EPSON
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Document Capture Pro

User's Guide

NPD6313-00 EN

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Introduction

About this Software

Document Capture Pro allows you to easily and efficiently digitize originals and forms to suit your needs.

Document Capture Pro provides the following functions.

❏ You can manage and perform a set of operations, such as scanning and saving, as a “job”.

❏ You can configure a "job" to save scanned images in various formats (PDF/BMP/JPEG/JPEG2000/TIFF/Multi-TIFF/PNG/DOCX/XLSX/PPTX).

❏ You can sort jobs automatically by inserting dividing paper between the originals or by using barcode information on the originals.

❏ You can output scanning information or items necessary for the scanned content as index data.

❏ You can set multiple destinations.

❏ You can scan using simple operations without having to create a job.

By using these functions, you can digitize paper documents more efficiently, such as scanning a large number of documents or using them over a network.

The software also supports multifunction devices with scanning functions.

About This Guide

Screenshots for the applications are from Windows 10.

The content displayed on the screens varies depending on the model and situation. Although they may differ slightly from the actual applications, the operating methods are the same.

Main Functions of this Software

About “Jobs”

Registering the following sequence of operations is called a "job".

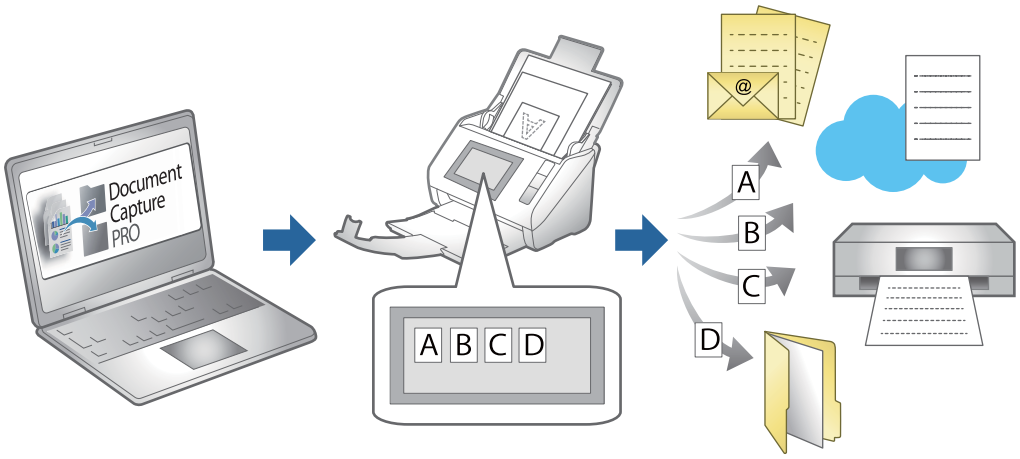
1. Scan-**2. Save**-**3. Index**-**4. Send**-**5. Confirm/Test**

By registering a series of frequently used operations as a job, you can execute these operations by simply selecting the job.

By assigning a job to the control panel of a scanner or multifunction device, you can also execute the job from the control panel (Button Assignment).

Action	Explanation
1. Scan	Scanning multiple sheets at the same time.

Action	Explanation
2. Save	As well as saving scanned images as they are, you can automatically sort scanned data and save files using barcode information and so on. File names and folder names are also assigned automatically.
3. Index	Information contained in scanned originals can be extracted using OCR/barcode recognition and output as an index.
4. Send	As well as automatically forwarding stored data to a specified folder, you can specify a variety of destinations, such as email and the cloud. By sending to a printer, you can use it as a copy machine.
5. Confirm/Test	You can check job settings, set buttons, make display settings, and perform tests.



Saved File Names

You can set a file name when saving the scan results.

The file name can contain text, dates, and so on.

Related Information

➡ "**Name Component Settings** Screen" on page 39

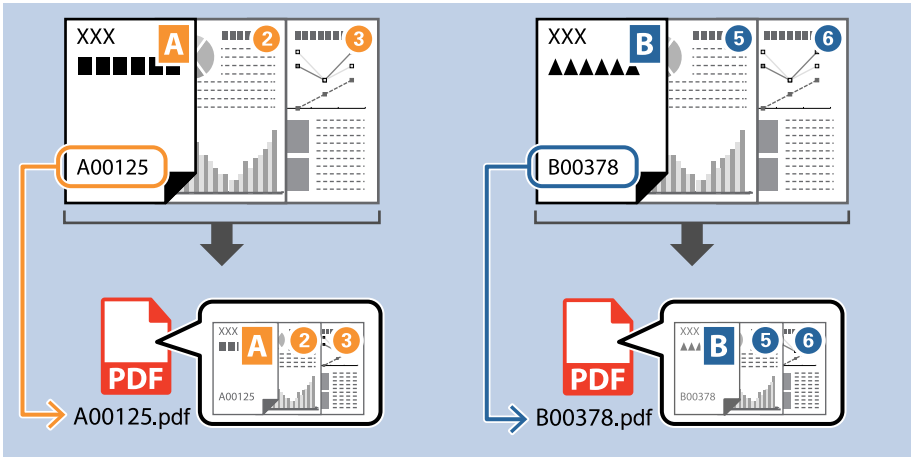
Sorting Function

You can automatically process time-consuming sorting tasks by simply using the barcode information on the originals, or by inserting separating sheets between the originals.

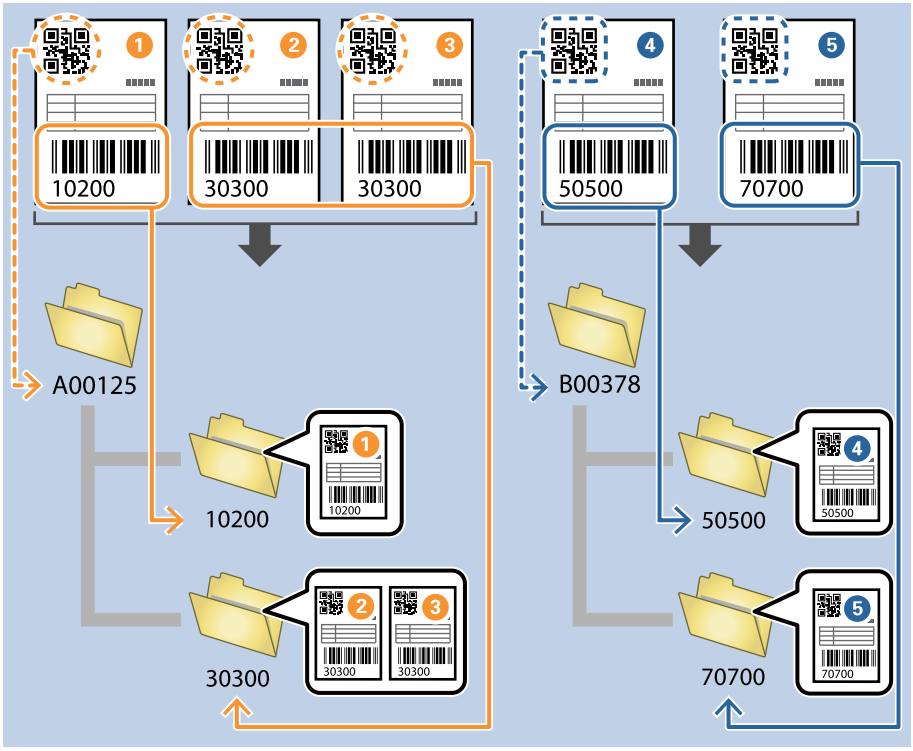
You can split multiple scanned originals into multiple files based on the barcode information and separator information for the originals, and each separated file can be saved to a specified folder.

The following are examples of the separation operations you can perform.

❏ Saving to a multi-page PDF separated using barcode information from the originals



❏ Separating using inserted sheets information and sorting into folders



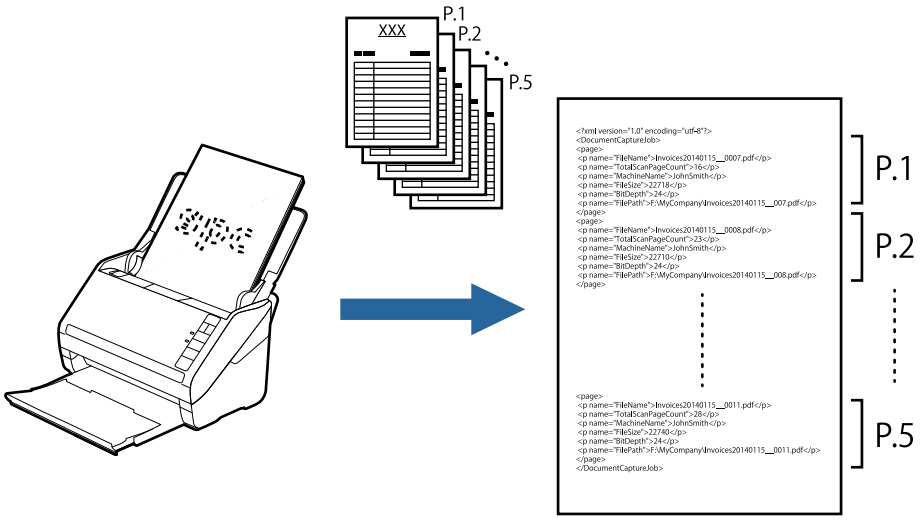
See the following for more information on the setting items.

Related Information

➡ "**Job Separation Settings** Screen" on page 47

Outputting an Index File

When the index feature is enabled, you can output scanning information or items necessary for the scanned content as index data. You can check the information for each page of the original in the index data.



Related Information

➡ "3. Index Screen" on page 53
➡ "Index Settings Screen" on page 53
➡ "Output Settings Screen" on page 53

Main Specifications of this Software

System requirements

Supported operating systems	Windows® 7 32 bit and 64 bit editions Windows® 8 32 bit and 64 bit editions Windows® 8.1 32 bit and 64 bit editions Windows® 10 32 bit and 64 bit editions
Supported drivers	EPSON Scan/Epson Scan 2
Monitor resolution	1024 x 768 or higher
CPU	Must meet the system requirements for the supported OS*
RAM	Must meet the system requirements for the supported OS*
Hard disk capacity	Must meet the system requirements for the supported OS*

*The scanning process requires free memory or hard disk space depending on the original.

Copyright and Trademarks

- ❏ EPSON and EXCEED YOUR VISION are registered trademarks of Seiko Epson Corporation.
- ❏ EPSON Scan is a trademark of Seiko Epson Corporation.
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- ❏ This application uses the SugarSync API but is not certified or endorsed by SugarSync.
- ❏ Microsoft, Windows, Word, Excel, PowerPoint, and SharePoint are either registered trademarks or trademarks of the Microsoft Corporation in the United States and/or other countries.
- ❏ EPSON Scan is based in part on the work of the Independent JPEG Group.

This software uses the JPEG library developed by the Independent JPEG Group http://www.ijg.org.

Therefore, the software manual must include copyright information:

"This software is based in part on the work of the Independent JPEG Group".

Furthermore, the high compression PDF process is based on TIFF compression developed by http://www.libtiff.org/.

Therefore, the software manual must include copyright information:

Libtiff

Copyright (c) 1988 1997 Sam Leffler

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Scanning (Basic Operations)

Basic Scanning

What is a Job Scan?

By registering a series of frequently used operations as a job, you can execute these operations by simply selecting the job.

By assigning a job to the control panel of a scanner or multifunction device, you can also execute the job from the control panel.

Related Information

➡ “About “Jobs”” on page 4

What is a Simple Scan?

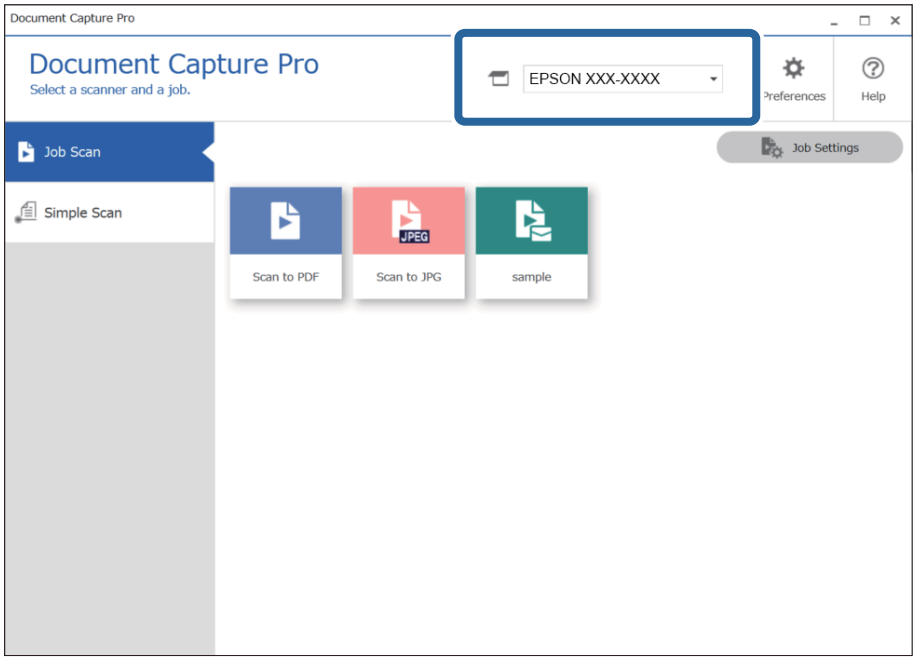
You can scan documents without creating a job. Check the results after scanning, and then save or set the destination.

By assigning Simple Scan Settings to the control panel of a scanner or multifunction device, you can also execute the Simple Scan from the control panel.

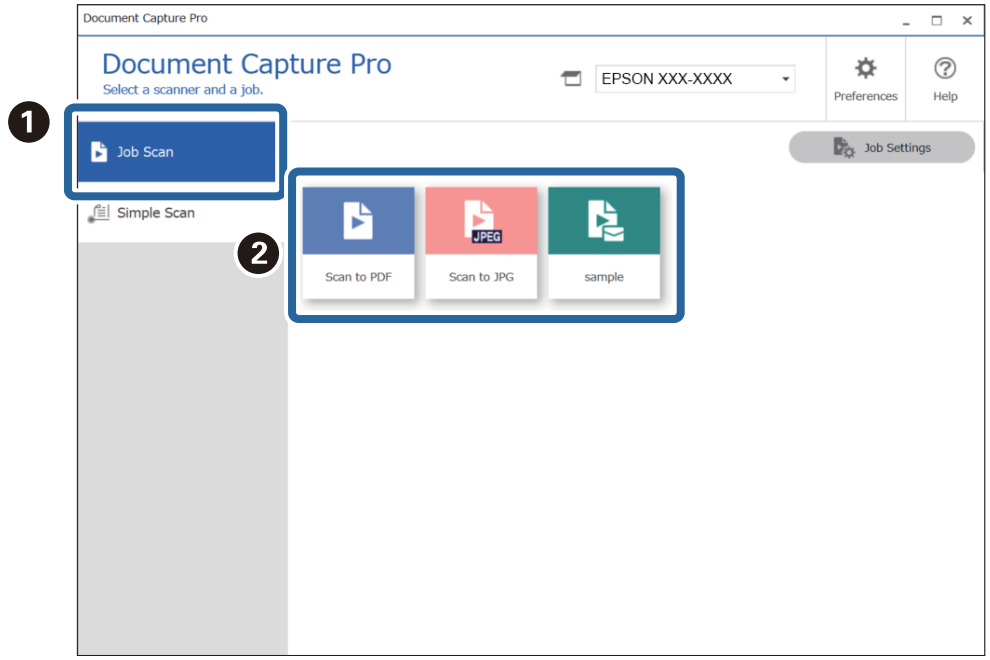
Performing a Job Scan

This section explains the workflow of scanning using an existing job.

1. Select the scanner you want to use from the Document Capture Pro top screen. When you start the software it automatically connects to the last scanner you used.



2. Click the **Job Scan** tab, and then click the icon of the job you want to perform.



The selected job is performed.

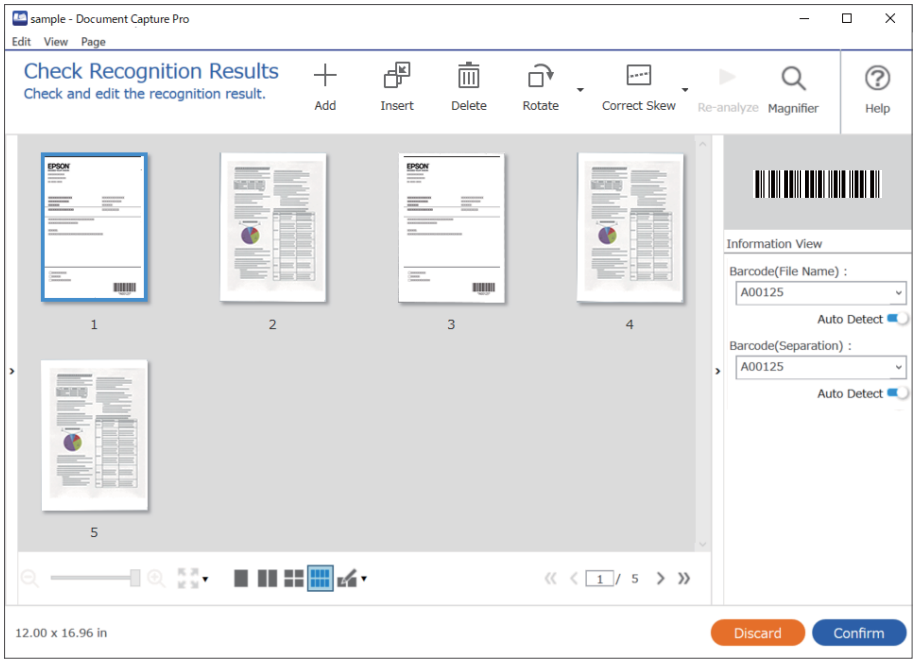
When you perform a job for which **Show the preview while scanning** has been selected in the Scan Settings, a preview screen is displayed while scanning.

3. If you execute a job that contains the following elements in the File Name Settings or Separation Settings from Save Settings, and the elements are detected in the scanned page, the detection area is displayed on the image as a marquee. Correct the recognition results manually if necessary, or change the area and run the recognition again.

   ❏ OCR

   ❏ Barcode

   ❏ Form



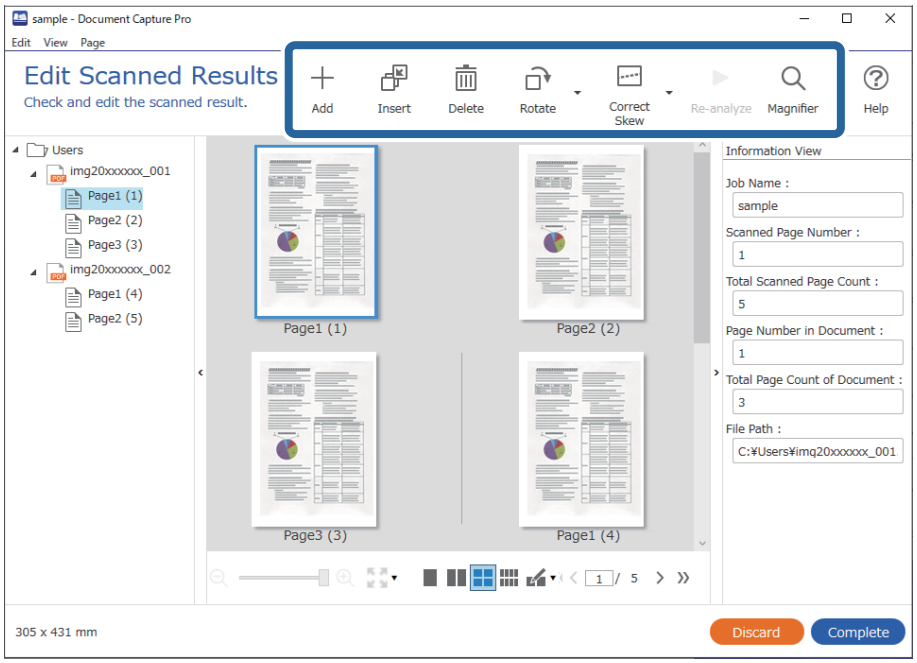
4. For jobs for which **Show Edit Page dialog before saving** has been selected in the Scan Settings, check the scan results on the **Edit Scanned Results** screen after scanning, and then make edits as necessary.

   You can check and edit the following on the **Edit Scanned Results** screen.

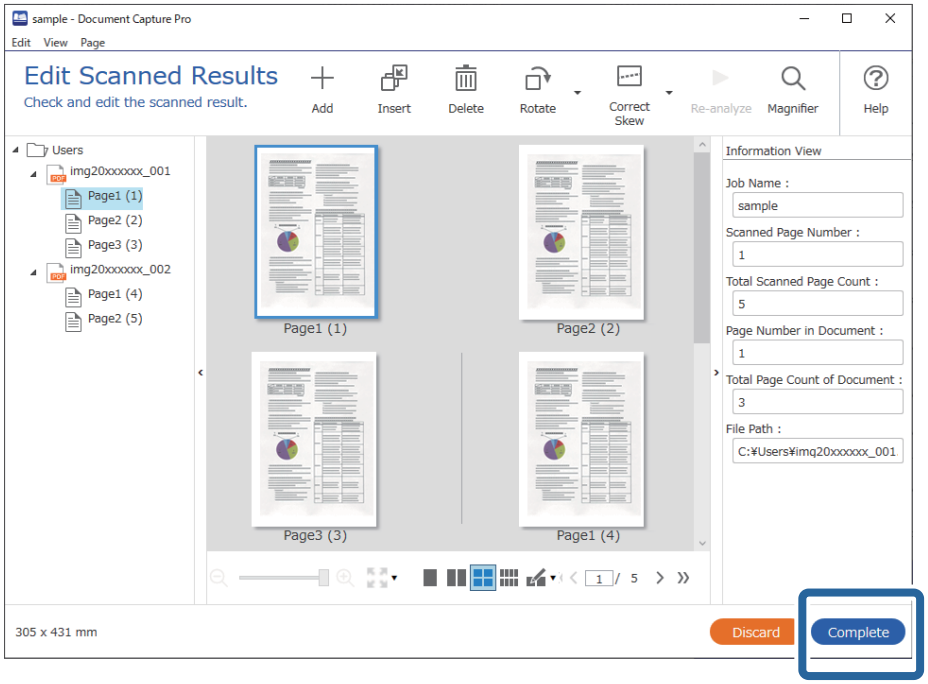
   ❏ Results of separation

   ❏ Scanned images

❏ Index data

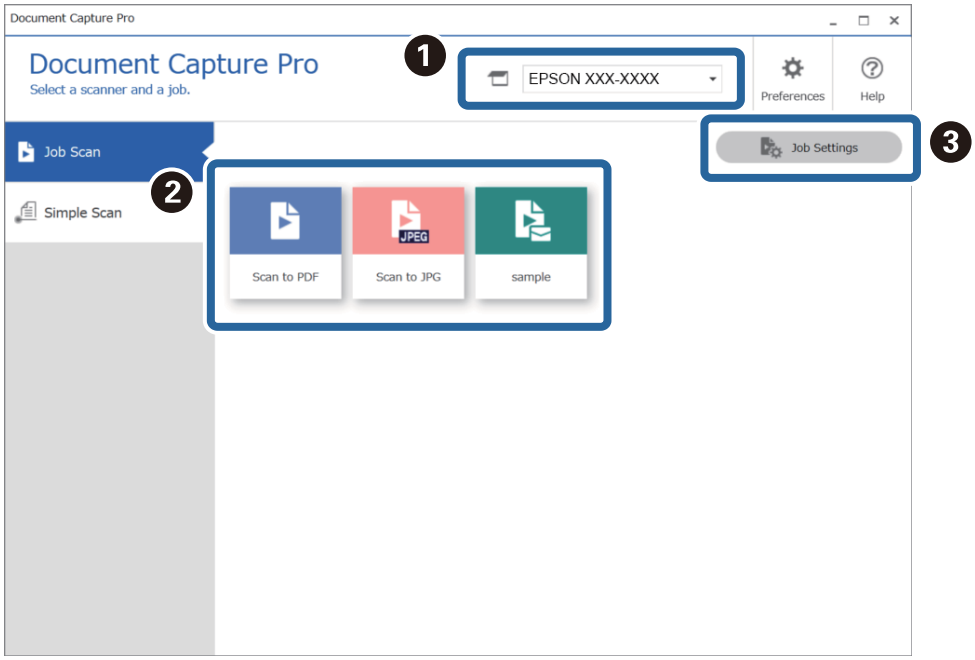


5. Click **Complete** to finish performing the Job Scan.



Job Scan Screen

This screen allows you to execute a job just by clicking the job icon. You can register and edit jobs in **Job Settings**.



Item		Explanation
❶	Select Scanner	When you start the software it automatically connects to the last scanner you used. If you want to use a different scanner, you can select it from the drop-down list.
❷	Start Job	Registering the following sequence of operations is called a "job": **1. Scan**-**2. Save**-**3. Index**-**4. Send**-**5. Confirm/Test** You can then execute a series of operations by just clicking the registered job icon.
❸	Job Settings	You can check and edit existing jobs and create new jobs. You can make settings (Button Assignment) so that you can perform job scans from the control panel (buttons) of the scanner or network interface panel (or unit).

Related Information

➡ "Performing a Job Scan" on page 9

Check Recognition Results Screen

This screen is displayed when scanning is complete if the following settings have been made in the save settings. You can check and edit the recognition results.

❏ When OCR, barcode, or from is set in File Name Components

❏ When OCR, barcode, or from is set in Separator.

Item		Explanation	
❶	Page	You can perform operations such as adding or rearranging pages from the **Page** menu at the top of the screen.	
		Add Page(s)	You can add additional pages after the last page by scanning originals or importing them from a specified file. To scan additional pages, place the original you want to add on the scanner, and then click **Add Page(s)**.
		Insert Page(s)	You can insert additional pages before the currently selected page by scanning originals or importing them from a specified file. To scan additional pages, place the original you want to add on the scanner, and then click **Insert Page(s)**.
		Replace Page(s)	You can replace the selected image with a new scanned image or a specified file. To scan new pages, place the original you want to add on the scanner, and then click **Replace Page(s)**.

Item		Explanation
❷	Add	You can scan additional originals and add them after the last page. Place the original you want to add on the scanner, and then click **Add**. Click **OK** on the scan settings screen to start scanning.
	Insert	You can insert additional pages before the currently selected page by scanning originals or importing them from a specified file. To scan additional pages, place the original you want to add on the scanner, and then click **Insert**.
	Delete	Deletes the selected image.
	Rotation	Rotates the selected image (page).
	Adjust Angle Auto	Manually adjusts the angle of the selected image (page). Select **Adjust Angle** to enter the adjustment angle, or select **Auto** to adjust automatically.
	Re-analyze	Specify the barcode or OCR area you want to analyze and recognize the text again.
	Magnifier	You can zoom in on the area of the image around the mouse cursor on the screen.
❸	Image area	Displays the scanned image.
❹	Data area	Displays barcode or OCR information read from scanned data.
❺		When the image area is displayed on a single page, you can use the slider to change the image display magnification.
		When the image area is displayed on a single page, you can adjust the image display size to the page size, page height, page width, or 100% magnification.
		Select the number of vertical x horizontal images to be displayed in the image area.
		Displays the current/total number of pages. You can enter a page number or click the arrows to go to a page.

Note:

❏ *BMP, JPEG, TIFF, Multi-TIFF, PDF, and PNG file formats support page operations such as Insert Page.*

❏ *Only PDFs created using an Epson application are supported.*

Related Information

➡ "Performing a Job Scan" on page 9

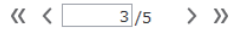
Edit Scanned Results Screen

This screen is displayed when scanning is complete if **Show Edit Page dialog before saving** is selected in the save settings.

Scanning (Basic Operations)

You can correct the orientation of the image, add/insert/change the order of the pages, and check/correct the file structure to be created.

Item		Explanation	
❶	Page	You can perform operations such as adding or rearranging pages from the **Page** menu at the top of the screen.	
		Add Page(s)	You can add additional pages after the last page by scanning originals or importing them from a specified file. To scan additional pages, place the originals you want to add on the scanner, and then click **Add Page(s)**.
		Insert Page(s)	You can insert additional pages before the currently selected page by scanning originals or importing them from a specified file. To scan additional pages, place the originals you want to add on the scanner, and then click **Insert Page(s)**.
		Replace Page(s)	You can replace the selected image with a newly scanned image or a specified file. To scan new pages, place the originals you want to add on the scanner, and then click **Replace Page(s)**.
		Split Document	Divides from the selected page and onward into separate files.
		Combine Documents	Click **Combine with the previous file** to combine the selected page with the previous page to create a single file. Click **Combine with the next file** to combine the selected page with the next page to create a single file.

Item		Explanation
❷	Add	You can scan additional originals and add them after the last page. Place the original you want to add on the scanner, and then click **Add**. Click **OK** on the scan settings screen to start scanning.
	Insert	You can insert additional pages before the currently selected page by scanning originals or importing them from a specified file. To scan additional originals, place the document you want to add on the scanner, and then click **Insert**.
	Delete	Deletes the selected image.
	Rotation	Rotates the selected image (page).
	Adjust Angle Auto	Manually adjusts the angle of the selected image (page). Select **Adjust Angle** to enter the adjustment angle, or select **Auto** to adjust automatically.
	Re-analyze	Specify the barcode or OCR area you want to analyze and recognize the text again.
	Magnifier	You can zoom in on the area of the image around the mouse cursor on the screen.
❸	Image area	Displays the scanned image.
❹	Data area	Displays barcode or OCR information read from scanned data.
❺		When the image area is displayed on a single page, you can use the slider to change the magnification of the image.
		When the image area is displayed on a single page, you can adjust the size of the image to the page size, page height, page width, or 100% magnification.
		Select the number of vertical x horizontal images to be displayed in the image area.
		Displays the current/total number of pages. You can enter a page number or click the arrows to go to a page.

Note:

❏ *BMP, JPEG, TIFF, Multi-TIFF, PDF, and PNG file formats support page operations such as Insert Page.*

❏ *Only PDFs created using an Epson application are supported.*

Related Information

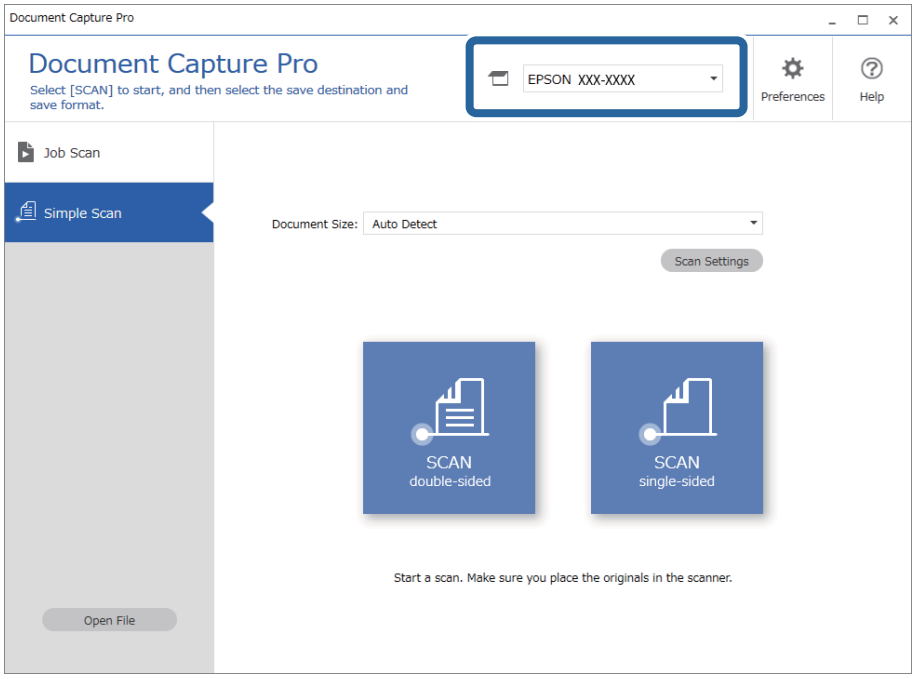
➡ "Performing a Job Scan" on page 9

Performing a Simple Scan

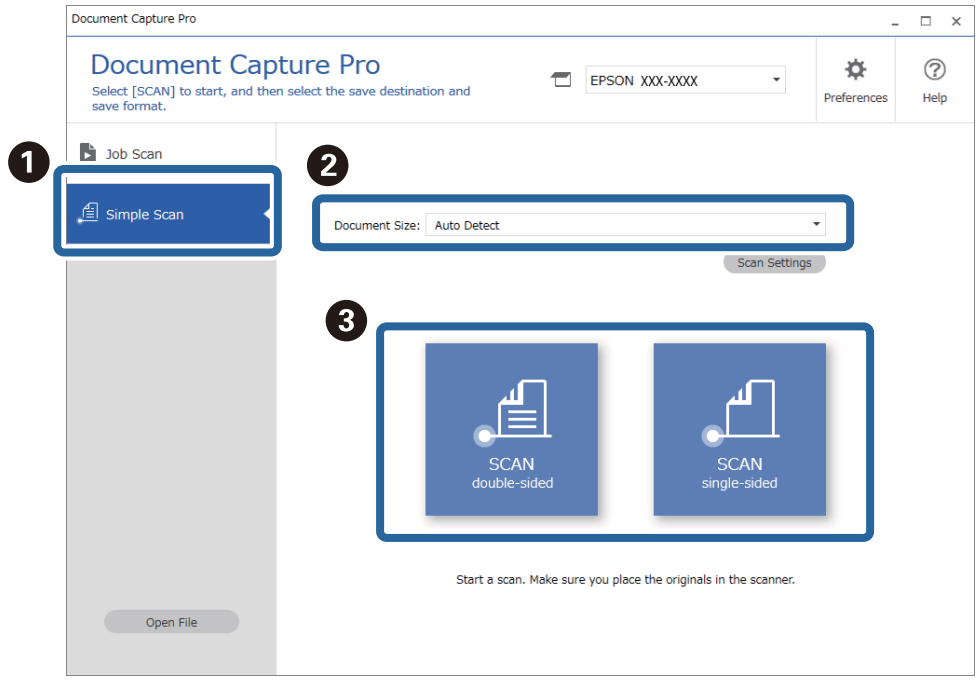
This section explains the workflow of scanning without using a job.

Scanning (Basic Operations)

1. Select the scanner you want to use from the Document Capture Pro top screen. When you start the software it automatically connects to the last scanner you used.



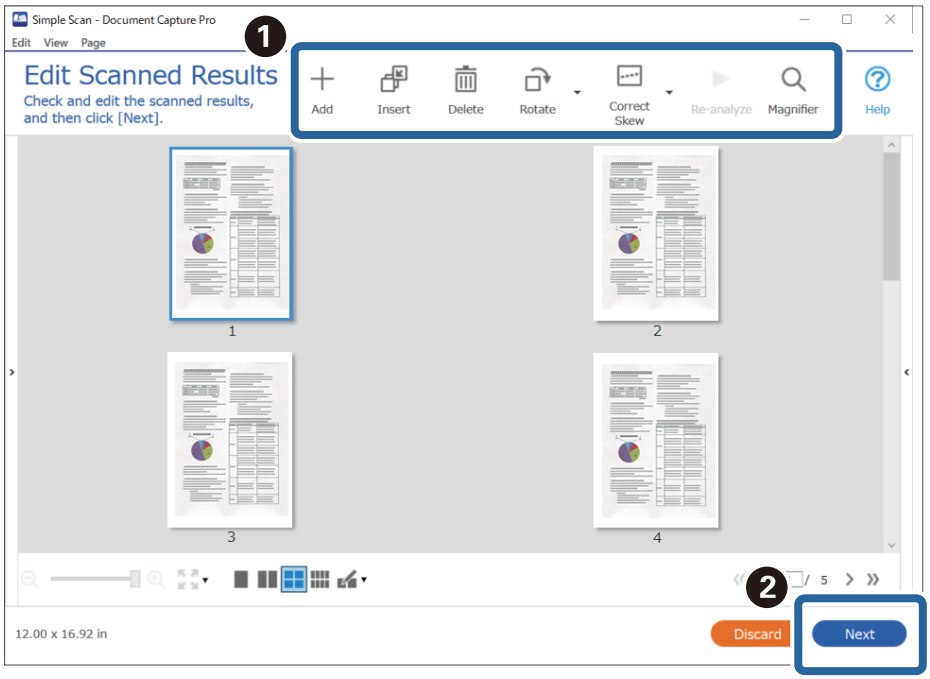
2. Click the **Simple Scan** tab, select **Document Size**, and then click the **SCANdouble-sided** or **SCANsingle-sided** icon.



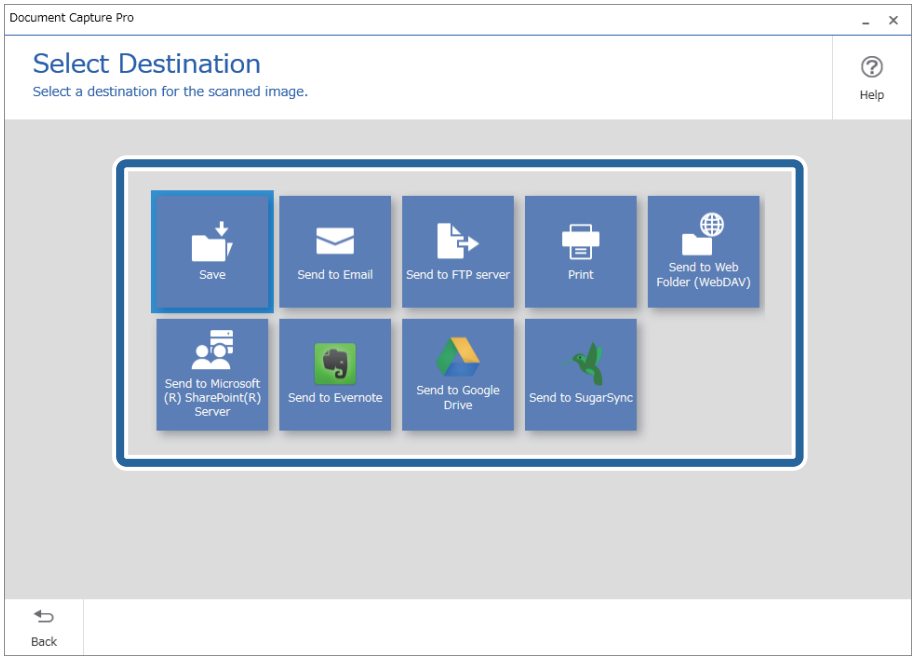
Note:
*Click **Scan Settings** to make settings such as resolution and more detailed settings using EPSON Scan/Epson Scan 2.*

The image being scanned is displayed.

3. Check the scan results on the **Edit Scanned Results** screen, make edits as necessary, and then click **Next**.

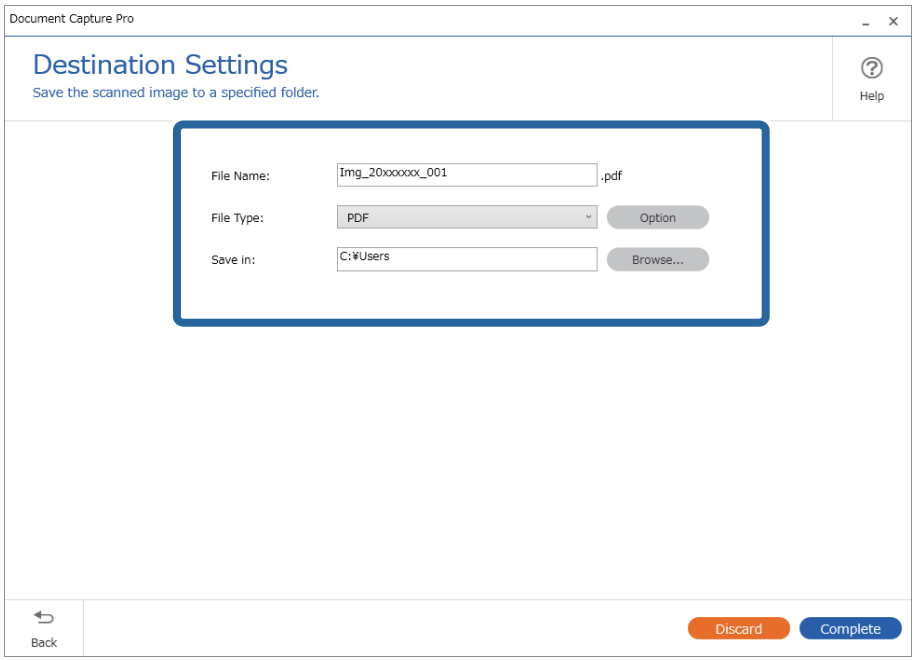


4. Select the destination for the scanned data on the **Select Destination** screen.



5. Set the file you want to save and the save format on the **Destination Settings** screen. You can also make more detailed settings according to the destination.

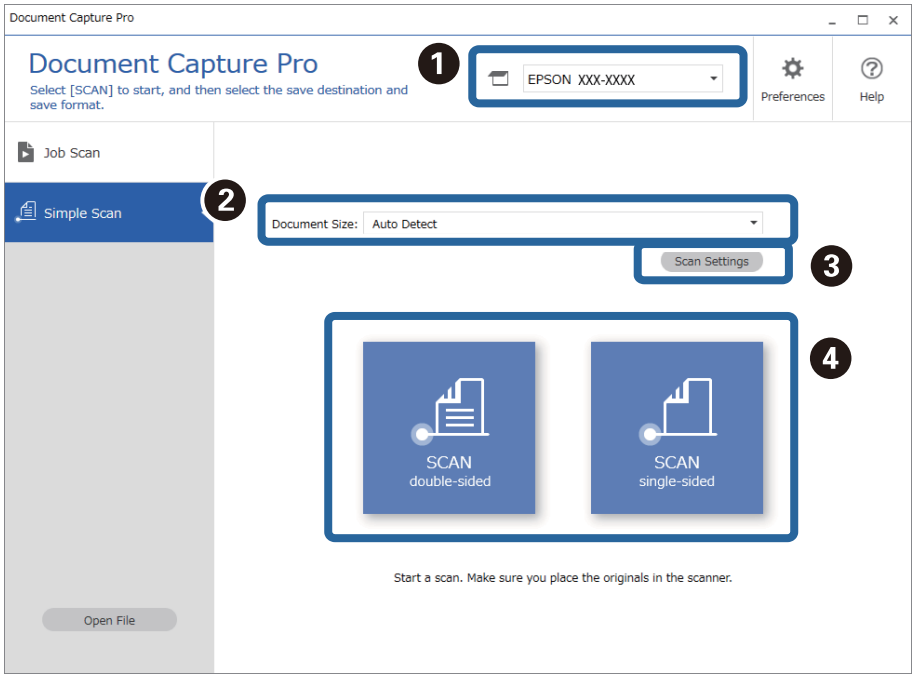
   Displayed items depend on the destination. The following screen is displayed when **Save** is selected.



6. Click **Complete** to finish performing the Simple Scan.

Simple Scan Screen

This screen allows you to execute a scan just by clicking the scan icon.



Item		Explanation
❶	Select Scanner	When you start the software it automatically connects to the last scanner you used. If you want to use a different scanner, you can select it from the drop-down list.
❷	Document Size	Select the size of the original. When **Auto Detect** is selected, the original size is automatically detected.
❸	Scan Settings	You can make more detailed settings such as the resolution.
❹	SCAN double-sided SCAN single-sided	Start scanning.

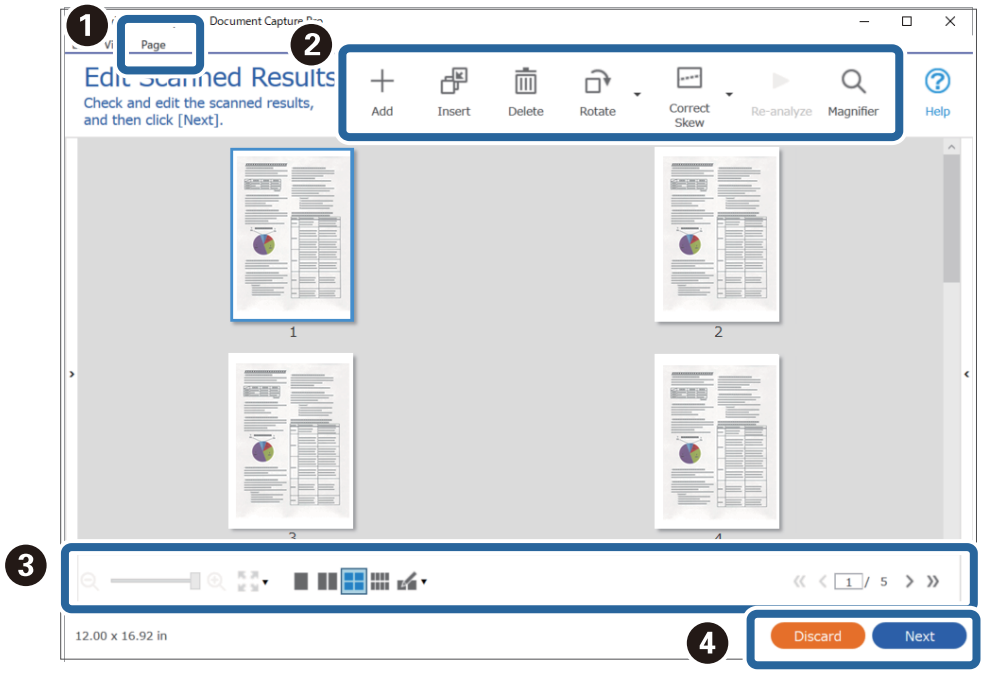
Related Information

➡ “Performing a Simple Scan” on page 17

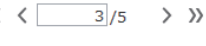
Edit Scanned Results Screen

This screen is displayed when scanning is complete.

You can correct the orientation of the image, add/insert/change the order of the pages.



Scanning (Basic Operations)

Item		Explanation	
❶	Page	You can perform operations such as adding or rearranging pages from the **Page** menu at the top of the screen.	
		Add Page(s)	You can add additional originals after the last page by scanning them or importing them from a specified file. To scan additional pages, place the originals you want to add on the scanner, and then click **Add Page(s)**.
		Insert Page(s)	You can insert additional originals before the currently selected page by scanning them or importing them from a specified file. To scan additional pages, place the originals you want to add on the scanner, and then click **Insert Page(s)**.
		Replace Page(s)	You can replace the selected image with a newly scanned image or a specified file. To scan new pages, place the originals you want to add on the scanner, and then click **Replace Page(s)**.
		Sort	Sorts images by date, size, and color.
❷	Add	You can scan additional originals and add them after the last page. Place the originals you want to add on the scanner, and then click **Add**. Click **OK** on the scan settings screen to start scanning.	
	Insert	You can insert additional pages before the currently selected page by scanning originals or importing them from a specified file. To scan additional pages, place the originals you want to add on the scanner, and then click **Insert**.	
	Delete	Deletes the selected image.	
	Rotation	Rotates the selected image (page).	
	Adjust Angle Auto	Manually adjusts the angle of the selected image (page). Select **Adjust Angle** to enter the adjustment angle, or select **Auto** to adjust automatically.	
	Magnifier	You can zoom in on the area of the image around the mouse cursor on the screen.	
❸		When the preview area is displayed on a single page, you can use the slider to change the magnification of the image.	
		When the preview area is displayed on a single page, you can adjust the image display size to the page size, page height, page width, or 100% magnification.	
		Select the number of vertical x horizontal images to be displayed in the preview area.	
		Displays the current/total number of pages. You can enter a page number or click the arrows to go to a page.	
❹	Discard	Discards the scanned image and closes.	
	Next	Go to the **Select Destination** screen.	

Note:

❏ *BMP, JPEG, TIFF, Multi-TIFF, PDF, and PNG file formats support page operations such as Insert Page.*

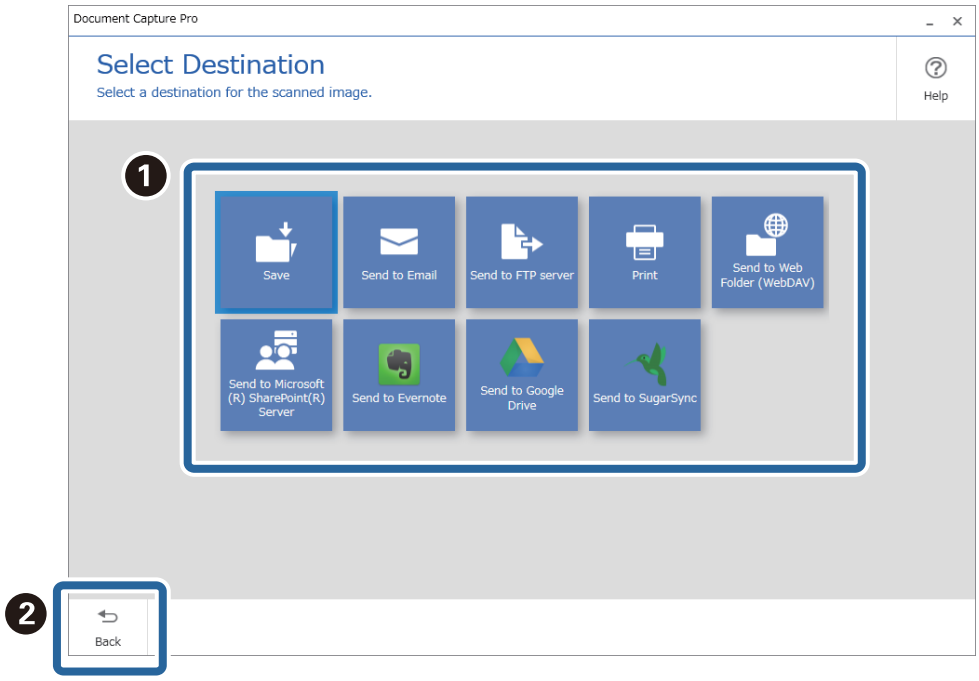
❏ *Only PDFs created using an Epson application are supported.*

Related Information

➡ “Performing a Simple Scan” on page 17

Select Destination Screen

This screen allows you to select the destination to save scanned images.



Item		Explanation
1	Destination	Select the destination. Click the destination icon to display the detailed settings screen for the destination. Select the destination from the following. Save Folder, send e-mail, FTP server, print, Web folder, Microsoft (R) SharePoint (R) Server, Evernote, Google Drive, SugarSync
2	Back	Returns to the previous screen.

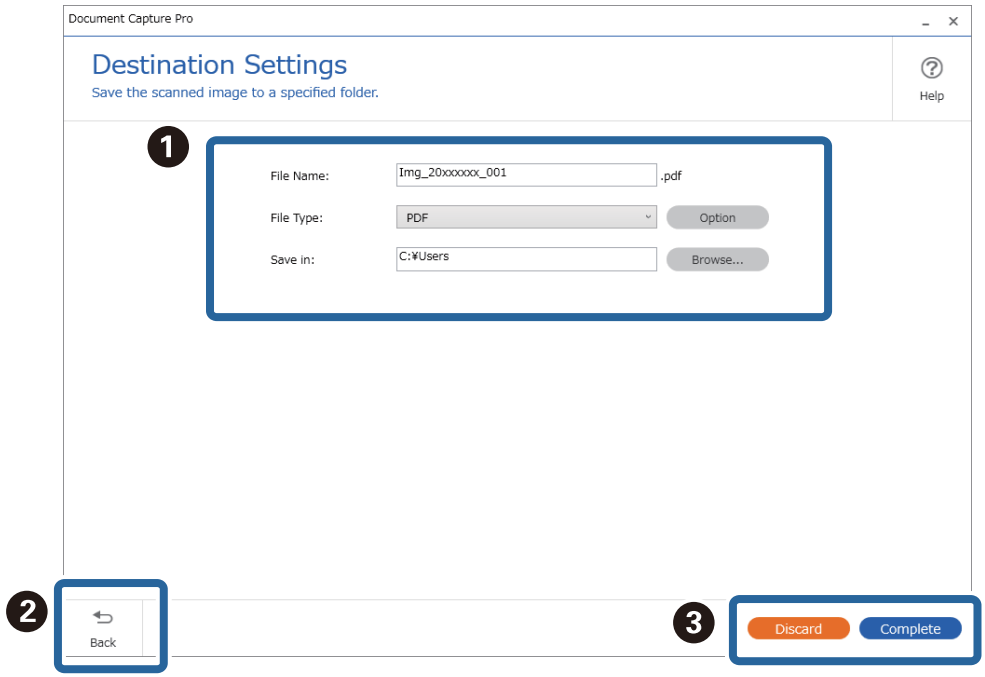
Related Information

➡ “Performing a Simple Scan” on page 17

Destination Settings Screen

After selecting the destination, you can make detailed settings on this screen such as the file name or the file type to be saved.

Displayed items depend on the destination. The following screen is displayed when **Save** is selected.



Item		Explanation
1	Destination Settings	Make detailed settings according to the selected destination. Displayed setting items depend on the destination. For more details, see the related information.
2	Back	Returns to the previous screen.
3	Discard	Discards the settings, and returns to the previous screen.
	Complete	Performs the operations according to your settings.

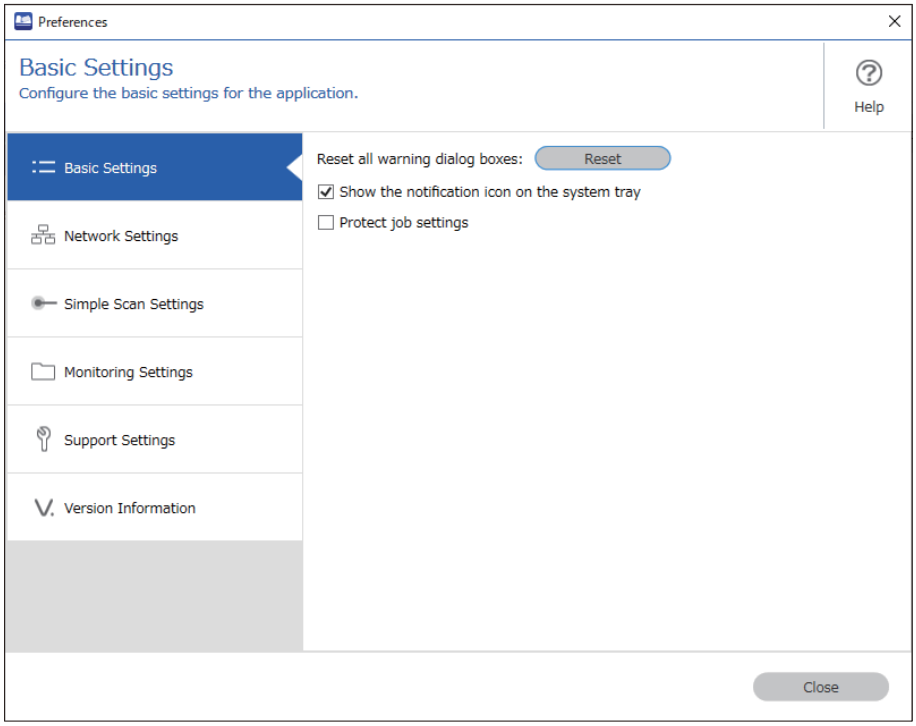
Related Information

➡ “Performing a Simple Scan” on page 17

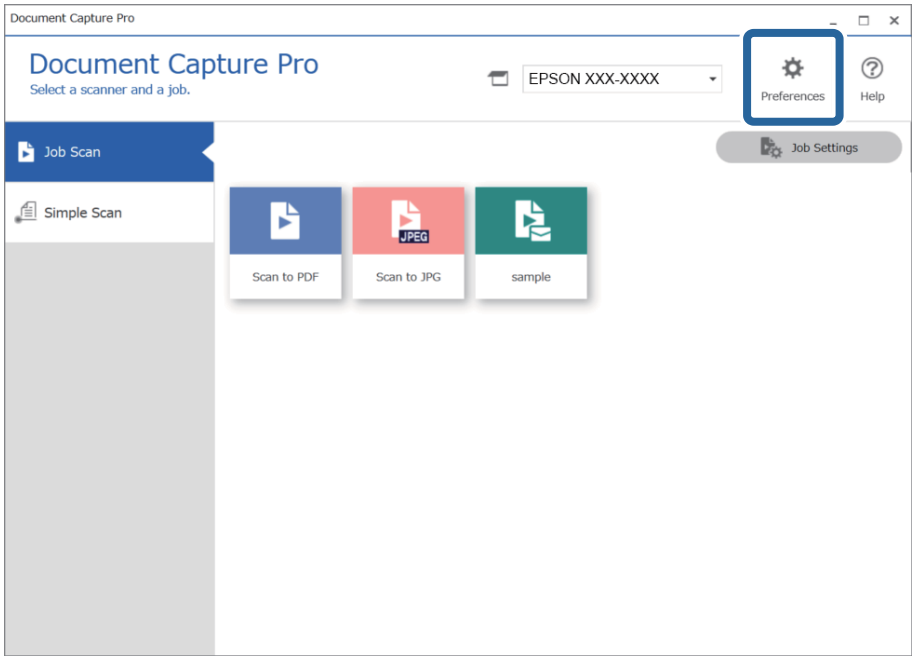
➡ “Destination Settings” on page 54

Basic Software Settings

You can make basic software settings on the **Preferences** screen.



To display the Preferences screen, click **Preferences** on the Document Capture Pro top screen.



Basic Settings Screen

This screen allows you to make settings for Document Capture Pro.

Item	Explanation
Reset all warning dialog boxes	Click **Reset** to re-display the dialog box that says **Do not show this message again**, and then check the message.
Show the notification icon on the system tray	Select this item to execute jobs and start Document Capture Pro from the application icon in the task tray. Clear this if you do not want to display the application icon in the task tray.
Protect job settings	Select this to hide the **Job Settings** button on the **Job Scan** screen. You need to enter a password when changing this setting.

Network Scanning Settings Screen

This screen allows you to make settings to display the computer on which Document Capture Pro is installed on the control panel of the scanner connected to the network.

You can scan Document Capture Pro jobs on the specified computer from the control panel. You need the following network environment to display computers.

❏ The scanner and computer need to be connected to the same IP segment.

❏ There needs to be multi-cast communication between the scanner and the computer.

Item	Explanation
Enable Network Scanning	Selected immediately after installing. Clear this if you do not want to display the computer on the scanner's control panel.
Your PC Name (alphanumeric)	The initial value displayed on the control panel is the Windows computer name (this is sometimes known as the device name or host name). You can change this name so that it is easy for you to recognize. The maximum number of characters is 15.
Use scanner in Group	All computers on which Document Capture Pro is installed and that are on the same segment are displayed on the control panel by default. If too many computers are displayed on the control panel, you can reduce them by using the group number function. If you enter the same number as the number set on the control panel, only computers with the matching number are displayed. The group number function may not be available depending on the model you are using.
Protect with password	If you select this and set a password, you will need to enter the password on the control panel. You can use this to restrict the use of Document Capture Pro from the control panel.

Simple Scan Settings Screen

This screen allows you to make simple scan settings.

Item	Explanation
Enable Simple Scan	Select to enable the simple scan function. The **Simple Scan** tab is displayed on the top screen.
File Name	Set the default file name used to save images in simple scan.
Destination Display Settings	Set whether to hide/show each destination and set the display order when selecting the destination for a simple scan. Only items set here can be displayed in the destination list.

Item	Explanation
Assign Simple Scan to a Button	You can make settings so that you can perform simple scans from the control panel (buttons) of the scanner or network interface panel (or unit). Click **Button Assignment** to open the button assignment settings screen. Click **Scan Settings** to make detailed settings for scanner operations, such as the resolution when scanning from the control panel. The scanner driver screen opens. After you have changed the settings, click **Save**.

Related Information

➡ "Performing a Simple Scan" on page 17

➡ "Assigning Simple Scan Operations" on page 65

Monitoring Settings Screen

This screen allows you to make transfer settings (destination settings) when files are added to a specified folder.

This function is always running regardless of the Job Scan and Simple Scan operations.

First, click **Task Settings** to set the operation. Once you have made the settings, click **Monitoring Settings** and specify the folder you want to monitor, and then select an operation from the Monitor Folder list.

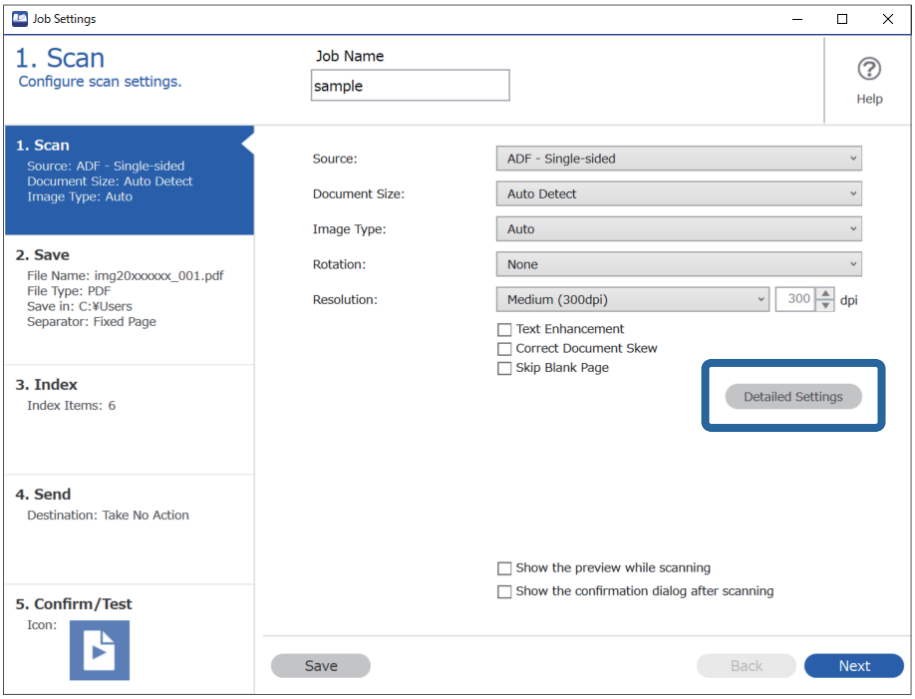
Item	Explanation
Monitoring Folder	Specify the folder you want to monitor and the operation you want to perform when files are added to that folder. Click **Monitoring Settings** to set the folder and the monitoring time.
Task Settings	Displays the Task Settings screen. On the Task Settings screen, you can set the name of the job, an explanation of the job, and the transfer (destination) settings.

Loading the Scanner Driver

You can use the following methods to load EPSON Scan/Epson Scan 2 from Document Capture Pro.

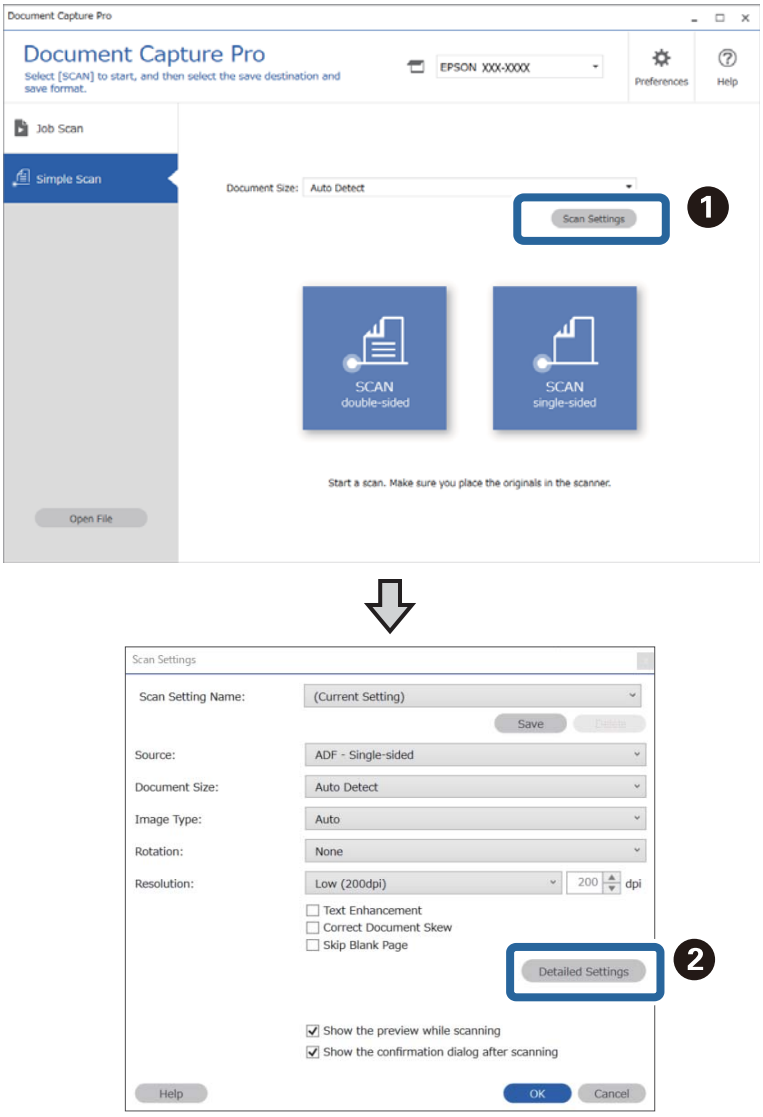
❏ Loading during job creation

Click the **1. Scan** tab on the **Job Settings** screen, and then click **Detailed Settings**.



❏ Loading while performing a simple scan

Click **Scan Settings** on the **Simple Scan** screen, and then click **Detailed Settings**.



Scan Settings Screen

This screen allows you to make settings such as resolution and more detailed settings using EPSON Scan/Epson Scan 2.

Item	Explanation
Source	Select the source according to the model being used. **Auto Detect/Auto Detect - Single-sided/Auto Detect - Double-sided**: Automatically detects and configures the device for scanning. When originals are loaded into the ADF, scanning is performed from the ADF. **Scanner Glass**: Scans from the scanner glass. **ADF/ADF - Single-sided/ADF - Double-sided**: Scanning is performed from the ADF.
Document Size	Select the size of the original loaded in the scanner.

Item	Explanation
Image Type	Set the number of colors for the original being scanned. **BW**: Scans in binary black and white. **Gray**: Scans in 8 bit (256 gradation) gray. **Color**: Scans in 24 bit color (approx. 16,770,000 colors). **Auto**: Scans by automatically adjusting to the color of the original. This is not displayed if the scanner does not support Auto.
Rotation	Rotates the original. **Auto** rotates the image automatically to match the direction of the original (only available for specific models). The orientation of the original may not be determined correctly because the orientation of the original is determined through image processing.
Resolution	Sets the resolution.
Text Enhancement	Corrects outlines when scanning the original to make text easier to read.
Correct Skew (only available for specific models)	Corrects skewed originals.
Skip Blank Page (only available for specific models)	Detects blank pages in an original and skips them.
Detailed Settings (only available for specific models)	Make detailed settings for scanning such as the scanning resolution. The scanner driver screen opens. If you change the settings, click **Save**.
Show the preview while scanning	Displays the preview screen during scanning. This is enabled by default.
Show the confirmation dialog after scanning	Displays a confirmation message asking if you want to continue scanning after completing a scan. This is disabled by default.

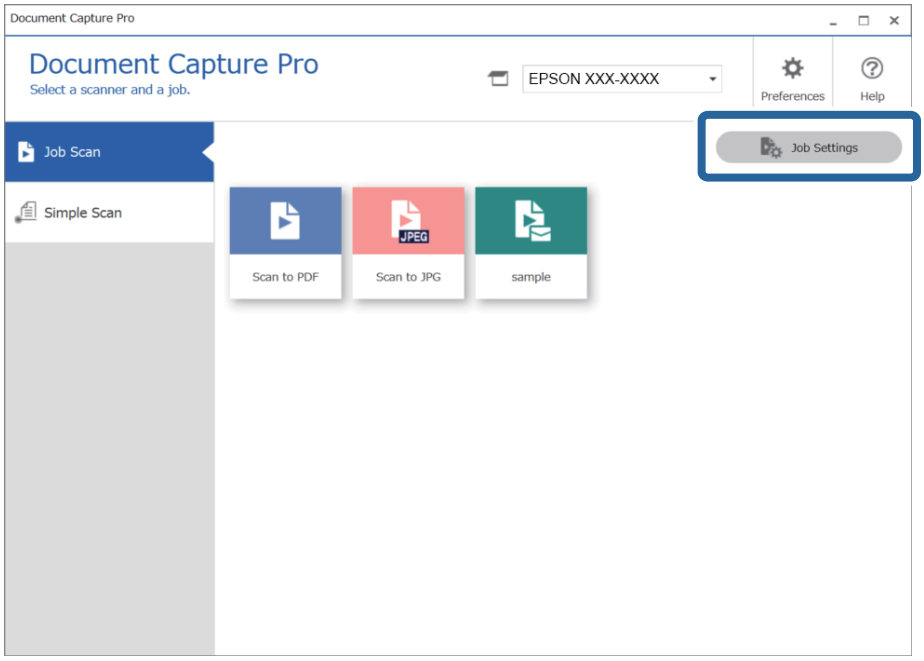
Scanning (Customized)

Creating a New Job

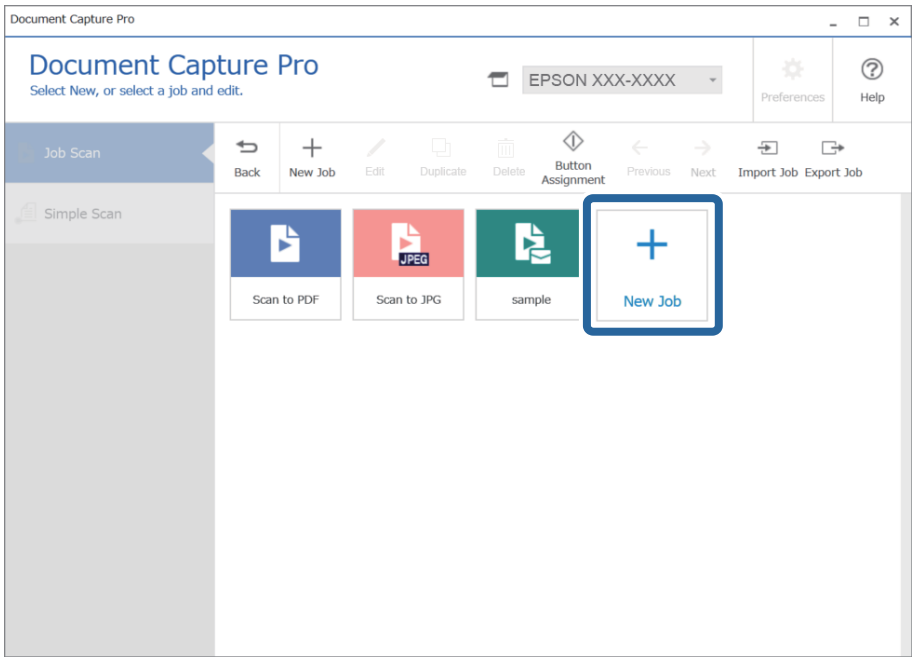
This section explains how to create a new job.

You can create up to 30 jobs.

1. Click **Job Settings** on the **Job Scan** screen.



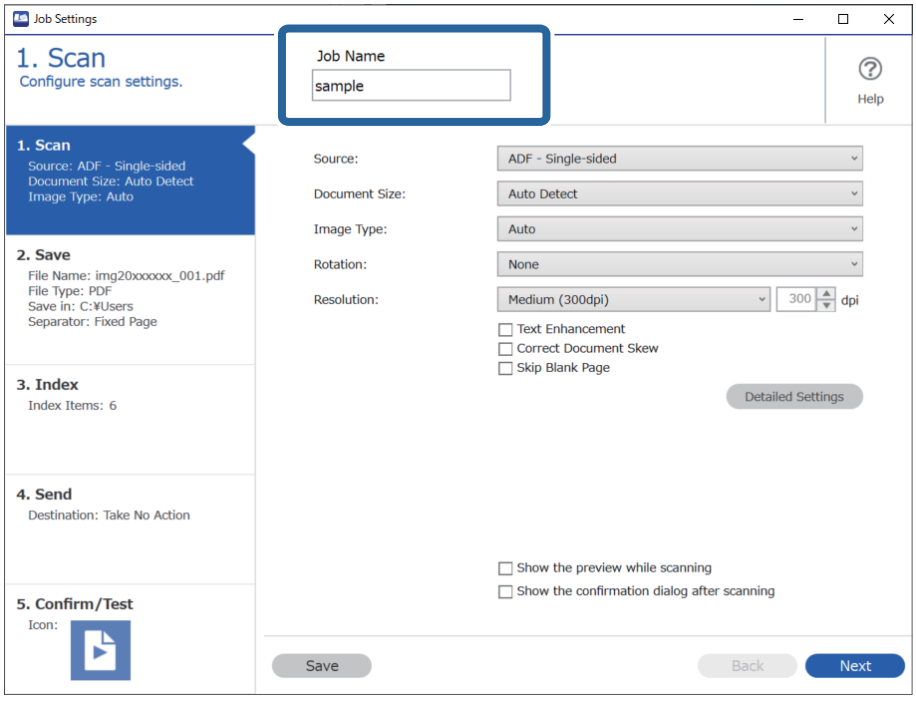
2. Click **New Job**.



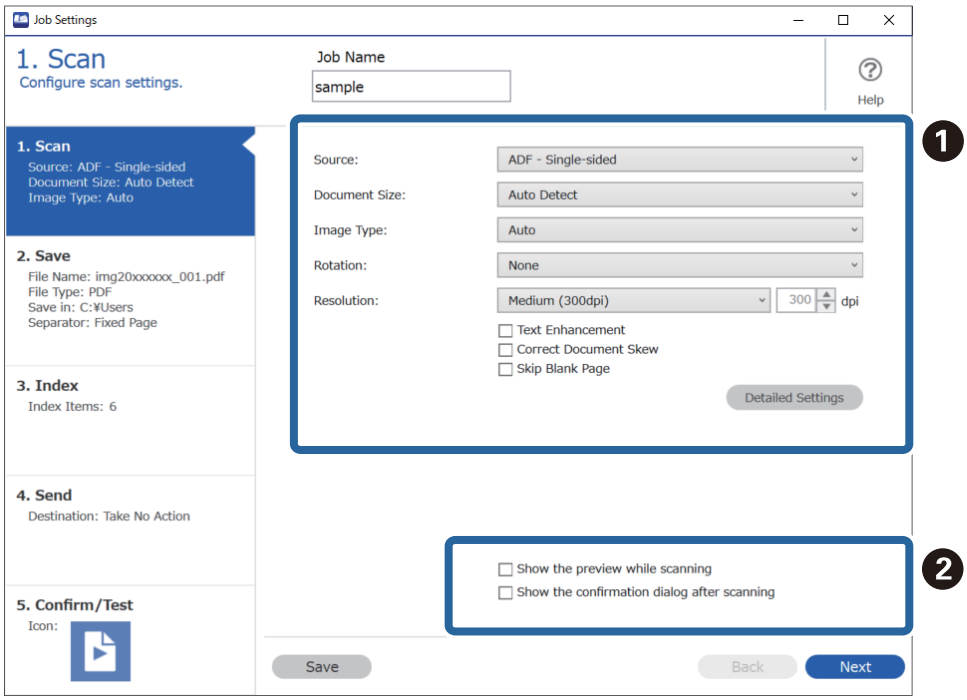
Note:
To create a new job based on another job, click the job you want to use as the base, and then click ***Duplicate****.*

The **Job Settings** window is displayed.

3. Enter a **Job Name**.



4. On the **1. Scan** tab, set the scan job operations you want to create.



❏ ❶ Make basic scanning settings.

To make more advanced settings, click **Detailed Settings** to open the settings screen. Change the scan operation and click **Save** to return to the Document Capture Pro screen.

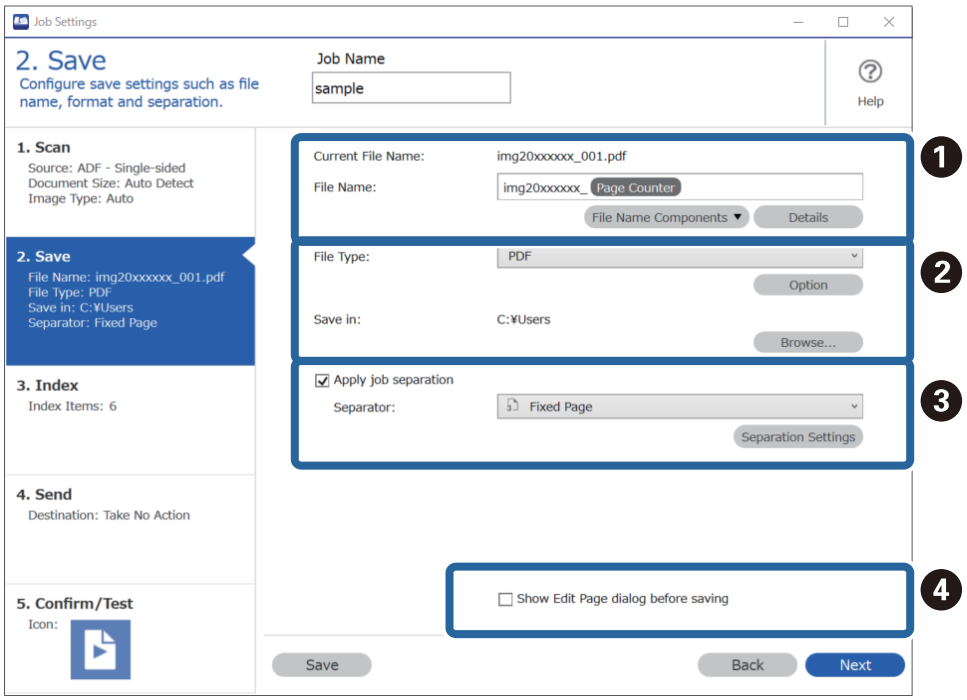
❏ ❷ Change the settings as necessary.

Select **Show the preview while scanning** to display images while scanning.

Select **Show the confirmation dialog after scanning** to display a confirmation message asking if you want to continue scanning after completing a scan.

When you have finished making scanning settings, click **Next** or the **2. Save** tab.

5. On the **2. Save** tab, you can make settings for saving the scan results.



❏ ❶ Set the name of the file.

When you select a component you want to use for the file name from **File Name Components**, it is added to the file name. You can also enter a name directly in **File Name**.

If you want to add barcodes, OCR, and forms, you need to make settings in advance. Click **Detailed Settings**.

You can also change the Time Stamp and Page Counter format from **Detailed Settings**.

❏ ❷ Set the file save format and location.

Option may be enabled depending on the File Type; click to make detailed settings.

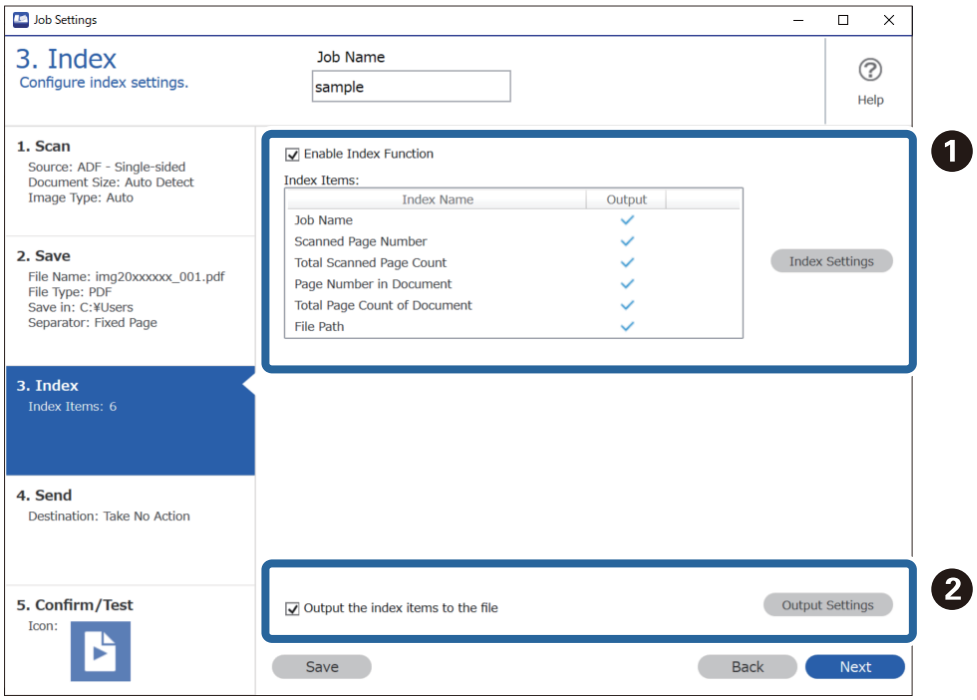
❏ ❸ When you want to separate jobs, select this to choose the separation method, and then select **Separation Settings** to make detailed settings.

❏ ❹ Change the settings as necessary.

When you select **Show Edit Page dialog before saving**, you can make edits on the **Edit Scanned Results** screen after scanning.

When you have finished making save settings, click **Next** or the **3. Index** tab.

6. You can make index file settings on the **3. Index** tab.



❏ ❶ When creating an index file, select **Enable Index Function**.

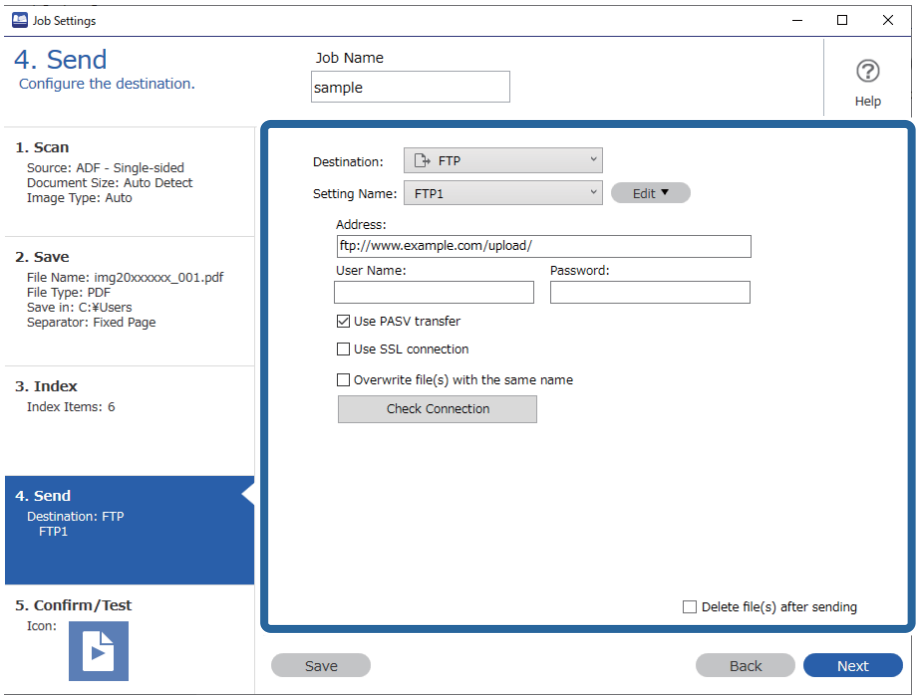
Click **Index Settings** and select the items you want to use for the index.

❏ ❷ Select **Output the index items to the file**, and then click **Output Settings** to set the output items and file name used when outputting to a file.

When you have finished making index settings, click **Next** or the **4. Send** tab.

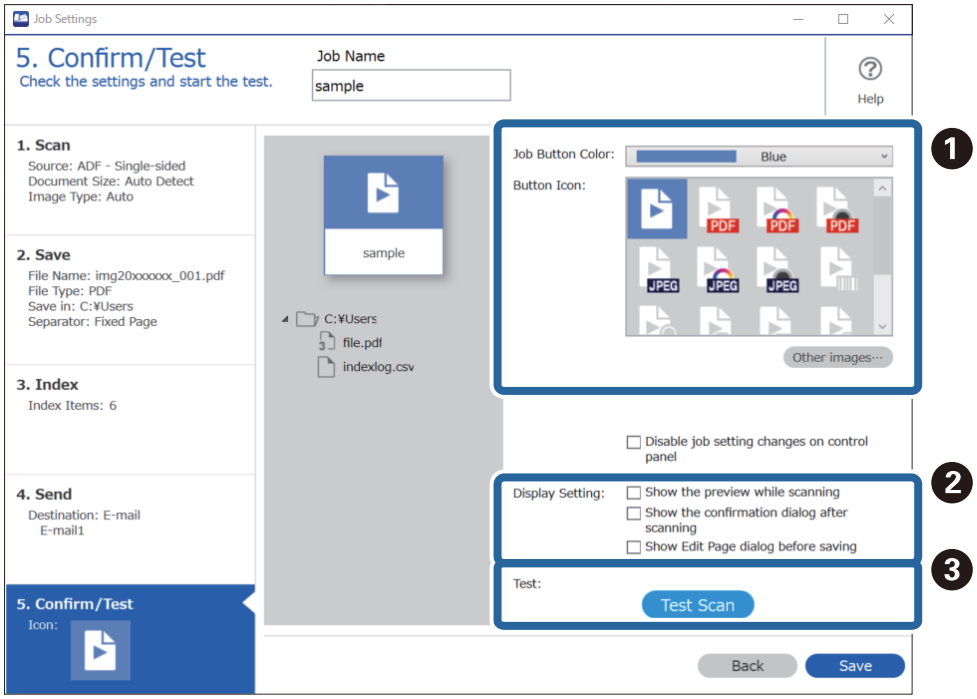
7. Set the destination settings on the **4. Send** tab.

   When **Destination** is selected, setting items are displayed according to the send destination.



   When you have finished making transfer settings, click **Next** or the **5. Confirm/Test** tab.

8. Check the settings on the **5. Confirm/Test** tab, and then perform a test scan.

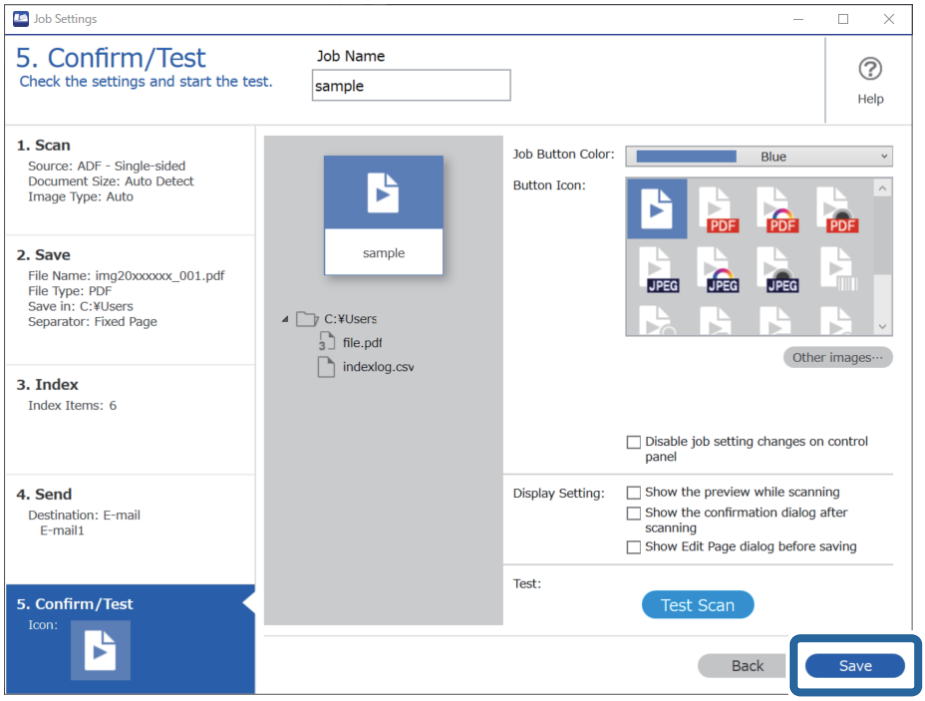


❏ ❶ Change the job button color or icon.

❏ ❷ Change the display settings used during and after scanning.

❏ ❸ Perform a test scan using the job that is currently set.

9. Click **Save** to finish creating the job.



If you go on to create a new job, make edits, duplicate, delete, and so on, continue to make settings.

To finish making job settings, click the **Back** button on the left of the toolbar to return the job screen.

1. Scan Screen

This screen allows you to make job scanning settings.

Item	Explanation
Source	Select the source according to the model being used. **Auto Detect/Auto Detect - Single-sided/Auto Detect - Double-sided**: Automatically detects and configures the device for scanning. When originals are loaded into the ADF, scanning is performed from the ADF. **Scanner Glass**: Scans from the scanner glass. **ADF/ADF - Single-sided/ADF - Double-sided**: Scanning is performed from the ADF.
Document Size	Select the size of the original loaded in the scanner.
Image Type	Set the number of colors for the original being scanned. **BW**: Scans in binary black and white. **Gray**: Scans in 8 bit (256 gradation) gray. **Color**: Scans in 24 bit color (approx. 16,770,000 colors). **Auto**: Scans by automatically adjusting to the color of the original. This is not displayed if the scanner does not support Auto.

Item	Explanation
Rotation	Rotates the original. **Auto** rotates the image automatically to match the direction of the original (only available for specific models). The orientation of the original may not be determined correctly because the orientation of the original is determined through image processing.
Resolution	Sets the resolution.
Text Enhancement	Corrects outlines when scanning the original to make text easier to read.
Correct Skew (only available for specific models)	Corrects skewed originals.
Skip Blank Page (only available for specific models)	Detects blank pages in an original and skips them.
Detailed Settings (only available for specific models)	Make detailed settings for scanning such as the scanning resolution. The scanner driver screen opens. If you change the settings, click **Save**.
Show the preview while scanning	Displays the preview screen during scanning. This is enabled by default.
Show the confirmation dialog after scanning	Displays a confirmation message asking if you want to continue scanning after completing a scan. This is disabled by default.

Related Information

➡ "Creating a New Job" on page 31

2. Save Screen

This screen allows you to make job saving settings.

Item	Explanation
File Name	Set the file name of the image. Select a component you want to use for the file name from **File Name Components**. The selected item is added to the file name. You can use your cursor to specify where you want to add **File Name Components**. You can also change the order of components by selecting added items and dragging/dropping them. If you want to delete a component, select the added item and delete it using the Delete key on your keyboard. You can make detailed settings for **File Name Components** in **Detailed Settings**.
File Type	Selects the file format to use when saving images. **Option** may be enabled depending on the file type. Click **Option** to display the Detailed Settings screen for each file type, and then make settings as necessary.

Item	Explanation
Save in	Displays the folder where images are saved. Click **Browse** to select the folder you want or to create a new folder.
Apply job separation	Select to enable the image separation function. Select **Separator** and click **Separation Settings** to select the type of separation you want to use.
Separator	**Fixed Page**: Separates the file according to the specified number of pages. **Blank Page**: Separates images based on blank pages. Disable **Skip Blank Page** in Scan Settings. **Barcode**: Separates images based on barcodes. **OCR**: Separates images based on text read using OCR (Optical Character Recognition). **Form**: Separates images based on the form type. **File Size**: Separates images based on the maximum file size. **Patch Code**: Separates images based on patch codes. Scans the printed patch code sheets between originals. The following patch codes can be detected. Patch 1, Patch 2, Patch 3, Patch 4, Patch 6, Patch T
Show Edit Page dialog before saving	Displays the Edit Page screen before saving the file.

Related Information

➡ "Creating a New Job" on page 31

Name Component Settings Screen

This screen allows you to make detailed settings and check items for each file name when saving images.

Select the items you want to include in the file name from **File Name Components**.

The items displayed may vary depending on your settings and model.

If a file with the same file name already exists in the save destination, a number starting from 1 is appended to the end of the file name, and the file is renamed and saved.

Item	Explanation
Job Name	Displays the job name.
Computer Name	Displays the computer name.
User Name	Displays the user name.

Scanning (Customized)

Item	Explanation	
Barcode	All Barcode Type	Select **All Barcode Type** to select all of the barcode types as a batch. Clear **All Barcode Type** to select individual barcode types.
	Detection Area	Select **Auto Detect** to automatically detect barcodes. You can detect up to four barcodes. Select **Specify Area** to drag on the preview screen to specify the barcode detection area. If the preview screen is not displayed, place the original and then click **Preview Scan** to display the preview.
	Maximum Length of Detected Text	Set the maximum number of barcode characters that can be detected. You can set up to 250 characters.
	Show the detection result	Select this to check the barcode detection results after scanning. If no barcode is detected, the name "[barcode]" is appended.
OCR	Recognition Text	Select the OCR language or font.
	Maximum Length of Detected Text	Set the maximum number of text characters that can be detected.
	Show the detection result	Select this to check the OCR detection results after scanning.
	Character Type	Select **All Supported Character** to select all of the text types as a batch. Clear **All Supported Character** to select individual text types.
	Preview Scan	Drag around the text to set the area that needs to be detected by OCR. If the preview screen is not displayed, place the original and then click **Preview Scan** to display the preview.

Scanning (Customized)

Item	Explanation	
Form	All Forms	Select this to select all registered forms as a batch. **Add**: Register a new form that you want to use to perform detection and separation. Scan a blank form and enter the name you want to register. **Edit**: Re-register a form that has already been registered. Select the name of the form you want to edit, and then click. Scan a blank form or re-name it for re-registration. **Delete**: Removes from the list of forms to be sorted. Select the name of the form you want to delete, and then click.
	Matching Level	Select the matching level for separation between the scanned image and registered form. If you have some similar forms and want to guarantee the separation results, select **Strict**. If you have a mixture of different form types, select **Fuzzy**.
	Detect Rotated Forms	Select to detect rotated forms and sort them as the same form type.
	Save unmatched pages as [Unsorted]	Select to sort and save images that could not be recognized as forms for separation as **Unsorted**. If this is cleared, unmatched pages are sorted as the same form type as the previous page.
	Show Confirmation Screen	Select this to check the form detection results after scanning.
Time Stamp	You can add a date and time in the selected display format.	
Page Counter	Set the **Digit Number** and **Start Number**. When you select **Retain Page Counter Number**, the file name is assigned the next number from the number used in the previous scan, even if there is a number missing in the save destination folder. When this is cleared, the file is assigned the lowest number in the folder if there is a number missing in the save destination folder.	

Note:

❏ *The scanning resolution needs to be within 200 to 600 dpi. When separating using OCR, the resolution needs to be within 200 to 400 dpi.*

❏ *Depending on the length of the file name, it may not be saved.*

Related Information

➡ "Creating a New Job" on page 31

Detailed Settings for File Type

This screen allows you to select the file type from a variety of options and make detailed settings.

Detailed Settings for JPEGs

This screen allows you to make detailed settings when saving as a JPEG.

Item	Explanation
Image Quality Options	Set the compression level for JPEG images. The file size increases when a high resolution is selected.
Encoding	Select the encoding method. **Standard**: With this encoding method, images on the Internet are displayed sequentially from the top of the Web browser. It takes longer to load the whole view of the image. **Progressive**: With this encoding method, images on the Internet are displayed roughly at first, and then clearly in the Web browser. The advantage of this method is that the whole image is displayed and can be recognized at once, although at a low resolution.
Embed ICC Profile	Allows you to add an ICC profile (information on the color reproducibility of the scanned image) to the image. You can display colors in the scanned image correctly by opening the image with the profile added to the file using software that supports color management.

Related Information

➡ "Creating a New Job" on page 31

Detailed Settings for JPEG 2000

This screen allows you to make detailed settings when saving as a JPEG 2000.

Item	Explanation
Image Quality Options	Set the compression level for JPEG images. The file size increases when a high resolution is selected. **High**: The images are saved at a low resolution. **Medium**: The images are saved at a medium resolution. **Low**: The images are saved at a high resolution.
Encoding	Select the encoding method. **Standard**: With this encoding method, images on the Internet are displayed sequentially from the top of the Web browser. It takes longer to load the whole view of the image. **Progressive**: With this encoding method, images on the Internet are displayed roughly at first, and then clearly in the Web browser. The advantage of this method is that the whole image is displayed and can be recognized at once, although at a low resolution.
Embed ICC Profile	Allows you to add an ICC profile (information on the color reproducibility of the scanned image) to the image. You can display colors in the scanned image correctly by opening the image with the profile added to the file using software that supports color management.

Related Information

➡ "Creating a New Job" on page 31

Detailed Settings for PDFs

This screen allows you to make detailed settings when saving as a PDF.

General

Item	Explanation
Generate PDF/A File	Creates PDFs that conform to PDF/A-1 standards (data for long-term archiving of electronic documents). This cannot be set on the **Compression Level** and **Security** tabs at the same time.
Searchable PDF	Select this check box to create a searchable PDF file. Set the **Resolution** (output resolution) between 200 dpi and 400 dpi. This function may increase scanning processing time. Select the language used for recognizing text in searchable PDFs in **Text Language**.
Create file with all pages	Save all pages as one file.
Paper Size	Select the paper size for the PDF to be created.
Orientation	Select the orientation for the PDF to be created.
Margin	Specify the margins for the PDF to be created.
Compression Level	Select the compression level for color or gray images.

Note:

❏ *You cannot set **Orientation** or **Margin** when **Actual Image Size** is selected from **Paper Size**.*

❏ *Depending on your scanner, you may not be able to use **Searchable PDF** unless the EPSON Scan OCR Component is installed.*

Related Information

➡ "Creating a New Job" on page 31

Security (only available for specific models)

Item	Explanation
Set a password to open the file.	Sets password protection when opening a PDF. Set the password within 32 single-byte characters.
Set property protect password.	Set a protection password for opening the PDF file Properties screen or the Change Settings screen. Set the password within 32 single-byte characters. **Do not Allow Editing**: Creates a file that prohibits the Editing, Commenting, and object extraction and commenting functions. **Do not Allow Printing**: Creates a file that prohibits printing.

Note:
This function is not available unless the Epson Scan PDF expansion function is installed.

Related Information

➡ "Creating a New Job" on page 31

Detailed Settings for TIFF/Multi-TIFF

This screen allows you to make detailed settings when saving as a TIFF or Multi-TIFF file.

Item	Explanation
Byte Order	Select the operating system that will use the scanned image.
Compression	Select the compression format. The available compression methods differ depending on the image type setting. **JPEG (7)**: This is available when the Image Type is Color or Gray. **LZW**: This is available when the Image Type is Color or Gray. **CCITT Group4**: Compresses data in 1/20 ratio (depending on the contents).
Embed ICC Profile	This function is only available for TIFF files. Allows you to add an ICC profile (information on the color reproducibility of the scanned image) to the image. You can display colors in the scanned image correctly by opening the image with the profile added to the file using software that supports color management.

Related Information

➡ "Creating a New Job" on page 31

Microsoft(R) Word Output Settings

This screen allows you to make detailed settings when saving as Microsoft(R) Word files.

Item	Explanation
Text Language	Select the language of the original.
Line Break	Select where you want to add line breaks. You can add a line break between each line from the original or between each paragraph. When you select the paragraph option, a line is added after each block of sentences. This does not maintain the position of new line breaks from the original.

Item	Explanation
Image Resolution	Select the resolution for images in the file. Select **Resolution when scanned** to maintain the image quality of the original. When there are multiple images in the file, the file size becomes large when saving the file. If you want to reduce the file size, select from **High (300dpi)**/**Middle (150dpi)**/**Low (72dpi)**. If the selected resolution is higher than the scanning resolution, the images are saved using the scanning resolution. **Resolution when scanned**: The images are saved at the same resolution as when they were scanned. **High (300dpi)**: The images are saved at a resolution of 300 dpi. **Middle (150dpi)**: The images are saved at a resolution of 150 dpi. **Low (72dpi)**: The images are saved at a resolution of 72 dpi.
Saving Pages	Select how you want to save the scanned pages. You can save scanned pages as a single file or as separate files.

Note:

- ❏ *Depending on your scanner, you may not be able to save in this file format unless EPSON Scan OCR Component2.1 or later is installed.*
- ❏ *Text in originals needs to be clearly typed or printed.*
- ❏ *The scanning resolution needs to be within 200 to 400 dpi.*
- ❏ *The files are saved in docx format.*

Related Information

➡ "Creating a New Job" on page 31

Microsoft(R) Excel(R) Output Settings

This screen allows you to make detailed settings when saving as Microsoft(R) Excel(R) files.

Item	Explanation
Text Language	Select the language of the original.
Saving Contents	Select how you want to save the content on the pages. **Save all contents**: Saves the entire page. **Save only tables**: Saves only the tables on the page.
Data Format (only available for specific models)	Select **Save numbers as numerical value** to save numbers as numeric data. Otherwise, numbers are saved as numeric characters.

Item	Explanation
Image Resolution	Select the resolution for images in the file. Select **Resolution when scanned** to maintain the image quality of the original. When there are multiple images in the file, the file size becomes large when saving the file. If you want to reduce the file size, select from **High (300dpi)**/**Middle (150dpi)**/**Low (72dpi)**. If the selected resolution is higher than the scanning resolution, the images are saved using the scanning resolution. **Resolution when scanned**: The images are saved at the same resolution as when they were scanned. **High (300dpi)**: The images are saved at a resolution of 300 dpi. **Middle (150dpi)**: The images are saved at a resolution of 150 dpi. **Low (72dpi)**: The images are saved at a resolution of 72 dpi.
Saving Sheets	Select how you want to save the scanned pages. You can save scanned pages as separate sheets, as a single book file, or as separate files.

Note:

- ❏ *Depending on your scanner, you may not be able to save in this file format unless EPSON Scan OCR Component2.1 or later is installed.*
- ❏ *Text in originals needs to be clearly typed or printed.*
- ❏ *The scanning resolution needs to be within 200 to 400 dpi.*
- ❏ *The files are saved in xlsx format.*

Related Information

➡ "Creating a New Job" on page 31

Microsoft(R) PowerPoint(R) Output Settings

This screen allows you to make detailed settings when saving as Microsoft(R) PowerPoint(R) files.

Item	Explanation
Image Format	Select how you want to save the scanned pages. You can save as editable data using OCR, or as images. **Save as editable data**: Select the language of the original from **Text Language**. **Line Break**: Select where you want to add line breaks. You can add a line break between each line from the original or between each paragraph. When you select the paragraph option, a line is added after each block of sentences. This does not maintain the position of new line breaks from the original. **Save as images**: Saves scanned pages as images. **Slide Layout** allows you to select the layout of the document and save each slide as a full-size slide. This function is only available for originals that are printed as handouts using the Microsoft(R) PowerPoint(R) slide print setting.

Item	Explanation
Image Resolution	Select the resolution for images in the file. Select **Resolution when scanned** to maintain the image quality of the original. When there are multiple images in the file, the file size becomes large when saving the file. If you want to reduce the file size, select from **High (300dpi)**/**Middle (150dpi)**/**Low (72dpi)**. If the selected resolution is higher than the scanning resolution, the images are saved using the scanning resolution. **Resolution when scanned**: The images are saved at the same resolution as when they were scanned. **High (300dpi)**: The images are saved at a resolution of 300 dpi. **Middle (150dpi)**: The images are saved at a resolution of 150 dpi. **Low (72dpi)**: The images are saved at a resolution of 72 dpi.

Note:

- ❏ *Depending on your scanner, you may not be able to save in this file format unless EPSON Scan OCR Component2.1 or later is installed.*
- ❏ *Text in originals needs to be clearly typed or printed.*
- ❏ *The scanning resolution needs to be within 200 to 400 dpi.*
- ❏ *The files are saved in pptx format.*

Related Information

➡ "Creating a New Job" on page 31

Job Separation Settings Screen

You can perform separation using a variety of methods such as splitting the file into a specified number of pages, recognizing barcodes and text on the originals, inserting blank pages into the original, and dividing and saving into multiple files.

You can also separate by form type, or save by splitting the file so as not to exceed the specified size.

By selecting **Create Folder** in Separation Settings and selecting **Apply job separation in two stages**, you can create a folder tree of up to two levels and separate the files.

Fixed Page

This screen allows you to set the number of pages used for separating.

Item	Explanation
Page	Specify the number of pages scanned before separating the file. When **Count blank pages in total** is selected, the number of blank pages is also included in the number of pages.
Create Folder	Select to create a folder based on the results of separation when saving or sending the files.

Item	Explanation
Folder Name	Set the folder name created in the sorting process. Enter the name directly or select items from **Folder Name Components** to add them to the folder name. You can change the order of components by selecting added items and dragging/dropping them. If you want to delete a component, select the added item and delete it using the Delete key on your keyboard.
Folder Name Components	Select the item you want to add to the folder name. The items displayed may vary depending on the **Separator**. You can make detailed settings in **Details**.
Apply job separation in two stages	You can sort using the above settings, and then perform further sorting using different conditions. Select **Apply job separation in two stages**, select the separation method (barcode or OCR), and then click **Separation Settings** to set the details.

Related Information

➡ "Creating a New Job" on page 31

Blank Page

This screen allows you to set the blank page detection level used when performing separation.

Item	Explanation
Detection Level	You can select **High**, **Medium**, or **Low** for the blank page detection ratio.
Delete a page for separator	Deletes pages used as separators when saving or sending the files.
Create Folder	Select to create a folder based on the results of separation when saving or sending the files.
Folder Name	Set the folder name created in the sorting process. Enter the name directly or select items from **Folder Name Components** to add them to the folder name. You can change the order of components by selecting added items and dragging/dropping them. If you want to delete a component, select the added item and delete it using the Delete key on your keyboard.
Folder Name Components	Select the item you want to add to the folder name. The items displayed may vary depending on the **Separator**. You can make detailed settings in **Details**.
Apply job separation in two stages	You can sort using the above settings, and then perform further sorting using different conditions. Select **Apply job separation in two stages**, select the separation method (barcode or OCR), and then click **Separation Settings** to set the details.

Related Information

➡ "Creating a New Job" on page 31

Barcode

This screen allows you to set the barcode type, detection area, and so on used when performing separation.

Item	Explanation
Detection Area	When **Auto Detect** is selected, barcode detection is performed automatically. To specify the detection area manually, select **Specify Area** to drag on the preview screen to specify the barcode detection area. If the preview screen is not displayed, place the original on the scanner glass, and then click **Preview Scan** to display the preview.
All Barcode Type	Select **All Barcode Type** to select all of the barcode types as a batch. Clear **All Barcode Type** to select individual barcode types.
Maximum Length of Detected Text	Set the maximum number of barcode characters that can be detected.
Show the detection result	Select to check the barcode detection results before saving or sending images.
Delete a page for separator	Deletes pages used as separators when saving or sending the files.
Create Folder	Select to create a folder based on the results of separation when saving or sending the files. If no barcode is detected, the name "[barcode]" is appended.
Folder Name	Set the folder name created in the separation process. Enter the name directly or select items from **Folder Name Components** to add them to the folder name. You can change the order of components by selecting added items and dragging/dropping them. If you want to delete a component, select the added item and delete it using the Delete key on your keyboard.
Folder Name Components	Select the item you want to add to the folder name. The items displayed may vary depending on the separation method. You can make detailed settings in **Details**.
Apply job separation in two stages	You can sort using the above settings, and then perform further sorting using different conditions. Select **Apply job separation in two stages**, select the separation method (barcode or OCR), and then click **Separation Settings** to set the details.

Related Information

➡ "Creating a New Job" on page 31

OCR

This window allows you to set the OCR font, type of characters, detection area, and so on used when performing separation.

Item	Explanation
Preview Scan	Drag around the text to set the area that needs to be detected by OCR. If the preview screen is not displayed, place the original on the scanner glass, and then click **Preview Scan** to display the preview.

Item	Explanation
Recognition Text	Select the OCR language and font. Depending on your scanner, you may need to install the EPSON Scan OCR component to select a language. If you select **OCR-A** or **OCR-B**, you can also select the **Character Type**.
Maximum Length of Detected Text	Set the maximum number of text characters that can be detected.
Show the detection result	Select to check the OCR detection results before saving or sending images.
Character Type	Displayed when **OCR-A** or **OCR-B** is selected in **Recognition Text**. Select **All Supported Character** to select all of the text types as a batch. Clear **All Supported Character** to select individual text types.
Delete a page for separator	Deletes pages used as separators when saving or sending the files.
Create Folder	Select to create a folder based on the results of separation when saving or sending the files.
Folder Name	Set the folder name created in the sorting process. Enter the name directly or select items from **Folder Name Components** to add them to the folder name. You can change the order of components by selecting added items and dragging/dropping them. If you want to delete a component, select the added item and delete it using the Delete key on your keyboard.
Folder Name Components	Select the item you want to add to the folder name. The items displayed may vary depending on the **Separator**. You can make detailed settings in **Details**.
Apply job separation in two stages	You can sort using the above settings, and then perform further sorting using different conditions. Select **Apply job separation in two stages**, select the separation method (barcode or OCR), and then click **Separation Settings** to set the details.

Note:

❏ *The scanning resolution needs to be within 200 to 600 dpi. When sorting using OCR, the resolution needs to be within 200 to 400 dpi.*

❏ *Depending on the length of the file name, it may not be saved.*

Related Information

➡ "Creating a New Job" on page 31

Form

This screen allows you to register new forms to be used for separation, as well as re-register or remove forms that have already been registered. You can also select forms to be used for separation from the list of registered forms, and then make separation settings.

Item	Explanation
All Forms	Select this to select all registered forms as a batch.

Item	Explanation
Add	Register a new form that you want to use to perform detection and separation. Scan a blank form and enter the name you want to register.
Edit	Re-register a form that has already been registered. Select the name of the form you want to edit, and then click. Scan a blank form or re-name it for re-registration.
Delete	Removes sorting forms from the list. Select the name of the form you want to delete, and then click.
Matching Level	Select the matching level for separation between the scanned image and registered form. If you have some similar forms and want to guarantee the separation results, select **Strict**. If you have a mixture of different form types, select **Fuzzy**.
Detect Rotated Forms	Select to detect rotated forms and sort them as the same form type.
Save unmatched pages as [Unsorted]	Select to sort and save images that could not be recognized as forms for separation as Unsorted. If this is cleared, unmatched pages are sorted as the same form type as the previous page.
Show Confirmation Screen	Select to check the results of form recognition before saving or sending images.
Delete a page for separator	Deletes pages used as separators when saving or sending the files.
Create Folder	Select to create a folder based on the results of separation when saving or sending the files.
Folder Name	Set the folder name created in the sorting process. Enter the name directly or select items from **Folder Name Components** to add them to the folder name. You can change the order of components by selecting added items and dragging/dropping them. If you want to delete a component, select the added item and delete it using the Delete key on your keyboard.
Folder Name Components	Select the item you want to add to the folder name. The items displayed may vary depending on the **Separator**. You can make detailed settings in **Details**.
Apply job separation in two stages	You can sort using the above settings, and then perform further sorting using different conditions. Select **Apply job separation in two stages**, select the separation method (barcode or OCR), and then click **Separation Settings** to set the details.

Related Information

➡ "Creating a New Job" on page 31

File Size

This screen allows you to make separator settings by file size.

Item	Explanation
File Size	Specify the maximum file size used for separating. You can specify the file size within a range of 50 to 20,000 KB.

Item	Explanation
Create Folder	Select to create a folder based on the results of separation when saving or sending the files.
Folder Name	Set the folder name created in the sorting process. Enter the name directly or select items from **Folder Name Components** to add them to the folder name. You can change the order of components by selecting added items and dragging/dropping them. If you want to delete a component, select the added item and delete it using the Delete key on your keyboard.
Folder Name Components	Select the item you want to add to the folder name. The items displayed may vary depending on the **Separator**. You can make detailed settings in **Details**.
Apply job separation in two stages	You can sort using the above settings, and then perform further sorting using different conditions. Select **Apply job separation in two stages**, select the separation method (barcode or OCR), and then click **Separation Settings** to set the details.

Related Information

➡ "Creating a New Job" on page 31

Patch Code

This screen allows you to make separator settings using patch codes.

Item	Explanation
Delete a page for separator	Deletes pages used as separators when saving or sending the files.
Create Folder	Select to create a folder based on the results of separation when saving or sending the files.
Folder Name	Set the folder name created in the sorting process. Enter the name directly or select items from **Folder Name Components** to add them to the folder name. You can change the order of components by selecting added items and dragging/dropping them. If you want to delete a component, select the added item and delete it using the Delete key on your keyboard.
Folder Name Components	Select the item you want to add to the folder name. The items displayed may vary depending on the **Separator**. You can make detailed settings in **Details**.
Apply job separation in two stages	You can sort using the above settings, and then perform further sorting using different conditions. Select **Apply job separation in two stages**, select the separation method (barcode or OCR), and then click **Separation Settings** to set the details.

Related Information

➡ "Creating a New Job" on page 31

3. Index Screen

This screen allows you to make index file settings.

Item	Explanation
Enable Index Function	Select to enable the index function.
Index Items	Displays the items used in the index file. Click **Index Settings** to add or delete items. You can check the contents on the **Edit Scanned Results** screen when you execute a job.
Output the index items to the file	Outputs index items to a file. Click **Output Settings** to set the file name, the save destination, and output items.

Related Information

➡ "Creating a New Job" on page 31

Index Settings Screen

This screen is displayed when you select **Enable Index Function** and click **Index Settings**.

Set the items you want to output to an index file.

Item	Explanation
Index Items	Items that will be output to the index file are displayed in the list on the right. Select an item you want to output from the list on the left, and then click **Add**. To delete an item, select it from the list on the right, and then click **Delete**. To change the order of the items, select an item from the list on the right, and then click **Up** or **Down**.

Related Information

➡ "Creating a New Job" on page 31

Output Settings Screen

Select **Enable Index Function** and **Output the index items to the file** from Index Settings, and then click **Output Settings**.

Set the output items and file name used when outputting index items to a file.

Item	Explanation
File Name	Set the file name for the index file. Select **Overwrite the file** to overwrite if a file with the same name already exists.
File Type	Select the save format for the index file.

Item	Explanation
Save in the image output folder	Save the index file to the same folder as the scanned images.
Save in the specified folder	Save the index file to a specified folder.
Index Items	Items that will be output to the index file are displayed in the list on the right. To change the order of the items, select an item from the list on the right, and then click **Up** or **Down**.

Related Information

➡ "Creating a New Job" on page 31

4. Send Screen

This screen allows you to select the **Destination** and configure destination settings.

Item	Explanation
Destination	Select the destination from the list. If you select **Take No Action**, files are saved but they are not sent. Select **Open Folder** to open the destination folder after saving the file. If you select another destination to send to, the settings for that destination are displayed on the screen.
Delete file(s) after sending	When this is selected, files created by specifying them on the **2. Save** tab are deleted after they have been sent to the destination.

Related Information

➡ "Creating a New Job" on page 31

Destination Settings

This screen allows you to select a destination from a variety of options and make detailed settings.

Sending to a Folder

This screen allows you to make detailed settings when sending to a folder.

Item	Explanation
Setting Name	Select the saved settings you want to use from the list. Select **New** from the list to register a new setting.

Item	Explanation
Edit	Click to overwrite or edit settings. Click **Change Settings** to change the folder settings. Click **Rename** to change the name of the selected setting. Click **Delete** to delete the selected setting.
Folder	Displays the folder where images are saved. Click **Browse** to select the folder you want or to create a new folder.
Authentication	Enter the **User Name** and **Password** as necessary.
Overwrite file(s) with the same name	Select to overwrite if a file with the same name already exists.
Open specified folder after processing	Opens the destination folder after saving the file.
Delete file(s) after sending	Deletes file(s) after sending them to the destination. This item may not be displayed depending on the **Destination** selected.

Related Information

➡ "Creating a New Job" on page 31

Sending by E-Mail

This screen allows you to make detailed settings when sending by e-mail.

Item	Explanation
Setting Name	Select the saved settings you want to use from the list. Select **New** from the list to register a new setting.
Edit	Click to overwrite or edit settings. Click **Rename** to change the name of the selected setting. Click **Delete** to delete the selected setting.
Message Recipients	Enter an e-mail address, and then click **Add** to add it to the list. Click **Address Book** to select an e-mail from your address book. To delete an address from the list, select the address and then click **Delete**.
Message	Enter the subject and body of the e-mail.
Allow attaching file(s) at up to	When this is selected and a size has been specified, a confirmation message is displayed if the file size exceeds the specified size.
Check e-mail before sending	Select to check the content of e-mails before they are sent.
E-mail Account Settings	Click to specify the sender's e-mail address, the e-mail software being used, and the SMTP server.

Related Information

➡ “Creating a New Job” on page 31

Sending to FTP

This screen allows you to make detailed settings when sending to an FTP.

Item	Explanation
Setting Name	Select the saved settings you want to use from the list. Select **New** from the list to register a new setting.
Edit	Click to overwrite or edit settings. Click **Rename** to change the name of the selected setting. Click **Delete** to delete the selected setting.
Address	Enter the FTP site address.
User Name Password	Enter the user name and password for the FTP site.
Use PASV transfer	Use PASV mode to send data.
Use SSL connection	Use an SSL connection to send data.
Overwrite file(s) with the same name	Select to overwrite if a file with the same name already exists.
Check Connection	Tests the connection to the destination using the current settings.

Related Information

➡ “Creating a New Job” on page 31

Sending to a Printer

This screen allows you to make detailed settings when sending to a printer.

You can only send to Epson printers with their printer drivers installed.

Item	Explanation
Setting Name	Select the saved settings you want to use from the list. Select **New** from the list to register a new setting.
Edit	Click to overwrite or edit settings. Click **Rename** to change the name of the selected setting. Click **Delete** to delete the selected setting.
Printer	Select the printer you want to output to. Click **Print Settings** to display the printer settings screen. You can also specify the **Copies**.

Item	Explanation
Show confirmation dialog before printing	Select to display a confirmation screen asking whether or not you want to print.

Related Information

➡ "Creating a New Job" on page 31

Sending to a Web Folder

This screen allows you to make detailed settings when sending to a Web folder.

Item	Explanation
Setting Name	Select the saved settings you want to use from the list. Select **New** from the list to register a new setting.
Edit	Click to overwrite or edit settings. Click **Rename** to change the name of the selected setting. Click **Delete** to delete the selected setting.
Address	Enter the Web folder address.
User Name Password	Enter the user name and password for the Web folder.
Overwrite file(s) with the same name	Select to overwrite if a file with the same name already exists.
Check Connection	Tests the connection to the destination using the current settings.

Related Information

➡ "Creating a New Job" on page 31

Sending to a Microsoft(R) SharePoint(R) Server

This screen allows you to make detailed settings when sending to a Microsoft(R) SharePoint(R) Server.

Item	Explanation
Setting Name	Select the saved settings you want to use from the list. Select **New** from the list to register a new setting.
Edit	Click to overwrite or edit settings. Click **Rename** to change the name of the selected setting. Click **Delete** to delete the selected setting.
Address	Enter the server address.

Item	Explanation
User Name Password	Enter the user name and password for the server.
Overwrite file(s) with the same name	Select to overwrite if a file with the same name already exists.
Check Connection	Tests the connection to the destination using the current settings.

Related Information

➡ "Creating a New Job" on page 31

Sending to Evernote

This screen allows you to make detailed settings when sending to Evernote.

To select Evernote as the destination, you need to install the Evernote client application.

Item	Explanation
Setting Name	Select the saved settings you want to use from the list. Select **New** from the list to register a new setting.
Edit	Click to overwrite or edit settings. Click **Rename** to change the name of the selected setting. Click **Delete** to delete the selected setting.
Notebook	Enter the notebook name.

Related Information

➡ "Creating a New Job" on page 31

Sending to Google Drive

This screen allows you to make detailed settings when sending to Google Drive.

Item	Explanation
Setting Name	Select the saved settings you want to use from the list. Select **New** from the list to register a new setting.
Edit	Click to overwrite or edit settings. Click **Rename** to change the name of the selected setting. Click **Delete** to delete the selected setting.
Login Logout	Login/Log out of Google Drive. When the application Authentication screen is displayed when you login, follow the on-screen instructions to login to Google Drive.

Item	Explanation
Folder	Select the folder name.

Related Information

➡ "Creating a New Job" on page 31

Sending to SugerSync

This screen allows you to make detailed settings when sending to SugerSync.

Item	Explanation
Setting Name	Select the saved settings you want to use from the list. Select **New** from the list to register a new setting.
Edit	Click to overwrite or edit settings. Click **Rename** to change the name of the selected setting. Click **Delete** to delete the selected setting.
E-mail Address Password	Enter the e-mail address and password used to login to SugarSync.
Place Folder	Select the location of the destination SugarSync folder, and then enter the file name.
Overwrite file(s) with the same name	Select to overwrite if a file with the same name already exists.
Check Connection	Tests the connection to the destination using the current settings.

Related Information

➡ "Creating a New Job" on page 31

Sending to an Application

This screen allows you to make detailed settings when sending to an application.

Item	Explanation
Setting Name	Select the saved settings you want to use from the list. Select **New** from the list to register a new setting.
Edit	Click to overwrite or edit settings. Click **Rename** to change the name of the selected setting. Click **Delete** to delete the selected setting.
Location	Specify the location of the application you want to start. Click **Browse** to select the folder you want or to create a new folder.

Item	Explanation
Parameters as Launch Option	Select the parameters you want to send to the startup application. **Transfer of File Path to Application**: Send the file name for the scanned image. In software that supports the command line function, scanned images are opened when the software starts. **Transfer of Folder Path to Application**: Send the folder name where the scanned image is saved. Software that supports the command line function starts while the save folder is open. **User Definition**: Specify optional command line parameters. Depending on the software being used, higher-level command line parameters may be supported. For example, depending on the software, you may be able to print a file using the command "/p". In this case, enter /p%file in the lower input field to allow the process to be automated. You can control the file name and folder name sent to the software by specifying the following special character strings. %file: Indicates the scanned file name. %folder: Indicates the folder name where the scanned file is saved. For more information on supported command lines, see the manual provided with your software, or contact the software manufacturer.

Related Information

➡ "Creating a New Job" on page 31

5. Confirm/Test Screen

This screen allows you to check the color and icon for the currently set job button, and perform a test scan.

Item	Explanation
Job Button Color	Select the job button color.
Button Icon	Select the job button icon. Click **Other Images** to select an image file to use as an icon.
Disable job setting changes on control panel (only available for specific models)	When this is selected, you cannot change job contents from the control panel of the scanner or network interface panel (or unit).
Display Settings	You can change the display settings used during and after scanning. **Show the preview while scanning**: Displays the preview screen during scanning. **Show the confirmation dialog after scanning**: Displays a confirmation message asking if you want to continue scanning after completing a scan. **Show Edit Page dialog before saving**: Displays the Edit Page screen before saving the file.
Test	Click **Test Scan** to perform a test scan using the set job.

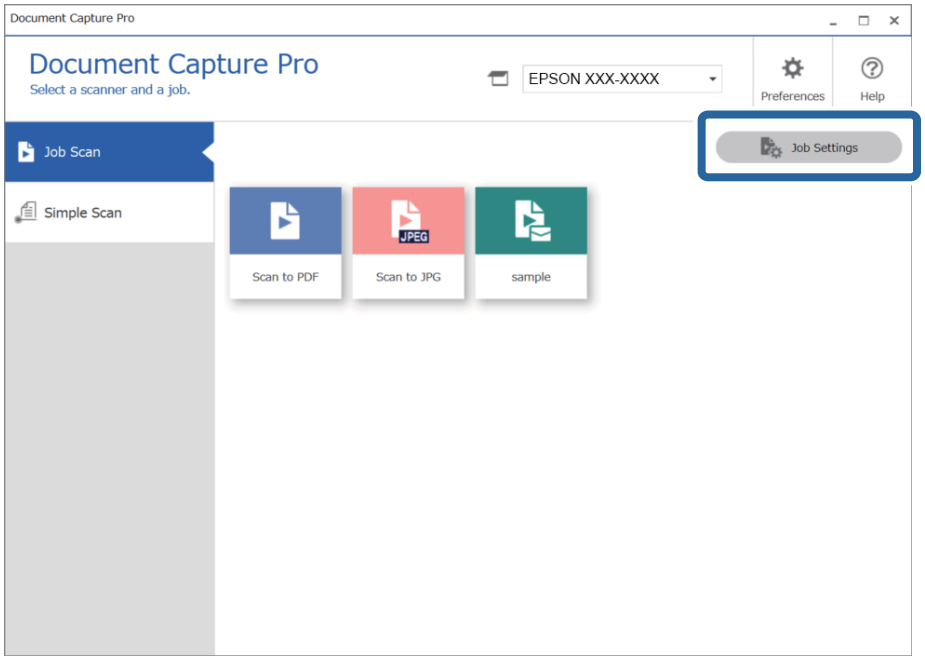
Related Information

➡ "Creating a New Job" on page 31

Editing Created Jobs

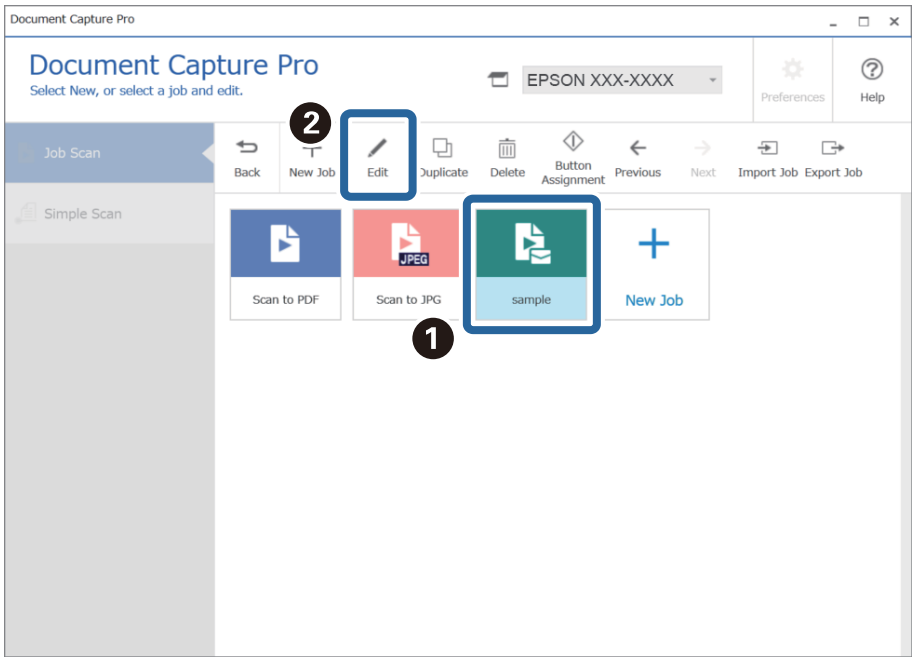
This section explains how to edit a job that has already been created.

1. Click **Job Settings** on the Job Scan screen.



2. Click the icon of the job you want to edit, and then click **Edit**.

   You can also double-click to edit the job.



Note:
To delete a job, click the icon of the job, and then click ***Delete****.*

The **Job Settings** window is displayed.

3. In the same way as when creating a new job, click the **1. Scan** to **5. Confirm/Test** tabs and set the items you want to edit.

4. When you have finished editing, click **Save** to update the edited job.

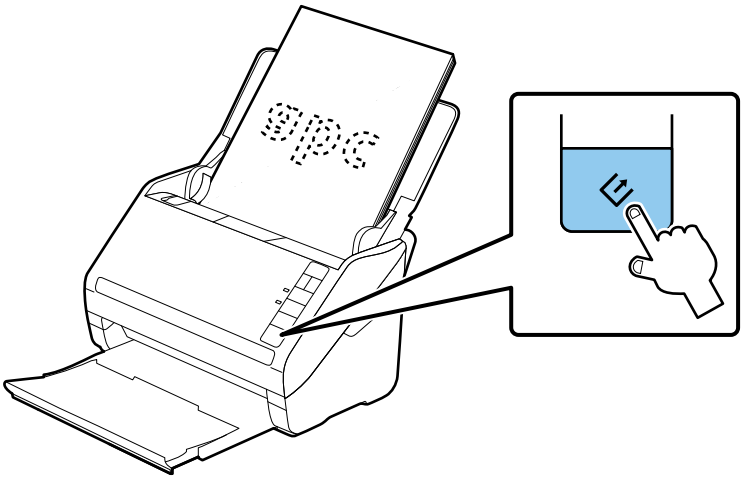
   If you go on to create a new job, make edits, duplicate, delete, and so on, continue to make settings.

   To finish making job settings, click the **Back** button on the left of the toolbar to return the job screen.

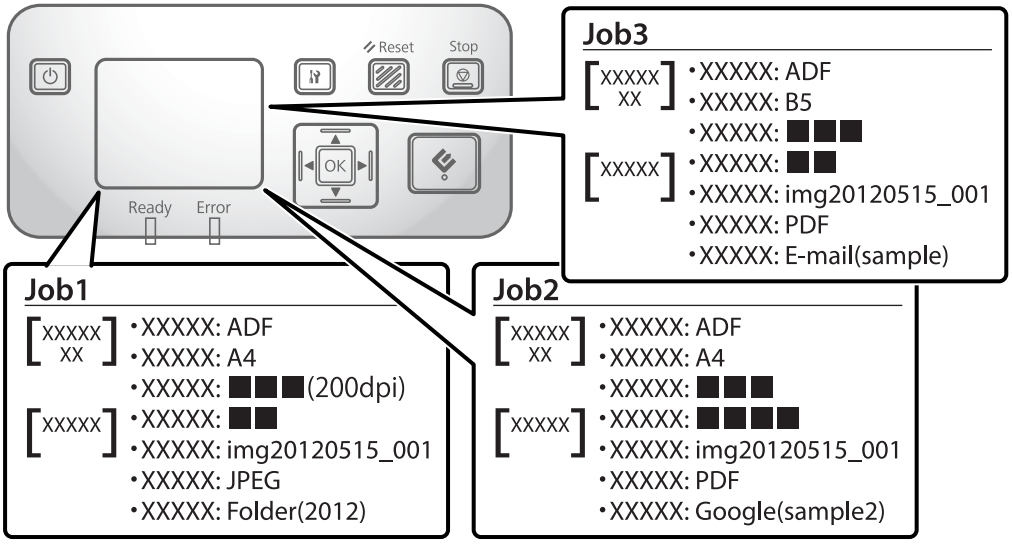
Assigning Scan Operations to Buttons

You can make settings so that you can perform job scans and simple scans from the control panel (buttons) of the scanner or network interface panel (or unit). This section explains how to assign scan operations to the control panel (buttons).

❏ Press the scanner button to start scanning

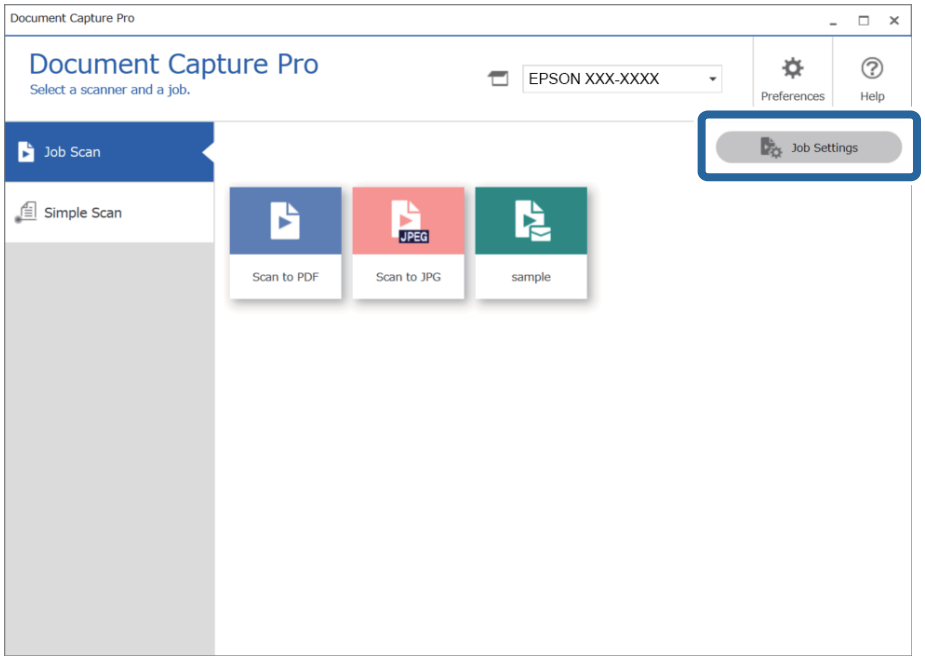


❏ Scan from the scanner, multifunction device, or the control panel on the network interface panel

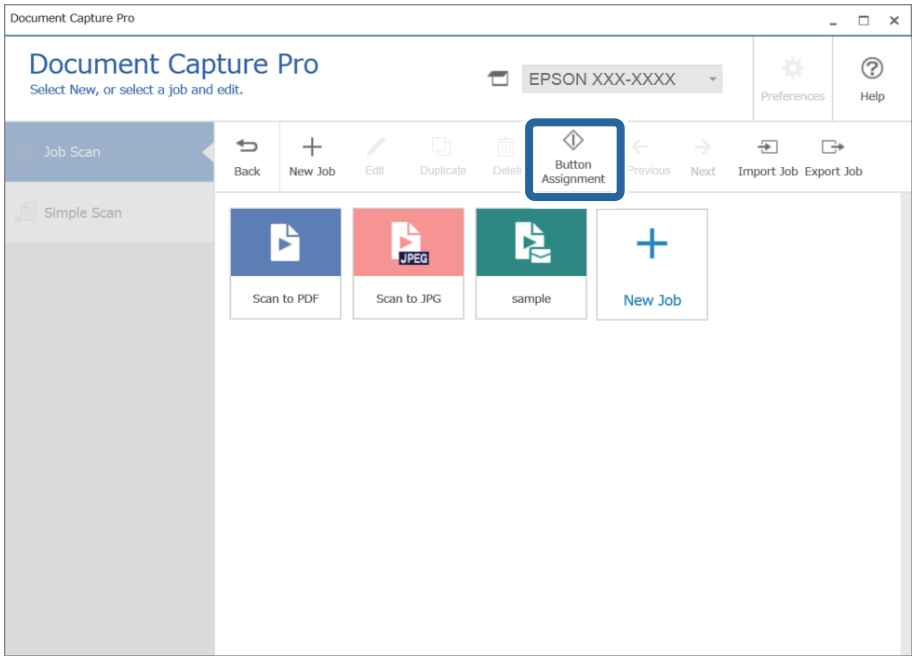


Assigning Jobs

1. Click **Job Settings** on the Job Scan screen.

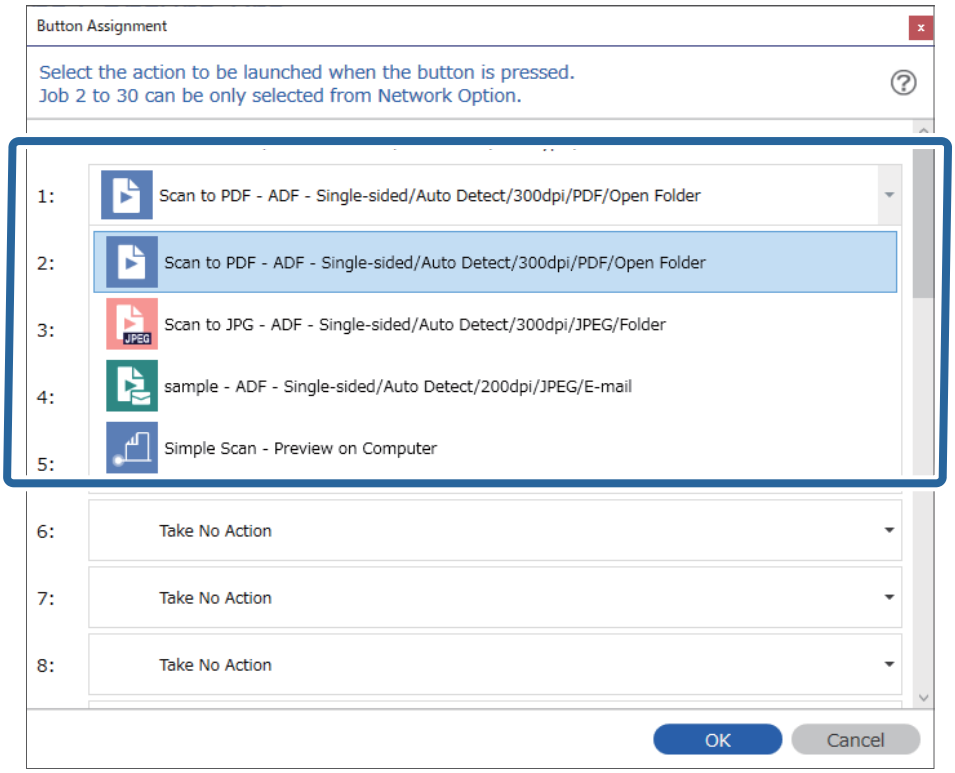


2. Click **Button Assignment**.



The button assigning screen is displayed.

3. From the pull down menu, select the job you want to perform from the control panel (buttons) on the scanner.



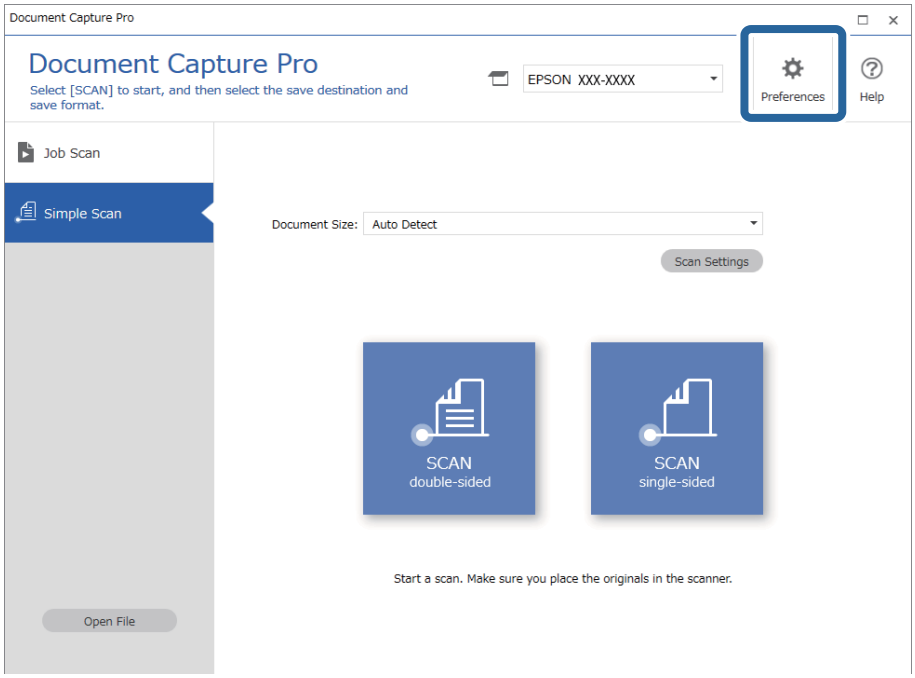
The number of buttons to which you can assign a job differs depending on the model you are using.

If you are using the network interface panel (or unit), you can assign up to 30 jobs to the buttons. If you are using a scanner which does not have a control panel using a USB connection, assign the job to button 1.

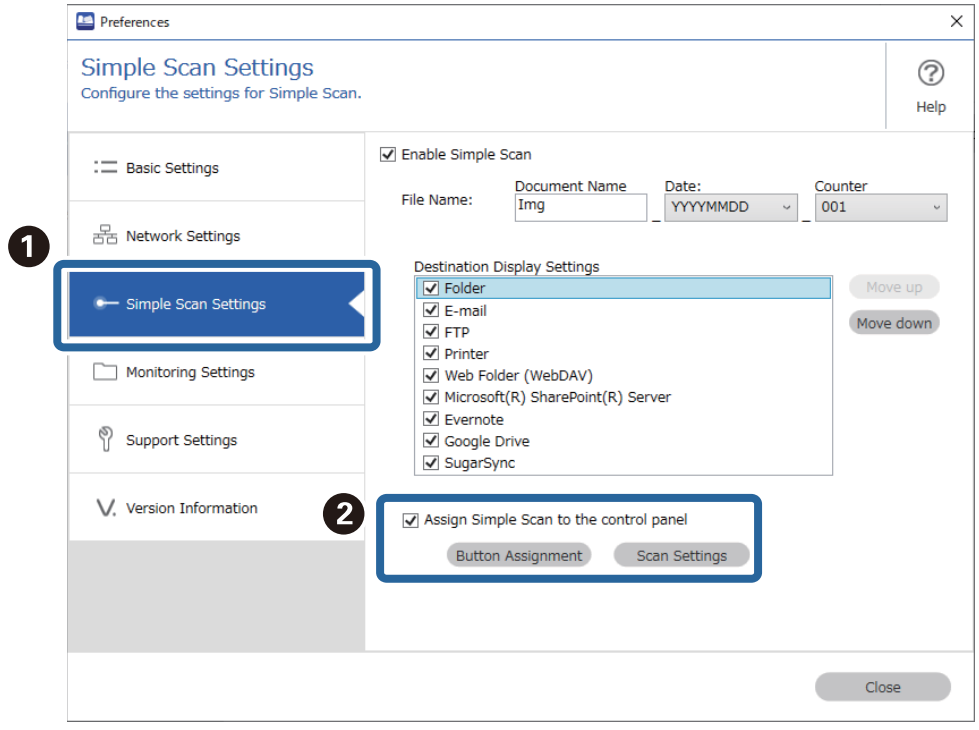
4. Click **OK** to close the Button Assignment screen.

Assigning Simple Scan Operations

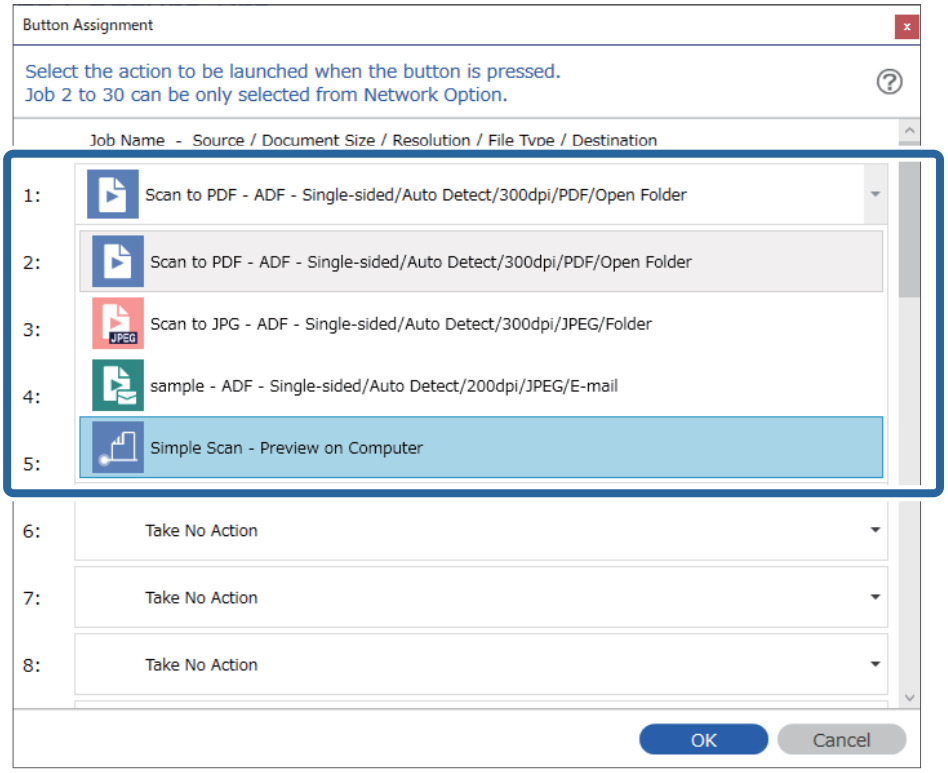
1. Click **Preferences** on the Document Capture Pro top screen.



2. Click the **Simple Scan Settings** tab, select **Assign Simple Scan to the control panel**, and then click **Button Assignment**.



3. From the pull down menu, select the Simple Scan Settings you want to perform from the scanner's control panel (buttons).



The number of buttons to which you can assign a job differs depending on the model you are using.

If you are using the network interface panel (or unit), you can assign up to 30 jobs to the buttons. If you are using a scanner which does not have a control panel using a USB connection, assign the job to button 1.

4. Click **OK** to close the Button Assignment screen.

Advanced Scanning

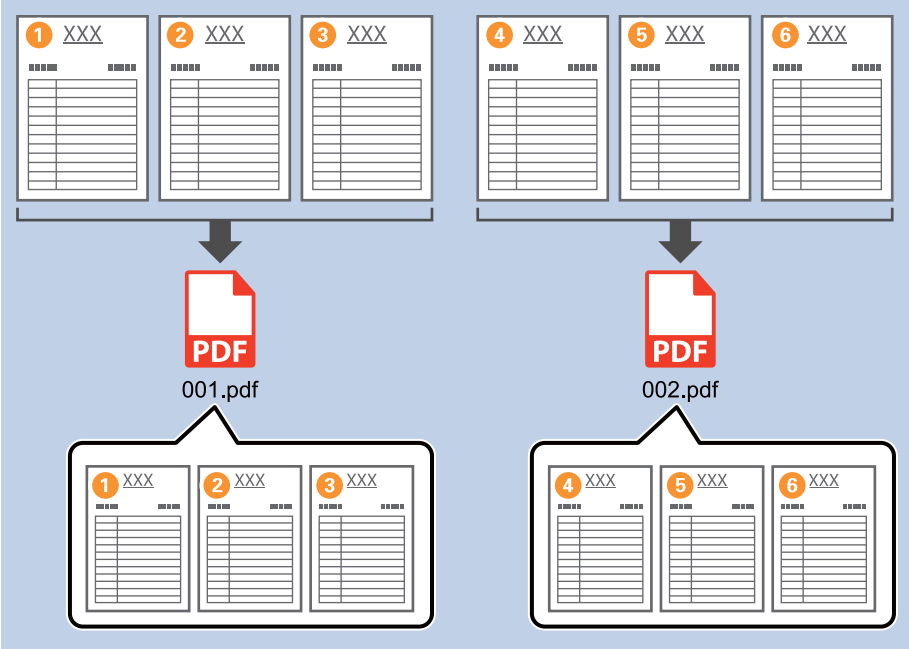
Document Capture Pro allows you to easily scan and save documents such as official reports and forms, by using the optimum settings to suit your needs. This section explains how to make settings for jobs that use convenient functions such as sorting.

Dividing documents using a specified number of pages

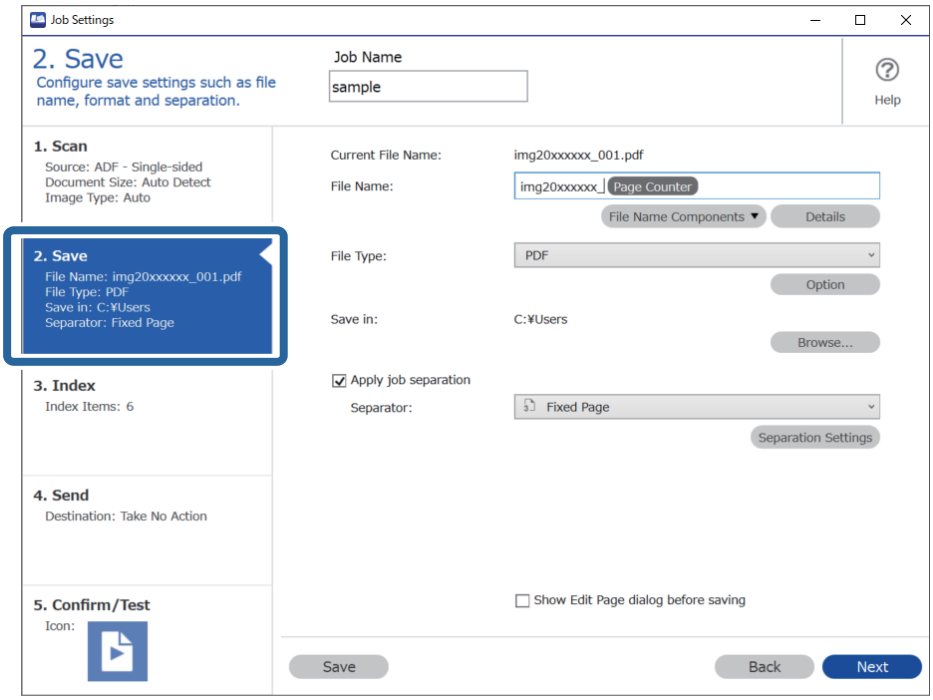
You can divide data based on a specified number of pages scanned, and save in a file or folder.

Scanning (Customized)

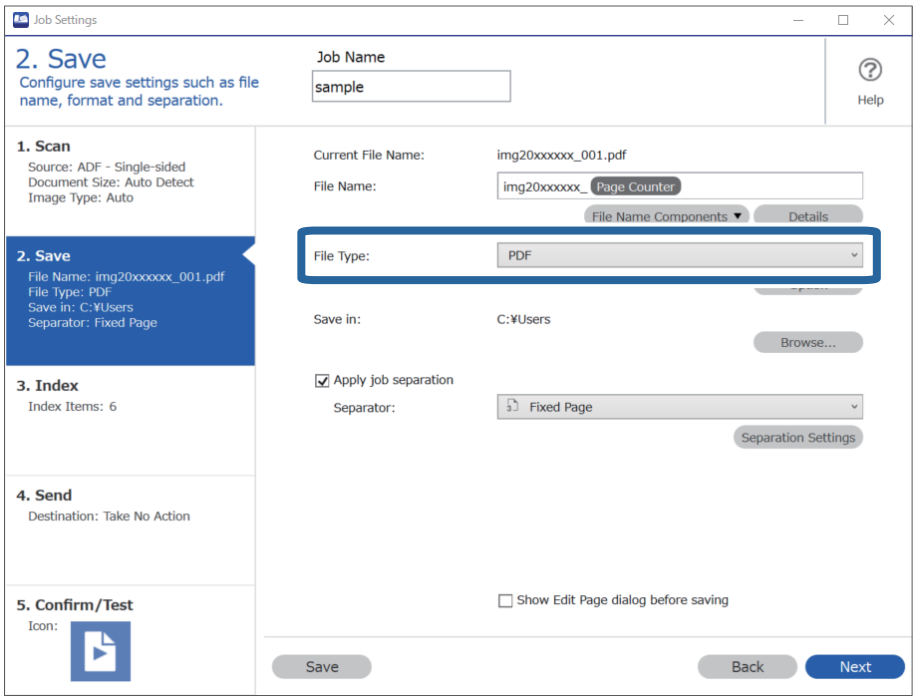
This section explains the job settings for "Dividing a document every three pages and saving as PDF files".



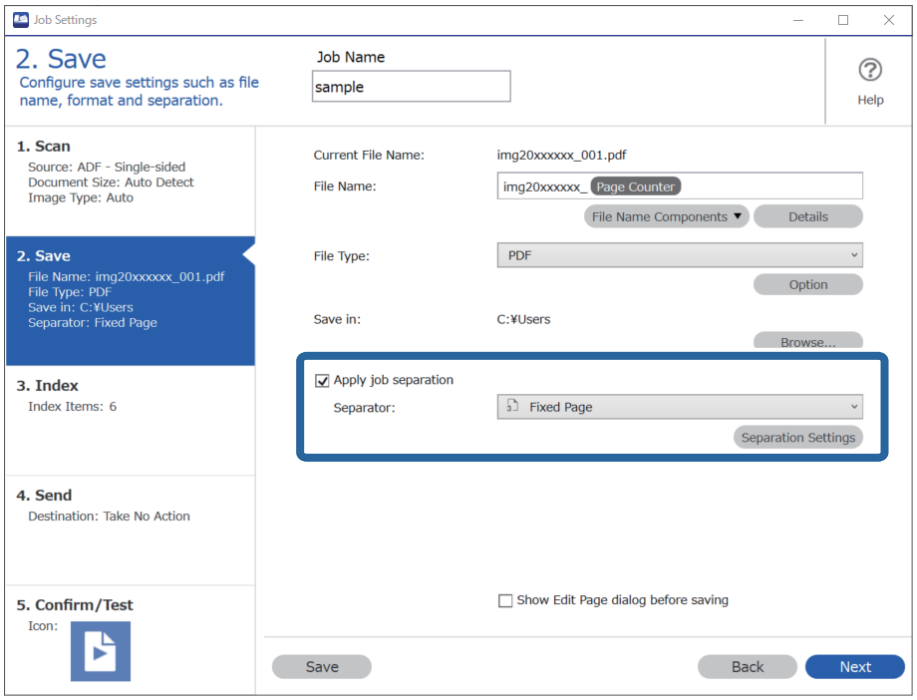
1. Display the **Job Settings** screen, and then click the **2. Save** tab.



2. Set **File Type** to **PDF**.

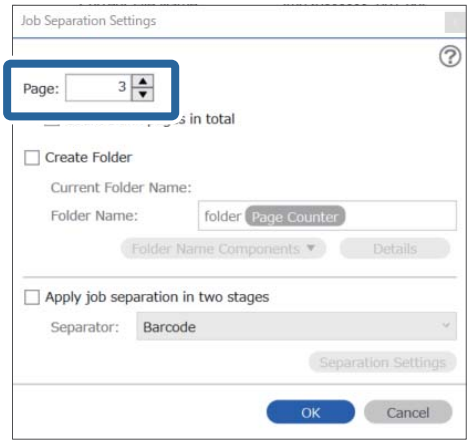


3. Select **Apply job separation**, set **Separator** to **Fixed Page**, and then click **Separation Settings**.

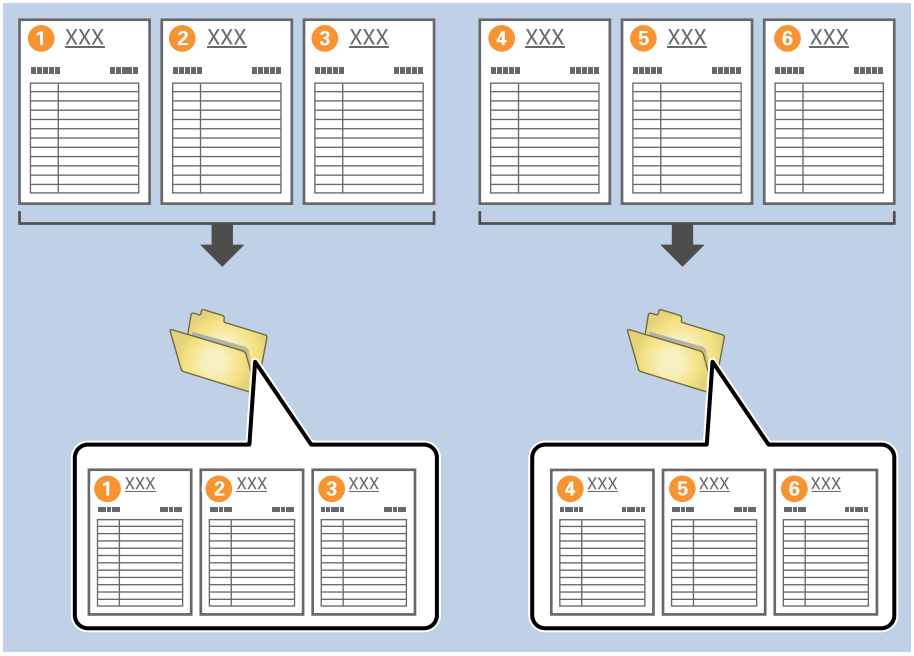


4. On the **Job Separation Settings** screen, set the number of pages at which you want to divide the document.

   For example, when you specify "3", the document is divided after scanning every three pages.



Note:
Since there are no save formats (image files such as JPEGs) that support multiple pages, you cannot create multi-page files. When ***Create Folder*** *is selected, the document is divided at the page number you specified (number of files), and then saved to a folder.*

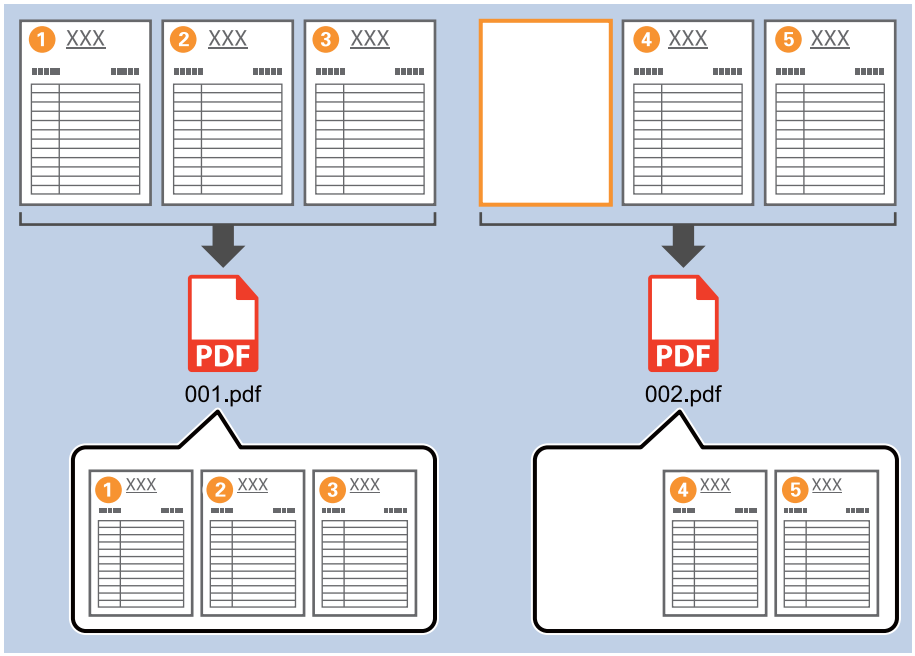


Dividing documents using blank sheets of paper

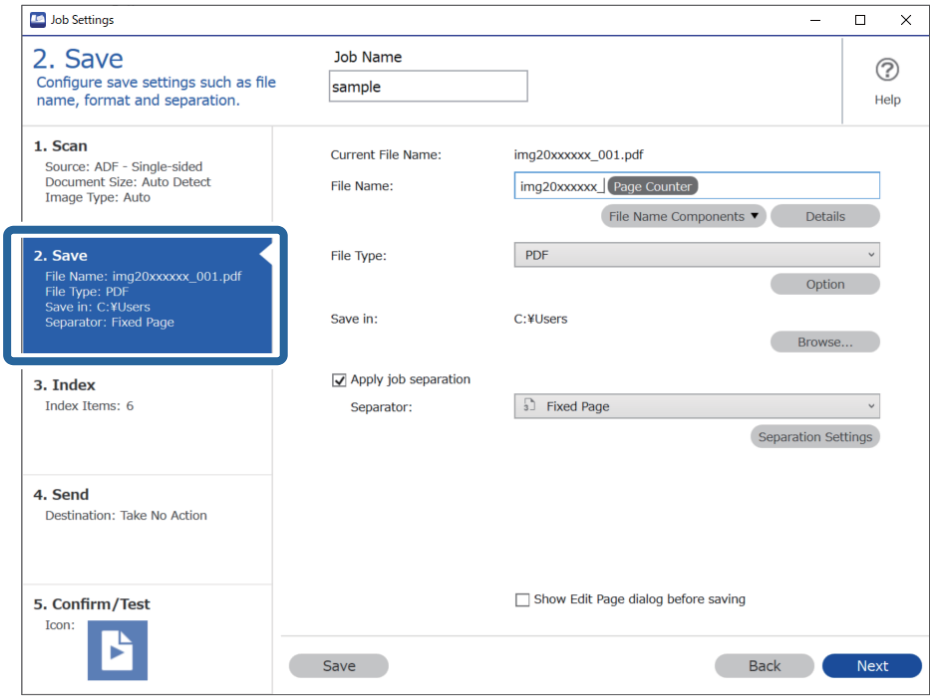
By placing blank sheets of paper between the pages of the document being scanned, you can divide the scanned data and save them in separate files or folders. When scanning both sides of a document, if one of the sides is blank, it is also detected as a blank page. After sorting, you can remove any unnecessary pages and then save.

Scanning (Customized)

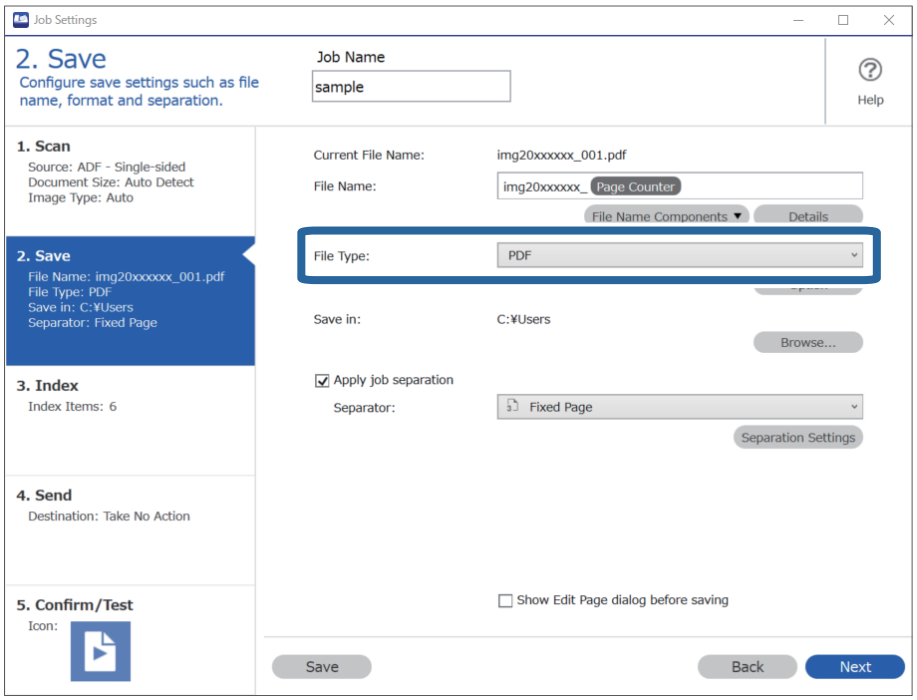
This section explains the job settings for "Dividing a document using blank pages, and saving as PDF files" when a blank page is placed between the third and fourth pieces of paper.



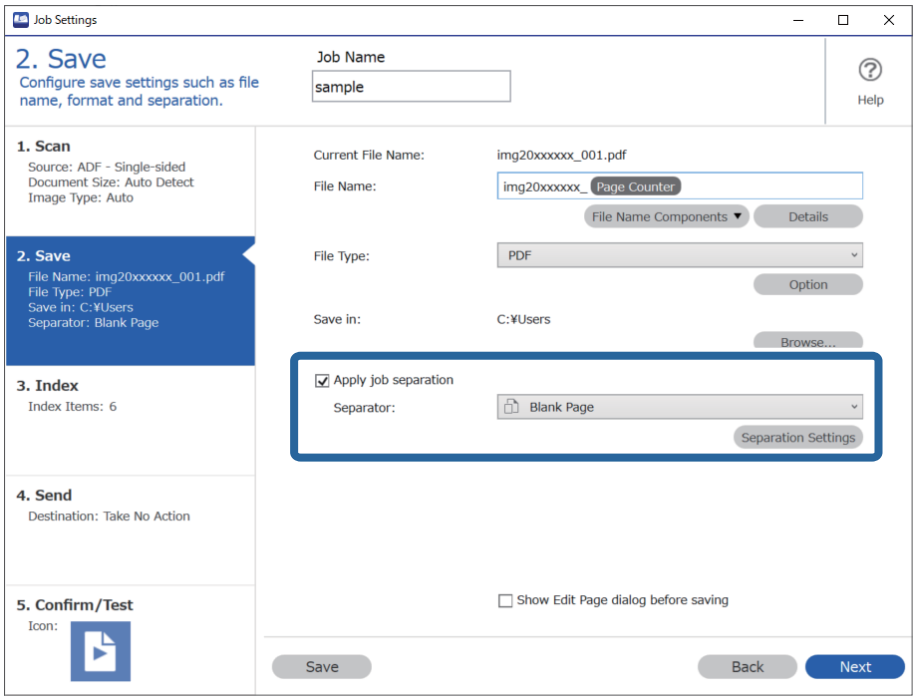
1. Display the **Job Settings** screen, and then click the **2. Save** tab.



2. Set **File Type** to **PDF**.

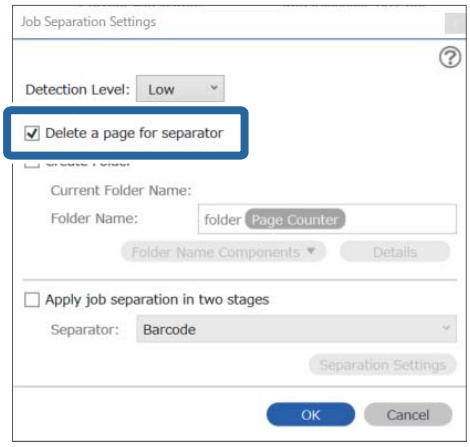


3. Select **Apply job separation**, set **Separator** to **Blank Page**, and then click **Separation Settings**.



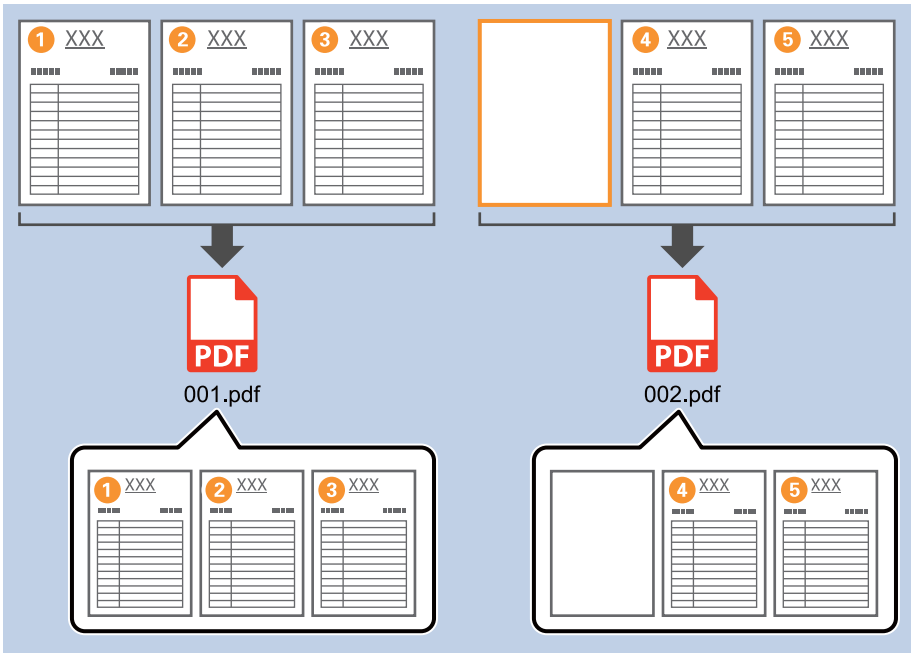
4. On the **Job Separation Settings** screen, select **Delete a page for separator**.

   Blank pages are removed after sorting.



Note:

❏ *If you also need to save the blank pages, clear **Delete a page for separator**. However, the first page of each separated file will be blank.*



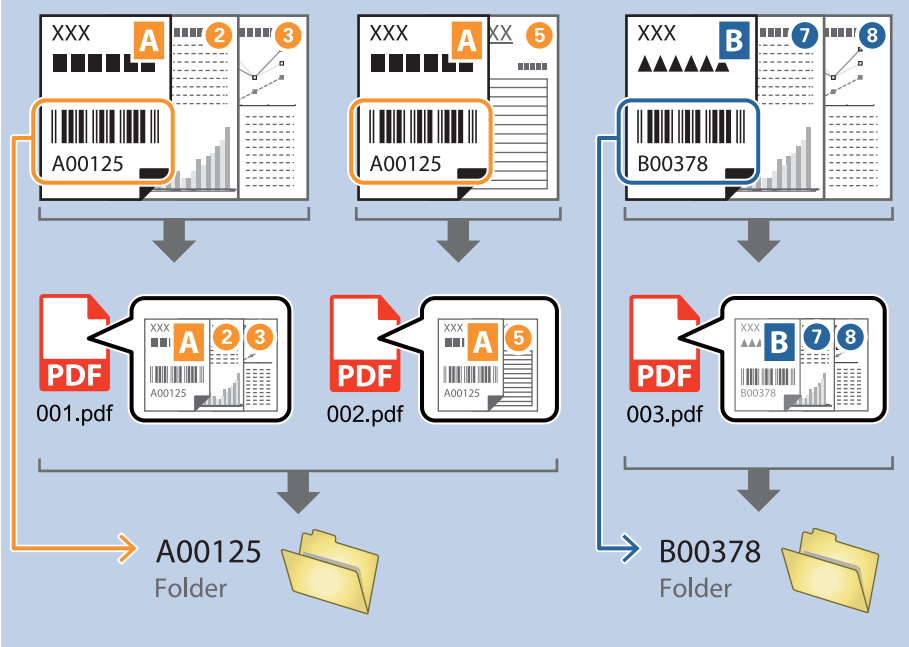
❏ *In **Detection Level**, you can select the detection level from **High**, **Medium**, or **Low**. When the level is high, light color documents and documents with show through are detected as blank pages.*

❏ *When the **Source** is set to Double-sided from **Scan Settings**, the **Include the back page during duplex scanning** item is displayed. When this is selected, you can also divide by using the back of a page if it is blank when scanning both sides of a document.*

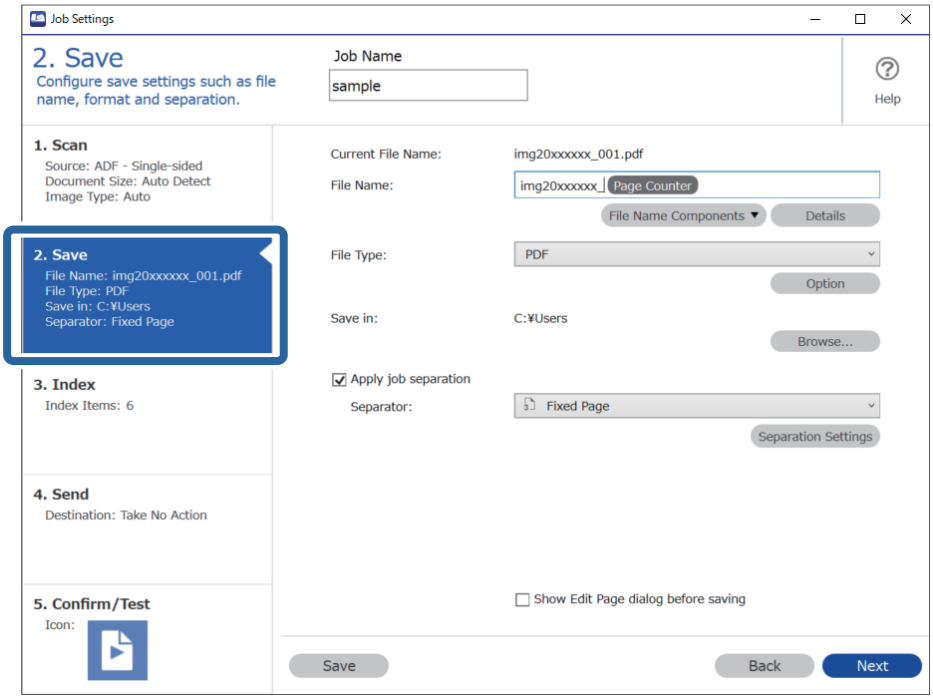
Creating and saving folders using the barcode character information

Using the barcode information, you can divide files by each page on which a barcode is detected, and you can create and save folders using the text information in the barcode.

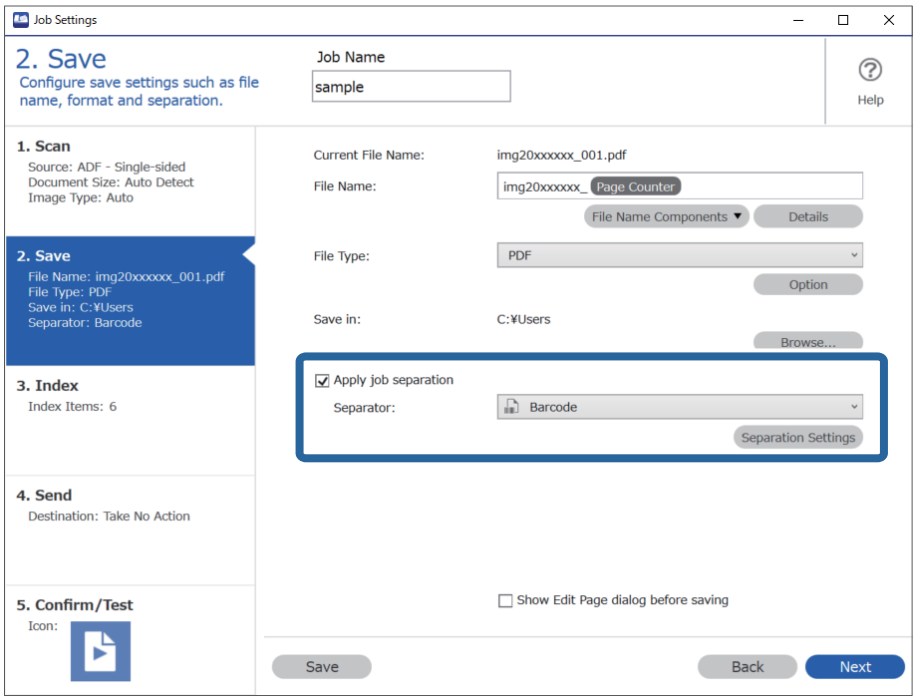
This section explains the job settings for "Sorting by barcode, and saving folder names using the text information in the barcode".



1. Display the **Job Settings** screen, and then click the **2. Save** tab.

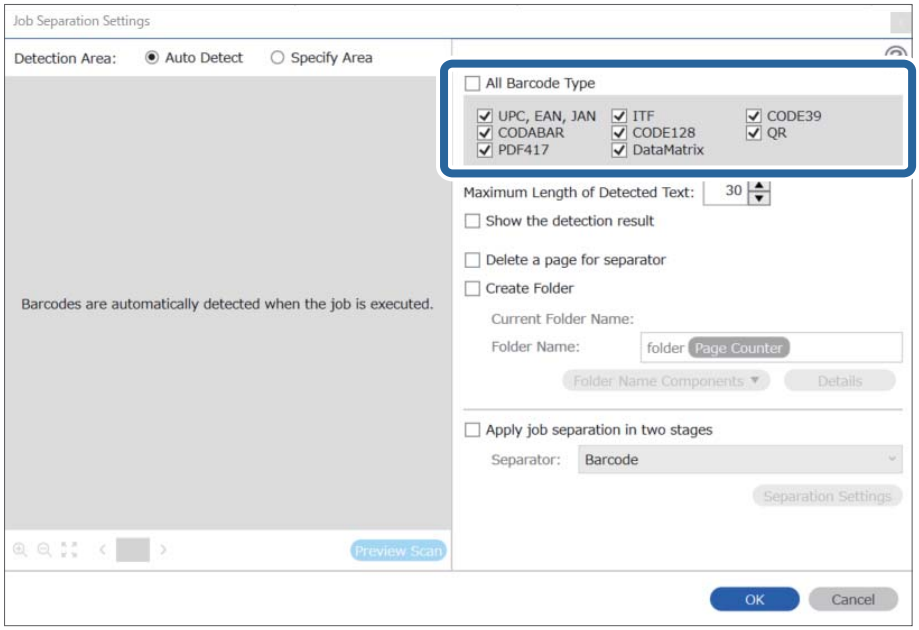


2. Select **Apply job separation**, set **Separator** to **Barcode**, and then click **Separation Settings**.

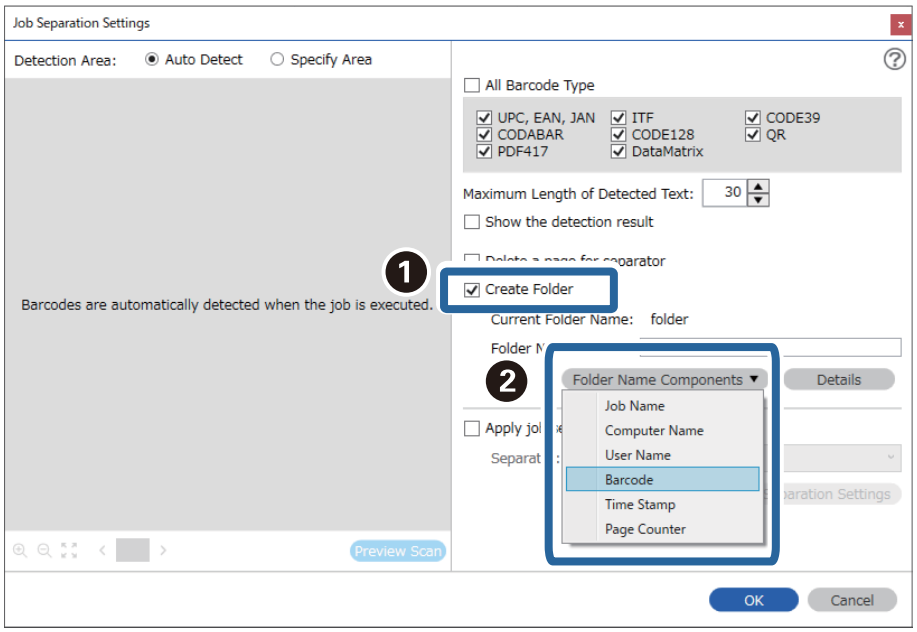


3. On the **Job Separation Settings** screen, select the type of barcode you want to use.

   To select individual barcode types, clear **All Barcode Type**.



4. Check **Create Folder**, select **Barcode** from **Folder Name Components**.



Note:

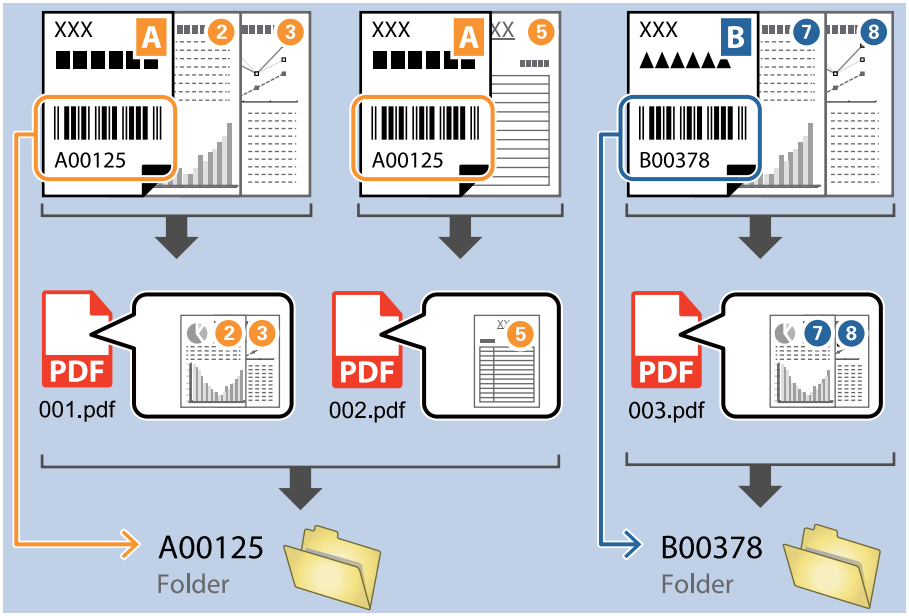
❏ *You can specify the point at which the Folder Name Components will be inserted with your cursor.*

You can also drag and drop added items to change the order.

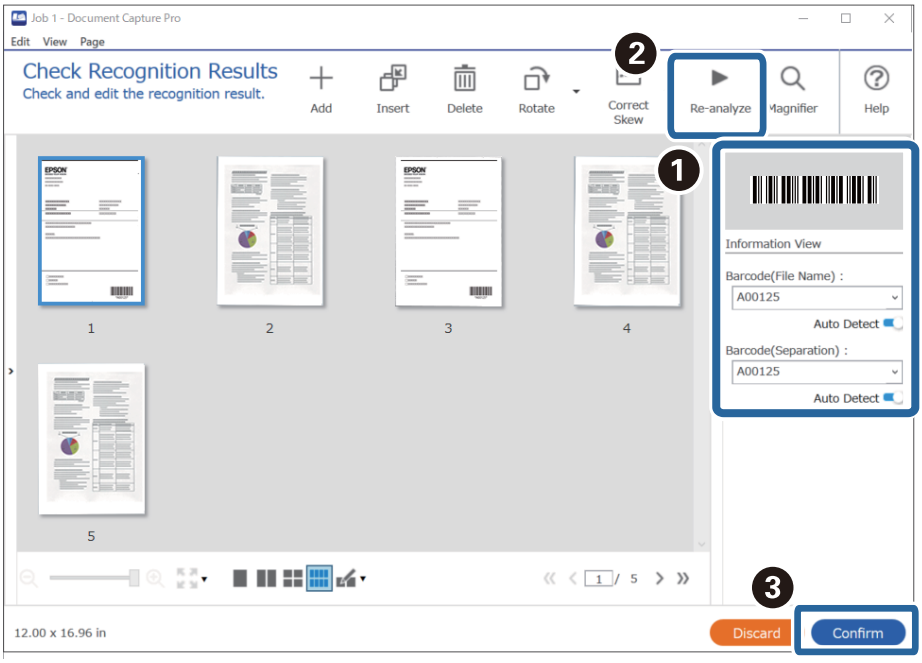
To delete added items, select the added item and delete it using the Delete key on your keyboard.

❏ *When using a 2D barcode that has a large number of informational items, make sure you specify the maximum length of text that can be detected in* ***Maximum Length of Detected Text****.*

❏ *If you do not need to save the pages with barcodes, select* ***Delete a page for separator****. Pages with barcodes are then deleted before the data is saved.*



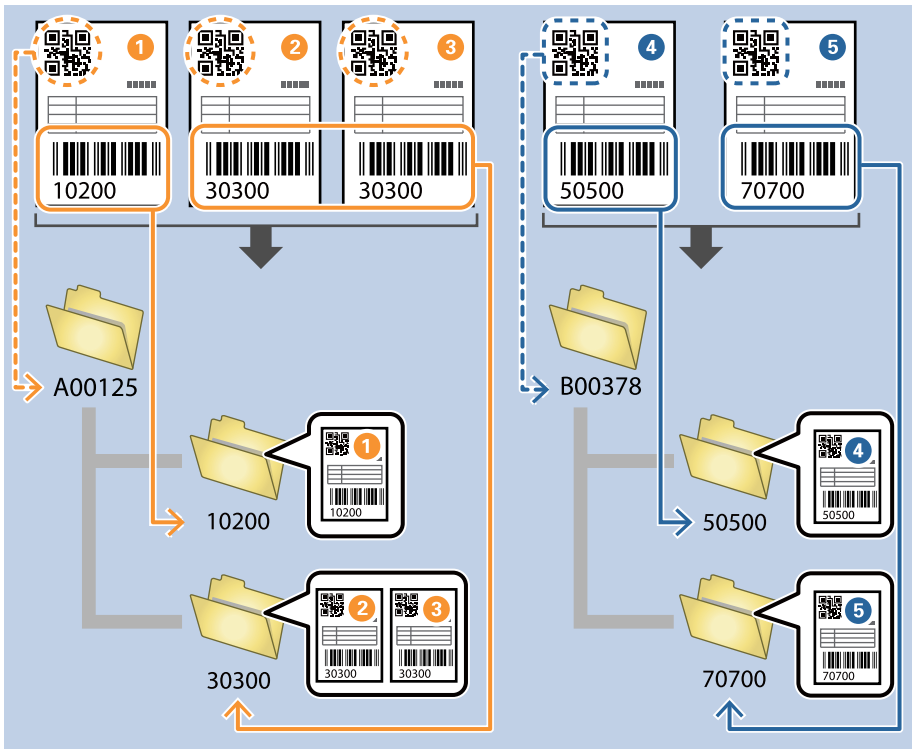
❏ *Select* ***Show the detection result*** *to check whether or not barcode text has been recognized correctly. On the screen displayed after scanning, you can check the area and text that has been recognized. You can also re-specify the area, and correct the text.*



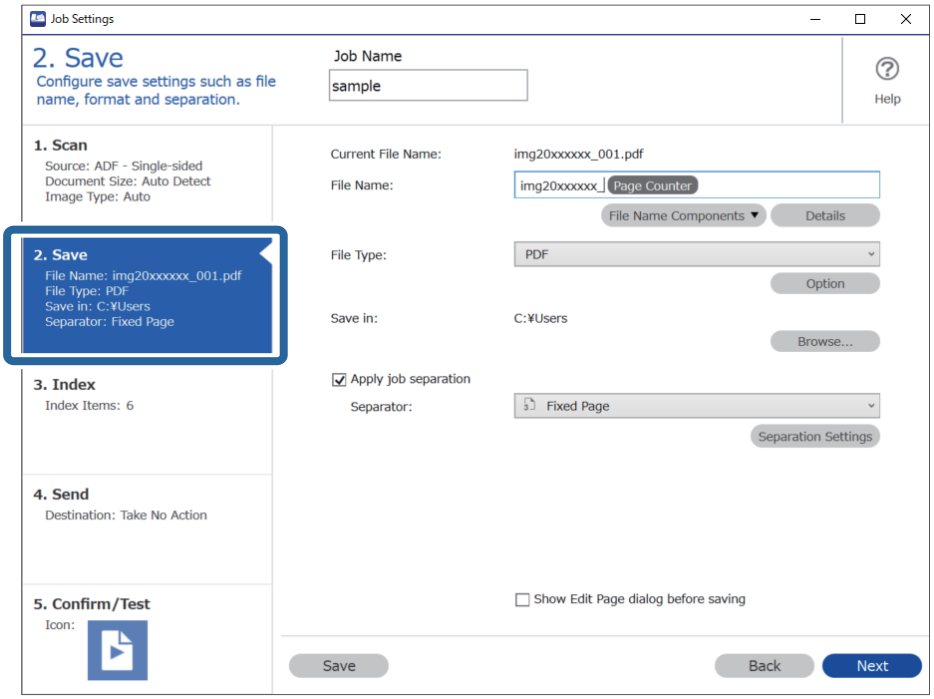
Creating two levels of folders using two types of barcode

You can create and save two levels of folders in a folder tree using two types of barcode information on the documents.

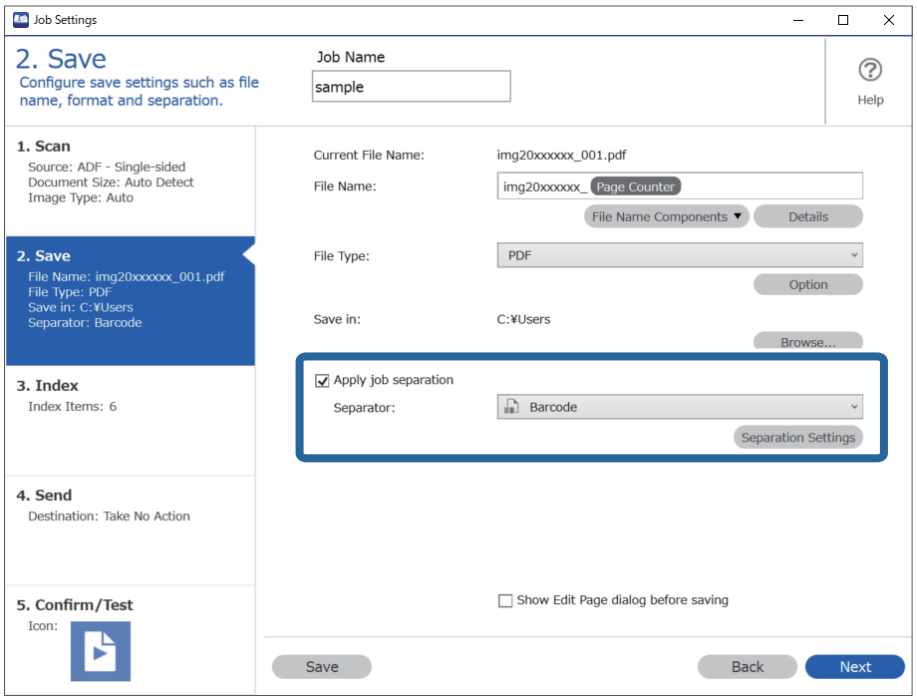
This section explains the job settings for "Creating a folder using the first barcode information, and then creating a folder at a lower level in the folder tree using different barcode information".



1. Display the **Job Settings** screen, and then click the **2. Save** tab.



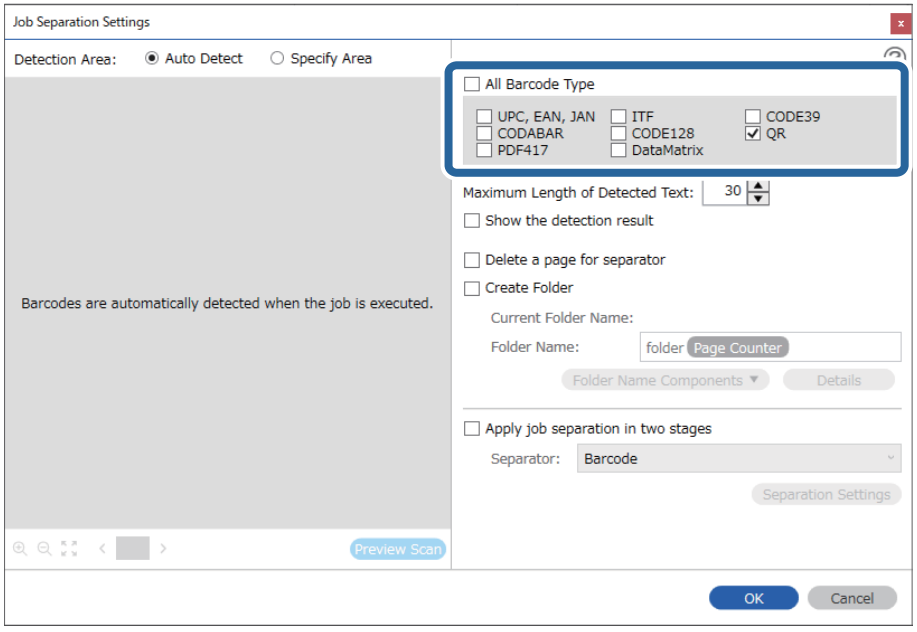
2. Select**Apply job separation**, set **Separator** to **Barcode**, and then click **Separation Settings**.



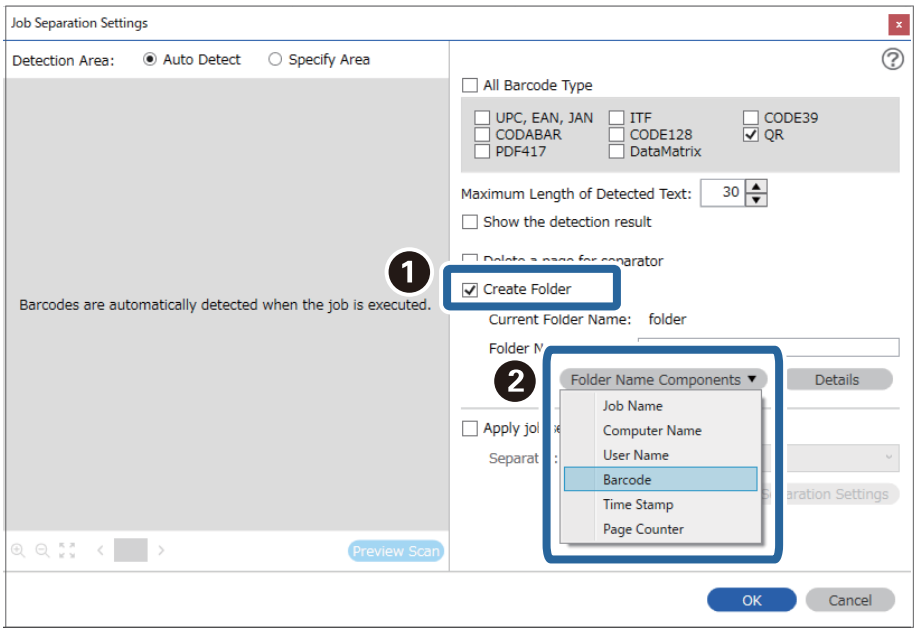
3. On the **Job Separation Settings** screen, select the type of barcode you want to use for the first folder.

   To select individual barcode types, clear **All Barcode Type**.

   In this example, the **QR** code has been selected.



4. Check **Create Folder**, select **Barcode** from **Folder Name Components**.

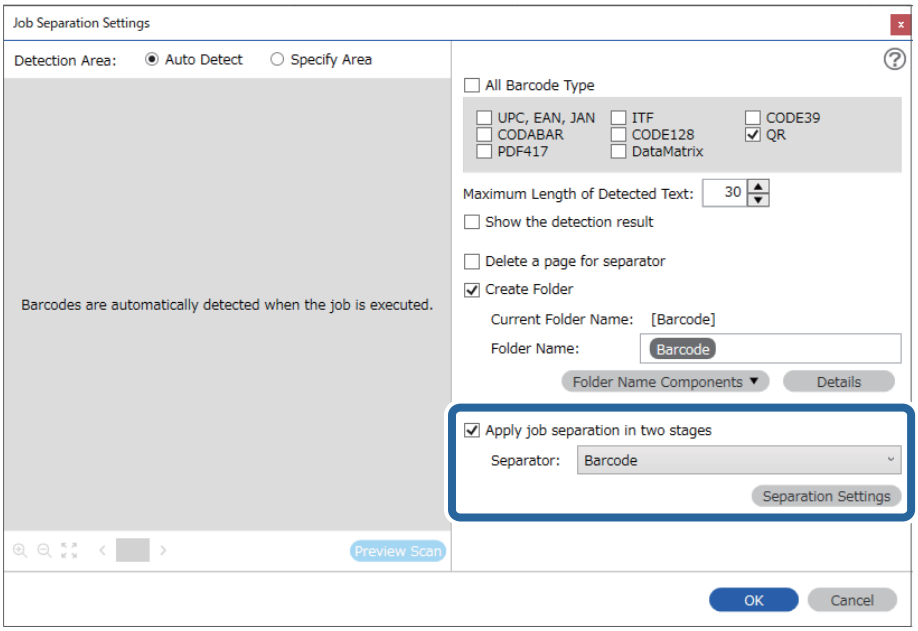


Note:
*You can specify the point at which the **Folder Name Components** will be inserted with your cursor.*

You can also drag and drop added items to change the order.

To delete added items, select the added item and delete it using the Delete key on your keyboard.

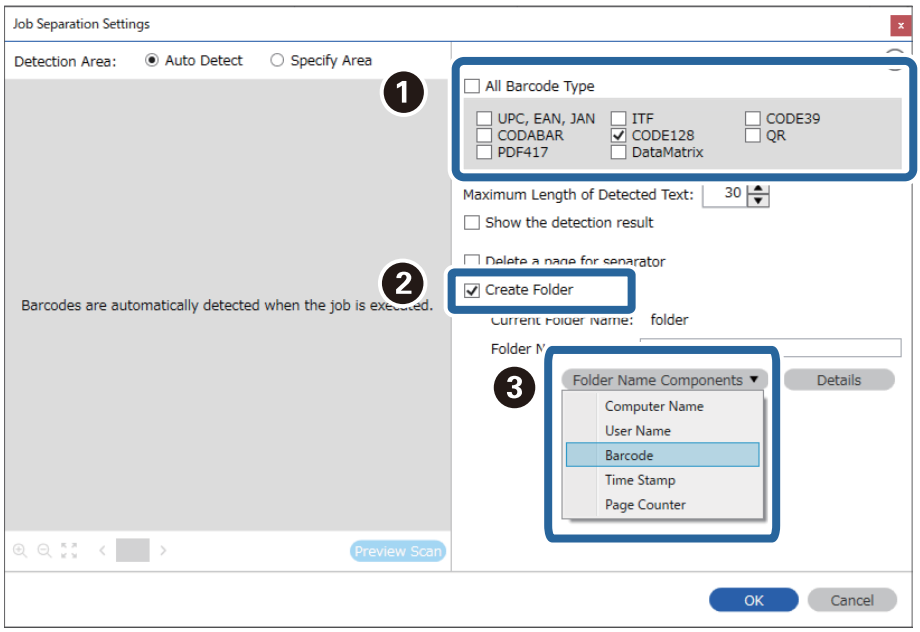
5. Select **Apply job separation in two stages**, set **Separator** to **Barcode**, and then click **Separation Settings**.



6. Additionally, on the **Job Separation Settings** screen, select the type of barcode you want to use for the second folder, select **Create Folder**, and then select **Barcode** from **Folder Name Components** and add to **Folder Name**.

   To select individual barcode types, clear **All Barcode Type**.

In this example, **CODE128** has been selected.



Note:

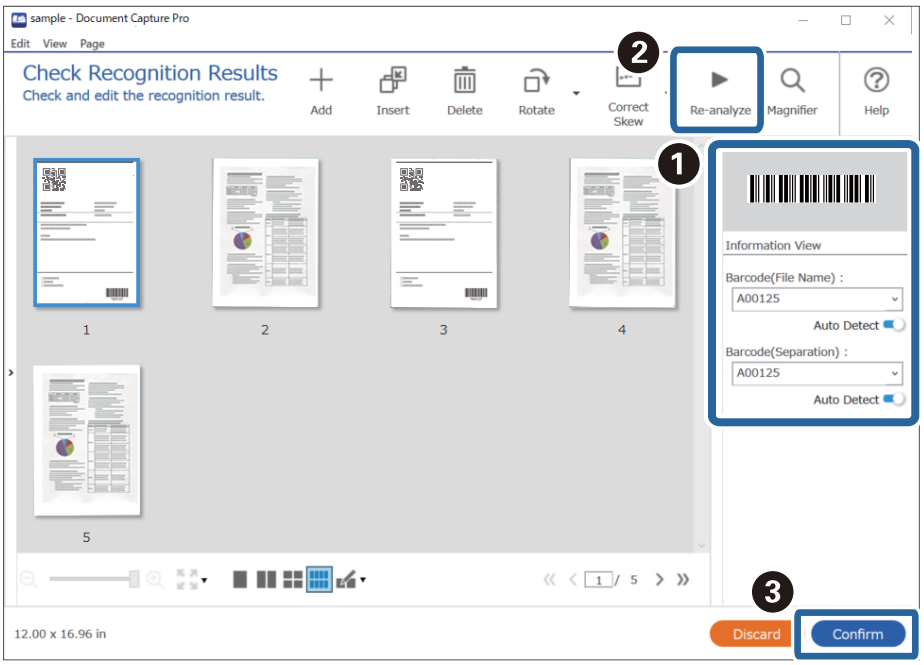
❏ *You can specify the point at which the **Folder Name Components** will be inserted with your cursor.*

You can also drag and drop added items to change the order.

To delete added items, select the added item and delete it using the Delete key on your keyboard.

❏ *When using a 2D barcode that has a large number of informational items, make sure you specify the maximum length of text that can be detected in **Maximum Length of Detected Text**.*

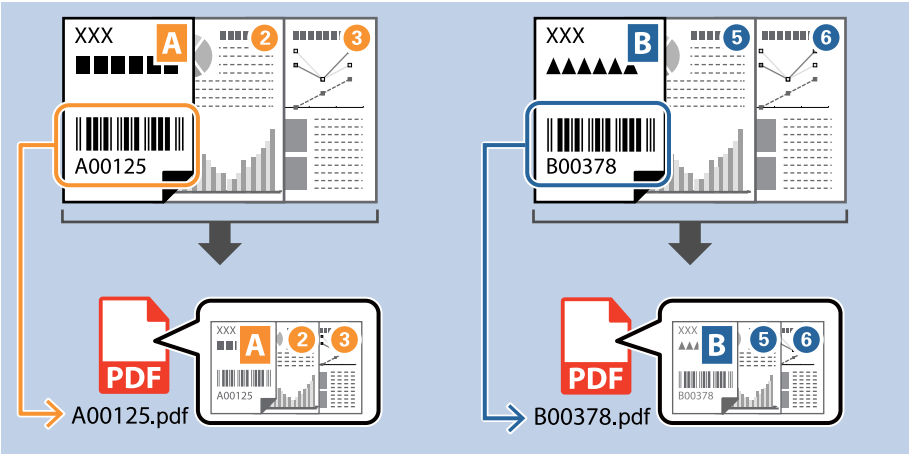
❏ *Select **Show the detection result** to check whether or not barcode text has been recognized correctly. On the screen displayed after scanning, you can check the area and text that has been recognized. You can also re-specify the area, and correct the text.*



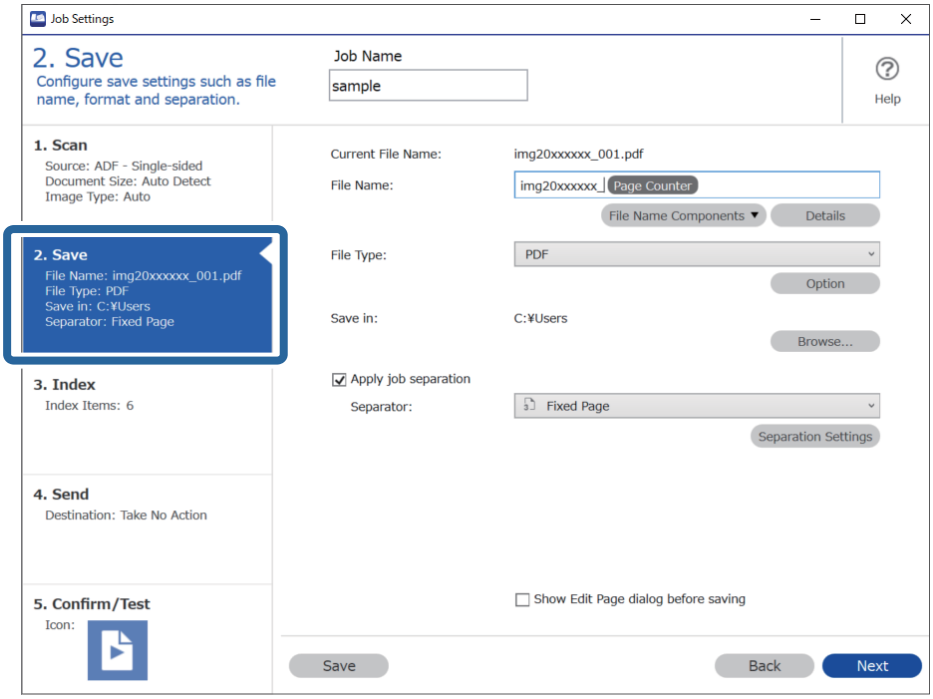
Saving files with file names using the barcode character information

Using the barcode information, you can divide files by each page on which a barcode is detected, and you can create and save folders using the text information in the barcode.

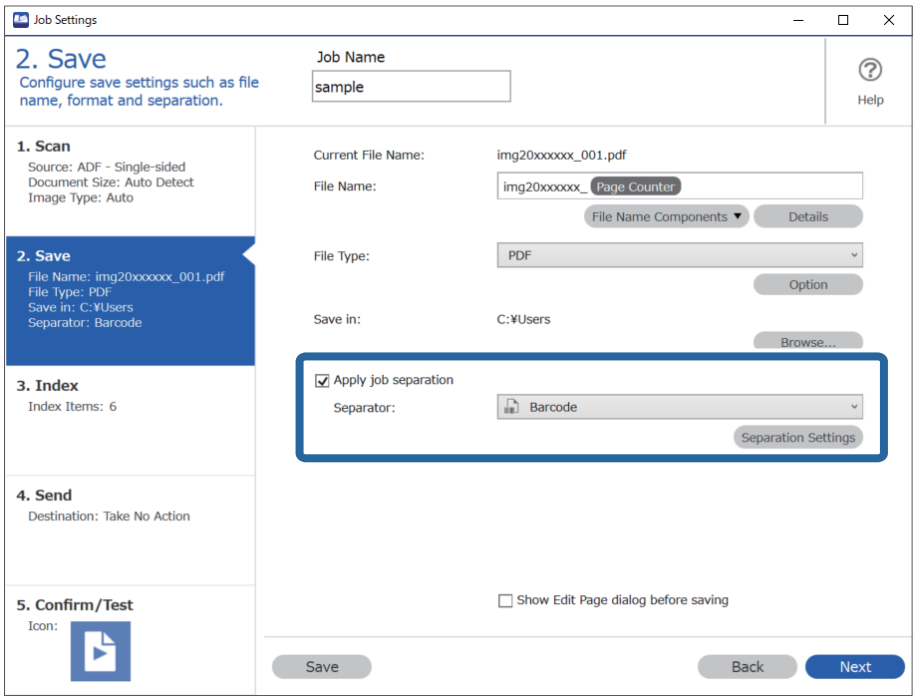
This section explains the job settings for "Sorting by barcode, and saving files with file names using the text information in the barcode".



1. Display the **Job Settings** screen, and then click the **2. Save** tab.

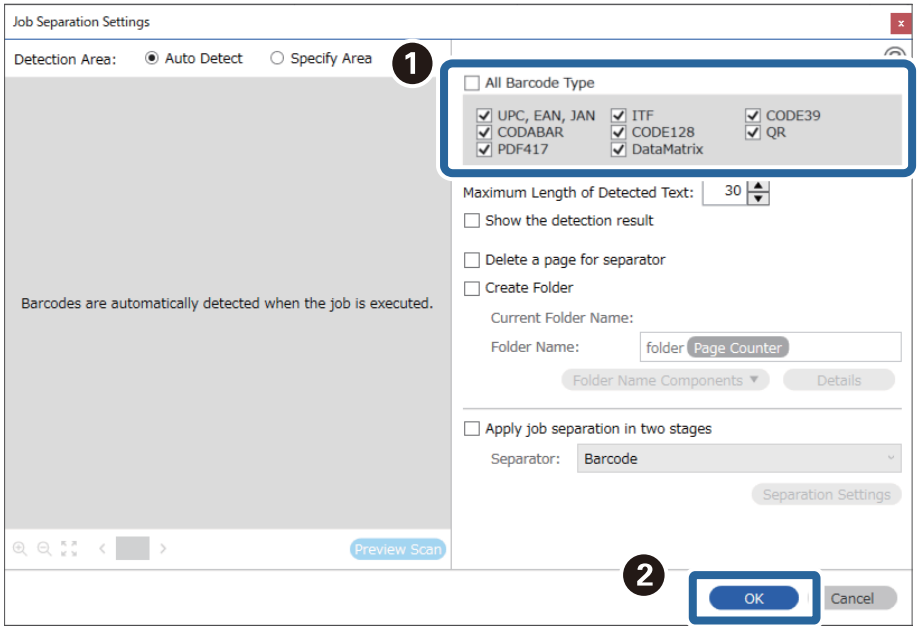


2. Select **Apply job separation**, set **Separator** to **Barcode**, and then click **Separation Settings**.

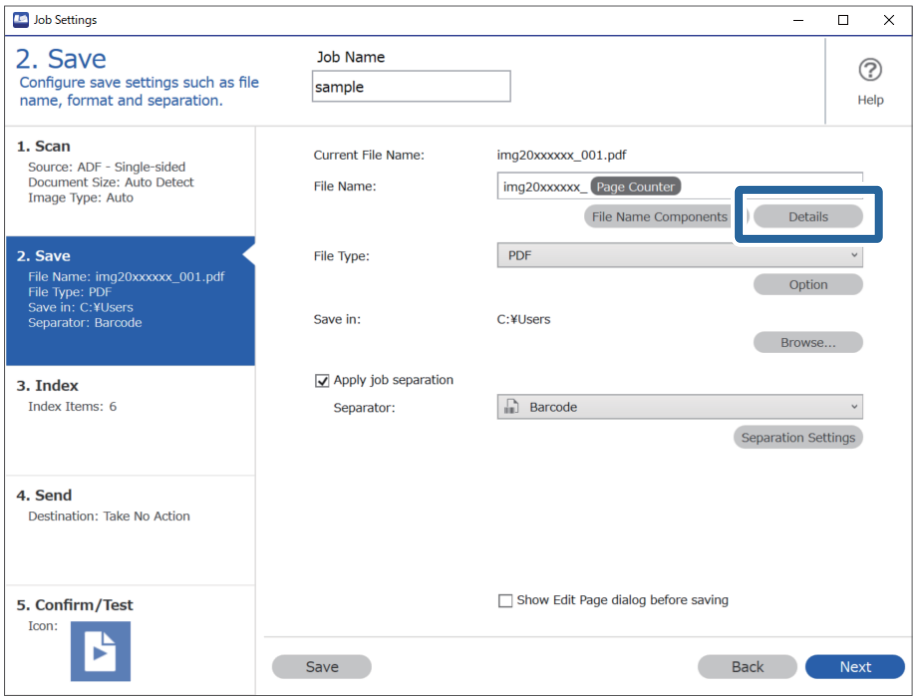


3. On the **Job Separation Settings** screen, select the type of barcode you want to use (placed in the document). Click **OK** to return to the **Job Settings** screen.

   To select individual barcode types, clear **All Barcode Type**.



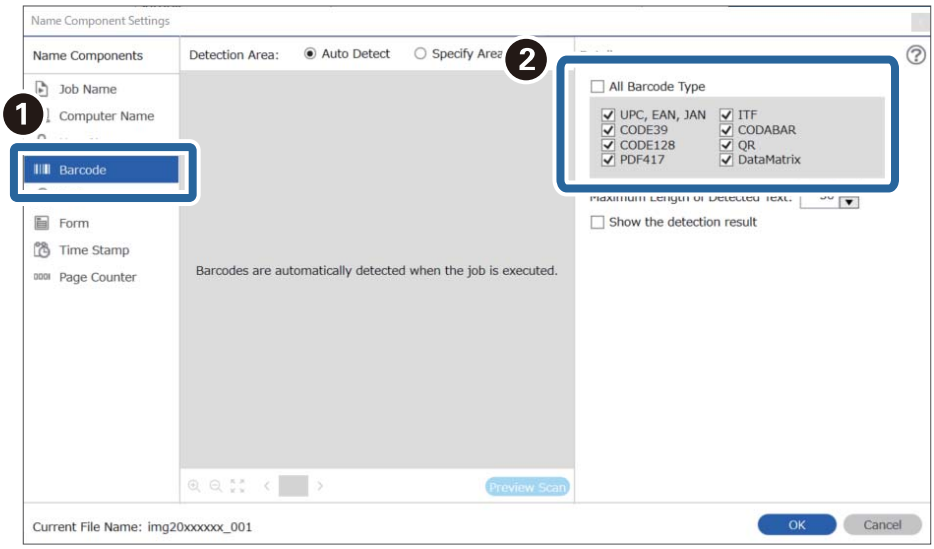
4. Click **Details**.



Note:
*To select **Barcode** from **File Name Components**, make the setting from **Details** and then select it.*

5. On the **Name Component Settings** screen, click **Barcode**, and then select the barcode type you want to use (which is on the original).

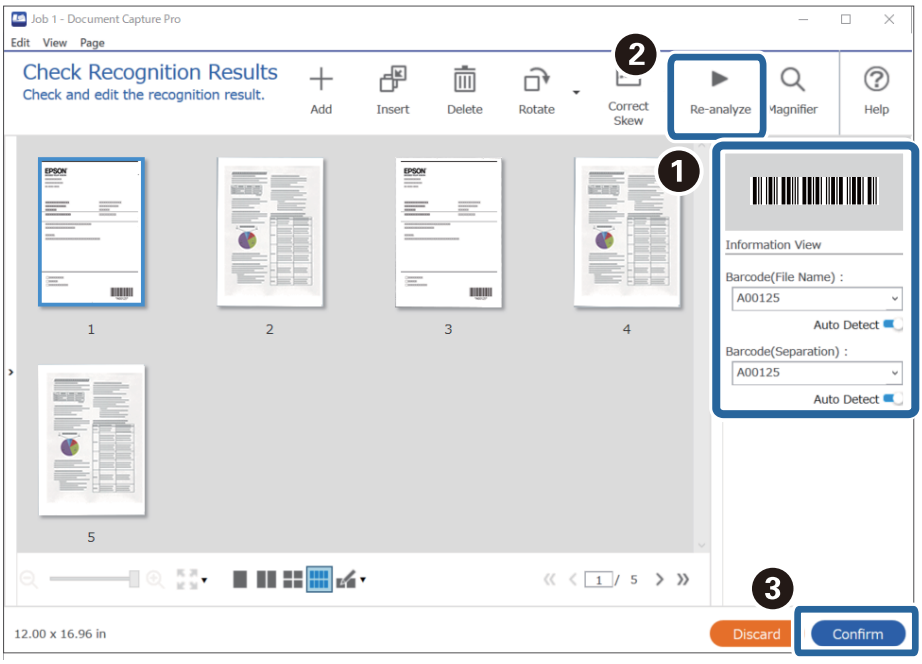
   Set the same barcode as set in step 3.



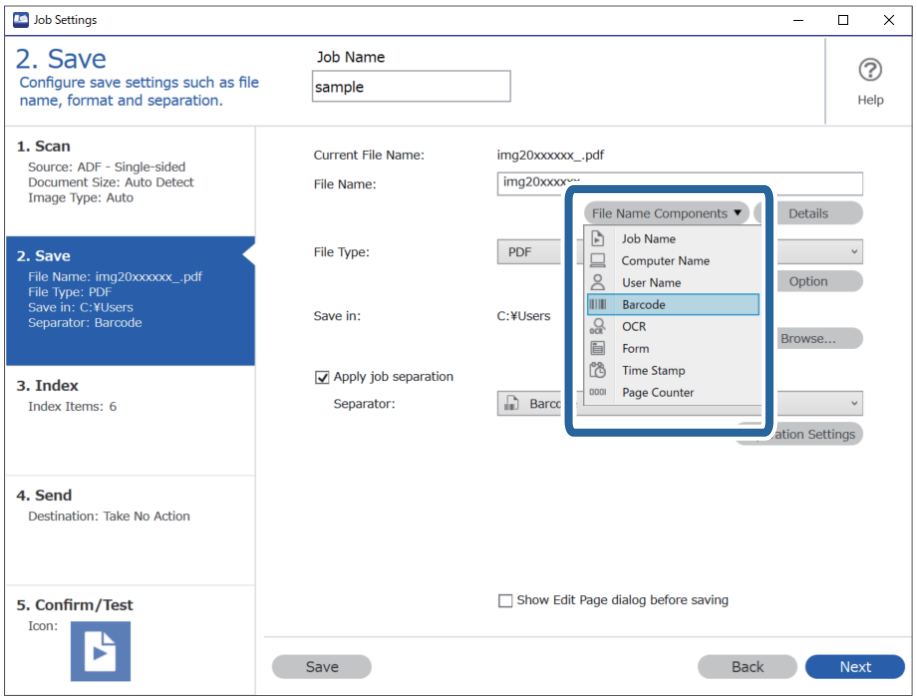
Scanning (Customized)

Note:

- *When using a 2D barcode that has a large number of informational items, make sure you specify the maximum length of text that can be detected in* ***Maximum Length of Detected Text****.*
- *Select* ***Show the detection result*** *to check whether or not barcode text has been recognized correctly. On the screen displayed after scanning, you can check the area and text that has been recognized. You can also re-specify the area, and correct the text.*



6. Select **Barcode** from **File Name Components**.



Barcode is added to **File Name**.

Note:
*You can specify the point at which the **File Name Components** will be inserted with your cursor.*

You can also drag and drop added items to change the order.

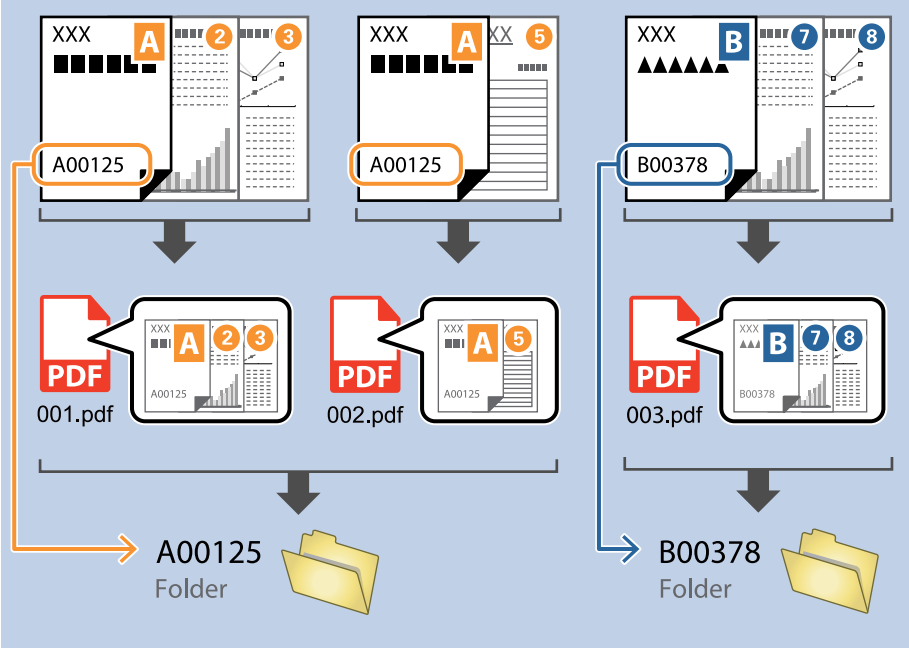
To delete added items, select the added item and delete it using the Delete key on your keyboard.

Creating and saving folders using OCR characters

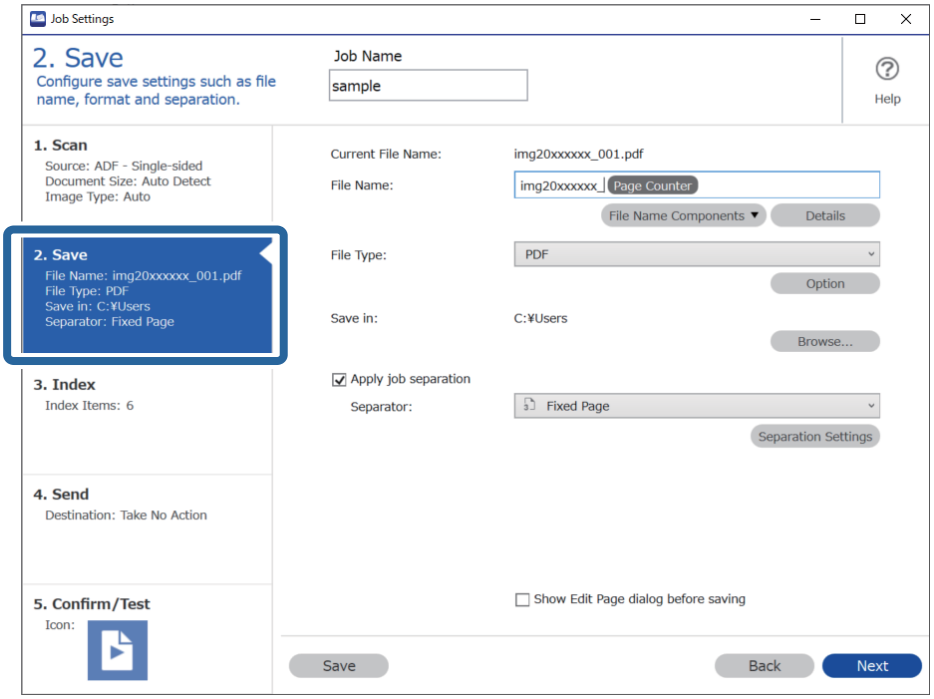
Using OCR (a function for detecting text in scanned images and converting it to readable text), you can divide files by using the text read from a specific area, and then create and save folders using the recognized text.

Scanning (Customized)

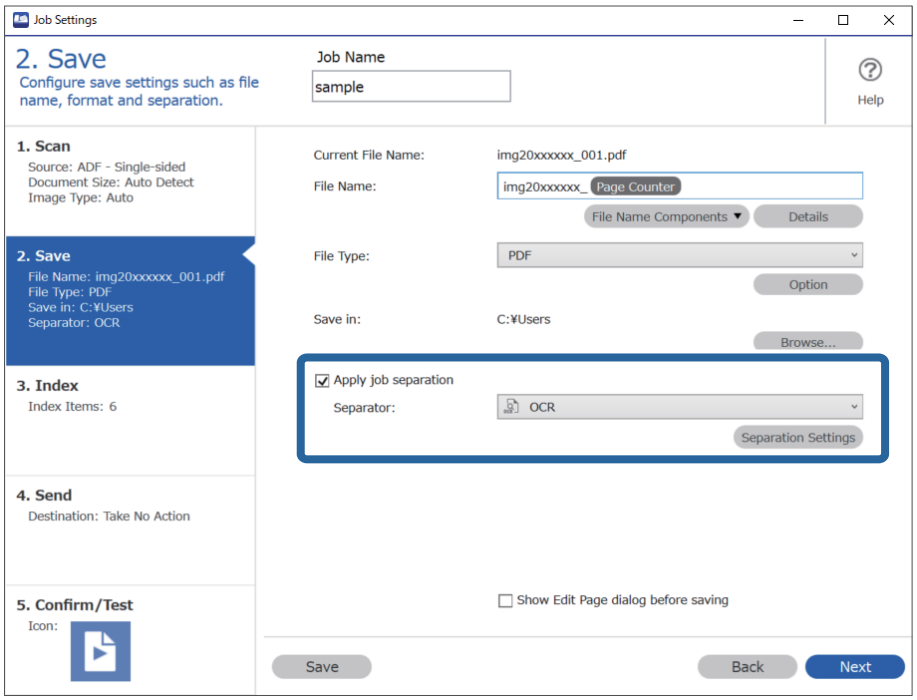
This section explains the job settings for "Creating and saving folders using the text read in OCR".



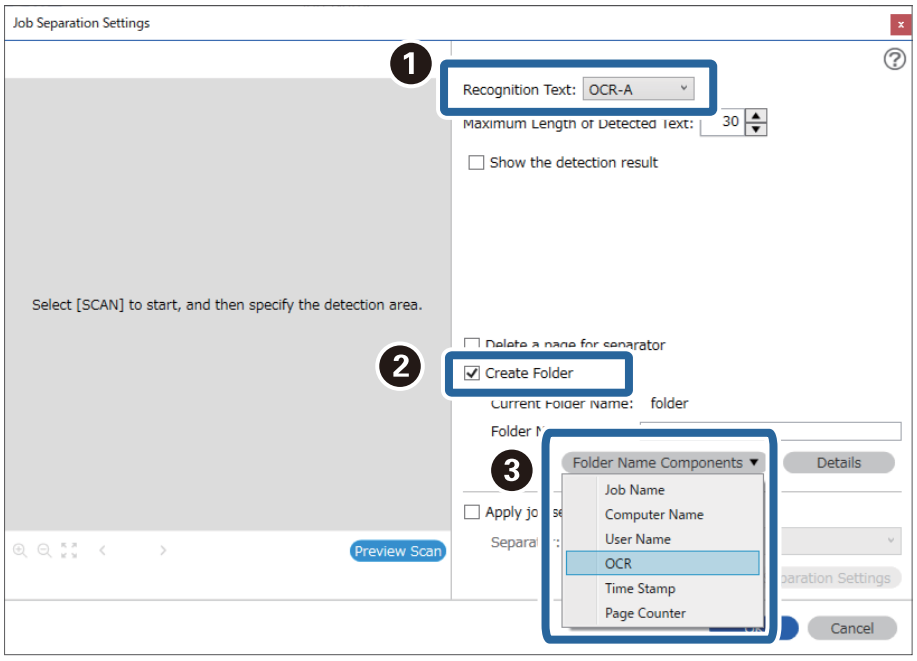
1. Display the **Job Settings** screen, and then click the **2. Save** tab.



2. Select **Apply job separation**, set **Separator** to **OCR**, and then click **Separation Settings**.



3. On the **Job Separation Settings** screen, select the language of the text being read from **Recognition Text**. Select **Create Folder**, and then select **OCR** from **Folder Name Components**.



OCR is added to **Folder Name**.

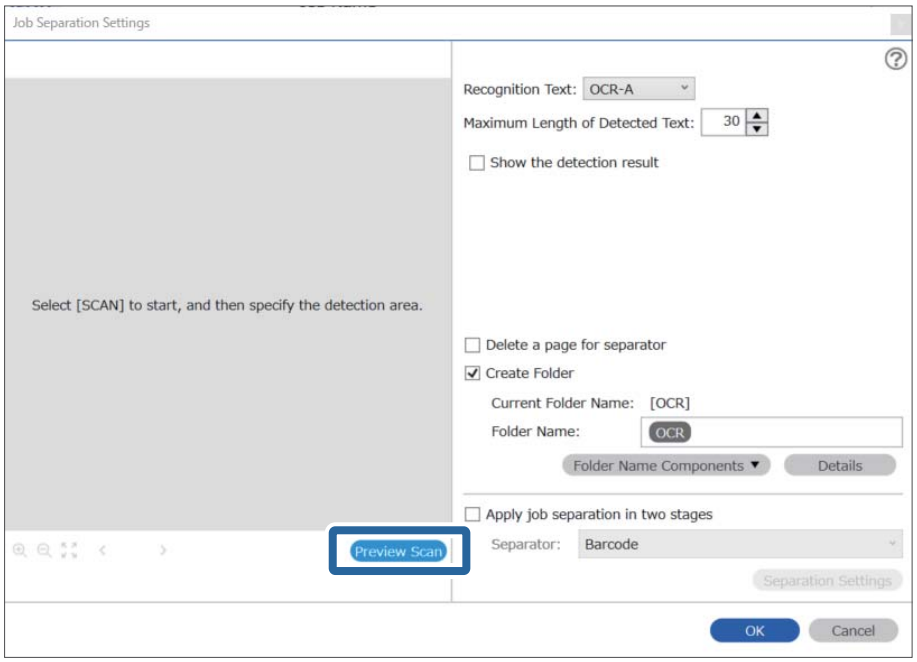
Note:

*You can specify the point at which the **Folder Name Components** will be inserted with your cursor.*

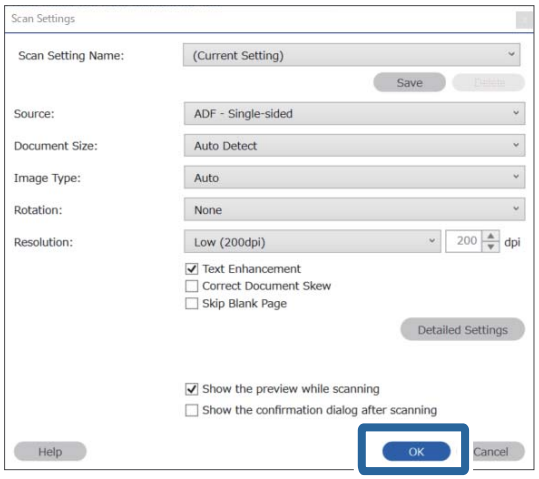
You can also drag and drop added items to change the order.

To delete added items, select the added item and delete it using the Delete key on your keyboard.

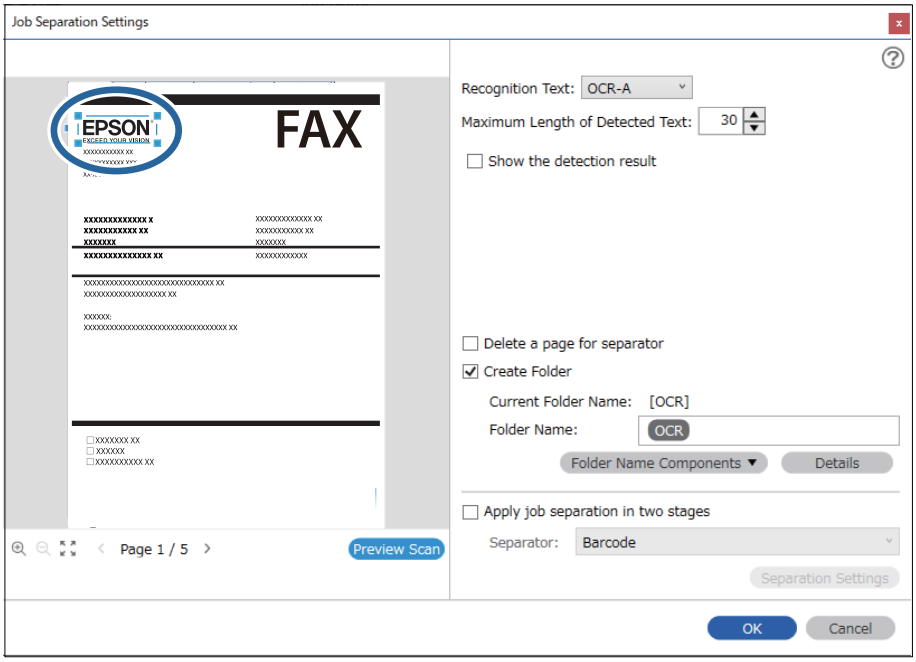
4. To set the OCR text detection area, place the document on the scanner, and then click **Preview Scan**.



5. Click **OK** on the **Scan Settings** screen.



6. In the scanned preview image, specify the text detection area. Click the starting point, and then drag to display a blue border to specify the text detection area.

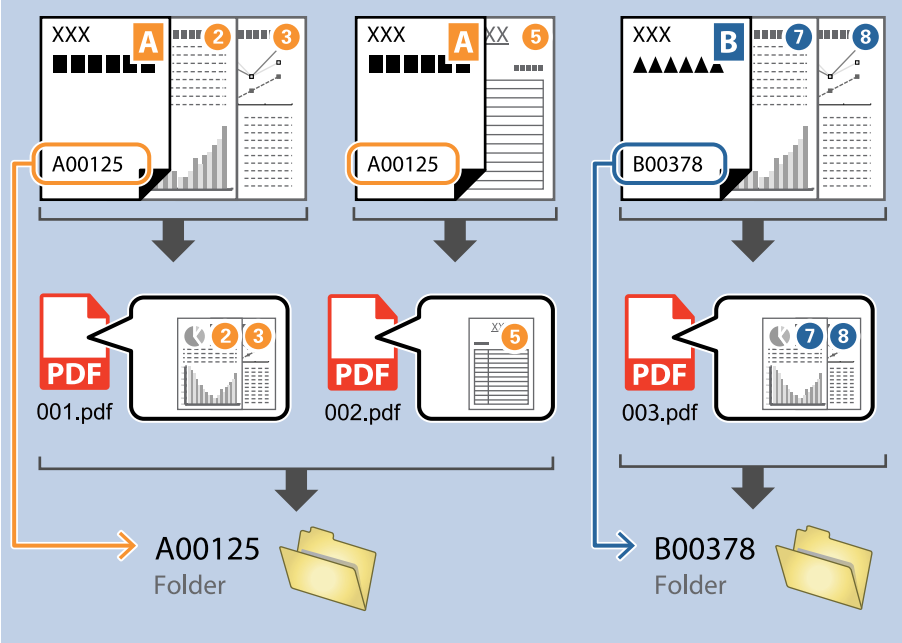


Scanning (Customized)

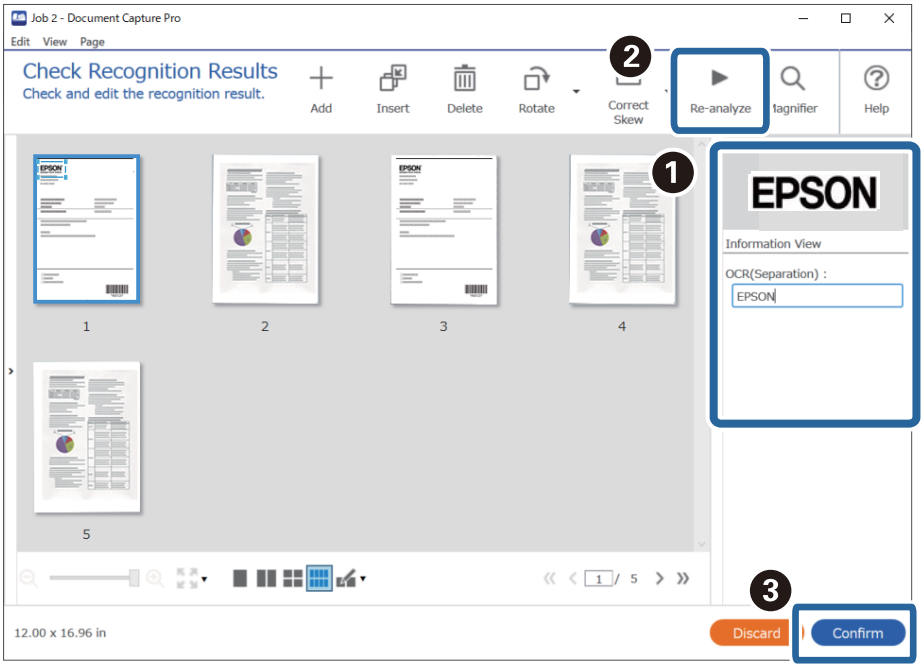
Note:

❏ *In **Maximum Length of Detected Text**, you can specify the maximum number of characters used for the folder name from the text detected in the specified area.*

❏ *If you do not need to save the pages used for sorting, select **Delete a page for separator**. Unnecessary pages are then deleted before the data is saved.*



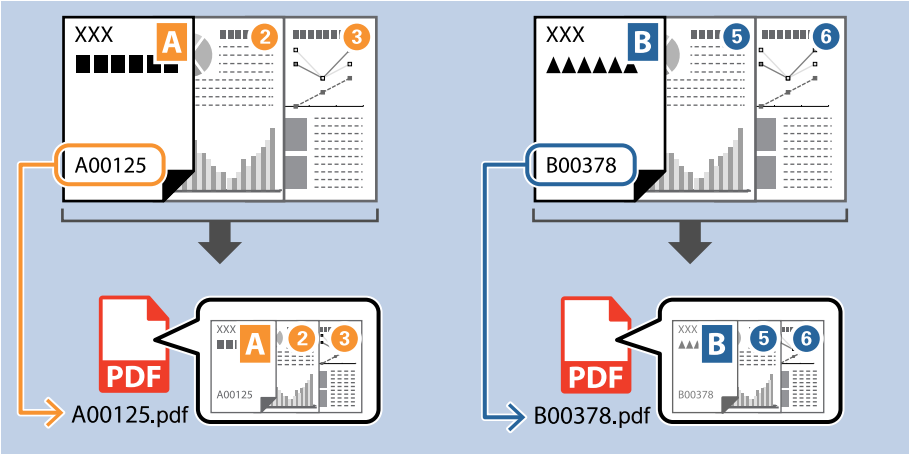
❏ *Select **Show the detection result** to check whether or not text has been read correctly. On the screen displayed after scanning, you can check the area and text that has been recognized. You can also re-specify the area, and correct the text.*



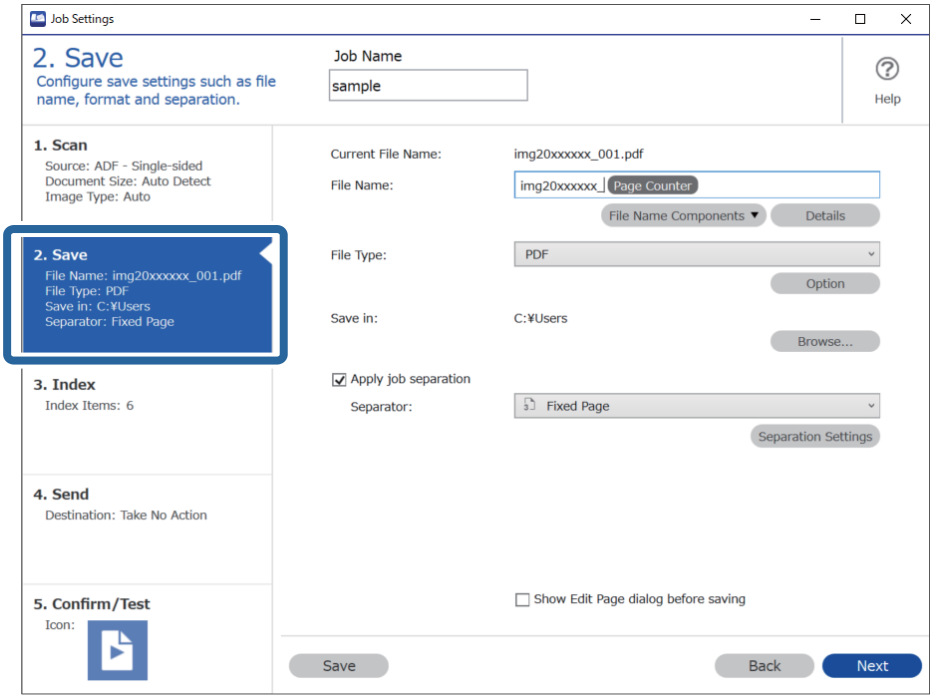
Saving files with file names using OCR characters

Using OCR (a function for detecting text in scanned images and converting it to readable text), you can read the text from the specific area, and then save files with file names using the recognized text.

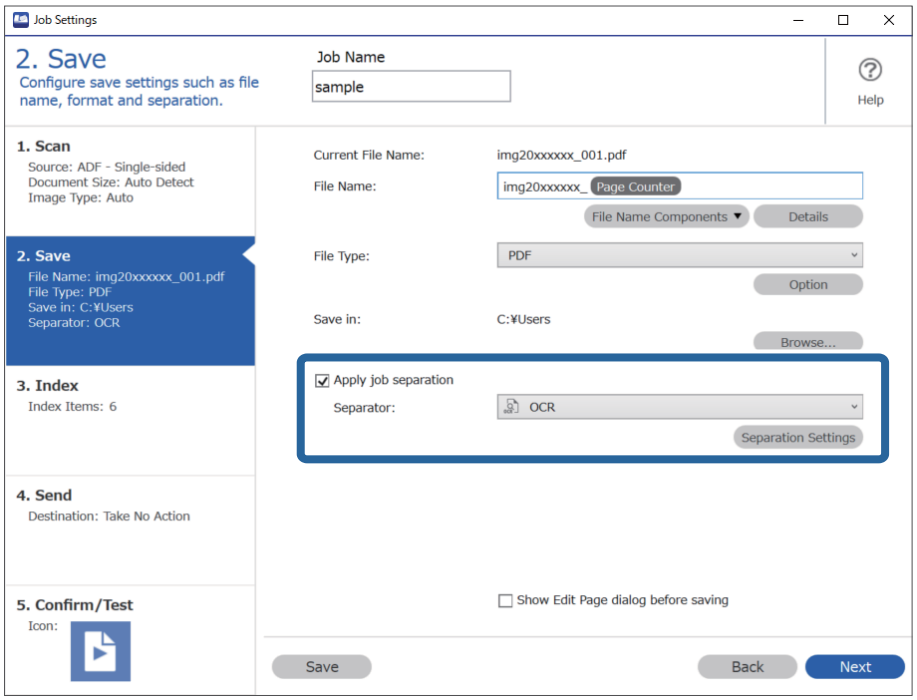
This section explains the job settings for "Saving files using the text read in OCR".



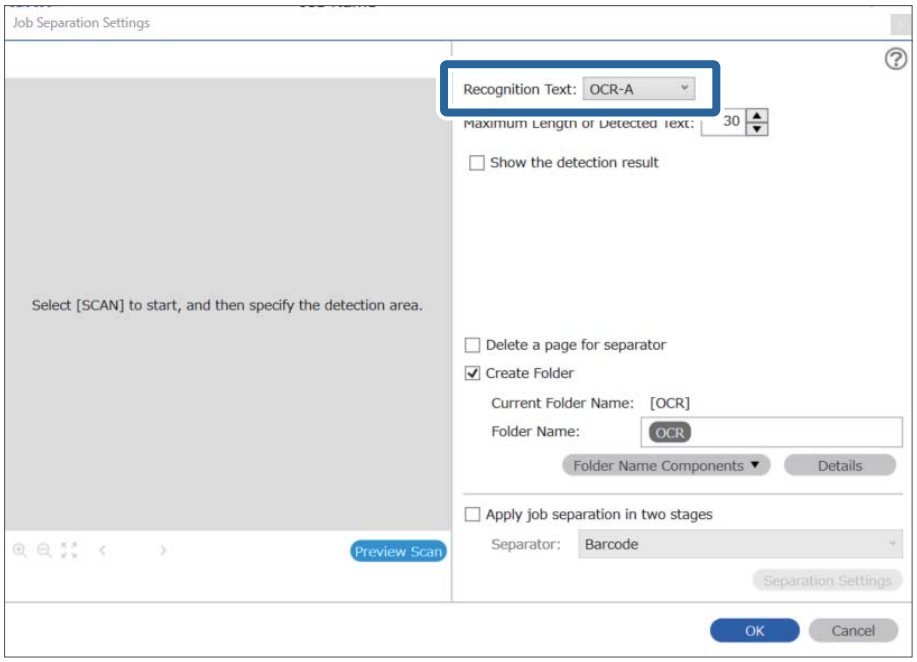
1. Display the **Job Settings** screen, and then click the **2. Save** tab.



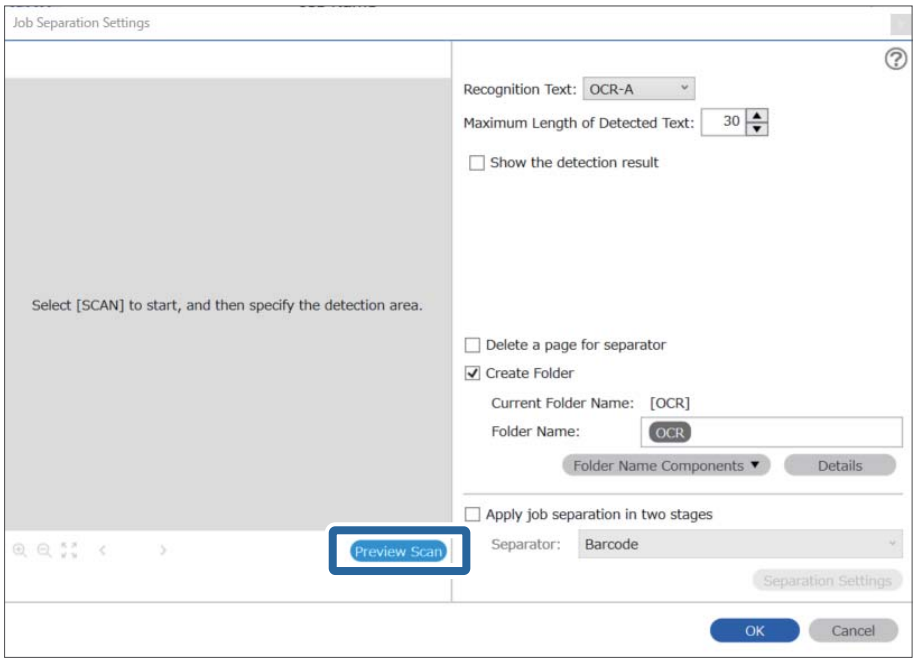
2. Select **Apply job separation**, set **Separator** to **OCR**, and then click **Separation Settings**.



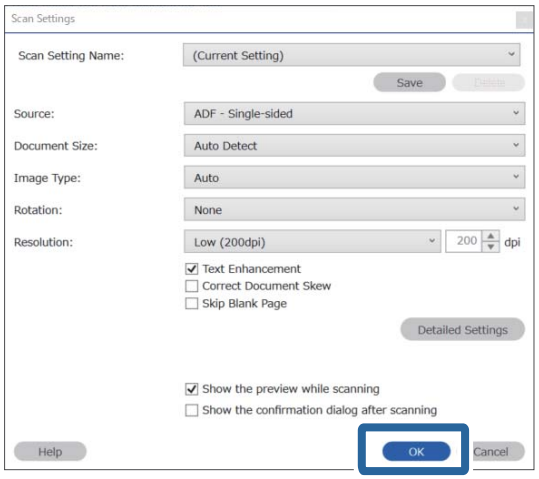
3. On the **Job Separation Settings** screen, select the language of the text being read from **Recognition Text**.



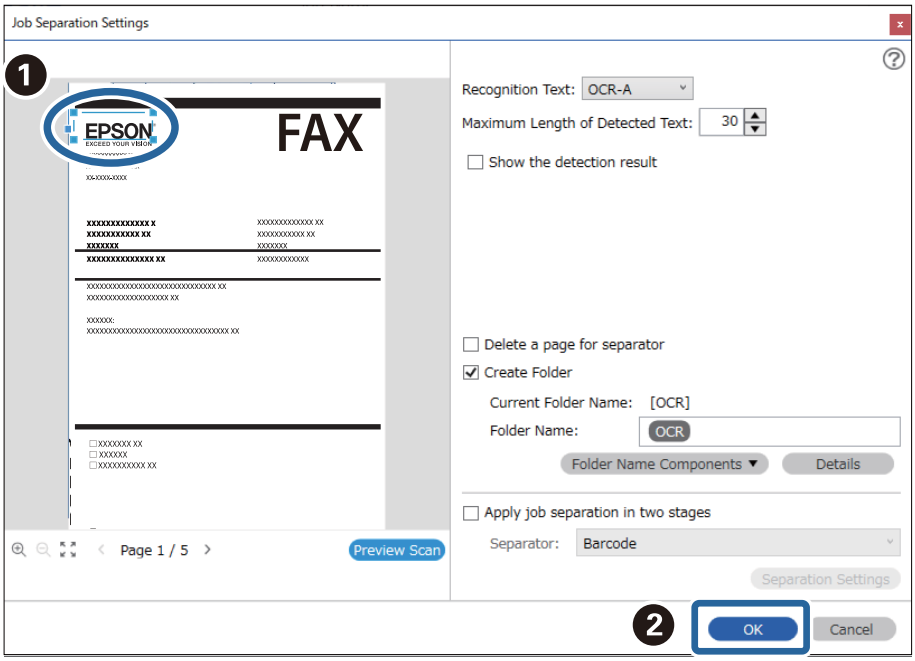
4. To set the OCR text detection area, place the document on the scanner, and then click **Preview Scan**.



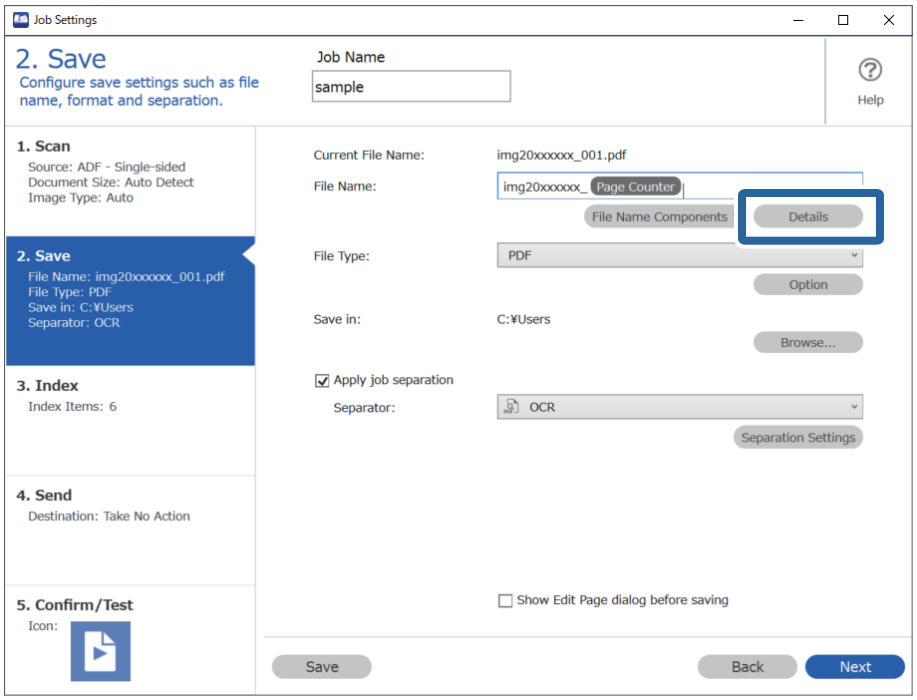
5. Click **OK** on the **Scan Settings** screen.



6. In the scanned preview image, specify the text detection area. Click the starting point and drag to display an expanding blue border to specify the text detection area. Click **OK** to return to the **Job Settings** screen.



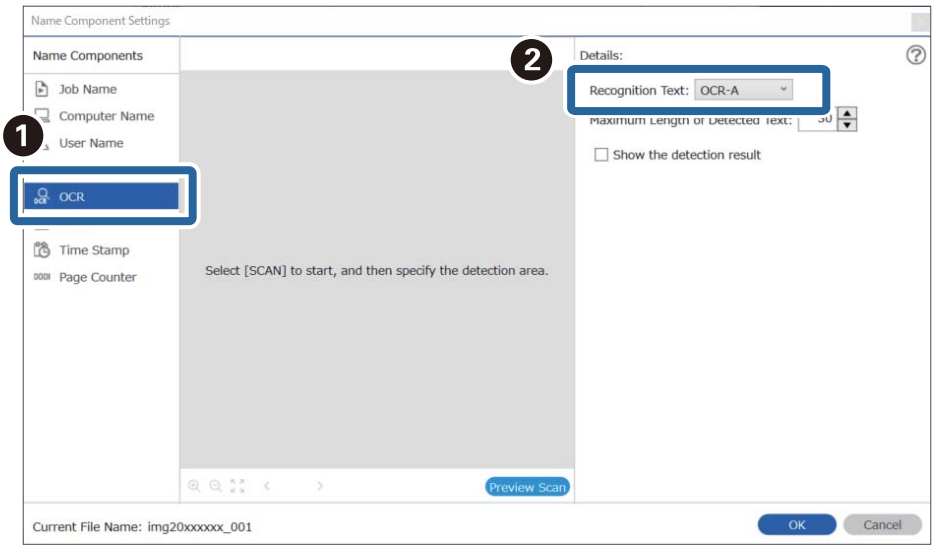
7. Click **Details**.



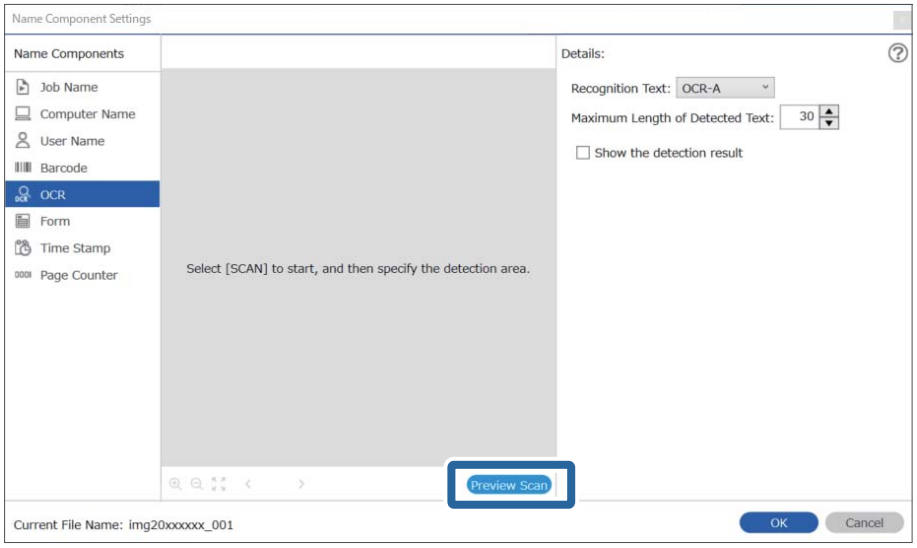
Note:
*To select **OCR** from **File Name Components**, make the setting from **Details** and then select it.*

8. On the **Name Component Settings** screen, click **OCR**, and then select the language of the text being read from **Recognition Text**.

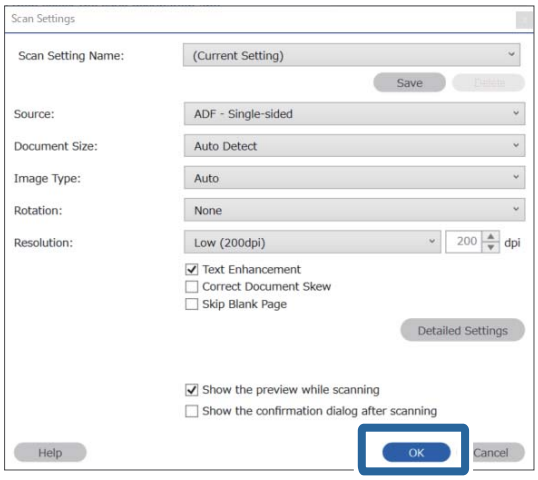
   Set the same language for the text as set in step 3.



9. To set the OCR text detection area, place the document on the scanner, and then click **Preview Scan**.

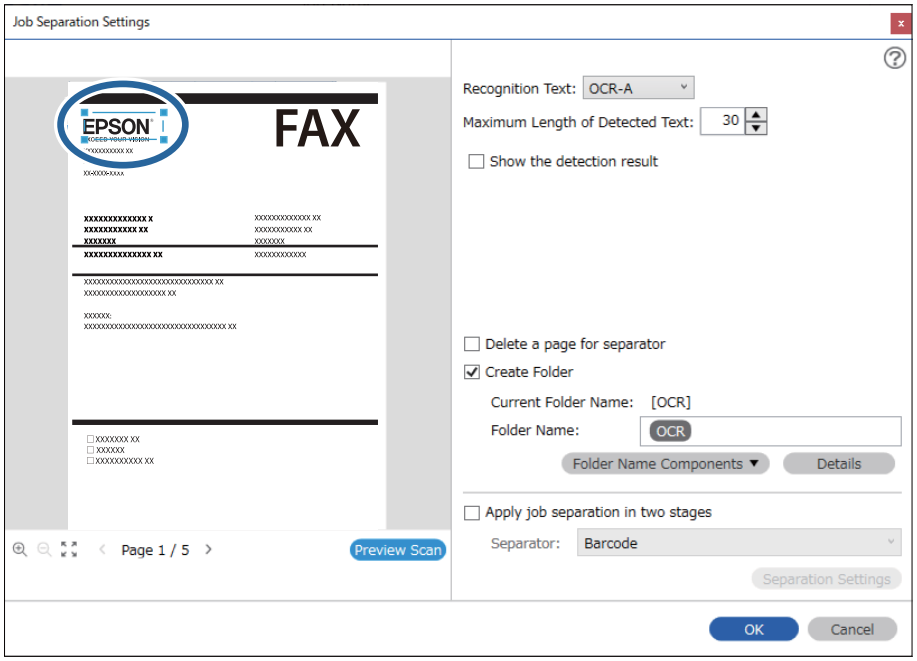


10. Click **OK** on the **Scan Settings** screen.



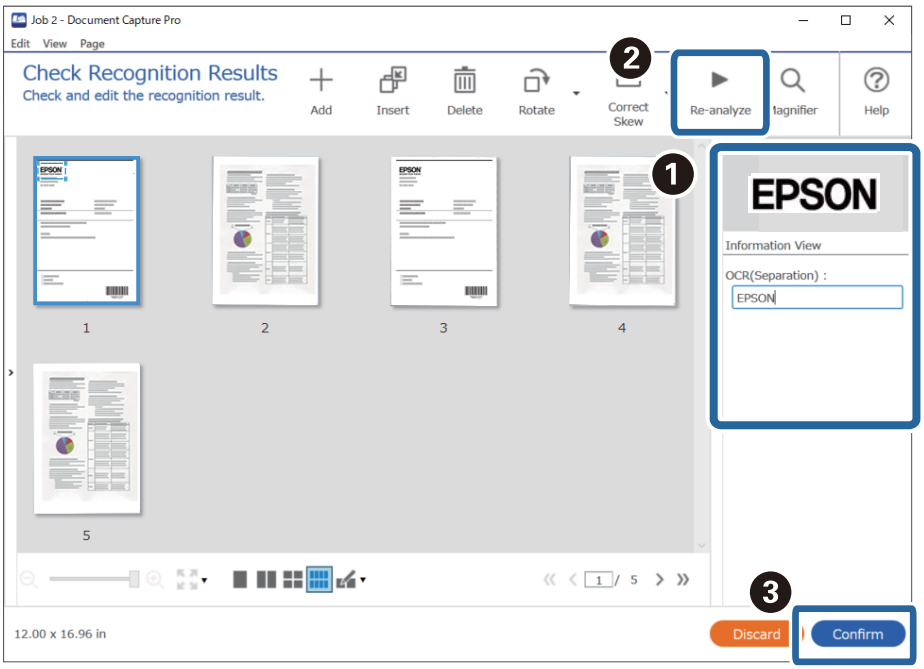
11. In the scanned preview image, specify the text detection area. Click the starting point, and then drag to display a blue border to specify the text detection area.

    Specify the same area as set in step 5.

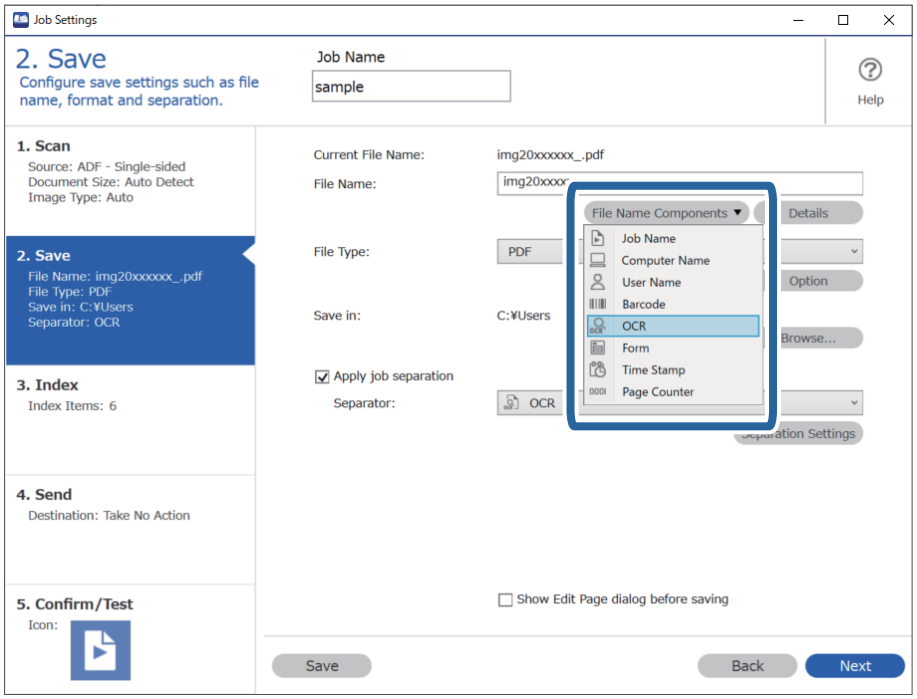


Note:

- ❏ *In **Maximum Length of Detected Text**, you can specify the maximum number of characters used for the file name from the text detected in the specified area.*
- ❏ *Select **Show the detection result** to check whether or not text has been read correctly. On the screen displayed after scanning, you can check the area and text that has been recognized. You can also re-specify the area, and correct the text.*



12. Select **OCR** from **File Name Components**.



Note:

You can specify the point at which the ***File Name Components*** *will be inserted with your cursor.*

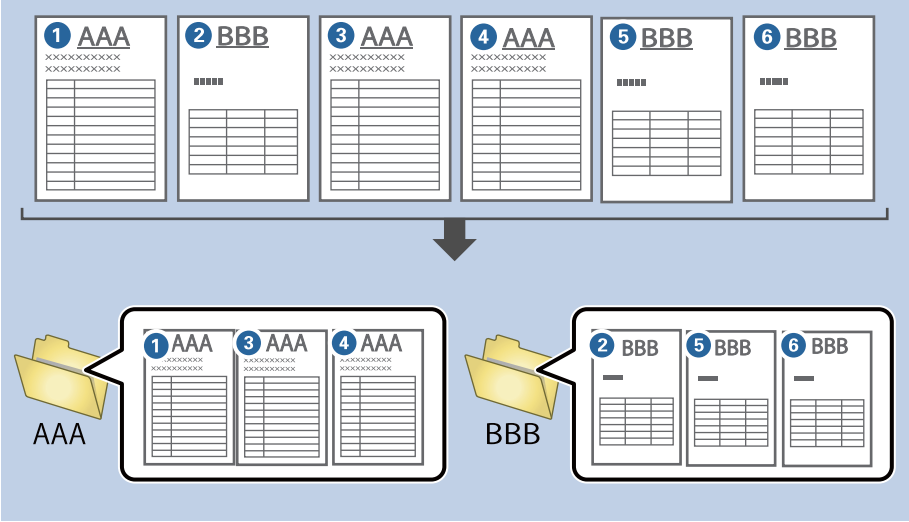
You can also drag and drop added items to change the order.

To delete added items, select the added item and delete it using the Delete key on your keyboard.

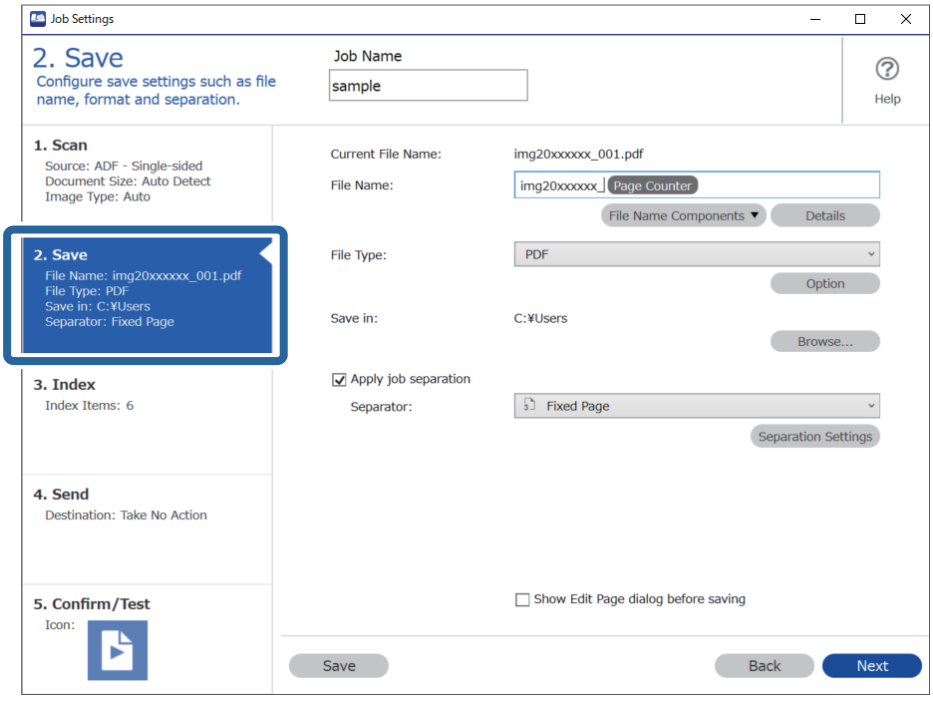
Creating and saving folders for each form

By using registered form information, you can separate scanned data by form type, and create and save folders.

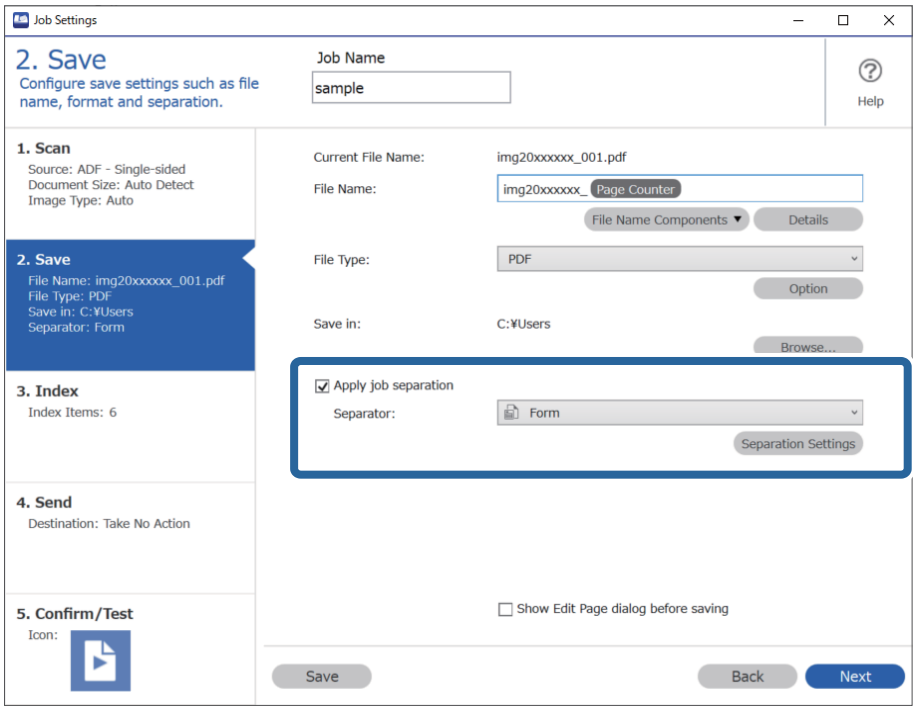
This section explains the job settings for “Separating by form and saving using the form type as the folder name”.



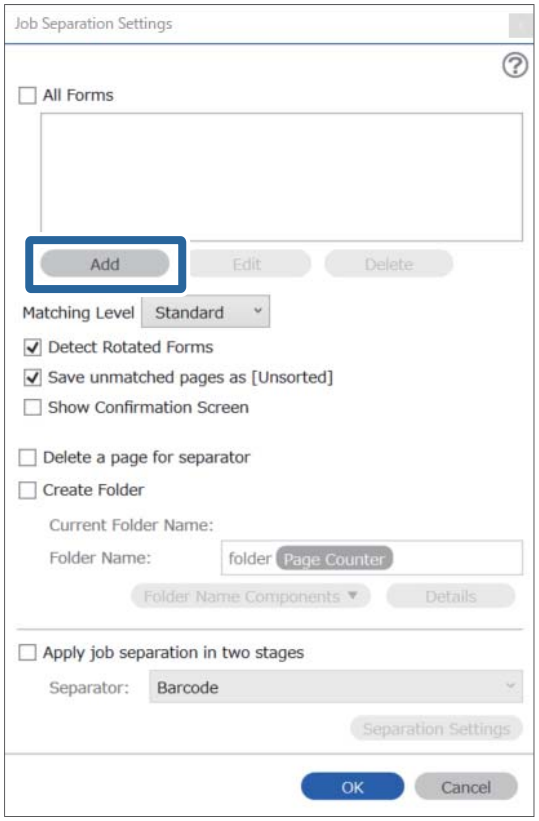
1. Display the **Job Settings** screen, and then click the **2. Save** tab.



2. Select **Apply job separation**, select **Form** in **Separator**, and then click **Separation Settings**.



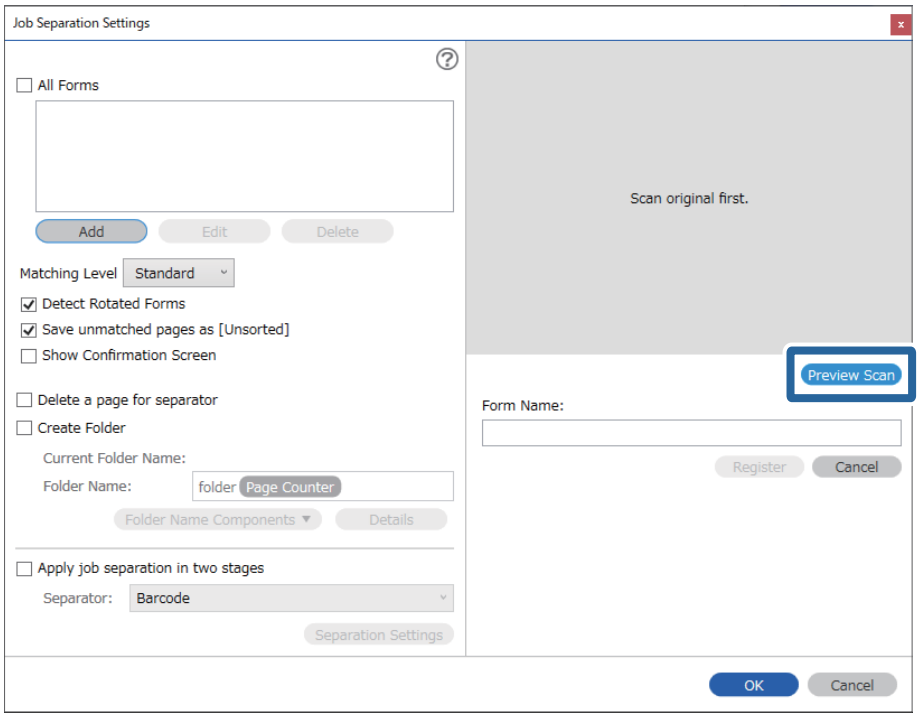
3. Click **Add** on the Job Separation Settings screen.



Note:
If you want to use a form for separation that has already been registered, select the form name.

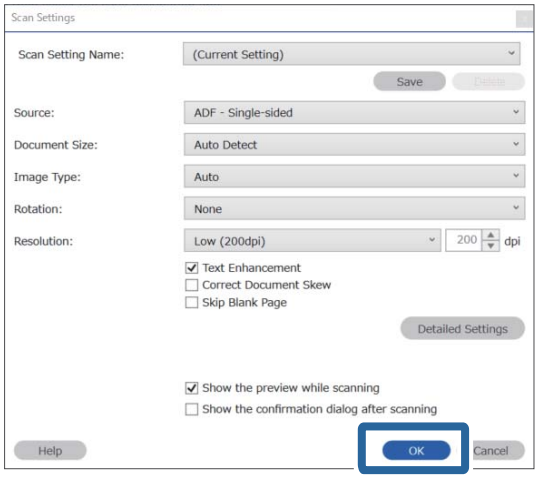
To edit form information that has already been registered, select the form, and then click ***Edit****.*

4. Place the original of the form you want to register on the scanner, and then click **Preview Scan**.

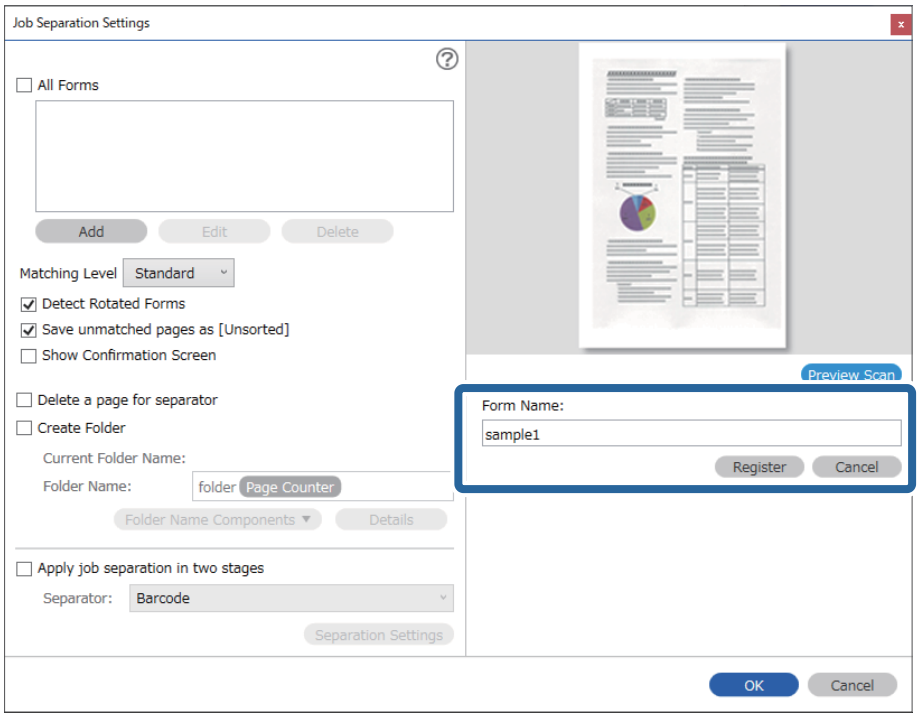


Note:
Only one page of form information is saved even if there are multiple originals.

5. Make scan settings on the **Scan Settings** screen, and then click **OK**.

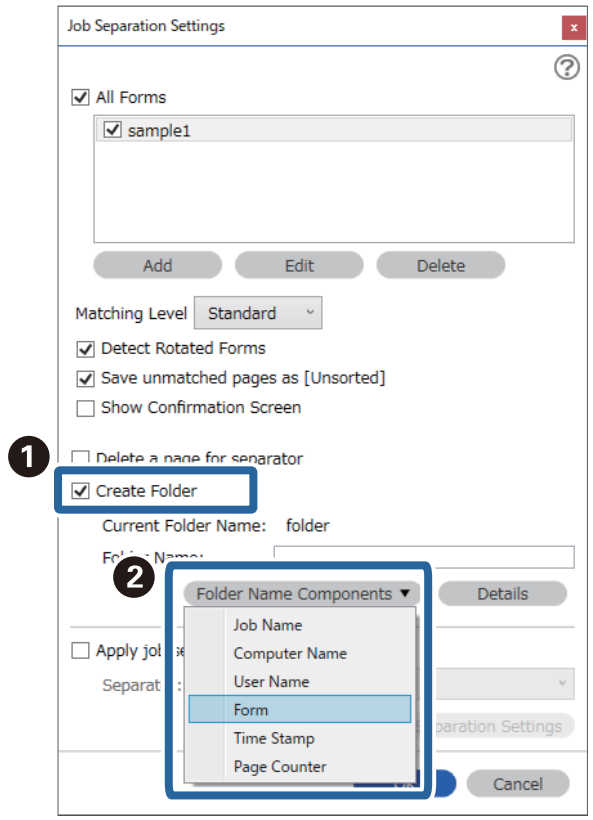


6. Enter a name for the form, and then click **Register**.



7. Repeat steps 3 to 6 to register all of the form information you want to use for separating.

8. Select **Create Folder**, and then select **Form** from **Folder Name Components**.



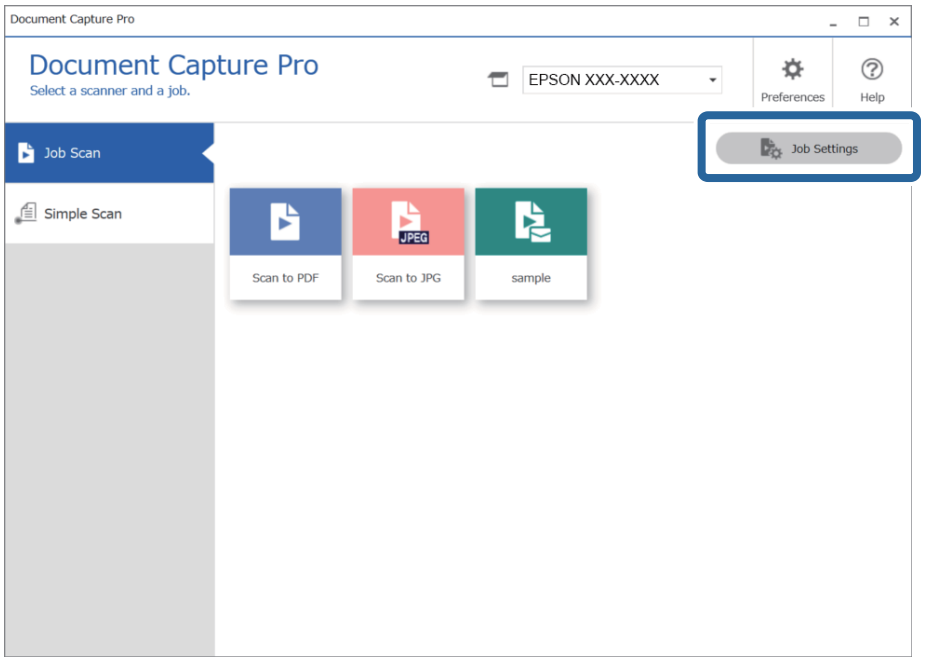
Form is added to the **Folder Name**.

Advanced Software Management

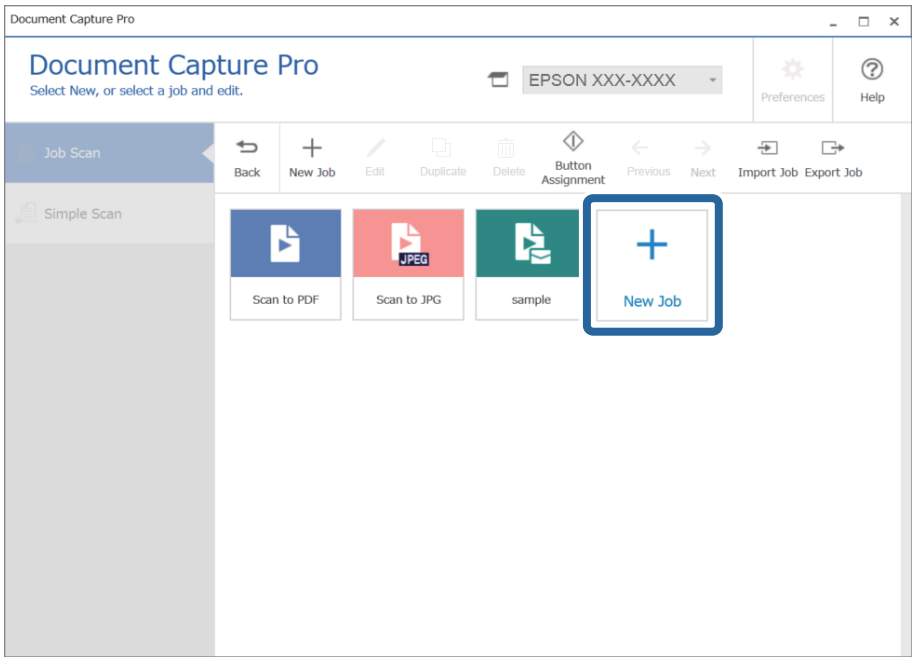
Enabling Useful Software Functions

Displaying Images While Scanning

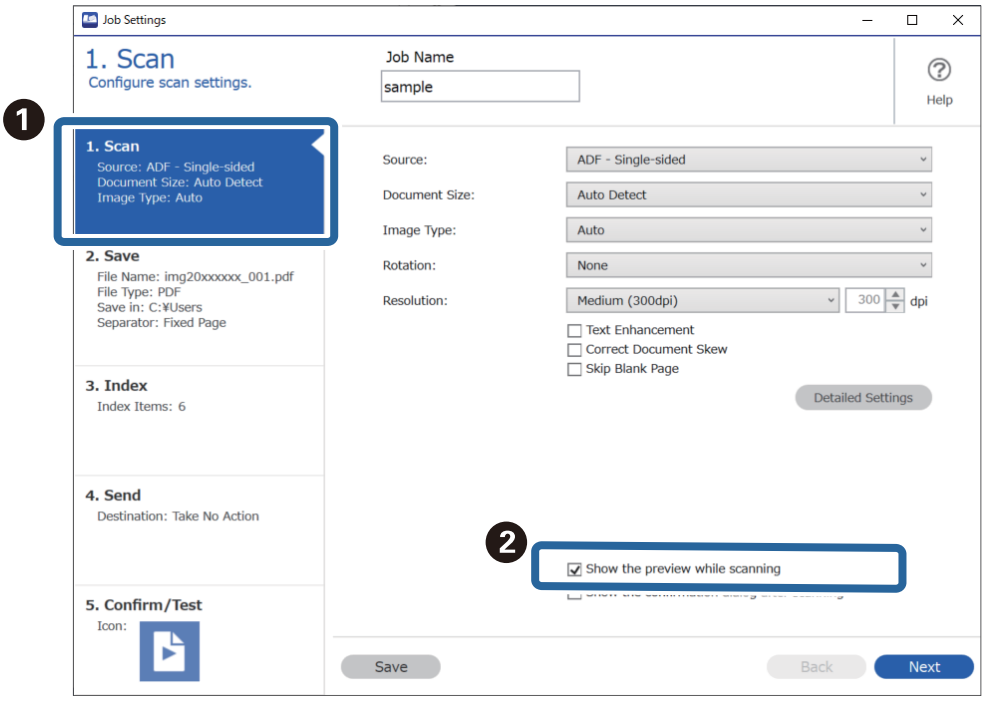
1. Click **Job Settings** on the Document Capture Pro top screen.



2. Click **New Job** to create a new job. To edit an existing job, select the target job and then click **Edit**.



3. Click the **1. Scan** tab, and then select **Show the preview while scanning**.



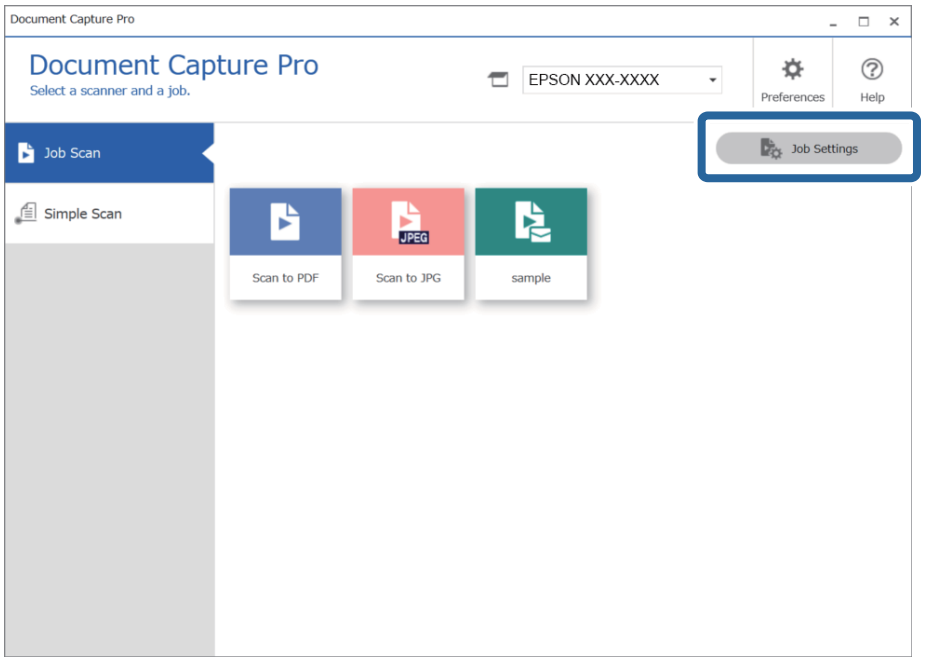
4. Save the job to complete the procedure.

Displaying the Barcode/OCR Results Screen

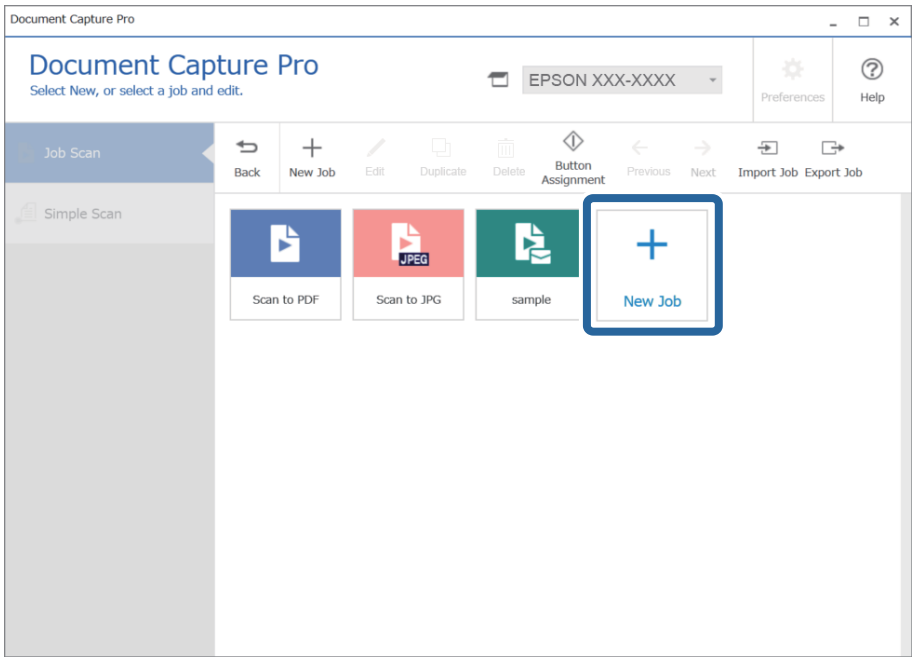
Follow the steps below for Job Scan.

Advanced Software Management

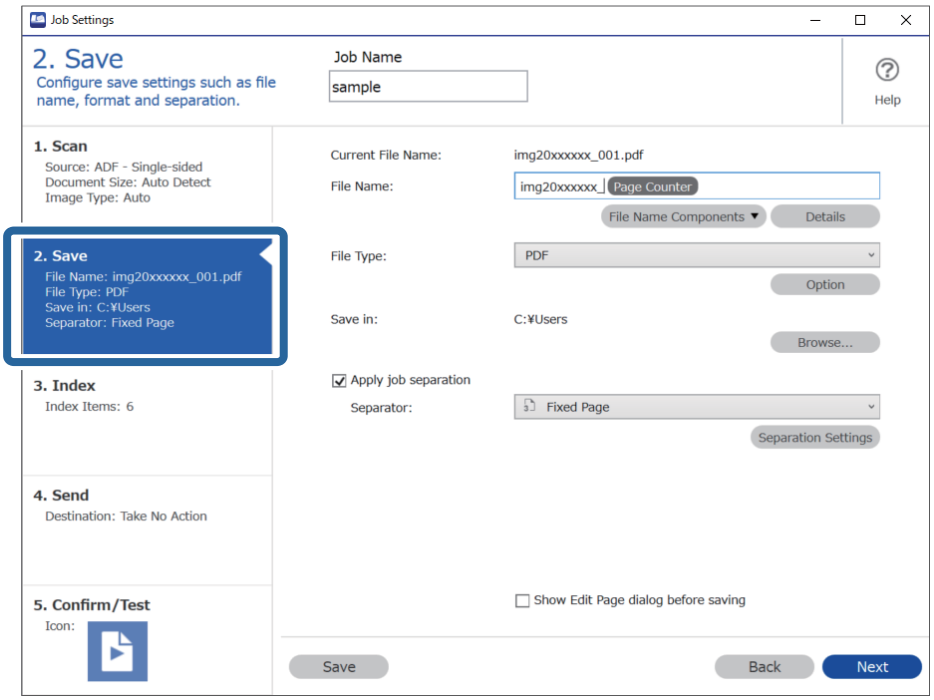
1. Click **Job Settings** on the Document Capture Pro top screen.



2. Click **New Job** to create a new job. To edit an existing job, select the target job and then click **Edit**.

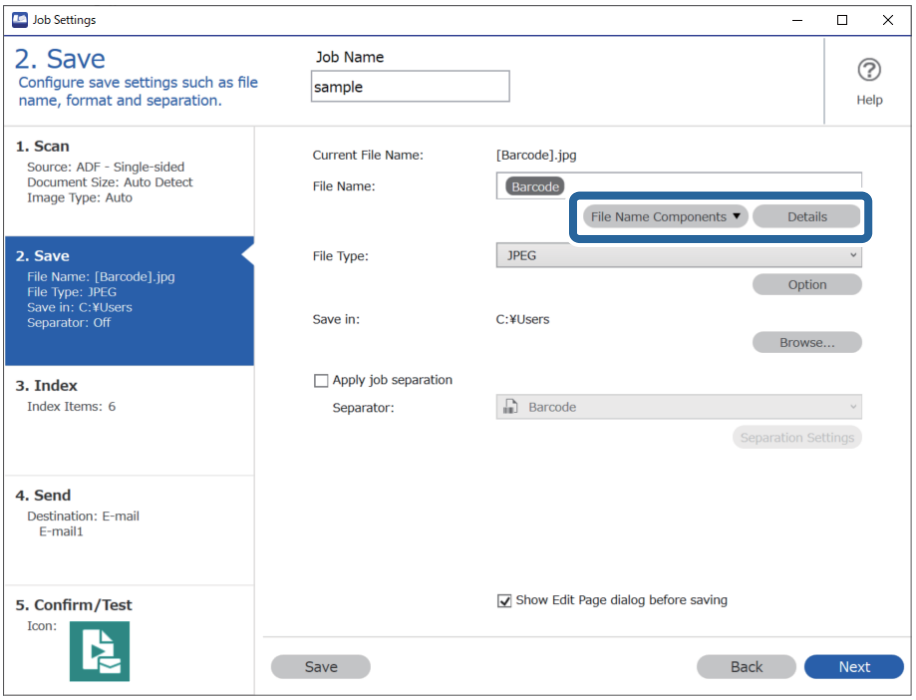


3. Click the **2. Save** tab.

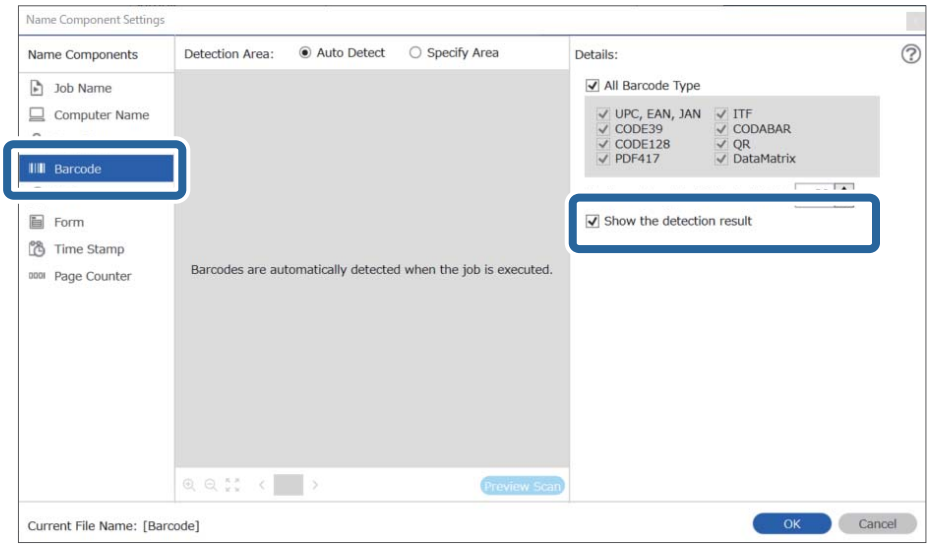


4. To add a barcode or OCR to the file name, select **Barcode** or **OCR** in **File Name Components**, and then click **Details**.

   If you want to separate by barcode or OCR, go to step 6.



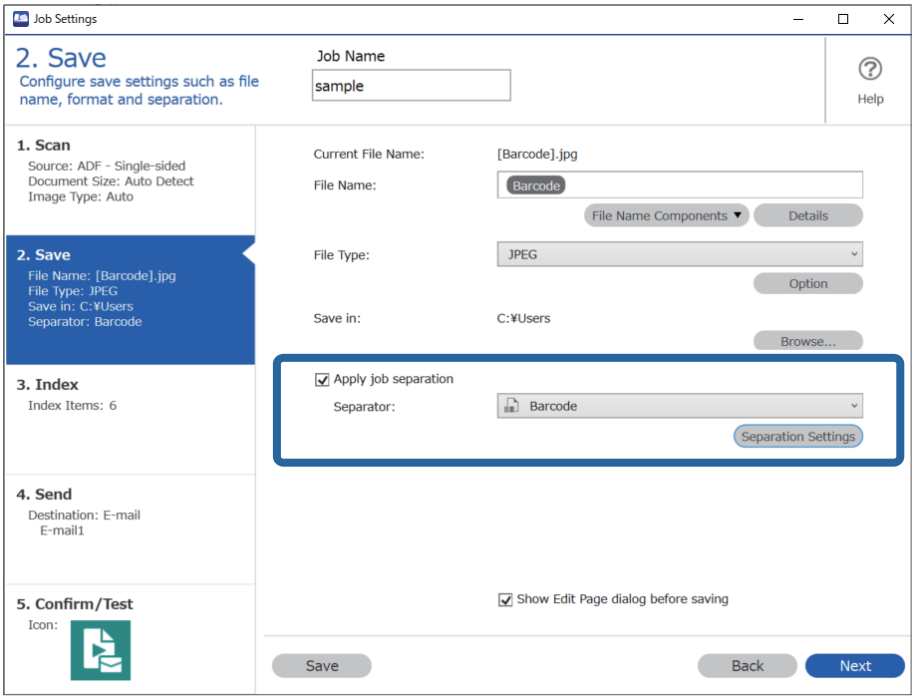
5. On the **Name Component Settings** screen, select **Show the detection result** to recognize barcodes or OCR, and then click **OK**.



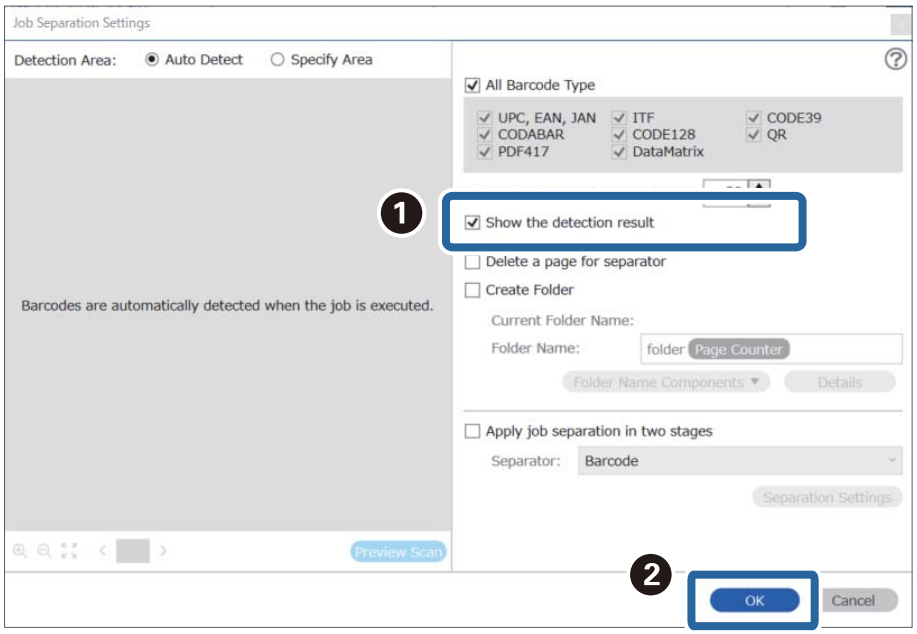
If you do not want to use barcodes or OCR to separate jobs, the procedure is complete.

If you do want to use barcodes or OCR to separate jobs, click the **2. Save** tab.

6. Select **Apply job separation**, select **Barcode** or **OCR** in **Separator**, and then click **Separation Settings**.



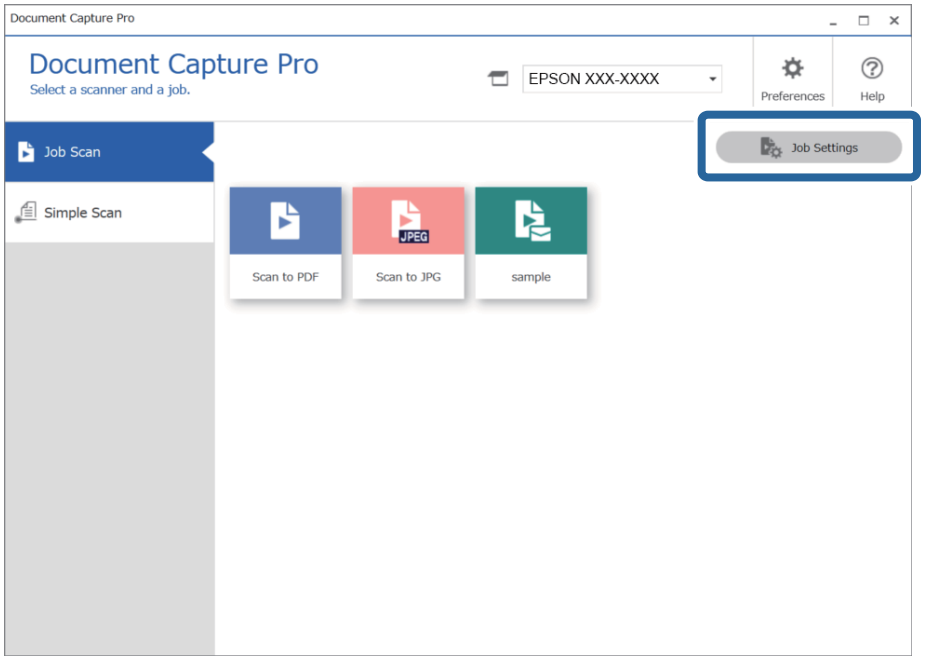
7. Select **Show the detection result** on the **Separation Settings** screen, and then click **OK**.



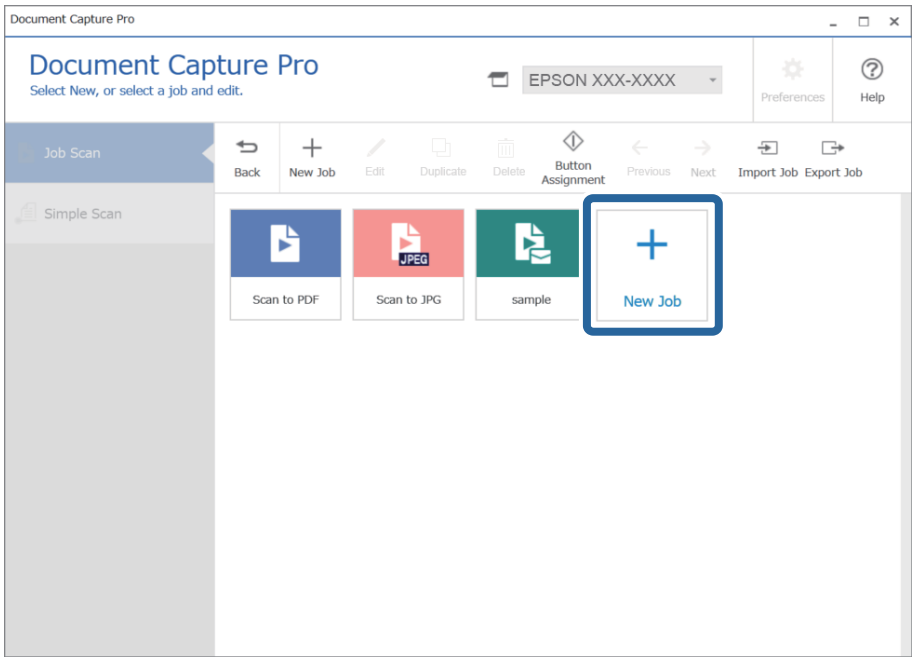
8. Save the job to complete the procedure.

Displaying the Scan Results Confirmation Screen

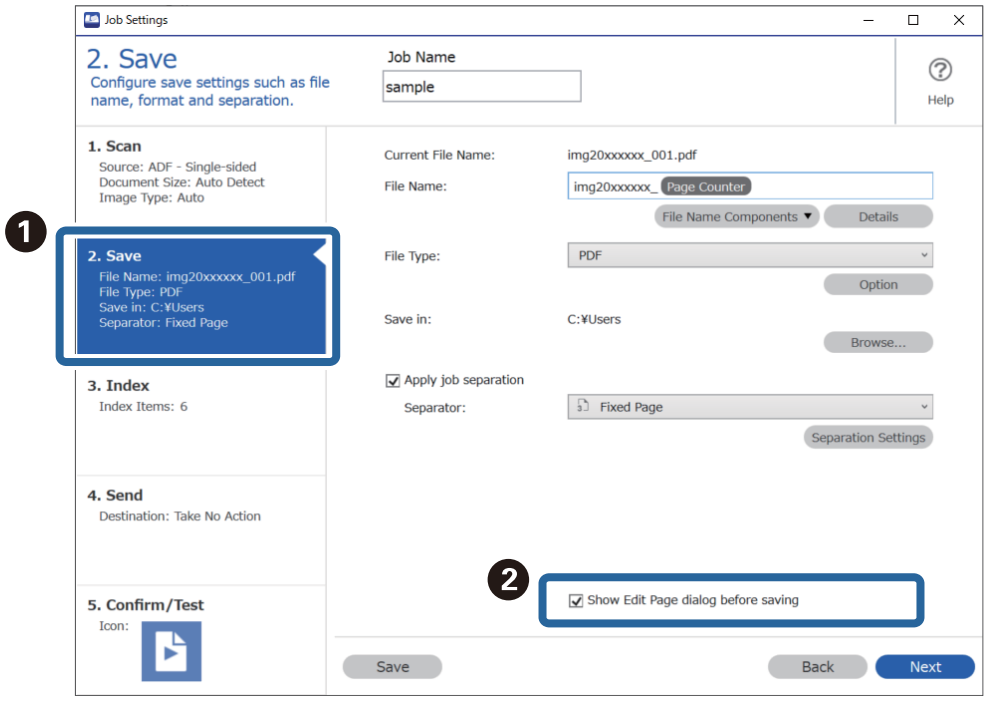
1. Click **Job Settings** on the Document Capture Pro top screen.



2. Click **New Job** to create a new job. To edit an existing job, select the target job and then click **Edit**.



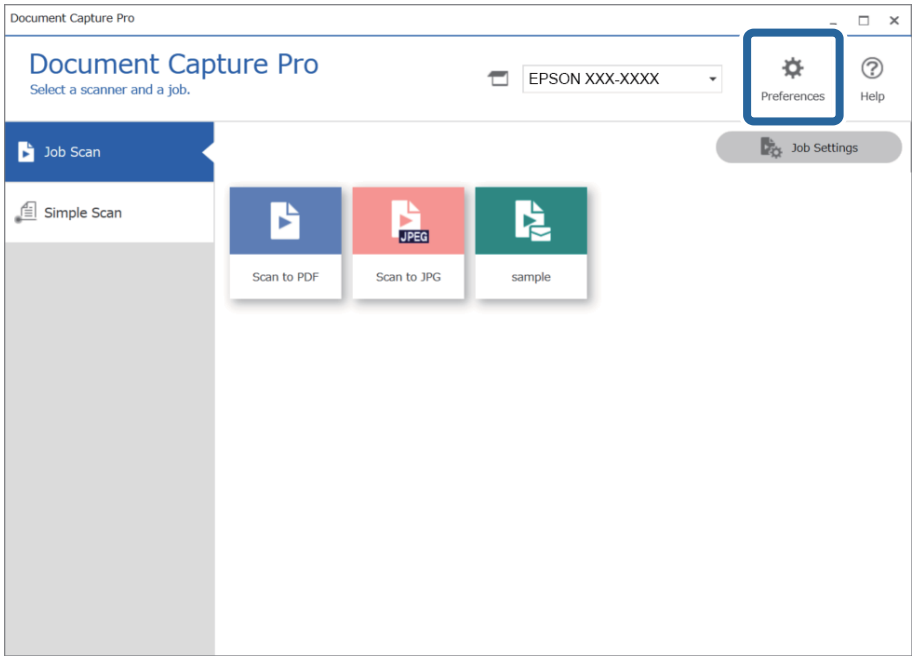
3. Click the **2. Save** tab, and then select **Show Edit Page dialog before saving**.



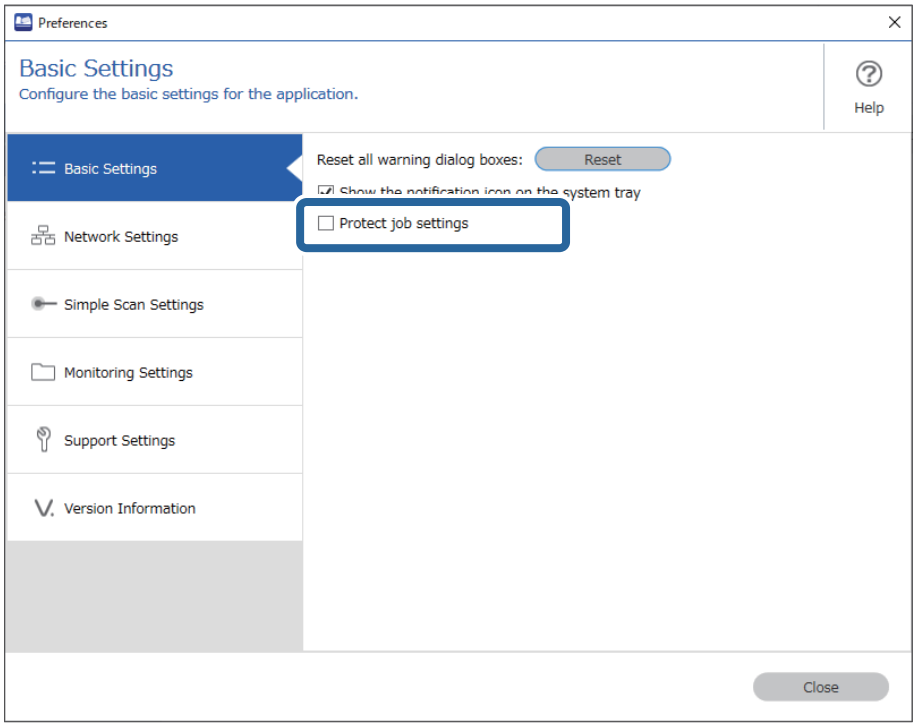
4. Save the job to complete the procedure.

Preventing Job Editing

1. Click **Preferences** on the Document Capture Pro top screen.



2. Click the **Basic Settings** tab, and then select **Protect job settings**.



3. When a confirmation message is displayed, click **Yes**.
4. Set a password on the **Enter Password** screen.
5. Save the job to complete the procedure.

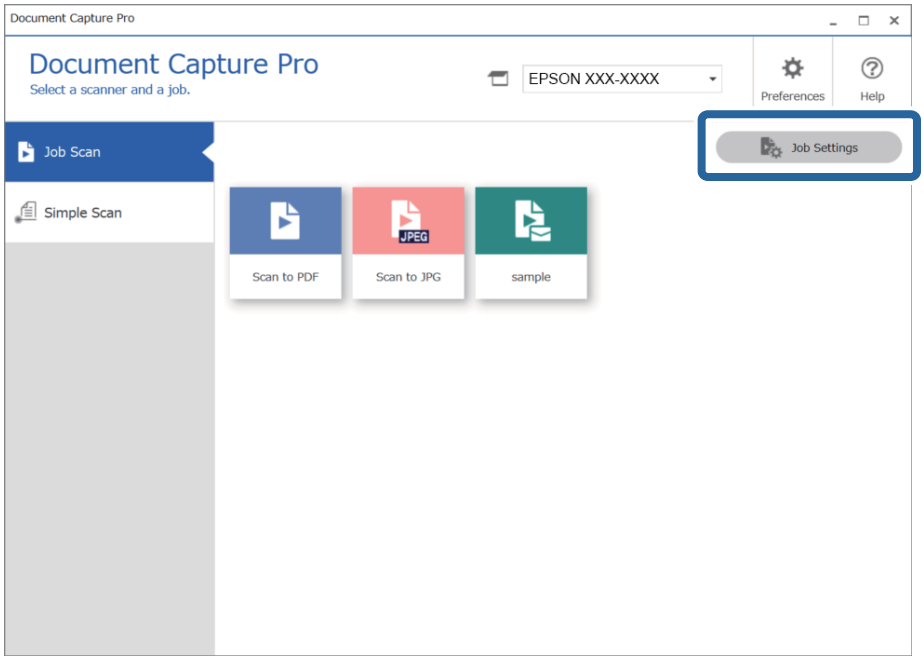
The **Job Settings** button is no longer displayed on the **Job Scan** screen, and job settings cannot be changed.

If you want to create or edit jobs, clear **Protect job settings** and enter the password you set to remove protection.

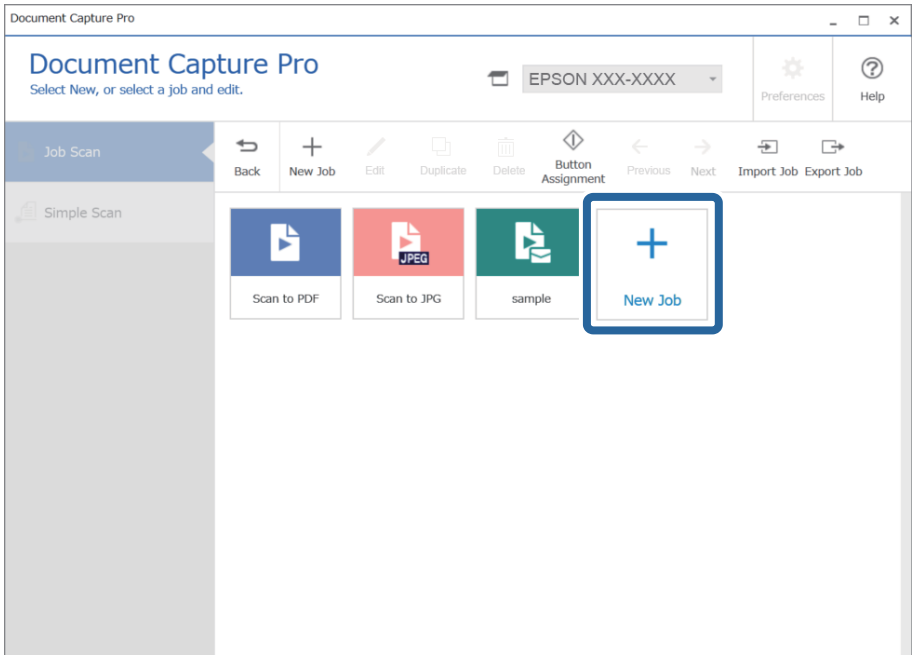
Disabling job setting changes on control panel (target models only)

This function is only available for specific models.

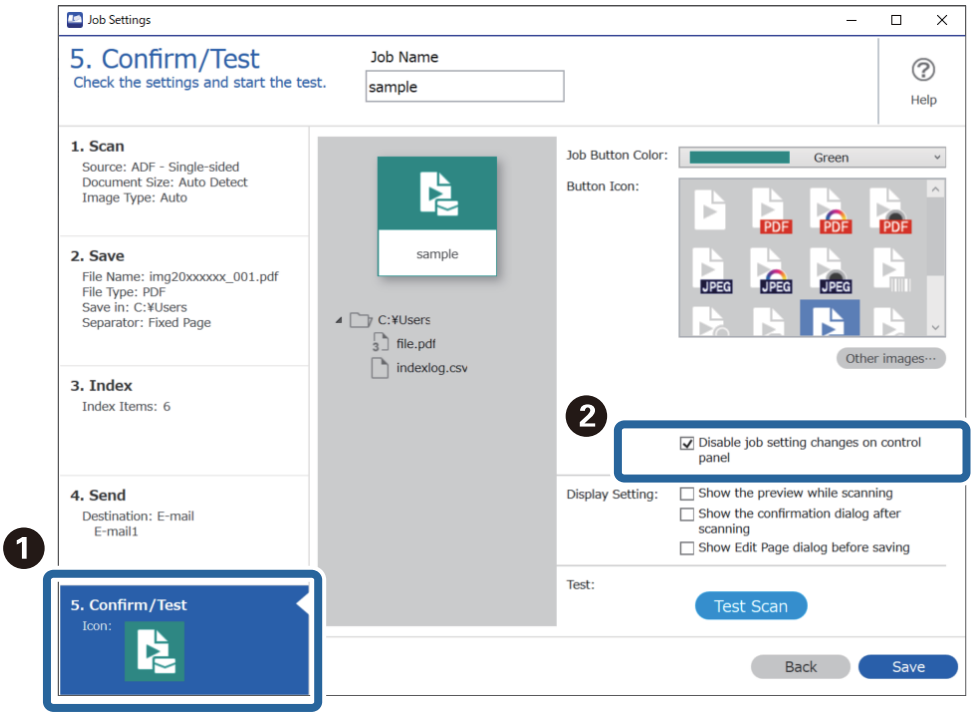
1. Click **Job Settings** on the Document Capture Pro top screen.



2. Click **New Job** to create a new job. To edit an existing job, select the target job and then click **Edit**.



3. Click the **5. Confirm/Test** tab, and then select **Disable job setting changes on control panel**.

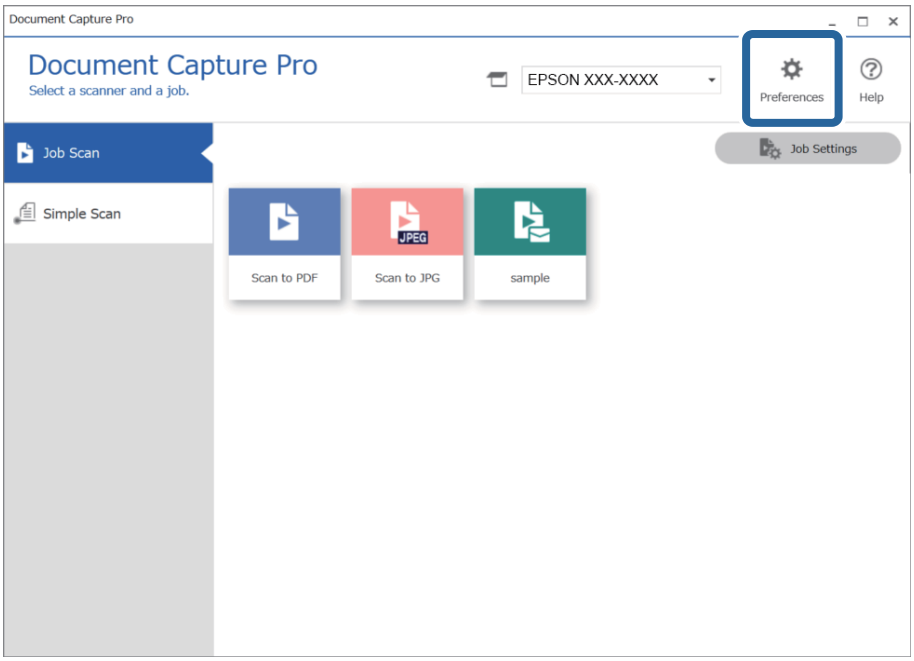


4. Save the job to complete the procedure.

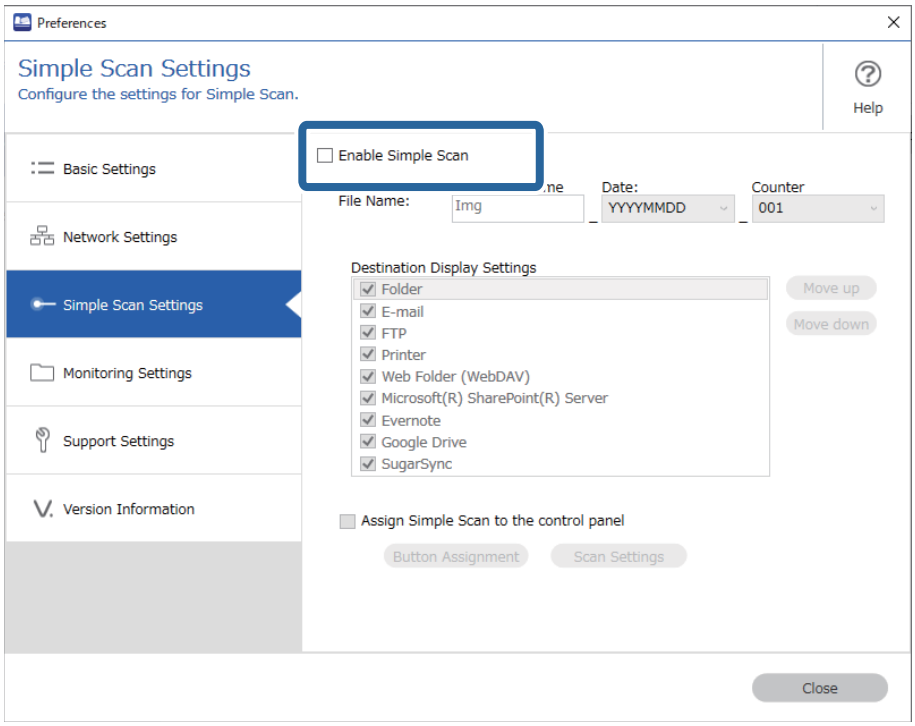
You cannot change job settings from the scanner's control panel.

Disabling Simple Scanning

1. Click **Preferences** on the Document Capture Pro top screen.



2. Click the **Simple Scan Settings** tab, and then clear **Enable Simple Scan**.

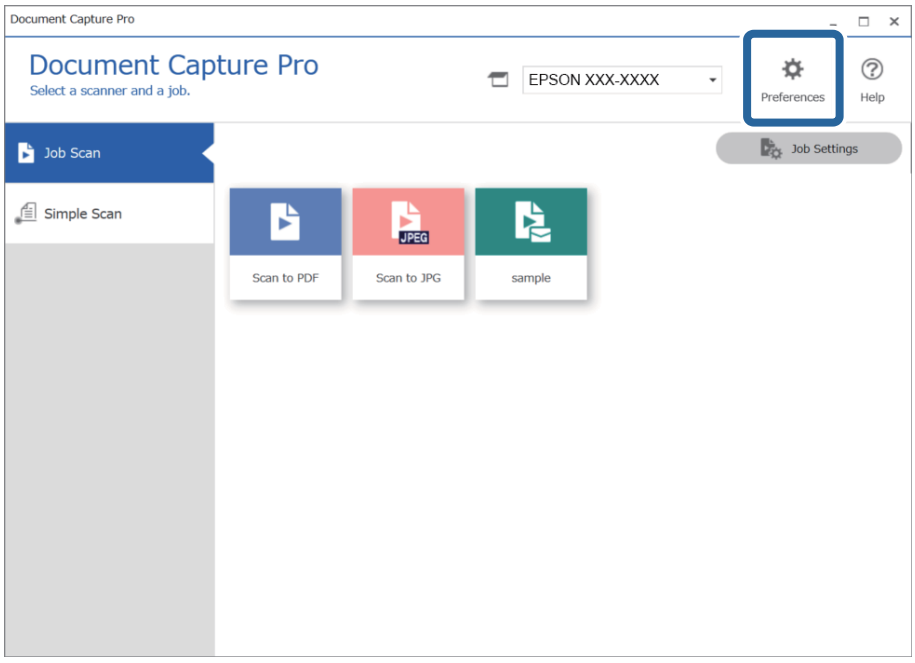


3. Click **Close** to close the settings screen.

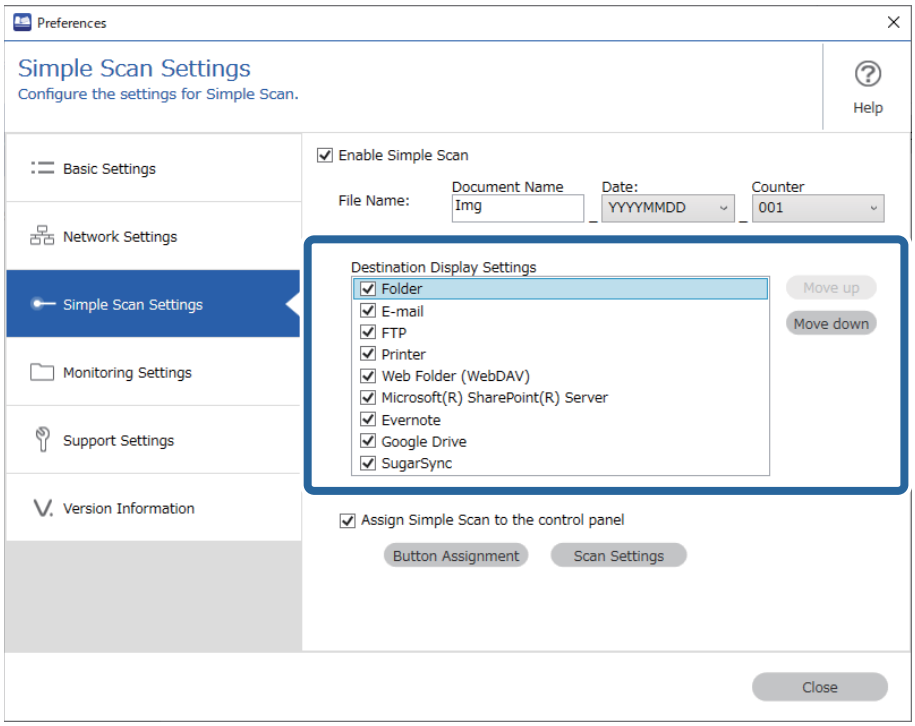
The **Simple Scan** tab is no longer displayed on the top screen, and you cannot perform simple scanning.

Limiting Destinations for Simple Scans

1. Click **Preferences** on the Document Capture Pro top screen.



2. Click **Simple Scan Settings**, and then clear destinations that you do not wan to show in **Destination Display Settings**.



3. Click **Close** to close the settings screen.

Exporting/Importing Jobs

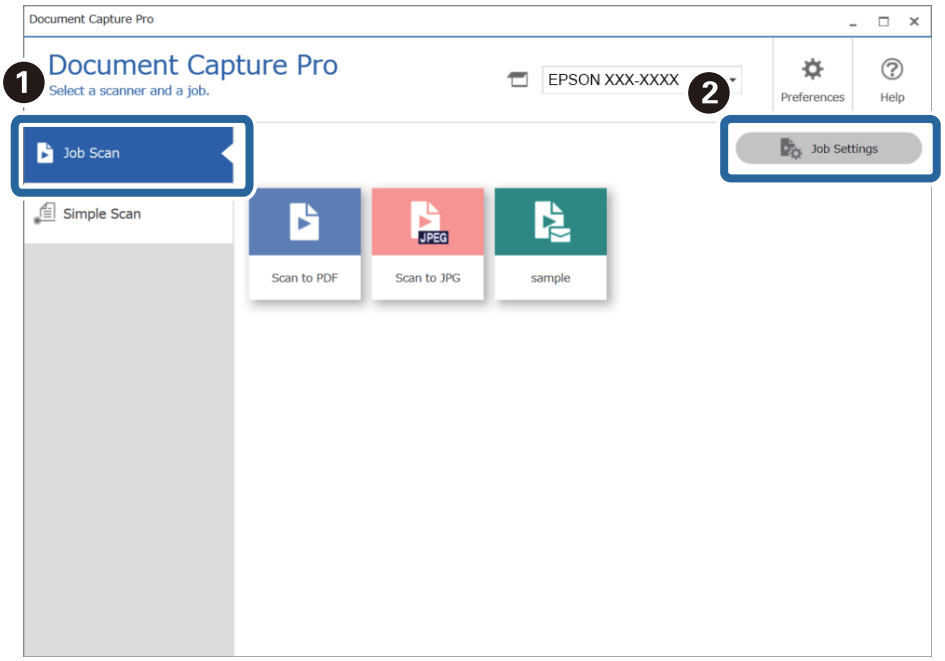
Exporting Jobs

When you export a job, it is saved on your computer as a job file (.jxz). You can use the saved file on another computer by importing it using Document Capture Pro.

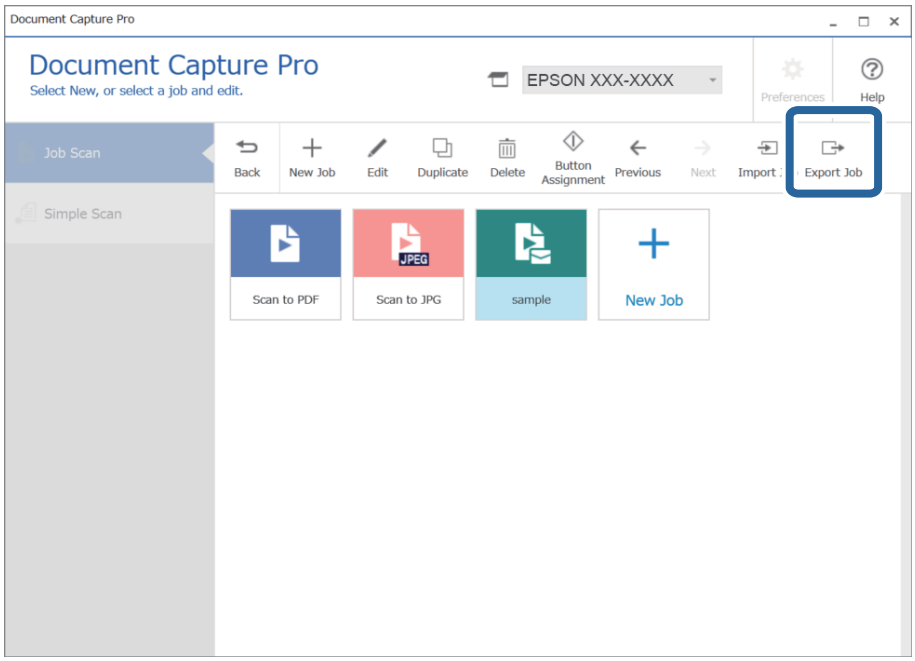
Note:
When you perform Export Job, all of the jobs registered to the selected scanner as well as the button assignment settings are exported.

Advanced Software Management

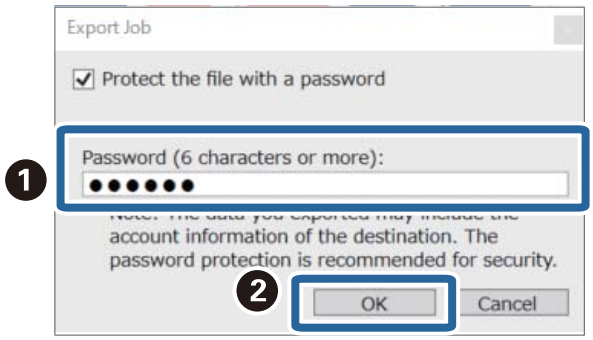
1. Click the **Job Scan** tab on the Document Capture Pro top screen, and then click **Job Settings**.



2. Then click **Export Job**.



3. Set a password on the **Export Job** screen, and then click **OK**.



Note:
If you do not need to set a password, clear ***Protect the file with a password****, and then click* ***OK****.*

4. Set the file name and destination, and then save.

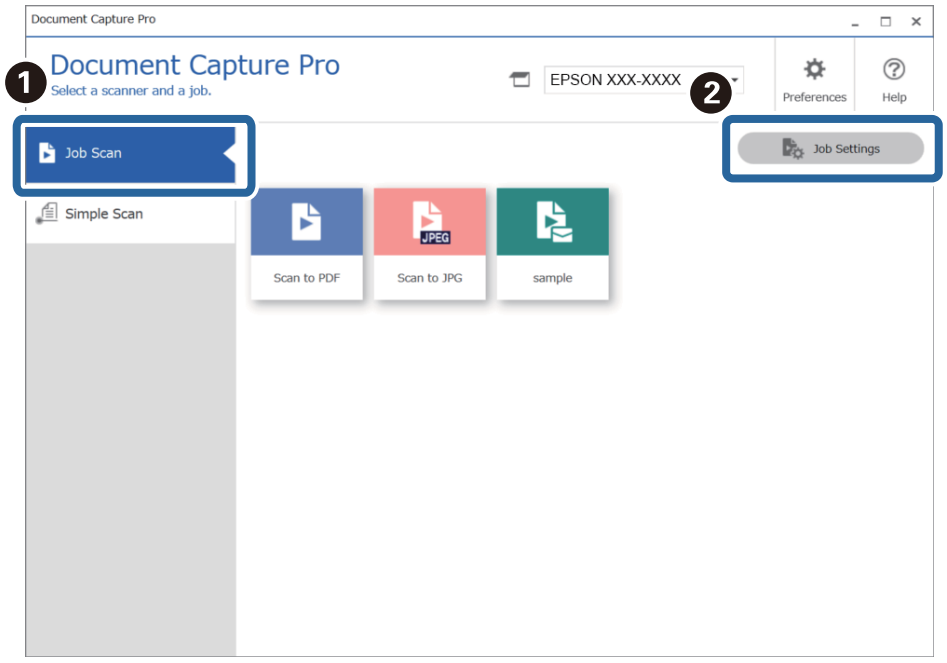
Importing Jobs

When importing a job, you can use a job file (.jxz) that you created on a different computer and exported using Document Capture Pro.

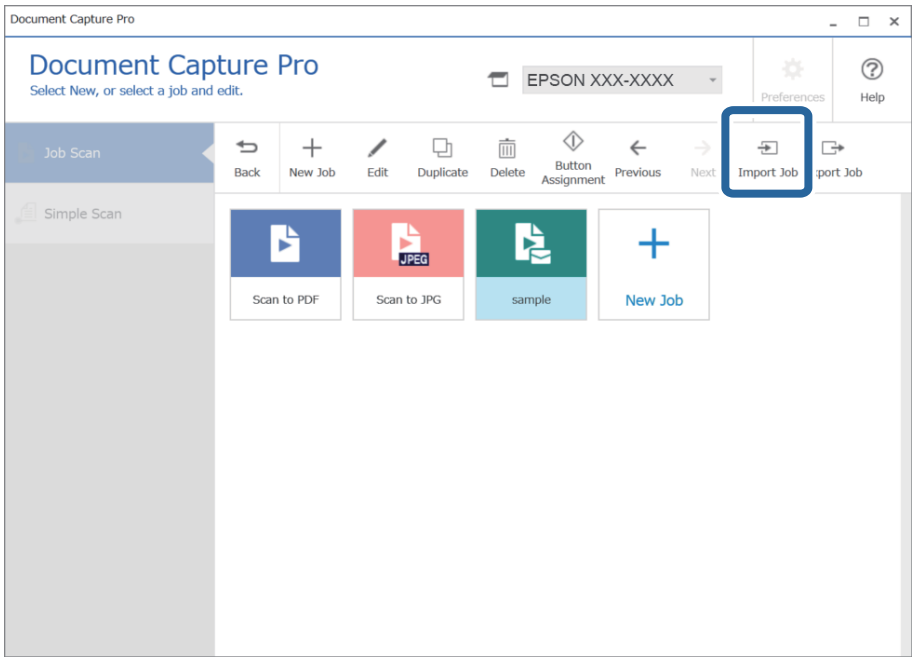
Note:
When you import a job, the job and button assignment settings registered for the selected scanner model are overwritten.

The import is performed even if the corresponding scanner is not selected when importing.

1. Click the **Job Scan** tab on the Document Capture Pro top screen, and then click **Job Settings**.



2. Then click **Import Job**.



3. Select the job file you want to import.
4. If a password is required when exporting a job file, enter the password, and then click **OK**.
5. When a confirmation message is displayed, click **OK**.

Troubleshooting

Cannot scan

Is the scanner turned on?

Check that the scanner has been turned on. See the User's Guide that came with the scanner for more details.

Is the scanner connected to the computer correctly?

Check that the cable is securely connected. Also, check that the cable has not been disconnected or bent into an unusual shape. See the User's Guide that came with the scanner for more details on connecting the scanner.

Is EPSON Scan or Epson Scan 2 installed correctly?

Install EPSON Scan or Epson Scan 2 if it has not been installed. See the User's Guide that came with the scanner for more details.

Cannot use the control panel buttons

Is the scanner performing initial operations or scanning, or is Document Capture Pro processing a file or creating a PDF?

Buttons may not work when the scanner is performing initial operations or scanning, or when Document Capture Pro is processing a file or creating a PDF. Try again after all processes are complete.

Is the Event screen from Properties under Scanners and Cameras on the Control Panel set correctly?

❏ Check that the **Take No Action** check box is cleared. When this is selected, the scanner buttons are disabled.

❏ Select **Document Capture Pro** if it is not selected.

Document Capture Pro is not operating

Re-install the latest software from the Epson Web site or EPSON Software Updater.

Cannot select the e-mail software you are using

Are you using e-mail software supported by Document Capture Pro?

The following e-mail software is supported by Document Capture Pro.

❏ Microsoft Outlook 2000/2002/2003/2007/2010/2013 (x86)

❏ Windows Mail

See the Epson Web site for more details on supported software applications.

The printer is not displayed by the print function

Is an Epson printer driver installed?

Install an Epson printer driver if one is not already installed. See the User's Guide that came with the printer for more details.

The computer is not displayed in the scanner

Is the computer turned on?

Check if the computer is on and is not in sleep mode.

Is Document Capture Pro installed on your computer?

Install Document Capture Pro on your computer and log on as a user.

If Epson ScanSmart is installed on your computer, are the application's settings correct?

When using Document Capture Pro on a computer with Epson ScanSmart installed, select Document Capture Pro from "Select Application" in Epson ScanSmart.

Are the network connection settings correct?

Make sure the following settings are correct.

- ❏ The scanner and computer are connected to the same network segment
- ❏ The operation mode on the scanner is set to "Client mode"
- ❏ If a group number is set on the scanner, make sure the same group number is also set on the computer (supported models only)
- ❏ The port number is set correctly
- ❏ Cast packets can communicate along the network path between the scanner and the computer

Some functions are not available

Are you using a scanner that supports this software?

Some functions may not be available for your scanner.

Are you using the latest version of the software?

Re-install the latest software from the Epson Web site or EPSON Software Updater.

Some items cannot be set when saving in PDF format

You may need the following depending on the setting items.

- ❏ When you want to enable **Create searchable PDF**, you need to install the EPSON Scan OCR component.

❏ When you want to add security to the PDF, install the EPSON Scan PDF extension from EPSON Software Updater.

Barcodes or OCR text are not detected

Try using the correction function in Document Capture Pro

If barcodes or characters are not easily recognized by using the barcode or OCR function during scanning, try using the **Text Enhancement** function on the Scan screen or the Scan Settings screen. This may help improve detection accuracy.

Also, they may not be recognized due to poor print quality such as blurry print data.

QR codes are not detected

Make sure there is a margin of at least 3 mm around the QR code.

The QR code may not be detected if there is any text and so on near the QR code.

For split QR codes (structurally linked), you need to print all QR codes on the same page.

Also, they may not be recognized due to poor print quality such as blurry print data.

Characters are not recognized accurately when saving in Microsoft(R) Word, Excel(R), or PowerPoint(R) format

Check the scanned originals.

The following types of originals may make it hard to recognize characters. Text in originals needs to be clearly typed or printed.

❏ Color text

❏ Cursive, italic, or other design fonts

❏ Text with a font size of 6 points or less, or 45 points or more

❏ Text on a colored background or shaded text

❏ Text on ruled lines or underlined text

❏ Originals with complicated layouts

❏ Text with tightly spaced characters or line pitch

❏ Faxes

❏ Text that has been copied from other copies

❏ Handwritten text

Are you using the correction function in Document Capture Pro?

Recognition accuracy may decline for originals that have a low contrast. To improve detection accuracy, try using the **Text Enhancement** function on the Scan screen or the Scan Settings screen.

Was the original rotated 90 or 180 degrees when it was scanned?

If the original is rotated 90 or 180 degrees when it is scanned, the text in the original cannot be recognized. Use the **Rotation** function on the Scan screen or the Scan Settings screen, and then scan again, or rotate manually using the “Rotate” function in the “Image tools”.

Is the text in the original at an angle and not horizontal?

If the text in the original is at an angle and not horizontal, it may not be recognized accurately. Use the **Correct Skew** function on the Scan screen or the Scan Settings screen, and then scan again, or manually correct skew using “Adjust Angle” in the “Image tools”.

Form separation does not work as expected

Does the form you want to use for separation contain tables and lines?

If the form does not contain enough tables or the color of the tables and lines is faint, it may not be sorted correctly.

Did you scan a blank form when you registered the form?

To register a form to be used for separation, you need to scan a blank form.

Click **Edit** on the **Job Separation Settings** screen, and then re-register the blank form.

Did you scan at a low resolution?

We recommend scanning at a resolution within 200 to 600 dpi when registering a form and when performing form separation.

Are there any differences between the registered form and the scanned form?

If the scanned form is skewed, or the position or the size of the tables differ from the registered form, it may not be sorted correctly.

Did you scan mixed originals with a variety of different form types?

Select **Fuzzy** as the **Matching Level** on the **Job Separation Settings** list. This may reduce the number of pages marked as Unsorted.

Appendix

About Copyrights

Reproduction of copyrighted materials such as photos, paintings, music, and programs without permission from the copyright owner is strictly prohibited unless the copy is for private use (home and other limited area conforming to this definition).

Conventions Used in this Guide

Windows

- ❏ Microsoft® Windows® 10 operating system
- ❏ Microsoft® Windows® 8.1 operating system
- ❏ Microsoft® Windows® 8 operating system
- ❏ Microsoft® Windows® 7 operating system

The above mentioned operating systems (OSs) are respectively referred to as Windows 10, Windows 8.1, Windows 8, and Windows 7 in this guide. Furthermore, Windows is used when referring to these operating systems collectively.