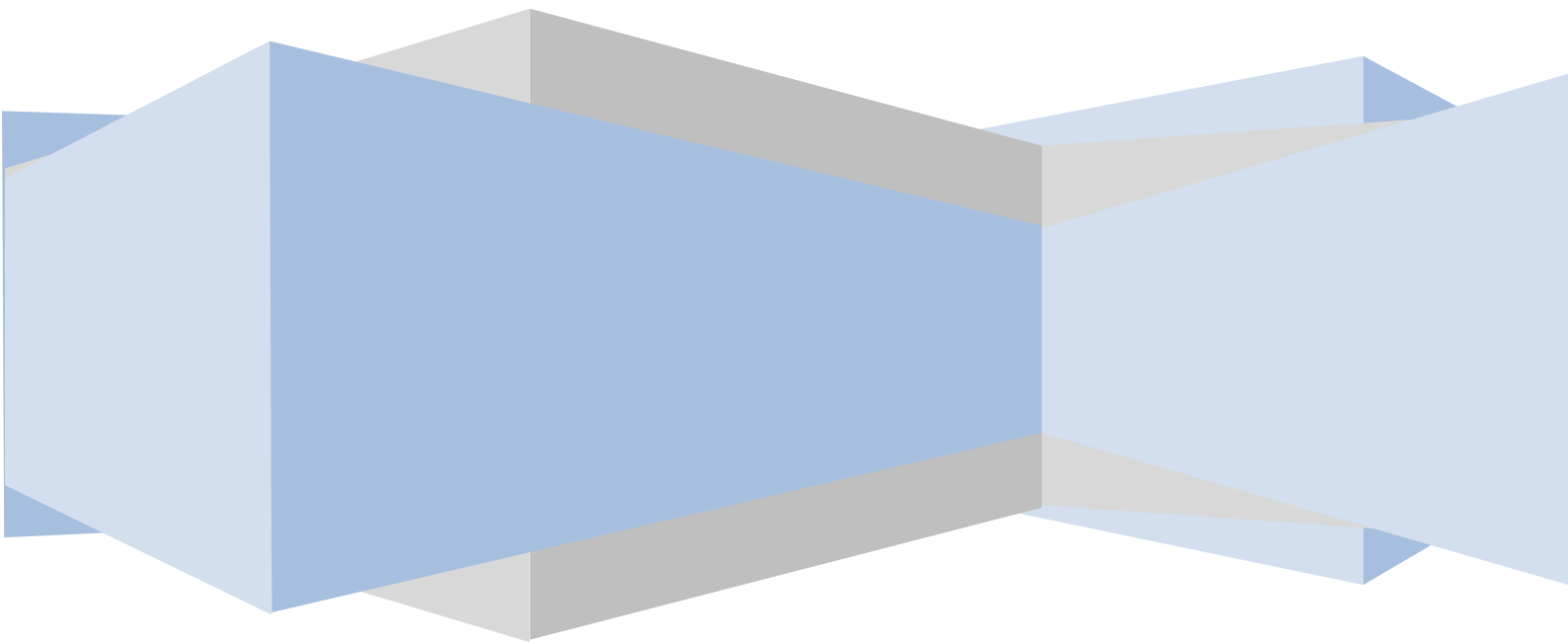




Proven Product, Proven Company

Network Scanner Solution

Configuration Guide



CONFIGURING SCANTOPDF SETTINGS

As well as the usual settings for ScanToPDF (Filenaming, barcode recognition etc) the following settings must be set for operating with a network scanner. The barcode batch scanning guide is available for download from [here](#)

Start ScanToPDF and Click the Edit Menu, then select the “Options” choice from the menu



Click the UI Icon

Set the “Import from folder” radio option as shown in Figure 2.

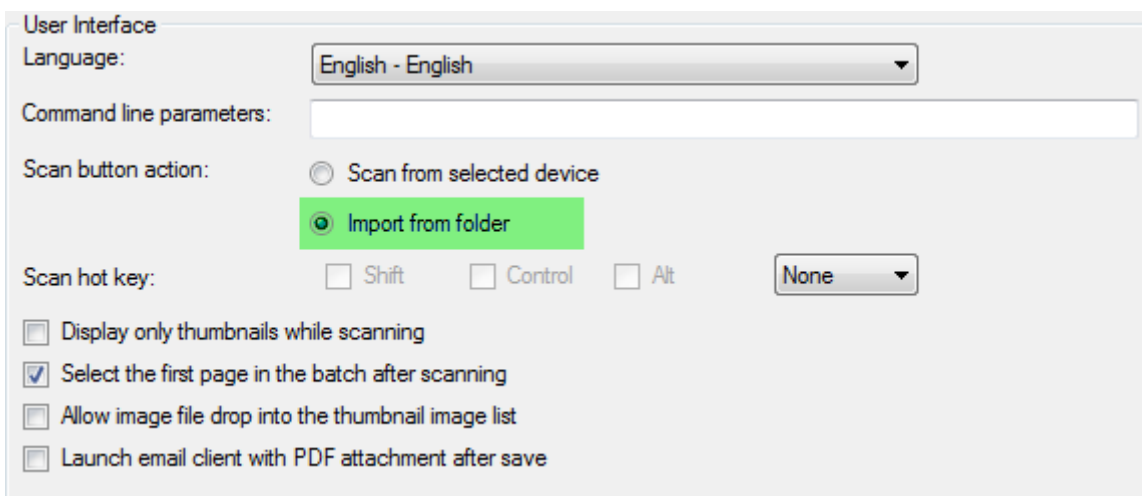


Figure 2



Click Import Icon

Set the options as shown in Figure 3

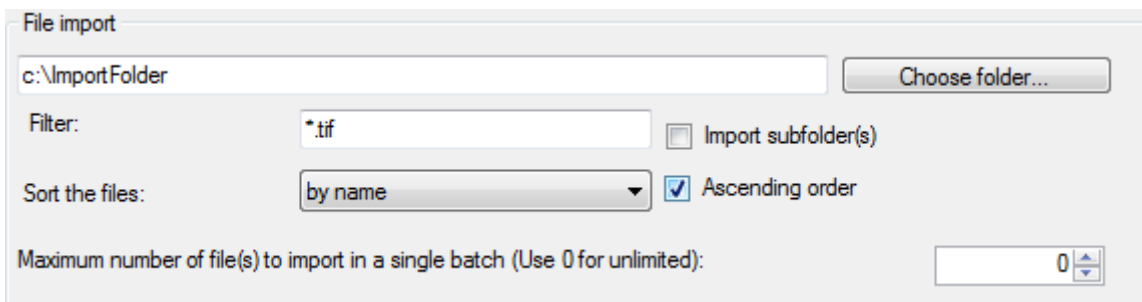


Figure 3

Note the folder shown here (c:\ImportFolder) can be set to any folder as required, this is shown as an example.

Filter – Set the filter to the file type produced by your scanner. If this field is left blank it will attempt to process all files.

Import subfolder(s) – Check this option if you want subfolders to be checked for image files as well.

Sort the files – Choose a sort order for the folder when import takes place. This will vary depending on your scanner but by name and by creation date are the most popular.

Ascending Order – Check this option to sort the files in an ascending order.

Maximum number of file(s) to import in a single batch (Use 0 for unlimited) – if your scanner produces 1 file for each batch of scanned documents then set this to 1 so that different batches of documents do not get mixed, otherwise, if your scanner creates 1 file for every page scanned then set this option to 0 (for unlimited)

See the Appendix for details of file types that are compatible for the Network Scanner Solution



Automatic File Import

Click the Automatic File Import Icon

The Automatic File Import settings determine how imported files are processed after they have been imported. Please make the settings as shown in Figure 4.

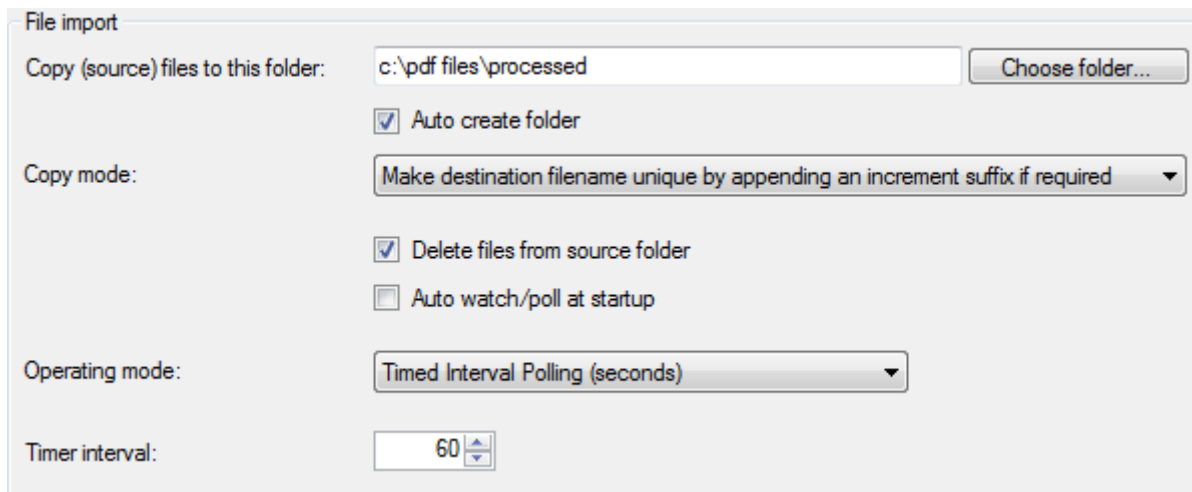


Figure 4

Copy (source) files to this folder – The files once imported and processed will be saved in this folder. Note the folder shown here (c:\server\processed) can be set to any folder as required, this is shown as an example. ScanToPDF variables (such as {%datetime%:ddMMyyyy}) can be used to create a different backup folder for each day/month etc)

Auto create folder – Check this box to enable ScanToPDF to create the folders required for copying source files.

Copy mode - Make destination filename unique by appending an increment suffix if required - If the file already exists in the copy folder the filename will be changed to include an increment to make it unique, for example if processing a file called image001.tif and a file with that name had already been processed then the new file would be called image001_1.tif to make it unique

Copy mode - Overwrite destination file if already present - If the file already exists in the copy folder the file will be overwritten with the new one.

Auto watch/poll at startup - Checking this option indicates that ScanToPDF should poll/watch the folder when it is started rather than using the Start Polling button on the main User Interface of ScanToPDF.

Operating mode - Choose from one of

Timed Interval Polling - Poll the folder every x seconds

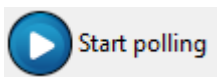
Manual mode - Process the folder when the “Import From Folder” button is pressed

Folder watching - Process new files when they arrive in the folder

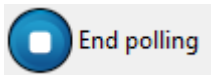
Delete files from source folder – This option should always be checked for the network scanning solution

Once all the settings shown have been made, close the options screen.

ADDITIONAL BUTTONS ADDED TO THE MAIN SCANTOPDF USER INTERFACE

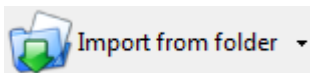


Press this button to start folder polling/watching



Press this button to stop folder polling/watching

NETWORK SCANNING SOLUTION OPERATION



When ScanToPDF Network Scanning Solution is started you will be prompted to press the “Import From Folder” button to start the monitoring process. As soon as the Import from folder button is pressed the folder monitoring process (TIMER or WATCH) is started and no other buttons should be pressed. When the folder being monitored (by Timer or Watch) has files to be processed, they will be processed by ScanToPDF, there is no user intervention required. To stop the monitoring process, click the import from folder button again. ScanToPDF can then be closed.

APPENDIX – SUPPORTED FILE TYPES

Image only PDF files

Standard JPEG files (not those created with JBIG or JPEG2000 compression)

TIFF files (single or multi-page)