Capture Pro Software

User's Guide

A-61635

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1 Overview

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Kodak Capture Pro Software is an easy-to-install, easy-to-use production scanning application for electronic capture of documents.

This software is ideal for imaging, forms processing and workflow applications, and as a standalone application. It manages one- and two-sided scanning, indexing and batching in color, black and white, and/or grayscale. Batches can be easily exported to many popular applications. Capture Pro Software allows you to fully utilize your scanner capabilities for maximum productivity. All functions are performed in the software; no special hardware acceleration is required.

Capture Pro Software is designed for speed, accuracy, and ease-of-use. It enables optimum scanner throughput and maximum productivity. A high-speed multi-page display presents the images and optional index data as documents are scanned. A complete set of icon-based tools is available to simplify scanning management.

Scanner support

Kodak Capture Pro Software supports most *Kodak* Scanners and almost any non-*Kodak* Scanner that has a certified ISIS driver. For a complete list of scanners that are supported by Capture Pro Software go to: www.kodak.com/go/kcsscannersupport.

If your non-*Kodak* Scanner is not supported and you want to add your scanner to the supported list, provide your scanner information to your Kodak Authorized Reseller or local Kodak Representative.

- Capture Pro Software also supports Kofax VRS Version 4.x for any scanners that have been certified for use with VRS.
- Support for non-*Kodak* Scanners is certified only for Microsoft Windows XP and Microsoft Windows Vista operating systems. For more information see, Appendix B, *System Requirements.*

Supporting documentation

In addition to this User's Guide, the following documentation is also available:

- **On-line Help** — provides product information including detailed product setup, details about the user interface and many advanced features. To locate information in the Help file you can use the table of contents, the index, or the search feature.

  To access Help, press **F1**, select the **Help** button on a dialog box or click the **?** icon in the top right-hand corner of any window.

- **On-line Tutorial** — the *Kodak* Capture Pro Software Tutorial provides a product overview followed by detailed product setup examples designed to familiarize you with key Capture Pro Software features. The tutorial walks you through the basic steps for performing tasks such as job setup, scanning, indexing and outputting your scanned images.

  The tutorial is an optional item within the Capture Pro Software installer. If it was installed, you can run it by selecting **Help>Tutorial**. If it was not installed, reinsert your Capture Pro Software installation DVD and install it or run it from the DVD.

  The tutorial for each supported language is also available for download for the Capture Pro Software website at www.Kodak.com/go/kcsdownloads.

- **Reference Guide** — provides simple procedures for getting started quickly including installing and launching *Kodak* Capture Pro Software. Procedures are also provided for scanning using the default pre-defined job setups. A PDF for this guide can be found on the *Kodak* Capture Pro Software DVD.

- **Release Notes** — contain information that may not have been available in other supporting documentation. To view the Release Notes, go to www.kodak.com/go/kcsdownloads and select the **Capture Pro Software Upgrade for Version X.X** link. The download page contains a link to the latest Release Notes.

Kodak Capture Pro Software Demo Version

Kodak Capture Pro Software provides a demo version to demonstrate the unique features of the software. This demo version provides many of the same features as *Kodak* Capture Pro Software with the following exceptions:

- No hardware key (USB dongle) is required to run the Demo version.
- 25% of the images are stamped with the word 'Demo' (added as a bitmap to your images).
- 100% of all images will be stamped with a "DEMO" bitmap when batches are output.
- Changes to index data fields are only saved for the first 10 documents of each batch. After the 10th document, any changes to the index field values will not be saved.

Virus scanning applications

If you are using a virus scanning application, system performance will improve if you exclude *Kodak* Capture Pro Software workgroup, scanned images and batch output folders and subfolders from the virus scanning application access.

The default folder names are:

c:\ScanPro

c:\BatchesPro

c:\Document and Settings\All Users\Shared Documents\KCSPro (on Windows XP Systems)

c:\Users\Public\Documents\KCSPro (on Windows Vista Systems)

c:\Program Files\Kodak\Capture Pro

NOTE: If you modified the default installation folders by selecting the **Advanced** installation option, exclude those folders when configuring your anti-virus software.

2 Installing the Software and Getting Started

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Installing the software

Before you begin, refer to the Appendix B, *System Requirements* to ensure your PC is suitable for Capture Pro Software.

To complete the installation, you will need:

- The scanner driver CD provided by the scanner manufacturer and the *Kodak* Capture Pro Software installation DVD.
- The hardware key (USB dongle) and License code (located inside the DVD case) that came with the Capture Pro Software DVD. For *Kodak* Capture Desktop Software and the Demo version of Capture Pro Software, the hardware key is not required.
- Administrator rights on the PC where you are installing the software.

1. Install the scanner drivers by inserting the scanner driver CD into the CD drive and follow the prompts.

When you install the *Kodak* Scanner driver, the *Kodak* Scan Validation Tool will automatically be installed. This tool will be used to test that the scanner is connected properly and working.

NOTE: For non-*Kodak* manufactured scanners, follow the manufacturer's recommendations for installing and testing the scanner on your PC.

2. Connect the scanner and test the connection using the *Kodak* Scan Validation Tool. See your scanner's User's Guide for more information.
3. Insert the *Kodak* Capture Pro installation Software DVD into the CD drive. Before installing, check the Release Notes for any additional information. The Release Notes are available in the root folder of the installation DVD or go to www.kodak.com/go/kcsdownloads and select the **Capture Pro Software Upgrade for the Version X.X link**.

   NOTE: If the installation process does not start automatically, navigate to the drive where the DVD is installed and double-click **Setup.exe** which is found in the root folder of your *Kodak* Capture Pro Software installation DVD.
4. When the Installation Menu screen is displayed, select the desired language and click the **Install *Kodak* Capture Pro Software** option.
5. Click **I Accept the terms of the license agreement** after you have read the License Agreement and click **Next**.
6. At the License screen enter the **License Code** (include the dashes when entering your license code) for your hardware key and click **Next**.

   NOTE: For *Kodak* Capture Desktop Software and the Demo version of Capture Pro Software, the hardware key and license code are not required.
7. At the Setup Type screen select the **Typical** installation for installing *Kodak* Capture Pro Software and click **Next**.
8. The Information screen will be displayed listing a summary of *Kodak* Capture Pro Software information. Click **Next**.
9. The Ready to Install the Program screen will be displayed. Click **Install** to start the installation. Progress screens will be displayed. Follow any prompts.
10. Click **Finish**.
11. Optionally, you can install the Tutorial from the DVD installation menu so it is available from the Help menu when running Capture Pro Software.
12. If prompted, select the option to restart your computer.
13. Insert the hardware key (USB dongle) in a USB port on your PC.

    NOTE: If you are installing *Kodak* Capture Desktop Software, the hardware key is not required.

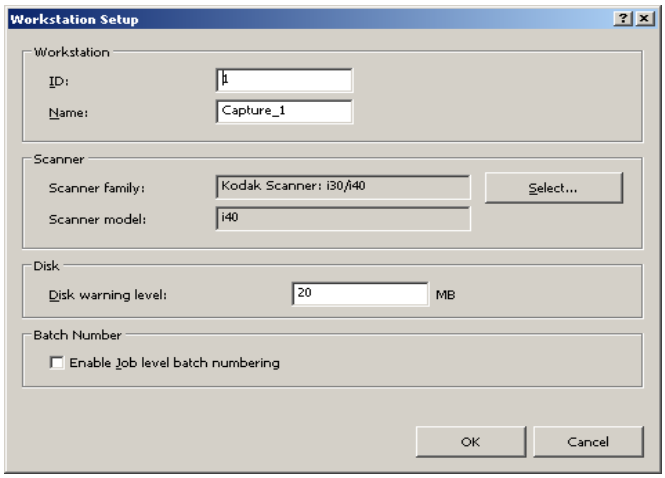
Launching *Kodak* Capture Pro Software

Be sure your scanner is turned on and is attached properly to the PC. Your hardware key must be inserted into a USB port on your computer (unless you are using *Kodak* Capture Desktop Software).

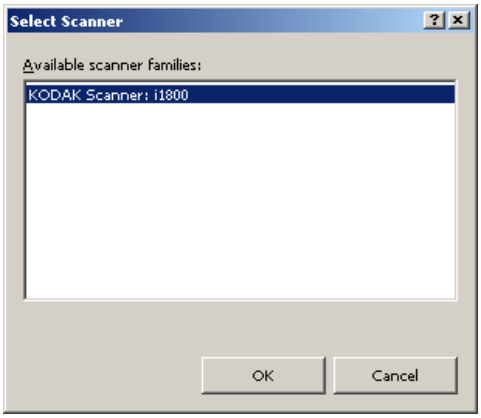
- Double-click the *Kodak* Capture Pro Software icon on your desktop, or
- go to: **Start>Programs>Kodak>Kodak Capture Pro Software.**

Selecting your scanner

The first time you start Capture Pro Software the message, ***Your scanner has not been selected. Do you want to set it up now?*** is displayed. Click **Yes** to display the Workstation Setup screen. From this screen you can select the scanner you will be using from the list of available scanners. Subsequent launches of the software will bypass these steps.



1. Click **Select**. The Select Scanner screen will be displayed.



2. Select the scanner you have installed on your PC and click **OK**.
3. Click **OK** on the Workstation Setup screen.
4. After selecting your scanner, the registration screens will be displayed. Register your copy of *Kodak* Capture Pro Software to continue using the software after the initial 14-day period.

   NOTE: An Internet connection is required to complete the registration process. Follow the on-screen prompts and enter the required information. After submitting the registration, you have 14 days to use the software before you need to enter the code that will be sent to your registered e-mail address to fully unlock the software.

Terminology

Before you begin a basic understanding of some of the terminology used in *Kodak* Capture Pro Software is helpful.

Kodak Capture Pro Software is “job” based. A **job** is a configuration that is setup to capture and process a set of documents that you want to scan.

To scan documents in a job, you need to create a **batch** to hold the scanned documents, images and data before you output them.

Kodak Capture Pro Software organizes scanned documents in the following hierarchy:

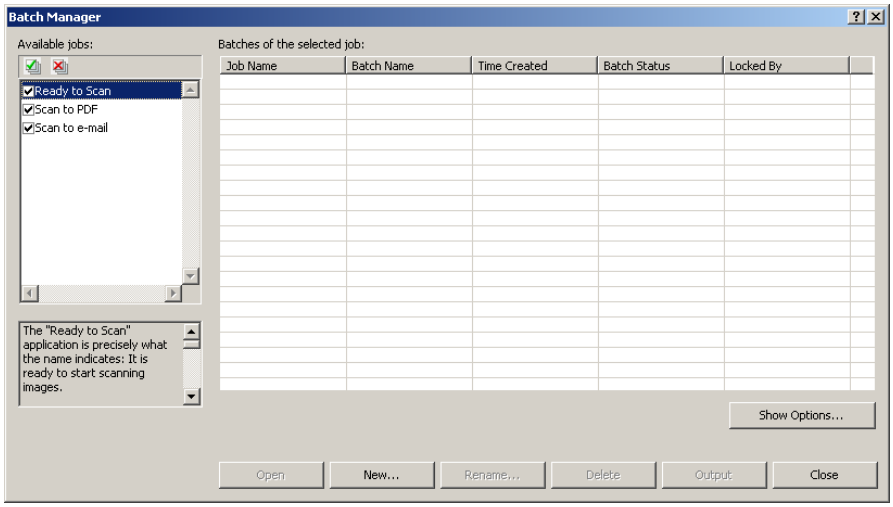
- **Batch**: contains one or more scanned documents (similar to a folder or hanging file containing several separate documents).
- **Document**: contains one or more page(s) related to a single item (e.g., the contents of an envelope).
- **Page**: are physical sheets of paper that are fed through the scanner to produce images.
- **Image**: electronic representations of scanned pages.

Output is the process of sending the batch to the desired output system / location in the format that you chose.

NOTE: See Appendix A, *Glossary* for a full listing *Kodak* Capture Pro Software terminology.

Batch Manager dialog box

When you log into *Kodak* Capture Pro Software, the Batch Manager dialog box will be displayed. The Batch Manager dialog box can also be displayed by selecting **Batch>Open**. Use this box to manage all the batches associated with your job setups.



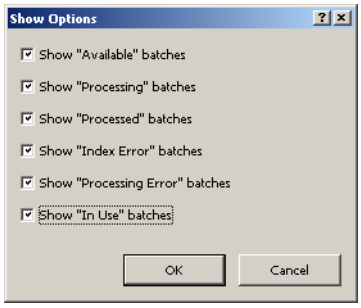
Available jobs — lists all of your job setups. Select a batch from any of these job setups.

Click to display all the batches in all of the job setups.

Click to hide all the batches in all of the job setups.

Batches of the selected job — displays the *Job Name, Batch Name, Time Created, Batch Status,* and *Locked By* fields for the selected jobs.

Show Options — displays the Show Options dialog box, which allows you to select what states (i.e., *Available*, *Processing*, etc.) to display in the *Batch Status* field on the Batch Manager dialog box.



Open — displays the batch that you selected on the list. The Open command will not open a batch listed as *In Use*. You must have read/write permission for the scanned image location to open an existing batch.

New — displays the New Batch dialog box, which allows you to create a new batch.

Rename — displays the Rename Batch dialog box, which allows you to rename the selected batch.

Delete — deletes the selected batch. A confirmation box will be displayed to confirm your deletion.

Output — sends the batch to be processed.

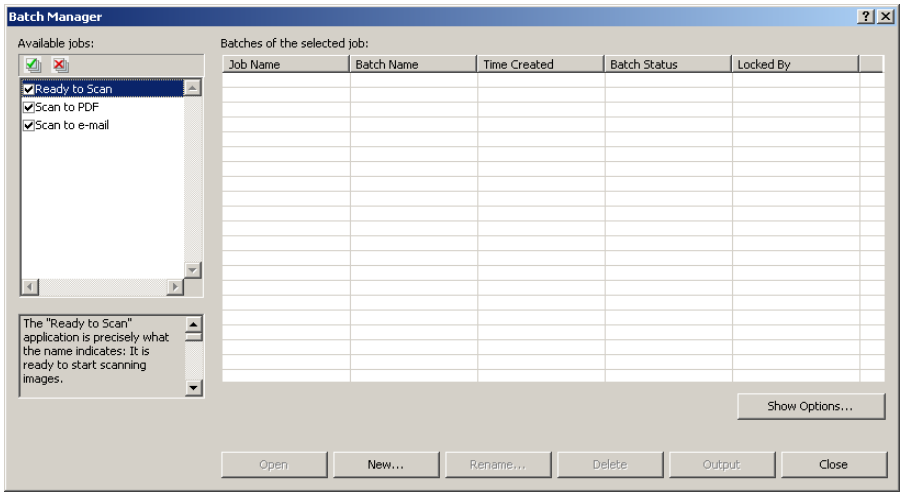
Close — closes the dialog box.

Creating a new batch

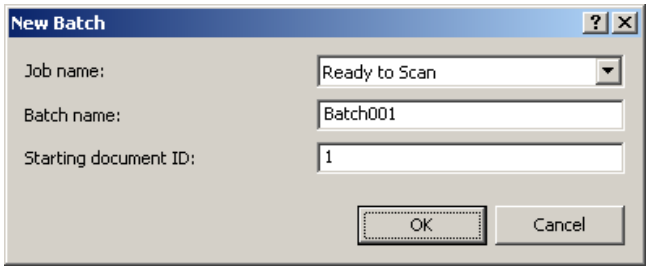
When you want to scan documents, you need to create a new batch or open an existing batch to scan the documents into. In most cases your system administrator has already configured the jobs you will use. These jobs will be listed in the Batch Manager dialog box.

To create a new batch:

1. Launch *Kodak* Capture Pro Software. The Batch Manager dialog box will be displayed.



1. Select **New**. The New Batch dialog box will be displayed.



2. Select a job setup from the *Job name* drop-down list. Your new batch will be captured and output as defined in this job setup.
3. If applicable, enter a new batch name in the *Batch name* field. By default, *Kodak* Capture Pro Software suggests a new batch name based upon the last batch name created for the job setup. For example, if the last batch name is Health030, then the new batch name default will be Health031.
4. If applicable, enter the **starting document ID**. The starting document ID is the ID you want to assign to the first document in a batch. In most cases, that ID is 1. By default, the software suggests a starting document number based upon the job setup.
5. Click **OK**. The Image Viewer will be displayed on the Main window with the batch name you assigned. The Image Viewer, Batch Explorer, and Thumbnail Viewer will remain blank until you start scanning.

Opening an existing batch

To open an existing batch:

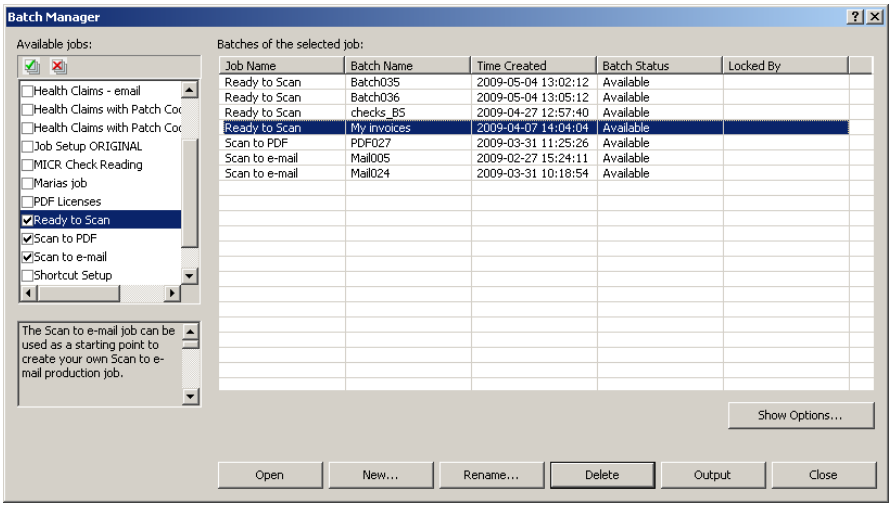
1. Select **Batch>Open**. The Batch Manager dialog box will be displayed. Depending on your settings, the batches from all of your job setups will be displayed.
2. Highlight the batch you want and click **Open**. The batch you selected will be displayed in the Image Viewer and the Batch Explorer. You can now work in this batch.

   NOTE: If you are scanning in a multiple-scanner environment and the batch you selected is already opened at another workstation, *Kodak* Capture Pro Software will not allow you to open the batch. The message, ***The batch cannot be opened because it is currently in use by another user*** will be displayed.

Deleting a batch

Deleting a batch erases both the images and batch subdirectory structure of the selected batch.

1. Select **Batch>Open**. The Batch Manager dialog box will be displayed. Depending on your settings, the batches from all of your job setups will be displayed.



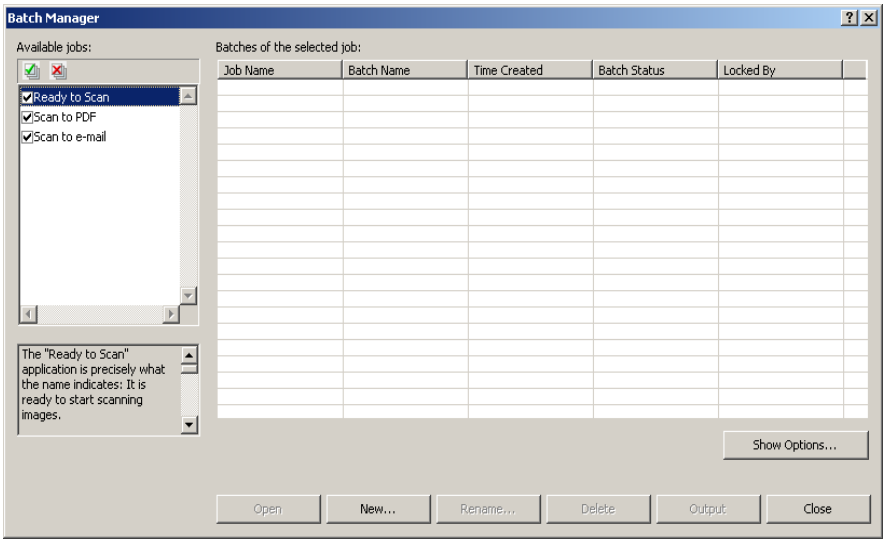
2. Highlight the batch you want to delete and click **Delete**. The message, ***Are you sure you want to delete the selected batch "XXXXX"?*** will be displayed.
3. Click **OK**.

Using a job

This section provides the basic steps for creating a new batch, scanning your documents and outputting a batch. Detailed information regarding indexing, setting up OCR zones, patch reading, selecting different output sources, etc. can be found in other chapters of this User's Guide.

NOTE: There are several ways to complete an action when using *Kodak* Capture Pro Software. For example, if you want to open a batch, you can select **Batch>Open** from the menu bar, you can click the **Open Batch** toolbar button or you can press the **F3** shortcut key. For the purpose of this manual, all actions are described by using the **menu bar**. For a complete list of menus, toolbar buttons and function keys see Chapter 3, *The User Interface.*

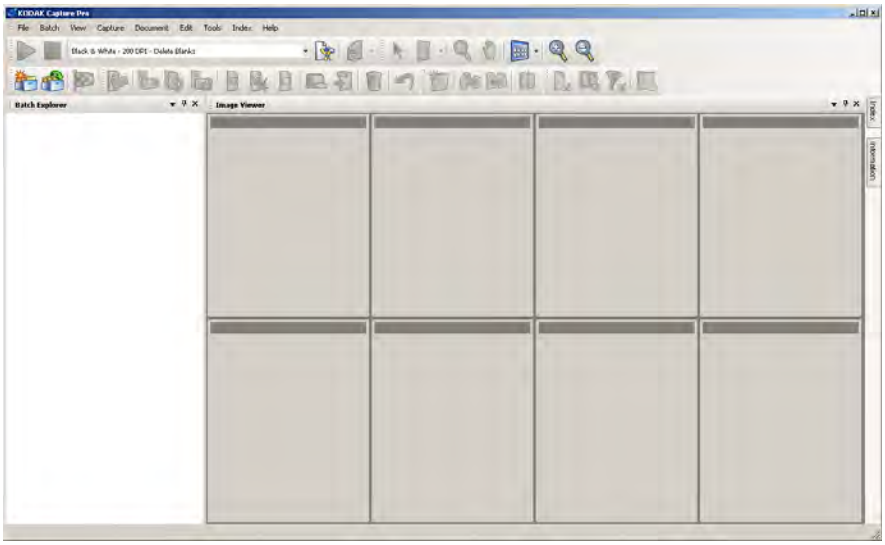
1. If you have not already started Capture Pro Software, do so now. The Batch Manager dialog box will be displayed.



2. Click **New**. The New Batch screen will be displayed.

3. Select the desired job setup from the *Job name* drop-down box. The Batch name and Starting document ID are automatically filled in. You may change these if desired.

4. Click **OK**. The main screen will be displayed and you are ready to start scanning.



5. Place the stack of documents you want to scan in the input tray of your scanner.

6. Click **Start**. The scanner will feed the pages.

7. When your documents have been scanned, you can perform any necessary editing options (i.e., remove blank pages, rotate images, crop images, etc.). See the next section, “Editing options” for a brief description of some of the options available.

8. When your batch is how you want it, select **Batch>Output.** The batch output task begins and the New Batch screen will be displayed allowing you to start another scanning session while processing is being done in the background.

Your scanned images will be delivered to the location designated on the Capture tab in Job Setup.

Editing options

Before outputting your batch, review your images to be sure they are as you want them. If you need to make some adjustments, tools are available for your use. This section provides procedures for some of the more commonly used editing functions (i.e., rotating images, deleting images, cropping images, etc.). Procedures for splitting and merging images can be found in Chapter 7, *Page Setup*.

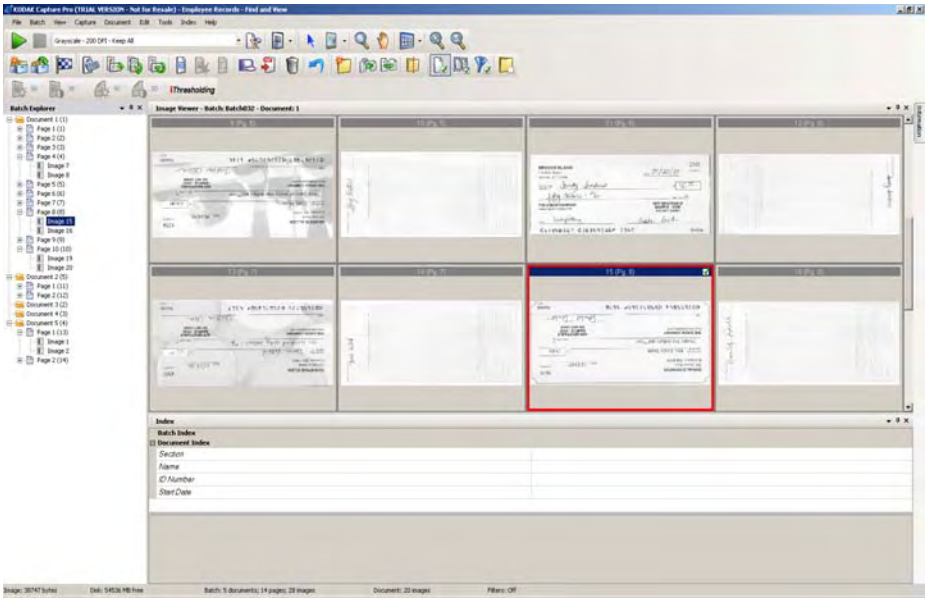
All menu options and toolbar options are described in Chapter 3, *The User Interface.*

Rotating images

Kodak Capture Pro Software allows you to automatically rotate your images as they are being scanned (this is setup using Page Setup before scanning) or manually rotate them after they are scanned. Images are rotated 90, 180 or 270° clockwise.

To manually rotate images in an existing batch:

1. Click on individual (or groups of) images, pages, or documents from the Batch Explorer list or in the Image Viewer.

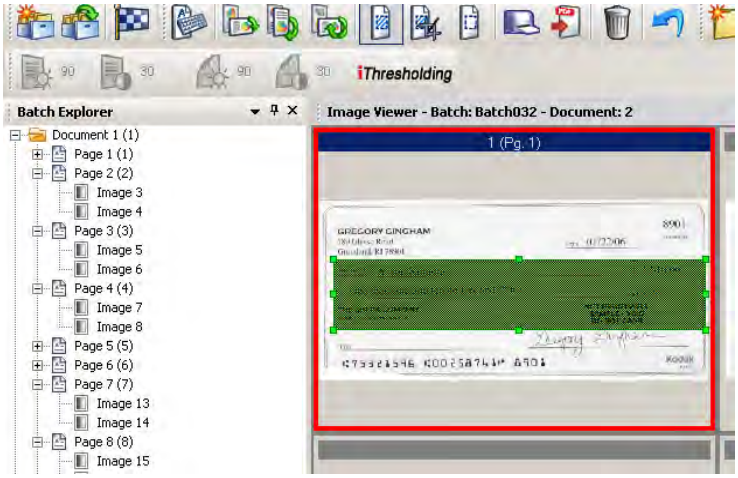


2. Select **Tools>Rotate> 90, 180,** or **270**. The rotated images will be displayed in the Image Viewer.

Drawing a region

The Draw Region tool allows you to draw a rectangle around a portion of an image, then blank the area inside the rectangle using **Blank** or crop the image to the size of the rectangle using **Crop**.

1. Click on an image that you want to crop or blank in the Image Viewer.
2. Select **Tools>Draw Region**.
3. Click and drag the draw region cursor to create a rectangle over the part of your image that you want to select. Release the cursor; the rectangle is now green.



4. You can now crop or blank the region.

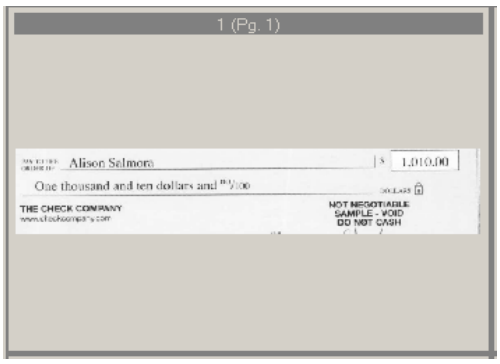
To discard a region:

- Right-click on the image containing the green rectangle and select **Deselect Region**.

Cropping images

You can crop an area outside a rectangular region that you create using the Draw Region tool and using the Crop option.

1. Click on the image in Batch Explorer that you want to crop. The image you selected will be outlined in red in the Image Viewer.
2. Select **Tools>Draw Region.**
3. Click and drag the draw region cursor to create a rectangle over the part of your image that you want to save. Release the cursor; the rectangle is now green.
4. Select **Tools>Crop**. The image area outside of the green rectangle will be deleted and only the selected area will remain in the Image Viewer.



5. Click **OK** to save your setting.

Blanking out part of an image

If you want to blank out part of an image, you can draw a region on the image and use the Blank tool. The area inside the rectangle will be blanked out.

1. Click on an image in Batch Explorer that you want to blank.
2. Select **Tools>Draw Region**.
3. Click and drag the draw region cursor to create a rectangle over the part of your image that you want to blank. Release the cursor; the rectangle is now green.
4. Select **Tools>Blank**. The image will now display a blank area where you positioned the green rectangle.
5. Click **OK** to save your setting.

Attaching pages

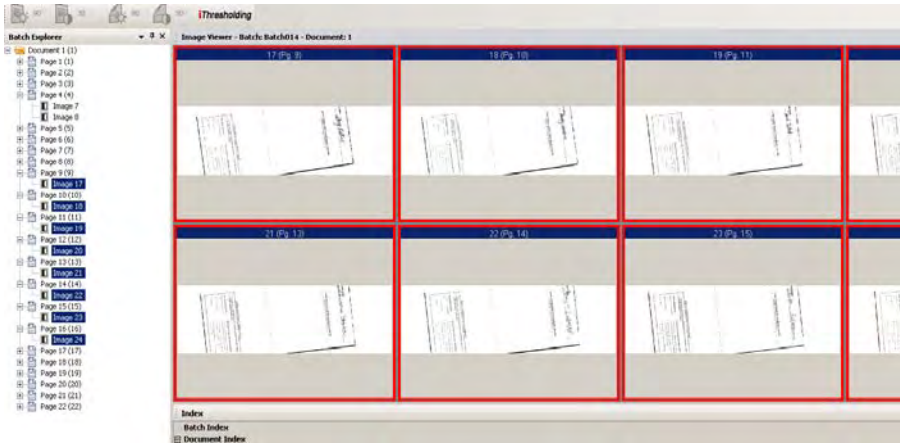
This option allows you to scan extra pages into an existing document.

1. In the Batch Explorer, select the document that is to receive the attachment.
2. Click **Document>Attach Page**.
3. Scan the images. The new pages will be displayed at the end of the selected document.

Rescanning images

When reviewing your batch of scanned images, occasionally you may need to rescan some documents.

1. Highlight the page or pages you want to rescan.



2. Put the originals in the correct order in the scanner.
3. Click the **Rescan** icon. The images will be rescanned and placed in their original scanned positions.

Deleting images

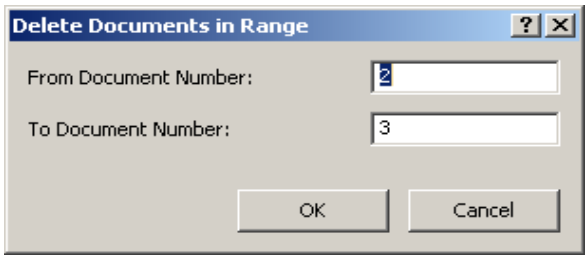
If you want to delete selected images from a batch:

1. Select the image you want to delete.
2. Select **Edit>Delete**. The message, ***Are you sure you want to delete the selected item(s)?*** will be displayed.
3. Click **Yes** to confirm the deletion.

Deleting a range of documents

You can delete a range of documents in an existing batch.

1. Select **Document>Delete Range**. The Delete Documents in Range dialog box will be displayed.

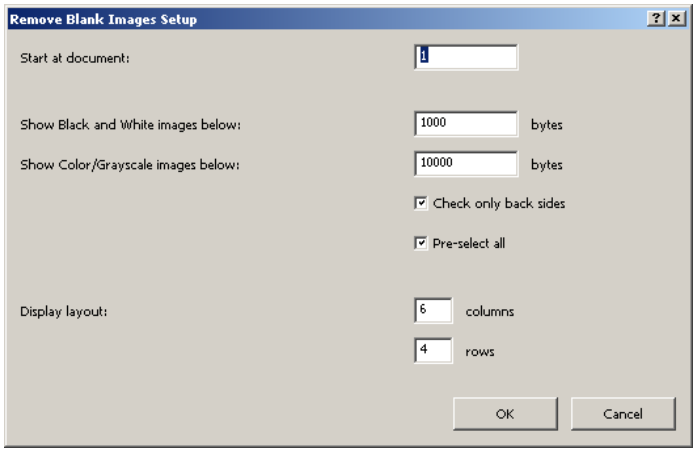


2. Enter the beginning number of the document group you want to delete in the *From Document Number* field.
3. Enter the ending number of the document group in the *To Document Number* field.
4. Click **OK**.

Removing blank images from a batch

This option allows you to remove the blank back or front images produced by the scanner.

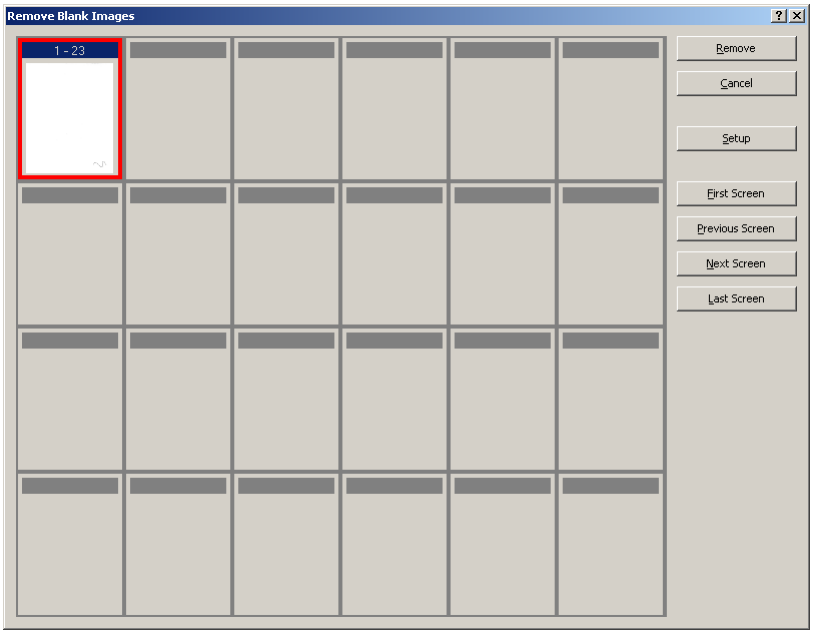
1. Select **Batch>Remove Blank Images**. The Remove Blank Images Setup dialog box will be displayed.



2. Enter the beginning document number in the batch where you want to search for blank images in the *Start at document* field. The default is the currently active document.
3. Define the byte-size threshold of the images to be verified in the *Show Black and White images below* and *Show Color/Grayscale images* fields. A good setting for typical business documents is 3000 bytes in 200 dpi black and white.
4. Click **Check only back sides** to remove only the blank back sides of the images in a batch.
5. Click **Pre-select all** if all images are candidates for deletion.

6. Define the number of columns and rows you want to display in the *Display layout* field. On a 1024 x 768 SVGA screen, a matrix of 14 x 7 allows you to check 98 images per screen.
7. Click **OK** to accept the values you entered.

   After the batch is examined, *Kodak* Capture Pro Software displays all the images that match the criteria you set up (for example, back sides below 5000 bytes) the Remove Blank Images window. These images are displayed in a red highlight color. All colored images are considered blank and ready to be deleted.



   - If no blank images are displayed in the Remove Blank Images window, it means that *Kodak* Capture Pro Software cannot locate images in your batch that match your criteria. You can click **Setup** on the Remove Blank Images window to reopen the Remove Blank Images Setup dialog box and enter higher threshold numbers (in bytes) for the black and white and/or color/grayscale images.

8. By default, all the blank images are outlined in red and selected for deletion. Select any blank images you do not want to delete by clicking them individually. The red outline disappears on those images.
9. Use the **First Screen, Previous Screen, Next Screen** and **Last Screen** buttons to help you navigate through all the possible blank images in the batch.
10. Click **Remove**. The message ***Remove all selected images?*** will be displayed.
11. Select **Yes** to confirm the deletion of the blank images. Capture Pro Software removes the blank images still outlined in red, repaginates the documents, and updates the available batch and hard disk capacity.

Outputting (processing) your batch

When all of your editing changes are complete, you are ready to output your batch.

Kodak Capture Pro Software allows you to output (or process) one batch at a time or output all available batches at once.

To output the current batch in a job setup:

1. Select **Batch>Output**.

   When your batch is queued for output, the New Batch dialog box will be displayed allowing you to scan another batch of documents.

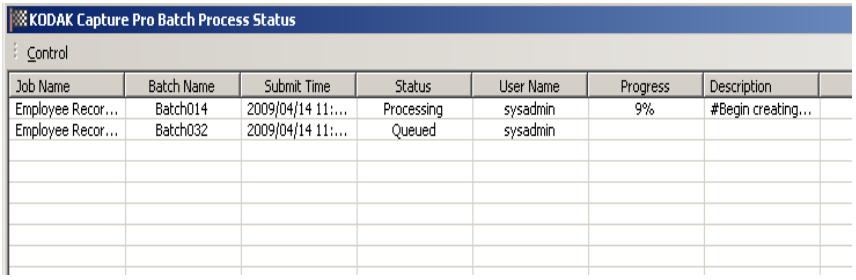
2. Click **OK** to continue scanning images into the new batch. When you output a batch, it is processed according to the Batch Output Format selected in the Output tab of the Job Setup dialog box. This typically results in the batch being copied to an output subdirectory path.

To output all available batches in a current job setup:

- Select **Batch>Output All**. The Batch Manager dialog box will be displayed where you can select one or more batches to be outputted.

To view the output progress:

- Select **Batch>View Batch Output Status**. The *Kodak* Capture Pro Batch Process Status window will be displayed.



This window will update you on the progress of your batches as they are outputted. When outputting in the background, scanning takes higher priority. Output will be slowed until scanning is finished.

NOTE: If you experience issues when outputting your job, see Chapter 11, *Troubleshooting* for problem resolution.

3 The User Interface

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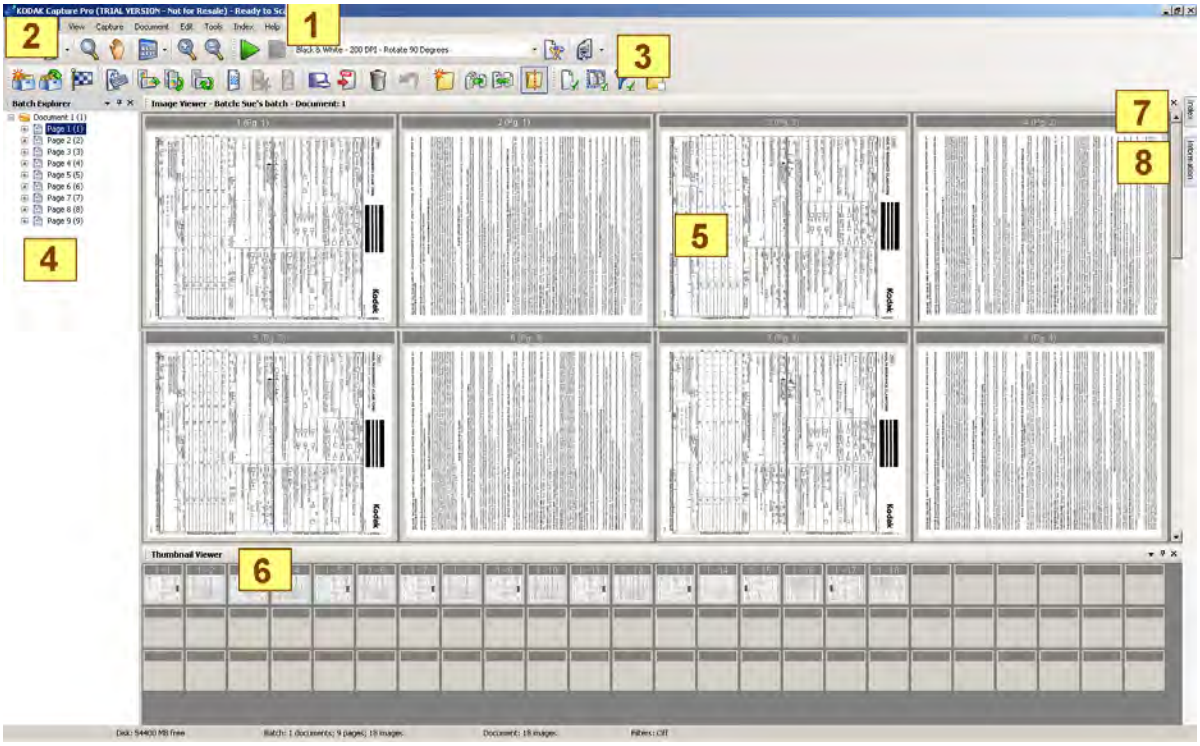
This chapter provides descriptions of the Main window of *Kodak* Capture Pro Software, as well as descriptions of the menu bar, toolbars and viewers.

Main window

The Main window has the following components.



1 **Program title bar** — provides the name of the job setup.

2 **Menu bar** — provides the following menu items: File, Batch, View, Capture, Document, Edit, Tools, Index and Help.

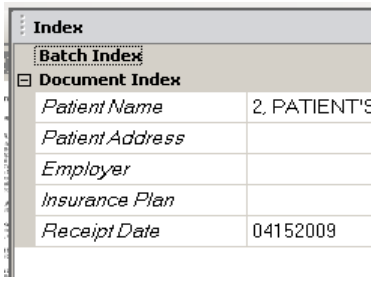
3 **Toolbars** — provides the following toolbars: Capture, Batch, View, Document, Navigation, Flag, Edit and Index.

4 **Batch Explorer** — lists all the document folders, pages and image files in the batch.

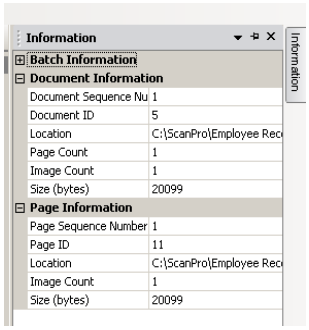
5 **Image Viewer** — displays the images in a batch. The Image Viewer can be configured to show 1, 2, 4, 8 or more images at a time.

6 **Thumbnail Viewer** — displays thumbnails of all the images in the batch.

7 **Index tab** — when you click the Index tab (located on the right-hand side of the Main window) the Index window is displayed which provides batch or document level indexes.



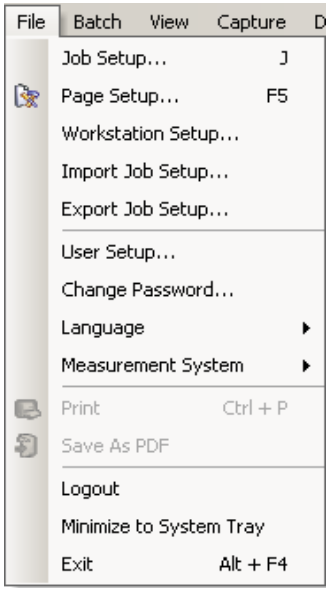
8 **Information tab** — when you click the Information tab (located on the right-hand side of the Main window) the Information window is displayed which provides detailed statistics on the batch, document, page and image.



Menu bar

The Menu bar provides the following menu items: File, Batch, View, Capture, Document, Edit, Tools, Index, and Help.

File menu



The File menu contains the following options:

Job Setup — displays the Job Setup dialog box, which allows you to set up all the parameters for a job setup. See Chapter 4, *Job Setup* for more information. Keyboard shortcut: J.

Page Setup — displays the Page Setup dialog box, which allows you to select a predefined page setup or create your own custom page setup for your job setup. *Kodak* Capture Pro Software comes with several pre-defined page setups. The list of predefined page setups varies depending on the scanner being used. See Chapter 7, *Page Setup* for more information.

Workstation Setup — displays the Workstation Setup dialog box, which allows you to select the scanner attached to your PC for scanning documents into *Kodak* Capture Pro Software. See the next section entitled, “Setting up your workstation” for procedures.

Import Job Setup— displays the Import dialog box, which allows you to import a job setup. See Chapter 4, *Job Setup* for more information.

Export Job Setup — displays the Export dialog box, which allows you to export the job setup to a file. See Chapter 4, *Job Setup* for more information.

User Setup — displays the User Setup dialog box, which allows the administrator to set up and manage users of *Kodak* Capture Pro Software. See Chapter 9, *User and Group Setup* for more information.

Change Password — displays the Change Password dialog box, which allows you to change your password.

To change a password:

1. Select **File>Change Password**. The Change Password dialog box will be displayed.
2. Enter your **Old Password**, then enter your **New Password**.
3. Confirm your password by entering your new password in the *Confirm Password* field.
4. Click **OK**.

Language — allows you to select the language in which the user interface is displayed. Supported languages are: **English, French, Italian, German, Portuguese-Brazilian, Dutch, Spanish, Simplified Chinese, Traditional Chinese, Swedish, Korean, Turkish, Czech, Russian** and **Japanese**.

To change the language:

1. Select **File>Language**.
2. Select the desired language. The user interface will be displayed in the selected language.

NOTE: The Scanner Setup dialog box (TWAIN Driver) may display the wrong text characters when the default language is a Western language and the user changes to an Asian language. To solve this, use the system "Regional and Language options" to set the "Language for non-Unicode Programs" to the desired Asian language.

Measurement System — allows you to select **US** or **Metric** units.

Print — displays the Print Setting dialog box for the selected printer, which allows you to print scanned documents. Keyboard shortcut: Ctrl + P.

Save As PDF — displays the Save as PDF dialog box, which allows you to save scanned images to a searchable or unsearchable PDF format.

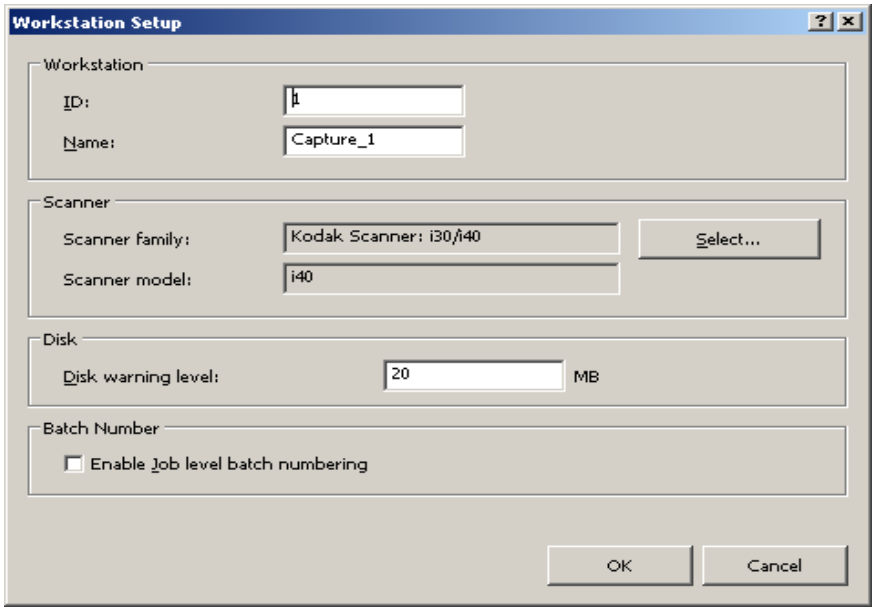
Logout — logs out the current user.

Minimize to System Tray — minimizes the Capture Pro Software application but does not close the software.

Exit — closes *Kodak* Capture Pro Software. Keyboard shortcut: Alt + F4.

Setting up your Workstation

When you select **File>Workstation Setup**, the Workstation Setup screen is displayed. From this screen you can setup the workstation information and choose the scanner you want to use.

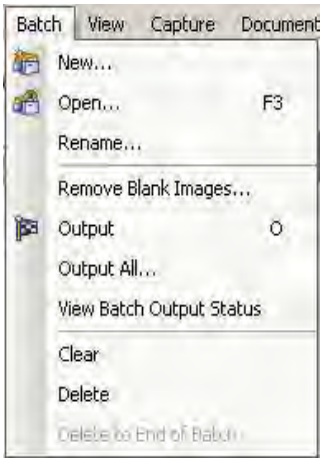


1. Enter the **ID** and **Name** of your workstation. In a multi-scanner environment the ID and name must be unique.
2. Click **Select.** The Select Scanner dialog box will be displayed listing the available scanners.
3. Select the scanner you want to use and click **OK**.
4. Enter the desired Disk Warning Level in megabytes (MBs). You will receive a warning if the free space on the disk falls below this level.
5. Check **Enable job level batch numbering** if you want the batch sequence number to be kept independently for each job. If this option is checked, numbering will be maintained at the job level. If not checked, numbering will be maintained at the system level. For example:

System Level	Job Level
Invoices INV001	Invoices INV001
Claims CLM002	Claims CLM001
Records RCD003	Records RCD001
Invoices INV004	Invoices INV002

6. When finished, click **OK**.

Batch menu



The Batch menu contains the following options:

New — displays the New Batch dialog box, which allows you to create a new batch. See Chapter 2*, Installing the Software and Getting Started* for procedures.

Open — displays the Batch Manager dialog box, which allows you to open an existing batch. Keyboard shortcut: F3. See Chapter 2, *Installing the Software and Getting Started* for procedures.

Rename — displays the Rename Batch dialog box, which allows you to rename a current batch.

Remove Blank Images — displays the Remove Blank Images Setup dialog box, which allows you to remove the blank back or front images produced by the scanner. See Chapter 2, *Installing the Software and Getting Started* for procedures.

Output — starts processing all images in the current batch. Keyboard shortcut: O. See Chapter 2*, Installing the Software and Getting Started* for procedures.

Output All — starts processing all images in all batches of the current job.

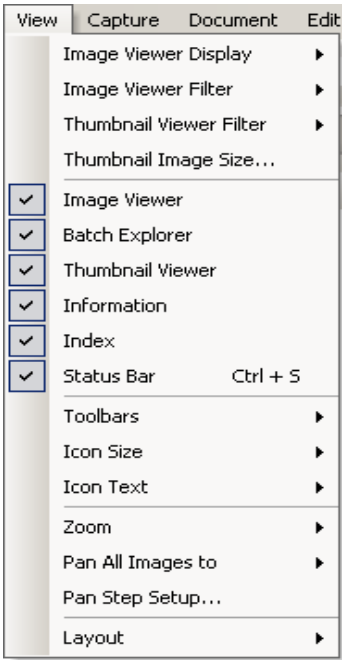
View Batch Output Status — displays the *Kodak* Capture Pro Batch Status window, which provides information on the progress of your outputting commands.

Clear — erases all the images in a batch, but keeps the batch subdirectory structure intact.

Delete — erases both the images and batch subdirectory structure of the selected batch. See Chapter 2, *Installing the Software and Getting Started* for procedures.

Delete to End of Batch — erases all the images from the selected image to the last image in the batch.

View menu



The View menu contains the following options:

Image Viewer Display — allows you to select a grid of 1, 2, 4 or 8 images to display in the Main window. Selecting **Customize** displays the Custom Layout Setup dialog box, which allows you to specify another grid size.

Image Viewer Filter — allows you to specify one or more types of images that will be displayed in the Image Viewer of the Main window. You can select one or more of the following: **Front, Back, Black & White, Grayscale,** and **Color**.

Thumbnail Viewer Filter — allows you to specify one or more types of images that will be displayed in the Thumbnail Viewer of the Main window. You can select one or more of the following filters: **Front, Back, Black & White, Grayscale** and **Color**.

Thumbnail Image Size — displays the Thumbnail Image Size Setup dialog box, which allows you to specify the size of each thumbnail that will be displayed in the Main window.

Image Viewer, Batch Explorer, Thumbnail Viewer, Information, Index, Status Bar — these commands allow you to select whether the corresponding components are displayed in the Main window. The keyboard shortcut for Status Bar is Ctrl + S.

Toolbars — allows you to view or hide the following toolbars: Capture, Batch, View, Document, Navigation, Flag, Edit, and Index. Detailed information regarding the toolbars can be found later in this chapter.

Icon Size — allows you to specify **Small**, **Medium** or **Large** icons.

Icon Text — allows you to specify if icon labels will be displayed and, if so, on the right or below the icons.

Zoom — increases or decreases the displayed size of an image.

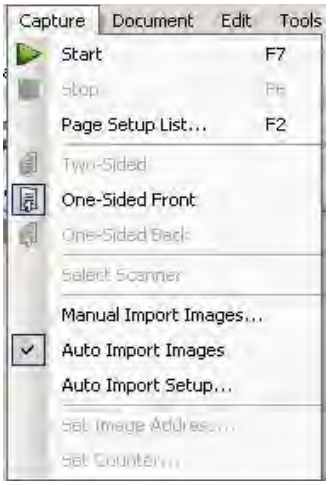
- **Actual**: displays the image at actual size (one scanned pixel equals one pixel on the Image Viewer.)
- **Zoom In**: increases the image display by the increment specified in the Zoom Step Setup dialog box.
- **Zoom Out**: decreases the image display by the increment specified in the Zoom Step Setup dialog box.
- **Zoom Step**: displays the Zoom Step Setup dialog box, which allows you to specify the increment (**15%, 20%, 25%, 30%, 35%** or **40%**) that the image size is changed when you use the Zoom In and Zoom Out commands.

Pan All Images to — enables you to move all images around the Image Viewer pane at once. You can pan to the Top, Bottom, Left or Right of the images.

Pan Step Setup — displays the Pan Step Setup dialog box, which allows you to specify the desired number of pixels (**5, 10, 15, 25, 50** or **100**) an image moves when you use the Pan commands.

Layout — allows you to change between the **Classic** and **Enhanced** layout modes.

Capture menu



The Capture menu contains the following options:

Start — enables the scanner and starts the transport. Keyboard shortcut: F7.

Stop — clears and stops the transport and disables the scanner. Keyboard shortcut: F6.

Page Setup List — displays the Page Setup List dialog box, which allows you to select from the defined page setups. Keyboard shortcut: F2.

Capture modes — determines how a batch is scanned by allowing you to select one of the following settings:

- **Two-Sided**: scans the front and back of a page.
- **One-Sided Front**: scans the front of a page.
- **One-Sided Back**: scans the back of a page.

Select Scanner — displays the Workstation Setup dialog box, which allows you to select the scanner you want to use.

Manual Import Images — allows you to import image files created from another source (e.g., an engineering drawing scanner) into the currently displayed document in Capture Pro Software.

When you select **Manual Import Images**, the Open dialog box will be displayed. Navigate to the directory where you want to import images from and select the desired image file(s). BMP, JPEG and TIFF image files can be imported. The images that you selected to be imported will be inserted immediately before the image that is selected in the currently displayed document. If there are no selected images, the imported images will be appended to the end of the current document.

Both single- and multi-page TIFF files are supported. When importing a multi-page TIFF file, each image in the file will be imported as a separate image into the document.

More than one image file can be selected for import. If more than one image file is selected, the images will be imported in alphabetical/numerical order according to their image file name.

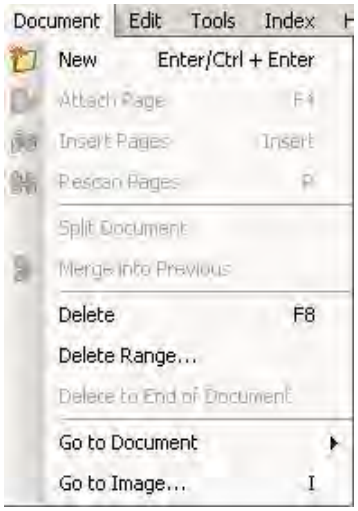
Auto Import Images — allows you to import images into *Kodak* Capture Pro Software without the use of a local scanner or manual intervention. This is done by observing special directories called “watch folders”. Files to be imported will be copied into subfolders within a watch folder which are called Auto Import or AI batch folders. Auto Import will extract images from these files and stream them into the Capture Pro Software workstation just as if they had originated from a local scanner. See Chapter 10, *Auto Import* for more information.

Auto Import Setup — displays the Auto Import Setup dialog box which allows you to configure auto import “watch folders”. You can identify watch folders and assign them user friendly names using the Auto Image Setup dialog box. You can also identify directories for archiving and error handling, assign error threshold levels, specify auto import batch separation rules, and timeout intervals. See Chapter 10, *Auto Import* for more information.

Set Image Address — displays the Image Address dialog box, which allows you to change image address settings for your batch. This option becomes active only if you have a scanner capable of image addressing.

Set Counter — displays the Set Counter dialog box, which allows you to reset the sequential counter value assigned (and optionally printed) to the next page scanned. This option becomes active only if you have a scanner with a counter.

Document menu



The Document menu contains the following options:

New — creates a new document with a document number equal to the last document number plus "1". Keyboard shortcut: Ctrl + Enter.

NOTE: For some scanners, selecting **New** also enables the scanner and starts the scanner transport/feeder or flatbed.

Attach Page — allows you to scan extra images and add them as pages to an existing document. Keyboard shortcut: F4.

Insert Pages — inserts additional pages into a scanned document. Keyboard shortcut: Insert.

NOTE: If image address and patch detection are set, Insert Pages will not cause a document separation when a document patch is detected.

Rescan Pages — repeats scanning of the document. Keyboard shortcut: R.

Split Document — splits the selected document into two documents.

Merge into Previous — places the document currently being scanned into the previous document.

Delete — deletes the currently opened document. Keyboard shortcut: F8.

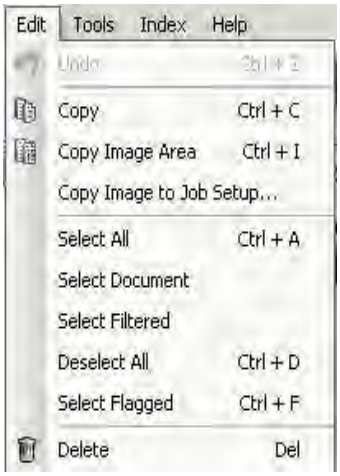
Delete Range — displays the Delete Documents in Range dialog box, which allows you to delete a range of documents in the batch.

Delete to End of Document — allows you to delete the selected image and all subsequent images of a document. This command removes images from your hard drive. You cannot undo this function.

Go to Document — allows you to select to go to the first, last, next or previous document in the batch, or you can select a Document Number to go to a specific document within a batch.

Go to Image — opens the Go to Image dialog box, which allows you to navigate to a specific image in the current document. Keyboard shortcut: I.

Edit menu



The Edit menu contains the following options:

Undo — reverts one level of the last action. If an action cannot be undone, a message will be displayed. Keyboard shortcut: Ctrl + Z.

Copy — copies a selected image for pasting to another location. Keyboard shortcut: Ctrl + C.

Copy Image Area — after using **Draw Region** to create a region on your image, this option allows you to copy this region to another location. Keyboard shortcut: Ctrl + I.

Copy Image to Job Setup — displays the Copy Image to Job Setup dialog box, which allows you to import images into the Bar Code window or the OCR window to create bar code or OCR zones.

Select All — selects all images in the current batch. Keyboard shortcut: Ctrl + A.

Select Document — selects all images in the current document.

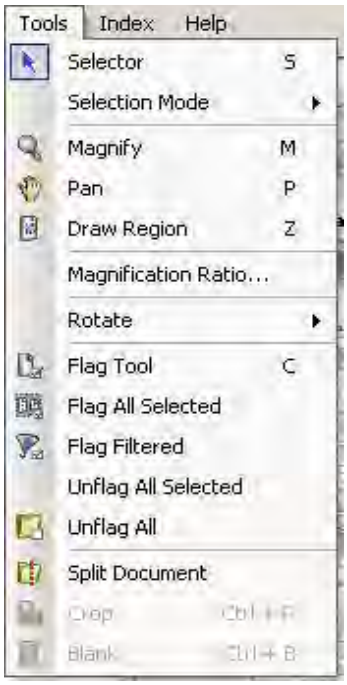
Select Filtered — selects all images whose filtered parameters are selected.

Deselect All — deselects all images. Keyboard shortcut: Ctrl + D.

Select Flagged — selects all images that are flagged. Keyboard shortcut: Ctrl + F.

Delete — deletes the selected images from the batch. Keyboard shortcut: Del.

Tools menu



The Tools menu contains the following options:

Selector — displays the Pointer tool, which allows you to select images. Keyboard shortcut: S.

Selection mode — select **Image, Page** or **Page Side**.

- If you select **Image**, you can click on an image in the Image Viewer and just the image will be selected.
- If you select **Page**, you can click on the image and the entire page, front and back, black and white and color/grayscale, will be selected.
- If you are scanning multiple images for a side (dual-stream scanning), when you select **Page Side**, and click on a front image, all front images will be selected. If you click on a back image, all back images will be selected.

Magnify — enlarges a portion of an image. When you select **Magnify**, the Magnify tool will be displayed. You can enlarge any area where you place the Magnify tool. (You must click and hold on the image.) Keyboard shortcut: M.

Pan — allows you to move the image around the Image Viewer pane when the image is larger than the pane. Keyboard shortcut: P.

Draw Region — allows you to draw a rectangle around a portion of an image, then blank the area inside the rectangle using **Blank;** or crop the image to the size of the rectangle using **Crop** (or copy it using **Edit>Copy Image Area**).

Magnification Ratio — displays the Magnification Ratio Setup dialog box, which allows you to select the desired magnification ratio of **100%, 150%, 200%, 250%** or **300%**.

To magnify an existing image in the Image Viewer or Thumbnail Viewer:

1. Select **Tools>Magnify**.
2. Click on an image, then hold and drag the Magnify tool over the image.

Rotate — manually rotates the selected image 90, 180 or 270 degrees clockwise. *Kodak* Capture Pro Software allows you to automatically rotate your images as they are being scanned or manually rotate them after they are scanned.

Flag Tool options — allows you to flag an image(s) that may need to be rescanned or adjusted in some way (e.g., contrast values may need to be adjusted to provide better image quality). When an image(s) is flagged, you can add any comments regarding the flagged page. Keyboard shortcut: C.

NOTE: If any page in a batch is flagged for rescan, the batch cannot be processed for output.

- **Flag Tool**: allows you to flag a page, image or both the front and back of an image.
- **Flag All Selected**: flags all selected images in the batch to be rescanned.
- **Flag Document**: flags all the images in the selected document.
- **Flag Filtered**: allows you to apply a filter to images currently displayed in the Image Viewer. Once you select which viewer you want to apply your filter to, you can select the **Front Side** or **Back Side, Black and White, Grayscale** or **Color** images.
- **Unflag All Selected**: removes the flags from the images currently selected.
- **Unflag All**: removes any of the previously flagged images in the current batch.

Split Document — splits a document into two documents. For more information see Chapter 7, *Page Setup*.

Crop — allows you to crop out the area outside the rectangle you created using the Draw Region option. A confirmation box will be displayed when you select this option. Keyboard shortcut: Ctrl + R.

Blank — allows you to blank out the area inside the rectangle that you created using the Draw Region option. A confirmation box will be displayed when you select this option. Keyboard shortcut: Ctrl + B.

Index menu

The Index menu contains the following options:

Edit Index Fields — provides access to the index fields at the batch and document levels. Keyboard shortcut: E.

Previous Document — displays the index information for the previous document. Keyboard shortcut: F9.

Next Document — displays the index information for the next document. Keyboard shortcut: F10.

Next Invalid — displays the index information for the next document in which an index is invalid. Keyboard shortcut: F11.

Define Enter Key Behavior — allows you to assign an action that you want the software to take when you press **Enter**. Options are: **go to the Next Document, go to the Next Invalid document** or **Save & Exit Indexing**.

Zoom Zones — allows you to draw a rectangle around a portion of the image that you want zoomed for display when editing index fields. This zoom setting is saved per index field. As a result, you can define a zoom zone for each index field and the image display automatically zooms to the appropriate part of the image when that field is edited.

Drag-and-Drop OCR — allows you to populate an index field by drawing a region on the image. OCR is performed within the region, and the value is automatically put into that index field. After selecting the tool, draw a rectangle around the index data to be captured.

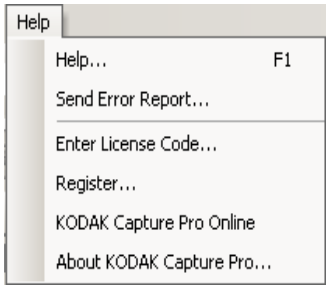
NOTE: To properly create OCR special language-specific characters (e.g., « or ¸) or MICR code characters, select the appropriate language or MICR font from the drop-down list.

OCR Language — allows you to setup what language will be used for the OCR function.

Save & Exit Indexing — exits indexing and saves any changes you made to the batch. Keyboard shortcut: F12.

Cancel & Exit Indexing — exits indexing without saving any changes you made to the batch.

Help menu



The Help menu contains the following options:

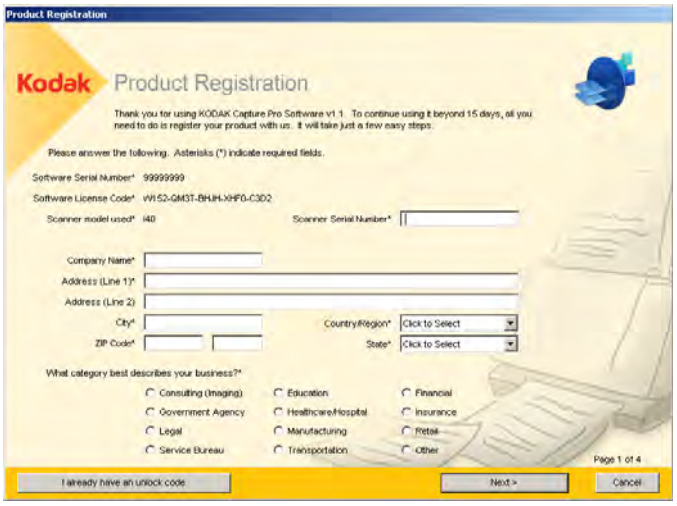
Help — displays the on-line help for *Kodak* Capture Pro Software. Keyboard shortcut: F1.

Send Error Report — displays the Send Error Report dialog box, which allows you to enter a message describing your problem and send it to Kodak.

Tutorial — if you have installed the Tutorial for *Kodak* Capture Pro Software, this option will be on the Help menu.

Enter License Code — displays the Enter License Code dialog box, which allows you to enter the license information necessary to use the software. The Request Code will be displayed at the top of the box.

Register — displays the Product Registration dialog box which allows you to register your *Kodak* Capture Pro Software.



***Kodak* Capture Pro Online** — displays the online help for *Kodak* Capture Pro Software.

About *Kodak* Capture Pro — displays the About *Kodak* Capture Pro Software dialog box, which provides information about the current version of the software. Use this box to view the following information:

- Copyright
- File extension
- File path
- Software serial number
- Software version number

This dialog box also allows you to access System Information which opens the Files Information window. This window provides information on individual files within the Capture Pro Software. The Files Information window is read-only.

- File name
- File size
- Creation date
- Version number
- Description

NOTE: Click "X" in the top right-corner to close the Files Information window.

Toolbars

Capture toolbar

The Capture toolbar contains the following commands:

	Start — starts scanning images on the scanner.
	Stop Scan — stops scanning images.
Page Setup name — select a page setup name from the drop-down list that best fits the job you are scanning. 	
	Page Setup — displays the Page Setup dialog box, which allows you to set up scanning parameters.
	Sides to Capture — allows you to select **Two-sided, One-Sided Front** or **One-Sided Back**.

Batch toolbar

The Batch toolbar contains the following commands:

	New batch — displays the New Batch dialog box, which allows you to create a new batch.
	Open batch — displays the Batch Manager dialog box, which allows you to open an existing batch.
	Output batch — starts outputting all the images in the current batch.

Document toolbar

The Document toolbar contains the following commands:

	New document — allows you to add a new document.
	Insert Pages — inserts additional pages into a scanned document. Highlight the first image in a page and the icon becomes active. Put the additional pages in the scanner and click this icon.
	Rescan pages — repeats scanning of selected parts of the document. Highlight the page or pages you want rescanned, put the originals in the scanner and click this icon.

View toolbar

The View toolbar contains the following commands:

	Selector — displays the pointer tool, allowing you to select images.
	Selection mode — select **Image, Page** or **Page Side**. • If you select **Image**, you can click on an image in the Image Viewer and just the image will be selected. • If you select **Page**, you can click on the image and the entire page, front and back, black and white and color/grayscale, will be selected. • If you are scanning multiple images for a side (dual-stream scanning), when you select **Page Side**, and click on a front image, all front images will be selected. If you click on a back image, all back images will be selected.
	Magnify — allows you to enlarge a portion of an image. When you select **Magnify**, the Magnify tool will be displayed. You can enlarge any area where you place the tool. (You must click and hold on the image.)
	Pan — allows you to move the image around the window when the image is larger than the window.
	Image Viewer Display — allows you to use the down arrow to display **1, 2, 4** or **8** images or **Customize** your layout. When you select **Customize**, the Custom Layout Setup dialog box will be displayed, allowing you to enter the number of rows and columns you want to appear in the Image Viewer.
	Zoom In — zooms in on all the images in the Image Viewer.
	Zoom Out— zooms out on all the images in the Image Viewer.

Navigation toolbar

The Navigation toolbar contains the following commands:

	First Document — displays the first document of the batch in the Image Viewer.
	Last Document — displays the last document of the batch in the Image Viewer.
	Previous Document — displays the previous document of the batch in the Image Viewer.
	Next Document — displays the next document of the batch in the Image Viewer.

Flag toolbar

The Flag toolbar contains the following commands:

	Flag Tool — allows you to flag a page or image. For example, you may want to permanently identify images that need to be rescanned.
	Flag All Selected — flags all selected images in the batch.
	Flag Filtered — allows you to flag images currently displayed in the Image Viewer or Thumbnail Viewer.
	Unflag All — removes flags from any of the previously flagged images in the current batch.

Edit toolbar

The Edit toolbar contains the following commands:

	Edit Index Fields — provides access to the index fields at the batch and document levels.
	Rotate 90 — rotates the selected image(s) 90 degrees clockwise.
	Rotate 180 — rotates the selected image(s) 180 degrees clockwise.
	Rotate 270 — rotates the selected image(s) 270 degrees clockwise.
	Draw Region — allows you to draw a rectangle around a portion of an image, then either remove the area inside the rectangle using **Blank;** or crop the image to the size of the rectangle using **Crop**.
	Crop — allows you to remove the area outside the rectangle you created using the Draw Region option.
	Blank — allows you to blank out the area inside the rectangle that you created using the Draw Region option. A confirmation box will be displayed when you select this icon.
	Print — displays the Print Settings dialog box, which allows you to print a complete document or specific images within a document.
	Save as PDF — displays the Save as PDF dialog box, which allows you to save a complete document or individual images as a searchable or unsearchable PDF file.
	Delete Selected — deletes one or more images selected inside a document. For example, blank images can be deleted from a two-sided document; all remaining images are renumbered after the selected images are deleted. A confirmation box will be displayed when you select this icon.
	Undo — reverts to the last crop, blank, or rotation of an image or set of images. The Undo option does not revert deletion commands.

Index toolbar

The Index toolbar contains the following commands:

	Previous document — moves to the previous document number containing images.
	Next document — moves to the next document number containing images.
	Next Invalid — goes to the next document that has an invalid index.
	Zoom Zones — enlarges the display of the index data captured for the current field, allowing you to more clearly see difficult-to-read special language-specific characters.
	Drag-and-Drop OCR — allows you to drag-and-drop indexing via Optical Character Recognition (OCR) without entering the index value. After selecting the tool, draw a rectangle around the index data to be captured.
	OCR Language — allows you to select an OCR language from the drop-down list.
	Save & Exit Indexing — saves the changes on the current batch and closes the Index window.
	Cancel & Exit Indexing — closes the Index window without saving any changes.

Scanner Adjustments Toolbar

The Scanner Adjustments Toolbar allows you to change the following scanning options directly from the Capture Pro Software Main window:

	Threshold — controls the lightness and darkness of the background in an image. Valid values are 0 to 255. There is a separate Threshold setting for the front and back images.
	Contrast — enhances the edges contained in a document. The higher the contrast level, the more the image edges will be enhanced. Valid values are 0 to 100 or -50 to 50 depending on your scanner model. There is a separate Contrast setting for the front and back images.
	iThresholding — when selected, the scanner automatically determines the optimal Threshold setting for each scanned page, thus improving overall scanning productivity and image quality. When selected, the Threshold setting for the front and back images are grayed out and unavailable for change.

NOTES:

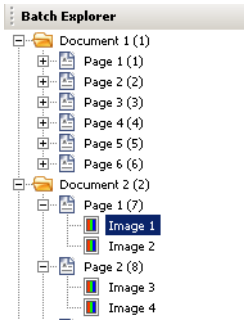
- The Scanner Adjustments Toolbar is only available and can only be used with *Kodak* Document Scanners.
- Any changes made to the settings are temporary and will not modify the currently selected Page Setup that is being used for scanning.
- When a change is made to one of the settings on the toolbar, the setting will be highlighted in yellow to indicate that a change has been made.
- When the Page Setup to be used for scanning is changed, or if the same Page Setup is re-selected, the Scanner Adjustments Toolbar settings will be reset to the values that are defined in the Page Setup.

Keyboard shortcuts

This section lists common keyboard shortcuts. Where available, the keyboard shortcuts are shown on the menu item for the function.

+	Zoom in image display
-	Zoom out image display
1, **2**, **4**, **8**	Allows you to change the image display between 1, 2, 4 or 8 images
C	Flag tool
E	Edit index fields (enter Indexing Mode)
Enter	New Document
F	Fit image display size to the Image Viewer (best fit)
F1	Display on-line Help
F2	Display the Page Setup list (to select a different scanner settings profile)
F3	Open a batch
F4	Attach a page to the current document
F5	Display the Page Setup dialog box
F6	Stop scanning
F7	Start scanning
F8	Delete the selected document
F9	Move to Next document in indexing mode
F10	Move to Previous document in indexing mode
F11	Move to Next Invalid document in indexing mode
F12	Save index values and exit Indexing mode
I	Go to image
J	Display the Job Setup dialog box
O	Output the current batch and automatically displays the New Batch dialog box
P	Pan images
M	Magnify tool (manual zoom tool)
R	Rescan pages
S	Selector tool (select images for post scan editing or for moving images / pages)
Z	Draw region

Batch Explorer



The Batch Explorer displays all the document folders, page and image files for the batch that is currently open in the Image Viewer. It automatically appears on the left side of the Main window when the Enhanced layout is active.

- Click an image file in Batch Explorer and the image will be displayed in the Image Viewer.
- Drag an image file, page file, or document folder to a different location in Batch Explorer.
- Right-click an image file, page file, or document folder to display a context sensitive menu for more options.

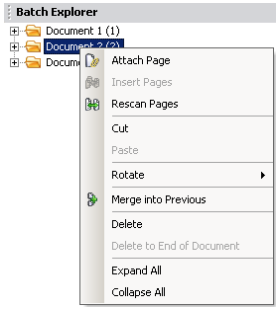


Image Viewer

The Image Viewer is the area where your images are displayed. You can view 1, 2, 4 or 8 images at a time, or customize the Image Viewer layout.

The title bar contains the batch name and the document number for the images displayed in the Image Viewer.

To move an image:

1. Select an image.
2. Drag the image to the desired location.

To delete an image:

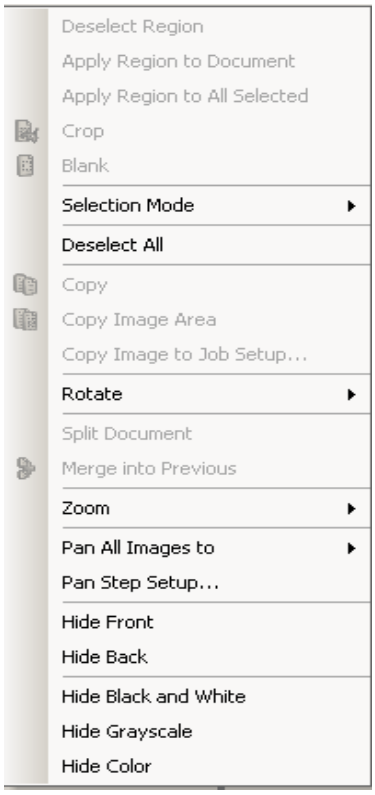
1. Select an image.
2. Select **Edit>Delete**. The image will be deleted from the document.

To change the number of images displayed:

1. Select **View>Image Viewer Display**.
2. Select **1, 2, 4, 8** or **Customize**. The Image Viewer displays the selected layout.

NOTE: If you select **Customize** the Custom Layout Setup dialog box will be displayed allowing you to enter the desired number of columns and rows you want to display.

Image context-sensitive menu



When you right-click on an image in the Image Viewer, a menu provides the following options:

Selection mode — select **Image, Page,** or **Page Side**.

- If you select **Image**, you can click on an image in the Image Viewer and just the image will be selected.
- If you select **Page**, you can click on the image and the entire page, front and back, black and white and color/grayscale, will be selected.
- If you are scanning multiple images for a side (dual-stream scanning), when you select **Page Side**, and click on a front image, all front images will be selected. If you click on a back image, all back images will be selected.

Copy — copies a selected image for pasting to another location.

Copy Image — after using **Draw Region** to create a region on your image, this option allows you to copy this region to another location.

Copy Image to Job Setup — displays the Copy Image to Job Setup dialog box, which allows you to import images into the Bar Code window or the OCR window to create bar code or OCR zones.

Rotate — rotates the selected image 90, 180 or 270 degrees clockwise.

Split Document — performs a manual document separation, which splits the selected document into two documents.

Merge into Previous — appends the selected document to the previous document to create one document.

Zoom — increases or decreases the displayed size of an image.

- **Fits Images to window**: fits each image to its pane in the Image Viewer, regardless of its original size.
- **Actual**: enlarges an image to its actual physical size.
- **Zoom in**: enlarges an image by a fixed percentage according to the Zoom Step setting.
- **Zoom out**: reduces an image by a fixed percentage according to the Zoom Step setting.
- **Zoom Step**: accesses the Zoom Step dialog box, which allows you to specify a percentage to scale from 15 to 40% in increments of 5%.

Pan All Images to — allows you to move all images to the **Top**, **Bottom**, **Left**, **Right** or **Same** position.

Pan Step Setup — displays the Pan Step Setup dialog box, which allows you to change the pixel settings for the Pan tool.

Hide Front — hides all the front images in the batch.

Hide Back — hides all the back images in the batch.

Hide Black and White — hides all the black and white images in the batch.

Hide Grayscale — hides all the grayscale images in the batch.

Hide Color — hides all the color images in the batch.

If you select the **Flag, Magnify** or **Draw Region** tool before right-clicking on an image, additional options will appear on the menu.

- If the Flag tool is active, the flag options will be displayed.
  - **Flag All Selected** — places green checkmarks on all the selected images in the batch. To select more than one image, hold down the Control key while you click on images in the Image Viewer.
  - **Flag All** — places green checkmarks on all the images in the batch.
  - **Unflag All** — removes the green checkmarks from all the images in the batch.
  - **Flag Filtered** — takes all the filtered (displayed) images and puts green checkmarks on them.
- If the **Magnify** tool is active, the Magnification Ratio option will be displayed. This option displays the Magnification Ratio Setup dialog box, which allows you to specify the image size displayed when you use the Magnify tool.
- If the **Draw Region** tool is active, the options related to this tool will be displayed.
  - **Apply Region to Document** — places the selected region on all the images in the document.
  - **Applies Region to Selected** — places the selected region only on the images you selected.
  - **Crop** — allows you to remove the area outside the rectangle you created using the Draw Region option. A confirmation box will be displayed when you select this option.
  - **Blank** — allows you to blank out the area inside the rectangle that you created using the Draw Region option. A confirmation box will be displayed when you select this option.

Thumbnail Viewer

The Thumbnail Viewer provides thumbnail versions of all the images in the batch that is currently open.

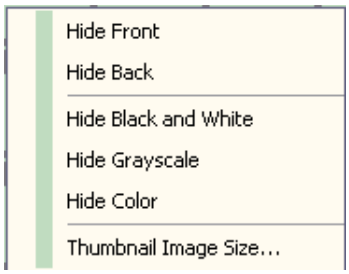
To select an image in the Image Viewer:

- Click the thumbnail in the Thumbnail Viewer.

To magnify a thumbnail:

- Left-click on the image and hold it. You can move the magnified area by continuing to hold.

Thumbnail Viewer context-sensitive menu



When you right-click on a thumbnail image, the following menu options will be displayed:

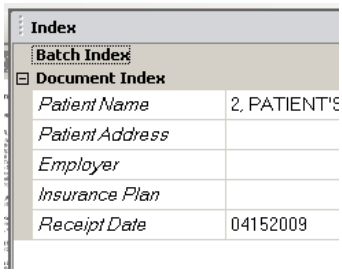
Front or **Back** — hides all the front or back thumbnails.

Black and White, Grayscale, or **Color** — hides all the black and white, grayscale, or color thumbnails.

Thumbnail Image Size —- the Thumbnail Image Size Setup dialog box will be displayed, allowing you to change the image size.

Index window

For your convenience, the Index window on the right side of the Image Viewer displays the index data for each batch and document that has indexes defined. It is available as a pull-out tab on the right-hand side of the screen. The index data can be either shown briefly (hover over the tab stop) or optionally pinned to the Image Display to continuously view the index fields for all of your images as they are being scanned into *Kodak* Capture Pro Software. You can use this feature to view the index fields for a particular document or the entire batch and make any necessary corrections to the content within each field.



To open the Index window:

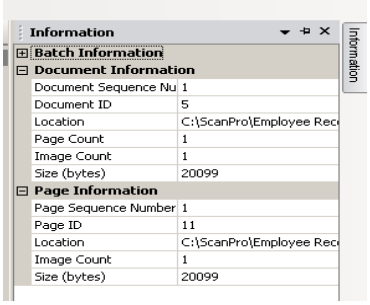
- Click the Index window tab on the right side of the Image Viewer. To keep the window from closing, click the **Pin** icon once in the top-right corner of the window.

To close the Index window:

- Double-click the **Pin** icon or click anywhere outside the Index window. If the window is pinned open, click the **Pin** icon once to close it.

Information window

The Information window on the right side of the Image Viewer provides statistics on the batch that is currently open. You can pin open the Information window to continuously view batch statistics as your images are being scanned into *Kodak* Capture Pro Software.



Information in this window can be displayed for the batch, each document, each page, or each image. Image information includes the image sequence number, page ID, location on disk, compression, resolution, image size, and print string.

To open the Information window:

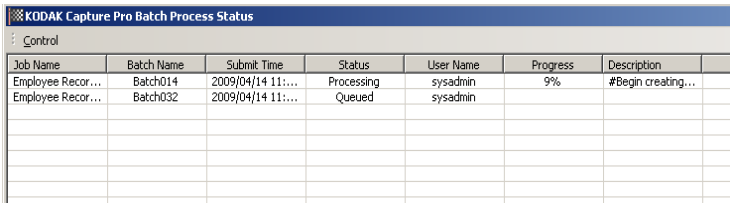
1. Highlight an image, page or document from the Batch Explorer, or highlight an image from the Image Viewer.
2. Click the Information window on the right side of the Image Viewer. To keep the window from closing, click the **Pin** icon once in the top-right corner of the window.

To close the Information window:

- Double-click the **Pin** icon or click anywhere outside the Information window. If the window is pinned open, click the **Pin** icon once to close it.

Batch Status window

The *Kodak* Capture Pro Batch Status window provides information on batches that you are preparing for output from *Kodak* Capture Pro Software.



Click **Control** to display the Control menu:

- **Show Log** — opens a Notepad window and displays the output log.
- **Clear log** — deletes all the entries in the output log. A confirmation box will be displayed to verify your choice.
- **About** — opens the About *Kodak* Capture Pro Software dialog box, which has a command for viewing all the files in Capture Pro Software.
- **Exit** — opens the Shutdown Options dialog box, which contains commands for exiting Capture Pro Software. Output processing is performed in the background and independently of *Kodak* Capture Pro Software. If you close Capture Pro Software, you will be prompted to continue or stop output processing.

The *Kodak* Capture Pro Batch Status window provides the following information on each batch that has been outputted or is being outputted: **Job Name, Batch Name, Submit Time, Status, Progress,** and **Description**.

- Click on the *Job Name* to **Clear All Errors** or **Clear Selected Errors**.

To view the Batch Status window:

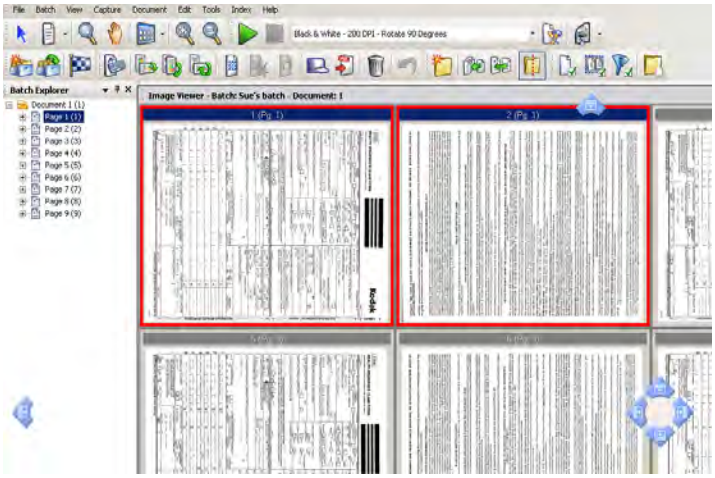
- Select **Batch>View Batch Output Status**.

Changing the Main window interface

As pages are scanned, the images appear in all the displayed viewers: the Image Viewer, Thumbnail Viewer and/or Batch Explorer. Capture Pro Software has two default screen layouts: **Classic** and **Enhanced**.

Kodak Capture Pro Software allows you to customize the layout of the Main window by moving the toolbars, viewers, etc. around to suit your own preference and hide any unwanted components of the screen.

These options apply to the Image Viewer, the Batch Explorer, the Thumbnail Viewer, the Information window, and the Index window. These icons are located on the right-top corner of these windows:

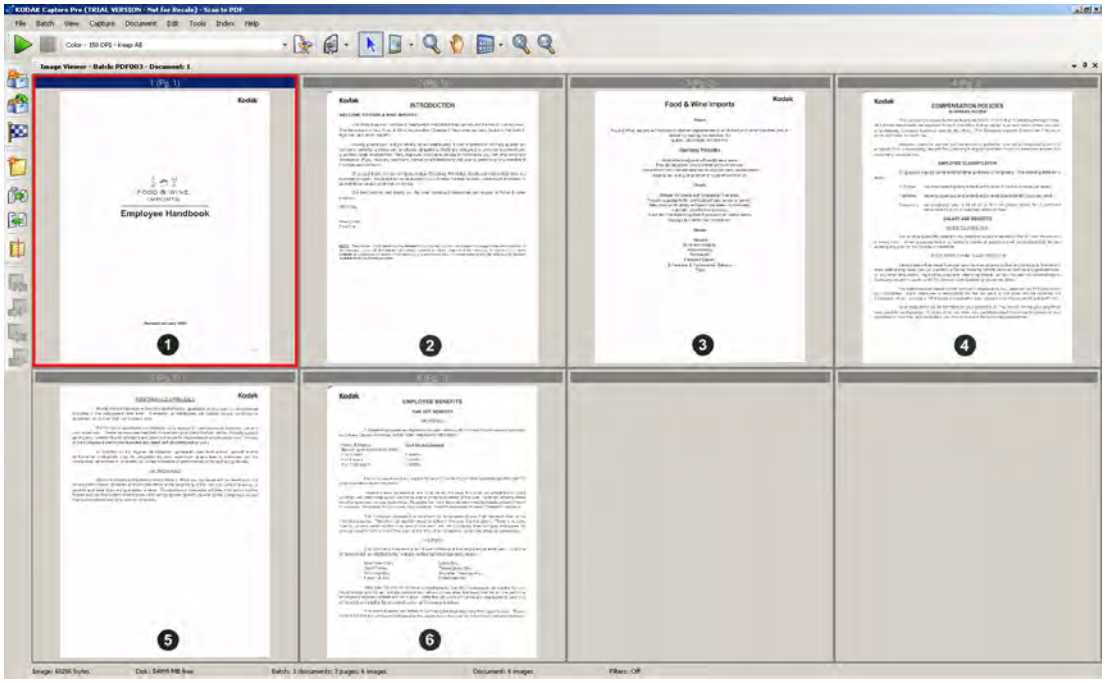
	Closes any window. To open the window again, select the window you want to display from the View menu.
	Pins the window open. To auto-hide the window, click the Pin icon.
	Auto-hides the window, leaving only the title bar open. To show the window, move your cursor over the title bar.
	Anchor icons (represented by four vertical dots) are located on the left-top corner of the windows. When you select an anchor icon and hold the mouse button down, the image anchor is released and blue location arrows will be displayed. As you hold the mouse button down, you can move the window to a new location. When the window is where you want it, release the mouse button. 

The size of the images within the viewers can be set as required. The Image Viewer can be set to a fixed size or remain at the **Best Fit** default which displays the images at the best size for the screen.

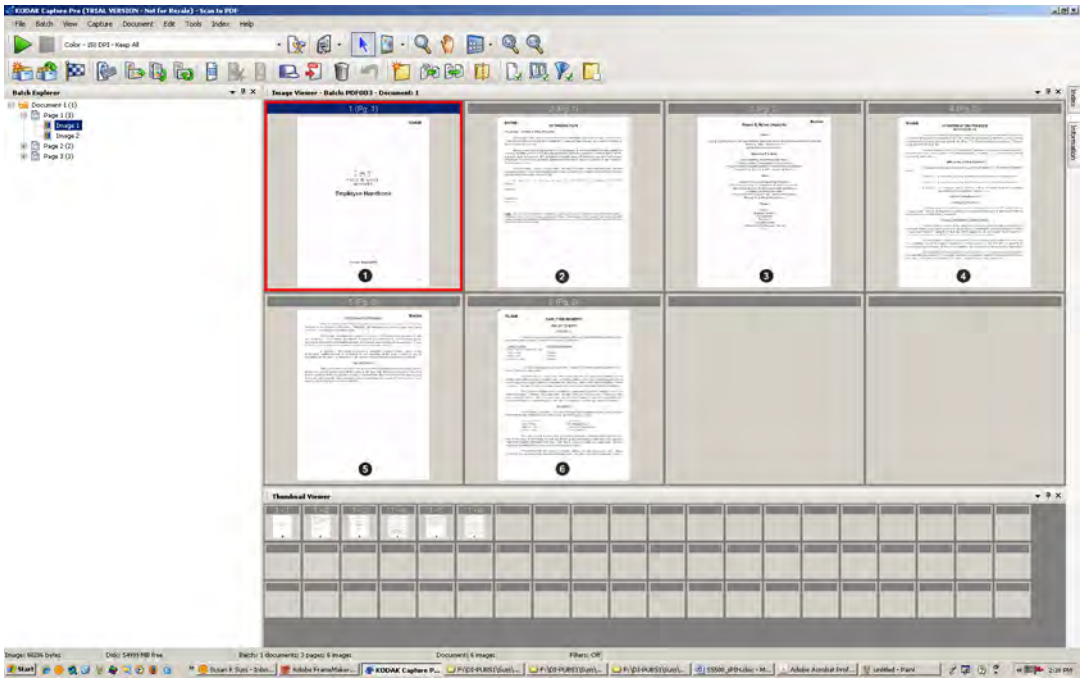
The toolbars and image windows can be moved or hidden as desired. Capture Pro Software remembers the settings for each job when exiting the job. This means different jobs can be displayed the way you want each job displayed. At any time you can select **View>Layout>Classic** (or **Enhanced**) and reset the screen back to the default layout.

If you are using the Classic layout and want to add a window from the Enhanced layout, display the View menu and select a window (i.e., Batch Explorer, Index window). The additional window will be displayed in the Classic layout.

- **Classic layout** — displays the Image Viewer only. The number of images displayed is selectable from 1, 2. 4, 8 or customizable up to 6 columns by 6 rows.



- **Enhanced Layout** — displays the Image Viewer, Thumbnail Viewer and Batch Explorer. Each window can be resized as required.



4 Job Setup

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The Job Setup function allows you to set up all the parameters for a job. A *job* is a configuration that is setup to capture and process a set of documents that you want to scan. This chapter provides information and procedures on how to select options on the **Capture**, **Index** and **Output** tabs that allow you to setup a job to meet your scanning needs. Once a job is setup, you can select the job required to scan a batch of documents and output them the way you want.

To setup jobs for use with *Kodak* Capture Pro Software you need to access the Job Setup dialog box. From Job Setup you can select an already-defined Job Name and use it as a template to customize the jobs you need to use in your environment.

There are three predefined jobs that come with *Kodak* Capture Pro Software:

Ready to Scan — allows you to start scanning documents without any setup using default settings. This job does not have any indexes defined and places all scanned images in a folder structure under the C:\ScanPro directory.

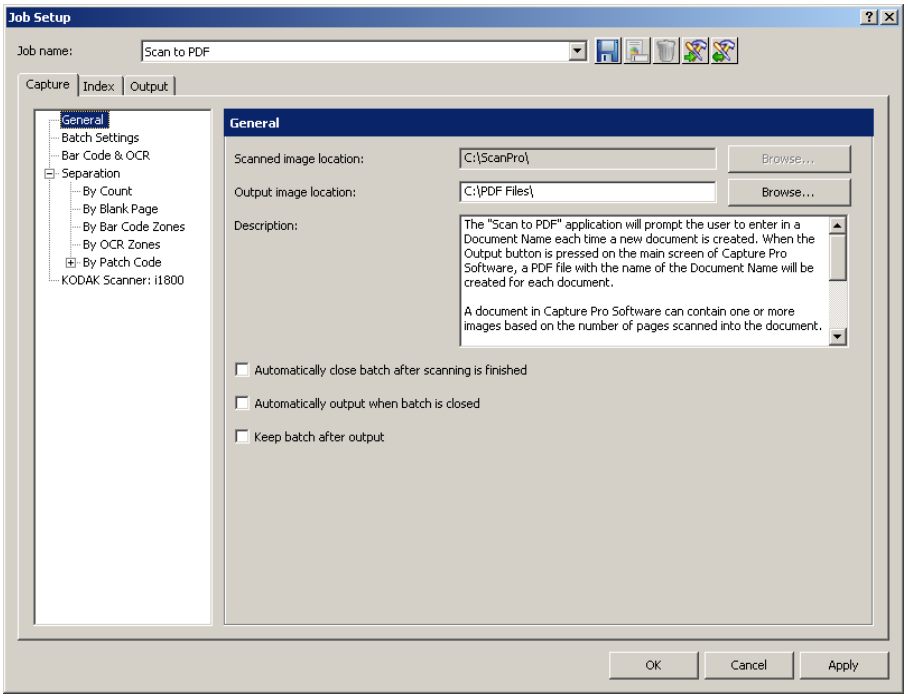
Scan to PDF — similar to Ready to Scan, except when you scan your document(s), the first page will be displayed in the Image Viewer and you will be prompted for a filename to be entered as index data. The index data is used as the filename when you output the documents.

Scan to e-mail — similar to the Scan to PDF except a PDF file will be created and will be included as an attachment to an e-mail. When the scan is complete, the e-mail software application will be opened with your scanned attachment and be ready to send to an e-mail address from your e-mail account.

Depending on what you want to do, you can select one of these job setups to use as a starting point to setup your job.

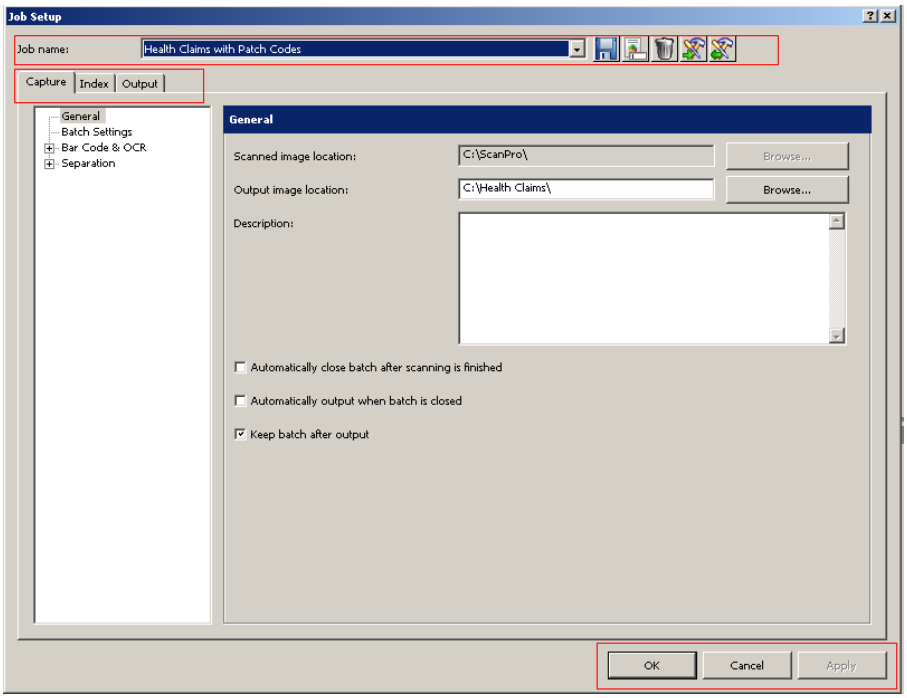
Accessing a job setup

- Click **File>Job Setup**. The Job Setup dialog box will be displayed.



The Job Setup dialog box

The following information is common to all tabs on the Job Setup dialog box:

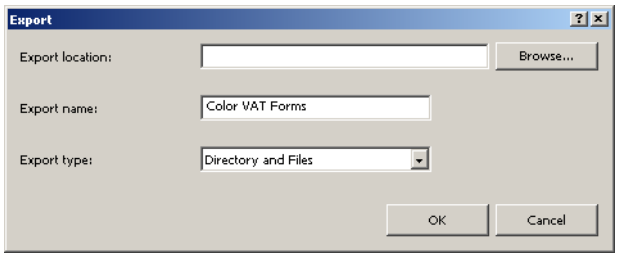


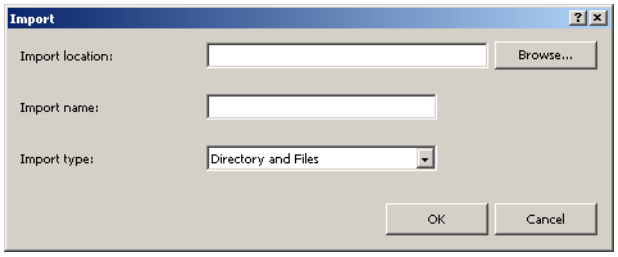
Job name — select a job setup name from the drop-down list.

The Job Setup dialog box has three tabs: **Capture**, **Index**, and **Output**. Detailed information on how to use these tabs can be found in the following sections.

- The **Capture** tab allows you to make General, Batch, Bar Code & OCR, Separation and Scanner settings.
  - General settings — define the way images will be stored after scanning.
  - Batch settings — select the batch settings for the job setup and put limits on the number of batch documents and pages.
  - Bar Code & OCR settings — create and modify bar code or OCR zones and set them up for use.
  - Separation settings — set up separations by count, blank page, bar code zone, OCR zone, or patch code.
  - Scanner settings — create settings for image addressing and printing on scanners with those capabilities. Scanner settings such as image address, printer, and patch settings should always be done in Job Setup and not in Page Setup. Conflicting settings will default to the Job Setup settings.
- The **Index** tab allows you to define index fields at the batch and document levels. The **Database Lookup** tab allows you to specify the data source, define how the lookup is performed and what data is used to populate index fields or validate the contents of index fields.
- The **Output** tab allows you to select the System Output and Advanced Processing options for the job setup.

Icons

	Add: allows you to add a new job setup. 1. Click the **New** icon. 2. Enter a name for the new job setup and click **Save**. 3. Using the **Capture**, **Index** and **Output** tabs set up your criteria for this job setup. See the sections that follow for detailed information about each of these tabs. 4. Click **OK** when finished. NOTE: The last character of the job setup name cannot be a period (.).
	Rename: allows you to rename the currently selected job setup. You cannot rename a job that is open. 1. Select a job setup you want to rename from the *Job Name* drop-down list. 2. Click the **Rename** icon. 3. Enter a new name for the job setup and click **OK**. NOTE: The last character of the job setup name cannot be a period (.)
	Delete: allows you to delete the selected job setup. You cannot delete a job setup if it is open, or until all batches are processed or deleted. 1. Select a job setup you want to delete from the *Job Name* drop-down list. 2. Click the **Delete** icon. A confirmation box will be displayed. 3. Click **Yes** to confirm the deletion.
	Export: allows you to export the job setup to a different location while still saving it in Capture Pro Software. 1. Select a job setup from the *Job Name* drop-down list. 2. Click the **Export** icon. The Export dialog box will be displayed.  3. Click **Browse** to navigate to the destination folder where you want the job setup exported. 4. The export name will be filled in with the job name that you are exporting. If you want to change that name, enter the new name in the *Export name* field. NOTE: *Directory and Files* is the only Export type available at this time. 5. Click **OK**. A message will be displayed to notify you that the export was successful.

	Import: displays the Import Job dialog box, which allows you to import a job setup into *Kodak* Capture Pro Software from another location. 1. Click the **Import** icon. The Import dialog box will be displayed.  2. Click **Browse** to navigate to an exported job setup you want to import. 3. The import name will be filled in with the job name that you are importing. If you want to change that name, enter the new name in the *Import name* field. NOTE: *Directory and Files* is the only Import type available at this time. 4. Click **OK**. A message will be displayed to notify you that the import was successful. NOTE: If you are importing a job that uses a different scanner model than the one you are using, any scanner-specific settings (i.e., printer/counter settings) must be reconfigured.

After making all your job setup entries, click:

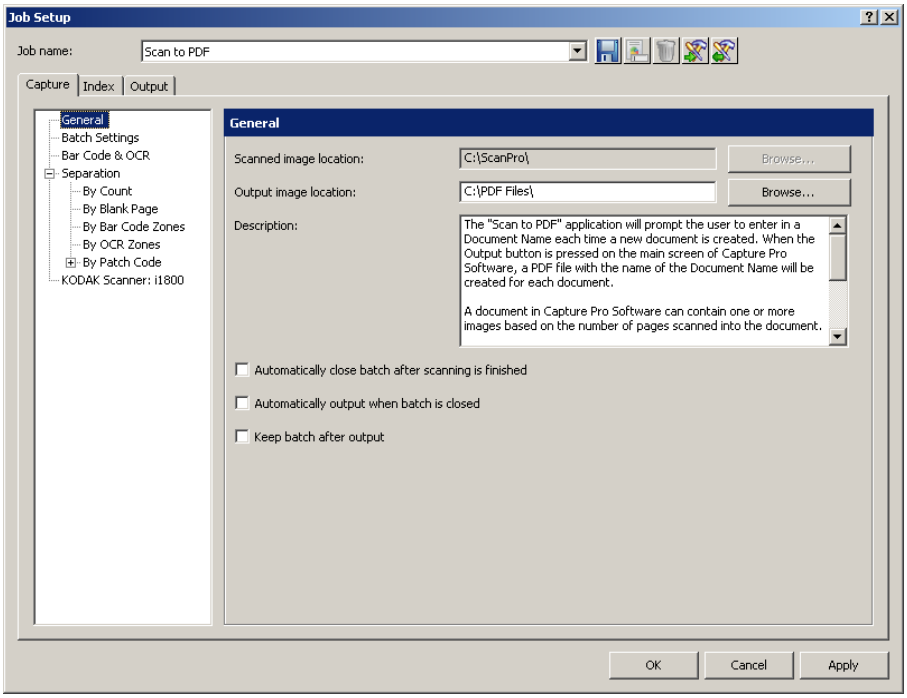
OK — closes the dialog box. All the entries you made are saved.

Cancel — closes the dialog box. Your entries are not saved.

Apply — saves the changes made in the dialog box. The dialog box remains open.

Job Setup: Capture tab

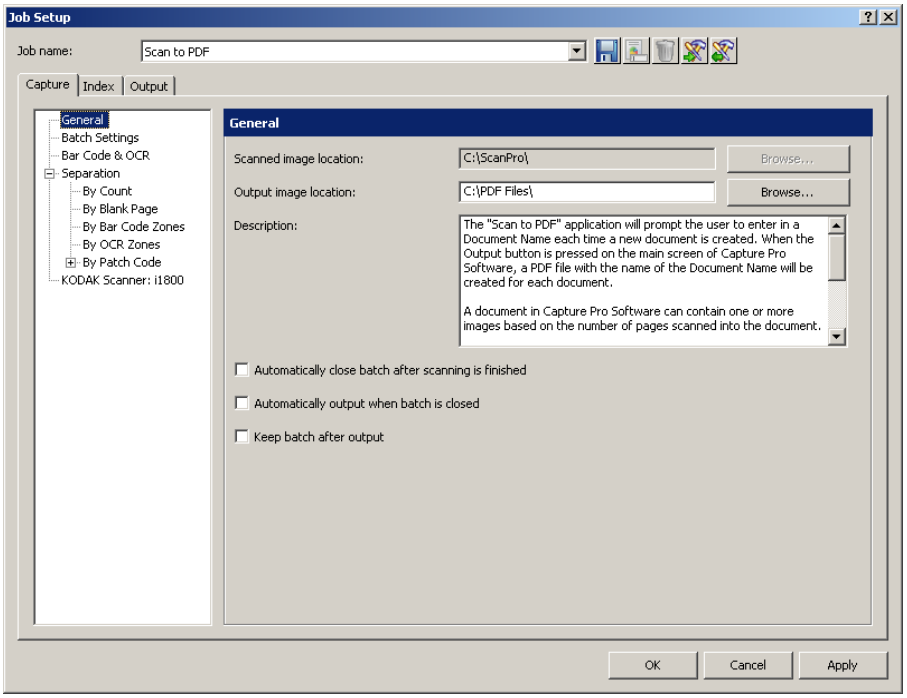
The Capture tab allows you to make General, Batch, Bar Code & OCR, Separation and Scanner settings.



- **General** — allows you to define the way images will be stored after scanning.
- **Batch Settings** — allows you to define the batch name format for the job setup and put limits on the numbers of batch documents or document pages.
- **Bar Code & OCR** — allows you to create and modify bar code and OCR zones and set them up for use.
- **Separation** — allows you to set up batch and document separations by: count, blank page, bar code zone, OCR zone, or patch code.
- **Scanner** — allows you to create settings for image addressing and printing on scanners with those capabilities. Scanner settings such as image address, printer, and patch settings should always be done in Job Setup and not in Page Setup. Conflicting settings will default to Job Setup settings.

General settings - Capture tab

Select **General** on the Capture tab to make or change the following settings:



Scanned image location — displays the current location where scanned images will be stored for the selected job. If you do not want images scanned into the displayed location, click **Browse** to select another location.

Output image location — allows you to select the final destination for your output images. If you do not want the images to go to the displayed location, click **Browse** to select another location.

Description — allows you to enter any important notes as a reminder of the settings for this job setup.

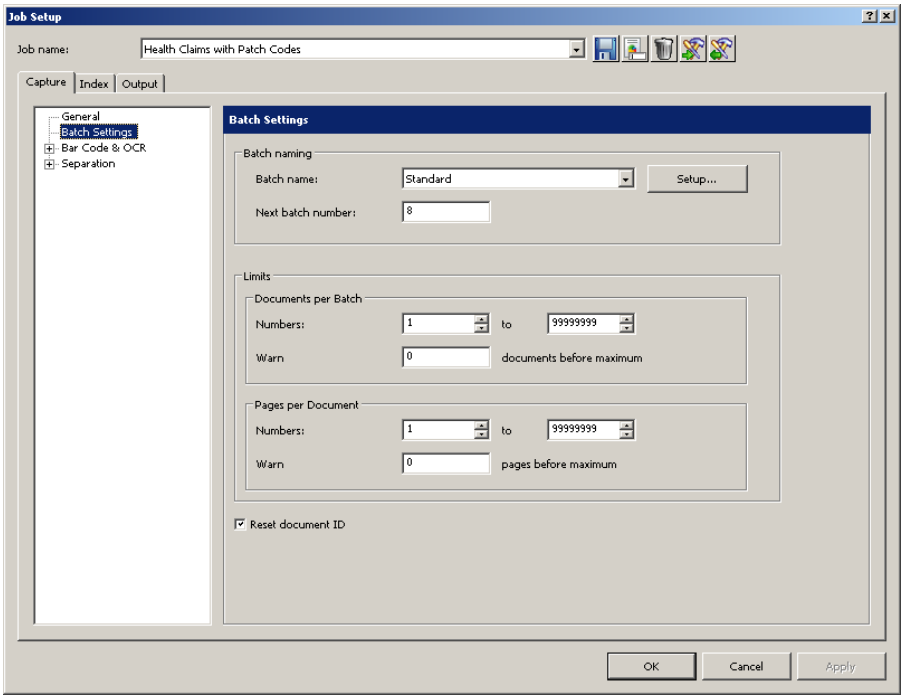
Automatically close batch after scanning is finished — if checked, closes the batch in Batch Explorer and the Image Viewer when the scanner transport stops.

Automatically output when batch is closed — if checked, processes the batch to output immediately after the batch is closed.

Keep batch after output — if checked, saves the batch in the scanned image location and also creates the output batch.

Batch settings — Capture tab

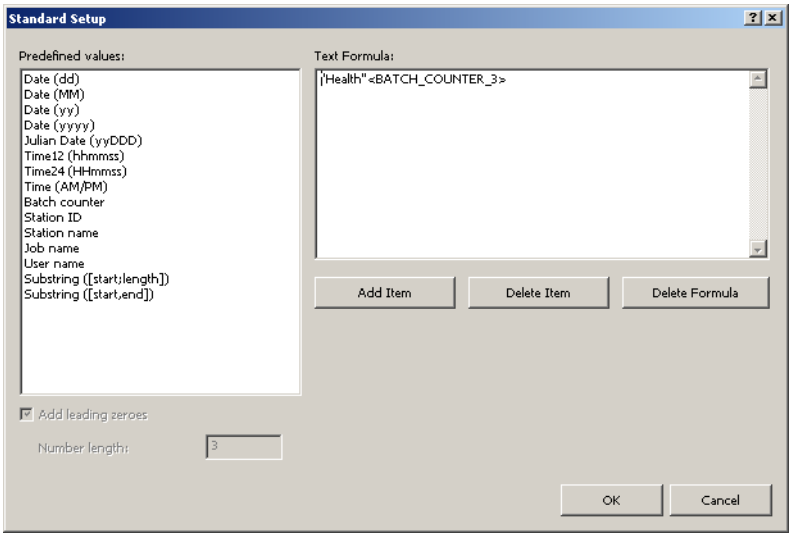
Select **Batch Settings** on the Capture tab to define the batch naming format for this job and set limits on the number of batch documents or document pages. For example, if you know that all of your batches contain 100 documents, setting limits will alert you if your batch does not match the number of documents you are expecting in a batch.



- **Batch naming** — make the following selections:
  - **Batch name** — select a batch name from the drop-down list. The *Standard* batch name is "**BatchXXX**". If you want to change your batch name to "Invoices" and the date, you would click **Setup** to open the Standard Setup dialog box. From this dialog box, you can make these settings. See the next section "Changing the Batch naming settings" for procedures.
  - **Next batch number** — enter the desired next batch number.
- **Limits - Documents per Batch** — make the following selections:
  - **Numbers**: enter or select the minimum and maximum number of documents that you want to allow in a batch.
  - **Warn**: enter a document number to serve as a warning that the batch is approaching its maximum number of documents. When scanning exceeds this limit (by one or two documents), scanning will stop.
- **Limits - Pages per Document** — make the following settings:
  - **Numbers**: enter or select the minimum and maximum number of pages that you want to allow in a document.
  - **Warn**: enter a page number to serve as a warning that the document is approaching its maximum number of pages. When scanning exceeds this limit (by one or two pages), scanning will stop.
- **Reset document ID**: check this box to reset the document counter to **0**.

Changing the Batch naming settings

When you select **Setup** from the Batch naming box, the Standard Setup dialog box will be displayed where you can add or delete values to the batch name.



The Predefined values list provides values that you can select to add to the text formula currently in use. You can add any number of items to the batch name by selecting the item you want from the Predefined values list.

For example, if you want your batch to be labeled with the User name, date and time you would enter the following:

User name, Date (dd), Date (yy), Time24 (HHmmss)
The result would be: **John Smith0409115503**.

To add a value:

1. Select the value you want to add from the *Predefined values* list.
2. Click **Add Item**. The item will be added to the formula.

   NOTE: When specifying a path name, the limit is 248 characters in length.
3. If you want to add more values, repeat Steps 1 and 2.

   NOTE: The *Add leading zeros* and *Number length* fields become available when you select the **Batch counter** value.
4. If applicable, click **Add leading zeros** to add zeroes the left side of your sequence number.
5. If applicable, enter a value in the *Number length* field to limit the number of Predefined values allowed in the text formula.
6. Click **OK** when finished.

NOTES:

- Clicking **Delete Item** will remove the last predefined value from the text formula.
- Clicking **Delete Formula** will remove the text formula.

Bar Code & OCR settings — Capture tab

See Chapter 6, *Bar Code and OCR Setup* for information on configuring your bar code and OCR settings.

Separation settings — Capture tab

The **Separation** option on the Capture tab allows you to identify how you want to separate batches and documents for this job. There are several ways to add separators to your batches. The following list provides the options you can use to create separation settings in *Kodak* Capture Pro Software:

- with a bar code zone (see *Chapter 6, Bar Code and OCR Setup*)
- with an OCR zone (see *Chapter 6, Bar Code and OCR Setup*)
- with Patch codes 2, 3 or T (see *Chapter 5, Patch Code Setup*)

- by automatically counting pages in a document(s) in a batch (set this option up using the **By Count** option)
- with a blank page (set this option up using the **By Blank Page** option)

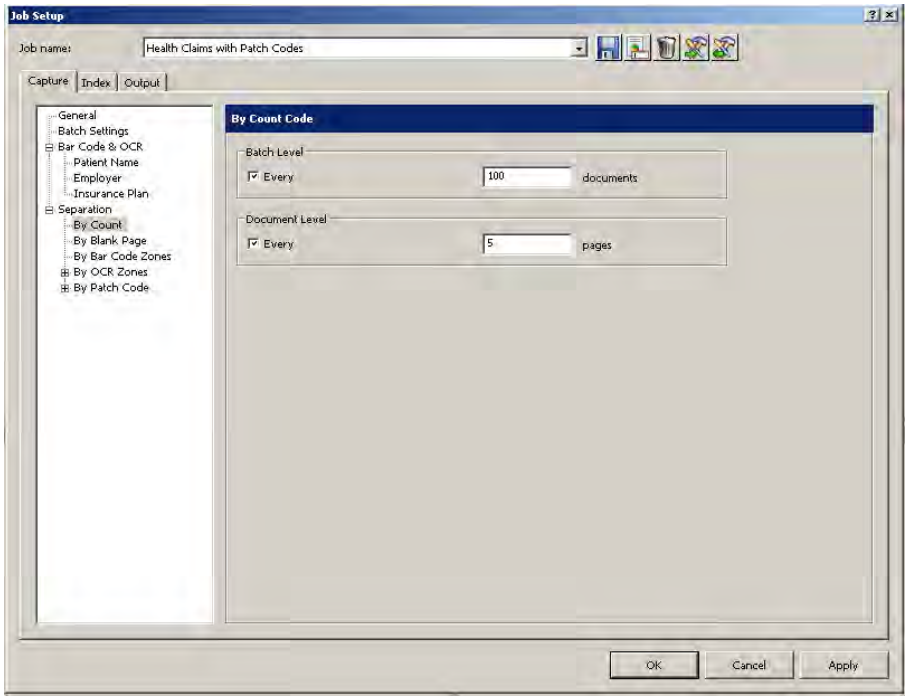
- by selecting **Document>New** or **Batch>Next**
- by pressing **Enter** during scanning
- by right-clicking on a page file in the Batch Explorer and clicking **Split**

The sections that follow provide information and procedures for using *Kodak* Capture Pro Software to automatically separate documents or batches by counting pages and how to use blank page separation.

By Count

The **By Count** separation setting on the Capture tab allows you to enter the number of documents that each batch will contain, and the number of pages each document will contain.

1. Choose **Batch Level** and/or **Document Level**.

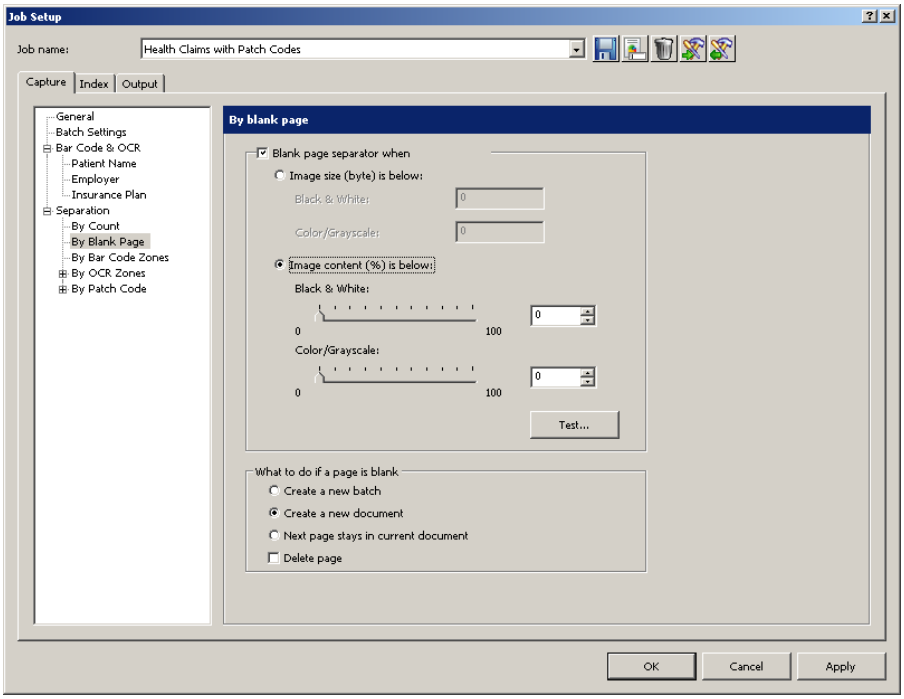


2. Click **Every** at the **Batch Level** and enter the number of documents that the batch must contain before a new batch is created.
3. Click **Every** at the **Document Level** and enter the number of pages that a document must contain before a new document is created.

By Blank page

When scanning images, you can insert blank pages to serve as separators. *Kodak* Capture Pro Software can recognize blank pages and use them to start new batches, start new documents, or create attachments to documents.

To use this method enable the **By blank page** option and select the desired settings.



When you are simultaneously scanning black and white and color/grayscale images, Capture Pro Software can use either black and white or the color image to determine a blank page. When the software detects a blank page, all four images (Color front; Color back; Black and White front; and Black and White back) of the page are either deleted or attached to the new/current document, depending on the settings you created.

The size (in bytes) of both the front and rear images of a page must fall below the entered byte value for Capture Pro Software to recognize the page as blank. If the software does not recognize a blank page, it will ignore it as a separator.

NOTE: It is recommended that you test these values to ensure that the software will detect your blank pages as a separator. See the next section “Testing your settings” for procedures.

Blank Page Image Separator when — activates blank page separation.

- **Image size (byte) is below** — creates blank page separations based on the size (in bytes) of the blank page image. Specify the maximum amount of data (bytes) an image can contain and still be considered blank for each image type (Black & White, Color/Grayscale) that you will be scanning.

  The image size is checked against the raw image coming from the scanner before operations are performed.

  - **Black and White**: enter the maximum image size in bytes for black and white. By default, 3000 bytes is suggested for black and white images.
  - **Color/Grayscale**: enter the maximum image size in bytes for color or grayscale. The maximum image size that can be specified is 1,000,000 bytes (1 MB) to allow for blank page separation when color scanning. 100,000 bytes is recommended.

- **Image content (%) is below** — creates blank page separations based on the percentage of image content in the blank page image.

  NOTE: If the pages you will scan are different sizes, a small page may fall below your blank image byte count even though it contains data. In this case, you may prefer to describe a blank image by specifying **% content** rather than byte size.

  - **Black & White:** enter the percentage limit for black and white images.
  - **Color/Grayscale**: enter the percentage limit for color and grayscale images.

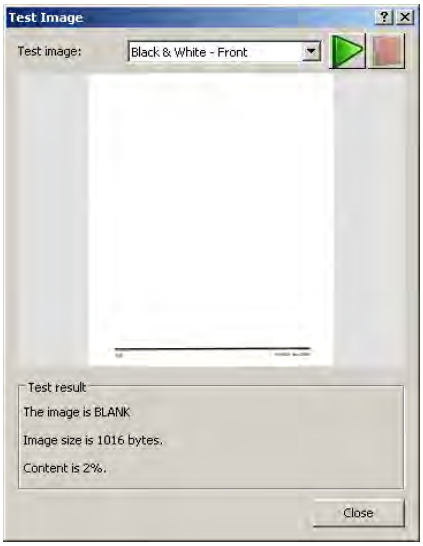
Test — opens the Test Image dialog box, which allows you to scan and test the blank page that is being used as a separator that will be considered blank when compared against the Image content (%) settings. Use this option to verify that the software considers the page to be blank. See the next section "Testing your settings" for more information.

What to do if a page is blank — select one of the options as the next step after the software recognizes a blank page separation.

- **Create a new batch** — creates a new batch when a blank page is detected.
- **Create a new document** — creates a new document when a blank page is detected.
- **Next page stays in current document** — deletes the blank page.
- **Delete page** — when checked, the blank page will not be included in the batch or document that you are separating on.

Testing your settings

1. Place a document in the scanner that is representative of the document you want to test for blank page separation.
2. Click **Test** to display the Test Image dialog box.



   The results will be displayed in the Test result box.
   - The image is: indicates if the image is **Blank** or **Not Blank**.
   - Image size is - (bytes): the size of the test image in bytes.
   - Content is - %: the percentage of content in the test image.
3. Evaluate the values displayed in the **Image size is - (bytes)** and/or **Content is - %** test result area and click **Close**.
4. Based on the results, readjust your entered values as needed and click **OK**.

Job Setup: Index tab

Indexing is a sophisticated feature that allows you to add data processing functions to your scanning, capturing and outputting of images at the document and batch level.

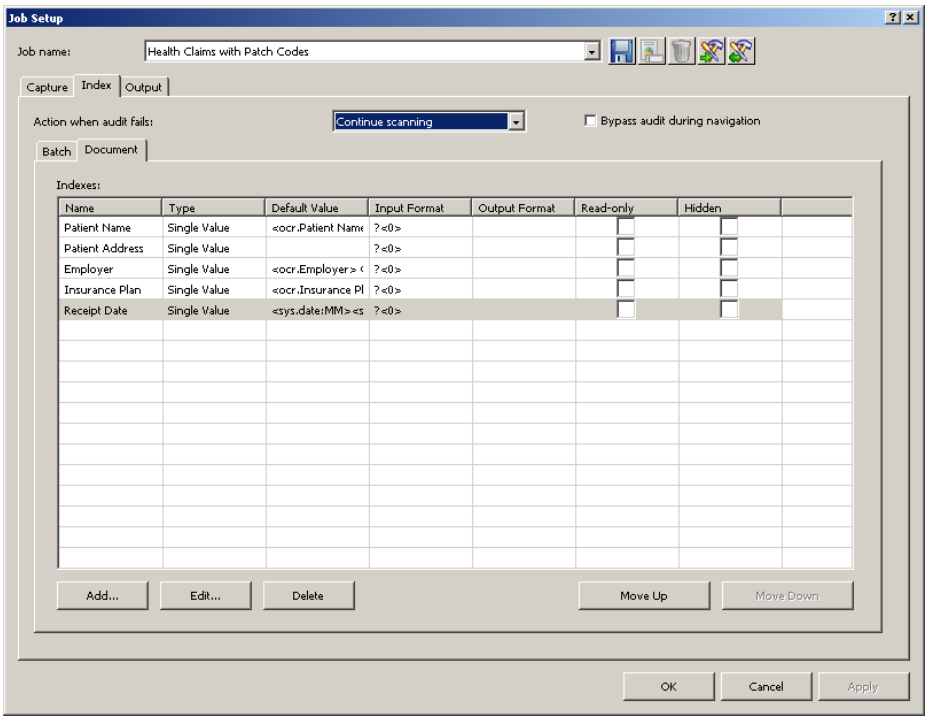
You can set up indexing formulas that check the accuracy of metadata contained in OCR zones and bar code zones. If OCR or barcode reading misinterprets data, the indexing formula can catch the errors and stop the scan.

You can setup indexing formulas that output your images to different locations based on metadata.

- For information on creating input formats, see “Input formats” later in this section.
- For information on creating output formats, see “Output formats” later in this section.

The Index tab on the Job Setup dialog box allows you to define an index field at the **Batch** level and **Document** level. Index fields are setup the same way for Batch level and Document level.

Following are descriptions of the fields on the Index tab:



Action when audit fails — select the action you want the scanner to take when an audit fails.

- **Continue scanning**: keep scanning even when the audit finds illegal index values.
- **Stop scanning**: stop scanning and automatically enter Index Editing mode when the audit finds illegal index values.

Bypass audit during navigation — when checked, disables the audit function when navigating through documents in the Batch Explorer. The term "audit" refers to the verification system that verifies all index values comply with the input/output format.

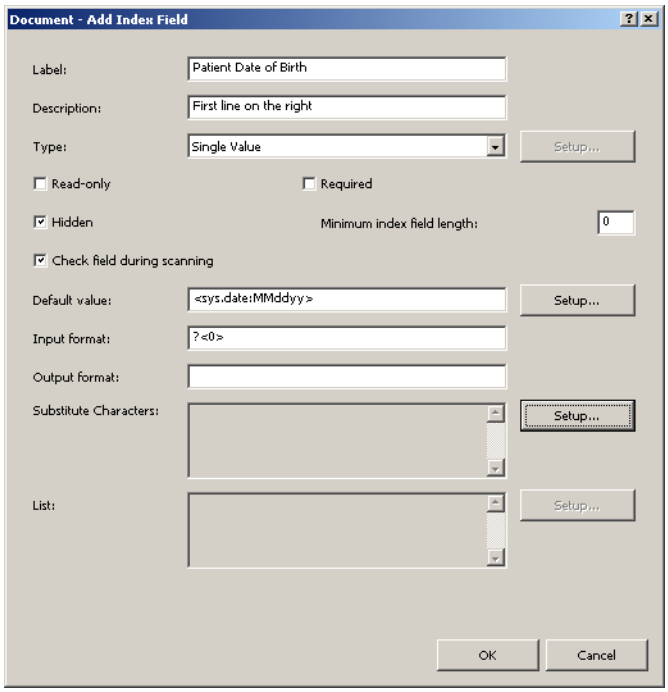
The **Indexes** field displays the values that are set up for each index: **Name, Type, Default Value, Input Format, Output Format, Read-only,** and **Hidden**. You can edit, delete, move a value up or down in the list or add a new value by using the following buttons:

- **Add**: opens the Document Add Index Field dialog box to create a new index field in a document or the Batch Add Index Field dialog box to create a new field in a batch.
- **Edit**: opens the Document Edit Index Field dialog box to modify an index field in a document or the Batch Edit Index Field dialog box to modify an index field in a batch.
- **Delete**: click to remove the selected index field.
- **Move up**: click to move the selected index field up one position in the index list.
- **Move down**: click to move the selected index field down one position in the index list.

Adding a document index field

To add a document index field:

1. Select **File>Job Setup**. The Job Setup dialog box will be displayed.
2. Select a job from the *Job Name* drop-down list and open the Index tab.
3. Open the **Document** tab.
4. Click **Add**. The Document Add Index Field dialog box will be displayed.

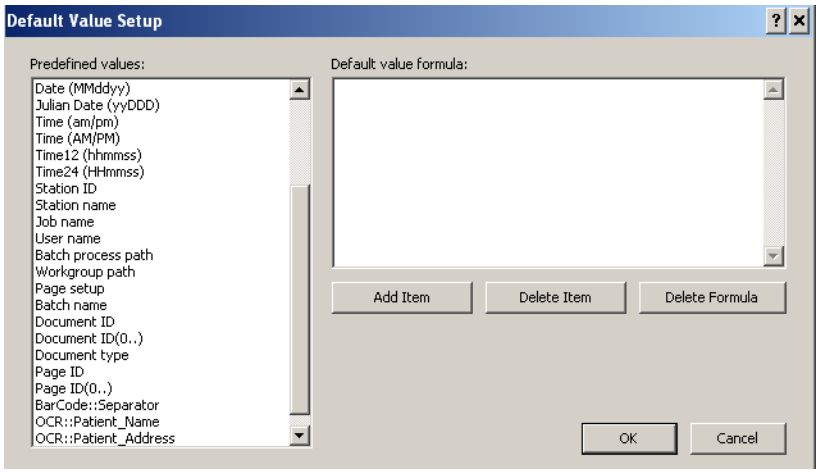


5. Enter the name of your index in the *Label* field.
6. Enter any notes or comments in the *Description* field.

7. Select either **Single Value**, **Drop-down list** or an index API (if available) from the *Type* field. **Single Value** allows to you enter any value. **Drop-down list** allows you to set up a fixed list of values to choose from (e.g., if you want to provide a list of countries to choose from).

   NOTE: If you created your own index API it will appear in the *Type* drop-down list. When you select an index API, the **Setup** button will become available. Click the **Setup** button to make any configuration changes.

8. If you selected **Single Value**, you can check **Read only** to make this index non-writable. This protects crucial information from being deleted by operators.
9. Check **Required** to make this index a must-have check item.
10. If you selected **Single Value**, you can check **Hidden** to hide this index from users. This protects sensitive information.
11. Enter a number to define the shortest valid length of the index field in the *Minimum index field length* field.
12. Check the **Check field during scanning** box if you want the system to check index fields when scanning pages.
13. Enter a predefined value in the *Default value* field or click **Setup** to display the Default Value Setup dialog box.



   NOTE: If you created a bar code or OCR zone, it will be displayed in the Predefined values list (e.g., BC_[zonename] or OCR_[zonename]. To use a bar code/OCR zone for an Index field, you must assign the appropriate BC_[zonename]/OCR_[zonename] as a default value for the Index field. You may need to scroll to the bottom of the Predefined value list to see the Bar code/OCR index fields.

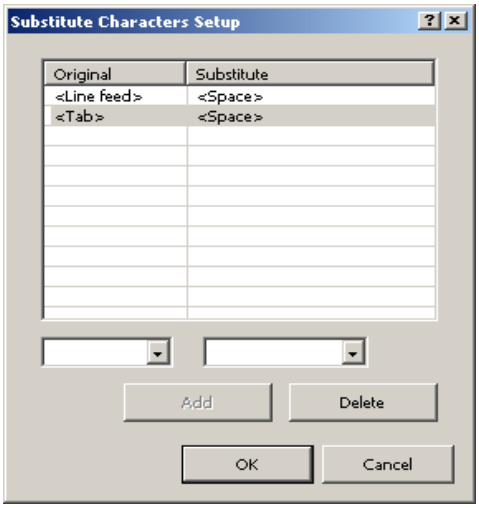
Use the Default Value Setup dialog box to create or revise a formula for the default value of the index field.

- Select a predefined value from the *Predefined Values* list. The Default Value Formula (if any) will be displayed on the right side of the box.
- Click **Add Item.**

  NOTE: **Delete Item** removes the last predefined value that was added to the Default Value Formula; **Delete Formula** removes the entire Default Value Formula.

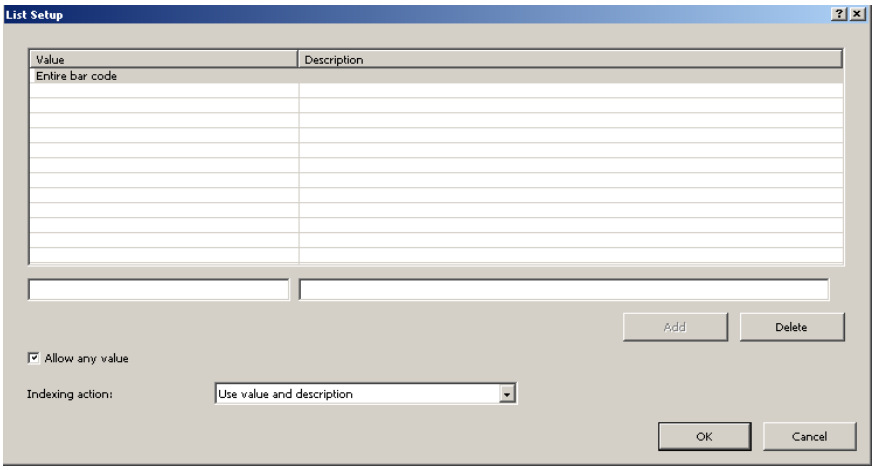
- Click **OK** when finished. The revised formula will be populated into the Default Value text box.

14. Enter your input format. See the section entitled “Input formats” later in this chapter for more information.
15. Enter your output format. See the section entitled “Output formats” later in this chapter for more information.
16. If you want to define **Substitute Characters**, click **Setup** to define character pairs for automatic substitution. The Substitute Characters Setup dialog box will be displayed.



- **Original** column — lists the old characters to be replaced. Select an original character from the drop-down list at the bottom of the column. Select <**Space**>, <**Linefeed**> or <**Tab**>. An original character can appear only once in the *Original* column.
- **Substitute** column — lists the new characters to be put in. Select a substitute character from the drop-down list at the bottom of the column. Select <**Space**>, <**Linefeed**>, <**Tab**> or <**Replace**>. A substitute character may appear more than once in the *Substitute* column.
- **Add** — click to add the original and substitute character pair that you selected from the two drop-down lists. If you only selected an original character, *Kodak* Capture Pro Software will default to <Replace> as the substitute character.
- **Delete** — deletes the highlighted original and substitute character pair from the *Original* and *Substitute* columns.

17. If you want to define a value list for the index field, click **Setup** next to the **List** box. The List Setup dialog box will be displayed.



- Enter the desired value in the text box under the *Value* column.
- Enter a description of the value in the text box under the *Description* column.
- Click **Add** to add the value and description pair that you entered in the two text fields. If you did not create a description, that row in the *Description* column will be blank.

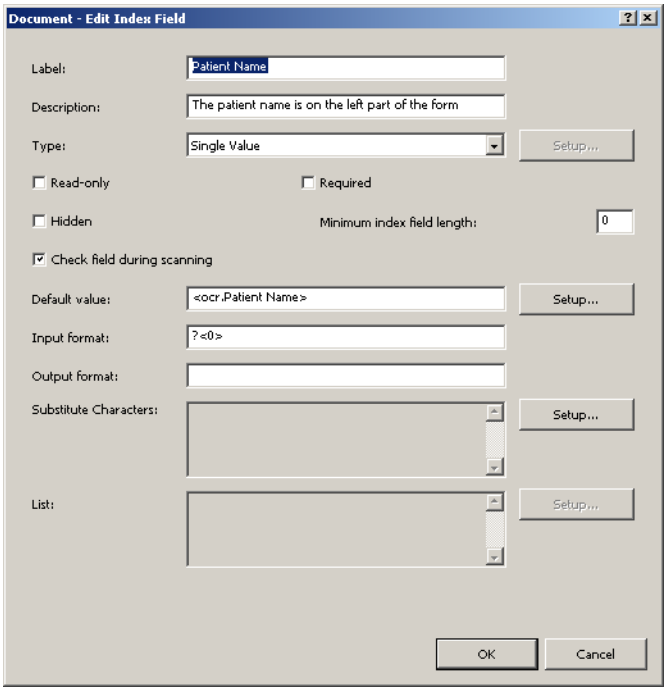
  NOTE: Click **Delete** if you want to remove a value.
- Check **Allow any value** if you want to set no limitation on index values.
- Select an **Indexing action** from the drop-down list: **Use value only, Use description only** or **Use value and description**.
- Click **OK** when finished and return to the Document Add Index Field dialog box.

18. Click **OK** on the Document Add Index Field dialog box. The new document index information will be displayed in the table in the Document tab.
19. Click **OK** to save and exit the Job Setup dialog box.

Editing a document index field

To edit a document index field:

1. Select **File>Job Setup**. The Job Setup dialog box will be displayed.
2. Select a job from the *Job Name* drop-down list and open the Index tab.
3. Open the **Document** tab.
4. Click **Edit**. The Document Edit Index Field dialog box will be displayed.

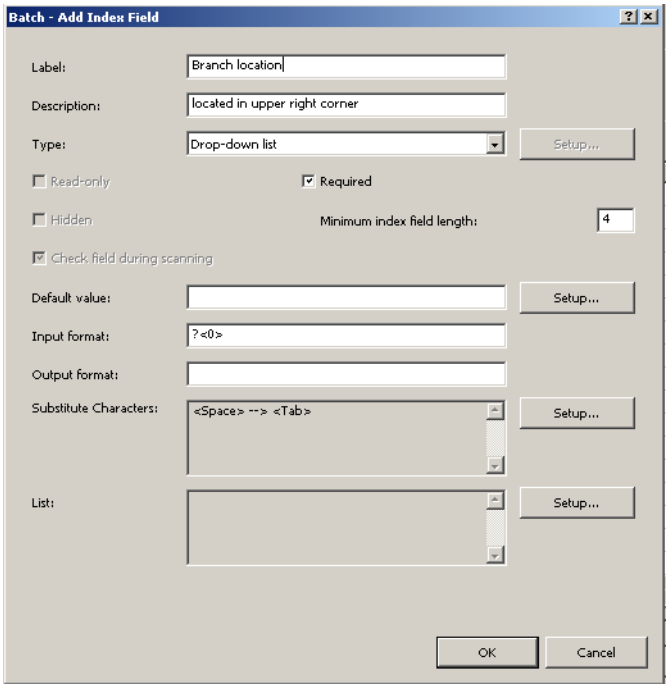


5. Change the information in the dialog box as desired and click **OK**.

Adding a batch index field

To add a batch index field:

1. Select **File>Job Setup**. The Job Setup dialog box will be displayed.
2. Select a job from the *Job Name* drop-down list and open the Index tab.
3. Open the **Batch** tab.
4. Click **Add**. The Batch Add Index Field dialog box will be displayed.



5. Complete the information in the dialog box and click **OK**. See the section entitled, “Adding a document index field” earlier in this chapter for detailed field descriptions.
6. Click **OK** to save and exit the Job Setup dialog box.

Input formats

An **Input Format** is a text expression used to audit the user input for a particular index field. Its purpose is to prevent incorrect data from being entered into index fields. The syntax of the input format can be one or combination of the following formats:

- Text formats
- Number formats
- Time formats
- Fixed string formats

Input Text formats

#
#<maxlength>
#<minlength, maxlength>

— used to represent a single character of a specific type. # may be one of the following character types:

9: valid input character set includes '0', '1', ..., '9'
Z: valid input character set includes 'A', 'B', ..., 'Z'
z: valid input character set includes 'a', 'b', ..., 'z'
A: valid input character set includes all characters in Z and z type
C: valid input character set includes all characters in Z and 9 type
c: valid input character set includes all characters in z and 9 type
X: valid input character set includes all characters in Z, z and 9 type
?: valid input character set includes any characters

Examples

999999
Description — 6 numeric characters

Valid input examples

123456
888888

Invalid input examples

ABCDEF	wrong character type
1234567	too long
12345	too short

ZZZ999?
Description — 7 characters, first three characters are alphabetic letters, next three characters are numeric, last character is any character.

Valid input examples

BAT001%
BOX123a

Invalid input examples

BAT12b3	sixth character must be a numeric
Bat123a	second and third letters must be upper case alphabetic characters
BAT12345	too long

#<maxlength> — used to represent a variable length text value that has no minimum length but may have a maximum length.

- If maxlength is 0, there is no limitation on the length of the input value.
- If maxlength is greater than 0, the length of the input value length must be less than or equal to maxlength.

The maxlength may not be less than 0.

Examples

A<6>

Description — a string that may contain 6 or less alphabetic characters.

Valid input examples

A
ABCDEF

Invalid input examples

ABC123	last three characters must be alphabetic characters
ABCDEFG	too long

?<0>

Description – any text value.

#<minlength, maxlength> — used to represent a fixed or variable length input value that may have a minimum and maximum length.

- If **minlength** is 0, the input string may be empty.
- If **minlength** is greater than 0, the input value length must greater than or equal to minlength.
- The **minlength** may not be less than 0.
- If **minlength** is equal to maxlength, the input value must have the specified number of characters.

Examples

X<2,10>

Description — an input value that contains 2 to 10, upper or lower case alphabetic or numeric characters.

Valid input examples

Batch0001
1234abcABC

A1

Invalid input examples

Batch-001	The ‘-‘ character is not a valid ‘X’ character
A	too short
1234abcdABCD	too long
AB Inc	space character is not a valid ‘X’ character

?<3,0>
Description – a string that contains 3 or more characters of any type

Valid input examples

ABC
+%=
ABC Company
jsmith@ABC.com

Invalid input examples

A1 too short

A<4,4>
Description — a string of exactly 4 alphabetic characters. The same format as AAAA.

9<0,3>
Description — a string of 3 or less numeric characters. String may be empty.

A<3,2>
Description — invalid input format, maxlength must be greater or equal to minlength if maxlength is greater than 0.

Input Number formats

#
#(min, max)
#(min, max]
#[min, max}
#[min, max]

— used to represent one of the following number types:

i : integer number that may be positive or negative, does not contain a decimal point
n : any number, positive or negative and may contain a decimal point.

The value range or precision of the number is limited by the operating system.

The valid number range is typically:

i : -2,147,483,648 to 2,147,483,647
n : 1.7 E +/- 308 (15 digits)

The min and max values define the range of the number value.

The value of min and max must be consistent with the number type. For example if the number type is i, both min and max must be a valid integer number.

The character * may be used in place of min or max and represents an infinite value or no limit.

The max value must be greater or equal to the min value.

(: input value must be greater than min.
) : input value must be less than max.
[: input value must be greater than or equal to min.
] : input value must be less than or equal to max.

Examples

i
Description — any integer number.

Valid input examples

123
-456

Invalid input examples

123.456	must be integer. Decimal values are not allowed
-123.	integer values cannot have a decimal point

n
Description – any integer or decimal number

Valid input examples

123
123.456
-123.

#(min, max) — used to specify a value that is **greater than** min and **less than** max.

Examples

i(-100, 100)
Description — any integer number **greater than** –100 and **less than** 100

Valid input examples

-99
0
99

Invalid input examples

-100	too small, must be greater than –100
-99.9	must be an integer (decimal not allowed)
100	too large, must be less than 100

#(min, max] — used to specify a value that is **greater than** min and **less than or equal** to max.

Examples

i(-100, 100]
Description — any integer number **greater than** –100 and **less than or equal** to 100

Valid input examples

-99
0
100

Invalid input examples

-100	too small, must be greater than –100
-99.9	must be an integer (decimal not allowed)
101	too large, must be less than or equal to 100

#[min, max) — used to specify a value that is **greater than or equal** to min and **less than** max.

Examples

n[-100, 100)
Description — any number **greater than or equal** to –100 and **less than** 100

Valid input examples

-100
-99.9
99.9999

Invalid input examples

-100.1	too small, must be greater than –100
100	too large, must be less than 100

#[min, max] — used to specify a value that is **greater than or equal** to min and **less than or equal** to max.

Examples

n[-100, 100]
Description — any integer number **greater than or equal** to –100 and **less than or equal** to 100

Valid input examples

-100
0
100

Invalid input examples

-100.1	too small, must be greater or equal to –100
100.001	too large, must be less than or equal to 100

i[100, ***)**
Description — any integer number greater than or equal to 100

Valid input examples

100
1000

Invalid input examples

99	too small, must be greater than or equal to 100
100.5	integer values cannot have a decimal point

i(-1.0, +1.0)
Description — this is an invalid input format because the min and max are not integer values as the “i” specifies.

n(+1.0, -1.0)
Description — this is an invalid input format because max is less than min.

Input time formats

T<timeformat>

timeformat is a text string expression of the date/time value. The syntax can be one or combination of the following elements:

yyyy	year (1000-9999)
yy	year (00-99, for 00-79, it means 2000-2079, for 80-99, it means 1980-1999)
MM	month (01-12)
dd	day of month (00-31, validate date when year and month are available)
DDD	day of year (001-366, validate date when year and month are available)
HH	hour (00-23)
hh	hour (01-12)
mm	minute (00-59)
ss	second (00-59)
TT	AM/PM
T	A/P
tt	am/pm
t	a/p
"text"	text is a fixed text string.

The following date/time elements cannot be repeated in the timeformat. For example, if you have selected **yyyy** for year date format, you cannot use yy or another yyyy in the timeformat. This limitation includes:

yyyy and yy

dd and DDD

HH and hh

HH, TT, T, tt and t

Examples

T<yyyyMMdd>
Description — a full date.

Valid input examples

20051025

19000101

Invalid input examples

2005/10/25	unexpected character /
20051032	invalid date
20050229	invalid date (because the year 2005 was not a leap year)
00990101	date is earlier than 1000

T<MMdd>
Description — a date without a year specified.

Valid input examples
1201
1231
0229

Invalid input examples

0001	invalid month
0230	invalid date of February regardless if it is a leap year
ABCDEF	invalid text

T<HH":"mm":"ss>
Description — a time with : as separator.

Valid input examples
23:59:59
00:00:00

Invalid input examples

99:59:00	invalid hour
120000	no separator

T<hhmmsst>
Description — a full time.

Valid input examples
010000a
120000p

Invalid input examples

010000A	A should be lower case
000000a	invalid time
1355101	invalid hour must be 00-12

T<HHmmssTT>
Description — this is an invalid input format because HH represents 00 to 23 hours and TT represents AM/PM which is not valid with a 24-hour time string.

T<yyyyMMyyyy>
Description — this is an invalid input format for yyyy because it was used more than once in a timeformat.

Input fixed string formats

“text”
text is any text string. Because the start and end of the text string is defined by the character “ (double quote), the double quote character is not allowed in the text string. A text string format is normally used in combination with other input formats.

Examples

999”-”99”-”999
Description — fixed string (to define a United States Social Security number)

"ID"
Description — fixed string.

Valid input examples

ID

Invalid input examples

XX	does not match text in format. Input must be: ID

“Text”ABC””
Description — this is an invalid input format because it includes two extra “ characters in the format.

Combination input formats

An Input Format can consist of multiple formats that are used in combination. To use multiple formats to define an Input Format connect the format expressions together with or without a blank space.

No format expression may follow format that is of variable length. For example: A<1,0>”-Comment” is not valid because A<1,0> may be any length. The format: “Comment-“A<1,0> is valid because the variable length format is at the end of the combination input format.

Following are valid and invalid combination formats.

Examples

"ID"999999
Description — combined formats: "ID" and 999999.

Valid input examples

ID123456

Invalid input examples

IDabcdef	the letters abcdef must be numbers
id123456	the first two letters id do not match format which is ID

“DATE”T<yyyyMMdd>
Description — combined formats “DATE” and T<yyyyMMdd>

T<“DATE”yyyyMMdd> is equivalent to the above format.

Valid input example

DATE20051025

Invalid input examples

n?<0>

Description — this is an invalid input format for the number specified. *n* is a variable length and no additional format can follow it.

A<2,3>”XX”

Description — this is an invalid input format because A<2,3> specified a variable length and no additional format can follow it.

A<3,3>”XX”

Description — combined with formats: A<3,3> and “XX”.

Valid input example

XYZXX

Invalid input examples

XXXXXX	unexpected X at the end of the text string.
20051025	the text DATE must proceed the date
DATE20051032	October does not have 32 days
XXXXXXX	too long, extra X at end of string

Index Default value specification

Default value expression is a text expression to set the default value for a particular index field. In default value expression, you need to define the default value by using one or more predefined tags (i.e., system, barcode/OCR value) or a fixed string. You can also define multiple options of the default value by connecting tags with the OR keyword.

Tags
<tagname>
<tagname:transformexpression>

tagname is a pre-defined system, OCR or barcode zone data expression. System data expressions include date, time, Station ID and name, Job and User name, batch and workgroup path, document and page ID and Last Value.

transformexpression is used to transform the format of the system or barcode/OCR value. For example the date is expressed as MMddyy, the transform expression may change the format to MM/dd/yyyy. See the next section for a description of transform expression.

Fixed string formats

"text"
text is a fixed text string. The string delimiter character " (double quote) is not allowed in the format. A fixed text string format is normally used in combination with other formats.

Using multiple tags

A default value may include more than one tag expression used in combination. For example you may want the Default value to include the date, time and Station ID separated by a dash. To do this concatenate them together.

For example:
<sys.date:ddMMyy>"-"<sys.time:hhmmss> "-“ <sys.stationid>

Using the OR keyword

The OR keyword may also be included in the default value expression. This may be useful when a value may not always be present. You may want to set the default value to the value of a barcode that appears on the document.

For example:
<barcode.UPI ID Number>

If no barcode is found on the document, the index field will be empty. The OR keyword can be used to provide an alternate value.

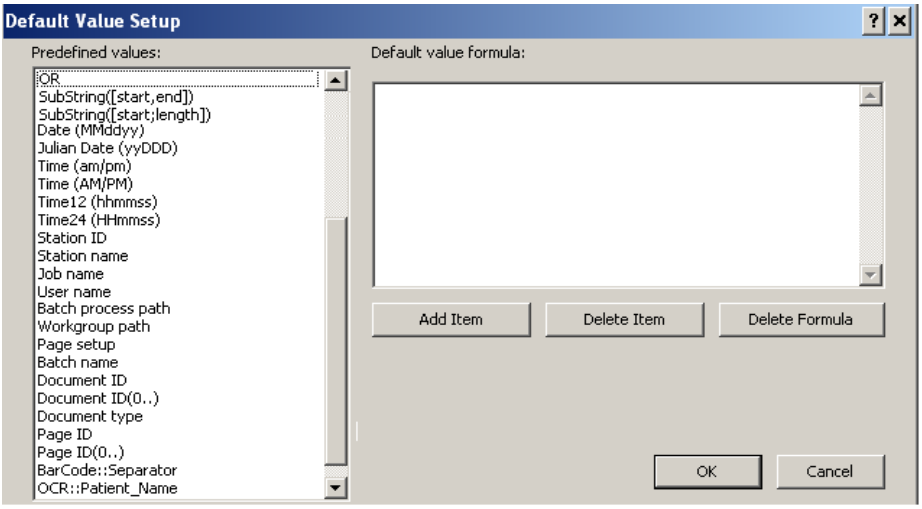
For example:
<barcode.UPI ID Number> OR “Barcode not found on document:” <app.documentid>

As many expressions as needed may be OR’d

Default Value Option #1 OR Default Value Option #2 OR ... OR Default Value Option #n

The system will check the Default Value Option # one by one from left to right, and use the first valid data to initialize the index data.

Available Tags — the following displays the available default value tags:



NOTE: Barcode/OCR zones will be displayed at the bottom of the default value list.

Default value using LASTVALUE

When **lastvalue** is selected as the default value, Capture Pro Software automatically uses the last assigned value for an index field from the previous document (for document indexes) or previous batch (for batch indexes) whenever a new document or batch is created. This is useful, for example, in a backlog application, when you scan folders of documents with the same date. When you start scanning into a new batch, and no index value has yet to be assigned, enter the date once and it remains the same for every new document after that until you change it.

lastvalue is also very useful when performing bar code indexing but not every document scanned will have a bar code attached to it. For example, a default value expression of:

<barcode.Patient ID> OR <app.lastvalue>

means that when a new document is scanned, assign the index field value to the value of the bar code zone "Patient ID" *<barcode.Patient ID>*. However, if the document did not have a bar code on it, assign the index field instead to the value of the previous document *OR <app.lastvalue>*.

Transform Expressions

A Transform Expression is a text expression to format or transform the data of a particular field into a default or output value. Transform Expressions are used to define default values and output format for an index field.

Default value specification: when a new batch or document is created, the index field will be populated with a value based on the default value specification. The default value specification is entered on the Index tab and takes the form <tagname> or <tagname:transform expression>. The transform expression is described below.

Examples:
<sys.date:ddMMyy>
<sys.stationid:[1,5]>

Output format: when a batch is output, the index data for the batch and for each document in the batch will be reformatted based on the output format. For instance, a date index with a value of MMddyy can be reformatted to: MM/dd/yyyy.

The output format is entered on the Index tab and takes the form: transform expression.

Examples:
ddMMyy
[1, 5]

The syntax can be one or a combination of the following formats:

- Text formats
- Number formats
- Time formats
- Fixed string formats

Transform text formats

[start]
[start, end]
[index, ‘delimiter’]
[start; len]

These formats are used to extract a sub-string from the original index value.

[start] — used to extract a sub-string starting at the position start to the end of the original value.

- If start is a positive number, the start position will be counted from the beginning of the original value.
- If start is a negative number, the start position will be counted from the end of the original value.
- If start is 0 or *, the start position will be the beginning of the original value.

Examples

[5]

Description — get sub-string from the 5th character to the end of the original value.

“ABCDEFGHIJKL” ➔ “EFGHIJKL”

“1234567890” ➔ “567890”

“1234” ➔ “”

[*]

Description — get full string

“ABCEDFG” ➔ “ABCDEFG”

“1234567” ➔ “1234567”

[start, end] — used to extract a sub-string starting at the position start and ending at the position end of the original value.

- If end is a positive number, the end position will be counted from the beginning of the original value.
- If end is a negative number, the end position will be counted from the end of the original value.
- If end is 0 or *, the end position will be the end the original value.
- If the start position is after the end position, the sub-string will have the reverse order of the original value.

Examples

[1, 2]

Description — get sub-string from the 1st character to the 2nd character of the original value.

“ABCDEFG” ➔ “AB”

“123456” ➔ “12”

[-4, -1]

Description — get sub-string from the 4th from the last character to the last character of the original value.

“ABCDEFGHIJK” ➔ “HIJK”

“1234567890” ➔ “7890”

[*, 5]

Description — get sub-string from the 1st character to the 5th character of the original value.

“ABCDEFGHIJK” ➔ “ABCDE”

[5,2]

Description — get sub-string from the 5th to the 2nd character in reverse order of the original value.

“ABCDEFGHIJK” ➔ “EDCB”

“1234567890” ➔ “5432”

[2, -2]

Description — get sub-string from the 2nd character to the 2nd from the last character of the original value.

“ABCDEFGHIJ” ➔ “BCDEFGHI”

“1234567890” ➔ “23456789”

“AB” ➔ “BA”

“A” ➔ “A”

[index, ‘delimiter’] — used to extract the element at the position specified by index where each element in the index data is separated by the character delimiter. The first element is index 1.

NOTE: This transform expression is especially useful when assigning data elements in a PDF417 bar code to different index fields. It is also useful when assigning different lines of multi-line OCR results to different index fields. The delimited produced by multi-line OCR is the carat (^) character.

Examples

[2, ‘^’]

Description — get the 2nd element in the multi-line OCR where elements are separated by the character ‘^’

“John Smith^123 Main Street^Some City” ➔ “123 Main Street”

[3, ‘*’]

Description — get the 3rd element from the PDF417 barcode where elements are separated by the character ‘*’

“John Smith*123 Main Street*Some City” ➔ “Some City”

[start; len] – used to extract a sub-string for the position start for len characters.

Examples

[2;3]

Description — get sub-string from 2nd character with a length of 3 characters.

“ABCDEFGHIJ” ➔ “BCD”

“1234567890” ➔ “234”

“AB” ➔ “B”

“A” ➔ “”

Transform number formats

#<width, fracwidth>
#<width, fracwidth, padding>
#<textformats, width, fracwidth>
#<textformats, width, fracwidth, padding>
0width

can be one of the following characters to define the desired number type.

n: generic number
N: generic number with sign
p: percentage number
P: percentage number with sign
c: currency number
C: currency number with sign

The value range or precision of the number is limited by the operating system. The valid number range is 1.7E ±308 (15 digits).

#<width, fracwidth> — used to format a number that has at most, width number of characters and at most, fracwidth characters after the decimal.

width defines the total number of digits to be included in the output string.

- If width is a positive number, the output text will be right-aligned with the padding character (if any) on the left.
- If width is a negative number, the output text will be left-aligned with the padding character (if any) on the right.

fracwidth defines the number of digits to be displayed to the right of the decimal point.

The number 0 is used to show no decimal point.

The * character is used to show a default of 6 digits to the right of the decimal point.

Examples

n<20,2>
Description — a generic number with a maximum width of 20 characters and 2 digits after the decimal point. The string will be right aligned.

Examples

“324.5” ➔ “ 324.50”

“abcd” ➔ “ 0.00”

p<-20, 2>

Description — a number expressed as a percentage with a total width of 20 characters and 2 digits after the decimal point. The string will be left aligned.

Examples

“0.12abc” ➔ “12.00% “

“-43” ➔”-4300.00% “

c<20, 0>

Description — a number expressed as currency with a total width of 20 characters and no decimal point. The string will be right aligned.

Examples

“12345.6” ➔ “ 12,346”

“-12345.6” ➔ “ –12,346”

C<20, 2>

Description — a number expressed as signed currency with a total of 20 characters and 2 digits after the decimal point. The string will be right aligned.

Examples

“12345.6” ➔ “ +12,345.60”

“-12345.6” ➔ “ –12,345.60”

“abc” ➔ “ +0.00”

“-0.001” ➔ “ –0.00”

“-0.00” ➔ “ +0.00”

#<width, fracwidth, padding> — used to format a number that will be padded with the padding character, to the specified width, including fracwidth characters after the decimal point.

padding defines the character to fill the space if the formatted text is less that the width defined.

Example

P<20, 3, ‘#’>

Description — a number expressed as a signed percentage with a total width of 20 characters, 3 digits after the decimal point and padded with the character ‘#’.

Examples

“0.12abc” ➔ “#############+12.0000%”

“-43” ➔ “###########-4300.000%”

#<textformats, width, fracwidth> — used to format a number that is extracted from a string using textformats.

textformats specifies how to extract the number from the original index string. See the *Output formats* section.

Example

N<[2], 20, 3>

Description — a signed number with a total width of 20 characters and 3 digits after the decimal point. The number will be extracted starting at the 2nd character in the original string.

Examples

“A12345.6” ➔ ” +12345.600”

“-12345.6” ➔ “ +12345.600”

“TT9000” ➔ “ +0.000”

“—9999” ➔ “ –9999.000”

N<[2, ‘^’], 20, 3>

Description — a signed number with a total of 20 characters and 3 digits after the decimal point. The number will be extracted from the 2 element in the string, where the elements are separated by the character ‘^’.

Example

“12345.6^45678.9” ➔ “ +45678.900”

#<textformats, width, fracwidth, padding> — used to format a number that is extracted from a string using textformats and padded with the specified character.

This format is a extension of the format #<textformats, width, fracwidth> where the output string will be padded with the specified character.

0width — used to zero-fill a number to the minimum specified width.

Examples

010

Description — a zero-filled number with a total width of 10 characters.

Examples

“123” ➔ “0000000123”

“0” ➔ “0000000000”

03

Description — a zero-filled number with a total width of 3 characters.

Example

“1” ➔ “001”

“1234” ➔ “1234”

Transform time formats

#

— may be one or any combination of the following formats:

yyyy	year (1900-2099)
yy	year (00-99)
y	year
MM	month (01-12)
M	month (1-12)
dd	day of month (01-31)
d	day of month (1-31)
D	day of week (1: Sunday, 2: Monday, etc.)
DDD	day of year (001-365)
HH	hour (00-23)
H	hour (0-23)
hh	hour (01-12)
h	hour (1-12)
mm	minute (00-59)
m	minute (0-59)
ss	second (00-59)
s	second (0-59)
TT	AM/PM
T	A/P
tt	am/pm
t	a/p
ww	week of year (01-53)
w	week of year (1-53)

When using time formats, you must specify an Input Time format to define the contents of the string that is to be formatted for output.

Examples

ddMMyyyy

Description — a date in day, month, year format.

Examples

Input Format: T<yyyyMMdd> the string “20051026” ➔ “26102005”

Input Format: T<yyyyMM> the string “102005” ➔ “102005”

Fixed string formats

text”

text is any text string. Because the start and end of the text string is defined by the character “ (double quote), the double quote character is not allowed in the text string. A text string format is normally used in combination with other input formats.

Examples

"ID-"[*]"-XX"
Description — output fixed text string of "ID".

Examples

"20051026" ==> "ID-20051026-XX"

Combining Transform formats

A Transform Expression can consist of multiple formats that are used in combination. To use multiple formats to define a Transform Expression simply connect the format expressions together with or without a blank space.

Examples

"Revenue"c<20, 2>
Description — combination with formats "Revenue" and c<20, 2>.

Examples

"123456" ==> "Revenue 123,456.00"

yyyy"/"MM"/"dd"-"HH":"mm":"ss
Description — combined with formats: yyyy, "/", MM, "/", dd, "-", HH, ":", mm, ":" and ss.

Examples

"20051026080405PM" ==> "2005/10/26-20:04:05"

Input Format: T<yyyyMMddhhmmssTT>

Output formats

An Output Format is a text expression to format the data of a particular index field into an output value. Transform Expressions are used to define the output format for an index field.

Output format: when a batch is output, the index data for the batch and for each document in the batch will be reformatted based on the output format. For instance, a date index with a value of MMddyy can be reformatted to: MM/dd/yyyy.

The syntax can be one or a combination of the following formats:

- **Text formats** — see *Transform Expression, Text formats*
- **Number formats** — see *Transform Expression, Number formats*
- **Time formats** — see *Transform Expression, Time formats*
- **Fixed string formats** — see *Transform Expression, Fixed string formats*
- **Combination formats** — see *Transform Expression, Combining Transform formats*

Index tab — Database Lookup

Database Lookup can be used to populate or validate batch and document index fields from ODBC (Open Database Connectivity) compliant data sources. A configuration wizard is used to specify the data source, define how the lookup is performed and what data is used to populate index files or validate the contents of index fields. A Job Setup may contain more than one Lookup. Each Lookup may be to a different data source and may be used to populate or validate selected index fields. Lookups may occur during scanning when the index value used for the Lookup is a result of a barcode reader or an OCR action. Each Lookup takes the form: SELECT <table column 1>, <table column 2>, ... <table column n> FROM <data source> WHERE <table column x> = <index field value>.

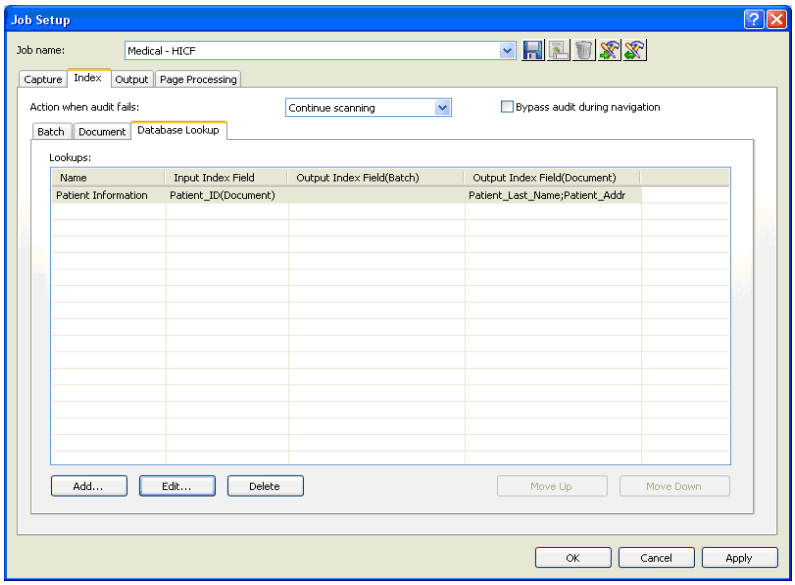
Configuring Database Lookup

Configuring Database Lookup starts with defining the batch and document index fields that will be used by the Lookup. Database Lookups are configured for each job.

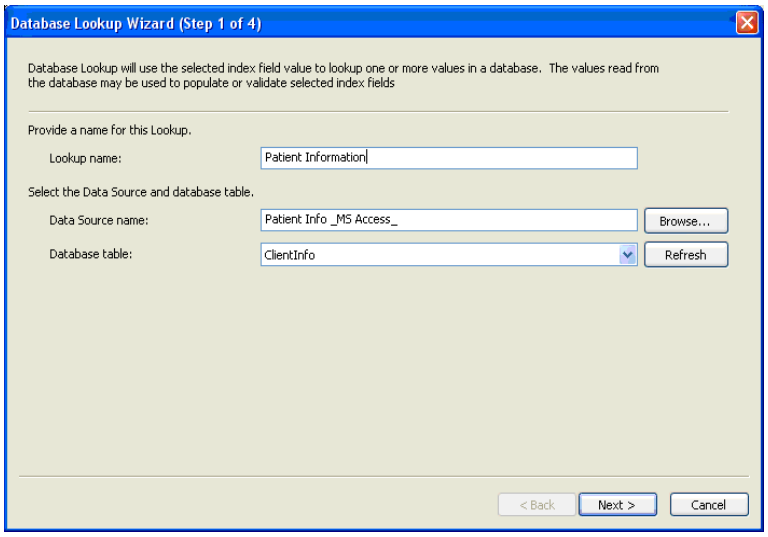
NOTE: Defining of index fields in Job Setup has not changed from previous versions of *Kodak* Capture Pro Software.

To add or edit a new lookup:

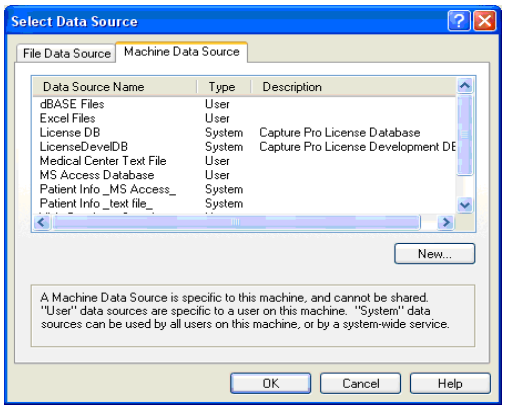
1. Click **File>Job Setup**. The Job Setup dialog box will be displayed.
2. Select a job setup from the *Job Name* drop-down list. The settings for the job setup will be displayed.
3. Select the **Index** tab.
4. Select the **Database Lookup** tab. The Lookups table will be displayed with the following fields: **Name, Input Index Field, Output Index Field (Batch)** and **Output Index Field (Document)** for each Lookup.



5. Click **Add**. The Database Lookup wizard will be displayed.



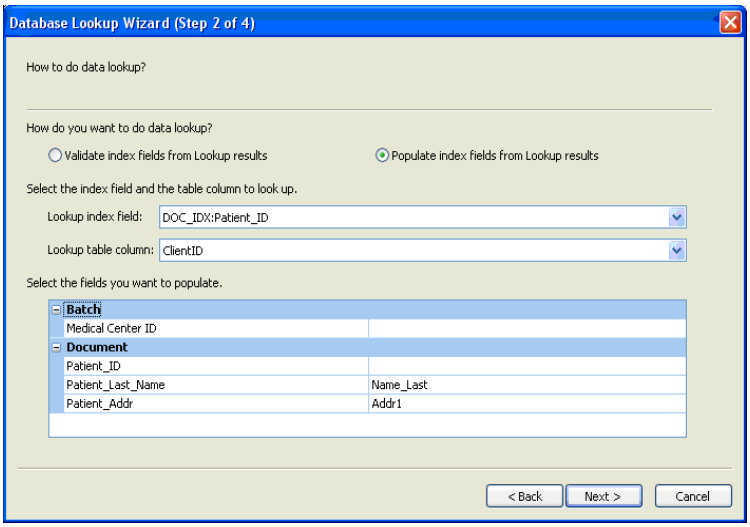
6. Enter the name of your Lookup in the *Lookup name* field.
7. Click **Browse** to open the Select Data Source dialog box.



   - Select an existing *File Data Source* or *Machine Data Source*, or click **New** to create a new data source. Depending on the type of data source you have selected, you will be prompted for additional information.
   - Click **OK** after all required information has been entered.

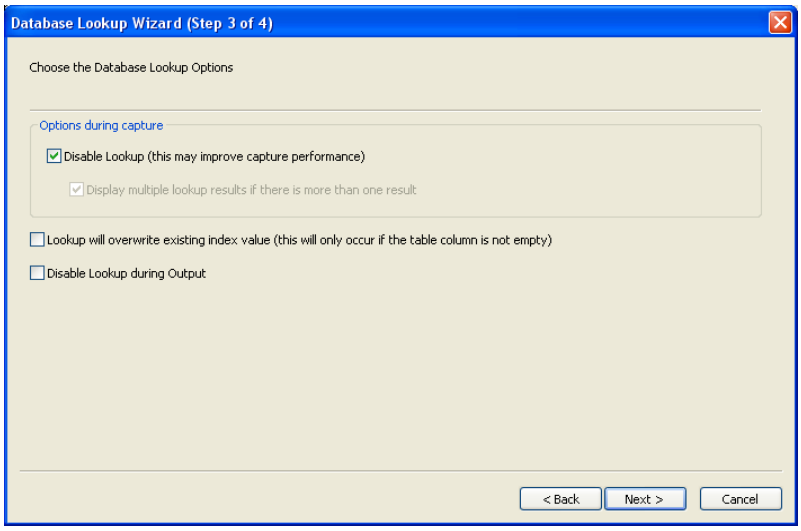
8. Select the table or file from the *Database table* drop-down list that contains the data that will be used to populate or validate the index fields.

9. Click **Next** to define how you want to do the data lookup.



10. Select **Validate index fields from Lookup results** if you want to verify one or more index field values match data in your data source.
11. Select **Populate index fields from Lookup results** if you want to fill in one or more index fields from the Lookup.
12. Select the index field to be used by the Lookup as a key to find matching values in the selected database from the *Lookup index field* drop-down list. This list contains all defined document and batch index fields.
13. Select the table column to be searched for values matching the selected Lookup index field from the *Lookup table column* drop-down list. This list contains all table column names from the selected database table.
14. For each batch or document index field that you want to populate or validate, select the database column that contains the desired data. Click in the column to the right of the index field name and select the database column from the drop-down list.

15. Click **Next** to choose the database lookup options.

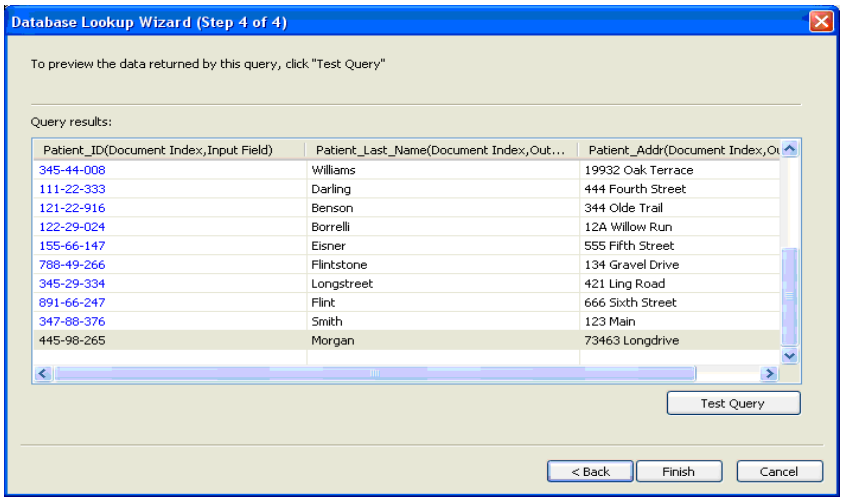


16. Select the desired Lookup options:

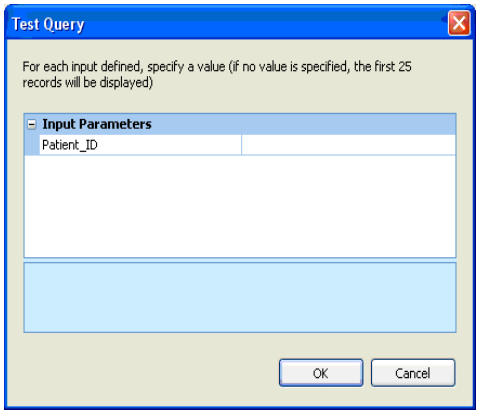
- **Disable Lookup**: when checked, Lookups will not be performed during scanning. This may improve performance with large or remote databases. Lookups will continue to occur in Edit Index mode and when the batch is output.
- **Disable multiple lookup results if there is more than one result**: when checked, the Multiple Lookup Results table will not be displayed during scanning. Multiple Lookup results will be resolved in Edit Index mode, allowing scanning to continue uninterrupted.
- **Lookup will overwrite existing index value**: when checked, the Lookup will always populate an index field with the lookup value in the database, as long as the database entry has a value (i.e., is not empty or null). If you want users to be able to manually enter data into an index field that Database Lookup is populating, then this option should be unchecked or disabled.

  NOTE: Database Lookup will never overwrite data when the batch is output.
- **Disable Lookup during Output**: when checked, no Lookup (populate or validate) will occur during output. If unchecked, empty fields will be populated and missing or multiple records will be ignored. Validation will fail if no matching record is found.

17. Click **Next** to test the Lookup.



18. Click **Test Query**. The Test Query dialog box will be displayed.



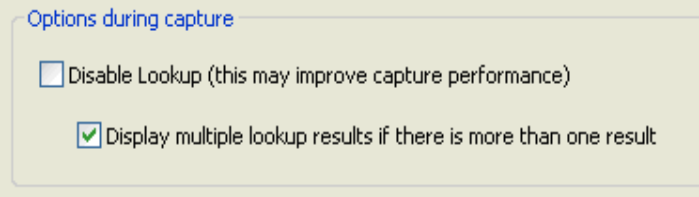
19. Enter a valid value for the parameter that is used to perform the Lookup. If you leave the value blank, the first 25 records in the data table will be displayed.
20. Click **OK**

Using Database Lookup

After configuring a job to do a Database Lookup, it is important to understand when the Lookup will be performed. The following are the common scenarios:

During Scanning - Populating index fields

When **Disable Lookup** during capture has not been checked, Lookups will occur on-the-fly during scanning.



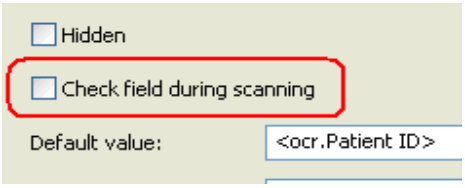
The Lookup will only take place when the index field that is being used for the Lookup has a value that was populated during scanning (e.g., as a result of a bar code or zonal OCR read).

During Scanning - Validating index fields

When **Disable Lookup** during capture has not been checked, Lookups configured for index field validation only will also occur on-the-fly during scanning.

The Lookup Validation will only take place when the index field that is being validated has a value that was populated during scanning (e.g., as a result of a bar code or zonal OCR read).

NOTE: When **Disable Lookup** is not checked, Database Lookups will always be performed during scanning. Even if the Index Field setup option *Check field during scanning* is disabled, the database lookup validation will still be performed.



Edit Index mode

After scanning has been performed and the user enters Index mode (**Index>Edit Index Fields**), the Lookup will always be performed on a document whenever the document is navigated to while in indexing mode.

If the index field that is being used for the Lookup already has a value (e.g., from bar code or zonal OCR) then the Lookup for a document will be performed automatically when navigating to the document.

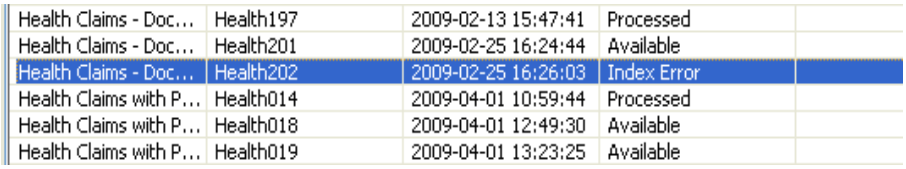
If data is manually being entered in the index field, then the Lookup will be performed when the user leaves the index field. If the **Tab** key is used to navigate *away* from the index field just entered, the results of populating the other index fields will be displayed for verification. If the **Enter** key is used or one of the other indexing mode function keys (i.e., F9, F10, F11) to navigate to *another* document, then the Lookup will be performed and the other index fields will be populated. However, you will not see the results of the Lookup as that document is no longer being displayed in indexing mode.

If the Lookup index field is populated using Drag n' Drop OCR, then the Lookup will be performed immediately and the results of populating the other index fields will be displayed for verification.

Batch Output

Database Lookup only occurs on output if the **Disable Lookup on Output** option is not checked. When you click the **Output** tool, as part of Index field validation, Database Lookup for populating and validating index fields is performed immediately before the batch is queued for output processing. If a Database Lookup is populating index fields, errors will be ignored. If no record is found or multiple records are found, the current value in the index field will be unchanged or left empty. If a Database Lookup is validating index fields, an error will occur if no matching record is found. The batch will not be submitted for output and the error must be corrected before the batch can be successfully output.

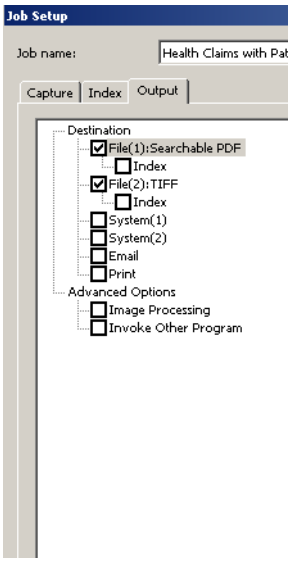
If a batch is output from the Batch Manager screen or is automatically output from Job Setup, Database Lookup is performed immediately as part of the background batch processing. If a Lookup fails, the batch will be put into *Index Error* status.



Health Claims - Doc...	Health197	2009-02-13 15:47:41	Processed
Health Claims - Doc...	Health201	2009-02-25 16:24:44	Available
Health Claims - Doc...	Health202	2009-02-25 16:26:03	Index Error
Health Claims with P...	Health014	2009-04-01 10:59:44	Processed
Health Claims with P...	Health018	2009-04-01 12:49:30	Available
Health Claims with P...	Health019	2009-04-01 13:23:25	Available

When the batch is opened to correct the error, the document that had the Lookup failure will be automatically displayed and you can go into Index mode to correct the indexing problem and re-submit the batch for output processing.

Job Setup: Output tab



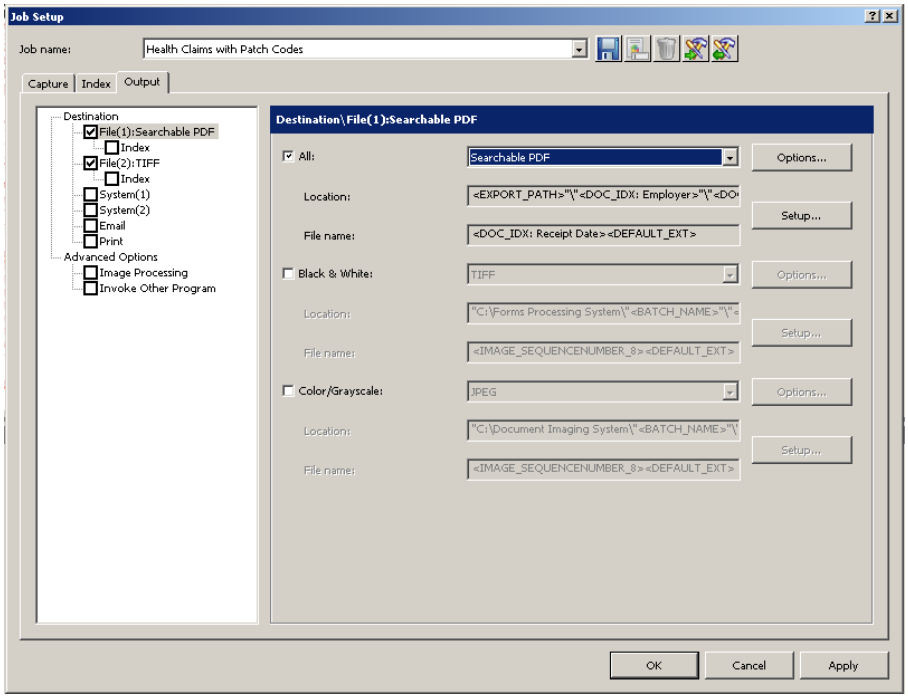
The Output tab is where you set up your output options for your job setup.

- **Destination** — allows you to make settings for the format of the output, where to send the output, and how to index it. The Destination options are:
  - **File (1)** and **File (2)**: allows you to select your file format (TIFF, JPEG, PDF, etc.) and type of output (e.g., black and white, color/grayscale).
  - **System (1)** and **System (2)**:allows you to select the Batch Output Format for your job setup.
  - **E-mail**: allows you to setup up the software to automatically e-mail the output.
  - **Print**: allows you to setup up the software to automatically print the output.
- **Advanced Options** — allows you to apply *Kodak* Capture Pro Software image processing options to the output.
- **Invoke Other Program** — allows you to use another software application on your output.

Destination options: File (1) and File (2)

File (1) option — select a file format (**TIFF, PDF, JPEG**, etc.) for your output. Your choice of formats will depend upon your type of output:

- **All** (black and white and color/grayscale)
- **Black and white**
- **Color/grayscale**



NOTE: For a description of the file format dialog boxes see the section entitled, “Setup options for File (1) and File (2)” later in this chapter.

- **Location** — shows the output location for File (1). To change settings, click **Setup** to open the Location Setup dialog box. For more information about the Location Setup dialog box, see the section entitled, “Building location and filename formulas using the Location Setup dialog box” later in this chapter.
- **File Name** — shows the file name for File (1).

File (2) option — same as File (1). You can choose different settings for File (2) or use the same settings as in File (1).

Under the **File (1)** or **File (2)** options, you can select the **Index** option. The following indexing options will be displayed.

- Batch Index file
- Document Index file
- Image Index file

Setup options for File (1) and File (2)

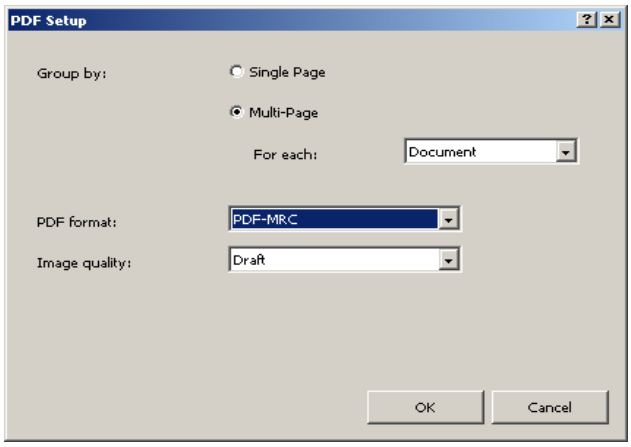
When you select a file format (TIFF, PDF, JPEG, etc.) for your output, your choice of formats will depend on how you configure the setup for that file format.

- Click **Options** for the file format you want to configure.

When the **Options** button is selected, a dialog box for the file format you selected will be displayed.

Selecting PDF as your file format:

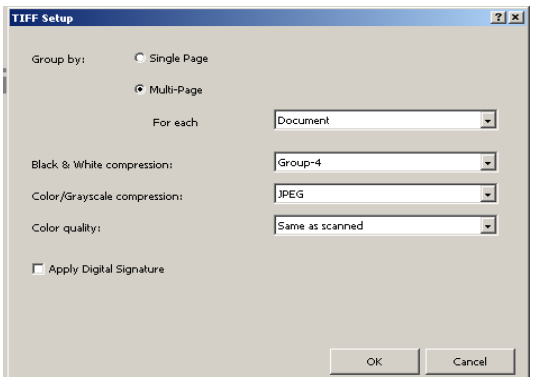
If you select **PDF** as your file format to process your output, the PDF Setup dialog box will be displayed.



1. Select either **Single-Page** or **Multi-Page** as the way to group your image files in output. Every input (scanned) image file will be a separate output file.
   - If you select **Single-Page,** every image you scan is a separate image file in output. Therefore, if you scan a page, you will have two separate image files in output (one for the front and one for the back). If you are scanning dual stream, you will have four image files in output.
   - If you select **Multi-Page**, the *For each* drop-down list becomes available.
   - **For each: Page** — every image for every page scanned becomes one file. When you open the file, there will be two images, one for the front and one for the back. If you are scanning dual stream, you will have four images.
   - **For each: Document** — every page scanned into one document will become the contents of one file. There may be several (or many) images in one file.
   - **For each: Batch** — all images scanned into the batch will become one output file. There may be many images in the output file.
2. Select a **PDF format** from the drop-down list: **PDF, PDF/A, PDF-MRC,** or **PDF-A&PDF-MRC**.
3. If you selected **PDF-MRC** or **PDF-A&PDF-MRC** as your PDF format, select the desired **Image quality**: **Draft** or **Better**.
4. When finished, click **OK**.

Selecting TIFF as your file format:

If you select **TIFF** as your file format to process your output, the TIFF Setup dialog box will be displayed.



1. Select either **Single-Page** or **Multi-Page** as the way to group your image files in output. Every input (scanned) image file will be a separate output file.

   - If you select **Single-Page,** every image you scan is a separate image file in output. Therefore, if you scan a page, you will have two separate image files in output (one for the front and one for the back). If you are scanning dual stream, you will have four image files in output.
   - If you select **Multi-Page**, the *For each* drop-down list becomes available.

   - **For each: Page** — every image for every page scanned becomes one file. When you open the file, there will be two images, one for the front and one for the back. If you are scanning dual stream, you will have four images.
   - **For each: Document** — every page scanned into one document will become the contents of one file. There may be several (or many) images in one file.
   - **For each: Batch** — all images scanned into the batch will become one output file. There may be many images in the output file.

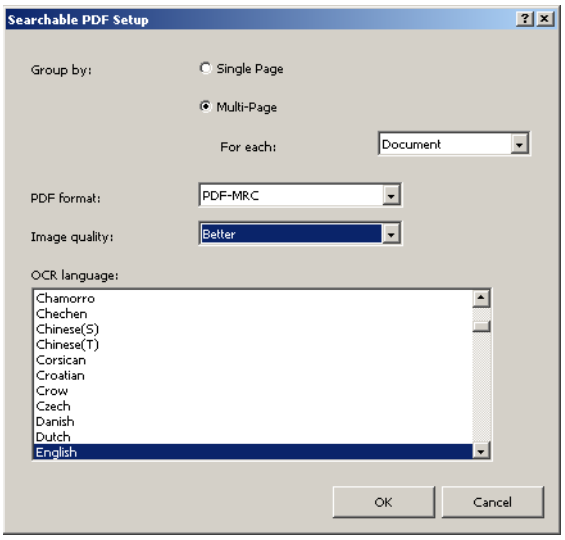
2. If your output includes black and white images, the Black & White compression option is available. Select **Group-4** or (**none**) from the drop-down list.
3. If your output includes color or grayscale images, the **Color/Grayscale compression** and **Color quality** options are available.

   - **Color/Grayscale compression:** select **JPEG** (TIFF 6), or (**none**).
   - **Color quality**: select one of the following settings from the drop-down list: **Same as scanned, Draft, Good, Better, Best,** or **Superior**. **Same as scanned** is recommended.

4. If you want to have a digital signature, click **Apply Digital Signature**. Checking this option provides the recipient with some confidence that the image data has not been changed.
5. When finished, click **OK**.

Selecting Searchable PDF as your file format:

If you select **Searchable PDF** as your file format to process your output, the Searchable PDF Setup dialog box will be displayed.



1. Select either **Single-Page** or **Multi-Page** as the way to group your image files in output. Every input (scanned) image file will be a separate output file.

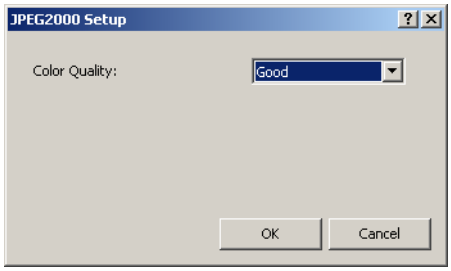
   - If you select **Single-Page,** every image you scan is a separate image file in output. Therefore, if you scan a page, you will have two separate image files in output (one for the front and one for the back). If you are scanning dual stream, you will have four image files in output.
   - If you select **Multi-Page**, the *For each* drop-down list becomes available.

   - **For each: Page** — every image for every page scanned becomes one file. When you open the file, there will be two images, one for the front and one for the back. If you are scanning dual stream, you will have four images.
   - **For each: Document** — every page scanned into one document will become the contents of one file. There may be several (or many) images in one file.
   - **For each: Batch** — all images scanned into the batch will become one output file. There may be many images in the output file.

2. Select one of the following formats from the drop-down list: **PDF, PDF/A, PDF-MRC** or **PDF/A&PDF-MRC**.
3. Select the desired image quality.
4. OCR will be performed to provide a capability to search for specific text in the output files. Select the **OCR** language that your scanned documents will contain, for the most accurate character recognition.
5. When finished, click **OK**.

Selecting JPEG or JEPG2000 as your file format (if your output type is Color/Grayscale):

If you select **JPEG2000** as your file format to process your output, the JPEG2000 Setup dialog box will be displayed.



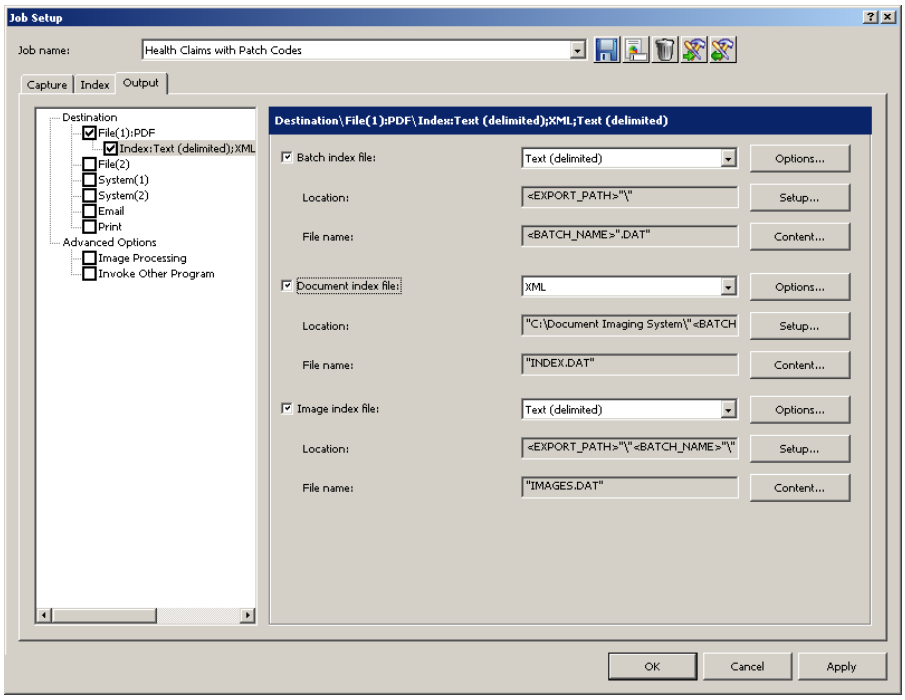
1. Select **Good**, **Better** or **Best** color quality.

   NOTE: If you select **JPEG** as your file format, the additional color quality options are available: **Same as scanned, Draft** and **Superior**. **Same as scanned** is recommended.

2. When finished, click **OK**.

Index options for File (1) and File (2)

Index options for the File (1) and File (2) output destinations are setup via the Output tab.



You can create a **Batch Index file**, a **Document Index file** and an **Image Index file**.

Each index file (e.g., Batch, Document and Image) provides an **Options** button, a **Setup** button and a **Content** button.

Options — displays the available index file type:

- **Capture Software 6.x** — no property setup is required.
- **HVCS 16-bit Format** — *this option is not available for a Batch index file.* HVCS 16-bit Format allows you to define the *Client number* (1-999) and *Application number (1-9)*.
- **Text (delimited)** — allows you to select an **ASCII** or **Unicode** text file format.
- **XML** — no property setup is required.

Setup — displays the Location Setup dialog box which allows you to create an index file. For more information about this dialog box, see the section entitled, “Building location and filename formulas using the Location Setup dialog box” later in this chapter.

Content — displays the Index Content Setup dialog box which allows you to define the index content. For more information about this dialog box, see the section entitled, “Using the Index Content Setup dialog box” later in this chapter.

Batch Index file

To set up a Batch Index file:

1. Select **Batch Index file**.
2. Select the desired index file type.
   - If you selected **Text (delimited**), click **Options** and click either **ASCII** or **Unicode**, then click **OK**.
3. If desired, click **Setup** to display the Location Setup dialog box to create a path for your outputted batch index file. See the section entitled, “Building location and filename formulas using the Location Setup dialog box” later in this chapter.
4. If desired, click **Content** to display the Index Content Setup dialog box and define the index content. By default, the batch index file will contain only the batch indexes defined for this job. Use the **Content** button to add or remove index values or to reorder indexes in output. See the section entitled, “Using the Index Content Setup dialog box” later in this chapter.
5. When finished, click **OK**.

Document Index File

To set up a Document Index file:

1. Select **Document Index file**.
2. Select the desired index file type.
   - If you selected **Text (delimited**), click **Options** and click either **ASCII** or **Unicode**, then click **OK**.
   - If you selected **HVCS 16-bit Format**, click **Options** and enter the **Client number** (1-999) and **Application number** (1-9), then click **OK**.
3. If desired, click **Setup** to display the Location Setup dialog box to create a path for your outputted document index file. See the section entitled, “Building location and filename formulas using the Location Setup dialog box” later in this chapter.
4. If desired, click **Content** to display the Index Content Setup dialog box and define the index content. By default, the document index file will contain only the document indexes defined for this job. Use the **Content** button to add or remove index values or to reorder indexes in output. See the section entitled, “Using the Index Content Setup dialog box” later in this chapter.
5. When finished, click **OK**.

Image Index File

To set up an Image Index file:

1. Select **Image Index file**.
2. Select the desired index file type.
   - If you selected **Text (delimited**), click **Options** and click either **ASCII** or **Unicode**, then click **OK**.
   - If you selected **HVCS 16-bit Format,** click **Options** and enter the **Client number** (1-999) and **Application number** (1-9), then click **OK**.
3. If desired, click **Setup** to display the Location Setup dialog box to create a path for your outputted image index file. See the section entitled, “Building location and filename formulas using the Location Setup dialog box” later in this chapter.
4. If desired, click **Content** to display the Index Content Setup dialog box and define the index content. By default, the image index file will contain only the image indexes defined for this job. Use the **Content** button to add or remove index values or to reorder indexes in output. See the section entitled, “Using the Index Content Setup dialog box” later in this chapter.
5. When finished, click **OK**.

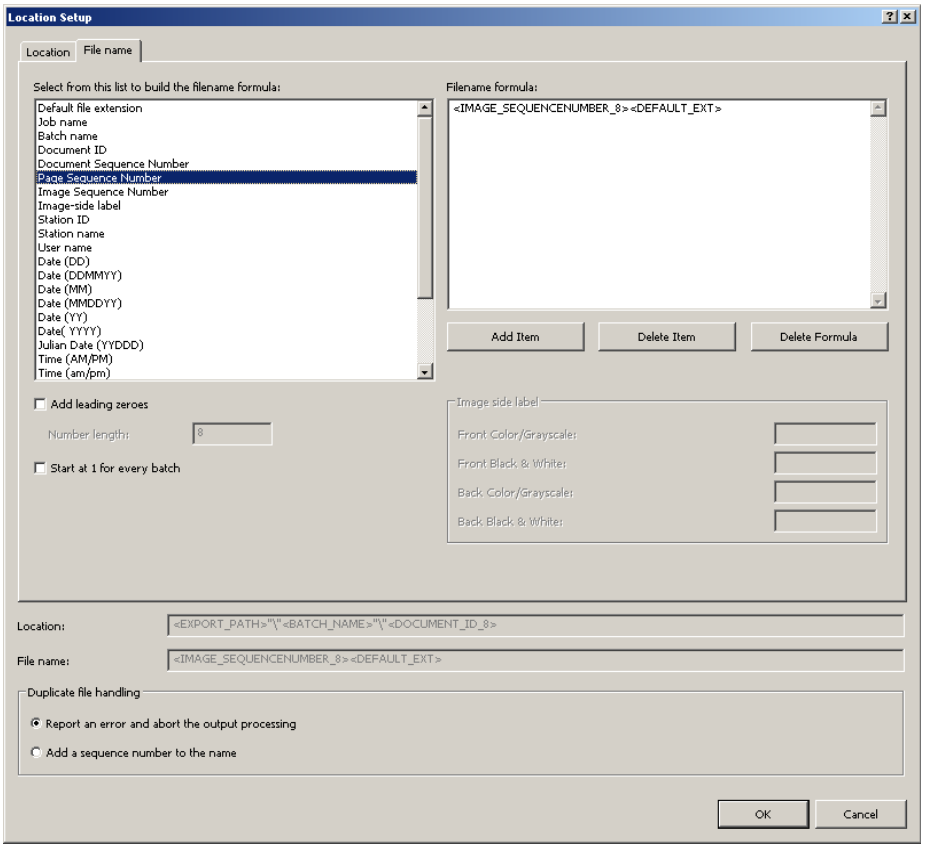
Building location and filename formulas using the Location Setup dialog box

The Location Setup dialog box provides a listing of predefined values and your previously setup index values which allow you to store your output files in uniquely named folders that can be easily sorted.

When you click **Setup** on the Output tab - **Destination\File1** or **Destination\File2**, the Location Setup dialog box will be displayed. Use this dialog box to build a formula which *Kodak* Capture Pro Software will use when creating and storing output.

- To build location formulas, open the **Location** tab.
- To build file name formulas, open the **File name** tab (if it appears on this dialog box).

Procedures for creating Location formulas and File name formulas are the same.



1. Select a predefined value from the list on the left side of this dialog box. The formula currently in use is in the *Filename Formula* field on the right side of the dialog box.
2. Click **Add Item** to add the predefined value to the end of the formula. When specifying a path name, the limit is 248 characters in length.

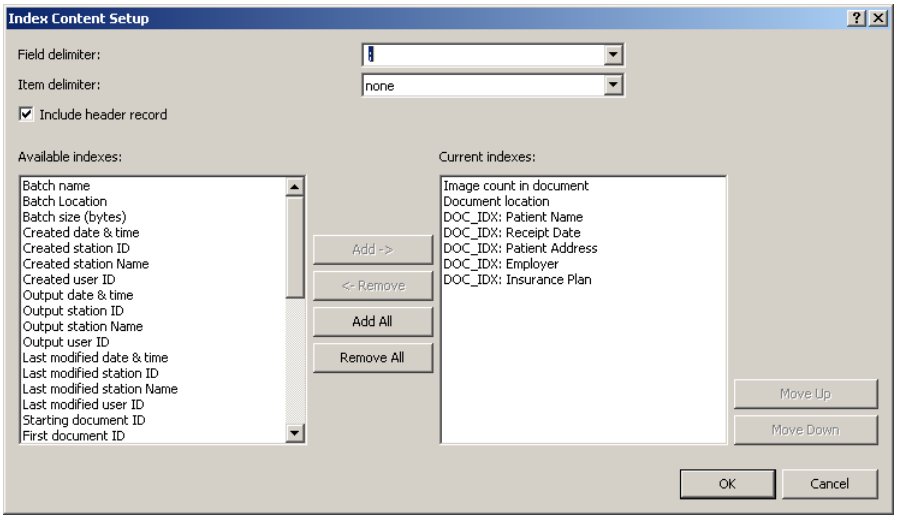
   NOTES:
   - Clicking **Delete Item** will delete the predefined value at the end of the formula.
   - Clicking **Delete formula** will delete the formula.
3. If you want to define digits of sequential numbers and add zeroes to the left side of your sequence number, check **Add Leading zeros**. This option is only available with number values.

4. If you checked **Add Leading zeros**, use the **Number Length** box to indicate the number of digits (including any leading zeros) for the sequence number.
5. If you add <**Image-side label**> to the *Filename Formula* field, the Front Color/Grayscale, Front Black & White, Back Color/Grayscale, or Back Black & White text boxes become active. If desired, enter text labels in these fields.
6. The **Duplicate file handling** area provides two options. Select one of these options:
   - **Report an error and abort the output processing**: generates an error message and stops outputting the batch.
   - **Add a sequence number to the name**: appends a sequence number (e.g., -001, -002) and continues outputting the batch.
7. If you select **Page Sequence Number** or **Image Sequence Number** the **Reset Feature** is available. Set the sequence numbering behavior for page and/or image numbers.
   - Start at 1 for every batch (available only with Page Sequence Number and Image Sequence Number).
   - Start at 1 for every document (available only with Image Sequence Number).
   - Continuous image numbering from (available only with Image Sequence Number).
8. Click **OK** to save your output formula.

NOTE: **Multi-page Formulas**: if you selected multi-page output for **TIFF**, **PDF** or **Searchable PDF**, you cannot add a Page Sequence Number, Image Sequence Number or Image-side label into the Location formula or File name formula. Similarly, if you choose multi-page output at the batch level, you cannot name the output file with any more detailed information than batch-level information.

Using the Index Content Setup dialog box

1. Click **Content** to define index content for the output index file. The Index Content Setup dialog box will be displayed.



If you are defining index content for the Text (delimited) index type only, select an entry in the following fields:

The following options only apply to the Text (delimited) index type:

2. Select **(tab)** or **(space)** from the *Field delimiter* drop-down list. You can also manually input other characters as the custom delimiter.
3. Select (**none**), **single quote (')** or **double quote (")** from the *Item delimiter* drop-down list.
4. Check the I**nclude header record** option if you want to include image file header information in the output index file.

If you are defining index content for the Text (delimited) index type and XML index type, you can apply the following option:

5. Select any item from the *Available Indexes* list and click **Add** to add it into the Current Indexes list.

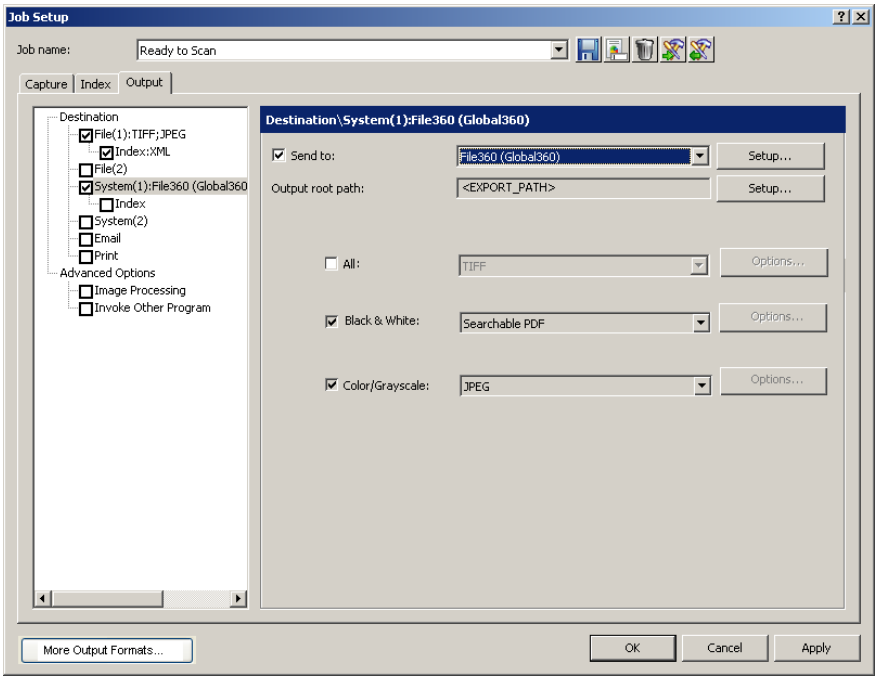
NOTES:

- Click **Remove** to delete the selected index item from the Current Indexes list.
- Click **Add All** to move all the index items from the Available Indexes list to the Current Indexes list.
- Click **Remove All** to delete all the index items from the Current Indexes list.
- Click **Move Up/Move Down** to move the selected index item one step up/ down in the Current indexes list.

6. When finished, click **OK**.

System (1) and System (2) options

The System (1) and System (2) options allow you to select a Batch Output plug-in to output a batch with the required file structure and file format for many popular Enterprise Content Management systems.



System (1) option — if selected, check the **Send to** check box and then select a system (Batch Output Format) from the drop-down list.

To change the system settings, click **Setup** and a specific dialog box for the selected batch output format will be displayed. For additional information about these dialog boxes, see the *Batch Output Formats* guide (A-61638).

To change the output root path, click **Setup** and the Location Setup dialog box will be displayed. For more information, see the section entitled, “Building location and filename formulas using the Location Setup dialog box” earlier in this chapter.

Select a file format (TIFF, PDF, JPEG, etc.) for your output. Your choice of file formats will depend upon the Send to output type you selected.

NOTE: The **All, Black & White** and **Color/Grayscale** options may not be available for the batch output format you selected. If that is the case, click the **Setup** button to select your setup options.

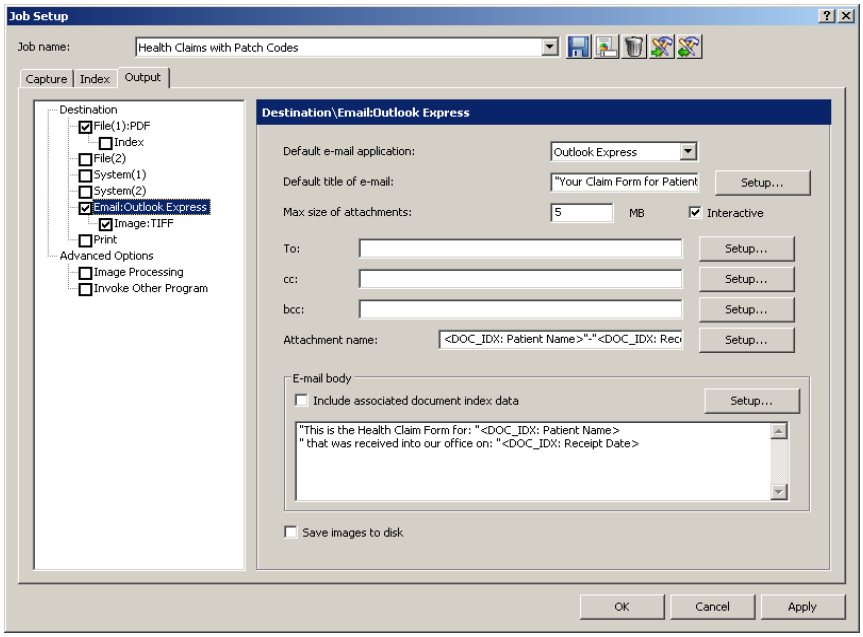
System (2) option — if selected, follow the same instructions as for System (1).

More Output Formats — provides a complete listing and links to Kodak and third-party System Output Formats that are available from the Kodak website.

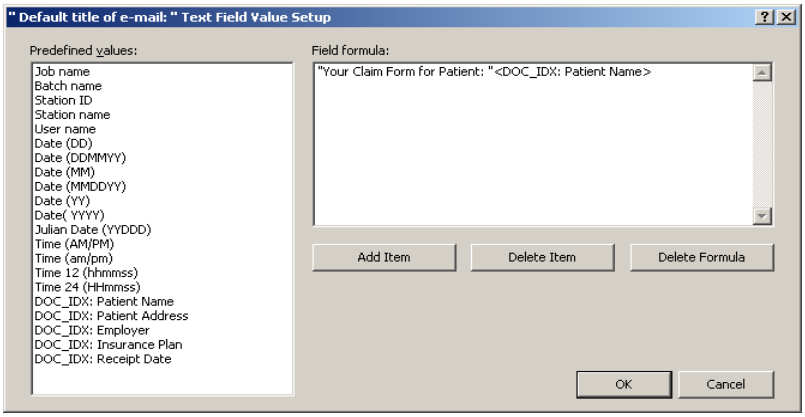
Setting up your e-mail options

The E-mail option on the Output tab allows you set up the software to automatically e-mail output batches, with or without index data.

1. Open the Job Setup dialog box and click the **Output** tab.
2. Click the **E-mail** option. The Destination\E-mail: dialog box will be displayed.



3. Select an e-mail software application to send e-mails from the *Default e-mail application* drop-down list.
4. Enter the information you want to appear as the subject line of the e-mail in the *Default title of e-mail* field. You can select a predefined value to this subject line (e.g., date, name, etc.) by clicking **Setup**. The Default Title of e-mail Text Field Value Setup dialog box will be displayed in which you can select additional items to add to the e-mail title.



- Select the values you want to add to the e-mail title from the *Predefined values* list. With each addition, click **Add Item**.
- Click **OK** when finished.

NOTE: If you want to delete the last value, click **Delete Item**. To delete the entire formula, click **Delete Formula**.

5. Enter the maximum size allowed for an e-mail attachment (in MB) in the *Max size of attachments* field.

6. Check **Interactive** if you want a confirmation before the e-mail is sent.

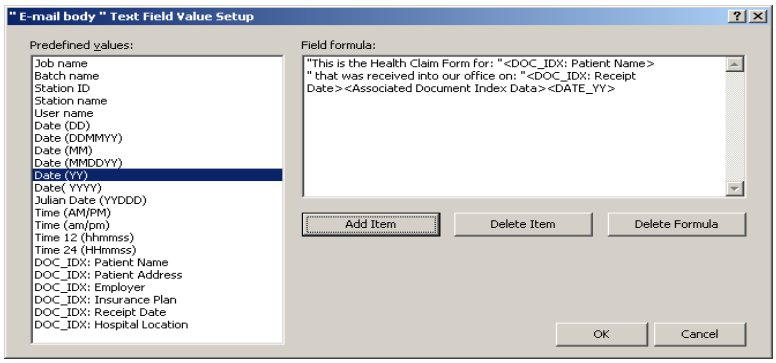
NOTE: If you are using Outlook Express as your e-mail client, you must check this option, otherwise the e-mail will not be sent.

7. Enter one or more e-mail addresses in the *To* field, *cc* field and *bcc* as applicable. The e-mail address(es) must be enclosed in double quotes (e.g., “John Smith@aol.com”).

8. If desired, click **Setup** to add predefined values to your e-mail recipient names.

9. If you are including an attachment, you can enter a name of the attachment and/or select predefined values by clicking **Setup**. The attachment name must be enclosed in double quotes (e.g., “Patient file”).

10. Check **Include associated document index data** if you want data to automatically be displayed in the *E-mail body* field. To change this data, click **Setup** and the E-mail Body Text Field Value Setup dialog box will be displayed.



- Enter any text you want to appear in the e-mail. The information you enter must be enclosed in double quotes (“ “). You can also select any values from the Predefined values list and click **Add Item**.
- Click **OK** when finished.

11. Check **Save images to disk** if you want to save the output image files to your hard drive in addition to sending the email output.

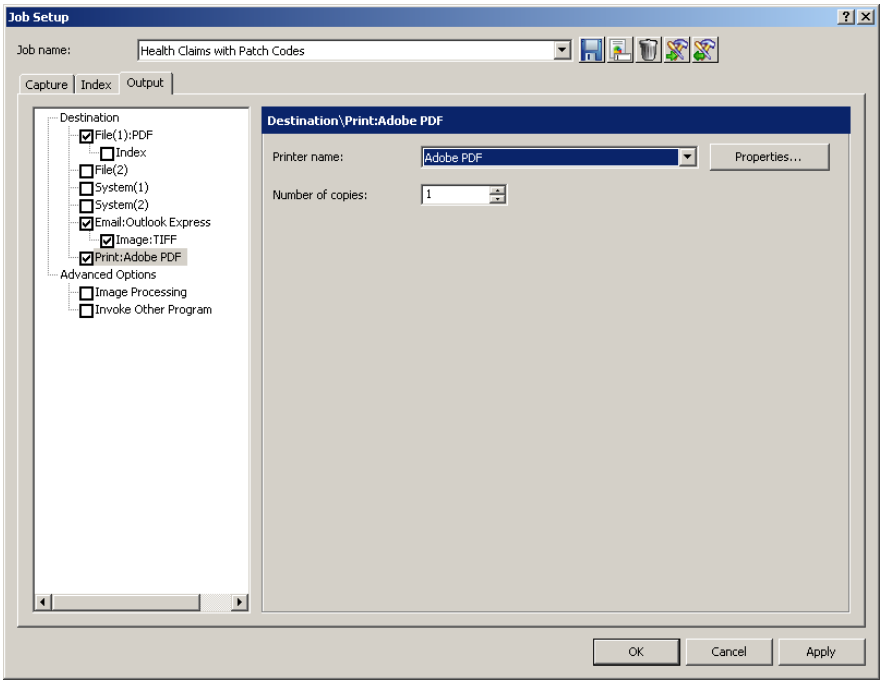
12. Click **OK** when finished.

NOTE: If you check **Image** under the E-mail option on the left side of the Output tab, you can check destination options (TIFF, PDF, JPEG, etc.) depending on your type of output.

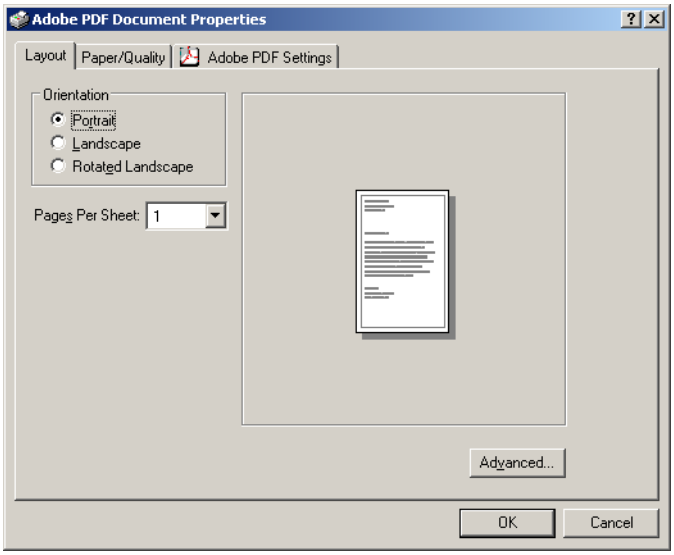
Setting up your Print options

The Print option allows you to print your output.

1. Click **Print** on the Job Setup - Output tab.



2. Select the desired printer from the *Printer name* drop-down box.
3. If you want to change the printer properties, click **Properties**. The properties for the selected printer will be displayed.



4. Change the printer properties as desired and click **OK**.
5. Select the number of copies you want to print from the drop-down list and click **OK**.

Advanced options

When you select **Advanced Options** the following options are available:

Auto-Deletion — deletes a front or back image when the image size is lower than the values specified on the Auto-Deletion dialog box.

Auto-Orientation — analyzes the content of your documents and orients each document so it is right-reading.

Background Color Smoothing — using this option for documents or forms with a background color will help produce images with a uniform background color.

Image Edge Fill — fills unwanted black or white edges on an image, thus producing a cleaner image.

Image Stamping — stamps the image number on the front and/or back sides of each page.

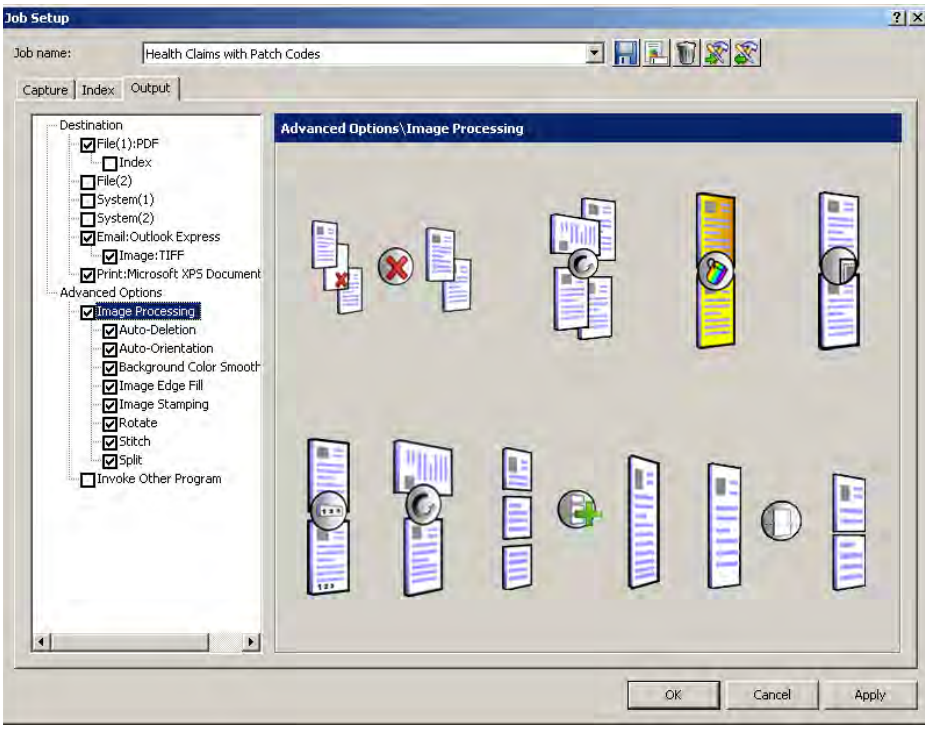
Rotate — rotates all images in a batch 0, 90, 180 or 270 degrees as selected.

Stitch — merges all images of a document into a single output file.

Split — converts the front and rear image into multiple images. Images must be the same type (color/grayscale or black and white).

To access the image processing options:

1. Click **Image Processing** under Advanced Options on the Output tab.



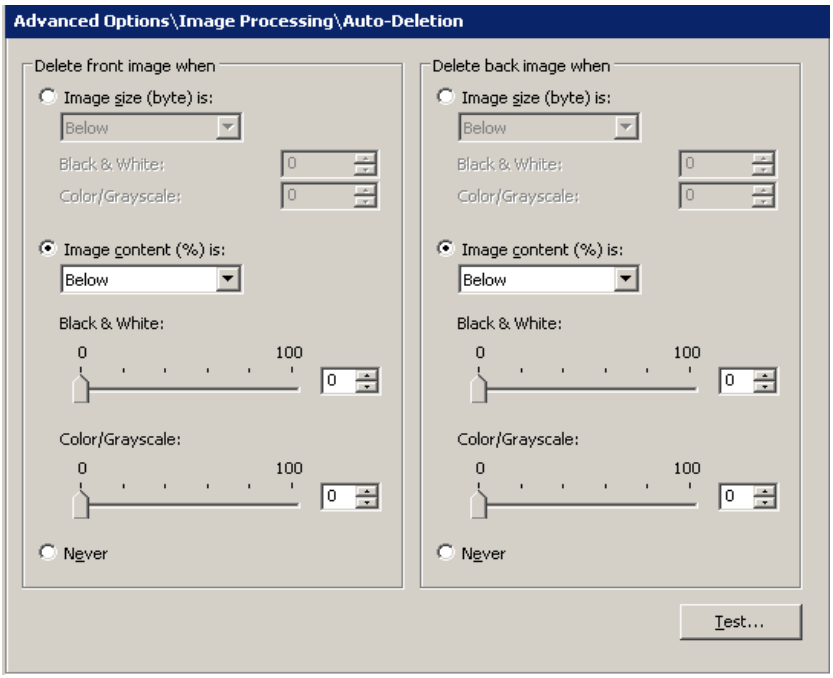
2. Select the desired image processing option and configure as desired.

NOTE: The sections that follow provide detailed information about each option.

Auto-Deletion

The Auto-Deletion option allows you to set options for automatically deleting an image with no content or very busy pages (e.g., the back of a form which has a lot of explanatory text on it). Auto deletion settings are specified independently for front and back images.

If you are scanning both color/grayscale and black and white image types, auto deletion settings are also set independently. Therefore, you can choose to delete one type of image or both.



When using **Auto-Deletion**, it is recommended that you scan some representative documents which you consider to be *blank or almost blank*, by using the **Test** option. The results of the Test option will help you determine if you should set the auto delete values using the **Image size (byte) is** option or the **Image content (%)** option.

- **Image size (byte) is *Above*** — select this option if you want to delete pages with a lot of busy, explanatory content on them. For example, if you are scanning documents with similar content (e.g. insurance forms) on the front and back page, and the front page has content you need to keep, but the back page contains instructions on how to file a claim (that you do not need to keep), enter the number of bytes that you want Capture Pro Software to delete any image file greater than that amount. Any image that is more than this value will be considered too large and will be deleted.
- **Image size (byte) is *Below*** — select this option if you want to delete pages with no content or very little content. Enter the number of bytes that Capture Pro Software will consider the image size to be blank. Any image that is less than this value will be considered blank and will be deleted.
- **Image content (%) is *Above*** — this option is similar to the **Image size (byte) *Above* option** except that you enter a percentage value that Capture Pro Software will consider the image to have too much content. Any image more than this will be deleted.

- **Image content (%) is *Below*** — this option is similar to the **Image size (byte) *Below* option** except that you enter a percentage value that Capture Pro Software will consider the image to be blank or too little content. Any image that is less than this value will be considered blank and will be deleted. Use this setting when there are blank pages.

NOTES:

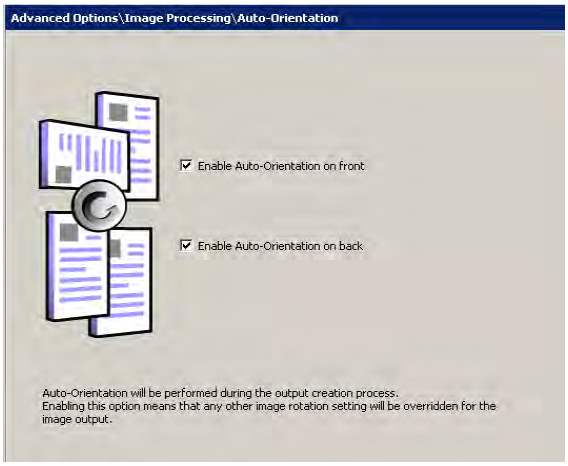
- When selecting the **Image size (byte)** option, other factors such as resolution, compression, etc., will impact the image size.
- The **Image content (%)** option only looks at the percentage of information on the image and therefore, is a more consistent and dependable option to use when images may vary in size, resolution, compression, etc.

Never — click **Never**, if you do not want to delete any images.

Auto-orientation

This option analyzes the content of your documents and orients each document so it is right-reading.

Auto orientation does not work with all character sets. It is recommended that you scan some test documents to ensure the document will be oriented correctly.

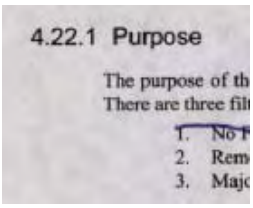


- You can select **Enable auto-orientation on front** or **Enable auto-orientation on back**.

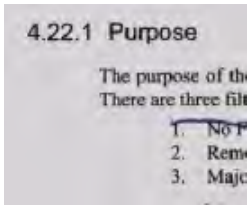
  NOTE: Auto-orientation will be performed during the output creation process.

Background color smoothing

This option can be used for documents or forms with a background color to help produce images with a uniform background color.

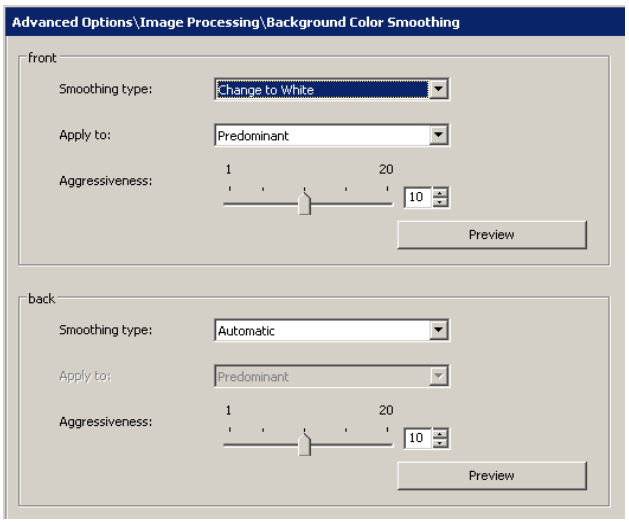


Before Background Color Smoothing



After Background Color Smoothing

The smoothing options can be applied to the front and/or back of a page.



You can select a smoothing type of:

None — no background smoothing will be performed; image will not be changed.

Automatic — the background color(s) will be selected and smoothed automatically.

Change to White — identifies up to three background colors and substitutes each one with white. If you select this option, the *Apply to* drop-down box will be available allowing you to select:

- **Predominant**: only the most common background color will be changed to white.
- **Neutral**: only the neutral background color(s) will be changed to white.
- **All**: the background color(s) will be changed to white.

Aggressiveness — controls the amount of variability that can be corrected in the background color(s). Select a value from 1 to 20.

Preview — opens the Background Color Smoothing Preview dialog box, which allows you to compare the original image against the changed image and alter your settings.

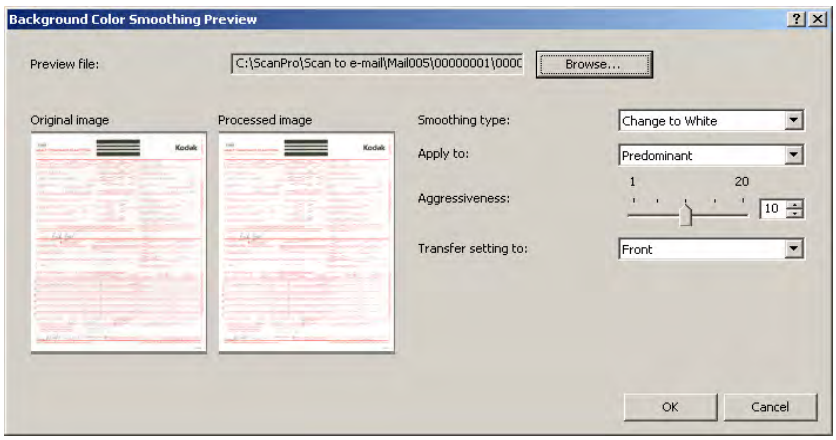
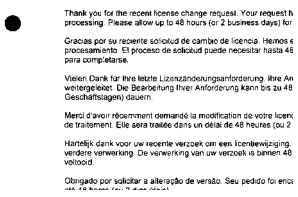


Image Edge Fill

This option allows you to fill and clean up the unwanted edges on a scanned image by covering the area in **Black** or **White** (as selected). This option can be applied to the front and/or back of an image.

You may want to use this option if you have pages with punch holes or ragged images that you want to clean up.



Original: 3-hole punch without Image Edge Fill

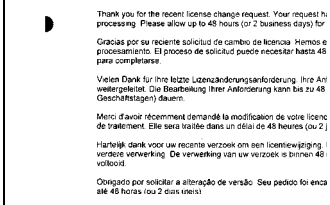


Image with 37/100th of an inch: fills half of the hole. Value is not enough.

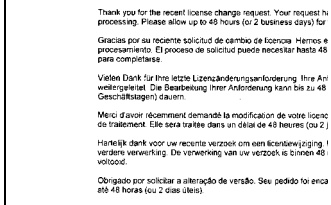


Image with 62/100th of an inch: fills the entire hole and keeps all text. Value is good.

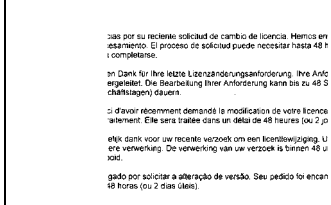


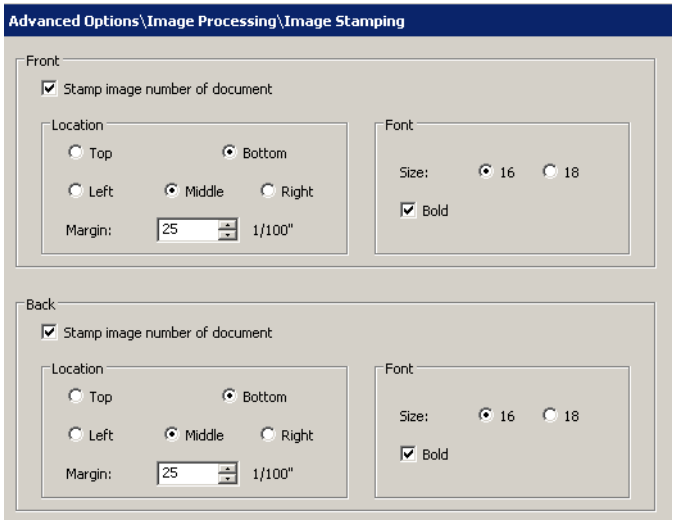
Image with 150: fills the entire hole AND fills some text. Value is too large.

- Select a value in the **Top**, **Left**/**Right** and/or **Bottom** area(s) from each side of the scanned image to be filled in 1/100ths of an inch, or select **All sides match** to fill in the same amount on all sides.

NOTE: When using Image Edge Fill, be careful not to enter a value too large as it could fill in image data that you want to keep.

Image Stamping

This option will stamp the image number of document on the front and/or back of your image.



Stamp image number of document — check this box to enable this option on the **Front** and/or **Back** of an image.

Location: Top or **Bottom** — places the image number on the top or bottom of the image as selected.

Location: Left, Middle or **Right** — places the image number on the left, middle or right of the image as selected.

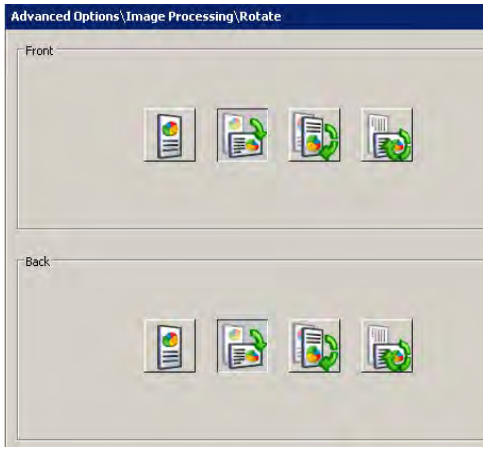
Margin — select a margin size in 1/100ths of an inch to indicate how far from the Top, Bottom, Left or Right margin you want the number to be stamped.

Font size — select the font size of the number to be stamped; **16** or **18** point.

Bold — enable this checkbox for bold print.

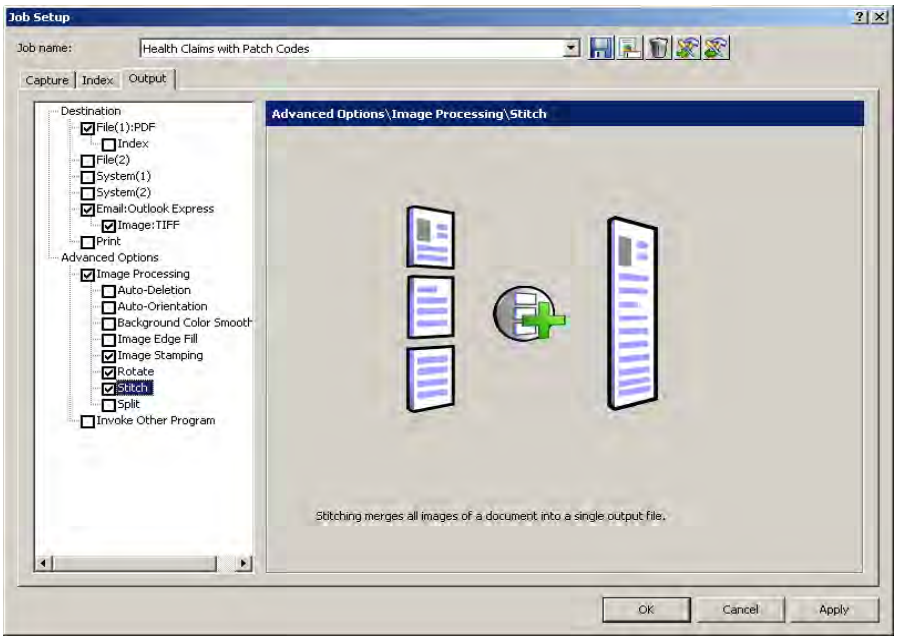
Rotate

This option allows you to select the desired rotation of **0, 90, 180** or **270** degrees. The degree of rotation applies to all images in the batch.



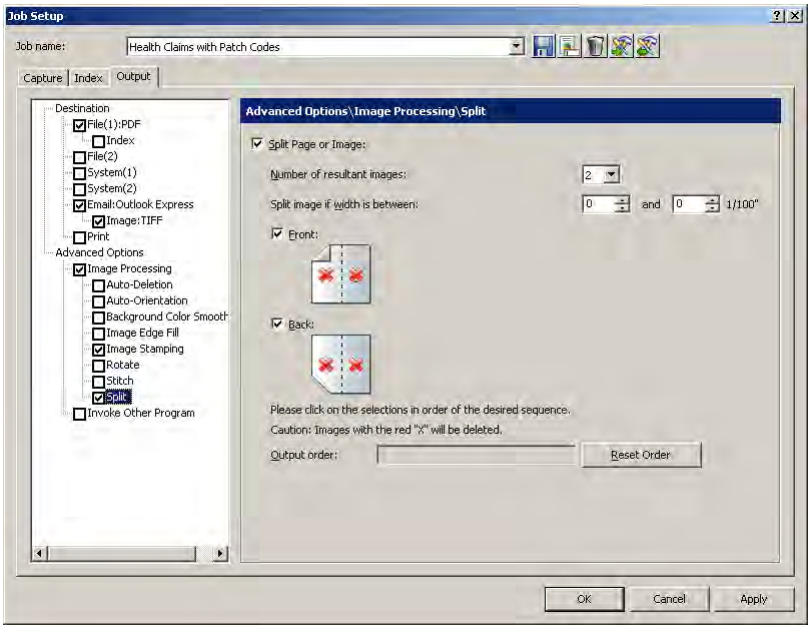
Stitch

When this option is selected, all the images of the document will be merged into a single, continuous file.



Split

When this option is selected, the front and rear image will be converted into multiple (up to 6) images. Images must be the same type (color/grayscale or black and white).

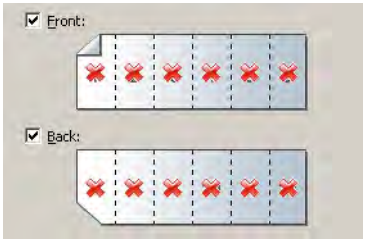


Split Page or Image — enable this checkbox to activate the Split option.

Number of resultant images — choose from 2 to 6 images that you want to split from the drop-down list.

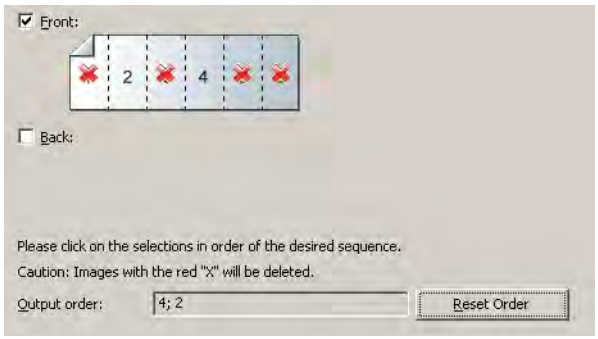
Split image if width is between — use the two drop-down lists to select a range of widths for the page or image. If the page width falls within this range, it will be split. If either the front or back side falls outside the range, neither side will be split.

Front and/or **Back** — enable this checkbox for **Front** and/or **Back** to activate the split. A graphic will be displayed showing your selection. For example, if you enable both checkboxes, the two book icons will appear with a red "X" on each page:



NOTE: When using a simplex-only scanner, selecting both **Front** and **Back** will result in no split. Select **Front** only to cause a split.

Output order — the page order will be displayed in this field. Click on each image segment in the order you want the images to be output. As you click on an image segment, the red "X" disappears.

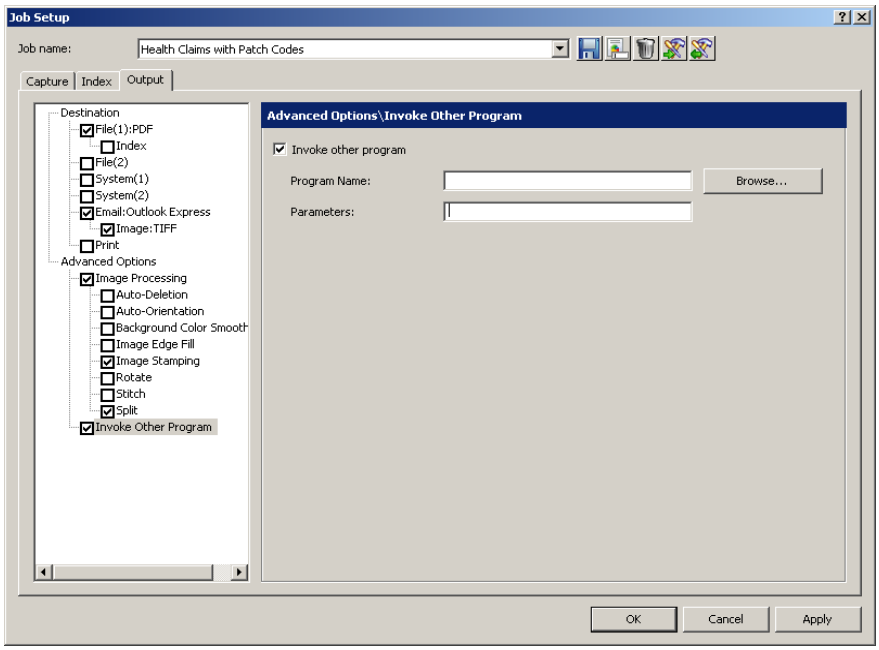


Any image segment that is still marked with a red "X" will be deleted and not sent to output. This option might be useful for the last page of a pamphlet that is always blank.

Reset Order — any order that you originally specified will be deleted and you can reorder your images.

Invoke Other Program option

The Invoke Other Program option on the Output tab allows you to use an application other than *Kodak* Capture Pro Software to make changes to your output. Select the checkbox to enable this option.



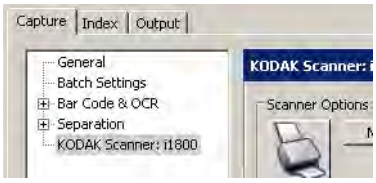
Program Name — enter the application name. If needed, click **Browse** to search for the application.

Parameters — enter any operational parameters from the other application. Place a blank space between each parameter you enter (i.e., 1 2 3) in this field. If entering names with spaces, use quotation marks to mark the names and put a blank space between the names (i.e., "John Doe" "Jane Doe").

OK — saves your settings and closes the dialog box.

Job Setup: Scanner-specific settings

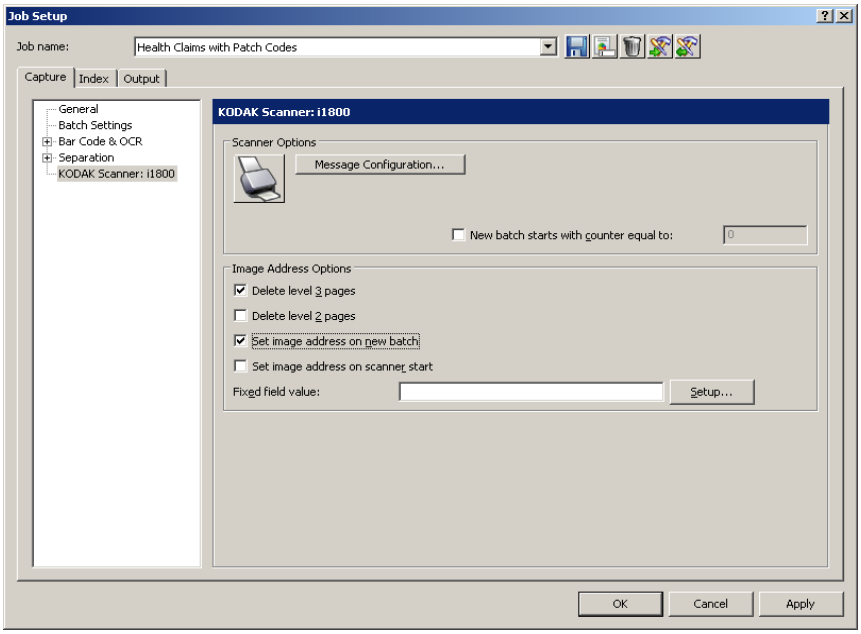
Not all scanners have scanner-specific settings. This section applies only to scanners that have image addressing, batch, patch and imprinting capabilities. If your scanner requires scanner-specific settings, a **KODAK Scanner: iXXX** option will be displayed on the left side of the Output tab.



Kodak i1800 Series Scanners

This section provides information that is specific to *Kodak* i1800 Series Scanners.

The Scanner Options box allows you to access the TWAIN Datasource and setup Message Configuration and Image Addressing options.



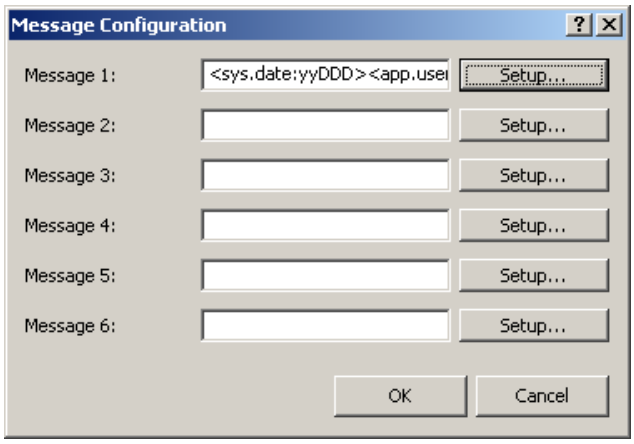
When you click this icon, the TWAIN Datasource will be displayed allowing you to configure your Imprinter, Image Address, Batch and Patch options. For information and procedures on using the TWAIN Datasource, refer to the on-line help for the TWAIN Datasource.

New batch starts with counter equal to — enter the number you want to start a new batch with.

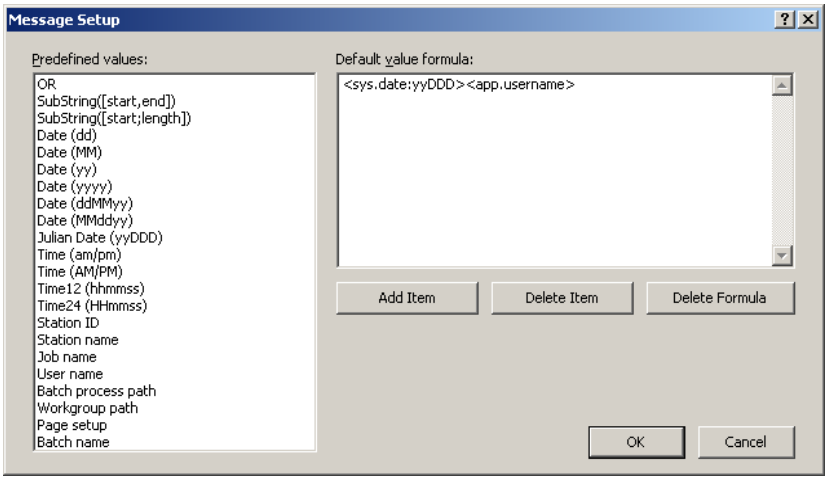
Message Configuration — displays the Message Configuration dialog box. This dialog box allows you to specify custom text to be included in your print string. A maximum of 20 characters is allowed. You can have up to six unique messages per string. The Printer option in the TWAIN Datasource must be enabled and configured before configuring custom messages in *Kodak* Capture Pro Software.

NOTE: The printer configuration that you set up in Capture Pro Software will override any printer configuration setup in the TWAIN Datasource.

1. Click **Message Configuration**. The Message Configuration dialog box will be displayed.



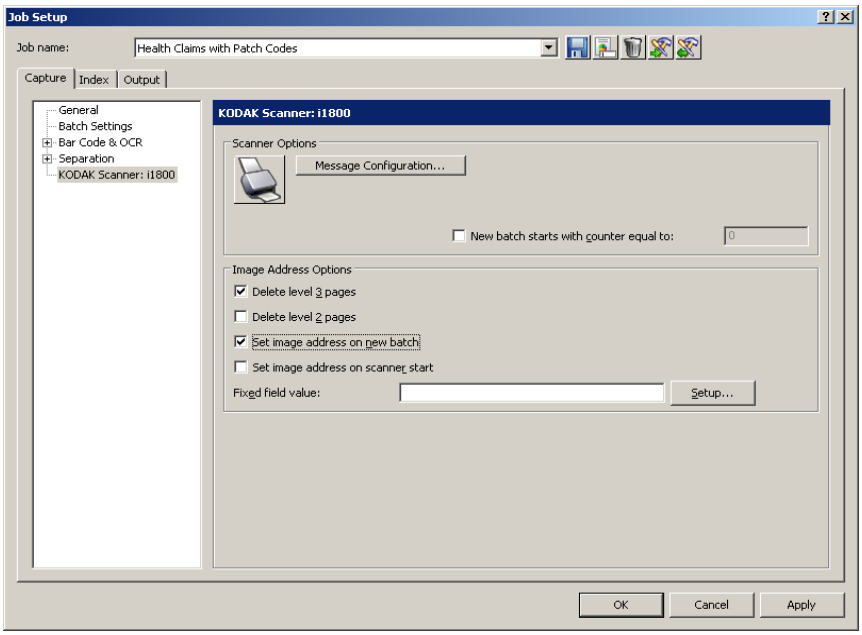
2. Click **Setup** for each message you want to configure. The Message Setup dialog box will be displayed



3. Select a value from the *Predefined values* list and click **Add Item**.
4. Click **OK** when finished.

NOTE: Click **Delete Item** to remove the last value in the formula, or **Delete Formula** to delete the entire formula.

Image Address Options — you can enable the following options:



- **Delete level 3 pages**: this counter is associated with the numeric portion of the batch name. Whenever a Level 3 page is scanned, Capture Pro Software will automatically create a new batch and discard the Level 3 page.
- **Delete level 2 pages**: this counter is associated with the document number of the current batch. Whenever a Level 2 page is scanned, Capture Pro Software will automatically create a new document.
- **Set image address on new batch**: sets the image address value when a new batch is manually created in Capture Pro Software. This option does not affect the image address when batches are automatically created in Capture Pro Software (e.g., blank page separation, bar code separation). By default, the image address default value for a new batch will be as follows:
  - **Fixed field:** the default value as defined in this dialog box.
  - **Level 3**: the batch number portion of the Capture Pro Software batch name (e.g., a value of 19 if the batch name is Batch019).
  - **Level 2:** Capture Pro Software document number for the first document in the batch.
  - **Level 1: 0** if the image address format is Level 2 or Level 3. **1** if the image address format is Level 1.

- **Set image address on scanner start**: automatically resynchronizes the scanner image address with the current scan batch in Capture Pro Software every time the scanner is started. The image address value is set to what the image address should be for the next scanned page. This option is only available when **Set image address on new batch** is enabled.

  When the scanner image address is resynchronized, the image address fields will be set to the following:

  - **Fixed field:** will not change from the current scanner value.
  - **Level 3**: the batch number portion of the *Kodak* Capture Pro Software batch name.
  - **Level 2**: the current Capture Pro Software document number.
  - **Level 1**: the number of pages in the current document if the image address format is Level 2 or Level 3. Number of pages in the current document + 1 if the image address format is Level 1.

    NOTE: When dual-stream scanning, **Set image address at scanner start** is not recommended. This is because the number of pages in the current document is not correctly maintained by Capture Pro Software when dual-stream scanning. As a result, the Level 1 portion of the image address can easily get out of sync.

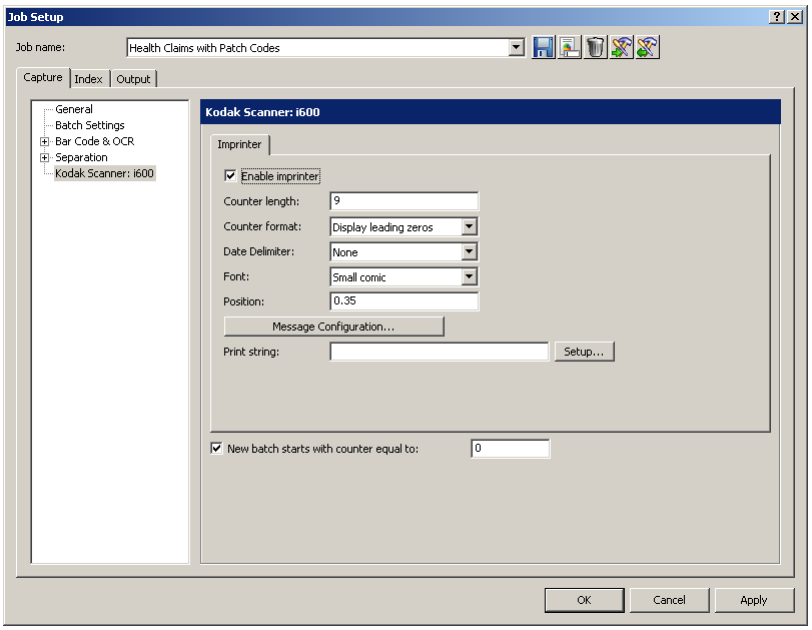
Fixed field value — this is a static field containing ASCII text that does not increment or change during scanning. Enter the text in the field or click **Setup**, which displays the Fixed Field Value Configuration dialog box.

OK — saves your settings and closes the Job Setup dialog box.

Kodak i600/i700/i1400 Series Scanners

This section provides information that is specific to *Kodak* i600 Series Scanners, *Kodak* i700 Series Scanners and *Kodak* i1400 Series Scanners.

The Imprinter tab provides the following options.



Enable imprinter — check this box to enable the imprinting function.

NOTE: The **Counter** is the document count for the scan session. This value is incremented sequentially by the scanner and returned in the image header.

Counter length — allows you to configure the length of the counter from 1 - 9. However, if for example, you only have six characters left in the print string, then the length would be limited to 6.

Counter format — allows you to configure the format of the counter when the width of the value is less than the field width. Select one of the following formats from the drop-down list:

- Display leading zeros (e.g., “004)
- Suppress leading zeros (e.g., “ 4”)
- Compress leading zeros (e.g., (“4”)

Date Delimiter — select a separator setting from the drop-down list: **None**, **Forward Slash** (2006/08/24), **Hyphen** (2006-08-24), **Period** (2006.08.24), or **Blank** (2006 08 24).

Font — from the drop-down list, select **Large comic, Large cine, Large comic 180, Large cine 180, Small comic, Small cine, Small comic 180,** or **Small cine 180.**

Position — select a value to determine how far the printed information will appear from the leading edge of the document.

Message Configuration— displays the Message Configuration dialog box for your scanner. This dialog box allows you to specify custom text to be included in your print string. A maximum of 20 characters is allowed. You can have up to six unique messages per string.

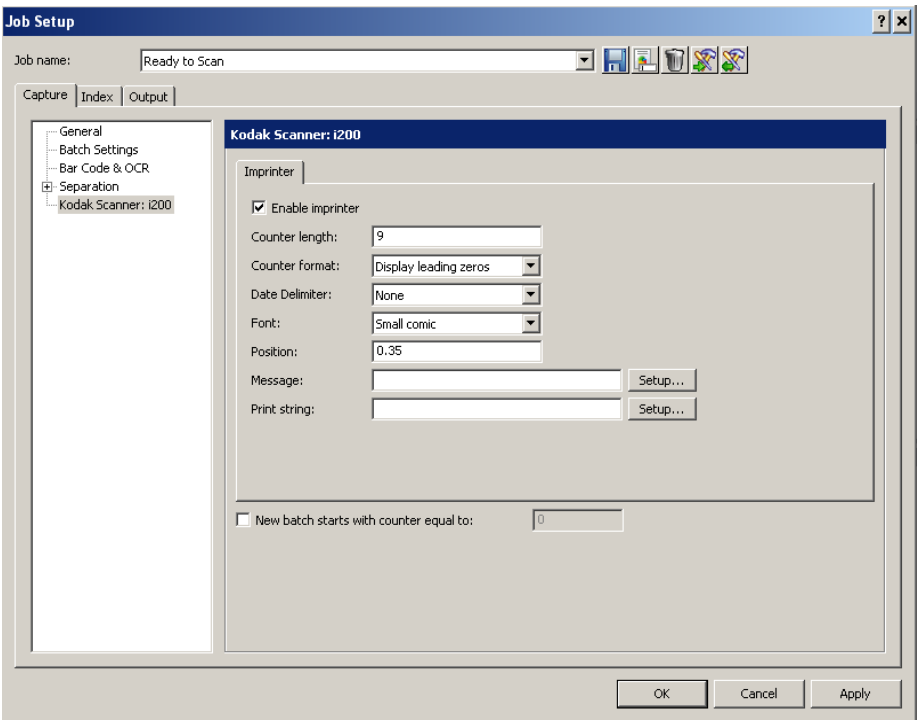
Print string — enter a print string or click **Setup** to open the Formula Configuration dialog box and set up your print string using predefined values.

New batch starts with counter equal to — enter the number you want to start a new batch with.

Kodak i200 and i100 Series Scanners

This section provides information that is specific to *Kodak* i200 Series Scanners and *Kodak* i100 Series Scanners.

The Imprinter tab provides the following options.



Enable imprinter — check this box to enable the imprinting function.

NOTE: The **Counter** is the document count for the scan session. This value is incremented sequentially by the scanner and returned in the image header.

Counter length — allows you to configure the length of the counter from 1 - 9. However, if for example, you only have six characters left in the print string, then the length would be limited to 6.

Counter format — allows you to configure the format of the counter when the width of the value is less than the field width. Select one of the following formats from the drop-down list:

- Display leading zeros (e.g., “004)
- Suppress leading zeros (e.g., “ 4”)
- Compress leading zeros (e.g., (“4”)

Date Delimiter — select a separator setting from the drop-down list: **None**, **Forward slash** (2006/08/24), **Hyphen** (2006-08-24), **Period** (2006.08.24), or **Space** (2006 08 24).

Font — use the drop-down list to select **Large comic, Large cine, Small comic** or **Small cine.**

Position — select a value to determine how far the printed information will appear from the leading edge of the document.

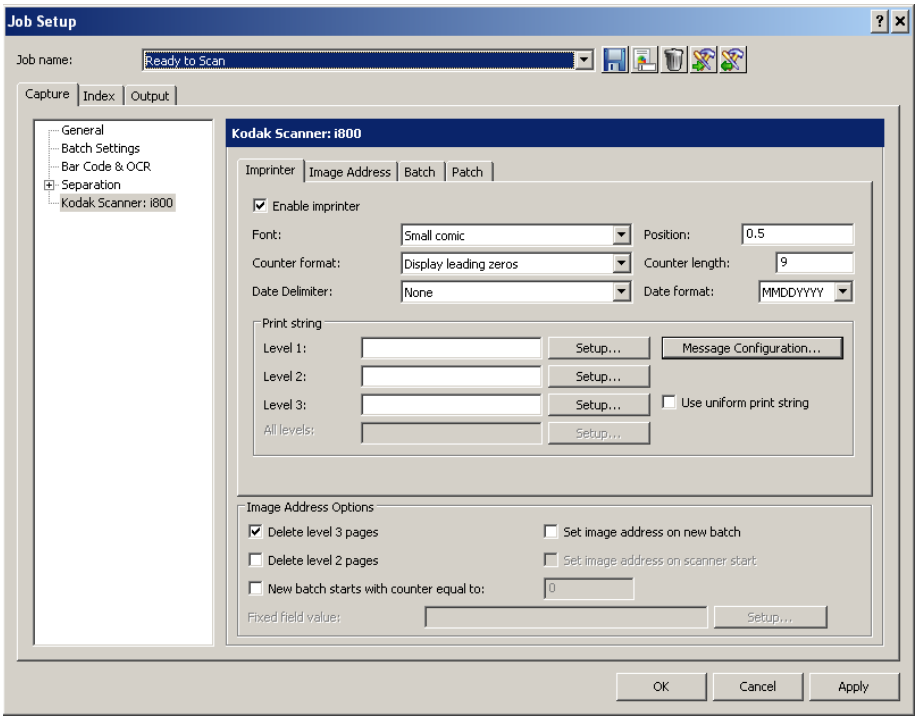
Message — enter a message or click **Setup** to display the Message Configuration dialog box. This dialog box allows you to specify custom text to be included in your print string. A maximum of 20 characters is allowed. You can have up to six unique messages per string.

Print string — enter a print string or click **Setup** to open the Formula Configuration dialog box and set up your print string using predefined values.

New batch starts with counter equal to — enter the number you want to start a new batch with.

Kodak i800 Series Scanners

This section provides scanner-specific information for the *Kodak* i810, i820, i830 and i840 Scanners.



Imprinter tab

Enable imprinter— enables the print functionality.

Font — two different character sizes, referred to as **Large** and **Small**, are available. Information is printed on each document in one of the two orientations: Comic or Cinema. You can choose:

- Large Comic
- Large Cinema
- Small Comic
- Small Cinema
- Large Comic 180
- Large Cinema 180
- Small Comic 180
- Small Cinema 180

Counter format — allows you to configure the format of the counter when the width of the value is less than the field width. Select one of the following formats from the drop-down list:

- Display leading zeroes "004"
- Do Not Display: "4"
- Display As Spaces: " 4"

Date Delimiter — select a separator setting from the drop-down list: **None, Slash (2008/08/24), Hyphen (2008-08-24), Period (2008.08.24),** or **Space (2008 08 24)**.

Position — select a value from 0.35 to 33.5 inches to determine how far the printed information will appear from the leading edge of the document.

- Printing automatically stops 6.3 mm (1/4-inch) from the trailing edge of the document even if the information has not been completely printed.
- The horizontal print position is set manually on the scanner. See the User's Guide for information on changing the horizontal print position.

Counter length — allows you to configure the length of the counter from 1 - 9. However, if for example, you only have six characters left in the print string, then the length would be limited to 6.

Date format — select one of the following formats: **MMDDYYYY, DDMMYYYY** or **YYYYMMDD**.

Print string — allows you to define your print string. The maximum amount of characters for the print string is 40 characters (including spaces).

Select the level of the document that you want the specified print string to be printed on: **Level 1, Level 2** or **Level 3**. For example, if you use three level image addressing, you can print the date on your level 3 document, nothing on level 2 and document count on level 1.

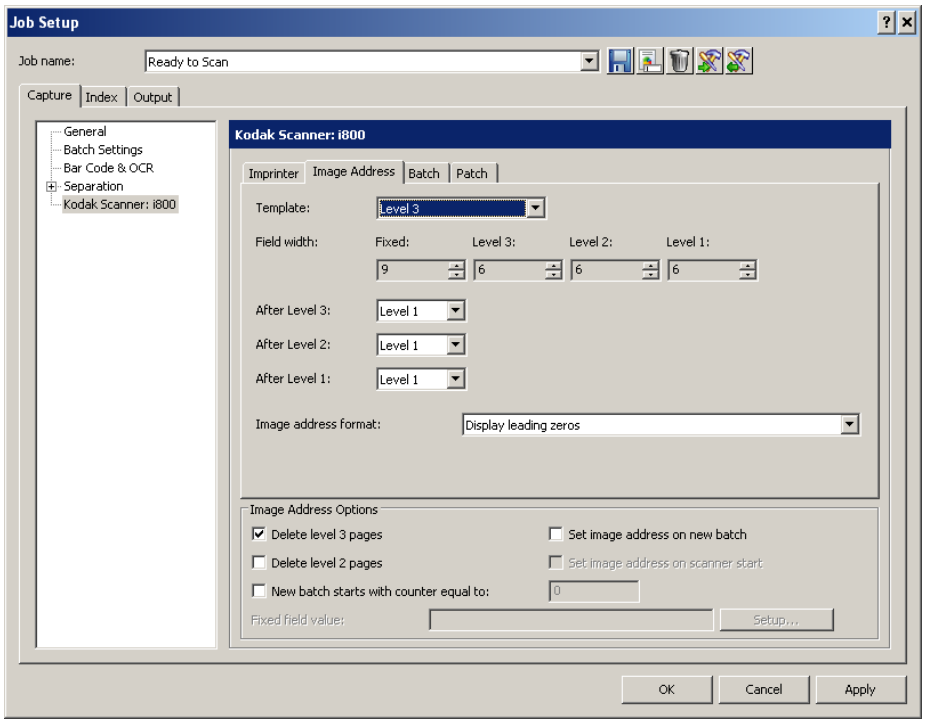
Message Configuration — displays the Message Configuration dialog box for your scanner. This dialog box allows you to specify custom text to be included in your print string. A maximum of 20 characters is allowed. You can have up to six unique messages per messages.

Use uniform print string — click this if you want the print string to be the same on all levels.

NOTE: For information on the **Image Address Options** see the next section entitled, "Image Address tab".

Image address tab

Image addressing allows you to create counters within your job setup for each batch, document, and page. These counters will create a unique image address for each image as it is being scanned. Depending on your settings, the image address will contain an identification of its batch, its document, and its own number within the batch, along with a fixed value, such as a date or location name.



Template — up to four fields can be defined. The maximum length for each image address field is 9. The combined length of all image address fields cannot exceed 27 characters. This results in a maximum image address length of 30 characters (with a period (.) delimiter between each field). Enter a width value of 0 to disable an image address field. The default setting of all image fields widths set to 0 will disable image addressing in the scanner.

The i800 Series Scanners have more options available for image addressing schemes with the following guidelines:

- Only one field may be assigned to a level. You are only allowed one level 1 field, one level 2 field, and one level 3 field.
- There is no requirement to have any level field.

Field width — there are four image address fields that make up the image address format:

- **Fixed** — a static field containing ASCII text that does not increment or change during scanning.
- **Level 3** — a counter that is associated with the numeric portion of the batch name within Capture Pro Software. Whenever a Level 3 page is scanned, Capture Pro Software will automatically create a new batch and discard the Level 3 page.
- **Level 2** — a counter that is associated with the document number of the current batch in Capture Pro Software. Whenever a Level 2 page is scanned, Capture Pro Software will automatically create a new document.

- **Level 1** — a counter that is associated with the page number of the current document in Capture Pro Software. Whenever a Level 1 page is scanned, Capture Pro Software will attach the images for the page to the current document.

After Level 3, After Level 2, After Level 1 — for each image address level, specify the image level that will be assigned to the next scanned page. Possible values are **Level 1, Level 2,** and **Level 3**. Level 1 is the default.

For example:

For health claim processing, every page scanned (the claim form) is its own document. There is, however, the occasional claim form that will be accompanied by some form of correspondence or supporting documentation. For this application, you would define a Level 2 image address with the following rules:

- Level 2 followed by Level 2
- Level 1 followed by Level 1

This will effectively create a new document in Capture Pro Software for every page scanned. When the exception claim form needs to be scanned, the scanner operator presses the **Level** key on the scanner control panel to set the image address level to Level 1 after scanning the claim form. Then the correspondence pages are scanned. Once complete, the **Level** key is pressed again to set the image address level back to Level 2 for regular scanning.

Image Address format — the image address can be printed on the original documents as they are transported through the system. You can define the format in which the image address is printed. Select one of the following formats:

- Display leading zeros (e.g., 004.003.002.001)
- Suppress leading zeros (e.g., 004. 3. 2. 1)
- Compress leading zeros (e.g., 004.3.2.1)

Image Address options

The Image Address Options appear on all tabs. You can enable the following options:

- **Delete level 3 pages**: this counter is associated with the numeric portion of the batch name. Whenever a Level 3 page is scanned, Capture Pro Software will automatically create a new batch and discard the Level 3 page.
- **Delete level 2 pages**: this counter is associated with the document number of the current batch. Whenever a Level 2 page is scanned, Capture Pro Software will automatically create a new document.
- **New batch starts with counter equal to**: sets the Sequential Counter inside the scanner whenever a batch is manually created in Capture Pro Software. This option does not affect the Sequential Counter when batches are automatically created in Capture Pro Software (e.g., blank page separation, bar code separation). When enabled, specify the starting value.

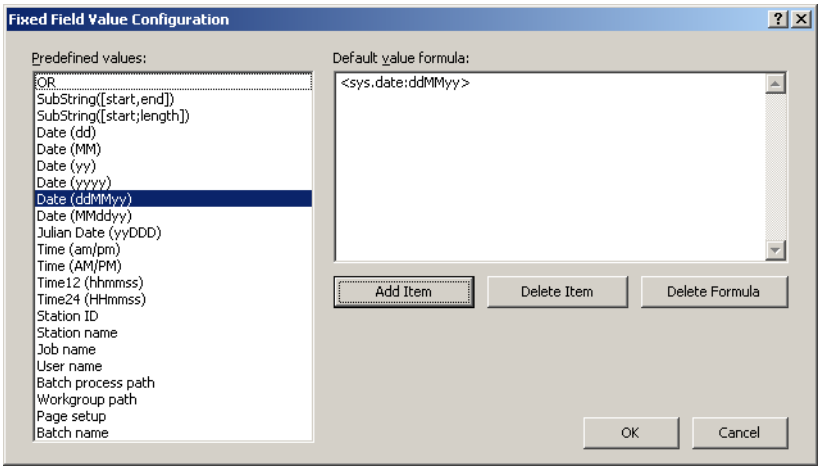
- **Set image address on new batch**: sets the image address value when a new batch is manually created in Capture Pro Software. This option does not affect the image address when batches are automatically created in Capture Pro Software (e.g., blank page separation, bar code separation). By default, the image address default value for a new batch will be as follows:
  - **Fixed field:** the default value as defined in this dialog box.
  - **Level 3**: the batch number portion of the Capture Pro Software batch name (e.g., a value of 19 if the batch name is Batch019).
  - **Level 2:** Capture Pro Software document number for the first document in the batch.
  - **Level 1: 0** if the image address format is Level 2 or Level 3. **1** if the image address format is Level 1.

  In addition, with sufficient privileges, the user will have the opportunity to override the default image address value when the batch is created.
- **Set image address on scanner start**: automatically resynchronizes the scanner image address with the current scan batch in Capture Pro Software every time the scanner is started. The image address value is set to what the image address should be for the next scanned page. This option is only available when **Set image address on new batch** is enabled.

  When the scanner image address is resynchronized, the image address fields will be set to the following:
  - **Fixed field:** will not change from the current scanner value.
  - **Level 3**: the batch number portion of the *Kodak* Capture Pro Software batch name.
  - **Level 2**: the current Capture Pro Software document number.
  - **Level 1**: the number of pages in the current document if the image address format is Level 2 or Level 3. Number of pages in the current document + 1 if the image address format is Level 1.

  NOTE: When simultaneous scanning, **Set image address at scanner start** is not recommended. This is because the number of pages in the current document is not correctly maintained by Capture Pro Software when simultaneous scanning. As a result, the Level 1 portion of the image address can easily get out of sync.

Fixed field value — specifies the default value for the Fixed field portion of the image address. You can either type in the Fixed field value (enclosed in double quotes “”) or select **Setup** to access the Fixed Field Value Configuration dialog box.



The left side of the dialog box contains a list of pre-defined values that you can use to build the Fixed Field formula. The Fixed field value can consist of one or more pre-defined values as specified in the formula. The total number of characters in the formula cannot exceed the defined length for the Fixed field.

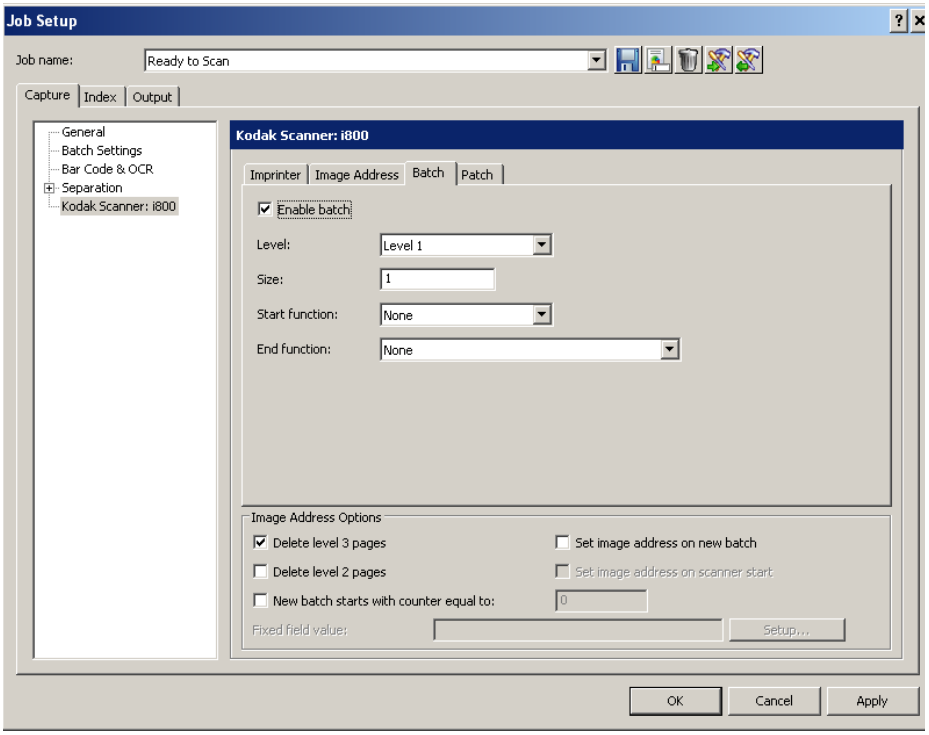
To set up a Fixed field formula:

1. Select a pre-defined value from the list box.
2. Click **Add Item**.
3. Repeat Steps 1 and 2 until the formula is complete.

Select **Delete Item** to delete the last pre-defined value that was added. Delete Formula deletes the entire Fixed field formula. You can also use a special substring syntax, enclosed within square brackets, to retain a certain portion of a pre-defined value (e.g., [1,4]).

Batch tab

Batching is the operation of counting pages or documents. This tab is only available when the scanner is in Image Address mode.



Enable batch — enables batching and the other options on this tab.

Level — sets the level to count. The options are **Level 1, Level 2,** and **Level 3**. The level you want to count must exist in the image address template as defined on the Image Address tab.

Size — define the number of documents to be counted prior to beginning the action to take place when the count has been reached.

Start function — defines the action to be taken prior to processing the first document in a batch. Options are **Level 1, Level 2, Level 3** and **None**.

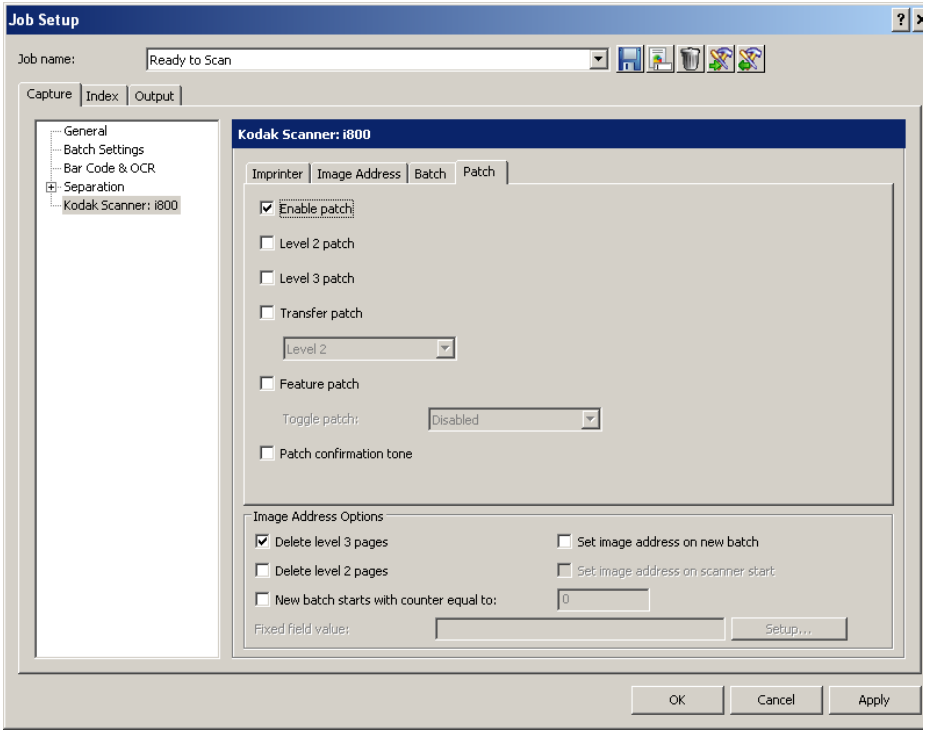
End function — select an option of what you want the scanner to do at the end of a batch:

- Stop feeder and transport
- Continue scan and start new batch

Image Address Options — these options appear on all the tabs. For detailed information about these options, see the section “Image Address options” previously in this section.

Patch tab

The Patch tab provides choices of what patch type to recognize. One or more patches can be selected at a time. The type of patch recognized is returned in the image header. See the *Kodak* publication A-61599, Patch Code Information for *Kodak* Document Scanners for complete information.



Enable patch — enables the patch code reader. Must be checked to enable any other options on this tab.

Level 2 patch — creates a new document (whether it reads your document with a patch on it or a Level 2 patch sheet).

Level 3 patch — creates a new batch (whether it reads your document with a patch on it or a Level 3 patch sheet).

Transfer patch — assigns a patch level to the next document (after the Transfer patch sheet). Select one of the following options from the drop-down list: **Level 2** or **Level 3.** The Transfer patch will be treated as Level 0.

Feature patch — Patch Types 1, 4 and 6 can be used by the scanning application for post-scan image control (they are not used for image addressing). For example, use these patch types for workflow control or changing between black and white and color/grayscale imaging.

Toggle patch — use the drop-down list to select which patch heads/readers you would like to use. Each patch head/reader can be turned on and off independently. The default is for all patch heads/readers to be turned on. This option is only available when the scanner is in Image Address mode. The options are: **Disabled, Both sides,** and **Front side.**

Patch Confirmation Tone — the confirmation tone signals that the scanner has recognized a patch. The default is no confirmation tone.

Image Address Options — these options appear on all the tabs. For detailed information about these options, see the section “Image Address options” previously in this section.

Kodak Digital Science 3520 Scanner

This topic provides information on setting up printing in *Kodak* Capture Pro Software using the *Kodak Digital Science* 3520 Scanner. For more information on your scanner, consult your scanner User Guide.

The *Kodak* 3520 page of the Capture tab on the Job Setup dialog box allows you to create your printer settings.

5 Patch Setup

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About patch codes

Kodak Capture Pro Software allows you to separate pages and documents on your scanner with pages containing patch codes. It also allows you to create attachments to your documents. Before you can use patch code separators, you must set your job setup to recognize patch codes.

Capture Pro Software supports three types of patch codes:

Patch Type	Function	Patch kept?
Patch 2	Separates pages into documents	yes
Patch 3	Separates documents into batches	no
Patch T (programmable)	Separates pages into documents Separates documents into batches Creates an attachment	no

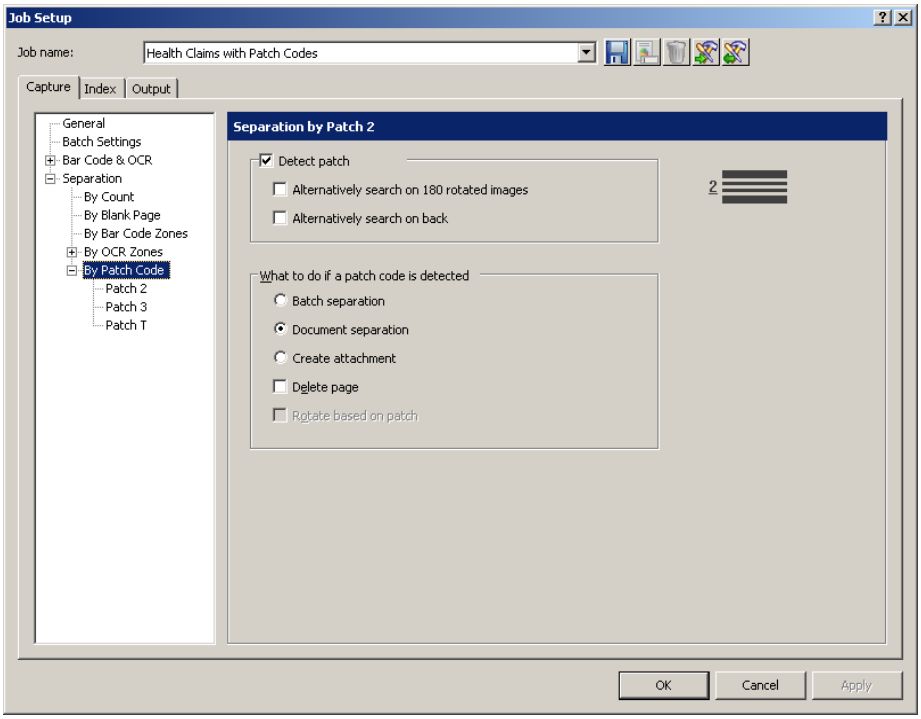
You can define the separation method for each patch code. This is useful for existing jobs where Patch 2 codes were used as document separator pages instead of Patch T codes. You can also define a patch code to create an attachment. For new jobs and for compatibility reasons, it is recommended that you use patch codes the way they were designed to be used.

- For information on patch code reading when color or grayscale scanning, see the section entitled, “Using separators when color scanning” in Chapter 6.
- For information on using patch codes on *Kodak* i800 and i1800 Series Scanners, see the section entitled, “Job Setup: Scanner-specific settings” in Chapter 4. When patch code reading is enabled on a *Kodak* i800/i1800 Series Scanner, patch code reading with *Kodak* Capture Pro Software is not allowed. Conversely, when patch code reading is enabled with *Kodak* Capture Pro Software, patch code reading on *Kodak* i800/i1800 Series Scanners is not allowed.

Setting up patch codes

Patch 2, 3, or T code separation

The Patch 2, 3 or T separation settings under the Capture tab on the Job Setup dialog box allow you to set up *Kodak* Capture Pro Software to recognize patch codes as separators between batches or documents on your scanner. Each patch has its separate window, but the commands are the same in all three windows. You can set up the system to recognize all three patch codes or just certain ones.



Detect Patch — when checked, enables the **Detect Patch** option.

NOTES:

- If the **Detect Patch** check boxes are disabled in all three Patch Code windows, the patch reader is disabled.
- If you have checked **Detect Patch** on any of the Separation by Patch dialog boxes, *Kodak* Capture Pro Software checks each page for the type of patch code you selected.

Alternatively search on 180° rotated images — if patch code reading is unsuccessful, this option rotates the image and searches for the patch code again. This option helps prevents a patch code read failure because a page was scanned upside down.

NOTE: The software always searches for patch codes in the first 4 inches (10 cm) of the top of the image after rotation, deskew, and cropping (if any). If a patch is vertical, the image should be rotated with the **Software rotation** option defined on the Page Setup dialog box.

Alternatively search on back — if patch code reading is unsuccessful, this option searches the back side of the document for the patch. If the software detects a patch code on the front side, it will not look for a patch code on the back side.

What to do if patch code is detected — select one of these options:

- **Batch separation**: creates a new batch with a patch code.
  - Patch 3 is normally used to create a new batch.
  - Typically the page containing a patch code for batch separation should not have any content. Therefore, the software discards the patch code page; the next page scanned becomes the first page of the first document in the batch.
- **Document separation**: creates a new document with a patch code.
  - Patch 2 is normally used to create a new document and keep the image of the page containing the patch code.
  - Patch T is normally used to create a new document and delete the image of the page containing the patch code.
- **Create attachment**: creates an attachment with a patch code.
- **Delete page:** deletes the page containing the patch code that started the new document or attachment. This option is important when you use inserts used for document separation purposes that do not contain any other information.
- **Rotate document based on patch**: rotates the image containing the patch code so the patch code is located horizontally on top of the page. All images in the document will be rotated. This option only works when the **Alternatively search on 180° rotated images** option is enabled.
  - The **Rotate document based on patch** option does not work when the patch code separator page is discarded.

OK — closes the dialog box and saves your settings.

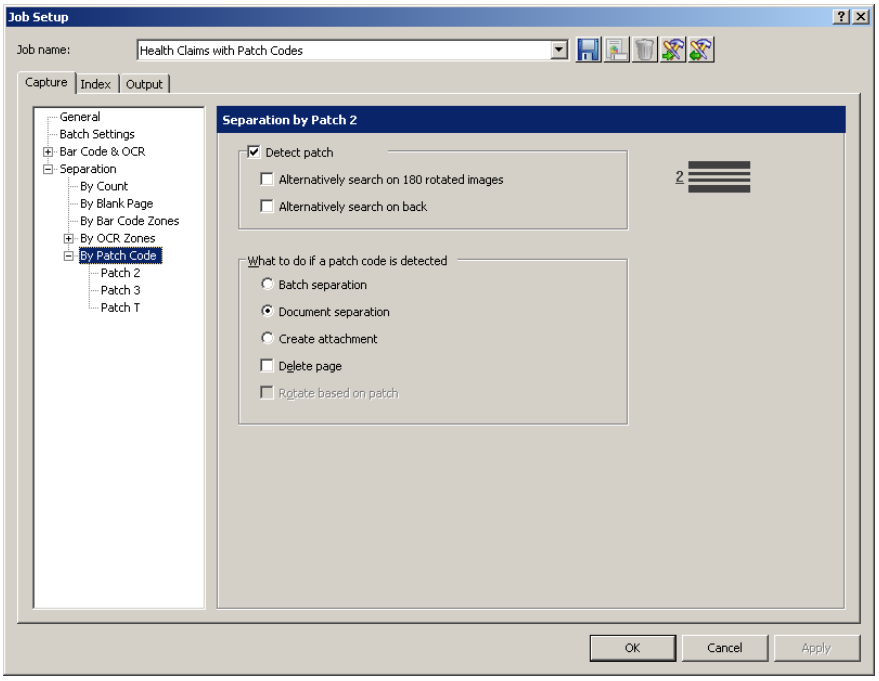
Creating an attachment with a patch code

1. Select **File>Job Setup.** The Job Setup dialog box will be displayed.
2. Select the job from the *Job Name* drop-down list that requires patch code separation.
3. Open the Capture tab and select **Separation>Patch Code**.
4. Select the patch type that you want to define: **Patch 2, Patch 3,** or **Patch T**. The Patch Code window will be displayed.
5. Click **Detect Patch**.
6. Under **What to do if a patch code is selected**, check the **Create Attachment**.
7. Check all other desired options in the Patch Code window.
8. Click **OK**.

Separating batches or documents with patch codes

Kodak Capture Pro Software can recognize patch codes as separators between batches or documents on your scanner.

1. Select **File>Job Setup**. The Job Setup dialog box will be displayed.
2. Select the job from the *Job Name* drop-down list that requires patch code separation.
3. Open the Capture tab and select **Separation>By Patch Code**.
4. Select the patch type you want to define: **Patch 2, Patch 3** or **Patch T.** The Patch Code window will be displayed. You can enable as many of the patch code types as you need.



5. Click **Detect Patch**.
6. If desired, check one or both of the following options: **Alternatively search on 180 rotated images** and/or **Alternatively search on back**.
7. Under **What to do if a patch code is selected**, check either the **Document Separation** or **Batch Separation**.
8. Check any other desired options.
9. Click **OK**.

6 Bar Code and OCR Setup

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Overview

To use bar codes or OCR for separation or indexing in your job setup, you must do the following:

- Select the Page Setup that will be used when scanning into this kind of job.
- Edit the job setup.
- Scan a page to use as a template for defining your bar code or OCR.
- Define where on the template image the bar code or OCR zone will be found.
- Specify how a correct bar code or OCR value will be recognized.
- Set up the actions connected to that bar code or OCR zone (e.g., create a new batch, create a new document in the current batch or populate one or more index fields).

This chapter explains these steps, except for populating index fields. Populating index fields can be found in Chapter 4, *Job Setup*.

Using bar codes

Bar coding is a method of encoding data in a machine-readable code consisting of a parallel arrangement of dark and light elements. The light elements are referred to as “spaces” and the dark elements as “bars.” The bars and spaces are either wide or narrow. The combination of wide and narrow bars and spaces is a bar code. Each bar code begins with a “start” character and ends with a “stop” character. The industry uses bar codes to provide more accurate and efficient data input than is possible using manual data entry.

Bar code setup allows you to define the:

- name of the bar code
- data mask or syntax
- physical location where to find the bar code (in a zone or anywhere on the image)
- bar code type (width, height, quality and confidence level)
- level where you can find the bar code (batch, document or page level)

Follow these tips to maximize the performance of *Kodak* Capture Pro Software:

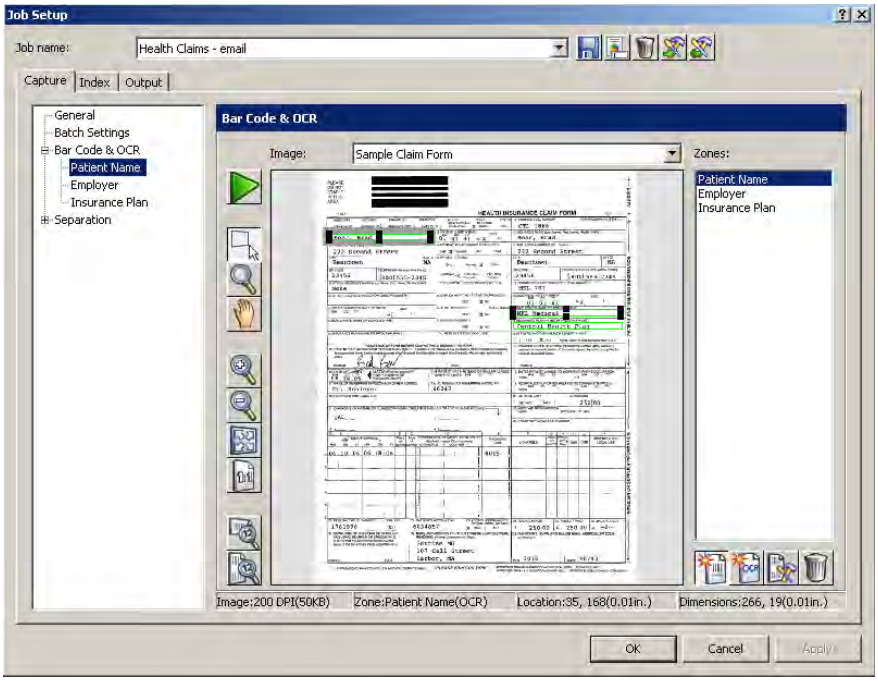
- Choose the Page Setup name that you will use for scanning before you define a bar code zone.
- Make sure that all glass surfaces (the glass guides or glass over the camera area) within the scanner transport are clean. Dirty surfaces cause poor read rates.
- Use a higher resolution to obtain better read rates (300 vs. 200 dpi).
- Check the positioning of the zone around the bar code; it can affect the confidence level of a bar code. Leave at least a 1/4-inch of space around a bar code to guarantee that the full bar code will always fall within the zone. Move the zone around the bar code until the highest confidence rate is achieved.
- The minimum bar code height specification is 40 pixels. At 200 dpi, 40 pixels is 20/100^{ths} of an inch; at 300 dpi, 40 pixels is 13/100^{ths} of an inch. For bar codes smaller than 40 pixels in height, specify a bar code height in the Bar Code Zone Setup dialog box.
- Verify that the correct bar code type and bar code orientation are selected in the Bar Code Zone Setup dialog box.
- If bar codes are on documents with color backgrounds, you may need to lower the threshold value in the Bar Code Zone Setup dialog box for improved read rates.
- If possible, use medium or low density bar codes. High density bar codes may require a lower Threshold value in the Bar Code Zone Setup dialog box.
- To achieve better read rates on more difficult bar codes, lower the **Quality** level in the Bar Code Zone Setup dialog box.
- When using **Anywhere** bar code zones, use a PC with a 2.8 GHz processor or higher. This will ensure *Kodak* Capture Pro Software’s ability to scan at scanner rated speeds when bar code reading is enabled.

Bar Code & OCR window

The Bar Code & OCR window allows you to scan and manipulate an image and create a bar code zone or OCR zone.

To access the Bar Code & OCR window:

1. Open the Job Setup dialog box.
2. Click **Bar Code & OCR** on the Capture tab.



NOTE: Setting eight or more bar code zones for a job may adversely affect your scanning speed.

Image — if desired, select a pre-existing image from the drop-down list. The *Image* drop-down list contains all the images that have been scanned for bar code setup. You must have at least one image in this list before you can define a bar code or OCR zone.

For typical job setups using bar code zones or OCR zones, a single image is all that is required. Multiple images are needed for job setups that have batch and document header sheets, each containing bar code or OCR information.

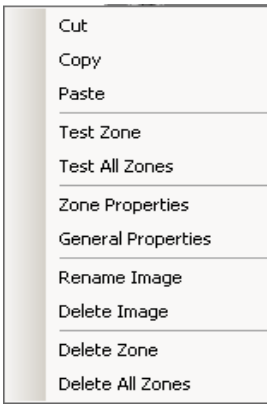
Zones — displays the name of a bar code or OCR zone. When you click on one of the zones listed, the image in the display area will highlight where the zone is located on the image. Any bar code or OCR zone that you defined will be displayed on the current image, even if you defined those zones using a different image.

Icons

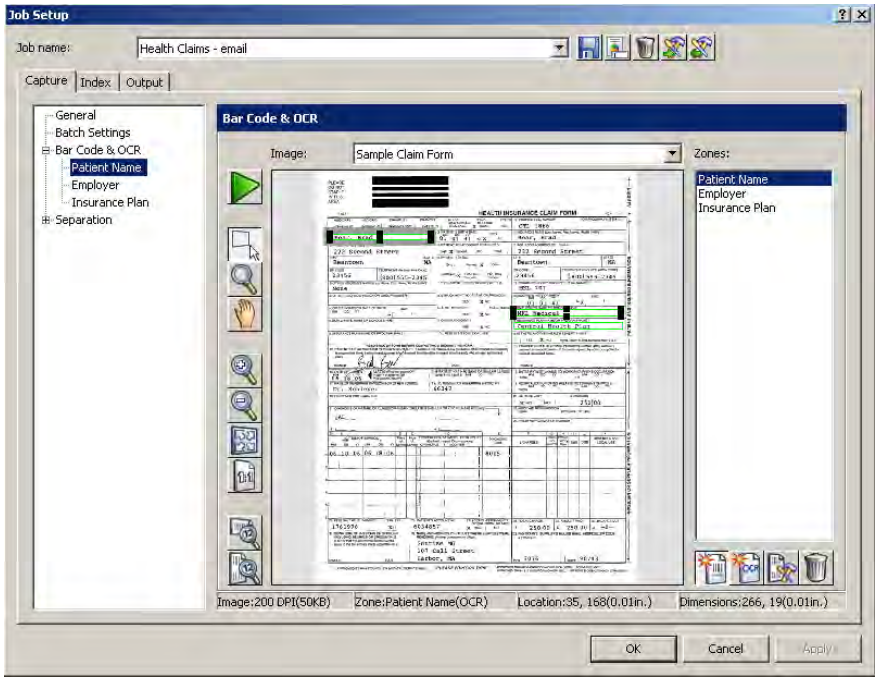
	Start/Scan — opens the Scan Image dialog box, which allows you to enter an Image name and scan an image containing bar codes or OCR text segments. NOTE: Capture Pro Software will use whatever Page Setup is currently selected when Start/Scan is selected.
	Draw region — allows you to draw a rectangle around a bar code or OCR text segment on the scanned image and then displays the Bar Code Zone Setup dialog box or the OCR Zone Setup dialog box.
	Magnify — enlarges a portion of the image. You can enlarge any area on the image where you place the Magnify tool and click and hold.
	Pan — allows you to move the image around the viewer when the image is larger than the Bar Code & OCR window.
	Zoom in — zooms in on the image.
	Zoom out — zooms out on the image.
	Fit window — changes the image display so the image fits the Bar Code & OCR window.
	Actual size — displays the image at the actual size. One scanned pixel equals one pixel on the Bar Code & OCR window.
	Test selected bar code or OCR zone — opens the Bar Code and OCR Values dialog box, which allows you to view test results on a selected bar code or OCR zone.
	Test all selected bar codes or OCR zones — opens the Bar Code and OCR Values dialog box, which allows you to view test results on all selected bar code or OCR zones.
	Create barcode — enables you to create a bar code zone from the displayed image in the Bar Code & OCR window.
	Create OCR zone — enables you to create an OCR zone from the displayed image in the Bar Code & OCR window.
	Zone properties — opens either the Bar Code Zone Setup dialog box or the OCR Zone Setup dialog box, which allows you to view the properties of the selected bar code or OCR zone.
	Delete selected zone — allows you to delete a bar code or OCR zone. A confirmation box will be displayed to verify your choice.

OK — closes the dialog box and saves your settings.

Bar code and OCR windows context-sensitive menu



When you right-click on an image in the Bar Code window or OCR window, a context-sensitive menu will be displayed. If no bar code or OCR zones are selected, a more limited menu will be displayed.



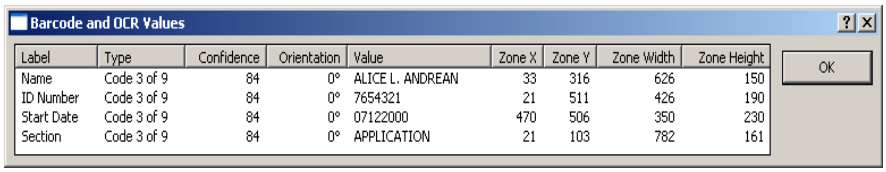
Cut — removes the selected bar code or OCR zone to paste into another image. It is not necessary to cut and paste a bar code zone or OCR zone to another location on the same image; just left-click on the zone and drag it to the new location.

Copy — copies the selected bar code or OCR zone. Copy is also useful when several bar code/OCR zones of the exact same properties (except for location) are required. After defining the first zone, use the Paste option to duplicate it. After creating each duplicate zone, move it by left-clicking on the zone and dragging it to its proper location.

Paste — pastes a copied or cut bar code or OCR zone into the current image. The Paste option appears on this menu only if you have copied an image or text string into the clipboard. When pasting a bar code or OCR zone, the zone coordinates from the saved zone are used in determining the location of the zone. If the pasted zone is in the wrong location, you can left-click on the zone and move it to its proper location.

Paste is useful in conjunction with Copy when copying bar code zone properties to another image containing bar codes in the job.

Test Zone and **Test All Zones** — attempts to read all or the selected bar code or OCR zones for a value. The Bar Code and OCR Values dialog box will be displayed.



This dialog box provides the following information:

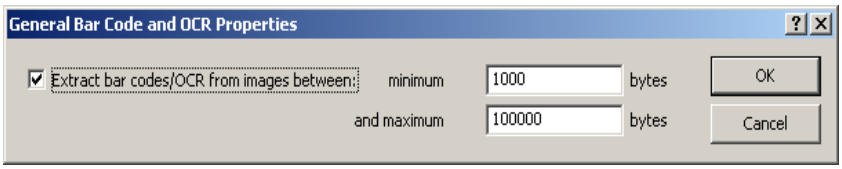
- **Label** of the bar code or OCR zone.
- **Type** of bar code found in the zone. If the zone is an OCR zone, the **Type** will be OCR.
- **Confidence level** (in a percentage) of the bar code value found.
- **Orientation** of the bar code or OCR zone (with 0 degrees representing a horizontal and right-side-up bar code or OCR).
- **Value** of the bar code or OCR zone.
- **X** and **Y** coordinates of the upper left corner of the bar code or OCR zone. The coordinates are in 1/100ths of an inch and represent the distance of the zone from the upper-left corner of the image.
- **Width** and **Height** of the bar code or OCR zone in units of 1/100ths of an inch.

NOTE: If a bar code or OCR value cannot be found for a zone, the zone is still included in the value list with only the label and zone coordinates displayed.

Zone Properties — allows you to define the properties for the currently selected bar code or OCR zone. The Bar Code Zone Setup dialog box or the OCR Zone Setup dialog box will be displayed. See the sections entitled, “Bar Code Zone Setup dialog box” and “OCR Zone Setup dialog box” later in this chapter for more information.

General Properties — allows you define properties that will apply to all bar code and OCR zones. This option is useful when using bar code header sheets for document separation and indexing that has less content than the rest of the pages of the document. This option can increase the performance of scanning into the bar code/OCR application.

When you select this option, the General Bar Code and OCR Properties dialog box will be displayed.



1. Select the **Extract bar codes/OCRs from image between** checkbox to activate this option.
2. Enter a value in the **minimum** bytes field (default 1000 bytes) and the **maximum** bytes field (default 100,000 bytes). The values entered in these fields limit the images from which bar codes or OCR text will be read to only those whose size falls between these values.
3. Click **OK**.

Rename Image — prompts you to rename the currently displayed image. When naming or renaming an image, choose an image name that is unique to *Kodak* Capture Pro Software. A file extension is not required.

NOTE: Special characters such as: **“ ? * . < > \ /** are not allowed in the image name.

Delete Image — removes the current image from the job. Before your image is deleted, a confirmation box will be displayed to verify your choice. If other images remain in the image list, then the image preceding the deleted image will be displayed in its place.

Bar code and OCR zone definitions are not affected when you delete an image as long as you have other images on the image list. However, if the image to be deleted is the last image in the image list, the following message will be displayed: ***This is the last image. Deleting this image also deletes all bar code and OCR zones. Do you want to delete this image?***

If you click **Yes**, all your bar code and OCR zone definitions for the job will also be deleted. An image must exist in the image list in order to define bar code and OCR zones. If you delete the last image, you also delete all the bar code and OCR zones.

Delete Zone — deletes the selected bar code or OCR zone. A confirmation box will be displayed before the zone is deleted.

Delete All Zones — deletes all the bar code and OCR zones that you defined for this job. A confirmation box will be displayed before the zones are deleted.

Scanning an image for bar code setup

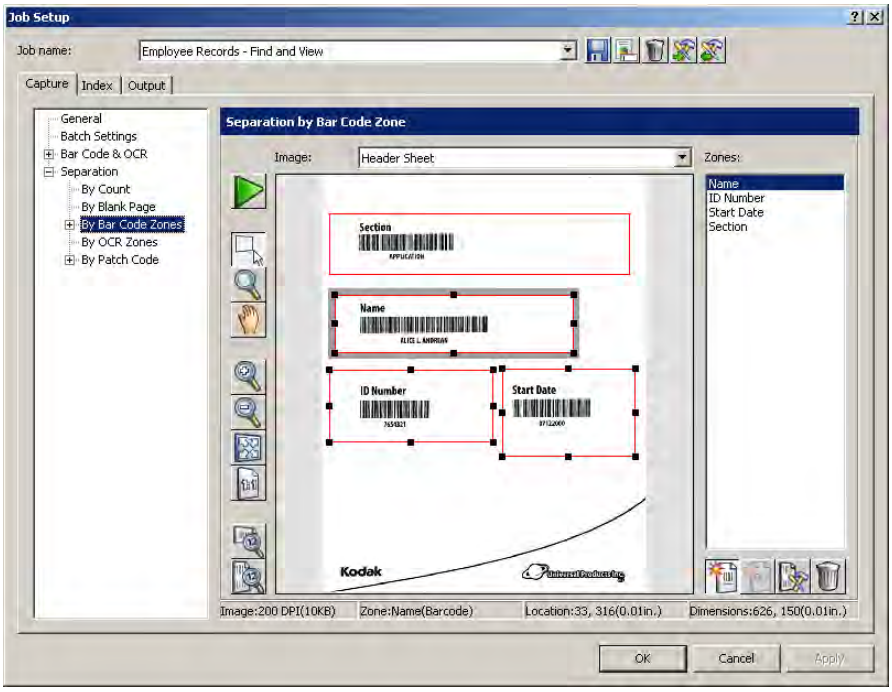
Kodak Capture Pro Software allows you to separate pages and documents on your scanner with pages containing bar codes. It also allows you to create attachments to your documents using these bar code separators.

Before you can use bar codes as separators, you must:

- Scan an image containing the bar codes into Capture Pro Software.
- Draw and select the bar code zones.
- Set up your job for bar code zone separation.

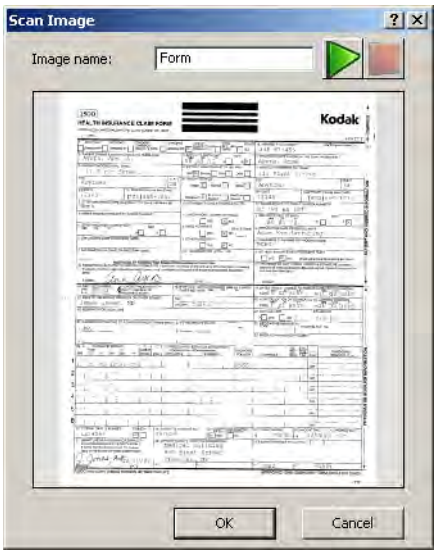
Kodak Capture Pro Software allows you to scan bar code images directly into the Bar Code window for viewing, defining, and editing.

1. Select **File>Job Setup**. The Job Setup dialog box will be displayed.
2. Select a job setup from the *Job Name* drop-down list.
3. Open the Capture tab and select **Separation>By Bar Code Zones**. The Bar Code window will be displayed.



4. Select the green **Start/Scan** button. The Scan Image dialog box will be displayed.

5. Position the original in the feeder and click **Start/Scan**. The image will be displayed in the dialog box. Scan the image as straight as possible. Your scanner will use the parameters of the current *Kodak* Capture Pro Software page setup.



NOTES:

- Any auto-rotation, auto-cropping and deskew settings from the current template will also be applied to the scanned image before it appears.
- If the image is acceptable, enter a name in the *Image Name* field. The image name should not contain any of the following special characters: **: “? * . < > \ /** .
- To discard the image, click **Cancel**.

6. Click **OK** to save the image.

NOTES:

- Before you can define a bar code, you must save at least one image in the *Image* drop-down list.
- You can also transfer an image from the Image Viewer to the Bar Code window. See the section entitled, “Transferring an image to the Bar Code window” later in this chapter.

Creating and selecting a bar code zone

Before you can use a bar code image for indexing or separation to separate documents or batches, you need to create and select a bar code zone. Bar code zones are created to indicate where to look for a bar code that satisfies your bar code zone properties.

1. Select **File>Job Setup**. The Job Setup dialog box will be displayed.
2. Select a job setup from the *Job Name* drop-down list.
3. Open the Capture tab and select **Separation>By Bar Code Zones** settings. The Bar Code window will be displayed.
4. Select an image from the *Image* drop-down list. If you need to scan the image, click the green **Start**/**Scan** icon on the Bar Code window.

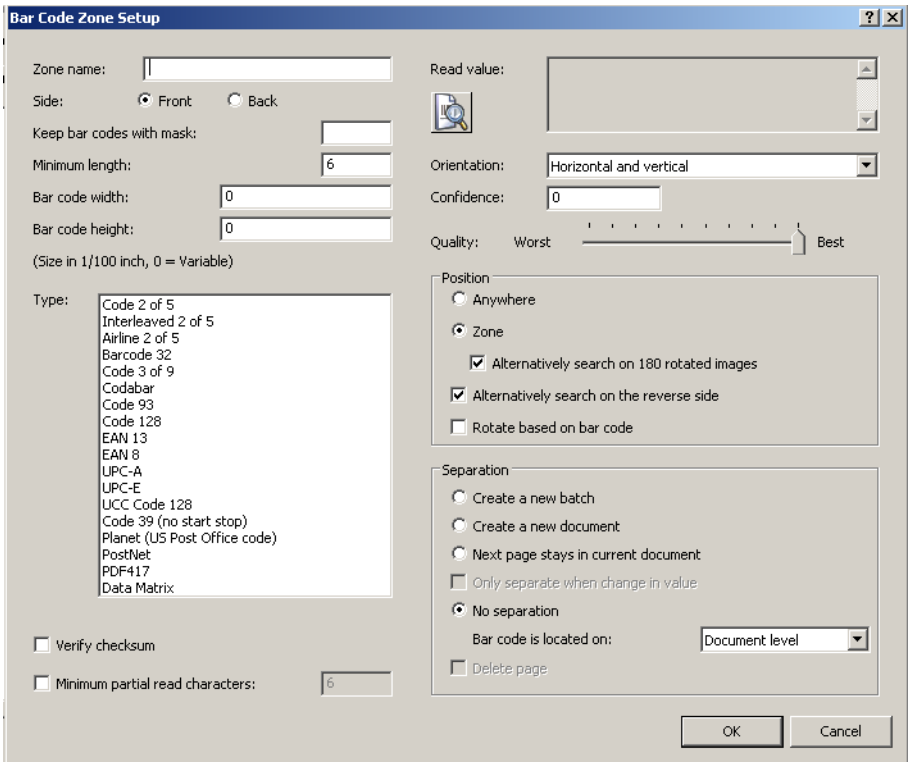
   NOTES:

   - Place the mouse cursor at the top-left corner of the area of the image where you want to define the location for this bar code zone.
   - Bar code zones are specific to a particular job; not a specific image. Therefore, when you create a new image, *Kodak* Capture Pro Software will display the zones that you defined using previous images.
   - When drawing the location for a bar code zone, leave a border area of approximately 1/4-inch around the bar code. This border is often necessary for successful bar code reading. Bar code zone locations can overlap.

5. Click the left mouse button and drag the cursor to draw a rectangle around the area of the bar code. Bar codes defined with the **Zone** position selected on the Bar Code Zone Setup dialog box will be enclosed in a red box while those defined with **Anywhere** will be enclosed in a blue box. After you draw the rectangle and release it, the Bar Code Zone Setup dialog box will be displayed.
6. In the *Zone name* field, enter a name for the new bar code zone. You must create a name in order to save the zone.
7. After entering your other settings, click **OK** to close the dialog box and return to the Bar Code window. See the next section, “Bar Code Zone Setup dialog box” for field descriptions.
8. Click **OK** to save your settings and close the Job Setup dialog box.

Bar Code Zone Setup dialog box

Use this box to name your bar code zone and describe how to recognize a valid bar code for this zone, and specify any separation to be done by this bar code.



Zone name — enter the name for your new bar code zone. This name identifies the bar code and appears in Index setup as BC_[zonename] in the list of default values. The bar code Label does not define or identify a *Kodak* Capture Pro Software Index field.

Side: Front or **Back** — select whether the bar code is located on the front or back of an image.

Keep bar codes with mask — use this option when one or more *Anywhere* bar code zones are defined. The bar code value is only retained for the defined zone when it complies with the mask specified in the *Keep bar codes with mask* field. This ensures that the bar code values read on a page are assigned to the correct bar code zone.

This option is also useful when more than one bar code zone is in the same physical location on a page but have different values and meanings (e.g., a zone defined for a batch header sheet versus a zone defined for a document header sheet). To comply with a specified mask, each character of the bar code value must match the mask syntax for that character's position in the mask.

For example, a mask of **A<8>** will retain a bar code value of up to, but not exceeding, eight alphabetic characters:

Bar Code Value Retained?
SURGERY Yes
ADMISSION No

if applicable, enter a mask value.

Minimum length — enter a number for the minimum length of the bar code value. By default, this option is set to the length of the tested bar code value. If a value is not found or the value is equal to or greater than six characters, the default will be set to “6.” It is recommended that the minimum length parameter be set at six characters or fewer to allow *Kodak* Capture Pro Software to retain bar code values in cases of a partial reading.

If the **Partial Reading** option is not required or enabled, then the mask and minimum length settings can be used in combination to restrict even further the bar code values that are retained.

For example:

Mask: 9(10)
Minimum bytes: 6
retains bar code values between six and ten digits, while

Mask: 9(10)
Minimum length: 10
retains bar code values only if they are exactly ten digits.

Bar code width and Bar code height — if the bar code has a fixed length or height, enter these values in 1/100ths of an inch. An entry in one or both of these fields increases the performance of bar code reading. If one of the dimensions is variable, enter **0**. The default is 0.

Bar code dimensions can vary depending on the amount of skew. Therefore, it is recommended that you enter these values only when you are sure of the dimensions of the bar code.

NOTE: You must specify a bar code height for bar codes that are smaller than 40 pixels high (e.g., at 200 dpi, 40 pixels is 20/100^{ths} of an inch).

When specifying a bar code width and/or height, the tolerance is ±10% (e.g., if you specify 20/100^{ths} of an inch for the bar code height, any bar code between 18/100^{ths} of an inch and 22/100^{ths} on an inch will be detected).

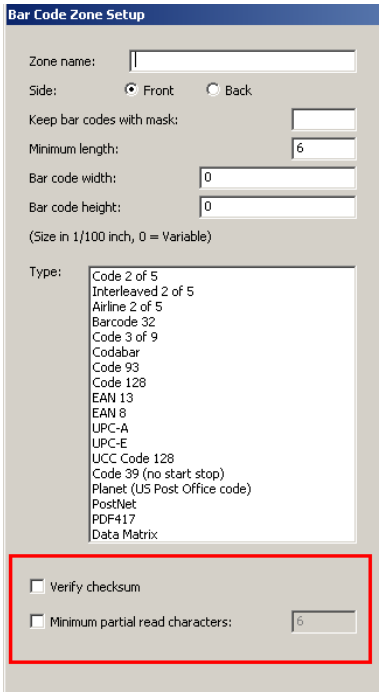
Type — you may also select additional bar code types that will be considered valid for this bar code zone. Although it is unusual that more than one bar code type would be found within a zone, it is possible to select multiple bar code types. For more information on bar code types, see the section entitled, “Bar Code types” later in this chapter.

The more bar code types you select, the slower your scanning performance.

When you draw a bar code location, *Kodak* Capture Pro Software searches the location for all bar code types. When successful, the software sets the bar code type to the one found. Otherwise, a bar code type is not selected. There are two exceptions:

- For Code 39 Extended and Code 39 HIBC bar codes, Capture Pro Software may set the bar code type to Code 39. As a result, you may need to manually select **Code 39 Extended** and **Code 39 HIBC**.
- For MSIPH bar codes, Capture Pro Software may set the bar code type to MSI. As a result, you may need to manually select **MSIPH**.

Bar code zone dialog box (continued)



Verify checksum — check this box if the bar code contains a checksum character. Checksum characters help ensure the accuracy of bar code reading. Not all bar code types support checksum verification. Bar code types that optionally support checksum verification include:

Code 3 of 9
CODABAR
Interleaved 2 of 5

Some bar code types like PDF417, UPC and EAN have a built-in checksum routine that cannot be disabled.

If you disable **Verify checksum** for bar codes containing a checksum, the checksum value (usually the last character of the bar code) will appear in the bar code value; otherwise, the check digit will remain hidden.

If checksum verification fails during scanning, a bar code value is not generated, causing *Kodak* Capture Pro Software index field audits to fail. Some bar code types, such as Code 128, have mandatory checksum characters. The code is always present and must be correct for the value to be read. Other codes such, as Code 39, have optional checksum characters which then add an additional code when present.

To read invalid Code 128 symbols, you can select the **Minimum partial read characters** option. It will report the data characters even if checksum fails. The invalid checksum will not be returned. When the bar code has an optional checksum, it will not be validated by the software. It will operate based on the bar code specification.

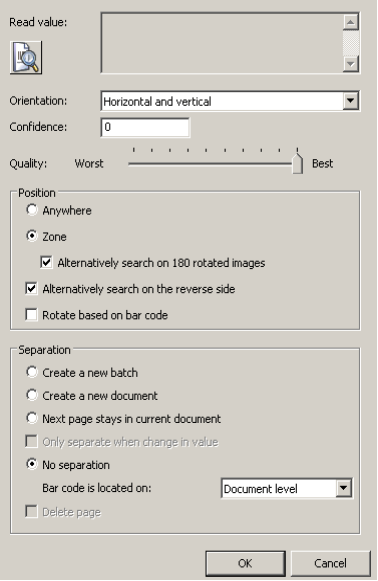
Selecting **Minimum partial read characters** for a bar code with an optional checksum will return what it finds, whether it is good or bad. There will be occasions when the bar code returns the correct result but the checksum itself fails. Since the checksum is implicit, it is not returned and cannot be directly tested.

Minimum partial read characters — check this box when you want Capture Pro Software to generate a bar code value, even if a bar code is incomplete. If this option is checked, enter the minimum number of characters that will be allowed for a partial read. This is useful for bar codes that are only used for document or batch separation where the absolute value is less critical.

For indexing purposes, it is recommended that you define field masks and minimum lengths. *Kodak* Capture Pro Software will not produce any bar code value if the bar code is incomplete and the *Minimum partial read characters* field is disabled.

Minimum partial read characters should not be used when **Verify checksum** is enabled, as this may result in a bar code value being generated when checksum verification fails.

Bar code zone dialog box (continued)



Orientation — select an orientation option from the drop-down list. If your bar codes all share the same orientation (e.g., all horizontal or all vertical), it is recommended that you indicate the specific orientation; this will increase bar code read and scanning performance.

If your bar codes are predominantly in the same orientation (e.g., horizontal) but may have an occasional bar code in the opposite direction (e.g., vertical) it is recommended that you use the appropriate "and" orientation (e.g., **Horizontal** and **Vertical**).

When the bar code zone is first created, *Kodak* Capture Pro Software automatically sets the orientation to the orientation of the bar code, if found. **Horizontal** is the default.

Confidence — enter a confidence ratio number to restrict what *Kodak* Capture Pro Software considers a successful bar code read. For example, the higher the value you enter, the chance of misreading bar codes will be reduced.

Quality — select a quality setting between **Worst** and **Best**. The highest quality bar codes are printed by a laser printer or pre-printed with an offset printer. Lower quality bar codes are printed with inkjet or dot-matrix technology.

Depending on the quality of bar codes being scanned, set the Quality level accordingly. The higher the quality setting, the faster the bar code read performance.

Position — select **Anywhere** or **Zone**.

- **Anywhere**: when creating a zone for an Anywhere bar code, draw a location around one bar code somewhere on the page, and select the **Anywhere** option. This situation often occurs when bar codes may be found at unpredictable locations on documents. When looking for Anywhere bar codes, *Kodak* Capture Pro Software searches the image from top to bottom for horizontal and vertical bar codes. This search order is important to understand if you have more than one Anywhere bar code on a page or zone.
- **Zone:** increases bar code reading and scanning performance and is the default setting.

Alternatively search on the reverse side — checking this option increases document/batch separation and indexing accuracy when pages are accidentally reversed before scanning.

Alternatively search on 180° rotated images —can only be used when the **Zone** option is enabled. When bar code reading is unsuccessful, *Kodak* Capture Pro Software will also look for the zone after rotating an image 180 degrees. This slows down bar code reading and scanning, but prevents a bar code read failure because a page was scanned upside down. The image is not permanently rotated unless the **Rotate based on bar code** option is selected.

Rotate based on bar code — *Kodak* Capture Pro Software can determine if a bar code is rotated 180 degrees and will rotate the bar code page 180 degrees to display it in the correct orientation. This option is used for document separation, all of the pages of the document will be rotated in the same manner as the lead page containing the bar code zone. If required, only one bar code zone should have the **Rotate based on bar code** option enabled.

Kodak Capture Pro Software can determine if a bar code is rotated 180 degrees and will rotate the bar code page 180 degrees to display it in the correct orientation.

NOTE: **Batch rotation** is not supported in Capture Pro Software.

Separation — the following options are available:

- **Create a new batch** — all images after the separation go into a new document in a new batch.
- **Create a new document** — all images after separation go into a new document in the current batch.
- **Next page stays in current document** — the next page after the separation remains in the current document.
- **Only separate when change in value** — the software separates by a document or batch only if a value changes.
- **No separation** — select **Batch level** or **Document level** for the bar code zones:
  - **Batch level:** bar codes that are located on the Batch level or that separate batches are available for Batch and Document indexing. Batch level bar codes are only read when they are present on a Batch Header page. A Batch Header page exists whenever batch separation is defined using patch codes or bar codes (at least one bar code zone in the job is configured for batch separation).
  - **Document level:** bar codes that are located on the Document level or that separate documents are available for Document indexing. They are not available for Batch indexing.
- **Delete Page** — select this option to delete the page containing the bar code that started the new document. This is important when inserts are used for the purpose of document separation and do not contain any significant information. The bar code, however, is still available for Document level indexing.

Separating documents with bar code zones

Kodak Capture Pro Software allows you to separate documents with bar code zones within a batch:

1. Select **File>Job Setup** and select a job and batch.
2. Open the Capture tab and select **Separation>By Bar Code Zones**. The Separation by Bar Code Zone window will be displayed.
3. Select an existing bar code zone or define a new bar code zone.
4. Right-click the mouse button to display the context-sensitive menu and click **Zone Properties**. The Bar Code Zone Setup dialog box will be displayed.
5. Under **Separation**, select **Create a new document**.
6. Check the **Delete page** option if you want to delete the page containing the bar code that started the new document.
7. Fill in the *Keep bar codes with mask* and/or *Minimum length* fields if you want to restrict document separation to a specific bar code value or mask.
8. Select **Rotate based on bar code** if you want to rotate all pages in the document in the same orientation as the orientation of the bar code on the Document Header. Rotating the document based on the bar code does not work when the bar code separator page is deleted.

   For example:

   Mask = ”ER”9(8)”-”999 Minimum length = 14: Only bar code values with a length of 14 characters, starting with the string “ER” followed by eight numeric characters, a hyphen and three numeric characters start a new document.

   For instance, the patient number bar code on the cover sheet of a folder starts a new document. The patient number can, in that case, also be used as a document index. If a bar code in the same zone creates a batch with a certain value and a document with another value, two zones must be drawn on top of each other.
9. After entering your other settings, click **OK** to close the dialog box and return to the Separation by Bar Code window.
10. Click **OK** to save your settings and exit the Job Setup dialog box.

Separating batches with bar code zones

To separate batches with bar code zones:

1. Select **File>Job Setup**. The Job Setup dialog box will be displayed.
2. Select a job setup from the *Job Name* drop-down list and open the Capture tab.
3. Select **Separation>By Bar Code Zone**. The Separation by Bar Code Zone window will be displayed.
4. Select an existing bar code zone or define a new bar code zone.
5. Right-click the mouse button to display the context-sensitive menu and click **Zone Properties**. The Bar Code Zone Setup dialog box will be displayed.
6. Under **Separation**, select **Create a new batch**.
7. Click **OK** to exit the dialog box and return to the Separation by Bar Code window.
8. Click **OK** to save your settings and exit the Job Setup dialog box.

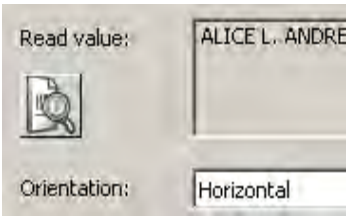
NOTES:

- Bar code zones to be used for batch level indexing are only read when they are present on a Batch Header page.
- A Batch Header page exists whenever batch separation is defined using patch codes, bar codes, or OCR zones (at least one zone in the job is configured for Batch separation).

Editing a bar code zone

To edit an existing bar code zone:

1. Select **File>Job Setup**. The Job Setup dialog box will be displayed.
2. Select a job setup from the *Job Name* drop-down list.
3. Open the Capture tab and select **Separation>By Bar Code Zones**. The Separation by Bar Code Zone window will be displayed.
4. Click on the bar code zone that you want to change, or click on the bar code zone name in the list on the right side of the Separation by Bar Code Zone window.
5. Right-click the mouse button to display the context-sensitive menu and click **Zone Properties**. The Bar Code Zone Setup dialog box will be displayed.
6. After you change your settings, click **OK** to close the dialog box.
7. Click **OK** to save your settings and close the Job Setup dialog box.
8. After editing a bar code zone, test the bar code to verify that it is still readable.



Deleting a bar code zone

To delete an existing bar code zone:

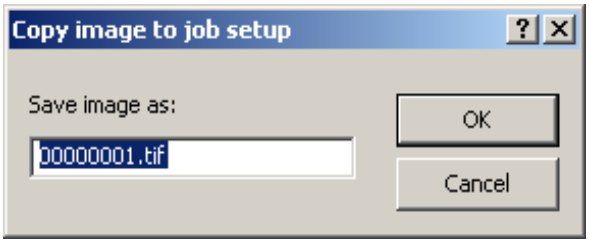
1. Select **File>Job Setup**. The Job Setup dialog box will be displayed.
2. Select a job setup from the *Job Name* drop-down list.
3. Open the Capture tab and select **Separation>By Bar Code Zones**. The Separation by Bar Code Zone window will be displayed.
4. Click on the bar code zone that you want to delete. You can also click on the bar code zone name in the list on the left side of the Bar Code window. The zone is highlighted.
5. Click **Delete**.
6. Click **OK** to save your setting and close the Job Setup dialog box.

Transferring an image to the bar code window

Kodak Capture Pro Software allows you to transfer an image containing bar codes from the Image Viewer into the Bar Code window for creating bar code zones.

To transfer a bar code image:

1. In the Main window, scan your image containing the bar code.
2. Locate and right-click on the image you want to transfer in the Image Viewer.
3. Select **Copy Image to Job Setup**. The Copy Image to Job Setup dialog box will be displayed.



4. Enter the new image name in the **Save image as** dialog box.
5. Click **OK**. You can now view the image in the Bar Code window and use it to create a bar code zone.

You can also directly scan bar code images into the Bar Code window. See the section entitled, “Scanning an image for bar code setup” earlier in this chapter.

Setting the range for bar code image size

When you define bar code zones, every page you scan will be checked to see if it contains those bar codes. This checking can slow scanning performance. If your bar code pages always have about the same byte count size, and if that size is different from other pages you scan, you can indicate to the software that only images within a particular size (byte count) range need to be checked for bar codes. That setting can speed up scanning performance.

To set an image range for bar code images:

1. Select **File>Job Setup**. The Job Setup dialog box will be displayed.
2. Select a job setup from the *Job Name* drop-down list and open the Capture tab.
3. Select **Separation>By Bar Codes**. The Bar Code window will be displayed.
4. Select any image and right-click on a bar code zone. The General Bar Code and OCR Zone Properties dialog box will be displayed.

   NOTE: If a bar code zone does not exist, this option will not be available until a bar code zone is defined.
5. Set a range for minimum and maximum image size.
6. After you make your settings, click **OK** to close the dialog box and return to the Bar Code window.
7. Click **OK** to save your settings and close the Job Setup dialog box. The new image range is now saved.
8. After editing a bar code zone test the bar code zone to verify that it is still readable.

   NOTE: When scanning both color/grayscale and black and white images, specify the range of the black and white image.

Creating an attachment with bar code zones

To create an attachment with a bar code:

1. Select **File>Job Setup** and select a job and open the Capture tab.
2. Select **Separation>By Bar Code Zones**. The Bar Code window will be displayed.
3. Select an existing bar code zone or define a new bar code zone.
4. Right-click the mouse button to display the context-sensitive menu and click **Zone Properties**. The Bar Code Zone Setup dialog box will be displayed.
5. Under **Separation**, select **Next page stays in current document**. This option is only valid for one attachment page. If multiple attachments are required, then an attachment bar code must be applied to each attachment. The bar code on the attachment page is not available for indexing.
6. Check the **Delete page** option to delete the page (both front and rear) containing the bar code and to use the next page as the attachment. This is useful when inserts are applied indicating whether the next page is an attachment. Any rotation will apply to the next page.
7. Fill in the *Keep bar codes with mask* and/or *Minimum length* fields if you want to restrict attachments to a specific bar code value or mask.
8. Select the **Rotate based on bar code** checkbox if you want to rotate the attachment (both front and rear) in the same orientation as the orientation of the bar code on the page.
9. Click **OK** to save your settings and close the dialog box.

Testing bar code zones

When you define a new bar code zone from an image, *Kodak* Capture Pro Software automatically checks your zone to verify that it is readable. However, if you edit the bar code zone or change its properties later, it may no longer be readable. You can manually test your bar code zones to verify that Capture Pro Software can still read them.

To test an individual bar code or all the bar codes zones in a job setup:

1. Select **File>Job Setup**. The Job Setup dialog box will be displayed.
2. Select a job setup from the *Job Name* drop-down list and open the Capture tab.
3. Select **Separation>By Bar Code Zones**. The Bar Code window will be displayed.
4. Click the **Test All Bar Code** and **OCR Zones** icon to test all bar codes or click **Test Selected Bar Code** or **OCR Zone** icon to test an individual bar code zone. The Bar Code and OCR Values dialog box will be displayed.
5. After viewing the values in this box, click **OK** to return to the Bar Code window.
6. Click **OK** to save your settings and exit the Job Setup dialog box. All your bar code zones have now been tested. If you make any changes to the bar code settings, test them again.

Bar code types

Kodak Capture Pro Software supports the following bar code types:

- Airline 2 of 5
- Barcode 32
- CODABAR
- Code 128
- Code 2 of 5 — mutually exclusive with Interleaved 2 of 5
- Code 3 of 9
- Code 39 (no stop start)
- Code 39 Extended
- Code 39 HIBC
- Code 93
- Data Matrix
- EAN 13
- EAN 8
- Interleaved of 2 of 5 — mutually exclusive with Code 2 of 5
- MSI
- MSIPH
- PDF417 — a high-density, two-dimensional bar code type that can contain up to 1250 bytes of information in a few square inches. With this kind of density, all index data for a document can be contained in a single bar code.
- Planet (US Post Office Code)
- PostNet (Postal): cannot be selected with any other bar code type.
- UCC Code 128
- UPC-A
- UPC-E

Special syntax for two-dimensional bar codes

When using two-dimensional bar codes, a single bar code can be used to contain all the index data for a document or batch. To facilitate indexing with two-dimensional bar codes, a special substring syntax has been added:

<barcode.zonename:[start;length]>
<barcode.zonename:[start;end]>
<barcode.zonename:[# of data elements, delimiter (in single quotes)]>

The delimiter can either be the actual character symbol or its ASCII decimal numeric value (for symbols that cannot be printed or typed). The delimiter must be contained in double quotes (“ “).

For example, if a PDF417 bar code contains the following data: 12345678*NURSERY*11/19/1962 the following could be used as default values for the three index fields of data:

Default Value	Actual Value
<BC.PDF417:[1, '*']>	12345678
Returns the 1st element of the bar code string delimited by an asterisk.	
<BC.PDF417:[2, '42']>	NURSERY
Returns the 2nd element of the bar code string delimited by an asterisk (42 is the ASCII decimal value for asterisk).	
<BC.PDF417:[3, '*']>	11/19/1962
Returns the 3rd element of the bar code string delimited by an asterisk.	

Using OCR zones

OCR (Optical Character Recognition) is the mechanical or electronic translation of images of typewritten or printed text (usually captured by a scanner) into machine-editable text.

OCR setup allows you to define:

- the name of the OCR zone
- the physical location where you find the text (zone location on the image)
- the level where you can find the text (batch or document level)

Use the Bar Code and OCR Setup function on the Capture tab on the Job Setup dialog box to set up the bar code reader to read one or more bar codes or OCR parameters for one or more OCR zones.

The OCR zone separation setting on the Capture tab in the Job Setup dialog box allows you to scan an image into the OCR window and define zones and OCR zone-specific properties.

NOTE: The components of the Bar Code and OCR window, icons and context-sensitive menu are described in detail in the sections entitled, “Bar Code & OCR window” and “Bar Code and OCR windows - context-sensitive menu” earlier in this chapter.

OCR indexing uses local language lexicons and allows reading of alphanumeric text at high speed (1000 characters/second). It is zonal (similar to bar code reading) and is processed during scanning.

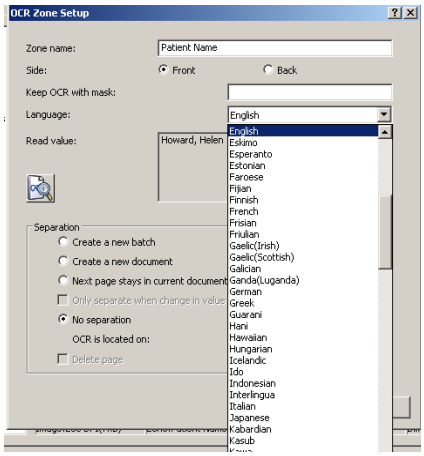
Capture Pro Software supports the following text information for OCR:

- Ligatures (“joined” characters)
- Broken characters
- Degraded characters
- Text from 200-600 dpi resolution
- Text fonts from 8-72 points
- Numbers from 0-9
- Letters from A-Z and a-z
- Symbols ! " $ % & ( ) * + , - . / :, ; < = > ? @ [\ ] { } £ • ß ´ ª

- For best results, use 300 dpi resolution and 12-point sans serif font (or larger if using resolutions lower than 300 dpi). Do not use skewed documents.

- *Kodak* Capture Pro Software supports a wide range of languages for OCR indexing. To view a list of these languages:

  1. Select **File>Job Setup**. The Job Setup dialog box will be displayed.
  2. Select a job setup from the *Job Name* drop-down list and open the Capture tab.
  3. Select **Separation>By OCR Zones**. The OCR window will be displayed.
  4. Click on any OCR zone and click **Zone Properties**. The OCR Zone Setup dialog box will be displayed.



  5. Select the language of your text from the available languages on the *Language* drop-down list.

Scanning an image for OCR setup

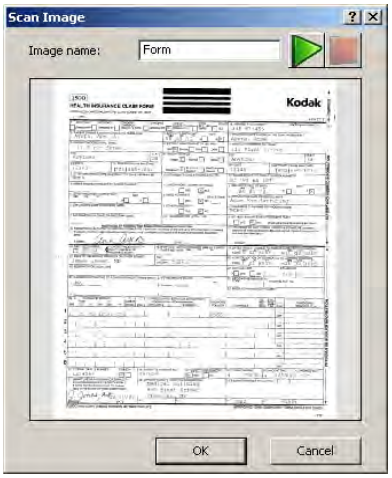
Kodak Capture Pro Software allows you to separate scanned pages into batches and documents based on OCR zones. These OCR zones also allow you to create attachments to your documents.

Before you can use OCR text as separators, you must:

1. Scan an image containing the OCR text into Capture Pro Software.
2. Create and define the OCR zones.
3. Set up your job for OCR zone separation.

To scan an image directly into the OCR window:

1. Select **File>Job Setup**. The Job Setup dialog box will be displayed.
2. Select a job setup from the *Job Name* drop-down list and open the Capture tab.
3. Select **Separation>By OCR Zones**. The OCR window will be displayed.
4. Position the original in the feeder and click **Start/Scan**. The image will be displayed in the dialog box. Scan the image as straight as possible. Your scanner will use the parameters of the current *Kodak* Capture Pro Software page setup.



NOTES:

- Any settings from the current job setup will also be applied to the scanned image before it appears.
- If the image is acceptable, enter a name in the *Image Name* field. The image name should not contain any of the following special characters: **: “ ? * . < > \ /** .
- To discard the image, click **Cancel**.
- Before you can define an OCR zone, you must have at least one image in the *Image* drop-down list.
- You can transfer an image from the Image Viewer to the OCR window. For more information, see the section entitled, “Transferring an image to the OCR window” later in this chapter.

5. Click **OK**.

Creating and selecting an OCR zone

Before you can use an OCR image to separate documents or batches, you need to create and select an OCR zone.

1. Select **File>Job Setup**. The Job Setup dialog box will be displayed.
2. Select a job setup from the *Job Name* drop-down list and open the Capture tab.
3. Select **Separation>By OCR Zones** setting. The OCR window will be displayed.
4. Select an image from the *Image* drop-down list. If you need to scan the image, click the green **Start**/**Scan** icon on the OCR window.

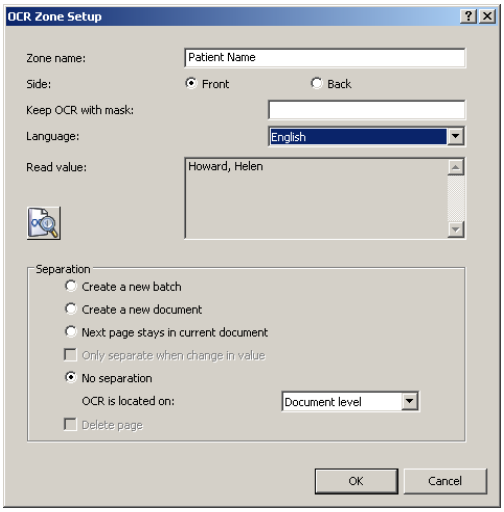
   NOTE: Place the mouse cursor at the top-left corner of the area of the displayed image where you want to define the location for this OCR zone. For variable length and height OCR indexing, make sure that you draw the zone large enough to capture all the indexing data. At the same time, be careful not to draw the zone so large that stray data (e.g., lines on a form) are accidentally captured.

   OCR zones are job-specific as opposed to image-specific. Therefore, displaying a new image will continue to display the zones you defined using earlier images.
5. Click the left mouse button and drag the cursor until a rectangle is drawn around the text area. After you release the cursor, the OCR Zone Setup dialog box will be displayed.
6. In the *Zone name* field, enter a name for the new OCR zone. You must create a name in order to save the zone.
7. After entering your other settings, click **OK** to close the dialog box and return to the OCR window.
8. Click **OK** to save your settings and close the Job Setup dialog box.

OCR Zone Setup dialog box

OCR zones provide *Kodak* Capture Pro Software with information such as dimensions of the zone. After you draw an OCR zone, Capture Pro Software attempts to read the information in the zone and automatically displays the OCR Zone Properties window with whatever text the software could read in the zone.

NOTE: The OCR function has difficulty reading italic and underlined characters on Asian character sets. To increase the OCR reliability, it is recommended that you use black and white images.



Zone name — enter a name for the OCR zone. You must name the OCR zone in order to save it.

Side: Front or **Back** — select whether the OCR zone is located on the front or back of an image.

Keep OCR with mask — if applicable, enter a mask value.

Language — ensures that *Kodak* Capture Pro Software properly OCR's special language-specific characters (e.g., ç or ü). Use the drop-down list to display a list of supported languages.

Separation — the following options are available:

- **Create a new batch**: all images after the separation go into a new document in a new batch.
- **Create a new document:** all images after separation go into a new document in the current batch.
- **Next page stays in current document**: the next page after the separation remains in the current document.
- **Only separate when change in value:** system separates by document or batch only if a value changes.

No separation — select **Batch level** or **Document level**.

- **Batch level:** OCR zones located on the Batch level and OCR zones that separate batches are available for both batch and document indexing.
- **Document level:** OCR zones located on the Document level and OCR zones that separate documents are available for document indexing. However, they are not available for batch indexing.

OK — closes the dialog box and returns to the OCR window.

Separating documents with OCR zones

To separate documents with OCR zones:

1. Select **File>Job Setup**. The Job Setup dialog box will be displayed.
2. Select a job setup from the *Job Name* drop-down list and open the Capture tab.
3. Select **Separation>By OCR Zones**. The OCR window will be displayed.
4. Select an image from the *Image* drop-down list. If you need to scan the image, click the green **Start**/**Scan** icon on the OCR window.

   NOTE: Use your mouse to draw the OCR zone and then release it. The OCR Zone Setup dialog box will be displayed.
5. Under **Separation**, click the **Create a new document** option.
6. Click **OK** to exit the dialog box and return to the OCR window.
7. Click **OK** to save your settings and exit the Job Setup dialog box.

   NOTE: A Batch Header page exists whenever batch separation is defined using patch codes, bar codes, or OCR zones (at least one zone in the job setup is configured for Batch separation).

Separating batches with OCR zones

To separate batches with OCR zones:

1. Select **File>Job Setup**. The Job Setup dialog box will be displayed.
2. Select a job setup from the *Job Name* drop-down list and open the Capture tab.
3. Select **Separation>By OCR Zones**. The OCR window will be displayed.
4. Select an image from the *Image* drop-down list. If you need to scan the image, click the green **Start**/**Scan** icon on the OCR window.
5. Use your mouse to draw the OCR zone and then release it. The OCR Zone Setup dialog box will be displayed. If you define an area on an image for OCR batch separation, that area should remain blank on all the other pages in the batch.
6. Under **Separation**, click the **Create a new batch** option.
7. Click **OK** to exit the dialog box and return to the OCR window.
8. Click **OK** to save your settings and exit the Job Setup dialog box.

NOTE: Batch level OCR zones are only read when they are present on a Batch Header page. A Batch Header page exists whenever batch separation is defined using patch codes, bar codes or OCR zones (at least one zone in the job setup is configured for Batch separation).

For information about separating batches with color/grayscale scanning, see “Using separators when color scanning” later in the chapter.

Editing OCR zone properties

To edit or change an existing OCR zone:

1. Select **File>Job Setup**. The Job Setup dialog box will be displayed.
2. Select a job name from the *Job Name* drop-down list and open the Capture tab.
3. Select **Separation>By OCR Zones**. The OCR window will be displayed.
4. Click on the **OCR zone** that you want to change, or click on the **OCR zone name** in the list on the left side of the OCR window.
5. Right-click the mouse button to display the context-sensitive menu and click **Zone Properties**. The OCR Zone Setup dialog box will be displayed.
6. After you change your settings, click **OK** to close the dialog box and return to the OCR window.
7. Click **OK** to save your settings and exit the Job Setup dialog box.

After editing an OCR zone, test the OCR zone to verify that it is still readable.

Deleting an OCR zone

To delete an existing OCR zone:

1. Select **File>Job Setup**. The Job Setup dialog box will be displayed.
2. Select a job setup from the *Job Name* drop-down list and open the Capture tab.
3. Select **Separation>By OCR Zones**. The OCR window will be displayed.
4. Click on the OCR zone that you want to delete. You can also click on the **OCR zone** name in the list on the left side of the OCR window. The zone is highlighted.
5. Click **Delete**.
6. Click **OK**.

Transferring an image to the OCR window

You can scan an image containing text for OCR directly into the Image Viewer and then transfer it to the OCR window to create an OCR zone.

1. Scan your image containing the OCR text.
2. Locate the image in the Image Viewer and right-click on it.
3. Select **Copy image to job setup**. The Copy Image to Job Setup dialog box will be displayed.
4. Enter the new image name in the *Save image as* field.
5. Click **OK**.

Setting the range for OCR image size

Sometimes an OCR image is too small to be a readable image. You can set an image range size to exclude images that are too small.

1. Select **File>Job Setup**. The Job Setup dialog box will be displayed.
2. Select a job setup from the *Job Name* drop-down list and open the Capture tab.
3. Select **Separation>By OCR**. The OCR window will be displayed.
4. Select any image and right-click on the OCR zone. The General Bar Code and OCR Zone Properties dialog box will be displayed.

   NOTE: If an OCR zone does not exist, this option will not be available until a OCR zone is defined.
5. Set a range for the minimum and maximum image size and click **OK**.
6. Click **OK** on the Job Setup dialog box.
7. After editing an OCR zone, test your OCR zone to verify that it is still readable.

Creating an attachment with OCR zones

Creating attachments is useful in jobs where typically every page is a document (e.g., transaction documents, such as; checks, airline tickets, invoices, etc.), but there is occasionally a page (such as a corresponding memo) that needs to be appended to a document.

To append an attachment manually to a document:

1. Select **File>Job Setup**. The Job Setup dialog box will be displayed.
2. Select a job name from the *Job Name* drop-down list and open the Capture tab.
3. Select **Separation>By OCR Zones**. The OCR window will be displayed.
4. Select an image from the *Image* drop-down list. If you need to scan the image, click the green **Start/Scan** icon on the OCR window.
5. Using the cursor, define the OCR zone on the image where you expect to find the OCR text. The area defined for the OCR attachment should be blank on all other pages in the batch. The OCR Zone Setup dialog box will be displayed.
6. Under **Separation**, select **Next page stays in current document**. This option is only valid for one attachment page. If multiple attachments are required, then an attachment OCR zone must be applied to each attachment. The OCR zone on the attachment page is not available for indexing.
7. Check **Delete page** to delete the page (both front and rear) containing the OCR zone and to use the next page as the attachment. This is useful when inserts are applied indicating whether the next page is an attachment.
8. Click **OK** to save your settings and close the dialog box.

Testing OCR zones

When you define a new OCR zone from an image, *Kodak* Capture Pro Software automatically checks your zone to verify that it is readable. However, if you edit the OCR zone or change its properties later, it may no longer be readable. You can manually test your OCR zones to verify they are still readable.

1. Select **File>Job Setup**. The Job Setup dialog box will be displayed.
2. Select a job setup from the *Job Name* drop-down list and open the Capture tab.
3. Select **Separation>By OCR Zones**. The OCR window will be displayed.
4. Click the **Test All Bar Code** and **OCR Zones** icon to test all OCR zones or click **Test Selected Bar Code** or **OCR Zone** to test an individual OCR zone. The Bar Code and OCR Values dialog box will be displayed.
5. After viewing the values in this box, click **OK** to return to the OCR window.
6. Click **OK**. If you make any changes to the OCR zone settings, test them again.

Using separators when color scanning

Kodak Capture Pro Software can scan color, grayscale, and black and white images with separators (bar code zones, OCR zones or patch codes). Images can be separated or mixed together. To separate these color/grayscale images quickly and reliably, Capture Pro Software uses their duplicate black and white images for reading the separators.

When scanning both color/grayscale and black and white images and the software detects a bar code zone, patch code, or OCR zone, the software either deletes all four page images (color front, color back, black and white front, and black and white back) or attaches them to the new or current document or batch. This action will be determined by the settings in the Bar Zone Code Setup dialog box, Patch Code setup, or OCR Zone Setup dialog box.

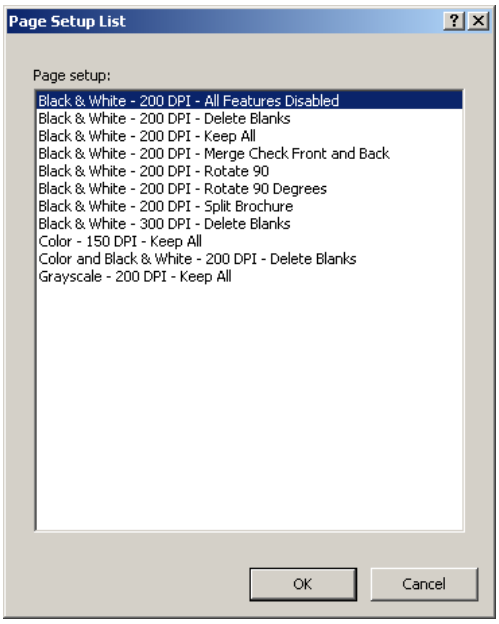
When you are scanning only color/grayscale images, the software reads the duplicate black and white images. While these black and white images are never displayed or outputted, they are used for bar code reading, patch code reading, and OCR indexing.

Setting up a color image for bar code/ OCR zones

Kodak Capture Pro Software is capable of using color or grayscale images as a source for bar codes or OCR text. However, the performance and reliability of Capture Pro Software will be enhanced if you use a black and white image instead as a source.

To capture a black and white image for the creation of bar code zones or OCR zones:

1. Select **Capture>Page Setup List**. The Page Setup List dialog box will be displayed.



2. Select a simultaneous scanning page setup from the list (e.g., Color and Black & White - 200 DPI - Delete Blanks).
3. Place the color/grayscale original in the scanner and click the green **Start/ Scan** icon. The images will be displayed in the Image Viewer.
4. Select the black and white image containing bar codes and OCR zones and click the right mouse button to display the Image context-sensitive menu.
5. Select **Edit>Copy Image** to Bar Code/OCR setup. The Copy Image to Job Setup dialog box will be displayed.
6. Enter the new image name in the text box and click **OK**.
7. Click **File>Job Setup**. The Job Setup dialog box will be displayed.
8. Open the Capture tab and select either **Separation>By Bar Code Zones** or **Separation By OCR Zones**. Depending on your selection, the Bar Code or OCR window will be displayed.
9. The new image name will be displayed in the *Image* drop-down box. Follow the procedures for defining a bar code zone or OCR zone described in the previous chapter.
10. Click **OK**.

Bar Code and OCR Disclaimers

Copyright 2000-2007, AllMyPapers, All Rights Reserved.

This product includes OmniPage/-E OCR software © 1994-2006 Nuance Communications, Inc. All Rights Reserved.

The following OCR and bar code-related disclaimer conditions apply to *Kodak* Capture Pro Software.

Although the product uses state-of-the-art OCR and bar code technology, accurate recognition under all conditions cannot be guaranteed. All software and documentation are delivered as such without any express or implied warranty of OCR and bar code recognition accuracy.

Kodak and its suppliers shall not be liable for any direct or indirect misuses and or damages subsequent to illegal use or infringement caused by the user in modifying, copying, reproducing, or translating any part of information retrieved with OCR and bar code recognition technologies in *Kodak* Capture Pro Software.

7 Page Setup

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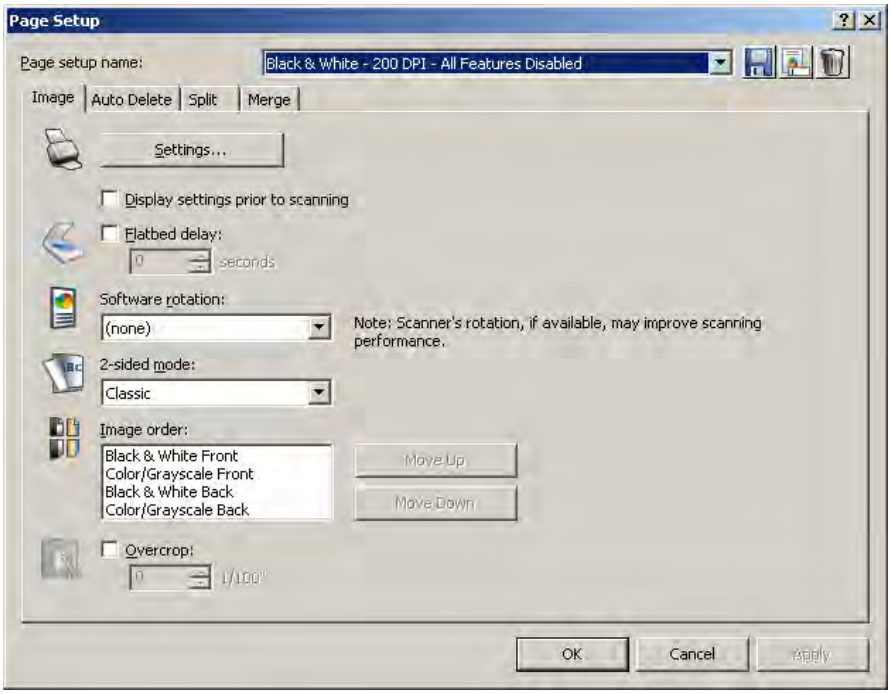
Page Setup dialog box

Use the Page Setup dialog box to define image scanning parameters, automatically delete images, split images or merge images.

To access Page Setup click **File>Page Setup.**



Page Setup Name — select an existing Page Setup from the drop-down list.

Icons

	Add: displays the Save As dialog box, which allows you to add a new page setup.
	Rename: displays the Rename dialog box which allows you to rename the currently selected page setup.
	Delete: displays a confirmation box which allows you to delete the selected page setup.

Image tab — allows you to define the way images will be displayed after scanning.

Auto Delete tab — allows you to automatically delete a scanned image if it exceeds the settings entered on this tab.

Split tab — allows you to automatically split a scanned image if it exceeds a certain width.

Merge tab — allows you to merge the front and back images of a scanned page into a single image.

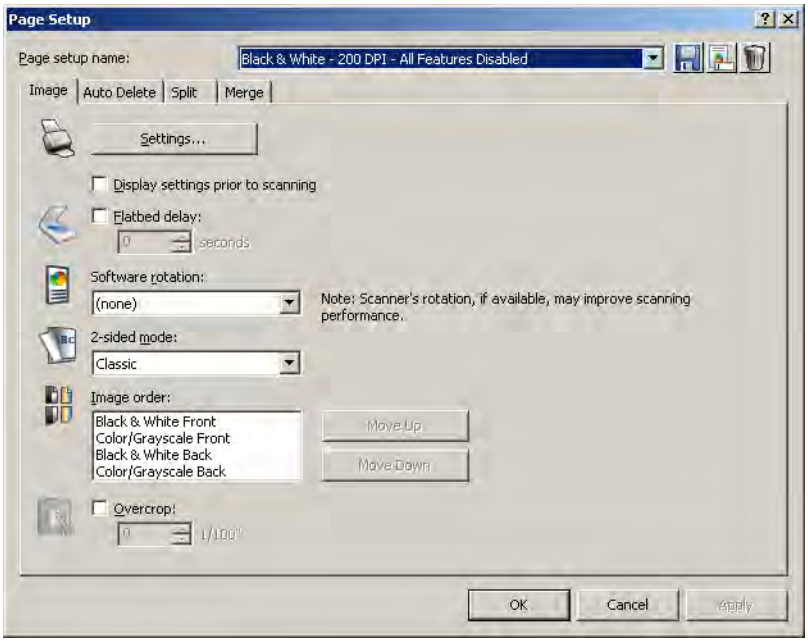
OK — saves your settings and closes the dialog box.

Cancel — closes the dialog box without saving any changes.

Apply — accepts the changes made in the dialog box without closing the dialog box.

Image tab

The Image tab allows you to set up scanning parameters and make changes to your images before they are stored.



Settings — when you click **Settings**, the TWAIN Datasource will be displayed allowing you to configure your scan settings. For more specific scanner information, see the User's Guide for your scanner.

Display settings prior to scanning — opens the TWAIN Datasource after you click the green **Start/Scan** icon.

Flatbed delay — sets a timed delay between scans so the operator can open a different page on a book or magazine and place it back on the flatbed. Select the number of seconds for the delay from the drop-down list.

Software rotation — automatically rotates the image after scanning. Select **None, 90, 180,** or **270** degrees. As you enter a different setting, the icon will display how the image would look after rotation. Setting up this rotation in the TWAIN Datasource may give better scanning performance than using software rotation.

2-sided mode — select **Classic** or **Calendar** mode from the drop-down list for two-sided scanning and the corresponding icon will be displayed. Compare your original image with the icon to determine if it has a classic or calendar layout.

- **Classic**: typically used for multi-page reports. The **2-sided mode** option only influences the way the front image is rotated in relation with the back image. It does not set the overall rotation of the document (0°, 90°, 180° or 270°).

  When using **Classic: 2-sided mode**, the front and rear images correspond as follows:

  A 0° rotated front results in a 0° rotated back.
  A 180° rotated front results in a 180° rotated back.
  A 90° rotated front results in a 270° rotated back.
  A 270° rotated front results in a 90° rotated back.

- **Calendar**: typically used for presentation handouts, financial reports, wall calendars, etc. The **2-sided mode** option only influences the way the front image is rotated in relation with the back image. It does not set the overall rotation of the document (0°, 90°, 180°, or 270°).

- When using the **Calendar: 2-sided mode**, the front and rear images correspond as follows:

  A 0° rotated front results in a 180° rotated back.
  A 180° rotated front results in a 0° rotated back.
  A 90° rotated front results in a 90° rotated back.
  A 270° rotated front results in a 270° rotated back.

Image order — select an image and use **Move Up** or **Move Down** to change the image order listed in the box.

Overcrop — enable this checkbox to trim all edges of the image by the amount you specify in 1/100ths of an inch.

OK — saves your settings and closes the dialog box.

Cancel — closes the dialog box. Your entries are not saved.

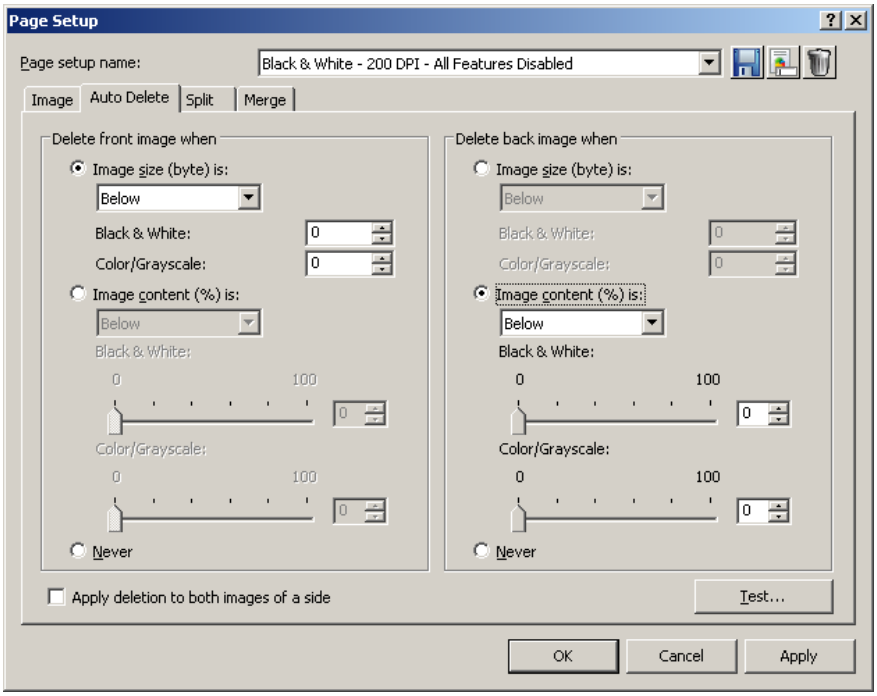
Apply — accepts the changes made in the dialog box.

Auto Delete tab

The Auto Delete tab allows you to set options for automatically deleting an image. You may want to delete images with no content, or possibly very busy pages (e.g., the back of a form which has a lot of explanatory text on it). Auto deletion settings are specified independently for front and back images.

If you are doing simultaneous scanning of both color/grayscale and black and white image types, auto deletion settings are also set independently. Therefore, you can choose to delete one type of image or both.

When using Auto Delete, it is recommended that you scan some representative documents which you would want to delete by using the **Test** option. The results of the Test option will help you determine if you should set the auto delete values using the **Image size (byte) is** option or the **Image content (%)** option. For more information see the next section “Testing your settings”.



- **Image size (byte) is *Above*** — select this option if you want to delete pages with a lot of busy, explanatory content on them. For example, if you are scanning documents with similar content (e.g. insurance forms) on the front and back page, and the front page has content you need to keep, but the back page contains instructions on how to file a claim (that you do not need to keep), enter the number of bytes that you want Capture Pro Software to delete any image file greater than that amount. Any image that is more than this value will be considered too large and will be deleted.
- **Image size (byte) is *Below*** — select this option if you want to delete pages with no content or very little content. Enter the number of bytes that Capture Pro Software will consider the image size to be blank. Any image that is less than this value will be considered blank and will be deleted.

- **Image content (%) is *Above*** — this option is similar to the **Image size (byte) *Above*** option except that you enter a percentage value that Capture Pro Software will consider the image to have too much content. Any image more than this will be deleted.
- **Image content (%) is *Below*** — this option is similar to the **Image size (byte) *Below*** option except that you enter a percentage value that Capture Pro Software will consider the image to be blank or too little content. Any image that is less than this value will be considered blank and will be deleted. Use this setting when there are blank pages.

NOTE: When selecting the **Image size (byte)** option, other factors such as resolution, compression, etc., will impact the image size.

The **Image content (%)** option only looks at the percentage of information on the image and therefore, is a more consistent and dependable option to use when images may vary in size, resolution, compression, etc.

Never — click **Never**, if you do not want the software to delete any images automatically.

Apply deletion to both images of a side — deletes both the black and white and color/grayscale images.

Test — displays the Test Image dialog box, which allows you scan a sample image and test your settings.

OK — saves your settings and closes the dialog box.

Cancel — closes the dialog box. Your entries are not saved.

Apply — accepts the changes made in the dialog box.

Testing your settings

The Test Image dialog box allows you to test your images to determine whether or not they meet your deletion settings. It is highly recommended that you test your settings to be sure that the images you want to be deleted are deleted and that you keep the images you want to keep.

1. Click **Test** on the Auto Delete tab to display the Test Image dialog box.

2. Place some documents in the scanner that are representative of the documents you want to test for auto deletion.

3. Before you scan a page, select **Black and White - Front, Black and White - Back, Color - Front,** or **Color - Back** from the drop-down list.

   NOTE: The options that are displayed in the drop-down list are dependent upon your Page Setup.

4. Click the **Start/Scan** icon. The results will be displayed in the Test result box.
   - **The image is**: indicates if the image is **Blank** or **Not Blank**.
   - **Image size is - (bytes)**: the size of the test image in bytes.
   - **Content is - %**: the percentage of content in the test image.

5. Evaluate the values displayed in the **Image size is - (bytes)** and/or **Content is - %** Test results box.

   NOTE: Based on the value displayed in the Test results box you may want to enter a value slightly *lower* or slightly *higher* than the displayed value depending on the desired output. For example, if your representative image byte size of blank images is 799 bytes and almost blank images is 900 bytes, you may want to enter a value of 850 bytes in the *Image size is - (bytes)* field on the Auto Delete tab.

6. Click **OK**.

NOTE: During the test image scan, options to Split and Merge will be ignored.

Splitting images

Splitting images is frequently used in forms processing. When scanning folded forms, you may want them to be split in several smaller images to make forms registration and verification more reliable. *Kodak* Capture Pro Software splits the images, sorts the images, and extracts data from the images in the correct sequence.

The split occurs only on pages that comply with a minimum and maximum width expressed in 1/100ths of an inch. The split operation is a vertical split, meaning that the page is divided into equal left, middle, and right portions (if splitting three ways). The split occurs after rotation. When scanning large forms that cannot be scanned in landscape mode because they are wider than the scanner transport, rotation is required.

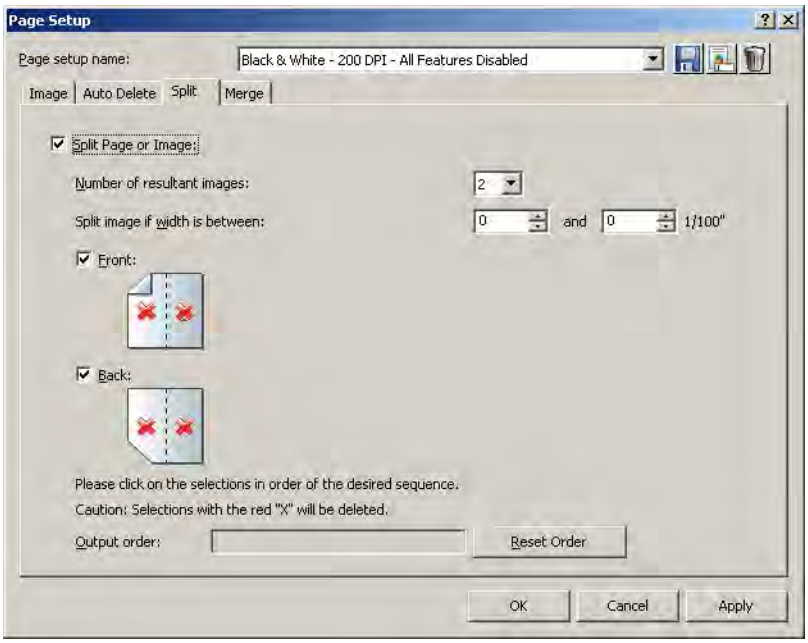
Set the **Software rotation** option on the Image tab of the Page Setup dialog box depending on how you scan the document.

After the split, odd-numbered images will be considered front images and even-numbered images will be considered rear images. Because Capture Pro Software immediately shows the result after merging or splitting, you can test your page setup and make changes if necessary.

If you are scanning one-sided images (or when you are scanning from the flatbed), the split will occur only on the front image.

Splitting an image

To split images during scanner:



7. Click the **Split Page** or **Image** checkbox.

   NOTE: The Merge and Split options cannot be active at the same time. To disable the Merge option, open the Merge tab and uncheck the **Merge front and back into one single image** checkbox.

8. Choose from 2 to 12 images in the *Number of resultant images* drop-down list.

9. Select a range of widths for the page or image from the *Split image if width is between* field. If the page width falls within this range, it will be split. If either the front or back side falls outside the range, neither side will be split.

10. Select **Front** and/or **Back** to activate a split. A graphic will be displayed showing your selection. For example, if you enable both checkboxes, the icons will appear with a red "X" on each page.

    Click on each image segment in the order you want the images to be output. As you click on an image segment, the red "X" disappears.

    Any image segment that is still marked with a red "X" will be deleted and not sent to output. This option might be useful for the last page of a pamphlet that is always blank.

    NOTE: When using a simplex-only scanner, selecting both **Front** and **Back** will result in no split. Select **Front** only to cause a split.

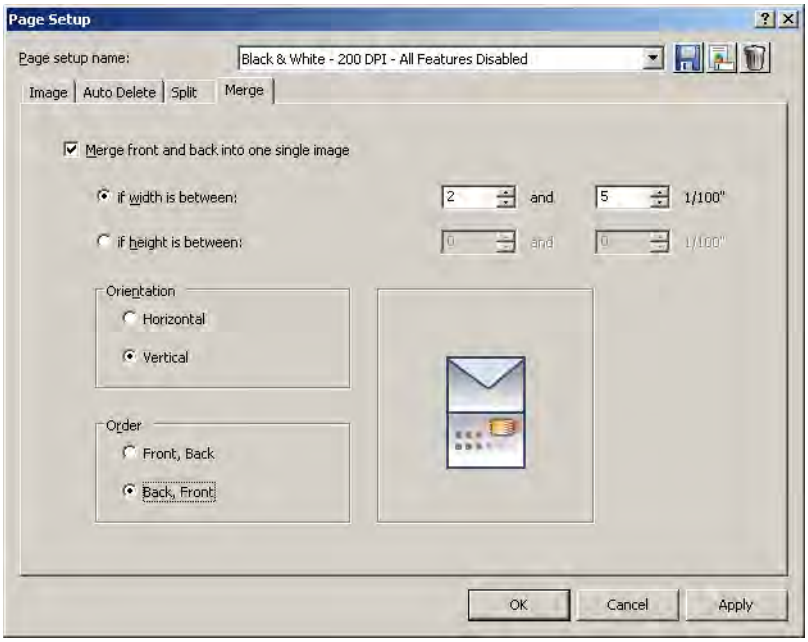
11. If desired, click **Reset order** to delete the output order and start again.

12. Click **OK** to save your settings and close the Page Setup dialog box.

Merge tab

To merge images during scanning:

1. Click the **Merge front and back image into one single image** checkbox.



NOTE: The Merge and Split options cannot be active at the same time. To disable the Split option, open the **Split** tab and uncheck the **Split Page or Image** checkbox.

2. Set the minimum and maximum image widths and heights in 1/100ths of an inch for front and back images to be merged in the *if width is between* and the *if height is between* fields. Capture Pro Software merges only the images that meet these parameters. Any other images are not merged.
3. Click **Horizontal** or **Vertical** for the desired orientation on the merged image.
4. Click **Front**, **Back** or **Back**, **Front** for the desired order of the front and back on the merged image.
5. Click **OK** to save your settings and close the Page Setup dialog box.

8 Productivity Shortcuts

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Shortcut Setup dialog box

This dialog box allows you to create a job shortcut name. You can also use this dialog box to select or change the page and job setups associated with it.

Job Shortcut — select a job shortcut name from the drop-down list. You can also use the icons to add, rename, or delete a job shortcut.

- **Add**: displays the Save As dialog box which allows you to add a new job shortcut.
- **Rename**: displays the Rename dialog box which allows you to rename the currently selected job shortcut.
- **Delete**: displays a confirmation box which allows you to delete the selected job shortcut.

Page Setup — select from the list of available page setups or click **Setup** to display the Page Setup dilaog box and create a new page setup.

Job Setup — select from the list of available job setups or click **Setup** to display the Job Setup dilaog box and create a new job setup.

OK — closes the dialog box and saves your changes.

Cancel — closes the dialox box without saving your changes.

Apply — saves your changes without closing the dialog box.

Button Manager

When scanning shortcuts have been created, you can assign each shortcut name to a particular value for the Scanner button (if your scanner has buttons). You can assign up to 9 buttons.

Button 1 through 9 — select the action you want the scanner to take from the drop-down list. The default is no action.

Shortcut Setup — displays the Shortcut Setup dialog box which allows you to assign a Job Shortcut name, Page Setup and Job Setup.

OK — closes the dialog box. All the entries you made are saved.

Cancel — closes the dialog box. Your entries are not saved.

To launch the Button Manager:

- Right-click on the *Kodak* Capture Pro Software icon located in the system tray and select **Button Setup**.

9 User and Group Setup

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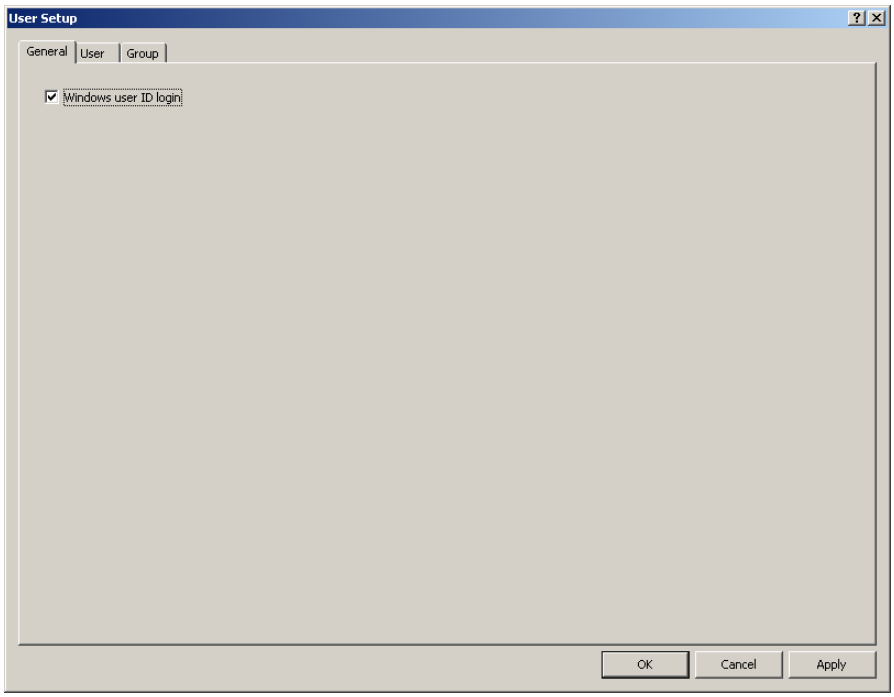
User Setup dialog box

The User Setup dialog box allows an administrator to set up and manage users of *Kodak* Capture Pro Software. The user setup functions can only be set by individuals with Capture Pro Software administrator access.

To access User Setup, select **File>User Setup**. The User Setup dialog box will be displayed.



The User Setup dialog box has three tabs: General, User and Group.

General tab

The General tab allows you bypass the login function for a user by checking the **Windows user ID login** checkbox.

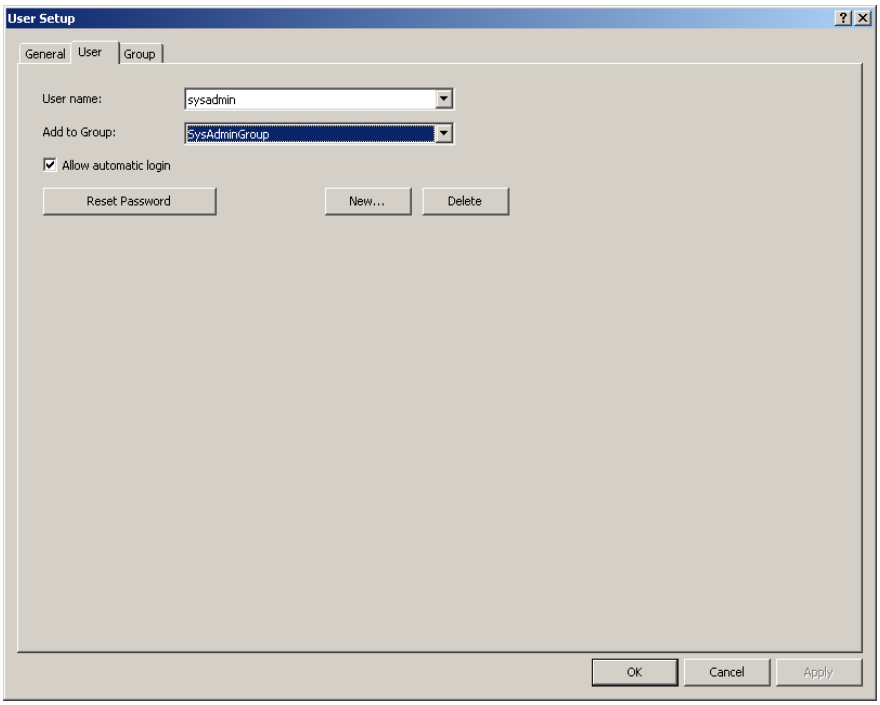
User tab

Users and user groups can be configured in Capture Pro Software to limit access to specific jobs and Capture Pro Software functions.

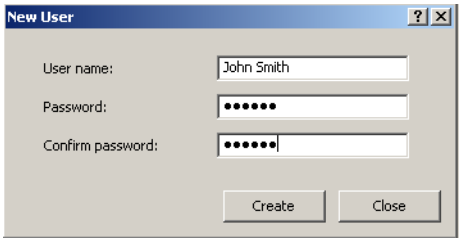
Adding a new user

To add a new user:

1. Select **File>User Setup**.
2. Open the **User** tab.



3. Click **New**. The New User dialog box will be displayed.



4. Enter the name of the user in the *User name* field.
5. Enter a password for this user in the *Password* field.
6. Re-enter the password and click **Create**. This user is automatically added to the list.

   NOTE: The user can change this password by selecting **File>Change Password**.

Adding a user to a group

To add a user to group:

1. Select **File>User Setup** and open the **User** tab. The User Setup dialog box will be displayed.
2. Select a user name from the *User name* drop-down list.
3. Select a group name from the *Add to Group* drop-down list.
4. Check **Allow automatic login** if you want to bypass the login function for Capture Pro Software and automatically login this user when Capture Pro Software is launched.

   NOTE: If you want to login as another user, select **File>Logout** and then login as the new user.
5. Click **OK**.

Deleting a user

To delete a user:

1. Select **File>User Setup** and open the **User** tab. The User Setup dialog box will be displayed.
2. Select the user you want to delete from the *User name* drop-down list.
3. Click **Delete**. A confirmation box will be displayed.
4. Click **Yes** to complete the deletion.
5. Click **OK**.

Resetting a password

To reset a password for a user:

1. Select **File>User Setup** and open the **User** tab. The User Setup dialog box will be displayed.
2. Select the user you want to reset a password for from the drop-down list.
3. Click **Reset Password**. The Change Password -sysadmin dialog box will be displayed.

4. Enter a new password in the *New password* field.
5. Re-enter the password in the *Confirm password* field.
6. Click **OK**.

NOTE: The user can change this password by selecting **File>Change Password**.

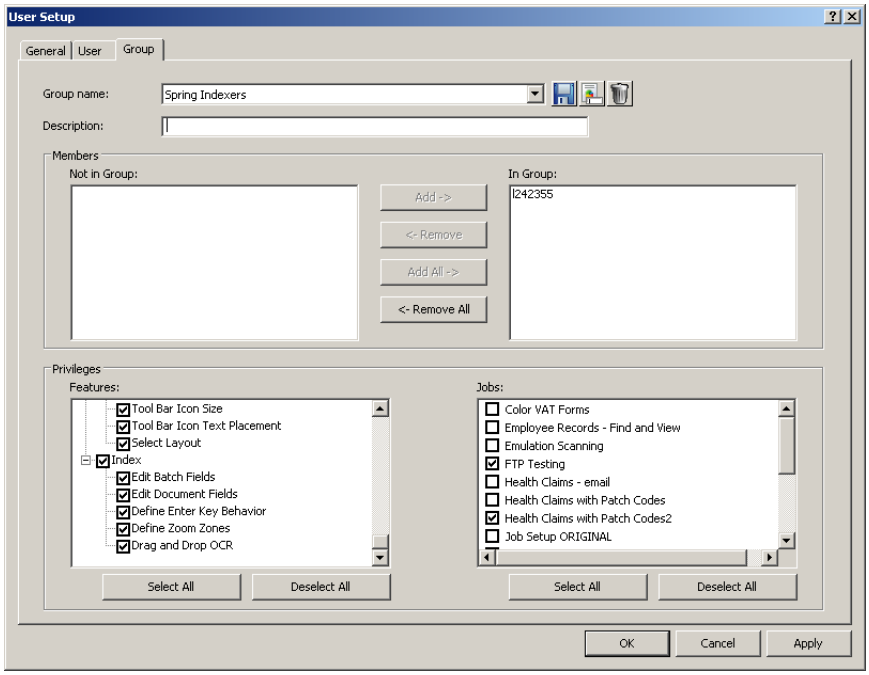
Group tab

Use the Group tab to add and delete user groups as well as add and remove job privileges.

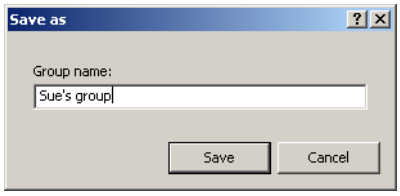
Setting up a user group

To set up a user group:

1. Select **File>User Setup** and open the **Group** tab. The Group tab of the User Setup dialog box will be displayed.



2. Click the **Add** icon. The Save as dialog box will be displayed.



3. Enter a new group name and click **OK**. The new group name will be displayed in the *Group Name* drop down list. You can also add notes about the group in the *Description* field.

   NOTE: When creating a new group, you must create the group first and then go to the User tab to add members to the group.

4. Use the **Add**, **Remove, Add All**, **Remove All** buttons in the *Members* boxes to move users in or out of the selected group. The *Members* boxes contain all users who are eligible to be added to the group. When creating a new group, the *Not in group* and *In group* fields will be blank.

5. Under **Privileges: Features**, select the Capture Pro Software functions, toolbars, and menus that you want available for members of this group. You can use **Select All** or **Deselect All** to make global changes. The default settings allow the group total access to all the software features and job setups.
6. Under **Privileges: Jobs**, select the job setups that you want available for members of this group. You can use **Select All** or **Deselect All** to make global changes.
7. Click **OK**.

Deleting a group

To delete a user group:

1. Select **File>User Setup** and open the **Group** tab. The Group tab of the User Setup dialog box will be displayed.
2. Select the group that you want to delete from the *Group Name* drop-down list.
3. Click the **Delete** icon. A confirmation box will be displayed. Click **Yes** to delete the group.

   NOTE: When you delete a group, the users in that group are removed from the group and returned to the *Members: Not in Group* list.

Renaming a group

To rename a user group:

1. Select **File>User Setup** and open the **Group** tab. The Group tab of the User Setup dialog box will be displayed.
2. Select the group that you want to rename from the *Group Name* drop-down list.
3. Click the **Rename** icon. The Rename dialog box will be displayed.
4. Enter the new group name and click **OK**.

10 Auto Import

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Overview

Auto Import allows you to import images into Capture Pro Software without the use of a local scanner or manual intervention. It does this by observing special directories called “watch folders”. Files to be imported will be copied into subfolders within a watch folder which are called **Auto Import** or **AI batch** folders. Auto import extracts images from these files and streams them into the Capture Pro Software workstation just as if they had originated from a local scanner.

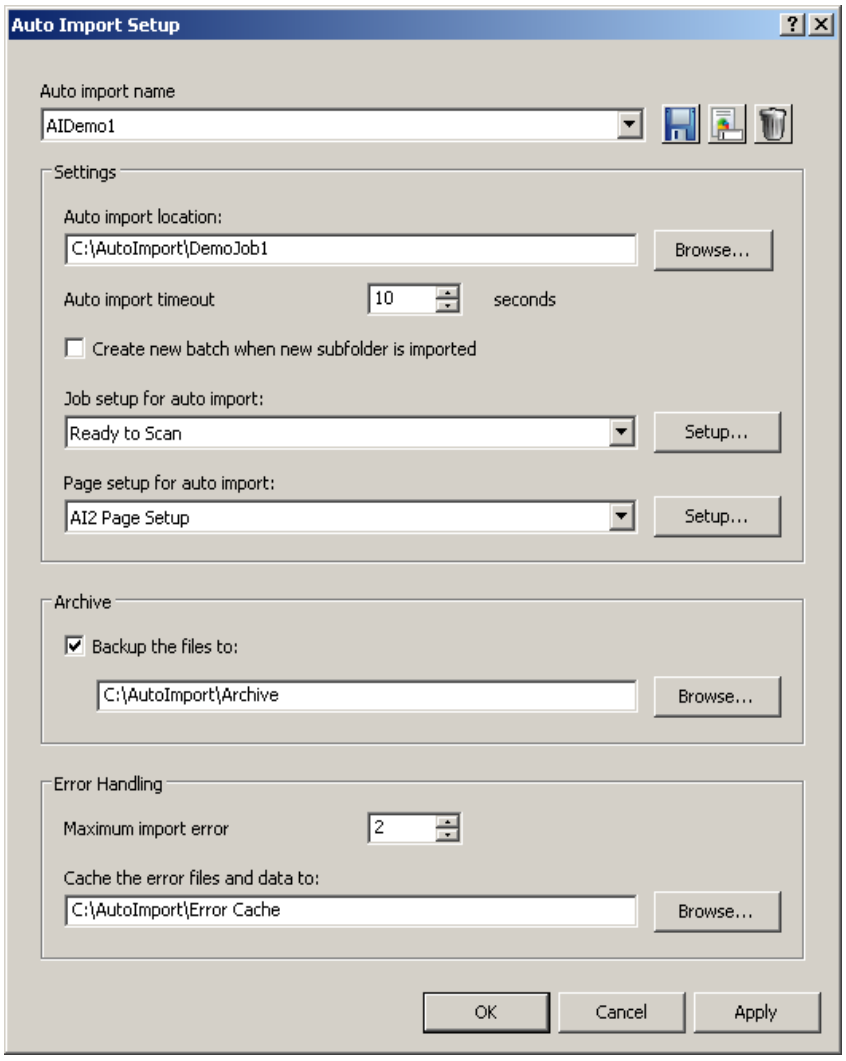
To auto import files create an AI batch folder in a watch folder. The processing instructions for this AI batch folder have been defined in the Auto Import Setup process and associated with the watch folder that the AI batch folder is contained within. A countdown timer will then be started on the new AI batch. The user will copy files (which may be contained in nested subfolders) into the AI batch folder. Every time a new file appears anywhere in the AI batch folder or its subfolders, the countdown timer will be reset to its initial value and the countdown will begin again. If the timer expires, the AI batch folder will be locked and added to the end of an auto import capture queue for processing (see the section entitled, “Auto Import operation” for additional details regarding AI batch timers and processing flow).

Special batch separation rules can be specified for auto import so new batches can optionally be created for each new AI batch. Aside from that, processing will occur as in any other scan job according the job and page setup rules. Every AI batch will be completely processed before moving to the next.

Auto Import Setup

1. Select **Auto Import Setup** from the Capture menu. The Auto Import Setup dialog box will be displayed.

   NOTE: The settings you make on this dialog box apply to any AI batches created within the specified auto import location (watch folder).



2. Enter a name for this auto import setup. The name is just a user-friendly reference and does not refer to a folder name or any other specific reference.
3. Select a location for the auto import “watch folder” associated with this particular auto import configuration. Auto import will monitor this folder for the creation of new AI batch folders within it and will process the AI batch after the timeout interval has expired (see the section entitled, “Auto Import operation” for more information).

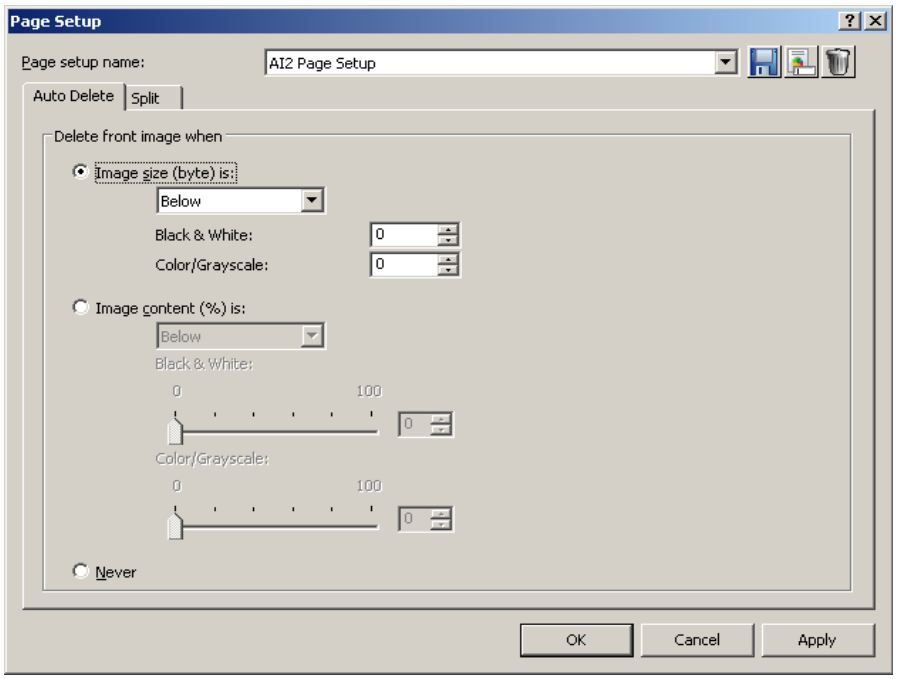
There are several conditions that apply to the watch folder.

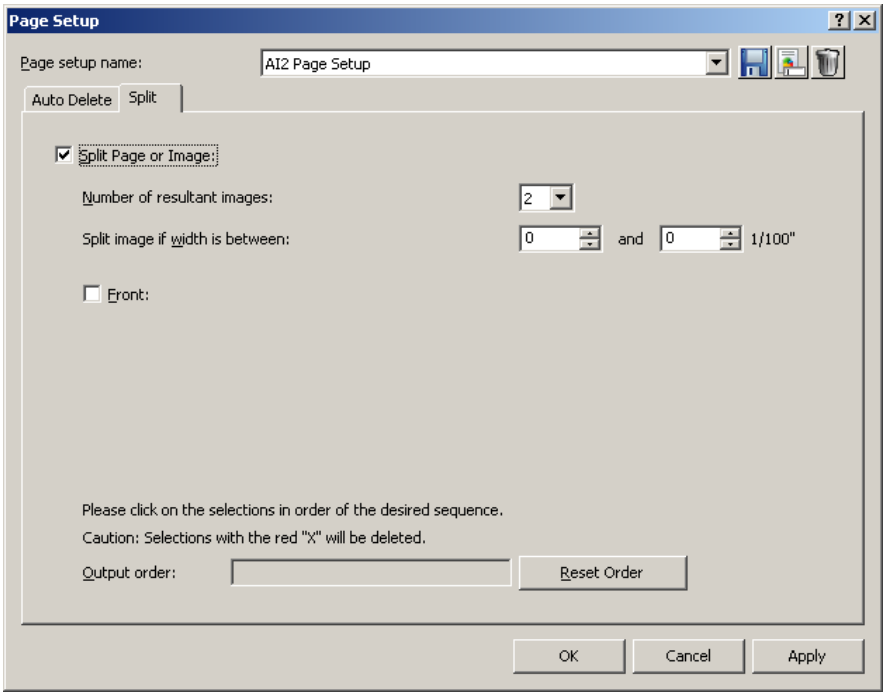
- The watch folder must have Read / Write access to any user running Capture Pro Software.
- The watch folder needs to be writeable from any intended image source. If it will be accessed from a network, the administrator needs to confirm that network sharing is setup to allow Write access from any users, network scanners or other devices which copy files into the watch folder.
- Capture Pro Software will not attempt to configure any file share or set user access privileges on the watch folder. Configuration and file sharing is the responsibility of the administrator.

4. Select an auto import timeout interval. This interval should be based on the maximum delay expected from any source which sends files to the watch folder. This can vary a great deal depending on the operation. For example:
   - **Network Scanner —** a user has set up a Scan Station 500 to send images directly to a watch folder over a network. The operation consists of scanning a stack of paper, removing it from the scanner, picking up the next stack, and resuming the scan operation. There is a 60-second delay required to make this transition. The watch folder has been configured with a 120-second delay in order to allow the user to pick up the next stack without timing out and closing the AI batch.
   - **Copy images from network folder** — a user has a set of files that were captured using another scanner (or another input source). Transferring them to the Capture Pro Software workstation for auto import requires a “copy” operation. The local network delivers images at one-second intervals. The timeout interval is set at 10 seconds.

   Refer to the section entitled, “Auto Import operation” for more information
5. Select **Create new batch when new subfolder is imported** to automatically insert a batch separator into the input stream whenever a new AI batch folder is processed.
6. Select or create a job setup to be associated with this watch folder.

7. Select or create a page setup to be associated with this watch folder. Page setup options are restricted to those shown below.





8. Select **Backup the files to** and specify a backup location if you want to archive the contents of the AI batch when auto import is complete.

   Archive will copy the entire content of an AI batch to the specified archive location including any unprocessed files (such as spreadsheets or word processing documents) in their original form along with the original image files.

   - A single archive location can be used for multiple watch folders.
   - You do not have to create a unique archive folder for every auto import setup.

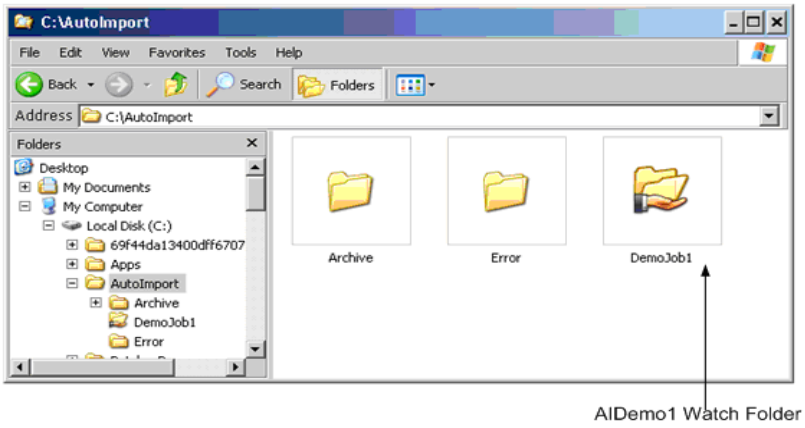
9. Specify the number of errors that are allowed before auto import processing is interrupted. Errors occur when an image file cannot be properly read. These errors do not apply to indexing errors or anything else other than the ability to open and read the contents of a supported image file. If the value in **Maximum allowed errors** is exceeded, processing will stop and a dialog box will be displayed allowing the user to retry the bad image, skip the bad image, or abort the auto import. See the section entitled, “Error handling” for more information regarding error handling and recovery.

10. Specify a location for unreadable files to be copied to. During auto import processing, if a supported file cannot be opened, a “place holder” image will be substituted and the erroneous image will be copied into the error cache.

Auto Import operation

NOTE: Special icons have been added to some of the folders in the following examples for clarity. These icons will not appear on the actual folders in a real auto import setup.

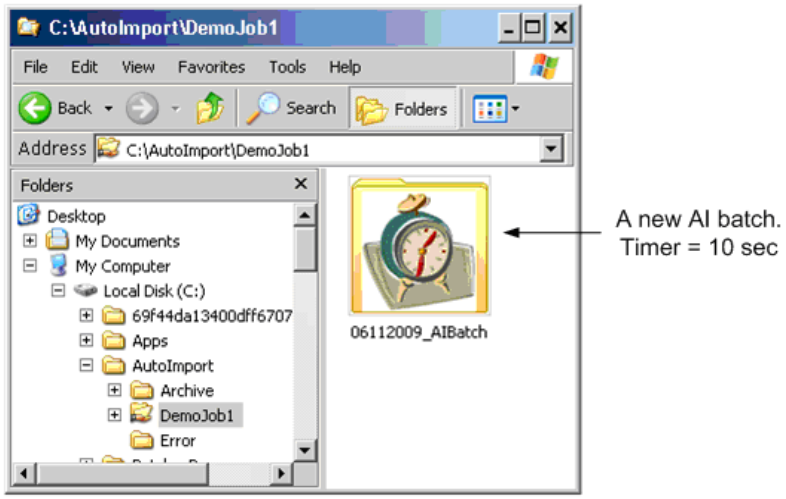
Following the AIDemo1 auto import setup previously described the directories will look like this:



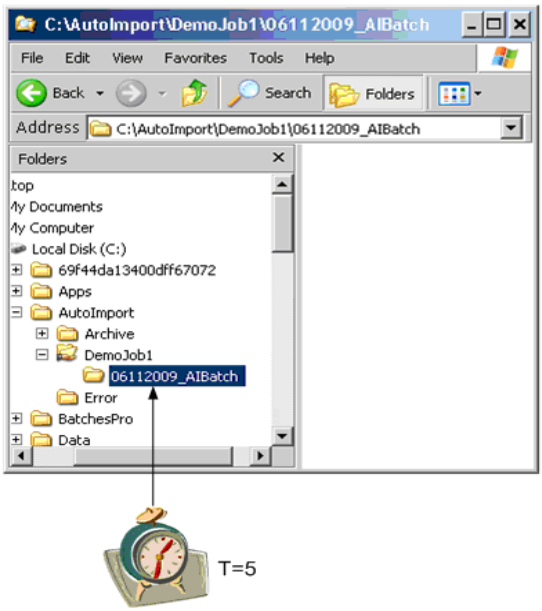
To start Auto Import, the user will select **Capture>Auto Import Images**. This disables all scanners and scanner-specific setups. They will then select **Start** as if they were starting a scanner. Auto import will begin watching all previously defined watch folders for incoming files, actively monitors all watch folders and processes any new AI batch jobs in first-in, first-out order until **Stop** is selected. To resume normal scanning operations, deselect **Auto Import Images**.

NOTE: If an auto import setup becomes obsolete, it should be deleted before related folders are manually removed to avoid error messages.

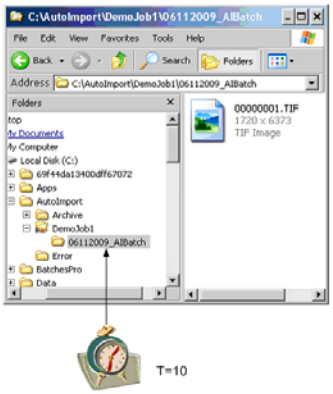
To create a new AI batch, a new AI batch folder will be created in the watch folder.



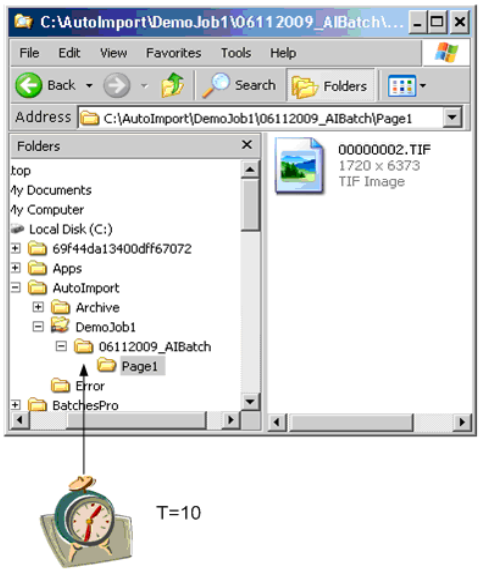
The timer will begin to count down. After 5 seconds, no new files have been added to the AI batch folder (06112009_AIBatch) and the counter is now at 5.



Whenever a file appears in the AI batch folder, or any subfolder of the AI batch folder, the timer is reset.

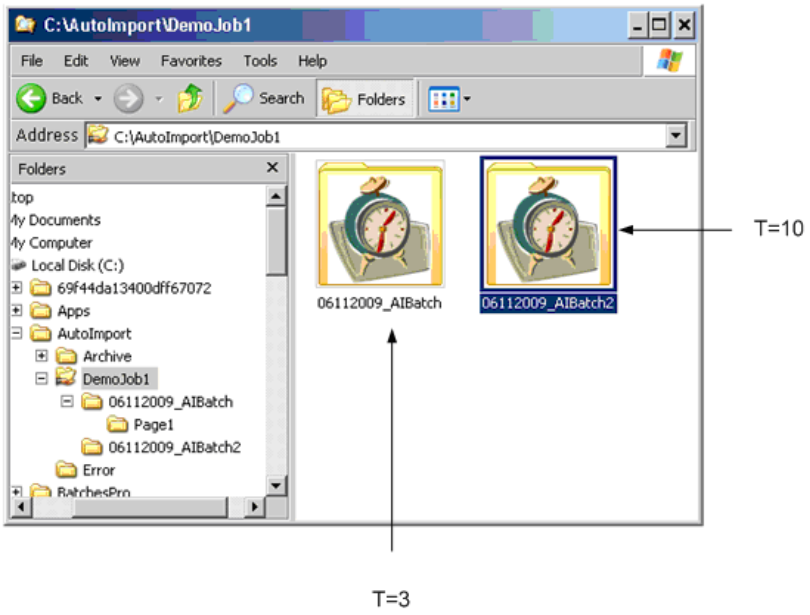


Subfolders within the AI batch folders can be nested. The timer on the parent AI batch folder will be reset. Additions to nested subfolders within 06112009_AIBatch will reset this timer. Nested subfolders do not have their own timers. There is only one timer for the 06112009_AIBatch.

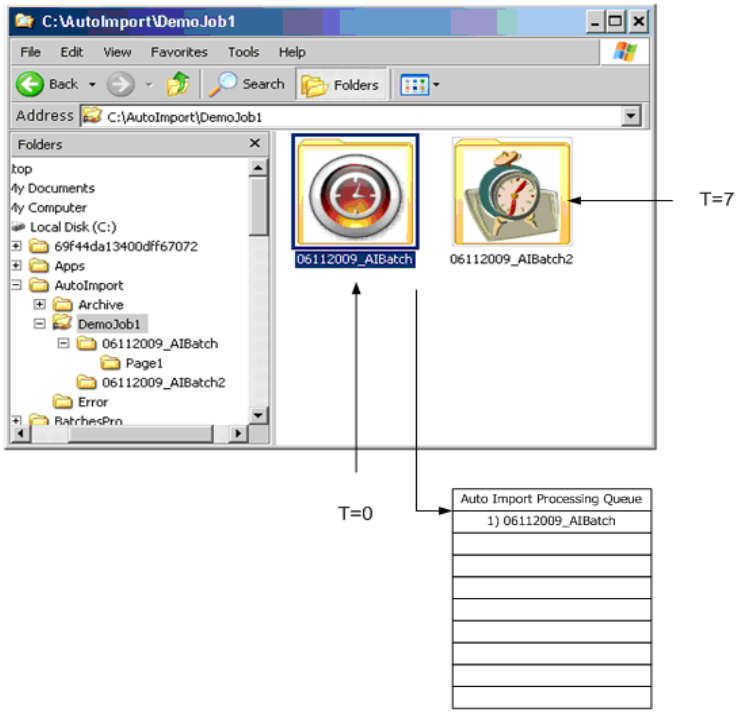


NOTE: Paths that exceed 256 characters may not be supported by the Windows operating system. It is recommended that subfolders and file names be kept within this limit.

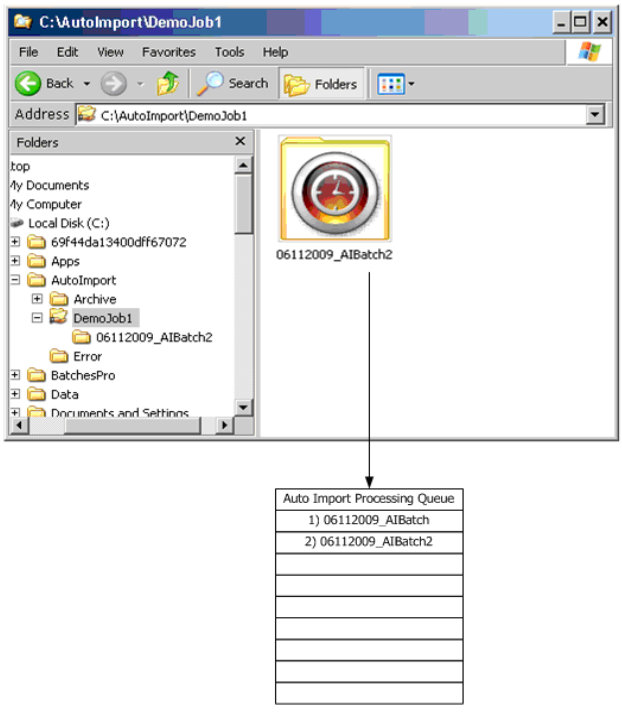
A new AI batch folder can appear in the watch folder at any time. It will get its own timer and operate independently of other AI batches.



When a timer expires, the AI batch folder is locked, and inserted into the auto import processing queue.



Other jobs will be inserted into the processing queue as their timers expire.



The Auto Import Processing Queue will be processed in first-in, first-out order. In this example, the entire contents of 06112009_AIBatch will be processed followed by 06112009_AIBatch2. Since these two AI batches have the same job setup (they came from the same watch folder), a batch separator will be inserted between the two AI batches according to the AIDemo1 job setup.

Files within an AI batch will be processed by recursively iterating through files and subfolders and processing their contents in alphanumeric order.

However, since ALL AI batches share the same Auto Import Processing Queue, if an AI batch from a different watch folder were to be next in the queue, a batch separator would be inserted regardless of auto import setup options.

AI batches in the Auto Import Processing Queue will be processed in first-in, first-out order. There is no management facility for this queue. All AI batches will be processed in their entirety, in sequence barring errors (see *Error handling*, below).

When the entire batch has been processed, the original files will optionally be copied into the archive.

Error handling

When a batch is being processed, if a supported image file cannot be opened:

- the bad file will be copied into the error cache,
- a generic “error” image will substituted, and
- the error count for the AI batch will be incremented.

If the error threshold defined in the batch setup has been reached, processing of the batch will stop. A dialog box will be displayed with the following options:

- **Ignore**: move ahead to the next image. The batch will resume processing until the next bad image is encountered.
- **Abort**: the remaining files in the batch will be copied into the error cache and auto import will stop. Following an abort, when restarted, auto import proceeds with the next batch in the queue. There is no automated recovery procedure for batches copied into the error cache. The user will have to locate and correct the bad files and manually reinsert the batch into the watch folder.

11 Troubleshooting

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Problem solving

Occasionally you may encounter a situation with *Kodak* Capture Pro Software. Use the chart below as a guide to check possible solutions to help you resolve the situation before calling Technical Support.

Problem	Possible Solution
Conflict found that will prevent OCR functions and PDF output from working	The conflict is likely caused by an older version of the OmniPage SDK Toolkit (from Nuance/ScanSoft), Version 12 or earlier, that was installed on your PC. If the following Nuance DLL files are present in the Windows\System32 directory on your PC, then this is the cause of the conflict: Formatter.dll Lecsomgr.dll Prerendering.dll RecDiag.dll Rnapi.dll To resolve the conflict, remove these DLL files from the System32 directory and restart Capture Pro Software. More recent versions of ScanSoft/Nuance applications (such as PaperPort and OmniPage) no longer install their DLL files in the System32 directory, so removing these files should not impact any other applications that you may be running on your PC.
Cannot open batch	If you try to open a batch and this message is displayed, verify that you have read-write access to the scanned image folder.
System is running slow	Depending on your scanning resolution and feature set, there may be some modes that do not drive your scanner at full rated speed using the minimum system hardware requirements. It is recommended that you increase your CPU speed and system memory. For optimum performance: • Pentium IV, 2.8 GHz (or equivalent) CPU • 2 GB system memory (or higher) • Hard disk: at least 40 GB (7200 rpm)
Conflict found or installation problem that prevents patch code (or bar code) functions from working	The conflict may be caused by an older version of an AMP release or toolkit (from *All My Papers*) that was installed on your PC. If any of the following AMP DLL files are present in the Windows\System32 directory on your PC, then this is the cause of the conflict: amplm.dll amplib.dll ampPX.dll To resolve the conflict, remove these DLL files from the System32 directory and restart Capture Pro Software.

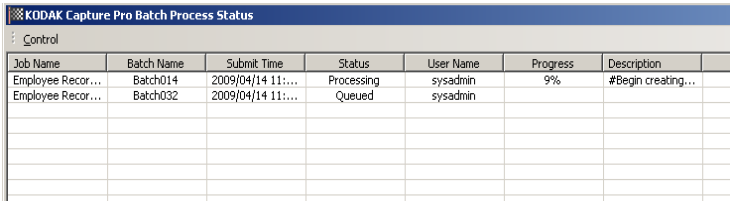
Problem	Possible Solution
Newly developed System Batch Output Formats do not appear in the **Job Setup>Output>System** "Send to" drop-down list	This may be caused by a missing Microsoft Windows component which is required for newer Batch Output Formats to run properly. To resolve the issue, visit the appropriate Microsoft link below, and follow the instructions for download and installation: http://www.microsoft.com/downloads/details.aspx?familyid=200B2FD9-AE1A-4A14-984D-389C36F85647&displaylang=en http://www.microsoft.com/downloads/details.aspx?familyid=A5C84275-3B97-4AB7-A40D-3802B2AF5FC2&displaylang=en

Clearing errors

The *Kodak* Capture Pro Batch Status window provides information on batches that you are preparing for output from *Kodak* Capture Pro Software.

To view the Batch Status window:

- Select **Batch>View Batch Output Status**.



To clear the errors:

- Click on the *Job Name* to **Clear All Errors** or **Clear Selected Errors**.

Common messages

Following is a list of messages and corrective actions you can take if one of the following messages is encountered.

Messages	Probable Cause/Remedy
License code verification code failed because no hardware key could be detected.	*Kodak* Capture Pro Software could not detect a hardware (WIBU) key. • Be sure the WIBU key is securely inserted into the USB port of your PC.
The batch cannot be opened because it is currently in use by another user.	If you are scanning in a multiple-scanner environment and the batch has already been opened by another workstation, *Kodak* Capture Pro Software will not allow you to open the batch until the batch is closed by the other user.
Recognition of bar codes, patch codes, and OCR is possible with color (or grayscale) images, but scanning performance may be improved if your Page Setup scans both color (grayscale) and black and white images, then deletes the black and white images.	*Information*. You can use color or grayscale setups for barcode, but it is not recommended. Click **OK** on the Information message, close all windows and select a black and white Page Setup, then go back to the Bar Code Setup and scan the image.

Technical support

Support for *Kodak* Capture Pro Software can be found on the Kodak website: www.kodak.com/go/CaptureProSupport. The support pages provide product-specific information such as access to product upgrade downloads, drivers, accessories and access to the FAQs (Frequently Asked Questions) and details of the support options available for Capture Pro Software available in your country/region.

Appendix A Glossary

Attachment — when scanning a multi-page document, an attachment refers to those pages that are in addition to the lead or first page of the document. For instance, when scanning a 3-page document, pages 2 and 3 are considered attachments.

Auto Crop — automatically removes the border of an image.

Auto Deskew — automatically straightens the image.

Bar code zone — a bar code zone is a section of an image defined as the location that may contain a barcode. Multiple different locations and characteristics (e.g., bar code type) may be set up on an image. The bar codes within these zones may be used for separation or indexing.

Batch — a collection of documents. A job can be used as the basis for creating many batches (each up to 999999999 documents; essentially unlimited). Processing a batch means converting the batch to a specific output format (i.e., single-page TIFF, PDF, LaserFiche, etc.) and sending it to a batch destination folder/subdirectory. Batches can be processed one by one or together.

Batch Output Format — determines the image format (e.g., TIFF, PDF, JPEG) and output destination for a batch that is processed. Included are the name and output directory structure for image files and index files.

Document — a **paper** document is a collection of pages; an **electronic** document is also a collection of pages, each of which is represented by one or more images. A document containing many pages is called a multi-page document (e.g., a file folder or article).

Document index — the document index links search fields (up to 10 search fields) with the document number of each document. The document index can be built manually or automatically with bar codes, OCR values or default values.

Dual Stream — also referred to as *simulataneous scanning* **—** is the scanner's ability to produce both color/grayscale and black and white images simultaneously without any further processing required by the host computer.

File format — a bit-mapped graphic file format that is usable for color, grayscale and black and white images.

Grayscale — a range of gray tones that cover the entire visible light spectrum from white to black.

Image — the scanner converts sides to images. Every image belongs to a document with a unique document number. Capture Pro Software gives every image a sequential number inside its document. One document can contain up to 999999999 (e.g., essentially unlimited) images. Capture Pro Software distinguishes between an image coming from the front or rear side of a page. This allows Capture Pro Software to perform side-specific processing (e.g., deletion of blank rear sides) where appropriate.

Capture Pro Software also distinguishes between color, grayscale, and black and white images and can perform color/grayscale versus black and white specific processing.

Example: Document 250 contains two double-sided pages and produces an electronic document number 250, which contains four images (1-4).

Index file audit — the verifying system that ensures all index values comply with the input/output format.

Job — *Kodak* Capture Pro Software is "job" based. A job is a configuration that defines what to do with a set of documents that you want to scan. For example, you may use a job to scan all the pages in the scanner's feeder and create a single PDF file with the option to type in a name for the PDF file (a default job supplied with Capture Pro Software called "Scan to PDF").

A job contains all of the settings related to document capture and can be either general settings for "any" type of document or specifically set for a particular document type (i.e., invoices or personnel records). These settings can include bar code settings, document or batch separation, index definitions, OCR settings as well as settings related to the output files you want to create (JPEG, TIFF, PDF, Searchable PDF, etc.), or the document management system you will send the documents to (Microsoft SharePoint, LaserFiche, etc.).

To scan documents in a job, you need to create a batch to hold the scanned documents, images and data before you output them.

Kodak Capture Pro Software is shipped with three pre-defined jobs.

- **Ready to Scan**: a simple job setup allowing you to get familiar with Capture Pro Software and start scanning right away.
- **Scan to PDF**: similar to *Ready to Scan,* this job will scan a document and display the first page and prompt the user to enter a filename. The filename is used when you output the documents.
- **Scan to e-mail:** similar to *Scan to PDF*. When the PDF file is created, your email account will automatically be opened with the PDF attached and ready to send to an email recipient.

JPEG (Joint Photographic Experts Group)— a popular standard for compressing color still images.

ODBC (Open DataBase Connectivity) **—** a standard database access method developed by the SQL Access group. This method makes it possible to access any data from any application, regardless of which database management system (DBMS) is handling the data.

OCR (Optical Character Recognition) — the process of recognizing printed characters by a software application.

Output — the processing of the scanned images and delivering them, with any index data, to the next stage in the document's lifecycle. Other software applications may call this the *Release process* whereby the scanned documents are "released" to the next step.

Page — a page in paper form is part of a paper document. A page can produce one image (single-sided page), two images (double-sided page), or four images (both color and black and white) after scanning. An electronic page associates all the images produced when the paper page was scanned.

Page Setup (Scanner Settings Profiles) — page setups hold all of the settings used to tell the scanner how to capture images. These include scan settings (e.g., Black & White, Grayscale or Color, one-sided or two-sided scanning) and imaging settings (i.e., rotation, resolution, etc.)

Kodak Capture Pro is installed with many pre-defined settings to capture images or you can easily create your own custom profiles.

Page setup is a two-stage process:

- First, setup a scanner-specific "scanner profile" in the scanner's driver which contains the physical scanning settings. This tells the scanner how to capture the images (i.e., resolution, front/back, scanner imaging enhancements, etc.).
- Second, setup a Capture Pro Software Page Setup that contains the "scanner profile" to use when scanning and any software-related settings for scanned pages. These include any image rotation (if not supported by the scanner), blank page removal, image merging (join both front/rear of a check into a single image file) or image splitting (split an A3 into two A4 images), etc.

Scan Cache — the location where images are stored after being scanned into a batch and before the batch is processed. By default, the scan cache is defined to be on the local hard drive (e.g., C:\) of the scanning PC.

Side — one page has two sides, front and rear. With single-sided pages, the rear is blank.

Simultaneous scanning — see *dual stream.*

TIFF (Tagged Image File Format) — a bitmapped graphic file format that is usable for color, grayscale and black and white images.

Appendix B System Requirements

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Certified operating systems B-1
Certified scanners B-1

For a successful installation of *Kodak* Capture Pro Software, review the following to be sure your system is equipped with the minimum software and hardware requirements.

Recommended software and hardware

Minimum hardware requirements:

- 2.8 GHz processor with at least 1 GB of memory

NOTE: If you are producing Searchable PDF output on the same PC while scanning into new batches, it is recommended that your PC has a dual-core processor.

To ensure optimal performance, the following is recommended:

- Dual core processor
- Memory: 4 GB or higher
- Hard disk: at least 40 GB (7200 rpm)
- Monitor resolution: Minimum 1024 x 768
- DVD-ROM drive

NOTE: Depending on your scanning resolution and feature set, there may be some modes that do not drive your scanner at full rated speed using the minimum system hardware requirements. It is recommended that you increase your CPU speed and system memory.

Certified operating systems

Kodak Capture Pro Software is certified on the following Microsoft Windows operating systems:

- Windows XP Professional, SP2 (32-bit)
- Windows Vista (32-bit)

To use *Kodak* Capture Pro Software with Windows Vista, your scanner must have a Vista certified driver. Check with the manufacturer to confirm that your scanner will work with Windows Vista.

Certified scanners

Kodak Capture Pro Software is certified with more than 150 scanners from a wide range of manufacturers. For a full list of the scanners currently supported go to www.kodak.com/go/kcsscannersupport.

Appendix C Terminology Changes from Capture 6.x Software

If you had *Kodak* Capture Software before *Kodak* Capture Pro Software, some of the terminology has changed. Use this chart to help associate old terms with new ones.

***Kodak* Capture 6.x Software** **Old terminology**	***Kodak* Capture Pro Software** **New terminology**
Application	Job
Application Setup dialog box	Job Setup dialog box
Dual stream images	Black and white and color/grayscale images, both front and back sides
Bi-tonal images	Black and white images, both front and back sides
Button bar	Replaced by six separate toolbars
Duplex	Two-sided
Simplex	One-sided
OCR indexing	Indexing (using bar code zones and OCR zones)
Processing batches	Outputting batches
Buttons (on Button Bar)	Icons (on tool bars)
Display Mode button	Image Viewer Display icon
Image Display Area	Image Viewer
Toolbar	Replaced by six separate toolbars
Scroll image	Pan image
Zoom image	Magnify image
Rear side of image	Back side of image
Bar Code and OCR Setup window	This window still exists. However, you can use separate Bar Code or OCR windows. The functions are identical.
Hand icon means "Move"	Hand icon means "Pan"

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