

## General



### Document Type:

Choices

- Black and White
- Clear Mylar
- Dark Blueprint
- Light Blueprint

### Output:

Choices

- Bilevel
- Halftones
- Grayscale

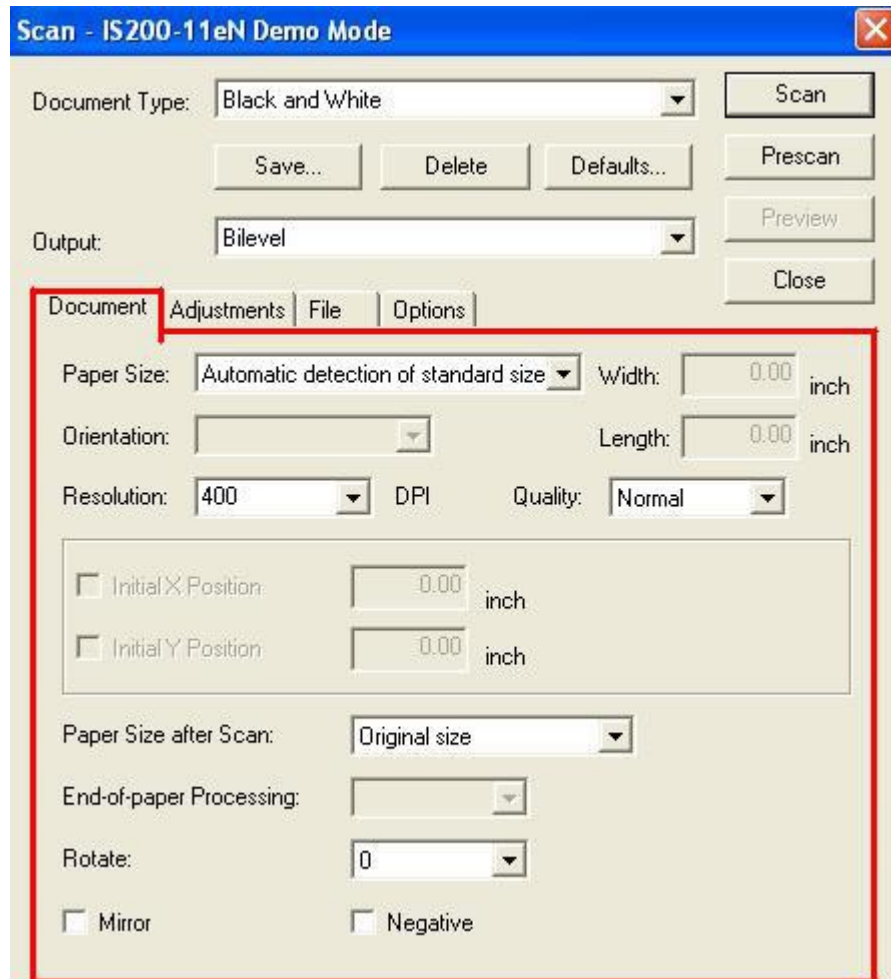
**Scan:** Performs scanning using the specified settings.

**Prescan:** Prescan mode lets you set the scanning conditions most suitable for the document while the scanner is actually in operation. The Prescan is used with the Rocker Mode to dynamically adjust the scanning options while only scanning one time.

**Preview:** Performs scanning using the specified settings, and display the results in the Preview window. Left-click on any part of the Preview windows to display that area in the Details window. To change the size of the display, click on the buttons in the Preview window.

Close:

**Document Tab**



**Paper Size:** Includes all common paper sizes, a custom user defined select can be made. Depending on what is chosen. The **Width** and **Length** is turned on and can be entered.

**Orientation:** Portrait or Landscape

**Resolution:** Ranges include 100 – 800. 300 dpi is the most common scanning resolution.

**Quality:** Is always set to Normal, this cannot be changed.



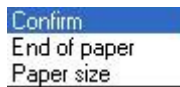
## Scanning With Graphtec Scanners

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**Initial X & Y Position:** Only enabled if a specific size is select in Paper Size. These fields define an offset to the edge of the scanning original to start the scan.

**Paper Size after Scan:** Most of the time this can be left at “Original Size” but can be changed when needed.

**End-of-paper Processing:** Start processing the scan when the scanner hits one of these conditions:

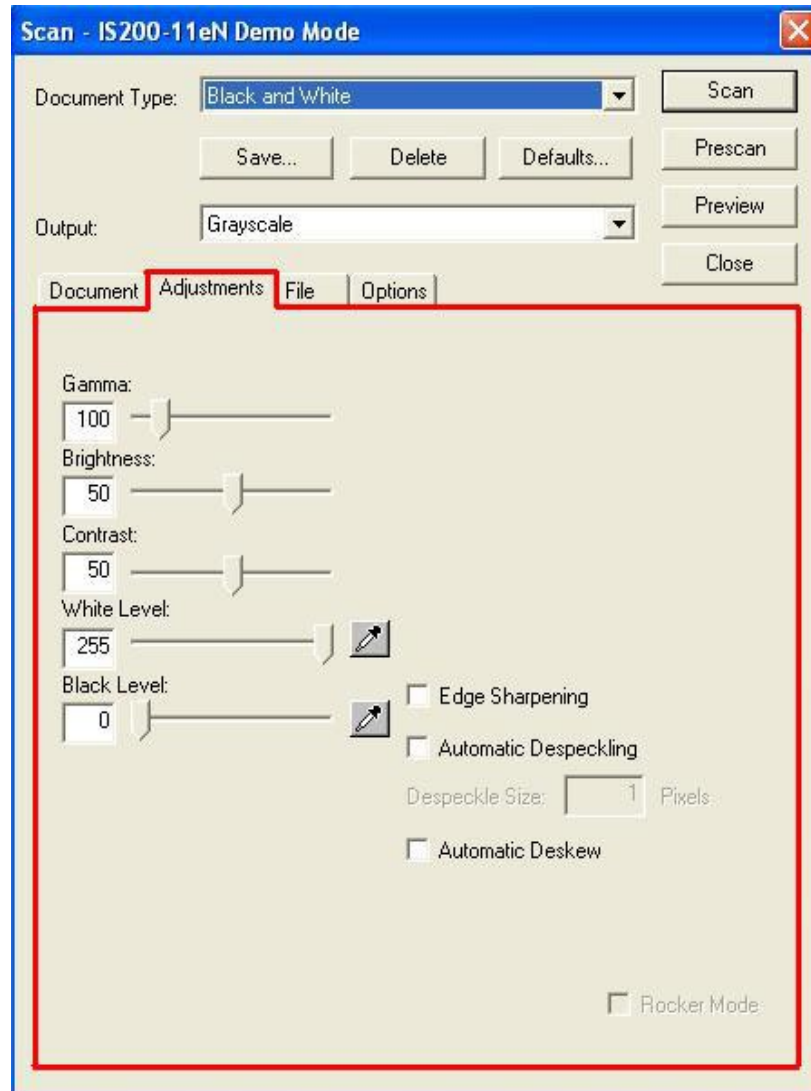


**Rotate:** Enables the scanner to auto-rotate the scan 90, 180, or 270 degrees. This function is beneficial when the edge of the original is frayed on one side and a clean edge must be used. It is also good for scanning wider documents than the size of the scanner bed.

**Mirror:** Used to mirror an original

**Negative:** Used for blueprints where the background is dark and the images on the original are lighter.

## Adjustments Tab



**Gamma:** If a large value is set here, intermediate-level areas will be scanned in a bright image.

**Brightness:** Specifies the image brightness. Increasing the specified value results in scanning as a brighter image. If the image is dark, increase the brightness value.



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**Contrast:** The separation between the darkest and brightest areas of the image. Increase contrast and you increase the separation between dark and bright, making shadows darker and highlights brighter.

**White Level:** White is numerically represented by the number 255. If your original has yellowed or darker than standard white, this value can be changed to remove that yellowish or dark ting to the scan. In other words, all pixels whiter than the setting will be scanned at white.

**Black Level:** Black is numerically represented by the number 0. If your original is faded, the images can be darkened by increasing this number. In other words, all pixels lighter than the setting will be scanned as black.

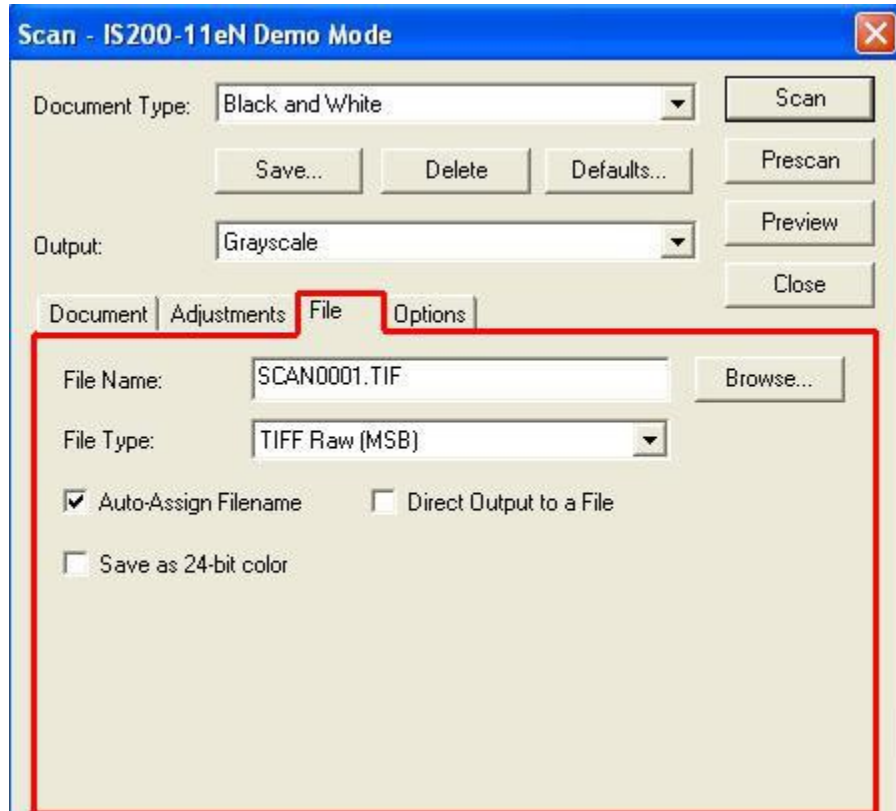
**Edge Sharpening:** Setting a larger value here sharpens thin lines, characters, etc. Setting a large value is likely to generate noise or speckles at each boundary between a black and a white area.


**Automatic Despeckling:** This option is used to remove small speckles from a scanned document. By selecting this option the size of the specks can be set. Selecting a larger speck could cause relevant data to be removed from a scanned document. (1 to 30 pixels, in 1-pixel increments) This option is not recommended by Large Document Solutions.

**Auto Deskew:** Any skewed image will be straightened. The software will locate a straight line in the scanned image and work to correct this to horizontal. This option has a tendency to slow the scanning process. This option is not recommended in a high volume environment.

**Rocket Mode:** Defined in section \_\_\_\_\_

## File Tab



**File Name:** The specified file name of the scanned document. The  button is used to traverse the computer/network directory structure where to store the file. Files can be saved at any location where the user has read/write access rights to the computer or network.

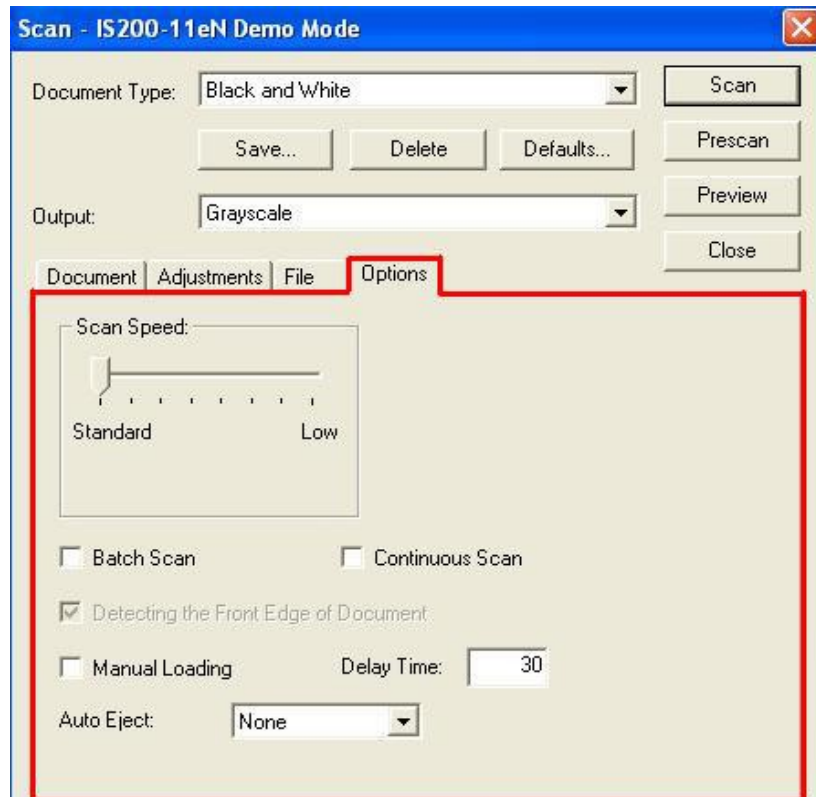
**File Type:** Files can be save in BMP, TIFF, JPG, and PDF formats.

**Auto-Assign Filename:** The file name is automatically generated during scanning.

**Direct Output to a File:** The scanned image will be automatically saved without prior viewing. This is used in a batch scanning environment.

**Save as 24-bit color:** After the document is scanned, data is automatically saved as 24-bit color providing the scanner is capable of color scanning.

## Options Tab



Scan Speed:

Batch Scan

Continuous Scan

Detecting the Front Edge of Document

Manual Loading

Delay Time

Auto Eject: