

ScanLine

Document Camera Software

Dokumentenkamera-Software

Logiciel de caméra de documents

Software della fotocamera per documenti

Software de cámara de documentos

ドキュメントカメラソフトウェア

USER MANUAL

BENUTZERHANDBUCH

MANUEL D'UTILISATEUR

MANUALE D'USO

MANUAL DE USUARIO

ユーザーマニュアル

English	1
German	41
French	80
Italian	121
spanish language	162
わざ	202

Disposal of Waste Equipment by Users in Private Households in the European Union

This symbol on the product or on its packaging indicates that this product must not be disposed of with your other household waste. Instead, it is your responsibility to dispose of your waste equipment by handing it over to a designated collection point for the recycling of waste electrical and electronic equipment.



Safety Introduction

1. Please read this safety information carefully before using the product.
2. After reading this Safety Introduction, please make sure to keep it in a place where you can easily access it while using the product.
3. The following safety precautions are intended to assist you in enjoying the safe and correct use of this product and preventing unwanted accidents or damage.

Safety Precautions:

1. Do not use or store this product in direct sunlight or near hot objects, as this may result in fire due to excessive heat.
2. Do not place containers filled with liquids such as vases, flowerpots, cups, cosmetics and chemicals near this product. Otherwise, this may result in personal injury or death due to fire or electric shock.
3. Do not use this product if liquids such as water, chemicals or oil has been spilled on the product. Otherwise, this may cause fire or electric shock.
4. Do not use this product in a place near alcohol, banana oil, or other flammable liquid and avoid use of inflammable sprays near this product. Otherwise, this may result in fire or serious injury due to explosions or outbreaks of fire.
5. Wet hands are not advised for contact with this product. Otherwise this may cause fire and electric shock.
6. Do not disassemble, modify, or repair the product. Otherwise, this may cause malfunction or cause electric shock.
7. Do not direct the LED light toward to your eyes. Otherwise, this may cause damage to your eyesight or loss of vision.

Warning:

1. Do not disassemble the product!
2. Disassembling the device may cause malfunction of the product.
3. Manufacturer is not responsible for problems caused by disassembling the product by users or unauthorized personnel.
4. Do not install the device in an area prone to static electricity.
5. Do not install the product in a humid or dusty area.
6. Be careful not to spill liquids such as water, chemicals, or oil on the product.
7. Do not apply excessive shock to product.
8. Do not apply excessive beading or shock to the scanner and cable.
9. Always read and follow the user manual when using or removing the product.

Product Introduction

- The intelligent scanner provides a new perspective on scanning. Easily scan documents, receipts, name cards, lets or magazines directly without cutting or damaging them.
- This scanner bundles an intelligent scanning software, providing extremely useful features and integrated with many imaging algorithms, it can also enhance the text of scanned documents with background color purification; recognize the documents by using the built-in OCR function; it quickly scans and easily converts scanned pages into more useful formats such as JPG, PDF, searchable PDF, Word, Excel, and Text files.

WARNING: This software is usually distributed with a dedicated scanner of a specific brand and a model number. Only when utilizing the intended scanner hardware can this software realize its full and powerful potential. When using non-qualified scanners, some of features in this software may NOT work.

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Disclaimer

- The screen shots in this user's manual were made with Windows 10. If you are using others Windows system, your screen will look somewhat different but functions the same.
- Specifications of this software and contents of this user manual are subject to change without notice. Any modification, error correction, or feature updates made in the actual software may have not been timely updated in this user manual. User may refer to the actual software itself for more accurate detail. Any misprints, translation error, or inconsistent with existing software, will be updated timely.

1. Introductions

The ScanLine is a powerful document scanning software for a USB based document camera. This software allows user to quickly scan images or documents into JPG or PDF files, creates text OCR and output the result into editable Word/Text/Excel formats, recognize 1-D or 2-D barcodes, make photocopy and print them with a printer, scan and send scanned files by an email or even recode a video clip.

It offers more than 10 different languages of software user interface and built-in a powerful OCR engine which can support to recognize more than 100 different languages.

This software also comes with many powerful image processing algorithms, such as scan image to B&W binary and keep red or blue content, remove some undesired shadows, enhanced color, auto repair the damaged edges document, automatic rotate based on text orientation, automatic image cropping, and auto page-flip detection.

WARNING: This software is usually distributed with a dedicated document camera of a specific band and a model number. Only when work with the qualified document camera hardware, then this software can bring out its full and powerful potentials. When worked with non-qualified document cameras, some or all of the features in this software will NOT work.

2. System Requirements

To ensure the performance of this software, the following hardware system requirement is needed:

	Recommended System	Minimum System
CPU	Intel® Core™ i5 or higher processor	Intel® Core™ 2 Duo or AMD Athlon™ II processor
RAM	4GB	2GB
Graphics card	Intel® HD Graphics 5000 or higher Graphics cards, such as NVIDIA or ATI with 2GB VRAM	Intel® Standard Graphics or higher Graphics cards with 512 VRAM
Free disk space	4GB	2GB
Operating System	Win7 / Win8 / Win10	Win XP SP3
USB	USB2.0	USB2.0

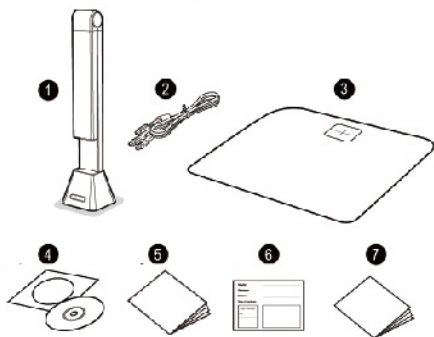
WARNING:

This software version does not work on Apple Mac OS or Linux system.

3. Package Contents

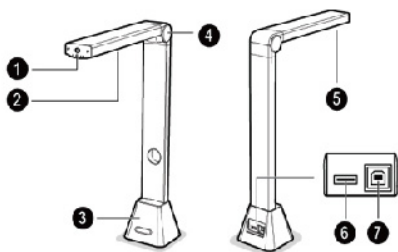
Make sure the following items are included in this package. If any items are missing or damaged, contact the dealer where you purchased the book scanner.

- (1) Book Scanner (2) USB cable (3) Soft Mat (4) Software CD (5) Quick Start Guide (6) Warranty Card (7) user's manual



3.1 Parts and Functions

This section describes the physical components of the scanner.



1. LED Touch Switch

3. Base

5. Camera Lens

7. USB Jack for PC Connection

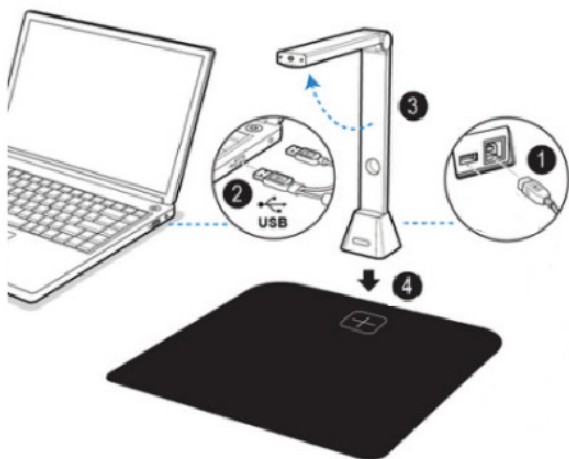
2. LED Lamp

4. Foldable Hinge

6. USB Hub for External Button Connection

3.2 Connecting the Book Scanner

Before you start to use the scanner software, please make sure your book scanner device has been set up correctly. Please double check the following procedures before you proceed.



- 1) Connect the USB cable to the USB connector on the book scanner.
- 2) Connect the other end of the USB cable to your PC.
- 3) Unfold the book scanner.
- 4) Put the book scanner on the Scan Mat and align on the [+] mark. (The dark color Scan Mat is used to ensure an optimal image and accurate cropping of the targeted objects).

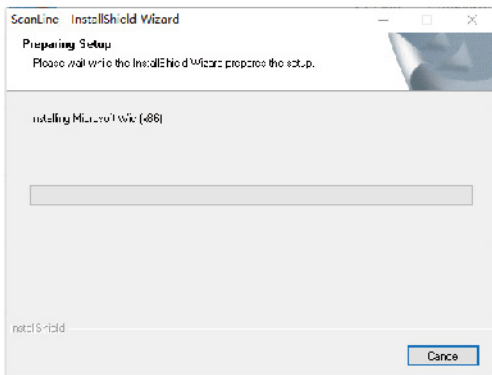
NOTE: When the USB cable is connected, please wait for a while until Windows has detected the camera device.

4. Software Installation

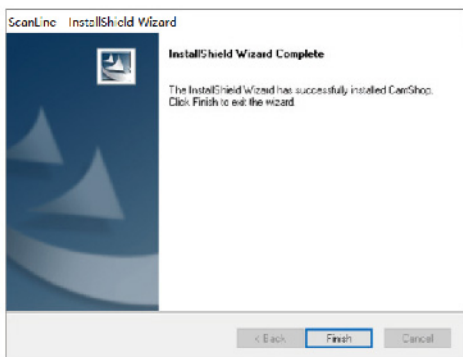
NOTE: Before install this application software, it is recommended to close the antivirus program or security software running on your system.

If you are installing this software from a download file, please double click the .exe file to start the installation process. If you are installing this software from a CD ROM, please insert CD ROM into your CD ROM driver, then the installation process may start automatically.

1) Once the installation process started, please follow the on screen instructions.



2) Click "Finish" to finish the installation program.

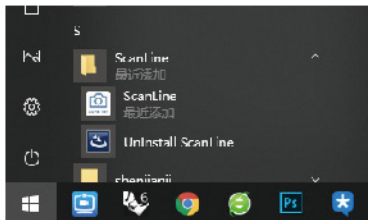


5. Getting Started

- To start the program, please double click on the ScanLine software icon on the desktop.

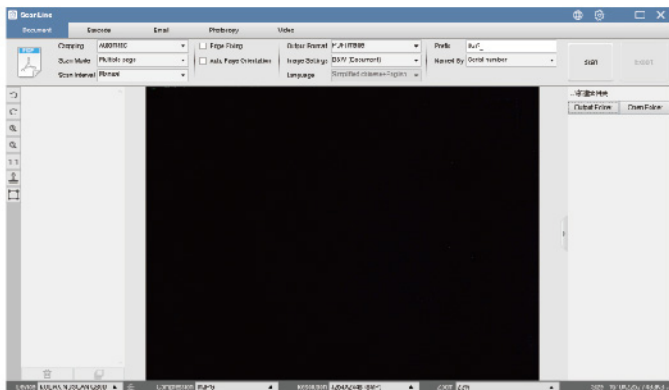


- Or start ScanLine from the Windows Programs list:
Click the Windows Start Menu > All Programs > ScanLine folder > ScanLine.



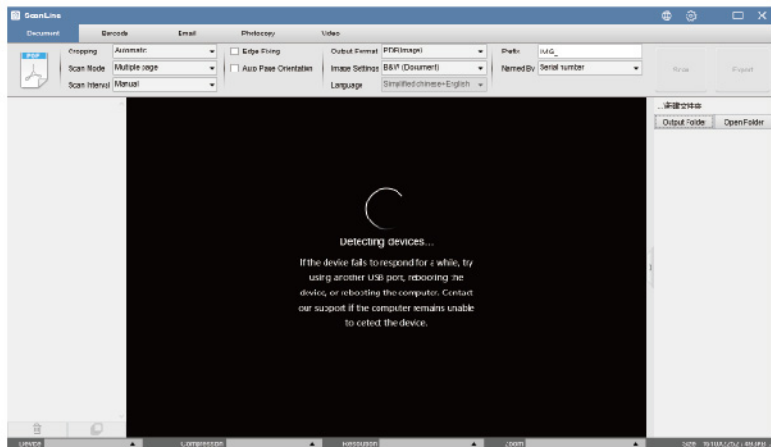
5.1 Main Window

When the software is launched, you should see the main window appears as shown below. In the middle of the main window, you should be able to see the real-time preview video from the camera device.



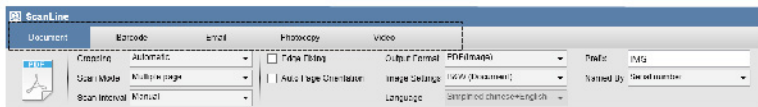
NOTE: If you don't see the real-time preview video from the camera device and displayed [Detecting devices...] message in the middle of the main window as below, please double check the following items sequentially.

- 1) Please make sure your camera device is connected to your PC via a USB cable correctly.
- 2) Please make sure you have lift up the document camera horizontal arm, which is supposed to be 90 degrees from its vertical stand. (If the camera arm is closed, then you will likely see a complete black video even if the camera is working correctly.)
- 3) Please try to connect the USB cable into another USB Port or reboot your PC.



5.2 Function Modes

There are 8 major functions modes available. User can select different function modes by clicking on the function names shown on the menu bar area

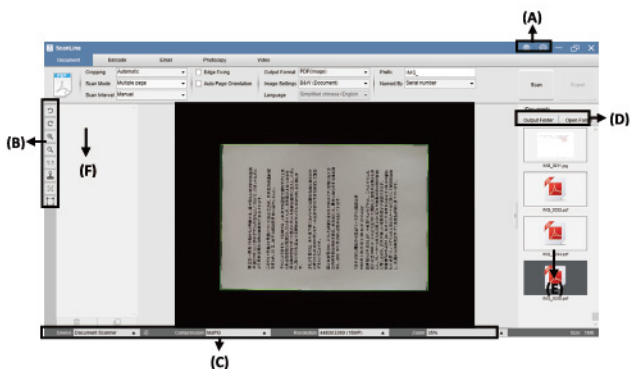


Function Modes	Icon	Feature Explanation
Document		The Document mode is using for scan documents, name cards, ID cards or any paper sheets to JPG or PDF files, you can even to create OCR and convert the scanned files into editable Word/Text/Excel formats within this mode.
Barcode		The Barcode mode is using for scan and recognize 1-D or 2-D barcodes then save result into JPG/Text/Excel /PDF formats.
Email		The Email mode is using for scan and save result into PDF or JPG files, and then send these files through Email.
Photocopy		The Photocopy mode is using for scan documents and print them to a printer. (NOTE: Need to work with a separate printer)
Video		The Video mode is using for record video clip and save to different video formats with Motion JPG compression. You can even use the video mode as a Visualizer (For more details, please see 6.12 section)



NOTE:

- 1) Each of these Function Modes have different feature options and settings.
- 2) Each of these Function Modes has its own file-saving-directory.
For example: Document mode can scan images into different file directories.








5.3 Control Window





(A) On the top side of the main window, there are two control buttons available:

Buttons	Explanations	Note
	Language	Language settings for software UI
	Settings	Control settings for the main window and Export log

(B) On the left side toolbar, there are many useful control tools available:

Buttons	Explanations	Note
	Rotate Left 90 Degrees	
	Rotate Right 90 Degrees	
	Zoom Out	
	Zoom In	
 1:1	Fit Screen / 1:1 Display	
	Watermark (Add watermark on images)	Only available for some of Function Modes
	Manual Cropping	Manual cropping for a scanning area

	Full Screen (Enter Visual Presenter mode)	Only available in the [Video] Function Mode
	Focus (Trigger the Auto-Focus action)	Only available for document cameras that support Auto-Focus feature

NOTE:

The “Focus” button may appear if and only if you have a document camera that can support the Auto-Focus features. By clicking on this button, user can manually trigger the camera to adjust the lens focus again automatically.

(C) On the bottom side of the main window, there are some control settings for the camera device:

Button	Explanations
Device	Selecting camera devices
Format	Selecting the camera video output format
Resolution	Selecting the camera video resolution

NOTE:

- 1) In the [Format] options, there are usually two options, YUV or MJPG. YUV is an uncompressed video format, and MJPG is a compressed video format type. Selecting MJPG format will allow higher video frame rate than selecting YUV format, but not all the camera devices support MJPG format option.
- 2) In the [Resolution] options, selecting higher resolutions will cause lower video frame rate. If you are capturing a still image or scanning a document, please select the highest resolution available. If you are using this device as visual presenter, then selecting a lower resolution may bring more smooth video experience.

(D) On the right side of the main window, there are options for setting the directory for saving files:

Button	Explanations
Select	Select file save path
Open	Open the current file location

NOTE:

- 1) Each Function Mode has its file save destination. For example user can set and change the save path into different destination.
- 2) Even though each Function Mode has its own separate file save destination, all these Function Modes have the same default file-saving-directory path after this software is installed.

(E) By right click on the image files shown in the file fetching column on the right side of the main window, you will see the following options:






Right Click Options	Explanations
Open	Open an image file
Copy	Copy an file
Rename	Rename a file
Delete	Delete a file
Compare	Compare multiple images in one window
Convert into PDF	Convert or merge multiple images files into one PDF file
Convert into TIF	Convert or merge multiple images files into one TIF file
Convert into Text	Convert or merge multiple images files into one Text file
Convert into Word	Convert or merge multiple images files into one Word file
Convert into Excel	Convert or merge multiple images files into one Excel file
Email	Send an image file as an email attachment
Print	Print an image file by using a printer
Property	Show the property window

NOTE:

- 1) The “Compare” and “Convert” functions can work on one or more image files at the same time. User can use the “shift key” or “Ctrl key” on the keyboard to help select multiple image files.
- 2) When using “Email” function, please make sure your computer have installed an email software, such as Microsoft Outlook.

(F) On the left side preview window, you can use following tools that shown on each thumbnail image to rotate the scanned image, change order or delete it. You can also double-click on the thumbnail image to enter to the Document Page Editor mode.



Button	Explanations
	Rotate Left 90 Degrees
	Rotate Right 90 Degrees
	Move up image
	Move down image
	Delete image

NOTE: The left side preview window only available when the Scan Mode settings is selected to “Multiple Image”.

5.4 Feature Options

Each Function Modes have different Feature Settings. Use “Document” Function Mode as an example, user will likely to see the following Feature Setting Options:



Feature	Setting Options	Explanation
Cropping	Automatic	Automatic crop for a single object
	Automatic (Multiple)	Automatic crop for multiple objects
	No Cropping	Scan without cropping
	Self-Defined	Manual crop for a single object
Scan Mode	Single Page	Scan single page for a document
	Multiple Page	Scan multiple-page of document by continuous scanning
	Dual (Left-Right)	Scan both-side document with left and right merge
	Dual (Top-Bottom)	Scan both-side document with Top and Bottom merge
Scan Interval	Manual	Manual scan by click [Scan] button
	Automatic	Automatically scan when the camera detects a page is turned
	Repeat (5sec)	Automatic scanning by countdown 5 seconds
	Repeat (7sec)	Automatic scanning by countdown 7 seconds
	<input checked="" type="checkbox"/> Edge Fixing	Automatic crop one document and repair the damaged edges
	<input checked="" type="checkbox"/> Auto Page Orientation	Automatic rotate page based on text Orientation
Output	JPG	Save as JPG file
	PDF(Image)	Save as PDF file
	PDF(Searchable)	Convert image into searchable PDF file
	PDF(Text)	Convert image into editable Text PDF file
	Text	Convert image into editable Text file
	Word	Convert image into editable Word file
	Excel	Convert image into editable Excel file

Image Settings	B&W (Document)	Output image in Black & White and make whiten background
	B&W (Binarized)	Output image in Black & White binary
	B&W (Red Stamp)	Output image in Black & White and keep red stamp
	Color (Original)	Output image in original color
	Color (Enhanced)	Output image with color enhanced
	Grayscale	Output image in grayscale
Language	Select OCR language Note: Ensure to select the correct language of the original text from the drop-down menu to perform text recognition.	
Prefix	Add prefix for the file name	
Name By	Serial	Name by serial number
	Date & Time	Name by date and time

5.5 OCR Function

In the Document Function Mode, user can scan a document and convert the image into a searchable PDF, editable Word, Text, or Excel file. The OCR function supports the following languages.

English	German	French
Spanish	Italian	British English
Swedish	Danish	Norwegian
Dutch	Portuguese	Brazilian
Galician	Icelandic	Greek
Czech	Hungarian	Romanian
Slovak	Croatian	Serbian
Slovenian	Luxembourgish	Finnish
Russian	Belarusian	Ukrainian
Macedonian	Bulgarian	Estonian
Lithuanian	Afrikaans	Albanian
Catalan	Irish Gaelic	Scottish Gaelic
Basque	Breton	Corsican
Frisian	Norwegian Nynorsk	Indonesian
Malay	Swahili	Tagalog
Japanese	Korean	Simplified Chinese
Traditional Chinese	Quechua	Aymara
Faroese	Friulian	Greenlandic
Haitian Creole	Rhaeto Romance	Sardinian
Kurdish	Cebuano	Bemba

Chamorro	Fijian	Ganda
Hani	Ido	Interlingua
Kikongo	Kinyarwanda	Malagasy
Maori	Mayan	Minangkabau
Nahuatl	Nyanja	Rundi
Samoan	Sotho	Sundanese
Tahitian	Tongan	Tswana
Wolof	Xhosa	Zapotec
Javanese	Nigerian Pidgin	Occitan
Manx	Tok pisin	Bislama
Hiligaynon	Kapampangan	Balinese
Bikol	Ilocano	Madurese
Waray	Serbian latin	Latin
Latvian	Hebrew	Numeric
Esperanto	Maltese	Zulu
Afaan Oromo	Asturian	Azeri (latin)
Luba	Papiamentu	Tatar (latin)
Turkmen (latin)	Welsh	Arabic
Farsi	Mexican Spanish	Bosnian (Latin)
Bosnian (Cyrillic)	Moldovan	German (Switzerland)
Tetum	Kazakh (Cyrillic)	Mongolian (Cyrillic)
Uzbek (Latin)	Simplified chinese+English	Traditional chinese+English
Japanese+English	Polish	Turkey

NOTE:

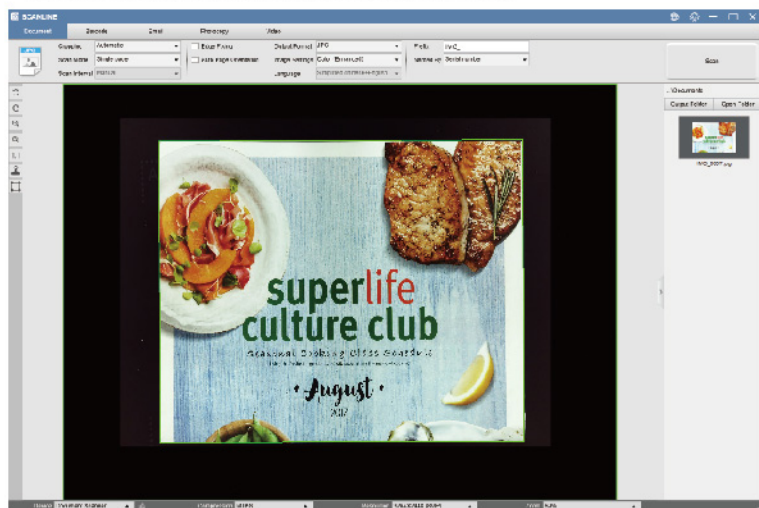
1) In order to work correctly by using built-in OCR feature, when using the OCR function, please set [Image Settings] option to “B&W (Document)” or “B&W (Red Stamp)”, this will help to speed up the OCR recognition process.

6. Usage Examples

6.1 How to scan a nice document?

To scan a nice document, you can follow these procedures:

- 1) Click on the [Document] function on the top menu bar.
- 2) Set the [Cropping] feature option to "Automatic".
- 3) Set the [Scan Mode] feature option to "Single Page", this will instruct the software to only capture one side of the object. (You can also select "Dual (Left-Right)" to scan both side of an object and merge them into one image. This is useful when you want to scan both side of an object, for example business cards, and merge them into one image file.)
- 4) Set the [Name By] feature option to "Serial" or "Date & Time";
- 5) Set the [Image Settings] feature option to "Color(Enhanced)", this will instruct the software to improve the color quality of the output image;
- 6) Set the [Output] feature option to "JPG", this will instruct the software to output image file in the JPG format.
- 7) Click on the [Scan] button on the upper right corner, then you should see a JPG file been created in the file column on the right side.

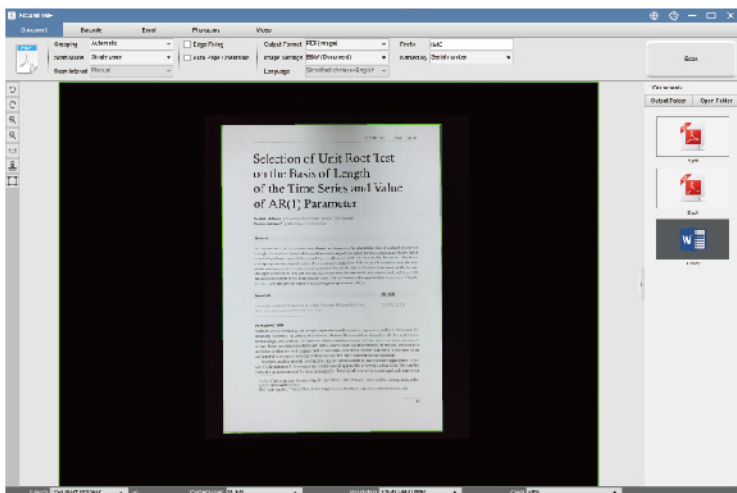


NOTE: Avoid scanning document in places near the window, because environments with strong lighting. Excessively bright ambient lighting will affect the brightness and affect scanning results.

6.2 How to scan document and save as PDF file?

To scan a single page document and save as PDF file, you can follow these procedures:

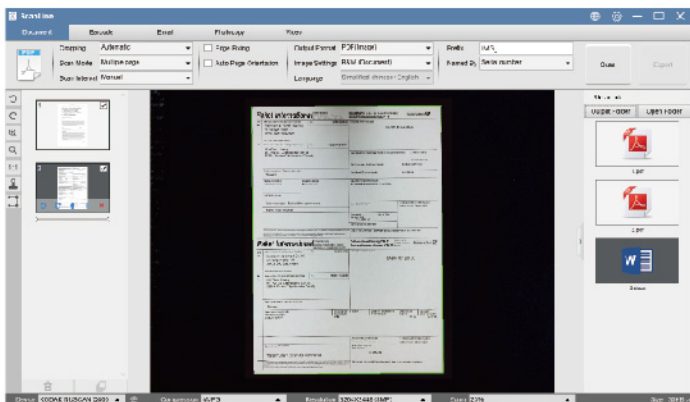
- 1) Click on the [Document] function on the top menu bar.
- 2) Set the [Cropping] feature option to "Automatic", this will instruct the software to search for a single meaningful document in the preview window and crop out a good image. Once a meaningful object is detected, you will see a green color box drawn around the meaningful object in the preview window.
- 3) Set the [Scan Mode] feature option to "Single page", this will instruct the software to only capture one page of the document,
- 4) Set the [Time Interval] feature option to "Manual".
- 5) Check "Edge Fixing" and "Text Orientation" on the menu bar if necessary.
- 6) Set the [Output] feature option to "PDF (Image)", this will instruct the software to output image file in the PDF format.
- 7) Set the [Scan Settings] feature option to "B&W (Document)", this will instruct the software to output the image file in the B&W style and remove some undesired shadows.
- 8) Click on the [Scan] button on the upper right corner, then you should see a PDF file been created in the file column on the right side.



6.3 How to scan multiple pages document into a PDF file?

To scan multiple pages document into a PDF file, you can follow these procedures:

- 1) Click on the [Document] function on the top menu bar.
- 2) Set the [Cropping] feature option to "Automatic"
- 3) Set the [Scan Mode] feature option to "Multiple", this will instruct the software to capture multiple page of the document.
- 4) Set the [Time Interval] feature to "Manual", this will instruct the software to wait for user capture command for each capture. (You can also select "Automatic" options to let the software self-detect the page flipping process, or use "Repeat (3/5 sec)" options to let the software repeatedly scan images after 3 or 5 seconds.)
- 5) Set the [Name By] feature option to "Serial" or "Date & Time";
- 6) Set the [Image Settings] feature option to "B&W (Document)".
- 7) Set the [Output] feature option to "PDF (Image)".
- 8) Click on the [Scan] button to scan one page, then you should see a new page is been added on the left side in the preview column;
- 9) After all pages have been scanned, click on the [Export] next to [Scan] button on the upper right corner of the main window, then you should see a new PDF file been created in the file column on the right side.



NOTE: During the image scan process, you can manipulate the temporary images on the preview column on left side, such as rotate the image, move an image up or down the list, delete the image, or insert a new image. You can also click on the [Clear] button to delete all images when you are done.

7. Scanning Preparation

- 1) To start scanning, please place the book scanner on a surface table or desk.
- 2) Review your own needs and select the proper processing modes from the scanning software.

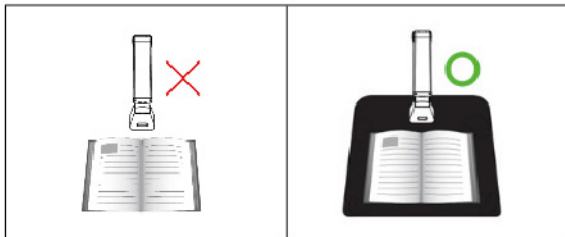


Reminders:

- 1) Avoid scanning documents in places near windows or other environments with strong lighting. Excessively bright ambient lighting will affect the brightness and thus scanning results.



- 2) Ensure that you use the supplied black scan mat to scan.



7.1 What you can do with this software?

The software provides an overhead scanning unit that does not need to touch the documents being scanned. The following operations can be performed with the software:

Document Scanning

Scan documents or other paper materials up to size A3. When a document is scanned, the scanned image will be cropped and de-skewed automatically.

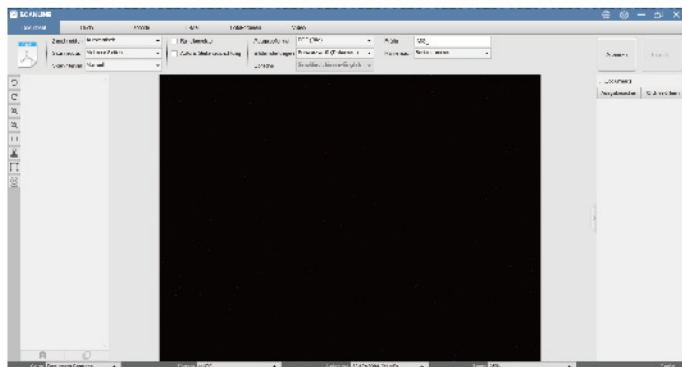
Multiple Cards Scanning

Scanning multiple documents such as business cards or other types of cards can be done simultaneously. When multiple cards are scanned, the scanned images will be cropped and skew-corrected into separate images for each respective document. (please set the **【Cropping】** feature option to **【Cropping Multiple】** before use this function)



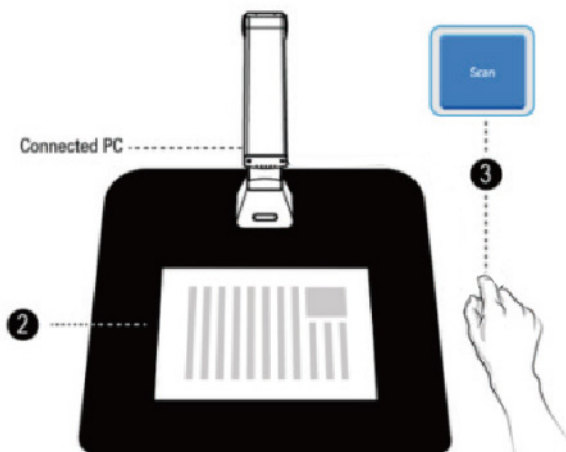
7.2 Control Panel

- 1) To scan document materials, set the top function tab to [Document] mode. You can make any changes in the settings menu as necessary.

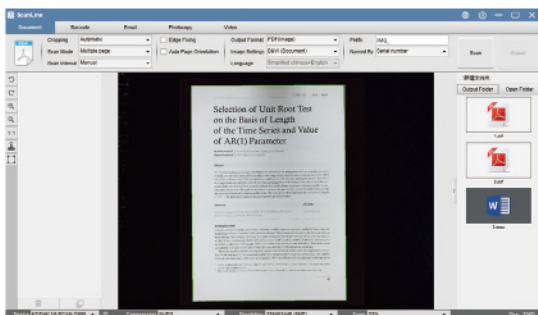


- 2) Place a document face up on the center of the scan mat.
- 3) Set the cropping to [Automatic] and click [Scan] button in the upper right corner of the scanning software in order to scan an image.

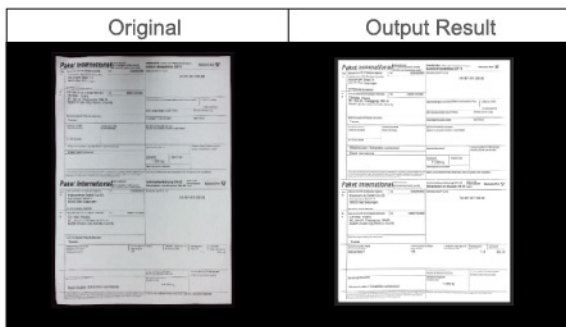
NOTE: To continue scanning additional pages, click [Scan] button and repeat this step to scan additional images.



- 4) When scanning is complete, the scanned image will appear on the right-hand side of the output window, allowing you to double-click on the thumbnail image to open the scanned result.




- 5) The following is an example for a scan in the B&W (Document) mode.




Manual Cropping

This software allows the user to manual crop for a scanned object before scanning the final image.

To adjust the cropping frame please follow methods below.

1. Set the cropping mode to "Self-Defined".
2. Move the blue cursor to a corner or an edge of the crop frame (the blue cursor will change to ). Click and drag the cursor to enlarge or shrink the cropping frame to the desired size.



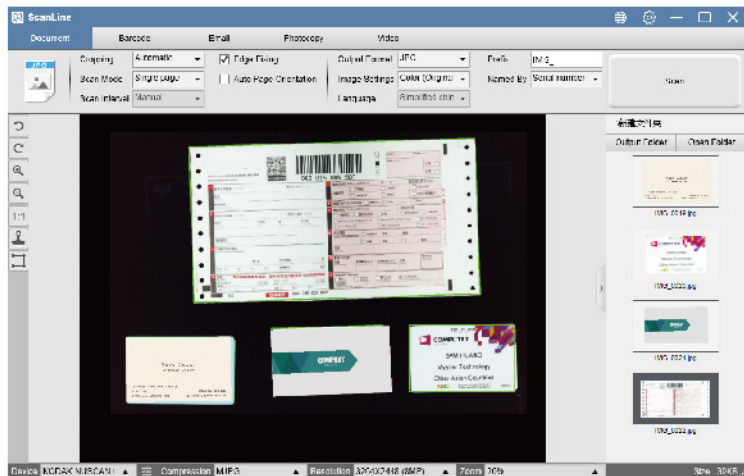
3. Move the blue cursor within the cropping frame (the cursor will change to ). Click and drag the cursor to move the entire cropping frame to the desired area.



8. How to use crop feature to scan multiple images at the same time?

To use crop feature to scan multiple images at the same time, you can follow these procedures:

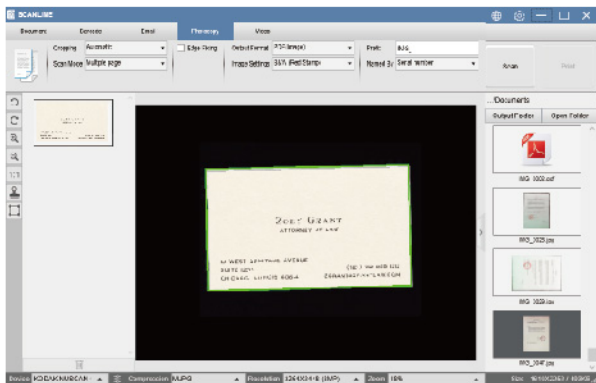
- 1) Click on the [Document] function on the top menu bar.
- 2) Set the [Cropping] feature option to "Multiple", this will instruct the software to search for a multiple meaningful objects in the preview window and crop out as many images as possible. A green color box will be drawn around any meaningful objects that have been found in the preview window.
- 3) Set the [Scan Mode] feature option to "Single Page".
- 4) Set the [Time Interval] feature to "Manual".
- 5) Set the [Output] feature option to "JPG".
- 6) Click on the [Scan], then you should see multiple images files been created.



8.1 How to photocopy both-side of name card image into one page?

To photocopy both-side of name card image into one page, you can follow these procedures:

- 1) Click on the [Photocopy] function on the top menu bar.
- 2) Set the [Cropping] feature option to "Automatic".
- 3) Set the [Scan Mode] feature option to "Multiple page", this will instruct the software to capture both side of a document and merge into one image in the top-down manner. When this options is elected, you will see a preview column shown on the left, in which the temporary images will be displayed.
- 4) Set the [Image Settings] feature option to "B&W (Red Stamp)", this will instruct the software to keep the Red content and remove some undesired shadows as below.
- 5) Set the [Output] feature option to "PDF (Image)", this will instruct the software to output image file in the PDF format.
- 6) Click on the [Scan] button, then you should see a new page is been added on the left side in the preview column; Flip the name card over, and then click on the [Scan] button again, you should see both side images of this name card have been captured.
- 7) Click on the [Print] button, then a new PDF file will be created, and a print preview and control window will pop up and guide the printing process.

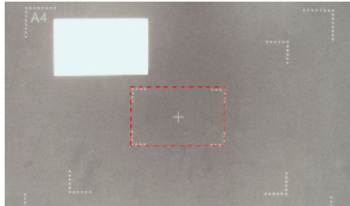



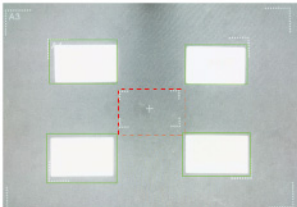
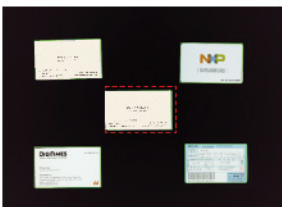
NOTE:

- 1) In order to use this Photocopy function, you need to have a USB printer linked to your computer or a network printer linked in your network. The document camera can help capture and scan a document, but you will need a printer to print the result onto a paper.

8.2 How to scan a good quality image of name card?

- 1) Click on the [Document] function on the top menu bar.
- 2) Set the [Cropping] feature option to “Automatic” for scan with single card or “Automatic (Multiple)” for scan with multiple cards ”
- 3) In order to get a better image quality, please place the name card in the middle of the scanning area. This will make sure the AE (Auto-Exposure) algorithm will not over-expose the photo capturing process and cause the image to be too bright.

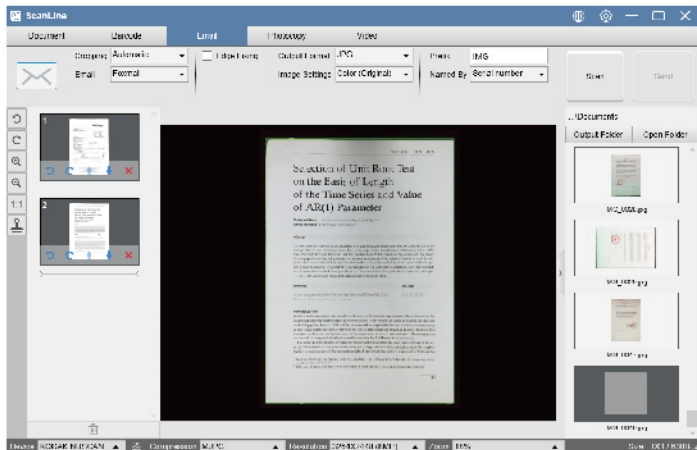
Scan single name card	
Incorrect Position	Correct Position
	
Do not place the name card without aligning to the center of scanning area	To scan single name cards, please place the name card close to the position mark in the center of scanning area.

Scan multiple name cards	
Incorrect Position	Correct Position
	
Do not leaving a space in the center of scanning area when scan with multiple name cards like above example	To scan multiple name cards, please place at least one name card in the center of scanning area. Otherwise the image will be over-exposed.

8.3 How to scan a document and send to someone by email?

To scan a document and send to someone by email, you can follow these procedures:

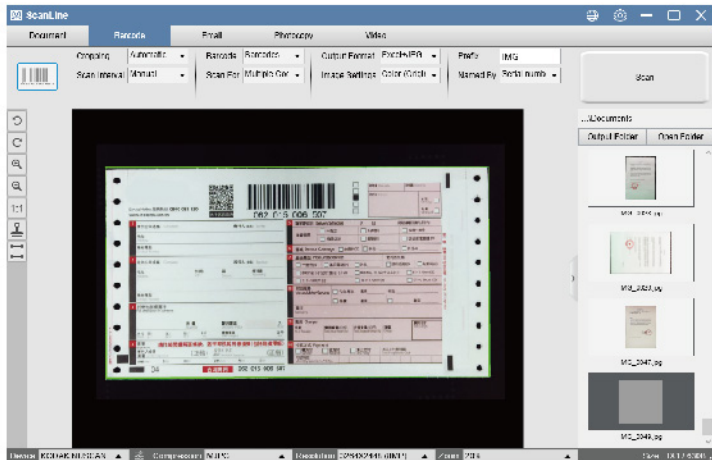
- 1) Click on the [Email] function on the top menu bar.
- 2) Set the [Cropping] feature option to "Automatic".
- 3) Set the [Email] feature option to "Outlook", (You can also select other Email software if you have installed them on your PC);
- 4) Set the [Name By] feature option to "Serial" or "Date & Time".
- 5) Set the [Image Settings] feature option to "B&W (Document)"
- 6) Set the [Output] feature option to "PDF, this will instruct the software to output image file in the PDF format, (You can also select "JPG" to send file by JPG formats);
- 7) Click on the [Scan] button to capture one page at a time, temporary images will be shown on the left side in the preview window;
- 8) After all pages have been captures, click on the [Send] button on the lower left corner of the main window, then you should see your Outlook window will pop out and it will have your captured images as email attachments. You can now type in your recipient email address and send these images to them.



9. How to scan barcodes and save the result in an EXCEL file?

To scan a document and send to someone by email, you can follow these procedures:

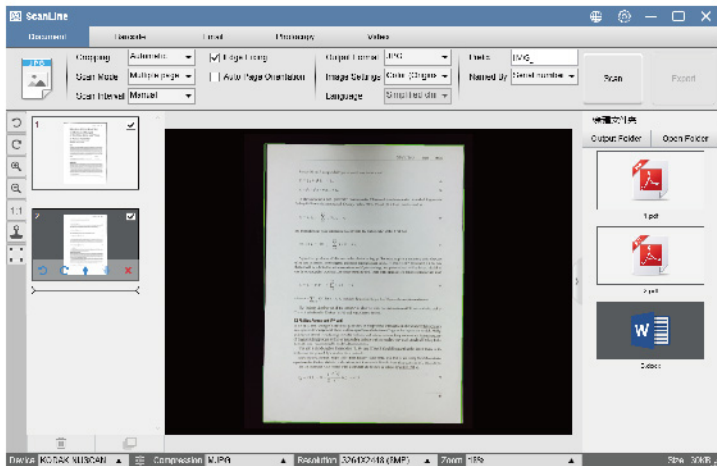
- 1) Click on the [Barcode] function on the top menu bar;
- 2) Set the [Cropping] feature option to "Automatic".
- 3) Set the [Scan Interval] feature option to "Manual".
- 4) Based on the barcode type to select 1-D or 2-D barcode from the Barcode feature option.
- 5) Set the [Scan Settings] feature option to "Color (Enhanced)".
- 6) Set the [Output] feature option to "Excel + JPG", this will instruct the software to output scanned barcode in an EXCEL file and keep an image file, (you can also select "Text + JPG" options to output the scan result into a text file with keep an image).
- 7) Set the [Name By] feature option to "Barcode", this will instruct the software to save the image file and name it with the barcode number scanned from this image.
- 8) Click on the [Scan] button on the upper right corner, then you should see an EXCEL file pop out with scanned barcode value stored in it.



9.1 How scan multiple pages document into a Word file by using built-in OCR function?

To scan multiple pages document and create OCR into a Word file, you can follow these procedures:

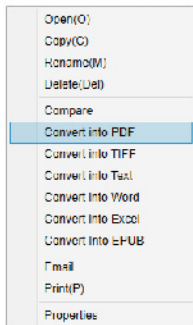
- 1) Click on the [Document] function on the top menu bar.
- 2) Set the [Cropping] feature option to "Automatic".
- 3) Set the [Scan Mode] feature option to "Multiple page".
- 4) Set the [Scan Interval] feature option to "Manual".
- 5) Set the [Output Format] feature option to "Word", this will instruct the software to output scanned result in a Word file.
- 6) Based on the content of document to select recognize language from the [Language] feature option.
- 7) Set the [Name By] feature option to "Serial" or "Date & Time";
- 8) Click on the [Scan] button on the upper right corner to scan multiple pages.
- 9) Click on the [Export] button on the lower-left corner to export all the scanned images into a Word file.



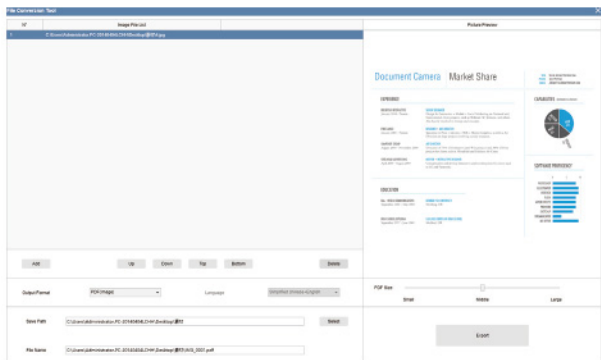
9.2 How to combine multiple images files into one PDF file?

If you have captured multiple images in your file directory, you can easily combine them into one PDF file:

- 1) In the file directory column shown on the right side of the main control window, you can push and hold the "Shift" key or the "Ctrl" key while you use your mouse to click and select multiple JPG image files;
- 2) Right click on these selected image files, and then you should see a pop-out window with multiple options;



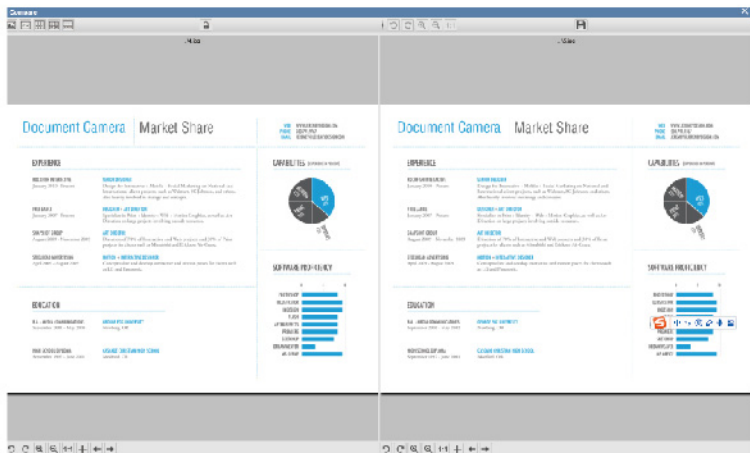
- 3) Please select [Convert into PDF] option, then the PDF Creating Tool window will appear.
- 4) In the PDF Creating Tool window, you can Add, Delete, Move Up, or Move Down an image, or you can adjust PDF file size, or you can also name the File Name for the targeted output PDF file;
- 5) When you are ready, please click on the [Export] button to create a PDF file.



9.3 How to compare multiple image files in one window?

If you have captured multiple images in your file directory, you can easily combine them into one PDF file:

- 1) In the file directory column shown on the right side of the main control window, you can push and hold the “Shift” key or the “Ctrl” key while you use your mouse to click and select multiple JPG image files;
- 2) Right click on these selected image files, and then you should see a pop-out window with multiple options;
- 3) Please select “Compare” option, then the Image Comparison window will appear;
- 4) You can select up to 6 images and compare in the same widow.
- 5) Use “Lock/Unlock” option, you can rotate or zoom on each individual images or operate these functions on all images;



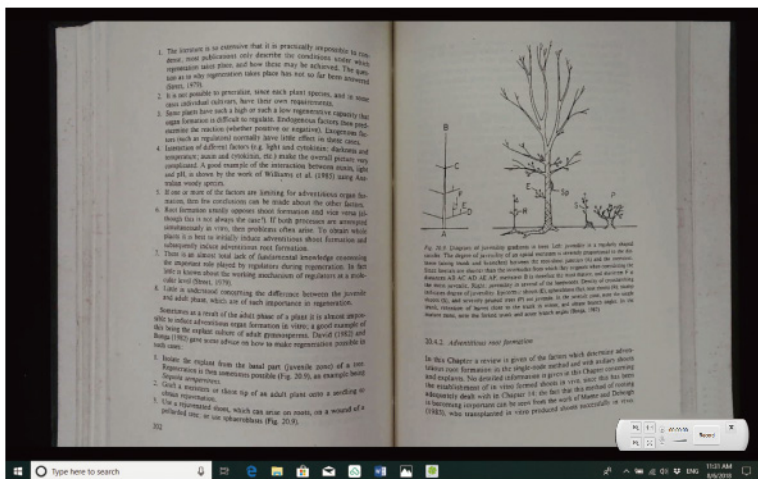
9.4 How to use Visualizer feature in the classroom?

You can use this software along with a document camera as a powerful Visualizer. First, you will need to connect your Notebook PC to a projector, and project your computer screen onto the projector. Then launch this document camera software, and follow the following procedures:

- 1) Click on the [Video] function on the top menu bar.
- 2) Set the output format from the [Output Format] feature option.
- 3) Set the audio input from the [Audio] feature option.
- 4) Set the [Name By] feature option to "Serial" or "Date & Time";
- 5) Click on the [Resolution] button on the bottom of the main window, and select a desired resolution value. (Note: higher resolution will cause lower frame rate).
- 6) Click on the [Full Screen] button to enter the Full Screen mode.



- 7) You can also use the Zoom buttons to control the preview video.




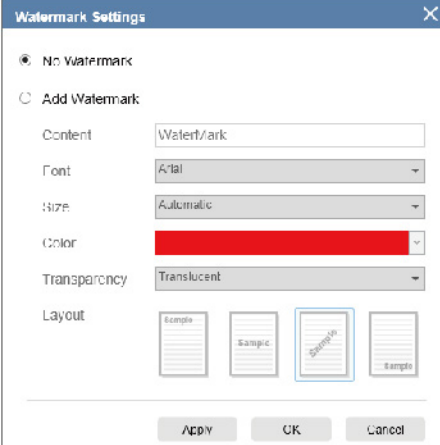
NOTE:

- 1) This [Full Screen] display button only available under the [Video] function mode.
- 2) You can also use this [Video] mode function to record a video clip.

9.5 How to add a Watermark in scanned document file?

To add a common watermark such as DRAFT or CONFIDENTIAL to your scanned document, you can follow the following procedures:

- 1) Click on the [Document] function on the top menu bar.
- 2) Click on Watermark  icon from the left side toolbar to bring out the Watermark setting dialog.
- 3) In the Watermark setting dialog, select [Add Watermark].



The image shows a 'Watermark Settings' dialog box with a close button (X) in the top right corner. It contains the following options:

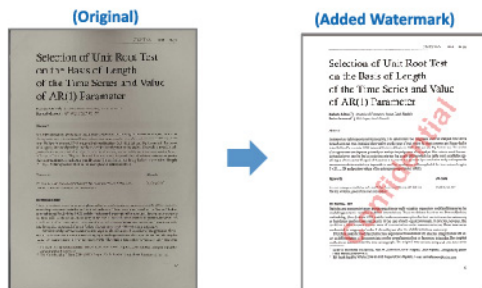
- No Watermark
- Add Watermark

Under 'Add Watermark', there are several settings:

- Content: Watermark
- Font: Arial
- Size: Automatic
- Color: Red
- Transparency: Translucent
- Layout: Four preview thumbnails are shown. The second one, labeled 'Sample', is selected with a blue border.

At the bottom, there are three buttons: 'Apply', 'OK', and 'Cancel'.


- 4) Type your watermark text in the Content box. You can try different fonts, size, colors, transparency, and choose a layout while you're at it.
- 5) Click [OK] to apply the Watermark settings to your document. Now you can try to scan a document with add Watermark.



9.6 How to set the PDF Options?

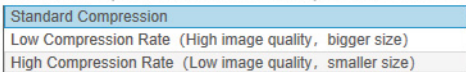
The documents you process with the software can be saved as PDF in different options.

The following steps are guide you how to set the detail options of PDF file.

- 1) Click on the settings  icon from the right top of the main window and select “Setting” from the drop down list.
- 2) Choose the “PDF Options” tab.



- 3) In the PDF Options dialog, you can make change as standard, low or high for the file compression from the drop down list of each type PDF format.



- 4) Click [Confirm] to apply the PDF settings to your document.

PDF (Image)

When you select this file type, ScanLine doesn't execute the text recognition on your document. Your PDF file will not be text-searchable, it only contains the image of your original document.

PDF (Searchable)

This file type is most commonly used. It contains double layers: the recognized text, and the original image on top of the text. This way, you have both access to the recognized text and you still see the original image.

10 . Questions and Answers (Q&A)

Q1: Why am I getting the video from the Webcam instead of the document camera?

A1: Please select the correct camera device by clicking on the [Device] setting at the lower left corner of the main window, and then select the right document camera device.

Q2: Why are there some noises (black dots) on my scanned document?

A2: When scanning a black and white document, please choose "B&W (Red Stamp)" option from [Image Settings] feature setting for better image quality.

Q3: Why are there shadows on my scanned document?

A3: Please choose "B&W (Red Stamp)" option from [Image Setting] feature setting and try again.

Q4: How can I merge the multiple documents into one PDF?

A4: Please choose "Multiple" option in [Page] feature setting, and please choose "PDF" option from [Output] feature setting.

Q5: Why document cannot be detected?

A5: Please make sure the document is on the black soft mat or try to restart the software again.

Q6: Why is the image appear to be over-exposed? The text can't be seen now.

A6: Please place document close to the center of scanning area.

Q7: After capture, where are images been stored?

A7: Please click "Open" button on the right side of the software main window. The default path is "My Document", you can also set the storage path by clicking [Select] button.

