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Welcome

Welcome to the PaperStream Capture Help. Before reading the information in this document, please review the Release Notes regarding the new features and enhancements of the application, including:

1. The document profile summary typically shown in the right pane of the scan and configuration screens is hidden by default and can be shown by clicking the small left arrow at the middle of the divider.

2. A clickable icon is added at the top of the configuration screen next to the application logo, which will exit the PaperStream Capture Pro from the profile edit mode back to the scan mode.

The following links give you general information about PaperStream Capture:

- [Getting Started](#)
- [Configure Administrator Settings](#)
- [Configure Profiles](#)
- [Using PaperStream Capture](#)
Getting Started

With PaperStream Capture, the typical task flow is as follows:

- Configure Settings
- Scan and View Documents and Images
- Verify Document and Image Quality
- Index Documents
- Release Batches

Before proceeding, familiarize yourself with the PaperStream Capture Workspace.
PaperStream Capture Getting Started Guide

**Licensing**

PaperStream Capture Pro requires an active license to use its features. This guide includes the information that you need to activate a PaperStream Capture Pro license.

You need a working Internet connection to activate or update your product license. The following information is included:

- Activating a software license
- Activating a license on multiple machines
- Activating a license with no Internet access
- Deactivating a software license
- Using PaperStream Capture without a license
Activating a Software License

You can activate a PaperStream Capture Pro license to use all its features.

Multiple Machines

The administrator can activate a PaperStream Capture Pro license on multiple machines. Usually they will do a Silent installation from a remote location, which does not display the progress, features, or warning messages. However, errors will be displayed. See Activating a License on Multiple Machines for details.

Activating a License at a Later Time

You can purchase a PaperStream Capture Pro license and activate it at a later time in the following ways:

- Save the license code in a license.txt file located in the install folder. The next time you start the application and have an Internet connection, the application will automatically activate the license. Without an Internet connection, the License Utility will create a license data file that can be used for offline activation.
- Launch the License Utility on the target computer to activate and save the activation file. The next time you start the application, the license will automatically activate.
- Manually enter the license code in the Activation window. In the Administrator tool, on the Activate tab, click Activate. Enter the license code in the License Code box and then click Activate.
**Activating a License on Multiple Machines**

Activating a license on multiple machines is done through a silent installation from a remote location.

**To activate a license on multiple machines:**

1. Close all applications and ensure that you are logged on as a user with Administrator rights.
2. In the Command Prompt window, enter the following to run the License Utility on each machine:
   ```
   LicenseUtility.exe -s -a -Tw -log="C:\Temp\PSCInst\PSCInst.log"
   ```
   The command will run silently and perform the activation using the Fujitsu license server for a workgroup license. A log file will also be created.

The command line can include the following parameters:

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>-s</td>
<td>Denotes silent installation. If not specified, then a message window will display.</td>
</tr>
<tr>
<td>-a</td>
<td>Performs activation.</td>
</tr>
<tr>
<td>-d</td>
<td>Performs deactivation.</td>
</tr>
<tr>
<td>-l</td>
<td>Generates a log file.</td>
</tr>
<tr>
<td>-c</td>
<td>Uses license code for activation.</td>
</tr>
<tr>
<td>-f</td>
<td>Uses license code file for activation. The default is license.txt, located in the install folder.</td>
</tr>
<tr>
<td>-svr</td>
<td>Indicates the license server to access. The default is the Fujitsu license server.</td>
</tr>
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Activating a License with No Internet Access

If you have no Internet access, you can still activate a PaperStream Capture Pro license. With no Internet access, the License Utility will create a license data file, located in the install folder. The machine ID will be included in the license data file.

To complete the activity, the administrator must collect all of the license data files from each machine without an Internet connection and run the License Utility program on a machine with Internet access.
Deactivating a Software License

You can deactivate a PaperStream Capture Pro license as described below.

Remove PaperStream Capture Pro

If your computer is connected to the Internet and you remove PaperStream Capture Pro, the license is automatically deactivated.

If a computer is not connected to the Internet and you remove PaperStream Capture Pro, a deactivation data file is created and stored on the computer. You can use this file on another Internet connected computer to deactivate the license using the License Utility.

Administrator Tool

In the Administrator tool, on the Activation tab, click Deactivate. The button will change to Activate.

Deactivation Application

Launch the Deactivation application to deactivate the license.
Using PaperStream Capture without a License

If you do not activate a PaperStream Capture Pro license, you can use the application in the ways outlined below.

Evaluation Mode

You can use PaperStream Capture Pro in evaluation mode for a period of 30 days or 200 batches, whichever comes first. You can discontinue the evaluation license by activating a PaperStream Capture Pro license at any time during your evaluation period.

When the evaluation period ends, you must purchase and apply a full PaperStream Capture Pro license if you decide to upgrade the application license. The Evaluation Expired window displays when you start the application. See Evaluation Expired for more details.
**Evaluation Expired**

The evaluation period for PaperStream Capture Pro is 30 days or 200 batches scanned. You can choose how to proceed in the Evaluation Expired window.

**License Code**

To continue using the full functionality, you must purchase a license and activate it. Enter the License Code in the **License Code** box and then click **Activate**.

**Activate**

Activates the license when you enter a valid license code in the **License Code** box.

**Buy**

Allows you to easily purchase a license for PaperStream Capture Pro.

**Exit Application**

Exit PaperStream Capture Pro.
License Utility

The PaperStream Capture Pro license utility is installed on the user's computer at the same time as the application.

The License Utility performs license activation and license checks.

License Data File Location

Enter the location of the license data file. You can also navigate to the file location.

Activate

Activates the license according to the parameters in the license data file.

Close

Closes the window.
How PaperStream Capture Works

PaperStream Capture is an easy-to-use document capture application. PaperStream Capture uses the well-known concept of a profile, which contains a collection of all parameters associated with scanning a batch of documents. Our comprehensive profile enables a user to initiate and complete all operations associated with capturing a batch of documents with one click.

PaperStream Capture is all about end-to-end simplicity.

Typical Workflow

Step 1 - Configuration
Create a document profile for a batch scan

Step 2 - Scan, QC, Index and Release
Scanning documents and release

Exception Handling
Exception batches are moved to **Batch Manager** for error handling. This allows you to move on to scanning the next batch. You can also suspend a batch for future processing. Suspended batches are also moved to **Batch Manager**.
How Document Profiles Work

PaperStream Capture uses scanning profiles that include user-defined settings. Follow the step-by-step interface to guide you through profile creation. Cloning an existing profile may speed up the configuration process.

Once a profile is created, on the Scan tab, click the desired profile to start scanning. The scanned images will appear as thumbnails. You can optionally change the view to full-page.

Perform image corrections instantly or use the Assisted Scan feature to optimize them further.

Three sample profiles have been created for you. These are:

- Black and White
- Color
- Auto Color

The sample profiles can be displayed and used for scanning or you can hide them. Refer to the General tab in Administrator Settings for more information.

If you plan to create customized profiles, you can clone a sample profile to save time.
Configure Administrator Settings

Administrator Tool Overview

Welcome to the PaperStream Capture Administrator Tool.

The Administrator Tool is used by a system administrator to maintain the PaperStream Capture installation and set up a variety of preferences for operators.

With this feature, the administrator can access and set the following preferences:

- General
- Usability
- Activation
- Station
- Update
- Support
General

The **General** tab is used to set up general user interface elements including: set a password, select a work folder and the sample profiles, and select thumbnail image quality.

**Logo Image**

Select and upload the image that you want displayed in the upper left of the application window. The following image formats can be uploaded: BMP (.bmp), JPEG (.jpg), and PNG (.png).

The image you upload must be exactly 200 pixels wide and 35 pixels tall (200x35). To restore the default logo image, select the following file. Note that the following is the file path for the default installation of PaperStream Capture.

C:\Program Files\fiScanner\PaperStream Capture\assets\img_logo_PSCpro.png

(For 64-bit operating systems, C:\Program Files (x86)\fiScanner\PaperStream Capture\assets\img_logo_PSCpro.png)

**Logo Name**

In the **Logo Name** box, enter a name (for example, Your Company Name) that you want to display in the title bar of the PaperStream Capture window. The title bar is located at the top of the window. The result will appear as follows:

Your Company Name – PaperStream Capture

**Display Sample Profiles**

PaperStream Capture provides you with three sample profiles to help you get started:

- Black and White
- Color
- Auto Color

To display the profiles in the **Scan** tab, select the **Display sample profiles** check box.

To hide the profiles in the **Scan** tab, clear the **Display sample profiles** check box.

**Reset Sample Profile**

Click the **Reset Sample Profile** check box to display and restore an edited sample profile to its default state.

**Thumbnail Image Quality**

Select the image quality of thumbnails. The available values are **Low**, **Medium**, and **High**. **High** is the default value.
High image quality produces sharper scanned images than in low image quality. It takes more time to display the scanned images in high image quality.

**Change binary to grayscale**

To display B&W images in grayscale, select the **Change binary to grayscale** check box.

**Show confirming message**

**Maximum number of profiles**

You can set the maximum number of profiles that can be created. The **Maximum number of profiles** can be set as high as 500.

**Password Lock**

You can protect the Administrator Tool settings by using a password to prevent unauthorized access. Set a password with 16 or fewer alphanumeric characters. When a password has been set, you will be prompted for a password before the Administrator Tool window is displayed.

**Use Password**

To use a password, select the Use Password check box. Enter the password in the **Password** box and enter it again in the **Confirm** box.

Write down the password in a safe place. PaperStream Capture cannot retrieve your forgotten password.

If you must reset your password, please contact the **support center**.

**Work Folder**

Stores batch data and system settings on the local machine. This is the local cache for multi-station operations. Click **Browse** to navigate to the desired location.
Usability

Use this feature to create shortcuts that scan operators can use for repetitive tasks. You can assign an action to be launched when a particular scan button is pressed. You can also assign keyboard hot keys to provide quick access to a function within the application and set the mouse click-mode.

Event Settings for Scanner Button

Configures scanner buttons to use a selected document profile.

Click the scanner button icon to which you want to apply the action. Then, click the arrow to select the document profile to use when the scanner button is pressed.

Keyboard/Mouse

Click Mode

Configure the mouse to use single click or double click to perform operations. The default mouse setting is single click.

Hot key to cancel scanning

To save time when starting and stopping scanning, create a custom keyboard command.

Select the Hot key to cancel scanning box and press any keyboard key combination you want to set as hot keys. If no hot key is set, the default is the ESC key.

Shortcut settings

The shortcut keys can be set for the following areas:

- Profile List
- Batch Manager
- Toolbar
- Image Operation
- Index Field Panel
- Index Draw Zone
- Index Batch Operation
Activation

The Activation tab provides information about the current license and shows how to learn more about PaperStream Capture Pro, buy a license, or activate purchased licenses.

Current License Information

Provides information about:
- License Name: name of the currently enabled license.
- Licensed To: the user to whom the current license applies.
- License Code: license code issued by Fujitsu.
- License Type: type of license purchased. This can depend on scanner and workstation.
- Licensed Features: any special features licensed.
- Machine ID: unique id of machine for which current license applies.
- Maintenance Expiration: maintenance expiration date when valid. For evaluation licenses, this shows the number of batches and days left in the evaluation period.

License Management

Tell Me More

Learn more about PaperStream Capture.

Buy

Purchase or upgrade a license or maintenance contract. You will be directed to the PaperStream e-commerce website.

Activate

Activates a new license. Activate changes to Deactivate when a license is activated. Import Activate changes to Import Deactivate when an import license is activated.
Station

Specify the parameters that apply to this workstation.

Process Settings

Select one or more of the following processes that will be enabled on this workstation.

Scan
Requires a Scan license.

QC
Requires a Scan license or a QC/Index station license.

Index
Requires a Scan license or a QC/Index station license

Show next batch automatically

When an operator completes processing a batch within Scan, QC or Index on this workstation, the next batch waiting for that same operation is shown automatically.

Storage Server

Useful with a multi-station configuration. When two workstations are performing scanning, all the batches that get scanned are sent to a central storage location (storage server). The images and meta data can then be accessed from any of the work stations.

Address
Enter the address of the storages server as an IP address. For example: 10.232.196.11:80.

Test
Tests connectivity to the storage server.

Note If you use Windows(R) 8.1, Windows Server(R) 2012 and Windows Server(R) 2012 R2 as a storage server, you may fail connection test from workstations. Change "Location Type" to "Private" from "Public" by using secpol.msc command. Refer to the administrator.

Storage Work Folder

Enter the path to the folder where you want to store the files if the current workstation is the storage server. If the current workstation is not the storage server, the Storage Work Folder does not need to be specified.

Browse
Click to search for and select the storage server file folder directory.
Release Service

PaperStream Capture Getting Started Guide

The release service works on the storage server and releases batches in the background when they have been completed. If this is the storage server workstation, start this service before using PaperStream Capture.

Storage Firewall

Ensures that the firewall is opened for the storage server. Otherwise, other machines cannot communicate with this server. The firewall can also be opened by the administrator through the system control panel.
Configure Administrator Settings

**Update**

PaperStream Capture can check for updates and notify you when an update is available.

**Maintenance Status**

Provides information about the status of a maintenance contract.

**Expires**

Displays the expiration date of the maintenance contract.

**Renew**

Renew a maintenance contract. You will be directed to the PaperStream e-commerce website.

**Update Options**

If an update is available, a message appears in the Windows notification area. Click the link in the message to initiate a download. This message window appears for automatic and manual checks.

**Check for updates every n weeks.**

Enter the number of intervals between 1 and 12 weeks that you want to check for updates automatically.

**Do not check automatically**

Select to turn off automatic checking for updates.

**Check Now**

If you do not check automatically, you can check manually at any time.
Support

Provides the information you need to resolve issues and log errors.

Need Assistance?

Provides a list of resources to get assistance.

Support Tools

Logging to Event Log

Scan history and errors that occur in PaperStream Capture can be logged in a log file and the Windows event log. The default location for the log file is C:\ProgramData\PaperStreamCapture\log. You can view the Windows event log in the Event Viewer application.

Output Messages

Select to log displayed message to the event log file.

Output Selected Log Events

Select the Output selected log events check box and then choose one or more of the following events to log to the event log file.

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Description</th>
<th>Log Event Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scanning</td>
<td>Logs an event after a scan is performed.</td>
<td>Information</td>
</tr>
<tr>
<td>Page removal</td>
<td>Logs an event after a page is deleted.</td>
<td>Information</td>
</tr>
<tr>
<td></td>
<td>Also logs an event after a page is deleted by the blank page skip function.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Does not log an event when a separator page is removed.</td>
<td></td>
</tr>
<tr>
<td>Paper jam</td>
<td>Logs an event when you stop a scan in response to a PaperStream IP driver message about paper jams.</td>
<td>Error</td>
</tr>
<tr>
<td>Multifeed</td>
<td>Logs an event when PaperStream Capture receives a multifeed notification.</td>
<td>Error</td>
</tr>
<tr>
<td></td>
<td>When a function such as PaperStream IP driver's multifeed recovery enables a scan to</td>
<td></td>
</tr>
<tr>
<td>Event Type</td>
<td>Event Description</td>
<td>Category</td>
</tr>
<tr>
<td>--------------------</td>
<td>-------------------------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Other errors</td>
<td>Logs an event when an error occurs during scanning a document.</td>
<td>Error</td>
</tr>
<tr>
<td>Create Batch</td>
<td>Logs an event during batch creation.</td>
<td>Information</td>
</tr>
<tr>
<td>Start Scan</td>
<td>Logs an event when scanning starts.</td>
<td>Information</td>
</tr>
<tr>
<td>End Scan</td>
<td>Logs an event when scanning stops.</td>
<td>Information</td>
</tr>
<tr>
<td>Start QC</td>
<td>Logs an event when QC starts.</td>
<td>Information</td>
</tr>
<tr>
<td>End QC</td>
<td>Logs an event when QC ends.</td>
<td>Information</td>
</tr>
<tr>
<td>Start Indexing</td>
<td>Logs an event when indexing starts.</td>
<td>Information</td>
</tr>
<tr>
<td>End Indexing</td>
<td>Logs an event when indexing ends.</td>
<td>Information</td>
</tr>
</tbody>
</table>
Configure Profiles

The capture and destination settings can be saved as a document profile before scanning a document. From the Configure Profiles panel you can:

- Create, edit, clone, and delete document profiles.
- Sort according to name, creation date and modified date.

After a document profile is created, the profile will be available for scanning after exiting Configure Profiles.

When you are ready to scan, click a document profile to begin scanning. The scanned images then appear in the Image Viewer where you can perform additional operations such as corrections or other optimization operations.

PaperStream Capture supplies you with three sample document profiles to get started. You can clone them to create new profiles or create entirely new profiles.

Before proceeding with configuring document profiles, familiarize yourself with the customizable properties in the six-step workflow:

- Name
- Source
- Destination
- Meta Data
- Separation
- Test

1. Configure Profiles Panel Controls

<table>
<thead>
<tr>
<th>Control</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Configure Profiles Panel</td>
<td>Displays tab names and their settings. The selected tab displays its controls in the window on the right-side. Click a tab to switch to the corresponding tab window.</td>
</tr>
<tr>
<td>Previous</td>
<td>Displays the previous tab.</td>
</tr>
<tr>
<td>Next</td>
<td>Displays the next tab.</td>
</tr>
<tr>
<td>Save</td>
<td>Applies the changed settings.</td>
</tr>
<tr>
<td>Close</td>
<td>Closes the Configure Profiles panel.</td>
</tr>
</tbody>
</table>

Creating Document Profiles

Document profiles can be created in the following two ways:

- Creating new document profiles
- Cloning existing document profiles

To create a new document profile:

2. On the Document Profile panel, click the Plus (+) sign located near the top of the panel.
3. On the Name tab, configure a name and icon of the document profile.
4. On the Source tab, configure the scanner and scan settings.
5. On the Destination tab, specify the output file format and the target location to output the file.
6. On the Meta Data tab, specify indexes if needed.
7. On the Separation tab, specify the way of dividing documents if needed.
8. Click Save if you have finished or use the Test tab to verify that the settings are working correctly.

To verify settings are working correctly:

1. On the Test tab, review the document profile summary.
2. Load a document in the scanner.
4. Check the scanned images and index values if applicable. The test procedure does everything except release the batch.
5. Click one of the following:
   - Complete Scan: Creates a batch that will be processed according to the configured properties.
   - Exit Test: No batch is created and no scanned images are processed.

Tip  Up to 100 document profiles including sample document profiles can be saved.
Editing Document Profiles

You can edit an existing document profile, including any of the sample profiles that were included with PaperStream Capture.

To edit a document profile:

2. On the Document Profile panel, click a document profile you want to edit.
3. Click Edit.
4. Check the settings in each tab and change if needed. For details, refer to the description of each tab:
   - Name
   - Source
   - Destination
   - Meta Data
   - Separation
   - Test
5. Click Save.
Cloning Document Profiles

Document profiles can be created in either of the following two ways:

- Creating new document profiles
- Cloning existing document profiles

To clone an existing document profile:

1. On the PaperStream Capture menu, click **Configure Profiles**.
2. On the **Document Profile** panel, click an existing document profile.
3. Click **Clone**.
   - The **Name** tab for the new profile appears. The new profile has the same settings of the existing document profile.
4. Check the settings in each tab and change if needed. For details, refer to the description of each tab:
   - **Source**
   - **Destination**
   - **Meta Data**
   - **Separation**
   - **Test**
5. Click **Save**.

**Tip**  Up to 100 document profiles including sample document profiles can be saved.
Deleting Document Profiles

To delete document profiles:

1. On the PaperStream Capture menu, click **Configure Profiles**.
2. On the **Document Profile** panel, click an existing document profile that you want to delete.
3. Click **Delete**.
   The Delete window appears.
4. Click **OK**.
Using PaperStream Capture

PaperStream Capture has a simple and easy to use interface aimed at shortening operation time and increasing work efficiency.

By combining the fi Series scanner, PaperStream IP and PaperStream Capture, operational efficiency can be improved.

Start Scanning by clicking on a profile icon which contains previously configured settings.

Scanned image data will be grouped and displayed in thumbnail view for easy viewing. Multifeed or scanning errors will be displayed in color for fast and easy quality assurance. A batch can be suspended while reviewing images. This allows operators to scan multiple batches and then review them all later.

The following provides information on the typical scanning operation flow:

- Scanning
- Verifying Image Quality
- Indexing
- Releasing
- Managing Batches
Scanning

Scanning a Batch

Using a scanner from the fi Series, load a document in the scanner and then select a document profile that best fits your scanning requirements.

For details about how to load documents, refer to the Operator's Guide for your scanner.

To scan a document:

1. On the Menu, click Scan.
2. On the Document Profile panel, click a document profile.
   Scanning starts according to the selected document profile settings.
   If continuous scanning is available, a message window appears. Check the message and continue scanning as needed.
3. When scanning is finished, the Scan tab appears with a browser view of the scanned batch.

Important During scanning, do not connect and disconnect the scanner and other USB devices or switch users. Also, do not click any buttons on the Menu or other document profiles.

Tip To stop an ongoing scan, click Cancel on the document profile during scanning. If no page is scanned, the Scan window appears.
Separating a Document Using Patch Codes

PaperStream Capture supports the separation function using patch code sheets.

This function allows you to separate the scanned images of a batch into sets of documents without interrupting the ongoing scan. The scanned images are separated into documents.

To separate a document using patch codes:

1. Prepare patch code sheets.
2. Select a scan document profile that is configured to use patch codes for document separation.
3. Load the batch of documents in the scanner with a patch code sheet inserted wherever you want the document separated.
4. After scanning finishes, check that the scanned images are separated correctly.
Separating a Document Using Barcodes

PaperStream Capture supports the separation function using barcode-printed sheets.

This function allows you to separate the scanned images of a batch into sets of documents without interrupting the ongoing scan.

PaperStream Capture supports the separation function using barcode-printed sheets.

To separate a document using barcodes:

1. Prepare and print barcodes by referring to Barcode Types and Detection Parameters.
2. Select a scan document profile that is configured to use barcodes for document separation.
3. Load the batch of documents in the scanner with a barcode sheet inserted wherever you want the document separated.
4. After scanning finishes, check that the scanned images are separated correctly.

---

**Important**  If you scan a document with an undefined barcode type for this function, the document may not be divided correctly and the scanned images may also be deleted depending on the scan settings. Carefully check the document in advance. We recommend limiting the types or the area of barcodes to be detected.

**Tip**  If no area is selected for barcode detection, the system tries to detect barcodes on the entire document.
Verifying Image Quality

By performing a quality control check you can ensure that:

- Pages were successfully scanned
- Image quality is acceptable
- Images are rotated correctly
- Images are in the correct order
- Documents are correctly separated
- And other options.

You can perform these quality control checks in the Scan image viewer. If you are using PaperStream Capture Pro, you have the option of performing these quality control checks in the QC image viewer.
Checking Images

You can check the details of individual images and make corrections before releasing a batch.

To check images:

1. On the **Scan Image Viewer**, do one of the following:
   - Double-click the image you want to check.
   - Select the image and then on the **Scan** toolbar, in the **Edit** group, click **Full Page**.
2. Check the details of the image.
3. Edit the image using the features on the **Scan Controls** toolbar.
Cutting Images

You can delete selected images and place them on the Clipboard in Windows Explorer. After cutting or copying them you can paste one or more images into PaperStream Capture.

To cut images:

1. On the Scan Image Viewer, select the check box of the images you want to cut.
2. On the Scan toolbar, in the Edit group, click Cut.
   The selected image or images are cut from the document and placed on the Clipboard.
Copying Images

You can copy selected images and place them on the Clipboard. After copying them you can paste one or more images into PaperStream Capture.

To copy pages:

1. On the **Image Viewer**, do one of the following:
   - Select the image you want to copy.
   - Hold down the Ctrl key and click the images that you want to copy.
2. On the **Scan** toolbar, in the **Edit** group, click **Copy**.
   The selected image or images are copied and placed on the Clipboard.
Pasting Images

You can paste one or more cut or copied images into the Scan tab image viewer.

To paste images:

1. On the Scan image viewer, do one of the following in the document where you want to paste the images:
   - Click any image in the document.
   - Click the document title bar.
2. On the Scan toolbar, in the Edit group, click Paste.
Rotating Images

You can rotate images that were scanned with the wrong orientation.

To rotate images:

1. On the Image Viewer, do one of the following:
   - Select the image you want to rotate.
   - Hold down the Ctrl key and click the images that you want to rotate.
2. On the Scan toolbar, in the Edit group, click one of the following:
   - Rotate 90
   - Rotate -90
   - Rotate 180

The selected image or images are rotated.
Deleting Images

You can delete one or more images within a document or multiple documents.

**Tip** If you delete an image by mistake, click **Undo** to restore it.

**To delete scanned images or documents:**

1. On the **Scan Image Viewer**, do one of the following:
   - Select the image you want to delete.
   - Hold down the **Ctrl** key and click the images that you want to delete.
2. On the **Scan** toolbar, in the **Edit** group, click **Delete**.
3. When prompted to confirm deleting the selection, click **Yes**.
   The selected images are deleted.
Marking Images

You can mark images to easily sort and identify them for later processing.

To mark images:

1. On the Image Viewer, do one of the following:
   - Select the image you want to mark.
   - Hold down the Ctrl key and click the images that you want to mark.
2. On the Scan toolbar, in the Edit group, click Mark.
   The frame around the marked images changes to orange.

To unmark images:

1. On the Image Viewer, do one of the following:
   - Select the marked image you want to unmark.
   - Hold down the Ctrl key and click the marked images that you want to unmark.
2. On the Scan toolbar, in the Edit group, click Unmark.
   The frame around the marked images changes to blue.

Tip To view only marked images: On the Scan toolbar, in the View group, click Filter and then click Mark.
Adding Scanned Images

You can add new scanned images into documents by scanning or inserting an existing file on your computer hard drive.

**To add images:**

1. Load a document in the scanner.
2. On the **Scan** image viewer, do one of the following in the document where you want to add the images:
   - Click any image in the document.
   - Click the document title bar.
3. On the **Scan** toolbar, in the **Scan** group, click **Add**.
   - Scanning starts and adds its scanned images at the selected image or at the end of the selected document. Uses the same settings as the scanned images.

**To insert a file:**

1. On the **Scan** image viewer, do one of the following in the document where you want to insert the file:
   - Click any image in the document.
   - Click the document title bar.
2. On the **Scan** toolbar, in the **Others** group, click **Insert File**.
   - The **Open** window displays.
3. Navigate to the file you want to insert and click **Open**.
   - The file is added at the selected image or at the end of the selected document.

**Tip** For multi-image output, you cannot insert pages by selecting a file.

**Tip** For multi-image output, images are edited on a per-image basis. When the first image is selected, the second and third images are edited at the same time.
Replacing Images

You can rescan and replace selected images in a single document.

To replace images:

1. Load the pages in the scanner to replace the scanned images.
2. On the Scan image viewer, do one of the following in the document where you want to replace the images:
   - Click any image in the document.
   - Select multiple images in the document.
3. On the Scan toolbar, in the Scan group, click Replace.
   Scanning starts and the selected images are replaced when the scanning is completed. Uses the same settings as the scanned images.

Tip  For multi-image output, you cannot replace the page or pages by selecting a file.
Indexing

An index (also known as meta data) is information that is extracted from a scanned document. This data can include barcodes and zonal OCR values as well as system variables, manually entered information and more. For more information, refer to the Meta Data tab.

Barcode and zonal OCR can be configured to contain indexing information that is used later in document management systems.

You can also create validation rules for the extracted data. Index and validation data can be pre-defined or entered manually as documents are scanned.
Editing Index Entries

During document processing, you can enter or change an index entry.

To edit an index entry:

1. On the Index Image Viewer, in the Index panel, tab to the index entry that you want to edit.
2. Delete the content that you want to change and enter the new index information.
3. Continue the indexing process.

Index entry fields that require corrections are marked with a red outline. Corrections may be required because required values were not entered or because the values are invalid. Batches cannot be released unless incorrect index values are corrected.
Releasing

Releasing a Batch

Batches are released and saved to the location and format configured on the Destination tab of the Document Profile panel.

When scanning is complete you can release the document to the specified location. The batch is released to the predetermined location after it passes through each process as indicated in the system setup. Batch releases can fail if the destination information is incorrect.

Scanning, and QC and Indexing are processes in the capture flow. A separate station can be used to execute each of these processes or they can all be done on one station.

Batch level processing requirements are based on batch profiles. If a batch requires QC, it is specified in the batch profile. If a batch has indexes, it has to go through indexing. If a batch has no indexes and no QC requirement is specified in the profile, the batch can be released after scanning.

TIP In the Batch Manager, a yellow bar at the bottom right indicates if a batch released failed.

To release a document:

1. On the Scan tab, click Complete Batch.
2. When prompted to confirm the batch release, click Yes.
   The current batch is completed and sent to the Batch Manager. The next batch is either shown automatically or the user can select the next batch to process. You can also check the Batch Manager to view the current state of any batch.
Suspending a Batch

You can suspend a batch before it finishes processing. The batch does not go to the next station in the queue and will be available for processing at a later time.

To suspend the current batch:

1. On the Scan tab, click Suspend Batch.
2. When prompted to confirm the batch job suspension, select one of the following from the Reason list:
   - Resume later
   - Image Quality
   - Other
   You can also enter a reason in the text box.
3. Click Yes.
   The current batch is suspended and sent to the Batch Manager. The next batch is either shown automatically or the user can select the next batch to process. You can also check the Batch Manager to view the current state of any batch.
Managing Batches

The Batch Manager shows a list of batches in varying process states. Operators can review the Batch Manager to check if batches are being processed or if any are in a suspended or erroneous status.

The Batch Manager lists the batch name, state, status, creation date, priority, operator and comments. The information listed in the Batch Manager updates each time a batch state or status changes.

Batch properties can be edited in the Batch Manager. You can edit the following:

- **Batch Name**
- State
- Status
- **Priority** (Administrator only)
- Operator
- **Add a comment**
Changing the Batch Priority in the Batch Manager

You can change the priority level for processing the batch. The priority can be one of the following:
- High
- Normal

The priority is part of the document profile that was used to scan the documents. It is set in the Document Profile panel on the Name tab. The administrator usually configures the document profiles.

To change the batch priority:

1. On the Batch Manager tab, click the Priority column for the batch for which you want to change the priority.
2. Click the Priority arrow.
3. In the Priority box, select one of the following:
   - High
   - Normal

Tip Only the administrator can change the batch priority in the batch manager.
Editing the Batch Name in the Batch Manager

Batch name can be initially customized on the Name tab when defining the profile. In the batch manager, the administrator can edit the name of a batch.

To edit a batch name:

1. On the Batch Manager tab, move the pointer over the Batch Name column for the batch that you want to change.
   The Edit button displays.
2. Click Edit.
   The insertion cursor displays.
3. Edit the name in the Batch Name box and then press Enter.

Tip Only the administrator can edit the batch name in the batch manager.
Adding Comments in the Batch Manager

In the batch manager, comments can be added for any batch.

To add comments to a batch:

1. On the Batch Manager tab, move the pointer over the Comments column for the batch that you want to add a comment.
   The Edit button displays.
2. Click Edit.
   The Comments window displays.
3. Enter the comment in the Comment box and then click Save.
4. Click Close to close the window and return to the Batch Manager.

Tip If a comment was added in the Suspend Batch window, it will display in the comment column.
Workspace

The PaperStream Capture Workspace includes the following:

- PaperStream Capture Menu
- Configure Profiles Panel
- Toolbars
**PaperStream Capture Menu**

Use the PaperStream Capture menu to access functions in the Administrator tool, configure document profiles, and to open the online Help.

To open or close the PaperStream Capture menu, click the down arrow at the top left of the PaperStream Capture window.

**PaperStream Capture Menu commands:**

- Welcome
- Configure Profiles: Opens the Configure Profiles panel.
- Administrator Tool: Sets the preference options for the application.
- Online Resources: Opens the PaperStream Capture Help
- About: Provides information about PaperStream Capture including the software version and copyright data.
- Exit PaperStream Capture: When you are finished, save your work and exit PaperStream Capture.
Configure Profiles Panel

You can configure document profiles to be used for scanning. Each document profile includes the following setting tabs:

- Name
- Source
- Destination
- Meta Data
- Separation
- Test
Name

The name, icon and other settings of a document profile can be configured.

Name

Name of the document profile that displays on the document profile. Enter the document profile name in the Name box. The document profile name can contain up to 128 characters. Illegal characters (\ / : * ? " < > | ) and environment-dependent (Unicode) characters cannot be used in document profile names.

Description

Short description that displays on the document profile. Enter the description in the Description box. The document profile description can contain up to 128 characters.

Profile Preview

Displays a preview of the document profile icon.

Icon

The icon that displays for the document profile. Select an icon from the Icon box. To add your own icon, create the file in PNG (.png) format. Click Add and navigate to the file location. Select the desire file and click Open. The icon displays in the Icon box.

Note You need to double-click on icon to apply icon to the document profile.

Hot key

Stores a keyboard shortcut to use to start scanning. In the Hot key box, enter the keyboard shortcut combination you want to use.

Priority

Assigns the initial priority to a batch. The priority indicates the order in which batches are processed, with High being the higher priority. Choose from the following:

- Normal
- High

Hide Profile

Hides a profile on the Scan menu in the Document Profile panel.

Batch Name

Field allows customization of the batch name by including field data such as Profile Name, User Name, Batch Counter and Batch Create Date and Time.
Source

The Source window provides options for your scan or import operation.

Source

Selects a source for your scan or import operation.

The names of the scanners connected to the workstation or the name of the scanner used to create the profile are shown in the scanner list.

Click the Scanner arrow to select the scanner.

Import

Use Import to import images to PaperStream Capture without connecting your computer to a scanner. For more information, refer to PaperStream IP Import.

Source Parameters

Contains controls for your scan or import operation, including:

- **Color Mode**: B&W, Gray, Color, Auto-Color (B&W/Color), and Scanner Driver.
- **Resolution**: 150 dpi, 200 dpi, 240 dpi, 300 dpi, 400 dpi, 600 dpi and Scanner Driver.
- **Paper Size**: Select from the available paper sizes and Scanner Driver. The available paper sizes are based on your scanner model.
- **Sides**: Select from the available sides and Scanner Driver. The available sides are based on your scanner model.
- **Continuous Scan**: Allows you to divide documents into smaller stacks and merge them into one file after scanning. Displays a confirmation message after a scan asking whether or not to continue scanning.
- **After Scan Corrections**: Allows you to make corrections to images after scanning without having to rescan the document.

**Note** The Scanner Driver setting can be used when an advanced driver parameter is used.

Scanner Driver Profile

Selects or edits a scanner driver profile to use for scanning.

In the **Scanner Driver Profile** list, select a driver.

**Edit**

Edits the selected scanner driver parameters. Click **Edit** to open the window and make the desired changes.

**Save As**

Opens the **Save As** window. Saves the scanner driver profile with a new name.
Save

Opens the Save window. Saves and overwrites the scanner driver profile with the changed settings.

Mark Options

Marks images according to the selected mark options:
- AIQC: Marks images that fail the Automatic Image Quality Check.
- Multifeed: Marks images that were scanned using multifeed without stopping the scanner.
- Blank: Marks images detected as blank without deleting them. Marked images are highlighted in the image viewer and can be filtered for easier browsing and corrections.

Display Options

Selects how images and the application are displayed during or after scanning. You can select one or more of the following options:
- Show Images During Scan: Shows the images as they are scanned.
- Release After Scan: Releases the batch when scanning is finished. Images will not be shown during or after scanning. If the profile contains one or more index fields, you can select the Skip Index checkbox if you want to automatically skip the indexing phase and proceed with releasing the batch.
- Minimize App. During Scan: Minimizes the PaperStream Capture application during scanning. You must restore PaperStream Capture when scanning is finished.
- Enable Separate QC: Enables images to go through a separate QC step from Scan.
- Exit App. After Scan: Exits the PaperStream Capture application when scanning is finished.
Save Scanner Driver Profile

Saves the scanner driver profile as a new profile or overwrites the existing settings.

Save As

New Profile

Enter a new profile name to create and save a new profile.

Save

New Profile

Enter a new profile name to create and save a new profile.

Overwrite this profile

Overwrites and saves the existing profile with the changed settings.
Import Software License

Use Import to import images to PaperStream Capture without connecting your computer to a scanner. Instead of scanning a document using a scanner, use PaperStream Capture to import them from a designated folder on your computer.

The following Import settings must be configured in the PaperStream IP Import dialog box. To edit the Import settings, select a scanner driver profile and then click Edit.

Paper Source

The selection is Feeder (Front Side.) Selection cannot be changed for import.

Resolution

Select the image resolution in DPI (Dots Per Inch.) Select from the standard resolution values in the list or select Custom to enter a custom resolution in increments of 1 DPI.

If multiple image modes are selected in the scan settings, you can set different setting values for each image mode.

None is shown only when you use Import data source. Resolution will be not changed from original file.

When using Import Mode, the resolution of original file will be considered as follows:

<table>
<thead>
<tr>
<th>Resolution of original file</th>
<th>Checking result</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 DPI to 149 DPI</td>
<td>150 DPI</td>
</tr>
<tr>
<td>150 DPI to 600 DPI</td>
<td>Same resolution as original file</td>
</tr>
<tr>
<td>601 DPI to 1199 DPI</td>
<td>600 DPI</td>
</tr>
<tr>
<td>1200 DPI or greater than 1200 DPI</td>
<td>1200 DPI</td>
</tr>
</tbody>
</table>

Paper Size

Select the paper size of the image to be scanned. Select from the standard paper sizes in the list or select Custom to enter a custom size.

Switch to Normal (Simple) dialog

Switches between the Normal and Simple dialog windows. The Normal window contains all the settings.

Import

Select to view all the import options.
Source Folder

Folder Name

Specify the folder name to search and read target files. If Folder Name is empty, the Folder Select window displays.

The file or folder name cannot include the following characters:

? * < > |

**Note** Import Mode cannot import correctly when the file or folder name includes invalid character codes against the System Locale setting language.

File Extensions

Enter the file extension of the images you want to import from the selected folder.

Specify extensions for target files with “;” (semicolon) separation.

This parameter can include some characters as “a-z” and “A-Z” and “;”.

This parameter will be equal to “bmp;jpg;tif;jpeg;tif;pdf” when this parameter is empty or only “;”.

Search for file in folder recursively

Specify whether to search for the target file in all sub-folders.

Watch Folder

On

PaperStream IP will watch the specified folder for any new image files and automatically import them as they come into the folder. Import stops when the specified end of batch condition is encountered such as time expired, file count limit is reached, or end marker file name detected.

**Note** 1) Depending on kind of server, the Watch Folder cannot work correctly with network folder.

2) This parameter will not work with the Preview window. It is always “Off” with Preview window.

Off

The import process will process all files in the folder when it is initiated.

End of Batch Condition

Time Limit
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Sets the wait time for the next file expressed in seconds from 0 to 255. When 0 is set, the wait time has no limit.

The timeout starts after the first image is read.

Limit Number of Files

Sets the limit number of files to read within the limit of 0 to 65535. 0 indicates unlimited.

End Marker File Name

When a file that name is same as this parameter is stored, PaperStream IP will stop reading. This string is added to the top of file name.

This parameter cannot include the following characters:

\ / : ? " < > |

End of Batch

Specifies what to do with the source images when the batch has ended.

Do Nothing

Does not do anything.

Add Prefix

Adds characters to the beginning of the file name.

Add Suffix

Adds characters to the end of the file name.

---

**Note** The default characters for both Suffix and Prefix is IMPORTED. You can edit this as desired.

---

Error Handling

Selecting this option adds the following Error Handling menu.

The error behavior is user selectable:

Button title - Behavior if errors occur
Ask User - Shows a dialog to prompt how the error should be handled
Stop - Stops scanning or importing when the error occurs
Move to Exception Folder - Move error files to Exception folder
Ignore - Ignore errors

If the [Move to Exception Folder] option is checked, the corresponding folder must be specified otherwise at runtime below error will be displayed:

Cannot move file to exception folder because destination folder name is not specified

Logging Option will allow Import to create a log file in a folder that is specified for this purpose. Logging file is created every day.
Note:
When using the PSC Pro and PSIP Import capability the following conditions will cause errors during import:

- File does not exist
- Access to the file is not allowed
- The files whose full paths exceed 200 characters
- The file name or folder name include invalid characters relative to the Region and Language settings
- File Extension does not match with the file format
- Insufficient disk space
- Insufficient memory

For Adobe Acrobat, enable the content copying for text or images when setting the security options, for example in Adobe Acrobat version 9, select [File] > [Properties] and click the [Security] tab. Then, click the [Change Settings] button for [Security Method], and select the [Enable copying of text, images and other content] check box.

Scan

Scan is not enabled when Import is selected.

OK

Saves the settings and closes the window.

Cancel

Cancels the settings and closes the window.
Preview

Scans according to the settings and shows the preview.

Default Settings

The following are the default setting values. Other initialize setting values are same as other scanner devices.

<table>
<thead>
<tr>
<th>Setting Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Basic]-[Resolution]</td>
<td>Unknown</td>
</tr>
<tr>
<td>[Basic]-[Paper Size]</td>
<td>Unknown</td>
</tr>
<tr>
<td>[Page]-[Cropping]</td>
<td>None</td>
</tr>
<tr>
<td>[Import]-[Source Folder]: Folder Name</td>
<td>”” (Empty)</td>
</tr>
<tr>
<td>[Import]-[Source Folder]: File Extensions</td>
<td>“bmp;jpg;tif;jpeg;tif;pdf”</td>
</tr>
<tr>
<td>[Import]-[Source Folder]: Search for file in folder recursively</td>
<td>On</td>
</tr>
<tr>
<td>[Import]-[Watch Folder]: Watch Folder</td>
<td>Off</td>
</tr>
<tr>
<td>[Import]-[Watch Folder]: Time Limit</td>
<td>30</td>
</tr>
<tr>
<td>[Import]-[Watch Folder]: Limit Number of Files</td>
<td>0</td>
</tr>
<tr>
<td>[Import]-[Watch Folder]: End-Marker File Name</td>
<td>“DISKIMPORT-END-MARKER.bmp”</td>
</tr>
<tr>
<td>[Import]-[End Of Batch]: On end of batch</td>
<td>Do Nothing</td>
</tr>
<tr>
<td>[Import]-[End Of Batch]: On end of batch</td>
<td>“IMPORTED”</td>
</tr>
</tbody>
</table>
Import Mode

2. User cannot change settings as follows when Import Mode.
   - Use separate settings for front or back side
3. Import Mode supports TWAIN only.
4. Import Mode supports any images as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>150 DPI to 600 DPI and 1200 DPI (*1)</td>
</tr>
<tr>
<td>File Format</td>
<td>Windows Bitmap JFIF (JPEG)</td>
</tr>
<tr>
<td></td>
<td>TIFF (No-Compression / JPEG / Old-JPEG / CCITT-G4 / CCITT-G3 / Packbits)</td>
</tr>
<tr>
<td></td>
<td>PDF (except the following)</td>
</tr>
<tr>
<td></td>
<td>• Password-protected PDF files</td>
</tr>
<tr>
<td></td>
<td>• Encrypted PDF files</td>
</tr>
<tr>
<td></td>
<td>• PDF files for which content copying is not allowed</td>
</tr>
<tr>
<td>File Size</td>
<td>Minimum: 1 inch x 1 inch (*2)</td>
</tr>
</tbody>
</table>

(*1) Resolution in original image file will be considered as follows:

<table>
<thead>
<tr>
<th>Resolution of original file</th>
<th>Checking result</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 DPI or no resolution information</td>
<td>300 DPI</td>
</tr>
<tr>
<td>1 DPI to 149 DPI</td>
<td>150 DPI</td>
</tr>
<tr>
<td>150 DPI to 600 DPI</td>
<td>Same resolution as original file</td>
</tr>
<tr>
<td>601 DPI to 1199 DPI</td>
<td>600 DPI</td>
</tr>
<tr>
<td>1200 DPI or greater than 1200 DPI</td>
<td>1200 DPI</td>
</tr>
</tbody>
</table>

(*2) Image will be made larger to 1 inch x 1 inch with white padding when imported image is too small.
**Destination**

Sets the file format and the target location for output files.

**Destination**

Select the destination for scanned and indexed documents.

- Folder
- Network Folder
- SharePoint
- FTP
- Other app.

**File Properties**

**Overwrite if the same file name already exists**

Select to always overwrite any file with the same name in the folder where the file is to be output.

**File Type**

Sets the file format of scanned images. For available values for the file format and the compression format, refer to [File Format](#).

**Options**

Configure the options used for the following file types:

- Windows Bitmap (*.bmp)
- Tagged Image File (*.tif)
- PDF File (*.pdf)
- SinglePage PDF File (*.pdf)
- PDF/A File (*.pdf)
- SinglePage PDF/A File (*.pdf)

For more information refer to [File Format](#).

**Imprinter settings**

Sets the page counter initial value to the imprinter counter initial value (by overwriting the PaperStream IP driver settings).

This is available for scanners with an imprinter unit. This setting is ignored for scanners not equipped with an imprinter unit.

When multi-image output is disabled in the PaperStream IP driver settings, specify an appropriate value for the counter step of the imprinter.
If the imprinter counter exceeds 99999999 during scanning, the imprinter counter resets to zero. After scanning starts, the page and imprinter counters are updated separately.

**Do not link to imprinter**

Select if you not want imprinter marks on scanned pages.

**Print page count**

Includes the page count in the imprinter mark.

**Print batch folder**

Includes the batch folder text in the imprinter mark.

**Print batch folder and page count**

Includes the page count and batch folder text in the imprinter mark.

**Minimum digits**

Select the minimum number of digits to imprint for the page counter length.

**Options**

Sets the PDF options. For more information, refer to PDF Options.

**File Location**

Sets the folder path location where the file is stored based on the selected Name Rule. For more information, refer to Folder Location Name Rules.

**File Name**

Sets the name for the output files based on the selected Name Rule. For more information, refer to File Name Rules.

**Counter**

Sets the page or document counter rules to use when selected in the File Name rules. For more information, refer to Document and Page Counter Rules.
Network Folder Security

Configure these options when you set **Network Folder** as the destination for saving scanned images.

User Name

Enter the user name to access the network folder.

Password

Enter the password to access the network folder.

OK

Saves the settings and closes the window.

Cancel

Cancels the settings and closes the window.
SharePoint Options

Configure these options when you set SharePoint as the destination for saving scanned images.

Site URL

Enter the URL of the SharePoint site you want to use.

User Name

Enter the user name for signing into SharePoint.

Password

Enter the password for signing into SharePoint.

Connect

Connect to the site and signs into the site with user name and password. If a connection is established, SharePoint libraries are displayed in the Library list.

Library

Select a library for SharePoint from the Library list.

Content Types

Select a content type to use for categorizing the scanned documents.

OK

Saves the settings and closes the window.

Cancel

Cancels the settings and closes the window.

---

**Note** File size is depends on SharePoint server time out settings. Refer to the administrator.
FTP Options
Configure these options when you set FTP as the destination for saving scanned images.

Host
Enter a name of the FTP server to transfer files to.

Port
Enter the port number of the FTP server. You can use the standard value. If the server administrator specifies a different port, change the setting accordingly.

User Authentication
Select if you log into the FTP server.

User Name
Enter a user name.

Password
Enter a password.

Anonymous
Select if you log into an anonymous FTP server that can be connected via an anonymous name.

E-mail Address
Enter an e-mail address for logging into the FTP server anonymously.

Time-out
Select to set the wait time before the connection times out if the FTP server does not respond.

Connecting
Enter the number of seconds before the connection times out if the FTP server does not respond. The default is 60 seconds.
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Data Transfer
   Enter the number of seconds before the connection times out if the FTP server does not respond. The default is 60 seconds.

OK

Saves the settings and closes the window.

Cancel

Cancels the settings and closes the window.
Other Application Options

Configure the application to be launched after scanning is complete.

Application Path

Enter the path or click **Browse** to navigate to the application on your computer that you want to launch.

Parameters

Specify command arguments to be passed to the application when the application is launched.

Available parameters differ depending on the application.

For details, refer to the application manual.

- **%f**
  
  Passes a file name.
  
  If there is more than one file, all the file names are passed to the command argument.

- **%i**
  
  Passes an index information file name.
  
  For the file format, refer to the Index Information File Format.

The following are examples of command arguments passed to the application to be launched.

- When "%f" is specified or skipped in [Command Line Parameters]
  
  Application.exe FileName1 FileName2 ...
  
  File names are added to application parameters.

- When "%i" is specified in [Command Line Parameters]
  
  Application.exe IndexInformationFileName
  
  The index information file name can be specified for the index information in the [Release] Tab.

- When "/s %i %f" is specified in [Command Line Parameters]
  
  Application.exe /s IndexInformationFileName FileName1 FileName2 ...
  
  You can specify more than one parameter. In [Command Line Parameters], you can specify any character strings other than "%i" and "%f" that will be passed to the application.
Work Folder
Enter the path or click **Browse** to navigate to the folder on your computer that you want to store the scanned images.

OK
Saves the settings and closes the window.

Cancel
Cancels the settings and closes the window.
PDF Options

Configure the options used when PDF is selected as the output file type.

Compression

Specify the compression rate to adjust file size.

High Color Compression

Saves a color image in high compression rate.

The character sections and image sections of the scanned image are separated, and the image sections are compressed in high compression rate. Therefore, for the character-based documents, the file size can be reduced while the character display quality remains high.

By contrast, this setting is not suited for scanning photos or graphics because the image display quality is deteriorated due to high compression.

Important When [High Color Compression] is specified, the process may take an excessively long time because the system is overloaded. When the scanned image is larger than A3 size, the process may not work correctly.

Convert into Searchable PDF

Select this check box to perform text recognition and save the result as a searchable PDF file.

Language

Set a language to perform text recognition in.

You can select from the following 14 languages:

Japanese, English, French, German, Italian, Spanish, Chinese (Simplified), Chinese (Traditional), Korean, Russian, Portuguese, Greek, Turkish, or Arabic

This is available only when the Convert into Searchable PDF check box is selected.

Make only the first page searchable

Select this check box to perform text recognition only for the first page when saving the multiple page images as a searchable PDF file.

The processing time can be shortened in comparison to processing all of the pages.

Add password when creating PDF file

A password can be set for a PDF file. You can set a password with 16 or less alphanumeric characters (for single-byte characters).
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This check box can be selected only for a PDF file (cannot be selected for a PDF/A file).

Because a password protected PDF file is not supported by PaperStream Capture, use another application such as Adobe Acrobat to open it after setting a password.

After you select this check box, the **Password** window appears every time a new PDF file is saved.

Use a fixed password

Select this check box to set a fixed password and not to display the **Password** window.

Specify a fixed password of up to 16 alphanumeric characters in the **Password** and **Confirm** boxes.

JPEG Options

Specify the compression rate that is used when the scanned images are saved as a PDF file.

Use the slide bar to specify the compression rate from the five levels (1 to 5). The default level is 3.

The higher a value is, the higher the compression rate is. And, the file size can be reduced. This results in the deterioration of image quality.

The lower a value is, the larger the file size is. And, the deterioration of image quality can be minimized.

This setting is only applied to a color image. When the scanned images are saved as B&W images, this setting is ignored and the compression setting for B&W is applied.

OK

Saves the settings and closes the window.

Cancel

Cancels the settings and closes the window.
### File Formats

#### Output File Format

The file formats that can be created with PaperStream Capture are as follows:

<table>
<thead>
<tr>
<th>File Format</th>
<th>Image Type</th>
<th>Compression Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMP (.bmp)</td>
<td>B&amp;W</td>
<td>No Compression</td>
</tr>
<tr>
<td></td>
<td>8-bit gray</td>
<td>No Compression</td>
</tr>
<tr>
<td></td>
<td>24-bit color</td>
<td>No Compression</td>
</tr>
<tr>
<td>JPEG2000 (.j2k)</td>
<td>24-bit color</td>
<td>JPEG2000</td>
</tr>
<tr>
<td>JPEG (.jpg)</td>
<td>8-bit gray</td>
<td>JPEG</td>
</tr>
<tr>
<td></td>
<td>24-bit color</td>
<td>JPEG/Progressive JPEG</td>
</tr>
<tr>
<td>PDF (.pdf) (*1)</td>
<td>B&amp;W</td>
<td>CCITT G4</td>
</tr>
<tr>
<td></td>
<td>8-bit gray</td>
<td>JPEG</td>
</tr>
<tr>
<td></td>
<td>24-bit color</td>
<td>JPEG</td>
</tr>
<tr>
<td>PDF/A (.pdf) (*1)</td>
<td>B&amp;W</td>
<td>CCITT G4</td>
</tr>
<tr>
<td></td>
<td>8-bit gray</td>
<td>JPEG</td>
</tr>
<tr>
<td></td>
<td>24-bit color</td>
<td>JPEG</td>
</tr>
<tr>
<td>TIFF (.tif) (*2)</td>
<td>B&amp;W</td>
<td>No Compression/CCITT G3(1D)/CCITT G3(2D)/CCITT G4/JBIG/LZW/Packbits</td>
</tr>
<tr>
<td>(*3)</td>
<td>8-bit gray</td>
<td>No Compression/LZW/Packbits/JPEG</td>
</tr>
<tr>
<td></td>
<td>24-bit color</td>
<td>No Compression/Packbits/JPEG/Progressive JPEG</td>
</tr>
</tbody>
</table>

*1: Can be output in a multipage format.

*2: Can be output in a multipage format. In the following cases multipage TIFF format cannot be selected.
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- An image type is set separately for the front and back sides in the PaperStream IP driver
- Automatic color detection is enabled

*3: For a multipage format, a TIFF file larger than 2 GB cannot be output.
- If the file size exceeds 2 GB, all pages are output in a single-page TIFF file format.
- The single-page TIFF file is output with the following file name format:
  - If a fixed name is specified for the file name, the fixed name + a serial number (four-digit number)
  - If Page Counter is not set for the naming rule, a file name generated based on the naming rule + a serial number (four-digit number)
  - If Page Counter is set for the naming rule, a file name generated based on the naming rule

**Input File Format**

The file formats you can add, insert, or replace a file; or add these files to a document in PaperStream Capture are as follows.

<table>
<thead>
<tr>
<th>File Format (Extension)</th>
<th>Image Type (Bit)</th>
<th>Compression</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMP (.bmp)</td>
<td>B&amp;W</td>
<td>No Compression</td>
</tr>
<tr>
<td></td>
<td>8-bit gray</td>
<td>No Compression</td>
</tr>
<tr>
<td></td>
<td>24-bit color</td>
<td>No Compression</td>
</tr>
<tr>
<td>JPEG2000 (.j2k)</td>
<td>24-bit color</td>
<td>JPEG2000</td>
</tr>
<tr>
<td>JPEG (.jpg)</td>
<td>8-bit gray</td>
<td>JPEG</td>
</tr>
<tr>
<td></td>
<td>24-bit color</td>
<td>JPEG/Progressive JPEG</td>
</tr>
<tr>
<td>PDF (.pdf) (*1)</td>
<td>B&amp;W</td>
<td>CCITT G4</td>
</tr>
<tr>
<td></td>
<td>8-bit gray</td>
<td>JPEG</td>
</tr>
<tr>
<td></td>
<td>24-bit color</td>
<td>JPEG</td>
</tr>
<tr>
<td>File Format</td>
<td>B&amp;W</td>
<td>Grayscale</td>
</tr>
<tr>
<td>-------------</td>
<td>-----</td>
<td>-----------</td>
</tr>
<tr>
<td>PDF/A (.pdf) (*1)</td>
<td>B&amp;W</td>
<td>CCITT G4</td>
</tr>
<tr>
<td></td>
<td>8-bit gray</td>
<td></td>
</tr>
<tr>
<td></td>
<td>24-bit color</td>
<td>JPEG</td>
</tr>
<tr>
<td>TIFF (.tif) (*2) (*3)</td>
<td>B&amp;W</td>
<td>No Compression/CCITT G3(1D)/CCITT G3(2D)/CCITT G4/JBIG/LZW/Packbits</td>
</tr>
<tr>
<td></td>
<td>8-bit gray</td>
<td>No Compression/LZW/Packbits/JPEG</td>
</tr>
<tr>
<td></td>
<td>24-bit color</td>
<td>No Compression/Packbits/JPEG/Progressive JPEG</td>
</tr>
</tbody>
</table>

*1: For the following file formats, you cannot add, insert, or replace a file; or add these files to a document.
- PDF files with a timestamp and signature
- PDF files with a document open password
- PDF files created with an application other than PaperStream Capture and ScandAll PRO
- Multipage PDF files
- In addition, the following file formats may not be displayed correctly.
- PDF files with text obtained from Zonal OCR results
- PDF files in PDF/A format
- PDF files for which color high compression is specified

*2: For multipage TIFF files, you cannot add, insert, or replace a file; or add files to a document.
Folder Location Name Rule

System attributes automatically populate the Folder Location box with system variables that are selected from the available list.

These variables are replaced with the actual values that create the folder location for output files.

<table>
<thead>
<tr>
<th><strong>System Attribute</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Browse</td>
<td>Browse to the desired folder location</td>
</tr>
<tr>
<td>Profile Name</td>
<td>Profile name</td>
</tr>
<tr>
<td>Batch Name</td>
<td>Batch name</td>
</tr>
<tr>
<td>User Name</td>
<td>User name as shown in PaperStream Capture</td>
</tr>
<tr>
<td>Station Name</td>
<td>Host computer name</td>
</tr>
<tr>
<td>Environment Value</td>
<td>Uses the Environment Variables from the host computer. To view environment variables, open System in Control panel. On the Advanced tab, click Environment Variables.</td>
</tr>
</tbody>
</table>
| **Scan Date**        | System format: Date expressed in the format for the system locale.  
                        For the following, the example date used is September 24, 2014.  
                        yyyyMMdd: Release date expressed as 20140924.  
                        MMddyyyy: Release date expressed as 09242014.  
                        ddMMyyyy: Release date expressed as 24092014.  
                        DD: Day associated with the release date expressed as 24.  
                        MM: Month associated with the release date expressed as 09.  
                        YY: Year associated with the release date expressed as 2-digit numbers that exclude the century as 14.  
                        YYYY: Year associated with the release date expressed as 4 digits as 2014.  
                        YYDDD (Julian Date): Date associated with the release date expressed in Julian format as 14267. |
<table>
<thead>
<tr>
<th><strong>Release Time (HH:mm:ss-24hours)</strong></th>
<th>Release time expressed in 24 hour format as 170612 (1700 hours, 06 minutes, 12 seconds)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meta Data</strong></td>
<td>Uses selected index fields. Index fields must be set up prior to using this feature.</td>
</tr>
<tr>
<td><strong>Done</strong></td>
<td>The Name Rule list stays open while you are selecting variable. Select <strong>Done</strong> when you are finished adding naming rules and close the menu.</td>
</tr>
</tbody>
</table>
**File Name Rule**

System attributes populate the File Name box with system variables that are selected from the available list.

These variables are replaced with the actual values that create the file name.

<table>
<thead>
<tr>
<th>System Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile Name</td>
<td>Profile name</td>
</tr>
<tr>
<td>Batch Name</td>
<td>Batch name</td>
</tr>
<tr>
<td>User Name</td>
<td>User name as shown in PaperStream Capture</td>
</tr>
<tr>
<td>Station Name</td>
<td>Host computer name</td>
</tr>
<tr>
<td>Document Counter</td>
<td>Document counter number</td>
</tr>
<tr>
<td>Page Counter</td>
<td>Page counter number</td>
</tr>
<tr>
<td>Environment Value</td>
<td>Uses the Environment Variables from the host computer. To view environment variables, open System in Control panel. On the Advanced tab, click Environment Variables.</td>
</tr>
</tbody>
</table>

**Release Date**

System format: Date expressed in the format for the system locale.

For the following, the example date used is September 24, 2014.

- yyyyMMdd: Release date expressed as 20140924.
- MMddyyyy: Release date expressed as 09242014.
- ddMMyyyy: Release date expressed as 24092014.
- DD: Day associated with the release date expressed as 24.
- MM: Month associated with the release date expressed as 09.
- YY: Year associated with the release date expressed as 2-digits that exclude the century as 14.
- YYYY: Year associated with the release date expressed as 4 digits as 2014.
- YYDDD (Julian Date): Date associated with the release date expressed in Julian format as 14267.
<table>
<thead>
<tr>
<th><strong>Release Time (HHmmss-24hours)</strong></th>
<th>Release time expressed in 24 hour format as 170612 (1700 hours, 06 minutes, 12 seconds)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document Separator Value</strong></td>
<td>Inserts the document separator value in the file name.</td>
</tr>
<tr>
<td><strong>Multi-image Output Number</strong></td>
<td>Inserts the sequential number in the file name if you are using multi-imaging.</td>
</tr>
<tr>
<td><strong>Output Side</strong></td>
<td>Inserts the output side indicator in the file name. The front or back page side expressed as A (front-side) or B (back-side).</td>
</tr>
<tr>
<td><strong>Optional character string</strong></td>
<td>Inserts a character string as follows: &lt;EDITSTR&gt; You can edit the characters in-between the brackets.</td>
</tr>
<tr>
<td><strong>Meta Data</strong></td>
<td>Uses selected index fields. Index fields must be set up prior to using this feature.</td>
</tr>
<tr>
<td><strong>Done</strong></td>
<td>The Name Rule list stays open while you are selecting variable. Select <strong>Done</strong> when you are finished adding naming rules and close the menu.</td>
</tr>
</tbody>
</table>
Document and Page Counter Rules

If you use counter rules in the file name, you can set the Counter Options.
These variables are replaced with the actual values that create the file name.

<table>
<thead>
<tr>
<th>Control</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start with</td>
<td>Starts the count at a specific number.</td>
</tr>
<tr>
<td>Continue the count</td>
<td>Continues counting consecutively for each batch.</td>
</tr>
<tr>
<td>Reset after each batch</td>
<td>Resets counting after each batch and starts over.</td>
</tr>
<tr>
<td>Modify at file name editing</td>
<td>User can modify the counter value when releasing a batch if user sets Optional character string for file name and page counter or document counter or both for file name.</td>
</tr>
<tr>
<td>Minimum digits</td>
<td>Sets the minimum number of digits to use for the counter.</td>
</tr>
<tr>
<td>Fixed digits (page counter only)</td>
<td>Sets a fixed number of digits to use for the counter.</td>
</tr>
</tbody>
</table>

Meta Data

Create index fields to collect data from documents that you scan. You can set up areas for Zonal OCR and barcode recognition.
Index fields are also automatically downloaded from destinations such as SharePoint if the destination supports indexes.

Field List
Displays index fields.

Add
Adds a new index field. Delete
Deletes the selected index field in the Field List.

Field Attribute
Workspace

Name

The name of the selected or new index field appears in the Name box. When creating a new index field, a default sequential name is assigned. You can assign another name to the index field.

Type

Selects the index field type to be entered when indexing in is progress:

- Manual Entry: Index field value can be manually typed.
- Zonal OCR: Automatically populates index field values with text or data that are recognized from zones that you draw on a scanned image.
- Barcode: Sets the barcode types to be used to automatically populate index field values with barcodes during index processing.
- System: Automatically populates index field value with system variables that are selected from the available list. For more information, refer to Index Field Attributes - System.
- Choice List: Index field value is selected from a list of predefined choices. Click Setup to configure the Choice List.
- Database Lookup: Selects an index field value from a list retrieved from a database.
- Combination: Index value is created from multiple selected index field that you select from the Combination list.
- Split: Index value is created from a split Barcode value. Another field must be set to Barcode with the Split option configured for this type to be available. If the Barcode field splits its value based on the Length and uses the Customize option, define the character range that you want to use as the value for this field.
- JSON Parsing: Parses index values from a barcode that is encoded in the JavaScript Object Notation (JSON) format. JSON values consist of name/value pairs, with the names corresponding to index field names, and the values corresponding to those fields' expected values. For example, {"FirstName":"First", "LastName":"Last", "Company":"Company Name"} would provide the "FirstName" field with the value "First," the "LastName" field with the value "Last," and the "Company" field with the value "Company Name." The first field in the JSON value should be the JSON Parsing field.
- JSON Value: Receives index values from a JSON Parsing field. The field name needs to match one of the names from the JSON value, and will receive the corresponding value. Another field must be set to JSON Parsing for this type to be available.
Define Area

When using values that are recognized within zones drawn on an image, you must first define the area on the scanned image. For Manual Entry, Zonal OCR, and Barcode, click Define Area to set the predefined area for recognition. For more information, refer to Index Field Attributes - Define Area.

OCR Language

Only English is available.

Select the language used when Type is set to Zonal OCR. Choose from the following languages:

- Chinese (Simplified)
- Chinese (Traditional)
- English
- French
- German
- Italian
- Japanese
- Korean
- Portuguese
- Russian
- Spanish
- Greek
- Turkish
- Arabic

Hide Field

Select to hide a field during index processing. You can hide the following fields: System, Choice List, and Combination.

Attribute

- Required: Indicates that the index field value entry is required.
- Read Only: Indicates that the index field value cannot be changed manually by an operator while indexing.
- Sticky: Automatically applies the value used for the same index field in the previous document.
- Database Lookup: Specifies the ODBC data source that you want to use to link your index field to a database. Click Setup to access the Database Lookup settings.

Barcode Type

When Barcode is selected in the Type list, the Barcode Type box displays. Select one or more barcodes that you want to use as index fields. For more information, refer to Technical Specifications - Barcode Types and Detection Parameters.
Index File

Output index information

Selects how you want to output index information as follow:
- One file per document: Creates one file for each document.
- One file per batch: Creates one file for each batch.

File Format

Select the file format to output the index information:
- TXT: Outputs to a plain text file.
- XML: Outputs to an Extensible Markup Language file. XML files define a set of rules of encoding documents that describe the data.
- CSV: Outputs to a comma separated values file that allows data to be saved in a table structured format.

File Name

Automatically

Sets an automatic name for the file in the following format:
[Batch Name]-[Document Counter]-INDEX

The automatic name variables cannot be changed.

Specified

Creates a user defined name for the file.

Overwrite if a file exists

Select to overwrite an existing file of the same name.

Field Rules

Character Mask

You can create a character mask to verify that all data values in an index field are correct. If the data does not match the selected character mask, the index field will be flagged as invalid and must be corrected before the batch can be exported. Click Rule to select the desired character mask.

Rule
- Any character (.): Accepts any alphabetic, numeric, or special characters.
- Any alpha character (A-Z,a-z): Accepts alphabetic characters.
- Any numeric character (0-9): Accepts numeric characters.
One of more of selected (+): Accepts any combination of selected masks.
• 0 or more of selected (*): Does not accept the selected masks.

Length

Sets the minimum and maximum length of the index value. If the length of the actual value falls outside the settings, the index field will be flagged as invalid during processing.

Numeric Value

Sets the minimum number and maximum number for numeric index values. If the numeric value is more or less than the required number, the index field will be flagged as invalid during processing.

Applied Page

Applies the field rules as follows:
• All Pages: Applies the field rules to all pages in the batch.
• Specified Pages: Applies the field rules to specific pages in the batch.
Database Lookup

Use the Database Lookup to specify the ODBC data source that you want to use to link your index field to a database.

Data Source Specification

ODBC Data Source

Sets the ODBC data source to link your index field to the database.

**Note** If you use Windows(R) 7, launch C:\Windows\SysWOW64\odbcad32.exe then create ODBC data sources in System DSN. ODBC data sources created by Control Panel\All Control Panel Items\Administrative Tools\Data Sources (ODBC) are not detected.

Refresh

Updates the list of available ODBC data sources to reflect recent changes.

User Name

Enter the user name access the data source.

Password

Enter the password to access the data source.

Connect

Connects to the database associated with the selected data source. The Lookup Information settings are available after a connection is established.

Lookup Information

Table

Select the name of the table that contains the lookup field. The list will include all the table associated with the selected data source.

Lookup Field

Select the field that you want to use to retrieve values for indexing.

OK

Saves the settings and closes the window.
PaperStream Capture Getting Started Guide

Cancel

Cancels the settings and closes the window.
**Choice List**

Use the Choice List to provide definitions that the scan operator can choose from in the indexing panel.

The Choice List can be a list of definitions that was manually entered when setting up the document profile or it can be linked to a database.

If the Choice List is linked to a database, it is refreshed when the database is updated.

**Definition for Choice List**

Contains the list of definitions in the choice list. Enter each item manually.

**Import from Database**

Links the Choice List to an existing database. For more information refer to the [Choice List Import from Database](#).
Choice List Import from Database

Use the Import from Database to specify the ODBC data source that you want to use to link your Choice List index field to a database choice list.

Data Source Specification

ODBC Data Source

Sets the ODBC data source to link your index field to the database.

---

**Note** If you use Windows 7, launch C:\Windows\SysWOW64\odbcad32.exe then create ODBC data sources in System DSN. ODBC data sources created by Control Panel\All Control Panel Items\Administrative Tools\Data Sources (ODBC) are not detected.

Refresh

Updates the list of available ODBC data sources to reflect recent changes.

User Name

Enter the user name access the data source.

Password

Enter the password to access the data source.

Connect

Connects to the database associated with the selected data source. The Lookup Information settings are available after a connection is established.

Choice List Information

Table

Select the name of the table that contains the lookup field. The list will include all the table associated with the selected data source.

Choice List Field

Select the field that you want to use to retrieve values for the choice list.

OK
Saves the settings and closes the window.

Cancel

Cancels the settings and closes the window.
**Meta Data Field Attribute Define Area**

Use the **Define Area** toolbar to view and create zones to automatically popular index field values. For each icon, click the arrow to see more options.

<table>
<thead>
<tr>
<th>Define Area Control</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return</td>
<td>Return to Meta Data Field Definition.</td>
</tr>
<tr>
<td>Field List</td>
<td>Selects a meta data field to create a zone on the image in the viewer. Set multiple fields on the image.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scan Group Control</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>Scans a document and adds its image in the viewer.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Edit Group Control</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rotate 90</td>
<td>Rotates the image 90 degrees to the right.</td>
</tr>
<tr>
<td>Rotate -90</td>
<td>Rotates the image -90 degrees to the left.</td>
</tr>
<tr>
<td>Rotate 180</td>
<td>Rotates the image 180 degrees.</td>
</tr>
<tr>
<td>Delete</td>
<td>Deletes the selected images.</td>
</tr>
<tr>
<td>Draw Zone</td>
<td>Used to draw zones on an image that represents the most common document type in a batch.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>View Group Control</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoom Out</td>
<td>Decreases the magnification.</td>
</tr>
<tr>
<td>Zoom In</td>
<td>Increases the magnification.</td>
</tr>
<tr>
<td>100%</td>
<td>Displays the image at actual size. The width or height of the image may not fit in the viewer.</td>
</tr>
<tr>
<td>Fit to Width</td>
<td>Fits the images into the entire width of the viewing area.</td>
</tr>
<tr>
<td>Fit to Whole</td>
<td>Fits the image into the viewing area.</td>
</tr>
<tr>
<td>Magnifier</td>
<td>Magnifies a rectangular area of the image.</td>
</tr>
<tr>
<td>-------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Zoom on Rectangle</td>
<td>Selects and magnifies a rectangular area of the image.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Text Options</strong></th>
<th><strong>Description</strong></th>
<th><strong>Example</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>SimpleText</td>
<td>Detects plain text without borders or underlining.</td>
<td>EXAMPLE</td>
</tr>
<tr>
<td>UnderlinedText</td>
<td>Detects text that is underlined.</td>
<td>EXAMPLE</td>
</tr>
<tr>
<td>TextInFrame</td>
<td>Detects text that is inside a box.</td>
<td>EXAMPLE</td>
</tr>
<tr>
<td>GreyBoxes</td>
<td>Detects text that is in a shaded area, with unshaded boxes for each character. To improve detection accuracy, specify the number of characters in the Text Length box.</td>
<td>EXAMPLE</td>
</tr>
<tr>
<td>CharBoxSeries</td>
<td>Detects text with a separate box around each character. To improve detection accuracy, specify the number of characters in the Text Length box.</td>
<td>EXAMPLE</td>
</tr>
<tr>
<td>SimpleComb</td>
<td>Detects text that is underlined with a short line extending between each character. To improve detection accuracy, specify the number of characters in the Text Length box.</td>
<td>EXAMPLE</td>
</tr>
<tr>
<td>CombInFrame</td>
<td>Detects text that is underlined with a short line extending between each character, all surrounded by a full border. To improve detection accuracy, specify the number of characters in the Text Length box.</td>
<td>EXAMPLE</td>
</tr>
<tr>
<td>PartitionedFrame</td>
<td>Detects text that is inside a box, with a line separating each character. To improve detection accuracy, specify the number of characters in the Text Length box.</td>
<td>EXAMPLE</td>
</tr>
</tbody>
</table>
**Index Field Attributes - System**

System attributes automatically populate *index field values* with system variables that are selected from the available list.

These variables are replaced with the actual values and are output to the index data file according to the settings on the **Meta Data** tab.

<table>
<thead>
<tr>
<th><strong>System Attribute</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile Name</td>
<td>Profile name</td>
</tr>
<tr>
<td>Batch Name</td>
<td>Batch name</td>
</tr>
<tr>
<td>User Name</td>
<td>User name as shown in PaperStream Capture</td>
</tr>
<tr>
<td>Station Name</td>
<td>Host computer name</td>
</tr>
<tr>
<td>Environment Value</td>
<td>Uses the Environment Variables from the host computer. To view environment variables, open System in Control panel. On the Advanced tab, click Environment Variables.</td>
</tr>
<tr>
<td><strong>Scan Date</strong></td>
<td>System format: Date expressed in the format for the system locale. For the following, the example date used is September 24, 2014. yyyyMMdd: Scan date expressed as 20140924. MMddyyyy: Scan date expressed as 09242014. ddMMyyyy: Scan date expressed as 24092014. DD: Day associated with the scan date expressed as 24. MM: Month associated with the scan date expressed as 09. YY: Year associated with the scan date expressed as 2-digits that exclude the century as 14. YYYY: Year associated with the scan date expressed as 4 digits as 2014. YYDDDD (Julian Date): Date associated with the scan date expressed in Julian format as 14267.</td>
</tr>
<tr>
<td><strong>Scan Time (HHmmss-24hours)</strong></td>
<td>Scan time expressed in 24 hour format as 170612 (1700 hours, 06 minutes, 12 seconds)</td>
</tr>
<tr>
<td>Output Side</td>
<td>Indicates the front or back page side expressed as F (front-side) or B (back-side).</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>

Workspace
Separation

Configures how documents or batches are separated. When documents are separated, the value in Document Counter of Naming rule increments.

Select from the following for separation:

- Detect Doc Separator
- Detect Batch Separator

Choose from the following options for either method of separation:

Blank Page

Creates a new document each time a blank sheet is scanned.

  **Delete Separator**

  Automatically detects and deletes blank pages after separation.

Page Count

Creates a new document each time the specified number of pages is scanned.

  **Pages**

  Sets the number pages.

Zonal OCR

Creates a new document each time a selected zonal OCR value is detected.

  **Use Field**

  Uses an existing Zonal OCR field. This should already be created in the Meta Data tab. Set to None if you want to define a new area for Zonal OCR.

  **OCR Language**

  Only English is available.

  In the OCR Language list select a language used in the scanned documents. To activate this list, select None in Use Field.

  **Define Area**

  To set up a value that is not already defined as an Zonal OCR index value, you can define the area on the scanned image. For more information, refer to Define Area.

  **OCR Value**

  If value is set and extracted data matches the this pre-set value, it will be used as a separator.
**Delete Separator**
Automatically detects and deletes blank separator pages after separation.

**Patch Code**
Creates a new document each time a certain patch code is detected. The available patch codes are Patch 1, 2, 3, 4, T, and 6.

**Delete Separator**
Automatically detects and deletes separator pages after separation.

**Barcode**
Creates a new document each time barcode-printed sheets are detected when the documents are scanned.

**Barcode Type**
Select the barcode type that you will use for separation.

**Use Field**
Uses an existing Barcode field. This should already be created in the Meta Data tab. Set to None if you want to define a new area for a barcode to be used for separation.

**Define Area**
To set up a value that is not already defined as a Barcode index value, you can define the area on the scanned image. For more information, refer to Define Area.

**Delete Separator**
Automatically detects and deletes separator pages after separation.
Meta Data Field Attribute Define Area

Use the **Define Area** toolbar to view and create zones to automatically popular index field values. For each icon, click the arrow to see more options.

<table>
<thead>
<tr>
<th>Define Area Control</th>
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</tr>
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<td><strong>Text Options</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>--------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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</tr>
</tbody>
</table>
Test

You can check the document profile properties and perform a test scan.

<table>
<thead>
<tr>
<th>Test Control</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Profile</td>
<td>Scans a sample image by using the specified scanner and scan settings.</td>
</tr>
<tr>
<td></td>
<td>Note that the image is scanned in JPEG (.jpg) format, regardless of the specified file format.</td>
</tr>
<tr>
<td></td>
<td>A sample scanned image is displayed in the image display area when scanning is completed.</td>
</tr>
<tr>
<td>Document Profile</td>
<td>Displays the detailed information for the document profile.</td>
</tr>
<tr>
<td>Summary</td>
<td></td>
</tr>
</tbody>
</table>
**Toolbars**

PaperStream Capture includes four main toolbars. The following links give you detailed information:

- [Scan](#)
- [QC](#)
- [Index](#)
- [Batch Manager](#)
Scan

Use the Scan controls to start and stop scanning operations.

As you scan documents, the images appear in the image viewer. Adjust the viewing mode to display one image or thumbnail images.

After scanning, you have the option of rotating, deleting, marking, adding, and reordering images. See the Scan controls toolbar for more information.
Scan Controls Toolbar

Use the Scan Controls Toolbar to prepare, create, or edit batches of documents. For each icon, click the arrow to see more options.

<table>
<thead>
<tr>
<th>Scan Group Control</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>Scans another document and adds its images at the end of the scanned images.</td>
</tr>
<tr>
<td>Assisted Add</td>
<td>Provides the ability to edit each image as it is scanned when adding a scanned image.</td>
</tr>
<tr>
<td>Replace</td>
<td>Scans another document and replaces the selected image with the scanned image. Uses the same settings as the scanned images.</td>
</tr>
<tr>
<td>Assisted Replace</td>
<td>Provides the ability to edit each image as it is scanned to replace the selected image.</td>
</tr>
<tr>
<td>ASC Replace</td>
<td>Replaces the selected image using ASC (After Scan Correction.). The image is not physically rescanned. Instead, the master image of the scan is used.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Edit Group Control</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rotate 90</td>
<td>Rotates the image 90 degrees to the right.</td>
</tr>
<tr>
<td>Rotate -90</td>
<td>Rotates the image -90 degrees to the left.</td>
</tr>
<tr>
<td>Rotate 180</td>
<td>Rotates the image 180 degrees.</td>
</tr>
<tr>
<td>Delete</td>
<td>Deletes the selected images.</td>
</tr>
<tr>
<td>Cut</td>
<td>Deletes the selected images and places them on the Clipboard.</td>
</tr>
<tr>
<td>Copy</td>
<td>Copies the selected images to the Clipboard.</td>
</tr>
<tr>
<td>Paste</td>
<td>Pastes the contents of the Clipboard into the selected document.</td>
</tr>
<tr>
<td>Split Doc</td>
<td>Splits the document into two documents. The document splits immediate before the selected image.</td>
</tr>
<tr>
<td>Function</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Merge Doc</strong></td>
<td>Merges the selected documents in one document.</td>
</tr>
<tr>
<td><strong>Mark</strong></td>
<td>Marks the selected image and changes the frame around the marked image to orange.</td>
</tr>
<tr>
<td><strong>Unmark</strong></td>
<td>Unmarks a previously marked image and changes the frame around the image to blue.</td>
</tr>
<tr>
<td><strong>Undo</strong></td>
<td>Reverses the most recent action.</td>
</tr>
<tr>
<td><strong>Redo</strong></td>
<td>Reverses the most recent Undo action.</td>
</tr>
<tr>
<td><strong>View Group Control</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td><strong>Browse</strong></td>
<td>Displays thumbnail image and one page of selection.</td>
</tr>
<tr>
<td><strong>Thumbnail</strong></td>
<td>Displays thumbnail images with each document in its own row.</td>
</tr>
<tr>
<td><strong>Full page</strong></td>
<td>Displays one image at a time.</td>
</tr>
<tr>
<td><strong>Two Pages</strong></td>
<td>Displays two images side-by-side.</td>
</tr>
<tr>
<td><strong>Zoom Out</strong></td>
<td>Decreases the magnification.</td>
</tr>
<tr>
<td><strong>Zoom In</strong></td>
<td>Increases the magnification.</td>
</tr>
<tr>
<td><strong>100%</strong></td>
<td>Displays the image at actual size. The width or height of the image may not fit in the viewer.</td>
</tr>
<tr>
<td><strong>Fit to Width</strong></td>
<td>Fits the images into the entire width of the viewing area.</td>
</tr>
<tr>
<td><strong>Fit to Whole</strong></td>
<td>Fits the image into the viewing area.</td>
</tr>
<tr>
<td><strong>Magnifier</strong></td>
<td>Magnifies a rectangular area of the image. Available only in single image view.</td>
</tr>
<tr>
<td><strong>Zoom on Rectangle</strong></td>
<td>Selects and magnifies a rectangular area of the image.</td>
</tr>
<tr>
<td><strong>Filter Off</strong></td>
<td>Displays all images in the image viewer.</td>
</tr>
<tr>
<td><strong>Multifeed</strong></td>
<td>Displays multi-fed images in the image viewer.</td>
</tr>
<tr>
<td><strong>AIQC</strong></td>
<td>Displays AIQC images in the image viewer.</td>
</tr>
<tr>
<td>Blank</td>
<td>Displays blank images in the image viewer.</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------------------------</td>
</tr>
<tr>
<td>Marked</td>
<td>Displays marked images in the image viewer.</td>
</tr>
<tr>
<td>Unindexed</td>
<td>Displays unindexed images in the image viewer.</td>
</tr>
<tr>
<td>Color Change Indicator</td>
<td>Switches multi-images. This is available for multi-image output.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Others Group Control</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert File</td>
<td>Allows a file to be selected and adds it to the end of the scanned images. Click to open the navigation window and select a file.</td>
</tr>
<tr>
<td>Print</td>
<td>Prints the selected images.</td>
</tr>
</tbody>
</table>
Assisted Scan

The Assisted Scan toolbar and viewer displays when performing a scan using the Assisted Add or Assisted Replace features.

Viewer

Original
Displays the original scanned image.

Current
Displays the image that was rescanned.

Foreground
Adjusts the image quality of the characters and lines.

Background
Adjusts the image quality of the background.

Step Size
Use the slider to increase or decrease the difference between the characteristics of the alternate scanned images.

Save
Saves the selected scanned image as the replacement.

Rescan
Scans the page again.

Cancel
Cancels the operation.

---

**Note** Regardless of the assisted scan settings on the PaperStream IP driver, you can use Assisted Scan to switch to assisted scanning mode and scan a document. Assisted Scan is disabled depending on the other scan settings of the PaperStream IP driver and the contents of the selected profile. For more information about assisted scan, refer to the PaperStream IP driver Help.

Assisted Scan Toolbar

103
<table>
<thead>
<tr>
<th>Control</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoom On Rectangle</td>
<td>Selects and magnifies a rectangular area of the image.</td>
</tr>
<tr>
<td>Hand</td>
<td>Used to drag the viewable area to the left, right, up or down.</td>
</tr>
<tr>
<td>Zoom In</td>
<td>Increases the image zoom level.</td>
</tr>
<tr>
<td>Zoom Out</td>
<td>Decreases the image zoom level.</td>
</tr>
<tr>
<td>Zoom Size</td>
<td>Zooms the document to predefined percentage of the normal size.</td>
</tr>
<tr>
<td>Fit to Page</td>
<td>Fits the image into the viewing area.</td>
</tr>
<tr>
<td>Fit to Width</td>
<td>Fits the image into the width of the viewing area.</td>
</tr>
<tr>
<td>Fit to Height</td>
<td>Fits the image into the height of the viewing area.</td>
</tr>
<tr>
<td>Display Horizontally</td>
<td>Displays the original and current image horizontally.</td>
</tr>
<tr>
<td>Display Vertically</td>
<td>Displays the original and current image vertically.</td>
</tr>
<tr>
<td>Restore</td>
<td>Restores the current image to the original image.</td>
</tr>
<tr>
<td>Undo</td>
<td>Reverses the most recent action.</td>
</tr>
<tr>
<td>Redo</td>
<td>Reverses the most recent undo action.</td>
</tr>
<tr>
<td>Rotate 90 Degrees Left</td>
<td>Rotates the image 90 degrees to the left.</td>
</tr>
<tr>
<td>Rotate 90 Degrees Right</td>
<td>Rotates the image 90 degrees to the right.</td>
</tr>
<tr>
<td>B&amp;W</td>
<td>Converts to black and white.</td>
</tr>
<tr>
<td>Grayscale</td>
<td>Converts to grayscale.</td>
</tr>
<tr>
<td>Color</td>
<td>Converts to color.</td>
</tr>
<tr>
<td>Configure settings related to Assisted Scan</td>
<td>Saves profile.</td>
</tr>
</tbody>
</table>
QC

QC is used to verify the integrity of scanned images. The operator can edit the batch if required.

See the QC controls toolbar for more information.
**QC Controls Toolbar**

Use the QC Controls Toolbar to view and edit batches of documents. For each icon, click the arrow to see more options.

<table>
<thead>
<tr>
<th>Scan Group Control</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>Scans another document and adds its images at the end of the scanned images. Uses the same settings as the scanned images.</td>
</tr>
<tr>
<td>Assisted Add</td>
<td>Provides the ability to edit each image as it is scanned when adding a scanned image.</td>
</tr>
<tr>
<td>Replace</td>
<td>Scans another document and replaces the selected image with the scanned image. Uses the same settings as the scanned images.</td>
</tr>
<tr>
<td>Assisted Replace</td>
<td>Provides the ability to edit each image as it is scanned to replace the selected image.</td>
</tr>
<tr>
<td>ASC Replace</td>
<td>Replaces the selected image using ASC (After Scan Correction.). The image is not physically rescanned. Instead, the master image of the scan is used.</td>
</tr>
<tr>
<td>Rotate 90</td>
<td>Rotates the image 90 degrees to the right.</td>
</tr>
<tr>
<td>Rotate -90</td>
<td>Rotates the image -90 degrees to the left.</td>
</tr>
<tr>
<td>Rotate 180</td>
<td>Rotates the image 180 degrees.</td>
</tr>
<tr>
<td>Delete</td>
<td>Deletes the selected images.</td>
</tr>
<tr>
<td>Cut</td>
<td>Deletes the selected images and places them on the Clipboard.</td>
</tr>
<tr>
<td>Copy</td>
<td>Copies the selected images to the Clipboard.</td>
</tr>
<tr>
<td>Paste</td>
<td>Pastes the contents of the Clipboard into the selected document.</td>
</tr>
<tr>
<td>Split doc</td>
<td>Splits the document into two documents. The document splits immediate before the selected image.</td>
</tr>
<tr>
<td>Merge doc</td>
<td>Merges the selected documents in one document.</td>
</tr>
<tr>
<td>Mark</td>
<td>Marks the selected image and changes the frame around the marked image to orange.</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Unmark</td>
<td>Unmarks a previously marked image and changes the frame around the image to blue.</td>
</tr>
<tr>
<td>All Mark</td>
<td>Marks all images and changes the frame around the marked images to orange.</td>
</tr>
<tr>
<td>All Unmark</td>
<td>Unmarks all marked images and changes the frame around the images to blue.</td>
</tr>
<tr>
<td>Undo</td>
<td>Reverses the most recent action.</td>
</tr>
<tr>
<td>Redo</td>
<td>Reverses the most recent Undo action.</td>
</tr>
</tbody>
</table>

**View Group Control**

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Browse</td>
<td>Displays thumbnail image and one page of selection.</td>
</tr>
<tr>
<td>Thumbnail</td>
<td>Displays thumbnail images with each document in its own row.</td>
</tr>
<tr>
<td>Full page</td>
<td>Displays one image at a time.</td>
</tr>
<tr>
<td>Two Pages</td>
<td>Displays two images side-by-side.</td>
</tr>
<tr>
<td>Zoom Out</td>
<td>Decreases the magnification.</td>
</tr>
<tr>
<td>Zoom In</td>
<td>Increases the magnification.</td>
</tr>
<tr>
<td>100%</td>
<td>Displays the image at actual size. The width or height of the image may not fit in the viewer.</td>
</tr>
<tr>
<td>Fit to Width</td>
<td>Fits the images into the entire width of the viewing area.</td>
</tr>
<tr>
<td>Fit to Whole</td>
<td>Fits the image into the viewing area.</td>
</tr>
<tr>
<td>Magnifier</td>
<td>Magnifies a rectangular area of the image. Available only in single image view.</td>
</tr>
<tr>
<td>Zoom on Rectangle</td>
<td>Selects and magnifies a rectangular area of the image.</td>
</tr>
<tr>
<td>Filter Off</td>
<td>Displays all images in the image viewer.</td>
</tr>
<tr>
<td><strong>Workspace</strong></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td></td>
</tr>
<tr>
<td><strong>Multifeed</strong></td>
<td>Displays multi-fed images in the image viewer.</td>
</tr>
<tr>
<td><strong>AIQC</strong></td>
<td>Displays AIQC images in the image viewer.</td>
</tr>
<tr>
<td><strong>Blank</strong></td>
<td>Displays blank images in the image viewer.</td>
</tr>
<tr>
<td><strong>Marked</strong></td>
<td>Displays marked images in the image viewer.</td>
</tr>
<tr>
<td><strong>Unindexed</strong></td>
<td>Displays unindexed images in the image viewer.</td>
</tr>
<tr>
<td><strong>Color Change Indicator</strong></td>
<td>Switches multi-images. This is available for multi-image output.</td>
</tr>
<tr>
<td><strong>Others Group Control</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td><strong>Insert File</strong></td>
<td>Allows a file to be selected and adds it to the end of the scanned images. Click to open the navigation window and select a file.</td>
</tr>
<tr>
<td><strong>Print</strong></td>
<td>Prints the selected image.</td>
</tr>
</tbody>
</table>
Index

Use Index to create and configure index fields when scanning documents. The index field data uniquely identifies each document, providing an efficient method to store and retrieve them.

See the Index controls toolbar for more information.
Index Controls Toolbar

Use the Index Controls Toolbar to view and edit batches of documents. You can collect and verify index information associate with each document. For each icon, click the arrow to see more options.

<table>
<thead>
<tr>
<th><strong>Scan Group Control</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>Scans another document and adds its images at the end of the scanned images. Uses the same settings as the scanned images.</td>
</tr>
<tr>
<td>Assisted Add</td>
<td>Provides the ability to edit each image as it is scanned when adding a scanned image.</td>
</tr>
<tr>
<td>Replace</td>
<td>Scans another document and replaces the selected image with the scanned image. Uses the same settings as the scanned images.</td>
</tr>
<tr>
<td>Assisted Replace</td>
<td>Provides the ability to edit each image as it is scanned to replace the selected image.</td>
</tr>
<tr>
<td>ASC Replace</td>
<td>Replaces the selected image using ASC (After Scan Correction.). The image is not physically rescanned. Instead, the master image of the scan is used.</td>
</tr>
<tr>
<td>Rotate 90</td>
<td>Rotates the image 90 degrees to the right.</td>
</tr>
<tr>
<td>Rotate -90</td>
<td>Rotates the image -90 degrees to the left.</td>
</tr>
<tr>
<td>Rotate 180</td>
<td>Rotates the image 180 degrees.</td>
</tr>
<tr>
<td>Delete</td>
<td>Deletes the selected images.</td>
</tr>
<tr>
<td>Cut</td>
<td>Deletes the selected images and places them on the Clipboard.</td>
</tr>
<tr>
<td>Copy</td>
<td>Copies the selected images to the Clipboard.</td>
</tr>
<tr>
<td>Paste</td>
<td>Pastes the contents of the Clipboard into the selected document.</td>
</tr>
<tr>
<td>Split doc</td>
<td>Splits the document into two documents. The document splits immediate before the selected image.</td>
</tr>
<tr>
<td>Merge doc</td>
<td>Merges the selected documents in one document.</td>
</tr>
<tr>
<td>Draw Zone</td>
<td>Defines an area of a scanned page to be used for Zonal OCR or barcode recognition.</td>
</tr>
<tr>
<td>Mark</td>
<td>Marks the selected image and changes the frame around the marked image to orange.</td>
</tr>
<tr>
<td>Unmark</td>
<td>Unmarks a previously marked image and changes the frame around the image to blue.</td>
</tr>
<tr>
<td>All Mark</td>
<td>Marks all images and changes the frame around the marked images to orange.</td>
</tr>
<tr>
<td>All Unmark</td>
<td>Unmarks all marked images and changes the frame around the images to blue.</td>
</tr>
<tr>
<td>Undo</td>
<td>Reverses the most recent action.</td>
</tr>
<tr>
<td>Redo</td>
<td>Reverses the most recent Undo action.</td>
</tr>
</tbody>
</table>

**View Group**

**Description**
<table>
<thead>
<tr>
<th><strong>Control</strong></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Browse</td>
<td>Displays thumbnail image and one page of selection.</td>
</tr>
<tr>
<td>Full page</td>
<td>Displays one image at a time.</td>
</tr>
<tr>
<td>Zoom Out</td>
<td>Decreases the magnification.</td>
</tr>
<tr>
<td>Zoom In</td>
<td>Increases the magnification.</td>
</tr>
<tr>
<td>100%</td>
<td>Displays the image at actual size. The width or height of the image may not fit in the viewer.</td>
</tr>
<tr>
<td>Fit to Width</td>
<td>Fits the images into the entire width of the viewing area.</td>
</tr>
<tr>
<td>Fit to Whole</td>
<td>Fits the image into the viewing area.</td>
</tr>
<tr>
<td>Magnifier</td>
<td>Magnifies a rectangular area of the image. Available only in single image view.</td>
</tr>
<tr>
<td>Zoom on Rectangle</td>
<td>Selects and magnifies a rectangular area of the image.</td>
</tr>
<tr>
<td>Filter Off</td>
<td>Displays all images in the image viewer.</td>
</tr>
<tr>
<td>Multifeed</td>
<td>Displays multi-fed images in the image viewer.</td>
</tr>
<tr>
<td>AIQC</td>
<td>Displays AIQC images in the image viewer.</td>
</tr>
<tr>
<td>Blank</td>
<td>Displays blank images in the image viewer.</td>
</tr>
<tr>
<td>Marked</td>
<td>Displays marked images in the image viewer.</td>
</tr>
<tr>
<td>Unindexed</td>
<td>Displays unindexed images in the image viewer.</td>
</tr>
<tr>
<td>Color Change Indicator</td>
<td>Switches multi-images. This is available for multi-image output.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Others Group Control</strong></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert File</td>
<td>Allows a file to be selected and adds it to the end of the scanned images. Click to open the navigation window and select a file.</td>
</tr>
<tr>
<td>Print</td>
<td>Prints the selected images.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Text Options</strong></th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>SimpleText</td>
<td>Detects plain text without borders or underlining.</td>
<td>EXAMPLE</td>
</tr>
<tr>
<td>UnderlinedText</td>
<td>Detects text that is underlined.</td>
<td>EXAMPLE</td>
</tr>
<tr>
<td>TextInFrame</td>
<td>Detects text that is inside a box.</td>
<td>EXAMPLE</td>
</tr>
<tr>
<td>GreyBoxes</td>
<td>Detects text that is in a shaded area, with unshaded boxes for each character. To improve detection accuracy, specify the number of characters in the <strong>Text Length</strong> box.</td>
<td>EXAMPLE</td>
</tr>
<tr>
<td>Algorithm</td>
<td>Description</td>
<td>Example</td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>CharBoxSeries</td>
<td>Detects text with a separate box around each character. To improve detection accuracy, specify the number of characters in the <strong>Text Length</strong> box.</td>
<td><img src="EXAMPLE" alt="Example" /></td>
</tr>
<tr>
<td>SimpleComb</td>
<td>Detects text that is underlined with a short line extending between each character. To improve detection accuracy, specify the number of characters in the <strong>Text Length</strong> box.</td>
<td><img src="EXAMPLE" alt="Example" /></td>
</tr>
<tr>
<td>CombInFrame</td>
<td>Detects text that is underlined with a short line extending between each character, all surrounded by a full border. To improve detection accuracy, specify the number of characters in the <strong>Text Length</strong> box.</td>
<td><img src="EXAMPLE" alt="Example" /></td>
</tr>
<tr>
<td>PartitionedFrame</td>
<td>Detects text that is inside a box, with a line separating each character. To improve detection accuracy, specify the number of characters in the <strong>Text Length</strong> box.</td>
<td><img src="EXAMPLE" alt="Example" /></td>
</tr>
</tbody>
</table>
Indexing Page Navigation and Panel

The Indexing Page Navigation controls appear at the right of Index controls toolbar. The Indexing panel appears on the right side of the Index viewer.

Index Page Navigation

Use the Page Navigation controls to move from one document to another.

<table>
<thead>
<tr>
<th>Control</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>First document</td>
<td>Displays the first document in the batch.</td>
</tr>
<tr>
<td>Previous document</td>
<td>Displays the previous document in the batch.</td>
</tr>
<tr>
<td>Next document</td>
<td>Displays the next document in the batch.</td>
</tr>
<tr>
<td>Last document</td>
<td>Displays the last document in the batch.</td>
</tr>
</tbody>
</table>

Indexing Panel

Use the indexing panel move from one index field to another. When you use the index page navigation controls, the indexing panel changes based on the current document in the Index viewer.

Use Tab key to move from through index fields. If a field cannot be validated, red will display around the field box until it is corrected. Green indicates a valid field.
**Batch Manager**

The Batch Manager lists the batch name, state, creation date, priority, operator and comments. The information listed in the Batch Manager updates each time you scan documents.

<table>
<thead>
<tr>
<th>Batch Manager Control</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch Name</td>
<td>Displays the name of the batch. See <a href="#">Editing the Batch Name</a> for more details.</td>
</tr>
<tr>
<td>State</td>
<td>Displays where the batch is available (i.e. QC)</td>
</tr>
<tr>
<td>Status</td>
<td>Displays the current status of the batch.</td>
</tr>
<tr>
<td>Creation Date</td>
<td>Displays the batch creation date and time.</td>
</tr>
<tr>
<td>Priority</td>
<td>Displays the priority level for batch processing. See <a href="#">Changing the Batch Priority</a> for more details.</td>
</tr>
<tr>
<td>Operator</td>
<td>Display the operator ID.</td>
</tr>
<tr>
<td>Remarks</td>
<td>Displays comments about the batch if any were added. See <a href="#">Adding Comments to a Batch</a> for more details.</td>
</tr>
<tr>
<td>Reload</td>
<td>Refreshes the batch manager list to show the most current information.</td>
</tr>
<tr>
<td>Delete</td>
<td>Deletes the selected batch.</td>
</tr>
</tbody>
</table>
The PaperStream Capture operational environment can be exported from a workstation and imported for use by other workstations.

This feature can save time when multiple workstations need to use the same PaperStream Capture configuration settings.

To learn more, click one of the links below:

- Importer
- Exporter
**Importer**

Imports a PaperStream Capture operational environment to a folder on your computer's hard drive.

**Important** Close PaperStream Capture before starting the Exporter or Importer.

**File**

Select the file to import. The file should be of file type .cab.

Do one of the following to import the file:
- Enter the file path in the **File** box.
- Click **Browse**.
- Drag and drop the file.

The file name can contain up to 255 characters.

**Browse**

Displays the **Open** window to navigate to the import file location.

**Type of import**

Selects a PaperStream Capture import method.

**Replace All**

Replaces all document profiles that are registered in PaperStream Capture.

**Add**

Add the imported document profile to PaperStream Capture.

**Run**

Imports the selected operational environment. The import results are output to a log file. For more details, see [Document Profile Import Results Log](#).

**Close**

Closes the window.

**Help**

Opens the PaperStream Capture Pro Help guide.
Exporter

Exports the PaperStream Capture operational environment to folder on your computer's hard drive.

**Important** Close PaperStream Capture before starting the Exporter or Importer.

Document Profile List

Lists the document profiles that are registered in PaperStream Capture. Select the document profile to export and then select the document profile name check box.

Select All

Selects all profiles in the document profile list.

Clear All

Clears all selections in the document profile list.

Run

Displays the Save As window. Navigate to the location to save the exported file. The exported file type should be .cab.

Close

Closes the window.

Help

Opens the PaperStream Capture Pro Help guide.
Need to do more with PaperStream Capture? These topics go beyond the basics and covers tasks such as:

- **Starting a scan with the scanner button**
- **Configuring barcodes and Zonal OCR for inclusion in index fields**
- **Importing** and **exporting** operational environments
- **Using barcode value as file or folder names**
- and more.
Starting a Scan with the Scanner Button

You can scan documents with the **Scan** and **Send to** buttons on the scanner.

Before starting, assign the desired scanning applications and document profiles to these buttons.

To assign PaperStream Capture to the scanner buttons:

1. In the scanner Control Panel, set events. For details, refer to the Operator’s Guide for your scanner.

To assign document profiles to the buttons on the scanner:

1. On the **PaperStream Capture menu**, click **Administrator Tool** and then click **Usability**.
2. In **Event Settings for scanner button**, click an **Event** arrow to see more options:
   - Scan
   - Send to
3. In the **Document Profile** list, choose the profile you want to use for scanning.
4. Click **Save**.
5. 

**Important** Depending on the scanner you are using, the document profile name that is specified for the button on the scanner (**Scan** or **Send to**) is located on the operation panel. Note that the document profile name is not displayed correctly in the following cases:
The name is set in a language that the scanner does not support (Unsupported languages are displayed with a black square)
The name does not fit into the display range (16 characters × 3 rows)
Automatically Saving Scanned Images

You can automatically save scanned images and exit the application upon completion of scanning. You do this by configuring a document profile that allows scanned images to be saved automatically.

To automatically save scanned images:

2. On the Document Profile panel, select a document profile you want to edit or create a new one.
3. On the Source tab, in the Display Options group, click Exit App. After Scan.
4. Click Save.
Configuring Index Fields Using Barcodes

Index field value can be automatically populated with barcode data that are recognized from zones that you draw on a scanned image.

Set up index fields to use Barcodes on the Meta Data tab on the Configure Profiles panel.

To configure index fields using barcodes:

1. Have a page on-hand that you plan to use as the example for the barcodes you want to use for index fields.
2. Place the page in the scanner.
3. On the Meta Data tab, for a new or existing index field, select Barcode from the Type list.
4. In the Barcode Type box, select one or more barcode that are valid.
5. Click Define Area.
6. On the Define Area toolbar, in the Scan group, click Scan Add. Scanning starts and the scanned page appears in the viewer on completion.
6. In the Edit group, click Draw Zone.
7. On the document in the viewer, draw a rectangle around the area containing the information that will populate the selected index field.
   The new zone is highlighted with a red dotted line around it. You cannot resize the zone. Instead, you can delete and draw again. Click the X icon on the zone to delete it.
8. When you have finished, click outside the new zone.
9. In the Edit group, click Draw Zone to deselect it and exit drawing mode.
10. Click Return to return to the Meta Data tab.
Configuring Index Fields Using Zonal OCR

Index field values can be automatically populated with text or data that are recognized from zones that you draw on a scanned image.

Set up index fields to use Zonal OCR on the Meta Data tab on the Configure Profiles panel.

To configure index fields using Zonal OCR:

1. Have a page on-hand that you plan to use as the example for the fields you want to use for Zonal OCR.
2. Place the page in the scanner.
3. On the Meta Data tab, for a new or existing index field, select Zonal OCR from the Type list.
4. Click Define Area.
5. On the Define Area toolbar, in the Scan group, click Scan Add.
6. Scanning starts and the scanned page appears in the viewer on completion.
6. In the Edit group, click Draw Zone.
7. On the document in the viewer, draw a rectangle around the area containing the information that will populate the selected index field.
8. The new zone is highlighted with a red dotted line around it. You cannot resize the zone. Instead, you can delete and draw again. Click the X icon on the zone to delete it.
8. When you have finished, click outside the new zone.
9. In the Edit group, click Draw Zone to deselect it and exit drawing mode.
10. Click Return to return to the Meta Data tab.
Using Barcode Values as File Names

PaperStream Capture supports barcode recognition. You can also perform barcode recognition on an area of a scanned document and use the recognized character string as part of the file name.

If barcodes are used to separate documents, you can include the resulting barcode separation character string as part of the file name.

Use a Document Profile that is configured to use the barcode as part of the file name.

To include barcode values as file names:

1. Configure a document profile for barcode recognition or document separation using barcodes.
2. On the Destination tab, next to the File Name box, click Name Rule.
3. In the Name Rule list, select Meta Data and then select the name of the barcode recognition index field.
   The index field name is inserted in the File Name box as a variable.
Adding Images with Assisted Add

With Assisted Add, you can replace poor images by rescanning the page and then visually selecting the best image from a series in the Assisted Add viewer. You can also adjust the quality of the rescanned image before saving and replacing the original image.

To use Assisted Add:

1. Load a document in the scanner.
2. On the Scan Image Viewer, select the image where you want the new scanned image to appear. If no selection is made, the scanned image will be placed at the end of the current document.
3. On the Scan toolbar, in the Scan group, click Assisted Add.
4. Scanning starts according to the selected document profile settings.
5. In the Assisted Add Viewer, on the Foreground tab, make the desired adjustments using the Assisted Add toolbar and the Step size slider.
6. In the Assisted Add Viewer, on the Background tab, make the desired adjustments using the Assisted Add toolbar and the Step size slider.
7. Choose the desired image from the collection.
8. Click Save.
Replacing Images with Assisted Replace

With Assisted Replace, you can replace poor images by rescanning the pages and then visually selecting the best image from a series in the Assisted Scan viewer. You can also adjust the quality of the rescanned image before saving and replacing the original image.

To use Assisted Replace:

1. Load a document in the scanner.
2. On the Scan Image Viewer, select the image that you want to replace.
3. On the Scan toolbar, in the Scan group, click Assisted Replace.
4. Scanning starts according to the selected document profile settings.
5. In the Assisted Scan Viewer, on the Foreground tab, make the desired adjustments using the Assisted Scan toolbar and the Step size slider.
6. In the Assisted Scan Viewer, on the Background tab, make the desired adjustments using the Assisted Scan toolbar and the Step size slider.
7. Choose the desired image from the collection that you want to replace the original image.
8. Click Save.
Importing an Operational Environment

Imports a PaperStream Capture operational environment from a folder on your computer's hard drive into PaperStream Capture.

To import an operational environment:

2. Start the **Importer** from either the **Start** menu or from Windows Explorer.
3. Select the file to import. Do one of the following:
   - Enter the file path in the **File** box.
   - Click **Browse**.
   - Drag and drop the file.
4. Select one of the following import methods:
   - **Replace All**
   - **Add**
5. Click **Run**.
6. Click **Close**.

**Tip**  When adding a document profile through importing, any events that are set in the exported operational environment will also be set in the added operational environment.
Exporting an Operational Environment

Exports the PaperStream Capture operational environment to file folder location on your computer’s hard drive.

To export an operational environment:

2. Start the Exporter from either the Start menu or from Windows Explorer.
3. Select the document profiles that you want to export.
4. Click Run.
5. In the Save As window, type a file name with the file type .cab.
6. Browse to the folder on your hard drive where you want to save the file.
7. Click Save.
8. Click Close.
Defining an Area with Draw Zone

You can define an area of a scanned page to be used for Zonal OCR or barcode recognition using the Draw Zone feature.

To define an area using Draw Zone:

1. Have a page on-hand that you plan to use as the example for the fields that you want to use for Zonal OCR or barcode recognition.
2. Place the page in the scanner.
3. Click Define Area.
4. Click Define Area.
5. On the Define Area toolbar, in the Scan group, click Scan Add. Scanning starts and the scanned page appears in the viewer on completion.
6. In the Edit group, click Draw Zone.
7. On the document in the viewer, draw a rectangle around the area containing the information that will populate the selected index field.
8. The new zone is highlighted with a red dotted line around it. You cannot resize the zone. Instead, you can delete and draw again. Click the X icon on the zone to delete it.
9. When you have finished, click outside the new zone.
10. In the Edit group, click Draw Zone to deselect it and exit drawing mode.
11. Click Return to return to the previous screen.
Technical Specifications

This section provides information about the following technical specifications:

- File formats
- Predefined compression format
- Barcode types and detection parameters
- Zonal OCR detection parameters
- Document profile import results log
- Characters that cannot be used
- Scanners and feature availability
## File Formats

### Output File Format

The file formats that can be created with PaperStream Capture are as follows:

<table>
<thead>
<tr>
<th>File Format</th>
<th>Image Type</th>
<th>Compression Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMP (.bmp)</td>
<td>B&amp;W</td>
<td>No Compression</td>
</tr>
<tr>
<td></td>
<td>8-bit gray</td>
<td>No Compression</td>
</tr>
<tr>
<td></td>
<td>24-bit color</td>
<td>No Compression</td>
</tr>
<tr>
<td>JPEG2000 (.j2k)</td>
<td>24-bit color</td>
<td>JPEG2000</td>
</tr>
<tr>
<td>JPEG (.jpg)</td>
<td>8-bit gray</td>
<td>JPEG</td>
</tr>
<tr>
<td></td>
<td>24-bit color</td>
<td>JPEG/Progressive JPEG</td>
</tr>
<tr>
<td>PDF (.pdf) (*1)</td>
<td>B&amp;W</td>
<td>CCITT G4</td>
</tr>
<tr>
<td></td>
<td>8-bit gray</td>
<td>JPEG</td>
</tr>
<tr>
<td></td>
<td>24-bit color</td>
<td>JPEG</td>
</tr>
<tr>
<td>PDF/A (.pdf) (*1)</td>
<td>B&amp;W</td>
<td>CCITT G4</td>
</tr>
<tr>
<td></td>
<td>8-bit gray</td>
<td>JPEG</td>
</tr>
<tr>
<td></td>
<td>24-bit color</td>
<td>JPEG</td>
</tr>
<tr>
<td>TIFF (.tif) (*2)</td>
<td>B&amp;W</td>
<td>No Compression/CCITT G3(1D)/CCITT G3(2D)/CCITT G4/JBIG/LZW/Packbits</td>
</tr>
<tr>
<td></td>
<td>8-bit gray</td>
<td>No Compression/LZW/Packbits/JPEG</td>
</tr>
<tr>
<td></td>
<td>24-bit color</td>
<td>No Compression/Packbits/JPEG/Progressive JPEG</td>
</tr>
</tbody>
</table>

*1: Can be output in a multipage format.

*2: Can be output in a multipage format. In the following cases multipage TIFF format cannot be selected.
PaperStream Capture Getting Started Guide

- An image type is set separately for the front and back sides in the PaperStream IP driver
- Automatic color detection is enabled

*3: For a multipage format, a TIFF file larger than 2 GB cannot be output.
- If the file size exceeds 2 GB, all pages are output in a single-page TIFF file format.
- The single-page TIFF file is output with the following file name format:
  - If a fixed name is specified for the file name, the fixed name + a serial number (four-digit number)
  - If Page Counter is not set for the naming rule, a file name generated based on the naming rule + a serial number (four-digit number)
  - If Page Counter is set for the naming rule, a file name generated based on the naming rule

**Input File Format**

The file formats you can add, insert, or replace a file; or add these files to a document in PaperStream Capture are as follows.

<table>
<thead>
<tr>
<th>File Format (Extension)</th>
<th>Image Type (Bit)</th>
<th>Compression</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMP (.bmp)</td>
<td>B&amp;W</td>
<td>No Compression</td>
</tr>
<tr>
<td></td>
<td>8-bit gray</td>
<td>No Compression</td>
</tr>
<tr>
<td></td>
<td>24-bit color</td>
<td>No Compression</td>
</tr>
<tr>
<td>JPEG2000 (.j2k)</td>
<td>24-bit color</td>
<td>JPEG2000</td>
</tr>
<tr>
<td>JPEG (.jpg)</td>
<td>8-bit gray</td>
<td>JPEG</td>
</tr>
<tr>
<td></td>
<td>24-bit color</td>
<td>JPEG/Progressive JPEG</td>
</tr>
<tr>
<td>PDF (.pdf) (*1)</td>
<td>B&amp;W</td>
<td>CCITT G4</td>
</tr>
<tr>
<td></td>
<td>8-bit gray</td>
<td>JPEG</td>
</tr>
<tr>
<td></td>
<td>24-bit color</td>
<td>JPEG</td>
</tr>
</tbody>
</table>
### Technical Specifications

<table>
<thead>
<tr>
<th></th>
<th>B&amp;W 8-bit gray</th>
<th>24-bit color</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PDF/A (.pdf)</strong></td>
<td>CCITT G4</td>
<td>JPEG</td>
</tr>
<tr>
<td></td>
<td>JPEG</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>B&amp;W 8-bit gray</th>
<th>24-bit color</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TIFF (.tif)</strong></td>
<td>No Compression/CCITT G3(1D)/CCITT G3(2D)/CCITT G4/JBIG/LZW/Packbits</td>
<td>No Compression/Packbits/JPEG/Progressive JPEG</td>
</tr>
<tr>
<td></td>
<td>No Compression/LZW/Packbits/JPEG</td>
<td></td>
</tr>
</tbody>
</table>

*1: For the following file formats, you cannot add, insert, or replace a file; or add these files to a document.

- PDF files with a timestamp and signature
- PDF files with a document open password
- PDF files created with an application other than PaperStream Capture and ScandAll PRO
- Multipage PDF files
- In addition, the following file formats may not be displayed correctly.
  - PDF files with text obtained from Zonal OCR results
  - PDF files in PDF/A format
  - PDF files for which color high compression is specified

*2: For multipage TIFF files, you cannot add, insert, or replace a file; or add files to a document.
Index Information File Format

File Format

This section explains about the default output items as an example.

Unicode Text

- Unicode (UTF-16 Little Endian) is used for output.
- Zonal OCR results and barcode recognition results are enclosed in double quotation marks ("'). Each item is delimited by a tab character.
- When several lines are recognized with Zonal OCR, the recognition result contains line feed codes. When a line feed is included, it is replaced with a space (" ").
- When there are no character strings for Zonal OCR results or barcode recognition results, a null character ("") is output.
- When a two-dimensional code recognition result includes a line feed [LF] and/or a carriage return [CR], the line feed and carriage return are replaced with a space (" ").
- If a Zonal OCR result or barcode recognition result includes any control codes that cannot be displayed, those codes are replaced with " " (space) or "_" (underscore). Some control codes are ignored.
- If a Zonal OCR result or barcode recognition result includes double quotation marks (""), it is replaced with repeated double quotation marks (""').

CSV

"Meta data (Value)","Separator No.","Total number of pages in the document","Page number in the document","Page number","Actual page number","File name (full path)","File name","Folder name","Scanner name","Resolution","Width","Height","Bit depth","Marking (user)","Marking (multifeed)","Marking (AIQC)","Marking (blank page)"

- Each item is enclosed in double quotation marks ("'). Each item is delimited by a delimiter ("," (comma)).
- When several lines are recognized with Zonal OCR, the recognition result contains line feed codes. When a line feed is included, it is replaced with a space (" ").
- When there are no character strings for Zonal OCR results or barcode recognition results, a null character ("") is output.
- When a two-dimensional code recognition result includes a line feed LF and/or a carriage return CR, the line feed and carriage return are replaced with a space (" ").
- If a Zonal OCR result or barcode recognition result includes any control codes that cannot be displayed, those codes are replaced with " " (space) or "_" (underscore). Some control codes are ignored.
- If a Zonal OCR result or barcode recognition result includes double quotation marks ("), it is replaced with repeated double quotation marks (""").

XML

```xml
<?xml version = "1.0" encoding = "utf-8"?>

<root>
  <page>
    <item name="Meta data (Field Name)" value="Meta data(Value)"/>
    <item name = "Separator No." value = "Separator No." />
    <item name = "Total pages in current document" value = "Total number of pages in the document" />
    <item name = "Page Number in Document" value = "Page number in the document" />
    <item name = "Page number" value = "Page number" />
    <item name = "Actual page number" value = "Actual page number" />
    <item name = "Full Path" value = "File name (full path)" />
    <item name = "File name" value = "File name" />
    <item name = "Folder name" value = "Folder name" />
    <item name = "Scanner name" value = "Scanner name" />
    <item name = "Resolution" value = "Resolution " />
    <item name = "Width" value = "Width" />
    <item name = "Height" value = "Height" />
    <item name = "Bit depth" value = "Bit depth" />
    <item name = "Mark-user" value = "Marking (user)" />
    <item name = "Mark-multifeed" value = "Marking (multifeed)" />
    <item name = "Mark-AIQC" value = "Marking (AIQC)" />
    <item name = "Mark-blank page" value = "Marking (blank page)" />
  </page>
</root>
```
UTF-8 (8-bit UCS Transformation Format) is used for output.

- Page-based information is delimited by the "page" element. Each item information in the page is delimited by the "item" element. The "name" attribute of the "item" element contains the XML item name of the corresponding item. The "value" attribute stores the value of the corresponding item.
- When several lines are recognized with Zonal OCR, the recognition result contains line feed codes. When a line feed code is included, it is replaced with a space (" ").
- The following characters are output as entity references: <, >, &, ".
- When there are no character strings for Zonal OCR results or barcode recognition results, a null character ("") is output.
- When a two-dimensional code recognition result includes a line feed LF and/or a carriage return CR, the line feed and carriage return are replaced with a space (" ").
- If a Zonal OCR result or barcode recognition result includes any control codes that cannot be displayed, those codes are replaced with " " (space) or "_" (underscore). Some control codes are ignored.
- If a Zonal OCR result or barcode recognition result includes double quotation marks (""), it is replaced with repeated double quotation marks ("").

Output Item and Order

The following items are output in the fixed order.

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Description</th>
<th>XML Item Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meta data (Field Name)</td>
<td>A configured Meta Data field. (*1)</td>
<td>Meta data(Field Name)</td>
</tr>
<tr>
<td>Separator No.</td>
<td>Document number</td>
<td>Separator No.</td>
</tr>
<tr>
<td>Total number of pages in the document</td>
<td>Total number of pages in the document is output.</td>
<td>Total pages in current document</td>
</tr>
<tr>
<td>Page number in the document</td>
<td>Page number in the document is output.</td>
<td>Page Number in Document</td>
</tr>
<tr>
<td></td>
<td>However, &quot;1&quot; is always output for a single page type file.</td>
<td></td>
</tr>
<tr>
<td>Page number</td>
<td>Page number that is counted from the first</td>
<td>Page number</td>
</tr>
<tr>
<td>Actual page number</td>
<td>Page number that includes the page skipped due to the blank page skip or removal of the separators. (*2)(*3)(*4)(*5)</td>
<td></td>
</tr>
<tr>
<td>--------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>File name (full path)</td>
<td>File name (full path)</td>
<td></td>
</tr>
<tr>
<td>File name</td>
<td>File name</td>
<td></td>
</tr>
<tr>
<td>Folder name</td>
<td>Folder name</td>
<td></td>
</tr>
<tr>
<td>Scanner name</td>
<td>Scanner name</td>
<td></td>
</tr>
<tr>
<td>Resolution</td>
<td>Resolution for an image. The unit is dpi. 0 is output when the resolution cannot be obtained.</td>
<td></td>
</tr>
<tr>
<td>Width</td>
<td>Width of an image. The unit is pixels.</td>
<td></td>
</tr>
<tr>
<td>Height</td>
<td>Height of an image. The unit is pixels.</td>
<td></td>
</tr>
<tr>
<td>Bit depth</td>
<td>Bit depth of an image.</td>
<td></td>
</tr>
<tr>
<td>Barcode recognition result</td>
<td>Text recognized from a barcode. The first 128 bytes for a one-dimensional barcode. The first 512 bytes for a two-dimensional barcode.</td>
<td></td>
</tr>
<tr>
<td>Marking (user)</td>
<td>Indicates whether or not a user marking has been applied. 0: Marking has not been applied 1: Marking has been applied</td>
<td></td>
</tr>
<tr>
<td>Marking (multifeed)</td>
<td>Indicates whether or not a marking has been applied by the multifeed detection. (*6)(*7) 0: Marking has not been applied</td>
<td></td>
</tr>
</tbody>
</table>
### Marking (AIQC)
Indicates whether or not a marking has been applied by Automatic Image Quality Checker (AIQC). (*6)(*8)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0:</td>
<td>Marking has not been applied</td>
<td>Mark-AIQC</td>
</tr>
<tr>
<td>1:</td>
<td>Marking has been applied</td>
<td></td>
</tr>
</tbody>
</table>

### Marking (blank page)
Indicates whether or not a marking has been applied by Automatic Image Quality Checker (blank page).

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0:</td>
<td>Marking has not been applied</td>
<td>Mark-blank page</td>
</tr>
<tr>
<td>1:</td>
<td>Marking has been applied</td>
<td></td>
</tr>
</tbody>
</table>

*1: When barcode is set as Meta Data, barcode type is also output next to barcode.

*2: After inserting, replacing, or adding pages, the page numbers restart from one, rather than continuing on from the last page the previous time.

*3: In the following cases, a null character ("") is output.
- When directly opening a file by [Add File] or other operations
- When using the PaperStream IP (ISIS) driver

*4: A value for the copied page is the same as the one for the original page.

*5: When the last page is skipped due to the blank page skip or removal of special paper, the skipped page is not included in "Actual page number" even if continuous scanning is performed.

*6: When a multifeed is detected and, simultaneously, an error is detected by Automatic Image Quality Checker, only the multifeed is enabled and then "1" for "Marking (multifeed)" and "0" for "Marking (AIQC)" are output.

*7: When the scanner does not support the multifeed detection, "0" is output.

*8: When the scanner does not support Automatic Image Quality Checker (AIQC), "0" is output.
**Predefined Compression Format**

The available predefined compression formats are as follows.

<table>
<thead>
<tr>
<th>File Format (Extension)</th>
<th>Image Type (Bit)</th>
<th>Compression Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>(.bmp)</td>
<td>B&amp;W</td>
<td>No Compression</td>
</tr>
<tr>
<td></td>
<td>8-bit gray</td>
<td>No Compression</td>
</tr>
<tr>
<td></td>
<td>24-bit color</td>
<td>No Compression</td>
</tr>
<tr>
<td>JPEG2000 (.j2k)</td>
<td>24-bit color</td>
<td>JPEG2000</td>
</tr>
<tr>
<td>JPEG (.jpg)</td>
<td>8-bit gray</td>
<td>JPEG</td>
</tr>
<tr>
<td></td>
<td>24-bit color</td>
<td>JPEG</td>
</tr>
<tr>
<td>PDF (.pdf)</td>
<td>B&amp;W</td>
<td>CCITT G4</td>
</tr>
<tr>
<td></td>
<td>8-bit gray</td>
<td>JPEG</td>
</tr>
<tr>
<td></td>
<td>24-bit color</td>
<td>JPEG</td>
</tr>
<tr>
<td>PDF/A (.pdf)</td>
<td>B&amp;W</td>
<td>CCITT G4</td>
</tr>
<tr>
<td></td>
<td>8-bit gray</td>
<td>JPEG</td>
</tr>
<tr>
<td></td>
<td>24-bit color</td>
<td>JPEG</td>
</tr>
<tr>
<td>TIFF (.tif)</td>
<td>B&amp;W</td>
<td>CCITT G4</td>
</tr>
<tr>
<td></td>
<td>8-bit gray</td>
<td>JPEG</td>
</tr>
<tr>
<td></td>
<td>24-bit color</td>
<td>JPEG</td>
</tr>
</tbody>
</table>
Barcode Types and Detection Parameters

The barcode types and detection parameters are shown below. Barcodes that do not meet the detection parameters may not be recognized correctly.

One Dimensional Barcodes

<table>
<thead>
<tr>
<th>Code</th>
<th>Character Set</th>
<th>Field Width</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPC-A/EAN/JAN</td>
<td>Numbers</td>
<td>UPC-A: 12 (includes check digits)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EAN/JAN: 8 or 13 (includes check digits)</td>
</tr>
<tr>
<td>Code 3 of 9 (*1)</td>
<td>ASCII data</td>
<td>1 to 128 (excludes start/stop codes)</td>
</tr>
<tr>
<td>Code 128/EAN128</td>
<td>ASCII data</td>
<td>1 to 128 (excludes check characters)</td>
</tr>
<tr>
<td>Codabar (NW7)</td>
<td>4 start/stop characters, numbers, 6 symbols</td>
<td>1 to 128 (excludes start/stop codes)</td>
</tr>
<tr>
<td>ITF</td>
<td>Numbers</td>
<td>2 to 128 (always even number of digits)</td>
</tr>
</tbody>
</table>

*1: Operates in Full ASCII mode.

Two Dimensional Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Character Set</th>
<th>Field Width</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDF417</td>
<td>ASCII data, binary data (multibyte characters)</td>
<td>Alphanumeric mix: Up to 1850 characters</td>
</tr>
<tr>
<td></td>
<td>Mixture of the types of data above</td>
<td>Numbers: Up to 2710 digits</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Binary data: Up to 1108 bytes</td>
</tr>
<tr>
<td>QR Code</td>
<td>Numbers, alphabetical characters, symbols, multibyte characters,</td>
<td>Alphanumeric mix: Up to 395 characters</td>
</tr>
<tr>
<td></td>
<td>control codes</td>
<td>Numbers: Up to 652 digits</td>
</tr>
<tr>
<td></td>
<td>Mixture of the types of data above</td>
<td></td>
</tr>
</tbody>
</table>
### Technical Specifications

<table>
<thead>
<tr>
<th>Data Matrix</th>
<th>ASCII data, binary data (multibyte characters)</th>
<th>Alphanumeric mix: Up to 2335 characters</th>
<th>Numbers: Up to 3116 digits</th>
<th>Binary data: Up to 1556 bytes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aztec</td>
<td>ASCII, FNC1, ECI</td>
<td>Alphanumeric mix: Up to 3067 characters</td>
<td>Numbers: Up to 3832 digits</td>
<td>Binary data: Up to 1914 bytes</td>
</tr>
</tbody>
</table>

### One Dimensional Barcode Detection Parameters

<table>
<thead>
<tr>
<th>Menu Option</th>
<th>Parameter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barcode height</td>
<td>10 to 30 mm/0.39 to 1.18 in.</td>
</tr>
<tr>
<td>Barcode width</td>
<td>300 mm/11.81 in. or less</td>
</tr>
<tr>
<td>Barcode margin</td>
<td>5 mm/0.20 in. or more on each side of barcode</td>
</tr>
<tr>
<td></td>
<td>(The left and right edges of ITF are either 5 mm/0.20 in. or more, or six times the width of the thin element or more, whichever is larger)</td>
</tr>
<tr>
<td>Barcode color</td>
<td>Black</td>
</tr>
<tr>
<td>Barcode base color</td>
<td>White</td>
</tr>
<tr>
<td>Resolution</td>
<td>200 to 600 DPI</td>
</tr>
<tr>
<td>Barcode angle</td>
<td>Horizontal and vertical</td>
</tr>
</tbody>
</table>
| Thin element width/module width | • UPC-A/EAN/JAN  
For 300 DPI or more: 0.264 mm/0.010 in. or more  
For less than 300 DPI: 0.30 mm/0.012 in. or more  
• Code 3 of 9/Code 128/EAN128/Codabar(NW7) |
For 300 DPI or more: 0.20 mm/0.008 in. or more
For less than 300 DPI: 0.30 mm/0.012 in. or more
- ITF
  For 300 DPI or more: 0.254 mm/0.010 in. or more
  For less than 300 DPI: 0.30 mm/0.012 in. or more

Wide element width
14.0 mm/0.55 in. or less
(For UPC-A/EAN/JAN/Code 128/EAN128, this is the width of the widest element, which is equivalent to the total width of four modules.)

Gap between characters
  No gap between characters
- Code 3 of 9/Codabar(NW7)
  Equal to or less than either 1.52 mm/0.06 in. or three times the width of the thin element, whichever is larger, and equal to or larger than the thin element width

**PDF417 Detection Parameters**

<table>
<thead>
<tr>
<th>Menu Option</th>
<th>Parameter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module width</td>
<td>0.3 to 2.0 mm/0.01 to 0.08 in.</td>
</tr>
<tr>
<td>Module height</td>
<td>The recommended module height is three times of the module width or more</td>
</tr>
<tr>
<td></td>
<td>(When the module height is less than two times of the module width, the module can not be recognized.)</td>
</tr>
<tr>
<td>Barcode width (overall width)</td>
<td>25.5 to 170.0 mm/1.00 to 6.69 in.</td>
</tr>
<tr>
<td>Barcode height</td>
<td>10.0 to 30.0 mm/0.39 to 1.18 in.</td>
</tr>
<tr>
<td>Barcode margin</td>
<td>5 mm/0.20 in. or more on each side of barcode</td>
</tr>
<tr>
<td>Barcode color</td>
<td>Black</td>
</tr>
<tr>
<td>Barcode base color</td>
<td>White</td>
</tr>
<tr>
<td>Resolution</td>
<td>200 to 600 DPI</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Barcode angle</td>
<td>Horizontal and vertical</td>
</tr>
<tr>
<td>Error correction level</td>
<td>0/2/3/4/5/6/7</td>
</tr>
</tbody>
</table>

**QR Code Detection Parameters**

<table>
<thead>
<tr>
<th>Menu Option</th>
<th>Parameter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Model</td>
<td>Model 2</td>
</tr>
<tr>
<td></td>
<td>ECI and FNC1 modes are not supported</td>
</tr>
<tr>
<td>Version</td>
<td>3 to 10</td>
</tr>
<tr>
<td>Information type</td>
<td>Numbers, alphabetical characters, symbols, multibyte characters, control codes</td>
</tr>
<tr>
<td></td>
<td>Mixture of the types of data above</td>
</tr>
<tr>
<td>Cell size</td>
<td>0.40 mm/0.02 in. or more</td>
</tr>
<tr>
<td>Barcode margin</td>
<td>4 cells or more on each side of barcode</td>
</tr>
<tr>
<td>Barcode color</td>
<td>Black</td>
</tr>
<tr>
<td>Barcode base color</td>
<td>White</td>
</tr>
<tr>
<td>Resolution</td>
<td>300 to 600 DPI</td>
</tr>
<tr>
<td>Barcode angle</td>
<td>Horizontal and vertical</td>
</tr>
<tr>
<td>Error correction level</td>
<td>L/M/Q/H</td>
</tr>
</tbody>
</table>

**Data Matrix Detection Parameters**

<table>
<thead>
<tr>
<th>Menu Option</th>
<th>Parameter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version</td>
<td>ECC200</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td></td>
<td>FNC1 mode is not supported</td>
</tr>
<tr>
<td>Cell size</td>
<td>.50 mm/0.02 in. or more</td>
</tr>
<tr>
<td>Barcode margin</td>
<td>Two or more cells around a symbol</td>
</tr>
<tr>
<td>Barcode color</td>
<td>Black</td>
</tr>
<tr>
<td>Barcode base color</td>
<td>White</td>
</tr>
<tr>
<td>Resolution</td>
<td>300 to 600 DPI</td>
</tr>
<tr>
<td>Barcode angle</td>
<td>Horizontal and vertical</td>
</tr>
</tbody>
</table>

**Tip** The recommended resolution for an image to be used for barcode recognition is 200 to 600 DPI. If the barcode scanning speed decreases, limit the barcode types to be detected or narrow the barcode area to improve the scanning speed.

**Notes:**

- To use a two-dimensional code, install a 2D Barcode for PaperStream.
- If there are multiple barcodes in the barcode detecting area, the one recognized first will be enabled.
- If you scan a document with an undefined barcode type for this function, the document may be separated wrongly, and the scanned images may also be deleted depending on the scan settings. It is recommended to limit the area of barcodes to be detected.
- Using the same sheet repeatedly may decrease the recognition accuracy due to accumulated dirt on the sheets. If the sheet is not recognized correctly or gets smudged, replace it with a new sheet.
- If control codes fail to be recognized, the recognition results may be in the following condition:
  - Control codes are recognized as numbers.
  - Not only control codes but also some of the other characters are not recognized at all and ignored.
- If **NUL** is included in a two-dimensional code, the data after [NUL] is not recognized.
- The barcode may not be recognized correctly depending on the document (if skewed), the PaperStream IP driver settings and/or the print status of barcodes. Operate after ensuring that the barcode is correctly recognized.
• If there are multiple barcodes in the barcode detecting area or the QR code is split vertically or horizontally, it is unknown which barcode is valid. If there are multiple barcodes, specify the area so that it includes the barcode that needs to be detected.
• If the area for the barcode that needs to be detected is not specified, the detecting performance for the document in which four or more barcodes of the QR code type exist might be affected.
• Even if the barcode base color and the barcode color are colors other than white and black, the barcode may be able to be recognized. To recognize colored barcodes, adjust the color document scanning settings to ensure that the documents are recognized correctly before using the barcodes.
• If the recognition result for a two-dimensional code includes an error, enlarge the barcode or raise the error correction level.
• If a barcode recognition result includes any control codes that cannot be displayed, those codes are replaced with " " (space) or "_" (underscore). Some control codes are ignored. When a two-dimensional code recognition result includes a line feed [LF] and/or a carriage return [CR], those codes are output as is in the index information file.
• A barcode can be used to divide documents or to provide an index, file name, or folder name by using text recognition.
Zonal OCR Detection Parameters

Use the following recommendations to improve Zonal OCR detection.

Document Text

Documents and text with the following formatting may not be correctly recognized with Zonal OCR.

Documents
- Document with extremely narrow or wide character spacing and/or line spacing
- Document with uneven color in the background of text
- Document with patterns in the background of the text
- Document with an unsupported language
- Document loaded upside down, sideways, or skewed
- Document with a complicated layout or too much noise (Such documents may require an excessively long time to be recognized)
- Vertically written document
- Document formatted in columns

Text
- Hand-written text
- Text in small characters (less than 10 points) in a low resolution
- Text in large characters (24 points or higher)
- Superscripts/subscripts, and complicated math expressions
- Text in bold or italic characters, or characters with effects such as shadow and outline
- Text expanded/condensed in lateral or vertical direction

PaperStream IP Driver Settings

With the following PaperStream IP driver settings, documents may not be correctly recognized with Zonal OCR.

- If the image type is monochrome, [Halftone] or [SEE] is selected in [Black & White Method] for the [Image]

Notes

- Processing may take an excessively long time.
- Up to 128 characters can be recognized with Zonal OCR.
- If possible, set the areas that only contain necessary characters.
- Set the Zonal OCR recognition area to an appropriate size.
- When the area is too large, figures, tables or borders around the area may be included in the Zonal OCR target and unintended recognition result may be output.
- When the area is too small, the strings to be recognized may be excluded from the Zonal OCR target and may not be recognized correctly.
• Even when the character string recognized with Zonal OCR is displayed properly on the screen, it may be recognized as a control code and be output as "_" if "Zonal OCR" is used for a file name in naming rules or if the character string is output to index information.

• When this happens, select a language to be used for Zonal OCR with [Regional and Language Options] in [Control Panel].

• The following resolutions are recommended for images. Resolution higher than 600 DPI cannot be recognized for Color/Gray.
  • B&W: 400/600 DPI
  • Color/Gray: 200/300 DPI

• The deskew function of the PaperStream IP driver and the orientation correction filter may improve the recognition rate.

• When the string to be recognized contains only alphanumeric characters and symbols, recognition error may occur. Changing the language to be recognized into English facilitates the recognition.
**Document Profile Import Results Log**

When an operational environment is imported, the import results are output to the log file. The file format is CSV and the file name is "PSCImpProfile.csv".

**Folder for Import Results**

The import results are created in the following folder:
- For Windows Server(R) 2008 R2/Windows(R) 7/Windows Server(R) 2012/Windows Server(R) 2012 R2/Windows(R) 8.1
  C:\Users\(UserName)\Documents\PaperStreamCapture

**Contents of Import Results**

The import results are output in the following format:

<table>
<thead>
<tr>
<th>&quot;Log output date&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Import result&quot;,&quot;Details&quot;,&quot;Document profile name&quot;</td>
</tr>
</tbody>
</table>

**First Line**

The output date of the log.

The date format is "day of the week. month day. year hours:minutes:seconds"

**Second and subsequent Lines**

The import results for each profile are output.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Import result</td>
<td>OK: Imported.</td>
</tr>
<tr>
<td></td>
<td>NG: Could not be imported.</td>
</tr>
<tr>
<td>Details</td>
<td>New: Newly imported.</td>
</tr>
<tr>
<td>Document profile name</td>
<td>The name of the document profile to be imported is output.</td>
</tr>
</tbody>
</table>

**Example of Output Log**

Wednesday. March 25. 2015 19:52:56
<table>
<thead>
<tr>
<th>OK, New, Sample 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>OK, New, Sample 2</td>
</tr>
</tbody>
</table>
Invalid Characters for File and Folder Names

The following characters cannot be used in file and folder names:

- Angle Bracket - `< >`
- Asterisk - `*`
- Backslash - `\`
- Colon - `:`
- Pipe - `|`
- Question Mark - `?`
- Quotation Mark - `" "`
- Slash - `/`
Scanners and Feature Availability

**Availability of Mark pages when error is detected by Automatic Image Quality Checker**

Mark pages when error is detected by Automatic Image Quality Checker can be used for the following scanners:

fi-5950/fi-6800/fi-7160/fi-7260/fi-7180/fi-7280

**Availability of Mark pages when multifeed is detected**

Mark pages when multifeed is detected can be sued for the following scanners:

fi-5950/fi-6800/fi-7160/fi-7260/fi-7180/fi-7280
**Supported Operating Systems**

Refer to the following table for details about the operating system versions that PaperStream Capture Pro supports. For each operating system version, the table lists the supported Internet Information Service (IIS) versions, the maximum number of connected workstations, and whether the operating system can be used as a storage server.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows® 7 Home Premium</td>
<td>7.5</td>
<td>7</td>
<td>OK</td>
</tr>
<tr>
<td>Windows® 7 Professional</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows® 7 Enterprise</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows® 7 Ultimate (32-bit/64-bit) (Service Pack 1 or later)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows® 8.1</td>
<td>8.5</td>
<td>7</td>
<td>OK</td>
</tr>
<tr>
<td>Windows® 8.1 Pro</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows® 8.1 Enterprise</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows® 8.1 Update1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows® 8.1 Pro Update1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows® 8.1 Enterprise Update1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows® 8.1 Enterprise Update1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows® 10 Education</td>
<td>10</td>
<td>7</td>
<td>OK</td>
</tr>
<tr>
<td>Windows® 10 Home</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows® 10 Pro</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows® 10 Enterprise</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows® 10 Enterprise (32-bit/64-bit)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows Server® 2008 R2 Standard (64-bit)</td>
<td>7.5</td>
<td>7</td>
<td>OK</td>
</tr>
<tr>
<td>Windows Server® 2012 R2 Standard</td>
<td>8.0</td>
<td>7</td>
<td>OK</td>
</tr>
<tr>
<td>Windows Server® 2012 Standard</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows Server® 2012 R2 Standard with Update</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Supported Scanners**

Refer to the following table for a list of the scanners that are supported with PaperStream Capture Pro.

<table>
<thead>
<tr>
<th>Scanner type</th>
<th>Scanner models</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-Volume</td>
<td>fi-5950, fi-6800, fi-6400</td>
</tr>
<tr>
<td>Low-Volume</td>
<td>fi-6770, fi-6670</td>
</tr>
<tr>
<td>Workgroup</td>
<td>fi-6110, fi-6130Z, fi-6230Z, fi-7030</td>
</tr>
</tbody>
</table>