

How to Use ScanWizard

ScanWizard is a simple and intuitive user interface for your Scan2Net® scanner, which can be accessed using any standard web browser, an external HD touchscreen or the touchscreen on the scanner itself. ScanWizard is operating system independent and requires no installation of any kind on the user's client PC. Once your network administrator has assigned the scanner an IP address and installed it in your network, any user can access the scanner and operate it using ScanWizard.

ScanWizard used together with the PrintWizard functionality makes your scanner and any connected printers into an image management center, better than just a printer-centered MFP. Using ScanWizard with PrintWizard allows you to define your workflow with your own scanner, printer and folding parameters. You can control where your work goes -- to which folders and how your work is output -- on which peripheral devices

This online help describes operation of the scanner and use of ScanWizard and PrintWizard using any web browser, operating system independent. For help using ScanWizard and PrintWizard on an external HD touchscreen or the touchscreen on the scanner itself, activate the help function on those interfaces. Although the visual appearance of ScanWizard and PrintWizard varies slightly depending on the interface used, the functionality is the same on all three interfaces.

ScanWizard Interface Layout

There are three different ScanWizard interface layouts, depending on the interface you are working with: the standard interface when you are using a web browser - ScanWizardClient, the touchscreen interface when you have an external touchscreen monitor connected - ScanWizrdTouch and the small touchscreen interface on the device itself - ScanWizardApp. Although the interface layouts are slightly different in some cases, the functionality is the same.

ScanWizardClient

ScanWizard Touch

ScanWizard App

ScanWizard Main Menu

Before starting any scan process, a number of parameters and options need to be set to define how the source document should be handled and how to format the scan result. These settings are made using the main menu.

Format

Select the best format parameter for the source document. The format parameters which appear depend on the scanner used and if the scanner is a Bookeye, on the document mode selected. For details on the document mode, please refer to the section "Document Mode" above.

Format

Auto

Determines the source document format automatically.

The document should be centered and straight on the scanner. The edge to be recognized should be exposed.

If there is not a strong contrast between the background and the original, edge recognition will not work properly. In this case, turn down the "Auto Density" control.

If the template is too close to the border (depending on the height of the template), the template may not be recognized. In this case, the maximum format will be used.

Crop and Deskew

Determines the format automatically and crops any additional space around the scanned document and if the scanned document was skewed on the scanning bed, it is straightened in the image.

This functions in the same way as the autoformat described above. In addition, the image is straightend out in the scan result.

Stapler

This is a special mode for stapled documents and is available only when Flat Mode is set. This functions in the same way as autoformat described above but ignores the stapled page that is not straight.

Please do not cover the edges with your fingers.

Maximum

Scans the entire area of the scanning bed.

Fixed Formats

This is a list of predefined fixed formats which are all center aligned. The paper sizes are assumed in landscape or portrait mode. Ansi D for example, will be scanned as 34" wide and 22" long. The list can be modified by the "Poweruser".

This format is available on all WideTEK scanners. On Bookeye scanners, it will only appear if the document mode selected is Flat Mode or Folder Mode. After selecting this format, you can set the paper size and orientation. On WideTEK scanners, use the ruler on the scanner to place the document correctly for the international paper format selected. On

Bookeye scanners, the placement depends on the format and positioning selected. For example, if the format ISO A4 is selected, the document can be positioned in a landscape orientation, a portrait left orientation and a portrait right orientation. When Landscape is selected, the document must be placed horizontally in the center of the scanning bed but with its lower edge on the lower edge of the book cradles. When Portrait Left is selected, the document must be placed on the right and lower edges of the left book cradle. When Portrait Right is selected, the document must be placed on the left and lower edges of the right book cradle. See the illustrations at the bottom of section below.

The Ruler on the WideTEK36, WideTEK44 and WideTEK48 Scanners

Position for Fixed Formats on the WideTEK25 and WideTEK12 Scanner

Position on the Bookeye Scanner for Landscape Format

Position on the Bookeye Scanner for Portrait Left Format

Position on the Bookeye Scanner for Portrait Right Format

Autocrop Formats

This is a list of predefined fixed formats which are all center aligned. The paper sizes are assumed to be in landscape mode. Ansi D for example, will be scanned as 34" wide and 22" long. The list can be modified by the "Poweruser".

Auto rotate

The "Auto rotate" function will rotate the dimensions (swap width and length) in the "Autocrop Formats" list (effectively creating a list of landscape modes) before applying any further "Crop to", "Scale" and "Align" operations. The setting also can be used to force "portrait" and "landscape" orientation.

Size mismatch

"Size mismatch" will determine how much larger (in percentage) the scanned image can be, compared to the format from the "Autocrop Formats" list. This value is checked on widths and heights independently. When the value is above zero, it will allow matching even if the scanned image is slightly larger than the target format.

!!!! This Parameter is active only on Autocrop Format with the value "best fit".

Scale

The "Scale" function will scale the scanned image to the width, the height or both of the format chosen from the "Autocrop Formats" list. The result also depends on the "Align" setting.

Align

The "Align" function will align the scanned image to the center or any of the edges of the format chosen from the "Autocrop Formats" list. If "Scale" is set to "none" the "Align" setting should be set to "center", so that the least amount of information is lost. This can be avoided if the "Crop to" setting is "Next larger"

Document Mode

This section of the Size menu is available only on the Bookeye family of scanners and refers to the placement of documents on the book cradles for scanning. Depending on the document mode selected here, the formats described in the section below will also change. Please refer to the "Format" section below for details on the different formats.

There are six different modes which can be selected: Auto Mode, Book Mode, Flat Mode, V-Mode, Folder Mode or Glass Plate Mode

Auto Mode

In Auto Mode, the scanner attempts to recognize the position of the cradles in V-mode or in flat mode.

Flat Mode

In Flat Mode, both cradles are down, a single document lies flat on the scanning bed.

V-Mode

In V-Mode, both cradles are up so that the book lies in the natural reading position in the cradle.
This position is very gentle for most old books.

Book Mode

In Book Mode, the cradles are either down or up, but the source material on the scanning bed is handled as an open book and the book fold will be flattened.

The source document should be placed as near to the center as possible.

Folder Mode

In Folder Mode, the cradles are both down and a file folder lies on the scanning bed for scanning individual documents in the file folder.
The folder should be centered on the surface. The red laser light should be positioned so that it is not directly on any of the folder's metal rings, so that the height is recognized correctly.
If the folder has a light background, please put black cardboard on the folder, under the source document.

Glass Plate Mode

For optimal scan results, Glass Plate Mode should be selected whenever a glass plate is used.

Auto Format Size

This identifies the area to be searched for autoformat detection. The smaller the area, the faster the detection takes place.

Auto Density

This setting can be adjusted for better background recognition. It is helpful if the source document is similar to the background.

Additional Margin

An additional margin, the same for all four edges.

Document Edges

These parameters are only for WideTEK scanners larger than 25 inches. Separate settings can be made for each of the four edges. The edge is subtracted from the detected document.

Size

The functions included in this menu depend on the type of scanner you are working with. Bookeye® scanners have a superset of functionality. They include a number of functions specific to scanning books and the book cradles on the scanners.

Mirror

This control mirrors the image along the selected mirror direction. Using this setting can be helpful if scanning transparencies from the back. This function is always carried out on unrotated images, which means that if both Mirror and Rotation are selected, first the image is mirrored and then the mirrored image is rotated.

Image Rotation

The value selected from the menu defines the rotation of the image in a clockwise direction. The image will be rotated directly after scanning and before display

Splitting

This allows splitting an image of the scanned document. The following options are available:

Off

No page splitting.

Auto

On a Bookeye, the original is divided into two parts in the middle of the book fold, or if none has been recognized, the center is set to the center of the scan area. WideTEKs split the original in the center of the scanned image.

The first image is taken from the side which is defined in menu "splitting start page".
In Single Mode - Click on Scan now again to get the other half.
In Job Mode you get both images in the list.

Left

Splitting in the same way as Auto, described above.

The image is taken from the left side of the specified area.

Right

Splitting in the same way as Auto, described above.

The image is taken from the right side of the specified area

Start Splitting

Only when the Splitting value is set to auto.

Left

Standard value.

For originals with, for example, Latin characters.

Right

For originals with, for example, Arabic or Hebrew characters.

Finger Removal Mode

For the best results, the book should be centered on the scan area and the mode Autoformat should be selected.

The Finger Removal Mode menu is found on Bookeye® scanners and can be set to either remove fingers (when you are using your fingers to hold down the pages of a book) or to remove the book fan or neither.

This parameter is only available in Auto und Crop&Deskew formats.

Off

Neither fingers nor book fan are removed.

Finger Removal

Finger removal detects fingers at the left and right margins of a book and removes them from the scanned image. Fingers may not be placed on the bottom edges of the book or in the upper 1/3 of the left and right margins, as these are required for crop and deskew functions.

The best results are achieved with monochrome originals. With colorful originals, the attempt to find an object is suppressed, so that the contents of the original are not touched.

For detailed information on finger removal, please refer to the appropriate section in your Bookeye® Operating manual.

The blue shaded areas show the position of the fingers for finger removal. For best results, do not place fingers over the red laser line.

Book Fan Removal

The book fan at the left and right of the book pages is automatically detected and removed when you select Book Fan from the Finger Removal menu.

Scanned book pages without book fan removal

Same scanned book pages using book fan removal

Punch Hole Removal

Punch Hole Removal detects and removes holes in the document made with a hole punch by painting over them with the removal color.

1. Searches for a range that is less than the value from the "Background Density" parameter.
2. The best results are achieved with monochrome originals. With colorful originals, the attempt to find an object is suppressed, so that the contents of the original are not touched.

When Punch Hole Removal is turned on, a slider bar appears for setting the background density.

Black Border Removal

Black Border Removal removes black borders found around the edges of the scanned image.

When it is turned on, two new slider bars for the border removal parameters appear.

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2. The best results are achieved with monochrome originals. With colorful originals, the attempt to find an object is suppressed, so that the contents of the original are not touched.

Black Border Width

This allows setting an additional width, inside the found black border, which is to be removed. This value is in pixels.

Background Density

Sets the value for the color black which is to be recognized. If the value is set too low, the punch holes or black border may still appear. Setting this value too high may result in some loss of the scanned image contents. The slider can be moved up and down until the optimal result is achieved.

Removal Color

This parameter applies to Finger Removal, Punch Hole Removal and Black Border Removal.

This sets the color that the found objects, such as holes, fingers or the edge, should be painted.

Auto

Using "Auto", the scanner attempts to determine the color or pattern of the object, in order to set the removal color (or pattern).

Black

The object found will be painted black.

White

Die gefundene Objekte werden weiß gefärbt.

Quality

Color Mode

This item refers to the color mode to be used for a scan.

24bit Color

This provides a method of representing and storing graphic image information in an RGB color space, enabling very large numbers of colors, shades, and hues to be displayed in an image, such as in high quality photographic images or complex graphics. Usually, true color is defined as 256 shades of red, green, and blue, for a total of 224, or alternately 2563, or 16,777,216 color variations. The human eye can discriminate up to ten million colors.

8bit Color

Eight bit color graphics storing image information in an image file, so that each pixel is represented by one 8 bit byte. The maximum number of colors that can be displayed at any one time is 256.

Grayscale

Grayscale images are distinct from bitonal images, which in the context of computer imaging are images with only two colors - black and white (also called bilevel or binary images). Grayscale images have many shades of gray in between.

Binary

Binary images have only two possible values for each pixel. Typically (and on Image Access Scanners), the two colors used for a binary image are black and white, although any two colors can be used. The color used for the object(s) in the image is the foreground color, while the rest of the image is the background color.

Enhanced Halftone

This is a conversion of a multitone image to a bitonal image in such a way that the impression of a multitone image is retained.

Color Space

Describes the way colors can be represented.

Native

The native color space of the scanner. The Gamma value can be modified with the slider.

Adobe RGB

An RGB color space developed by Adobe Systems and designed to encompass most of the colors achievable on CMYK color printers. The Gamma value is locked.

sRGB

A standard RGB color space created by HP and Microsoft. The Gamma value is locked.

ICC Profiles

This can be used if a previously defined ICC profile will be embedded in the file header. Scan2Net scanners are delivered with a default ICC profile. It is also possible for users to upload a different ICC profile to the scanner to meet their individual needs. ICC profiling works only with 24bit color and the file formats jpeg, tiff or pdf. In all other cases this parameter is ignored.

Invert

This function is active if the color mode in the Quality menu is set to either Binary, Enhanced Halftone or Grayscale. Activating this function will invert the color. For example, white is displayed as black and black is displayed as white.

DPI

Selects the geometric resolution for the scan.

DPI is a measure of dot density, in particular the number of individual dots that can be placed in a line within the span of 1 inch (2.54 cm).

Possible maximum document width in relation to the selected resolution:

- up to 1200 dpi: maximum width can be scanned
- at 2400 dpi: half maximum width
- at 4800 dpi: 1/4 maximum width
- at 9600 dpi: 1/8 maximum width

Scan Mode

The various scan modes in this block of menu items are dependent on the scanner type. Scan modes determine the scanning speed and resulting image quality.

Scanning speed depends in general on the selected resolution. Higher resolutions result in slower scanning speeds. By selecting a higher quality scan mode than normal, the scan speed slows more, capturing more details from the source document. Selecting the fast mode means the scan speed increases over the normal speed but less details are captured.

Fast

Scans with the standard scanning speed, depending on the selected resolution.

Normal

Scans with one half of the standard scanning speed, depending on the selected resolution.

High Quality

Scans with one fourth of the standard scanning speed, depending on the selected resolution.

Repro

Scans with an eighth of the standard scanning speed, depending on the selected resolution.

Anti-Reflection

This mode should be used when the source document is a shiny or glossy material. The resulting image is optimized via illumination strategies to eliminate glare.

Stitching (WideTEK25/36/44/48/36/C/48C/36CL/48/CL)

Defines the stitching algorithm to be used.

None

The standard stitching algorithms are used.

Adaptive 2D

Wide format scanners generally use more than one camera to capture a large image. The adaptive 2D stitching algorithm examines overlapping images from each camera, for example the right portion of camera 1's image and the left portion of camera 2's image. By examining this overlap area, the ideal stitching points are found. The scan speed may be slightly reduced but the resulting image is improved.

Stitching (WideTEK36ART)

Defines the stitching algorithm to be used.

None

This mode delivers the entire image, including overlap.

Fixed

The image is assembled at the default locations (defined by the millimeter paper original).

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- If both laser usage flags on Control Panel are off, fixed stitching is used.
- If only one of the two laser usage flags on Control Panel is on, the image on the side with the laser usage flag on will be stitched based on content, and the height of the images on both sides will be stitched to the height of the image for which the laser usage flag is on.
- If both flags on Control Panel are on, the image will be stitched normally, based on content.

Enhancement

The contents of this menu depend on what type of scanner you are using. As a result, you may or may not see all of the menu items described below.

Brightness

The brightness control adjusts the balance of light and dark shades in your image.

Contrast

Contrast is a distinction between lighter and darker areas of an image and can enhance the appearance of the objects or details within an image.

Image Sharpness

Sharpness is the boundaries between zones of different tones or colors.

Gamma

The Gamma slider defines the gamma correction directly inside the camera electronics. Higher gamma values show more details in dark areas and compress bright areas of the image.

Note: This is only used in the color space "native".

Illumination

The Illumination menu is only available on WideTEK CCD scanners. The Illumination menu offers five options for illumination of the scan.

Default

Default illumination uses both LED light rows for the scan. This setting helps eliminate all unwanted shadows caused by folds, wrinkles and other distortions of the scanned object.

Top, Bottom

The Top and Bottom illumination modes are for special applications only.

3D Light

3D scanning mode captures the texture of surfaces so perfectly that the scan on a screen looks like the real thing. To use 3D illumination, the menu item must be enabled before scanning. Enabling the 3D Light menu item adds an additional slider which allows the operator to manipulate the amount of 3D illumination used for the scan.

If illumination is set to "3D", the following resolution limits apply:

- If a resolution of less than (or equal to) 300 dpi is selected, the resulting image will have a resolution of 300 dpi.
- If a resolution of greater than 300 dpi is selected, the resulting image will have a resolution of 600 dpi.

Backlight

The Backlight menu item is only available on the WideTEK 25 flatbed scanner. The Backlight item is used together with the optional Backlight unit, which can be purchased

separately for scanning transparent material of all kinds, like X-rays, glass negatives, 35mm microfilm aperture cards, cutout stencils, sepias and film.

3D Light

The slider 3D Light values can be changed after the scan has been done in order to enhance the scanned image for the best possible 3D effect. A positive value illuminates the object from the top side. A negative value illuminates the object from the bottom.

Exposure

Switches the automatic exposure control on or off. The menu shows three selections: Fixed, Blackcut and Auto.

Fixed

This value means exposure control is off.

Kein Autoexposure, Brightness und Contrast Einstellungen werden angewendet.

Auto

This method suppresses the darkest parts to black (RGB 0,0,0) and pushes the brightest parts to white (RGB 255,255,255).

Autoexposure is performed (with the appropriate thresholds), set Brightness & Contrast have no effect.

Threshold

If color mode is set to binary this menu is selectable.

If set to dynamic, the result is better on low contrast documents.

Dynamic

Binarization is carried out with an environment-dependent, dynamic threshold. Brightness and contrast influence the end result.

Fixed

The binarization is dependent on the adjusted brightness with a fixed threshold.

Black Threshold

Determines the value for the dark areas which should be black.

White Threshold

Determines the values for the light areas which should be white.

Despeckle

If color mode is set to either binary or enhanced halftone, this menu is selectable.

When scanning in binary or enhanced halftone, speckles (small dots which are actually extra pixels visible to the scanner) may appear on the image. Speckles can be caused by dust, scratches or imperfections in the print of the source document. Selecting Despeckle removes these imperfections from the scanned image.

4x4 Positive

Removes black speckles if they are surrounded by white pixels in a 4x4 environment.

5x5

Removes black or white speckles if they are surrounded in the intensity slider defined minority.

Despeckle Intensity

Defines the environment for the 5x5 Despeckle.

Document Transport

The document transport functions are not available on the WideTEK12, WideTEK 25 or Bookeye scanner models.

Paper Feed Delay

This slider defines the delay between inserting the document into the transport path and transport start.

Scan Mode

The scan mode determines how the scan sequence is started and how a scan is executed. There are four possible scan modes (not all of them are available on every scanner).

Direct

In direct mode, the scan sequence is started immediately after the scan button has been pressed.

The document will be pulled in slightly for document size detection, then driven back and then the scan process begins.

Always Ready

In always ready mode, the scan sequence starts immediately without paper positioning when the scan application sends the start command.

Quick

Quick mode transports the document into the scanner until the photo sensor in the transport path detects the paper edge.

Continuous

In continuous mode, the scanner is automatically set to job mode and it is possible to scan nearly unlimited lengths without output file size limitations. When Continuous mode is set, a user definable number of lines are scanned and an image is saved to the job, then the scanner continues and captures the next lines and saves the next image the job. This process continues until the entire document has been scanned.

Full automatic mode (only available on sheetfeed scanners).

The scan sequence starts immediately after the application sends the start command. Scanning stops automatically when the length defined by the slider "Paper length" in the scanner settings window is reached.

Then the document is transported in reverse direction for the length defined with the "Overlap" slider in the scanner settings window.

This position defines the beginning of the next part of the document.

The next scan sequence starts again when the start command is send.

This will be repeated until the scanner sensors recognize the document end.

Half automatic mode (only available on CCD sheetfeed scanners).

The scan sequence starts immediately after the application sends the start command.

Scanning stops automatically when the length, defined by the slider "Paper length" in the scanner settings window is reached or when an interrupt command is sent.

Press the Scan button on the scanner keyboard to interrupt the scan sequence.

When the scan sequence is interrupted, the document's position can be modified.

The Start button moves the document in forward scan direction.

The Send button moves the document reverse to the scan direction.

The Scan button starts the scan sequence again for the next document part.

The scan sequence stops automatically when the scanner sensors recognize the document end.

Overlap

Determines the line length for the overlap of the individual images in Scan Mode Continuous.

Page Length

Specifies how long the single image (in lines) should be in Scan Mode Continuous.

Transport Speed

Specifies the transport speed.

Normal

Standard speed.

Slow

Slow transport of the original. Specifically recommended for use with fragile documents.

Document Output

There are three options for document output (not all three are available on every scanner).

Hold

If hold is selected, the document is held at the output side of the transport path after terminating the scan sequence.

Eject

If eject is selected, the document is transported out of the scanner after terminating the scan sequence.

Rewind

Rewind winds the document back through the transport to the front of the scanner. This option is not available on the WideTEK 36C and WideTEK 48C.

Instant Scan

Used to determine whether a scan should be triggered as soon as the document has been detected.

If the Scan Mode parameter is set to Continuous, the scan is not triggered when the document is detected.

Yes

When the document is detected, the scan is triggered. It is no longer necessary to press the scan button.

No

After the original is inserted, the scanner waits for a signal to trigger the scan. The default is the scan button or the foot switch.

Transfer

Possible Output Channels

This first block of menu items in this menu determines where your scan will be stored or sent. Clicking on the small blue wrench icon next to the storage type allows you to

configure that parameter. You can also change the file naming scheme in each of these configuration schemes. If you are uncertain about how to configure these parameters, contact your network administrator for assistance.

USB Storage Device

Saves the scanned images to a USB storage device connected on the scanner. If there is no USB storage device connected, you will see an error message. If you want to save your image to a subdirectory on the USB storage device, click the blue wrench icon to set up which directory will be used.

SMB Share

Uploads the scanned image directly to a previously defined network drive and directory or subdirectory (or workstation drive and directory).. Click the blue wrench icon to set up which directory will be used.

FTP Upload

Scans directly to a FTP server. Click the blue wrench icon to configure the FTP server settings and to provide user login data for the FTP server.

Mail

Sends scanned images via eMail to a defined eMail recipient. The mail server information, the sender's name, eMail address and reply-to address can all be configured by clicking on the blue wrench icon at the right.

Remote Printer

Prints the images to a network printer to which the user has access.

If you have either the option Scan2Wave or Scan2iPF installed, please see the section "Using Print Wizard" below.

File Format

Allows the user to select the file format in which scanned images are saved: jpg, pnm, tiff, png, bmp or pdf.

JPEG

JPEG is the commonly used name for the ISO / IEC 10918-1 standard, which describes various methods of image compression. The term "JPEG" refers to the Joint Photographic Experts Group, which developed the JPEG standard.

PNM

Portable Anymap (abbreviated PNM) is a family of simple file formats for storing raster graphics.

TIFF

The Tagged Image File Format (TIFF or TIF) is another file format for storing image data.

PNG

Portable Network Graphics is the most commonly used loss-free graphic format on the Internet. It is a universal graphics format for raster graphics recognized by the World Wide Web Consortium (W3C), with a loss-free reduction of the space requirement of data. PNG was designed as a free replacement for the older Graphics Interchange Format (GIF), which is subject to patent claims until 2006, and is less complex than the Tagged Image File Format (TIFF).

BMP

The Windows Bitmap (BMP) or device-independent bitmap (DIB) is a two-dimensional raster graphics format developed for the Microsoft Windows and OS / 2 operating systems and introduced with Microsoft Windows 3.0, which was released in 1990.

PDF

The Portable Document Format (PDF, German: (trans) portable document format) is a platform-independent file format for files developed by the company Adobe Systems and published in 1993.

The aim was to create a file format for electronic documents, which can be accurately reproduced, independent of the original application program, the operating system or the hardware platform. The goal has been achieved and is reflected in a standard series of the ISO.

Compression

Allows the user to select the compression factor used when saving the file in the specified format. The compression factor will vary, depending on the file format selected

JPEG Compression

The compression method is usually lossy, meaning that some original image information is lost and cannot be restored, possibly affecting image quality. Possible Values are btw. 25 - 100

None

No compression.

CCITT G4

CCITT Group 4 compression is a lossless method of image compression. It is only used for bitonal (black and white) images.

Deflate

Deflate is a lossless data compression algorithm. This has led to its widespread use, for example in gzip compressed files, PNG image files and the ZIP file format for which was originally designed.

LZW

Lempel–Ziv–Welch (LZW) is a universal lossless data compression algorithm. It is the algorithm of the widely used Unix file compression utility compress, and is used in the GIF image format.

File Type

Format in which the files are to be stored when working in job mode.

Single Files

The files are stored in a predefined folder as individual files.

ZIP

The individual files are packed into one zip-compressed file and placed in a predefined folder.

MultiPDF

Several PDF files are collected and stored as a multipage PDF file.

MultiTIFF

You can collect several TIFF images and create a multipage file

PDF Settings

Enhanced templates for working with PDF files for example, PDF / A or PDF only With password or without And other PDF options.

PDF Document

PDF

Creates a PDF document without PDF/A conformance.

PDF/A

Creates a PDF/A compliant document.

Metadata to be embedded is selected in the Metadata menu.

Metadata

Installed and shared templates for metadata.

OCR

Installed templates for the OCR software. Here you can select which OCR template will be used.

ScanWizard Toolbar

When ScanWizard is started, the ScanWizard Toolbar contains a number of buttons.

Which buttons are visible depends on the configuration of the scanner, the device type and/or the purchased software options.

Scan Now

This button triggers the scan on the scanner. The same functionality can be triggered using the foot switch (if connected).

It is only possible to start a scan without pressing a button using a sheet feed scanner. See [Instant Scan](#) for more information.

Job Mode / Exit Job

The default scanning mode on Scan2Net scanners is single scan mode. This means, the operator hits the "Scan" button and one scan is executed, one image produced, one image is saved etc. until the next time the operator clicks on the scan button.

With this Button you activate an another way to operating Scan2net scanners, it is Job Mode. This mode is used to scan entire jobs of images which all belong together.

After activating job mode, a pop up box will appear with a disclaimer message regarding intellectual property rights and copyright protection may appear. In order to continue scanning, you must read and accept this disclaimer. The appearance of this disclaimer message is dependent on how the administrator has set up the scanner.

After then, a new frame, "image list" will open on the right hand side of your browser. Each image created during a scanning job is showing as a thumbnail in this list.

You can change the order of the images or delete some of them.

Output Panel

Wenn Job Mode gestartet wurde, erscheint ein Panel mit den wichtigsten Einstellungen, die nacheinander nicht mehr verändert werden können.

Es ist das Dateiformat und die Compression. Den Dateityp kann man zwar nachträglich verändern, jedoch, wenn man die Job Dateien als Einzeldateien oder als ZIP speichern

möchte, muss der Dateiname für diese vor dem Job festgelegt werden. Dieser Panel enthält auch einen Slider für den %Z Counter, wenn dieser Kürzel in dem Dateinamen für Einzeldateien verwendet wurde.

Note: If this panel does not appear, it was deactivated by the Poweruser. In this case, the settings in the "Transfer" card should be checked before the first scan.

Templates

This button opens a window with a series of buttons with preconfigured scan settings.

These preconfigured settings were defined for the special templates, such as sepia, book, card and others.

After selection, the name of the template is displayed in the status bar. This text is green by default. If the text is orange, it means that the settings have been changed and no longer match the original settings.

Depending on the configuration of the Scanwizard, this template window can be displayed after a defined time out. This means that the ScanWizard has not been used for a long time and the software returns to the startup settings. The new user should not have to scan randomly set parameters, but can determine his own settings.

If you open the window but you do not want to change the parameters, use the [x] button or click on the gray area around the window to close the window without any changes.

Copy

The "Copy" button triggers an immediate scan and direct output to the device selected in the Transfer menu. If the device selected in the Transfer menu is a printer, the scanned image will be sent directly to that printer, using the printer's default settings.

Zoom In / Zoom Out

This opens a window which displays a section of the image. The cutout will ask for a 1: 1 display of the scanned image.

If the window is open, you can see changes to the parameters from the Enhancement menu in the original image.

This function is only offered for an image that is still in the scanner's memory. In Job Mode, this only works on the last scanned image.

Annotations

This function allows you to annotate a scan by drawing or writing text on it in various sizes and colors, before saving the scan. Up to 10 different annotations can be saved to each image.

Touch the position in which the annotation should be made. Using the tools in the annotation tool box at the right, either draw or write text in the area. To delete the

annotation made, press the trash can button, to save annotations in the scan, press the green check mark.

This function is not activated by default. The Poweruser must activate it before it can be used.

OCR Start / OCR Cancel

OCR, Optical Character Recognition, is functionality built in to ScanWizard to capture data from scanned files for archival purposes. There are two ways to perform OCR on a scanned document on an Image Access scanner, zonal OCR and background OCR. Dieses Icon Startet das Background OCR Prozess. Für Zonal OCR siehe Punkt in der Hilfe in [Single scan masking](#) - Zonal OCR

Important: OCR functions only when the file format selected is PDF !

Background OCR

Background OCR is a software option for Scan2Net scanners which requires the purchase of a software key for activation. Background allows the operator to scan in job mode and OCR pages of a scanned document in the background while continuing to scan further pages. In order to use background OCR, you must select a language template (Menu Transfer -> Button OCR). English and German templates are included in the scanner by default. Other language templates are available for upload to the scanner via the Image Access Customer Service Portal.

When at least the default templates are on the scanner, background OCR can be used. To start the OCR service, ScanWizard must be in Job Mode and PDF must be selected as output format. When all required settings have been made, it is possible to start the OCR process at any time before or during scanning, even after scanning all pages in the job.

After each scan, a thumbnail image will appear in the frame at the right of the screen. Each thumbnail image contains a status icon.

There are four different status reports.

Masking

Masking can be used to select one or two regions of a scanned image to save as individual images, for example if the header data on an engineering diagram is to be saved separately, users can mask this region of the document and it will be saved as a separate image.

There are two methods for using masking in ScanWizard: single scan masking and job mode masking.

Single scan masking

The "Masking" button is enabled after an image has been scanned. This allows you to set a mask (definition of a region which will be saved as a separate image) for that scan. When the masking button is clicked, a red frame appears around the image and a small pop-up menu also appears. The red frame is used to set the region to be masked by stretching or shrinking the size and position of the frame.

In this mode, after clicking in the mask area, you will see three buttons which enable additional actions for the selected area.

The mask area with three additional buttons

Get Clip

When the mask is set, pressing the button "Get Clip" saves the masked region as a separate image.

In this example, the table at the bottom left of the image was selected as the mask by shrinking the red frame to enclose the table. Clicking on the button "Get Clip" now extracts the region masked and presents it as the scanned image.

OCR Text / Zonal OCR

Zonal OCR can only be operated in single scan mode. When operators scan to a PDF file, they can highlight a section of the scanned text for OCR by using a frame to cover the area they would like to OCR. This is known as "masking". This OCR function is useful for example, when scanning an engineering drawing and using zonal OCR to capture the metadata in an information block (title, date, version etc.).

Important: OCR functions only when the file format selected is PDF !

In order to use OCR, you must select a language for OCR recognition. English and German templates are included in the scanner by default. When at least the default templates are on the scanner, you will see the menu item OCR under the Transfer menu in the ScanWizard.

When the OCR process has completed, the captured text appears in an editor window. Make any necessary corrections to the text and press the Include Text button to include the OCRred text in the PDF file.

The zonal OCR process is complete. The generated PDF file contains the OCRred text.

Barcode

Barcode recognition can only be used in single scan mode. When operators scan an image file, they can highlight a section by using a frame to cover the area they would like to search. This is known as "masking".

This Barcode function is used to set a file name or a part of a file name. If the file name has a string %q, the recognized code replaces this wildcard.

Job mode masking

Job mode masking is a further enhancement of the masking functionality. Job mode masking allows the operator to select one or two mask regions. The masked regions will remain as defined until the operator indicates that the masking is complete. This is useful for example if the same regions are to be masked on several pages in a job, such with as header information blocks on CAD diagrams. Job mode masking is illustrated in the following pictures.

When the masking button is pressed after a scan in job mode, two additional panels are opened at the right of the screen. The panel "Masking" allows the operator to choose what will be masked: either one masked region, two masked regions, vertical page splitting, getting the clips or masking complete. The second panel "Image List" will show the results of scanning in the jobs, including the images created for each masked region.

In the example above, the operator chose two masked regions, the product photo on the right and the table at the left. When the operator clicks on the scissor to Get Clips, the system returns two images, one for each masked region. The created images appear in the Image List panel. Image 1 is the table and image 2 is the product photo.

When the operator scanned a different page with the same masking and the Get Clips function delivered images 3 and 4 in the image list panel, in the same job.

When the operator is finished with this masking definition, clicking on the red X will complete masking.

Note: The lines for very large images, for example from WideTEK scanners, cannot be positioned exactly.

In these cases, the magnifying glass can be used to help. The lines also appear in the 1: 1 window. This function is only available in ScanWizard Touch or Client. The lines belong to the selected section.

Manual Rotation (only SW Touch)

Manual rotation is used to correct the contents of a source document when the contents are skewed on the source document scanned. This is often the case with technical drawings, for example.

Manual rotation is not activated by default. The Poweruser must activate it before it can be used. After it has been activated, the Manual Rotation button is visible to users.

When the document has been scanned and its contents are skewed, press the manual rotation button. A popup window opens with buttons for varying degrees of rotation. The top row of buttons are for general rotation, 90°, 180° and so forth. The lower row of buttons are for finer rotations to perfectly align the contents within the scan.

After adjusting the degree of rotation and clicking OK, the scan cannot be modified again. A new scan has to be made to modify it further.

Title Block

This function aligns the font field. The function must be enabled by the Poweruser.

For Folding Machines

Tapping on the circles visible in the image marks where the drawing head is located. The document is then rotated for a connected folding machine. The drawing head is placed in the upper right corner.

For Output Trays

Tapping on the circles visible in the image marks where the drawing head is located. The document is then rotated for a tray. The drawing head is then placed in the outer right corner.

Control Panel WideTEK36ART

Camera PositionControl

Table Position Control

Auto Focus / Fixed Focus Usage Flags

- If both laser usage flags are off, fixed stitching is used.
- If only one of the two laser usage flags is on, the image on the side with the laser usage flag on will be stitched based on content, and the height of the images on both sides will be stitched to the height of the image for which the laser usage flag is on.
- If both flags are on, the image will be stitched normally, based on content.

Export Suite

With a single scan, different output formats and different output locations can be chosen to be executed with a single scan. The number of formats which can be configured in a workflow are unlimited but numerous output formats and locations will take more time for the scan process to complete.

The export suite configurations must be made by the Powerser in Config SW, at the bottom of the config SW screen.

When the Poweruser has configured and saved the workflow, the Export Suite button will appear for all users. By pressing this button, a scan is started and the output is saved to the various formats and output locations specified.

Job Mode (with Barcode Workflow)

Barcode recognition can only be operated in single scan mode. When operators scan an image file, they can highlight a section by using a frame to cover the area they would like to search. This is known as “masking”.

This barcode function is used to set a file name or a part of a file name. If the file name has a string %q, the recognized code replaces this wildcard.

If the operator wants to scan several templates in a single job, he should to use this workflow.

After pressing this button, select job mode to start the application, scan an image, set the mask and then try to search for a code.

Logout

This function logs out a current user.

If other software than ScanWizard is enabled on this scanner, the user will jump to the application selector.

If the user management system is enabled, a login window is shown on the screen after logout.

Using PrintWizard

PrintWizard allows the user to define and manage workflow with individual scanner, printer and folding parameters all on one device, the scanner. Using presets and templates, PrintWizard provides the operator with a complete image control and job management system without the need for additional software or two separate configurations on the scanner and on the printer.

Note: To use PrintWizard, you must have either the option PrintWizard TDS, PrintWizard LFP, PrintWizard HP Design Jet or PrintWizard Epson SureColor installed.

PrintWizard Printer Settings

In ScanWizard, when you press the Transfer button, you will see a menu showing each of the pre-configured printers or output devices defined by the administrator. The list of output devices in this menu will vary depending on your site’s specific configuration. The supported printers can be found by selecting "Information" from the status bar.

Depending on how the administrator configured the scanner, you may or may not see the small blue "configuration gear" at the bottom left of each button. Pressing it will open the printer parameters menu box.

After pressing the configuration gear, a new dialog box opens on your screen. This dialog box shows the default settings for this particular printer. The settings which can be modified by the user are shown here as active. There may be other settings which the

administrator has defined as not possible to modify by the user. These settings will not appear in this menu.

The three green dots at the top of this menu box indicate the printer's status. Green means the printer is online. Red means that the printer is offline or an error has occurred and it is not possible to print until the printer is online again or the error is cleared and the three green dots are visible

One Button Solution

You can make a copy of your template with a single click of a button. See [Copy](#)

Copy Count

If activated by the Poweruser, a field for copy count will appear in the status bar, in which the number of copies to be printed can be entered.

Viewing the Printer Queue

To see the status of any jobs that were sent to the printer, select the menu item "Printer Queue" from the status bar. See [Printer Queue](#)

PrintWizard Info

Supported printers are displayed in ScanWizard's info window. See [PrintWizard Info](#)

Closed-Loop Calibration for Printer

To ensure highest color fidelity when printing targets scanned by WideTEK-Scanners the scanner-printer pair must be calibrated beforehand. This closed-loop calibration (CLC) consists of:

1. Generating a Test Target
2. Printing it with the relevant printer
3. Scanning it with the corresponding scanner and
4. Analyzing the target.

Executing the following steps will perform the described task.

Step 1 – Generating a Test Target

Make sure to be logged in as Poweruser.

Before the calibration can start some prerequisites must be met:

Set the correct paper type in the printer. This procedure may vary depending on the printer type. Consider the printer's documentation.

In the ScanWizard Touch App tap the button “Templates” on the left hand side and tap “Use Default”.

Tap the button „Transfer“ located in the top right corner of the ScanWizard Touch App. Search for the desired printer’s template in the Template Panel and tap the cogwheel icon. In the lower panel scroll down until you find the button „ICC Profile“ and make sure it is set to „none“.

Any enhancement parameters in the template such as Brightness or Contrast must be set before the calibration. They must not be changed after the calibration. Set them to the levels of your liking and keep them that way. If you wish to change those parameters at a later time you have to repeat the calibration.

Now you can initiate the actual calibration. In the upper panel tap the button „Calibrate Printer“. If that button does not exist the printer doesn’t support calibration. Any previous target you have printed is going to be invalidated because they are generated anew each time you start the calibration. The target shown on the screen is just an example and will most likely not match the one you will be printing.

Step 2 – Printing the Test Target

Tap „Print“ to print the target on the desired printer.

Check whether the printed template has any major flaws (e.g. when the printer unexpectedly ran out of ink). If so you can always tap „back“ and generate a new target.

As mentioned previously only the current template is valid and all older templates are of no use anymore. If you proceed the calibration with a different template than the one you just printed, the calibration will fail.

The template will always be printed in the ISO A4 format. This means if your printer prints larger formats the image will not be stretched. The excess paper can be cut away to simplify the handling but it’s not necessary. It’s important that the color-field, the row- and column-labels and the black corner markers stay on the template. If you decide to cut away, be conservative.

Step 3 – Scanning the Test Target

Feed the target to the Scanner and tap „Scan“. Once the scanning is complete you can see the scanned image and a draggable red frame. Place the frame, so it contains the scanned target. Take the corner markers as orientation. The frame is not resizable.

If the scan fails to satisfy you for any reason you can always tap „back“ and repeat the scanning.

Tap „Next“ and you can see the cropped image. If you decide you misplaced the frame you can tap „back“ and redo the cropping.

Step 4 – Analyzing the Test Target

Tap „Analyze“. Beware that this step can take up to several minutes so please be patient. Once the process has completed there will be either a red or green text on the right side of the panel starting with „Profile check complete“. If it is green you can tap „Store ICC Profile“ and the calibration is complete. If it is red you have to repeat the calibration. If a printer is calibrated, the profile data will be overwritten during a recalibration. However, this only applies within the same printer template. That means that a closed loop calibration is possible independently for each printer template.

ScanWizard Status Bar

User name

Shows the name of the user logged in to the scanner. This value is set to "Default" for all scanners except those with user management functionality.

Scanner status

This indicates the operating status of the scanner.

Language

The language button is used to set the language for ScanWizard. The factory default language of ScanWizard is set to English. To change the language, click this language button and then select the desired language from the list. ScanWizard is restarted in the background in the newly selected language.

Printer Queue

This button opens a window with a list of print jobs.

Completed print jobs will be removed from the list. You can, however, show these by activating the checkbox "Status Ready".

The jobs that have not yet been completed and are marked with the status "pending" can be deleted. Deleted jobs are no longer sent to the printer.

Information

Image Info

Displays information about the last scanned image. The values are available in inches as well as mm and pixels.

The button **File size** returns the size of the file after saving it in the currently set file format with the currently set compression factor.

PrintWizard Info

Displays a list of supported printers. This required at least one of the installed options below:

PrintWizard TDS,
PrintWizard LFP oder
PrintWizard HP Design Jet

S2N Info

This shows you detailed information about your Scan2Net hardware device such as the device type and subtype, hardware hostname of the device, IP address, gateway address and subnet mask address, the firmware version installed, and options installed.

Help

Clicking the help button opens this online help file.

About ScanWizard

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