

ScanToPDF - Barcode Batch Scanning

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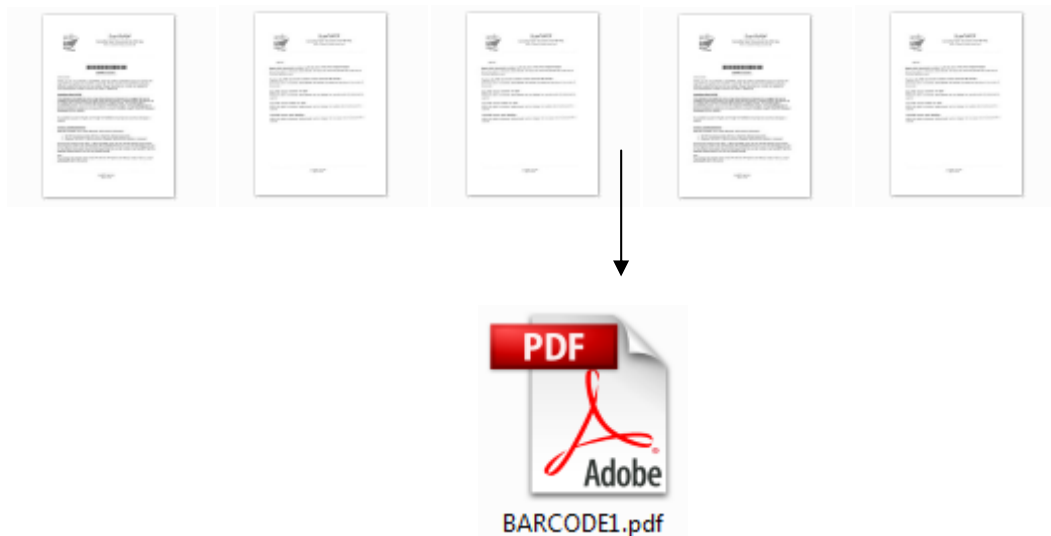
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Introduction

Thank you for evaluating our Barcode Batch Scanning Solution. This solution is designed to make the most of your scanners document feeder and make your scanning process as quick and efficient as possible.

There are two ways of separating batches of scanned pages into individual PDF documents using barcodes.

1. Your documents have barcodes - every time a new barcode is read a new PDF document is started. The PDF document is named using the Barcode Value on the scanned pages.



2. Your documents do not have barcodes so you need a barcoded separator page -every time a separator page is detected a new PDF document is started. The document can be named using the barcode on the separator page, or with other methods using the auto-filenamer.



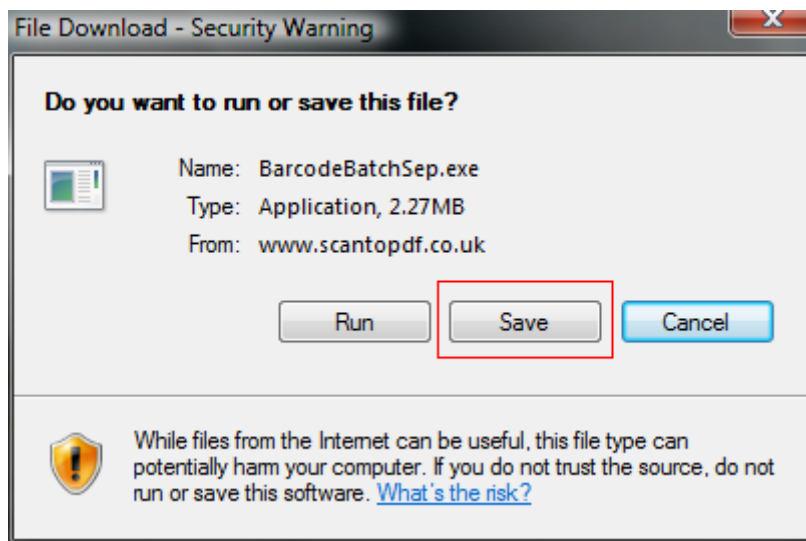


Please note the separator page can be removed or kept in the finished document

Download And Install The Evaluation System

Click this link. – <http://www.scantopdf.co.uk/downloads/BarcodeBatchSep.exe>

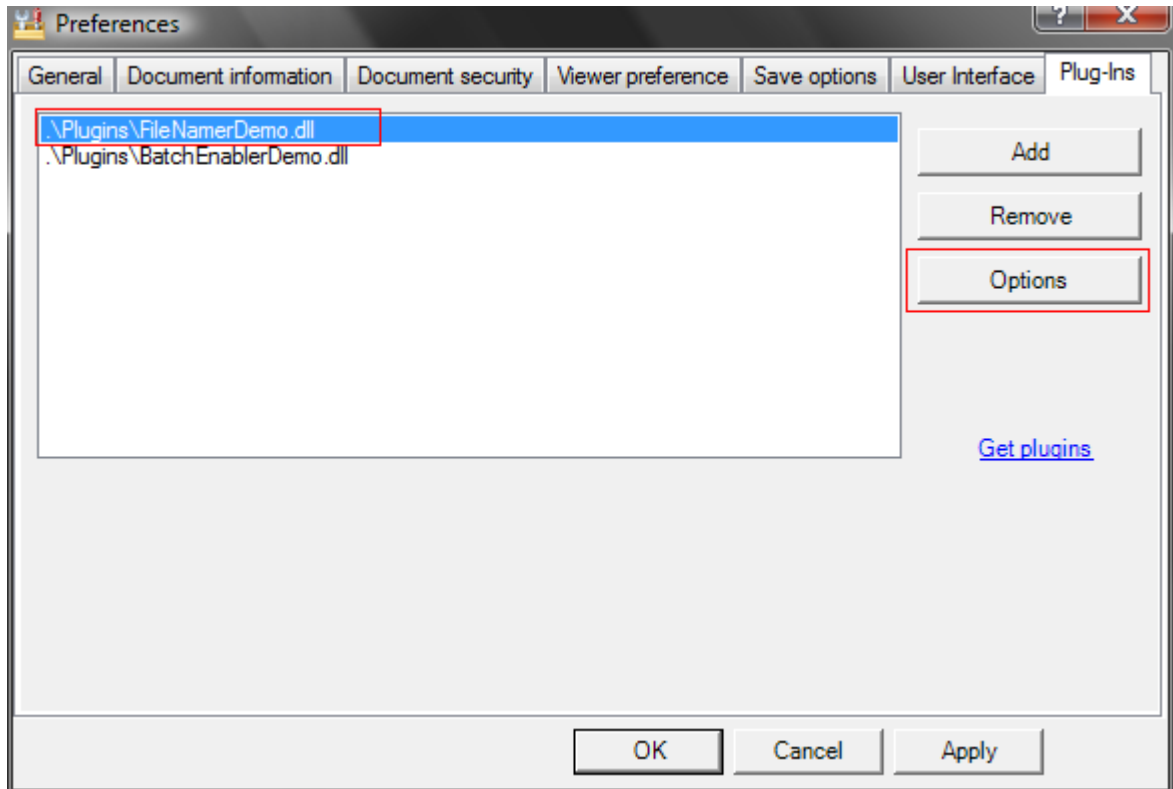
The following dialog box will appear



Click “Save”, and then run the program BarcodeBatchSep.exe which will install the evaluation system to your PC.

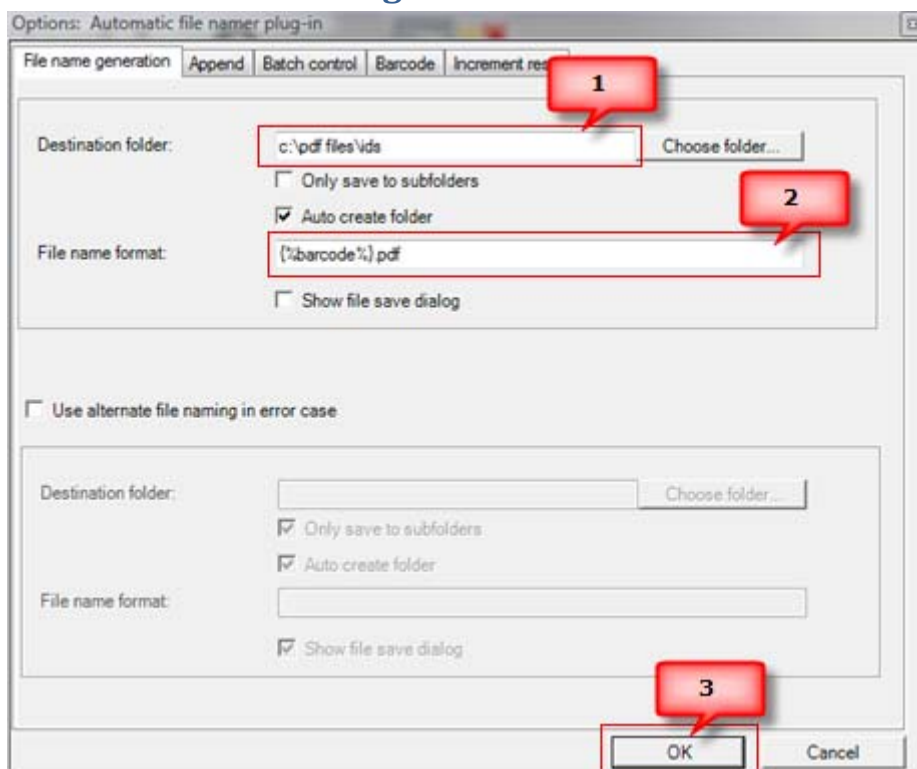
Configure ScanToPDF Settings

Start ScanToPDF and click the Edit -> Preferences Menu, then select the Plug-ins Tab



Click .\Plugins\FileNamerDemo.dll and then click "Options"

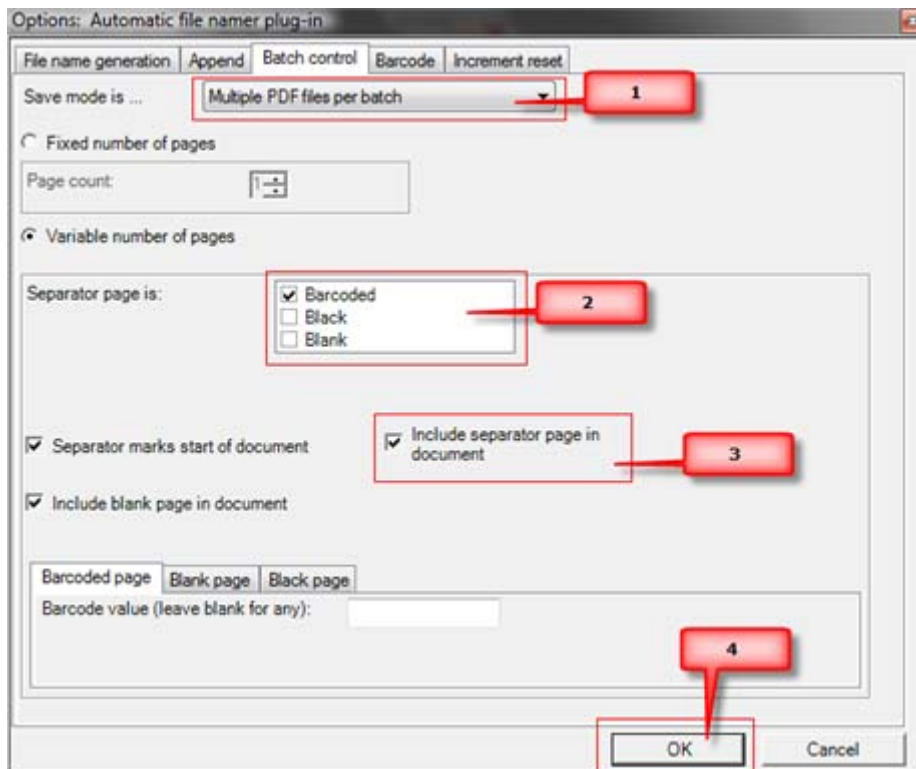
Filename Generation Tab Settings



1. Set the folder required to save your PDF files
2. Set the filename format (in the evaluation we have used {%barcode%}.pdf to name the file using the barcode value. If you are using separator page then you can use any of the filename functions – click here for examples - <http://www.scantopdf.co.uk/scantopdf-plugins-filenamer.html>
3. Click OK

Batch Control Tab Settings

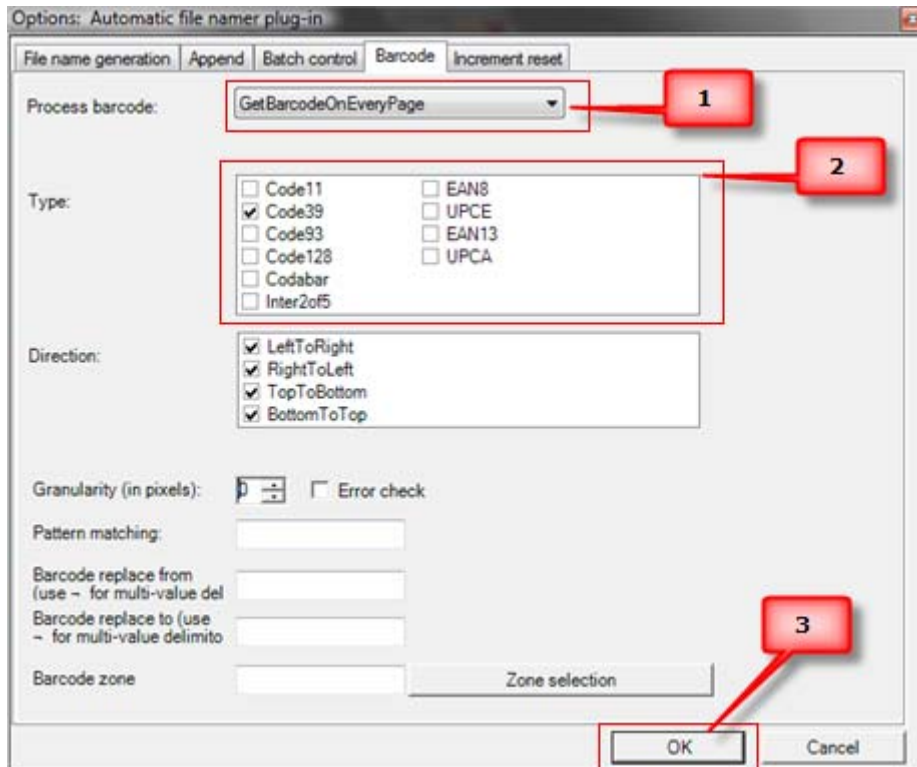
Select the Batch Control Tab



1. Select "Multiple PDF files per batch"
2. Select "Barcoded"
3. Check "Include separator page in document" if your documents are barcoded, or un-check if you are using a separator page that should be removed from the finished document
4. Click "OK"

Barcode Tab Settings

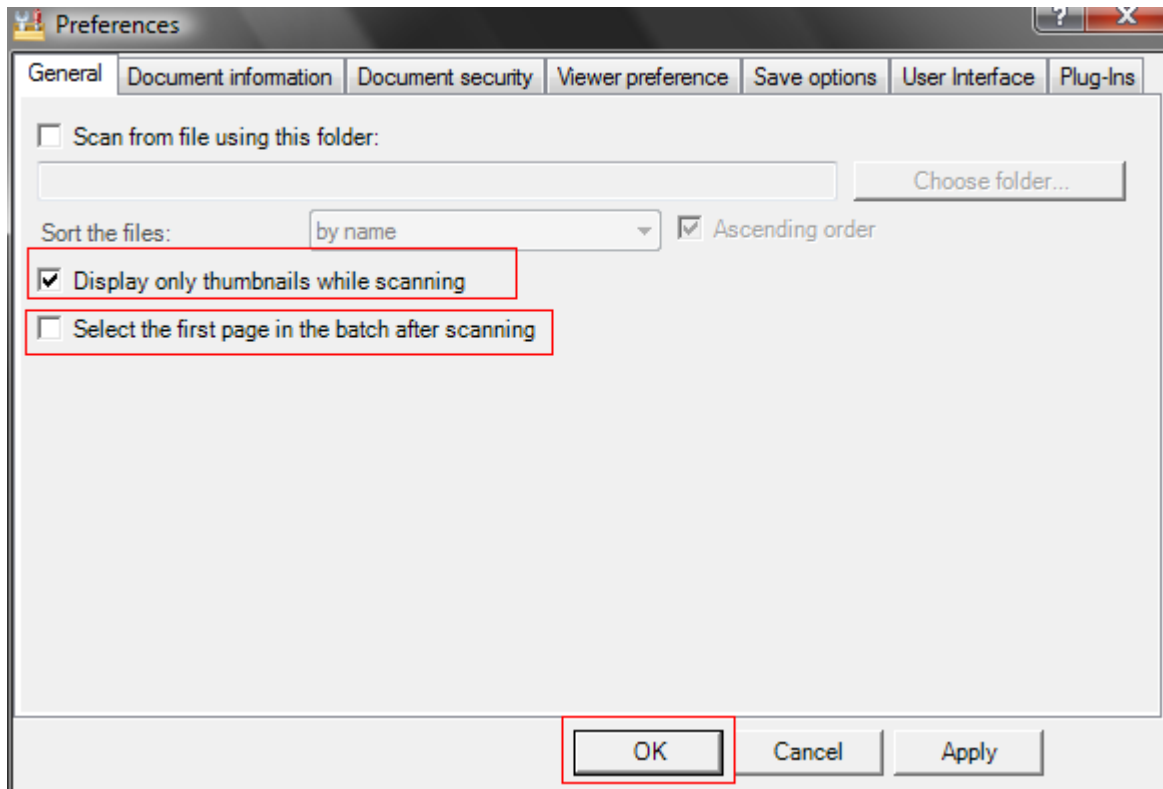
Select the Barcode Tab



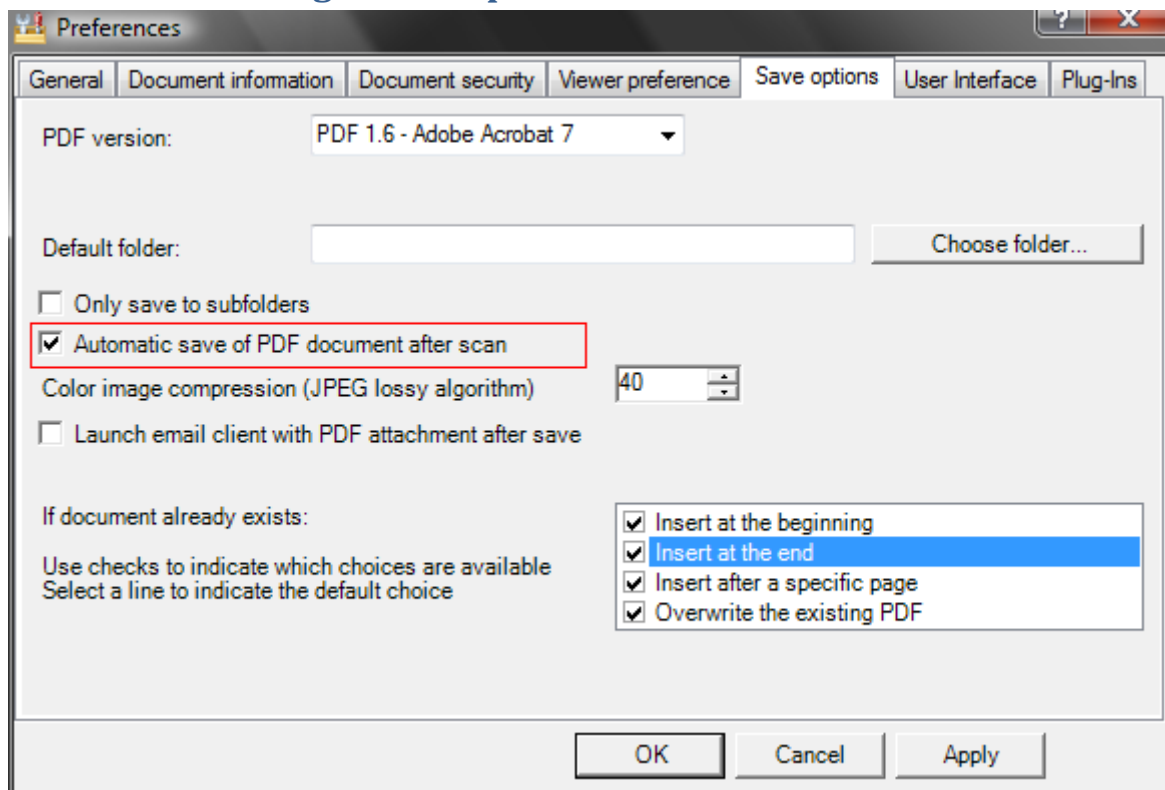
1. Select "GetBarcodeOnEveryPage"
2. Select your barcode type (Note if you un-check types you do not need ScanToPDF will run quicker)
3. Click "OK"

Close the settings and scan a document with the barcode type you have configured.

Other Useful Settings - General



Other Useful Settings - Save options



Check the “Automatic save of PDF document after scan” if you want ScanToPDF to start the Save process as soon as scanning is finished, the user will not need to press “Save” after scanning

Other Useful Links

Sample Barcoded Documents

<http://www.scantopdf.co.uk/scantopdf-downloads-demoimages.html>

Regex Pattern Help (Barcode Tab)

<http://www.regexlib.com>

Sample Barcoded Separator Page Download

<http://www.scantopdf.co.uk/downloads/separator%20page.pdf>

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