

Using the OCR Scan Tool for deskUNPDF Version3



Product Release: 001
Part No. UNPDF-SCN-UG-003
Published: April 6, 2009

Copyright

Copyright © 2009 DocuDesk Corporation. All rights reserved. This material is protected by the copyright laws of the United States and other countries. It may not be reproduced, distributed, or altered in any fashion by any entity (either internal or external to DocuDesk), except in accordance with applicable agreements or contracts of licensing, without the express written consent of DocuDesk Corporation.

Notice

Every effort has been made to ensure that this document is complete and accurate at the time of release, but information is subject to change. The specifications and other information in this document regarding the product(s) described in this document are subject to change without notice. All statements, information and recommendations contained in this document are believed to be accurate but are presented without warranty of any kind, express or implied. Users must take full responsibility for their application of any product. While DocuDesk has made every effort to ensure the accuracy and completeness of this document, DocuDesk assumes no responsibility for the consequences to users of any errors that may be contained herein. DocuDesk reserves the right to revise this document and to make changes in its content without notification of such action. Product specifications are subject to change without notice.

Trademarks

DocuDesk, deskPDF, deskUNPDF are trademarks of DocuDesk Corporation. All other trademarks are properties of their respective owners.

Contents

Using the OCR Add-in Scan Tool	4
Scanning Images	4
Using Scan Tool Features.....	6
Opening Images in Scan Tool.....	7
Additional Information	8

Using the OCR Add-in Scan Tool

Included with the OCR Add-in for deskUNPDF is a tool used for scanning paper based documents directly into deskUNPDF. The Scan Tool also allows insertion of existing computer images to be included along with scanned images, providing significant flexibility in converting documents or making a PDF from scanned and local images.

The key features of the OCR Add-in Scan Tool include:

- **Scan to PDF** – Open images or scan documents directly into a PDF.
- **Page Feed Scanner Support** – Scan in multiple pages at once or one at a time.
- **Page Management Features** – Includes page rotation, page deletion, page re-ordering.
- **Full Page Preview and Thumbnail View** – Displays current page and thumbnails to help navigate and manage document.
- **Append local images to conversion** – Whether the images are already scanned onto computer or have yet to be scanned, the Scan Tool can be used to help with OCR or make PDFs.

Scanning Images

Whether a, magazine, letter, tax document, health record, tax filing, fax or photocopy, the scan tool lets you digitize the document for capturing the text via OCR or save it as a PDF.

To begin scanning documents, select **Scan to PDF** button in the top-right corner of deskUNPDF. (*Figure 1*)

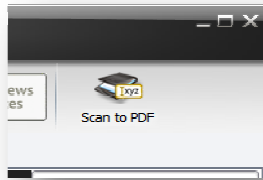


Figure 1



Note: This functionality will only be displayed if the OCR Add-in for deskUNPDF is installed.

Once launched, you will need to select the proper TWAIN driver that identifies your scanner. This will associate the Scan Tool with your Scanner.

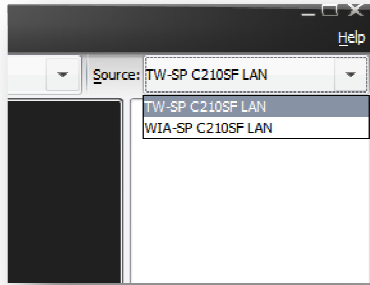


Figure 2



Note: If no TWAIN Sources are listed, please ensure your scanner software and TWAIN drivers are properly installed. Please refer to your scanner's documentation for installation help.

Now that the Scan Tool has been launched and your scanner source has been selected you may now begin acquiring images from your scanner. To begin chose **Acquire Pages** function from the *File Menu* bar or enter <ctrl+p>.

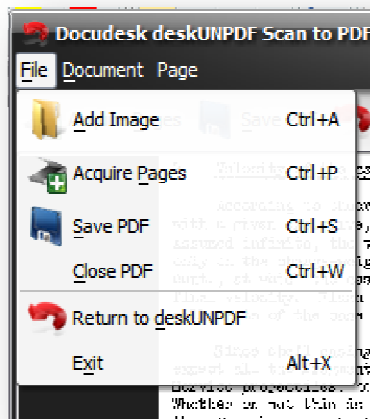


Figure 3

Once launched your scanner's software should load. Refer to your scanner's documentation for how to start the scanning process. Note: The scanners resolution should be set to 300dpi or higher to achieve optimal OCR results.

After the images have been scanned in they will be loaded into the Scan Tool as shown in *Figure 4*.



Figure 4

Once the images are loaded you can choose to save the scanned image as a PDF or load the document into deskUNPDF and convert using OCR or simply save it to one of the 15 available formats.



Note: If simply wanting to save the scanned images to an electronic format, saving as a PDF or converting to a colored TIFF (.tif) would best preserve the documents image quality.

Using Scan Tool Features

The Scan Tool provides the most frequently needed page management tools to help format your document and prepare it for saving or OCR.

The available page management tools include page rotation, page re-arrangement, and page deletion. All of these functions can be accessed from the **menu bar** or by right-clicking on the page thumbnail as shown in *Figure 5*.

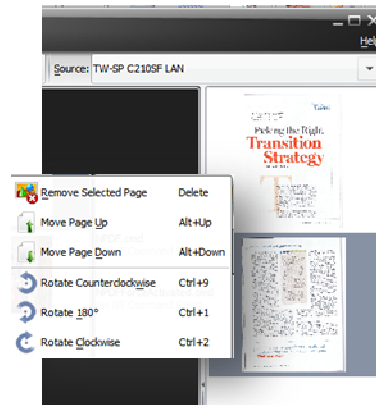


Figure 5

Opening Images in Scan Tool

Existing stored images can be merged with images scanned with the scan tool or can be separately converted with OCR. As with scanned images, existing computer images can be used to create an image-based PDF. To add images in either case, choose *File->Add Image* as depicted above in *Figure 3*.

Additional Information

Additional information, including product updates, knowledgebase, and frequently asked questions can be found at <http://support.docudesk.com/>



Docudesk
5160 Tennyson Parkway
Suite 3000w
Plano, Texas 75024
USA

www.docudesk.com