

QuickScan™ 4.5

Quick Start Guide

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Version 4.5

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Minimum system requirements

Computer	Pentium III or higher PC-compatible (450MHz or higher recommended)
Memory	128 MB of RAM (256 MB recommended)
Hard disk space	300 MB during installation 150 MB after installation
Operating system	Windows Vista 32-bit, XP, XP Service Pack 2, 2003 Server, 2000, Me, 98
Browser	Internet Explorer 5 or newer Note: For Windows 98 users, Internet Explorer 6 or newer is required.
Display size	1024 by 768 pixels or larger, 256 colors
Scanner (optional)	QuickScan can display images from disk, so a scanner is unnecessary unless you need to create images from paper documents or photographs. For a complete list of supported scanners, SCSI adapters, Firewire boards and video cards, refer to www.pixtran.com .

Installing QuickScan

1. Launch Windows and insert the QuickScan CD into your CD-ROM drive. The installation program starts automatically after you insert the CD.
2. Select the **Install QuickScan** option. The Welcome panel displays.
3. Select **Next**.

4. Enter your user name, organization and QuickScan serial number (located on the back of the CD-ROM case) on the Customer Information panel.
5. Read and accept the license agreement on the License Agreement panel and select **Next**.
6. Select **Complete** to install all program features in the default location, or select **Custom** to specify the directory location and program features to install.
7. Select **Next**.
8. Select **Install** on the Ready to Install panel to install QuickScan.
9. Select **Finish** to complete your installation.
10. You can now launch QuickScan by selecting Start > Programs > EMC Captiva > QuickScan > QuickScan.

Using online help

For additional information on topics discussed in this guide, see the QuickScan online help. You can access the help by selecting **Help > Contents** or pressing [F1].

Scan profiles

Scan profiles are a convenient way to store settings that tell QuickScan how you want to process and name images while those images are being scanned.

Scan profiles can also automatically apply Image Processing filters, job separation, OCR, Indexing, and Exporting.

Pre-configured Scan profiles

QuickScan includes the following pre-configured Scan profiles:

- Binary TIFF** - Scans black and white documents.
- Color JPEG** - Scans color documents.
- Grayscale JPEG** - Scans documents with up to 256 shades of gray.
- Never Rescan** - Thresholds from an 8-bit gray scanning to get the best binary results.
- PDF Image** - Scans in binary and saves in PDF file format and Group 4 compression.

Sample Scan profiles

Sample Scan profiles are also included to demonstrate some advanced features of QuickScan Pro:

- Sample Barcode File Naming** - Demonstrates using barcode values in the file naming schema.
- Sample Batch Processing** - Demonstrates zonal OCR, exporting, and XSL transformations.
- Sample Full-page OCR** - Demonstrates full-page OCR.
- Sample Job Index** - Demonstrates manual indexing by an operator.
- Sample Job Separation** - Demonstrates job separation with patchcode pages.

Scanning documents with a Scan profile

If a scanner is connected to your machine, you can use the pre-configured Scan profiles to scan a batch immediately.

To scan documents with a Scan profile:

1. Install the driver for your scanner by selecting the Windows **Start** button and selecting Programs > EMC Captiva > QuickScan > Add Scanner.
2. Launch QuickScan.
3. Select your scanner by selecting **Scan > Select Scanner**.
4. Place one or more pages in your scanner.
5. Select **Scan > New Batch**. The New Batch dialog displays.
6. In the **Profile** list, select one of the pre-configured profiles.
7. The **Path** field displays the directory where your image files will be saved as specified in the selected Scan profile. You can accept this location or select **Browse** to navigate to a different directory.
8. The **File name** is also determined by the settings of the selected Scan profile. For now, accept the file name specified, but check the online help [F1] for information about editing file naming schemas.
9. Select the **Scan** button to scan your batch. As each page is scanned, it appears in the Page Viewer on the right side of the application window, and a thumbnail version appears in the Thumbnails pane on the left. When the scanner finishes scanning, the Continue Scan dialog displays.
10. Select **Stop** to finish your batch, or place more pages in your scanner and select the **Continue** button to continue scanning with the same Scan profile.
11. Select **File > Close** to close your batch. Notice that you were not prompted to save your files because the Scan profile automatically saved all your pages using the same file naming schema with the same file format.

Creating custom Scan profiles

In addition to having the pre-configured Scan profiles, you can also create as many custom Scan profiles as you need.

To create a custom Scan profile:

1. Select **Scan > New Batch**. The New Batch dialog displays.
2. In the **Profile** list, select one of the pre-configured profiles. Your new profile is based on this profile, but you can change any settings as necessary. If you select **<use preview settings>** from the **Profile** list, then your new Scan profile is based on your preview scan settings.
3. Select **Add**. The Scan Profile Editor displays.
4. You are ready to define your new Scan profile using the options in the following table:

Tab	Purpose
General	Specifies the name of the Scan profile, whether or not the profile can be deleted, and where the images will be saved. The tab also displays a summary of the file type, color format, compression, scan type, and DPI specified in the Image Format and Naming and Scan tabs.
Scan	Specifies scan-related options, including scanner settings, scan type, page size, DPI, whether or not to scan a rotated batch, to display advanced settings either before or during a scan, to use the flatbed scanner when the page feeder is empty, to display the Continue Scan dialog, to scan duplex (double-sided) or simplex (single-sided) documents, to use MultiStream scanning, and to use hardware or software auto color detection.
Image Format and Naming	Specifies a file naming schema, job separation settings, file type, color format, and compression.

Tab	Purpose
Image Processing	Specifies the image processing filters to apply to scanned pages (such as correcting skew, rotating a page, removing blank pages, removing noise, removing holes, etc.). Many of the filters have configurable parameters that you can access by selecting the Configure button located below the Selected Filters list.
OCR	Enables full-page OCR and configures OCR profile settings.
Index	Enables indexing, either after scanning or before the batch is closed, and configures Index profile settings.
Export	Enables exporting, either after scanning or before the batch is closed, and configures Export profile settings.
Batch	Specifies whether to save batch information in a QSB file for use with the Batch Manager, and also whether to automatically delete the image files at the end of the workflow.

Note: For more information about creating custom Scan profiles, refer to the online help for QuickScan by selecting **Help > Contents** or pressing **[F1]**.

5. After you have configured all the settings for your Scan profile, select **OK** to close the dialog and save your settings. The New Batch dialog displays.
6. Select **Scan** to process your batch.

