttons in the **Batch Scan Wizard**'s tool bars. Additional parameters can be set in the **Scanner Settings** box.

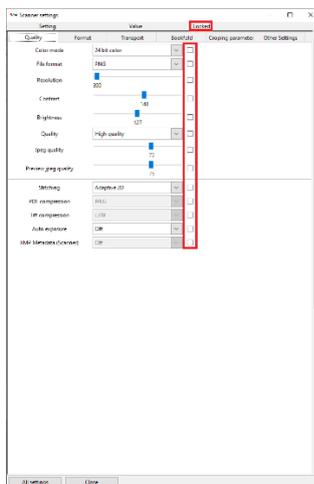


Fig. 158: Scanner Settings of a WideTEK44-600

In the **Scanner Settings** window, all available and locked scan parameters of the scanner can be edited. When scan parameters are locked, they cannot be changed in the scan parameter tool bars of **Batch Scan Wizard**. The **Scanner Settings** window is only available when a network connection to the scanner is established.

In the **Scanner Settings** window only inaccessible scan parameter tool bars and scanner settings are displayed by default. By selecting **ALL SETTINGS** all scanner settings are displayed. Now all scanner settings can be selected and adjusted to a desired value and then, if needed, the access to them in the **Batch Scan Wizard** interface can be locked here. Changes in the **Scanner Settings** window will be displayed immediately in the scan parameter tool bars of **Batch Scan Wizard** and **ScanTool**. Changes in the scan parameter tool bars of the BSW are immediately displayed in the **Scanner Settings** window.

23. Appendix

23.1. BSW GUI – File Menu – Keyboard Shortcuts

Menu	Function	Shortcut
File	Create job	Ctrl+N
File	Create job with current template	Ctrl+Q
File	Open job	Ctrl+O
File	Open last job	Ctrl+L
File	Edit job	Ctrl+E
File	Create job template	Ctrl+T
File	Delete job	Ctrl+D
File	Delete finalized job/s	Alt+D
File	Save image as	Ctrl+S
File	Import Image/s	
File	Exit	Alt+F4
Edit	Delete image	Alt+Delete
Edit	Insert last deleted image	Alt+Insert
Edit	Append placeholder	Alt+A
Edit	Insert placeholder	Ctrl+Alt+I
Edit	Replace with placeholder	Ctrl+Alt+R
Edit	Mark all images	
Edit	Unmark all images	
Edit	Refresh page indexes	
Edit	Undo changes	
Edit	Restore original image	
Scan	Single scan	Alt+1
Scan	Batch scan	Alt+B
Scan	Single scan with placeholder	Ctrl+1
Scan	Batch scan with placeholder	Ctrl+B
Scan	Insert scan	Ctrl+I
Scan	Replace scan	Ctrl+R
Scan	Scan into first placeholder	Ctrl+Alt+P
Scan	Stop scan	Escape

23.2. BSW GUI - File Menu – Keyboard Shortcuts continued

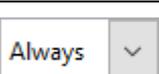
Menu	Function	Shortcut
Show	Goto first image	Alt+Home
Show	Goto last image	Alt+End
Show	Page forward	Alt+Page up
Show	Page back	Alt+Page down
Show	Image forward	Alt+right
Show	Image back	Alt+left
Show	Goto image	Alt+G
Show	Go to first placeholder	Ctrl+Alt+G
Show	Go to next placeholder	Ctrl+Alt+N
Show	Go to first marked image	
Show	Go to first next marked image	
Show	Display image with external viewer	Alt+V
Show	Display all image tabs	Ctrl+Alt+1
Show	Display all properties tabs	Ctrl+Alt+2
Show	Display all text tabs	Ctrl+Alt+3
Zoom	Zoom in	Ctrl+Alt++
Zoom	Zomm 100%	Ctrl+Alt+/ /
Zoom	Zoom out	Ctrl+Alt+-
Zoom	Fit to window	Ctrl+Alt+F
Zoom	Fit to height	Ctrl+Alt+H
Zoom	Fit to width	Ctrl+Alt+W
Zoom	Full screen	Ctrl+Alt+A
Move	Move image left	Ctrl+Alt+left
Move	Move image right	Ctrl+Alt+right
Move	Move image up	Ctrl+Alt+up
Move	Move image down	Ctrl+Alt+down

23.3. BSW GUI - File Menu – Keyboard Shortcuts continued

Menu	Function	Shortcut
Extras	Open/Show ScanPad	Alt+M
Extras	Open/Show ScanTool	Alt+T
Extras	Show finalize window	Alt+U
Extras	Open scanner settings window	Alt+C
Extras	Save settings as default	
Extras	Restore default settings	
Extras	Restore image settings	
Extras	Restore template settings	
Extras	Load template settings	
Extras	Save template settings	
User	Logout	
User	User management	
Workspace	Save Workspace	
Workspace	Select Workspace (1 – 5)	
Finalize	Finalize job	Ctrl+J
Finalize	Finalize marked images	Ctrl+Alt+J
Finalize	Finalize marked images in normal order	
Finalize	Finalize without placeholder	
Finalize	Finalize and delete job	
Properties	Change window count	
Properties	Properties	
Properties	Import templates from previous BSW versions	
Help	Help	F1
Help	About	
Help	Save log files	

23.4. BSW GUI - Main Control Bars

23.4.1. The Scan Control Bar

Button	Short Description	Detailed Description
	Batch Scan	Starts a batch scan. The file is automatically named as defined in the chosen numbering script. The scanner will scan until the stop button is clicked.
	Single Scan	Starts a single scan. The file is automatically named as defined in the chosen numbering script.
	Scan stop	WideTEK ART only. The moving scan table and the scan process will be stopped immediately.
	Rescan	VIRTUAL RESCAN : Allows to download a copy of the last scanned image, which is still stored with its previously chosen parameters in the scanner's RAM memory. If modifications of any or all virtual settings are made, a new image file is generated on the fly to include the altered image into the scanned batch instead of or additionally to the original image.
	Duplex scan on/off	WideTEK 36DS only. Activates / deactivates Duplex Scanning mode.
	Scan mode Direct (default)	The scan starts when the scanner receives the start command from the application.
	Scan mode Wait	The next scan request is on hold until the start button is clicked. This works in single scan mode as well as in batch scan mode. The start button can also be triggered through the use of a foot pedal.
	Scan mode Always	The document transport starts immediately after the start command is sent from the application.
	Scan mode Quick	In this enhanced "Always" start mode, the document transport waits a predefined number of seconds, determined in the paper feed delay setting.
	Scan mode Continuous	The paper transport runs continuously over a predefined length until it is stopped by an application command.
	Stop Immediately	Every function is interrupted. The scanner also stops immediately and the current image transfer, if any, is interrupted. An active batch scan job will be terminated.
	ScanPad	Allows to generate test scans, to try out different scan settings independently or parallel to an open job. The resulting settings can be integrated into the open scan job.
	ScanTool	MASKING : For automated scanning of rectangles as well as vertical and horizontal page splitting.

23.4.2. The Image Manager Control Bar

Button	Short Description	Detailed Description
	Insert mode	Scans and inserts a new image into the batch.
	Replace mode	Scans and replaces the currently active image in the batch.
	Delete selected image	Deletes the currently active image.
	Insert last deleted image	Inserts the last deleted image into a selected position in the job.
	Save selected image	Saves the selected image to any location directly out of the opened batch.
	Change Window Count	Changes the number of simultaneously displayed windows.
	External Image Viewer	Opens a selected image via an external image viewer. This external image viewer application must be configured in the BSW setup program.

23.4.3. The Main Control Bar

Button	Short Description	Detailed Description
	Job Dialog	Accesses the job dialog.
	Select Job	Starts the job browser to select a scan job.
	Create job with current template	Starts a scan job with one of the listed job templates in the Quick Select Combo Box
	Create a Job Template	Saves a scan job with all selected scan parameters to a scan job template.
	Scan Settings	Parameter Box (Scanner settings) on / off
	Finalize	Saves the finished job to the defined destination directories.
	Edit Hotkey File	Allows to save, load, edit, add and/or close a BSW hotkey file
	About	Displays information about the version of the Batch Scan Wizard software.
	Help	Opens the Batch Scan Wizard manual in PDF format.
	Exit Program	Exits the program and closes all windows.

23.4.4. Settings Bar 1

Button	Short Description	Detailed Description
	Save settings template as...	Saves the current image scan parameters to a setting file.
	Load settings template	Loads a previously saved scan parameter settings file for use in a newly created scan job.
	Paper Format	A drop-down menu to select the paper format. If a fixed format other than Auto format is selected, some functions like cropping, crop & deskew and book fold correction will not work properly.
Auto format	Auto	
A2 landscape	a2l	
A3 landscape	a3l	
A3 portrait	a3p	
A4 landscape	a4l	
A4 portrait	a4p	
A5 landscape	a5l	
A5 portrait	a5p	
US C landscape	Uscl	
US C portrait	uscpl	
US B landscape	Usbl	
US B portrait	usbpl	
Letter landscape	Letl	
Letter portrait	letpl	
Legal landscape	Legl	
Legal portrait	Legpl	

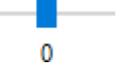
23.4.5. Settings Bar 1 continued

Button	Short Description	Detailed Description
	Resolution	Selects the scanner resolution.
	24 bit Color	Sets the scanner to true color scanning mode.
	8 Bit Color	Sets the scanner to 8 bit color scanning mode.
	Grayscale	Sets the scanner to grayscale scanning mode.
	Enhanced Halftone	Sets the scanner to photo scanning mode. The gray shades of the images are dithered resulting in a binary image with photo realistic appearance.
	Binary	Sets the scanner to binary scanning mode.
	Bidirectional Scan	The scanner scans in both directions
	Scan 90°, 180° or 270° rotated	The captured image is rotated 90°, 180° or 270° inside the scanner on the fly.
	Get entire image	If activated, the entire original image is added into the scan job along with the masked image.
	Flat mode	In Flat Mode the document is treated as flat and scanned with a fixed focus setting for the complete scan area.
	Book Fold Correction	Book fold correction is a technique to compensate the curvature of an open book.
	Folder mode	In Folder Mode, the focus is fixed on the right side and the left side of the document, independent of each other.
	Glass Plate mode	In Glass Plate Mode, the focus is fixed to the defined height of the glass plate in closed position.
	Auto mode	The Auto Mode selects automatically between Flat-, Folder- or V-Mode.

23.4.6. Settings Bar 1 continued

Button	Short Description	Detailed Description
	V-mode	V-Mode is used when the book cradle is positioned in the “V” position.
	Document output (Rewind /Eject (default) / Hold)	The default setting of large format scanners is document output eject. This button enables document output rewind.
	Cropping	The scanner takes a maximum size scan and automatically cuts off the border recognized as background (cropping).
	Crop & Deskew	The scanner takes a maximum size scan, automatically detects any skew of the scanned document, cuts off the border recognized as background (cropping) and right-angle aligns the image. If the deskew angle of the document exceeds the maximum angle defined, the function will only crop.
	Single Page	Standard scan mode: the entire document is stored in one single image. All selected formats work.
	Split Page Automatically	The scanning area is split into two pages of the same width. You have to activate the scan function twice to scan both pages.
	Left Page Only	The scanning area is split into two pages of the same width. Only the left page is sent.
	Right Page Only	The scanning area is split into two pages of the same width. Only the right page is sent.

23.4.7. Settings Bar 2

Button	Short Description	Detailed Description
Brightness  127	Brightness	Brightness setting. Smaller values result in darker images, higher values produce brighter images.
Contrast  127	Contrast	Contrast setting. Smaller values result in softer images, higher values produce sharper images.
Sharpen  0	Sharpen	An automatic sharpening algorithm is applied to the image before any other operation is performed. A value of zero disables the function. Very high values may produce artifacts depending on the nature of the document.
Despeckle <input type="button" value="Off"/> 	Despeckle on / off	Removes isolated black pixels that do not have any relation to their neighbors if activated. Speckles exist only in binary files and are found in low contrast areas of a document.
Gamma  17	Gamma	Specifies the gamma function used during scanning. The value of 1.7 is good for most PC environments. Mac users should select 1.8 for the best results on the monitor.

23.4.8. ScanTool Control Bar

Button	Short Description	Detailed Description
	Switch to BSW	Moves the active ScanTool window to the background.
	Move Image	Allows to move a zoomed image around in the viewer window.
	Change	Shifts the position of a new split line or resize a rectangle.
	Delete	Deletes a single split line or a rectangle.
	Delete all	Deletes all previously set split lines and frames.
	Variable page splitting vertical	Sets a vertical split line.
	Variable page splitting horizontal	Sets a horizontal split line.
	Extended variable page splitting vertical	Sets a double sided and even sized splitting rectangle.
	Scan rectangles	Allows to define an unlimited number of scan areas by drawing rectangular frames.
	Save image to BSW	Transfers the split pages and/or the contents of the frames to the active batch.

23.4.9. Scan Job Variables

Label	Group	Notation	Job Index	File Path	File Name	File Entry
vendor_name	Vendor Name	%s(vendor_name)				X
scanner_device_name	Device Name	%s(scanner_device_name)			X	X
workstation_id	Device Name	%s(workstation_id)				X
side	Device Number	%d(side)			X	X
user_text	File Entry	%s(user_text)				X
image_ext	File Extension	%s(image_ext)				X
image_ext	File Extension	%s(image_ext)			X	X
image_ext_org	File Extension	%s(image_ext_org)			X	X
mpdf_ext	File Extension	%s(mpdf_ext)			X	X
mtiff_ext	File Extension	%s(mtiff_ext)			X	X
pdf_ext	File Extension	%s(pdf_ext)			X	X
preview_ext	File Extension	%s(preview_ext)			X	X
tif_ext	File Extension	%s(tif_ext)			X	X
file_id	File Name	%s(file_id)				X
image_name	File Name	%s(image_name)				X
mpdf_name	File Name	%s(mpdf_name)			X	X
mtiff_name	File Name	%s(mtiff_name)			X	X
pdf_name	File Name	%s(pdf_name)			X	X
preview_name	File Name	%s(preview_name)				X
tif_name	File Name	%s(tif_name)			X	X

23.4.10. Scan Job Variables continued

Label	Group	Notation	Job Index	File Path	File Name	File Entry
job_id	Job	%s(job_id)		X	X	X
job_info_short	Job	%s(job_info_short)				X
job_name	Job	%s(job_name)		X	X	X
local_host	Network	%s(local_host)			X	X
proxy	Network	%s(proxy)			X	X
scanner_address	Network	%s(scanner_address)			X	X
scanner_host_name	Network	%s(scanner_host_name)			X	X
image_pos	Counting	%d(image_pos)			X	X
images	Counting	%d(images)			X	X
numbering_offset	Counting	%d(numbering_offset)			X	X
page_number	Counting	%d(page_number)				X
page_number	Counting	%d(page_number)			X	X
page_number_reverse	Counting	%d(page_number_reverse)			X	X
operating_system	OS	%s(operating_system)			X	X
finalize_path	Path	%s(finalize_path)		X	X	X
image_full_path	Path	%s(image_full_path)			X	X
image_path	Path	%s(image_path)		X	X	X
mpdf_full_path	Path	%s(mpdf_full_path)			X	X
mtiff_full_path	Path	%s(mtiff_full_path)			X	X
pdf_full_path	Path	%s(pdf_full_path)			X	X
preview_full_path	Path	%s(preview_full_path)			X	X
tif_full_path	Path	%s(tif_full_path)			X	X
meta_data_file	PDF/A	%s(meta_data_file)				X
meta_data_string	PDF/A	%s(meta_data_string)				X
s2n_xmp_name_space	PDF/A	%s(s2n_xmp_name_space)				X

23.4.11. Scan Job Variables continued

Label	Group	Notation	Job Index	File Path	File Name	File Entry
xmp_author	PDF/A	%s(xmp_author)	X	X	X	X
xmp_create_date	PDF/A	%s(xmp_create_date)	X	X	X	X
xmp_description	PDF/A	%s(xmp_description)	X	X	X	X
xmp_keywords	PDF/A	%s(xmp_keywords)	X	X	X	X
xmp_marker	PDF/A	%s(xmp_marker)	X	X	X	X
xmp_rights	PDF/A	%s(xmp_rights)	X	X	X	X
xmp_subject	PDF/A	%s(xmp_subject)	X	X	X	X
xmp_title	PDF/A	%s(xmp_title)	X	X	X	X
xmp_uuid	PDF/A	%s(xmp_uuid)	X	X	X	X
xmp_webstatement	PDF/A	%s(xmp_webstatement)	X	X	X	X
brightness	Image	%s(brightness)			X	X
colormode	Image	%s(colormode)			X	X
contrast	Image	%s(contrast)			X	X
docsize	Image	%s(docsize)			X	X
dpi	Image	%s(dpi)			X	X
gamma	Image	%s(gamma)			X	X
image_height	Image	%d(image_height)			X	X
image_size	Image	%d(image_size)			X	X
image_width	Image	%d(image_width)			X	X
rotation	Image	%s(rotation)			X	X
settings	Image	%s(settings)				X
sharpen	Image	%s(sharpen)			X	X
application	Software	%s(application)				X
bsw_version	Software	%s(bsw_version)				X
firmware_version	Software	%s(firmware_version)				X

23.4.13. Escape strings for variables and functions

Syntax: %:ESCAPE_STRING:s(StringVariable)

Syntax	Description
none	None escaping
htmlstr	HTML
str	string syntax. \r\n\t" etc. are escaped C-like
path	Convert \ or / to the respective OS
unixpath	Convert from \ to /
dospath	Convert from / to \
xml	Escaping to XML
excelxml	MS Excel needs a slightly different escape sequence than XML

To output a % you have to enter %%.

As an example for xml:A

```
<username>%:xml:s(user_name)</username>
```

The content for the variable username can be entered into the entry field of the image viewer under the scanned image after a scan.

xml will be escaped.

The following characters will be translated:

Character	Notation	Result
#define XML_ESC_LT	"<"	/* < */
#define XML_ESC_GT	">"	/* > */
#define XML_ESC_AMP	"&"	/* & */
#define XML_ESC_APOS	"'"	/* ' */
#define XML_ESC_QOUT	"&qout;"	/* " */

If this syntax is not followed, errors may occur when interpreting the XML file.

The description of escape characters for html can be found here:

<https://en.wikipedia.org/wiki/XML#Escaping>

23.5. WideTEK 12/12 Spectrum/24F/25/36F - Additional Settings

23.5.1. Bidirectional Scan



The **WideTEK 25** is able to scan unidirectional in either direction or in bidirectional mode. Activating the bidirectional scan will save time because it results in a higher document throughput.

On

The camera stops after scanning at the front side of the scanning area and does not return to the start position. The next scan will start from the front side. After scanning, the camera stops at the initial start position at the back end of the scanning area.

Off (default)

The camera returns to the initial start position after scanning the selected scan area.

23.5.2. WideTEK 12/12 Spectrum/24F/25/36F Scanner Settings



Fig. 159: Scanner Settings WideTEK 12-600



The most frequently used options are represented by buttons in the **Batch Scan Wizard's** tool bars. Additional parameters can be set in the **Scanner Settings** box.

In the **Scanner Settings** window, all available and locked scan parameters of the scanner can be edited. When scan parameters are locked, they cannot be changed in the scan parameter tool bars of **Batch Scan Wizard**. The **Scanner Settings** window is only available when a network connection to the scanner is established.

In the **Scanner Settings** window only inaccessible scan parameter tool bars and scanner settings are displayed by default. By selecting **ALL SETTINGS** all scanner settings are displayed. Now all scanner settings can be selected and adjusted to a desired value and then, if needed, the access to them in the **Batch Scan Wizard** interface can be locked here. Changes in the **Scanner Settings** window will be displayed immediately in the scan parameter tool bars of **Batch Scan Wizard** and **ScanTool**. Changes in the scan parameter tool bars of the BSW are immediately displayed in the **Scanner Settings** window.

- Select **Scan Settings** in the **Batch Scan Wizard main window** and you will get a new window, the **Scanner Settings**.

Note: The appearance of the scanner settings box and the available functions differ depending on each scanner model and Scan2Net® firmware version.

23.5.3. Quality - Scan Modes

The **Scan Mode** selector allows the user to select from four possible scan modes.

Fast	Scans with standard scanning speed, depending on the selected resolution.
Normal	Scans with the half of the standard scanning speed.
High Quality	Scans with a quarter of the standard scanning speed.
Repro	Scans with an eighth of the standard scanning speed

The scanning speed depends on the resolution selected and decreases with increasing resolution.

23.5.4. Illumination

Illumination allows selecting from four different illumination settings for the scan sequence.

Default	Scans with default illumination setting. This setting is recommended for flat documents without a surface structure.
Top	Only the top lamp is illuminated. The resulting image shows the object as illuminated from the top side.
Bottom	Only the bottom is illuminated. The resulting image shows the object as illuminated from the bottom side.
3D Light	The resulting image shows the surface of the scanned object with a 3D effect. This improves the results while scanning objects with a relief-like surface. For example coins or objects with imprinting.
Backlight	WideTEK 12/12 Spectrum/25 . To be used with the optional backlight cover. Recommended when scanning transparent source material, like X-rays.
UV	WideTEK 12 Spectrum only. Captures objects under ultraviolet (UV) lighting at 365nm, visible light (VIS).
IR	WideTEK 12 Spectrum only. Captures objects under infrared (IR) lighting contrast of objects under IR light at 850nm.

23.5.5. Color Gain

The **Color Gain** drop down list sets the gain on a specific channel. This function is used to eliminate any color shift or tints from the background.

23.5.6. Color Space

The **Color Space** selector allows selecting from three pre-defined color spaces for the images.

Native	The color space of the scanner. The Gamma value can be modified with a slider in the Image Quality screen. Chapter B.4.5 provides more information.
Adobe RGB	Default color space. The Gamma value is locked.
sRGB	Selects the color space sRGB. The Gamma value is locked.
eciRGB_v2	Selects the color space eciRGB_v2. The Gamma value is locked.

23.5.7. Exposure

The **Exposure** screen allows selecting the functions Black Cut and Auto.

Fixed Switches off the **Exposure** function.

Black Cut Sets the threshold for black.
All pixel values found in the image below the selected value are set to solid black.
Range: 0 (zero) to 100
Result: The image contrast is improved.

Auto Sets the threshold for black and activates the automatic exposure control.
This function analyzes the image and detects the brightest and the darkest area. The detected brightness range is expanded to the maximum range of the scanner. Otherwise, all values below the threshold are defined as "black".
Range: 0 (zero) to 100
Result: Automatic contrast control. The image's contrast is improved.

23.5.8. Mirror

The image can be mirrored before displaying.

SELECTION ARROW	Set the desired mirror axis. The available options are Horizontal or Vertical.
OFF	Displays the image without mirroring.

23.5.9. Invert

This function inverts the colors in the displayed image.

It is only available in the color mode Binary.

23.5.10. Embedded ICC Profiles

On embeds an ICC profile into every image after scanning.

23.5.11. Stitching

The Stitching selector allows you to select a stitching method.

Fixed	This setting is used when scanning plain documents.
Adaptive 2D (Default setting.)	This setting is used when scanning documents with uneven structured surfaces, e.g. multiple folded papers. The image data will be merged dynamically. After scanning, it takes a little more time for the image to be displayed.

23.5.12. XMP

ON	Previously defined metadata will be embedded in the file header.
-----------	--

23.5.13. Black Border Removal

This function is only available on **WideTEK** CCD scanners. **Black Border Removal** removes black borders found around the edges of the scanned image. You can turn Black Border Removal on or off.

Black Border Density	Black Border Density sets the value for the color black which is to be recognized for border removal.
Black Border Width	Black Border Width allows setting an additional width to be removed inside the found black border. This value is in pixels.

23.6. WideTEK 36, 36DS, 36C, 42, 44, 48C, 48 - Additional Settings

23.6.1. Scan Modes

The **Scan Mode** selector allows the user to select from four possible scan modes.

DIRECT	The scan starts when the scanner receives the start command from the application.
WAIT	The next scan request is on hold until the Scan button is tapped. This works in Single Scan Mode as well as in Batch Scan Mode . The start button can also be triggered through the use of a foot pedal.
ALWAYS	The document transport starts immediately after the start command is sent from the application.
QUICK	In this enhanced Always start method, the document transport waits a predefined number of seconds, which is determined in the paper feed delay setting.
CONTINUOUS	Fully automatic mode The scan sequence starts immediately when the application sends the start command. Scanning stops automatically when the length defined by the slider Paper length is reached. Then the document is transported in reverse direction for the length defined with the Overlap slider. This position defines the beginning of the next part of the document. The next scan sequence starts again when the start command is sent. This will be repeated until the scanner sensors recognize the document end. Half automatic mode The scan sequence starts immediately when the application sends the start command. Scanning stops automatically when the length, defined by the slider Paper length, is reached or when an interrupt command is sent. Use the Scan button on the scanner keyboard to interrupt the scan sequence. When the scan sequence is interrupted, the document's position can be modified. The Start button moves the document in forward scan direction. The Send button moves the document reverse to the scan direction. The Scan button starts the scan sequence again for the next document part. The scan sequence stops automatically when the scanner sensors recognize the document end.

Note: Your scanner may offer you a different set of functions depending on the particular device type

23.6.2. Document Output

- Rewind** The paper will be transported through the scanner and after finishing the scan sequence, it will be returned to the front side. On the front side, it will be held in the start position.
- Exception:** If the start method “Always” is selected, the document will not be held in start position.
- Note: Document Rewind is not available for WideTEK 36 C.**
- Hold** Stops the document transport after the document passes the paper-out sensors and holds it with the transport rollers.
- Eject** The paper will be transported through the scanner and ejected at the back side.

23.7. WideTEK 36, 36ART, 36DS, 36CL, 36C, 42, 44, 48C, 48CL, 48, 60CL Scanner Settings



The most frequently used options are represented by buttons in the **Batch Scan Wizard**'s tool bars. Additional parameters can be set in the **Scanner Settings** box.

In the **Scanner Settings** window, all available and locked scan parameters of the scanner can be edited. When scan parameters are locked, they cannot be changed in the scan parameter tool bars of **Batch Scan Wizard**. The **Scanner Settings** window is only available when a network connection to the scanner is established.

In the **Scanner Settings** window only inaccessible scan parameter tool bars and scanner settings are displayed by default. By selecting **ALL SETTINGS** all scanner settings are displayed. Now all scanner settings can be selected and adjusted to a desired value and then, if needed, the access to them in the **Batch Scan Wizard** interface can be locked here. Changes in the **Scanner Settings** window will be displayed immediately in the scan parameter tool bars of **Batch Scan Wizard** and **ScanTool**. Changes in the scan parameter tool bars of the BSW are immediately displayed in the **Scanner Settings** window.

Note: The appearance of the **Scanner Settings** window and the available functions differ depending on each scanner model and Scan2Net® firmware version.

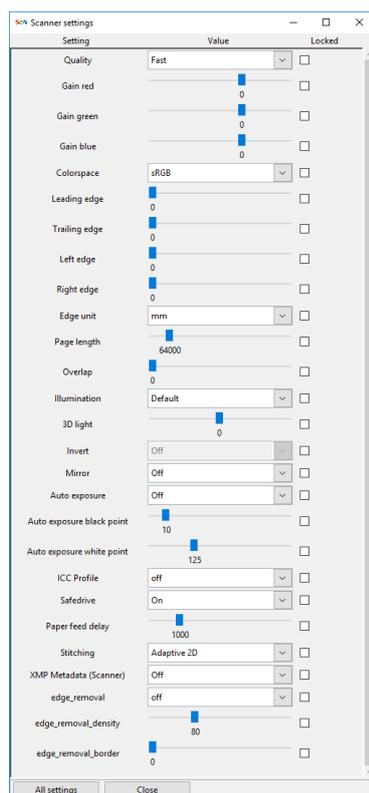


Fig. 160: Scanner Settings WideTEK 36-600

23.7.1. Quality

High Quality Scans with reduced scanning speed but improved scanning quality.

Fast Scans with normal speed, depending on the selected scan resolution.

23.7.2. Gain red, green, blue

Each Gain slider can set the gain on a specific channel. This function is used to eliminate any color shift or tints from the background.

23.7.3. Color Space

Available are three color spaces, which can be used while scanning. Touch the selection arrow and select the desired color space from the list.

Native Color space determined by the hardware (CCD camera) of the scanner.

AdobeRGB This is an RGB color space, defined by Adobe Systems. It contains half of the colors defined for the Lab color space. The Gamma value is fixed.

sRGB The standard RGB (sRGB) color space is a color space with a reduced amount of colors. The Gamma value is locked.

eciRGB_v2 Selects the color space eciRGB_v2. The Gamma value is locked.

23.7.4. Leading edge

Defines a zone on the document that is not scanned. The zone starts from the top of the document to the value specified via this function.

23.7.5. Trailing edge

Defines a zone on the document that is not scanned. The zone starts from the actual bottom of the document to the value specified via this function.

23.7.6. Left edge

Defines a zone on the document that is not scanned. The zone starts from the actual left edge of the document to the value specified via this function.

23.7.7. Right edge

Defines a zone on the document that is not scanned. The zone starts from the actual right edge of the document to the value specified via this function.

23.7.8. Edge unit

Specifies the units used for margin controls. The units can be various units of measurement. The unit of measurement **mils** is defined as 1/1000 of an **inch**.

23.7.9. Page length

Please refer to the chapter **Scan Mode Continuous**.

23.7.10. Overlap

Please refer to the chapter **Scan Mode Continuous**.

23.7.11. Illumination

Illumination allows selecting from four different illumination settings for the scan sequence.

Default	Scans with default illumination setting. This setting is recommended for flat documents without a surface structure.
Top	Only the top lamp is illuminated. The resulting image shows the object as illuminated from the top side.
Bottom	Only the bottom is illuminated. The resulting image shows the object as illuminated from the bottom side.
3D Light	The resulting image shows the surface of the scanned object with a 3D effect. This improves the results while scanning objects with a relief-like surface. For example coins or objects with imprinting.

23.7.12. 3D Light (slider)

The **3D Light slider** moves the “position” of the light source. A positive value illuminates the objects from the top side; a negative value illuminates the object from the bottom side.

23.7.13. Invert

This function inverts the colors in the displayed image. It is only available in the color mode Binary.

23.7.14. Mirror

The image can be mirrored before displaying.

SELECTION ARROW

Sets the desired mirror axis. Available are Horizontal or Vertical.

Off

Displays the image without mirroring.

23.7.15. Auto Exposure

The Exposure screen allows selecting the functions Black Cut and Auto.

FIXED

Switches the exposure function off.

BLACK CUT

Sets the threshold for black. All pixel values found in the image below the selected value are set to solid black.

Range: 0 (zero) to 100

Result: The image contrast is improved.

AUTO

Sets the threshold for black and activates the automatic exposure control.

This function analyzes the image and detects the brightest and the darkest area. The detected brightness range is expanded to the maximum range of the scanner. Otherwise all values below the threshold are defined as black.

Range: 0 (zero) to 100

Result: Automatic contrast control and the image contrast is improved.

AUTO EXPOSURE BLACK POINT

Sets the threshold for black. All pixel values found in the image below the selected value are set to solid black.

AUTO EXPOSURE WHITE POINT

Sets the threshold for white. All pixel values found in the image above the selected value are set to white.

23.7.16. Embedded ICC Profiles

On embeds an ICC profile into every image after scanning.

23.7.17. Safedrive

Switch to safe drive mode. The scanning speed is reduced and the paper handling is relaxed to make handling of sensitive documents safer.

23.7.18. Paperfeeddelay

Defines the delay between detecting the document and starting the document transport.

23.7.19. Stitching

The Stitching selector allows you to select the stitching method.

Fixed

Select this setting when scanning plain documents.

Adaptive 2D (Default setting.)

Select this setting when scanning documents with uneven structured surface, e.g. multiple folded papers. The image data will be merged dynamically. The time until the image is displayed will increase slightly.

23.7.20. XMP

On

Previously defined metadata will be embedded in the file header.

Black Border Removal

This function is only available on **WideTEK** CCD scanners. **Black Border Removal** removes black borders found around the edges of the scanned image. You can turn **Black Border Removal** on or off.

Black Border Density

Black Border Density sets the value for the color black which is to be recognized for border removal.

Black Border Width

Black Border Width allows setting an additional width to be removed inside the found black border. This value is in pixels.

23.8. Scan Parameter for WideTEK 36 DS



23.8.1. Duplex scan on/off

Activates / deactivates the **Duplex Scanning** mode.

23.9. BookTEK - Additional Settings

23.9.1. Document Modes

The **Document Mode** setting defines the focusing method when scanning documents.

23.9.2. Auto



This document mode automatically detects the position of the book cradle and the type of document to be scanned. The focus is set depending on the detected document mode that matches best.

The Auto mode selects automatically between **Flat-**, **Folder-** or **V-mode**.

Note: The document should always be placed in the middle of the book cradles and below the laser lines cross. The minimum width of the document must be ten centimeters. A minimum of four centimeters of the document's width must be placed to the left of the laser lines cross.

The **Auto** Mode function cuts the image to a rectangle which covers the four document corners. If the document is not aligned properly to the laser lines, a small black border is displayed around the document.

If the document is too small, the image shows the complete scan area.

23.9.3. Book



Book mode is the recommended method for scanning books.

The book binding curvature will be compensated for and flattened out. In **Book** mode, the focus is set depending on the form of the book and its curvature as well as on the position of the book cradle plates.

If the book cradle plates are set in "V" position, the focus will be set dynamically according to the detected book curvature.

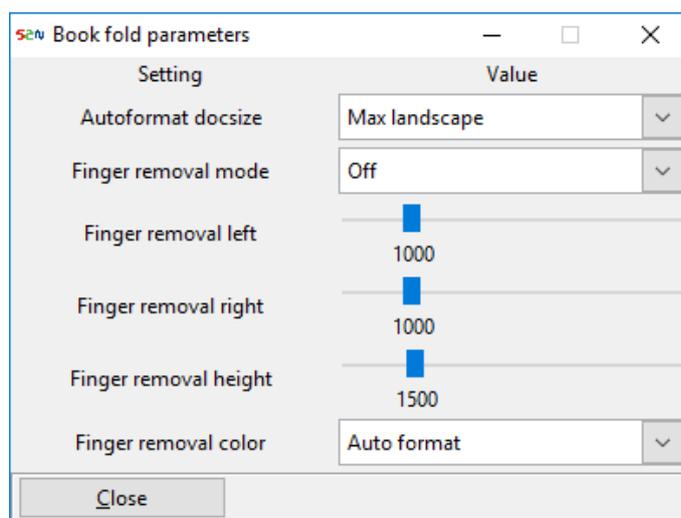


Fig. 161: Book Fold Parameters BookTEK

23.9.4. Docsize

Maxl

Autoformat docsize maximum landscape

A3plusl

Autoformat docsize A3 plus landscape

23.9.5. Flat



Scanning with the **book cradle in the FLAT position**.

The focus value will be set depending on the document height.

The measured focus value will be used for the complete scan area.

23.9.6. V



Scanning with the **book cradle in the V position**.

The focus will be dynamically set depending on the V position of the book cradle.

23.9.7. Folder



This document mode **sets separate focus values for the left and right book cradle plates**. This is recommended when scanning documents with significant height differences on each side.

23.9.8. Glass Plate



Select this document mode if a V-glass or a flat glass plate is attached to the scanner. The **Glass Plate** mode adapts the system setting to the special illumination situation when scanning documents in conjunction with a glass plate.

Note: This option is available for BookTEK scanners only.

23.9.9. Book & Glass Mode



Select this document mode if a V-glass or a flat glass plate is attached to the scanner. The **Book & Glass Plate** mode adapts the system setting to the special illumination situation when scanning documents in conjunction with a glass plate.

Note: This option is available for BookTEK scanners only.

23.10. BookTEK Scanner Settings



The most frequently used options are represented by buttons in the **Batch Scan Wizard**'s tool bars. Additional parameters can be set in the **Scanner Settings** window.

In the **Scanner Settings** window, all available and locked scan parameters of the scanner can be edited. When scan parameters are locked, they cannot be changed in the scan parameter tool bars of **Batch Scan Wizard**. The **Scanner Settings** window is only available when a network connection to the scanner is established.

In the **Scanner Settings** window only inaccessible scan parameter tool bars and scanner settings are displayed by default. By selecting **ALL SETTINGS** all scanner settings are displayed. Now all scanner settings can be selected and adjusted to a desired value and then, if needed, the access to them in the **Batch Scan Wizard** interface can be locked here. Changes in the **Scanner Settings** window will be displayed immediately in the scan parameter tool bars of **Batch Scan Wizard** and **ScanTool**. Changes in the scan parameter tool bars of the **BSW** are immediately displayed in the **Scanner Settings** window.

- Click **SCAN SETTINGS**  in the **Batch Scan Wizard** main window and you will get a new window, the **Scanner Settings** box.

Note: The appearance of the **Scanner Settings** box and the available functions differ depending on each scanner model and Scan2Net® firmware version.

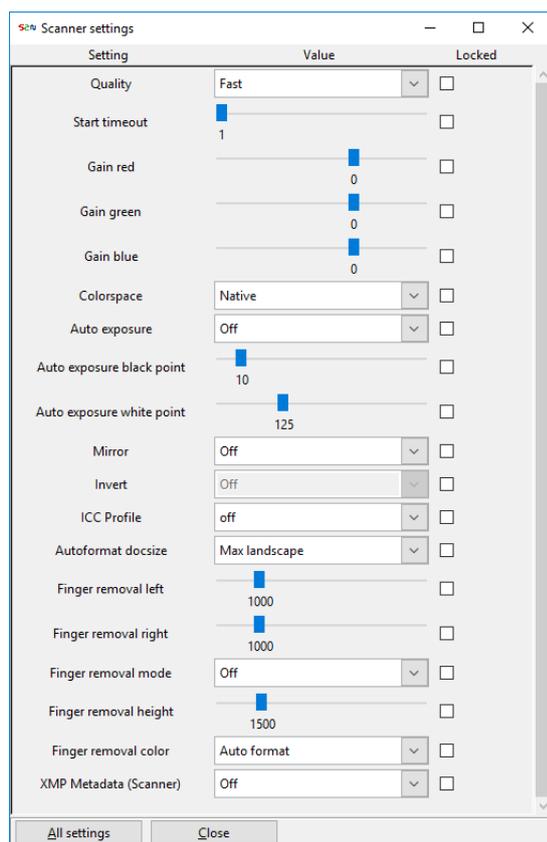


Fig. 162: Scanner Settings BookTEK 4

23.10.1. Illumination

Default

Scans with normal speed, depending on the selected scan resolution.

Anti Reflection

Scans with reduced scanning speed. Both lamps are active during the complete scan sequence. This mode reduces reflection in the image and improves the results significantly during scanning documents with a reflecting surface.

23.10.2. Color Gain

The **Color Gain** drop down list sets the gain on a specific channel. This function is used to eliminate any color shift or tints from the background.

23.10.3. Exposure

The **Exposure** screen allows selecting the functions **Black Cut** and **Auto**.

Fixed switches the function off.

Black Cut

Sets the **threshold for black**. All pixel values found in the image below the selected value are set to **solid black**.

Range: 0 (zero) to 100

Result: The **image contrast** is improved.

Auto

Sets the **threshold for black** and activates the **automatic exposure control**. This function analyzes the image and detects the brightest and the darkest area. The detected brightness range is expanded to the maximum range of the scanner. Otherwise, all values below the threshold are defined as **black**.

Range: 0 (zero) to 100

Result: Automatic contrast control and improved image contrast.

23.10.4. Mirror

The image can be mirrored before displaying.

- Click the **selection arrow** and set the desired mirror axis. Available are **Horizontal** or **Vertical**.
- Select **Off** to display the image without mirroring.

23.10.5. Invert

This function inverts the colors in the displayed image. It is only available in color mode Binary.

23.10.6. Embedded ICC Profiles

On embeds an **ICC profile** into every image after scanning.

23.10.7. Auto Format Density

The **Auto Density (Binary)** parameter defines the scanner's sensitivity for the automatic format detection. When scanning dark documents, the value should be reduced in small steps until the desired result is achieved.

Note: **The higher the numeric value, the more contrast there must be between background and scanned document.**

23.10.8. XMP

If set to **On**, previously defined metadata will be embedded in the file header.

23.10.9. Finger Removal Mode

The **Finger Removal** mode allows you to select from three settings.

Off Disables the **Finger Removal** mode.

Book Fan The **Book Fan** at the left and right side will be detected and eliminated from the image.

On The **Book Fan** at the left and right side will be detected and eliminated from the image. If the book is kept flat by one or multiple fingers, the contour of the fingers will be detected and removed.

The detected contour then will be filled with black or white color or with an automatically detected pattern. The pattern depends on the color which is found in the image below and above the finger contour.

Read the **Finger Removal** chapter and its subchapters in the scanner operation manual for detailed information about the criteria and the requirements of the **Finger Removal** mode.

Note: **If the document is held at both sides in its position, it is recommended to use a foot pedal to start the scan sequence.**

23.11. Optimizing the speed of your individual workflow

You can optimize the speed of your individual workflow easily by using

- the new individual **Batch Scan Wizard** start up configuration,
- modified scan job templates with your own scan parameter settings,
- modified **Batch Scan Wizard** (Keyboard-) **Hotkeys** for faster scan operation,
- the new keyboard shortcuts,
- an optional foot pedal in combination with the internal wait mode of your **Scan2Net®** scanner.

23.12. Tab order

The order of the tabs in the **Create Job Dialog** window can be changed by a drag and drop with left mouse button.

23.13. MS Windows Start Menu Batch Scan Wizard Folder

After installing, you should see a folder **Batch Scan Wizard 6** in the MS Windows Start Menu, in which the installed applications of the **Batch Scan Wizard** software are found.

Batch Scan Wizard Dark without Finalize	Batch Scan Wizard started in a dark design and without the Finalize Manager window.
Batch Scan Wizard Dark	Batch Scan Wizard started in a dark design and with the Finalize Manager .
Batch Scan Wizard Manual	The included Batch Scan Wizard manual in PDF format.
Batch Scan Wizard Without Finalize	Batch Scan Wizard started in a bright design and without the Finalize Manager window.
Batch Scan Wizard	Batch Scan Wizard started in a bright design and with the Finalize Manager window.
BSW Classic	An old, very simple, Batch Scan Wizard version.
BSW Setup	The tool for configuring your Scan2Net® scanners IP address and the working directories on your PC.
Scan Pad	A small scan application for making single scans and saving them, or for creating test scans.

23.14. BSW Application Directories

The following directories are created and used by a **Batch Scan Wizard** installation and configuration. Some of them are hidden directories for a logged in user or operator without MS Windows administrator access and administrator rights.

- c:\ProgramData\Image Access\Scan2Net\
- c:\Users\username\AppData\Roaming\Image Access\
- c:\Scan2Net 6.00\
- c:\Program Files\Image Access\Batch Scan Wizard 6.00 64bit\

23.15. Batch Scan Wizard Classic

Batch Scan Wizard Classic is a small scan application.

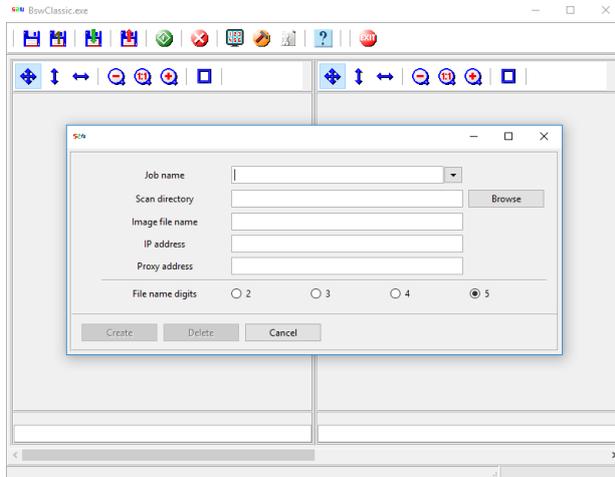


Fig. 163: Batch Scan Wizard Classic Start Screen

23.15.1. Batch Scan Wizard Classic Create Job Dialog



The create job dialog requires for a scan job the following entries:

- Scan Job Name
- Scan directory – Editable
- Image file name - Editable
- IP address of the scanner
- If required, an IP address of a local proxy server
- The number of digits for the counter in the image file name.

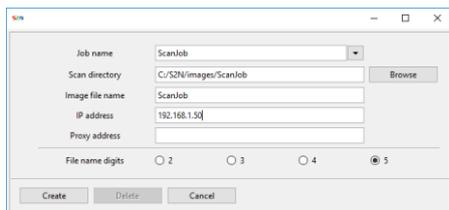


Fig. 164: Batch Scan Wizard Classic Create Job Dialog

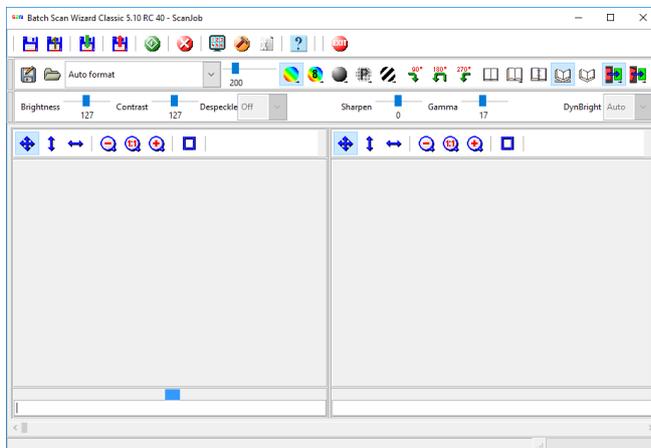


Fig. 165: Batch Scan Wizard Classic in Scan Job mode (BookTEK Example)

23.15.2. Batch Scan Wizard Classic Main Control Bar Buttons



- Batch scan



- Single scan



- Replace mode



- Delete marked image



- Wait for start scan



- Stop immediately



- Change window count



- Open Create Job dialog



- Open scanner settings box



- Open **Batch Scan Wizard** manual (An installed PDF reader application is required)



- Exit **Batch Scan Wizard Classic**

Note: Each scanned image file will be written automatically into the selected scan directory.

Note: When deleting an image in the scanned batch the existing order of the image file numbers will not change.

Note: ScanPad does not support the file format PDF.

23.16. Scan2Net Error Codes

Error code	Text on screen
01	Scanner in use
02	Invalid session ID
04	Invalid password
07	STOP button pressed
08	Press START button
09	Warm up -> retry
10	Setting out of range
11	Setting does not exist
12	Invalid doc size
14	Invalid color mode or resolution
15	Invalid picking
16	Paper in exit
17	Paper in transport
18	Paper jam
30	File format
40	No focus point found
44	White balance failed
144	Light level is low
180	Deskew failed

Note: The listed error codes are scanner based and depending on scanner model and version.

23.17. Limitations

23.17.1. General Limits

Maximum path length including the file name (operating system dependent: 1024 characters).

Maximum number of scans: up to 1,000,000 images per job.

23.17.2. Image File Names

Maximum **Image File Name** length including the subdirectory names or path names which will be generated through the image numbering script: 128 characters.

23.17.3. Job Dialog

Maximum length of a job name: 64 characters

23.18. Uninstalling Batch Scan Wizard Software

- Go to **Windows Start** menu.
- Open **Control Panel**.
- Select **Add or Remove Programs**.
- Select **Remove Batch Scan Wizard**.
- Click **CHANGE/REMOVE**.
- Confirm the deletion of the application.

23.19. Batch Scan Wizard log files

Batch Scan Wizard log files, **scan.log** and **scan.log.old**, can be saved via BSW menu **Help** -> **Save Log files**. The original BSW log and configuration files can be found in the directory:

- c:\Users\username\AppData\Roaming\Image Access\Scan2Net 6.00\log\

This directory is a hidden directory for a logged in user without MS Windows administrator access and administrator rights.

23.20. Operating PC - System Requirements

Before you install the **Batch Scan Wizard**, ensure that your computer meets the minimum requirements. Meeting the recommended requirements will help to assure optimal performance.

Supported Operating Systems: MS Windows 10, 11 (64 Bit).

For an efficient installation as well as for fast working with S2N scanners of the **WideTEK®** and **BookTEK®** series the following requirements should be considered.

Components	Our Suggestion
PC	
Processor	Intel® Core i5 or above (2 GHz, or above). or AMD CPU of equal performance rating (2.5 GHz or above)
RAM	WideTEK® : 32 GB or more BookTEK® : 16 GB or more
Operating System (with Batch Scan Wizard)	MS Windows Windows 10 (64bit), Windows 11 (64bit)
Network Interface	Ethernet 1 GBit
Hard Disk	1 TB or above
Monitor / Graphic	
Resolution	1280 * 1024 or above
Monitor Dimension	20 inches or larger

Notes:

- All recommendations are based on a standard PC for office work.
- To use the full capacity of the 1 GBit interface of the **WideTEK®** and **BookTEK®** scanners, the PC must be equipped with a 1GBit network interface.
- Recommended: The network connection should be realized by using a GBit switch directly behind the scanner or by a direct connection.

End of document