

Microtek

DocWizard

Reference Manual

© 2010 by Microtek International, Inc. All rights reserved.

Microtek™ and DocWizard™ are trademarks of Microtek International, Inc. Windows® is a registered trademark of Microsoft Corporation. All other products or name brands are trademarks of their respective holders.

Documents that you scan may be protected under copyright law. The unauthorized use of such documents could be a violation of the rights of the copyright holder. Microtek bears no responsibility for the unauthorized use of copyrighted materials.

To obtain optimal results from the Microtek scanning software and user's manual, you should be familiar with such Windows concepts as pointing, clicking, dragging, and selecting from menus and dialog boxes. If these things are new to you, refer to your Microsoft Windows User's Guide.

I49-004585 A
September 2010

Microtek International, Inc.
6, Industry East Road 3, Science Based Industrial Park, Hsinchu, 30077, Taiwan
Tel: 886-3-5772155, Fax: 886-3-5772598, <http://www.microtek.com>

Contents

Introduction	1
System Requirements	2
Launching DocWizard	2
Exiting DocWizard	2
DocWizard Control Panel	2
Getting Started	4
A. Assign Your Scan Software	4
B. Create a New Batch	4
C. Open an Existing Batch	6
D. Output a Batch	7
Batch Menu	8
New	8
General Batch	8
By Count	9
By Blank Pages	10
By Barcode	11
By OCR	13
Open Batch	16
Output Batch	16
Open TIFF	16
Save TIFF	16
Exit	16
Scan Menu	17
Start Scan/Activate Scan Software	17
Scan Settings	17
Select Scan Software	21
Display Scan Software Interface	21
View Menu	21
Image Viewer Display	21
First Page	21
Previous Page	21
Next Page	21
Last Page	21
Show/Hide Toolbar	21
Show/Hide Status Bar	22
Show/Hide Batch Explorer	22

Show/Hide Information Tab	22
Customize	22
Image Menu	24
Replace a Selected Image	24
By a Scanned Image	24
By an Image From Files	25
Insert an Image	25
Insert a Scanned Image Before the Selected Image	25
Insert a Scanned Image After the Selected Image	26
Insert an Image From Files Before the Selected Image	26
Insert an Image From Files After the Selected Image	27
Delete	28
Rearrange Order	28
Rotate	29
90/180/270	29
Angle	29
Flip Horizontal	29
Flip Vertical	29
Crop	30
Undo Crop	30
Remove Black Borders	30
Text Orientation	31
Merge/Split	31
Split Horizontal	31
Split Vertical	31
Merge Horizontal	31
Merge Vertical	32
Remove Punch Hole	32
Apply OCR to All Pages	32
Apply OCR to Selected Page	32
Blank Pages Menu	33
Examine	33
Delete	33
Settings	33
The Group Menu	34
Reset Group	34
General Group/By Count/By Blank Pages/By Barcode/By OCR	34
Delete Group	34
Merge Group	35

Move Files to Different Group	36
The Book Menu	38
Split Index	38
Convert to Word	38
Convert to PDF	38
The Help Menu	39
Toolbar	39
New tool	39
Open Batch tool	39
Output Batch tool	39
Start Scan/Activate Scan Software	39
Replace a Selected Image	39
Insert an Image	39
Preset Setting Menu	39
Scan Setting	39
Delete tool	39
Order tool	40
Crop tool	40
Undo Crop tool	40
Rotate 90 degree right tool	40
Examine All Blank Images tool	40
Delete All Blank Images tool	40
Blank Page Setup tool	40
View tool	40
Top Page tool	40
Remove Black Borders tool	40
Examined by Text Orientation tool	40
Remove Punch Hole tool	40
Merge Vertically tool	40
Merge Horizontally tool	40
Split Vertically tool	40
Split Horizontally tool	40
Split a Book tool	40
Convert to Word tool	41
Convert to PDF tool	41
Information tool	41

Introduction

Microtek DocWizard is an easy-to-install and easy-to-use production scanning application for digitizing documents from scanners. DocWizard is ideal for imaging, forms processing and workflow applications, and as a standalone application. Batches can be easily exported to many popular applications. DocWizard allows you to fully utilize your Microtek scanner capabilities for maximum productivity.

- All functions can be performed simply using DocWizard, no special hardware acceleration is required.
- Allows you to batch the scanned documents into several groups based on their attributes of nature, offering an effective shortcut to manage stacks of documents in order.
- Multi-image display (1, 2, 4 and 8 images can be displayed at one time) lets you screen scanned documents efficiently.
- Easy-to-use icon tools provide fast access to scan, insert, delete and move scanned documents, providing instant and intuitive document management.
- By one simple click, you may scan one image in color and black-and-white simultaneously. The color one is ideal for further use of image processing and the monotone one is convenient for data saving.
- Blank Page tool lets you sort, examine and delete blank pages fast and easily, ideal for batch scanning and managing a stack of documents.
- Preset Settings allows you to save the predefined scanning values, and then retrieve them later for scanning same types of materials, which brings fast and convenient access for users.
- Text Orientation enables every scanned documents present in a readable direction. No more fuzzy editing software is needed.
- Remove Black Borders and Remove Punch Hole keep your scanned documents in neat and look professional.
- Barcode reading for automatic indexing.
- Regional OCR for automatic indexing.

System Requirements

- Windows 2000, XP or Vista
- 512 MB RAM required; 1024 MB or more suggested for better performance
- Free hard disk space as required by the size of your scanned images and for additional working files
- CD-ROM drive (internal or external)
- “Thousands of colors” display or better
- Microtek scanners that support DocWizard

Launching DocWizard

Double-click the DocWizard icon on the Windows desktop, or choose *Start, Programs, Microtek DocWizard for Windows*, then *DocWizard*.



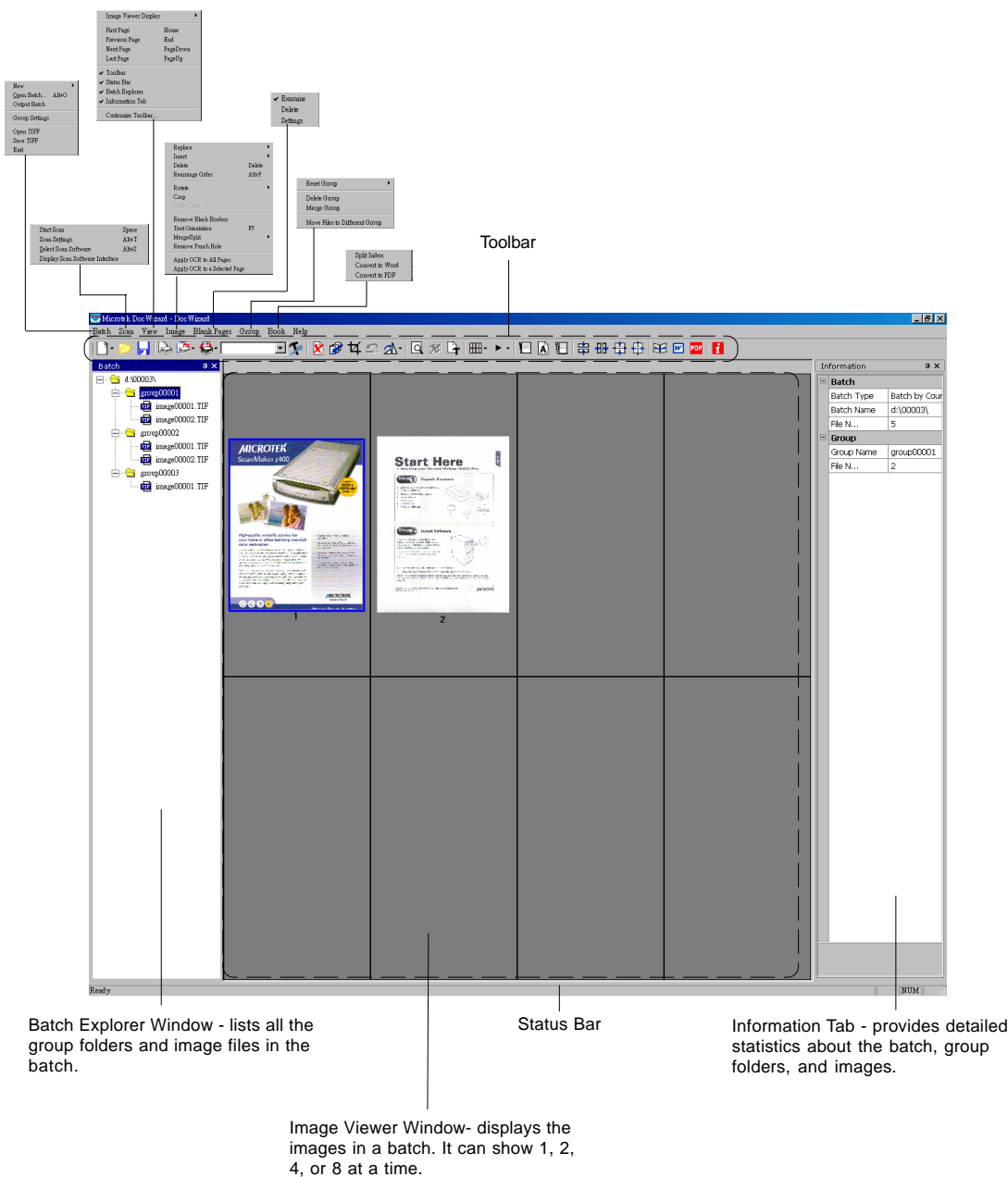
Exiting DocWizard

Click the Exit button “X” located at the top right corner of the DocWizard control panel or choose Batch then Exit in the Menu bar of the Control Panel.

DocWizard Control Panel

The DocWizard Control Panel appears after you launch DocWizard. To adjust the size of the control panel, simply drag the bottom right corner of the DocWizard control panel. From the control panel, you can specify scanning requirements by selecting the appropriate image settings and adjustments from this control panel.

DocWizard Control Panel Interface

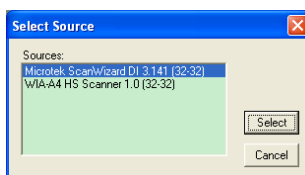


Getting Started

A. Assign Your Scan Software

When you activate the DocWizard for the first time to use, you need to select preferred scanning software which supports the scanner you are using in order to input images into your batch files from the scanner. Unless you like to assign other scanning software to cooperate with different scanners, you may bypass these steps when you launch the software later.

1. Launch *DocWizard* (either as a stand-alone by clicking on the program icon, or by using the File-Import or Scan command from an application program).
2. Select Scan from the Menu Bar to extend the sub menu of it and then choose Select Scan Software.
3. A pop-up window appears on the screen immediately. Numbers of available scan software are listed inside the window. Select the software you prefer and then click the OK button.



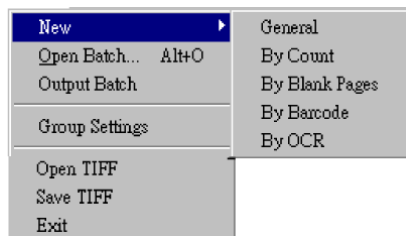
Take note that the selected software will become the default scan software to activate your scanner. Make sure if it supports the scanner you are using before choosing it as the default scan software for the DocWizard.

B. Create a New Batch

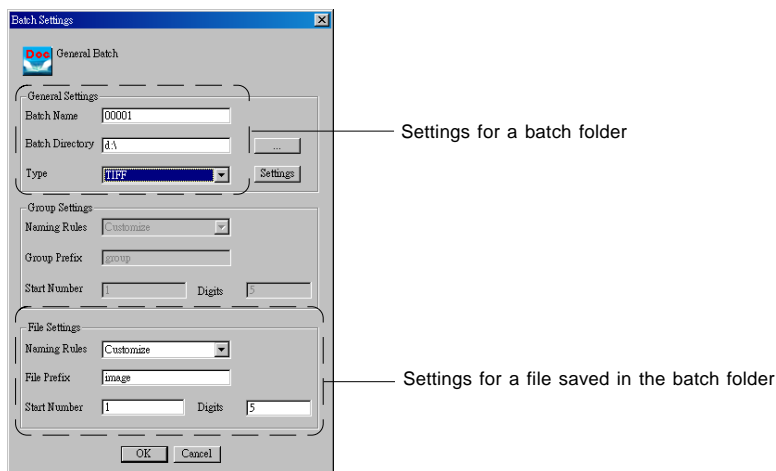
When you want to scan images from scanners or import files from document folders, you need to create a new batch first in order to manipulate these files later.

1. Select Batch from the Menu Bar to extend the sub-menu of it and then choose New.

DocWizard allows you to create batches by different categories of file groups. These categories include General, Count, Blank Pages, Barcode and OCR.



- **General:** Select it as your batch category if you do not want differentiate scanned or imported images into several groups.
 - **Count:** Select it as your batch category if you want to differentiate scanned images into several groups which are sorted by numbers of scanned pages.
 - **Blank Pages:** Select it as your batch category if you want to differentiate scanned images into several groups which are sorted by pixel value of scanned images.
 - **Barcode:** Select it as your batch category if you want to differentiate scanned images into several groups which are sorted by barcode value of scanned images.
 - **OCR:** Select it as your batch category if you want to differentiate scanned or imported images into several groups which are sorted by selected OCR characters.
2. After selecting a specific batch category, a setup window appears on the screen. Follow the steps below to set up the options for a General Batch. Refer to the later chapter for the detail descriptions about how to set up options for other batch categories.



General Setting is used for the batch folder:

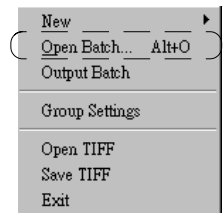
- Enter a name for a batch folder in the *Batch Name* column.
- Assign the desired file saving directory in the *Batch Directory* column. The default directory is where the DocWizard software is installed.
- Select a file format for the saved file in the *Type* column. The selectable file formats include TIFF, BMP, JPEG and PDF.

File Setting is used for the files in the batch folder:

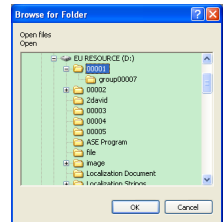
- A. Select a naming rule for each file in the *Naming Rule* column. “Customize” is the default.
 - B. Enter a root file name in the *File Prefix* column. “Image” is the default.
 - C. Enter a starting number to be appended to the file name in the *Start Number* column. “1” is the default.
 - D. Enter a number of digits to be appended to the file name in the *Digits* column. “5” is the default digit length.
3. Click the OK button after done. A batch with the name you assigned will appear in the Batch Explorer window.

C. Open an Existing Batch

To open an existing batch, select Batch from the Menu Bar to extend the sub-menu of it and then choose Open Batch.



A pop-up window named “Open” appears on the screen. Select the batch you want and click the Open button. The batch you selected will be displayed in the Image Viewer Window and the Batch Explorer Window. You can now work in this batch.



The selected batch

Batch Explorer Window

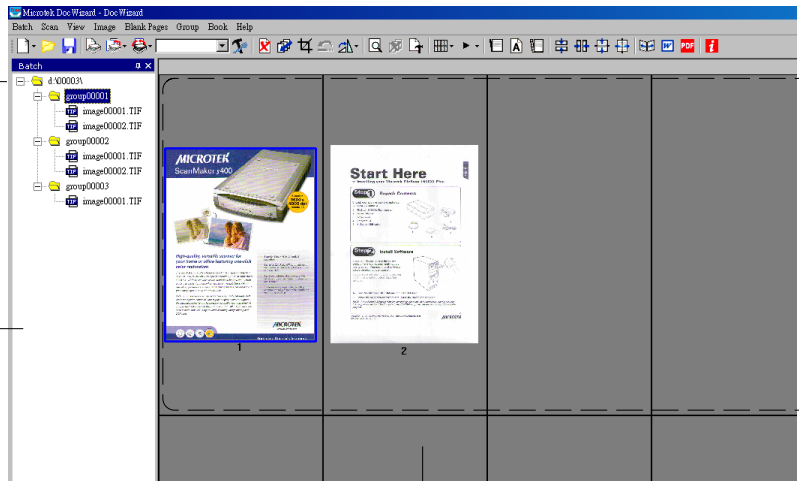
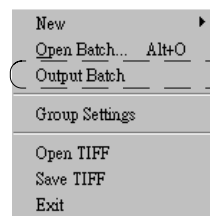


Image Viewer Window

D. Output a Batch

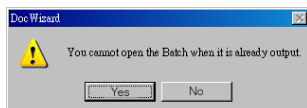
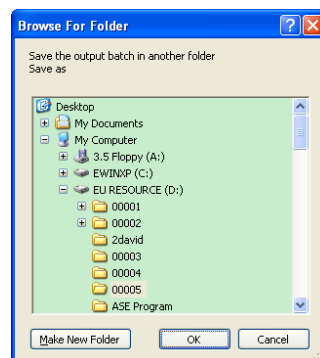
When all of your editing changes for the files in a batch are complete, you are ready to output your batch.

To output the batch, select Batch from the Menu Bar to extend the sub-menu of it and then choose Output Batch.



A pop-up windows appears to show where the output batch is saved. The default saving directory is where your DocWizard software is installed. If necessary, assign another saving directory the batch. Click the OK button after done.

Immediately, a warning message window appears on the screen to remind you that once a batch is output, it cannot be opened again in the DocWizard. Click the OK button to terminate the batch outputting process.





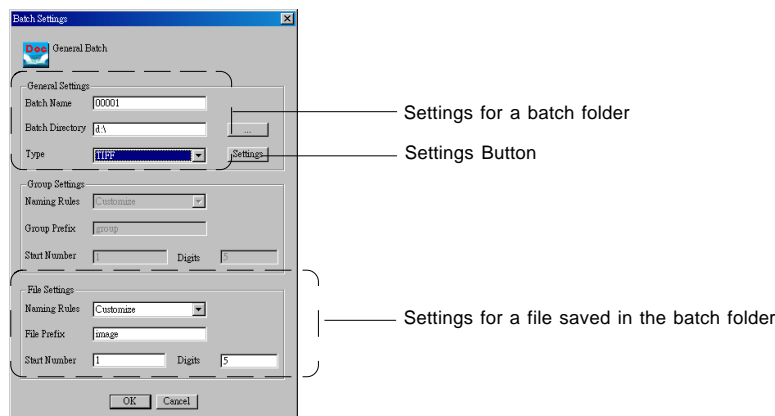
Batch Menu

New

This command lets you create a batch of documents based on different sorting categories. These categories include General, Count, Blank Pages, Barode and OCR.

General Batch

Let you save scanned documents or imported documents from file folders into one batch folder. All documents are saved under the same group.



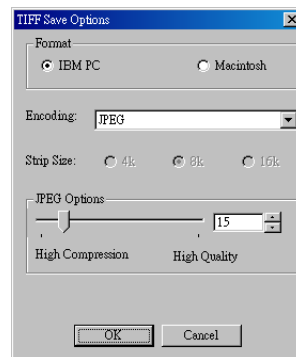
General Settings is used for the batch folder:

- Enter a name for a batch folder in the *Batch Name* column.
- Assign the desired file saving directory in the *Batch Directory* column. The default directory is where the DocWizard software is installed.
- Select a file format for the saved file in the *Type* column. The selectable file formats include TIFF, BMP, JPEG and PDF.

Settings Button: This button is active only when the file format is PDF, TIF, or JPG; otherwise it will not appear.

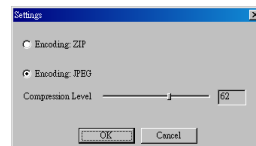
When “TIF” is selected in the “Scan To: Save As” dialog box and then you click the File Option button, the “TIF Save Options” window will appear.

- Format:* Two options are provided for saving the TIF file. The options are IBM PC and Macintosh; default is IBM PC.



- *Encoding: Four options are provided for file compression. If “None” is selected, image quality compression will not be available for adjustment. The default is “None”.*

When “PDF” is selected in the Type column and then you click the Settings button, the “PDF Save Options” dialog box will appear.



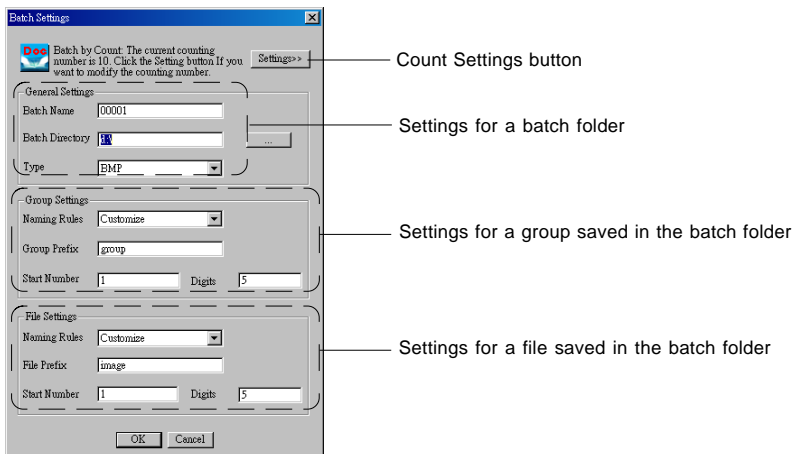
- *Encoding: The encoding options include ZIP and JPEG. If ZIP is selected, image quality compression will not be available for adjustment.*

File Settings is used for the files in the batch folder:

- Select a naming rule for each file in the *Naming Rule* column. “Customize” is the default.
- Enter a root file name in the *File Prefix* column. “Image” is the default.
- Enter a starting number to be appended to the file name in the *Start Number* column. “1” is the default.
- Enter a number of digits to be appended to the file name in the *Digits* column. “5” is the default digit length.

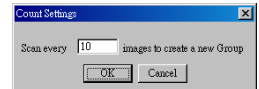
By Count

Let you save scanned documents into several groups, sorted by numbers of scanned pages.



Count Settings Button:

Click this button to change the numbers of pages used to separate pages into different groups. When this button is clicked, the “Count Settings” box will appear and then you can change the numbers of pages there. The default is “12”.

General Setting is used for the groups in the batch folder:

Follow the steps in the section “General Setting is used for the batch folder” of “Batch Menu: New: General Batch” to set up options for your batch folder.

Group Settings is used for the groups in batch folder:

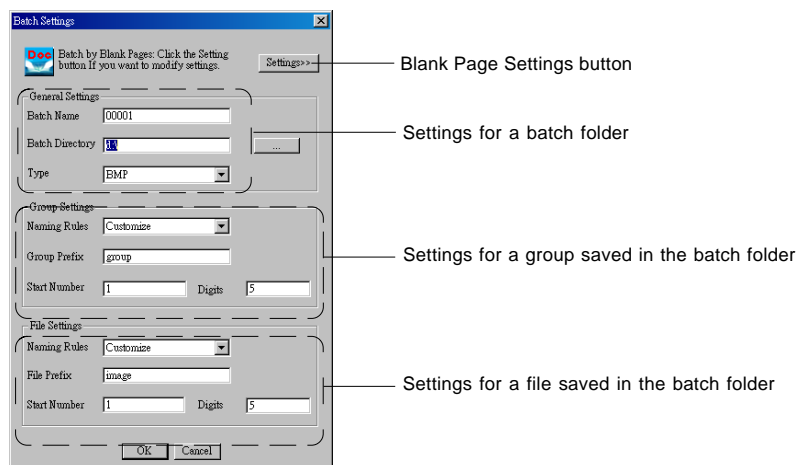
- A. Select a naming rule for each group in the *Naming Rule* column. “Customize” is the default.
- B. Enter a root group file name in the *File Prefix* column. “Image” is the default.
- C. Enter a starting number to be appended to the group file name in the *Start Number* column. “1” is the default.
- D. Enter a number of digits to be appended to the group file name in the *Digits* column. “5” is the default digit length.

File Setting is used for the files in the batch folder:

Follow the steps in the section “File Setting is used for the files in the batch folder” of “Batch Menu: New: General Batch” to set up options for your files.

By Blank Pages

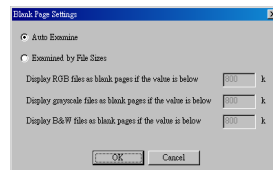
Let you save scanned documents into several groups, sorted by pixel value of images on pages.



Blank Page Settings Button:

Click this button to change pixel value of images used to separate pages into different groups.

When this button is clicked, the “Blank Page Settings” box will appear.



- **Auto Examine:** The system automatically screens scanned pages and examines blank pages.
- **Examine by File Sizes:** The system screens scanned pages and examines blank pages by pre-defined pixel value of color, grayscale or black-and-white images. The default value is 800 k.

General Setting is used for the groups in the batch folder:

Follow the steps in the section “General Setting is used for the batch folder” of “Batch Menu: New: General Batch” to set up options for your batch folder.

Group Settings is used for the groups in batch folder:

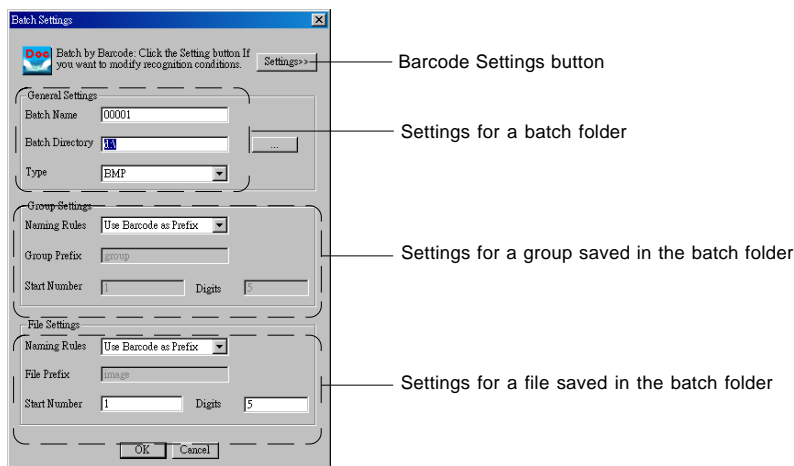
Follow the steps in the section “Group Setting is used for the groups in the batch folder” of “Batch Menu: New: By Count” to set up options for your groups.

File Setting is used for the files in the batch folder:

Follow the steps in the section “File Setting is used for the files in the batch folder” of “Batch Menu: New: General Batch” to set up options for your files.

By Barcode

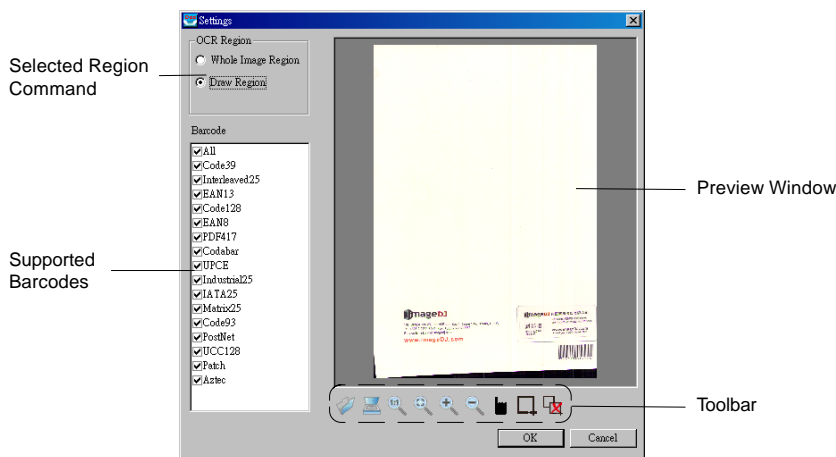
Let you save scanned documents into several groups, sorted by barcode value on pages.



Barcode Settings Button:

Click this button to change the recognition settings applied with the selected barcode value.

When this button is clicked, the “Barcode Settings” box will appear.



- **Toolbar:** Contains buttons for executing certain tasks.



Open: Press to import an image from a selected file folder.



Get Images from Scanners: Press to get an image from a scanner.



Actual Size: Press to display the real size of the selected image.



Fit to Window: Press to increase or decrease the size of the selected image in order to fit of the size of the Preview Window.



Zoom in: Press to increase the size of the selected image.



Zoom out: Press to decrease the size of the selected image.



Move: Press to move the enlarged image in order to check the certain area of the enlarged image.



Draw Region: Press to make the frame selection and adjust the size of the frame on the selected image in the Preview Window.



Delete Drawed Region: Press to delete the pre-drawn frames on the selected image in the Preview Window.

- **Preview Window:** Displays the selected image which is either imported from a file folder or scanned from a scanner.
- **Supported Barcodes:** Displays the types of supported barcodes.

- **Selected Region Command:** Selects the region where the barcode is and needs to be recognized. Check the “Whole Image Region” command if you want to recognize all barcode values on the image. Check the “Selected Region” command if you want to recognize the pre-selected barcode value on the image.

General Setting is used for the groups in the batch folder:

Follow the steps in the section “General Setting is used for the batch folder” of “Batch Menu: New: General Batch” to set up options for your batch folder.

Group Settings is used for the groups in batch folder:

If “Use Barcode as Group Name” is selected in the *Naming Rule* column, the *Group Prefix*, *Start Number* and *Digits* columns in this section will be grayed out and cannot be modified. It is set as the default value.

If “Customize” is selected in the *Naming Rule* column, follow the steps in the section “Group Setting is used for the groups in the batch folder” of “Batch Menu: New: By Count” to set up options for your groups.

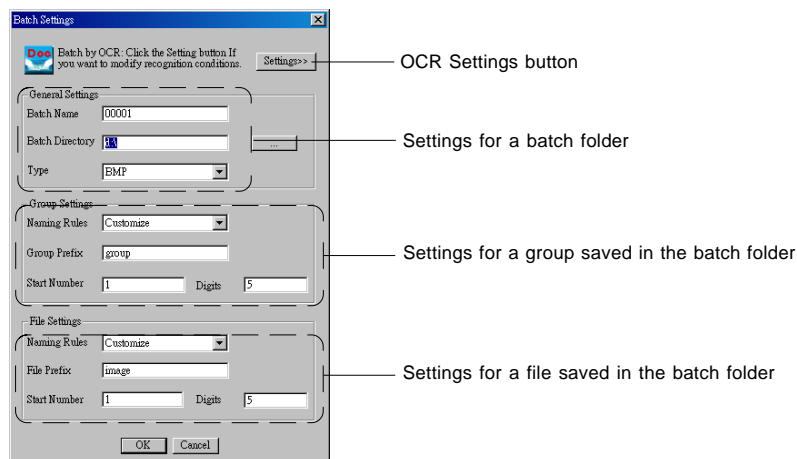
File Setting is used for the files in the batch folder:

If “Use Barcode as Prefix” is selected in the *Naming Rule* column, the *File Prefix*, *Start Number* and *Digits* columns in this section will be grayed out and cannot be modified. It is set as the default value.

If “Customize” is selected in the *Naming Rule* column, follow the steps in the section “File Setting is used for the files in the batch folder” of “Batch Menu: New: General Batch” to set up options for your files.

By OCR

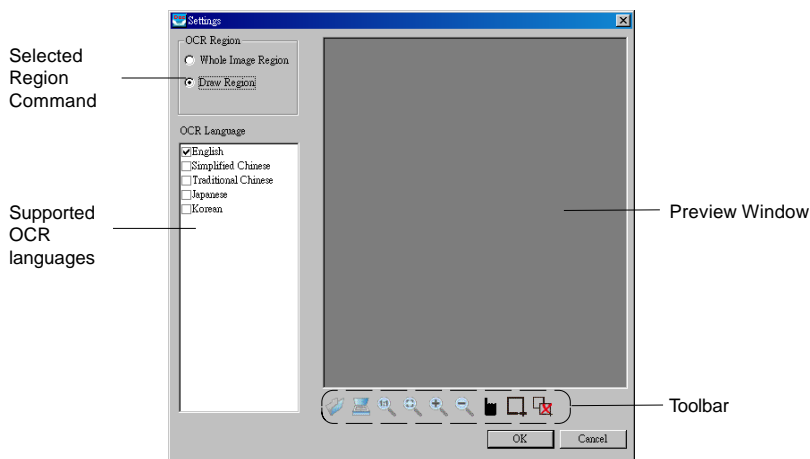
Let you save scanned documents into several groups, sorted by OCR characters on pages.



OCR Settings Button:

Click this button to change the recognition settings applied with the selected OCR characters.

When this button is clicked, the “OCR Settings” box will appear.



- **Toolbar:** Contains buttons for executing certain tasks.



Open: Press to import an image from a selected file folder.



Get Images from Scanners: Press to get an image from a scanner.



Actual Size: Press to display the real size of the selected image.



Fit to Window: Press to increase or decrease the size of the selected image in order to fit it to the size of the Preview Window.



Zoom in: Press to increase the size of the selected image.



Zoom out: Press to decrease the size of the selected image.



Move: Press to move the enlarged image in order to check the certain area of the enlarged image.



Draw Region: Press to make the frame selection and adjust the size of the frame on the selected image in the Preview Window.



Delete Drawed Region: Press to delete the pre-drawn frames on the selected image in the Preview Window.

- **Preview Window:** Displays the selected image which is either imported from a file folder or scanned from a scanner.
- **Supported OCR languages:** Displays the supported OCR languages.

- **Selected Region Command:** Selects the region where the OCR characters are and need to be recognized. Check the “Whole Image Region” command if you want to recognize all OCR characters on the image. Check the “Selected Region” command if you want to recognize the pre-selected OCR characters on the image.

General Setting is used for the groups in the batch folder:

Follow the steps in the section “General Setting is used for the batch folder” of “Batch Menu: New: General Batch” to set up options for your batch folder.

Group Settings is used for the groups in batch folder:

If “Use OCR as Group Name” is selected in the *Naming Rule* column, the *Group Prefix*, *Start Number* and *Digits* columns in this section will be grayed out and cannot be modified. It is set as the default value.

If “Customize” is selected in the *Naming Rule* column, follow the steps in the section “Group Setting is used for the groups in the batch folder” of “Batch Menu: New: By Count” to set up options for your groups.

File Setting is used for the files in the batch folder:

If “Use OCR as Prefix” is selected in the *Naming Rule* column, the *File Prefix*, *Start Number* and *Digits* columns in this section will be grayed out and cannot be modified. It is set as the default value.

If “Customize” is selected in the *Naming Rule* column, follow the steps in the section “File Setting is used for the files in the batch folder” of “Batch Menu: New: General Batch” to set up options for your files.

Open Batch

This command lets you open an existing batch of documents.

To check the detail descriptions about how to use this command, refer to the previous section “Getting Started: How to Open an Existing Batch”.

Output Batch

This command lets you process and save a batch of documents when you have finished all modifications for the files inside. Take note that once when a batch is processed and output, all files inside cannot be opened and modified by the DocWizard.

To check the detail descriptions about how to use this command, refer to the previous section “Getting Started: Output a Batch”.

Open TIFF

This command lets you open TIFF files in the DocWizard; however, you cannot make any changes to these files in the DocWizard.

Save TIFF

This command lets you save all files in a batch in TIFF format.

Exit

This command lets you terminate the DocWizard software.

Start Scan	Space
Scan Settings	Alt+T
Select Scan Software	Alt+S
Display Scan Software Interface	

Scan Menu

Start Scan/Activate Scan Software

This command lets you activate either the scanner to scan directly or the selected scan software to scan, depending on if the command “Display Scan Software Interface” is checked.

When the command “Display Scan Software Interface” is checked, you will see the command “Activate Scan Software” appear in the Scan Menu, which means that you need to perform the scan job in the selected scan software. When the command “Display Scan Software Interface” is not checked, you will see the command “Start Scan” appear in the Scan Menu, which means that you can perform the scan job directly in DocWizard.

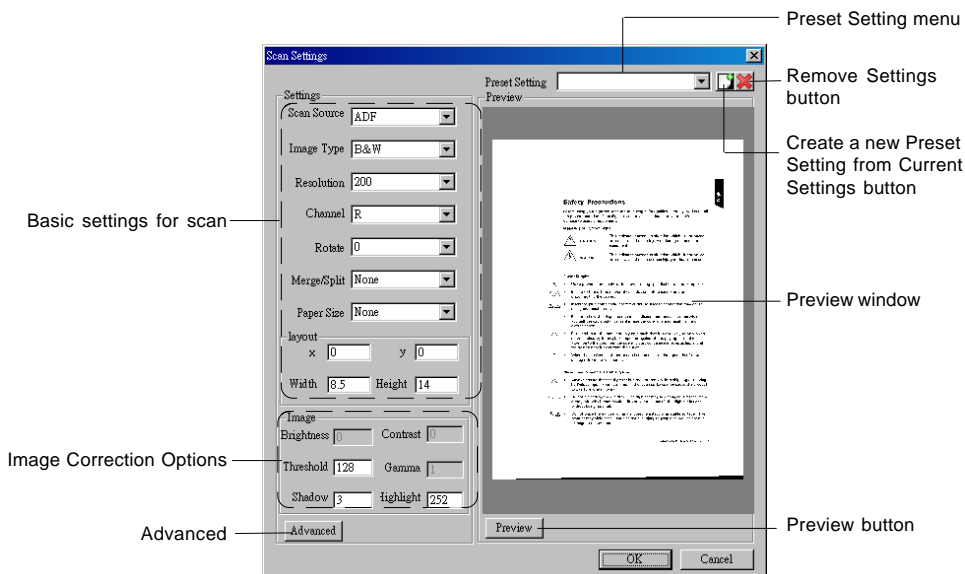
Take note that the command “Start Scan/Activate Scan Software” does not work when either one of the following situations happens:

1. The DocScan is activated for the first time to use;
2. You do not create a new batch yet;
3. You do not open an existing batch yet.

Scan Settings

This command lets you predefine some scan settings when you directly activate the scanner to scan in DocWizard.

When the command is selected, a “Scan Settings” dialog window appears on the screen.



Basic Settings:

Let you adjust basic settings for the scanned images in your scan software.

- Select *Flatbed*, *ADF Simplex* or *ADF Duplex* in the Scan Source as your image input device.
- Select the appropriate image type (e.g., *RGB Color*) in the Image Type as your image output type.
 - Select *B & W* to scan the image in black-and-white.
 - Select *Gray 4 bits* to scan the image in grayscale.
 - Select *Gray 8 bits* to scan the image in grayscale.
 - Select *RGB 24 bits* to scan the image in color.
 - Select *B & W + Color* to scan the image in color and in black-and-white.
- Select a desired resolution in the *Resolution* for your image output resolution.
- Select the appropriate color element (e.g., *Red*) in the *Channel* as your image output color. When the Image Type is set as “RGB Color”, the Channel option will be grayed out and does not work.
- If necessary, select the *Rotate* to rotate the image at increments of 90 degrees.
- If necessary, select the *Merge/Split* to merge or split the scanned images.
 - Select *Merge Horizontal* to combine two images horizontally.
 - Select *Merge Vertical* to combine two images vertically.
 - Select *Split Horizontal* to divide an image to two images horizontally.
 - Select *Split Vertical* to divide an image to two images vertically.
- Select a dimension in the *Paper Size* as your preview image size.

Image Correction Options:

Let you adjust the image attributes in your scan software.

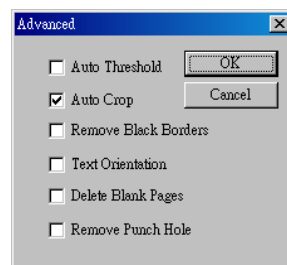
- **Brightness:** Lets you control the brightness level of the scanned image. Increasing the brightness makes all tones in the image lighter. Levels of brightness are from -100% to 100%, where 0 means no brightness is applied.
- **Contrast:** Represents the range between the darkest and lightest shades in the image, and increasing the contrast makes for greater separation between the darkest and lightest areas of the image. Levels of contrast are from -100% to 100%, where 0 means no contrast is applied.

- **Threshold:** Represents the dividing point between black and white; the range is 0 to 255, and the default is 128. Thus, gray levels below the Threshold are converted to black, while gray levels equal to or above the Threshold are converted to white, resulting in a high-contrast, black-and-white representation of the image.
- **Gamma:** Lets you adjust the intensity of the midtones of an image. Acceptable ranges are from 0.1 to 3.0. A value of 1.0 means that no gamma value is applied; default is 1.0.
- **Shadow:** Lets you control the shadows of an image. Acceptable ranges are from 0 to 252. The default is 0.
- **Highlight:** Lets you control the highlights of an image. Acceptable ranges are from 0 to 255. The default is 255.

Advanced Button:

Aside from Image Correction options, DocWizard provides a few additional optional features for scanner control such as Auto Threshold, Auto Crop, Remove Black Borders, Text Orientation, Remove Blank Pages and Remove Punch Hole.

When you press the Advanced button, the Advanced Settings window appears.



- **Auto Threshold**

The Auto Threshold is active only when the Image Type setting of the selected image is Grayscale or Black-and-White. Check this option to enable the Auto Threshold setting.

- **Auto Crop**

If Auto Crop box is checked, the software automatically detects the size of the selected area, crops the full scan frame to fit selected area, and removes unwanted areas after the scan.

- **Remove Black Borders**

If Remove Black Borders box is checked, the software automatically detects the unwanted black areas around the selected area, crops and removes them to fit the selected area after the scan.

- **Text Orientation**

If Text Orientation box is checked, the software enables every scanned and saved OCR files present in a readable direction.

- **Remove Blank Pages**

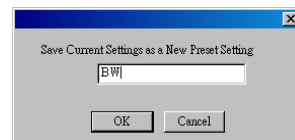
If Remove Blank Pages box is checked, the software automatically detects and removes blank pages when scanning a stack of documents.

- Remove Punch Hole

If Remove Punch Hole box is checked, the software automatically detects the location of the punch holes on the scanned documents and fills them in white. This function works for most common hole puncher standards.

Preset Setting:

This feature allows you to save current scan and image settings as a preset setting and use it later when necessary. Two options for choosing the preset settings are available: Create a New Preset Setting from Current Settings and Remove Settings.



- Create a New Preset Setting from Current Settings

This option allows you to save current images settings as a customized preset setting with an user-defined name. The saved preset setting will be displayed and selectable from the Preset Setting menu.

To customize a desired preset setting:

1. After you finish the scan and image settings, click “Create a New Preset Setting from Current Settings” button. A window appears.
2. Give a desired name (e.g., test 1) for the created preset setting, and then click OK to save.

The current images settings will be saved and added to the Preset Setting menu as a customized preset setting. Next time when you wish to retrieve this image setting, simply go to the Preset Setting menu and choose it.

- Remove Settings

This option allows you to remove unwanted preset settings from a list of the Preset Settings.

To remove unwanted preset settings:

1. Highlight the setting you want to remove from the Preset Setting menu, and then click the Remove Settings button.

The selected setting will be removed from the list and will not be displayed in the Preset Setting menu.

3. Repeat the step 1 until all unwanted preset settings have been removed.

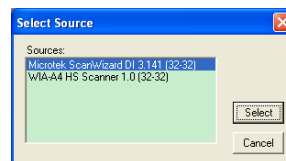
Preview button:

Click the button to perform a preliminary view of the entire image.

Select Scan Software

This command lets you choose a preferred scan software from a list of available scan softwares in your computer.

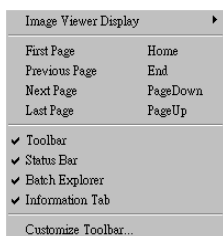
To carry out this command, select “Select Scan Software” from the Scan menu. A window appears on the screen. Highlight the scan software you want to use from the list and then click the OK button. The scan software you select becomes the default scan software unless you change again.



Display Scan Software Interface

This command controls the appearance of the scan software interface you are using when you perform a scan job in DocWizard.

When this command is checked, you need to perform the scan job in the pre-selected scan software. All scan and image settings are selected and adjusted in the pre-selected scan software. When this command is not checked, DocWizard automatically detects the scanner you are using and performs the scan job.



View Menu

Image Viewer Display

This command allows you to select a grid of 1, 2, 4 or 8 images to display in the Image Viewer window.

First Page

This command allows you to move to the first image of a collection of images.

Previous Page

This command allows you to move to the image before the current image.

Next Page

This command allows you to move to the image immediately following the current image.

Show/Hide Toolbar

This command allows you to show or hide the Toolbar, appear at the top of the main interface. When you see a check mark before the command, you can see the command displaying on the main interface.

Show/Hide Status Bar

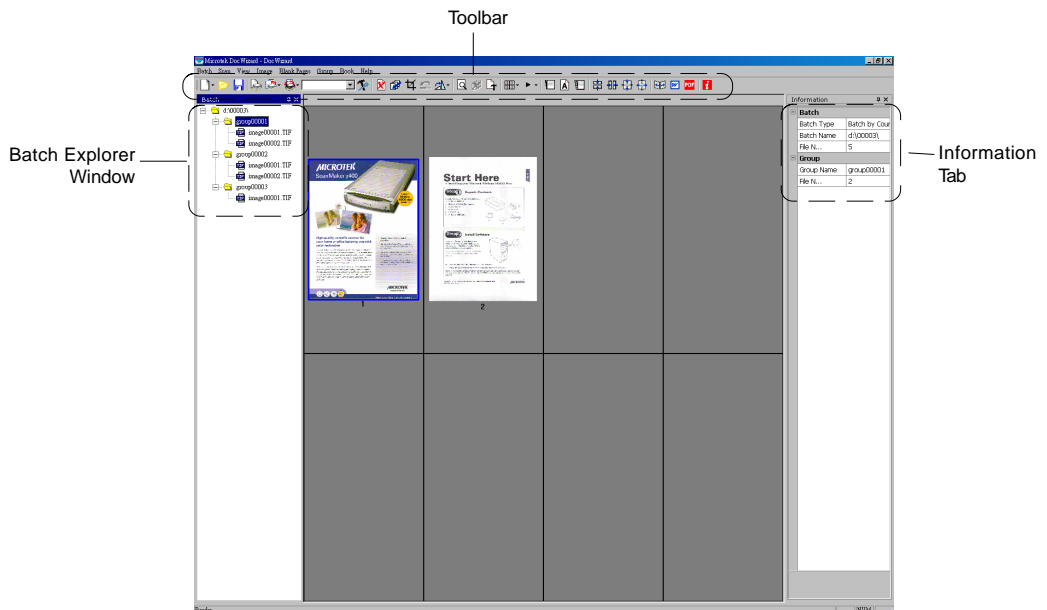
This command allows you to show or hide the Status Bar, appearing at the bottom of the main interface. When you see a check mark before the command, you can see the command displaying on the main interface.

Show/Hide Batch Explorer

This command allows you to show or hide the Batch Explorer window, appearing at the left of the main interface. When you see a check mark before the command, you can see the command displaying on the main interface.

Show/Hide Information Tab

This command allows you to show or hide the Information Tab, appearing at the right of the main interface. When you see a check mark before the command, you can see the command displaying on the main interface.



Customize

This command allows you to add or remove shortcut icons in the Toolbar, offering a quick access to activate frequent-use functions in DocWizard.

To carry out this command, select "Customize" from the View menu. A dialog window appears on the screen. The left column of the window contains function tools available to be added into the Toolbar. The right column of the window contains function tools usable and appearing in the Toolbar.

To add a new function tool into the Toolbar, highlight the item you want to add at the left column and then click the Add button. The selected item is moved and appears at the right column immediately. Repeat the step above until you finish adding all items.

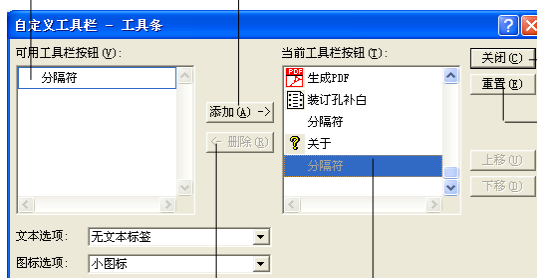
To remove an existing function tool from the Toolbar, highlight the item you want to remove at the right column and then click the Remove button. The selected item is moved and appears at the left column immediately. Repeat the step above until you finish removing all items.

Click the Close button to finish the actions of adding or removing functions tools and to return to the main interface. The acting result is carried out immediately to the Toolbar on the main interface.

Click the Reset button to clear previous actions of adding or removing functions tools. Repeat the steps above to add or remove function tools or click the Close button to execute the Customize window and return to the main interface.

Containing function tools available to be added into the Toolbar

Click to move the highlighted item at the left column to the right column



Click to close the setup window

Click to reset previous actions

Containing function tools shown in the Toolbar

Click to move the highlighted item at the right column back to the left column



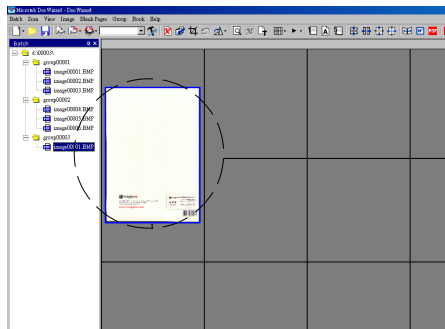
Image Menu

Replace a Selected Image....

This command allows you to replace a selected image by an image scanned from a scanner or imported from file folders.

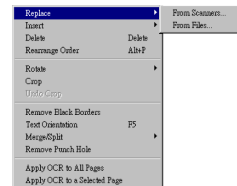
By a Scanned Image

1. To replace a selected image by a scanned image, highlight the image you want to replace in the Image Viewer window.

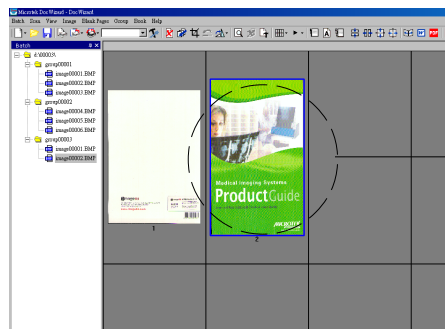


The original and selected image is enclosed by bold lines

2. Select “Replace a Selected Image....” in the Image Menu and then select “By a Scanned Image” in the sublayer of the “Replace a Selected Image....” command.
3. Depending on if you have activated the “Display Scan Software Interface” command, you can perform the scan job directly in DocWizard or in the selected scan software.



4. After the scan job is finished, the scanned and saved image replaces the original image in the Image Viewer window immediately.



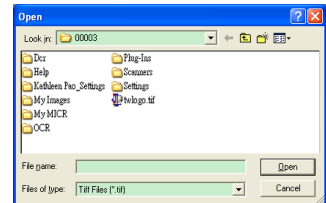
The new image

By an Image from Files

1. To replace a selected image by an image from files, highlight the image you want to replace in the Image Viewer window.
2. Select “Replace a Selected Image....” in the Image Menu and then select “By an Image from Files” in the sublayer of the “Replace a Selected Image....” command.

A directory window appears on the screen.

Toggle through the file folders to find the image you want use to replace the old one. Highlight it to select and then click the OK button. The selected image from files replaces the original one in the Image Viewer window immediately.

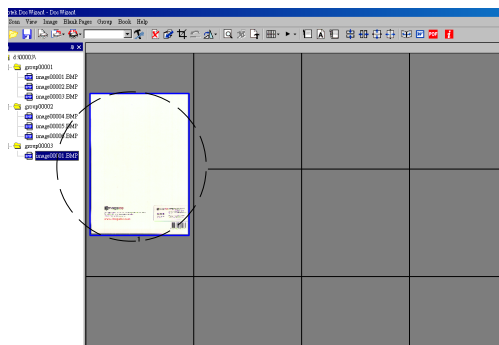


Insert an Image

This command allows you to insert an image scanned from a scanner or imported from file folders before or after the selected image.

Insert a Scanned Image Before the Selected Image

1. To insert a scanned image before the selected image, highlight the image in which you want to insert in the Image Viewer window.
2. Select “Insert an Image” in the Image Menu and then select “Insert a Scanned

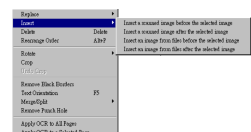


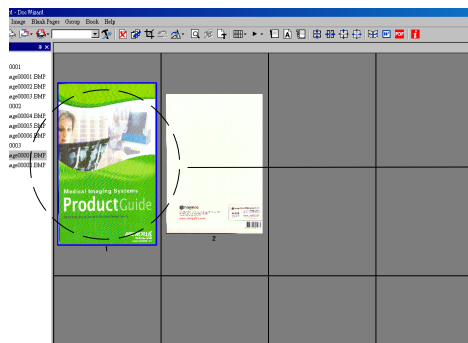
The original and selected image is enclosed by bold lines

Image Before the Selected Image” in the sublayer of the “Insert an Image” command.

3. Depending on if you have activated the “Display Scan Software Interface” command, you can perform the scan job directly in DocWizard or in the selected scan software.
4. After the scan job is finished, the scanned and saved

image is inserted before the original image in the Image Viewer window immediately.

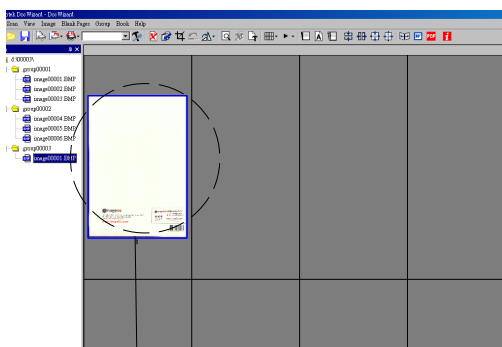




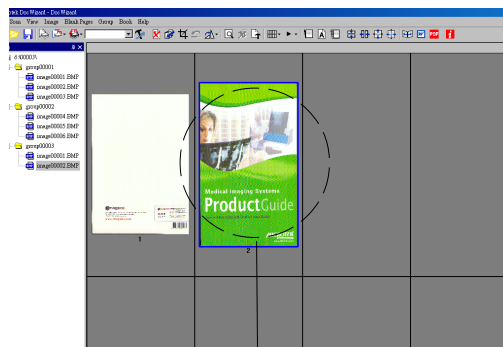
The new inserted image
before the original image

Insert a Scanned Image After the Selected Image

1. Follow the step 1 to 3 in the section “Insert a Scanned Image Before the Selected Image” to execute the command; however, select “Insert a Scanned Image After the Selected Image” instead.
2. After the scan job is finished, the scanned and saved image is inserted after the original image in the Image Viewer window immediately.



The original and selected image is
enclosed by bold lines



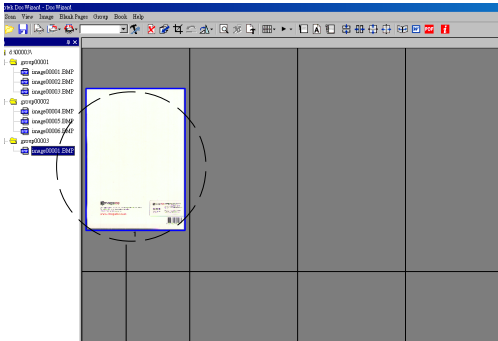
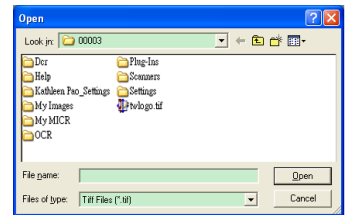
The new inserted image after the
original image

Insert an Image From Files Before the Selected Image

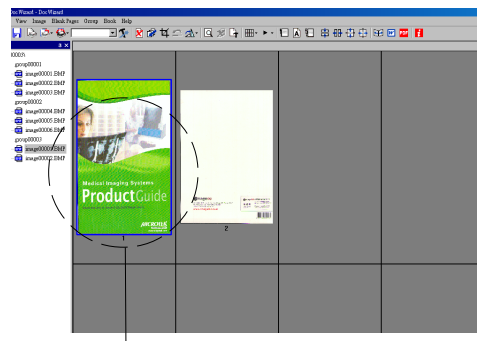
1. To insert an image from files before the selected image, highlight the image in which you want to insert in the Image Viewer window.
2. Select “Insert an Image” in the Image Menu and then select “Insert an Image From Files Before the Selected Image” in the sublayer of the “Insert an Image” command.

3. A directory window appears on the screen. Toggle through the directory folders to find the image you want to insert. After done, click the OK button to insert it into DocWizard.

The selected image from files is inserted before the original image in the Image Viewer window immediately.



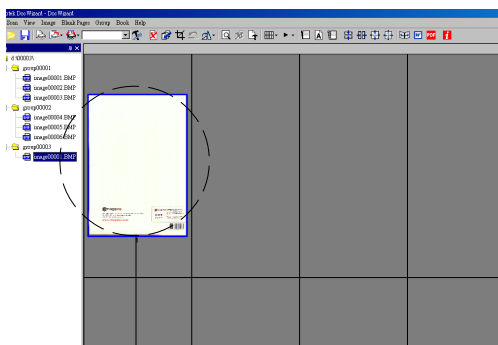
The original and selected image is enclosed by bold lines



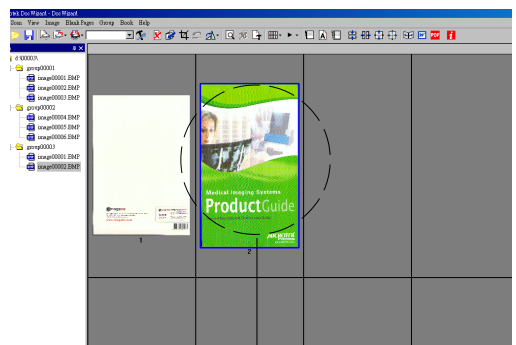
The new inserted image before the original image

Insert an Image From Files After the Selected Image

1. Follow the step 1 to 3 in the section “Insert an Image From Files Before the Selected Image” to execute the command; however, select “Insert an Image From Files After the Selected Image” instead.
2. After the scan job is finished, the scanned and saved image is inserted after the original image in the Image Viewer window immediately.



The original and selected image is enclosed by bold lines

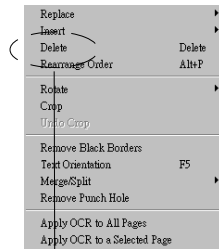


The new inserted image after the original image

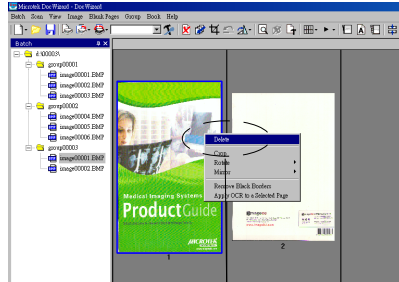
Delete

This command allows you to delete an unwanted image from a batch folder.

1. To delete an image, highlight the image you want to delete in the Image Viewer window. The selected image is enclosed by bold lines.
2. Select “Delete” in the Image Menu. Or, point your mouse to the selected image and click the right button of the mouse to enable the fast-key menu and then select “Delete” in the fast-key menu.

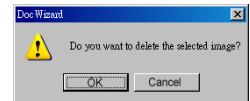


Delete command in the Image Menu



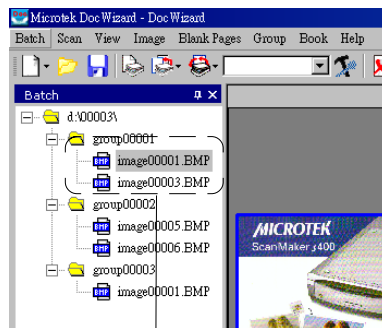
Delete command in the fast-key menu

A reminding window appears on the screen to confirm if you are sure to execute the Delete action. Click the OK button to carry out the demand.

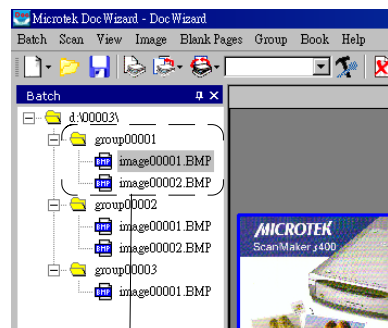


Rearrange Order

This command allows you to rearrange the index numbers of images in a batch folder. After deleting some images in a batch, the index numbers of rest images in a batch are not changed and remain same. Therefore, you will see that the index numbers of rest images in a batch are not presented sequentially. If you select the Rearrange Order command, the index numbers of rest images in a batch will be rearranged and put in orders.



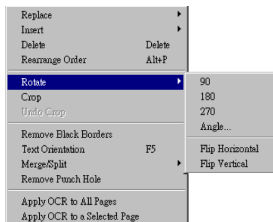
The index numbers of images before applying the Rearrange Order option



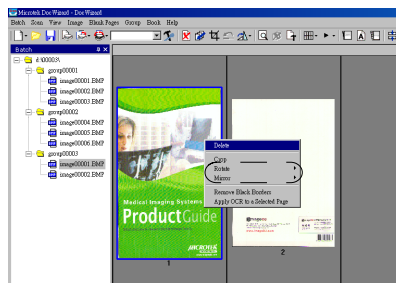
The index numbers of images after applying the Rearrange Order option

Rotate

This command allows you to rotate the selected image. Rotate options include: 90, 180, 270, Angle, Flip Horizontal and Flip Vertical. Take note that you can also point your mouse to the selected image and click the right button of the mouse to enable the fast-key menu and then select Rotate options in the fast-key menu.



The Rotate options in the Image menu



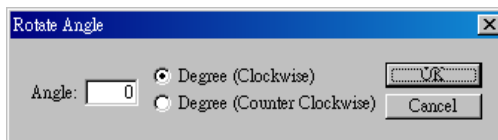
The Rotate and Flip options in the fast-key menu

90/180/270

90, 180 and 270 options allows you to rotate the selected image clockwise at increments of 90 degrees.

Angle

Angle option allows you to rotate the selected image at your desired angles and directions.



When you select this option in the Image Menu, a window pops up. Key in your desired rotating degrees first, and select the rotating directions. Click the OK button when done. The effect is applied to the selected image immediately on the screen.

Flip Horizontal

Flip Horizontal option allows you to flip the selected image horizontally, along the vertical axis.

Flip Vertical

Flip Vertical option allows you to flip the selected image vertically, along the horizontal axis.

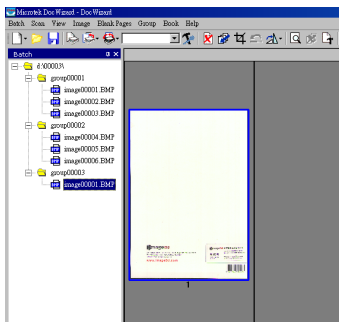
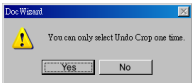
Crop

This command allows you to decide the size of the selected area on an image and then to crop the full scan frame to fit selected area, and removes unwanted areas.

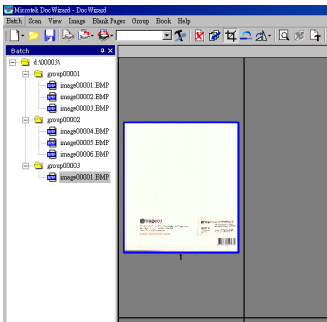
1. Select “Crop” in the Image Menu.

A “+” mark appears on your screen and replaces the cursor pointer. Move the cursor onto the selected image and draw the size of the area you want.

2. After finished, a pop-up window appears to remind you that after the selected image is cropped, you can cancel the cropping action for one time only. Click the Yes button to terminate the pop-up window and to perform cropping. The effect applies to the selected image immediately on the screen.



The image before cropped



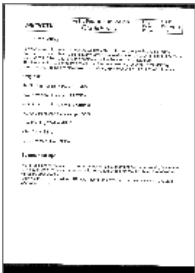
The image after cropped

Undo Crop

This command allows you to cancel the cropping action and to retrieve back the original status of the selected image. You can execute this command for one time only.

Remove Black Borders

This command allows the software automatically detect the unwanted black areas around the selected image, crops and removes them to fit the selected area after the scan.

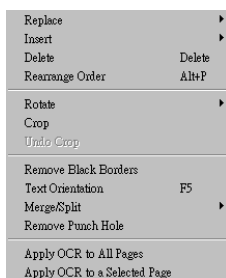


The image before applying the Remove Black Borders command

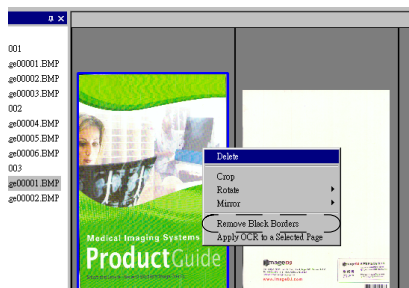


The image after applying the Remove Black Borders command

Take note that when you select this command, the Remove Black Borders effect will apply to all the images in a batch, instead of the current and selected image only. Also, you can point your mouse to the selected image and click the right button of the mouse to enable the fast-key menu and then select “Remove Black Borders” in the fast-key menu.



The Remove Black Borders option in the Image menu



The Remove Black Borders option in the fast-key menu

Text Orientation

This command allows the software to enable every scanned and saved image with texts on present in a readable direction.

Merge/Split

This command allows you to merge or split all images in a batch.

Split Horizontal

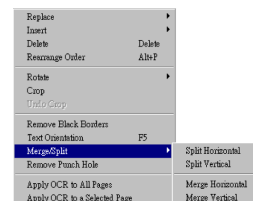
Split Horizontal option allows you to split one image into two images horizontally, along the vertical axis. When you select the Split Horizontal option, the effect will apply to all images in a batch sequentially.

Split Vertical

Split Vertical option allows you to split one image into two images vertically, along the horizontal axis. When you select the Split Vertical option, the effect will apply to all images in a batch sequentially.

Merge Horizontal

Merge Horizontal option allows you to combine two images as one image horizontally, along the vertical axis. When you select the Merge Horizontal option, the effect will apply to all images in a batch sequentially.



Merge Vertical

Merge Vertical option allows you to combine two images as one image vertically, along the horizontal axis. When you select the Merge Vertical option, the effect will apply to all images in a batch sequentially.

Remove Punch Hole

This command allows the software automatically detect the location of the punch holes on the scanned images and fills them in white. This function works for most common hole puncher standards.

Apply OCR to All Pages

This command allows the built-in OCR engine in the software to automatically convert and save all images in a batch in text file format.

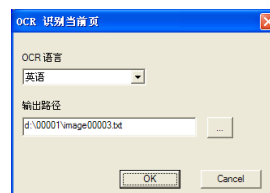
When this command is selected, a “Apply OCR to Batch” window pops up. You can set up the output directory, file format and OCR language in use before outputting the images. When done, click the OK button to output your files.



Apply OCR to a Selected Page

This command allows the built-in OCR engine in the software to automatically convert and save the selected image in a batch in text file format.

When this command is selected, a “Apply OCR to a Selected Page” window pops up. You can set up the output directory and OCR language in use before outputting the image. When done, click the OK button to output your file.



✓ Examine
Delete
Settings

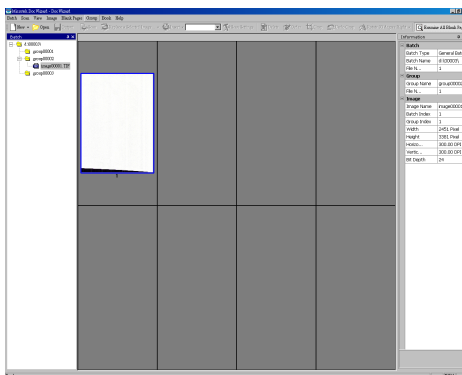
Blank Pages Menu

Examine

This command allows you to check if there are any blank pages in a stack of scanned documents.

To examine blank pages in a batch, select “Examine” in the Blank Pages menu. The searching result is displayed on the screen immediately when done.

If there are more than one group in a batch, the software will expand out the group folders where there are blank pages inside.



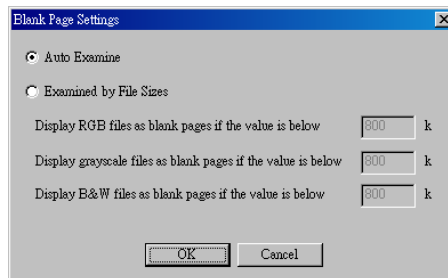
Delete

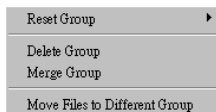
This command allows you to delete blank pages in a batch folder.

Settings

This command allows you to decide the pixel value of scanned images which is used as a measurement for searching for blank pages.

When select “Settings” in the Blank Pages menu, a Blank Page Settings window pops up. Select “Auto Examine” if you like use the default pixel value as measurement for searching for blank pages. The default is 800k for RGB color, grayscale and black-and-white images. If you prefer to set up your own measurement value, key in desired numbers in columns for RGB color, grayscale or black-and-white images.





Group Menu

Reset Group

This command allows you to rearrange files of a batch folder and to gather them into a new type of groups based on different grouping rules. Reset Group options include General, By Count, By Blank Pages, By Barcode and By OCR.

- **General:** Select it if you do not want to separate your files into different groups.
- **By Count:** Select it if you want to group your files based on numbers of pages.
- **By Blank Pages:** Select it if you want to group your files based on different pixel values.
- **By Barcode:** Select it if you want to group your files based on recognized barcode values.
- **By OCR:** Select it if you want to group your files based on selected OCR characters.

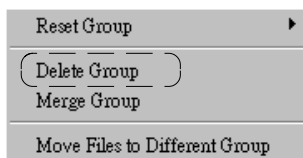
After selecting the desired group category, follows the steps listed in the section “Batch Menu: New” to adjust settings for each group. Take note even though you have changed settings for files and the groups into which these files are categorized, the original settings for the batch folder remain same and cannot be modified.

Delete Group

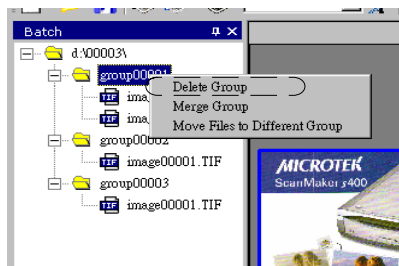
This command allows you to delete an unwanted group and all files under the group.

To delete an unwanted group,

1. Highlight the group you want to delete in the Batch Explorer window.
2. Select “Delete Group” in the Group menu; or, point your mouse to the selected group and click the right button of the mouse to enable the fast-key menu and then select “Delete Group” in the fast-key menu.



The Delete Group command in the Group menu



The Delete Group command in the fast-key menu

A reminding window pops up to confirm if you want to execute the delete command. Click the OK button to carry out the delete action.

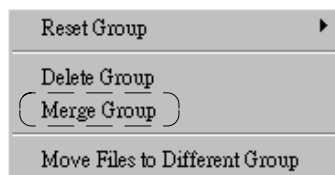


Merge Group

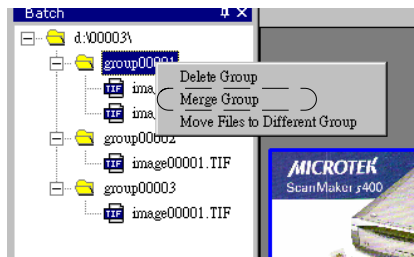
This command allows you to combine two group together. The files of the merged group will be moved to the assigned group and the merged group will disappear from the group lists in the Batch Explorer window.

To merge groups:

1. Select “Merge Group” in the Group menu; or, point your mouse to one of the groups you want to combine together. Next, click the right button of the mouse to enable the fast-key menu and then select “Merge Group” in the fast-key menu.

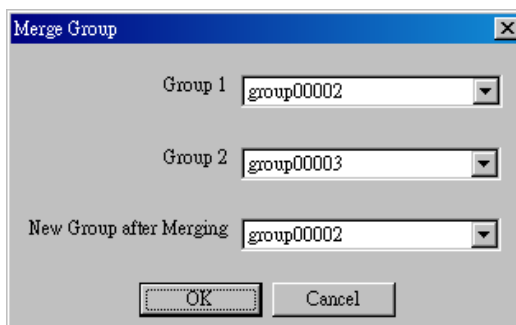


The Merge Group command in the Group menu



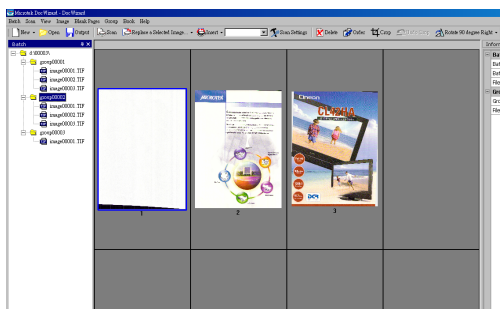
The Merge Group command in the fast-key menu

2. A “Merge Group” dialog window appears on the screen. Select two groups you want to combine together from the drop-down menus of the Group 1 and Group 2 columns. Then, select your desired after-merging group from the drop-down menus of the New Group after Merging column.

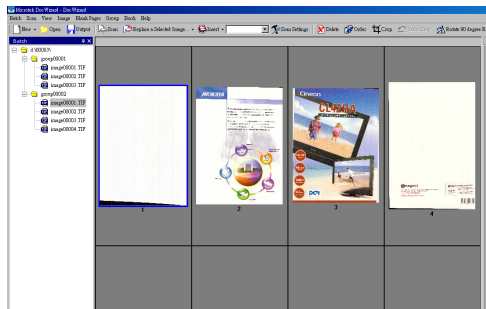


Take note that the after-merging group can be either of the groups selected in Group 1 or Group 2 column. The after-merging group will be the group left over after the merging happens.

When done, click the OK button to execute the merging action.



Before merging



After merging

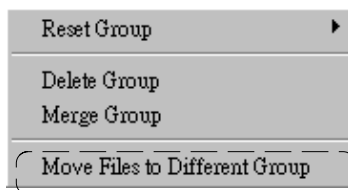
(The merged group00003 disappears and all files inside are moved to leftover group00002)

Move Files to Different Group

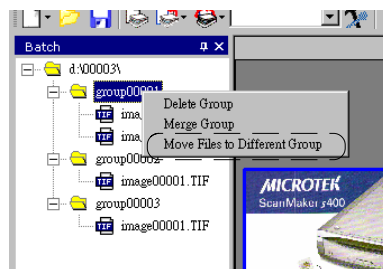
This command allows you to move files in one group into another selected group.

To move files from one group to another one:

1. Select “Move Files to Different Group” in the Group menu; or, point your mouse to the group you want to move files from. Next, click the right button of the mouse to enable the fast-key menu and then select “Move Files to Different Group” in the fast-key menu.



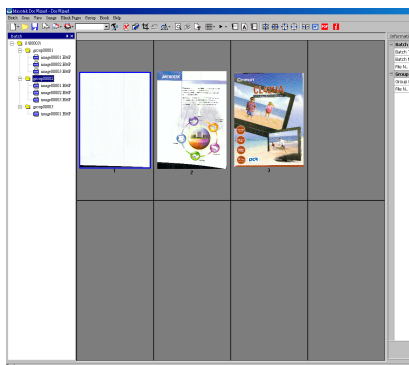
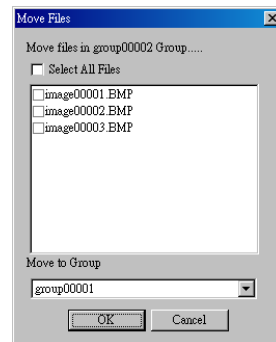
The Move Files to Different Group command in the Group menu



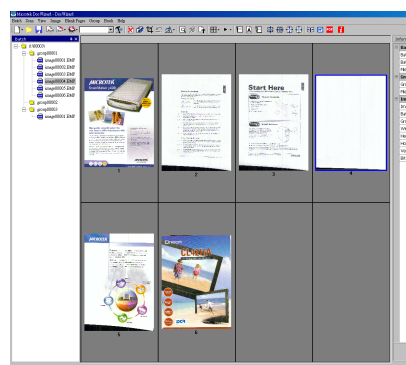
The Move Files to Different Group command in the fast-key menu

2. A “Move Files” dialog window appears on the screen.

Check “Select All Files” to move all files of one group to another group. Or, select the specific files your want to move by checking the box before the files. Next, assign your desired group to which you want to move the selected files in the drop-down menu of Move to Group. Finally, click the OK button to execute the moving action.



Before moving
(The selected all files are in their original
group00002 folder)



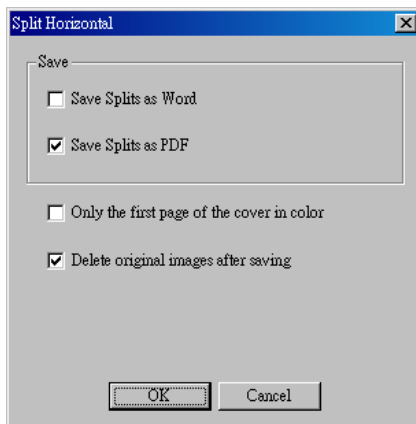
After merging
(The selected all files in the group00002 is
moved away from group00002 folder and into
the group00001)

Split Index
Convert to Word
Convert to PDF

Book Menu

Split Order

This command allows you to split one page into two pages in a batch folder. When clicking this command, a “Split Order” dialog box pops up for you to adjust settings for the split page.



Save Splits as Word:

If checked, the split pages will be saved in Word format in your assigned directory.

Save Splits as PDF:

If checked, the splitted pages will be saved in PDF format in your assigned directory.

Only the First Page of the Cover in Color

If checked, all color images on splitted pages will be transferred into grayscale. Only the images on the cover page remain in color.

Delete Original Images after Saving

If checked, after the original pages are split and saved in the format assigned, the original pages will be deleted from the batch folder

Convert to Word

This command allows you to convert and save all files in a batch folder in Word format.

Convert to PDF

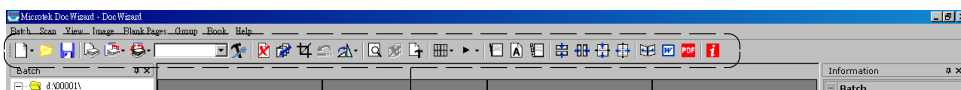
This command allows you to convert and save all files in a batch folder in PDF format.

Help Menu










The Help menu lets you access the built-in help feature of DocWizard, and gives you some basic information about DocWizard software.

Toolbar

The toolbar has buttons for executing certain tasks. These buttons also provide a quick access to commands or options in the Menu.



Toolbar buttons

-  **New tool:** Create a batch of documents based on different sorting categories. These categories include General, Count, Blank Pages, Barcode and OCR.
-  **Open tool:** Open an existing batch of documents.
-  **Output tool:** Process and save a batch of document when you have finished all modifications for the files inside.
-  **Scan/Display Scan Software Interface tool:** Activate either the scanner to scan directly or the selected scan software to scan, depending on if the command "Display Scan Software Interface" is checked.
-  **Replace a Selected Image... tool:** Replace a selected image by an image scanned from a scanner or imported from file folders.
-  **Insert tool:** Insert an image scanned from a scanner or imported from file folders before or after the selected image.
-  **Preset Setting Menu:** Display a preset setting used for the current scan settings.
-  **Scan Settings tool:** Predefine some scan settings when you directly activate the scanner to scan in DocWizard.
-  **Delete tool:** Delete an unwanted image from a batch folder.



Order tool: Rearrange the index numbers of images in a batch folder.



Crop tool: Decide the size of the selected area on an image and then to crop the full scan frame to fit selected area, and removes unwanted areas.



Undo Crop tool: Cancel the previous cropping action.



Rotate 90 degree right tool: Rotate the selected image. Rotate options include: 90, 180, 270, Angle, Flip Horizontal and Flip Vertical.



Examine All Blank Images tool: Check if there are any blank pages in a stack of scanned documents.



Delete All Blank Images tool: Delete blank pages in a batch folder.



Blank Page Setup tool: Set up pixel value of images used to examine if the selected image is blank.



View tool: Select a grid of 1, 2, 4 or 8 images to display in the Image Viewer window.



Top Page tool: Move to the first or last page of a collection of pages. Also, you can use it to move to the previous or next page of the current selected page.



Remove Black Borders tool: Enable the software to detect the unwanted black areas around the selected image, crop and remove them to fit the selected area after the scan.



Examined by Text Orientation tool: Enable every scanned and saved image with texts on present in a readable direction.



Remove Punch Hole tool: Enable the software to detect the punch holes around on the selected image and to fill them in white.



Merge Vertically tool: Combine two images as one image vertically, along the horizontal axis.



Merge Horizontally tool: Combine two images as one image vertically, along the vertical axis.



Split Vertically tool: Split one image into two images vertically, along the horizontal axis.



Split Horizontally tool: Split one image into two images horizontally, along the vertical axis.



Split a Book tool: Split a book into two pages.



Convert to Word tool: Convert and save all files in a batch folder in Word format.



Convert to PDF tool: Convert and save all files in a batch folder in PDF format.



Information tool: Display the information about the DocWizard