Visioneer® OneTouch
7400 USB Scanner
User's Guide

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for Windows

Visioneer OneTouch® 7400 USB Scanner User's Guide

FOR WINDOWS

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WELCOME

Congratulations on purchasing your Visioneer OneTouch 7400 USB scanner. With this scanner you can quickly scan paper items such as letters, forms, photos, or magazine articles and place their electronic images on your computer. With its innovative hinged lid, you can also lay books flat on the scanner to scan pages.

WHAT'S IN THE BOX

Before starting the installation, check the contents of the box to make sure that all parts are included. If any items are missing or damaged, contact the dealer where you purchased the scanner.

Visioneer 7400 USB Scanner

Software CD

Quick Install Card

Technical Support Card

USB Cable

THE VISIONEER ONETOUCH 7400 USB SCANNER

Document cover

Glass

Reference marks

OneTouch button panel

Status light

OneTouch buttons

USB port
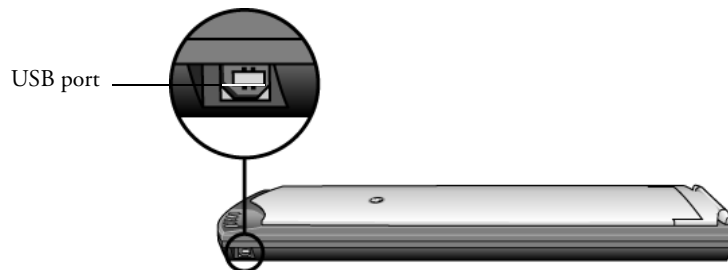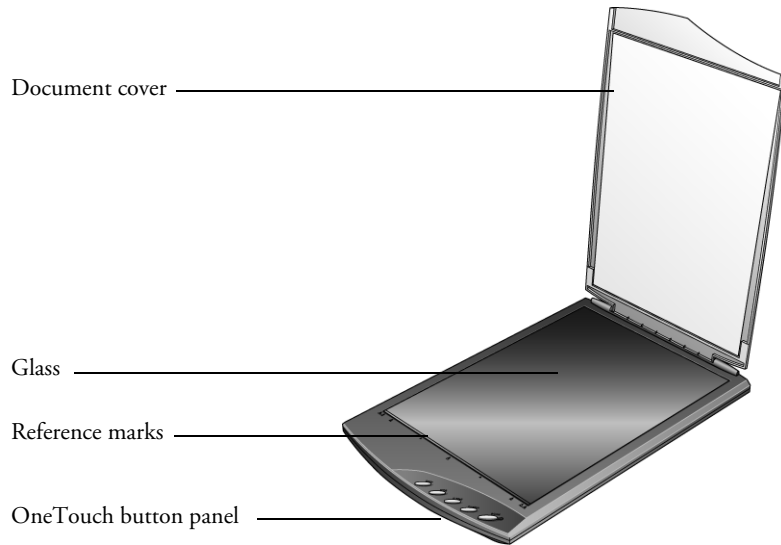
Document cover—Protects the document from light and contamination.

Glass—Items are placed face down aligned at the reference marks.

Reference marks—Marks on the border of the glass show where to align various paper sizes.

OneTouch buttons—Scans to the appropriate application indicated by the button. For example, pressing the Email button scans the document, then opens your Email program with the image of the scanned document as an attachment to a new message ready for you to address and send.

Status light—Shows the scanner's status. Steady green light: scanner is ready to scan. Blinking green light: scanner is busy.

USB port—Connects the scanner to the computer. Your Visioneer 7400 scanner can connect to either a USB 1.1 or a USB 2.0 port.

Note: The scanner does not have an external power supply. It draws its power directly from the computer through the USB cable. If you use a USB Hub with your computer, the Hub must have its own power supply so the scanner can draw power from it. The scanner also does not have an on/off switch. It is ready to scan as soon as Windows loads on your computer.

WHAT YOU NEED

IBM-compatible Pentium 4 PC, or AMD equivalent with:

■ A CD-ROM drive

■ An available Universal Serial Bus (USB) port; 1.1 or 2.0

■ Microsoft Windows operating system: 2000 (Service Pack 4), XP (Service Pack 1 and 2), or Vista

■ *Windows 2000 and XP:* Minimum of 512 megabytes (MB) of internal memory (RAM)

Windows Vista: Minimum of 1 gigabyte (GB) of internal memory (RAM)

■ 350 MB of free hard disk space

A VGA or SVGA Monitor

The recommended settings for your monitor are:

■ High Color (16-bit) or True Color (24-bit or 32-bit)

■ Resolution set to at least 800 x 600 pixels

To set your monitor's colors and resolution:

■ Open the Windows Control Panel

■ Double-click on **Display** then select the **Settings** tab

DOCUMENTATION

Your scanner is delivered with the following documentation:

■ Quick Install Guide—Abbreviated installation instructions.

■ Visioneer OneTouch 7400 USB Scanner User's Guide—On the Installation CD; contains detailed installation, scanning, configuration, and maintenance information.

■ ScanSoft PaperPort User's Guide—On the Installation CD; contains detailed feature and configuration information for the PaperPort software.

■ Online Help—For the scanner configuration, TWAIN, and WIA interfaces.

Installing

Installation is a quick, three-step process:

- Install the software
- Connect the scanner
- Register your scanner

BEFORE YOU BEGIN

Please make sure of the following before you begin installation:

- **If your computer has AntiVirus or AntiSpyware software running, you may see messages during installation asking you to allow the installation to proceed. In each case you should allow the installation to proceed. Alternatively, you can turn off the AntiVirus or AntiSpyware software before installing your scanner, but if you do, make sure to turn it back on again when installation is finished.**

- **If you already have a scanner connected to your computer it is recommended that you remove its driver program prior to installing your Visioneer OneTouch 7400 USB scanner. Please refer to the user manual for your previous scanner for instructions to remove the driver and software applicable to that scanner.**

- **The information in this User's Guide may cover software not provided with the scanner you purchased. Disregard any information about software not applicable to your scanner. Please visit our web site at www.visioneer.com for the latest software updates for your Visioneer OneTouch 7400 USB scanner.**

- **If your computer is running Windows Vista, you may see the Vista User Access Control screen asking you to confirm system changes. Click the continue button to allow the installation to proceed.**

STEP 1: INSTALL THE SOFTWARE

The Installation CD contains all the driver software and scanning software to use your scanner.

To install the software:

1. Start Microsoft Windows and make sure no other applications are running.

2. Insert the installation CD into your computer's CD-ROM drive.

The Main Menu automatically opens.

Note: If the CD does not start, check the following:

- ■ Make sure the CD drive's door is completely shut.
- ■ Make sure the CD was inserted in the drive in the proper direction (label side up).

To launch the CD manually:

- ■ Open the Windows option for My Computer. You can do this by double-clicking on the **My Computer** icon on your desktop.
- ■ Double-click the icon for your CD-ROM drive.
- ■ The Installation menu for the CD should now open.

If the menu does not open:

- ■ From the list of files on the CD, double-click the file named START32.EXE.

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3. On the installation menu, select **Install ScanSoft PaperPort and Scanner Driver**.
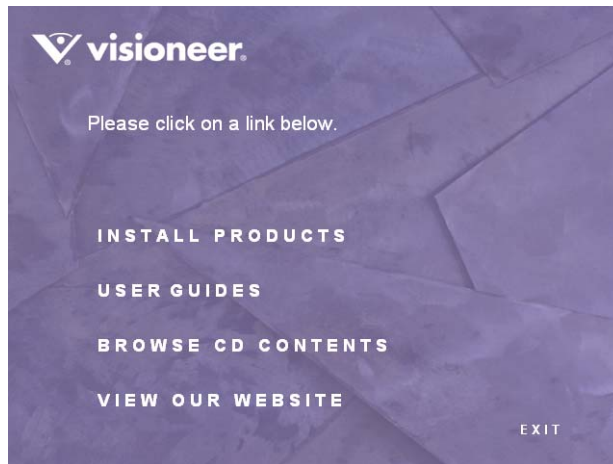
4. Make sure the boxes for **Nuance PaperPort®** and **Scanner Driver** are checked.
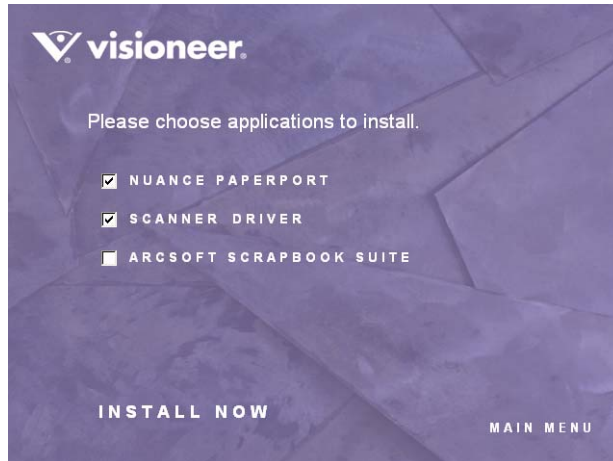
If you also want to install the **ArcSoft® Scrapbook Suite®** software now, select it too. You can also install it later.

5. Click **Install Now**.

The PaperPort installation options opens.

1. The Select Language window opens. Click the drop-down menu
    arrow and select the language you want to use. Click **OK**.

    The first PaperPort Installation window opens.

2. On the PaperPort Welcome window, click **Next**.

    Installing PaperPort will uninstall any existing version of PaperPort
    and will install the newer version while retaining all of your
    previous PaperPort files.

3. Read the PaperPort license agreement and select **I accept the terms
    in this agreement**, then click on **Next**. If you choose not to accept
    the license agreement, the installation will terminate and the
    PaperPort software will not be installed.

4. On the Customer Information window, accept the current values or
    enter new information, then click **Next**.

5. On the Setup Type window, keep the default Setup Type and click
    Next.

6. Click **Install** to begin the installation.

    Reminder: If your computer is running an AntiVirus or
    AntiSpyware application, you may see messages asking you to allow
    installation. Select the option to allow installation to proceed with
    the install.

7. On the Product Registration window, do one of the following:

    ■ Select **Register online**, click **OK**, then follow the registration
      instructions.

    ■ Select **Print registration form**, click **OK**, then follow the
      instructions to complete and print the registration form.

    ■ Select **Remind me in 7 days** and click **OK**.

8. At the InstallShield Wizard Completed window, click **Finish**.

    If a message window opens instructing you to restart your
    computer, click **Restart.**

The Welcome to the OneTouch 4.0 Setup Wizard opens.
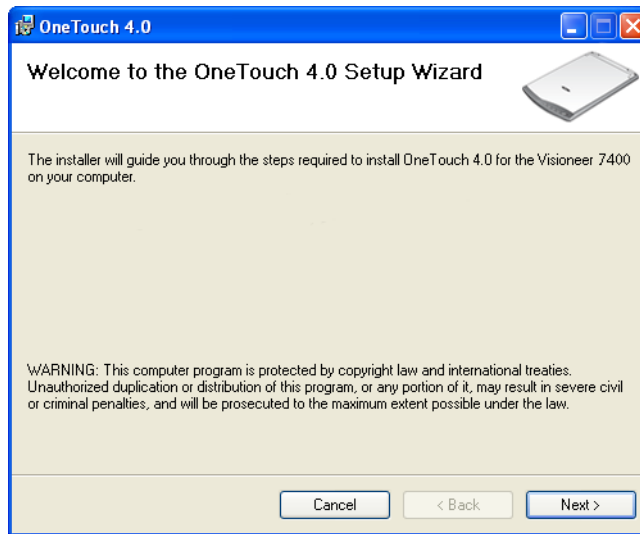
1. Click **Next**.

2. On the Visioneer License Agreement window, read the license agreement. If you accept the terms, select **I Agree**.

    If you choose not to accept the license agreement, the installation will terminate and the scanner driver will not be installed.

3. Click **Next**.

4. A window opens with image quality samples asking you to select an image for your Color Space setting.
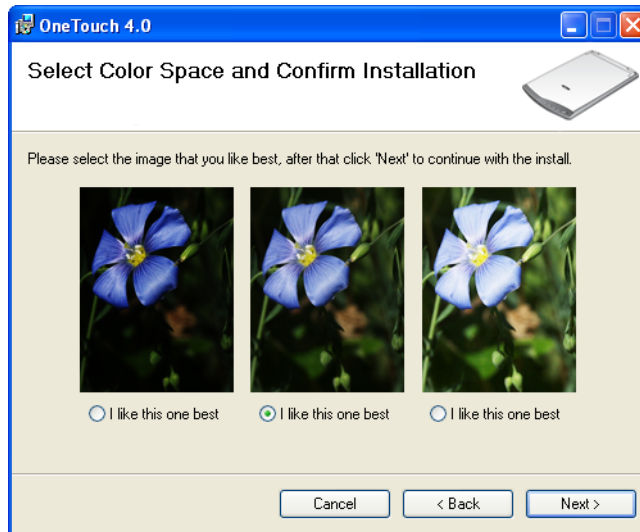
The Color Space setting sets the gamma value for the scanner so scanned items look good on your monitor. Gamma controls the brightness of the midtones of colors. That setting can be changed later on as you're scanning.

5. Select the option that looks best to you and click **Next**.

6. The driver installation will now begin.

   Reminder: If your computer is running AntiVirus or AntiSpyware software, you may see messages asking you to allow installation. Select the option to allow installation to proceed.

7. **STOP** when you see the "Complete the installation by connecting your hardware" window. Do **NOT** click on **OK** yet. Leave the window open and proceed to "Step 2: Connect the Scanner" on page 12.
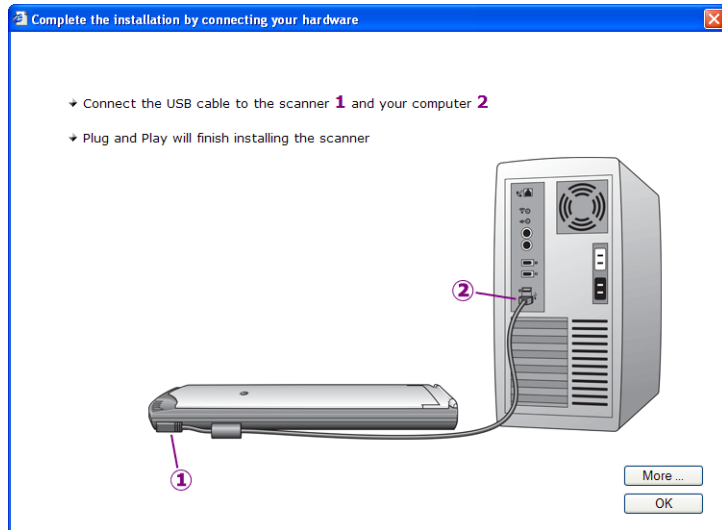
Note: If you want to see more information about your scanner and a quick explanation of how to use the OneTouch features, click the **More** button on the window. When you're finished, return to the window to continue the installation process.

STEP 2: CONNECT THE SCANNER

1. Remove any tape from the USB cable.

2. Using the steps on the screen as your guide, plug the square end of the cable into the side of your scanner.

Plug into the Computer —————— Plug into the Scanner

3. Plug the flat, computer end of the USB cable into an available USB port on the computer.
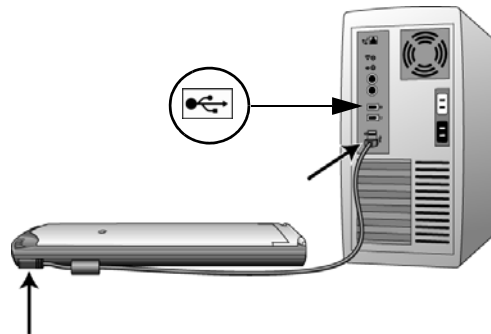
If the plug does not attach easily, make sure that you are plugging it in correctly. Do not force the plug into either connection.

If you use a USB hub, it must have its own power supply already plugged into an electrical outlet.

Note: Your scanner does not have a power switch. Plugging it in turns on the power.

Your computer recognizes that a scanner has been plugged into the USB port. If your computer is running Windows XP or Windows Vista, you will see a Found New Hardware message similar to the following.

STEP 3: REGISTER YOUR SCANNER

Registering your scanner is important as it provides you with access to our free telephone support service. Registration also gives you free access to software updates for your scanner.

To register your scanner:

1. Right-click on the OneTouch icon in the Windows Notification Area (at the bottom right corner of the screen).

2. Choose **Check for Online Updates** from the pop-up menu.

The OneTouch Icon.
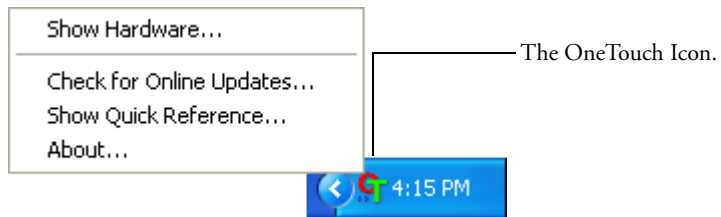
3. Follow the instructions on the screen and register your scanner by entering your scanner's serial number and your email address.

Note: A valid email address is required.

4. The serial number is located on the underside of the scanner.

Serial Number
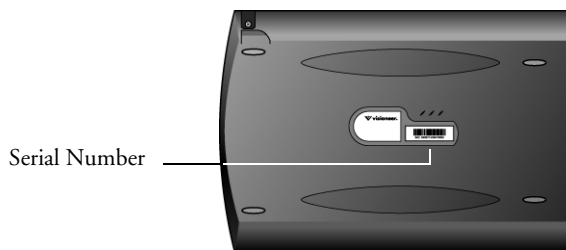
5. You will receive a message with your RegID when registration is complete. Write down your RegID on a piece of paper and keep it with your scanner so you will be able to find it easily.

   Your RegID is important as you will need it when accessing free telephone support, or checking for online updates.

VIEW AND SAVE THE USER GUIDES

The User Guides for your scanner, and for the software you received with it are on the Installation CD.

If you have already removed the installation CD from your CD-ROM drive, insert the CD back into the drive to access the user guides.

1. On the Main Menu, click **User Guides**.
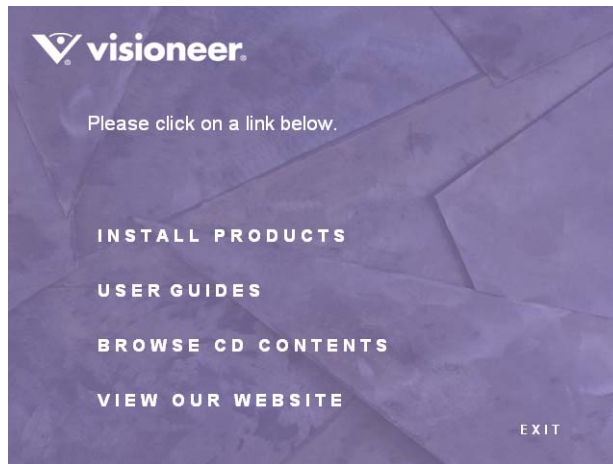
2. From the Visioneer User Guides window select the User Guide you want to view and save to your computer.

3. The Scanner Readme file is in HTML format and will open in any standard browser. **The Scanner Readme file has late-breaking news about your scanner.**

Note: The User Guides are in Adobe® Acrobat® PDF format. The CD also includes a free copy of Acrobat® Reader® in case your computer does not have it already installed.

If you need to, click **Acrobat Reader** to install it now. Follow the instructions on the installation windows.

To view and save the User Guides:

1. Click the name of a User Guide you want to view and it will open in Acrobat Reader. Use the Acrobat Reader **Save** command to save that User Guide on your computer.

   The **PhotoImpression** and **Collage Creator** applications are part of the ArcSoft Scrapbook Suite.

2. Return to the Visioneer User Guides window and repeat the process to open, view, and save all the other User Guides you want.

3. When you're finished, click **Main Menu** to return to the Main Menu window and click **Exit**.

4. Remove the CD and store it in a safe place.

That's it! Installation is finished and your Visioneer scanner is ready to scan.

Scanning

This section describes how to scan paper documents, book pages and photographs:

You can use several different methods to scan with your scanner.

- **OneTouch Scanner Buttons**—Each scanner button is set up to scan for a particular function, such as **Email** to attach a scanned item to a new Email message, or **Photo** to scan photographs to the ArcSoft PhotoImpression software where you can touch up the colors. See "Scan from the OneTouch Scanner Buttons" on page 17.

- **OneTouch Button Panel**—Scanning from the on-screen OneTouch Button Panel is the same as pressing a scanner button, except you click an icon that represents the scanner button. See "Scan from the OneTouch Button Panel" on page 22.
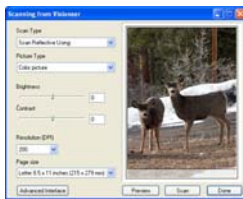
- **TWAIN Interface**—This option is for scanning from within a scanning application. The TWAIN interface is available from the PaperPort software and ArcSoft Scrapbook Suite applications, as well as from other programs such as Microsoft Word. The TWAIN interface has two options—the Basic Interface and the Advanced Interface. "Scanning from the TWAIN Interface" on page 81

- **Windows Image Acquisition (WIA) Interface**—This option uses the Microsoft Windows set of choices for scanning paper items only. Scanning with WIA is available only if your computer is running Windows XP or Windows Vista. See "Scanning from the Windows Image Acquisition (WIA) Interface" on page 99.

SCANNING FROM ONETOUCH

OneTouch is your main scanning interface for using the scanner. The OneTouch Buttons on the scanner mirror the software OneTouch Button Panel. Changing the button settings on the OneTouch Button Panel makes the same changes to the buttons on the scanner.

SCAN FROM THE ONETOUCH SCANNER BUTTONS

Pressing a scanner button scans the item, and then sends the image to the Destination Application associated with the button. Each button's scanning function are the selected settings shown in the OneTouch Properties window.

Based on the recommended installation of PaperPort and the scanner driver, your scanner is preconfigured to scan items for various basic tasks, such as email or fax, then send the scanned image to an appropriate, pre-selected Destination Application.

If PaperPort is not installed, then the options for sending to word processing applications such as Microsoft Word will not be available.

The following table describes the preconfigured button settings. These are the default settings on installation of the OneTouch software and they can be reconfigured to reflect your own scanning needs:

Button	Destination	Preconfigured Settings
Scan	PaperPort	Scans in Color, 200dpi Opens the image in PaperPort
Custom	Storage	Scans in Black & White, 150dpi Immediately saves the image file to a folder location on your computer. The image is not opened in an application for viewing.
E-Mail	Email Application	Scans in Color, 300dpi Attaches the scanned image to a new email message.
OCR	Microsoft Word or WordPad	Scans in Black & White, 200dpi Converts the scanned text into editable text.
Copy	Printer	Scans in Black & White, 200dpi Prints a Black & White copy of your scanned item.

Note: The default page size in each configuration is based on the location selected in your Windows setup.

For example:

- If the Windows location is set to "United States" the default page size in each profile will be based on the United States standard page sizes such as 8.5"x11".

- If the Windows location is "United Kingdom" the default page size in each profile is based on the ISO 216 standard and the majority of the profiles will default to A4.

Note: The email application will default to the email program specified in the internet options of Internet Explorer.

SCANNING PAPER DOCUMENTS OR PHOTOGRAPHS

1. Place an item face down on the glass. Align the bottom of the item with the scanner's reference marks. For custom sizes, align the edge of the item with the left side of the scanner glass.

Reference marks
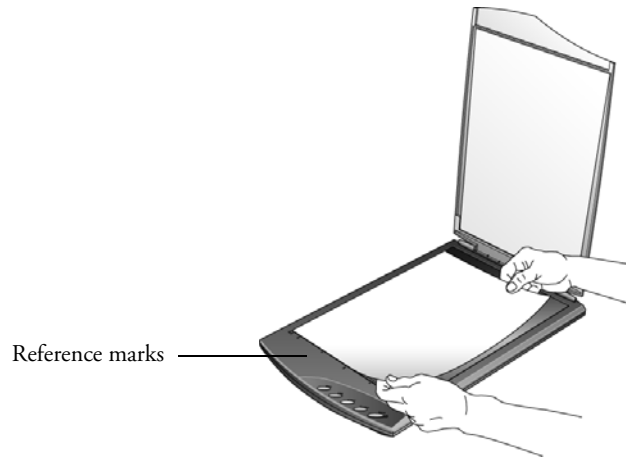
2. Close the document cover and press one of the OneTouch buttons.

3. A scan progress window opens shows the item as it is being scanned.

4. After scanning has completed the image is sent to the selected application for the OneTouch button.

    In the example below, the image is scanned in the TIFF format and the Destination Application is the PaperPort Desktop. The scanned item appears a thumbnail on the PaperPort Desktop.
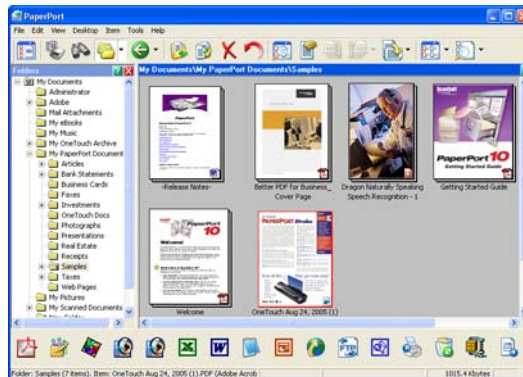
5. You can now work with the image in its Destination Application.

SCANNING PAGES IN A BOOK

Your OneTouch 7400 USB scanner has an innovative hinged lid so you can lay books flat on the scanner glass to scan their pages.

To scan book pages:

1. Open the document cover and place the book on the glass.
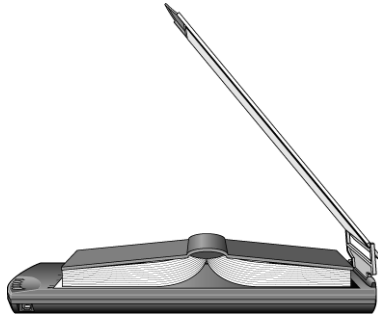
2. Align the edges of the pages with the reference marks.

3. Close the document cover.

    Notice how the hinge at the back of the document cover lifts up so cover lays flat on the book.
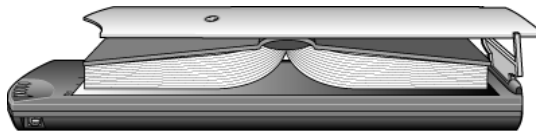
4. Now press one of the scanner buttons to scan the pages in the book.
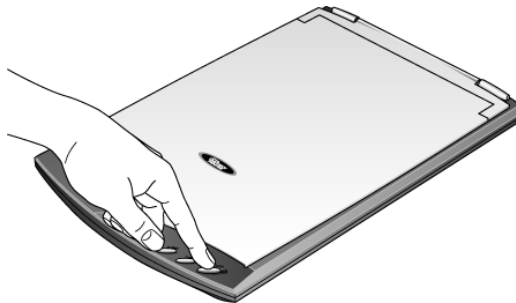
SCAN FROM THE ONETOUCH BUTTON PANEL

Scanning from the button panel on your computer's screen works just like pressing a button on the scanner. The scanner scans the item, then sends the image to the Destination Application indicated by the button's icon. This method of scanning is especially helpful if the scanner is not located close to your computer.

To scan from the button panel on the screen:

1. Place an item face down on the glass. Align the bottom of the item with the scanner's reference marks.

OneTouch Icon.

2. Close the document cover, and click the OneTouch icon on the right-hand side of the Windows System Tray (at the bottom right corner of the screen).

   The button panel opens on the screen. The five buttons on the panel correspond to the same five buttons on the scanner.

3. Click a button on the panel.

The scanner starts scanning the item. When the scan is complete, the scanned image opens in the Destination Application indicated by the button's icon just as if you had scanned using a scanner button. For example, if you click the Scan button, the scanned image opens in the PaperPort program.

Note: To scan from the Button Panel, the OneTouch Properties window must be closed. Click the window's close box, or click the **Cancel** or **OK** button on the window. See the next section, "Scan from the OneTouch Button Panel."

ONETOUCH BUTTON PANEL FEATURES

The OneTouch Button Panel is your on-screen set of controls for the scanner. In addition, the panel shows information about the scanner and its settings.

Click the green arrows at the top of the panel to cycle back and forth through three views of the panel.

1. From the main Button Panel:

    ■ Click the arrow pointing to the left to see the Hardware view which shows the scanners currently attached to your computer.

    ■ Click the arrow that points to the right to see the Detail view which shows the scan setting details of the currently selected button.

Click these green arrows to cycle through the panel's views.

Shows the 5 scanning options, and mirrors the buttons on the scanner.

The Button Panel

The Hardware View.

This view shows the connected scanner(s). You can click either the green arrow or the scanner icon to get back to the previous view.

The Detail View.
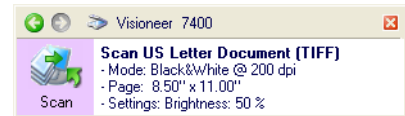
This view shows the scan settings for the button currently selected on the One-Touch Properties window. Right-click the icon to see the window.

2. On the OneTouch Button Panel:

    ■ *Left-click* a Destination Application icon to start the scanning. If the OneTouch Properties window is open, you must close it first.

    ■ *Right-click* a Destination Application icon to see its scan settings.

3. To close the OneTouch Button Panel, click the close button at its top right corner.

ABOUT THE ONETOUCH BUTTON PANEL'S NAMES AND ICONS

The button names on the panel are the same as button names on the scanner. The icons indicate the Destination Applications so you can see, at a glance, where the image will be sent when scanning is finished.

The Scan button—Scans a page in black and white and sends the image to the PaperPort software that you received with your scanner. From there you can easily convert the image to many different formats, such as PDF or DOC.
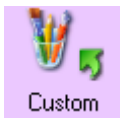
The Custom button— Scans the item as a color photo and displays it in an image processing application. If your computer is running Windows XP or Windows Vista, and has a CD burner attached, the Custom button will be pre-configured to burn a CD.

The Email button—Scans a page in color then sends it to your email application. The email application opens and the image is automatically attached to a new message ready for you to address and send.

The OCR button—Scans a page in black & white then sends the image to a word processing application such as Microsoft Word. OneTouch automatically converts the item's text to black and white word processing text, and displays it in a word processing application so that the text can be edited.
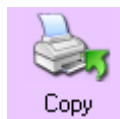
The Copy button—Scans a page in color then sends the image to your printer/copier. The printer/copier starts and prints a copy of the page. This is a quick way to print a copy of the original page.

A question mark for a button means your computer does not have appropriate software, or in some cases the appropriate hardware, for the initial factory settings. In that case, you can re-set the button's Destination Application to a software application that you know is on your computer.

See "Selecting Settings for a Button" on page 29 to change the settings of a button.

CONFIGURING THE ONETOUCH BUTTON OPTIONS

When you first connect your scanner to a computer, the scanner's software configures each OneTouch button with appropriate settings consisting of: a **Destination Application**, a **Scan Configuration**, and a **File Format**. To change the settings, you reconfigure the buttons by selecting new options from the OneTouch Properties window.

To open the OneTouch Properties window:

1. Left-Click on the OneTouch icon in the Windows Notification area.

2. When the button panel opens above the OneTouch icon, right-click the button you want to configure. The OneTouch Properties window opens for that button.

   You can also open the OneTouch Properties by pressing, holding down, and then releasing a button on the scanner.

For example, right-click on the Scan button and the OneTouch Properties opens for that button.
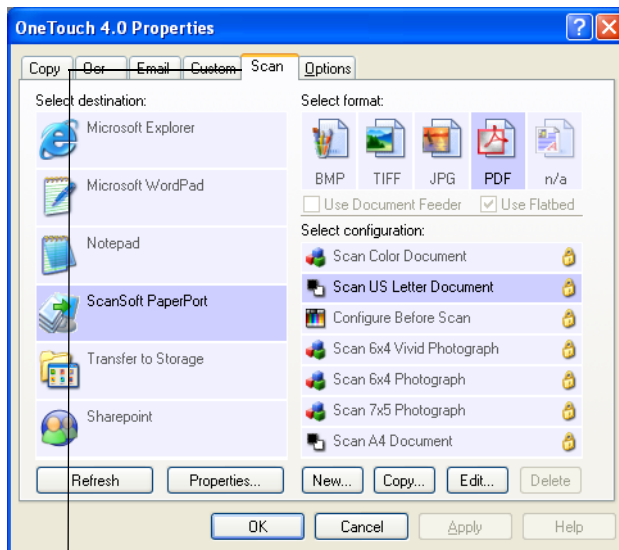
ABOUT THE ONETOUCH PROPERTIES

The OneTouch Properties window is where you can select new settings for the buttons. The tabs across the top of the window correspond to the buttons on the scanner.

The following example of the OneTouch window shows the settings for Scan button. The button is set to scan with the scan configuration named Scan US Letter Document and then open PaperPort to display the scanned image. The format option is set to scan in the TIFF image format.

Click the tab that corresponds to the scanner button you want to configure.

The Options tab shows options available for each button.

Select the file format that you want the final image saved as.

Select the mode configuration that you want to use while scanning. This is where you decide if you want to scan in Black & White, Grayscale or Color.

Select the application that you want the scanned image to open in after scanning is complete. You use the destination application to view and work with your scanned images.

Note: Some of the options on the OneTouch Properties Window (and other OneTouch windows and dialog boxes) are "grayed out" and are not available. Grayed out options are not appropriate for your Visioneer 7400 scanner. If you use the OneTouch application with other Visioneer scanners, grayed out options become active, if appropriate.

THE ONETOUCH PROPERTIES OPTIONS

This is a brief overview of the various sections in the OneTouch Properties window.

Select Destination—The list of applications that OneTouch can send a scanned image to so that this application opens immediately after scanning is complete with the scanned image ready for editing.

Select the application you want OneTouch to send the scanned image to.

Select destination:

- Microsoft Excel
- Microsoft Explorer
- Microsoft WORD
- Microsoft WordPad
- Notepad
- ScanSoft PaperPort
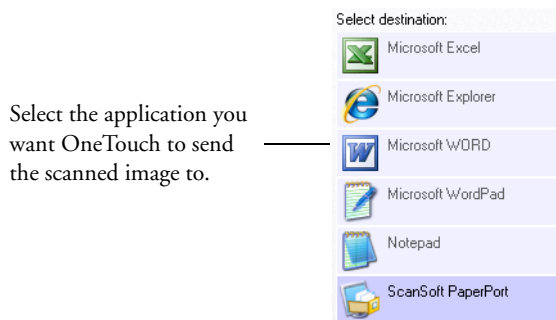
Select Configuration—The list of available configurations to use while scanning. The configuration's basic settings include: scanning mode (Black & White, Greyscale, or Color), resolution (dpi), page size, brightness (Br), and contrast (Cr).

Click a configuration icon to view the details of its settings. Click again to close the details.

- Scan Color Document
- Scan US Letter Document
- Configure Before Scan
- Scan 6x4 Photograph
  - Mode: Color @ 300 dpi
  - Page: 6.00" x 4.00"
  - Settings: Br 50 %, Cr 50 %
- Scan A4 Document
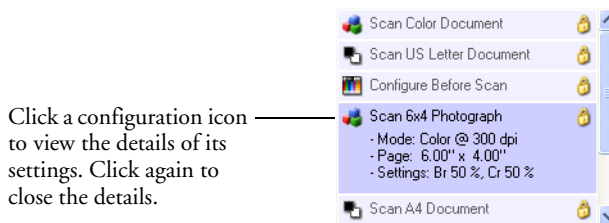
The icons next to each configuration indicates the scanning mode:

Black & White   Grayscale   Color   Configure Before Scan

You can edit the configuration by selecting the configuration then clicking on **Edit** or double-click on the configuration to access the Scan Configuration Properties options.

Note: If you select the configuration Configure Before Scan, pressing a OneTouch button opens the TWAIN or WIA interface for you to change the scan settings, such as color or page size, prior to scanning. See "Configure Before Scan" on page 61.

Select Format—these are the file formats that OneTouch can save the scanned item to when scanning is complete. This example shows the formats that apply when scanning to Microsoft Outlook or to a storage location.

Button tabs—there is one tab for each of the OneTouch Buttons on the scanner that also corresponds to the buttons available in the OneTouch Button Panel.

Options tab—clicking on this tab shows a window for you to select options applicable to the button tab you are currently viewing.

The 5 button tabs for the 5 buttons on the scanner.

Options Tab.
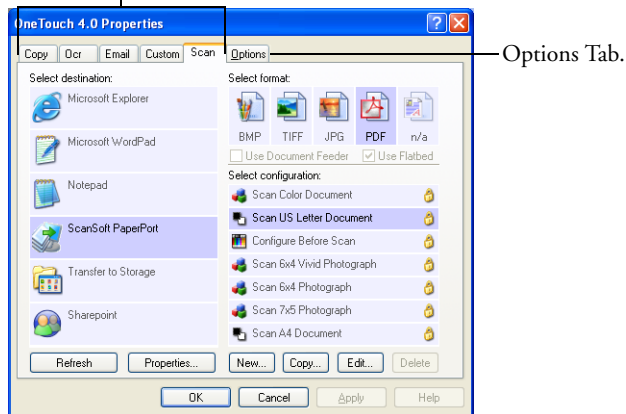
SELECTING SETTINGS FOR A BUTTON

For each of the five OneTouch buttons, you can select a new
Destination Application, **Scan Configuration**, and **File Format**

To select new settings for the Scanner Button:

1. Open the OneTouch Properties window.

2. Click the tab of the button you want to change.

    Each button has its own settings. So, as you click the tabs, the
    available settings on the window change to show them for each
    button.

3. From the **Select Destination** list, select the application where you
    want documents sent when scanning is finished.

    See "OneTouch Options Tab" on page 47 to display a full list of the
    Destination Applications that you can use with the scanner.

4. From the **Select Configuration** list, select a scan configuration.

    To scan in color, select one of the configurations indicated by the
    small color icon, such as the Scan Color Document configuration.

5. Select a **File Format** option.

    The available options apply to the Destination Application you
    select. For example, if you select Microsoft Word as the Destination
    Application, the available formats are for text, such as .txt and .rtf.
    But if you select Microsoft Paint as the Destination Application,
    then the available formats are for graphics, such as .bmp and .jpg.

6. Click **OK** to accept the changes and close the window, or click
    Apply to accept the changes and keep the window open so you can
    work with other features.

    With the OneTouch Properties window open, you cannot scan by
    clicking a button on the Button Panel. However, you can scan at
    any time by pressing a button on the scanner.

    Now when you press or click a scanner button, the document is
    scanned using the new settings for that button.

DESTINATION APPLICATION PROPERTIES

The different types of Destination Applications have various properties that you can select.

Document Management Application—Nuance PaperPort is a document management software. The OneTouch properties for this type of destination application allows you to choose which folder on your computer the scanned image is saved.

Word Processing Applications—word processing applications include Microsoft Word, Microsoft Excel®, and Corel® WordPerfect®. The OneTouch properties for this type of destination application allows you to add word processing applications and set other options applicable only to text file formats.

Image Editing Applications—image editing applications include Microsoft Paint, ArcSoft® PhotoImpression, and Adobe® PhotoShop®. The OneTouch properties for this type of destination application allows you to add other image editing applications and set other options applicable only to image file formats.

Email Applications—email applications include Microsoft Outlook and Microsoft Outlook Express. The OneTouch properties for this type of destination allows you to choose where the files for attachment to a blank email are stored on your computer.

Transfer to Storage—The Transfer to Storage option is simply the option to scan to a folder on the computer without opening any other application. The OneTouch properties for this type of destination application allows you to change the folder location where the files are being stored.

CHANGING DESTINATION APPLICATION PROPERTIES

1. Open the OneTouch Properties window.

2. On the OneTouch Properties window, click a Destination Application.

3. Click the **Properties** button.
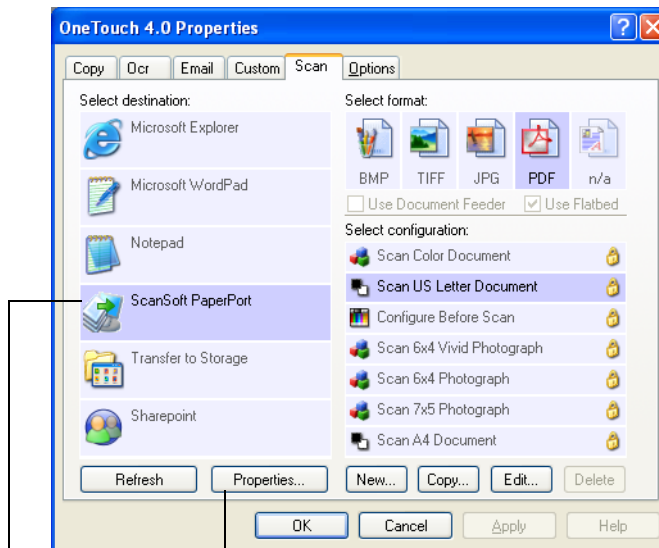
Click a Destination Application.

Click the Properties button.

A OneTouch 4.0 Link Properties dialog box opens for the type of Destination Application you selected, and the available options are for that application.

PAPERPORT PROPERTIES

These properties apply to PaperPort, and are for designating the folder to receive your scanned items.
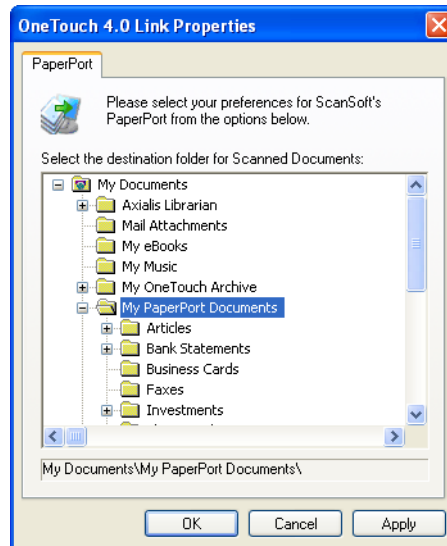
1. Select the PaperPort folder where you want the file of the scanned image to be located.

2. Click **OK**.

3. Click **OK** or **Apply** on the OneTouch Properties window.

    When PaperPort opens after you finish scanning, the thumbnails of your scanned documents are on the PaperPort Desktop in that folder.

TEXT DOCUMENTS PROPERTIES

These properties apply to Microsoft Word, Microsoft Excel®, and the other applications indicated by their icons in the list. The properties apply to the OCR settings for the applications.
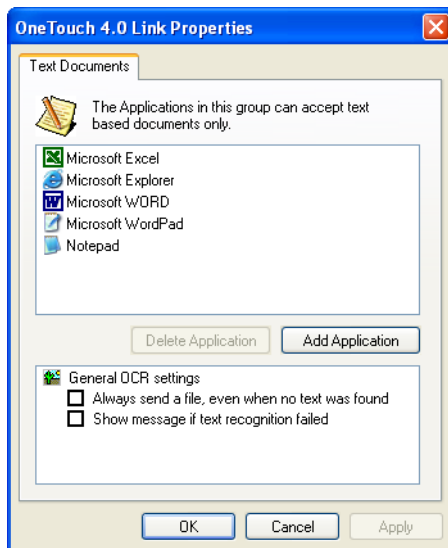
Click in the OCR settings boxes for the options you want.

These options will apply to all the applications in the group listed above these options.

- **Always send a file, even when no text was found**—The scanned file is sent to the OCR reader even if the image does not appear to contain text. This could occur if you scanned a photograph with a scanner button set for text applications.

- **Show message if text recognition failed**—A message will appear on the screen if the OCR reader does not detect text in the image.

To add another word processing application to the list, click the **Add Application** button. The Add Text Based Link dialog box opens.

TEXT DOCUMENT PROPERTIES - ADD APPLICATION

1. Click **Browse** to find the application you want to add to the list.

   When you select the application using the Browse button, steps 1 and 2 on the dialog box are automatically filled in, and the application icon appears in step 3.

2. Select the icon in Step 3 of the dialog box. That is the icon that will appear in the OneTouch Destination List.

3. In step 4 of the dialog box, select the file formats that the application will accept.

   Refer to the documentation that you received with the application to see which text formats the application accepts.

   The options you select at step 4 determine the page format icons in the OneTouch Properties window for that group of applications.

4. Click the **Add** button.

5. Click **OK** or **Apply** on the Link Properties window.

6. Click **Refresh** on the OneTouch Properties window.

7. Click **OK** or **Apply** on the OneTouch Properties window.

IMAGE DOCUMENTS PROPERTIES

These properties apply to image processing applications such as ArcSoft PhotoImpression and Microsoft Paint.
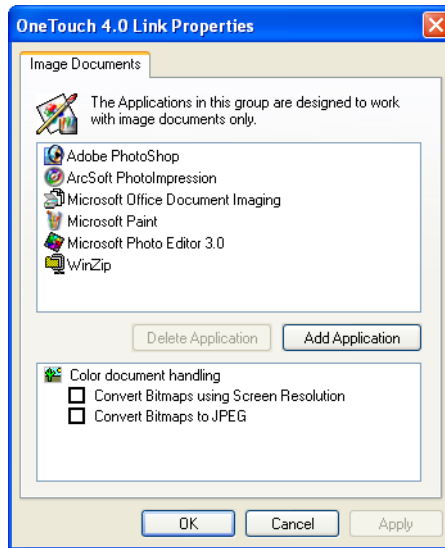
Click in the Color document handling settings boxes for the options you want.

The options will apply to all the applications in the group.

- **Convert Bitmaps using Screen resolution**—Use this option to ensure that an image will fit on the computer's screen. When a computer screen is set to a lower resolution, bitmap images with a higher resolution may be too big to fit on the screen. Converting the bitmap image to match the screen resolution ensures that the image fits on the screen.

- **Convert Bitmaps to JPEG**—JPEG files can be compressed to produce smaller files sizes and, therefore, shorter transmission times when you email the file or upload it to the internet. Use this option to provide that compression capability to image files.

To add another image editing application to the list, click the **Add Application** button. The Add Image Based Link dialog box opens.

IMAGE DOCUMENT PROPERTIES - ADD APPLICATION

1. Click **Browse** to find the application you want to add to the list.

   When you select the application using the Browse button, steps 1 and 2 on the dialog box are automatically filled in, and the application icon appears in step 3.

2. Select the icon in Step 3 of the dialog box. That is the icon that will appear in the OneTouch Destination List.

3. In step 4 of the dialog box, select the file formats that the application will accept.

   Refer to the documentation that you received with the application to see which text formats the application accepts.

   The options you select at step 4 determine the page format icons in the OneTouch Properties window for that group of applications.

4. Click the **Add** button.

5. Click **OK** or **Apply** on the Link Properties window.

6. Click **Refresh** on the OneTouch Properties window.

Click **OK** or **Apply** on the OneTouch Properties window.

STORAGE PROPERTIES

These properties apply to the Destination Application named Transfer to Storage. If a CD burner is attached to your computer, you can also use this dialog box to start the Burn to CD process. See the section "Scan and Burn to a CD" on page 66.

Note: The Burn to CD option is only available for Windows XP or Windows Vista with a CD burner installed on your computer.

You can also set up multiple configurations to store scanned items in separate locations. See "The Storage Options Tab (Archive)" on page 57 and "Scanning to Multiple Folders" on page 74.
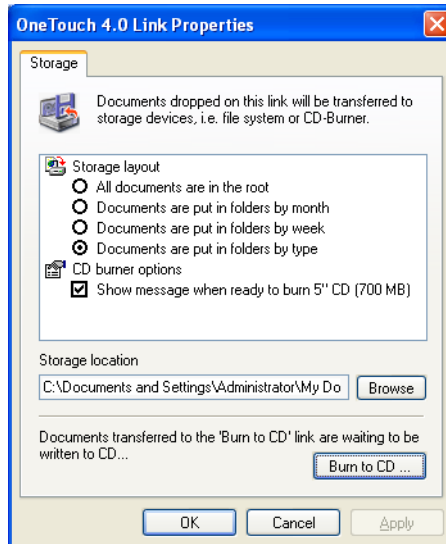
1. Click the Storage Layout options you want.

    ■ **All documents are in the root**—The scanned documents are saved in the root of the folder specified in the Storage Location.

    ■ **Documents are put into folders by month, week, or type**— Folders are created based on your selection (month, week, or type) and the scanned documents are saved in those folders. New folders are created for each month and week so you can keep track of when you scanned the documents.

2. Click the **Browse** button to specify the location to store the scanned documents, or type a location directly into the box.

   If you are scanning to a shared network drive, it must be a mapped drive. For more information about mapped drives, see your network administrator.

   If you have a CD burner attached to your Windows XP or Windows Vista computer, the option **Show message when ready to burn 5" CD (700MB)**, should also be selected so you will see a message when it's time to click the **Burn to CD** button.

3. Click **OK**.

4. Click **OK** or **Apply** on the OneTouch Properties window.

EMAIL PROPERTIES

These properties apply to email applications so you can specify the folder for documents that you will attach to an email message. Microsoft Outlook® will accept direct attachment of documents to a blank email message as soon as scanning is finished, but other email applications do not. If you're using one of those applications, such as America Online® (AOL), you need to know which folder contains the scanned documents so you can manually attach them to your email messages.
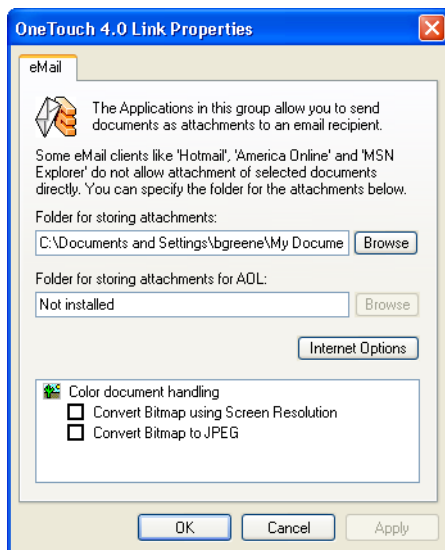
1. Click the **Browse** button for **Folder for storing attachments** and choose a folder for your email attachments.

2. If you are using AOL on your computer, and the folder name for AOL is incorrect, click the **Browse** button and find the correct AOL folder.

   For scanned images to be auto-attached to a blank email message, you must have the specific folder location AOL uses to find the attachments. Please contact AOL for more information about the folder location in which AOL stores attachments.

3. If you need to change your email client, or any other internet options, click the **Internet Options** button.

    The Windows Internet Options Control Panel opens. Click the Programs tab and choose a new email client from the Email list. These are the standard Windows Internet options. Please see your Windows documentation for more information about Internet options. If you are using AOL, please see the AOL user manual for making changes to the Internet options applicable to AOL.

4. Select the options for color document handling.

    - **Convert Bitmaps using Screen resolution**—Use this option to ensure that an image will fit on the computer's screen. When a computer screen is set to a lower resolution, bitmap images with a higher resolution may be too big to fit on the screen. Converting the bitmap image to match the screen resolution ensures that the image fits on the screen.

    - **Convert Bitmaps to JPEG**—JPEG files can be compressed to produce smaller files sizes and, therefore, shorter transmission times when you email the file or upload it to the internet. Use this option to provide that compression capability to image files.

5. Click **OK**.

6. Click **OK** or **Apply** on the OneTouch Properties window.

SELECTING FILE FORMAT OPTIONS

The option that you select determines the file format of the scanned document. Appropriate format options and file types are available for the type of Destination Application selected for the button.

The available options are for images and text.

Image Formats   Text Formats; TEXT
                       is only one of several
                       text formats available.
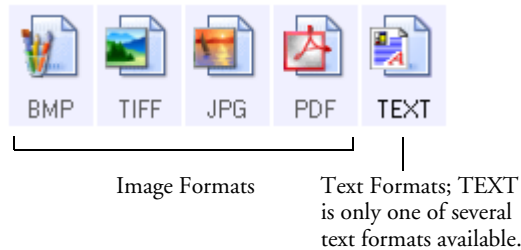
IMAGE FORMATS

Select an image file format for photos, artwork or other documents that you want to save as images. BMP and TIFF are standard image file formats generally used if you want to do additional image processing, such as photo touch-up or color correction. Both of those file formats tend to be larger than the JPG format.

Because JPG image files can be reduced in size, the JPG format is often used for images on web pages, or if file size might be a problem when electronically sending the files. JPG files are reduced in size by lowering their image quality, and you can select the degree of quality for your scanned images from the JPG page format icon.

The PDF format is often used to create images of text pages. You may want to select PDF as the page format when scanning text pages that do not require OCR processing or other processing. The PDF format is also used to put multi-page documents on web sites as pdf-readable files. As with the JPG option, the PDF format can be reduced in size or quality.

To select a JPEG or PDF file size:

1. Select **JPG** or **PDF** as the format.

2. Right-click on the **JPG** or **PDF** icon.

   A menu opens.
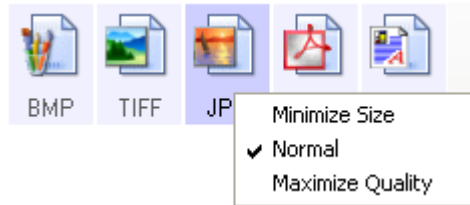
3. Choose the file size/image quality option for your scanned images.

   Minimize Size—Smallest file size, lowest image quality.

   Normal—Medium file size, some loss of image quality.

   Maximum Quality—Largest file size, no loss of image quality.

   Your selection pertains only to the button currently selected on the OneTouch Properties window. Other buttons that have JPG or PDF selected as the Format are not affected, so you can set the JPG or PDF file size/image quality independently for each button.

4. Click **OK** or **Apply** on the OneTouch Properties window.

TEXT FORMATS

The Text Formats are for text file types. The names of the formats indicate their file types.
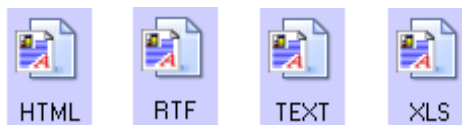
Selecting the text format option also selects OCR processing as an automatic step for scanning. Therefore, when you scan a document with the text format selected, the text portions of the document are automatically converted to editable text. See "Scanning with Optical Character Recognition (OCR)" on page 45

Select a text format for documents with text or numbers, such as a business letter, report, or spreadsheet. The text format icon has several file formats available, depending on the Destination Application you select.

The specific file format is the file name extension on the text format icon.
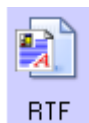
The specific text format; this example is for Rich Text Format (RTF) used with Microsoft Word, WordPad, and other word processing applications.

As you select Destination Applications that are text applications, the text format icon changes to match the file type of the application. In some cases, the Destination Application supports several file types, and you can right-click on the icon to choose the particular file type and OCR options for that application.

To select a file type for the text format:

1. Select the Destination Application.

2. Right-click on the text format icon.

   A menu opens. The following figure shows an example for the TEXT format with Microsoft Outlook selected as the Destination Application. The menu options depend on the type of Destination Application you select.

   TE⟩ ✔ Simple Text
         Rich Text Format
         Excel Spreadsheet
         HTML Document
         ─────────────
         OCR options …
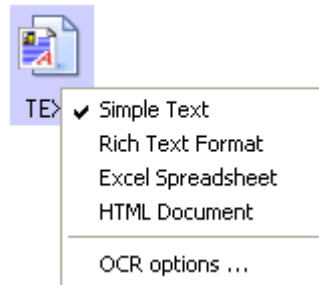
3. Choose the file type you want for the text format.

   Your selection of a file type pertains only to the button currently selected on the OneTouch Properties window. Other buttons that have a text option selected as the Format are not affected, so you can set the text file type independently for each button.

   TEXT **Simple Text**—The .txt file format. Text with no formatting; used by the standard Microsoft Notepad application.

   RTF **Rich Text Format**—The .rtf file format. Text that retains formatting when converted. Available with Microsoft WordPad and Word.

   XLS **Excel Spreadsheet**—The .xls file format used by Microsoft Excel.

   HTML **HTML Document**—The .htm file format used to create web pages.

4. Click **OK** or **Apply** on the OneTouch Properties window.

SCANNING WITH OPTICAL CHARACTER RECOGNITION (OCR)

Optical Character Recognition (OCR) converts text and numbers on a scanned page into editable text and numbers. You can then work with the text and numbers to edit, spell check, change font or type size, sort, calculate, and so forth.

To scan with OCR:

1. Select a Destination Application that has one of the Text formats (TEXT, RTF, XLS, or HTML).

2. Scan the document.

    Your scanned pages open in the Destination Application with their text ready for editing and other text processing.

Note: OCR scanning is also for spreadsheets so you can work in Microsoft Excel (or other spreadsheet applications) with the figures and text from the original spreadsheets.

To select OCR settings:

1. Select the Destination Application.

2. Right-click on a text format icon to see the drop-down menu.
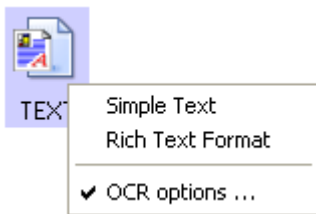
3. Choose **OCR options**.

    A dialog box of OCR options opens.
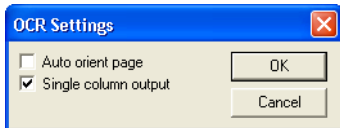
4.   Select the option you want for the OCR conversion of your documents.

Auto orient page—Select this option to check the page orientation and automatically rotate an improperly oriented page image so the text is recognizable by the OCR process.

Single column output—Select this option to produce a single column of text in the Destination Application, even if the original image had multiple columns of text.

5.   Click **OK**.

Note that the OCR options apply to all the Destination Applications for which OCR applies. If you change them for one Destination Application, those changes apply to the others as well.

Note: If scanning to a text editing application, such as Microsoft Word or Microsoft Excel, then the text formats available are applicable only to that application (TXT & RTF for Microsoft Word, XLS for Microsoft Excel, and HTML for Internet Explorer.) However, if you have selected the destination Transfer to Storage, then all TEXT formats will be available for this destination as OneTouch is writing the file directly to your folder location and does not open any other application.

ONETOUCH OPTIONS TAB

From the OneTouch Options tab you can choose what type of applications appear in each button's tab destination list. Show or hide the scanning progress window when scanning from OneTouch. You can also choose to save permanent soft copies of your scanned images to your computer.

To select options:

1. Open the OneTouch Properties window and click the **Options** tab.

Options tab.

Click the arrow to see the menu to choose the button.
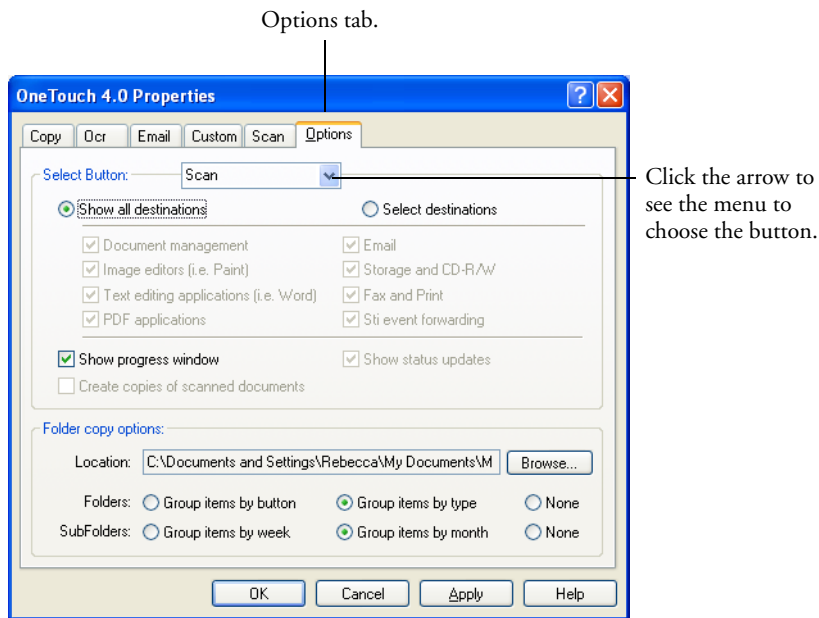
2. Click the menu arrow and choose the button for new options.

3. Individual button Destination options:

    Show All Destinations—This option selects all the Destination Application categories. The list of Destination Applications available for the selected button will include all the applications on your computer that fall into these categories. The list also includes printers and other devices connected to your computer so, for example, you can scan an item and have it printed immediately.

Select Destinations—Select this option to individually choose the types of applications to include in the list of Destination Applications. Check the boxes for the type of application to include.

Document Management includes PaperPort and other applications for processing and keeping track of your scanned documents.

Image Editors include ArcSoft PhotoImpression, Microsoft Paint and other drawing and graphics applications.

Text Editors include Microsoft Word and WordPad, Microsoft Excel, and other word processing and spreadsheet applications. Select this option if you want OCR processing to convert your scanned documents to text that you can edit.

PDF applications are for documents scanned to PDF format.

Email includes Microsoft Outlook and other email applications. See "EMail Properties" on page 39 for details about attaching scanned documents to your email messages.

Storage and CD-R/W is for either storing scanned documents in a folder, or sending them to a CD burner to create a CD containing the scanned documents. See "Transferring Scanned Documents to Storage" on page 73 and "Scan and Burn to a CD" on page 66 for details.

Fax and Print is for sending your scanned documents directly to your printer or fax software for faxing.

Sti Event Forwarding is for using another application's interface for scanning. The OneTouch Event Forwarding dialog box opens so you can select which application to use to continue scanning. See "Scanning with Event Forwarding" on page 69 for details.

Show Progress Window—Select this option to display the progress window of the document(s) during scanning.

Create copies of scanned documents—Sometimes the image of a scanned document is only saved as a temporary file until its Destination Application is finished using it. In those cases you may or may not want an additional, permanent copy saved on your hard drive.

For example, if you scan a picture to an email application, the scanned image is saved as a temporary file, then attached to the email, and the email is sent. But because you already have the original picture, you may not want to also save a permanent file of that image as well. The same situation may occur when you scan directly to a printer or scan to a fax application. You already have the paper version (and in the case of a printer, you would have two paper copies—the original and the scanned printed version) so there's no need for an electronic file too. However, by selecting this **Create copies of scanned documents** option, you can choose to save permanent copies of those types of images on your hard drive.

The copies will be saved in the folder specified in the Folder Copy Options section.

You can selectively choose which buttons you have turned this feature on. After you turn this feature on it is used no matter where you set the scanning destination. By selecting the **Fax and Print** box and clicking the **Create copies of scanned documents** option, every scanned document you fax or print from the scanner is also saved as a permanent file on your hard drive.

This option is not available if **Document Management** or **Storage and CD-R/W** are selected because, by default, file copies for those types of Destination Applications are already automatically saved.

For that reason, this option is disabled if the Destination Application is PaperPort because it is **Document Management** software.

Likewise, the option is also not available if the Destination Application is set to Transfer to Storage because it uses **Storage and CD-R/W** software.

Folder Copy Options—This section of the dialog box sets the location for copies of your scanned documents and how you want to group them.

To specify another location for copies, click the **Browse** button and find the folder you want to use for the copies. Select the grouping option for the documents. The Group by button option groups the documents under the name of the scanner button. Group by type arranges the scanned documents by the type of file, such as .doc or .jpg. If you also want to group them by date you can choose the week and month options.

The following example shows the folders if a new location is named **My Scanned Documents**, and the selections are **Group items by type** and **Group items by month**.

```
☐ 📁 My Scanned Documents
    ☐ 📁 BMP Documents
           📁 December 2005
           📁 November 2005
           📁 October 2005
    ☐ 📁 JPG Documents
           📁 December 2005
           📁 November 2005
           📁 October 2005
```
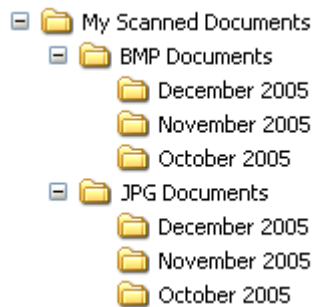
4. Click **OK** to save the options for the selected button.

CREATING A NEW SCAN CONFIGURATION

The scan configurations are where you select the scanning resolution, brightness, mode (color, black&white, or grayscale), and a number of other settings.

Configurations.

Lock Icon.

Click **New** to create a new Configuration.
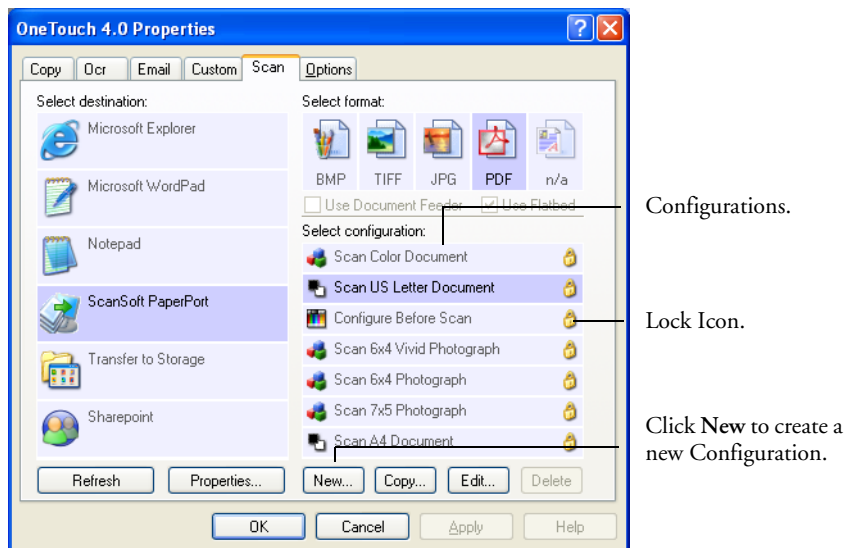
Note the lock icon on the preset configurations. Although you can unlock and edit the preset configurations, we recommend that you leave them locked, and only add new configurations. That way, you will always have the original factory-set configurations available.

To create a new configuration:

1. Open the OneTouch Properties window and click the tab of the button that you want to have a new configuration.

2. Scroll through the applications in the Select Destination list and click the type of application for which you want to create a new scan configuration.

   When you create a new scan configuration, it will appear for the buttons that are set for the same types of Destination Applications. For example, if you create a new configuration for a button that is set to show image editor applications, that new configuration also

appears for any other buttons set for image editors, but not for buttons set for text editing applications. Thus, you can create specific sets of scan configurations for specific functions and they appear only when appropriate.

3. Click the **New** button.

    If you want to start from the settings of another configuration, select the configuration, then click the **Copy** button.

    If the **Scan Settings** tab is not selected, click it.

THE SCAN SETTINGS TAB

1. On the Scan Configuration Properties dialog box, type a name.

Type a new name for the configuration.

Select the scan mode and drag the slider to set the resolution.

Drag the sliders to set the Brightness and Contrast.

If the configuration is locked, click the lock to unlock it. The icon becomes a key.

Scan Configuration Properties

Scan Settings | Page Settings | Advanced Settings

Scan for Light Text

Mode
- Black&White
- GrayScale
- Color

Resolution
50   150   500   2400
200 dpi

Brightness: 50 %
Contrast: 50 %

OK   Cancel   Apply

Note: If a destination application has additional features available, there will be additional tabs in this Scan Configuration Properties window applicable to that destination. The features in these additional tabs are covered later on in this section.

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2. Select scan settings for the new scan configuration.

    ■ **Mode**—Select a scanning mode:

    Black&White to scan in black and white. For example, letters and memos are usually scanned in black and white. This scan mode produces the smallest file size.

    GrayScale to scan items such as documents containing drawings or black and white photographs. The scanning produces an image of up to 256 shades of gray.

    Color to scan color photographs and other color items. Color scans have the largest file size.

    ■ **Resolution**—Drag the slider to the right or left to adjust the dots per inch (dpi) of the resolution. The maximum resolution is 1200 dpi; the minimum is 50 dpi. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.

    ■ **Brightness** and **Contrast**—Sometimes an item is scanned with the brightness and contrast set too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility.

    Brightness refers to the lightness or darkness of the image. Contrast is the range between the darkest and lightest portions of the image. The greater the contrast, the more the difference between the lighter and darker shades in the image.

    Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image. The Contrast setting does not apply to the Black&White mode.

3. If you want to lock the configuration, click the Key icon to change it from a Key to a Lock.

4. Click the **Page Settings** tab to select page settings.

THE PAGE SETTINGS TAB


Click to toggle between inches and millimeters.
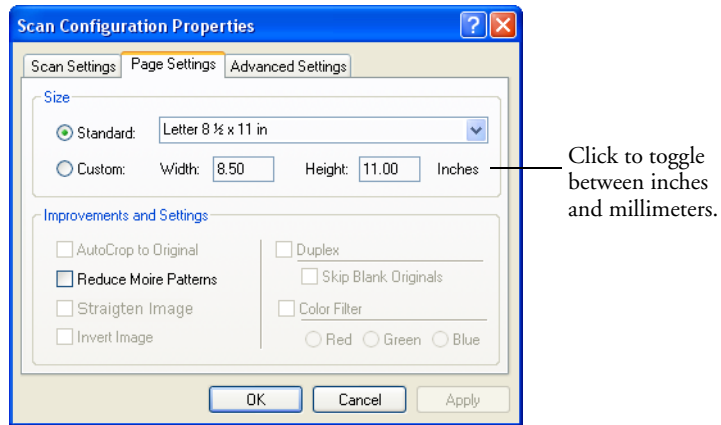
- **Size**—Click **Standard**, click the menu arrow and choose a page size from the list, or click **Custom** and enter the horizontal and vertical page dimensions in the boxes. The maximum size is 8.5" by 11.69". The units of measurement can be inches or millimeters. Click the name of the units, inches or millimeters, to toggle between them.

- **Improvements and Settings**—Only the options that apply to the selected Destination Application are available.

  Reduce Moire Patterns—Moire patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. Selecting **Reduce Moire Patterns** will limit or eliminate moire patterns in the scanned image. This option is only available for the Grayscale or Color Mode at 300 dpi or less.

  Invert Image—Only available for Black&White Mode, this option reverses the black and whites of an image.
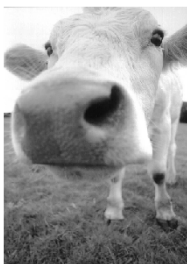
Original Image   Inverted Image

5. Click the **Advanced Settings** tab.

THE ADVANCED SETTINGS TAB

The options of the Advanced Settings tab are for the Color or Grayscale scanning mode.
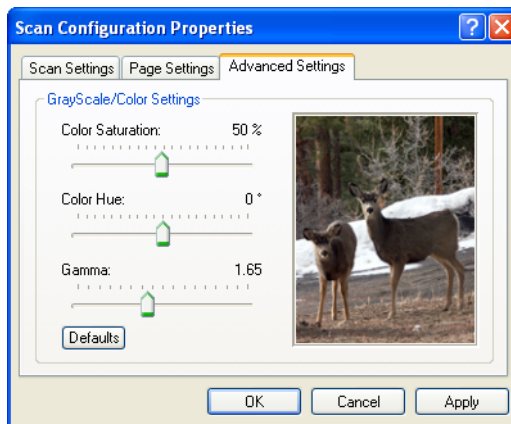
1. Drag the sliders to the left and right to change the color settings. As you do, the image changes to show the effects of the new settings.

    Saturation is the strength or purity of a color, hue is the color your eyes see as reflected from the image, and gamma controls the brightness of the midtones of the color.

2. **C**lick **OK** to save the new configuration.

It will now appear in the list of Scan Configurations list on the OneTouch Properties window for the appropriate Destination applications.

THE DEVICE SETTINGS TAB

A Device Settings tab appears on the Scan Configurations dialog box when your selected Destination Application sends the scanned imag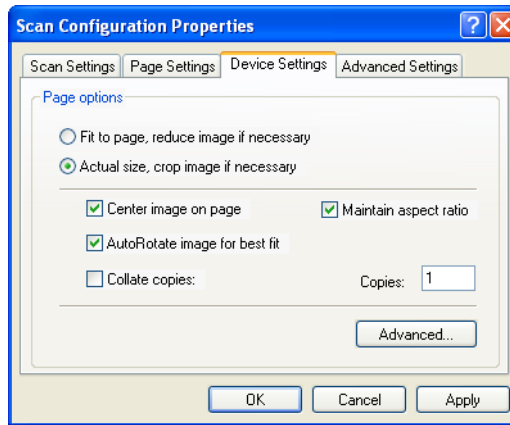e to a printer, fax application, or other device. You use the options on the Device Settings tab to select settings for the device.

1. Click on the **Device Settings** tab.

Fit to page, reduce image if necessary—If the scanned image is too big to be printed or faxed on a single page, the image will automatically be reduced to fit the page.

Actual size, crop image if necessary—If the scanned image is to big to be printed or faxed on a single page, the image will automatically be cropped around its edges to fit on the page.

Center image on page—The image will be printed in the center of the page instead of at the top right corner.

Maintain aspect ratio—The aspect ratio is the length-to-width relationship of the image's dimensions. Select this option so the image's relative proportions remain constant.

AutoRotate image for best fit—If the image is a Landscape format and the device is printing in the Portrait mode, or vice versa, rotate the image to fit on the page.

Collate copies—If you're printing more than one page, collate the copies. Enter the number of copies in the **Copies** box.

Advanced—click to see additional settings for the device. The dialog that opens is specific to the device. For example, if the device is your printer, the dialog box is your printer's setup settings.

2. Click **OK** or **Apply**.

THE STORAGE OPTIONS TAB (ARCHIVE)

A Storage Options tab is on the Scan Configurations dialog box when the selected Destination Application is set as Transfer to Storage, such as for the Archive scanner button. You use the options on this tab to select where you want to save your scanned items for storage when scanning with that particular Scan Configuration.

Note: The selections you make using the Storage Options tab override the storage options that apply to the Storage Properties. This means that you can create separate Scan Configurations to store scanned items at various locations in addition to the main location set by the Storage Properties. See "Storage Properties" on page 37 and "Transferring Scanned Documents to Storage" on page 73 for more details.

1. Click on the **Storage Options** tab.
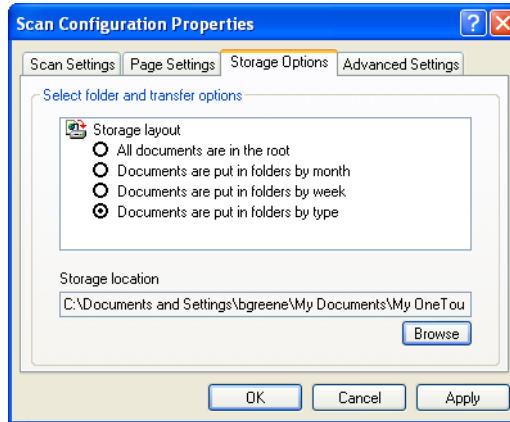
2. Click the Storage Layout options you want.

   All documents are in the root—The scanned documents are saved in the root of the folder specified in the Storage Location.

   Documents are put into folders by month, week, or type—Folders are created based on your selection (month, week, or type) and the scanned documents are saved in those folders. New folders are created for each month and week so you can keep track of when you scanned the documents. Type refers to the file type selected as the Page Format on the OneTouch Properties window.

   By default, the location of the archived documents is at **C:\Documents and Settings\<your user name>\My Documents\My OneTouch Archive** then in a folder based on your selection for the Storage Layout. For example, if the file type is TIFF, and you select **Documents are put into folders by type,** the default location of scanned archive documents is at **C:\Documents and Settings\<your user name>\My Documents\My OneTouch Archive\TIFF Documents**.

3. If you want to store your archive documents in some other location, click the **Browse** button to specify the new location.

4. Click **OK** or **Apply**.

EDITING OR DELETING SCAN CONFIGURATIONS

Your scanner comes with a number of configurations pre-set at the factory. To ensure that your scanner will always have a set of correct scan configurations, do not delete the preset configurations. We also recommend that you keep those configurations locked so they are not inadvertently deleted. That way, you will always have the factory-settings available. If you do edit or delete them, and want to get the factory pre-sets back again, you will need to uninstall then reinstall your scanner.

To edit or delete a scan configuration:

1. Open the OneTouch Properties window.

2. Select the scan configuration you want to edit or delete.

    The selection must be an unlocked configuration.

    The following example shows a new scan configuration that was created named "Scan for Light Text."
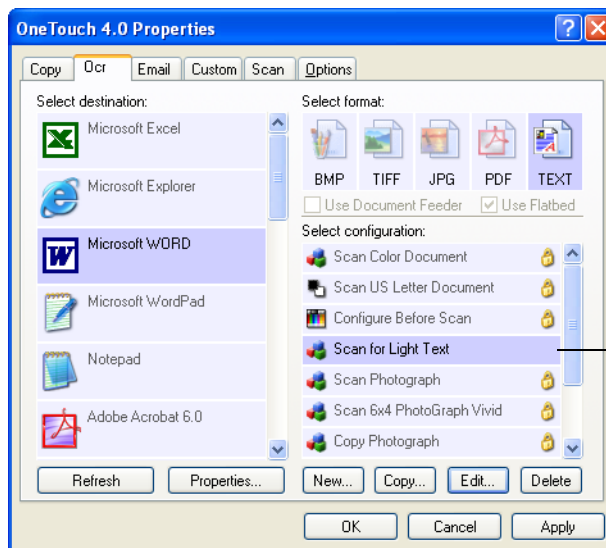

Select the scan configuration to edit or delete. It must be unlocked, as indicated by not having a lock displayed here.

3. To delete the configuration, click the **Delete** button.

4. To edit the configuration, click the **Edit** button.

The Scan Configuration Properties dialog box opens for that configuration.

You can make changes to a configuration, but for the changes to be saved, the configuration must first be unlocked. Click the Lock icon to unlock the configuration. Clicking it toggles between locking and unlocking the configuration. The key icon indicates the configuration is unlocked.

Click the Lock/Key icon to toggle between locked and unlocked.
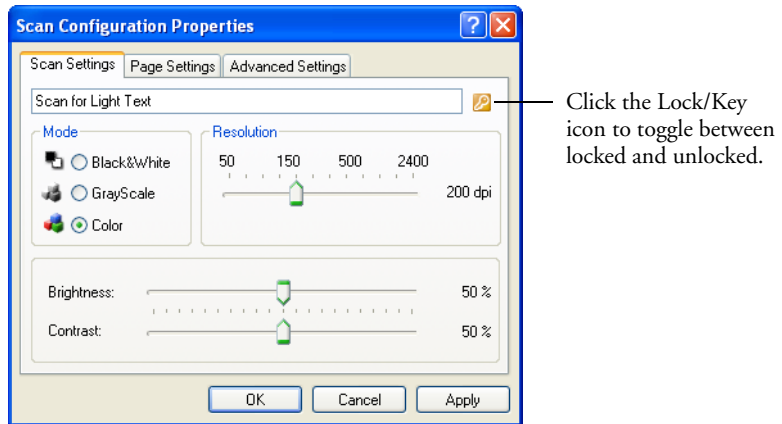
5. Edit the settings and click **OK**.
6. Click **OK** to close the dialog box.
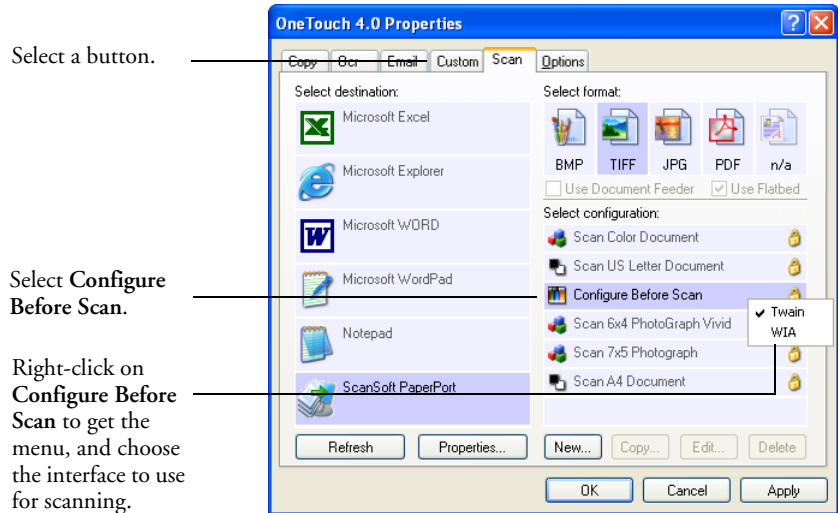
CONFIGURE BEFORE SCAN

You can set up a button so that, when you press that button or click it on the Button Panel, a different scanning interface opens before the scanning starts.You can then use the interface to select new settings or scanning options. To set up a button for this capability, you select Configure Before Scan as its Scan Setting.

Choosing Configure Before Scan simply opens either the TWAIN or WIA scanning interface when you press or click a scan button. You can then use the interface to change the Resolution, Scan Mode, and other settings. When you scan, the scanned image will still be sent as the file type and to the same Destination Application already selected in the OneTouch Properties window for that button. Please see "Scanning from the TWAIN Interface" on page 81 for detailed instructions on scanning with the TWAIN interface or "Scanning from the Windows Image Acquisition (WIA) Interface" on page 99 for detailed instructions on scanning with the WIA interface.

The option Configure Before Scan can be used when you want to scan multiple pages and have them appear in one file. The OneTouch file formats TIFF and PDF support multiple page files.

TO SET CONFIGURE BEFORE SCAN:

1. Open the OneTouch Properties window.
2. Using the arrows, choose the button that you want to set to configure before scanning.
3. Select the scan configuration **Configure Before Scan**.

Select a button.

Select **Configure Before Scan**.

Right-click on **Configure Before Scan** to get the menu, and choose the interface to use for scanning.

4. Right-click on **Configure Before Scan** and choose an interface to use for configuring before scanning.

   TWAIN—The Basic Interface or Advanced Interface opens for you to configure the scanning. See "Scanning From the Basic TWAIN Interface" on page 85 or "Scanning From the Advanced TWAIN Interface" on page 87.

   WIA—The Windows Image Acquisition (WIA) interface opens for you to configure the scanning. The WIA option is only available if your computer is running Microsoft Windows XP or Windows Vista. See "Scanning from the Windows Image Acquisition (WIA) Interface" on page 99.

5. Click **OK** or **Apply** on the OneTouch Properties window.

TO SCAN USING CONFIGURE BEFORE SCAN

1. Put the document or photo on the flatbed glass.

2. Click on the button you set to use the Configure Before Scan option.

   In the example above, the Scan button has been setup to use the Configure Before Scan option.

3. The Basic TWAIN interface will open.

4. Choose your scan settings, such as the Picture Type of Color, Grayscale or Black & White, Resolution in DPI, and Page Size.

5. Click on the Scan button in the TWAIN interface.
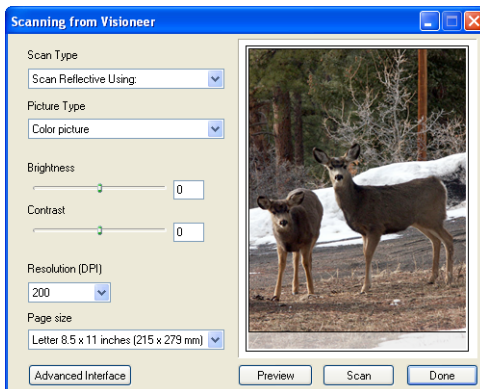
6. Your documents will be scanned and sent to the Destination Application specified in the OneTouch 4.0 Properties.

    In the example shown on the previous page, the Destination Application is PaperPort.

TO SCAN MULTIPLE PAGES

You can use Configure Before Scan to create multi-page documents when scanning from the flatbed glass. First, please make sure your OneTouch Properties are set to scan as a TIFF, PDF or a text file type. The image file types BMP and JPG do not support multi-page documents.

1. Click on the Scan button in the OneTouch Button panel or press the Scan button on the scanner.

2. When the TWAIN interface opens, select the appropriate scan settings for your document.

3. Click on the Scan button in the TWAIN interface.

4. After the scanning progress bar closes, you can place a new page on the flatbed glass then click on Scan again.

5. Click on the Done button when you are finished scanning all the pages in your document.

6. All of the pages you scanned will be sent to the Destination Application set in the OneTouch Properties window.
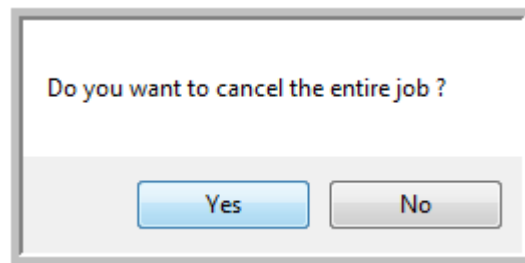
CANCELING A CONFIGURE BEFORE SCAN

To cancel a scan after scanning has begun:

1. Click on the **Cancel** button in the scanning progress window.
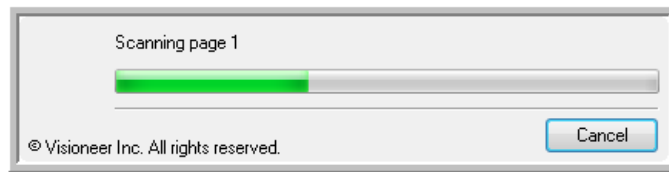
2. The following window will open asking you if you want to cancel the entire job.

- **Yes**—scanning stops and all pages scanned in this batch, up to this point, will be deleted. The TWAIN interface will close and you can restart your scan from the beginning.

   Choose **Yes** if the TWAIN scan settings are incorrect for your current scanning batch.

   For instance, if the Picture Type is Black & White but your documents are in color, choose yes to delete any scanned pages, then select the correct Picture Type and restart the scanning.

■ **No**—scanning stops, but all pages scanned in this batch, up to this point, are not deleted. You can place a new page on the flatbed glass, adjust the TWAIN settings for the new page, then click on the Scan button in the TWAIN interface to continue scanning. At the end of the scanning batch, all pages from the first portion of the scan and second will be sent to the Destination Application.

Choose this option if, for instance, you have been scanning a black & white document but you want to insert a color page into the document and did not change the Picture Type prior to clicking on the scan button. Instead of having to re-scan the entire stack, you can stop the current scan, change the Picture Type from Black & White to Color, then restart the scanning without losing the pages already scanned.

SCAN AND BURN TO A CD

If you have a CD burner attached to your Windows XP or Windows Vista computer, you can scan directly from your scanner onto a CD.

To scan and burn to a CD:

1. Open the OneTouch Properties window.

2. Click the **Custom** button tab, or other button you want to set as the Burn to CD destination.

3. Select **Burn to CD** as the Destination Application.

   You do not need to have a CD in the burner to select the destination.
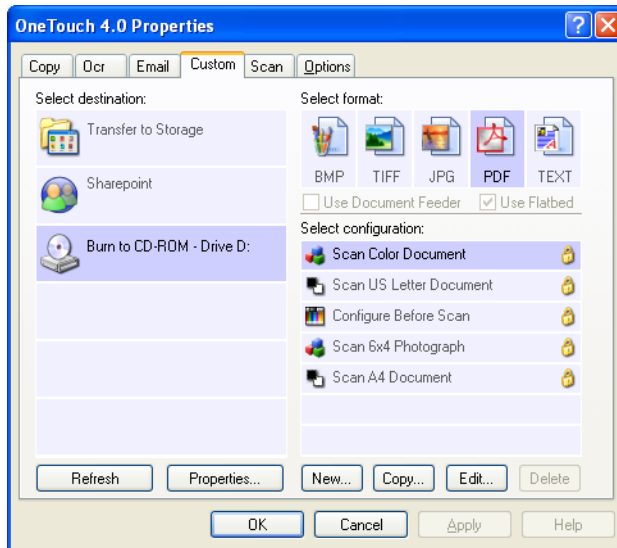
Note: If you have a CD burner installed on your computer and the Burn to CD Destination Application is not in the list, click the **Options** tab, click the **Storage and CD-R/W** option, click **Apply**, then click the tab of the **Copy** button.

If you do not have a CD burner installed on your computer then the Burn to CD option will not be available.

4. Choose a Page Format and a Scan Configuration.

    See the notes on page 68 for more information about the scan configurations when the Destination Application is Burn to CD.

5. Click **OK**.

    The OneTouch Properties window closes.

6. Now start scanning using the button you selected to use to scan and burn to CD.

    When scanning is finished, a bubble message on the screen tells you that files are waiting to be burned to the CD.

7. On the OneTouch window, make sure that the **Burn to CD** Destination Application is still selected and click the **Properties** button.

    The OneTouch 4.0 Link Properties window opens.
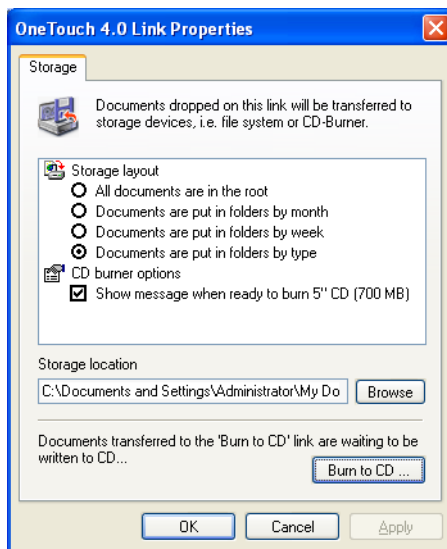
8. Make sure a CD is in the CD burner.

9. Click the **Burn to CD** button.

    The CD burner begins and your scanned documents are written to the CD.

Note: Until you click **Burn to CD** these files are stored in your computer at **C:\Documents and Settings\<your user name>\Local Settings\Application Data\Microsoft\CD Burning.** This is where Windows XP stores all files waiting to be burned to a CD by the automatic CD writing wizard. If other files are also waiting in this location, they will get written with the OneTouch files on the CD.

Note: When scanning items to burn to a CD, you should always use one of the factory-set default configurations, or a custom configuration specifically set up for CD burning. The default configurations are already set up to send the scanned images to the proper storage location where the Windows XP CD writing wizard can find the files to burn to the CD. Likewise, when you create a custom configuration for CD burning, the OneTouch software will automatically make sure the storage location is correct.

To create a custom configuration for CD burning, select **Burn to CD** as the Destination Application, then click the **New** button and create the new configuration. You won't need to select a storage location because it will be correctly preset for you by the OneTouch software.

Note however, that if you have created other custom configurations with different storage locations (for example, see "Scanning to Multiple Folders" on page 74), do *not* use them for the **Burn to CD** Destination Application. Otherwise, the Windows XP CD writing wizard will not be able to find the images to burn onto the CD.
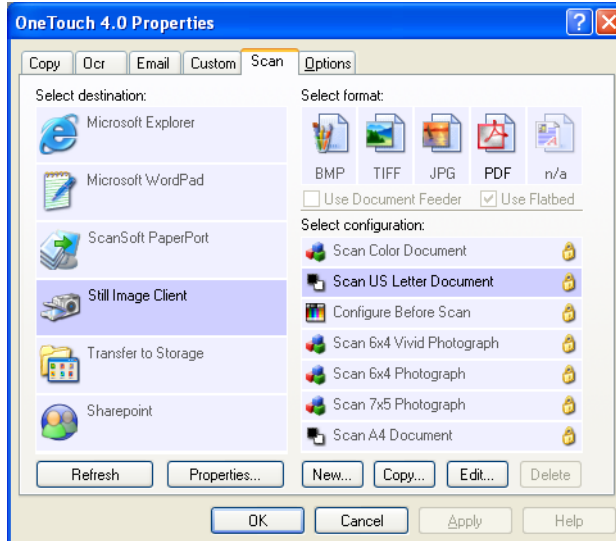

SCANNING WITH EVENT FORWARDING

You use event forwarding to specify another application to use for scanning before you start. A typical example is if you want to use another application's interface to select scanning options before you start scanning. When you press the scanner button designated for event forwarding, the scanner waits to start scanning until you select the application to use. After you select the application, its interface opens and you use it to continue scanning.

To scan with event forwarding:

1. Open the OneTouch Properties window.

2. Click the tab of the button you want to use for event forwarding.

3. Select **Still Image Client** as the Destination Application.

    Note that you cannot choose a page format for this option because the actual Destination Application is not selected until after you press the scanner button.
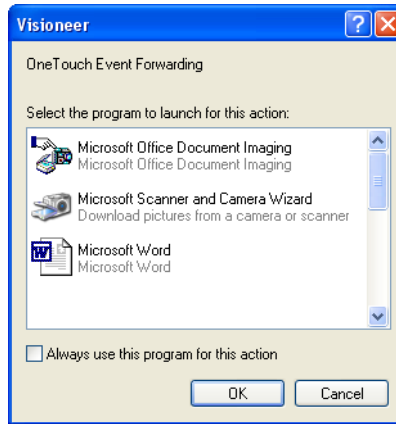

4. Choose a Scan Configuration.

5. Click **OK**.

    The OneTouch Properties window closes.

6. Start scanning using the button you selected for event forwarding.

    A dialog box opens for you to select the application to use for scanning.

7. Select the application in the box and click **OK**.

    Now the application you selected opens and you can continue the scanning from that application's interface.

CREATING AN HTML WEB PAGE FROM YOUR SCANNED DOCUMENTS

You can convert scanned pages to HTML format for posting directly to your web site. Those pages are then viewable by visitors to your web site without the need for any internet plug-ins or other special processing. This is, essentially, from your scanner to a web-ready format in one automatic step.

To scan and create an HTML web page:

1. Open the OneTouch Properties window.

2. Click the tab of the button you want to use to scan pages for HTML conversion. In the sample below it is the Scan button.

3. Select **Microsoft Explorer** as the Destination Application.

4. Choose **HTML** as the Format.
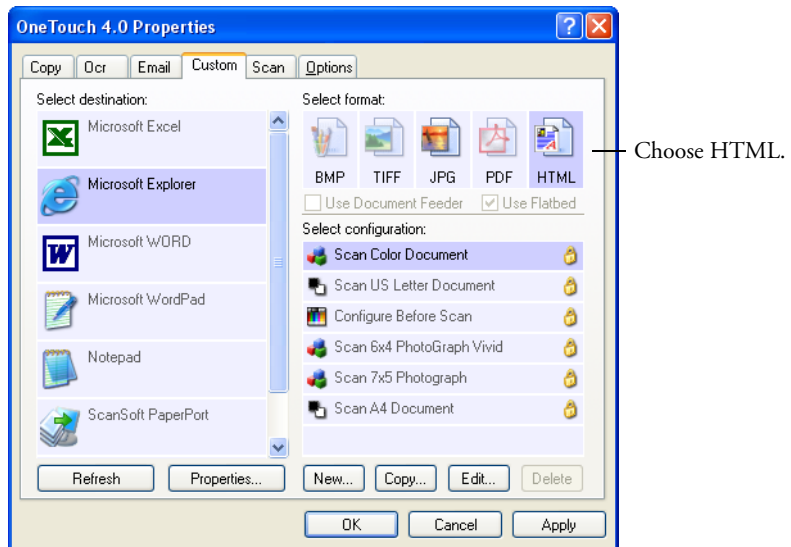
Choose HTML.

5. Choose a Scan Configuration that has the settings for the image on the HTML page.

   For example, if you want the image to be in color on the HTML page, choose a color configuration.

6. Click **OK**.

   The OneTouch Properties window closes.

7. Put the document on the scanner glass and close the lid.

8. Press the scanner button you've set up for HTML scanning.

   When scanning is finished, the document is first converted to editable text using the OCR process, then is converted into an HTML format. Microsoft Internet Explorer then opens showing your converted page.

Note: Depending on the complexity of the document, its conversion to the HTML format may take a few moments.

---
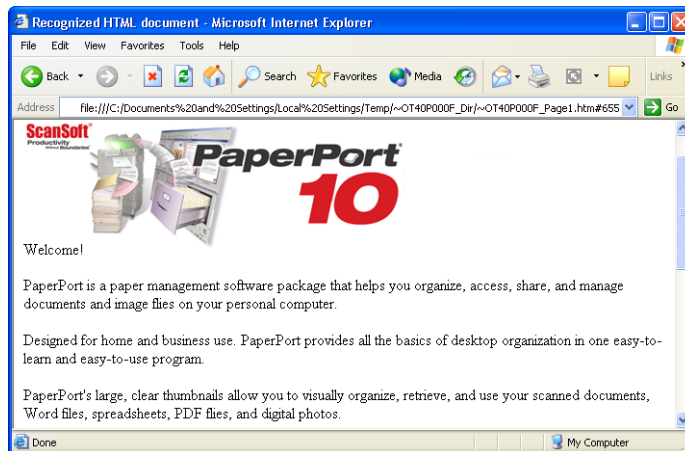
9. Choose **Save As** from the Internet Explorer **File** menu, give the page a name, and save it in the location you use for your web page files.

   You may also want to write down the address shown in the Address bar to make sure you'll know where to find your new HTML page later on.

10. You can now use Microsoft Internet Explorer or other application to post the document to your web page as you would any other HTML page.

TRANSFERRING SCANNED DOCUMENTS TO STORAGE

With the Transfer to Storage scanning process, you can scan documents and save them in a folder in one step. The process is ideal for archiving documents without having to manually save or process them in any other way. If you choose a text format for the file format, the documents are also automatically converted by the OCR process into editable text and numbers before they are stored. See the section, "Scanning with Optical Character Recognition (OCR)" on page 45, to set up the Archive button for the OCR process.

The Archive button on your scanner is preset to transfer scanned documents to storage. If you changed the settings for the Archive button, or want to set up another scanner button for archiving, please see the steps in the section "Selecting Settings for a Button" on page 29, and also see the sections "Storage Properties" on page 37 and "The Storage Options Tab (Archive)" on page 57.

To transfer documents to storage:

1. Press the button you've set up to transfer to storage.

2. Scanning begins and your scanned pages are stored in the location that you specified on the OneTouch 4.0 Link Properties window.
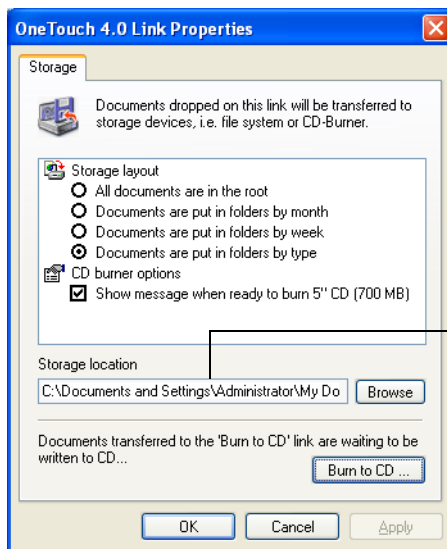
Your scanned documents will be stored at the location you specified on the OneTouch 4.0 Link Properties window.

> **Note:** The Storage Location shown in the example above is the default place where your scanned documents are stored if you haven't created any new scanning configurations or selected a new storage location. If you create a new scan configuration that has its own storage location and you use that configuration to scan, your scanned documents will be stored at the new location instead of the default.

SCANNING TO MULTIPLE FOLDERS

When archiving documents with the Archive button with the Transfer to Storage as the Destination Application, you can scan the documents to multiple folders. For example, one folder might be for "Business Receipts," a second folder might be for "Personal Receipts," and a third folder might be for "Annual Receipts."

To scan to multiple folders, you create multiple configurations, each with a different storage location for the scanned documents. Scan one set of documents using the scan configuration with the appropriate storage location for that set. Then switch to another scan configuration and scan the next set of documents to store them in their folder.

Setting up multiple folders for transfer to storage:

1. Using Microsoft Windows, create the folders you want to use for storing scanned items. Note that you can also create the folders later while creating the new scan configurations.

2. Open the OneTouch Properties window.

3. Click the **Archive** tab.

    You can click another tab to use its button for archiving instead.

4. Select **Transfer to Storage** as the Destination Application.
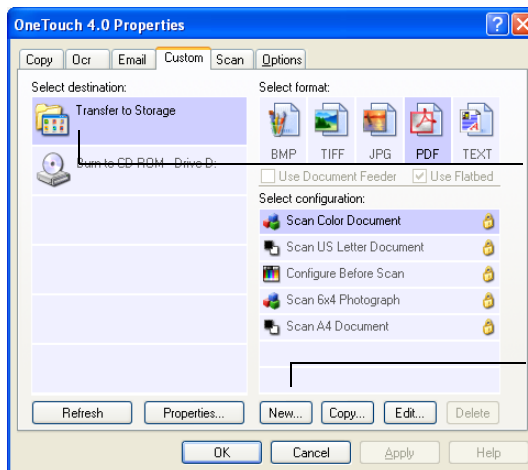
Select Transfer to Storage.
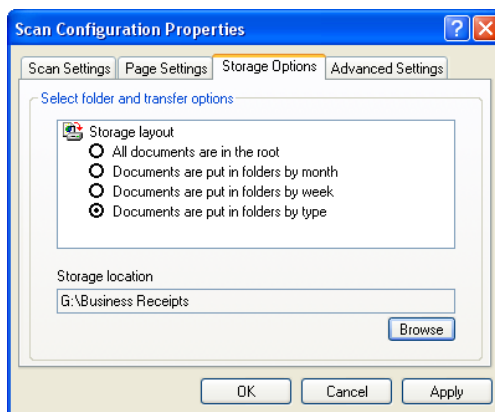
Click the New button.

5. Click the **New** button.

The Scan Configuration Properties dialog box opens.

6. Click the **Scan Settings**, **Page Settings**, and **Advanced Settings** tabs, and select the settings you want.

To help you remember which folder it is, give the new configuration a name that indicates the folder name, such as "Storage for Business Receipts."

7. Click the **Storage Options** tab. This is where you set the different folder locations for the new configurations.
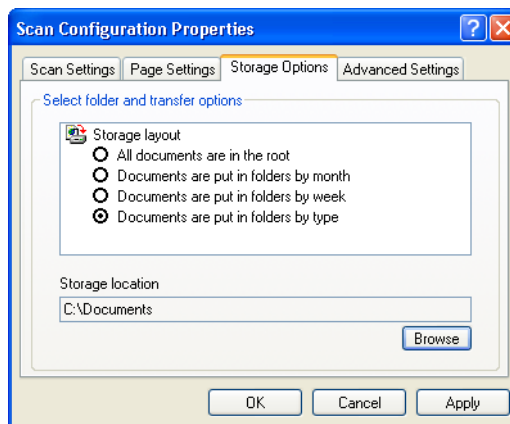
8. Click the **Browse** button.

9. Select the folder you created for storing the scanned documents.

If you haven't created the folder yet, you can click the **Make New Folder** button and type the name for the new folder.

10. Click **OK**. The selected folder will now be set as the Storage Location, such as "Business Receipts."

11. Click **OK**. The new configuration is now listed as a Transfer to Storage configuration.

12. Repeat the process to create additional new configurations, such as one named "Storage for Personal Receipts."

13. Make sure to designate separate folders as the Storage Locations for the new configurations.

    You will now have multiple configurations set up for the Transfer to Storage destination, and each configuration stores scanned documents in separate folders.
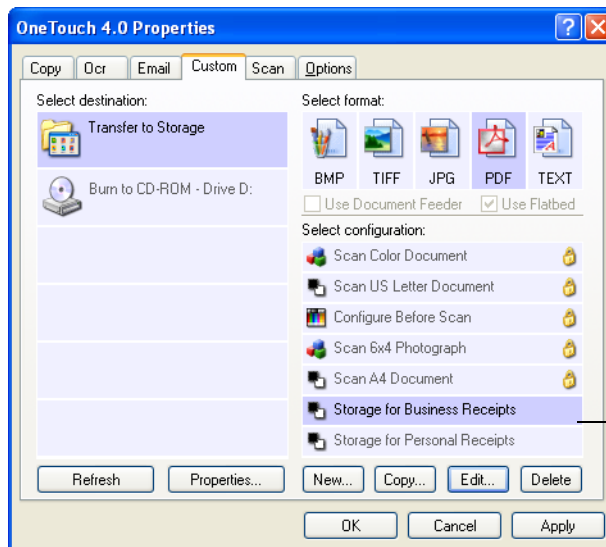
The new configurations apply to the Transfer to Storage Destination Application.

Scan to multiple storage folders:

1. Open the OneTouch Properties window.

2. Click the **Archive** tab (or other tab if you set up another button for archiving).

3. Make sure **Transfer to Storage** is selected as the Destination Application.

4. Select one of the configurations you created for storage.

5. Click **OK**. The OneTouch Properties window closes.

    The OneTouch panel will show the name of the configuration.

6. Scan the documents you want to store.

    The documents are scanned to the folder specified for the configuration.

7. When scanning is finished, open the OneTouch Properties window again and select the other configuration you created for storage.

8. Click **OK**.

   The OneTouch panel will show the name of the other configuration.

9. Now scan the next set of documents.

When scanning is finished, the two sets of documents are stored in the two separate folders.

TRANSFER DOCUMENTS TO A SERVER OR MAPPED DRIVE

When selecting the storage location for scanned documents, you can select a local folder, or a folder on a server or mapped drive. You select a mapped drive using the **Browse** button.

1. See "Scanning to Multiple Folders" on page 74 or "Transferring Scanned Documents to Storage" on page 73 for the steps to select the Transfer to Storage options.

2. On either the OneTouch 4.0 Link Properties window, or from the Scan Configuration Properties window, click the **Browse** button.
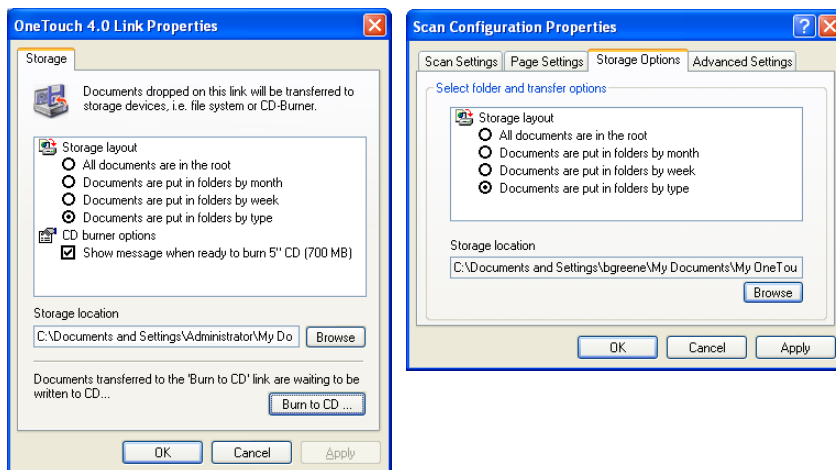
The Browse For Folder window opens.

3. Select a storage location on the mapped drive or server for the scanned documents.

    Servers and mapped drives are represented by an icon that indicates its network connection.

Select a mapped drive or server as indicated by the icon.

4. Click **OK**.

    Now when you scan using Transfer to Storage as the Destination Application, the documents are stored on the server or mapped drive.

Scanning from the TWAIN Interface

You can scan from any TWAIN scanning application instead of scanning from the OneTouch buttons on your scanner or using the OneTouch button panel.

A Note About the TWAIN Standard

Your scanner uses the TWAIN interface to scan photographs and documents. TWAIN is a widely recognized standard that computers use to receive images from scanners, digital cameras, and other digital devices. The TWAIN scanning interface can be accessed from any TWAIN scanning application you have installed on the computer. Applications such as Nuance PaperPort and ArcSoft PhotoImpression, which were provided with your scanner, and many other applications, will use the TWAIN interface for scanning. This section specifically describes how to use the features of the TWAIN interface for scanning, however, the instructions in this section may use the PaperPort software as an example only.

Refer to the User Guide you received with your other scanning application for instructions on setting up that application to access the TWAIN interface. As previously stated, the scanning method is the same, but you will need to refer to your product's user guide for instructions on how to access the scanner and how file handling works.

Instructions for setting up the PaperPort software to access the TWAIN interface is provided in this User's Guide.

ACCESSING THE TWAIN INTERFACE

As previously stated, you can access the TWAIN interface from any TWAIN compliant scanning application. You can configure any of your OneTouch buttons to automatically open the TWAIN interface when you press a button on the scanner.

Below are instructions for accessing the TWAIN interface from OneTouch and from PaperPort.

### Opening the TWAIN Interface from OneTouch

1. First choose a OneTouch button that you would like to change the scanning function for, in this example we used the Scan button.

2. Press, hold down, then release the Scan button.
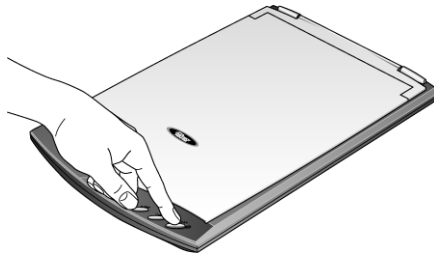
3. When the OneTouch Properties window opens, the Scan tab will be the active tab.

4. Under Select Configuration click on Configure Before Scan.

5. Right-Click on Configure Before Scan and make sure there is a check mark next to TWAIN.
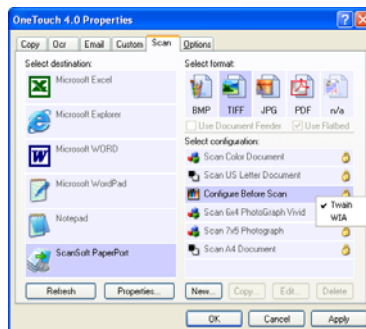
6. Click OK to save your changes and close the OneTouch Properties window.

7. Press the button on the scanner or click on the button on the OneTouch Panel.

8. The TWAIN interface will now open.
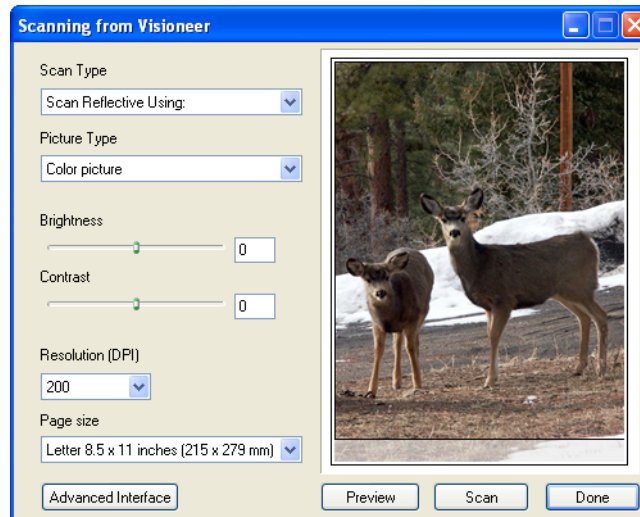
This is the Basic TWAIN Interface

Click either Advanced Interface or Basic Interface to toggle between the two TWAIN interface options.

Note: If you choose to use OneTouch Configure Before Scan for scanning from the TWAIN interface, the final image will be sent to the destination application set for that button. Please see "Destination Application Properties" on page 30 for more information on OneTouch destinations.

Note: At this time the TWAIN interface is where you will adjust your scan settings. Please see the following section for adjusting the scan settings in the Basic and Advanced interfaces.

Opening the TWAIN Interface from PaperPort

1. Open the PaperPort software.

2. Select your Visioneer 7400 scanner in the Scan Pane.

   If you do not see a Scan pane down the left side of the PaperPort window, click on the scan button on the toolbar. The scan button is on the PaperPort tool bar.
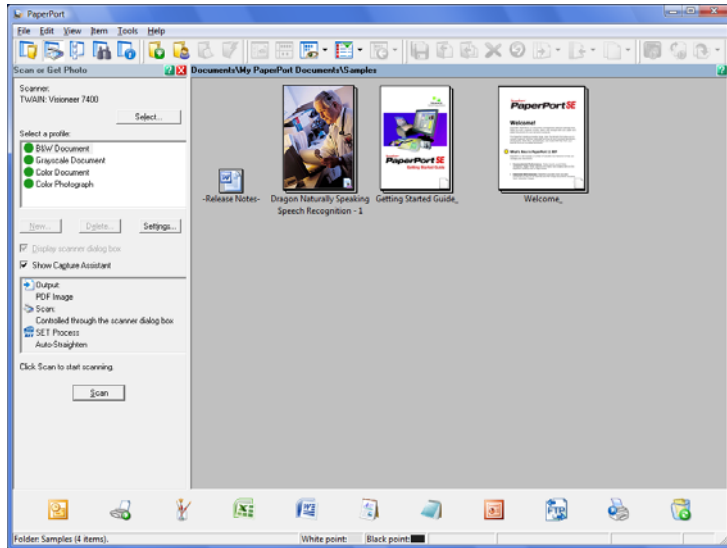

3. Now click on the Scan button in the scan pane window.

4. The TWAIN interface will now open.

Note: If the Scan button in the Scan pane is not active, or there is no scanner listed in the Scan Pane, you may need to setup PaperPort to access the scanner. Please see "Setting Up Your Scanner to Work With PaperPort" on page 102 for instructions on setting up PaperPort to work with the scanner.

SCANNING FROM THE BASIC TWAIN INTERFACE

The Basic Interface allows you to choose modify the basic settings for scanning. In this interface you can preview the item, make adjustments, then scan the item with the adjustments appearing in the final image.
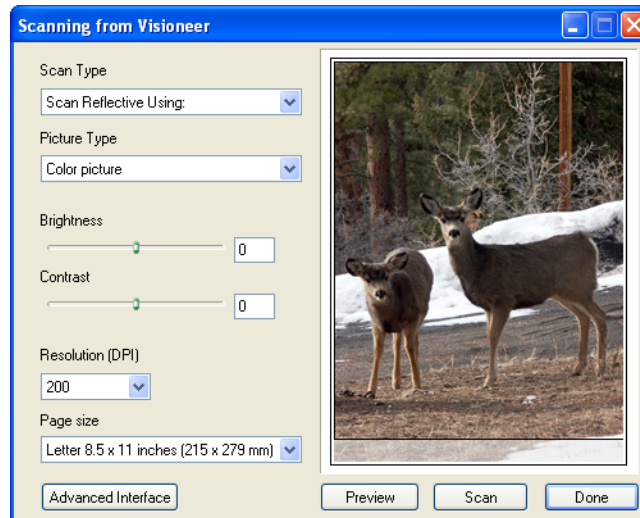
1. The **Scan Type** menu's option is only **Scan Reflective Using** for scanning paper items.

2. Choose the color, grayscale, or black and white option from the **Picture Type** menu.

3. Click the **Preview** button.

   The scanner scans the item and displays a preview image. You can now use the options on the Basic Interface to adjust the image.

4. To adjust the brightness and contrast, drag their sliders to the left or right.

5. To choose another resolution, use the **Resolution (DPI)** menu.

6. You can also change the picture type; for example, from color to grayscale or black & white.

7. Change the page size from the **Paper Size** menu.

    If you do not want to use one of the preset paper sizes available, you can create a custom size by telling the scanner to scan only a certain area. Simply click in the Preview window then drag a box around the area that you want to scan.
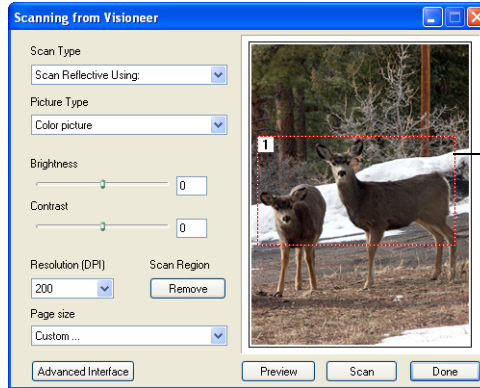
Click and drag a box in the preview window to scan only that area of the image.

This is the image that appears in your application when scanning is complete.

    The basic TWAIN interface only allows for one crop area. To create multiple crop areas change to the advanced TWAIN interface and select the crop areas from within that interface. See "Creating Multiple Crop Areas" on page 96.

8. To preview the item with the new settings, click the **Preview** button again in the Basic Interface.

9. When you are satisfied with the preview image, click **Scan**.

10. When you're finished scanning items, click **Done** to close the Basic Interface.

SCANNING FROM THE ADVANCED TWAIN INTERFACE

Here are the basic steps for scanning with the Advanced TWAIN Interface. The next section will walk you through all of the image adjustment options that are available in the Advance TWAIN Interface.

1. Start your TWAIN application and open the TWAIN interface.

Advanced Interface

If the Basic Interface opens, click the **Advanced Interface** button.

2. The Advanced Interface opens.

Scan Reflective means that a "picture" is being taken of the item on the glass.

Click an icon to select a configuration—Color, Grey Scale, or Black&White. Clicking the "+" sign shows details of the scan settings.

Click a setting in the list to change it. The setting's options appear on the right side of the Advanced Interface where you can make changes if necessary.

Check the Scan Info to make sure your computer has sufficient space for the image. Warning icons on this box appear if your computer does not have enough space for the scanned image's file.

If you don't need all the features of the Advanced Interface, click Basic Interface to return to it.
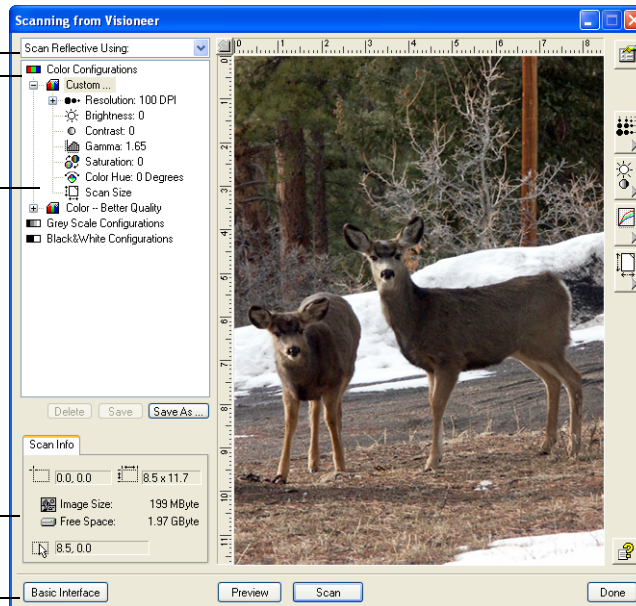
Click Preview to view the image in the window.

When you are satisfied with the scan settings, click Scan.

Use these buttons to manually select settings.

3.   Click one of the icons to select a configuration.

For example, select Color Configurations then select Custom to scan a color item with the preset Custom scan settings.

The configuration settings appear as a list. Click the + (plus) sign to see the full list. Click the - (minus) sign to collapse the list.

■ **Black&White** is for letters, memos, pen and ink drawings, and other black and white material. This setting produces the smallest file size for scanned items.

■ **Grey Scale** scans the image using up to 256 true shades of gray. Use this setting to scan black and white photographs and other higher quality black and white images. You can also scan a color photo with this setting to turn its colors into gray shades. The file size is about one third the size of a color scan.

■ **Color** scans the image in full color. Use this setting to scan color photographs and other color images. The file size is the largest of the image type options.

4.   Click the **Preview** button to view the image before scanning.

5.   Review the image to determine if adjustments are needed.

6.   To adjust a setting, click the setting in the list on the left below the selected configuration.

A panel opens on the right side of the Advanced Interface for the selected setting. Select new options on that panel.

7.   (optional) To preview the image again, click the **Preview** button again. Re-adjust the settings if necessary.

8.   When you're satisfied with the image, click the **Scan** button.

9.   When you're finished scanning items, click **Done** to close the Advanced Interface.

10. Your scanned image will now be in your scanning application.

ADVANCED INTERFACE IMAGE ADJUSTMENT OPTIONS

There are several features you can adjust in the Advanced Interface to produce the best possible image for the items you're scanning.

To adjust a setting:

1. On the left side of the Advanced Interface, select a configuration, for example, Color Configurations.

Click a setting in the list of settings, or click its corresponding button on the right side of the Advanced Interface.
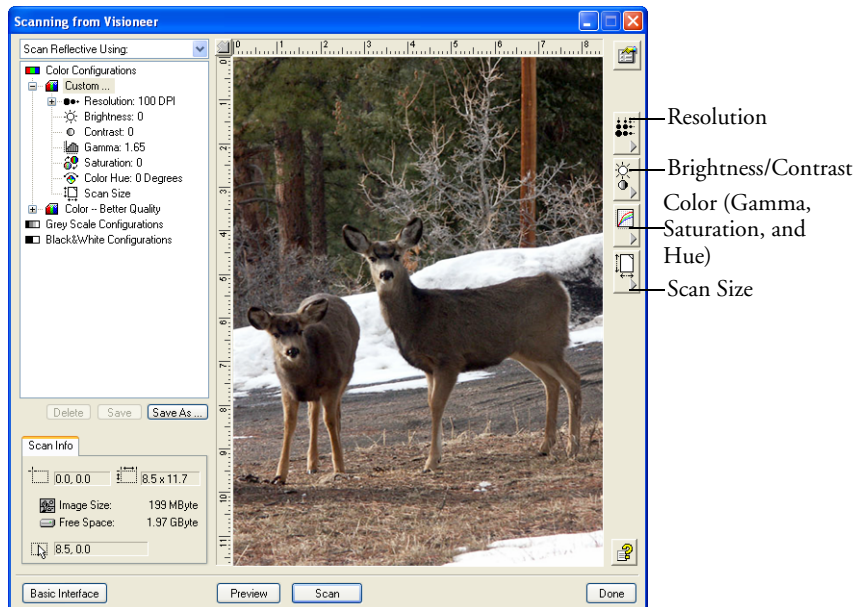
Note: The list of scan settings for a configuration applies only to that type of configuration. For example, the Black&White Configuration does not have a setting for adjusting the Color Hue.

The following figure shows an example of the Advanced Interface if you click the Resolution setting in the list, or click the Resolution button.
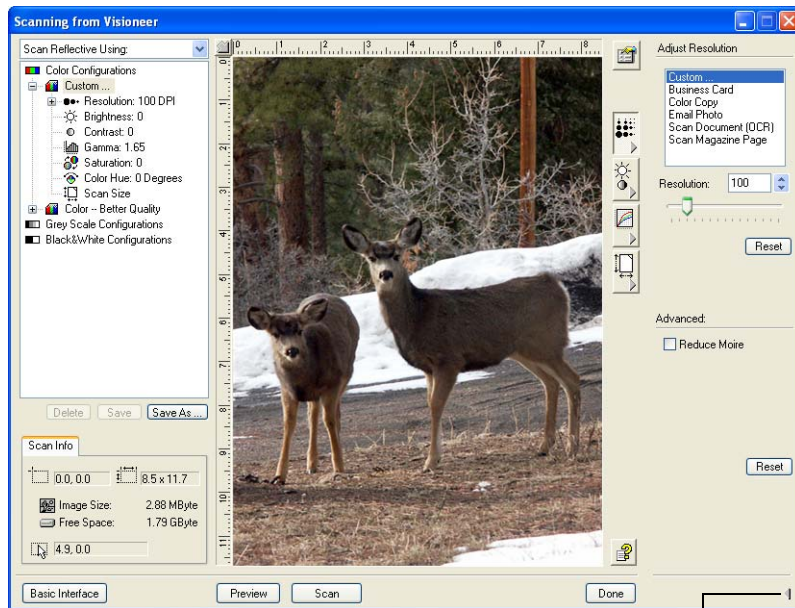
Click to close the settings panel

Note: The information in the scan settings list and the options you select on the various settings panels are interactive. As you change the settings on the panel, the numbers in the list on the left also change.

Note: The location of various buttons on the panels may be slightly different on your Advanced Interface window. The appearance of the window depends on your monitor's screen resolution.

ADJUSTING THE RESOLUTION

Resolution determines the amount of detail you can see in the scanned image. The resolution setting for a scan is in dots-per-inch (dpi). The higher the resolution, the finer the details, however, higher dpi settings also take longer to scan and produce larger files sizes. Usually the higher resolution settings are used for precision work, such as photographs or fine artwork.

The following figure shows the resolution options.
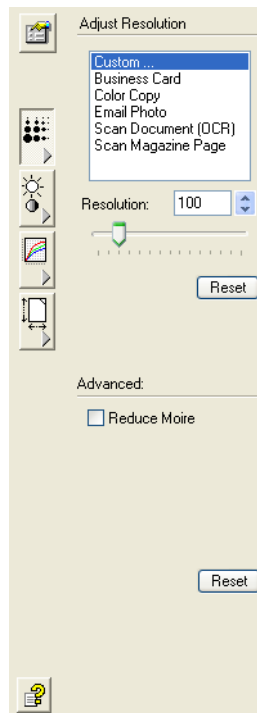
To adjust the resolution:

1. To use one of the preset resolutions for typical scanned items, click one of the options in the list.

   For example, to set the resolution for scanning a business card, select Business Card. That setting is preset to read small print on a typical business card.

2. To set the resolution manually, drag the **Resolution** slider to the left to decrease the resolution or to the right to increase it.

   You can also type a number directly into the resolution setting box, or click the up and down arrows to increase or decrease the setting.

3. Click **Reset** to return the resolution to its original setting.

The resolution panel also includes an advanced setting for Moire patterns. Moire patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. To scan the image and limit or eliminate moire patterns, select the **Reduce Moire** option.

ADJUSTING THE BRIGHTNESS AND CONTRAST

Sometimes an item is scanned with the brightness and contrast set to be too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility.

The following figure shows the brightness and contrast options. Contrast is only available for Color and Grey Scale configurations.
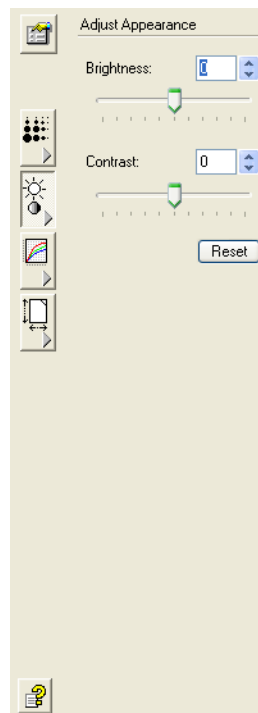
To adjust the brightness and contrast:

1. Drag the **Brightness** slider to the left to make the item darker or to the right to make the item lighter.

2. Drag the **Contrast** slider to the left to decrease the contrast or to the right to increase the contrast.

    You can also type a number directly into the brightness or contrast setting boxes, or click the up and down arrows next to the box.

3. Click **Reset** to return the settings to their original numbers.

ADJUSTING GAMMA, SATURATION, AND COLOR HUE

If you're using the Color Configuration to scan, you can adjust a group of color settings. Gamma controls the brightness of the color midtones, saturation is the strength or purity of a color, and hue is the color your eyes see as reflected from the image.

The following figure shows the color options.
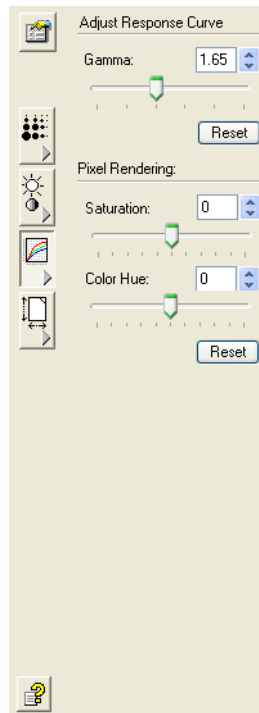
To adjust the color settings:

1. Drag the **Gamma**, **Saturation**, and **Color Hue** sliders to the left to decrease the settings or to the right to increase the settings.

   You can also type a number directly into the setting boxes, or click the up and down arrows next to the boxes.

2. Click **Reset** to return the settings to their original numbers.

Adjusting Input Size

You can scan documents up to 8.5" by 11.69", but you can select other scan sizes, or adjust the input size to scan only specific sections of an image. For example, if you're scanning a photograph and want to focus on one section, adjusting the input size removes the rest of the photograph from the final scanned image.

The following figure shows the input size options.
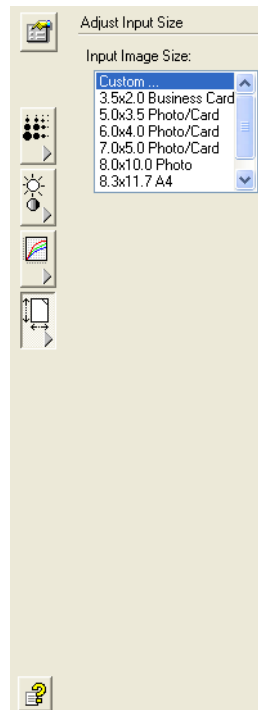
To set the image size:

- To scan at one of the preset input sizes, select the image size from the menu.

- To scan a specific area of the image, click on the image and drag a box around the area you want.

CREATING MULTIPLE CROP AREAS

When you click and drag your mouse in the preview window a dotted outline shows the selected area in the image.

The following figure shows an example of a manually selected area.

The images that appear in the scanning application when scanning is finished.
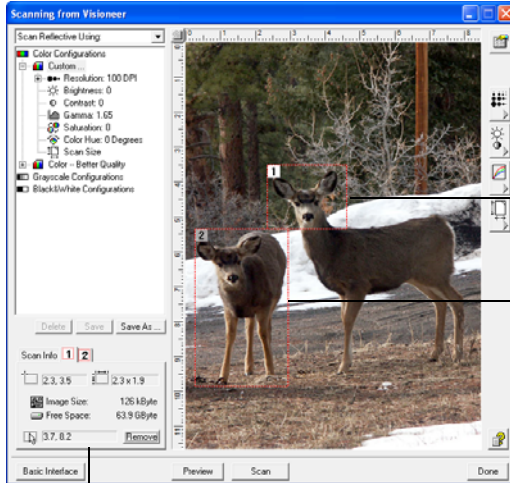
The Scan Info box shows the size and position of the area. Note that there are two tabs at the tope of the scan info box, one tab for each crop area.

The selected scan areas.

Note that the selected area in the example has the number "1" in its upper left corner indicating it is your first selected area. You can select up to six separate areas on an image at a time.

■ To move the dotted outline, put the pointer in the selected area and drag the mouse.

■ To resize the selected area, put the pointer on a dotted line and drag the line.

As you drag the dotted line, the menu selection for the image size changes to **Custom** to indicate you are customizing the size.

The Scan Info box on the lower left portion of the Advanced Interface shows the information for the new area. If you selected multiple areas, tabs on the Scan Info box represent each area. Click on an area's tab to see its Scan info.
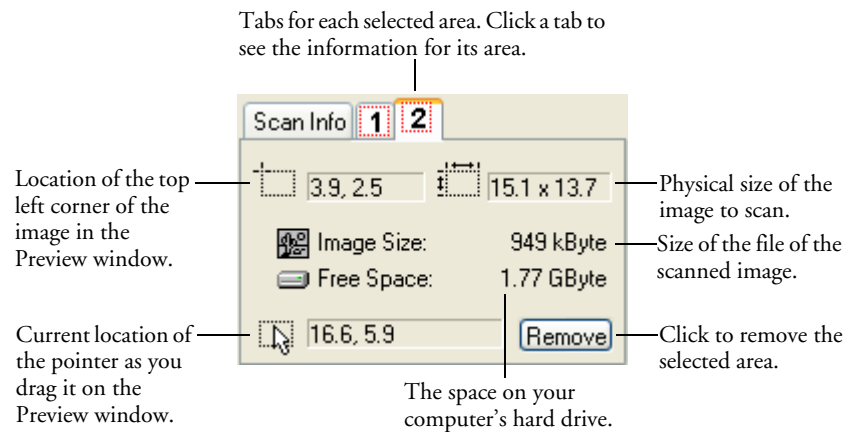
■ If you want to remove the selected area and start over, click **Remove** on the Scan Info box.

Note: Clicking **Remove** re-selects the entire 8.5" by 11.69" area.

■ When the settings are what you want, click **Scan**.

THE SCAN INFO BOX

The following figure shows the information on the Scan Info box:

Tabs for each selected area. Click a tab to see the information for its area.

Location of the top left corner of the image in the Preview window.

Physical size of the image to scan.

Size of the file of the scanned image.

Current location of the pointer as you drag it on the Preview window.

Click to remove the selected area.

The space on your computer's hard drive.

Scan Info 1 2

3.9, 2.5   15.1 x 13.7

Image Size: 949 kByte
Free Space: 1.77 GByte

16.6, 5.9   Remove

THE RULER UNITS

The ruler around the edges of the image help you precisely position a custom sized image. You can change the ruler units to suit the type of measurements you want.

To set the ruler units:

1. Click the arrow icon at the top left corner of the Preview Image on the Advanced Interface.

2. As you click the icon, the ruler units cycle among inches, centimeters, and pixels.

CREATE A SCANNING PROFILE

You cannot change the settings of the preset profiles in the Advanced Interface. However you can create new profiles and save them for future use.

To create a new profile:

1. On the Advanced Interface, select one of the preset profiles, for example, Black&White Configurations>Custom.

2. Adjust the settings as required then click the **Save As** button.

    The Save Profile dialog box opens.
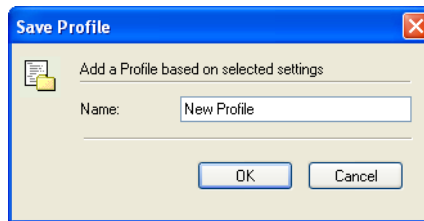
3. Type a name for the new profile and click **OK**. The name must be at least two characters long.

    Your new profile is added to the configuration list.

To change or delete a profile you created:

1. Select your profile from the configuration list.

2. Make changes to the profile as needed, and then click **Save**.

3. If you want to delete the selected profile, click **Delete**.

SCANNING FROM THE WINDOWS IMAGE ACQUISITION (WIA) INTERFACE

Microsoft Windows XP and Vista include their own set of scanning options—known as Windows Image Acquisition (WIA)—for acquiring images from scanners, digital cameras, and other digital devices.

The instructions in this section are for scanning using WIA from within the Microsoft Paint application. In most scanning applications the scanner will be listed as **WIA: Visioneer 7400**.

You can also scan using the WIA interface from the OneTouch option Configure Before Scan. As with scanning from the TWAIN interface, simply open the OneTouch Properties, right-click on the Configure Before Scan option and choose WIA from the list.

To scan using WIA from Microsoft Paint:

1. On the Windows taskbar, click **Start**, point to **All Programs**, point to **Accessories,** then click **Paint**.

   The Paint window opens.
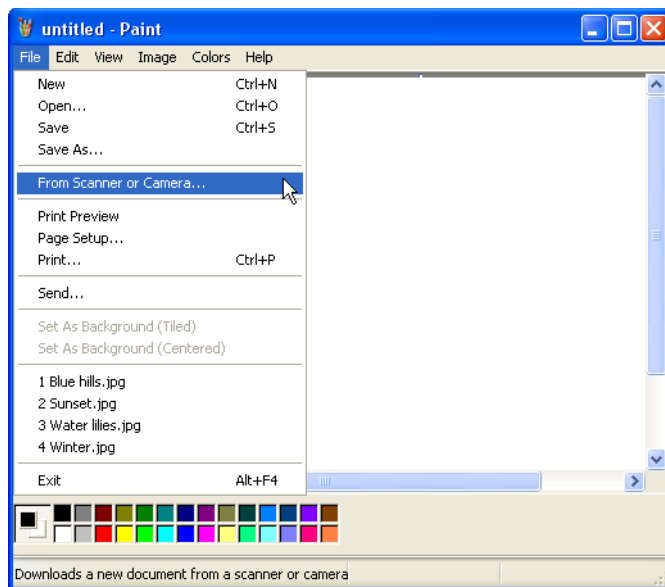
2. The scan window opens. Use this window to select scanning options and start the scan process.
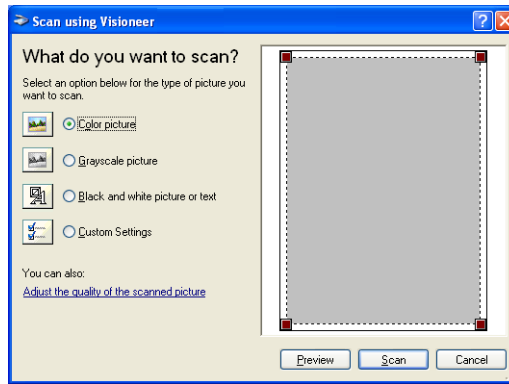
3. Choose the desired scanning mode of **Color**, **Grayscale**, or **Black and White**. Please see the next page **Fine Tuning Your Scans** for instructions using the **Custom Settings**.

4. Click **Preview** to preview the image before scanning. The image is displayed on the right side of the window.

5. Adjust settings of the previewed image as desired:
   - Change the button selection for the type of image.
   - Adjust the custom settings; refer to the next section, "Fine Tuning Your Scans".
   - Change the size of the scanned image. To do this, click and hold the mouse pointer over one of the four sizing-boxes on the corners of the previewed image. Then drag the box to increase or decrease the size of the image.

6. Preview the image again. When you are satisfied with the image, click the **Scan** button.

7. The scanned images will open in Microsoft Paint (or other application you're using to scan with the WIA interface).

Note: The WIA scanning options do not save your last used settings. Any time you open the WIA scanning interface the default settings will be selected.

FINE TUNING YOUR SCANS

You can select new settings before scanning to adjust how you want to scan a particular item.

To select the scanner settings before you scan:

1. On the Scan using Visioneer OneTouch 7400 window, select the **Custom Settings** button, and then click **Adjust the quality of the scanned picture**.

    The Advanced Properties dialog box opens.
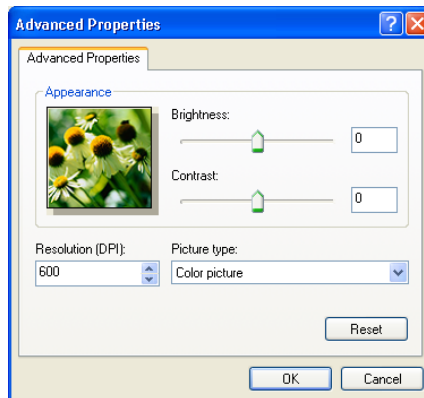
2. Select the options for scanning.

    Brightness and **Contrast**—Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image. The Contrast setting does not apply to **Black and White picture or text**.

    Resolution (DPI)—Choose the dots per inch (dpi) of resolution from the drop-down list. The maximum resolution is 600 dpi, the minimum is 75 dpi. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.

    Picture type—Select the appropriate type from the drop-down list.

3. Click **OK**.

    The Custom Settings button is set to scan with the new options. If you want to reset the settings and start over, click **Reset**.

Setting Up Your Scanner to Work With PaperPort

When you open the PaperPort software the first time, you will be looking at the PaperPort desktop. This initial view has a tree of folders down the left side of the desktop. Click on the Scan button on the toolbar to open the Scan pane on the left side of the screen.

If there is no scanner listed in the top of the Scan pane, or the if the scan button at the bottom of the scan pane does not activate, then PaperPort needs to have the scanner added to the scanner database using the PaperPort Scanner Setup Wizard.
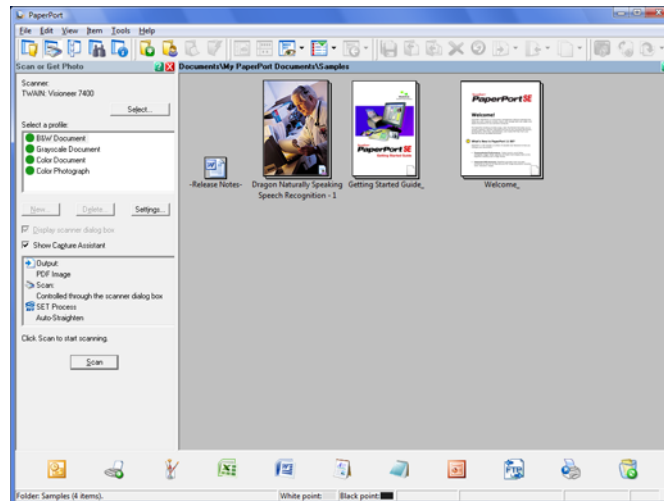
Note: Setting up your scanner is a one-time-only process for each scanner option. Therefore, you may have to set up your scanner once each for **TWAIN: Visioneer 7400** and **WIA: Visioneer 7400**. The setup process, described below, is the same for each option. You will not have to set up the scanner again for an option unless you uninstall the scanner and PaperPort software, then re-install them.

To setup your scanner:

1. In the scan pane, click on the **Select** button.

2. When the Available Scanners window opens, select either **TWAIN: Visioneer 7400** or **WIA: Visioneer 7400**.

   Reminder: You will have to run the setup wizard for each driver.

3. Click on the **OK** button.

   A window opens to begin the setup process.

4. Click **No** then click **Next**.

   The next window offers you the option to run hardware diagnostics.

5. Click **Yes (recommended)** then click **Next**.

   The next window is for checking the connection between your scanner and the computer.

6. Click **Next**.

   After the Setup Wizard checks the connections, the next window is displayed. It has a series of setup options, but only the Basic scan test is necessary because your scanner was already tested and calibrated when you installed the OneTouch 4.0 software.
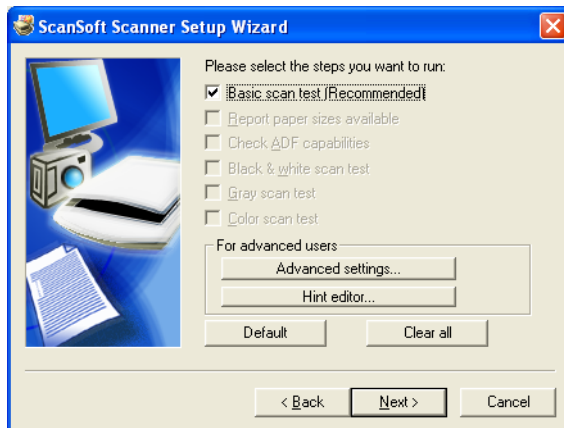
7.   Click **Next**.

The next window tells you to insert a page or photo into the scanner.

8.   Place an item face down on the glass. Align the edge of the item with the arrow at the upper-left corner of the glass and close the lid.

9.   Click **Next**.

The TWAIN Interface opens.
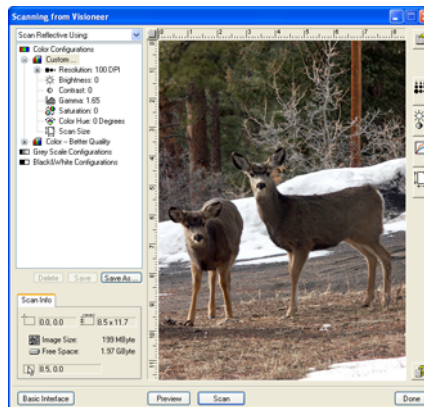
Note: If you are setting up the scanner for WIA, the WIA interface opens instead.

---

10. Click the **Scan** button on the TWAIN interface.

    The Setup Wizard runs the scan test.

    A message window opens that says "Basic scan test passed."

11. Click **Next** on the message window.

    The final Setup window opens to let you know the setup process is finished.

12. Click **Finish**.

    Your scanner is now setup for the scanning option you selected (in the example above, it's the TWAIN option) and the **Scan** button on the PaperPort window will now become active.

Maintenance

This section contains information on cleaning, troubleshooting, uninstalling, and scanner specifications.

CLEANING THE SCANNER GLASS

Scanning items that have excessive amounts of dirt or dust may dirty the glass. To ensure the best quality scanned item, wipe the scanner glass with a soft clean cloth to rid the glass of dust or other debris.

TROUBLESHOOTING

In addition to the troubleshooting information contained in this section, please see the Readme file on the Installation CD. The Readme file contains additional information that may help you diagnose problems with the scanner.

If you try all the troubleshooting procedures described in this section and in the Readme file, and the scanner still has problems, you may have a malfunctioning scanner. Please see the technical support card that you received with your scanner. Also visit our web site at www.visioneer.com for additional technical information.

Problem: The scanner won't scan. What's wrong?

Check for one of these possible problems:

- **Is a cable loose or not plugged in securely?** Inspect the cable connections. Make sure all the cables are plugged in securely.

- **Is the scanner's status light on?** If the light is not on, plug the USB cable into a different USB port on the computer. If the scanner is plugged into a USB hub, try plugging the scanner directly to the back of the computer.

- **Did you restart the computer after installing the software?** If you didn't restart the computer, it may not have loaded all of the software files. Try restarting your computer.

- **Did you plug in your scanner before installing the software?** If you plugged in your scanner before installing the software Windows may not have associated the correct driver files to the scanner. Try unplugging the scanner for 10 seconds then plugging the scanner back in. Also try rebooting the computer.

- **Did you plug the scanner into a USB hub?** If you're using a USB hub to connect the scanner, the hub must have its own power supply. If the hub does not have its own power supply, plug the scanner into a USB port on the computer.

- **Did you select another TWAIN source for acquiring images?** If you use multiple TWAIN devices with your computer, you may have selected another source for images. Make sure your scanning application has the **Visioneer 7400** scanner selected.

Problem: During installation I got the error message: PaperPort Installation is not complete. What do I do?

The installation procedure was not successful. You need to reboot your computer then launch the PaperPort software installation again.

Problem: I got the error message: PaperPort cannot allocate enough memory to perform internal critical operations. What do I do?

Close any other active applications so that additional memory is available. If you click Continue, PaperPort moves the file to the PaperPort data directory and renames the file with the prefix "bad." This allows you to recover the file later.

To recover the file, you can import it into PaperPort by using the Import command in the File menu.

Problem: The installation will not complete successfully. If installation finishes, the scanner's OneTouch 4.0 options do not seem to work properly. What do I do?

A likely cause is that some driver programs are already installed on your computer for another scanner. They are interfering with the installation and OneTouch options, and you need to remove those other drivers and re-install your Visioneer 7400 USB scanner. Please see the documentation that you received with the other scanner for the steps to remove its driver programs. You can also use the basic steps in the section "Uninstall Your Scanner" on page 110, but in Step 3, instead of uninstalling OneTouch 4.0, uninstall the other scanner's driver programs. After uninstalling the other scanner's driver programs, uninstall OneTouch 4.0 using the steps on page 110, then reinstall it using the steps on page 6.

Problem: My computer keeps giving me out of memory error messages. What do I do?

Make sure that your system meets the minimum requirements for using the scanner.

- A minimum of 256 MB (megabytes) of internal memory (RAM) for Windows 2000 and Windows XP
- 512 MB is the minimum requirement as set by Microsoft for Windows Vista

Problem: My computer keeps giving me out of hard drive space error messages. What do I do?

The minimum requirement of 200MB free hard drive space is for the installation of the software and basic scanning functions. High resolution scans result in files that can be over 1 gigabyte in size. Free up space on your hard drive for the software to be able to save the scanned images.

Uninstall Your Scanner

To uninstall the scanner, remove the Visioneer OneTouch 7400 software, the PaperPort software, or other scanner software provided with your scanner.

Uninstalling the OneTouch Software

1. Open the Windows **Control Panel** from your start menu.

2. *Windows 2000 or XP:* Double-click the **Add/Remove Programs** icon.

    Windows Vista: Double-click the **Programs and Features** icon.

3. From the list of programs, select **OneTouch 4.0**.

4. Click the **Change/Remove** or **Uninstall** button.

5. Follow the uninstall wizard through removing the scanner driver.

6. When the uninstall is complete, unplug the scanner's USB cable from the computer.

Uninstalling the PaperPort Software

1. Open the Windows **Control Panel** from your start menu.

2. *Windows 2000 or XP:* Double-click the **Add/Remove Programs** icon.

    Windows Vista: Double-click the **Programs and Features** icon.

3. From the list of programs, select **OneTouch 4.0**.

4. Select **PaperPort** and click the **Remove** or **Uninstall** button.

5. Follow the uninstall wizard through removing the PaperPort software.

    The PaperPort software is removed from your computer.

6. Close all open windows and reboot (restart) your computer.

VISIONEER 7400 USB SCANNER SPECIFICATIONS

Bit Depth	48-Bit color (internal), 16-Bit gray (internal), 1-Bit line art/text
Scanning resolution	Optical resolution: 1200 x 1200 dpi
Maximum Item sizes	8.5 x 11.69 inches (21.6 x 29.7 cm)
Scanner dimensions	
Height	1.4 inches (33 mm)
Width	10.1 inches (257 mm)
Length	14.9 inches (378 mm)
Weight	3.3 pounds (1.46 kg)
USB Standard	USB 2.0 Full Speed
Operating temperature	50°–104° F (5°–35° C without condensation)
Relative humidity	20%–80% (@35° C without condensation)

VISIONEER 7400 USB SCANNER PART LIST

Please use the following part name and number when ordering a replacement USB cable for your scanner.

	Part Name	Part Number
	USB Cable	35-0073-000

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