



User Manual

DpuScan Office

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Actuality

It may happen that a more recent version of this manual for DpuScan is available for download from the internet. Therefore, it is recommended that you should compare the version by means of the date printed on this page with the version on the internet. You should please use the most up-to-date version of the manual.

The actual version of this User Manual is found on the web at the following address.

http://www.dpuscan.de/pdf/DpuScan-User-Manual_Office.pdf

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1 DpuScan Office

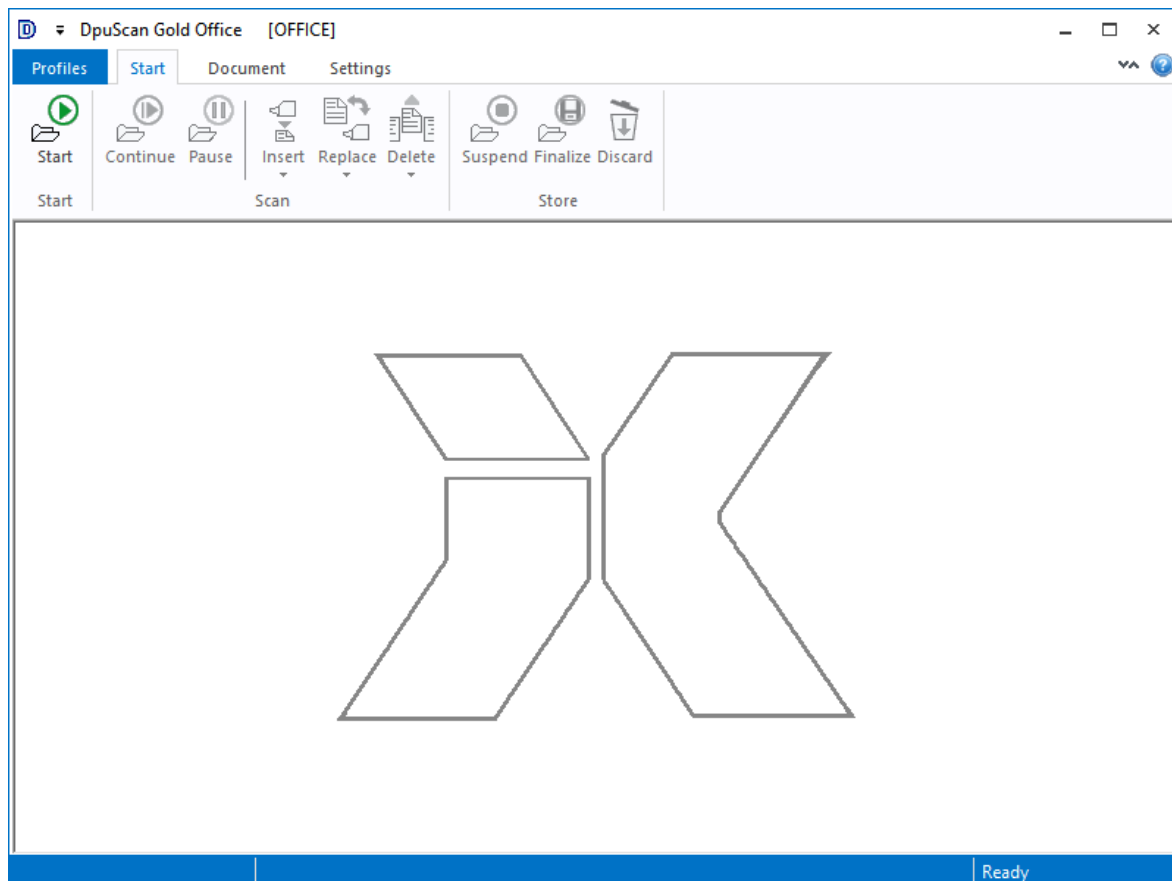
DpuScan Office is the compact version of DpuScan. It brings amply, yet easy-to-configure functionality in the scan process.

Office allows simple to complex scanning with switchable options:

- bitonal, grayscale, or color scanning
- single stream (only bitonal, only color) or multistream (bitonal and color)
- simplex, duplex scanning
- batch scanning or flat bed scanning
- document separation by patchcodes or barcodes
- image formats TIFF and PDF
- deleting empty rear sides
- automatic readable alignment of images
- freely settable target paths with automation elements

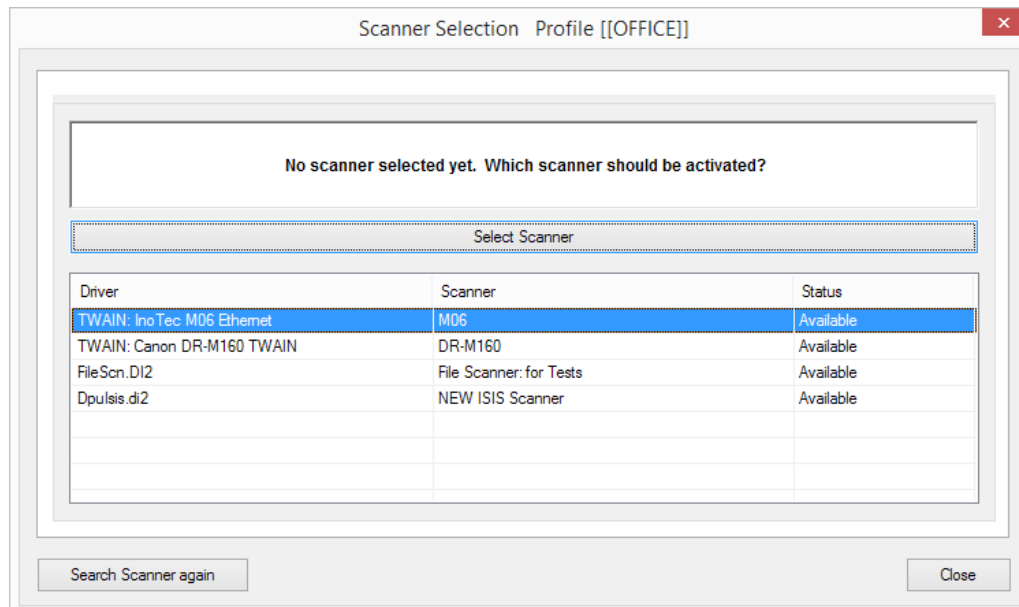
2 GUI Graphical User Interface

All essential setting options and control elements for the scan process are directly accessible via the menu ribbons Start, Document and Settings:

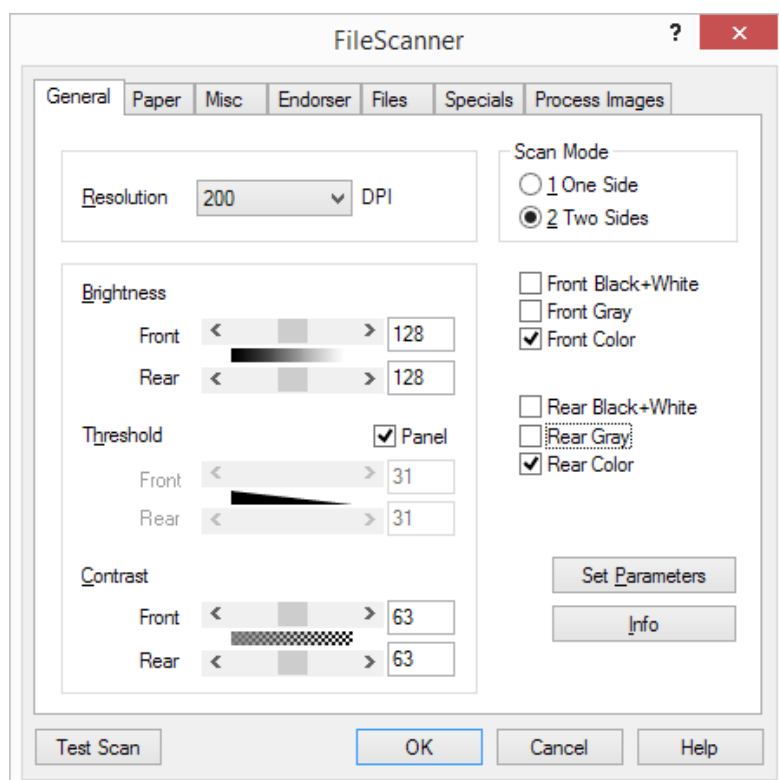


3 Scan Profile Configuration

The configuration of the scan profile begins by selecting an image source. Here, it is mainly the scanner selection. If a scanner is not yet configured, the program will display the scanner selection dialog already at the start.



Next, you have to set the scanner parameters:



Already then, you can start to scan.

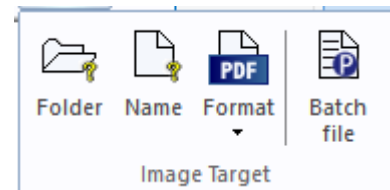
4 Refinement for the Scan Profile

4.1 Image Target

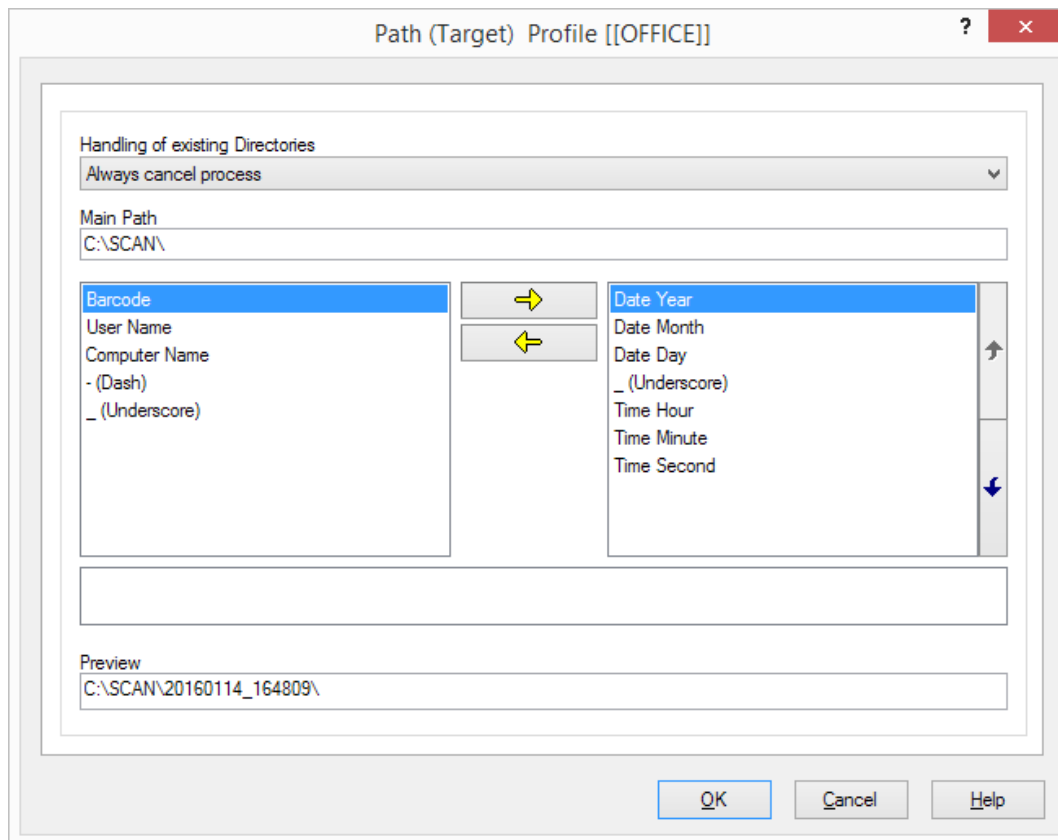
Once the scanner parameters are set, the essential items of the scan profile are defined.

The refinement now allows to set ...

- the folder where image files are stored, and
- how image files are named



Click [Settings](#) → [Image Target](#) to reach the dialog for setting the target path.



Automation elements in the target path are Variables. They enter an automatic counter, the date, or the time in the path. In the above example, a new folder is created for every new batch that exists in the main path

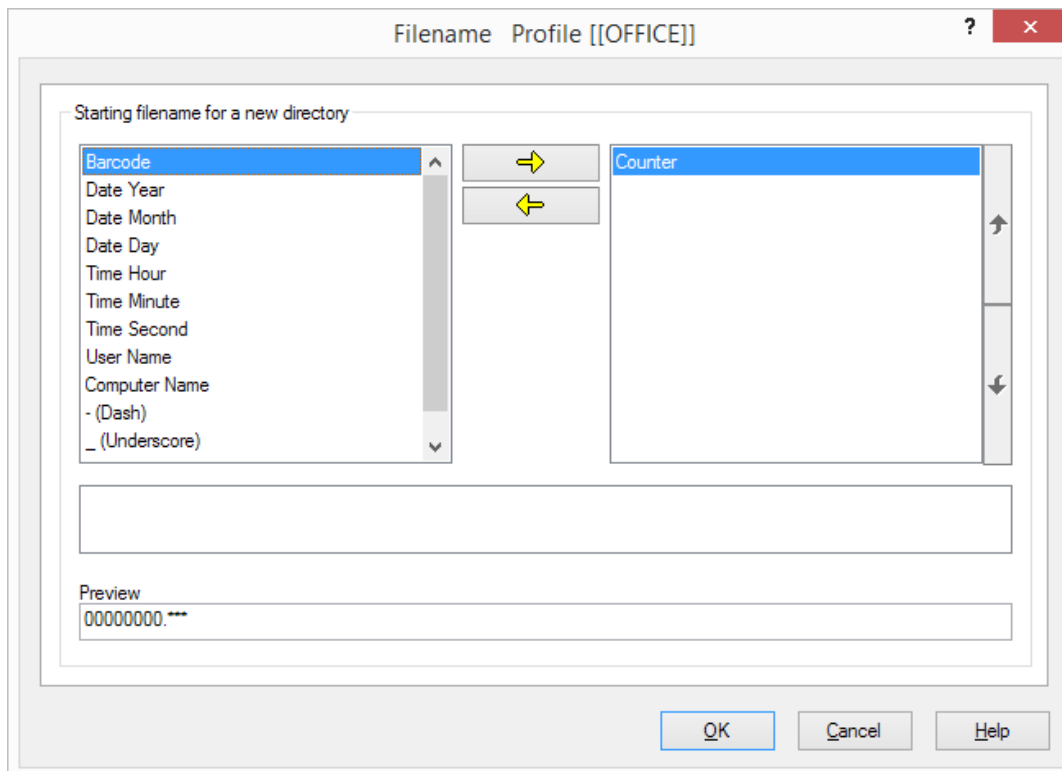
C:\SCAN

These new batch folders are called

Year(4digit) Month(2digit) Day(2digit)_Time(6digit)

This way of automation secures that a new, still empty folder is created for every batch, so that no prior created image files are overwritten.

Several image files may result inside the batch folder. You can define their names via [Settings → Image Target → Name](#)



The pre-setting proposes an 8-digit counter with leading zeros, as filename. The data name expansion (TIF or PDF) is set automatically, by selecting the storage format.

4.2 File Format

Next, you can determine the storage format, via [Settings → Image Target → Format](#). You may select either TIFF, or PDF.

4.3 Color Format

Usually, the color format is set already in the scanner configuration. If the scanner delivers several color formats per scan, you can determine, via [Settings → Image selection](#), which color format shall definitely be stored.

4.4 Document Separation

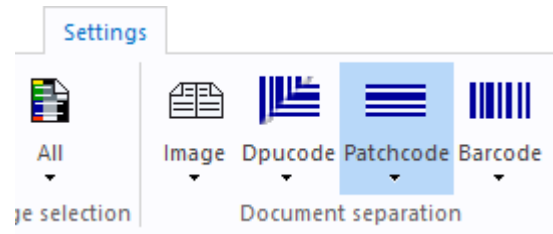
4.4.1 Separation by Patchcode or Barcode

Paper originals which shall be scanned are often combined in a batch. Still, they need to have some logical separation. A batch may contain several documents, and a document may consist of several sheets. Every document shall be stored in its own image file.

You must now determine the rule to which the scan process shall automatically create new image files. There are three ways to insert separations in the scan batch:

- You can sort separator sheets into the scan batch, always between the sheets of two documents.
- You stick a barcode label on the first sheet of each document.
- The first sheet already has a barcode which can be used for automatic separation.

Click [Settings](#) → [Document separation](#) to set which method shall be applied.



DpuCode is a separator sheet that bears a barcode in a patchcode frame. Separation is initiated alternatively via patchcode, or barcode.

If you want to separate by patchcode, please select one of six patchcode types.

If separation shall be done by barcode, you have a choice of many different barcode types for separation.

Which method is suitable, also depends on the paper originals. If the batch already contains patchcode structures, but these structures shall not separate, you can still use a patchcode sheet of a different type for separation.

When a barcode is placed on the first sheet of a document, you must separate by exactly the type of this barcode.

Independent of which separation method you set, the filename configuration must contain automation elements to create a new, unique filename for every document.

4.4.2 Simple Document Separation

Click [Settings](#) → [Document separation](#) → [Image](#) to activate whether a new file shall be created for every side, or for every sheet.

4.4.3 Manual Document Separation

[Start](#) → [Document](#) → [Document](#) → [Separate documents](#) inserts a manual separation, in a scan pause. Please find more information in Chapter 6.

4.5 Batch File

A Batch File can be created for every scan batch. The Batch File contains the meta data of the scan process. Listed in the Batch File are:

- Document number
- Name of image file
- Barcodes which were not recognized
- Pagination that the scanner printed on the sheet

```
<?xml version="1.0" encoding="UTF-8"?>
<!-- Scanning-Profile=[OFFICE] -->
<batch date="2015-12-02T16:12:06" user="Axel Kühn" station="AKWIN7">
  <document docID="1" name="00000001.PDF">
    <image pagination="" barcodes="001," pos="1" imageID="1"/>
    <image pagination="" barcodes="" pos="2" imageID="3"/>
    <image pagination="" barcodes="" pos="3" imageID="4"/>
    <image pagination="" barcodes="" pos="4" imageID="5"/>
    <image pagination="" barcodes="" pos="5" imageID="6"/>
  </document>
  <document docID="2" name="00000002.PDF">
    <image pagination="" barcodes="002," pos="1" imageID="7"/>
    <image pagination="" barcodes="" pos="2" imageID="9"/>
    <image pagination="" barcodes="" pos="3" imageID="10"/>
    <image pagination="" barcodes="" pos="4" imageID="11"/>
    <image pagination="" barcodes="" pos="5" imageID="12"/>
    <image pagination="" barcodes="" pos="6" imageID="13"/>
    <image pagination="" barcodes="" pos="7" imageID="14"/>
  </document>
  <document docID="3" name="00000003.PDF">
    <image pagination="" barcodes="003," pos="1" imageID="15"/>
    <image pagination="" barcodes="" pos="2" imageID="17"/>
    <image pagination="" barcodes="" pos="3" imageID="18"/>
    <image pagination="" barcodes="" pos="4" imageID="19"/>
    <image pagination="" barcodes="" pos="5" imageID="20"/>
  </document>
</batch>
```

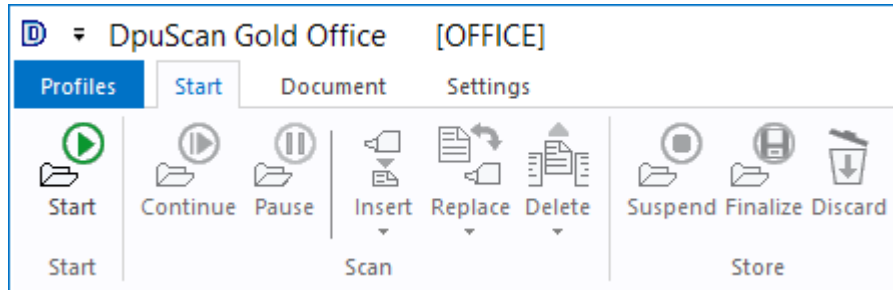
You can activate, or disable the creation of such a Batch File via [Settings](#) → [Image Target](#) → [Batch File](#). The Batch File is stored in the batch folder.

The Batch File cannot be configured.

5 Scanning

The Start menu provides the essential operating elements for batch scanning.

[Start](#) → [Start](#) signals to the scanner to scan the originals that were inserted in the feeder.



[Start](#) → [Scan](#) → [Pause](#) interrupts the scan process. The scanner feeds no additional paper.

Scanned images can be processed, and corrected, the batch can be stored [Start](#) → [Store](#) → [Suspend](#), or be deleted [Start](#) → [Store](#) → [Delete](#).

When scanning is paused, you can insert images at any position into the batch by scanning. This is necessary, for example, when the scanner made a double-feed of two sheets, sticking together. [Start](#) → [Scan](#) → [Insert](#).

Both sheets can then be re-scanned, preferably one after the other.

If the scan quality of an image is insufficient, you can re-scan it with different scanner settings and replace the image by [Start](#) → [Scan](#) → [Replace](#).

When the scanner reports an empty feeder, or a scan error, the program also enters the scan pause.

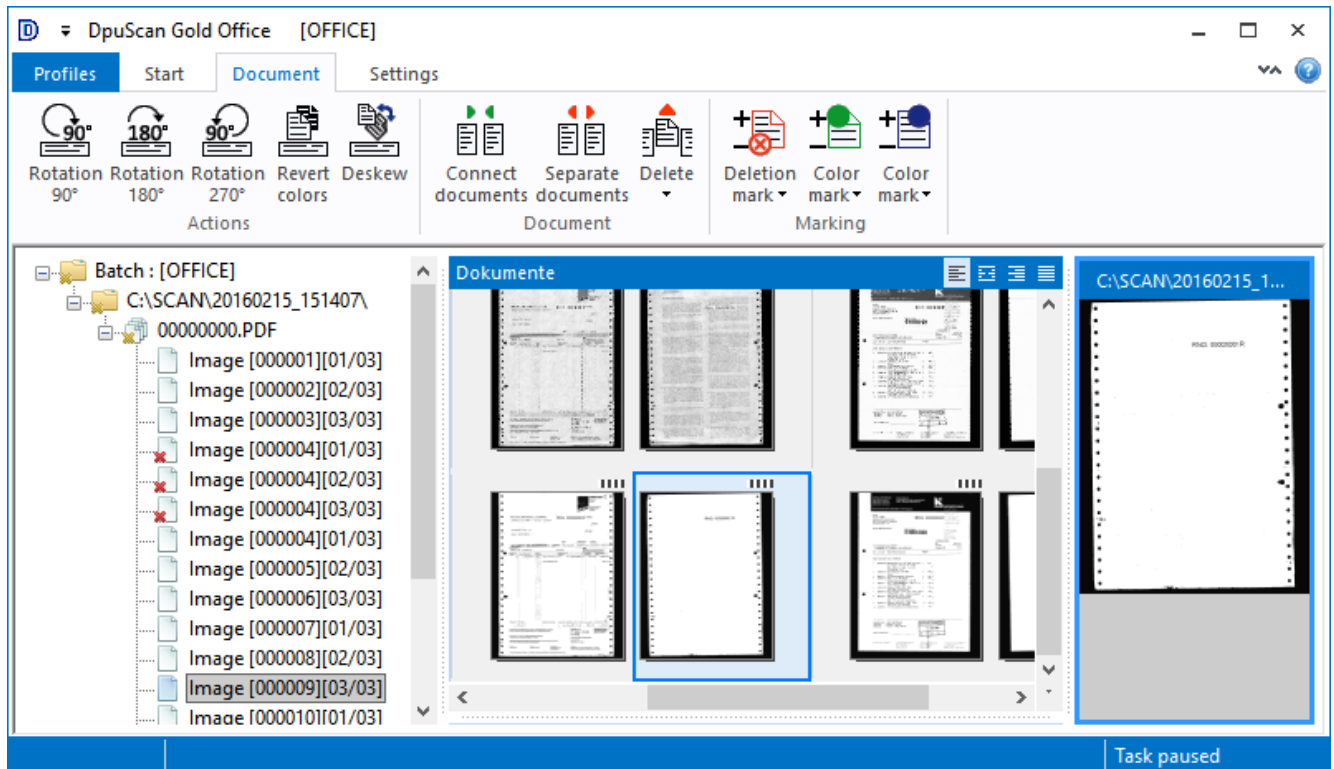
To continue the scan process in a scan pause, click [Start](#) → [Scan](#) → [Continue](#).

When you have to interrupt the scan process and to expand, or complete the started batch at a later time, you can store it temporarily via [Start](#) → [Store](#) → [Suspend](#). With the next scan start, DpuScan Office will continue with this batch.

During the entire scan process, neither a path is created in the target, nor any image file, nor a Batch File. The target files are generated only when you finalize the batch with [Start](#) → [Store](#) → [Finalize](#)

6 Image Processing

While scanning is paused, you can process your scanned images. Also, you can alter the structure of the batch.



Start → Document → **Actions** have effect on the selected images. Several images can be selected in common, by the usual Windows method: Shift mouse click, or Ctrl mouse click.

Start → Document → Document → **Connect documents** removes a document separation at the selected image.

Start → Document → Document → **Separate documents** inserts a document separation at the selected image.

Start → Document → Document → **Delete** removes selected images from the batch.

Start → Document → Marking → **Deletion mark** sets a red mark on the selected images. The images remain visible, but they will not be stored during finalization.

Start → Document → Marking → **Color mark** sets temporary color marks on images. Those may serve as markers for additional processing. A blue mark prevents the batch from being finalized.

The screen layout has three partitions.

- Flush left shows a tree-view of how the image files will be stored after Finalization.
- In the center of the screen you can see the document structure, where every line stands for one document.
- Flush right shows the selected image in large format.

In the pane with the document structure, the symbols at the images have the following meaning:



More than one image exists per scan, but those are not displayed
color format (bitonal, grey, color)



recognized barcode



recognized patchcode

Make a mouse click on the upper two symbols, to select a different color format for storage.

Where a barcode was recognized, or a patchcode, a small pane will appear when you touch the symbol with the mouse, to show the value of the recognized barcode, or patchcode.

The large view of the scanned image allows to zoom into the image with the mouse wheel. Hold the left mouse button pressed down, to move the image in enlarged view.

7 Scan Profiles

Scan profiles comprise all settings for a scan process. Scan profiles can be saved under unique names. This allows to have scan profiles at hand for different scanning demands, like scanning:

- letter correspondence (Office)
- invoices (Rechnungen)
- drawings (Zeichnungen)

A new scan profile is created from a copy of an already existing scan profile.

[Profiles](#) → [Copy actual profile](#)

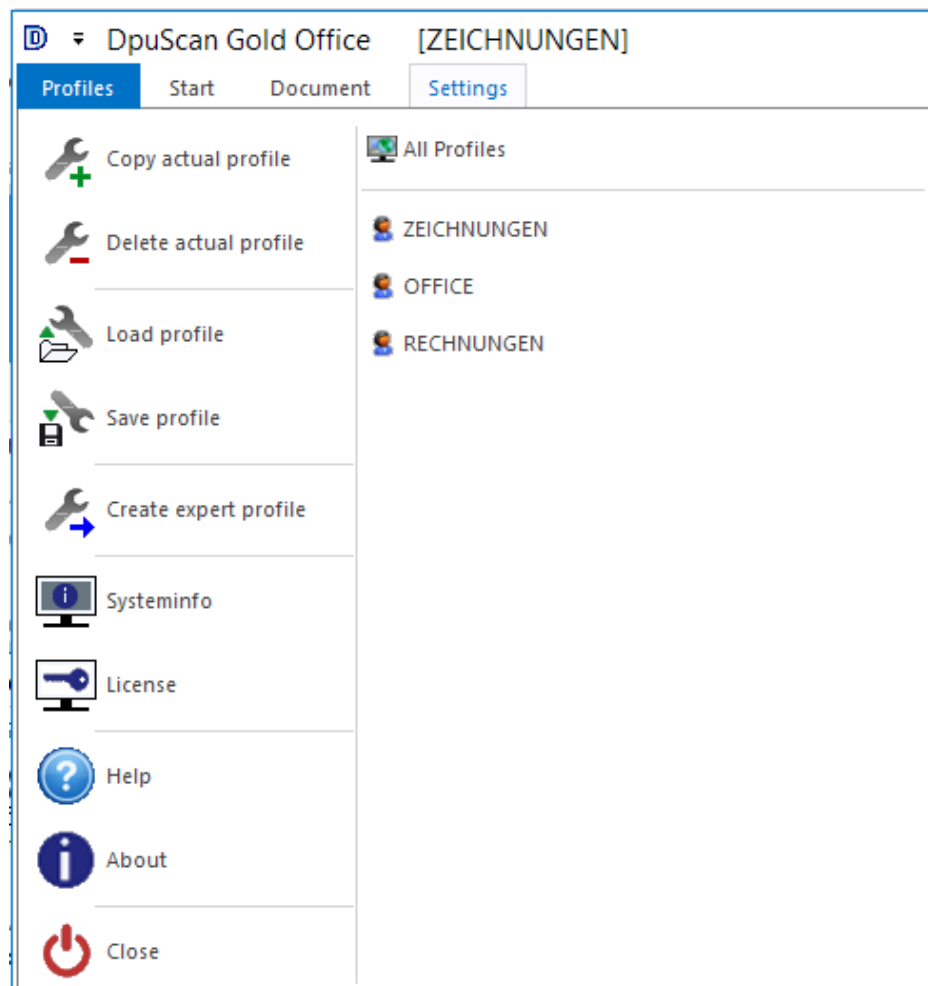
The new scan profile can then be altered, to meet the new demands.

Scan profiles are saved in a specific profile store of DpuScan.

Scan profiles can be transferred to other scan stations, by exporting them in a profile file:

[Profiles](#) → [Save profile](#)

You can import the profile at the other scan station, via [Profiles](#) → [Load profile](#).



Lately used profiles can always be accessed directly for selection. The entirety of all profiles is hidden behind [Profiles](#) → [All Profiles](#).

8 Expanded Possibilities

DpuScan Office was created for simple scanning demands. Only little effort is needed to make the settings for the scan processes, and to execute them. But there may be demands to the scan process which cannot be fulfilled with DpuScan Office, such as:

Barcodes:

- Search for barcodes and store them, without executing a document separation.
- Detect separation barcodes by their text contents, but disregard other barcodes.

Batch file:

- The XML file requires a different composition.
- A text file without XML structure is required.
- Several text files are required.

File formats:

- Instead of TIFF or PDF, JFIF (JPEG) is required as storage format.
- You need to store JPEG2000.
- etc.

Database queries:

- You want to execute a database query before scanning starts.
- The finalization of a batch shall be noted in a database.

User query:

- The user shall make entries before scanning starts. This entries shall later be stored with the metadata.
- You want to interactively capture data for every document. These data shall be stored in the metadata.

Other demands:

- OCR shall be executed for every scanned sheet.
- The created PDF files shall be searchable for text.
- ...

In such cases, the scan profile must either be created directly in DpuScan Expert, or a prepared Office profile must be transformed in a DpuScan Expert profile. Expert profiles share the profile stock with Office profiles, but they can be accessed only by DpuScan Expert.

Click [Profiles](#) → [Create expert profile](#) to transform an Office profile in an Expert profile and to then further process it with DpuScan Expert.

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