



***oit*SCANNER
USER GUIDE**

***oit*SCANNER USER GUIDE**

Copyright © 2007 Organise IT

Trademarks

Windows, Microsoft and Microsoft Outlook, Microsoft Excel and Microsoft Word are registered trademarks of Microsoft Corporation.

Warning and Disclaimer

Every effort has been made to make this document as accurate as possible. The information provided is on an “as is” basis. The authors and the publisher assume no responsibility for any loss or damage arising from the information contained in this document. The sample data is intended to be fictional and any resemblance to real persons or companies is coincidental.

First Published 2008

Version 1.0 - May 2008

Copying without authorisation is illegal.


TABLE OF CONTENTS

CHAPTER 1: INTRODUCTION.....	2
1.1 <i>OIT</i> SCANNER MAIN SCREEN	2
1.2 FILE FORMATS	4
1.3 FILE PANE	4
1.4 DESKTOP.....	4
CHAPTER 2: SCANNING USING <i>OIT</i> SCANNER	5
2.1 SELECT A SOURCE TO SCAN FROM.....	5
2.2 ACQUIRE/SCAN A DOCUMENT	6
2.3 ACQUIRE/SCAN A IMAGE	7
CHAPTER 3: SENDING FILES TO ORGANISE <i>IT</i>	8
3.1 INVOKE ORGANISE <i>IT</i>	8
CHAPTER 4: DESKTOP	9
4.1 OPEN	9
4.2 SPLIT	9
4.3 SPLIT ALL	10
4.4 TEAR CURRENT PAGE.....	10
4.5 GROUPS	10
CHAPTER 5: WORKING FROM TASKBAR.....	12



HOW TO READ THIS MANUAL

This manual uses the following conventions to describe, identify and highlight terms and operating procedures.

Keys

The keyboard keys are used in the text to describe many computer operations. Icons identify the key as they appear on the keyboard, when used in procedures. For example  identifies the **[Enter]** key. When keyboard keys are referred to in body text of the document, they will be identified in text, such as **[Back]** or **[Next]**.

Key Operations




Some of the operations require you to simultaneously use two or more keys. We identify such operations by an icon of the key separated by a plus sign (+). For example,  +  indicates that you must hold down the **[Ctrl]** key on the keyboard and at the same time press the letter **[C]**.

If three keys are used, hold down the first two keys and then press the third key. Be careful to only press the third key once; do not hold it down also, as this will repeat the action.

ABC When procedures require an action such as entering text, the text you are to type is represented in the type face you see to the left.

ABC When procedures require an action such as selecting an item (perhaps from a list) or ticking/un-ticking an option, then the label against such an option is represented in the type face you see on the left.

Buttons

The buttons will be shown as an image. For example the **[Next]** button will be indicated by . If a button has a shortcut key then the letter of the button is underlined. For example, the letter **N** in the **[Next]** button is underlined, indicating that the button can be invoked by pressing  + .

Messages

Messages are used in this manual to bring important information to your attention. Each type of message is identified as:

CAUTION: Pay attention! A caution informs you that improper use of software or failure to follow instructions may cause data loss.

NOTE: *Please read. A note is a hint or advice that helps you make best use of the software and/or it may also inform about the changes (addition or modification) that the software has carried out to the environment and may be important for proper running of the software.*

INTRODUCTION

Overview

The main purpose of this module is to create digital document/image for the *organiseit* application i.e. turning paper documents into the electronic documents thus, helping the user to manage and use them in a more convenient way.

oitScanner is a scanning application that can allows scanning of Documents and Images and can create a digital file in either PDF Format or a JPEG Format as selected by the User.

CHAPTER 1: INTRODUCTION

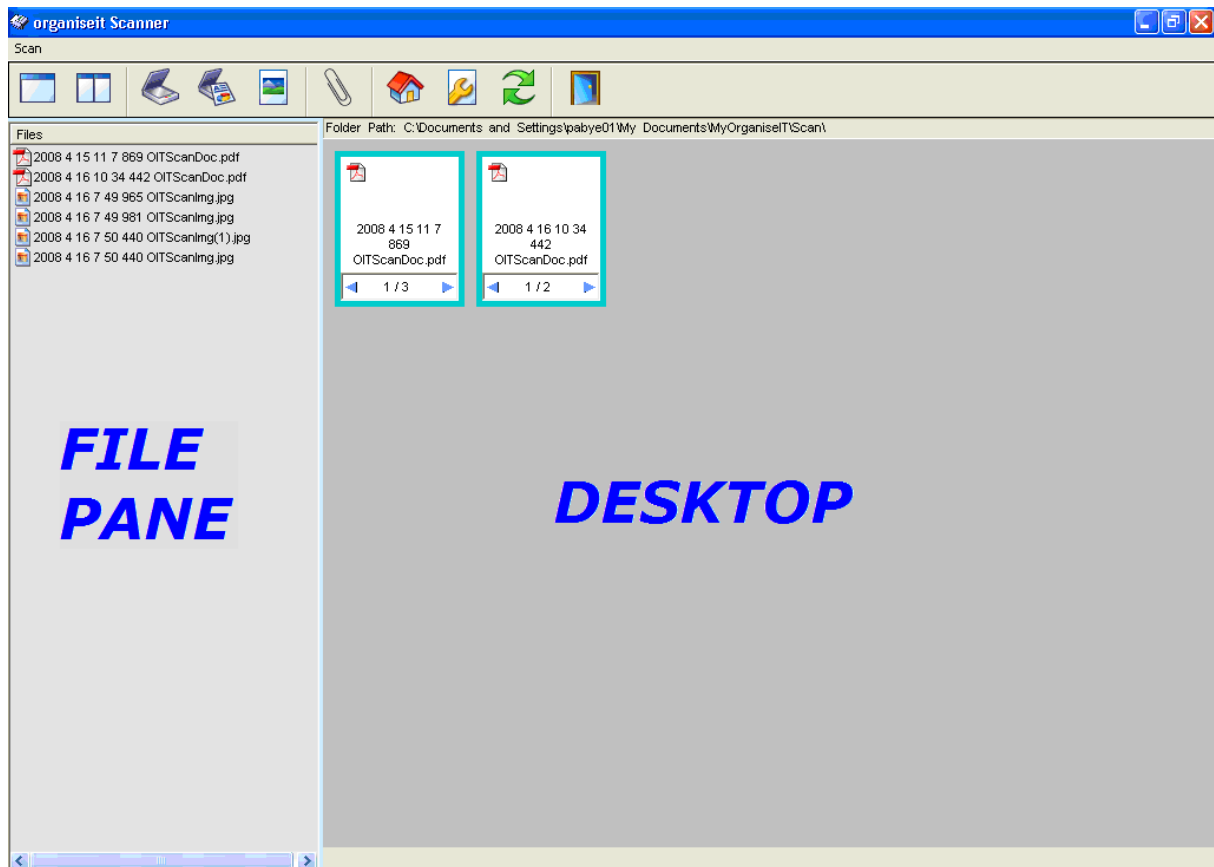
The *oitScanner Module* is accessible by clicking,  enabling you to access the functionality.

1.1 *oit*SCANNER MAIN SCREEN










On successful launch, the *oitScanner* main screen, as shown below, is displayed.

The main screen is divided into two sections, the Desktop Area and the File Pane area. It also displays a Toolbar and a Menu. The Toolbar has buttons/icons for commonly used functions, viz.,

- Select Source
- Acquire Document
- Acquire Image
- Invoke organiseit
- Settings



The icons presented in this screen are described in the following table:

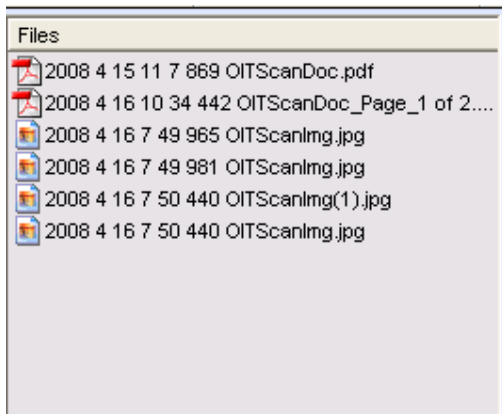
Screen Option	Description of Use
	Click on the Hide button to hide the displayed file(s) list
	Click on the Show button to display the file(s) list
	Click on the Select Source button to select the scanner
	Click on the Acquire Document button to scan and convert the document to PDF Format
	Click on the Acquire Image button to scan and convert the document to JPEG Format
	Click on the “ Invoke organiseit ” button, prior to Scanning, to drop the scanned document/image into the organiseit database instead on the <i>oitScanner</i> Desktop. This button is a toggle button and will stay selected till you re-click on it to drop the scanned document onto the Desktop.
	Click on the Settings button to change the image quality of the file to be scanned
	Click on the Refresh button to refresh the application
	Click on the Close button to close the application



1.2 FILE FORMATS

oitScanner allows you to scan a document in either of the following formats:

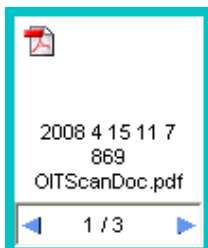
- PDF
- JPEG/BMP

1.3 FILE PANE



- The file pane provides the list of the files which are scanned through oitScanner.
- *organiseit* application creates a folder *MyOrganiseIT\Scan* under your “My Documents” folder. The File Pane shows all the files in that folder. This is a temporary work area and Users are advised to move files out of this folder once the work is done.
- To show or hide the files pane, click on the show files  or hide files  button on the command bar.

1.4 DESKTOP



- The Desktop is the work area.
- Any document that is scanned as a “PDF” document through *oitScanner* is stored in this area. The scanned PDF Document appears as a Thumbnail showing the properties/attributes of the document viz., Name of the Document, Number of Pages of the Document and the Current Page. If a scanned document is scanned as a “JPEG”/ “BMP” format then it will appear only in the File Pane and not on the Desktop. Only “PDF” files can be stored on the desktop.

CHAPTER 2: SCANNING USING *oitScanner*

2.1 SELECT A SOURCE TO SCAN FROM

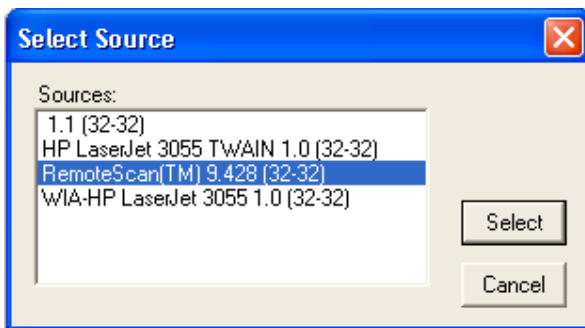
This first step in the scanning process using *oitScanner* is to select a Source, i.e., a Scanner from which you would like to scan. It is assumed that by this time you would have installed the necessary drivers for your Scanner.



NOTE: *oitScanner* only supports TWAIN based Scanners. If your Scanner does not have a TWAIN Driver, you will not be able to use it with *oitScanner*.

The **Select Source** option enables the user to select the scanner from the source(s) list.

- 1 Click on the **Select Source** icon  to choose the scanner.

A screen similar to one below will appear and will show you the list of scanner(s) installed on your PC



- 2 Click on the Scanner you would like to Scan from and press  option.
- 3 Press  to cancel the selection.

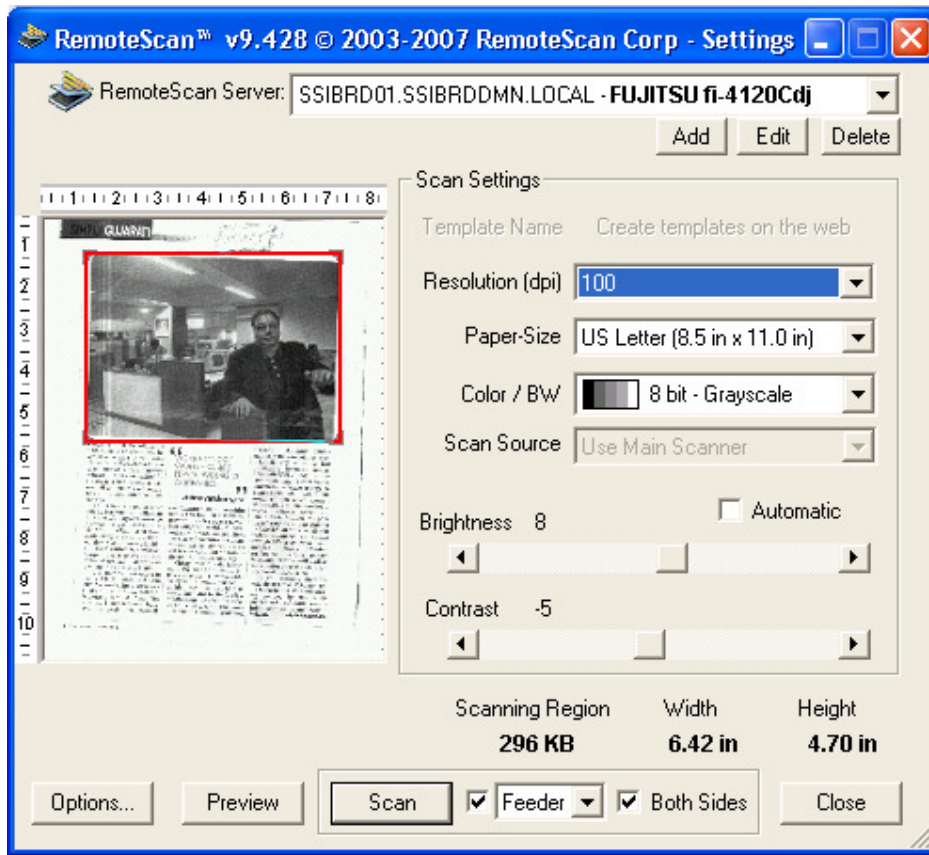
2.2 ACQUIRE/SCAN A DOCUMENT


Once you have selected the source you are now ready to scan. To scan in as a “PDF” format select the “Acquire Document” menu or

Click on 

The Scan Settings screen similar to one below will be displayed.

NOTE: The Screen might vary from Scanner to Scanner or the TWAIN Driver that is installed. Check your Scanner Document to understand more about the different options/features available during Scanning.




In the Screen, to the one similar as above you will notice a  button. Click on it to start scanning.

Once all the pages in the tray are scanned the system will prompt whether you would like to Scan More Pages. If you click Yes, it will start scanning further pages, if you click No, it will convert all the scanned pages to a “PDF” document and drop it onto the oitScanner Desktop.

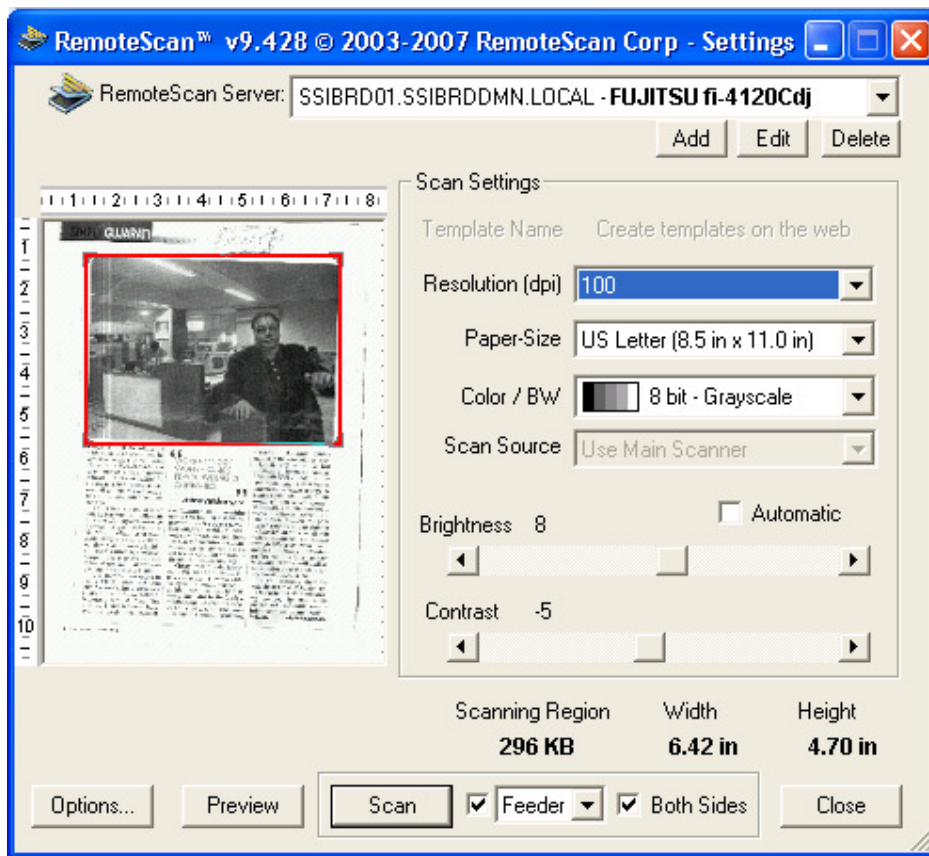
2.3 ACQUIRE/SCAN A IMAGE


If you would to scan Images/Photos, oitScanner provides you a feature to scan as “JPEG” or “BMP” format. To scan as “JPEG” or “BMP” select the “Acquire Image” option from the menu or

Click on 

The Scan Settings screen similar to one below will be displayed.

NOTE: The Screen might vary from Scanner to Scanner or the TWAIN Driver that is installed. Check your Scanner Document to understand more about the different options/features available during Scanning.



In the Screen, to the one similar as above you will notice a  button. Click on it to start scanning.


Once all the pages in the tray are scanned the system will prompt whether you would like to Scan More Pages. If you click Yes, it will start scanning further pages, if you click No, it will convert all the scanned pages as individual “JPEG” files and you can find the list in the File Pane. Scanning as Image will allow you to have only one Page per File. So if you scan multiple Photos/Images each will appear as a separate file. If you need them as a single document then it is advised that you scan it in a “PDF” format.

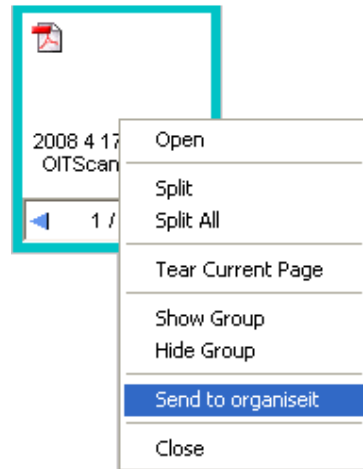
CHAPTER 3: SENDING FILES TO ORGANISEIT

3.1 INVOKE ORGANISEIT

The *invoke organiseit* transfers the scanned files from oitScanner to *organiseit* main application

To send scanned files follow the steps shown below:

1. If you want to send files directly after scanning then first select *Invoke organiseit* option after that select *Acquire Document/Image* option. 
2. After the scanning is complete, the *organiseit*'s login screen will prompt you for the user name and password, login and drop the file at the destination folder.
3. You can also send the existing scanned PDF files by right clicking on their thumbnail or in the files pane prompting 'Send to organiseit' option.

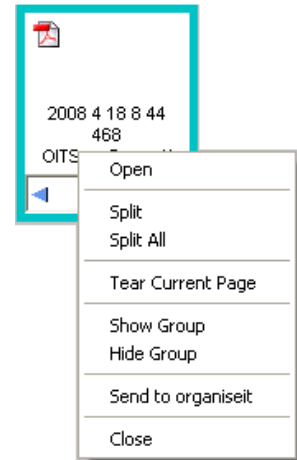


CHAPTER 4: DESKTOP

oitScanner's Desktop is a work-area for the scanned PDF Files. You can open the scanned PDF Files, Merge different PDF Files into one, Split the Files and also send the PDF file to organiseit database. You can only have PDF Files on your Desktop. You can drag PDF Files from any folder of your Hard Drive onto the Desktop and start working on it.

These actions can be performed only by a right-click on the thumbnail of the file.

The list of actions is shown in the figure. In addition to it you can merge or combine PDF Files by dropping one file over the above.



4.1 OPEN

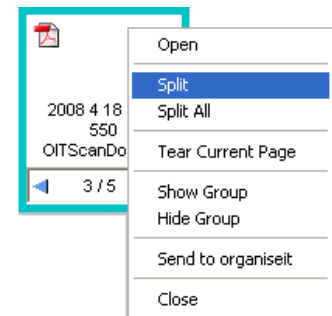
To view a PDF File that is on the Desktop, right click on the thumbnail of that file and select "Open". The file will open up in the PDF Viewer (like Acrobat Reader or any such PDF Viewer installed on your PC.)

4.2 SPLIT

At times you would a multi-page PDF Document that you would like to split and have it as separate files so that it can be managed individually or you would like to send it to some one for review. To enable this program allows Splitting a Document or Tearing a Page out of a document

You can split the PDF Files that are scanned through oitScanner or PDF file generated through other Applications also. Split action splits a single PDF file into two PDF Files. To split a file:

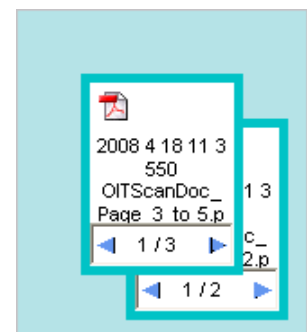
1. Select the page number from where you want to split the file by navigating to that page using the left (◀) and right (▶) navigators.
2. Right-click on the thumbnail and select the "Split" option.



The file will be divided into two parts; Say you have a 5 page document and you are on the 3rd page and after splitting Pages 1 to 2 will be in one file and Pages 3 to 5 will be on the other file.

After splitting the name of the files are appended with page numbers.

When you split or tear a page the new file created remains in a specific area along with the original file i.e. creates a highlighted area to differentiate it from other files as shown below.

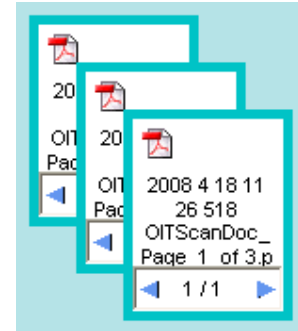


4.3 SPLIT ALL

“*Split All*” option will split all the pages of the file and each page will now become a separate PDF File.

You can re-create the original file by merging all the single page files through drag and drop (by placing one over the above).

While merging to avoid confusion about page nos. all the new files contains their original page nos. in their name as shown in the figure.

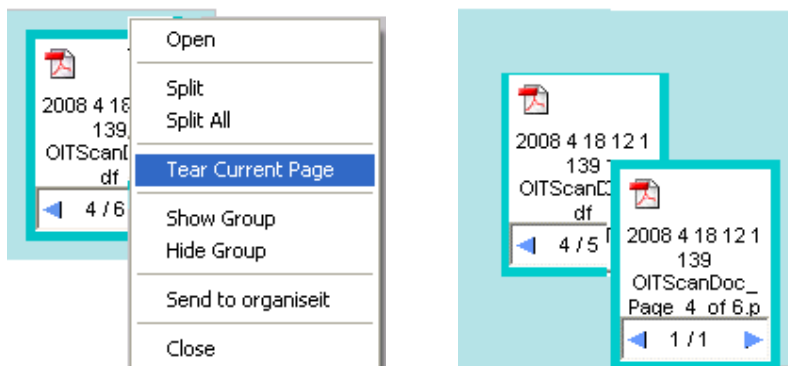


4.4 TEAR CURRENT PAGE

“*Tear Current Page*” option removes the current page out of the selected Document and stores it as a separate PDF Document.

1. Select the page number you want to tear from the file by navigating to that page using the navigators (◀) and (▶).
2. Right-click and select “*Tear Current Page*” action.

A new file with single page having the name same as that of the original but the page number appended to it will be created as shown below.



4.5 GROUPS

oitScanner allows you to group your PDF Documents. Group allows you have a common workspace for more than one related document which you would like to keep it together.

E.g., You have a document with number of pages that is to be scanned but they would not be ready to be scanned in together. You would like to scan them as they arrive but you would like to keep these scanned pages together so that you do not lose them when you want to finally merge it; “Group” is your answer.

Group allows you bundle individual scan files together yet keep them separate till you decide to merge them. You can easily add a document into a group by just dragging a document and dropping it to any group you would like to add that document to. Similarly when you want to take a document out of a

group, simply drag it out of the group and place it on a different area on the desktop. When a group is moved around your desktop all the documents in that group move together.

1. Select **Show Group** option on a file, the file will be surrounded by a highlighted region.
2. Drag and drop another file in the highlighted region.

The dropped file does not merge; instead it remains in the highlighted region i.e. so that you can work independently on both files but within the same group.

NOTE: **Hide Group** option will hide the group only if there is only one document in the Group. If the documents in the Group are not merged then “Hide Group” option will not hide the Group.

CHAPTER 5: WORKING FROM TASKBAR

You can also scan the document without opening the *oitScanner*'s main screen

The icon shown in the task bar in the screen below will be displayed on minimizing the *oitScanner*'s main screen.



Right-click on the oitScanner's icon to perform the following actions,

1. Select **Show** option to maximize the *oitScanner*'s application
2. Select **Close** option to exit the application.
3. Select **Select Source** option to choose the scanner driver from the source(s) list.
4. Select **Acquire** option to scan the Documents.