



ScanAsPDF

Quick Start Guide And Reference Manual

**Version 1.8 for Windows
JCITS Systems, LLC**

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ScanAsPDF Version 1.8 for Windows

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**JCITS Systems, LLC
PO Box 1222
Show Low, Arizona 85902-1222
www.jcitssystems.com**

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Table of Contents

Introduction	1
About TWAIN Scanners	2
Getting Started	3
<u>Installation</u>	3
Running ScanAsPDF	4
<u>File</u>	4
<i>Flush</i>	5
<i>Open Project</i>	5
<i>Save Project</i>	5
<i>Select Source</i>	5
<i>Select Auto Save Scheme</i>	6
<i>Scan-It</i>	6
<i>Create It</i>	6
<i>Scan It and Create It (One Step)</i>	7
<i>Import and Convert Picture Files</i>	7
<i>Export Project</i>	8
<i>Print Setup</i>	8
<i>Print Project</i>	8
<u>Edit</u>	9
<i>Add Sticky Note</i>	9
<i>Add Watermark</i>	10
<i>Swap Pages</i>	11
<i>Move Pages</i>	11
<i>Preview</i>	12
<i>Delete Selected Page</i>	12
<i>Other Self Explanatory Edit Menu Items</i>	13
<u>Options</u>	13
<i>Automatic Document Feed</i>	13
<i>Single Sheet-Manual Feed</i>	13
<i>US Letter 8 ½ X 11</i>	13
<i>US Legal 8 ½ X 14</i>	14
<i>A10 210mm X 297mm</i>	14
<i>Show TWAIN Interface</i>	14
<i>Use Auto Save Scheme</i>	14
<i>User Selects Filename</i>	14
<i>PDF Quality</i>	14
<i>Edit PDF Properties</i>	15
<i>View PDF After Creation</i>	15
<i>Convert Color to Grayscale</i>	15
<u>Copy Center</u>	15
<u>Help</u>	16
<i>ScanAsPDF Help</i>	16
<i>Registered To</i>	16
<i>About</i>	16
<u>Your First Scans</u>	17

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Introduction

ScanAsPDF will allow you to scan any document, from one to thousands, on your TWAIN compliant flatbed or automatic document feed (ADF) scanner and output multi-page Adobe Acrobat Portable Document Files, (pdf)s.

ScanAsPDF is designed for Windows 98, ME, 2000 and XP. NT and Windows 95 *should* work just fine as well

Minimum Recommended Requirements

Windows 98, Me, 2000 or XP (Should operate fine under 95 and NT)

PII type processor 333 MHz or faster

256 Mb RAM

2 megabytes of hard disk space (for program only)

TWAIN Compatible Scanner

Automatic Document Feed Recommended

For upgrade information, technical help or to purchase a license, please visit: -

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For further information on how to use ScanAsPDF, please see the online help!
Press F1 on any menu item or window!

Shareware/Demo Version of ScanAsPDF

If you have the shareware/demo version of ScanAsPDF, it is not "too" crippled. It will allow you to scan documents and create Adobe Acrobat PDF files but each page will be stamped noting that you are using a demo/shareware version. Also, you cannot edit the pdf file properties and that window always pops up with information on how to purchase a license.

If you like ScanAsPDF, please purchase a license. Information on how to obtain a license and methods of payment can be found on our web site.

PLEASE thoroughly test ScanAsPDF to make certain that this software is right for you!

About TWAIN Scanners

Every scanner, from flatbed to compact page feed scanners to high end high speed scanners, have their differences and have different capabilities even though they state they are TWAIN compliant.

TWAIN is simply an interface for programs to communicate to a graphics device such as a camera or in our case a document scanner. Did you know that TWAIN stands for **T**echnology **W**ithout **A**n **I**mportant **N**ame? Go figure!

In setting up your scanner, you will have to do several test scans to set brightness, contrast and maybe color levels in order to get a good looking scan and pdf document. Experiment a bit and make sure you somehow save or remember your settings. Some scanners always default to a pre-existing setting that may not be good for you. As an example, the LaserJet 1200 and 1300 series of printers with scanner attached always defaults to 300 dpi and color. So, I have to select Show TWAIN Interface each time and make sure that the Custom settings box is checked.

A ScanTek E3 flatbed scanner always keeps your last setting and only has to be reset if it was changed by some other program or scan you performed. If no changes were made, you may select to not show the 'Show TWAIN Interface' item. A Canon CanoScan scanner also keeps your last setting. On some PCs the scan progress dialog without the TWAIN interface showing is a bit flakey! It may appear partially in the upper left corner of your screen instead of centered. This has nothing to do with the ScanAsPDF program.

When using the Automatic Document Feed (ADF) on a LaserJet 1200/1300 series LaserJet with scanner attachment, even in its own software, the bottom of each page is cut off and the first page can sometimes be reproduced in this cutoff area; an obvious problem with their interface. Single sheet scans are perfect or multiple pages that have nothing printed in the last inch or two of the page.

A Fujitsu fi4010CU ADF scanner works almost flawlessly, but if you get a paper jam it may skip a page or two on subsequent scans.

When scanning into ScanAsPDF, make sure you are scanning in grayscale or color with a scan area set at 8 ½ X 11 or 8 ½ X 14 inches. A good starting scan resolution is at about 100 dpi. Do not go any lower for best results.

Results will vary! Experiment and you'll get exactly what you need out of your scanner... in most cases!

Getting Started

Installation

If you purchased ScanAsPDF directly on CD, you should have also received a floppy disk. *This floppy disk contains your registration and license key. This file **cannot** be redistributed in any form or fashion. It is your license to enable all features of ScanAsPDF. If you reinstall ScanAsPDF, you will need this key file and floppy disk.* Simply insert the CD into your CD-ROM drive and it should auto-start with the setup program running. If it does not auto-start, open your CD-ROM and double click the setup.exe file/icon. Simply follow the on-screen prompts. It is best to check the checkmarks for installing a desktop shortcut and a start menu icon so that ScanAsPDF can be easier to find and use!

If you received the demonstration/shareware version by download or elsewhere, run the ScanAsPDF_vX.x_Setup.exe (X.x = the version numbers of ScanAsPDF). This file is also included on the CD-ROM and this is the only file which is redistributable as a demonstration/shareware version.

After you have installed ScanAsPDF from CD ROM, you will have the option of installing the bonus program included, PDFCreator. PDFCreator allows any application that can print to a printer, to create a pdf file. This application is an Open Source project and works very well. Documentation and further information on PDFCreator is available in its installation directory and at

<http://sourceforge.net/projects/pdfcreator/> or
<http://sector7g.wurzel6.de/pdfcreator/> .

Once installation is complete, you can begin using ScanAsPDF in demonstration/shareware mode right away. If you received the CD-ROM and floppy disk with your registration key, now is a great time to install your registration key.

Insert the floppy disk into your floppy disk drive, which is usually a:. Next click on Start, Click Run and enter into the run dialog box:

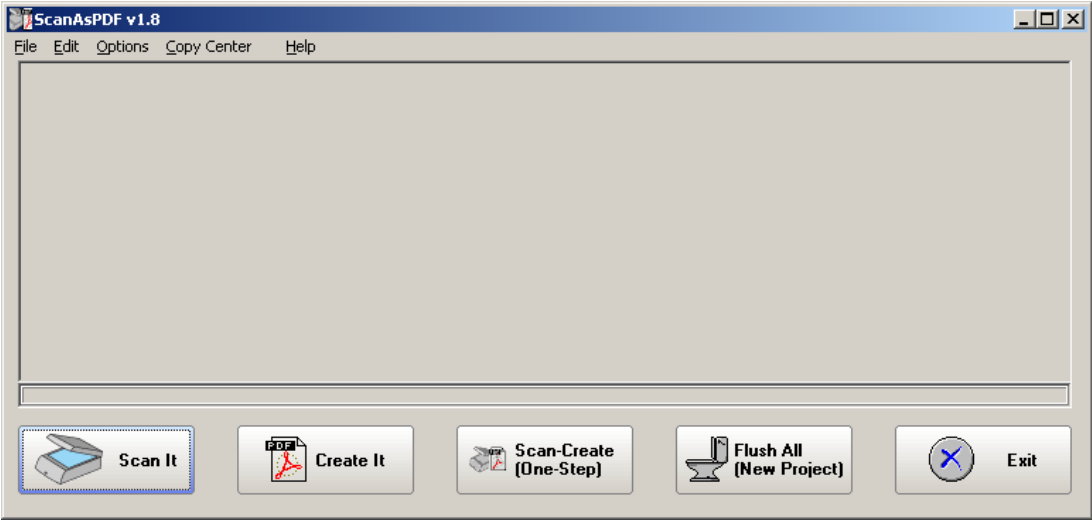
A: install

This will copy the registration/key file into the default ScanAsPDF directory. This file completely unlocks the application for total usability.

If you received the registration key as an email attachment, you must manually copy the ScanAsPDF.rg file to C:\Program Files\JCITS Systems\ScanAsPDF directory.

Running ScanAsPDF

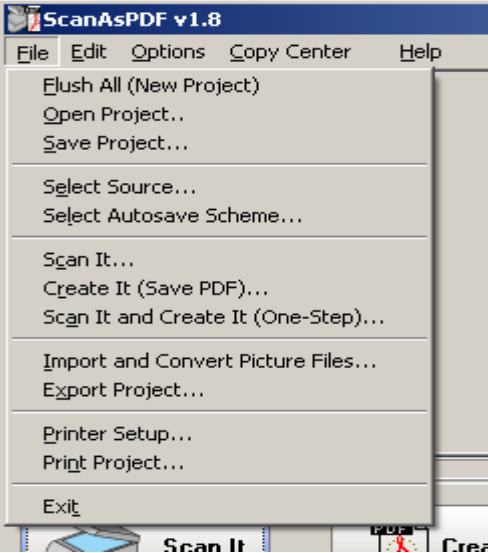
By now, everything should be installed and you should have a ScanAsPDF icon on your desktop. Double click the icon and in a few seconds you will see the main ScanAsPDF window. If you have the demonstration/shareware version, you will first see a 'nag' screen thanking you for trying ScanAsPDF. The main window, when you first run ScanAsPDF, looks like this:



In the project preview window you will see two sample pages, which are simply the introductory pages.

File

As a next step, you should become familiar with the menu items at the top of the form and the main buttons at the bottom of the form. The buttons on the bottom of the form correspond to menu items under the File menu item. Clicking *File* will produce this menu:



Flush All (New Project)

The Flush All (New Project) menu item and button are identical. Clicking either will clear all of your scanned documents and prepare you to scan new documents into a new project.

Open Project

Clicking on Open Project will allow you to open a previously saved project. A project, which we are calling a JCITS File, (.jct), contains all of your scanned pages ready to be manipulated and turned into a multi-page pdf document.

The directory you last saved a project into is saved when you close ScanAsPDF so you generally do not have to go and search for the directory that your projects are saved in.

Project files can be quite large, but considerably smaller than saving each individually scanned page in its default format which is a jpeg image.

Double clicking on a .jct file icon will automatically start ScanAsPDF with that project already loaded. The .jct file icon is identical to the ScanAsPDF program icon.

Save Project

Clicking on Save Project will allow you to save the current project and open it again later. A project, which we are calling a JCITS File. (.jct), contains all of your scanned pages ready to be manipulated and turned into a multi-page pdf document.

The directory you last saved a project into is saved when you close ScanAsPDF so you generally do not have to go search for the directory in which to save your projects.

Project files can be quite large, but considerably smaller that saving each individual scanned page in its default format which is a bitmap image.

Select Source

Clicking Select Source will bring up the Window's Select TWAIN Source dialog box. This allows you to select the scanner you wish to use. Many PCs have many TWAIN compliant devices which can be web cameras or still image cameras and scanners. Make sure you select your scanner or weird things can happen!

Select Autosave Scheme

Clicking on Select Autosave Scheme will bring up a dialog box with several options allowing you to do scanning quickly and automatically naming your pdf file. This is advantageous in a work environment where a lot of items need to be scanned quickly with unique filenames.

The options that you can select for a pdf filename are:

Date + Time. This will simply give the pdf document a filename of todays date and the current time. I.E. '1/7/2004 20:47:43'.

PCName + Time. This will give your pdf document a filename that includes the name of your computer plus the time.

User Name + Time. This will give your pdf document a filename that includes your logged on user name plus the time

Lastly, you need to select a directory where all of your auto-saved documents are going to be placed.

All of these settings are saved for reuse so you need not enter them each time you use ScanAsPDF.

Scan-It

Clicking the Scan It button or going to File - Scan It, will scan your document. This starts the whole process!

If you have Show TWAIN Interface checked under the Options menu, the TWAIN scanner user interface will appear before any scanning takes place. For your first scans this option needs to be checked.

Create It (Save PDF)

The Create It (Save PDF) menu item and the Create It button are identical.

Clicking either will create your pdf from all of the document images you have scanned. The project preview window gives you a visual image of the page number and types of documents you have scanned into your project.

In version 1.4 and above, a dialog window will appear allowing you to select the drive, directory and file name you want and will give you the option of automatically attaching the pdf file to an email message! All you need to do is check, "Send PDF as an Email Attachment". After you create the file, your email client will start with the pdf file already attached. You can enter

information into the To: CC, BCC and Subject fields on the Save/Create Window or enter them into your email client once it appears.

This feature uses MAPI to handle this process and all Microsoft email clients are MAPI enabled.

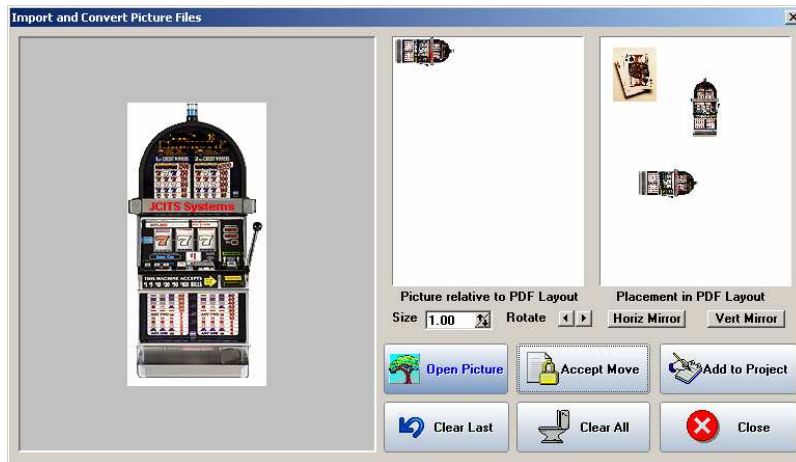
Scan It and Create It (One Step)

If you are proficient and know that all will be well or you are doing a large quantity of scanning, you can click the Scan-Create One Step button or File - Scan It and Create It (One Step) menu item.

This will scan your document/s and then go right to the pdf creation stage. This saves you one button click and a bit of time!

Import and Convert Picture Files

Clicking on Import and Convert Picture Files will open up a new window which will allow you to select most any type of standard image or picture file and add it to your pdf project!



Clicking Open Picture will allow you to open a picture file. The selected picture shows up in the left hand preview window as well as its proportionally scaled size in the middle right hand paper size window. This window and the final layout window are scaled to 8 ½ X 11 inch US paper. It will scale accordingly to any pdf page size selected.

In the middle paper scale window, you can size the image up or down, rotate it or mirror it. Once you have finished any pre-finishing, you can then take your mouse and click on the far right paper scale window and position the image anywhere you desire on the paper. Once you are satisfied you can click on Accept Move. This locks the image and you can then add more pictures to this page. If you are satisfied and want to then add the finished page to your project

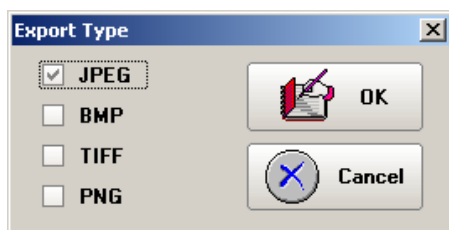
then click Add to Project. The preview and work areas clear and you are ready to do another page.

Clear Last will clear your last move or change and Clear All does just that; starts you over with clean empty work and preview areas.

Close closes this window and returns you to the main ScanAsPDF window.

Export Project

When you select Export Project, you can export the entire project and each page as an image. You can select:



If you select JPEG, each page in your project will be named Page1.jpg, Page2.jpg etc.

Print Setup

Print Setup brings up a standard printer setup dialog which will provide a default printer for your use. This especially helpful when you want to use the new Copy Center feature.

Print Project

Clicking *Print* will print out your entire pdf project. Each page that is seen in the preview window will be printed. If you have one document in the preview window then one page will print, (unless you set your printer to print more than one copy of the same page). If you have 10 pages in the project preview window, then all 10 pages will print.

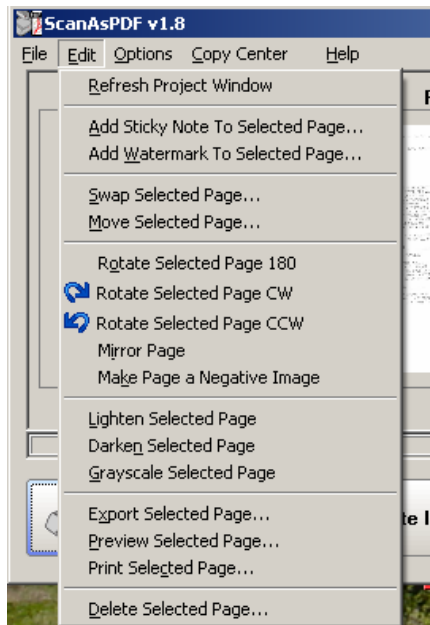
You cannot selectively print a page within your pdf project using *Print*. You can however, double click any page in the project preview window and have your default image viewer print that one page.

Exit

Clicking *Exit* in the menu or the *Exit* button will close ScanAsPDF. A dialog box will advise you that you are about to lose any scanned data and that ScanAsPDF is closing.

Edit

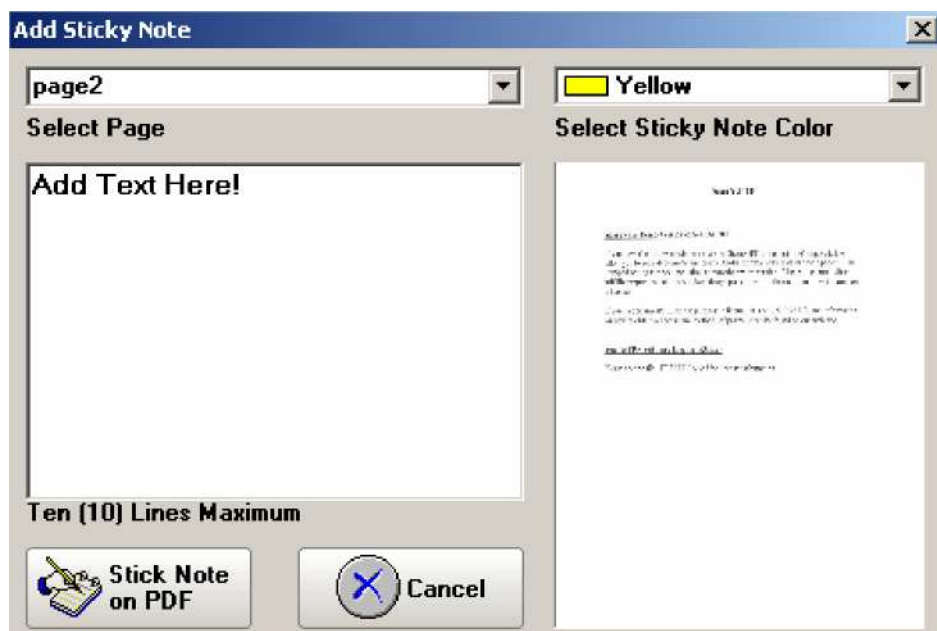
When you click the *Edit* menu item the following menu will appear:



All of these menu items can be accessed, just as easily, by right clicking your mouse on a thumbnail page in the project preview window.

Add Sticky Note

When you select *Add Sticky Note* from the menu and you have scanned some documents an 'Add Sticky Note' window pops open.



From here you can select the page that you want to add a "Sticky Note" to. However, if you had a page highlighted or selected, that page will automatically open in the Add Sticky Note preview window. You can also select the color of the "Sticky Note" The default color is yellow. If you select a darker color, the type (font) changes to white.

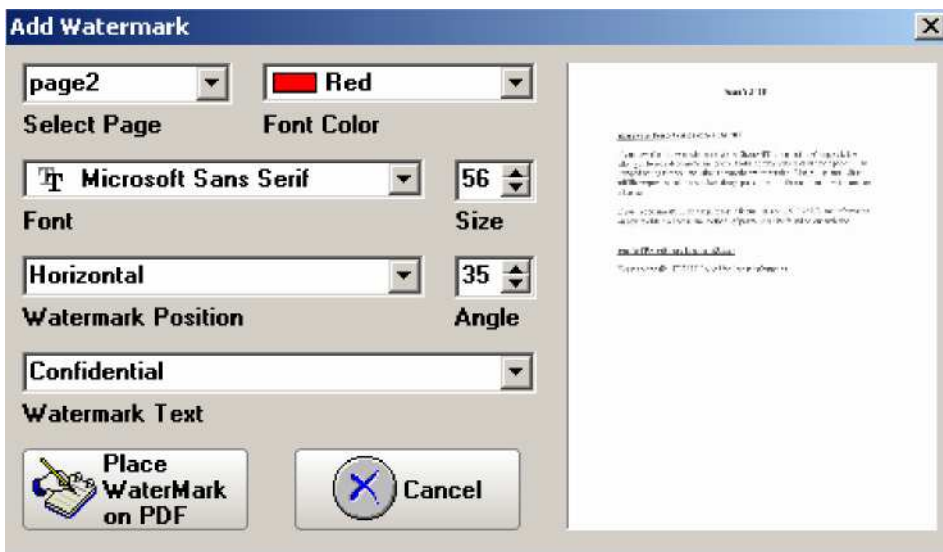
In the text window you can add up to ten lines of thirty characters. Remember, no more than ten lines! After you have entered your text you can then click an area in the graphic of the page you selected where you want the sticky note to be attached. When you move the mouse into the page preview window, the cursor turns into a cross. The top left corner of the sticky note corresponds with the lower right corner of the cross. If you don't like the position, click somewhere else!

When done, click the button that says, "Stick Note on PDF". The window will close and the preview window of all scanned documents is updated.

If you click the Cancel button, no changes are written and the window will close.

Add Watermark

If you click on *Add Watermark* you will have a new window appear which is similar to the Add Sticky Note. It will look something like this:



In this window you can select several predefined Watermarks such as Copy, Confidential, Draft and others or you can enter your own text. You can select a font color and a font size. Once you have entered your text, you can place the text most anywhere on the page. When you move the mouse to the page preview window, you will see the cursor change to a cross.

You can select the position and angle of the Watermark as well. Those selections are Horizontal, Angled Down and Angled Up. If you have selected Horizontal or Angled Down, then when you click the right mouse button to place the Watermark, the text will appear starting in the lower right quadrant of the cross. If you have selected a position of Angled Up, then the cross cursor is a relative or close positioning of the Watermark. When the mouse cross is in the approximate "lower - left - center" of the page preview, the text will appear 'approximate' to the mouse cross. Here the pointer is simply a rough guide.

If you are not satisfied, you can change the position by clicking somewhere else until the position is just right.

When you are finished, you can click on the *Place Watermark on PDF* button or the *Cancel* button.

Swap Pages

Selecting *Swap Pages* or *Swap* allows you to swap the positions of any two pages.

Say you want the last page in your project to be the first page, or Page 1 and the first page to be the last page. Simply click on and highlight the first page you want to swap in the project preview window. You can right click the mouse and select *Swap* or you can go to Edit - *Swap Pages*. A dialog box will appear allowing you to confirm your first selection. After clicking 'Yes', click on the page in the project preview window that you want to swap with. As soon as you click the mouse on your second page choice, another confirmation dialog box appears asking you if you are certain that you want to swap these pages. If you are, click 'Yes'. The pages will swap and the project preview window will refresh letting you know that the operation was successful.

Depending on the speed of your computer, this may take a few seconds.

Move Page

Selecting *Move Page* or *Move* will move one page into the position or sequence of another page. Thereby moving each page up. It is like inserting a page, but you are moving it to a new position.

As an example, you want the last page in your project, for instance Page 10, to be the first page, or Page 1. Simply click on and highlight the page you want to move in the project preview window. In this example, Page 10. You can right click the mouse and select *Move* or you can go to Edit - *Move Page*. A dialog box will appear allowing you to confirm your selection. After clicking 'Yes', click on the page in the Project Preview Window that you want your first selection to become, in this example Page 1. As soon as you click the mouse on your choice,

another confirmation dialog box appears asking you if you are certain that you want to move this page into the new position. If you do, click 'Yes'. The page will move and the project preview window will refresh letting you know that the operation was successful.

Again, depending on the speed of your computer, this may take a few seconds.

Preview

If you click *Preview Page* or *Preview*, the page that has been selected in the project preview window will be displayed in your default picture viewing software for bitmap images. You can even edit the page image in your paint or imaging program, but make certain that you save the file back into the same directory and with the current name. Never use Save As and change the name or folder in which the page resides.

If you double click the page you want in the project preview window, the default image viewer or editor will appear with that page loaded. Double clicking is a bit easier.

Any changes or edits you make to the image will be reflected in the project preview window. If you change the size of the image or do anything with dimensions of the page, it will produce a pdf file that is not scaled accurately.

The only edits that should be made are to draw circles or arrows or add some text. After you save changes, ScanAsPDF may refresh several times depending upon how many pages are in your project.

You can also right click the mouse on the page you want to preview and then click Preview.

Delete Selected Page

Selecting *Delete Selected Page* or *Delete*, will do just that; delete the page you have selected by clicking that page in the project preview window.

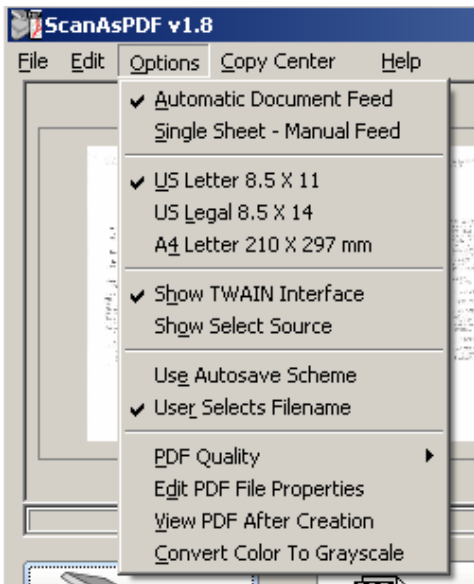
You can delete a page by right clicking the mouse on the page you want to delete or click on the page and go to Edit - *Delete Current Page*. If you click the right mouse button, a popup menu appears with a *Delete* menu item.

Click 'Yes' and that page is deleted. The remaining pages after the deleted page are renumbered.

All of the other **Edit** options are very self explanatory, such as *Lighten* and *Darken* and *Print* which does just that to the selected page. *Rotate*, *Mirror* and *Negative* change the selected page. If you select *Negative*, there is no changing it back! This is permanent. So is *Convert To grayscale*.

Options

When you click the *Options* menu item the following menu should appear:



All of these are either on, (checked), or off, (unchecked) and the action is always performed when you scan or create a pdf document.

Automatic Document Feed

Automatic Document Feed needs to be checked if your scanner has an automatic document feed (ADF) on it. You can still scan single sheets with ADF enabled but this tells ScanAsPDF that more scans may be coming and does set some internal parameters.

Single Sheet – Manual Feed

If you have a flatbed scanner or you are going to use the bed of your ADF equipped scanner, then check *Single Sheet - Manual Feed*.

US Letter 8.5 X 11

This option pertains to the pdf document size that Acrobat Reader sees. If the documents you are scanning are standard US Letter size, click *US Letter 8.5 X 11*.

US Legal 8.5 X 14

This option pertains to the pdf document size that Acrobat Reader sees. If the documents you are scanning are US Legal size, then click US Legal 8.5 X 14.

A4 Letter 210mm X 297 mm

This option set a pdf page size to the European standard A4.

Show TWAIN Interface

Clicking on *Show TWAIN Interface* will ALWAYS bring up the TWAIN scanning user interface each time you click on *Scan It* or *One Step*. Some TWAIN scanners must be configured each time. Usually you will want this 'checked' to "tweak" the settings due to a bad original or first scan.

Show Select Source

Checking the *Show Select Source* will bring up the TWAIN Select Source dialog box before each scan job.

Use Autosave Scheme

Checking the *Use Autosave Scheme* menu option, enables the autosave scheme you chose under File - *Select Autosave Scheme*.

User Selects Filename

Checking *User Selects Filename* will always allow you to select and name your pdf file whatever you desire and email the pdf in one step.

PDF Quality

PDF Quality directly relates to the final file size of your pdf document. When set, a checkmark will appear by the quality you have selected. If set to Best, the pdf file size and quality will be at its very best. When set to Better, this will produce a medium quality pdf document. The difference between Best and Better may be visually hard to see. And finally, for the smallest pdf file size, choose Good. This will yield the smallest file size and it is doubtful you will be able to see any major differences in the final pdf quality. It is there, but in most documents it will be hard to see.

Edit PDF File Properties

Checking the *Edit PDF File Properties* menu item will cause a dialog box to pop up after the file name is set or asked for. This box allows you to enter a different document name, other than, for example, 'filename.pdf'. It also allows you to set the author name and any keywords needed if you need to search the pdf document via keywords.

The author name is saved from session to session so you only need to enter that information one time.

View PDF After Creation

Checking View PDF After Creation will do just that! It starts up your Adobe Acrobat Reader and displays the document you just scanned and created.

Convert Color to Grayscale

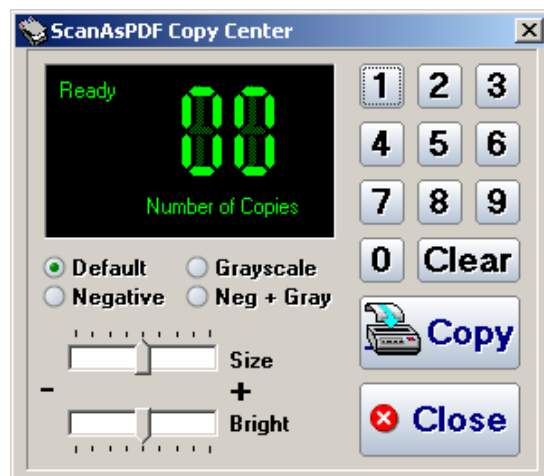
This option is only available in version 1.3 and above.

When checking the Convert Color to Grayscale menu item, any document that is scanned in color will be converted to gray scaled - black and white. This does not affect "Sticky Notes" as they will remain in color.

The purpose behind this is to simply make a smaller pdf file. Color pdf files are larger and there are times that you need to keep your sizes as small as possible.

Copy Center.

The Copy Center is a neat little utility to simply scan and copy your documents to a printer. A lot of scanner utilities have a copy function, but this is unique in that you can add all pages to a new project and create a pdf or save the project.

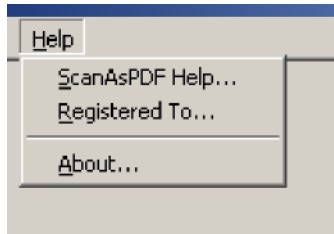


You must set the number of copies first, such as 0 - 1 for one copy, 0 - 2 for two copies, etc. You can adjust outputted print size as well as lighness or darkness.

Once you close the Copy Center, all of the documents you scanned will appear in the Project Preview Window. You can then discard them or create a pdf or save it as a project.

Help

Clicking the Help menu item will bring up the following menu.



ScanAsPDF Help

Clicking *ScanAsPDF Help* will bring up the first page of the included context sensitive Help file. Pressing F1 when the mouse is over most any object will bring up help for that item.

Registered To

Clicking *Registered To* will bring up a form that provides registered user information. If ScanAsPDF is not registered, then it is in Demonstration/Shareware mode and of course there will be no information in this window.

About

About provides a form that gives copyright information, program version and locations on where to get updates to ScanAsPDF.

Your First Scans

For your first scans, set all of the *Options* as follows:

Go to your menu bar and click
Options. Click on *Single Sheet-*
Manual Feed Click on *Show*
TWAIN Interface
Click on *Show Select Source*
Click on *User Selects Filename*
Click on *Edit PDF Properties*

You will have to repeat this until the items mentioned above all have checkmarks in front of them.

Put something you would like to scan in your scanner.

Click on the button *Flush All (New Project)*

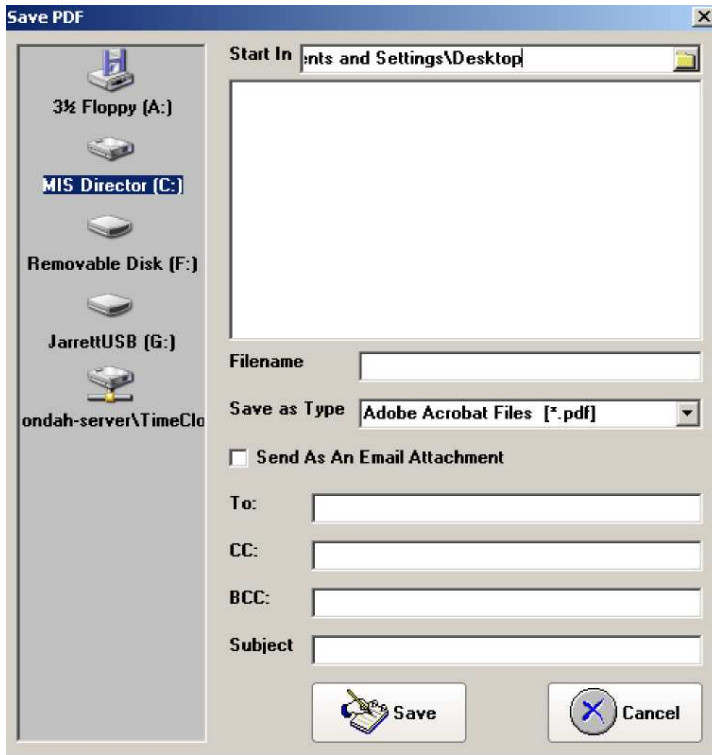
Now click on the *Scan It* button.

The select source dialog box should appear. You may see more than one item in this box so make sure you select your scanner and best of all your 32 bit scanner if such is mentioned.

Once that is done and you have clicked on the *Select* button, your scanner TWAIN interface window should appear. In this window you need to make sure that an 8½ X 11 scan size is set. Set the resolution to around 100 dots per inch and you can select either grayscale or color. Black and white usually does not show up very well and text is poor in this mode, so grayscale is the best preference.

Click on the scan button in your scanner's interface window. If all is well and your scanner is properly hooked up, it will start to scan the document. When it is finished, and depending on the speed of the interface and your computer, you should see an image of what you just scanned, appear in the project preview window. From this image you can see if it is too dark, or streaked or possibly too light. Looking a bit too light is preferred, but you must experiment with your scanner settings.

Now, click on the ScanAsPDF “*Create It*” button. The following window should appear:



Here you can select a drive, directory and a file name. An easy place to put this file for right now would be on your Desktop and give it the name of Test. The extension .pdf, will be added automatically.

If you want to, check the Send As An Email Attachment and fill out some of the other information. If you do, after you click the *Save* button and your pdf is created, your email client should start with the pdf file already attached and the information you supplied already entered.

You now know how to use the basics of ScanAsPDF! Scan more documents, move pages, swap pages delete pages and preview some as well. You can't hurt ScanAsPDF so enjoy your new productivity tool.