

Microtek

ScanWizard™ *DI*

Reference Manual

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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.

I49-004622 E

July 2013

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Introduction

ScanWizard DI is Microtek's scanning software developed exclusively for Document Imaging (DI) scanners. It features multiple scanning frames with an all-in-one control panel, ScanWizard DI is easy to use, yet powerful.

- **Dual-driver support** — ISIS* (Image and Scanner Interface Specification) and TWAIN. ISIS is a module-extensible driver for data acquisition, viewing, format conversion, printing and storage. ISIS is suited for use in high-speed document scanning drivers. TWAIN, on the other hand, is widely used in the market today. If your application program does not support ISIS, use TWAIN instead.
- **Dual-mode support** — Plug-in mode and Stand-alone mode. In the Plug-in mode, ScanWizard DI is launched within an image-editing or OCR application through the ISIS or TWAIN driver. In the Stand-alone mode, ScanWizard DI is launched as an independent program through the TWAIN driver.
- **Preset Setting** — This feature 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.
- **Auto Document Rotation** — With this feature, ScanWizard DI enables every scanned and saved files present in a readable direction based on a specific OCR language selected. No more fuzzy editing software is needed.
- **Select an Image within the Enclosed Area** — This feature allows you to create a new frame within the scan frame and then to save it in JPEG format separately from the original one.
- **Paper Type*** — This feature allows you to specify the thickness of paper in use, preventing the happening of paper jams while documents are fed through the ADF.
- **Double Feed*** — This feature allows your scanner to detect when two or more pages have been fed into the scanner at the same time, which helps prevent lost images when scanning larger batches of documents.
- **Remove Blank Page** — With this feature, blank pages are automatically detected and removed by the software when scanning a stack of documents. It is quite helpful especially when users are scanning double-sided documents and some of the pages only have text on the front side.
- **Remove Punch Hole** — With this feature, 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.
- **Smart Threshold** — This feature enables the software to specify the best level for a threshold used in high-contrast and black-and-white images automatically, improving the clearance and readability of black-and-white documents.

- **Book mode** — With this feature, ScanWizard DI automatically arrange scanned pages in order and thus you can easily scan a physical book into a digital book in just simple steps.
- **Automatic Color Restoration** — The Automatic Color Restoration feature is part of Microtek's ColoRescue™ system for bringing faded colors back to life.
- **Auto-crop and auto-deskew** — The auto-crop function automatically detects the size of the original image, crops the full scan frame to fit the image, and removes unwanted black borders. The auto-deskew function automatically corrects distorted images for proper alignment.
- **Barcode Separator** — This feature allows you to batch scan documents without starting and stopping each time a new file begins by using barcode numbers on the documents. It saves you huge amounts of time and money to organize, to index and to search files of documents in seconds, enhancing the efficiency and productivity of file management.
- **Quick Scan** — This feature enables the scanner to scan and save the images directly as PDF format, no more comprehensive settings required.
- **Quality compression control** — This feature allows you to decide the saved images in a size-matter or quality-matter when performing Quick Scan function.
- **Combine Images** — This feature enables the software to merge two separate images as one united image. With this function, you do not need other after-scan editing program to modify your scanned documents.
- **Auto-scan** — This feature allows your scanner to perform a scan job automatically in a predefined time range. It is specifically convenient for those whose scanners are distant away from their computer workstation.
- **Duplex scanning support*** — With this feature, ScanWizard DI allows the scanning of both sides of a document at the same time.
- **Calibration Settings*** — This feature allows you to decide if you want to skip the calibration before scanning when using each time. It enormously cut the idle time generated by the same and repeated calibrating action.
- **Smart duplex scanning support*** — With this feature, ScanWizard DI enables simplex scanners to scan both sides of a document by one simple click. It efficiently upgrades your present simplex scanner to a duplex scanner, saving a lot of effort and money.
- **Paper count** — The paper count allows users to keep track of all scan actions from both flatbed and ADF. This feature helps to estimate when you may need to replace the rubber or separation pad, or to apply maintenance and service to your scanner, making more effective use of your scanner.

- **Save multiple images as a single file** — This advanced feature allows users to save multiple scanned images as a single file, depending on the number of the scanned images that are defined for document archival.
- **Sides of Materials** — This feature allows you to specify settings for different sides of papers separately when the Scan Source option is set as the ADF (Duplex).
- **Document Enhancement** — This feature brings out and improves the readability of text in a document that includes other elements such as color, pictures, or graphs.
- **All-in-one control panel** — ScanWizard DI's single-page overall control panel gives you the power to scan photos or documents without having to initiate a scanning session on the screen. It provides a simple and straightforward control over the scanning process.
- **Programmable function buttons that can be customized***—ScanWizard DI lets you assign functions to function buttons for easier access.

** These functions are available only for scanners that implement this feature.*

System Requirements

- Windows XP, Vista, Windows 7 or Windows 8
- 128 MB RAM required; 256 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 ScanWizard DI

Launching ScanWizard DI

ScanWizard DI can be launched in either Plug-in or Stand-alone mode.

- From Plug-in mode: Choose the *Import* or *Acquire* command from the File menu of your application, then select Microtek ScanWizard DI.
- From Stand-alone mode: Double-click the ScanWizard DI icon on the Windows desktop, or choose *Start, Programs, Microtek ScanWizard DI for Windows*, then *ScanWizard DI*.

Exiting ScanWizard DI

To exit ScanWizard DI:

Click the Exit button “X” located at the top right corner of the ScanWizard DI control panel.

ScanWizard DI Control Panel

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

ScanWizard DI Control Panel Interface



- A. Preview button: Performs a preliminary view of the entire image.
- B. Quick Scan button: Scans and saves an image directly into a PDF file (in Stand-alone).
- C. Custom Scan button/Scan button: Performs the final scan and selects a destination for the scanned image.
 - Scan: Scans image (in Plug-in).
 - Save to File: Scans image to your assigned folder or application.
 - Copy: Scans image and sends it to the printer as a “copy” .
 - E-Mail: Scans image and sends it to the default e-mail application.
 - OCR: Scans image and converts it to an editable text file.
 - Auto Scan: Enables the scanners to scan image automatically (activated only for the scanners that support automatic scanning).
 - Card: Scans a hard-copied card to your assigned folder or application (activated only for the scanners that support card scanning)
- D. Scan frame/Main frame (enclosed by dotted lines and labeled with the tag “Main”) .
- E. Preview image (the enclosed frame bordered in red).
- F. Preview area: A window in which shows the preview image.
- G.. Status bar: This area shows you information pertinent to the operation underway or being performed.
- H. Additional frame (enclosed by red dotted lines and selected within the scan frame).
- I. Rulers: Rulers are located at both sides of the Preview window, helping you with correct measurement and alignment.
- J. Image correction/enhancement tools: Adjusts and enhances the image. The correction results are displayed in the Preview window in real time.
 - Threshold: Determines a “dividing” point for enhancing line art or black-and-white images.
 - Brightness/Contrast: Manually adjusts brightness & contrast of the image.
 - Hue/Saturation: Manually adjusts saturation & hue of the image.
 - Sharpen: Applies special effects (e.g., sharpen, edge enhancement) to images.
 - Descreen: Removes moiré patterns from scans of previously printed materials (books, magazines, etc.).
 - Automatic Color Restoration: Brings faded colors back to life (activated only when the Attribute setting is “Photo”).
 - Document Enhancement: Improves readability of the document (activated only when the Attribute setting is “Text” or “Line Art”).
 - Default: Resets all of the image correction settings to default values.
 - Advanced...: Accesses additional image correction settings (e.g., Shadow/Highlight and Gamma). Also selects a lamp filter for scanners that implement the lamp filter functions.
- K. Main Property: Contains the image types and parameters for controlling the frame location settings (i.e., position of coordinates, image size, and the unit of measurement in the ruler).
- L. Side of Material: Front and back sides of document controls.

M. Calibration Settings: Calibration mode selections.

N. Smart functions







- Auto Document Rotation: Rotates the saved files into a readable direction
- Smart Document Enhancement: Improves document readability.
- Smart Threshold: Generates the best threshold value for the black and white images.
- Barcode Separator: Scan images and utilizes barcodes to rename and split the image files.
- Remove Blank Page: Detects and removes blank pages when scanning a stack of documents.

O. Scanning settings: Contains the parameters for outputting your scanned image.

- Preset Setting: Preset setting selections.
- Scan Source: Image input device (i.e., flatbed, ADF)
- Scan Type: Image output type (i.e., RGB Color, Grayscale, B&W).
- Scan Size: Dimensions of the preview window or selections for paper size.
- Resolution: Output resolution (in dpi).
- Rotate: Image orientation (i.e., CW 90 degrees, 180 degrees)
- Double-Feed: Selections for paper thickness (i.e., Thin, Normal, Heavy). Prevents multiple pages from being fed together while papers are fed through the ADF.
- Paper Type: Selections for paper thickness (i.e., Normal, Heavy). Prevents the happening of paper jams while papers are fed through the ADF. (appearing only when the Scan Source is set as "ADF")
- Select an Image within the Enclosed Area: Creates an additional frame within the scan frame. (enabled only when the Scan Source is set as "Flatbed")
- Auto-crop & Auto-deskew: Automatically crops the scan frame to fit the size of originals and corrects the distorted image for proper alignment.
- Mirror: Image mirror effect.

P. Menu bar: The Menu bar includes the different menus for programming function button (File menu), setting up the scanner (Scanner menu), controlling view options (View menu), customizing the software (Preferences menu), and accessing on-line help (Help menu).

Q. Toolbar: Selects actions to be performed on the preview image.

-  - Select Frame: Selects and resizes the scan frame.
-  - Pan: Pans or moves around a magnified image.
-  - Zoom In: Magnifies your view of the preview image.
-  - Zoom Out: Reduces your view of the preview image.
-  - Select an Image within the Enclosed Area: Selects and resizes the additional frame within the scan frame. (appearing only when the "Select an Image within the Enclosed Area" option is checked)
-  - Barcode Frame: Defines a barcode frame area and selects a barcode frame (appearing only when the "Barcode Separator" option is checked).

R. Expansion button: Reveals various Image correction tools.

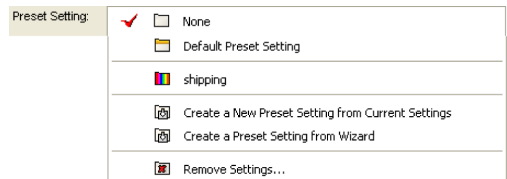
Basic Scenarios

This section provides four basic scanning scenarios with ScanWizard DI, including scanning a stack of paper, scanning a single-sheet document, performing multiple-frame scanning, and scanning documents with barcodes. Details on how to adjust images are discussed in later chapters.

A. How to Scan a Stack of Paper

1. Place the stack of paper to be scanned on the document feed tray.
2. Launch *ScanWizard DI* (either as a stand-alone by clicking on the program icon, or by using the File-Import or Scan command from an application program).
3. Optional: If you want to load a default or a custom scan setting that you have saved for your scan, choose a desired preset setting in the Preset Setting options menu.

- Select *None* in the Preset Setting if you do not wish to apply any preset scanning settings.



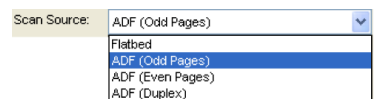
- Select *Default Preset Setting* to apply the factory image settings.

- Select a custom setting (e.g., shipping) to apply your own image settings which have been set and saved previously.

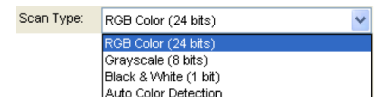
Refer to the “Preset Setting” section in the back for how to customize a desired scan setting.

4. Specify your scanning requirements in the ScanWizard DI control panel

- a) Select *ADF (Odd Pages)*, *ADF (Even Pages)* or *ADF (Duplex)* in the Scan Source as your image input device.

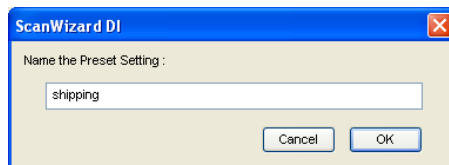
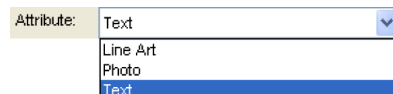


- b) Select the appropriate image type (e.g., *RGB Color*) in the Scan Type as your image output type.



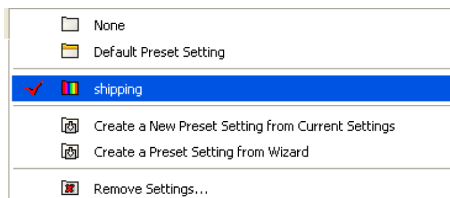
- Select *RGB Color* (24 bits) to scan the image in color.
- Select *Grayscale* (8 bits) to scan the image in grayscale.
- Select *Black & White* (1 bit) to scan the image in black-and-white.
- Select *Auto Color Detection* to scan the image in color or non-color based on the automatic judgement and detection of the system.

- c) Select a dimension in the *Paper Size* as your preview image size.
 - d) Select a desired resolution in the *Resolution* for your image output resolution.
 - e) Optional: Select a suitable paper thickness for the ultrasonic double-feed detection in the *Double Feed* options menu to prevent multiple pages from being fed together while papers are fed through the ADF. (This option appears only for some scanners that support ultrasonic double-feed detection.)
 - f) Optional: Select an appropriate paper thickness in the *Paper Type* options menu to prevent the occurring of paper jams while papers are fed through the ADF. (This option appears only for some scanners, such as ArtixScan DI 5240/5250/5260).
 - g) If “Auto-crop & Auto-deskew” is selected, the scanner automatically detects the size of the original image, crops the full scan frame to fit the image, and removes unwanted black borders after the scan, as well as corrects the distorted image for proper alignment.
5. If necessary, check “Auto Document Rotation” to ensure saved files in a readable location. When it is checked, you can select the preferred language used as an identification in the drop-down menu bar beside.
 6. If necessary, check “Remove Blank Page” to enhance the quality of the scanned images.
 7. If necessary, specify the calibration modes by using the Calibration Settings.
 8. If necessary, specify the image settings for the front or back side of papers separately by using the Sides of Material control when the Scan Source is set as the ADF (Duplex).
 9. Select the image type (e.g., *Text*) in the Attribute as your image type.
 - Select *Line Art* to scan line art images (images in one color or in black-and-white, such as logos or mechanical blueprints).
 - Select *Photo* to scan color prints.
 - Select *Text* to scan text.
 10. If necessary, adjust image quality by using the image correction tools.
 11. Optional: If you want to save the image settings you just made in this scan and to be used later, select *Create a New Preset Setting from Current Settings* in the Preset Setting.



A window appears for you to set a name for the new preset setting. Give a name and press the OK button when done.

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

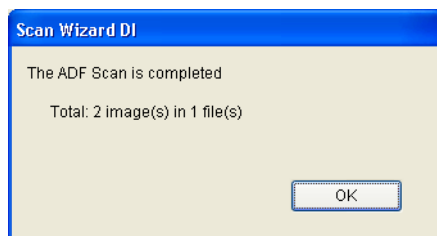


12. Click the *Scan* button, or click the *Custom Scan* button and select *Save to File* to start scanning.

If ScanWizard DI is launched from an image-editing program, the scanned image is delivered after the scan to your application, where the image can be saved, printed, or modified further.

If ScanWizard DI is launched as a stand-alone program, the scanned image can be saved after the scan to a file, or opened in an image-editing program.

13. When done, a pop-up window appears to show that how many images have been scanned and saved in a file through the ADF device.



For preview purposes only, take note of the additional notes below:

1. Load a piece of paper from the paper stack into the ADF's document feed tray as step 1 (of the previous page). Do not load more than one sheet, as a single sheet is sufficient for preview purposes.
2. After finishing step 4 (of the previous page) and before proceeding to step 8, click the *Preview* button to perform a preliminary view of the entire image. When done, a preview image appears in the preview window.

At this moment, the previewed page is delivered to the document tray from the ADF's document feed tray. Load the previewed page, along with the paper stack, on the ADF's document feed tray. You are now ready to scan.

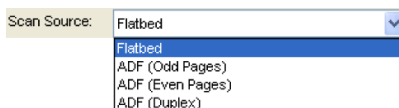


B. How to Scan a Single-sheet Document

1. Place the single-sheet document to be scanned on either the scanner glass surface, or from the ADF's document feed tray.
2. Launch *ScanWizard DI* (either as a stand-alone by clicking on the program icon, or by using the File-Import or Scan command from an application program).
3. Optional: Follow the step 3 in "How to Scan a Stack of Paper" to decide whether you want to load a preset setting for your scan.
4. Specify your scanning requirements in the ScanWizard DI control panel.

- a) Select your image input device (e.g., *Flatbed*) in the Scan Source.

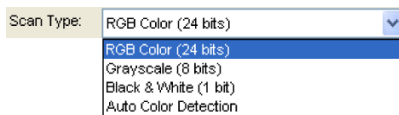
- Select *Flatbed* if you place the document on the scanner's glass surface.



- Select *ADF (Odd Pages)*, *ADF (Even Pages)* or *ADF (Duplex)* if the document is fed from the ADF's document feed tray.

- b) Select the appropriate image type (e.g., *RGB Color*) in the Scan Type as your image output type.

- Select *RGB Color (24 bits)* to scan the image in color.



- Select *Grayscale (8 bits)* to scan the image in grayscale.
- Select *Black & White (1 bit)* to scan the image in black-and-white.
- Select *Auto Color Detection* to scan the image in color or non-color based on the automatic judgement and detection of the system.

- c) Select a dimension in the *Paper Size* as your preview image size.
 - d) Select a desired resolution in the *Resolution* for your image output resolution.
 - e) Optional: Select an appropriate paper thickness in the *Paper Type* options menu to prevent the occurring of paper jams while papers are fed through the ADF. (This option appears only for some scanners, such as ArtixScan DI 5240/5250/5260).
 - f) If "Auto-crop & Auto-deskew" is selected, the scanner automatically detects the size of the original image, crops the full scan frame to fit the image, and removes unwanted black borders after the scan, as well as corrects the distorted image for proper alignment.
5. If necessary, check "Auto Document Rotation" to ensure saved files in a readable location. When it is checked, you can select the preferred language used as an identification in the drop-down menu bar beside.

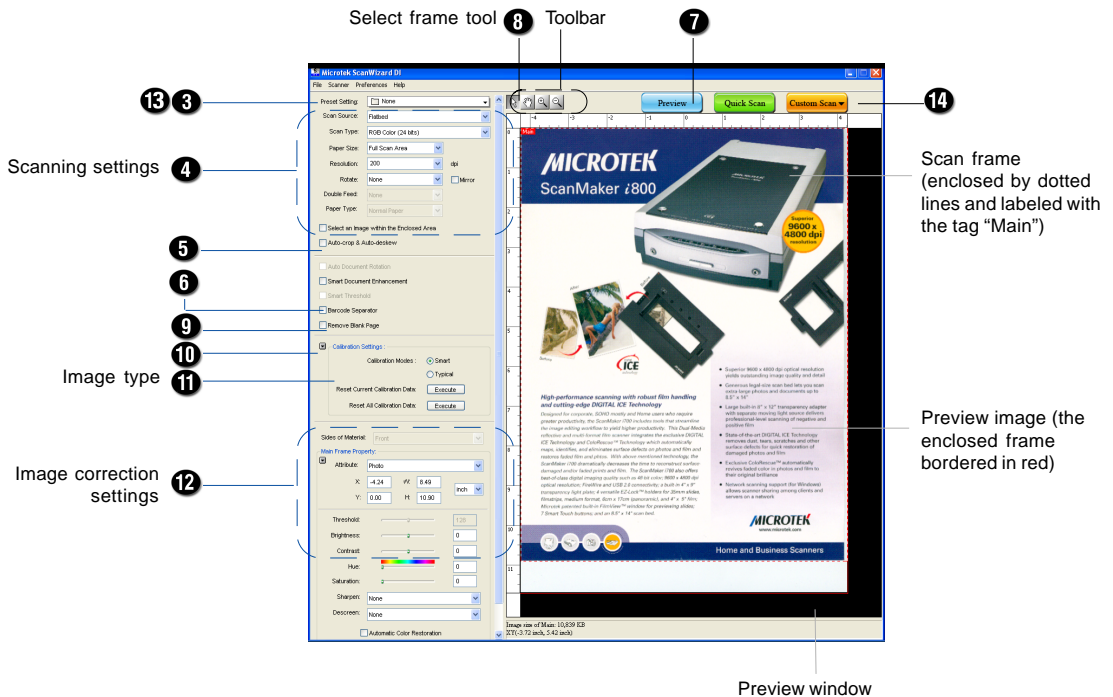
6. If necessary, check “Remove Blank Page” to enhance the quality of the scanned images.
7. Click the *Preview* button to perform a preliminary view of the entire image. When done, a preview image appears in the preview window.
8. Click the *Select Frame* tool button to adjust the size of the scan frame (enclosed within the red dotted lines and labeled with the tag “Main”). Drag on the edge or corner to determine the final size of the actual scan.
9. If necessary, specify the calibration modes by using the Calibration Settings.
10. If necessary, follow the step 8 in “How to Scan a Stack of Paper” to specify the image settings for the front or back side of a document separately.
11. Select the image type (e.g., *Photo*) in the Attribute as your image type.

The image shows a software interface with a label 'Attribute:' followed by a dropdown menu. The dropdown menu is open, displaying three options: 'Photo', 'Line Art', and 'Text'. The 'Photo' option is currently selected and highlighted with a blue background.

 - Select *Line Art* to scan line art images (images in one color or in black-and-white, such as logos or mechanical blueprints).
 - Select *Photo* to scan color prints.
 - Select *Text* to scan text.
12. If necessary, adjust image quality using the image correction tools.
13. Optional: Follow the step 11 in “How to Scan a Stack of Paper” to save current image settings as a preset setting. The saved preset setting can be loaded at a later time when necessary.
14. Click the *Scan* button, or click the *Custom Scan* button and select *Save to File* to start scanning.

If ScanWizard DI is launched from an image-editing program, the scanned image is delivered after the scan to your application, where the image can be saved, printed, or modified further.

If ScanWizard DI is launched as a stand-alone program, the scanned image can be saved after the scan to a file, or opened in an image-editing program.



C. How to file the scanned documents by using barcodes

This scanning scenario is for the scanned documents to be filed with barcode numbers.

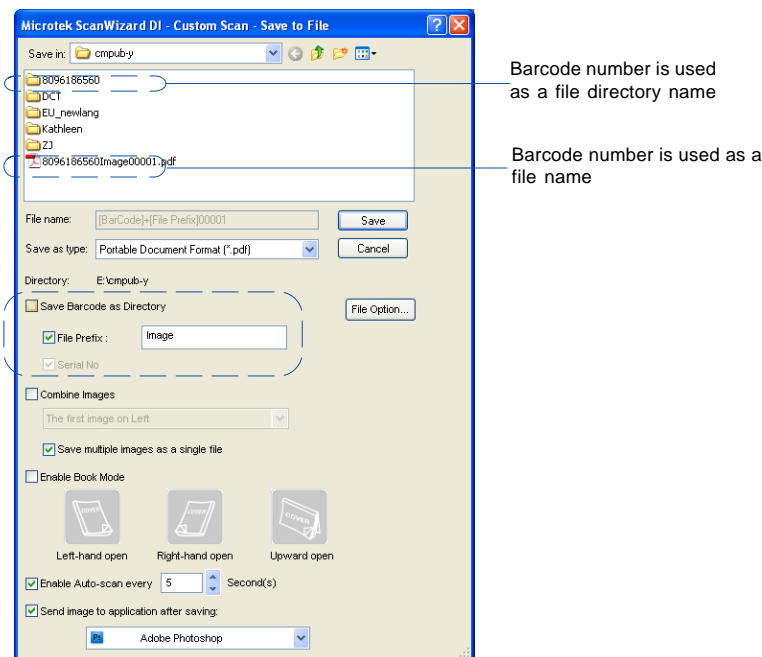
1. Place the documents with a barcode on to be scanned on either the scanner glass surface, or from the ADF's document feed tray.
2. Launch *ScanWizard DI* as a stand-alone by clicking on the program icon on the desktop.
3. Specify your scanning requirements in the ScanWizard DI control panel.
 - a) Select your image output device (e.g., *Flatbed*) in the Scan Source.
 - Select *Flatbed* if you place the document on the scanner's glass surface.
 - Select *ADF (Odd Pages)*, *ADF (Even Pages)* or *ADF (Duplex)* if the document is fed from the ADF's document feed tray.
 - b) Select the appropriate image type (e.g., *RGB Color*) in the Scan Type as your image output type.
 - Select *RGB Color* (24 bits) to scan the image in color.
 - Select *Grayscale* (8 bits) to scan the image in grayscale.
 - Select *Black & White* (1 bit) to scan the image in black-and-white.
 - Select *Auto Color Detection* to scan the image in color or non-color based on the automatic judgement and detection of the system.
 - c) Select a dimension in the *Paper Size* as your preview image size.
 - d) Select a desired resolution in the *Resolution* for your image output resolution.
 - e) Optional: Select a suitable paper thickness for the ultrasonic double-feed detection in the *Double Feed* options menu to prevent multiple pages from being fed together while papers are fed through the ADF. (This option appears only for some scanners that support ultrasonic double-feed detection.)
 - f) Optional: Select an appropriate paper thickness in the *Paper Type* options menu to prevent the occurring of paper jams while papers are fed through the ADF. (This option appears only for some scanners, such as ArtixScan DI 5240/5250/5260).
 - g) If “Auto-crop & Auto-deskew” is selected, the scanner automatically detects the size of the original image, crops the full scan frame to fit the image, and removes unwanted black borders after the scan, as well as corrects the distorted image for proper alignment.

4. If necessary, check “Auto Document Rotation” to ensure saved files in a readable location. When it is checked, you can select the preferred language used as an identification in the drop-down menu bar beside.
5. Click the *Preview* button to perform a preliminary view of the entire image. When done, a preview image appears in the preview window.
6. Click the *Select Frame* tool button to adjust the size of the scan frame (enclosed within the red dotted lines and labeled with the tag “Main”). Drag on the edge or corner to determine the final size of the actual scan.
7. If necessary, check “Remove Blank Page” to enhance the quality of the scanned images.
8. If necessary, specify the calibration modes by using the Calibration Settings.
9. If necessary, specify the image settings for the front or back side of papers separately by using the Sides of Material control when the Scan Source is set as the ADF (Duplex).
10. Select the image type (e.g., *Text*) in the Attribute as your image type.
 - Select *Line Art* to scan line art images (images in one color or in black-and-white, such as logos or mechanical blueprints).
 - Select *Photo* to scan color prints.
 - Select *Text* to scan text.
11. If necessary, adjust image quality using the image correction tools.
12. Check the “Barcode Separator” option to activate the Barcode Frame tool button.
13. Click the *Barcode Frame* tool button to adjust the size of the barcode frame (enclosed within the red dotted lines and labeled with the tag “BarCode”). Drag on the edge or corner to determine the final size of the actual scan for the barcode.

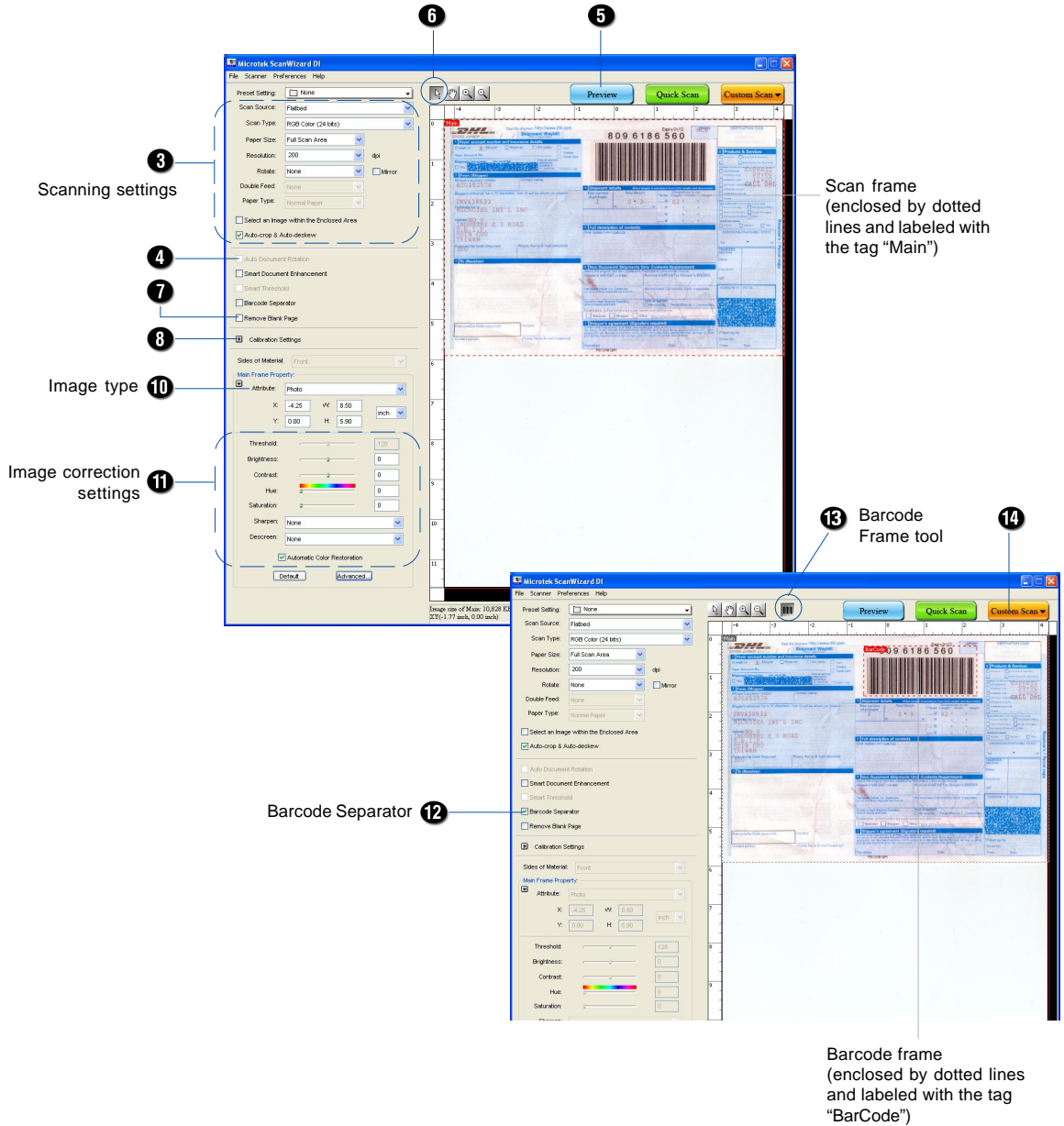
If you have more than one page with a barcode on, make sure if the selected area of the barcode frame covers enough space. If not, when it performs a scan job, your scanner will not detect the barcode which appears outside the selected area of the barcode frame.
14. Click the *Scan* button, or click the *Custom Scan* button and select *Save to File* to start scanning.

If the “Save Barcode as Directory” is checked, the program will recognize and use the barcode on the scanned document to generate a file directory, where the scanned document will appear with any predefined prefix and/or serial number.

If the “Save Barcode as Directory” is unchecked, the program will recognize and use the barcode on the scanned document to name the scanned document. You can append any predefined prefix and/or serial number to the output filename in order to differentiate the documents containing same barcode.



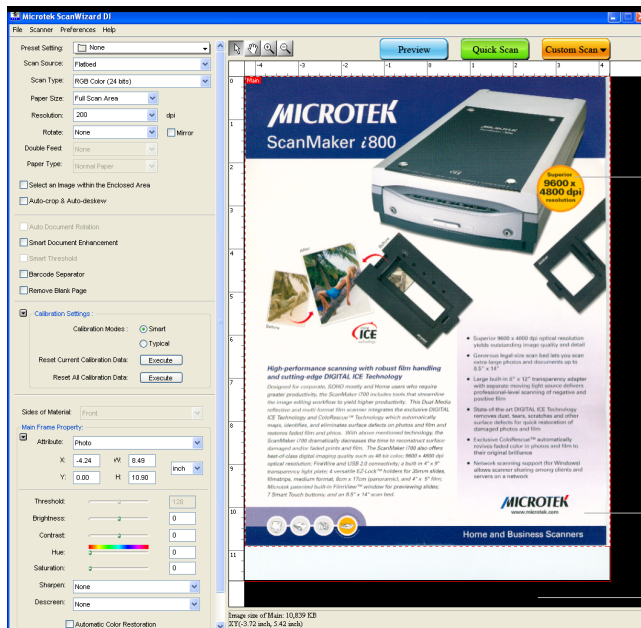
Select Frame tool



Preview button

Preview

The Preview button scans a page based on the settings on the ScanWizard DI control panel, and displays the preview image on the preview window. You can then frame the image you need and click the Scan button to complete the final scan.



Scan frame
(enclosed by dotted
lines and labeled with
the tag "Main")

Preview image (the
enclosed frame
bordered in red)

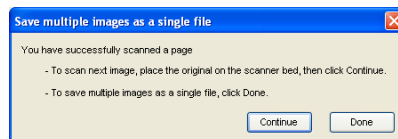
Preview window

Quick Scan button

Quick Scan

The Quick Scan button scans a page based on the settings on the ScanWizard DI control panel, and directly saves it as a PDF file.

When you press the Quick Scan button, the scanner starts scanning automatically. When the scanning is finished, ScanWizard DI will prompt you a window to ask if you want to place the next page. Click the **Continue** button to scan more pages or click the **Done** button to terminate the scanning job.



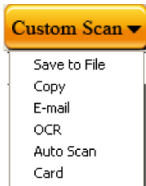
If your computer has been installed a PDF Reader program, the scanned PDF files will be opened automatically on the screen for the further use when the scan is complete.

Scan button



The **Scan** button appears only when ScanWizard DI is launched from an image-editing program (e.g., PhotoShop). It performs the final scan and sends the scanned image to the application that you are using.

Custom Scan button



The **Custom Scan** button appears only when ScanWizard DI is launched as a stand-alone program (e.g., launched from the Start menu or by clicking the ScanWizard DI icon on the desktop). There are six options for you to choose in the Custom Scan options menu. They are Save to File, Copy, E-mail, OCR, Auto Scan and Card depending on the scanner you are using. Each option offers you several different choices to specify how the document will be scanned and saved.

Save to File

Save to File option: Click the **Custom Scan** button and select **Save to File** from the options menu. It allows to perform the final scan, and save the scanned image to your chosen folder or deliver it to specified chosen application.

When the “Custom Scan - Save to File” dialog box appears, key in a file name, then select .tif, .bmp, .pcx, .dcx, .jpg, and .pdf as the export file format.

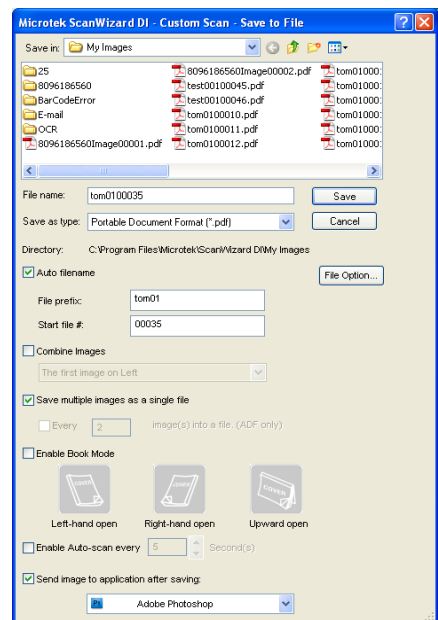
File name: This is the file name to store images.

Save as type: This menu box lets you select a file format when saving a file. If TIF is selected, the scanned images will be automatically identified as “Image00001.tif”, “Image00002.tif”, etc. You can change the default root file name to uniquely label your scan jobs.

Auto filename: If Auto filename is checked, the file name consists of the file prefix, plus the file serial number. If unchecked, no file serial number is appended to the file name.

File prefix: This edit box lets you enter a root file name. “Image” is the default.

Start file #: This edit box lets you enter a starting number to be appended to the file name. “00001” is the default.



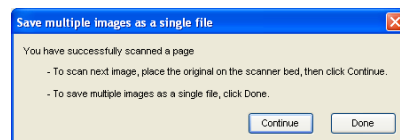
Combine Images: Allows you to combine two images as one image. The menu box lets you to choose to put the first scanned image at the left, right, top or the bottom side of the combined image. This option can be activated only when the output image file format is JPG, PDF, or TIF.

Combine Image by using a sheath: Allows you to combine two images as one image by using the sheath through the ADF, especially when you want to scan A3 size document with the A4 scanner. This option only appears when the scanner model used supports this function; otherwise, it is not displayed in the dialog box.

To activate this option, select the “ADF (Duplex)” option in the Scan Source and check the “Combine Images” option as well. Otherwise, it would be grayed out all the time.

Save multiple images as a single file: Allows you to save the scanned images to a single file. If “Combine Images” option is checked, this option will be disabled and cannot be selected. You can enable this option if the output image file format is DCX, PDF, or TIF.

When scanning is finished, you will be prompted to place the next page. Click the Continue button to scan; or click the Done button to close the scanning and save multiple images as a single file.

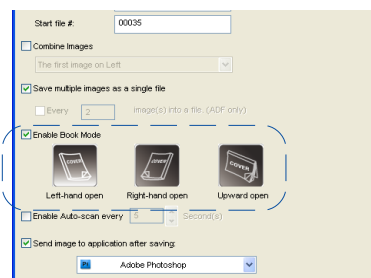


If you scan documents through the ADF and also enable the “Save multiple images as a single file” option, you are allowed to specify how many images you would like to save in a single file. Check the “Every %image(s) into a file “ option, and then enter your desired number in the edit box directly or click the up/down arrow to increase/decrease the number. The range is from 2 to 100 images.

Enable Book Mode: If this option is checked, the software program aids you to scan a book step by step in graphs. This mode can be activated only when the Scan Source is Flatbed.

1. Follow the descriptions mentioned in the previous page to select settings for scanning your books; then, check the “Enable Book Mode” option.

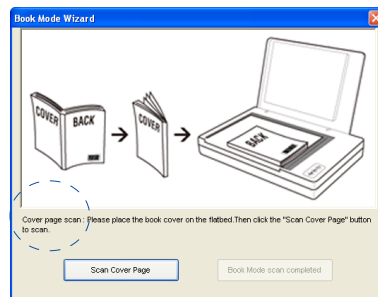
According to the opening direction of a book, you can choose “Left-hand open”, “Right-hand open” or “Upward open” to scan your book. To select any of the three options, move your cursor toward it and click. The selected option will be highlighted.



Finally, press the “Save” button to activate the Book Mode.

2. Immediate, a “Book Mode Wizard” window appears on the screen to guide you to put the **cover page** of the book on the scan bed.

Follow the instructions and graphs there to put the cover page on the scan bed. When done, press the “Scan Cover Page” button to start scanning of the cover page.



Scan a book cover

3. When the scan is complete, the wizard will guide you to put the **even page** of the book on the scan bed.

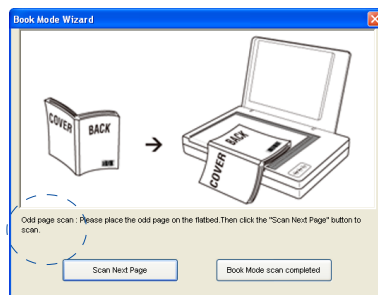
Follow the instructions and graphs there to put the even page on the scan bed. When done, press the “Scan Next Page” button to start scanning of the even page.



Scan an even page

4. When the scan is complete, the wizard will guide you to put the **odd page** of the book on the scan bed.

Follow the instructions and graphs there to put the odd page on the scan bed. When done, press the “Scan Next Page” button to start scanning of the odd page.



Scan an odd page

5. Repeat step 3 and 4 until you finish scanning of all pages in your book. When done, press the “Book Mode scan completed” button to finish scanning the book.

Note:

1. Please follow the instructions and graphs in the “Book Mode Wizard” window to scan pages in your book orderly. Otherwise, the scanned and saved pages may be presented in wrong directions.
2. When the “Barcode Separator” and “Remove Blank Page” options are checked in the main control panel and if the “Enable the Book Mode” option is checked at this moment, a pop-up window appears to remind you that these two functions will not work if you activate the Book Mode.

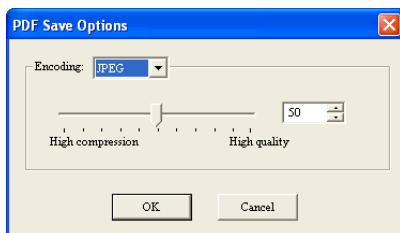
Enable Auto-scan every % Second (s): If this option is checked, the software program automatically activates your scanner to perform a scan job in a selected time range. The menu box lets you scroll up/down or key in a time range from 1 to 900 seconds.

Send image to application after saving: If this option is checked, the scanned images are sent to your selected application.

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

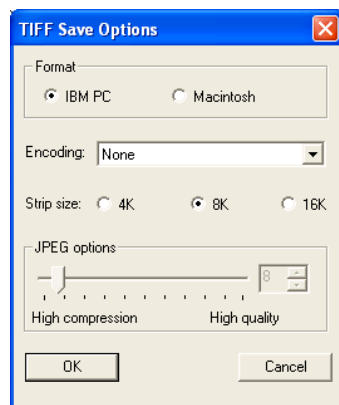
When the Scan Type in the Settings window is set to “RGB Color” or “Grayscale,” and you select “PDF” as your “Save as type” in the “Custom Scan - Save to File” dialog box and then click the File Option button, the “PDF Save Options” dialog box will appear.

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

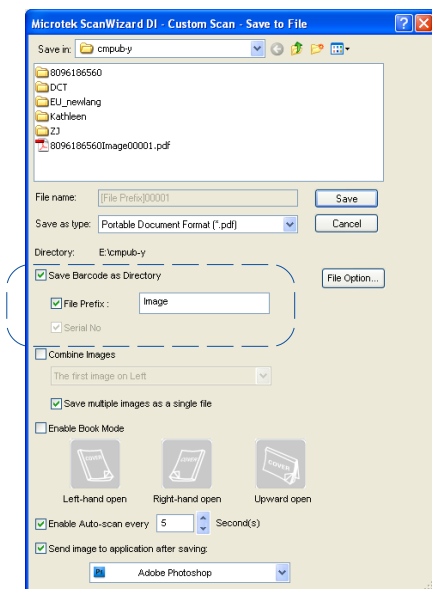


When “TIF” is selected in the “Custom Scan - Save to File” dialog box and then you click the File Option button, the “TIF Save Options” window will appear.

- **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 the Barcode Separator function is checked, the “Custom Scan - Save to File” dialog box should look like the one as shown below. The “Auto filename” option will be replaced by the “Save Barcode as Directory”.



Save Barcode as Directory: If “Save Barcode as Directory” is checked, the value of the scanned barcode is saved and used as a file directory. If unchecked, the value of the scanned barcode is saved and used as a file’s name.

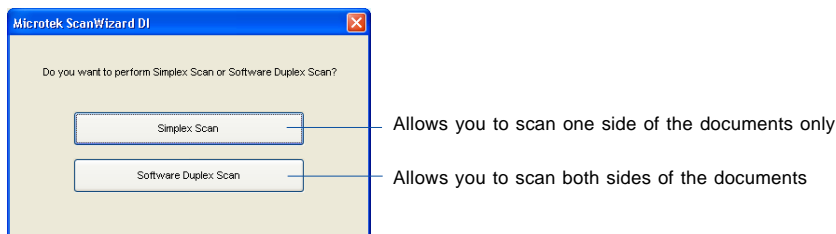
When “Save Barcode as Directory” is checked, you have to assign at least one of the “File Prefix” or ”Serial No.” to be your output filename. They cannot be null at the same time.

If “Save Barcode as Directory ”is unchecked and if you do not assign either one of the “File Prefix” or “Serial No.” to be a file’s name, the new saved file will overwrite the old one.

Note: No matter if you check “Save Barcode as Directory” or not, it is strongly recommended to check “Serial No.” in order to add it as part in your file’s name. For if you do so, the system will automatically generate a sequential number based on when the file is saved. Otherwise, if you do not do so, when you scan another document with the same barcode value as that on the old one and you forget to name it in different file prefix, the new scanned document will overwrite the old one immediately.

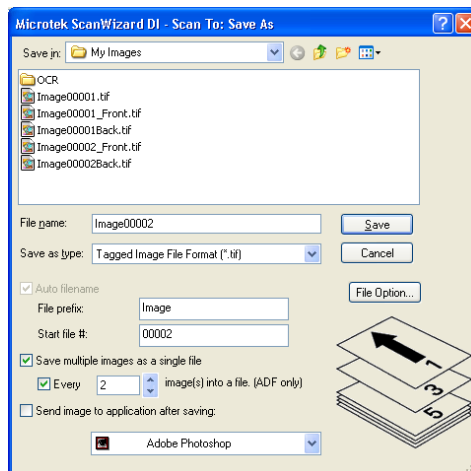
Software Duplex Scan

This feature is only available when using some scanner models (e.g., ArtixScan DI 2010SD, ScanMaker 5950SD, ArtixScan DI 2015c). After you choose “Scan to File” from Custom Scan options menu, a pop-up window will appear on the screen asking about whether you want to perform smart duplex scanning function.



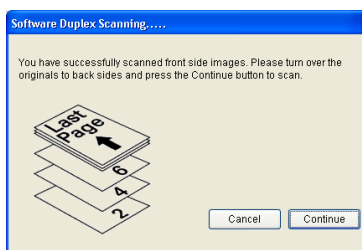
Click the “Software Duplex Scan” button to perform smart duplex scanning. When this feature is applied, a “Custom Scan - Scan to File” dialog box will appear on the screen. Then, follow the steps below to scan both sides of your documents:

1. Specify your requirements in the “Custom Scan - Scan to File” dialog box. Then, press the *Save* button to start scanning one side of the documents.



2. When done, a window will appear to remind you to turn over the documents.
3. Turn over and reload your document.

Then, press the *Continue* button to start scanning the other sides of the documents.



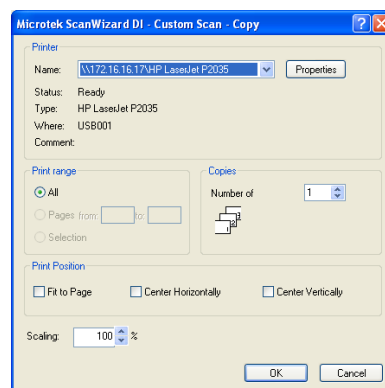
Copy

Copy option: Click the **Custom Scan** button and select **Copy** from the options menu. It allows to perform the final scan and send the scanned image to the specified printer.

When the “Custom Scan - Copy” dialog box appears, select a default printer or any alternative printer from the options. Specify the number of copies to be made, then click OK.

Print Position: Specifies how an image is printed on a page.

Scaling: Sets the enlarge or reduced ratio for an image. If you check the “Fit to Page” option in the Print Position selections, the Scaling setting is disabled.



E-Mail

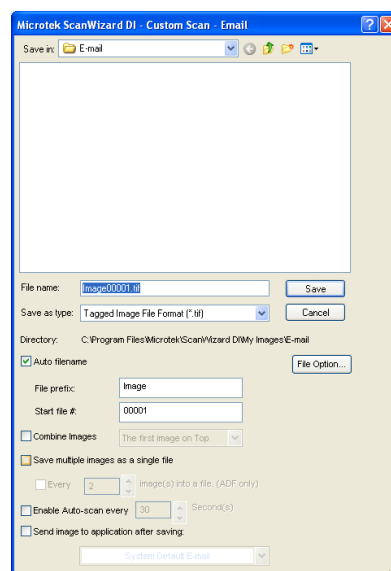
E-Mail option: Click the **Custom Scan** button and select **E-Mail** from the options menu. It allows to perform the final scan and attaches the scanned image to the default E-mail application assigned by the system.

When the “Custom Scan - Email” dialog box appears, key in a file name, then select .tif, .bmp, .pcx, .dcx, .jpg and .pdf as the export file format.

File name: This is the file name to store images.

Save as type: This menu box lets you select a file format when saving a file. If TIF is selected, the scanned images will be automatically identified as “Image00001.tif”, “Image00002.tif”, etc. You can change the default root file name to uniquely label your scan jobs.

Auto filename: If Auto filename is checked, the file name consists of the file prefix, plus the file serial number. If unchecked, no file serial number is appended to the file name.



File prefix: This edit box lets you enter a root file name. “Image” is the default.

Start file #: This edit box lets you enter a starting number to be appended to the file name. “00001” is the default.

Combine Images: Allows you to merge two sperate images as one united image. The menu box lets you to choose to put the first scanned image at the left, right, top or the bottom side of the combined image. If “Save multiple images as a single file” option is checked, this option will be disabled and cannot be selected. You can enable this option if the output image file format is JPG, PDF, or TIF.

Save multiple images as a single file: Allows you to save the scanned images to a single file. If “Combine Images” option is checked, this option will be disabled and cannot be selected. You can enable this option if the output image file format is DCX, PDF, or TIF.

When scanning is finished, you will be prompted to place the next page. Click the Continue button to scan; or click the Done button to close the scanning and save multiple images as a single file.

Enable Auto-scan every % Second (s): If this option is checked, the software program automatically activates your scanner to perform a scan job in a selected time range. The menu box lets you scroll up/down or key in a time range from 1 to 900 seconds.

Send image to application after saving: If this option is checked, the scanned images are sent to the default application assigned by the system.

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

When the Scan Type in the Settings window is set to “RGB Color” or “Grayscale,” and you select “PDF” as your “Save as type” in the “Custom Scan - Email” dialog box and then click the File Option 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.

When “TIF” is selected in the “Custom Scan - Email” 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”.

OCR

OCR option: Click the **Custom Scan** button and select **OCR** from the options menu. It allows to perform the final scan, and converts the scanned document into a text that can be edited in any common word processing applications (e.g., Word, Excel, PowerPoint).

When the “Custom Scan - OCR” dialog box appears, key in a file name, then select .rtf, .doc, .docx, .txt, .xls, .xlsx, .htm, .ppt, .pptx, and .pdf as the export file format.

File name: This is the file name to store documents.

Save as type: This menu box lets you select a file format when saving a file; RTF is the default file format. If RTF is selected, the scanned images will be automatically identified as “Document00001.rtf”, “Document00002.rtf”, etc. You can change the default root file name to uniquely label your scan jobs.

OCR Language: This refers to the language in which the original text document is written. Supported options include English, French, German, Italian, Spanish, and Chinese.

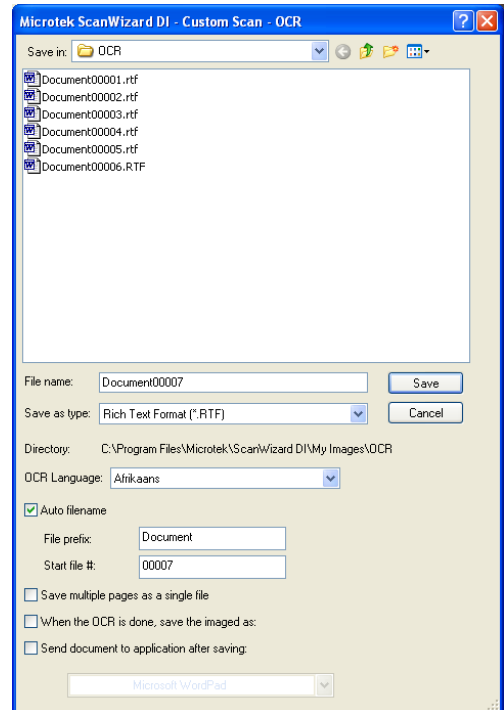
Auto filename: If Auto filename is checked, the file name consists of the file prefix, plus the file serial number. If unchecked, no file serial number is appended to the file name.

File prefix: This edit box lets you enter a root file name. “Document” is the default.

Start file #: This edit box lets you enter a starting number to be appended to the file name. “00001” is the default.

Save multiple pages as a single file: Allows you to save the scanned pages to a single file. If “When the OCR is done, save the image as” option is checked, this option will be disabled and cannot be selected.

When scanning is finished, you will be prompted to place the next page. Click the Continue button to scan; or click the Done button to close the scanning and save multiple images as a single file.



When the OCR is done, save the image as: Allows you to save the scanned images as TIF, JPG, or BMP format after the OCR process is done. If “Save multiple pages as a single file” option is checked, this option will be disabled and cannot be selected.

Send document to application after saving: If this option is checked, the scanned document is sent to your selected application. By default, the application is “Microsoft WordPad”.

Make sure the check box “Send document to application after saving” has been checked. Choose your Word processing application from the options, then click the Save button. The saved file can now be opened from your chosen application, and is ready to be edited.

Auto Scan

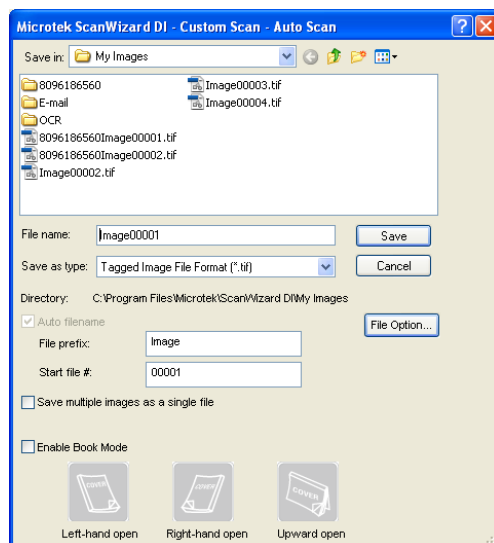
Auto Scan button: Click the **Custom Scan** button and select **Auto Scan** from the options menu. It allows to perform the final scan and deliver the scanned image into your chosen folder automatically. This option appears only for scanners (e.g., XT3500) that support automatic scanning.

When the “Custom Scan - Auto Scan” dialog box appears, key in a file name, then select .tif, .bmp, .pcx, .dcx, .jpg, and .pdf as the export file format.

File name: This is the file name to store images.

Save as type: This menu box lets you select a file format when saving a file. If TIF is selected, the scanned images will be automatically identified as “Image00001.tif”, “Image00002.tif”, etc. You can change the default root file name to uniquely label your scan jobs.

Auto filename: If Auto filename is checked, the file name consists of the file prefix, plus the file serial number. If unchecked, no file serial number is appended to the file name.

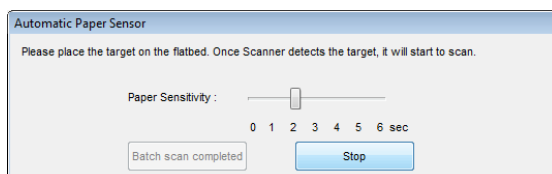


File prefix: This edit box lets you enter a root file name. “Image” is the default.

Start file #: This edit box lets you enter a starting number to be appended to the file name. “00001” is the default.

Save multiple images as a single file: Allows you to save the scanned images to a single file. You can enable this option if the output image file format is DCX, PDF, or TIF.

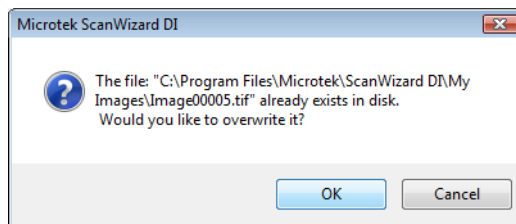
If you do not need to enable the Book Mode function, press the “Save” button now. A window appears on the screen to remind you to put the document to be scanned on the scan bed.



By dragging a slide-bar, you can specify the time interval (among 0 and 6 seconds) to control the auto scan according to your preferences.

- **To stop the current scan job and start a new scan job**, press the “Batch scan completed” button. The scanner will stop scanning and then save the scanned images in one file. When done, it will start to process a new scan job consecutively. The new scan job will be named automatically in a consecutive file number order.

If the new assigned file name has already existed in your system, a window will pop up to remind you that if you want to overwrite the existing file with the new scan job. If yes, press the “OK” button to start scanning. If no, press the “Cancel” button to exit the Auto Scan mode.



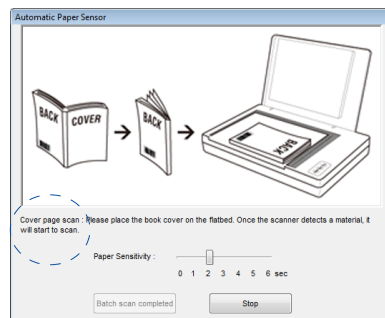
- **To stop the current scan job and quit the auto scan**, press the “Stop” button. The scanner will stop scanning, save the scanned images in one file, and then terminate the Auto Scan mode.

Enable Book Mode: If this option is checked, the software program aids you to scan a book step by step in graphs.

1. Check the “Enable Book Mode” option and select the opening direction for the book. When done, press the “Save” button to activate the Book Mode of the Auto Scan.
2. When done, the “Automatic Paper Sensor” window prompts you to put the **cover page** of the book on the scan bed.

Follow the instructions and graphs in the window to put the **cover page** on the scan bed first.

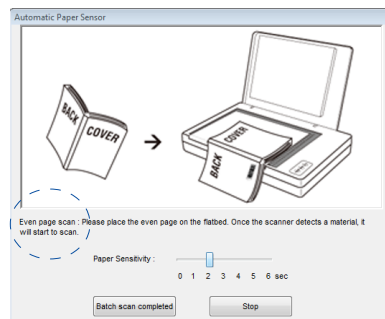
Once the page is detected by the scanner, the scanner will start scanning automatically at a predefined time interval.



Scan a book cover

- When the scan is complete, follow the instructions and graphs there to put the **even page** on the scan bed.

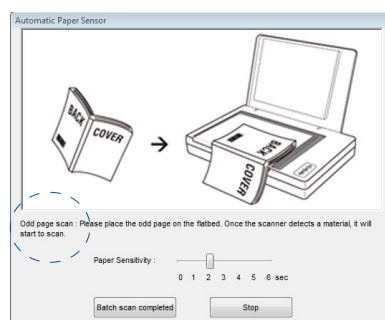
The auto scan begins once the page is detected by the scanner.



Scan an even page

- When the scan is complete, follow the instructions and graphs there to put the **odd page** on the scan bed.

The auto scan begins once the page is detected by the scanner.



Scan an odd page

- Repeat step 3 and 4 until you finish scanning all pages in your book.

After you finish the scan, press the “Batch scan completed” button to stop current scanning and save the scanned images in a single file with an assigned file name. Afterward, when the scanner detects a material on the scan bed, it will automatically start a new scan and save the scanned result in a newly named file. The scanner repeat the scanning and file-saving action until you press the “Stop” button to quit the Auto Scan mode.

Note: Through the control of time interval setting, the scanner start scanning automatically when it detects a material on the scan bed. By dragging a slide-bar, you can control the auto scan at a fixed time interval (among 0 and 6 seconds).

Card

Card option: Click the **Custom Scan** button and select **Card** from the options menu. It allows to perform the final scan of hard-copied cards, such as credit cards and membership cards, and deliver the scanned image into your chosen folder automatically. This option appears only for scanners (e.g., ArtixScan DI 6240S/6250S/6260S) that support card scanning.

When the “Custom Scan - Card” dialog box appears, key in a file name, then select .tif, .bmp, .pcx, .pdf, .dcx and .jpg as the export file format.

File name: This is the file name to store images.

Save as type: This menu box lets you select a file format when saving a file. If TIF is selected, the scanned images will be automatically identified as “Image00001.tif”, “Image00002.tif”, etc. You can change the default root file name to uniquely label your scan jobs.

Auto filename: If Auto filename is checked, the file name consists of the file prefix, plus the file serial number. If unchecked, no file serial number is appended to the file name.

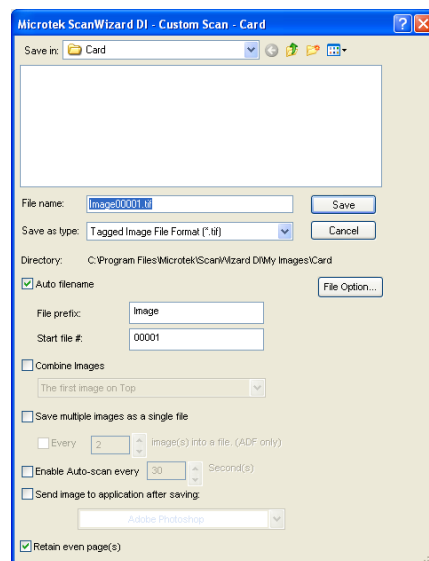
File prefix: This edit box lets you enter a root file name. “Image” is the default.

Start file #: This edit box lets you enter a starting number to be appended to the file name. “00001” is the default.

Save multiple images as a single file: Allows you to save the scanned images to a single file. You can enable this option if the output image file format is DCX, PDF, or TIF.

Combine Images: Allows you to merge two separate images as one united image. The menu box lets you to choose to put the first scanned image at the left, right, top or the bottom side of the combined image. If “Save multiple images as a single file” option is checked, this option will be disabled and cannot be selected. You can enable this option if the output image file format is JPG, PDF, or TIF.

Enable Auto-scan every % Second (s): If this option is checked, the software program automatically activates your scanner to perform a scan job in a selected time range. The menu box lets you scroll up/down or key in a time range from 1 to 900 seconds.



Send image to application after saving: If this option is checked, the scanned images are sent to your selected application.

Retain even page(s): Allows you to keep the scanned image of the back side of the card. By the default setting, this option box is checked when the scan mode of Card is activated. If you do not want to save the scanned image for the back side of the card, please uncheck the option box before clicking the Save button.

Toolbar

The toolbar has buttons for executing certain tasks. The toolbar includes Select Frame, Pan, Zoom In, Zoom Out, Select an Image within the Enclosed Area, and Barcode Frame.



Select Frame tool

The Select Frame tool allows you make the frame selection and adjust the size of the frame for enclosing your final scan.

To select a frame, click the Select Frame tool button, then click on the frame you want to select.

To resize the frame, click the Select Frame tool button and point at any border of the frame until a two-way arrow pointer appears. Drag horizontally or vertically until you have achieved the desired width and height adjustments for the frame.



Before



After



Pan tool

The Pan tool lets you scroll through a preview image, allowing you to move the partial image into view. The Pan tool can be used with zoomed-in images, or images not completely displayed within the frame of the preview window (e.g., if your preview image is 7 inches wide and you resized the width of your preview window to only 3 inches).



Zoom In tool

The Zoom In tool enlarges your view of the preview image, allowing you to set the scan frame with greater precision. Only the view size of the preview image is changed; the actual output size of the image remains the same. The magnification levels increase from 100%, 200%, 300% to 400%.



Zoom Out tool

The Zoom Out tool reduces your view of the preview image, allowing you to set the scan frame with greater precision. Only the view size of the preview image is changed; the actual output size of the image remains the same. The reduction levels decrease from 400%, 300%, 200%, to 100%.



Barcode Frame tool

The Barcode Frame tool allows you make the barcode frame selection and adjust the size of the barcode frame.

Enable to select a barcode frame, you have to check the “Barcode Separator” option first, and then click the Barcode Frame tool button. A barcode frame appears on the screen immediately; then you can drag or move the barcode frame to the area you want to select.

To resize the frame, click the Barcode Frame tool button and point at any border of the barcode frame until a two-way arrow pointer appears. Drag horizontally or vertically until you have achieved the desired width and height adjustments for the frame.



Select an Image within the Enclosed Area tool

The Select an Image within the Enclosed Area tool lets you create an additional frame within the scan frame (main frame). You can have two frames, but only one frame can be selected and manipulated at one time. The selected frame within the main frame is indicated by a flashing marquee (in red dotted lines). When you perform the final scan, the additionally selected frame within the main frame will be saved in JPEG format separately from the original one.

To use the Select an Image within the Enclosed Area tool,

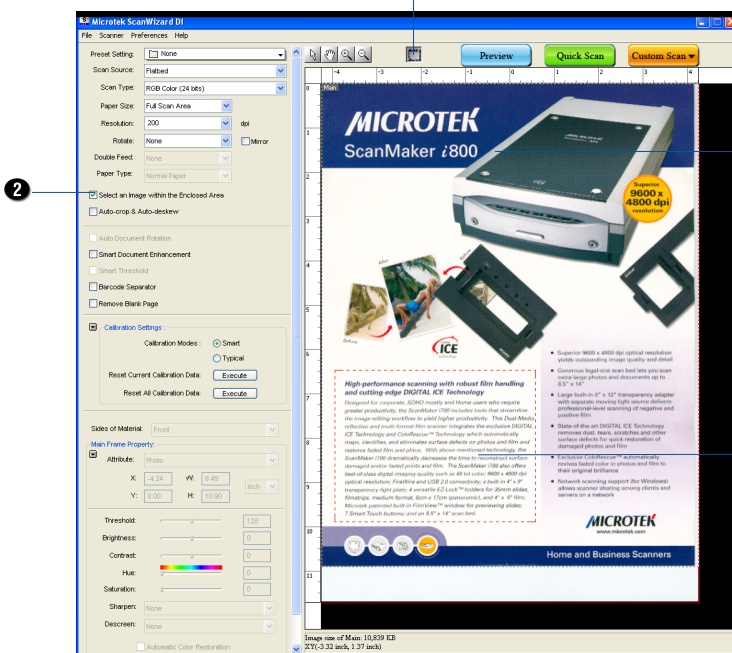
1. Select “Flatbed” in the Scan Source options menu as your image input device.
2. Click the Preview button to perform a preliminary view of the entire image on the preview window.

3. Check the “Select an Image within the Enclosed Area” option to activate the “Select an Image within the Enclosed Area” tool button on the toolbar.

An additional frame is created within the main frame by a flashing marquee.

4. To resize the additional frame, point at any border of this frame until a two-way arrow pointer appears. Drag horizontally or vertically until you have achieved the desired adjustments for the additional frame.

The Select an Image within the Enclosed Area tool button

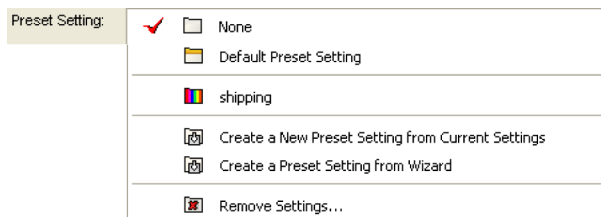


Scan frame/Main frame (enclosed by dotted lines and labeled with the tag "Main")

Additional frame (enclosed by red dotted lines and selected within the scan frame)

Preset Setting

Allows you to save current image settings as a preset setting and use it later when necessary. Five options for choosing the preset settings are available: None, Default Preset Setting, Create a New Preset Setting from Current Settings, Create a Preset Setting from Wizard, and Remove Settings. One more option “Color Documents/Simplex/200 dpi” is available for some specific scanners (e.g., ArtixScan DI 2020, 4020) only.



None

This option plays a remind function when the value of your Preset Setting option is either Default Preset Setting or your customized preset settings (e.g. Lady 2), if any changes are made in setting options, the value of the Preset Setting will be set back to “None” to show the existence from current preset setting status.

Default Preset Setting

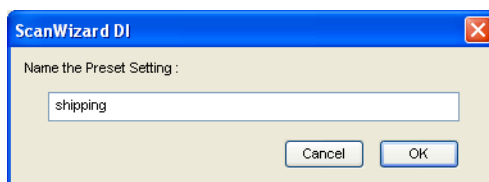
This option allows you to apply a default preset setting to your scan job. Once you choose this option, the current image settings you made for your scan job are cancelled, and settings will be restored back to the default preset settings.

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 options menu.

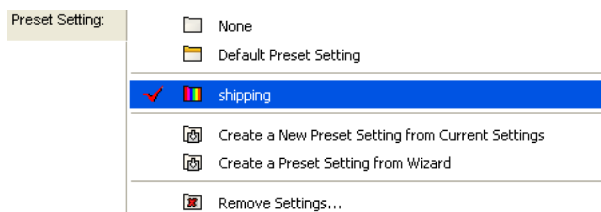
To customize a desired preset setting:

1. After you finish the image settings, choose “Create a New Preset Setting from Current Settings” from the Preset Setting options menu. A window appears.



2. Give a desired name (e.g., shipping) for the created preset setting, and then click OK to save.

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



Create a Preset Setting from Wizard

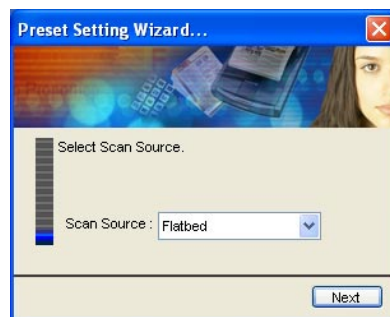
This option guides you to create your own preset setting in steps. It provides an easy and straightforward way, from start to end, to meet all necessary requirements for creating a preset setting. If it is your first time to use the Preset Setting function, it is recommended to use this wizard to create your own preset setting. When you get familiar with its setting procedure, you may create your own image settings and save them directly. The saved preset setting will also be displayed and selectable from the Preset Setting options menu.

To use the wizard to create a desired preset setting:

1. Choose “Create a Preset Setting from Wizard” from the Preset Setting options menu.

A window appears for you to specify your image input device.

2. Select either Flatbed, ADF (Simplex) or ADF (Duplex) according to where you put your source target. Press the Next button when done.



3. Then, an action-requirement window prompt out. Put your source target on where you chose in the previous step. Press the Next button when done.

The scanner starts to perform a preliminary view of the entire image immediately. When finished, a preview image appears in the preview window. Also, a window for the next step will pop up.



4. Select a dimension in the *Paper Size* as your preview image size. Also, you can decide if you like the software to crop the image automatically or to rotate it into a readable direction according to the language you choose. Press the Next button when done.



A prompted window for you to adjust the size of the main frame appears. Make adjustment for the main frame if necessary. Press the Next button when done.



5. Select the appropriate image type (e.g., *RGB Color*) in the *Scan Type* as your image output type. Press the Next button when done.
 - Select *RGB Color (24 bits)* to scan the image in color.
 - Select *Grayscale (8 bits)* to scan the image in grayscale.
 - Select *Black & White (1 bit)* to scan the image in black-and-white.



6. Select a desired resolution in the *Resolution* for your image output resolution. Press the Next button when done.



7. If necessary, apply the *Rotate* or *Mirror* effect to your source target. Press the Next button when done.



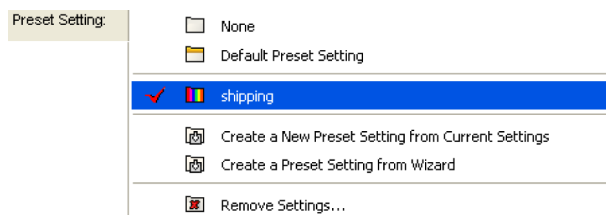
8. Select the image type (e.g., *Photo*) in the *Attribute* as your image type. Press the Next button when done.



9. Give a name (e.g., shipping) for the preset setting being created. Press the Finish button when done.

The settings you just made will be saved and added to the Preset Setting options menu as a customized preset setting.

Next time when you wish to retrieve this image setting and apply it to your scan job, simply go to the Preset Setting options menu and choose it.

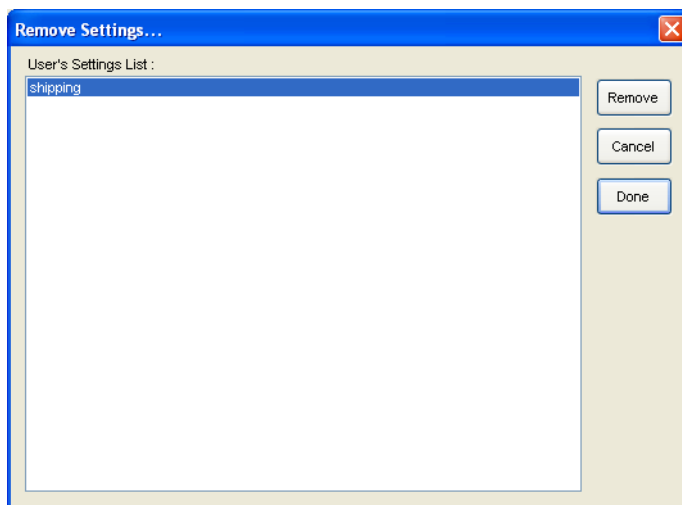


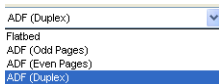
Remove Settings

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

To remove unwanted preset settings:

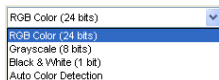
1. Choose “Remove Settings” from the Preset Setting options menu.
A window with a list of existing preset settings appears.
2. Highlight the setting you want to remove, and then press the Remove button.
The selected setting will be removed from the list and will not be displayed in the Preset Setting options menu.
3. Repeat the step 2 until all unwanted preset settings have been removed, then press the Done button.





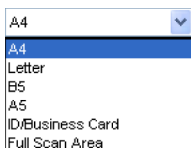
Scan Source

Allows you to select the image input device. Three options for choosing the image device are available (depending on the scanner model): Flatbed; Flatbed and ADF (Simplex); Flatbed, ADF (Odd Pages), ADF (Even Pages) and ADF (Duplex). If the ADF (Automatic Document Feeder) is not installed, “Flatbed” is the sole selection.



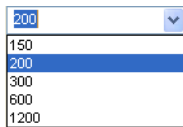
Scan Type

Allows you to select the image type for the scan when it is output. Select from RGB Color (24 bits), Grayscale (8 bits), Black & White (1 bit) and Auto Color Detection. The RGB Color (24 bits) option is not available for some scanner models (e.g., ArtixScan DI 6020). Select “Auto Color Detection option” when there are mixed contents (colored and non-colored) in your scanned images and you prefer the system to pick up an image type automatically for the scan .



Paper Size

Allows you to select the dimension of your preview image size. The maximum dimension of the preview size depends on the bed size of your scanner or is controlled by the ADF. Possible dimensions are: A3, B4, Legal, Letter, A4, B5, A5, ID/Business, Passport, ID card, and Full Scan Area. The availabilities of options in the box depend on the scanner you are using.



Resolution

Allows you to select or enter a desired resolution for outputting the image to a device. Preset resolution options are 96, 150, 200, 300, 600, and the scanner's optical resolution. The unit of measurement for resolution is in dpi (dots per inch).

If the preset resolution is not what you need, you may enter a resolution value in the Resolution edit box, then press Enter. This resolution value can be from 10 dpi to four times that of the optical resolution. If the value you enter is too low or too high, the minimum or maximum resolution value is automatically entered for you. The resolution value that you specify is recorded for subsequent use; ScanWizard DI records the last 5 resolution settings that were used.

Resolution is the sampling of image pixel per measurement unit or the amount of pixel information stored in an image. The image resolution and dimensions determine the file size of the image, which is measured in kilobytes (KB).

The resolution of an image is important in determining the quality of the output image. Resolution is also directly related to file size; and the higher the resolution, the larger the resulting file size will be.

When dealing with resolution, remember to distinguish between optical resolution and interpolated resolution.

Optical resolution is the “real” resolution as measured by the scanner’s optics. **Interpolated resolution** is software-enhanced resolution and can be useful for enlarging very small images or for printing line art to obtain superior results.



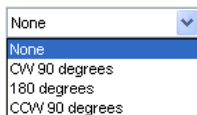
96 dpi



600 dpi



1200 dpi



Rotate

Allows you to rotate the image at increments of 90 degrees. Rotate options include: None, CW 90 degrees, 180 degrees, and CCW 90 degrees .

The rotation effect is seen only after you click the Scan button and scan the image. The rotation effect is not shown in the preview window.



Before (Rotate)



After (rotate)

Mirror

Allows you to flip the image vertically. The flip effect is seen only after you click the Scan button and scan the image. The flip effect is not shown in the preview window.



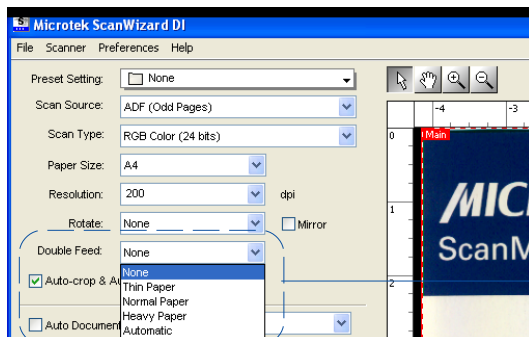
Before



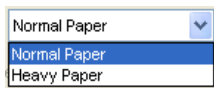
After

Double Feed

Appears only when the scanner you purchased is equipped with an ultrasonic double-feed detector and supports this function. This function detects when two or more pages have been fed into the scanner at the same time, which helps prevent lost images when scanning larger batches of documents. Based on the scanner models you purchased, you will see different options for the Double Feed function. For example, if using the ArtixScan DI 3130c, you can only enable or disable the Double Feed function only. However, if using the ArtixScan DI 4020 Plus with the ScanWizard DI, you can enable different levels of the double-feed detecting function based on the thickness of papers used.



For the ArtixScan DI 6260S, you are allowed to set up your the double-feed detecting reference point based on the thickness of papers you are using.



Paper Type

Appears only when the scanner you purchased supports this function. This function allows you to specify the thickness of paper in use, preventing the happening of paper jams while documents are fed through the ADF.

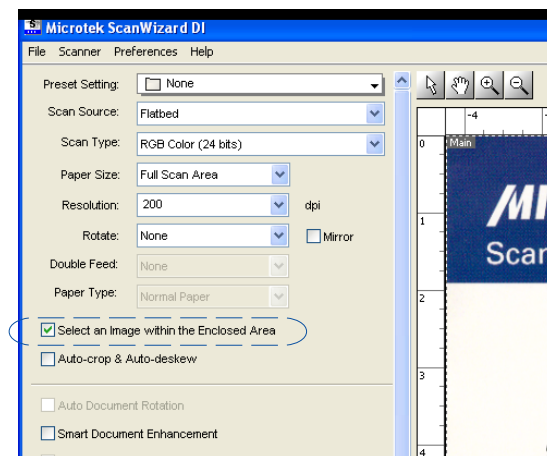
The available options are Thin Paper, Normal Paper, and Heavy Paper (options may vary depending on scanner models purchased). For example, if using the ArtixScan DI 5260, you can choose the Normal Paper or Heavy Paper only. However, if using the ArtixScan DI 2325c, you can choose the Thin Paper, Normal Paper and Heavy Paper from the options menu.

Select an Image within the Enclose Area

If Select an Image within the Enclose Area box is checked, you are allowed to create an additional frame within the scan frame (main frame) and to save in JPEG format separately from the original scan frame once you perform the final scan.

Refer to the previous section “Toolbar: Select an Image within an Enclosed Area tool” for the details about how to use this function.

Please take note that the Select an Image within an Enclosed Area function cannot be used with the Auto-crop & Auto-deskew function together. You have to deactivate the Auto-Crop & Auto-deskew function in order to select the Select an Image within an Enclosed Area function.



Auto-Crop & Auto-deskew

If Auto-crop & Auto-deskew box is checked, the scanner automatically detects the size of the selected area, crops the full scan frame to fit selected area, and removes unwanted areas after the scan. Besides, the scanner automatically rotates and corrects the distorted image for proper alignment after the scan.



Before (Auto-crop)



After (Auto-crop)

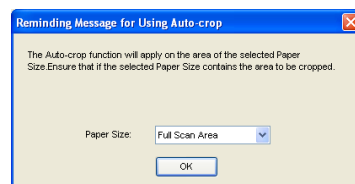


Before (Deskew)



After (Deskew)

When this box is checked, a pop-up window appears to remind you that what is the correct paper size you want to crop. Select the paper size from the drop-down menu and then press the OK button.

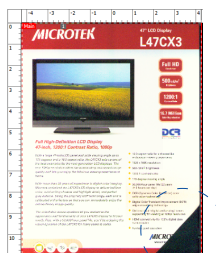


Also, before applying this function to your scan, please pay extra attention to the followings in order to perform the right effect you want.

1. Make sure that your source target is in a good condition. It should not be damaged, ripped, creased, folded or perforated. Otherwise, your scanner may not preform the Auto-crop & Auto-deskew function properly.
2. Make sure that there are not dark areas in any of the edges of your source target. Otherwise, your scanner may not perform the Auto-crop & Auto-deskew function properly.
3. Make sure that the glass surface or feeding rollers is clear and clean. Otherwise, your scanner may not preform the Auto-crop & Auto-deskew function properly.



Good-condition paper



Damaged paper



Damaged paper

4. The maximum scanning size for the Auto-crop function is A3 size. If the scanning size is larger than A3 , the software will pop up a warning message to remind you that the scanning size should be reduced in order that the Auto-crop function can be performed properly.
5. The minimum scanning size for the Auto-crop & Auto-deskew function is 2 x 2 inches. The minimum paper size varies depending on the scanner model used.
6. The minimum distorted angle for the Auto-deskew function is one degree. If the distorted angle is less than one degree, the Auto-deskew function will not be activated by the scanner.

Auto Document Rotation

If Auto Document Rotation box is checked, the scanner automatically rotates every saved files in a readable direction based on a specific OCR language selected.

If your scanning size is less than A3, when Auto Document Rotation box is checked, Auto-crop & Auto-deskew box will be automatically checked by the software in order to confirm the precise performance of the Auto Document Rotation function.

One the other hand, if your scanning size is larger than A3, when Auto Document Rotation box is checked, Auto-crop & Auto-deskew box will not be checked by the software due to the size limitation involved with the Auto-crop function.



Smart Document Enhancement

If Smart Document Enhancement box is checked, the scanner automatically brings out and improves readability of text and removes an unwanted background color (i.e., green, red, or blue) in/from a document that includes multi image elements.

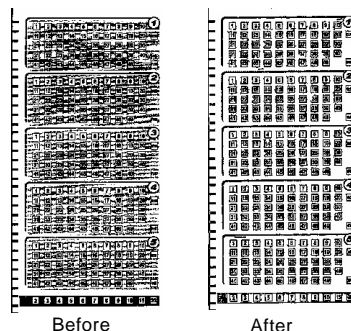
Before you apply the Smart Document Enhancement function to your scan, please pay extra attention to the followings in order to perform the right effect you want.

1. You can only select one of Smart Document Enhancement or Document Enhancement function to improve the quality of scanned documents. When either of the functions is selected, the other one will be grayed out and become disabled.
2. When the Smart Document Enhancement function is selected, the effect applies to the scanned document immediately.
3. This function only applies to document type files, such as bank statements, shipping documents, tax documents and so on. It may not work efficiently on marketing materials, such as flyers or brochures, which involves more complicated color cast.

Smart Threshold

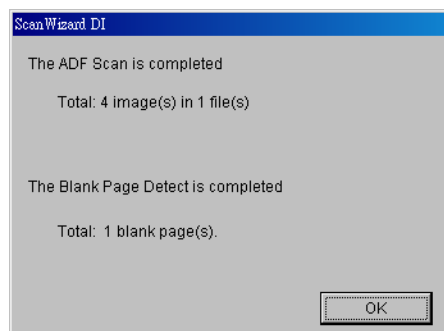
If Smart Threshold box is checked, the software automatically specify the best gray level for a threshold used in high-contrast and black-and-white images. All pixels lighter than the designated threshold are converted to white and all pixels darker than that are converted to black.

This function works only when the Scan Type is set as Black & White (1-bit) and the Attribute is set as Line Art.



Remove Blank Page

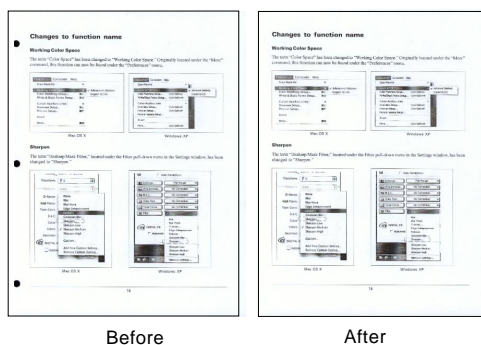
If Remove Blank Page box is checked, the software automatically detects and removes blank pages when scanning a stack of documents. After done, the software will pop up a reminding message to notify you that blank pages have been removed.



Remove Punch Hole

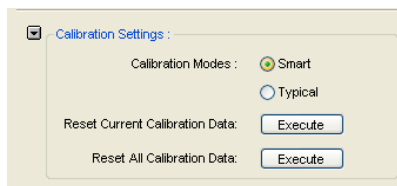
If Remove Punch Hole box is checked, the software automatically detects the location of the punch holes on the scanned documents and fills them in white. This effect can be viewed only on the saved image files.

This function appears only when the scanner supports this feature.



Calibration Settings

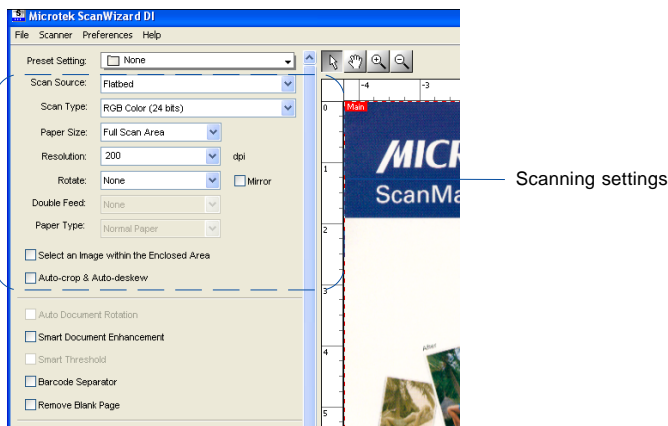
Allows you to choose if you want to calibrate your scanner before performing a scan job each time. This feature is only available when using some scanner models (e.g., ArtixScan DI 4020, FileScan 1600XL).



Calibration Modes

Typical: This is the default setting of the program. If this option is selected, the ScanWizard DI calibrates your scanner before performing a scan job if the scanning settings are changed. If not, the scanner will skip the calibration process and start scanning immediately.

Smart: When you check this option, the ScanWizard DI will memorize the calibration values generated by different scanning settings. Next time, when you perform a scan job with a same value of scanning settings, the scanner will skip the calibration step and directly perform a scan job. This mode enhances the scanning speed obviously when you often scan materials sharing same scanning settings.



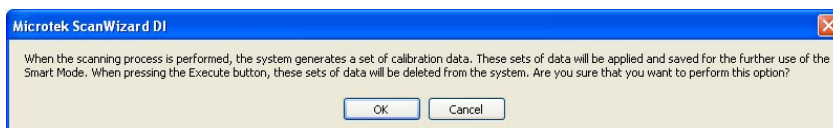
When the Smart mode is checked, you can also decide if you want to reset memorized calibration values.

Reset Current Calibration Data

By clicking the Execute button after this option, the ScanWizard DI clear the calibration data with current scanning settings, which means that the program will need to re-calibrate your scanner and to re-memorize the calibration value if your next scan job carries the same scanning settings as the current values are using. This option only delete the calibration data you are using presently. Other saved calibration data are not affected.

Reset All Calibration Data

By clicking the Execute button after this option, the ScanWizard DI clear all saved calibration data; therefore, the program will need to re-calibrate your scanner and to re-memorize the calibration value when you perform the next scan job. Also, when you click the Execute button, a pop-up window appears to remind you if you are sure to clear all the saved calibration data.



Sides of Material

Allows you to specify the image settings for the front or back side of papers separately when the Scan Source is set as the ADF (Duplex).

Frame Settings

Allows you to set different frame settings. The options for frame property settings include: Attribute, Coordinate Position (X, Y), Image Size (W, H), Unit of Measurement, Image Correction tools, Default button, and Advanced buttons.

Attribute

The Attribute allows you to select the image type of the selected frame. Options include Photo, Line Art, and Text.

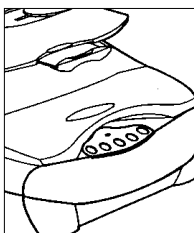
Photo Photo images are image originals that use three colors (Red, Green, and Blue), or are grayscale images.

Line Art Line art images are made up of one bit of color (black or white) per pixel. Few editing options are available in this mode, but this mode is useful for images consisting purely of black and white or even single colors, such as mechanical drawings, blueprints, or fine-line illustrations.

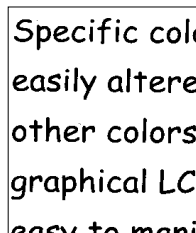
Text Text image originals can be RGB Color, Grayscale, or Black & White images. If your text image original is Black & White, you may select Black & White in the Scan Type options menu. If the text image original is Color or Grayscale, specify the same settings (i.e., Color or Grayscale) in the Scan Type options menu.



Photo



Line Art



Text

Coordinate Position (X, Y)

The Coordinate Position shows the X/Y coordinates of the selected frame, starting from the upper left corner of the frame in the preview window.

To move the selected frame to another position, enter the values manually in the X and Y edit boxes; or use the Select Frame tool and manually move the frame to a new position. Changes made in the preview window are automatically displayed in the X, Y edit boxes.

Image Size (W, H)

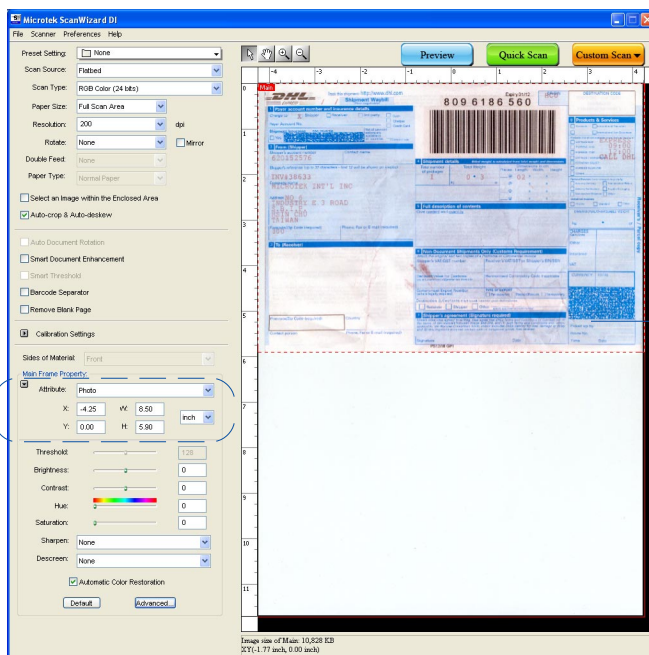
The Image Size shows the dimensions (width and height) of the selected frame in the preview window.

To change the dimensions of the selected frame, enter the values manually in the width and height edit boxes; or use the Select Frame tool to define or resize your selected frame. Changes made in the preview window are automatically displayed in the W, H edit boxes.



Unit of Measurement

The Unit of Measurement in the rulers is determined by the unit of measurement you have selected. Depending on your chosen unit of measurement, the rulers can mark off measurement in these units: inch, centimeter, millimeter, point, pixel, and pica.



Selected frame

Image Correction Settings

Image correction tools let you adjust the image attributes in ScanWizard DI. Work with the image correction tools to see how they optimize your results.

ScanWizard DI supports these image correction tools:

- Threshold
- Brightness/Contrast
- Hue/Saturation
- Sharpen
- Descreen
- Shadow/Highlight
- Gamma
- Automatic Color Restoration
- Document Enhancement

Threshold: 128

Brightness: 0

Contrast: 0

Hue: 0

Saturation: 0

Sharpen: None

Descreen: None

☒ Automatic Color Restoration

Default Advanced...

Attribute setting is Photo

Threshold: 128

Brightness: 0

Contrast: 0

Hue: 0

Saturation: 0

Sharpen: None

Descreen: None

☒ Document Enhancement

Default Advanced...

Attribute setting is Text or Line Art

The availability of image correction tools depends on the Scan Type and Attribute of the image.

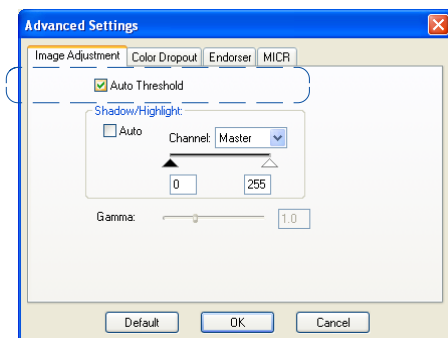
Scan Type \ Attribute	RGB Color	Grayscale	Black-and-White
Line Art	Threshold, Shadow/Highlight Sharpen, Document Enhancement	Threshold, Shadow/Highlight Sharpen, Document Enhancement	Threshold, Shadow/Highlight Document Enhancement
Photo	Shadow/Highlight, Gamma, Brightness/Contrast, Hue/Saturation, Sharpen, Descreen, Automatic Color Correction	Shadow/Highlight, Gamma, Brightness/Contrast, Sharpen, Descreen, Automatic Color Correction	Shadow/Highlight Gamma, Brightness/Contrast, Automatic Color Correction
Text	Shadow/Highlight, Brightness/Contrast, Hue/Saturation, Sharpen, Descreen, Document Enhancement	Shadow/Highlight, Brightness/Contrast, Sharpen, Descreen, Document Enhancement	Shadow/Highlight Document Enhancement



Threshold

The Threshold control is active only when the Attribute setting of the selected frame image is Line Art. The default Threshold is preset to 128.

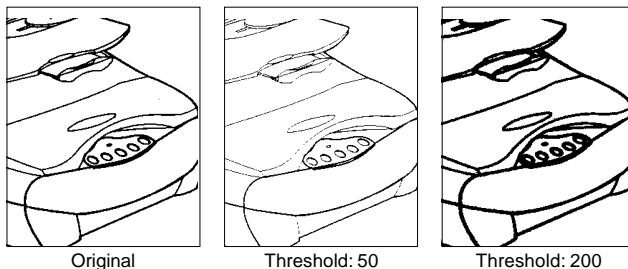
To change the default Threshold setting, you should disable the “Auto Threshold” setting in the Advanced Setting window. To do this, click the Advanced... button to open its window, uncheck “Auto Threshold”, and click OK. Then return to the main control panel to drag the slider, or enter a desired value in the Threshold edit box.

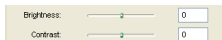


Threshold is the dividing point between black and white; the range is 0 to 255, and the default is 128. Thus, gray levels below the Threshold are converted to black, while gray levels equal to or above the Threshold are converted to white, resulting in a high-contrast, black-and-white representation of the image.

To darken the original, drag the slider to the right or enter a value in the edit box. This increases the Threshold value so that more pixels are turned to black, resulting in a darker image.

To lighten the original, drag the slider to the left or enter a value in the edit box. This lowers the Threshold value so that more pixels are turned to white, resulting in a lighter image.





Brightness/Contrast

Brightness/Contrast lets you control the brightness and contrast levels of the selected frame image.

Increasing the brightness makes all tones in the image lighter. Contrast, on the other hand, is 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 brightness or contrast are from -100% to 100%, where 0 means no brightness/contrast is applied.



Original



Brightness: + 50



Contrast: -50



Hue/Saturation

Hue is the aspect of color that distinguishes one color from another (red from green from blue). In the RGB color mode, hue can be distinguished by its position in the color bar. Saturation, on the other hand, is the intensity of a hue (deep red vs. a lighter red).

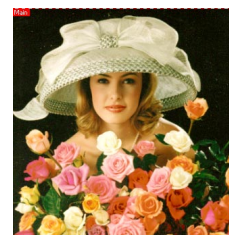
This tool lets you adjust the hue or saturation of a color. To change the hue of an image, move the slider to its new color position in the Hue slide bar. To change the saturation, drag on the Saturation slide bar. Dragging the slider to the left decreases saturation; dragging it to the right increases saturation. Beware of increasing saturation too much, as it creates artificial-looking, overly bright colors.



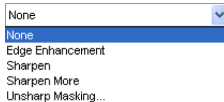
Original



Hue: 49,
Saturation: 12



Hue: 48,
Saturation: 100



Sharpen

The Sharpen filters let you apply or create special sharpening effects to your selected frame images. The Sharpen filters include None, Sharpen, Sharpen More, Edge Enhancement, and Unsharp Masking.

In using any of the sharpen filters, keep in mind that the image you obtain in the preview window may differ from the way the image appears when you finally scan it in. The appearance of the image in the preview window and how it is affected by a sharpen filter will depend on the resolution of the image. The higher the resolution, the less obvious the effect of certain filters.

Sharpen and Sharpen More

The Sharpen filters increase the contrast of adjacent pixels, making images appear sharper and more focused.

Both Sharpen and Sharpen More filters improve clarity, with the Sharpen More filter having a stronger sharpening effect than the Sharpen filter.



Original



Sharpen



Sharpen More

Edge Enhancement

The Edge Enhancement filter gives greater contrast to edges. The filter can do this because edges are areas in an image where gray or color levels change abruptly. It is best to use this tool for improving geometrical contoured shapes.



Original



Edge Enhancement

Unsharp Masking

The Unsharp Masking filter is used to adjust the contrast of edge detail, creating the illusion of more image sharpness. This filter can be useful for refocusing an image that has become blurry from interpolation or scanning, and it is an essential tool for doing CMYK color separation. In general, Unsharp Masking is needed to render sharp color reproductions, especially when you wish to make a large color reproduction from a small original.



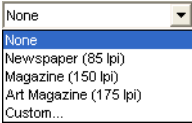
Original

Unsharp Masking

To adjust the contrast of edges, follow the steps below:

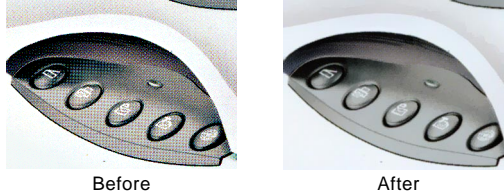
1. Choose Unsharp Masking to open its dialog box from the Sharpen options menu.
2. Enter a value in the Strength box to specify the degree of the filter's effect. The higher the value, the stronger the effect of the filter.
3. Select a mask size in the Mask Size box. This parameter determines the depth of pixels that will be affected at the edge. Available selections are 3x3, 5x5, 7x7, 9x9, 11x11, and 13x13. For small, low-resolution image files, 3x3 is sufficient. For high-resolution, or large-scale image files, use 7x7.
4. Enter a value in the Threshold box. This option allows you to specify a tolerance range to prevent overall sharpening that might generate noise or cause other unexpected results. The Threshold defines the required contrast between adjacent pixels in an image before sharpening is applied to an edge. A lower value produces a clearer effect.
5. Click OK to apply the settings.





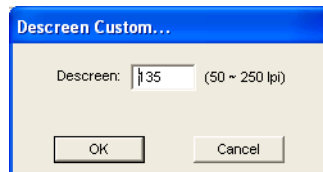
Descreen

The Descreen feature lets you remove moiré patterns from printed materials. Moirés occur when you scan a screened original (mostly reflective or previously printed material, such as pictures from a newspaper or magazine). These patterns appear to the naked eye like a series or grid of dots or as shown in the example below.



To set the screen for your needs, follow the steps below:

1. Click the Descreen options menu.
2. When the Descreen options menu comes up, select the screen for your needs, or choose Custom to set your own Descreen options.



3. When the Descreen dialog box comes up, enter a value that best corresponds to the dot quality of the original in which the moiré is to be removed. You may use a screen finder to measure the print screen lpi. Please contact your local print shop for more information on how to obtain a screen finder.
 - Set a value from 50 to 85 if the original image has a coarse dot pattern, as in images taken from a newspaper.
 - Set a value from 100 to 133 if the original image has a fine dot pattern, as in images taken from a magazine.
 - Set a value from 200 to 250 if the original image has a very fine dot pattern with a near-photographic quality, as in images taken from a high-quality art magazine.

If you have several frames with each one having a descreen setting, then the scan will be performed based on the descreen setting of the main frame.

Automatic Color Restoration

The Automatic Color Restoration feature brings faded colors back to life and to their near-original colors. This feature is available only when the Attribute selection is “Photo”.



Before

After

To use Automatic Color Restoration, follow the steps below:

1. Click the *Select Frame* tool button, and marquee the faded image area to be restored.
2. Check the “Automatic Color Restoration” option.
3. Click the *Scan* or *Scan To* button to perform scanning. Automatic Color Restoration is applied, and faded colors in the photo are restored.

Document Enhancement

The Document Enhancement feature enables you to bring out and improve readability of text in a document that includes other elements such as pictures or graphs. This feature is available only when the Attribute setting is “Text” or “Line Art”.



Before

After

To use Document Enhancement, follow the steps below:

1. Click the *Select Frame* tool button, and marquee the text area to be focused.
2. Check the “Document Enhancement” option.
3. Click the *Scan* or *Scan To* button to perform scanning. Document Enhancement is applied, enhancing text clarity and visibility.

Default button

The Default button cancels the changes you have made with the image correction tools. This means that if you used several image correction tools (Brightness, Contrast, Hue, Saturation, Sharpen, and Descreen), all the image correction settings will be cancelled, and settings are restored to original factory-set values.

Advanced... button

Aside from Image Adjustment, ScanWizard DI provides a few additional optional features for scanner control such as Color Dropout, Auto Color Detection, Endorser, and MICR. When you press the Advanced button, the Advanced Settings window appears. Whether or not the tabs for optional functions can be seen is determined by the scanner you are using. This means that if your scanner (e.g., ArtixScan DI 6020) implements the Endorser or MICR function, these tabs can be seen in this window; otherwise they will not appear.

Click any of the tabs to view or customize the function settings according to your specific requirements.

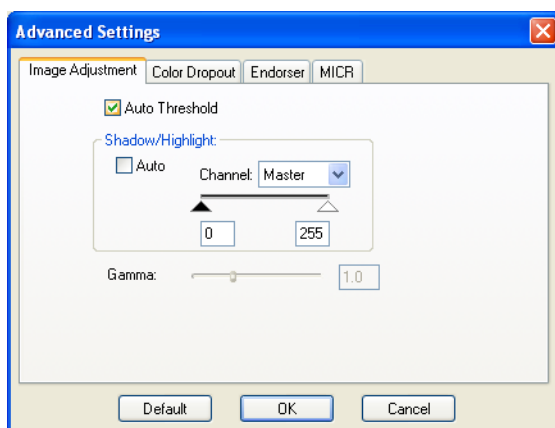
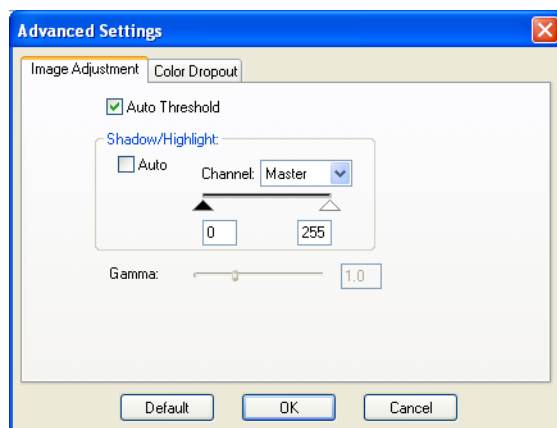


Image Adjustment

This lets you change the shadow/highlight and gamma points of an image. By using this button, you can manipulate shades so that the Shadow point becomes the new darkest value and the Highlight point becomes the new lightest value.

Shades that are darker than the shadow then become black, and shades lighter than the highlight become white. For example, if you set the highlight point to 200, all points in the image with a value greater than 200 will be mapped to a value of 255, since 255 represents the “whitest” white.



Auto Threshold: The Auto Threshold is active only when the Attribute setting of the selected frame image is Line Art. Check this option to enable the Auto Threshold setting.

Auto: When you check this option, the Shadow/Highlight value is automatically given according to your preview image. To manually adjust Shadow/Highlight, uncheck the Auto option.

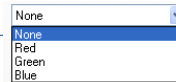
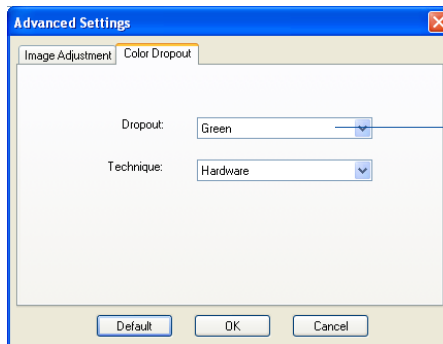
Shadow: Drag the black (left) triangle, or enter the value in the edit box to control the shadows. Moving this triangle to the right will emphasize shadows and create a darker image. Acceptable ranges are from 0 to 252. The default is 0.

Highlight: Drag the white (right) triangle, or enter the value in the edit box to control the highlights. Moving this triangle to the left will emphasize highlights and create a lighter image. Acceptable ranges are from 3 to 255. The default is 255.

Gamma: This lets you adjust the intensity of the midtones of an image, making them consistent between the preview image and the final scanned image. To change the Gamma of an image, drag on the Gamma slide bar. Dragging the slider to the left decreases intensity; dragging it to the right increases intensity. 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.

Color Dropout

The Color Dropout function allows you to remove an unwanted color cast (i.e., green, red, or blue) from your originals. The Color Dropout control tab appears only when the Scan Type for image output is set as “Grayscale” or “Black & White”.



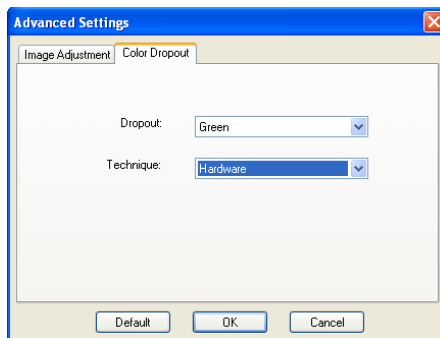
When “None” is selected, the Color Dropout function is turned off, and scan speed proceeds at a quicker, accelerated pace.

Dropout: This allows you to select a desired color you want to remove from the original documents before you perform a scan. For example, to eliminate a greenish color cast, select *Green* as your color filter. The available color options are None, Red, Green, and Blue.

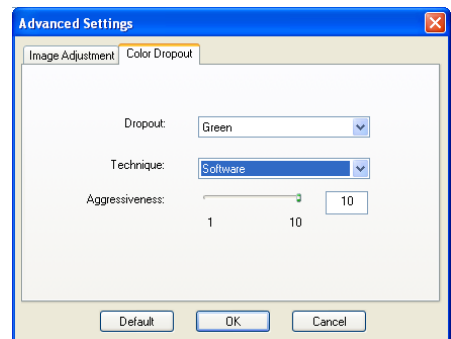
Technique: This allows you to remove the unwanted color using either a hardware or software method. This option is activated only when the Dropout setting is Red, Green, or Blue; otherwise it will not appear.

Hardware: If this option is selected, the selected color will be removed from the original by the setting of the scanner. Your scanner would take controls of the effectiveness for the color to be dropped out.

Software: If this option is selected, the selected color will be removed from the original by the control of ScanWizard DI. You are allowed to enter a range of 1 to 10 to take controls of the effectiveness for the color to be dropped out.



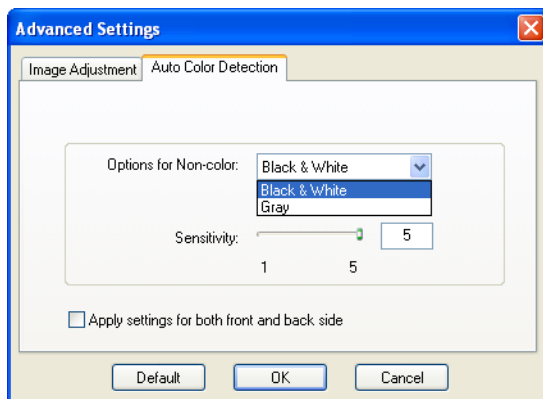
Drop out the selected color by the control of the hardware (scanner itself)



Drop out the selected color by the control of the software

Auto Color Detection

The Auto Color Detection function allows you to save the scanned image in black-and-white or grayscale if it is determined by the system as a non-color image. The Auto Color Detection control tab appears only when the Scan Type for image output is set as “Auto Color Detection”.



Options for Non-color: This allows you to select the non-color image in either black-and-white or grayscale. For example, to save a non-color image in black-and-white, select Black & White.

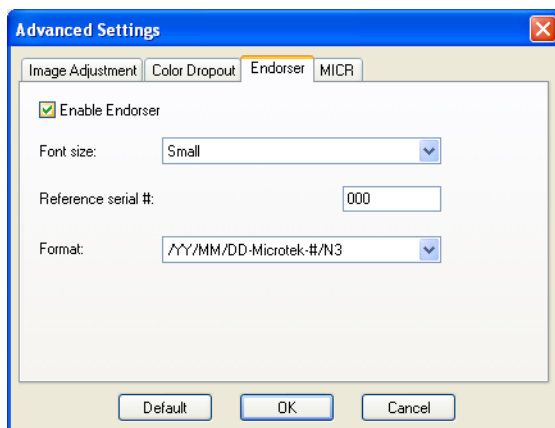
Sensitivity: This lets you control the sensitivity which is used by the system to determine whether the scanned image is colored or not.

To change the sensitivity, move the slider to its new position in the Sensitivity slide bar. Dragging the slider to the left decreases sensitivity. It means that the system needs more colored contents on a scanned image as judging samples to determine whether the scanned image is colored or not. On the contrast, dragging the slider to the right increases sensitivity, which means the system needs less colored contents on a scanned image as judging samples to determine whether the scanned image is colored or not.

Apply settings for both front and back side: This allows you to apply the settings of Auto Color Detection to both sides of your scanned image.

Endorser (for ArtixScan DI 6020 only)

The endorser function lets you print the endorser string (i.e., dates, name, and transaction codes) specified in this window on the backside of your original document for future retrieval. The Endorser control tab appears only when the scanner you are using implements the endorser function and when the current working frame is “Main Frame”.

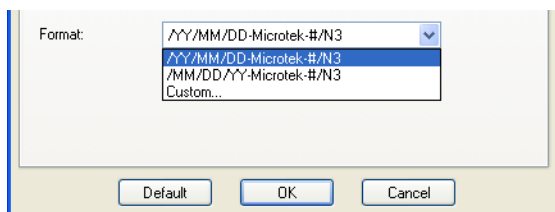


Enable Endorser: This enables the scanner to print the endorser string on the backside of the scanned document. If unchecked, the endorser string will not be printed. The default is unchecked.

Font Size: This allows you to set the font size of the endorser string. The available font size options are Small, Middle, and Large (options vary depending on the scanner model). The default setting is Small.

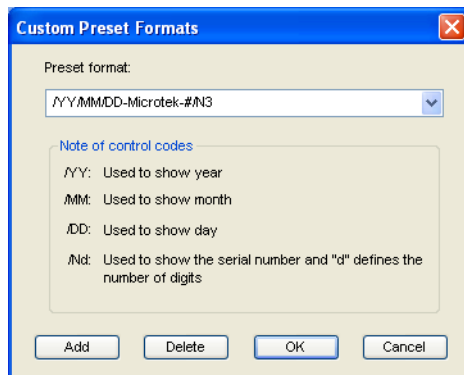
Reference serial #: This edit box lets you specify the initial number for each document during batch scanning; the number ranges from 0000001 to 9999999. The default number is 1.

Format: This lets you define the format of the endorser string you wish to print. Two preset format settings are provided for selection — /YY/MM/DD-Microtek-#/N3, /MM/DD/YY-Microtek-#/N3. Aside from the preset format, the Custom option allows you to customize the format string for your specific need.

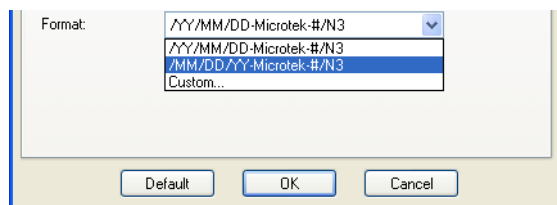


To customize a desired string :

1. Choose the Custom option from the Format option menu. A Custom Preset Formats window appears.



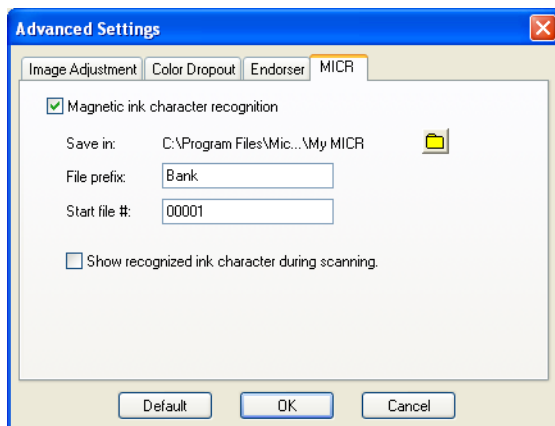
2. Use the defined codes — /YY, /MM, /DD, and /Nd to generate a desired string. The accepted code number for “d” is 1 to 7. If Nd is set as N3, the serial number in the format string will be identified as three digits (i.e., “001,” “002,” etc.)
3. Press the Add button, then OK. The customized string will be added to the Format list for selection.



To remove an unwanted customized string, select it from the Format option menu, then press the Delete button to remove it.

MICR (for ArtixScan DI 6020 only)

The MICR function allows the scanner to convert a scanned MICR (Magnetic Ink Character Recognition) codeline into a text string that can be saved as a file for future retrieval. The MICR control tab appears only when the scanner you are using implements the MICR function and the current working frame is “Main Frame”.



Magnetic ink character recognition: This enables the scanner to convert MICR codeline into a text string. If unchecked, a scanned MICR codeline will not be recognized from the document. The default is unchecked.

Note: The MICR function only works when “Black & White (1 bit)” is selected as in the Scan Type. The MICR function will not work with other scan type settings even if the “Magnetic Ink Character Recognition” option is enabled.

Save in: This shows the location where the recognized MICR file will be saved. If you have a preferred location, click the yellow folder icon to browse and search for the new location. The default location is “...\Scan Wizard DI\My MICR”.

File prefix: This edit box lets you enter a root file name. The file extension is TXT.

The saved MICR file will be identified as “Bank00001.txt,” “Bank00002.txt,” etc. You can change the default root file name to uniquely label your MICR job.

Start file #: This edit box lets you enter a starting number to be appended to the file name; the default is 00001.

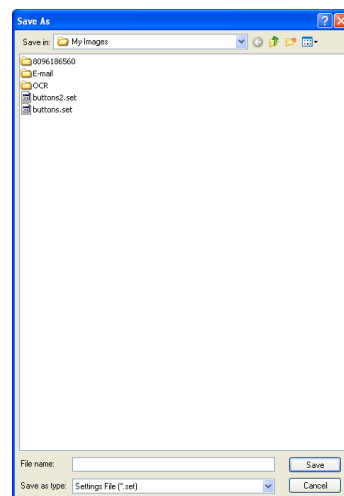
Show recognized magnetic ink character during scanning: If checked, a dialog box appears to show the recognized magnetic ink character during scanning.



The File Menu

Load Settings

This command lets you load image setting templates that you have saved, with the file name having the file extension .set. Loading the same image setting is useful if you consistently work in a specific format, scan the same kind of the images, or if the scanner is shared for use with others who have their own image settings.



Save Settings

This command lets you save current image settings as a template file, with the file name having the file extension .set. The saved template can be loaded at a later time when necessary. Saving same image setting is useful if you consistently work in a specific format, scan the same kind of the images, or if the scanner is shared to use by others who have their own image settings.

Save Settings to Function Button

This command lets you save current image settings to any programmable function button on your scanner, and applies only to scanners that implement programmable function buttons (e.g., ArtixScan DI 2010).

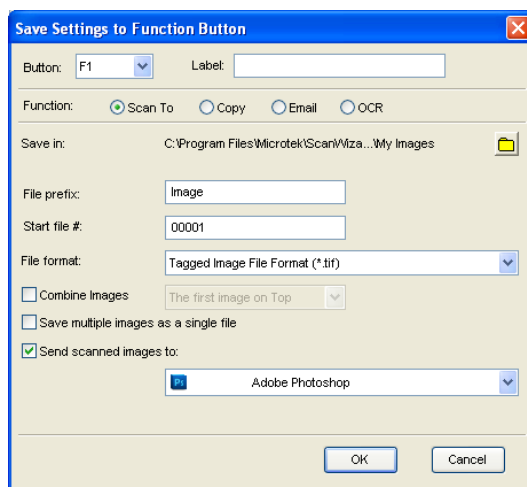
Button: This pull-down menu lists the selectable destination function buttons on your scanner. The displayed name (i.e., F1) is the selected function button. When saved, all the detailed settings on the ScanWizard DI control panel (e.g., Scan Type, Scan Source, Image Adjustment, Frame Properties, etc.) will be programmed onto the selected function button (F1). The saved function button can be loaded at a later time when necessary.

Label: This edit box allows you to enter a label for the selected function button; the maximum string length for a label is 20 characters. Once settings have been saved to a function button, a Microtek Scanner Status message box displays label information as you press a specific function button.

This command provides three functions (Scan To, Copy, and OCR), allowing you to specify the programmable button function on the scanner.

• Scan To page

The Scan To page is the default page when this command is first activated. It allows you to define a function button as a set of scan settings. When you have completed the settings on this page, press the corresponding function button on your scanner, and the scanner will automatically scan and save your images based on your settings on this page.



Save in: This is the folder name to store images. To specify a folder name of your own, click the folder icon next to the “My Images” string.

File prefix: This edit box lets you enter a beginning string for a file name. “Image” is the default root file name.

Start file #: This edit box lets you enter a beginning number for a file name. “00001” is the default.

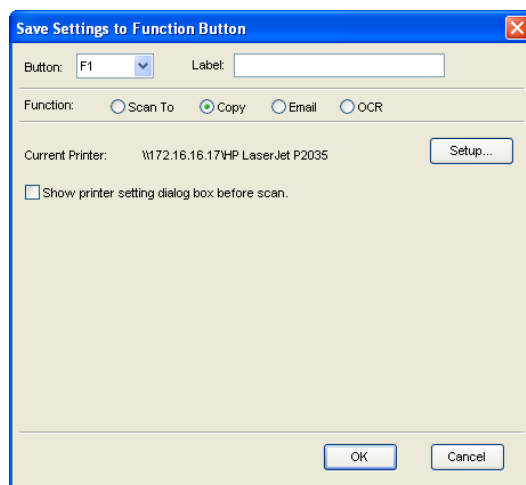
File format: This menu box lets you select a file format when a file is saved. Once the TIF format is selected, the scanned images will be automatically identified as “Image00001.tif”, “Image00002.tif”, etc. You can change the default root file name to uniquely label your scan jobs.

Save multiple images as a single file: This allows you to save scanned images as a single file. You can enable this option if the output image file format is DCX, PDF, or TIF. When enabled, ScanWizard DI will prompt you to place the next page as you scan from the scanner bed, then click the Continue button to scan; or click the Close button to save multiple images as a single file. If you scan through the ADF, originals are sequentially scanned until paper out; when finished, all the scanned images are saved as a single file.

Send scanned images to: If this option is checked, the scanned images are sent to your selected application.

- **Copy page**

The Copy page allows you to define a function button much like a conventional copier with your printer. When you have completed the settings on this page, press the corresponding function button on your scanner, and the scanner will scan the image and send it directly to your default installed printer, based on your settings on this page.

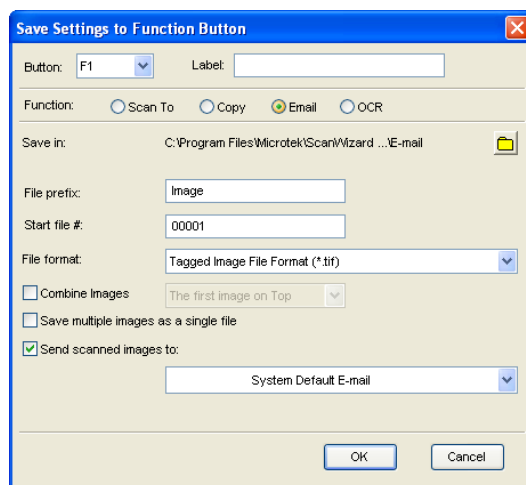


Current Printer: Shows the default printer. To change the printer, click the “Setup...” button next to the printer name.

Show printer setting dialog box before scan: Check this option if you want to display the printer dialog box of ScanWizard DI before you start to print.

- **Email page**

The Email page allows you to define a function button as a set of e-mail settings. When you have completed the settings on this page, press the corresponding function button on your scanner, and the scanner will scan, save and send the images directly to the default e-mail application assigned by the system.



Save in: This is the folder name to store images. To specify a folder name of your own, click the folder icon next to the “My Images” string.

File prefix: This edit box lets you enter a beginning string for a file name. “Image” is the default root file name.

Start file #: This edit box lets you enter a beginning number for a file name. “00001” is the default.

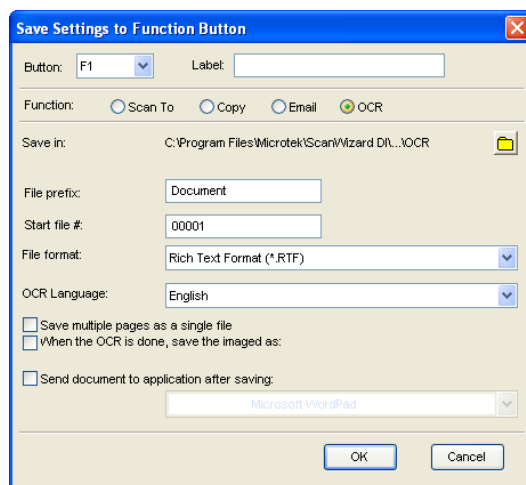
File format: This menu box lets you select a file format when a file is saved. Once the TIF format is selected, the scanned images will be automatically identified as “Image00001.tif”, “Image00002.tif”, etc. You can change the default root file name to uniquely label your scan jobs.

Save multiple images as a single file: This allows you to save scanned images as a single file. You can enable this option if the output image file format is DCX, PDF, or TIF. When enabled, ScanWizard DI will prompt you to place the next page as you scan from the scanner bed, then click the Continue button to scan; or click the Close button to save multiple images as a single file. If you scan through the ADF, originals are sequentially scanned until paper out; when finished, all the scanned images are saved as a single file.

Send scanned images to: If this option is checked, the scanned images are sent to the default e-mail application assigned by the system.

• OCR page

The OCR page allows you to define a function button as a set of OCR settings. When you have completed the settings on this page, press the corresponding function button on your scanner, and the scanner will scan the image and save it as a text file ready for OCR and editing.



Save in: This is the folder name to store images. To specify a folder name of your own, click the folder icon next to the “Save in” string.

File prefix: This edit box lets you enter a beginning string for a file name. “Document” is the default root file name.

Start file #: This edit box lets you enter a beginning number for a file name. “00001” is the default.

File format: This menu box lets you select a file format in saving; RTF is the default file format. Once the RTF format is selected, the scanned pages will be automatically identified as “Document00001.rtf”, “Document00002.rtf”, etc. You can change the default root file name to uniquely label your scan jobs.

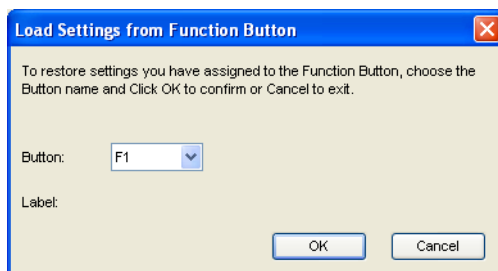
OCR Language: This refers to the language in which the original text document is written. Supported options are up to 52 languages, including English, French, German, Italian, Spanish, and Chinese.

Save multiple pages as a single file: This allows you to save the scanned pages as a single file. You can enable this option if the output page file format is RTF, TXT, or PDF. When enabled, ScanWizard DI will prompt you to place the next page as you scan from the scanner bed, then click the Continue button to scan; or click the Close button to save multiple pages as a single file. If you scan through the ADF, originals are sequentially scanned until paper out; when finished, all the scanned pages are saved as a single file.

Send document to application after saving: If this option is checked, the scanned images are sent to your selected application.

Load Settings to Function Button

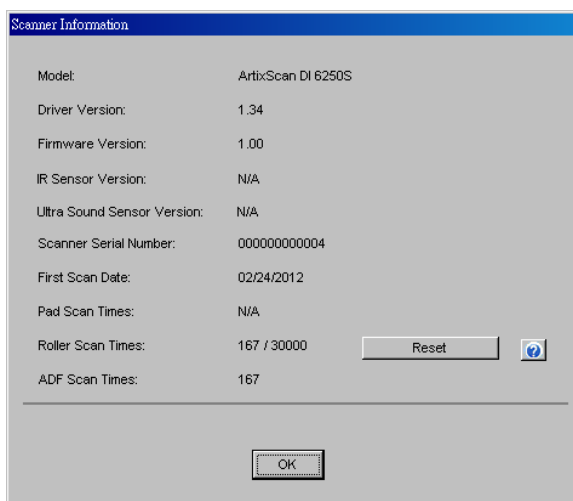
This command lets you browse the details of your original function button settings, in case you do not remember the settings you assigned to the function buttons.



The Scanner Menu

Get Current Scanner Info

This command provides information about the scanner you are using currently. When you choose this command, a window appears on the screen, displaying a collection of facts such as the scanner model, driver and firmware versions, first scan date, and scan times. Only the information supported by the scanner will be shown in this window, which means that if your scanner supports ADF, the information about ADF will be shown in the window; otherwise it will not be displayed.



Flatbed Scan Times: Shows how many scan times performed through the flatbed.

Pad Scan Times: This information shows you how many scans have been passed through the pad, which helps out to accumulate the replacement point for the pad. The recommended replacement point is when the numbers on two sides of the slash symbol are equal. You can press the Reset button to start recounting the scans for the pad after replacing a new one.

Roller Scan Times: This information shows you how many scans have been passed through the roller, which helps out to accumulate the replacement point for the roller. The recommended replacement point is when the numbers on two sides of the slash symbol are equal. Press the Reset button to start recounting the scans for the roller after replacing a new one.

ADF Scan Times: Shows how many scan times performed through the ADF.

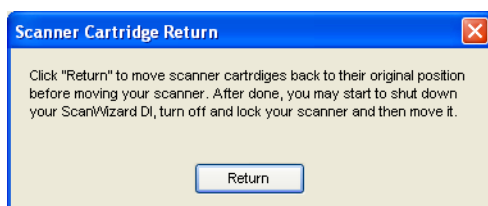
Scanner Control

This command lets you specify a lead time for turning off the scanning lamp, thus saving power. The dialog message “Auto Power Saving mode if idled for N minutes” allows you set the idle time. By default, the idle time is 15 minutes. This cIt appears only when the scanner supports this function.

Scanner Carriage Return

This command lets you enforce the scanner carriage to return to its original position manually. It appears only when the scanner you are using implements Scanner Carriage Return function.

When you choose this command, a window appears on the screen. Click the Return button to start the moving of the scanner carriage.



The Preferences Menu

Invert

This command creates a negative effect of an image. The Invert effect is applied to all the frames, not just the selected frame. When an image is inverted, the brightness value of each pixel is converted to the inverse value on the 256-step color values scale. For example, a pixel in a positive image with a value of 255 is changed to 0, and a pixel with a value of 5 is changed to 250.

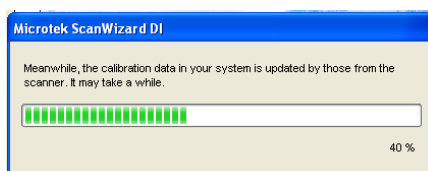
Scan Quality

This command provides you with three levels of scanning quality: Normal and Fine. The higher the image quality, the longer the scanning time and the greater the disk space required.

Scanner Maintenance

This command allows you to perform the scanner calibration and to update the current calibration data with new data. It appears only when the scanner you are using implements the Scanner Maintenance function.

When you choose this command to start calibration, a progress bar appears on the screen which displays the progressing status of the calibration. Once the calibration is complete, you will be notified with a pop-up window. Click the OK button to quit this function.



Show/Hide Frame Tag

These commands allow you to switch between showing or hiding the name of the frame in the preview window.



Show



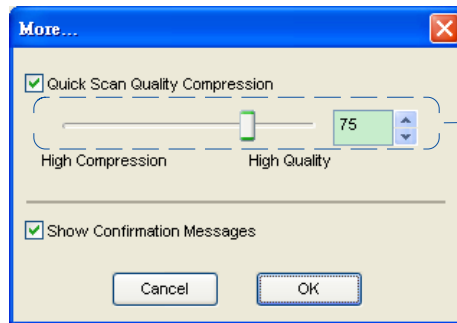
Hide

More

This command allows you to control the size of the resulting PDF file when you click the Quick Scan button. Also, it allows you to show or hide a confirmation message on the screen when you quit the ScanWizard DI.

Quick Scan Quality Compression: This allows you to save the PDF file by the size-matter or by the quality-matter when performing the Quick Scan function. This option is checked by default.

To save the PDF file in a smaller file size, drag the slider to the left or enter a small value in the edit box; to save the PDF file in a better image quality, drag the slider to the right or enter a large value in the edit box. Acceptable ranges are from 1 to 100.



Drag the slider or enter a value in the edit box to decide the size of the PDF file for your quick scan

Show Confirmation Message: This allows you to show or hide a confirmation message on the screen when you quit the ScanWizard DI. This option is checked by default.

The Help Menu

The Help menu lets you access the built-in help feature of ScanWizard DI, and gives you information on how to use the ScanWizard DI scanning software.