

AVScan Capture Software - International
Version 4.3
User Manual
July 2008

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1. System Overview

Nowadays, as more organizations become increasingly computerized, vast amount of hardcopy documents must be converted into electronic format in order to fit into different Document Management System and E-Workflow System.

AVScan is an intelligent scanning and electronic filing solution that leverages Avison's market-leading document scanners. AVScan possesses distinct features that convert and index scanned information into electronic documents for easy storage and fast retrieval.

System Requirement

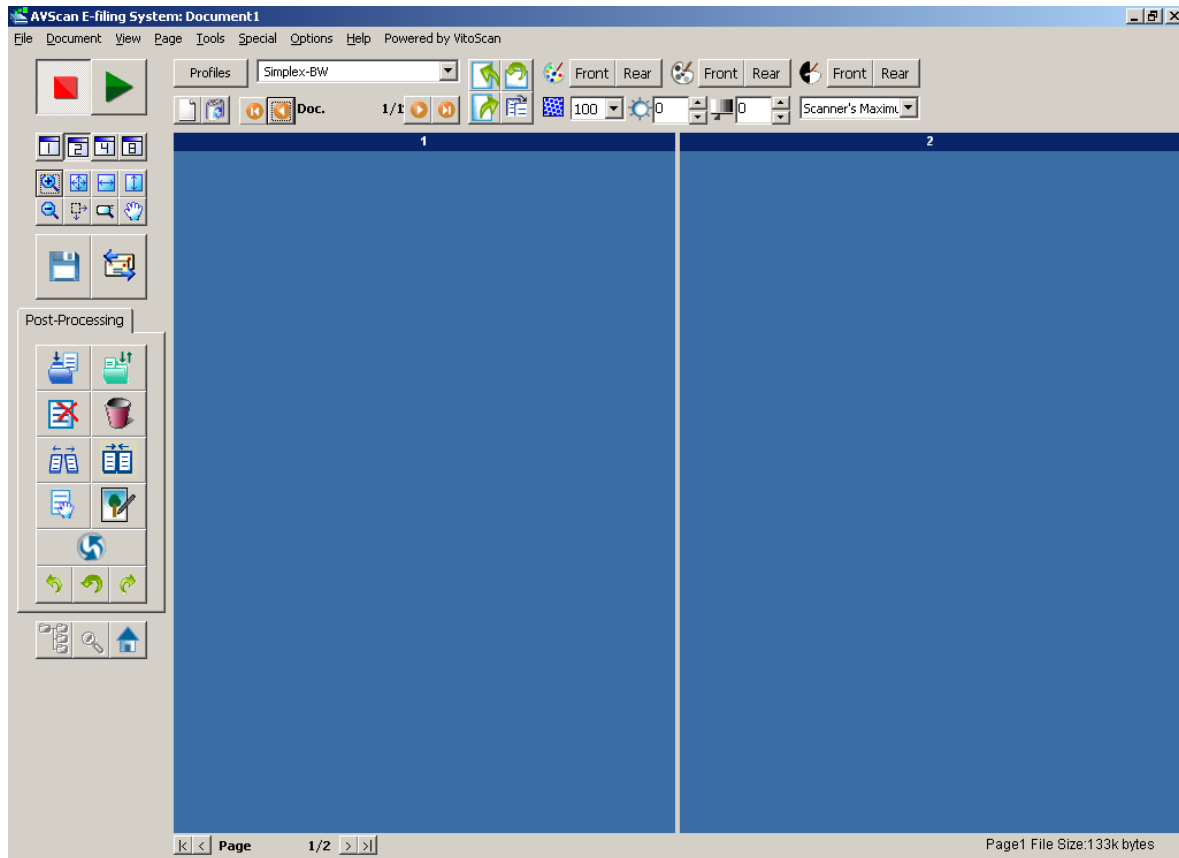
- Hardware

	Minimum	Recommended
CPU	PIII 1GHz or above	P4 2.4 GHz or above
RAM	256 MB Memory or above	512 MB Memory or above
HardDisk Storage	2GB or higher	
Display	8MB Video RAM or higher	
CD-Rom	4x or higher	
SCSI Adapter	DMA166 or higher	
Scanner	ISIS / TWAIN Driver Supported	

- Software

OS	Microsoft Windows 2000 Professional Microsoft Windows 2000 Server Microsoft Windows 2003 Server Microsoft Windows XP Home Edition Microsoft Windows XP Professional * Microsoft Windows 98 / ME / NT is NOT supported*
Browser	Microsoft Internet Explorer 5.5 or higher

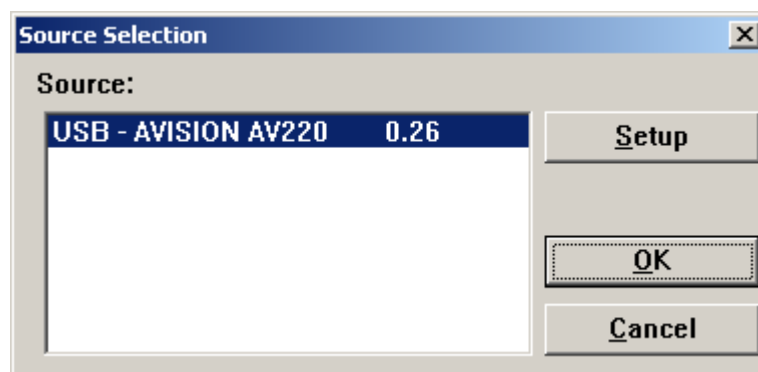
2. Scan (Image Add-In)



PIC E02-1 Scanning Interface

2.1 Scanner Configuration

Click "File" → "Select Scanner" to select your connected scanner.

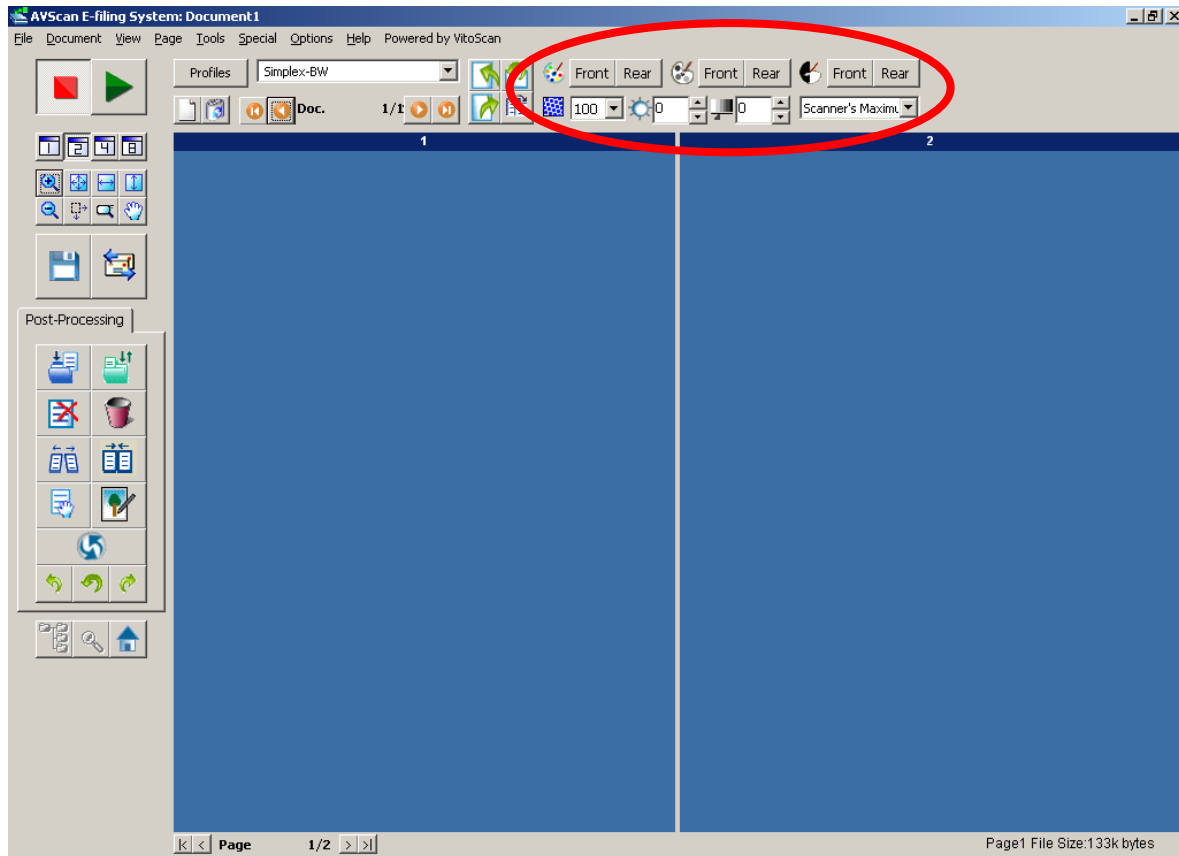


PIC E021-1 Scanner Type Selection Interface

Then click "OK".

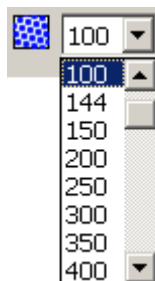
After selected scanner, user should adjust the configuration.

2.2 Adjust DPI , Brightness, Contrast, Paper Size and Color Mode



PIC E022-1 Setting Interface

2.2.1 Adjust DPI



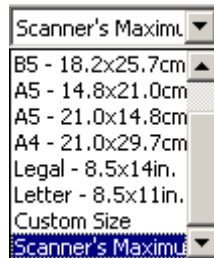
PIC E0221-1 DPI Setting Interface

2.2.2 Adjust Brightness and Contrast



PIC E0222-1 Brightness and Contrast Setting Interface

2.2.3 Adjust Paper Size



PIC E0223-1 Paper Size Setting Interface

2.2.4 Adjust Color Mode

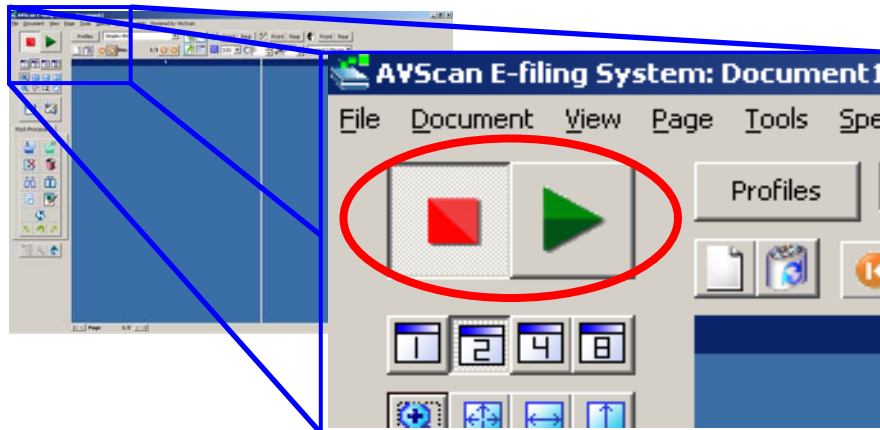
1. There are 3 color setting modes: Color, Gray and Binary.
2. Click either "Front" or "Rear" for simplex scanning.
3. Click both "Front" and "Rear" for duplex scanning.



PIC E0224-1 Color Setting Interface


2.3 Scanning Image

After setting up the scanner, we can start scanning image.



PIC E023-1 Scanning Interface

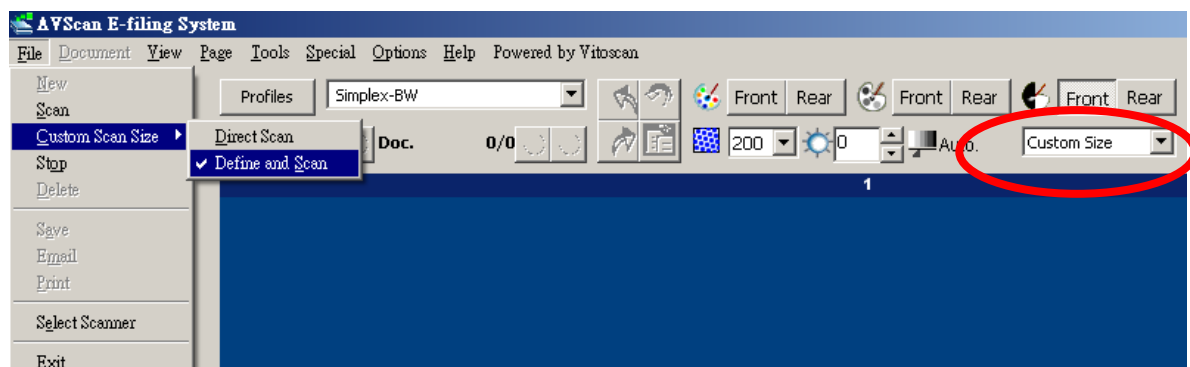
Click  or <HotKey S Key> Scan the Image.

Click  or <HotKey P Key> Stop Scanning.

<!!!Attention!!! >

Custom Scan:

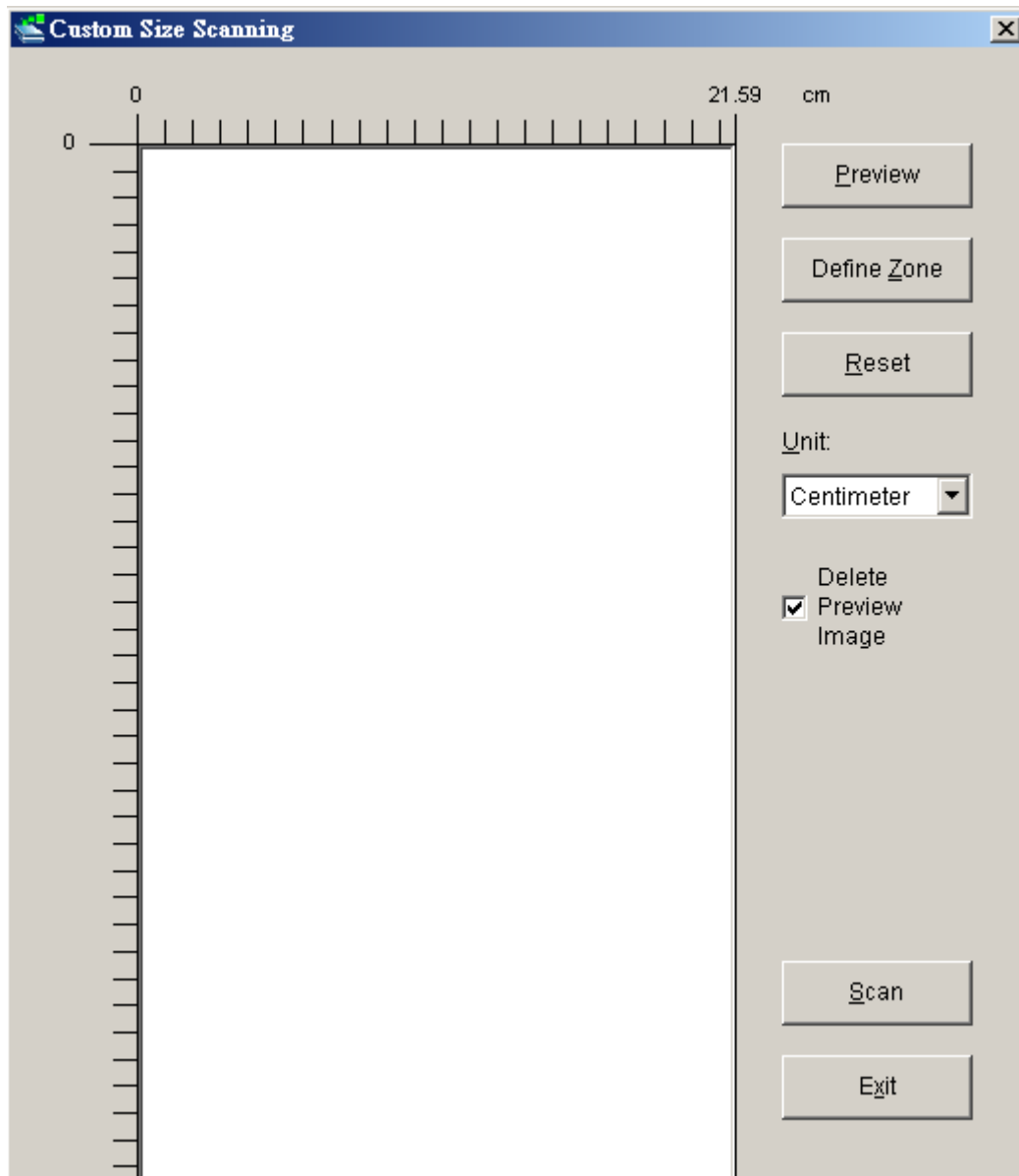
1. If select "Custom Size" in page size, click File > Custom Scan Size > Define and Scan.



PIC E023-2 Custom Scan Size

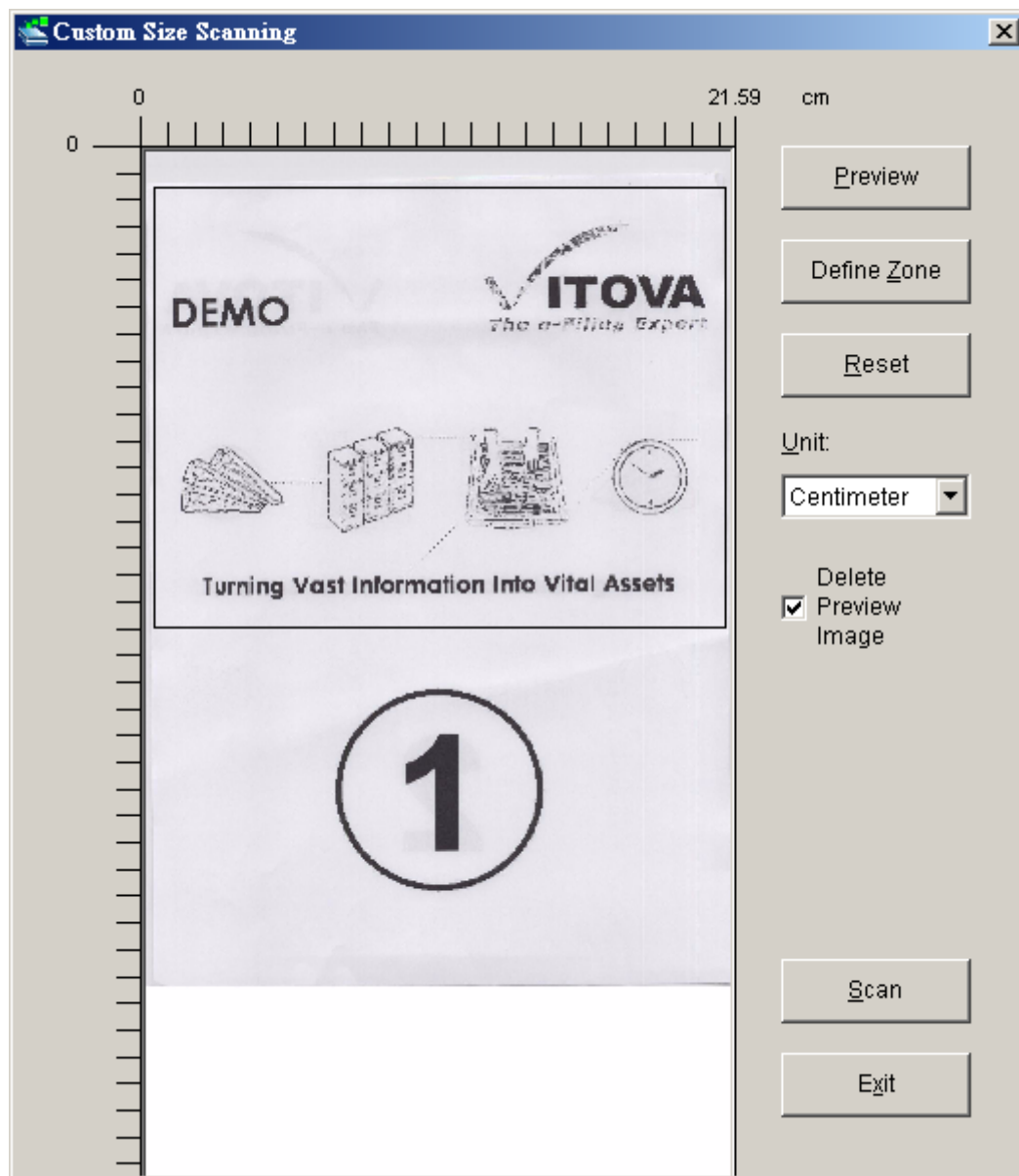
2. Click  to scan the image.

3. "Custom Size Scanning" screen will pop up.



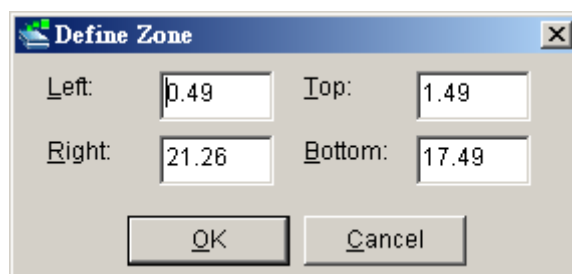
PIC E023-3 Custom Size Scanning

4. Click "Preview" button, the document will be scanned and shown as PIC E023-4. Use mouse cursor to select the area which you would like to scan and crop.



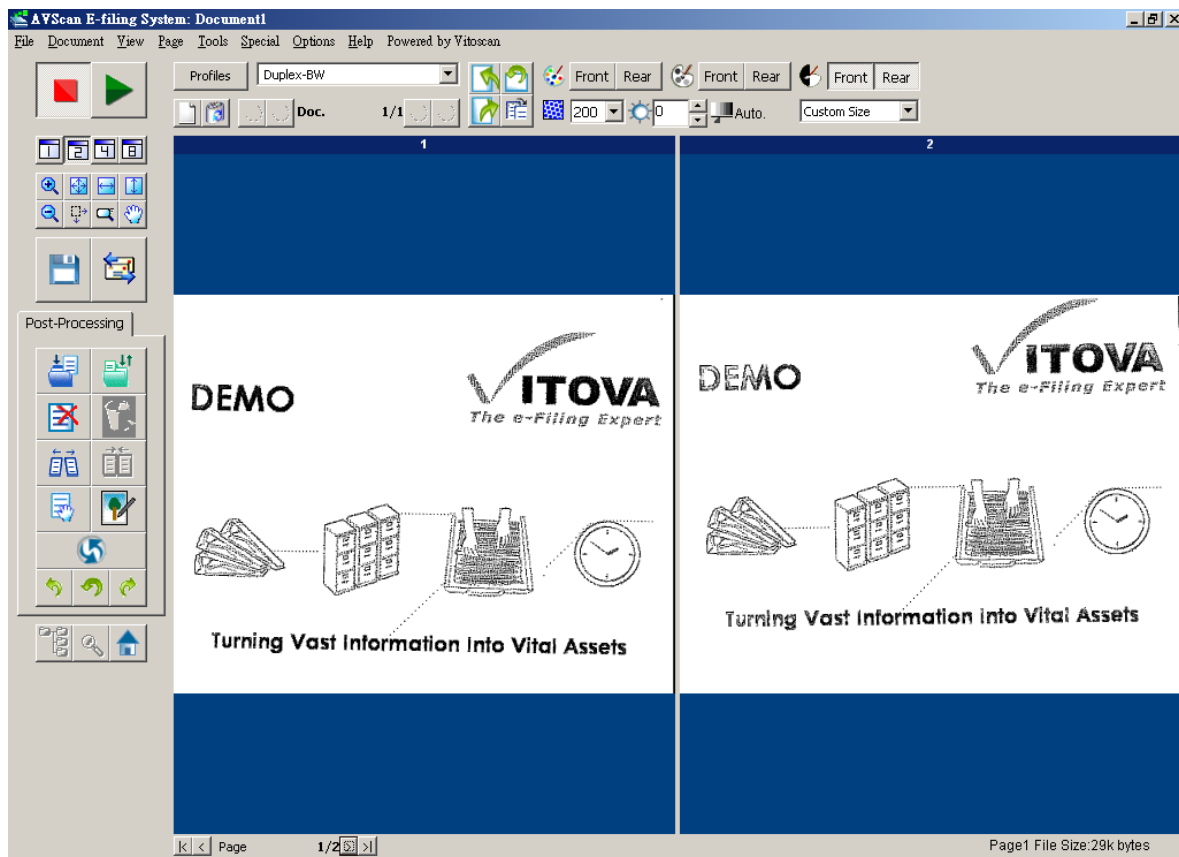
PIC E023-4 Custom Size Scanning

You can also click "Define Zone" to key-in the area size.



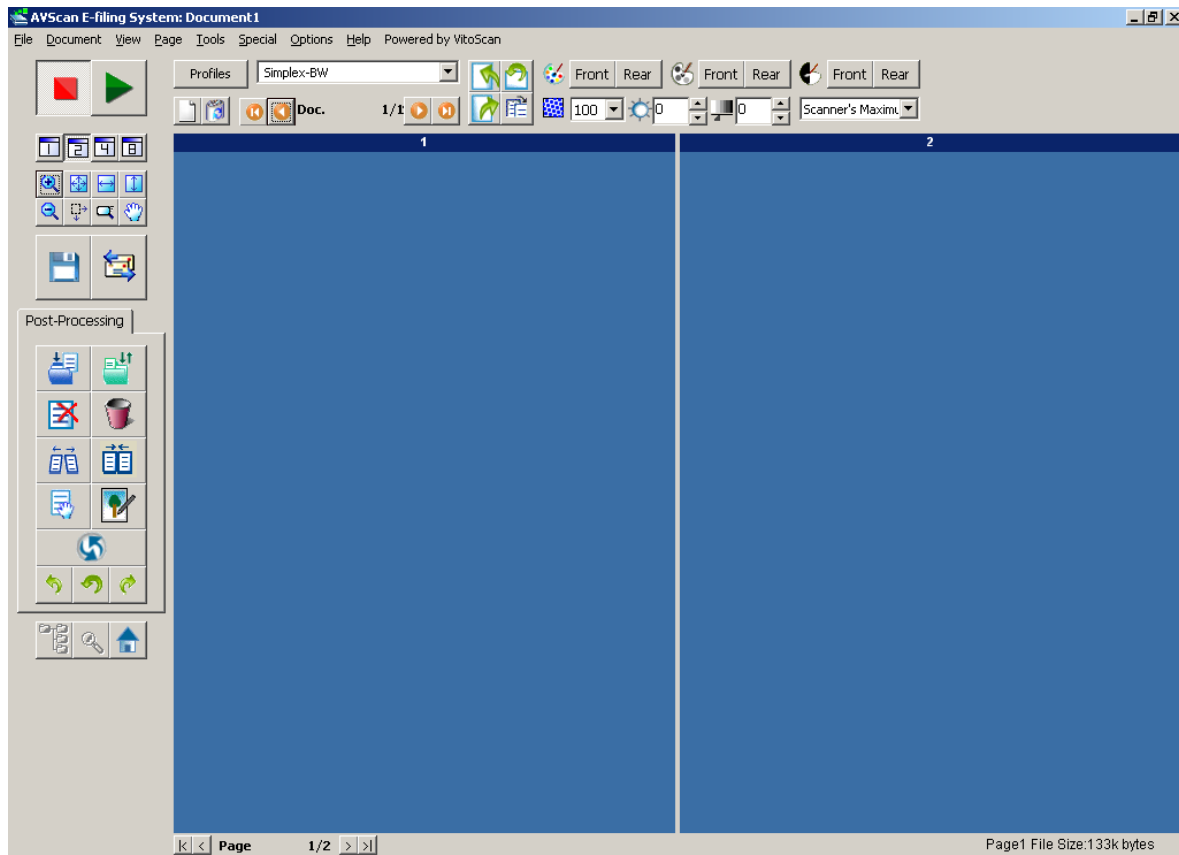
PIC E023-5 Custom Size Scanning

5. Click "Scan" button to scan the document. The cropped image will be shown in scanning interface.



PIC E023-6 Custom Size Scanning result

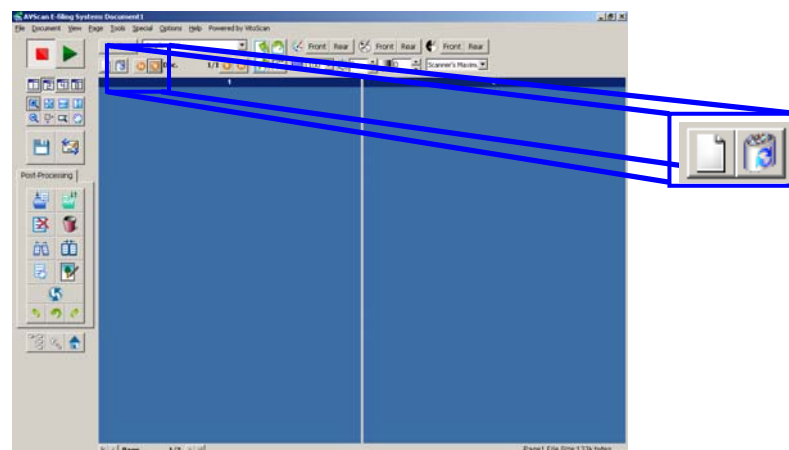
2.4 Image Documents Working Area




PIC E024-1 Scanning Interface


2.4.1 Pages through Documents

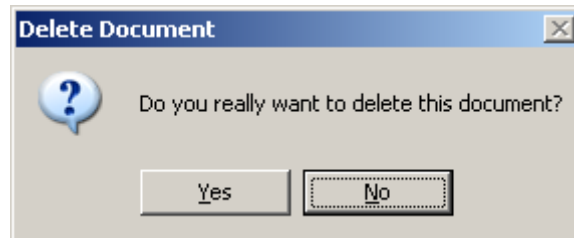
2.4.1.1 Add and Delete Document



PIC E02411-1 Add and Delete Document

Click  to create a new document.

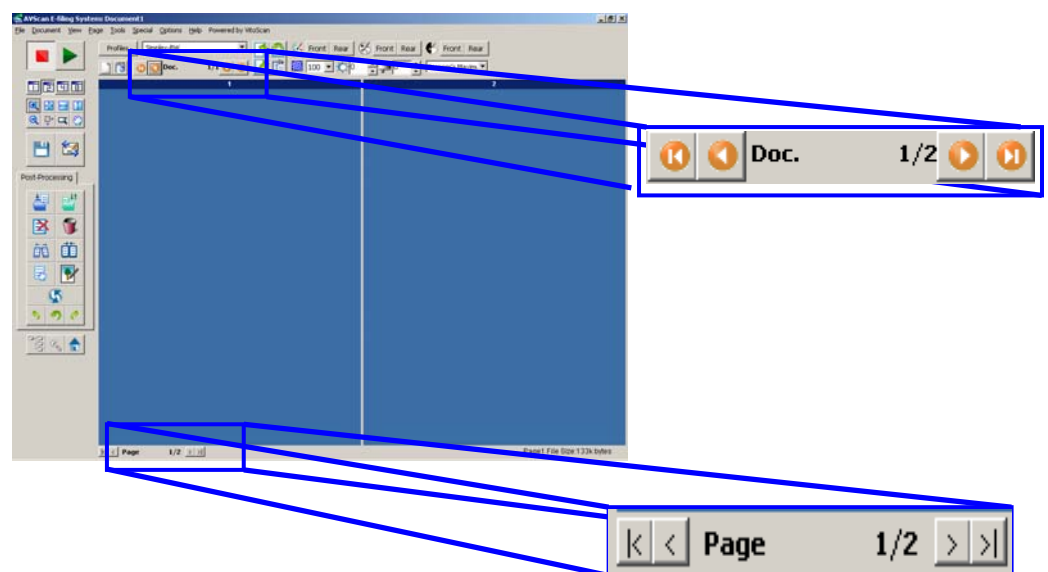
Click  to delete a document. The following message will be shown.



PIC E02411-1a Confirm to delete document

Click "Yes" to confirm deletion, or click "No" to cancel.

2.4.1.2 Browse Documents and Pages Key Function

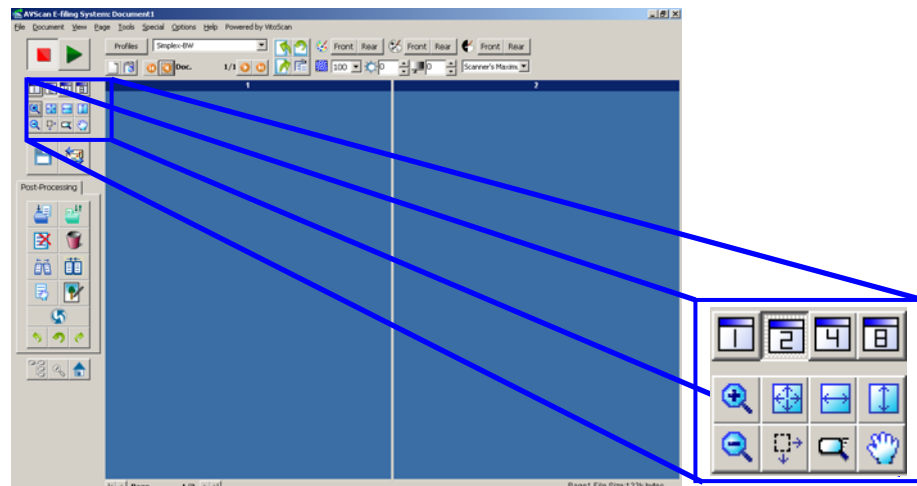


PIC E02412-1 Documents and Pages Key Function







User can use these eight icons to browse between documents and pages. The values next to the icon show the displayed Documents No. and displayed Pages No. / Total Documents No. and Total Pages No. respectively.

E.g. (PIC E02412-1) Total 2 Document and the first document is displayed. Total 2 Pages in the first document and the first page is displayed.

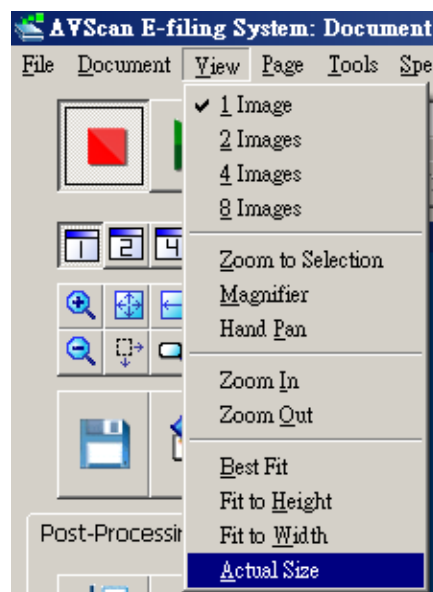
2.4.2 Image Display Function (Viewing)



PIC E0242-1 Image Display Functional Icon

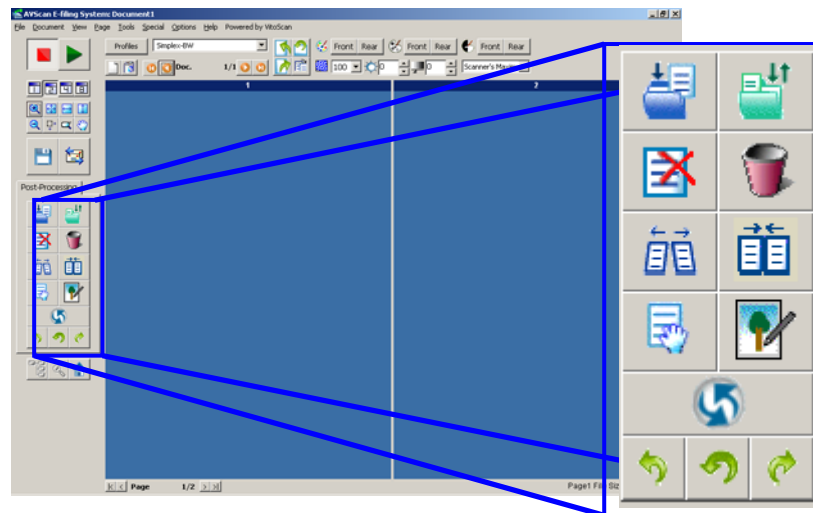
	Zoom In / Zoom Out <HotKey + Key><HotKey – Key>.
	Image Display Size. <i>Best Fit</i> <HotKey B Key>, Fit to Width <HotKey W Key> and Fit to Height <HotKey H Key>.
	Zoom to Selection.
	Magnifier.
	Hand Pan. Use it to drag the Image.
	Pages Displaying Icon. Display 1 / 2 / 4 / 8 pages in the screen.

Click "View" > "Actual Size", to view the actual size of image base on the degree of dpi.




PIC E0242-2 View Actual Size

2.4.3 Image Enhancement Function (Post Scan Processing)



PIC E0243-1 Image Enhancement Functional Buttons

Click  or <HotKey ESC Key> resets all actions (i.e. cancel selected function).

2.4.3.1 Insert Page



- Step 1 : Select the "**Insert Page**" button.
Step 2 : Click the Insert Destination.
(E.g. Click the Page 5 and insert the Page between Page 4 and 5.)
Step 3 : Click "Scan".
Result : The Scan files inserted to the destination pages.

Press  cancel the insertion.

2.4.3.2 Rescan Page




- Step 1 : Select the "**Rescan Page**" button.
Step 2 : Click the rescan target page and that page no. will be highlighted with green.
(E.g. Click the Page 5 and scan. Page 5 will be rescanned.)
Step 3 : Click "Scan".
Result : The target page will be substituted by a new scanned image.

Press  cancel "**Rescan**".

2.4.3.3 Delete Page



- Step 1 : Select "**Delete Page**" button.
Step 2 : Click the target pages and those page no. will be highlighted with red.
(E.g. Click the Page 2 and 4 to delete the pages.)

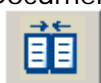
- Step 3 : Click  button or <Hot Key Space Bar> to confirm deletion.
Result : The selected pages will be deleted.

Press  cancel "**Delete Page**".

2.4.3.4 Split Document



- Step 1 : Click the "**Split Document**" button.
Step 2 : Click the first page of target pages.
Result : The Document is split.


Click  merges the split document.

2.4.3.5 Merge Document



- Step 1 : Click the **"Merge Document"** button. (Document No. should be > 1)
- Result : The displayed documents will merge with previous document.
If the first document is displayed, the second document will be merged after this process.
Repeat this process and the documents will be merged.



Click  to split the merged document.

2.4.3.6 Move Page



- Step 1 : Click **"Move Page"** button.
- Step 2 : Select the target page, drag and drop to the destination.
If the destination does not display on the screen, press "Page Up" or "Page Down" to show it.
- Result : Target Page will move to the destination.




Press  cancel **"Move Page"**.

2.4.3.7 Rotate Image

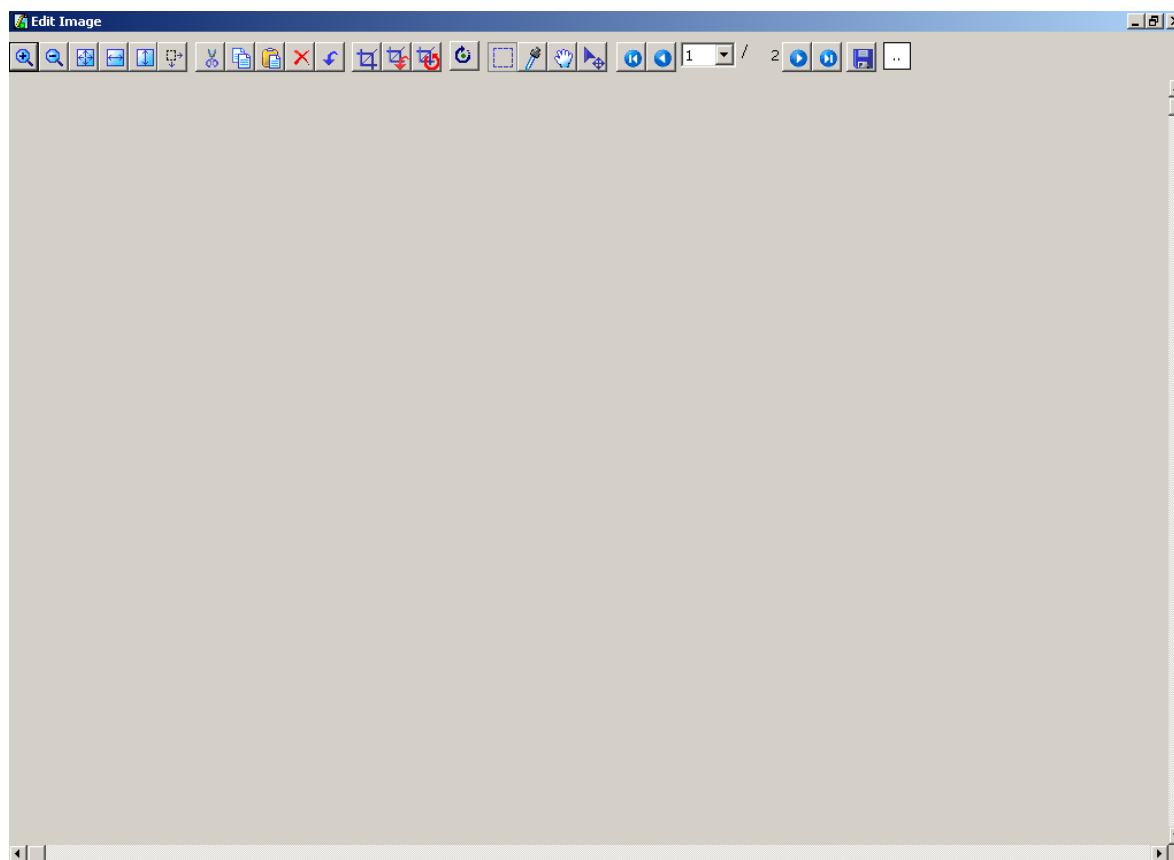


- Step 1 : Click the **"Rotate Image"** button. (Rotate Left, Flip or Rotate Right)
- Step 2 : Select the target page.
- Result : Target page will be rotated.






















Press  cancel **"Rotate Image"**.



2.4.3.8 Edit Image



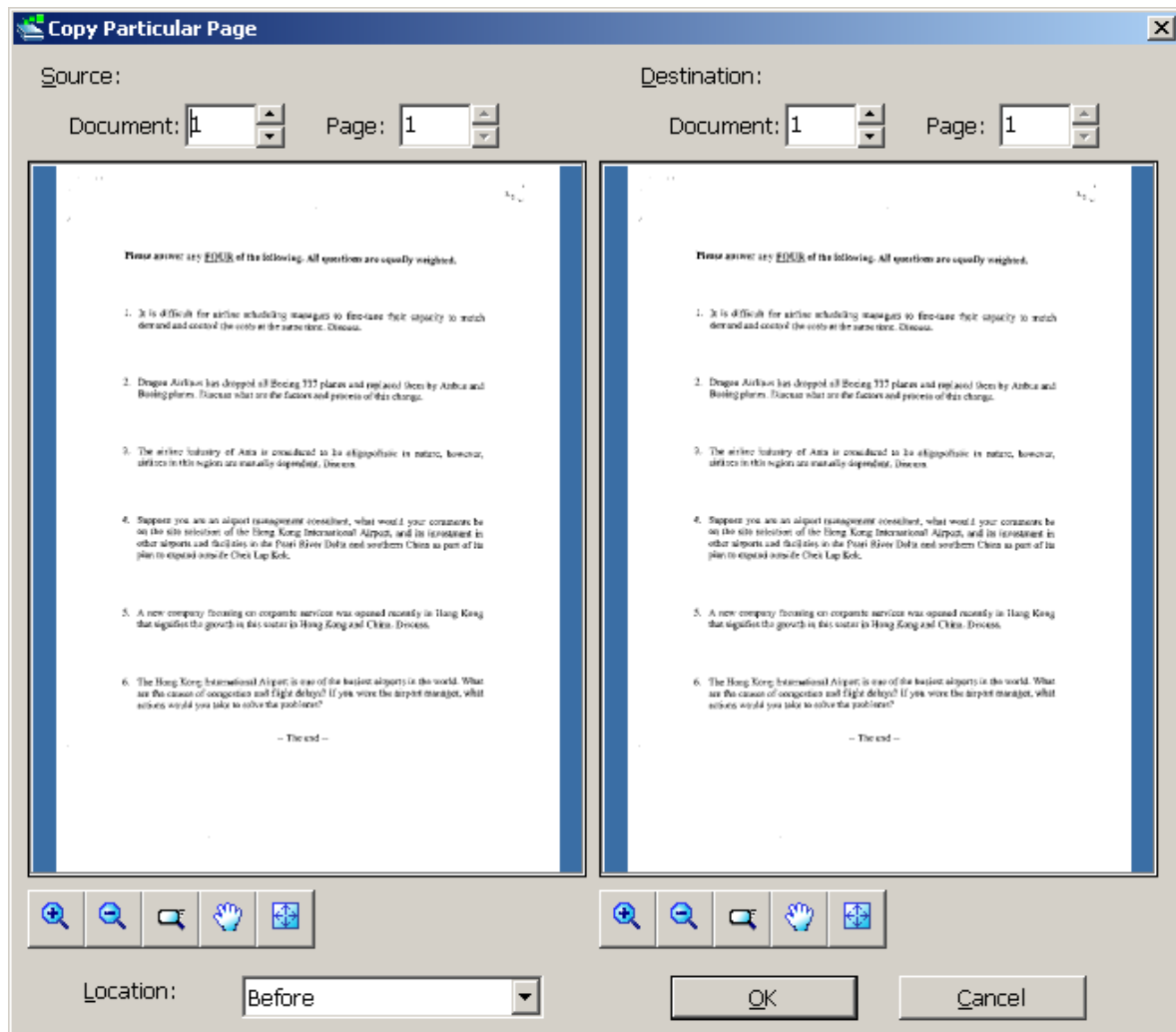
PIC E02438-1 Edit Image Interface

	Zoom In / Zoom Out
	Best Fit / Fit to Width / Fit to Height
	Zoom to selection
	Cut / Copy the selected region to clipboard
	Paste the clipboard content to the image
	Clear the selected region with the fill color
	Undo the previous operation
	Crop the selected region
	Undo the previous crop operation
	Redo the previous crop operation
	Rotate the image by numeric value
	Define the selection region
	Pick the color from the image as fill color
	Hand Pan

	Move the selection region
	First Page / Previous Page / Next Page / Last Page
	Save the image changes
	Pick the fill color 

Click  to save the enhancement and click  back to scanning interface.

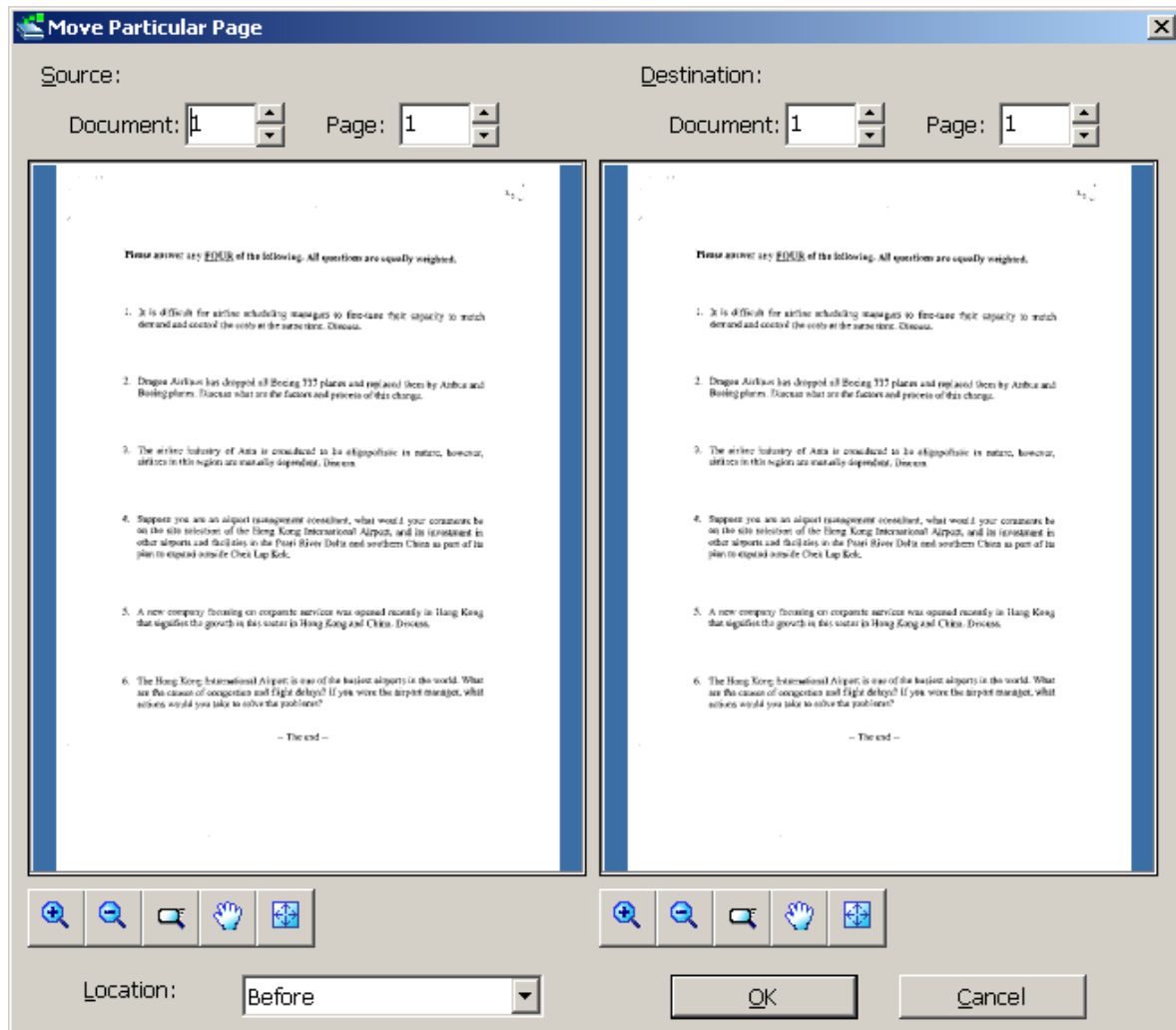
2.4.3.9 Copy Particular Page (Duplicate From Different Documents)



PIC E02439-1 Copy Particular Page

- Step 1: Click "Tools" → "Copy Particular Page".
- Step 2: In "Source", key in the document no. and page no. which is being duplicated.
- Step 3: In "Destination", key in the document no. and page no.
- Step 4: In "Location", select "Before" or "After".
- Step 5: Press "OK" to confirm or "Cancel" to cancel the operation.
- Result: The source page is duplicated before/after the destination page.

2.4.3.10 Move Particular Page (Move From Different Documents)

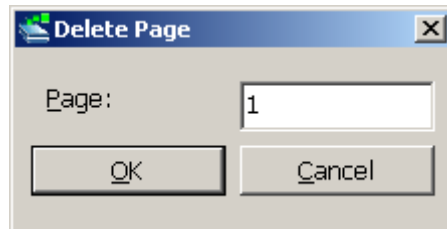


PIC E024310-1 Move Particular Page

- Step 1: Click "Tools" → "Move Particular Page".
- Step 2: In "Source", key in the document no. and page no. which is being moved.
- Step 3: In "Destination", key in the document no. and page no.
- Step 4: In "Location", select "Before" or "After".
- Step 5: Press "OK" to confirm or "Cancel" to cancel the operation.
- Result: The source page is moved before/after the destination page.

2.4.3.11 Delete Particular Page

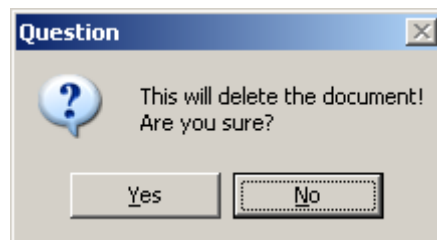
Step 1: Click "Tools" → "Delete Particular Page".



PIC E024311-1 Delete Particular Page

Step 2: Key in the page no. which is being deleted in PIC E024311-1.

Step 3: Press "OK" to confirm (then PIC E024311-2 will be shown) or "Cancel" to cancel the operation.

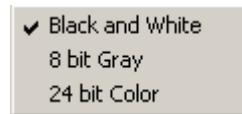


PIC E024311-2 Confirm deletion of document

Step 4: Click "Yes" to delete the document or "No" to cancel.

Result: The selected page is deleted.

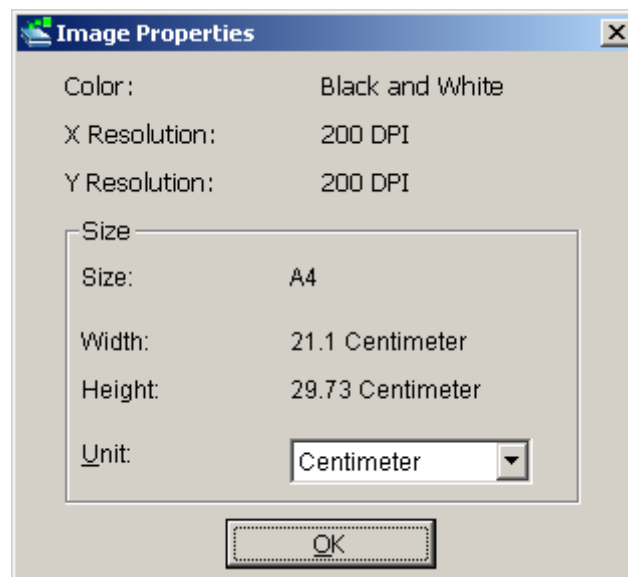
2.4.4 Change the Image Color



PIC E0244-1 **Change the Image Color Interface**

Right Click the image page and select "Image Color".

2.4.5 View the Image Properties



PIC E0245-1 **Image Properties Interface**

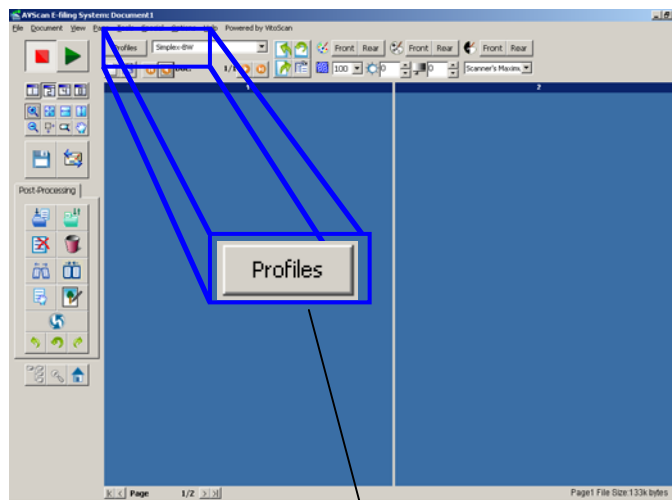
Right Click the image page and select "Properties".

2.5 Image Scan & Enhancement (Advance Functional Use)


Advance Function used to configure the Scanning Mode and modify the image more specific.

2.5.1 Scanning Features Configuration

Program will automatically enhance the image before add to the scanning interface with the Scanning Mode Configuration.

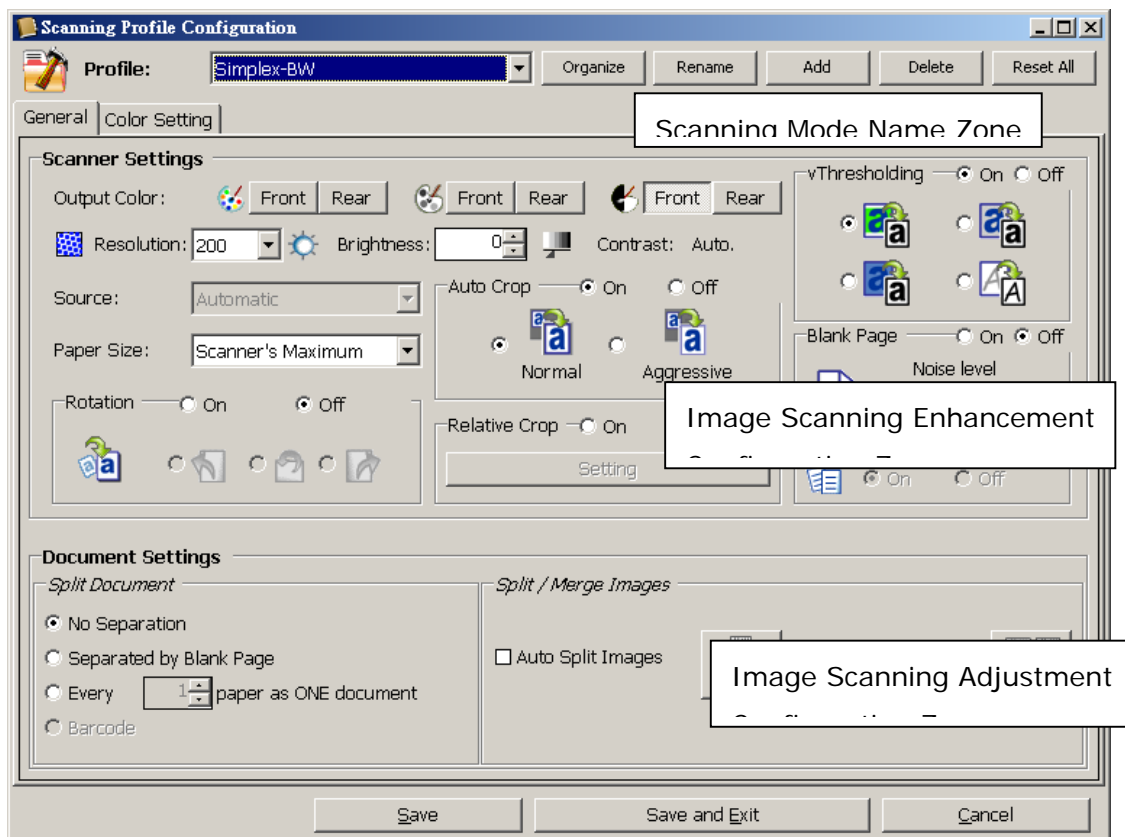


PIC E0251-1 Scanning Mode Selection Interface

Click "Options" → "Scanning Features" or press  to configure the Scanning Mode.

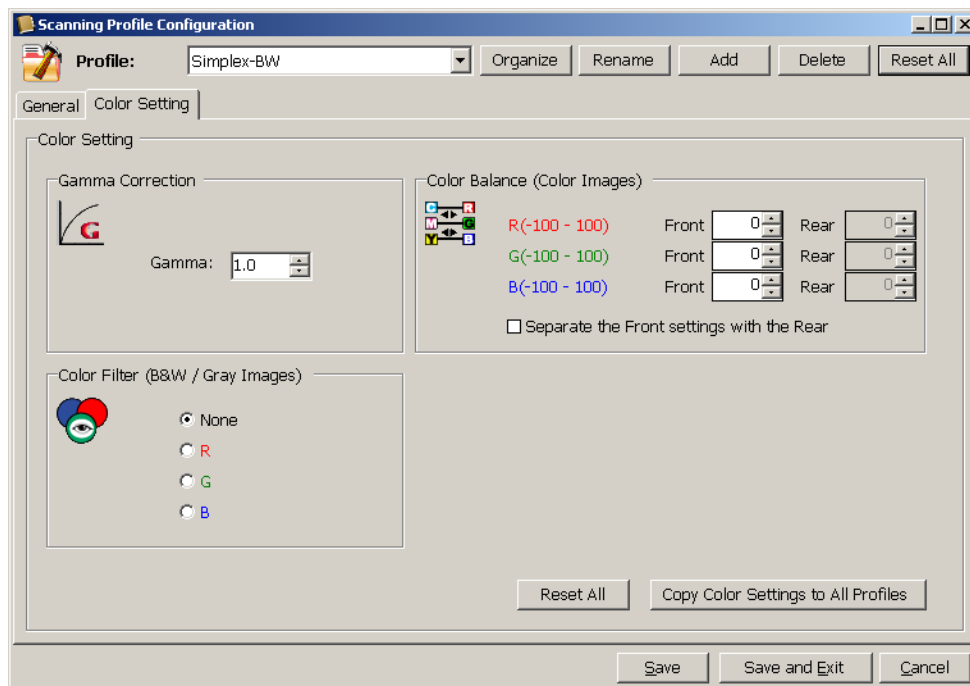
In Scanning Profile Configuration Interface, there are "General" and "Color Setting".

Under "General", user can adjust "Scanner Settings" and "Document Settings".



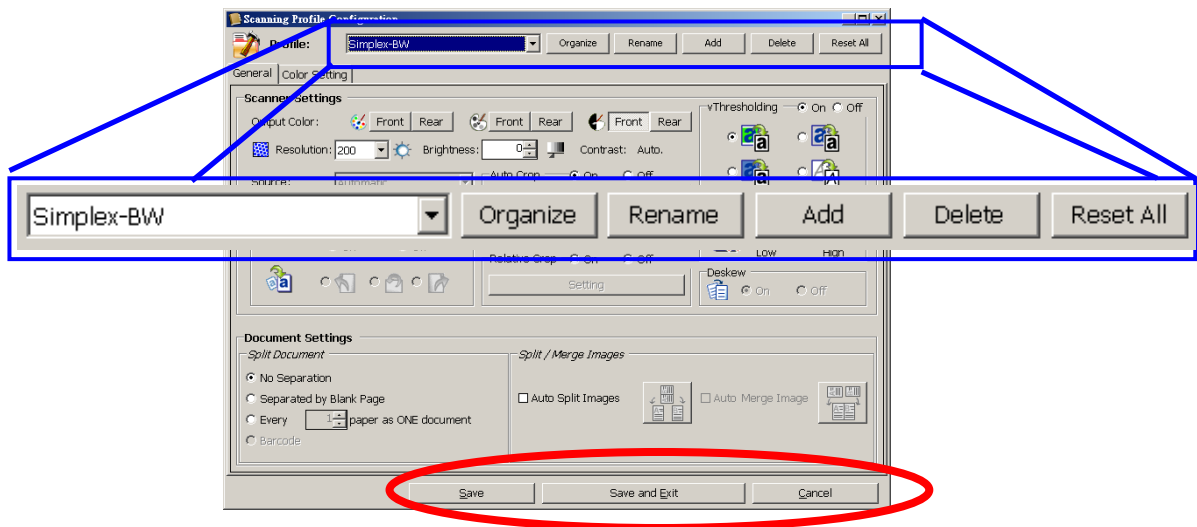
PIC E0251-2 Scanning Profile Configuration Interface (1)

Under "Color Setting", user can adjust "Gamma Correction", "Color Balance" and "Color Filter".



PIC E0251-3 Scanning Profile Configuration Interface (2)

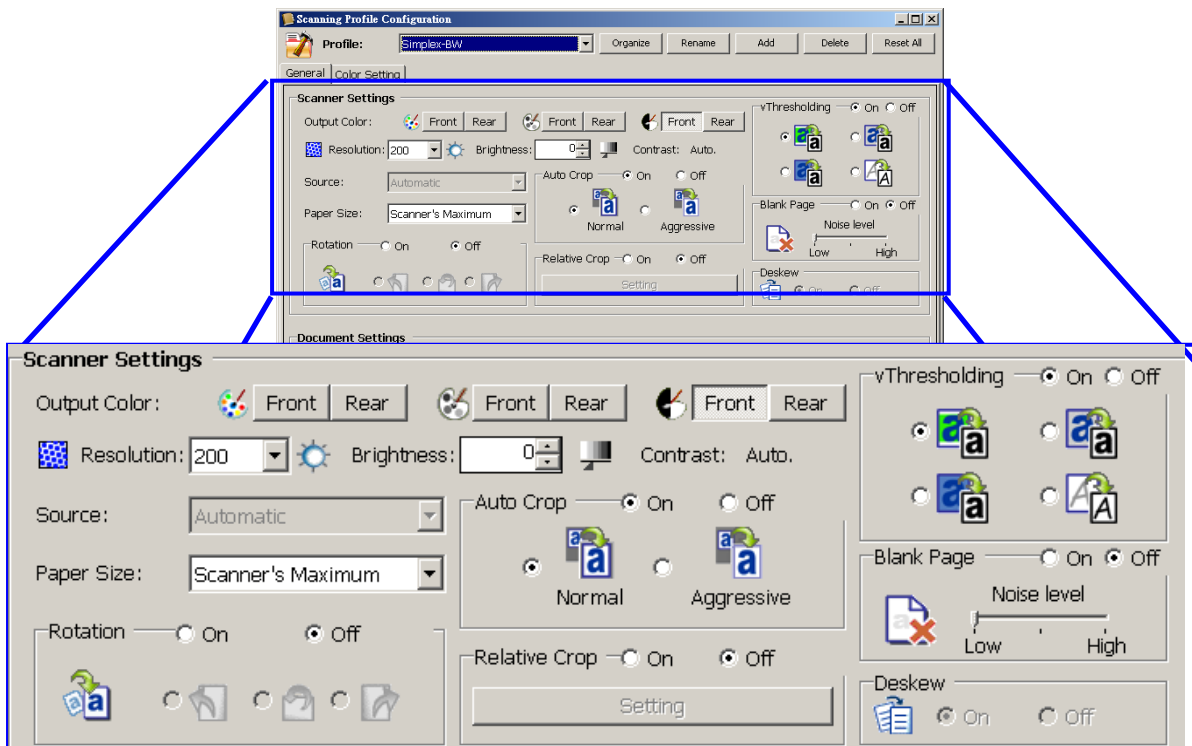
2.5.1.1 Scanning Mode Name Setting



PIC E02511-1 Scanning Mode Name Setting Configuration Interface

- Organize : Re-order the profile(s).
- Rename : Change the Name of Displayed Mode.
- Add : Add a New Mode.
- Delete : Delete Displayed Mode.
- Reset All : Reset all the Mode with default setting.
- Save : Save the Mode Setting.
- Save & Quit : Save the Mode Setting and back to Scanning Interface.
- Cancel : Cancel the Mode Setting and back to Scanning Interface.

2.5.1.2 Image Scanning Enhancement Configuration



PIC E02512-1 Image Scanning Enhancement Configuration Interface

2.5.1.2.1 Output Color



PIC E02512-1a Output Color Configuration Interface

This function is designed for scanning image output mode. According to the Output Color setting, program will scan the image as color, gray and/or binary mode. The setting can be simplex (Front / Rear) or duplex (Front & Rear) scanning.

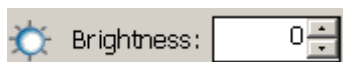
2.5.1.2.2 Resolution



PIC E02512-2a Resolution Configuration Interface

According to the Resolution setting, program will scan the images in different degree of dpi (range from 50-600 dpi).

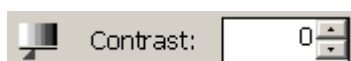
2.5.1.2.3 Brightness



PIC E02512-3a Brightness Configuration Interface

According to the Brightness setting, program will scan the images in different degree of brightness (range from -100 "dark" to +100 "bright").

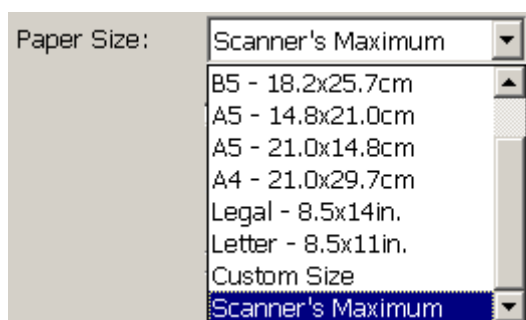
2.5.1.2.4 Contrast



PIC E02512-4a Contrast Configuration Interface

According to the Contrast setting, program will scan the images in different degree of contrast (range from -100 "less contrast" to +100 "great contrast").

2.5.1.2.5 Paper Size

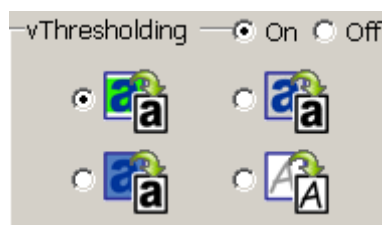


PIC E02512-5a Paper Size Configuration Interface

According to the Paper Size setting, program will capture the images in different size.

2.5.1.2.6 vThresholding (Support Black and White Image only)





vThresholding is an advanced imaging processing technology to automatically detect the colour contrast to create the best quality B/W image without the need to rescan.



PIC E02512-6a vThresholding Configuration Interface (1)

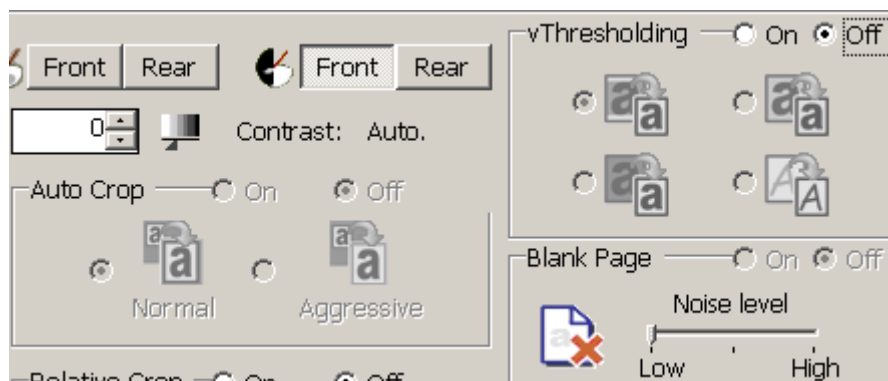
This function is designed for Black and White image only. When "Simplex-BW" or "Duplex-BW" mode is selected, vThresholding will be enabled automatically. User can select "On" or "Off".

When vThresholding is "On", 4 functions can be chosen:

- Dynamic vThresholding  : Integrate the function of darken background and pencil written paper vThresholdings, the image is scanned with optimized quality.
- Normal vThresholding  : The image can be scanned with higher quality.
- Darken Background  : Adjust colour contrast of scanned text on dark background colour.
- Pencil written paper  : Adjust colour contrast of light colour text such as pencil text.

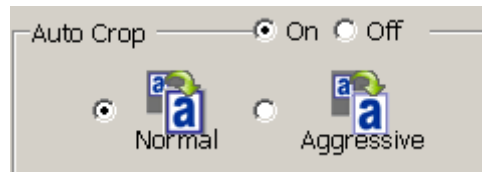
!! Attention !! When multiple color mode (Binary + Gray ; Binary + Color ; Gray + Color ; Binary + Gray + Color) is selected, vThresholding is disabled automatically.

!! Attention !! When vThresholding is "Off", Auto Crop & Blank Page Removal function will be disabled automatically.



PIC E02512-6b vThresholding Configuration Interface (2)

2.5.1.2.7 Auto Crop



PIC E02512-7a Auto Crop Configuration Interface

User can select to use this function or not. When "On" is selected, program does the cropping process on the image. Two modes can be chosen: "Normal" and "Aggressive".

Aggressive Cropping can automatically straighten image and eliminate borders around image during scanning.

!! Attention !! When multiple color mode (Binary + Gray ; Binary + Color ; Gray + Color ; Binary + Gray + Color) is selected, Auto Crop is disabled automatically.

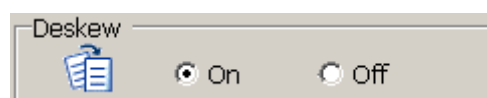
2.5.1.2.8 Rotation



PIC E02512-8a Rotation Configuration Interface

According to the Rotation setting, program will automatically rotate the image before add-in. There are three modes of rotation: Rotate 90 degrees CCW, Flip and Rotate 90 degrees CW.

2.5.1.2.9 Deskew

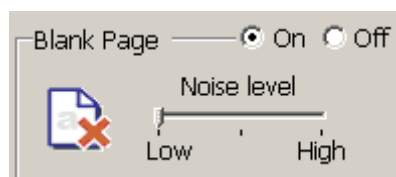


PIC E02512-9a Deskew Configuration Interface

According to the Deskew setting, program do the deskew process on the image.

!! Attention !! When multiple color mode (Binary + Gray ; Binary + Color ; Gray + Color ; Binary + Gray + Color) is selected, Deskew is disabled automatically.

2.5.1.2.10 Blank Page Removal



PIC E02512-10a Blank Page Removal Configuration Interface

System will delete the blank page with blank page definition setting. User can select to use this function or not. If "Off" is selected, "Noise level" will be disabled. If "On" is selected, user can adjust the noise level ranges from low to high.

According to the noise level in configuration, program removes the blank page in the document.

!! Attention !! When multiple color mode (Binary + Gray ; Binary + Color ; Gray + Color ; Binary + Gray + Color) is selected, Blank Page Removal is disabled automatically.

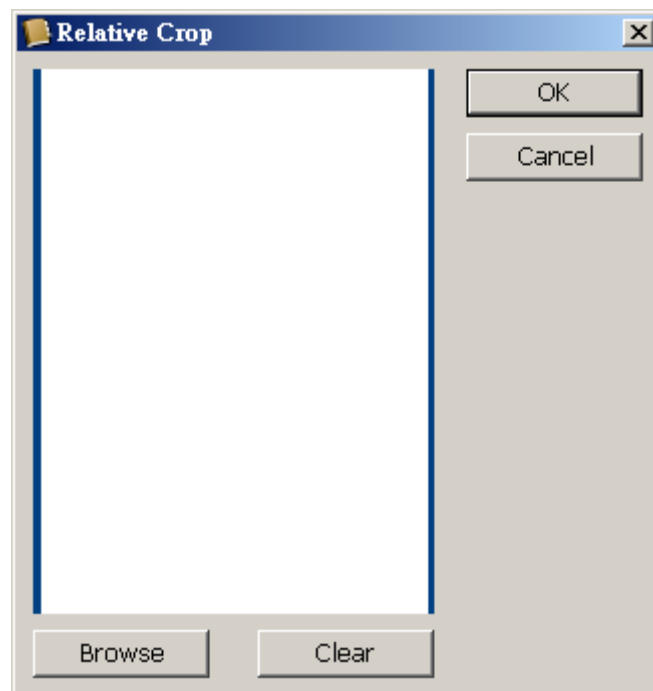
!! Attention !! If Blank Page is "On", "Split / Merge Images functions" in Document Setting will be automatically disabled.

2.5.1.2.11 Relative Crop



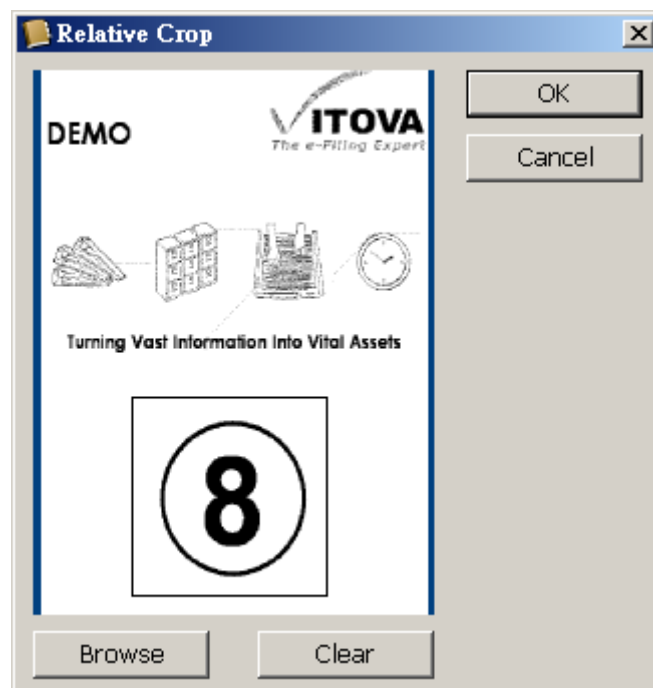
PIC E02512-11a Relative Crop Configuration Interface

System will crop the "first scanning image" according to the setting on template. Click "On" of Relative Crop, "Setting" button will be enabled. Click "Setting", PIC E02512-11b will be displayed.



PIC E02512-11b Select Template

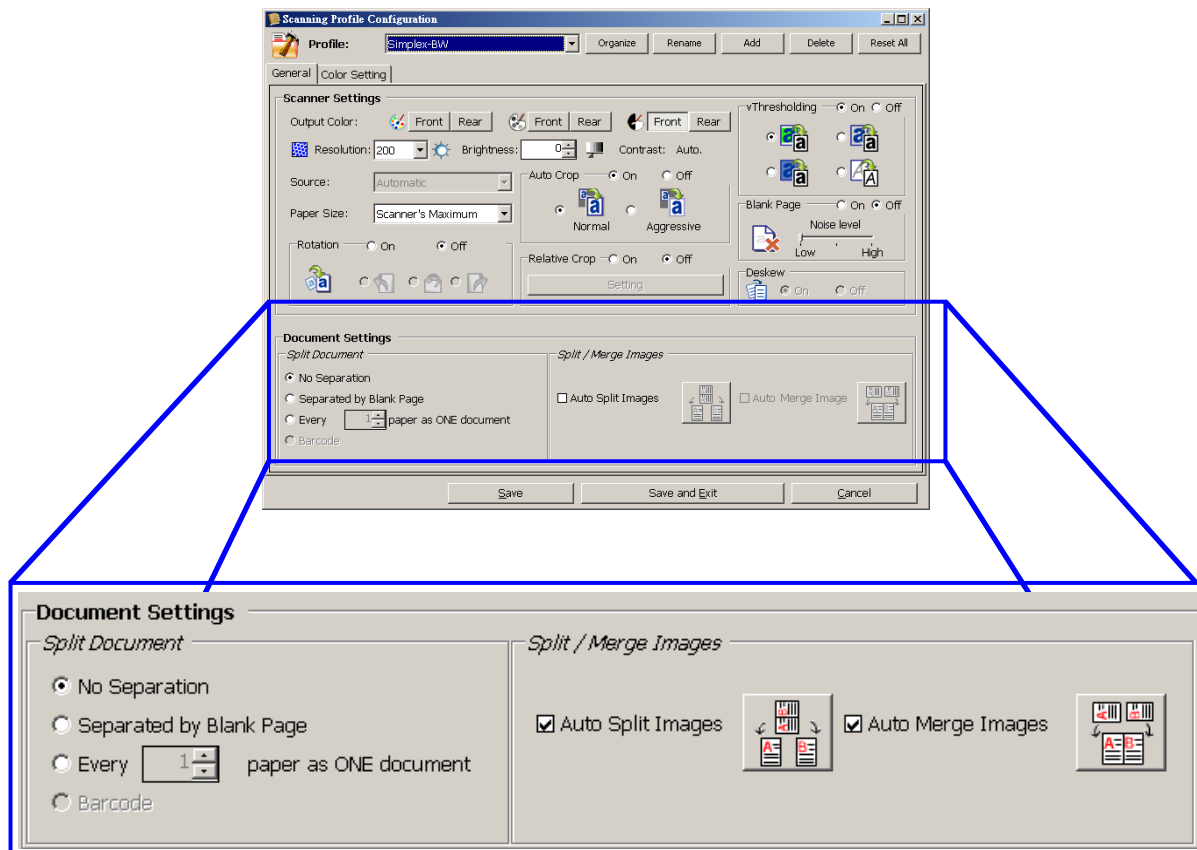
Click "Browse" and select a template, and then select the cropping zone.
Click "OK" to confirm.



PIC E02512-11c Relative Crop Configuration Interface

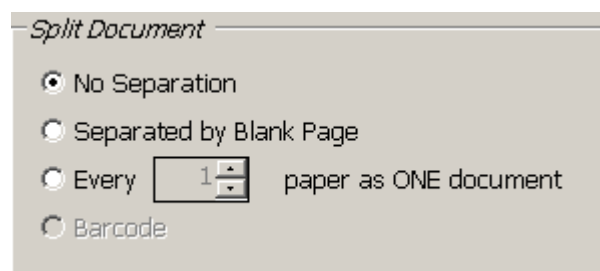
As a result, the first page of each scanning batch will be cropped base on this setting.

2.5.1.3 Image Scanning Adjustment Configuration



PIC E02513-1 Image Scanning Adjustment Configuration Interface

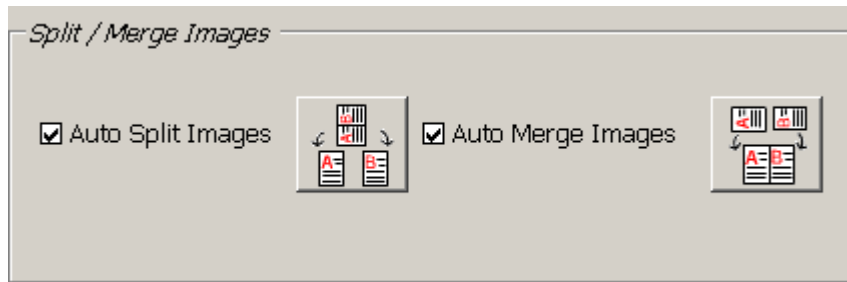
2.5.1.3.1 Split Document



PIC E02513-1a Split Document

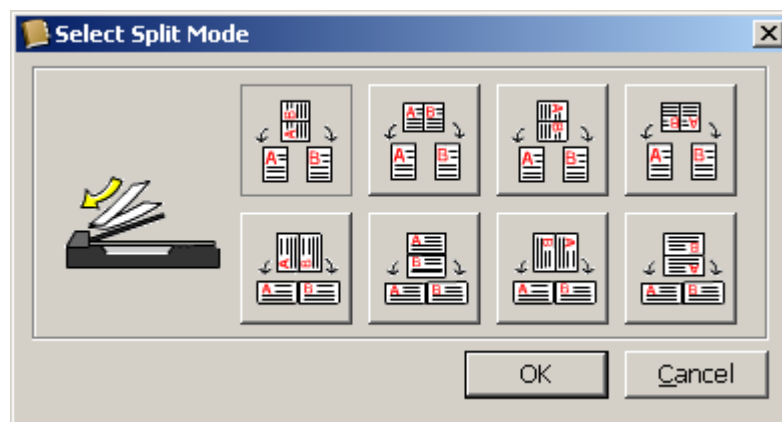
- No Separation : Program will not separate the document.
- Separated by Blank Page : Program will detect the scanning image. If the image is a blank page, program will treat it as a separator and split it as another document.
- Every <number> paper as ONE document : Program will split the document according to the number of paper.
!! Attention !! For simplex scanning, "Paper" means "per image"; for duplex scanning, "Paper" means "two images".

2.5.1.3.2 Split / Merge Images



PIC E02513-2a Split / Merge Images

- Auto Split Images : Automatic split the images horizontally or vertically.

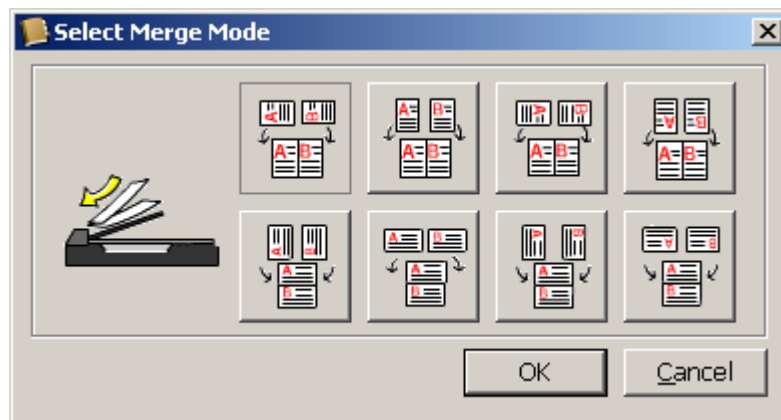


PIC E02513-2b Split Model Selection Interface

Select between 8 Split Modes. Top and bottom of each icon are showing the scanning paper input direction (Follow the yellow arrow) and image process output respectively. (This mode is mainly suitable for Book Scan.)

!! Attention !! Please reverse the image if the input scanning paper is face down.

- Auto Merge Images : Automatic merge the images horizontally or vertically. Only when "Duplex" scanning mode is selected, "Auto Merge Images" will be enabled.



PIC E02513-2c Merge Model Selection Interface

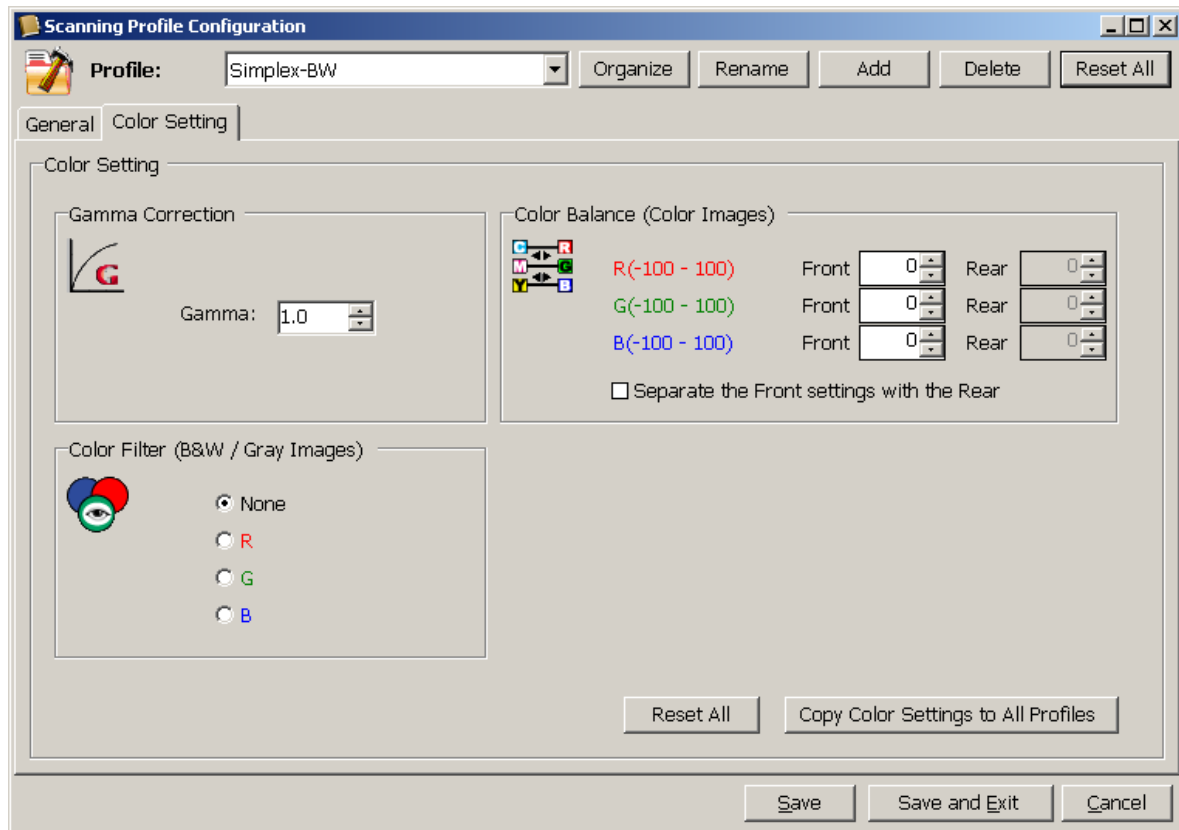
Select between 8 Merge Modes. Top and bottom of each icon are showing the scanning paper input direction (Follow the yellow arrow) and image process output respectively. (This mode is mainly suitable for Book Scan.)

!! Attention !! Please reverse the image if the input scanning paper is face down.

!! Attention !! When "Simplex" scanning mode is selected, only "Auto Split Images" is enabled. When "Duplex" scanning mode is selected, both "Auto Split Images" and "Auto Merge Images" are enabled. But only either of them can be selected.

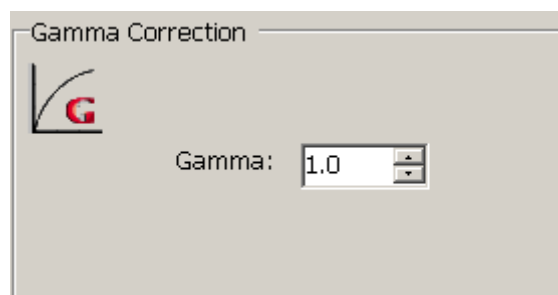
!! Attention !! When multiple color mode (Binary + Gray ; Binary + Color ; Gray + Color ; Binary + Gray + Color) is selected, the whole part of Document Setting is disabled automatically.

2.5.1.4 Color Setting



PIC E02514-1 Color Setting Interface

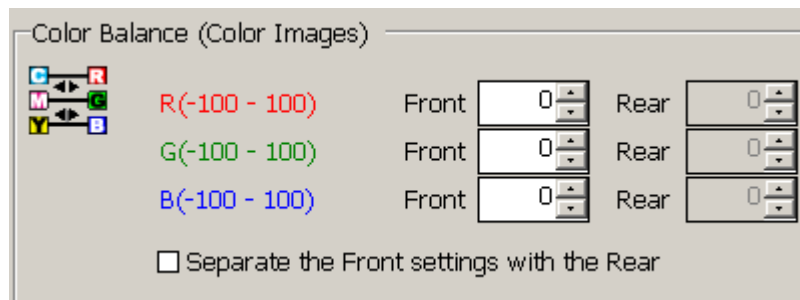
2.5.1.4.1 Gamma Correction



PIC E02514-1a Gamma Correction Interface

According to the degree of gamma, ranges from 0.1 to 4.3, program will do the gamma correction on scanning images.

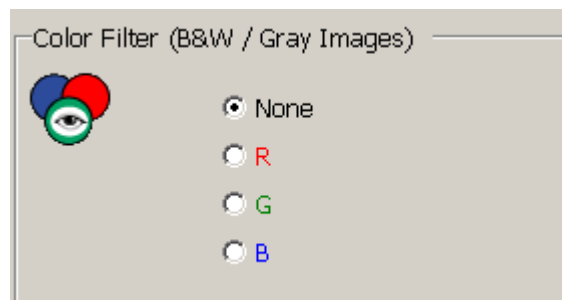
2.5.1.4.2 Color Balance



PIC E02514-2a Color Balance Interface

Program will scan the color images (front & rear) according to the adjustment of color balance. User can select whether separate the Front settings with the Rear.

2.5.1.4.3 Color Filter

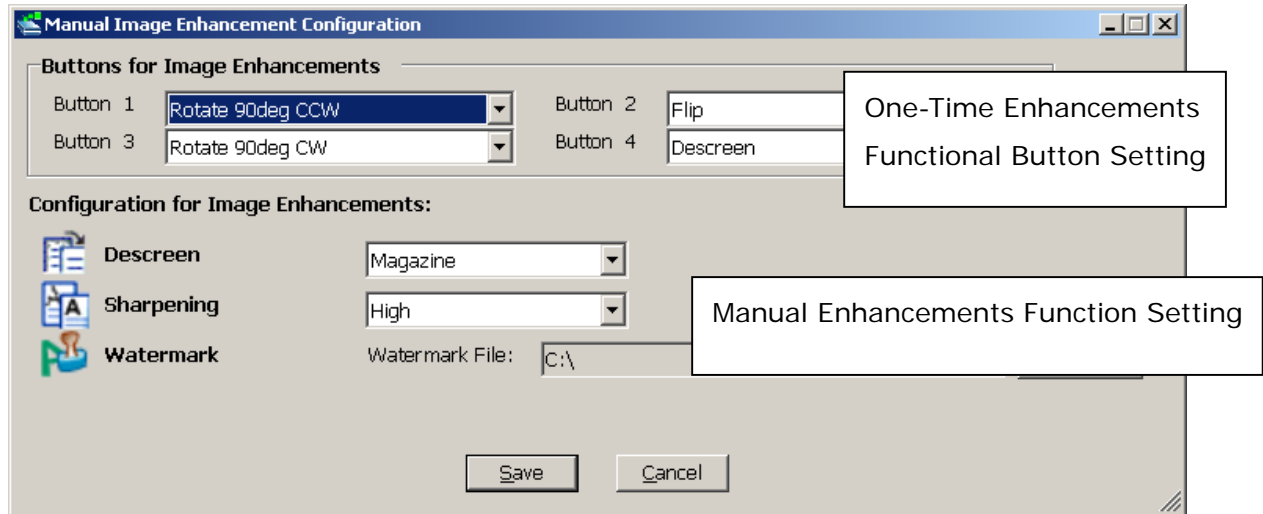


PIC E02514-3a Color Filter Interface

Program will do the color filter on binary or gray images according to the setting. User can select the color filter by red, green or blue.

2.6 Manual Enhancements Configuration

Manual Enhancement Process on Scanning Interface is according to this Configuration.



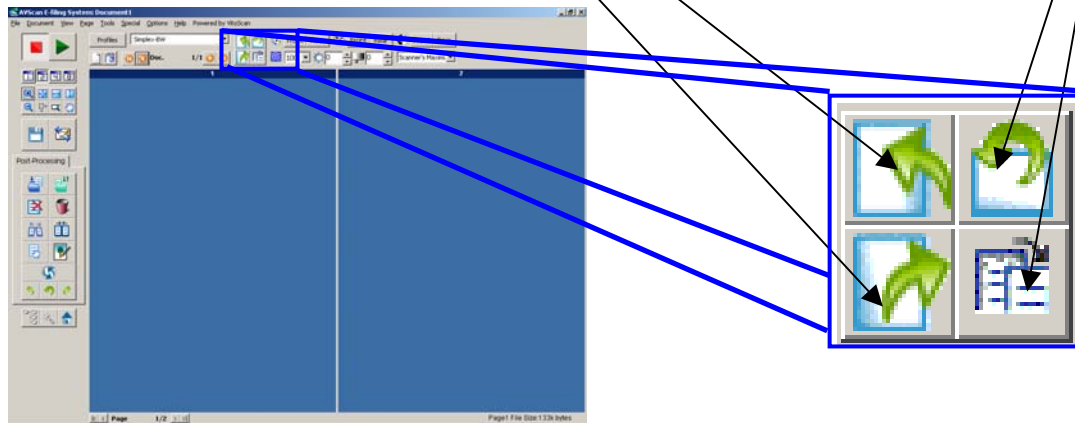
PIC E026-1 Manual Enhancements Configuration Interface

Click "Options" → "Manual Enhancement".

2.6.1 One-Time Enhancements Functional Button Setting

Button 1	Rotate 90deg CCW	Button 2	Flip
Button 3	Rotate 90deg CW	Button 4	Descreen

PIC E0261-1a One-Time Enhancements Functional Button Setting






PIC E0261-1b One-Time Enhancements Functional Button Setting

User can use four functional buttons on Scanning Interface to process one-time enhancements to the image documents displayed. In this setting, user can set the optional buttons to make the enhancement easier.

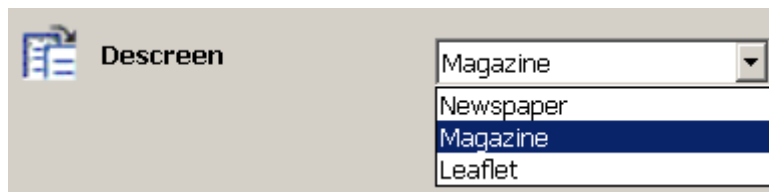
2.6.2 Manual Enhancements Function Setting

Configuration for Image Enhancements:

	Descreen	Magazine
	Sharpening	High
	Watermark	Watermark File: C:\

PIC E0262-1 Manual Enhancements Function Setting Interface

2.6.2.1 Descreen

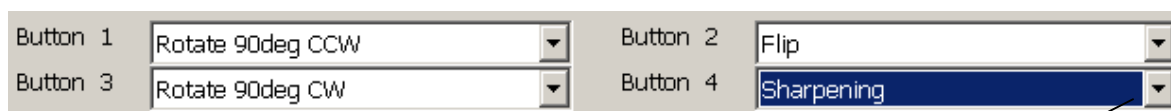


PIC E02621-1 Descreen Setting Interface

For Descreen setting, 3 modes "Newspaper", "Magazine" and "Leaflet" can be selected.

2.6.2.2 Sharpening

For easier enhancement, the functional button can be changed. E.g. Change "Descreen" to "Sharpening" (Button 4).



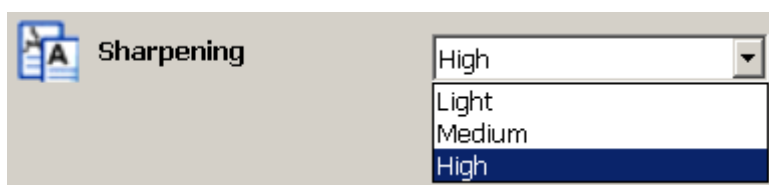
PIC E02622-1a Sharpening Setting Interface (1)

Then, on the scanning interface, the button will also be changed automatically. When pressing this sharpening icon, all the images in the document will be sharpened in a batch.



PIC E02622-1b Sharpening button on Scanning Interface

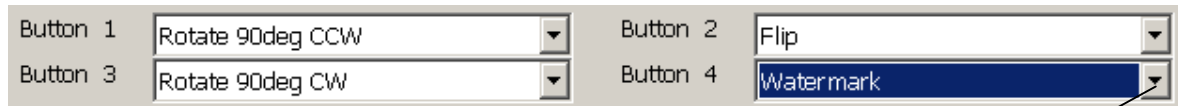
The degree of Sharpening can be adjusted, i.e. Light, Medium and High. Program will sharpen the images according to this degree when pressing "Sharpening" button.



PIC E02622-1c Sharpening Setting Interface (2)

2.6.2.3 Watermark

For easier enhancement, the button can be changed to Watermark.



PIC E02623-1a Watermark Setting Interface (1)

Then, on the scanning interface, the button will also be changed automatically. When pressing this watermark icon, watermark will be added on all the images in the document in a batch.

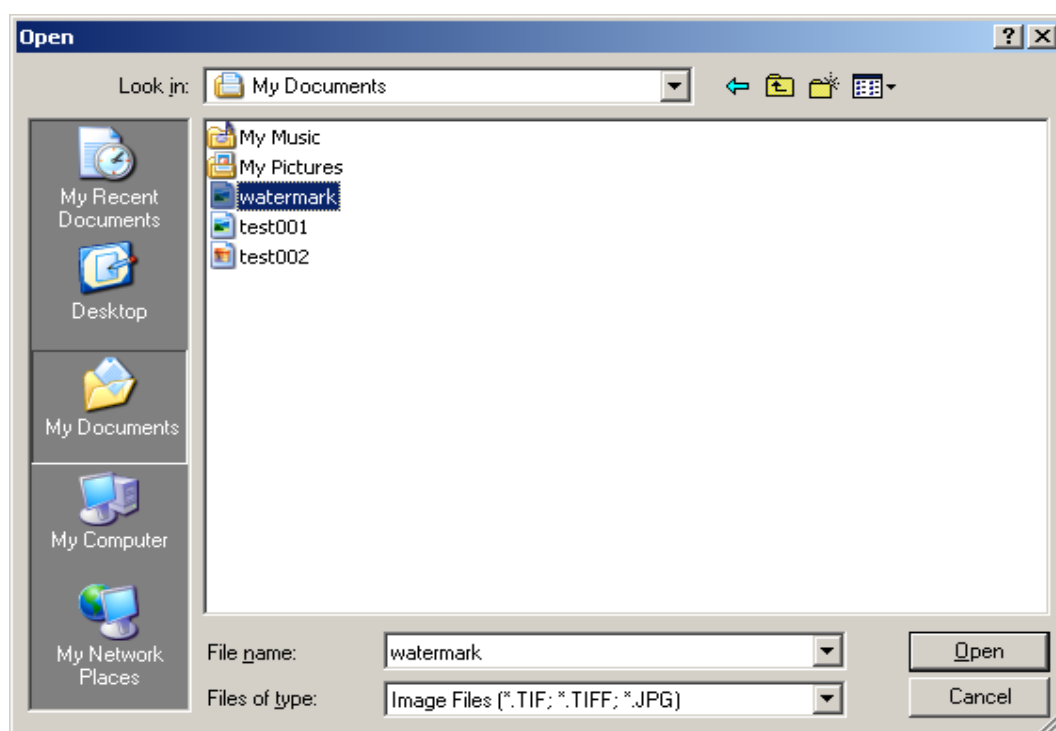


PIC E02623-1b Watermark button on Scanning Interface

Click "Browse" to open the watermark file.



PIC E02623-1c Browse Watermark File Interface

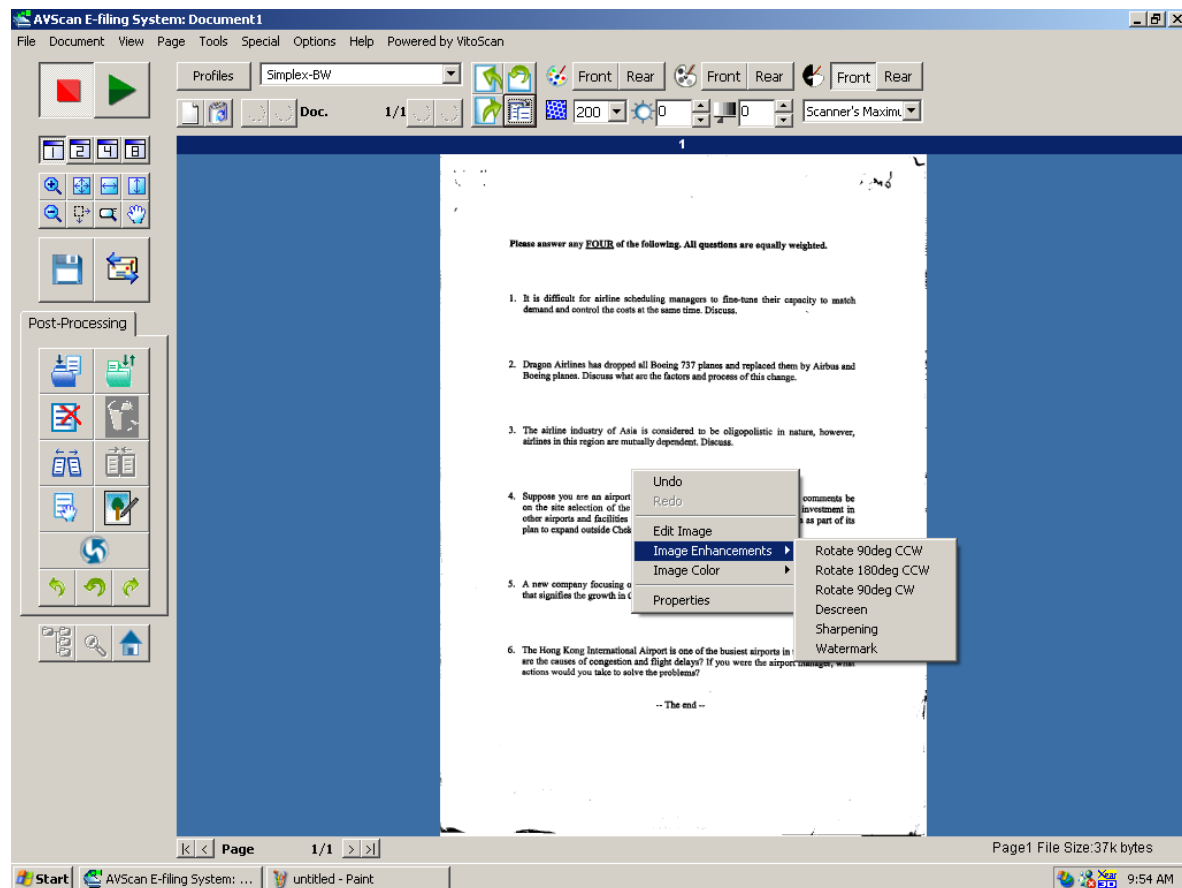


PIC E02623-1d Open Watermark File Interface

2.6.3 Manual Enhancements

Image can be enhanced one by one.

Right click the Image → “Image Enhancements” and select the function.



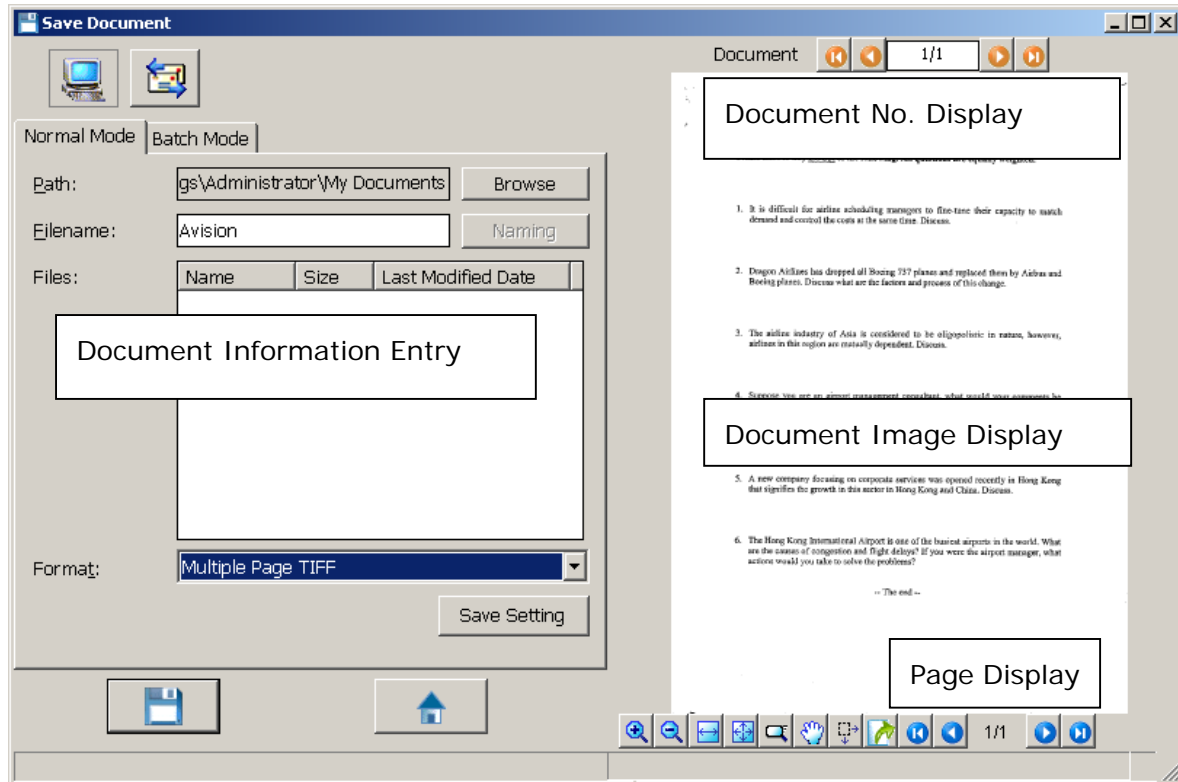
PIC E0263-1 Manual Enhancements on Scanning Interface




PIC E0263-2 Manual Enhancements Selection

2.7 Save Documents

There are two types of saving method allowed.



PIC E027-1 Saving Interface

Click  or <HotKey V Key> to save documents one by one.

After clicking the button, you can save the documents through "Save" interface.

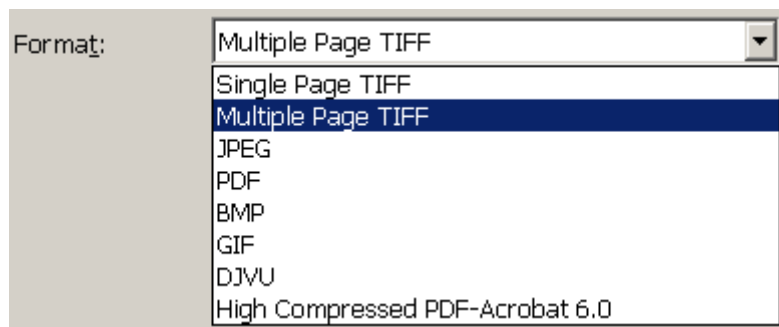


Save to File : Save the scanned files to your computer independently.



E-mail Files : E-mail the scanned files with default mailing system.

User can save the documents to File or E-mail the document.

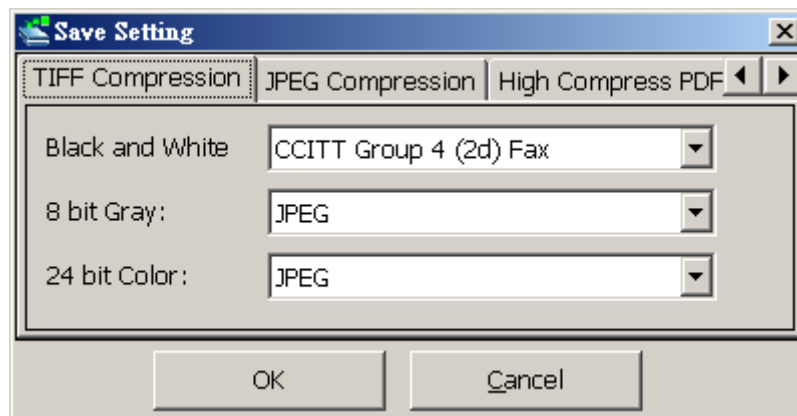


PIC E027-2 Save Format Selection

AVScan provides different formats for saving documents.

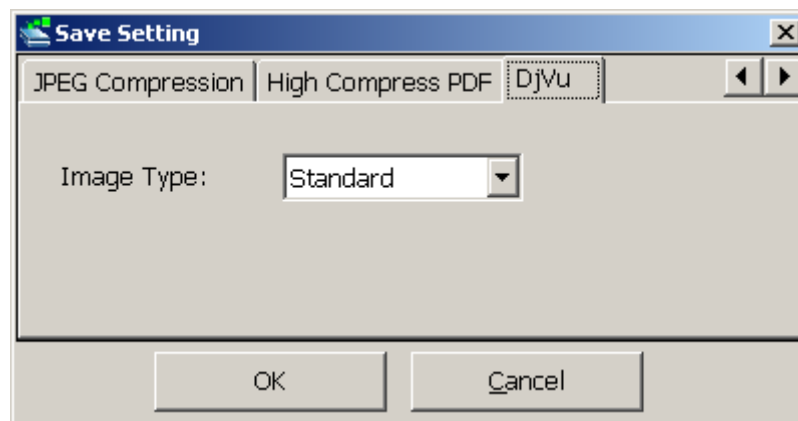
AVScan provides a built-in **high-compressed PDF (HCPDF)** conversion technology that can compress a colour document file to the same size as its monochrome equivalent, allowing more versatile handling and network transmission.

DjVu is the premier open platform for managing, storing and exchanging colour documents without sacrificing visual quality, text resolution, and legibility. With AVScan, unlimited pages of scanned documents can be converted into DjVu format in a second. This flexibility reduces the cost and consumption of file storage and bandwidth for images.



PIC E027-3a Save Setting Interface

<!!Attention!! The image with JPEG Compression cannot be opened by "Windows Picture and Fax Viewer" in Windows XP, but it is supported by "Imaging" in Windows 2000.>



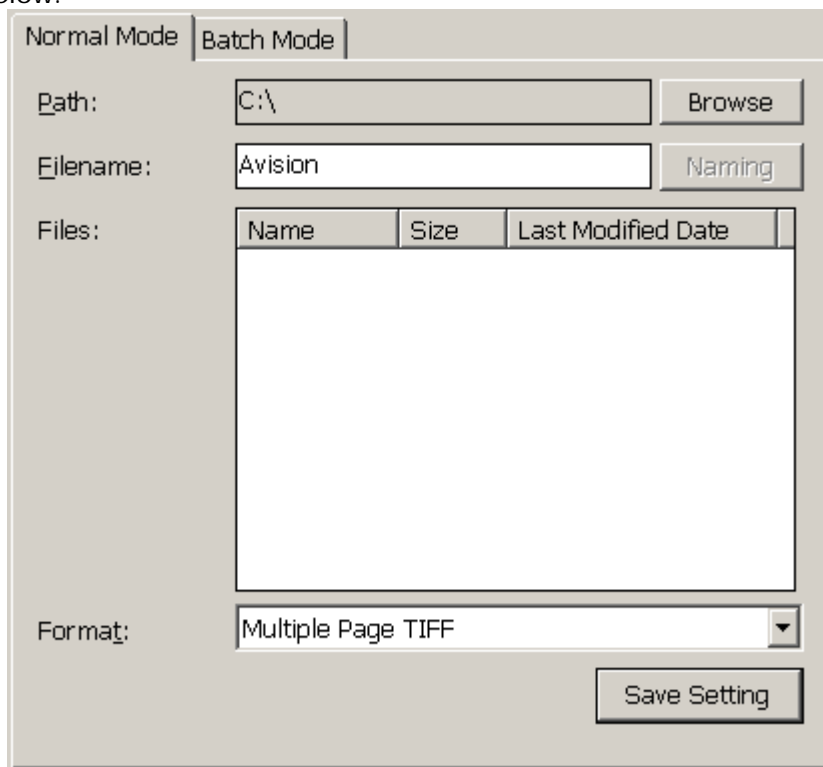
PIC E027-3b Save Setting Interface

Save Setting configures the TIFF compression format, JPEG compression ratio, High Compress PDF format and DjVu.

2.7.1 Save to File – Save the scanned files to your computer independently



Select "Save Document to File System" and the PIC of "Normal Mode" will be shown as below.



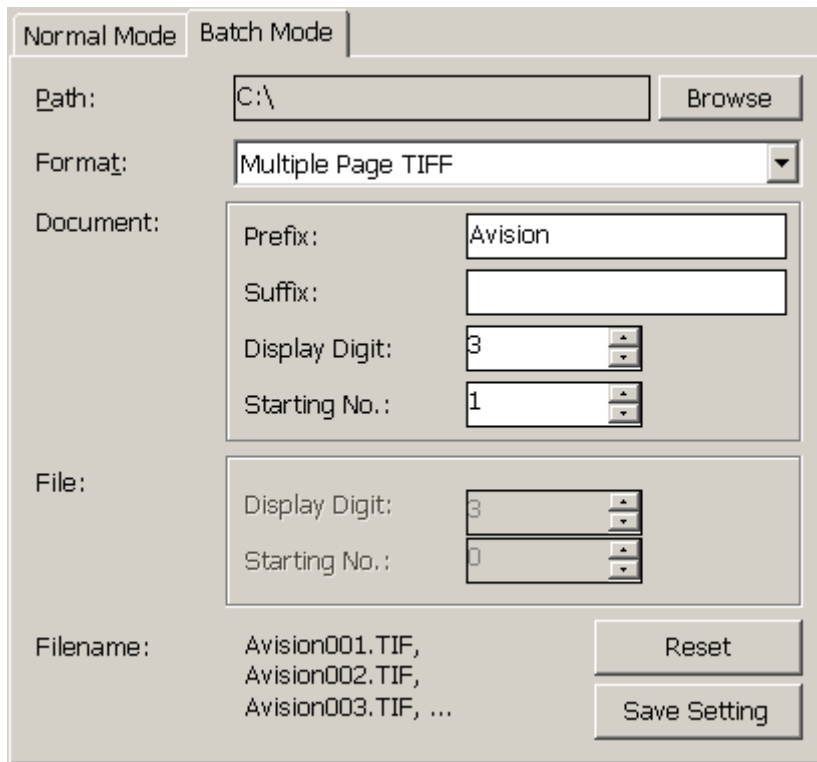
The screenshot shows a software interface with two tabs: "Normal Mode" (selected) and "Batch Mode". Below the tabs are several input fields and buttons. The "Path:" field contains "C:\", with a "Browse" button to its right. The "Filename:" field contains "Avision", with a "Naming" button to its right. Below these is a table labeled "Files:" with three columns: "Name", "Size", and "Last Modified Date". The table is currently empty. At the bottom, there is a "Format:" dropdown menu set to "Multiple Page TIFF" and a "Save Setting" button.

PIC E0271-1 Save to File – Normal Mode Interface

Each document is saved as different name individually.

Path	Destination Folder
Filename	Enter the File Name of the Document
Files	List the files in Destination Folder. Select the files to do the replacement or save as a new file.
Format	The output format as Single-Page TIFF, Multiple Page TIFF, JPEG, PDF, BMP, GIF, DJVU and High Compressed PDF-Acrobat 6.0. If multi-page of document saves as Single-Page TIFF or JPEG format, the default file name is IMAGEXXX.YYY (XXX presents as page no., YYY presents as output format.)
Automatic Naming (Automatic Generate File Name)	If multi-page of document saves as Single-Page TIFF or JPEG format, the default file name is automatic generate as IMAGEXXX.YYY (XXX presents as page no., YYY presents as output format.)

Besides "Normal Mode", "Batch Mode" can also be selected and the PIC will be shown as below.



The screenshot shows the "Batch Mode" tab of a software interface. It includes fields for "Path" (C:\), "Format" (Multiple Page TIFF), "Document" settings (Prefix: Avision, Suffix: , Display Digit: 3, Starting No.: 1), "File" settings (Display Digit: 3, Starting No.: 0), and a "Filename" list showing "Avision001.TIF, Avision002.TIF, Avision003.TIF, ...". Buttons for "Browse", "Reset", and "Save Setting" are also present.


Normal Mode		Batch Mode	
Path:	C:\	Browse	
Format:	Multiple Page TIFF		
Document:	Prefix:	Avision	
	Suffix:		
	Display Digit:	3	
	Starting No.:	1	
File:	Display Digit:	3	
	Starting No.:	0	
Filename:	Avision001.TIF, Avision002.TIF, Avision003.TIF, ...		Reset Save Setting

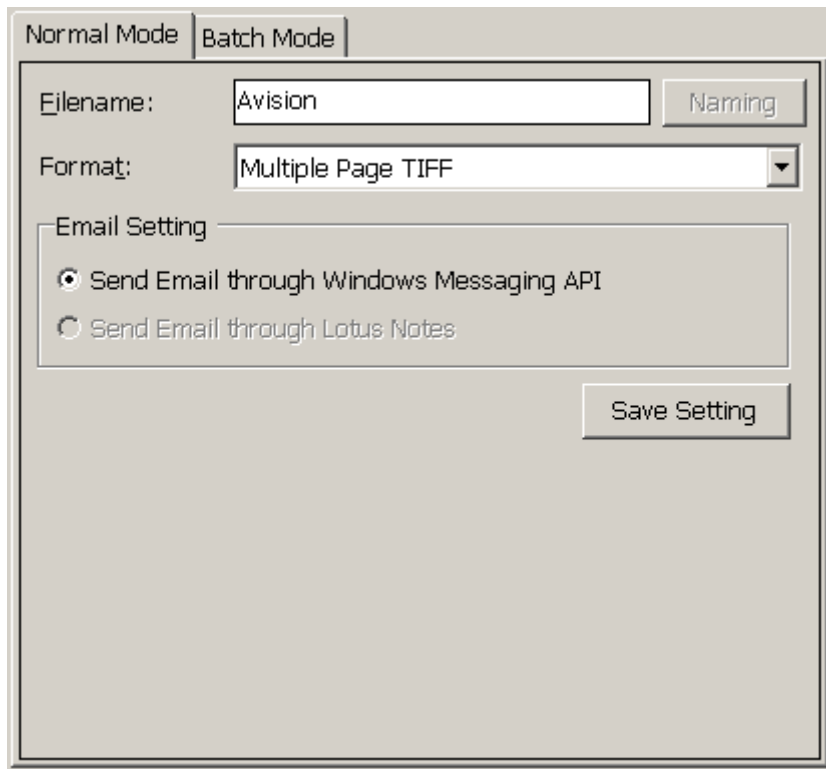
PIC E0271-2 Save to File – Batch Mode Interface

AVScan support "Automatic Naming" function, which can save all the documents with series format.

2.7.2 E-Mail File



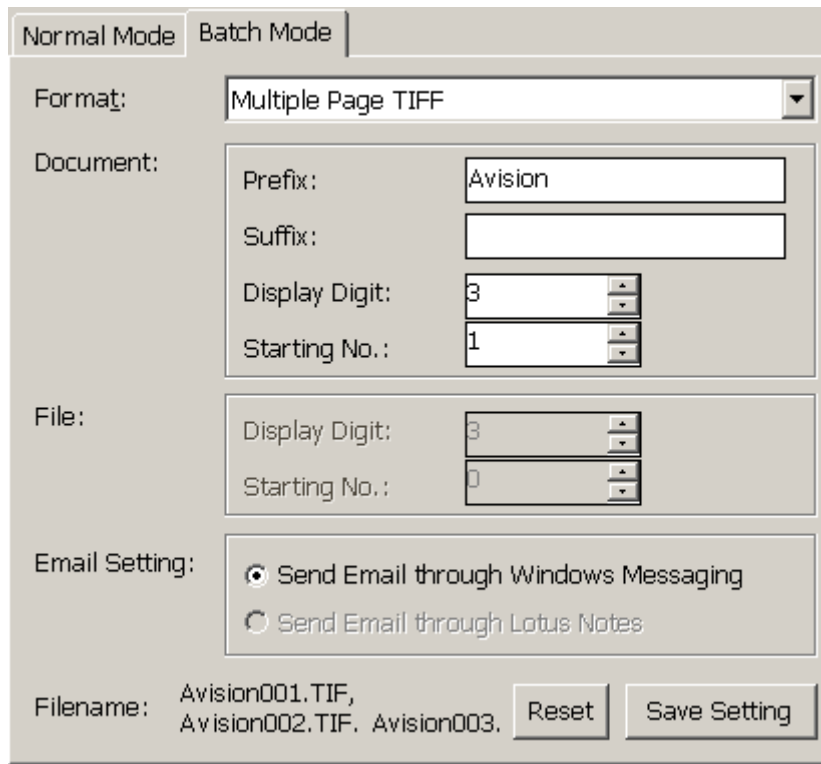
Click  or <HotKey M Key> to E-mail the documents directly. The PIC of “Normal Mode” will be shown as below.



The screenshot shows a software interface titled "Normal Mode" and "Batch Mode". It features a "Filename:" field with the text "Avision" and a "Naming" button. Below this is a "Format:" dropdown menu set to "Multiple Page TIFF". An "Email Setting" section contains two radio buttons: "Send Email through Windows Messaging API" (selected) and "Send Email through Lotus Notes". A "Save Setting" button is located at the bottom right of the interface.

PIC E0272-1 E-Mail File – Normal Mode Interface

Besides "Normal Mode", "Batch Mode" can also be selected and the PIC will be shown as below.




The screenshot shows the 'Batch Mode' interface of the software. It features two tabs: 'Normal Mode' and 'Batch Mode', with 'Batch Mode' currently selected. The interface is organized into several sections:

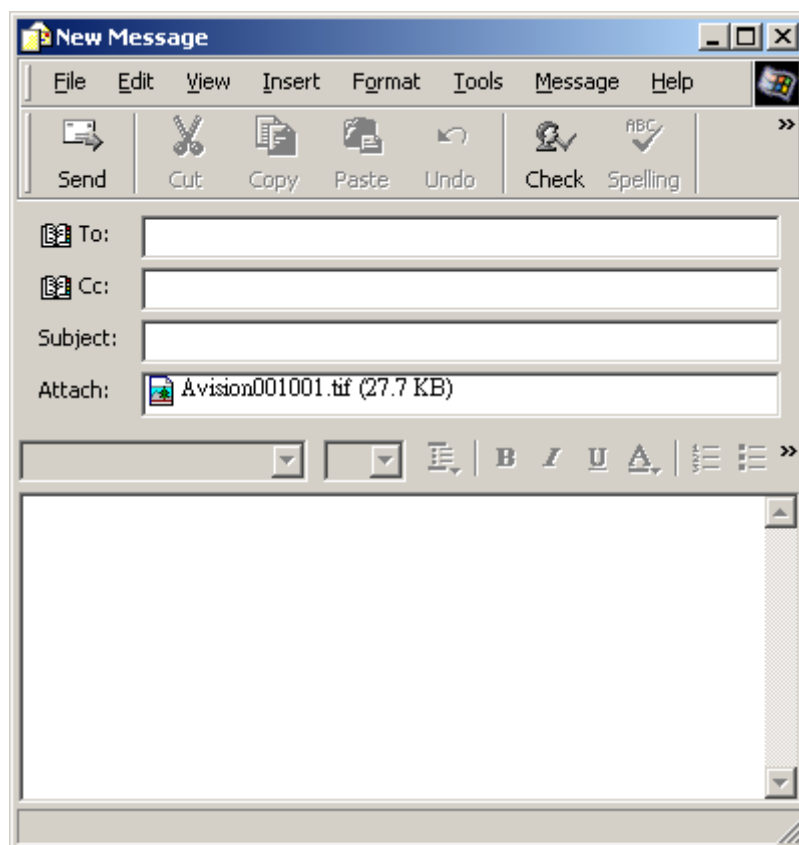
- Format:** A dropdown menu set to 'Multiple Page TIFF'.
- Document:** A group box containing:
 - Prefix:** A text field with 'Avision' entered.
 - Suffix:** An empty text field.
 - Display Digit:** A spinner box set to '3'.
 - Starting No.:** A spinner box set to '1'.
- File:** A group box containing:
 - Display Digit:** A spinner box set to '3'.
 - Starting No.:** A spinner box set to '0'.
- Email Setting:** A group box with two radio buttons:
 - ☒ Send Email through Windows Messaging
 - ☐ Send Email through Lotus Notes
- Filename:** A text area showing 'Avision001.TIF, Avision002.TIF. Avision003.' followed by 'Reset' and 'Save Setting' buttons.

PIC E0272-2 E-Mail File – Batch Mode Interface

In Batch Mode, "Automatic Naming" function is supported, which can save all the documents with series format.



Click  after entering the document information. Program will run OS default mailing system (E.g. Outlook Express etc.) and mail it as attached files.

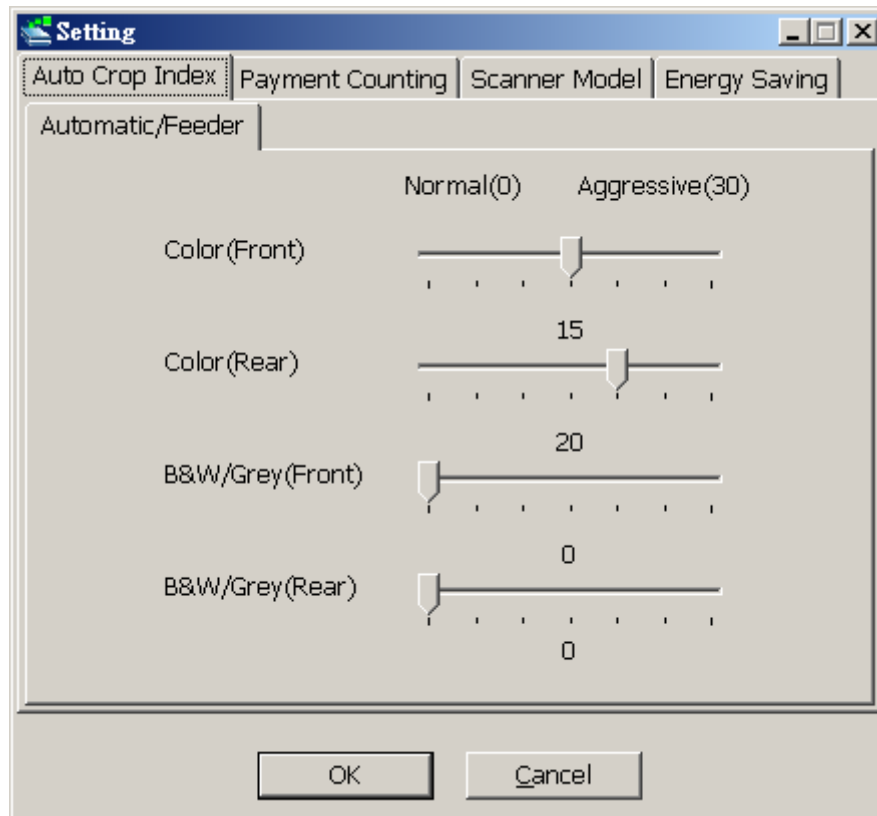


PIC E0272-3 E-Mail Interface

2.8 Setting

Click "Options" → "Setting".

2.8.1 Auto Crop Index

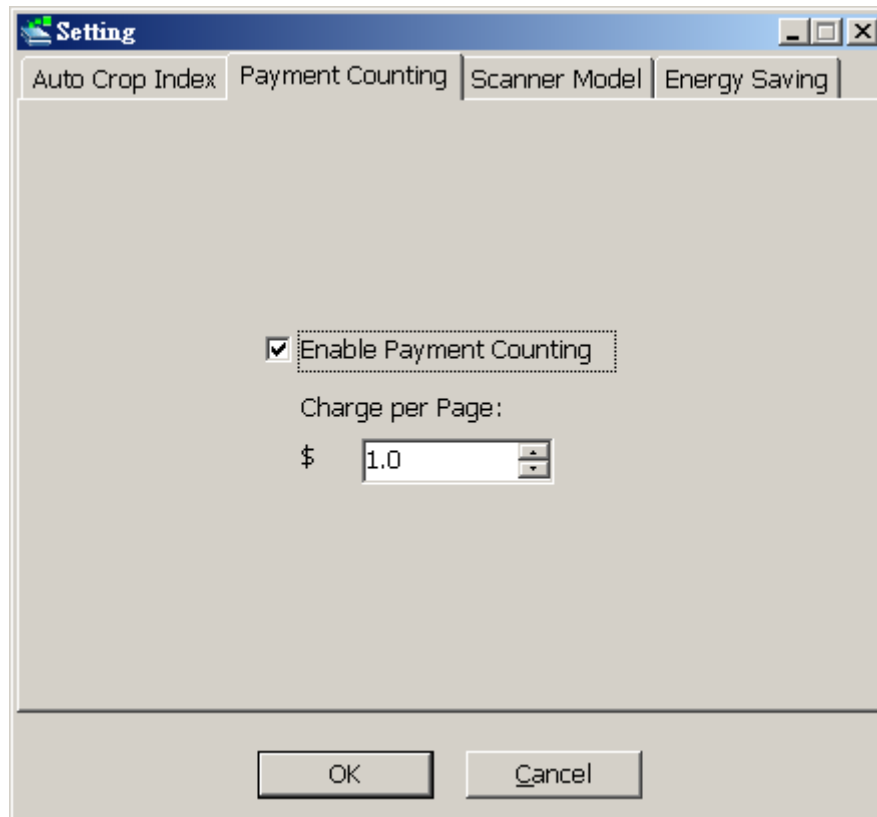


PIC E0281-1 Auto Crop Index Setting Interface

"Normal" and "Aggressive" are the modes of Auto Crop.

In the above setting interface, user can adjust the auto crop index for scanning images by feeder scanner or flatbed scanner.

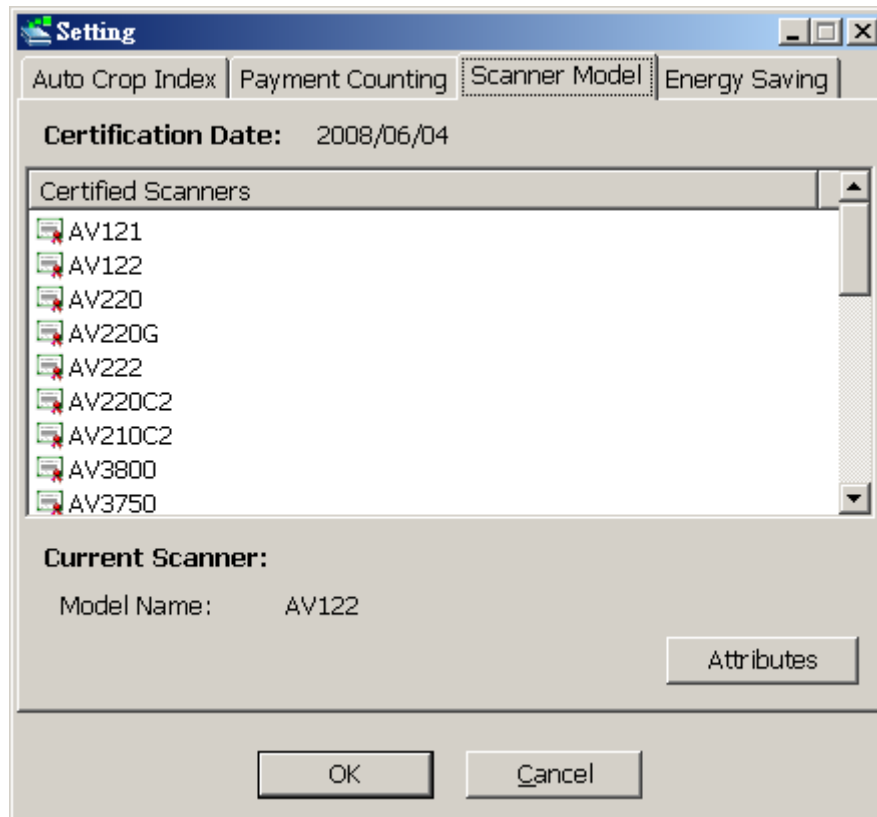
2.8.2 Payment Counting



PIC E0282-1 Payment Counting Setting Interface

This function is designed for counting the charge of each scanning page. User can enable this function and key in the cost of each page scanned.

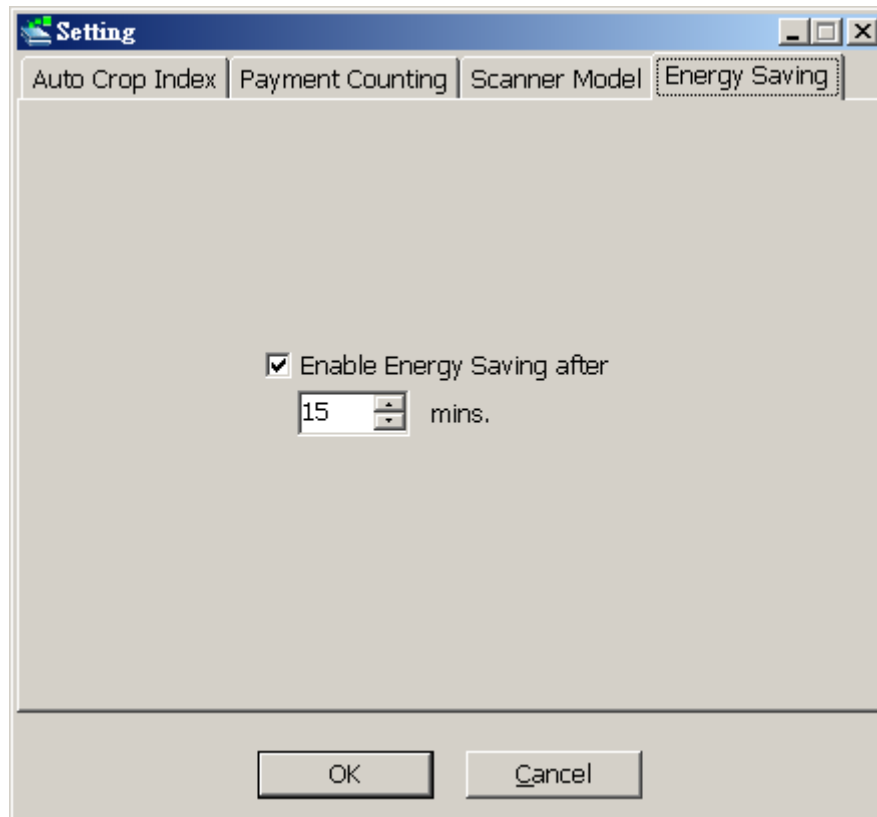
2.8.3 Scanner Model



PIC E0283-1 Scanners Model Interface

This interface shows what scanner models can be supported by AVScan.

2.8.4 Energy Saving



PIC E0284-1 Energy Saving Interface

Scanner will sleep automatically after quitting AVScan for 15 minutes (User can adjust the time by preference). This function can help to save the energy of scanner.

2.9 Language

Click "Options" → "Language".



PIC E029-1 Language Setting Interface

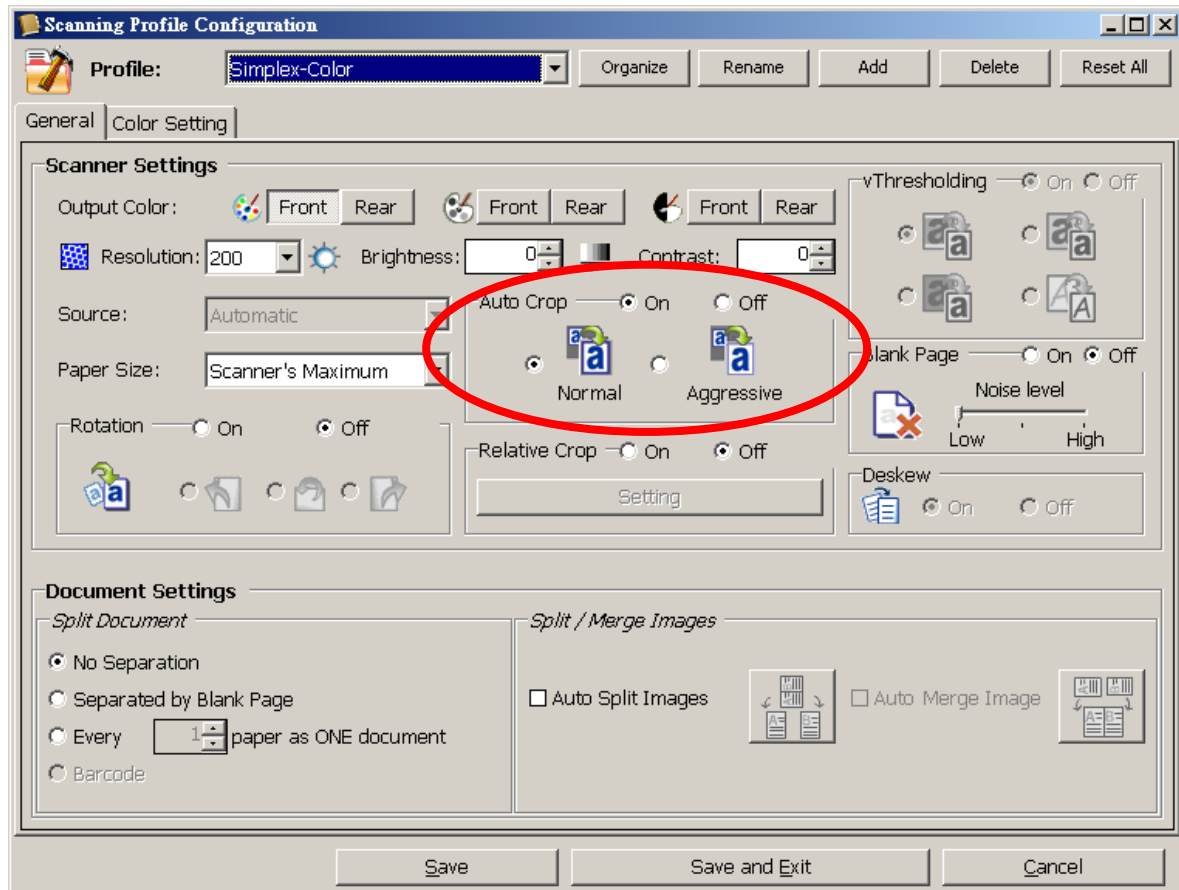
This function is designed for changing the language of the scanning interface. 8 languages (English, Traditional Chinese, Simplified Chinese, German, Korean, French, Czech & Portuguese) are supported by AVScan.

3. Hot Key

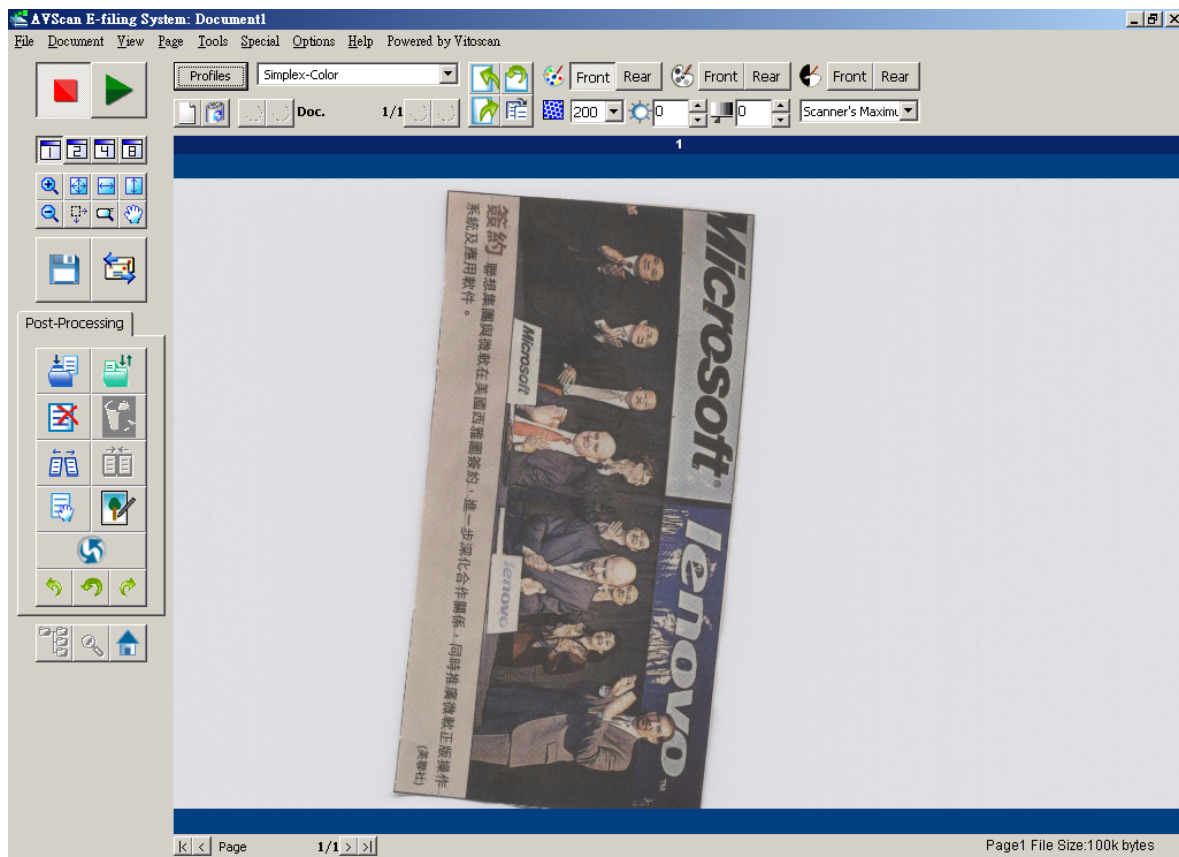
Hot Key	Hot Key Function
1	Single Page Display Mode
2	Double Page Display Mode
4	Four Page Display Mode
8	Eight Page Display Mode
Home	First Page
PageUp	Pervious Page
PageDown	Next Page
End	Last Page
Ctrl+Home	First Document
Ctrl+PageUp	Pervious Document
Ctrl+PageDown	Next Document
Ctrl+End	Last Document
S	Scan
P	Stop Scan
+	Zoom In
-	Zoom Out
B	Best Fit
W	Fit to Width
H	Fit to Height
E	Edit Image
F	Edit Field
N	New Document
V	Save
D	Delete Document
Space	Confirm the use of functional button
ESC	Cancel the action

4. Trouble Shooting

Question: Why is the image not cropped even though Auto Crop is enabled in profile setting?



PIC E04-1 Profile Setting

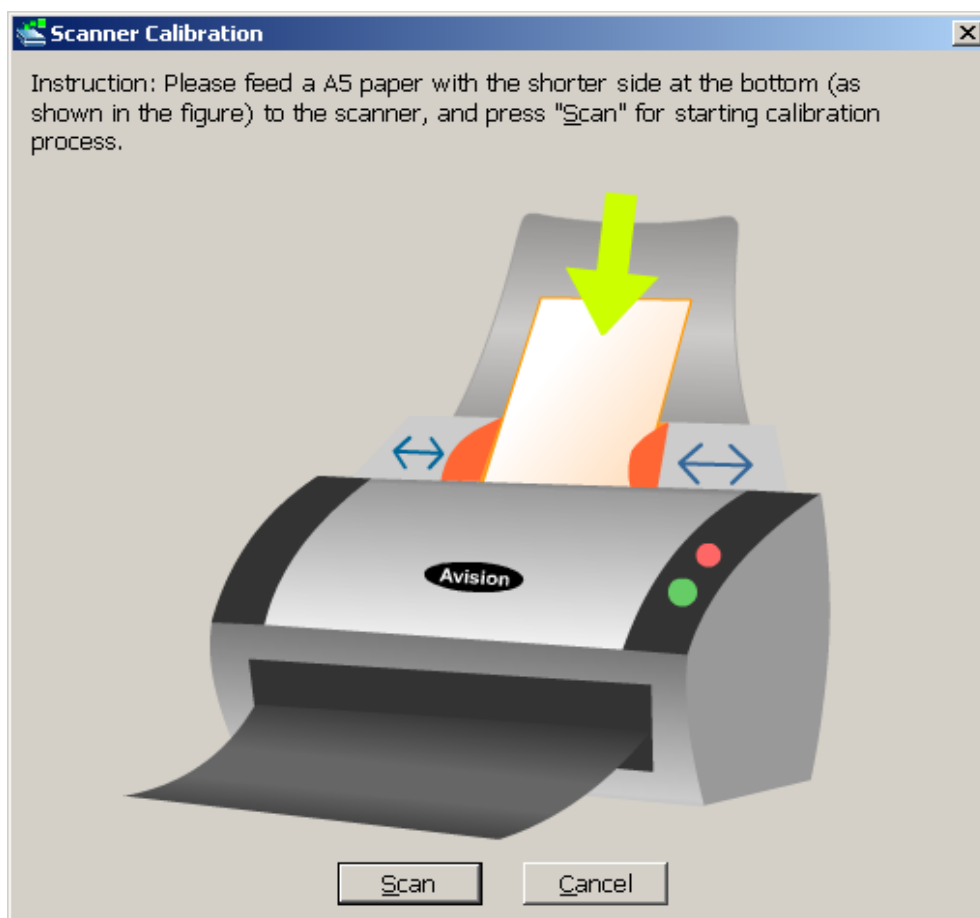


PIC E04-2 Image without Cropping

Answer: Auto Crop function is not performed well in PIC E04-2. User should calibrate the scanner in order to get the background color of scanner for processing Auto Crop function effectively.

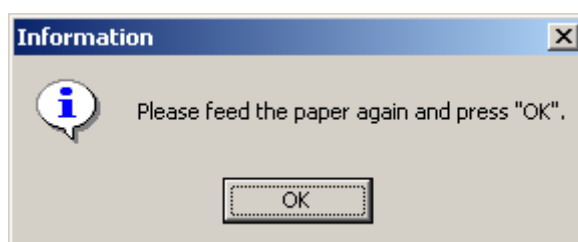
To do Scanner Calibration:

1. Click "Options" → "Scanner Calibration".
2. Feed an A5 paper with the shorter side at the bottom to the scanner.
3. Press "Scan" button.



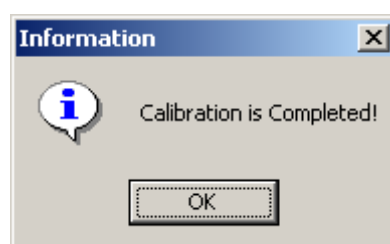
PIC E04-3 Scanner Calibration (1)

4. Feed the A5 paper again, and then press "OK".



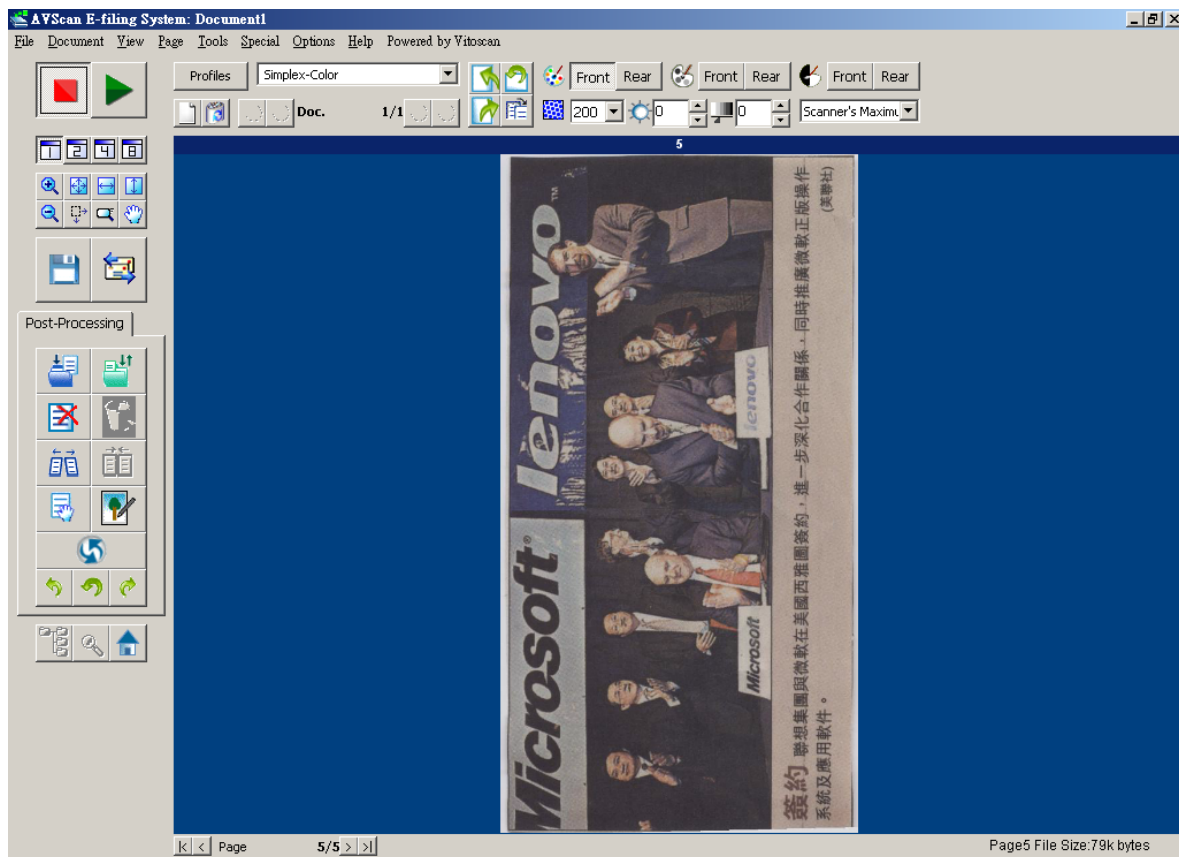
PIC E04-4 Scanner Calibration (2)

5. Press "OK", after calibration is completed.



PIC E04-5 Complete Calibration

6. Scan the document again after calibration, a good image with auto crop is resulted.



PIC E04-6 Scan Result after Calibration

Contact Us.

Thank you for chosen AVScan Capture Software - International.

Feel free to request new features or suggest modifications to existing features and let us know your feedback.

For general, please call 852-27701080 (Hong Kong) or 86-755-25862351 (PRC); or visit <http://www.vitova.com>.