

# Informatik Scan

**Version 12**

## User Guide

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(Please print this user guide for easy reference)

For the latest user guide please go to [www.informatik.com/manuals.html](http://www.informatik.com/manuals.html)

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## **Introduction**

Informatik Scan (previously called Infothek Scan) is a desktop scanning software for TWAIN compliant scanners. The scanned documents can be saved in TIFF, PDF and several other graphics formats. For TIFF and PDF the output files can be multi-page.

The program requires Microsoft Framework 2.0 or higher. If you don't already have the Framework installed on your computer, it is freely downloadable from the Microsoft website.

For a complete document archival suite please review our Informatik Archiver programs. For various barcode scanning applications (free with a Informatik Scan license), see topic below. Informatik also offers many graphics conversions and markup tools. Please visit [www.informatik.com](http://www.informatik.com) or contact Informatik Inc. for more information.

## **Installation**

Simply run the SetupScan.msi file and follow the prompts. Please note that the program requires the Microsoft .NET Framework 2.0 or later. If you do not already have the Framework on your computer it can be freely downloaded from the Microsoft website. When you have a moment, view the Video Tutorial. The tutorial is accessible via the Help menu.

### **Un-installation**

The program can be un-installed in the Windows Control Panels (Add or Remove Programs icon).

## **Trial Version**

You may use the free trial for thirty (30) days. After 30 days you must uninstall the trial software or purchase a software license. After 20 days, a nag window is displayed covering a small part of the window. If within the 30 days trial period, you may still work around that nag display.

When you purchase a software license you will be given a license code. The license code must be entered in the Help menu (Registration). Exact spelling is important, if possible enter the code with copy/paste. The license codes and password must be kept confidential.

# Trouble Shooting

To diagnose scanning problems, please do the following:

- Turn off the scanner (turn off power), then turn on again and reboot your computer. This may clear the problem.
- Re-select the scanner.
- Toggle between the Flatbed and ADF/Flatbed Source dropdown list.
- If you get an error message to the effect that the 'scanner is already used by another application....', turn the scanner off the, wait a couple of seconds, then turn it on again. This will clear the problem.
- Make sure that you have the latest TWAIN driver for your scanner model. TWAIN drivers can be downloaded from the scanner manufacturers' websites. Informatik Scan only supports TWAIN-compatible scanners.
- Check the Scanner Selection and make sure that you have selected the correct scanner. Some scanners are shown in two modes; the WIA version may not work for an ADF scan.
- If your scanner is set to 'scan ahead' disable that option. Scan Ahead setting often results in pages being skipped.
- Check and see if there is other scanning software running at the same time. Disable all other scanning software. Some scanners come with their own scanning software; disable it.
- Try to scan with the scanner's own dialog (check the Show Scanner Dialog' checkbox) and see if that makes a difference.
- If the scanner is operated over a network, determine if the problem is network related. Try to run the scanning directly (scanner attached to your computer) and see if that works.
- If the scanner does not work in Duplex mode, it may be that the Duplex needs to be set in the scanner's own dialog. This is necessary with some scanner models.
- If the problem persists, the scanner may be defective or the Informatik Scan Software may be incompatible with the scanner.
- For a separate utility that shows your scanner's capabilities can be downloaded from [www.informatik.com/files.html](http://www.informatik.com/files.html), or contact Technical Support.

# Quick Tutorial

- Launch the program by clicking on the icon on your screen's desktop, or click on Start button (lower left corner of the screen), select All Programs, locate the Informatik Scan, and click on the program file. The program opens.
- Set the Source to either Flatbed or Automatic Document Feeder.
- Select the scanner if not already defaulted.
- To scan with the scanner's own user interface, click on 'Show Scanner Dialog'. For some scanners, certain options may need to be selected via the scanner's dialog.
- Choose from the list of preset paper sizes. You can create your own Presets in the Setup for various custom paper sizes, color depth, resolutions. You will find Setup in the File menu or the toolbar.
- Choose the scanning options, such as Duplex, Number of Pages, Activation of Separator Pages, Exclude Blank Pages, Auto-Rotate, Despeckle, Deskew.
- Click on the Scan button. The documents will be scanned and displayed in the main window and also as thumbnails. The scanned images of all pages are held in a work file (Workfile). You can now re-arrange, remove, rotate the pages in the Workfile. Simply right-click on a thumbnail and choose from the many options. You can also scan and save directly without the Workfile. See detail in sections below.
- Many edit options are available. Right-click on the large image and choose from an options, such as rotation, removal of borders, cropping, redaction, deskewing, restoring. The option is also available in the Edit menu.
- Now, select the Save options (single, multi-page, serialized, etc. and click on the Save button.
- If you need to append scanned pages to an existing TIFF file, open the existing TIFF file BEFORE you start scanning via the option in the File menu. The scanned images are then inserted at a selected page or appended front or back, as prompted by the system. You can also add a file page after scanning (via File menu)."
- You can also scan directly without the Workfile. The options are available in the File -> Scan menu.

# Scanning

The program supports TWAIN-compliant scanners. Ensure that your scanner has the latest TWAIN driver. TWAIN drivers are downloadable from the scanner manufacturers websites.

By default, the scanned pages are placed in a temporary Workfile. The current image is fully displayed and all pages in the Workfile are shown in a scrollable thumbnail display. The pages can then be re-arranged, removed, rotated, group-selected and page-separated. The images can also be edited (remove black borders, deskewing, rotation, cropping, etc). For more detail, see Workfile section below. There are also options to scan and save directly, without the Workfile. These options are available in the File -> Scan menu.

If you only have one scanner on your computer, the program normally defaults to that scanner. If a scanner is not defaulted, or if you need to select a different scanner, select the scanner from File -> Scan -> Select Scanner menu.

Scanners are of either the **Flatbed** or **Automatic Document Feeder (ADF)** model, or both. If not already defaulted, select the mode of scanning in the Source pull-down list. Most Flatbed scanners operate from either setting.

You may want to scan via the scanner's own dialog, or scan without a dialog. The scanner's own dialog often provides access to special settings. For some scanners, certain options (for example Duplex) can only be set via the scanner's dialog. To use the scanner's dialog, check the **Show Scanner Dialog**. If you scan without the scanner dialog, by default, the scanning progress bar is disabled. You can enable the scanning progress bar in Setup (File menu).

Choose the paper size of the scanned documents. There are three standard sizes included with the original setup: Letter Size, A4 and Legal Size. You can create up to eight additional presets in Setup. Each preset can have its own size, scanning area, color setting, resolution, brightness, contrast, etc. When you click on Reset, the system reverts back to either Letter Size or A4, depending on your set preference in Setup.

There are several scanning settings:

**Duplex** enables duplex scanning. For some scanner models, the Duplex mode can only be set via the scanner's own dialog. If your scanner does not have a Duplex feature, you can simulate duplexing. See section below.

Check the **Deskew** checkbox to automatically straighten skewed pages, where possible. A manual Deskew option is also available by right-clicking on the displayed scanned image.

If the **Despeckle** checkbox is checked, stray pixels are removed from the scanned pages.

The program supports **Separator Pages**. The format of Separator Pages is explained in a separate section below. For the system to recognize separator pages when scanning, the checkbox must be checked. You can also insert or remove separator pages in the Workfile after scanning. See Workfile section below.

The program has an option to exclude blank pages. To exclude blank pages when scanning, you must check the **Exclude Blank Pages** checkbox before you start scanning. If there are three or more incidences of horizontal clusters consisting of three black pixels, the page is considered not-blank. For this pixel analysis, a quarter inch offset on all sides is ignored. The Exclude Blank Pages is not totally reliable, so use it with caution. Pages can also be excluded in the Workfile after scanning.

If the **Auto-Rotate** option is checked, the images are rotated 180 degrees during the scanning process. This option is typically used if stacks of paper are inserted in the tray upside down to avoid jamming due to staple marks. Pages can also be rotated (90, 180 and 270 degrees) in the Workfile, after scanning.

Check the **Exclude Blank Pages** if you like the program to by-pass virtually blank pages. Blank pages can also be removed after scanning via the Edit menu

If a Workfile already exists, the system will prompt you to either clear the Workfile or select an append option. You can bypass the prompt (and clear the Workfile) by clicking on the Scan button while pressing the SHIFT or CTRL key.

## Appending Pages to Existing TIFF File

If you need to append scanned pages to an existing TIFF file, use the following procedure:

### Append to the back of the existing TIFF file:

- Open the existing TIFF file from the File -> Open File menu. The pages are displayed in the Workfile.
- Scan the new pages. The pages are added to the Workfile.
- Save the Workfile (see Save section below).

### Append to the front of the existing TIFF File:

- Scan the new pages. The pages are added to the Workfile.
- Open the existing TIFF file from File -> Append File to Workfile
- Save the Workfile (see Save section below).

### Insert pages in the existing TIFF File:

- Open the existing TIFF file from the File -> Open File menu. The pages are displayed in the Workfile.
- Scan the new pages. The pages are added to the Workfile.
- Move the new pages to the desired location. For a group of pages, mark them with the checkmark and move the pages as a group.
- Save the Workfile (see Save section below).

Appending is available only to existing TIFF files.

## Scan and Save Directly Without the Workfile

You can scan and directly save without a Workfile. The options are available in

File ->Scan -> Scan and Save Without Workfile –MultiPage (F6 shortcut)

File ->Scan -> Scan and Save Without Workfile –Serialized (F7 shortcut)

File ->Scan -> Scan and Save Without Workfile –Separator Page (F8 shortcut)

Additional menu items are for Scan and Save without the Save As prompt; for cautionary reasons, these are enabled after you do an initial scan with the Save As dialog.

If you need to append to an existing TIFF file, use the Workfile method.

## Save

After the scanning is done, the pages in the Workfile must be saved. There are many options:

- Save the current page only.
- Save the entire Workfile as one multi-page TIFF or PDF file.
- Save each page as a separate file. The file names are then serialized. If your given filename does not have a numeric serial starting number, the system will add the serial suffix. The suffix by default is \_000001 but you can define your own format of suffix in the Setup. By default the numeric suffix is incremented by one unit, but the number of units can be changed in Setup.
- Save the pages into several single or multi-page files as set by the separator pages in the Workfile. The files are also given a serialized suffix, as above.
- Save the files marked with a checkmark. Only the files marked will be saved, either as one multi-page file or as individual serialized files.

The Save dialog typically defaults to the last saved file name. If the file name has a numeric suffix, the number is automatically incremented by one unit (or the number of units set in the Setup). For TIFF files only, if the file already exists you are given the option to overwrite or append the pages. (For PDF output an append option is not available; you may want to save the file first as a TIFF, then re-open the file and save it as PDF.)

To save as PDF, you must give the file name a .pdf extension. The program supports both the standard PDF and the PDF/A -1b format. PDF/A files are for long-term archiving.

Optionally you can specify a Default folder. Click on the Default Folder box and select the folder. Furthermore, in the Setup window (File menu), you may specify up to eight Default Folders, each with a user-friendly name. The default folders are then listed in the pull-down list in Default Folder box for easy selection.

# File Formats

Multi-page files can be saved as TIFF or PDF files.

Single (or serialized) files can be saved as TIFF, PDF, BMP, GIF, PNG or JPEG files.

## TIFF Format

There are three supported TIFF formats:

- **TIFF LZW**  
LZW formats support both monochrome (black and white) and color.
- **TIFF CCITT4 (Group 4)**  
CCITT4 supports only black and white (monochrome) files. It offers the best compression and is the most widely used TIFF format. If you must save a color image in CCITT4 format, the colors must first be dithered into a monochrome image. See Dithering section below. If you specify CCITT4 and the image is in color, the page will be saved as LZW. If your general mode is CCITT4 and like to be alerted if you had chosen a different format, set the CCITT4 Priority in Setup.
- **TIFF CCITT3 (Group 3)**  
CCITT3 supports only black and white (monochrome) files. It is now a virtually obsolete format, but still used for some faxing applications. . If you must save a color image in CCITT3 format, the colors must first be dithered into a monochrome image. See Dithering section below. If you specify CCITT3 and the image is in color, the page will be saved as LZW.
- **TIFF JPEG**  
TIFF JPEG supports is for color photo-type images. The compression is superior for photo-type images (images that have no solid color areas). Use this option only for photo-type images. TIFF JPEG files are not supported by all software.

You may want to use exclusively CCITT4 for all TIFF files (except if pages are in color). To minimize the chances of accidentally using a non\_CCITT4 format for TIFF files, check the **Priority CCITT4** in Setup.

A multi-page TIFF file can be a mix of different TIFF compressions. If a page is a photo-type image, you may want to choose the TIFF JPEG compression for that page as it provides the best possible compression. However, keep in mind that no all software supports the TIFF JPEG format.

## PDF Format

The program supports PDF output. Internally, the system first creates a TIFF file, then converts the temporary TIFF file into PDF. For large multi-page files, the TIFF-to-PDF conversion can take a considerable time. For serialized conversion, the progress bar indicates the status of the progress, but the progress bar is not active for conversions of multi-page conversions, so the time may appear longer that it really is. Typically, for a monochrome page, the TIFF-to-PDF conversion is about half a second per page; for color it will be slower.

PDF files can be standard or encrypted. If you create an encrypted file, the system will prompt you to enter the password (User password). If you have opted to hide the password on the entry screen, the password must be entered twice.

Please note that PDF files created by scanning have embedded image rasters and are thus not text-searchable. The compression of the embedded raster image is as per the TIFF compression that you selected.

To save as PDF, you must give the file name a .pdf extension.

### **BMP, GIF, PNG or JPEG formats**

These formats are valid only for single (or serialized) files. They support color.

## **Workfile**

As the pages are scanned, or opened from a TIFF file, they are added to the Workfile. The current image is displayed in a large window; all the pages in the Workfile are shown in a scrollable thumbnail display.

The pages can be re-arranged, removed (and re-inserted), check-marked and rotated. Page separators can be inserted.

Right-click on a thumbnail for a pull-down menu for:

- Move Clicked Page
- A prompt window will ask you where you want to move the page. You can move the page to the beginning, to the end or to any page number.
- Add Separator Above Clicked Page
- A page separator will be inserted above the clicked page.
- Remove Separator Above Clicked Page
- An existing page separator above the clicked page will be removed
- Exclude (Remove) Clicked Page
- The clicked page will be removed. You can later re-insert the removed page from the Edit -> Restore menu.

In addition, you will find more options in the Edit menu:

- Reverse the Page Order  
This options reverses the page order; the last page becomes the first page, and vice versa.
- Duplex Simulation  
The Duplex Simulation Scanning option re-arranges the pages as if they were scanned in a duplex mode. So, with a regular ADF scanner, scan the stack upside, then scan the same stack downside. The Duplex Simulation will then re-arrange the pages in 1-10-2-9-3-8-4-7-5-6 order. The Duplex Simulation Printing is similar, but the pages are re-arranged in the order 1-3-5-7-9-10-8-6-4-2.
- Add/Remove Separator Pages

Separators can be added globally at all check-marked pages, or at intervals, for example even-numbered pages. The option also allows you to remove all separators.

- **Add/Remove Checkmarks**  
Checkmarks can be added globally to all pages, or to all pages between existing checkmarks (first set). The option also allows you to remove all checkmarks.
- **Move Checkmarked Pages**  
This options allows you to move the check-marked pages globally to the beginning, to the end, or to any page location.
- **Rotate Checkmarked Pages**  
This options allows you to rotate all the check-marked pages at 90,180 or 270 degree angles.
- **Exclude all blank pages in the Workfile.**  
This option is valid only for monochrome (black and white) images and is valid only for un-edited pages
- **Restore Workfile**  
This options restores the Workfile. All checkmarks and separators are removed. The pages are arranged in the order the pages were added to the Workfile. So, for example, if you scan pages and append them in front; these pages may appear at the end. Use this option with caution.

## Editing

The individual scanned images can be edited. Click on the thumbnail to display the page in the large window. Right-click on the large image for the following options (or use the option from the Edit menu):

### **Redact (white-out, black-out)**

Select the White and Black option. With the left mouse button pressed, outline the area that you wish to redact. In the popup window select Confirm or Cancel. If you need to white-out many spots around the rim of the image, it is suggested that you use the 'Clean-up Rim Area' function (see below).

### **Crop**

Select the Crop option. With the left mouse button pressed, outline the area that you wish to crop. In the popup window select Confirm or Cancel.

### **Deskew**

Select the Deskew option. With the left mouse button pressed, draw a line along the slope of the skew. When you release the mouse, the image will be rotated by the angle of the skew. To undo, right-click on the image again and choose Restore; the image is then restored to the original. Always do the Deskew as the first Edit action.

## **Remove Black Background**

This option floods the black borders with white. You can thus remove black edges created if the scanner uses a black background. Use this option with caution; any black border that connects un-interrupted with the image will cause part of the image to be flooded in white.

## **Clean-up Rim Area**

This option can be applied to clean up the border area, for example to clean up punch holes or staple marks. The option works like the crop, but the cropped rectangle is placed back onto a white canvas that has the original size of the image at the original location. With the left mouse button pressed, outline the area that you wish to keep (which would be the inside area of the image). In the popup window select Confirm or Cancel.

## **Rotate**

This option rotates the currently displayed image at 90, 180, or 270 degrees. You can also rotate a group of pages with the Rotate option in the Workfile. Furthermore, it is possible to rotate all pages 180 degrees while they are scanned.

## **OCR**

See section below.

## **Other**

For more edit options, please use our Informatik Markup program. The Informatik Markup program includes edit options such as text bubbles, watermarks, insert images, highlighting, freehand drawing, shapes, arrows, text inserts, even curved text. A demo version of Informatik Markup can be downloaded from [www.informatik.com](http://www.informatik.com).

# **Barcode Recognition, Barcode Scanning**

The program includes barcode separator sheets. Separator sheets allow you to scan a batch of documents and automatically increment the file name when a separator sheet is encountered. If you scan to the Worksheet a separator bar is inserted in place of the separator sheet. When you save the file, the file name is incremented at each separator bar. If you scan directly (without the Worksheet) the file name is incremented when a separator sheet is encountered. Standard separator sheets can be printed from the File menu. Please see the Separator Sheet section below.

Also available at no extra fees is a **batch scanning software** where files are named according to barcodes on the documents. More than 10 barcode symbologies are supported. The program can be downloaded from [www.informatik.com](http://www.informatik.com) (Download tab). For licensing, use the same code as for Informatik Scan.

# Separator Pages

## Physical Separator Pages inserted in scanning batch:

Separator Pages must be of a special format. There are two types of separator sheets:

- Basic barcode sheets.
- Custom barcode sheets (see separate section below)

For the basic barcode option, the barcode must be of a specific type and location. Separator pages can be printed from the 'Print Separator Pages' option in the File menu.

Place the special formatted separator pages in your stack of documents. Check the Separator Pages checkbox before you start scanning. If scanning to the Workfile, the separator pages will insert a separator line in the Workfile's thumbnail display. The separator line can be removed by right-clicking on the thumbnail. Separator pages can also be removed individually or in bulk via the Edit menu.

Please pay special attention to the scanner's handling of separator pages when you scan in Duplex. The following rules apply:

1. If you scan with the scanner's dialog and you set the duplex mode in the scanner's dialog AND you specify Exclude Blank Pages in the scanner's dialog, then DO NOT check the Duplex or the 'Exclude Blank Pages' in the Informatik Scan window.
2. If you scan with the scanner's dialog and you set the duplex mode in the scanner's dialog but you do not specify Exclude Blank Pages in the scanner's dialog, then you MUST also check the Duplex in the Informatik Scan window.

For options to add prefixes or suffixes to the file name please contact Technical Support for instructions.

For a basic utility to create separator barcodes, please contact Technical Support.

## Separator sheets that add prefix or suffix to file name

A special format of separator pages can be used to add a prefix or suffix to the file name. The option is useful if you scan a stack of paper of one subject matter but that has various sub-sections that you wish to save to separate files, but with a common base name.

In order for the scanning program to recognize the separator sheet, the barcode text must have a double-dot prefix, for example ..NEW. A regular separator sheet barcode has the text ..NEW. If the separator page barcode reads ..XYZ, for example, a XYZ suffix will be added to the currently used file name. To create a prefix (instead of suffix), add a slash character to the string, for example ..XYZ/. The prefix/suffix string can be used together with the NEW keyword. If the barcode string reads ..NEW XYZ, for example, the serial number of the given filename will be incremented, and the prefix or suffix is added. The file base name must have a starting serial number, for example myfile\_0001.tif.

## Insert Virtual Separators Pages into the Workfile:

You can also insert separators in the thumbnail display. Simply right-click on the thumbnail and choose the option from the popup menu. Furthermore, with options in the Edit menu, separator pages can be inserted for all check-marked pages, and separators can be inserted from each even-numbered page. To remove all separator pages, use the option in the Edit menu.

## Custom Barcoded Separator Pages

If you need a custom method for barcode-based page separation, enter your specifications in Setup (via File menu). The setup specification string consists of seven (7) values, each separated by a semi-column: "

1. Separator String (letter or word in the barcode that signifies a separator)
2. Barcode Type (number):
  - 1=Code39
  - 2=Code128
  - 3=Code11
  - 4=Code93
  - 5=CodeI25
  - 6=CodeS25
  - 7=Codabar
  - 8=CodeEAN
  - 9=CodeEANPlus
  - 10=CodeUPCE
3. Save barcoded page: if set to zero (0), the page with the barcode is NOT saved; if set to 1, then the page is saved.
4. Area of interest (where the barcode is located): Left (in Inches)
5. Area of interest (where the barcode is located): Top (in Inches)
6. Area of interest (where the barcode is located): Width (in Inches)
7. Area of interest (where the barcode is located): Height(in Inches)

Example: S;4;1;0;0;8.5;11

## Display and Page Navigation

All scanned images are shown miniaturized in the scrollable thumbnail display. The current image is also shown in the main window.

The image in the main window can be displayed full size, fit-to-width or fit-to-size. The sizing options are available in the toolbar and the View menu.

To navigate through the pages, click on one of the navigation arrows in the toolbar, use the scrollbar of the thumbnails, click on a thumbnail, or use an option in the Pages menu. You can also press one of the arrow keys on the keyboard, or the Page Up, Page Down, Home or End keys.

## **Rotation**

An individual image can be rotated at any right angle by right-clicking on the main image window, or by choosing an option from the View menu. When rotated, the image will be saved in that orientation. A selection of pages (check-marked thumbnails) can be rotated as a group with an option in the Edit menu. Finally, a 180 degree rotation can be effected during the scanning process. This option is helpful if you want to scan the documents upside to avoid jamming because of staple marks, dog-eared corners, etc.

## **Dithering of Image (Convert Color to Black and White)**

A color or grayscale image can be converted to black and white (monochrome) by way of a dithering technique. The reformatting may be necessary if you wish to save the image as a monochrome TIFF CCITT4 (for example) file. The colors will be converted to black and white pixels at distances depending on the brightness of the color. The result will be black and white approximation of the image (not perfect by any means). The function is available by right-clicking on the image or from the in the Edit -> Edit Page menu.

## **Printing**

The printing option is available from the toolbar and the File menu with shortcut key CTRL+P

## **Size of Folder**

To calculate the byte size of the current folder, select 'Size of Folder' from the File menu. This reported size includes all nested sub-folders. This option is useful if you want to limit the folder to a specific size, e.g. so that the files in the folder can be transferred to and can fit on a single CD. The function is available in the File menu with shortcut key CTRL+Z.

## **Rearrange Pages TIFF /PDF**

Separate utilities to re-arrange pages of multi-page TIFF and PDF files are available in the File menu. After you open the utilities, select the file in which you wish to re-arrange pages. The two utilities have their own Help menu. For more extensive pagination options (mix pages from different files) please check out the AppendTIFF and AppendPDF programs.

## Document Information

The following properties of the current image can be displayed from the Document Information option in the Edit menu (Shortcut Ctrl+I):

- Image Width in Pixels
- Image Height in Pixels
- Horizontal Resolution
- Vertical Resolution
- Bits-per-Pixel (Color Depth)
- Graphics Format

To calculate the dimension in Inches, simply divide the number of pixels by the resolution. To calculate the dimension to Millimeters, multiply the Inches times 25.4.

To calculate the byte size of the current folder, select 'Size of Folder' from the File menu. This reported size includes all nested sub-folders. This option is useful if you want to limit the folder to a specific size, e.g. so that the files in the folder can be transferred to and can fit on a single CD. The function is available in the File menu with shortcut key CTRL+Z.

## OCR

(Valid only for Informatik Scan version 12.70 or higher)

A separate semi-integrated OCR program is available for Informatik Scan version 12.70 and later (free for Informatik Scan licensees). The OCR program can be accessed via the File menu.

When the OCR program is called from the File menu, the currently open page is displayed in the OCR program. To open the multi-page file, you need to open the file from within the OCR program (you may need to create the file first in Informatik Scan).

To enable OCR functions, please do the following:

1. Download from [www.informatik.com](http://www.informatik.com) and install the trial version of the 'Informatik OCR' program. The Informatik OCR program is free for licensees of Informatik Scan 12.
2. Start the Informatik OCR program AT LEAST ONCE. This will establish the link to the program.
3. If you have a license for the Informatik Scan, enter the license code in the Help -> Register menu of Informatik OCR.
4. The Informatik OCR is a self-contained program. Read its user guide to familiarize with the many options and features of the Informatik OCR program.

## Document Stitching

You may want to scan documents that do not fit on the flatbed (e.g. legal size papers, maps, drawings). Scan the sections of these documents as individual images, then use the Document

Stitching program to 'stitch' the images together. The program is complimentary and it is available from the File menu and it has its own help file.

## Launch Application

The Launch Application option allows you to open a program of your choice. The last saved filename is sent to the application as an argument. The option is useful for opening such programs as viewers, editors, e-mail clients, etc. Up to three (3) applications can be specified in the Setup (File menu). The function is available in the File menu. Shortcut keys CTRL+L and Shift+CTRL+L (L stands for Launch) are available for Application A and Application B.

## Clear Screen

To clear the screen, click on the Clear All icon in the toolbar or select the option from the File menu. To clear the window without the prompt, press CTRL+Delete.

## Setup

Setup is accessible via the File menu and allows you to specify certain default settings (described in detail in the various sections of this user guide):

Eight Scanning Templates (for more than 8 items, see text below).

Eight Default Folders (for more than 8 items, see text below).

Scanning options: Deskew, despeckle, separator pages, exclude blank pages, invert, duplex.

Serialization options: format, increment

Launch Applications: up to three applications

Custom Separator Pages

Show Scanner Progress Bar

Priority TIFF CCITT4

Integrate with Archiver: adds a button that allows you to go directly to the Archiver application.

The settings are saved in Setup1.resx, Setup2.resx and Setup3.resx files in the Program Files folder. If you need to copy the settings to other PCs, simply copy these files (effective from version 12.50 only).

### Templates

You can create a template (also called profile) for each scan specification (scan size, resolution, color depth, etc). When scanning, you can select one of the templates from the 'Presets' dropdown list. The template selection will be retained and used as the default for the next scanning session by the user. If you prefer that a specific template be always used as the default template, then simply add a Plus sign (+) as a prefix in front of the template name; template names starting with a Plus character will always be used as the default template.

If you need more than eight (8) scanning templates or default folders, add additional specifications in the Setup2.resx and Setup3.resx files, using Notepad. You will find the two files in the same folder as the Scan executable, review and follow the syntax of the existing entries. Please contact Technical Support for help.

# Technical Support

For technical support contact information, please go to [www.informatik.com](http://www.informatik.com)

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