



# Batch Scan Wizard

## Manual

## Table of Content

Table of Content .....	2
Table of Figures .....	16
1. Introduction.....	21
2. About this Manual.....	21
2.1. Copyright .....	21
2.2. Contact Data of Image Access GmbH in Germany .....	22
2.3. Technical Support .....	22
2.4. Contact Data of the Image Access LP in the U.S. ....	22
3. Revision History.....	22
4. About Batch Scan Wizard.....	23
5. Description .....	24
5.1. Main Control Window .....	24
5.2. Batch Scan Wizard Main Control Window in Pre-Job Mode .....	25
5.2.1. Job Name Bar .....	25
5.2.2. File Menu Bar .....	25
5.2.3. Main Control Bar .....	25
5.2.4. Image Viewer Tabs.....	25
5.2.5. Image Viewer Control Bar .....	25
5.2.6. Image Viewer Windows .....	26
5.2.7. File Name and Counting Bar.....	27
5.2.8. Multiple Image Selection Check Box.....	27
5.2.9. Image Name Edit Field - U.....	27
5.2.10. ScanTool Mask Name – M.....	27
5.2.11. Image Viewer Scroll Bar .....	27
5.2.12. Status Bar .....	27
5.3. Batch Scan Wizard Main Control Window in Job / Operation Mode.....	28

5.3.1. Job Name Bar .....	29
5.3.2. Main Control Bar .....	29
5.3.3. Scan Parameter Settings Bar 1 .....	29
5.3.4. Scan Parameter Settings Bar 2 .....	29
5.4. Software Properties Menu .....	30
5.4.1. Display Reverse.....	30
5.4.2. Scrollbar position.....	31
5.4.3. Individual startup configuration .....	31
5.4.4. Action after finalize dialog .....	31
5.4.5. Editing the status bar colors.....	32
5.4.6. Hide the image editor menu buttons .....	33
5.4.7. Save and load a customized BSW user interface.....	34
5.5. Batch Scan Wizard Scan Workflow .....	34
5.6. Quick Start: Single Scan or Batch Scan .....	34
5.6.1. A first single scan .....	34
5.6.2. A first batch scan .....	36
6. Scan Job Setup .....	37
6.1. Overview.....	37
6.1.1. Scan Job Templates.....	37
6.1.2. Scan Job Indexing.....	37
6.1.3. Page Indexing .....	37
6.1.4. Image File Path .....	37
6.1.5. Image File Names .....	37
6.1.6. Multipage Files .....	37
6.1.7. Image Scan Parameters.....	38
6.1.8. Hotkeys .....	38
6.2. Create Job Dialog .....	38
6.2.1. Job Tab .....	38
6.2.1.1. Scan Job Name .....	39

6.2.1.2. Job ID .....	39
6.2.1.3. Job template .....	39
6.2.1.4. Job Info .....	39
6.2.2. Scanner Profiles .....	39
6.2.2.1. Scan2net Scanner Profile .....	40
6.2.2.2. Scanner Browser .....	40
6.2.2.3. Select a Scanner Profile .....	40
6.2.2.4. Quick Select a Scanner Profile.....	40
6.2.3. Add and create a Scanner Profile .....	41
6.2.3.1. Edit a Scanner Profile .....	41
6.2.3.2. Remove a Scanner Profile.....	41
6.2.4. Job Index Variables .....	41
6.2.4.1. Job Index Tab Functions .....	42
6.2.4.2. Create individual job index variables with the Index Variable Editor .....	42
6.2.4.3. Job Index Variables Elements .....	43
6.2.4.4. Provide your variables with content before operating a scan job .....	46
6.2.5. Page Index Variables.....	47
6.2.5.1. Page Index Bar.....	47
6.2.5.2. Page Index Variable Editor.....	47
6.2.5.3. Page Index Variables Elements .....	48
6.2.5.4. Notation of Variables.....	49
6.2.5.5. Add built in variables via Built-in Index Variable Browser.....	49
6.2.5.6. Operate with page index variables during a scan job .....	50
6.2.6. Image Files.....	50
6.2.6.1. Create or edit the main image file path .....	51
6.2.6.2. Edit the image path string by selecting variables.....	52
6.2.6.3. Image File Names .....	53
6.2.6.4. Edit the image file name string by selecting variables .....	54

6.2.6.5. Preview File Name.....	55
6.2.6.6. TIFF File Name and File Conversion.....	55
6.2.6.7. Multi Page TIFF File Name and File Conversion .....	55
6.2.6.8. PDF File Name and File Conversion.....	55
6.2.6.9. Multi Page PDF File Name and File Conversion .....	56
6.2.6.10. Searchable Single Page PDF .....	56
6.2.6.11. Searchable Page Multi Page PDF.....	56
6.2.6.12. Start Numbering.....	57
6.2.6.13. Numbering Order Normal.....	57
6.2.6.14. Numbering Order Backward .....	57
6.2.6.15. Numbering Order Two steps - +2 .....	57
6.2.6.16. Numbering Order Magazine Simplex .....	58
6.2.6.17. Numbering Order Magazine Duplex.....	58
6.2.6.18. Numbering Order Newspaper Simplex.....	59
6.2.6.19. Numbering Order Newspaper Duplex.....	59
6.2.6.20. Numbering Order Book Cradle Odd .....	60
6.2.6.21. Testing Image Path, File Name and Job Index .....	60
6.2.7. Hotkeys - Optimizing Operation Speed.....	61
6.2.7.1. Edit a listed Hotkey.....	62
6.2.7.2. Adding a new Hotkey.....	63
6.2.7.3. Testing the new Hotkey.....	64
6.2.7.4. Example Hotkey Strings .....	65
6.2.7.5. Adding a new Hotkey.....	66
6.2.7.6. Deleting an existing Hotkey .....	66
6.2.8. Finalize Batch Conversion .....	67
6.2.9. Scan Job Properties.....	68
6.2.9.1. Batch Scan Start Delay Time .....	68
6.2.9.2. Batch Scan Delay Time.....	68

6.2.9.3. Image Delay Time .....	68
6.2.9.4. ScanTool – Start with BSW .....	68
6.2.9.5. Confirm Job Name .....	69
6.2.9.6. Copy User Name .....	69
6.2.10. Directories - Change the target export directory .....	69
6.2.10.1. Capture Directory Top .....	70
6.2.10.2. Finalize Path .....	70
6.2.11. Functions .....	71
6.2.11.1. Function Editor .....	72
6.2.11.2. HTML example .....	73
6.2.12. Trace Log – Record information of a scan job .....	74
6.2.12.1. Enable scan job recording into a Trace Log file .....	74
6.2.12.2. Trace Log Path .....	74
6.2.12.3. Trace Log File Name .....	75
6.2.12.4. Trace Log Entry .....	75
6.2.12.5. Trace Log Test .....	75
6.2.12.6. Enhancing the Trace Log with a Prefix and a Postfix .....	75
6.2.12.7. Trace Log Prefix .....	75
6.2.12.8. Trace Log Postfix .....	75
6.2.12.9. Trace Log Test .....	76
6.2.12.10. Changes to the Trace Log Layout .....	76
6.2.12.11. More changes to the Trace Log Layout .....	77
6.2.12.12. HTML or XML Files .....	77
6.2.13. Text Files - Record information of an image file .....	78
6.2.13.1. Enable scan job recording in Text files .....	78
6.2.13.2. Text File Path .....	78
6.2.13.3. Text File Name .....	78
6.2.13.4. Text File Entry .....	78

6.2.13.5. Text File Test .....	79
6.3. Scan Job Templates .....	79
6.3.1. Save a Scan Job as a Scan Job Template in Create Job Dialog.....	79
6.3.2. Save a Scan Job as a Scan Job Template in an active Scan Job .....	80
6.3.3. Select a scan job template via Job Template Browser.....	81
6.3.4. Example Scan Job Templates of Batch Scan Wizard .....	82
6.3.5. Default Scan Job Template .....	83
6.3.6. Export each scan job into the same target directory .....	83
6.3.7. Save and display the image files on a web server .....	83
6.3.8. Metadata Scan Job Templates .....	84
6.3.8.1. Add own Metadata into a PDF/A .....	85
6.3.8.2. Add own metadata into the editable TIFFTAGs of a TIFF file .....	86
6.3.8.3. Add individual Meta Data content into a PDF/A file .....	87
6.3.8.4. Add individual Meta Data content into TIFFTAGs of a TIFF file .....	88
6.3.9. Job Template Browser - Add a scan job template to the Quick Select Combo Box ..	90
6.3.10. Create Job a new scan job with current template.....	90
6.3.11. Manual added content for a file name, file path or protocol file.....	92
6.3.11.1. Copy user name.....	93
7. Scan Operation-----	93
7.1. Overview.....	93
7.1.1. Batch Scan .....	93
7.1.2. Single Scan.....	93
7.1.3. Viewer Mode .....	93
7.1.4. ScanPad.....	94
7.1.5. ScanTool .....	94
7.1.6. Image Manager.....	94
7.2. Select a scan job via Job Browser.....	94
7.2.1. Open and restart an existing scan job .....	96
7.2.2. Reload an existing scan job into the Create Job Dialog .....	96

7.2.3. Image export via Finalize.....	96
7.2.4. Finalize/Delete.....	96
7.2.5. Delete.....	96
7.2.6. Viewer Mode.....	96
7.3. General Image Scan Parameters.....	97
7.3.1. Paper Format.....	98
7.3.2. DPI Resolution .....	98
7.3.2.1. Selecting the Scanner Resolution.....	98
7.3.3. Color Mode and Color Setting .....	99
7.3.3.1. 24 bit Color .....	99
7.3.3.2. 8 Bit Color .....	99
7.3.3.3. Grayscale .....	99
7.3.3.4. Enhanced Halftone.....	99
7.3.3.5. Binary.....	99
7.3.4. File Format Settings .....	100
7.3.5. Preview Scale.....	100
7.3.6. Preview JPEG Quality.....	100
7.3.7. Scan Rotation .....	101
7.3.8. Cropping.....	101
7.3.9. Crop Margin.....	101
7.3.10. Crop Density .....	101
7.3.11. Crop & Deskew .....	101
7.3.12. Single Page Scan or Page Splitting .....	101
7.3.12.1. Single Page.....	101
7.3.12.2. Split Page Automatically .....	101
7.3.12.3. Left Page Only .....	102
7.3.12.4. Right Page Only .....	102
7.3.13. Camera Settings.....	102
7.3.13.1. Brightness .....	102

7.3.13.2. Contrast .....	102
7.3.13.3. Despeckle.....	103
7.3.13.4. Sharpen.....	103
7.3.13.5. Gamma .....	103
7.3.14. Saving and Loading Image Scan Parameters .....	104
7.3.14.1. Save settings as default .....	104
7.3.14.2. Default settings .....	104
7.3.14.3. Restore image settings .....	104
7.3.14.4. Restore template settings.....	104
7.4. Start a Batch Scan or Single Scan Process .....	105
7.4.1. Batch Scan .....	105
7.4.2. Single Scan.....	105
7.4.3. Rescan .....	105
7.4.4. Start Buttons: Direct / Wait / Always / Quick / Continuous.....	106
7.4.5. Stop Immediately.....	107
7.4.6. ScanPad .....	107
7.4.7. ScanTool .....	107
7.5. Operation via scanner's touchscreen and/ or footswitch .....	107
7.6. Image Viewer .....	108
7.6.1.1. Change Window Count.....	108
7.6.1.2. Viewer Tab .....	109
7.6.1.3. Properties Tab.....	110
7.6.1.4. Text Tab .....	111
7.6.1.5. Record and save the text notes .....	111
7.6.1.6. Image Viewer Control Bar.....	112
7.6.2. Batch Editing with the Image Manager .....	113
7.6.2.1. Insert Mode .....	113
7.6.2.2. Replace Mode .....	113

7.6.2.3. Delete Image.....	113
7.6.2.4. Insert Last Deleted Image.....	113
7.7. Scanning in Rescan Mode.....	114
7.8. Testing Scan Parameters with ScanPad.....	114
7.8.1. Use ScanPad without BSW .....	116
7.8.2. ScanPad Setup .....	116
7.9. Page Splitting and Masking with ScanTool .....	117
7.9.1. Variable page splitting vertical .....	120
7.9.2. Variable page splitting horizontal.....	121
7.9.3. Extended variable page splitting vertical.....	122
7.9.3.1. Scan rectangles .....	123
7.9.4. Duplikate a selected rectangle .....	124
7.9.5. Get entire image.....	125
7.9.6. Save image to BSW .....	125
7.9.7. Batch scanning with splitting and masking .....	125
7.9.8. Start ScanTool with Batch Scan Wizard .....	125
8. Image Export - Finalizing the Scan Process-----	126
8.1. Finalize Manager Menus .....	126
8.1.1. Finalize .....	126
8.1.1.1. Start Finalize.....	126
8.1.1.2. Hibernation after Finalize .....	126
8.1.2. Extras .....	126
8.1.3. Properties.....	126
8.1.4. Image Export with Finalize .....	127
8.1.4.1. Delete, Merge and Overwrite .....	127
8.1.5. Image Export with Finalize & Delete.....	128
8.1.6. Open the image export directory with the Finalize Manager .....	128
8.1.7. Finalize Manager - Change the order of running finalize jobs .....	128
8.1.7.1. Pause a running finalize job .....	128

8.1.7.2. a paused finalize job .....	128
8.1.7.3. Abort a running finalize job .....	128
8.1.7.4. Remove a finalized scan job from the list .....	128
8.1.7.5. Delete the list of finalized scan jobs .....	128
8.1.8. Troubleshooting Finalize - Check the log file of your finalized job .....	128
9. Image import and processing .....	129
9.1. Magnifying Glass .....	130
9.2. Rotation .....	131
9.3. Rotation Degree – Manual Rotation .....	131
9.4. Rotate Dialog – Fine Rotation .....	131
9.5. Rectangles .....	131
9.6. Rectify .....	131
9.7. Splitting .....	131
9.8. Edit Tools .....	131
9.9. Duplicate .....	131
9.10. Move .....	132
9.11. Undo Changes .....	132
9.12. Restore .....	132
9.13. Image Processing in Full Screen View .....	132
10. Delete a Scan Job .....	133
10.1. Delete finalized Scan Jobs .....	134
11. Software Setup .....	134
11.1. Software installation, start and setup .....	134
11.2. Status of software license .....	134
11.3. Starting the Batch Scan Wizard Software .....	135
11.4. Setup Default Settings .....	136
11.4.1. Language selection .....	136

11.4.2. Scanner IP address.....	136
11.4.3. Proxy server IP address .....	136
11.4.4. Capture directory top .....	137
11.4.5. Finalize path .....	137
11.4.6. Image Viewer.....	137
11.4.7. Workstation id .....	137
11.5. User Management .....	138
11.5.1. Enable User Management.....	138
11.5.2. User Login Screen .....	140
11.5.3. Batch Scan Wizard Users.....	140
11.5.4. Change of a User Password.....	141
11.5.5. Disable a User Account .....	142
11.5.6. Add a new user .....	143
11.5.7. Edit group permissions.....	144
11.5.8. User permissions to the Create Job dialog.....	144
11.5.9. User permissions in an open scan job.....	145
11.5.10. User permission to scanner settings.....	145
12. Appendix.....	146
12.1. BSW GUI – File Menu – Keyboard Shortcuts .....	146
12.2. BSW GUI - File Menu – Keyboard Shortcuts continued .....	147
12.3. BSW GUI - File Menu – Keyboard Shortcuts continued .....	148
12.4. BSW GUI - Main Control Bars.....	149
12.4.1. The Scan Control Bar.....	149
12.4.2. The Image Manager Control Bar .....	150
12.4.3. The Main Control Bar .....	151
12.4.4. Settings Bar 1.....	152
12.4.5. Settings Bar 1 continued .....	153
12.4.6. Settings Bar 1 continued .....	154
12.4.7. Settings Bar 2.....	155
12.4.8. ScanTool Control Bar .....	156

12.5. Scan Job Variables .....	157
12.5.1. Scan Job Variables continued .....	158
12.5.2. Scan Job Variables continued .....	159
12.5.3. Scan Job Variables continued. ....	160
12.6. Escape strings for variables and functions .....	161
12.7. WideTEK 12/25 - Additional Settings .....	162
12.7.1. Bidirectional Scan .....	162
12.7.2. WideTEK 12/25-650 Scanner Settings .....	162
12.7.3. Quality - Scan Modes .....	163
12.7.4. Illumination .....	163
12.7.5. Color Gain.....	163
12.7.6. Color Space.....	163
12.7.7. Exposure.....	164
12.7.8. Mirror.....	165
12.7.9. Invert.....	165
12.7.10. Embedded ICC Profiles.....	165
12.7.11. Stitching.....	165
12.7.12. XMP.....	165
12.7.13. Black Border Removal .....	165
12.8. WideTEK 36, 36DS, 36C, 42, 44, 48C, 48 - Additional Settings .....	166
12.8.1. Scan Modes .....	166
12.8.2. Document Output.....	167
12.9. WideTEK 36, 36ART, 36DS, 36CL, 36C, 42, 44, 48C, 48CL, 48, 60CL Scanner Settings .....	168
12.9.1. Quality.....	169
12.9.2. Gain red, green, blue .....	169
12.9.3. Color Space.....	169
12.9.4. Leading edge .....	169
12.9.5. Trailing edge .....	169
12.9.6. Left edge.....	169
12.9.7. Right edge .....	169

12.9.8. Edge unit .....	170
12.9.9. Page length.....	170
12.9.10. Overlap.....	170
12.9.11. Illumination .....	170
12.9.12. 3D Light (slider).....	170
12.9.13. Invert.....	170
12.9.14. Mirror .....	171
12.9.15. Auto Exposure .....	171
12.9.16. Embedded ICC Profiles.....	171
12.9.17. Safedrive.....	171
12.9.18. Paperfeeddelay.....	171
12.9.19. Stitching.....	172
12.9.20. XMP.....	172
12.9.21. Black Border Removal .....	172
12.9.22. Scan Parameter for WideTEK 36 DS.....	172
12.9.22.1. Duplex scan on/off .....	172
12.10. Bookeye 4/5 - Additional Settings.....	173
12.10.1. Document Modes .....	173
12.10.2. Auto.....	173
12.10.3. Book .....	173
12.10.3.1. Docsize.....	174
12.10.4. Flat .....	174
12.10.5. V.....	174
12.10.6. Folder .....	174
12.10.7. Glass Plate .....	174
12.10.8. Bookeye 4 Scanner Settings .....	175
12.10.9. Quality.....	176
12.10.10. Color Gain.....	176
12.10.11. Exposure.....	176
12.10.12. Mirror .....	177

12.10.13. Invert .....	177
12.10.14. Embedded ICC Profiles .....	177
12.10.15. Auto Format Density .....	177
12.10.16. XMP .....	177
12.10.17. Finger Removal Mode .....	177
12.11. Bookeye 3 – Additional Settings .....	178
12.11.1. Book Fold Correction .....	178
12.11.2. Folder .....	178
12.11.3. Fixed Focus .....	178
12.11.4. Glass Plate .....	178
12.12. Optimizing the speed of your individual workflow .....	179
12.12.1. Individual create job dialog configuration .....	179
12.12.1.1. Tab order .....	179
12.13. Batch Scan Wizard Directories .....	179
12.13.1. Start Menu Folder .....	179
12.13.2. Application Directory .....	179
12.13.3. Batch Scan Wizard Classic .....	180
12.13.4. Batch Scan Wizard Classic Create Job Dialog .....	180
12.13.5. Batch Scan Wizard Classic Main Control Bar Buttons .....	181
12.14. Scan2Net Error Codes .....	182
12.15. Limitations .....	183
12.15.1. General Limits .....	183
12.15.2. Image Names .....	183
12.15.3. Job Dialog .....	183
12.15.4. Uninstalling Batch Scan Wizard Software .....	183
12.16. Operating PC - System Requirements .....	184

## Table of Figures

Fig. 1: Main Control Window in Pre-Job mode.....	24
Fig. 2: Job Name Bar .....	25
Fig. 3: File Menu Bar .....	25
Fig. 4: Main Control Bar .....	25
Fig. 5: Image Viewer Tabs.....	25
Fig. 6: Image Viewer Control Bar .....	25
Fig. 7: Image Viewer Windows .....	26
Fig. 8: Image Viewer in Image Editor mode with opened Image Editor control bars .....	26
Fig. 9: File Name and Counting Bar.....	27
Fig. 10: Multiple Image Selection Check Box.....	27
Fig. 11: Image Name Edit Field – U .....	27
Fig. 12: ScanTool Mask Name Edit Field – M .....	27
Fig. 13: Image Viewer Scroll Bar .....	27
Fig. 14: Status Bar .....	27
Fig. 15: Main Control Window in Job / Operation mode .....	28
Fig. 16: Batch Scan Wizard Job / Operation mode with opened Page Index Variables bar .....	28
Fig. 17: Job Name Bar .....	29
Fig. 18: Main Control Bar .....	29
Fig. 19: Scan Parameter Settings Bar 1 .....	29
Fig. 20: Scan Parameter Settings Bar 2 .....	29
Fig. 21: Program Menu Properties.....	30
Fig. 22: Batch Scan Wizard General Properties .....	30
Fig. 23: Editing status bar colors.....	32
Fig. 24: Select status bar color.....	32
Fig. 25: Activated Image Editor menu buttons (default setting) .....	33
Fig. 26: Hided Image Editor menu buttons .....	33
Fig. 27: Deactivated image editor menu buttons .....	33
Fig. 28: Create Job Dialog .....	34
Fig. 29: Main Operation Screen .....	35
Fig. 30: Finalize Manager Main Screen .....	35
Fig. 31: Job Tab .....	38
Fig. 32: Scanner Tab .....	39
Fig. 33: Scanner Browser.....	40
Fig. 34: Scanner Editor .....	41
Fig. 35: Job Index tab .....	41

Fig. 36: Job Index Variable Editor .....	42
Fig. 37: Job Index Variables .....	44
Fig. 38: Job index variable examples for selecting, entering and setting content or values .....	44
Fig. 39: Add labels and values for combo or radio box entries .....	45
Fig. 40: Example combo box entries .....	45
Fig. 41: Example radio box entries.....	45
Fig. 42: Selected scan job variables .....	46
Fig. 43: Job Tab with the new data entry fields.....	46
Fig. 44: Page Index Variable Editor .....	47
Fig. 45: Index Variable Browser .....	49
Fig. 46: Enter, set or select values of page index variables during operating a scan job.....	50
Fig. 47: Image Files Tab .....	50
Fig. 48: Create or edit the main image path.....	51
Fig. 49: Edit the image path.....	52
Fig. 50: Image file name .....	53
Fig. 51: Edit the image file name .....	54
Fig. 52: Start the index test function dialog .....	60
Fig. 53: Image path, file name and index test results .....	60
Fig. 54: Hotkey Tab .....	61
Fig. 55: Start the Select Hotkey Commands dialog.....	62
Fig. 56: Hotkey Command Browser: Edit a listed hotkey setting .....	62
Fig. 57: Add a new Hotkey command line.....	63
Fig. 58: The complete command line for the new Hotkey Help.....	64
Fig. 59: New Hotkey Help available in a open scan job .....	64
Fig. 60: Finalize Tab.....	67
Fig. 61: Properties Tab .....	68
Fig. 62: Directories Tab with example capture directory location of a loaded scan job.....	69
Fig. 63: Functions Tab .....	71
Fig. 64: Function Editor .....	72
Fig. 65: Trace Log Tab.....	74
Fig. 66: Text File Tab .....	78
Fig. 67: Save as Scan Job as a Scan Job Template.....	79
Fig. 68: Create Scan Job Template .....	80
Fig. 69: Create Job Template .....	80
Fig. 70: Change your old default scan job template with a new scan job template just created. ....	81
Fig. 71: Job Template Browser Main.....	81
Fig. 72: Example default scan job template .....	83

Fig. 73: Example date string scan job template.....	84
Fig. 74: Example-meta-data scan job template.....	85
Fig. 75: Example TIFFTAG Meta Data scan job template .....	86
Fig. 76: Example user meta data PDF/A scan job template .....	87
Fig. 77: Functions of the user meta data PDF/A template .....	87
Fig. 78: Enter individual content or add a content varibale into the Functions field .....	88
Fig. 79: Example user tiff tag meta data scan job template.....	88
Fig. 80: Functions of the user tiff tag meta data scan job template.....	89
Fig. 81: Enter individual content or add a content varibale into the Functions field .....	89
Fig. 82: Enable or disbale scan job template for Quick Select Combo Box .....	90
Fig. 83: Pre-Job Mode: Create a new scan job with current template .....	90
Fig. 84: Job mode: Create Job a new scan job with current template.....	91
Fig. 85: Enter a name for the scan job .....	91
Fig. 86: Name Edit Fields .....	92
Fig. 87: Copy User Name .....	93
Fig. 88: Load Job Browser.....	94
Fig. 89: Job Browser Main .....	95
Fig. 90: Batch Scan Wizard in Job Mode .....	97
Fig. 91: Select paper format and document size .....	98
Fig. 92: DPI Resolution Slider.....	98
Fig. 93: DPI Resoultion Value Dialog Window .....	98
Fig. 94: Set File Format Parameters.....	100
Fig. 95: Brightness Slider .....	102
Fig. 96: Brightness Value Dialog Window.....	102
Fig. 97: Contrast Slider .....	102
Fig. 98: Contrast Value Dialog Window.....	102
Fig. 99: Despeckle .....	103
Fig. 100: Sharpness Slider.....	103
Fig. 101: Sharpness Value Dialog Window .....	103
Fig. 102: Gamma Slider .....	103
Fig. 103: Gamma Value Dialog Window.....	103
Fig. 104: Start a scan via the scanner's touchscreen .....	107
Fig. 105: Change Window Count: Set Number of Shown Windows .....	108
Fig. 106: Window Count: Example 5/3 .....	108
Fig. 107: Image Viewer Tab .....	109
Fig. 108: Image Properties Tab .....	110
Fig. 109: Text Tab.....	111

Fig. 110: ScanPad Start Screen – Bookeye 5 V1A example .....	114
Fig. 111: ScanPad Setup .....	116
Fig. 112: ScanTool start button at BSW Scan Control Bar .....	117
Fig. 113: ScanTool Control Bar.....	117
Fig. 114: ScanTool Start Screen showing availbale paramter units- BE5-V1A- Example .....	118
Fig. 115: ScanTool with example scan .....	119
Fig. 116: Image Viewer Control Bar .....	119
Fig. 117: ScanTool: Scan with vertical splitting line .....	120
Fig. 118: Edit the name of the new created mask .....	120
Fig. 119: Scan job with selected variable page splitting vertical .....	121
Fig. 120: ScanTool with selected extended variable page splitting vertical.....	122
Fig. 121: Scan job with selected extended variable page splitting vertical.....	122
Fig. 122: Scale value dialog window .....	123
Fig. 123: Duplicate a selected rectangle .....	124
Fig. 124: Duplicated rectangle .....	124
Fig. 125: Create Job Dialog: Properties Tab: Start ScanTool with BSW .....	125
Fig. 126: Finalize Manager.....	126
Fig. 127: Image processing tool bar .....	129
Fig. 128: Magnifying Glass Example.....	130
Fig. 129: Image Processing in Full Screen View .....	132
Fig. 130: Job Browser: Delete a scan job.....	133
Fig. 131: Create Job Dialog: Delete a scan job.....	133
Fig. 132: Batch Scan Wizard PC desktop shortcuts.....	135
Fig. 133: Default Settings .....	136
Fig. 134: Program Menu User.....	138
Fig. 135: User management is disabled .....	138
Fig. 136: User management .....	138
Fig. 137: Enable user management .....	139
Fig. 138: BSW User Login Dialog Window .....	140
Fig. 139: Load Change Password Dialog.....	141
Fig. 140: Change Password Dialog .....	141
Fig. 141: Edit User: Disable a user account .....	142
Fig. 142: A disabled user. ....	142
Fig. 143: Start to setup a new user .....	143
Fig. 144: Edit a new user account .....	143
Fig. 145: Group permissions.....	144
Fig. 146: Scanner Settings of a WideTEK44-600 .....	145

Fig. 147: Scanner Settings WideTEK 12-600 .....	162
Fig. 148: Scanner Settings WideTEK 36-600 .....	168
Fig. 149: Book Fold Parameters Bookeye 4 .....	173
Fig. 150: Scanner Settings Bookeye 4 .....	175
Fig. 151: Batch Scan Wizard Classic Start Screen .....	180
Fig. 152: Batch Scan Wizard Classic Create Job Dialog .....	180
Fig. 153: Batch Scan Wizard Classic in Scan Job mode (Bookeye4 Example) .....	180

## 1. Introduction

Dear Customer,

We congratulate you on the acquisition of this innovative product from Image Access.

With the **Batch Scan Wizard** software, Image Access offers efficient scanning software which covers a wide scope of applications due to its versatility. Its user interface makes all functions available in toolbar menus.

This manual is designed to lead you through standard situations which will arise when using the **Batch Scan Wizard** and a **Scan2Net** scanner.

For this reason, we ask you to read the manual attentively before installing and starting to work with the **Batch Scan Wizard**. By doing so, you will avoid operation errors and you can control all functions from the beginning.

If you have any further questions, please feel free to contact your local dealer or Image Access GmbH directly. Our staff will be happy to help you.

For your daily work with the **Batch Scan Wizard**, we wish you success and complete satisfaction.

Regards

Your Image Access Team

## 2. About this Manual

**This manual includes:**

- An introductory description about the Batch Scan Wizard main control windows.
- The Operation manual, which describes the operation of Batch Scan Wizard (BSW) and your Scan2Net scanner. The Operation Manual includes instructions for using BSW and explains the product features in detail. This section is intended for all potential scanner operators, regardless of their scanning expertise. Please refer to the appropriate Scan2Net scanner manual to learn about the Scan2Net software.
- The Installation and Setup manual, which describes how to install BSW on your PC and the software option activation process for your Scan2Net scanner. The Installation and Setup Manual is written for users with some basic software skills.
- The Appendix, which describes the error codes, limitations and system requirements.

All manuals can be downloaded from the Image Access home page <https://www.imageaccess.de> and from our Customer Service Portal at <https://portal.imageaccess.de>. Be sure to always check for the latest versions of these manuals in the Image Access Customer Service Portal.

### 2.1. Copyright

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## 3. Revision History

Version	Published in	Content/Changes/Supplements
A	July 2007	Initial version, valid for Batch Scan Wizard 4.0
B	November 2008	Updated version, valid for Batch Scan Wizard 4.40
C	July 2009	Updated version, valid for Batch Scan Wizard 4.40
D	December 2009	Updated version, valid for Batch Scan Wizard 4.41
E	June 2010	Updated version, valid for Batch Scan Wizard 4.50
F	June 2013	Updated Version, valid for Batch Scan Wizard 5.0
G	June 2018	Updated Version, valid for Batch Scan Wizard 5.60
H	December 2019	Updated Version, valid for Batch Scan Wizard 5.60
I	March 2021	Updated Version, valid for Batch Scan Wizard 6.0
J	May 2021	Updated Version, valid for Batch Scan Wizard 6.0
K	April 2022	Updated Version, valid for Batch Scan Wizard 6.0

## 4. About Batch Scan Wizard

Batch Scan Wizard further enhances and compliments your scanner's Scan2Net functionality. It enables you to automate scanning large quantities of documents, which speeds up your data throughput and reduces operational tasks substantially. Batch Scan Wizard will automatically set an incremental file name, or you can assign an individual job or assign a new job name of your choice, as desired.

### Batch Scan Wizard Features

- Create custom templates for specific scanning parameters, file naming conventions and directory locations.
- Automatic generation of file and directory names and directory structures using individual variables or combinations of variables.
- Freely configurable file, directory, and scan template names (via manual input, barcode or using variables).
- Configurable keyboard shortcuts to optimize processing speed.
- Supports all Scan2Net® functions as well as page splitting, page region extractions, zoom, rotate, invert and mirror.
- Interface allows operators to select a variable number of image windows.
- Individual image scaling horizontally, vertically or adapted to the window size.
- Cut, delete, replace and insert a selected image into a previously generated job.
- Multiprocessor and hyperthreading support.
- Support of Scan2Net standard file formats: JPEG, PNM, PDF, PDF/A, Multipage PDF, TIFF, Multipage TIFF.

### New features

- Enhanced indexing.
- Enhanced metadata support.
- Enhanced administration and user management
- New tools and functions for your scan job configuration.
- New enhanced image import and renaming functions, tools and procedures.
- New enhanced image export functions, tools and procedures.
- New image processing tools and functions.
- Other Image Access Computer Products.

To get the most up to date information about Image Access products, visit the Image Access Web site at <http://www.imageaccess.de>. The website helps you to determine if a particular combination of Image Access products is recommended. Refer to the documentation that accompanied your other Image Access product(s) for installation instructions.

## 5. Description

### 5.1. Main Control Window

After finishing the Batch Scan Wizard setup process and starting the Batch Scan Wizard application, you will see the main control window of **Batch Scan Wizard in Pre-Job** mode. Here the prerequisites for the creation of the further own start configuration of the program and the creation of own scan job templates are created. The goal should be that future scan jobs only need to be created with the help of the program's quick start functions. This window shows the menu, different button bars and two image windows. All icons and processes during the work with the new Batch Scan Wizard user interface are described in the following chapters.

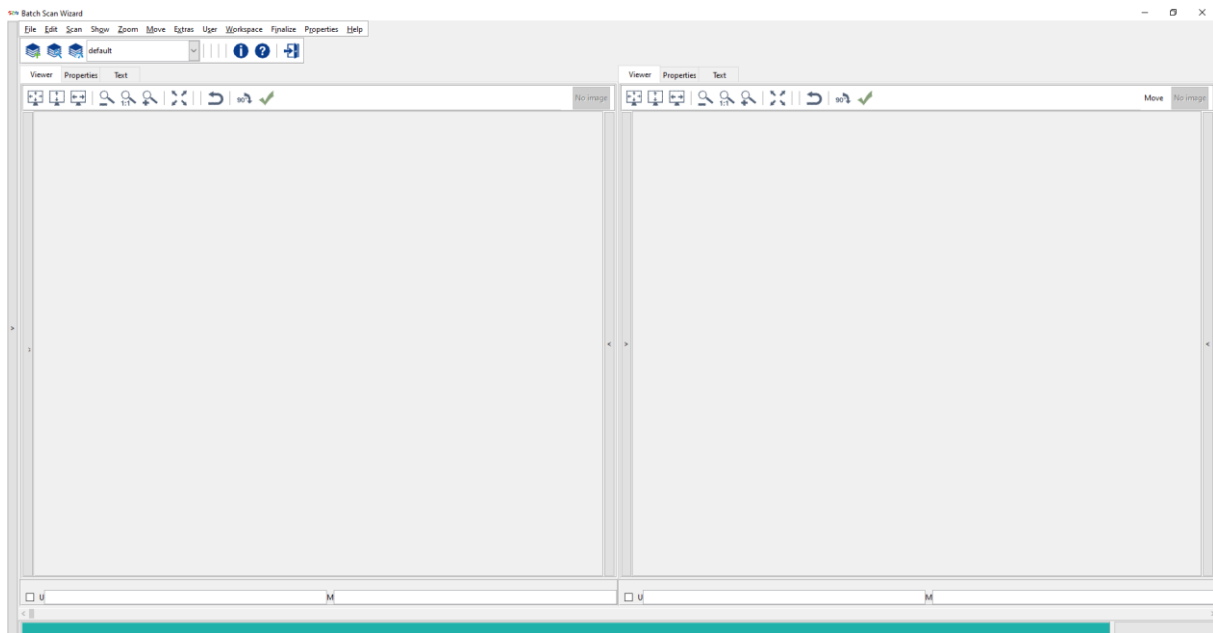


Fig. 1: Main Control Window in Pre-Job mode

## 5.2. Batch Scan Wizard Main Control Window in Pre-Job Mode

### 5.2.1. Job Name Bar

In **Pre-Job** mode the job name bar shows only the software name.


 Batch Scan Wizard

Fig. 2: Job Name Bar

### 5.2.2. File Menu Bar

The new file menu in the Batch Scan Wizard menu bar can be accessed through shortcuts using the Ctrl or Alt key and a mnemonic letter that appears underlined or is shown with a + in the menu title.

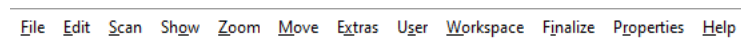


Fig. 3: File Menu Bar

### 5.2.3. Main Control Bar

This control bar starts the main functions of the **BSW: Scan Job Setup**, **Scan Job Browsing**, **Scanning**, **Properties**, **Help** and **Exiting BSW**.



Fig. 4: Main Control Bar

### 5.2.4. Image Viewer Tabs

Switch between the three **Image Viewer** tabs:

- |                   |  |
|-------------------|--|
| <b>Viewer</b>     | View and zoom the selected image,            |
| <b>Properties</b> | Check the used main scan parameters of it or |
| <b>Text</b>       | Make some note about the scan result.        |

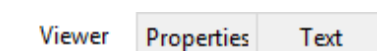


Fig. 5: Image Viewer Tabs

### 5.2.5. Image Viewer Control Bar

The Image Viewer Control Bar zoom buttons are standard buttons for each Scan2Net scanner.



Fig. 6: Image Viewer Control Bar

### 5.2.6. Image Viewer Windows

Windows in which images created during a batch scan process are displayed.

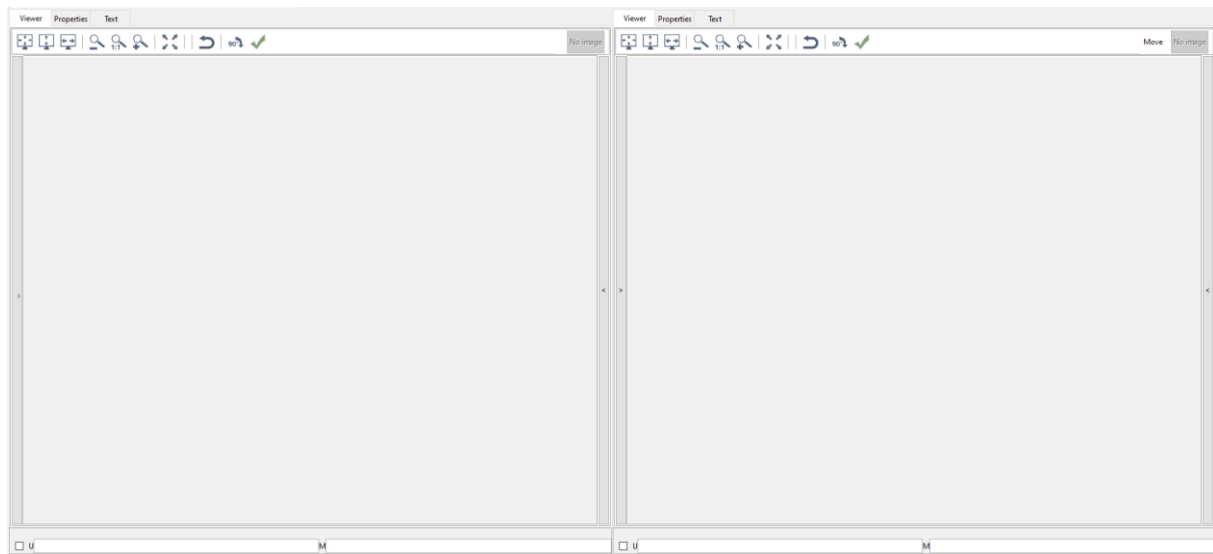


Fig. 7: Image Viewer Windows

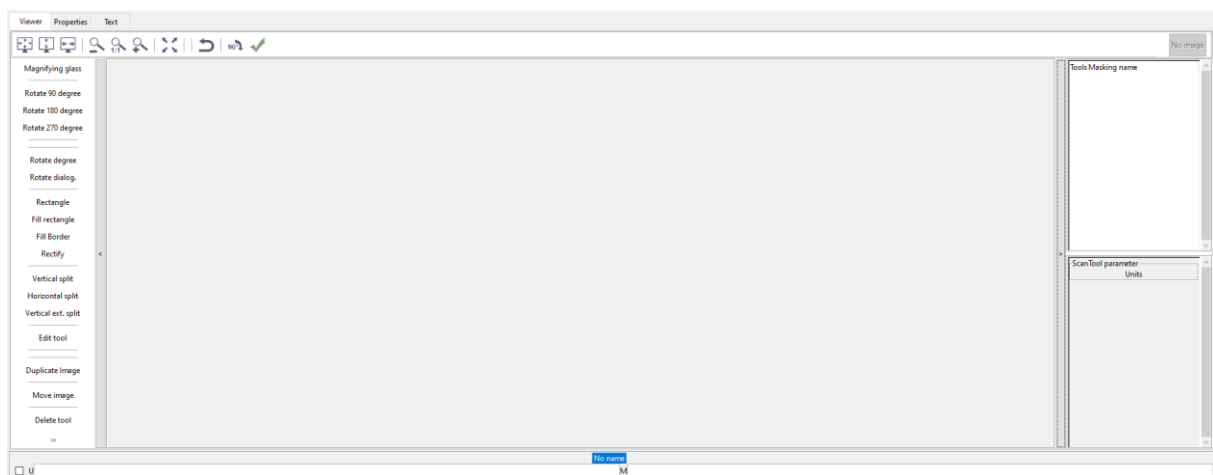


Fig. 8: Image Viewer in Image Editor mode with opened Image Editor control bars

### 5.2.7. File Name and Counting Bar

**1/2** The actual value for the page number and image position in the scanned batch.

**ScanJob-0001.pdf** The actual file name of this scanned image including the image counter value and the file name extension, here .pdf.

**1 2** The variable page number.

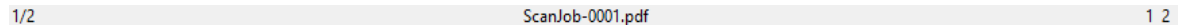


Fig. 9: File Name and Counting Bar

### 5.2.8. Multiple Image Selection Check Box

Use this check box or boxes too select one or multiple images for further operation.

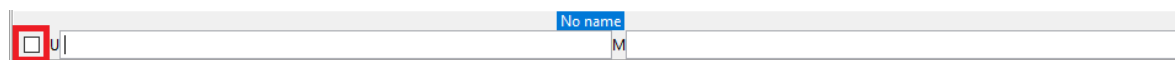


Fig. 10: Multiple Image Selection Check Box

### 5.2.9. Image Name Edit Field - U

**U** is the entry field for individual naming of a selected image by the use of the %s(user\_name) variable. For more information please refer to the image file chapter in this manual.



Fig. 11: Image Name Edit Field – U

### 5.2.10. ScanTool Mask Name – M

**M** is the entry field for individual naming of the used ScanTool mask in the selected image. For more information please refer to the ScanTool chapter in this manual.

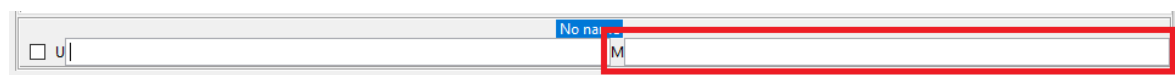


Fig. 12: ScanTool Mask Name Edit Field – M

### 5.2.11. Image Viewer Scroll Bar

The Scroll Bar allows browsing through scanned images.



Fig. 13: Image Viewer Scroll Bar

### 5.2.12. Status Bar

The Status Bar provides information about all running processes.



Fig. 14: Status Bar

### 5.3. Batch Scan Wizard Main Control Window in Job / Operation Mode

With a loaded scan job the main control window of Batch Scan Wizard changes into Job mode. The final settings for creating a scan job and a scan job template are made here. This enhanced window shows additional button bars and two image windows.

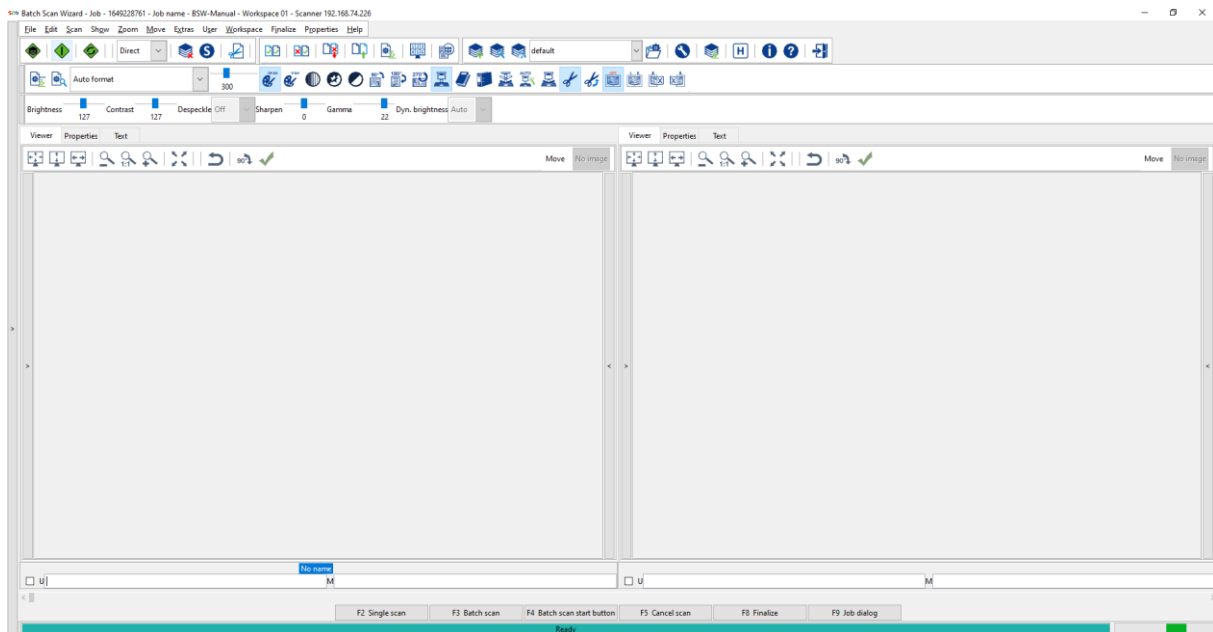


Fig. 15: Main Control Window in Job / Operation mode

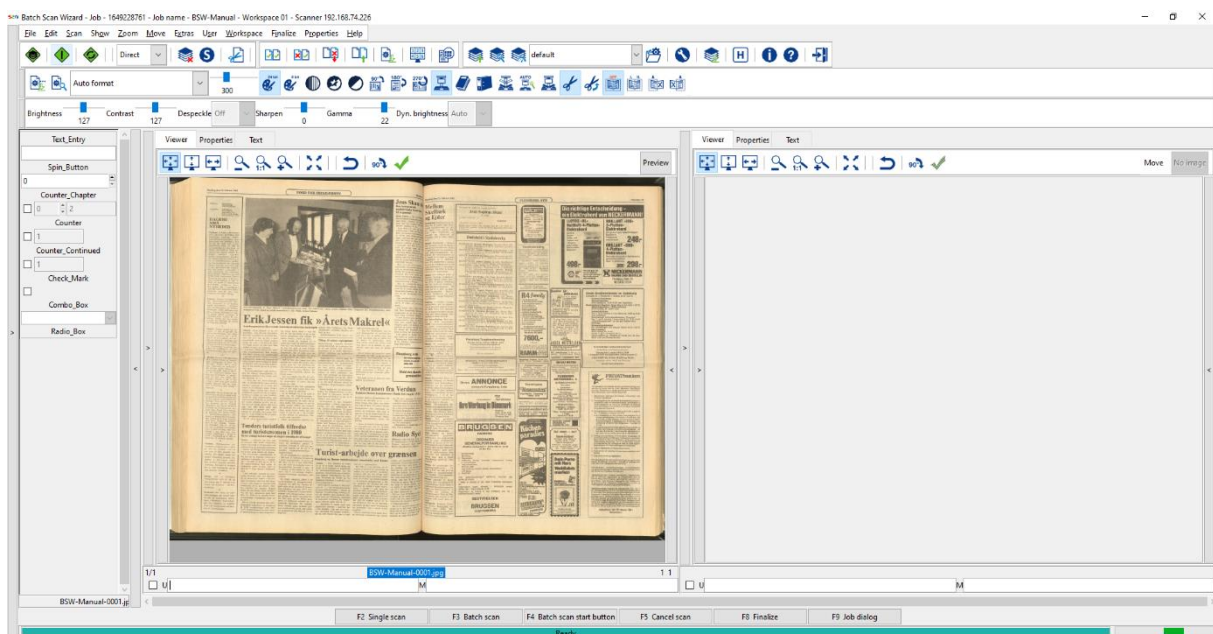


Fig. 16: Batch Scan Wizard Job / Operation mode with opened Page Index Variables bar

### 5.3.1. Job Name Bar

In **operation** or **job** mode the job name bar shows the selected scan job name or job id of the actual scan job.

Batch Scan Wizard - Job - 1611570618 - Job name - Scanjob - Workspace 1 - Scanner 192.168.75.216

Fig. 17: Job Name Bar

### 5.3.2. Main Control Bar

In **job** mode the enhanced main control bar shows more operating buttons and functions of the BSW including Scan Job Setup, Scan Job Browsing, Scanning, Properties, Help and Exiting BSW.



Fig. 18: Main Control Bar

### 5.3.3. Scan Parameter Settings Bar 1

Select the main scan parameters of the connected Scan2Net scanner in the BSW: scan job like paper format, color mode, file format, rotation, page splitting mode and transport functions.



Fig. 19: Scan Parameter Settings Bar 1

### 5.3.4. Scan Parameter Settings Bar 2

Select the main camera scan parameter settings like brightness, contrast, despeckle, sharpen, gamma and dynamic brightness.

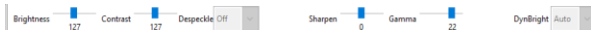


Fig. 20: Scan Parameter Settings Bar 2

**Note:** The Batch Scan Wizard interface and related functions depending on the functions of your Scan2Net scanner. Your scanner may offer you a different set of buttons and parameters depending on the properties of the particular device type.

## 5.4. Software Properties Menu

You can setup an individual start up configuration in the new Batch Scan Wizard Properties menu.

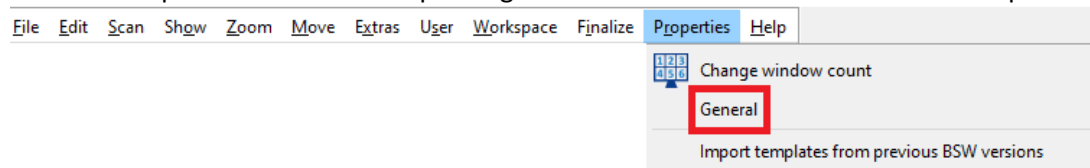


Fig. 21: Program Menu Properties

- Go to the **PROPERTIES** menu, or use the keyboard shortcut combination **Alt+R**.
- Enter **GENERAL**.

### 5.4.1. Display Reverse

**DISPLAY REVERSE** changes the image and numbering order from right to left direction for the whole scan job.

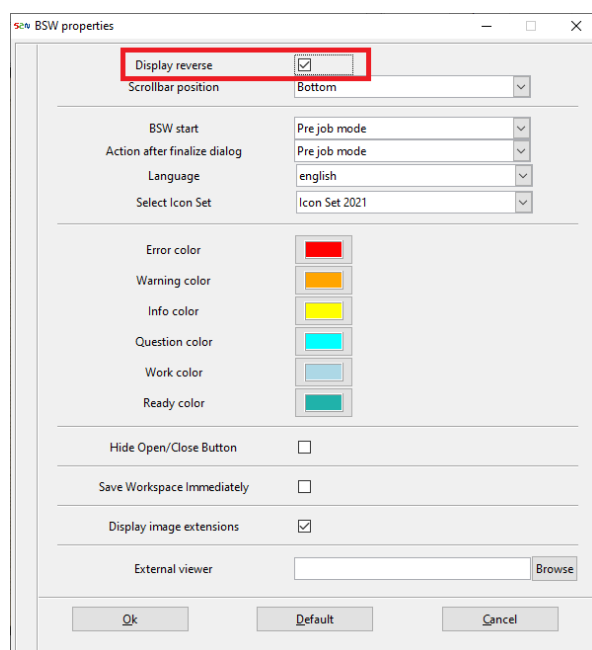


Fig. 22: Batch Scan Wizard General Properties

**Note:** **Page Splitting:** You need to change the page splitting start page from left to right additionally to use the same direction for it. Please refer to the chapter **Single Page Scan** or **Page Splitting** for more information to this.

### 5.4.2. Scrollbar position

You can choose between the following scroll bar positions:

- Top
- Bottom (default)
- Left
- Right.

### 5.4.3. Individual startup configuration

- Go to **PROPERTIES** menu or use the keyboard shortcut combination **ALT+R**
- Go to **GENERAL**
- Go to **BSW START**.

You can choose between the following start up settings:

- Pre-Job mode
- Load last job
- Edit last job
- Create job dialog
- Job browser

### 5.4.4. Action after finalize dialog

You can setup an individual start up after a finalize of a scan job in the new Batch Scan Wizard **Properties** menu.

- Go to **PROPERTIES** menu, or use the keyboard shortcut combination **ALT+R**.
- Go to **GENERAL**.
- Go to **ACTION AFTER FINALIZE DIALOG**.

You can choose between the following start up settings:

- Pre-Job mode
- Create job dialog
- Job browser

### 5.4.5. Editing the status bar colors

- Select a color field to edit a status bar color.

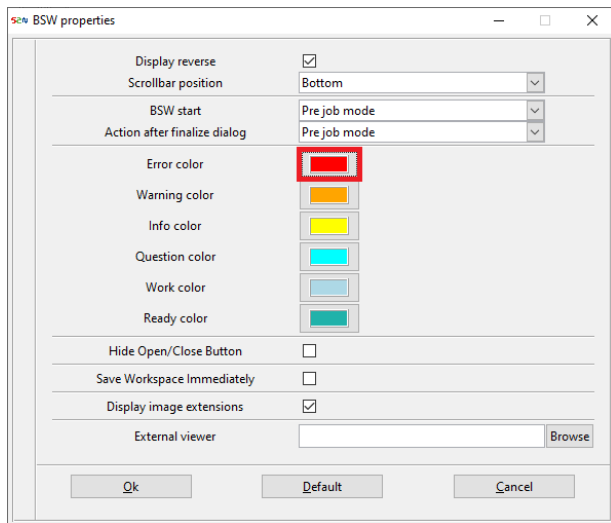


Fig. 23: Editing status bar colors

- Select a new color and save your selection with OK.

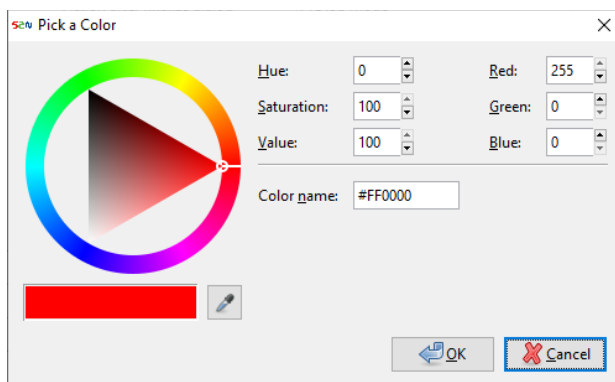


Fig. 24: Select status bar color

### 5.4.6. Hide the image editor menu buttons

The access to the image editing menus can be prevented by disabling the image editing menu buttons.

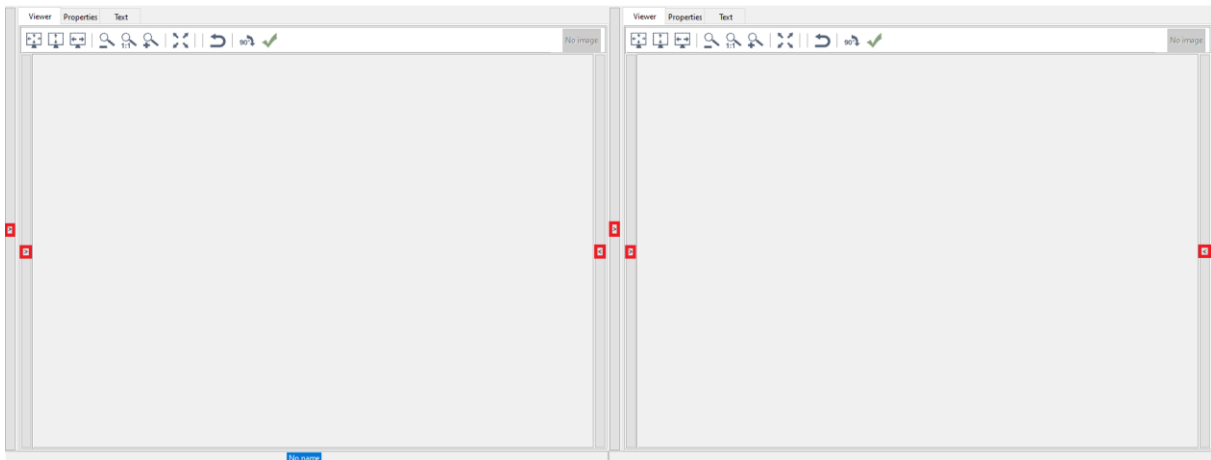


Fig. 25: Activated Image Editor menu buttons (default setting)

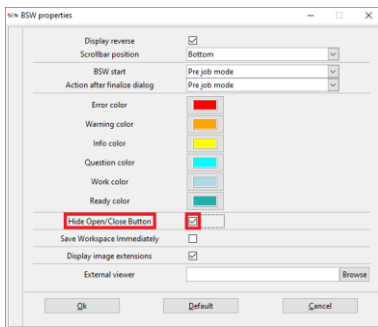


Fig. 26: Hided Image Editor menu buttons

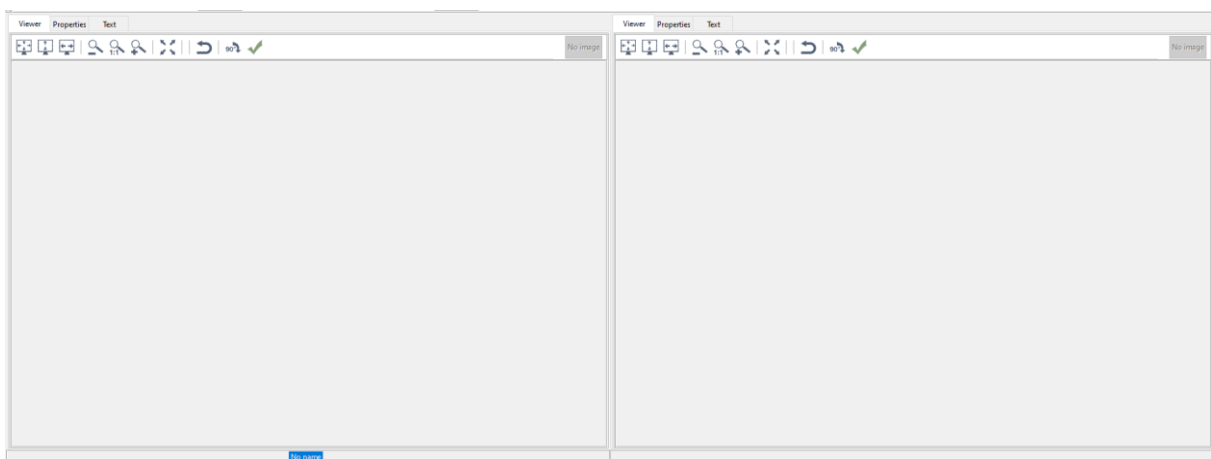


Fig. 27: Deactivated image editor menu buttons

### 5.4.7. Save and load a customized BSW user interface

- Use **Save Workspace** in the **Workspace** file menu to save the currently customized user interface into a selectable **Workspace** setting.

## 5.5. Batch Scan Wizard Scan Workflow


The scan workflow with Batch Scan Wizard is divided into three main steps:

- Scan Job setup
- Scan Operation
- Export of images and meta data files via Finalize procedure.

## 5.6. Quick Start: Single Scan or Batch Scan

The following procedures showing how fast a Batch Scan Wizard scan job can be configured in either of the scan modes - **Batch Scan** or **Single Scan** - when all settings have been configured.

### 5.6.1. A first single scan

- Click  or use the keyboard shortcut combination **CTRL+N** on your PC keyboard to launch the create job dialog of the Batch Scan Wizard.

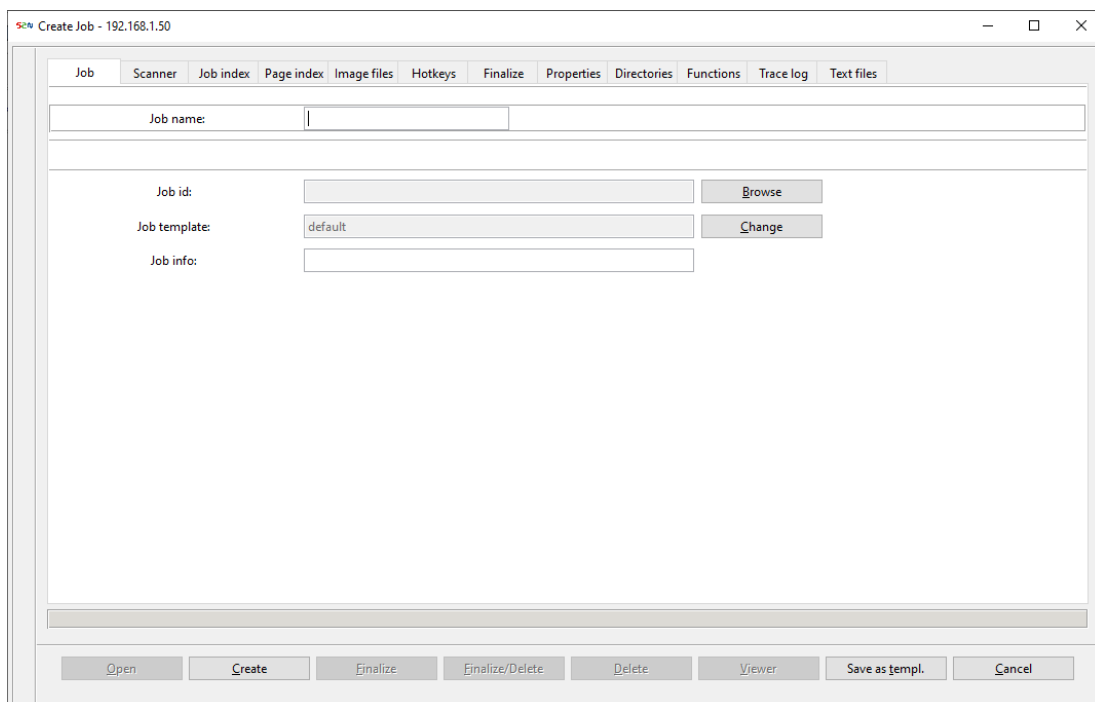


Fig. 28: Create Job Dialog

- Enter an individual name of your scan job into the **job name** field.

- Use the **ENTER** key on your keyboard to launch the Batch Scan Wizard scan interface.

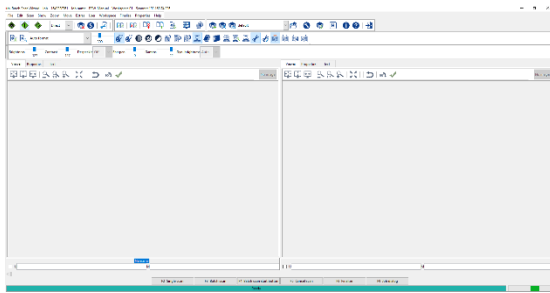





Fig. 29: Main Operation Screen

- Change or modify the scan parameters (i.e., paper format, color mode, resolution ...) as required.
- Option: Click  or **F2**, or use **F2** on your PC keyboard, or use the keyboard shortcut combination **ALT+1** for **Single Scan**.
- Click  or **F5** or **ESC** to stop immediately and to cancel the scan operation.
- Click  or **F8**, or the keyboard shortcut combination **CTRL+J** to start to export of the scanned image into the target directory via **Finalize**.
- Move to the **Finalize Manager** window.

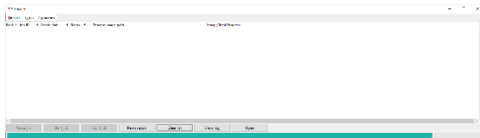













Fig. 30: Finalize Manager Main Screen

- View the progress line of your scan job.
- Wait until the progress bar shows 100%.
- Open the target directory, which contains the exported images, by a **LEFT MOUSE** double click on the line of the finalized job.

### 5.6.2. A first batch scan

Step	Function	Operation
01.	 or <b>CTRL+N</b>	Start the <b>Create Job</b> dialog.
02.		Enter a job name into the <b>job name</b> field.
03.	<b>Enter key</b>	Use the <b>ENTER</b> key on your PC keyboard.
04.	<b>Hotkey F4 Batch scan start or F4</b>	In the open Batch Scan Wizard job click the hotkey <b>F4 Batch scan start</b> or use <b>F4</b> on your PC keyboard. The Batch Scan Wizard changes the default scan mode <b>Direct</b> to scan mode <b>Wait</b> .
05.		Option: Click  or use <b>F3</b> or use the keyboard shortcut combination <b>ALT+B</b> for <b>Batch Scan</b> . Wait until the <b>External Start Screen</b> is displayed on the touchscreen of the scanner – Or start the scan by using the optional connected foot switch.
06.		On the scanner touch screen tap <b>SCAN NOW</b> to start the batch scan operation. The images will be transferred into the open scan job of the Batch Scan Wizard.
07.	 or <b>STOP</b>	Click  or <b>F5</b> to stop immediately and to cancel the scan operation. Or tap <b>STOP</b> on the scanner touch screen to halt the batch scanning for editing or to modify the scanned batch or the scan parameters used.
08.		Click  <b>BATCH SCAN</b> to start the batch scan operation again.
09.		Click  or <b>F5</b> to stop immediately and to cancel the scan operation.
10.	<b>EXIT</b>	Tapping <b>EXIT</b> on the scanner touch screen changes the <b>External Start Screen</b> to the default Scan2Net touchscreen application.
11.		Click  , <b>F8</b> or <b>CTRL+J</b> to start the image export via <b>FINALIZE</b> .

## 6. Scan Job Setup

### 6.1. Overview

During the scan job setup in the **Create Job** dialog **CTRL+N**, scan job process files with the automated or chosen job name and all other associated settings (like scanner IP and proxy server address, capture directory, finalize directory, job index parameters, image path, image file name, image scan parameter settings and hotkey settings) will be created.

For more information, please refer to the **Create job** chapter in this manual.

#### 6.1.1. Scan Job Templates

Each created scan job can be saved as a template for generating or starting new scan jobs very easy. The new job template can be selected in the **Job Template Browser** dialog box. For more information, please refer to the **Create job** chapter in this manual.

#### 6.1.2. Scan Job Indexing

With the new **Job Index Editor** you can setup your own job index variables for the job index field creation in the **Create Job** dialog. For more information, please refer to the **Create job** chapter in this manual.

#### 6.1.3. Page Indexing

With the new **Page Index Editor** you can setup your own page index variables for the page index field creation in the **Create Job** dialog. For more information, please refer to the **Create job** chapter in this manual.

#### 6.1.4. Image File Path

Individual or complex image file path names and subdirectory structures can be easily created by combining generated index variables with index strings in the new **Image Path Editor**. For more information, please refer to the **Create job** chapter in this manual.

#### 6.1.5. Image File Names

Individual or complex image file names and file names structures can now easily created by combining generated index variables with index strings in the new **Image File Name Editor**. For more information, please refer to the **Create job** chapter in this manual.

#### 6.1.6. Multipage Files

Batch Scan Wizard exports **Multipage PDF** and **Multipage TIFF** files. For more information please refer to the chapter **Finalization of the scan process** in this manual. The file names and file name structures can now be created by combining generated index variables with index strings in the new **Image File Name Editor**. For more information, please refer to the **Create job** chapter in this manual.

### 6.1.7. Image Scan Parameters

**Image scan parameters** are the settings for paper format, image resolution, color modes, file format, scan direction mode, camera settings etc. For more information, please refer to the **Image Scan Parameter Setup** chapter in this manual.

### 6.1.8. Hotkeys

**Hotkeys** are predefined or individually modified function keys for a scan job, used to optimize the operation process. For example, click **F2** to start a **Single Scan** or **F3** to initiate a **Batch Scan** process are two examples of hotkey settings. For more information, please refer to the **Hotkeys** chapter in this manual.

## 6.2. Create Job Dialog

All predefined settings in the setup dialog can be edited or changed in the tabs of the **Create Job Dialog**, or use the keyboard shortcut combination **CTRL+N**. You will find more information about this in the following chapters of the manual.

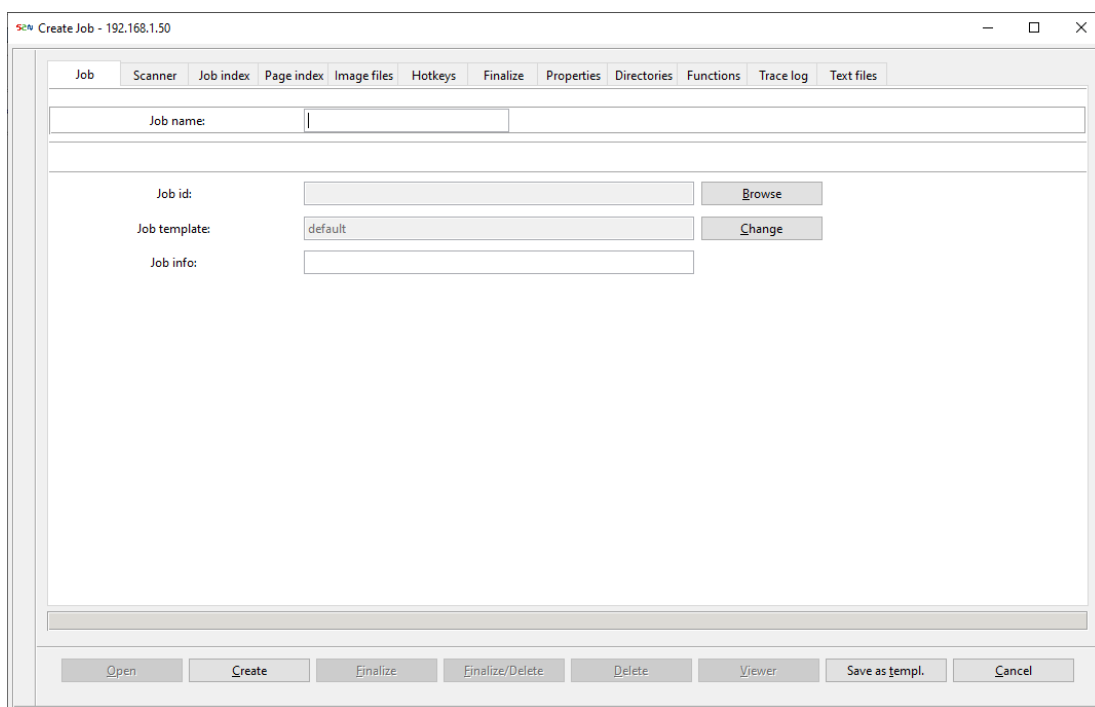


Fig. 31: Job Tab

### 6.2.1. Job Tab

A scan job can be created

- by the use of an individual name for the scan job.
- by the selection of an existing job-variable (like **%s(job\_id)** or
- by the creation and combination of scan job variables.

### 6.2.1.1. Scan Job Name

- Enter a name in the line **Job name** for the new scan job; e.g., New Job.
- Click **CREATE** to save the basic settings of your scan job and to start the Batch Scan Wizard in to scan operation mode. Here you can modify the further scan parameters for your job.

### 6.2.1.2. Job ID

- Each scan job can have a unique ID. This ID is defined by the number of seconds that have elapsed since midnight in the Coordinated Universal Time (UTC) time zone, January 1, 1970, not counting leap seconds.
- Example: 1340908148 (2012-06-28 18:29:08Z).
- Please refer to the Job ID in the Image File name chapter to get more information how to replace the job name with a Job ID in your scan job.

### 6.2.1.3. Job template

- Select one of the available scan job templates for scanning with individual collected scan parameters and settings.

### 6.2.1.4. Job Info

- In this field, you can add descriptive information about your new scan job or scan job template.

## 6.2.2. Scanner Profiles

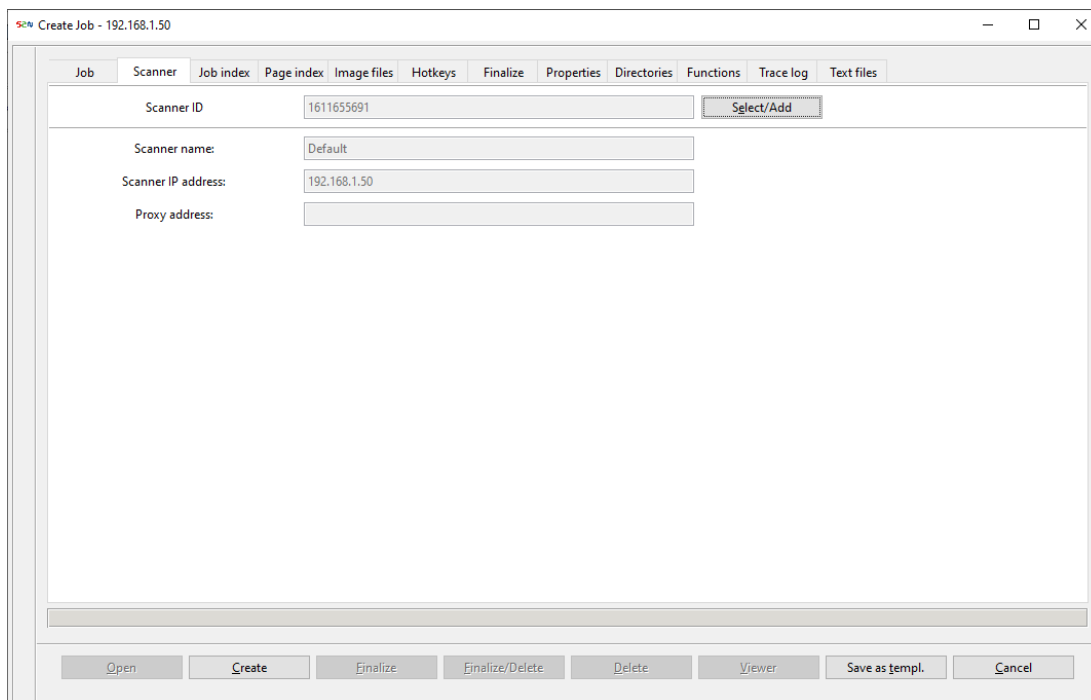


Fig. 32: Scanner Tab

### 6.2.2.1. Scan2net Scanner Profile

- In the **Scanner** tab setup, load and save a Scan2Net scanner as a scanner profile including the scanner name and IP address in your local network.
- Click **Select/Add** to launch the **Scanner Browser**.

### 6.2.2.2. Scanner Browser

The **Scanner Browser** lists all saved Scan2Net scanner profiles with information about:

#### Scanner profile name

The name of the Scan2Net scanner profile.

#### IP Address or Network Name

An IP address (Internet Protocol address) is assigned to identify the scanner on a computer network. A network name – a defined name for the scanner, like “MyScanner:80” with the fixed port address 80, can also be used.

#### Proxy Address

- Type in the IP address of the local proxy server. A proxy server is a server which exists between a client application, such as a Web browser, and a real server.
- Ask your network administrator whether a proxy server is required to access the scanner.

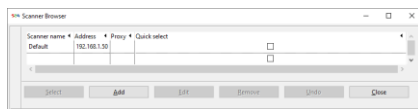


Fig. 33: Scanner Browser

### 6.2.2.3. Select a Scanner Profile

- Select and load a scanner profile via double click or by selecting the profile in the list and clicking **Select**.

### 6.2.2.4. Quick Select a Scanner Profile

- Select the Quick Select check box of the new scanner profile to add the scanner profile to the Select Scanner menu.

**Note:** With this operation you load a saved scanner profile as the new default scanner for subsequent jobs.

### 6.2.3. Add and create a Scanner Profile

- Click **ADD** to load the **Scanner Editor** to add and save a new scanner profile.

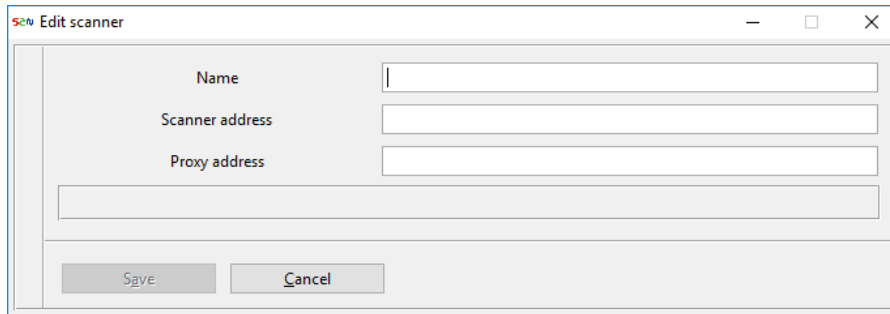

 A dialog box titled "Edit scanner" with a standard Windows window frame. It contains three input fields: "Name", "Scanner address", and "Proxy address". Below these fields is a large, empty rectangular area. At the bottom of the dialog are two buttons: "Save" and "Cancel".

Fig. 34: Scanner Editor

#### 6.2.3.1. Edit a Scanner Profile

- Load a scanner profile into the **Scanner Editor** by clicking **EDIT**.

#### 6.2.3.2. Remove a Scanner Profile

- Remove a scanner profile via double click or by selecting the profile in the list and clicking **REMOVE**.
- **UNDO** negates the last remove of a scanner profile.
- **CANCEL** aborts the current action.

### 6.2.4. Job Index Variables

- Create, edit and add **job index variables**, as string or integer data types for your scan job, in the **Job Index Tab**, when you like to add or combine two or more name parts to an image or to a directory name.
- Use a job index variable to build image file names, directory names and directory structures or to provide index or trace log and text files, e.g. for tracking the image export results of a scan job operation or supporting document management systems and databases. These files are text based (currently UTF8) and they can be created in an individual file format, like xml, html and txt.

**Note:** All new created job index variables are related to their scan job only. You can create a scan job template from each scan job to use the job index variables in the next one.

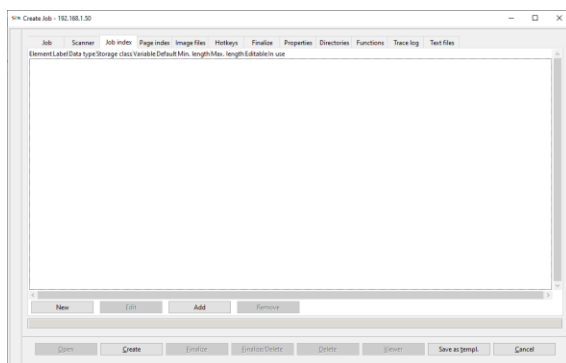

 A window titled "New Create Job - 100.100.1.100" with a menu bar containing: Job, Scanner, Job index, Page index, Image files, Hotkeys, Finalize, Properties, Directories, Functions, Trace log, and Text files. Below the menu bar is a list box containing the text "Document Label Data type Storage class Variable Default Min. length/Max. length Editable in use". At the bottom of the window are two rows of buttons: the first row has "New", "Edit", "Add", and "Remove"; the second row has "Open", "Create", "Finalize", "Finalize/Delete", "Delete", "Printer", "Save as template", and "Cancel".

Fig. 35: Job Index tab

#### 6.2.4.1. Job Index Tab Functions

This tab offers the following functions.

- **NEW** launches the **Index Variable Editor** to create individual scan job variables.
- **EDIT** launches the **Index Variable Editor** to edit your individual scan job variables.
- **ADD** launches the Index Browser to add available built-in variables to your scan job.
- **REMOVE** removes the selected variable from the list.
- **SAVE AS TEMPLATE** saves your scan job settings as a job template.
- **CANCEL** stops the editing and close the Create Job Dialog

#### 6.2.4.2. Create individual job index variables with the Index Variable Editor

- Click **NEW** to start the **Index Variable Editor**.

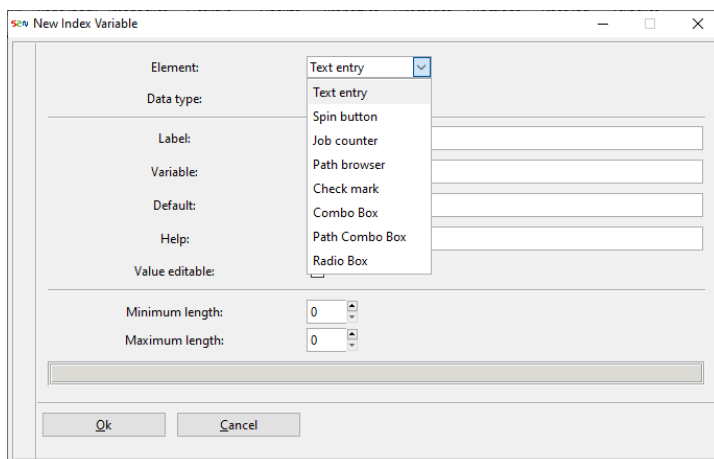


Fig. 36: Job Index Variable Editor

### 6.2.4.3. Job Index Variables Elements

Job Index Variables Elements	Integer	String
Text Entry		•
Spin Button	•	
Job Counter	•	
Path Browser	•	•
Check Mark	•	
Combo Box	•	•
Path Combo Box		•
Radio Box	•	•

#### Text Entry

Input of strings.

#### Spin Button

Input of numerical values.

#### Job Counter

When a job is created this counter is incremented. If this counter is used, then a scan job can only be created with Create Job (CTRL+N) or with Current Template (CTRL+G).

#### Path Browser

A path can be selected.

#### Check Mark

On and off. The content of the variable will be 1 for "On" and is 0 when "Off".

#### Combo Box

Predefined values can be selected from a list.

#### Path Combo Box

With this combo box, paths that have been previously selected via browser can be selected in the Create Job dialog.

#### Radio Box.

Previously defined values can be selected.

- Select the element.
- Select the **Data Type**: Click **STRING** for a sequence of characters or **Spin** for a sequence of numbers.
- **Label**: Create the title name of the entry field for the variable in the Job Tab.
- Define the **variable** in form of a string or integer character set.
- **Help**: Here you can provide help text for the operator, describing the variable.
- Option: Set the minimum length: 0 - 32 characters.
- Option: Set the maximum length: 0 - 32 characters.
- Click **OK** to finish the creating the variable.

**Note:** When 0 is selected for minimum or maximum length a maximum of 32 characters are possible.

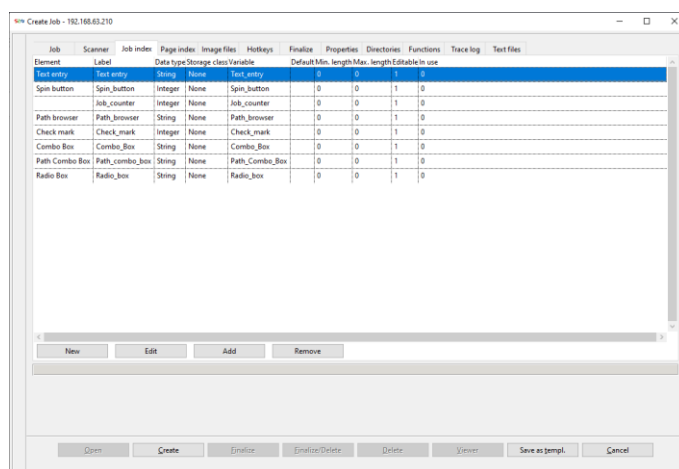


Fig. 37: Job Index Variables

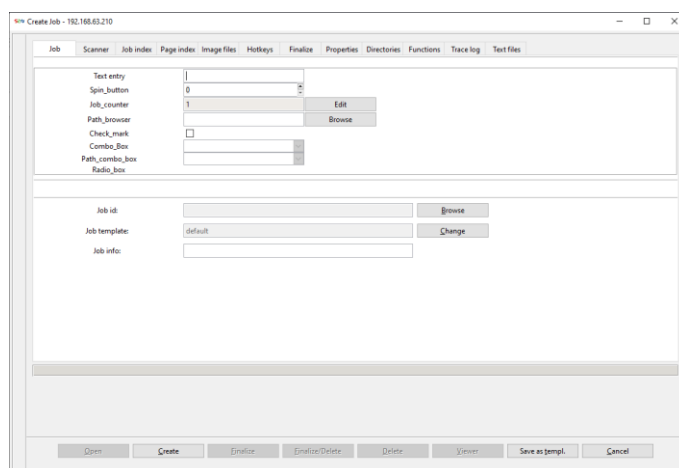


Fig. 38: Job index variable examples for selecting, entering and setting content or values

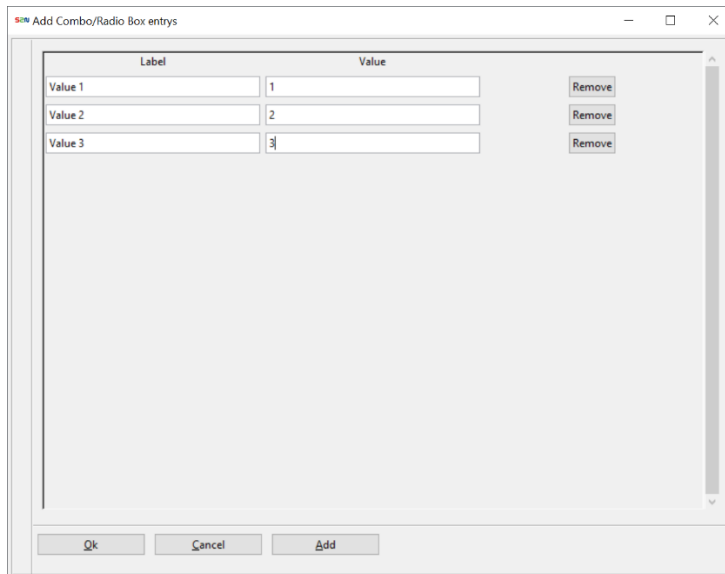


Fig. 39: Add labels and values for combo or radio box entries

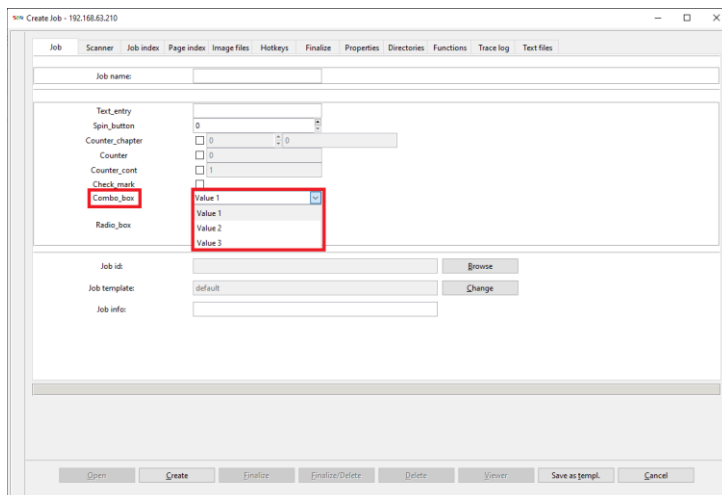


Fig. 40: Example combo box entries

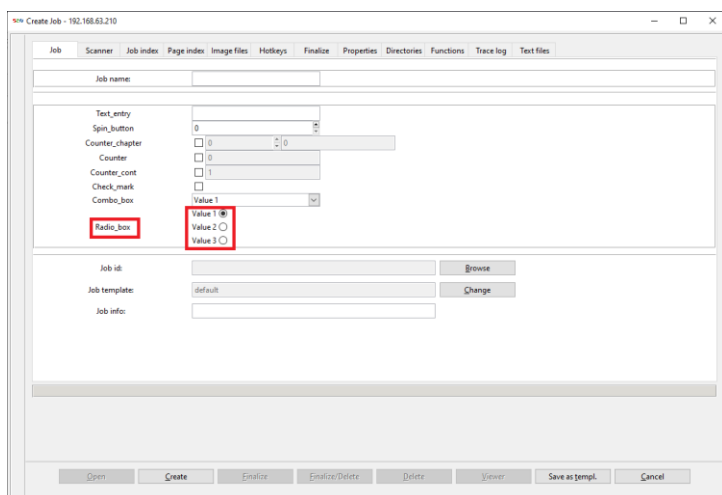


Fig. 41: Example radio box entries

#### 6.2.4.4. Provide your variables with content before operating a scan job

The next step after creating your index variable is the data entry.

The picture below shows the **Job Index Tab** with the selected variables.

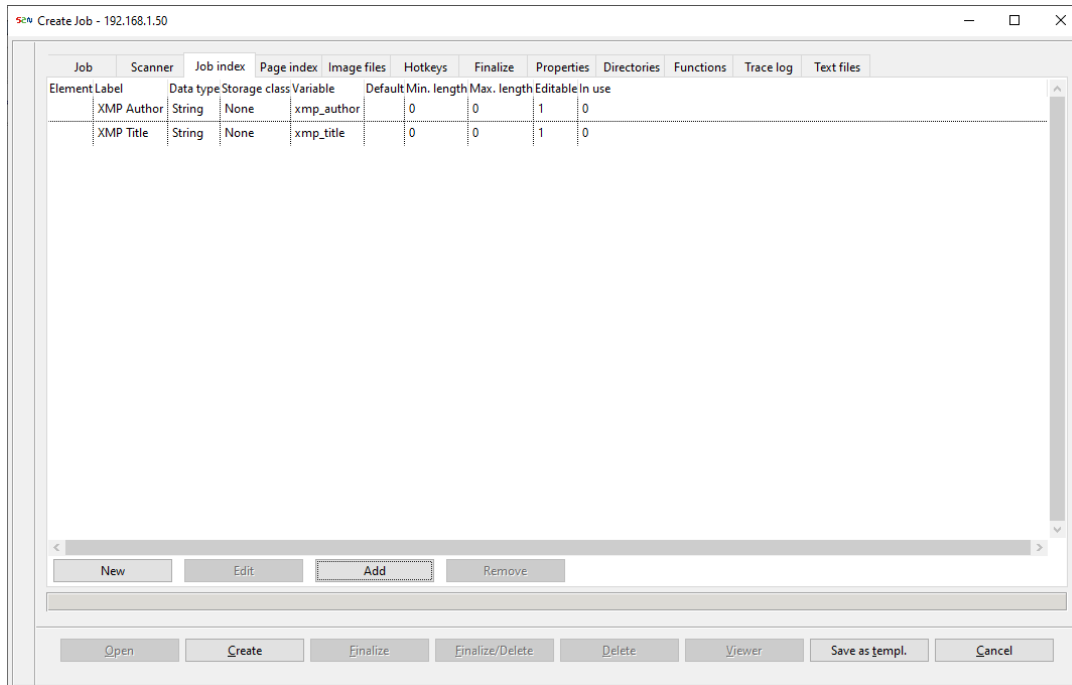


Fig. 42: Selected scan job variables

➤ Move now to the **Job** tab to type in the values for your variables.

The picture below shows the Job Tab with the new entry fields.

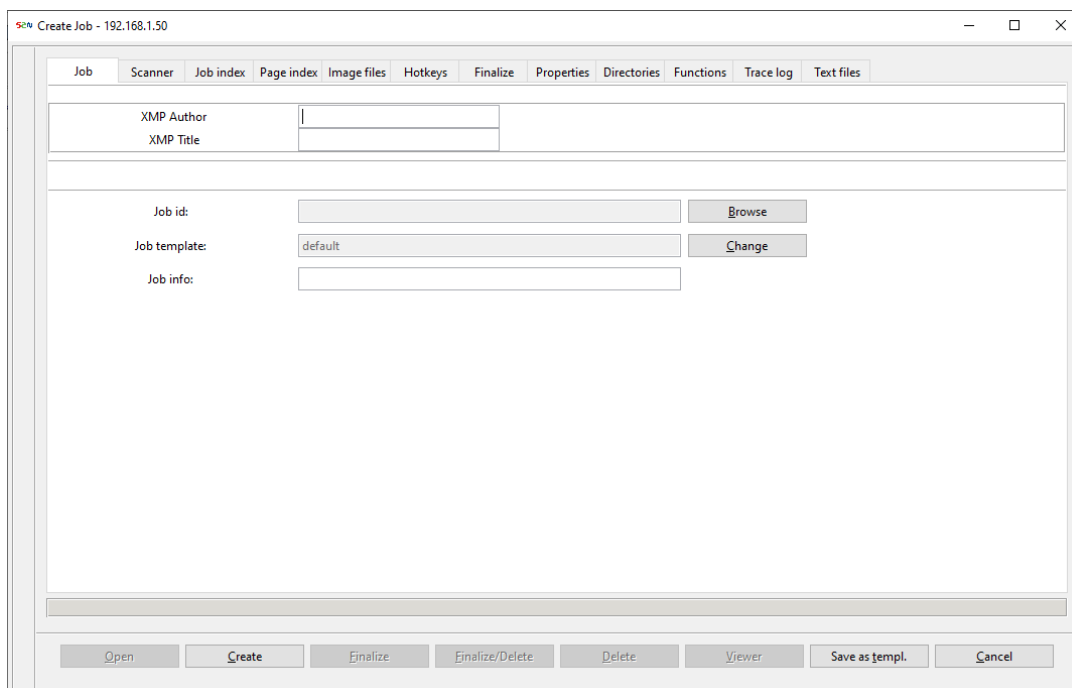


Fig. 43: Job Tab with the new data entry fields

### 6.2.5. Page Index Variables

- Create, edit and add **page index variables**, as string or integer data types for your scan job, when you like to add or combine two or more name or counter parts to an image or to a directory name.
- Use a page index variable to add counters to image file names, directory names and directory structures or to provide index or trace log and text files, e.g. for tracking the image export results of a scan job operation or supporting document management systems and databases. These files are text based (currently UTF8) and they can be created in an individual file format, like xml, html and txt.

**Note:** All new created page index variables are related to their scan job only. You can create a scan job template from each scan job to use the page index variables in the next one.

#### 6.2.5.1. Page Index Bar

The page index bar with the selected page index variable elements will be displayed in the Image Manager. If no page index variables are defined or selected for the scan job, the page index bar is closed.

The page index variables can be displayed in the Image Manager with the focus on the actual scanned image and/or for each individual image. The selection where to show the page index elements is done in the Batch Scan Wizard File Menu -> Properties -> General -> Page Indexes.

The choices are:

- Image Manger & Image Viewer.
- Image Manager
- Imager Viewer.

#### 6.2.5.2. Page Index Variable Editor

Fig. 44: Page Index Variable Editor

- Select the element.
- Select the **Data Type**: Click **STRING** for a sequence of characters or **Spin** for a sequence of numbers.
- **Label**: Create the title name of the entry field for the variable in the Job Tab.
- Define the **variable** in form of a string or integer character set.
- **Help**: Here you can provide help text for the operator, describing the variable.
- Option: Set the minimum length: 0 - 32 characters.
- Option: Set the maximum length: 0 - 32 characters.
- Click **OK** to finish the creating of the page index variable.

**Note:** When 0 is selected for minimum or maximum length a maximum of 32 characters are possible.

### 6.2.5.3. Page Index Variables Elements

Page Index Variables Elements	Integer	String	Persistent	Local
Text Entry		•	•	•
Spin Button	•		•	•
Counter (Chapter)	•			
Counter (Chapter) (Cont.)	•			
Counter	•			
Counter (Cont.)				
Check Mark	•		•	•
Combo Box	•	•	•	•
Radio Box	•	•	•	•

#### Text Entry

Input of strings.

#### Spin Button

Input of numerical values.

#### Counter (Chapter)

The counter will be set to a start value when activated. The counting starts with its activation. After that, the counter is not marked anymore. So only the start of counting is shown.

#### Counter

Counts when activated. When switched off, the start value is reset again.

#### Counter (Cont.)

Counts when switched on. If it is switched off, the last value is retained. If it is switched on again, it continues to count there.

#### Check Mark

On and off. The content of the variable will be 1 when "On" and 0 when "Off".

#### Combo Box

Predefined values can be selected from a list.

#### Radio Box

Predefined values can be selected. age Indexes can be used for Image Name, Trace Log and Text Files.

## Storage classes

For some variables you can select the storage class Persistent or Local.

### Persistent

The content of the variable is copied to the next new image. If the content is changed, the changed content is copied to the next image, analog to the function of the variable **User Name %s(user\_name)**.

### Local

The content can only be used for the image. If a new image is scanned, the default value is used again.

## 6.2.5.4. Notation of Variables

- Use only letters or an underscore \_ may for the first character of a user defined variable.
- An underscore \_ automatically precedes a number.
- Invalid characters are replaced by \_.
- Invalid characters are: '-', '+', '?', '!', '\'', '\'', '\\*', '\$', '%', '&', '/', '(', ')', '=', '\0', '[', ']', '\\', '#', '~', '|', '>', '<', ':', ';', ',', '{', '}', '@'.

## 6.2.5.5. Add built in variables via Built-in Index Variable Browser

- Click **ADD** to start the **Built-in Index Variable Browser**.
- Select the available built-in variables for your scan job.

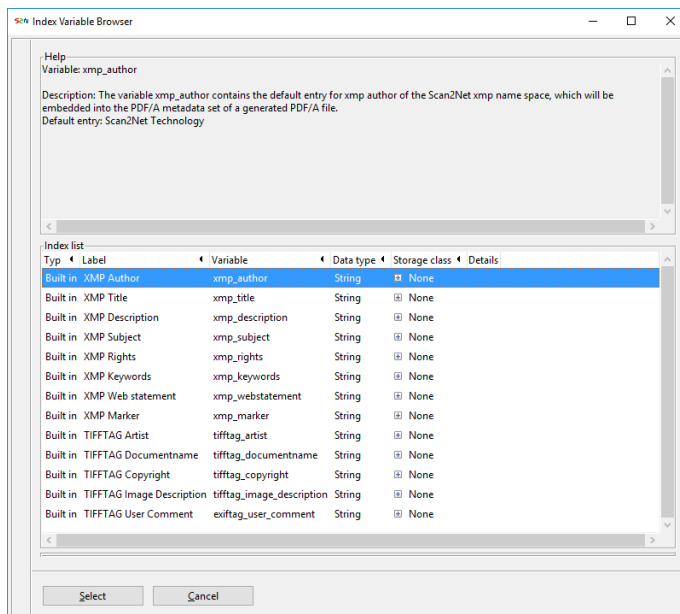


Fig. 45: Index Variable Browser

### 6.2.5.6. Operate with page index variables during a scan job

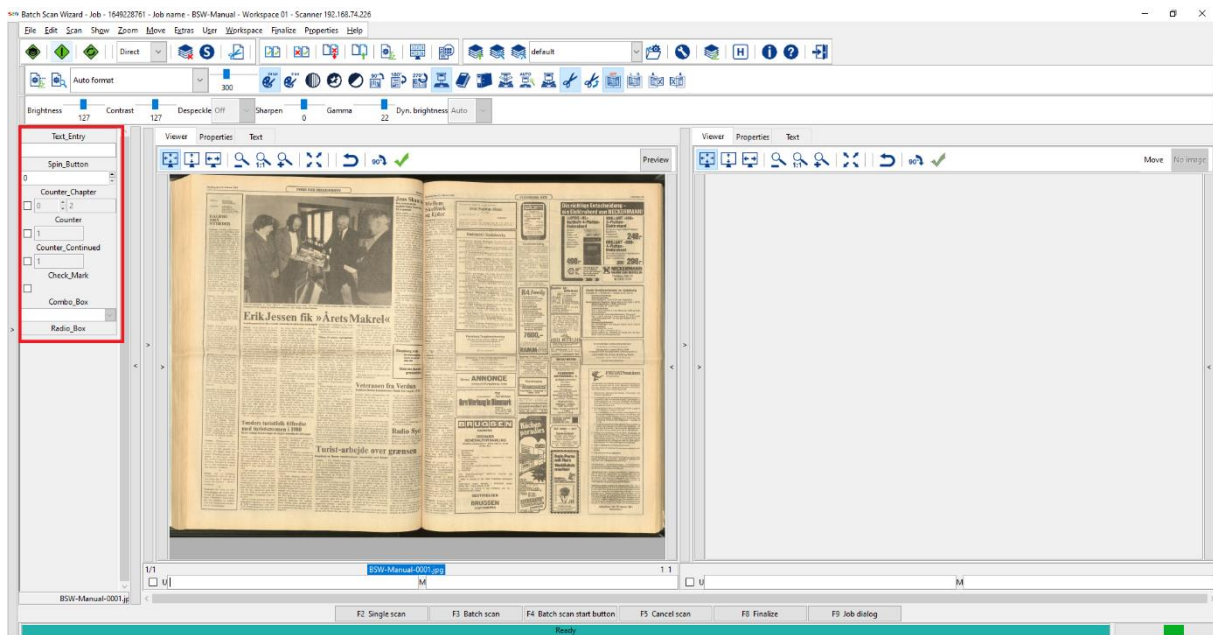


Fig. 46: Enter, set or select values of page index variables during operating a scan job

### 6.2.6. Image Files

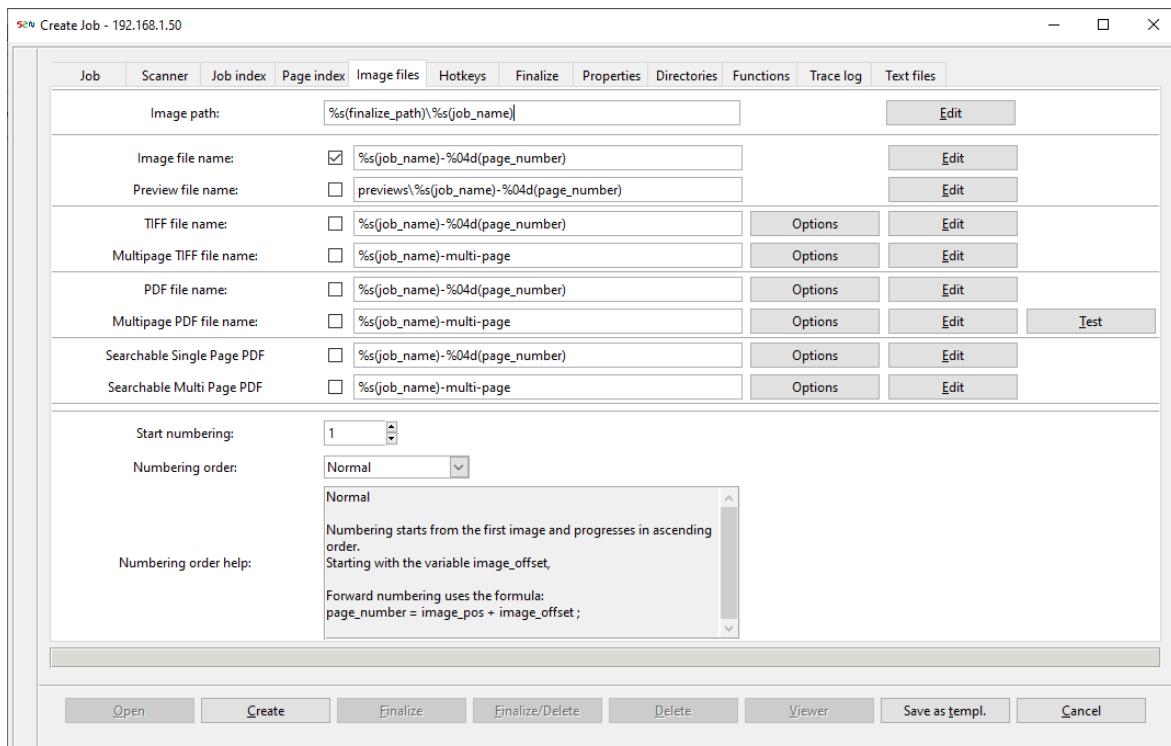


Fig. 47: Image Files Tab

In **Image Files Tab** create, edit and select:

- the **image file path**,
- the **image file name**,
- the **image file conversion**,
- the **metadata**,
- the **start numbering**
- and the **numbering order** of your scan job.

### 6.2.6.1. Create or edit the main image file path

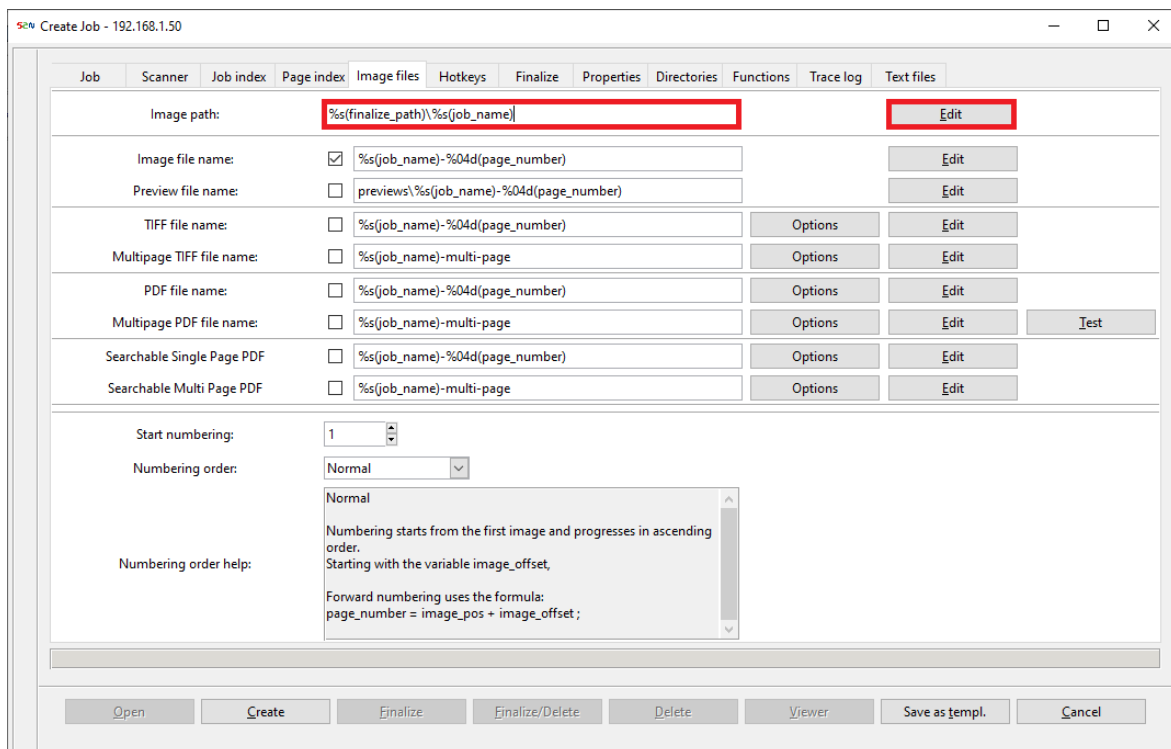


Fig. 48: Create or edit the main image path

You have different options to change or modify your main image file export path - the location for the target directory of the exported image files.

- The default image path **C:\Scan2Net\images** is created during the Batch Scan Wizard setup dialog. This finalize path entered is stored in the variable **%s(finalize\_path)**.
- Move to the Directories tab in the Create Job dialog and select a finalize target directory for the image path of your scan job.
- Or edit the image path and directory structures by combining variables with the index string editor in the image files tab.
- Enter an individual path to a target directory on your hard drive, USB-drive, network drive e.g. in the line image path.

### 6.2.6.2. Edit the image path string by selecting variables

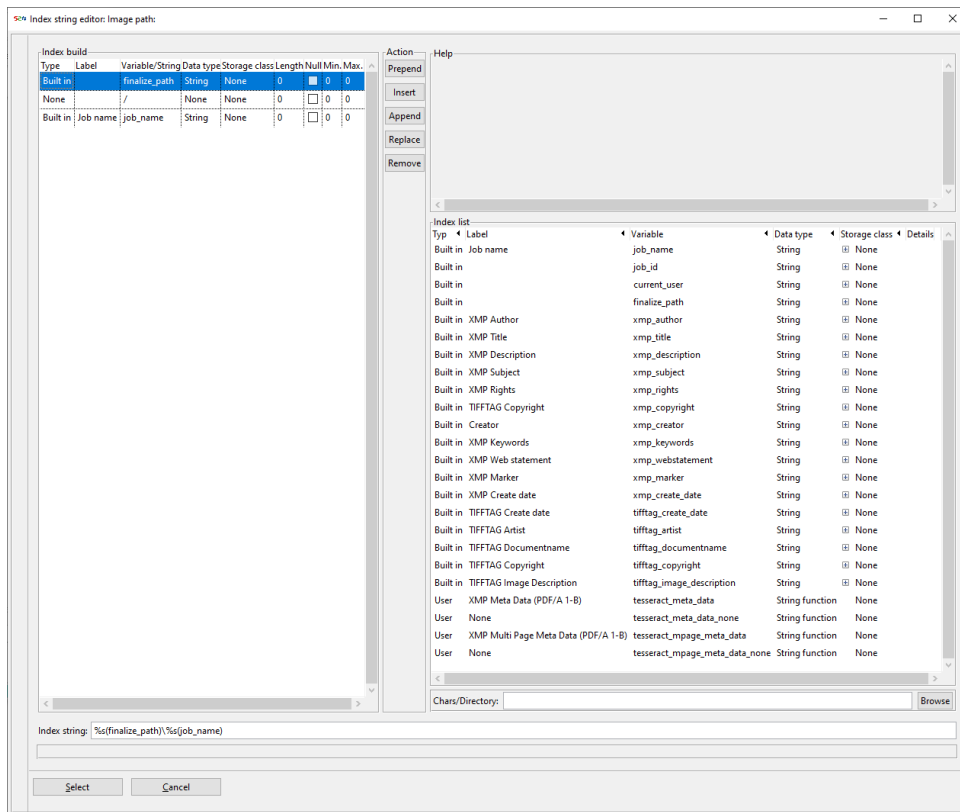


Fig. 49: Edit the image path

- Click **EDIT** on the image path line to launch the Image path edit dialog window in the index string editor. The line index string shows the actual string for the image path as a combination of variables from the index list.
- **%s(finalize\_path)** is the variable for the main directory path in which the images will be stored after export. The content of the variable **%s(finalize\_path)** can be changed in the directory tab of the create job dialog.
- The “\” between both variables indicates a subdirectory. Creating a subdirectory prevents accidentally overwriting existing exported images during the image export part of the finalize process.
- **%s(job\_name)** is the variable which uses the job name or the combination of job index variables in the Job Tab.
- In **Index list** select a variable.

Go to the Action buttons and use:

- **Prepend**  
Use **PREPEND** to place the variable at the first position in your index string.
- **Insert**  
Select a variable in the **Index Build** list with your left mouse button and use **INSERT** to place the new variable before the selected variable in the index build list.
- **Append**  
Select a variable in the index build list with your left mouse button and use **Append** to place the new variable after the selected variable in the index build list.

➤ **Replace**

Select a variable in the **Index** list with your **LEFT MOUSE** button, select a variable in the index build list with your left mouse button and use **REPLACE** to replace the selected variable in the index build list with a variable in the index list.

➤ **Remove**

Click **REMOVE** to remove the selected variable from the index build list.

**Chars/Directory**➤ **BROWSE**

Select the image target directory by using **BROWSE**.

## ➤ Or type or copy and paste the path into the line Chars/Directory.

**6.2.6.3. Image File Names**➤ In the line image file name, in the **Image Files** tab, create and edit **image file names** for your scan job.

The screenshot shows the 'Create Job' dialog box with the 'Image files' tab selected. The 'Image file name' field is highlighted with a red box, containing the formula '%s(job\_name)-%04d(page\_number)'. The 'Edit' button next to it is also highlighted with a red box. Other fields include 'Image path', 'Preview file name', 'TIFF file name', 'Multipage TIFF file name', 'PDF file name', 'Multipage PDF file name', 'Searchable Single Page PDF', and 'Searchable Multi Page PDF'. A 'Numbering order help' section is visible at the bottom.

Fig. 50: Image file name

#### 6.2.6.4. Edit the image file name string by selecting variables

- Click **EDIT** on the image file name line to launch the **Image file name** edit window in the index string editor. The line **Index string** shows the current string for the image file name as a combination of variables from the index list.

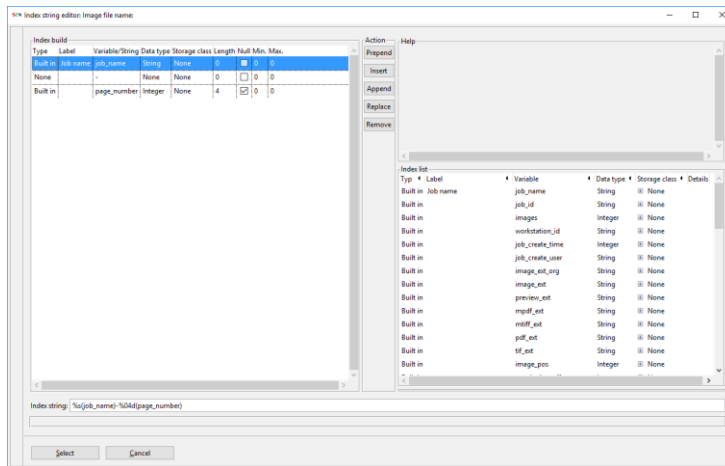


Fig. 51: Edit the image file name

- **%s(job\_name)** is the variable which uses the content of the job name line or the combination of job index variables in the Job Tab.
- As an example, the **-** between both variables is used as a separator in the file name. All available characters can be used as a separator.
- **%04d(page\_number)** is a variable which includes an integer output with four digits and leading zeros: "%04d" will be "0001".

#### Examples

**%1d will be 1**

**%2d will be .1**

**%3d will be ..1**

**%4d will be ...1**

**%5d will be ....1**

**%01d will be 1**

**%02d will be 01**

**%03d will be 001**

**%04d will be 0001**

**%05d will be 00001**

#### 6.2.6.5. Preview File Name

- Previews can be used to produce HTML pages with the Batch Scan Wizard. You will find more information to this in the following chapters.
- Click **EDIT** on the line **Preview file name** to start editing the file name.

#### 6.2.6.6. TIFF File Name and File Conversion

- Activate **TIFF file name** to get an additional single TIFF file output, by a file conversion in Batch Scan Wizard, when another file format is selected on the scanner (JPEG, PDF, e.g.).
- Select **OPTIONS** and select in **Meta data: TIFF Metadata** when you like to include a selected, predefined, set of meta data from the scanner. Please refer to the related meta data chapter in the scanner operation manual to this.
- Click **EDIT** on the line **TIFF file name** to start editing the file name.

#### 6.2.6.7. Multi Page TIFF File Name and File Conversion

- Activate **Multi page TIFF file name** to get an additional multi page TIFF file output, by a file conversion in Batch Scan Wizard, when another file format is selected on the scanner (JPEG, PDF, TIFF e.g.).
- Select **OPTIONS** and select in **Meta data: TIFF Metadata** when you like to include a selected, predefined, set of meta data from the scanner. Please refer to the related meta data chapter in the scanner operation manual to this.
- Click **EDIT** on the line **Multi page Tiff file name** to start editing the file name.
- Scan parameters should be checked before finalizing.
- The images in the multipage file containing the used scan parameters of the images in the scan job.
- A file format conversion is not intended.

#### 6.2.6.8. PDF File Name and File Conversion

- Activate **PDF file name** to get an additional single PDF file output, by a file conversion in Batch Scan Wizard, when another file format is selected on the scanner (JPEG, TIFF, e.g.).
- **Ensure, when Image file name is activated too, that the selected combination of file naming variables is different to the variable combination of another selected file name output.**
- Add an individual file name part to file naming variables with one or more individual characters.
- Select **OPTIONS** and select in **Meta data: S2N name space PDF/A** when you like to include a selected, predefined, set of meta data from the scanner. Please refer to the related meta data chapter in the scanner operation manual to this.
- Click **EDIT** on the line **PDF file name** to start editing the file name.

#### 6.2.6.9. Multi Page PDF File Name and File Conversion

- Activate **Multi page PDF file name** to have an additional multi page TIFF file output, by a file conversion in Batch Scan Wizard, when another file format is selected on the scanner (JPEG, PDF, TIFF e.g.).
- Select **OPTIONS** and select in **Meta data: S2N name space PDF/A** when you like to include a selected, predefined, set of meta data from the scanner. Please refer to the related meta data chapter in the scanner operation manual to this.
- Click **EDIT** on the line **Multi page PDF file name** to start editing the file name.
- Scan parameters should be checked before finalizing.
- The images in the multipage file containing the used scan parameters of the images in the scan job.
- A file format conversion is not intended.

#### 6.2.6.10. Searchable Single Page PDF

- Select **OPTIONS** and select in **Meta data: XMP Metadata** when you like to include a selected, predefined, set of meta data from the scanner. Please refer to the related meta data chapter in the scanner operation manual to this.
- Select **OPTIONS** and select in **First language**: the first language which used in the original.
- Select **OPTIONS** and select in **Second language**: the second language which used in the original:

#### 6.2.6.11. Searchable Page Multi Page PDF

- Select **OPTIONS** and select in **Meta data: XMP Metadata** when you like to include a selected, predefined, set of meta data from the scanner. Please refer to the related meta data chapter in the scanner operation manual to this.
- Select **OPTIONS** and select in **First language**: the first language which used in the original.
- Select **OPTIONS** and select in **Second language**: the second language which used in the original.

**Note:** Prerequisites for the export of searchable single page PDF and multipage PDF files.

- **Installed Background OCR option on the used scanner,**
- **Installed Tesseract OCR software on the used Batch Scan Wizard PC,**
- **Selected example-tesseract-searchable-pdf-user-meta-data scan job template in BSW**

#### 6.2.6.12. Start Numbering

The **start numbering field** allows changing the start number of the first scanned image. The default numbering starts with 1.

#### 6.2.6.13. Numbering Order Normal

Batch Scan Wizard offers file numbering scripts for special scan workflow operation and materials.

Supported device types: All

This script generates a file numbering with the order 0001, 0002, 0003.

The numbering starts in an ascending order from the front.

#### 6.2.6.14. Numbering Order Backward

Supported device types: All

This script generates a file numbering with the order ..., 0003, 0002, 0001.

The numbering starts in an ascending order from the rear.

#### 6.2.6.15. Numbering Order Two steps - +2

Supported device types: All

The numbering sequence counts forward, beginning at the respective start numbering preset, in two steps (+2): like 1,3,5,7,9,11,

By changing the start numbering preset, like 2, the numbering sequence counts like: 2, 4, 6, 8, 10...

#### 6.2.6.16. Numbering Order Magazine Simplex

Supported device types: WideTEK CCD scanners with rewind transport function.

This script is made for scanning double side printed magazines on a large format scanner and generates a file numbering with the order 0001, 0002, 0003.

- Remove the staples.
- Scan the innermost double page of the magazine.
- **Option:** Document Output **EJECT**  
The paper will be transported through the scanner and ejected at the back of the scanner. The documents are collected at the back in a stack.
- **Option:** Document Output **REWIND**  
The paper will be transported through the scanner and after finishing the scan sequence; it will be returned to the front side and held in the start position.
- Turn around the stack and scan all back pages.
- The order of the stack is preserved.
- After scanning the last page, finalize the scan job.

#### 6.2.6.17. Numbering Order Magazine Duplex

Supported device types: WideTEK CCD duplex scanners with rewind transport function.

This script is made for scanning double side printed magazines on a large format duplex scanner and generates a file numbering with the order 0001, 0002, 0003.

- Remove the staples.
- Scan the innermost double page of the magazine. Before you scan, turn each page horizontally by 180°.
- **Option:** Document Output **EJECT**  
The paper will be transported through the scanner and ejected at the back side of the scanner. The documents are collected at the back in a stack.
- **Option:** Document Output **REWIND**  
The paper will be transported through the scanner and after finishing the scan sequence, it will be returned to the front side. At the front side it will be and held in the start position. The order of the stack is preserved.
- After scanning the last page, finalize the scan job.

**Note:** This script can only be used with a Scan2Net duplex scanner.

#### 6.2.6.18. Numbering Order Newspaper Simplex

Supported device types: WideTEK CCD scanners with rewind transport function.

This script is made for scanning double side printed magazines on a large format duplex scanner and generates a file numbering with the order 0001, 0002, 0003.

- The closed newspaper needs to be cut open in the middle.
- Start the scan process with the top page of the stack.
- **Option:** Document Output **EJECT**

The paper will be transported through the scanner and ejected at the back side of the scanner. The documents are collected at the back in a stack.

- **Option:** Document Output **REWIND**

The paper will be transported through the scanner and after finishing the scan sequence, it will be returned to the front side. At the front side it will be and held in the start position. After the first passage of the entire stack turn the stack horizontally by 180 ° degrees and scan all back pages. The order of the stack is preserved.

#### 6.2.6.19. Numbering Order Newspaper Duplex

Supported device types: WideTEK CCD duplex scanners with rewind transport function.

This script is made for scanning double side printed magazines on a large format duplex scanner and generates a file numbering with the order 0001, 0002, 0003.

- The closed newspaper needs to be cut open in the middle to build a stack in a numbered order. Start the scan process beginning with the first page of this stack. Before you scan turn each page horizontally by 180 ° degrees, so that page 2 is now facing up and page 1 is face down and put it into the scanner. Scan each page of the stack.

- **Option:** Document Output **EJECT**

The paper will be transported through the scanner and ejected at the back side of the scanner. The documents are collected at the back in a stack.

- **Option:** Document Output **REWIND**

The paper will be transported through the scanner and after finishing the scan sequence, it will be returned to the front side. At the front side it will be and held in the start position.

**Note:** This script can only be used with a Scan2Net duplex scanner.

### 6.2.6.20. Numbering Order Book Cradle Odd

Supported device types: All Bookeye scanners

This script is made for scanning books with a larger format as the scanner desk on a Bookeye scanner and generates a file numbering with the order 0001, 0002, 0003.

- Start with the front side of the book and scan the odd numbered pages, then proceed with the back side of the book and scan the even numbered pages.

### 6.2.6.21. Testing Image Path, File Name and Job Index

Test your designed index variable combinations in your image path, file name and index entries with one click.

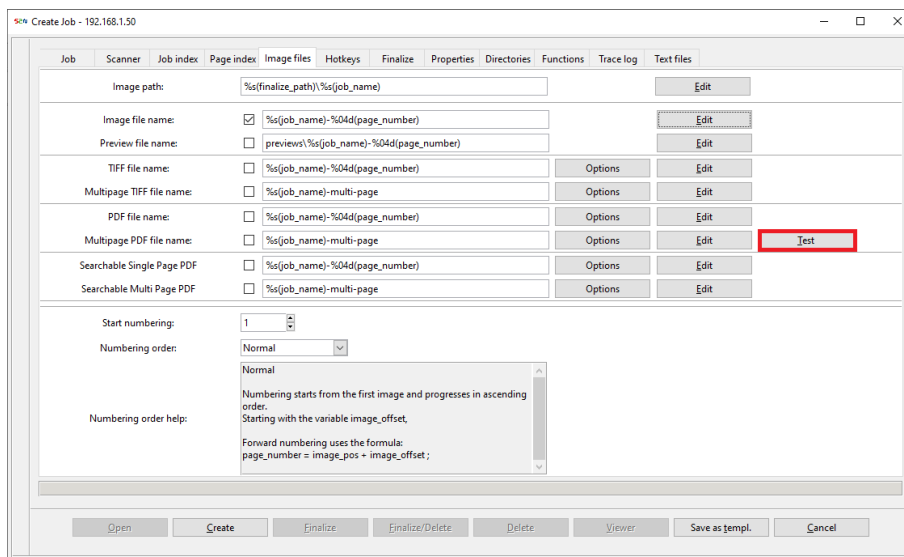


Fig. 52: Start the index test function dialog

- Click **TEST** to start the test procedure.

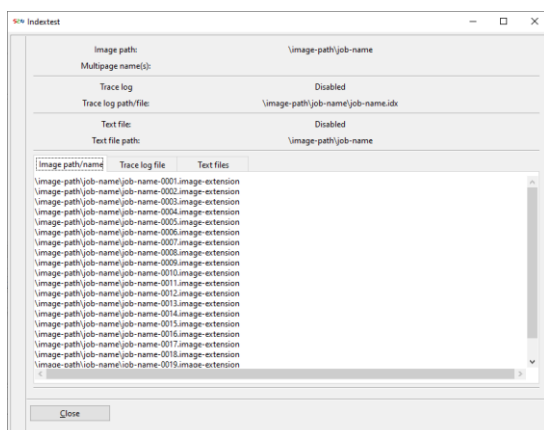


Fig. 53: Image path, file name and index test results

- In index test switch between the tabs Image path/name, Trace log file and Text files to see the possible result of your index variable combinations.

### 6.2.7. Hotkeys - Optimizing Operation Speed

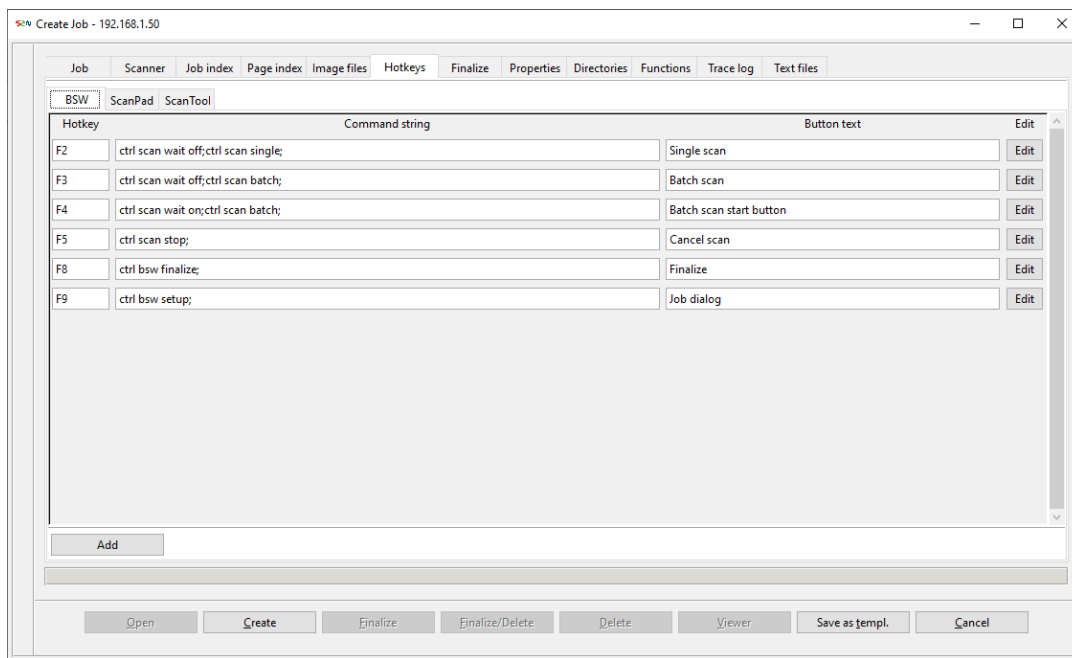


Fig. 54: Hotkey Tab

Predefined actions can be programmed by using certain keyboard keys. The new created Hotkeys are only relevant to the new created scan job or scan job template.

The predefined Hotkeys after installation are:

- **F2**    **Single scan**
- **F3**    **Batch scan**
- **F4**    **Start a batch scan but wait for the start button trigger**
- **F5**    **Cancel scan**
- **F 8**    **Finalize**
- **F 9**    **Open the Create Job dialog.**
- In **Job** mode, click **H - Hotkeys** to edit the Hotkey files in an open job.

**Note:**    Here you need to save the changes to the scan job file.

### 6.2.7.1. Edit a listed Hotkey

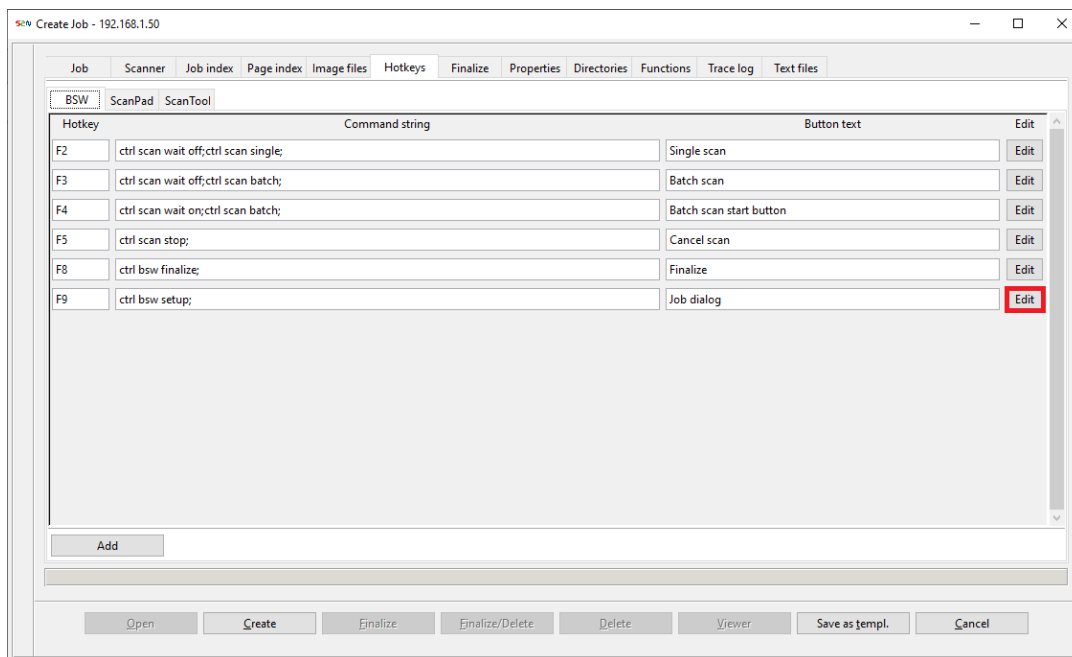


Fig. 55: Start the Select Hotkey Commands dialog

- Click **EDIT** behind the Hotkey you want to edit.

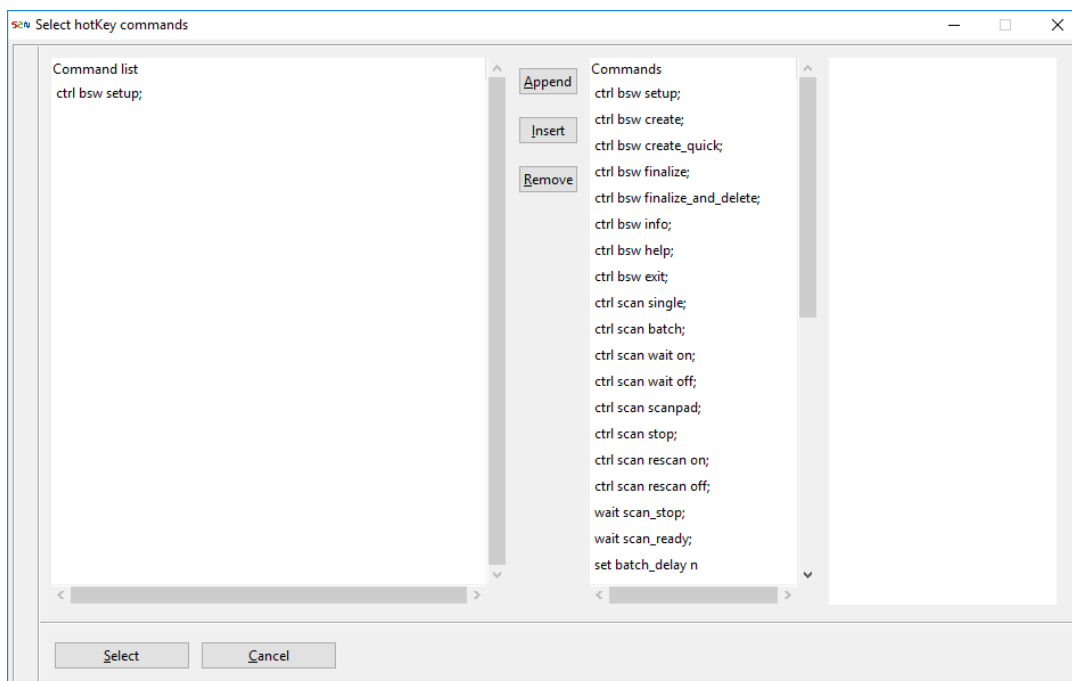


Fig. 56: Hotkey Command Browser: Edit a listed hotkey setting

- In the **Hotkey Command Browser** you can select and combine **hotkey commands**.
- **Append**  
Select a command in the **command list** on the right and click **APPEND** to place it before or after the selected commands on the left.
- **Insert**  
Select a command in the command list on the right and click **INSERT** to place it before a marked command on the left.
- **Remove**  
Click **REMOVE** to remove a selected command from the command list.
- **Select**  
Click **SELECT** to finish editing the **hotkey command string**.

**Note:** A Hotkey can be programmed to execute several commands, sequentially.

#### 6.2.7.2. Adding a new Hotkey

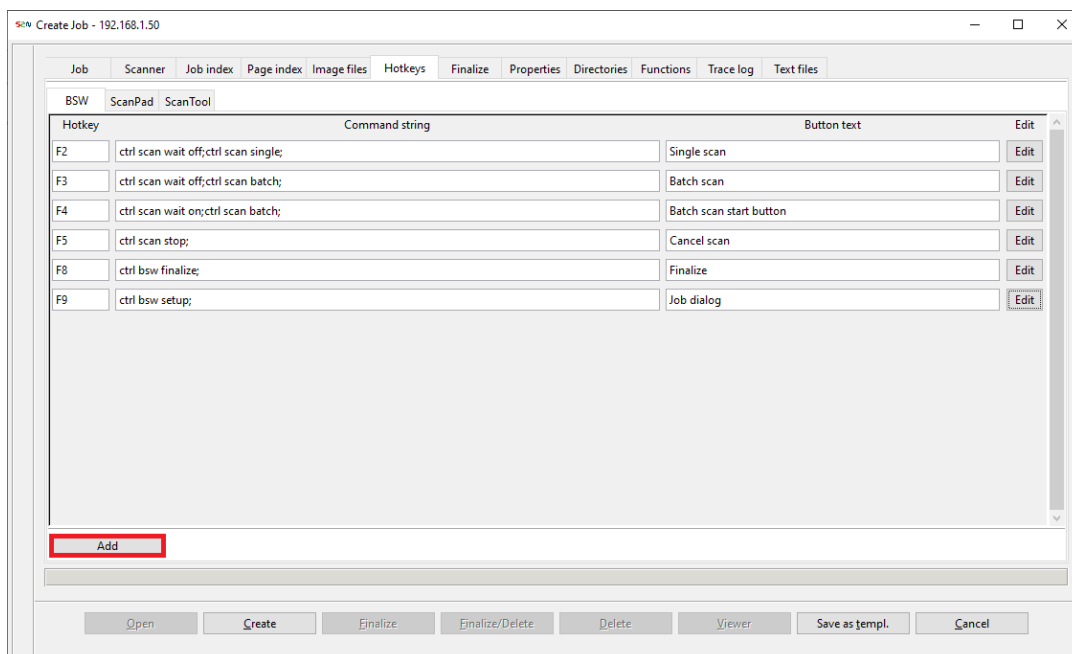


Fig. 57: Add a new Hotkey command line

- Click **ADD** in the Hotkey tab, to get a new hotkey command line.
- Type in a button name into the button text line, like **Help**.
- Click **EDIT** behind the new hotkey command line to start editing the hotkey command string.
- Select the command **ctrl bsw help** and click **INSERT** to import the command into your **hotkey command string**.
- Click **SAVE** to finish the hotkey setup.

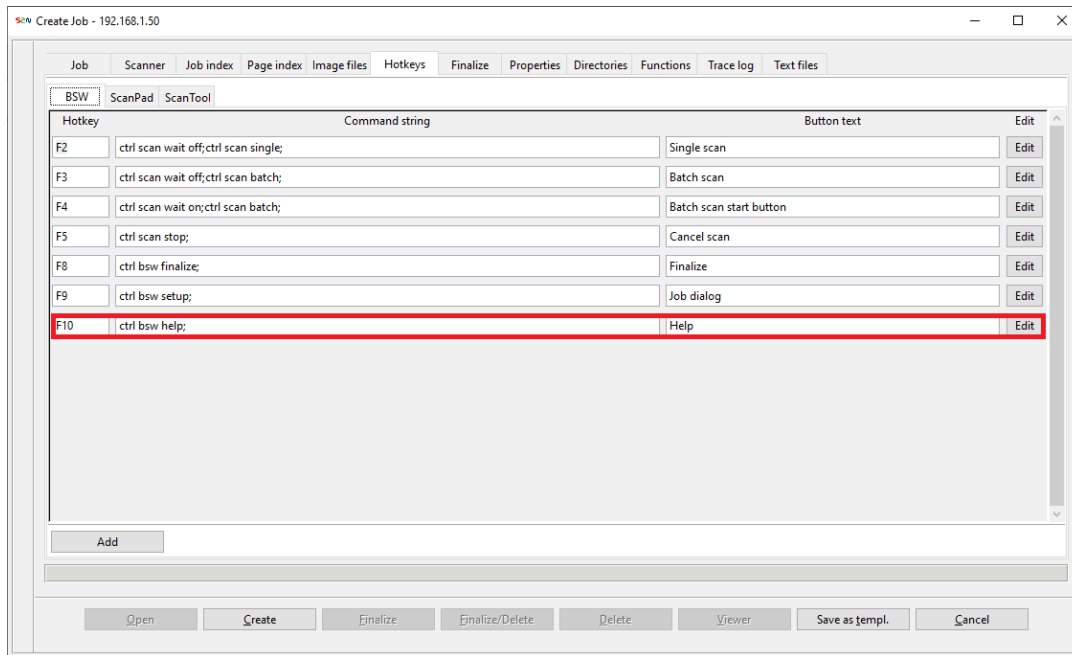


Fig. 58: The complete command line for the new Hotkey Help

**Note:** Please do not use standard windows hotkeys. The Function keyboard keys F1 until F12 or keyboard keys in combination with CTRL and or ALT can be used.

### 6.2.7.3. Testing the new Hotkey

- Back in Create Job Dialog click **OPEN** to launch, view and test your scan job with the new hotkey button.

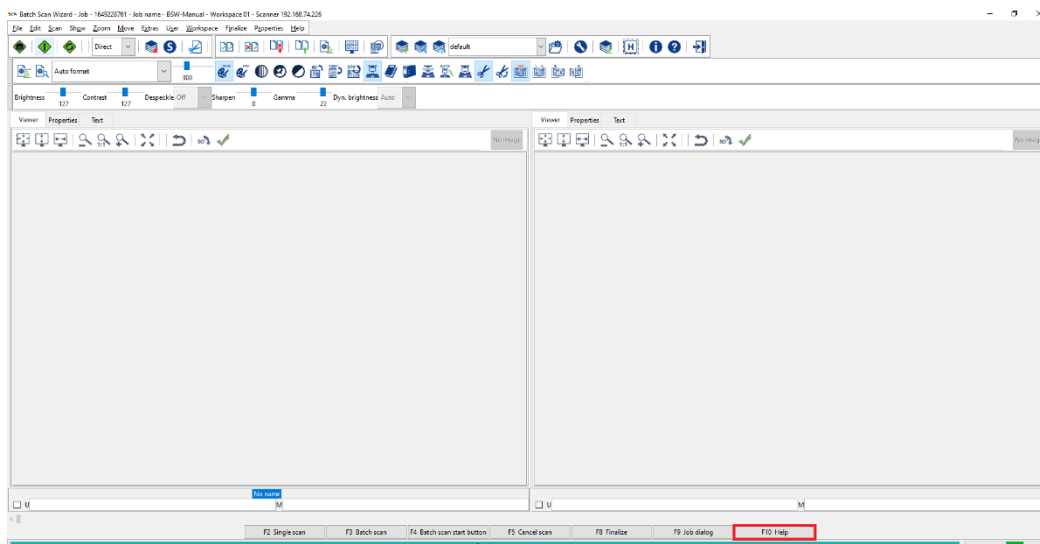


Fig. 59: New Hotkey Help available in a open scan job

#### 6.2.7.4. Example Hotkey Strings

##### Example 1:

- Create a hotkey command string to get two different images with only one scan operation.

Example string:

ctrl scan rescan off; setting colormode:truecolor; ctrl scan single; wait scan\_ready; ctrl scan rescan on; setting colormode:lineart; ctrl scan single; wait scan\_ready; ctrl scan rescan off;

##### Example 2:

- Create a hotkey command string with the function to perform one single scan and to get three images with three different colors when scanning in batch mode by the use of the foot switch or touch screen.

#### Create BSW scan parameter settings files

- Open a new scan job in BSW.
- Change the scan mode setting direct to wait.
- Check and set color mode 24bit color with all needed scan parameters including the file required format.
- Click **SAVE SETTINGS AS** to save this bundled setting into a BSW settings file by the use of the file name 24bitcolor.
- Change the scan mode setting wait to direct.
- Check and set color mode grayscale color with all needed scan parameters including the required file format.
- Click **SAVE SETTINGS AS** to save this bundled setting into a BSW settings file by the use of the file name grayscale.
- Check and set color mode binary with all needed scan parameters including the required file format.
- Click **SAVE SETTINGS AS** to save this bundled setting into a BSW settings file by the use of the file name binary.

#### 6.2.7.5. Adding a new Hotkey

- Click **ADD** in the Hotkey tab, to get a new hotkey command line.
- Select a function key on your PC keyboard.

**Note:** Please do not use standard windows hotkeys. The Function keyboard keys F1 until F12 or keyboard keys in combination with CTRL and or ALT can be used.

- Type in a button name into the button text line.
- Click **EDIT** behind the new hotkey command line to start editing the hotkey command string.
- Copy and paste the example string below into the **hotkey command string line**.

Example string:

```
repeat; ctrl scan rescan off; setting_file "C:\Scan2Net\templates\settings-files\truecolor.s2n-set-templ"; setting scanmode:wait; ctrl scan single; wait scan_ready; ctrl scan rescan on; setting_file "C:\Scan2Net\templates\settings-files\grayscale.s2n-set-templ"; setting scanmode:direct; ctrl scan single;
```

- Finish the hotkey setup by clicking **SAVE**.

**Note:** You can also directly write (or copy and paste) your commands into the hotkey command string line.

#### 6.2.7.6. Deleting an existing Hotkey

- Delete the complete Hotkey command string and button text.

**Note:** When you edit the hotkeys in an open scan job you need to save the changes to the scan job file by a click on **SAVE**.

## 6.2.8. Finalize Batch Conversion

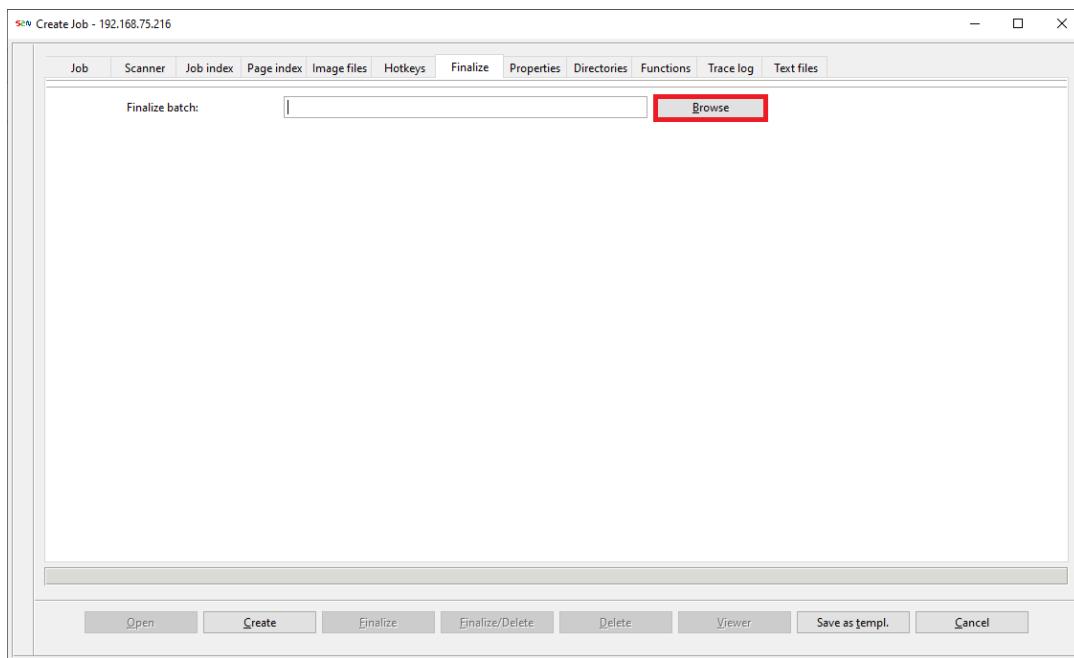


Fig. 60: Finalize Tab

With the **Finalize** process, the final order of the images in the batch will be set.

- Load and include a **Finalize batch** script, as well as a conversion or compression script into your finalize procedure.
- Use the TIFF-LZW compression script to compress a completed scan job with TIFF raw files to TIFF files with LZW compression.

**Note:** You can only compress TIFF raw files to files with TIFF LZW compression.

- Use the JPEG2000 compression script to compress a completed scan job with JPEG files to JPEG files with JPEG2000 compression.
- After finalization, you will see the images produced in the image directory.

## 6.2.9. Scan Job Properties

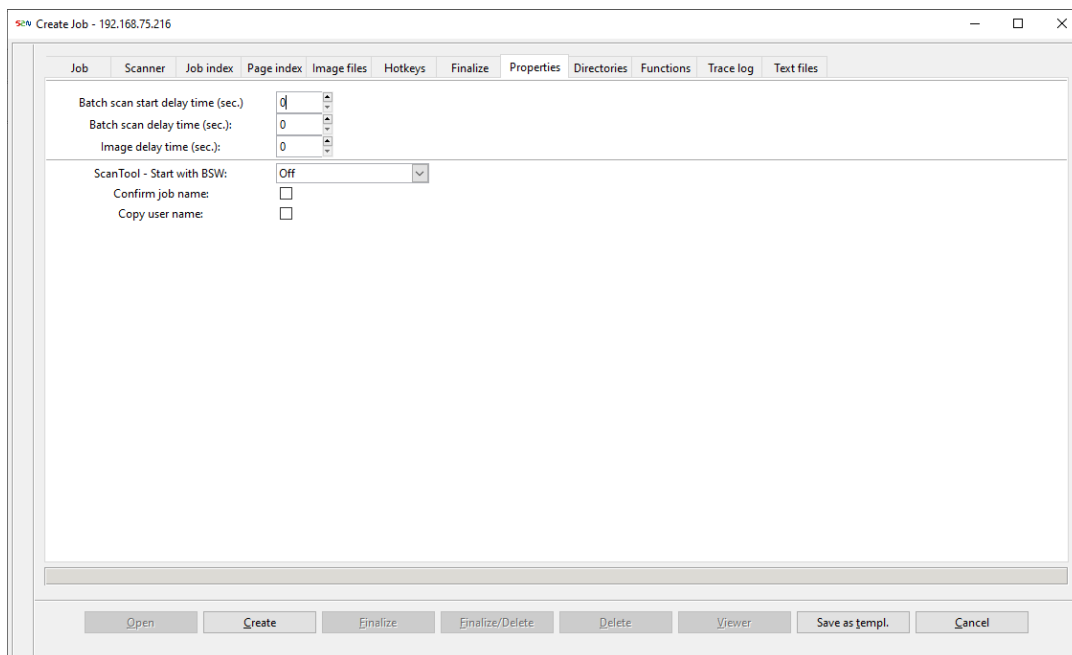


Fig. 61: Properties Tab

### 6.2.9.1. Batch Scan Start Delay Time

The **Batch scan start delay time** is the idle time before a batch scan starts. The default value is 0 seconds and the maximum value is 20 seconds. When scanning in batch mode while **Wait for start** inactive, it is more convenient to have more time for starting the scan job.

Generating a new properties file is required to save changed batch scan delay time settings for a job.

### 6.2.9.2. Batch Scan Delay Time

The **Batch scan delay time** is the idle time between two scans. The default value is 0 seconds and the maximum value is 20 seconds. When scanning in batch mode while **Wait for start** inactive, it is more convenient to have more time for exchanging documents. The batch scan delay time is irrelevant when **Wait for start** is selected.

Generating a new properties file is required to save changed batch scan delay time settings for a job.

### 6.2.9.3. Image Delay Time

The **Image Delay Time** is the idle time between two images, while scanning in splitting mode. The default is 0 seconds and the maximum value is 20 seconds. When scanning in splitting mode, it is more convenient to have more time to view documents. Generating a new properties file is required to save changed image delay time settings for a job.

### 6.2.9.4. ScanTool – Start with BSW

With this checkbox activated, the scan parameter and splitting settings of **ScanTool** will be automatically used in a running BSW job.

### 6.2.9.5. Confirm Job Name

With this checkbox activated, the confirmation of a job name will be required in the job dialog tab after clicking **CREATE**.

### 6.2.9.6. Copy User Name

When activated, an entry in a name entry field, under each image, of the main operation window will be copied into the next following name entry field, with the next scan.

## 6.2.10. Directories - Change the target export directory

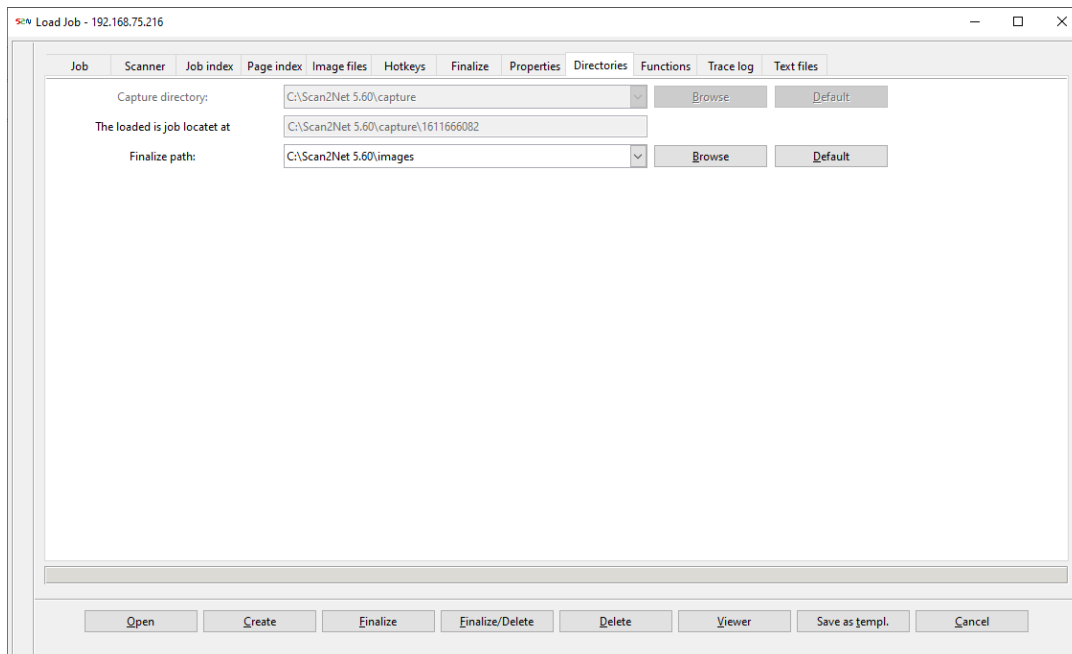


Fig. 62: Directories Tab with example capture directory location of a loaded scan job

#### 6.2.10.1. Capture Directory Top

This capturing directory is the intermediate storage area for all scanned images. The images are stored in a fast access method, to allow the operator to change the order of the images by moving, deleting or inserting images during a scan.

If the system disk is full, or another hard drive for storing images is intended, the default image directory can be changed here. But only for a new scan job and not in an existing scan job. This setup is global and will be offered for each following scan job in this dialog. To optimize scanning speed, it is recommended that the capture directory be located on a local drive.

➤ Click **DEFAULT** to load the image path based on the software setup.

**Note:** Do not change, move, edit or delete files in the capture directory. Image Access cannot guarantee the successful operation of Batch Scan Wizard if files are changed, moved edited or deleted from this directory.

**Note:** You cannot modify this directory in an existing scan job.

#### 6.2.10.2. Finalize Path

Finishing a batch of scans is done in the finalize process. The finalize directory stores the images in their final format and order.

If the system disk is full, or another hard drive for storing images is intended; the image export directory for your scan job can be changed here.

The finalize path entered is stored in the variable **%s(finalize\_path)**.

➤ Click **DEFAULT** to load the image path based on the software setup.

### 6.2.11. Functions

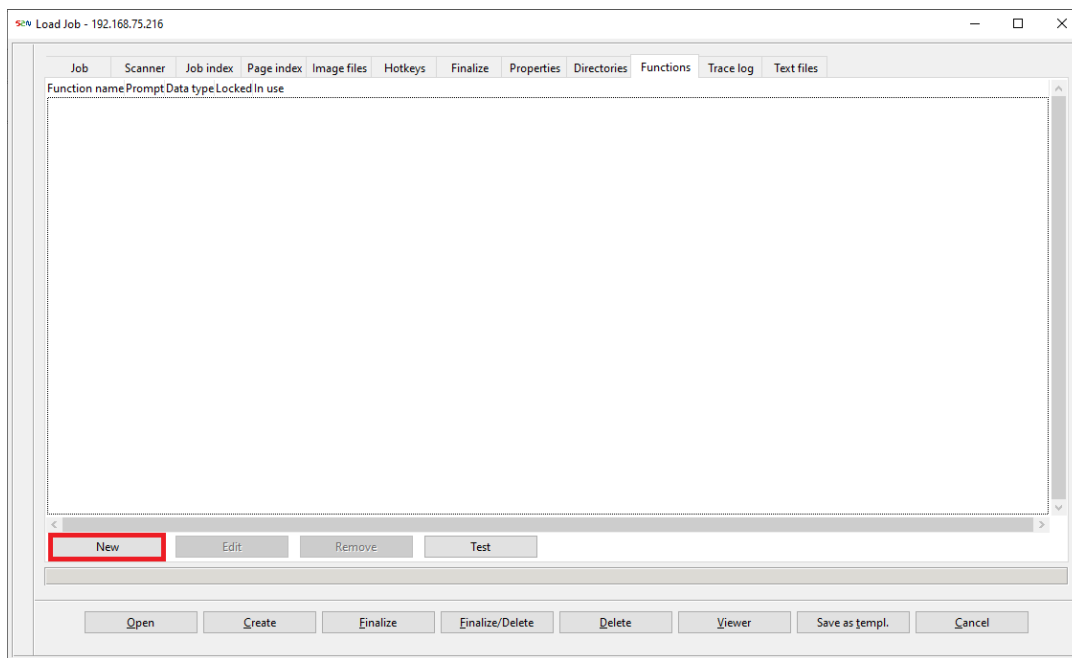


Fig. 63: Functions Tab

In the **Functions Tab** you can create, edit, add and combine job index variables or complex programmed strings and functions, to produce files with individual content during the Batch Scan Wizard finalize procedure.

- Click **NEW** to start the **Function Editor**.

### 6.2.11.1. Function Editor

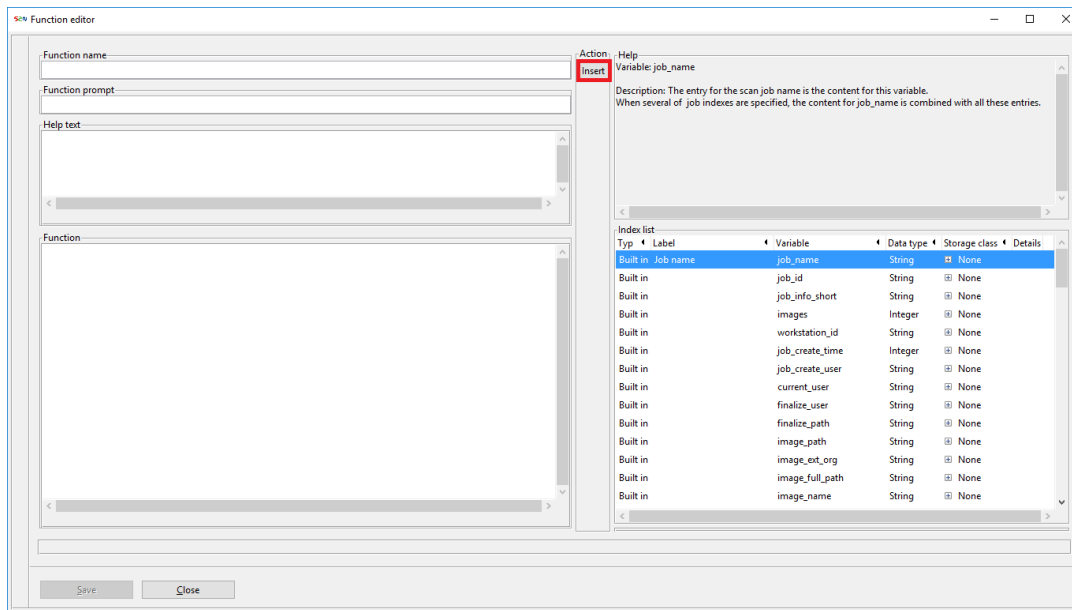


Fig. 64: Function Editor

#### Function name

- Create a name for your new function.

#### Function prompt

- Create a prompt name for your new function.

#### Help Text

- Create a help text for your new function.
- **Option: Import a variable from the Index list**
- Select and import a internal or a self-created index variable by clicking **INSERT**.
- **Option: Edit the Function field**
- Write or copy and paste in your function into the Function field.
- Click **SAVE**.

### 6.2.11.2. HTML example

In this example, by selecting the scan job template [example-html](#), a function file with the extension .html will be produced. The target is to store the whole image export, including an index.html file on a web server and display the scan job in a small catalog HTML page with scanned files in a smaller preview dimension.

- Click **NEW** to open the **Function Editor**.  
A function name and a function are required to generate a variable under the function name.
- Use [html\\_prefix](#) as the name for the first function.
- As the function for the variable [html\\_prefix](#) use the following text:
 

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.01 Transitional//EN"
    "http://www.w3.org/TR/html4/loose.dtd">

<html>

<head>

<title>Html test job %s(job_name)</title>
```
- Use [html\\_postfix](#) as the name for the second function.
- As the function for the variable [html\\_postfix](#) use the following text:
 

```
</body>
</html>
```
- Use [html\\_entry](#) for the third function
- As the function for the variable [html\\_entry](#) use the following text:
 

```
<p>
    This ist image %d(page_number) of %d(images)<br>
    
</p>
```
- Go to the **Trace Log Tab** and enter the function,
- "%s(html\_prefix())" in the line Trace log prefix,
- "%s(html\_entry())" in the line Trace log entry and
- "%s(html\_postfix())" in the line Trace log postfix.
- Change the file extension of the **Trace log file name** from .idx to .html.
- Start the finalization of the scan job.
- Go to the **Finalize Manager** and open the target directory with the saved images and the .html file with a double click.

**Note:** Please select file format JPEG with this template.

## 6.2.12. Trace Log – Record information of a scan job

### What is a Trace Log?

- Use a trace log file to record information about the scanned images and their transfer into the target directory. The following example shows how to create this file based on the "default" job template.

A trace log is composed of the **Trace Log Path**, the **Trace Log File Name** and the **Trace log entry**.

The **Trace Log Path** contains information about the storage location, the target directory of the trace log file. The Trace Log File Name contains information about file name of the Trace Log file. The Trace Log Entry contains the recorded information about the scanned images and their transfer into the target directory.

### 6.2.12.1. Enable scan job recording into a Trace Log file

Fig. 65: Trace Log Tab

- Click the checkbox **Enable trace log file** to edit the trace log file and to activate the trace log function.

### 6.2.12.2. Trace Log Path

By default, the **Trace Log Path** is the same target directory where the scanned images are finalized. So the Trace Log Path is composed of the variables for the finalize path **C:/Scan2Net/images** and the target directory for the images with the job name as directory name - **Test** in our example.

**%s(finalize\_path)/%s(job\_name)**

### 6.2.12.3. Trace Log File Name

The **Trace Log** file name uses the variable for the job name `%s(job_name)` and the file extension `.idx` for index files to support a content management system.

`%s(job_name).idx`

### 6.2.12.4. Trace Log Entry

The **Trace Log** entry uses the variable `%s(image_full_path)`. A line break is added automatically.

- Use several variables, functions and characters to add functions which are described in the chapter Functions.

### 6.2.12.5. Trace Log Test

- Click **TEST** to show the possible **Trace Log** output:

C:/Scan2Net/images/Test/Test-0001.jpg

C:/Scan2Net/images/Test/Test-0002.jpg

C:/Scan2Net/images/Test/Test-0003.jpg

C:/Scan2Net/images/Test/Test-0004.jpg

C:/Scan2Net/images/Test/Test-0005.jpg

C:/Scan2Net/images/Test/Test-0006.jpg

C:/Scan2Net/images/Test/Test-0007.jpg

### 6.2.12.6. Enhancing the Trace Log with a Prefix and a Postfix

- Add information at the beginning and at the end of the trace log file.

### 6.2.12.7. Trace Log Prefix

- Add information before the content of the Trace Log Entry into the Trace Log file. In our example, we used the text "The file begins".

### 6.2.12.8. Trace Log Postfix

- Add information after the content of the Trace Log Entry into the Trace Log file. In our example, we used the text "The file ends".

#### 6.2.12.9. Trace Log Test

- Click TEST to show the possible Trace Log output:

The file begins

C:/Scan2Net/images/Test/Test-0001.jpg

C:/Scan2Net/images/Test/Test-0002.jpg

C:/Scan2Net/images/Test/Test-0003.jpg

C:/Scan2Net/images/Test/Test-0004.jpg

C:/Scan2Net/images/Test/Test-0005.jpg

C:/Scan2Net/images/Test/Test-0006.jpg

C:/Scan2Net/images/Test/Test-0007.jpg

The file ends.

#### 6.2.12.10. Changes to the Trace Log Layout

- Add two blank characters at the beginning to the trace log entry variable and the trace log layout would look like this.

(" %s(image\_full\_path)")

The file begins

C:/Scan2Net/images/Test/Test-0001.jpg

C:/Scan2Net/images/Test/Test-0002.jpg

C:/Scan2Net/images/Test/Test-0003.jpg

C:/Scan2Net/images/Test/Test-0004.jpg

C:/Scan2Net/images/Test/Test-0005.jpg

C:/Scan2Net/images/Test/Test-0006.jpg

C:/Scan2Net/images/Test/Test-0007.jpg

The file ends

#### 6.2.12.11. More changes to the Trace Log Layout

- Add a **trace log entry prefix** and a **trace log entry postfix**, after two trace log entries. The number will be specified by "trace log postfix / prefix every" n "trace log entries". If this value is set to 2 and you add in trace log entry prefix the text "Start", in trace log entry prefix the text "End" and you add two blank characters at the beginning of the "trace log entry", then the result would look like as follows:

```
(" %s(image_full_path)")
```

The file begins

Start

C:/Scan2Net/images/Test/Test-0001.jpg

C:/Scan2Net/images/Test/Test-0002.jpg

End

Start

C:/Scan2Net/images/Test/Test-0003.jpg

C:/Scan2Net/images/Test/Test-0004.jpg

End

Start

C:/Scan2Net/images/Test/Test-0005.jpg

C:/Scan2Net/images/Test/Test-0006.jpg

End

Start

C:/Scan2Net/images/Test/Test-0007.jpg

End

The file ends

#### 6.2.12.12. HTML or XML Files

With the above described method you can generate HTML and XML formatted files. Since it is slightly tedious to enter an HTML header into the trace log prefix, you can use the **Functions Tab** to generate your own variables, as programmed functions, which you can then load into the prefix line.

## 6.2.13. Text Files - Record information of an image file

### What is a Text file?

- Record information about a scanned image and save this to an individual text file for each image.

#### 6.2.13.1. Enable scan job recording in Text files

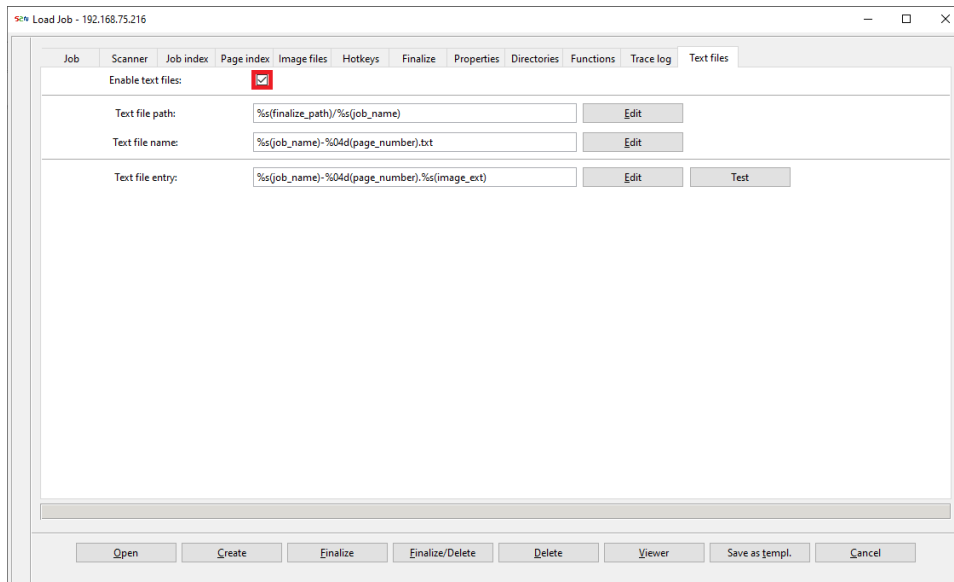


Fig. 66: Text File Tab

- Click the checkbox **ENABLE TEXT FILES** to edit the text file and activate the text file function.

#### 6.2.13.2. Text File Path

By default, the same path is used for the text file as the target directory where the scanned images are finalized. So the text file path is composed of the variables for the finalize path and the target directory for the images with the job name as directory name.

**%s(finalize\_path)/%s(job\_name)**

\image-path\job-name\

#### 6.2.13.3. Text File Name

- Use same the default variables used in the image file name and .txt for the file extension.

**%s(job\_name)-%04d(page\_number).txt**

job-name-0001.txt

#### 6.2.13.4. Text File Entry

- Use the following variables for the string:

**%s(job\_name)-%04d(page\_number).%s(image\_ext)**

job-name-0001.jpeg

### 6.2.13.5. Text File Test

- Click **TEST** to show the possible output for the text file:

\image-path\job-name\job-name-0001.txt.

job-name-0001.jpeg

\image-path\job-name\job-name-0002.txt

job-name-0002.jpeg

## 6.3. Scan Job Templates

**Scan job templates are one of the central functions of the Batch Scan Wizard.**

A well-prepared scan job template protects the scan operator and secures the result of the planned scan workflow by the use of its own individual standards.

In the first stage, after completing all settings in the scan job creation dialog, the basic configuration of the scan job can be saved in a first scan job template. In the second stage, after opening this scan job, the missing settings for the scan and transport parameters must be made in the scan job mode and the previously created scan template must be overwritten or completed or saved as a new scan template. This new scan template can then be set as the new start template and start setting for the Batch Scan Wizard software.

### 6.3.1. Save a Scan Job as a Scan Job Template in Create Job Dialog

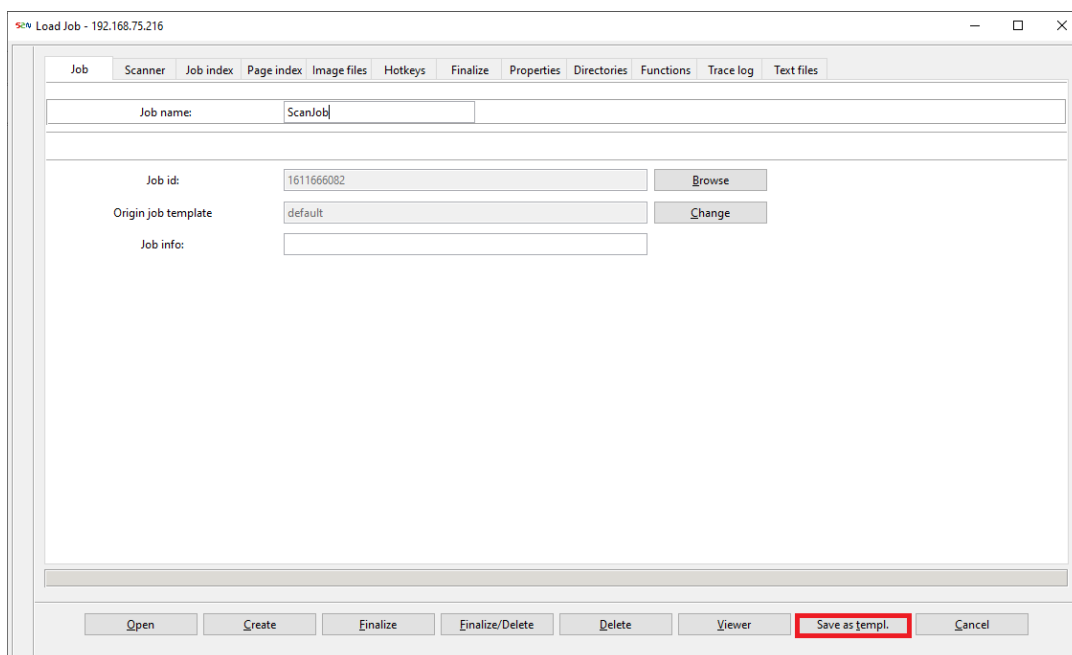


Fig. 67: Save as Scan Job as a Scan Job Template

- Click **SAVE AS TEMPLATE** to create a new scan job based template without existing scan parameters.
- Click **SAVE AS TEMPLATE** to create a new scan job based template from an existing scan job with own predefined scan parameters, settings for scanner address, operation directories, hotkey files and image naming.

### 6.3.2. Save a Scan Job as a Scan Job Template in an active Scan Job

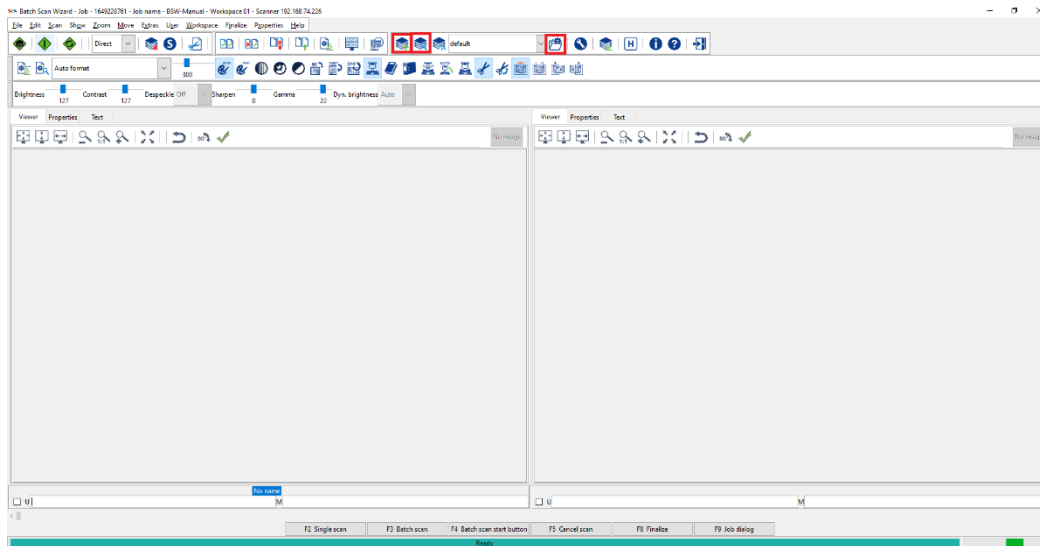





Fig. 68: Create Scan Job Template

- Click **SELECT JOB**  to launch the job browser, where you can select and open one of the last used scan jobs.
- Or click  **JOB DIALOG** to create and start a new scan job in the create job dialog.
- Check the current active scan parameter settings and change them if necessary.
- Click **CREATE JOB TEMPLATE**  to save this scan job with the actual changed scan parameter settings to a new scan job template.

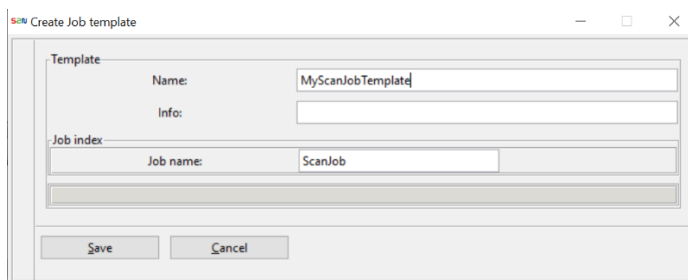



Fig. 69: Create Job Template

**Note:** Each scan job created can be saved as a template for generating other scan jobs with the same settings.

**Note:** If you are working with network directories, you need to mount each directory with the Windows Explorer before you can add it as a destination directory for the Batch Scan Wizard.

### 6.3.3. Select a scan job template via Job Template Browser

- Select a scan job template in the **Job Template Browser**.
- Go back to the **Create Job** dialog 

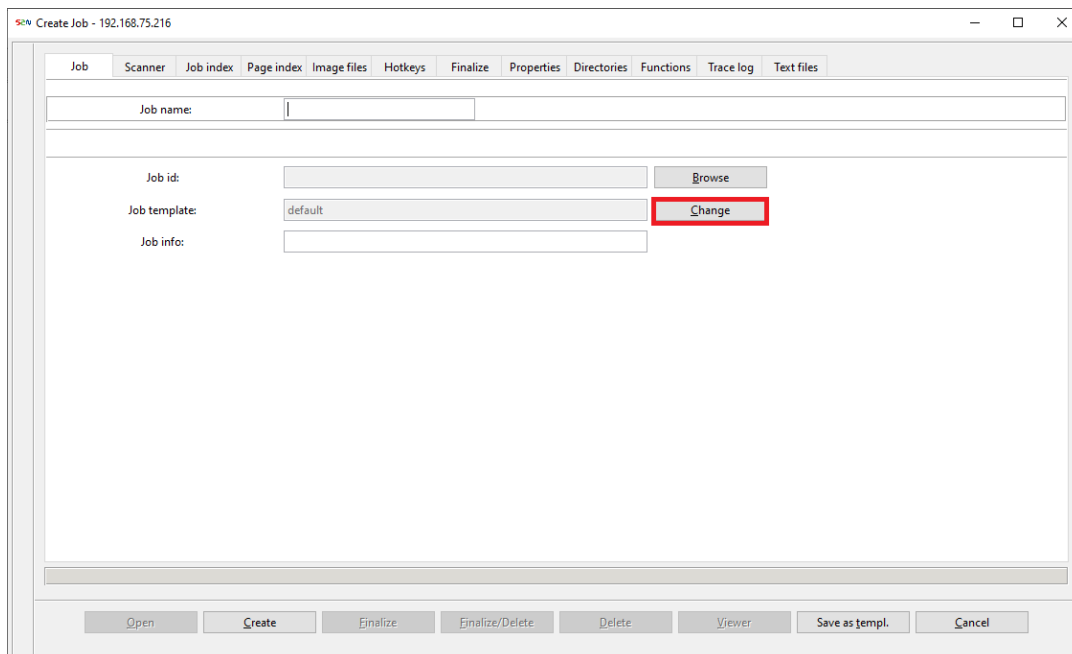


Fig. 70: Change your old default scan job template with a new scan job template just created.

- Click **CHANGE** in the Job tab to start the **Job Template Browser**, where all stored scan job templates are listed.

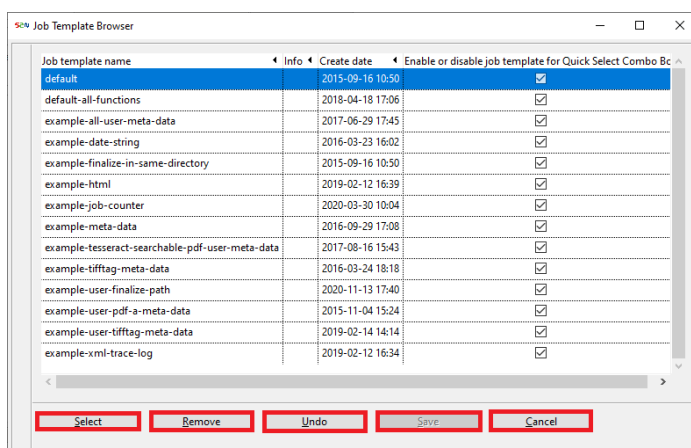


Fig. 71: Job Template Browser Main

### Select

- Select and load a scan job template via double click or by marking the job template in the list and click **SELECT**

**Note:** With this operation you load a saved job template as the new default template for subsequent jobs.

### Remove

- Remove a job template via double click or by marking the job template in the list and clicking **REMOVE**.

### Undo

- **UNDO** negates the last removal of a job template.

### Save

- Click **SAVE** to finish your modifications.

### Cancel

- **CANCEL** aborts the current action.

## 6.3.4. Example Scan Job Templates of Batch Scan Wizard

Batch Scan Wizard offers example scan job templates.

- default
- default-all-functions
- example-all-user-meta-data
- example-date-string
- example-finalize-in-same-directory
- example-html
- example-job-counter
- example-meta-data
- example-tesseract-searchable-pdf-user-meta-data
- example-tiff-tag-meta-data
- example-user-finalize-path
- example-user-pdf-a-meta-data
- example-user-tiff-tag-meta-data
- example-xml-trace-log

### 6.3.5. Default Scan Job Template

- Select the BSW **Default** scan job template for scanning with the scanners own default scan parameters and settings.
- The entered scan job name will be the part name for the image file +page counter + image extension and the name for the export target directory.

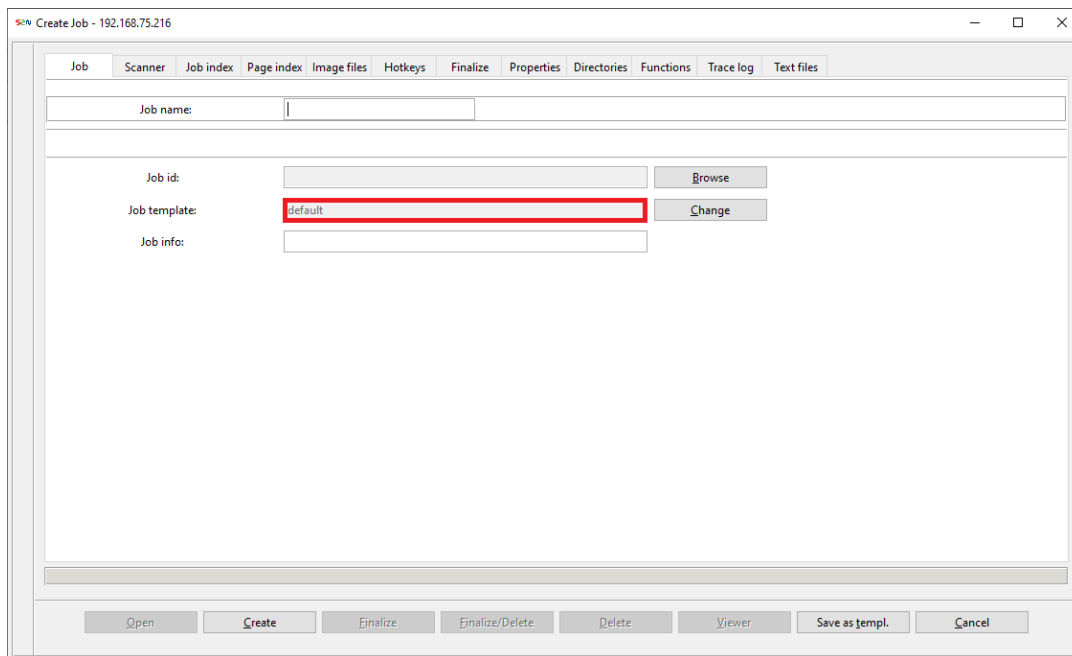


Fig. 72: Example default scan job template

### 6.3.6. Export each scan job into the same target directory

- Select the scan job template **example-finalize-in-same-directory** for exporting each scan job into the same target directory.

### 6.3.7. Save and display the image files on a web server

- Select the scan job template **example-html** and store the whole image export including an index.html file on a web server and display the scan job in a small catalog HTML page with the scanned files in a smaller preview dimension.
- Please see the chapter **Functions / HTML Example** for more information to this.

### 6.3.8. Metadata Scan Job Templates

#### Add a date and time string to an image file or into a protocol file

- Select the scan job template **example-date-string** for adding a date and time string to an image file, into a scan job protocol file or into an image protocol file.

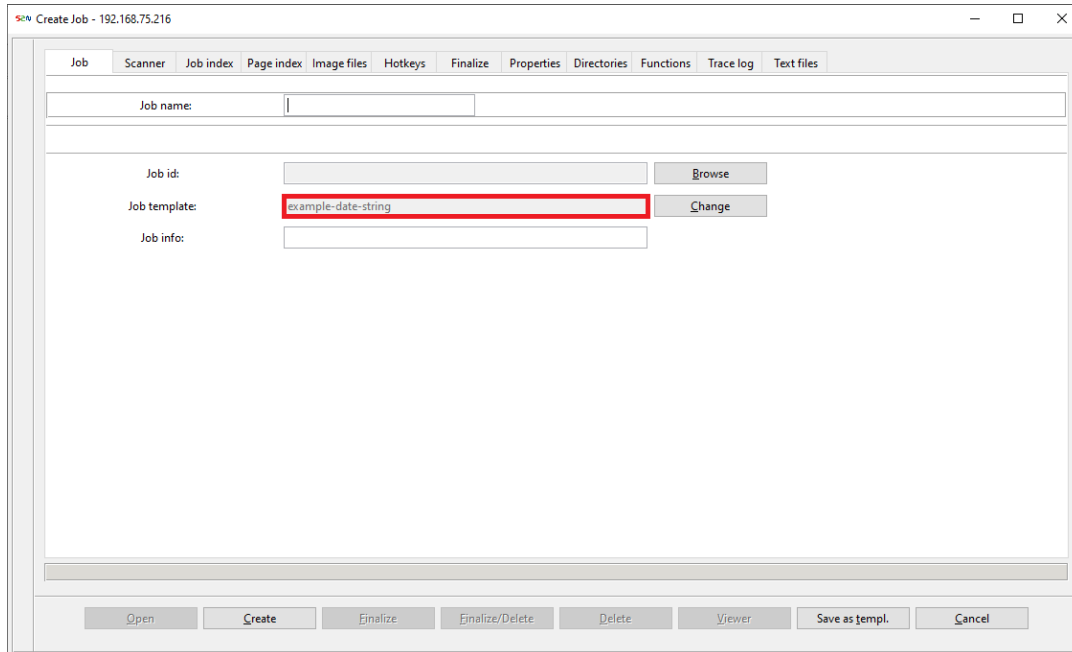


Fig. 73: Example date string scan job template

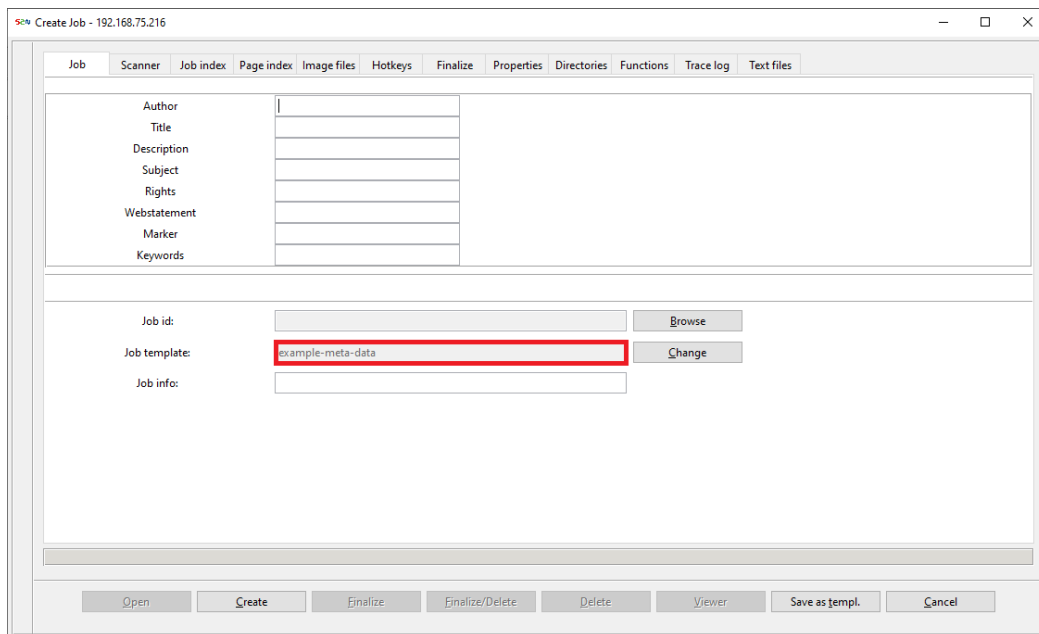
- The default image file name variable combination in this template is:  
**%s(job\_name)-%04d(page\_number)-%s(custom\_scan\_date\_string())**
- Example image file name result:  
jobname-0001-year-month-day-hour-minute-second
- Available date and time variables in this template are:
  - custom\_scan\_date\_string
  - custom\_curr\_date\_string
  - custom\_job\_create\_date\_string

### 6.3.8.1. Add own Metadata into a PDF/A

Own metadata corresponding to the RDF/XMP specification can be integrated with the selection of the **example-meta-data** scan job template into a PDF/A document.

The following entries for the document properties of an PDF/A document can be made in this scan job template:

- Author
- Title
- Description
- Subject
- Rights
- Web statement
- Copyright Marker
- Keywords



The screenshot shows a 'Create Job' dialog box with the following elements:

- Job** tab selected, showing a list of metadata fields: Author, Title, Description, Subject, Rights, Webstatement, Marker, and Keywords, each with a corresponding input field.
- Job id:** Input field.
- Job template:** Input field containing 'example-meta-data', highlighted with a red box.
- Job info:** Input field.
- Buttons:** Open, Create, Finalize, Finalize/Delete, Delete, Viewer, Save as templ., Cancel.

Fig. 74: Example-meta-data scan job template

### 6.3.8.2. Add own metadata into the editable TIFFTAGs of a TIFF file

- Select the scan job template **example-tiff-tag-meta-data** to add own metadata into the editable TIFFTAGs of a TIFF file.
- The following editable TIFFTAGS are supported in this scan job template:
  - Artist
  - Copyright
  - Image Description
  - User Comment

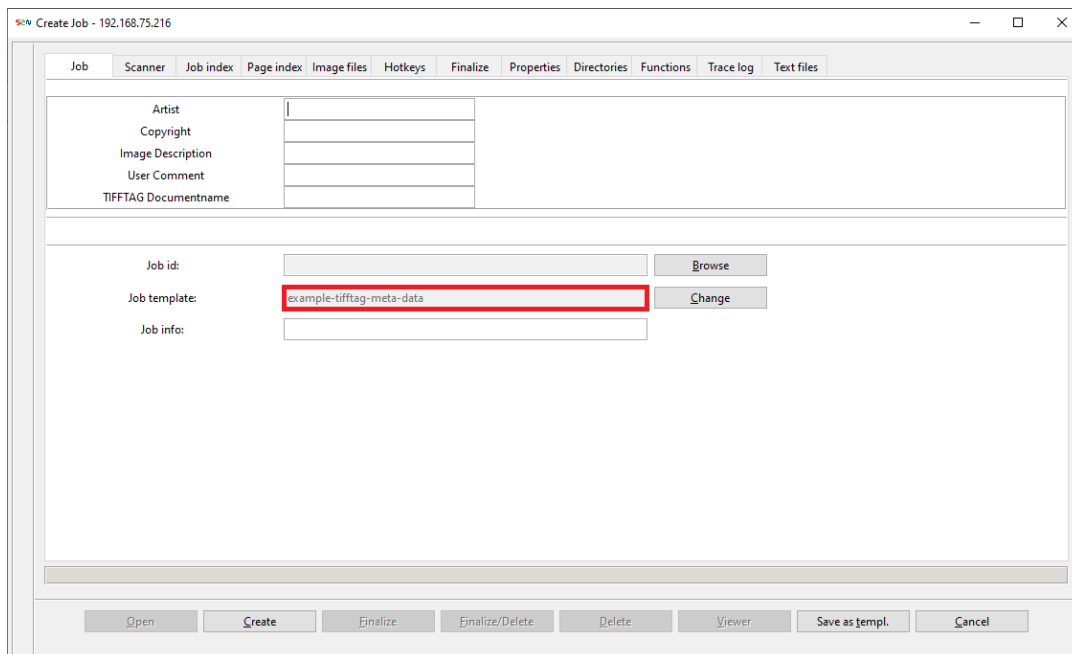


Fig. 75: Example TIFFTAG Meta Data scan job template

### 6.3.8.3. Add individual Meta Data content into a PDF/A file

- Select the scan job template **example-user-pdf-a-meta-data** to add own metadata into a PDF/A file.

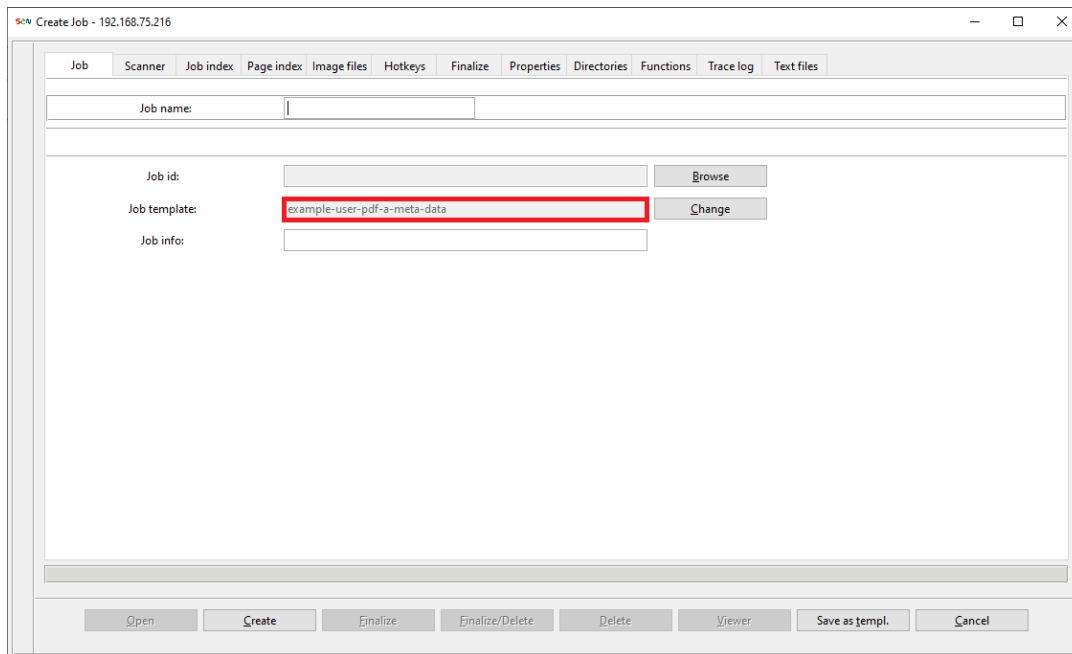


Fig. 76: Example user meta data PDF/A scan job template

- Go to the **Functions Tab**.

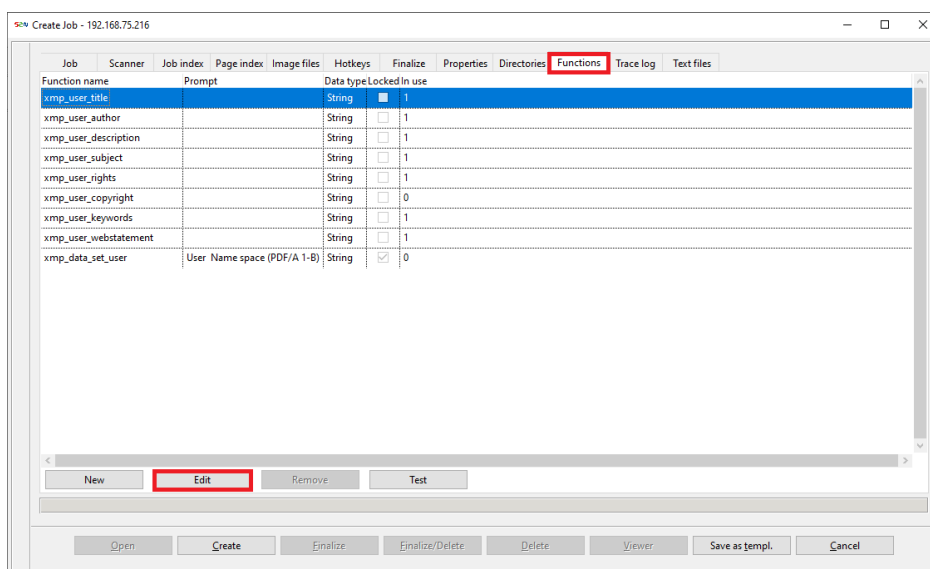


Fig. 77: Functions of the user meta data PDF/A template

- Select a function and click **EDIT** to enter your own individual content for the related meta data field of the PDF/A file.

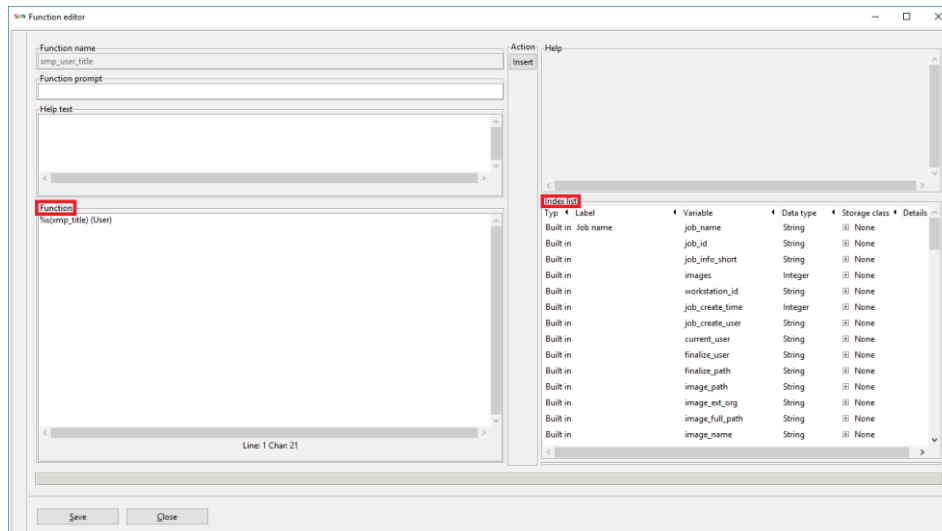


Fig. 78: Enter individual content or add a content variable into the Functions field

- Enter your own individual content file into the Functions field or select one of the available variables from the Index list.
- Finish the edit procedure of the variable by clicking **SAVE**.
- Go on further with the editing of the other functions in the same way if required.

#### 6.3.8.4. Add individual Meta Data content into TIFFTAGs of a TIFF file

- Select the scan job template **example-user-tiff-tag-meta-data** to add individual Meta Data content into TIFFTAGs of a TIFF file.

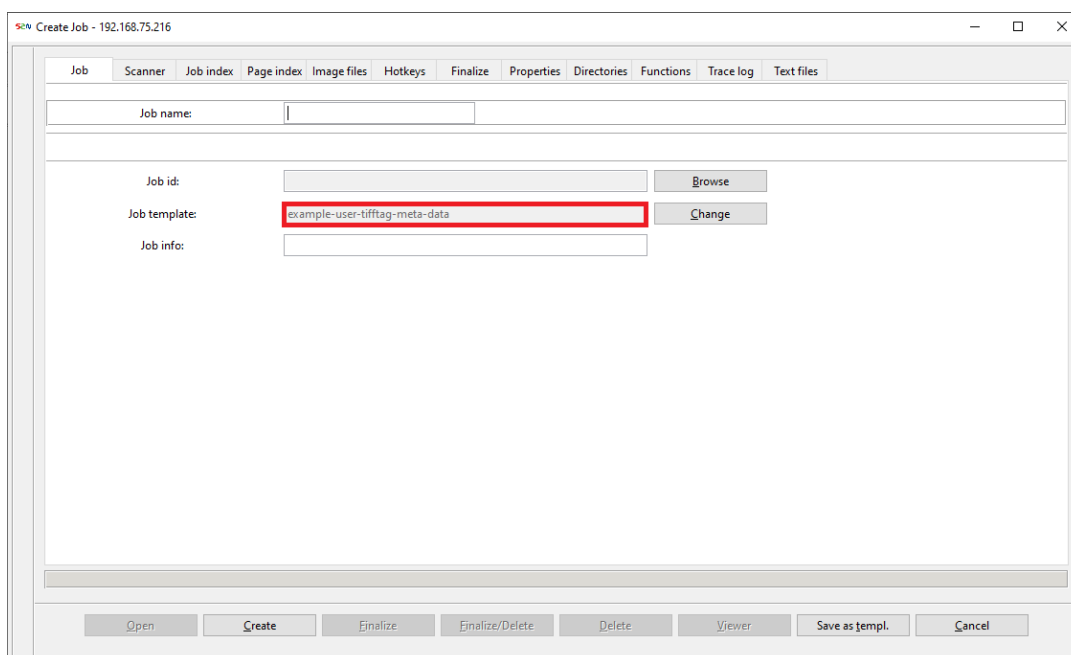


Fig. 79: Example user tiff-tag meta data scan job template

- Go to the **Functions Tab**.
- Select a function and click **EDIT** to enter your own individual content for the related meta data tiff tag field of the TIFF file.

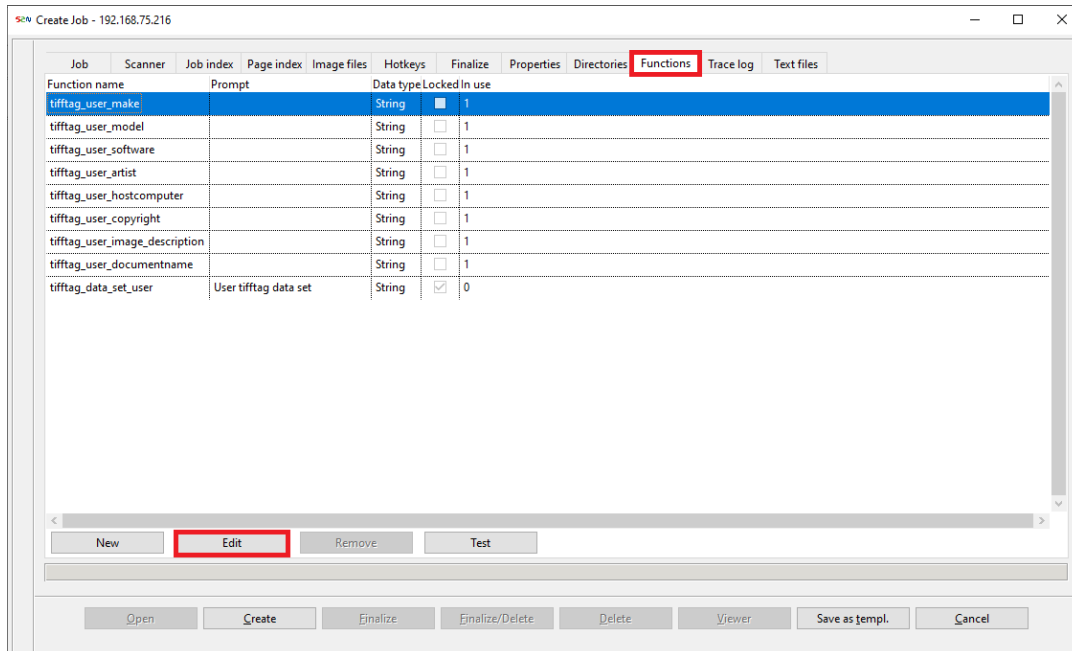


Fig. 80: Functions of the user tifftag meta data scan job template

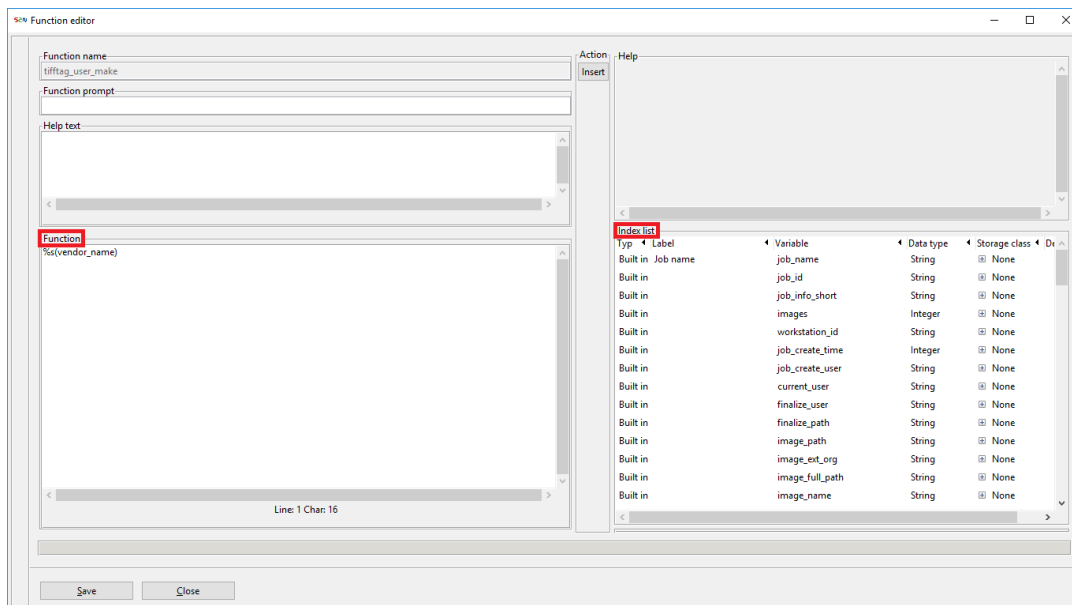


Fig. 81: Enter individual content or add a content variable into the Functions field

- Enter your own individual content file into the **Functions** field or select one of the available variables from the Index list.
- Finish the edit procedure of the variable by clicking **SAVE**.
- Go on further with the editing of the other functions in the same way if required.

### 6.3.9. Job Template Browser - Add a scan job template to the Quick Select Combo Box

Each existing scan job template can be marked to be selectable in the **Quick Select Combo Box**.

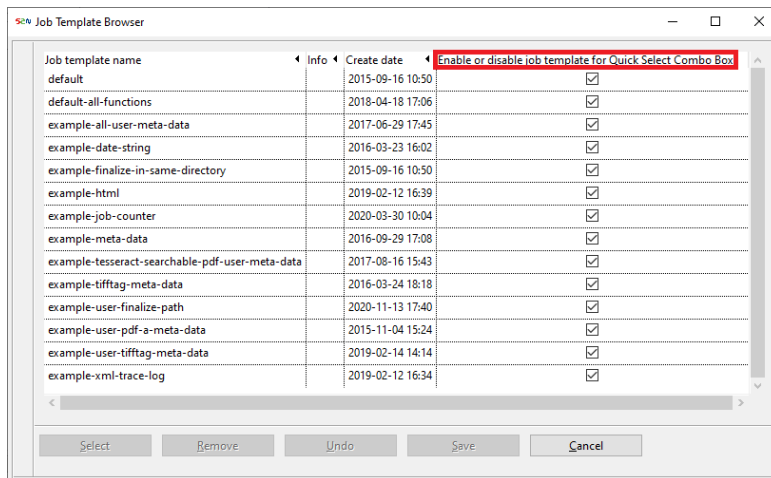


Fig. 82: Enable or disable scan job template for Quick Select Combo Box

### 6.3.10. Create Job a new scan job with current template

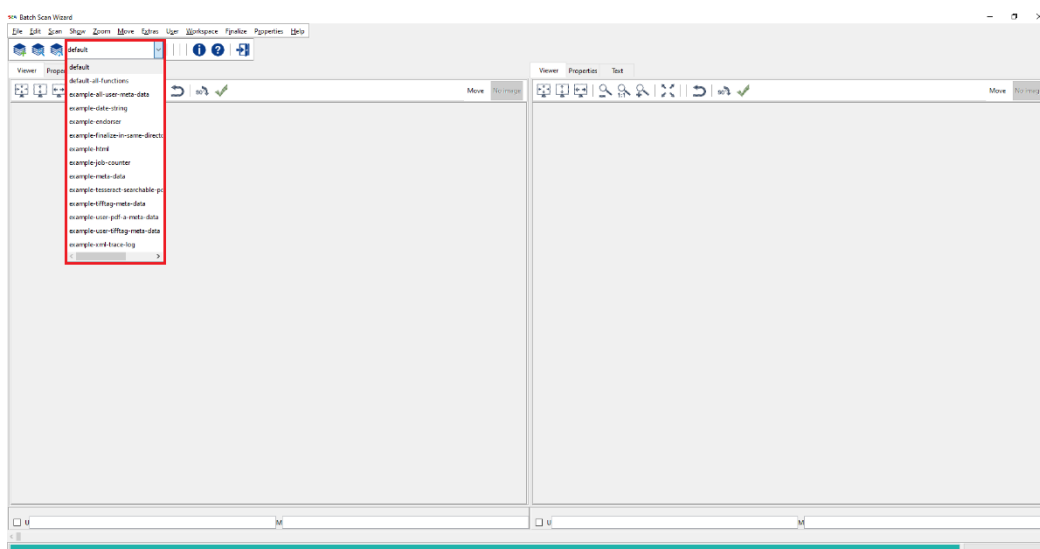


Fig. 83: Pre-Job Mode: Create a new scan job with current template

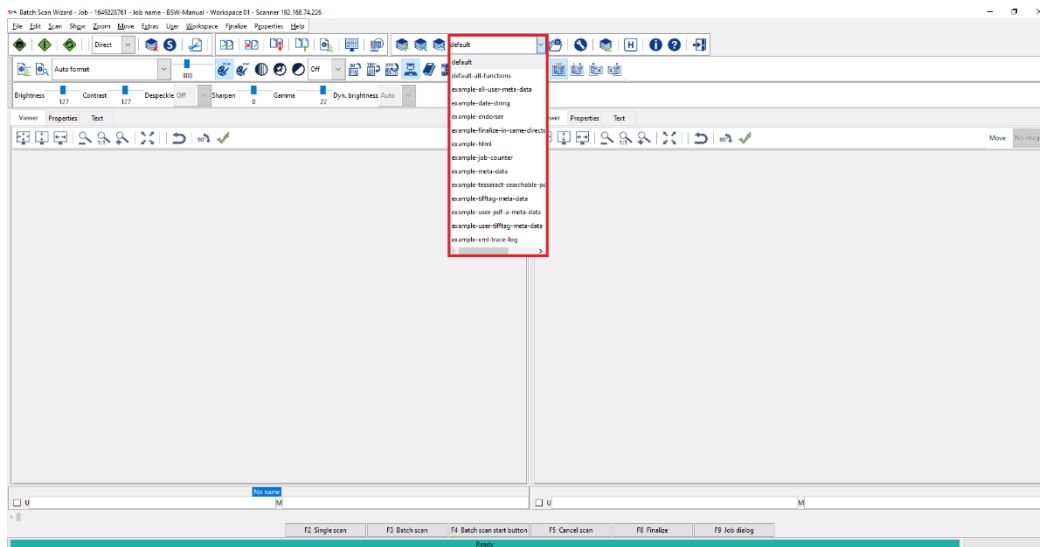



Fig. 84: Job mode: Create Job a new scan job with current template

- Click **Create job with current template**  to start a scan job based on a selected scan job template from the template list in the Quick Select Combo Box.
  - A new dialog box appears.
  - Enter a new scan job name.
- Option: Select a start numbering.

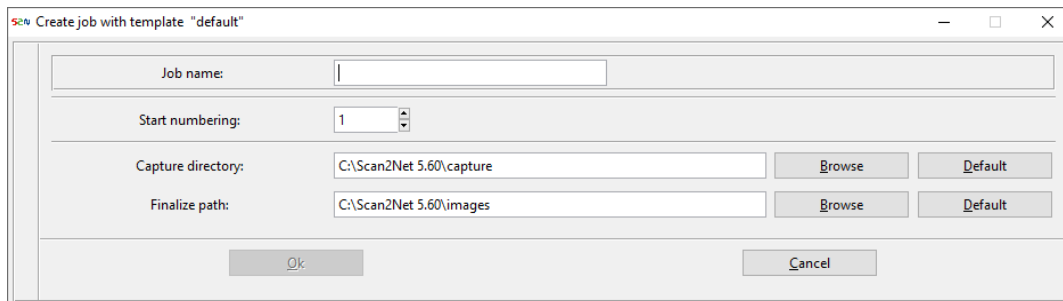


Fig. 85: Enter a name for the scan job

**Note:** The Ok button is disabled as long as the job name does not meet the specified rules in the minimum and maximum length.

### 6.3.11. Manual added content for a file name, file path or protocol file

- Individual text content can be added under a scanned image into the **Name Edit Fields** in an open scan job.

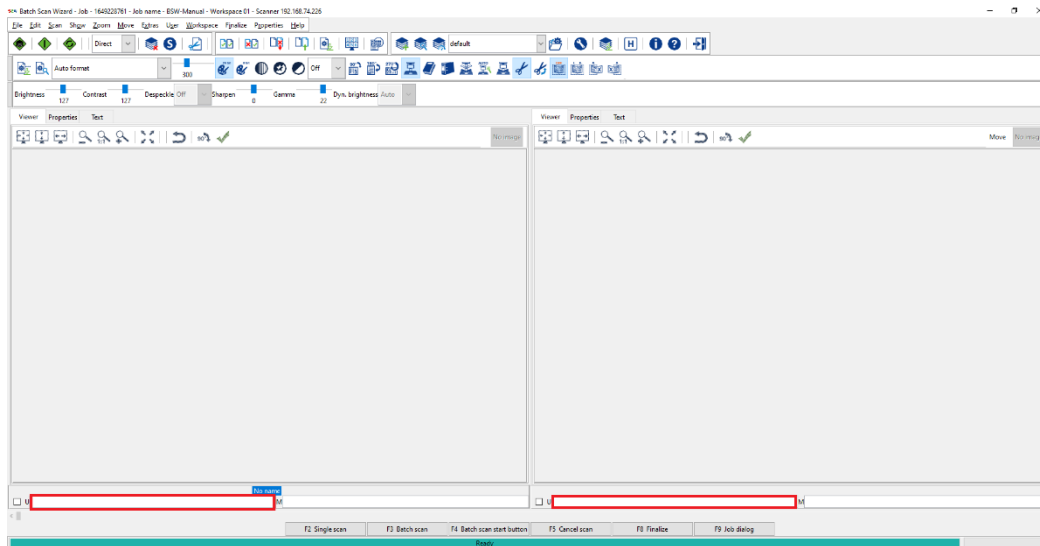


Fig. 86: Name Edit Fields

- The manual added content can be used for an image file name, the image path and for protocoling via the trace log or the text files.
- Select and add the variable **%S(user\_name)** into the file name, image path, trace log or text file string.

Example: **%d(page\_number)-%s(user\_name)**

### 6.3.11.1. Copy user name

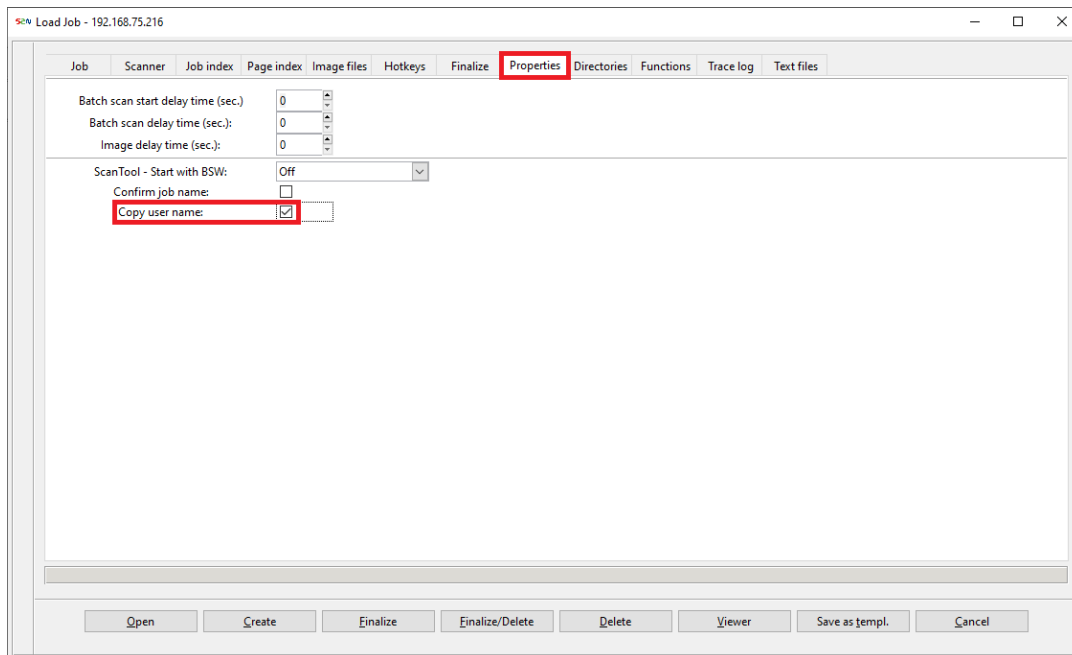


Fig. 87: Copy User Name

- Activate the setting Copy user name in **Properties** tab to get an automated copy of the last added content as a proposal into the name entry field for the next scanned image.

## 7. Scan Operation

### 7.1. Overview

#### 7.1.1. Batch Scan

A **Batch Scan** is an automated scan process which scans images sequentially with predefined image scan parameter settings and continuous file names. For more information, refer to the **Starting the Batch Scan Process** chapter in this manual.

#### 7.1.2. Single Scan

A **Single Scan** is one individual scan.

#### 7.1.3. Viewer Mode

**Viewer** mode does not require a connection to a running **Scan2Net** scanner. Use viewer mode to browse through scanned images within paused jobs. For more information refer to the **Viewer** mode chapter in this manual.

### 7.1.4. ScanPad

With **ScanPad** you can test scanning parameters for an image scan and integrate the new settings into an open BSW scan job. For more information refer to the **Test Scans with ScanPad** chapter in this manual.

### 7.1.5. ScanTool

With **ScanTool** you can automate scans of rectangles, splitting pages vertically and horizontally in many different ways. For more information, refer to the **ScanTool** chapter in this manual.

### 7.1.6. Image Manager

The **Image Manager** allows you to manipulate the position of an image in the batch or rescan a less than optimal image. This function enables you to modify the image scan parameters and then repeat the scan of this image again. For more information refer to the **Batch Editing with the Image Manager** chapter in this manual.

## 7.2. Select a scan job via Job Browser

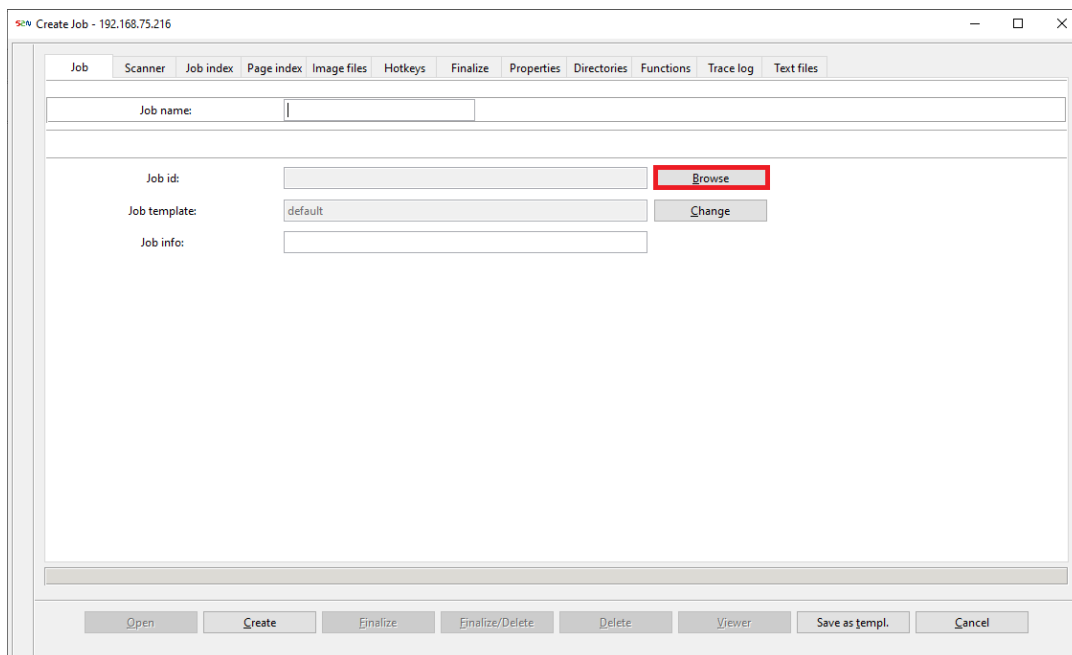


Fig. 88: Load Job Browser

- In Job tab click **BROWSE** to load the **Job Browser** window.

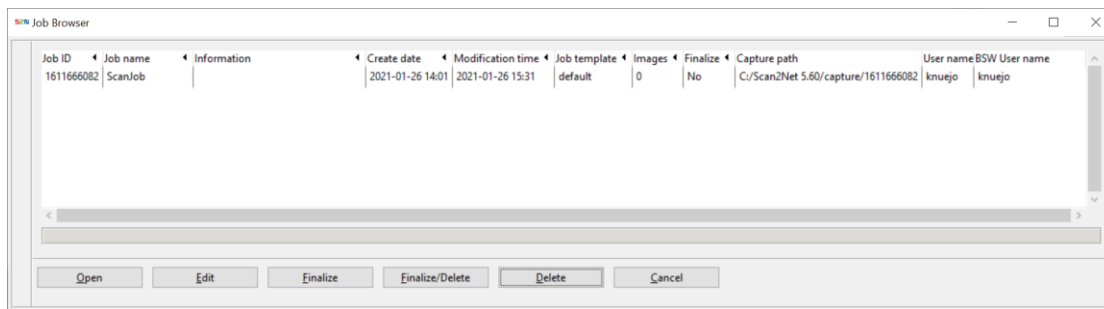


Fig. 89: Job Browser Main

The **Job Browser** window lists all currently existing scan jobs with information about:

Column name	Description
<b>Job id</b>	A unique, twelve-digit number.
<b>Job name</b>	The name for the scan job.
<b>Information</b>	Software messages about the scan job.
<b>Creation date</b>	Date and time of the scan job creation.
<b>Modification time</b>	Date and time of the scan job settings modification.
<b>Job template</b>	The job template used.
<b>Images count</b>	Number of scanned images in this scan job.
<b>Finalize</b>	Status of image export: Modified, New, Ready.
<b>Capture path</b>	The path to the capturing directory, where the unnamed images will be stored. <b>Note: Do not touch, move or edit the content of this directory.</b>
<b>User name</b>	The actual logged in MS Windows username.
<b>BSW user name</b>	The actual logged in BSW username.

### 7.2.1. Open and restart an existing scan job

- Reopen an existing scan job by marking the job in the list and selecting **OPEN**.

### 7.2.2. Reload an existing scan job into the Create Job Dialog

- Reload a scan job into the **Create Job** dialog for further editing with a mouse double click or by marking the job in the list and selecting **EDIT**.

### 7.2.3. Image export via Finalize

- Export all images and index files to the target directory by copying and naming the files in one process.

### 7.2.4. Finalize/Delete

- Finalize and delete scan jobs, in one step, and export all images with their file names and index files to the target directory.
- The whole scan job, including the scan job profile, the contents of the capture directory, the scan parameters, the index settings and the used variables are deleted.

**Note:** The further use of this scan job such as adding, a removing or a shifting of images is no longer possible.

### 7.2.5. Delete

- Delete a scan job including all scanned images, scan parameter settings and index files. **CANCEL** aborts the current action.

### 7.2.6. Viewer Mode

- Load, without a connection to a scanner, a former scanned job into the **Viewer** mode and browse through scanned images of the selected job.

**Note:** The **Viewer** mode allows you to edit, delete and finalize a loaded job.

### 7.3. General Image Scan Parameters

The picture below shows the Batch Scan Wizard sample job screen after the scan job **test** was created in Create job dialog by a clicking **CREATE**. The sample job window shows different button bars and two image windows. All icons and processes in the Batch Scan Wizard user interface are described in the following chapters.

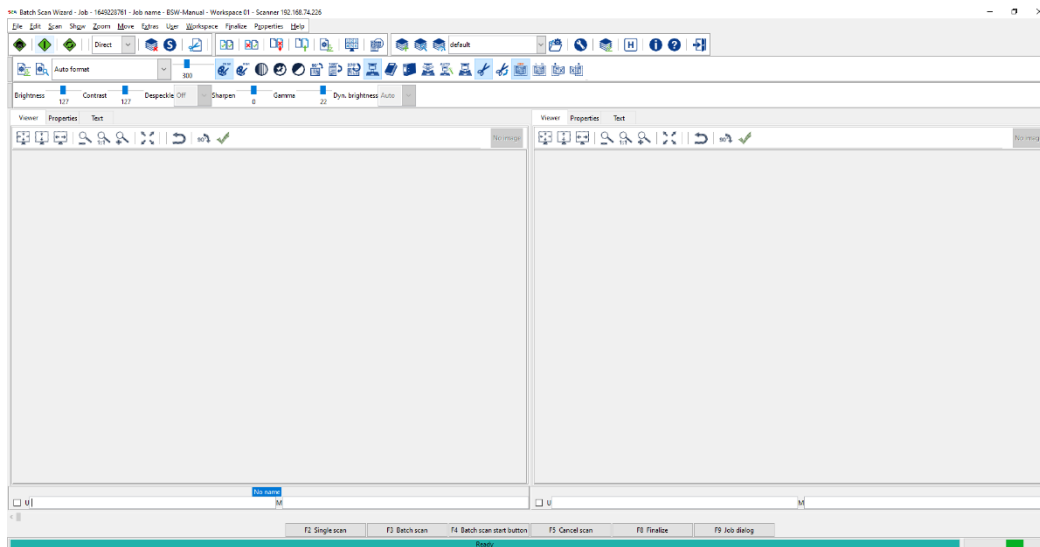


Fig. 90: Batch Scan Wizard in Job Mode

**Note:** The Batch Scan Wizard interface and related functions depend on the functions of your Scan2Net scanner. Your scanner may offer you a different set of buttons and parameters depending on the properties of the particular device type.

Before starting a batch scan process, the image scan parameters should be configured using the Main Control Bar, Settings Bar 1 and 2. The following sections describe the image scan parameters.

### 7.3.1. Paper Format



Fig. 91: Select paper format and document size

The drop down list offers various standard paper formats. If **Auto Format** is selected, the scanner scans the complete scan area and then crops the document to its real size.

If a fixed format other than **Auto Format** is selected, some functions like **Cropping**, **Crop & Deskew** and **Book Fold Correction** will not work. Use **Auto Format** whenever possible.

### 7.3.2. DPI Resolution

#### 7.3.2.1. Selecting the Scanner Resolution

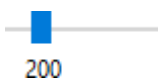


Fig. 92: DPI Resolution Slider

A slider shows the resolution in dpi for scanned images. For most scanned images, 300 dpi is generally high enough for printing. Other resolutions are scalable from 150 up to 9600 dpi, depending on the performance of your Scan2Net scanner. Increasing the resolution will result in an increase in file size of the scanned image.

- A **RIGHT MOUSE** click onto the **SLIDER** displays the resolution dialog window.

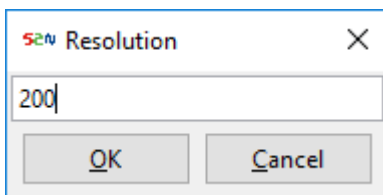


Fig. 93: DPI Resolution Value Dialog Window

- Enter your desired dpi resolution in possible 1 dpi steps and in a value range from 150dpi until the maximum possible dpi resolution of the scanner.

### 7.3.3. Color Mode and Color Setting

#### 7.3.3.1. 24 bit Color



Sets the scanner to true color scanning mode (= 24 bit color mode). This means that each pixel can have one of approximately 16 million colors.

#### 7.3.3.2. 8 Bit Color



In 8 bit color mode there is one byte (= 8 bit) representing the color of each pixel. The maximum number of colors that can be addressed by 8 bit color mode is 256.

#### 7.3.3.3. Grayscale



In grayscale scanning mode, each pixel is represented by one of 256 different shades of gray.

#### 7.3.3.4. Enhanced Halftone



Enhanced Halftone is a special kind of bitonal scanning, resulting in black and white images that make a photo realistic impression. This is achieved by dithering the gray shades, or emulating grayscales through black and white patterns.

#### 7.3.3.5. Binary



Binary mode is a bitonal scanning mode which converts the colors or grayscales of the document in either a black or a white pixel.

### 7.3.4. File Format Settings

**Note:** With a left mouse click on the chosen color mode button, you can also choose the file format, JPEG quality, PDF compression and preview scale in the following window.

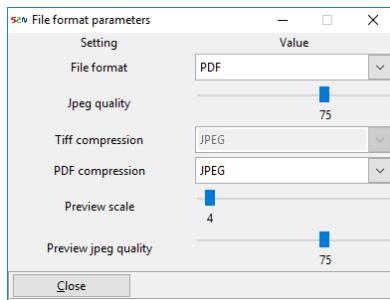


Fig. 94: Set File Format Parameters

You can choose from the following file formats

- JPEG with a jpeg quality scale: 25 – 100 %
- PNM image
- PNG image
- BMP image
- TIFF with TIFF Compression: None, (CCITT) G4 or JPEG
- PDF with PDF Compression: None, (CCITT) G4 or JPEG
- The preview image can be scaled between: 1:3 -1:20

### 7.3.5. Preview Scale

Each scanned image will be displayed in a lower preview quality first to support the operation speed in the Batch Scan Wizard scan workflow. By clicking the image in the **Image Viewer** window the original scanned image will be loaded and displayed.

- Modify the size of the displayed preview image in the image display window by the use of the slider **Preview scale**.

### 7.3.6. Preview JPEG Quality

- Modify the JPEG quality of the displayed preview image in the **Image Viewer** window by the use of the slider **Preview jpeg quality**.

### 7.3.7. Scan Rotation



**Scan rotation** sets the scanner to 90°, 180° or 270° rotated scanning mode. The image is rotated clockwise inside the scanner on the fly.

### 7.3.8. Cropping



The scanner takes a maximum sized scan and automatically cuts off the border area which is recognized as background (cropping).

### 7.3.9. Crop Margin

With this function you can crop a slightly larger or smaller cutout than you would get with the neutral default setting.

### 7.3.10. Crop Density

The **crop density** defines the threshold for separating background from document. The default setting of 70 gives the best results in 99% of all scans.

### 7.3.11. Crop & Deskew



The scanner takes a maximum sized scan, automatically detects any skew of the scanned document, cuts off the border which is recognized as background (cropping) and aligns the image. If the **deskew angle** of the document exceeds the maximum angle defined, the function will only crop the image.

### 7.3.12. Single Page Scan or Page Splitting

#### 7.3.12.1. Single Page



This is the standard scan mode. It means that the entire document is stored in one single image. All selected formats work in this mode.

#### 7.3.12.2. Split Page Automatically



The scanning area is split into two pages which are of the same width. In **Single Scan** mode you have to activate the scan function twice to get both pages. As a default, the first scan sends the left page. For scanning books or newspapers which read from right to left, you could also define that the first scan sends the right page. Each consecutive scan toggles between left and right.

### 7.3.12.3. Left Page Only



The scanning area is split into two pages of the same width. Only the left page scan is generated as an image.

### 7.3.12.4. Right Page Only



The scanning area is split into two pages of the same width. Only the right page scan is generated as an image.

## 7.3.13. Camera Settings

### 7.3.13.1. Brightness

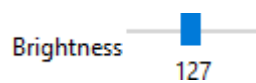


Fig. 95: Brightness Slider

Smaller values result in darker images, higher values produce lighter images.

You can change the values individually with the cursor keys on your keyboard.

A **RIGHT MOUSE** click onto the **SLIDER** displays the brightness value dialog window.

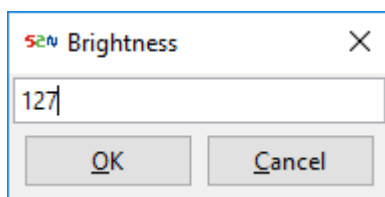


Fig. 96: Brightness Value Dialog Window

Enter your desired value for brightness individual steps in a value range from 0 until 255.

### 7.3.13.2. Contrast

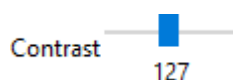


Fig. 97: Contrast Slider

Smaller values result in softer images, higher values produce sharper image.

You can change the values individually with the cursor keys on your keyboard.

A **RIGHT MOUSE** click onto the **SLIDER** displays the contrast value dialog window.

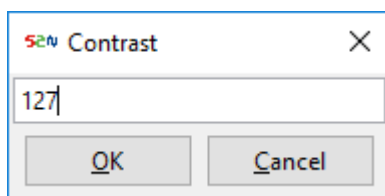


Fig. 98: Contrast Value Dialog Window

Enter your desired value for contrast individual steps in a value range from 0 until 255.

### 7.3.13.3. Despeckle

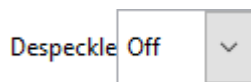


Fig. 99: Despeckle

**Despeckle** removes isolated black pixels which are not related to their neighbors. Speckles exist only in binary files and are found in low contrast areas of a document.

### 7.3.13.4. Sharpen

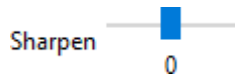


Fig. 100: Sharpness Slider

An **automatic sharpening algorithm** is applied to the image before any other operation is performed. A value of zero disables the function. Very high values may produce artifacts depending on the nature of the document.

A right mouse button click onto the slider button displays the sharpness value dialog window.

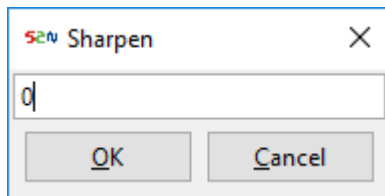


Fig. 101: Sharpness Value Dialog Window

Enter your desired value for sharpness individual steps in a value range from -7 until +7.

### 7.3.13.5. Gamma

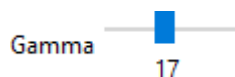


Fig. 102: Gamma Slider

This button specifies the gamma function used during scanning. You can change the values individually with the cursor keys on your keyboard.

A **RIGHT MOUSE** click onto the **SLIDER** button displays the Gamma dialog window.

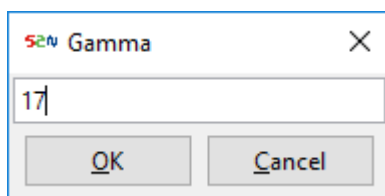




Fig. 103: Gamma Value Dialog Window

Enter your desired value for **Gamma** in a value range from 10 until 25.

### 7.3.14. Saving and Loading Image Scan Parameters



- Image scan parameters are the necessary settings for a scan job such as: paper format, color modes, resolution, page splitting, etc. For details on each setting, please refer to the chapter [General Image Scan Parameters](#).
- Click **SAVE SETTING FILE AS**  and save the new image scan parameters as a setting file.
- Click **LOAD SETTINGS FILE**  and load the scan parameter settings from as settings file into the active job or for combining the scan parameters settings with a new a job template.

#### 7.3.14.1. Save settings as default

The current settings are saved as new default settings. These settings will be used for further scanning.

#### 7.3.14.2. Default settings

The last saved settings with **SAVE SETTINGS AS DEFAULT** will be restored. These settings will be used for further scanning.

#### 7.3.14.3. Restore image settings

The current selected image settings will be restored. These settings will be used for further scanning.

If no default settings are present, the settings of the last used scan job will be used as default settings for this new scan job. The currently scanner settings will be used for the included scan job templates.

If a new scan job template is created the current settings will be used as default settings.

#### 7.3.14.4. Restore template settings

The current selected image settings will be restored with the settings of the used scan job template. These settings will be used for further scanning.

If a new scan job template is created the current settings will be used as default settings.

## 7.4. Start a Batch Scan or Single Scan Process

When all scan parameters are set, the scan process can be started.

In the **Main Control Bar**, you see the following scan controls:

**Note:** The Main Control Bar is scanner independent; therefore, the buttons are standard for all Scan2Net scanners.

### 7.4.1. Batch Scan

- Start a **BATCH SCAN**. 

The scanner will scan continuously until the **STOP** button is clicked. The images will be named automatically, as defined in the chosen numbering script.

### 7.4.2. Single Scan

- Start a **SINGLE SCAN**. 

The image will be named automatically, as defined in the chosen numbering script.

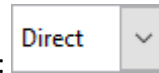
### 7.4.3. Rescan

- Start scanning in **Rescan** mode. 

The image will be named automatically, as defined in the chosen numbering script.

#### 7.4.4. Start Buttons: Direct / Wait / Always / Quick / Continuous

➤ Select the scanner's scan start method in the drop down list:



Function	Description
Direct	The scan starts when the scanner receives the start command from the application.
Wait	The next scan request is on hold until the start button is clicked. This works in single scan mode as well as in batch scan mode. The start button can also be triggered through the use of a foot pedal.
Always	The document transport starts immediately after the start command is sent from the application.
Quick	In this enhanced Always start method, the document transport waits a predefined number of seconds, which is determined in the paper feed delay setting.
Continuous	<p>Full automatic mode</p> <p>The scan sequence starts directly when the application sends the start command. Scanning stops automatically when the length defined by the slider Paper length is reached. Then the document is transported in reverse direction for the length defined with the Overlap slider. 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.</p> <p>Half automatic mode</p> <p>The scan sequence starts directly when the application sends the start command. Scanning stops automatically when the length, defined by the slider Paper length, is reached or when an interrupt command is send. Use 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.</p>

**Note:** Your scanner may offer you a different set of functions depending on the particular device type.

### 7.4.5. Stop Immediately



Every function is interrupted and the scanner stops immediately. The current image transfer, if any, is interrupted. An active batch scan job will be terminated.

### 7.4.6. ScanPad



**SCANPAD** allows real scanning of images without storing them into the job, whereby you can change the settings until the outcome matches your needs. You can then transfer the optimized scan to the active job and/or save the settings for further usage.

### 7.4.7. ScanTool



**SCANTOOL** allows automated scanning of rectangles, page splitting vertical and horizontal.

## 7.5. Operation via scanner's touchscreen and/ or footswitch

The image below shows the **External Start Screen** on the scanner touchscreen.

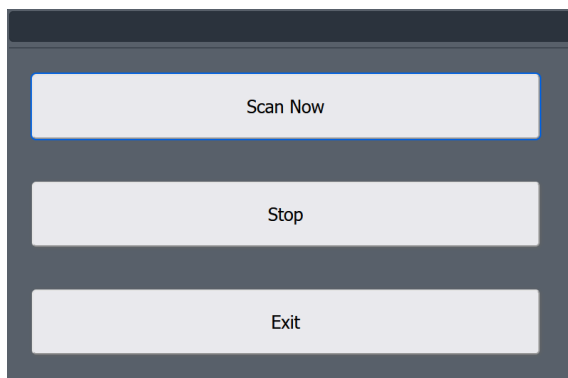


Fig. 104: Start a scan via the scanner's touchscreen

- In the open Batch Scan Wizard job select the hotkey **F4 Batch scan start button**.
- The Batch Scan Wizard changes the default scan mode **Direct** to scan mode **Wait**.
- Wait until the **External Start Screen** is displayed on the touchscreen of the scanner.
- Tap **SCAN START** or a connected footswitch to start the Batch Scan operation. The images will be transferred into the open scan job of the Batch Scan Wizard.
- Tap **STOP** to halt the batch scanning for editing or to modify the scanned batch or the scan parameters used. A new tap on Scan Start starts the Batch Scan operation again.
- Tap **EXIT** to leave the External Start Screen and to return to the default Scan2Net touchscreen application.

**Note:** The external start screen is available on all Bookeye4, WideTEK12/25-600/650, WideTEK36/42/48/CL-600.

## 7.6. Image Viewer

### 7.6.1.1. Change Window Count



With this button, the number of windows shown during a batch scan can be changed. In the selection window, the first number relates to the number of scan windows horizontally and the second number is the number of scan windows vertically.

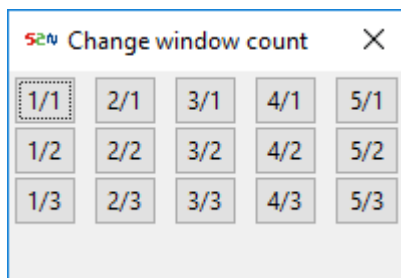


Fig. 105: Change Window Count: Set Number of Shown Windows

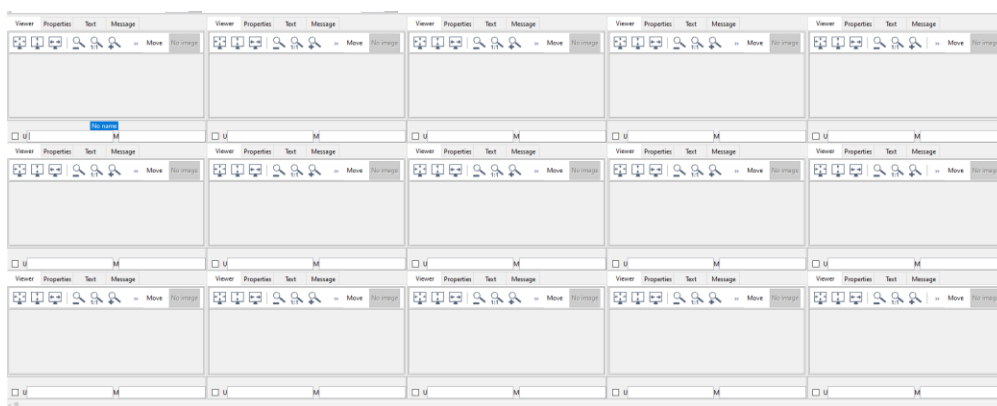


Fig. 106: Window Count: Example 5/3

### 7.6.1.2. Viewer Tab

Each scanned image will be displayed in the **Viewer Tab** in a lower preview quality first to support the operation speed in the Batch Scan Wizard scan workflow. By clicking the image in the **Image Viewer** window the original scanned image will be loaded and displayed.

Please see the chapter **Preview Scale** in the chapter **File Format Settings** how to change the scaling values for the preview image.

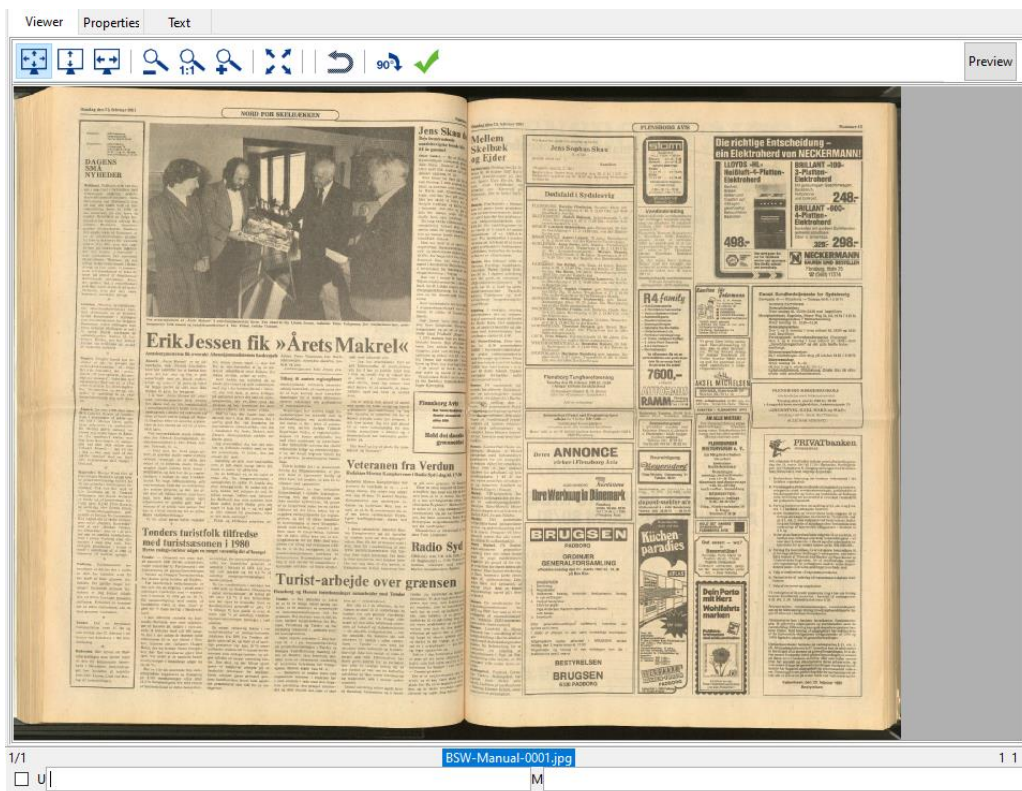


Fig. 107: Image Viewer Tab

### 7.6.1.3. Properties Tab

The main used scan parameters of a scanned image are shown in the **Properties** tab of the **Image Viewer**.

Viewer Properties Text			
Description	Content	Unit	Variable
Color mode	truecolor		colormode
DPI	300		dpi
File format	jpeg		fileformat
Jpeg quality	75	Percent	
Tiff compression	jpeg		
Login name	knuejo		login_name
BSW login name	knuejo		bsw_login_name
Scanner host name	BE5-V1A-a8a1594ade64		scanner_host_name
Scanner device name	Bookeye 5 V1A		scanner_device_name
Firmware version	7.30-rc2		firmware_version
Scanner address	192.168.74.226		scanner_address
Proxy	none		
Local host	J-Knuepp		local_host
Scan date	2022-04-06 13:52		
Image size	10054955	Bytes	image_size
Image width	9276	Pixel	image_width
Image height	6818	Pixel	image_height
Preview size	1049662	Bytes	preview_size
Preview width	2318	Pixel	preview_width
Preview height	1704	Pixel	preview_height
Workstation ID	J-KNUEPP		workstation_id

1/1 BSW-Manual-0001.jpg 1 1

☐ U M

Fig. 108: Image Properties Tab

#### 7.6.1.4. Text Tab

Individual notes to a scanned image can be added in the **Text Tab** of the **Image Viewer** after scan. The notes are temporary as default and can be viewed in the opened scan job until the scan job will be deleted.

#### 7.6.1.5. Record and save the text notes

The notes can be recorded by the use of the **variable %s(user\_text)** which contains the entered content of the text field tab for each scanned image and be saved into single text files or into a record file of the whole scan job - the **Trace Log** file. Please see the chapter **Trace file entry** in the chapter **Text Files** or the chapter **Trace Log** for further information about how to use this.

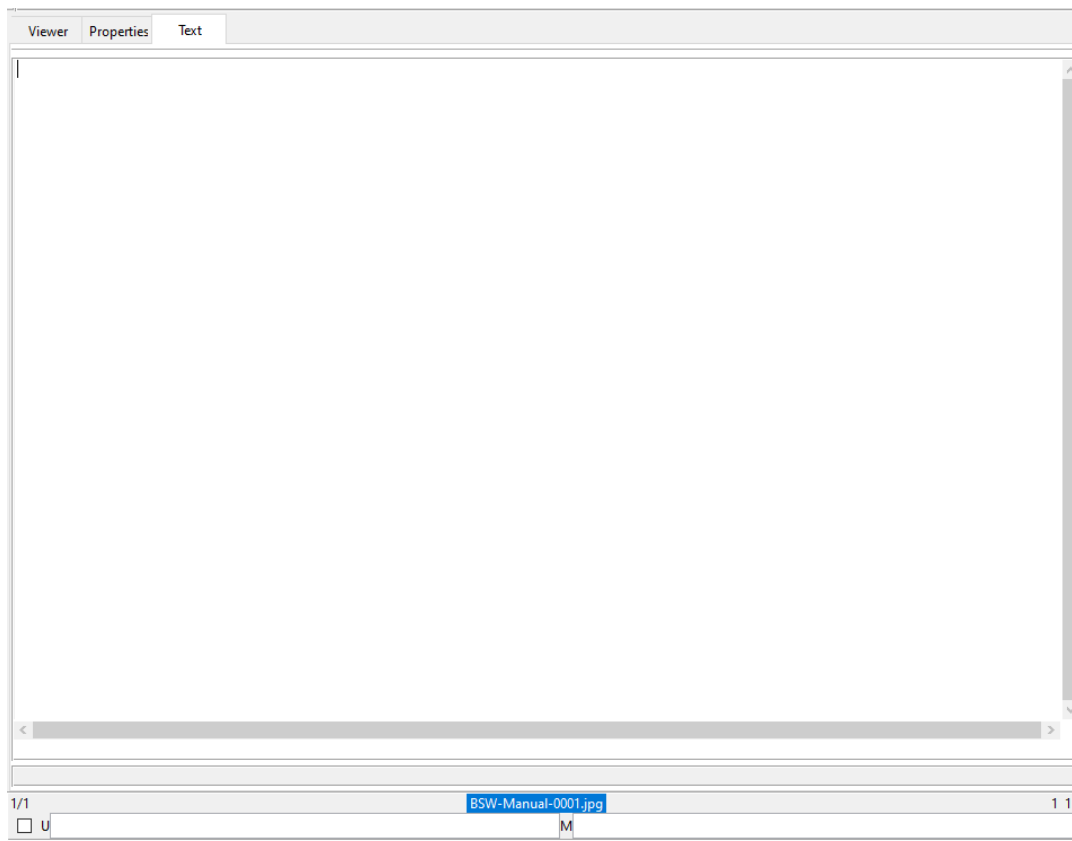












Fig. 109: Text Tab


## 7.6.1.6. Image Viewer Control Bar

Button	Short Description	Detailed Description
	<b>Fit to window</b>	Scales the image to the dimensions of the window and keeps the aspect ratio.
	<b>Fit to height</b>	Scales the image to the height of the window and keeps the aspect ratio.
	<b>Fit to width</b>	Scales the image to the width of the window and keeps the aspect ratio.
	<b>Zoom out</b>	The image is scaled down in size.
	<b>Zoom 100%</b>	The image is displayed at full resolution. Every pixel present in the image is shown on the screen.
	<b>Zoom in</b>	The image is scaled up in size.
	<b>Fullscreen</b>	The image is displayed in full screen view mode. You can leave the full screen mode by using the ESC key on your PC keyboard.
	<b>Undo</b>	Reverses the last executed command.
	<b>Rotate</b>	Rotate the displayed image by 90°
	<b>Apply changes</b>	The last made changes will be applied.

### 7.6.2. Batch Editing with the Image Manager


In an active job, you can edit and change the order of the images in the preview window as often you like.

#### 7.6.2.1. Insert Mode

- Scan one or more images and insert them into the currently active job .
- Mark the **insert position** by selecting an image in the **Image Preview** window.
- Click **INSERT MODE**.
- Click **BATCH SCAN** or **SINGLE SCAN** to insert the next images.


The images will be inserted after the marked image in the batch.

#### 7.6.2.2. Replace Mode


- Scan and replace the currently active image in the batch. .
- Mark the replace position by selecting an image in the Image Preview window.
- Click **REPLACE MODE**.
- Click **BATCH SCAN** or **SINGLE SCAN** to replace the next images.

The marked image will be replaced.

#### 7.6.2.3. Delete Image

- Mark the image to be deleted in the **Image Preview** window. .
- Click **DELETE IMAGE**.

#### 7.6.2.4. Insert Last Deleted Image

- Move an image in the scanned batch to a different position. .
- Click on the image in the **Image Preview** window
- Click **DELETE IMAGE** to delete it.
- Move the **Scroll** bar to the desired position.
- Click **INSERT** last deleted image.

The image will be inserted after the position of the selected image.

## 7.7. Scanning in Rescan Mode



By scanning in **Rescan** mode, a formerly scanned image will be held in memory. Color mode, file format, rotation, mirror and camera settings can be modified without having to rescan.

**Rescan** mode can be used in the **Batch Scan Wizard** directly, in **ScanPad** or **ScanTool**.

- Create a new job or open a saved one.
- Set the scan parameters or use the last parameters saved.
- Start a single scan
- Click **RESCAN** to set the Batch Scan Wizard into **Rescan** mode.
- Change the scan parameters.
- Click **SINGLE SCAN** again.

The new settings will affect the image immediately, without having to physically rescan the document.

The settings in the scan job will be automatically replaced by the last scan settings used in **Rescan** mode.

**Note:** A color scan is required to be able to use all color modes in Rescan mode.

## 7.8. Testing Scan Parameters with ScanPad



**ScanPad** is an external application which can be started from inside **Batch Scan Wizard** or via the **Windows Start** menu.

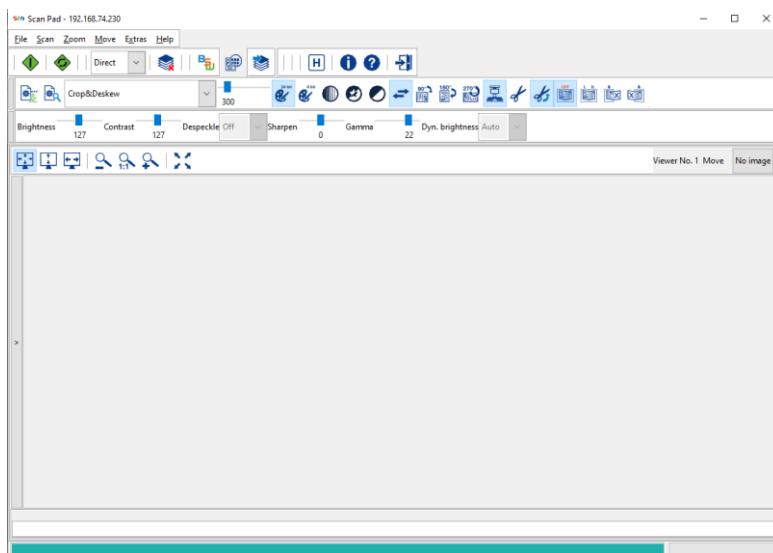






Fig. 110: ScanPad Start Screen – Bookeye 5 V1A example

The purpose of **ScanPad** is to find the best possible scanning parameters for your documents without adding the test scans to your active scan job. This is why each new scan overwrites the previously scanned image. Once you have found the optimal setup of parameters, you can copy both the image and the settings to the active scan job.

You can interrupt the job and start **ScanPad** as often as required for further fine tuning of the scanning parameters.

- Use  **SCAN PAD** and perform a scan .
- If necessary, configure new image scan parameters and perform a scan again.
- Repeat this until the scan result meets your expectations.
- Use  **SAVE IMAGES TO BSW** to transfer the last image to your open scan job.
- Use  **SWITCH TO BSW** to leave **ScanPad** and go on scanning in the currently open scan job.



**Note:** The button “Save Image to BSW” works differently, depending on whether Insert or Replace mode status is active in the Batch Scan Wizard.

- Click **EXIT** to close the **ScanPad**. A dialog box will ask you if you want to copy the **ScanPad** settings to the active scan job.

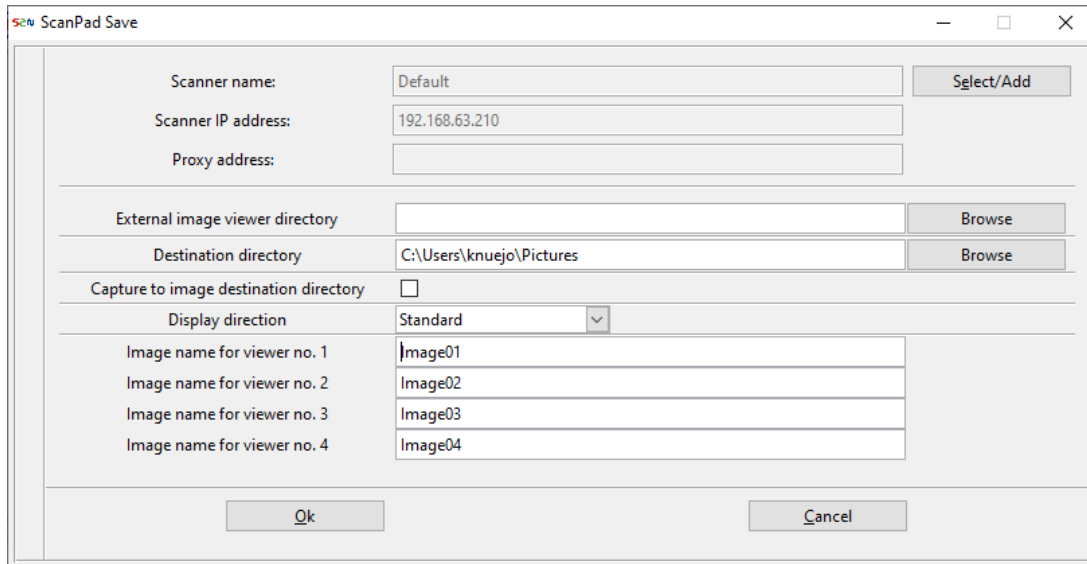
**Note:** **ScanPad** cannot add a scan counter to the image file name.

**Note:** **ScanPad** does not support the file format PDF.

### 7.8.1. Use ScanPad without BSW

- Use  ScanPad via Windows Start menu.
- Use  ScanPad setup dialog window.

### 7.8.2. ScanPad Setup



The image shows a Windows-style dialog box titled "ScanPad Save". It contains several input fields and buttons for configuring the scanner. The fields are: "Scanner name" (set to "Default" with a "Select/Add" button), "Scanner IP address" (set to "192.168.63.210"), "Proxy address" (empty), "External image viewer directory" (empty with a "Browse" button), "Destination directory" (set to "C:\Users\knuejo\Pictures" with a "Browse" button), "Capture to image destination directory" (checkbox, unchecked), "Display direction" (dropdown menu set to "Standard"), and four "Image name for viewer" fields (set to "Image01", "Image02", "Image03", and "Image04"). At the bottom are "Ok" and "Cancel" buttons.

Fig. 111: ScanPad Setup

#### Scanner name

- **SELECT/ADD** changes the actual selected scanner.



#### External image viewer directory

- **BROWSE** to select an additional image viewer.


#### Destination directory:

- Use the default path to destination directory or use **BROWSE** to select a new path for your saved image files.

### Capture to image destination directory:

- **Off:** After a scan the unnamed image file will be saved into the temporary directory of Batch Scan Wizard.
-  **SAVE IMAGES** copies and saves the file with the selected file name into the selected destination directory.
- **On:** After a scan the unnamed image file will be saved into the selected destination directory.
- Use  **SAVE IMAGES** and rename the file to selected image file name:
- **Image name for viewer 1:** Modify image the file name according to your planned scan workflow.
- **Image name for viewer 2:** Modify image the file name according to your planned scan workflow when using automated splitting.
- **Image name for viewer 3:** Modify image the file name according to your planned scan workflow when using automated splitting with a duplex scanner.
- **Image name for viewer 4:** Modify image the file name according to your planned scan workflow when using automated splitting with a duplex scanner.

## 7.9. Page Splitting and Masking with ScanTool

 **ScanTool** enables automated scanning of rectangles or automated page splitting in vertical and horizontal direction.

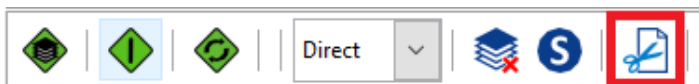


Fig. 112: ScanTool start button at BSW Scan Control Bar



- In **Batch Scan Wizard Job** mode, click  **SCANTOOL** to start **ScanTool**.
- ScanTool** starts in **Move Image** mode .
- In **Move Image** mode a scanned image can be zoomed and moved in the image viewer window of **ScanTool**.



Fig. 113: ScanTool Control Bar

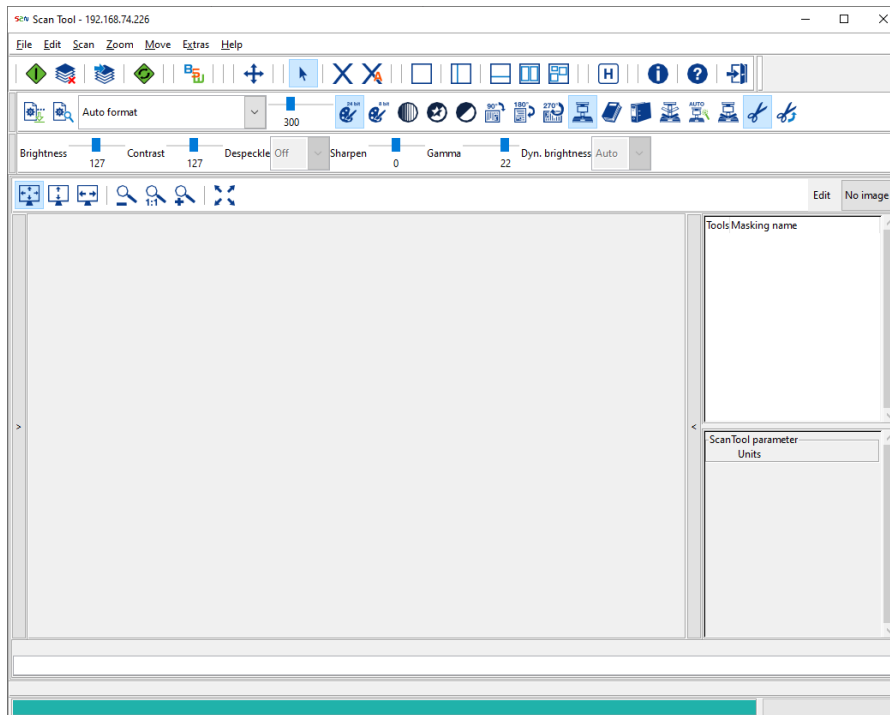



Fig. 114: ScanTool Start Screen showing available parameter units- BE5-V1A- Example

- Select the desired ScanTool parameter units.  
Available units are pixel, inch, mil, cm and mm.

- Use  **SINGLE SCAN or ALT+1**, to create a preview image and to select the desired splitting or masking method.

**ScanTool** inherits the scanning parameters from the active scan job but you can adjust them in **ScanTool**, if necessary.

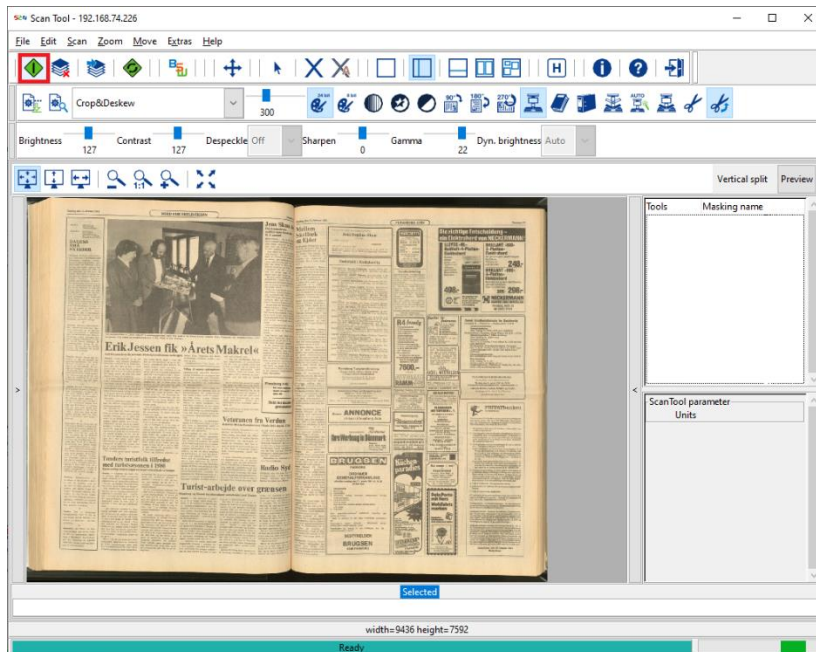


Fig. 115: ScanTool with example scan

- Zoom into the image or move the image to the area you want to split.



Fig. 116: Image Viewer Control Bar

### 7.9.1. Variable page splitting vertical

- Use  **VARIABLE PAGE SPLITTING VERTICAL** to set a vertical split line.

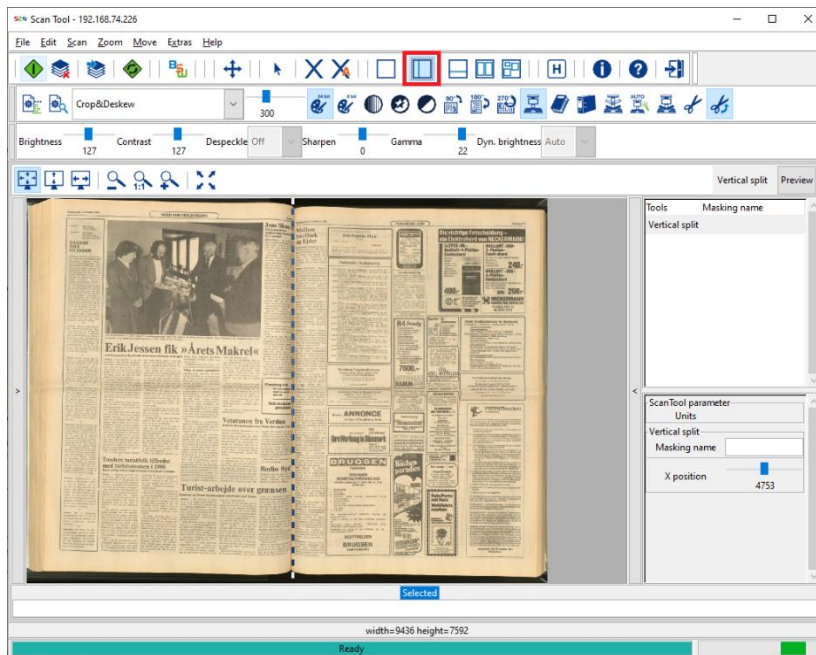


Fig. 117: ScanTool: Scan with vertical splitting line

- Enter a name for the new mask in the Tools window by clicking the first listed mask.

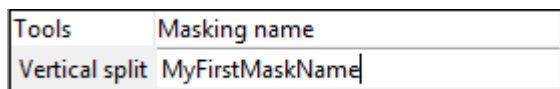


Fig. 118: Edit the name of the new created mask

- Click  **SWITCH TO BATCH SCAN WIZARD** or **ALT+W** to change to Batch Scan Wizard and to operate the scan job with the new selected splitting.

**Note:** It is required to not close the ScanTool application and let it open in the background when operating and scanning with the ScanTool splitting functions.

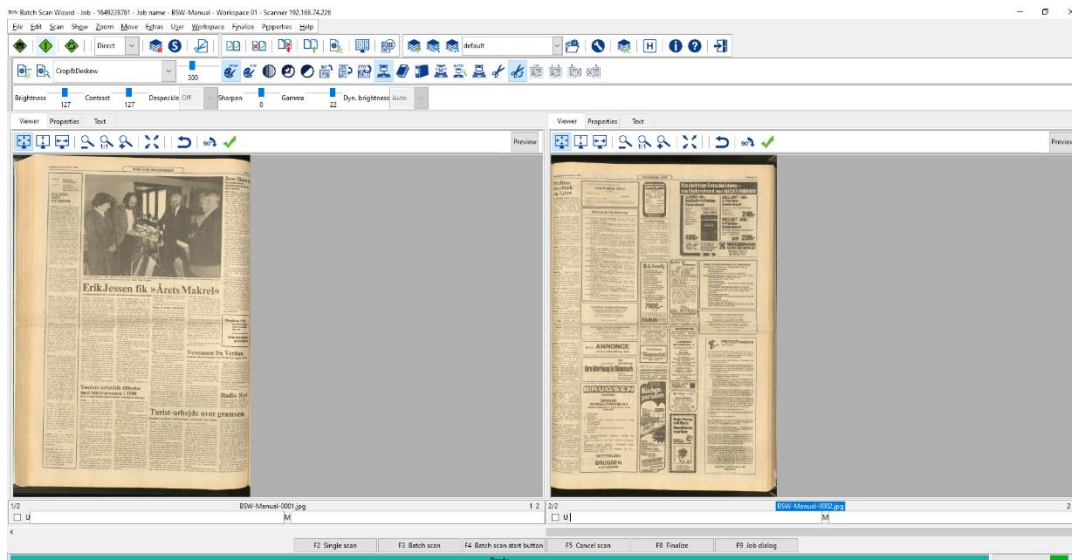



Fig. 119: Scan job with selected variable page splitting vertical

## 7.9.2. Variable page splitting horizontal

- Use  **VARIABLE PAGE SPLITTING HORIZONTAL** to set a horizontal split line.

### 7.9.3. Extended variable page splitting vertical

- Use  **EXTENDED VARIABLE PAGE SPLITTING VERTICAL** to set a double sided and even sized splitting which allows cutting out content from a left and a right book page in one step.

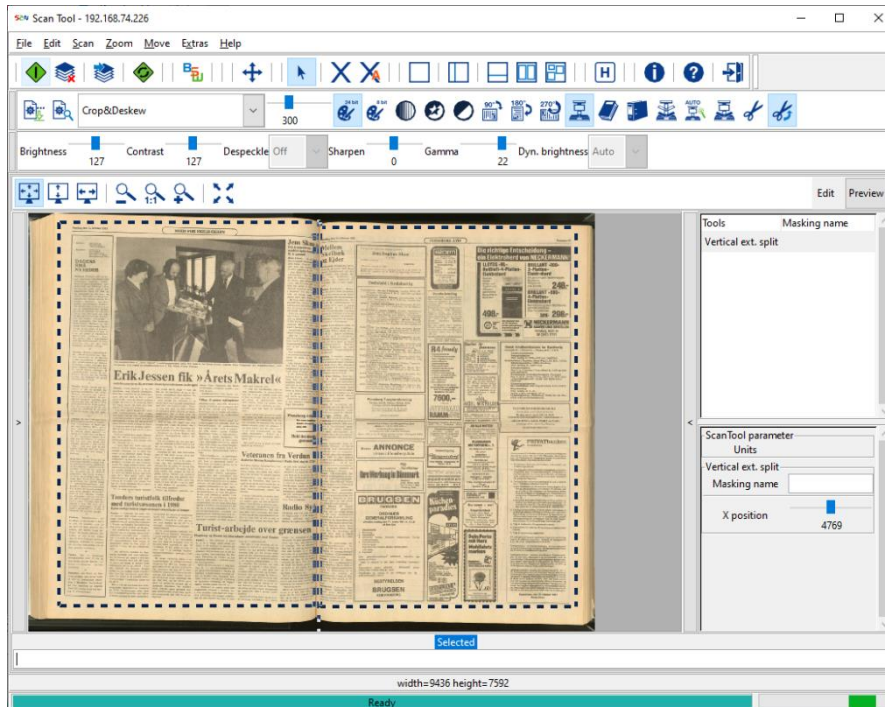


Fig. 120: ScanTool with selected extended variable page splitting vertical

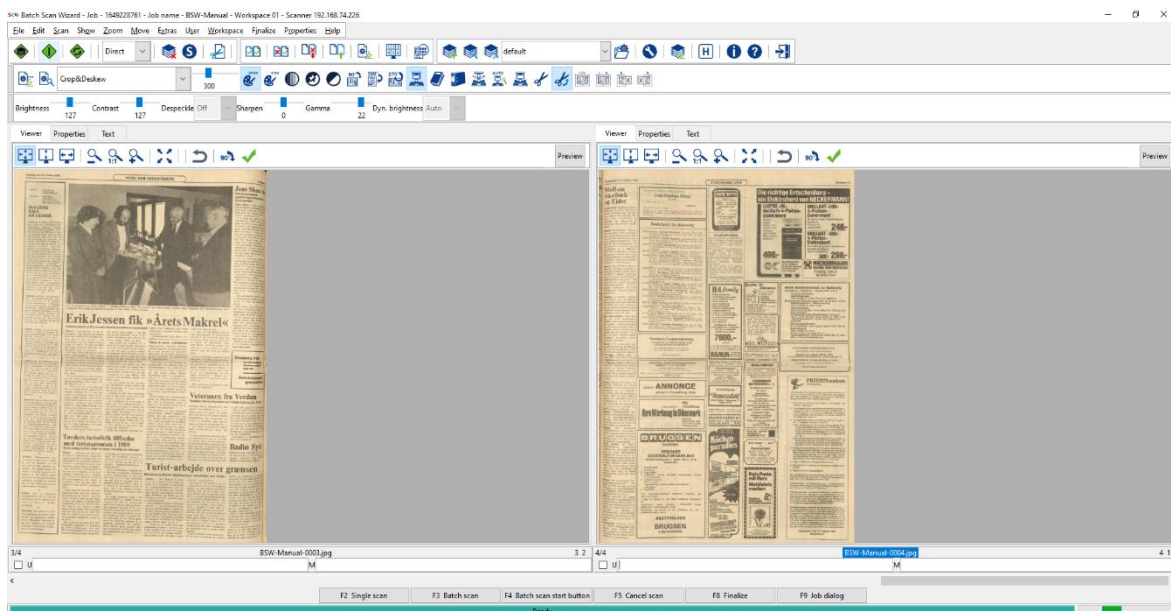



Fig. 121: Scan job with selected extended variable page splitting vertical

### 7.9.3.1. Scan rectangles

- Use  **SCAN RECTANGLES** to select one or more rectangular areas to scan. The number of rectangles is unlimited; overlapping rectangles are possible.
- After you have set your splitting lines or rectangles, go to **Tools** and mark the preferred splitting line or rectangle.
- Go to **Rectangles**, move the sliders to your preferred X position, y position, width or height.
- Or click and hold the right mouse button to relocate the entire rectangle directly.
- Alternatively, you can activate the **Change** mode to move the position of the new split lines or the size of the rectangle. Or click and hold the middle mouse button to move the selected mask.
- Move the mouse pointer to the split line or to the frame of a rectangle.
- Go to **Tools** and mark the preferred splitting line or rectangle.
- Go to **Rectangles** and move the sliders to your preferred X position, y position, width or height.
- Or click and hold the right mouse button to relocate the entire rectangle directly.
- Or open the **Scale Value** dialog of the **SLIDER** context menu by a **RIGHT MOUSE** click onto the **SLIDER** to edit the value manually.

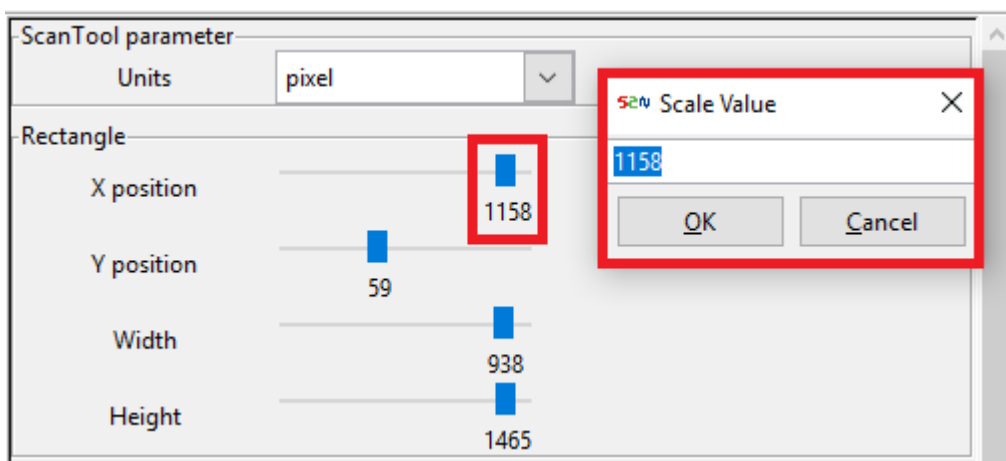


Fig. 122: Scale value dialog window

- Click  **DELETE** or  **DELETE ALL** to delete the split line or rectangles.

### 7.9.4. Duplikate a selected rectangle

- Perform scan in **ScanTool**.
- Go to **Tools** and mark the preferred splitting line or rectangle by left mouse button click.
- Open the Rectangles context menu by clicking **RIGHT MOUSE** on the selected rectangle.

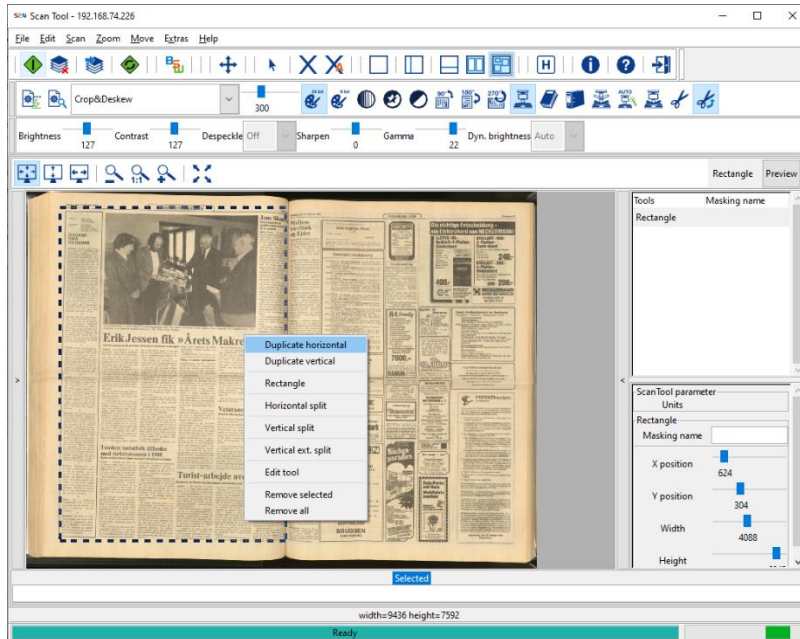


Fig. 123: Duplicate a selected rectangle

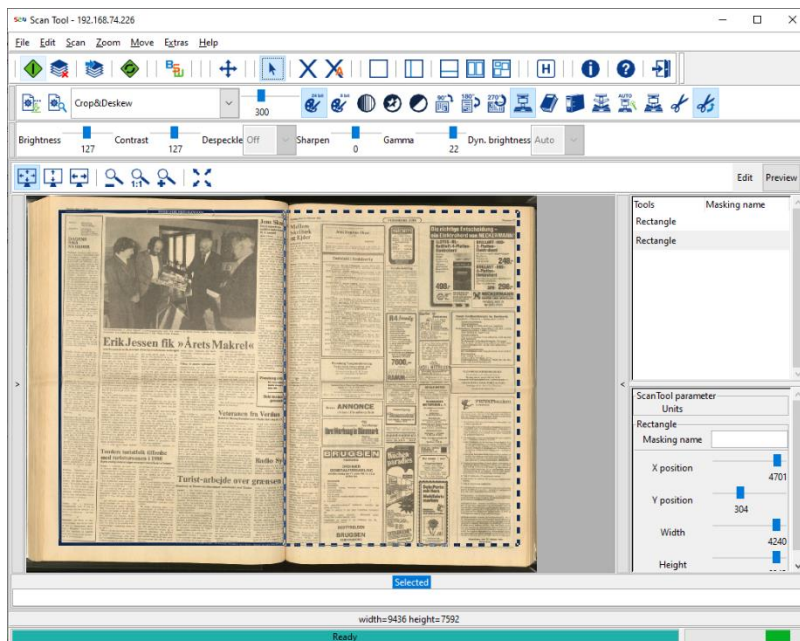


Fig. 124: Duplicated rectangle

- **DUPLICATE HORIZONTAL** duplicates the selected rectangle into a horizontal direction.
- **DUPLICATE VERTICAL** duplicates the selected rectangle into a vertical direction.
- **REMOVE ALL** deletes all created rectangles.
- **REMOVE** deletes a selected rectangle.

### 7.9.5. Get entire image



**GET ENTIRE IMAGE** saves the original image additionally into scanned batch of images.

### 7.9.6. Save image to BSW



**SAVE IMAGE TO BSW or ALT+S** integrates the cutted or splitted image(s) manually into the open scan job.

### 7.9.7. Batch scanning with splitting and masking

When ScanTool is left open in the background, after a single scan and a setup of a mask, the scan and masking settings used in ScanTool will be transferred and used in the open scan job of the Batch Scan Wizard for the following scans.

### 7.9.8. Start ScanTool with Batch Scan Wizard

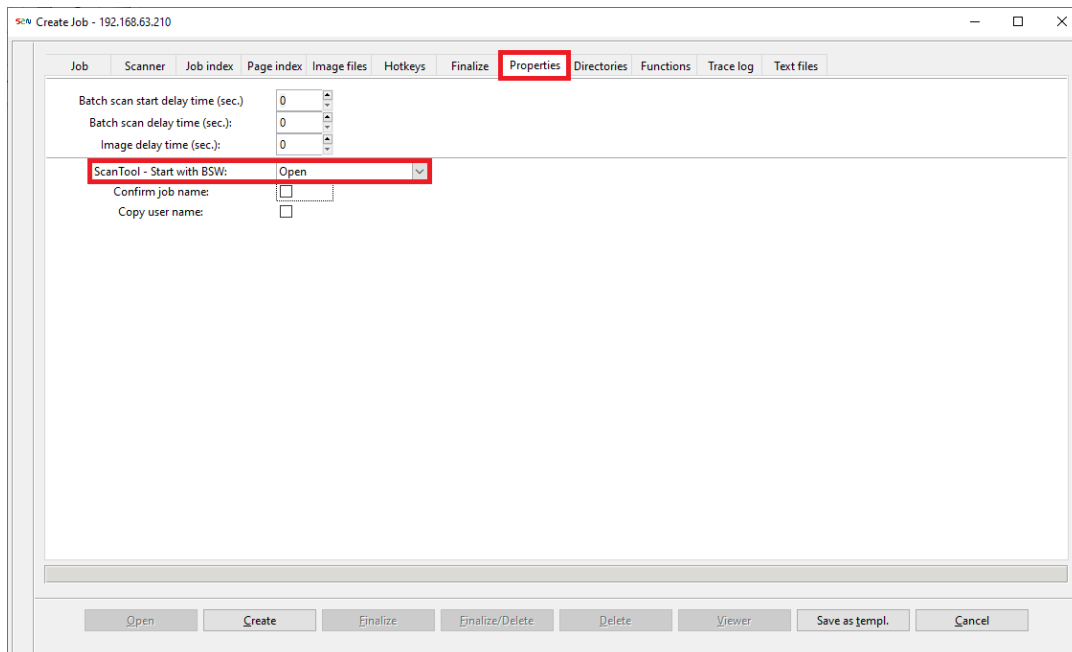


Fig. 125: Create Job Dialog: Properties Tab: Start ScanTool with BSW

In **Create Job** dialog select the **Properties** tab and set **ScanTool start with BSW: Open** to load the **ScanTool** application with each start of Batch Scan Wizard. This should be implemented in a new default scan job template.

**Note:** When ScanTool is closed, the scan settings used in ScanTool will be transferred and used in the open scan job of the Batch Scan Wizard.

**Note:** The button “Save Image to BSW” works differently, depending on whether Insert or Replace mode status is active in the Batch Scan Wizard.

## 8. Image Export - Finalizing the Scan Process

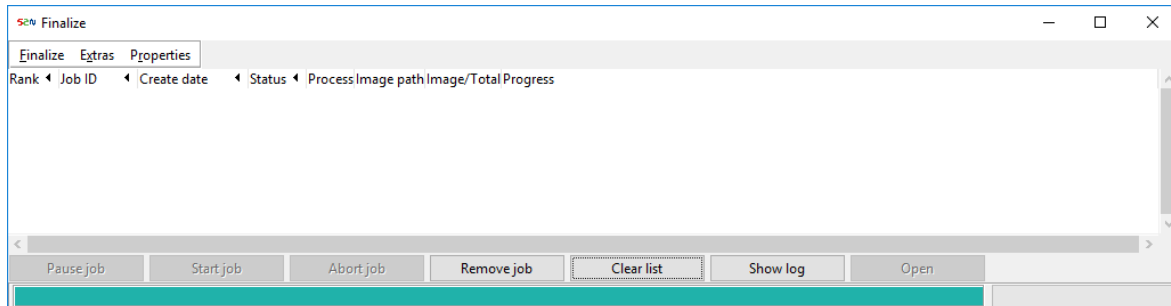


Fig. 126: Finalize Manager

### 8.1. Finalize Manager Menus

#### 8.1.1. Finalize

##### 8.1.1.1. Start Finalize

Manual start of the finalize process when the setting **Finalize Auto Start** is deactivated.

##### 8.1.1.2. Hibernation after Finalize

After the last finalized scan job the **hibernation (or suspend to disk)** is powering down the Batch Scan Wizard PC while retaining its state. Upon hibernation, the computer saves the contents of its random access memory (RAM) to a hard disk or other non-volatile storage. Upon resumption, the computer is exactly as it was before entering hibernation.

#### 8.1.2. Extras

- **Show Batch Scan Wizard**
- **Open/Show ScanPad**
- **Open/Show ScanTool**


#### 8.1.3. Properties

General /Finalize Auto Start

This setting is activated by default. When using **F**, **F8** or **CTRL+J** the finalize process of your scan job starts immediately.

#### 8.1.4. Image Export with Finalize

When all images of a job have been scanned, finalization must be started to complete the job. The finalization process closes the job and the image names are produced according to the naming scheme chosen. The finalized images are copied into the target directory and the scan job can be deleted. After finalization and deleting the job, further use of the job such as adding, a removing or a shifting of images is no longer possible. If finalization of a job is interrupted, for example by terminating the Batch Scan Wizard, the interrupted finalization job will be finished with the next start of the program.

- Use  or **F8**, or use **CTRL+J** to start to export the scanned images into the target directory via **Finalize**.

**Note: The finalize procedure starts immediately.**

- While a job is active, you can edit and change the order of the images in the preview window as often as you'd like.
- Each change in the order of the images in a batch will be saved temporarily until you start the finalize process.
- With the **Finalize** process, the final order of the images in the batch will be set.

##### 8.1.4.1. Delete, Merge and Overwrite

If an existing folder with the same folder name and/or file content is found in the target directory path during the finalization routine, a message with the options **Delete**, **Overwrite** and **Merge** is displayed.

- **DELETE** removes the existing content in this folder and saves in it the last scanned images of the scan job.

**Please note: If you use DELETE when C: / is your selected finalize path, all files on the disk C: / will be deleted.**

- **OVERWRITE** overwrites the existing files in the selected folder with the actual files of the scan job.
- **MERGE** merges the actual files of the scan job with the existing files in the selected folder. Precondition: The file names in the scan job must be different to file names of the existing files in the folder.

### 8.1.5. Image Export with Finalize & Delete

You can delete your scan job during the finalize procedure. All scanned images were copied into the target directory. The original scanned images in the capture directory, including all job files, were deleted.

- Click **CTRL+ALT+J** for **Finalize & Delete**.

### 8.1.6. Open the image export directory with the Finalize Manager

- Move to the **Finalize Manager**.
- Go to the progress line of your finalize job.
- Wait until the progress bar shows 100%.
- Click **OPEN** to open the target directory, which contains the exported images of the finalized scan job.

### 8.1.7. Finalize Manager - Change the order of running finalize jobs

When you have several finalize jobs running, each with different numbers of images to export, you can change their order using the buttons **PAUSE**, **START** and **ABORT**.

#### 8.1.7.1. Pause a running finalize job

- **PAUSE JOB** stops a running finalize of a scan job.

#### 8.1.7.2. a paused finalize job

- **Start job** starts a paused finalize of a scan job.

#### 8.1.7.3. Abort a running finalize job

- **Abort job** aborts a running finalize of a scan job.

#### 8.1.7.4. Remove a finalized scan job from the list

- **Removes** a scan job from the list.

#### 8.1.7.5. Delete the list of finalized scan jobs

- **CLEAR LIST** deletes the list of finalized jobs.

### 8.1.8. Troubleshooting Finalize - Check the log file of your finalized job

During the image export of a scan job, all system actions of the entire process will be recorded in a log file for later examination.

If an error occurs during the finalize attempts, mark the line of the finalize job in the list and click **SHOW LOG** to open the log file.

## 9. Image import and processing

The standard image file formats (JPEG, TIFF and PNG), produced by the Scan2Net scanner, can be imported via File menu / IMPORT IMAGES dialog window or by drag and drop into the first, empty, Image Viewer field of an open scan job.

- A right mouse button click onto scanned image in the image viewer opens the image processing tool bar.

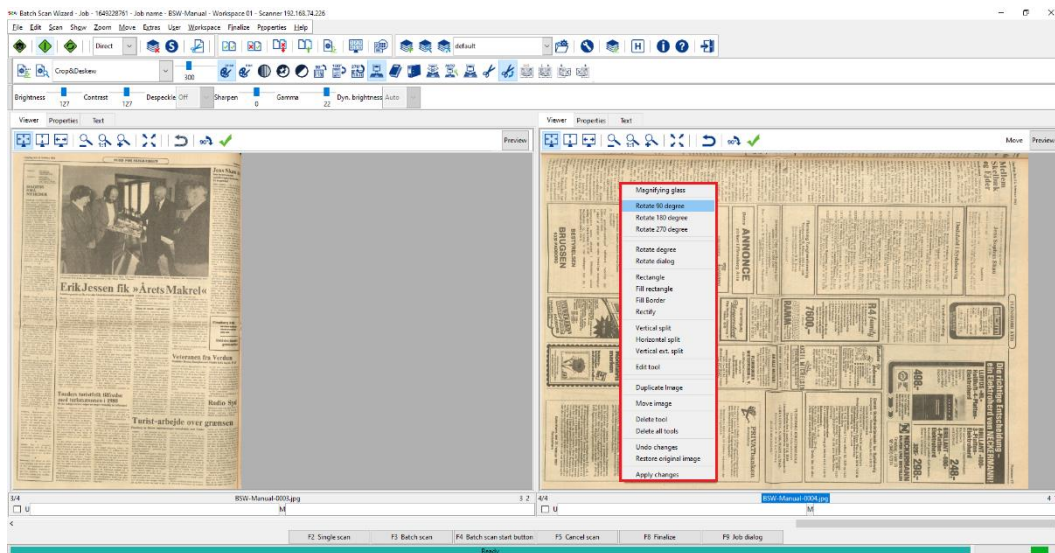


Fig. 127: Image processing tool bar

- Select one of the listed tool bar function.
- Start the selected image processing with **APPLY CHANGES** - ✓.

Image processing functions
Magnifying Glass
Rotation
Rectangles
Rectify
Splitting
Edit
Duplicate
Move
Delete
Undo
Restore
Apply

## 9.1. Magnifying Glass

The **Magnifying Glass** zooms into a selectable part of the current image. The user can open any number of magnifying glasses desired.



Fig. 128: Magnifying Glass Example

### Starting the Magnifying Glass

- Open the **Magnifying Glass**, by a **RIGHT MOUSE** click on the **Image Preview** window.

### Moving the Magnifying Glass

- Move the mouse into the Magnifying Glass. Press and hold **LEFT MOUSE** and drag the Magnifying Glass window to the desired position.

### Changing the Magnifying Glass Size

- Move the mouse to the Magnifying Glass frame. The mouse cursor changes to an up/down arrow or to a left/right arrow. Press and hold **LEFT MOUSE** and move the mouse to change the Magnifying Glass size.

### Changing the Magnifying Glass Zoom

- Move the mouse into the Magnifying Glass and click the **RIGHT MOUSE**. A dialog box opens. Click the **Zoom** buttons to zoom in or to zoom out. Move the mouse into the **Image Preview** window and click **LEFT MOUSE** to store the selected setting.

### Closing the Magnifying Glass

- Move the mouse cursor into the Magnifying Glass and click **RIGHT MOUSE**. A dialog box opens. Click the symbol to close the Magnifying Glass.

## 9.2. Rotation

- The value selected from the menu defines the rotation of the image in a clockwise direction.
- The image will be rotated directly after selecting apply.

## 9.3. Rotation Degree – Manual Rotation

- Drag a straight line along one edge of the imported image.
- Execute the selected function with APPLY.

## 9.4. Rotate Dialog – Fine Rotation

- Counterclockwise rotation in -90°, -180°, -270°.
- Clockwise rotation 90°, 180° and 270°.
- Fine rotation in 0.00°.
- Undo rotation.

## 9.5. Rectangles

- Use RECTANGLES to mask one or more rectangular areas of the scanned image. The number of rectangles is unlimited; overlapping rectangles are possible.
- Execute the selected function with APPLY.

## 9.6. Rectify

- Drag a mask to straighten the image content over the corners of the image.
- Execute the selected function with APPLY.

## 9.7. Splitting

- Vertical Splitting: Set a vertical split line to divide the image into two parts at the desired position.
- Horizontal Split: Set a horizontal split line to divide the image into two parts at the desired position.
- Vertical Extended Split: Set a double sided and even sized splitting which allows cutting out content from a left and a right book page in one step.
- Execute the selected function with APPLY.

## 9.8. Edit Tools

- Modifies the size or the position of the selected rectangle mask or splitting line.

## 9.9. Duplicate

- Duplicates the selected rectangle into a horizontal direction.
- Execute the selected function with APPLY.

## 9.10. Move

Moves the selected tool into the desired position. Delete

- Delete Tool deletes a selected rectangle or splitting tool.
- Delete all tools.

## 9.11. Undo Changes

- Undo changes erases the last change done to the image and reverts it in its former state.

## 9.12. Restore

- Restores all changes done to the image and reverts it in its original state.

## 9.13. Image Processing in Full Screen View

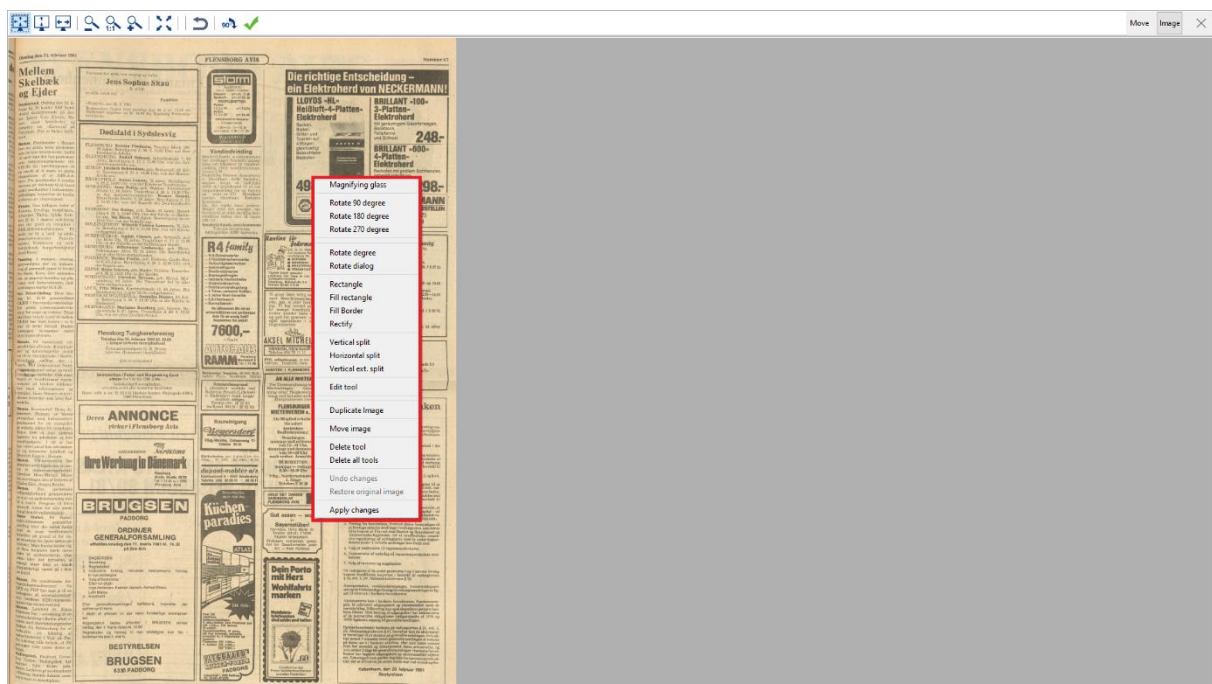



Fig. 129: Image Processing in Full Screen View

- Open and edit the image in full page view  to position the image processing tools more precisely.

## 10. Delete a Scan Job

An existing scan job can be deleted in the **Create Job** dialog .

- Use  **SELECT JOB** to launch the job browser, where you can select and open one of the last used scan jobs.

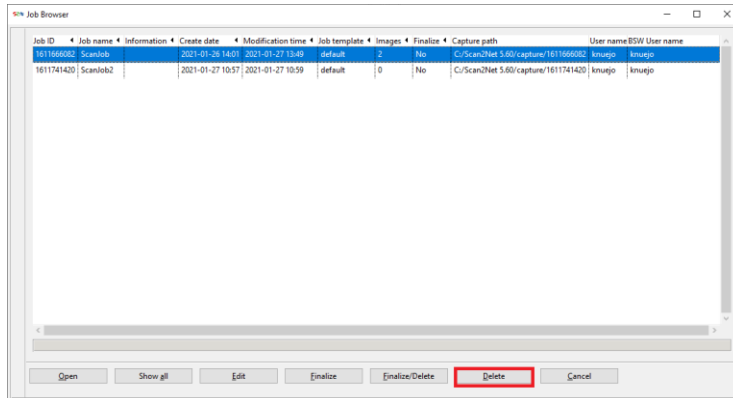


Fig. 130: Job Browser: Delete a scan job

- Double click or mark the job in the list and click **DELETE**.
- Or double click or mark the job in the list and click **EDIT** to load the job into to the **Create Job** dialog.

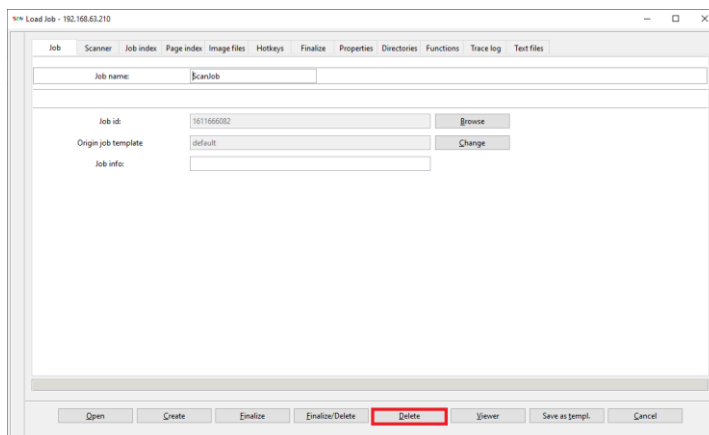


Fig. 131: Create Job Dialog: Delete a scan job

- Click **DELETE** in the job tab to delete the scan job.

## 10.1. Delete finalized Scan Jobs

- Use the file menu function DELETE FINALIZED JOBS
- The job browser will be displayed,
- Only finished and transferred scan jobs with the finalize status READY were listed.
- Mark the desired scan jobs for delete.
- Click DELETE to execute the command.

**Note:** With this function all created images and files, file naming and directory path constructions will be irretrievably deleted. A previously created, used and saved scan template is not affected by this procedure and remains intact.

## 11. Software Setup

### 11.1. Software installation, start and setup

The installation of Batch Scan Wizard software requires administrative rights on the operating system of the PC.

- Double click the file **BatchScanWizard-32Bit-5.60.msi** or **BatchScanWizard-64Bit-5.60.msi**.
- The setup program starts with the Batch Scan Wizard title screen.
- Click **NEXT** to continue the installation.
- The following screen shows the name of a suggested destination directory. To accept this suggestion, click **NEXT**. Otherwise click **BROWSE** to select another destination directory.
- After selecting the destination directory, click **NEXT** to continue the installation.
- In the next screen, select the program folder, where the Batch Scan Wizard icons should be placed.
- Finish your selection by clicking **NEXT**.
- Finally, the last screen shows a summary of all settings.
- Now click **NEXT** to start installing the Batch Scan Wizard.

### 11.2. Status of software license

- After the installation is complete, activate the Batch Scan Wizard option in your scanner.
- Use the **Software Option Authorization Key** which was delivered with your invoice to activate this option.
- Open another tab in a web browser and enter the IP address assigned to the scanner. The **Scan2Net** welcome window is displayed.
- Click **SETUP DEVICE** and then click **POWERUSER**. If prompted to enter a username and password, contact your vendor to obtain this information.
- Select **Installed Options** in the **Updates & Uploads** menu.
- Copy and paste the **Software Option Authorization Key** from your invoice into the corresponding field in **Scan2Net**, then click **APPLY**. If the option is installed successfully, it would be displayed in green.

### 11.3. Starting the Batch Scan Wizard Software

During software installation a folder with shortcuts to your Batch Scan Wizard software on your PC desktop is created.

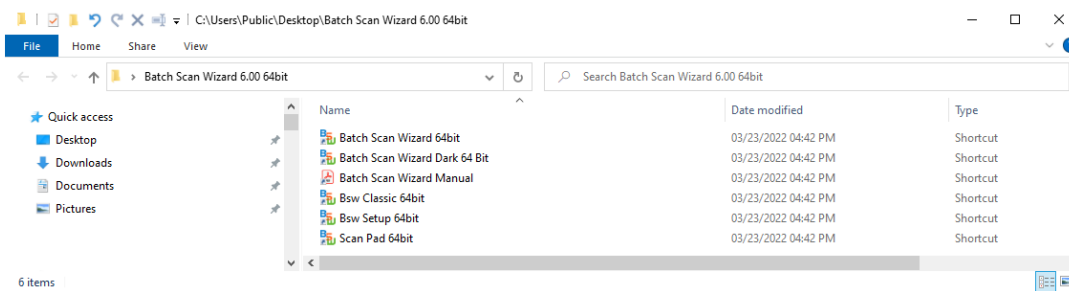


Fig. 132: Batch Scan Wizard PC desktop shortcuts

The Batch Scan Wizard desktop folder contains the following shortcuts

- **Batch Scan Wizard 64bit**  
The Batch Scan Wizard application.
- **Batch Scan Wizard Dark 64 Bit**  
Launches the Batch Scan Wizard application in dark mode.
- **Batch Scan Wizard Manual**  
The Batch Scan Wizard software manual in PDF format.
- **BSW Classic 64bit**  
A small batch scan application with very limited functions which allows to scan and to save in one step into a target directory.
- **BSW Setup 64bit**  
The Batch Scan Wizard setup application
- **Scan Pad 64bit**  
A small single scan application.
- Use **Batch Scan Wizard 64bit** to start the main Batch Scan Wizard software.

## 11.4. Setup Default Settings

When starting Batch Scan Wizard for the first time, you will see the **Default Settings** window with the setup dialog.

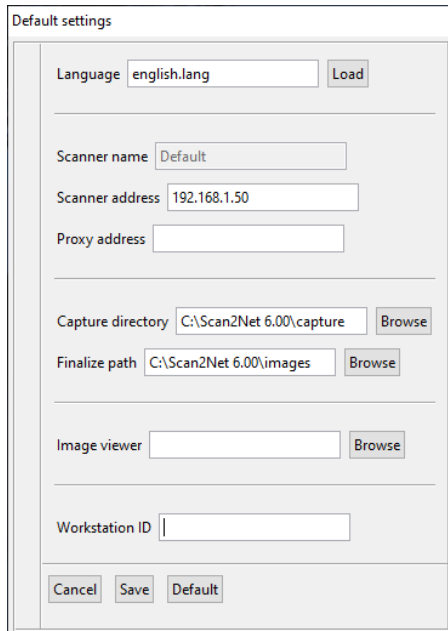


Fig. 133: Default Settings

➤ Enter the settings for:

### 11.4.1. Language selection

Here you can select the desired language for the Batch Scan Wizard user interface. The default language in Batch Scan Wizard is: English. We would be happy to help you to translate the user interface of the Batch Scan Wizard in your own language. Please send your request to the Image Access support team [support@imageaccess.de](mailto:support@imageaccess.de).

### 11.4.2. Scanner IP address

With the IP address (Internet Protocol address) you can identify your Scan2Net scanner in your local computer network. The scanner will be registered automatically as the default scanning device.

**Or network name** – a defined name for the scanner, like **WideTEK 36** with a fixed port address 80, can also be used.

For instructions on how to change the scanner's IP address, please refer to the scanner's **Setup and Assembly Manual**. If you want to use a different Scan2Net scanner located in your network, go to the **Scanner address** field in the Create Job dialog scanner tab and enter its IP address.

### 11.4.3. Proxy server IP address

In some computer networks, a proxy server (this can be a computer system or a software application) acts as an intermediary for requests from network clients seeking resources from other servers, i.e., a client application, such as a Web browser, and a network server. Please ask your network administrator whether or not a proxy server is required to access the desired scanner.

#### 11.4.4. Capture directory top

This **capturing directory** entry will be used for the initial software setup procedure only and is the intermediate storage area for all scanned images. The images are stored in a fast access method, to allow the operator to change the order of the images by moving, deleting or inserting images during a scan.

If the system disk is full, or another hard drive for storing images is intended, the default image directory must be changed in the Create Job dialog. The new directory path will be offered for each following scan job. To optimize scanning speed, it is recommended that the capture directory be located on a local drive.

**Note:** Please do not open, move, delete or edit the capture directory or any images in the capture directory.

If you open, move, delete or edit the capture directory or any images in the capture directory, Image Access cannot guarantee that Batch Scan Wizard will function properly.

#### 11.4.5. Finalize path

Finishing a batch of scans is done in the finalize process. All captured images were copied and exported into the **finalize directory**. The finalize directory stores the images in their final format and order.

#### 11.4.6. Image Viewer

Here you can select the path to an external image viewer application. When no path to an external viewer application is selected, the default viewer of your PC system will be used.

#### 11.4.7. Workstation id

The **workstation ID** is the network name of the operating workstation. This default entry is editable.

- **SAVE TO** saves the new settings and exit the setup definition dialog.
- **DEFAULT** resets all settings to the BSW default settings.

**Note:** You must mount each directory with Microsoft Windows Explorer before you can add it as a destination directory for the Batch Scan Wizard.

**Note:** You can modify the settings by starting the Setup application via Windows Start menu.

## 11.5. User Management

With **Batch Scan Wizard User Management** all user operations can be tracked in a scan job protocol, the trace log, or in single protocol files, the text files, for each scan. For example, information like the name of the actual logged in BSW user, the creation time of a scan job and the used scan parameters can be sampled in existing or in created variables and combined into a report file. Users and user groups can be created and managed by giving them individual user rights for the desired scan workflow.

### 11.5.1. Enable User Management

An enabled User Management is required to setup and edit the users and groups.

- In program menu **User** enter the **User Management** menu.

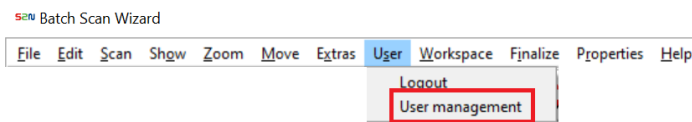


Fig. 134: Program Menu User

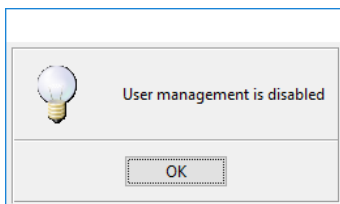


Fig. 135: User management is disabled

- Click **OK** to start the User management dialog.

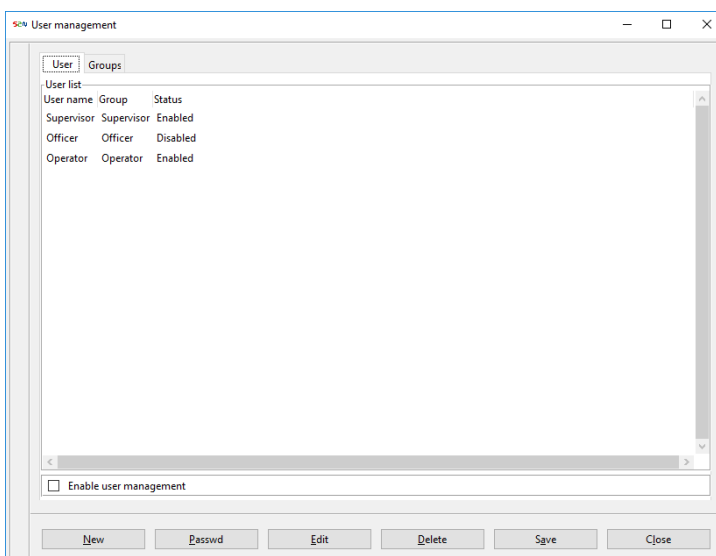


Fig. 136: User management

- In **User management** set **Enable user management** on to activate the Batch Scan Wizard user management.

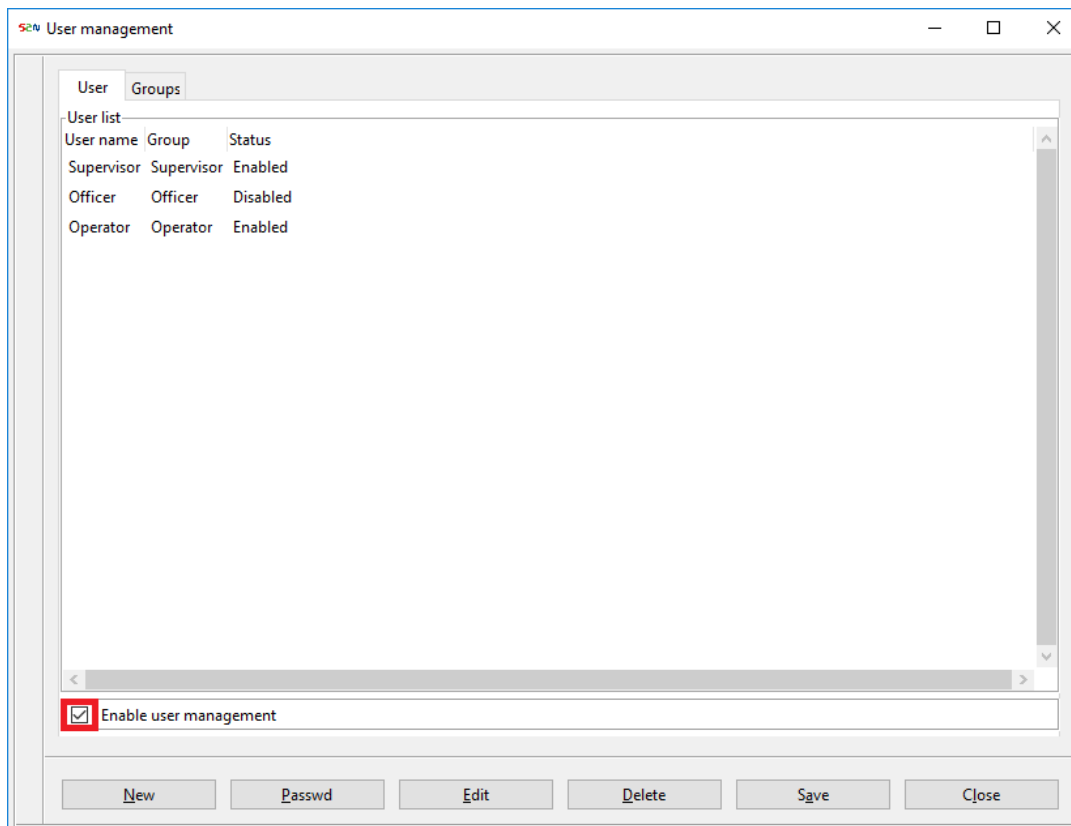


Fig. 137: Enable user management

- Click **SAVE** to finish the activation of the user management.

### 11.5.2. User Login Screen

After restarting Batch Scan Wizard the Batch Scan Wizard login screen with a preselected user, the Batch Scan Wizard Super Visor will be shown.

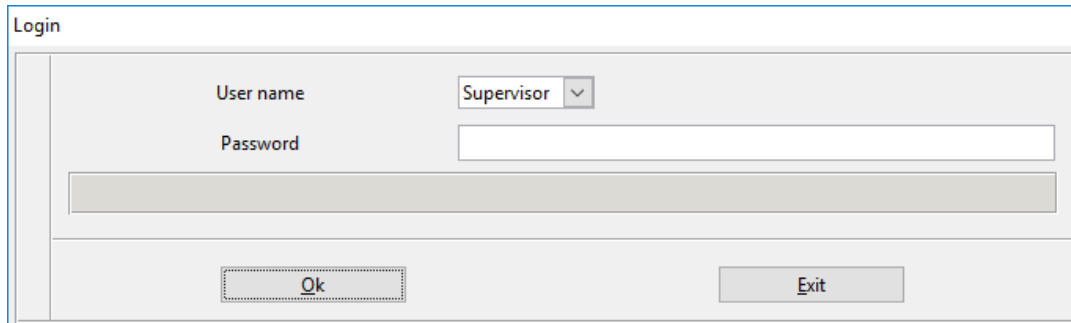


Fig. 138: BSW User Login Dialog Window

- The **Supervisor** user is the only user role with the administrative rights to setup and edit the other users and groups in Batch Scan Wizard.
- After software installation the Super Visor user account requires no password.
- Click **OK** for login as Supervisor and to load the main control window of Batch Scan Wizard.
- Please refer to the following chapter for more information to this.

### 11.5.3. Batch Scan Wizard Users

Batch Scan Wizard offers three types of user roles and user level accounts.

#### Supervisor

The Supervisor is the administrator account of Batch Scan Wizard with the rights to setup and edit all other users and groups in Batch Scan Wizard. This administrator account cannot be deleted.

#### Officer

This user role can be used to setup an individual account with the right to review and finalize the scanned jobs and can be used as a team leader role in the scan workflow of a large scan project - when it is desired to integrate a quality management procedure between the scan process by the Operator role and the delivering of the scan files to the end customer.

#### Operator

This user role can get assigned only the restricted user rights to open and operate scan jobs.

**Note:** All default user accounts – the Supervisor, the Officer and the Operator - requiring no password after software installation.

### 11.5.4. Change of a User Password

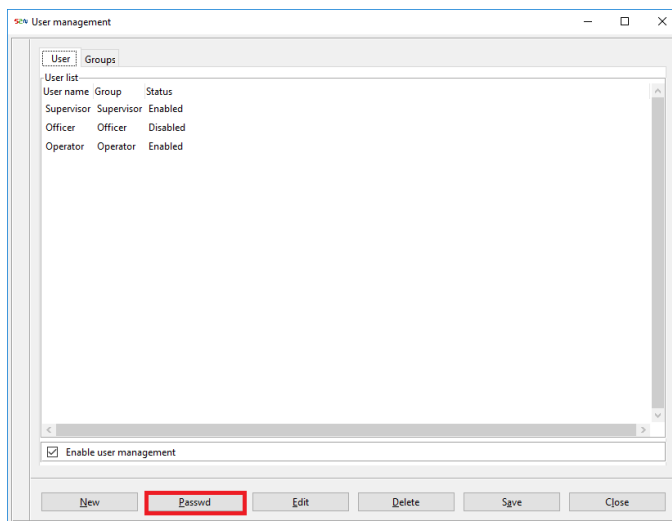


Fig. 139: Load Change Password Dialog

- In **User List** mark the user **Supervisor**.
- Load the **Change Password** dialog.

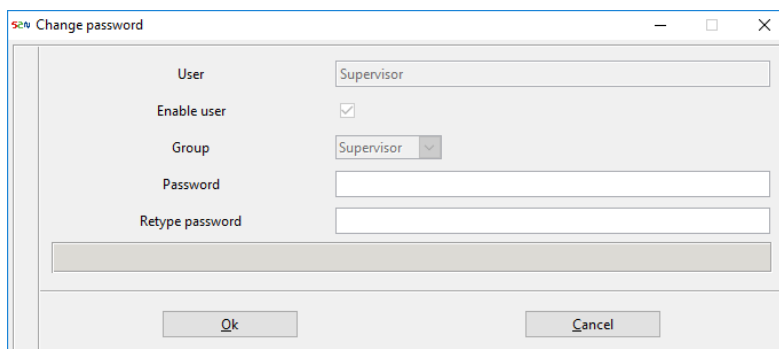


Fig. 140: Change Password Dialog

- Enter the new user password in the entry line **Password**.
- Confirm the new user password in the entry line **Retype password**.
- Click OK to save the new Supervisor password..

### 11.5.5. Disable a User Account

- In program menu **User** enter the **User management** menu again.
- In **User list** mark a user by a **LEFT MOUSE** click.
- Click **EDIT** to load the user account.
- Disable the user account by unchecking the flag in Enable user.

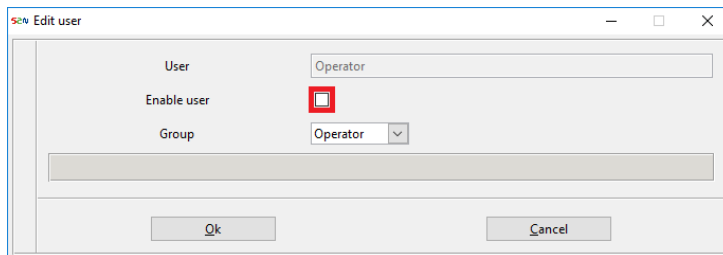


Fig. 141: Edit User: Disable a user account

- Click **OK** to finish and save the disabling of a user account.

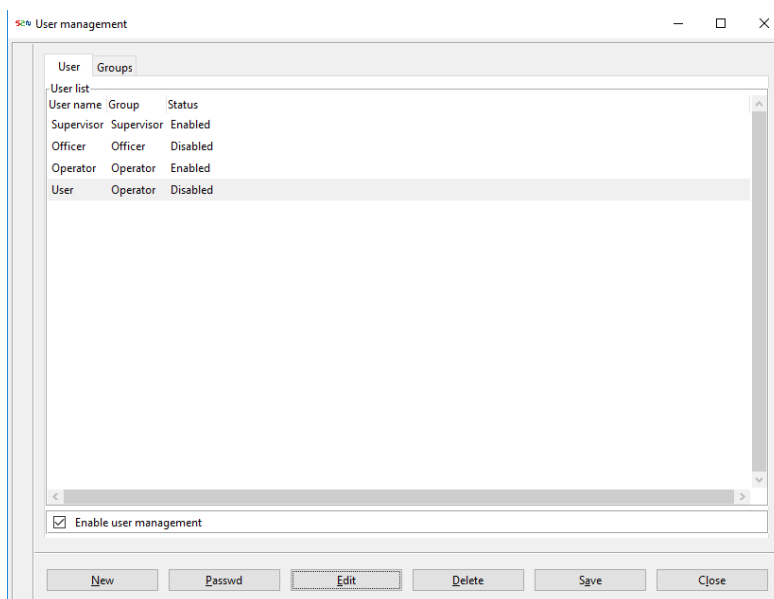


Fig. 142: A disabled user.

### 11.5.6. Add a new user

It is recommended to create an individual login for each role and user who will operate the system. The user can be also stated within the meta data of the generated files, therefore it is important that every user has his individual and named login account.

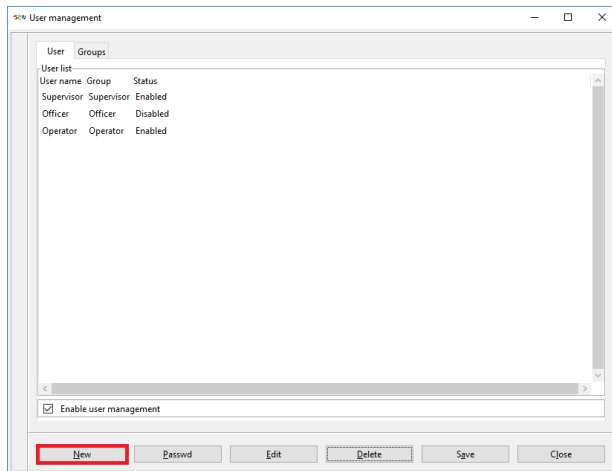


Fig. 143: Start to setup a new user

- Click **NEW** to load the New User dialog.

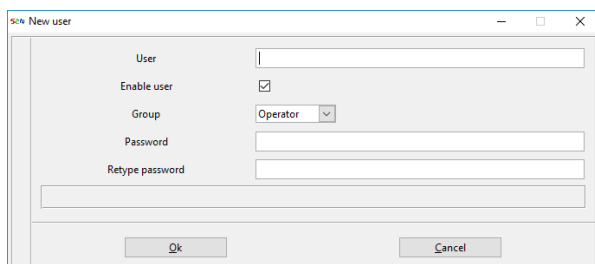


Fig. 144: Edit a new user account

- A username is required for a new user account.
- Enable the user account.
- Select the required user role for this account.
- Enter a new password for this account.
- Retype the password.
- Click **OK** to finish the new user setup.

**Note:** The user selection list can be edited only if the current user has logged in the BSW as a supervisor. The BSW will print a message when the menu item is selected to modify the list and the current user does not have BSW supervisor rights.

### 11.5.7. Edit group permissions

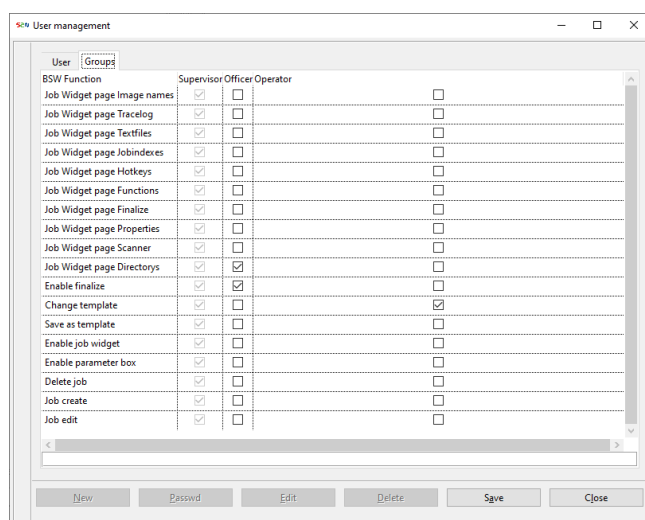


Fig. 145: Group permissions

The **Supervisor** can edit the default permissions of the groups **Officer** and **Operator** to the main Batch Scan Wizard GUI, functions and procedures.

### 11.5.8. User permissions to the Create Job dialog

Each user can get or lost permissions to the listed tabs and functions in the create job dialog in Batch Scan Wizard.

**Image names**

**Tracelog**

**Textfiles**

**Job Indexes**

**Page Indexes**

**Hotkeys**

**Functions**

**Finalize**

**Properties**

**Scanner**

**Directories**

**Note: Enable Job Widget:** If this option is not enabled the Create Job dialog cannot be opened. The user can only create new scan jobs by selecting a scan job template in the Quick Select Combo Box and the use of the button Create job with current template.

### 11.5.9. User permissions in an open scan job

Each user can get or lost permissions to the BSW tool bars, available when Batch Scan Wizard runs in job mode, and to the BSW setup functions when a user likes to setup or edit a scan job in the create job dialog of Batch Scan Wizard.

- **Enable Finalize**: The finalize procedure can be started.
- **Change template**: Job templates can be saved and edited.
- **Save As Template**: Job templates can be created and saved.
- **Enable Job Widget**: If this option is not enabled the Create Job dialog cannot be opened
- **Enable Parameter Box**: The **Scanner Settings** box can be opened edited.
- **Delete Job**: Deleting a job is possible.
- **Job create**: Each scan job can be generated by the **Create Job** dialog.
- **Job edit**: Each scan job can be edited by the **Create Job** dialog.

### 11.5.10. User permission to scanner settings



The most frequently used options are represented by buttons in the Batch Scan Wizard's tool bars. Additional parameters can be set in the "Scanner Settings" box.

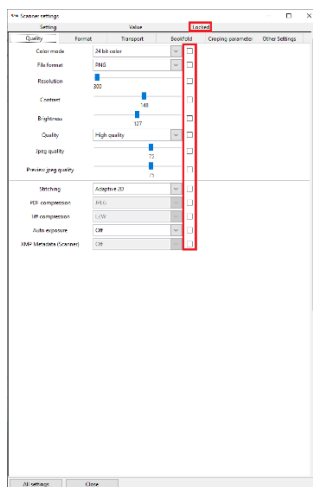


Fig. 146: Scanner Settings of a WideTEK44-600

In the scan parameter box all released and locked scan parameters of the scanner can be edited. When scan parameters are locked they cannot be changed in the scan parameter tool bars of Batch Scan Wizard. The scan parameter box is only available when a network connection to the scanner is established.

In the scan parameter box only inaccessible scan parameter tool bars scanner settings are displayed by default. By selecting **ALL SETTINGS** all scanner settings are displayed. Now all scanner settings can be adjusted to a desired value and then, if desired, the access to them in the Batch Scan Wizard interface can be locked here. Changes in the scan parameter box will be displayed immediately in the scan parameter tool bars of Batch Scan Wizard and ScanTool too. Changes in the scan parameter tool bars of the BSW will be immediately displayed in "Scanner Settings" box.

## 12. Appendix

### 12.1. BSW GUI – File Menu – Keyboard Shortcuts

Menu	Function	Shortcut
File	Create job	Ctrl+N
File	Create job with current template	Ctrl+Q
File	Open job	Ctrl+O
File	Open last job	Ctrl+L
File	Edit job	Ctrl+E
File	Create job template	Ctrl+T
File	Delete job	Ctrl+D
File	Delete finalized job/s	Alt+D
File	Save image as	Ctrl+S
File	Import Image/s	
File	Exit	Alt+F4
Edit	Delete image	Alt+Delete
Edit	Insert last deleted image	Alt+Insert
Edit	Append placeholder	Alt+A
Edit	Insert placeholder	Ctrl+Alt+I
Edit	Replace with placeholder	Ctrl+Alt+R
Edit	Mark all images	
Edit	Unmark all images	
Edit	Refresh page indexes	
Edit	Undo changes	
Edit	Restore original image	
Scan	Single scan	Alt+1
Scan	Batch scan	Alt+B
Scan	Single scan with placeholder	Ctrl+1
Scan	Batch scan with placeholder	Ctrl+B
Scan	Insert scan	Ctrl+I
Scan	Replace scan	Ctrl+R
Scan	Scan into first placeholder	Ctrl+Alt+P
Scan	Stop scan	Escape

## 12.2. BSW GUI - File Menu – Keyboard Shortcuts continued

Menu	Function	Shortcut
Show	Goto first image	Alt+Home
Show	Goto last image	Alt+End
Show	Page forward	Alt+Page up
Show	Page back	Alt+Page down
Show	Image forward	Alt+right
Show	Image back	Alt+left
Show	Goto image	Alt+G
Show	Go to first placeholder	Ctrl+Alt+G
Show	Go to next placeholder	Ctrl+Alt+N
Show	Go to first marked image	
Show	Go to first next marked image	
Show	Display image with external viewer	Alt+V
Show	Display all image tabs	Ctrl+Alt+1
Show	Display all properties tabs	Ctrl+Alt+2
Show	Display all text tabs	Ctrl+Alt+3
Zoom	Zoom in	Ctrl+Alt++
Zoom	Zoom 100%	Ctrl+Alt+/
Zoom	Zoom out	Ctrl+Alt+-
Zoom	Fit to window	Ctrl+Alt+F
Zoom	Fit to height	Ctrl+Alt+H
Zoom	Fit to width	Ctrl+Alt+W
Zoom	Full screen	Ctrl+Alt+A
Move	Move image left	Ctrl+Alt+left
Move	Move image right	Ctrl+Alt+right
Move	Move image up	Ctrl+Alt+up
Move	Move image down	Ctrl+Alt+down

### 12.3. BSW GUI - File Menu – Keyboard Shortcuts continued








Menu	Function	Shortcut
Extras	Open/Show ScanPad	Alt+M
Extras	Open/Show ScanTool	Alt+T
Extras	Show finalize window	Alt+U
Extras	Open scanner settings window	Alt+C
Extras	Save settings as default	
Extras	Restore default settings	
Extras	Restore image settings	
Extras	Restore template settings	
Extras	Load template settings	
Extras	Save template settings	
User	Logout	
User	User management	
Workspace	Save Workspace	
Workspace	Select Workspace (1 – 5)	
Finalize	Finalize job	Ctrl+J
Finalize	Finalize marked images	Ctrl+Alt+J
Finalize	Finalize marked images in normal order	
Finalize	Finalize without placeholder	
Finalize	Finalize and delete job	
Properties	Change window count	
Properties	Properties	
Properties	Import templates from previous BSW versions	
Help	Help	F1
Help	About	
Help	Save log files	

## 12.4. BSW GUI - Main Control Bars











### 12.4.1. The Scan Control Bar

Button	Short Description	Detailed Description
	<b>Batch Scan</b>	Starts a batch scan. The file is automatically named as defined in the chosen numbering script. The scanner will scan until the stop button is clicked.
	<b>Single Scan</b>	Starts a single scan. The file is automatically named as defined in the chosen numbering script.
	<b>Scan stop</b>	WideTEK ART only. The moving scan table and the scan process will be stopped immediately.
	<b>Rescan</b>	Rescan a pre-scanned image, modify or change all settings on the fly and include the new image into the scanned batch
	<b>Duplex scan on/off</b>	Activates / deactivates duplex scanning mode.
	<b>Scan mode Direct (default)</b>	The scan starts when the scanner receives the start command from the application.
	<b>Scan mode Wait</b>	The next scan request is on hold until the start button is clicked. This works in single scan mode as well as in batch scan mode.  The start button can also be triggered through the use of a foot pedal.
	<b>Scan mode Always</b>	The document transport starts immediately after the start command is sent from the application.
	<b>Scan mode Quick</b>	In this enhanced "Always" start mode, the document transport waits a predefined number of seconds, determined in the paper feed delay setting.
	<b>Scan mode Continuous</b>	The paper transport runs continuously over a predefined length until it is stopped by an application command.
	<b>Stop Immediately</b>	Every function is interrupted. The scanner also stops immediately and the current image transfer, if any, is interrupted. An active batch scan job will be terminated.
	<b>ScanPad</b>	Test an image scan, change settings until ready to integrate it in an open batch.
	<b>ScanTool</b>	For automated scan of rectangles, page splitting vertical and horizontal




### 12.4.2. The Image Manager Control Bar

Button	Short Description	Detailed Description
	<b>Insert mode</b>	Scan and insert a new image in the batch.
	<b>Replace mode</b>	Scan and replace the currently active image in the batch.
	<b>Delete selected image</b>	Delete the currently active image.
	<b>Insert last deleted image</b>	Insert the last deleted image to a selected position in the job.
	<b>Save selected image</b>	Save the selected image to any location directly out of the opened batch.
	<b>Change Window Count</b>	Change the number of simultaneously displayed windows.
	<b>External Image Viewer</b>	Starts a predefined in “BSW Setup” external image viewer

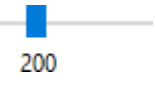













### 12.4.3. The Main Control Bar

Button	Short Description	Detailed Description
	<b>Job Dialog</b>	Access the job dialog.
	<b>Select Job</b>	Starts the job browser to select a scan job.
	<b>Create job with current template</b>	Start a scan job with one of the listed job templates in the Quick Select Combo Box
	<b>Create a Job Template</b>	Saves a scan job with all selected scan parameters to a scan job template.
	<b>Scan Settings</b>	Parameter Box (Scanner settings) on / off
	<b>Finalize</b>	Saves the finished job to the defined destination directories.
	<b>Edit Hotkey File</b>	Save, load, edit, add and close a BSW hotkey file
	<b>About</b>	Display information about the version of the Batch Scan Wizard software.
	<b>Help</b>	Open the Batch Scan Wizard manual in PDF format.
	<b>Exit Program</b>	Exit the program and close all windows.









#### 12.4.4. Settings Bar 1

Button	Short Description	Detailed Description
	<b>Save settings template as...</b>	Save the current image scan parameters to a setting file.
	<b>Load settings template</b>	Load a previously saved scan parameter settings file for use in a newly created scan job.
	<b>Paper Format</b>	Select the paper format. If a fixed format other than Auto format is selected, some functions like cropping, crop & deskew and book fold correction will not work properly.
Auto format	<b>Auto</b>	
A2 landscape	<b>a2l</b>	
A3 landscape	<b>a3l</b>	
A3 portrait	<b>a3p</b>	
A4 landscape	<b>a4l</b>	
A4 portrait	<b>a4p</b>	
A5 landscape	<b>a5l</b>	
A5 portrait	<b>a5p</b>	
US C landscape	<b>Uscl</b>	
US C portrait	<b>uscp</b>	
US B landscape	<b>Usbl</b>	
US B portrait	<b>usbp</b>	
Letter landscape	<b>Letl</b>	
Letter portrait	<b>letp</b>	
Legal landscape	<b>Legl</b>	
Legal portrait	<b>Legp</b>	



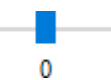
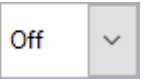
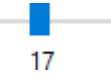
## 12.4.5. Settings Bar 1 continued

Button	Short Description	Detailed Description
	<b>Resolution</b>	Select the scanner resolution.
	<b>24 bit Color</b>	Set the scanner to true color scanning mode.
	<b>8 Bit Color</b>	Set the scanner to 8 bit color scanning mode.
	<b>Grayscale</b>	Set the scanner to grayscale scanning mode.
	<b>Enhanced Halftone</b>	Set the scanner to photo scanning mode. The gray shades of the images are dithered resulting in a binary image with photo realistic appearance.
	<b>Binary</b>	Set the scanner to binary scanning mode.
	<b>Bidirectional Scan</b>	The scanner scans in both directions
	<b>Scan 90°, 180° or 270° rotated</b>	The captured image is rotated 90°, 180° or 270° inside the scanner on the fly.
	<b>Get entire image</b>	Set get entire image to add the original scanned image additionally into the scanned batch.
	<b>Flat mode</b>	In Flat Mode the document is treated as flat, and scanned with a fixed focus setting for the complete scan area.
	<b>Book Fold Correction</b>	Book fold correction is a technique to compensate the curvature of an open book.
	<b>Folder mode</b>	In Folder Mode, the focus is fixed on the right side and the left side of the document, independent of each other.
	<b>Glass Plate mode</b>	In Glass Plate Mode, the focus is fixed to the defined height of the glass plate in closed position.
	<b>Auto mode</b>	The Auto Mode selects automatically between Flat-, Folder- or V Mode.











## 12.4.6. Settings Bar 1 continued

Button	Short Description	Detailed Description
	<b>V-mode</b>	V-Mode is used when the book cradle is positioned in the “V” position.
	<b>Document output (Rewind /Eject (default) / Hold)</b>	Default setting of large format scanners is document output eject. This button enables document output rewind.
	<b>Cropping</b>	The scanner takes a maximum size scan and automatically cuts off the border recognized as background (cropping).
	<b>Crop &amp; Deskew</b>	The scanner takes a maximum size scan, automatically detects any skew of the scanned document, cuts off the border recognized as background (cropping) and right-angle aligns the image. If the deskew angle of the document exceeds the maximum angle defined, the function will only crop.
	<b>Single Page</b>	Standard scan mode: the entire document is stored in one single image. All selected formats work.
	<b>Split Page Automatically</b>	The scanning area is split in two pages of the same width. You have to activate the scan function twice to get both pages.
	<b>Left Page Only</b>	The scanning area is split in two pages of the same width. Only the left page is sent.
	<b>Right Page Only</b>	The scanning area is split in two pages of the same width. Only the right page is sent.

## 12.4.7. Settings Bar 2

Button	Short Description	Detailed Description
Brightness  127	<b>Brightness</b>	Brightness setting. Smaller values result in darker images, higher values produce brighter images.
Contrast  127	<b>Contrast</b>	Contrast setting. Smaller values result in softer images, higher values produce sharper images.
Sharpen  0	<b>Sharpen</b>	An automatic sharpening algorithm is applied to the image before any other operation is performed. A value of zero disables the function. Very high values may produce artifacts depending on the nature of the document.
Despeckle  Off	<b>Despeckle on / off</b>	Removes isolated black pixels that do not have any relation to their neighbors. Speckles exist only in binary files and are found in low contrast areas of a document.
Gamma  17	<b>Gamma</b>	Specifies the gamma function used during scanning. The value of 1.7 is good in most PC environments. Mac users should select 1.8 for best appearance on the monitor.

## 12.4.8. ScanTool Control Bar

Button	Short Description	Detailed Description
	Switch to BSW	Move the active ScanTool window to the background position and make BSW the active window
	Move Image	Move a zoomed image around in the viewer window.
	Change	Shift the position of a new split line or resize a rectangle.
	Delete	Delete a single split line or a rectangle.
	Delete all	Delete all previously set split lines and frames.
	Variable page splitting vertical	Set a vertical split line.
	Variable page splitting horizontal	Set a horizontal split line.
	Extended variable page splitting vertical	Set a double sided and even sized splitting rectangle.
	Scan rectangles	Define an unlimited number of scan areas by drawing rectangular frames.
	Save image to BSW	Transfer the split pages and/or the contents of the frames to the active batch.

## 12.5. Scan Job Variables

Label	Group	Notation	Job Index	File Path	File Name	File Entry
vendor_name	Vendor Name	%s(vendor_name)				X
scanner_device_name	Device Name	%s(scanner_device_name)			X	X
workstation_id	Device Name	%s(workstation_id)				X
side	Device Number	%d(side)			X	X
user_text	File Entry	%s(user_text)				X
image_ext	File Extension	%s(image_ext)				X
image_ext	File Extension	%s(image_ext)			X	X
image_ext_org	File Extension	%s(image_ext_org)			X	X
mpdf_ext	File Extension	%s(mpdf_ext)			X	X
mtiff_ext	File Extension	%s(mtiff_ext)			X	X
pdf_ext	File Extension	%s(pdf_ext)			X	X
preview_ext	File Extension	%s(preview_ext)			X	X
tif_ext	File Extension	%s(tif_ext)			X	X
file_id	File Name	%s(file_id)				X
image_name	File Name	%s(image_name)				X
mpdf_name	File Name	%s(mpdf_name)			X	X
mtiff_name	File Name	%s(mtiff_name)			X	X
pdf_name	File Name	%s(pdf_name)			X	X
preview_name	File Name	%s(preview_name)				X
tif_name	File Name	%s(tif_name)			X	X

## 12.5.1. Scan Job Variables continued

Label	Group	Notation	Job Index	File Path	File Name	File Entry
job_id	Job	%s(job_id)		X	X	X
job_info_short	Job	%s(job_info_short)				X
job_name	Job	%s(job_name)		X	X	X
local_host	Network	%s(local_host)			X	X
proxy	Network	%s(proxy)			X	X
scanner_address	Network	%s(scanner_address)			X	X
scanner_host_name	Network	%s(scanner_host_name)			X	X
image_pos	Counting	%d(image_pos)			X	X
images	Counting	%d(images)			X	X
numbering_offset	Counting	%d(numbering_offset)			X	X
page_number	Counting	%d(page_number)				X
page_number	Counting	%d(page_number)			X	X
page_number_reverse	Counting	%d(page_number_reverse)			X	X
operating_system	OS	%s(operating_system)			X	X
finalize_path	Path	%s(finish_path)		X	X	X
image_full_path	Path	%s(image_full_path)			X	X
image_path	Path	%s(image_path)		X	X	X
mpdf_full_path	Path	%s(mpdf_full_path)			X	X
mtiff_full_path	Path	%s(mtiff_full_path)			X	X
pdf_full_path	Path	%s(pdf_full_path)			X	X
preview_full_path	Path	%s(preview_full_path)			X	X
tif_full_path	Path	%s(tif_full_path)			X	X
meta_data_file	PDF/A	%s(meta_data_file)				X
meta_data_string	PDF/A	%s(meta_data_string)				X
s2n_xmp_name_space	PDF/A	%s(s2n_xmp_name_space)				X

## 12.5.2. Scan Job Variables continued

Label	Group	Notation	Job Index	File Path	File Name	File Entry
xmp_author	PDF/A	%s(xmp_author)	X	X	X	X
xmp_create_date	PDF/A	%s(xmp_create_date)	X	X	X	X
xmp_description	PDF/A	%s(xmp_description)	X	X	X	X
xmp_keywords	PDF/A	%s(xmp_keywords)	X	X	X	X
xmp_marker	PDF/A	%s(xmp_marker)	X	X	X	X
xmp_rights	PDF/A	%s(xmp_rights)	X	X	X	X
xmp_subject	PDF/A	%s(xmp_subject)	X	X	X	X
xmp_title	PDF/A	%s(xmp_title)	X	X	X	X
xmp_uuid	PDF/A	%s(xmp_uuid)	X	X	X	X
xmp_webstatement	PDF/A	%s(xmp_webstatement)	X	X	X	X
brightness	Image	%s(brightness)			X	X
colormode	Image	%s(colormode)			X	X
contrast	Image	%s(contrast)			X	X
docsize	Image	%s(docsize)			X	X
dpi	Image	%s(dpi)			X	X
gamma	Image	%s(gamma)			X	X
image_height	Image	%d(image_height)			X	X
image_size	Image	%d(image_size)			X	X
image_width	Image	%d(image_width)			X	X
rotation	Image	%s(rotation)			X	X
settings	Image	%s(settings)				X
sharpen	Image	%s(sharpen)			X	X
application	Software	%s(application)				X
bsw_version	Software	%s(bsw_version)				X
firmware_version	Software	%s(firmware_version)				X



## 12.6. Escape strings for variables and functions

Syntax: %:ESCAPE\_STRING:s(StringVariable)

Syntax	Description
none	None escaping
htmlstr	HTML
str	string syntax. \r\n\t\" etc. are escaped C-like
path	Convert \ or / to the respective OS
unixpath	Convert from \ to /
dospath	Convert from / to \
xml	Escaping to XML
excelxml	MS Excel needs a slightly different escape sequence than XML

To output a % you have to enter %%.

As an example for xml:A

```
<username>%:xml:s(user_name)</username>
```

The content for the variable username can be entered into the entry field of the image viewer under the scanned image after a scan.

xml will be escaped.

The following characters will be translated:

Character	Notation	Result
#define XML_ESC_LT	"&lt;"	/* < */
#define XML_ESC_GT	"&gt;"	/* > */
#define XML_ESC_AMP	"&amp;"	/* & */
#define XML_ESC_APOS	"&apos;"	/* ' */
#define XML_ESC_QOUT	"&qout;"	/* " */

If this syntax is not followed, errors may occur when interpreting the XML file.

The description of escape characters for html can be found here:

<https://en.wikipedia.org/wiki/XML#Escaping>

## 12.7. WideTEK 12/25 - Additional Settings

### 12.7.1. Bidirectional Scan



The WideTEK 25 is able to scan in either unidirectional direction or in bidirectional mode. Activating the bidirectional scan will save time because it results in a higher document throughput.

#### On

The camera stops after scanning at the front side of the scanning area and does not return to the start position. The next scan will start from the front side. After scanning, the camera stops at the initial start position at the back end of the scanning area.

#### Off (default)

The camera returns to the initial start position after scanning the selected scan area.

### 12.7.2. WideTEK 12/25-650 Scanner Settings

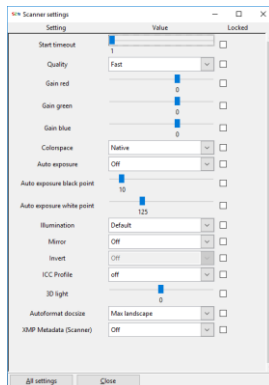


Fig. 147: Scanner Settings WideTEK 12-600



The most frequently used options are represented by buttons in the Batch Scan Wizard's tool bars. Additional parameters can be set in the "Scanner Settings" box.

In the scan parameter box all released and locked scan parameters of the scanner can be edited. When scan parameters are locked they cannot be changed in the scan parameter tool bars of Batch Scan Wizard. The scan parameter box is only available when a network connection to the scanner is established.

In the scan parameter box only inaccessible scan parameter tool bars scanner settings are displayed by default. By selecting **ALL SETTINGS** all scanner settings are displayed. Now all scanner settings can be adjusted to a desired value and then, if desired, the access to them in the Batch Scan Wizard interface can be locked here. Changes in the scan parameter box will be displayed immediately in the scan parameter tool bars of Batch Scan Wizard and ScanTool. Changes in the scan parameter tool bars of the BSW are immediately displayed in "Scanner Settings" box.

- Select **Scan Settings** in the **Batch Scan Wizard main window** and you will get a new window, the **Scanner Settings**.

**Note:** The appearance of the scanner settings box and the available functions differ depending on each scanner model and Scan2Net firmware version.

### 12.7.3. Quality - Scan Modes

The Scan mode selector allows the user to select from four possible scan modes.

<b>Fast</b>	Scans with standard scanning speed, depending on the selected resolution.
<b>Normal</b>	Scans with the half of the standard scanning speed.
<b>High Quality</b>	Scans with a quarter of the standard scanning speed.
<b>Repro</b>	Scans with an eighth of the standard scanning speed

The scanning speed depends on the resolution selected and decreases with increasing resolution.

### 12.7.4. Illumination

Illumination allows selecting from four different illumination settings for the scan sequence.

<b>Default</b>	Scans with default illumination setting. This setting is recommended for flat documents without a surface structure.
<b>Top</b>	Only the top lamp is illuminated. The resulting image shows the object as illuminated from the top side.
<b>Bottom</b>	Only the bottom is illuminated. The resulting image shows the object as illuminated from the bottom side.
<b>3D Light</b>	The resulting image shows the surface of the scanned object with a 3D effect. This improves the results while scanning objects with a relief-like surface. For example coins or objects with imprinting.
<b>Backlight</b>	WideTEK® 12/25. To be used with the optional backlight cover. Recommended when scanning transparent source material, like X-rays.
<b>UV</b>	WideTEK® 12 Spectrum only. Captures objects under ultraviolet (UV) at 365nm, visible light (VIS).
<b>IR</b>	WideTEK® 12 Spectrum only. Captures objects under infrared (IR) contrast of objects under IR light at 850nm.

### 12.7.5. Color Gain

The Color Gain drop down list sets the gain on a specific channel. This function is used to eliminate any color shift or tints from the background.

### 12.7.6. Color Space

The Color Space selector allows selecting from three pre-defined color spaces for the images.

<b>Native</b>	The color space of the scanner. The Gamma value can be modified with a slider in the Image Quality screen. Chapter B.4.5 provides more information.
<b>Adobe RGB</b>	Default color space. The Gamma value is locked.
<b>sRGB</b>	Selects the color space sRGB. The Gamma value is locked.

### 12.7.7. Exposure

The Exposure screen allows selecting the functions Black Cut and Auto.

**Fixed** Switches of the exposure function.

**Black Cut** Sets the threshold for black.  
All pixel values found in the image below the selected value are set to solid black.  
Range: 0 (zero) to 100  
Result: The image contrast is improved.

**Auto** Sets the threshold for black and to activate the automatic exposure control.  
This function analyzes the image and detects the brightest and the darkest area.  
The detected brightness range is expanded to the maximum range of the scanner.  
Otherwise, all values below the threshold are defined as "black".  
Range: 0 (zero) to 100  
Result: Automatic contrast control and the image contrast is improved.

### 12.7.8. Mirror

The image can be mirrored before displaying.

<b>SELECTION ARROW</b>	Set the desired mirror axis. Available are Horizontal or Vertical.
<b>OFF</b>	Displays the image without mirroring.

### 12.7.9. Invert

This function inverts the colors in the displayed image.

It is only available in the color mode Binary.

### 12.7.10. Embedded ICC Profiles

**On** embeds an ICC profile into every image after scanning.

### 12.7.11. Stitching

The Stitching selector allows you to select a stitching method.

<b>Fixed</b>	Select this setting when scanning plain documents.
<b>Adaptive 2D (Default setting.)</b>	Select this setting when scanning documents with uneven structured surface, e.g. multiple folded papers. The image data will be merged dynamically. >It will take slightly longer to display the image after scanning.

### 12.7.12. XMP

<b>ON</b>	Previously defined metadata will be embedded in the file header.
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### 12.7.13. Black Border Removal

This function is only available on WideTEK CCD scanners. Black Border Removal removes black borders found around the edges of the scanned image. You can turn Black Border Removal on or off.

<b>Black Border Density</b>	Black Border Density sets the value for the color black which is to be recognized for border removal.
<b>Black Border Width</b>	Black Border Width allow setting an additional width to be removed inside the found black border. This value is in pixels.

## 12.8. WideTEK 36, 36DS, 36C, 42, 44, 48C, 48 - Additional Settings

### 12.8.1. Scan Modes

The Scan Mode selector allows the user to select from four possible scan modes.

<b>DIRECT</b>	The scan starts when the scanner receives the start command from the application.
<b>WAIT</b>	<p>The next scan request is on hold until the Scan button is tapped. This works in single scan mode as well as in batch scan mode.</p> <p>The start button can also be triggered through the use of a foot pedal.</p>
<b>ALWAYS</b>	The document transport starts immediately after the start command is sent from the application.
<b>QUICK</b>	In this enhanced <b>Always</b> start method, the document transport waits a predefined number of seconds, which is determined in the paper feed delay setting.
<b>CONTINUOUS</b>	<p><b>Full automatic mode</b></p> <p>The scan sequence starts directly when the application sends the start command.</p> <p>Scanning stops automatically when the length defined by the slider Paper length is reached.</p> <p>Then the document is transported in reverse direction for the length defined with the Overlap slider.</p> <p>This position defines the beginning of the next part of the document.</p> <p>The next scan sequence starts again when the start command is send.</p> <p>This will be repeated until the scanner sensors recognize the document end.</p> <p><b>Half automatic mode</b></p> <p>The scan sequence starts directly when the application sends the start command.</p> <p>Scanning stops automatically when the length, defined by the slider Paper length, is reached or when an interrupt command is send.</p> <p>Use the Scan button on the scanner keyboard to interrupt the scan sequence.</p> <p>When the scan sequence is interrupted, the document's position can be modified.</p> <p>The Start button moves the document in forward scan direction.</p> <p>The Send button moves the document reverse to the scan direction.</p> <p>The Scan button starts the scan sequence again for the next document part.</p> <p>The scan sequence stops automatically when the scanner sensors recognize the document end.</p>

**Note:** Your scanner may offer you a different set of functions depending on the particular device type

### 12.8.2. Document Output

- Rewind** The paper will be transported through the scanner and after finishing the scan sequence, it will be returned to the front side. On the front side, it will be held in the start position.
- Exception:** If the start method “Always” is selected, the document will not be held in start position.
- Note:** Document Rewind is not available for WideTEK 36 C.
- Hold** Stops the document transport after the document passes the paper-out sensors and holds it with the transport rollers.
- Eject** The paper will be transported through the scanner and ejected at the back side.

## 12.9. WideTEK 36, 36ART, 36DS, 36CL, 36C, 42, 44, 48C, 48CL, 48, 60CL Scanner Settings



The most frequently used options are represented by buttons in the Batch Scan Wizard's tool bars. Additional parameters can be set in the **Scanner Settings** box.

In the scan parameter box all released and locked scan parameters of the scanner can be edited. When scan parameters are locked they cannot be changed in the scan parameter tool bars of Batch Scan Wizard. The scan parameter box is only available when a network connection to the scanner is established.

In the scan parameter box only inaccessible scan parameter tool bars scanner settings are displayed by default. By selecting **ALL SETTINGS** all scanner settings are displayed. Now all scanner settings can be adjusted to a desired value and then, if desired, the access to them in the Batch Scan Wizard interface can be locked here. Changes in the scan parameter box will be displayed immediately in the scan parameter tool bars of **Batch Scan Wizard** and **ScanTool**. Changes in the scan parameter tool bars of the BSW are immediately displayed in the "Scanner Settings" box.

**Note:** The appearance of the scanner settings box and the available functions differ depending on each scanner model and Scan2Net firmware version.

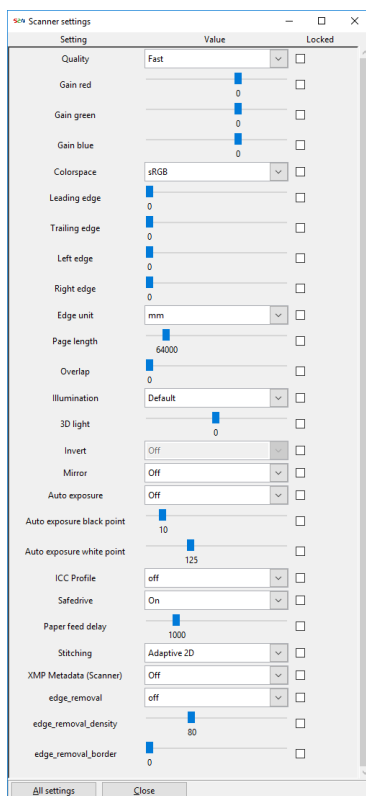


Fig. 148: Scanner Settings WideTEK 36-600

### 12.9.1. Quality

#### High Quality

Scans with reduced scanning speed but improved scanning quality.

#### Fast

Scans with normal speed, depending on the selected scan resolution.

### 12.9.2. Gain red, green, blue

Each Gain slider can set the gain on a specific channel. This function is used to eliminate any color shift or tints from the background.

### 12.9.3. Color Space

Available are three color spaces, which can be used while scanning. Touch the selection arrow and select the desired color space from the list.

#### Native

Color space determined by the hardware (CCD camera) of the scanner.

#### AdobeRGB

This is an RGB color space, defined by Adobe Systems. It contains half of the colors defined for the Lab color space.

#### sRGB

The standard RGB (sRGB) color space is a color space with a reduced amount of colors.

### 12.9.4. Leading edge

Defines a zone on the document that is not scanned. The zone starts from the top of the document to the value specified via this function.

### 12.9.5. Trailing edge

Defines a zone on the document that is not scanned. The zone starts from the actual bottom of the document to the value specified via this function.

### 12.9.6. Left edge

Defines a zone on the document that is not scanned. The zone starts from the actual left edge of the document to the value specified via this function.

### 12.9.7. Right edge

Defines a zone on the document that is not scanned. The zone starts from the actual right edge of the document to the value specified via this function.

### 12.9.8. Edge unit

Specifies the units used for the margin controls. The units can be various units of measurement. The unit of measurement **mils** is defined as 1/1000 of an inch.

### 12.9.9. Page length

Please refer to the chapter **scan mode continuous**.

### 12.9.10. Overlap

Please refer to the chapter **scan mode continuous**.

### 12.9.11. Illumination

**Illumination** allows selecting from four different illumination settings for the scan sequence.

<b>Default</b>	Scans with default illumination setting. This setting is recommended for flat documents without a surface structure.
<b>Top</b>	Only the top lamp is illuminated. The resulting image shows the object as illuminated from the top side.
<b>Bottom</b>	Only the bottom is illuminated. The resulting image shows the object as illuminated from the bottom side.
<b>3D Light</b>	The resulting image shows the surface of the scanned object with a 3D effect. This improves the results while scanning objects with a relief-like surface. For example coins or objects with imprinting.

### 12.9.12. 3D Light (slider)

The 3D Light slider moves the “position” of the light source. A positive value illuminates the objects from the top side; a negative value illuminates the object from the bottom side.

### 12.9.13. Invert

This function inverts the colors in the displayed image. It is only available in the color mode Binary.

### 12.9.14. Mirror

The image can be mirrored before displaying.

#### SELECTION ARROW

Sets the desired mirror axis. Available are Horizontal or Vertical.

#### Off

Displays the image without mirroring.

### 12.9.15. Auto Exposure

The Exposure screen allows selecting the functions Black Cut and Auto.

#### FIXED

Switches the exposure function off.

#### BLACK CUT

Sets the threshold for black. All pixel values found in the image below the selected value are set to solid black.

Range: 0 (zero) to 100

Result: The image contrast is improved.

#### AUTO

Sets the threshold for black and activates the automatic exposure control.

This function analyzes the image and detects the brightest and the darkest area. The detected brightness range is expanded to the maximum range of the scanner. Otherwise all values below the threshold are defined as black.

Range: 0 (zero) to 100

Result: Automatic contrast control and the image contrast is improved.

#### AUTO EXPOSURE BLACK POINT

Sets the threshold for black. All pixel values found in the image below the selected value are set to solid black.

#### AUTO EXPOSURE WHITE POINT

Sets the threshold for white. All pixel values found in the image above the selected value are set to white.

### 12.9.16. Embedded ICC Profiles

**On** embeds an ICC profile into every image after scanning.

### 12.9.17. Safedrive

Switch to safe drive mode. The scanning speed is reduced and the paper handling is relaxed to make handling of sensitive documents safer.

### 12.9.18. Paperfeeddelay

Defines the delay between detecting the document and starting the document transport.

### 12.9.19. Stitching

The Stitching selector allows you to select the stitching method.

#### Fixed

Select this setting when scanning plain documents.

#### Adaptive 2D (Default setting.)

Select this setting when scanning documents with uneven structured surface, e.g. multiple folded papers. The image data will be merged dynamically. The time until the image is displayed will increase slightly.

### 12.9.20. XMP

#### On

Previously defined metadata will be embedded in the file header.

### 12.9.21. Black Border Removal

This function is only available on WideTEK CCD scanners. Black Border Removal removes black borders found around the edges of the scanned image. You can turn Black Border Removal on or off.

#### Black Border Density

Black Border Density sets the value for the color black which is to be recognized for border removal.

#### Black Border Width

Black Border Width allow setting an additional width to be removed inside the found black border. This value is in pixels.

### 12.9.22. Scan Parameter for WideTEK 36 DS



#### 12.9.22.1. Duplex scan on/off

Activates / deactivates the duplex scanning mode.

## 12.10. Bookeye 4/5 - Additional Settings

### 12.10.1. Document Modes

The Document mode setting defines the focusing method when scanning documents.

### 12.10.2. Auto



This document mode automatically detects the position of the book cradle and the type of document to be scanned. The focus is set depending on the detected document mode that matches best.

The Auto mode selects automatically between **Flat-**, **Folder-** or **V mode**.

**Note:** The document should always be placed in the middle of the book cradles and below the laser lines cross. The minimum width of the document must be ten centimeters. A minimum of four centimeters of the document's width must be placed to the left of the laser lines cross.

The **Auto** Mode function cuts the image to a rectangle which covers the four document corners. If the document is not aligned properly to the laser lines, a small black border is displayed around the document.

If the document is too small, the image shows the complete scan area.

### 12.10.3. Book



**Book mode is the recommended method for scanning books.**

The book binding curvature will be compensated for and flattened out. In **Book** mode, the focus is set depending on the form of the book and its curvature as well as on the position of the book cradle plates.

If the book cradle plates are set in "V" position, the focus will be set dynamically according to the detected book curvature.

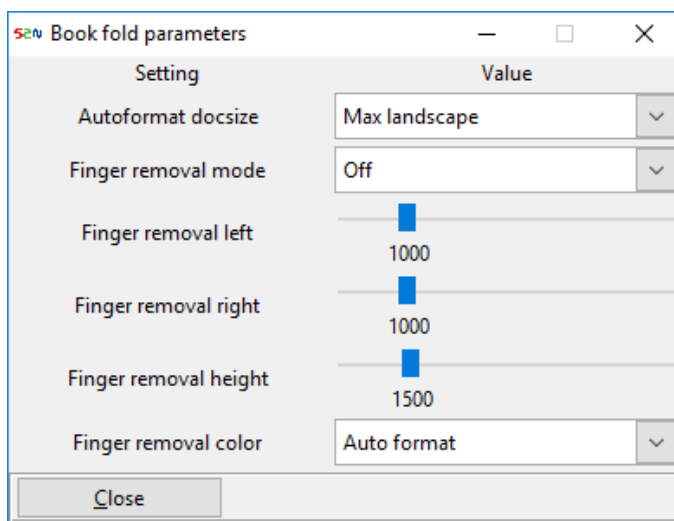


Fig. 149: Book Fold Parameters Bookeye 4

### 12.10.3.1. Docsize

#### Maxl

Autoformat docsize maximum landscape

#### A3plusl

Autoformat docsize A3 plus landscape

### Surface Properties

The Surface Properties slider allows you to modify the correction of different surfaces from matte to glossy.

**Note:** This option is available for Bookeye scanners only.

### 12.10.4. Flat



The focus value will be set dependent on the document height.

The measured focus value will be used for the complete scan area.

### 12.10.5. V



Scanning with the book cradle is positioned in the “V” position.

The focus will be dynamically set dependent on the “V” position of the book cradle.

### 12.10.6. Folder



This document mode sets separate focus values for the left and right book cradle plates. This is recommended when scanning documents with significant height differences on each side.

### 12.10.7. Glass Plate



Select this document mode if a V-glass or a flat glass plate is attached to the scanner. The **Glass Plate** mode adapts the system setting to the special illumination situation when scanning documents in conjunction with a glass plate.

**Note:** This option is available for Bookeye scanners only.

### 12.10.8. Bookeye 4 Scanner Settings



The most frequently used options are represented by buttons in the Batch Scan Wizard's tool bars. Additional parameters can be set in the **Scanner Settings** box.

In the scan parameter box all released and locked scan parameters of the scanner can be edited. When scan parameters are locked they cannot be changed in the scan parameter tool bars of Batch Scan Wizard. The **Scanner Settings** box is only available when a network connection to the scanner is established.

In the **Scanner Settings** box only inaccessible scan parameter tool bars scanner settings are displayed by default. By selecting **ALL SETTINGS** all scanner settings are displayed. Now all scanner settings can be adjusted to a desired value and then, if desired, the access to them in the Batch Scan Wizard interface can be locked here. Changes in the scan parameter box will be displayed immediately in the scan parameter tool bars of **Batch Scan Wizard** and **ScanTool**. Changes in the scan parameter tool bars of the BSW are immediately displayed in the "Scanner Settings" box.

- Click **SCAN SETTINGS**  in the **Batch Scan Wizard main window** and you will get a new window, the **Scanner Settings** box.

**Note:** The appearance of the scanner settings box and the available functions differ depending on each scanner model and Scan2Net firmware version.

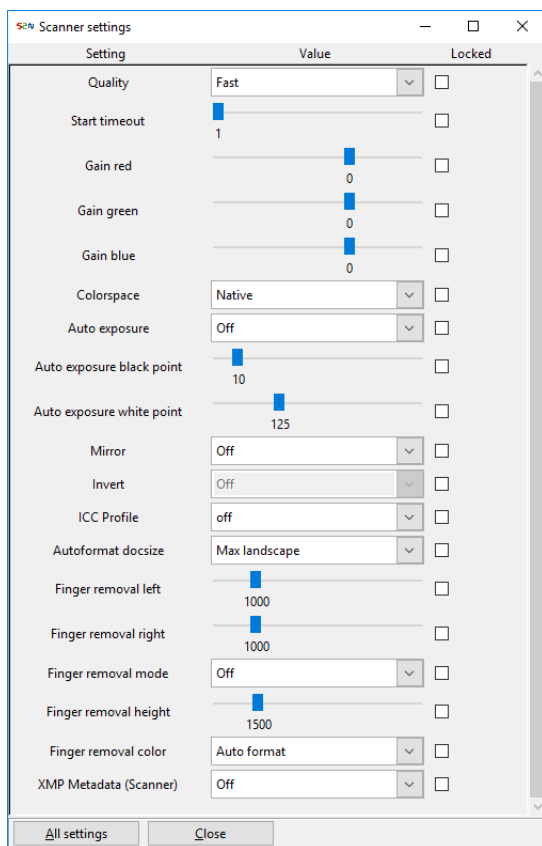


Fig. 150: Scanner Settings Bookeye 4

### 12.10.9. Quality

#### High Quality

Scans with reduced scanning speed but improved scanning quality.

#### Fast

Scans with normal speed, depending on the selected scan resolution.

#### Anti Reflection

Scans with reduced scanning speed. Both lamps are active during the complete scan sequence. This mode reduces reflection in the image and improves the results significantly during scanning documents with reflecting surface.

### 12.10.10. Color Gain

The Color Gain drop down list sets the gain on a specific channel. This function is used to eliminate any color shift or tints from the background.

### 12.10.11. Exposure

The Exposure screen allows selecting the functions Black Cut and Auto.

Fixed switches the function off.

#### Black Cut

Sets the threshold for black. All pixel values found in the image below the selected value are set to solid black.

Range: 0 (zero) to 100

Result: The image contrast is improved.

#### Auto

Sets the threshold for black and activates the automatic exposure control. This function analyzes the image and detects the brightest and the darkest area. The detected brightness range is expanded to the maximum range of the scanner. Otherwise all values below the threshold are defined as "black".

Range: 0 (zero) to 100

Result: Automatic contrast control and improved image contrast.

### 12.10.12. Mirror

The image can be mirrored before displaying.

- Click the **selection arrow** and set the desired mirror axis. Available are Horizontal or Vertical.
- Select Off to display the image without mirroring.

### 12.10.13. Invert

This function inverts the colors in the displayed image. It is only available in color mode Binary.

### 12.10.14. Embedded ICC Profiles

**On** embeds an ICC profile into every image after scanning.

### 12.10.15. Auto Format Density

The Auto Density (Binary) parameter defines the scanner's sensitivity for the automatic format detection. When scanning dark documents, the value should be reduced in small steps until the desired result is achieved.

**Note:** The higher the numeric value, the more contrast there must be between background and scanned document.

### 12.10.16. XMP

If set to "on", previously defined metadata will be embedded in the file header.

### 12.10.17. Finger Removal Mode

The **Finger Removal** mode allows you to select from three settings.

**Off** Disables the **Finger Removal** mode.

**Book Fan** The book fan at the left and right side will be detected and eliminated from the image.

**On** The book fan at the left and right side will be detected and eliminated from the image. If the book is kept flat by one or multiple fingers, the contour of the fingers will be detected and removed.

The detected contour then will be filled with black or white color or with an automatically detected pattern. The pattern depends on the color which is found in the image below and above the finger contour.

Read the **Finger Removal** chapter and its subchapters in the scanner operation manual for detailed information about the criteria and the requirements of the **Finger Removal** mode.

**Note:** If the document is held at both sides in its position, it is recommended to use a foot pedal to start the scan sequence.

## 12.11. Bookeye 3 – Additional Settings

### 12.11.1. Book Fold Correction



Is a technique to compensate the curvature of an open book.

**Note:** This option is available for Bookeye scanners only.

### 12.11.2. Folder



The focus is fixed on the right side and the left side of the document, independent of each other. It is essential that the open folder is aligned straight to the laser line for optimal results.

**Note:** This option is available for Bookeye scanners only.

### 12.11.3. Fixed Focus



The focus is fixed to a known position that the user can change. The height above the base plate of this position is controlled by the user via the slider in the **Fixed Focus Parameters** window. Move the **SLIDER** to the right to change the value. The unit of measurement is **mil**. This unit of measurement is defined as **1000 mil = 1 inch**.

If the **Glass Plate** option is installed, this value is overridden and replaced with the auto-focus value measured during the installation of the **Glass Plate** option.

Not only the focus, but also the lamps follow the virtual height of the document regardless of its real value. The scanner will not perform any pre-scan.

The digital zoom is adjusted for the predefined height, either from the **Fixed Focus** mode settings or the glass plate option; in such a way that the previously selected resolution is reached. If true dpi resolution is selected, the digital zoom is off and the scan will be made in the native optical resolution at the given distance between the document and the CCD.

**Note:** This option is available for Bookeye 3 scanners only.

### 12.11.4. Glass Plate



The focus is fixed to the defined height of the glass plate in the closed position.

## 12.12. Optimizing the speed of your individual workflow

You can optimize the speed of your individual workflow easily by using

- the new individual Batch Scan Wizard start up configuration,
- modified scan job templates with your own scan parameter settings,
- modified Batch Scan Wizard (Keyboard-) Hotkeys for faster scan operation,
- the new keyboard shortcuts,
- an optional foot pedal in combination with the internal wait mode of your Scan2Net scanner.

### 12.12.1. Individual create job dialog configuration

#### 12.12.1.1. Tab order

The order of the tabs in the create job dialog can be changed by a drag and drop with left mouse button.

## 12.13. Batch Scan Wizard Directories

### 12.13.1. Start Menu Folder

After installing, you should see a folder “Batch Scan Wizard” in the MS Windows Start Menu, in which the installed applications of the Batch Scan Wizard software are found.

<b>Batch Scan Wizard</b>	The new Batch Scan Wizard
<b>Batch Scan Wizard Manual</b>	The Batch Scan Wizard manual in PDF format
<b>ScanPad</b>	A small scan application for making single scans and saving them, or for creating test scans.
<b>Setup</b>	The tool for configuring your Scan2Net scanner and the working directories on your PC.

### 12.13.2. Application Directory

This directory is where the Batch Scan Wizard program files are stored.

### 12.13.3. Batch Scan Wizard Classic

Batch Scan Wizard Classic is a small scan application.

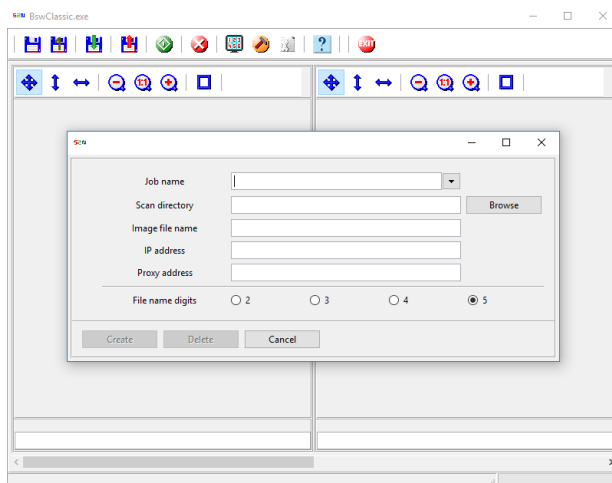


Fig. 151: Batch Scan Wizard Classic Start Screen

### 12.13.4. Batch Scan Wizard Classic Create Job Dialog



The create job dialog requires for a scan job the following entries:

- Scan Job Name
- Scan directory – Editable
- Image file name - Editable
- IP address of the scanner
- If required an IP address of a local proxy server
- The number of digits for the counter in the image file name.

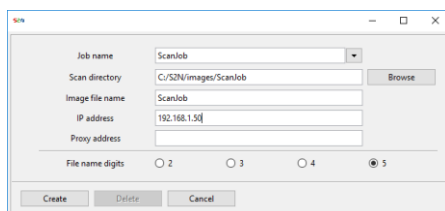


Fig. 152: Batch Scan Wizard Classic Create Job Dialog

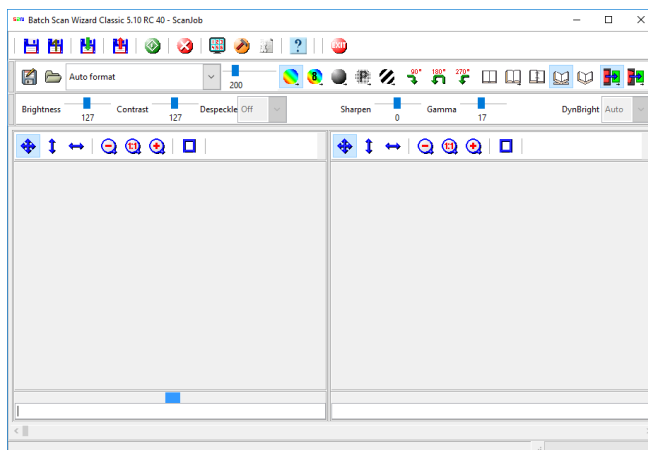


Fig. 153: Batch Scan Wizard Classic in Scan Job mode (Bookeye4 Example)

### 12.13.5. Batch Scan Wizard Classic Main Control Bar Buttons



- Batch scan



- Single scan



- Replace mode



- Delete marked image



- Wait for start scan



- Stop immediately



- Change window count



- Open Create Job dialog



- Open scanner settings box



- Open Batch Scan Wizard manual (An installed PDF reader application is required)



- Exit Batch Scan Wizard Classic

**Note:** Each scanned image file will be written automatically into the selected scan directory.

**Note:** When deleting an image in the scanned batch the existing order of the image file numbers will not change.

**Note:** ScanPad does not support the file format PDF.

### 12.14. Scan2Net Error Codes

Error code	Text on screen
01	Scanner in use
02	Invalid session ID
04	Invalid password
07	STOP button pressed
08	Press START button
09	Warm up -> retry
10	Setting out of range
11	Setting does not exist
12	Invalid doc size
14	Invalid color mode or resolution
15	Invalid picking
16	Paper in exit
17	Paper in transport
18	Paper jam
30	File format
40	No focus point found
44	White balance failed
144	Light level is low
180	Deskew failed

**Note:** The listed error codes are scanner based and depending on scanner model and version.

## 12.15. Limitations

### 12.15.1. General Limits

Maximum path length including the file name (operating system dependent: 1024 characters.

Maximum number of scans: up to 1,000,000 images per job.

### 12.15.2. Image Names

Maximum image name length including the subdirectory names or path names which will be generated through the image numbering script: 128 characters.

### 12.15.3. Job Dialog

Maximum length of a job name: 64 characters

### 12.15.4. Uninstalling Batch Scan Wizard Software

- Go to **Windows Start** menu.
- Open **Control Panel**.
- Select **Add or Remove Programs**.
- Select **Remove Batch Scan Wizard**.
- Click **CHANGE/REMOVE**.
- Confirm the delete of the application.

## 12.16. Operating PC - System Requirements

Before you install the Batch Scan Wizard, ensure that your computer meets the minimum requirements. Meeting the recommended requirements will help to assure optimal performance.

Supported Operating Systems: MS Windows XP, 7, 8, 10.

For an efficient installation as well as for fast working with S2N scanners of the WideTEK and Bookeye® series the following requirements should be considered.

Components	Our Suggestion
<b>PC</b>	
Processor	<u>Existing workstations:</u> Intel® Core™2 Duo (2.4 GHz, 1,333 MHz, 4 MB Cache) is sufficient.  <u>New acquisition:</u> Intel Core i5 or better (2 GHz or above) or AMD CPU of equal performance rating (2.5 GHz or above)
RAM	WideTEK®: 8GB Bookeye®: 4 GB or more
Operating System (with Batch Scan Wizard)	MS Windows 7(64bit), MS Windows 8.1 (64bit), Windows 10 (64bit)
Network Interface	Ethernet 1 GBit
Hard Disk	500 GB or above
<b>Monitor / Graphic</b>	
Resolution	1280 * 1024 or above
Monitor Dimension	20 inches or larger

### Notes:

- All recommendations base on a standard PC for office work.
- To use the full capacity of the 1 GBit interface of the WideTEK and Bookeye® scanners, the PC must be equipped with a 1GBit network interface.
- Recommended: The network connection should be realized by using a GBit switch directly behind the scanner or by a direct connection.

End of document