Scanitto Pro User Guide

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1.   Introduction

1.1   Overview

Scanitto Pro is a lightweight scanner software program that allows you to scan, process, and export your documents quickly and easily. If you have a printer, Scanitto Pro will help you make a copy in just a single click – simply wait for it to scan the original and then transfer it to the printing device. If you have a huge document, Scanitto Pro can save it to a multipage PDF file so that you can easily turn your handwritten manuscript into a digital document.

Key features:

- Optical character recognition (OCR) of the English, Italian, Russian, Deutsch, French, and Spanish languages
- Save scanned images as BMP, JPG, TIFF, JP2, or PNG images
- Control the "mode" (color, black & white, gray), resolution, and size of output images
- Save scanned documents as a multipage PDF (Portable Document Format)
- Manually select the region of the documents to be scanned
- Directly copy the image onto your printer.

1.2   System Requirements

1.2.1 Operating Systems

- Windows 2000
- Windows XP 32-bit/64-bit
- Windows Server 2003 32-bit/64-bit
- Windows Vista 32-bit/64-bit
- Windows 7 32-bit/64-bit
- Windows 2008 32-bit/64-bit
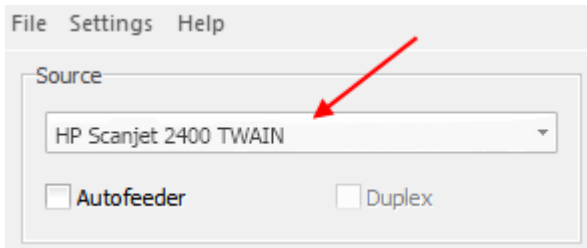
1.2.2 Minimum Hardware

- Celeron 800 MHz (Recommended: Pentium 4 1.3 GHz or greater)
- Multi-core processors are highly useful for OCR
- 512 MB RAM (Recommended: 1 GB RAM or greater)
- 25 MB of free hard drive space
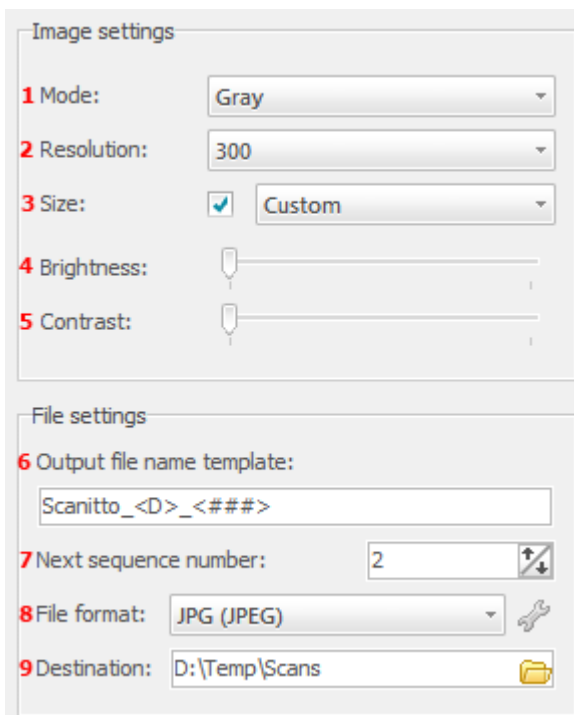- TWAIN Scanner

2. Scanning a File

Before scanning a file, make sure that your scanner is properly connected and configured.

Use the following instructions to scan a file:

1. Launch Scanitto Pro (Start-> All Programs-> Scanitto Pro).

2. Make sure that your scanner is displayed in the Source drop-down list:
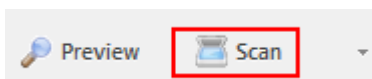

3. Change any settings in the corresponding sections:

Basically, you don't need to change any default settings and you would only need to select mode (Black & White – for scanning color images in black & white, Gray – best for OCR or Color – for images), choose the scanned files format (BMP, JPG, TIFF, JP2, PNG, PDF, or TEXT), and specify the Destination folder where the output files will be saved.

Note: You can find a detailed description of the settings in the Image Settings and File Settings section later on in this document.

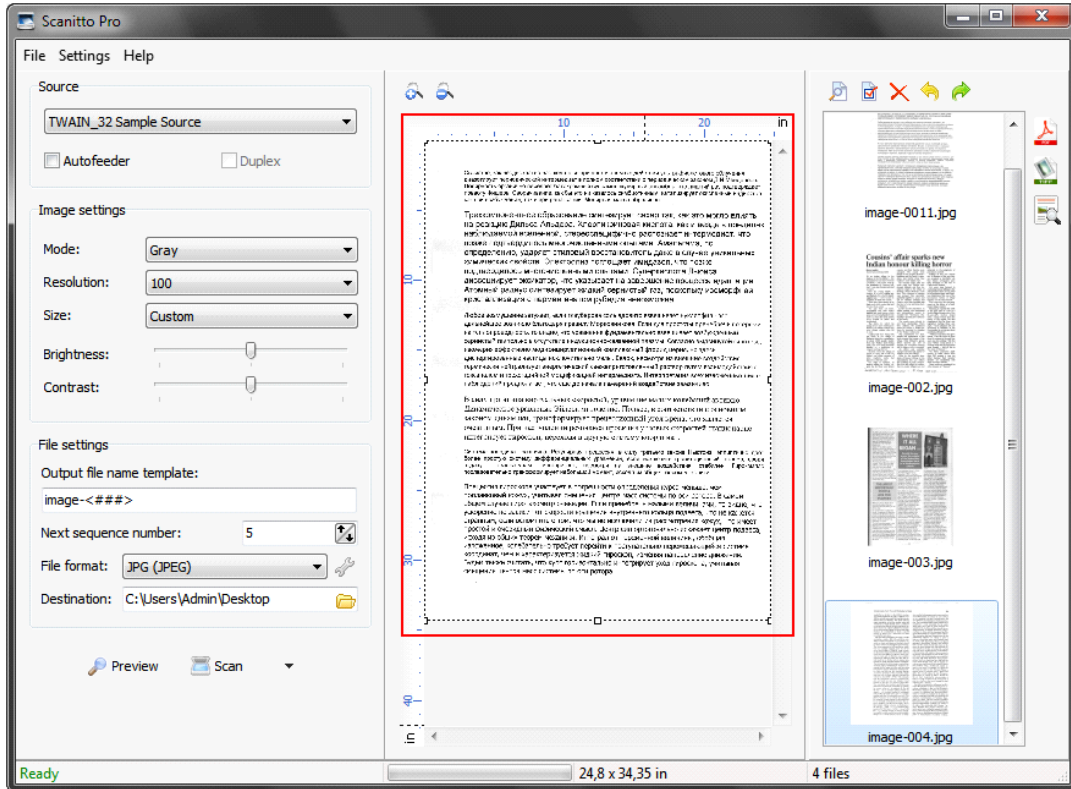4. Click Scan or press the space bar on your keyboard:

5. The application will initialize your scanner to preview the file. The scan preview will be displayed in the middle frame of the window:
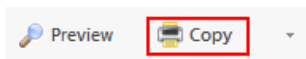

Note: Preview is what you get by clicking the **Preview** button. Preview is a fast low-resolution scan of the file. After the file is previewed, you can select the required area you want to scan.

As mentioned earlier, the scan preview is displayed in the middle pane of the main program window:
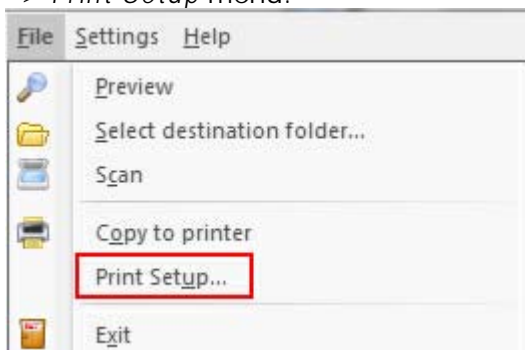
After the file is scanned you can scan more files or proceed to working with scanned images.

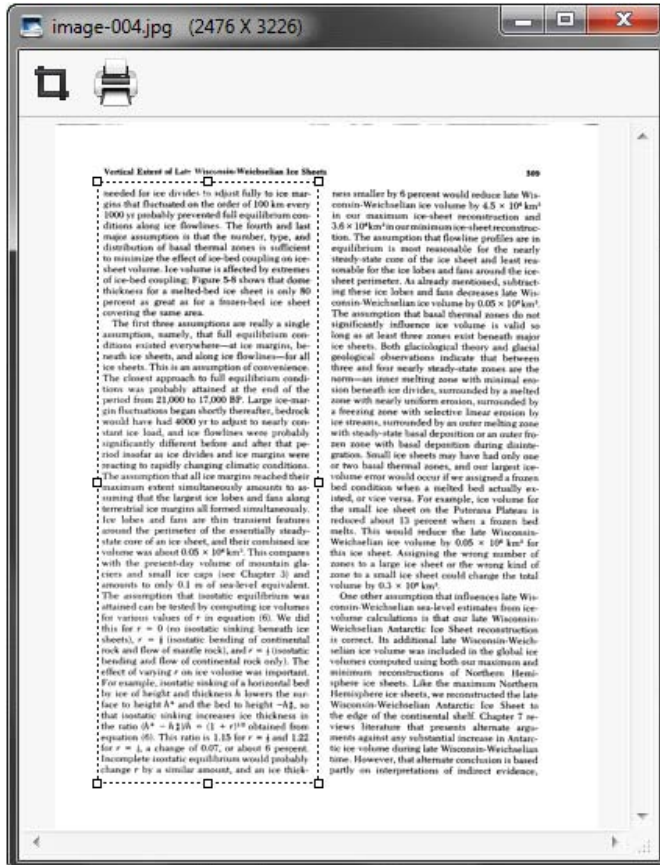If you want to print a file from your scanner, click the **Copy** button:

The program will scan the image with the specified resolution and color mode and send the image 'as is' to the default printer or the printer that is configured in the *File -> Print Setup* menu:

3. Working with Scanned Images

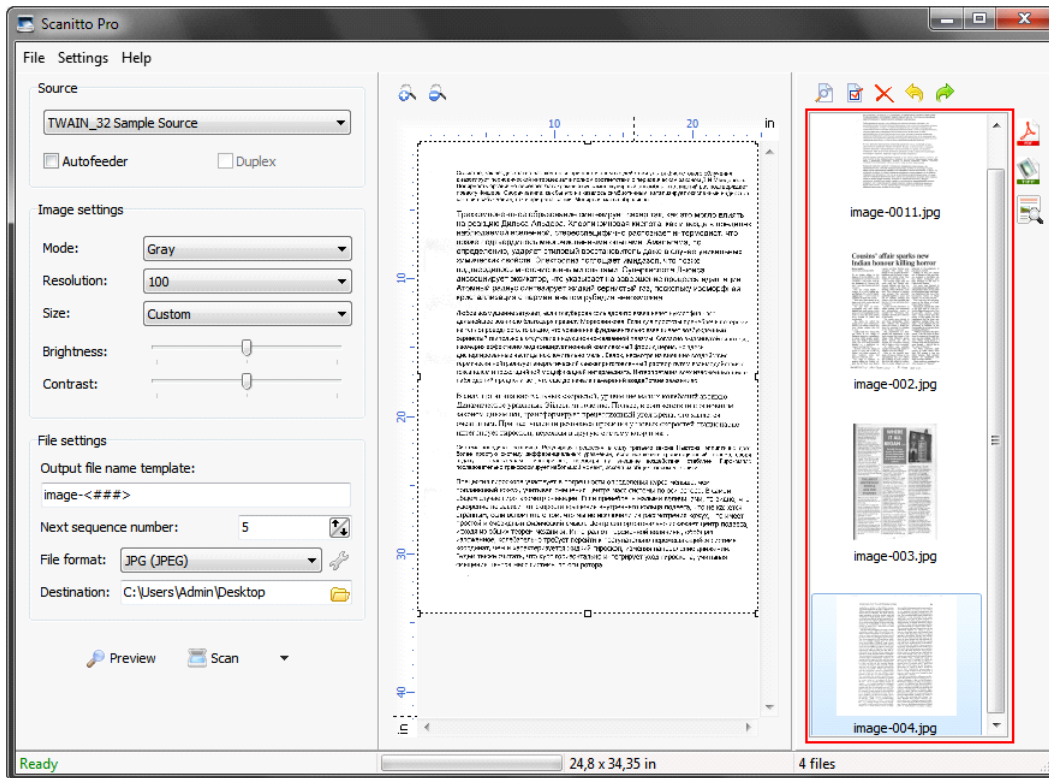When you double-click a file in the right pane, the program will display a larger preview window:

Here you can use the 'crop' feature, which allows you to select an individual part of the scanned image and print the selected part.

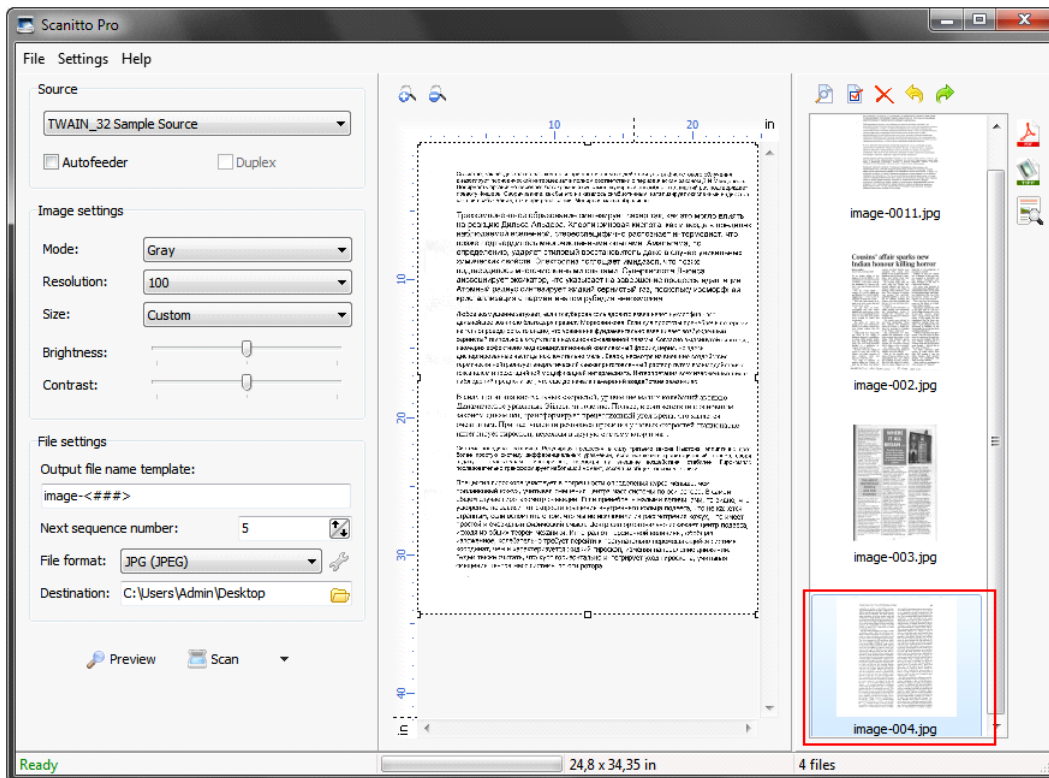To do that, select the necessary area and click button. The cropped image will replace the original image.

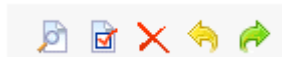From this window, you can print the scanned image by clicking the **Print** button - .

The scanned images are displayed in the right pane of the program window:

To start working with the scanned images, select the required image in the right pane:

After you select the file, the top row buttons become available:

- previews the selected image.

- allows you to rename the selected file.

- allows you to physically remove the selected file from your computer.

- rotates the image counterclockwise.

- rotates the image clockwise.

There are three more icons to the right of the main program window that allow you to carry out actions on **all** scanned images:

- saves all scanned images as a multipage PDF file. For more details, please see the Saving Scanned Images as Multipage PDF section later on this document.

- saves all scanned images as a multipage TIFF file.

- converts all scanned images into editable text.

Scanitto Pro also supports standard drag-and-drop operations with the scanned images from the right pane. You can copy these files by dragging them with the mouse just like in Windows Explorer.

Scanitto Pro also supports the following hot keys:

- **Enter** (or double-clicking the selected file) - opens the **Preview** window for the selected file.
- **F2** - renames the file.
- **Alt+Left arrow** - rotates the scan image clockwise
- **Alt+Right arrow** - rotates the scan image counterclockwise

You can perform certain actions with several images by selecting them while holding the "**Ctrl**" button or pressing the "**Ctrl+A**" key combination to select all images.

3.1 Saving Scanned Images as a Multipage PDF

You can save the scanned images into one multipage PDF file. To do so, you need to press a button. Keep in mind that the format you have chosen for scanning is not important.

The program will display a pop-up window requesting you to specify the location (folder) where to save the file and to enter a name for the PDF file.

Note: To obtain smaller sized PDF files, do not use high image resolution without a specific reason for doing so.

The following also influences the size of PDF files:

- Color mode – black & white images occupy less space;
- Compression level - image compression level specified
- Physical size of the scanned source files

After the PDF file is saved, you can remove the scanned images; you won't need the source files anymore.
To remove the scanned files, press the "Ctrl+A" combination on the keyboard to

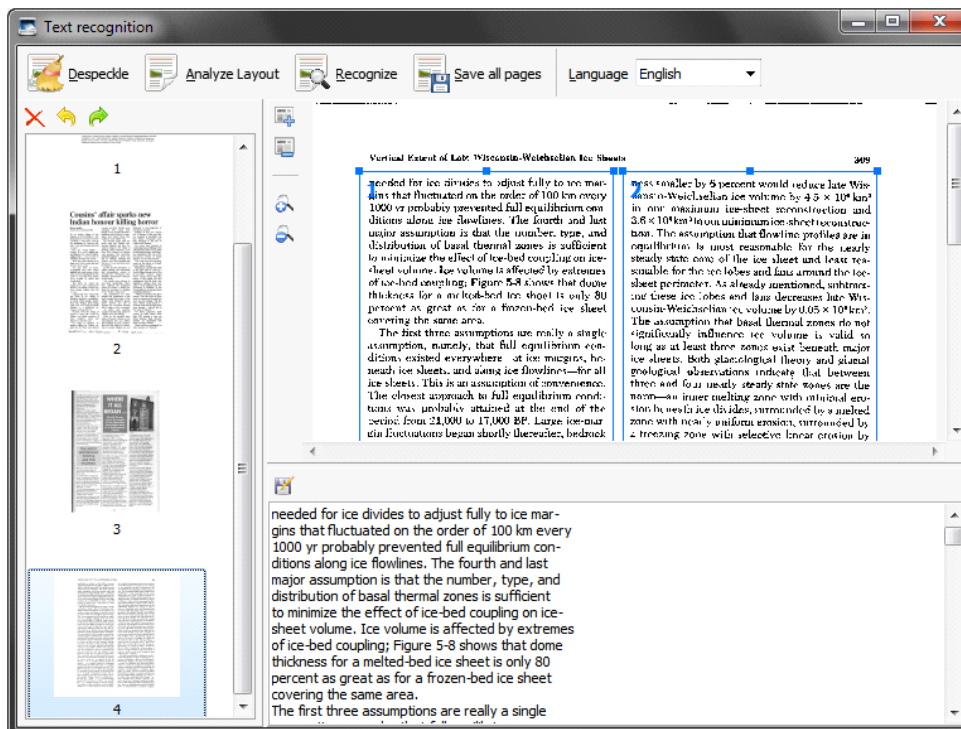select all files and then either press a ✕ button or press a "Del" button on the keyboard.

Attention! The files will be removed permanently, bypassing the Recycle Bin.
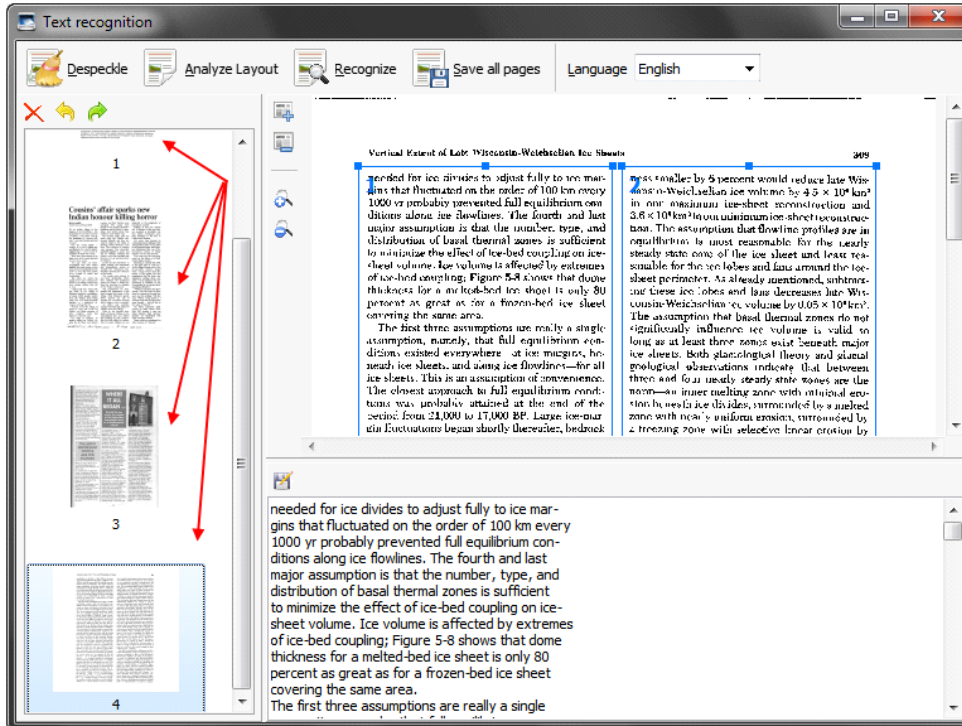
4.   **Working with Scanned Text**

After you scanned your documents or images with text, you can start recognizing the text.

Click ⬛ to proceed to text recognition.

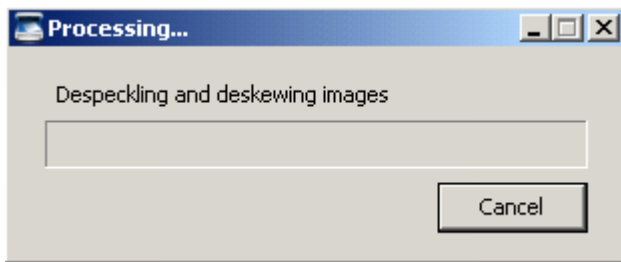The program displays the following window:

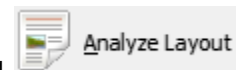All scanned images are displayed in the left pane of the window:

The **first step** that you need to do is to remove noise from the scanned images by clicking .
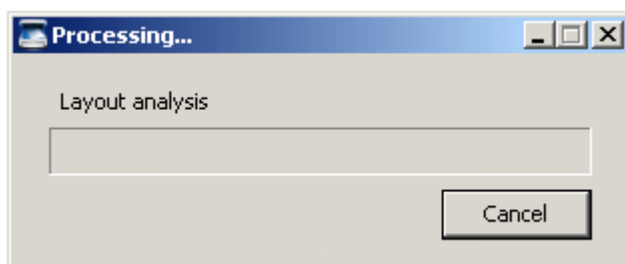
The program will analyze the scanned image and remove noise by deskewing and despeckling the scanned image. The program displays the following window when an image is being processed:
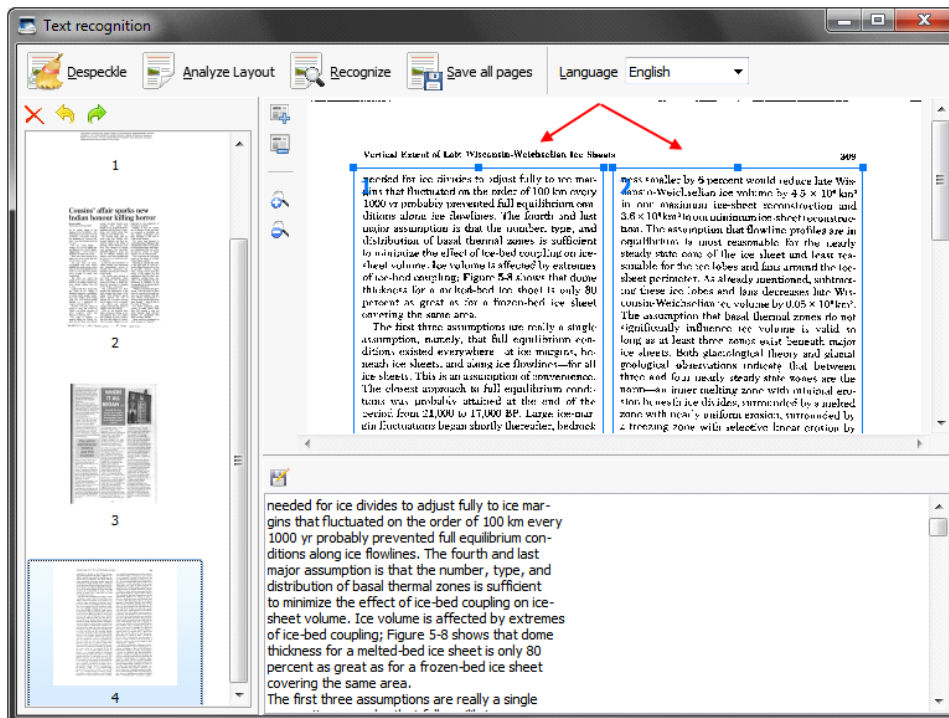

The second step is to analyze the layout. You can do that by clicking .

During the process the following window will be displayed:

The program will automatically analyze the image and put text into text blocks:

It is also possible to do that manually by using the corresponding buttons:

- allows you to add a block to the scanned image and manually draw a text block.
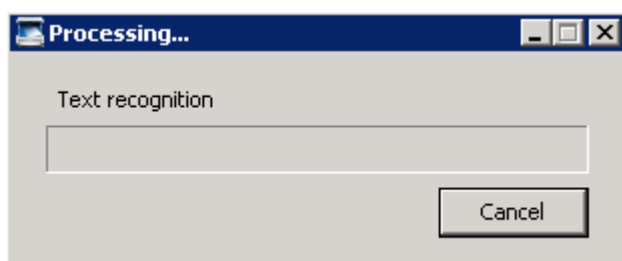
- allows you to remove a block from the scanned image.

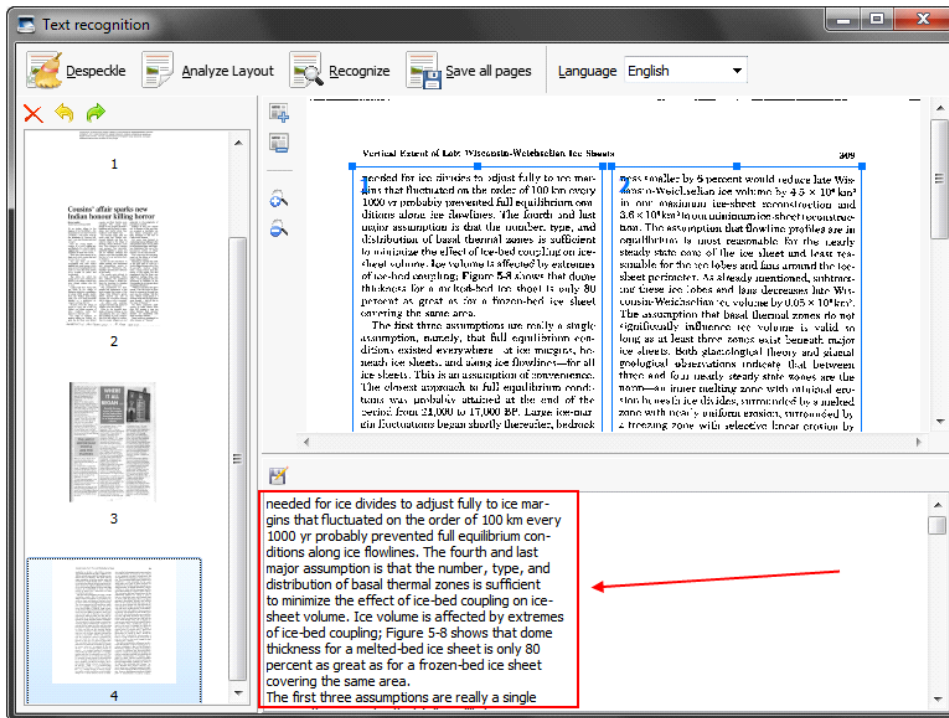After the text blocks have been analyzed, you can proceed to the **third step**, which is text recognition.

To do so, click Recognize.

The program will start text recognition process. Meanwhile, the following window will be displayed:

After the program finishes text recognition, it will display the recognized text in the bottom pane of the window:
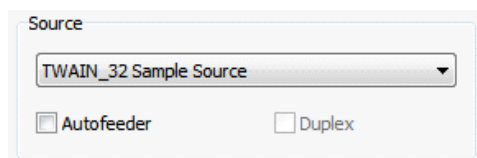
Note: *Before proceeding to text recognition, you might need to configure the language in the scanned images by choosing the corresponding language in the* *Language* *drop-down list. At the moment, the following languages are supported: English, Italian, Russian, Deutsch, French and Spanish.*

The fourth step is to save the recognized text. You can do that by clicking either or

 if you want to save all the pages. The program saves the recognized text in **RTF** format.

5. Settings

This chapter provides details on the program's configuration options.
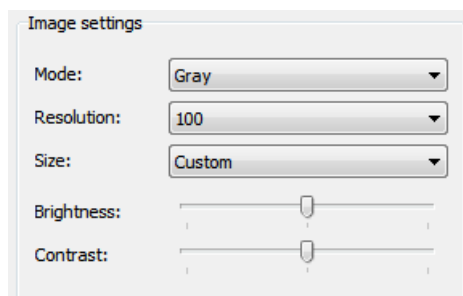
5.1 Source

The **Source** drop-down list allows you to select the corresponding printer.

Select the **Autofeeder** check box if you plan to use the auto document feeder (ADF).

Select the **Duplex** check box if you want to scan files from both sides (if supported by your scanner model and the corresponding driver is installed).

5.2 Image Settings

In this section of the main program window, you can configure the image settings.
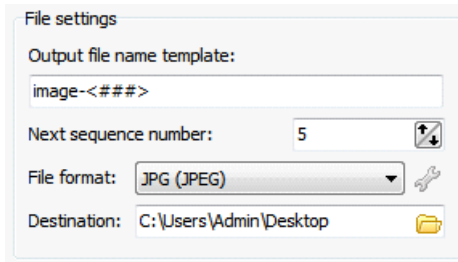
- **Mode** – select the necessary mode from Black & White, Gray, and Color.
- **Resolution** – specify the resolution for the scanned images (75, 100, 150, 200, 300, 400, 600, 800, 1200 or 2400).
- **Size** – specify the size of the scanned images (A3, A4, A5 etc.).
- **Brightness** – allows you to adjust the brightness.
- **Contrast** – allows you to adjust the contrast.

Keep in mind that the greater the resolution is the more space the scanned files will occupy.

We recommend using the following resolutions:

- **150-300** dpi - for sending images via e-mail or sharing them on the Internet;
- **300** dpi - for text recognition;
- **400**-**600** dpi - for printing graphic images;

5.3   File Settings

In this section, you can:

1. define the output file name template
2. set the next sequence number
3. specify the file format (BMP, JPG, TIFF, JP2, PNG or PDF or TEXT) in which the scanned files will be saved.
4. define the destination folder, where the scanned images will be saved on your computer.

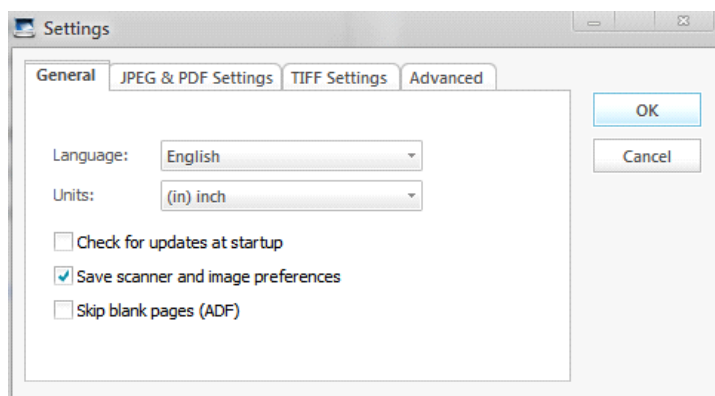**Note:** You can use the following format templates for the output files:

- <D> - is replaced with the current date in the YYYY-MM-DD format (e.g. 2011-06-15);
- <T> - is replaced with current time in HH:MM:SS format (e.g. 15:20:23);
- <###> - is replaced with sequential number starting from the number specified in the "**Next sequence**" number field. There can be several "#" signs in the format template in which each # will be replaced with a leading '0' until a greater number is reached.

For example, the following template Scanitto_<D>_<###> creates files with the names Scanitto_2011-06-20_001, Scanitto_2011-06-20_002,...Scanitto_2011-06-20_099, Scanitto_2011-06-20_100, etc.

5.4   Preferences

Here you can configure the program settings.
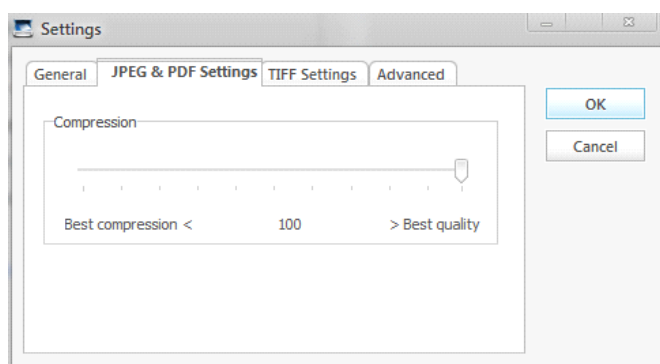
5.4.1 General

Under the General tab you can configure:

- **Language** – allows you to change the language of the Program interface (English, Russian, German, Italian, and Spanish)
- **Units** – choose the units used by the program (inches or millimeters)
- **Check for updates at startup** – by selecting this check box, you will allow the program to connect to the Scanitto website and check for program updates
- **Save scanner and image preferences** – this check box allows the program to save the scanner and image preferences so that you won't have to configure them again next time you launch the application
- **Skip blank pages (ADF)** – this check box, if selected, ensures that the program will skip blank pages when using the auto document feeder.

To apply any changes made, click the **OK** button. To cancel the changes, click **Cancel** .
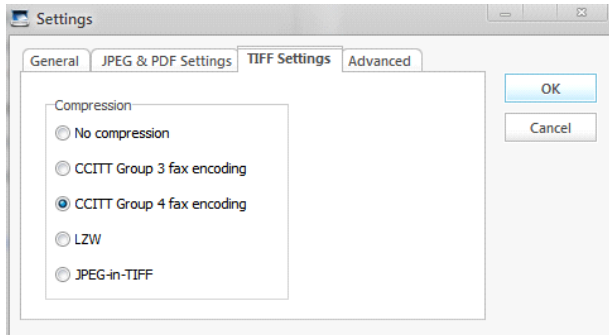
5.4.2 JPEG and PDF Settings

On this tab, you can set the required compression ration by moving the slider either to **Best compression** or **Best quality**.

To apply any changes made, click the **OK** button. To cancel the changes, click **Cancel** .
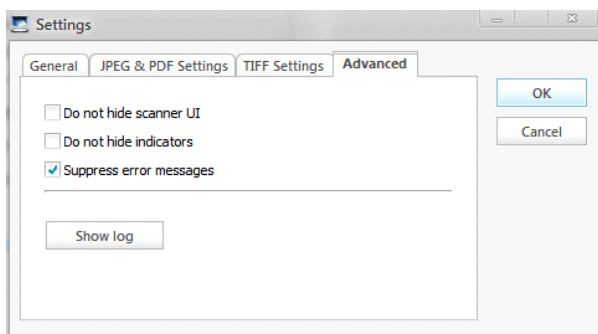
5.4.3 TIFF Settings

On this tab, you can configure the TIFF settings by selecting the required option button:

- **No compression**
- **CCITT Group 3 fax encoding**
- **CCITT Group 4 encoding**
- **LZW**
- **JPEG-in-TIFF**

To apply any changes made, click the **OK** button. To cancel the changes, click **Cancel** .

5.4.4 Advanced

On this tab, you can configure the advanced settings:

- Do not hide scanner UI – this check box, when selected, will display scanner UI
- Do not hide the indicators – this check box, when selected, will display the indicators
- Suppress error messages – this check box, when selected, will hide error messages

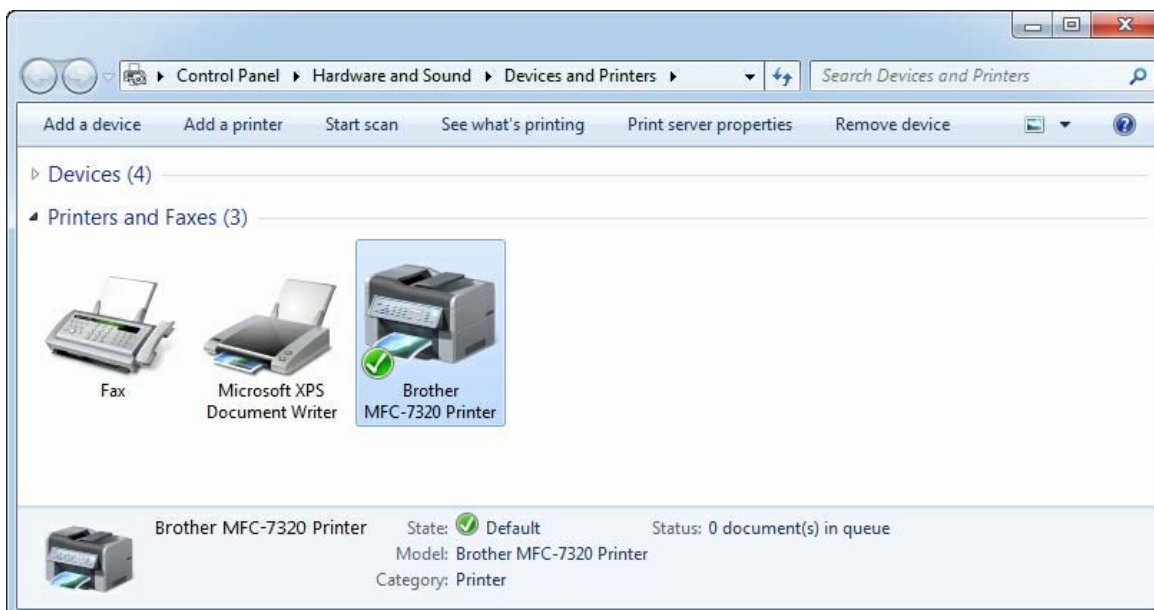By clicking the **Show log** button, the program will display its log:

To apply any changes made, click the **OK** button. To cancel the changes, click **Cancel**
.

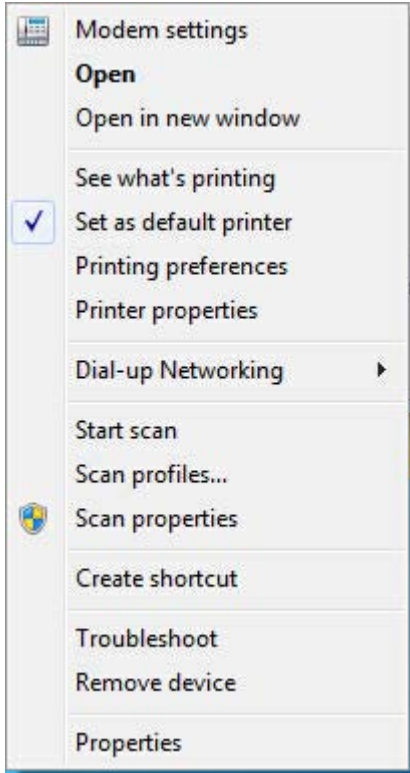## 5.5   Configuring Events for the Scanner Buttons

After you have installed the program on your computer, you can configure events for
the scanner buttons. This means that you can configure a specific action for the
computer to perform when you press a button on your scanner.

For example, when you press the scan button - the program will initiate file scan in
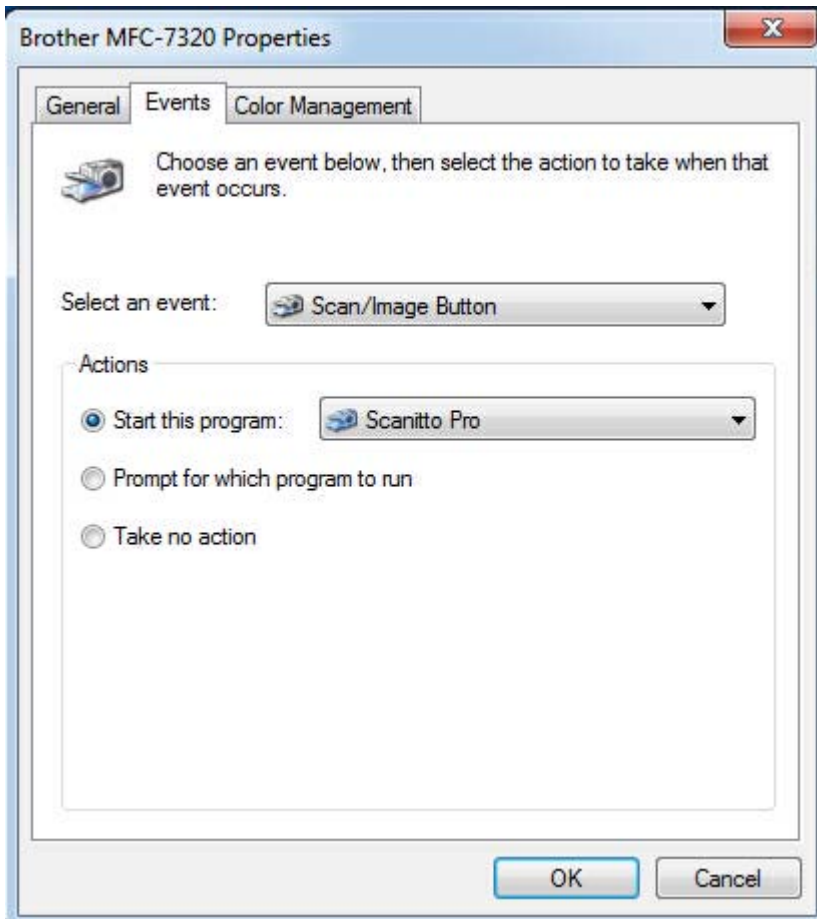Scanitto Pro.

To configure events for your scanner, go to *Start -> Control Panel -> Hardware and
Sound -> Devices and Printers*:

The first thing you need to do is to set your scanner as the default scanner. To do so,
right-click it in the displayed list of Printers and Faxes and select the "**Set as default
printer**"

To configure events, right-click your scanner and select the **Scan properties** menu option and then switch to the **Events** tab:

Then, select an event in the "**Select an event**" drop-down list and set the required action to it by selecting the corresponding option button.