P2WW-4570-06ENZ0

PaperStream Capture 6.2

Getting Started

Introduction

- **About This Product**

  PaperStream Capture, PaperStream Capture Pro, and PaperStream Capture Pro Premium are applications used to scan documents using a scanner from our image scanner series.
  This manual explains how to use PaperStream Capture for scanning with our image scanner series to new users of PaperStream Capture.

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  Issue date: October 2026
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Conventions

- **Manuals**

  The following manuals are provided with this product. Please read them as needed.

  PaperStream Capture Getting Started

  This manual explains how to use PaperStream Capture for scanning with our image scanner series to new users of PaperStream Capture.

  PaperStream Capture User's Guide

  This manual explains how to use PaperStream Capture, PaperStream Capture Pro, or PaperStream Capture Pro Premium for scanning with our image scanner series.

- **Symbols Used in This Manual**

  The following symbols may be used in titles in this manual.

  

  : This indicates an explanation for the easy setup.

  

  :This indicates an explanation for the advanced setup.

- **Abbreviations Used in This Manual**

  The following abbreviations are used in this manual:

Abbreviations Used	Name
Windows 10	Windows® 10 Home (32-bit/64-bit) Windows® 10 Pro (32-bit/64-bit) Windows® 10 Enterprise (32-bit/64-bit) Windows® 10 Education (32-bit/64-bit)
Windows 11	Windows® 11 Home (64-bit) Windows® 11 Pro (64-bit) Windows® 11 Enterprise (64-bit) Windows® 11 Education (64-bit) Windows® 11 Home (ARM) Windows® 11 Pro (ARM) Windows® 11 Enterprise (ARM) Windows® 11 Education (ARM)

Abbreviations Used	Name
	Windows® 11 Pro Education (ARM)
Windows Server 2016	Windows Server® 2016 Standard (64-bit)
Windows Server 2019	Windows Server® 2019 Standard (64-bit)
Windows Server 2022	Windows Server® 2022 Standard (64-bit)
Windows Server 2025	Windows Server® 2025 Standard (64-bit)
Windows	Windows 10, Windows 11, Windows Server 2016, Windows Server 2019, Windows Server 2022, or Windows Server 2025
Word	Microsoft® Word
Excel	Microsoft® Excel®
PowerPoint	Microsoft® PowerPoint®
SharePoint	Microsoft® SharePoint® Server 2016 Microsoft® SharePoint® Server 2019
SharePoint Online	Microsoft® SharePoint® Online
.NET Framework	Microsoft® .NET Framework
Outlook	Microsoft® Outlook®

- **Names Used for Buttons on a Scanner in This Manual**

The following names are used for buttons on a scanner in this manual.

Abbreviations Used	Name
Scan button on a scanner	This is a general term for a button on a scanner which has the word "Scan" in the button name such as the [Scan/Enter] button or [Scan/Stop] button. The name for the scan button on a scanner varies depending on the scanner model. For details, refer to the Operator's Guide of the scanner.

- **How to Start PaperStream Capture**

PaperStream Capture can be started in the following ways:

- Starting it from the [Start] menu
- Starting it from the desktop shortcut ()

When PaperStream Capture is installed, its desktop shortcut is created by default. Therefore, this manual provides instructions for starting PaperStream Capture from the desktop shortcut.

- **Arrow Symbols in This Manual**

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

  Example: Select [Start] menu → [Control Panel].

- **Screen Examples in This Manual**

  Microsoft product screenshots are reprinted with permission from Microsoft Corporation.
  The screen examples in this manual are subject to change without notice in the interest of product development.
  The screenshots used in this manual are of Windows 10 or Windows 11.
  The actual screen and operations may differ depending on the operating system.
  If the actual screen differs from the screen examples in this manual, operate by following the actual displayed screen.

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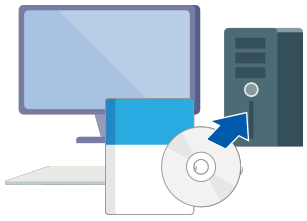
Overview of PaperStream Capture

PaperStream Capture is an image scanning application bundled with our image scanner series.

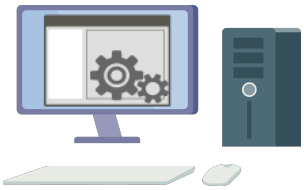
Explanation Flow

This manual explains the procedure from connecting the scanner to scanning documents as follows.



1. Installation

2. Creating Scan Settings



Easy Setup

Recommended for beginners.

Advanced Setup

Recommended for users who want to configure customized settings.



3. Scanning Documents

Installing PaperStream Capture

Installation must be performed by a user who logs into Windows with administrator privileges for the computer.

Installing Software from the Setup DVD-ROM

If you have the Setup DVD-ROM, insert it into the DVD drive on your computer and follow the on-screen instructions to install.



If the installed software is not the latest version, download the setup program from the website and install it. For details, refer to Downloading the Setup Program and Installing the Software (page 10).

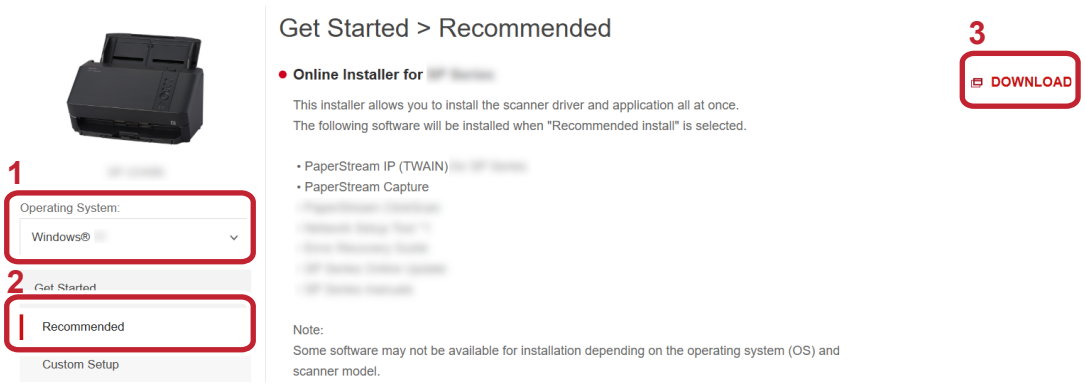
Downloading the Setup Program and Installing the Software

1. **Turn on the computer and log onto Windows as a user with administrator privileges.**
2. **Connect to the download site.**
   https://www.pfu.ricoh.com/global/scanners/fisp/dl/
3. **Select the image for the scanner you are using.**

You can filter the displayed images by selecting a category from [Select Category].



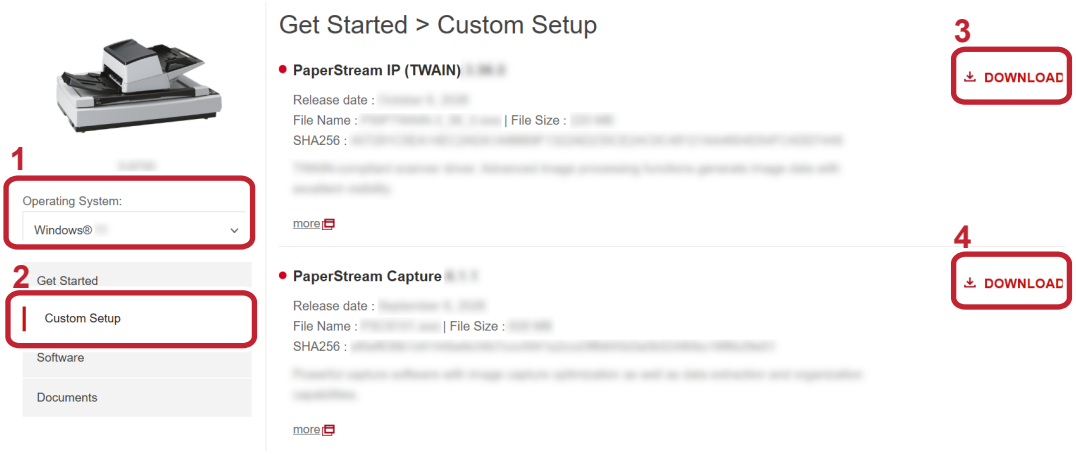
4 Make sure your operating system is selected, then click [DOWNLOAD] under [Get Started] → [Recommended].



If [Recommended] is not displayed, click each [DOWNLOAD] link shown below under [Get Started] → [Custom Setup].

- PaperStream IP (TWAIN)

- PaperStream Capture



5 If the following window appears, click [Online Installer] and follow the on-screen instructions to download the software.

If the window does not appear, proceed to the next step.



6 Double-click the downloaded installer (.exe) to run the installation.

Proceed with the installation by following the on-screen instructions.

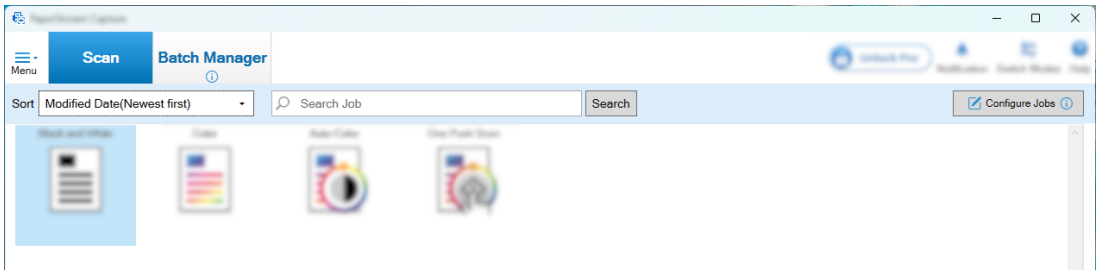
If the message asking you to restart the computer appears, follow the instructions in the message.

If you are using [Custom Setup], install PaperStream IP first, followed by PaperStream Capture.

Starting up PaperStream Capture

1 Double-click on the desktop to start PaperStream Capture.

The main PaperStream Capture window appears.



Configuring the Scan Settings (Job)

Batch Scan mode and Simple Scan mode are the two scanning methods available on PaperStream Capture.

- **Recommended Operations by Type**

Type A: for users who use this application for the first time

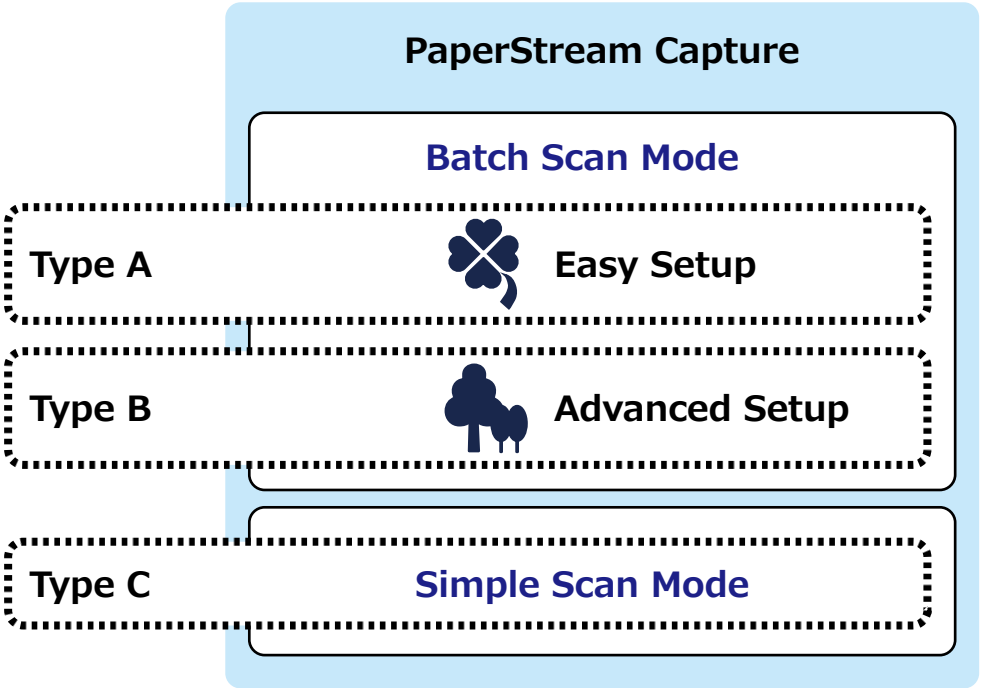
Easy Setup in Batch Scan mode is recommended. Batch Scan mode is a scanning method for routine tasks with a fixed pattern of scanning. A job for the pattern can be set up in advance and used to scan documents according to the job settings. For details, refer to Easy Setup of the Scan Settings (page 15).

Type B: for users who want to use this application with the customized settings

Advanced Setup in Batch Scan mode is recommended. For details, refer to Configuring the More Advanced Scan Settings (page 17).

Type C: for users who want to use this application temporarily with ease

Simple Scan mode is recommended. Simple Scan mode is a scanning method that is recommended for irregular tasks. Each time you perform a scan, you can change settings as necessary, such as the save destination, file name, and file format. For details, refer to the PaperStream Capture User's Guide.



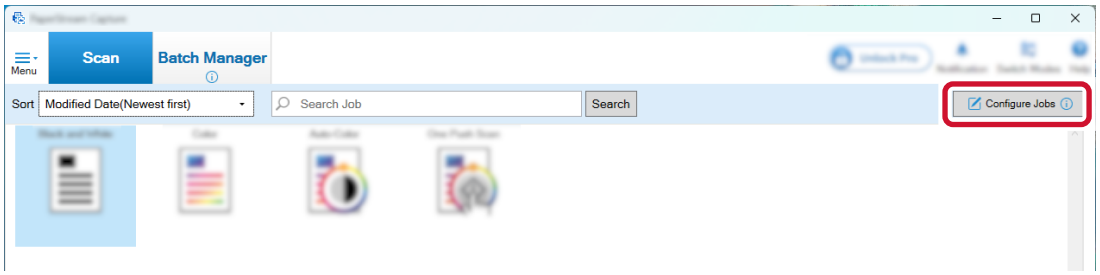
Easy Setup of the Scan Settings

This section describes how to create a job with the easy setup.

As an example, this section describes how to create a job to scan an A4 size document, generate a PDF format file in color with a resolution of 200 dpi, and save it in a folder.

1 Make sure the scanner is turned on.

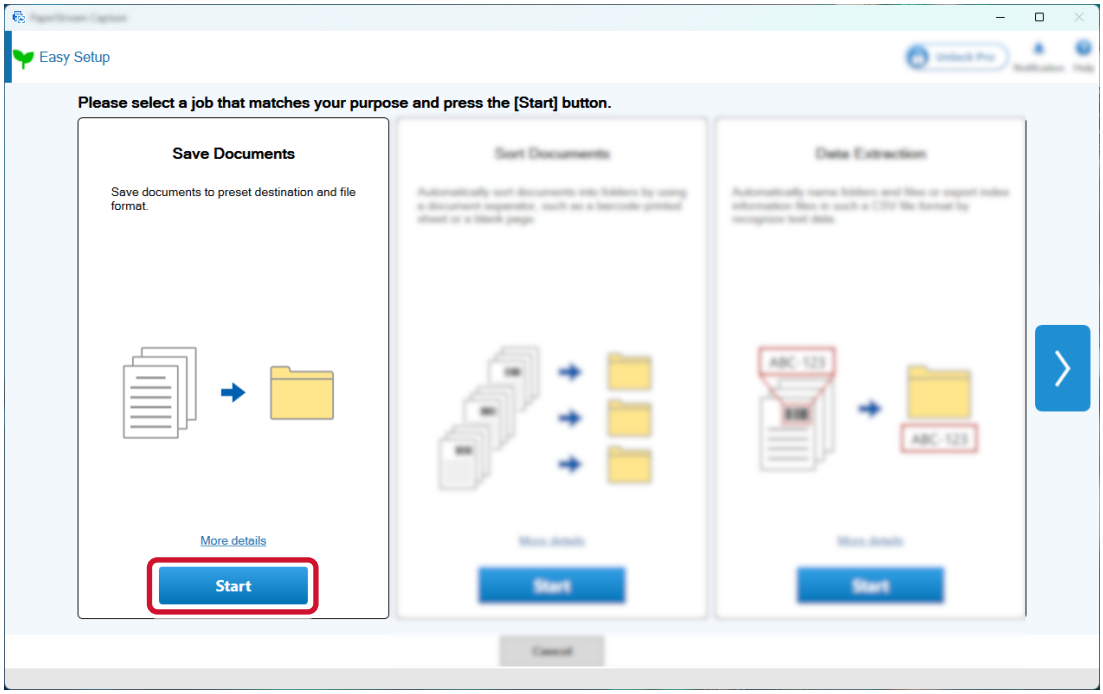
2 In the PaperStream Capture main window, click the [Configure Jobs] button.



3 Click the [Easy Setup] button.



4 Click the [Start] button in [Save Documents].

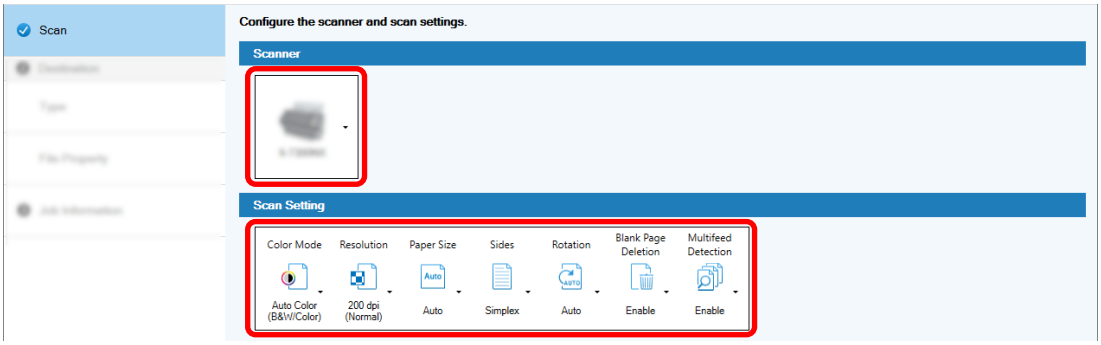


5 **Select a scanner to be used for [Scanner] in the [Scan] tab and configure the following settings for [Scan Settings].**

Color Mode: Color

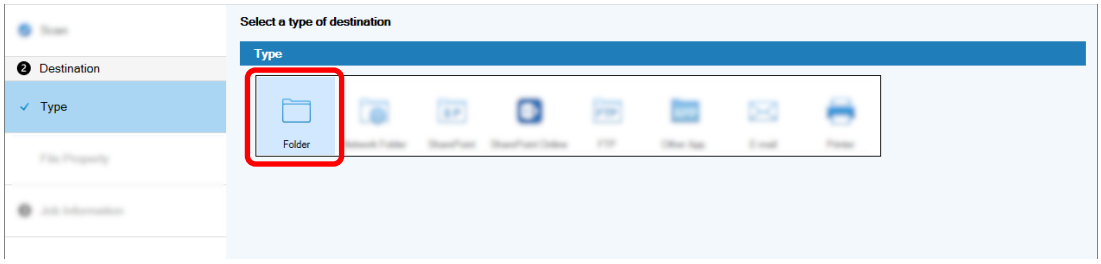
Resolution: 200 dpi

Paper Size: Auto



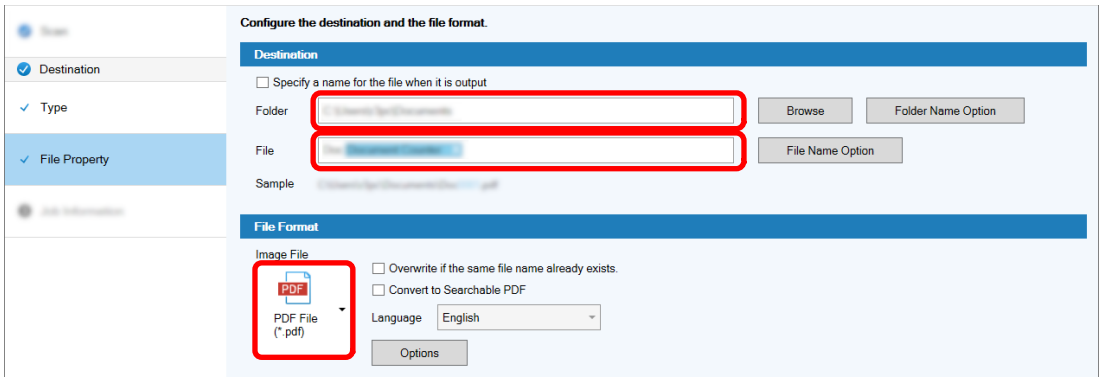
6 **Click the [Next] button.**

7 **Click [Folder] as the destination type in [Type] under the [Destination] tab.**



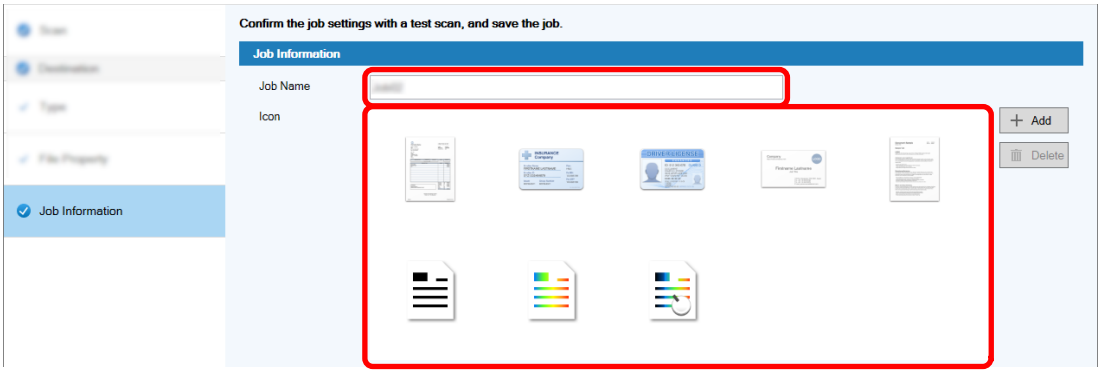
8 **Click the [Next] button.**

9 **Configure a folder where scanned images are to be saved and a file name, and select a file format for scanned images in [File Property] under the [Destination] tab.**



10 **Click the [Next] button.**

11 Specify a job name and job icon in [Job Information] under the [Job Information] tab.



12 When you finish configuring the settings in each tab, complete the creation of the job.

a Click the [Finish] button.

b Click the [Back to Home] button.



The window that is displayed returns to the main window.

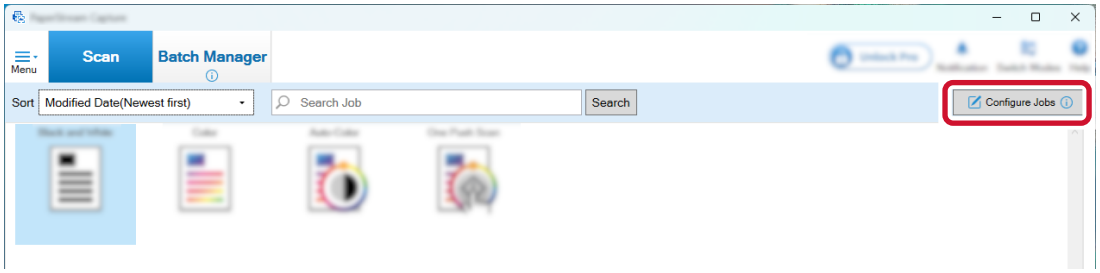
Configuring the More Advanced Scan Settings Advanced Setup

This section describes the procedure to create a job in the advanced setup.

As an example, this section describes how to create a job that scans A4 size documents, creates PDF files with a resolution of 200 dpi in Black & White, and automatically saves them with a file name of "SCAN + <Date Scanned> + <Time Scanned>" (SCANyyyyMMddHHmmss).
Also, add an option to split the scan data into multiple files based on the detected barcodes.

1 Make sure the scanner is turned on.

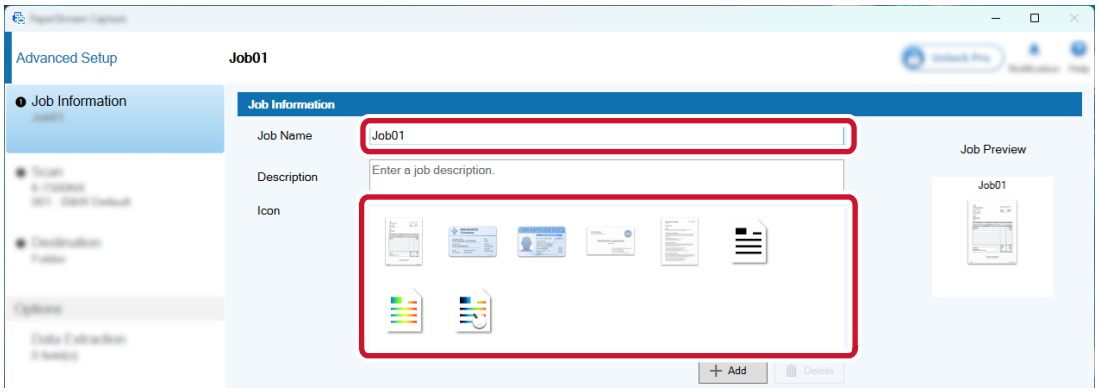
2 In the PaperStream Capture main window, click the [Configure Jobs] button.



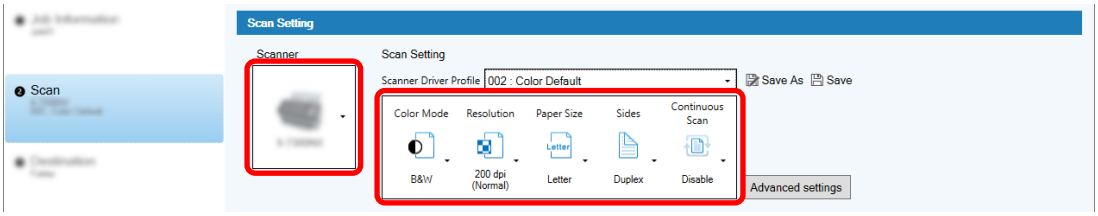
3 Click the [Advanced Setup] button.



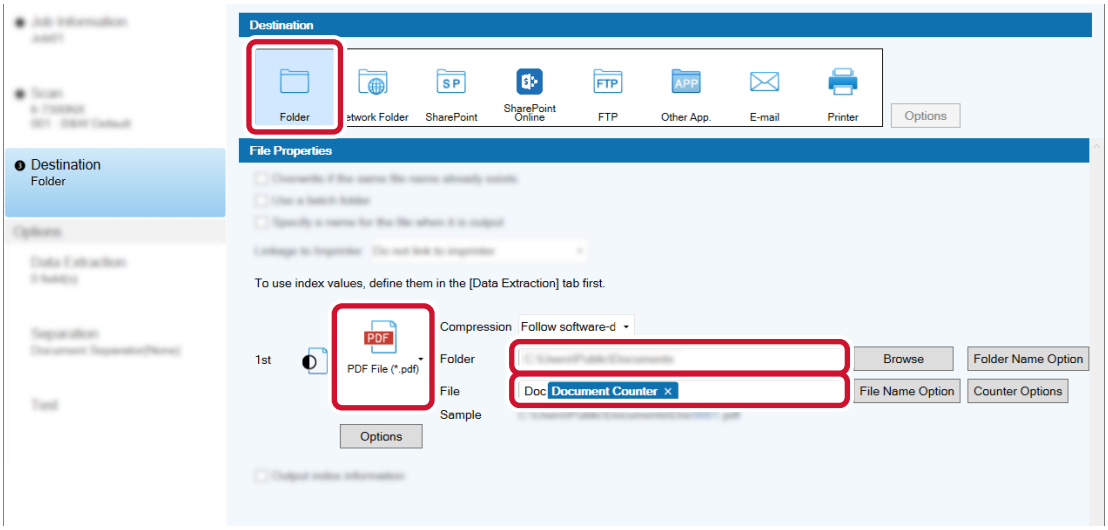
4 Specify a job name and job icon in [Job Information] under the [Job Information] tab.



5 Select a scanner to be used for [Scanner] in the [Scan] tab. Also, specify [Color Mode], [Resolution], [Paper Size], and [Sides] in [Scan Settings].



6 In the [Destination] tab, specify a destination type, an output file format, a destination to save files, and a file name format.

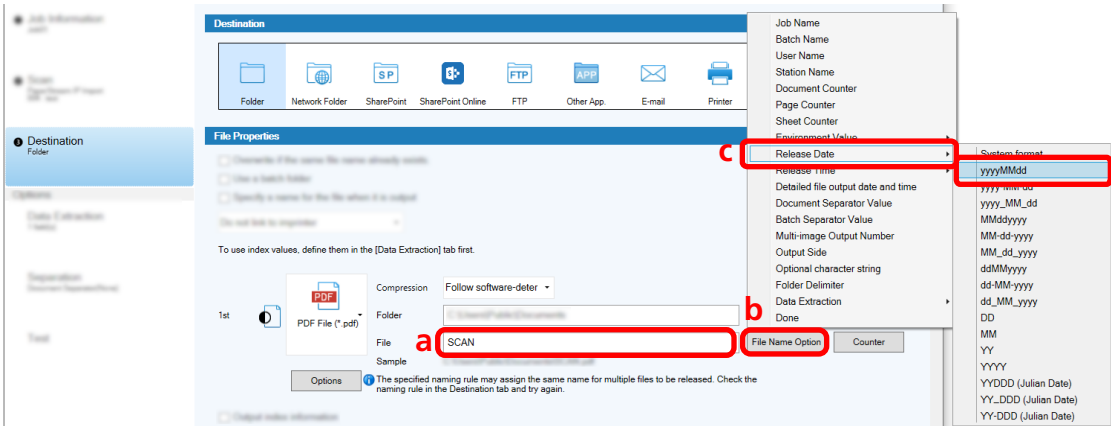


Clicking the [File Name Option] button displays a menu to specify the File Name Option. To set the file name in the "SCAN+<*Date Scanned*>+<*Time Scanned*>" (SCANyyyyMMddHHmmss) format, follow the procedure below:

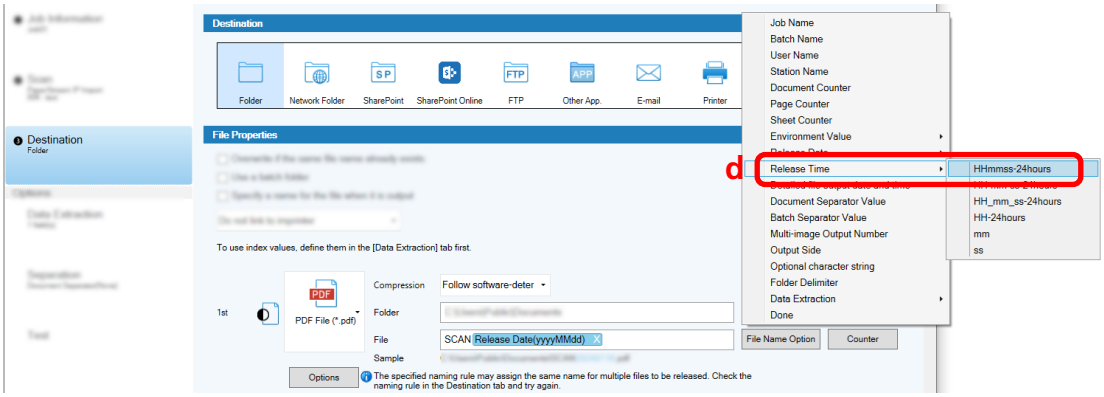
a **Enter "SCAN" in [File Name].**

b **Click the [File Name Option] button.**

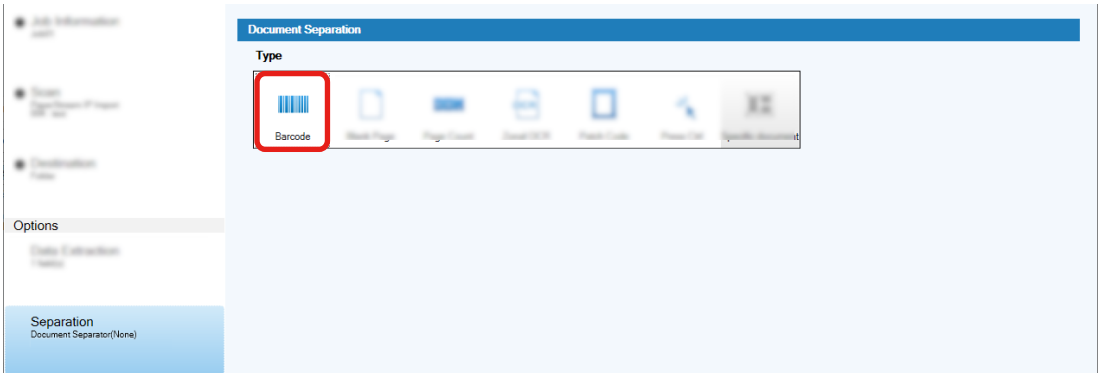
c **Select [Release Date] - [yyyyMMdd].**



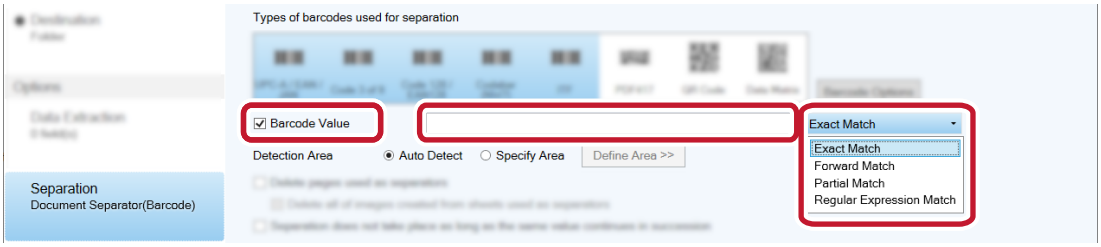
d **Select [Release Time] - [HHmmss-24hours].**



7 **Select [Barcode] for [Type] in the [Separation] tab.**



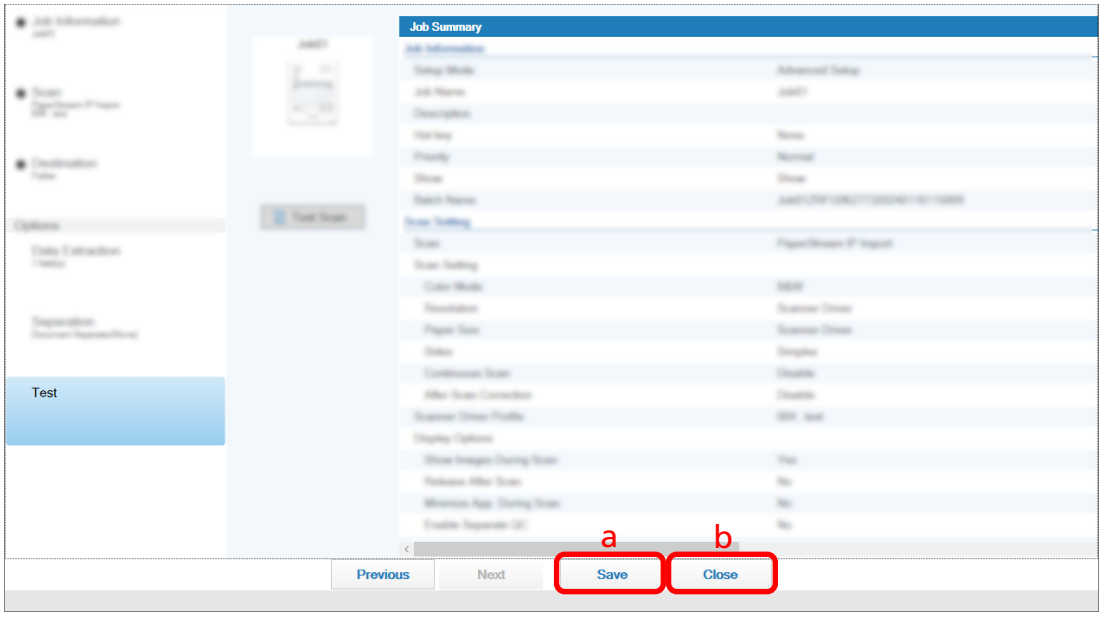
8 **If the document to be used for separation has more than one barcode, select the [Barcode Value] check box. Enter a barcode value to be recognized and select a condition in which the value will be recognized from the drop-down list.**



9 **When you finish changing the settings in each tab, complete the creation of the job.**

a **Click the [Save] button.**

b **Click the [Close] button.**



c **Click the [Back to Home] button.**



The window that is displayed returns to the main window.

Scanning Documents

This section describes how to scan documents using a job in the PaperStream Capture window.

1 Make sure the scanner is turned on and load the documents you want to scan.

2 In the main PaperStream Capture window, click the icon for the job you want to use.

Click the icon for the job you want to use ("Job01" in this section). If you have not created a job, click a sample job.

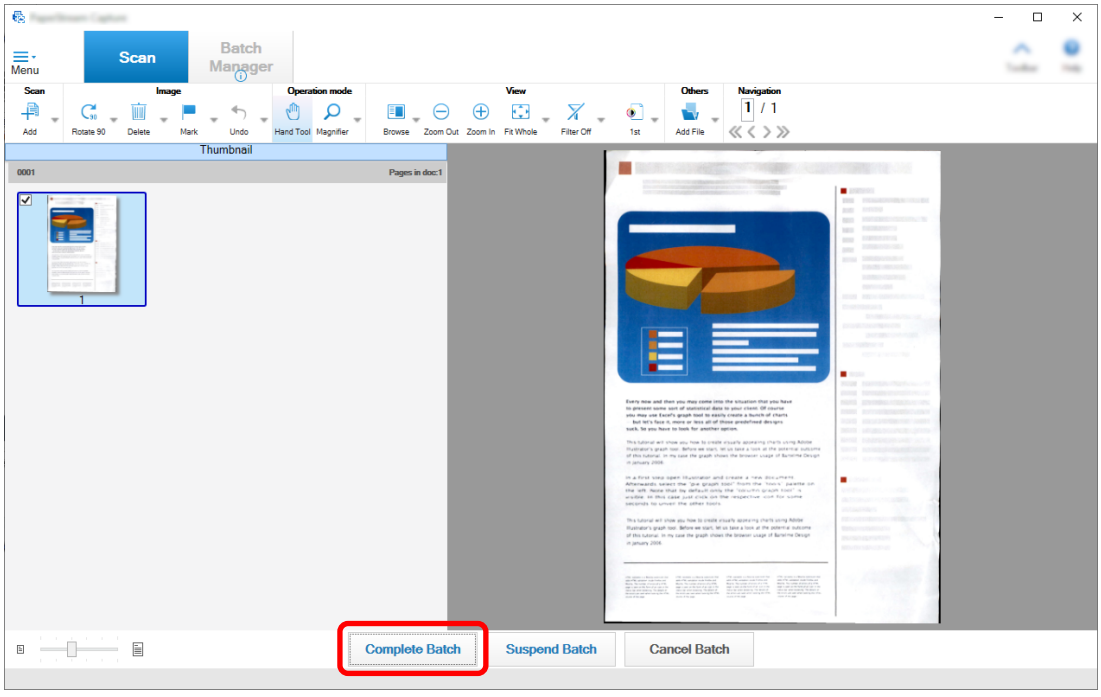


Scanning documents starts.

The window for checking/editing images appears when scanning is complete.

3 Check the scanned images and click the [Complete Batch] button.

To edit the scanned images, do not click the [Complete Batch] button and refer to Checking and Editing Scanned Images (page 22).

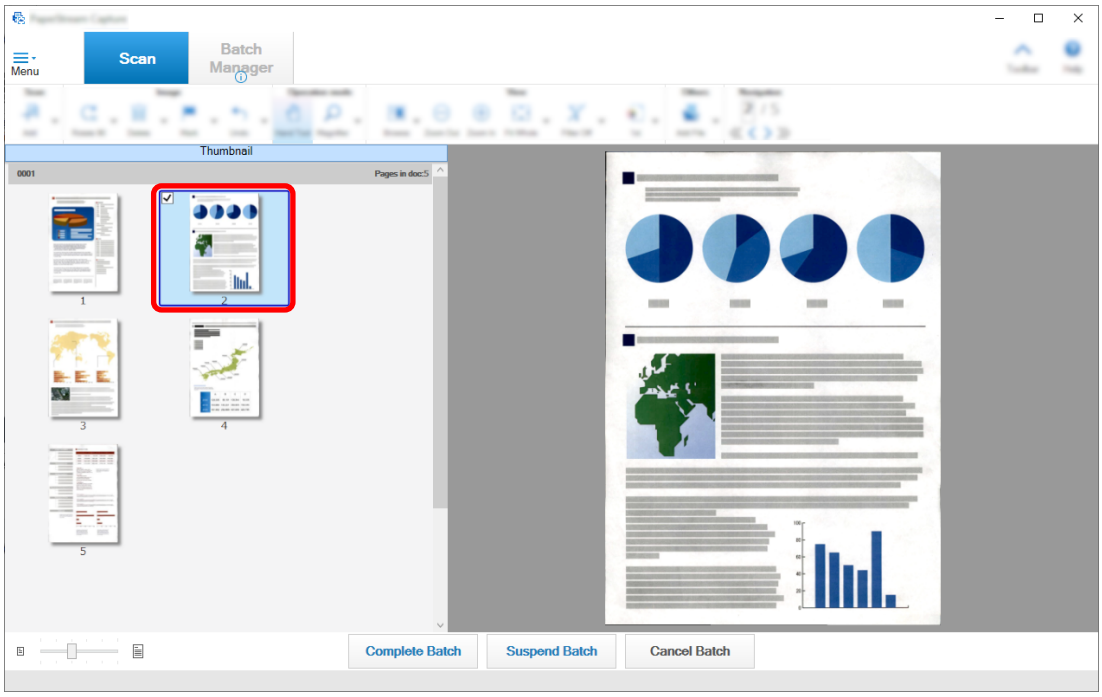


The file is saved to the destination folder specified in the job.

Checking and Editing Scanned Images

After scanning documents, the window for checking/editing the images is displayed. In the window, you can edit the scanned images or rescan documents to replace or add images.

1 Select the target page from the thumbnails.



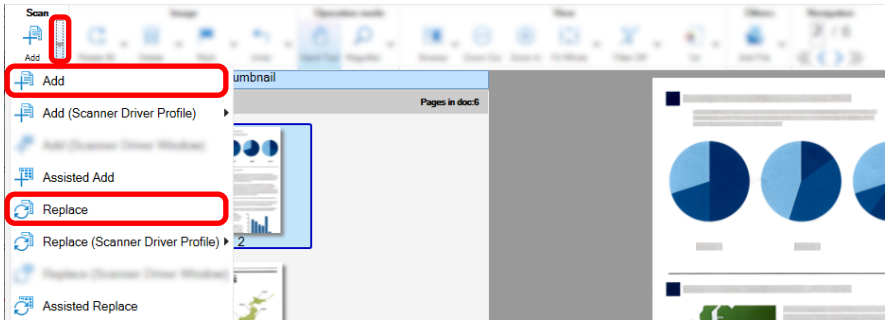
2 Click an icon according to your purpose on the toolbar.

Click ▼ on the right side of the icon to select tools that are not displayed on the toolbar.

When scanning a document to add or replace

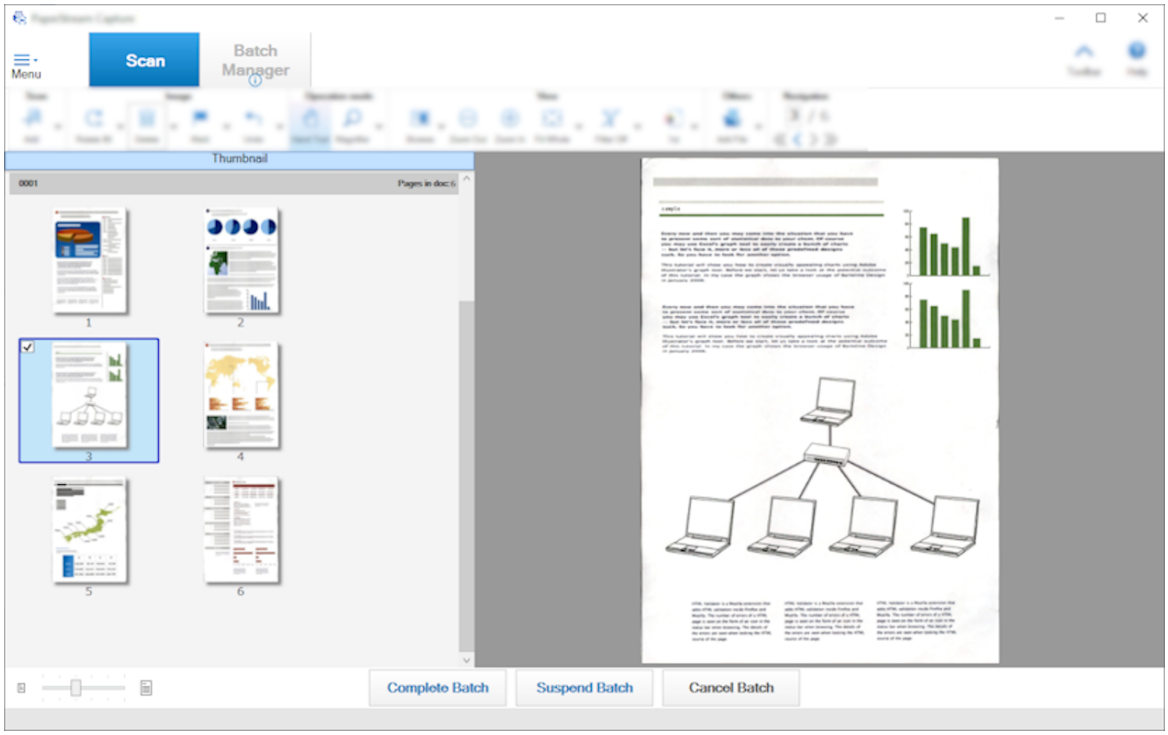
Load a document into the scanner to add or replace.

Click ▼ on the right side of [Add] on the toolbar and click [Add] or [Replace] to start a scan.



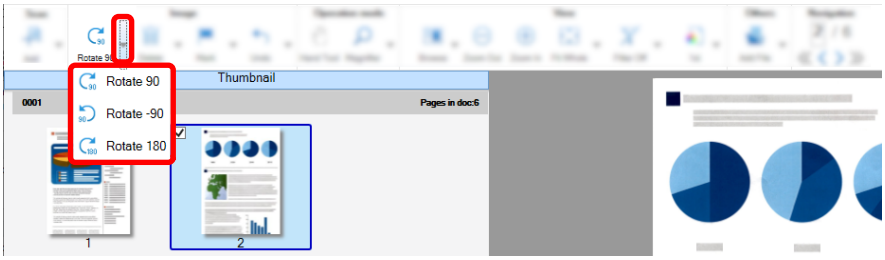
Click [Add] to add the image after the selected page.

Click [Replace] to delete the selected page and insert the image.



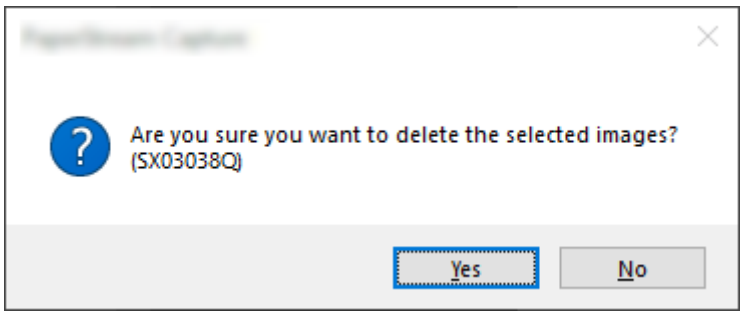
When rotating the selected page

You can rotate a page by clicking ▼ on the right of [Rotate 90] and clicking [Rotate 90], [Rotate -90], or [Rotate 180].



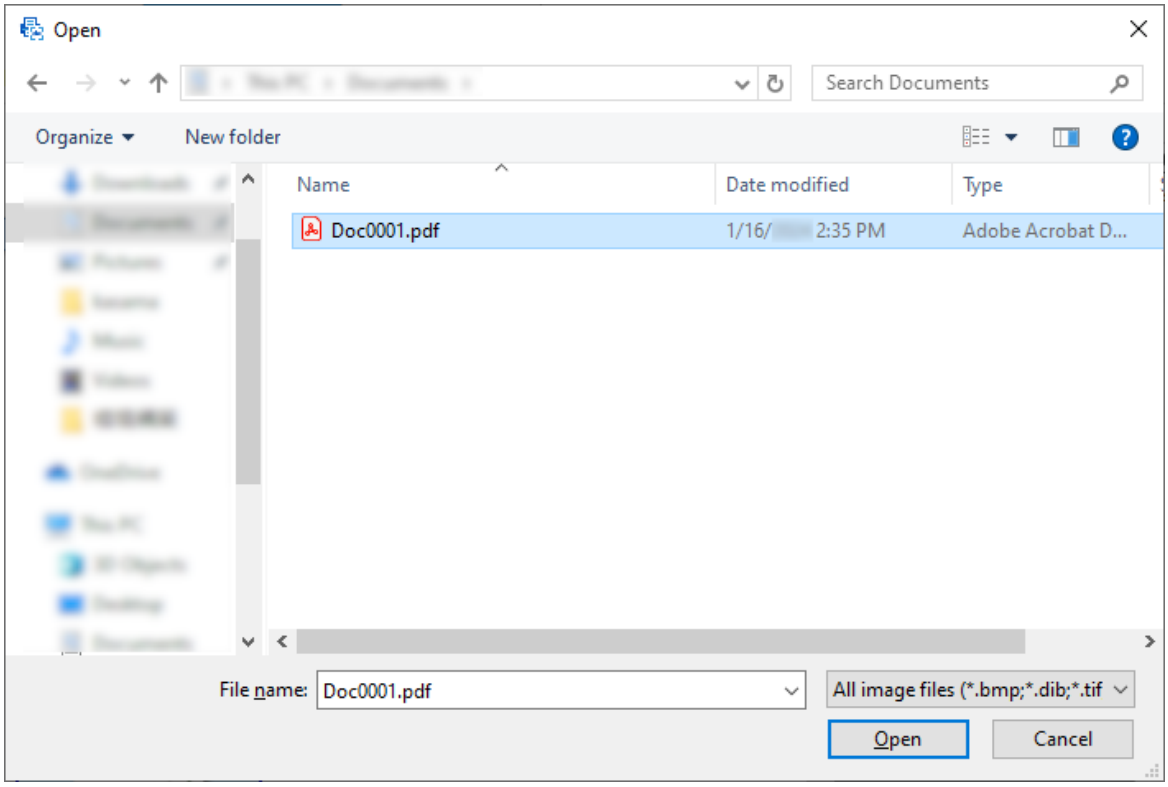
When deleting the selected page

Clicking the [Delete] icon on the toolbar will display the message shown below. Click [Yes] to delete the selected page.



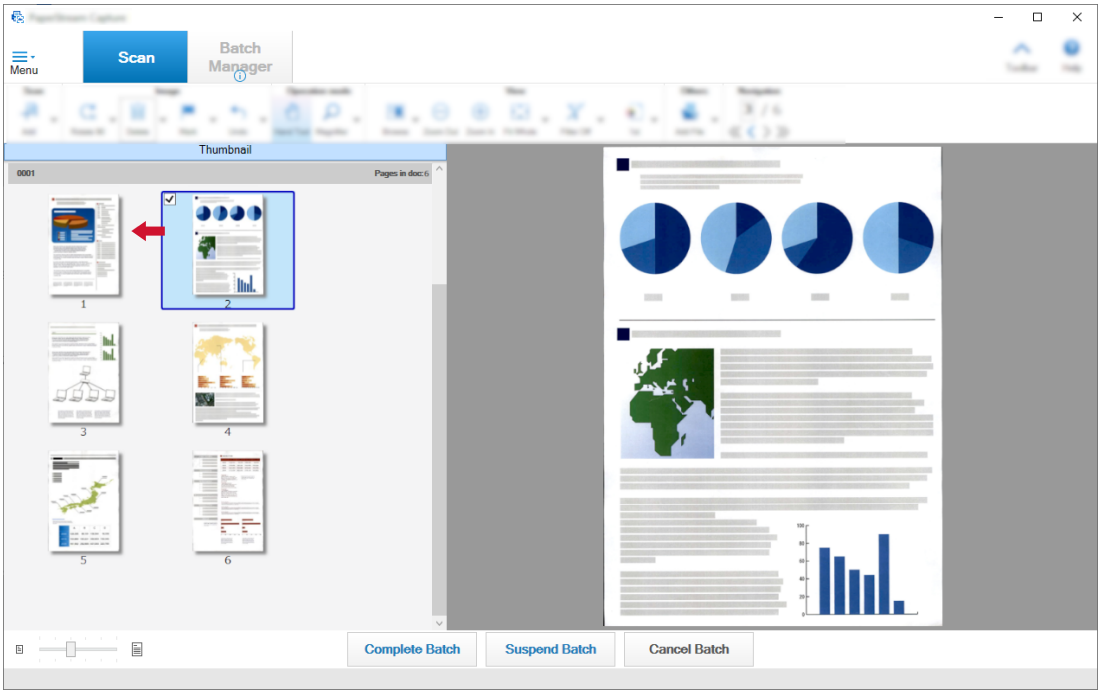
When selecting a saved image to add or replace

Clicking [Add File] on the toolbar will display the window for selecting a file to add. Select the desired file and click the [Open] button to add the images contained in the file after the selected page.

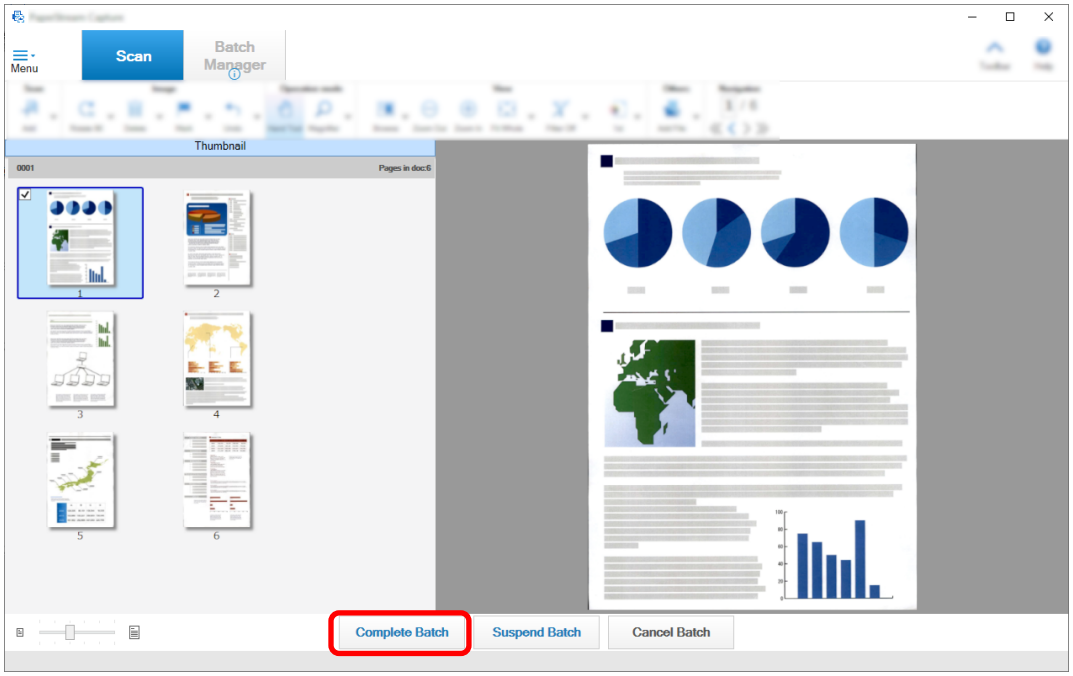


When changing the order of the scanned pages

On the thumbnail list, use the mouse to drag and drop the selected page to the desired position.



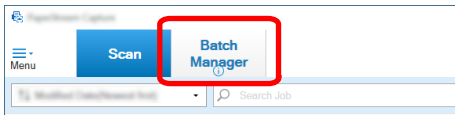
3 Click the [Complete Batch] button to complete the edit.



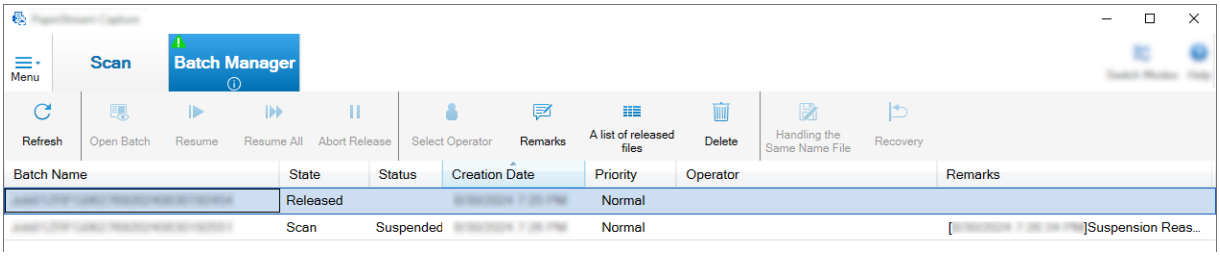
Checking the Scan History

The [Batch Manager] window allows you to check the history of batches executed, and restart the batches that have been suspended or aborted manually, or the batches that were in an error status.

1 Click the [Batch Manager] button in [Menu].



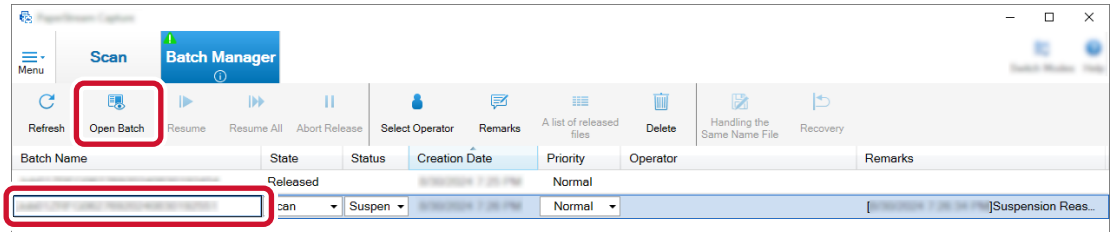
The [Batch Manager] window appears.



If one of the following is displayed for [Status], the batch can be resumed.

Display	Batch Status
Suspended	The batches have been suspended.
Aborted	The batches have been aborted manually.
Exception	The batches have been aborted automatically due to an error. If the abortion was caused by an error, the error information is displayed in [Remarks]. Check and remove the error.

2 Select the batch name of the batch you want to resume and click [Open Batch] on the toolbar.



The batch to be resumed is displayed when its status is [Suspended] or [Exception].
Releasing (outputting) process of the batch restarts when its status is [Aborted].

Making Useful Changes to the Settings

This section explains useful functions on PaperStream Capture for configuring the settings for a job.

Using the Scanner Buttons to Scan Documents

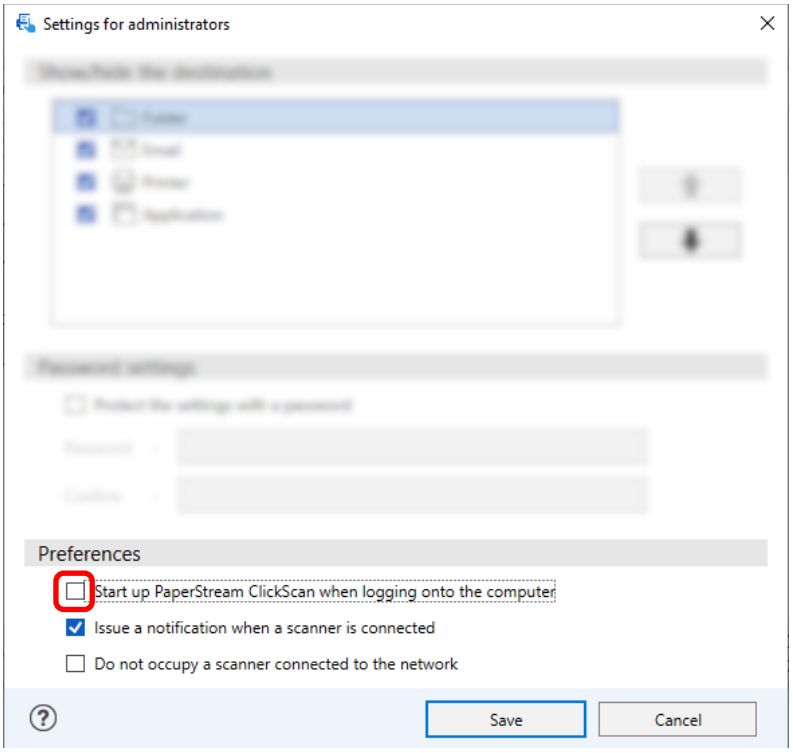
Documents can be scanned by using the scanner buttons ("Scan" and "Send to").

ATTENTION

- If PaperStream ClickScan is running, pressing the scan button on the scanner starts up PaperStream ClickScan for scanning. If you want to use PaperStream Capture in order to start scanning with the Scan button on the scanner, right-click the PaperStream ClickScan icon ( ) on the taskbar and perform one of the following operations in the menu that is displayed.

  - When disabling the automatic startup of PaperStream ClickScan

    1. Select [Manage destinations].
    2. Click in the upper right of the window that appears.
    3. In the [Settings for administrators] window that appears, clear the [Start up PaperStream ClickScan when logging onto the computer] check box.



    4. Click the [Save] button.
    5. Log off from the computer and log on to it again.

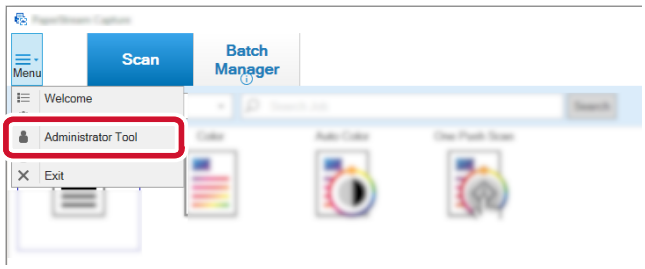
- When exiting PaperStream ClickScan temporarily

  1 Select [Exit].

You need to configure the settings on PaperStream Capture, the computer, and the scanner respectively.

1. Configuring the Settings on PaperStream Capture

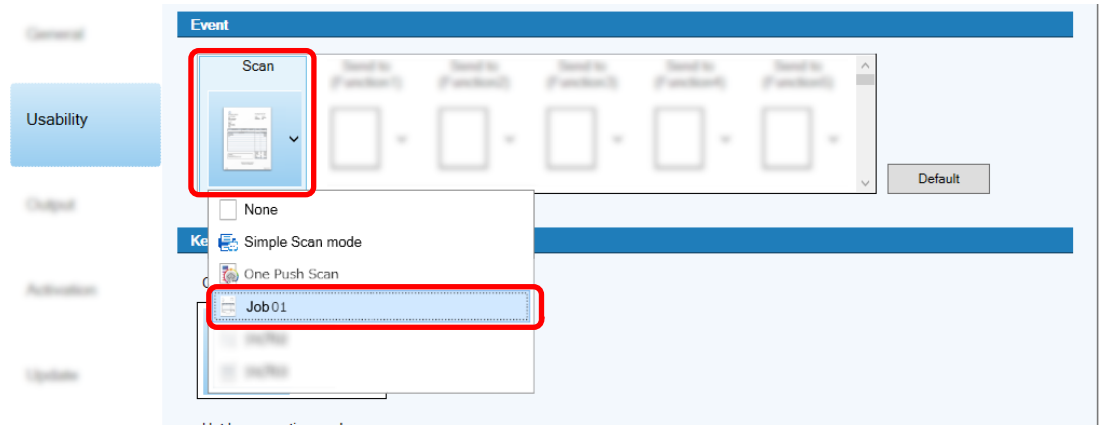
1 From  in [Menu], select [Administrator Tool].



The [PaperStream Capture Administrator Tool] window appears.

2 Click the [Usability] tab.

3 Click [Scan] and select a job you want to use.



The [Scan] icon switches to the icon of the selected job.

4 Save the settings.

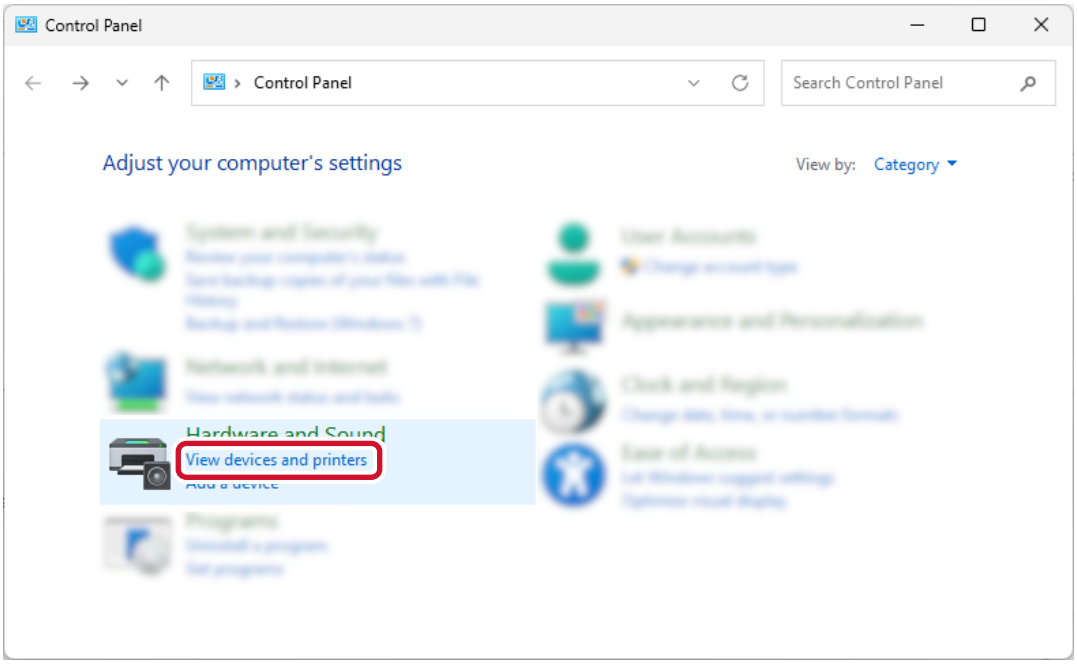
a Click the [Save] button.

b Click the [Close] button.

This completes the procedure for configuring the settings on PaperStream Capture.

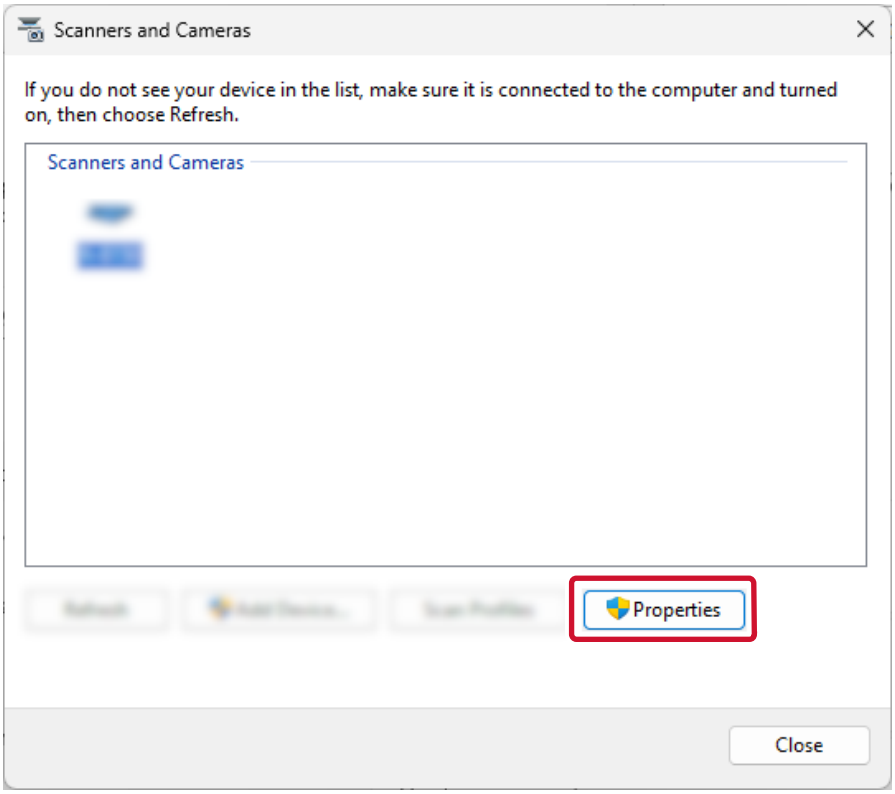
2. Configuring the Settings on the Computer

1 Open the [Control Panel] window and click [View devices and printers].



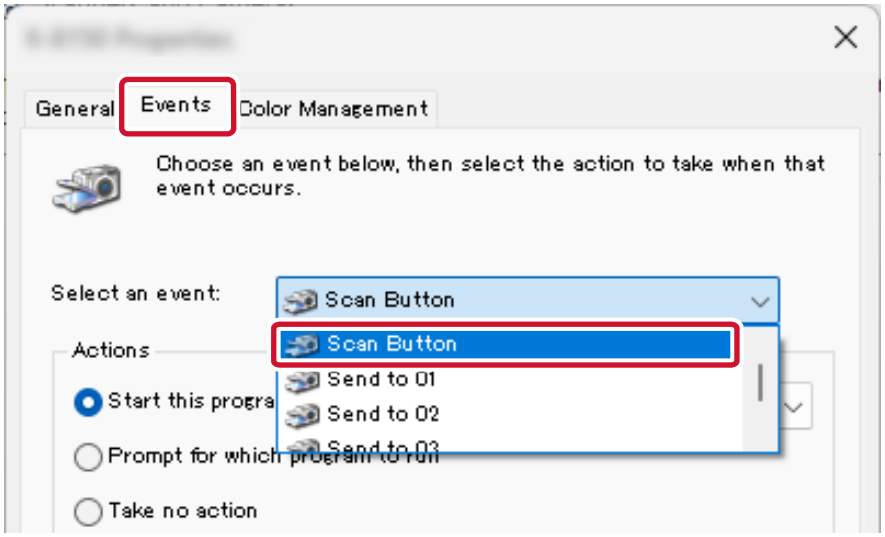
2 Click [Printers & scanners] and then click your scanner.

3 Click [Scanner properties] and then click the [Properties] button in the [Scanners and Cameras] window.

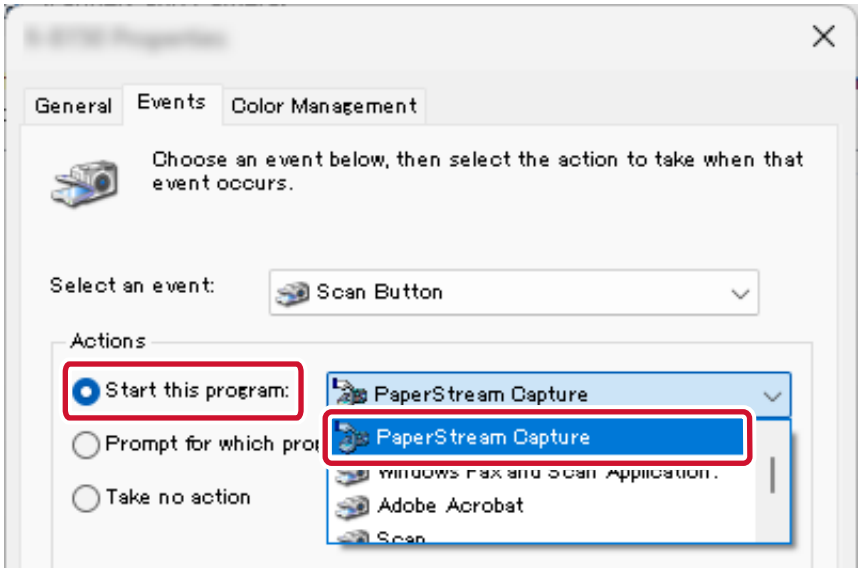


4 In the [Events] tab, specify an action to be taken when the Scan button on a scanner is pressed.

a From the [Select an event] drop-down list in the [Events] tab, select [Scan Button].



b Select [Start this program], then [PaperStream Capture].



c Click the [OK] button.

5 Restart the computer.

The changes to the settings are enabled. This completes the procedure for configuring the settings on the computer.

TIP

- When connecting a network-accessible scanner to the network in order to use the scanner, install Network Setup Tool and then log on to the computer again or restart the computer. After the computer is restarted, if PaperStream Capture is not set as the application that starts up when a button on the

scanner is pressed, start up Button Event Manager for your scanner and set it in the [Button Settings]. For details, refer to the Network Setup Tool Help.

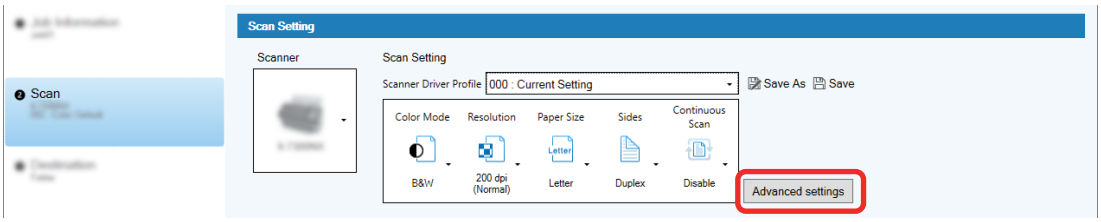
3. Configuring the Settings on the Scanner

The action to be taken when the button on the scanner is pressed may also need to be specified on the scanner.
The setting procedure varies depending on the scanner model.
For details, refer to the section about configuring the settings for the Scan button the scanner in the Operator's Guide for your scanner.

Changing the Image Resolution Settings Advanced Setup

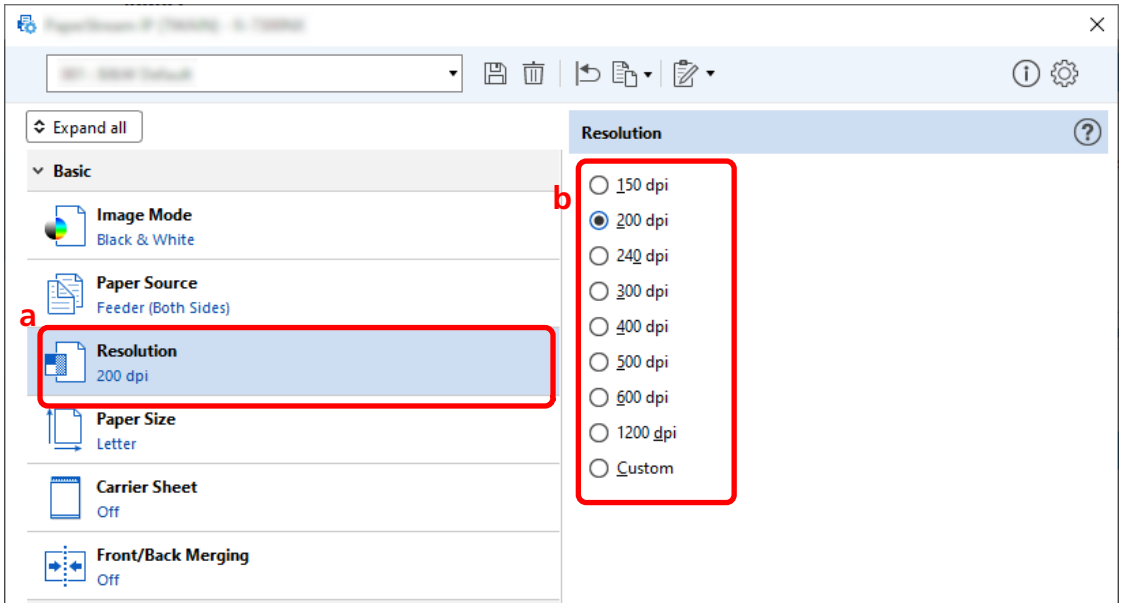
You can change the resolution of the scanned images if you find it difficult to read text or recognize figures in the images.
The lower the resolution value is, the smaller the file size is. The higher the value is, the smaller the file size is.
This section describes the procedure in the advanced setup to change the resolution to a resolution that cannot be specified in PaperStream Capture.

1. **Select an existing job in the [Configure Jobs] window and click the [Edit] button on the toolbar.**
2. **Select the [Scan] tab and click the [Advanced settings] button.**



3. **In the [Advanced settings] window of the PaperStream IP driver, select [Basic] to configure the settings for scanning.**
   a. **Select [Resolution].**

b Select the desired resolution.

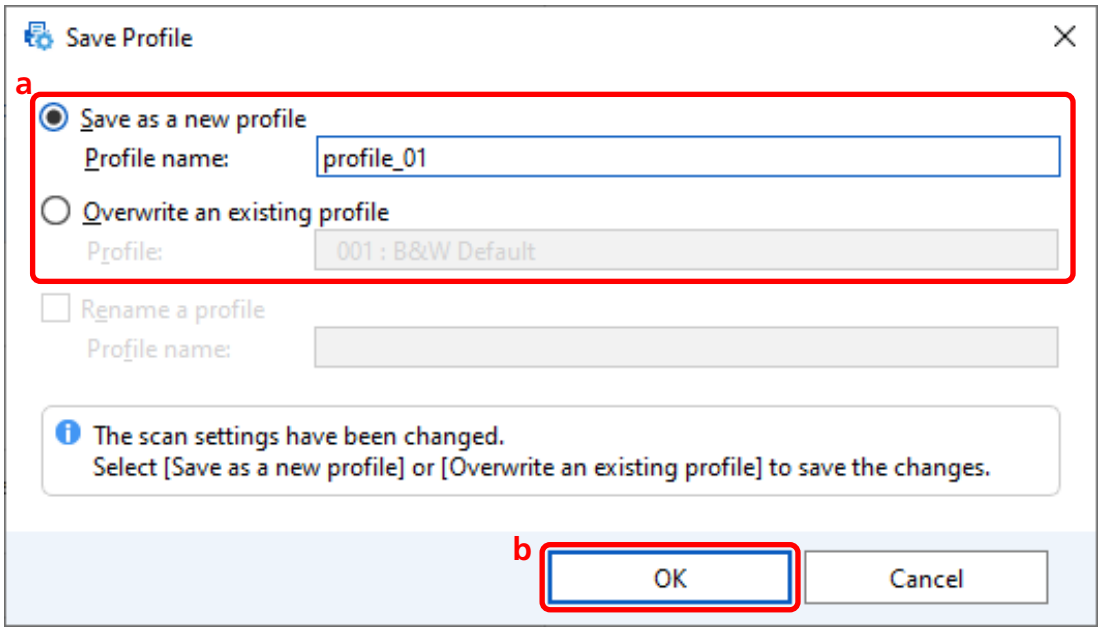


4 Click the icon for saving the settings ( ).

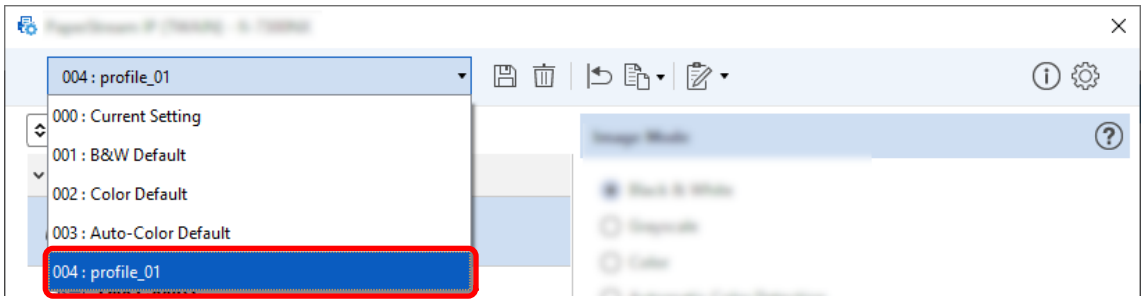
5 Save a driver profile.

a Select [Save as a new profile] or [Overwrite an existing profile] and enter a driver profile name.

b Click the [OK] button.



6 Confirm that the specified driver profile has been added to the list.



7 Click the [OK] button.

The [Scan] tab on PaperStream Capture is displayed in front.

8 Click the [Save] button.

The job settings are saved.

9 Click the [Close] button.

The window that is displayed returns to the [Configure Jobs] window.

Having Blank Pages Automatically Deleted From Images

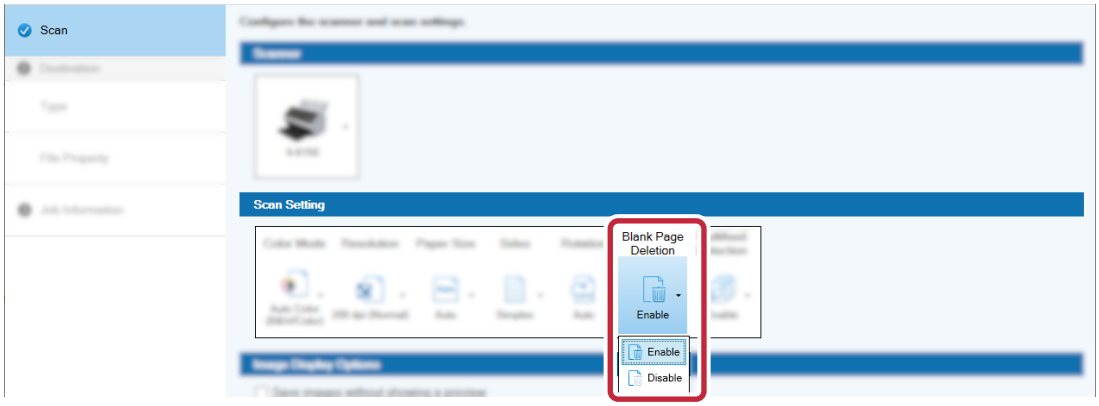
If a blank page is detected when a document is being scanned, the blank page is deleted automatically.

For [Easy Setup]

1 Select an existing job in the [Configure Jobs] window and click the [Edit] button on the toolbar.

2 Select the [Scan] tab.

3 Select [Enable] for [Blank Page Deletion] under [Scan Settings].



4 Click the [Save] button.

The job settings are saved.

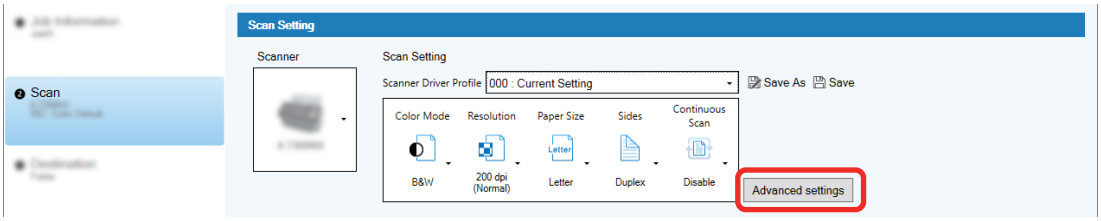
5 Click the [Close] button.

The window that is displayed returns to the [Configure Jobs] window.

For [Advanced Setup]

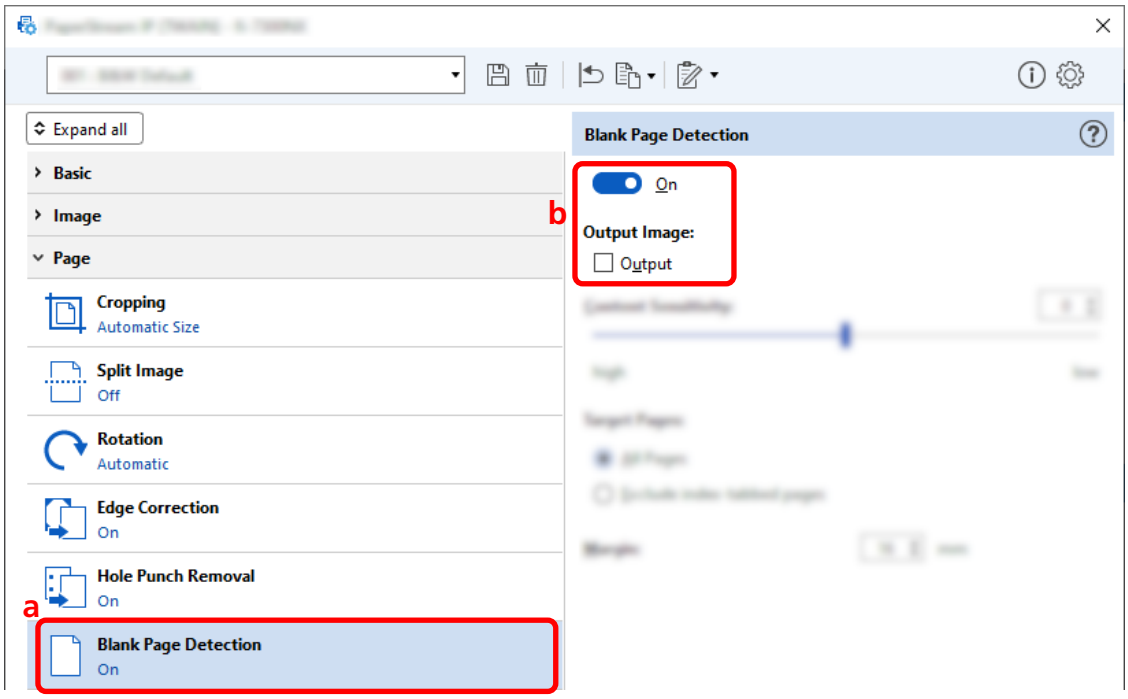
1 **Select an existing job in the [Configure Jobs] window and click the [Edit] button on the toolbar.**

2 **Select the [Scan] tab and click the [Advanced settings] button.**



3 **In Advanced dialog of the PaperStream IP driver, select [Page] to configure the settings for scanning.**

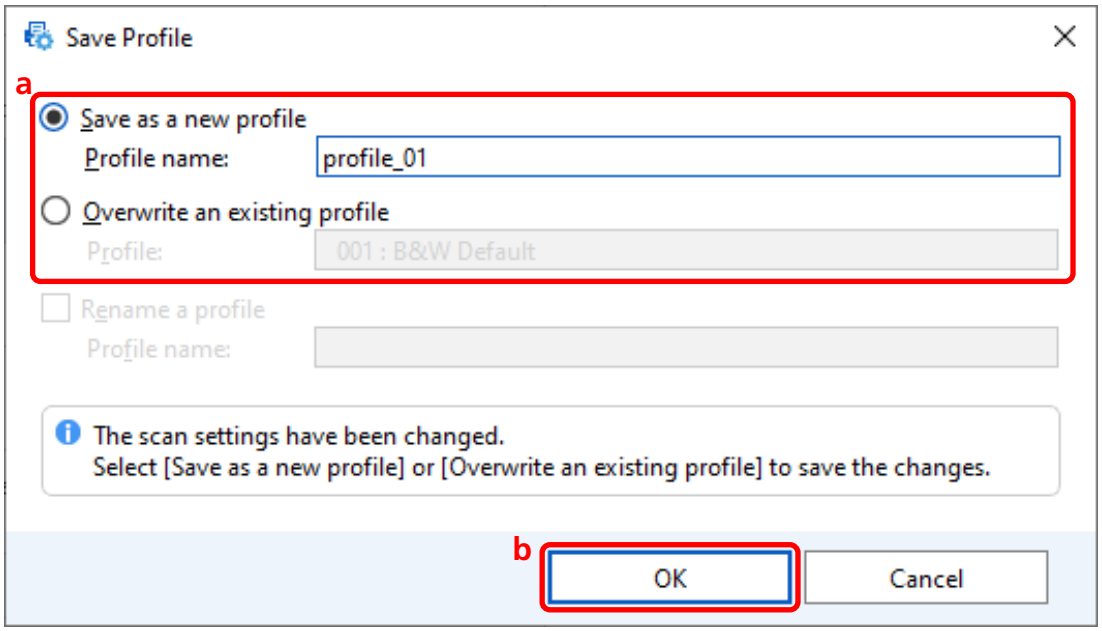
- **a** **Select [Blank Page Detection].**
- **b** **Set it to [On] and clear the [Output] check box.**



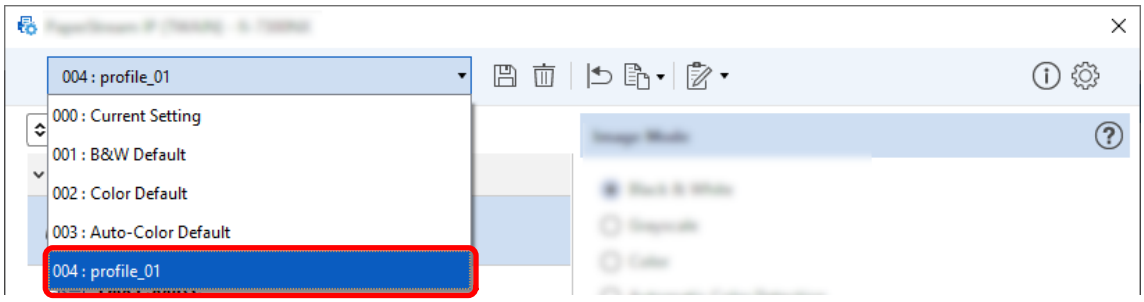
4 **Click the icon for saving the settings ( ).**

5 **Save a driver profile.**

- **a** **Select [Save as a new profile] or [Overwrite an existing profile] and enter a driver profile name.**
- **b** **Click the [OK] button.**



6 Confirm that the specified driver profile has been added to the list.



7 Click the [OK] button.

The [Scan] tab on PaperStream Capture is displayed in front.

8 Click the [Save] button.

The job settings are saved.

9 Click the [Close] button.

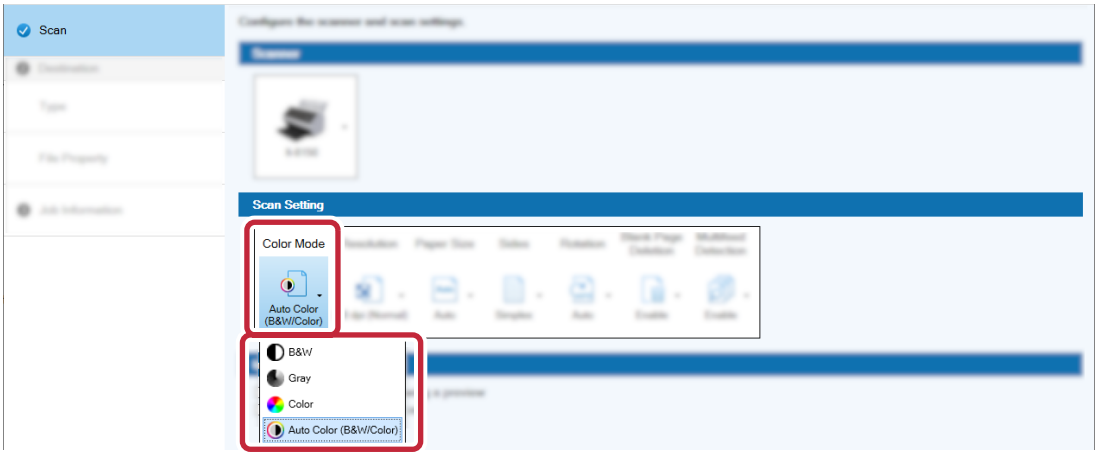
The window that is displayed returns to the [Configure Jobs] window.

Automatically Detecting Colors of Documents (Color/Black & White) and Outputting Images

The scanner can automatically detect whether a scanned document is in color or monochrome and output an image accordingly.
With this function, even if both colored and monochrome documents are in a batch to be scanned, you do not need to change the scan settings according to each document.

For [Easy Setup]

1. **Select an existing job in the [Configure Jobs] window and click the [Edit] button on the toolbar.**
2. **Select the [Scan] tab.**
3. **Select [Auto Color (B&W/Color)] for [Color Mode] under [Scan Settings].**



4. **Click the [Save] button.**

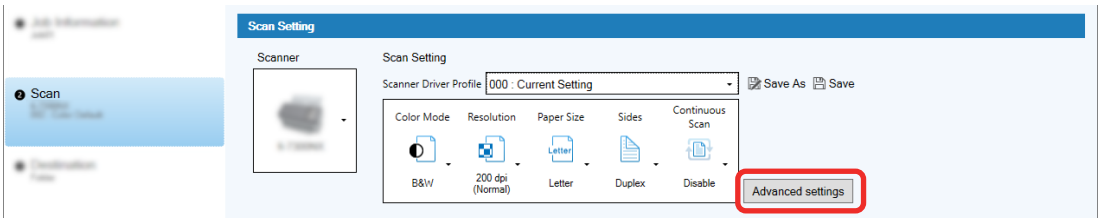
   The job settings are saved.

5. **Click the [Close] button.**

   The window that is displayed returns to the [Configure Jobs] window.

For [Advanced Setup]

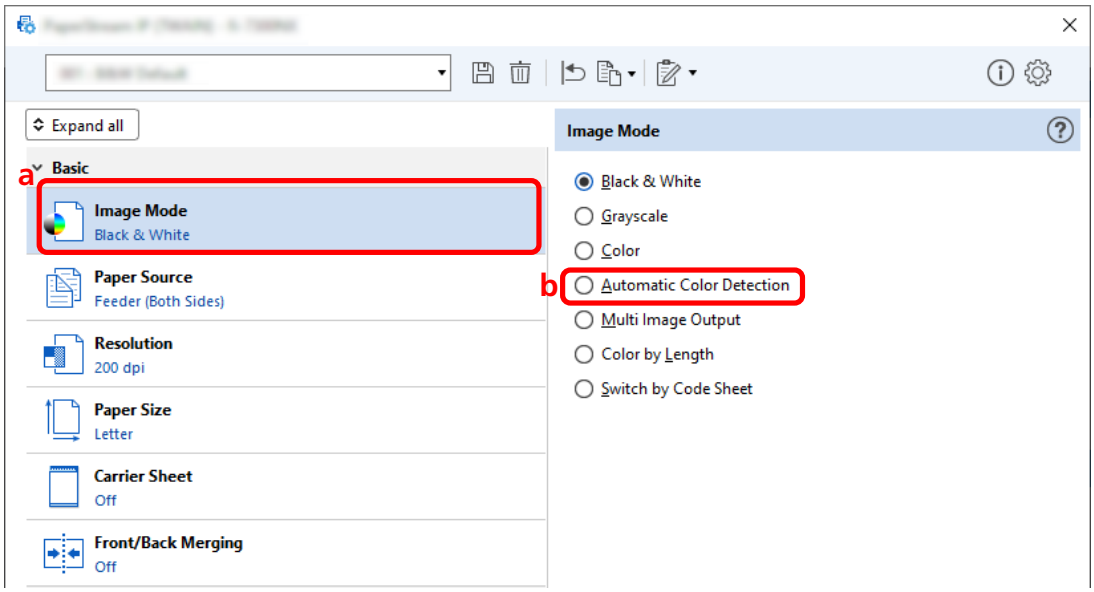
1. **Select an existing job in the [Configure Jobs] window and click the [Edit] button on the toolbar.**
2. **Select the [Scan] tab and click the [Advanced settings] button.**



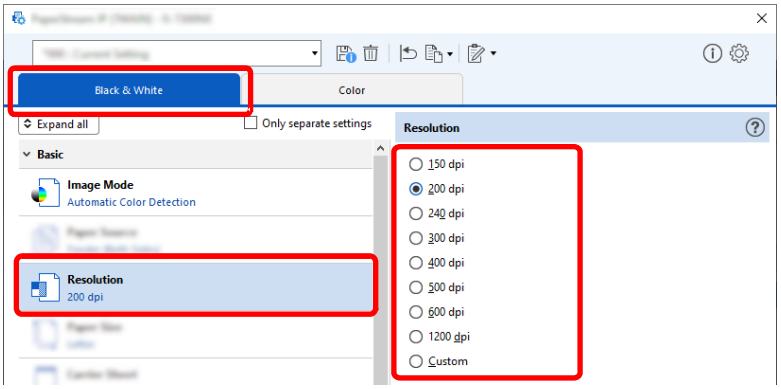
3. **In the [Advanced settings] window of the PaperStream IP driver, select [Basic] to configure the settings for scanning.**

   a. **Select [Image Mode].**

b Select [Automatic Color Detection].



c Select a tab and adjust the resolution for each color mode.

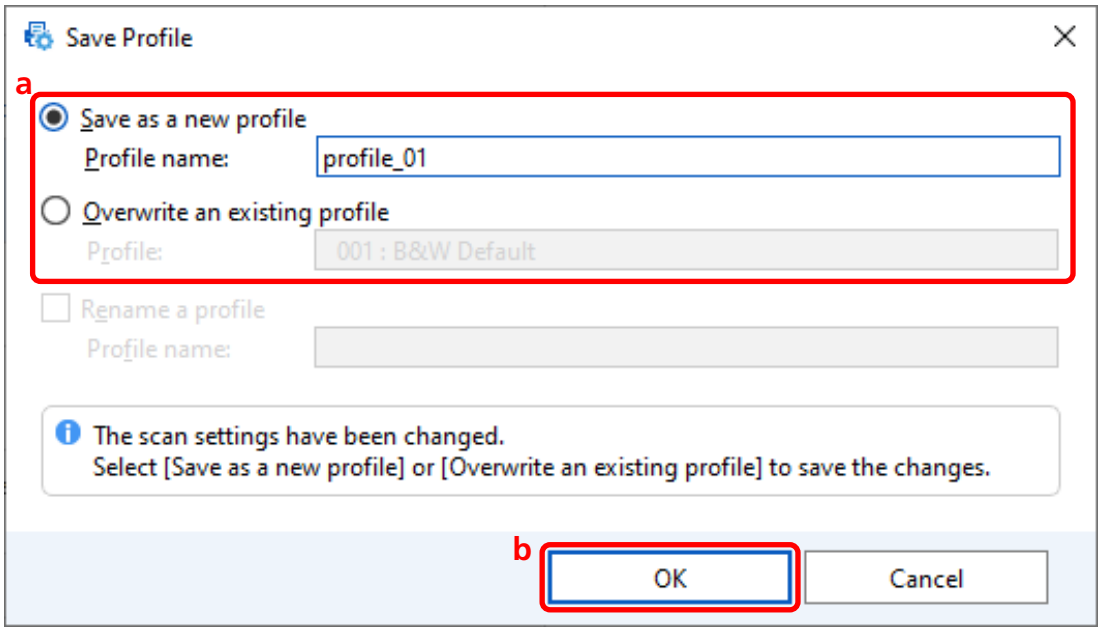


4 Click the icon for saving the settings ( ).

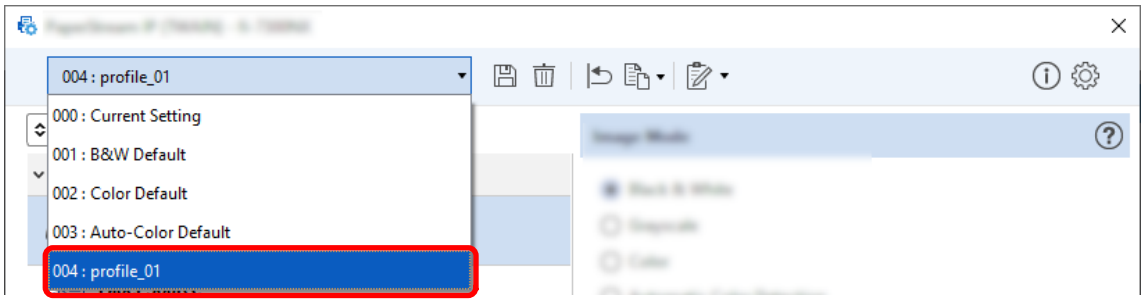
5 Save a driver profile.

a Select [Save as a new profile] or [Overwrite an existing profile] and enter a driver profile name.

b Click the [OK] button.



6 Confirm that the specified driver profile has been added to the list.



7 Click the [OK] button.

The [Scan] tab on PaperStream Capture is displayed in front.

8 Click the [Save] button.

The job settings are saved.

9 Click the [Close] button.

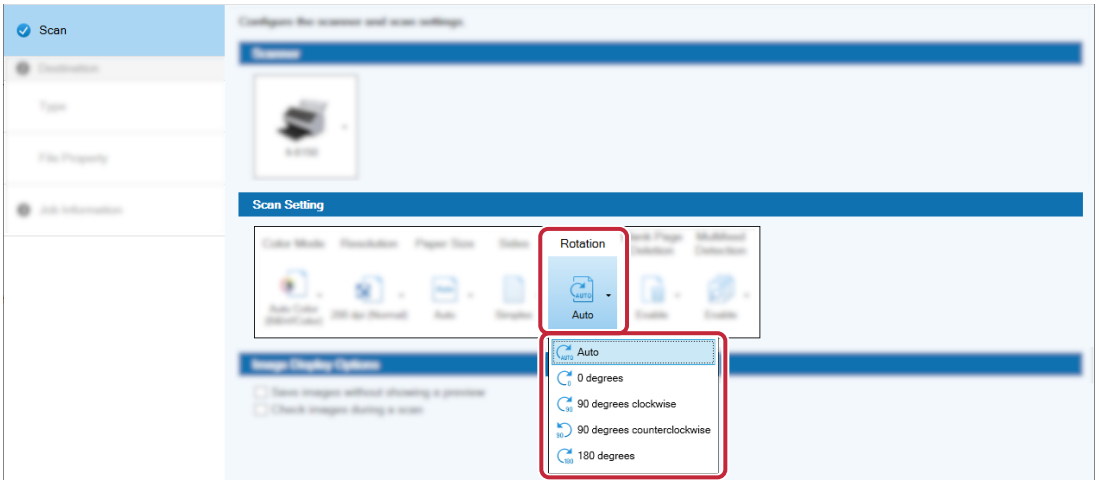
The window that is displayed returns to the [Configure Jobs] window.

Correcting the Image Orientation Automatically

The image orientation is automatically determined based on the text in the document, and the image is output with the correct orientation.
The image orientation may not be corrected properly depending on the condition of the documents.

For [Easy Setup]

1. **Select an existing job in the [Configure Jobs] window and click the [Edit] button on the toolbar.**
2. **Select the [Scan] tab.**
3. **Select [Auto] for [Rotation] under [Scan Settings].**



4. **Click the [Save] button.**

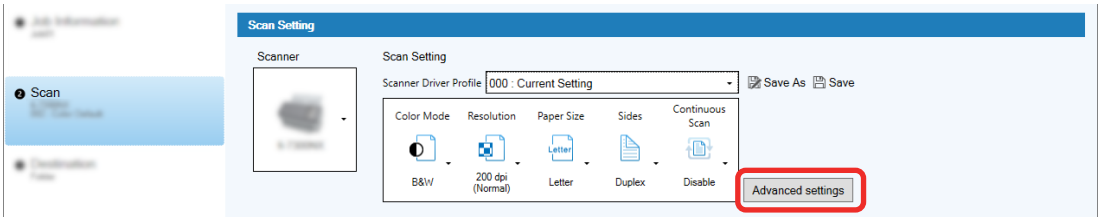
   The job settings are saved.

5. **Click the [Close] button.**

   The window that is displayed returns to the [Configure Jobs] window.

For [Advanced Setup]

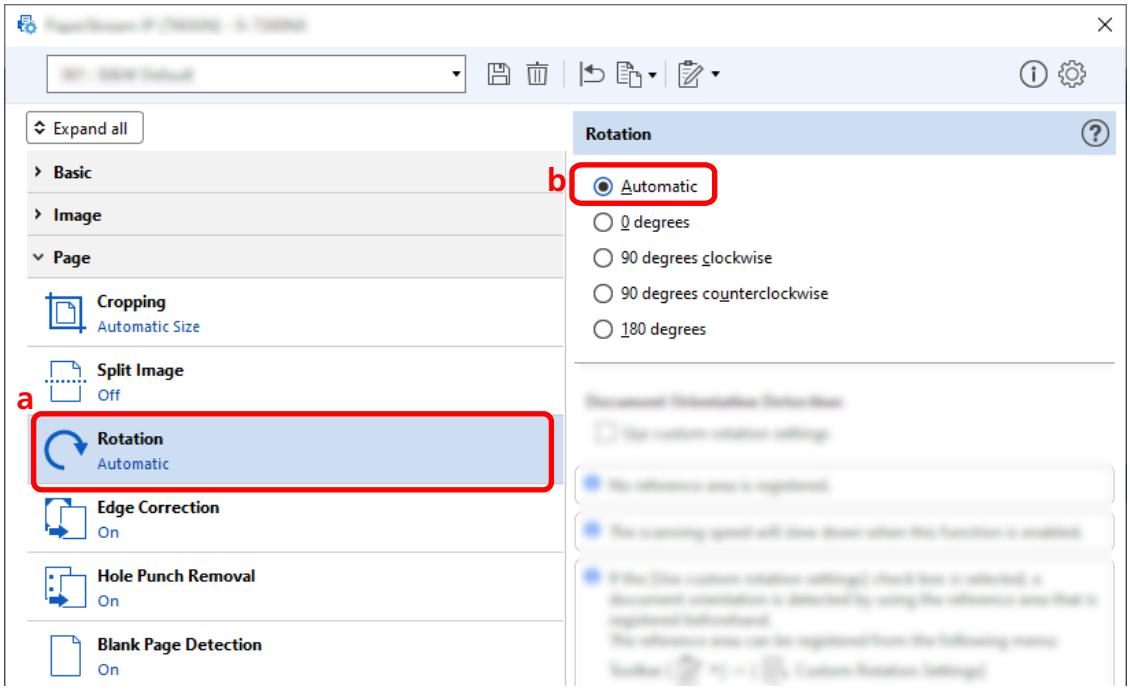
1. **Select an existing job in the [Configure Jobs] window and click the [Edit] button on the toolbar.**
2. **Select the [Scan] tab and click the [Advanced settings] button.**



3. **In Advanced dialog of the PaperStream IP driver, select [Page] to configure the settings for scanning.**

   a. **Select [Rotation].**

b Select [Automatic].

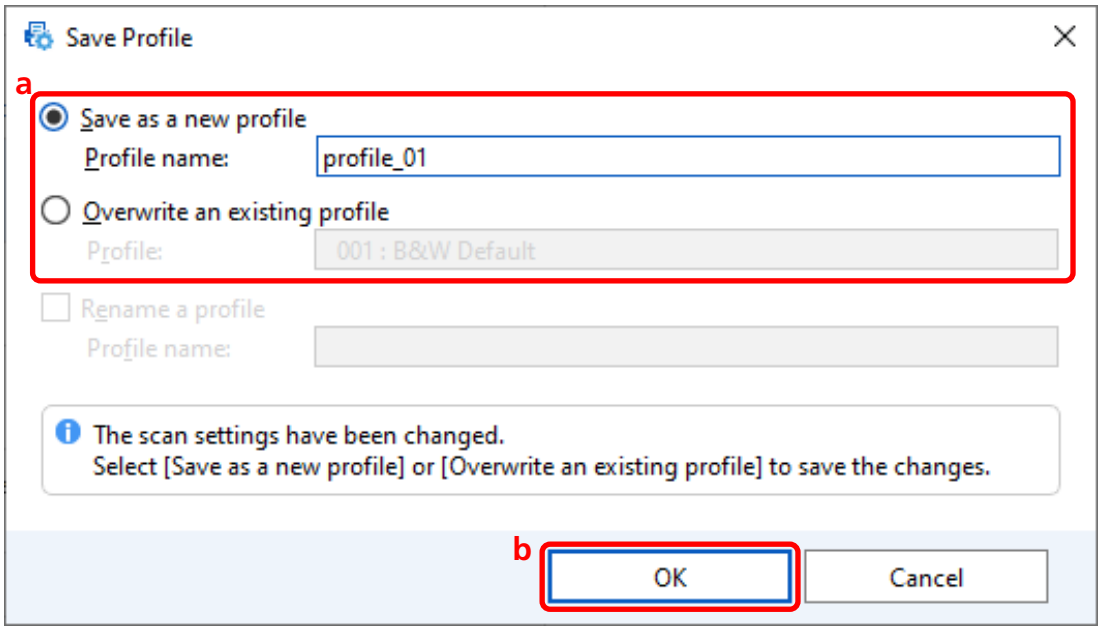


4 Click the icon for saving the settings ( ).

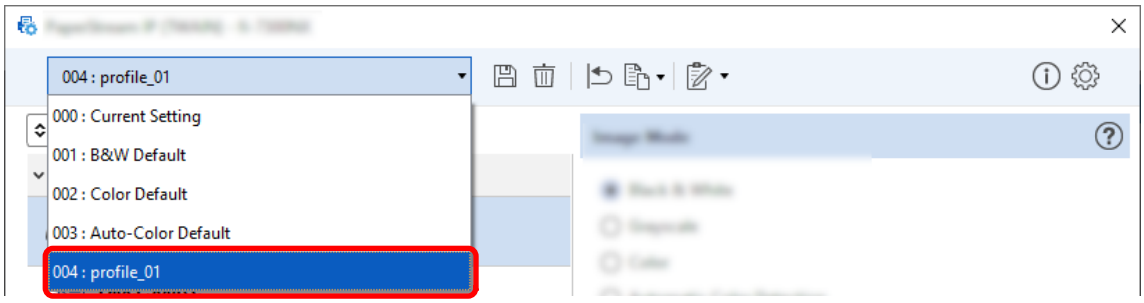
5 Save a driver profile.

a Select [Save as a new profile] or [Overwrite an existing profile] and enter a driver profile name.

b Click the [OK] button.



6 Confirm that the specified driver profile has been added to the list.



7 Click the [OK] button.

The [Scan] tab on PaperStream Capture is displayed in front.

8 Click the [Save] button.

The job settings are saved.

9 Click the [Close] button.

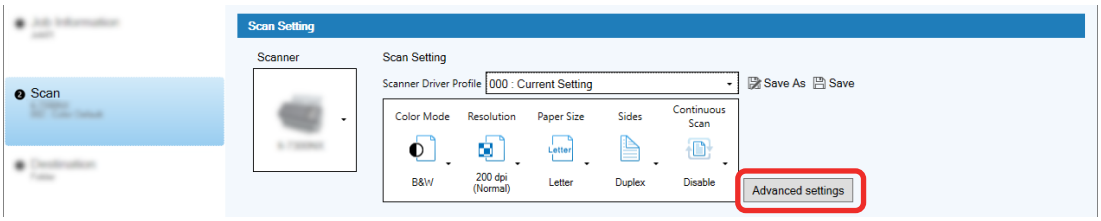
The window that is displayed returns to the [Configure Jobs] window.

Setting [Hole Punch Removal] to [Off] Advanced Setup

[Hole Punch Removal] is a function that fills in the punch holes in the scanned images if the documents have punch holes.
When [Hole Punch Removal] is set to [On], holes are removed from the scanned images. If round shapes on documents are recognized as holes and are removed, it is recommended to set [Hole Punch Removal] to [Off].

1 Select an existing job in the [Configure Jobs] window and click the [Edit] button on the toolbar.

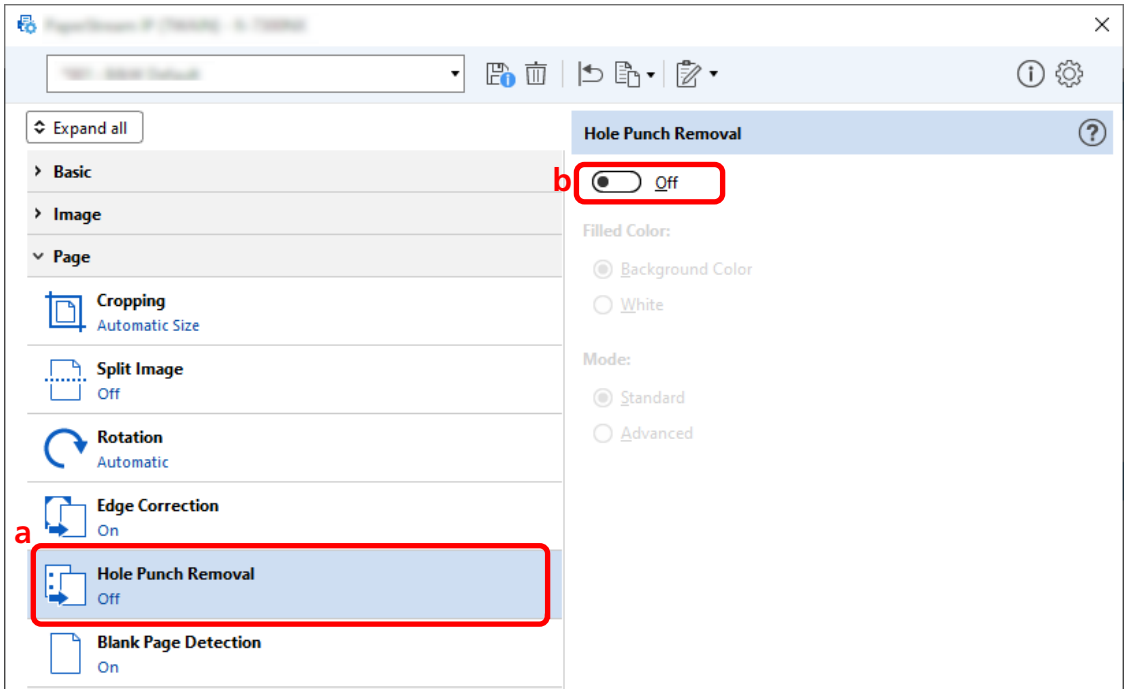
2 Select the [Scan] tab and click the [Advanced settings] button.



3 In Advanced dialog of the PaperStream IP driver, select [Page] to configure the settings for scanning.

a Select [Hole Punch Removal].

b Select [Off].

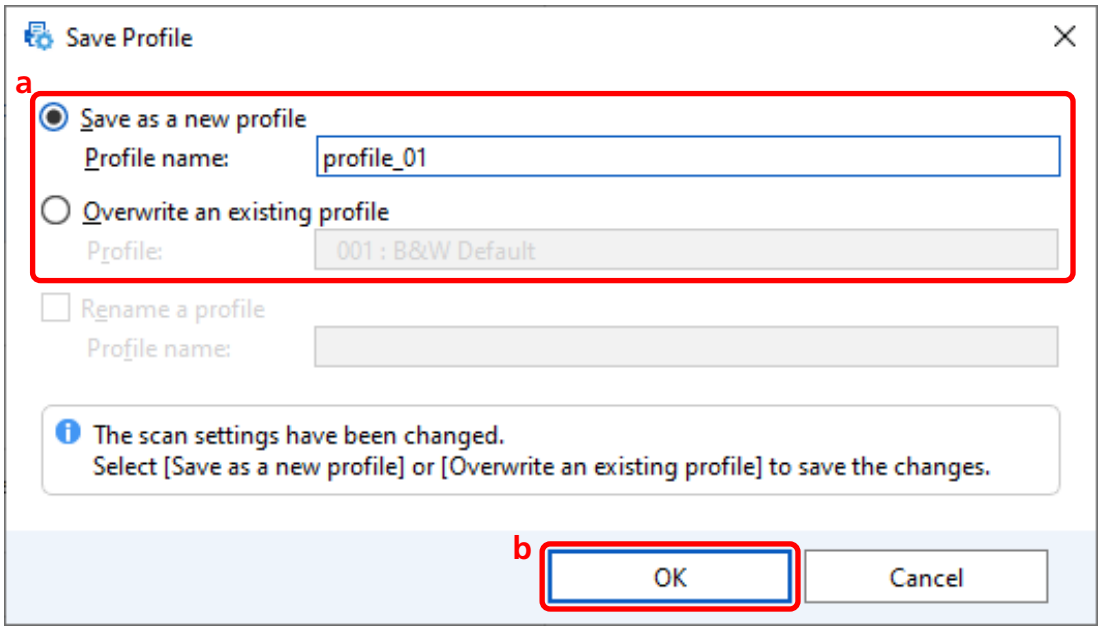


4 Click the icon for saving the settings ( ).

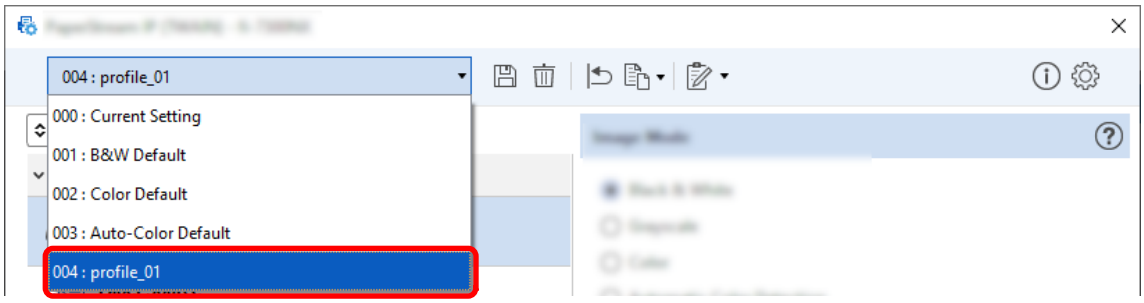
5 Save a driver profile.

a Select [Save as a new profile] or [Overwrite an existing profile] and enter a driver profile name.

b Click the [OK] button.



6 Confirm that the specified driver profile has been added to the list.



7 Click the [OK] button.

The [Scan] tab on PaperStream Capture is displayed in front.

8 Click the [Save] button.

The job settings are saved.

9 Click the [Close] button.

The window that is displayed returns to the [Configure Jobs] window.

Setting to Show or Hide the Window During or After the Scan

You can select whether to display the scanned images during or after the scan.
The following procedure describes how to show or hide the scanned images and show or hide the PaperStream Capture window.

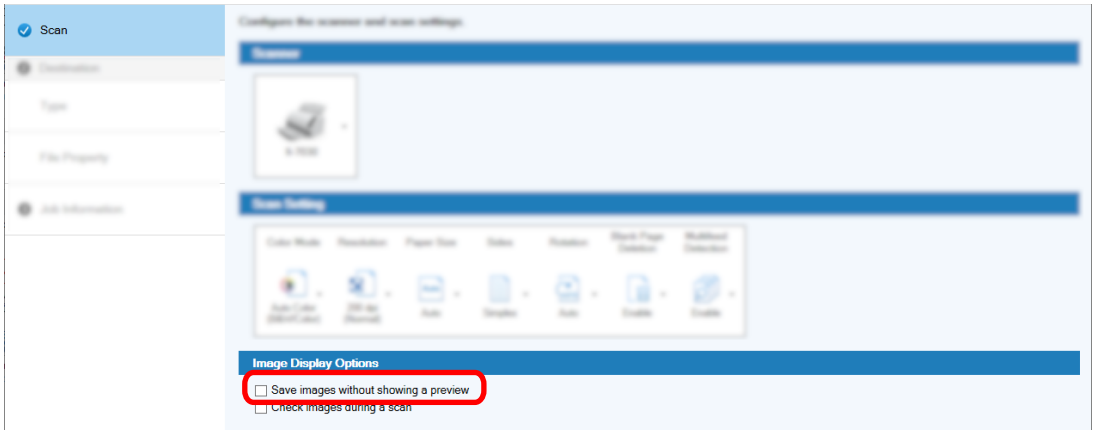
1 Select an existing job in the [Configure Jobs] window and click the [Edit] button on the toolbar.

2 Change the settings in the [Scan] tab.

- For [Easy Setup] 

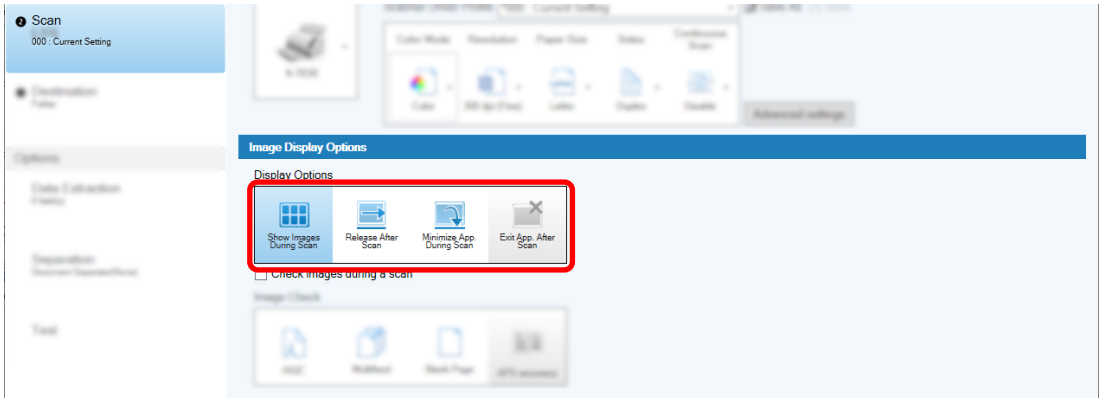
  If you select the [Save images without showing a preview] check box in [Image Display Options], scanned images will be automatically output to the destination specified in [File Property] under the [Destination] tab without showing the scanned images.

Clear this check box to show scanned images once the scan starts. Click the [Finish] button in the window for checking/editing the scanned images to save them to files.



- For [Advanced Setup] 

Click the option you want to set for [Display Options] under [Image Display Options].



Options	Operation Details
Show Images During Scan	This is the default setting. Shows scanned images once the scan starts. Click the [Finish] button in the window for checking/editing the scanned images to save them to files.
Release After Scan	Saves scanned images to files without clicking of the [Finish] button by a user.
Minimize App. During Scan	Minimizes the window for checking/editing images after a scan starts.
Release After Scan Minimize App. During Scan Exit App. After Scan	Minimizes the window for checking/editing the images during a scan, saves the scanned images to files, then exits PaperStream Capture. If you select these three options and combine them with the setting to scan documents by pressing the button on a scanner, scanned images are saved to files and

Options	Operation Details
	PaperStream Capture is closed without showing the PaperStream Capture window on the computer.

3 Click the [Save] button.

The job settings are saved.

4 Click the [Close] button.

The window that is displayed returns to the [Configure Jobs] window.

Checking images during a scan

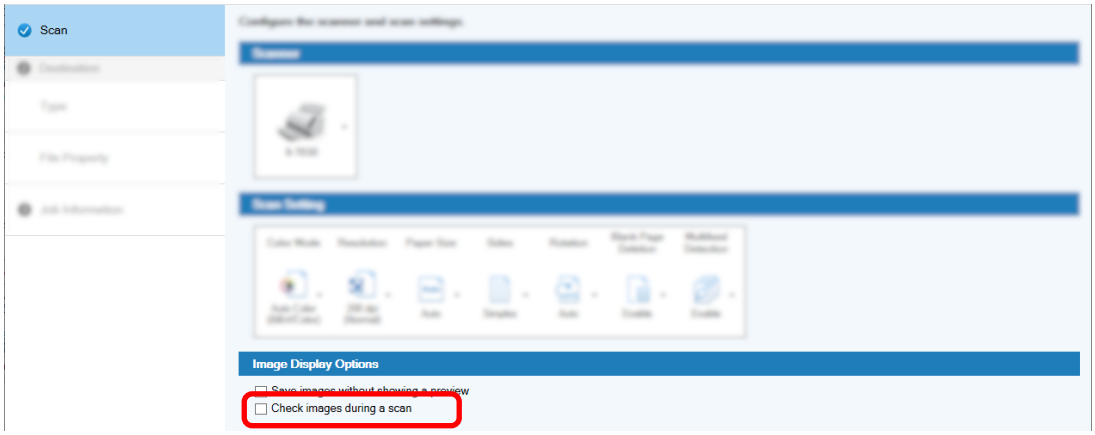
In Batch Scan mode, while the documents are being scanned, you can check and mark the images from the ones that have been scanned.
This section describes the procedure from configuring the job settings to checking images during a scan.

1 Select an existing job in the [Configure Jobs] window and click the [Edit] button on the toolbar.

2 Change the settings in the [Scan] tab.

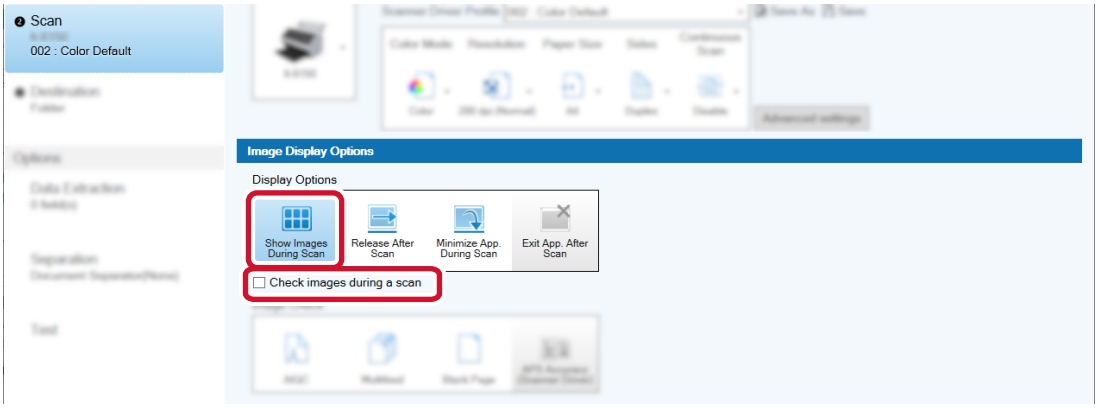
- For [Easy Setup] 

  Select the [Check images during a scan] check box in [Image Display Options].



- For [Advanced Setup] 

In [Image Display Options], select [Show Images During Scan] for [Display Options] and select the [Check images during a scan] check box.



3 Click the [Save] button.

The job settings are saved.

4 Click the [Close] button.

The window that is displayed returns to the [Configure Jobs] window.

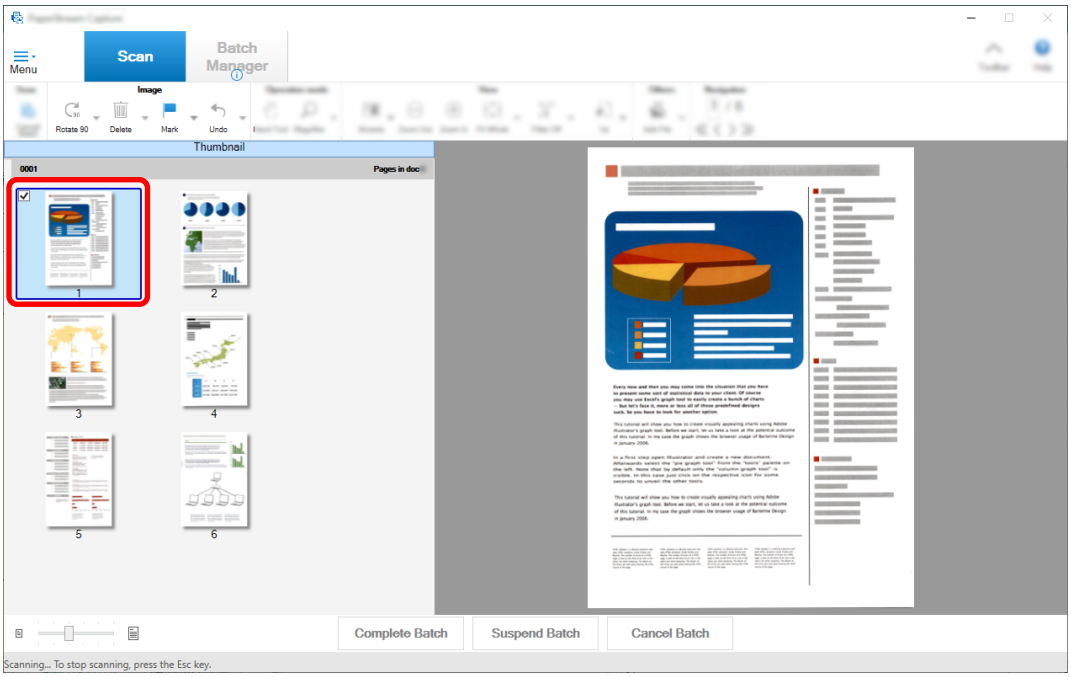
5 Click the [Back to Home] button.

The window that is displayed returns to the main window.

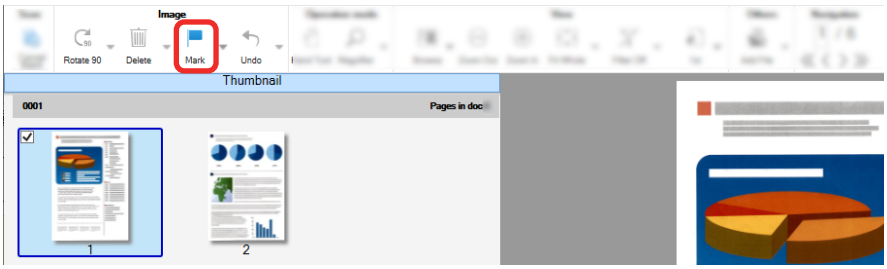
6 Scan documents.

➡ Scanning Documents (page 21)

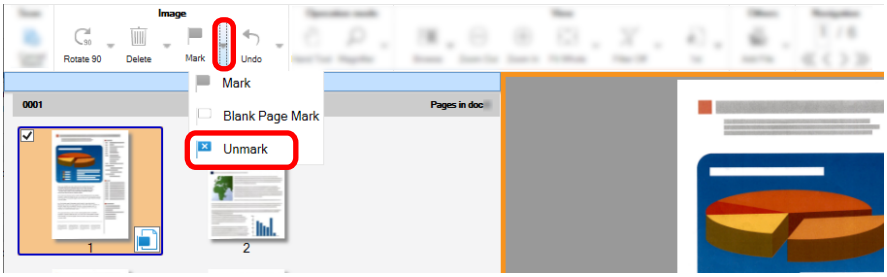
7 While the documents are being scanned, select a page of an image that you want to check from the thumbnails and check the image displayed in the viewer.



8 To mark a thumbnail, click [Mark] on the toolbar.



- To unmark a thumbnail, click [Unmark] on the toolbar.



- To mark a thumbnail of a blank page with a blank page mark, select the thumbnail and click [Blank Page Mark].

Specifying the Image File Size

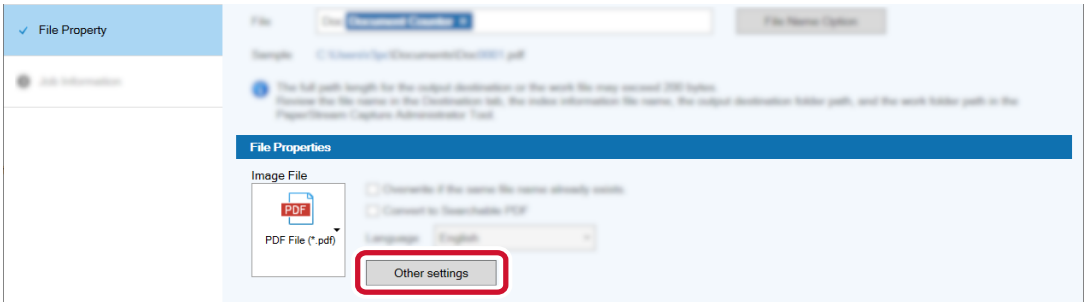
You can adjust the file size when outputting the scanned images in PDF, JPEG, or TIFF format.
For JPEG or TIFF images, you can adjust the file size only when the color mode is [Gray] or [Color].

1 Select an existing job in the [Configure Jobs] window and click the [Edit] button on the toolbar.

2 Change the settings in the [Destination] tab.

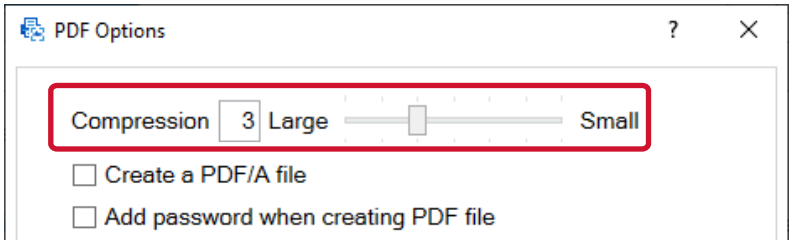
- For [Easy Setup] 

a Select [File Property] and click the [Other settings] button or [Options] button in [File Properties].



b Specify the size using the slider.
You can reduce the file size. However, the smaller the file size, the more noticeable the image degradation.

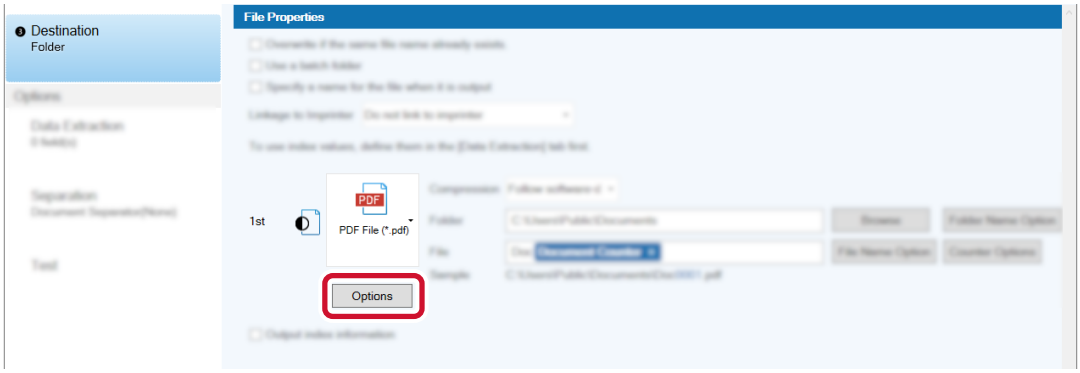
The following is an example for the PDF file format.



c Click the [OK] button.
[Destination] is displayed at the forefront.

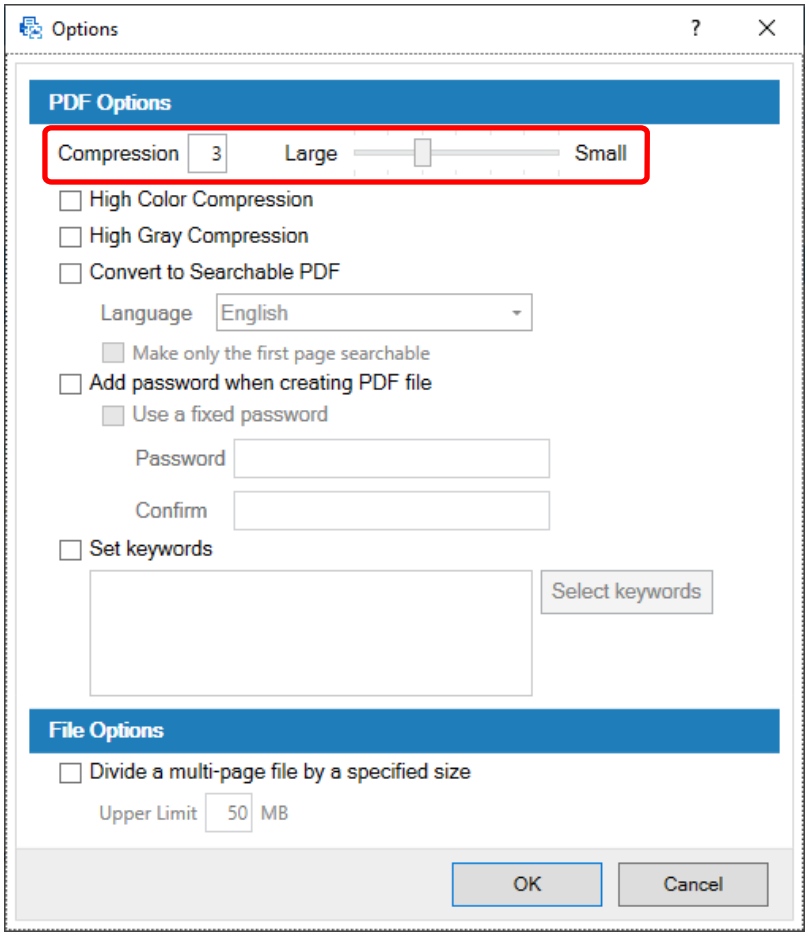
- For [Advanced Setup] 

a In [File Properties], click the [Options] button.



b Specify the size using the slider.
You can reduce the file size. However, the smaller the file size, the more noticeable the image degradation.

The following is an example for the PDF file format.



c Click the [OK] button.
The [Destination] tab is displayed at the forefront.

3 Click the [Save] button.

The job settings are saved.

4 Click the [Close] button.

The window that is displayed returns to the [Configure Jobs] window.

Making Images into Searchable PDF Files

1 Select an existing job in the [Configure Jobs] window and click the [Edit] button on the toolbar.

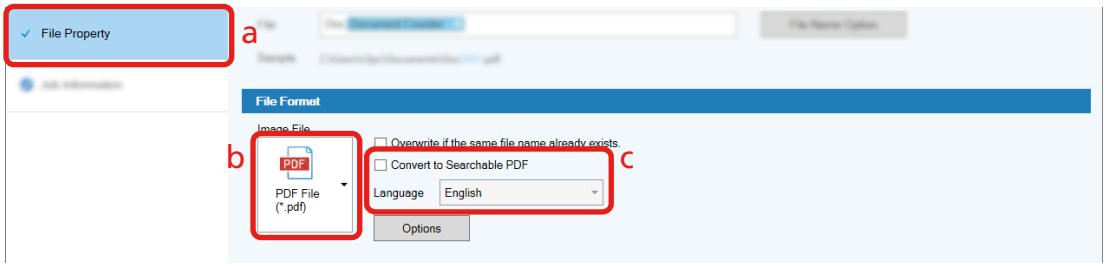
2 Change the settings in the [Destination] tab.

- For [Easy Setup]

a Select [File Property].

b Select "PDF" for the file format.

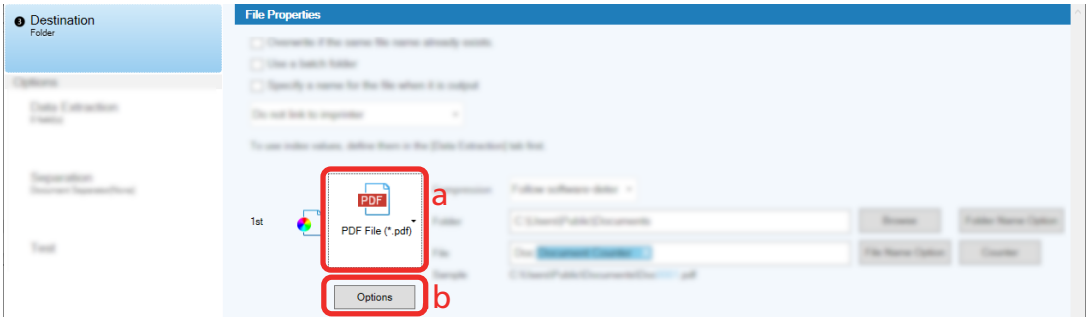
c Select the [Convert to Searchable PDF] check box and select a language.



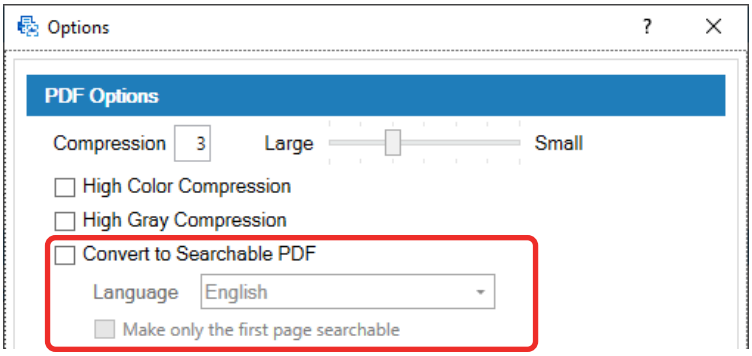
- For [Advanced Setup] 

a Select "PDF" for the file format.

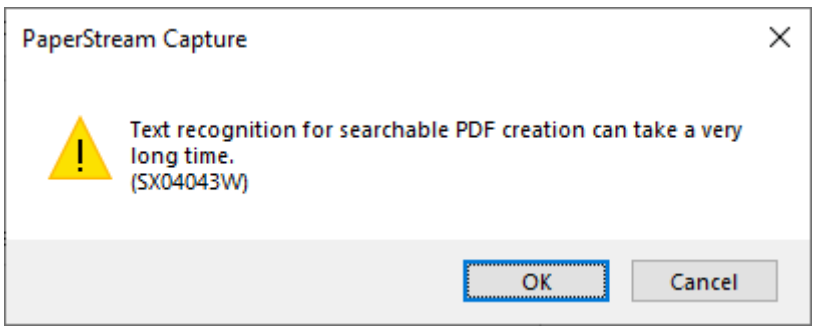
b Click the [Options] button.



c Select the [Convert to Searchable PDF] check box and select a language.



After a following message is displayed, click the [OK] button.



d Click the [OK] button.
The [Destination] tab is displayed at the forefront.

3 Click the [Save] button.

The job settings are saved.

4 Click the [Close] button.

The window that is displayed returns to the [Configure Jobs] window.

Adding Sequential Numbers to Image File Names

Configuring the setting that adds sequential numbers to image file names prevents duplicate file names.

1 Select an existing job in the [Configure Jobs] window and click the [Edit] button on the toolbar.

2 Open the [Counter Options] window.

- For [Easy Setup] 

  a Select [File Property] under the [Destination] tab and click the [File Name Option] button.

  b Click the [Counter Options] button on the [File Name Option] window.

- For [Advanced Setup] 

  Select the [Destination] tab and click the [Counter Options] button.

3 Consider how to use counters to define file names.

Each counter action is as follows:

Counter Name	Action
Document Counter	A batch of documents scanned at one time is counted as one document, adding 1 to the counter value. If the batch is separated into document stacks using the separation function, each document stack is counted as one document.
Sheet Counter	A single scanned document is counted as one sheet, adding 1 to the counter value each time one sheet is scanned.
Page Counter	A single side of a scanned document is counted as one page, adding 1 to the counter value each time one page is scanned.

- Any Character String + (Sheet Counter) + Page Counter

  This definition is often used when one page or one sheet (single side) is saved as a single file in the following file formats:

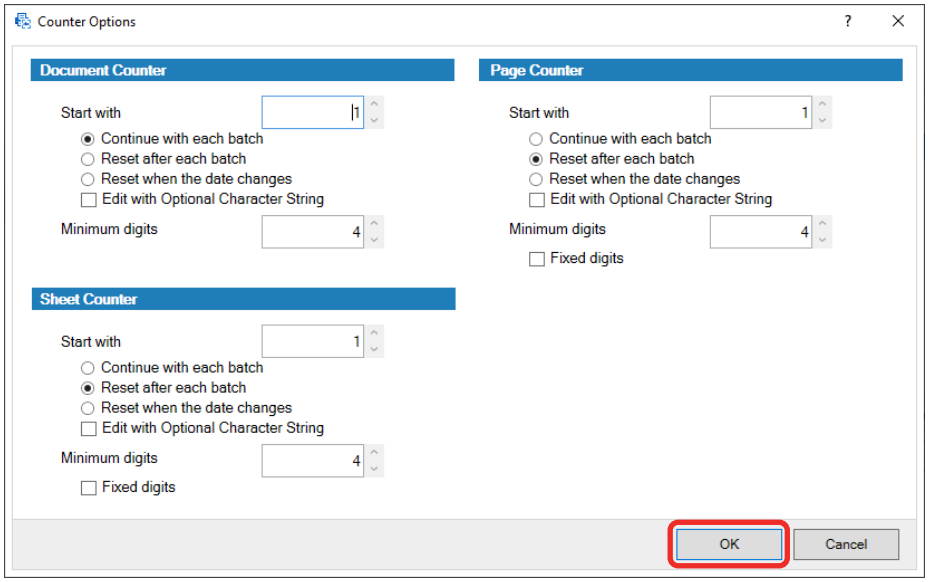
  - Windows Bitmap
  - Tagged Image File Format
  - JPEG2000 File
  - JPEG File
  - SinglePage PDF File

- SinglePage PDF/A File
- Portable Network Graphics

● Any Character String + Document Counter
This definition is often used when multi-pages are saved as a single file in the following file formats:

- MultiPage Tagged Image File Format
- PDF File
- PDF/A File
- Rich text format
- Word file
- Excel file
- PowerPoint file

4 Configure the counter items you want to use and click the [OK] button.



The [Destination] tab is displayed at the forefront.

5 Click the [Save] button.
The job settings are saved.

6 Click the [Close] button.

The window that is displayed returns to the [Configure Jobs] window.

Extracting Text and Barcode/QR Code Information from Documents

Advanced Setup

Setting data extraction allows you to scan the following information on a document, use the recognized text as a part of a file or folder name or output the text as index information.

● Zonal OCR

- Barcode
- Passport
  (MRZ upper part, MRZ lower part, Issuing country, Surname, Given names, Passport number, Nationality, Date of birth, Sex, Date of expiry, Personal number)
- ID card (TD1)
  (MRZ upper part, MRZ middle part, MRZ lower part, Issuing country, Document number, Optional information at the discretion of the issuing country in the MRZ upper part, Date of birth, Sex, Date of expiry, Nationality, Optional information at the discretion of the issuing country in the MRZ middle part, Surname, Given names)
- ID card (TD2)
  (MRZ upper part, MRZ lower part, Issuing country, Surname, Given names, Document number, Nationality, Date of birth, Sex, Date of expiry, Optional information)

This section describes how to scan the text or barcode information in the advanced setup.

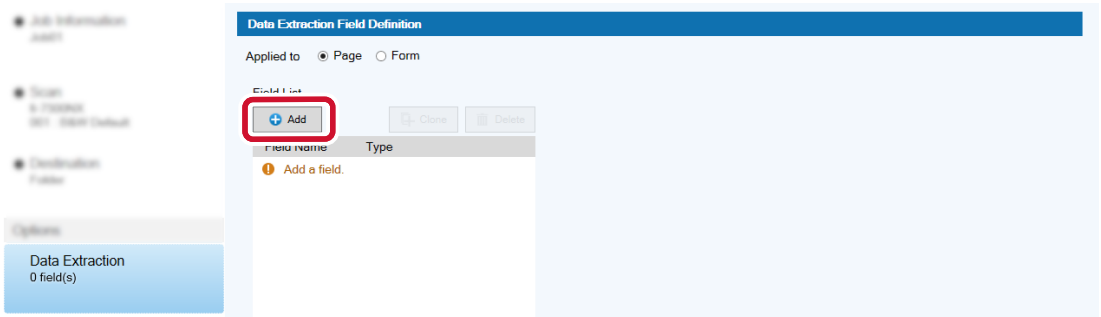
1 Prepare a document on which the text or barcodes to be detected are printed.

2 Select an existing job in the [Configure Jobs] window and click the [Edit] button on the toolbar.

3 Select the [Data Extraction] tab.

4 Select [Page] for [Applied to].

5 Click [Add] in [Field List].



6 Set the field attributes.

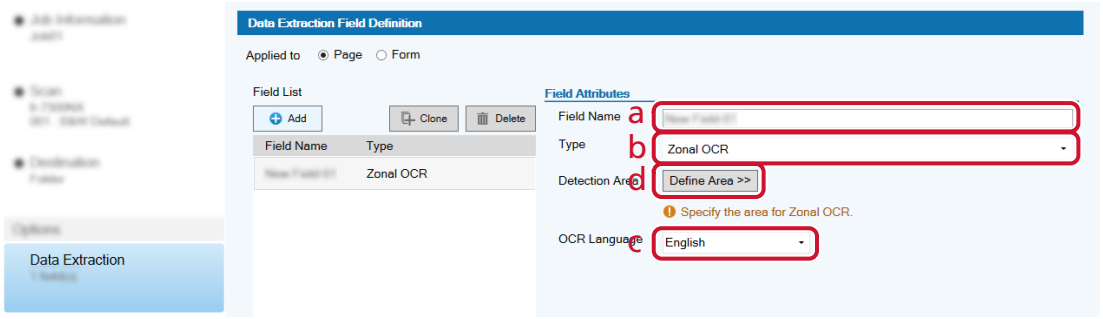
- To scan text

  a Enter a field name for [Field Name].

  b Select [Zonal OCR] for [Type].

  c Select a language to be used from the [OCR Language] drop-down list.

d Click the [Define Area >>] button.



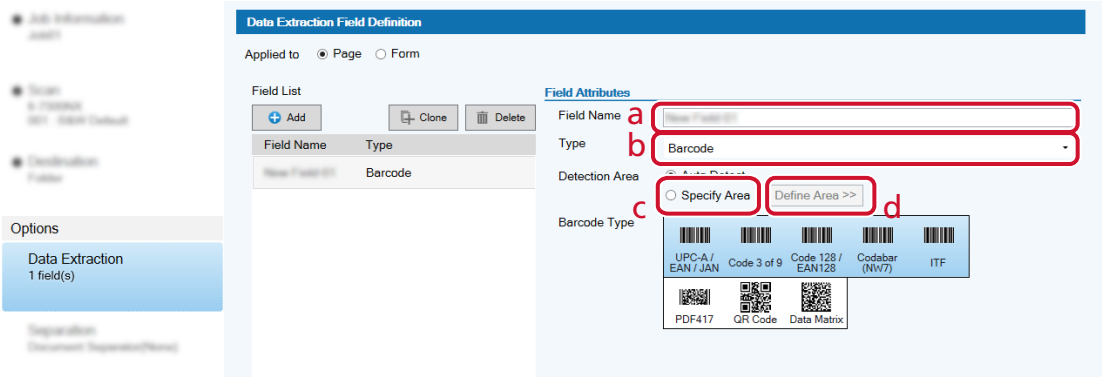
- To scan barcodes/QR codes

a Enter a field name for [Field Name].

b Select [Barcode] for [Type].

c Select [Specify Area] for [Detection Area].

d Click the [Define Area >>] button.



7 Load a document prepared in step 1 in the scanner.

8 Click [Scan].

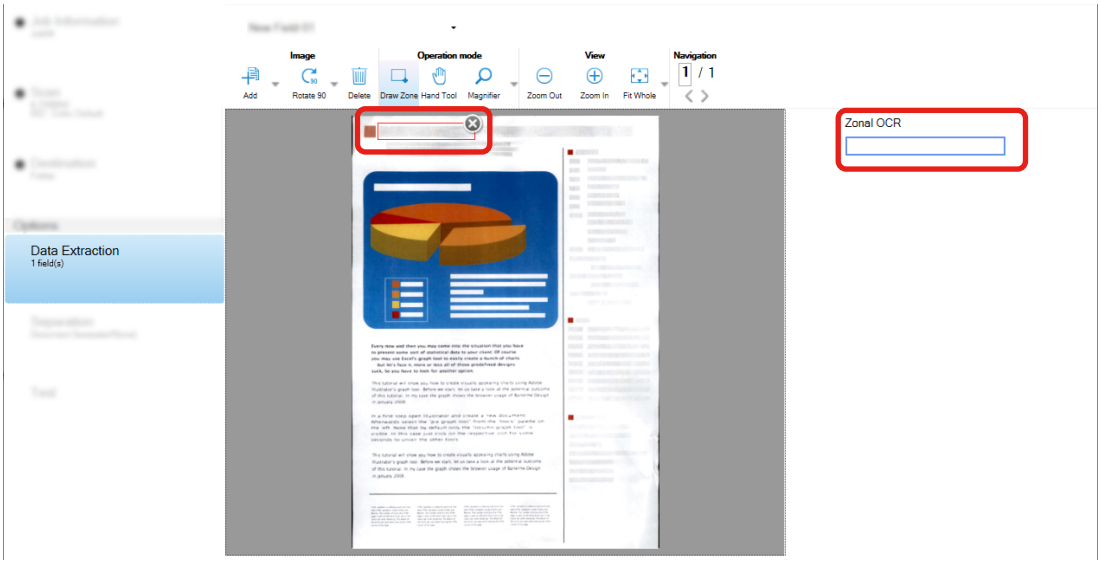


9 Set the area to scan text or a barcode.

Select the range to scan by clicking and holding down the left button on the mouse.
Only one area can be selected. Select an area with enough space.

Clicking the cancel button ( ) next to the selected area clears the selection.

When the barcode is recognized, the recognition result is displayed in the field panel.
The following is an example screenshot when [Zonal OCR] is selected for [Type].
If [Barcode] is selected for [Type], the selected area is displayed in a blue frame.



To exit the editing mode for the recognition area, click [Draw Zone] in the [Operation mode] section on the toolbar.

10 Check that the barcode is recognized correctly, and click [OK].

The [Data Extraction] tab window is displayed at the forefront.

11 Click the [Save] button.

The job settings are saved.

12 Click the [Close] button.

The window that is displayed returns to the [Configure Jobs] window.

13 Click the [Back to Home] button.

The window that is displayed returns to the main window.

14 Scan documents.

➡ Scanning Documents (page 21)

15 Check the scanned images.

In the [Scan] window (for checking/editing), check the scanned images and extracted data.
If necessary, you can edit the extracted data, or suspend the checking process and save the scanned images temporarily.

TIP

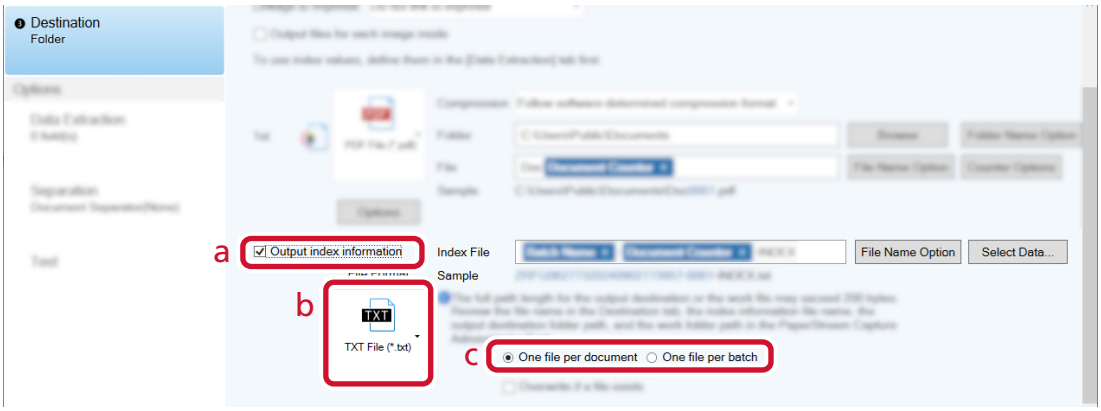
- You can edit the recognition area by pressing and holding down the left button on the mouse while the mouse pointer is in the viewer.
  To exit the editing mode for the recognition area, perform one of the following operations:
  - Clicking [Draw Zone] in the [Operation mode] section on the toolbar
  - Right-clicking the mouse while the mouse pointer is in the viewer.

Outputting Text and Barcode/QR Code Information on Documents to Index Files Advanced Setup

Data (such as text or barcode/QR code information) extracted in Extracting Text and Barcode/QR Code Information from Documents Advanced Setup (page 52) can be output to index files.

1. **Select an existing job in the [Configure Jobs] window and click the [Edit] button on the toolbar.**
2. **Configure settings for recognizing text and barcode/QR code information on documents in the [Data Extraction] tab.**

   ➡ Extracting Text and Barcode/QR Code Information from Documents Advanced Setup (page 52)
3. **Configure the settings for index information files in the [Destination] tab.**
   a. **Select the [Output index information] check box.**
   b. **In [File Format], select a file format for index information files.**
   c. **Select [One file per document] or [One file per batch] as the unit in which an index information file is output.**



4. **Specify items that are to be output to index files.**
   a. **Click the [Select Data] button for [Index File].**

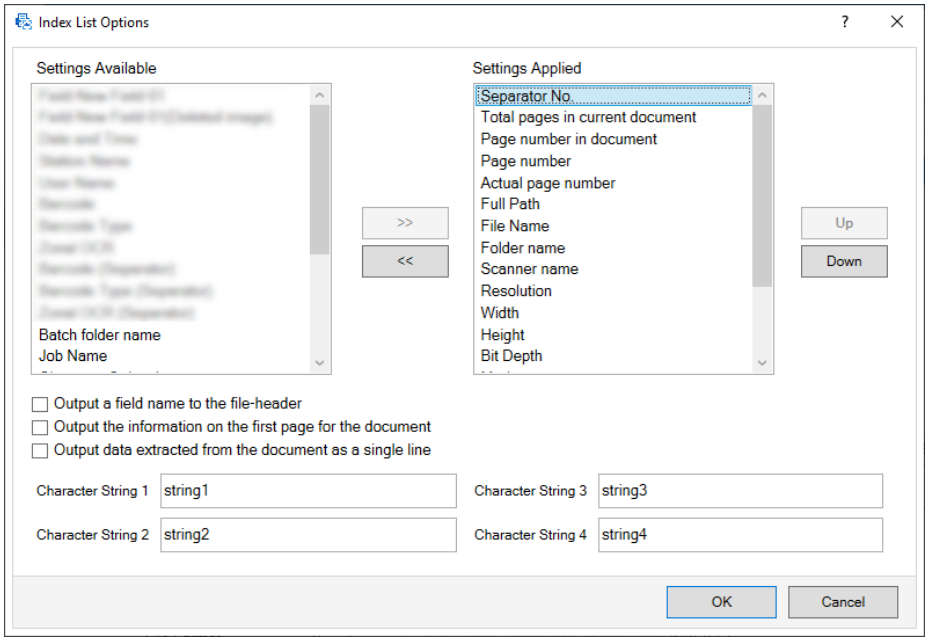
The [Index List Options] window appears.

b Select any unnecessary items in [Settings Applied] and click the [<<] button to move them to [Settings Available].

c Select the necessary items in [Settings Available] and click the [>>] button to move them to [Settings Applied].

d Select an item and click the [Up] or [Down] button to set the order in which to output the item to index files.

e If you have specified [TXT] or [CSV] for the file format setting of the index information file and want to output the item names, select the [Output a field name to the file-header] check box.



5 Click the [OK] button.

The [Destination] tab is displayed at the forefront.

6 Click the [Save] button.

The job settings are saved.

7 Click the [Close] button.

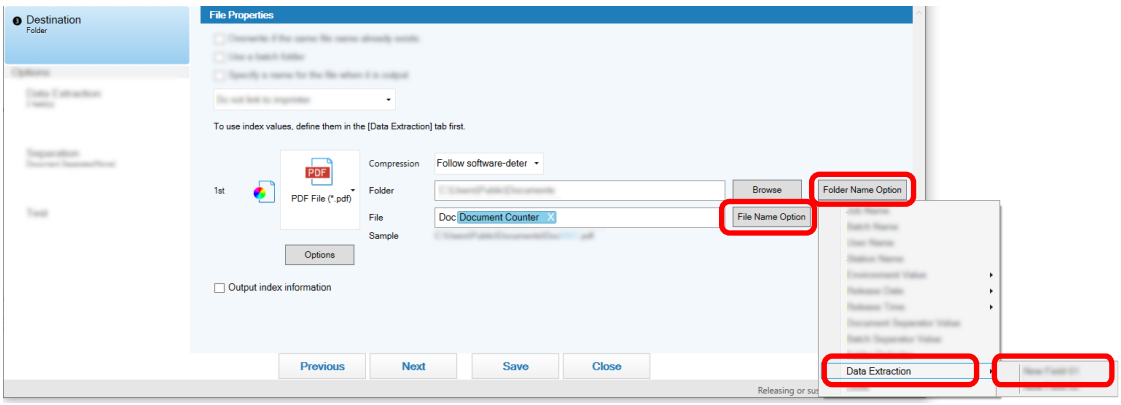
The window that is displayed returns to the [Configure Jobs] window.

Using Text and Barcode/QR Code Information on Documents for File Names and Folder Names Advanced Setup

Data (such as text and barcode/QR code information) scanned and extracted in Extracting Text and Barcode/QR Code Information from Documents Advanced Setup (page 52) can be used as a part of file names and folder names.

1. **Select an existing job in the [Configure Jobs] window and click the [Edit] button on the toolbar.**
2. **Configure settings for recognizing text and barcode/QR code information on documents in the [Data Extraction] tab.**

   ➡ Extracting Text and Barcode/QR Code Information from Documents Advanced Setup (page 52)
3. **Select the [Destination] tab.**
4. **Click the [Folder Name Option] button or [File Name Option] button in [File Properties].**
   On the displayed menu, click [Extracted Data] and select the name of the field you want to use.



   The item is displayed in tag format in the input field for [Folder] or [File].
5. **Click [Done] to exit the menu.**
6. **Click the [Save] button.**

   The job settings are saved.
7. **Click the [Close] button.**

   The window that is displayed returns to the [Configure Jobs] window.
8. **Click the [Back to Home] button.**

   The window that is displayed returns to the main window.
9. **Scan documents.**

   ➡ Scanning Documents (page 21)

10 **Check the scanned images.**
In the [Scan] window (for checking/editing), check the scanned images and extracted data.
If necessary, you can edit the extracted data, or suspend the checking process and save the scanned images temporarily.

ATTENTION

- If you perform scanning by using the same job, the file name may be duplicated. You can configure the following settings for the file not to be overwritten:
  - Selecting the [Continue with each batch] check box for [Page Counter] in the [Counter Options] window that is displayed when the [Counter Options] button is clicked
  - Setting the output folder naming option to change the output folder for each scanning

Automatically Separating Images Using Text and Barcodes/QR Codes in Documents Advanced Setup

You can use the recognition results of text and barcodes/QR codes in documents to split images created from consecutively scanned documents into multiple files.
This section describes the procedure in the advanced setup using the recognition results of text and barcodes/QR codes in documents to split images into multiple files and sort the files by text into destination folders.

1 **Prepare a document to be used as a separator.**

2 **Select an existing job in the [Configure Jobs] window and click the [Edit] button on the toolbar.**

3 **Select the [Separation] tab.**

4 **Specify the following settings for [Detect Doc Separator].**

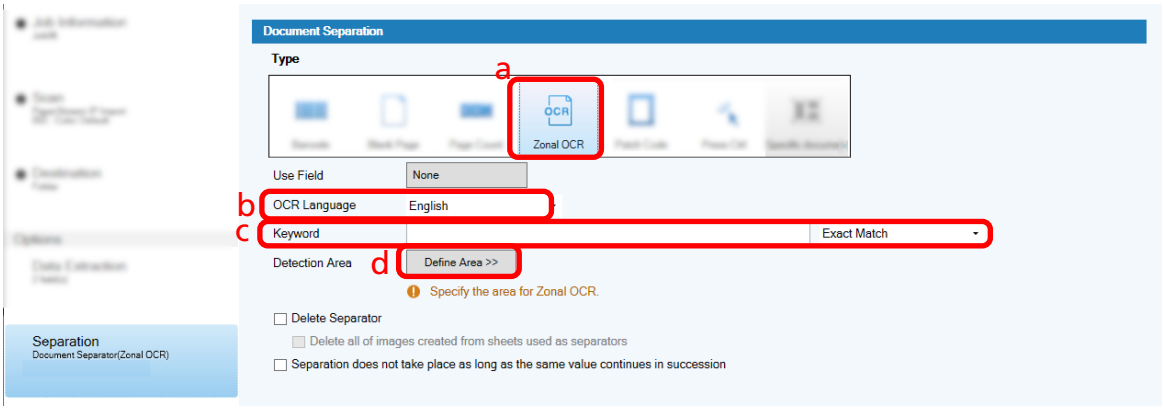
- To sort by text

  a Select [Zonal OCR] for [Type].

  b Select a language to be used from the [OCR Language] drop-down list.

  c Enter characters to be recognized in the input field for [Keyword], and select a condition in which characters will be recognized from the drop-down list next to the input field.

d Click the [Define Area >>] button.



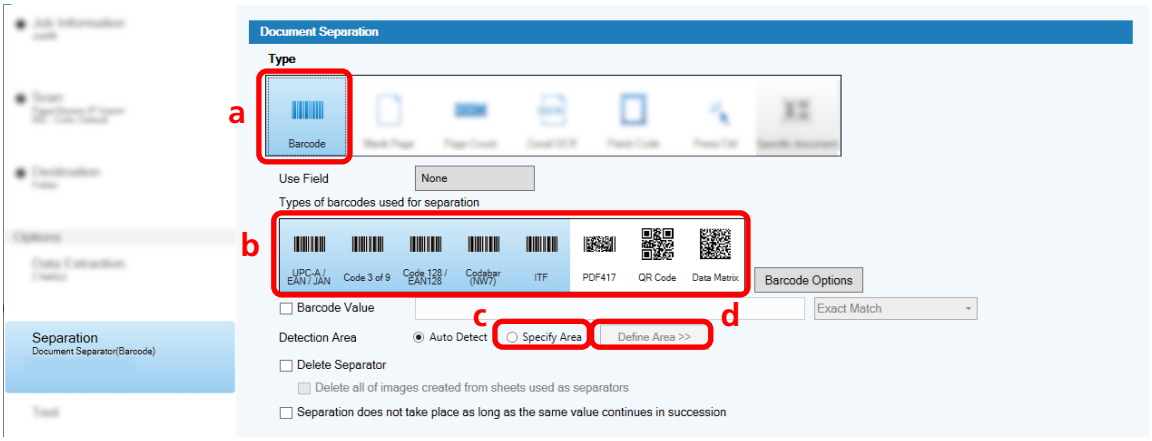
- To sort by barcodes/QR codes

a Select [Barcode] for [Type].

b Select one or more barcode types to be detected from [Types of barcodes used for separation].

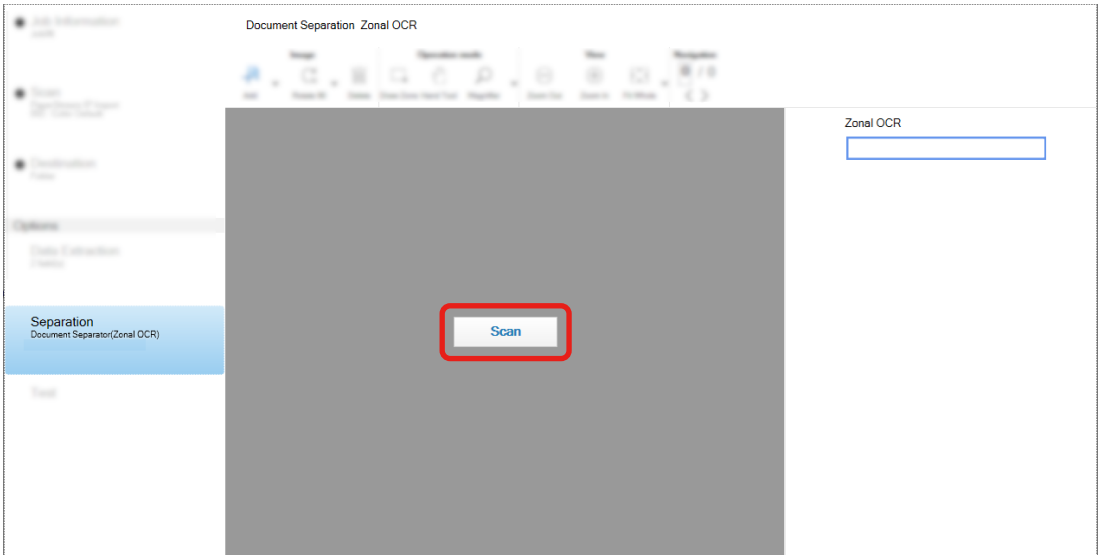
c Select [Specify Area] for [Detection Area].

d Click the [Define Area >>] button.



5 Load a document prepared in step 1 in the scanner.

6 Click [Scan].

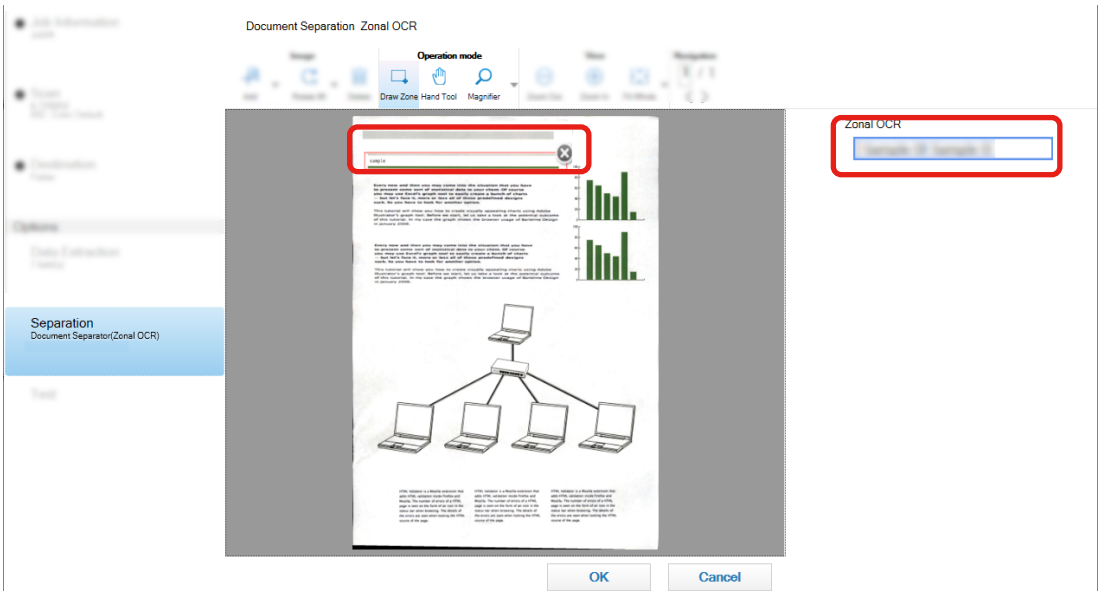


7 Set the area to scan text or a barcode.

Select the range to scan by clicking and holding down the left button on the mouse.
Only one area can be selected. Select an area with enough space.

Clicking the cancel button ( ) next to the selected area clears the selection.

When the barcode is recognized, the recognition result is displayed in the field panel.
The following is an example screenshot when [Zonal OCR] is selected for [Type].
If [Barcode] is selected for [Type], the selected area is displayed in a blue frame.



8 Check that the barcode is recognized correctly, and click [OK].

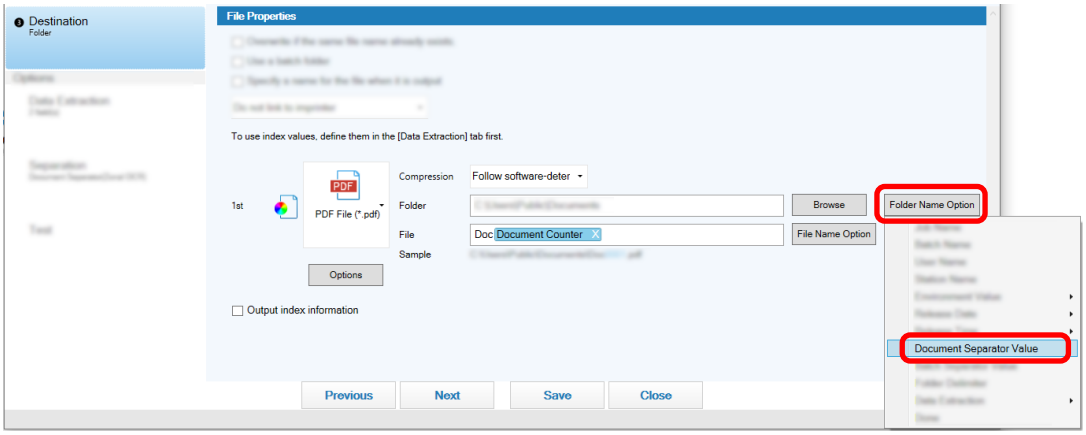
The [Separation] tab is displayed at the forefront.

9 Click the [Destination] tab.

10 In [Destination], specify a destination for outputting scanned images.

11 **Click the [Folder Name Option] button or [File Name Option] button in [File Properties].**

12 **From the displayed menu, select [Document Separator Value].**



[Document Separator Value] is added in a tag format to the input field for [Folder] or [File].

13 **Click [Done] to exit the menu.**

14 **Click the [Save] button.**

The job settings are saved.

15 **Click the [Close] button.**

The window that is displayed returns to the [Configure Jobs] window.

16 **Click the [Back to Home] button.**

The window that is displayed returns to the main window.

17 **Prepare the document stack you want to scan and insert the documents being used as separators where you want the document stack to be separated.**

18 **Scan the document stack.**

➡ Scanning Documents (page 21)

The document stack is scanned and separated at the points where the separators have been inserted, into smaller stacks.

19 **Check that the scanned images are separated correctly.**

In the window for checking and editing images, check that the scanned images are separated correctly.

If necessary, edit the location where the scanned images are separated.

Extracting Text and Barcode/QR Code Information from Standard Forms

Advanced Setup

Setting data extraction allows you to scan the following information on a standard form and use the recognized text as a part of a file or folder name or output the text as index information.

- Zonal OCR
- Barcode

This section explains the procedure to scan text information on forms using Zonal OCR in the advanced setup.

Manually Adding Areas from Which to Extract Information

1 Prepare documents that use the forms to be registered.

- You can register forms of the following paper sizes.
  - A3 to A7
  - 73.66 × 104.14 mm to 304.8 × 431.8 mm (2.9 × 4.1 in. to 12 × 17 in.)
- Up to 1,000 forms can be registered.
- It is recommended to register blank forms.

2 Select an existing job in the [Configure Jobs] window and click the [Edit] button on the toolbar.

3 Select the [Data Extraction] tab.

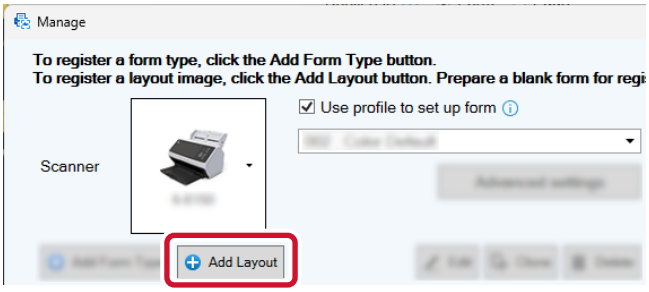
4 Select [Form] for [Applied to].

5 Click the [Manage] button.

6 Register a form.

Multiple forms can be registered at once.

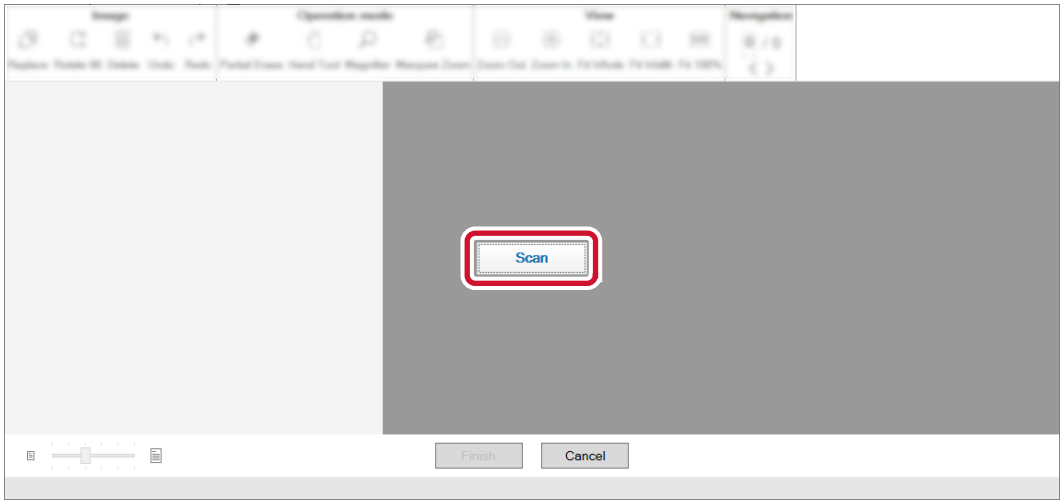
a Click the [Add Layout] button.



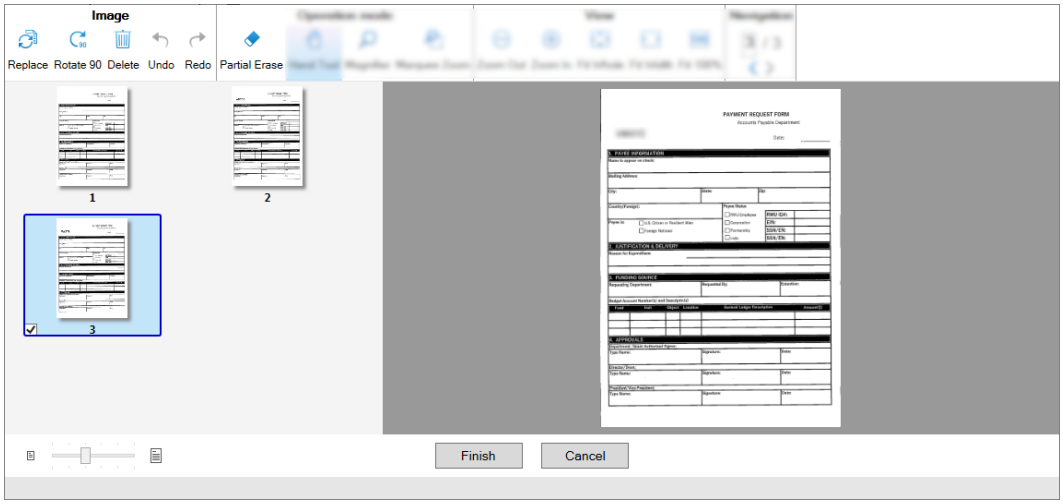
If forms have patterns such as small characters or light patterns in the background, which are not recognized accurately, select the [Use profile to set up form] check box to change the default scan settings (color mode: color, resolution: 300 dpi, paper size: auto).
Select the profile of the PaperStream IP driver to be used from the drop-down list that appears. Also, you can click the [Advanced settings] button to edit the profile of the PaperStream IP driver.

b Load documents that use the forms to be registered in the scanner.

c Click [Scan].



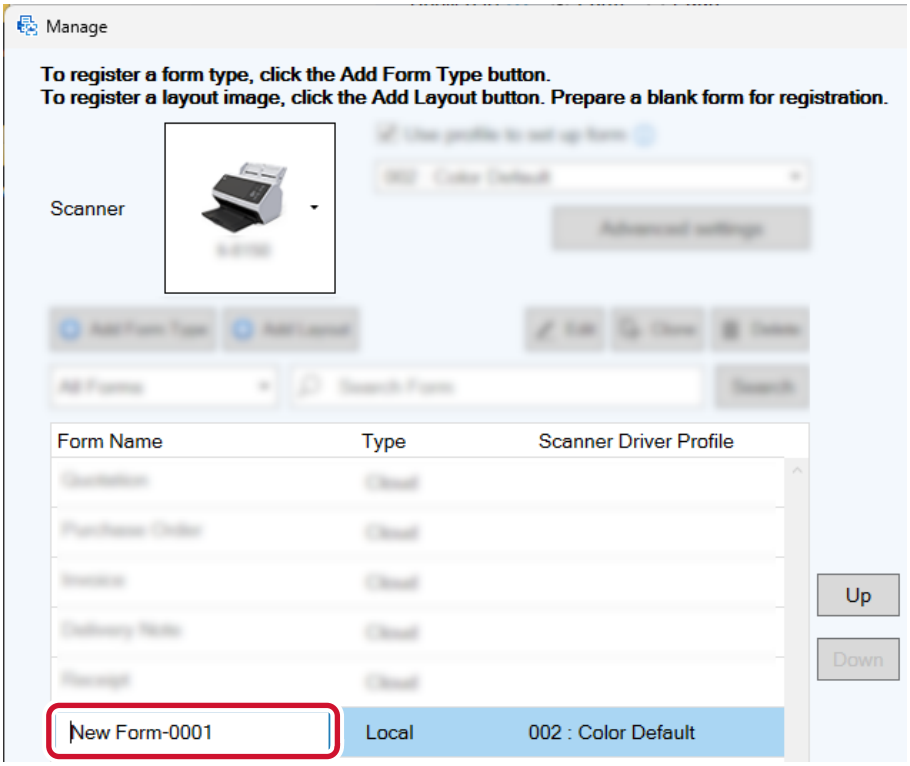
d Check the scanned images of the standard forms.



- To recognize an area of characters that have already been printed on a standard form, click [Partial Erase] on the toolbar and drag the mouse pointer around the area of the printed characters on the scanned image to erase the area.
- To exclude a standard form from registration, select the target page from the thumbnail list and click [Delete] on the toolbar.

e Click the [Finish] button.

f Click the text box for [Form Name] to enter a form name.



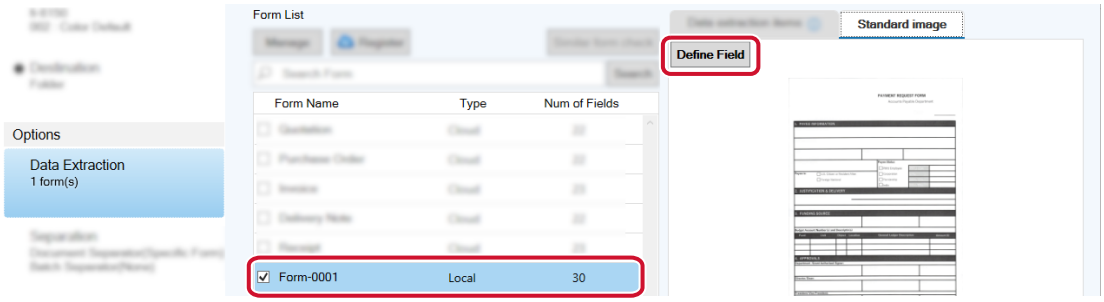
g Add, edit, clone, or delete forms as needed.

h Click the [Close] button.

7 Select the check box for a form from which data is to be extracted from the list of forms and click the [Define Field] button.

When the scan settings (color mode/resolution/paper size) for registering a form are different from the scan settings for the job, ⚠ will appear next to a form name in the form list.

Check the message that appears when you put the mouse pointer over ⚠ and take an action.



The [Define Field] window appears.

8 Click the [Add] button.

9 Add a field.

This section describes how to scan the text information.

a Set the area to scan text.

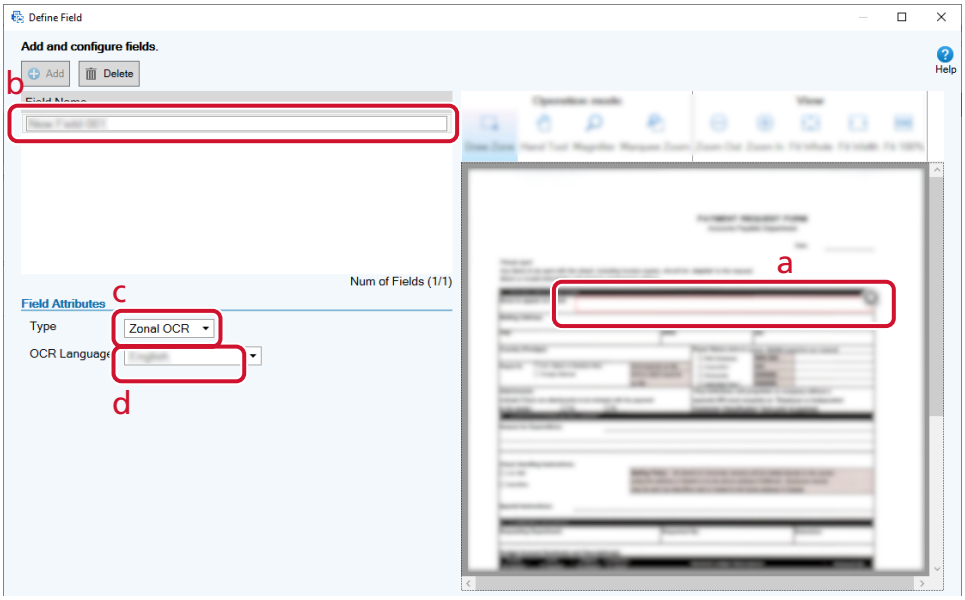
Select the range to scan by clicking and holding down the left button on the mouse. Only one area can be selected. Select an area with enough space.

Clicking the cancel button ( ) next to the selected area clears the selection.

b Click a field name in the field list to edit it.

c Select [Zonal OCR] for [Type].

d Select a language to be used from the [OCR Language] drop-down list.



10 Click the [Finish] button.

The [Data Extraction] tab window is displayed at the forefront.

11 Repeat steps 7 through 10 to add fields to each form.

12 If you have selected multiple forms in the form list, click the [Similar form check] button to check for similar forms.

If you select the option to specify the form identification field in the displayed message, the [Form identification field settings] window will be displayed, allowing you to configure the settings for identifying similar standard forms.

13 Click the [Save] button.

The job settings are saved.
If you select the option to specify the form identification field in the message that appears when multiple forms are selected in the form list, the [Form identification field settings] window will be displayed, allowing you to configure the settings for identifying similar standard forms.

14 Click the [Close] button.

The window that is displayed returns to the [Configure Jobs] window.

15 Click the [Back to Home] button.

The window that is displayed returns to the main window.

16 Scan documents.

Load the documents such that they are in the same orientation as the registered form.

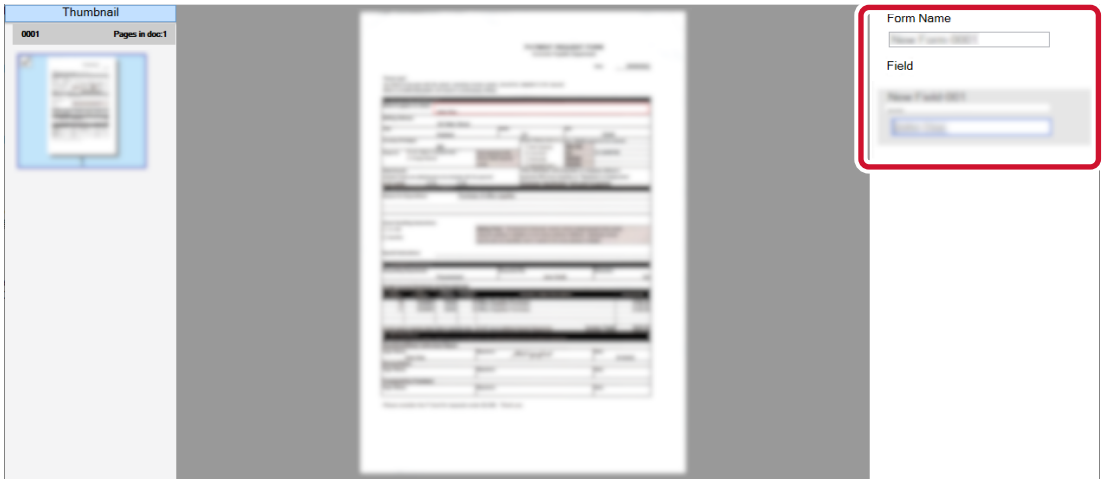
➡ Scanning Documents (page 21)

17 Check the scanned images.

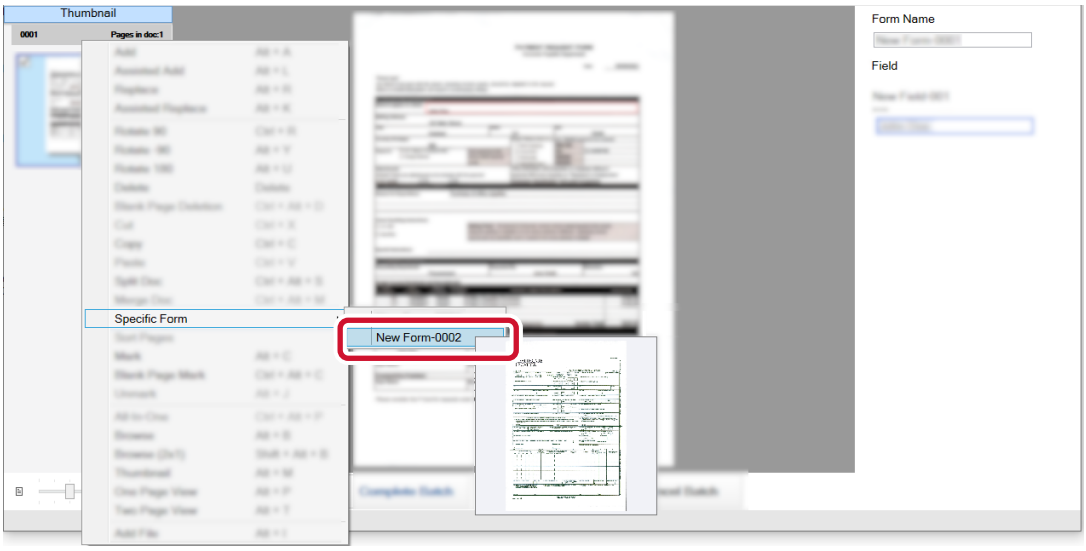
a Check that [All-In-One] or [One Page View] is selected for [View] on the toolbar.

b Check the data extracted for [Form Name] and [Field] in the field panel.

Edit the extracted data as needed.



c To retry extracting data from the form, right-click on the thumbnail of the target page, select [Specific Form] from the displayed menu, and select the name of the target form.



TIP

- You can edit the recognition area by pressing and holding down the left button on the mouse while the mouse pointer is in the viewer.
  To exit the editing mode for the recognition area, perform one of the following operations:

- Clicking [Draw Zone] in the [Operation mode] section on the toolbar
- Right-clicking the mouse while the mouse pointer is in the viewer.

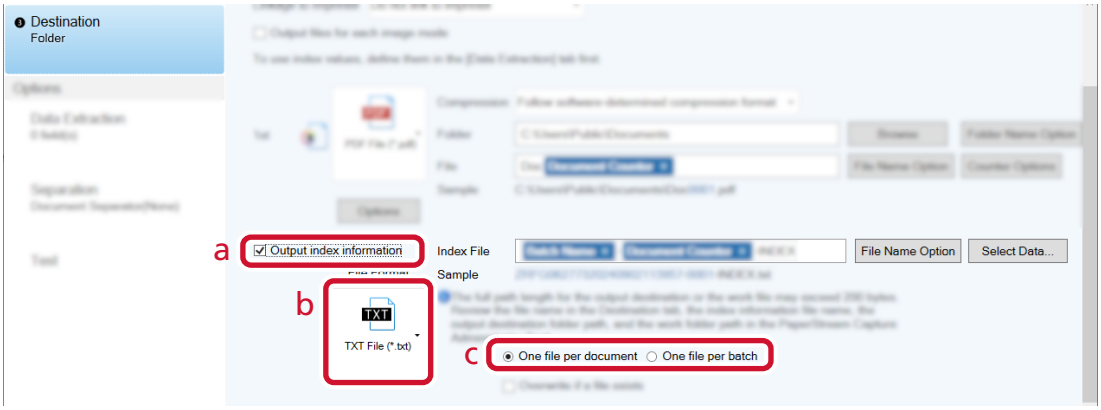
Outputting Text and Barcode/QR Code Information on Standard Forms to Index Files Advanced Setup

Data (such as text or barcode/QR code information) extracted in Extracting Text and Barcode/QR Code Information from Standard Forms Advanced Setup (page 62) can be output to index files.

This section describes the procedure to select the items you want to output to index files then output the index files using the advanced setup.

1. **Select an existing job in the [Configure Jobs] window and click the [Edit] button on the toolbar.**
2. **Configure settings for recognizing text and barcode/QR code information on forms in the [Data Extraction] tab.**

   ➡ Extracting Text and Barcode/QR Code Information from Standard Forms Advanced Setup (page 62)
3. **Configure the settings for index information files in the [Destination] tab.**
   - **a Select the [Output index information] check box.**
   - **b In [File Format], select a file format for index information files.**
   - **c Select [One file per document] or [One file per batch] as the unit in which an index information file is output.**



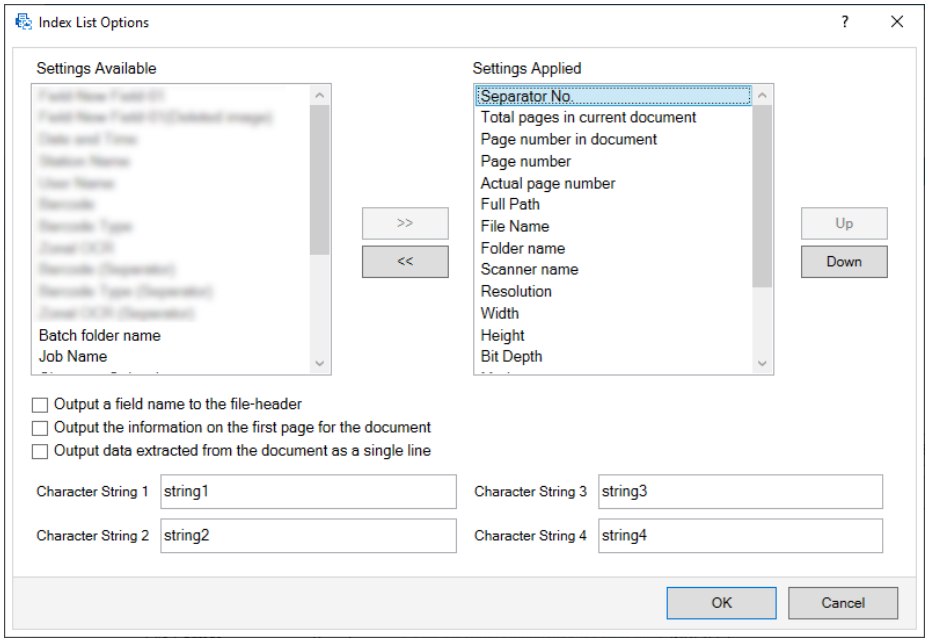
4. **Specify items that are to be output to index files.**
   - **a Click the [Select Data] button for [Index File].**

     The [Index List Options] window appears.
   - **b Select any unnecessary items in [Settings Applied] and click the [<<] button to move them to [Settings Available].**

c Select the necessary items in [Settings Available] and click the [>>] button to move them to [Settings Applied].

d Select an item and click the [Up] or [Down] button to set the order in which to output the item to index files.

e If you have specified [TXT] or [CSV] for the file format setting of the index information file and want to output the item names, select the [Output a field name to the file-header] check box.



5 Click the [OK] button.

The [Destination] tab is displayed at the forefront.

6 Click the [Save] button.

The job settings are saved.

7 Click the [Close] button.

The window that is displayed returns to the [Configure Jobs] window.

Using Text and Barcode/QR Code Information on Standard Forms for File Names and Folder Names Advanced Setup

This section explains the procedure to use the recognition results of text and the detection results of barcodes/QR codes scanned in Extracting Text and Barcode/QR Code Information from Standard Forms Advanced Setup (page 62) as a part of file names and folder names.

This section describes how to configure the settings in the advanced setup.

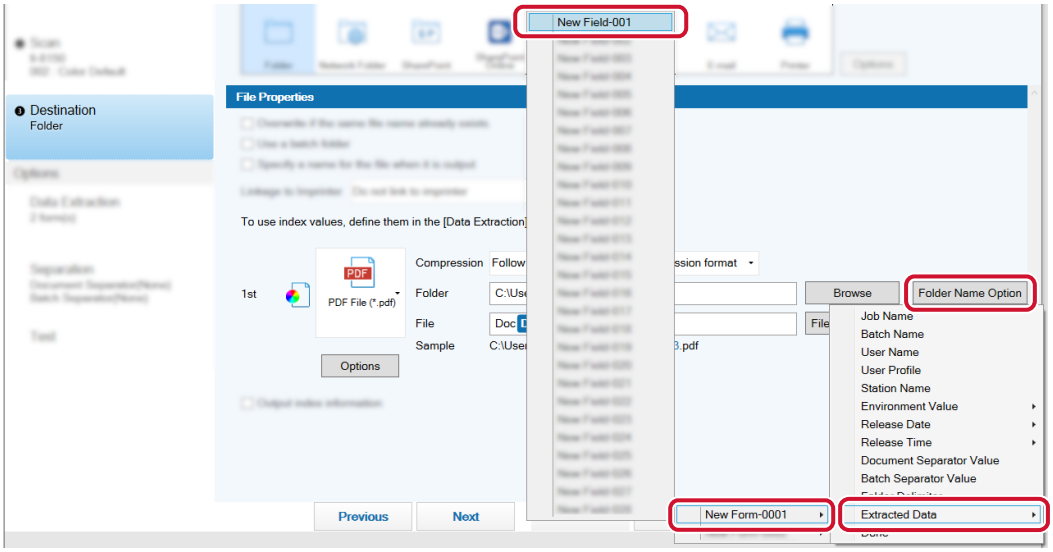
1 **Select an existing job in the [Configure Jobs] window and click the [Edit] button on the toolbar.**

2 **Configure settings for recognizing text and barcode/QR code information on forms in the [Data Extraction] tab.**

➡ Extracting Text and Barcode/QR Code Information from Standard Forms (page 62)

3 **Select the [Destination] tab.**

4 **Click the [Folder Name Option] button or [File Name Option] button in [File Properties].**
On the displayed menu, click [Extracted Data] and select the form name and field name you want to use.



The item is displayed in tag format in the input field for [Folder] or [File].

5 **Click [Done] to exit the menu.**

6 **Click the [Save] button.**

The job settings are saved.

7 **Click the [Close] button.**

The window that is displayed returns to the [Configure Jobs] window.

8 **Click the [Back to Home] button.**

The window that is displayed returns to the main window.

9 **Scan documents.**

➡ Scanning Documents (page 21)

10 **Check the scanned images.**
In the [Scan] window (for checking/editing), check the scanned images and extracted data.
If necessary, you can edit the extracted data, or suspend the checking process and save the scanned images temporarily.

ATTENTION

- If you perform scanning by using the same job, the file name may be duplicated. You can configure the following settings for the file not to be overwritten:
  - Selecting the [Continue with each batch] check box for [Page Counter] in the [Counter Options] window that is displayed when the [Counter Options] button is clicked
  - Setting the output folder naming option to change the output folder for each scanning

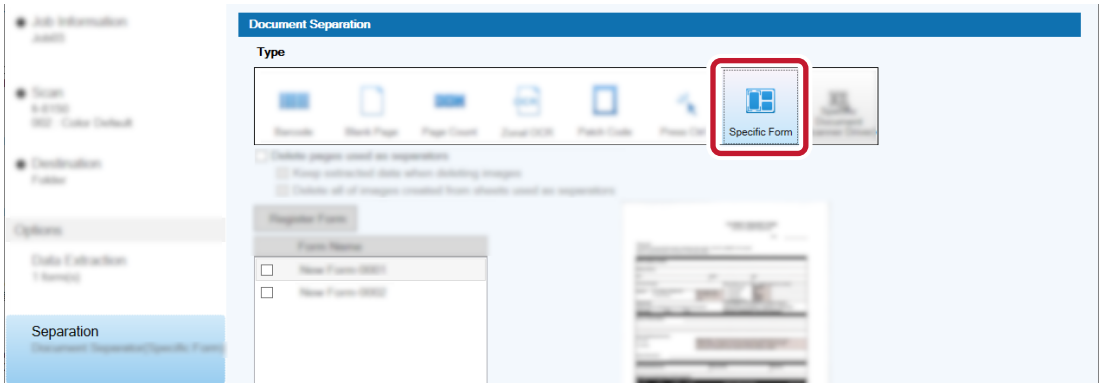
Automatically Separating Image Files by Standard Form Type

Advanced Setup

You can split image files created from the consecutively scanned documents by form type.

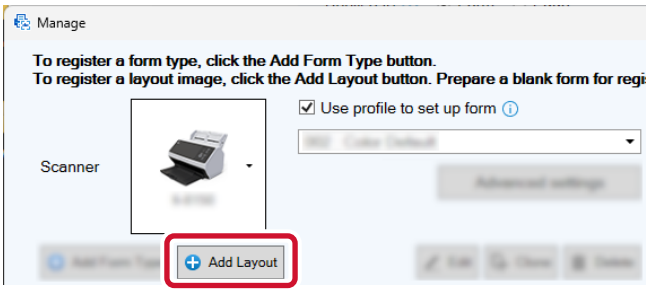
1. **Prepare documents that use the forms to be registered.**
   - You can register forms of the following paper sizes.
     - A3 to A7
     - 73.66 × 104.14 mm to 304.8 × 431.8 mm (2.9 × 4.1 in. to 12 × 17 in.)
   - Up to 1,000 forms can be registered.
   - It is recommended to register blank forms.
2. **Select an existing job in the [Configure Jobs] window and click the [Edit] button on the toolbar.**
3. **Select the [Separation] tab.**
4. **Select [Specific Form] for [Type].**
   When the scan settings (color mode/resolution/paper size) for registering a form are different from the scan settings for the job, ⚠ will appear next to a form name in the form list.

   Check the message that appears when you put the mouse pointer over ⚠ and take an action.



5. **Click the [Manage] button.**
6. **Register a form.**
   Multiple forms can be registered at once.

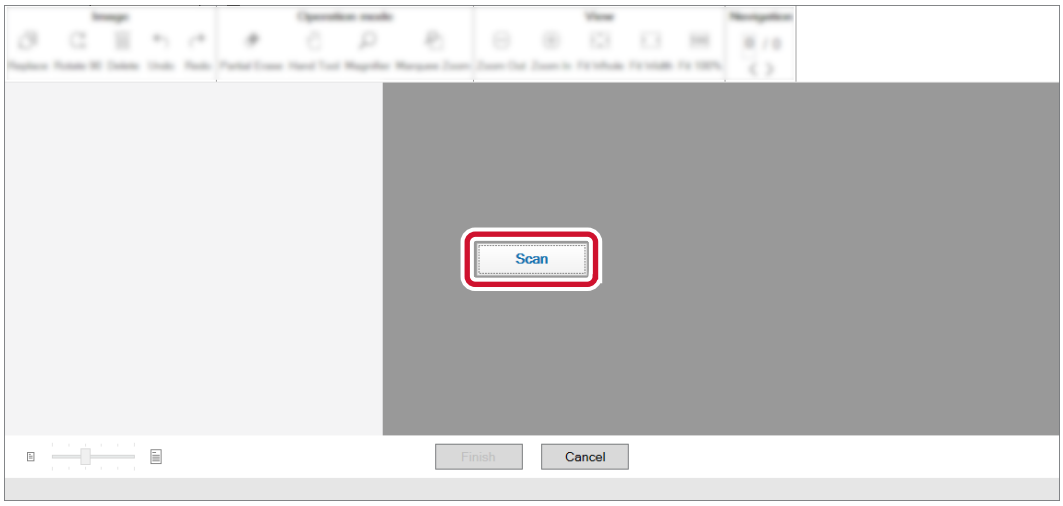
a Click the [Add Layout] button.



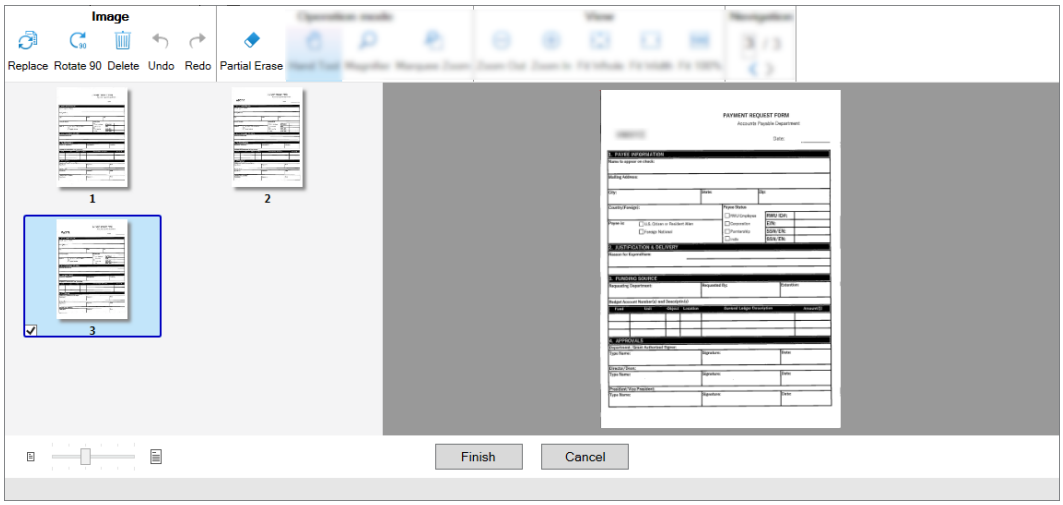
If forms have patterns such as small characters or light patterns in the background, which are not recognized accurately, select the [Use profile to set up form] check box to change the default scan settings (color mode: color, resolution: 300 dpi, paper size: auto).
Select the profile of the PaperStream IP driver to be used from the drop-down list that appears. Also, you can click the [Advanced settings] button to edit the profile of the PaperStream IP driver.

b Load documents that use the forms to be registered in the scanner.

c Click [Scan].



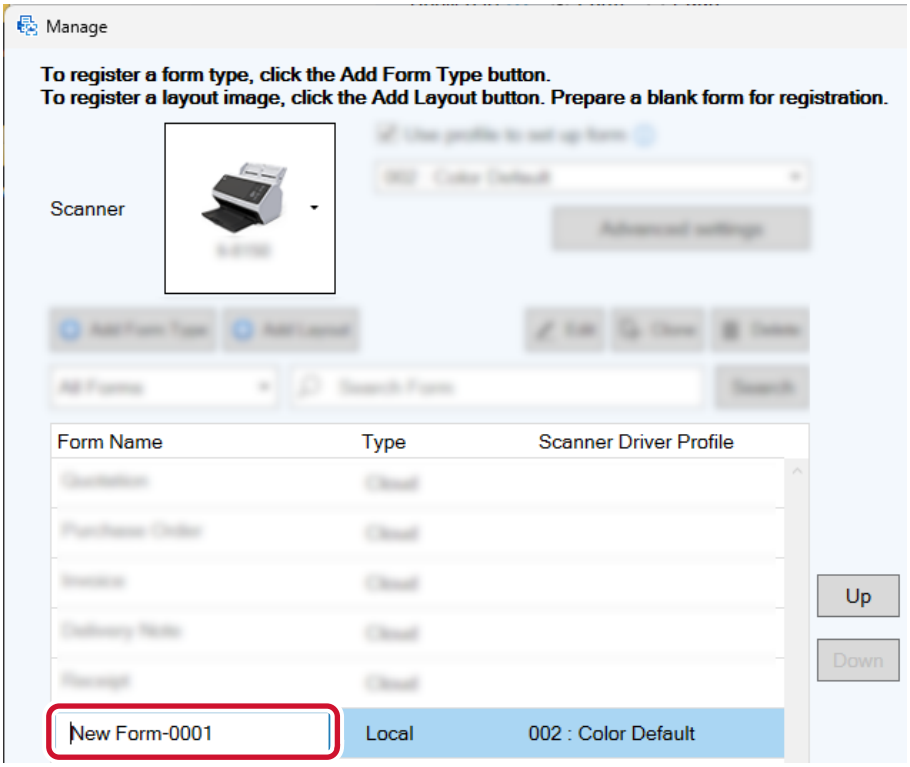
d Check the scanned images of the standard forms.



- To recognize an area of characters that have already been printed on a standard form, click [Partial Erase] on the toolbar and drag the mouse pointer around the area of the printed characters on the scanned image to erase the area.
- To exclude a standard form from registration, select the target page from the thumbnail list and click [Delete] on the toolbar.

e Click the [Finish] button.

f Click the text box for [Form Name] to enter a form name.



g Add, edit, clone, or delete forms as needed.

h Click the [Close] button.

7 In the list of forms, select the check boxes for the forms to be used as separators.

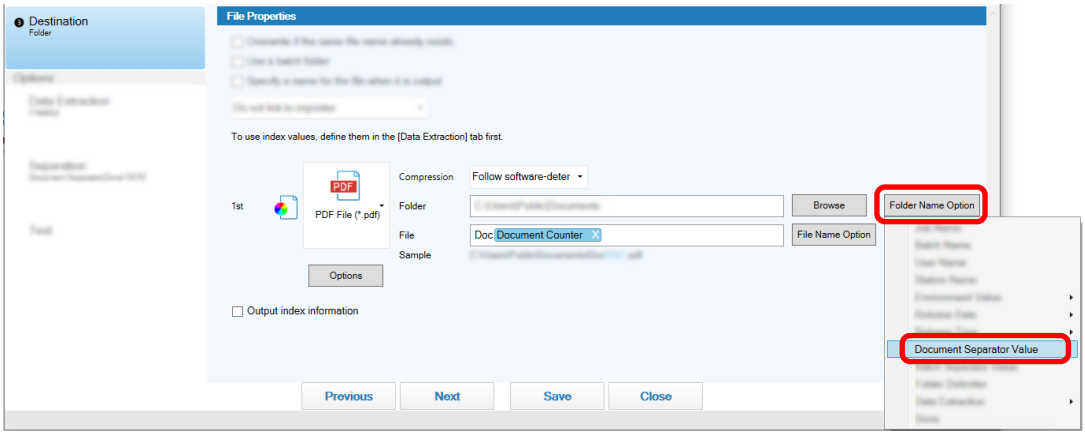
8 If you have selected multiple forms in the form list, click the [Similar form check] button to check for similar forms.

If you select the option to specify the form identification field in the displayed message, the [Form identification field settings] window will be displayed, allowing you to configure the settings for identifying similar standard forms.

9 Select the [Destination] tab.

10 In [File Properties], click the [Folder Name Option] button.

From the displayed menu, click [Document Separator Value].



The item is displayed in tag format in the input field for [Folder].

11 Click [Done] to exit the menu.

12 Click the [Save] button.

The job settings are saved.
If you select the option to specify the form identification field in the message that appears when multiple forms are selected in the form list, the [Form identification field settings] window will be displayed, allowing you to configure the settings for identifying similar standard forms.

13 Click the [Close] button.

The window that is displayed returns to the [Configure Jobs] window.

14 Click the [Back to Home] button.

The window that is displayed returns to the main window.

15 Prepare forms you want to scan.

16 Scan the forms.

➡ Scanning Documents (page 21)

The forms are scanned and separated by form type.

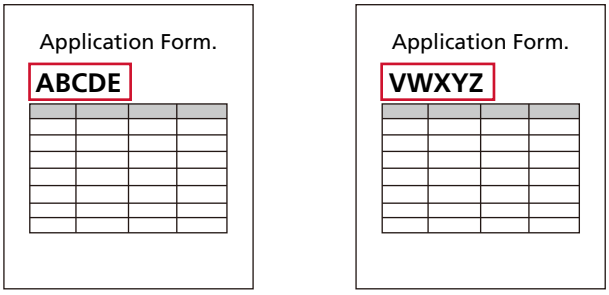
17 Check that the scanned images are separated correctly.

In the window for checking and editing images, check that the scanned images are separated correctly.
If necessary, edit the location where the scanned images are separated.

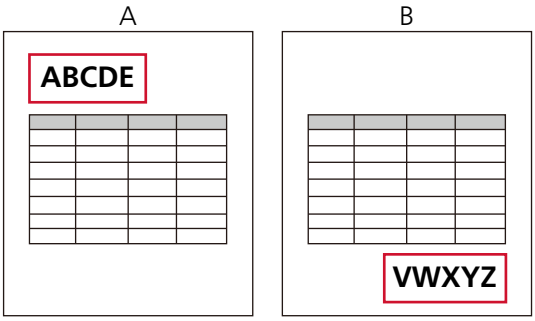
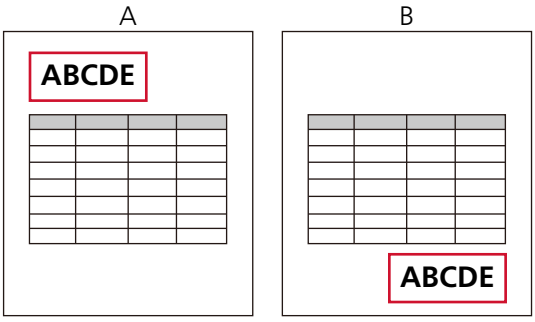
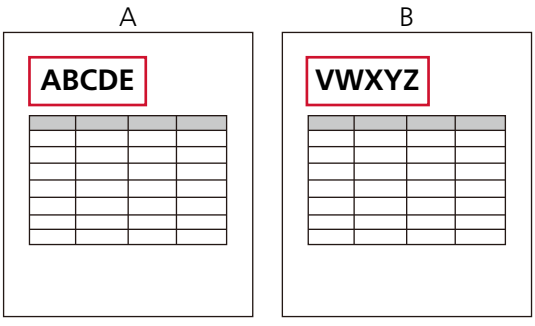
Distinguishing between Similar Standard Forms

If there are similar standard forms, you can distinguish them as separate forms by specifying form identification fields to detect keywords (printed character strings) used for identifying each standard form. When the form identification fields are not specified, an error will occur if there are similar forms.

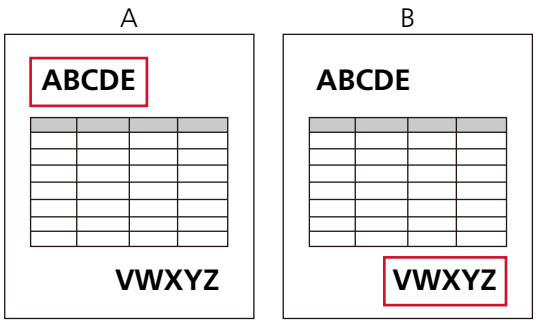
For example, for the following similar forms, if the areas containing different printed character strings (ABCDE and VWXYZ) are specified as form identification fields (boxed in red), each form can be identified as a separate form.



The following examples show how to specify form identification fields to identify forms in PaperStream Capture.

The positions and keywords (printed character strings) of the form identification fields differ	
The positions of the form identification fields differ	
The positions of the form identification fields are the same, but the keywords (printed character strings) in those fields differ	

However, if the printed character string contained in a form identification field of one form exists in the same position in another form, as shown below, these forms cannot be identified.

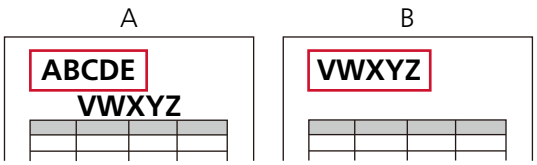


The following windows can be used to specify form identification fields.

- [Edit Form] Window
  To display this window, select a form in the form list in the [Manage] window and click the [Edit] button.
  You can also edit or delete configured form identification fields.
- [Form identification field settings] Window
  To display this window, first perform one of the following operations. When a message appears, select the option to specify form identification fields.
  - Clicking the [Similar form check] button in the [Data Extraction] tab
  - Selecting [Specific Form] in the [Separation] tab and then clicking the [Similar form check] button
  - Clicking the [Save] button in the window for configuring jobs

ATTENTION

- The form identification field should be specified to the area of the character string printed on the standard form. Icons and handwritten characters cannot be specified.
  In addition, the following conditions must be met:
  - Conditions for printed character strings
    - Horizontal
    - Font size:10 to 36 points
    - Must include many characters that are printed only on the form and not on other forms.
      Note that strings consisting only of numbers may be recognized incorrectly.
  - Conditions for form identification fields
    There must not be character strings around a form identification field in one form that are also found in the form identification fields of other forms.
    For example, if the form identification field (boxed in red) is specified as follows, form A may be identified as form B.



- To distinguish similar standard forms, specify form identification fields for all of the target forms.

This section describes the procedure to follow after selecting the option to specify form identification fields in the message that appears when you save a job.

1 **Specify form identification fields in the [Form identification field settings] window.**
Similar forms are displayed in groups in the thumbnail list, and the page for which form identification fields need to be specified is selected.

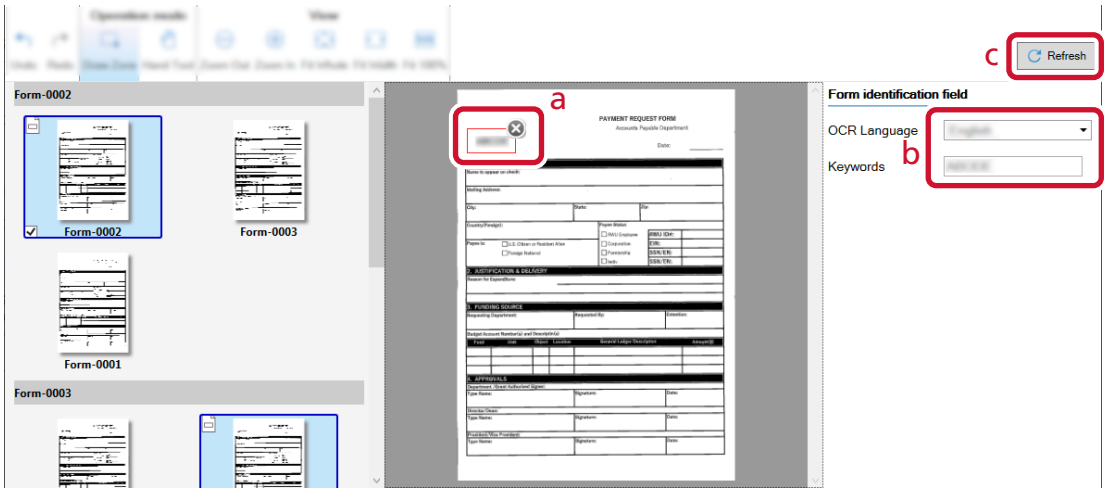
a **Select the area of a printed character string to be specified in a form identification field while clicking and holding down the left button on the mouse.**

When a printed character string is recognized, the recognition result is displayed in [Keywords].

b **Check the position and area size of the form identification field as well as the [Form identification field] settings and edit them as necessary.**

c **Click the [Refresh] button.**

The thumbnail list will be refreshed and forms that can now be identified as separate forms will no longer be displayed.



2 **To specify form identification fields for the remaining similar forms, select the option to specify form identification fields in the message and repeat step 1.**

3 **Click the [Finish] button.**

The form identification field settings will be saved, and the previous window will be displayed at the forefront.

4 **Click the [Save] button.**

The job settings are saved.

Exporting/Importing an Operational Environment

When you use PaperStream Capture on more than one computer, you can build the same operational environment easily by exporting created jobs and other settings with the [Exporter] tool, and importing it to PaperStream Capture on other computers with the [Importer] tool.
The operational environment settings that can be exported/imported using PaperStream Capture are as follows.

- Jobs (excluding sample jobs)
- Driver profiles
- Registered forms
- [Administrator Tool] window settings

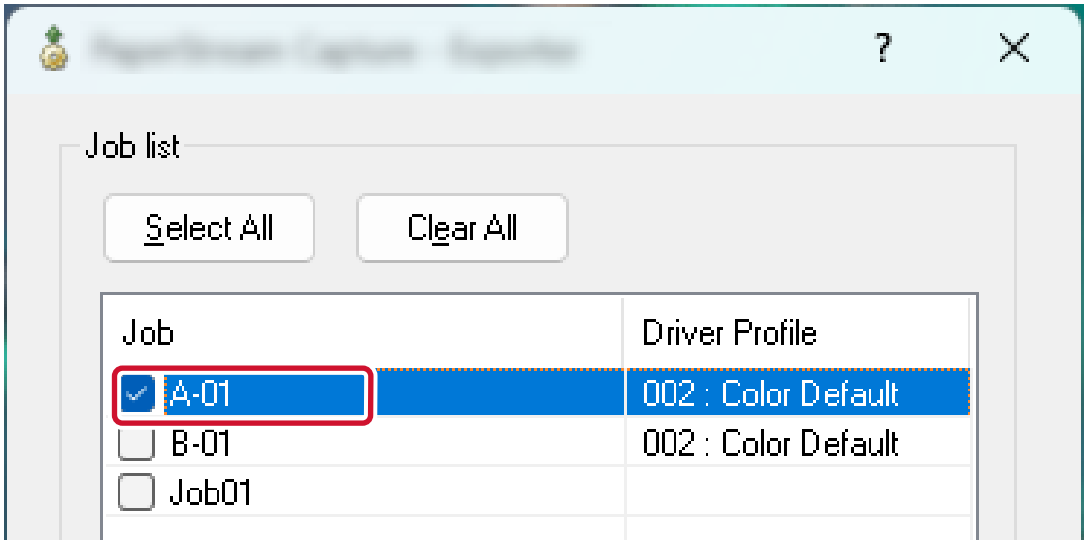
Exporting an Operational Environment

Export an operational environment including jobs, driver profiles and so on that were created with PaperStream Capture.

1 Display the [Exporter] window.

- Windows 10/Windows Server 2016/Windows Server 2019/Windows Server 2022
  Select [Start] menu → [PaperStream Capture] → [Exporter].
- Windows 11/Windows Server 2025
  Select [Start] menu → [All apps] → [PaperStream Capture] → [Exporter].

2 Select the check boxes for the jobs to be exported.



3 Click the [Run] button.

The [Save as] window appears.

4 Specify the location to save the exported file and the file name, and then click the [Save] button.

The operational environment for PaperStream Capture is exported, and then a message indicating the completion of exporting process is displayed.
The exported file is created with a ".dpav" extension.

5 Click the [OK] button.

The operational environment is exported.
The exported file can be used as a backup of the operational environment.

Importing an Operational Environment to a Different Computer

Import the operational environment for PaperStream Capture which was exported in Exporting an Operational Environment (page 78).

ATTENTION

- When importing the operational environment, administrator privileges are required for the storage server in multi-station operation.
- The version of PaperStream Capture and PaperStream IP on the import-side computer must be the same version or a version later than the version used on the export-side computer.
- If the number of forms in the destination exceeds 1,000, the import cannot be performed.

1 Backup the operational environment before importing another operational environment to the computer.

Depending on the import method, existing jobs, forms, and form lists in the destination may be overwritten or replaced. You can create a backup by first exporting the operational environment from the import destination.

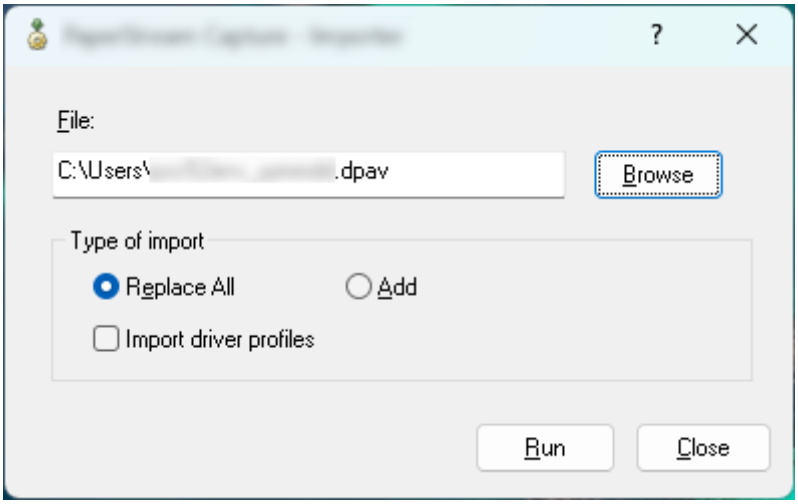
➡ Exporting an Operational Environment (page 78)

2 Display the [Importer] window.

- Windows 10/Windows Server 2016/Windows Server 2019/Windows Server 2022
  Select [Start] menu → [PaperStream Capture] → [Importer].
- Windows 11/Windows Server 2025
  Select [Start] menu → [All apps] → [PaperStream Capture] → [Importer].

3 Specify the file to be imported.

Click the [Browse] button and specify the file (.dpav (.cab for the previous format)) that was exported in "Exporting an Operational Environment (page 78)".



4 Select an import method.

The following import methods are available:

- Replace All

  Deletes all operational environments currently registered with PaperStream Capture except for the sample jobs, and replaces them with operational environments in the archived file.
  When this is selected, the [Import driver profiles] check box is displayed.
  Select this check box to import driver profiles associated with jobs for the advanced setup as well.

  - When importing to a new computer
    Select the [Import driver profiles] check box.
    If the check box is cleared, driver profiles are not imported, so that jobs for the advanced setup may not work properly.
  - When importing to a computer on which PaperStream Capture is in use and driver profiles have already been registered
    - Selecting the [Import driver profiles] check box deletes all driver profiles in use and replaces them with the driver profiles in the archived file.
    - If you have driver profiles that you want to keep without deleting them, clear the check box.
      If an import operation is performed with the check box cleared, an export-side job for the advanced setup is associated with an import-side driver profile whose number is the same as that of the export-side one. This may cause the job for the advanced setup not to work properly.
      If the driver profile settings are different between the export side and import side, follow the procedure below to configure the driver profile.

      a Click the [Advanced settings] button in the [Scan] tab to create a new driver profile with the same settings as the export-side.

      b Select the newly created driver profile for [Scanner Driver Profile] in the [Scan] tab and save the job.

- Add

  Adds the following operational environment in the archived file to PaperStream Capture.

- Job
- Forms whose check boxes are selected in the form list, and forms whose fields are defined
- [Administrator Tool] window settings

In this case, the driver profile is not imported. Create a new driver profile to be used in the job for the advanced setup.

5 Click the [Run] button.

Importing process completed message is displayed.

6 Click the [OK] button.

The operational environment is imported.

ATTENTION

- Exported files in the latest version of PaperStream Capture cannot be imported to earlier versions of PaperStream Capture.

TIP

- If the file to be imported has a ".dpav" extension, double-clicking the file displays the [Importer] window. In this case, follow the procedure from step 3.
- If an import operation is performed when an event is set in the exported operational environment, the event is also set in the imported operational environment. (Events can be viewed in [Event] in the [Usability] tab.)
  If you select [Replace All], settings other than [Event] on the administrator tool are also set to the imported operational environment.
- If a batch that is suspended or aborted is displayed in the [Batch Manager] window, [Replace All] cannot be selected.
  Release or delete the batch, and then import the operational environment again.

Checking the Import Results of an Operational Environment

1 Open the folder where the import results are saved.

The import results are saved in the following location by default:
C:\Users*UserName*\Documents\PaperStreamCapture

2 Double-click the log file.

The default file format and file name are as follows:

- File format
  CSV
- File name
  PSCImpProfile.csv

3 The date and time when the log was output are displayed in the first row and the import results for each imported job are displayed in the second and subsequent rows.

"OK" is displayed for a successful import and "NG" for a failed import.

For example, when you attempted to import Job1 and Job2 at 17:53:16 on Monday, November 20, 2017 and importing Job1 succeeded but importing Job2 failed, the following results are displayed:

Monday. November 20. 2017 17:53:16		
NG	NEW	Job2
OK	NEW	Job1

If the import result is displayed as "NG", the following may be the causes. Follow the instructions in the displayed message and try again.

- The number of forms in the destination exceeds the limit.
  Delete unnecessary forms from the import destination and try again.
- There is a form with the same name but a different form ID in the destination.
  Change the form name and export again.
- The number of fields in the form exceeds the limit.
  Change the form name on the importing side or the name of the form to import and then try again.
- The versions of PaperStream Capture and PaperStream IP on the import-side computer differ from those on the export-side computer.
  Update the version on the import-side computer.

PaperStream Capture Specifications

This section provides specifications and system requirements for PaperStream Capture.

- **Specifications**

Function		**PaperStream Capture**
Scan	Scanner driver	PaperStream IP (TWAIN) PaperStream IP (ISIS)
	Scanning method	Batch Scan mode Simple Scan mode
	Ad hoc scan	○
Image quality	Image check	Multifeed AIQC Blank Page APS accuracy (scanner driver) Manual mark
	Image correction	Assisted Scan function
Separation	Separation method	Detect Doc Separator
	Type	Blank Page Page Count Zonal OCR Patch Code Barcode/Two-dimensional code Press Ctrl Specific Form Specific document (scanner driver) (Automatic Profile Selection)
Data extraction	Type	**Individual pages** Barcode/Two-dimensional code Zonal OCR Passport ID card (TD1) ID card (TD2) **Individual forms** Barcode/Two-dimensional code Zonal OCR
	Number of available extracted data	**Individual pages** 20 per page

Function		PaperStream Capture
		Individual forms 1 per form
	Application of extracted data (indexing)	Individual pages Individual forms
	Supported language for Optical Character Recognition (OCR)	28 languages (*1)
File output	File format	Bitmap, TIFF, Multi-TIFF, JPEG, JPEG2000, PDF, SinglePage PDF, PDF/A, SinglePage PDF/A, PNG, RTF, Word, Excel, PowerPoint
	Destination	● Folder, Network Folder, SharePoint, SharePoint Online, FTP, Other App., E-mail, Printer ● Dropbox, Send E-mail (Basic authentication), Send E-mail (Exchange Online), Fax (Basic authentication), Fax (Exchange Online), Google Drive, Microsoft OneDrive (*2)
	Fire size	9 levels (JPEG) 7 levels (PDF)
	Linking the value for the imprinter counter with a file name	○
File input	Importing images	○
Management	Locking changes in the settings	○
	Sorting jobs	○
	Showing/hiding jobs	○
	Exporting/importing an operational environment	○

○ Available

***1:** Supported languages are Japanese, English, French, German, Italian, Spanish, Chinese (Simplified), Chinese (Traditional), Russian, Korean, Turkish, Greek, Vietnamese, Portuguese, Arabic, Swedish, Dutch, Polish, Czech, Romanian, Hebrew, Ukrainian, Thai, Indonesian, Danish, Norwegian, Hungarian, and Finnish.

***2:** If you install PaperStream Connector Option additionally, you can select one of them as the destination for outputting or linking scanned images:

- **System Requirements**

Operating system (*1)	Windows® 10 Home (32-bit/64-bit) (*2) Windows® 10 Pro (32-bit/64-bit) (*2) Windows® 10 Enterprise (32-bit/64-bit) (*2) Windows® 10 Education (32-bit/64-bit) (*2) Windows® 11 Home (64-bit) (*2) Windows® 11 Pro (64-bit) (*2) Windows® 11 Enterprise (64-bit) (*2) Windows® 11 Education (64-bit) (*2) Windows® 11 Home (ARM) (*2) (*3) Windows® 11 Pro (ARM) (*2) (*3) Windows® 11 Enterprise (ARM) (*2) (*3) Windows® 11 Education (ARM) (*2) (*3) Windows® 11 Pro Education (ARM) (*2) (*3) Windows Server® 2016 Standard (64-bit) (*2) Windows Server® 2019 Standard (64-bit) (*2) Windows Server® 2022 Standard (64-bit) (*2) Windows Server® 2025 Standard (64-bit) (*2)
Compatible driver (*4)	PaperStream IP (TWAIN) PaperStream IP (ISIS)
Software	.NET Framework 4.7.2 or later
CPU	Intel® or Intel®-compatible processor
Display resolution (*5)	1,280×800 pixels or higher, 65,536 or more colors
Disk space	10 GB or more (*6)
Language (*7) (*8)	Japanese, English, French, German, Italian, Spanish, Chinese (Simplified), Chinese (Traditional), Russian, Korean, Portuguese (Brazil), Arabic, Turkish, Greek, Vietnamese, Polish, Czech, Dutch, Swedish, Romanian, Hebrew, Ukrainian, Thai, Indonesian, Danish, Norwegian, Hungarian, and Finnish.

***1:**For 64-bit operating systems, this software is supported as a 32-bit application running on a 64-bit operating system.

***2:**Operates as a desktop application.

***3:**Supported only when used with supported scanner models and the ARM-compatible version of PaperStream IP (TWAIN/32-bit version).
https://www.pfu.ricoh.com/global/scanners/fi/paperstreamcapture/#tab-b-04

***4:**PaperStream IP (TWAIN x64) cannot be used.

***5:** When the font size is large, some screens may not be displayed properly. In such a case, use a smaller font size.

***6:** To scan a document, a disk space suitable for the size of the file to be saved is required.

***7:** For the following languages, only text recognition with Zonal OCR and searchable PDF is supported:

- Greek
- Vietnamese
- Polish
- Czech
- Dutch
- Swedish
- Romanian
- Hebrew
- Ukrainian
- Thai
- Indonesian
- Danish
- Norwegian
- Hungarian
- Finnish

***8:** For Batch Scan mode, when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Scan Settings] in the [Scan] tab, the following cannot be specified as a language that is used for text recognition.

- Greek
- Vietnamese
- Polish
- Czech
- Dutch
- Swedish
- Romanian
- Hebrew
- Ukrainian
- Thai
- Indonesian
- Danish
- Norwegian
- Hungarian

- Finnish

Glossary

- **Prior to Use**

Extracted data

This is a set of data that contains information about an image which is extracted from a document that is scanned.
In this manual, it refers to the field values for all of the specified fields and the recognition area.

Index

This refers to an index for an image or data that is used to identify an image.
In this manual, it refers to the status in which extracted data is embedded in an image or an operation to embed extracted data in an image.

Batch Scan mode

This is a scanning method that is recommended for routine tasks.
You can register settings such as the file format, saving destination, and scan settings as a job in advance, and perform a scan with the job.

Simple Scan mode

This is a scanning method that is recommended for irregular tasks.
Each time you perform a scan, you can change settings such as the file format, saving destination, and scan settings, if necessary.

Job

This is a set of data in which the settings related to a scan and output with PaperStream Capture are registered.
It is used when a scanning method is the Batch Scan mode.

Zonal OCR

This is a function that performs OCR (Optical Character Recognition) on a specified area to extract text.

Index information file

This is a file in which an index of an output image or data that is used to identify an output image is output.

PaperStream IP (TWAIN)

This is a scanner driver for our image scanner series.
It is compliant with the TWAIN standards.

PaperStream IP (ISIS)

This is a scanner driver for our image scanner series when PaperStream Capture is used.
It is compliant with the ISIS standards.

Tenant

This is the unit that manages information about PaperStream AI. One tenant is assigned per contract.

Basic Scanning Operations

Batch

This refers to a set of processes which are configured in a job.

Useful Functions

PaperStream ClickScan

This is an application used to scan documents under the basic settings only, using a scanner from our image scanner series.

Standard form

A fixed-form document in which the items to be filled and the layout are fixed, such as an application form or questionnaire, is called a "standard form" or "form" in PaperStream Capture.
If the information of a form is registered in advance, the type of the form is identified from the layout and the form is scanned based on the type.
You can set up a job to scan forms in the following ways:

- Using the Automatic Profile Selection function of the PaperStream IP driver
  Register the specific document information in the PaperStream IP driver and associate it with a profile using the Automatic Profile Selection function. By selecting a driver profile with [Automatic Profile Selection] set to [On] in a job for the advanced setup in PaperStream Capture, forms can be separated and saved by type.
- Using the form layout identification function of PaperStream Capture
  By registering forms in PaperStream Capture in advance, forms can be separated and saved by type. In addition, you can extract barcode and text information on forms.
  For the advanced setup, you can distinguish similar forms as separate forms by specifying form identification fields for each form.

Non-standard form

A document such as a purchase order or an invoice that shares the same general structure and items overall, but the position and wording of the items vary by form, is called a "non-standard form" in PaperStream Capture.
PaperStream AI allows you to separate and save forms by type. In addition, you can extract text on forms.

Form identification field

This is an area for detecting keywords (printed character strings) to distinguish between similar forms.

Field

This refers to an area that is used to enter the information related to extracted data.

- **Exporting/Importing an Operational Environment**

  Driver profile

  This is a set of data in which the scan settings in the PaperStream IP driver are registered.

Contact for Inquiries

- **Contact for Inquiries**

  Refer to the contact list on the following web page:
  https://www.pfu.ricoh.com/r/ctl/

  - fi Series image scanners
    For other inquiries regarding the scanner, refer to the following web page:
    https://www.pfu.ricoh.com/global/scanners/fi/support/index.html
    If the solution to your problem cannot be found on the above web page, refer to the contact information for your distributor/dealer on the following web page:
    https://www.pfu.ricoh.com/global/scanners/inquiry.html

- **Purchasing PaperStream AI licenses**

  PaperStream AI licenses are available only in the United States and Japan.

  - To purchase a PaperStream AI license for the first time
    In the main PaperStream Capture window, click the [PaperStream AI] button to submit your request to use the free trial version.
  - To purchase additional PaperStream AI licenses
    Log in to the dashboard as an administrator, and then click [Add/Update license] under [Support info] in the [Home] window to complete the purchase procedure.