

ScanSnap

Advanced Operation Guide **(Mac OS)**

Contents

| | |
|---|----|
| About This Manual | 4 |
| Safety Information..... | 5 |
| Trademarks..... | 6 |
| Manufacturer..... | 7 |
| Arrow Symbols in This Manual..... | 8 |
| Screen Examples in This Manual | 9 |
| Abbreviations Used in This Manual | 10 |
| How to Perform a Scan | 11 |
| Selecting Operations from the Quick Menu | 13 |
| Managing Documents in ScanSnap Home | 17 |
| Managing Business Cards in ScanSnap Home | 18 |
| Managing Receipts in ScanSnap Home | 19 |
| Creating an Album in ScanSnap Home | 20 |
| Managing Scanned Images in a Specified Folder | 21 |
| Attaching Files to E-mail | 23 |
| Using ScanSnap as a Copy Machine to Print Scanned Images with a Printer..... | 26 |
| Saving Data to a Mobile Device | 28 |
| Saving Existing Files to a Mobile Device | 31 |
| Converting into Word, Excel, or PowerPoint Documents..... | 32 |
| Optical Character Recognition (OCR) Function of ABBYY FineReader for ScanSnap | 33 |
| Saving a Scanned Image to Photos..... | 36 |
| Profile | 37 |
| Using Profiles to Perform Scanning | 38 |
| Profile Management | 40 |
| Adding Profiles | 41 |
| Changing Profiles | 44 |
| Renaming Profiles..... | 46 |
| Changing the Display Order of Profiles | 48 |
| Deleting Profiles | 49 |
| Scan Settings for Your Intended Use..... | 51 |
| Scanning Only One Side of a Document (iX1500, iX500, or S1300i)..... | 52 |
| Scanning Color Documents in Gray or Black & White | 53 |
| Deleting Blank Pages (Not Applicable to SV600)..... | 54 |
| Correcting Skewed Character Strings | 55 |
| Rotating a Scanned Image to Its Correct Orientation | 57 |
| Reducing Bleed-Through | 59 |
| Reducing the Effect of Lighting (SV600)..... | 61 |
| Reducing Faded Colors and Blown-Out Highlights (SV600)..... | 63 |
| Correcting Skewed Text (SV600) | 65 |
| Saving Scanned Images in Multiple PDF Files | 67 |
| Saving the Scanned Images of a Book as Separate Single-Page Images (SV600) | 69 |
| Setting Keywords in PDF Files..... | 71 |
| How to Mark Character Strings | 75 |

| | |
|--|-----------|
| Starting Scanning Automatically (SV600) | 77 |
| Setting ScanSnap Manager | 81 |
| How to Configure Scan Settings | 82 |
| Quick Menu Settings | 84 |
| Changing Display Mode | 85 |
| Changing Display Order | 86 |
| Adding Applications to Favorites | 89 |
| Changing the Settings of Linked Applications | 90 |
| Managing Linked Applications | 91 |
| Adding Applications | 92 |
| Changing Application Settings | 96 |
| Deleting Applications | 98 |
| Managing Custom Paper Sizes | 99 |
| Adding Paper Sizes | 100 |
| Changing Paper Size Settings | 102 |
| Deleting Paper Sizes | 104 |
| Automatic Linkage with Applications | 105 |
| When Two ScanSnaps Are Connected to a Computer (SV600) | 106 |
| Connecting the ScanSnap to a Wireless LAN (iX1500/iX500/iX100) | 108 |

About This Manual

- "Safety Information" (page 5)
- "Trademarks" (page 6)
- "Manufacturer" (page 7)
- "Arrow Symbols in This Manual" (page 8)
- "Screen Examples in This Manual" (page 9)
- "Abbreviations Used in This Manual" (page 10)

Safety Information

The attached "Safety Precautions" manual contains important information about the safe and correct use of the ScanSnap. Make sure that you read and understand it before using the ScanSnap.

Trademarks

Apple, App Store, the Apple logo, Mac, Mac OS, OS X, macOS, iPad, iPadOS, iPhoto, iPod touch, and iTunes are trademarks of Apple Inc.

Adobe, Acrobat, and Reader are either registered trademarks or trade names of Adobe Systems Incorporated in the United States and/or other countries.

ABBYY™ FineReader™ Engine © ABBYY. OCR by ABBYY

ABBYY and FineReader are trademarks of ABBYY Software, Ltd. which may be registered in some jurisdictions.

Google, Android, Google Play, Google Drive, and Google Chrome are trademarks or registered trademarks of Google LLC. Use of these registered trademarks or trademarks is subject to Google Permissions.

Wi-Fi, Wi-Fi Protected Setup, and the Wi-Fi Protected Setup logo are trademarks of Wi-Fi Alliance.

ScanSnap, the ScanSnap logo, ScanSnap Home, ScanSnap Manager, ScanSnap Organizer, and CardMinder are registered trademarks or trademarks of PFU Limited in Japan.

Other company names and product names are the registered trademarks or trademarks of the respective companies.

Manufacturer

PFU Limited

YOKOHAMA i-MARK PLACE, 4-4-5 Minatomirai, Nishi-ku, Yokohama, Kanagawa, 220-8567, Japan

© PFU Limited 2013-2020

Arrow Symbols in This Manual

Right-arrow symbols (→) are used to connect icons or menu options you should select in succession.

Example: From the sidebar in Finder, select [Applications] → [ScanSnap].

Screen Examples in This Manual

The screenshots used in this manual are the ones that are displayed when iX1500 is connected.

The screenshots used in this manual are of macOS Catalina v10.15.


The actual windows and operations may differ depending on the operating system.

The screen examples in this manual are subject to change without notice in the interest of product development.

If the actual window differs from the screen examples in this manual, operate by following the actual displayed screen.

HINT



If the ScanSnap Manager icon  is not displayed in the Dock, click [Applications] from the sidebar in Finder, click [ScanSnap], and then double-click [ScanSnap Manager].

Abbreviations Used in This Manual

When a ScanSnap model is referred to in this manual, "Color Image Scanner ScanSnap" is omitted. Also, the following abbreviations are used in this manual.

| Abbreviation Used | Designation |
|-------------------------------|---|
| Mac OS | macOS Catalina v10.15 macOS Mojave v10.14 macOS High Sierra v10.13 macOS Sierra v10.12 OS X El Capitan v10.11 |
| Office 365 | Office 365® |
| Word | Microsoft® Word |
| Excel | Microsoft® Excel® |
| PowerPoint | Microsoft® PowerPoint® |
| Outlook | Microsoft® Outlook® |
| Adobe Acrobat | Adobe® Acrobat® Adobe® Acrobat® DC |
| Adobe Reader | Adobe® Reader® Adobe® Acrobat® Reader® DC |
| ABBYY FineReader for ScanSnap | ABBYY FineReader for ScanSnap™ All the descriptions in this manual assume the usage of ABBYY FineReader for ScanSnap bundled with the ScanSnap. Unless otherwise specified, the term ABBYY FineReader for ScanSnap refers to the ABBYY FineReader for ScanSnap bundled with the ScanSnap. Note that ABBYY FineReader for ScanSnap may be upgraded without notice. If the descriptions in this manual differ from the actual displayed screens, refer to the ABBYY FineReader for ScanSnap User's Guide. |
| Android | Android™ |
| ScanSnap | Color Image Scanner ScanSnap series (*1) |

*1: The ScanSnap N1800 series is not included.

How to Perform a Scan

This section explains how to use the ScanSnap to perform scanning.

You can scan documents in two different ways. Choose either way depending on your intended use of the scanned image.

- "Scanning Using the Quick Menu" (page 11)
- "Scanning Using a Profile" (page 11)

HINT

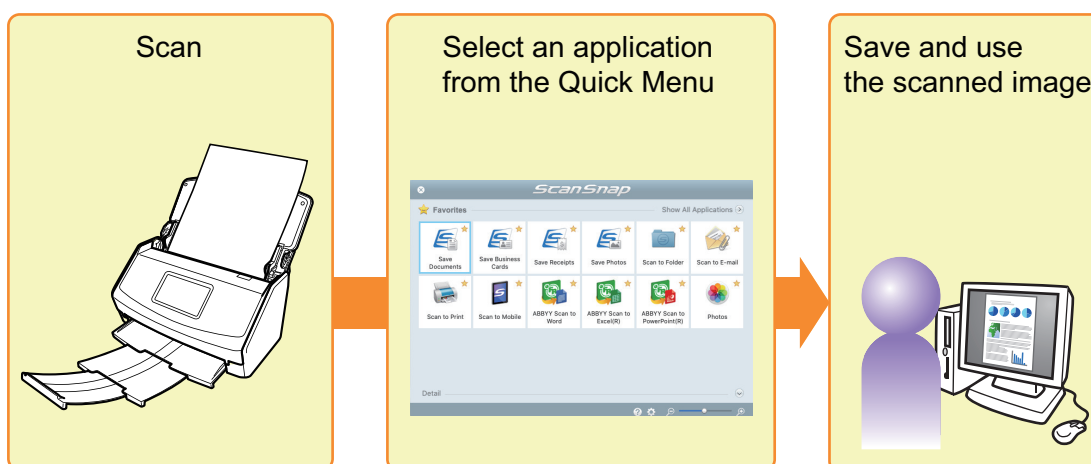
For SV600, you can also perform the scanning of documents by using a foot pedal that supports shortcut keys (keyboard shortcuts).

For details, refer to the ScanSnap Manager Help.

Scanning Using the Quick Menu

After scanning the document using the ScanSnap, you can simply select the application from the displayed menu to save, send as e-mail, or print the scanned image, or link the ScanSnap Manager with an application.

Scanning using the Quick Menu is set on default.

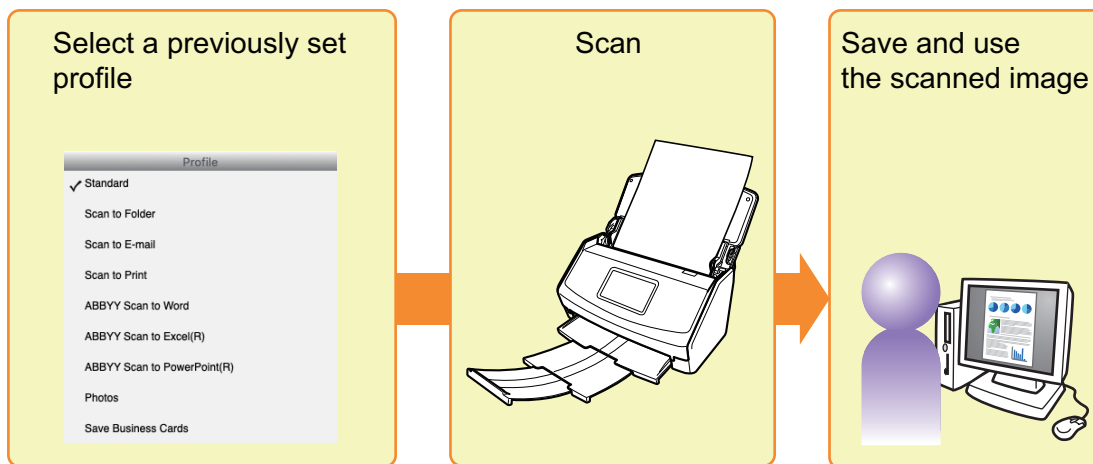


For details, refer to "Selecting Operations from the Quick Menu" (page 13).

Scanning Using a Profile

Select a previously set profile (scan settings and an application to be linked) and simply press the [Scan] button to scan the document and link with the application.

It is convenient to use when you want to scan a document using the same scan settings repeatedly.



For details, refer to "Profile" (page 37).

Selecting Operations from the Quick Menu

The Quick Menu will allow you to start using the ScanSnap right away even if it is your first time.



Select an application from the Quick Menu to perform the following desired operations:

- "Using Scanned Images" (page 13)
- "Linking with Applications" (page 14)

Using Scanned Images

Share the Scanned Document Files with Others.



Scan to Folder

Save the scanned image directly in a shared folder on a network after scanning, share the scanned image with others and inform them of the destination folder path by an e-mail message automatically created with the path stated.

Send Document Files to Others via E-mail.



Scan to E-mail

Send an e-mail message to others with the scanned image file attached.

ATTENTION

Up to ten files can be attached to an e-mail message.

When you scan more than one document with the scan settings shown below, multiple files are created. Pay attention to the number of documents to scan:

- File format: JPEG (*.jpg)
- [Generate one PDF file per (n) page(s)] checkbox is selected

Make Copies of a Paper Document.

**Scan to Print**

Print the scanned image with a printer.

Save Scanned Documents to a Mobile Device.

**Scan to Mobile**

Save the scanned image to a mobile device connected to the computer.

You can access the saved files through an application that can view PDF or JPEG files.

Linking with Applications

Organize and Manage the Scanned Document Files.

**Save Documents**

Scanned Images are saved in ScanSnap Home as content data records with [Documents] as the document type. Content data records can be organized or managed in ScanSnap Home.

This is displayed when ScanSnap Home is installed.

ATTENTION

- If both ScanSnap Manager and ScanSnap Home are installed, ScanSnap Home cannot be used to scan documents.
- To use ScanSnap Home, you need to activate a license beforehand.
For details about how to activate a license, refer to [here](#) in the ScanSnap Home Help.

File and Organize a Large Number of Business Cards.

**Save Business Cards**

Scanned Images are saved in ScanSnap Home as content data records with [Business Cards] as the document type. Content data records can be organized or managed in ScanSnap Home.

This is displayed when ScanSnap Home is installed.

ATTENTION

- If both ScanSnap Manager and ScanSnap Home are installed, ScanSnap Home cannot be used to scan documents.
- To use ScanSnap Home, you need to activate a license beforehand.
For details about how to activate a license, refer to [here](#) in the ScanSnap Home Help.

It is time-consuming to record a name and amount on a receipt for each purchased item in a household account book.



Save Receipts

Scanned Images are saved in ScanSnap Home as content data records with [Receipts] as the document type. Content data records can be organized or managed in ScanSnap Home.

This is displayed when ScanSnap Home is installed.

ATTENTION

- If both ScanSnap Manager and ScanSnap Home are installed, ScanSnap Home cannot be used to scan documents.
- To use ScanSnap Home, you need to activate a license beforehand.
For details about how to activate a license, refer to [here](#) in the ScanSnap Home Help.

Digitize Photos to Create an Album.



Save Photos

Scanned Images are saved in ScanSnap Home as content data records with [Photos] as the document type. Content data records can be organized or managed in ScanSnap Home.

This is displayed when ScanSnap Home is installed.

ATTENTION

- If both ScanSnap Manager and ScanSnap Home are installed, ScanSnap Home cannot be used to scan documents.
- To use ScanSnap Home, you need to activate a license beforehand.
For details about how to activate a license, refer to [here](#) in the ScanSnap Home Help.

Quote Text from Your Paper Documents.



ABBYY Scan to Word



ABBYY Scan to Excel(R)



ABBYY Scan to PowerPoint(R)

Have the scanned image text recognized and converted into a Word, Excel, or PowerPoint document.

Displayed when ABBYY FineReader for ScanSnap (5.0 or later) is installed.

HINT

It is recommended that you select [Automatic resolution] or [Best] for [Image quality] on the [Scanning] tab of the ScanSnap setup window.

Convert Catalogs and Pamphlets into Digital Data and Manage or Display Them Easily.



Photos

You can save scanned images of catalogs and pamphlets to Photos to manage or display the scanned images with Photos.

HINT

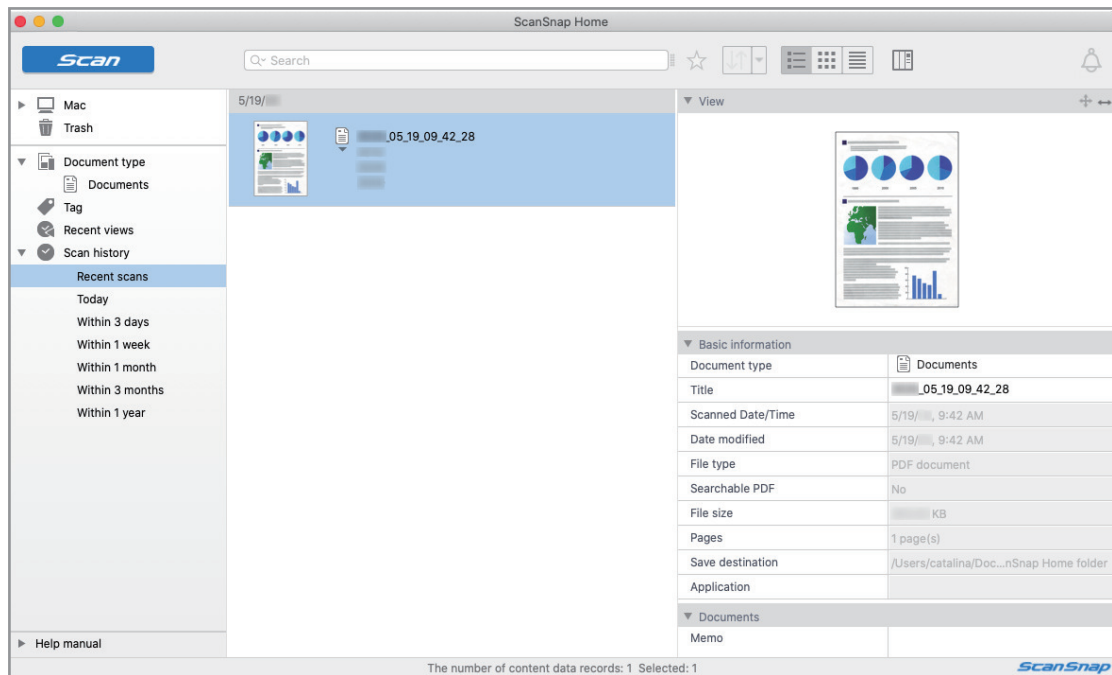
You can freely add applications to the Quick Menu. For details, refer to "[Managing Linked Applications](#)" (page 91).

Managing Documents in ScanSnap Home

This section explains how to save scanned images of documents together with the related information in ScanSnap Home.

1. Click the [Save Documents] icon in the Quick Menu.

⇒ The main window of ScanSnap Home appears.



ATTENTION

- To use ScanSnap Home, you need to activate a license beforehand.
For details about how to activate a license, refer to [here](#) in the ScanSnap Home Help.
- You cannot start scanning when the Quick Menu is displayed. Wait until ScanSnap Manager links with ScanSnap Home before scanning another document.
- Do not move, delete, or rename scanned images using other applications while the Quick Menu is displayed.
- If both ScanSnap Manager and ScanSnap Home are installed, ScanSnap Home cannot be used to scan documents.

HINT

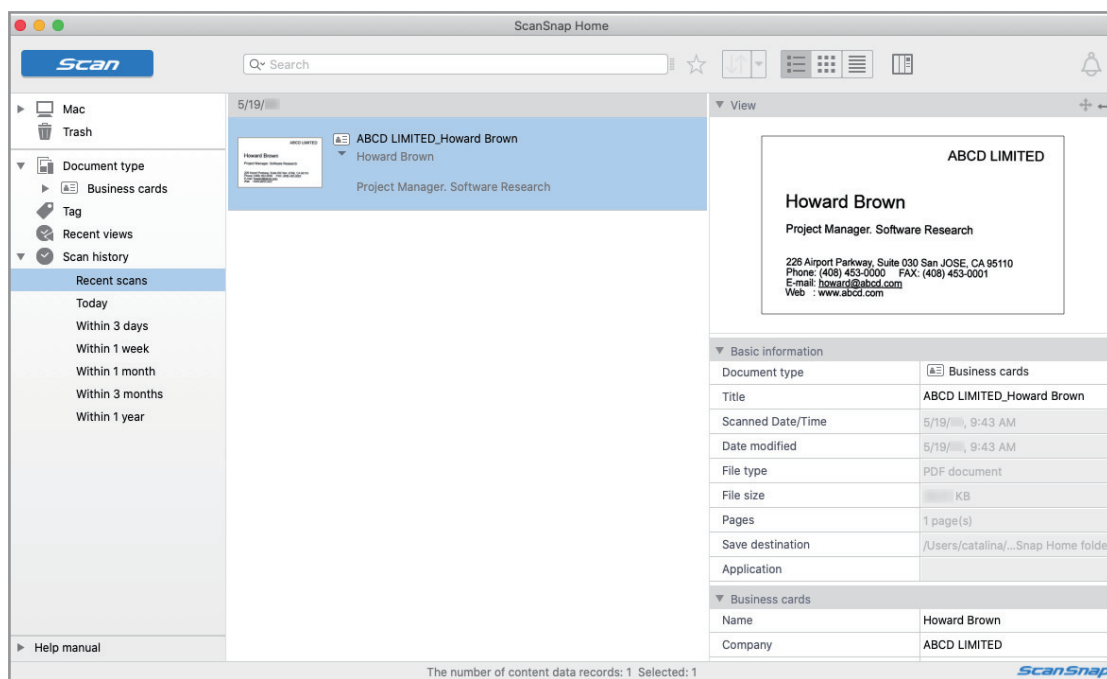
- For details about the functions of ScanSnap Home and how to use it, refer to the [ScanSnap Home Help](#).
- Profiles can also be used for the linkage function. For details, refer to "Profile" (page 37).

Managing Business Cards in ScanSnap Home

This section explains how to save scanned images of business cards together with the related information in ScanSnap Home.

1. Click the [Save Business Cards] icon in the Quick Menu.

⇒ The main window of ScanSnap Home appears.



ATTENTION

- To use ScanSnap Home, you need to activate a license beforehand.
For details about how to activate a license, refer to [here](#) in the ScanSnap Home Help.
- You cannot start scanning when the Quick Menu is displayed. Wait until ScanSnap Manager links with ScanSnap Home before scanning another business card.
- Do not move, delete, or rename scanned images using other applications while the Quick Menu is displayed.
- If both ScanSnap Manager and ScanSnap Home are installed, ScanSnap Home cannot be used to scan documents.

HINT

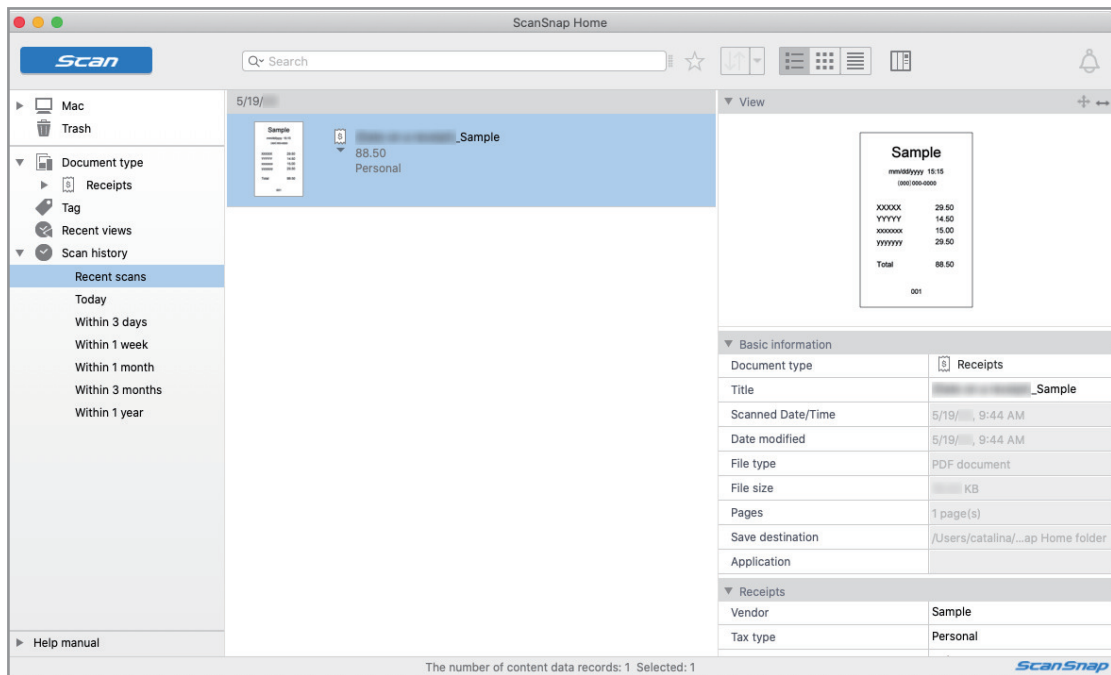
- For details about the functions of ScanSnap Home and how to use it, refer to the [ScanSnap Home Help](#).
- Profiles can also be used for the linkage function. For details, refer to "Profile" (page 37).

Managing Receipts in ScanSnap Home

This section explains how to save scanned images of receipts together with the related information in ScanSnap Home.

1. Click the [Save Receipts] icon in the Quick Menu.

⇒ The main window of ScanSnap Home appears.



ATTENTION

- To use ScanSnap Home, you need to activate a license beforehand.
For details about how to activate a license, refer to [here](#) in the ScanSnap Home Help.
- You cannot start scanning when the Quick Menu is displayed. Wait until ScanSnap Manager links with ScanSnap Home before scanning another receipt.
- Do not move, delete, or rename scanned images using other applications while the Quick Menu is displayed.
- If both ScanSnap Manager and ScanSnap Home are installed, ScanSnap Home cannot be used to scan documents.

HINT

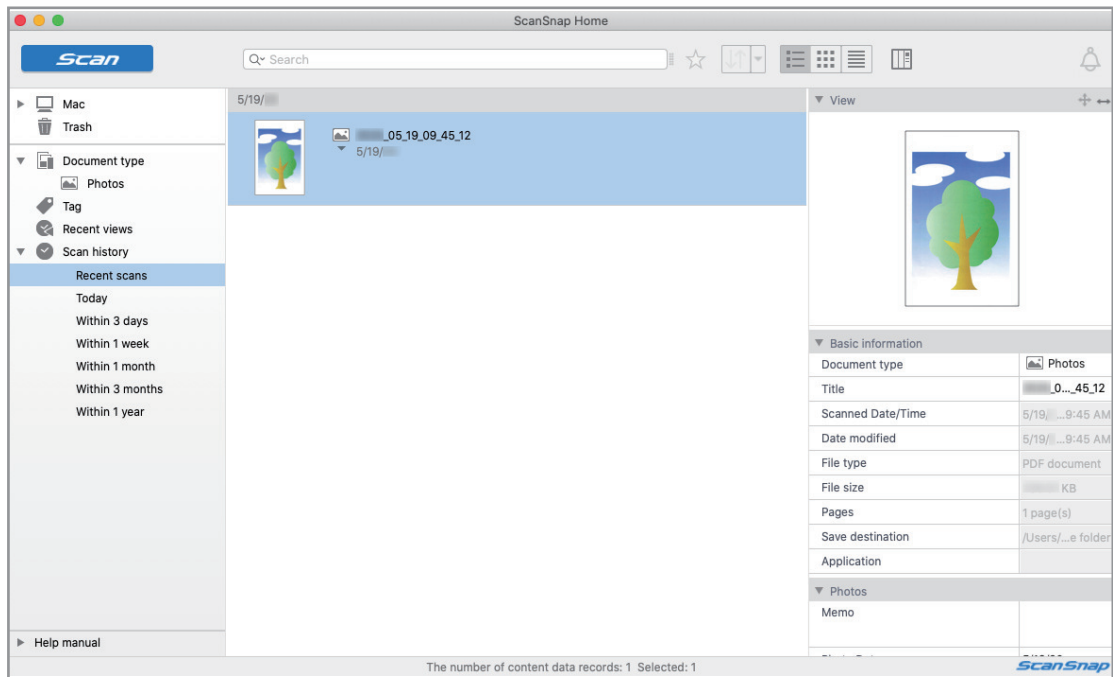
- For details about the functions of ScanSnap Home and how to use it, refer to the [ScanSnap Home Help](#).
- Profiles can also be used for the linkage function. For details, refer to "Profile" (page 37).

Creating an Album in ScanSnap Home

This section explains how to save scanned images of photos in ScanSnap Home.

1. Click the [Save Photos] icon in the Quick Menu.

⇒ The main window of ScanSnap Home appears.



ATTENTION

- To use ScanSnap Home, you need to activate a license beforehand.
For details about how to activate a license, refer to [here](#) in the ScanSnap Home Help.
- You cannot start scanning when the Quick Menu is displayed. Wait until ScanSnap Manager links with ScanSnap Home before scanning another photo.
- Do not move, delete, or rename scanned images using other applications while the Quick Menu is displayed.
- If both ScanSnap Manager and ScanSnap Home are installed, ScanSnap Home cannot be used to scan documents.

HINT

- For details about the functions of ScanSnap Home and how to use it, refer to the [ScanSnap Home Help](#).
- Profiles can also be used for the linkage function. For details, refer to "[Profile](#)" (page 37).

Managing Scanned Images in a Specified Folder

This section explains how to save a scanned image file in a specified folder.

The scanned image file that is saved in a shared folder on the network can be shared with others. In addition, you can inform others of the destination folder path easily by an e-mail message because the path can be stated in the message automatically.

HINT

The e-mail program selected in the [Mail] menu in Mail → [Preferences] → [General] icon → [Default email reader] is used as the e-mail program to link with.

The following e-mail programs are supported:

- Mail
- Outlook 2019 (desktop version)
- Outlook for Office 365 (desktop version)



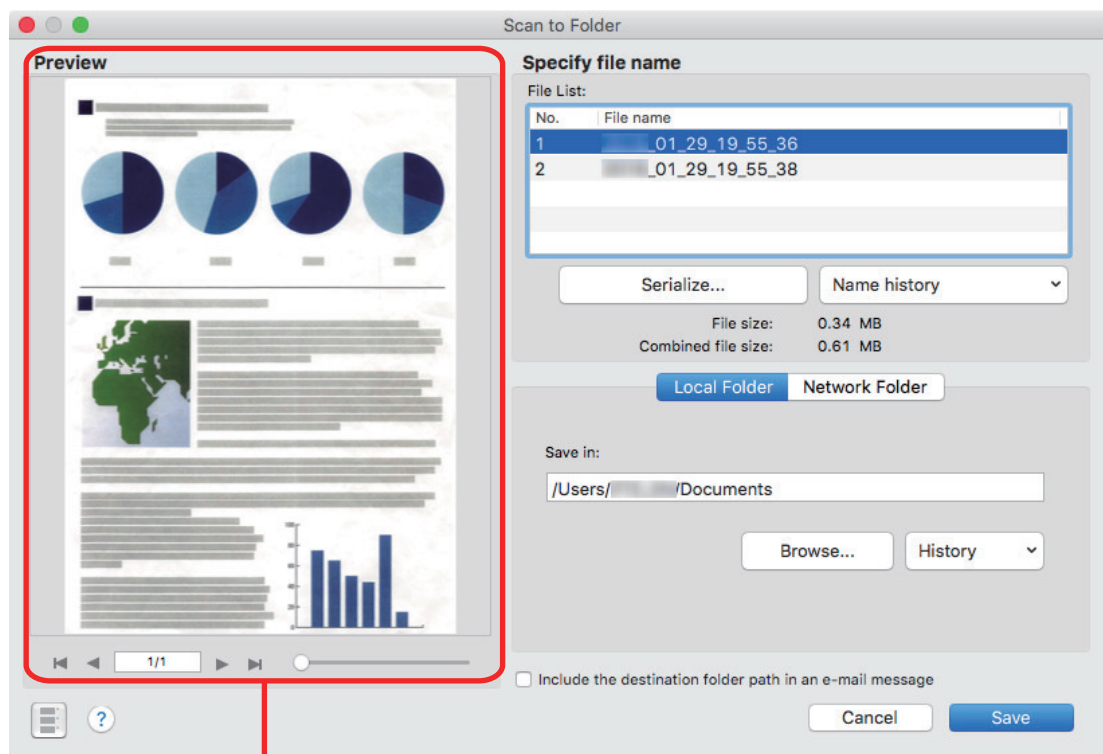
1. Click the [Scan to Folder] icon in the Quick Menu.

⇒ The [Scan to Folder] window appears.

2. Check the scanned image in the preview area.

In the [Scan to Folder] window, you can change files names or destination folders, and specify whether to state a path to a destination folder in an e-mail message to notify others.

For details about the [Scan to Folder] window, refer to the ScanSnap Manager Help.



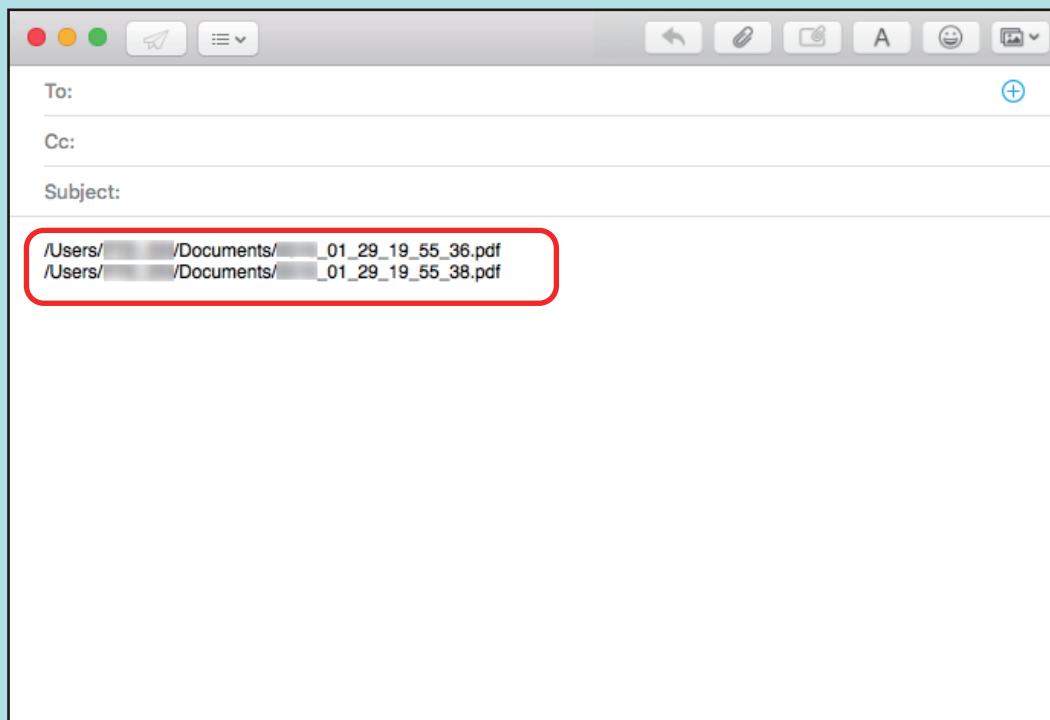
Preview

3. Click the [Save] button.

⇒ The scanned image file is saved in the specified folder.

HINT

When you select the [Include the destination folder path in an e-mail message] checkbox in the [Scan to Folder] window, a new message window appears listing the destination folder path where the file is saved.



ATTENTION

- You cannot start scanning after the Quick Menu is displayed and before the [Scan to Folder] window is closed. Close the [Scan to Folder] window before scanning the next document.
- Do not move, delete, or rename the scanned image in other applications after the Quick Menu is displayed and before the [Scan to Folder] window is closed.

HINT

Profiles can also be used for the linkage function. For details, refer to "Profile" (page 37).

Attaching Files to E-mail

This section explains how to attach the scanned image file to an e-mail message.

HINT

The e-mail program selected in the [Mail] menu in Mail → [Preferences] → [General] icon → [Default email reader] is used as the e-mail program to link with.

The following e-mail programs are supported:

- Mail
- Outlook 2019 (desktop version)
- Outlook for Office 365 (desktop version)



1. Click the [Scan to E-mail] icon in the Quick Menu.

⇒ The [Scan to E-mail] window appears.

HINT

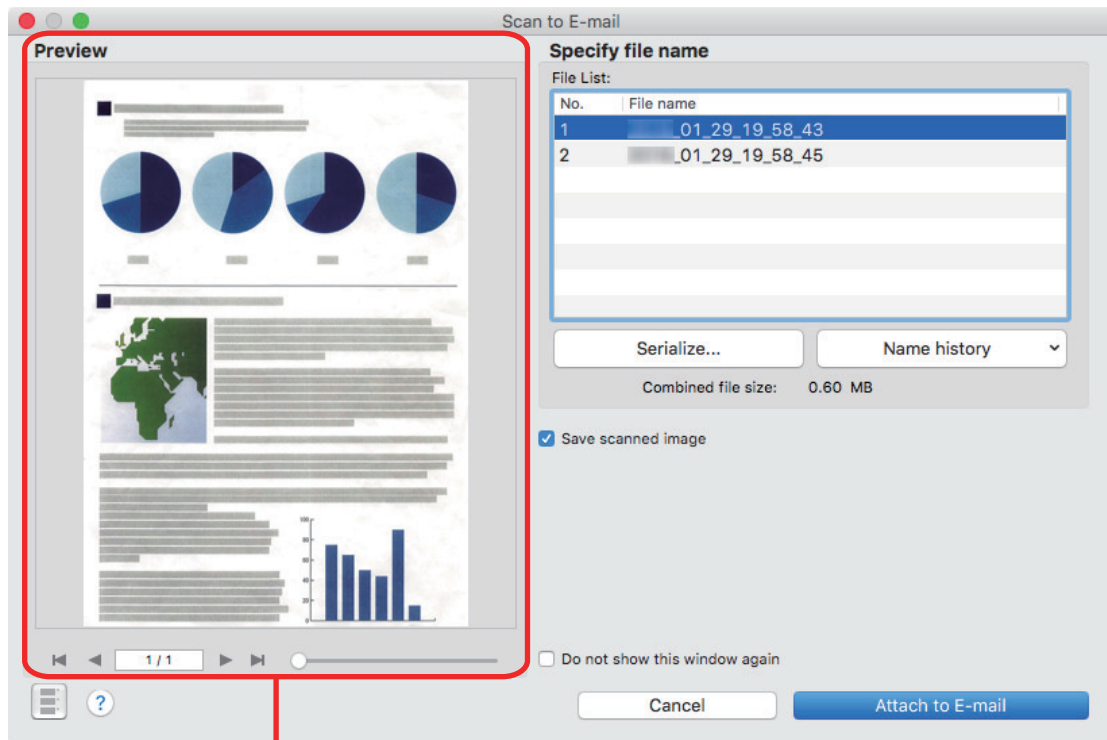
You can configure the settings to not show the [Scan to E-mail] window. If you configure the settings to not show the [Scan to E-mail] window, a new message window appears with the file attached.

For details about changing the settings, refer to ["Changing the Settings of Linked Applications" \(page 90\)](#).

2. Check the scanned image in the preview area.

In the [Scan to E-mail] window, you can configure the settings for attaching scanned image to e-mail.

For details about the [Scan to E-mail] window, refer to the ScanSnap Manager Help.



Preview

3. Click the [Attach to E-mail] button.

⇒ A new e-mail message window appears with the file attached.



ATTENTION

- You cannot start scanning after the Quick Menu is displayed and before the [Scan to E-mail] window is closed. Close the [Scan to E-mail] window before scanning the next document.
- Do not move, delete, or rename the scanned image in other applications after the Quick Menu is displayed and before the [Scan to E-mail] window is closed.

HINT

- The settings for [Scan to E-mail] can be changed. For details, refer to "[Changing the Settings of Linked Applications](#)" (page 90).
- Profiles can also be used for the linkage function. For details, refer to "[Profile](#)" (page 37).

Using ScanSnap as a Copy Machine to Print Scanned Images with a Printer

This section explains how to print the scanned image with a printer.

When a printer links with ScanSnap Manager, the ScanSnap can be used as a copy machine.

ATTENTION

Note that shadows around the edges of the document may appear as lines on the generated scanned image, depending on the scanning method and paper conditions. If you print such an image, the printed image will also have lines appearing in it.



1. Click the [Scan to Print] icon in the Quick Menu.

⇒ The [Print] window appears.

HINT

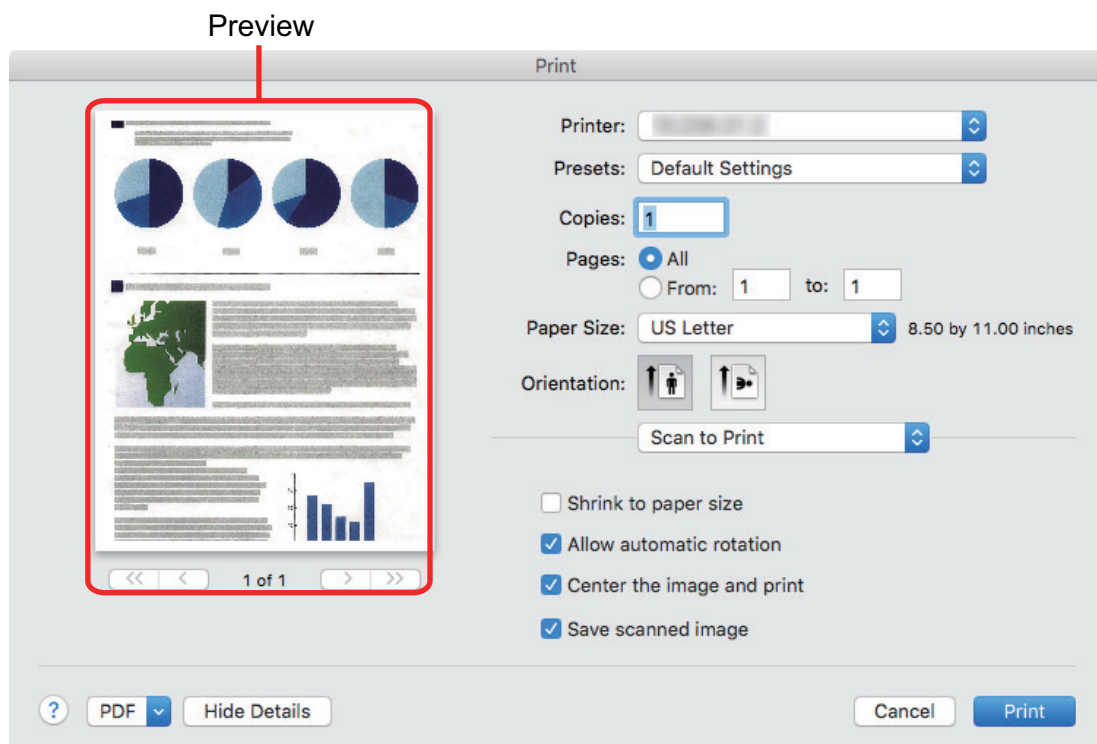
You can configure the settings to not show the [Print] window. If you configure the settings to not show the [Print] window, printing is performed directly.

For details about changing the settings, refer to ["Changing the Settings of Linked Applications"](#) (page 90).

2. Check the scanned image in the [Print] window.

In the [Print] window, you can specify the printer to be used, the number of copies and size and position of the scanned image to be printed, and whether to save the scanned image in the folder specified for [Image saving folder].

For details about the [Print] window, refer to the ScanSnap Manager Help.



3. Click the [Print] button.

⇒ The scanned image is printed.

ATTENTION

- You cannot start scanning after the Quick Menu is displayed and before the [Scan to Print] window is closed. Close the [Scan to Print] window before scanning the next document.
- Do not move, delete, or rename the scanned image in other applications after the Quick Menu is displayed and before the [Scan to Print] window is closed.

HINT

- The settings for [Scan to Print] can be changed. For details, refer to "[Changing the Settings of Linked Applications](#)" (page 90).
- Profiles can also be used for the linkage function. For details, refer to "[Profile](#)" (page 37).

Saving Data to a Mobile Device

This section explains how to save the scanned image as a PDF or a JPEG file to a mobile device.

ATTENTION

- Only one mobile device can be connected to the computer.
- You need to have ScanSnap Connect Application installed in the mobile device in order to use this function. Download ScanSnap Connect Application for the mobile device from an application store such as the App Store or Google Play.

For details about the operating systems on which ScanSnap Connect Application for mobile devices operates, refer to the following web page:

<https://scansnap.fujitsu.com/g-support/en/>

- The number of scanned image files and the maximum file size that can be sent to a mobile device at once are as follows:
 - Number of files: Up to 100
 - File size: 1,024 MB

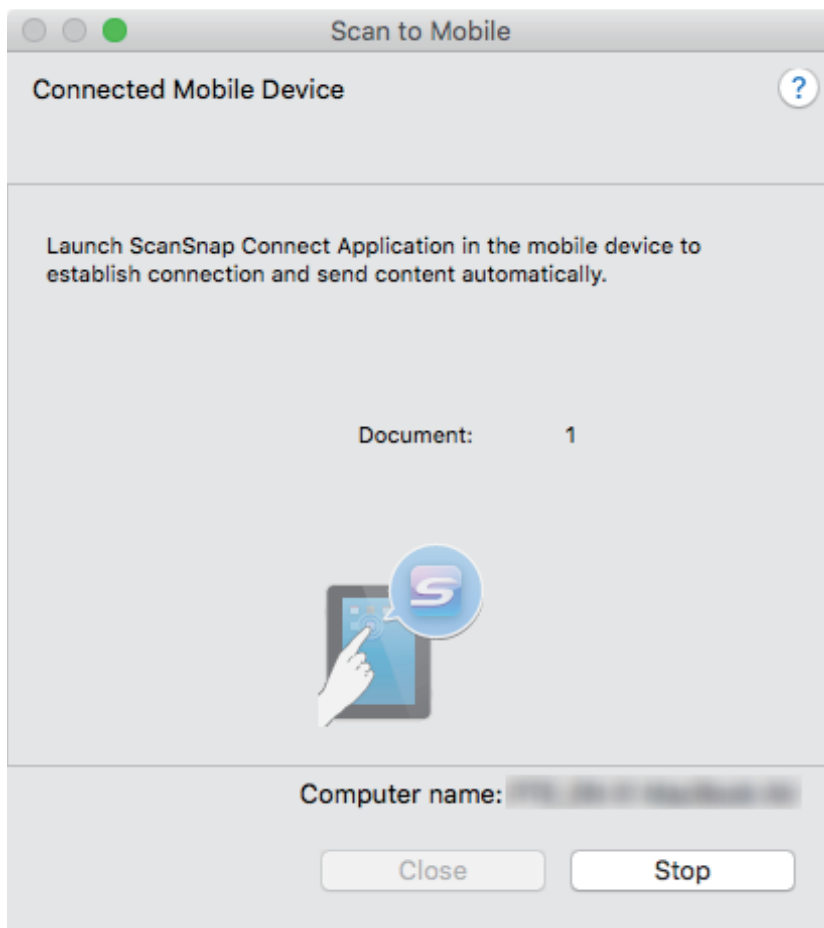
HINT

When [Scan to Mobile] is running, an icon  is displayed in the status menu of the menu bar. For details, refer to the ScanSnap Manager Help.



- 1. Click the [Scan to Mobile] icon  in the Quick Menu.**

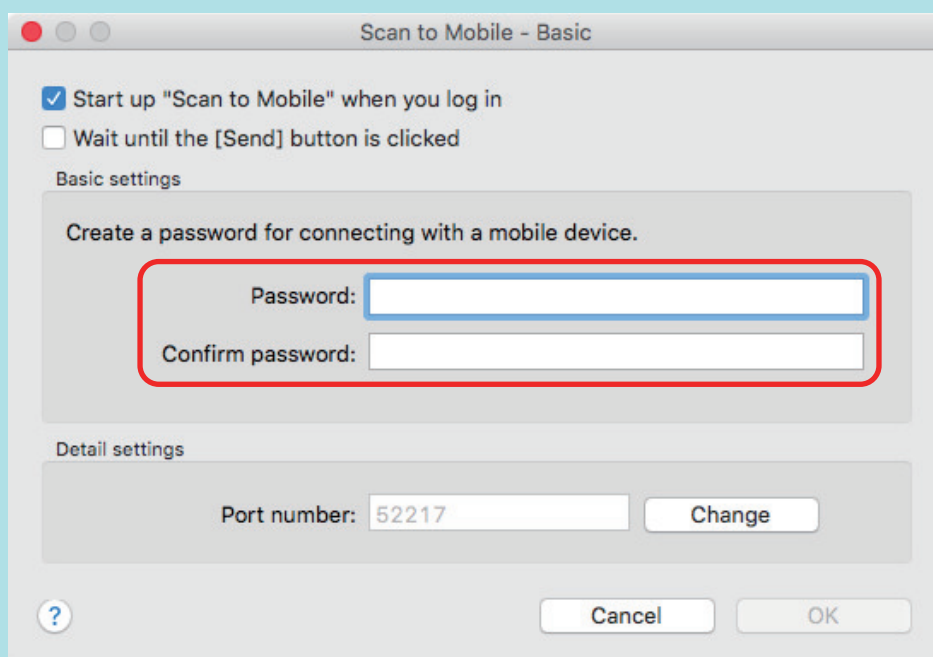
⇒ The [Scan to Mobile] window appears.



HINT

- On a window that appears when [Scan to Mobile] is started for the first time, click the [OK] button to open the [Scan to Mobile - Basic] window. In the [Scan to Mobile - Basic] window, enter a password to connect to the mobile device.

For details about other setting items, refer to the ScanSnap Manager Help.



- A firewall alert may be displayed. When the alert is displayed, select [Allow].

2. Connect to the computer from your mobile device.

For details about connecting to the computer from your mobile device, refer to the Basic Operation Guide (Mobile Connection) for your mobile device.

- ⇒ When the connection is established, the [Scan to Mobile] window appears showing the mobile device that is currently connected to the computer. Then, the scanned image is sent to the mobile device.

HINT

When you select the [Wait until the [Send] button is clicked] checkbox in the [Scan to Mobile - Basic] window, the [Send] button appears in the [Scan to Mobile] window. Click the [Send] button to send the image to the mobile device.

3. Click the [Close] button to close the [Scan to Mobile] window when sending of the scanned image is completed.

HINT

The [Scan to Mobile] window closes automatically when the mobile device is disconnected from the computer.

ATTENTION

- You cannot start scanning when the Quick Menu is displayed. Wait until ScanSnap Manager links with [Scan to Mobile] before scanning another document.
- Do not move, delete, or rename scanned images using other applications while the Quick Menu is displayed.

HINT

- For details about the features of ScanSnap Connect Application for mobile devices and how to use it, refer to the Basic Operation Guide (Mobile Connection) for your mobile device.
- The settings for [Scan to Mobile] can be changed. For details, refer to "[Changing the Settings of Linked Applications](#)" (page 90).
- Profiles can also be used for the linkage function. For details, refer to "[Profile](#)" (page 37).
- ScanSnap Manager can link with Scan to Mobile automatically. For details, refer to "[Automatic Linkage with Applications](#)" (page 105).

Saving Existing Files to a Mobile Device

This section explains how to save existing files to a mobile device.

- 1. From the sidebar in Finder, select [Applications] → [ScanSnap], and then double-click [Scan to Mobile].**

⇒ The [Scan to Mobile] window appears.

- 2. Connect to the computer from your mobile device.**

For details about connecting to the computer from your mobile device, refer to the Basic Operation Guide (Mobile Connection) for your mobile device.

⇒ When the connection is established, the [Scan to Mobile] window appears showing the mobile device that is currently connected to the computer.

- 3. From the application menu of the menu bar, select [File] → [Open].**

⇒ The [Open] window appears.

- 4. Select the PDF or JPEG file you want to save to the mobile device, and click the [Open] button.**

⇒ The file is sent to the mobile device.

- 5. Click the [Close] button to close the [Scan to Mobile] window when sending of the scanned image is completed.**

Converting into Word, Excel, or PowerPoint Documents

This section explains how to convert the scanned image into Word/Excel/PowerPoint files using ABBYY FineReader for ScanSnap bundled with the ScanSnap.

ATTENTION

- If Word is not installed in your computer, you can view or check the converted files with TextEdit. If Excel or PowerPoint is not installed, you cannot view or check documents converted into Excel or PowerPoint files.
- To view or check documents converted into Word, Excel, and PowerPoint files, install these applications and complete the user registration and license authentication for these applications so that they can be used on your computer.
- For details about the applications that are supported by ABBYY FineReader for ScanSnap and their versions, refer to the ABBYY FineReader for ScanSnap Help. After installing a supported application, enable the application.
- Do not use this function while you are working in Word, Excel, or PowerPoint. In addition, do not use Word, Excel, or PowerPoint while this function is being executed. Otherwise, the result of the conversion is saved to files and may not be displayed even if the [Open recognized document] checkbox is selected in the [Preferences] window.
- For details about the OCR function of ABBYY FineReader for ScanSnap, refer to "[Optical Character Recognition \(OCR\) Function of ABBYY FineReader for ScanSnap](#)" (page 33).

1. In the Quick Menu, click the [ABBYY Scan to Word] icon  , [ABBYY

Scan to Excel(R)] icon  , or [ABBYY Scan to PowerPoint(R)] icon



⇒ A window appears, which indicates that the scanned image is being converted into a Word, Excel, or PowerPoint file. When the conversion is completed, Word, Excel, or PowerPoint starts up, and the conversion result is displayed.

ATTENTION

- You cannot start scanning when the Quick Menu is displayed. Wait until the conversion is over to scan another document.
- Do not move, delete, or rename scanned images using other applications while the Quick Menu is displayed.

HINT

- The settings for [ABBYY Scan to Word], [ABBYY Scan to Excel(R)], or [ABBYY Scan to PowerPoint(R)] can be changed. For details, refer to "[Changing the Settings of Linked Applications](#)" (page 90).
- Profiles can also be used for the linkage function. For details, refer to "[Profile](#)" (page 37).

Optical Character Recognition (OCR) Function of ABBYY FineReader for ScanSnap


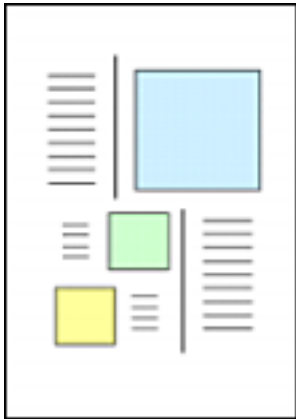
This section explains about the OCR function of ABBYY FineReader for ScanSnap.


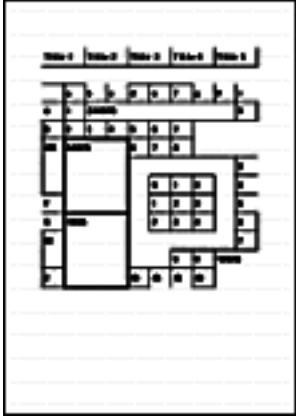


Overview of ABBYY FineReader for ScanSnap

ABBYY FineReader for ScanSnap is an application used exclusively with the ScanSnap. This program can perform text recognition only for PDF files created by using the ScanSnap. It cannot perform text recognition for files created using Adobe Acrobat or other applications.

Features of OCR Function

The OCR function has the following features. Before performing text recognition, check whether the documents are suitable for text recognition by referring to the following guidelines:

| Application | Suitable for Text Recognition | Not Suitable for Text Recognition |
|--------------------|--|--|
| ABBYY Scan to Word | Documents with simple layouts consisting of single or double columns  | Documents with complex layouts containing a mixture of diagrams, tables, and texts (such as brochures, magazines and newspapers)  |

| Application | Suitable for Text Recognition | Not Suitable for Text Recognition |
|------------------------------------|---|--|
| <p>ABBYY Scan to Excel(R)</p> | <p>Documents with simple tables in which every border connects to the outer frame.</p>  | <p>Documents containing the following:</p> <ul style="list-style-type: none"> ● Tables with no solid border lines ● Tables with complicated cell formats ● Complex tables containing subtables ● Diagrams ● Graphs ● Photos ● Documents containing vertical text  |
| <p>ABBYY Scan to PowerPoint(R)</p> | <p>Documents containing text and simple diagrams/tables on a white or light monocholor background</p>  | <ul style="list-style-type: none"> ● Documents with complex page layouts comprised of characters, diagrams and illustrations ● Documents with characters on photographs or patterned background ● Documents with light colored characters on a deep colored background  |

Parameters That Cannot Be Reproduced as They Are in the Original Document

The following parameters may not be reproduced as they are in the original document. It is recommended that you check the results of the text recognition in Word, Excel or PowerPoint and, if necessary, edit the data.

- Character font and size
- Character and line spacing
- Underlined, bold and italic characters
- Superscript/subscript

Documents That Cannot Be Recognized Correctly

The following types of documents may not be recognized correctly. Better results in text recognition may be achieved by changing the color mode or increasing the resolution.

- Documents including handwritten characters
- Documents containing small characters (smaller than a font size of 10)
- Skewed documents
- Documents written in languages other than the specified language
- Documents with characters on an unevenly colored background

Example: Shaded characters

- Documents with many decorated characters

Example: Decorated characters (embossed/outlined)


- Documents with characters on a patterned background

Example: Characters overlapping illustrations and diagrams

- Documents with many characters contacting underlines or borders
- Documents with a complex layout and documents with a large amount of image noise
(It may take extra time to process text recognition for these documents.)

Other Considerations

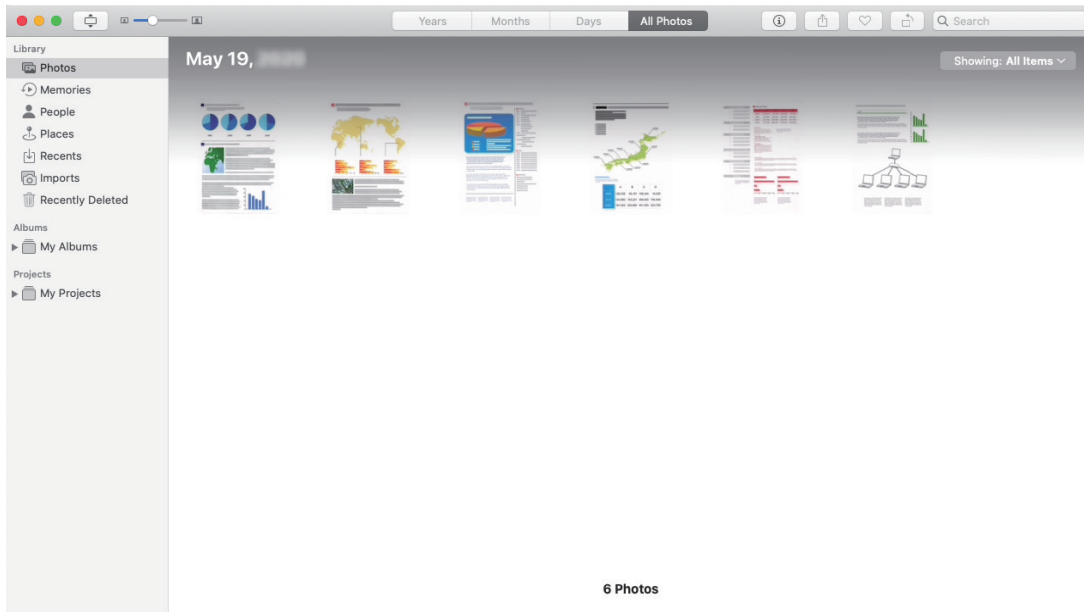
- When you convert a document to Excel files, if the recognition result exceeds 65,536 lines, no more results are saved.
- When you convert a document to Excel files, information about the layout of the entire document, diagrams, and length/width of graphs and tables is not duplicated. Only tables and characters are reproduced.
- A converted PowerPoint document will not have the original background color and patterns.
- Documents placed upside down or in landscape orientation cannot be recognized correctly. Use ["Rotating a Scanned Image to Its Correct Orientation" \(page 57\)](#), or place documents in the correct orientation.
- If bleed-through reduction is enabled, the recognition rate may be lower. In that case, disable it in the following procedure.

Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and from the ScanSnap Manager menu, click [Settings] → [Scanning] tab → [Option] button to display the [Scanning mode option] window. Then, clear the [Scanning mode option] checkbox (for SV600, the [Reduce bleed-through] checkbox is located in the [Image quality] tab on the [Scanning mode option] window).

Saving a Scanned Image to Photos

This section explains how to save a scanned image to Photos.

1. Click the [Photos] icon  in the Quick Menu.



ATTENTION

- You cannot start scanning when the Quick Menu is displayed. Wait until ScanSnap Manager links with Photos before scanning another document.
- Do not move, delete, or rename scanned images using other applications while the Quick Menu is displayed.

HINT

- When a scanned image is saved to Photos, it is also saved in the folder specified for [Image saving folder] of the [Save] tab in the ScanSnap setup window. Delete it if unnecessary.
- Profiles can also be used for the linkage function. For details, refer to "[Profile](#)" (page 37).

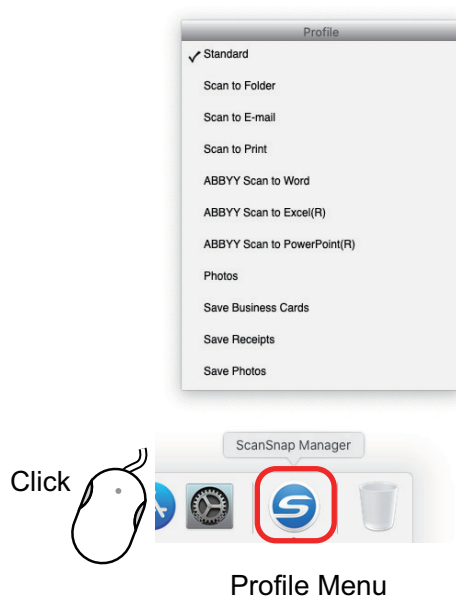
Profile

This section explains profiles.

Once the frequently used scan settings are saved as profiles, you can select a profile to easily change scan settings depending on your scanning purpose.

You can manage up to 20 profiles.

To select a profile, click the ScanSnap Manager icon  to show the Profile menu.



- How to use profiles to perform scanning
["Using Profiles to Perform Scanning" \(page 38\)](#)
- How to configure scan settings for profiles depending on your intended use of the scanned images
["How to Configure Scan Settings" \(page 82\)](#)


HINT

- To use a profile, you need to clear the [Use Quick Menu] checkbox in the ScanSnap setup window.
- You can also display the Profile menu by selecting [Profile] from the ScanSnap Manager menu.
- You can also select a profile from [Profile] in the ScanSnap setup window.

Using Profiles to Perform Scanning

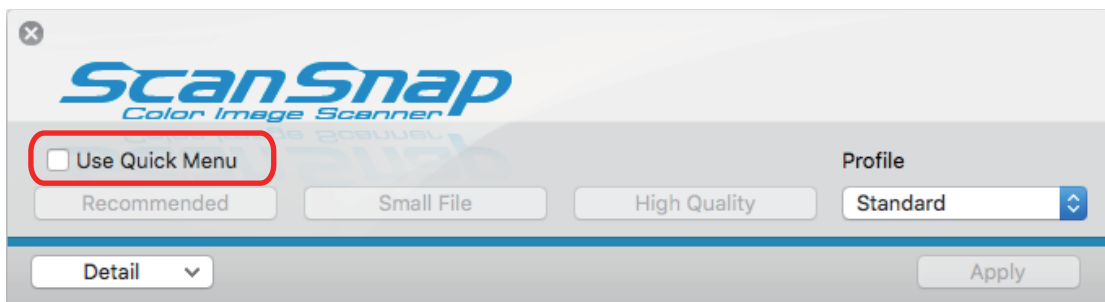
This section explains how to use profiles to perform scanning.

The following explains an example in which the scanned image file is saved to ScanSnap Home.

1. Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and select [Settings] from the ScanSnap Manager menu.


⇒ The ScanSnap setup window appears.

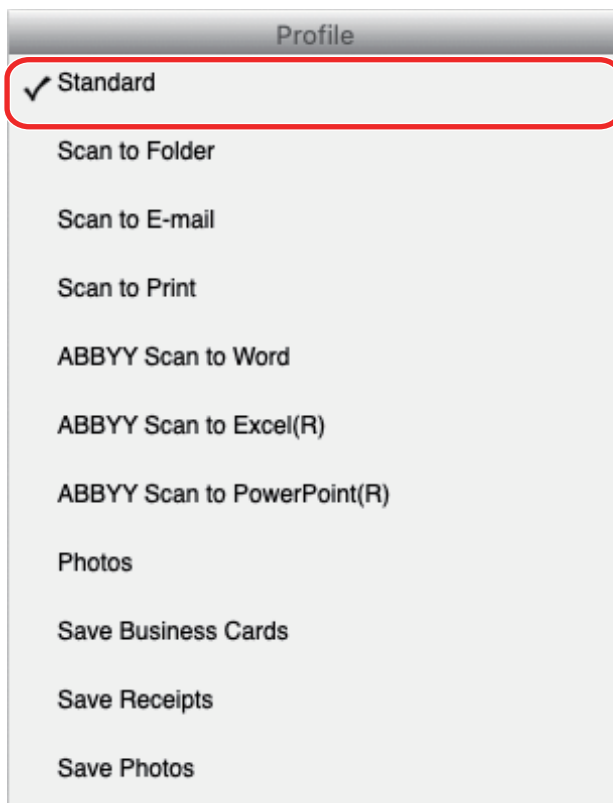
2. Clear the [Use Quick Menu] checkbox.



HINT

When you connect SV600 and another ScanSnap to a computer, a pop-up menu for changing the ScanSnap to use is displayed. For details, refer to ["When Two ScanSnaps Are Connected to a Computer \(SV600\)"](#) (page 106).

3. Click the [Apply] button in the ScanSnap setup window.
4. Click the  button in the upper left of the window to close the ScanSnap setup window.
5. Select [Standard] from the Profile menu.



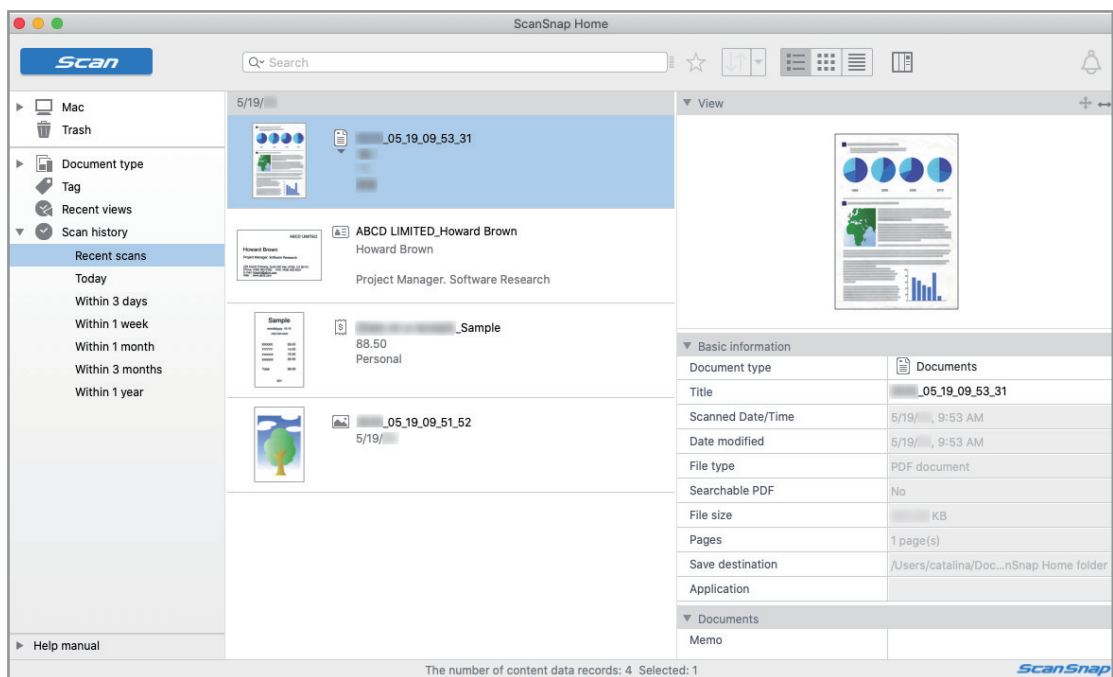
HINT

When you connect SV600 and another ScanSnap to a computer, the Profile menu specific to each ScanSnap is displayed. In that case, select a profile from the Profile menu for the ScanSnap model you use.

6. Scan documents with the ScanSnap.

For details about how to scan documents, refer to [here](#) in the Basic Operation Guide.

⇒ When scanning is completed, the main window of ScanSnap Home appears.



Profile Management

This section explains how to manage profiles.

For details about how to add, change, or delete profiles, refer to the following:

- ["Adding Profiles" \(page 41\)](#)
- ["Changing Profiles" \(page 44\)](#)
- ["Renaming Profiles" \(page 46\)](#)
- ["Changing the Display Order of Profiles" \(page 48\)](#)
- ["Deleting Profiles" \(page 49\)](#)


HINT

When you connect SV600 and another ScanSnap to a computer, you can change the settings for each ScanSnap. For details, refer to ["When Two ScanSnaps Are Connected to a Computer \(SV600\)" \(page 106\)](#).

Adding Profiles

This section explains how to add a profile.

Up to 20 profiles can be saved including the [Standard] profile.

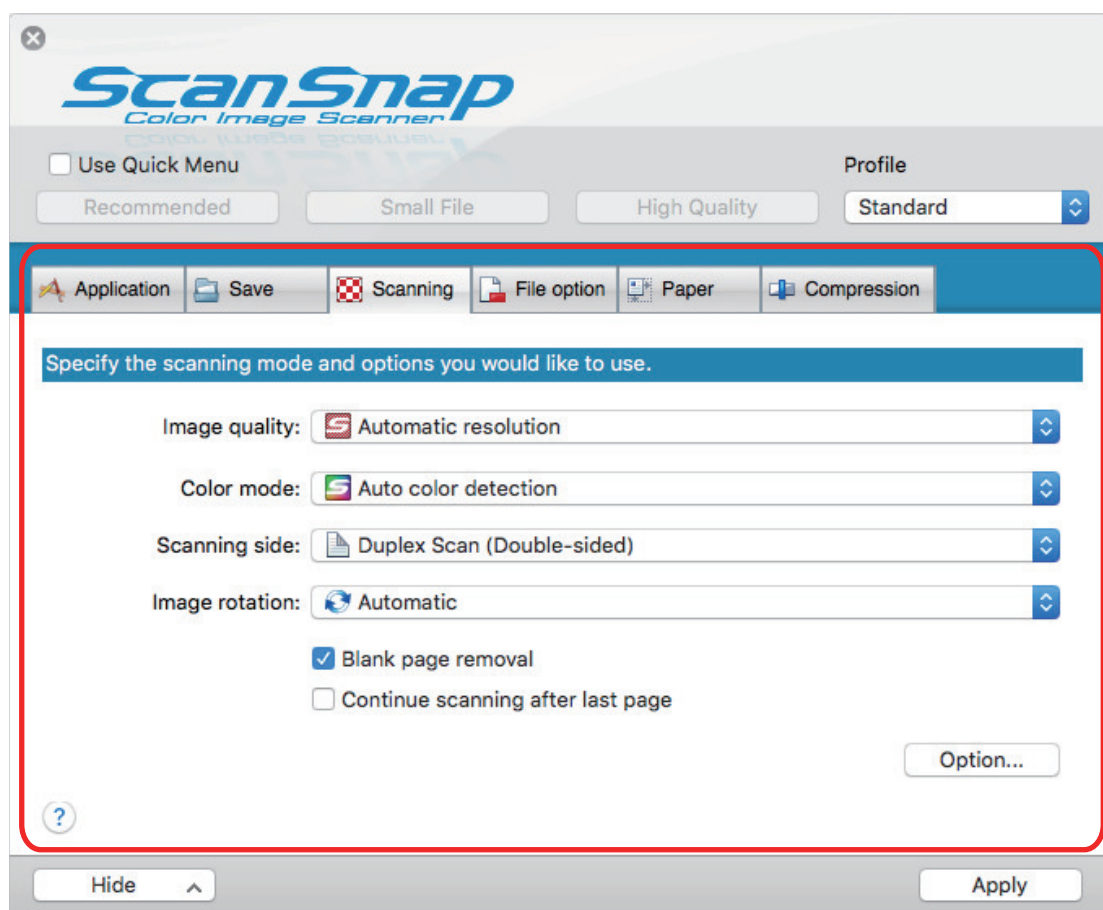
1. Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and select [Settings] from the ScanSnap Manager menu.

⇒ The ScanSnap setup window appears.

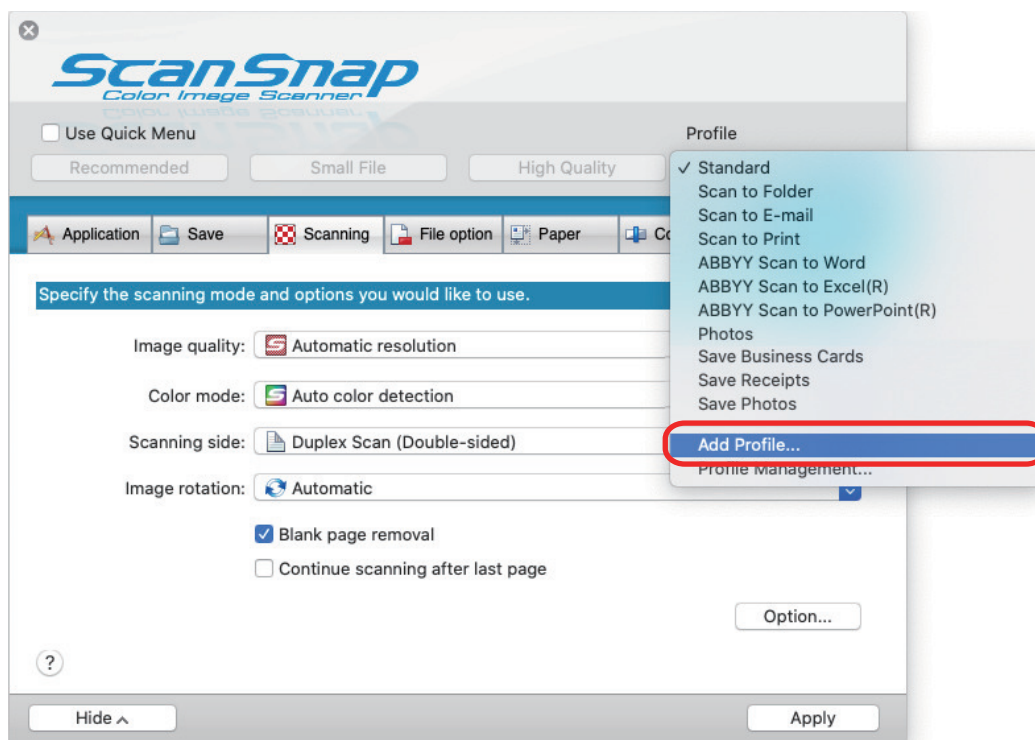
2. Clear the [Use Quick Menu] checkbox.

3. Configure the scan settings in each tab.

For details about each tab, refer to the ScanSnap Manager Help.

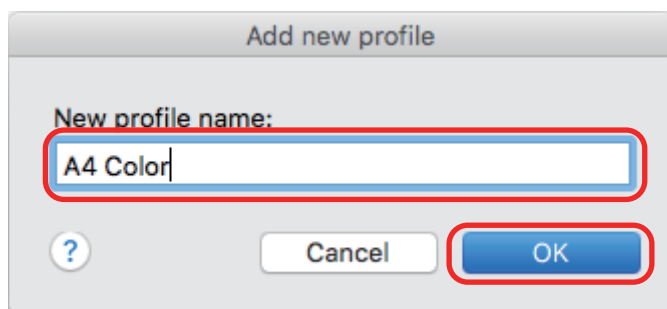


4. Select [Add Profile] from the [Profile].

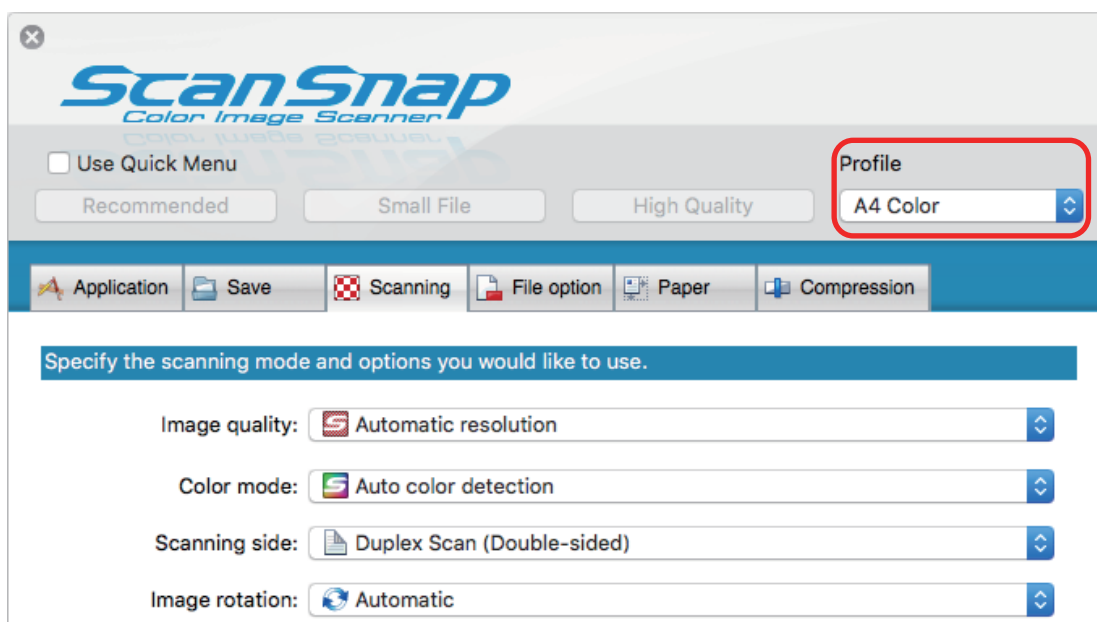



⇒ The [Add new profile] window appears.

5. Type in a new profile name and click the [OK] button.




⇒ The added profile appears in [Profile] in the ScanSnap setup window.

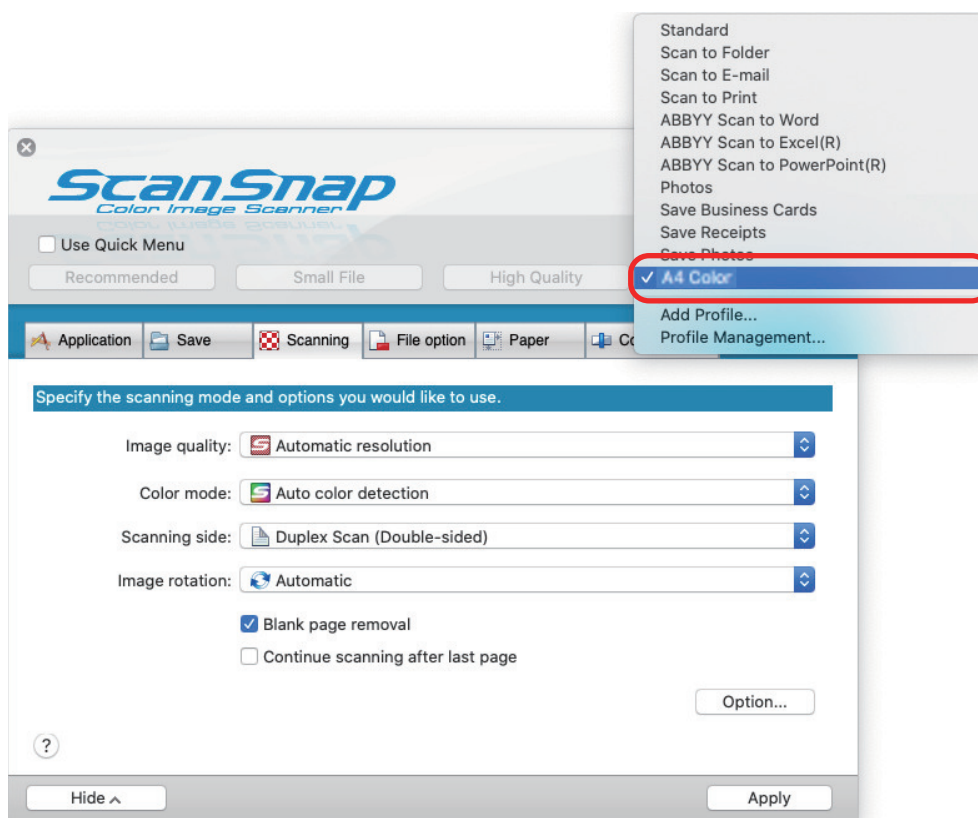


- 6.** Click the [Apply] button.
- 7.** Click the  button in the upper left of the window to close the ScanSnap setup window.

Changing Profiles

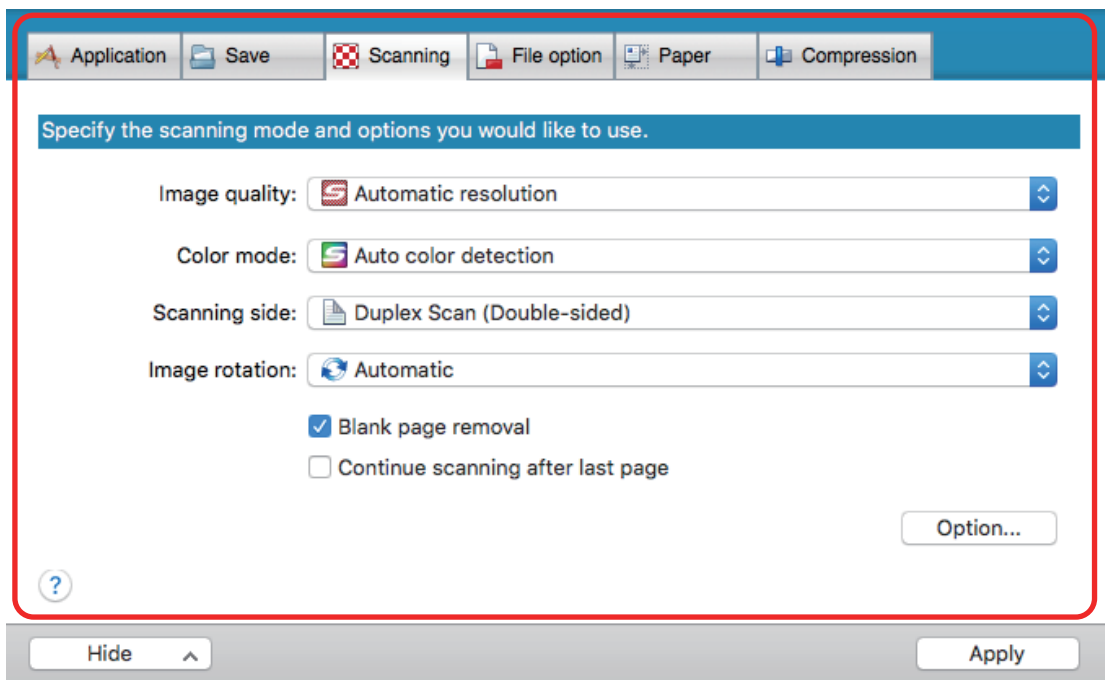
This section explains how to change the scan settings for a profile.

1. Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and select [Settings] from the ScanSnap Manager menu.
 - ⇒ The ScanSnap setup window appears.
2. Clear the [Use Quick Menu] checkbox.
3. Select a profile to change from [Profile].



4. Configure the scan settings in each tab.

For details about each tab, refer to the ScanSnap Manager Help.




5. When you finish changing the settings for the selected profile, click the [Apply] button.
6. Click the [✕] button in the upper left of the window to close the ScanSnap setup window.

Renaming Profiles

This section explains how to rename a profile.

You can rename other profiles than the [Standard] profile.

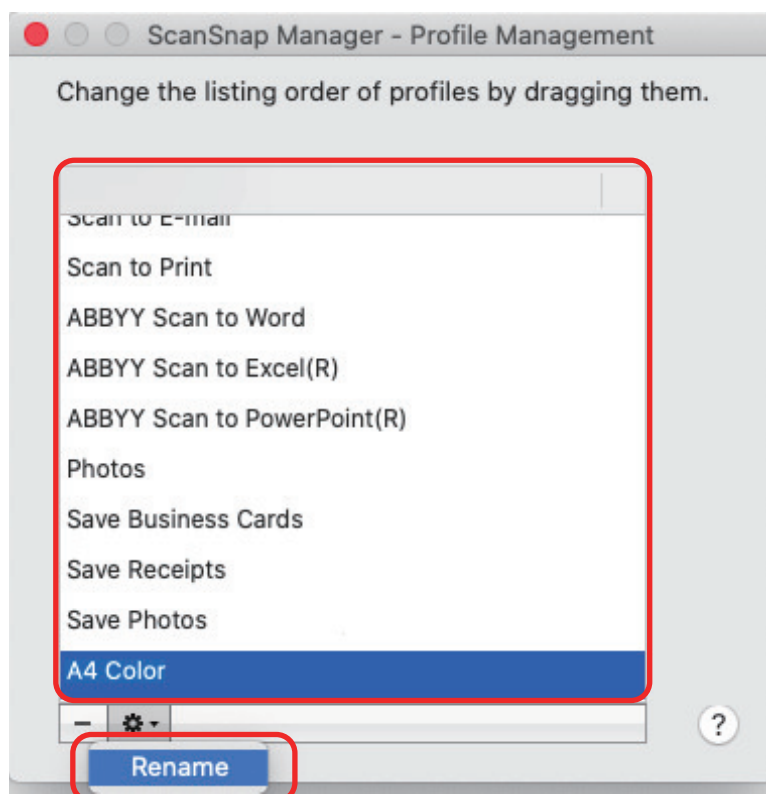
1. Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and select [Profile Management] from the ScanSnap Manager menu.

⇒ The [ScanSnap Manager - Profile Management] window appears.

HINT

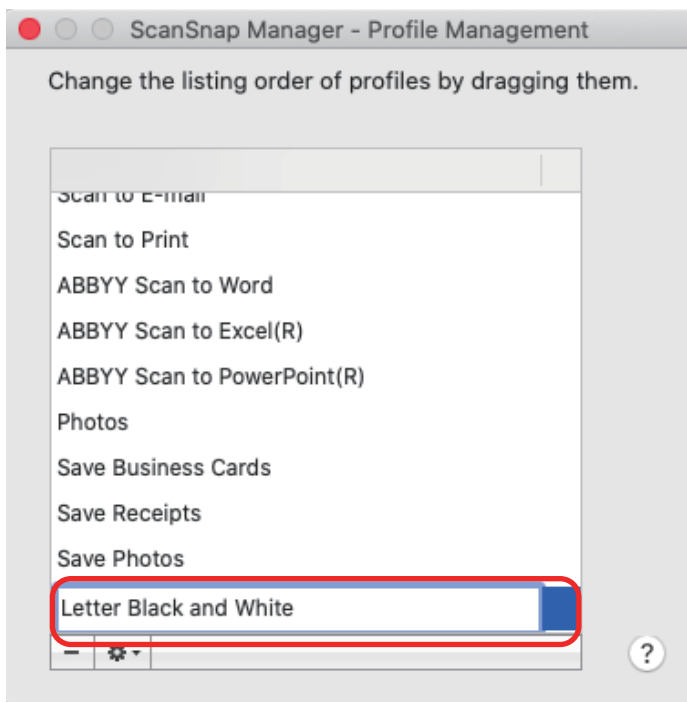
- If you cannot select [Profile Management] in the ScanSnap Manager menu, clear the [Use Quick Menu] checkbox in the ScanSnap setup window.
- You can also display the [ScanSnap Manager - Profile Management] window by selecting [Profile Management] from [Profile] in the ScanSnap setup window.

2. Select a profile and click the [] button in the lower left of the window to select [Rename].



⇒ Entering a new name in the profile name field becomes available.

3. Type in a new name.

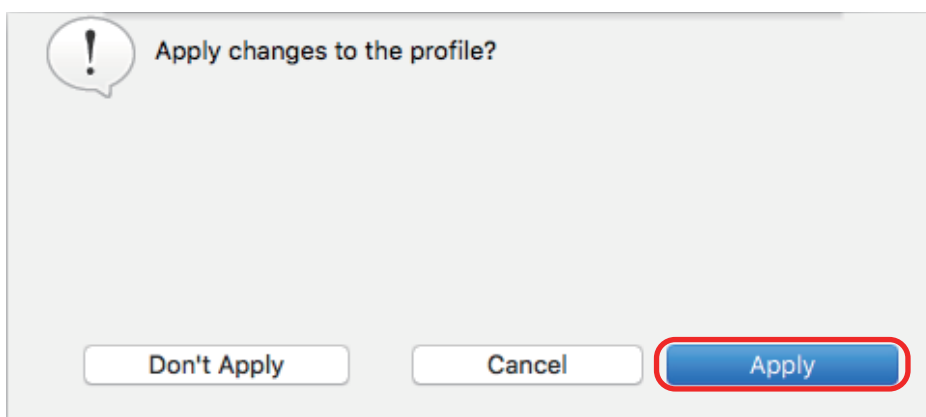


⇒ The profile is renamed.

4. Click the [●] button in the upper left of the window to close the [ScanSnap Manager - Profile Management] window.


⇒ A message window appears.

5. Click the [Apply] button.



Changing the Display Order of Profiles

This section explains how to change the display order of profiles. However, you cannot change the [Standard] display order.

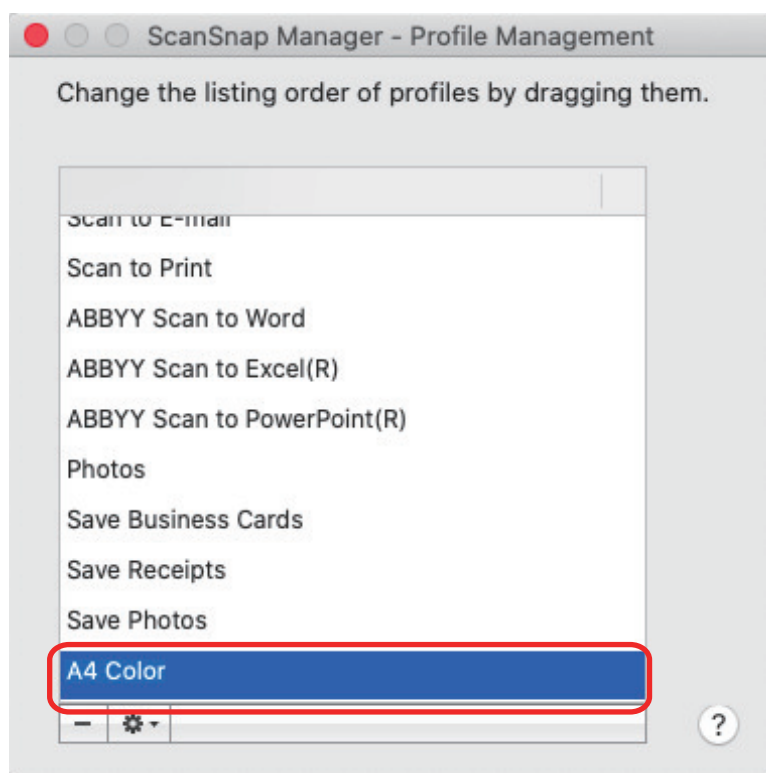
1. Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and select [Profile Management] from the ScanSnap Manager menu.

⇒ The [ScanSnap Manager - Profile Management] window appears.

HINT

- If you cannot select [Profile Management] in the ScanSnap Manager menu, clear the [Use Quick Menu] checkbox in the ScanSnap setup window.
- You can also display the [ScanSnap Manager - Profile Management] window by selecting [Profile Management] from [Profile] in the ScanSnap setup window.

2. Drag a profile to the desired position in the list.




3. Click the  button in the upper left of the window to close the [ScanSnap Manager - Profile Management] window.

Deleting Profiles

This section explains how to delete a profile.

You can delete other profiles than the [Standard] profile.

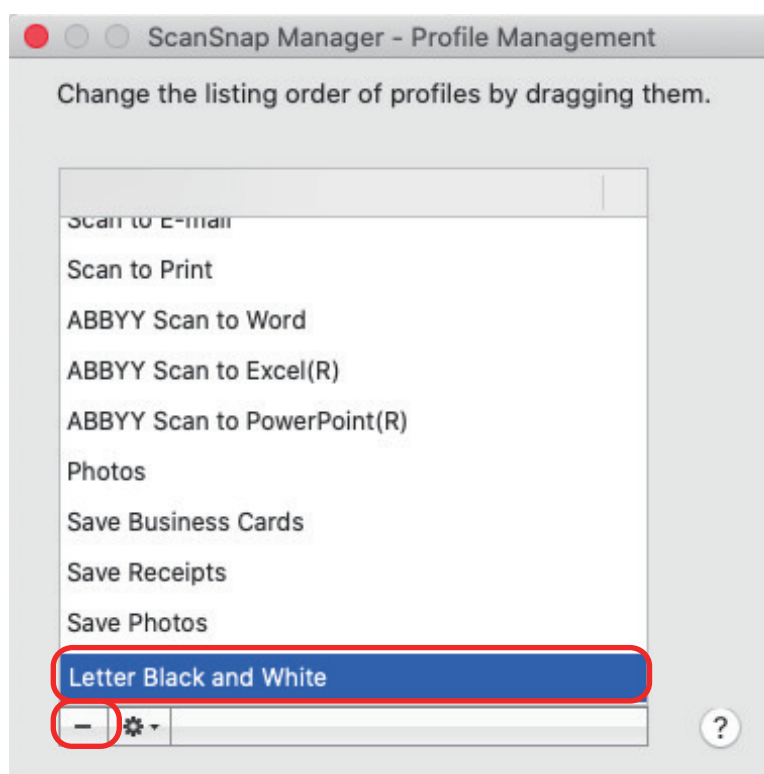
1. Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and select [Profile Management] from the ScanSnap Manager menu.

⇒ The [ScanSnap Manager - Profile Management] window appears.

HINT

- If you cannot select [Profile Management] in the ScanSnap Manager menu, clear the [Use Quick Menu] checkbox in the ScanSnap setup window.
- You can also display the [ScanSnap Manager - Profile Management] window by selecting [Profile Management] from [Profile] in the ScanSnap setup window.

2. Select a profile and click the  button.



⇒ The selected profile is deleted.

3. Click the  button in the upper left of the window to close the [ScanSnap Manager - Profile Management] window.

⇒ A message window appears.

4. Click the [Apply] button.

Scan Settings for Your Intended Use

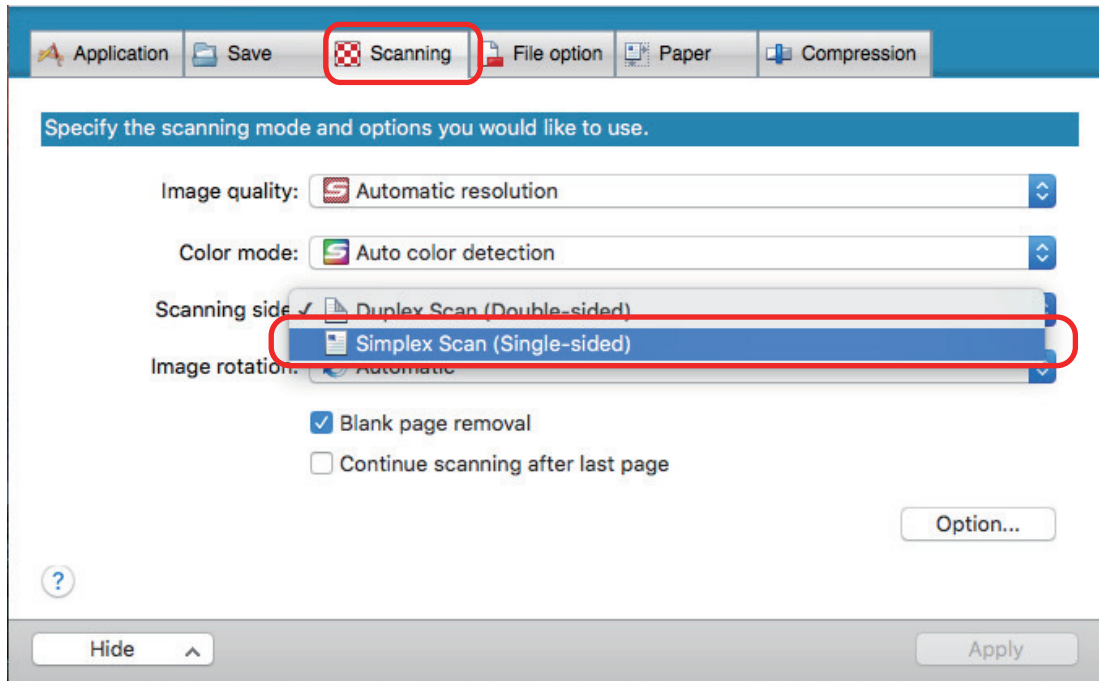
This section explains how to configure scan settings for creating scanned images depending on your intended use.

Scan settings can be configured in the ScanSnap setup window.


- ["Scanning Only One Side of a Document \(iX1500, iX500, or S1300i\)" \(page 52\)](#)
- ["Scanning Color Documents in Gray or Black & White" \(page 53\)](#)
- ["Deleting Blank Pages \(Not Applicable to SV600\)" \(page 54\)](#)
- ["Correcting Skewed Character Strings" \(page 55\)](#)
- ["Rotating a Scanned Image to Its Correct Orientation" \(page 57\)](#)
- ["Reducing Bleed-Through" \(page 59\)](#)
- ["Reducing the Effect of Lighting \(SV600\)" \(page 61\)](#)
- ["Reducing Faded Colors and Blown-Out Highlights \(SV600\)" \(page 63\)](#)
- ["Correcting Skewed Text \(SV600\)" \(page 65\)](#)
- ["Saving Scanned Images in Multiple PDF Files" \(page 67\)](#)
- ["Saving the Scanned Images of a Book as Separate Single-Page Images \(SV600\)" \(page 69\)](#)
- ["Setting Keywords in PDF Files" \(page 71\)](#)
- ["Starting Scanning Automatically \(SV600\)" \(page 77\)](#)

Scanning Only One Side of a Document (iX1500, iX500, or S1300i)

To scan only one side of a document, in the [Scanning] tab of the ScanSnap setup window, select [Simplex Scan] in the [Scanning side] drop-down list.

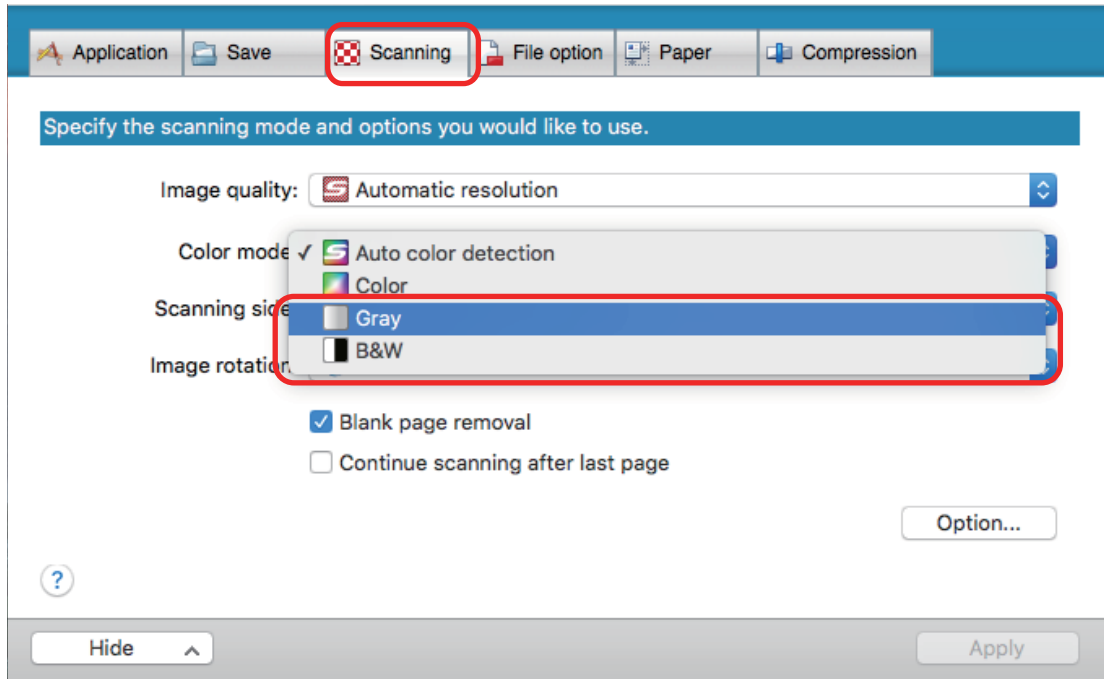


HINT

Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and when you select [Simplex Scan] from the ScanSnap Manager menu, scanning is performed in simplex mode even if [Duplex Scan] is specified for [Scanning side] in the [Scanning] tab.

Scanning Color Documents in Gray or Black & White

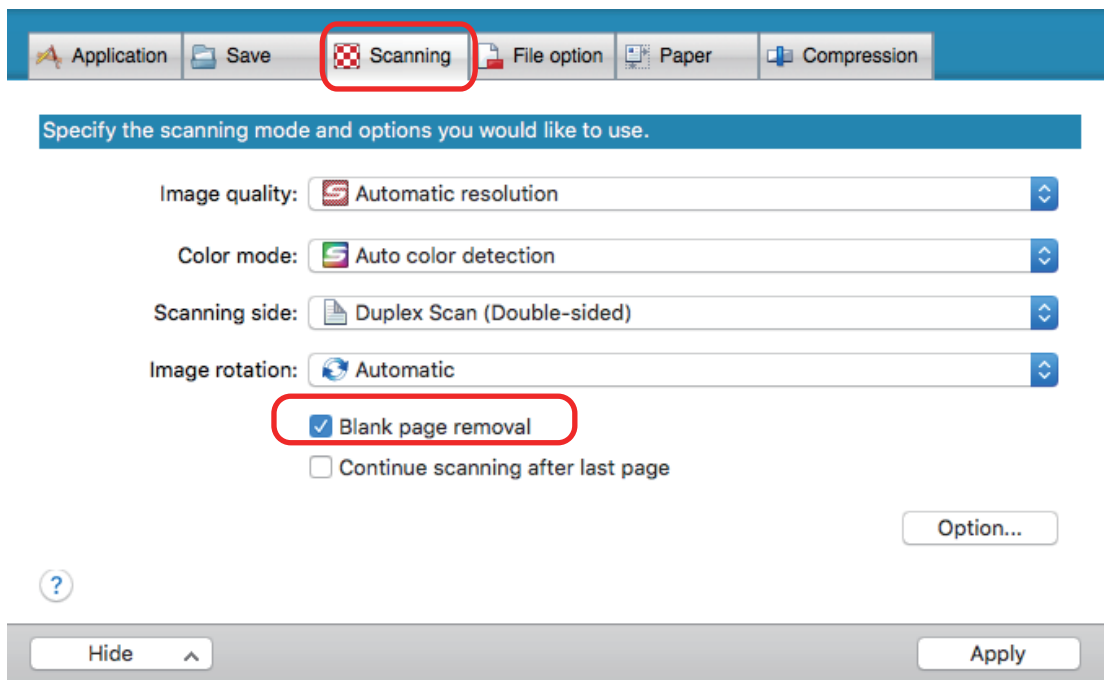
If you want to scan color documents and save them in gray or black & white, select [Gray] or [B&W] from the [Color mode] drop-down list in the [Scanning] tab of the ScanSnap setup window.



Deleting Blank Pages (Not Applicable to SV600)

The ScanSnap can detect and automatically delete blank pages from a scanned image. For example, when you scan a mixed batch of double-sided and single-sided documents in duplex mode, the images are generated without the back sides of the single-sided documents (blank pages).

To delete blank pages, select [Blank page removal] in the [Scanning] tab of the ScanSnap setup window.



ATTENTION

The following documents may be detected as blank.

- Almost blank documents with only a few characters
- Documents of only one color (including black) and without any patterns, lines or characters

When you scan such documents, clear the [Blank page removal] checkbox.

Also make sure to check the image data for accidentally deleted pages when discarding the scanned document.

Correcting Skewed Character Strings

When documents with skewed character strings are scanned, the ScanSnap is able to detect the skewed character strings and correct them.

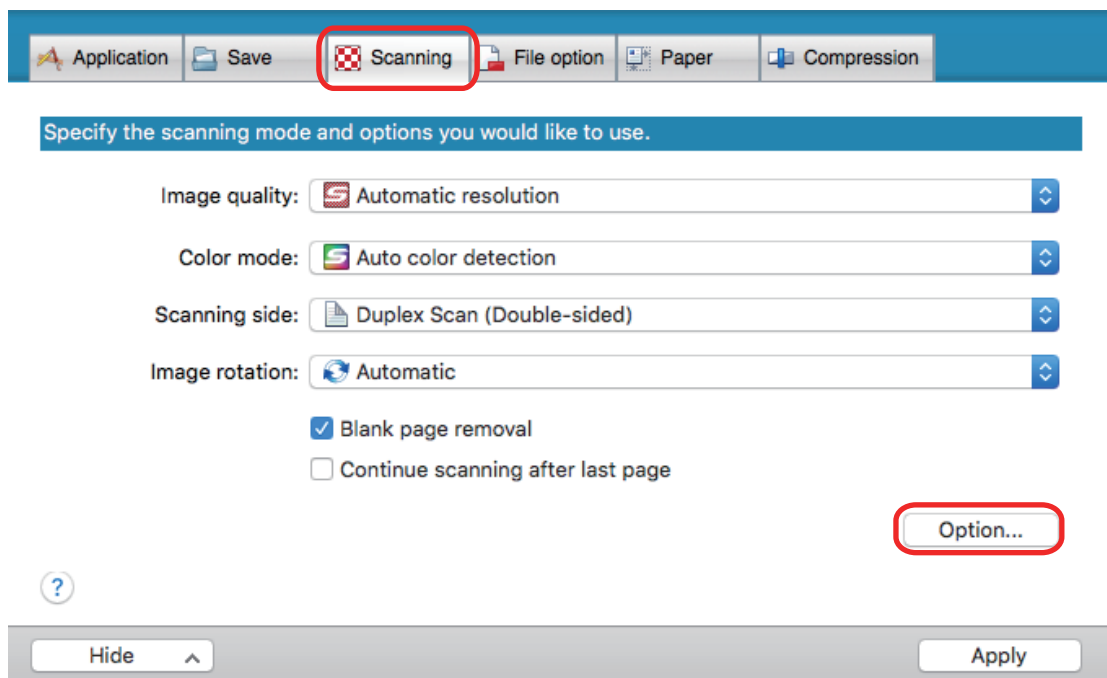
ATTENTION

If the Carrier Sheet is used for scanning, skewed character strings are not corrected.

HINT

When [Automatic detection] is specified for [Paper size] in the [Paper] tab of the ScanSnap setup window, the skew in the image is always corrected. Therefore, [Deskew by text on document] does not have to be enabled.

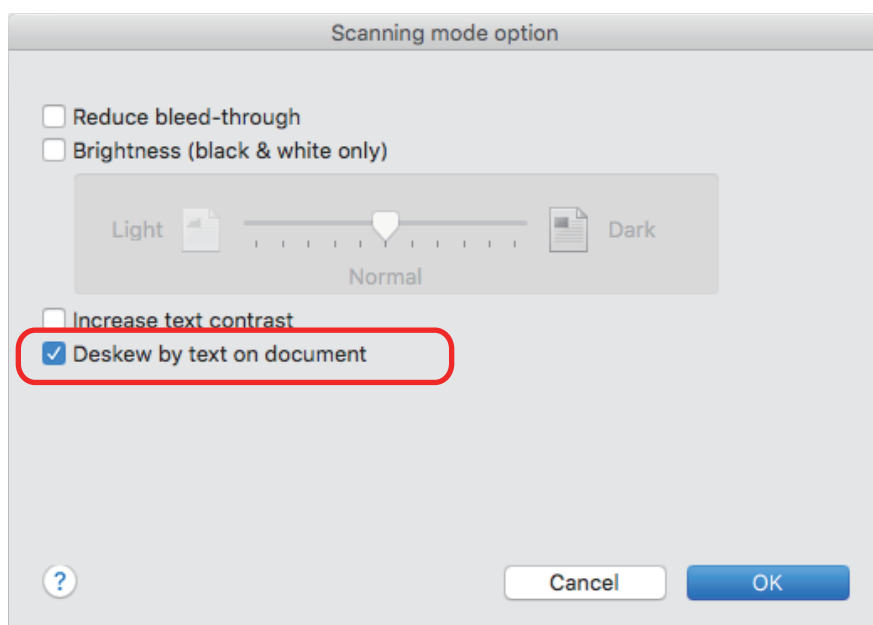
1. In the ScanSnap setup window, select the [Scanning] tab, and click the [Option] button.




⇒ The [Scanning mode option] window appears.

2. Select the [Deskew by text on document] checkbox.

For SV600, the [Deskew by text on document] checkbox is located in the [Image quality] tab of the [Scanning mode option] window.



3. Click the [OK] button to close the [Scanning mode option] window.
4. Click the [Apply] button in the ScanSnap setup window.
5. Click the [] button in the upper left of the window to close the ScanSnap setup window.

ATTENTION

- Up to ± 5 degrees of skew can be corrected.
- Skewed characters are corrected based on the character strings printed on the document. Therefore, the scanned image for the following types of documents may be adjusted at the wrong angle.

In that case, clear the [Deskew by text on document] checkbox:

- Documents on which pitches between lines or characters are extremely narrow, or characters are overlapped
- Documents with many outlined or decorated characters
- Documents with many images (such as photographs and figures) and few characters
- Documents with characters on a patterned background

Example: Characters overlapping illustrations and diagrams

- Documents with long diagonal lines
- Documents including handwritten characters

Rotating a Scanned Image to Its Correct Orientation

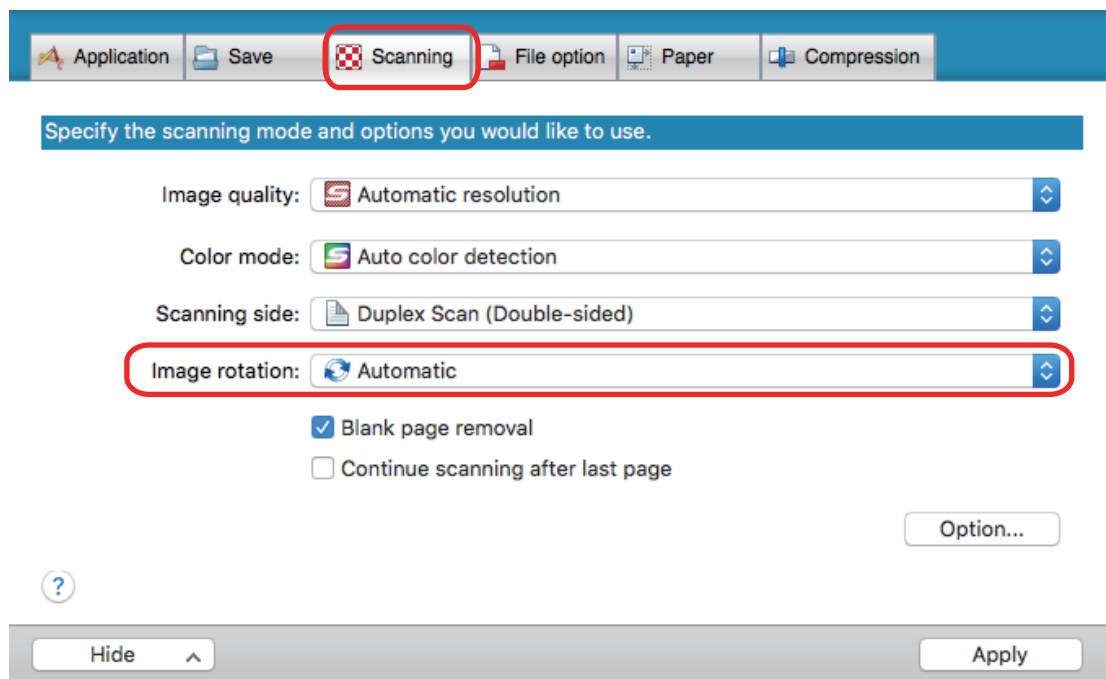
The ScanSnap is able to rotate each scanned image automatically or to a specified orientation.

In an office environment, it is often the case that a single batch contains same size documents of different text orientations. Automatic detection of the text orientation is useful for such a document batch.

To rotate the orientation of scanned images, select [Image rotation] in the [Scanning] tab of the ScanSnap setup window.

ATTENTION

In the case of SV600, if you select [Select later] from [Document type] in the [Paper] tab of the ScanSnap setup window to scan a document and then select [Double-page spread (Book/Magazine)] in the [ScanSnap Manager - Image scanning and file saving] window, the scanned image is not rotated automatically to its correct orientation.



ATTENTION

The correct orientation of the scanned image is determined by the character strings printed on the document. Therefore, the scanned images for the following types of documents may not rotate when [Automatic] is selected for [Image rotation].

In this case, do not select [Automatic].

- Documents with many extremely large or small characters
- Documents on which pitches between lines or characters are extremely narrow, or characters are overlapped
- Documents with many characters contacting underlines or borders
- Documents with many images (such as photographs and figures) and few characters
- Documents with characters on an unevenly colored background

Example: Shaded characters

- Documents with many decorated characters

Example: Decorated characters (embossed/outlined)

- Documents with characters on a patterned background

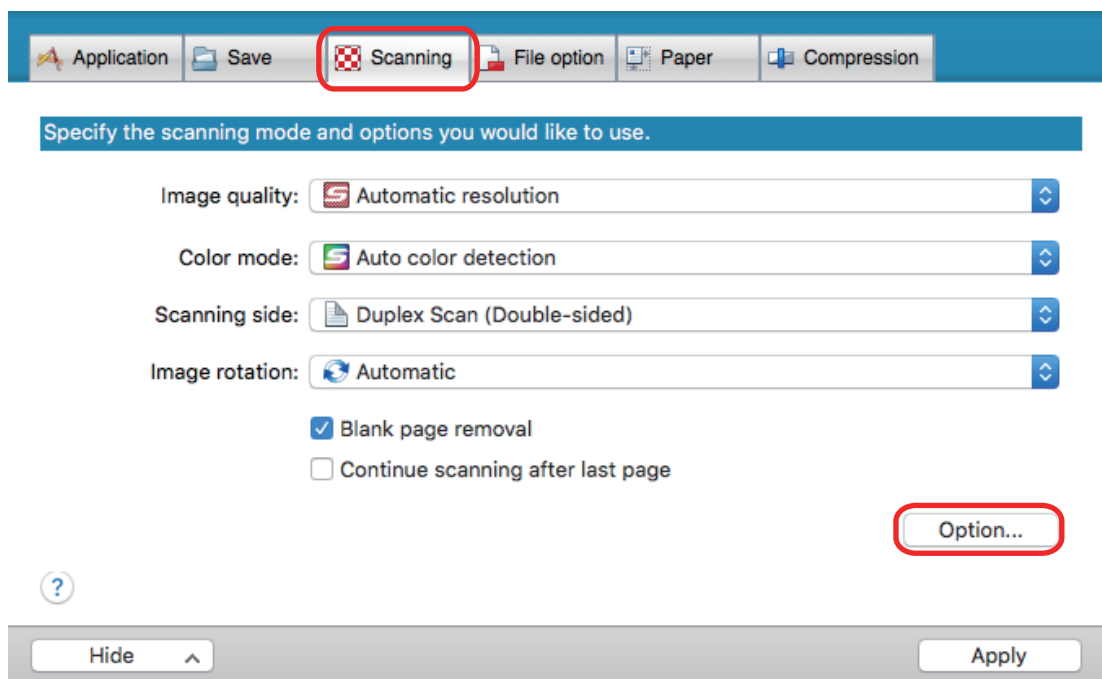
Example: Characters overlapping illustrations and diagrams

- Documents with characters printed in various directions such as drawings
- Documents written using only capital letters
- Documents including handwritten characters
- Skewed documents
- Documents with complex layouts
- Documents with a large amount of image noise
- Documents with faint characters
- Documents with faded characters

Reducing Bleed-Through

The bleed-through that appears in the scanned image when there is text or illustration on the back side of the document can be reduced.

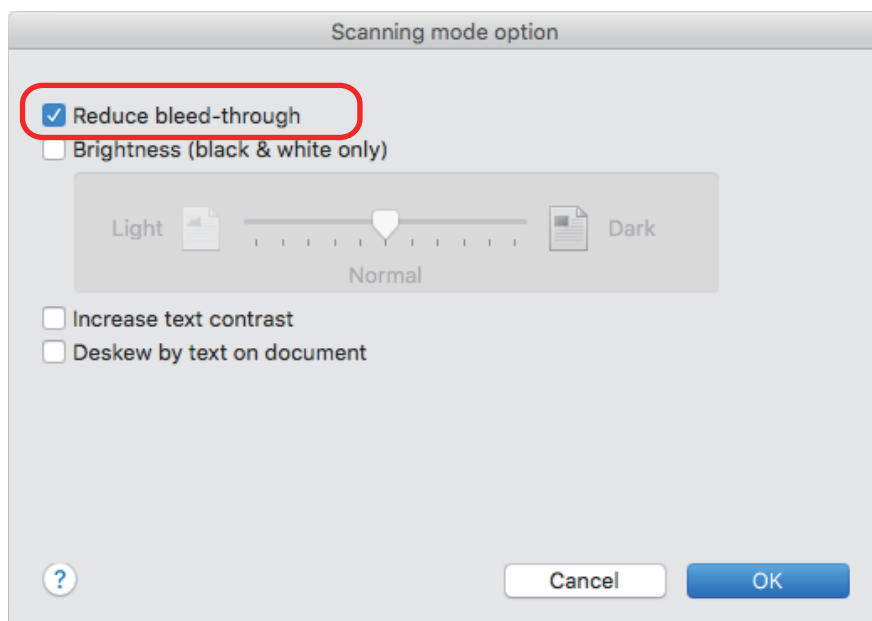
1. In the ScanSnap setup window, select the [Scanning] tab, and click the [Option] button.



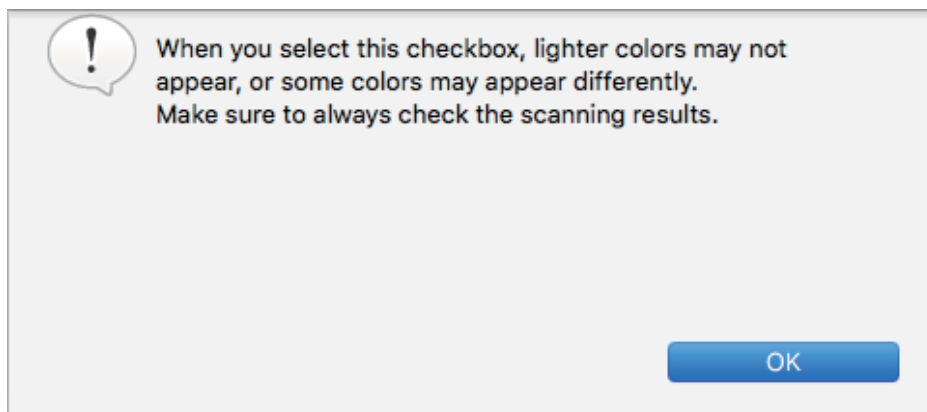
⇒ The [Scanning mode option] window appears.


2. Select the [Reduce bleed-through] checkbox.

For SV600, the [Reduce bleed-through] checkbox is located in the [Image quality] tab on the [Scanning mode option] window.



⇒ The following message appears.



- 3. Click the [OK] button to close the message.**
- 4. Click the [OK] button to close the [Scanning mode option] window.**
- 5. Click the [Apply] button in the ScanSnap setup window.**
- 6. Click the [] button in the upper left of the window to close the ScanSnap setup window.**

ATTENTION

For documents described below, bleed-through reduction may not function effectively. In that case, clear the [Reduce bleed-through] checkbox.

- Documents with light colored letters or pictures/documents with thin letters or lines/documents with a dark background color
The color may not be reproduced or the color may be changed. If you want to recognize the marked character strings, the recognition rate for the characters may be lowered.
- Documents where the color for letters is light or the letters are thin
The recognition rate for the characters may be lowered.
- Documents with a lot of bleed-through
The bleed-through may be emphasized.

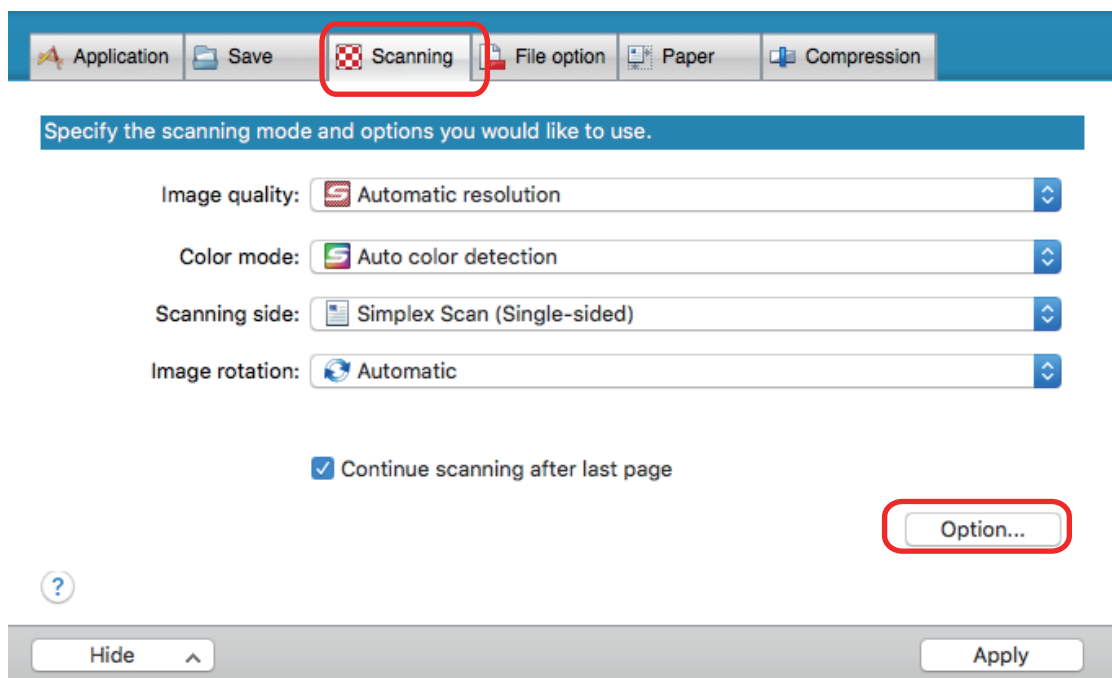
Reducing the Effect of Lighting (SV600)

Horizontal stripes caused by the effect of fluorescent or other lighting can be reduced in the scanned image.

ATTENTION

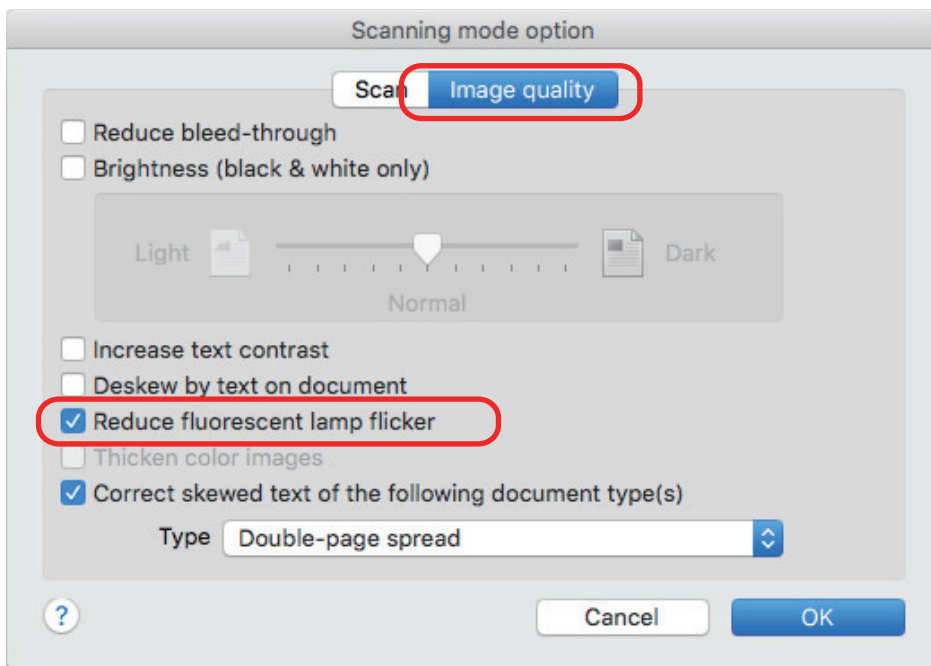
- This process makes scanning speed slower than usual. It also makes the waiting time to start scanning longer for continuous scanning.
- This process may take extra time depending on your computer system environment.

1. In the ScanSnap setup window, select the [Scanning] tab, and click the [Option] button.

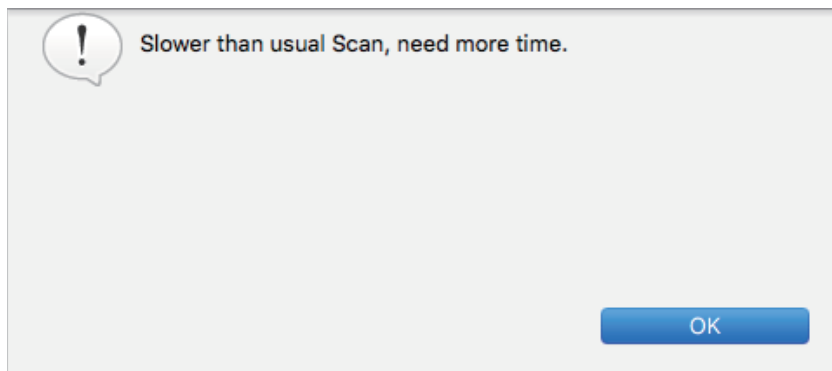


⇒ The [Scanning mode option] window appears.

2. Click the [Image quality] tab, and select the [Reduce fluorescent lamp flicker] checkbox.



⇒ The following message appears.



3. Click the [OK] button to close the message.
4. Click the [OK] button to close the [Scanning mode option] window.
5. Click the [Apply] button in the ScanSnap setup window.
6. Click the [X] button in the upper left of the window to close the ScanSnap setup window.

Reducing Faded Colors and Blown-Out Highlights (SV600)

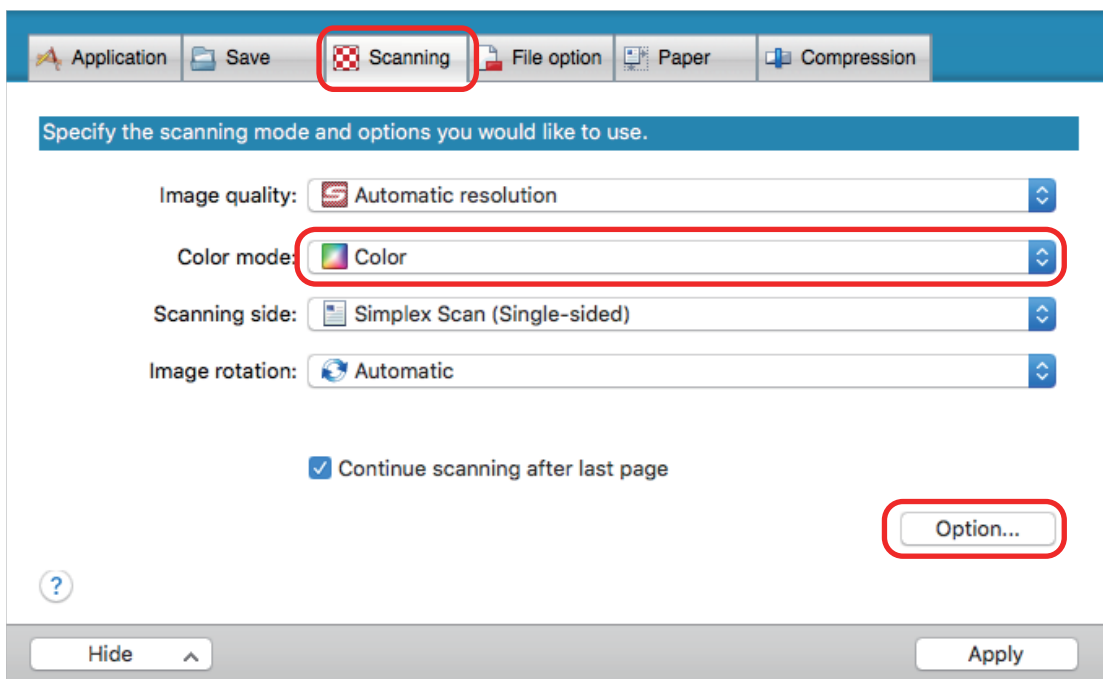
Faded colors and blown-out highlights can be reduced in the scanned image.

ATTENTION

When the [Thicken color images] checkbox is selected, the following checkboxes are disabled:

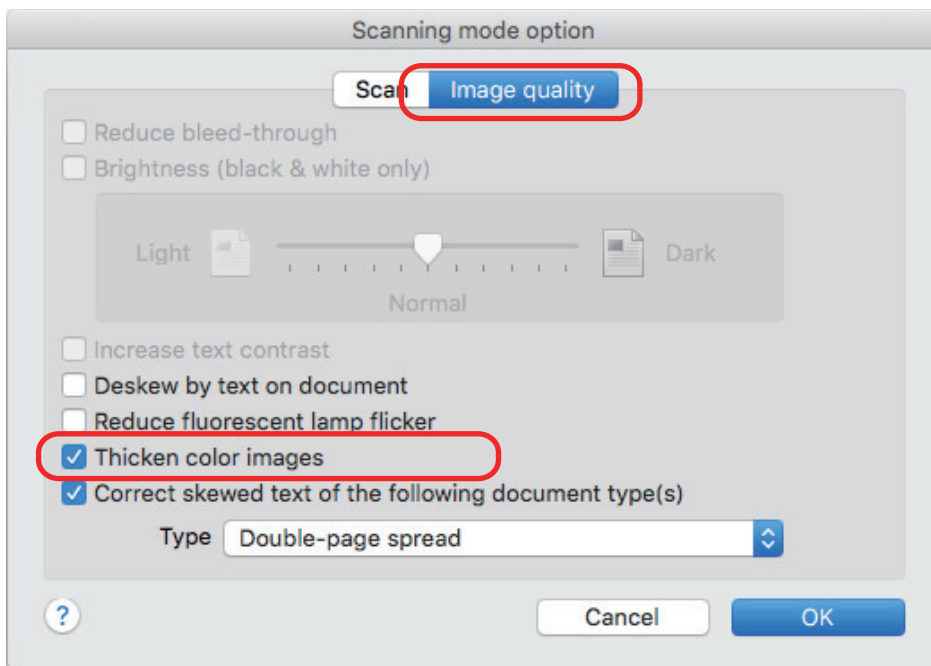
- [Reduce bleed-through] checkbox
- [Brightness (black & white only)] checkbox
- [Increase text contrast] checkbox

1. In the ScanSnap setup window, select the [Scanning] tab, select [Color] for [Color mode], and click the [Option] button.

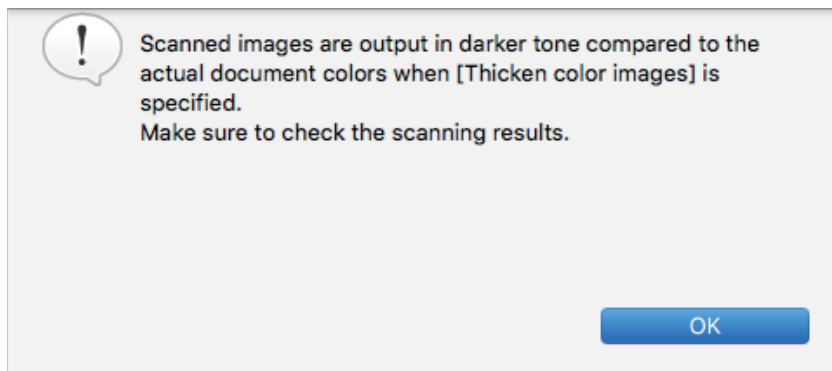


⇒ The [Scanning mode option] window appears.

2. Click the [Image quality] tab, and select the [Thicken color images] checkbox.



⇒ The following message appears.



3. Click the [OK] button to close the message.
4. Click the [OK] button to close the [Scanning mode option] window.
5. Click the [Apply] button in the ScanSnap setup window.
6. Click the [X] button in the upper left of the window to close the ScanSnap setup window.

Correcting Skewed Text (SV600)

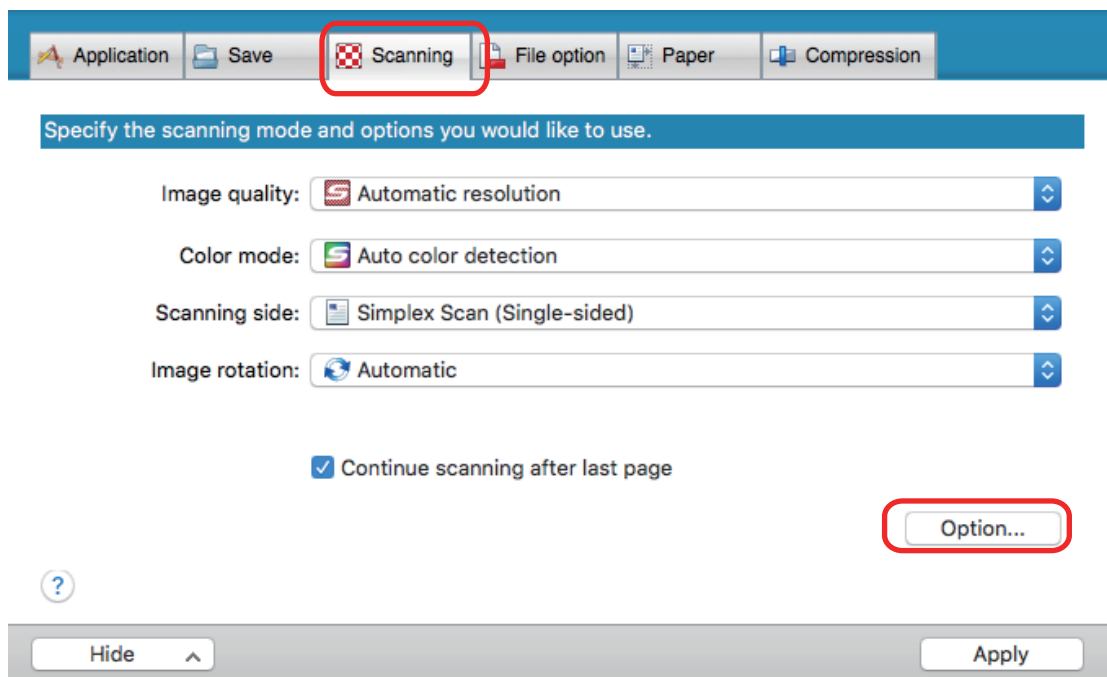
The horizontally skewed text, lines, or graphics in the scanned images can be corrected.

ATTENTION

In the following types of documents, skews are not corrected:

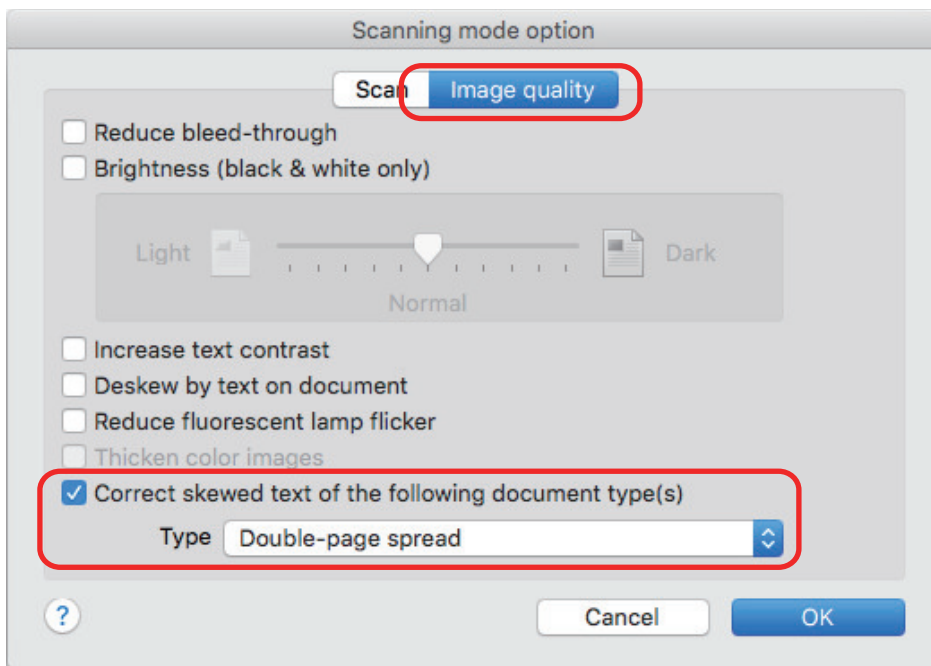
- Documents with no horizontal lines
- Documents with fine (less than 0.5 point thick), broken, dotted, wavy, or light-colored lines


1. In the ScanSnap setup window, select the [Scanning] tab, and click the [Option] button.



⇒ The [Scanning mode option] window appears.

2. Click the [Image quality] tab and select the [Correct skewed text of the following document type(s)] checkbox, then select a document for correction in [Type].



3. Click the [OK] button to close the [Scanning mode option] window.
4. Click the [Apply] button in the ScanSnap setup window.
5. Click the [] button in the upper left of the window to close the ScanSnap setup window.

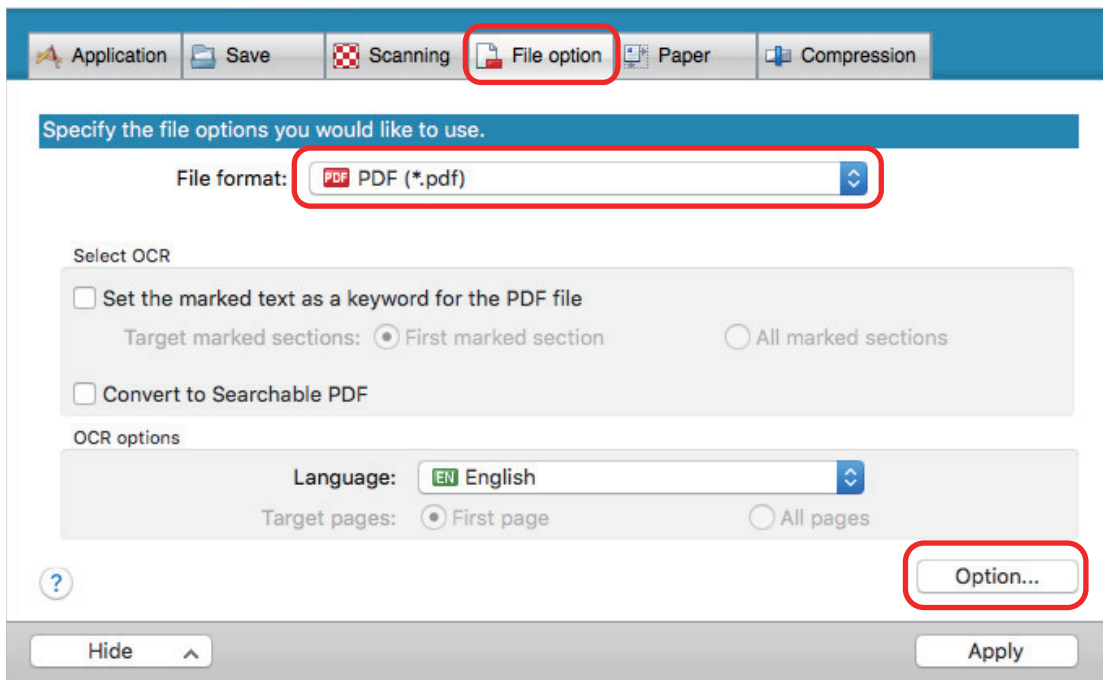
HINT

When a book is scanned, the horizontally skewed text, lines, or graphics in the scanned image can be corrected by selecting the [Correct skewed text] checkbox in the [Book Image Viewer] window.

Saving Scanned Images in Multiple PDF Files

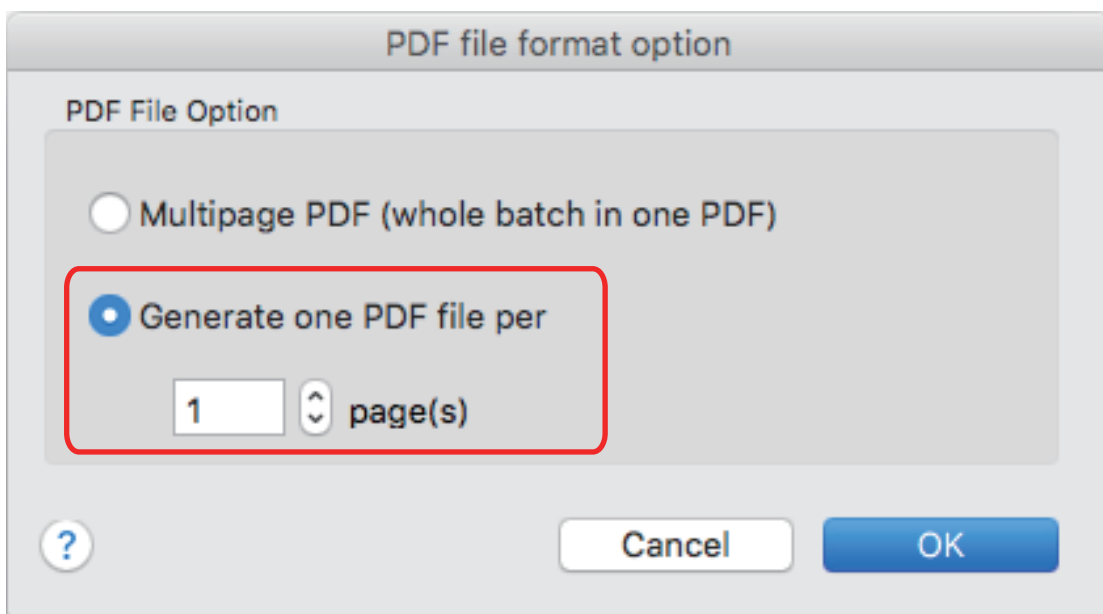
The ScanSnap is able to save scanned image in separate PDF files based on the specified number of pages. For example, you can scan a batch of slips, and save each slip as a PDF file.

1. In the ScanSnap setup window, select the [File option] tab, and select [PDF (*.pdf)] from the [File format] drop-down list. Then click the [Option] button.



⇒ The [PDF file format option] window appears.


2. Select [Generate one PDF file per] and enter the number of pages to split. One PDF is created every time the number of pages specified here has been saved.



HINT

In duplex mode, two pages (front and back) are created per document.

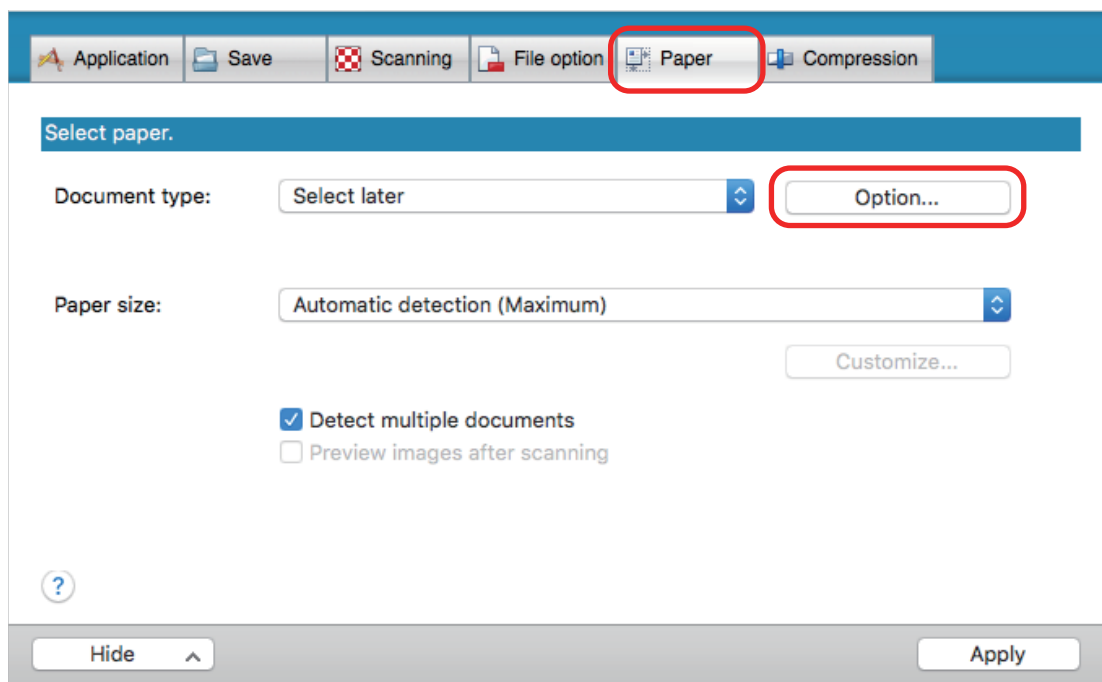
When you select the [Blank page removal] checkbox in the [Scanning] tab, the number of pages of the original document and the scanned image does not match because blank pages are deleted. Clear this checkbox when you want to keep the original page number order.

- 3. Click the [OK] button to close the [PDF file format option] window.**
- 4. Click the [Apply] button in the ScanSnap setup window.**
- 5. Click the [] button in the upper left of the window to close the ScanSnap setup window.**

Saving the Scanned Images of a Book as Separate Single-Page Images (SV600)

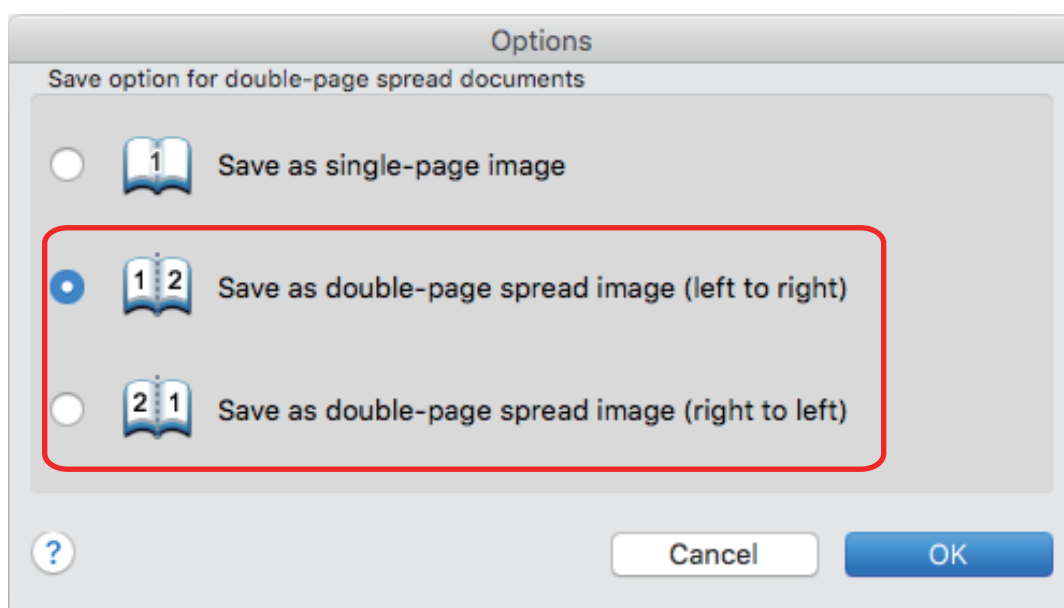
When a book is scanned, the double-page spread image can be split into two images, one on the left-side and one on the right-side.


1. In the ScanSnap setup window, select the [Paper] tab, and click the [Option] button.



⇒ The [Options] window appears.

2. Select the order in which single pages on a double-page spread image are to be saved.



- 3. Click the [OK] button to close the [Options] window.**
- 4. Click the [Apply] button in the ScanSnap setup window.**
- 5. Click the [] button in the upper left of the window to close the ScanSnap setup window.**

Setting Keywords in PDF Files

If the document is black & white, character strings (such as the page heading and the title) can be set as keywords and used for a PDF file search.

To set keywords for PDF files, mark a character string to be set as a keyword with a water-based highlight pen so that the character string is completely covered. When you perform a scan, the marked character strings are recognized and set as keywords for the PDF file.

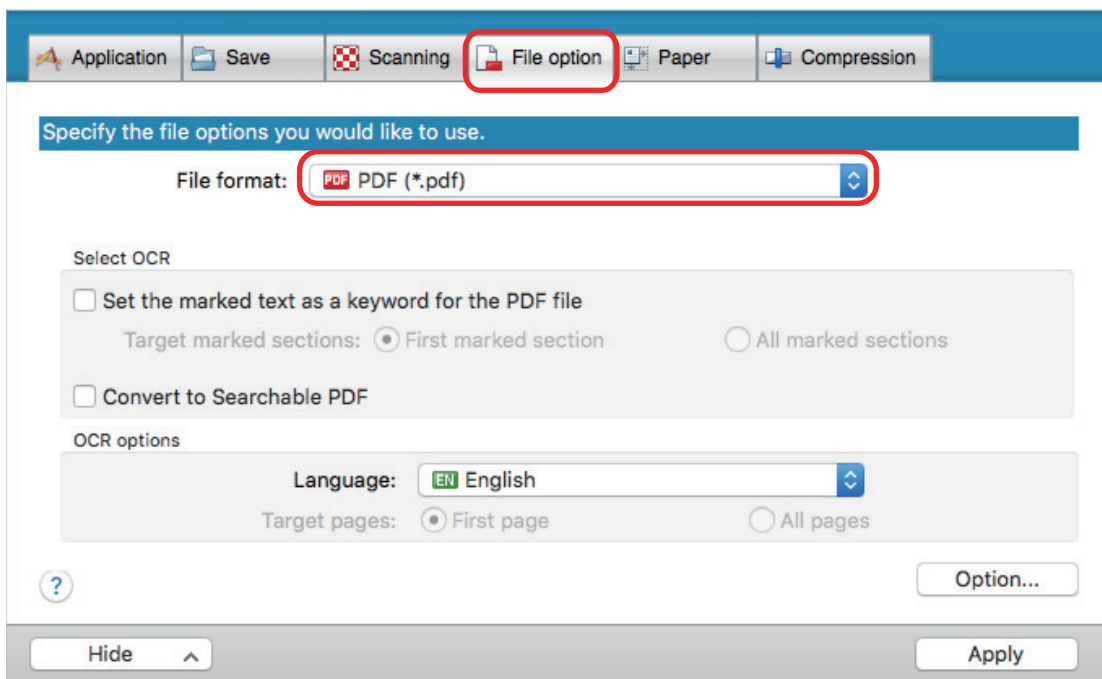
For details about marking a character string with a water-based highlight pen, refer to ["How to Mark Character Strings" \(page 75\)](#).

ATTENTION

This function is disabled when one of the following applications in the Quick Menu is selected.

- Save Business Cards
- Save Receipts
- Save Photos

1. In the ScanSnap setup window, select [PDF (*.pdf)] from the [File format] drop-down list in the [File option] tab.



HINT

It is recommended that you select [Better] or [Best] for [Image quality] in the [Scanning] tab of the ScanSnap setup window.

2. Select the [Set the marked text as a keyword for the PDF file] checkbox.

Application Save Scanning File option Paper Compression

Specify the file options you would like to use.

File format: PDF (*.pdf)

Select OCR

Set the marked text as a keyword for the PDF file

Target marked sections: First marked section All marked sections

Convert to Searchable PDF

OCR options

Language: English

Target pages: First page All pages

Option...

Hide Apply

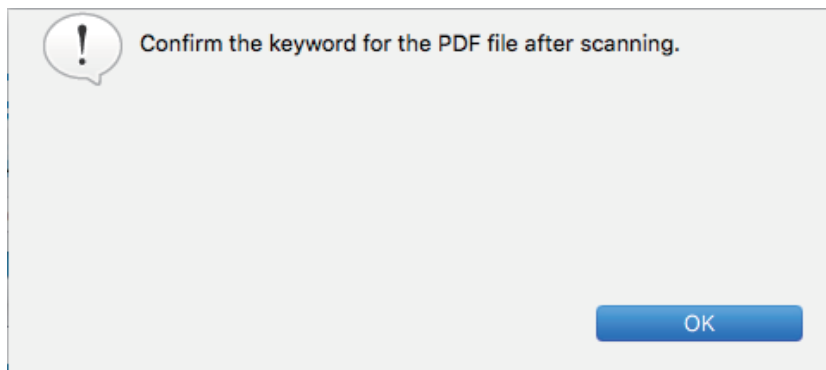
ATTENTION

This checkbox is disabled when an unsupported language is specified for [Language].

The following languages are supported:

Japanese/English/French/German/Italian/Spanish/Chinese (simplified)/Chinese (traditional)/
Korean/Russian/ Portuguese

⇒ The following message appears.



3. Click the [OK] button to close the message.
4. Specify [Select OCR] and [OCR options].

ATTENTION

Select [All marked sections] when the text orientation of your document is vertical.

HINT

[First marked section] that can be set in [Select OCR] is used as follows:

- Select this button to set a character string such as a title of a document as a keyword for the PDF file.

Example: When only the title of a document is marked, the marked character string is set as a keyword for the PDF file, and the PDF file becomes searchable by the title character string.



- When multiple marked sections exist in line, the marked character string closest to the top of the document is set as a keyword.


Example: In the following case, the character string in marked section B, which is higher than marked section A, is set as a keyword.



5. Click the [Apply] button in the ScanSnap setup window.
6. Click the [✕] button in the upper left of the window to close the ScanSnap setup window.

ATTENTION

- When you select the [Set the marked text as a keyword for the PDF file] checkbox, it may take extra time to process text recognition depending on your computer system environment.
- Scanned images of the following types of documents (characters) may not be recognized correctly. In that case, better results in text recognition may be achieved by specifying a higher resolution in [Image quality].
 - Documents including handwritten characters
 - Documents with small characters scanned at a low resolution
 - Skewed documents
 - Documents written in languages other than the specified language
 - Documents including texts written in italic characters
 - Documents containing characters with superscripts/subscripts and complicated mathematical expressions
 - Documents with characters on an unevenly colored background
 - Example: Shaded characters
 - Documents with many decorated characters
 - Example: Decorated characters (embossed/outlined)
 - Documents with characters on a patterned background
 - Example: Characters overlapping illustrations and diagrams
 - Documents with many characters contacting underlines or borders
- It may take extra time to perform text recognition on the following documents:
 - Documents with complex layouts
 - Documents with information other than text
 - Example: Text on a shaded background
- If bleed-through reduction is enabled, the recognition rate may be lowered as the marker may be erased or lightened. In that case, disable it in the following procedure.

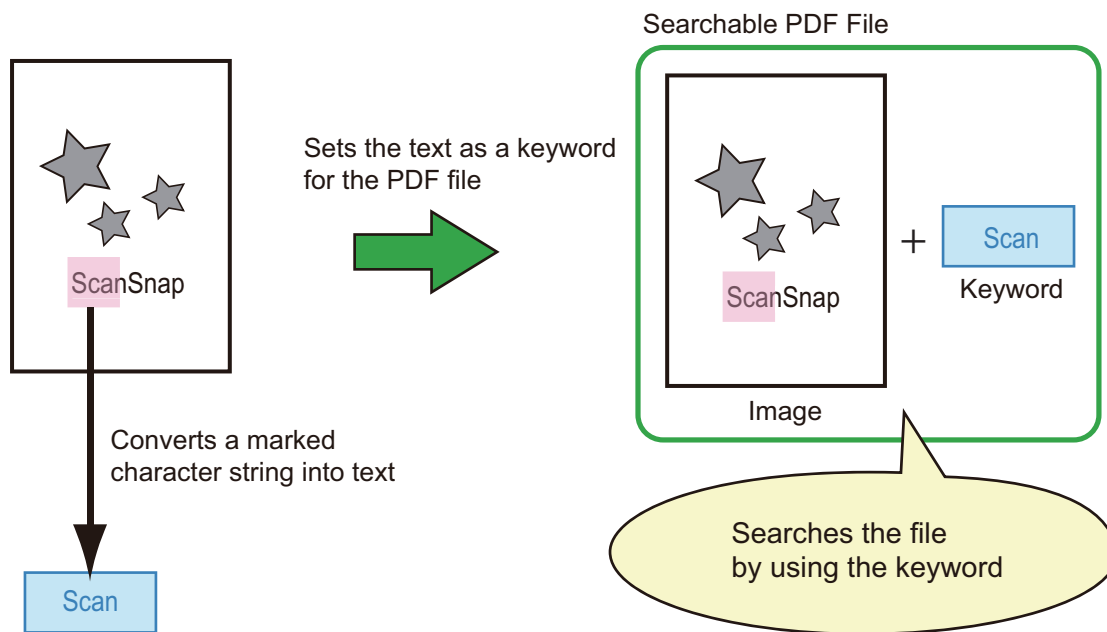
Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and from the ScanSnap Manager menu, click [Settings] → [Scanning] tab → [Option] button to display the [Scanning mode option] window. Then, clear the [Scanning mode option] checkbox (for SV600, the [Reduce bleed-through] checkbox is located in the [Image quality] tab on the [Scanning mode option] window).

HINT

- If the same character string is marked several times in the document, the same keyword is added multiple times in the PDF file.
- Total length of all the keywords can be up to 255 characters, including punctuation marks in between keywords.
- When you check keywords in Adobe Acrobat or Adobe Reader, the added keywords may be displayed with a set of quotation marks (for example, "ABC").
- When ScanSnap Manager is linked with ScanSnap Home, information about keywords is applied to [Memo] under [Document information] in the content data record view.

How to Mark Character Strings

To set keywords for PDF files, mark a character string to be set as a keyword with a water-based highlight pen so that the character string is completely covered. When you perform a scan, the marked character strings are recognized and set as keywords for the PDF file.



Mark black & white documents in the following way:

- Any regular highlight pen can be used.

The following table shows the colors and thickness recommended for highlight pens:

| Pink | Yellow | Blue | Green |
|------|--------|------|-------|
| | | | |

- Mark a straight line over a single character string.
- The supported range of a marked section is as follows:
Minimum: 3 mm [0.12 in.] (short side) × 10 mm [0.39 in.] (long side)
Maximum: 20 mm [0.79 in.] (short side) × 150 mm [5.91 in.] (long side)
- Use only one color per page for marking.
- Make sure to cover the entire character string when marking it.
Mark sections so that the entire section is evenly colored.

| Good Example | Bad Example 1 (does not cover the entire section) | Bad Example 2 (unevenly colored) |
|--------------|--|-------------------------------------|
| | | |

- Do not mark more than ten sections per page.

ATTENTION

- iX100/S1300i/S1100i/S1100
 - It is recommended that you use a blue or a green highlight pen for marking. When you use colors such as pink or yellow for marking, the marked sections may not be recognized as keywords.
 - Use a blue highlight pen for documents with dark background colors such as newspapers. Marked sections may not be detected when a color other than blue is used.
- For the following documents, marked sections cannot be recognized and set as keywords:
 - Color documents such as catalogues or pamphlets
 - Documents in which two or more colors are used for marking
 - Documents containing colors other than for marking (pens other than highlight pens are used or the document is stained)
 - Documents with too many marked sections on a single page
- The following types of marked character strings cannot be set as keywords:
 - The size of the marked section is outside the supported range
 - The marking is irregular (for example, skewed)
 - Multiple marked sections are too close to each other
 - The color of the highlight pen is too pale or the color has faded



- When you mark more than one character string, make sure to leave a gap of at least 5 mm (0.2 in.) between the marked sections. Marked sections that are too close to each other may be detected as one marked section.
- When a marked section overlaps the line above and below, the overlapped character strings around the marked section may also be set as keywords.
- In the following cases, unmarked character strings may be set as keywords:
 - Color documents such as catalogues or pamphlets
 - Documents with color text, diagrams, pictures, tables or lines
 - Documents containing sections framed by a highlight pen
 - Stained documents

HINT

- Increase the resolution when you have trouble setting the keywords correctly.
- Keywords set for a PDF file can be checked by Preview's "Inspector", or in [Document Properties] of Adobe Acrobat or Adobe Reader.

Starting Scanning Automatically (SV600)

By using the following functions, you can start scanning automatically.

- Page turning detection

The ScanSnap automatically detects page turning and starts continuous scanning.

This is useful for scanning multiple pages of a book continuously.

ATTENTION

- When using the page turning detection, place only one book.
- When pages are turned quickly, the page turning detection may not work correctly. If the page turning detection does not work, turn pages slowly.

HINT

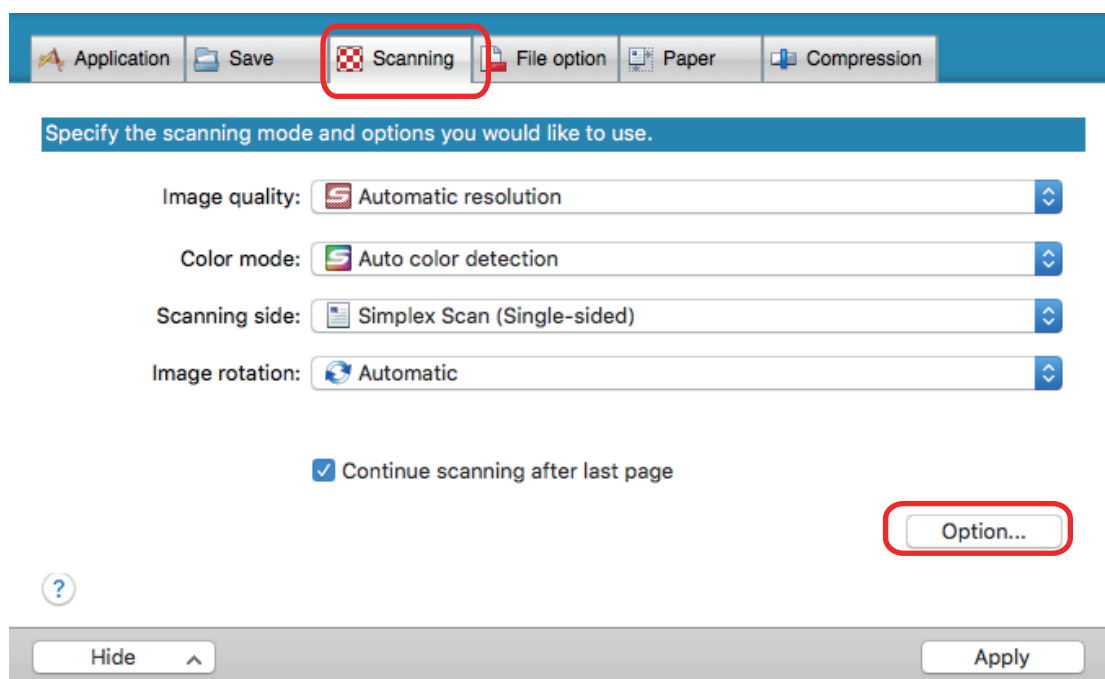
The page turning detection can also be enabled by pressing the [Scan] button on the ScanSnap for two seconds or longer before scanning a document. In this case, when one scanning operation is finished, the page turning detection returns to disabled.

- Timed mode

You can set the wait time before starting scanning after the [Scan] button is pressed. You can also scan a document continuously at a specified time interval.

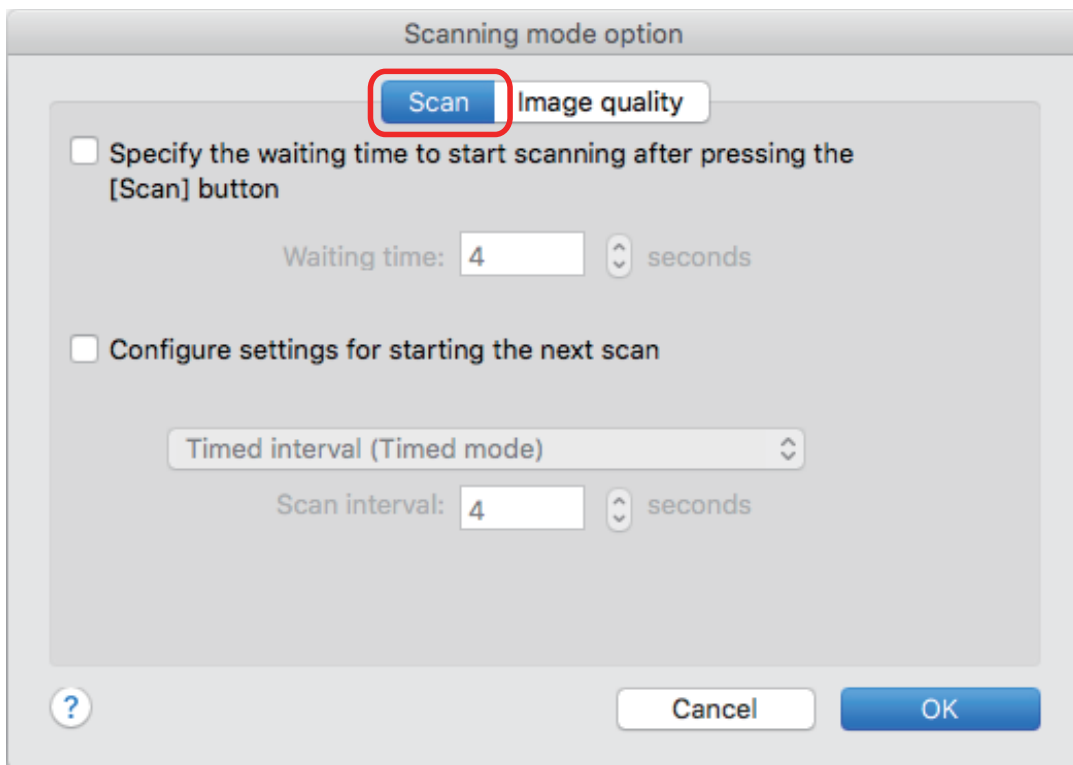
This is useful for scanning various forms of documents continuously.

1. In the ScanSnap setup window, select the [Scanning] tab, and click the [Option] button.



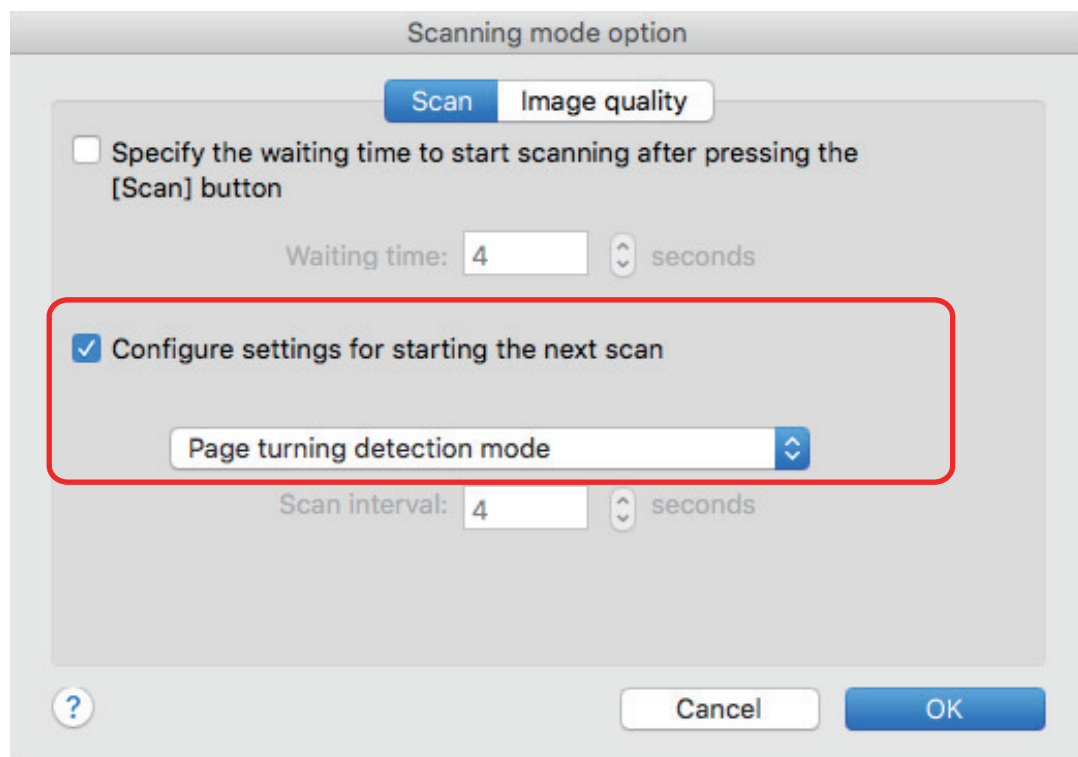
⇒ The [Scanning mode option] window appears.

2. Click the [Scan] tab.



- Setting the page turning detection

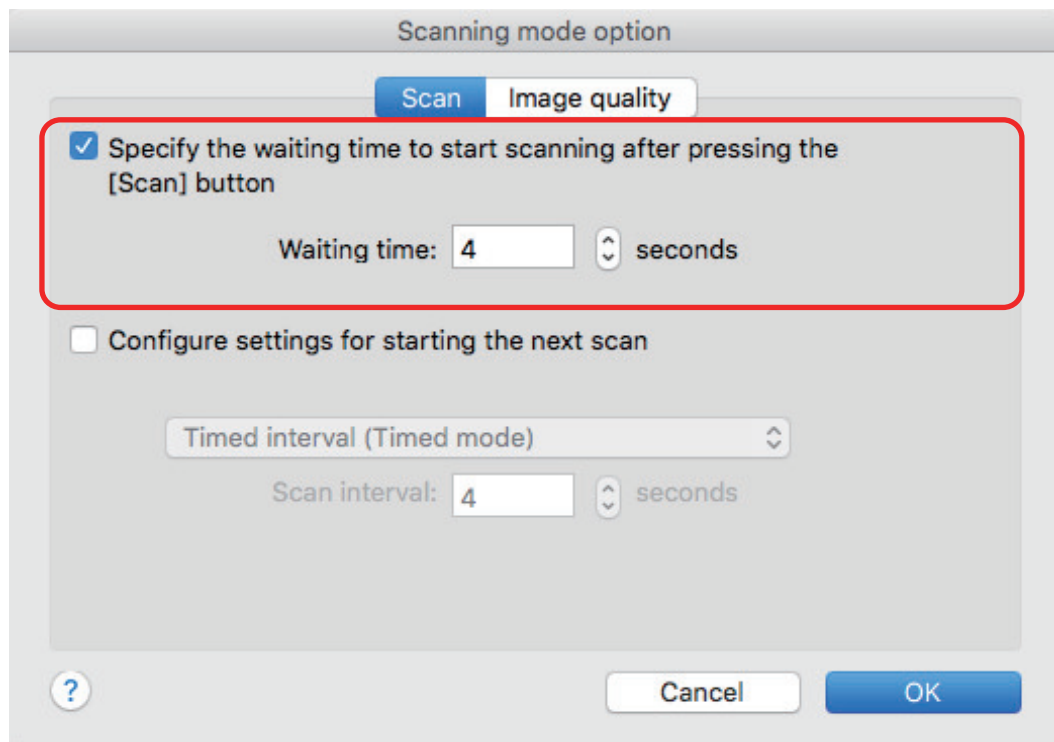
Select the [Configure settings for starting the next scan] checkbox and then [Page turning detection mode].



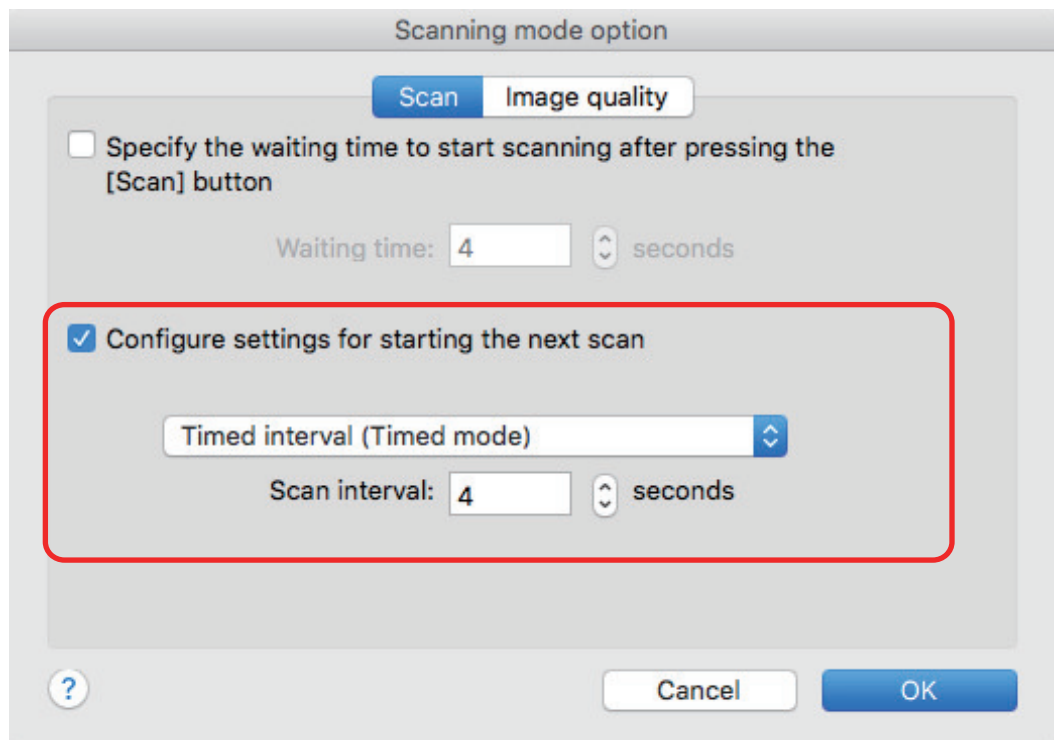
- Setting timed mode

- To set the time before the ScanSnap starts to scan a document:

Select the [Specify the waiting time to start scanning after pressing the [Scan] button] checkbox, and then specify [Waiting time].



- To repeat a document scan after every specified time interval:
 1. Select the [Configure settings for starting the next scan] checkbox, and then select [Timed interval (Timed mode)].
 2. Specify [Scan interval].



3. Click the [OK] button to close the [Scanning mode option] window.
4. Click the [Apply] button in the ScanSnap setup window.

5. Click the [] button in the upper left of the window to close the ScanSnap setup window.


Setting ScanSnap Manager

In ScanSnap Manager, you can configure settings for scanning documents.

- ["How to Configure Scan Settings" \(page 82\)](#)
- ["Quick Menu Settings" \(page 84\)](#)
- ["Changing the Settings of Linked Applications" \(page 90\)](#)
- ["Managing Linked Applications" \(page 91\)](#)
- ["Managing Custom Paper Sizes" \(page 99\)](#)
- ["Automatic Linkage with Applications" \(page 105\)](#)
- ["When Two ScanSnaps Are Connected to a Computer \(SV600\)" \(page 106\)](#)
- ["Connecting the ScanSnap to a Wireless LAN \(iX1500/iX500/iX100\)" \(page 108\)](#)

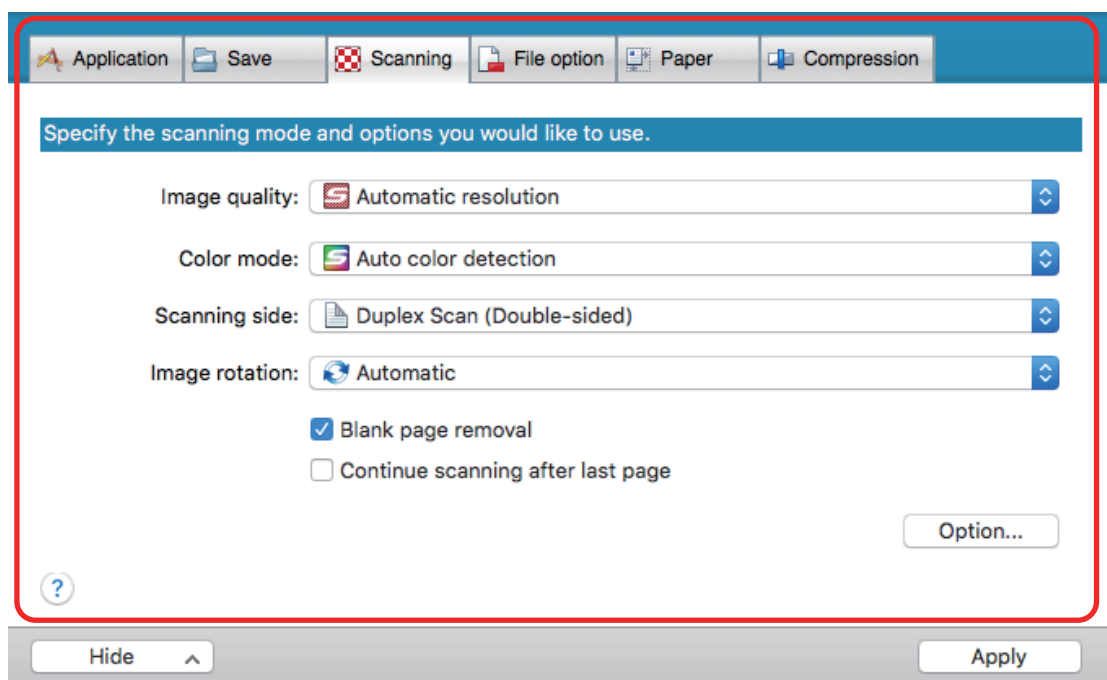
How to Configure Scan Settings

You can configure ScanSnap Manager scan settings in the ScanSnap setup window depending on your intended use of the scanned images.

1. Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and select [Settings] from the ScanSnap Manager menu.

⇒ The ScanSnap setup window appears.

2. Configure the scan settings in each tab.



For details about each tab, refer to the ScanSnap Manager Help.

3. Click the [Apply] button.

⇒ Scan settings are changed.


- When you use the Quick Menu, scan settings for the [Customize] button are changed.
- When you use a profile, scan settings for the currently selected profile are changed.

HINT

If you press the [Scan] button on the ScanSnap while the ScanSnap setup window is displayed, the ScanSnap setup window closes and scanning starts. Scan settings that you have changed are saved and documents are scanned by these settings.

Note that when other windows are open, these windows are not closed and scanning does not start even if you press the [Scan] button on the ScanSnap.

HINT

- When you connect SV600 and another ScanSnap to a computer, you can change the settings for each ScanSnap. For details, refer to "[When Two ScanSnaps Are Connected to a Computer \(SV600\)](#)" (page 106).
- You can also open the ScanSnap setup window by pressing the [command ] and [S] keys at the same time. This operation is enabled when ScanSnap Manager is active (the ScanSnap Manager menu is displayed in the menu bar).

Quick Menu Settings

The following settings can be configured in the Quick Menu:

- ["Changing Display Mode" \(page 85\)](#)
- ["Changing Display Order" \(page 86\)](#)
- ["Adding Applications to Favorites" \(page 89\)](#)

Changing Display Mode

The following two modes are available in the Quick Menu:

[Favorites] mode

Shows the applications specified as favorites.

When you set often-used applications as favorites and show them in [Favorites] mode, you can quickly and conveniently find the applications.

For details about specifying favorites, refer to ["Adding Applications to Favorites" \(page 89\)](#).

[All Applications] mode

Shows all applications available in the Quick Menu.

By default, the Quick Menu is displayed in [Favorites] mode which includes all applications.

To switch the display mode, click [Show All Applications] or [Show Favorites] in the Quick Menu.

Changing Display Order

The order of displayed applications in the Quick Menu can be changed.

The procedure is as follows.

1. Click  in the Quick Menu.

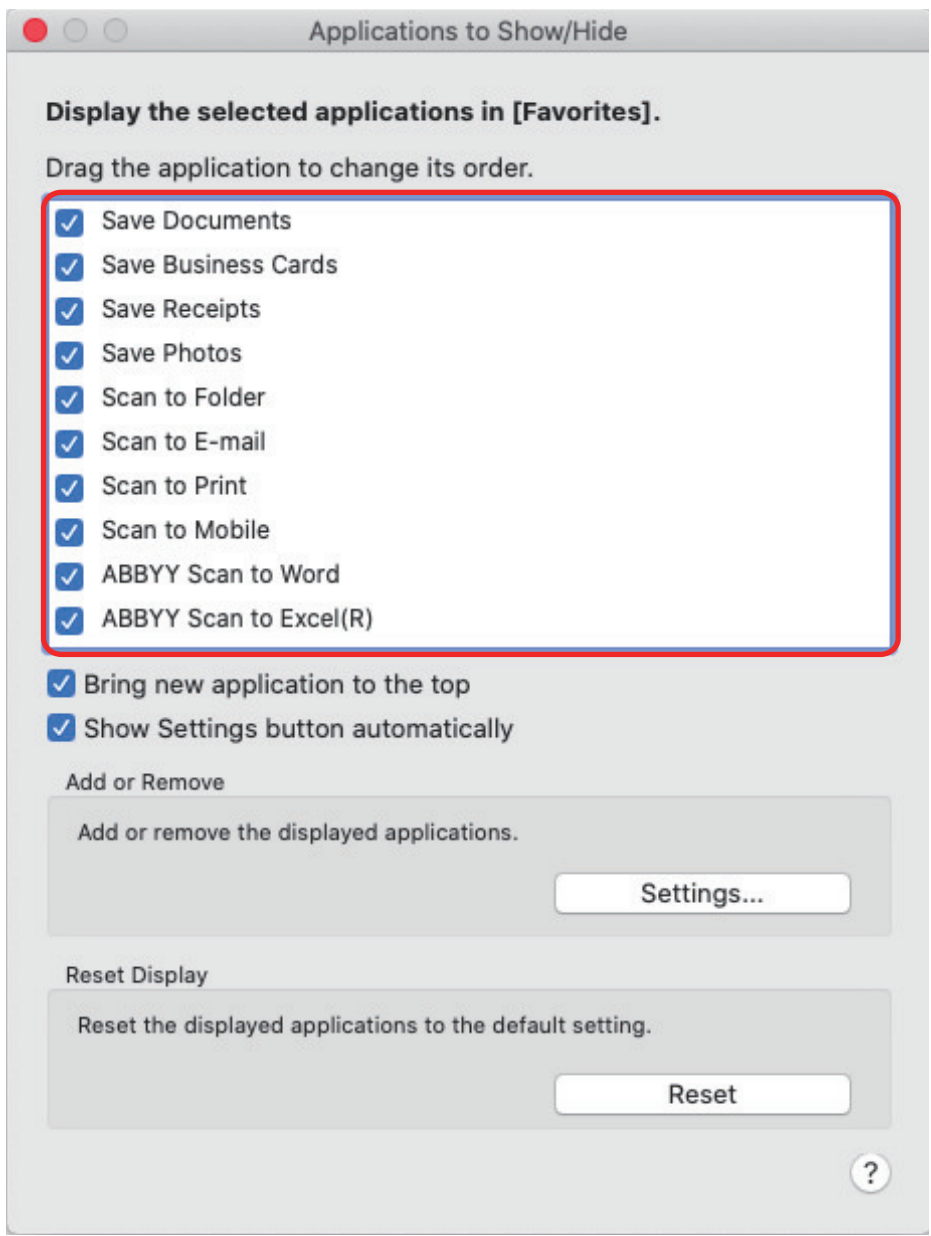


⇒ The [Applications to Show/Hide] window appears.

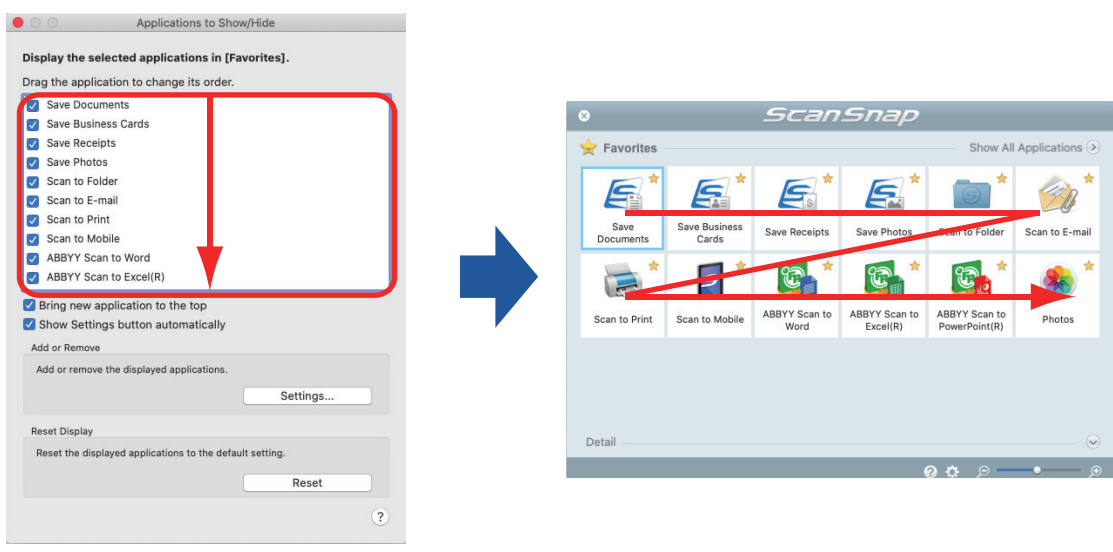
2. **Specify the order in which applications are displayed in the Quick Menu.**

Applications are displayed in the Quick Menu in the same order as they are listed in the [Applications to Show/Hide] window.

You can change the display order of an application by dragging the application to a desired position.



The applications are displayed in the order shown below in the Quick Menu and in the application list of the [Applications to Show/Hide] window.



- 3. Click the [] button in the upper left of the window to close the [Applications to Show/Hide] window.**

⇒ The order in which applications are displayed in the Quick Menu is changed.

Adding Applications to Favorites

You can set often-used applications as favorites in order to select them from the Quick Menu easily. The procedure is as follows.

1. Click [Show All Applications] in the Quick Menu.

⇒ The Quick Menu switches to [All Applications] mode.

2. Click an application that you want to set as a favorite while holding down the [control] key on the keyboard and click [Add to Favorites] in the displayed menu.

⇒ The application is set as a favorite.

[Add to Favorites] is selected in the displayed menu and a star is displayed on the upper right of the application icon.

HINT

- By default, all applications are set as favorites. To disable the favorites setting for an application, clear [Add to Favorites].
- You can also set favorite applications in the [Applications to Show/Hide] window.

Changing the Settings of Linked Applications


Depending on the types of linked applications, you can use application-specific settings or enable settings that have been specified on linked applications.

This section explains how to specify the settings of linked applications.

To change the settings using the Quick Menu

Move the mouse cursor to the application icon, and then click



For applications whose settings cannot be changed,  does not appear.

To change the settings in the ScanSnap setup window

In the ScanSnap setup window, select a linked application on the [Application] tab, and click the [Application Settings] button. For applications whose settings cannot be changed, the [Application Settings] button is not available.

For details about the settings that can be configured in each application, refer to the ScanSnap Manager Help or the manual for the relevant application.

Managing Linked Applications


Applications added to the Quick Menu and to [Application] in the [Application] tab on the ScanSnap setup window can be added, changed, and deleted.

- ["Adding Applications" \(page 92\)](#)
- ["Changing Application Settings" \(page 96\)](#)
- ["Deleting Applications" \(page 98\)](#)

Adding Applications

This section explains how to add an application.

Up to any 10 applications can be added.

1. Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and select [Settings] from the ScanSnap Manager menu.

⇒ The ScanSnap setup window appears.

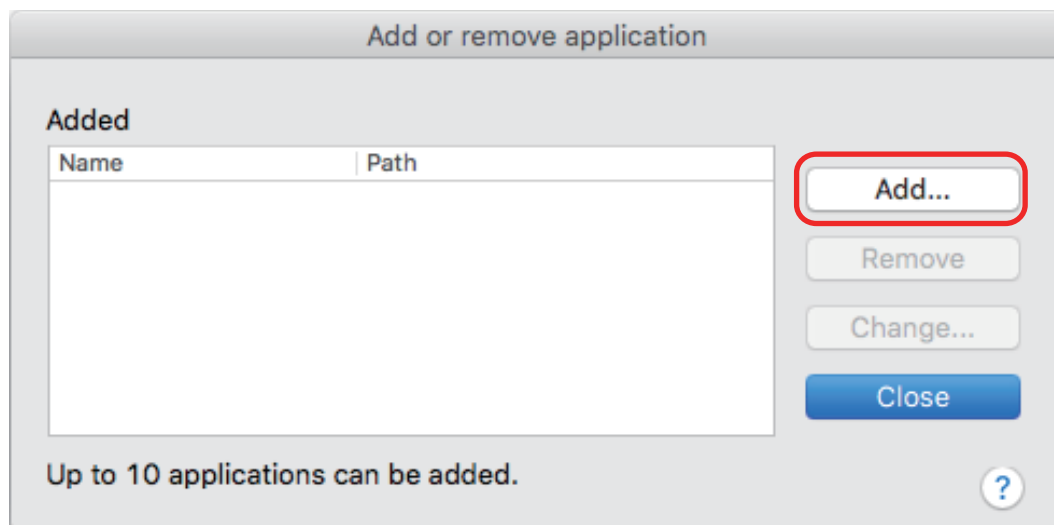
2. In the [Application] tab, click the [Application Settings] button.

⇒ The [Applications to Show/Hide] window appears.

3. Click the [Settings] button.

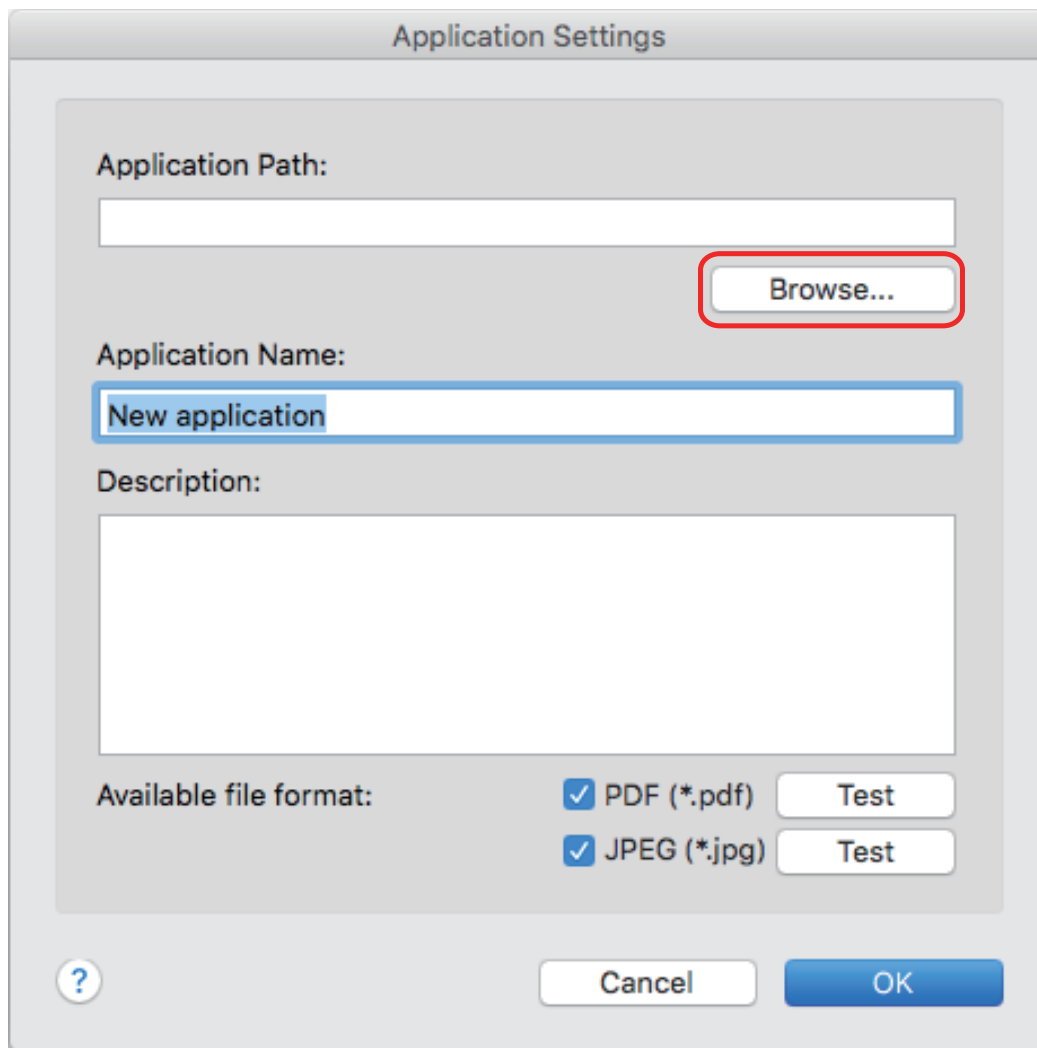
⇒ The [Add or remove application] window appears.

4. Click the [Add] button.



⇒ The [Application Settings] window appears.

5. Click the [Browse] button.



⇒ An application selection window appears.

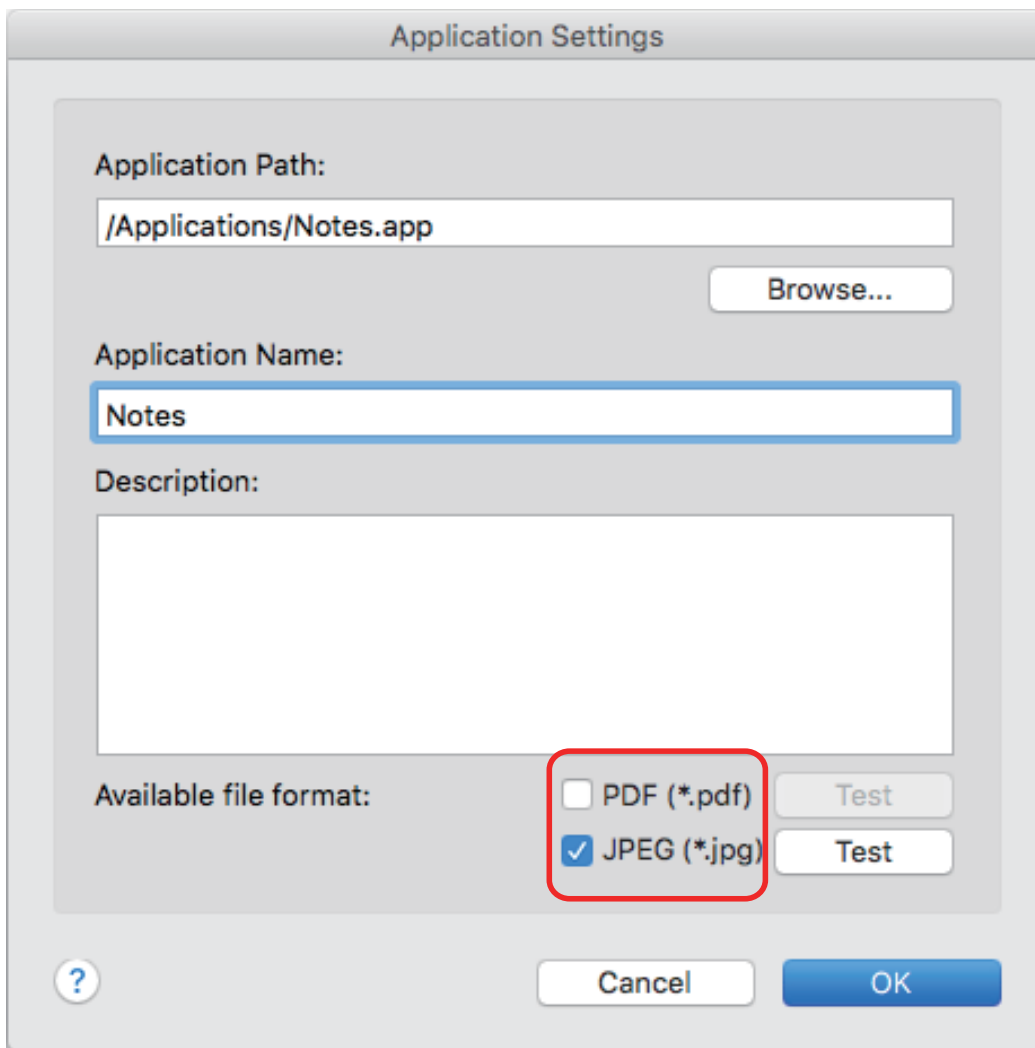
6. Select an application to be added, and click the [Choose] button.

⇒ The application path is displayed in [Application Path] on the [Application Settings] window.

7. Enter the following items:

- Application Name
- Description

8. Under [Available file format], select the checkbox for a file format to be linked.



HINT

As needed, check if an application to be added supports your desired file format.

The procedure is as follows.

1. Click the [Test] button next to the checkbox.
 - ⇒ A confirmation message appears.
2. Click the [OK] button.
 - ⇒ The [Select File] window appears.
3. Select a file of the same format as you want to link, and click the [Open] button.
 - ⇒ If the application to be added supports the file format, the selected file opens. If the selected file does not open, select another file format or application.

9. When you finish specifying the settings, click the [OK] button.

⇒ The application is added to the [Add or remove application] window.


10. Click the [Close] button to close the window.

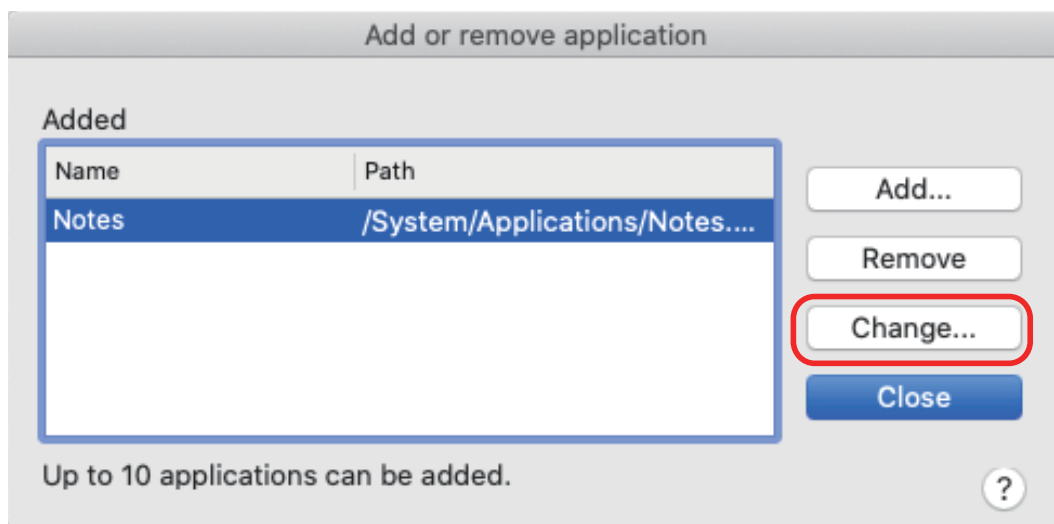
⇒ The application name is added to [Application].

HINT

When the [Use Quick Menu] checkbox is cleared in the ScanSnap setup window, clicking the [Add or Remove] button in the [Application] tab displays the [Add or remove application] window.

Changing Application Settings

- 1. Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and select [Settings] from the ScanSnap Manager menu.**
⇒ The ScanSnap setup window appears.
- 2. In the [Application] tab, click the [Application Settings] button.**
⇒ The [Applications to Show/Hide] window appears.
- 3. Click the [Settings] button.**
⇒ The [Add or remove application] window appears.
- 4. Select an application for which you want to change the settings, and click the [Change] button.**




- ⇒ The [Application Settings] window appears.
- 5. You can change the following settings:**
 - Application Path
 - Application Name
 - Description
 - Available file format
 - 6. When you finish changing the settings, click the [OK] button.**
⇒ The application settings are changed and the [Add or remove application] window appears.
 - 7. Click the [Close] button to close the window.**

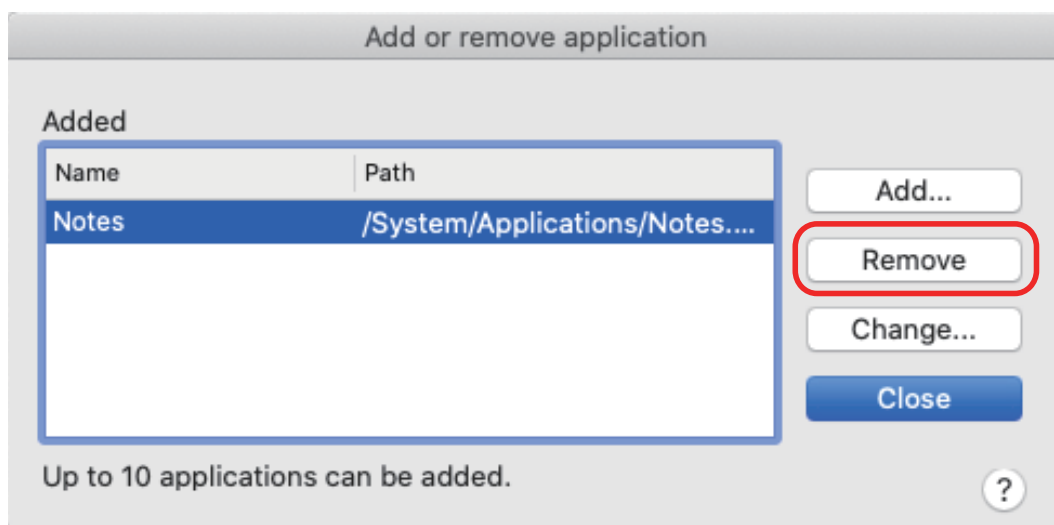
HINT

When the [Use Quick Menu] checkbox is cleared in the ScanSnap setup window, clicking the [Add or Remove] button in the [Application] tab displays the [Add or remove application] window.

Deleting Applications

This section explains how to delete an application.

1. Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and select [Settings] from the ScanSnap Manager menu.
 - ⇒ The ScanSnap setup window appears.
2. In the [Application] tab, click the [Application Settings] button.
 - ⇒ The [Applications to Show/Hide] window appears.
3. Click the [Settings] button.
 - ⇒ The [Add or remove application] window appears.
4. Select an application to be deleted, and click the [Remove] button.



- ⇒ A confirmation message appears.
5. Read the message, and then click the [Yes] button.
 - ⇒ The application is deleted from the [Add or remove application] window.
 6. Click the [Close] button to close the window.
 - ⇒ The application is deleted from [Application] and the Quick Menu.

HINT

When the [Use Quick Menu] checkbox is cleared in the ScanSnap setup window, clicking the [Add or Remove] button in the [Application] tab displays the [Add or remove application] window.

Managing Custom Paper Sizes

You can manage (add, change, or delete) any paper size as a custom paper size.


Custom paper sizes can be added to [Paper size] in the [Paper] tab of the ScanSnap setup window.

- ["Adding Paper Sizes" \(page 100\)](#)
- ["Changing Paper Size Settings" \(page 102\)](#)
- ["Deleting Paper Sizes" \(page 104\)](#)

Adding Paper Sizes

This section explains how to add a custom paper size.

Up to 10 custom paper sizes can be added.

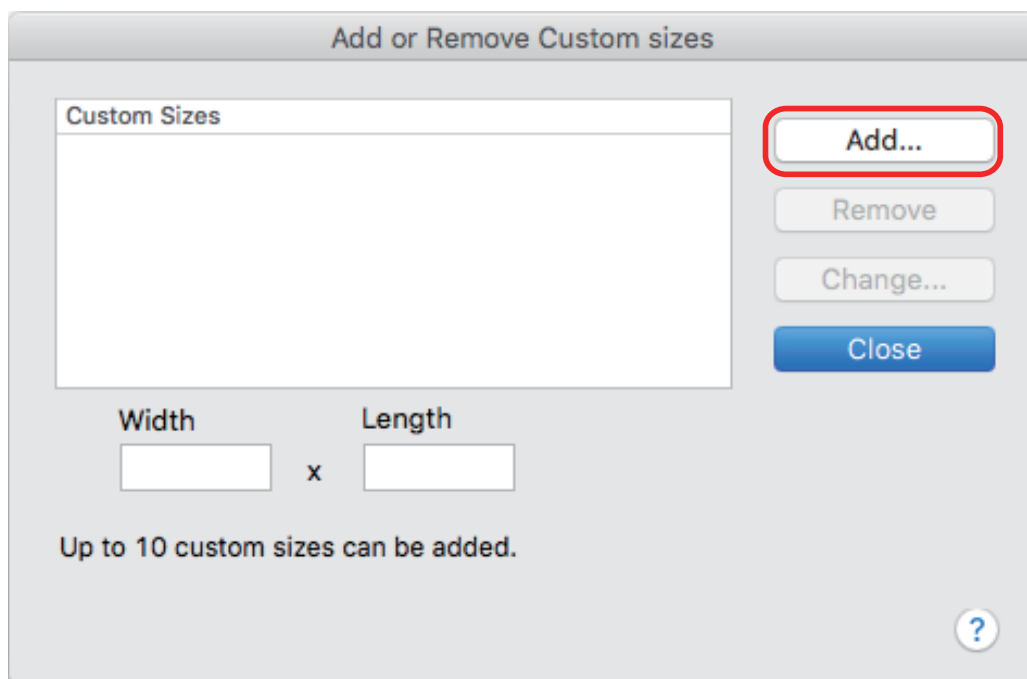
1. Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and select [Settings] from the ScanSnap Manager menu.

⇒ The ScanSnap setup window appears.

2. In the ScanSnap setup window, select the [Paper] tab, and click the [Customize] button.

⇒ The [Add or Remove Custom sizes] window appears.

3. Click the [Add] button.



⇒ The [Additional custom size settings] window appears.

4. Enter the following items:

- Width
- Length
- Name

The screenshot shows a dialog box titled "Additional custom size settings". It contains the following elements:

- Width: 8.5
- Length: 11
- Units: mm, in.
- Width range: 25.4 - 216 mm (1 - 8.5 in.)
- Length range: 25.4 - 360 mm (1 - 14.17 in.)
- Name: New Custom Size
- Buttons: ? (help), Cancel, OK

5. Click the [OK] button.


⇒ The name of the custom size that was added appears in the [Add or Remove Custom sizes] window.

6. Click the [Close] button to close the window.

⇒ The name of the custom size is added to [Paper size].

Changing Paper Size Settings

This section explains how to change custom paper size settings.

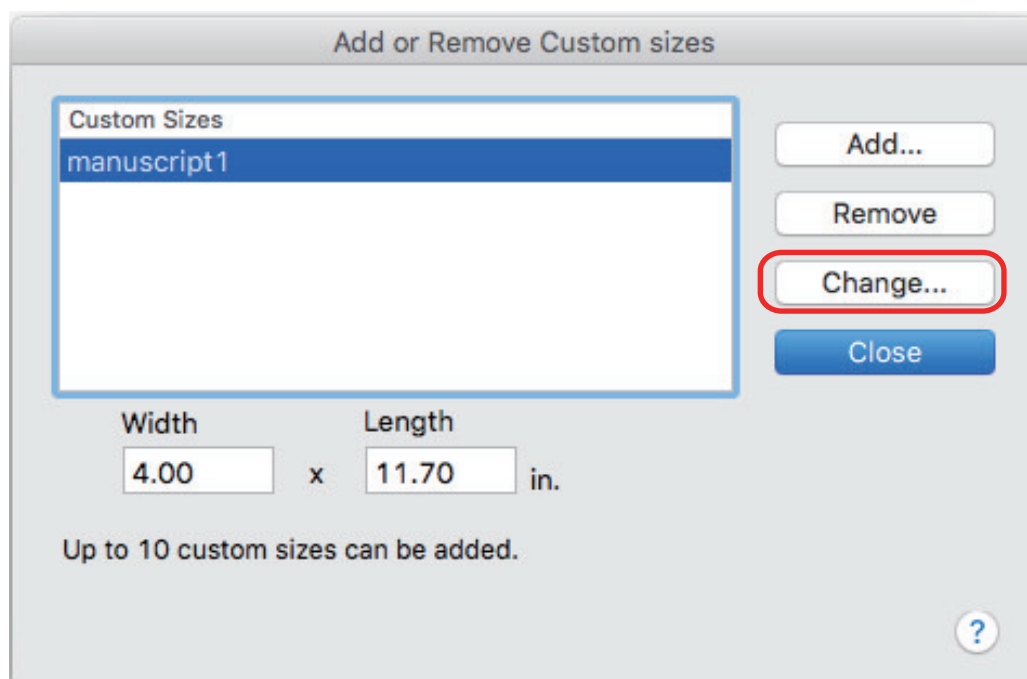
1. Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and select [Settings] from the ScanSnap Manager menu.

⇒ The ScanSnap setup window appears.

2. In the ScanSnap setup window, select the [Paper] tab, and click the [Customize] button.

⇒ The [Add or Remove Custom sizes] window appears.

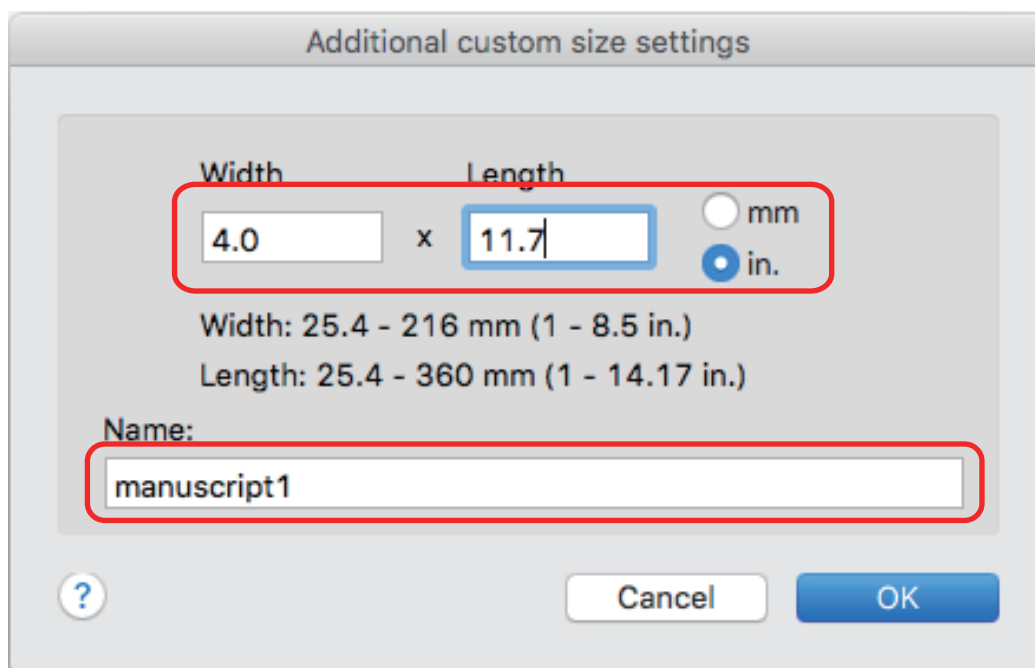
3. Click the [Change] button.



⇒ The [Additional custom size settings] window appears.

4. Make necessary changes to the following items:

- Width
- Length
- Name




5. Click the [OK] button.

⇒ The name of the custom size that was changed appears in the [Add or Remove Custom sizes] window.

6. Click the [Close] button to close the window.

Deleting Paper Sizes

This section explains how to delete a custom paper size.

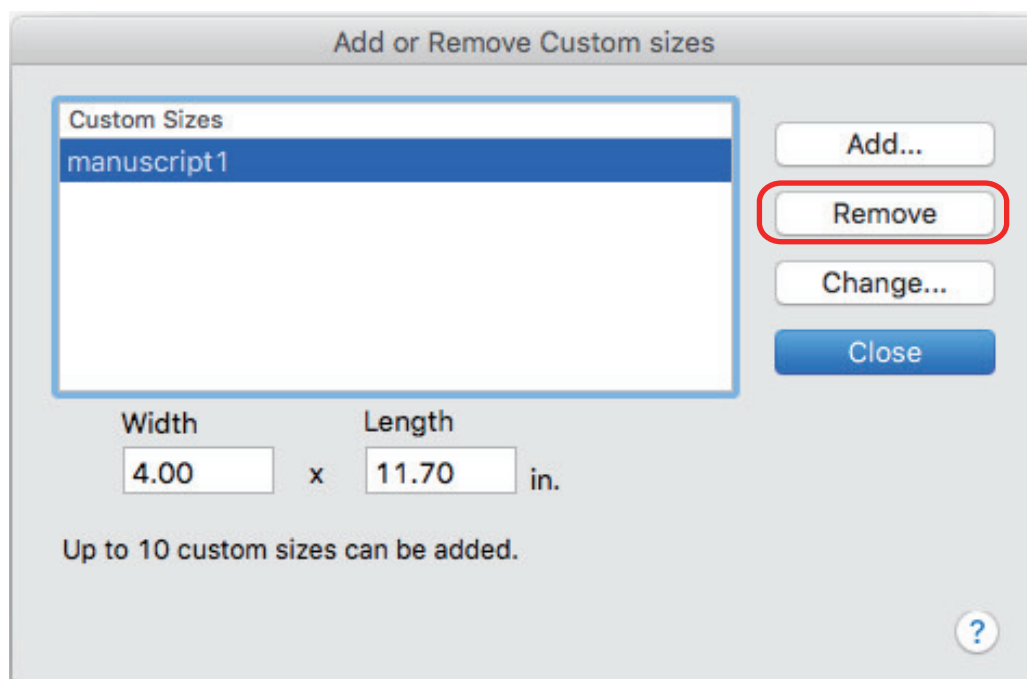
1. Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and select [Settings] from the ScanSnap Manager menu.

⇒ The ScanSnap setup window appears.

2. In the ScanSnap setup window, select the [Paper] tab, and click the [Customize] button.

⇒ The [Add or Remove Custom sizes] window appears.

3. Click the [Remove] button.



⇒ A confirmation message appears.

4. Read the message, and then click the [Yes] button.

⇒ The custom size is deleted from the [Add or Remove Custom sizes] window.

5. Click the [Close] button to close the window.

⇒ The custom size is deleted from [Paper size].

Automatic Linkage with Applications

When one of the applications which can automatically link with ScanSnap Manager is running and you perform scanning, ScanSnap Manager will automatically link with the corresponding application regardless of the current scan settings or whether you are using the Quick Menu.

Applications that can automatically link with ScanSnap Manager are as follows:

- Scan to Mobile (*1)

Scanned image is sent to a mobile device.

ATTENTION

To enable automatic linkage with [Scan to Mobile], a mobile device must be connected to the computer beforehand.

For details about connecting to the computer from your mobile device, refer to the Basic Operation Guide (Mobile Connection) for your mobile device.

*1: Automatic linkage is available only when the application is active.

When Two ScanSnaps Are Connected to a Computer (SV600)

This section explains the operations that can be performed when two ScanSnaps are connected to a computer.

ScanSnap Models That Can Be Connected

You can use SV600 and another ScanSnap connected to a computer.

The following ScanSnap models can be connected to a computer and used together with SV600:

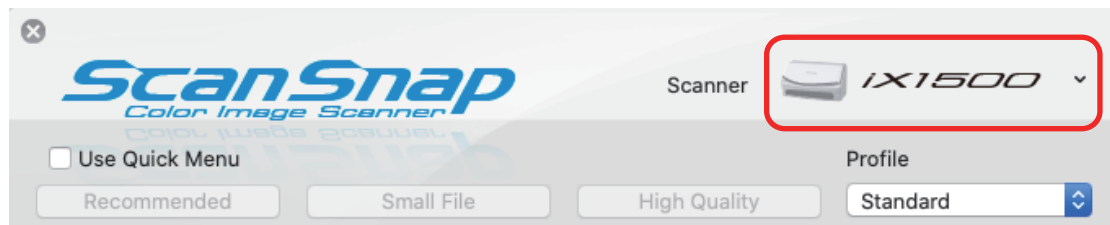
- iX1500
- iX500
- iX100
- S1300i
- S1100i
- S1100

Changing the Settings for Each ScanSnap

When you connect SV600 and another ScanSnap to a computer, you can change the scan settings or manage profiles for each ScanSnap in the following windows.

- ScanSnap setup window

Select a model name from [Scanner], and then change the scan settings for each of the connected ScanSnap models.

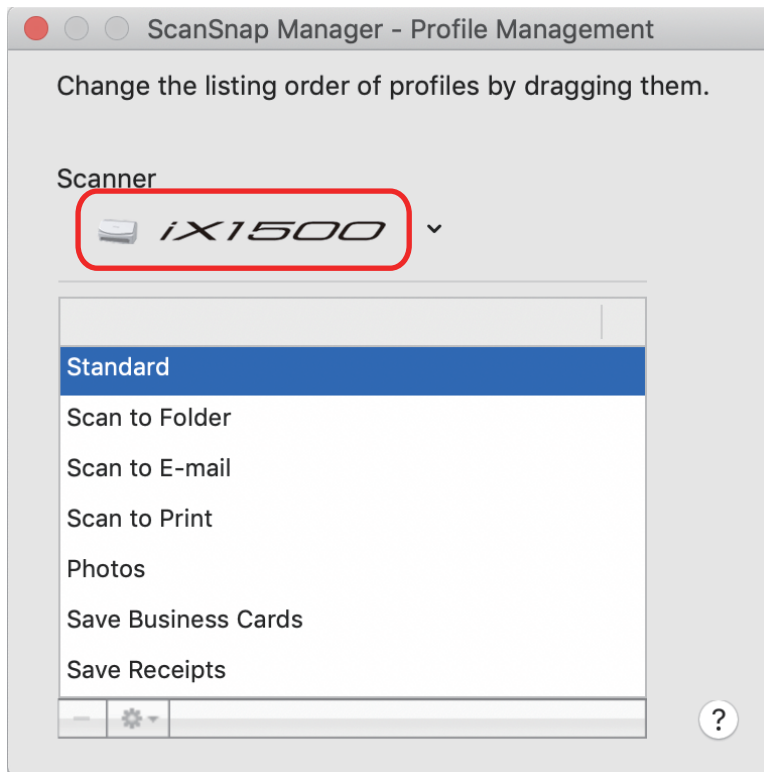


For details about changing the scan settings, refer to ["How to Configure Scan Settings"](#) (page 82).

- [ScanSnap Manager - Profile Management] window

You can manage profiles for each of the connected ScanSnap models.

Select a model name from [Scanner], and then perform desired operations.



For details, refer to "[Profile Management](#)" (page 40).

Connecting the ScanSnap to a Wireless LAN (iX1500/iX500/iX100)

You can connect the computer where ScanSnap Manager is installed to iX1500, iX500, or iX100 via wireless LAN and then scan documents.

To use this function, you need an environment in which a wireless LAN can be used.

For details, refer to the [Basic Operation Guide](#).