P2WW-4581-03ENZ0

PaperStream Capture 6.2

User's Guide

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, PaperStream Capture Pro, or PaperStream Capture Pro Premium for scanning with our image scanner series.

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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.
  To view descriptions of the PaperStream AI dashboard, after you log in to the dashboard, click the ? icon in each window.

- **Symbols Used in This Manual**

  The following symbols may be used in this manual.

  

  Indicates that the description is intended for login accounts with the [Admin] role. Administrators should refer to this description.

  

  Indicates that the description is intended for login accounts with the [User] role. Users other than the administrator should refer to this description.

- **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)

Abbreviations Used	Name
	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) 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®

- **Indication of Product Names**

  In this manual, "PaperStream Capture" is used to refer to PaperStream Capture, PaperStream Capture Pro, and PaperStream Capture Pro Premium.
  Expressions such as "For PaperStream Capture" or "In PaperStream Capture" are used in explanations specific to each application.

- **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.

Abbreviations Used	Name
	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].

- **Function Names and Terms of PaperStream Capture**

  In PaperStream Capture 4.0 and later, function names and terms have been modified so that they can be easy to understand even for people who do not have expertise in scanners.
  The modified function names and terms are as follows:

Old	New
profile document profile	job
mark options	image check
meta data	extracted data
name rule	batch name option folder name option file name option

- **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 for the functions that are common for PaperStream Capture, PaperStream Capture Pro, and PaperStream Capture Pro Premium are of PaperStream Capture in this manual.
  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.

- **How to Browse the HTML version of the PaperStream Capture User's Guide**

  The PaperStream Capture User's Guide is available for browsing while operating PaperStream Capture.

  To display it, click  in the PaperStream Capture window or ? in the settings window for each item.

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Overview of PaperStream Capture

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

PaperStream Capture is easy to operate because it has an intuitive user interface. This allows users with little scanning experience to use the scanner without any trouble instantly, so that scanning can be started without any training in advance.
PaperStream Capture Pro and PaperStream Capture Pro Premium are paid applications in which the functions of PaperStream Capture are enhanced. To use PaperStream Capture Pro, purchase and activate a licensed product. The enhanced functions enable you to use a more detailed sorting function. In addition, PaperStream Capture Pro supports a multi-station operation that enables you to allocate tasks of performing a scan, an image quality check (referred to as "QC" hereinafter), and an indexing process to multiple computers, so that it can be used according to your individual needs.
PaperStream Capture Pro and PaperStream Capture Pro Premium can be used in combination with PaperStream AI. In a cloud environment, PaperStream AI can automatically recognize text information in images as text data and perform processing such as identifying document types and selecting information to extract. The dashboard also consolidates the information you need to improve efficiency when using PaperStream Capture. PaperStream AI can be used by purchasing a license and linking the PaperStream AI license to the PaperStream Capture Pro or PaperStream Capture Pro Premium license.
This product is based on the concept "One Click Capture", which promotes reducing the number of times to touch the screen. It is effective in the prevention of operational errors as well as streamlining repeated operations.

- **How to Select One of the PaperStream Capture Applications Depending on the Purpose**

The following PaperStream Capture applications are provided for scanning documents using a scanner from our image scanner series.
Selecting an application to use and a scanning method, depending on the purpose, allows you to scan documents more efficiently.

<table>
<tr><th>Application</th><th>Additional Function</th></tr>
<tr><td colspan="2">PaperStream Capture

Easy-to-use PaperStream Capture
● If you want to scan documents under the same conditions every time
● If you want to check and edit scanned images
● If you want to save scanned images to a specified destination
● If you want to organize file names by keywords
● If you want to detect barcodes on documents and automatically separate files (separation)</td></tr>
<tr><td rowspan="2">PaperStream Capture Pro

PaperStream Capture Pro enables advanced use of scanned data
If you also want to do the following in addition to the functions of PaperStream Capture:
● If you want to recognize handwritten text using AI-OCR and turn it into searchable data
● If you want to identify and automatically sort standard forms (form layout identification)
● If you want to hide part of a scanned image by masking
● If you want to have different operators perform each task, such as scanning, checking images, checking index information, and saving (multi-station)</td><td rowspan="2">PaperStream AI

PaperStream AI improves work efficiency when used in combination
If you also want to do the following in addition to the functions of PaperStream Capture Pro/ PaperStream Capture Pro Premium:
● If you want to scan forms without setting up form definitions
● If you want to identify and automatically sort non-standard forms
➔ What is a non-standard form?
● If you want to improve work efficiency through AI auto-learning by correcting OCR results
To use this application for evaluation purposes, refer to Evaluating PaperStream AI (page 48).</td></tr>
<tr><td>PaperStream Capture Pro Premium

PaperStream Capture Pro Premium with more advanced features
If you also want to do the following in addition to the functions of PaperStream Capture Pro:</td></tr>
</table>

Application	Additional Function
• If you want to correct and import images that were created with other tools • If you want to automatically separate images using file names To use this application for evaluation purposes, refer to Evaluating PaperStream Capture Pro Premium (page 46).	

What You Can Do with PaperStream Capture

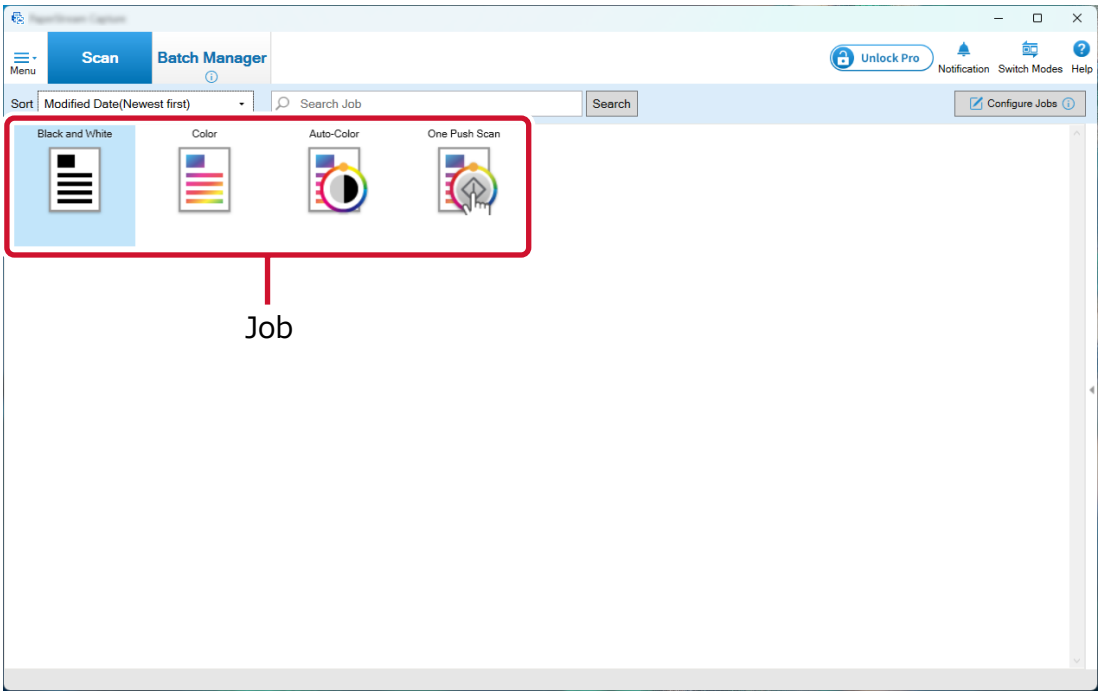
This section explains what you can do with PaperStream Capture and its functional features.

- **Scanning Methods That Meet Your Needs**

  Batch Scan mode and Simple Scan mode are the two scanning methods available on PaperStream Capture.
  You can change the scanning method with the [Switch Modes] button.

  Batch Scan mode

  Batch Scan mode is a scanning method that is recommended for routine tasks, such as a task with regular scans or a task that is shared in a multi-station operation.
  Create a job in advance in which the settings, such as the scan settings and output settings, are configured. Then, you can complete a scan by simply clicking the job.
  In Batch Scan mode, the window shown below is used for performing operations.



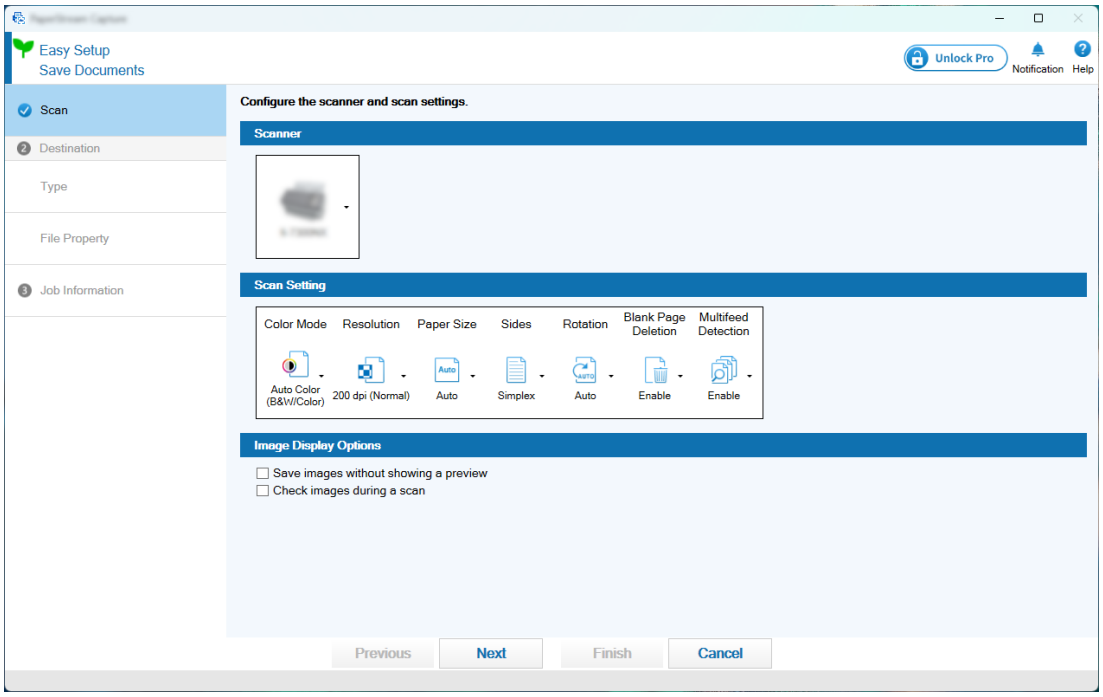
  You can create a job using either Easy Setup or Advanced Setup.

Easy Setup

This mode is suitable for first-time users of PaperStream Capture or users who are unfamiliar with how to perform a scan with a scanner.
You can easily create a job by selecting a scanning method that suits your purposes from the methods shown below, then configuring the settings according to the instructions in the window.

- Save Documents
- Sort Documents
- Data Extraction
- Data Extraction from Standard Forms

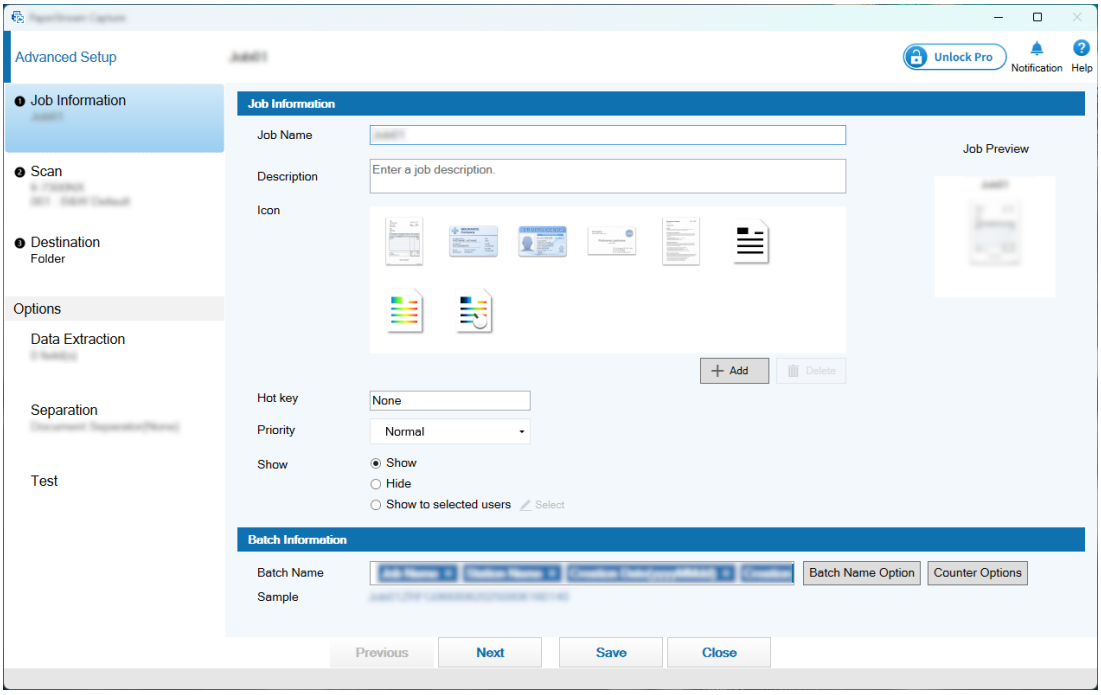
Create a job in a window like the one shown below.



Advanced Setup

This mode is suitable for users who have been using PaperStream Capture or users who want to configure detailed scan settings.
It is the same method for creating a document profile for PaperStream Capture prior to version 4.0 (a "document profile" is referred to as a "job" for PaperStream Capture 4.0 or later).
Since this method allows you to configure detailed scan settings using the PaperStream IP driver, you can configure the more advanced scan settings in accordance with your purposes or needs for scanning.
Jobs that use PaperStream AI can be created only in Advanced Setup.
You can use a document profile (job) created with a version of PaperStream Capture prior to version 4.0 as it is or modify it.

Create a job in a window like the one shown below.

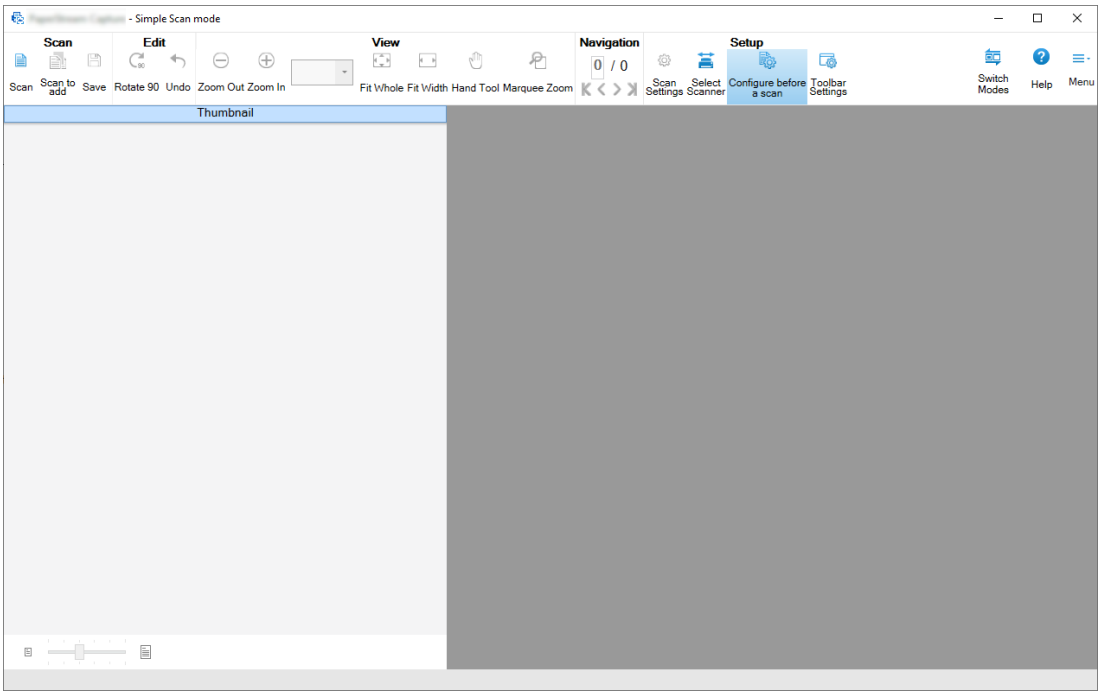


Simple Scan mode

Simple Scan mode is a scanning method for non-routine tasks where you change the scan settings for each document.

Each time you perform a scan, you can change settings as necessary, such as the save destination, file name, and file format.

In Simple Scan mode, the window shown below is used for performing operations.



- **Features for the Editing/Saving Functions**
  - You can mark thumbnails of the scanned images to sort the scanned images easily.
  - You can edit the scanned images, save them with the specified names, or save them in the specified file format.
  - The scanned images can be output in a file format such as BMP, JPEG, TIFF, multipage TIFF, PDF, PDF/A, searchable PDF, PNG, or Rich Text. The scanned images can also be converted to a Word, Excel, or PowerPoint file format and output.
- **Useful Functions**
  - By using PaperStream AI, you can scan purchase orders, invoices, and receipts whose formats vary depending on the customer or supplier, and PaperStream AI can recognize information such as the customer or supplier name, date, and amount from the scanned images. By enabling the AI to learn in advance, you can improve its recognition accuracy during operation. In addition, layout definitions for standard forms that were previously created manually can now be created automatically.
    PaperStream AI is a paid service that enables PaperStream Capture Pro and PaperStream Capture Pro Premium to work with cloud-based AI. You can use PaperStream AI by purchasing a license.
  - Multiple jobs can be displayed in groups.
    Jobs can be displayed in groups in accordance with your purposes or needs for scanning to streamline job management and operation.
  - When it is linked with FTP server, SharePoint, or SharePoint Online, the scanned images can automatically be saved in the specified server.
    The output image files can be sent via e-mail or printed to the specified printer.
  - With the splitting function, scanned images are split in pages with the specified conditions and saved as separate files.
    In addition, the layout of standard forms such as application forms and questionnaires can be identified, and files can be saved separately for each type of form.
  - Barcode recognition, or character recognition with Zone OCR, can be performed over the scanned images.
    In both cases, the recognition results can be output to the index information file, or used as file names or folder names.
    In addition, if standard forms such as application forms and questionnaires are registered in advance in PaperStream Capture, the system can recognize characters according to the layout of each form, even when forms of different types are scanned at the same time.
  - When you want to hide personal information (sensitive information), you can output a scanned image with a part masked in black or white by setting the target area in advance.
    You can also manually mask the image in the window for checking and editing images and output it.
  - The specified application can be launched with the output image file or index information file as a parameter.
  - With the [Exporter] tool and the [Importer] tool, the operational environment by PaperStream Capture in the computer currently in use can be exported and then imported into PaperStream Capture in other computers.

When you want to build the same operational environment for multiple computers, you do not need to configure detailed settings for each computer because you can build the environment by just importing the exported operational environment into each computer.

- Based on the editing operations that are performed after a scan, operations that can be performed automatically by configuring the settings in a job, are determined and the points to change the settings for improvement are displayed in this window.
  You can improve editing task efficiency after scanning by changing the settings of a job in accordance with the points that need improving which are displayed in the [Notification] window.

- **Accessibility-Friendly Usability**

  Text-to-Speech software can be used in windows for checking/editing images or for outputting images.
  In addition, the windows can be operated using only a keyboard, providing accessibility-friendly usability.

- **Use of Scanners from Other Companies**

  For PaperStream Capture Pro and PaperStream Capture Pro Premium, scanners from other companies that support TWAIN drivers can be used.
  However, some functions are restricted.

  ➔ Function List (page 26)

  Scanning from Windows Settings is not supported.
  There is no guarantee that PaperStream Capture Pro or PaperStream Capture Pro Premium operates properly if TWAIN-compatible scanners from other companies are used.

Differences Between PaperStream Capture and PaperStream Capture Pro/ PaperStream Capture Pro Premium

PaperStream Capture is ideal for businesses during which you want to scan documents with the same settings every time. In addition, efficient data organization is possible. For example, you can extract information from a barcode or text data that is printed at the specified area on a document and use it as the name of the image file to be saved, or use it to sort image files automatically.
PaperStream Capture Pro and PaperStream Capture Pro Premium are paid software. In addition to the functions of PaperStream Capture, they allow you to use the multi-station function that enables a team to share tasks such as scanning or checking, or to perform more advanced data extraction.

➔ Function List (page 26)

Functions of PaperStream Capture Pro/PaperStream Capture Pro Premium

This section describes the functions that can be used when PaperStream Capture Pro or PaperStream Capture Pro Premium is activated.

Using Extracted Data

Field types that can be set for fields are available for PaperStream Capture Pro and PaperStream Capture Pro Premium. The setting of field types allow you to perform advanced operations using extracted data.

➡ Advanced Settings for Data Extraction (page 215)

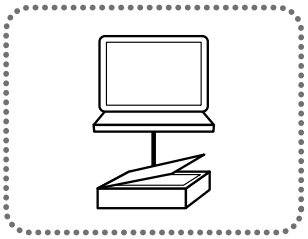
Features of the Multi-Station Operation

Multi-station operation with a storage server is available in PaperStream Capture Pro and PaperStream Capture Pro Premium.
Multi-station operation allows workflows for a single scan process (scans, QCs, and indexing) to be performed separately on different computers, which enables work to be shared between members of a team and allows for efficient text processing.

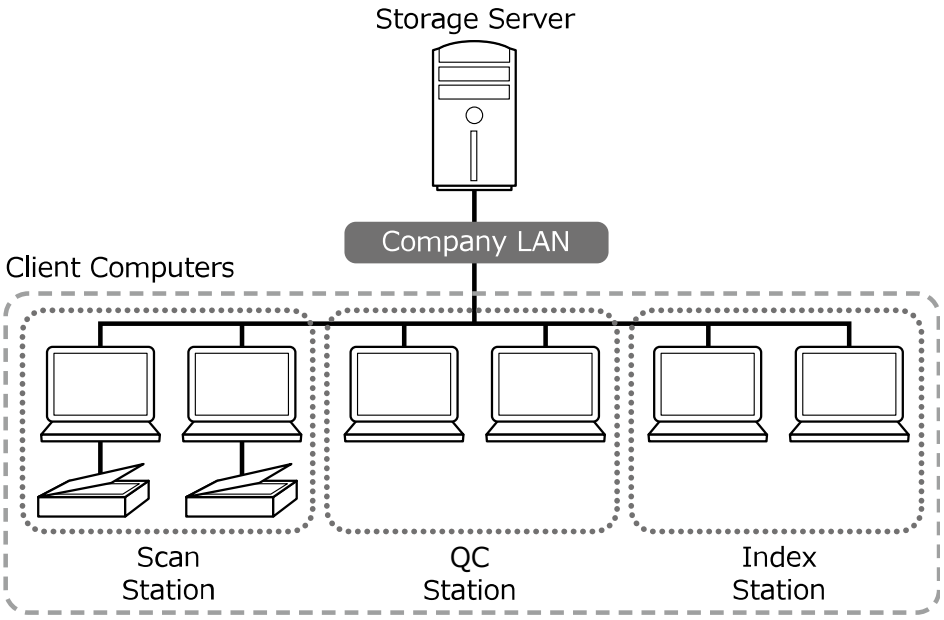
➡ Configuring the Settings for a Multi-Station Operation (page 62)

The basic procedures and examples for the PaperStream Capture Pro and PaperStream Capture Pro Premium operations are as follows:

1. Preferences
   The following station operations are available according to your individual needs:
   - Example of a single station operation



- Example of a multi-station operation with a storage server



Use a storage server to manage jobs and batches including scanned images.
[Scan & Index], [Scan], [QC], or [Index] can be specified for each client computer station.
Note that [Scan], [QC], and [Index] can be combined for a station.

2 Definition

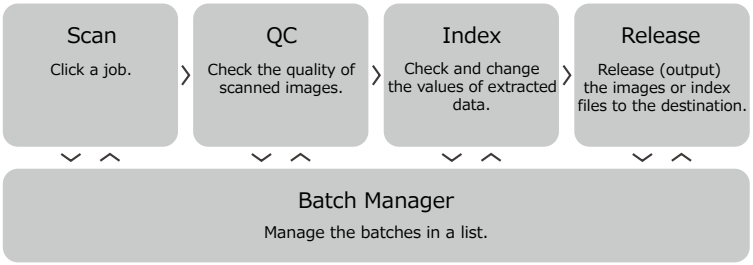
Create a job to be used in Batch Scan mode.



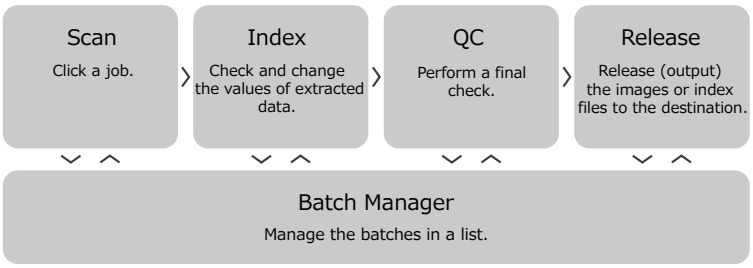
3 Operation

Release the scanned images and index files of documents after the images have been checked, edited, and indexed.
Batches can be managed during any process of this section.
Operation examples are shown below.

Example 1



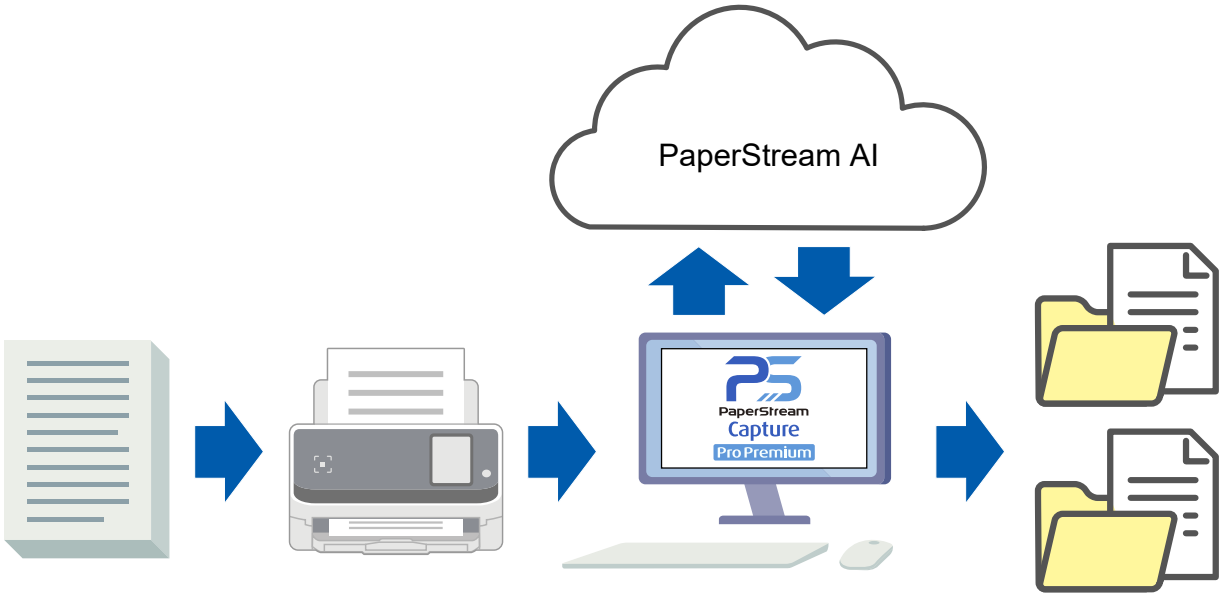
Example 2



Integrating PaperStream AI

PaperStream AI can be used in combination with PaperStream Capture Pro or PaperStream Capture Pro Premium to do the following.

- Scanning Non-Standard Forms
  AI can analyze non-standard forms such as purchase orders and invoices. While these documents share a general structure and common fields, the positions and wording of the fields may vary from form to form. Configuring forms when creating a job is easy because the AI automatically assigns field names and sets extraction ranges.
  By enabling the AI to learn in advance, you can improve its recognition accuracy during operation.



- Scanning without Form Definition Settings
  Simply clicking  ([PaperStream AI] job) allows the AI to identify the form type, automatically extract the text, assign field names, and create index information.
- Managing Usage on the Dashboard
  The dashboard provides administrators with the information they need to improve operational efficiency, such as the total scanning time, the correction rate by batch, and the status of connected scanners.
  You can also manage licenses and users.

PaperStream AI is continuously updated to improve service quality and recognition accuracy. Therefore, OCR recognition results may differ from those obtained previously even when the same document is scanned.
If recognition results differ, adjust the AI prompt and configure the settings to obtain results that meet the intended purpose.

PaperStream Capture/PaperStream Capture Pro/PaperStream Capture Pro Premium Specifications

This section describes main functions and system requirements for PaperStream Capture, PaperStream Capture Pro, and PaperStream Capture Pro Premium.

- **Function List**

Function			PaperStream Capture	PaperStream Capture Pro	PaperStream Capture Pro Premium	Used with Scanners from Other Companies
Scanning	Scanners	Image scanners	https://www.pfu.ricoh.com/global/scanners/fi/paperstreamcapture/#tab-b-04			-
		Scanners from other companies (*1)	-	TWAIN driver-compatible scanners/ multifunction peripherals that can scan documents of A4/letter size or smaller	TWAIN driver-compatible scanners/ multifunction peripherals	
		PaperStream IP Import	-	-	○	○ (*2)
		File Import	-	○ (*7)	○	○ (*2)
	Scanner drivers		PaperStream IP (TWAIN) PaperStream IP (ISIS)	PaperStream IP (TWAIN) TWAIN drivers for scanners from other companies	PaperStream IP (TWAIN) TWAIN drivers for scanners from other companies	TWAIN drivers for scanners from other companies
	Scanning method	Batch Scan mode	○	○	○	○
		Ad hoc scan	○	○	○	-

Function			PaperStream Capture	PaperStream Capture Pro	PaperStream Capture Pro Premium	Used with Scanners from Other Companies
		Simple Scan mode	○	○	○	-
Form Registration	Number of forms that can be registered		1,000 forms	1,000 forms (*3)	1,000 forms (*3)	1,000 forms
Image quality	Image check	Multifeed	○	○	○	-
		AIQC	○	○	○	-
		Blank Page	○	○	○	-
		APS accuracy (scanner driver)	○	○	○	-
	Image correction	Assisted Scan function	○	○	○	-
		After Scan Correction (ASC) function	-	○	○	-
Separation	Separation method	Detect Doc Separator	○	○	○	○
		Detect Batch Separator	-	○	○	○
	Type	Barcode/Two-dimensional code	○	○	○	○
		Blank Page	○	○	○	-
		Page Count	○	○	○	○
		Zonal OCR	○	○	○	○
		Multifeed	-	○	○	-
		Patch Code	○	○	○	-
		Press Ctrl	○	○	○	○
		Specific Form	○	○	○	○
		Specific Document	○	○	○	-

Function			PaperStream Capture	PaperStream Capture Pro	PaperStream Capture Pro Premium	Used with Scanners from Other Companies
		(Scanner Driver)				
		File name	-	-	○	-
Data extraction	Data extraction method	Individual pages	○	○	○	○
		Individual document stacks	-	○	○	○
		Individual forms	○	○	○	○
	Supported language for Optical Character Recognition (OCR)	Character recognition (printed text)	28 languages (*4)			
		Character recognition (handwritten text) (*6)	-	6 languages (*5)		
Data extraction (Individual document stacks or pages)	Type	Barcode/Two-dimensional code	○	○	○	○
		Zonal OCR	○ (Printed text)	○ (Printed text)	○ (Printed text)	○ (Printed text)
		Passport	○	○	○	○
		ID card (TD1)	○	○	○	○
		ID card (TD2)	○	○	○	○
		Manual Entry	-	○	○	○
		System value	-	○	○	○
		Choice List	-	○	○	○
		Database Autofill	-	○	○	○
		Combination of fields	-	○	○	○

Function			PaperStream Capture	PaperStream Capture Pro	PaperStream Capture Pro Premium	Used with Scanners from Other Companies
		Split barcode value	-	○	○	○
		JSON parsing value	-	○	○	○
	Field attributes	Required	-	○	○	○
		Read only	-	○	○	○
		Sticky	-	○	○	○
		Database Lookup	-	○	○	○
	Field rule		-	○	○	○
	Number of fields for data extraction that can be specified		20 in total	100 in total	100 in total	100 in total
Data extraction (Form type - Local)	Type	Barcode/Two-dimensional code	○	○	○	○
		Zonal OCR	○ (Printed text)	○ (Printed text/ Handwritten text)	○ (Printed text/ Handwritten text)	○ (Printed text/ Handwritten text)
		Check Mark	-	○	○	○
		Manual Entry	-	○	○	○
		Choice List	-	○	○	○
	Field Attributes	Required	-	○	○	○
		Read only	-	○	○	○
	Field rule		-	○	○	○
	Redaction		-	○	○	○
	Format conversion of recognition result		-	○ (Date)	○ (Date)	○ (Date)
	Number of fields for data extraction that can be specified (per form)		1 in total	100 in total	100 in total	100 in total

Function			PaperStream Capture	PaperStream Capture Pro	PaperStream Capture Pro Premium	Used with Scanners from Other Companies
	Number of forms that can be used (per job)		Easy Setup: 1 Advanced Setup: 150			
Data extraction (Form type - Cloud) (*7)	Type	Barcode/Two-dimensional code	-	-	-	-
		Zonal OCR	-	○ (Printed text/ Handwritten text)	○ (Printed text/ Handwritten text)	○ (Printed text/ Handwritten text)
		Check Mark	-	-	-	-
		Manual Entry	-	-	-	-
		Choice List	-	-	-	-
	Field Attributes	Required	-	○	○	○
		Read only	-	○	○	○
	Field rule		-	○	○	○
	Redaction		-	-	-	-
	Format conversion of recognition result		-	○ (Date)	○ (Date)	○ (Date)
	Number of fields for data extraction that can be specified (per form)		-	Type [Cloud]: 100 fields in total [Local] under Type [Cloud]: 100 fields in total [Local] under Type [-] : 150 fields in total		
	Number of forms that can be used (per job)		150			
File output	File output destination	Folder	○	○	○	○
		Network Folder	○	○	○	○
		SharePoint	○	○	○	○
		SharePoint Online	○	○	○	○
		FTP/SFTP	○	○	○	○
		E-mail	○	○	○	○
		Printer	○	○	○	○
		Other App.	○	○	○	○

Function			PaperStream Capture	PaperStream Capture Pro	PaperStream Capture Pro Premium	Used with Scanners from Other Companies
		Microsoft OneDrive (*8)	○	○	○	○
		Dropbox (*8)	○	○	○	○
		Google Drive (*8)	○	○	○	○
		Send E-mail (Basic authentication) (*8)	○	○	○	○
		Send E-mail (Exchange Online) (*8)	○	○	○	○
		Fax (Basic authentication) (*8)	○	○	○	○
		Fax (Exchange Online) (*8)	○	○	○	○
		Box (*9)	-	○	○	○
		DocuWare (*10)	-	○	○	○
		Laserfiche (*11)	-	○	○	○
	File format	Bitmap	○	○	○	○
		TIFF	○	○	○	○
		Multi-TIFF	○	○	○	○
		JPEG	○	○	○	○
		JPEG2000	○	○	○	○
		PDF	○	○	○	○
		PDF/A	○	○	○	○
		Searchable PDF	○	○	○	○
		PNG	○	○	○	○

Function			PaperStream Capture	PaperStream Capture Pro	PaperStream Capture Pro Premium	Used with Scanners from Other Companies
		Rich Text	○	○	○	○
		Word	○	○	○	○
		Excel	○	○	○	○
		PowerPoint	○	○	○	○
	Index information file format	Unicode Text	○	○	○	○
		CSV	○	○	○	○
		XML	○	○	○	○
Others	Multi-station function		-	○	○	○
	PaperStream AI (*7)		-	○	○	-
	Exporting/importing an operational environment		○	○	○	○
	Linkage to Imprinter		○	○	○	-
	Importing Files Attached to E-mails (*12)		-	○	○	○

○ Available

— Not available

***1:** For PaperStream Capture Pro, scanners from other companies are also displayed in the scanner selection window.

***2:** Available for PaperStream Capture Pro Premium

***3:** For PaperStream AI, you can register 1,000 non-standard forms (Type: Cloud) and 1,000 standard forms (Type: Local).

***4:** 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.

***5:** Supported languages are Japanese, English, French, German, Italian, and Spanish.

***6:** Handwritten text can be recognized when data is extracted per form.

- Handwritten block characters are recognized.
- Handwritten text recognition is not supported on 32-bit operating systems.
- If you change from PaperStream Capture to PaperStream Capture Pro or PaperStream Capture Pro Premium, you must install PaperStream Capture Pro AI-OCR separately.

***7:** The PaperStream AI license must be purchased separately.

***8:** PaperStream Connector Option must be installed separately.

***9:** PaperStream Capture Pro Box Connector must be installed separately.

***10:**PaperStream Capture Pro DocuWare Connector must be installed separately.

***11:**PaperStream Capture Pro Connector for Laserfiche must be installed separately.

***12:**The add-in for Outlook (classic) must be installed separately.

- **System Requirements**
  - PaperStream Capture

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

● PaperStream Capture Pro/PaperStream Capture Pro Premium

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 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	PaperStream IP (TWAIN)
Software	.NET Framework 4.7.2 or later Microsoft® Internet Information Service 10.0 or later
CPU	Intel® or Intel®-compatible processor
Display resolution (*3)	1,280×800 pixels or higher, 65,536 or more colors
Disk space	10 GB or more (*4)
Language (*5) (*6) (*7) (*8) (*9)	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.
Maximum number of computers connected (recommended)	The recommended maximum number of client computers that are connected for a multi-station operation is 7. (Example: three for scanning, two for performing a QC (quality check), and two for indexing).

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

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

***5:** 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

***6:** 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

***7:**For the following languages, handwritten block characters can be recognized.
However, handwritten text recognition is not supported on 32-bit operating systems.

- Japanese
- English
- German
- French
- Italian
- Spanish

***8:**Handwritten text in the following languages can be recognized with the PaperStream Capture Pro AI-OCR option.

- Japanese
- English
- French
- German
- Italian
- Spanish

***9:**PaperStream AI can recognize the following languages.

- Japanese
- English

Changes from Previous Versions

- **PaperStream Capture 6.2**

Supports periodic automatic import of images from a specified folder

When using PaperStream Capture Pro or PaperStream Capture Pro Premium with a valid PaperStream AI license, you can now monitor a specified folder and periodically import images using File Import and PaperStream IP Import.

➡ Periodically Importing Images from a Specified Folder (page 201)

Allows non-administrator users to import operational environments

Although administrator privileges are required to import an operational environment, it is now possible to import without administrator privileges.

➡ Importing an Operational Environment to a Different Computer (page 222)

Added support for import when the language environments of the source and destination differ

Even if the source and destination language environments differ, environment-dependent settings (such as decimal points and date formats) for jobs created in PaperStream Capture 6.2 or later can be automatically converted to match the destination environment and imported.

➡ [Importer] Window (page 479)

Improved data extraction settings for documents with many pages

For File Import, when recognizing files with multiple pages (10 pages or fewer), recognition accuracy has been improved by recognizing each page in the file individually and then combining the recognition results.

➡ [Data Extraction] Tab (page 321)

In addition, when recognizing multi-page documents, you can now perform data extraction only from the specified page range.

➡ [Data Extraction] Tab (page 321)

Supports configuring output destinations by form type within a single job

During Advanced Setup on PaperStream Capture Pro or PaperStream Capture Pro Premium, you can now set the destination for each form type within a single job.

➡ [Destination] Tab (page 265)

Allows recognized field values to be transformed before output

With PaperStream Capture Pro or PaperStream Capture Pro Premium, you can now transform recognized field values by replacing strings, extracting characters, or adjusting the number of characters before outputting them.

➡ [Add Derived Field] Window/[Edit Derived Field] Window (page 316)

- **PaperStream Capture 6.1**

Added support for cropping scanned images

For PaperStream Capture Pro or PaperStream Capture Pro Premium, you can now crop images in the [QC] window and the [Index] window.

➡ Toolbar (page 449)

➡ [Scan] Tab (page 244)

Added support for JPEG2000 image quality settings

For PaperStream Capture Pro or PaperStream Capture Pro Premium, you can now adjust the image quality settings when JPEG2000 is selected for the file format.

➡ [JPEG2000 options] Window (page 503)

- **PaperStream Capture 6.0**

  PaperStream AI (paid option) has been released

  PaperStream AI has been newly released. PaperStream AI can be used in combination with PaperStream Capture Pro or PaperStream Capture Pro Premium.
  PaperStream AI can now process non-standard forms.
  By using PaperStream AI, you can scan purchase orders, invoices, and receipts whose formats vary depending on the customer or supplier, and PaperStream AI can recognize information such as the customer or supplier name, date, and amount from the scanned images. By enabling the AI to learn in advance, you can improve its recognition accuracy during operation. In addition, layout definitions for standard forms that were previously created manually can now be created automatically.
  PaperStream AI is a paid service that enables PaperStream Capture Pro and PaperStream Capture Pro Premium to work with cloud-based AI. You can use PaperStream AI by purchasing a license.

  ➡ Integrating PaperStream AI (page 25)

  ➡ Evaluating PaperStream AI (page 48)

  Display improvements

  The display related to form registration has been improved in the [Data Extraction] tab and [Separation] tab in the [Configure Jobs] window.
  The display of the [QC] window has been improved. You can now filter the display by field status.

  ➡ [Data Extraction] Tab (page 321)

  ➡ [Separation] Tab (page 384)

  ➡ [QC] Window (page 442)

  Added a setting to split pages after a multifeed

  In PaperStream Capture Pro or PaperStream Capture Pro Premium, a setting to split pages after a multifeed has been added to the separation function that detects multifeeds (such as envelopes).

  ➡ Automatically Separating Images Using Multifeed Detection (Such as with Envelopes) (page 206)

  ➡ [Separation] Tab (page 384)

  Added support for field rule extension programs

  If you want to set field rules other than what you can set in the field rules in the [Define Field] window, you can now load a DLL file for value validation by clicking the [Select the Value Validation DLL] button.

  ➡ [Define Field] Window (page 355)

  Added support for specifying index file header names

  Depending on the settings in the [Index List Options] window, you can specify index file header names in the [Data Extraction] tab.

  ➡ [Index List Options] Window (page 313)

  ➡ [Data Extraction] Tab (page 321)

Added support for importing e-mail attachments

An Outlook add-in is provided.
You can now import image files attached to e-mails using PaperStream AI.

➡ Importing Files Attached to E-mails (page 201)

Added support for copying activated license codes

You can now copy license codes in the[Activation] Tab in the [PaperStream Capture Pro Administrator Tool] Window/[PaperStream Capture Pro Administrator Tool Premium] Window

➡ [Activation] Tab (page 420)

Installing PaperStream Capture

PaperStream Capture can be installed on only one computer. To use a scanner with multiple computers, you must purchase software licenses.

Installing Software from the Setup DVD-ROM

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 42).

1. **Turn on the computer and log onto Windows as a user with administrator privileges.**
2. **Insert the Setup DVD-ROM into the DVD drive.**
   The [fi Series Setup] window appears.

   TIP

   - If the [fi Series Setup] window does not appear, double-click "Setup.exe" in the Setup DVD-ROM via [File Explorer] or [Computer].

3. **Click the scanner model name to be used (if the window for selecting a model name is displayed).**
4. **Click the [Installation (Recommended)] button.**



5. **Install the software by following the instructions displayed in the window.**

   TIP

   - When [Installation (Recommended)] is selected, the following software is installed:
     - PaperStream IP (TWAIN)
     - Network Setup Tool for fi Series
     - Software Operation Panel
     - Error Recovery Guide
     - PaperStream ClickScan

- PaperStream Capture
- Manual
- fi Series Online Update

Note that Network Setup Tool for fi Series is not installed depending on the scanner model.

Downloading the Setup Program and Installing the Software

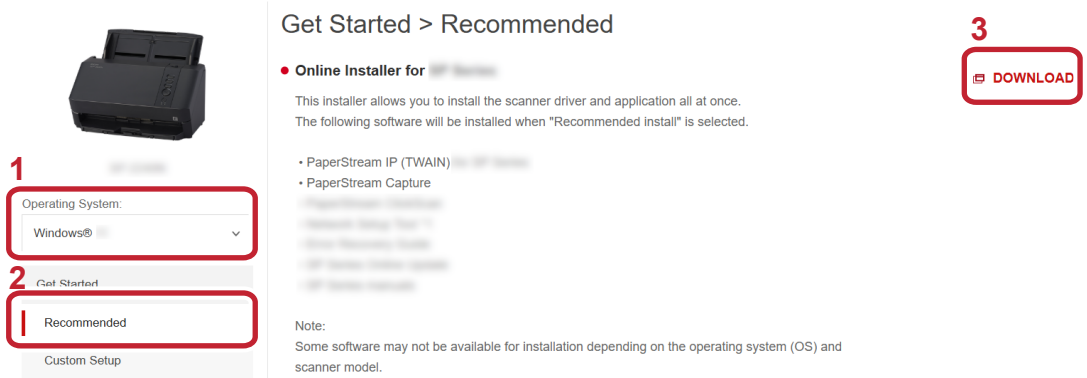
1 Turn on the computer and log onto Windows as a user with administrator privileges.

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].

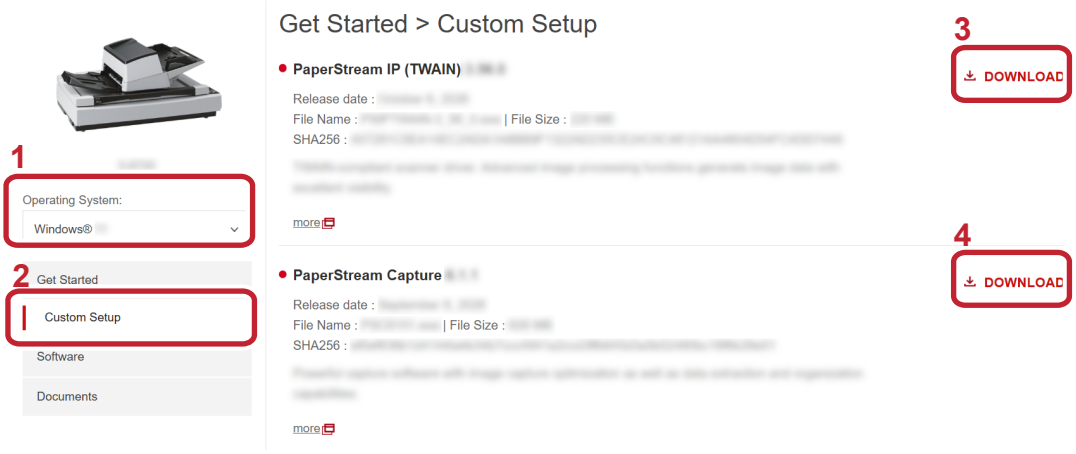


4 Make sure your operating system is selected, then click [DOWNLOAD] under [Get Started] → [Recommended].



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.

Changing the Computer Used to Run PaperStream Capture

If you want to replace the computer and use PaperStream Capture with the same environment settings as on the old computer, you can export the operational environment from the computer that was being used and import it to the new computer.

For details about the operational environment that can be exported/imported, refer to Exporting/Importing an Operational Environment (page 221).

ATTENTION

- 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.

1 Export the operational environment from the computer currently in use.

➡ Exporting an Operational Environment (page 221)

2 Install the PaperStream IP driver and PaperStream Capture on the new computer.

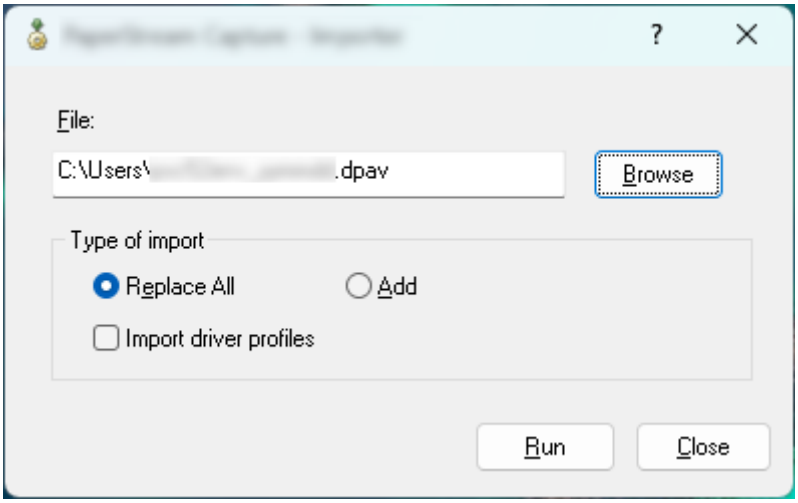
➡ Installing PaperStream Capture (page 41)

3 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].

4 Specify the file to be imported.

Click the [Browse] button and specify the file (.dpav (.cab for the previous format)) that was exported in step 1 or the file (.cab) that was exported with ScandAll PRO.



5 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.
  For details about importing the [Administrator Tool] window settings, refer to Importability of the [Administrator Tool] window settings (page 224).
  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
  - Job group settings
  - [Administrator Tool] window settings
    For details, refer to Importability of the [Administrator Tool] window settings (page 224).

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

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

Importing process completed message is displayed.

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

The operational environment has been imported to the new computer. You can now use PaperStream Capture on the new computer.

8 **Delete the operating environment on the old computer.**

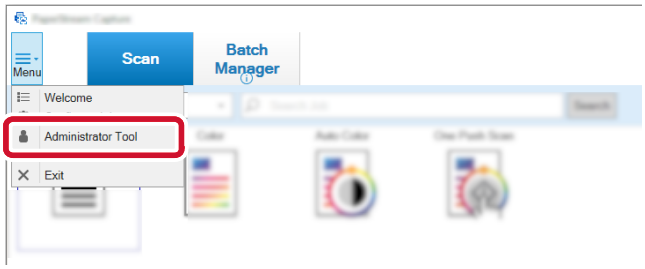
Evaluating PaperStream Capture Pro Premium

PaperStream Capture allows you to experience and evaluate the functions of PaperStream Capture Pro Premium.
The evaluation period is set for 60 days and the maximum number of batches are 200.
You can evaluate PaperStream Capture Pro on a computer only one time.
The evaluation period expires in the following conditions:

- When the maximum number of days for the evaluation period is reached
- When the maximum number of batches is reached
- When the [Deactivate] button is clicked in the [Activation] tab of the administration tool

The procedure to evaluate the functions of PaperStream Capture Pro Premium is as follows:

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



The [General] tab in the [PaperStream Capture Administrator Tool] window appears.

2 Select the [Activation] tab.

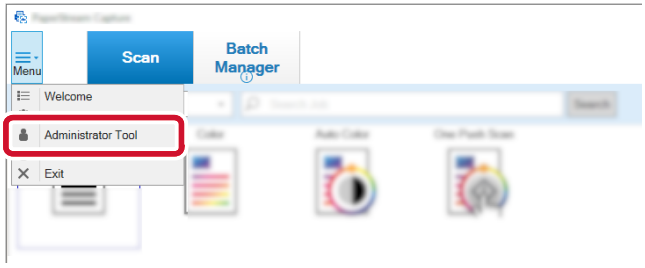
3 Click the [Evaluate] button.

An application form for the evaluation version will appear in your browser.

4 Apply for a license code for evaluation using the application form for the evaluation version.

A license code for evaluation will be sent to you via e-mail.

5 From ☰ in [Menu], select [Administrator Tool].



The [General] tab in the [PaperStream Capture Administrator Tool] window appears.

6 Select the [Activation] tab.

7 Click the [Activate] button.

A window for entering the license code appears.

8 **Enter the license code.**
Refer to the license code that you received in an e-mail.

9 **Click the [Activate] button.**

The license is activated.
When you restart PaperStream Capture, the evaluation of PaperStream Capture Pro Premium starts.
The message that informs you of the number of days left for the evaluation period appears on the icon tray.

If you have changed from PaperStream Capture to PaperStream Capture Pro or PaperStream Capture Pro Premium, you must install PaperStream Capture Pro AI-OCR to recognize handwritten text on forms.

ATTENTION

- If you use PaperStream Capture to edit the job that you created with the functions specific to PaperStream Capture Pro Premium during the evaluation period after the evaluation period expires, the functions specific to PaperStream Capture Pro Premium are disabled.

Evaluating PaperStream AI

PaperStream Capture allows you to experience and evaluate the functions of PaperStream AI.
The evaluation period is 60 days, and the maximum number of pages that can be scanned is 500.
You can evaluate PaperStream AI on a computer only one time.
The evaluation period expires in the following conditions:

- When the maximum number of days for the evaluation period is reached
- When you reach the maximum number of pages that can be scanned
- When you purchase PaperStream Capture Pro or PaperStream Capture Pro Premium and PaperStream AI at the same time and click the [Deactivate] button in the [Activation] tab of the administration tool
- When you link an activated PaperStream Capture Pro or PaperStream Capture Pro Premium license with a PaperStream AI license.

1 **In the PaperStream Capture main window, click** 

or



.

An application form for the evaluation version will appear in your browser.

2 **Fill out the application form and submit it.**

Follow the on-screen instructions.

ATTENTION

- If you use PaperStream Capture to edit the job that you created with the functions specific to PaperStream Capture Pro Premium and PaperStream AI during the evaluation period after the evaluation period expires, the functions specific to PaperStream Capture Pro Premium are disabled.

Installing PaperStream Capture Pro or PaperStream Capture Pro Premium

PaperStream Capture Pro and PaperStream Capture Pro Premium will become available in either of the following ways.

- Downloading the setup program and installing the software

  ➡ Downloading the Setup Program and Installing the Software (page 49)

- Using PaperStream Capture to activate the license of PaperStream Capture Pro or PaperStream Capture Pro Premium

  ➡ Activating PaperStream Capture Pro/PaperStream Capture Pro Premium for Use (page 50)

Downloading the Setup Program and Installing the Software

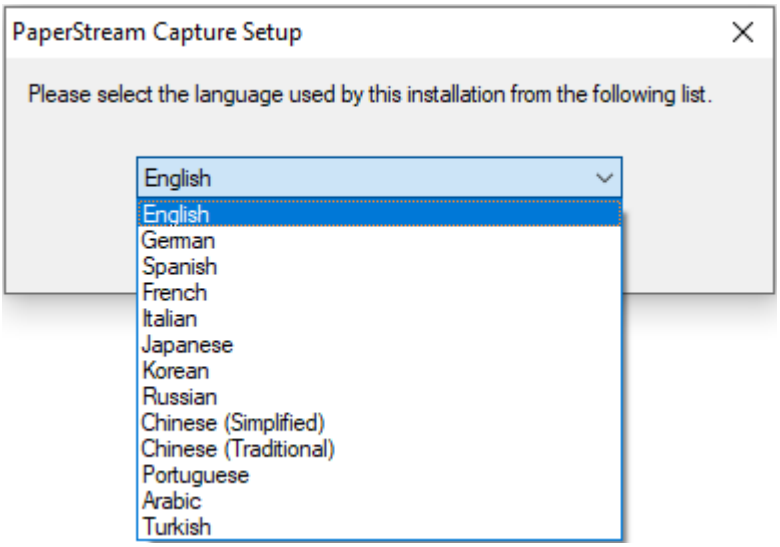
As an example, this section explains the case of PaperStream Capture Pro.

1 Download the setup program from the website you were informed of via e-mail.

2 Double-click the downloaded installer.

The administrator privilege is required for installation. If the [User Account Control] window appears, enter the administrator password.

3 Select a language to use from the drop-down list.



A window that shows the license agreement appears.
If .NET Framework 4.7.2 or later has not been installed, .NET Framework 4.7.2 will be installed before PaperStream Capture Pro.
After it is installed, installing PaperStream Capture Pro resumes and a window that shows the license agreement appears.

4 Read the terms in [End-User License Agreement] and select the [I accept the terms in the License Agreement] check box if you accept the terms.

5 Select an operation method of PaperStream Capture Pro.

The following items can be selected:

- Single station operation. No storage server used.
- Multi-station operation. This is the storage server.
- Multi-station operation. Storage server address below.

6 **Clear the following check boxes if needed.**
These check boxes are selected by default.

- Place PaperStream Capture shortcut on the desktop
- Display sample jobs
- Show Welcome on startup

7 **Check the installation folder in [Folder name].**
To change the installation folder, click the [Change] button and change the installation folder.

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

9 **When the message "PaperStream Capture Pro Installation is Complete" is displayed, click the [Finish] button.**

Components that are required for the storage server are enabled and the storage service is registered.
The PaperStream IP (TWAIN) driver is also installed.
A window appears, indicating that the computer has become available as the storage server and the PaperStream IP (TWAIN) driver has been installed.

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

Installation of PaperStream Capture Pro is complete.

Activating PaperStream Capture Pro/PaperStream Capture Pro Premium for Use

This section explains how to activate and deactivate the license of PaperStream Capture Pro or PaperStream Capture Pro Premium.
As an example, this section explains the case of PaperStream Capture Pro.

Activating the License in the Online Environment

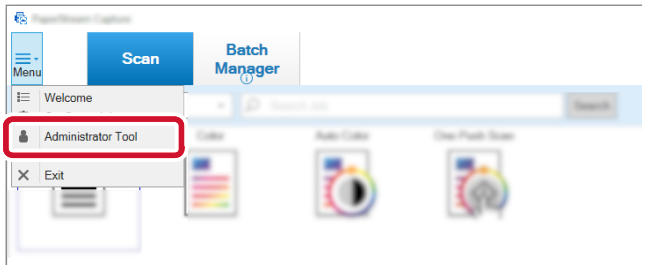
The procedure to activate the license for the computer in the (online) environment in which Internet access is allowed is as follows:

1 **Turn on and log in to the computer as a user with the administrator privilege for the computer.**

2 **Double-click  on the desktop to start PaperStream Capture.**

If PaperStream Capture Pro or PaperStream Capture Pro Premium is downloaded and installed, a window for entering a license code appears when PaperStream Capture is started for the first time.
Go to step 6.

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



The [General] tab in the [PaperStream Capture Administrator Tool] window appears.

4 Select the [Activation] tab.

5 Click the [Activate] button.

A window for entering the license code appears.

6 Enter the license code.

Refer to the license code that you received in an e-mail.

7 Click the [Activate] button.

The license is activated.

The notification that activation is completed appears on the icon tray.

Activating the License in the Offline Environment

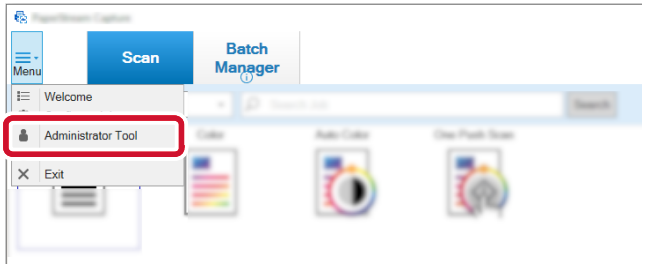
The procedure to activate the license for the computer in the (offline) environment in which Internet access is not allowed by using the computer in the (online) environment in which Internet access is allowed is as follows:

1 On the computer in an offline environment, double-click on the desktop to start up PaperStream Capture.

If PaperStream Capture Pro or PaperStream Capture Pro Premium is downloaded and installed, a window for entering a license code appears when PaperStream Capture Pro is started for the first time.

Start PaperStream Capture without entering a license code.

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



The [PaperStream Capture Administrator Tool] window appears.

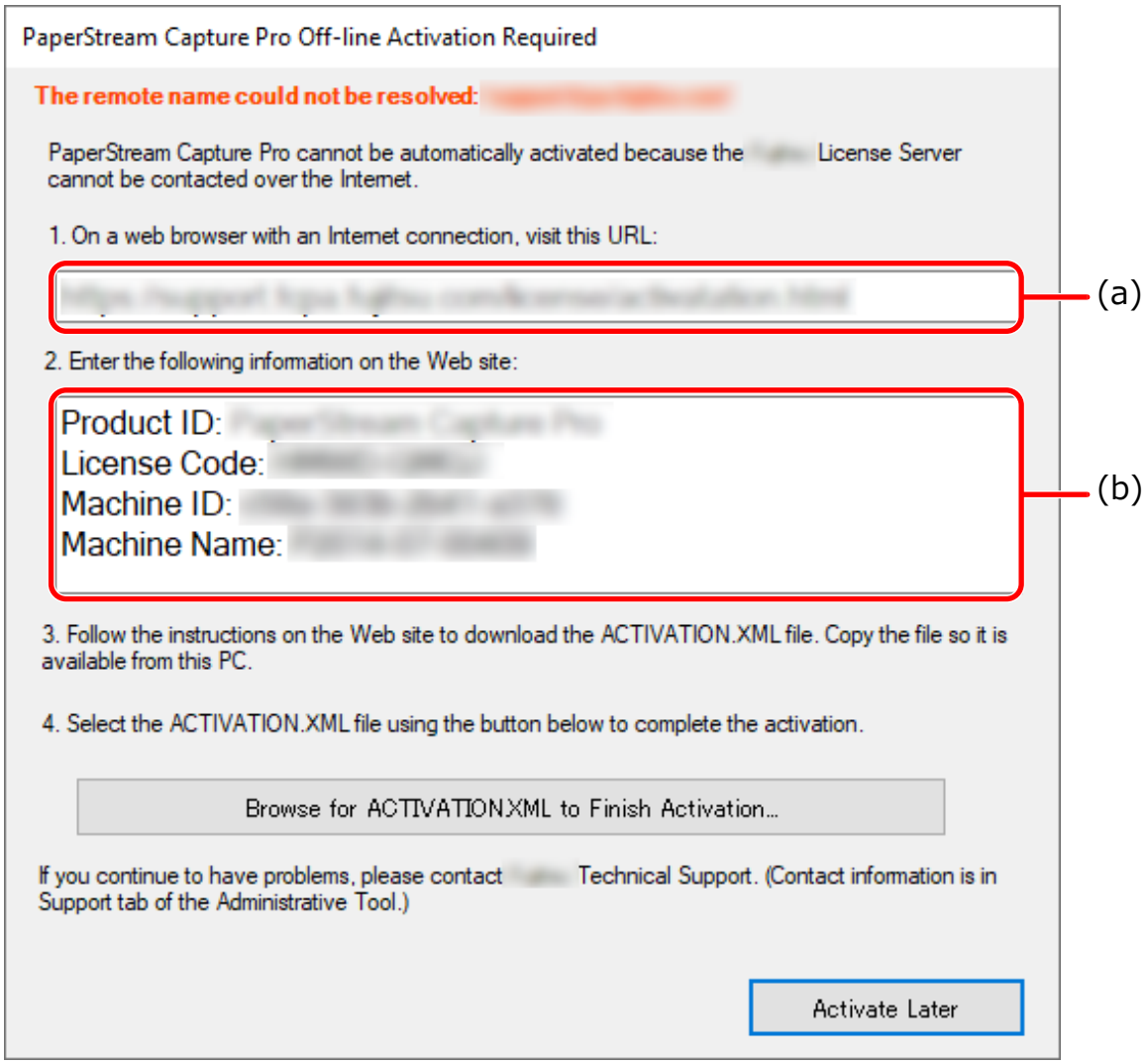
3 **Select the [Activation] tab.**

4 **Click the [Activate] button in [License Management].**

The [PaperStream Pro License Activation] windows appears.

5 **Enter the license code in [License Code] and click the [Activate] button.**

The following window appears:



6 **Write down the contents indicated with letters (a) and (b).**

7 **On the computer that is in an online environment, access the website indicated with the letter (a) that you wrote down in step 6.**

8 **Enter the content indicated with the letter (b) that you wrote down in step 6.**

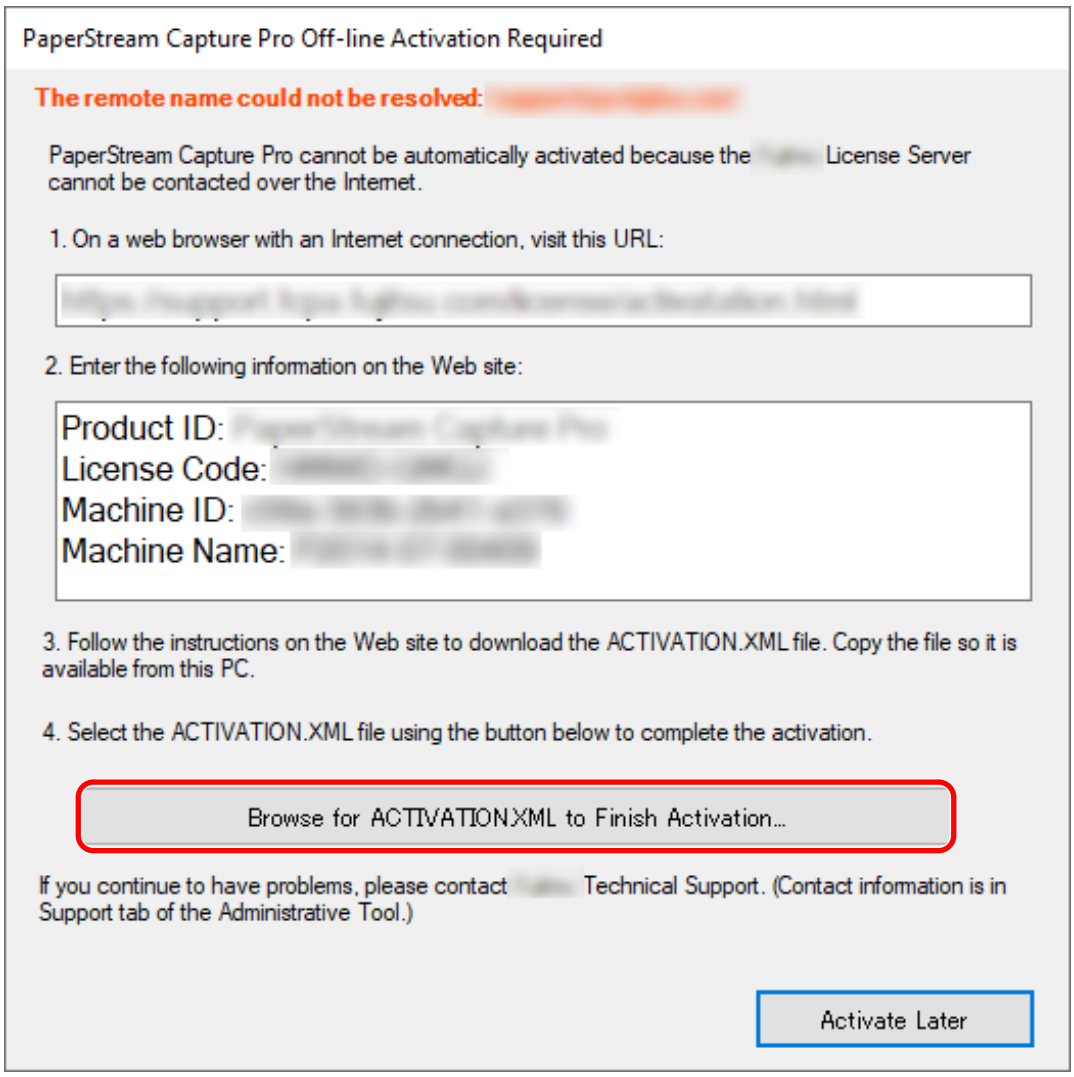
9 **Click the [Activate] button.**

10 **Click the [Download Activation.XML file] button.**

11 **Save ACTIVATION.XML file in a save destination of your choice.**

12 **Move ACTIVATION.XML file to a folder of your choice on the computer that is in the offline environment.**

13 **In the following window, click the [Browse for ACTIVATION.XML to Finish Activation] button and select ACTIVATION.XML file.**



The license is activated.

The notification that activation is completed appears on the icon tray.

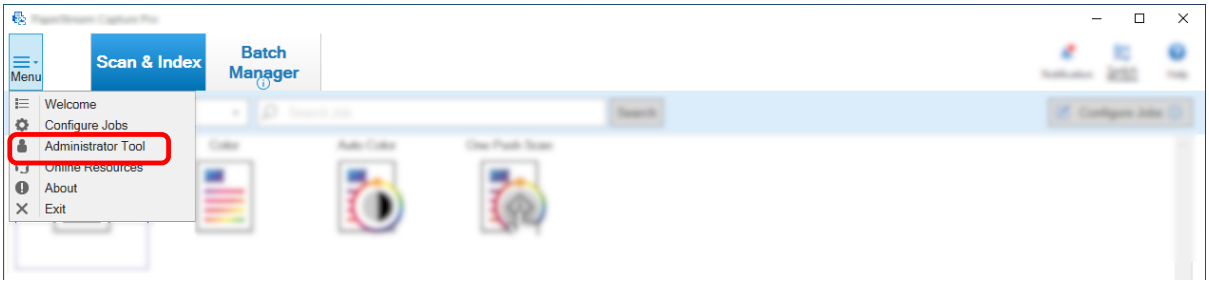
Deactivating the License in the Online Environment

The procedure to deactivate the license for the computer in the (online) environment in which Internet access is allowed is as follows:

1 **Turn on and log in to the computer as a user with the administrator privilege for the computer.**

2 **Double-click**  **on the desktop to start PaperStream Capture.**

3 **From ☰ in [Menu], select [Administrator Tool].**



The [PaperStream Capture Pro Administrator Tool] window appears.

4 **Select the [Activation] tab.**

5 **Click [Deactivate].**

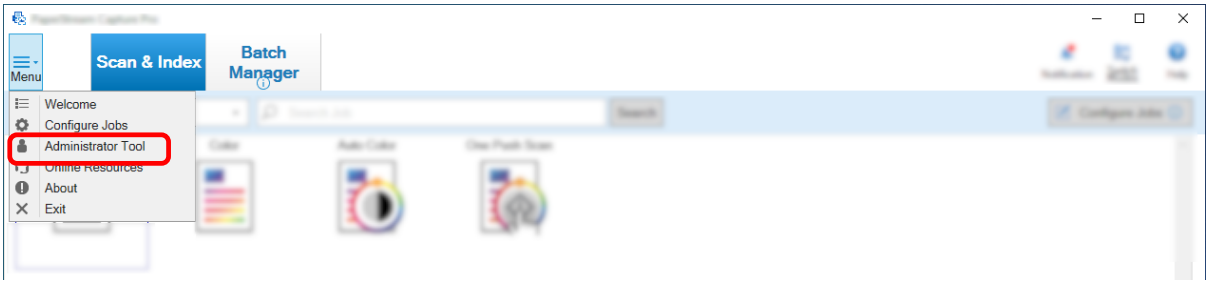
The license is deactivated.
The notification that deactivation is completed appears on the icon tray.

Deactivating the License in the Offline Environment

The procedure to deactivate the license for the computer in the (offline) environment in which Internet access is not allowed by using the computer in the (online) environment in which Internet access is allowed is as follows:

1 **On the computer in an offline environment, double-click on the desktop to start up PaperStream Capture.**

2 **From ☰ in [Menu], select [Administrator Tool].**

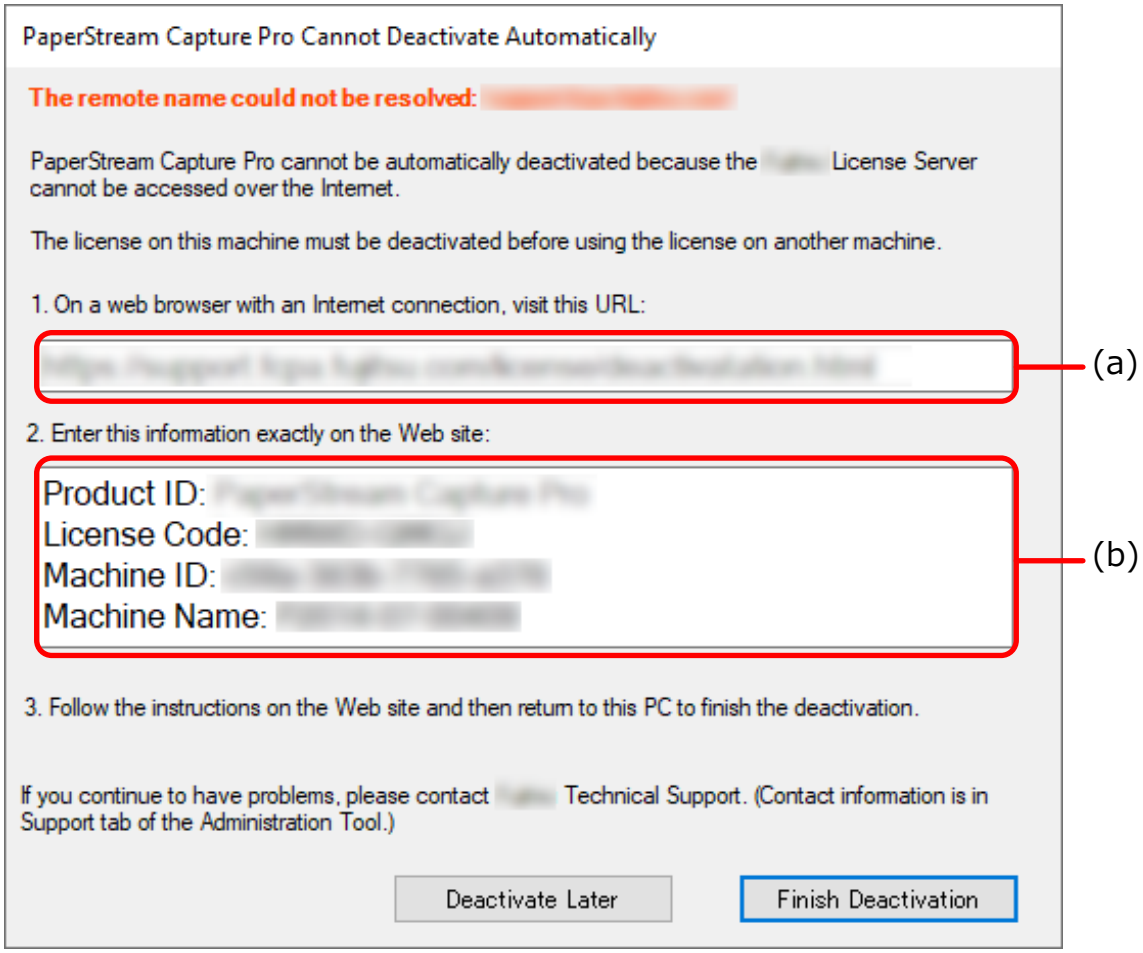


The [PaperStream Capture Pro Administrator Tool] window appears.

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

4 **Click [Deactivate] in [License Management].**

The following window appears:



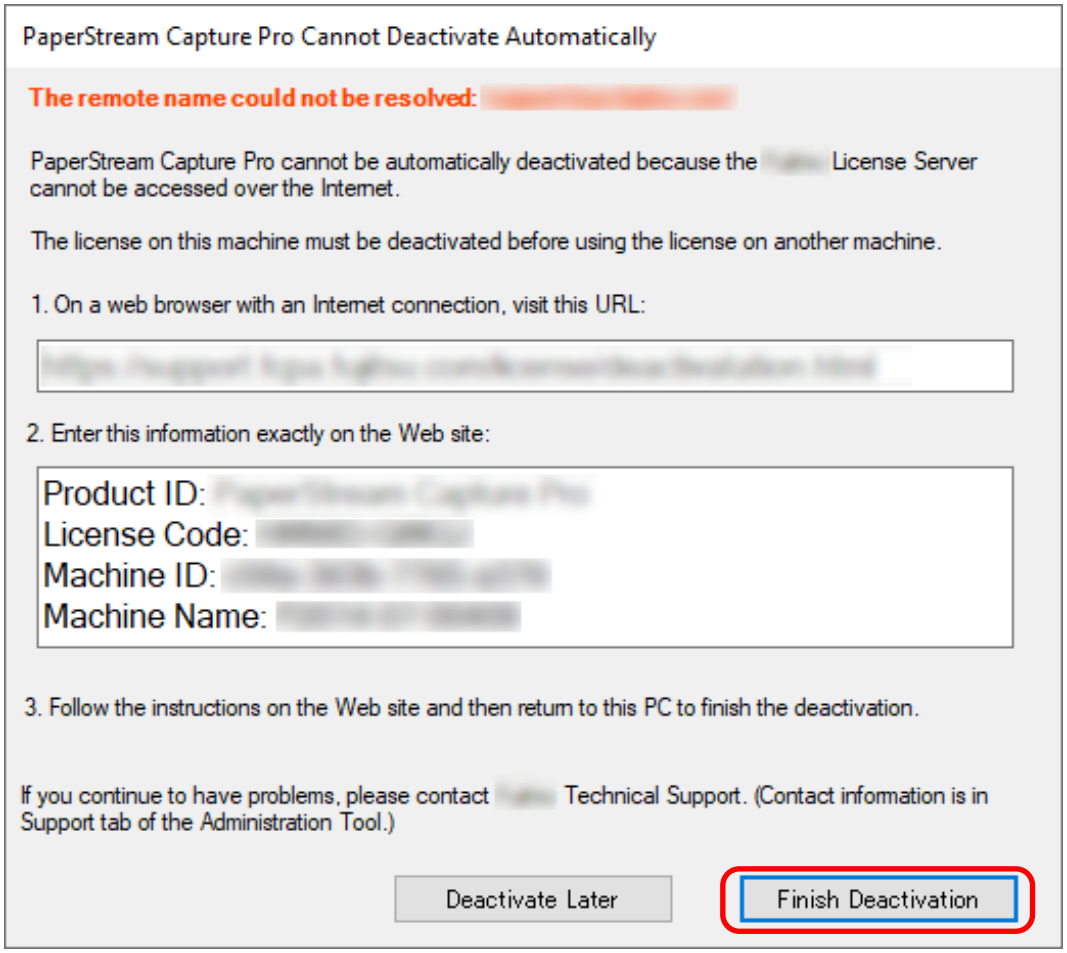
5 **Write down the contents indicated with letters (a) and (b).**

6 **On the computer that is in an online environment, access the website indicated with the letter (a) that you wrote down in step 5.**

7 **Enter the content indicated with the letter (b) that you wrote down in step 5.**

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

9 On the computer in the offline environment, click the [Finish Deactivation] button in the following window:



The license is deactivated.

The notification that deactivation is completed appears on the icon tray.

Installing PaperStream Capture Pro AI-OCR Option

If you have changed from PaperStream Capture to PaperStream Capture Pro or PaperStream Capture Pro Premium, you must install PaperStream Capture Pro AI-OCR Option to recognize handwritten text on forms. When PaperStream Capture Pro AI-OCR Option needs to be installed, the [Notification] button icon will change to  to notify you. Click the [Notification] button and follow the messages on the [Notification] window to install PaperStream Capture Pro AI-OCR Option.

Before Using PaperStream AI

PaperStream AI can be used with PaperStream Capture Pro or PaperStream Capture Pro Premium.
Enable PaperStream AI for PaperStream Capture Pro or PaperStream Capture Pro Premium.

When PaperStream AI becomes available,  ([PaperStream AI] job) appears on the main window of PaperStream Capture. If the job does not appear, restart PaperStream Capture.
Depending on when you purchase a PaperStream AI license, the following applies:

- **If you purchase a PaperStream Capture Pro or PaperStream Capture Pro Premium license and a PaperStream AI license at the same time**

  PaperStream AI is enabled at the same time as PaperStream Capture Pro or PaperStream Capture Pro Premium is activated.

  ➔ Activating PaperStream Capture Pro/PaperStream Capture Pro Premium for Use (page 50)

- **If you purchase a PaperStream AI license after activating PaperStream Capture Pro or PaperStream Capture Pro Premium**

  You need to link your activated PaperStream Capture Pro or PaperStream Capture Pro Premium license with your PaperStream AI license.
  Follow the instructions in the e-mail sent to you when you purchase a PaperStream AI license to link the licenses. PaperStream AI will be enabled after the licenses are linked.

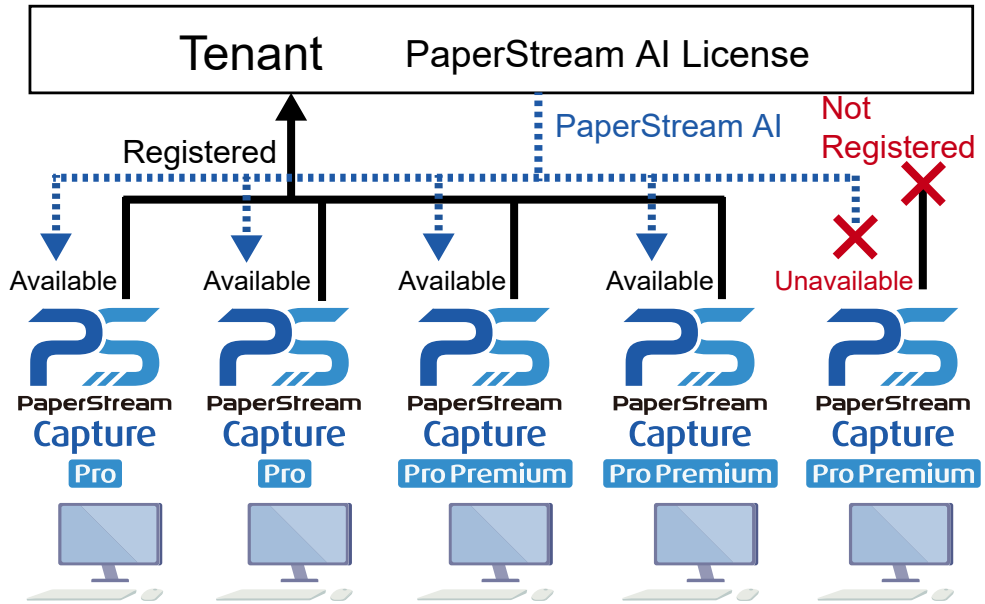
See also

Scanning Documents Using PaperStream AI (Batch Scan Mode) (page 68)

PaperStream AI License

PaperStream AI licenses are purchased in bulk on a per-tenant basis. PaperStream Capture Pro andPaperStream Capture Pro Premium licenses are purchased individually.

➡ What is a tenant?



The license has an expiration date and a limit on the number of pages that can be scanned using PaperStream AI.

- **To Extend the Expiration Date**

  You can extend the expiration date of your license by renewing it. If your license is still valid when you complete the renewal process, the next license period will begin after the current license expires.
  When you renew your license next time, any unused remaining pages that can be scanned will not be carried over.
  Your license expiration date can be checked on the dashboard.
  The information page on how to renew your license can also be accessed by clicking [Add/Update license] under [Support info] in the [Home] window. Log in to the dashboard with an administrator account.

  ➡ Checking Usage Status in the Dashboard (page 219)

- **To Increase the Number of Pages That Can Be Scanned**

  You can purchase an additional license to increase the maximum number of pages that can be scanned using PaperStream AI. However, note that any unused remaining pages that can be scanned will not be carried over at the next license renewal, so consider this when purchasing an additional license.
  The number of scannable pages can be checked on the dashboard.
  The information page on how to purchase an additional license can also be accessed by clicking [Add/Update license] under [Support info] in the [Home] window. Log in to the dashboard with an administrator account.

  ➡ Checking Usage Status in the Dashboard (page 219)

- **If the PaperStream AI License Expires**

  If the PaperStream AI license expires, PaperStream AI can no longer be used.

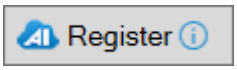
- Jobs that use PaperStream AI will result in an error. Those jobs can be used again when the PaperStream AI license becomes valid again.
- The number of scannable pages is set to 0. The number of scannable pages does not carry over from one license period to the next.

See also

Conditions under which scans are counted as PaperStream AI scans (page 59)

Conditions under which scans are counted as PaperStream AI scans

If you scan under the following conditions, the number of pages scanned will be counted as PaperStream AI scans.

- When you scan using  ([PaperStream AI] job) displayed on the main window
- When you scan using a job with displayed
- When you perform a test scan using a job with displayed
- When you perform the following operations on documents that are scanned using  or a job with displayed
  - Rotating an image
  - Scanning a replacement image
  - Changing the form type
  - Retrying or performing form identification again
- When you scan after selecting [Form] for [Applied to] in the [Data Extraction] tab and clicking 

- If the [Extract specified pages from the document] check box on the [Data Extraction] tab is selected and you scan documents with a job that does not use form sorting or the handwriting-searchable functions, the specified number of pages will be counted as PaperStream AI scans.

What Is a Job That Uses PaperStream AI?

For a job that uses PaperStream AI, is displayed on the job icon.

A job that uses PaperStream AI is a job in which a type [Cloud] form is selected in the [Form List] displayed as described below.

- When [Form] is selected for [Applied to] in the [Data Extraction] tab
- When [Specific Form] is selected for [Detect Doc Separator] in the [Separation] tab
- When [Specific Form] is selected for [Detect Batch Separator] in the [Separation] tab

 that appears in the main window cannot be cloned or deleted. The content that can be edited is also limited. If you want to change a grayed-out item that cannot be edited, create a new job.

➡ Creating a Job (Scan Settings) That Uses PaperStream AI and Performing a Scan (Batch Scan Mode) (page 69)

Preparing for Scanning

Setting Up the Preferences

This section describes the procedure to configure preferences for an operational environment such as the scanner driver settings and a scanning method as needed.

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

2. **From  in [Menu], select [Administrator Tool].**
   When a password is set, enter the password in the window that prompts for the password.

3. **In the displayed [General] Tab (page 408), you can set the following items:**
   - Logo Image
   - Sample Job
   - Thumbnail Image Quality
   - Job Thumbnail Size
   - Password Lock
   - Driver Type
   - Automatic Refresh Interval for Batch Manager
   - Switch Modes
   - Work folder
   - Notification setting for recommended operations

4. **In the [Usability] Tab (page 415), you can set the following items:**
   - Events
   - Click Mode
   - Hot key operation mode
   - Hot key to cancel scanning
   - Shortcut key to separate manually
   - Shortcut Settings

5. **In the [Output] Tab (page 417), you can set the following items:**
   - File Format
   - Output settings for Word/Excel/PowerPoint files

   Proceed to the next step.
   - For PaperStream Capture, proceed to step 8.
   - For PaperStream Capture Pro or PaperStream Capture Pro Premium, proceed to step 6.

6 **In the [Activation] Tab (page 420), manage the licenses as needed.**

7 **Configure process settings in the [Station] Tab (page 421).**

8 **Set an event log in the [Support] Tab (page 425).**

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

The settings are saved.

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

Closes the [PaperStream Capture Administrator Tool] window/[PaperStream Capture Pro Administrator Tool] window/[PaperStream Capture Pro Premium Administrator Tool] window.

Configuring the Settings for a Multi-Station Operation

This section explains the procedure to configure the settings for a multi-station operation in PaperStream Capture Pro or PaperStream Capture Pro Premium.

➡ Features of the Multi-Station Operation (page 23)

Setting a Storage Server in a Multi-Station Operation

A multi-station operation enables you to allocate tasks to stations.
Use a storage server to manage jobs and batches including scanned images.

1 **Activate the license of PaperStream Capture Pro or PaperStream Capture Pro Premium.**

➡ Activating PaperStream Capture Pro/PaperStream Capture Pro Premium for Use (page 50)

2 **Start the "Administrator Tool".**

When using PaperStream Capture, exit PaperStream Capture and then start the "Administrator Tool".

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

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

4 **Select [Multi-station operation. This is the storage server.] in [Storage Server].**

5 **If you want to change the save destination of a configuration file such as a job, change the path that is specified in [Storage Folder].**

ATTENTION

- If you change the folder where jobs are to be saved, the existing jobs saved in the previous folder cannot be used.
  If you want to continue to use the jobs, export the operational environment before changing the folder, and then import the operational environment after changing the folder.

➡ Exporting/Importing an Operational Environment (page 221)

6 Click the [Save] button.

The settings for the computer that is used as a storage server in a multi-station operation are saved.

Setting a Station in a Multi-Station Operation

A multi-station operation enables you to allocate tasks to stations.
Allocated tasks are performed on each station.

1 Activate the license of PaperStream Capture Pro or PaperStream Capture Pro Premium.

➡ Activating PaperStream Capture Pro/PaperStream Capture Pro Premium for Use (page 50)

2 Start the "Administrator Tool".

When using PaperStream Capture, exit PaperStream Capture and then start the "Administrator Tool".

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

3 Select the [Station] tab.

4 Click the process to assign in [Process Settings].

5 Select the [Show next batch automatically] check box if needed.

If this check box is selected, after the assigned process is performed for a batch, the next batch is shown automatically.

6 Select [Multi-station operation. Storage server address below.] in [Storage Server].

7 Enter the address of the storage server in [Server Address].

8 To check the connection with the storage server, click the [Test] button.

In the settings for the computer on the storage server, if the [Close] button is displayed to the right of [Storage firewall] in the [Station] tab, you can check the connection.

9 Click the [Save] button.

The settings for the computer that is used as a station in a multi-station operation are saved.

Basic Scanning Operations

This section explains the scanning operation flow in Batch Scan mode and Simple Scan mode. Examples of how to use the modes are described below. Use these examples as a guide for choosing between Batch Scan mode and Simple Scan mode.

Purpose	Product	Mode
Scanning documents with the same settings every time by using jobs in which advanced scan settings such as file names and destinations are specified	PaperStream Capture PaperStream Capture Pro PaperStream Capture Pro Premium	Batch Scan mode
Using the recognition result of a barcode or a Zonal OCR (extracting text data within a specified range)	PaperStream Capture PaperStream Capture Pro PaperStream Capture Pro Premium	Batch Scan mode
Scanning passports or ID cards (TD1 or TD2 cards) so that information can be recognized during a scan	PaperStream Capture PaperStream Capture Pro PaperStream Capture Pro Premium	Batch Scan mode
Specifying file/folder names using the recognized information	PaperStream Capture PaperStream Capture Pro PaperStream Capture Pro Premium	Batch Scan mode
Automatically sorting and saving files by form type	PaperStream Capture PaperStream Capture Pro PaperStream Capture Pro Premium	Batch Scan mode
Outputting a scanned image with a part of the image hidden	PaperStream Capture PaperStream Capture Pro PaperStream Capture Pro Premium	Batch Scan mode
Scanning together with the imprinter	PaperStream Capture PaperStream Capture Pro PaperStream Capture Pro Premium	Batch Scan mode Simple Scan mode
Scanning documents according to the detailed scan settings by simply pressing the button on the scanner	PaperStream Capture PaperStream Capture Pro PaperStream Capture Pro Premium	Batch Scan mode
Using the recognition results of handwritten text or marks on a form	PaperStream Capture Pro	Batch Scan mode

Purpose	Product	Mode
	PaperStream Capture Pro Premium	
Outputting a scanned image with a part of the image hidden	PaperStream Capture Pro PaperStream Capture Pro Premium	Batch Scan mode
Sharing tasks such as scanning documents, checking scanned images, and checking indexes among multiple users in a multi-station operation	PaperStream Capture Pro PaperStream Capture Pro Premium	Batch Scan mode
Using advanced data extraction settings such as database linkage and JSON parsing for barcodes	PaperStream Capture Pro PaperStream Capture Pro Premium	Batch Scan mode
Correcting the image quality after scanning documents, making it unnecessary to scan documents again	PaperStream Capture Pro PaperStream Capture Pro Premium	Batch Scan mode
Easily switching between scanners that are used for scanning	PaperStream Capture	Simple Scan mode
Dividing a multipage document without configuring a job	PaperStream Capture	Simple Scan mode
Specifying file/folder names using each counter value without configuring a job	PaperStream Capture	Simple Scan mode

Operation Flow for Batch Scan Mode

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

2 **Register the settings for scanning and saving as a job.**

➡ Configuring the Scan Settings (Job) (Batch Scan Mode) (page 76)

3 **Scan documents.**

➡ Scanning Documents (Batch Scan Mode) (page 98)

➡ Scanning Documents Using PaperStream AI (Batch Scan Mode) (page 68)

4 **Check and edit the scanned images.**

If necessary, you can edit the extracted data, or suspend the checking process and save the scanned images temporarily.

If extracted data is set in the images of the documents that you scanned with PaperStream Capture Pro or PaperStream Capture Pro Premium, the [Scan & Index] window or the [Index] window in which you can edit extracted data, suspend the checking process, and save the scanned images temporarily appears.

➡ Checking and Editing Scanned Images (Batch Scan Mode) (page 99)

5 Click the [Complete Batch] button to save the scanned images.

TIP

- PaperStream Capture can also be started by specifying the full path "PFU.PaperStream.Capture.exe" in the command prompt.
  The file path for the default installation of PaperStream Capture is as follows:
  C:\Program Files\fiScanner\PaperStream Capture\PFU.PaperStream.Capture.exe
  (For 64-bit operating systems, C:\Program Files (x86)\fiScanner\PaperStream Capture\PFU.PaperStream.Capture.exe)
  The parameters that can be specified are as follows:

Parameter	Description
/DocType: job name	The specified job is used for scanning. If this parameter is specified several times, the first one becomes effective.
/BatchFolder: batch folder name	Use this with the /DocType: parameter. This creates a batch folder under the destination for outputting or linking files which is set in the job specified in the /DocType: parameter without displaying the window to specify the batch folder name, and files are output to the folder. You can enter up to 32 characters for a batch folder name. If this parameter is specified several times, the last one becomes effective. Note that this parameter is ignored if the use of a batch folder is not set in the job that is specified with the /DocType: parameter.
/Exit	When this is used with the /DocType: parameter, the application ends after scanning is complete.
/NOERR	This suppresses the display of an error message (message code ending with the letter "E") or a warning message (message code ending with "W") even when an error occurs during a scan. Use this to avoid entering a state that requires the user's operation to continue during a scan.
/NOWARNING	This suppresses the display of a warning message (message code ending with "W").

  However, for the computer for which a process other than "Scan & Index" or "Scan" is specified in the [Station] tab on PaperStream Capture Pro or PaperStream Capture Pro Premium, the parameters other than "/NOERR" or "/NOWARNING" are ignored even if they are specified.

Operation Flow for Simple Scan Mode

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

2 **Configure the settings such as the save destination for files and scan settings.**

➡ Configuring the Settings for Simple Scan Mode (page 110)

3 **Scan documents and save them.**

➡ Scanning a Document and Saving It (Simple Scan Mode) (page 111)

4 **Check or edit the scanned images, if needed.**

➡ Checking and Editing Scanned Images (Simple Scan Mode) (page 112)

5 **Name and save the images that are checked and edited.**

➡ Saving the Images That Are Checked and Edited (Simple Scan Mode) (page 118)

Scanning Documents Using PaperStream AI (Batch Scan Mode)

This section describes how to scan documents (non-standard form) using PaperStream AI in the PaperStream Capture window.

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

2. **In the PaperStream Capture main window, click  ([PaperStream AI] job).**
   Scanning documents starts.
   The window for checking/editing images appears when scanning is complete.

3. **Check the scanned images.**

   a. **Check the form type displayed at the top of each thumbnail.**
   If it is incorrect, select the correct form type from the pull-down menu. The form is reloaded using the selected form type.

   b. **Check the OCR results that are displayed in the field panel. After checking the OCR results, click [Unconfirmed], [Caution], or [Warning] at the top of the field panel to narrow down the results displayed in the field panel.**

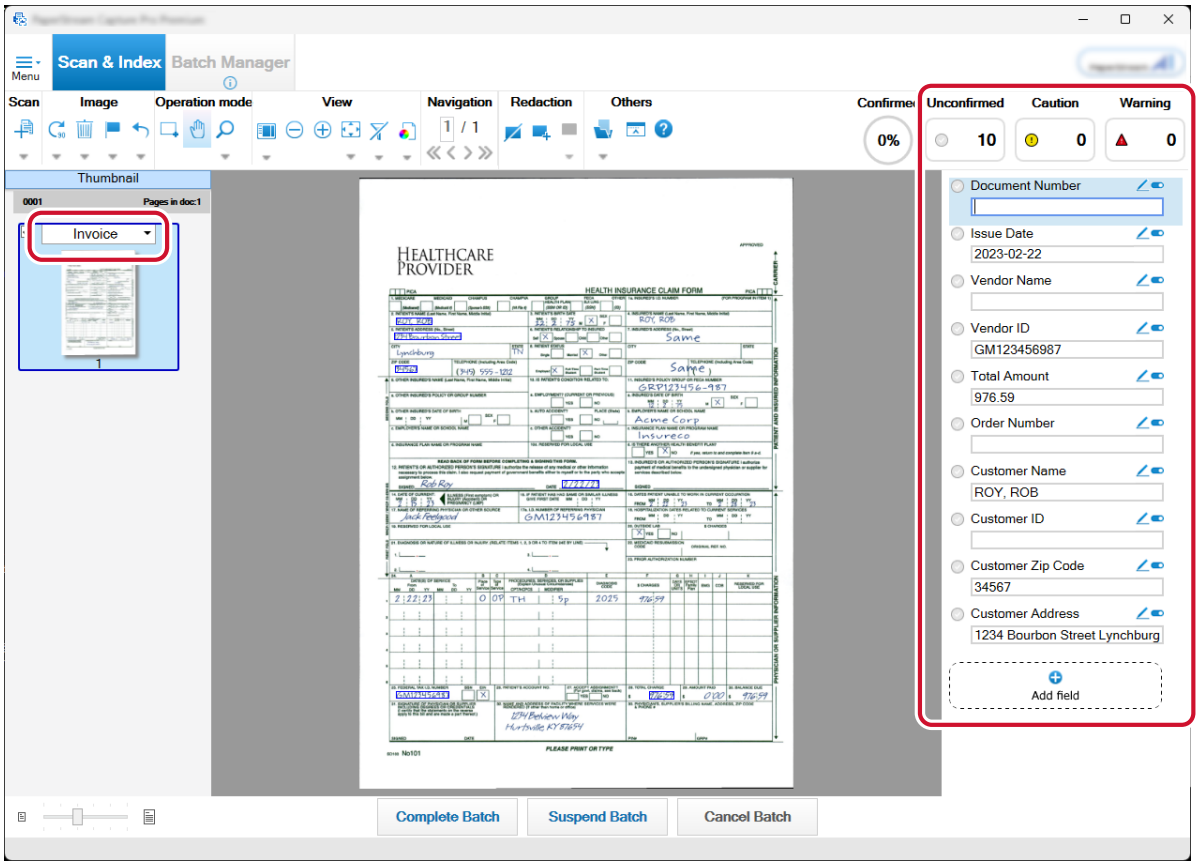
   Click the icon next to a field name to switch it to the .

   [Warning] indicates that text could not be extracted for the field. Enter the correct text. If  is displayed, you cannot proceed to the next step.
   [Caution] indicates that text was extracted, but it may be incorrect. Check the extraction result and enter the correct text. If the content is correct, leave it as is. Even if  is displayed, you can proceed to the next step.

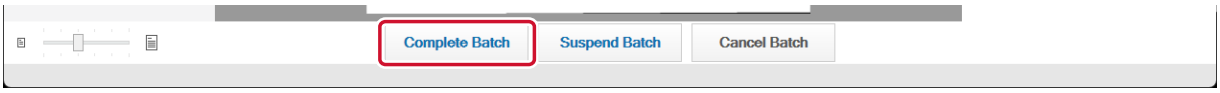
   [Unconfirmed] indicates that the text was extracted. Check the extraction result. Even if  is displayed, you can proceed to the next step.

   c. **If you want to add a field, click the [Add] button and specify the field name and area. In the [Operation mode] section on the toolbar, click [Draw Zone] to load the content for the added field.**

Note that you cannot delete a field. If you do not want to output specific field information when exporting the index information to a file, switch  next to the field to .



4 Click the [Complete Batch] button.



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

See also

Conditions under which scans are counted as PaperStream AI scans (page 59)

Checking Usage Status in the Dashboard (page 219)

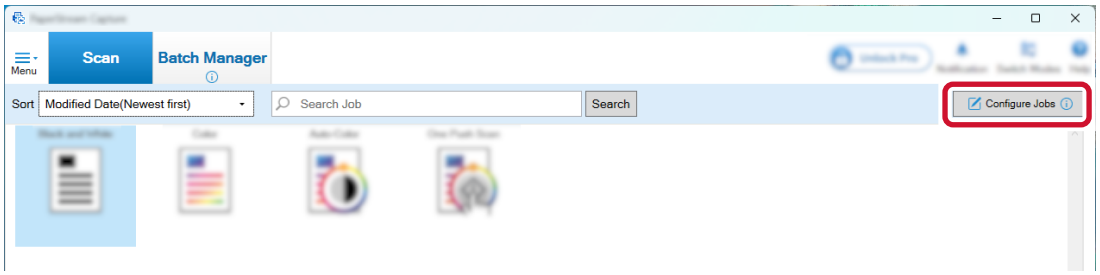
Creating a Job (Scan Settings) That Uses PaperStream AI and Performing a Scan (Batch Scan Mode)

This section describes the procedure for creating a job using PaperStream AI in the advanced setup and scanning documents.

As an example, this section describes the procedure for creating a job that saves receipts to a folder.
In addition, scanned files are split each time the non-standard form type "Receipt" is detected.

1 **Make sure the scanner is turned on.**

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

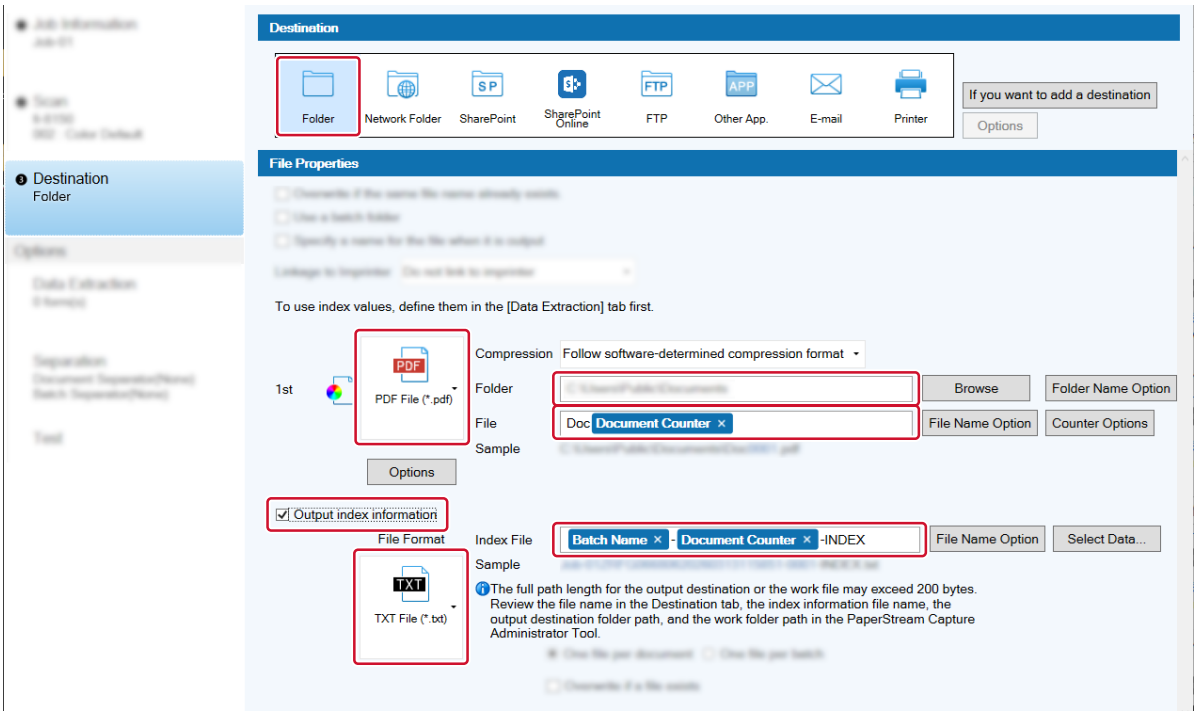


3 **Click the [Advanced Setup] button.**

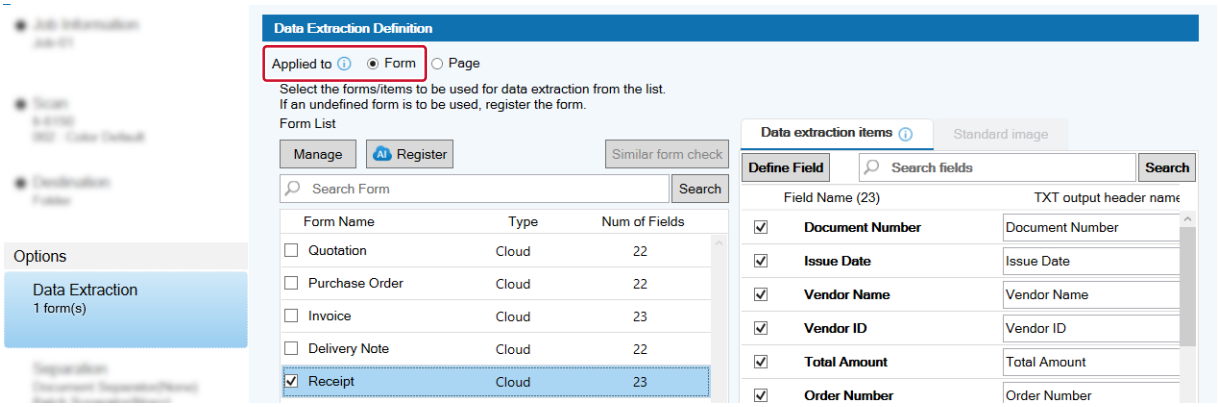
4 **Specify a job name and job icon in [Job Information] under the [Job Information] tab.**

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].**

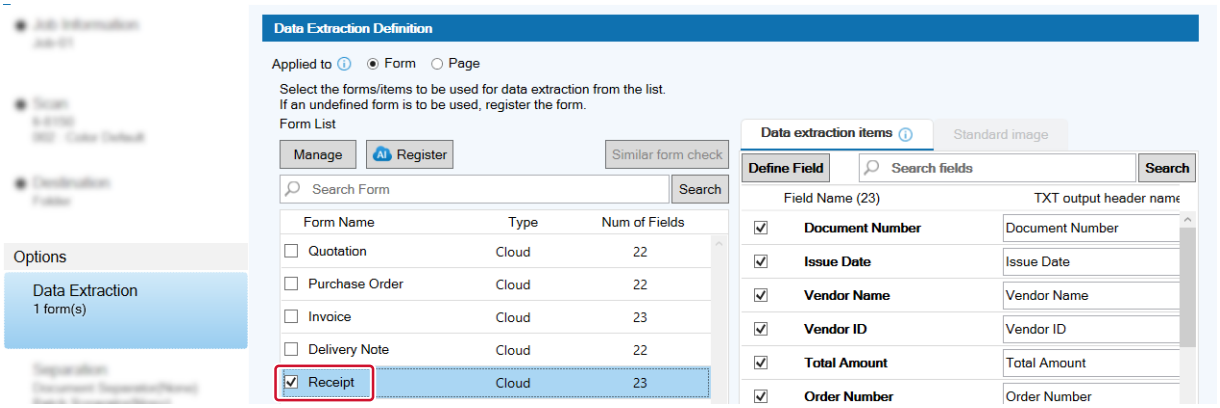
6 **In the [Destination] tab, set the output destination type.**



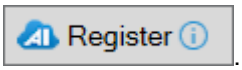
7 **Select [Form] fro [Applied to] in the [Data Extraction] tab.**



8 **Select the check box for "Receipt" in the form list.**



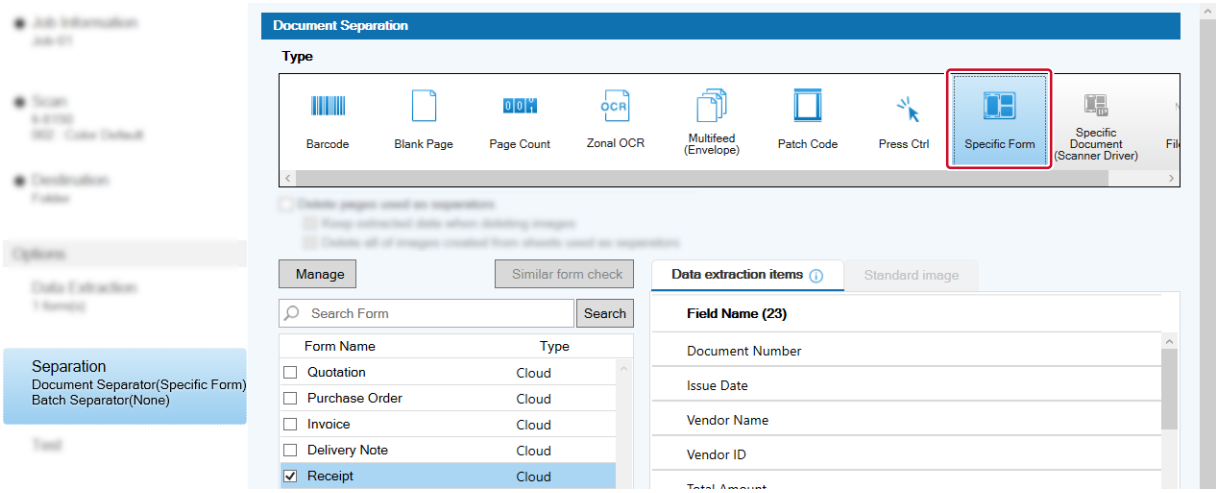
If an appropriate form type is not available in the form list, you can register a form type using



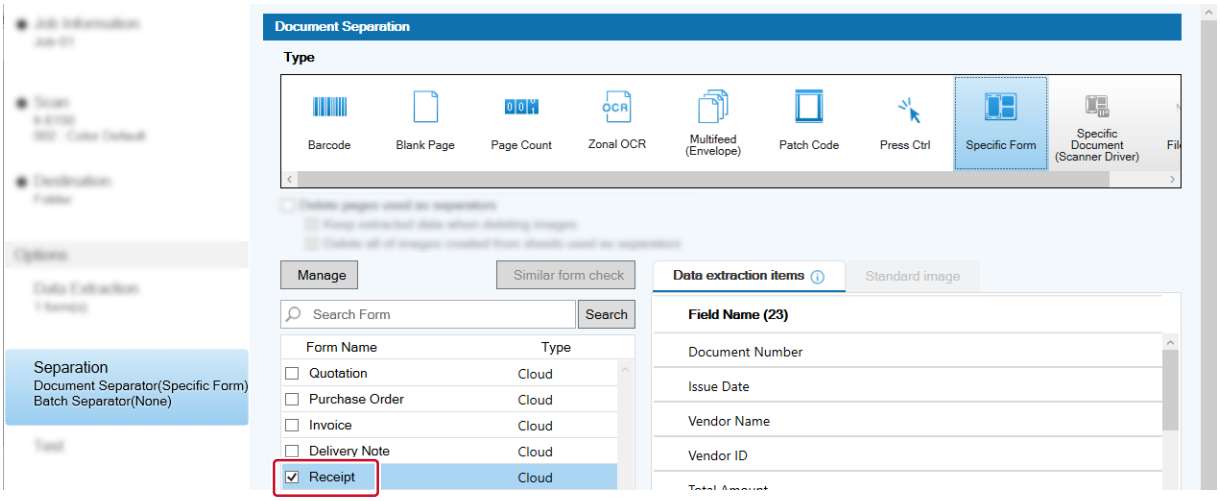
.

➡ [Data Extraction] Tab (page 321)

9 **Select [Specific Form] for [Type] in [Detect Doc Separator] in the [Separation] tab.**



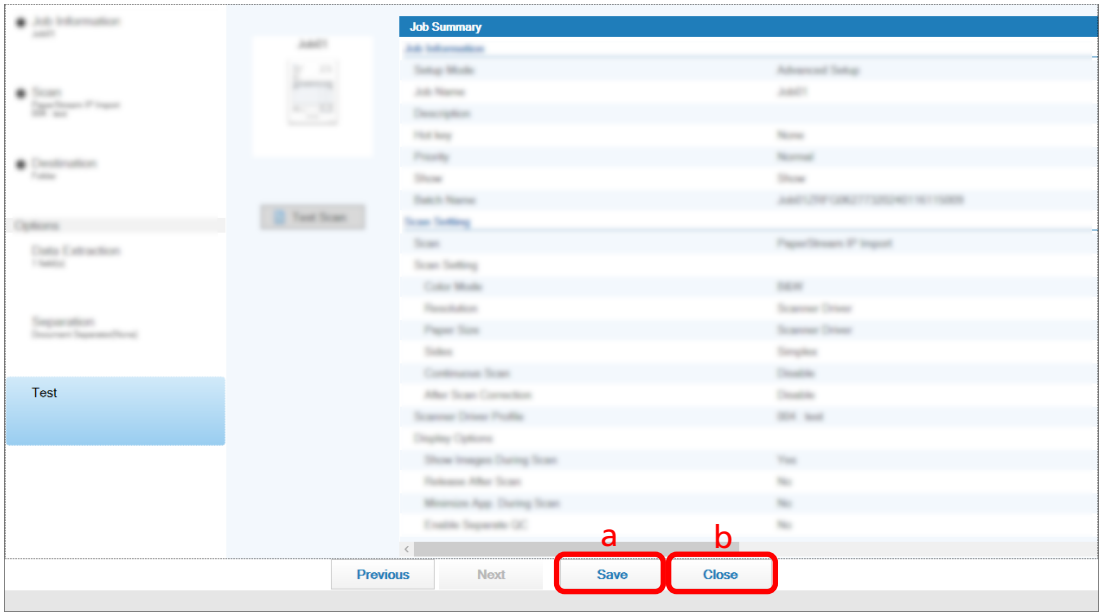
10 **Select the check box for "Receipt" in the form list.**



11 **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.

12 **Load a document in the scanner.**

13 **In the main window, click the job you created.**

For subsequent operations, refer to step 3 and later in Scanning Documents Using PaperStream AI (Batch Scan Mode) (page 68).

Tips for Selecting a Format for a Field

This section explains key points for selecting a format for a field in the [Define Field] window.
The [Format] setting determines the format in which PaperStream AI returns recognized values.
Selecting a format appropriate for the content to be recognized helps standardize the representation of values. If you select an unsuitable format, values may become blank or some information may be lost.

ATTENTION

- If a value may contain letters, symbols, or a leading "0", select [String].
- For amounts, select [Currency] to standardize the representation of values.
- For dates, select [Date] to standardize the representation of values.
- If you are unsure which format to select, select [String]. [String] can retain a wide range of values, so less information is likely to be lost.

Depending on the content of the item to be recognized, selecting one of the following formats is recommended.

Item to Recognize	Recommended Format	Recognition Example (Value on Form → Output)	Common Mistake
Name, company name, address, subject, remarks	**String**	Sample Co., Ltd. → "Sample Co., Ltd."	
Invoice number, order number (which may contain letters or begin with 0)	**String**	SK4313656163967 → "SK4313656163967"	Numeric "INV-001" becomes blank, or the leading 0 is removed from "0012345", resulting in "12345".
Phone number, ZIP code, fax number	**String**	03-1234-5678 → "03-1234-5678"	Numeric Hyphens and leading zeros are removed.
Issue date, payment due date, delivery date	**Date**	May 25, 2025 → "05-25-2025" (standardized to the specified format)	String PaperStream AI may not recognize the item as a [Date], so the value is not output in the specified format and is output as recognized.
Total amount, tax amount, unit price	**Currency**	$506,000 → 506000 (commas and currency symbols are removed)	Numeric PaperStream AI may not recognize the item as an

Item to Recognize	Recommended Format	Recognition Example (Value on Form → Output)	Common Mistake
			amount, which can result in the wrong value being selected.
Quantity, weight, discount rate (which may include decimals)	**Numeric**	12.5 kg → 12.5 10% → 10	String PaperStream AI may not recognize the item as [Numeric], so the value is not output in the specified format and units are also output as recognized.
Present/Absent, Yes/No, check box	**Boolean**	Check box selected → true Check box cleared → false	

- **String**

  Outputs recognized characters as a string without modification. Use this format for values that contain symbols, letters, single-byte characters, or double-byte characters.

  - Always use [String] for invoice numbers, order numbers, phone numbers, and ZIP codes.
  - Outputs leading zeros.
  - Also outputs values that contain letters and hyphens.

- **Date**

  Outputs dates in the specified format. Use this format for date fields such as issue dates, payment due dates, and delivery dates.

  - Dates in different formats, such as Japanese calendar dates or slash-separated dates, can be converted and output in a standardized format.
  - For date fields, selecting [Date] rather than [String] is recommended.
  - This clearly indicates to PaperStream AI that the target item is a date.

- **Currency**

  Outputs amounts as numbers without commas or currency symbols. Use this format for amount fields such as total amounts, tax amounts, and unit prices.

  - This clearly indicates to PaperStream AI that the target item is an amount.
  - Even if a form contains multiple amounts, this format makes it easier to select the intended amount.
  - PaperStream AI internally recognizes currencies such as yen and dollars, but the currency type is not displayed in the current window.

- **Numeric**

  Outputs values that consist only of numbers. Can also be used for values that include decimals.

  - Commas, units, and double-byte numbers are removed.

- Do not use this format for values that contain non-numeric characters, such as letters or hyphens.
- Use this format for quantities, weights, and other values used in calculations rather than identification numbers.

- **Boolean**

  Outputs presence or selection status as either "true" or "false".

  - Use this format for check boxes.
  - Use this format for items indicating whether a seal is present or whether something applies.
  - "Yes", "Present", and "Checked" are output as "true", while "No", "Absent", and "Unchecked" are output as "false".

See also

[Define Field] Window (page 355)

[Table definition] Window (page 374)

Configuring the Scan Settings (Job) (Batch Scan Mode)

This section explains the procedure to create a job in which the settings such as scan settings and output settings are configured.

Easy Setup of the Scan Settings (Easy Setup)

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

ATTENTION

- For the PaperStream IP (ISIS) driver, a job cannot be created with the easy setup.
  While an existing job can be edited, the [Scanner] setting in the [Scan] tab cannot be edited.

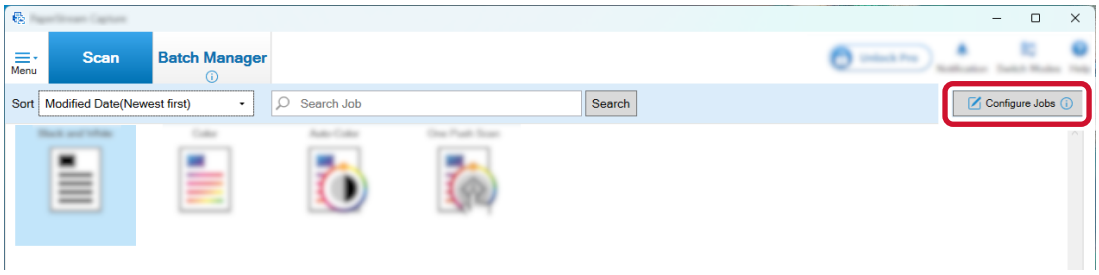
Scanning Documents and Saving the Scanned Images

When you want to scan documents and save the images, create a job by selecting [Save Documents] in the purpose selection window.

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.

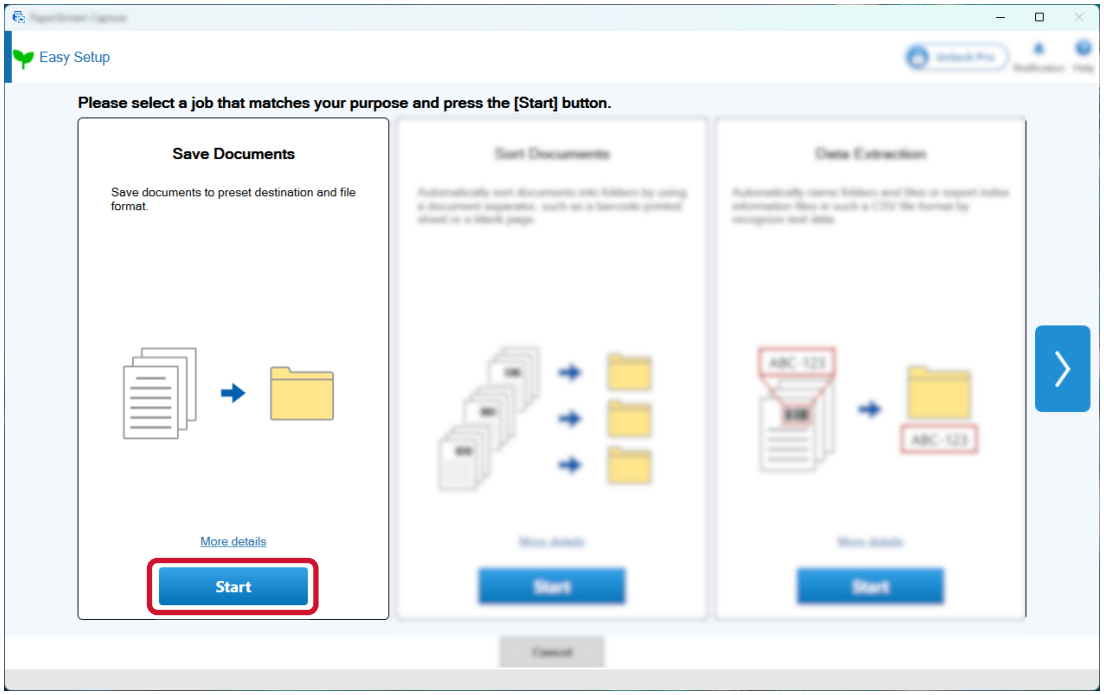
2 In the PaperStream Capture main window, click the [Configure Jobs] button.



3 Click the [Easy Setup] button.



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

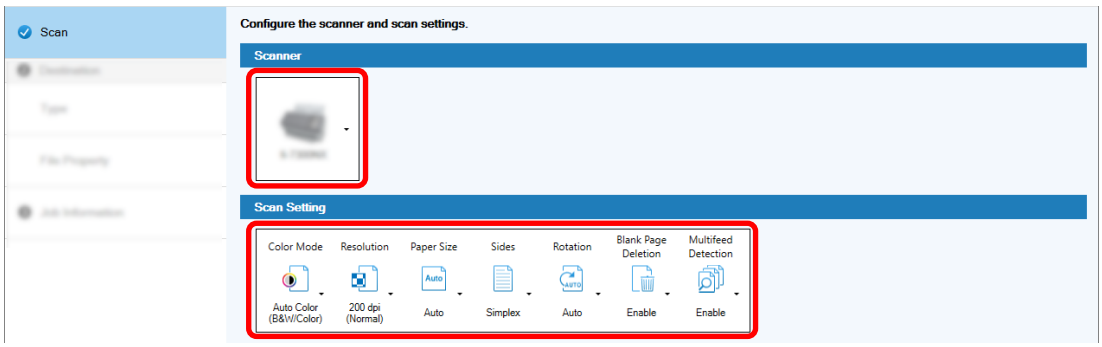


5 Select a scanner to be used for [Scanner] in the [Scan] tab and configure the following settings for [Scan Settings].

Color Mode: Color

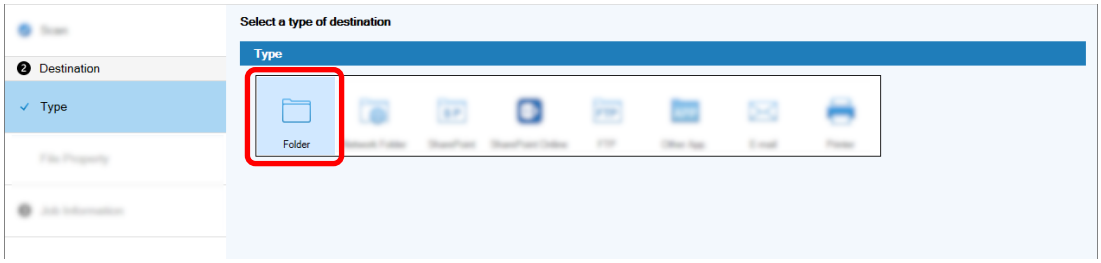
Resolution: 200 dpi

Paper Size: Auto



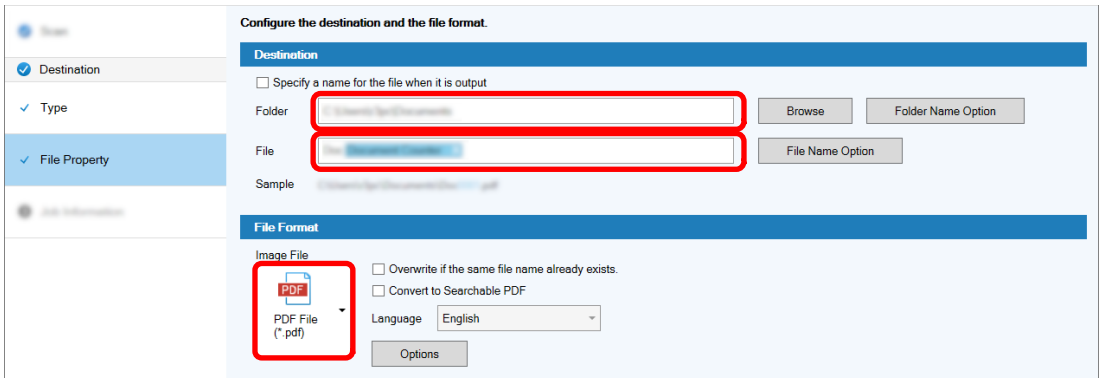
6 Click the [Next] button.

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



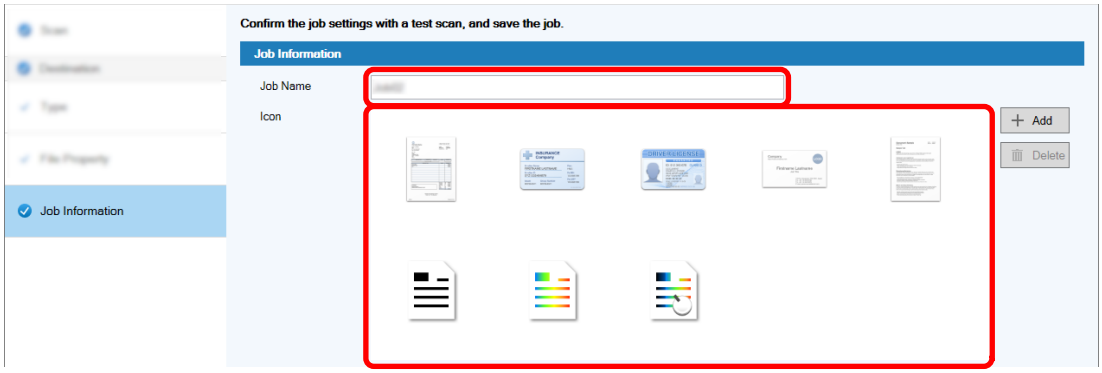
8 **Click the [Next] button.**

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.

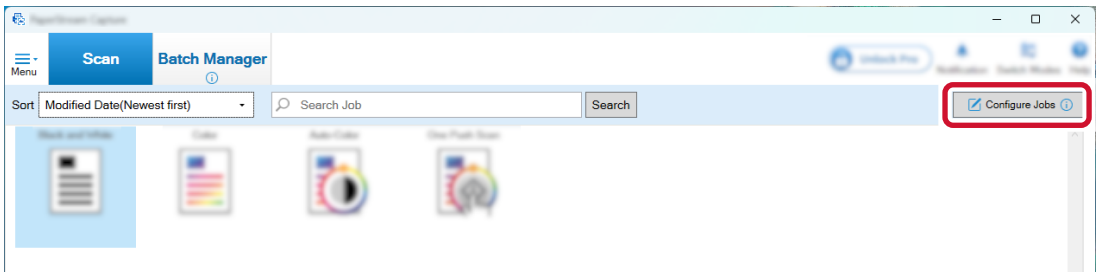
Sorting and Saving Scanned Images

If you want scanned images to be automatically sorted and saved, create a job by selecting [Sort Documents] in the purpose selection window.
As an example, this section describes how to create a job that sorts images using a blank page as a separator and saves the images to the destination folders accordingly.
In the easy setup, you can use the following for separation:

- Barcode
- Blank Page
- Page Count
- Zonal OCR
- Patch Code
- Specific Form

1 Make sure the scanner is turned on.

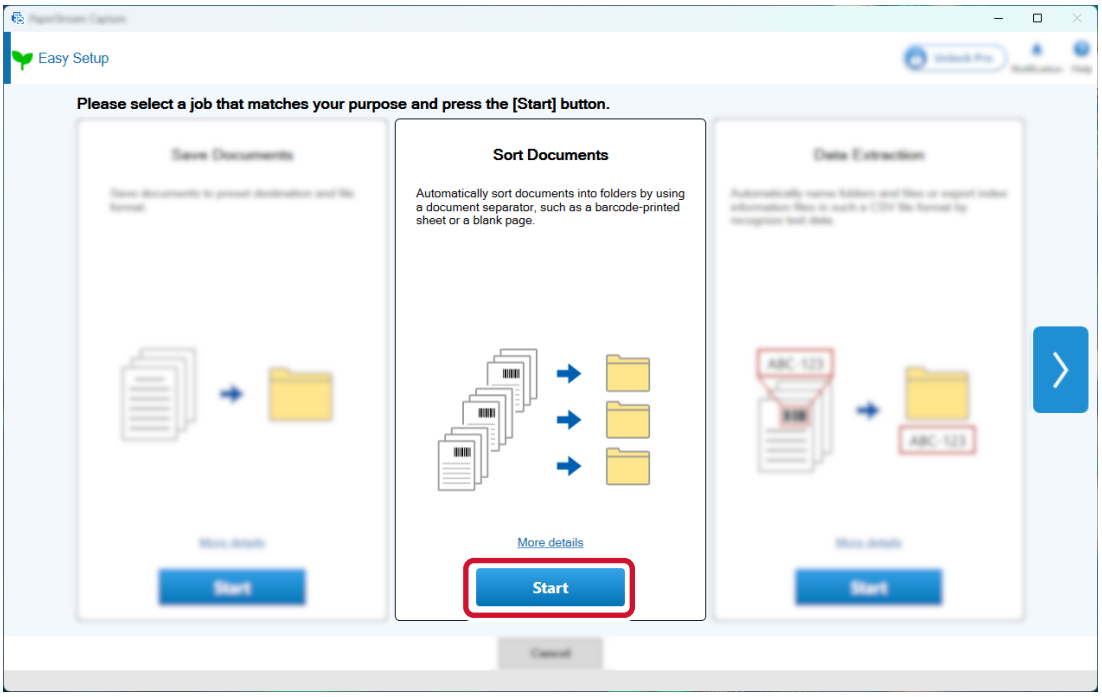
2 In the PaperStream Capture main window, click the [Configure Jobs] button.



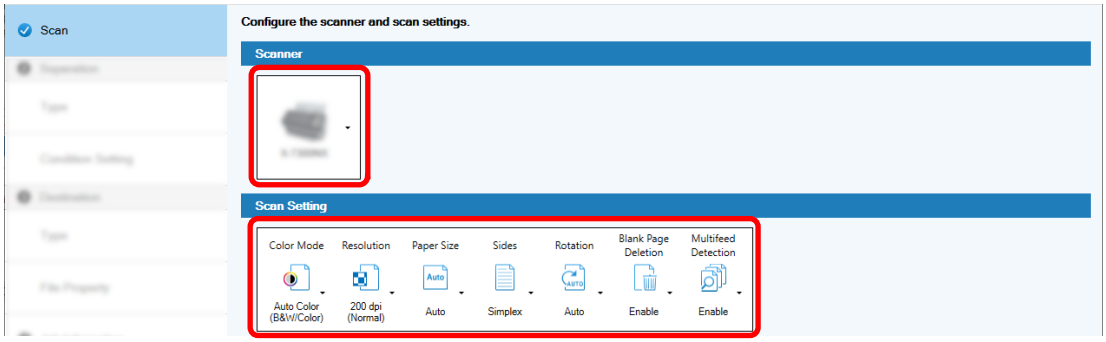
3 Click the [Easy Setup] button.



4 **Click the [Start] button in [Sort Documents].**

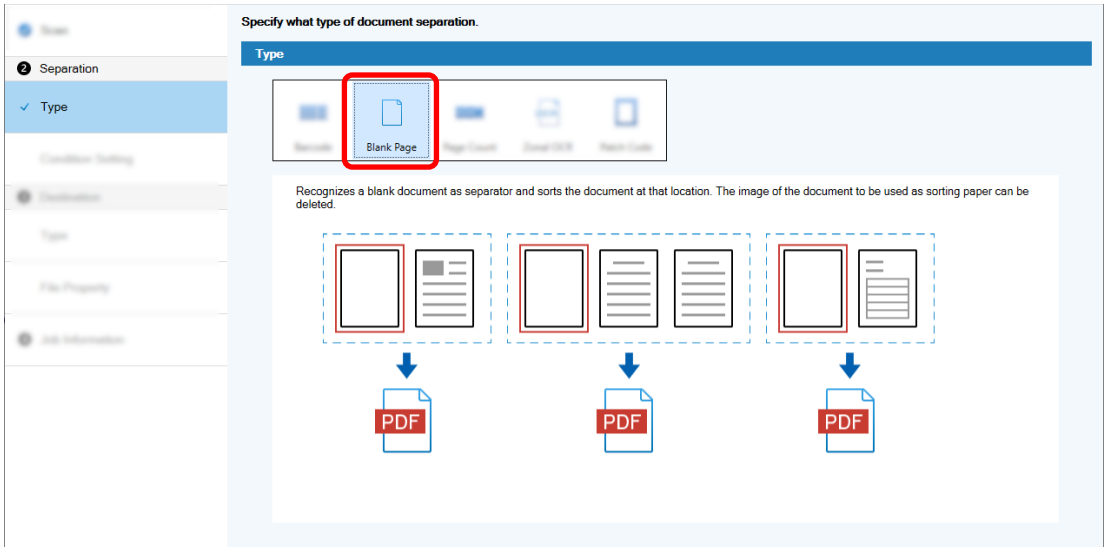


5 **In the [Scan] tab, select the scanner you want to use and configure the scan settings.**



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

7 **Click [Blank Page] for [Type] in the [Separation] tab.**



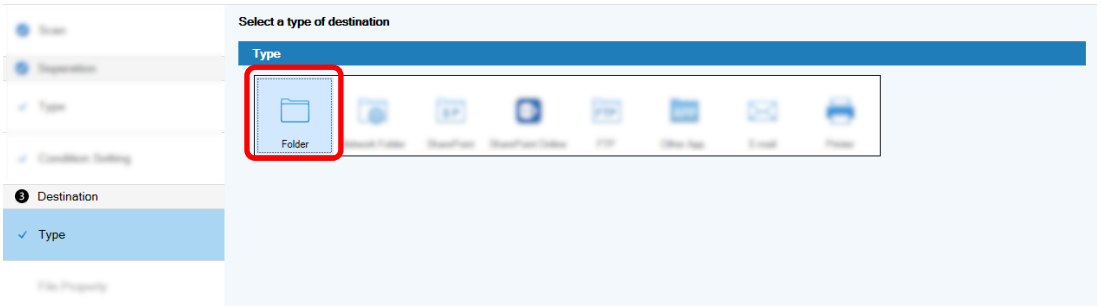
8 **Click the [Next] button.**

9 **Check or change the blank page settings in [Condition Setting] under the [Separation] tab.**



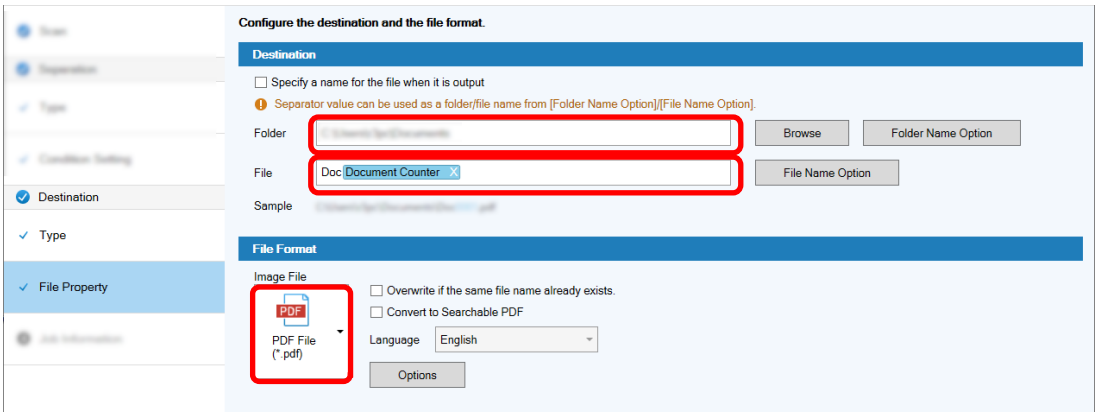
10 **Click the [Next] button.**

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



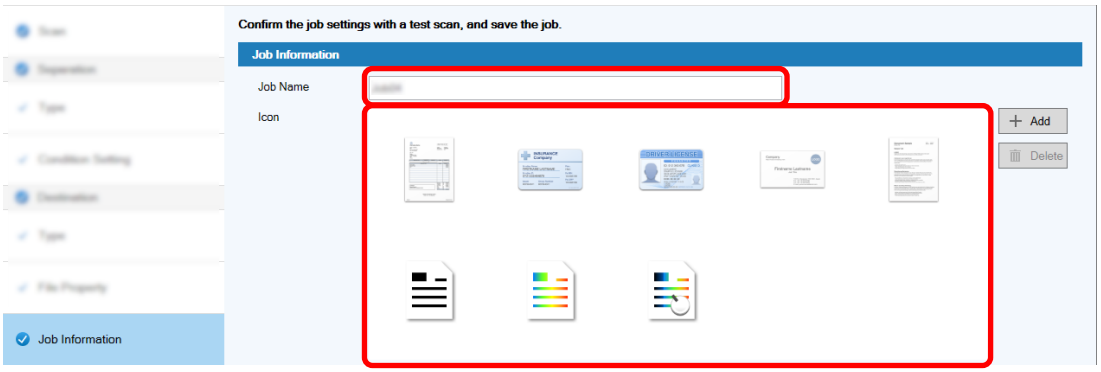
12 **Click the [Next] button.**

13 **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.**



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

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



16 **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.**



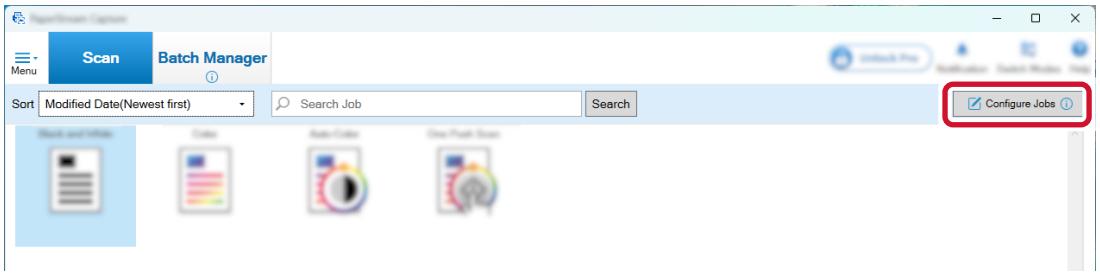
The window that is displayed returns to the main window.

Using Text on Documents for File Names and Destination Folder Names to Save Images

When you want to use text on scanned documents as a part of the image file name or destination folder name, create a job by selecting [Data Extraction] in the purpose selection window.
This section describes how to create a job that recognizes the text in a specified area with the Zonal OCR function to use the text as a part of the folder name.

1 **Make sure the scanner is turned on.**

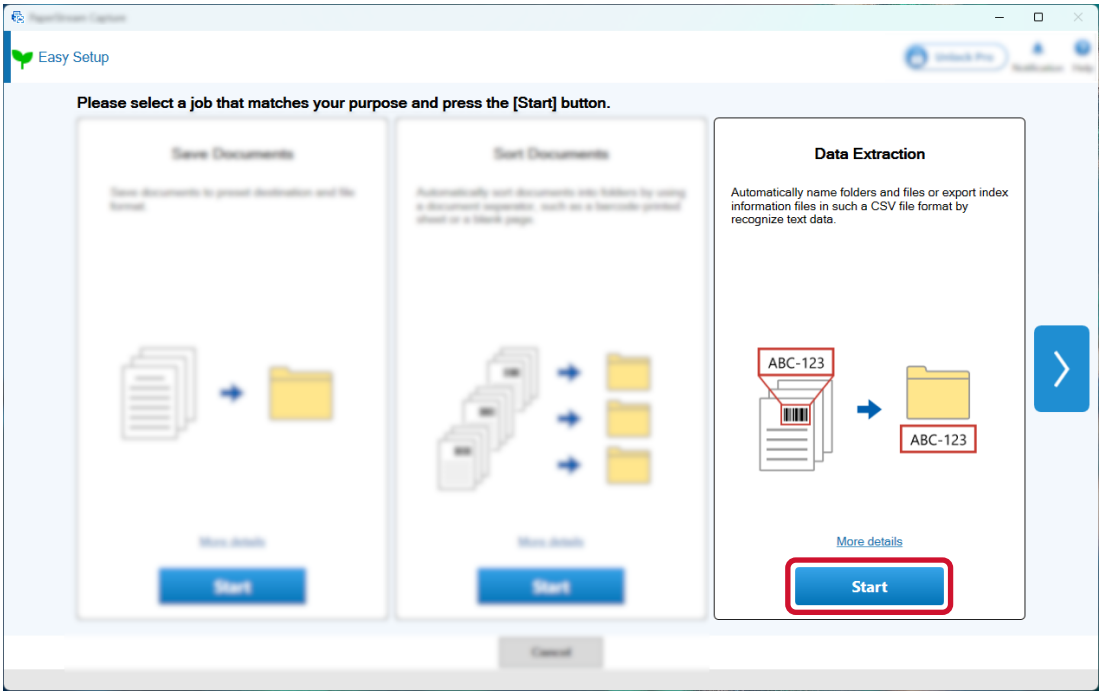
2 **In the PaperStream Capture main window, click the [Configure Jobs] button.**



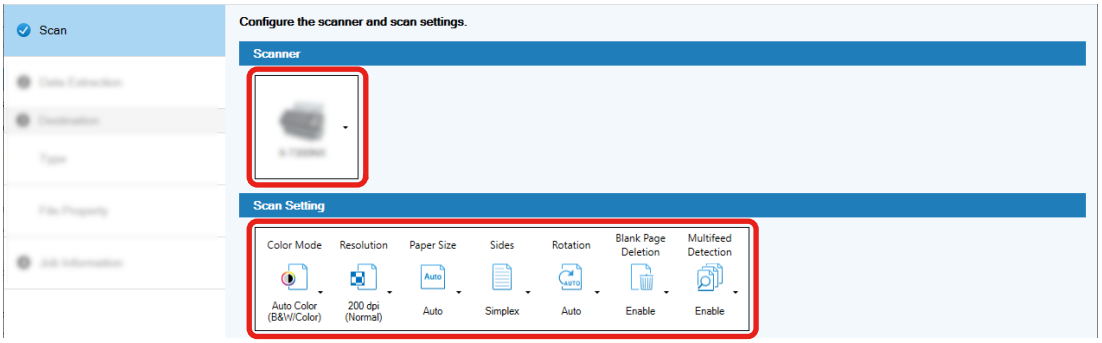
3 **Click the [Easy Setup] button.**



4 **Click the [Start] button in [Data Extraction].**

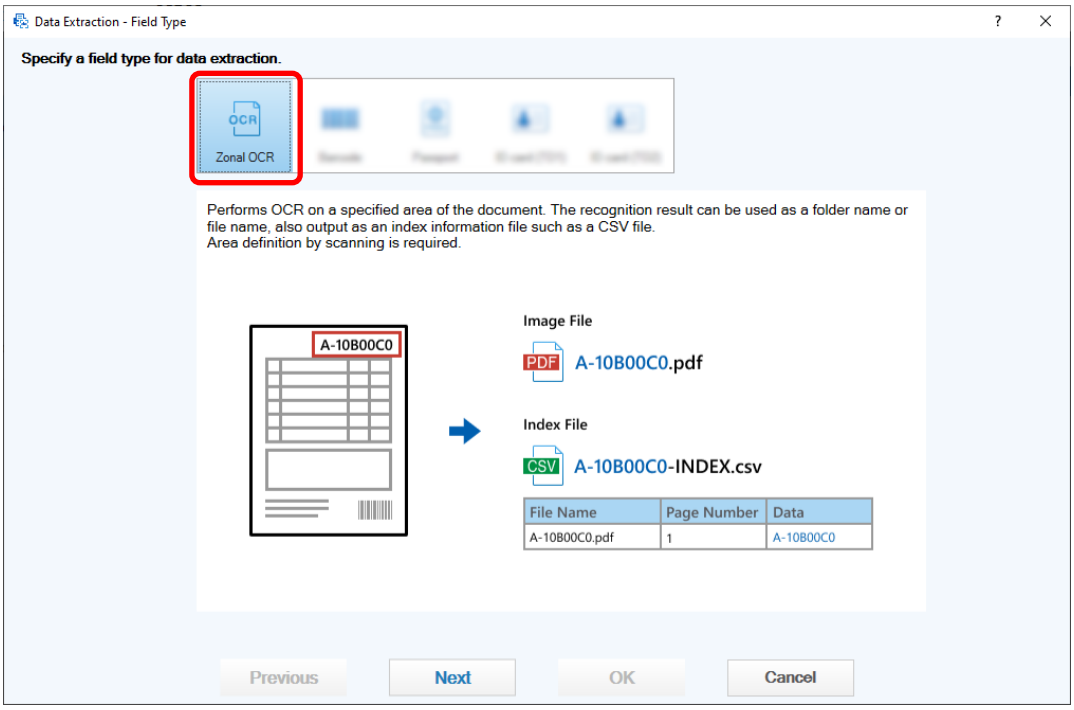


5 **In the [Scan] tab, select the scanner you want to use and configure the scan settings.**



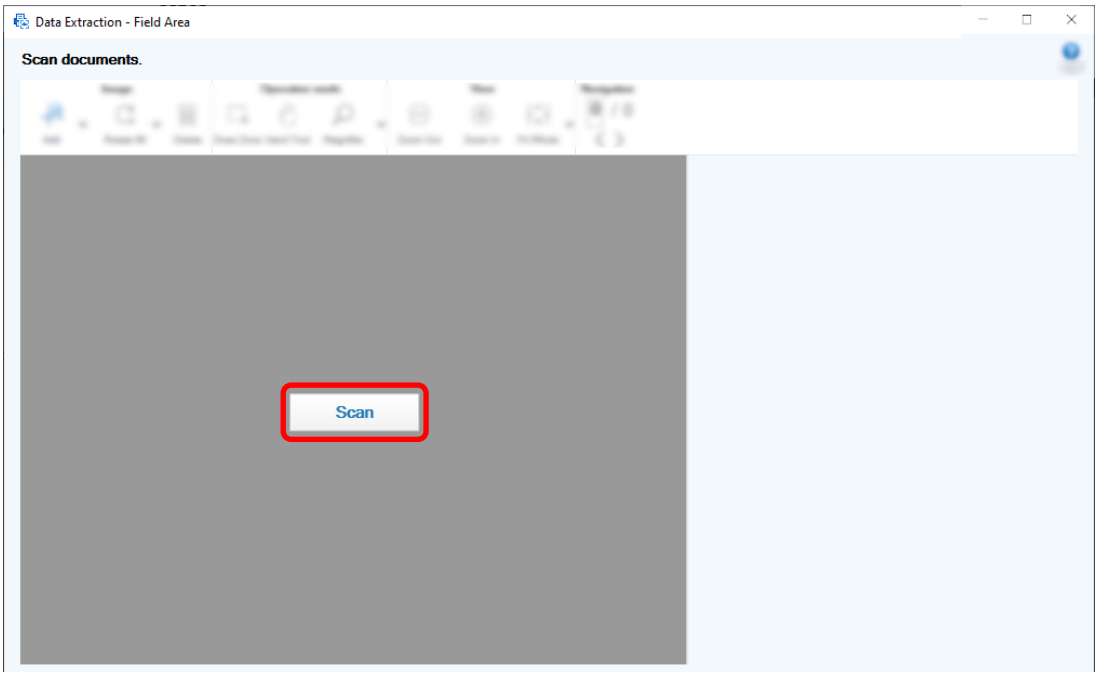
6 **Click the [Next] button.**

7 **Click [Zonal OCR] for the field type in the [Data Extraction] tab.**

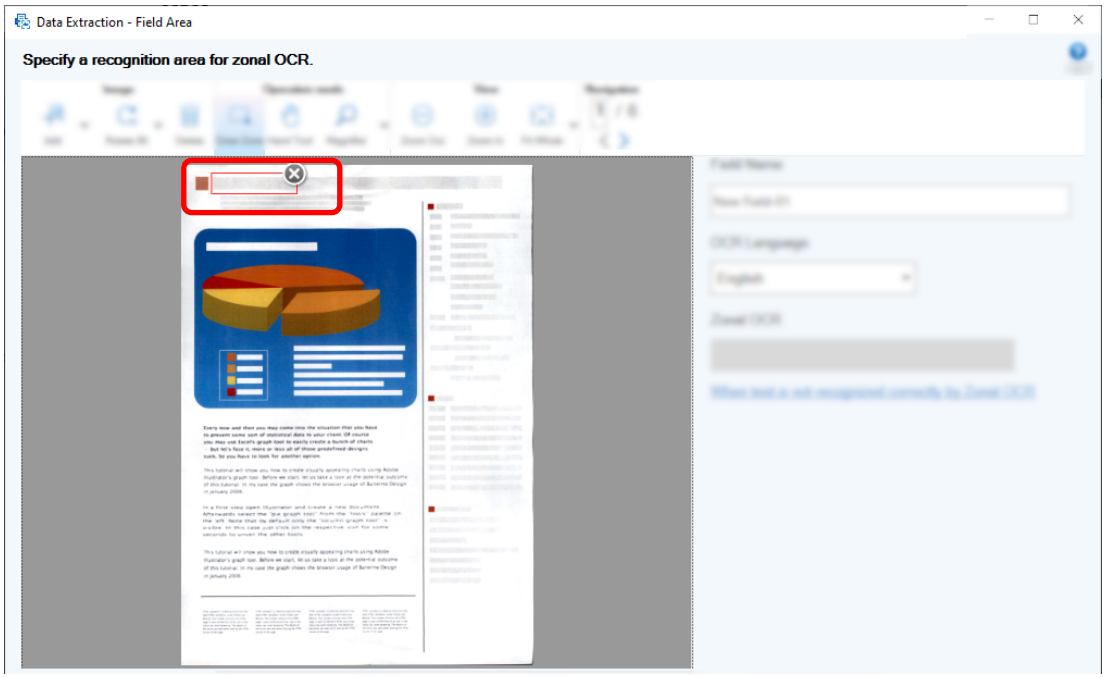


8 **Click the [Next] button.**

9 Load a document in the scanner and click [Scan].



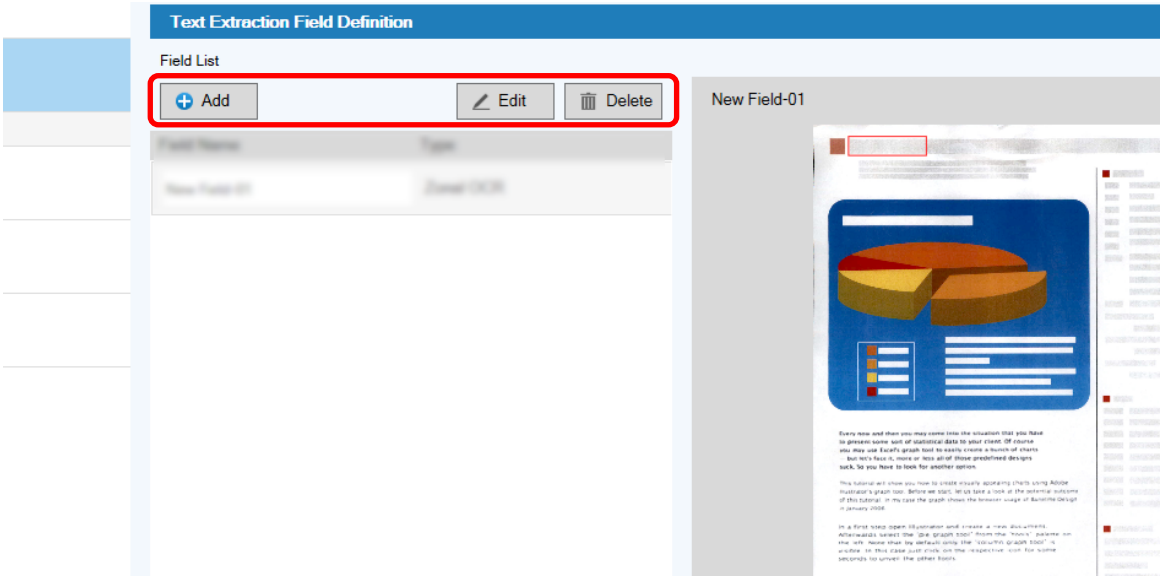
10 On the scanned image, drag the mouse pointer to select a Zonal OCR target area.



The result of Zonal OCR recognition for the selected area is displayed in [Recognition result].

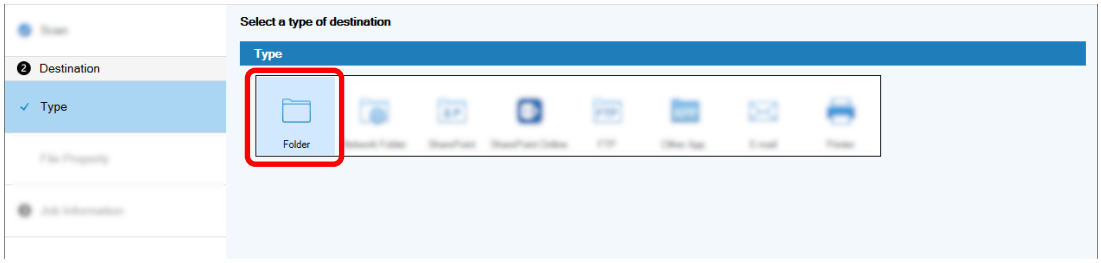
11 Check that the barcode is recognized correctly, and click [OK].

12 **Add, edit, or delete field definitions as needed.**



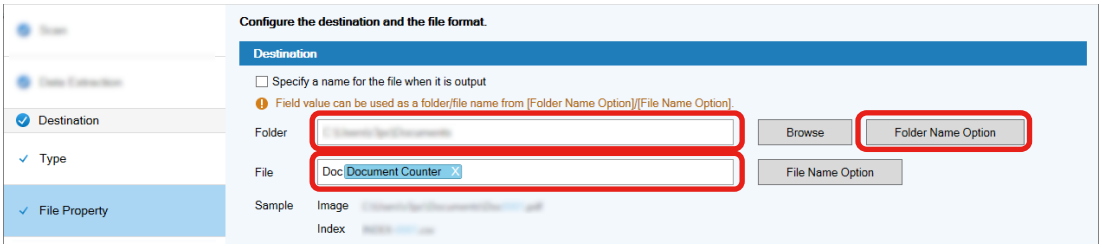
13 **Click the [Next] button.**

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



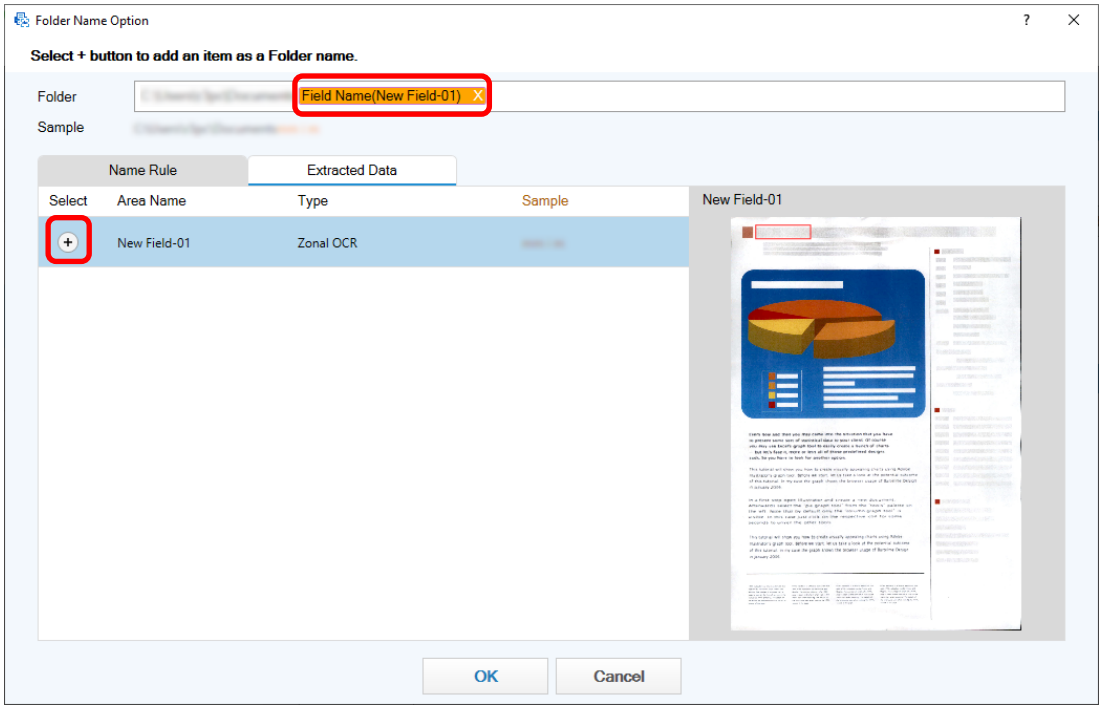
15 **Click the [Next] button.**

16 **Specify a destination type, folder name using the Folder Name Option, and file name using the File Name Option for the scanned image for [File Property] under the [Destination] tab.**



Click the [Folder Name Option] button to specify options for a folder name.

a In the [Extracted Data] tab, click the [+] button for the field you want to use as the folder name.

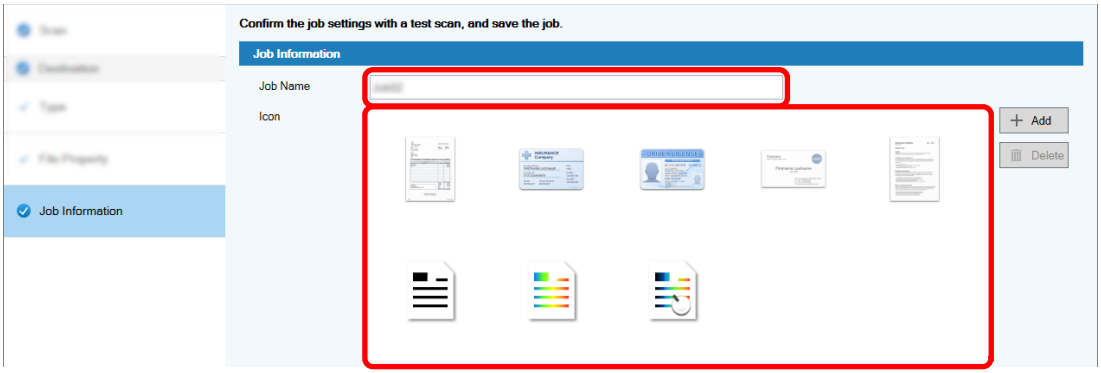


The field definition is added to [Folder].

b Click the [OK] button.

17 Click the [Next] button.

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



19 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.

Using Text on Forms for Standard File Names and Folder Names to Save Images

When you want to use text or barcode/QR code information on scanned forms as a part of an image file name or destination folder name, create a job by selecting [Data Extraction from Standard Forms] in the purpose selection window.
This section describes how to create a job that recognizes text in a form with the Zonal OCR function to use the text as a part of a folder name.

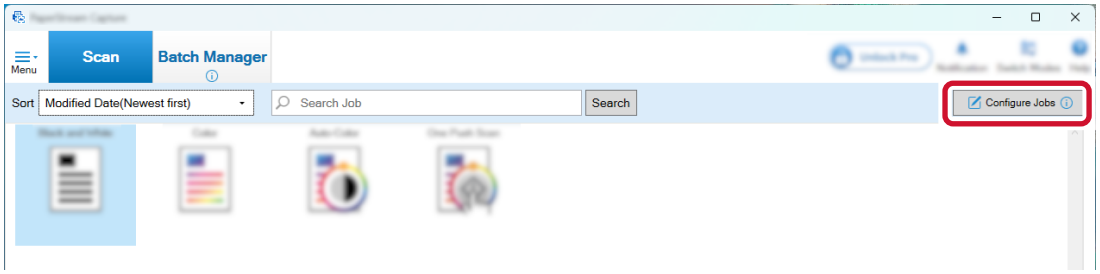
1 Prepare documents that use the forms to be registered.

- Up to 1,000 forms can be registered.
- It is recommended to register blank forms.

For details about the conditions for forms that can be registered, refer to Conditions for Standard Forms (page 699).

2 Make sure the scanner is turned on.

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

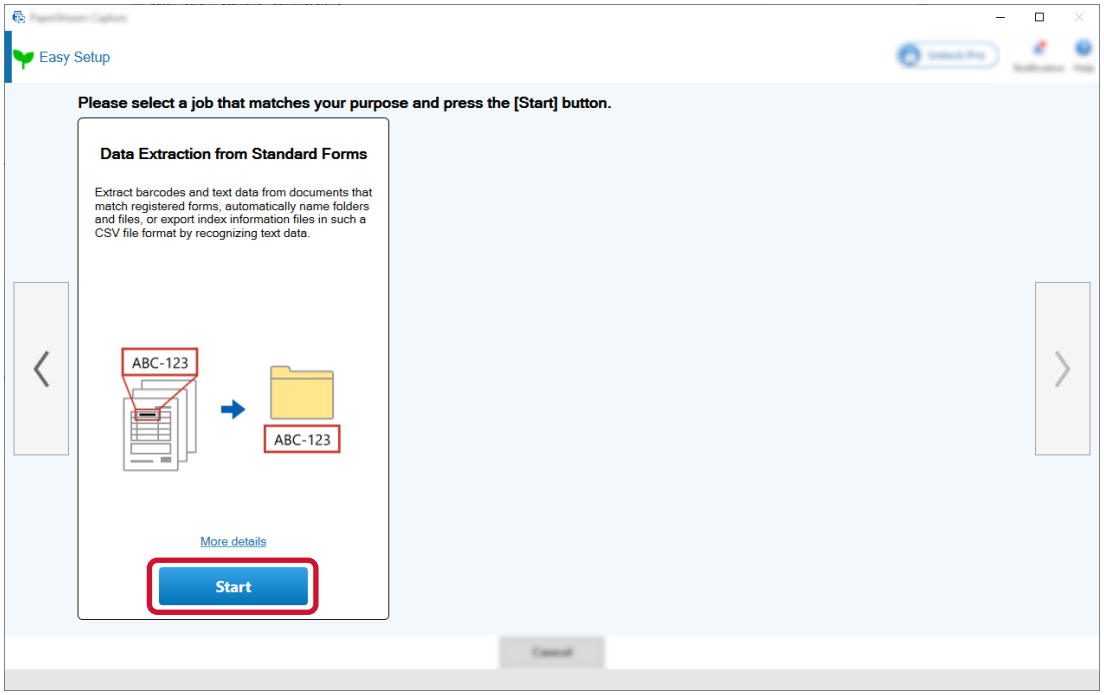


4 Click the [Easy Setup] button.

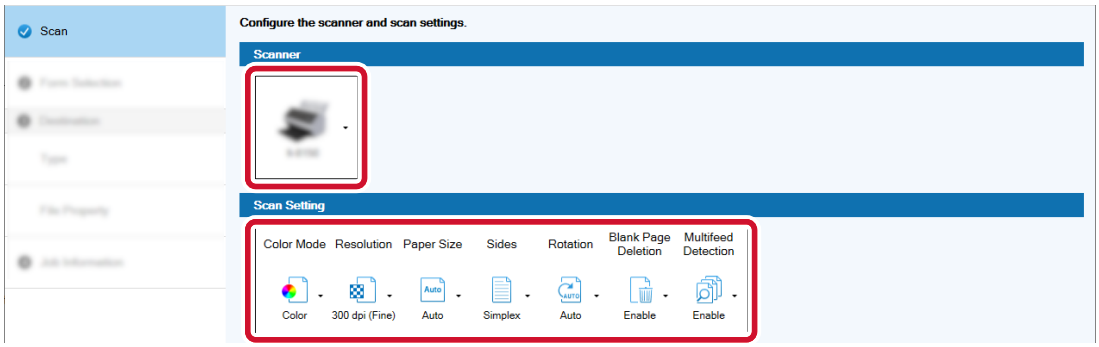


5 Click 〉 to move to the right.

6 Click the [Start] button in [Data Extraction from Standard Forms].



7 In the [Scan] tab, select the scanner you want to use and configure the scan settings.



ATTENTION

- For jobs to sort documents or extract data from forms, it is recommended that you specify the same scan settings (color mode/resolution/paper size) for the jobs as the scan settings for registering forms.
  To register a form, scan the form with the following settings: You cannot change any of the settings.

  Color Mode: Color

  Resolution: 300 dpi

  Paper Size: Auto

  If the settings are different, the recognition accuracy for scanning text and barcodes/QR codes may decrease and it may take longer to display the recognition result.

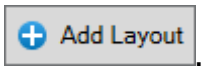
8 **Click the [Next] button.**

9 **Click the [Manage] button in the [Data Extraction] tab.**



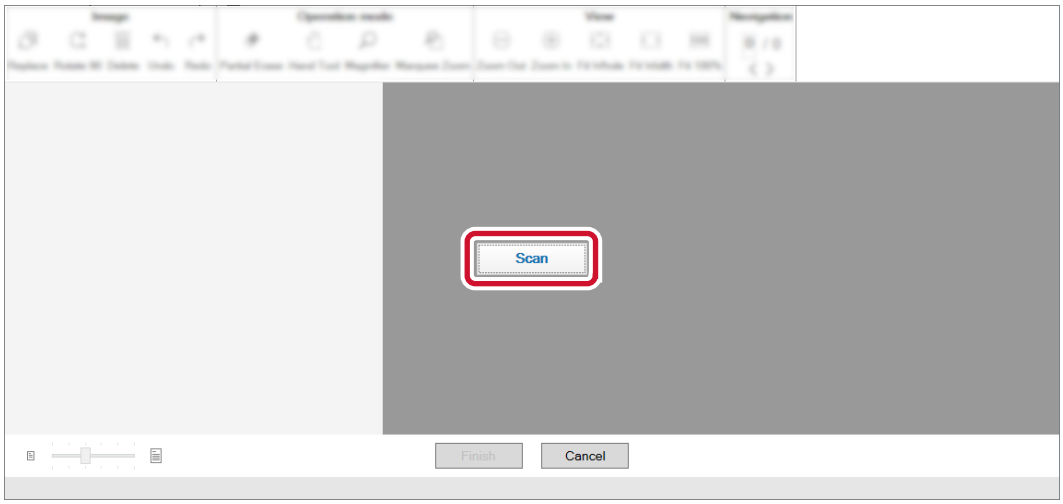
10 **Register a form.**

Multiple forms can be registered at once.

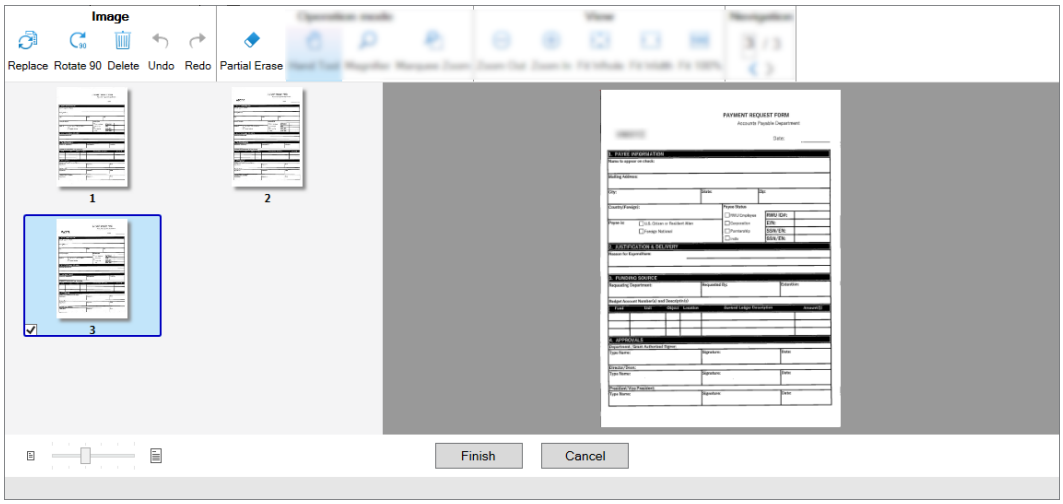
a **Click**  **.**

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.**

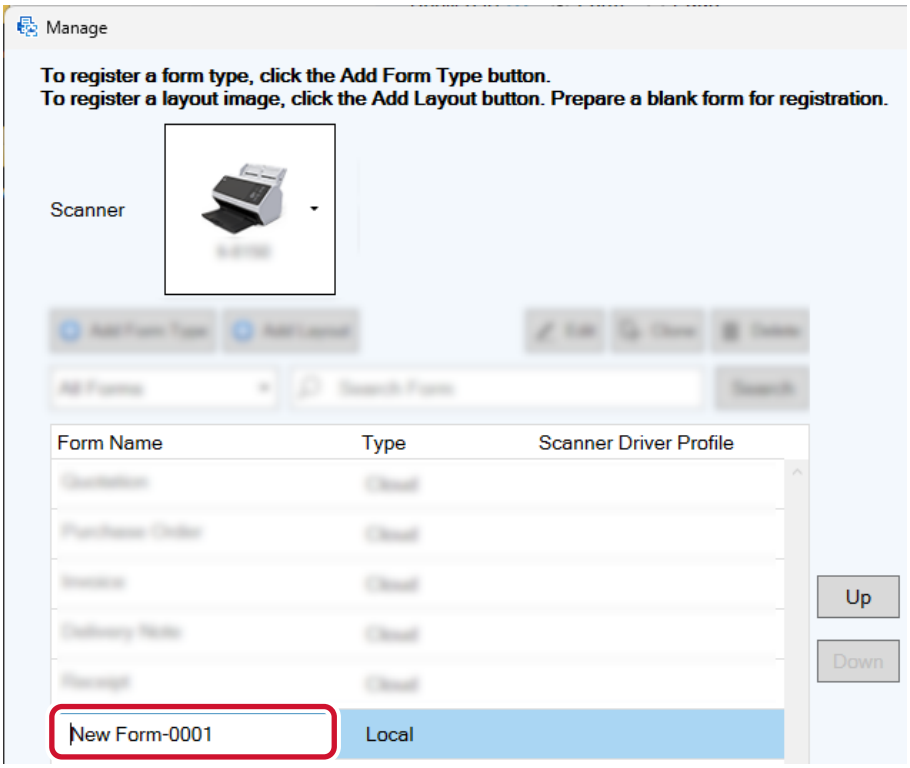


- To recognize an area of characters that have already been printed on a standard form, click [Partial Erase] on the toolbar and drag the mouse pointer around the area of the printed characters on the scanned image to erase the area.

- 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.

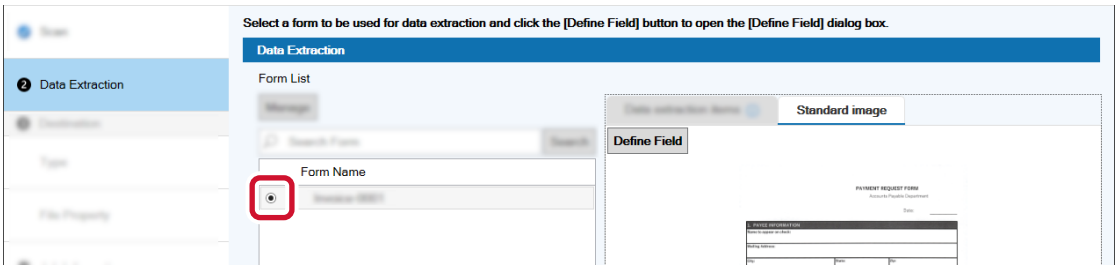
h Click the [Close] button.

11 In the [Data Extraction] tab, select the form from which text is to be extracted.

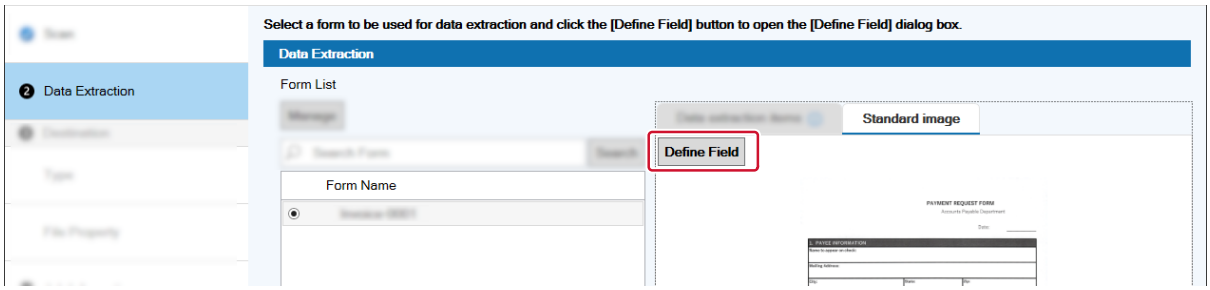
Only one form can be selected.

If ⚠ is displayed 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.

An image of the registered form that is selected is displayed.



12 Click the [Define Field] button.



The [Define Field] window appears.

13 Click [Add] in the field list.

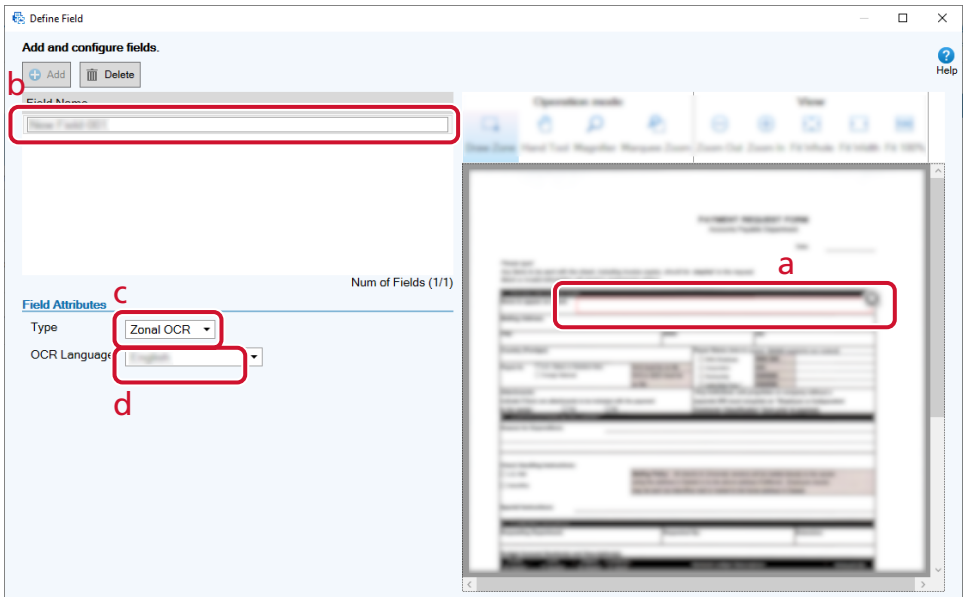
14 Configure a field.

a On the displayed image, drag the mouse pointer to select a Zonal OCR target area.

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.

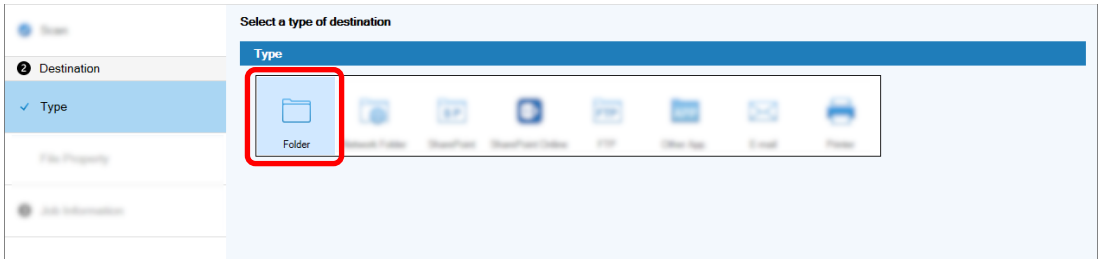


15 For PaperStream Capture Pro or PaperStream Capture Pro Premium, if you want to add multiple fields, repeat steps 13 through 14.

16 Click the [Finish] button.

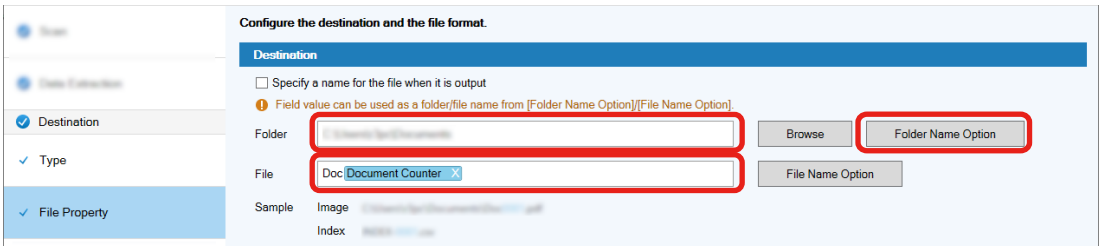
17 Click the [Next] button.

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



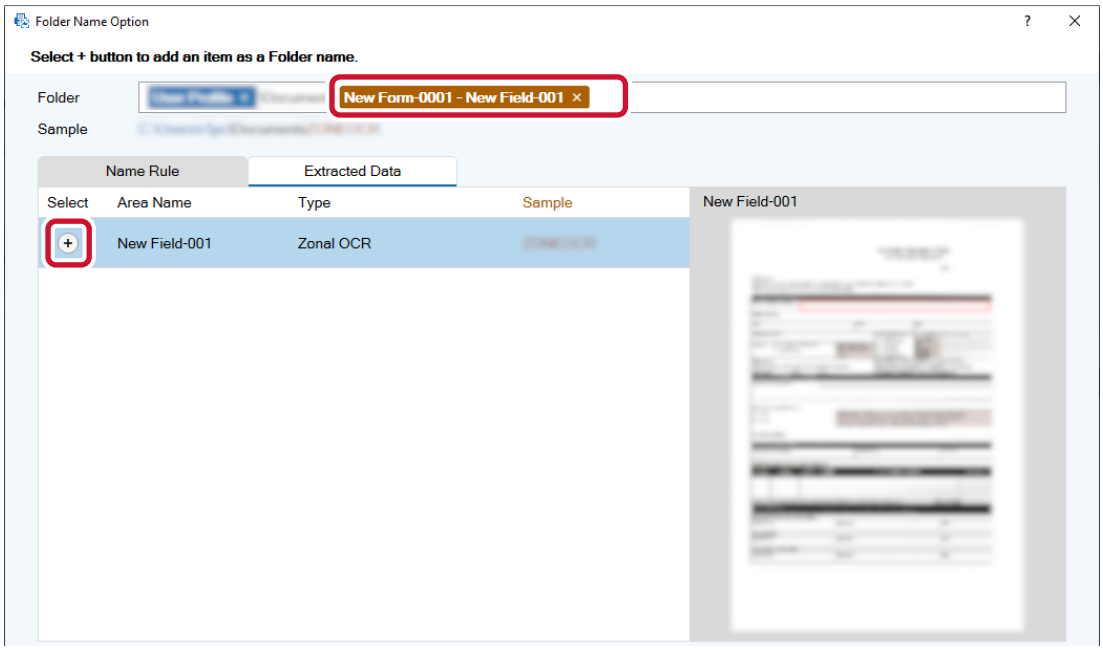
19 **Click the [Next] button.**

20 **Select a folder where scanned images are saved and a file name format in [File Property] under the [Destination] tab.**



Clicking the [Folder Name Option] button displays the [Folder Name Option] window where you can specify options for a folder name.

a In the [Extracted Data] tab, click the [+] button for the field you want to use as the folder name.

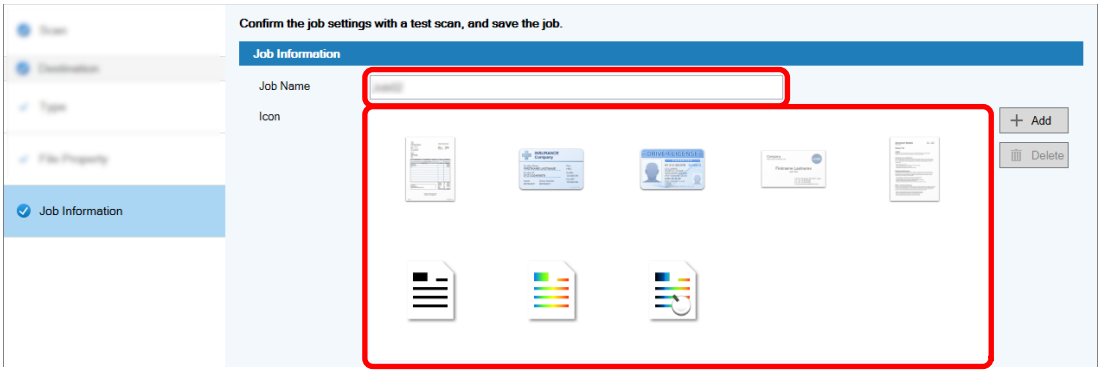


The field definition is added to [Folder].

b Click the [OK] button.

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

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



23 **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.

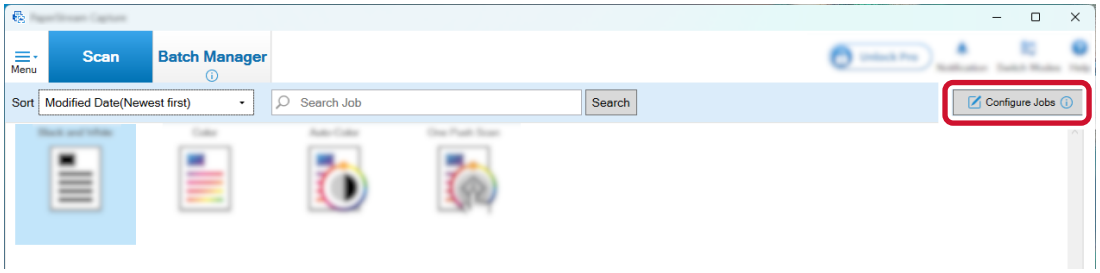
Configuring the More Advanced Scan Settings (Advanced Setup)

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.**

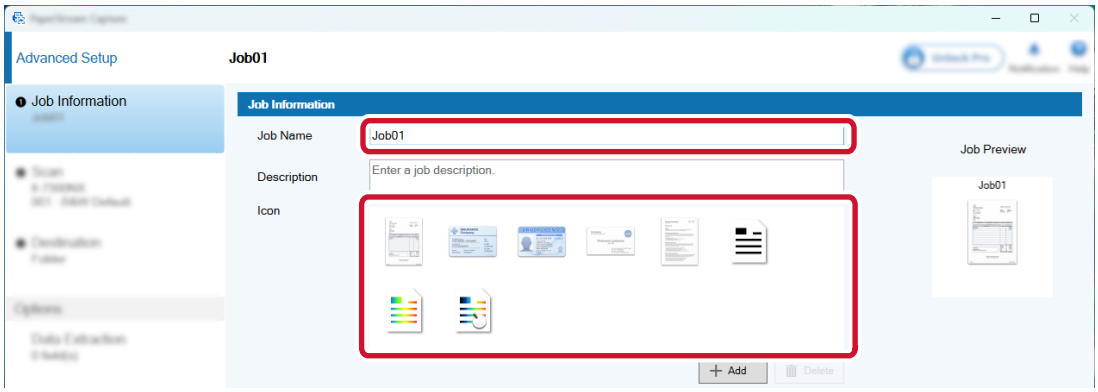
2 **In the PaperStream Capture main window, click the [Configure Jobs] button.**



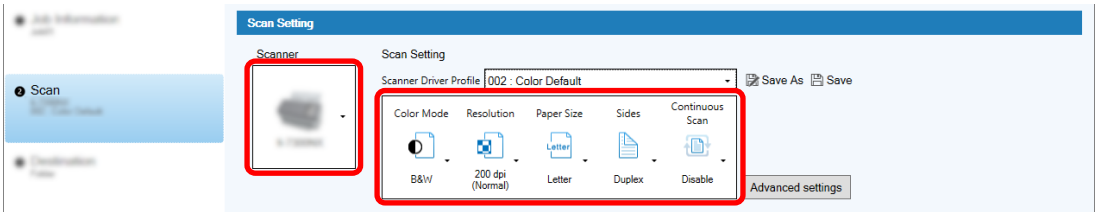
3 Click the [Advanced Setup] button.



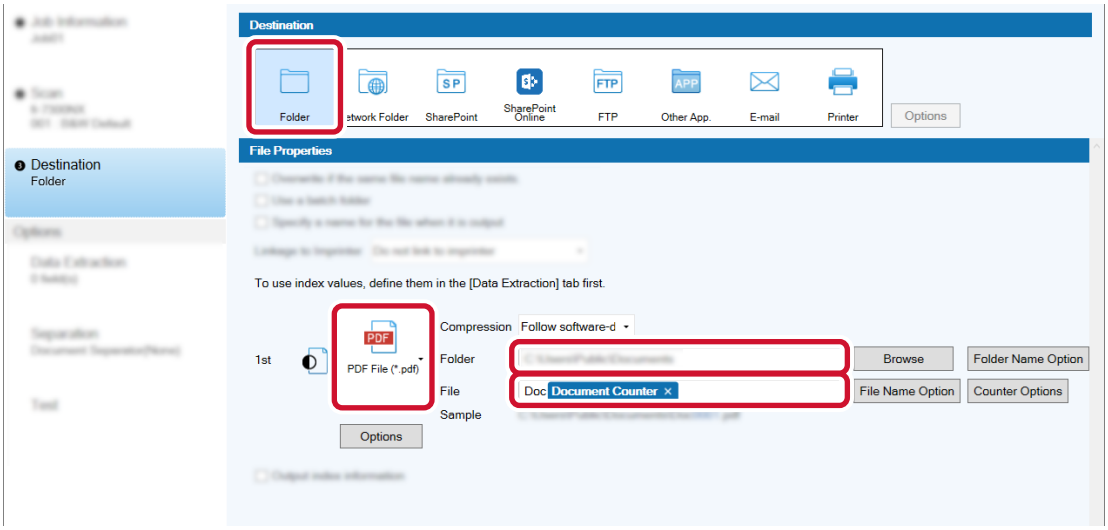
4 Specify a job name and job icon in [Job Information] under the [Job Information] tab.



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.

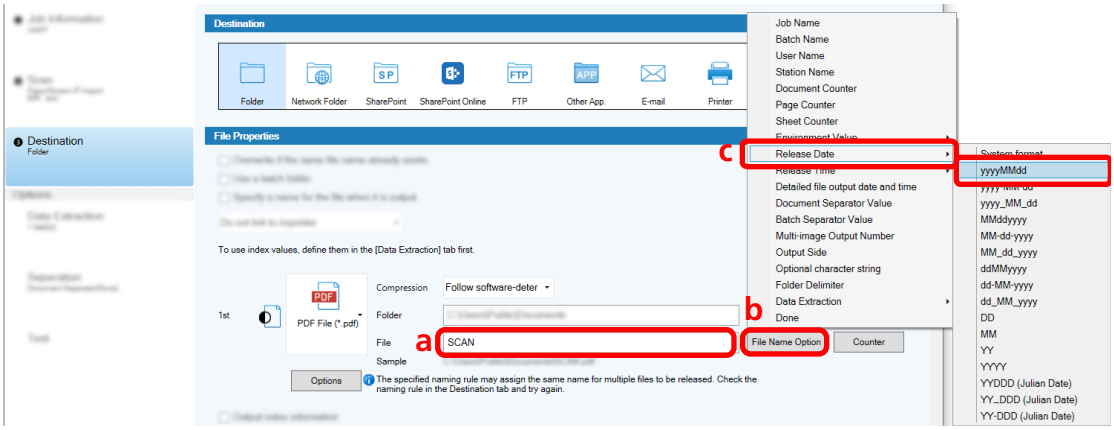


Clicking the [File Name Option] button displays a menu to specify the File Name Option. To set the file name in the "SCAN+<*Date Scanned*>+<*Time Scanned*>" (SCANyyyyMMddHHmmss) format, follow the procedure below:

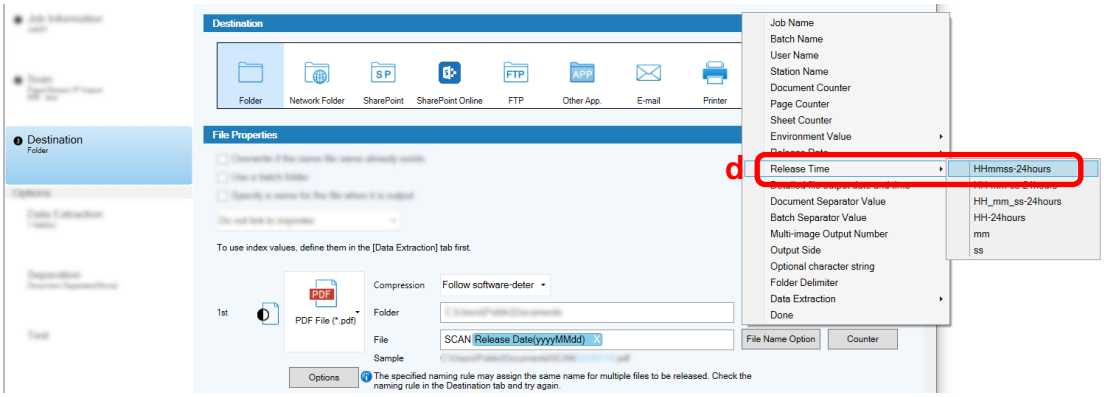
a **Enter "SCAN" in [File Name].**

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

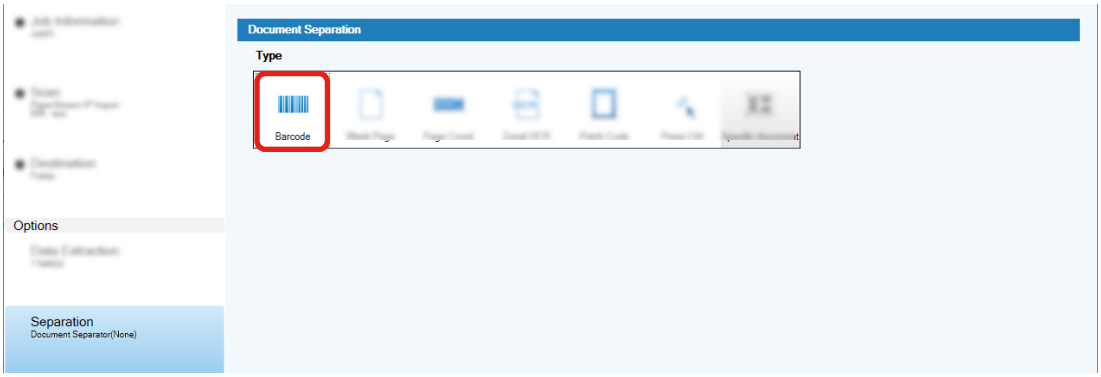
c **Select [Release Date] - [yyyyMMdd].**



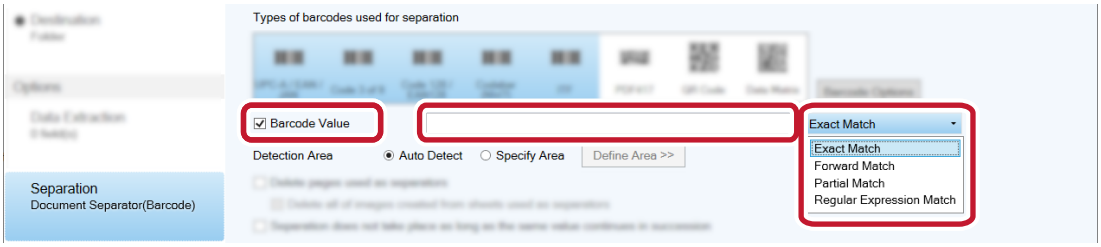
d **Select [Release Time] - [HHmmss-24hours].**



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



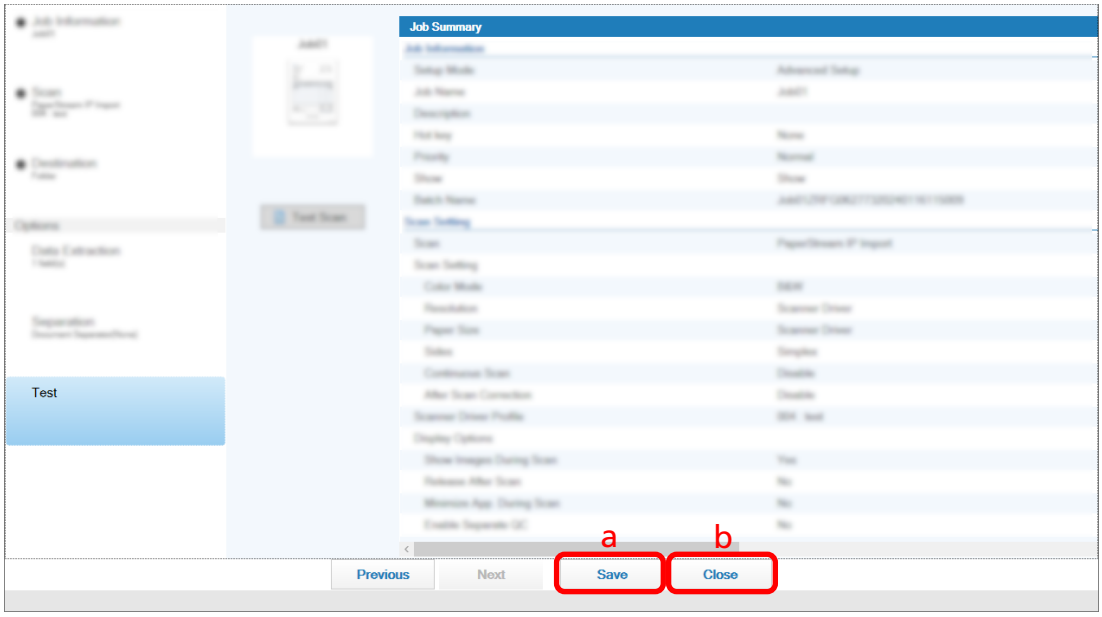
8 **If the document to be used for separation has more than one barcode, select the [Barcode Value] check box. Enter a barcode value to be recognized and select a condition in which the value will be recognized from the drop-down list.**



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 (Batch Scan Mode)

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.

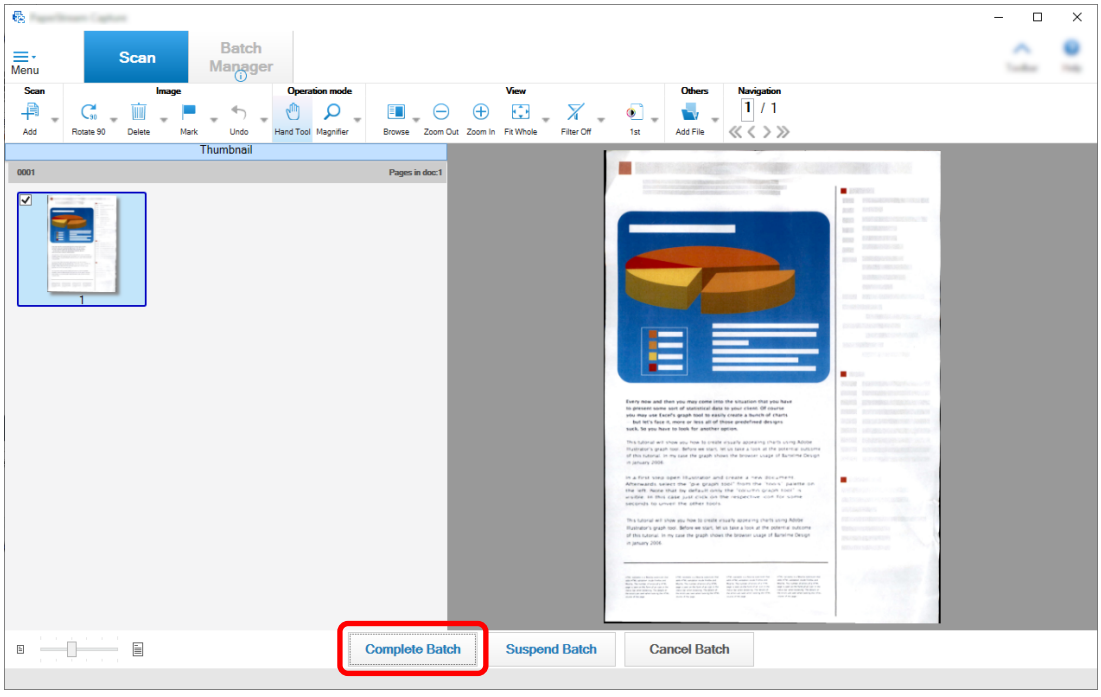


Scanning documents starts.

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 (Batch Scan Mode) (page 99).



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

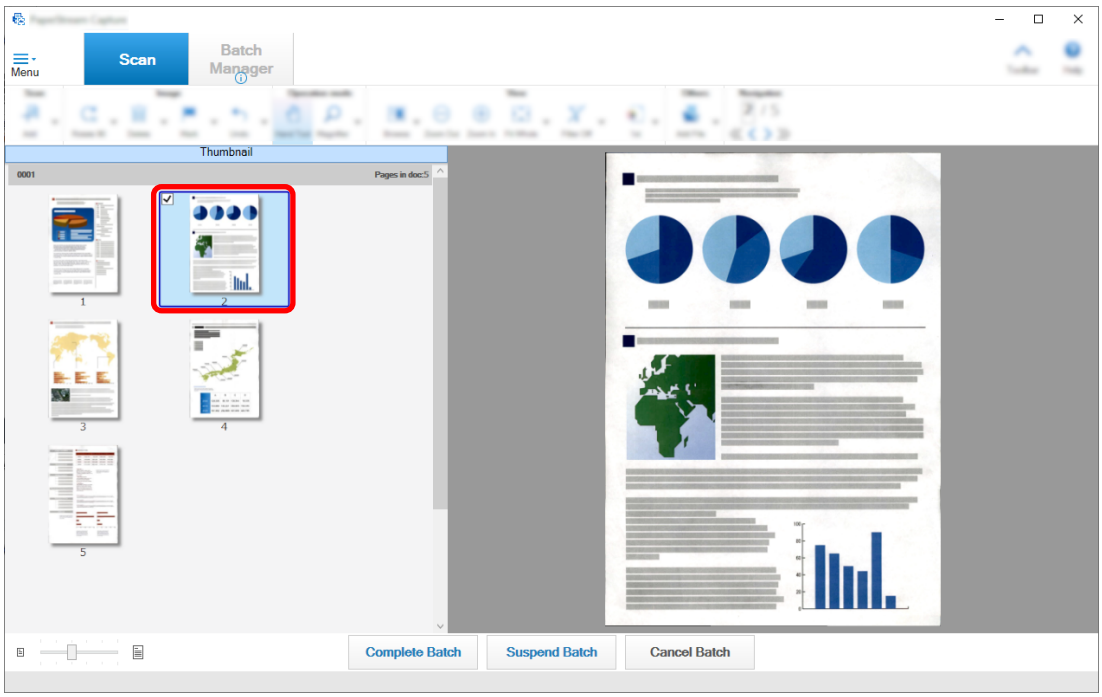
TIP

- To stop a scanning operation, click [Cancel Batch] on the toolbar. In addition, you can stop a scanning operation in the following ways depending on the setting for [Show Images During Scan] in [Image Display Options] in the [Scan] tab.
  - When [Show Images During Scan] is selected
    Pressing the [Esc] key on the keyboard
  - When [Show Images During Scan] is not selected
    Clicking the [Cancel] button that is displayed on a job

Checking and Editing Scanned Images (Batch Scan Mode)

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.



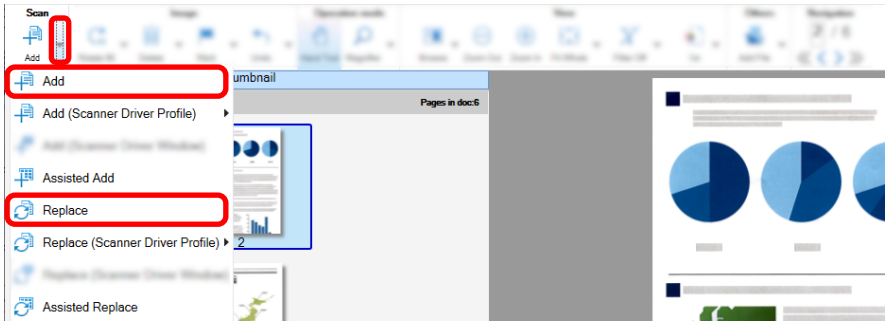
2 Click an icon according to your purpose on the toolbar.

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

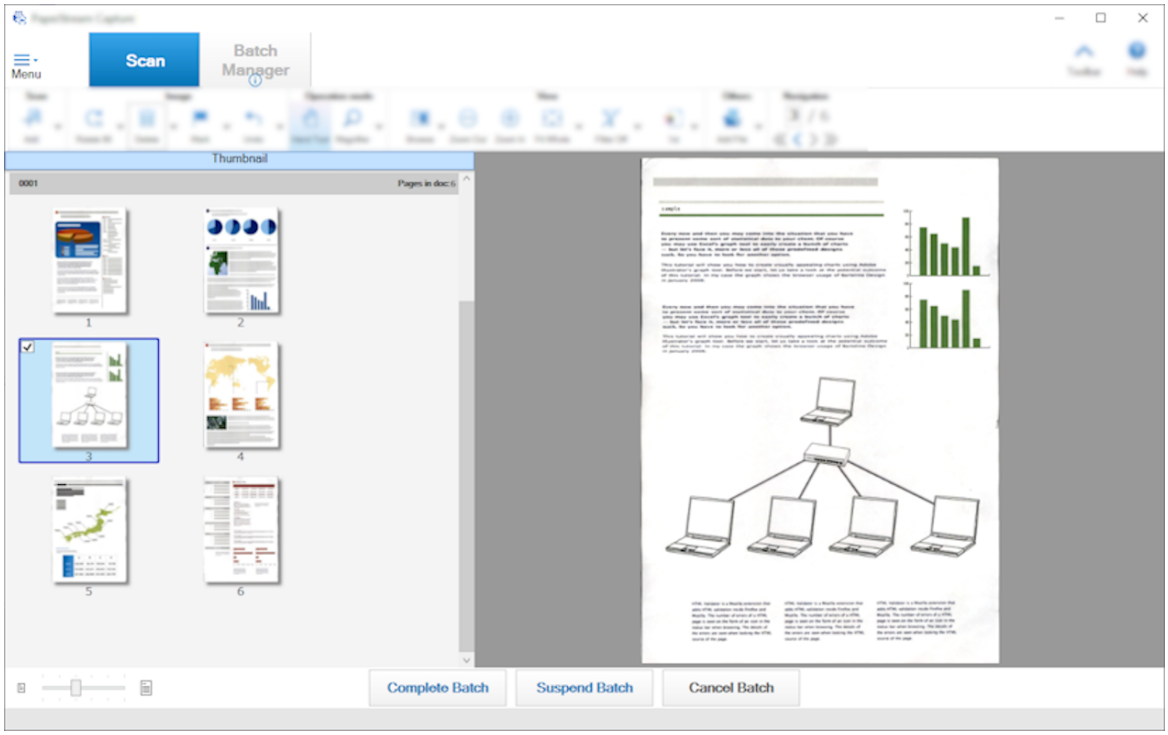
When scanning a document to add or replace

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.

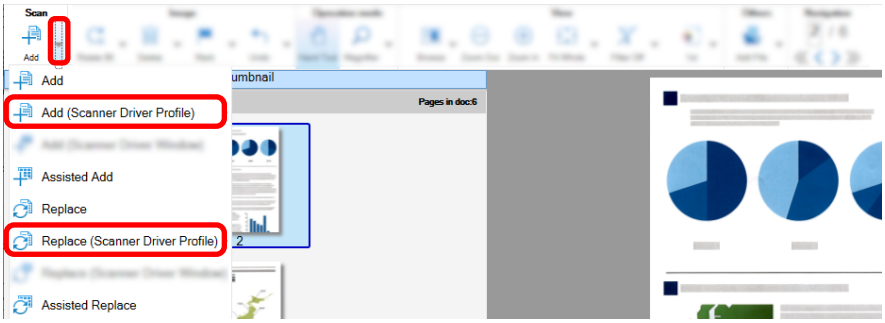


When changing the scan settings for images to be added or replaced, and then scanning a document

If you have scanned documents using a job for the advanced setup, you can change the scan settings for an additional scan.
For details about the conditions under which this tool can be selected, refer to Toolbar (page 449).

- Selecting another driver profile and performing a scan
  Load a document into the scanner to add or replace.

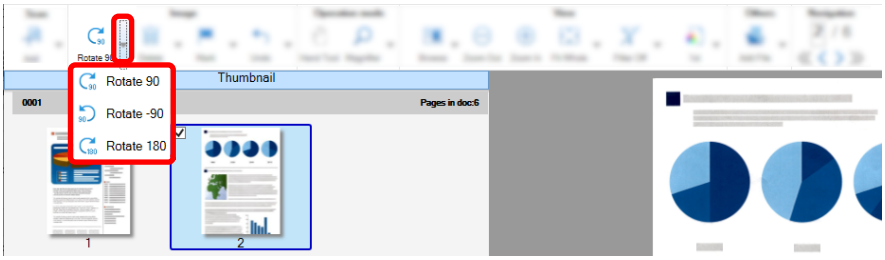
Click ▼ on the right side of [Add] on the toolbar and click [Add (Scanner Driver Profile)] or [Replace (Scanner Driver Profile)] to select another scanner driver profile and start a scan.



Click [Add (Scanner Driver Profile)] to add the image after the selected page.
Click [Replace (Scanner Driver Profile)] to delete the selected page and insert the image.

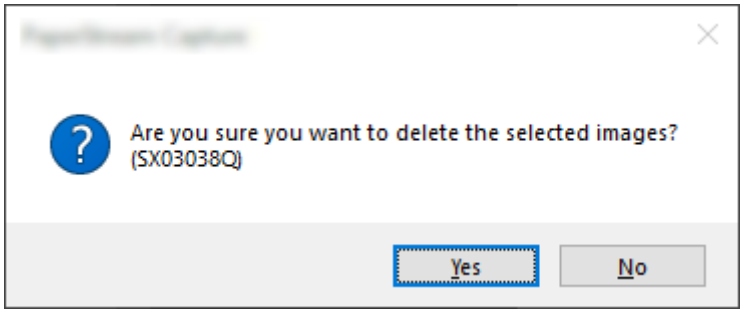
When rotating the selected page

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



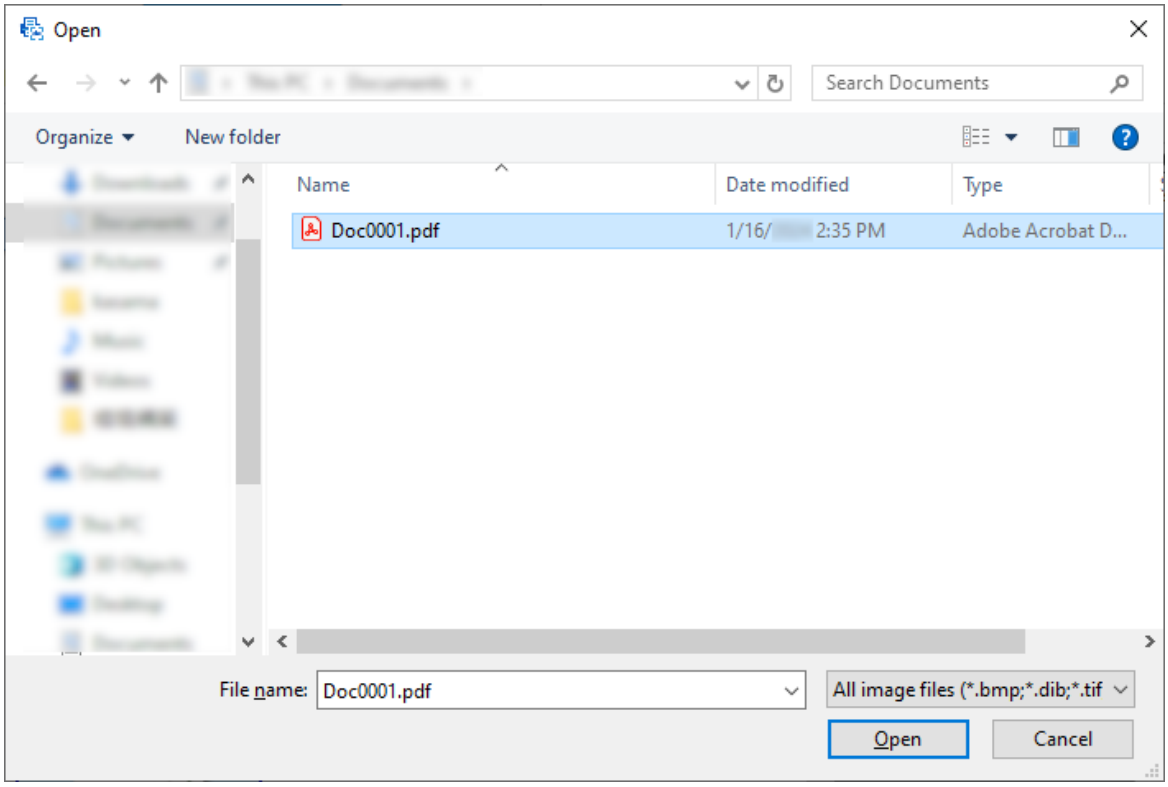
When deleting the selected page

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



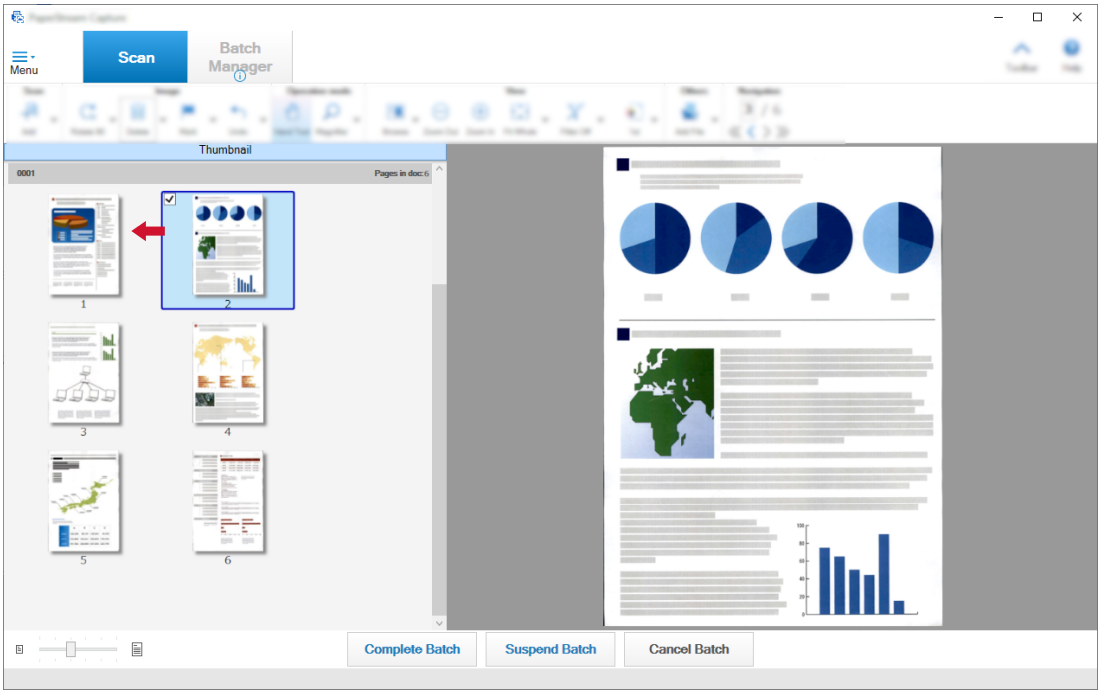
When selecting a saved image to add or replace

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.

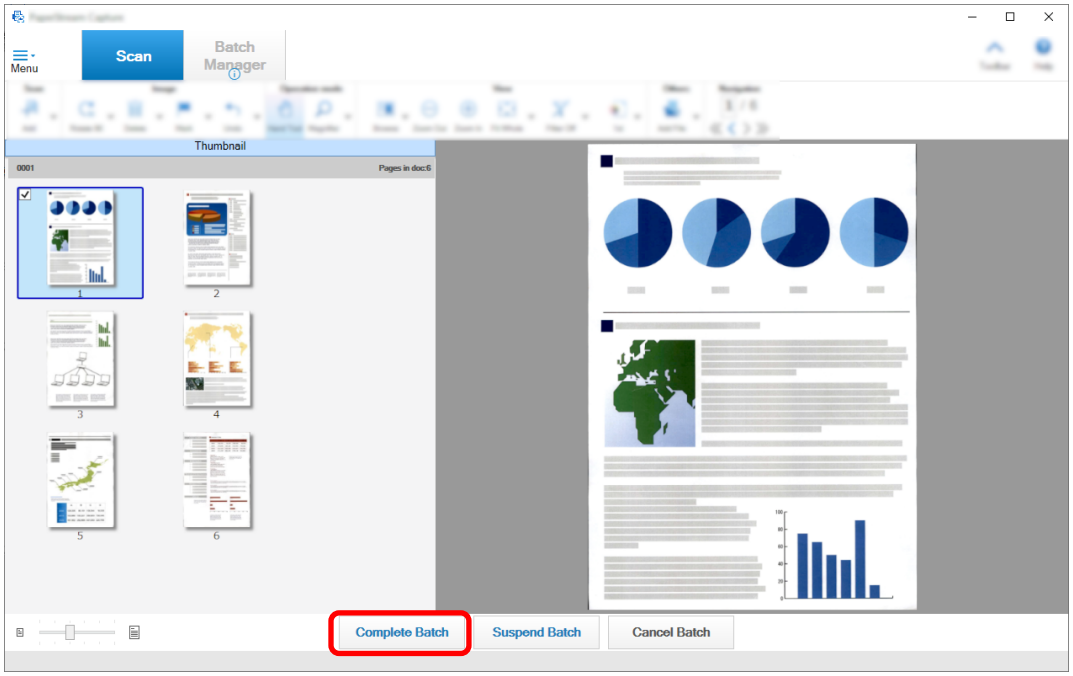


When changing the order of the scanned pages

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.



TIP

- If the existing job settings cannot provide a suitable image, you can easily correct it using the "Assisted Scan" function for the PaperStream IP driver.

  ➡ PaperStream IP driver Help

Changing Job Settings Temporarily and Performing a Scan (Batch Scan Mode)

The ad-hoc scan function allows you to change the scan settings of the job temporarily to scan documents. After a scan is complete, the scan settings of the job return to the previous state.

1 Load documents in the scanner.

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2 Perform the following operation:

- For PaperStream Capture
  In the [Scan] Window (page 428), select [Ad hoc Scan] that appears when right-clicking the job.
- For PaperStream Capture Pro or PaperStream Capture Pro Premium
  In the [Scan & Index] Window (page 433) or the [Scan] Window (page 428), select [Ad hoc Scan] that appears when right-clicking the job.

The configure jobs window for the ad hoc scan appears.

3 Change the scan settings.

4 Click the [Scan] button.

A scan starts according to the scan settings.

- For PaperStream Capture, the [Scan] Window (for Checking/Editing) (page 430) appears when scanning or importing files is complete.
- For PaperStream Capture Pro, the window for checking and editing images appears when scanning or importing files is complete.
- For PaperStream Capture Pro Premium, if the [Browse for Folder] window appears for the job where [PaperStream IP Import] is selected for [Scanner] in the [Scan] Tab (page 244), select a folder including files to be imported.
  The window for checking and editing images appears when scanning or importing files is complete.

ATTENTION

- It is necessary for PaperStream Capture to occupy a scanner for some operations, such as when a scanner is selected for [Scanner] in the [Scan] tab or when the PaperStream IP window is opened by pressing the [Advanced settings] button in [Scan Settings]. In these cases, the selected scanner is exclusively used until the [Configure Jobs] window is closed.
  Other applications cannot use the scanner while the scanner is being occupied.

Editing the Index (Batch Scan Mode)

The procedure to change the data extraction field of a page or create a new data extraction field is as follows:
If masking is set for a Zonal OCR recognition area in PaperStream Capture Pro or PaperStream Capture Pro Premium, the area to be masked will have the same size and position as the field.

1 Check that [All-In-One] or [One Page View] is selected for [View] on the Toolbar (page 449).

The field panel appears on the right side of the viewer for a page with extracted data.
The recognition result is displayed as the field value in the field panel.
In the viewer, the page with the specified recognition area is displayed in a frame.
The frame color of a recognition area varies for each field type shown below.

- For Zonal OCR, Passport, ID card (TD1), and ID card (TD2)
  Red
- For Barcode, JSON Parsing, and Manual Entry (PaperStream Capture Pro or PaperStream Capture Pro Premium)
  Blue

2 In the field panel, select the field that you want to edit.

3 In the [Operation mode] section on the toolbar, click [Draw Zone].

The tools other than [Draw Zone] are deactivated, and the cancel button () is displayed on the frame of the recognition area.

4 To change the position of the recognition area, select the frame and move it. To change the size of the recognition area, click the cancel button () to delete the specified recognition area, and then drag the mouse pointer over an area to be recognized.

5 In the [Operation mode] section on the toolbar, click [Draw Zone].

The [Draw Zone] is cleared.

6 Check the recognition result that is displayed in the field panel, and if you want to change the result, enter the change in the field for the result manually.

For PaperStream Capture Pro or PaperStream Capture Pro Premium, depending on the [Applied page] settings in [Data Extraction Definition], data is extracted as follows.

- When [Specified page] is selected
  Only one set of data is extracted from a document stack. The data is extracted from the specified page in the document stack.
- When [All pages] is selected
  Data is extracted from all pages in a document stack.

When [Specified page] is selected in [Applied page] under [Data Extraction Definition], if you display a page other than the specified page in the viewer and enter a field value in the field panel, the entered field value is applied on the page displayed in the viewer as extracted data.
For example, when "1" is specified for [Specified page] in [Applied page] under [Data Extraction Definition], if you display page 3 instead of page 1 in the viewer and enter a field value in the field panel, the entered field value is applied on page 3 as extracted data.

ATTENTION

- When a passport or an ID card (TD1 or TD2 card) is scanned with the PaperStream IP (TWAIN) driver, the MRZ (Machine Readable Zone) is automatically specified as the recognition area.
- About the MRZ in a Passport
  - The MRZ consists of two lines each containing 44 characters/digits. For details, refer to Passport Detection Parameters (page 694).
    The first line in the MRZ is called " MRZ upper part", and the second line is called "MRZ lower part".
    The "MRZ upper part" contains information for "Surname", "Given names", and "Issuing country".
    The "MRZ lower part" contains information for "Passport number", "Nationality", "Date of birth", "Sex", "Date of expiry", and "Personal number".
    Therefore, when [MRZ upper part], [Surname], [Given names], or [Issuing country] is selected for [Type] in [Field Attributes], the MRZ upper part is specified as the recognition area. When [MRZ lower part], [Passport number], [Nationality], [Date of birth], [Sex], [Date of expiry], or [Personal number] is selected for [Type], the MRZ lower part is specified as the recognition area.
    When you change the recognition area for the fields in [Draw Zone], specify the recognition area so that the area includes the MRZ part (44 characters/digits) that contains the information that you need.
  - If you change the field value for [MRZ upper part] or [MRZ lower part], the changes are applied to the field values for the information that is included in [MRZ upper part] or [MRZ lower part].

Similarly, if you change the field values for the information that is included in [MRZ upper part] or [MRZ lower part], the changes are applied to the field value for [MRZ upper part] or [MRZ lower part].
However, if you enter a value that does not comply with the standard set by ICAO (International Civil Aviation Organization) in a field for the information that is included in [MRZ upper part] or [MRZ lower part], the value is not applied to the field value for [MRZ upper part] or [MRZ lower part].

- About MRZ in an ID card (TD1 card)
  - The MRZ consists of three lines each containing 30 characters/digits. For details, refer to ID Card (TD1) Detection Parameters (page 696).
    The first line in the MRZ is called " MRZ upper part", the second line is called "MRZ middle part", and third line is called "MRZ lower part".
    The "MRZ upper part" contains information for "Issuing country", "Document number", and "Optional information at the discretion of the issuing country in the MRZ upper part".
    The "MRZ middle part" contains information for "Date of birth", "Sex", "Date of expiry", "Nationality", and "Optional information at the discretion of the issuing country in the MRZ middle part".
    The "MRZ lower part" contains information for "Surname" and "Given names".
    Therefore, when [MRZ upper part], [Issuing country], [Document number], or [Optional information at the discretion of the issuing country in the MRZ upper part] is selected for [Type] in [Field Attributes], the MRZ upper part is specified as the recognition area. When [MRZ middle part], [Date of birth], [Sex], [Date of expiry], [Nationality], or "Optional information at the discretion of the issuing country in the MRZ middle part" is selected for [Type], the MRZ middle part is specified as the recognition area.
    Therefore, when [MRZ lower part], [Surname], or [Given names] is selected for [Type], the MRZ lower part is specified as the recognition area.
    When you change the recognition area for the fields in [Draw Zone], specify the recognition area so that the area includes the MRZ part (30 characters/digits) that contains the information that you need.
  - If you change the field value for [MRZ upper part], [MRZ middle part], or [MRZ lower part], the changes are applied to the field values for the information that is included in [MRZ upper part], [MRZ middle part], or [MRZ lower part].
    Similarly, if you change the field value for the information that is included in [MRZ upper part], [MRZ middle part], or [MRZ lower part], the changes are applied to the field values for [MRZ upper part], [MRZ middle part], or [MRZ lower part].
    However, if you enter a value that does not comply with the standard set by ICAO (International Civil Aviation Organization) in a field for the information that is included in [MRZ upper part], [MRZ middle part], or [MRZ lower part], the value is not applied to the field values for [MRZ upper part], [MRZ middle part], or [MRZ lower part].
- About MRZ in an ID card (TD2 card)
  - The MRZ consists of two lines each containing 36 characters/digits. For details, refer to ID Card (TD2) Detection Parameters (page 698).
    The first line in the MRZ is called " MRZ upper part", and the second line is called "MRZ lower part".
    The "MRZ upper part" contains information for "Issuing country", "Surname", and "Given names".
    The "MRZ lower part" contains information for "Document number", "Nationality", "Date of birth", "Sex", "Date of expiry", and "Optional information".
    Therefore, when [MRZ upper part], [Issuing country], [Surname], or [Given names] is selected for [Type] in [Field Attributes], the MRZ upper part is specified as the recognition area. When [MRZ lower

part], [Document number], [Nationality], [Date of birth], [Sex], [Date of expiry], or [Optional information] is selected for [Type], the MRZ lower part is specified as the recognition area.
When you change the recognition area for the fields in [Draw Zone], specify the recognition area so that the area includes the MRZ part (36 characters/digits) that contains the information that you need.

- If you change the field value for [MRZ upper part] or [MRZ lower part], the changes are applied to the field values for the information that is included in [MRZ upper part] or [MRZ lower part].
  Similarly, if you change the field values for the information that is included in [MRZ upper part] or [MRZ lower part], the changes are applied to the field value for [MRZ upper part] or [MRZ lower part].
  However, if you enter a value that does not comply with the standard set by ICAO (International Civil Aviation Organization) in a field for the information that is included in [MRZ upper part] or [MRZ lower part], the value is not applied to the field value for [MRZ upper part] or [MRZ lower part].

- When the PaperStream IP (ISIS) driver is used on PaperStream Capture, the MRZ in a passport or in an ID card (TD1 or TD2 card) cannot be detected automatically. Select [Draw Zone] on the toolbar and specify the part (44 characters/digits for a passport, 30 characters/digits for an ID card (TD1), 36 characters/digits for an ID card (TD2)) of the MRZ that includes the information, as the recognition area.

Suspending the Checking of Scanned Images (Batch Scan Mode)

The procedure to suspend the checking of the scanned images and save them temporarily is as follows:

1. **Perform the following operations:**
   - For PaperStream Capture
     Click the [Suspend Batch] button in the [Scan] Window (page 428).
   - For PaperStream Capture Pro or PaperStream Capture Pro Premium
     Click the [Suspend Batch] button in the [Scan & Index] Window (page 433) or [Scan] Window (page 428).
2. **In the message window, select or enter the reason of the suspension.**
3. **Click the [Submit] button.**

   The scanned images are saved temporarily.

TIP

- During the suspending process, "Releasing or suspending batch" is displayed on the right side in the status bar.
  When you click the message, a window for aborting the suspending process appears.
  If you click the [Abort] button while the window is open, you can abort the suspending process. In the [Batch Manager] Window (page 468), you can check batches that were aborted.

Discarding Scanned Images or the Last Edited Contents (Batch Scan Mode)

For PaperStream Capture, all the scanned images will be discarded.
For PaperStream Capture Pro or PaperStream Capture Pro Premium, the scanned images and the contents that were edited last will be discarded.

1. **Perform the following operation:**

   - For PaperStream Capture
     Click the [Cancel Batch] button in the [Scan] window.
   - For PaperStream Capture Pro or PaperStream Capture Pro Premium
     Click the [Cancel Batch] button in the [Scan & Index] window or the [Scan] window.

   Scanned images and the contents that were edited last are discarded.

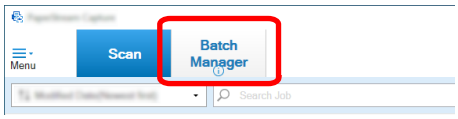
TIP

- When you open a suspended batch from the [Batch Manager] Window (page 468) and click the [Cancel Batch] button, the contents that were edited in the window for checking/editing images are discarded. To delete a suspended batch, select the batch that you want to delete in the [Batch Manager] window, and click [Delete] on the toolbar.

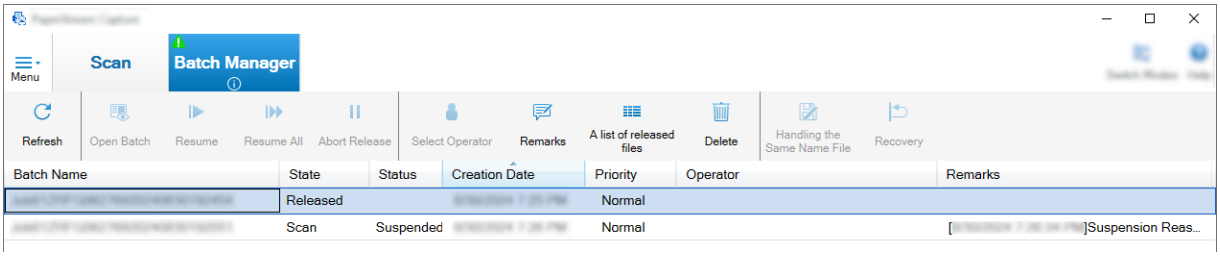
Checking the Scan History (Batch Scan Mode)

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].



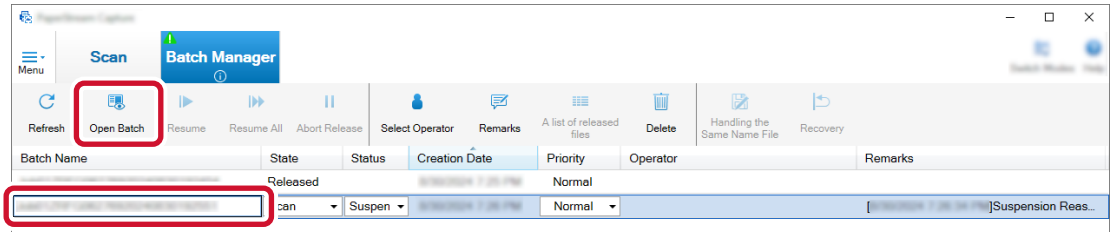
The [Batch Manager] window appears.



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].

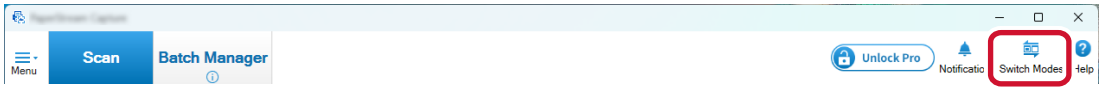
Scanning in Simple Scan Mode

This section describes the operation flow in Simple Scan mode and the procedure to perform a scan through the procedure to name and save scanned images.

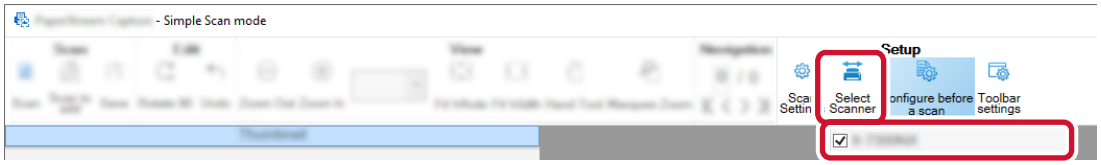
Configuring the Settings for Simple Scan Mode

This section describes the settings that can be configured in advance for Simple Scan mode.

1 Click the [Switch Modes] button to switch to the window for the Simple Scan mode.

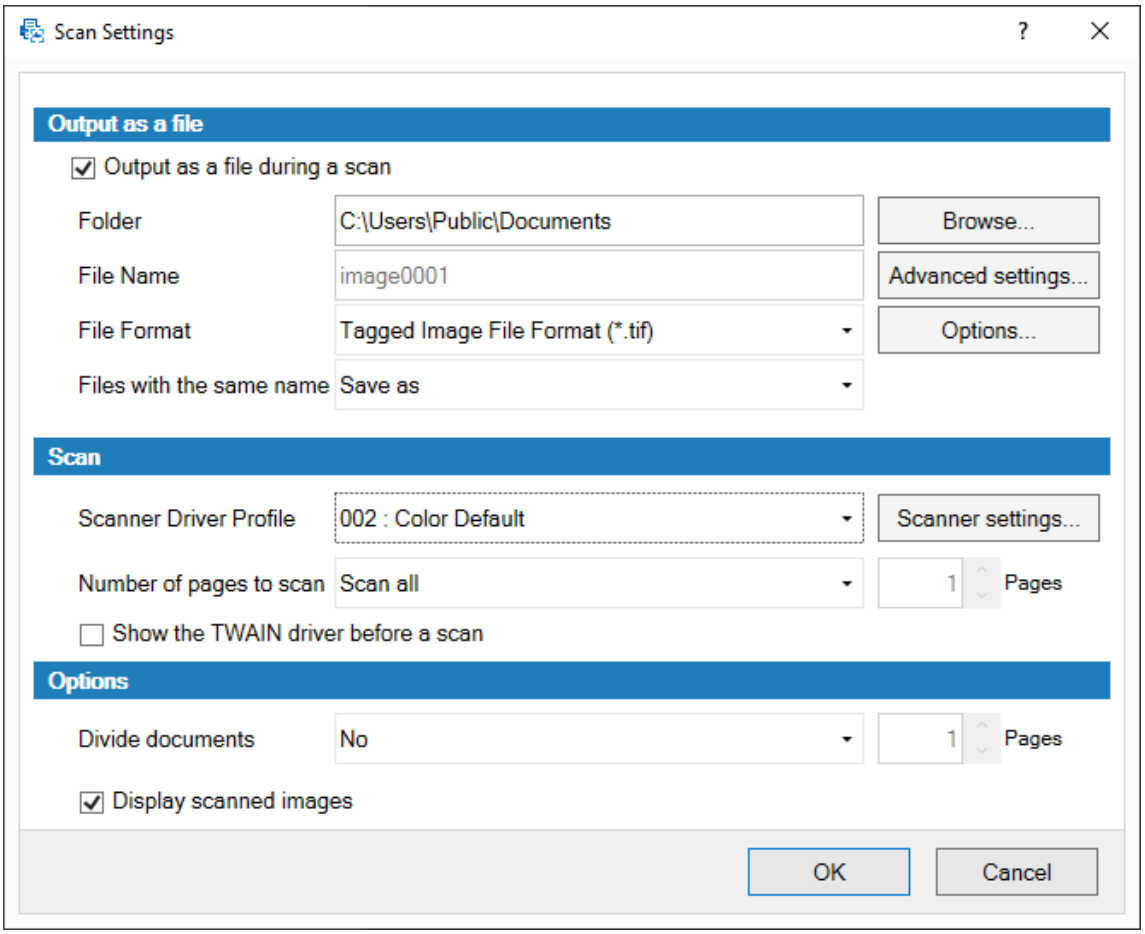


2 In the [Simple Scan mode] Window (page 482), click [Select Scanner] on the toolbar to select a scanner to be used.



3 Click [Scan Settings] on the toolbar.

4 Check the settings in the window and configure the settings such as the save destination for files and scan settings, if necessary.



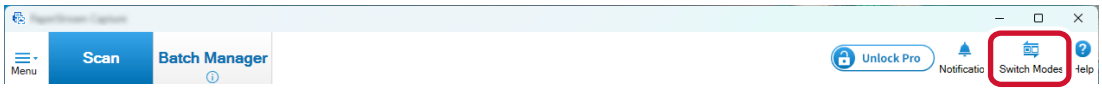
5 Click the [OK] button.

The settings are applied and the window is closed.

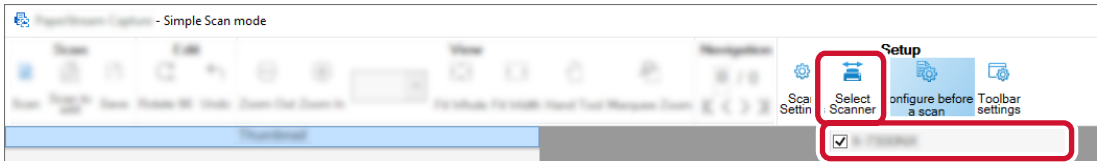
Scanning a Document and Saving It (Simple Scan Mode)

The procedure in this section is explained under the condition that [Configure before a scan] is selected on the toolbar and the [Output as a file during a scan] check box is selected under [Output as a file] in the [Scan Settings] window.

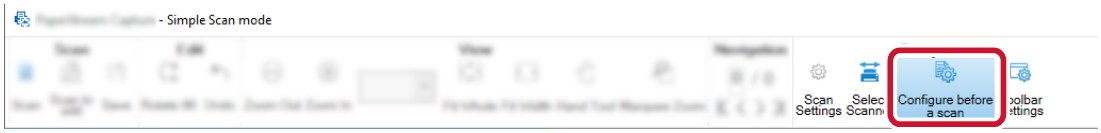
1 Click the [Switch Modes] button to switch to the window for the Simple Scan mode.



2 In the [Simple Scan mode] Window (page 482), click [Select Scanner] on the toolbar to select a scanner to be used.



3 Click [Configure before a scan] on the toolbar.



4 Load a document in the scanner.

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5 In the [Simple Scan mode] Window (page 482), click [Scan] on the toolbar.

The [Scanning] Window (page 489) appears.

When you have already specified the settings for [Output as a file], [Scan], and [Options] in the [Scan Settings] window, the [Scanning] window appears with the specified settings applied.

> **TIP**
>
> - When [Configure before a scan] is not selected on the toolbar, if you click [Scan], scanning starts immediately with the scan settings that are configured in the [Scan Settings] window.

6 Specify the settings for [Output as a file], [Scan], and [Options] as needed.

7 Click the [Scan] button.

Scanning starts and the scanned images are saved.

> **TIP**
>
> - [Scan] changes to [Cancel Batch] on the toolbar during a scan with a scanner.
>
> The ways to stop scanning are as follows:
>
> - Pressing the [Esc] key on the keyboard
> - Clicking [Cancel Batch] on the toolbar

Checking and Editing Scanned Images (Simple Scan Mode)

> **ATTENTION**
>
> - If you click the [Switch Modes] button and change the scanning method while checking or editing an image in Simple Scan mode, the edited image will be discarded.

Checking Pages

The procedure to check the details of pages that are scanned in Simple Scan mode is shown below.
The procedure in this section will be explained under the assumption that the display mode is [Browse].

1. **Click a page that you want to check from the thumbnail list.**

   The details of the page are displayed in the viewer.

Adding or Inserting Pages

This section explains the procedure to add or insert another scanned image or an existing file to the images scanned in Simple Scan mode or the existing file that you have opened as a page.
The maximum number of pages of images is 9999.
The procedure in this section is explained under the condition that images of the documents that are newly scanned with a scanner are added or inserted to the scanned images.

1. **Load documents in the scanner.**

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2. **Click [Scan to add] on the [Simple Scan mode] Window (page 482).**

   The [Scanning] Window (page 489) appears.

3. **Specify the settings for [Scan] and [Options], and click the [Scan] button.**

   The [Add/Insert/Replace] Window (page 504) appears.

4. **In [Target], select the type of base point for adding or inserting an image from [Page] or [Document].**

5. **In [Location], select one of the following to specify the location that the pages are added or inserted to.**

   - [First]
   - [Last]
   - [Page] is displayed if [Page] is selected in [Target] and [Document] is displayed if [Document] is selected in [Target].

6. **In [Operation], select [Insert before] or [Add after].**
   However, when [First] or [Last] is selected in [Location], these items cannot be selected.

7. **Click the [OK] button.**
   Scanning starts according to the settings in the [Scan Settings] window/the [Scanning] window and the [Add/Insert/Replace] window.
   When scanning is complete, the pages are added or inserted to the selected location.

TIP

- You can add or insert an existing file by dragging and dropping it.
- [Scan] changes to [Cancel Batch] on the toolbar during a scan with a scanner.

The ways to stop scanning are as follows:

- Pressing the [Esc] key on the keyboard
- Clicking [Cancel Batch] on the toolbar

Replacing Pages

This section explains the procedure to replace a specified page with another scanned image or an existing file in Simple Scan mode.
The procedure in this section is explained under the condition that a scanned image is replaced with another scanned image.

1. **Load documents in the scanner.**

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2. **Select a page you that want to replace.**
3. **Click [Scan to add] on the [Simple Scan mode] Window (page 482).**

   The [Scanning] Window (page 489) appears.

4. **Specify the settings for [Scan] and [Options], and click the [Scan] button.**

   The [Add/Insert/Replace] Window (page 504) appears.

5. **In [Target], select [Page].**
6. **Specify the range of pages to replace in [Page] under [Location].**
7. **In [Operation], select [Replace].**
8. **Click the [OK] button.**
   Scanning starts according to the settings in the [Scan Settings] window/the [Scanning] window and the [Add/Insert/Replace] window.
   When scanning is complete, the pages in the specified range are replaced.

TIP

- [Scan] changes to [Cancel Batch] on the toolbar during a scan with a scanner.
  The ways to stop scanning are as follows:
  - Pressing the [Esc] key on the keyboard
  - Clicking [Cancel Batch] on the toolbar

Rotating Pages

The procedure to rotate pages that are in the wrong orientation for images that are scanned in Simple Scan mode is as follows:

1. **Select a page that you want to rotate.**
2. **Click [Rotate 90] in the [Simple Scan mode] Window (page 482).**

The page is rotated.

Deleting Pages

The procedure to delete unnecessary pages from the images that are scanned in Simple Scan mode is as follows:

1. **Select a page that you want to delete.**
2. **Right-click anywhere on the thumbnail or the viewer.**

   The menu appears.
3. **Click [Delete].**

   A message window appears.
4. **Click the [Yes] button.**

   The selected page is deleted.

Cutting Pages

The procedure to cut a page that is scanned in Simple Scan mode and save it temporarily to the storage area of PaperStream Capture is as follows:

1. **Select a page that you want to cut.**
2. **Right-click anywhere on the thumbnail or the viewer.**

   The menu appears.
3. **Click [Cut].**

   The selected page is cut.

Copying Pages

The procedure to copy a page that is scanned in Simple Scan mode and save it temporarily to the storage area of PaperStream Capture is as follows:

1. **Select a page that you want to copy.**
2. **Right-click anywhere on the thumbnail or the viewer.**

   The menu appears.
3. **Click [Copy].**

   The selected page is copied.

Pasting Pages

The procedure to paste the cut or copied pages that are scanned in Simple Scan mode is as follows:
The maximum number of pages of images is 9999.

1. **Select a page.**

2 **Right-click anywhere on the thumbnail or the viewer.**

The menu appears.

3 **Click [Paste].**

The [Add/Insert/Replace] Window (page 504) appears.

4 **In [Target], select [Page] or [Document] to specify where the pages are pasted.**

5 **In [Location], select one of the following to specify the location where the pages are pasted:**

- [First]
- [Last]
- [Page] is displayed if [Page] is selected in [Target] and [Document] is displayed if [Document] is selected in [Target].

6 **In [Operation], select [Insert before] or [Add after].**
However, when [First] or [Last] is selected in [Location], these items cannot be selected.

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

The pages are pasted.

Splitting a Document Stack

The procedure to insert a separator in order to split a document stack (containing multiple pages) that is scanned in Simple Scan mode is as follows:

1 **Select a page.**

2 **Right-click anywhere on the thumbnail or the viewer.**

The menu appears.

3 **Click [Insert Separator].**

The [Insert Separator] Window (page 506) appears.

4 **In [Target], select [Page] or [Document] to specify the type of base point for inserting a separator.**

5 **In [Location], select one of the following to specify the location that a separator is inserted to.**

- [First]
- [Last]
- [Page] is displayed if [Page] is selected in [Target] and [Document] is displayed if [Document] is selected in [Target].

6 **In [Operation], select [Insert before] or [Add after].**
However, when [First] or [Last] is selected in [Location], these items cannot be selected.

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

A separator is inserted, and the document stack is split.

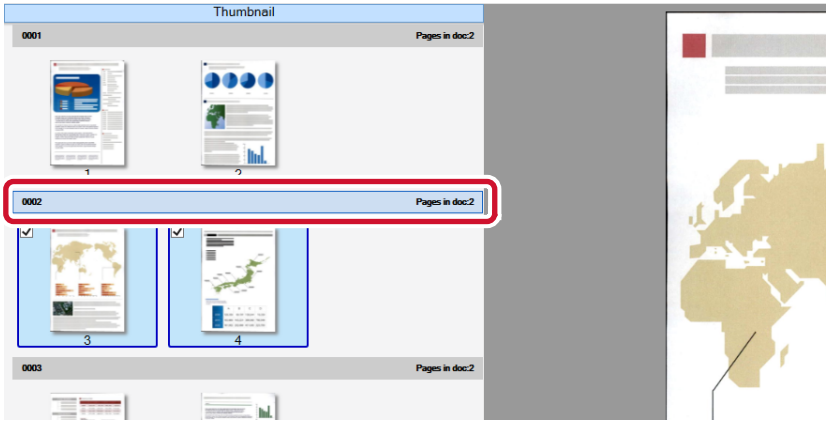
TIP

- Up to 9999 separators can be used.

Merging Document Stacks

The procedure to delete a separator in order to merge document stacks (each containing pages) that are scanned in Simple Scan mode is as follows:

1 Select a separator (document stack) that you want to delete.



2 Right-click anywhere on the thumbnail or the viewer.

The menu appears.

3 Click [Delete Separator].

A message appears.

4 Click the [Yes] button.

The separator is deleted and the document stack is merged with the previous document stack.

Sorting Pages

The procedure to sort pages that are scanned in Simple Scan mode is shown below.

1 Right-click anywhere on the thumbnail or in the viewer for the page whose order you want to change.

The menu appears.

2 Select a method to sort pages from the following:

- Flip
  Sorts the order of scanned images in the same page order as the document stack.
  This is useful when scanned images of the front pages (odd-numbered pages) are output in ascending order and the images of the back pages (even-numbered pages) are output in descending order, such as 1, 3, 5, 6, 4, 2.
- Parallel Shift

Sorts the order of scanned images in the same page order as the document stack.
This is useful when scanned images of both the front pages (odd-numbered pages) and the back pages (even-numbered pages) are output in ascending order, such as 1, 3, 5, 2, 4, 6.

- Reverse
  Sorts all images in reverse.
  This is useful for sorting the order of scanned images that are output in descending page order, in ascending page order.

3 The pages are sorted with a method that you selected.

ATTENTION

Reordering pages may change the separation point of document separation.

Marking Pages

The procedure to mark the pages in order to distinguish the images that you want to process later from other images scanned in Simple Scan mode is as follows:

1 Select a page that you want to mark.

2 Right-click anywhere on the thumbnail or the viewer.

The menu appears.

3 Click [Mark].

The background frame for the thumbnail of the page and the frame of the viewer turn orange.

TIP

- To unmark a page, select the page, and click [Unmark] in the toolbar or in the menu that appears when you right-click the mouse.

Saving the Images That Are Checked and Edited (Simple Scan Mode)

The procedure to name and save (output) images that are checked/edited in Simple Scan mode is as follows:

1 Click [Save] on the toolbar in the [Simple Scan mode] Window (page 482).

The [Save as] Window (page 506) appears.

2 Change the settings in [Output as a file] if needed.

3 Click the [OK] button.

The scanned images are saved (output).

TIP

- When the [Output as a file during a scan] check box is selected in the [Scan Settings] Window (page 487) or the [Scanning] Window (page 489), a file is output at the same time when scanning is complete.

Making Useful Changes to the Settings

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

Displaying Jobs in Groups

For PaperStream Capture Pro or PaperStream Capture Pro Premium, the job lists in the main window and the [Configure Jobs] window can be displayed in groups.
Jobs can be displayed in groups in accordance with your purposes or needs for scanning to streamline job management and operation.
This section describes how to create a new job group.

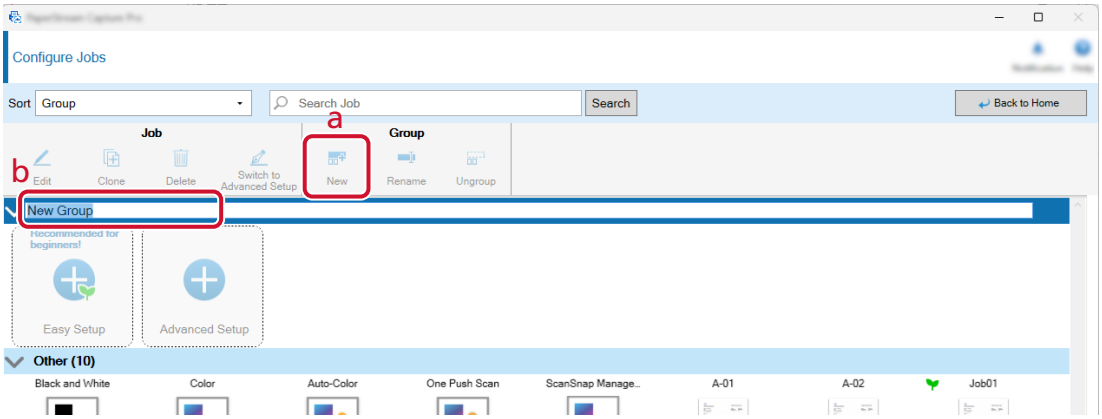
1 Select [Group] for [Sort] in the [Configure Jobs] window.

2 Create a group.

a Click [New] on the toolbar.

A group is added.
Jobs created when an option other than [Group] is selected for [Sort] are displayed in [Others].

b Enter a group name.



3 Register jobs to the created group.
You can register jobs using one of the following methods:

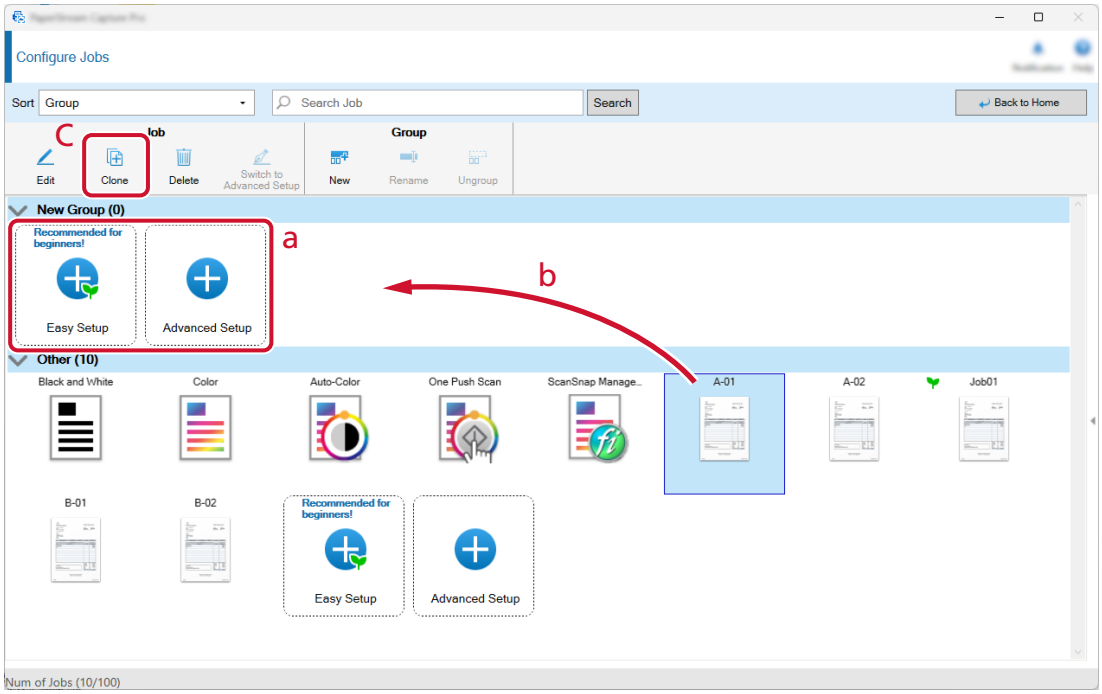
a Create a new job
Click [Easy Setup] or [Advanced Setup] in the group to create a job.

➡ Configuring the Scan Settings (Job) (Batch Scan Mode) (page 76)

b Move a job from another group into the group you created
Put the mouse pointer over the target job, and while holding down the [Shift] key, drag and drop the job to any position within the group you created.

c Clone an existing job
Select the target job and click [Clone] on the toolbar to clone the job.

Put the mouse pointer over the created job, and while holding down the [Shift] key, drag and drop the job to any position within the group you created.



You cannot register jobs in the "PaperStream AI" group.

4 If you want to create multiple groups, repeat steps 2 through 3.

You can change the display order of the groups by clicking or on the group header.

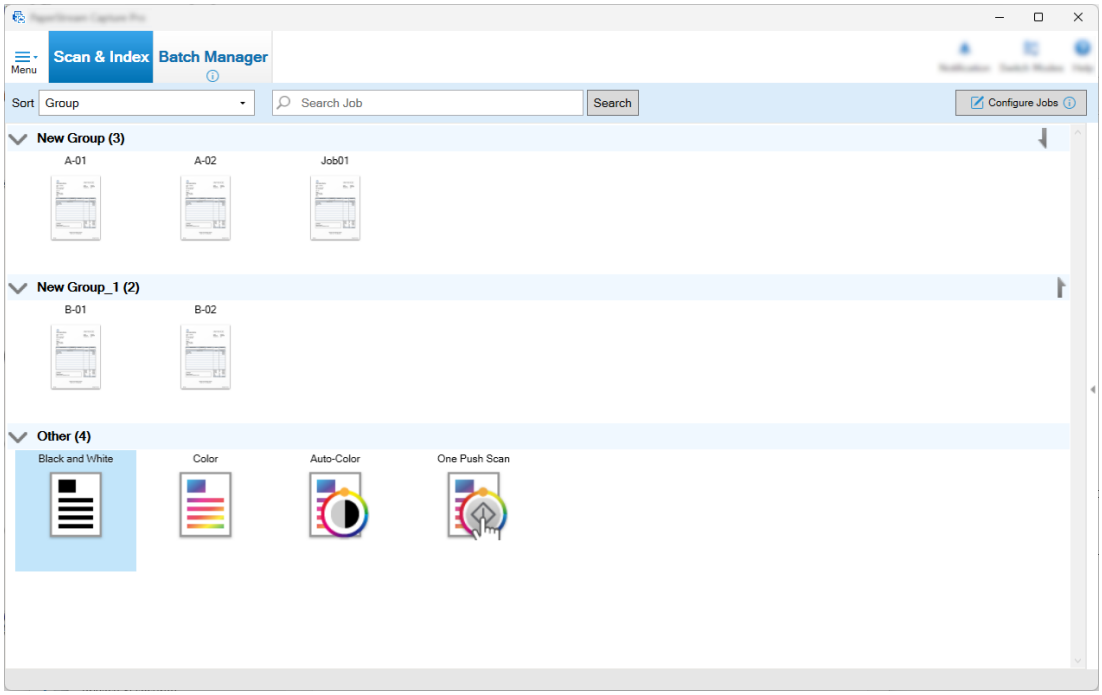
5 Click the [Back to Home] button.

The window that is displayed returns to the main window.

6 Select [Group] for [Sort].

The grouping settings configured in steps 2 through 4 are also applied to the main window, and jobs are displayed in groups.

You can change the display order of the groups by clicking or on the group header.

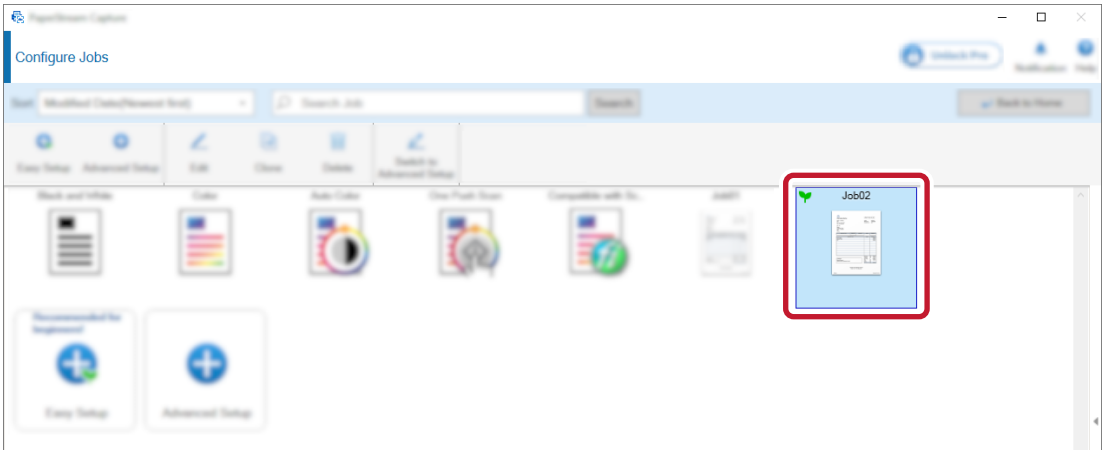


Converting a Job for the Easy Setup to a Job for the Advanced Setup

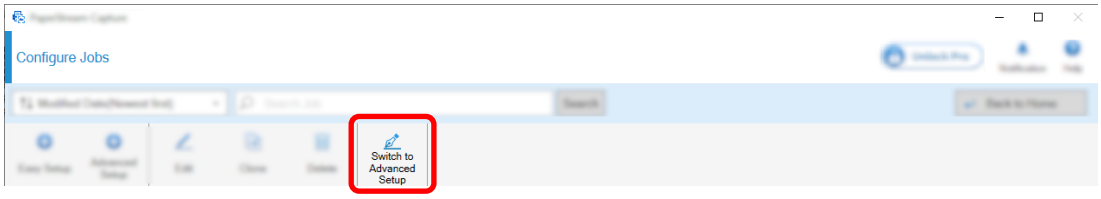
ATTENTION

- When [ISIS] is selected for [Driver Type] under the [General] tab in the [Administrator Tool] window, conversion from a job for the easy setup to a job for the advanced setup is not possible.
- PaperStream IP driver profiles are not used in jobs for the easy setup, but they are used in jobs for the advanced setup. This allows you to open the [Advanced settings] window of the PaperStream IP driver, and configure settings that are not available in PaperStream Capture and other advanced scan settings. When a job is converted to one for the advanced setup, a driver profile with the same name as the job being converted is created and the driver profile is associated with the job.

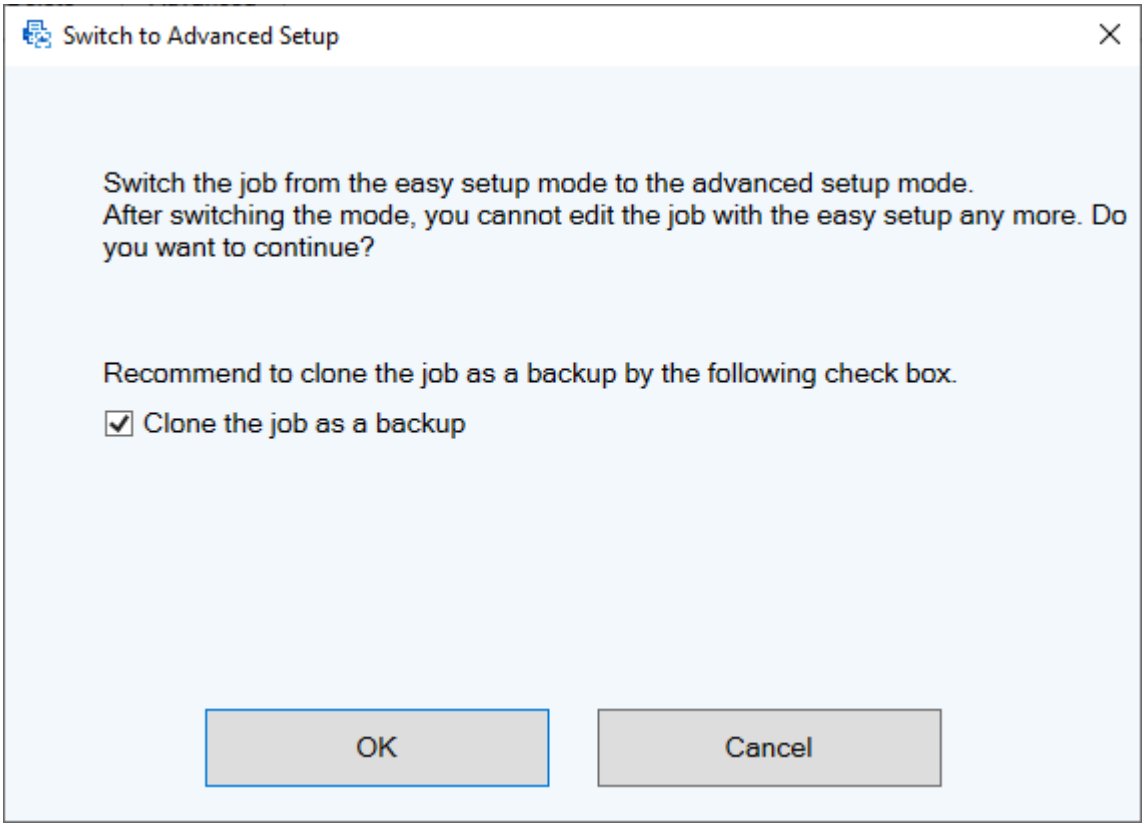
1 Select a job for the easy setup in the [Configure Jobs] window.



2 Click the [Switch to Advanced Setup] button on the toolbar.



The following message appears.



[Clone the job as a backup] Check Box

Select this check box to clone a job for the easy setup, save the clone, and edit the original as a job for the advanced setup. If the name of the job for the easy setup is "job 01", the name of the job for the advanced setup will be "job 01" and the name of the job for the easy setup will be "job 01_Copy".
Clear the check box to edit a job for easy setup as a job for the advanced setup without cloning the job for the easy setup. If the job name for the easy setup is "job 01", the job name for the advanced setup will be "job 01".

3 Click the [OK] button.

The [Job Information] tab appears in Advanced Setup.

Using the Scanner Buttons to Scan Documents

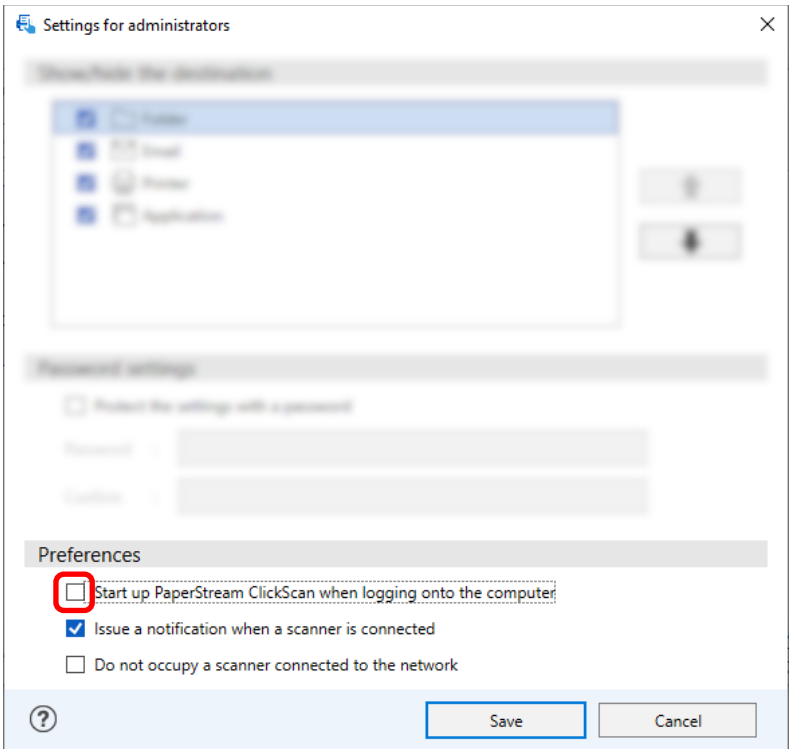
Documents can be scanned by using the scanner buttons ("Scan" and "Send to").

ATTENTION

- If you are using a TWAIN-compatible scanner from another company, this function is not available.
- 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.

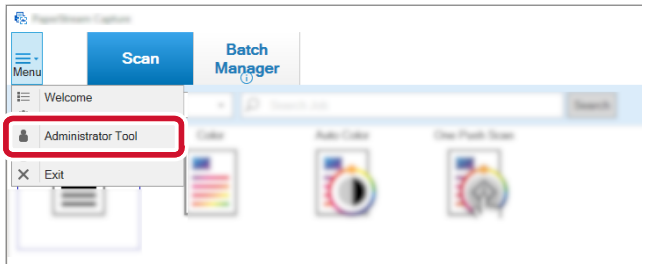
  - When exiting PaperStream ClickScan temporarily

    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

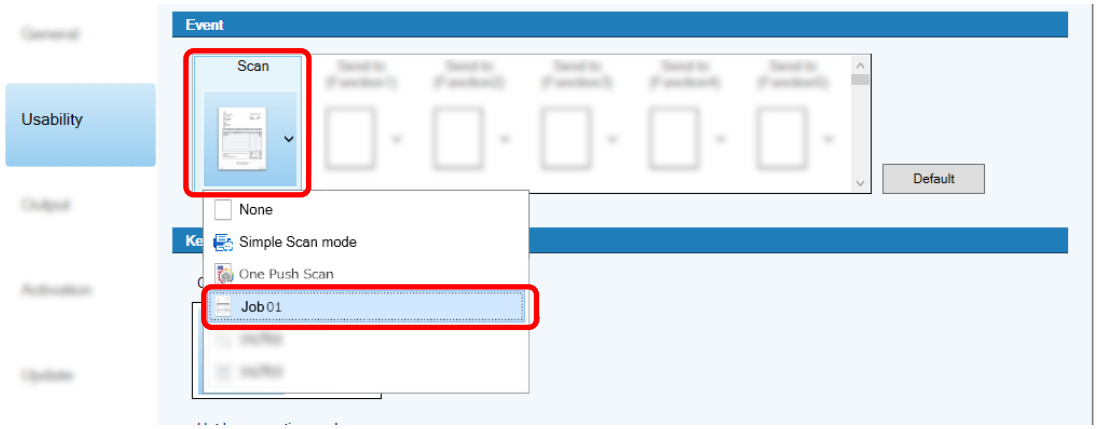
1 **From ☰ in [Menu], select [Administrator Tool].**



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.**

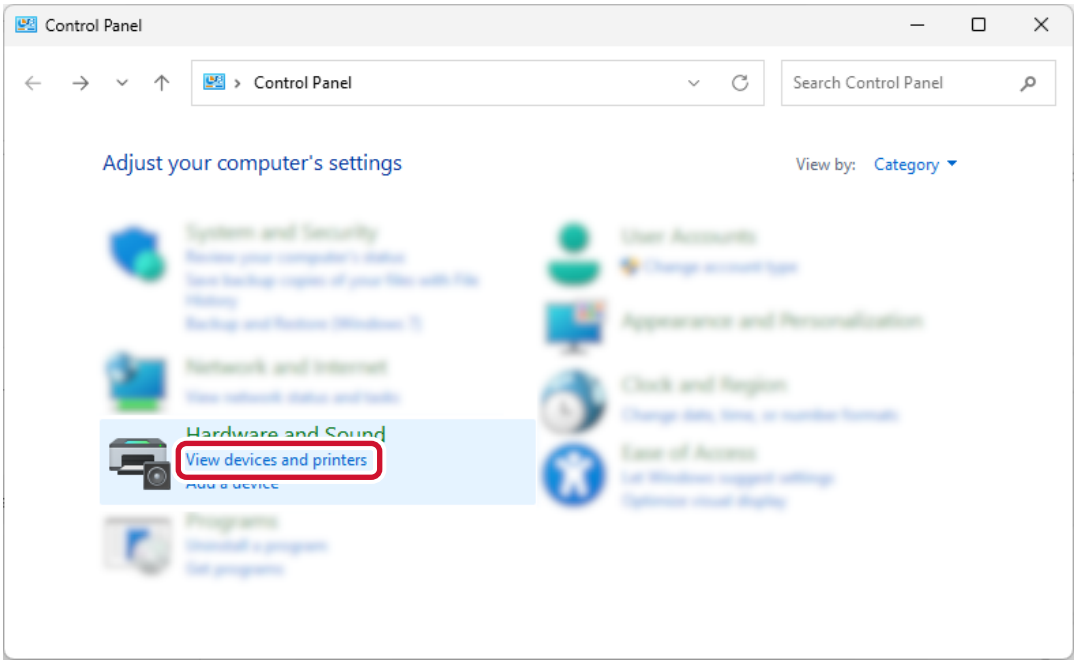
a **Click the [Save] button.**

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

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

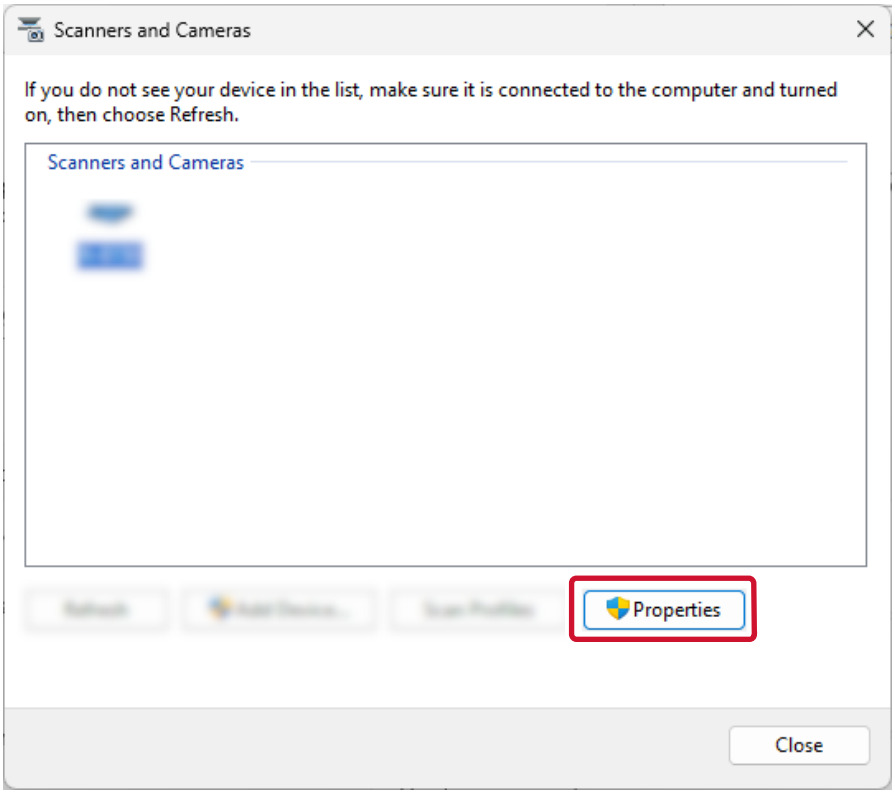
2. Configuring the Settings on the Computer

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



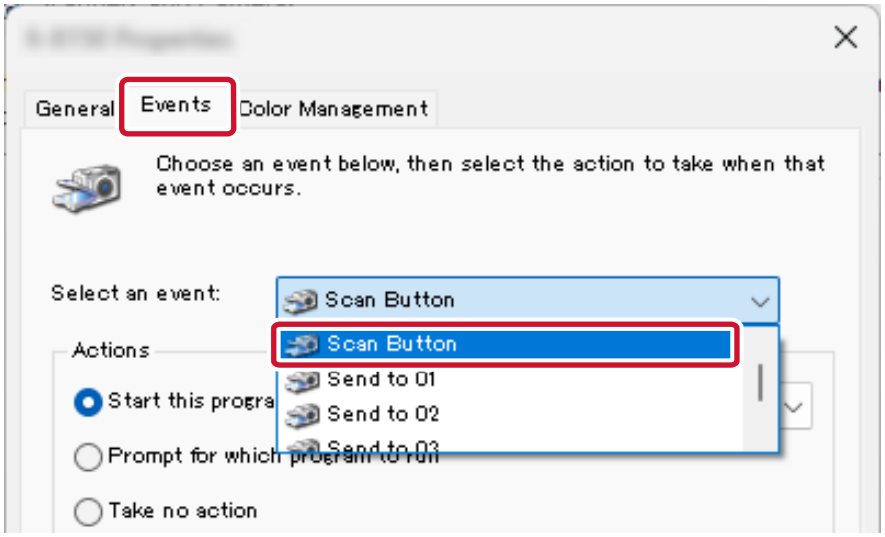
2 Click [Printers & scanners] and then click your scanner.

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

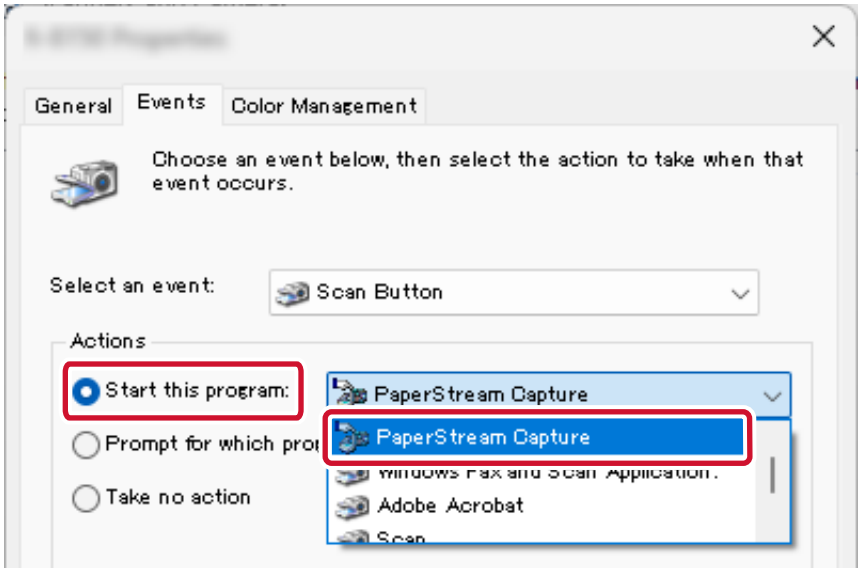


4 In the [Events] tab, specify an action to be taken when the Scan button on a scanner is pressed.

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

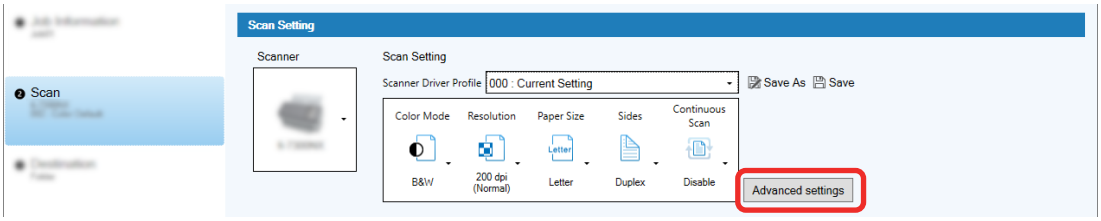
The action to be taken when the button on the scanner is pressed may also need to be specified on the scanner.
The setting procedure varies depending on the scanner model.
For details, refer to the section about configuring the settings for the Scan button the scanner in the Operator's Guide for your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

Changing the Image Resolution Settings

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.

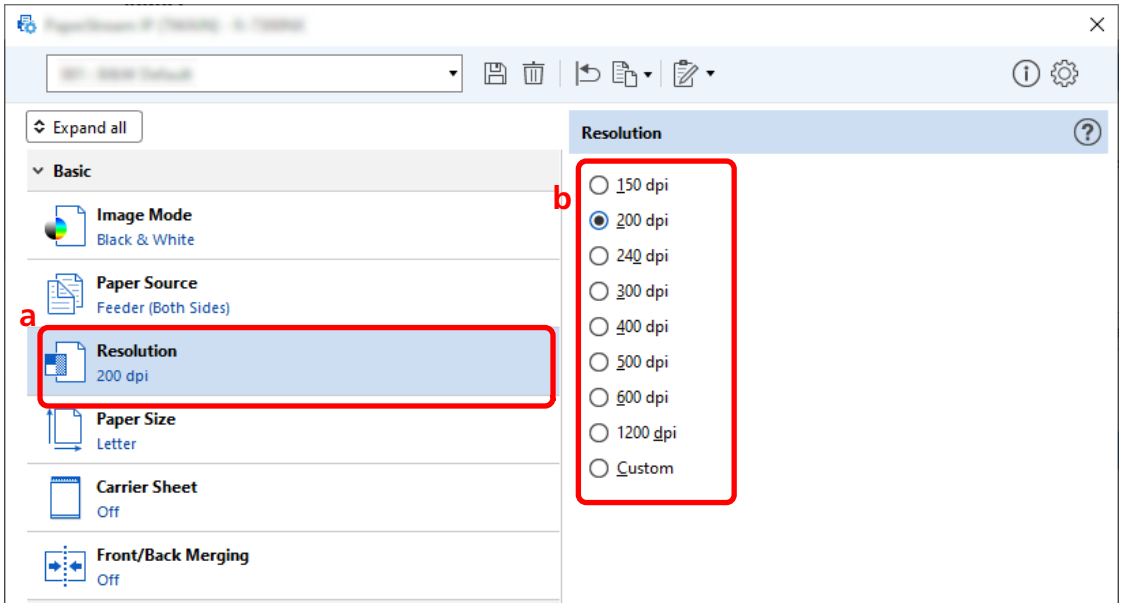
2 Select the [Scan] tab and click the [Advanced settings] button.



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.

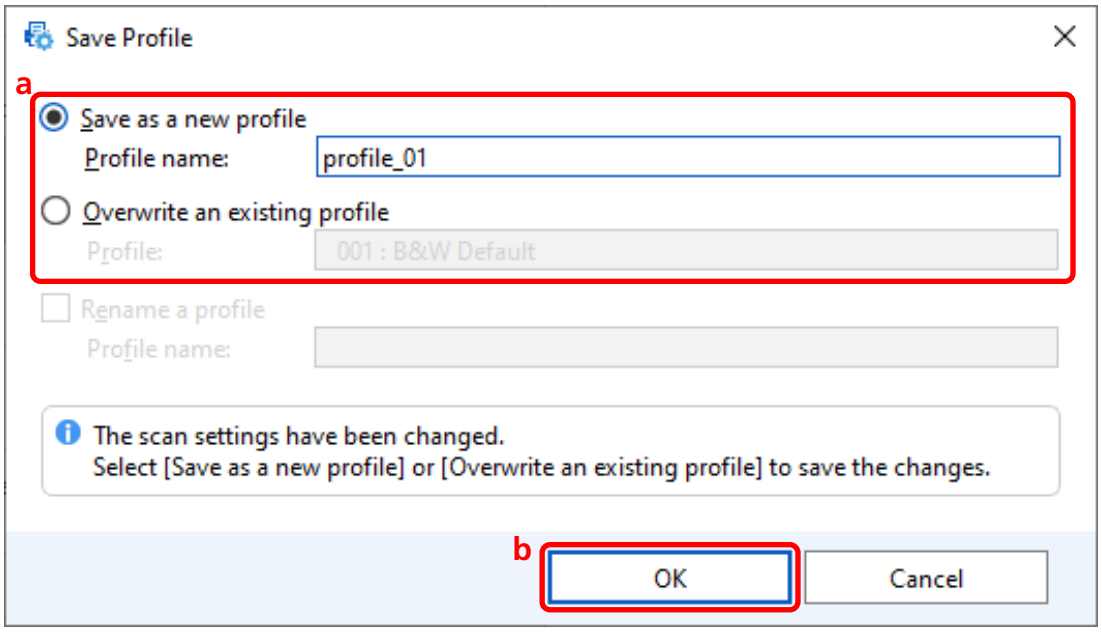


4 Click the icon for saving the settings ( ).

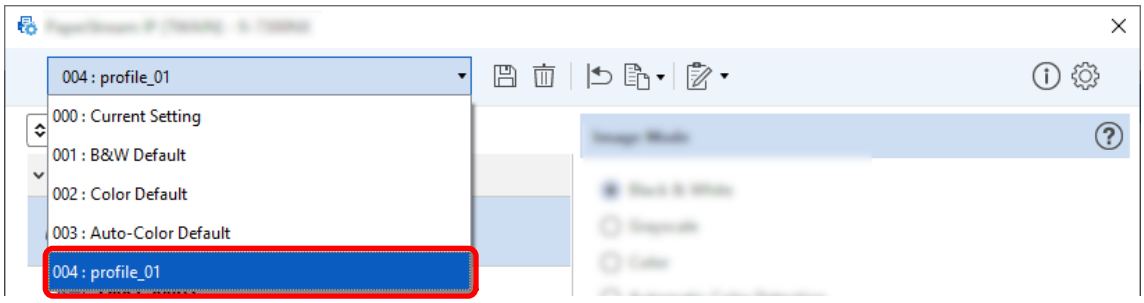
5 Save a driver profile.

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

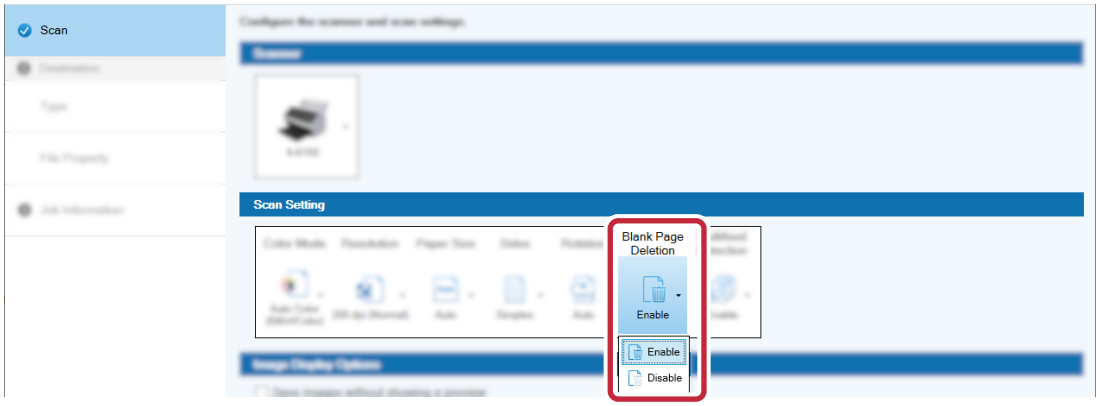
If a blank page is detected when a document is being scanned, the blank page is deleted automatically.

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.

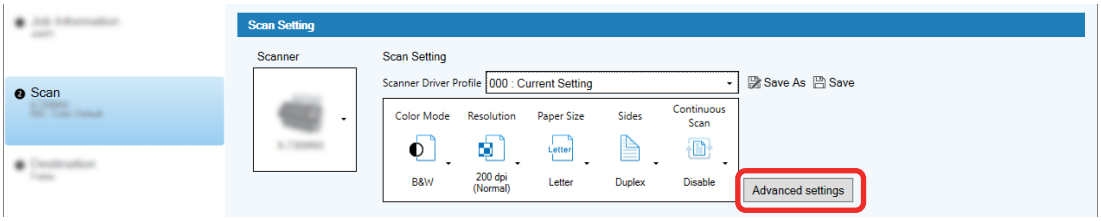
The job settings are saved.

5 Click the [Close] button.

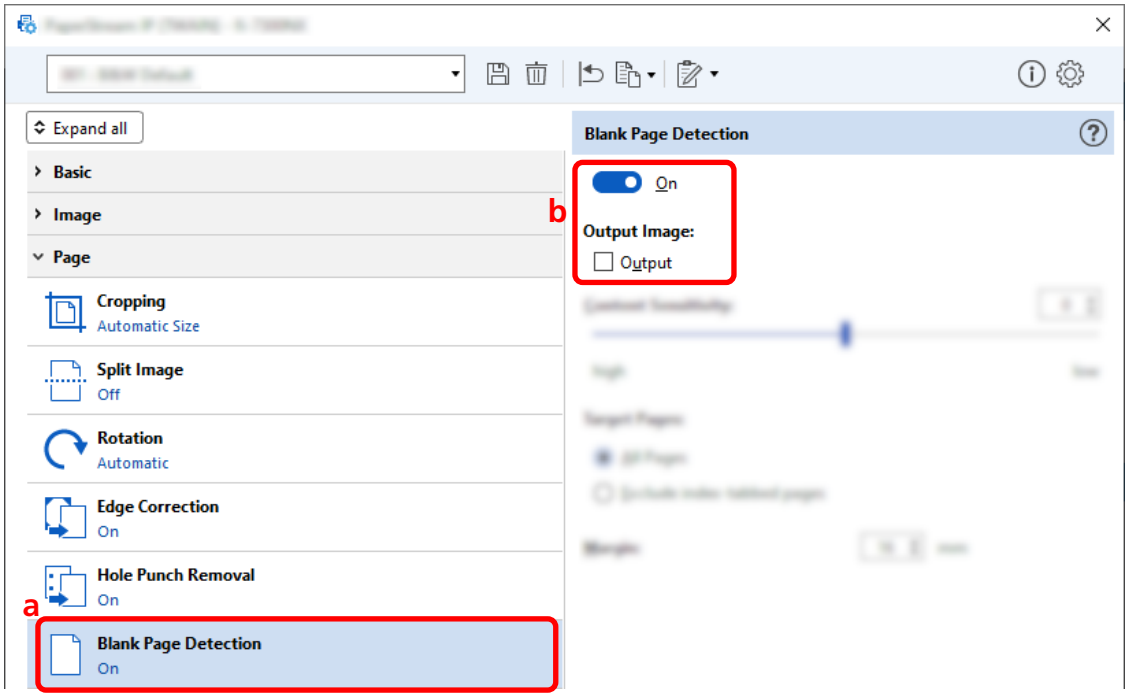
The window that is displayed returns to the [Configure Jobs] window.

For [Advanced Setup]

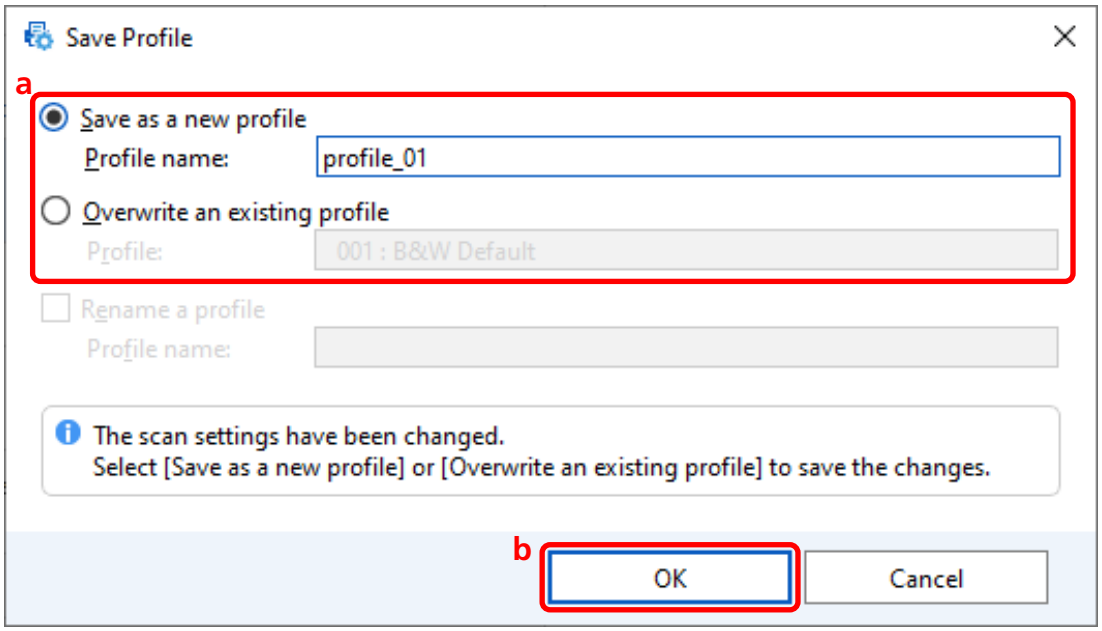
1. Select an existing job in the [Configure Jobs] window and click the [Edit] button on the toolbar.
2. Select the [Scan] tab and click the [Advanced settings] button.



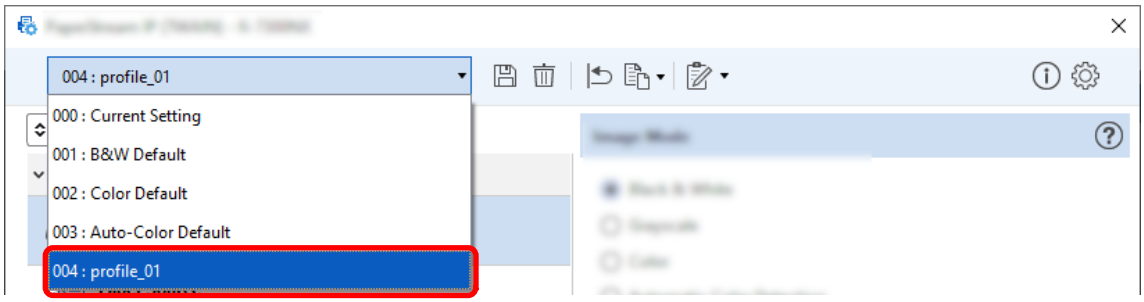
3. In Advanced dialog of the PaperStream IP driver, select [Page] to configure the settings for scanning.
   a. Select [Blank Page Detection].
   b. Set it to [On] and clear the [Output] check box.



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.

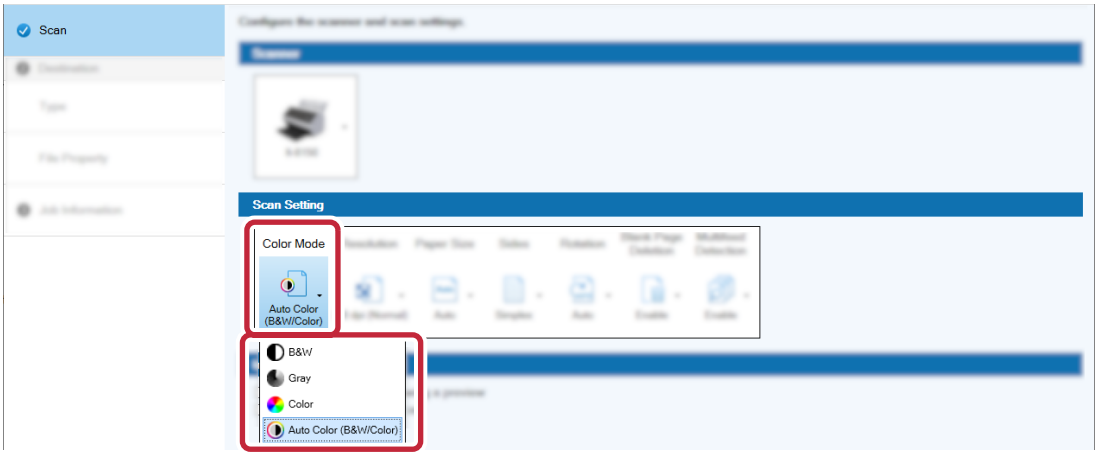
The window that is displayed returns to the [Configure Jobs] window.

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.**

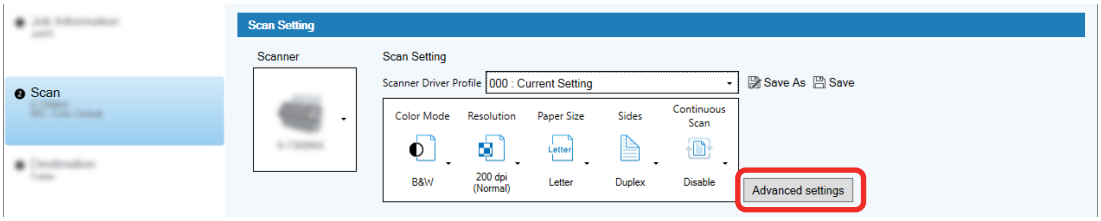
   The job settings are saved.

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

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

For [Advanced Setup]

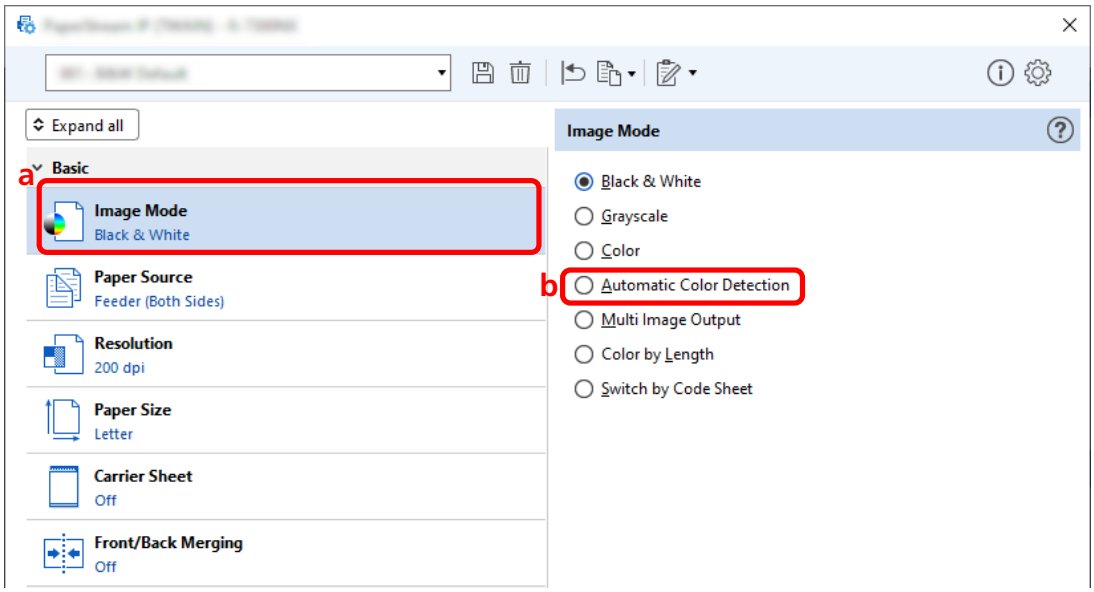
1. **Select an existing job in the [Configure Jobs] window and click the [Edit] button on the toolbar.**
2. **Select the [Scan] tab and click the [Advanced settings] button.**



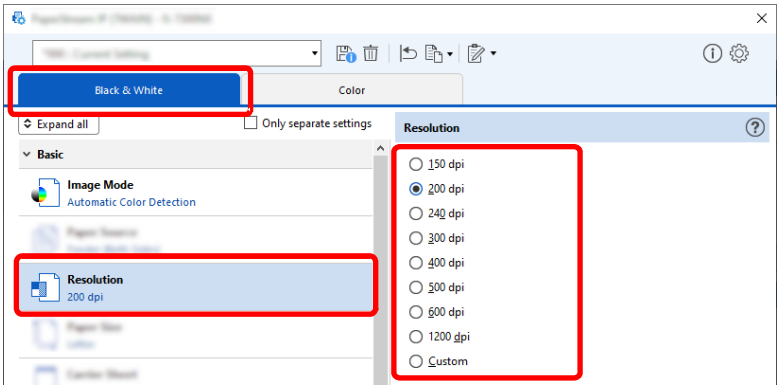
3. **In the [Advanced settings] window of the PaperStream IP driver, select [Basic] to configure the settings for scanning.**

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

b Select [Automatic Color Detection].



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

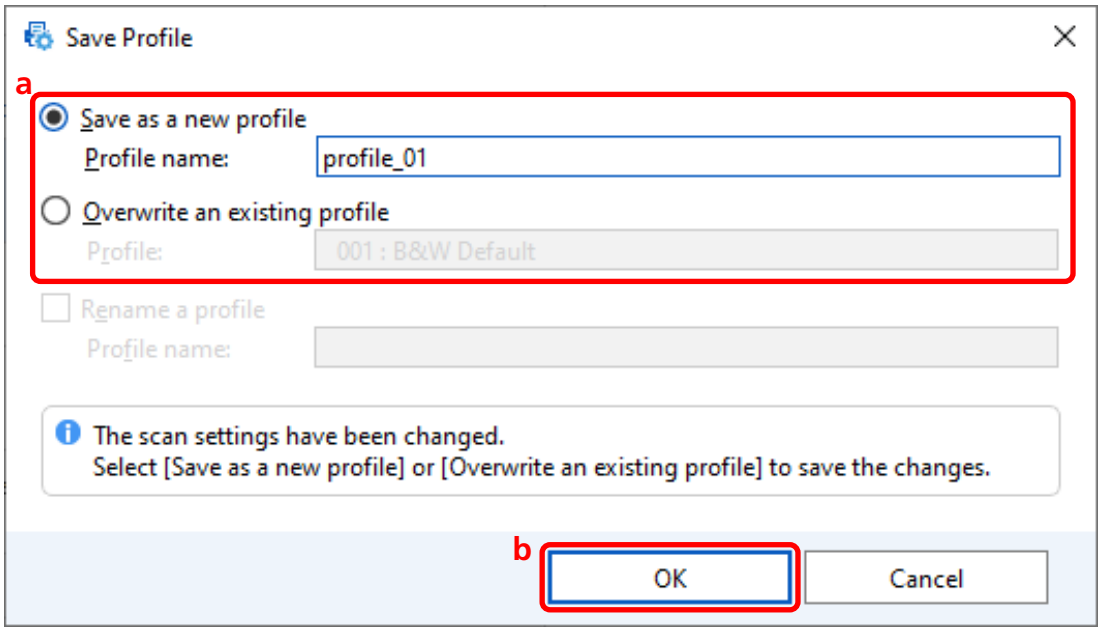


4 Click the icon for saving the settings ( ).

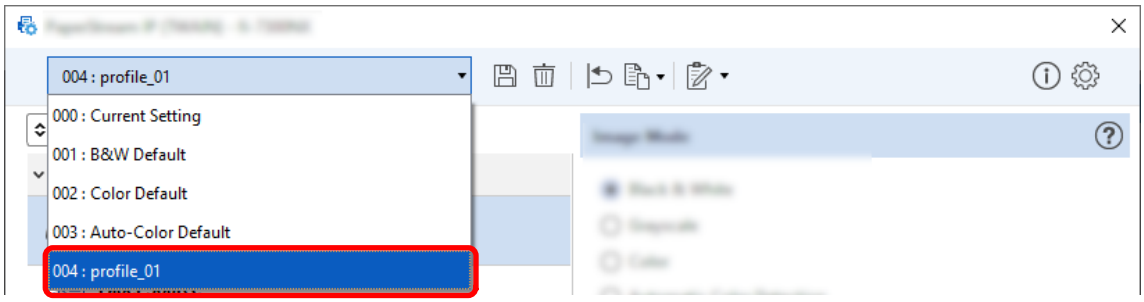
5 Save a driver profile.

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

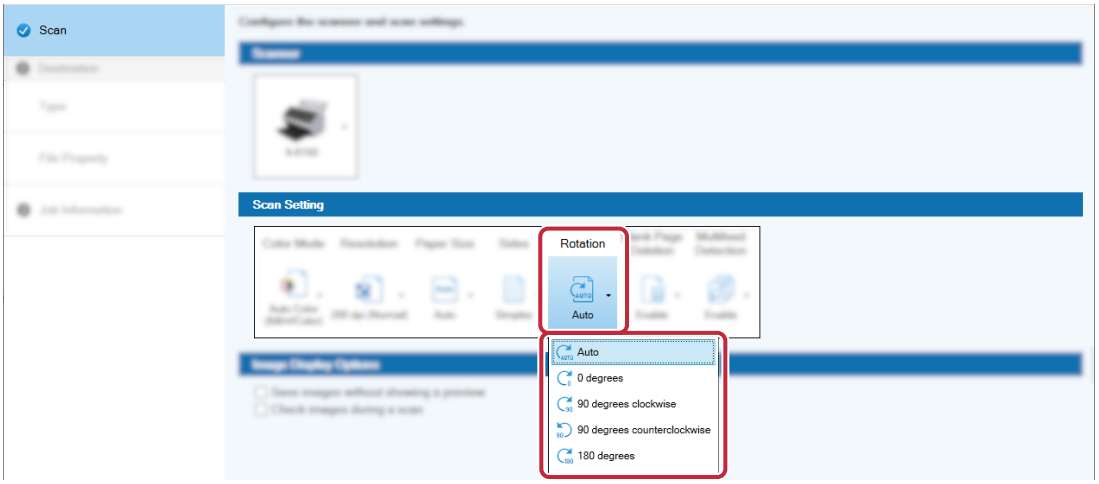
The image orientation is automatically determined based on the text in the document, and the image is output with the correct orientation.
The image orientation may not be corrected properly depending on the condition of the documents.

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.

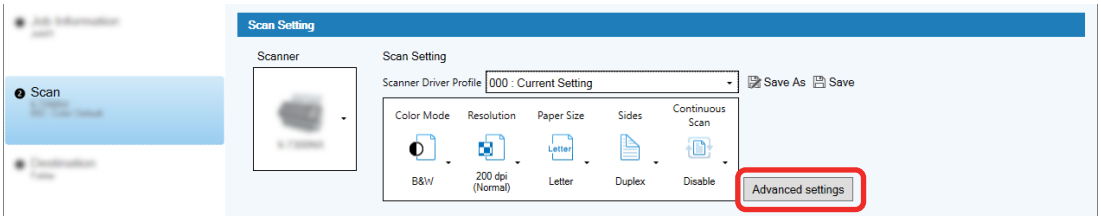
5 Click the [Close] button.

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.

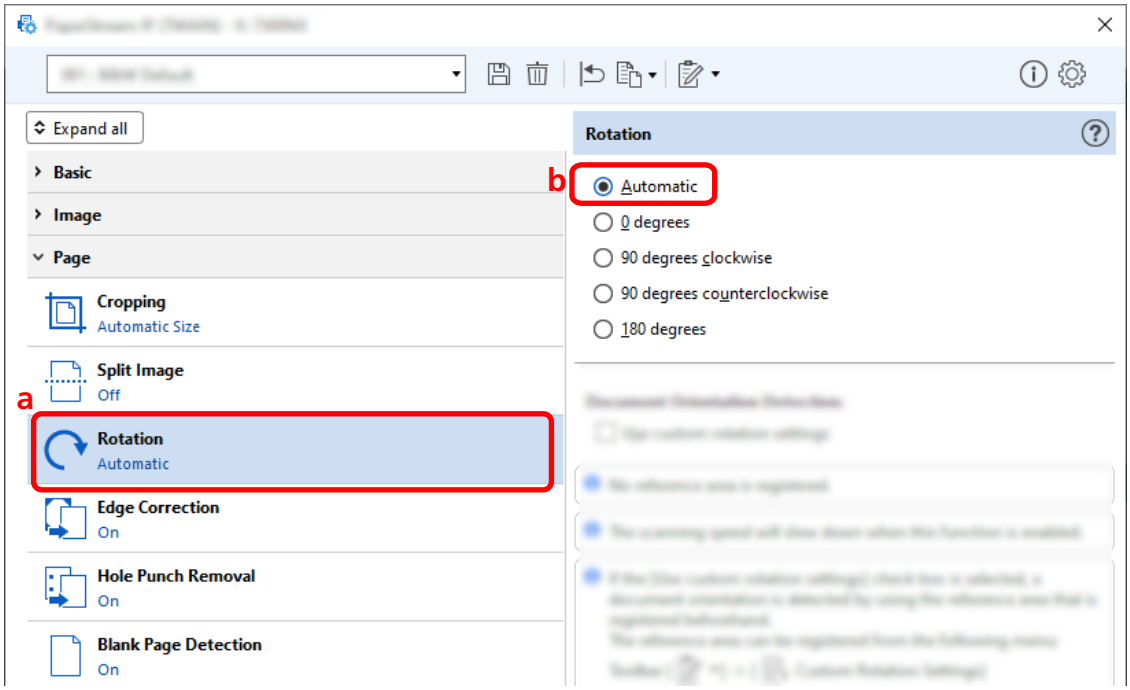
2 Select the [Scan] tab and click the [Advanced settings] button.



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

a Select [Rotation].

b Select [Automatic].

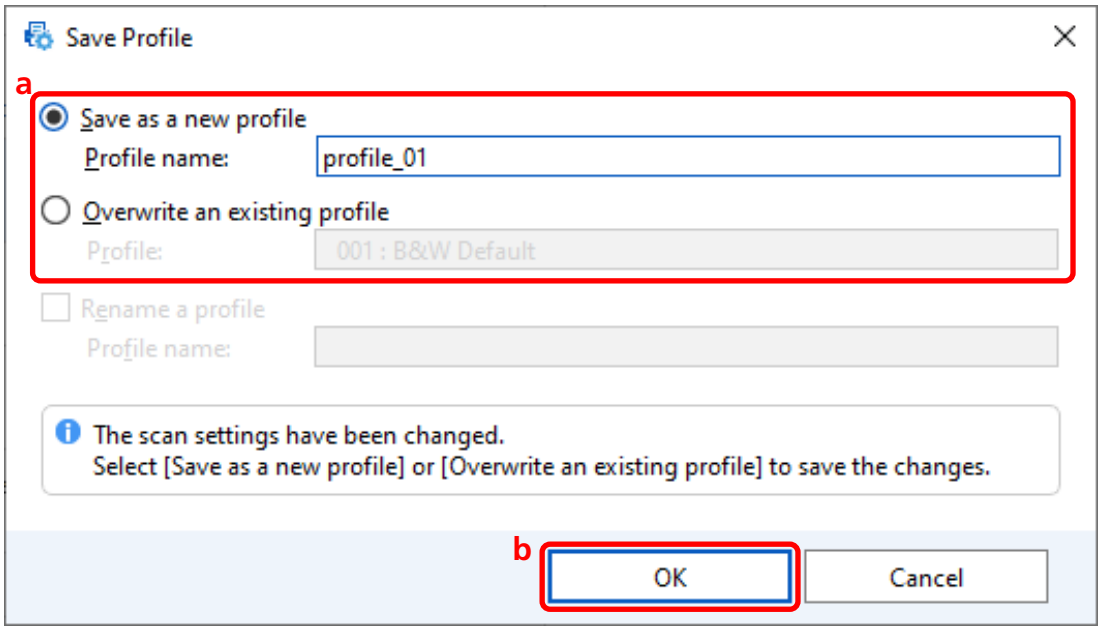


4 Click the icon for saving the settings ( ).

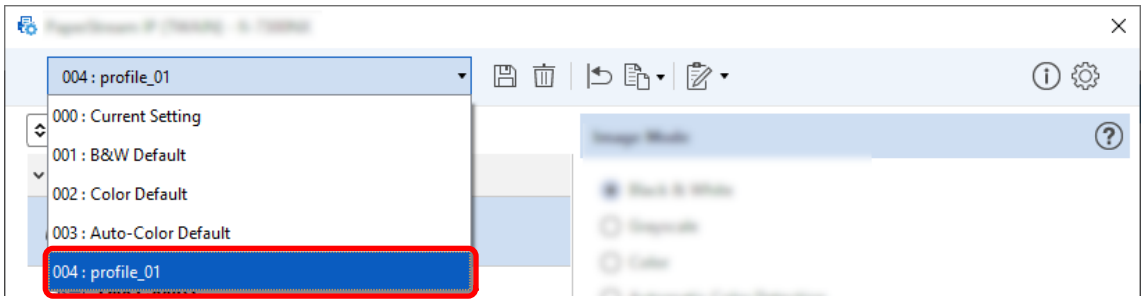
5 Save a driver profile.

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.

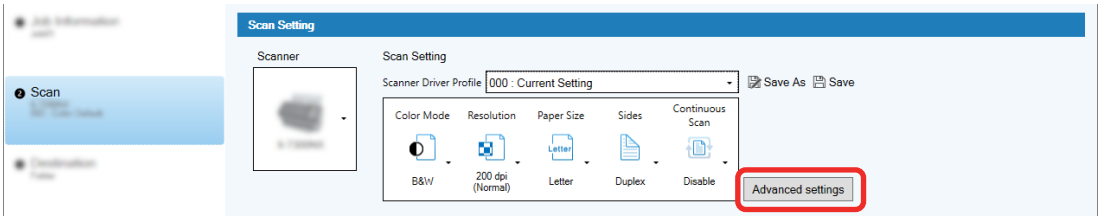
The window that is displayed returns to the [Configure Jobs] window.

Setting [Hole Punch Removal] to [Off]

[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.

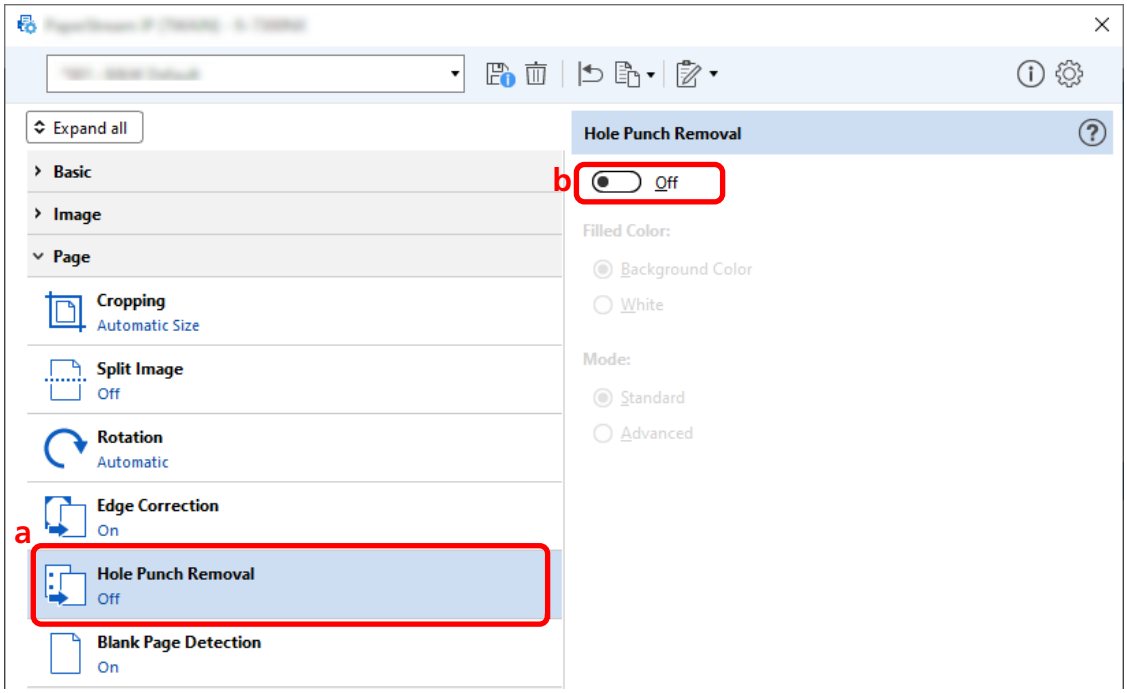
2 Select the [Scan] tab and click the [Advanced settings] button.



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].

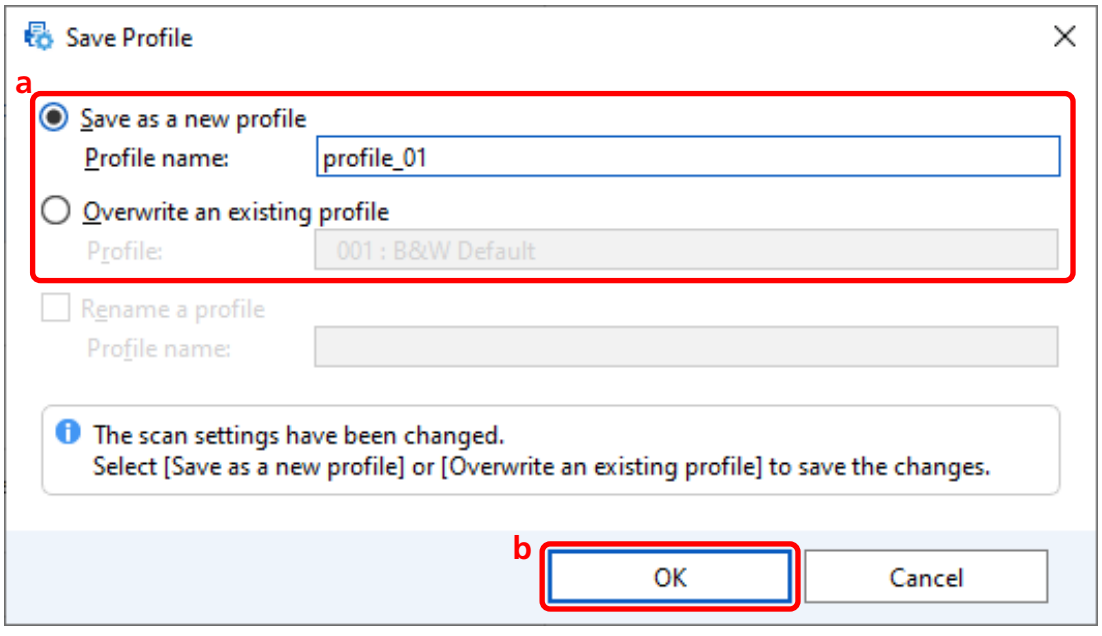


4 Click the icon for saving the settings ( ).

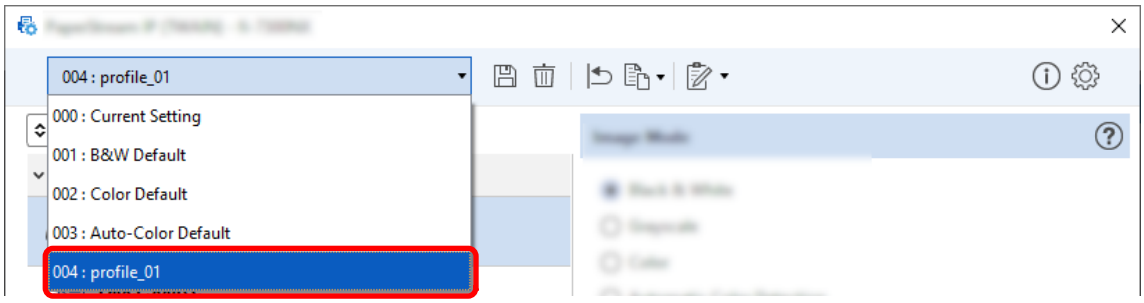
5 Save a driver profile.

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.

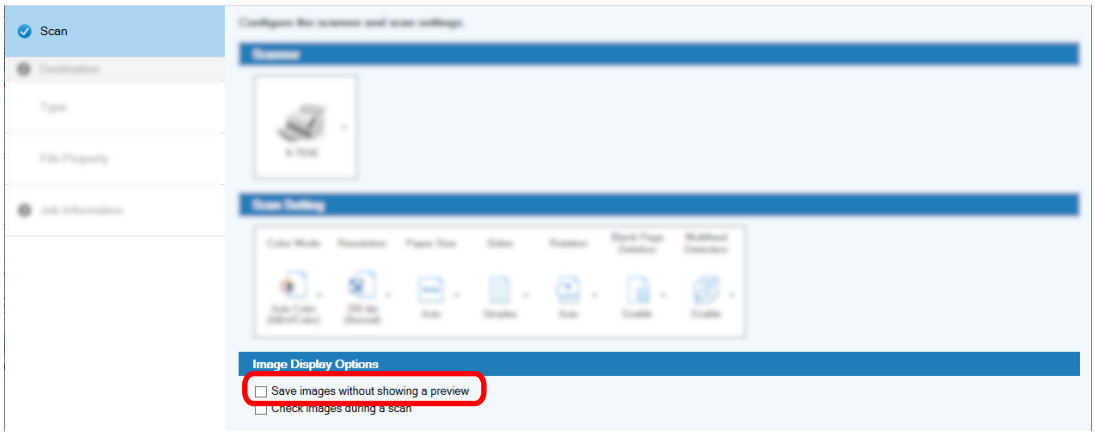
Setting to Show or Hide the Window During or After the Scan

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.

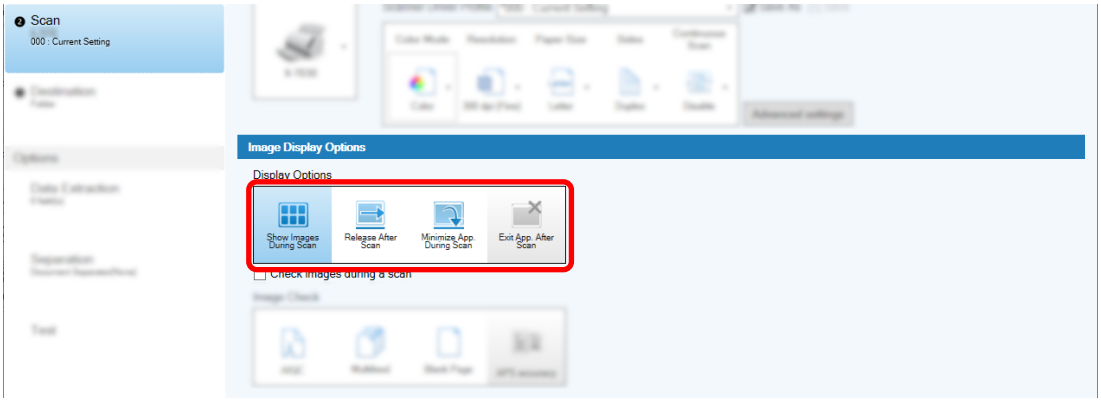
2 Change the settings in the [Scan] tab.

- 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.
Enable Separate QC	This can be selected when PaperStream Capture Pro or PaperStream Capture Pro Premium is used. When you select this option, you can perform a scan and a QC (quality check) individually.
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 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.

Taking Appropriate Action for Errors Detected while Scanning

Take appropriate action when errors are detected while scanning.
The Recovery Window (page 439) appears when [Release After Scan] is selected for [Display Options] and the [Check the scanned data when an error or mark is detected] check box is selected in the [Scan] Tab (page 244).
However, if [Multifeed] is selected for [Image Check] and the overlapping of documents is detected, the following windows are displayed instead of the recovery window.

- For PaperStream Capture
  The image for which overlapping was detected is displayed with a mark in the [Scan] Window (for Checking/Editing) (page 430). In addition, when the PaperStream IP (ISIS) driver is used, the recovery window does not appear.
- For PaperStream Capture Pro or PaperStream Capture Pro Premium
  The image for which overlapping was detected is displayed with a mark in the [Scan & Index] Window (for Checking/Editing) (page 436) or [Scan] Window (for Checking/Editing) (page 430).

The procedure in this section is explained under the assumption that you want to delete the image for which a paper jam was detected in the recovery window and continue to scan documents.

1. **Select the image for which a paper jam was detected.**
2. **Click [Delete] in the [Image] section on the toolbar.**

   A message window appears.
3. **Click the [Yes] button.**

   The selected page is deleted.
4. **Click the [Continuous Scan] button.**

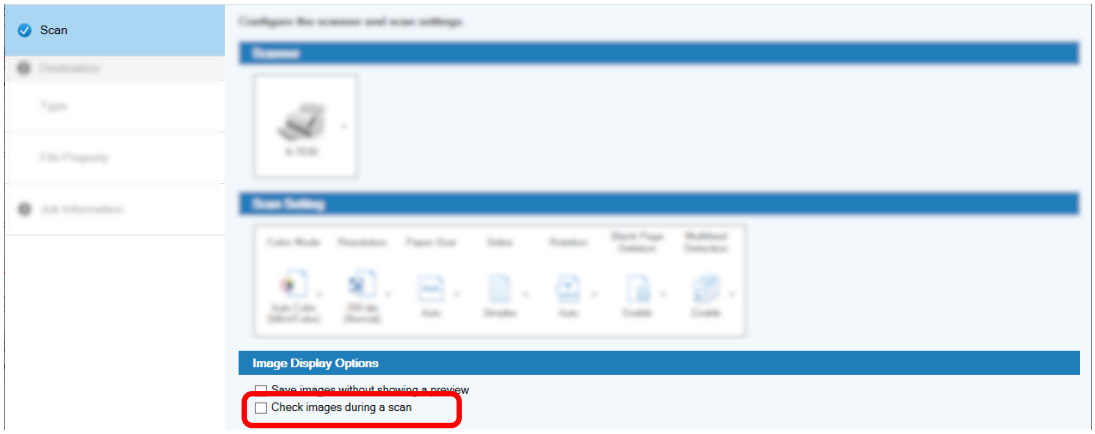
   The scanner continues to scan.

Checking images during a scan

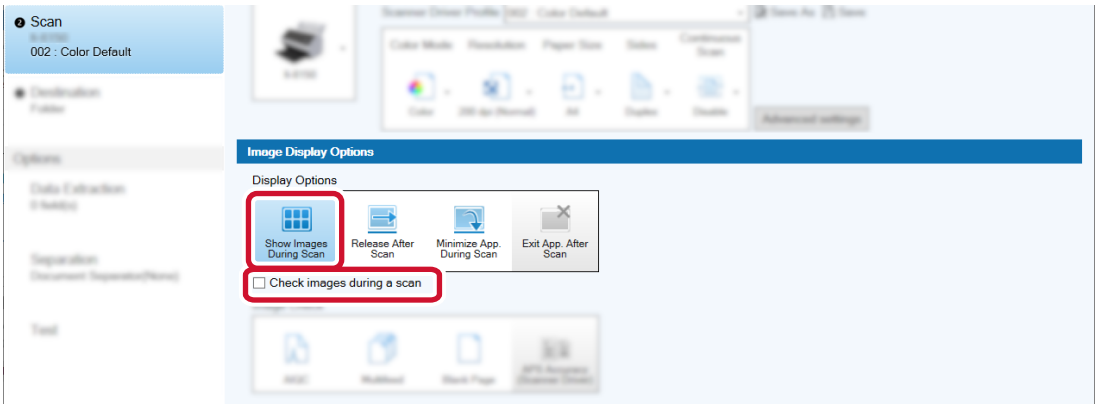
In Batch Scan mode, while the documents are being scanned, you can check and mark the images from the ones that have been scanned.
This section describes the procedure from configuring the job settings to checking images during a scan.

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.

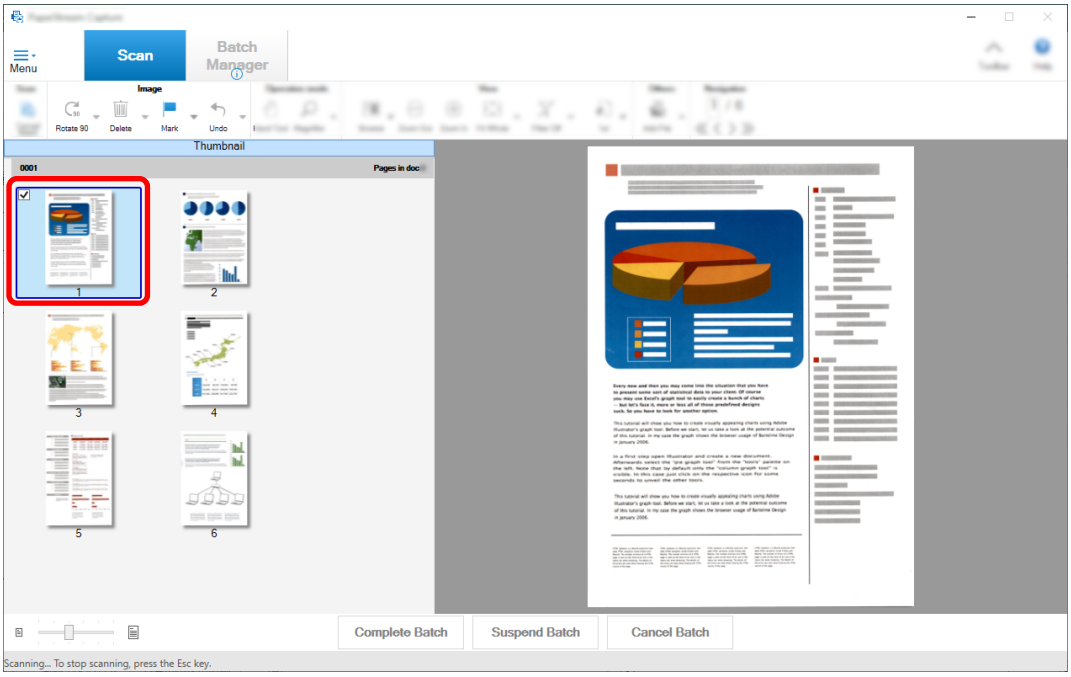
The window that is displayed returns to the main window.

6 Scan documents.

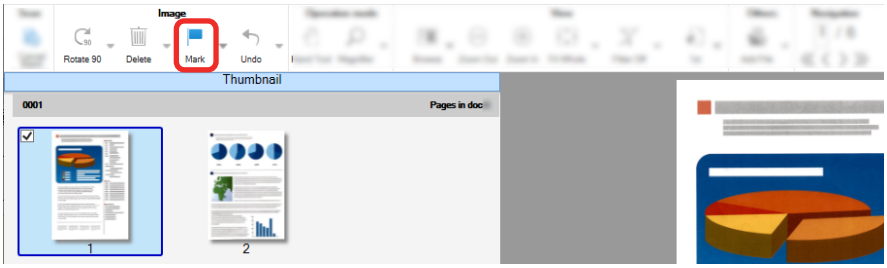
➡ Scanning Documents (Batch Scan Mode) (page 98)

➡ Scanning Documents Using PaperStream AI (Batch Scan Mode) (page 68)

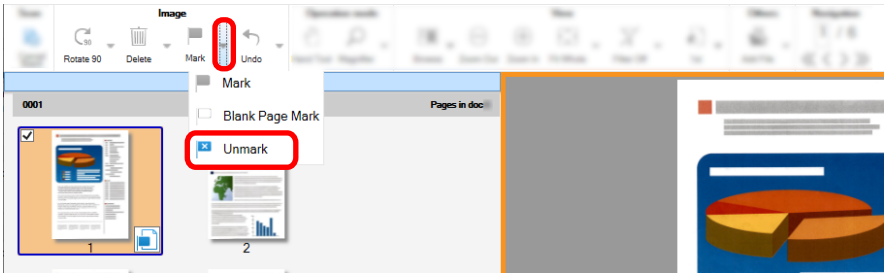
7 While the documents are being scanned, select a page of an image that you want to check from the thumbnails and check the image displayed in the viewer.



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].

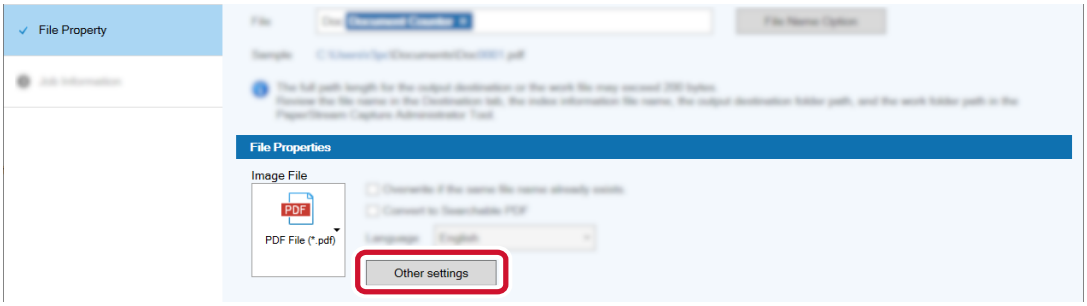
When Scanning in Batch Scan Mode

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

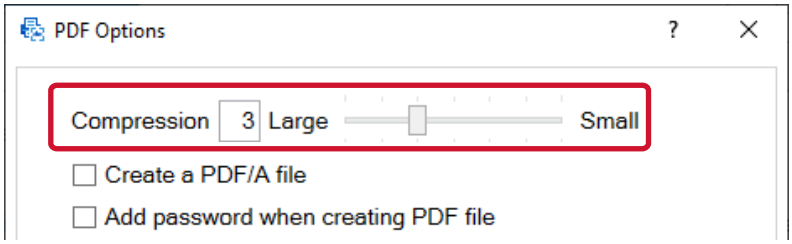
2 Change the settings in the [Destination] tab.

- For [Easy Setup]

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



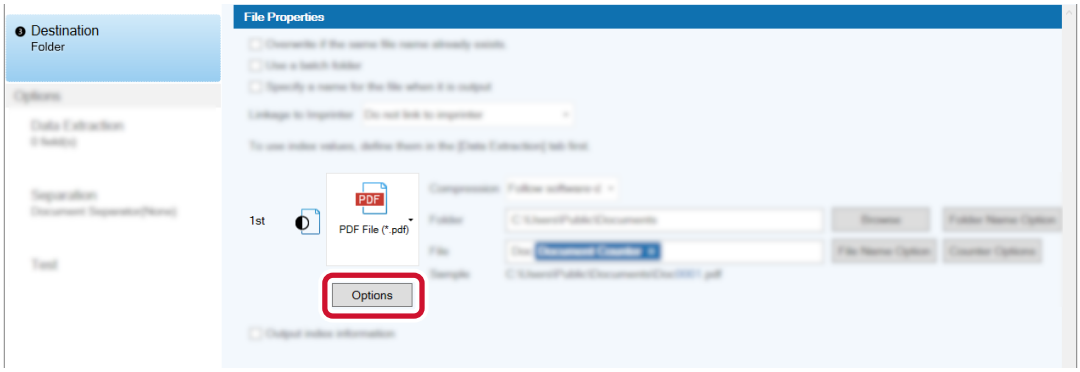
  b Specify the size using the slider.
  You can reduce the file size. However, the smaller the file size, the more noticeable the image degradation.
  The following is an example for the PDF file format.



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

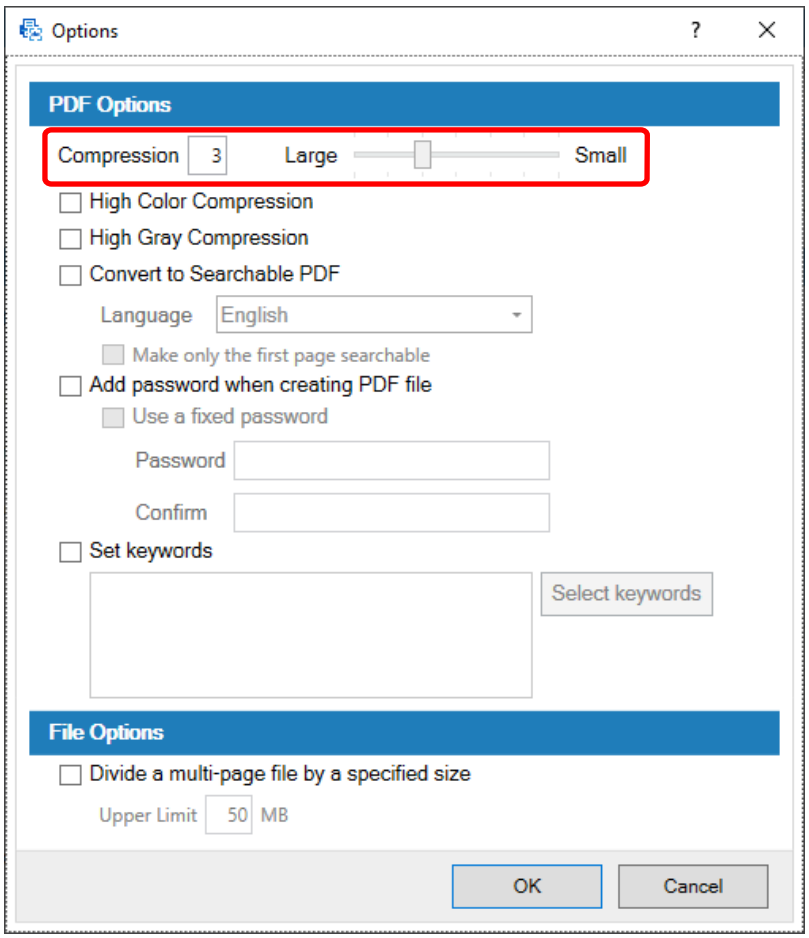
- For [Advanced Setup]

  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.

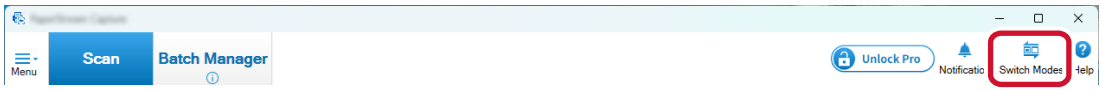
The job settings are saved.

4 Click the [Close] button.

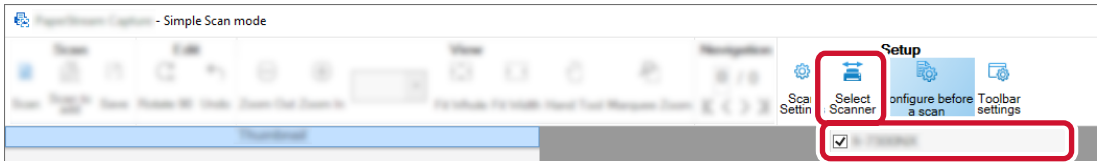
The window that is displayed returns to the [Configure Jobs] window.

When Scanning in Simple Scan Mode

1 Click the [Switch Modes] button to switch to the window for the Simple Scan mode.

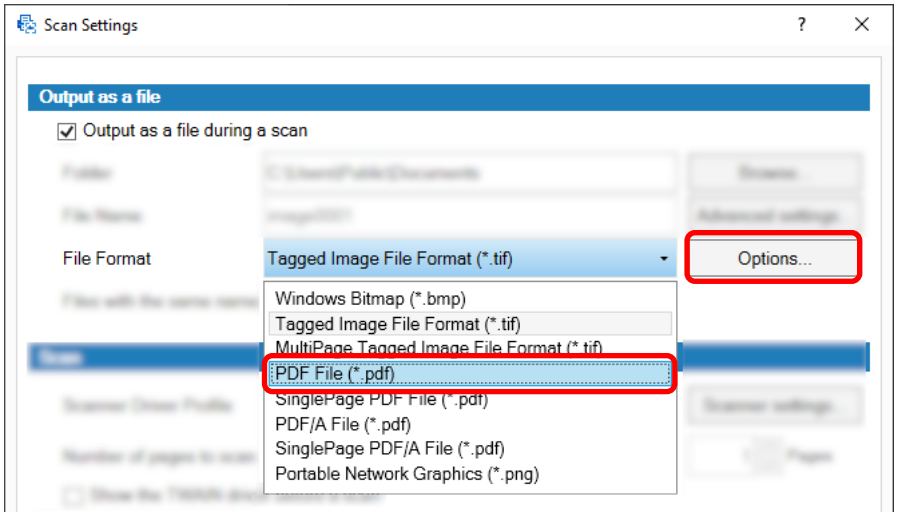


2 **In the [Simple Scan mode] Window (page 482), click [Select Scanner] on the toolbar to select a scanner to be used.**



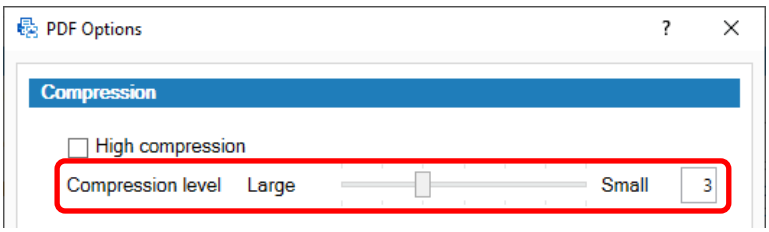
3 **Click [Scan Settings] on the toolbar.**

4 **Select a file format for [File Format] and click the [Options] button.**



5 **Specify the size using the slider.**

You can reduce the file size. However, the smaller the file size, the more noticeable the image degradation.



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

The window that is displayed returns to the [Scan Settings] window.

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

The window that is displayed returns to the window for Simple Scan mode.

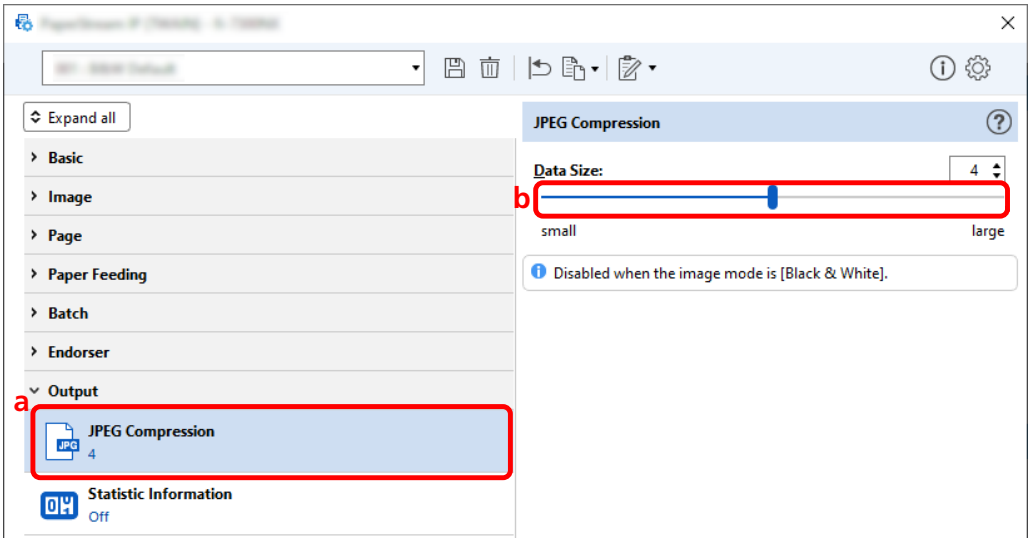
For a JPEG format

Click the [Scanner settings] button in the [Scan Settings] window to make changes in the advanced dialog of the PaperStream IP driver.

1 In the advanced dialog of the PaperStream IP driver, select [Output] to configure the settings for scanning.

a Select [JPEG Compression].

b Adjust the slider for [Data Size].

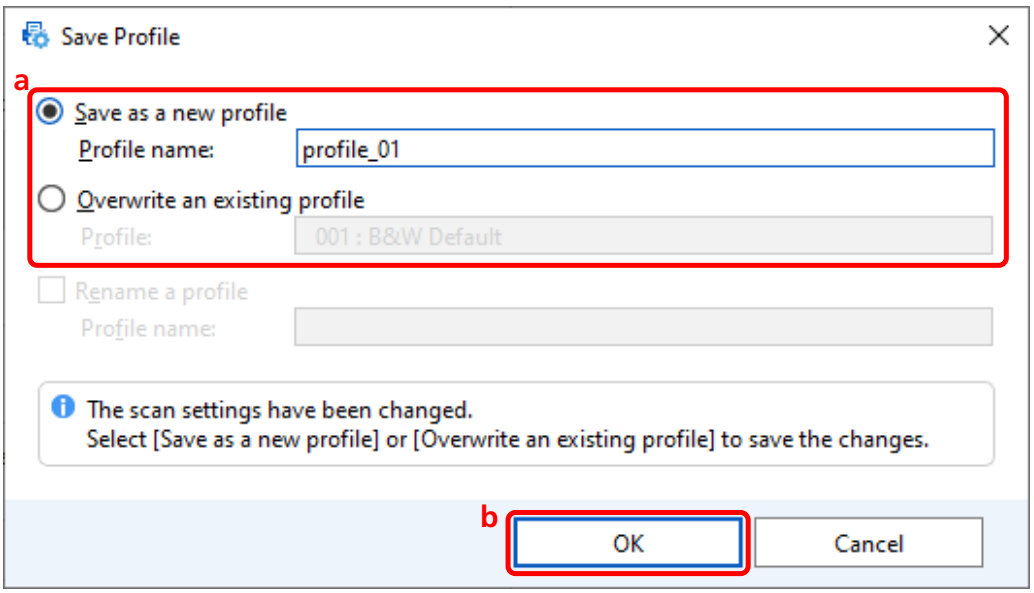


2 Click the icon for saving the settings ( ).

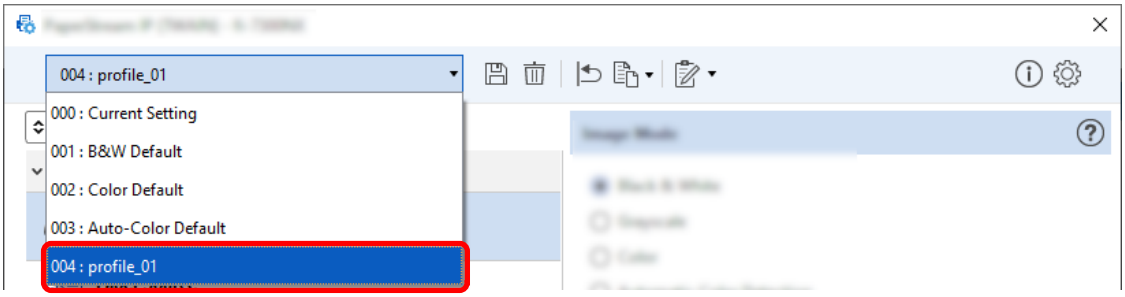
3 Save a driver profile.

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

b Click the [OK] button.



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



5 Click the [OK] button.
The [Scan] tab on PaperStream Capture is displayed in front.

6 Click the [Save] button.

Making Images into Searchable PDF Files

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

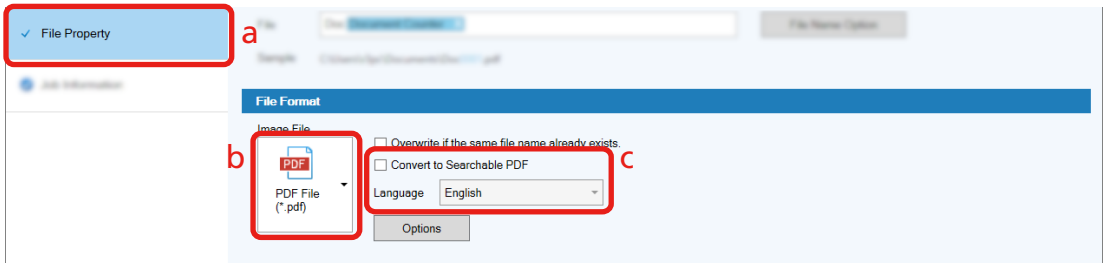
2 Change the settings in the [Destination] tab.

- For [Easy Setup]

  a Select [File Property].

  b Select "PDF" for the file format.

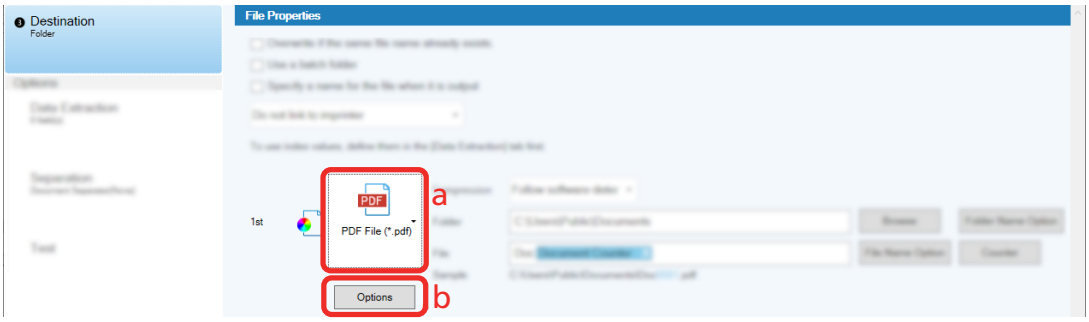
  c Select the [Convert to Searchable PDF] check box and select a language.



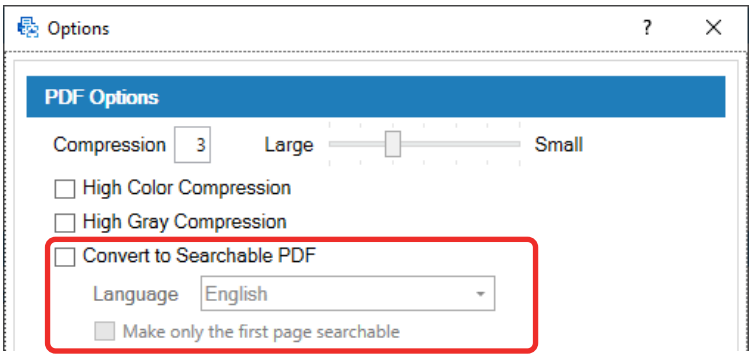
- For [Advanced Setup]

  a Select "PDF" for the file format.

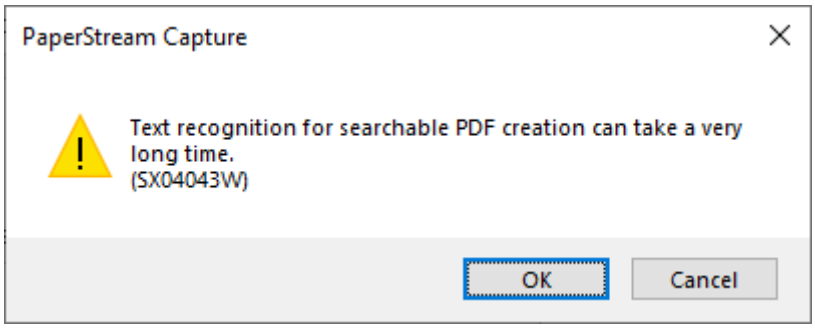
b Click the [Options] button.



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.

Specifying a File Name by Using the File Name Option

You can specify a name which follows the rule, for a file name, folder name, and index information file name. For example, if you specify [Release Date], [Job Name], and [Page Counter] for a file name, you can recognize the information such as when the file was created, what type of job was used, and what page of the scanned images was output, by checking the file name.

➡ File Name Option (page 298)

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

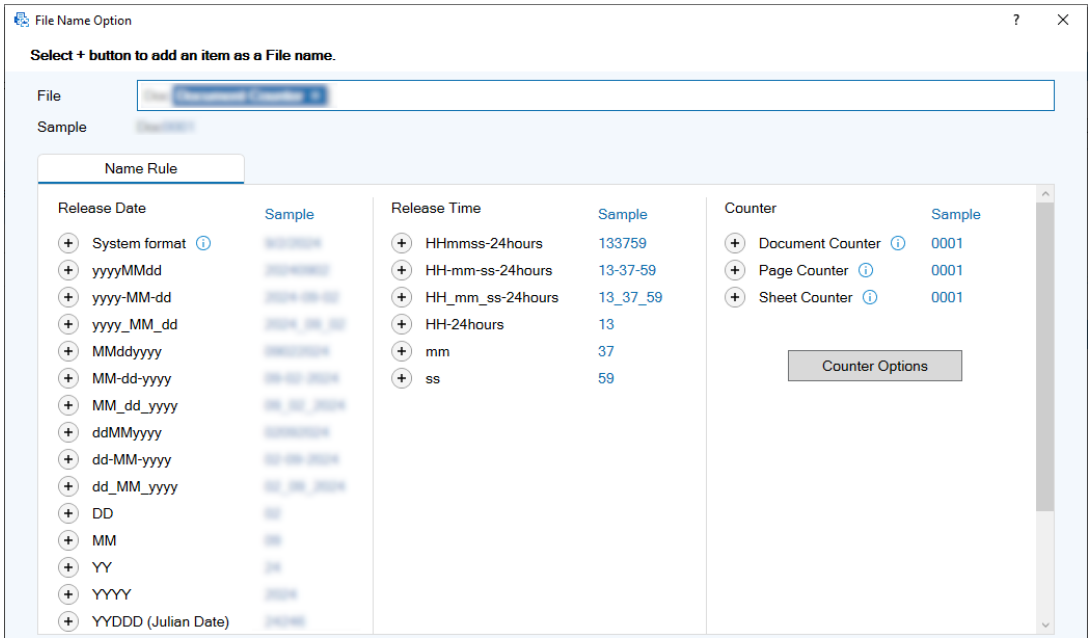
2 Change the settings in the [Destination] tab.

- For [Easy Setup]

  a Select [File Property].

  b Click the [File Name Option] button next to the input field for [File].

  c Select the [Name Rule] tab or [Extracted Data] tab and click the [+] button for the field you want to use as a part of the file name.



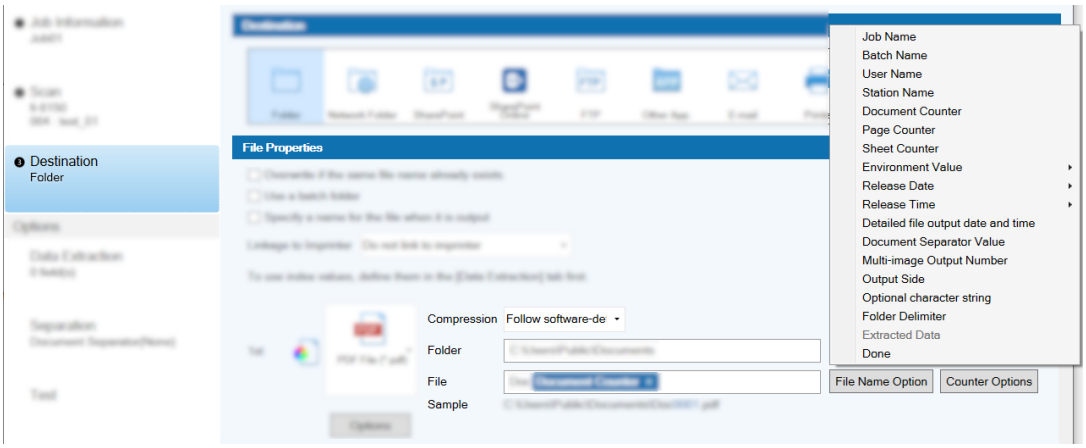
  The selected item is displayed in tag format in the input field for a file name.
  A file name that is based on the File Name Option is automatically displayed in [e.g.].

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

- For [Advanced Setup]

  a Click the [File Name Option] button to the right of the input field for [File] in [File Properties].

b Select an item to be specified from the displayed menu.



The selected item is displayed in tag format in the input field for a file name.
A file name that is based on the File Name Option is automatically displayed in [e.g.].

c Click [Done] to exit the menu.

3 Click the [Save] button.

The job settings are saved.

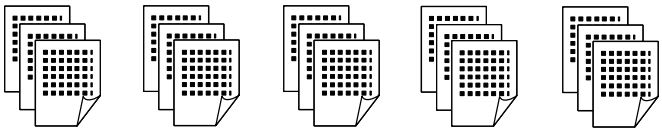
4 Click the [Close] button.

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

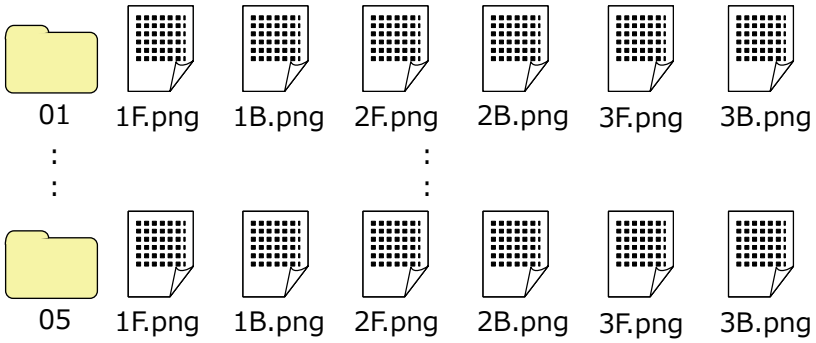
Examples of File Name Settings

The following explains how to set the folder name option or file name option so that folders and files are named like output examples 1 to 3. All the examples assume that 15 sheets in a document are scanned in duplex mode and divided into a set of 3 sheets (6 pages).

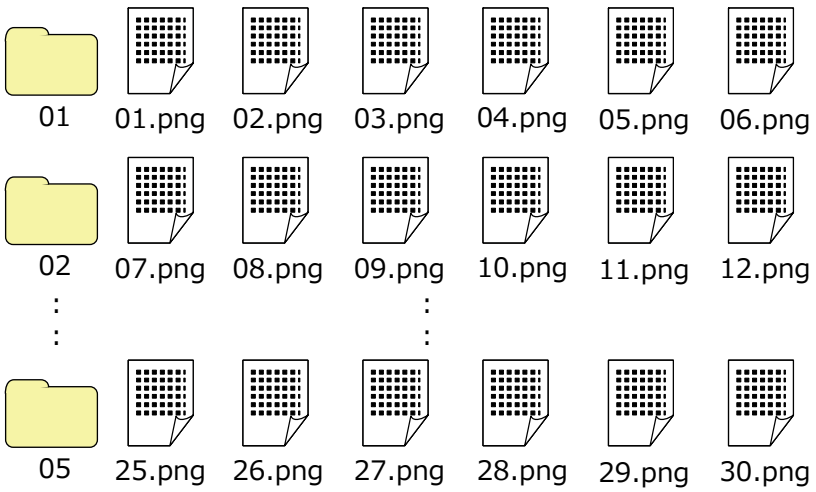
Example of documents to be scanned
(5 sets of 3 documents totaling 15 documents)



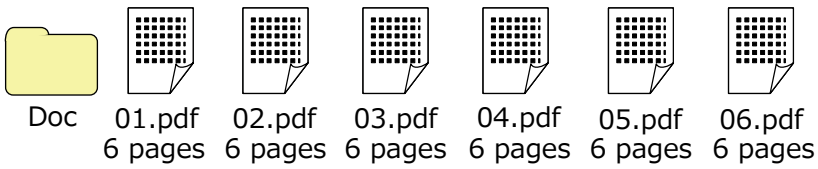
Output example 1



Output example 2



Output example 3



If you select [Document Counter], [Page Counter], or [Sheet Counter] for [File Name Option], configure the settings on the [Counter Options] window that appears when you click the [Counter Options] button in order to tailor the output results to the results you want.

➡ Adding Sequential Numbers to Image File Names (page 156)

- **Output example 1**

  Folder name and file name

  - Folder name
    01, 02, 03, 04, 05
  - File name
    1F.png, 1B.png, 2F.png, 2B.png, 3F.png, 3B.png
    Image files with the same name file are created in each folder. A number indicates the sheet number, F indicates the front, and B indicates the back.

  Output results

  - A folder is created with a serial number for each set and images are saved into this folder.
  - An image file is created for each page and a file name is created for you to recognize the sheet number as well as the front page or back page.

  Settings

  - Output format for files
    PNG format
  - File name
    Specify the file name option with [Document Counter], [Folder Delimiter], [Sheet Counter], and [Output Side] in this order.
    The following will be displayed in the file name input field.

    "\" indicates [Folder Delimiter].
  - Counter Options
    - Document Counter
      Specify "1" for [Start with], select [Continue with each batch], and specify "2" for [Minimum digits].
    - Sheet Counter
      Specify "1" for [Start with], select [Reset after each batch], and specify "1" for [Minimum digits].

- **Output example 2**

  Folder name and file name

  - Folder name
    01, 02, 03, 04, 05
  - File name
    01.png, 02.png, , , 30.png
    6 files are saved into each folder. For example, 01.png to 06.png are saved into the 01 folder and 07.png to 12.png are saved into the 02 folder.

Output results

- A folder is created with a serial number for each set and images are saved into this folder.
- An image file is created for each page and a file name is created for you to recognize the total page number regardless of the folder.

Settings

- Output format for files
  PNG format
- File name
  Specify the file name option with [Document Counter], [Folder Delimiter], and [Page Counter] in this order.
  The following will be displayed in the file name input field.



  "\" indicates [Folder Delimiter].
- Counter Options
  - Document Counter
    Specify "1" for [Start with], select [Continue with each batch], and specify "2" for [Minimum digits].
  - Page Counter
    Specify "1" for [Start with], select [Continue with each batch], and specify "2" for [Minimum digits].

- **Output example 3**

Folder name and file name

- Folder name
  Doc
- File name
  01.pdf, 02.pdf, 03.pdf, 04.pdf, 05.pdf
  Each PDF file consists of 6 pages.

Output results

A file is created for each set with a sequential number for the file name and all files are saved into the "Doc" folder.

Settings

- Output format for files
  PDF format
- File name
  Enter "Doc" in the file name input field, then specify the name option for [File Name Option] in the order of [Folder delimiter] then [Document Counter].

The following will be displayed in the file name input field.



"\" indicates [Folder Delimiter].

- Counter Options
  - Document Counter
    Specify "1" for [Start with], select [Continue with each batch], and specify "2" for [Minimum digits].

Increase the minimum digits when a large number of documents are scanned. For example, specify "4" or higher for the minimum digits when 1,000 files are output with a serial number.

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.

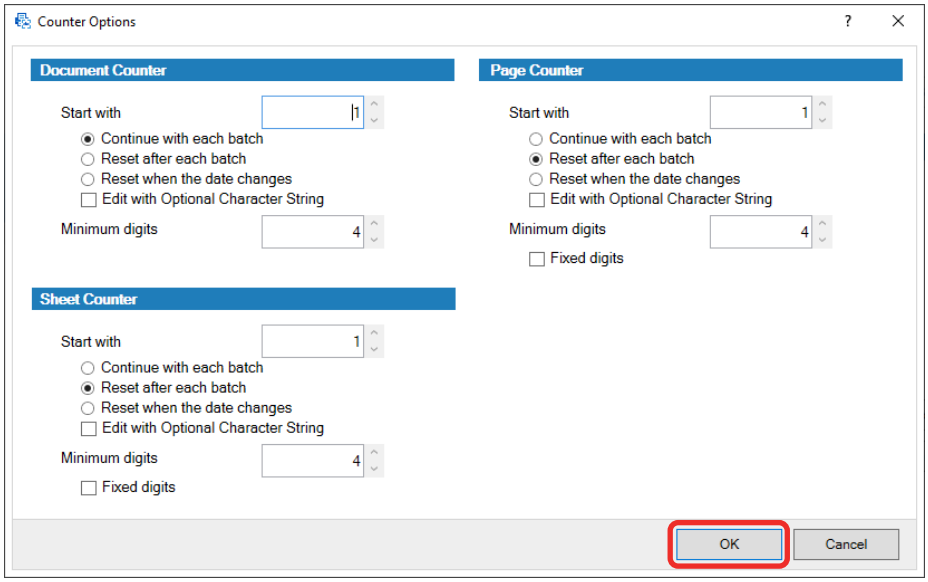
- Any Character String + (Sheet Counter) + Page Counter
  This definition is often used when one page or one sheet (single side) is saved as a single file in the following file formats:
  - Windows Bitmap
  - Tagged Image File Format

- 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

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)

Data extraction can be set with other information in PaperStream Capture Pro and PaperStream Capture Pro Premium. For details, refer to Advanced Settings for Data Extraction (page 215).
This section describes how to scan the text or barcode information in the advanced setup.

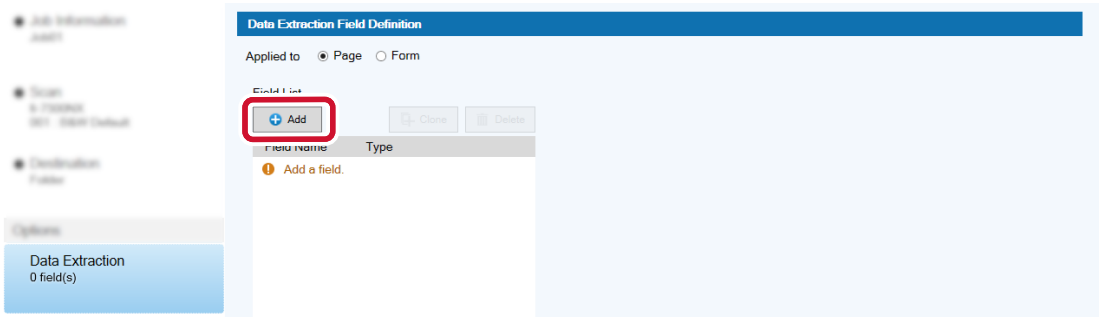
1 **Prepare a document on which the text or barcodes to be detected are printed.**

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.**

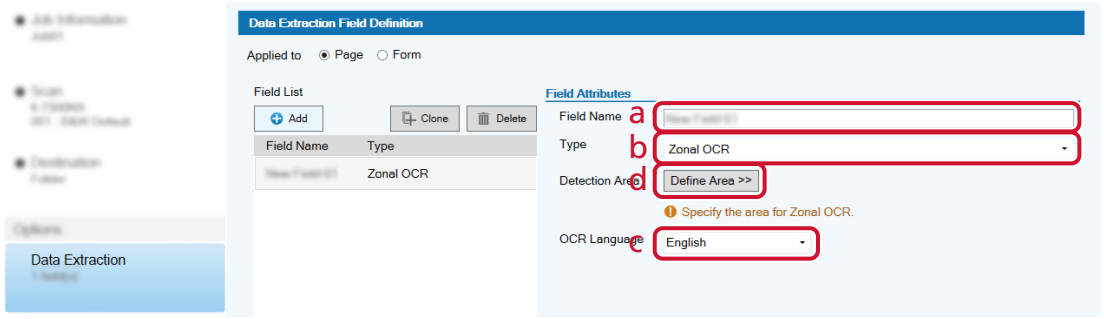
- To scan text

  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.



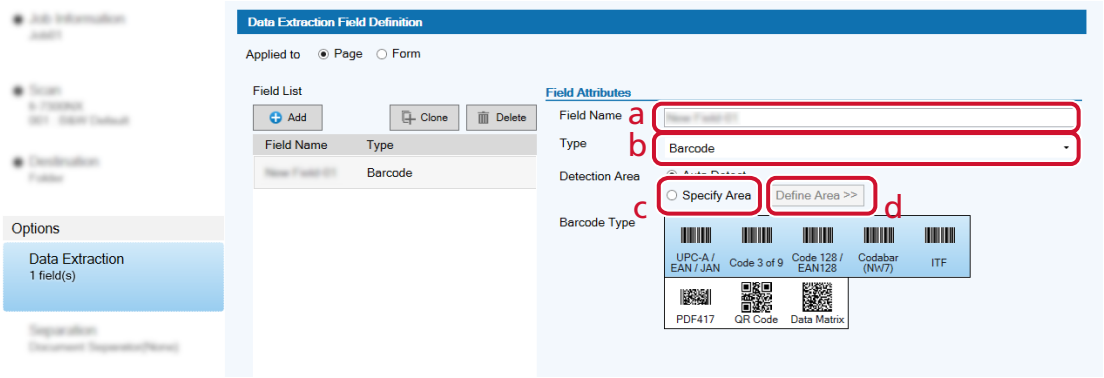
- To scan barcodes/QR codes

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].

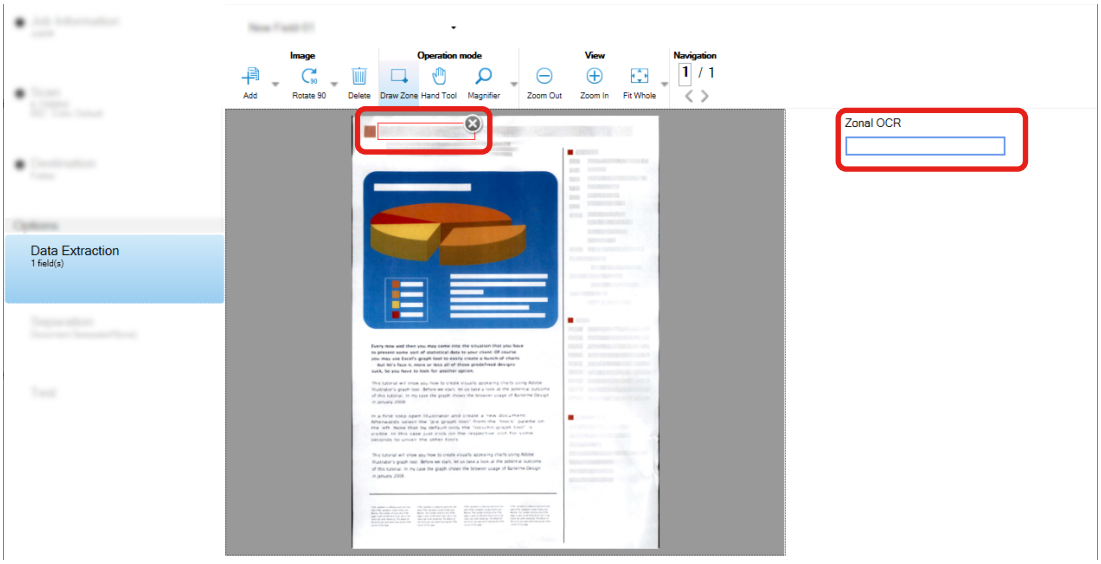


9 Set the area to scan text or a barcode.

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.



If Zonal OCR is used for recognition in PaperStream Capture, and English, French, German, Italian, Spanish, Russian, Turkish, Greek, Portuguese, Swedish, Dutch, Polish, Czech, Romanian, Ukrainian, Indonesian, Danish, Norwegian, Hungarian, or Finnish is specified for [OCR Language] in step 6, the entry area for specifying the type of character to be recognized and the number of characters is displayed.
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 (Batch Scan Mode) (page 98)
➡ Scanning Documents Using PaperStream AI (Batch Scan Mode) (page 68)

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.

See also

Zonal OCR Detection Parameters (page 679)

Barcode Types and Detection Parameters (page 675)

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

Data (such as text or barcode/QR code information) extracted in Extracting Text and Barcode/QR Code Information from Documents (page 157) 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.

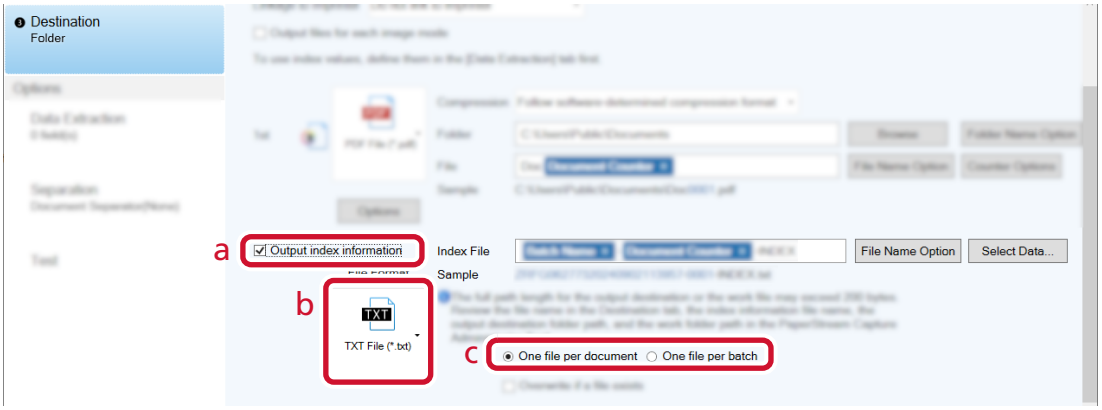
➡ Extracting Text and Barcode/QR Code Information from Documents (page 157)

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].

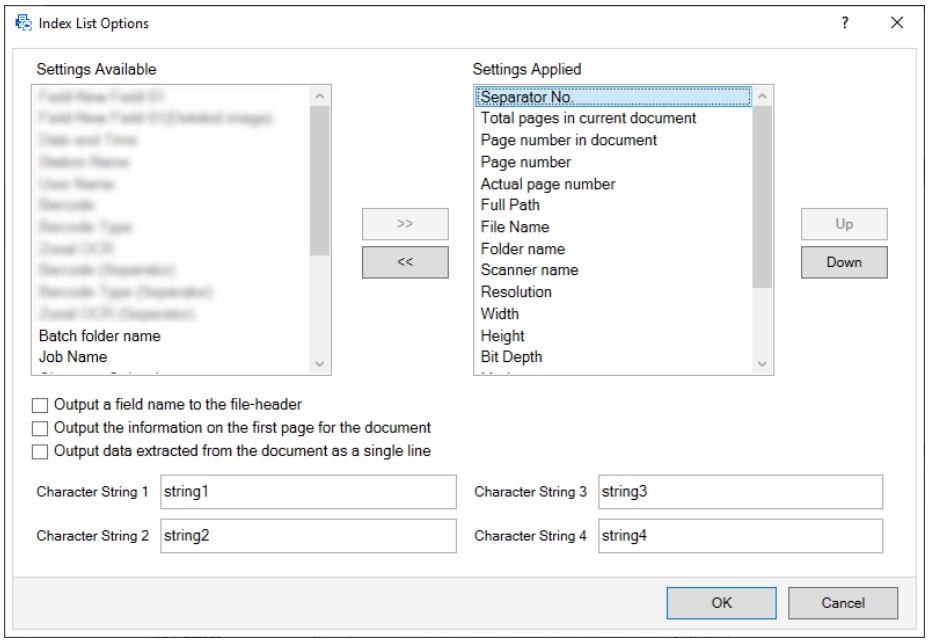
The [Index List Options] window appears.

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

Data (such as text and barcode/QR code information) scanned and extracted in Extracting Text and Barcode/QR Code Information from Documents (page 157) 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.

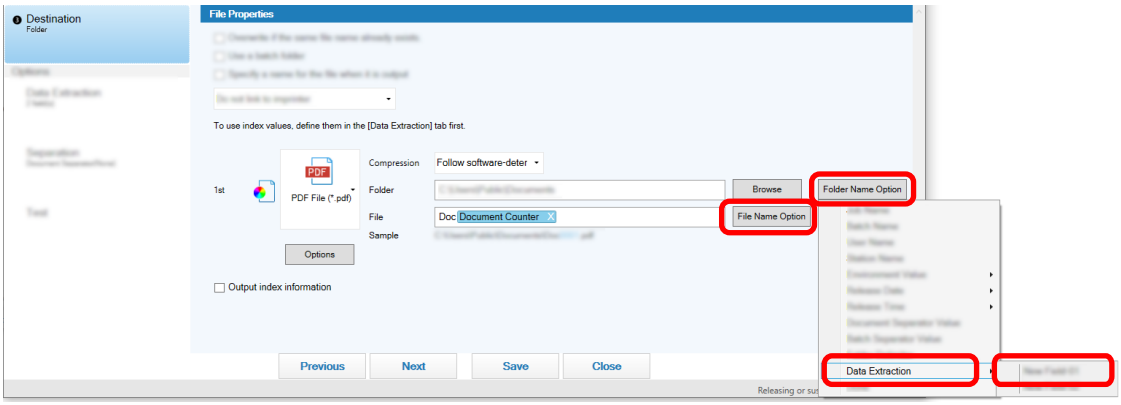
2 Configure settings for recognizing text and barcode/QR code information on documents in the [Data Extraction] tab.

➡ Extracting Text and Barcode/QR Code Information from Documents (page 157)

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 (Batch Scan Mode) (page 98)

➡ Scanning Documents Using PaperStream AI (Batch Scan Mode) (page 68)

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

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].**

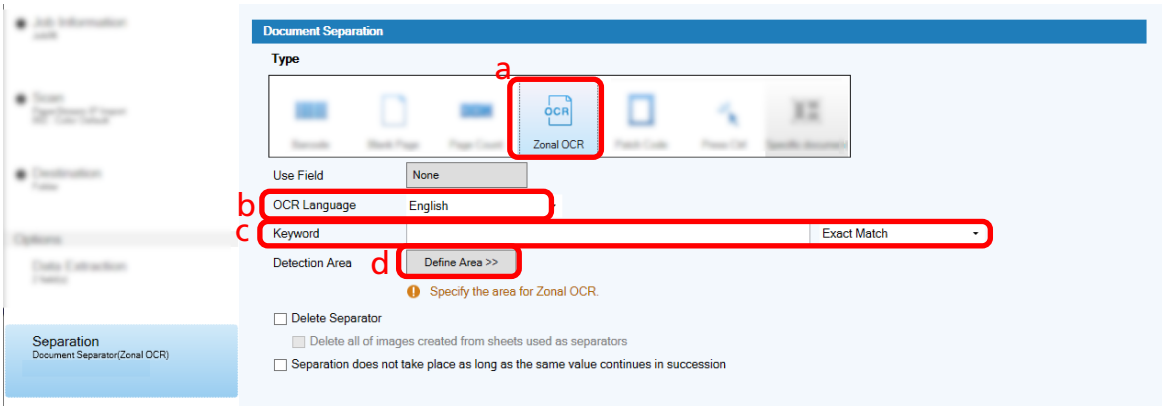
- To sort by text

  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.



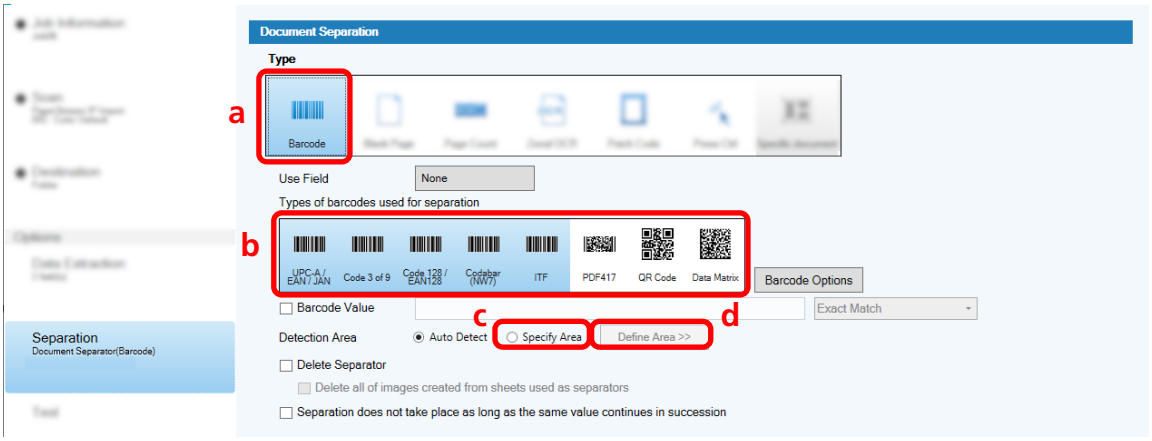
- To sort by barcodes/QR codes

a Select [Barcode] for [Type].

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

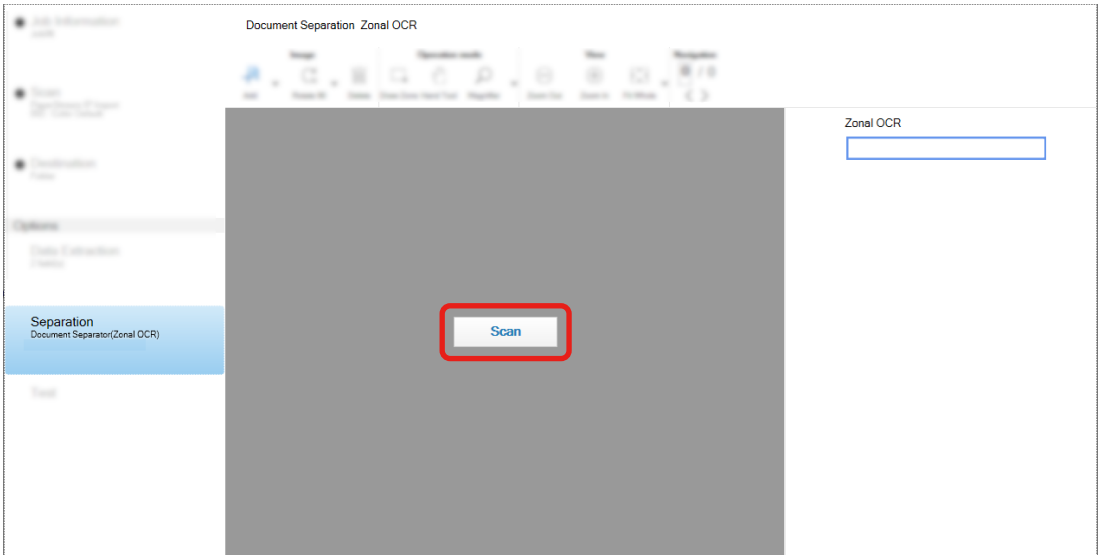
c Select [Specify Area] for [Detection Area].

d Click the [Define Area >>] button.



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

6 Click [Scan].

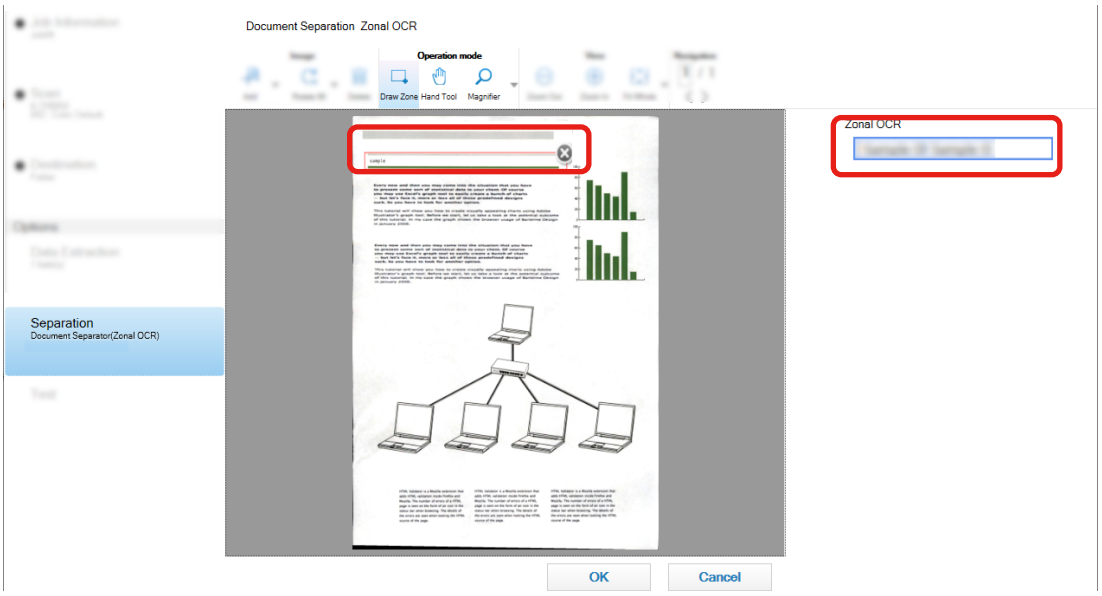


7 Set the area to scan text or a barcode.

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].

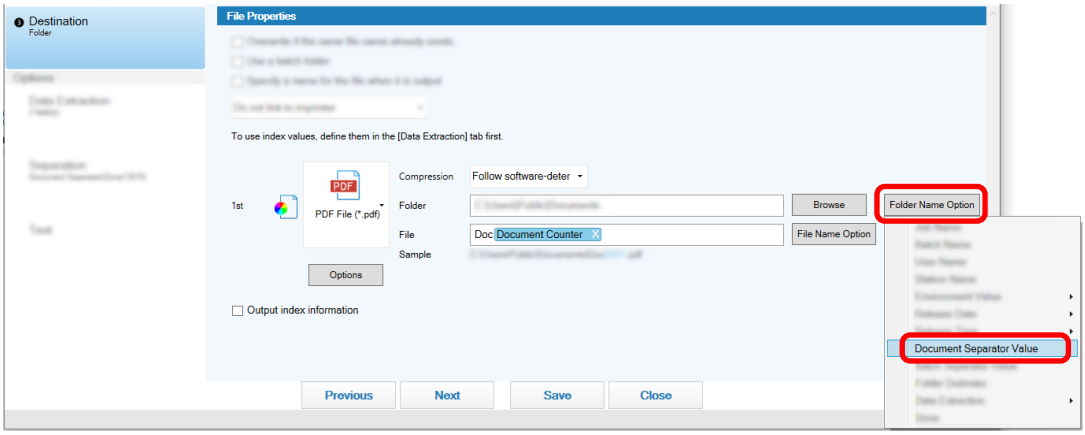
The [Separation] tab is displayed at the forefront.

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 (Batch Scan Mode) (page 98)

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

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

  The following text can be recognized.

- Printed text
- Hand-written text
  This can be recognized when the following conditions are met in PaperStream Capture Pro or PaperStream Capture Pro Premium.
  - One of the following options is selected for [OCR Language].
    - Japanese
    - English
    - German
    - French
    - Italian
    - Spanish
  - PaperStream Capture Pro AI-OCR is installed

- Barcode
- Check Mark
  This can be recognized when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.

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

See also

Zonal OCR Detection Parameters (page 679)

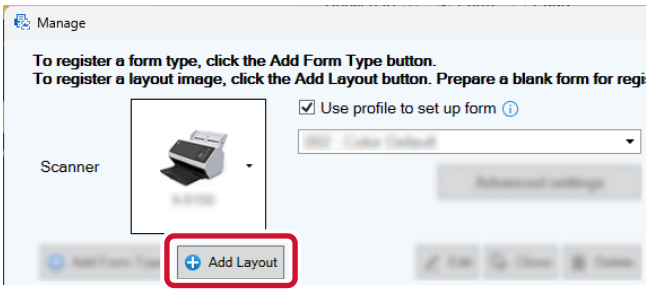
Manually Adding Areas from Which to Extract Information

As an example, this section explains the advanced setup of PaperStream Capture Pro or PaperStream Capture Pro Premium.

1. **Prepare documents that use the forms to be registered.**
   - Up to 1,000 forms can be registered.
   - It is recommended to register blank forms.

   For details about the conditions for forms that can be registered, refer to Conditions for Standard Forms (page 699).
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.

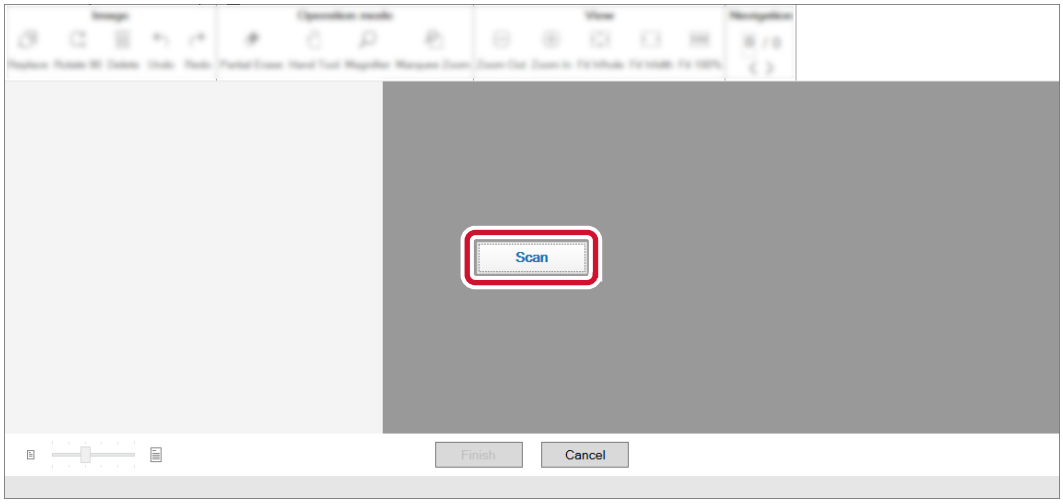


If forms have patterns such as small characters or light patterns in the background, which are not recognized accurately with the default scan settings, you can change the scan settings (color mode and resolution).

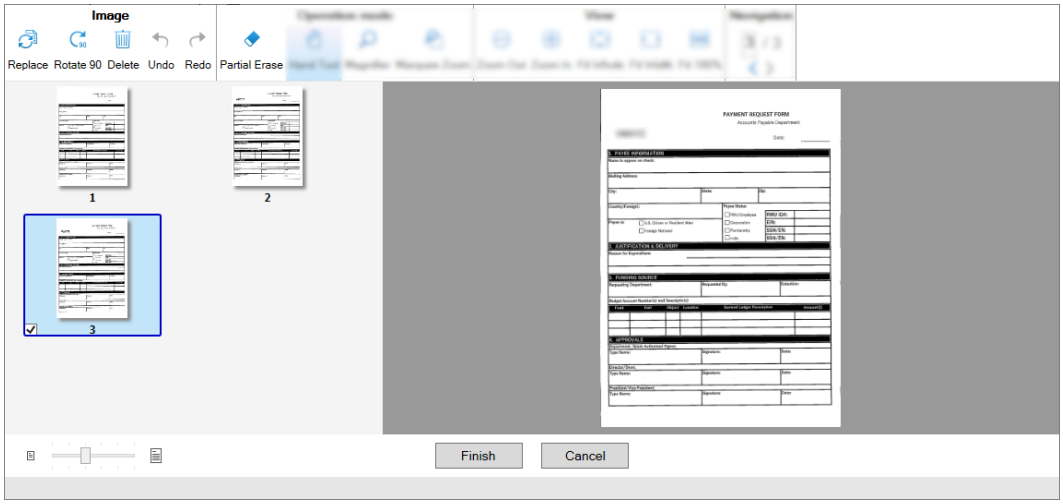
- If you are using a scanner from our image scanner series
  Select the [Use profile to set up form] check box to change the default scan settings (color mode: color, resolution: 300 dpi, paper size: auto).
  Select the profile of the PaperStream IP driver to be used from the drop-down list that appears. Also, you can click the [Advanced settings] button to edit the profile of the PaperStream IP driver.
- If you are using a TWAIN-compatible scanner from another company
  Click the [Advanced settings] button to change the driver settings.

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

c Click [Scan].



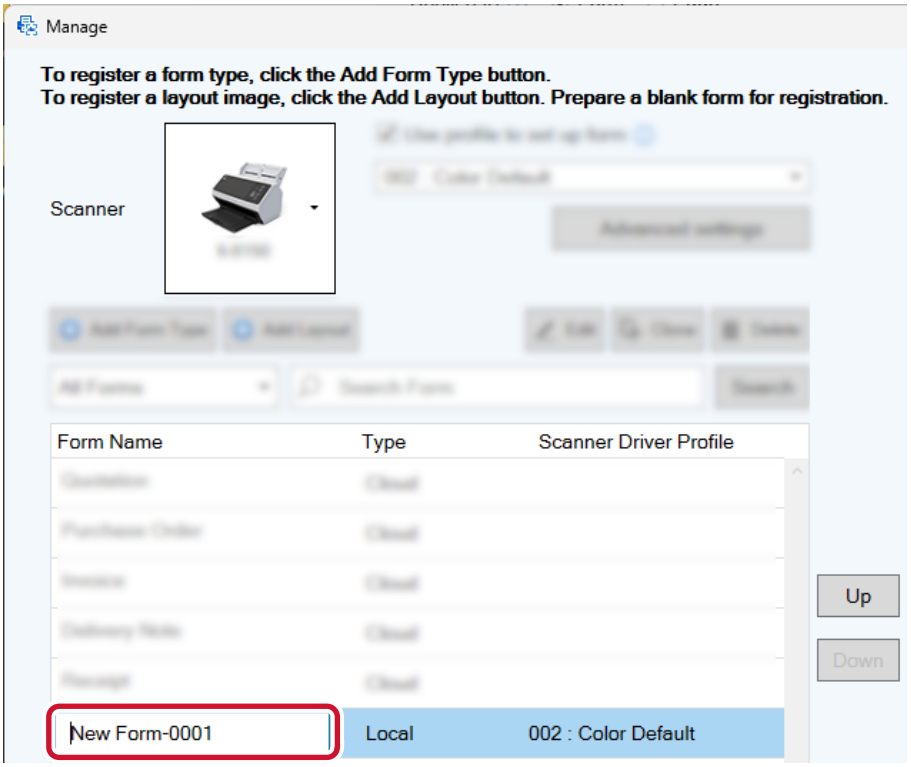
d Check the scanned images of the standard forms.



- 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.



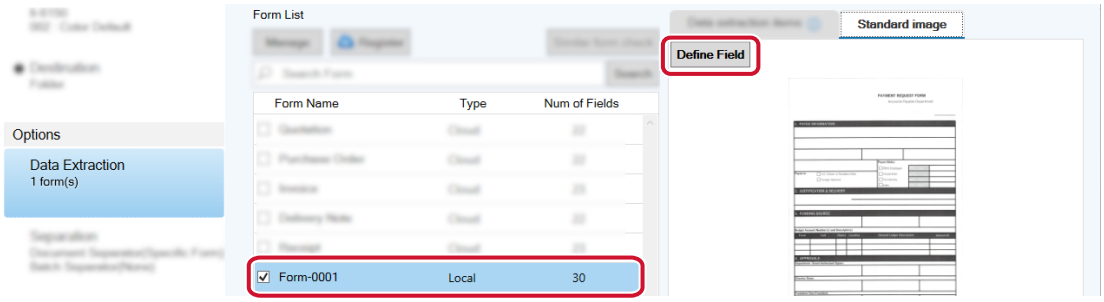
g Add, edit, clone, or delete forms as needed.

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.

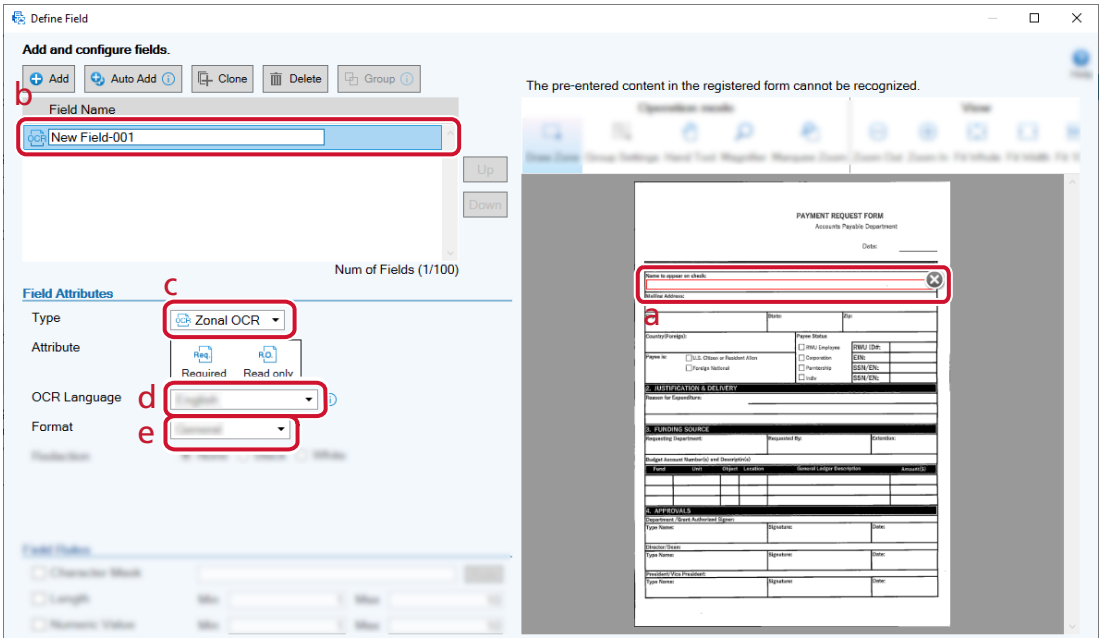
Clicking the cancel button ( ) next to the selected area clears the selection.

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.

e For PaperStream Capture Pro or PaperStream Capture Pro Premium, if you select [Japanese], [English], [German], [French], [Italian], or [Spanish] for [OCR Language], select [Format] from the drop-down list.



10 For PaperStream Capture Pro or PaperStream Capture Pro Premium, if you want to add multiple fields, repeat steps 8 through 9.

11 Click the [Finish] button.

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

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

13 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 (page 353) will be displayed, allowing you to configure the settings for identifying similar standard forms.

14 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 (page 353) will be displayed, allowing you to configure the settings for identifying similar standard forms.

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 Scan documents.

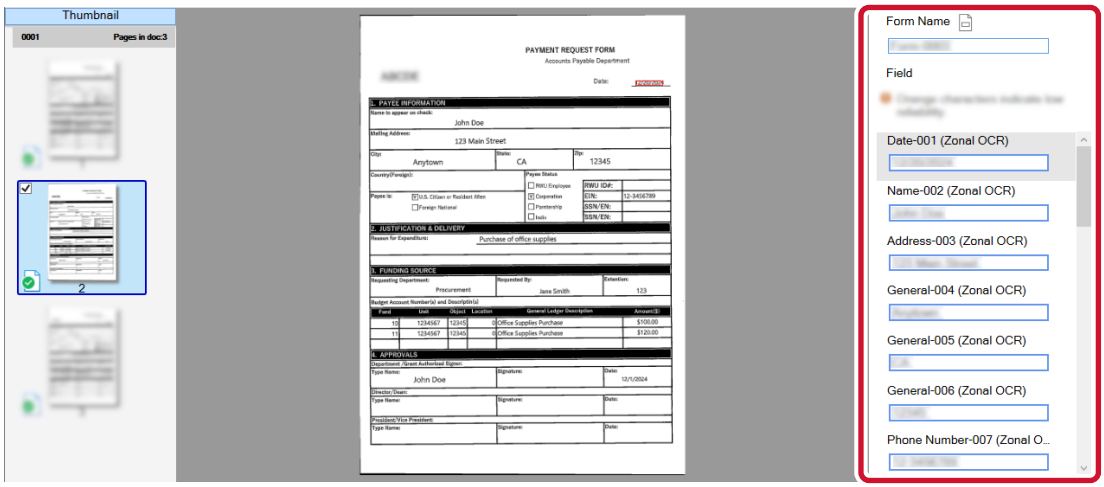
Load the documents such that they are in the same orientation as the registered form.

➡ Scanning Documents (Batch Scan Mode) (page 98)

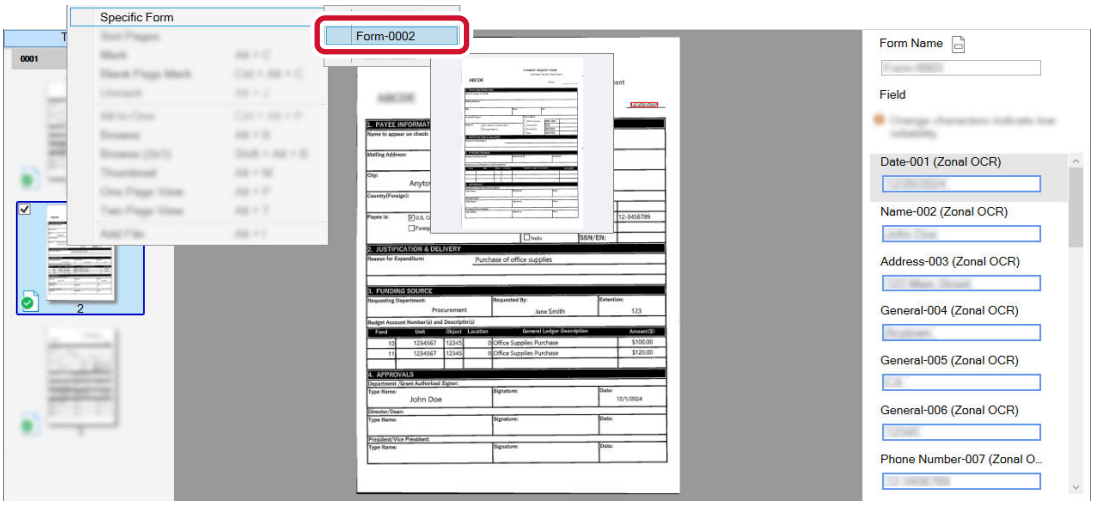
18 Check the scanned images.

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.

- When the following conditions are met in PaperStream Capture Pro or PaperStream Capture Pro Premium, characters with low reliability among the characters displayed in [Field] are displayed in red.
  - [Zonal OCR].is selected for [Type]
  - One of the following options is selected for [OCR Language].
    - Japanese
    - English
    - German
    - French
    - Italian
    - Spanish
  - PaperStream Capture Pro AI-OCR is installed

Adding a Batch of Areas from Which to Extract Information

For PaperStream Capture Pro or PaperStream Capture Pro Premium, fields can automatically be added by detecting differences between blank standard forms and completed standard forms.

ATTENTION

- To automatically add fields, PaperStream Capture Pro AI-OCR must be installed and running.

  ➡ Installing PaperStream Capture Pro AI-OCR Option (page 56)
- Depending on how handwritten characters or check marks are written on a completed standard form, correct field areas may not be able to be added. Check automatically added field areas and adjust the areas as needed.

1 Prepare a blank standard form (registered form) and completed standard form.

- Blank standard form (registered form)
  Up to 1,000 forms can be registered.
  For details about the conditions for forms that can be registered, refer to Conditions for Standard Forms (page 699).
- Completed standard form
  The format of the completed forms must match the format of the blank forms (registered forms).
  Also, make sure that all items in the areas from which you are extracting information are filled in.
  - Check the check boxes.
  - For items in which each character goes into its own box (text box), make sure all the boxes are filled in with characters.
    For example, if an item that allows 5 characters is filled in with only 3 characters, an area for 3 characters is configured.

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

3 Select the [Data Extraction] tab.

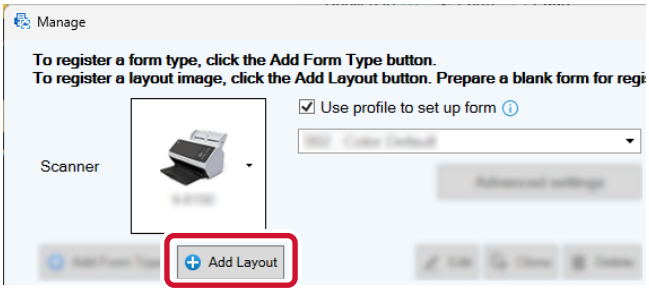
4 Select [Form] for [Applied to].

5 Click the [Manage] button.

6 Register a form.

Multiple forms can be registered at once.

a Click the [Add Layout] button.

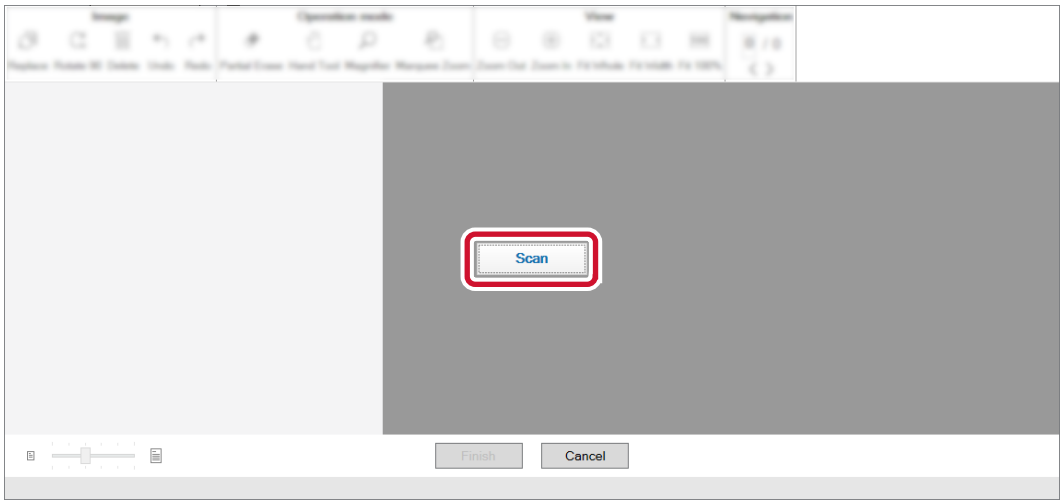


If forms have patterns such as small characters or light patterns in the background, which are not recognized accurately with the default scan settings, you can change the scan settings (color mode and resolution).

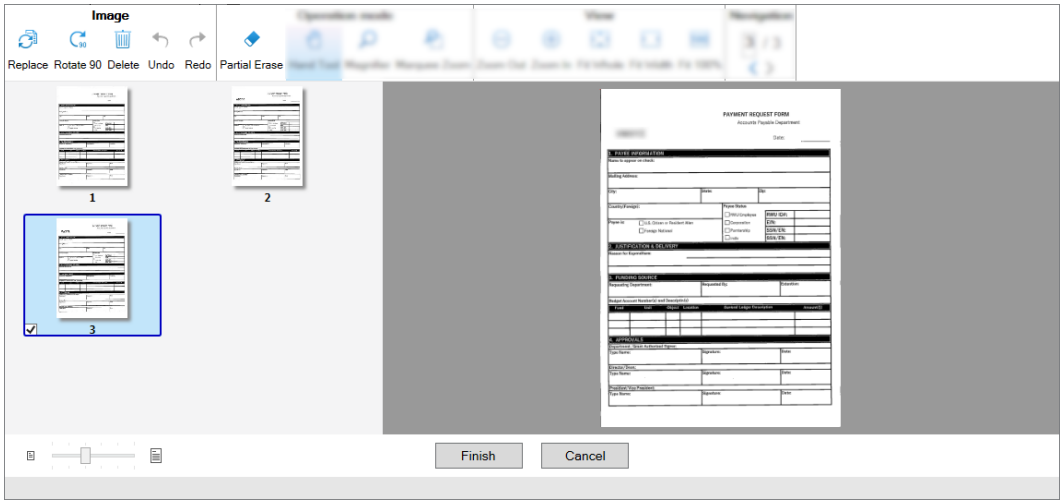
- If you are using a scanner from our image scanner series
  Select the [Use profile to set up form] check box to change the default scan settings (color mode: color, resolution: 300 dpi, paper size: auto).
  Select the profile of the PaperStream IP driver to be used from the drop-down list that appears. Also, you can click the [Advanced settings] button to edit the profile of the PaperStream IP driver.
- If you are using a TWAIN-compatible scanner from another company
  Click the [Advanced settings] button to change the driver settings.

b Load the document that uses a blank standard form (registered form) in the scanner.

c Click [Scan].



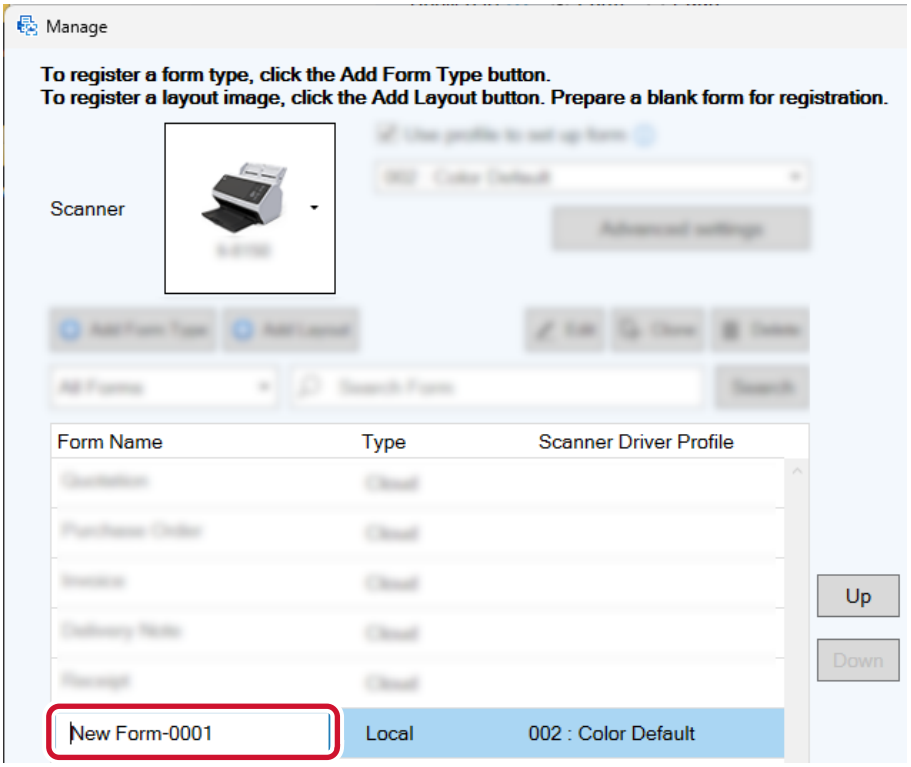
d Check the scanned images of the standard forms.



- 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.



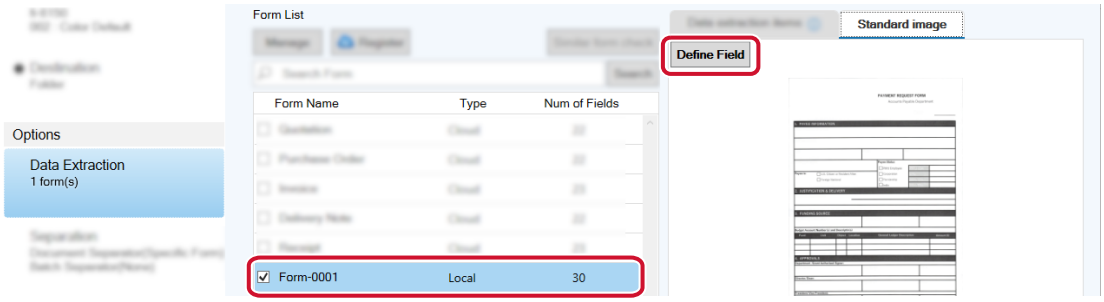
g Add, edit, clone, or delete forms as needed.

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 [Auto Add] button.

ATTENTION

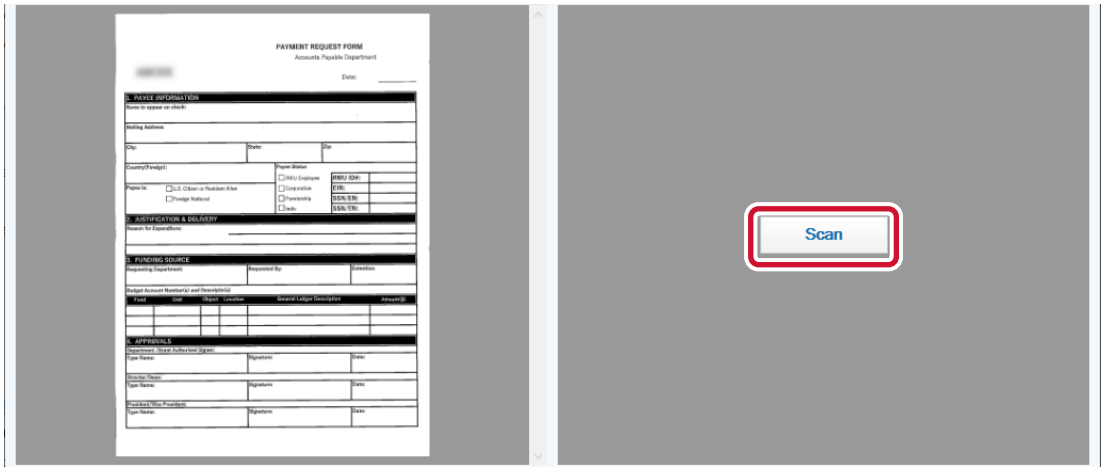
The [Auto Add] button is disabled for the following cases:

- PaperStream Capture Pro AI-OCR is not installed
- PaperStream Capture Pro AI-OCR is not running
  Follow the procedure below to start up the PaperStream Capture Pro AI-OCR service.
  - Windows 10/Windows Server 2016/Windows Server 2019/Windows Server 2022
    1. Select [Start] menu → [Windows Administrative Tools] → [Services].
    2. Right-click PFU.PaperStream.Capture.AI-OCRService in the [Service] window and select [Start] in the menu that appears.
  - Windows 11/Windows Server 2025
    1. Select [Start] menu → [All apps] → [Windows Tools].
    2. Double-click [Services].
    3. Right-click PFU.PaperStream.Capture.AI-OCRService in the [Service] window and select [Start] in the menu that appears.

The [Auto Add Field] window appears.

9 Load the completed standard form in the scanner.

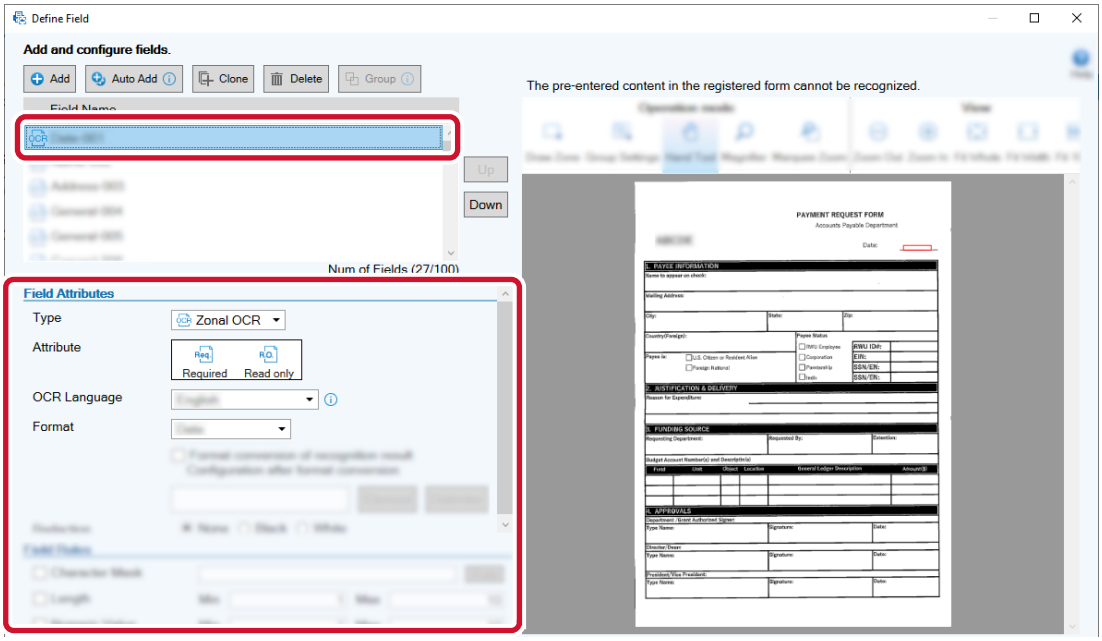
10 **Click [Scan].**



11 **Click the [OK] button.**

Fields are automatically added by detecting differences between blank standard forms (registered forms) and completed standard forms.
When the addition of fields is complete or the number of fields reaches the upper limit of 100, the window closes and the [Define Field] window is displayed.

12 **Change the field name of the added field, then check the field settings and the area displayed in the viewer (the field recognition area).**



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

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

14 **Repeat steps 7 through 13 to add fields for each form.**

15 **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 (page 353) will be displayed, allowing you to configure the settings for identifying similar standard forms.

16 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 (page 353) will be displayed, allowing you to configure the settings for identifying similar standard forms.

17 Click the [Close] button.

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

18 Click the [Back to Home] button.

The window that is displayed returns to the main window.

19 Scan documents.

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

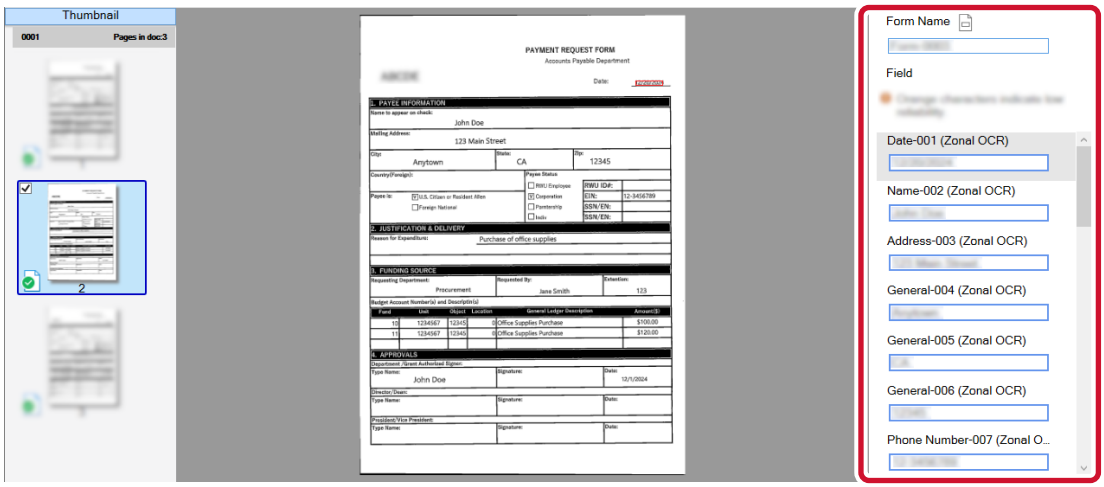
➡ Scanning Documents (Batch Scan Mode) (page 98)

20 Check the scanned images.

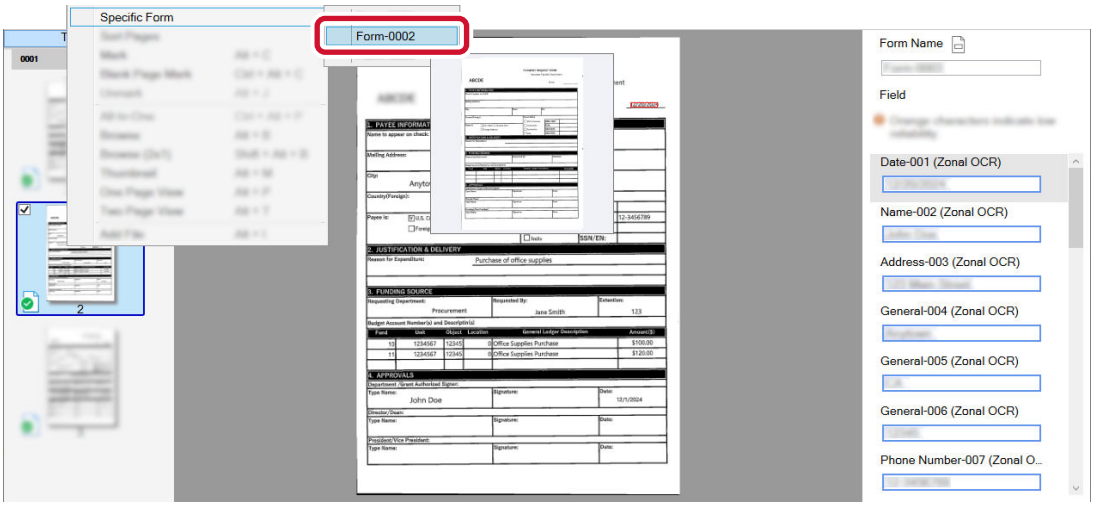
a Check that [All-In-One] or [One Page View] is selected for [View] on the toolbar.

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.
- When the following conditions are met in PaperStream Capture Pro or PaperStream Capture Pro Premium, characters with low reliability among the characters displayed in [Field] are displayed in red.
  - [Zonal OCR].is selected for [Type]
  - One of the following options is selected for [OCR Language].
    - Japanese
    - English
    - German
    - French
    - Italian
    - Spanish
  - PaperStream Capture Pro AI-OCR is installed

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

Data (such as text or barcode/QR code information) extracted in Extracting Text and Barcode/QR Code Information from Standard Forms (page 167) 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.**

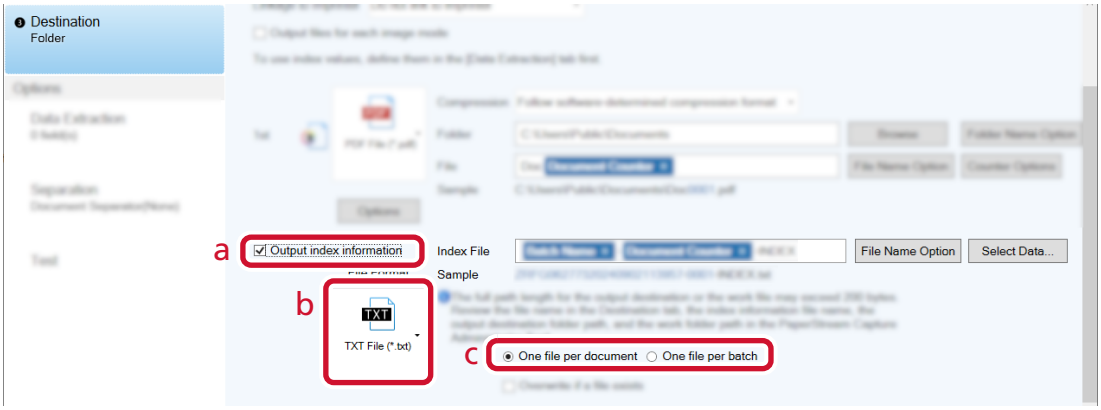
➡ Extracting Text and Barcode/QR Code Information from Standard Forms (page 167)

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].**

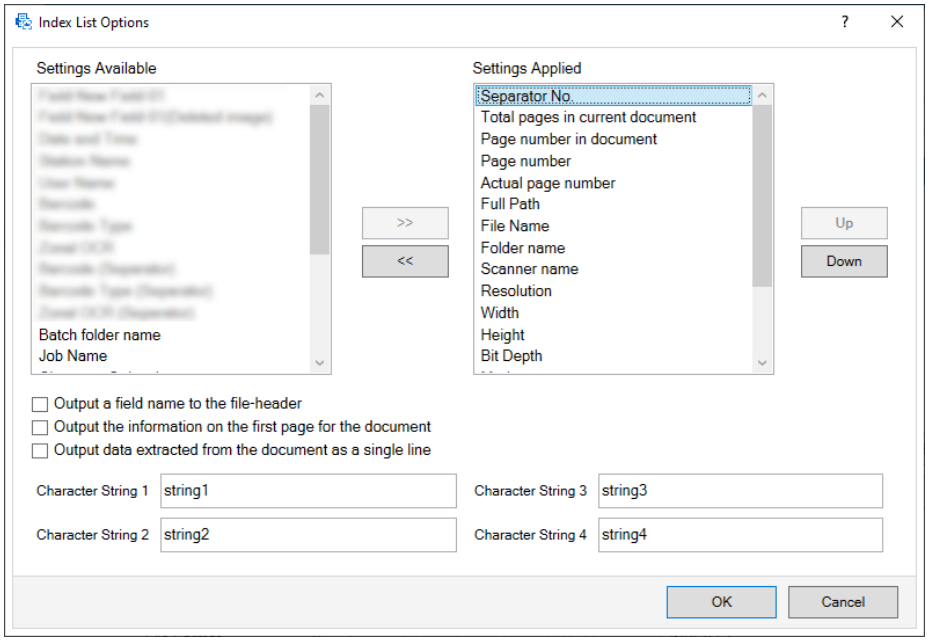
The [Index List Options] window appears.

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

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 (page 167) 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.

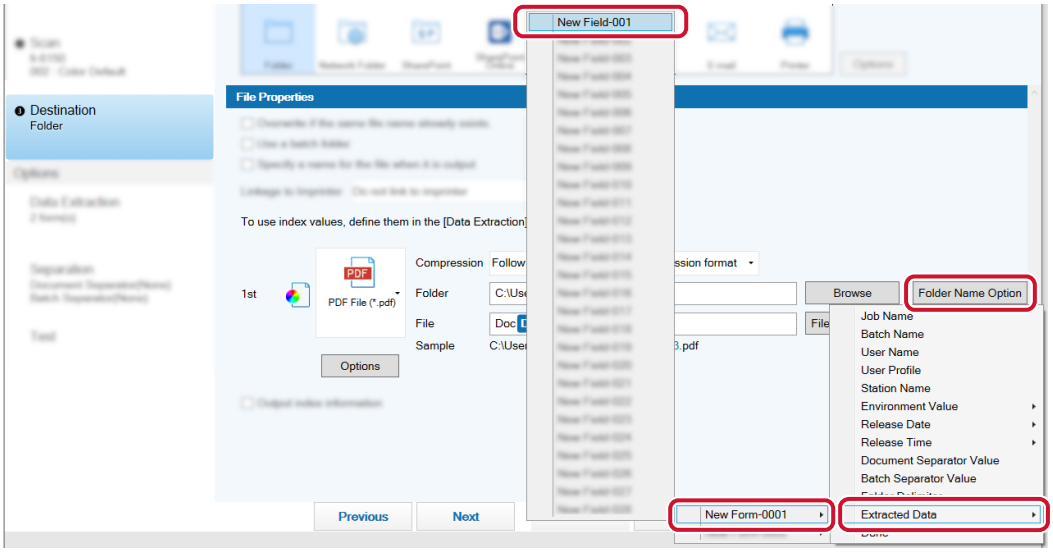
2 Configure settings for recognizing text and barcode/QR code information on forms in the [Data Extraction] tab.

➡ Extracting Text and Barcode/QR Code Information from Standard Forms (page 167)

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 (Batch Scan Mode) (page 98)

➡ Scanning Documents Using PaperStream AI (Batch Scan Mode) (page 68)

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

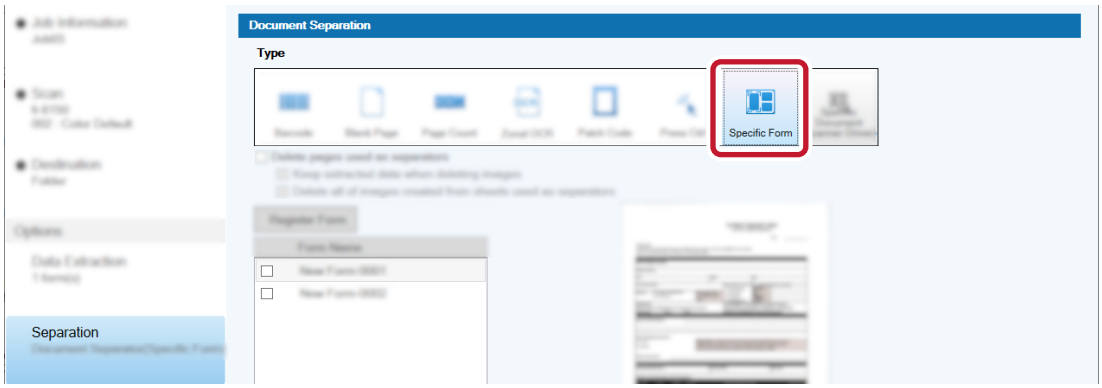
Automatically Separating Image Files by Standard Form Type

You can split image files created from the consecutively scanned documents by form type.
This section describes how to save images for each type of form in a separate destination folder in the advanced setup of PaperStream Capture Pro or PaperStream Capture Pro Premium.

1. **Prepare documents that use the forms to be registered.**
   - Up to 1,000 forms can be registered.
   - It is recommended to register blank forms.

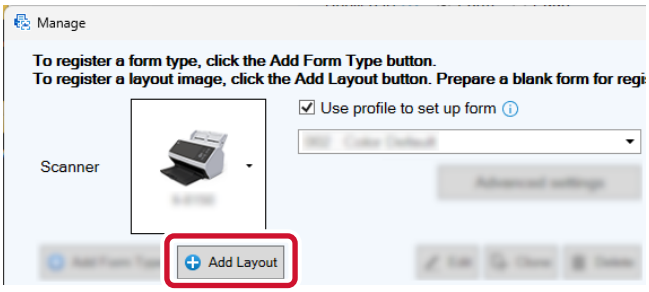
   For details about the conditions for forms that can be registered, refer to Conditions for Standard Forms (page 699).
2. **Select an existing job in the [Configure Jobs] window and click the [Edit] button on the toolbar.**
3. **Select the [Separation] tab.**
4. **Select [Specific Form] for [Type].**
   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.

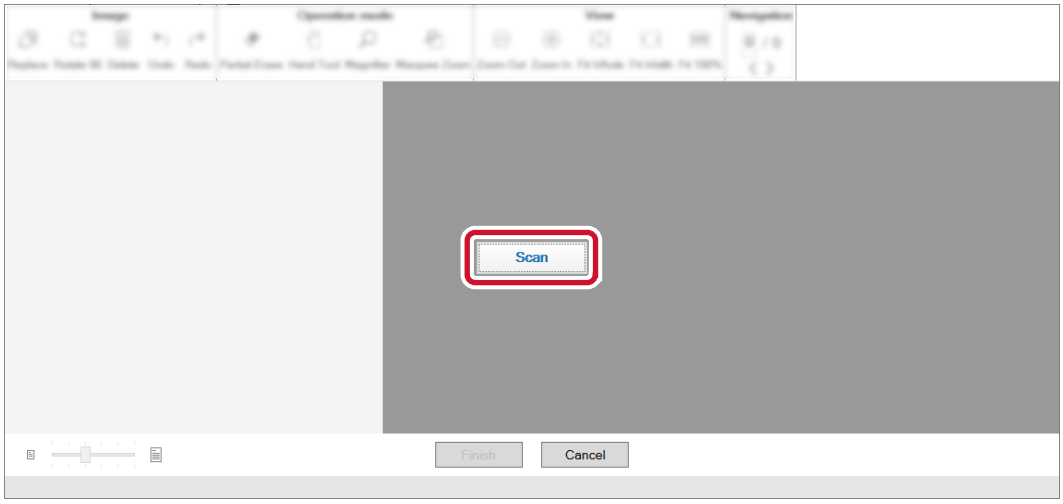


If forms have patterns such as small characters or light patterns in the background, which are not recognized accurately with the default scan settings, you can change the scan settings (color mode and resolution).

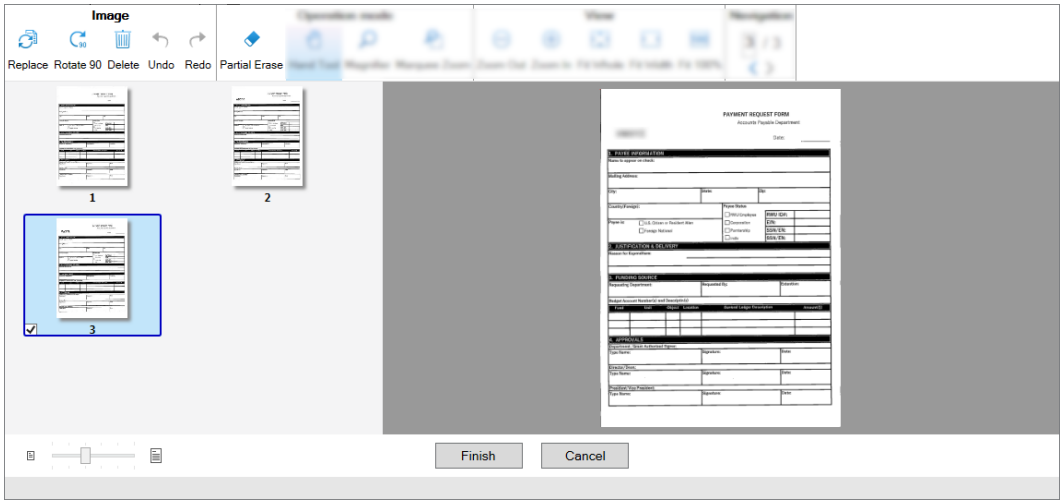
- If you are using a scanner from our image scanner series
  Select the [Use profile to set up form] check box to change the default scan settings (color mode: color, resolution: 300 dpi, paper size: auto).
  Select the profile of the PaperStream IP driver to be used from the drop-down list that appears. Also, you can click the [Advanced settings] button to edit the profile of the PaperStream IP driver.
- If you are using a TWAIN-compatible scanner from another company
  Click the [Advanced settings] button to change the driver settings.

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

c Click [Scan].



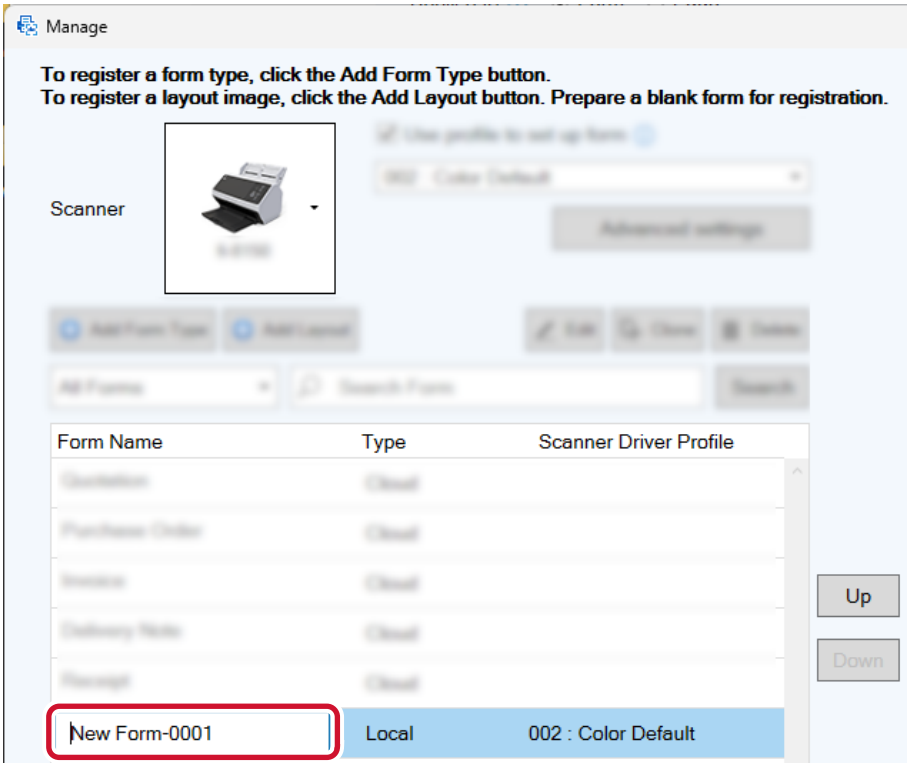
d Check the scanned images of the standard forms.



- 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.

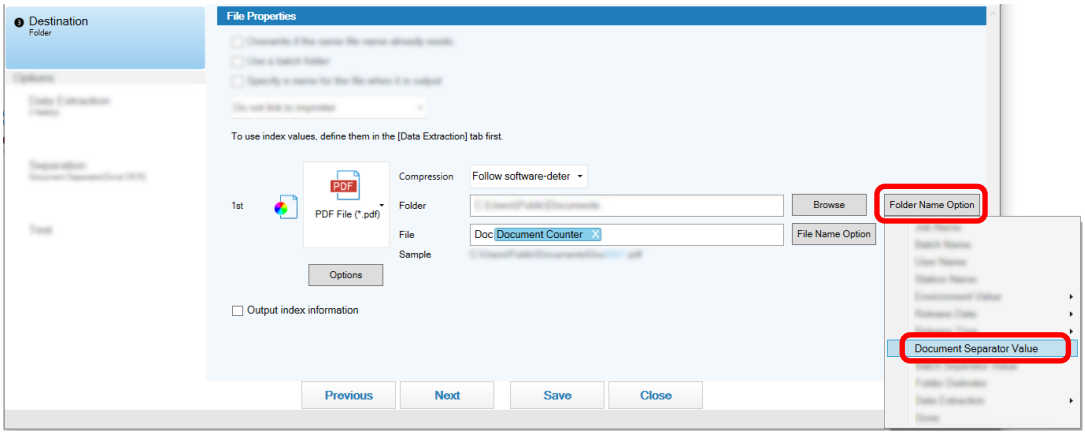
8 If you have selected multiple forms in the form list, click the [Similar form check] button to check for similar forms.

If you select the option to specify the form identification field in the displayed message, the [Form identification field settings] Window (page 353) 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 (page 353) 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 (Batch Scan Mode) (page 98)

The forms are scanned and separated by form type.

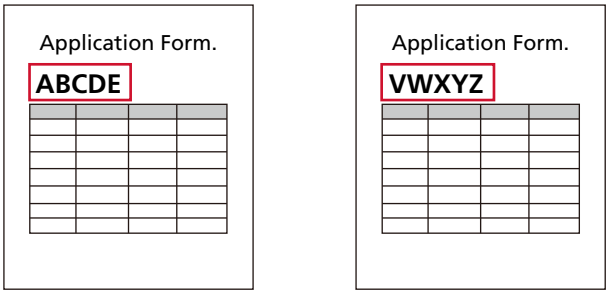
17 Check that the scanned images are separated correctly.

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

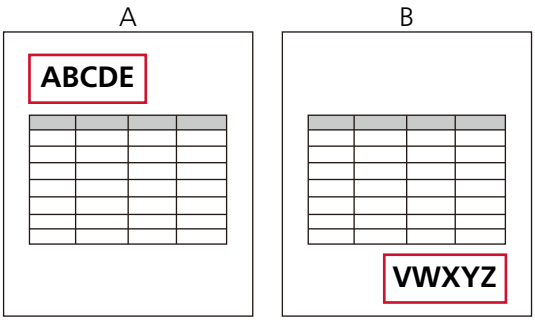
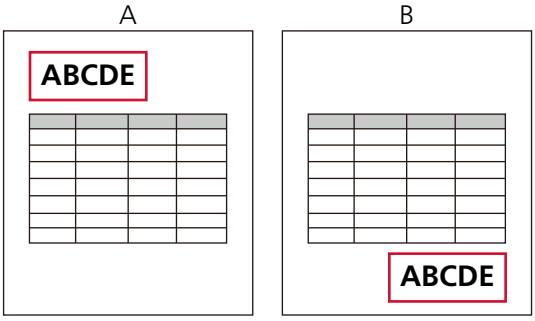
If necessary, edit the location where the scanned images are separated.

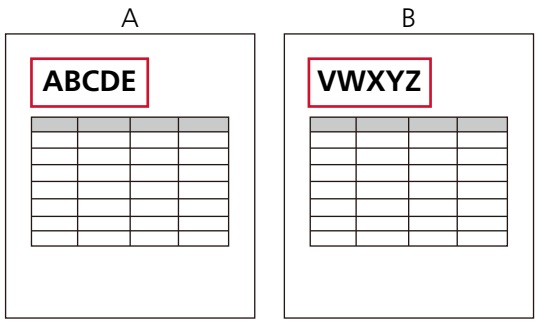
Distinguishing between Similar Standard Forms

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.

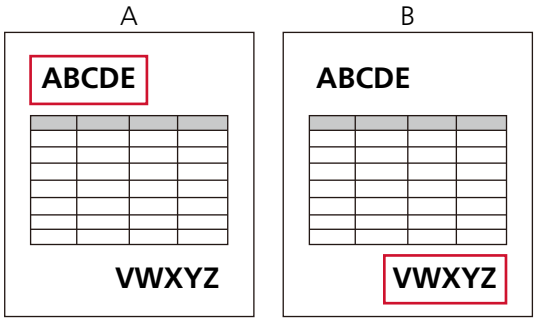


The following examples show how to specify form identification fields to identify forms in PaperStream Capture.

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.



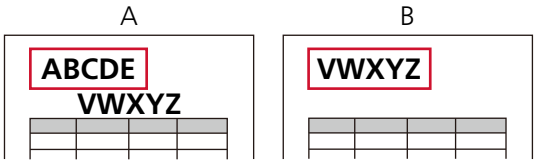
The following windows can be used to specify form identification fields.

- [Edit Form] Window (page 351)
  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 (page 353)
  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.

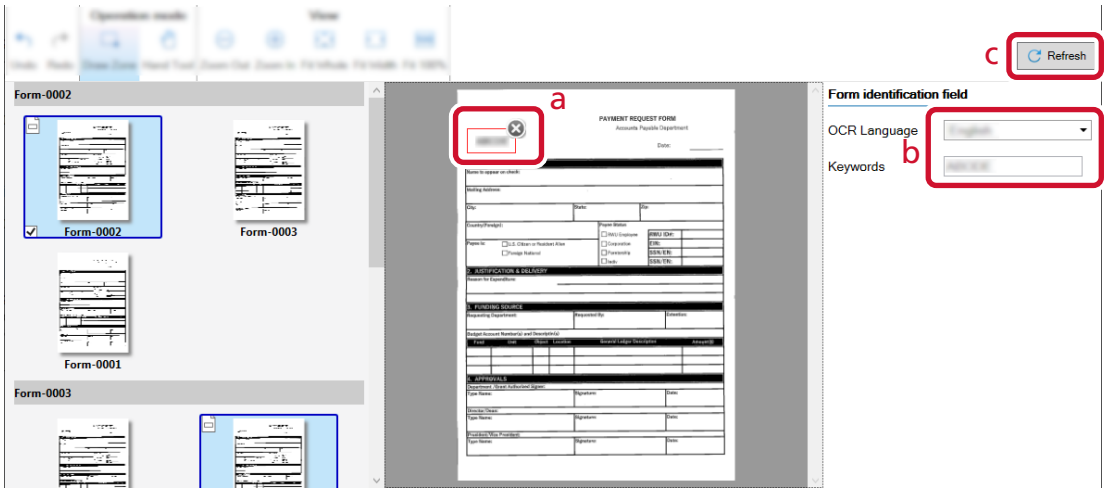
   a. **Select the area of a printed character string to be specified in a form identification field while clicking and holding down the left button on the mouse.**

      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.

Masking Text on a Scanned Image

PaperStream Capture Pro or PaperStream Capture Pro Premium allows you to use the masking function to output an image in which areas with sensitive or personal information that you do not want displayed are filled in black or white.
Masking can be set in the following ways:

- Set the masking location in advance
  In [Configure Jobs] for the advanced setup, you can set masking for the Zonal OCR recognition area. When the recognition area is moved or the size is changed, the masking area is also changed accordingly.
- In the following window that appears after a document is scanned, set masking
  - [Scan & Index] Window (for Checking/Editing) (page 436)
  - [QC] Window (page 442)
  - [Index] Window (page 446)

ATTENTION

- You can change the setting so that masking is not set on the scanned image.
  Clear the [Allow adding redaction on QC/Index Window] check box under [Image Editing] in the [Scan] tab.
- Images with masked area may be considered document tampering. Check in advance if it is safe to set masking.

This section describes the advanced setup procedure for setting masking on an image of a form that you scanned.

1 Prepare a document.

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 a form to set masking from the form list and click the [Define Field] button.

The [Define Field] window appears.

5 Click the [Add] button.

6 Set masking for the Zonal OCR area.

a Specify the Zonal OCR area.
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.

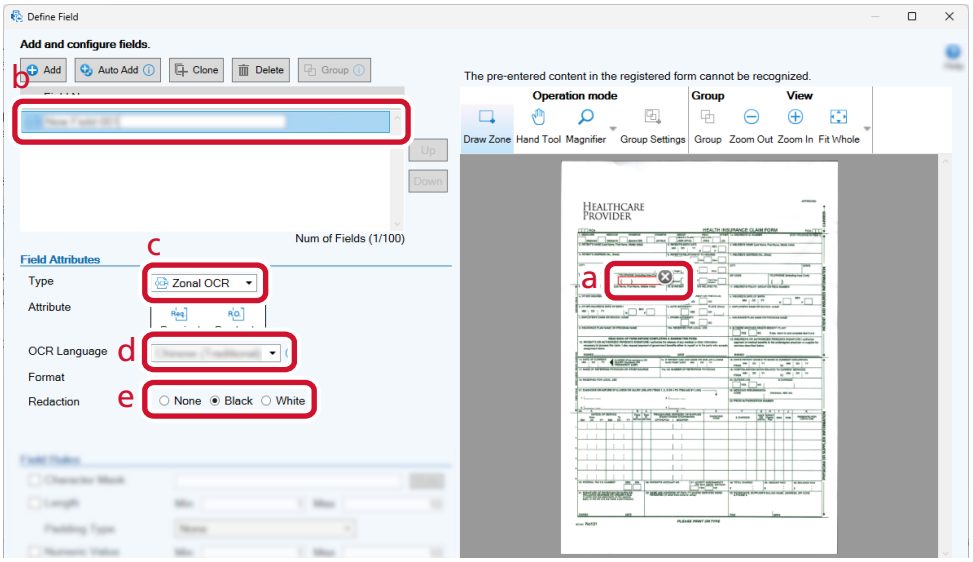
Clicking the cancel button ( ) next to the selected area clears the selection.

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.

e Select the masking color ([Black] or [White]).



7 Click the [Finish] button.

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

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.

10 Click the [Back to Home] button.

The window that is displayed returns to the main window.

11 Scan documents.

➡ Scanning Documents (Batch Scan Mode) (page 98)

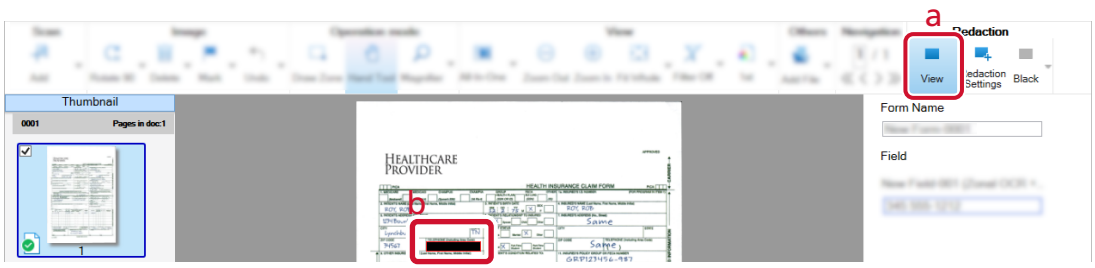
➡ Scanning Documents Using PaperStream AI (Batch Scan Mode) (page 68)

12 Check the scanned images.

a Click [View] in the [Redaction] section on the toolbar.

The masked recognition area is displayed filled in black or white.

b Check the extracted data, or move or change the size of the masked area as needed.



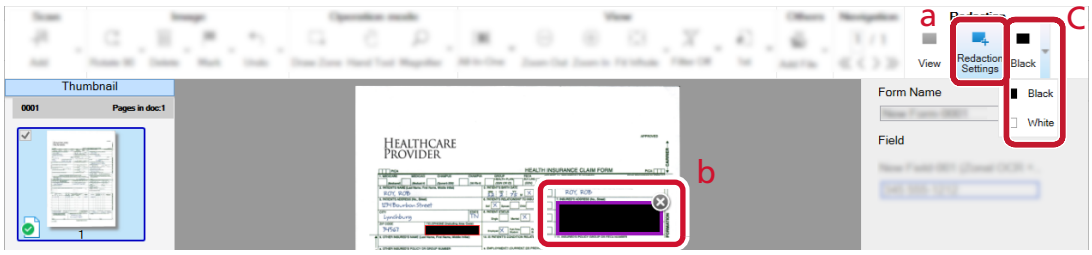
13 Manually add the masking settings.

a Click [Redaction Settings] in the [Redaction] section on the toolbar.

b Select the area to mask by clicking and holding down the left button on the mouse.

The selected area is filled in black.

c To change the masking color, click ▼ next to [Black] on the toolbar and select [White].



14 Save the scanned images.

➔ Checking and Editing Scanned Images (Batch Scan Mode) (page 99)

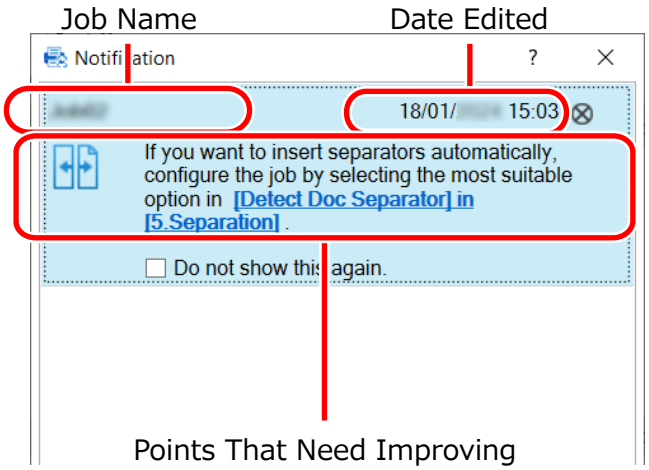
Checking Improvements Made in Jobs

From among the editing tasks that must be carried out after scanning, tasks that can be carried out automatically by configuring the settings of a job are detected. If there are points that need improving in the settings of a job, the [Notification] button becomes .

When you click the [Notification] button, the [Notification] window appears.

You can improve editing task efficiency after scanning by changing the settings of a job in accordance with the points that need improving which are displayed in the window.

The following shows an example.

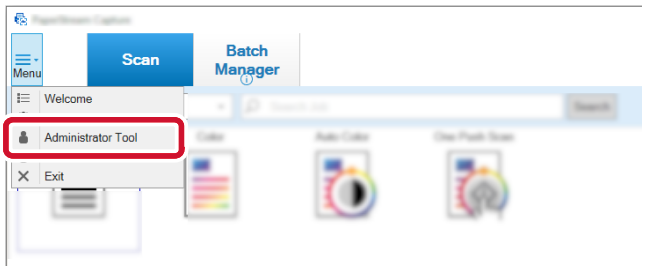


The [Notification] window is also displayed if there are improvements in the job settings when a test scan is performed in the [Test] tab in the [Advanced Setup] window.

Selecting a Scanning Method That Meets Your Needs

When you select [Use Batch Scan only] or [Use Simple Scan mode only], you can perform a scan with only one of the scanning methods.
The [Switch Modes] button is not displayed.

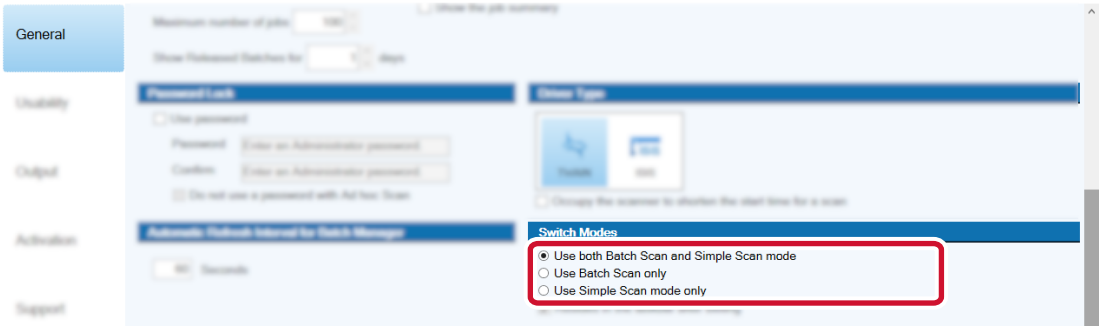
1 From ☰ in [Menu], select [Administrator Tool].



2 In [Switch Modes], select a scanning method from the following:

- Use both Batch Scan and Simple Scan mode
- Use Batch Scan only

- Use Simple Scan mode only



3 Click the [Save] button.

The job settings are saved.

Marking Images That Need to Be Checked

If problems are detected on an image scanned using a job for the advanced setup, the image can be marked to be checked.
This allows you to quickly locate images with problems and streamline the image verification process.

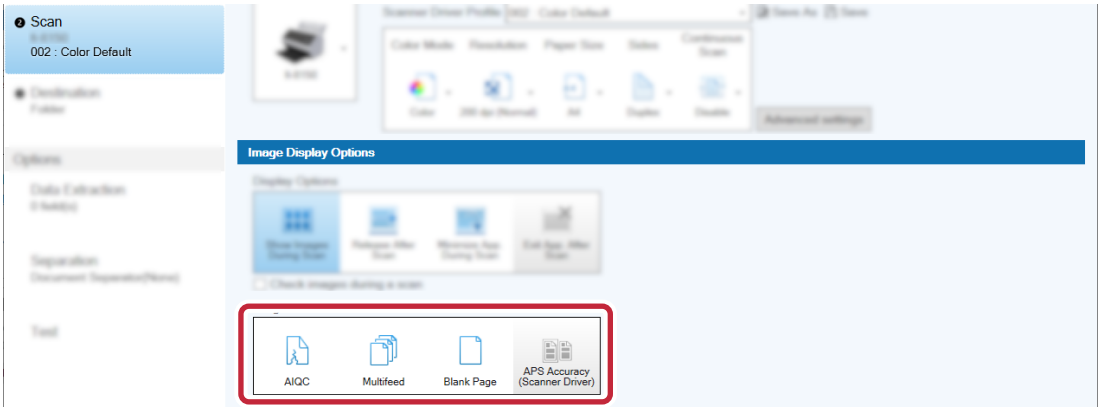
1 Select an existing job in the [Configure Jobs] window and click the [Edit] button on the toolbar.

2 Select the [Scan] tab.

3 In [Image Check], select an item or more to be checked on the scanned images that you mark, from the following items:

- AIQC
  Marks a scanned image when an error such as a fold or tear in the document is detected.
- Multifeed
  Marks a scanned image when overlapping is detected.
- Blank Page
  Marks a scanned image when a blank page is detected.
- APS Accuracy (Scanner Driver)
  Marks a scanned image when an image is detected by the [Automatic Profile Selection] function in the PaperStream IP (TWAIN) driver and is recognized inaccurately.

This is enabled when [Automatic Profile Selection] is set to [On] in the PaperStream IP (TWAIN) driver profile that is selected for [Scanner Driver Profile] under [Scan Settings].



ATTENTION

- If you select the items to be checked for [Image Check] and you select [Release After Scan] for [Display Options], select the [Check the scanned data when an error or mark is detected] check box to display a window for checking the detected images.
- The settings for [Image Check] are given priority over the settings for multifeed detection or blank page detection in the PaperStream IP driver.

➔ Relationship between the Settings for PaperStream Capture and the Scanner Driver Profile (page 704)

4 Click the [Save] button.

The job settings are saved.

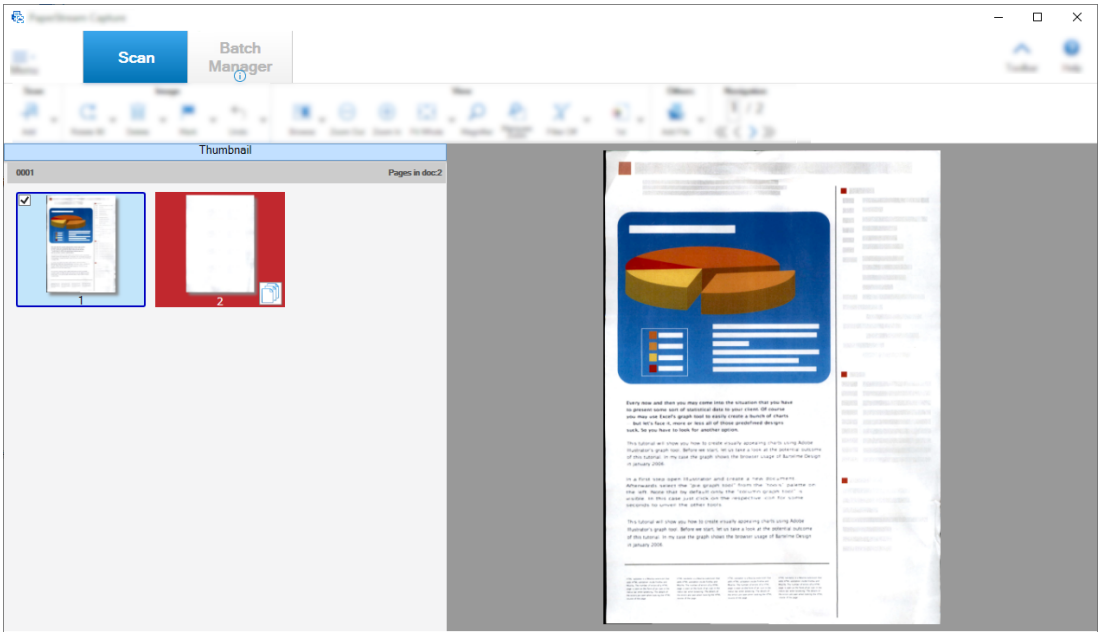
5 Click the [Close] button.

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

If the setting items that are selected for [Image Check] are detected, the background frame for the thumbnail of the page will be marked with a color, and an icon will be displayed.
The colors corresponding to the setting items for [Image Check] are as follows:

- AIQC: Yellow
- Multifeed: Red
- Blank page: Black
- APS Accuracy (Scanner Driver): Purple (Supported for the PaperStream IP (TWAIN) driver only)

For example, when [Multifeed] is selected for [Image Check], the following mark and icon are added if a multifeed is detected.



Printing with the Linked Imprinter

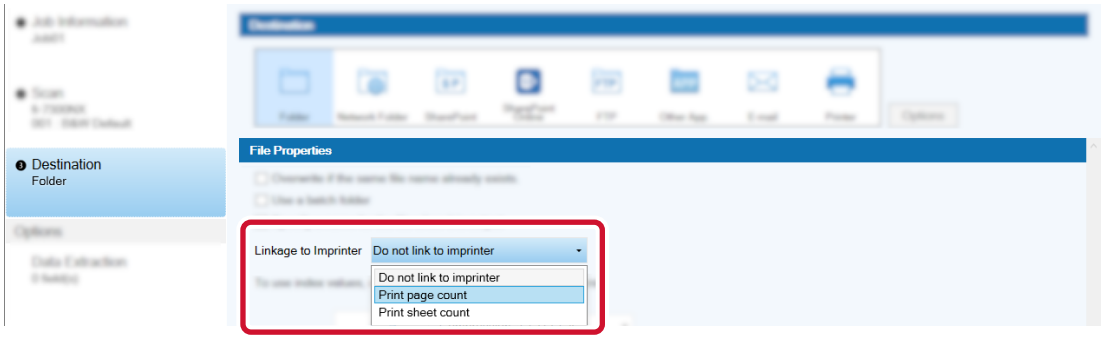
By linking up with the imprinter, the following items can be printed on a scanned document.

- Page counter
- Sheet counter
- Batch folder name
- Batch folder name and page counter
- Batch folder name and sheet counter

Printing a batch folder name and a page counter enables you to distinguish between the documents that were scanned and the documents that are not scanned. In addition, by looking at the printed folder name, you can find the folder in which scanned images are saved and check them.
This section explains the procedure in Batch Scan mode to create a new job by cloning an existing job, link up with the imprinter, and print a page counter on the scanned documents.

1. **Select an existing job in the [Configure Jobs] window and click the [Clone] button on the toolbar.**
2. **Select the [Destination] tab.**

3 Select [Print page count] from the drop-down list for [Linkage to Imprinter] in [File Properties].



4 Click the [File Name Option] button to the right of the input field for [File].

The menu appears.

5 Select [Page Counter] from the displayed menu.

A file name that is based on the File Name Option is automatically displayed in [e.g.].

6 Click [Done] to exit the menu.

7 Click the [Save] button.

The job settings are saved.

8 Click the [Close] button.

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

ATTENTION

- While the imprinter is being linked with PaperStream Capture Pro or PaperStream Capture Pro Premium, when the Batch Scan mode is selected in an single station operation or on the Scan & Index station in a multi-station operation, a page counter can be printed on the documents.
- In the following cases, the page counters and imprinter counters are not synched:
  - The number of pages scanned by the scanner and the number of pages recognized by the software do not match, due to blank page deletion, multi-image output, or any other reason
  - In duplex scanning mode, the imprinter prints characters on the back side
  - A separator is used or the number of pages is specified to divide a document stack into multiple stacks
  - The page counter or the page output order is changed after scanning finishes and before a release process starts
- When [Print page count] is selected in the [Destination] tab while the character string for printing specified in the PaperStream IP driver does not include any counters, a counter is appended to the printed character string. When the initial value of [Page Counter] in the [Counter Options] window is a value from 1 digit to 5 digits, the imprinter counter is 5 digits, and when the initial value is 6 digits or more, the imprinter counter is 8 digits.
  When the imprinter is disabled in the PaperStream IP (ISIS) driver settings while [Print page count] is selected in the [Destination] tab, depending on the scanner, the imprinter may print only the counter value without printing the character string.

- This function does not link to the initial value of the counter for the digital endorser in the PaperStream IP driver.
- The page counter is updated after release. Therefore, in the following cases, the number displayed in the page counter and the number printed by the imprinter may be different. Be careful when you use the numbers.
  - Setting a job
    - Selecting [Print page count] and setting [Page Counter] for the file name in the [Destination] tab
    - Selecting [Continue with each batch] in [Page Counter] in the [Counter Options] window
    - Selecting an option other than [Release After Scan] in the [Scan] tab
  - Scanning
    - Suspending or aborting a batch whose images are scanned with the job above
    - Starting a different scan with the same job
    - Releasing a new batch before releasing a batch that has been suspended or aborted
- Even with [Print page count] selected in the [Destination] tab, the imprinter does not print any characters on the following documents:
  - Documents that are scanned without setting [Page Counter] for the File Name Option
  - Documents that are scanned in order to be added to or replaced with existing images
  - Documents that are scanned by clicking a job in the [Test] tab

  However, with the imprinter enabled in the PaperStream IP driver settings, the imprinter prints characters.

Importing Images

You can import images to PaperStream Capture.
The following methods are available for importing images.

- PaperStream IP Import
  For PaperStream Capture Pro Premium, you can apply image quality correction using PaperStream IP when importing images to process them in the [QC] window in the same way as images scanned with a scanner.

  ➡ Correcting and Importing Images That Were Created with Other Tools (page 200)
- File Import
  If PaperStream AI is available, you can import images such as invoices attached to emails and generate an index file. Data is extracted without performing image quality correction, and the original file is output as is. You also cannot edit files on the [QC] window.

  
  ([PaperStream AI] job) cannot be used.

  In addition, the original file is deleted after output is completed successfully.

  ➡ Importing Files Attached to E-mails (page 201)

You can also use the image import feature to monitor a specific folder and periodically import images to PaperStream Capture.

➡ Periodically Importing Images from a Specified Folder (page 201)

Correcting and Importing Images That Were Created with Other Tools

On PaperStream Capture Pro Premium, a file can be imported after the image quality is corrected according to the job settings.

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 [PaperStream IP Import] from the [Scanner] drop-down list.**
4. **Click the [Advanced settings] button in [Scan Settings].**

   The [PaperStream IP (TWAIN) - Import] window appears.
5. **Select [Import] in the tree pane on the left**

   The scan settings are displayed.
6. **Click an item in the scan settings to display settings in the settings pane on the right. Check the settings and change them if necessary.**

   ➡ Setting Items for PaperStream IP Import (page 258)

   If you change the settings, an asterisk (*) is added to the number of the driver profile name that is displayed in the upper left of the window.
7. **Click** **.**

   The [Save Profile] window appears.
8. **Select [Save as a new profile], enter a profile name, and then click the [OK] button.**

   The [Save Profile] window closes and the driver profile name displayed in the upper left of the [PaperStream IP (TWAIN) - Import] window is changed to the specified profile name.
9. **Click the [OK] button.**

   The [PaperStream IP (TWAIN) - Import] window closes.
10. **Click the [Save] button.**

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

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

    The window that is displayed returns to the main window.
13. **Click the job to import a file into.**

Importing Files Attached to E-mails

If PaperStream AI is available, you can import files attached to e-mails using an add-in for Microsoft Outlook (classic).

The following file formats can be imported:

- BMP
- JPEG
- PDF (*)
- TIFF (*)
- PNG

*:Up to 100 fields can be recognized at once from multi-page files (up to 10 pages per file). In this case, the number of pages in the file is counted as PaperStream AI scans. For example, if a 3-page file is recognized as a single batch, the 3 pages are counted as PaperStream AI scans.

To import a file attached to an e-mail, the job must meet all of the following conditions:

- [File Import] is set for [Scanner] in the [Scan] tab.
- A form is selected in [Form List] in the [Data Extraction] tab.

Set up the add-in for Outlook (classic) in advance by running the installer stored in the folder below.
C:\ProgramData\PaperStreamCapture\MailImport

1. **Start Outlook (classic).**
2. **Select the e-mail that has the file you want to import attached.**
3. **In Outlook (classic), select [FileToOCR] in the [Add-in] menu.**

   The [PaperStream Capture Add-in for Outlook] window appears.
4. **Select the job you want to use.**

   If you want to import files in the email body, select the [Import files in the email body] check box.
5. **Click the [Run] button.**

   The file is imported.

See also

Configuring the More Advanced Scan Settings (Advanced Setup) (page 94)

Periodically Importing Images from a Specified Folder

Configure the settings to monitor a specific folder and periodically import images to PaperStream Capture.

While the folder is being monitored, images will be imported at the scheduled times even if PaperStream Capture is not running.

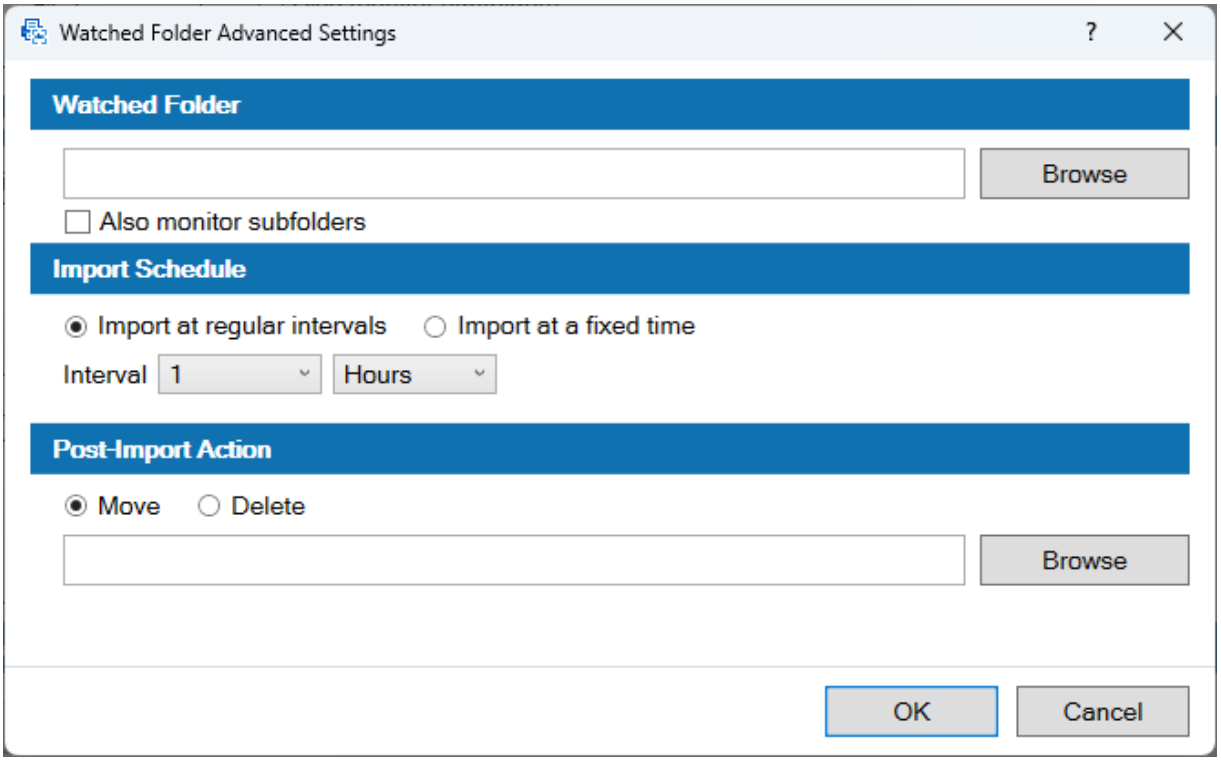
1. **Select a job you want to use for import in the [Configure Jobs] window and click [Edit] or [Clone] on the toolbar.**

2 **Select [PaperStream IP Import] or [File Import] from [Scanner] in the [Scan] tab.**

3 **Select the [Enable folder monitoring] check box in the [Scan] tab.**

4 **Click the [Advanced settings] button.**

5 **Specify the monitoring information.**



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

The [Folder Monitoring Advanced Settings] window is closed.

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

The job settings are saved.

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

The window that is displayed returns to the main window.

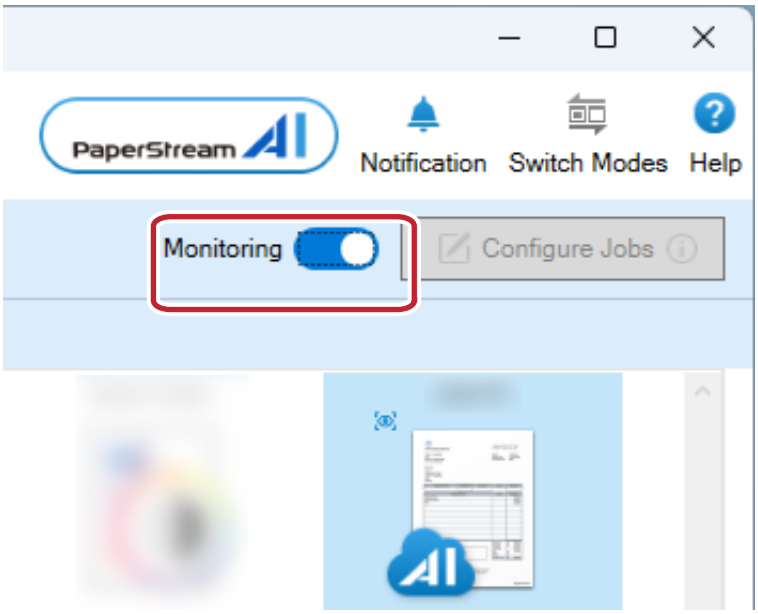
9 **Turn on the [Monitoring] switch.**

When turned on, the folder monitoring jobs are run automatically according to the import schedule. While monitoring is turned on, the following actions are unavailable:

- Manual scanning using jobs other than the jobs used for monitoring
- Operations in the [Configure Jobs] window
- Switching between Batch Scan mode and Simple Scan mode
- Displaying the [Batch Manager] window
- Editing and opening batches
- Starting the administrator tool

- Importing with PaperStream Capture Add-in for Outlook
- Scanning triggered by an event on the scanner
- Scanning using commands

If there are jobs waiting to be run when monitoring is turned off, you can choose whether to wait for them to finish or cancel them.



ATTENTION

- During monitoring-based automatic scanning, scanned data is automatically saved temporarily after scanning is complete if [Release After Scan] is not selected. If [Release After Scan] is selected, any field rule errors will result in an error batch.
- Although multiple jobs can monitor the same folder, the same file cannot be imported by more than one of those jobs because files are moved or deleted after import. If import schedules overlap, jobs are executed in order, starting with the one created earliest.
- If an error occurs during monitoring-based automatic scanning, the file will be saved in the backup folder and deleted after 7 days. Check the notification displayed on the [Notification] screen.

Releasing (Outputting) Scanned Images in SharePoint

The procedure to output scanned images in SharePoint is shown below.

1 **Confirm that the following items have been created in the target SharePoint:**

- Site URL
- User Name
- Password

- Library
- Contents Type

For details, refer to the SharePoint manual.

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

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

4 **Select [SharePoint] in [Destination].**

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

The [SharePoint Options] Window (page 277) appears.

6 **Enter the connection information (site URL, user name, and password) for the target SharePoint.**

To use Windows authentication, select the [Use Windows Authentication] check box. When you select this, the information that has already been entered in [User Name] and [Password] are disabled.

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

8 **In [Library], select a library.**

9 **In [Contents Type], select a contents type.**

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

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 (Batch Scan Mode) (page 98)

➡ Scanning Documents Using PaperStream AI (Batch Scan Mode) (page 68)

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.

16 **Save the scanned images.**

➡ Checking and Editing Scanned Images (Batch Scan Mode) (page 99)

Automatically Separating Images Using Blank Pages

PaperStream Capture supports the function to separate images using blank pages.
This function allows you to separate scanned images of a multipage document every time a blank sheet is detected without interrupting the ongoing scan. The multipage document is separated every time a blank sheet is detected and consequently the scanned images are separated into document stacks.

1. **Prepare blank sheets that are used as separators.**

   ATTENTION

   - Using the same blank sheet repeatedly may decrease the recognition accuracy due to accumulated dirt on the sheets. If the blank sheets are not recognized correctly or get smudged, use new blank sheets.

2. **Select an existing job in the [Configure Jobs] window and click the [Edit] button on the toolbar.**
3. **Select the [Separation] tab.**
4. **Click [Blank Page] for [Type].**
5. **To not save images of blank sheets that are used as separators, select the [Delete pages used as separators] check box.**
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. **Prepare the document stack you want to scan and insert the blank sheets prepared in step 1 where you want the document stack to be separated.**
10. **Scan a document stack.**

    ➡ Scanning Documents (Batch Scan Mode) (page 98)

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

11. **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.

Automatically Separating Images by Specifying the Number of Pages

PaperStream Capture supports the function to separate images by specifying the number of pages.
This function allows you to separate scanned images of a multipage document into specified units of pages without interrupting the ongoing scan. The multipage document is separated into specified units of pages and consequently the scanned images are separated into document stacks.
Notes for specifying a number of pages to separate a document stack are shown below.

1. **Select an existing job in the [Configure Jobs] window and click the [Edit] button on the toolbar.**
2. **Select the [Separation] tab.**
3. **Click [Page Count] for [Type].**
4. **Specify the number of pages for each stack of the divided document in the input field for page count.**
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.
7. **Click the [Back to Home] button.**

   The window that is displayed returns to the main window.
8. **Scan a document stack.**

   ➡ Scanning Documents (Batch Scan Mode) (page 98)
   The document stack is scanned and separated at the specified number of pages into smaller stacks.
9. **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.

Automatically Separating Images Using Multifeed Detection (Such as with Envelopes)

PaperStream Capture Pro and PaperStream Capture Pro Premium support the function to separate images using multifeed detection (such as with envelopes).
This function allows you to separate scanned images of a multipage document every time a multifeed is detected without interrupting the ongoing scan. The multipage document is separated every time a multifeed is detected and consequently the scanned images are separated into document stacks.
This section describes the procedure to create a job in the advanced setup that uses envelopes as separators.

1. **Prepare envelopes that are used as separators.**

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

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

4 **Click [Multifeed] for [Type].**

5 **To split a file after the envelope image, select the [Divide after multifeed] check box.**

6 **To not save images of envelopes, select the [Delete pages used as separators] check box.**
If you select the [Divide after multifeed] check box in step 5, you cannot select the [Delete pages used as separators] check box.

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

The job settings are saved.

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

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

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

The window that is displayed returns to the main window.

10 **Prepare the document stack you want to scan and insert the envelopes prepared in step 1 where you want the document stack to be separated.**

11 **Scan the document stack.**

➡ Scanning Documents (Batch Scan Mode) (page 98)
The document stack is scanned and separated at the points where the envelopes have been inserted, into smaller stacks.

12 **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.

Automatically Separating Images Using Patch Codes

PaperStream Capture supports the function to separate images using patch codes.
This function allows you to separate scanned images of a multipage document into specified units of pages without interrupting the ongoing scan. The multipage document is separated into specified units of pages and consequently each unit of the scanned images is displayed separately as a document stack.

1 **Prepare patch codes, and print them on sheets that are used as separators.**
Print the required number of patch code sheets provided by the PaperStream IP driver.

➡ PaperStream IP driver Help

TIP

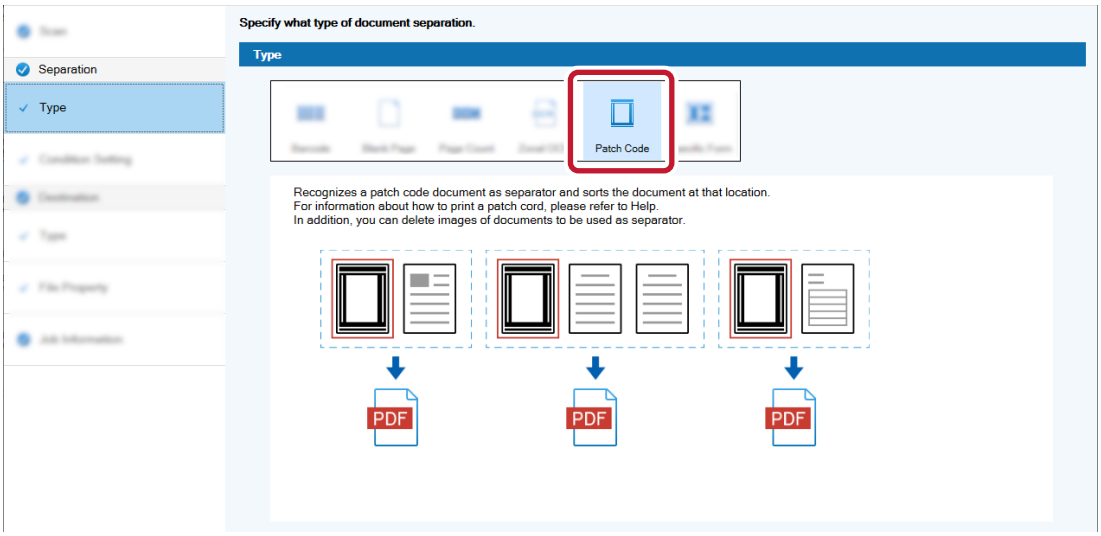
- When PaperStream IP (ISIS) driver is used for PaperStream Capture, the following patch codes can be used:

- Patch1
- Patch2
- Patch3
- PatchT

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

3 Select the [Separation] tab.

- For [Easy Setup]
  Select [Patch Code] for [Type].

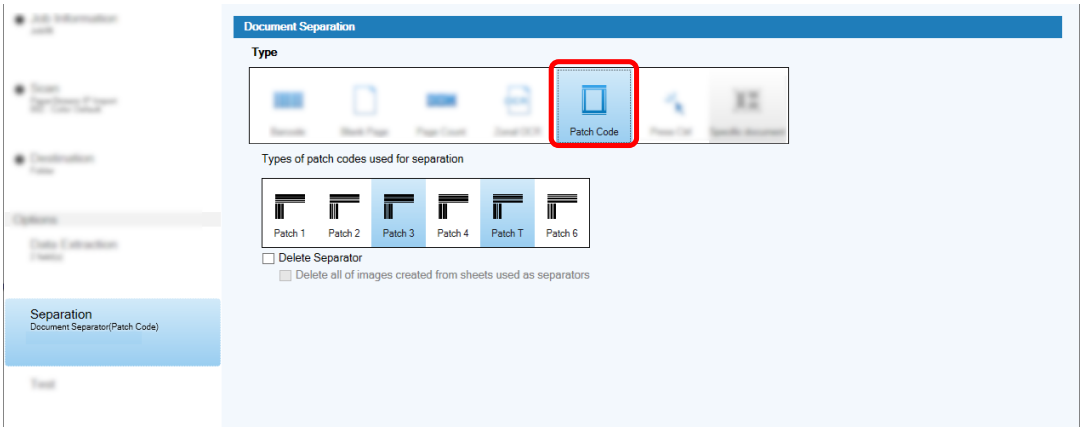


- For [Advanced Setup]

  a Click [Patch Code] for [Type].

  b Select a patch code to be detected for [Patch Code].

  c To not save images of documents that are used as separators, select the [Delete pages used as separators] check box.



TIP

- To delete all images of documents that are used as separators, select the [Delete all of images created from sheets used as separators] check box.
  This deletes all images which are of both sides of documents that are used as separators and deletes all divided images of documents that are used as separators if [Split Image] is set in the PaperStream IP driver.

4 Click the [Save] button.

The job settings are saved.

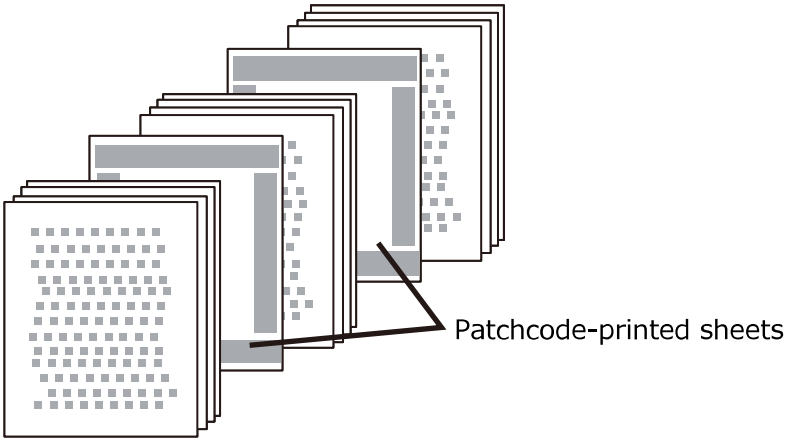
5 Click the [Close] button.

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

6 Click the [Back to Home] button.

The window that is displayed returns to the main window.

7 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.



8 Scan a document stack.

Load a document stack with the separator-printed side face-down on the ADF paper chute.
The document stack is scanned and separated at the points where the separators have been inserted, into smaller stacks.

9 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.

TIP

- You can save images of a scanned document stack that are separated by patch code sheets, in separate folders.
  This section explains an example where you specify the value for [Document Counter] as a folder name for each separator.

  1. Click the [Destination] tab.
  2. Select [Document Counter] in the menu that appears when you click the [File Name Option] button to the right of the input field for [File] in [File Properties].
  3. Enter \ (/ when using an FTP server as the output destination) after <Document Counter> displayed in the input field.
  4. Click the [Save] button.
     The job settings are saved.

Pressing the [Ctrl] Key to Automatically Separate Image Files

When the feed mode of the scanner is set to [Manual Single Mode], you can separate image files by pressing the [Ctrl] key while running a job created with the advanced setup in Batch Scan mode.
If you use this function while scanning a multipage document manually, the scanned images of the document are divided whenever the [Ctrl] key is pressed. The multipage document is separated into specified units of pages and consequently the scanned images are separated into document stacks.
Although the default key for dividing a multipage document is the [Ctrl] key, you can specify a different key for [Shortcut key to separate manually] in the [Usability] Tab (page 415).

1. **Select an existing job in the [Configure Jobs] window and click the [Edit] button on the toolbar.**
2. **Select the [Separation] tab.**
3. **Click [Press Ctrl] for [Type].**
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.
6. **Click the [Back to Home] button.**
   The window that is displayed returns to the main window.
7. **Scan a document manually.**
   ➡ Scanning Documents (Batch Scan Mode) (page 98)
8. **Press the [Ctrl] key before loading the next document.**
9. **Scan the next document manually.**

The documents are divided and scanned.

10 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.

Automatically Separate Image Files Based on Their Identified Layouts

The advanced setup in Batch Scan mode supports the separation function for identifying layouts of the scanned documents by using the document identification function in the PaperStream IP (TWAIN) driver. This function is enabled when [Automatic Profile Selection] is set to [On] in the PaperStream IP (TWAIN) driver profile that is selected in the job.
The PaperStream IP (TWAIN) driver profile that is selected in the job can be checked with [Scanner Driver Profile] in [Scan Settings] in the [Scan] Tab (page 244).
Notes for the usage of specific document information registered with the PaperStream IP (TWAIN) driver in the advanced setup to separate a multipage document are as follows.

➡ PaperStream IP driver Help

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

2 Select the [Scan] tab.

3 Check that [Automatic Profile Selection] is set to [On] in the PaperStream IP (TWAIN) driver profile that is selected for [Scanner Driver Profile] in [Scan Settings].

4 Select the [Separation] Tab (page 384).

5 Click [Specific Document (Scanner Driver)] for [Detect Doc Separator].

6 In [Registered specific document information], select the check box next to the name of a specific document in order to select the specific document to be used as a separator.
When a specific document is used as a separator, a multipage document is separated when a page with the same page layout as the page layout of the specific document is detected.
To use particular page layouts in order to separate a multipage document consisting of pages with different page layouts, select all of the names of specific documents with the page layouts of your choice in [Registered specific document information].

7 To not save images of detected pages with the same page layout as the page layout of the specific document to be used as a separator, select the [Delete pages used as separators] check box.

> **TIP**
>
> - To delete images of documents that are used as separators and to save only extracted data such as barcodes printed on documents in order to use the extracted data in file names or folder names, select the [Keep extracted data when deleting images] check box.

- To delete all images of documents that are used as separators, select the [Delete all of images created from sheets used as separators] check box.
  This deletes all images which are of both sides of documents that are used as separators and deletes all divided images of documents that are used as separators if [Split Image] is set in the PaperStream IP driver.

8 **To separate and save images of pages that could not be detected as the page layout of the specific document to be used as a separator to the [Unidentified] folder, select the [Separate unidentified documents] check box.**
This is available when the [Delete pages used as separators] check box is not selected.
To change the name of the [Unidentified] folder, enter a folder name in the separator value field.

9 **Select the [Separation does not take place as long as the same value continues in succession] check box, if you do not want documents (other than the document that is recognized first) to be separated even though the value which is used as a separator to separate each document is the same.**

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

The job settings are saved.

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

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

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

The window that is displayed returns to the main window.

13 **Scan a multipage document.**

➡ Scanning Documents (Batch Scan Mode) (page 98)
The page layouts of the particular pages in the document are identified with the page layouts of the selected specific documents and the document is separated accordingly during a scan.

14 **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.

Automatically Separating Images Using File Names

The advanced setup of PaperStream Capture Pro Premium supports the function to separate images using file names.

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 [PaperStream IP Import] from the [Scanner] drop-down list.**

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

5 **Click [File Name] for [Detect Doc Separator].**

6 **Click the [Save] button to save the settings.**

Saving Extracted Data to SharePoint Fields (Columns)

For PaperStream Capture Pro or PaperStream Capture Pro Premium, if [Page] is selected for [Applied to] in the [Data Extraction] for a job for the advanced setup, fields (columns) on SharePoint can be imported into the field list in the [Data Extraction] tab for the job.
When you set SharePoint as the saving destination in the job and release (output) the images to SharePoint, each value of extracted data is exported into an appropriate field (column) on SharePoint.

1 **Confirm that the following items have been created in the target SharePoint:**

- Site URL
- User Name
- Password
- Library
- Contents Type

For details, refer to the SharePoint manual.

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

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

4 **Select [SharePoint] in [Destination].**

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

The [SharePoint Options] Window (page 277) appears.

6 **Enter the connection information (site URL, user name, and password) for the target SharePoint.**

To use Windows authentication, select the [Use Windows Authentication] check box. When you select this, the information that has already been entered in [User Name] and [Password] are disabled.

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

8 **In [Library], select a library.**

9 **In [Contents Type], select a contents type.**

A message window appears to confirm whether you want to sync the field list on the SharePoint server with the extracted data of the document.

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

The extracted data is synced with the SharePoint server and the fields (columns) list is imported.

ATTENTION

- When you sync the extracted data with the Share Point server, the fields currently specified for [Field List] in the [Data Extraction] Tab (page 321) are deleted and replaced with the SharePoint fields (columns).
  If [Form] is selected for [Applied to], the configured field list is deleted, [Applied to] is changed to [Page], and the fields are replaced with the SharePoint fields (columns).

The SharePoint fields (columns) are assigned to the following five items in [Field Value Properties] in the [Data Extraction] tab.

- Text
- Number
- Currency
- Date and Time
- Boolean

Check that these items correspond with the relevant SharePoint fields in advance.

11 Click the [OK] button.

12 Select the [Data Extraction] tab.

Check that the fields are imported and displayed in [Field List].
Field definitions such as [Field Attributes] and [Field Rules] are automatically set for the fields. Change the settings if needed.

13 Click the [Save] button.

The job settings are saved.

14 Click the [Close] button.

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

Specifying Field Rules for Data Extraction

With PaperStream Capture Pro or PaperStream Capture Pro Premium, character mask (regular expression), length, and number for each field value can be specified with field rules.
If a field value does not follow the field rules after field rules have been set up, a warning is displayed so that you can correct the field value according to the field rules.
This section describes the procedure for configuring the following field rules for an existing field.

- Combination of alphabetical characters and numbers
- Number of characters is between 1 and 5
  If the number of characters is less than 5, insert zeros ("0") at the beginning of the string to pad the output to the specified length

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

2 Select the [Data Extraction] tab.

3. **Select [Form] for [Applied to].**
4. **Select the check box for a form to be used from the form list and click the [Define Field] button.**
5. **Select the name of a field from the field list to specify the field rule for.**
6. **Select the [Character Mask] check box under [Field Rules].**
7. **Click the [Rule] button, and select [Any Alpha character(A-Z, a-z)] from the displayed list.**
   In the entry field, "[A-Za-z]" is displayed.
8. **Click the [Rule] button again, and select [Any Numeric character(0-9)] from the displayed list.**
   In the entry field, "[0-9]" is added and "[A-Za-z][0-9]" is displayed.
9. **Select the [Length] check box.**
10. **Enter "1" in the entry field for [Min] and "5" in the entry field for [Max].**
11. **Select [Pad with zeros to fixed length] for [Padding Type].**
12. **Click the [Save] button.**
    The job settings are saved.
13. **Click the [Close] button.**
    The window that is displayed returns to the [Configure Jobs] window.

Advanced Settings for Data Extraction

PaperStream Capture Pro or PaperStream Capture Pro Premium allows you to configure a value for each field by using the advanced functions if [Page] is selected for [Applied to] in the [Data Extraction] for a job for the advanced setup.
This section describes the procedure to configure one of the following types in [Field Attributes] for a selected field under the [Data Extraction] tab.

- Database Lookup
- Database Autofill (Available when there are other fields with [Database Lookup] set for [Attribute] in [Field Attributes] or available when [Choice List] is set for [Type] and the definition for the list is imported from the data base)
- Combination (Available when there are multiple fields)
- Split (Available when there is a field with [Barcode] set for the type and the [Use split] check box selected)
- JSON Parsing
- JSON Value (Available when there are other fields with [JSON Parsing] set for the type)

[Database Lookup] and [Database Autofill]

Selecting [Database Lookup] allows you to specify the database to be linked to the fields. [Database Autofill] obtains relevant information from the database linked to the fields and applies it as a field value.

When you scan a document using a job with [Database Lookup] and [Database Autofill] specified, the field panel in the [Index] window displays the fields that [Database Lookup] and [Database Autofill] are applied to.
When you enter a value that is specified in the database as a value for a field on which [Database Lookup] is set, the entered value is automatically applied as a field value of a field on which [Database Autofill] is set.
Before setting [Database Lookup], you need to create a database for extracted data and the ODBC data source that is used to access the database. Prepare the database and the data source in advance.

● How to Set [Database Lookup]

1. Select [Manual Entry] for [Type].
2. Select [Database Lookup] for [Attribute].
3. Click  that is displayed when you move the cursor over [Database Lookup].
   The [ODBC Data Source] Window (page 382) appears.
4. Select a desired database name in [ODBC Data Source].
5. Enter [User Name] and [Password] if needed, and click the [Connect] button.
6. Select a table to be used from the database in [Table] for [Choice List Information].
7. Select a field of the database to be used in [Lookup Field].
8. Click the [OK] button.

● How to Set [Database Autofill]

1. Select [Database Autofill] for [Type].
2. Select a field of the database to be used from the displayed menu.

[Combination]

Allows you to combine a field value of a field with a field value of another field to specify the combined value for the other field.
For example, when "Light" is extracted from field A and "Blue" is extracted from field B, if you set [Combination] for field C with field A and B selected, "LightBlue" is automatically extracted from field C.

● How to Set [Combination]

1. Move the cursor over [Combination] for [Type].
2. Select all the field names that you want to combine from the displayed menu.
3. Click [Done] to exit the menu.

[Split]

Splits the barcode recognition result and applies it as a field value. (Available when there are other fields with [Barcode] set and the [Use split] check box selected)
For example, set field "A", field "B", and field "C" as follows:

- Field "A"
  Type: Select [Barcode]
  Split: Specify ", (Comma)" for Character
- Field "B"
  Type: Select "A" as a specified field from [Split]
  Split No.: Specify "1"
- Field "C"
  Type: Select "A" as a specified field from [Split]
  Split No.: Specify "2"

In this case, assuming that the barcode recognition result of field "A" is ""Country":"Japan","age":"29"", a value ""Country":"Japan"" is specified for field "B" and a value ""age":"29"" is specified for field "C" automatically.

[JSON Parsing] and [JSON Value]

[JSON Parsing] is used to parse the information of the barcode specified in the field. With the parsed results, [JSON Value] automatically extracts values for the fields.
If the name of the field where [JSON Value] is specified is found in the parsed results with [JSON Parsing], [JSON Value] extracts an appropriate value from the parsed results and applies the value as a field value.
For example, when the parsed result of barcode information for a field where [JSON Parsing] is specified is "{"Country":"Japan"}" and the name of another field where [JSON Value] is specified is "Country", "Japan" is automatically applied as a value for the field.

- How to Set [JSON Parsing]

1. Select [JSON Parsing] for [Type].
2. Select one or more barcode types to be detected from [Barcode Type].
3. Click the [Define Area >>] button.
   The Draw Zone Window (Data Extraction) (page 341) appears.
4. Load a document in the scanner.
5. Click [Scan].
   A scanned image is displayed in the viewer when scanning is completed.
6. In the [Operation mode] section on the toolbar, click [Draw Zone].
7. On the scanned image, click and drag to select an area to detect a barcode.
   The result of barcode recognition for the selected area is displayed in the field panel.
   Only one area can be selected. Select an area with enough space.

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

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.

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

- How to Set [JSON Value]

1 Select [JSON Value] for [Type].

2 From the displayed menu, select the name of the field where the JSON parsing is specified.

3 Enter a field name according to the JSON format that is resulted from the JSON parsing on the field selected in step 2.

For example, when the parsed result of barcode information is {"Property name":"Value"}, enter the character string corresponding to "Property name" as the field name.

Checking Usage Status in the Dashboard

The dashboard allows you to do the following:

- Managing users
- Managing and monitoring the scanners
- Managing and monitoring PaperStream Capture
- Checking scan records

User accounts must be registered by an administrator for users to use the dashboard.

➡ Registering Accounts (page 219)

Access the dashboard from a web browser. The recommended web browsers are as follows:

- Google Chrome
- Microsoft Edge
- Firefox

Role: Admin Role: User

You can log in to the dashboard in the following procedure.

1. **In the PaperStream Capture main window, click the [PaperStream AI] button.**

   The login window appears.

2. **Log in to the dashboard by following the on-screen instructions.**

See also

Before Using PaperStream AI (page 57)

PaperStream AI License (page 57)

Registering Accounts

By assigning roles to accounts, you can define what actions are allowed on the dashboard.
Roles include [Admin] and [User].

➡ What Administrators Can Do (page 220)

➡ What Users Can Do (page 220)

Dashboard accounts can be created and managed by administrators.

Role: Admin

1. **Log in with the e-mail address you used to purchase the PaperStream AI license.**

   The e-mail address used to purchase the license is registered as the first administrator account.

You will receive a passcode by e-mail.

2 **Enter the passcode.**

Once authenticated, the [Home] window is displayed.

3 **Under [Support info], click [View/Add/Edit users].**

The use list appears.

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

The [Create user] window appears.

5 **Enter a user name and the role.**

The available functions on the dashboard vary depending on the role.

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

An account is created.

If you have forgotten the e-mail address used to purchase the license or your password and there is no administrator who can log in, contact the distributor/dealer where you purchased the license.

What Administrators Can Do

Administrators can do the following on the dashboard: Click the account name at the top of the dashboard to check the assigned role.

- Checking contract details and usage status
- Registering or renewing the license
- Managing users
- Checking the audit logs
- What Users Can Do (page 220)

For details, after you log in, click the ? icon on the dashboard window and refer to the description that appears.

What Users Can Do

Users can do the following on the dashboard: Click the account name at the top of the dashboard to check the assigned role.

- Viewing the operational status of the scanner
- Viewing the operational status of PaperStream Capture Pro and PaperStream Capture Pro Premium
- Viewing user and computer information
- Viewing event logs

For details, after you log in, click the ? icon on the dashboard window and refer to the description that appears.

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.
Also, you can import a profile which is exported from ScandAll PRO, as a job of PaperStream Capture.
The operational environment settings that can be exported/imported using PaperStream Capture are as follows.

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

ATTENTION

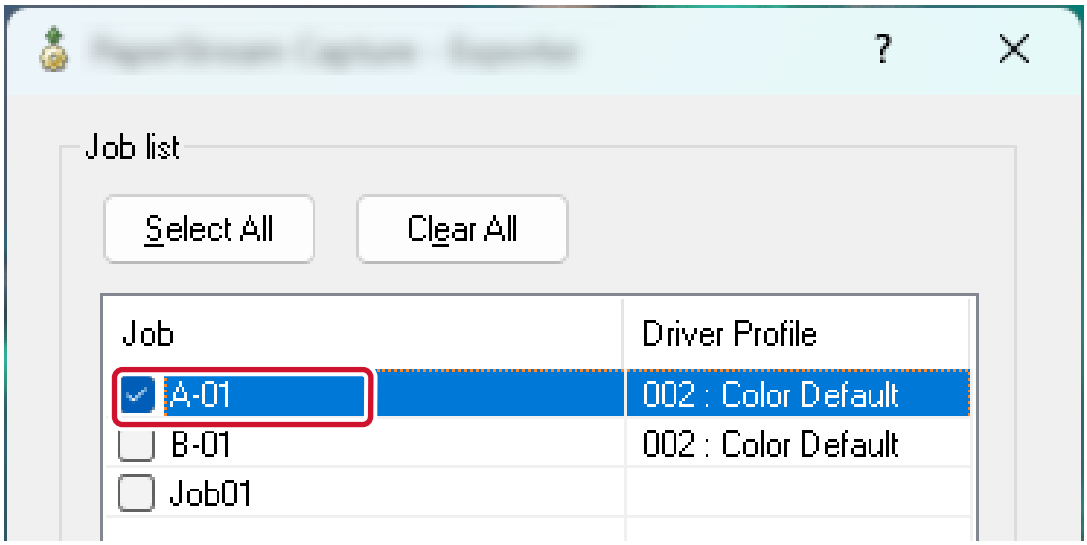
- For PaperStream Capture Pro or PaperStream Capture Pro Premium, an operational environment can be exported or imported when one of the following is selected for [Storage Server] in the [Station] tab.
  - Single station operation. No storage server used.
  - Multi-station operation. This is the storage server.

Exporting an Operational Environment

Export an operational environment including jobs, PaperStream IP 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 221) or import the profile which was exported from ScandAll PRO.

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.

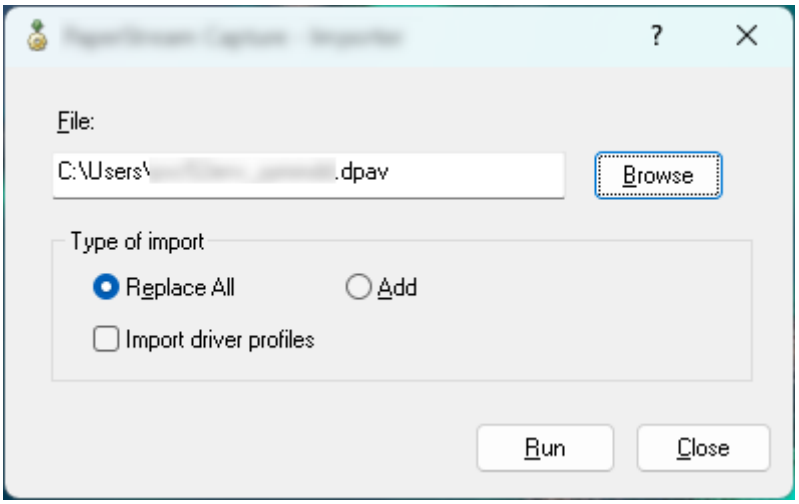
➡ Exporting an Operational Environment (page 221)

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 221)" or the file (.cab) that was exported with ScandAll PRO.



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.
  For details about importing the [Administrator Tool] window settings, refer to Importability of the [Administrator Tool] window settings (page 224).
  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
  - Job group settings
  - [Administrator Tool] window settings
    For details, refer to Importability of the [Administrator Tool] window settings (page 224).

  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.

Importability of the [Administrator Tool] window settings

The following show the importability of the [Administrator Tool] window settings.
If files in the PaperStream Capture installation folder are edited directly, those edited files will not be imported by a user without administrator privileges.

- [General] Tab

Item	Replace All	Add
PaperStream AI	○	-
PaperStream AI Connection Settings	-	-
Proxy settings	-	-
Logo Image	○	-
Logo Name	○	-

Item	Replace All	Add
Display sample jobs	○	-
Thumbnail Image Quality	○	-
Use high-quality bitmap scaling to display images	○	-
Show confirming message	○	-
Show the job summary	○	-
Job Thumbnail Size	○	-
Maximum number of jobs	-	-
Show Released Batches for xx days	○	-
Use password	○	-
Password	○	-
Do not use a password with Ad hoc Scan	○	-
Driver Type	○	-
Automatic Refresh Interval for Batch Manager	○	-
Switch Modes	○	-
Resides in the taskbar after exiting	○	-
Work folder	-	-
Confidence level	○	-
Processing Speed	○	-
Notification	-	-

○: Can be imported

—:Cannot be imported

- [Usability] Tab

Item	Replace All	Add
Event	○	○
Click Mode	○	-
Hot key to cancel scanning	○	○
Shortcut key to separate manually	○	○
Shortcut Settings	-	-

○: Can be imported

—:Cannot be imported

- [Output] Tab

Item	Replace All	Add
JPEG compression format for TIFF	○	-
PDF version	○	-
Use Code 3 of 9 in Full ASCII mode	○ (When you have administrator privileges) - (When you do not have administrator privileges)	-
PDF/A settings	○	-
Office conversion feature settings	○	-

○: Can be imported

—:Cannot be imported

- [Station] Tab

Item	Replace All	Add
Process Settings (Scan/QC/Index)	-	-
Show next batch automatically	-	-
Storage Server	-	-
Storage Folder	-	-

—:Cannot be imported

- [Support] Tab

Item	Replace All	Add
Output Operation Data	○	-
Folder	○	-
Message logs	○	-
Selected event logs	○	-
Scanning	○	-
Page removal	○	-
Paper jam	○	-
Multifeed	○	-

Item	Replace All	Add
Other errors	○	-
Create Batch	○	-
Start Scan	○	-
End Scan	○	-
Start QC	○	-
End QC	○	-
Start Indexing	○	-
End Indexing	○	-
Start Release	○	-
End Release	○	-

○: Can be imported

—:Cannot be imported

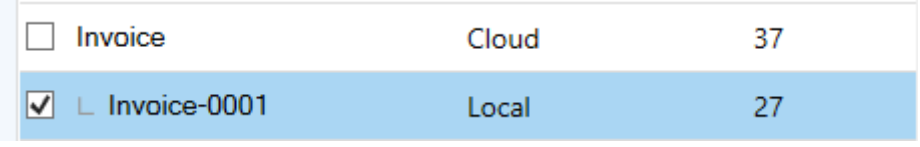
Importing form definitions when using PaperStream AI (Add)

ATTENTION

When importing additional form definitions while using PaperStream AI, if a form definition with the same name or the same form ID already exists in the destination, the form definition may be overwritten, imported, or associated with an existing form, fields may be added, or existing local form definitions may be deleted.
If form definitions with the same name but different form IDs exist, those form definitions are disabled in all jobs except import jobs until the conflict in the form name or form ID is resolved and cannot be used in jobs.

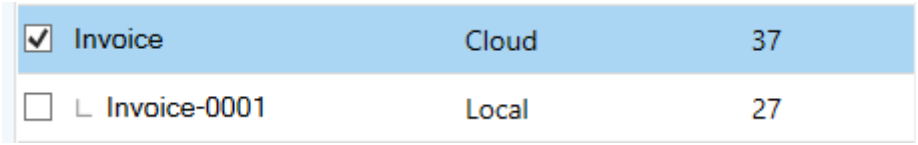
When you add a job to another computer while using PaperStream AI, only the form definitions selected in the form list in the job are basically imported.
However, if only a child form definition is selected, the parent form definition is also imported.

- Example
  If only the child form definition "Invoice-0001" is selected, the parent form definition "Invoice" is also imported.



- Example

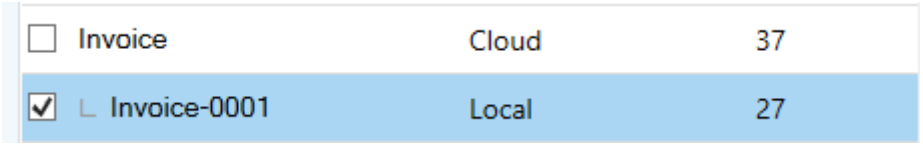
If only the parent form definition "Invoice" is selected, the child form definition "Invoice-0001" is not imported.



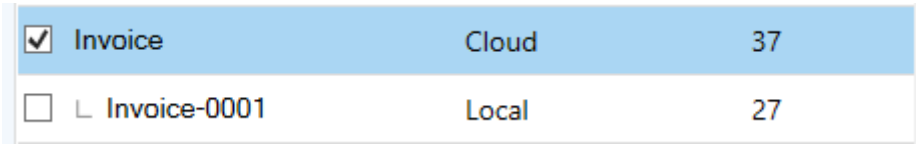
Importing form definitions when using PaperStream AI (Replace All)

When you replace all jobs on another computer while using PaperStream AI, only the form definitions selected in the form list in the job are basically imported.
However, if only a child form definition is selected, the parent form definition is also imported.

- Example
  If only the child form definition "Invoice-0001" is selected, the parent form definition "Invoice" is also imported.



- Example
  If only the parent form definition "Invoice" is selected, the child form definition "Invoice-0001" is not imported.



If the default form definitions (quotation, purchase order, invoice, delivery note, and receipt) are not selected for import, they will be temporarily deleted on the destination computer. However, they will be displayed when PaperStream Capture is restarted.
Note that form definitions can be shared within a tenant by selecting the [Use form definitions and learning data in common within the tenant] check box in the [General] Tab (page 408).

ATTENTION

- Exported files in the latest version of PaperStream Capture cannot be imported to earlier versions of PaperStream Capture.
- If a driver other than the PaperStream IP (TWAIN) driver is used for ScandAll PRO, the settings for the driver are not imported along with a profile when a profile is imported.
  When a job is imported, the settings for the PaperStream IP driver are applied as "000 : Current Setting". Therefore, configure the driver settings again.
  If you configure the driver settings again, the file format may be changed. Make sure that the same file format as the one specified for the exported operational environment is specified in [File Properties] in the [Destination] tab.
- The functions and the operational environment that can only be specified in a ScandAll PRO profile are not imported.

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.
  For PaperStream Capture Pro or PaperStream Capture Pro Premium, if you click the [No] button on the message window that appears when PaperStream Capture Pro or PaperStream Capture Pro Premium is uninstalled while a suspended or aborted batch exists, files remain in the folder that is specified for [Storage Folder] under [Storage Server] in the [Station] tab in the [PaperStream Capture Pro Administrator Tool] window or [PaperStream Capture Pro Premium Administrator Tool] windows. In this case, if you install another version of PaperStream Capture Pro or PaperStream Capture Pro Premium, you may not be able to select [Replace All]. When [Replace All] cannot be selected even if there is no batch that is suspended or aborted in the [Batch Manager] window, delete remaining files in the folder that is specified for [Storage Folder], 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.

[Welcome] Window

This window has links to jump to topics about the basic operations of PaperStream Capture in the HTML version of the PaperStream Capture User's Guide.

Not only when you start up PaperStream Capture, but also when you select [Welcome] from  in the menu, this window appears.

Welcome

Basic Scanning Operations (page 64)

Job

Topics Related to the Job

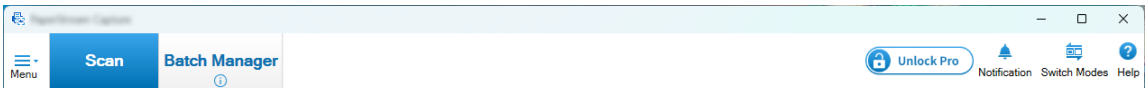
Tips

Making Useful Changes to the Settings (page 120)

Menu

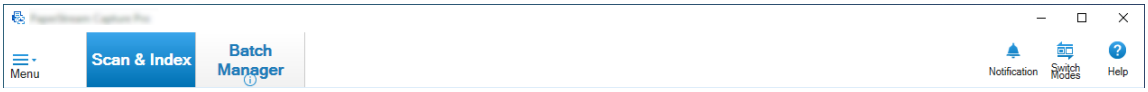
This menu displays buttons to operate PaperStream Capture.

- For PaperStream Capture



Example: Menu when the [Scan] window is displayed in Batch Scan mode

- For PaperStream Capture Pro or PaperStream Capture Pro Premium



Example: Menu when the [Scan & Index] window is displayed in Batch Scan mode

- For PaperStream AI



Example: Menu when the [Scan & Index] window is displayed in Batch Scan mode

Logo Image

Displays the logo image that is specified in the [General] Tab (page 408) of the [PaperStream Capture Administrator Tool] window, [PaperStream Capture Pro Administrator Tool] window, or [PaperStream Capture Pro Premium Administrator Tool] window.



When you click this button, the following items are displayed:

- Welcome
  When you select this item, the [Welcome] Window (page 231) appears.
- Configure Jobs
  When you select this item, the [Configure Jobs] Window (page 235) appears.
- Administrator Tool
  When you select this item, the [General] Tab (page 408) in the [PaperStream Capture Administrator Tool] window, [PaperStream Capture Pro Administrator Tool] window, or [PaperStream Capture Pro Premium Administrator Tool] window appears.
- Reconnect to PaperStream AI
  Select this option to connect to PaperStream AI.
  This item appears only when the PaperStream AI license is valid and can be selected only when a connection to PaperStream AI could not be established. You cannot select this option while connecting to PaperStream AI, scanning, or recognizing.
- Online Resources
  When you select this item, the PaperStream Capture website appears.

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.

- About
  When you select this item, the information about the PaperStream Capture version is displayed.
- Exit
  Select this item to exit PaperStream Capture.

[Scan & Index] Button

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
When you click this button, the [Scan & Index] Window (page 433) appears.

[Scan] Button

When you click this button, the [Scan] Window (page 428) appears.

[QC] Button

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
When you click this button, the [QC] Window (page 442) appears.

[Index] Button

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
When you click this button, the [Index] Window (page 446) appears.

[Batch Manager] Button

When you click this button, the [Batch Manager] Window (page 468) appears.

[Unlock Pro] Button

This item is displayed in the following windows when using PaperStream Capture:

- [Configure Jobs] Window
- [Easy Setup] Window
- [Advanced Setup] Window
- [Scan] Window

Click this to view the website to purchase PaperStream Capture Pro and PaperStream Capture Pro Premium on a web browser.

[PaperStream AI] Button

If you are using PaperStream AI, clicking this button displays the dashboard login window.
Note that even if the PaperStream AI license is valid, if a connection to PaperStream AI could not be established, the [PaperStream AI] button will be grayed out. Even when the [PaperStream AI] button is grayed out, clicking it displays the dashboard login window if a connection to PaperStream AI has established at least once.

If you are not using PaperStream AI, clicking this button opens the application form for the evaluation version in your browser.

[Notification] Button

This is displayed in the following windows when [Notify] is selected for [Notification setting for recommended operations] in the [General] tab in the [PaperStream Capture Administrator Tool] window, [PaperStream Capture Pro Administrator Tool] window, or [PaperStream Capture Pro Premium Administrator Tool] window or when you are selected as the user for which a notification is displayed in [Notify to selected users].

- For PaperStream Capture
  - [PaperStream Capture Administrator Tool] Window
  - [Configure Jobs] Window
  - [Easy Setup] Window
  - [Advanced Setup] Window
  - [Scan] Window
- For PaperStream Capture Pro
  - [PaperStream Capture Pro Administrator Tool] Window
  - [Configure Jobs] Window
  - [Easy Setup] Window
  - [Advanced Setup] Window
  - [Scan & Index] Window
  - [Scan] Window
- For PaperStream Capture Pro Premium
  - [PaperStream Capture Pro Premium Administrator Tool] Window
  - [Configure Jobs] Window
  - [Easy Setup] Window
  - [Advanced Setup] Window
  - [Scan & Index] Window
  - [Scan] Window

When there are notifications that have not been read, the button icon is changed to .

Click this button to display the [Notification] Window (page 477).

[Switch Modes] Button

Click this button to switch the scanning method between Batch Scan mode and Simple Scan mode. However, the [Switch Modes] button is not displayed when [Use Batch Scan only] is selected for [Switch Modes] in the [General] tab on the [PaperStream Capture Administrator Tool] window, [PaperStream Capture Pro Administrator Tool] window, or [PaperStream Capture Pro Premium Administrator Tool] window.

[Configure Jobs] Window

Jobs can be newly created, cloned, edited, and deleted in this window.
The job list is displayed in the window.

Sort

You can change the sort order of jobs. Select a sort order of jobs from the drop-down list.

- Modified Date (Newest first)
- Modified Date (Oldest first)
- Creation Date (Newest first)
- Creation Date (Oldest first)
- Job Name (Ascending)
- Job Name (Descending)
- User Definition
  You can set the sort order freely. Put the mouse pointer over the job, and drag and drop the job in the desired position while holding down the [Shift] key.
  The changed sort order is memorized for each user that is logged on.
- Group
  This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
  Jobs are displayed in groups. Jobs that are not assigned to a group are displayed in the [Others] group.
  You can change the sort order. Put the mouse pointer over the job, and drag and drop the job in the desired position while holding down the [Shift] key.
  However,  ([PaperStream AI] job) that uses PaperStream AI cannot be reordered.

Search Job

Enter a job name or part of a job name and click the [Search] button to display the target job.

[Back to Home] Button

Click this button to return to the previous window.

Toolbar

[Easy Setup] Button

Used to create a new job.
Click this button to display the [Easy Setup] window.

[Advanced Setup] Button

Used to create a new job.
Click this button to display the [Advanced Setup] window.

Edit

Used to edit a job.
Click a job created in Advanced Setup, then click [Edit] to display the [Advanced Setup] window.

Click a job created in Easy Setup (icon), then click [Edit] to display the [Easy Setup] window.

When you edit a job for a batch whose [State] is other than [Released] in the [Batch Manager] Window (page 468), some items cannot be edited.

Clone

Used to clone a job in order to create a new one.
Click a job created in Advanced Setup, then click [Clone] to display the [Advanced Setup] window.

Click a job created in Easy Setup (icon), then click [Clone] to display the [Easy Setup] window.

Delete

Deletes a job.
If you click this button, a window appears to confirm whether to delete the job.

Switch to Advanced Setup

This button is displayed when a job created in Easy Setup is selected.
Click this button to convert the job to a job configured in Advanced Setup and display the [Advanced Setup] window.

The following items are displayed on the toolbar when [Group] is selected for [Sort].

Job

To create a new job in a group, click the [Easy Setup] button or the [Advanced Setup] button in the group.

Edit

Used to edit a job.
Click a job created in Advanced Setup, then click [Edit] to display the [Advanced Setup] window.

Click a job created in Easy Setup (icon), then click [Edit] to display the [Easy Setup] window.
When you edit a job for a batch whose [State] is other than [Released] in the [Batch Manager] Window (page 468), some items cannot be edited.

Clone

Used to clone a job in order to create a new one.
Click a job created in Advanced Setup, then click [Clone] to display the [Advanced Setup] window.

Click a job created in Easy Setup (icon), then click [Clone] to display the [Easy Setup] window.

Delete

Deletes a job.
If you click this button, a window appears to confirm whether to delete the job.

Switch to Advanced Setup

This button is displayed when a job created in Easy Setup is selected.
Click this button to convert the job to a job configured in Advanced Setup and display the [Advanced Setup] window.

Group

New

Click this button to add a new group. You can create up to 100 groups.
Group names can be up to 200 characters long.

Rename

Click this button to change the group name.
This is displayed when a group header is selected.

Delete

Used to delete a group.
This is displayed when a group header is selected.
If you click this button, a window appears to confirm whether to delete the group.

Job List

The jobs are displayed.
The following jobs are displayed as samples when the [Display sample jobs] check box is selected in the [General] tab in the [PaperStream Capture Administrator Tool] window, [PaperStream Capture Pro Administrator Tool] window, or [PaperStream Capture Pro Premium Administrator Tool Premium] window.

- Auto Color
- Color
- Black and White
- Compatible with ScanSnap Manager for fi
- One Push Scan

Hover the mouse pointer over a job icon to display the job details.
If you right-click the job, the following menu items are displayed.

Edit

Used to edit a job.

Clone

Used to clone a job in order to create a new one.

Delete

Deletes a job.
Only a user with administrator privileges can perform this operation.

Switch to Advanced Setup

This button is displayed when a job created in Easy Setup is selected.
Click this button to convert the job to a job configured in Advanced Setup and display the [Advanced Setup] window.

The following are displayed when [Group] is selected for [Sort].

Group name (number of jobs)

This is the group header.



Hide jobs in the group.



Show jobs in the group.



Move the group up in the display order.



Move the group down in the display order.

Purpose Selection Window

When creating a new job in the easy setup, select the saving method that suits your purpose and start creating a job.

Save Documents

More details

Click this link to display "Scanning Documents and Saving the Scanned Images (page 76)".

[Start] Button

Displays the [Save Documents] window.

Sort Documents

More details

Click this link to display "Sorting and Saving Scanned Images (page 79)".

[Start] Button

Displays the [Sort Documents] window.

Data Extraction

More details

Click this link to display "Using Text on Documents for File Names and Destination Folder Names to Save Images (page 82)".

[Start] Button

Displays the [Data Extraction] window.

Data Extraction from Standard Forms

More details

Click this link to display "Using Text on Forms for Standard File Names and Folder Names to Save Images (page 88)".

[Start] Button

Displays the [Data Extraction from Standard Forms] window.

[Cancel] Button

Click this button to return to the [Configure Jobs] Window (page 235).

Components of the [Advanced Setup] Window

The components of this window are as follows:

Tab

- [Job Information] Tab (page 240)
- [Scan] Tab (page 244)
- [Destination] Tab (page 265)
- [Data Extraction] Tab (page 321)
- [Separation] Tab (page 384)
- [Test] Tab (page 400)

Click a tab name to switch to the corresponding tab to be displayed.

[Previous] Button

Returns to the previous tab.

[Next] Button

Proceeds to the next tab.

[Save] Button

Saves the job settings and completes the setup process.

[Close] Button

Close the [Advanced Setup] window and display the [Configure Jobs] Window (page 235).

[Job Information] Tab

The name and icon of a job can be configured.

Job Information

Job Name

Specify the job name. You can specify up to 128 characters.
However, illegal characters (\ / : * ? " < > |) cannot be used for the job name.

ATTENTION

- When a batch that is suspended, aborted, or in an error status exists, [Job Name] cannot be edited.

TIP

- If you use the following environment-dependent characters in a job name, the job name may not appear correctly on the operator panel of the scanner. Do not use any environment-dependent characters in a job name.
  - Circled numbers
  - Roman numbers
  - Units
  - Abbreviations
  - Personal names and place names

Description

Specify the description of a job. You can specify up to 128 characters.

Icon

Set the job icon.
Select an icon from the list.

[Add] Button

Add a file in PNG (.png) format as an original icon.

You can add a file that is up to 500 KB in size, which is displayed as an icon.
Sample job icons are stored in the following folder:
C:\ProgramData\PaperStreamCapture\Sample
Add as many icons as needed.

[Delete] Button

Delete the selected icon from the list.

Hot key

Specify any keyboard keys as hot keys so that they can be used to start scanning.
You can select a hot key operation in [Hot key operation mode] in the [Usability] Tab (page 415).

ATTENTION

- If you define a hot key and select [Batch Scan acts as a hot key for the whole system] for [Hot key operation mode], the keys that are specified for any settings in other applications do not function while PaperStream Capture is operating. It is recommended to define keys that are not used in other applications.

Priority

Select a priority for each batch.

Show

For PaperStream Capture, select whether to display the job in the [Scan] Window (page 428).
For PaperStream Capture Pro or PaperStream Capture Pro Premium, select whether to display the job in the [Scan] Window (page 428) or [Scan & Index] Window (page 433).

- Show
- Hide
- Show to selected users
  If this is selected, [Select] is enabled. Click [Select] to display the [Select an organization/user] Window (page 473), where you can select a user, group, or organization whose job is to be displayed.

Job Preview

Displays the preview of the job.

Batch Information

Batch Name

Specify a batch name.

[Batch Name Option] Button

When you click this button, the items that can be specified for a batch name are displayed.
For details, refer to Batch Name Option (page 242).

When you select an item, the item that is encompassed with < > is displayed in the input field for a batch name.

[Counter Options] Button

Click this to display the [Batch Counter Options] Window (page 244) where a value for the batch counter can be set.
If you select [Batch Counter] for batch name option, set a value for the counter.

Batch Name Option

This section describes the items that can be configured for the name option of a batch name.
When [Detect Batch Separator] is set in the [Separation] Tab (page 384) of PaperStream Capture Pro or PaperStream Capture Pro Premium, a batch name is output in the format of *BatchName*_separator number (four digit number).
If you click the [Batch Name Option] button for [Batch Name] on the [Job Information] Tab (page 240), the following items are displayed:

Job Name

Used to specify the job name.

User Name

Used to specify the user name of a computer that was used to perform a scan.

Station Name

Used to specify the name of a computer that was used to perform a scan.

Batch Counter

Used to specify the batch counter.
If you select it, click [Counter Options] to display the [Batch Counter Options] Window (page 244) and specify the batch counter.

Creation Date

Used to specify the date when it is created.
If you put the mouse pointer over this item, the following sub-menu items are displayed: From the sub-menu items, select the format to be specified.

- System format
  Displays the year, month, and date in the format based on the format in the system locale.
- yyyyMMdd
  Displays the year, month, and date in yyyyMMdd format.
- yyyy-MM-dd
  Displays the year, month, and date in yyyy-MM-dd format.
- yyyy_MM_dd
  Displays the year, month, and date in yyyy_MM_dd format.
- MMddyyyy

Displays the month, date, and year in MMddyyyy format.

- MM-dd-yyyy
  Displays the month, date, and year in MM-dd-yyyy format.
- MM_dd_yyyy
  Displays the month, date, and year in MM_dd_yyyy format.
- ddMMyyyy
  Displays the date, month, and year in ddMMyyyy format.
- dd-MM-yyyy
  Displays the date, month, and year in dd-MM-yyyy format.
- dd_MM_yyyy
  Displays the date, month, and year in dd_MM_yyyy format.
- DD
  Displays the date.
- MM
  Displays the month.
- YY
  Displays the year. The last two digits of the year of the Christian era are displayed.
- YYYY
  Displays the year.
- YYDDD (Julian Date)
  Displays the year and date. The last two digits in the year of the Christian era and the sequential serial date of that year are displayed.
  For example, 16075 is displayed for March 16, 2016.
- YY-DDD (Julian Date)
  Displays the year and date. The last two digits in the year of the Christian era and the sequential serial date of that year are displayed.
  For example, 16-075 is displayed for March 16, 2016.
- YY_DDD (Julian Date)
  Displays the year and date. The last two digits in the year of the Christian era and the sequential serial date of that year are displayed.
  For example, 16_075 is displayed for March 16, 2016.

Creation Time (HHmmss-24hours)

Used to specify the time when it is created.
Displays the time in HHmmss format.

Creation Time (HH-mm-ss-24hours)

Used to specify the time when it is created.
Displays the time in HH-mm-ss format.

Creation Time (HH_mm_ss-24hours)

Used to specify the time when it is created.

Displays the time in HH_mm_ss format.

Batch Separator Value

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
Used to add a batch separator value to a batch name.

> **TIP**
> - This item is not displayed when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Scan Settings] in the [Scan] tab.

Done

Used to finish configuring the name option.

[Batch Counter Options] Window

Used to specify the batch counter.

Batch Counter

Start with

Specify the initial value of the batch counter between 1 and 2,000,000,000.

Minimum digits

Specify the minimum digit number of the batch counter between 1 and 10. The default value is 4.
When the actual digit number is smaller than the minimum digit number, empty digits (higher digits) are filled with zero.
When the actual digit number is larger than the minimum digit number, all the digits are shown.
For example:

Batch counter value	Minimum digits	Display
12	3	012
1234	3	1234

[OK] Button

Applies the settings and closes the window.

[Cancel] Button

Cancels the settings and closes the window.

[Scan] Tab

In this tab, you can configure the scanner and scan settings.

Scan Settings

Scanner

The icon and the name for the selected scanner are displayed.

- For PaperStream Capture
  Click this to display the drop-down list and then select the scanner to be used from the drop-down list.
  - For the PaperStream IP (TWAIN) driver
    The scanners that are connected to the computer are displayed.
  - For the PaperStream IP (ISIS) driver
    The names of supported scanners are displayed.
- For PaperStream Capture Pro
  Click this to display the scanners that are connected to the computer. Select the scanner to be used from the displayed drop-down list.
  If you are using PaperStream AI, you can also select [File Import].
  If [File Import] is selected, the following items are displayed.

  Import Folder

  Specify a source folder. If you specify a folder, the [Select Folder] window does not appear when importing starts, and files are imported from the specified folder.
  If you do not specify a folder, the [Select Folder] window appears when importing starts.
  If you enable folder monitoring, be sure to specify a folder. If the specified folder does not exist, a message appears and the import operation is canceled.

  [Also import files in subfolders] Check Box

  If you select this check box, files located in subfolders of the folder specified for [Import Folder] are also imported.
  This setting is associated with the [Also import subfolders] check box in the [Folder Monitoring Advanced Settings] window; therefore, selecting one automatically selects the other.
- For PaperStream Capture Pro Premium
  [PaperStream IP Import] and [File Import] are also displayed.
  Click this to display the drop-down list and then select the scanner to be used, [PaperStream IP Import], or [File Import] from the drop-down list.
  If [File Import] is selected, the following items are displayed.

  Import Folder

  Specify a source folder. If you specify a folder, the [Select Folder] window does not appear when importing starts, and files are imported from the specified folder.
  If you do not specify a folder, the [Select Folder] window appears when importing starts.
  If you enable folder monitoring, be sure to specify a folder. If the specified folder does not exist, a message appears and the import operation is canceled.

[Also import files in subfolders] Check Box

If you select this check box, files located in subfolders of the folder specified for [Import Folder] are also imported.
This setting is associated with the [Also import subfolders] check box in the [Folder Monitoring Advanced Settings] window; therefore, selecting one automatically selects the other.

ATTENTION

- For PaperStream Capture Pro or PaperStream Capture Pro Premium, scanners from other companies that support TWAIN drivers can be used. However, scanners from other companies that support A3 size paper cannot be used in PaperStream Capture Pro.
  Note that some functions cannot be used in PaperStream Capture Pro or PaperStream Capture Pro Premium if TWAIN-compatible scanners from other companies are used.

  ➡ Function List (page 26)
- There is no guarantee that PaperStream Capture Pro or PaperStream Capture Pro Premium operates properly if TWAIN-compatible scanners from other companies are used.

Scan Settings

- For PaperStream Capture
  For the PaperStream IP (TWAIN) driver, source parameters can be set. For the PaperStream IP (ISIS) driver, source parameters are only displayed.
- For PaperStream Capture Pro or PaperStream Capture Pro Premium
  You can configure the scan settings.

The following items can be set for the source parameters. However, depending on the selected scanner, items that can be set may differ.

ATTENTION

- When a batch that is suspended, aborted, or in an error status exists, [Scan Settings] cannot be edited.

Scanner Driver Profile

The profile of the selected PaperStream IP driver is displayed.
Click this to display the drop-down list and then select the profile of the PaperStream IP driver to be used from the drop-down list.
If you update the setting values in [Scan Settings], an asterisk (*) is added to the number of a corresponding profile name.

- For PaperStream Capture
  For some models, [Compatible with ScanSnap Manager for fi] is displayed for the scanner driver profile when the PaperStream IP (TWAIN) driver is used. If [Compatible with ScanSnap Manager for fi] is selected, the items that can be specified in the [Configure Jobs] window will be changed to the items that are available for [Compatible with ScanSnap Manager for fi].

- For PaperStream Capture Pro or PaperStream Capture Pro Premium
  For some models, [Compatible with ScanSnap Manager for fi] is displayed for the scanner driver profile. If [Compatible with ScanSnap Manager for fi] is selected, the items that can be specified in the [Configure Jobs] window will be changed to the items that are available for [Compatible with ScanSnap Manager for fi].

ATTENTION

- When a batch that is suspended, aborted, or in an error status exists, [Scanner Driver Profile] cannot be edited.
- For PaperStream Capture or PaperStream Capture Pro, when [Automatic Profile Selection] is set to [On] in the selected PaperStream IP (TWAIN) driver profile, the setting items are disabled in [Scan Settings] and the driver settings are applied.
- For PaperStream Capture Pro Premium, when [Automatic Profile Selection] is set to [On] in the selected PaperStream IP driver profile, the setting items other than [After Scan Correction] are disabled in [Scan Settings] and the driver settings are applied.
- Some settings may disable relevant settings for the driver profile. Likewise, some settings for the driver profile may disable relevant settings for PaperStream Capture. For details, refer to Relationship between the Settings for PaperStream Capture and the Scanner Driver Profile (page 704).

Save As

Used to save the profile of the PaperStream IP driver with the current settings as a new profile with a different name.
When you click this button, the [Save As] window appears.

Save

Used to save the profile of the selected PaperStream IP driver with the current settings by overwriting the existing settings.

Color Mode

You can select one of the following options:

- B&W
- Gray
- Color
- Auto Color (B&W/Color)
- Scanner Driver

However, the options that can be selected when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] are as follows:

- Auto Color
- Color
- Gray

- B&W
- Color high compression

ATTENTION

- For jobs to sort documents or extract data from forms, it is recommended that you specify the same scan settings (color mode/resolution/paper size) for the jobs as the scan settings for registering forms.
  If the settings are different, the recognition accuracy for scanning text and barcodes/QR codes may decrease and it may take longer to display the recognition result.

Resolution

You can select one of the following options:

- 150 dpi (Draft)
- 200 dpi (Normal)
- 240 dpi (High Normal)
- 300 dpi (Fine)
- 400 dpi (Super Fine)
- 600 dpi (Excellent)
- Scanner Driver

However, the options that can be selected when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] are as follows:

- Auto
- Normal (Color/Gray: 150 dpi, B&W: 300 dpi)
- Better (Color/Gray: 200 dpi, B&W: 400 dpi)
- Best (Color/Gray: 300 dpi, B&W: 600 dpi)
- Excellent (Color/Gray: 600 dpi, B&W: 1200 dpi)

Paper Size

You can select one of the following options:

- For PaperStream Capture
  - Letter
  - Legal
  - Executive
  - A3 (*1)
  - A4
  - A5
  - Scanner's Maximum (when using the PaperStream IP (ISIS) driver)

- Auto (when using the PaperStream IP (TWAIN) driver)
- Scanner Driver

● For PaperStream Capture Pro or PaperStream Capture Pro Premium

- Letter
- Legal
- Executive
- A3 (*1)
- A4
- A5
- Auto
- Scanner Driver

However, the options that can be selected when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] are as follows:

● Auto (*2)
● A3 (297 x 420 mm) (*1)
● A4 (210 x 297 mm)
● A5 (148 x 210 mm)
● A6 (105 x 148 mm)
● B4(JIS) (257 x 364 mm) (*1)
● B5(JIS) (182 x 257 mm)
● B6(JIS) (128 x 182 mm)
● Post card (100 x 148 mm)
● Letter (8.5 x 11 in. (216 x 279.4 mm))
● Double Letter (11 x 17 in. (279.4 x 431.8 mm)) (*1)
● Legal (8.5 x 14 in. (216 x 355.6 mm))
● Business card (55 x 91 mm)
● Long Page

***1:**This is displayed when a model that supports A3 size paper is selected for [Scanner].

***2:**If you scan a thick document with this option selected, unnecessary blank space may appear on each side of the scanned image. In this case, cut out the necessary part with an application that can be used to edit the image or a PDF file.

Sides

You can select one of the following options:

● Simplex
● Duplex
● Flatbed (*1)

- Scanner Driver

However, the options that can be selected when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] are as follows:

- Simplex
- Duplex
- Flatbed (*1)
- Auto (*1)

***1:**This is displayed when a model with a flatbed is selected for [Scanner].

Continuous Scan

You can select one of the following options:

- Enable
- Disable
- Scanner Driver

However, the options that can be selected when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] are as follows:

- Disable
- Enable

After Scan Correction

You can select either [Disable] or [Enable].
This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.

TIP

- This item is not displayed when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile].

[Options] Button

For PaperStream Capture, this is displayed when the PaperStream IP (TWAIN) driver is used and [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile].
For PaperStream Capture Pro or PaperStream Capture Pro Premium, this is displayed when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile].
Click this button to display the [Read mode option] Window (page 261).

[Advanced settings] Button

Used to edit the profile of the PaperStream IP driver that is selected for [Scanner Driver Profile].
When you click this button, the PaperStream IP driver window appears.
For PaperStream Capture, only this item is displayed for the PaperStream IP (ISIS) driver.

In the window, you can configure detailed scan settings such as rotating a page or removing a blank page in [Page] or you can register a document with a driver profile in [Custom Rotation Settings]. For details, refer to the PaperStream IP Help.

ATTENTION

- It is necessary for PaperStream Capture to occupy a scanner for some operations, such as when a scanner is selected for [Scanner] or when the PaperStream IP window is opened by pressing the [Advanced settings] button in [Scan Settings]. In these cases, the selected scanner is exclusively used until the [Configure Jobs] window is closed.
  Other applications cannot use the scanner while the scanner is being occupied.

Image Display Options

Display Options

TIP

- This item is not displayed when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile].

Show Images During Scan

This item cannot be selected when the [Enable folder monitoring] check box in [Watched Folder Settings] is selected.

- For PaperStream Capture
  Select this item to display scanned images in the [Scan] window (for checking/editing) during a scan. Do not select this item if you want to display the scanned image in the [Scan] window (for checking/editing) only after a scan is complete.
- For PaperStream Capture Pro or PaperStream Capture Pro Premium
  Select this item to display scanned images in the [Scan & Index] window (for checking/editing) or the [Scan] window (for checking/editing) during a scan. Do not select this item if you want to display the scanned image in the [Scan & Index] window (for checking/editing) or the [Scan] window (for checking/editing) only after a scan is complete.

[Check images during a scan] Check Box

Select this check box to check an image in the viewer while documents are being scanned by selecting a page of a scanned image in the thumbnail list. You can also add a mark to the selected thumbnail.
However, this check box cannot be selected when [Show Images During Scan] and [Release After Scan] are selected.
Note that this function is not available in the following cases:

- When Simple Scan mode is selected for the scanning method

- When [One Page View] or [Two Page View] is selected for [View] in the [Scan] window (for checking/editing) or the [Scan & Index] window (for checking/editing)
- When a new document is scanned to add or replace an image
- When [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Scan Settings] in the [Scan] tab in a job for the advanced setup.

ATTENTION

This function will not operate properly with the following settings:

- When [Standard Mode] is selected for [Definition Mode] and [Specified page] is selected for [Applied page] in the [Data Extraction] Tab (page 321), the specified page of the document stack that contains the page you last selected will be selected.
- When [Standard Mode] is selected for [Definition Mode] in the [Data Extraction] tab, recognition results will be displayed after all documents have been scanned.

Release After Scan

Select this item to automatically output scanned images to the destination folder specified in the job.

[Skip Indexing] Check Box

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
When this check box is selected, extracted data is not set even if you define fields in the [Data Extraction] tab. Therefore, images that have no extracted data are automatically output.
However, when [Enable Separate QC] is selected, this check box is hidden regardless of whether you have already selected this check box, and the setting of this check box is ignored.

[Check the scanned data when an error or mark is detected] Check Box

When this check box is selected, one of the following windows appears depending on the conditions.

- When an error is detected during a scan
  The Recovery Window (page 439) appears.
- When [Image Check] is set and a specified item is detected
  - For PaperStream Capture
    The [Scan] window (for checking/editing) appears.
  - For PaperStream Capture Pro or PaperStream Capture Pro Premium

The [Scan & Index] window (for checking/editing) or the [Scan] window (for checking/editing) appears.

[Prioritize the releasing speed] Check Box

Thin can be selected when the [Check the scanned data when an error or mark is detected] check box is not selected.
When this check box is selected, files are output while scanning is in progress.
Note that this function is not available in the following cases:

- For PaperStream Capture
  - When [Multi Image Output] is selected for [Image Mode] in the PaperStream IP driver
  - When [Automatic Color Detection] is selected for [Image Mode] in the PaperStream IP driver, and the [Output files for each image mode] check box is selected in the [Destination] Tab (page 265)
  - When [Blank page] is selected for [Detect Doc Separator] in the [Separation] Tab (page 384), and [Separate a document when both sides are blank] is selected
  - When the [Divide a multi-page file by a specified size] check box is selected for [File Options] in the [Options] Window (page 286)
- For PaperStream Capture Pro or PaperStream Capture Pro Premium
  - When [Standard Mode] is selected for [Definition Mode] in the [Data Extraction] Tab (page 321)
  - When [Multi Image Output] is selected for [Image Mode] in the PaperStream IP driver
  - When [Automatic Color Detection] is selected for [Image Mode] in the PaperStream IP driver, and the [Output files for each image mode] check box is selected in the [Destination] Tab (page 265)
  - When a batch separator is set in the [Separation] Tab (page 384)
  - When [Blank page] is selected for [Detect Doc Separator] in the [Separation] Tab (page 384), and [Separate a document when both sides are blank] is selected
  - When the [Divide a multi-page file by a specified size] check box is selected for [File Options] in the [Options] Window (page 286)

This item can be specified in the following cases:

- When you select [Scan & Index] in [Process Settings] and select a single station operation in [Storage Server] in the [Station] Tab (page 421) in the [PaperStream Capture Pro Administrator Tool] window or [PaperStream Capture Pro Premium Administrator Tool] window
- When you select [Scan & Index] or [Scan] in [Process Settings] in the [Station] tab in the [PaperStream Capture Pro Administrator Tool] window or

[PaperStream Capture Pro Premium Administrator Tool] window and select [Ad hoc Scan] on a job to perform a scan

TIP

- When the [Batch Manager] window displays batches for which a suspending process or a releasing process was aborted, this setting cannot be changed in the job that was used for the batches.
  This setting can only be changed when a scan is performed with [Ad hoc Scan] selected in the job.

Minimize App. During Scan

Select this item to minimize the application window after starting a scan.

Enable Separate QC

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
When you select this item, you can perform a scan and a QC (quality check) individually.
If you set a QC (quality check) station in a multi-station operation, select this item.
You can perform a QC (quality check) in the [QC] Window (page 442). The [QC] window appears when you double-click the batch that has been waiting for a QC (quality check) to be performed in the [Batch Manager] window.
If the [Scan & Index] button is selected in the [Station] tab of the [PaperStream Capture Pro Administrator Tool] window or [PaperStream Capture Pro Premium Administrator Tool], this setting is ignored.

Exit App. After Scan

You can select this item when the [Release After Scan] is selected.
Select this item to automatically exit PaperStream Capture after you start a scan from a scanner and the scanned images are automatically saved.

Image Check

TIP

- This item is not displayed when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile].

AIQC

When this item is selected, if an abnormality such as a folded or torn part on a document is detected, a yellow mark and icon are added to the abnormality in the scanned image.

In addition, when this item is selected, even if [None] is selected for [Cropping] and [White] is selected for [Background], the setting for [Cropping] is changed to [Automatic Size] only during a scan.
For details about the PaperStream IP driver settings, refer to the PaperStream IP driver Help.

Multifeed

When this item is selected, if a document is detected as a multifeed, scanning is not stopped and a red mark and icon are added to the multifeed.

Blank Page

When this item is selected, if a blank page is detected, a black mark and icon are added to the blank page.

APS Accuracy (Scanner Driver)

This is enabled when [Automatic Profile Selection] is set to [On] in the PaperStream IP (TWAIN) driver profile that is selected for [Scanner Driver Profile]
When this is selected, if a scanned image that has a low accuracy in identifying the page layout of the image with the page layout of the registered specific document is detected, a purple mark and icon are added to the image.
This item is disabled for the following cases:

- [Form] is selected for [Applied to] in the [Data Extraction] tab.
- [Specific Form] is selected for [Type] in the [Separation] tab.

This item is not displayed when the PaperStream IP (ISIS) driver is used for PaperStream Capture.

[Automatic Filter] Check Box

This is displayed when [Blank Page] is selected for [Image Check].
When this check box is selected, [Blank Page] is displayed in the [View] section on the Toolbar (page 449), and pages that are detected as blank pages are displayed.

ATTENTION

- When [Release After Scan] is selected for [Display Options], even if an item that is specified for [Image Check] is detected, scanned images with the detected item cannot be checked or edited because priority is given to releasing (outputting) the images.
  To check or edit the images with the detected item, select [Check the scanned data when an error or mark is detected].
  For PaperStream Capture, when this check box is selected, if an item that is specified for [Image Check] is detected, scanned images with the detected item are displayed with a mark in the [Scan] Window (for Checking/Editing) (page 430), where the images can be checked or edited.
  For PaperStream Capture Pro or PaperStream Capture Pro Premium, when this check box is selected, if an item that is specified for [Image Check] is detected, scanned

images with the detected item are displayed with a mark in the [Scan & Index] Window (for Checking/Editing) (page 436) or the [Scan] Window (for Checking/Editing) (page 430), where the images can be checked or edited.

- The settings for [Image Check] are given priority over the settings for multifeed detection or blank page detection in the PaperStream IP driver.

TIP

- It is recommended that you replace the page on which an AIQC error or multifeed is detected.

Image Editing

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.

[Allow adding redaction on QC/Index Window] Check Box

Select this check box to add masking in the [QC] window and the [Index] window.

ATTENTION

In either of the following cases, masking cannot be added even if the [Allow adding redaction on QC/Index Window] check box is selected:

- When [Release After Scan] is selected for [Display Options]
- When [Enable Separate QC] is not selected for [Display Options] and no fields are configured

[Allow image cropping on QC/Index Window] Check Box

Select this check box to crop images in the [QC] window and the [Index] window.

Watched Folder Settings

This setting is displayed when [PaperStream IP Import] or [File Import] is selected for [Scanner].
This setting is different from driver monitoring configured in the [PaperStream IP Import] settings. Configure this setting to import files from the watched folder on a regular schedule, such as every four hours or at 1:00 a.m. every Thursday.

Also, this setting cannot be configured for  ([PaperStream AI] job).

If a job for which folder monitoring is configured (a job with  displayed) is set to [Hide] for [Show] in the [Job Information] tab, the folder is not monitored for that job. If [Show to selected users] is selected and you are selected as a user to whom the job is displayed, the folder is monitored for that job.

In a multi-station operation, jobs for which monitoring is enabled are also monitored on other devices.
While the folder is being monitored, images will be imported at the scheduled times even if PaperStream Capture is not running.

[Enable folder monitoring] Check Box

Selecting this check box allows you to periodically import files from the specified folder.
Although multiple jobs can monitor the same folder, the same file cannot be imported by more than one of those jobs because files are moved or deleted after import. If import schedules overlap, jobs are executed in order, starting with the one created earliest.
The following file types can be imported from the watched folder:

- For File Import
  - .bmp
  - .dib
  - .tif
  - .tiff
  - .j2k
  - .jpg
  - .jpeg
  - .jpe
  - .jfif
  - .pdf
  - .png
- For PaperStream IP Import
  - .bmp
  - .jpg
  - .tif
  - .jpeg
  - .tiff
  - .pdf

In addition, when this check box is selected, a [Monitoring] switch is displayed in the [Scan & Index] window, allowing you to turn folder monitoring on or off for all jobs at once.
When turned on, the folder monitoring jobs are run automatically according to the import schedule. Note that while monitoring is on, jobs other than folder monitoring jobs are grayed out and cannot be scanned manually. In addition, you cannot click [Configure Jobs] or [Switch Mode]. You also cannot open the [Batch Manager] window.

If there are jobs waiting to be run when monitoring is turned off, you can choose whether to wait for them to finish or cancel them.

[Advanced settings] Button

This button is displayed when the [Enable folder monitoring] check box is selected. Click this button to display the [Folder Monitoring Advanced Settings] Window (page 265), where you can configure the folder to monitor and the monitoring schedule.

See also

[Folder Monitoring Advanced Settings] Window (page 265)

Setting Items for PaperStream IP Import

For the setting items, you can specify a file extension for a file that is to be imported and a path for saving a file in as well as set a method for processing imported files.
To display setting items, first select [PaperStream IP Import] for [Scanner] in the [Scan] tab and click the [Advanced settings] button under [Scan Settings] to display the [PaperStream IP (TWAIN) - Import] window. Then, select [Import] in the tree pane on the left to display the setting items in the settings pane on the right. This section describes the setting items that are displayed when [Import] is selected.

ATTENTION

- [PaperStream IP Import] is available for PaperStream Capture Pro Premium.
  This is not available for PaperStream Capture Pro 5.0 or later.
- JPEG files in Exchangeable Image File Format (EXIF) cannot be imported.

Source Folder

Folder Name

Specify a folder that contains a file to be imported.
The prohibited characters (* ? < > |) cannot be used for a folder name. If a file name or a folder name has an invalid character code for a language that is set for the system locale, a file is not imported correctly.

[...] Button

In the [Browse for Folder] window that appears, specify a folder where files are to be output.

File Extensions

Specify an extension of the file to be imported.
The supported extensions are BMP, JPG, TIF, JPEG, TIFF, and PDF. The extension is not case-sensitive.
To specify the multiple extensions, separate them with ";" (semicolon).

Search for Subfolder

On

Subfolders in the folder that is specified for [Folder Name] are searched.

Off

Subfolders in the folder that is specified for [Folder Name] are not searched.

TIP

- Files are imported in the following order:

  1. Files in the folder specified by [Folder Name] are imported from oldest to newest by creation date.
  2. Subfolders are imported from oldest to newest by creation date when [Search for Subfolder] is [On]

  For example, when a subfolder contains folders, all files in the subfolder and folders are imported. Then, files in the next subfolder and folders (if the next subfolder contains folders) are imported.

Watch Folder

On

The folder that is specified for [Folder Name] is being monitored. If a new file is saved in the folder, the file is imported automatically.
If one of the conditions that are set for [End of Batch Condition] is met, the import is ended.

End of Batch Condition

Time Limit

Specify the maximum time to monitor the folder that is specified for [Folder Name] between 0 and 255 seconds. The default value is 30.
If 0 is specified, there is no limit on the monitoring time of the folder.
PaperStream IP Import starts monitoring a folder for a specified period of time when the last file is saved in the folder.

Maximum Number of Files

Specify the maximum number of files to be imported automatically between 0 and 65535. The default value is 0.
If 0 is specified, there is no limit on the number of files.

End-Marker File Name

Specify a marker that ends the monitoring of a folder that is specified for [Folder Name].

If a character string that is specified here matches the top part of a file name to be imported, the monitoring of the folder ends.
The prohibited characters (\ / : ? " < > |) cannot be used for a marker file name.

ATTENTION

- The files that were stored in the folder that has been monitored before you started a scan are not to be imported.
- PaperStream IP Import continues to monitor a folder until the first file is stored in the folder after you start a scan, regardless of the period of time that is specified for [Time Limit].

Off

The folder that is specified for [Folder Name] is not monitored. Only the files that are currently saved in the folder are imported.

Action after Import

Do Nothing

Takes no action.

Add Prefix

Attaches a prefix to the name of the imported file with a specified character string.

Add Suffix

Attaches a suffix to the name of the imported file with a specified character string.

Character String for Suffix/Prefix

Attaches a prefix or suffix to a name of the imported file with a specified character string.

Move File

Moves an imported file to a specified folder.

Folder for "Move File"

Specify a folder that a file is moved to.

[...] Button

In the [Browse for Folder] window that appears, specify a folder where files are to be output.

Error Handling

Ask User

Displays a message window for selecting an action for the error if an error occurs.

Cancel Batch

Stops importing a file if an error occurs.

Move to Exception Folder

Moves the file to the exception folder if an error occurs when a file is imported.

Skip File

Ignores an error and continues to import a file.

Exception Folder Name

Specify the exception folder where the file is saved if an error occurs when a file is imported.

[...] Button

In the [Browse for Folder] window that appears, specify a folder where files are to be output.

Logging Folder Name

Specify a folder where error logs are saved.

[...] Button

In the [Browse for Folder] window that appears, specify a folder where files are to be output.

[Read mode option] Window

In this window, you can specify options for scanning documents when [Compatible with ScanSnap Manager for fi] is selected.

Brightness (Black and White scanning only)

Specify the brightness of a black and white scanned image. This can be specified when [B&W] is selected for [Color Mode]
Use the slider to specify the brightness from the 11 levels (-5 to 5). The default level is 0. The image becomes darker in proportion to the number.
Increase the number to make the image darker, or decrease the number to make the image brighter.

[Setting for text only document] Check Box

Select this check box to emphasize the contrast of the scanned image.
This is useful when you want to scan the following types of documents:

- Double-sided documents printed in black and white
- Documents with printed or handwritten characters

[Allow automatic blank page removal] Check Box

Select this check box to detect and automatically remove blank pages from a scanned image that is made up of pages from documents, and then output the image.
For example, when you scan a mixed batch of double-sided and single-sided documents in duplex mode, a scanned image that is made up of pages from the documents is output with the blank pages (back sides of the single-sided documents) removed.

If all pages in the scanned image are recognized as blank, a message appears and the image is not output.

ATTENTION

- The following types of documents may be detected as blank pages in a scanned image. When you dispose of scanned documents, make sure that there are no accidentally removed pages.
  - Documents containing only a few characters (two, three characters or less)
  - Documents that are not white, but in a single color (plain or black)

[Correct skewed character strings automatically] Check Box

Select this check box to detect and correct skewed character strings in the scanned image, and then output the image.
Up to ±5 degrees of skew can be corrected.
Since this option is designed for documents containing a certain amount of text, character strings may be adjusted at the incorrect angle when the following types of documents are scanned.

- Documents on which the pitches between lines or characters are extremely narrow, or characters are overlapped with each other
- Documents with many outlined or decorated characters
- Documents with many photographs or figures and few characters
- Document with patterns in the background of the text
- Documents with characters printed in various directions (for example, drawings)
- Documents with long diagonal lines
- Documents with handwritten characters

If character strings are adjusted at an incorrect angle, clear this check box.

[Allow automatic image rotation] Check Box

Select this check box to output documents that were scanned sideways or upside down in the correct page orientation.
The following types of documents may not be corrected properly because the page orientation is detected based on the characters printed on the document.

- Documents with only a few characters that are 8 to 12 points in size
- Documents with many extremely large or small characters
- Documents on which the pitches between lines or characters are extremely narrow, or characters are overlapped with each other
- Documents with many characters contacting underlines or borders
- Documents with many outlined or decorated characters
- Documents with many photographs or figures and few characters
- Document with patterns in the background of the text
- Documents with characters printed in various directions (for example, drawings)

- Documents with only alphabetical characters that are capitalized
- Documents with handwritten characters
- Documents with faint characters
- Documents with blurred characters

If the page orientation is not corrected properly, clear this check box.

[Set the document with its face up] Check Box

Select this check box to scan documents by loading the documents face-up in the scanner.
The front side, which is facing up, is the first page to be scanned.

[Multifeed Detection] Check Box

Select this check box to detect a multifeed according to the specified conditions.

Condition

Click this to display the drop-down list and then select a method for detecting a multifeed from the drop-down list.

- Check Length
  The length of a document is monitored by sensors in the scanner while the document is transported and a multifeed is detected according to the difference in document lengths when documents are fed together.
- Check Overlapping [Ultrasonic]
  The thickness of a document is monitored and a multifeed is detected according to the difference in document thickness when documents are fed together.

For the easy setup, when [Multifeed Detection] is selected in [Scan Settings] in the [Scan] tab, a multifeed is detected only by "Overlapping".

Carrier Sheet Settings

Configure the settings for scanning a document with the Carrier Sheet.

Mode

Click this to display the drop-down list and select a method to scan a document with the Carrier Sheet.

- Combine front and back images as one image
  Select this mode to scan a document larger than A4 size such as Double Letter, A3, and B4 by folding the document in half.
  The front and back side images are merged and output as a double-page spread image.
- Create front and back images separately
  Select this mode to scan photographs that you do not want to damage, or non-standard size documents such as clippings that are difficult to scan as they are, in the ADF of the scanner.
  The scanned image is output in the specified size.

How to load documents differs depending on which mode you select. For details, refer to the Operator's Guide for your scanner.

Output image size

Click this to display the drop-down list and then select an image size that is applied when the scanned image is output from the drop-down list.
The following sizes (width x length) are available:

- When [Combine front and back images as one image] is selected
  - Automatic detection
  - A3 (297 x 420 mm)
  - B4(JIS) (257 x 364 mm)
  - Double Letter (11 x 17 in. (279.4 x 431.8 mm))
- When [Create front and back images separately] is selected
  - Automatic detection
  - Carrier Sheet Size (220 x 297 mm)
  - A4 (210 x 297 mm)
  - A5 (148 x 210 mm)
  - A6 (105 x 148 mm)
  - Post card (100 x 148 mm)
  - B5(JIS) (182 x 257 mm)
  - B6(JIS) (128 x 182 mm)
  - Letter (8.5 x 11 in. (216 x 279.4 mm))
  - BizCard Portrait (55 x 91 mm)
  - BizCard LandScape (91 x 55 mm)

ATTENTION

- When a document is scanned with an option other than [Automatic detection] and [Carrier Sheet Size (220 x 297 mm)] selected, the content on the front side and back side of the document is output in a specified size.
  The content on the front side and back side of the document is placed at the center of each image that is output. If the size of the content does not fit the size specified for the image, the image is output with the parts of the content (which are over the range of the specified size) cropped.
  In addition, if the content on the document is in one of the following conditions below, the image is output in the specified size with the content at the center and blank space around it.
  - The content is not located at the center of the document
  - The size of the content on the document is not a standard size

[OK] Button

Applies the settings and closes the window.

[Cancel Batch] Button

Cancels the settings and closes the window.

[Folder Monitoring Advanced Settings] Window

Watched Folder

Specify the local or network folder to monitor.
Specify a folder that can be accessed during import for the watched folder. If a password is required to access the folder, an error will occur.

[Also import subfolders] Check Box

This check box is displayed when [PaperStream IP Import] or [File Import] is selected for [Scanner] in the [Scan] tab.
Select this check box to also monitor files located in subfolders of the watched folder when importing files using [PaperStream IP Import] or [File Import].

Import Schedule

- Import at regular intervals
  Selecting this option allows you to choose the import interval.
- Import at a fixed time
  Selecting this option allows you to specify the day of the week and time for the import.

Post-Import Action

Select how to handle the original files after importing.

- Move
  You can specify a destination folder. The imported original files are moved to the destination folder with a date and time (YYYYMMddHHmmssfff) added to the beginning of their file names. The subfolder structure is retained.
  Files that contain errors are saved in the backup folder and deleted after 7 days. Check the notification displayed in [Notification].
  You cannot specify the watched folder itself or a folder that has a parent-child relationship with the watched folder as the destination folder.
- Delete
  Delete the imported original files after output is complete.

[Destination] Tab

In this tab, you can specify the file format and the destination for outputting files.

Form Type Settings

This item is displayed when you select [Form] for [Applied to] on the [Data Extraction] tab and then select a form from the form list during Advanced Setup on PaperStream Capture Pro or PaperStream Capture Pro Premium.

This item is not displayed when  ([PaperStream AI] job) and the [Compatible with ScanSnap Manager for fi] driver profile are selected.

- Default Output Settings
  The same output settings are used for all forms.
  The common output settings for both [Default Output Settings] and the settings for each [Form Type] can only be configured when [Default Output Settings] is selected. When creating a new job, even if you plan to configure separate settings for each form type, first configure the settings for [Default Output Settings].
- Form Type
  Configure the separate destination settings for each type of form. Select a name of the form type you want to configure.
  If the [Specify the destination for each form] check box is selected, a green icon appears next to form type names for which destinations have been set individually. If you scan a form of the form type without a green icon, the default output settings will be applied.

[Specify the destination for each form] Check Box

Select this check box to configure the destination, folder name, file name, index output information, and other settings for each form type. Grayed-out items are the settings common with [Default Output Settings] and cannot be changed on a per-form basis.

[Reset to default output settings] Button

This button is displayed when the [Specify the destination for each form] check box is selected.
Click this button to restore the settings to those for [Default Output Settings].

Destination

Select the destination for outputting or linking scanned images.
The following destinations for outputting or linking scanned images can be selected:

- Folder
- Network Folder
- SharePoint (*1)
- SharePoint Online
- FTP
- Other App.
- E-mail(*2)
- Printer

***1:** Synchronizing with SharePoint replaces the field list to be displayed when [Page] is selected for [Applied to] in the [Data Extraction] tab.

If [Form] is selected for [Applied to] in the [Data Extraction] tab, the setting is switched to [Page] and all fields you have set will be deleted.

***2:**When selecting this option, take note of the following:

- An e-mail application that supports MAPI (Microsoft Messaging Application Programming Interface) needs to have been installed on the computer.
- An e-mail application that is associated with [MAPI] is launched when a scanned image is output. The association is configured in [Set your default programs], which appears when you select [Control Panel] → [Programs] → [Default Programs].
- The window for the launched e-mail application may appear behind the windows that are displayed in PaperStream Capture.
- If your e-mail application does not launch properly, contact the manufacturer of the e-mail application.

[If you want to add a destination] Button

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
When you click this button, the downloads website for the following software is displayed:

- PaperStream Connector Option
  You can add Box as an output destination.
- PaperStream Capture Pro Box Connector
  You can add the following output destinations:
  - Microsoft OneDrive
  - Google Drive
  - Dropbox
  - Send E-mail (Basic authentication), Send E-mail (Exchange Online)
  - Fax (Basic authentication), Fax (Exchange Online)
- PaperStream Capture Pro DocuWare Connector
  You can add DocuWare as an output destination.
- PaperStream Capture Pro Connector for Laserfiche
  You can add Laserfiche as an output destination.

[Options] Button

When you select a destination other than [Folder], click this button to display a window for setting up the destination.

- [Network Folder Security] Window (page 276)
- [SharePoint Options] Window (page 277)
- [SharePoint Online Options] Window (page 277)
- [FTP Options] Window (page 278)
- [Other Application Options] Window (page 281)
- [E-mail Options] Window (page 283)

- [Printer Options] Window (page 284)

ATTENTION

- When you want to use the files that are output by PaperStream Capture with another business system that runs in the background, if the business system monitors the output destination folder (including a network folder) for PaperStream Capture to process the output files, a problem occurs during processing because the business system accesses the files that are being output. To avoid the problem, process the files in the following procedure.

  1. In this tab, configure the settings to output index information files.
  2. Scan documents with PaperStream Capture to output files.
     The files and index information files are output in the specified destination.
  3. Analyze the index information files with the business system to obtain necessary information.
  4. Use the business system to process the output files based on the information that you obtained in step 3.

File Properties

[Overwrite if the same file name already exists.] Check Box

Select this check box to always overwrite any file with the same name in the destination for outputting or linking a file.

[Use a batch folder] Check Box

Select this check box to display a window for specifying a batch folder name every time you click a job.
If you enter a batch folder name and click the [OK] button on this window, a batch folder is created under the folder that is specified as the destination for outputting or linking files and files are output in the batch folder.
The batch folder name that you enter is memorized and a window for specifying a batch folder name appears for the next scan, displaying the batch folder name that is memorized.
If the memorized batch folder name has a number at the end of the name, the number is automatically incremented by one for the next scan. For example, if the batch folder name that you enter is "Doc_01", "Doc_02" is displayed for the next scan.
However, the batch folder name that you enter is not memorized for a multi-station operation. Therefore, enter a batch folder name for every scan in a window for specifying a batch folder name.

TIP

- This item is not displayed when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Scan Settings] in the [Scan] tab.

[Specify the file format at output] Check Box

This item is displayed when PaperStream AI is used.
Select this check box to display the [Output option settings] Window (page 461) for specifying the output format when outputting image files.

[Specify a name for the file when it is output] Check Box

Select this check box to display the [Specify file name] Window (page 464) to specify an output destination and a name for the file when it is output.

TIP

- This item cannot be specified in the following conditions:
  - When [Use same setting for front and back side] is selected and [Automatic Color Detection], [Switch by Code Sheet], or [Color by Length] is selected for the [Image Mode] in the PaperStream IP driver
  - When [Multi Image Output] is selected for [Image Mode] in the PaperStream IP driver
  - When a destination other than [Folder] and [Network Folder] is selected for [Destination]
- When specifying this item, do not select [Release After Scan] for [Display Options] in the [Scan] tab.

Linkage to Imprinter

Specify whether to link to the imprinter.

TIP

- This item is not displayed in the following conditions:
  - When [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Scan Settings] in the [Scan] tab
  - When the [Specify a name for the file when it is output] check box is selected
- If the following are set in the [Station] Tab (page 421), you can link to the imprinter.
  - Selecting [Single station operation. No storage server used.] in [Storage Server].
  - Selecting the [Scan & Index] button in [Process Settings]

The following items can be selected:

- Do not link to imprinter
- Print page count
- Print sheet count

If you select the [Use a batch folder] check box, the following items are added to the items that can be selected:

- Print batch folder
- Print batch folder and page count

- Print batch folder and sheet count

Minimum digits

This is displayed when you select [Print batch folder and page count] or [Print batch folder and sheet count].
Specify digits between 3 and 8 for the sheet count that is printed by the imprinter. The default value is 4.

[Print a counter when scanning to add/replace] Check Box

This item is enabled when the following items are selected.

- Print page count
- Print sheet count
- Print batch folder and page count
- Print batch folder and sheet count

If this check box is selected, the imprinter prints a counter value on a document even when the document is scanned to replace or add a page.
When a document is scanned, the window for specifying the initial counter value to be printed by the imprinter appears.

ATTENTION

- This function does not link to the initial value of the counter for the digital endorser in the PaperStream IP driver.

For the Page Counter

- In the following cases, the page counters and imprinter counters are not synched:
  - The number of pages scanned by the scanner and the number of pages recognized by the software do not match, due to blank page deletion or any other reason
  - The counter settings for [1st] are different from the counter settings for the options other than [1st] ([2nd] or [3rd]) in [Multi Image Output]
  - In duplex scanning mode, the imprinter prints characters on the back side
  - A separator is used or the number of pages is specified to divide a document stack into multiple stacks
  - The page counter or the page output order is changed after scanning finishes and before a release process starts
- When [Print page count] is selected while the character string for printing specified in the PaperStream IP driver does not include any counters, a counter is appended to the printed character string. When the initial value of [Page Counter] in the [Counter Options] Window (page 307) is a value from 1 digit to 5 digits, the imprinter counter is 5 digits, and when the initial value is 6 digits or more, the imprinter counter is 8 digits. For PaperStream Capture, when the imprinter is disabled in the PaperStream IP (ISIS) driver settings while [Print page count] is selected, depending on the scanner, the imprinter may print only the counter value without printing the character string.

- The page counter is updated after release. Therefore, in the following cases, the number displayed in the page counter and the number printed by the imprinter may be different. Be careful when you use the numbers.
  - Setting a job
    - Selecting [Print page count] and setting [Page Counter] for the file name
    - Selecting [Continue with each batch] in [Page Counter] in the [Counter Options] window
    - Selecting an option other than [Release After Scan] in the [Scan] tab
  - Scanning
    - Suspending or aborting a batch whose images are scanned with the job above
    - Starting a different scan with the same job
    - Releasing a new batch before releasing a batch that has been suspended or aborted
- Even with [Print page count] selected, the imprinter does not print any characters on the following documents:
  - A document that is scanned without setting [Page Counter] for File Name Option (page 298)
  - Documents that are scanned in order to be added to or replaced with existing images
  - Documents that are scanned by clicking a job in the [Test] Tab (page 400)

  However, with the imprinter enabled in the PaperStream IP driver settings, the imprinter prints characters.

For the Sheet Counter

- In the following cases, the sheet and imprinter counters are not synched:
  - The counter settings for [1st] are different from the counter settings for the options other than [1st] ([2nd] or [3rd]) in [Multi Image Output]
  - A separator is used or the number of pages is specified to divide a document stack into multiple stacks
  - The sheet counter or the sheet output order is changed after scanning finishes and before a release process starts
- Even with [Print sheet count] selected, the imprinter does not print any characters on the following documents:
  - A document that is scanned without setting [Sheet Counter] for File Name Option (page 298)
  - Documents that are scanned in order to be added to or replaced with existing images
  - Documents that are scanned by clicking a job in the [Test] tab

  However, with the imprinter enabled in the PaperStream IP driver settings, the imprinter prints characters.

- When the PaperStream IP (ISIS) driver is used on PaperStream Capture, the specified initial value is always set for [Sheet Counter].

[Output files for each image mode] Check Box

This item is not displayed when the [Specify a name for the file when it is output] check box is selected.
This is displayed when [Use same setting for front and back side] is selected and [Automatic Color Detection], [Switch by Code Sheet], or [Color by Length] is selected for the [Image Mode] in the PaperStream IP driver.
Select this check box to specify [Compression], [Folder], and [File] for each image mode.

Multi Image Output

If [Multi Image Output] is selected in the PaperStream IP driver, "1st", "2nd", and "3rd" settings can be specified for images, and the icon of the specified color mode for each setting is displayed next to each setting field.
Different file formats, folders, and file names can be specified for each image.
If the multi image output is not set, "1st" and its image type icon are displayed.

File Format

Select a file format for scanned images. For details, refer to File Format (page 654).

Compression

Select a compression format for scanned images. If the Auto Color (B&W/Color) is selected for the source parameter, the default compression format is used.

➡ Predefined Compression Format (page 671)

[Options] Button

When you click this button, the [Options] Window (page 286) appears.
If you select one of the following, the settings in this window are enabled.

- TIFF format (when the compression format is JPEG)
- TIFF format (multipage)
- JPEG2000 format (when PaperStream Capture Pro or PaperStream Capture Pro Premium is used)
- JPEG format (when the compression format is JPEG2000 or JPEG)
- PDF format
- PDF format (multipage)
- Rich text format

Note that if [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Scan Settings] in the [Scan] tab, the PDF Options window appears.

Folder

Specify a destination folder for outputting scanned images.

If the destination that is specified for [Destination] is [Folder], [Network Folder], [SharePoint], [SharePoint Online], or [FTP], this item is enabled.
If the destination is [Folder] or [Network Folder], C:\Users\Public\Documents is set in the input field by default.
The following characters cannot be used for folder names:

- Illegal characters
  - For [Folder] or [Network Folder]
    / : ? * " < > |
  - For [SharePoint], [SharePoint Online], or [FTP]
    : ? * " < > \ |
- Windows reserved words only

Specifying the following character creates a sub-folder as a destination within the existing folder.

- For [Folder] or [Network Folder]
  \
- For [SharePoint], [SharePoint Online], or [FTP]
  /

[Browse] Button

In the [Browse for Folder] window that appears, specify a folder where files are to be output.

[Folder Name Option] Button

> **TIP**
> - This button is not displayed when the [Specify a name for the file when it is output] check box is selected.

When you click this button, the items that can be specified in a folder name are displayed.
For details, refer to Folder Name Option (page 294).
When you select an item, the item is displayed in tag format in the input field for a folder name.

- When [Document Separator Value], [Batch Separator Value], or [Extracted Data] is selected, a yellow tag is displayed.
- When an item other than [Document Separator Value], [Batch Separator Value], or [Extracted Data] is selected, a blue tag is displayed.

File

This item is not displayed when the [Specify a name for the file when it is output] check box is selected.
Specify a file format for scanned images.
The following characters cannot be used for file names:

- Illegal characters

- When the destination is [Folder] or [Network Folder]
  \ / : ? * " < > | ,
- When the destination is a destination other than the above
  / : ? * " < > | ,

● Windows reserved words only

When the destination is [Folder] or [Network Folder], specifying a backslash (\) creates a sub-folder as a destination within the folder specified for the Destination and saves a scanned image as a file in the sub-folder.

If you specify angle brackets (< and >) to a file name, < and > are deleted when a file is output. Because angle brackets (< and >) are used as the reserved words for the File Name Option, an error message is not displayed.

For example, when you select PDF File (*.pdf) for a file format, and specify <Document> for a file name, Document.pdf is output.

[File Name Option] Button

When you click this button, the items that can be specified in a file name are displayed. For details, refer to File Name Option (page 298).

When you select an item, the item is displayed in tag format in the input field for a file name.

- When [Document Separator Value], [Batch Separator Value], or [Extracted Data] is selected, a yellow tag is displayed.
- When an item other than [Document Separator Value], [Batch Separator Value], or [Extracted Data] is selected, a blue tag is displayed.

[Counter Options] Button

Click this to display the [Counter Options] Window (page 307) where values for the document counter and page counter can be set.

Set values for the counters if you select [Document Counter] or [Page Counter] for the File Name Option.

e.g.

Displays the sample path of the file and the folder that are specified in this window.

[Output index information] Check Box

> **TIP**
>
> ● This item is not displayed when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Scan Settings] in the [Scan] tab.

If the check box is selected, index information files are output.

[Specify the file format at output] Check Box

This item is displayed when PaperStream AI is used.

Select this check box to display the [Output option settings] Window (page 461) for specifying the output format when outputting an index information file.

[Specify a name for the file when it is output] Check Box

This item is displayed when PaperStream AI is used.
Select this check box to display the [Output option settings] Window (page 461) for specifying the output file name when outputting an index information file.

Index File

Specify a file name for index information files.
Note that you cannot specify illegal characters (\ / : * ? " < > |).

[File Name Option] Button

When you click this button, the items that can be specified in a file name are displayed. For details, refer to File Name Option (Index File) (page 304).
When you select an item, the item is displayed in tag format in the input field for a file name.

- When [Document Separator Value], [Batch Separator Value], or [Extracted Data] is selected, a yellow tag is displayed.
- When an item other than [Document Separator Value], [Batch Separator Value], or [Extracted Data] is selected, a blue tag is displayed.

[Select Data] Button

Click this button to display the [Index List Options] Window (page 313) for specifying items that are output to an index information file.

One file per document

Select this item to output one index information file per document stack.

One file per batch

Select this item to output one index information file per batch.

Output data extracted from the document as a single line

Select this item to output the extracted data for all pages in a document as a single line in the index information file.

[Overwrite if a file exists] Check Box

Select this check box to overwrite an existing index information file with the same name.
If [Output data extracted from the document as a single line] is selected, you cannot clear this check box.

File Format

For PaperStream AI, This item is not displayed when the [Specify the file format at output] check box is selected.

Select a format for index information files from the following.

- TXT
- XML
- CSV
  When you select [CSV], the following items are displayed.

Drop-down List

Used to select a delimiter for the items to be output. When you select [Other], the input field for specifying a delimiter is displayed. Enter a delimiter that you want in the field.

[Output in UTF-8] Check Box

Select this check box to output index information in UTF-8 (8-bit UCS Transformation Format).
When this check box is cleared, index information is output in the character code for a language that is set for the system local by default.

[Overwrite if a file exists] Check Box

Select this check box to always overwrite any file with the same name in the folder where the file is to be output.

ATTENTION

- When files are saved in SharePoint, if a file name contains characters (such as a tilde (~) or sharp (#)) that cannot be used in SharePoint, the releasing (outputting) process fails.
  Characters that cannot be used in SharePoint vary depending on the version of your SharePoint. For details, refer to the Microsoft support site.
- Do not use Arabic for a file name.

[Network Folder Security] Window

Configure a network folder that is specified as a destination folder for outputting scanned images.

[Use Windows Authentication] Check Box

Select this check box to use Windows authentication.
When you select this, the input fields for [User Name] and [Password] are deactivated.

User Name

Specify a user name for logging in to a server of a network folder.

Password

Specify a password for logging in to a server of a network folder.

[OK] Button

Applies the settings and closes the window.

[Cancel] Button

Cancels the settings and closes the window.

[SharePoint Options] Window

Set SharePoint as the destination for outputting scanned images.

Site URL

Specify the URL of SharePoint.

[Use Windows Authentication] Check Box

Select this check box to use Windows authentication.
When you select this, the input fields for [User Name] and [Password] are deactivated.

User Name

Specify a user name for signing in to SharePoint.

Password

Specify a password for signing in to SharePoint.

[Connect] Button

Connects to the specified URL and signs in to the site with the specified user name and password.
If a connection is successfully established, libraries for SharePoint are displayed in the [Library] drop-down list.

Library

Select a library for SharePoint from the drop-down list.

Contents Type

Select a contents type for SharePoint from the drop-down list.

[OK] Button

Applies the settings and closes the window.

[Cancel] Button

Cancels the settings and closes the window.

[SharePoint Online Options] Window

Set SharePoint Online as the destination for outputting scanned images.

Site URL

Specify the URL for SharePoint Online.

[Sign in with multi-factor authentication on the browser] Check Box

Select this check box to display the browser and sign in with multi-factor authentication.

Click the [Connect] button to display the browser and enter the required sign in information.

User Name

Specify a user name for signing in to SharePoint Online.
When you are signed in with the [Sign in with multi-factor authentication on the browser] check box selected, the account used to sign in is displayed.

Password

Specify a password for signing in to SharePoint Online.
To establish a connection for the account with multi-factor authentication using an app password, enter the account name in [User Name] and the app password in [Password].

[Connect] Button

Connects to the specified URL and signs in to the site with the specified user name and password.
When the [Sign in with multi-factor authentication on the browser] check box is selected, a sign in window for multi-factor authentication is displayed on the browser.
If a connection is successfully established, libraries for the site are displayed in the [Library] drop-down list.

Library

Select a library for the site from the drop-down list.

Contents Type

Select a contents type for a library from the drop-down list.

[OK] Button

Applies the settings and closes the window.

[Cancel] Button

Cancels the settings and closes the window.

TIP

- When signing in with multi-factor authentication on the browser, open the browser and sign in when you release a batch.
  The sign in information is saved in the job currently being used.
  While the SharePoint Online session is active, authentication is performed without opening the browser.
- To perform authentication with a user name and password, sign in with the specified information every time you release a batch.

[FTP Options] Window

To output scanned images to an FTP server, user authentication, connection method to the server, and other items can be configured in this window.

FTP Options

Transfer protocol

Select a transfer protocol that is used to transfer files.
The following transfer protocols can be selected:

- FTP
- SFTP

Encryption

Select a method to encrypt FTP and transfer files in the encrypted FTP.
The following methods can be selected:

- None
- Implicit SSL/TLS Encryption
- Explicit SSL/TLS Encryption

When [SFTP] is selected for [Transfer protocol], this item is not displayed.

Host

Enter a host name or an IP address for the FTP server to transfer files to.

Port

Specify a port number for the FTP server.
Usually, specify the standard value. If the server administrator specifies any other port, change the setting accordingly.

[Anonymous] Check Box

When this check box is selected, [User Name] and [Password] are not displayed.
Select this if you log in to an anonymous FTP server, a server that can be connected by an anonymous name.
When [SFTP] is selected for [Transfer protocol], this item is not displayed.

User Name

Enter a user name for logging in to the FTP server.
When the [Anonymous] check box is selected, this item is not displayed.

Password

Enter a password for logging in to the FTP server.
If you select [SFTP] for [Transfer protocol] and set [Private key file] in PaperStream Capture Pro or PaperStream Capture Pro Premium, do not enter a password and leave it blank.
When the [Anonymous] check box is selected, this item is not displayed.

E-Mail Address

Enter an e-mail address for logging in to an anonymous FTP server.
This item is displayed when the [Anonymous] check box is selected.

Private key file

Specify a private key file for logging in to the SFTP server with public key authentication. In the window that appears when you click the [Browse] button, select a private key file.
This is displayed when [SFTP] is selected in [Transfer protocol] in PaperStream Capture Pro or PaperStream Capture Pro Premium.
You can use a private key file in the following formats:

- PuTTY format (*.ppk)
- OpenSSH format (*.pem, *.key, id_*)

However, if [Password] is entered, this setting is ignored.

[Browse] Button

Click this button, and in the window that appears, select a private key file.

Passphrase

If the private key is encrypted, enter the passphrase.
This is displayed when [SFTP] is selected in [Transfer protocol] in PaperStream Capture Pro or PaperStream Capture Pro Premium.
However, if [Password] is entered, this setting is ignored.

[Time Out] Check Box

Select this check box to suspend operation if the FTP server does not respond for a specific period of time.
Operation times out after the FTP server does not respond for a period of time specified.
Specify a time for the timeout from 1 to 300 seconds.
The default value is 60 seconds.

Connecting

Specify a time for the timeout during connection.

Data Transfer

Specify a time for the timeout during data transfer.

Zip Options

Configure the settings for transferring files in Zip format.
This is displayed when [SFTP] is selected in [Transfer protocol] in PaperStream Capture Pro or PaperStream Capture Pro Premium.

[Zip archive before uploading] Check Box

Select this check box to compress files into Zip format before transferring to the FTP server.

Zip file name

Enter a Zip file name.
The default value is a batch name.
For a Zip file name, you can enter the same reserved words as in Folder Name Option.

The following is a list of reserved words that can be entered and example settings. For details, refer to Folder Name Option (page 294).

Folder Name Option	Reserved Word
Job name	<Job Name>
Batch name	<Batch Name>
User name	<User Name>
User profile	<User Profile>
Computer name	<Station Name>
Environment value	It depends on the item to be set. Example: <User variables - SCANLIBRARY_PATH>
Release date	It depends on the item to be set. Example: <Release Date - yyyyMMdd>
Release time	It depends on the item to be set. Example: <Release Time (HHmmss-24hours)>
Document separator value	<Document Separator Value>
Batch separator value	<Batch Separator Value>

[Password protect] Check Box

Select this check box to allow setting a password for a Zip file.

Password

Enter a password for a Zip file.

[OK] Button

Applies the settings and closes the window.

[Cancel] Button

Cancels the settings and closes the window.

TIP

- The FTP proxy settings follow the Windows network settings.

[Other Application Options] Window

The application to be launched after scanning can be configured in this window.

Application Path

The path for an application to be launched is shown.

[Browse] Button

Click this button, and in the window that appears, specify an application to be launched.

Parameters

Specify command arguments to be passed to the application when the application is launched.
Available parameters differ depending on the application.
For details, refer to the application manual.

- %f
  Passes a file name.
  If there is more than one file, all the file names are passed to the command argument.
- %i
  Passes an index information file name.
  For details, refer to Index Information File Format (PaperStream Capture) (page 657) or Index Information File Format (PaperStream Capture Pro or PaperStream Capture Pro Premium) (page 663).

The following are examples of command arguments passed to the application to be launched.

- When "%f" is specified or skipped in [Command Line Parameters]
  Application.exe FileName1 FileName2 ...
  File names are added to application parameters.
- When "%i" is specified in [Command Line Parameters]
  Application.exe IndexInformationFileName
  The index information file name can be specified for [Index File] in the [Destination] Tab (page 265).
- When "/s %i %f" is specified in [Command Line Parameters]
  Application.exe /s IndexInformationFileName FileName1 FileName2 ...
  You can specify more than one parameter. In [Command Line Parameters], you can specify any character strings other than "%i" and "%f" that will be passed to the application.

Work Folder

Displays a file destination that can be linked with an application.

[Browse] Button

Click this button, and in the window that appears, specify a file destination that can be linked with an application.

[Use fixed file name] Check Box

Select this check box to generate a file name with a serial number from 0001 to 9999.
Clear this check box to generate a file name according to the file name settings in [File Properties] in the [Destination] tab.

[OK] Button

Applies the settings and closes the window.

[Cancel] Button

Cancels the settings and closes the window.

[E-mail Options] Window

Set the destination for outputting scanned images to an e-mail application and configure the settings to send the images as attached files.

[Keep attached files after sending e-mails] Check Box

If this check box is selected, attached image files are kept in the folder specified in [File Properties] in the [Destination] Tab (page 265).

How to attach a file to an e-mail

Attach all files to an e-mail

Select this when you want to open a single message window for the e-mail application, in order to attach all scanned images to an email and send them together with the email.
However, the maximum number of files that can be attached is 10.

Attach a file to an e-mail (each file for each e-mail)

Select this when you want to open multiple message windows equal to the number of files for the e-mail application, in order to attach a scanned image to an email and sent it together with the email one by one.

[Show a warning message when the total file size exceeds the set parameters (below)] Check Box

If this check box is selected, the total size of files that can be attached can be specified between 1 and 9,999 MB. If the total size of all attached files exceeds the specified file size, a warning message appears.

TIP

- The total size of files that can be attached to an e-mail varies depending on your e-mail application or mail server.
  When attaching files that are output in a multipage format, it is recommended that you configure the settings for splitting a file in [File Options] in the [Options] Window (page 286), and select [Attach a file to an e-mail (each file for each e-mail)] for [How to attach a file to an e-mail].

To

Enter an e-mail address that you intend to specify for the destination in the message window for the e-mail application.
When specifying more than one destination, separate each e-mail address by "," (comma).
You can enter up to 1,000 alphanumeric characters.

Subject

Enter a character string that you intend to specify for the subject in the message window for the e-mail application.
You can enter up to 200 alphanumeric characters.
When [Attach a file to an e-mail (each file for each e-mail)] is selected, the subject line is automatically prefixed with (n/m). n indicates the current file number, and m indicates the total number of files.

[OK] Button

Applies the settings and closes the window.

[Cancel] Button

Cancels the settings and closes the window.

[Printer Options] Window

Set the destination for outputting scanned images to a printer and configure the printer settings.

Printer

Name

Select a printer to be used from the drop-down list.

Properties

Click to display the Properties window for the printer.

Status

Shows the status of the printer.

Type

Shows the type of the printer.

Where

Shows the location of the printer.

Comment

Shows comments for the printer.

Print range

All

Prints all pages.

Pages

This item cannot be specified.

Selection

This item cannot be specified.

Copies

Number of copies

Specify the number of copies to be printed.

[Collate] Check Box

This is enabled when two or more copies are printed.
When this check box is selected, the documents are collated and printed.

Header

[Page number] Check Box

When this check box is selected, page numbers are printed in the header.

[Date] Check Box

When this check box is selected, the date is printed in the header.

Page format

Fit the whole image to the paper size and print

Images are enlarged or shrunk to fit the paper size specified in the properties window for the printer and then printed.

Print in actual size

Images are printed at their actual size.
When the paper size specified in the properties window for the printer is smaller than the actual size of an image, parts of the image that are outside the range of the specified paper size are not printed.

[Center the image and print] Check Box

When this check box is selected, an image is printed in the center of the paper.

Orientation

Auto

Prints an image automatically according to the image orientation.

Portrait

Prints an image in portrait orientation.

Landscape

Prints an image in landscape orientation.

Advanced settings

[Keep data used for printing as files] Check Box

When this check box is selected, printed images are kept in the folder specified in [File Properties] in the [Destination] Tab (page 265).

[Show "Print" dialog] Check Box

When this check box is selected, the preview window for printing appears when an image is released.

[OK] Button

Applies the settings and closes the window.

[Cancel] Button

Cancels the settings and closes the window.

[Options] Window

The options used for outputting the scanned images in the following formats can be configured in this window.

- TIFF format (when the compression format is JPEG)
- TIFF format (multipage)
- JPEG2000 format (when PaperStream Capture Pro or PaperStream Capture Pro Premium is used)
- JPEG format (when the compression format is JPEG2000 or JPEG)
- PDF format
- PDF format (multipage)
- Rich text format

Note that if [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Scan Settings] in the [Scan] Tab (page 244), the PDF Options window appears. In the PDF Options window, the options for the PDF format (including the multipage PDF format) can be configured.

PDF Options

Compression

Specify a compression rate to be used to output the scanned images in PDF format.
Use the slider to specify the compression rate from the seven levels (1 to 7). The default level is 3. The compression rate becomes higher in proportion to the value.
The higher the value is, the smaller the file size is. However, the image quality is deteriorated.
The lower the value is, the larger the file size is. And, the deterioration of image quality can be minimized.
This setting is only applied to images in color. When the scanned images are output as B&W images, this setting is ignored and the compression setting for B&W is applied.

ATTENTION

- The image quality of the displayed page differs from the image quality of the output file.

TIP

- This item is not displayed when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Scan Settings] in the [Scan] tab.

[High Color Compression] Check Box

Select this check box to output images in color in high compression rate.
The text sections and image sections of the scanned image are separated, and the image sections are compressed in high compression rate. Therefore, for text-based documents, the file size can be reduced while the text on the documents remains clear.
By contrast, this setting is not suited for scanning photos or graphics because the image quality is deteriorated due to high compression.

ATTENTION

- The process may take a very long time because the system is overloaded.
- When the scanned image is larger than A3 size, the process may not work properly.

TIP

- This item is not displayed when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Scan Settings] in the [Scan] tab.

[High Gray Compression] Check Box

Select this check box to output grayscale images in high compression rate.

TIP

- This item is not displayed when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Scan Settings] in the [Scan] tab.

[Convert to Searchable PDF] Check Box

Select this check box to perform text recognition and output the result as a searchable PDF file.

TIP

- For PaperStream Capture, when you add a page using [Add File] in the [Scan] Window (for Checking/Editing) (page 430), you may be able to search for the page that has been added from an existing file if the following conditions are met.

- Neither the [High Color Compression] check box or the [High Gray Compression] check box is selected
- The file that a page has been added to was output as a searchable pdf file with an image scanning application (PaperStream ClickScan, PaperStream Capture, ScanSnap Manager for fi Series, or ScandAll PRO)

Language

Specify a language to perform text recognition in.
When using PaperStream Capture Pro or PaperStream Capture Pro Premium with a valid PaperStream AI license, you can also select Japanese (handwritten) and English (handwritten). If Japanese (handwritten) or English (handwritten) is selected, the scan is counted as a PaperStream AI scan.

ATTENTION

- If you select Arabic, it is recommended to use PaperStream Capture on an Arabic operating system.
- When [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] under [Scan Settings] in the [Scan] tab in the [Advanced Setup] window, the following cannot be specified as a language that is used for text recognition.
  - Greek
  - Vietnamese
  - Swedish
  - Dutch
  - Polish
  - Czech
  - Romanian
  - Hebrew
  - Ukrainian
  - Thai
  - Indonesian
  - Danish
  - Norwegian
  - Hungarian
  - Finnish

[Make only the first page searchable] Check Box

Select this check box to perform text recognition only for the first page when outputting multi-page images as a searchable PDF file.
The processing time can be shortened in comparison to processing all of the pages.

ATTENTION

- Text recognition may take a very long time.
- To perform text recognition, the following settings are recommended.

Color Mode	Resolution	Paper Size
B&W	400/600 dpi	A3 or smaller
Grayscale	200/300 dpi	
Color		

When settings other than those above are used, text recognition may not be performed correctly.

- For the documents (text) listed below, text recognition may not be performed correctly.
  - For PaperStream Capture

    For all languages

    - Hand-written text
    - Text in small characters in a low resolution
    - Skewed document
    - Document with an unsupported language

    For Japanese, Chinese (Simplified), and Chinese (Traditional)

    - Italic text
    - Superscripts/subscripts, and complicated math expressions
    - Document with uneven color in the background of the text
      - Document with patterns in the background of the text
      - Characters with effects such as shadow and outline
    - Text with shading
    - Document with a complicated layout or too much noise (Such documents may require an excessively long time to be recognized.)
  - For PaperStream Capture Pro or PaperStream Capture Pro Premium
    - Hand-written text
    - Text in small characters in a low resolution
    - Skewed document
    - Document with an unsupported language
- Depending on the PaperStream IP driver settings, text recognition may not be performed correctly.

TIP

- The deskew function and the orientation correction filters of the PaperStream IP driver may improve the recognition rate.
- When documents in Hebrew are scanned with [Automatic] selected for [Rotation] in the PaperStream IP driver, scanned images are turned upside down. Specify [0 degrees] for [Rotation], load the documents in the correct orientation, and then perform a scan.

[Add password when creating PDF file] Check Box

[Document Open Password] can be set for a PDF file with 16 or less alphanumeric characters (for single-byte characters).
This check box can be selected only for a PDF file (cannot be selected for a PDF/A file).

[Use a fixed password] Check Box

Select this check box to allow setting a fixed password.
Enter the desired values in the input fields for [Password] and [Confirm].
Clear this check box to set a password in a window that is displayed when outputting a PDF file.
For PaperStream Capture, the window for setting a password appears when you click the [Complete Batch] button in the [Scan] window (for checking/editing).
For PaperStream Capture Pro or PaperStream Capture Pro Premium, the window for setting a password appears if an image is set to be released (output) as a PDF file when you click the [Complete Batch] button in the window for checking/editing the image.

Because a password protected PDF file is not supported by PaperStream Capture, use a PDF viewing application to open the PDF after setting a password.

[Set keywords] Check Box

Select this check box to embed specified keywords into a PDF.
This is not displayed when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Scan Settings] in the [Scan] tab.
Enter a value in the input field or click the [Select keywords] button and select a value. After entering or selecting a keyword, delete any unnecessary semicolons (;).

TIP

- When entering or selecting more than one keyword, separate each keyword with a semicolon (;).
  To include a double quotation mark (") as part of a keyword, enter "".
  For example, if you want to make the character string [keyword"A] a keyword, enter [keyword""A] and if you want to make the character string ["A"keyword] a keyword, enter [""A""keyword] (the opening and closing quotation marks will not be part of the character string).
- The following symbols are used as delimiters in Adobe® Acrobat®.
  - ; (Semicolon)

- , (Comma)

To include these symbols in a keyword, enclose a keyword with double quotation marks (").

[Select keywords] Button

Select a setting value that you want to specify as a keyword.
When you click this button, the following items are displayed:

- Document Separator Value
- Extracted Data
  Select a name of the field that is already defined from the sub-menu items that are displayed when you put the mouse pointer over this item.

ATTENTION

- For a PDF file with multiple pages, if you use [Extracted Data] to specify a keyword, only the extracted data information for the first page is set as a keyword.
- When the [Divide a multi-page file by a specified size] check box is selected for [File Options], only the extracted data information for the first page is applied to all the PDF files after they are split.

Split PDF pages

This is displayed when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Scan Settings] in the [Scan] tab.

Multipage PDF(whole batch in one PDF)

Saves all scanned images as a single PDF file.

Generate one PDF file per

Generates files in units of pages that have been specified.
For example, when you specify two (pages) and scan a document containing six pages, three PDF files are created.

Specify the file compression rate (for color or gray images only)

This is displayed when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Scan Settings] in the [Scan] tab.

Compression

Specify a compression rate for scanned images that are to be output as files in a PDF format.
Use the slider to specify the compression rate from the five levels (1 to 5). The default level is 3. The compression rate becomes higher in proportion to the value.
The higher the value is, the smaller the file size is. However, the image quality is deteriorated.
The lower the value is, the larger the file size is. And, the deterioration of image quality can be minimized.

JPEG2000 options

TIP

- This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
- This item is not displayed when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Scan Settings] in the [Scan] tab.

[Lossless compression] Check Box

Select this check box to use lossless compression. Lossless compression is a compression method that allows compressed data to be restored to its original state.
If you clear this check box, the image quality slider will become active, allowing you to specify the compression ratio.

Image Quality

Specify the image quality that is used to output the scanned images in JPEG2000 format.
Use the slider to specify the compression rate from the nine levels (-1 to 7). The default level is 2.
The higher the value is, the larger the file size is, allowing the deterioration of image quality to be minimized.
The lower the value is, the smaller the file size is. However, the image quality deteriorates.

ATTENTION

- This is a common setting for a single job.
- If "-1" or "0" is specified for [Image Quality], the image quality of the displayed page differs from the image quality of the output file.

JPEG Options

TIP

- This item is not displayed when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Scan Settings] in the [Scan] tab.

Image Quality

Specify the image quality that is used to output the scanned images in JPEG format.
Use the slider to specify the compression rate from the nine levels (-1 to 7). The default level is 4.
The higher the value is, the larger the file size is, allowing the deterioration of image quality to be minimized.
The lower the value is, the smaller the file size is. However, the image quality deteriorates.
When PaperStream Capture and the PaperStream IP (ISIS) driver are used, this is available if files are to be output in 24-bit color.

ATTENTION

- This is a common setting for a single job.
- If "-1" or "0" is specified for [Image Quality], the image quality of the displayed page differs from the image quality of the output file.

File Options

TIP

- This item is not displayed when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Scan Settings] in the [Scan] tab.

[Divide a multi-page file by a specified size] Check Box

When this check box is selected, and a multipage file is output in one of the following formats, the file is split so that the file size does not exceed the specified file size.
The file size can be specified between 1 and 512 MB. The default is 50 MB.

- TIFF
- PDF
- PDF/A
- RTF

ATTENTION

- When images are output in a PDF or PDF/A format, this function is disabled if the [Make only the first page searchable] check box is selected in [PDF Options].

TIFF Options

Image Quality

Specify the image quality that is used to output the scanned images in TIFF format.
Use the slider to specify the compression rate from the nine levels (-1 to 7). The default level is 4.
The higher the value is, the larger the file size is, allowing the deterioration of image quality to be minimized.
The lower the value is, the smaller the file size is. However, the image quality deteriorates.

[Create a file per batch of documents (MultiPage Tagged Image File Format)] Check Box

Saves all scanned images as a single PDF file.

[Create a file per page (Tagged Image File Format)] Check Box

Creates a file per page.

[OK] Button

Applies the settings and closes the window.

[Cancel] Button

Cancels the settings and closes the window.

Folder Name Option

This section describes the items that can be configured for the name option of a folder name.
If you click the [Folder Name Option] button next to the input field for a destination folder name in [File Properties] on the [Destination] Tab (page 265), the following items are displayed:
For the easy setup, clicking the [Folder Name Option] button displays the [Folder Name Option] window.

Job Name

Used to specify the job name that is specified in the [Job Information] tab.

Batch Name

Used to specify the batch name that is specified in the [Job Information] tab.

User Name

Used to specify the user name of a computer that is used to release (output) a file.

User Profile

Used to specify a user profile.
For the easy setup, click the [+] button for [User Profile] in the [Name Rule] tab.

Station Name

Used to specify the name of a computer that is used to release (output) a file.

Environment Value

Used to specify the environment value of a computer that is used to release (output) a file.
If you put the mouse pointer over this item, the following sub-menu items are displayed: From the sub-menu items, select the format to be specified.

- User variables
- System variables

The defined environment values are displayed for each sub-menu item.
The environment values vary depending on your environment.

Release Date

Used to specify the release date.
If you put the mouse pointer over this item, the following sub-menu items are displayed: From the sub-menu items, select the format to be specified.
For the easy setup, in the [Name Rule] tab, click the [+] button for a format to be used.

- System format
  Displays the year, month, and date in the format based on the format in the system locale.

- yyyyMMdd
  Displays the year, month, and date in yyyyMMdd format.
- yyyy-MM-dd
  Displays the year, month, and date in yyyy-MM-dd format.
- yyyy_MM_dd
  Displays the year, month, and date in yyyy_MM_dd format.
- MMddyyyy
  Displays the month, date, and year in MMddyyyy format.
- MM-dd-yyyy
  Displays the month, date, and year in MM-dd-yyyy format.
- MM_dd_yyyy
  Displays the month, date, and year in MM_dd_yyyy format.
- ddMMyyyy
  Displays the date, month, and year in ddMMyyyy format.
- dd-MM-yyyy
  Displays the date, month, and year in dd-MM-yyyy format.
- dd_MM_yyyy
  Displays the date, month, and year in dd_MM_yyyy format.
- DD
  Displays the date.
- MM
  Displays the month.
- YY
  Displays the year. The last two digits of the year of the Christian era are displayed.
- YYYY
  Displays the year.
- YYDDD (Julian Date)
  Displays the year and date. The last two digits in the year of the Christian era and the sequential serial date of that year are displayed.
  For example, 16075 is displayed for March 16, 2016.
- YY-DDD (Julian Date)
  Displays the year and date. The last two digits in the year of the Christian era and the sequential serial date of that year are displayed.
  For example, 16-075 is displayed for March 16, 2016.
- YY_DDD (Julian Date)
  Displays the year and date. The last two digits in the year of the Christian era and the sequential serial date of that year are displayed.
  For example, 16_075 is displayed for March 16, 2016.

Release Time

Used to specify the release time.

If you put the mouse pointer over this item, the following sub-menu items are displayed: From the sub-menu items, select the format to be specified.
For the easy setup, in the [Name Rule] tab, click the [+] button for a format to be used.

- HHmmss-24hours
  Displays the time in HHmmss format.
- HH-mm-ss-24hours
  Displays the time in HH-mm-ss format.
- HH_mm_ss-24hours
  Displays the time in HH_mm_ss format.
- HH-24hours
- mm
- ss

Document Separator Value

Used to add a document separator value to a folder name.
If no character string is specified for a document separator, a character string in the format of "DOCSEPARATOR" + separator number (four digit number) is output as a folder name.
For the easy setup, in the [Extracted Data] tab, click the [+] button for a document separator value to be used.

Batch Separator Value

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
Used to add a batch separator value to a folder name.

> **TIP**
>
> - This item is not displayed when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Scan Settings] in the [Scan] tab.

Folder Delimiter

Creates a sub-folder as a destination within the existing folder.
However, this is not displayed if "SharePoint", "SharePoint Online", or "FTP" is selected for [Destination] in the [Destination] tab.
For the easy setup, in the [Name Rule] tab, click the [+] button for [Folder Delimiter].

Extracted Data

Used to specify a name of a field that is defined in the [Data Extraction] Tab (page 321).
Select a name of the field that is already defined from the sub-menu items that are displayed when you put the mouse pointer over this item.
When this item is specified, a value that is applied to the field will be used for a folder name.
The length of characters that can be used for a folder name varies depending on the field type.
For the easy setup, in the [Extracted Data] tab, click the [+] button for a area name (field name) to be used.

Example:

- Zonal OCR
  Up to the first 32 characters
- Barcode
  This item is displayed only when PaperStream Capture is used.
  Up to the first 128 bytes
- Barcode, JSON Parsing, or JSON Value
  This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
  Up to the first 128 bytes
- Passport
  - MRZ upper part, MRZ lower part
    Up to 44 characters
  - Issuing country, Surname, Given names, Passport number, Nationality, Date of birth, Sex, Date of expiry, Personal number
    Up to 64 characters
- ID card (TD1)
  - MRZ upper part, MRZ middle part, MRZ lower part
    Up to 30 characters
  - 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
    Up to 64 characters
- ID card (TD2)
  - MRZ upper part, MRZ lower part
    Up to 36 characters
  - Issuing country, Surname, Given names, Document number, Nationality, Date of birth, Sex, Date of expiry, Optional information
    Up to 64 characters
- Form
  Up to the first 32 characters

TIP

- This item is not displayed when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Scan Settings] in the [Scan] tab.

Original FileName

For PaperStream Capture Pro or PaperStream Capture Pro Premium, used to output files added as follows with their original file names.

- Files imported using [File Import] or [PaperStream IP Import]

- Files dragged and dropped in the job list
- Files added using [Add File] in the [QC] window

TIP

- This item is not displayed when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Scan Settings] in the [Scan] tab.

Done

Used to complete the configuration.

File Name Option

This section describes the items that can be configured for the name option of a file name.
If you click the [File Name Option] button next to the input field for a file name in [File Properties] on the [Destination] Tab (page 265), the following items are displayed:
For the easy setup, clicking the [File Name Option] button displays the [File Name Option] window.
For PaperStream AI, if you click the [File Name Option] button next to the input field for a file name in the [Output option settings] Window (page 461), the following items are displayed:

Job Name

Used to specify the job name that is specified in the [Job Information] tab.

Batch Name

Used to specify the batch name that is specified in the [Job Information] tab.

User Name

Used to specify the user name of a computer that is used to release (output) a file.

Station Name

Used to specify the name of a computer that is used to release (output) a file.

Document Counter

Used to specify the document counter.
When you select [Document Counter], click [Counter Options] to display the [Counter Options] Window (page 307) and specify the document counter.
For example, when you specify "1" for [Start with] and "2" for [Minimum digits] with [Continue with each batch] selected, the file name becomes "01". If one file is output, the value for [Start with] is set to "2" next time. As a result, the file name will be "02".
For the easy setup, click the [+] button for [Document Counter] in the [Name Rule] tab.

Page Counter

Used to specify the page counter.
When you select [Page Counter], click [Counter Options] to display the [Counter Options] window and specify the page counter.

For example, when you specify "1" for [Start with] and "2" for [Minimum digits] with [Continue with each batch] selected, the file name becomes "01". If one file with two pages is output, the value for [Start with] is set to "3" next time. As a result, the file name will be "03".
For the easy setup, click the [+] button for [Page Counter] in the [Name Rule] tab.

Sheet Counter

Used to specify the sheet counter.
When you select [Sheet Counter], click [Counter Options] to display the [Counter Options] window and specify the sheet counter.
For example, when "3" is set for [Minimum digits], the file name becomes "001".
For the easy setup, click the [+] button for [Sheet Counter] in the [Name Rule] tab.

ATTENTION

- When the PaperStream IP (ISIS) driver is used on PaperStream Capture, the specified initial value is always set for [Sheet Counter].

Environment Value

Used to specify the environment value of a computer that is used to release (output) a file.
If you put the mouse pointer over this item, the following sub-menu items are displayed: From the sub-menu items, select the format to be specified.

- User variables
- System variables

The defined environment values are displayed for each sub-menu item.
The environment values vary depending on your environment.

Release Date

Used to specify the release date.
If you put the mouse pointer over this item, the following sub-menu items are displayed: From the sub-menu items, select the format to be specified.
For the easy setup, in the [Name Rule] tab, click the [+] button for a format to be used.

- System format
  Displays the year, month, and date in the format based on the format in the system locale.
- yyyyMMdd
  Displays the year, month, and date in yyyyMMdd format.
- yyyy-MM-dd
  Displays the year, month, and date in yyyy-MM-dd format.
- yyyy_MM_dd
  Displays the year, month, and date in yyyy_MM_dd format.
- MMddyyyy
  Displays the month, date, and year in MMddyyyy format.
- MM-dd-yyyy
  Displays the month, date, and year in MM-dd-yyyy format.

- MM_dd_yyyy
  Displays the month, date, and year in MM_dd_yyyy format.
- ddMMyyyy
  Displays the date, month, and year in ddMMyyyy format.
- dd-MM-yyyy
  Displays the date, month, and year in dd-MM-yyyy format.
- dd_MM_yyyy
  Displays the date, month, and year in dd_MM_yyyy format.
- DD
  Displays the date.
- MM
  Displays the month.
- YY
  Displays the year. The last two digits of the year of the Christian era are displayed.
- YYYY
  Displays the year.
- YYDDD (Julian Date)
  Displays the year and date. The last two digits in the year of the Christian era and the sequential serial date of that year are displayed.
  For example, 16075 is displayed for March 16, 2016.
- YY-DDD (Julian Date)
  Displays the year and date. The last two digits in the year of the Christian era and the sequential serial date of that year are displayed.
  For example, 16-075 is displayed for March 16, 2016.
- YY_DDD (Julian Date)
  Displays the year and date. The last two digits in the year of the Christian era and the sequential serial date of that year are displayed.
  For example, 16_075 is displayed for March 16, 2016.

Release Time

Used to specify the release time.
If you put the mouse pointer over this item, the following sub-menu items are displayed: From the sub-menu items, select the format to be specified.
For the easy setup, in the [Name Rule] tab, click the [+] button for a format to be used.

- HHmmss-24hours
  Displays the time in HHmmss format.
- HH-mm-ss-24hours
  Displays the time in HH-mm-ss format.
- HH_mm_ss-24hours
  Displays the time in HH_mm_ss format.
- HH-24hours

- mm
- ss

Detailed file output date and time

Used to specify a file name with the time when the file starts to be created in order to be output.
If [Word file], [Excel file], or [PowerPoint file] is selected for the file format for scanned images, scanned images are saved as PDF files and then converted to the files in the file format that is selected. So, the time when a PDF file starts to be created is used for the file name.
The file name to be output is displayed as a name that consists of the year, month, and date plus the time (hhmmssfff).
The year, month, and date are displayed in a format based on the format in the system locale.

Document Separator Value

Used to add a document separator value to a file name.
If no character string is specified for a document separator, a character string in the format of "DOCSEPARATOR" + separator number (four digit number) is output as a file name.
For the easy setup, in the [Extracted Data] tab, click the [+] button for a document separator value to be used.

Batch Separator Value

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
This item is not displayed when PaperStream AI is used and this option window is shown from the [Output option settings] Window (page 461).
Used to add a batch separator value to a file name.

> **TIP**
>
> - This item is not displayed when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Scan Settings] in the [Scan] tab.

Multi-image Output Number

Used to add the page output number to a file name for multi-image output.
This item is enabled when multi-image output is specified in the PaperStream IP driver settings.
Note that the fixed value "1" is used when you do not use multi-image output.

> **TIP**
>
> - This item is not displayed when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Scan Settings] in the [Scan] tab.

This item is not displayed when PaperStream AI is used and this option window is shown from the [Output option settings] Window (page 461).

Output Side

Used to add a document output side (front side/back side) to a file name for ADF duplex scanning.

"F" is output for the front side and "B" for the back side.
Note that the fixed value "F" is output if you performed a scan on a flatbed or if you selected [Add File].

Optional character string

Used to add a character string to a file name.
Select when to enter a file name from the sub-menu items that are displayed when you put the mouse pointer over this item.

- Input before scanning
  When you enter a file name in the [Edit File Name] Window (page 466) that is displayed when a job is started, scanning documents starts.
- Input before outputting
  Enter a file name in the [Edit File Name] Window (page 466) that is displayed when a file is released (output).

This item is not displayed when PaperStream AI is used and this option window is shown from the [Output option settings] Window (page 461).

Folder Delimiter

Creates a sub-folder as a destination within the existing folder.
However, this is not displayed if "SharePoint", "SharePoint Online", or "FTP" is selected for [Destination] in the [Destination] tab.
For the easy setup, in the [Name Rule] tab, click the [+] button for [Folder Delimiter].

Extracted Data

Used to specify a name of a field that is defined in the [Data Extraction] Tab (page 321).
Select a name of the field that is already defined from the sub-menu items that are displayed when you put the mouse pointer over this item.
When this item is specified, a value that is applied to the field will be used for a file name.
The length of characters that can be used for a file name varies depending on the field type.
For the easy setup, in the [Extracted Data] tab, click the [+] button for a area name (field name) to be used.
Example:

- Zonal OCR
  Up to the first 32 characters
- Barcode
  This item is displayed only when PaperStream Capture is used.
  Up to the first 128 bytes
- Barcode, JSON Parsing, or JSON Value
  This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
  Up to the first 128 bytes
- Passport
  - MRZ upper part, MRZ lower part

Up to 44 characters

- Issuing country, Surname, Given names, Passport number, Nationality, Date of birth, Sex, Date of expiry, Personal number
  Up to 64 characters

- ID card (TD1)
  - MRZ upper part, MRZ middle part, MRZ lower part
    Up to 30 characters
  - 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
    Up to 64 characters
- ID card (TD2)
  - MRZ upper part, MRZ lower part
    Up to 36 characters
  - Issuing country, Surname, Given names, Document number, Nationality, Date of birth, Sex, Date of expiry, Optional information
    Up to 64 characters
- Form
  Up to the first 32 characters

> **TIP**
>
> - This item is not displayed when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Scan Settings] in the [Scan] tab.

This item is not displayed when PaperStream AI is used and this option window is shown from the [Output option settings] Window (page 461).

Original FileName

For PaperStream Capture Pro or PaperStream Capture Pro Premium, used to output files added as follows with their original file names.

- Files imported using [File Import] or [PaperStream IP Import]
- Files dragged and dropped in the job list
- Files added using [Add File] in the [QC] window

> **TIP**
>
> - This item is not displayed when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Scan Settings] in the [Scan] tab.

Done

Used to complete the configuration.

File Name Option (Index File)

This section describes the items that can be configured for the name option of an index file name.
If you click the [File Name Option] button next to the input field for an index file name in [File Properties] on the [Destination] Tab (page 265), the following items are displayed:
For PaperStream AI, if you click the [File Name Option] button next to the input field for an index file name in the [Output option settings] Window (page 461), the following items are displayed:

Job Name

Used to specify the job name that is specified in the [Job Information] tab.

Batch Name

Used to specify the batch name that is specified in the [Job Information] tab.

User Name

Used to specify the user name of a computer that is used to release (output) a file.

Station Name

Used to specify the name of a computer that is used to release (output) a file.

Document Counter

Used to specify the document counter.
If you select it, click [Counter Options] to display the [Counter Options] Window (page 307) and specify the document counter.

Environment Value

Used to specify the environment value of a computer that is used to release (output) a file.
If you put the mouse pointer over this item, the following sub-menu items are displayed: From the sub-menu items, select the format to be specified.

- User variables
- System variables

The defined environment values are displayed for each sub-menu item.
The environment values vary depending on your environment.

Release Date

Used to specify the release date.
If you put the mouse pointer over this item, the following sub-menu items are displayed: From the sub-menu items, select the format to be specified.

- System format
  Displays the year, month, and date in the format based on the format in the system locale.
- yyyyMMdd
  Displays the year, month, and date in yyyyMMdd format.
- yyyy-MM-dd
  Displays the year, month, and date in yyyy-MM-dd format.

- yyyy_MM_dd
  Displays the year, month, and date in yyyy_MM_dd format.
- MMddyyyy
  Displays the month, date, and year in MMddyyyy format.
- MM-dd-yyyy
  Displays the month, date, and year in MM-dd-yyyy format.
- MM_dd_yyyy
  Displays the month, date, and year in MM_dd_yyyy format.
- ddMMyyyy
  Displays the date, month, and year in ddMMyyyy format.
- dd-MM-yyyy
  Displays the date, month, and year in dd-MM-yyyy format.
- dd_MM_yyyy
  Displays the date, month, and year in dd_MM_yyyy format.
- DD
  Displays the date.
- MM
  Displays the month.
- YY
  Displays the year. The last two digits of the year of the Christian era are displayed.
- YYYY
  Displays the year.
- YYDDD (Julian Date)
  Displays the year and date. The last two digits in the year of the Christian era and the sequential serial date of that year are displayed.
  For example, 16075 is displayed for March 16, 2016.
- YY-DDD (Julian Date)
  Displays the year and date. The last two digits in the year of the Christian era and the sequential serial date of that year are displayed.
  For example, 16-075 is displayed for March 16, 2016.
- YY_DDD (Julian Date)
  Displays the year and date. The last two digits in the year of the Christian era and the sequential serial date of that year are displayed.
  For example, 16_075 is displayed for March 16, 2016.

Release Time (HHmmss-24hours)

Used to specify the release time.
Displays the time in HHmmss format.

Release Time (HH-mm-ss-24hours)

Used to specify the release time.
Displays the time in HH-mm-ss format.

Release Time (HH_mm_ss-24hours)

Used to specify the release time.
Displays the time in HH_mm_ss format.

Document Separator Value

Used to add a document separator value to an index file name.
If no character string is specified for a document separator, a character string in the format of "DOCSEPARATOR" + separator number (four digit number) is output as an index file name.

Batch Separator Value

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
Used to add a batch separator value to an index file name.
This item is not displayed when PaperStream AI is used and this option window is shown from the [Output option settings] Window (page 461).

Multi-image Output Number

Used to add the page output order to an index file name for multi-image output.
This item is enabled when multi-image output is specified in the PaperStream IP driver settings.
Note that the fixed value "1" is used when you do not use multi-image output.
This item is not displayed when PaperStream AI is used and this option window is shown from the [Output option settings] Window (page 461).

Folder Delimiter

Creates a sub-folder as a destination within the existing folder.
However, this is not displayed if "SharePoint", "SharePoint Online", or "FTP" is selected for [Destination] in the [Destination] tab.

Extracted Data

Used to specify a name of a field that is defined in the [Data Extraction] Tab (page 321).
Select a name of the field that is already defined from the sub-menu items that are displayed when you put the mouse pointer over this item.
When this item is specified, a value that is applied to the field will be used for an index file name.
The length of characters that can be used for an index file name varies depending on the field type.
Example:

- Zonal OCR
  Up to the first 32 characters
- Barcode, JSON Parsing, or JSON Value
  This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
  Up to the first 128 bytes
- Barcode
  This item is displayed only when PaperStream Capture is used.
  Up to the first 128 bytes

- Passport
  - MRZ upper part, MRZ lower part
    Up to 44 characters
  - Issuing country, Surname, Given names, Passport number, Nationality, Date of birth, Sex, Date of expiry, Personal number
    Up to 64 characters
- ID card (TD1)
  - MRZ upper part, MRZ middle part, MRZ lower part
    Up to 30 characters
  - 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
    Up to 64 characters
- ID card (TD2)
  - MRZ upper part, MRZ lower part
    Up to 36 characters
  - Issuing country, Surname, Given names, Document number, Nationality, Date of birth, Sex, Date of expiry, Optional information
    Up to 64 characters

This item is not displayed when PaperStream AI is used and this option window is shown from the [Output option settings] Window (page 461).

Default

Used to restore the settings of the file name option to the default values.

Original FileName

For PaperStream Capture Pro or PaperStream Capture Pro Premium, used to output files added as follows with their original file names.

- Files imported using [File Import] or [PaperStream IP Import]
- Files dragged and dropped in the job list
- Files added using [Add File] in the [QC] window

> **TIP**
> - This item is not displayed when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Scan Settings] in the [Scan] tab.

Done

Used to complete the configuration.

[Counter Options] Window

Used to set values for the document counter, page counter, and sheet counter.

Document Counter

When a batch of documents are scanned at one time, the batch is counted as one document. Subsequent batches are counted in the same way. If the batch is separated into document stacks using the separation function, each document stack is counted as one document.

Start with

Specify an initial start number between 1 and 2,000,000,000 for the document counter.

Continue with each batch

Select this item to use a sequential number by incrementing the initial value of the document counter with every scan operation.
For example, if the initial value is "1" and two files are output, the next initial value will be set to "3".
When the value exceeds 2,000,000,000, it will be updated to 1.

Reset after each batch

Select this item to reset the initial number of the document counter to a value that is specified in [Start with] after every scan operation.
For example, if the initial value is "1" and two files are output, the next initial value will be set to "1".

Reset when the date changes

Select this item to reset the initial number of the document counter to a value that is specified in [Start with] whenever a scan is performed or a job is edited after the date on the computer changes.

[Edit with Optional Character String] Check Box

Select this check box to enter the initial value of the document counter manually in the [Edit File Name] Window (page 466).
For PaperStream Capture, when you click the [Complete Batch] button in the [Scan] Window (for Checking/Editing) (page 430), the window for editing a file name appears.
For PaperStream Capture Pro or PaperStream Capture Pro Premium, the window for editing a file name appears when a file is released (output). However, if a multi-station operation is in process, this setting is disabled and the value cannot be edited when a file is released (output).

Minimum digits

Specify the minimum number of digits for the document counter between 1 and 10.
When the actual digit number is smaller than the minimum digit number, empty digits (higher digits) are filled with zero.
When the actual digit number is larger than the minimum digit number, all the digits are shown.
For example:

Document counter value	Minimum digits	Display
12	3	012

Document counter value	Minimum digits	Display
1234	3	1234

Page Counter

Each scanned side of a document is output as one page in the images created from the batch of documents that were scanned at one time and counted as one page.
When both sides of a document are scanned, each side is output as one page (two pages in one document). When the upper and lower parts of one side of a document are separated into two, each part is output as one page (two pages on one side).

Start with

Specify an initial start number between 1 and 2,000,000,000 for the page counter.

Continue with each batch

Select this item to use a sequential number by incrementing the initial value of the page counter with every scan operation.
For example, if the initial value is "1" and two files are output, the next initial value will be set to "3".
When the value exceeds 2,000,000,000, it will be updated to 1.

Reset after each batch

Select this item to reset the initial number of the page counter to a value that is specified in [Start with] after every scan operation.
For example, if the initial value is "1" and two files are output, the next initial value will be set to "1".
When this is selected together with the document counter, the initial number of the page counter for each document is reset to the value specified in [Start with].

Reset when the date changes

Select this item to reset the initial number of the page counter to a value that is specified in [Start with] whenever a scan is performed or a job is edited after the date on the computer changes.

[Edit with Optional Character String] Check Box

Select this check box to enter the initial value of the page counter manually in the window for editing a file name.

- For PaperStream Capture
  When you click the [Complete Batch] button in the [Scan] window (for checking/editing), the window for editing a file name appears.
  However, this setting is disabled and the value cannot be edited when a file is released (output) in the following cases:
  - [Print page count] is selected from the drop-down list in [File Properties] in the [Destination] Tab (page 265)

- [Print batch folder and page count] is selected from the drop-down list for [File Properties] in the [Destination] tab

- For PaperStream Capture Pro or PaperStream Capture Pro Premium
  The window for editing a file name appears when a file is released (output).
  However, this setting is disabled and the value cannot be edited when a file is released (output) in the following cases:
  - [Print page count] is selected from the drop-down list for [File Properties] in the [Destination] tab
  - [Print batch folder and page count] is selected from the drop-down list for [File Properties] in the [Destination] tab
  - A multi-station operation is in process

Minimum digits

Specify the minimum digit number of the page counter between 1 and 10.
When the actual digit number is smaller than the minimum digit number, empty digits (higher digits) are filled with zero.
When the actual digit number is larger than the minimum digit number, all the digits are shown.
For example:

Page counter value	Minimum digits	Display
12	3	012
1234	3	1234

[Fixed digits] Check Box

Select this check box to fix the digit number of the page counter to the value specified in [Minimum digits].
If the digit number exceeds the maximum value during scanning, the counter resets to zero.
When selecting [Print page count] from the drop-down list in [File Properties] in the [Destination] tab, specify the same value for both [Minimum digits] of [Page Counter] and the counter digit number of the printed character string for the imprinter that is specified in the PaperStream IP driver, before starting a scan. If the same value has been specified for the values, the page counter is synced even if the value exceeds the maximum digit number.
If the counter digit number specified in the PaperStream IP driver is different from [Minimum digits] of [Page Counter], the page counter is not synced correctly.

TIP

- For PaperStream Capture, when the PaperStream IP (ISIS) driver is used and [Page Counter] is set as follows, the imprinter prints with the maximum value for the maximum number of digits that is specified in the driver settings.

- The number of digits for [Start with] exceeds the number of digits of the counter specified in the driver settings
- The [Fixed digits] check box is not selected

For example, when the counter digit number is set to 5 in the driver and [Start with] of [Page Counter] is set to a 6-digit value of 100000, the imprinter starts printing with 99999, which is the maximum value of 5 digits.

Sheet Counter

A single scanned document is counted as one sheet, with subsequent documents counted in the same way.

Start with

Specify an initial start number between 1 and 2,000,000,000 for the sheet counter.

Continue with each batch

Select this item to use a sequential number by incrementing the initial value of the sheet counter with every scan operation.
For example, if the initial value is "1" and two files are output, the next initial value will be set to "3".
When the value exceeds 2,000,000,000, it will be updated to 1.

Reset after each batch

Select this item to reset the initial number of the sheet counter to a value that is specified in [Start with] after every scan operation.
For example, if the initial value is "1" and two files are output, the next initial value will be set to "1".

ATTENTION

- For PaperStream Capture Pro or PaperStream Capture Pro Premium, when dividing a batch is enabled for [Detect Batch Separator] in the [Separation] Tab (page 384), the value for the sheet counter is not reset to the valued that is specified for [Start with] each time a batch is divided even if [Reset after each batch] is selected.

Reset when the date changes

Select this item to reset the initial number of the sheet counter to a value that is specified in [Start with] whenever a scan is performed or a job is edited after the date on the computer changes.

[Edit with Optional Character String] Check Box

Select this check box to enter the initial value of the sheet counter manually in the window for editing a file name.

- For PaperStream Capture

When you click the [Complete Batch] button in the [Scan] window (for checking/editing), the window for editing a file name appears.
However, this setting is disabled and the value cannot be edited when a file is released (output) in the following cases:

- [Print sheet count] is selected from the drop-down list in [File Properties] in the [Destination] Tab (page 265)
- [Print batch folder and sheet count] is selected from the drop-down list for [File Properties] in the [Destination] tab

- For PaperStream Capture Pro or PaperStream Capture Pro Premium
The window for editing a file name appears when a file is released (output).
However, this setting is disabled and the value cannot be edited when a file is released (output) in the following cases:
  - [Print sheet count] is selected from the drop-down list in [File Properties] in the [Destination] Tab (page 265)
  - [Print batch folder and sheet count] is selected from the drop-down list for [File Properties] in the [Destination] tab
  - A multi-station operation is in process

Minimum digits

Specify the minimum digit number of the sheet counter between 1 and 10.
When the actual digit number is smaller than the minimum digit number, empty digits (higher digits) are filled with zero.
When the actual digit number is larger than the minimum digit number, all the digits are shown.
For example:

Sheet counter value	Minimum digits	Display
12	3	012
1234	3	1234

ATTENTION

- When the PaperStream IP (ISIS) driver is used on PaperStream Capture, the specified initial value is always set for [Sheet Counter].
- When the following are set in the [Scan] Tab (page 244), the front side of the documents are scanned and then the back side of the documents are scanned in reverse order in order to merge the front and back side images of each document into one. Therefore, the numbers for the sheet counter are added to the back side images in descending order.
  - Selecting a scanner (simplex scanner) that supports a function that enables users to perform a duplex scan virtually for [Source]
  - Selecting [Scanner Driver] for [Sides] in [Scan Settings] and selecting [Feeder (Virtual Duplex)] for [Paper Source] in the PaperStream IP driver settings

[OK] Button

Applies the settings and closes the window.

[Cancel] Button

Cancels the settings and closes the window.

[Index List Options] Window

In this window, specify items that are output to an index information file.

Settings Available

Displays items that can be specified.
To select multiple items, hold down the [Shift] key or the [Ctrl] key and select the items.

[> >] Button

Moves an item that is selected in [Settings Available] to [Settings Applied].

[< <] Button

Moves an item that is selected in [Settings Applied] to [Settings Available].

Settings Applied

Displays items that are output.
By default, all the available items are selected.

[Up] Button

Clicking this moves the selected item up by one level in [Settings Applied].

[Down] Button

Clicking this moves the selected item down by one level in [Settings Applied].

[Add Derived Field] Button

A derived field is a field used to derive a recognized field value and output it as a different value.
Clicking this button displays the menu where you can select the type of derived field to add.

- Expression
  Adds a derived field to combine values from multiple fields and a fixed string to create a single value.
- First Non-Empty Value
  Adds a derived field to use the value from the first field among multiple fields that contains a value.
- Environment Value
  Adds a derived field to retrieve the value of an environment variable.
- Split
  Adds a derived field to split the value in a source field using a delimiter and use the specified element (counted from the beginning) after splitting.
- Fixed Text

Adds a derived field to output a fixed string.

- JSON
  Adds a derived field to define complex transformations in JSON.

After selecting one of the derived field types above, the [Add Derived Field] window will appear.

➡ [Add Derived Field] Window/[Edit Derived Field] Window (page 316)

[Edit Derived Field] Button

This button is displayed when you select a derived field in [Settings Applied].
When you click this button, the edit window for the derived field selected in [Settings Applied] will appear.

➡ [Add Derived Field] Window/[Edit Derived Field] Window (page 316)

[Delete Derived Field] Button

This button is displayed when you select a derived field in [Settings Applied].
Clicking this button deletes the derived field selected in [Settings Applied].

[Table editing] Button

This button is displayed when you select a field in a detail table in [Settings Applied].
Click this button to display the window for adjusting the detail column order (Form - Form Name - Detail).

➡ [Form - Form Name - Detail] Window (page 316)

[Output a field name to the file-header] Check Box

This check box is displayed when the file format of the index information file is set to "TXT" or "CSV" in the [Destination] Tab (page 265).
If the check box is selected, item names are output in the first line of the index information file.

[Specify file header name] Check Box

This check box is displayed when the file format of the index information file is set to "TXT" or "CSV" in the [Destination] Tab (page 265).
When the [Output a field name to the file-header] check box and this check box are selected, you can specify the header of the index file in the [Data Extraction] tab of the [Configure Jobs] window.

[Specify attribute name] Check Box

This check box is displayed when the file format of the index information file is set to "XML" in the [Destination] Tab (page 265).
Select this check box to specify attributes of the index file in the [Data Extraction] tab of the [Configure Jobs] window.

[Output the information on the first page for the document] Check Box

Select this check box to output an index line for the first page only per document stack.

TIP

- This item cannot be selected if the [Output data extracted from the document as a single line] check box is also selected.
- This item cannot be selected at the same time as the [Output data extracted from the document as a single line] check box in [File Properties] on the [Destination] tab.

[Output data extracted from the document as a single line] Check Box

If the check box is selected, the field values on a specified page in the document are extracted one by one and output in a single line.

- For PaperStream Capture
  The field values on the page with the lowest page number are output as extracted data.
- For PaperStream Capture Pro or PaperStream Capture Pro Premium
  The page in the document that is selected for the field values to be output as extracted data is as follows.
  - When a number is specified for [Specified page] in [Applied page] under [Data Extraction Definition]
    The field values on the specified page are output.
  - When [All pages] is selected for [Applied page] under [Data Extraction Definition], or when [Compatible Mode] is selected for [Definition Mode]
    The field values on the lowest-numbered page are output.

TIP

- This item cannot be selected if the [Output the information on the first page for the document] check box is also selected.
- This item cannot be selected at the same time as the [Output data extracted from the document as a single line] check box in [File Properties] on the [Destination] tab.

Character String 1 to 4

Specify a character string that is to be output to an index information file.
Up to 32 characters can be specified.
Spaces at the beginning and at the end of character strings are deleted.

[OK] Button

Applies the settings and closes the window.

[Cancel] Button

Cancels the settings and closes the window.

See Also

[Form - Form Name - Detail] Window (page 316)

Index Information File Format (PaperStream Capture) (page 657)

Index Information File Format (PaperStream Capture Pro or PaperStream Capture Pro Premium) (page 663)

[Form - Form Name - Detail] Window

You can change the order of the [Detail] fields.

List of [Detail] columns

The [Detail] field names are displayed in a list. You can select a field name for which you want to change the order.
Only the [Detail] columns whose check boxes are selected will be output to index files.

[Up] Button

Clicking this button moves the selected field up one position in the list.

[Down] Button

Clicking this button moves the selected field down one position in the list.

[OK] Button

Applies the settings and closes the window.

[Cancel] Button

Cancels the settings and closes the window.

[Add Derived Field] Window/[Edit Derived Field] Window

Configure the derived field to add and edit.

Output Name

You can specify the name of the derived field.

Generation Method

Displays the type of derived field selected when you click the [Add Derived Field] button in the [Index List Options] window.

From this point on, the settings displayed will vary depending on [Generation Method].

- **Expression Settings**

This item is displayed when [Generation Method] is set to [Expression].

Expression

Enter an expression that combines values from multiple fields and a fixed string to create a single value.
You can enter reference fields by selecting the corresponding check boxes in [Reference Fields].

Reference Fields

Fields within the same form are displayed. Select the check box for the field to enter in [Expression].

Transform Settings

When you click this button, the [Transform Settings] window appears.
You can configure the output of field values derived based on the settings in the [Add Derived Field] window/[Edit Derived Field] window. Configure settings if you want to further transform the derived values before outputting them.

➡ [Transform Settings] Window (page 318)

- **First Non-Empty Value Settings**

This item is displayed when the [Generation Method] is set to [First Non-Empty Value].

Reference Fields

Fields within the same form are displayed. Among the fields whose check boxes are selected, the first field containing a value is used for the derived field. These selected fields are checked to determine which one contains the first non-empty value. Fields displayed higher in the list are given higher priority.
If fields A, B, and C are selected and their values are empty, "1", and empty, respectively, the value derived from the fields A, B, and C will be "1" according to the [First Non-Empty Value Settings] setting.
Note that if all checked fields are empty, the result will be empty.

[Up] Button

Clicking this button moves the selected item up by one level in [Reference Fields] and gives it higher priority when checking the first non-empty value.

[Down] Button

Clicking this button moves the selected item down by one level in [Reference Fields] and gives it lower priority when checking the first non-empty value.

Transform Settings

When you click this button, the [Transform Settings] window appears.
You can configure the output of field values derived based on the settings in the [Add Derived Field] window/[Edit Derived Field] window. Configure settings if you want to further transform the derived values before outputting them.

➡ [Transform Settings] Window (page 318)

- **Environment Value Settings**

This item is displayed when [Generation Method] is set to [Environment Value].

Variable Name

Specify the name of the environment variable to retrieve.
If the specified environment variable does not exist, the result becomes empty.

- **Split Settings**

  This item is displayed when [Generation Method] is set to [Split].

  Target Field

  Select the field to be split.

  Delimiter

  Enter a delimiter, such as "," or "-", to separate field values.

  Element Position

  Specify which element, counting from the beginning, to use after splitting.
  If you specify "3" and there are only two elements, the result will be empty.

  Transform Settings

  When you click this button, the [Transform Settings] window appears.
  You can configure the output of field values derived based on the settings in the [Add Derived Field] window/[Edit Derived Field] window. Configure settings if you want to further transform the derived values before outputting them.

  ➡ [Transform Settings] Window (page 318)

- **Fixed Text Settings**

  This item is displayed when [Generation Method] is [Fixed Text].

  Fixed String

  Enter a fixed string to be output every time.

- **JSON Settings**

  This item is displayed when [Generation Method] is set to [JSON].

  Generation Method

  Select the generation method for JSON. A JSON input template will be displayed in the input field. Enter the derivation settings in the template.

- **e.g.**

  If you enter an example of a recognized value, you can see a sample display showing how it will be converted based on your settings.

See also

[Index List Options] Window (page 313)

[Transform Settings] Window

You can configure settings to transform field values in the derived field.

Transform Type

Select the type of transformation.

From this point on, the settings displayed vary depending on the selection of [Transform Type].

- **Replacement Settings**

This setting is displayed when [Replace] is selected for [Transform Type].

Replace Method

Select the search conditions for the string to be replaced.

Search String

Enter a search string.

Replacement String

Enter the string to replace.

- **Full-Width/Half-Width Conversion Settings**

This setting is displayed when [Full-Width/Half-Width Conversion] is selected for [Transform Type].

Direction

Select whether to convert full-width characters to half-width characters or half-width characters to full-width characters.

Target Character Type

Select the character types to be converted between full-width and half-width.

- **Extract Settings**

This setting is displayed when [Extract] is selected for [Transform Type].

Extract Method

Select which part of the value to extract and output.

Character Count

This is displayed when [Beginning] or [End] is selected for [Extract Method].
If [Extract Method] is set to [Beginning], specify the number of characters to extract starting from the beginning.

Start Position

This is displayed when [Range] is selected for [Extract Method].
Specify the number of characters to use as the starting point of the range, counting from the beginning.

End Position

This is displayed when [Range] is selected for [Extract Method].

Specify the number of characters to determine where the range ends, starting from the beginning.

- **Add Prefix/Suffix Settings**

  This setting is displayed when [Add Prefix/Suffix] is selected for [Transform Type].

  String to Add Before

  Enter the string to add before the value.

  String to Add After

  Enter the string to add after the value.

  [Always Use Fixed Value (Ignore Original Value)] Check Box

  Select this check box to replace the value with a string combines [String to Add Before] and [String to Add After].

- **Padding Settings**

  This setting is displayed when [Padding] is selected for [Transform Type].

  Direction

  Select whether to add padding to the left or right of the value to make values the same width.

  Number of Digits

  Enter the total number of digits for the value and padding.

  Fill Character

  Enter the character to use for padding.

- **Date Format Conversion Settings**

  This setting is displayed when [Date Format Conversion] is selected for [Transform Type].

  Input Format

  Select the format of the input date.

  Output Format

  Specify the format in which to convert and output the input date.

  [Allow Japanese Era Input] Check Box

  When this check box is selected, dates can be converted to the output format even if [Input Format] includes the Japanese calendar.

- **JSON Settings**

  This setting is displayed when [JSON] is selected for [Transform Type].

Transform Type

Select the type of transformation to configure in JSON. A JSON input template will be displayed in the input field.
You can specify multiple transformations in JSON.

- **e.g.**

Recognized Value

If you enter an example of a recognized value, you can see a sample display showing how it will be converted based on your settings.

[OK] Button

Applies the settings and closes the window.

[Cancel] Button

Cancels the settings and closes the window.

See also

[Add Derived Field] Window/[Edit Derived Field] Window (page 316)

[Data Extraction] Tab

Set the data extraction field definition.

ATTENTION

- When a batch that is suspended, aborted, or in an error status exists, items in the [Data Extraction] tab cannot be edited.

TIP

- This tab is not displayed when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Scan Settings] in the [Scan] tab.

Data Extraction Definition

Applied to

Form

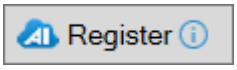
Select this to extract data for each type of form.
This item is disabled when [Specific Document (Scanner Driver)] is selected for [Type] in the [Separation] tab.

Page

Select this to extract data for each page of a document.

- **When [Form] is selected for [Applied to]**

  Form List

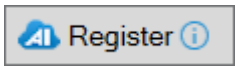
  From the list of registered forms, select the check boxes for the forms from which data is to be extracted.
  Up to 150 forms can be selected, including the number of forms selected in the form list in the [Separation] tab and the number of forms selected in the form list in the [Data Extraction] tab.
  After you select or clear the check box for a form, be sure to click the [Save] button first to save the job, and then click 

 or the [Manage] button.
  If a selected check box for a form is cleared after a job is saved, the form cannot be registered or edited. Save the job again, then click the [Manage] button to register or edit the form.
  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.

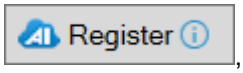
  When a keyword is set for a form,  will appear next to the form name.

  For PaperStream AI, the form type is displayed in [Type].

  - Cloud
    This is a non-standard form that is processed using PaperStream AI. If you select the check box for an [Cloud] form, the job will use PaperStream AI.
  - Local
    This is a standard form that is set up manually.

  Forms can be automatically identified and registered. You can register forms with page sizes from A7 to A3.

  If you load the form to be registered in the scanner and click 

, the form is scanned with PaperStream AI and the [QC] Window (page 442) is displayed.

  > **ATTENTION**
  > Use a source document with all fields to be extracted filled in when registering a form.

  [Manage] Button

  Standard forms can be registered manually.
  Click this button to display the [Manage] Window (page 344).

  [Similar form check] Button

  Click this to check for similar forms from among the forms with check boxes selected in the form list.

Search Form

Enter a form name or part of a form name and click the [Search] button to display the target form.

Sorting forms

You can change the display order of forms in the following ways:

- Check box (selected/cleared)
  Each time you click the header of the check box column in the form list, you can change the display order of the forms in the following order: ascending order (▲) → descending order (▼) → the default display order.
  - In ascending order, forms whose check boxes are selected are displayed at the top.
  - In descending order, forms whose check boxes are cleared are displayed at the top.
- Form name (ascending/descending)
  Each time you click [Form Name] in the form list, you can change the display order of the forms in the following order: ascending order by form name (▲) → descending order by form name (▼) → the default display order.
- Number of fields (ascending/descending)
  Each time you click [Num of Fields] in the form list, you can change the display order of the forms in the following order: ascending order by number of fields (▲) → descending order by number of fields (▼) → the default display order.

[Process all documents as a single form.] Check Box

Select this check box to recognize all documents as the form selected in the form list. For example, if multiple documents such as purchase orders and quotations are scanned with [Purchase Order] selected in the form list all scanned documents will be recognized as purchase orders.
If this check box is selected, you cannot select forms whose [Type] is set to [Local] in the form list.

[Synchronize all field values in the document] Check Box

You can configure this setting when the [Process all documents as a single form.] check box is selected.
Select this check box to automatically synchronize field values that span multiple pages within the same document stack.
For example, when a multi-page invoice (where pages 2 and beyond contain only the itemized list) is scanned, field values (such as the customer name and total amount) that appear only on the first page are synchronized as non-editable fields on all subsequent pages.

[Recognize documents page by page] Check Box

This check box is enabled when the job you are configuring has [File Import] set for [Scanner] in the [Scan] tab.

However, this check box is unavailable for  ([PaperStream AI] job).

Select this check box to recognize each page of a multi-page TIFF or PDF file, merge the recognition results, and process the entire file as a single form.

This solves problems such as not being able to recognize all pages or the process taking too long when recognizing multiple pages at once. However, since recognition is performed on a page-by-page basis, inconsistencies may occur in recognition results between pages. You can reduce inconsistencies by configuring the AI prompt for the field definition so that data is extracted from the area you want to recognize.

[Extract specified pages from the document] Check Box

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.

Selecting this check box allows you to extract data only from the specified pages when multiple pages are scanned, which shortens recognition time. After scanning, pages that are excluded from recognition are marked as [Excluded] in the thumbnails in the [QC] window.

Pages marked as [Excluded] are also output to image files and index files, but since they are excluded from extraction, their field values will be empty.

When using PaperStream AI, you can reduce the number of pages counted as being scanned by PaperStream AI. However, if the separator type is set to [Specific Form], all pages will be counted as PaperStream AI scans.

[Options] Button

This button is displayed when the [Extract specified pages from the document] check box is selected.

Click this button to display the [Options] Window (page 340).

[Data extraction items] Tab

If you are using the target form in another job, you can only operate the check boxes in the field list.

[Define Field] Button

When you click this button, the [Define Field] Window (page 355) appears.

Search Field Definition

Enter a part of a field name and click the [Search] button to display the target field definition.

Field Name (Number of fields)

When the check box for a field is selected, the field becomes a target for data extraction.

CSV output header name/TXT output header name/XML attribute name

The label varies depending on the output format of the index file.

For example, if the output format of the index file is [CSV], the label changes to [CSV output header name] and you can specify the header name used for CSV output that corresponds to

the field name. The same header name cannot be specified for multiple fields within the same form.

[Table editing] Button

This item is displayed when the fields make up detail rows (in a table).
Click this button to display the [Table extraction items - Details] Window (page 379).

Field linkage

This item is displayed when a connector such as [Box], [DocuWare], or [Laserfiche] is selected for [Destination] in the [Destination] tab.
Specifies to which linked fields the fields in the form will be synchronized.

[Standard image] Tab

This item is displayed when [Type] is set to [Local] (standard form) in the form list.
The image registered for the selected form is displayed.

[Define Field] Button

When you click this button, the [Define Field] Window (page 355) appears.

Registered image information

Information about the image registered for the selected form is displayed.

[Barcode Options] Button

Click this to display the [Barcode Options] Window (Data Extraction) (page 341).

[Select the Value Validation DLL] Button

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
Click this button to display a window for selecting a value verification DLL file.
If you want to set field rules other than what you can set in the field rules in the [Define Field] window, create a value validation DLL file and save it in the following location.
%ALLUSERSPROFILE%\PaperStreamCapture\FieldValidator\
If you specify a value validation DLL file, the [Field Rules] settings are disabled.

- **When [Page] is selected for [Applied to]**

Field List

The name and type of fields are displayed in a list.

[Add] Button

Click this to add a field.

- For PaperStream Capture
  Up to 20 fields can be added.
- For PaperStream Capture Pro or PaperStream Capture Pro Premium
  Up to 100 fields can be added.

[Clone] Button

Click this to duplicate a field that is selected in the field list and add the duplicated field.

ATTENTION

- If the number of fields with [Zonal OCR], [Passport], [ID card (TD1)], and [ID card (TD2)] selected for [Type] plus the number of separators with [Zonal OCR] selected for the separator type in [Separation] Tab (page 384) reaches the maximum number, cloning the fields for [Zonal OCR], [Passport], [ID card (TD1)], and [ID card (TD2)] becomes impossible, and this button is grayed out.

[Delete] Button

Click this to delete the selected field.

Number of selected forms

Displays "Number of selected forms (number of fields that are set/maximum number of fields)".

[Barcode Options] Button

Click this to display the [Barcode Options] Window (Data Extraction) (page 341).

[Select the Value Validation DLL] Button

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
Click this button to display a window for selecting a value verification DLL file.
If you want to set field rules other than what you can set in the field rules in the [Define Field] window, create a value validation DLL file and save it in the following location.
%ALLUSERSPROFILE%\PaperStreamCapture\FieldValidator\
If you specify a value validation DLL file, the [Field Rules] settings are disabled.

Definition Mode

This item is displayed when [Page] is selected for [Applied to] in PaperStream Capture Pro or PaperStream Capture Pro Premium.
Select a mode in which you define extracted data fields from the following modes:

- Standard Mode
  When you select this, you can specify data extraction fields in the mode that is supported by PaperStream Capture Pro or PaperStream Capture Pro Premium.
  Added data extraction fields are applied to the specified pages. However, they are applied to all pages when [Passport], [ID card (TD1)], or [ID card (TD2)] is specified for [Type] in [Field Attributes].
  Up to 100 data extraction fields can be specified.
- Compatible Mode
  When you select this, you can specify data extraction fields in the mode that is supported by PaperStream Capture.
  Added data extraction fields are applied to all pages.

Up to 20 data extraction fields can be specified.

Field Attributes

This is displayed when [Page] is selected for [Applied to].
Details of the field selected in the field list are displayed.

- For PaperStream Capture

Field Name

A field name is displayed. You can change the name by entering characters manually in the input field.

Type

Select a field type.
Clicking this displays the following field types in a list.

- Zonal OCR
  Select this to apply the recognition result of the Zonal OCR as a field value.
- Barcode
  Select this to apply the barcode recognition result as a field value.
- Passport
  Select this to use a value that is obtained from a passport as a field value.
  If you put the mouse pointer over this item, the following sub-menu items are displayed:
  From the sub-menu items, select the format to be specified.
  - MRZ upper part
  - MRZ lower part
  - Issuing country
  - Surname
  - Given names
  - Passport number
  - Nationality
  - Date of birth
  - Sex
  - Date of expiry
  - Personal number

  When a passport is scanned, the part (44 characters/digits) of the MRZ (Machine Readable Zone), which includes information for [Type] in [Field Attributes], is automatically specified as the recognition area. For details, refer to Passport Detection Parameters (page 694).
  When a passport is scanned with the PaperStream IP (TWAIN) driver, the part (44 characters/digits) of the MRZ (Machine Readable Zone), which includes information for [Type] in [Field Attributes], is automatically specified as the recognition area. For details, refer to Passport Detection Parameters (page 694).
- ID card (TD1)

Select this to use a value that is obtained from a TD1 (ID-1 size) ID card complying with the ICAO (International Civil Aviation Organization) standard (Doc 9303) as a field value.
If you put the mouse pointer over this item, the following sub-menu items are displayed:
From the sub-menu items, select the format to be specified.

- 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

When an ID card (TD1 card) is scanned, the part (30 characters/digits) of the MRZ (Machine Readable Zone), which includes information for [Type] in [Field Attributes], is automatically specified as the recognition area. For details, refer to ID Card (TD1) Detection Parameters (page 696).
When an ID card (TD1 card) is scanned with the PaperStream IP (TWAIN) driver, the part (30 characters/digits) of the MRZ (Machine Readable Zone), which includes information for [Type] in [Field Attributes], is automatically specified as the recognition area. For details, refer to ID Card (TD1) Detection Parameters (page 696).

- ID card (TD2)

Select this to use a value that is obtained from a TD2 (ID-2 size) ID card complying with the ICAO (International Civil Aviation Organization) standard (Doc 9303) as a field value.
If you put the mouse pointer over this item, the following sub-menu items are displayed:
From the sub-menu items, select the format to be specified.

- MRZ upper part
- MRZ lower part
- Issuing country
- Surname
- Given names
- Document number
- Nationality
- Date of birth
- Sex

- Date of expiry
- Optional information

When an ID card (TD2 card) is scanned, the part (36 characters/digits) of the MRZ (Machine Readable Zone), which includes information for [Type] in [Field Attributes], is automatically specified as the recognition area. For details, refer to ID Card (TD2) Detection Parameters (page 698).
When an ID card (TD2 card) is scanned with the PaperStream IP (TWAIN) driver, the part (36 characters/digits) of the MRZ (Machine Readable Zone), which includes information for [Type] in [Field Attributes], is automatically specified as the recognition area. For details, refer to ID Card (TD2) Detection Parameters (page 698).

ATTENTION

- If the number of fields with [Zonal OCR], [Passport], [ID card (TD1)], and [ID card (TD2)] selected for [Type] plus the number of separators with [Zonal OCR] selected for the separator type in the [Separation] tab reaches the maximum number, [Zonal OCR], [Passport], [ID card (TD1)], and [ID card (TD2)] become unavailable and are grayed out.
- When the PaperStream IP (ISIS) driver is used on PaperStream Capture, the MRZ in a passport cannot be detected automatically.
  After scanning a passport, select [Draw Zone] on the toolbar in the [Scan] window (for checking/editing) and specify the part (44 characters/digits) of the MRZ that includes the information, as the recognition area.

Detection Area

Set detection areas for data extraction.

Auto Detect

This is displayed when you select [Barcode] for [Type].
Select this to check the whole scanned image and detect barcodes.

Specify Area

This is displayed when you select [Barcode] for [Type].
Select this to enable the [Define Area >>] button.

[Define Area >>] Button

When you select [Zonal OCR] for [Type], this is displayed.
When you click this button, the Draw Zone Window (Data Extraction) (page 341) for setting a recognition area appears.

OCR Language

When you select [Zonal OCR] for [Type], this is displayed.
Select a language to be recognized with Zonal OCR from the drop-down list.

➡ Zonal OCR Detection Parameters (page 679)

ATTENTION

- If you select Arabic, it is recommended to use PaperStream Capture on an Arabic operating system.

Barcode Type

This is displayed when you select [Barcode] for [Type].
Click this to select the type of barcode to detect.

➡ Barcode Types and Detection Parameters (page 675)

[Barcode Value] Check Box

This is displayed when you select [Barcode] for [Type].
Select this to search for a barcode to be recognized using the text entered in the input field and the condition selected from the drop-down list.
Enter characters so that they are within 128 bytes. You can select one of the following conditions:

- Exact Match
- Forward Match
- Partial Match
- Regular Expression Match

Incorrect field value

This is displayed when you select [Passport], [ID card (TD1)], or [ID card (TD2)] for [Type].
From the drop-down list, select an action that will be taken if an invalid field value is detected when a batch is released (output).

- Detect it as an error
  When the recognition result includes an incorrect field value, the batch is not released (output) and the editing window appears with the incorrect field value specified.
- [Display a confirmation message]
  When the recognition result includes an incorrect field value, a confirmation message is displayed.
  If you click the [Submit] button, the batch is released (output) as it is.
  If you click the [No] button, the batch is not released (output) and the editing window appears with the incorrect field value specified. However, when the [Prioritize the releasing speed] check box is selected in [Display Options] in the [Scan] tab, the editing window does not appear and an error is detected and displayed in the [Batch Manager] window.
- Release the batch without detecting the value as an error
  Even if the recognition result includes an incorrect field value, the batch is released (output) as it is.

- For PaperStream Capture Pro or PaperStream Capture Pro Premium

Field Name

A field name is displayed. You can change the name by entering characters manually in the input field.

Type

Select a field type.
Clicking this displays the following field types in a list.

- Manual Entry
  Select this to enter a field value manually.
- Zonal OCR
  Select this to apply the recognition result of the Zonal OCR as a field value.
- Barcode
  Select this to apply the barcode recognition result as a field value.
- System
  Select this to apply the system value as a field value.
  If you put the mouse pointer over this item, the following sub-menu items are displayed:
  From the sub-menu items, select the format to be specified.
  - Job Name
  - Batch Name
  - User Name
  - Station Name
  - Environment Value
  - Scan Date
  - Scan Time (HHmmss-24hours)
  - Output Side

  Values for "User Name", "Station Name", and "Environment Value" are the values obtained from the computer that was used to scan documents.
- Choice List
  Select this to choose a value that is applied as a field value from a list of values that is set in the [Definition for Choice list] Window (page 382).
- Database Autofill
  Select this to apply a value that is obtained from a database as a field value.
- Combination
  Select this to apply a value that is created by combining other field values, as a field value.
- Split
  Select this to apply a value that is created by splitting the value of the barcode recognition result, as a field value.
- JSON Parsing
  Select this to apply a value of the barcode recognition result that is used for JSON parsing, as a field value.

- JSON Value
  Select this to apply a value that is obtained from the JSON parsing result, as a field value.
- Passport
  Select this to use a value that is obtained from a passport as a field value.
  If you put the mouse pointer over this item, the following sub-menu items are displayed:
  From the sub-menu items, select the format to be specified.
  - MRZ upper part
  - MRZ lower part
  - Issuing country
  - Surname
  - Given names
  - Passport number
  - Nationality
  - Date of birth
  - Sex
  - Date of expiry
  - Personal number

  When a passport is scanned, the part (44 characters/digits) of the MRZ (Machine Readable Zone), which includes information for [Type] in [Field Attributes], is automatically specified as the recognition area. For details, refer to Passport Detection Parameters (page 694).
  When a passport is scanned with the PaperStream IP (TWAIN) driver, the part (44 characters/digits) of the MRZ (Machine Readable Zone), which includes information for [Type] in [Field Attributes], is automatically specified as the recognition area. For details, refer to Passport Detection Parameters (page 694).
- ID card (TD1)
  Select this to use a value that is obtained from a TD1 (ID-1 size) ID card complying with the ICAO (International Civil Aviation Organization) standard (Doc 9303) as a field value.
  If you put the mouse pointer over this item, the following sub-menu items are displayed:
  From the sub-menu items, select the format to be specified.
  - 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

When an ID card (TD1 card) is scanned, the part (30 characters/digits) of the MRZ (Machine Readable Zone), which includes information for [Type] in [Field Attributes], is automatically specified as the recognition area. For details, refer to ID Card (TD1) Detection Parameters (page 696).
When an ID card (TD1 card) is scanned with the PaperStream IP (TWAIN) driver, the part (30 characters/digits) of the MRZ (Machine Readable Zone), which includes information for [Type] in [Field Attributes], is automatically specified as the recognition area. For details, refer to ID Card (TD1) Detection Parameters (page 696).

- ID card (TD2)

Select this to use a value that is obtained from a TD2 (ID-2 size) ID card complying with the ICAO (International Civil Aviation Organization) standard (Doc 9303) as a field value.
If you put the mouse pointer over this item, the following sub-menu items are displayed:
From the sub-menu items, select the format to be specified.

- MRZ upper part
- MRZ lower part
- Issuing country
- Surname
- Given names
- Document number
- Nationality
- Date of birth
- Sex
- Date of expiry
- Optional information

When an ID card (TD2 card) is scanned, the part (36 characters/digits) of the MRZ (Machine Readable Zone), which includes information for [Type] in [Field Attributes], is automatically specified as the recognition area. For details, refer to ID Card (TD2) Detection Parameters (page 698).
When an ID card (TD2 card) is scanned with the PaperStream IP (TWAIN) driver, the part (36 characters/digits) of the MRZ (Machine Readable Zone), which includes information for [Type] in [Field Attributes], is automatically specified as the recognition area. For details, refer to ID Card (TD2) Detection Parameters (page 698).

ATTENTION

- If the number of fields with [Zonal OCR], [Passport], [ID card (TD1)], and [ID card (TD2)] selected for [Type] plus the number of separators with [Zonal OCR] selected for the

separator type in the [Separation] tab reaches the maximum number, [Zonal OCR], [Passport], [ID card (TD1)], and [ID card (TD2)] become unavailable and are grayed out.

Detection Area

Set detection areas for data extraction.

Auto Detect

This appears when you select [Barcode] or [JSON Parsing] for [Type].
Select this to check the whole scanned image and detect barcodes.

Specify Area

This appears when you select [Barcode] or [JSON Parsing] for [Type].
Select this to enable the [Define Area >>] button.

[Define Area >>] Button

This is displayed when you select [Manual Entry], [Zonal OCR], [Barcode], or [JSON Parsing] for [Type].
When you click this button, the Draw Zone Window (Data Extraction) (page 341) for setting a recognition area appears.

[Setup] Button

This is displayed when you select [Choice List] for [Type].
When you click this button, the [Definition for Choice list] window appears.

Split No.

This is displayed when you select [Split] for [Type].
Note that this is displayed only when [Split] is set to a setting other than [Length] or [Customize].
Specify the number of the field within a list of split fields by using a value between 1 and 3741.

Character

This is displayed when you select [Split] for [Type].
Note that this is displayed only when [Split] is set to [Length] and [Customize].
Specify numbers between 1 and 3741 that correspond to the first and last characters of a character string that is extracted from the recognition result.

Attribute

You can select one of the following options:

- Required
  When you select this option, it is necessary to enter a value for the field.
  When the following conditions are all met, if you move the mouse pointer over this item,

   appears.

- [Standard Mode] is selected for [Definition Mode]
- [Barcode], [Zonal OCR], [Database Autofill], [Split], [JSON Value], [Passport], [ID card (TD1)], or [ID card (TD2)] is selected for [Type]
- [Required] is selected for [Attribute]

When you click ⚙, the [Alternative option] Window (page 383) appears.

- Read only
  When you select this option, the field becomes a read-only field.
- Sticky
  When you select this item, the field value for the first page in the document is set to all pages in the document. The setting of [Applied page] is ignored.
  This cannot be selected when [Passport], [ID card (TD1)], or [ID card (TD2)] is specified for [Type].
- Database Lookup
  This can be selected when [Manual Entry], [Barcode], or [Zonal OCR] is specified for [Type].
  Selecting this establishes a linkage with a database that is specified in the [ODBC Data Source] Window (page 382).

  Click ⚙ that appears when you put the mouse pointer over this item, to display the [ODBC Data Source] window.

OCR Language

This is displayed when you select [Manual Entry] or [Zonal OCR] for [Type].
Select a language to be recognized with Zonal OCR from the drop-down list.

➡ Zonal OCR Detection Parameters (page 679)

Barcode Type

This appears when you select [Barcode] or [JSON Parsing] for [Type].
Click this to select the type of barcode to detect.

➡ Barcode Types and Detection Parameters (page 675)

[Barcode Value] Check Box

This is displayed when you select [Barcode] for [Type].
Select this to search for a barcode to be recognized using the text entered in the input field and the condition selected from the drop-down list.
Enter characters so that they are within 128 bytes. You can select one of the following conditions:

- Exact Match
- Forward Match
- Partial Match
- Regular Expression Match

[Hide Field] Check Box

This is displayed when you select an item other than [Manual Entry], [Zonal OCR], [Barcode], [JSON Parsing], [Passport], [ID card (TD1)], or [ID card (TD2)] for [Type].
When you select this check box, a field is not displayed in the field panel in the window for editing the index.

Split

This is displayed when you select [Barcode] for [Type].
Select this to split the recognition result of the barcode.

[Use split] Check Box

Select this to split the recognition result of the barcode.
The following split methods are available:

- Character
  Specify which character is used as a delimiter.
- Length (Fixed)
  Specify a value between 1 and 3741 which will split the recognition result per number of characters specified for the value.
- Length (Customize)
  In [Character] for the field where [Split] is set for [Type], specify numbers between 1 and 3741 that correspond to the first and last characters of a character string that is extracted from the recognition result.

Field Value Properties

Specify the field value properties.
This is displayed when you select an item other than [Passport], [ID card (TD1)], or [ID card (TD2)] for [Type] of a field.
If the field list is synced while one of the following is selected for [Destination] and [Form] is selected for [Applied to] in the [Data Extraction] tab, [Applied to] will be switched to [Page] and the field list will be synced. At this point, the field definitions for the forms are deleted.

- SharePoint
- SharePoint Online
- Box (when PaperStream Capture Pro Box Connector is installed)
- DocuWare (when PaperStream Capture Pro DocuWare Connector is installed)

Type

You can select a type of field value from the following:

- Text
- Number
  If you select [Number], specify [Number of decimal places] too.
- Currency
  If you select [Currency], specify [Number of decimal places] and [Currency format] too.

- Date and Time
- Boolean

Note that a field value is checked according to the type that you selected as follows:

- Text
  The field value is checked to determine whether it is a character string or not.
- Number
  The field value is checked to determine whether it is a number or not. If it is not a number or if the decimal places are different from the specified decimal places (even if it is a number), a warning message is displayed in the field panel.
  If the field value includes digit group separators, the positions of the digit group separators are ignored. However, if a digit group separator is at the beginning, a warning message is displayed in the field panel.
- Currency
  The field value is checked to determine whether it is a number or whether it is a number with a specified currency symbol at the beginning or the end.
  If the decimal places are different from the specified decimal places, a warning message is displayed in the field panel.
  If the field value includes digit group separators, the positions of the digit group separators are ignored. However, if a digit group separator is at the beginning, a warning message is displayed in the field panel.
- Date and Time
  The field value is checked to determine whether it is a value in a specified format of the date and time.
  The format of the date and time follows the format specified in the [Formats] tab in [Region and Language] that appears by selecting [Control Panel] → [Clock, Language, and Region] → [Region and Language].
- Boolean
  The field value is checked to determine whether it is a Boolean character string (true/false) or whether it is a number.
  If it is a Boolean character string, it is not case-sensitive.
  If it is a number, "0" indicates "false" and a value other than "0" indicates "true".

If you want to perform a more thorough check, add more settings in [Field Rules].

Incorrect field value

This is displayed when you select [Passport], [ID card (TD1)], or [ID card (TD2)] for [Type]. From the drop-down list, select an action that will be taken if an invalid field value is detected when a batch is released (output).

- Detect it as an error
  When the recognition result includes an incorrect field value, the batch is not released (output) and the editing window appears with the incorrect field value specified.
- [Display a confirmation message]

When the recognition result includes an incorrect field value, a confirmation message is displayed.
If you click the [Submit] button, the batch is released (output) as it is.
If you click the [No] button, the batch is not released (output) and the editing window appears with the incorrect field value specified. However, when the [Prioritize the releasing speed] check box is selected in [Display Options] in the [Scan] tab, the editing window does not appear and an error is detected and displayed in the [Batch Manager] window.

- Release the batch without detecting the value as an error
  Even if the recognition result includes an incorrect field value, the batch is released (output) as it is.

Redaction

This is displayed when [Zonal OCR] is selected for [Type] in [Field Attributes].
Select a masking setting from the following:

- None
  Masking is not performed.
- Black
  Outputs an image with the detection area for data extraction filled in black.
- White
  Outputs an image with the detection area for data extraction filled in white.

ATTENTION

- Images with masked area may be considered document tampering. Check in advance if it is safe to set masking.
- Make sure that the output position of the string specified for [Digital Endorser] in the PaperStream IP driver and the masking field do not overlap. If they overlap, the string output by the digital endorser will be masked.

Field Rules

Specify a character string rule for the field value.
This is displayed when you select an item other than [Passport], [ID card (TD1)], or [ID card (TD2)] for [Type] of a field.

[Character Mask] Check Box

Select this check box to specify a regular expression.
Enter a regular expression in the input field manually, or select one from the [Rule] button.

[Rule] Button

When you click this button, the items that can be specified for a regular expression are displayed.
You can select the following:

- Any characters (.)

- Alphabetical characters (A-Z, a-z)
- Numeric character (0-9)
- One or more occurrences of the preceding character (+)
- Zero or more occurrences of the preceding character (*)

ATTENTION

- If you enter the syntax of the following regular expression, you cannot obtain the expected results:
  \, $, ?, {n}, {n,}, {n,m}, (?:pattern), (?=pattern), (?!pattern), \B, \cx, \d, \D, \f, \n, \r, \S, \s, \t, \v, \w, \W, \xn, \n, \nm, \nml, \un
- If you specify a regular expression that matches characters which are obviously different from the characters to be recognized, you cannot obtain the expected results.

[Length] Check Box

Select this check box to specify the available number of characters.
The number of characters can be specified between 1 and 255.
If the field list is synced while one of the following is selected for [Destination] and [Form] is selected for [Applied to] in the [Data Extraction] tab, [Applied to] will be switched to [Page] and the field list will be synced. At this point, the field definitions for the forms are deleted.

- SharePoint
- SharePoint Online
- Box (when PaperStream Capture Pro Box Connector is installed)
- DocuWare (when PaperStream Capture Pro DocuWare Connector is installed)
- Laserfiche (when PaperStream Capture Pro Connector for Laserfiche is installed)

[Numeric Value] Check Box

Select this check box to specify the available range of numbers.
The range of numbers can be specified from -1.79E+308 to 1.79E+308.
If the field list is synced while one of the following is selected for [Destination] and [Form] is selected for [Applied to] in the [Data Extraction] tab, [Applied to] will be switched to [Page] and the field list will be synced. At this point, the field definitions for the forms are deleted.

- SharePoint
- SharePoint Online
- Box (when PaperStream Capture Pro Box Connector is installed)
- DocuWare (when PaperStream Capture Pro DocuWare Connector is installed)
- Laserfiche (when PaperStream Capture Pro Connector for Laserfiche is installed)

Applied page

Apply the field to the specified pages.

This is displayed when you select an item other than [Passport], [ID card (TD1)], or [ID card (TD2)] for [Type] of a field.
When [Form] is selected for [Applied to] or [Compatible Mode] is selected for [Definition Mode], this item is not displayed.

Specified page

Enter a value that corresponds to the page number of a page to be specified between 1 and 999 manually.
Immediately after the documents are scanned, fields are applied to the page specified by the value entered in each document stack.
The value for [Specified page] can be changed for a page by editing the extracted data in the field panel for the page displayed in the viewer.

All pages

Specifies all pages.

See also

Extracting Text and Barcode/QR Code Information from Documents (page 157)

Advanced Settings for Data Extraction (page 215)

[AI prompt definitions] Window (page 378)

[Options] Window

You can specify the pages for data extraction.

Select mode (target the specified pages)

The specified pages are included in the data extraction.

Exclude mode (exclude the specified pages)

The specified pages are excluded from data extraction.

Page

Specify pages.

- For a single page, enter the page number as a number.
  To specify page 3, enter "3"
- Range specifications are indicated by a hyphen (-).
  To specify pages 1 through 3, use "-3" or "1-3"
  To specify pages 2 through 4, enter "2-4"
  To specify pages 5 through the last page, use "5-"
- To specify multiple items, separate them with commas (,). You can use up to two commas (,).
  To specify the first page through page 3, page 5, and pages 7 through the last page, use "-3, 5, 7-"

[OK] Button

Applies the settings and closes the window.

[Cancel] Button

Cancels the settings and closes the window.

[Barcode Options] Window (Data Extraction)

This is a window for setting a recognition method and output method for barcodes.
This windows is displayed when the [Barcode Options] button in the [Data Extraction] tab is clicked.

[Use a UTF-8 QR code] Check Box

Select this check box to recognize a QR code as a UTF-8 character code.

[Include data after the control code [NUL] in a two-dimensional code] Check Box

Select this check box to output all information even if the control code [NUL] exists in data when a two-dimensional code is recognized.

[Reading blurred 1D barcodes] Check Box

Select this check box to re-scan one-dimensional barcodes that could not be read because they were unclear. Note that selecting this check box may increase the time required for scanning.

Draw Zone Window (Data Extraction)

This is a window for setting recognition areas for a field from which data is extracted.

Field Name

Displays the name of the field attribute that you want to set the recognition area for. Click this to display the drop-down list and then change the field that you want to set.

Toolbar

Used for checking or editing the recognition area.
Click ▼ on the right side of the icon to select tools that are not displayed on the toolbar.

Image

Add

Scans another document and adds to the end of the selected page.
Click this button to start a scan according to the same settings as for the scanned images.

Replace

Scans another document and replaces the selected page with the scanned page.
Click this button to start a scan according to the same settings as for the scanned images.

Rotate 90

Rotates the selected page to the right by 90 degrees.

Rotate -90

Rotates the selected page to the left by 90 degrees.

Rotate 180

Rotates the selected page by 180 degrees.

Delete

Deletes the selected page.

Operation mode

Draw Zone

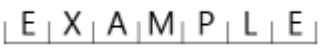
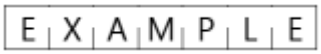
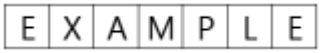
Changes the recognition area for a field.
On the scanned image, drag the mouse pointer to select an area in order to detect a field value.
Only one area can be selected. Select an area with enough space.

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

Select the recognition area to display the recognition result in the field panel.

- For PaperStream Capture Pro or PaperStream Capture Pro Premium
  If [Manual Entry] or [Zonal OCR] is selected for [Type] in the field attributes, the area for selecting a type of character to be recognized appears. In the area that appears, select a type of character to be recognized from the drop-down list, and specify the number of characters as needed. Specify the number of characters between 1 and 2,147,483,647. Supported languages are English, French, German, Italian, Spanish, Russian, Turkish, Greek, Portuguese, Swedish, Dutch, Polish, Czech, Romanian, Ukrainian, Indonesian, Danish, Norwegian, Hungarian, and Finnish. For languages other than the languages above, types of characters to be recognized cannot be selected and characters are recognized as SimpleText.
  The following shows types of characters to be recognized.

Type	Description	Example
SimpleText	Detects characters that are without boundary lines or are not underlined.	EXAMPLE
UnderlinedText	Detects characters that are underlined.	EXAMPLE
TextInFrame	Detects characters that are in a frame.	EXAMPLE
GreyBoxes	Detects characters with a white background that is on another background colored gray.	E X A M P L E

Type	Description	Example
CharBoxSeries	Detects characters that are in separated frames.	
SimpleComb	Detects characters that are underlined and separated by short lines.	
CombInFrame	Detects characters that are in a frame and separated by short lines.	
PartitionedFrame	Detects characters that are in a frame and separated by lines.	

Hand Tool

Scroll through the image display.

Magnifier

Enlarges the area where the mouse pointer is placed.

Marquee Zoom

Enlarges the area that is specified by dragging the mouse pointer.

View

Zoom Out

Zooms out of the page by one level.

Zoom In

Zooms in on the page by one level.

Fit Whole

Displays the whole page to fit the viewer.

Fit Width

Displays the page to fit the width of the viewer.

Fit 100%

Displays the page in the viewer with the actual size of the document.

Viewer

Displays a scanned image.

Field Panel

Displays a value in each field.

[Scan] Button

Click this button to start scanning documents.

[OK] Button

Click this button to apply the area settings and return to the [Data Extraction] tab.

[Cancel] Button

Click this button to return to the [Data Extraction] tab.

[Manage] Window

Register a form manually.

Scanner

The icon and the name for the selected scanner are displayed.

- For PaperStream Capture or PaperStream Capture Pro
  Click this to display the scanners that are connected to the computer. Select the scanner to be used from the displayed drop-down list.
  If you are using PaperStream AI in PaperStream Capture Pro, you can also select [File Import].
- For PaperStream Capture Pro Premium
  [PaperStream IP Import] and [File Import] are also displayed.
  Click this to display the drop-down list and then select the scanner to be used, [PaperStream IP Import], or [File Import] from the drop-down list.
  If [File Import] is selected, the following items are displayed.

Import Folder

Specify a source folder. If you specify a folder, the [Select Folder] window does not appear when importing starts, and files are imported from the specified folder.
If you do not specify a folder, the [Select Folder] window appears when importing starts.
If you enable folder monitoring, be sure to specify a folder. If the specified folder does not exist, a message appears and the import operation is canceled.

[Also import files in subfolders] Check Box

If you select this check box, files located in subfolders of the folder specified for [Import Folder] are also imported.
This setting is associated with the [Also import subfolders] check box in the [Folder Monitoring Advanced Settings] window; therefore, selecting one automatically selects the other.

ATTENTION

- For PaperStream Capture Pro or PaperStream Capture Pro Premium, scanners from other companies that support TWAIN drivers can be used. However, scanners from other companies that support A3 size paper cannot be used in PaperStream Capture Pro.
  Note that some functions cannot be used in PaperStream Capture Pro or PaperStream Capture Pro Premium if TWAIN-compatible scanners from other companies are used.

➡ Function List (page 26)

- There is no guarantee that PaperStream Capture Pro or PaperStream Capture Pro Premium operates properly if TWAIN-compatible scanners from other companies are used.

[Use profile to set up form] Check Box

In the following cases, select the check box to change the default scan settings (color mode: color, resolution: 300 dpi, paper size: auto).

- If you want to change the color mode and resolution for forms that have patterns such as small characters or light patterns in the background, which are not recognized accurately with the default scan settings
- If you want to specify the paper size and scan with a flatbed scanner that has a white background (background color)

Click this to display the drop-down list and then select the profile of the PaperStream IP driver to be used from the drop-down list.

[Advanced settings] Button

Used to edit the profile of the PaperStream IP driver that is selected from the drop-down list.
When you click this button, the PaperStream IP driver window appears.
If you are using a TWAIN-compatible scanner from another company and want to change the scan settings, click this to change the driver settings.

ATTENTION

- For jobs to sort documents or extract data from forms, it is recommended that you specify the same scan settings (color mode/resolution/paper size) for the jobs as the scan settings for registering forms.
  If the settings are different, the recognition accuracy for scanning text and barcodes/QR codes may decrease and it may take longer to display the recognition result.

Form List

The form names are displayed in a list.

[Add Form Type] Button

This item is displayed when PaperStream AI is used.
Click this button to add a form type to the form list. Specify the form type name.
Forms under the same form type can share selectable field names. To add a form under a form type, click the [Add Layout] button.

[Add Layout] Button

When you click this button, the viewer appears. Click the [Scan] button in the viewer to scan blank forms and add them as forms.
Up to 1,000 forms can be registered.

[Edit] Button

Click this to display the [Edit Form] Window (page 351), allowing you to edit forms and specify/edit/delete form identification fields.
If you want to edit a form, save the job in advance.
However, the following forms cannot be edited.

- Forms used in another job
- Forms you tried to edit in the [Manage] window opened from the [Data Extraction] tab when they are also selected in the form list in the [Separation] tab
- Forms you tried to edit in the [Manage] window opened from the [Separation] tab when they are also selected in the form list in the [Data Extraction] tab

[Clone] Button

Click this to duplicate an image and field definitions of the form selected in [Form List] and add a form with the name "(the original form name)_copy".

[Delete] Button

Click this to delete the selected form.
If you want to delete a form, save the job in advance.
However, the following forms cannot be deleted.

- Forms used in another job
- Forms you tried to delete in the [Manage] window opened from the [Data Extraction] tab when they are also selected in the form list in the [Separation] tab
- Forms you tried to delete in the [Manage] window opened from the [Separation] tab when they are also selected in the form list in the [Data Extraction] tab
- For PaperStream AI, the following forms that are registered in advance:
  - Quotation
  - Invoice
  - Purchase Order
  - Delivery Note
  - Receipt

Filtering forms

Select a filtering method from the drop-down list to display the target forms.

All Forms

Displays all registered forms.

Forms Used in the Job

Displays the forms used in the job.

Forms Not Used in the Job

Displays forms not used in the job.

Search Form

Enter a form name or part of a form name and click the [Search] button to display the target form.

Form Name

Double-click a form name to edit it.
You can specify up to 255 characters.
However, illegal characters (/ : ? * < > | [ ] = " $! `) cannot be used for the form name.

 is displayed next to the form name when a form identification field is configured to identify similar standard forms.

Scanner Driver Profile

If you register a form with the [Use profile to set up form] check box selected, the name of the PaperStream IP driver profile that is used will be displayed.
If you are using a TWAIN-compatible scanner from another company, the scanner name will be displayed.

Sorting forms

You can change the display order of forms in the following ways:
Close the [Manage] window to restore the default display.

- Form name (ascending/descending)
  Each time you click [Form Name] in the form list, you can change the display order of the forms in the following order: ascending order by form name (▲) → descending order by form name (▼) → the default display order.
- Driver profile name (ascending/descending)
  Each time you click [Scanner Driver Profile] in the form list, you can change the display order of the forms in the following order: ascending order by driver profile name (▲) → descending order by driver profile name (▼) → the default display order.
  If there are displayed contents other than driver profiles, the display order is as follows.
  - In ascending order
    1. Driver profile names (ascending)
    2. [None]
    3. Blank
    4. Names of scanners from other companies (ascending)
  - In descending order
    1. Driver profile names (descending)
    2. [None]
    3. Blank

4 Names of scanners from other companies (descending)

[Up] Button

Click this to swap the currently selected form with the one above it.

[Down] Button

Click this to swap the currently selected form with the one below it.

Num of Forms

For PaperStream Capture, PaperStream Capture Pro, or PaperStream Capture Pro Premium, "Number of forms (number of registered forms/1,000)" is displayed.

Cloud

For PaperStream AI, "Cloud (number of registered non-standard forms/1,000)" is displayed.

Local

For PaperStream AI, "Local (number of registered standard forms/1,000)" is displayed.

- **Viewer**

[Scan] Button

- Scans the form with the following settings:
  - When the [Use profile to set up form] check box is selected
    Click this to start scanning with the selected settings configured in the PaperStream IP driver.
  - When the [Use profile to set up form] check box is cleared
    Click this button to start scanning a form with the following settings:

    Color Mode: Color

    Resolution: 300 dpi

    Paper Size: Auto
- The feeding method varies depending on the [Sides] setting in the [Scan] tab.

[Sides] Setting	Feeding Method
Simplex	Even if the feeder scan side is set to [Back Side] in the PaperStream IP driver, the "front side" is always scanned
Duplex	The front side and back side are scanned
Flatbed	Documents are placed on the document bed of the flatbed
Scanner Driver	The default [Automatic selection] setting in the PaperStream IP driver is applied (the "front side" is scanned when the ADF paper chute (feeder) is used)

- To stop a scanning operation, click [Cancel Batch] on the toolbar or press the [Esc] key

Viewer

Displays a thumbnail list next to the viewer, and the page that is selected in the thumbnail list in the viewer.
The size of the display area can be changed by dragging the border line between the viewer and the thumbnail list.
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.
If a form is undefined, unidentified, or has an error, the [Perform form identification again] button is displayed on the thumbnail.
If you use PaperStream AI to re-identify a form, the re-identification may be counted as a PaperStream AI scan depending on the status before you click the [Perform form identification again] button.

For the conditions under which re-identification is counted as a PaperStream AI scan, refer to "
Retry" in Toolbar (page 449).

Slider

You can change the thumbnail size by using the slider that is located under the thumbnail list.

Moving the slider to the left or clicking  decreases the thumbnail size.

Moving the slider to the right or clicking  increases the thumbnail size.

Clicking  or  changes the thumbnail size by one increment.

The slider is set on the third tick mark from the left by default.

Toolbar

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

Image

Cancel

Displayed while a form is being scanned for registration.
Click this to cancel the scan.

Replace

Displayed after a form has been scanned for registration.
Scans another form and replaces the selected form with the scanned one.
Click this button to start a scan according to the same settings as for the scanned images.

Rotate 90

Rotates all selected forms to the right by 90 degrees.

Delete

Deletes all selected forms.
Deleted forms will not be registered.

Undo

Cancels the last edit operation.

Redo

Redoes the undone edit operation.

Operation mode

Partial Erase

Deletes the selected area.
On the image, drag the mouse pointer to select an area to delete.

Hand Tool

Scroll through the image display.

Magnifier

Enlarges the area where the mouse pointer is placed.

Marquee Zoom

Enlarges the area that is specified by dragging the mouse pointer.

View

Zoom Out

Zooms out of the form by one level.

Zoom In

Zooms in on the form by one level.

Fit Whole

Displays the whole form to fit the viewer.

Fit Width

Displays the form to fit the width of the viewer.

Fit 100%

Displays the form in the viewer with the actual size of the document.

Navigation

The current page number/the total number of pages is displayed.
Click an icon to move between pages.

[Finish] Button

Click this to complete registration of the form.

[Cancel] Button

Click this to cancel registration of the form.

[Close] Button

Click this to close the [Manage] window.

[Edit Form] Window

You can edit registered forms and specify/edit/delete form identification fields.

Toolbar

Used to edit the image.

Image

Replace

Scans another form and replaces the selected form with the scanned one.
Click this button to start a scan according to the same settings as for the scanned images.
If a field was defined in the form before the form was replaced, the field definition remains.
For the form identification field, the character string in [Keywords] will also be recognized again.

Rotate 90

Rotates the selected form to the right by 90 degrees.

Undo

Cancels the last edit operation.

Redo

Redoes the undone edit operation.

Operation mode

Draw Zone

Specify the area for the form identification field.
On the image, drag the mouse pointer to select an area in order to detect a keyword (printed character string) for distinguishing similar forms.
Only one area can be selected. Select an area with enough space.

Clicking the cancel button () next to the selected area will remove the form identification field.
When a recognition area is specified, the recognition result is displayed in [Keywords].

Partial Erase

Deletes the selected area.
On the image, drag the mouse pointer to select an area to delete.
If the area in the form identification field is deleted, the character string in [Keywords] will also be recognized again.

Hand Tool

Scroll through the image display.

Magnifier

Enlarges the area where the mouse pointer is placed.

Marquee Zoom

Enlarges the area that is specified by dragging the mouse pointer.

View

Zoom Out

Zooms out of the form by one level.

Zoom In

Zooms in on the form by one level.

Fit Whole

Displays the whole form to fit the viewer.

Fit Width

Displays the form to fit the width of the viewer.

Fit 100%

Displays the form in the viewer with the actual size of the document.

Viewer

Displays an image of the form selected from the form list in the [Manage] window in the viewer.

Form identification field

OCR Language

Displays the language used in PaperStream Capture.
To change the language, select a language from the drop-down list.
Changing the language will also cause the character string in [Keywords] to be re-recognized.

Keywords

Displays the recognition result of the printed character string in the area specified as a form identification field.
You can specify up to 255 characters.

[Finish] Button

Click this to complete edits of the form.

[Cancel] Button

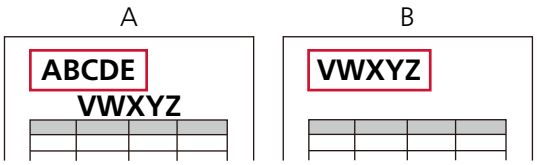
Click this to cancel edits of the form.

[Form identification field settings] Window

This window is used to define a form identification field that detects keywords (printed character strings) to distinguish between similar standard forms.

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.

- For the standard forms used for other jobs, the form identification field cannot be specified.
- If the number of recognition areas for zonal OCR set using the following methods totals 100, the form identification field cannot be set.
  - Recognition areas set with [Form] selected for [Applied to] in the [Data Extraction] tab and [Zonal OCR] selected for the field
  - Recognition areas set with [Zonal OCR] selected in the [Separation] tab

Toolbar

Used for checking or editing the form identification field.

Image

Undo

Cancels the last edit operation.

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

Redo

Redoes the undone edit operation.

Operation mode

Draw Zone

Specify the area for the form identification field.
On the image, drag the mouse pointer to select an area in order to detect a keyword (printed character string) for distinguishing similar forms.
Only one area can be selected. Select an area with enough space.

Clicking the cancel button () next to the selected area will remove the form identification field.
When a recognition area is specified, the recognition result is displayed in [Keywords].

Hand Tool

Scroll through the image display.

Magnifier

Enlarges the area where the mouse pointer is placed.

Marquee Zoom

Enlarges the area that is specified by dragging the mouse pointer.

View

Zoom Out

Zooms out of the form by one level.

Zoom In

Zooms in on the form by one level.

Fit Whole

Displays the whole form to fit the viewer.

Fit Width

Displays the form to fit the width of the viewer.

Fit 100%

Displays the form in the viewer with the actual size of the document.

Viewer

Displays a thumbnail list of similar forms and the image of the page selected in the thumbnail list.
The thumbnail list displays similar forms in groups. In addition, the list displays "<*Name of the first page in a group*>: Similar forms" at the beginning of each group.

Slider

You can change the thumbnail size by using the slider that is located under the thumbnail list.

Moving the slider to the left or clicking  decreases the thumbnail size.

Moving the slider to the right or clicking  increases the thumbnail size.

Clicking  or  changes the thumbnail size by one increment.

The slider is set on the third tick mark from the left by default.

[Refresh] Button

Click this to update the thumbnail list.
Forms that can now be identified as different forms will no longer be displayed.

Form identification field

OCR Language

Displays the language used in PaperStream Capture.
To change the language, select a language from the drop-down list.
Changing the language will also cause the character string in [Keywords] to be re-recognized.

Keywords

Displays the recognition result of the printed character string in the area specified as a form identification field.
You can specify up to 255 characters.

[Finish] Button

Click this to save the form identification field settings.

[Suspended] Button

Click this to save the form identification field settings.
No check is performed to see if other similar forms exist.

[Cancel] Button

Click this to return to the previous window without saving the form identification field settings.

[Define Field] Window

Configure definitions and recognition areas for fields of the form from which data is to be extracted.

- **[Define Field] Window for Standard Forms**

  The [Define Field] window is displayed by clicking the [Define Field] button in the [Standard image] tab of the [Data Extraction] tab.

  Field List

  The form field names are displayed in a list.

  [Add] Button

  Click this to add a field.

  - For PaperStream Capture
    One field can be added.
  - For PaperStream Capture Pro or PaperStream Capture Pro Premium
    Up to 100 fields can be added.
  - For PaperStream AI
    The fields that can be added are as follows:
    Type [Cloud]: 100 fields in total
    [Local] under Type [Cloud]: 100 fields in total
    [Local] under Type [-] : 150 fields in total

  [Auto Add] Button

  This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
  When you click this button, the [Auto Add Field] Window (page 379) appears.

  [Clone] Button

  This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
  Click this to duplicate a field that is selected in the field list and add the duplicated field.

  ATTENTION

  - When [Zonal OCR] is selected for [Type] in the [Separation] tab, if the number of fields with [Zonal OCR] selected for [Type] plus the number of separators with [Zonal OCR] selected for the separator type in the [Separation] Tab (page 384) reaches the maximum number, cloning the fields for [Zonal OCR] becomes impossible, and this button is grayed out.

  [Delete] Button

  Click this to delete the selected field.
  If you delete all fields, that form is excluded from data extraction, and its check box in the form list in the [Data Extraction] tab is cleared.

[Group] Button

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
This is enabled when multiple fields with [Type] set to [Check Mark] are selected in the field list while holding down the [Shift] key or [Ctrl] key.
Click this to group multiple selected fields into a single field.

[Ungroup] Button

If you select one of the grouped check mark fields in the field list in PaperStream Capture Pro or PaperStream Capture Pro Premium, the [Group] button will change to the [Ungroup] button.
Click this to ungroup fields in the selected group and add the fields under the selected field.

Field Name

Click a field name to edit it.
If you click the [Add] button to add a field, you can enter the field name.
You can specify up to 255 characters.
However, illegal characters (< > [ ] = " $! . `) cannot be used for the field name.
An icon indicating the field type is displayed next to the field name.

- For PaperStream Capture

: Zonal OCR

: Barcode

- For PaperStream Capture Pro or PaperStream Capture Pro Premium

: Zonal OCR

: Barcode

: Check Mark

: Check Mark Group

: Manual Entry

: Choice List

[Up] Button

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used and multiple fields are listed.
Click this to swap the currently selected field with the one above it.

[Down] Button

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used and multiple fields are listed.
Click this to swap the currently selected field with the one below it.

Num of Fields

- For PaperStream Capture
  Displays "Number of fields (number of fields that are set/1)".
- For PaperStream Capture Pro or PaperStream Capture Pro Premium
  Displays "Number of fields (number of fields that are set/100)".

Field Attributes

Details of the field selected in the field list are displayed.

- For PaperStream Capture

Type

Select a field type.
Clicking this displays the following field types in a list.

- Zonal OCR
  Select this to apply the recognition result of the Zonal OCR as a field value.
- Barcode
  Select this to apply the barcode recognition result as a field value.

ATTENTION

- If the number of fields with [Zonal OCR] selected for [Type] plus the number of separators with [Zonal OCR] selected for the separator type in the [Separation] tab reaches the maximum number, [Zonal OCR] become unavailable and are grayed out.

OCR Language

When you select [Zonal OCR] for [Type], this is displayed.
Select a language to be recognized with Zonal OCR from the drop-down list.

➡ Zonal OCR Detection Parameters (page 679)

ATTENTION

- If you select Arabic, it is recommended to use PaperStream Capture on an Arabic operating system.

Barcode Type

This is displayed when you select [Barcode] for [Type].
Click this to select the type of barcode to detect.

➡ Barcode Types and Detection Parameters (page 675)

- For PaperStream Capture Pro or PaperStream Capture Pro Premium

Type

Select a field type.
Clicking this displays the following field types in a list.

- Zonal OCR
  Select this to apply the recognition result of the Zonal OCR as a field value.
- Barcode
  Select this to apply the barcode recognition result as a field value.
- Check Mark
  Select this to apply the check mark recognition result as a field value.
- Manual Entry
  Select this to enter a field value manually.
- Choice List
  Select this to choose a value that is applied as a field value from a list of values that is set in the [Definition for Choice list] Window (page 382).

ATTENTION

- If the number of fields with [Zonal OCR] selected for [Type] plus the number of separators with [Zonal OCR] selected for the separator type in the [Separation] tab reaches the maximum number, [Zonal OCR] become unavailable and are grayed out.

[Setup] Button

This is displayed when you select [Choice List] for [Type].
When you click this button, the [Definition for Choice list] window appears.

Attribute

You can select one of the following options:

- Required
  When you select this option, it is necessary to enter a value for the field.
  When the following conditions are all met, if you move the mouse pointer over this item,  appears.
  - [Standard Mode] is selected for [Definition Mode]
  - [Barcode] or [Zonal OCR].is selected for [Type]
  - [Required] is selected for [Attribute]

  When you click , the [Alternative option] Window (page 383) appears.
- Read only
  When you select this option, the field becomes a read-only field.

Default Value

This is displayed when you select [Manual Entry] or [Choice List] for [Type].
The value specified in [Default Value] becomes the default value for the field.

- When [Manual Entry] is selected for [Type]
  If [Default Value] is specified and a recognition area is specified for the field, the value specified in [Default Value] is displayed in the field in the field panel on the window for checking and editing images.
  If [Default Value] is not specified, no value will be set in the field, and the field will be blank.
- When [Choice List] is selected for [Type]
  Select the data to be used as the default value from the data displayed in the list defined in the [Definition for Choice list] window.
  However, if the [Allow an Unlisted Value to Enter] check box is selected in the [Definition for Choice list] window, you can directly enter values that are not defined in the list.
  When the [Import from database] check box is selected in the [Definition for Choice list] window, this item is disabled.

OCR Language

When you select [Zonal OCR] or [Manual Entry] for [Type], this is displayed.
Select a language to be recognized with Zonal OCR from the drop-down list.

➡ Zonal OCR Detection Parameters (page 679)

ATTENTION

- If you select Arabic, it is recommended to use PaperStream Capture on an Arabic operating system.

Format

When you select [Zonal OCR] or [Manual Entry] for [Type], this is displayed.
Select the format of the text to be entered directly in the field in the field panel on the window for checking and editing handwritten text or images recognized with Zonal OCR.
This item is disabled if PaperStream Capture Pro AI-OCR is not installed.
You can select this option when the following conditions are all met:

- [Standard Mode] is selected for [Definition Mode]
- [Zonal OCR] or [Manual Entry] is selected for [Type]
- One of the following options is selected for [OCR Language].
  - Japanese
  - English
  - German
  - French
  - Italian
  - Spanish

- PaperStream Capture Pro AI-OCR is installed

You can select one of the following formats:

- General
- Name
- Address
- Date
- Amount/Number
- Phone Number
- Number/Hyphen
- E-Mail Address

Confidence level

When you select [Zonal OCR] for [Type], this is displayed.
Specifies a numeric value that indicates the estimated accuracy of results obtained from zonal OCR.

Redaction

When you select [Zonal OCR] for [Type], this is displayed.
Select a masking setting from the following:

- None
  Masking is not performed.
- Black
  Outputs an image with the detection area for data extraction filled in black.
- White
  Outputs an image with the detection area for data extraction filled in white.

ATTENTION

- Images with masked area may be considered document tampering. Check in advance if it is safe to set masking.

[Convert Date output format] Check Box

This item is displayed when [Zonal OCR] or [Manual Entry] is selected for [Type] and [Date] is selected for [Format].
When you select this check box, [Define Date output format] is displayed, allowing you to specify the format of the date to be output to an index information file or to be added to an image file name or a save destination folder name.
This item is disabled if the version of PaperStream Capture Pro AI-OCR is earlier than 5.1.
For details about the specifications for converting recognition results, refer to Specifications of date output format conversion (page 690).

Define Date output format

Used to specify a date format to be output.
Click the [Element] button or the [Delimiter] button next to the input field for specifying a date format and select one of the displayed date elements.
However, if the date format is as follows, an error will occur.

- Multiple identical elements exist
- First and last delimiters are specified
- Only delimiters are specified
- Delimiters are specified consecutively
- Three or more delimiters are used
- Different delimiters are specified

If the recognition result for the date does not include the element specified in [Define Date output format], the recognition result is displayed as is in red in [Field] in the field panel on the window for checking and editing images, and a caution is displayed.

[Element] Button

Select a date element from the following:
When selected, the selected date element is displayed in the date format input field with a blue background.

- yyyy
  Displays the year.
- yy
  Displays the year. The last two digits of the year of the Christian era are displayed.
- MM
  Displays the month as a two-digit number.
- dd
  Displays the date.
- Date in text format
  This is displayed if you select a language other than [Japanese] for [OCR Language].
  Displays the name of the month.
  For example, if [English] is selected for [OCR Language] and the month is January, "January" is out put.
- Abbreviation for month
  This is displayed if you select a language other than [Japanese] for [OCR Language].
  Displays the abbreviation of the month.
  For example, if [English] is selected for [OCR Language] and the month is January, "Jan" is out put.

[Delimiter] Button

If you want to separate the multiple date elements selected using the [Element] button with delimiters, select and insert one of the following:
When selected, the selected delimiter is displayed in the date format input field with a yellow background.

- /
- -
- _
- .
- ,
- (Blank)

Barcode Type

This is displayed when you select [Barcode] for [Type].
Click this to select the type of barcode to detect.

➡ Barcode Types and Detection Parameters (page 675)

Check Mark Type

This is displayed when you select [Check Mark] for [Type].
Select a check mark type from the following:

- Freestyle/Check Box
  Select this to recognize a mark on the text or a mark inside a frame on the form.

  Example: A mark on the text

  Example: A mark in a frame

- Check Box
  Select this to recognize a mark inside a frame.
  Recognition accuracy is better than when [Freestyle/Check Box] is selected.

Check Mark Sensitivity

This is displayed when you select [Check Box] for [Check Mark Type].
Select the detection sensitivity of the contained mark from the following:

- Sensitivity 1
- Sensitivity 2

- Sensitivity 3
- Sensitivity 4
- Sensitivity 5

The larger the setting value is, the higher the detection sensitivity becomes and the easier it becomes to detect small marks. However, it becomes easier to detect dirt and dust as marks.

Number of Check Marks

This is displayed when a field with grouped check mark fields is selected.
Select the maximum number of recognition areas where marks can be contained from the drop-down list (from 1 to the total number of recognition areas).
If the number of recognition areas where marks have been detected exceeds the specified limit, the field frame in the field panel on the window for checking/editing images will turn orange and a message will be displayed.
For the advanced setup, the default value is "1". For the easy setup, the default value is the maximum number of recognition areas.

Field Rules

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
Specify a character string rule for the field value.
This is displayed when [Barcode], [Zonal OCR], [Manual Entry], or [Choice List] is selected for [Type].

[Character Mask] Check Box

Select this check box to specify a regular expression.
Enter a regular expression in the input field manually, or select one from the [Rule] button.

[Rule] Button

When you click this button, the items that can be specified for a regular expression are displayed.
You can select the following:

- Any characters (.)
- Alphabetical characters (A-Z, a-z)
- Numeric character (0-9)
- One or more occurrences of the preceding character (+)
- Zero or more occurrences of the preceding character (*)

[Length] Check Box

Select this check box to specify the available number of characters.
The number of characters can be specified between 1 and 255.
If the field list is synced while one of the following is selected for [Destination] and [Form] is selected for [Applied to] in the [Data Extraction] tab, [Applied to] will be switched to [Page] and the field list will be synced. At this point, the field definitions for the forms are deleted.

- SharePoint
- SharePoint Online
- Box (when PaperStream Capture Pro Box Connector is installed)
- DocuWare (when PaperStream Capture Pro DocuWare Connector is installed)
- Laserfiche (when PaperStream Capture Pro Connector for Laserfiche is installed)

Padding Type

Select the [Length] check box to allow setting this item. Select one of the following from the drop-down list.
When the [Convert Date output format] check box is selected, this item is set to [None] and is disabled.

- None
  No fixed length is specified.
- Pad with zeros to fixed length
  Outputs a string with the number of characters specified by [Max] under [Length].
  If the output has less characters than the number of characters specified for [Max], zeros ("0") are inserted at the beginning of the string.
- Pad with spaces to fixed length
  Outputs a string with the number of characters specified by [Max] under [Length].
  If the output has less characters than the number of characters specified for [Max], spaces are inserted at the end of the character string.

Note that if [Choice List] is selected for [Type], a character string with no padding is displayed in the list under [Field] in the field panel on the window for checking and editing images.

[Numeric Value] Check Box

Select this check box to specify the available range of numbers.
The range of numbers can be specified from -1.79E+308 to 1.79E+308.
If the field list is synced while one of the following is selected for [Destination] and [Form] is selected for [Applied to] in the [Data Extraction] tab, [Applied to] will be switched to [Page] and the field list will be synced. At this point, the field definitions for the forms are deleted.

- SharePoint
- SharePoint Online
- Box (when PaperStream Capture Pro Box Connector is installed)
- DocuWare (when PaperStream Capture Pro DocuWare Connector is installed)
- Laserfiche (when PaperStream Capture Pro Connector for Laserfiche is installed)

Recognition Area

This item is displayed when you select a field with [Check Mark] selected for [Type] in the field list or when you select a grouped check mark field in PaperStream Capture Pro or PaperStream Capture Pro Premium.
Specify the characters to be output when a check mark is detected or not detected.

If multiple marks are detected in a grouped field, the output characters for each recognition area are displayed in [Field] in the field panel on the window for checking/editing images, separated by commas (",").

[Delete] Button

Click this to delete the selected recognition areas.

[Up] Button

Click this to swap the currently selected recognition area with the one above it.
Changing the order of the recognition areas also changes the order of the characters to be output.

[Down] Button

Click this to swap the currently selected recognition area with the one below it.
Changing the order of the recognition areas also changes the order of the characters to be output.

Output String Marked

Configure text (double-byte characters or single-byte characters) to be output when a mark is contained in the recognition area (#*N*) selected by clicking.
You can specify up to 255 characters.
Note that you cannot specify illegal characters (/ : ? * < > | [ ] = " $! `).

Output String Unmarked

Configure text (double-byte characters or single-byte characters) to be output when a mark is not contained in the recognition area.
For grouped fields, the specified characters will be output when a mark is not contained in all recognition areas.
If this setting is not configured, nothing is output. In addition, for grouped fields, "," is not output either.
You can specify up to 255 characters.
Note that you cannot specify illegal characters (/ : ? * < > | [ ] = " $! `).

Viewer

Displays an image of the form selected in [Form List in the [Data Extraction] tab.
This item is not displayed when you open the window by clicking the [Define Field] button in the [Data extraction items] tab on the [Data Extraction] tab.
Set recognition areas for fields from which data is to be extracted.
To exclude characters already printed on a standard form from recognition, do not include the printed characters in the recognition area of the field.

Toolbar

Used for checking or editing the recognition area.
This item is not displayed when you open the window by clicking the [Define Field] button in the [Data extraction items] tab on the [Data Extraction] tab.

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

Operation mode

Draw Zone

Changes the recognition area for a field.
On the scanned image, drag the mouse pointer to select an area in order to detect a field value.
Only one area can be selected. Select an area with enough space.

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

Group Settings

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
This is enabled when there are multiple fields with [Type] set to [Check Mark] and recognition areas specified, or when there are grouped fields.
Clicking this will switch to group setting mode, displaying all the field areas where [Type] is set to [Check Mark] on the viewer image.
Select the target fields on the image and click [Group] or [Ungroup] in [Group] on the toolbar to group or ungroup the fields.
Clicking any other button in the [Operation mode] section exits the group setting mode.

Hand Tool

Scroll through the image display.

Magnifier

Enlarges the area where the mouse pointer is placed.

Marquee Zoom

Enlarges the area that is specified by dragging the mouse pointer.

View

Zoom Out

Zooms out of the form by one level.

Zoom In

Zooms in on the form by one level.

Fit Whole

Displays the whole form to fit the viewer.

Fit Width

Displays the form to fit the width of the viewer.

Fit 100%

Displays the form in the viewer with the actual size of the document.

Group

Groups or ungroups fields with [Type] set to [Check Mark] in the group setting mode.
When you group or ungroup fields, the settings are also applied in the field list.

[Group] Button

This is enabled when multiple fields are selected.
Click this to group multiple selected fields into a single field.

[Ungroup] Button

This is enabled when a grouped field is selected.
Click this to ungroup the fields contained in the selected field.

[Finish] Button

Click this to complete the field configuration.

- **[Define Field] Window for Non-Standard Forms**

The [Define Field] window is displayed by clicking the [Define Field] button in the [Data extraction items] tab of the [Data Extraction] tab.

AI Prompt

If an AI prompt is set for the field selected in the field list, its content is displayed.

[Definition] Button

Click this button to display the [AI prompt definitions] Window (page 378).

Field List

The form field names are displayed in a list.

[Add] Button

Click this to add a field.
The fields that can be added are as follows:
Type [Cloud]: 100 fields in total
[Local] under Type [Cloud]: 100 fields in total
[Local] under Type [-] : 150 fields in total

[Clone] Button

Click this to duplicate a field that is selected in the field list and add the duplicated field.
When [Detail] is selected in the field list, this button is grayed out.

[Delete] Button

Click this to delete the selected field.

Field Name

Click a field name to edit it.
If you click the [Add] button to add a field, you can enter the field name.
You can specify up to 255 characters.
However, illegal characters (< > [ ] = " $! . `) cannot be used for the field name.
An icon indicating the field type is displayed next to the field name.

: AI OCR

: Barcode

: Manual Entry

: Choice List

[Up] Button

This item is displayed when multiple fields are listed.
Click this to swap the currently selected field with the one above it.

[Down] Button

This item is displayed when multiple fields are listed.
Click this to swap the currently selected field with the one below it.

Num of Fields

Displays "Number of fields (number of fields that are set/100)".

Field Attributes

Details of the field selected in the field list are displayed.

Type

Select a field type.
Clicking this displays the following field types in a list.

- Zonal OCR
  Select this to apply the recognition result of the Zonal OCR as a field value.
- Barcode
  Select this to apply the barcode recognition result as a field value.
- Manual Entry
  Select this to enter a field value manually.
- Choice List
  Select this to choose a value that is applied as a field value from a list of values that is set in the [Definition for Choice list] Window (page 382).

ATTENTION

- If the number of fields with [AI OCR] selected for [Type] plus the number of separators with [AI OCR] selected for the separator type in the [Separation] tab reaches the maximum number, [AI OCR] become unavailable and are grayed out.

Attribute

You can select one of the following options:

- Required
  When you select this option, it is necessary to enter a value for the field.

  When the following conditions are all met, if you move the mouse pointer over this item,  appears.

  - [Standard Mode] is selected for [Definition Mode]
  - [Required] is selected for [Attribute]

  When you click , the [Alternative option] Window (page 383) appears.
- Read only
  When you select this option, the field becomes a read-only field.

Format

You can select the format for the field selected in the field list.

➡ Tips for Selecting a Format for a Field (page 73)

- String
- Date
- Currency
- Numeric
- Boolean
  This format is used for items whose state can be expressed with two options, such as Yes/No or Available/Unavailable.
- Table
  This format is used for items that are represented in tabular form, such as line items. If a table field already exists on the same form, this format is not displayed.

[Convert Date output format] Check Box

This item is displayed when [Zonal OCR] or [Manual Entry] is selected for [Type] and [Date] is selected for [Format].
When you select this check box, [Define Date output format] is displayed, allowing you to specify the format of the date to be output to an index information file or to be added to an image file name or a save destination folder name.
This item is disabled if the version of PaperStream Capture Pro AI-OCR is earlier than 5.1.

For details about the specifications for converting recognition results, refer to Specifications of date output format conversion (page 690).

Define Date output format

Used to specify a date format to be output.
Click the [Element] button or the [Delimiter] button next to the input field for specifying a date format and select one of the displayed date elements.
However, if the date format is as follows, an error will occur.

- Multiple identical elements exist
- First and last delimiters are specified
- Only delimiters are specified
- Delimiters are specified consecutively
- Three or more delimiters are used
- Different delimiters are specified

If the recognition result for the date does not include the element specified in [Define Date output format], the recognition result is displayed as is in red in [Field] in the field panel on the window for checking and editing images, and a caution is displayed.

[Element] Button

Select a date element from the following:
When selected, the selected date element is displayed in the date format input field with a blue background.

- yyyy
  Displays the year.
- yy
  Displays the year. The last two digits of the year of the Christian era are displayed.
- MM
  Displays the month as a two-digit number.
- dd
  Displays the date.
- Date in text format
  This is displayed if you select a language other than [Japanese] for [OCR Language].
  Displays the name of the month.
  For example, if [English] is selected for [OCR Language] and the month is January, "January" is out put.
- Abbreviation for month
  This is displayed if you select a language other than [Japanese] for [OCR Language].
  Displays the abbreviation of the month.
  For example, if [English] is selected for [OCR Language] and the month is January, "Jan" is out put.

[Delimiter] Button

If you want to separate the multiple date elements selected using the [Element] button with delimiters, select and insert one of the following:
When selected, the selected delimiter is displayed in the date format input field with a yellow background.

- /
- -
- _
- .
- ,
- (Blank)

[Table definition] Button

This button is displayed when [Table] is selected for [Format].
Click this button to display the [Table definition] Window (page 374).

Confidence level

When you select [Zonal OCR] for [Type], this is displayed.
Specifies a numeric value that indicates the estimated accuracy of results obtained from zonal OCR.

Field Rules

Specify a character string rule for the field value.

[Character Mask] Check Box

Select this check box to specify a regular expression.
Enter a regular expression in the input field manually, or select one from the [Rule] button.

[Rule] Button

When you click this button, the items that can be specified for a regular expression are displayed.
You can select the following:

- Any characters (.)
- Alphabetical characters (A-Z, a-z)
- Numeric character (0-9)
- One or more occurrences of the preceding character (+)
- Zero or more occurrences of the preceding character (*)

[Length] Check Box

Select this check box to specify the available number of characters.
The number of characters can be specified between 1 and 255.

If the field list is synced while one of the following is selected for [Destination] and [Form] is selected for [Applied to] in the [Data Extraction] tab, [Applied to] will be switched to [Page] and the field list will be synced. At this point, the field definitions for the forms are deleted.

- SharePoint
- SharePoint Online
- Box (when PaperStream Capture Pro Box Connector is installed)
- DocuWare (when PaperStream Capture Pro DocuWare Connector is installed)
- Laserfiche (when PaperStream Capture Pro Connector for Laserfiche is installed)

Padding Type

Select the [Length] check box to allow setting this item. Select one of the following from the drop-down list.
When the [Convert Date output format] check box is selected, this item is set to [None] and is disabled.

- None
  No fixed length is specified.
- Pad with zeros to fixed length
  Outputs a string with the number of characters specified by [Max] under [Length].
  If the output has less characters than the number of characters specified for [Max], zeros ("0") are inserted at the beginning of the string.
- Pad with spaces to fixed length
  Outputs a string with the number of characters specified by [Max] under [Length].
  If the output has less characters than the number of characters specified for [Max], spaces are inserted at the end of the character string.

[Numeric Value] Check Box

Select this check box to specify the available range of numbers.
The range of numbers can be specified from -1.79E+308 to 1.79E+308.
If the field list is synced while one of the following is selected for [Destination] and [Form] is selected for [Applied to] in the [Data Extraction] tab, [Applied to] will be switched to [Page] and the field list will be synced. At this point, the field definitions for the forms are deleted.

- SharePoint
- SharePoint Online
- Box (when PaperStream Capture Pro Box Connector is installed)
- DocuWare (when PaperStream Capture Pro DocuWare Connector is installed)
- Laserfiche (when PaperStream Capture Pro Connector for Laserfiche is installed)

[Finish] Button

Click this to complete the field configuration.

[Table definition] Window

Configure the field definitions for items that are represented in tabular form, such as line items.

Field List

The form field names are displayed in a list.

[Add] Button

Click this to add a field.
The maximum number of fields in a table is 20.

[Clone] Button

Click this to duplicate a field that is selected in the field list and add the duplicated field.

[Delete] Button

Click this to delete the selected field.
If you delete all fields, that form is excluded from data extraction, and its check box in the form list in the [Data Extraction] tab is cleared.

Field Name

Click a field name to edit it.
If you click the [Add] button to add a field, you can enter the field name.
You can specify up to 255 characters.
However, illegal characters (< > [ ] = " $! . `) cannot be used for the field name.
An icon indicating the field type is displayed next to the field name.



: AI OCR

[Up] Button

This item is displayed when multiple fields are listed.
Click this to swap the currently selected field with the one above it.

[Down] Button

This item is displayed when multiple fields are listed.
Click this to swap the currently selected field with the one below it.

Num of Fields

Displays "Number of fields (number of fields that are set/20)".

Field Attributes

Details of the field selected in the field list are displayed.

Attribute

You can select the following:

- Required

When you select this option, it is necessary to enter a value for the field.

When the following conditions are all met, if you move the mouse pointer over this item,  appears.

- [Standard Mode] is selected for [Definition Mode]
- [Required] is selected for [Attribute]

When you click , the [Alternative option] Window (page 383) appears.

- Read only
  When you select this option, the field becomes a read-only field.

Format

You can select the format for the field selected in the field list.

➡ Tips for Selecting a Format for a Field (page 73)

- String
- Date
- Currency
- Numeric
- Boolean
  This format is used for items whose state can be expressed with two options, such as Yes/No or Available/Unavailable.

[Convert Date output format] Check Box

This item is displayed when [Zonal OCR] or [Manual Entry] is selected for [Type] and [Date] is selected for [Format].
When you select this check box, [Define Date output format] is displayed, allowing you to specify the format of the date to be output to an index information file or to be added to an image file name or a save destination folder name.
This item is disabled if the version of PaperStream Capture Pro AI-OCR is earlier than 5.1.
For details about the specifications for converting recognition results, refer to Specifications of date output format conversion (page 690).

Define Date output format

Used to specify a date format to be output.
Click the [Element] button or the [Delimiter] button next to the input field for specifying a date format and select one of the displayed date elements.
However, if the date format is as follows, an error will occur.

- Multiple identical elements exist
- First and last delimiters are specified
- Only delimiters are specified
- Delimiters are specified consecutively

- Three or more delimiters are used
- Different delimiters are specified

If the recognition result for the date does not include the element specified in [Define Date output format], the recognition result is displayed as is in red in [Field] in the field panel on the window for checking and editing images, and a caution is displayed.

[Element] Button

Select a date element from the following:
When selected, the selected date element is displayed in the date format input field with a blue background.

- yyyy
  Displays the year.
- yy
  Displays the year. The last two digits of the year of the Christian era are displayed.
- MM
  Displays the month as a two-digit number.
- dd
  Displays the date.
- Date in text format
  This is displayed if you select a language other than [Japanese] for [OCR Language].
  Displays the name of the month.
  For example, if [English] is selected for [OCR Language] and the month is January, "January" is out put.
- Abbreviation for month
  This is displayed if you select a language other than [Japanese] for [OCR Language].
  Displays the abbreviation of the month.
  For example, if [English] is selected for [OCR Language] and the month is January, "Jan" is out put.

[Delimiter] Button

If you want to separate the multiple date elements selected using the [Element] button with delimiters, select and insert one of the following:
When selected, the selected delimiter is displayed in the date format input field with a yellow background.

- /
- -
- _
- .
- ,
- (Blank)

AI Prompt

If an AI prompt is set for the field selected in the field list, its content is displayed.

[Definition] Button

Click this button to display the [AI prompt definitions] Window (page 378).

Confidence level

When you select [Zonal OCR] for [Type], this is displayed.
Specifies a numeric value that indicates the estimated accuracy of results obtained from zonal OCR.

Field Rules

Specify a character string rule for the field value.

[Character Mask] Check Box

Select this check box to specify a regular expression.
Enter a regular expression in the input field manually, or select one from the [Rule] button.

[Rule] Button

When you click this button, the items that can be specified for a regular expression are displayed.
You can select the following:

- Any characters (.)
- Alphabetical characters (A-Z, a-z)
- Numeric character (0-9)
- One or more occurrences of the preceding character (+)
- Zero or more occurrences of the preceding character (*)

[Length] Check Box

Select this check box to specify the available number of characters.
The number of characters can be specified between 1 and 255.
If the field list is synced while one of the following is selected for [Destination] and [Form] is selected for [Applied to] in the [Data Extraction] tab, [Applied to] will be switched to [Page] and the field list will be synced. At this point, the field definitions for the forms are deleted.

- SharePoint
- SharePoint Online
- Box (when PaperStream Capture Pro Box Connector is installed)
- DocuWare (when PaperStream Capture Pro DocuWare Connector is installed)
- Laserfiche (when PaperStream Capture Pro Connector for Laserfiche is installed)

Padding Type

Select the [Length] check box to allow setting this item. Select one of the following from the drop-down list.
When the [Convert Date output format] check box is selected, this item is set to [None] and is disabled.

- None
  No fixed length is specified.
- Pad with zeros to fixed length
  Outputs a string with the number of characters specified by [Max] under [Length].
  If the output has less characters than the number of characters specified for [Max], zeros ("0") are inserted at the beginning of the string.
- Pad with spaces to fixed length
  Outputs a string with the number of characters specified by [Max] under [Length].
  If the output has less characters than the number of characters specified for [Max], spaces are inserted at the end of the character string.

[Numeric Value] Check Box

Select this check box to specify the available range of numbers.
The range of numbers can be specified from -1.79E+308 to 1.79E+308.
If the field list is synced while one of the following is selected for [Destination] and [Form] is selected for [Applied to] in the [Data Extraction] tab, [Applied to] will be switched to [Page] and the field list will be synced. At this point, the field definitions for the forms are deleted.

- SharePoint
- SharePoint Online
- Box (when PaperStream Capture Pro Box Connector is installed)
- DocuWare (when PaperStream Capture Pro DocuWare Connector is installed)
- Laserfiche (when PaperStream Capture Pro Connector for Laserfiche is installed)

[Finish] Button

Click this button to complete the table definition settings.

[AI prompt definitions] Window

PaperStream AI is continuously updated to improve service quality and recognition accuracy. Therefore, OCR recognition results may differ from those obtained previously even when the same document is scanned.
If recognition results differ, adjust the AI prompt and configure the settings to obtain results that meet the intended purpose.

Add AI prompt

Set an AI prompt for PaperStream AI for the field selected in the field list.
PaperStream AI uses the contents of the AI prompt as a hint to identify fields.

The AI prompt should include where the field is located, how it is formatted, and any labels that can be used as landmarks.
Examples

- AI prompt for customer number
  A unique number or character string used to manage documents. It may also be used as the invoice number, receipt number, quotation number, or delivery note number.
- AI prompt for total amount
  The tax-inclusive total amount calculated by adding tax to the sum of all goods and services prices. Carryover amounts and late fees are not included.

[OK] Button

Applies the settings and closes the window.

[Cancel] Button

Cancels the settings and closes the window.

[Table extraction items - Details] Window

You can edit tabular fields (line items).

Field Name (Number of fields)

When the check box for a field is selected, the field becomes a target for data extraction.

CSV output header name/TXT output header name/XML attribute name

The label varies depending on the output format of the index file.
For example, if the output format of the index file is [CSV], the label changes to [CSV output header name] and you can specify the header name used for CSV output that corresponds to the field name. The same header name cannot be specified for multiple fields within the same form.

[OK] Button

Applies the settings and closes the window.

[Cancel] Button

Cancels the settings and closes the window.

[Auto Add Field] Window

Fields are automatically added by detecting differences between blank standard forms (registered forms) and completed forms.

ATTENTION

- It is recommended that you specify the same scan settings (color mode/resolution/paper size) for the jobs as the scan settings for registering forms.
  If the settings are different, the recognition accuracy for scanning text and barcodes/QR codes may decrease and it may take longer to display the recognition result.

- The format of the completed forms must match the format of the blank forms (registered forms).
  Also, make sure that all items in the areas from which you are extracting information are filled in.
  - Check the check boxes.
  - For items in which each character goes into its own box (text box), make sure all the boxes are filled in with characters.
    For example, if an item that allows 5 characters is filled in with only 3 characters, an area for 3 characters is configured.

Viewer 1 (image of a registered form)

Displays an image of the target form in the [Define Field] window.

Toolbar

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

View

Zoom Out

Zooms out of the form by one level.

Zoom In

Zooms in on the form by one level.

Fit Whole

Displays the whole form to fit the viewer.

Fit Width

Displays the form to fit the width of the viewer.

Fit 100%

Displays the form in the viewer with the actual size of the document.

[Scan] Button

Click this to start scanning with the settings configured in [Scan Settings] in the [Scan] tab.
The feeding method varies depending on the [Sides] setting in the [Scan] tab.

[Sides] Setting	Feeding Method
Simplex	Even if the feeder scan side is set to [Back Side] in the PaperStream IP driver, the "front side" is always scanned
Duplex	The front side and back side are scanned
Flatbed	Documents are placed on the document bed of the flatbed

[Sides] Setting	Feeding Method
Scanner Driver	The default [Automatic selection] setting in the PaperStream IP driver is applied (the "front side" is scanned when the ADF paper chute (feeder) is used)

Viewer 2 (image to be set up)

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

Toolbar

Used to edit the image.

Image

Replace

Scans another document and replaces the selected page with the scanned page. Click this button to start a scan according to the same settings as for the scanned images.

Rotate 90

Rotates the selected page to the right by 90 degrees.

View

Zoom Out

Zooms out of the form by one level.

Zoom In

Zooms in on the form by one level.

Fit Whole

Displays the whole form to fit the viewer.

Fit Width

Displays the form to fit the width of the viewer.

Fit 100%

Displays the form in the viewer with the actual size of the document.

[OK] Button

Click this to detect differences between a blank form and a completed form, and add fields to the field list on the [Define Field] Window (page 355).
If the type of the automatically added field is [Check Mark], [Check Mark Type] will be set to [Freestyle/Check Box] and [Output String Marked] will be set to "1".

After the fields are added or the number of fields reaches the upper limit of 100, the [Auto Add Field] window is closed.

[Definition for Choice list] Window

Values to be displayed on a list can be defined in this window.

Entry field

Enter values to be displayed on a list.

[Import from database] Check Box

Select this check box to import values to be displayed on a list from a database.

[Setup] Button

Click this button to display the [ODBC Data Source] Window (page 382).

[Allow an Unlisted Value to Enter] Check Box

Select this check box to manually enter values to be displayed on a list.

[Sort data after deleting duplicates] Check Box

Select this check box to delete duplicated data and sort them in ascending order.

[OK] Button

Applies the settings and closes the window.

[Cancel] Button

Cancels the settings and closes the window.

[ODBC Data Source] Window

An ODBC data source whose data is displayed in the lists and information for connecting to the ODBC data source can be configured in this window.

Data Source Specification

ODBC Data Source

Displays a list of ODBC data sources that are already defined in the drop-down list.
Select an ODBC data source from the drop-down list to display its data in the lists.
Up to 1,000 values from the top of the ODBC data source can be contained in a list.

[Refresh] Button

Refreshes a list of ODBC data sources that are already defined.

User Name

Enter a user name for connecting to the selected data source.

Password

Enter a password for connecting to the selected data source.

[Connect] Button

Connects to the selected data source.

Choice List Information

Table

Displays a list of tables that are set for the selected data source in the drop-down list.
Select a table to be used from the list.

Lookup Field

Displays a list of fields that are set for the selected table in the drop-down list.
Select a field to be used from the list.

[OK] Button

Applies the settings and closes the window.
In addition, the configured values are applied to each setting in the [Data Extraction] tab.

[Cancel Batch] Button

Cancels the settings and closes the window.

[Alternative option] Window

Set an alternative character string to use if the field value cannot be recognized.
By default, [Null character] is set.

Alternative text when a field value extraction fails

Null character

Select this to set a null character for the field value.

Sequential number

Select this to add a sequential number to the field value.
The initial value and the minimum digits for [Sequential number] can be specified in [Sequential number options].

Any characters

Select this to set a character string for the field value.
Enter a character string in the input field.
By default, "REPLACEMENT" is specified.
You can enter a character string of up to 128 characters which includes the number that is added when the [Add the sequential number after any characters] check box is selected.
A character string with only blank spaces cannot be specified.
If you enter a blank space before or after the character string, the blank space will be deleted.

[Add the sequential number after any characters] Check Box

Select this check box to add the number that is specified for [Sequential number] after the character string that is specified for [Any characters].
For example, if "Customer" is specified for [Any characters], and "1" is specified for [Start with] and "4" is specified for [Minimum digits] in [Sequential number options], the alternative character string becomes "Customer0001".

Sequential number options

Start with

Specify a value between 1 and 9999 for the initial value of [Sequential number].
The default value is "1".

Minimum digits

Specify a value between 1 and 10 for the minimum number of digits for [Sequential number].
The default value is "4".

ATTENTION

- The field value is a null character for the following cases.
  - When the [Skip Indexing] check box in [Display Options] is selected on the [Scan] Tab (page 244)
  - When the number of pages that is specified for [Specified page] in [Applied page] on the [Data Extraction] Tab (page 321) is greater than the actual number of scanned pages

[OK] Button

Applies the settings and closes the window.

[Cancel] Button

Cancels the settings and closes the window.

[Separation] Tab

- For PaperStream Capture
  The way of dividing documents can be configured.
  When documents are divided, the value in "Document Counter" of [File Name Option] is incremented.
- For PaperStream Capture Pro or PaperStream Capture Pro Premium
  The way of dividing documents and batches can be configured.
  When documents or batches are divided, the value in "Document Counter" of [File Name Option] is incremented.

When "Document Counter" is specified as a file name element in the file name settings on the [File Name Option] in the [Destination] Tab (page 265), you can use document separation to change the file name.

TIP

- This tab is not displayed when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Scan Settings] in the [Scan] tab.

Detect Doc Separator

Specify what type of document separation is used. If nothing is selected, the documents are not divided.
You can select one of the following separation modes.

Barcode

Select this to divide a document stack into smaller stacks by using a barcode-printed sheet.

Barcode Type

Select the type of barcode to detect.

➡ Barcode Types and Detection Parameters (page 675)

[Barcode Options] Button

Click this to display the [Barcode Options] Window (Data Extraction) (page 341).

Use Field

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
Set whether to use a field that is set in the [Data Extraction] tab.
To use the extracted data information, select a field name.

Detection Area

Set the barcode detection area.

Auto Detect

Checks the whole scanned image and detects barcodes.

Specify Area

Select this to enable the [Define Area >>] button.

[Define Area >>] Button

When you click this button, the Draw Zone Window (Separation) (page 397) for setting a recognition area appears.

[Barcode Value] Check Box

Select this to specify barcode characters to be recognized by entering characters in the input field and selecting a condition from the drop-down list.
Enter characters so that they are within 128 bytes. You can select one of the following conditions:

- Exact Match

- Forward Match
- Partial Match
- Regular Expression Match

[Delete pages used as separators] Check Box

Select this check box to delete the images of documents used as separators.
Clear this check box to use the separator image as a first page.

[Keep extracted data when deleting images] Check Box

This item is displayed when either of the following conditions is met.

- When [Page] is selected for [Applied to] in the [Data Extraction] tab (and, for PaperStream Capture Pro or PaperStream Capture Pro Premium, when [Compatible Mode] is selected for [Definition Mode])
- For PaperStream Capture Pro or PaperStream Capture Pro Premium, when the settings in the [Data Extraction] tab meet all of the following conditions:
  - [Page] is selected for [Applied to]
  - [Standard Mode] is selected for [Definition Mode]
  - There is at least one field with [All pages] selected for [Applied page]

Select this check box to delete images of documents that are used as separators and to save only extracted data such as barcodes printed on documents in order to use the extracted data in file names or folder names.

[Retrieve Data Extraction information from deleted pages] Check Box

This item is displayed when all of the following conditions are met.

- PaperStream Capture Pro or PaperStream Capture Pro Premium is used
- When the settings in the [Data Extraction] tab are as follows:
  - [Page] is selected for [Applied to]
  - [Standard Mode] is selected for [Definition Mode]
  - There is at least one [Zonal OCR], [Barcode], or [JSON Parsing] field with [Specified page] selected for [Applied page] and "1" entered

If you select this check box, data extraction information from fields of the specified types with [Specified page] selected for [Applied page] and "1" entered is retrieved from the page deleted during document separation as information for the first page.

[Options] Button

Configure the data extraction settings for deleted pages.
This button is displayed when the [Retrieve Data Extraction information from deleted pages] check box is selected.

➔ [Options] Window (page 399)

[Delete all of images created from sheets used as separators] Check Box

Select this check box to delete all of the images of documents used as separators.

This deletes all images which are of both sides of documents that are used as separators and deletes all divided images of documents that are used as separators if [Split Image] is set in the PaperStream IP driver.
However, if you are using a TWAIN-compatible scanner from another company, this function is not available.

[Separation does not take place as long as the same value continues in succession] Check Box

Select this check box to use only the first document among multiple documents that are successively recognized as a document with a value which exactly matches the value specified as a separator and not use the rest of the documents with the same matched value, in order to divide documents, regardless of the type of barcode.

Blank Page

Select this to divide a document stack using blank sheets.

[Delete pages used as separators] Check Box

Select this check box to delete the images of documents used as separators.
Clear this check box to use the separator image as a first page.

[Separate a document when both sides are blank] Check Box

Select this check box to divide a document stack only when a document is blank on both sides.
Note that, even if this check box is selected, when [Simplex] is selected for [Sides] in [Scan Settings] under the [Scan] tab and the scanned side of a document was blank, a document stack is divided.
For PaperStream Capture, this check box is displayed only for the PaperStream IP (TWAIN) driver.

Page Count

Select this to divide a document stack into smaller stacks with a specified number of pages.
Specify the number of pages for each stack of the divided documents.

Zonal OCR

Select this to divide a document stack into smaller stacks when specified characters are recognized in the specified area.

ATTENTION

- If the number of fields with [Zonal OCR], [Passport], [ID card (TD1)], or [ID card (TD2)] selected for [Type] in the [Data Extraction] Tab (page 321) plus the number of types with [Zonal OCR] selected reaches the maximum number, [Zonal OCR] is grayed out, becoming unavailable.

Use Field

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
Set whether to use a field that is set in the [Data Extraction] tab.
To use the extracted data information, select a field name.

OCR Language

Select a language to be recognized with Zonal OCR from the drop-down list.

➡ Zonal OCR Detection Parameters (page 679)

ATTENTION

- If you select Arabic, it is recommended to use PaperStream Capture on an Arabic operating system.

Keyword

Specify characters to be recognized by entering characters in the input field and selecting a condition from the drop-down list.
You can select one of the following conditions:

- Exact Match
- Forward Match
- Partial Match
- Regular Expression Match

ATTENTION

- If you enter the syntax of the following regular expression, you cannot obtain the expected results:
  \, $, ?, {n}, {n,}, {n,m}, (?:pattern), (?=pattern), (?!pattern), \B, \cx, \d, \D, \f, \n, \r, \S, \s, \t, \v, \w, \W, \xn, \n, \nm, \nml, \un
- If you specify a regular expression that matches characters which are obviously different from the characters to be recognized, you cannot obtain the expected results.

Detection Area

When you click the [Define Area >>] button, the Draw Zone Window (Separation) (page 397) appears.

[Delete pages used as separators] Check Box

Select this check box to delete the images of documents used as separators.
Clear this check box to use the separator image as a first page.

[Keep extracted data when deleting images] Check Box

This item is displayed when either of the following conditions is met.

- When [Page] is selected for [Applied to] in the [Data Extraction] tab (and, for PaperStream Capture Pro or PaperStream Capture Pro Premium, when [Compatible Mode] is selected for [Definition Mode])
- For PaperStream Capture Pro or PaperStream Capture Pro Premium, when the settings in the [Data Extraction] tab meet all of the following conditions:
  - [Page] is selected for [Applied to]
  - [Standard Mode] is selected for [Definition Mode]
  - There is at least one field with [All pages] selected for [Applied page]

Select this check box to delete images of documents that are used as separators and to save only extracted data such as barcodes printed on documents in order to use the extracted data in file names or folder names.

[Retrieve Data Extraction information from deleted pages] Check Box

This item is displayed when all of the following conditions are met.

- PaperStream Capture Pro or PaperStream Capture Pro Premium is used
- When the settings in the [Data Extraction] tab are as follows:
  - [Page] is selected for [Applied to]
  - [Standard Mode] is selected for [Definition Mode]
  - There is at least one [Zonal OCR], [Barcode], or [JSON Parsing] field with [Specified page] selected for [Applied page] and "1" entered

If you select this check box, data extraction information from fields of the specified types with [Specified page] selected for [Applied page] and "1" entered is retrieved from the page deleted during document separation as information for the first page.

[Options] Button

Configure the data extraction settings for deleted pages.
This button is displayed when the [Retrieve Data Extraction information from deleted pages] check box is selected.

➔ [Options] Window (page 399)

[Delete all of images created from sheets used as separators] Check Box

Select this check box to delete all of the images of documents used as separators. This deletes all images which are of both sides of documents that are used as separators and deletes all divided images of documents that are used as separators if [Split Image] is set in the PaperStream IP driver.
However, if you are using a TWAIN-compatible scanner from another company, this function is not available.

[Separation does not take place as long as the same value continues in succession] Check Box

Select this check box to use only the first document among multiple documents that are successively recognized as a document with a value which exactly matches the value

specified as a separator and not use the rest of the documents with the same matched value, in order to divide documents.

Multifeed (Envelope)

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
Select this to divide a document stack using envelopes. If you are using a scanner that does not support multifeed detection, this cannot be selected.

[Divide after multifeed] Check Box

Select this check box to split the document after the envelope image when splitting the document, so that the envelope image is the last image in the file.
If this check box is cleared, the document will be split before the envelope image when splitting the document, so that the envelope image is the first image in the file.

[Delete pages used as separators] Check Box

Select this check box to delete the images of documents used as separators.
Clear this check box to use the separator image as a first page.
If this check box is cleared and [Duplex] is selected for [Sides] in the [Scan] tab, only the front side image of the document used as a separator is used as the first page. The back side image is not displayed.

[Retrieve Data Extraction information from deleted pages] Check Box

This item is displayed when all of the following conditions are met.

- PaperStream Capture Pro or PaperStream Capture Pro Premium is used
- When the settings in the [Data Extraction] tab are as follows:
  - [Page] is selected for [Applied to]
  - [Standard Mode] is selected for [Definition Mode]
  - There is at least one [Zonal OCR], [Barcode], or [JSON Parsing] field with [Specified page] selected for [Applied page] and "1" entered

If you select this check box, data extraction information from fields of the specified types with [Specified page] selected for [Applied page] and "1" entered is retrieved from the page deleted during document separation as information for the first page.

[Options] Button

Configure the data extraction settings for deleted pages.
This button is displayed when the [Retrieve Data Extraction information from deleted pages] check box is selected.

➡ [Options] Window (page 399)

[Delete all of images created from sheets used as separators] Check Box

Select this check box to delete all of the images of documents used as separators.

This deletes all images which are of both sides of documents that are used as separators and deletes all divided images of documents that are used as separators if [Split Image] is set in the PaperStream IP driver.
However, if you are using a TWAIN-compatible scanner from another company, this function is not available.

Patch Code

Select this to divide a document stack into smaller stacks by using a patch code-printed sheet.

Patch Code

Select a patch code to be detected.

[Delete pages used as separators] Check Box

Select this check box to delete the images of documents used as separators.
Clear this check box to use the separator image as a first page.

[Delete all of images created from sheets used as separators] Check Box

Select this check box to delete all of the images of documents used as separators.
This deletes all images which are of both sides of documents that are used as separators and deletes all divided images of documents that are used as separators if [Split Image] is set in the PaperStream IP driver.
However, if you are using a TWAIN-compatible scanner from another company, this function is not available.

Press Ctrl

Select this to divide a document stack by pressing the [Ctrl] key during a scan.
The key to divide documents can be specified in [Shortcut key to separate manually] in the [Usability] Tab (page 415).
[Ctrl] is set by default.
When you specify a key, the key name appears in the setting item name.
For example, when you specify the [Alt] key, the setting item name changes from [Press Ctrl] to [Press Alt].

Specific Form

Select this to identify the layouts of forms and divide a document stack into smaller stacks for each type of form.
For the PaperStream IP (ISIS) driver, this item is not displayed.

ATTENTION

- For jobs to sort documents or extract data from forms, it is recommended that you specify the same scan settings (color mode/resolution/paper size) for the jobs as the scan settings for registering forms.
  If the settings are different, the recognition accuracy for scanning text and barcodes/QR codes may decrease and it may take longer to display the recognition result.

[Delete pages used as separators] Check Box

Select this check box to delete the images of documents used as separators.
Clear this check box to use the separator image as a first page.

[Keep extracted data when deleting images] Check Box

This item is displayed when either of the following conditions is met.

- When [Page] is selected for [Applied to] in the [Data Extraction] tab (and, for PaperStream Capture Pro or PaperStream Capture Pro Premium, when [Compatible Mode] is selected for [Definition Mode])
- For PaperStream Capture Pro or PaperStream Capture Pro Premium, when the settings in the [Data Extraction] tab meet all of the following conditions:
  - [Page] is selected for [Applied to]
  - [Standard Mode] is selected for [Definition Mode]
  - There is at least one field with [All pages] selected for [Applied page]

Select this check box to delete images of documents that are used as separators and to save only extracted data such as barcodes printed on documents in order to use the extracted data in file names or folder names.

[Retrieve Data Extraction information from deleted pages] Check Box

This item is displayed when all of the following conditions are met.

- PaperStream Capture Pro or PaperStream Capture Pro Premium is used
- When the settings in the [Data Extraction] tab are as follows:
  - [Page] is selected for [Applied to]
  - [Standard Mode] is selected for [Definition Mode]
  - There is at least one [Zonal OCR], [Barcode], or [JSON Parsing] field with [Specified page] selected for [Applied page] and "1" entered

If you select this check box, data extraction information from fields of the specified types with [Specified page] selected for [Applied page] and "1" entered is retrieved from the page deleted during document separation as information for the first page.

[Options] Button

Configure the data extraction settings for deleted pages.
This button is displayed when the [Retrieve Data Extraction information from deleted pages] check box is selected.

➡ [Options] Window (page 399)

[Delete all of images created from sheets used as separators] Check Box

Select this check box to delete all of the images of documents used as separators. This deletes all images which are of both sides of documents that are used as separators and deletes all divided images of documents that are used as separators if [Split Image] is set in the PaperStream IP driver.

However, if you are using a TWAIN-compatible scanner from another company, this function is not available.

[Manage] Button

Click this button to display the [Manage] Window (page 344).

[Similar form check] Button

Click this to check for similar forms from among the forms with check boxes selected in the form list.

Search Form

Enter a form name or part of a form name and click the [Search] button to display the target form.

Form List

In the list of registered forms, select the check boxes for the forms to be used as separators.
Up to 150 forms can be selected, including the number of forms selected in the form list in the [Separation] tab and the number of forms selected in the form list in the [Data Extraction] tab.
If a selected check box for a form is cleared after a job is saved, the form cannot be registered or edited. Save the job again, then click the [Manage] button to register or edit the form.
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.

When a keyword is set for a form,  will appear next to the form name.

For PaperStream AI, the form type is displayed in [Type].

- Cloud
  This is a non-standard form that is processed using PaperStream AI. If you select the check box for an [Cloud] form, the job will use PaperStream AI.
- Local
  This is a standard form that is set up manually.

Sorting forms

You can change the display order of forms in the following ways:

- Check box (selected/cleared)
  Each time you click the header of the check box column in the form list, you can change the display order of the forms in the following order: ascending order (▲) → descending order (▼) → the default display order.
  - In ascending order, forms whose check boxes are selected are displayed at the top.

- In descending order, forms whose check boxes are cleared are displayed at the top.

- Form name (ascending/descending)
  Each time you click [Form Name] in the form list, you can change the display order of the forms in the following order: ascending order by form name (▲) → descending order by form name (▼) → the default display order.

[Data extraction items] Tab

This item is displayed when [Type] is set to [Cloud] (non-standard form) in the form list.
Field names in the form that is selected from the form list are displayed.

[Standard image] Tab

This item is displayed when [Type] is set to [Local] (standard form) in the form list.
An image of the form that is selected from the form list is displayed.

[Separate unidentified documents] Check Box

Select this check box to divide unidentified documents.
An error will occur if [Specific Form] is selected for [Type] in the [Separation] tab and no form is selected in the form list.

Separator value

This is enabled when the [Separate unidentified documents] check box is not selected.
Select this check box to specify a folder name for the [Unidentified] folder.
Enter a folder name so that it is within 128 bytes.

[Separation does not take place as long as the same value continues in succession] Check Box

Select this check box to use only the first form among multiple forms that are recognized as a form which exactly matches the form specified as a separator and not use the rest of the matched forms, in order to divide documents.

Specific Document (Scanner Driver)

Select this to use the registered specific document information that is used for the [Automatic Profile Selection] function in the PaperStream IP (TWAIN) driver in order to divide a multipage document.
This is enabled when [Automatic Profile Selection] is set to [On] in the PaperStream IP (TWAIN) driver profile that is selected for [Scanner Driver Profile] under [Scan Settings] in the [Scan] tab.
This item is disabled when [Form] is selected for [Applied to] in the [Data Extraction] window.
This item is not displayed when the PaperStream IP (ISIS) driver is used for PaperStream Capture.

[Delete pages used as separators] Check Box

Select this check box to delete the images of documents used as separators.

Clear this check box to use the separator image as a first page.

[Keep extracted data when deleting images] Check Box

This item is displayed when either of the following conditions is met.

- When [Page] is selected for [Applied to] in the [Data Extraction] tab (and, for PaperStream Capture Pro or PaperStream Capture Pro Premium, when [Compatible Mode] is selected for [Definition Mode])
- For PaperStream Capture Pro or PaperStream Capture Pro Premium, when the settings in the [Data Extraction] tab meet all of the following conditions:
  - [Page] is selected for [Applied to]
  - [Standard Mode] is selected for [Definition Mode]
  - There is at least one field with [All pages] selected for [Applied page]

Select this check box to delete images of documents that are used as separators and to save only extracted data such as barcodes printed on documents in order to use the extracted data in file names or folder names.

[Retrieve Data Extraction information from deleted pages] Check Box

This item is displayed when all of the following conditions are met.

- PaperStream Capture Pro or PaperStream Capture Pro Premium is used
- When the settings in the [Data Extraction] tab are as follows:
  - [Page] is selected for [Applied to]
  - [Standard Mode] is selected for [Definition Mode]
  - There is at least one [Zonal OCR], [Barcode], or [JSON Parsing] field with [Specified page] selected for [Applied page] and "1" entered

If you select this check box, data extraction information from fields of the specified types with [Specified page] selected for [Applied page] and "1" entered is retrieved from the page deleted during document separation as information for the first page.

[Options] Button

Configure the data extraction settings for deleted pages.
This button is displayed when the [Retrieve Data Extraction information from deleted pages] check box is selected.

➡ [Options] Window (page 399)

[Delete all of images created from sheets used as separators] Check Box

Select this check box to delete all of the images of documents used as separators. This deletes all images which are of both sides of documents that are used as separators and deletes all divided images of documents that are used as separators if [Split Image] is set in the PaperStream IP driver.
However, if you are using a TWAIN-compatible scanner from another company, this function is not available.

Registered specific document information

Select the name of a specific document to be used as a separator from the specific documents registered with the PaperStream IP (TWAIN) driver.

[Separate unidentified documents] Check Box

Select this check box to divide unidentified documents.
Unidentified documents are stored in the [Unidentified] folder.

Separator value

This is enabled when the [Separate unidentified documents] check box is not selected.
Select this check box to specify a folder name for the [Unidentified] folder.
Enter a folder name so that it is within 128 bytes.

[Separation does not take place as long as the same value continues in succession] Check Box

Select this check box to use only the first form among multiple forms that are recognized as a form which exactly matches the form specified as a separator and not use the rest of the matched forms, in order to divide documents.

File Name

For PaperStream Capture Pro Premium, this item is enabled when [PaperStream IP Import] is selected for [Scanner] in the [Scan] tab.
Select this to divide documents by using file names that are input.

Detect Batch Separator

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
Specify what type of batch separation is used. If nothing is selected, the batch is not divided.
The setting items are the same as the ones for [Detect Doc Separator].
The separation type that is already specified for the document separator cannot be specified.
After the batch is divided, the second and subsequent divided batches change to the [Suspended] status and are managed in the [Batch Manager] Window (page 468).

[Barcode Options] Window (Separator)

This is a window for setting a recognition method and output method for barcodes.

[Use a UTF-8 QR code] Check Box

Select this check box to recognize a QR code as a UTF-8 character code.

[Include data after the control code [NUL] in a two-dimensional code] Check Box

Select this check box to output all information even if the control code [NUL] exists in data when a two-dimensional code is recognized.

Draw Zone Window (Separation)

This is a window for setting recognition areas for Zonal OCR or barcode that are used as separators.

Type

Displays the type of separator that you want to set the recognition area for.

Toolbar

Used for checking or editing the recognition area.
Click ▼ on the right side of the icon to select tools that are not displayed on the toolbar.

Image

Add

Scans another document and adds to the end of the selected page.
Click this button to start a scan according to the same settings as for the scanned images.

Replace

Scans another document and replaces the selected page with the scanned page.
Click this button to start a scan according to the same settings as for the scanned images.

Rotate 90

Rotates the selected page to the right by 90 degrees.

Rotate -90

Rotates the selected page to the left by 90 degrees.

Rotate 180

Rotates the selected page by 180 degrees.

Delete

Deletes the selected page.

Operation mode

Draw Zone

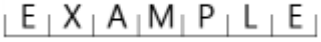
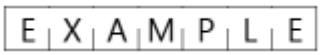
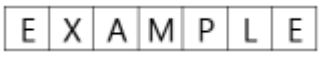
Changes the recognition area of Zonal OCR or a barcode.
On the scanned image, click and drag to select a Zonal OCR target area or an area to detect a barcode.
Only one area can be selected. Select an area with enough space.

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

Select the recognition area to display the recognition result in the field panel.

- For PaperStream Capture Pro or PaperStream Capture Pro Premium
  If [Zonal OCR] is selected for [Type] in the field attributes, the area for selecting a type of character to be recognized appears. In the area that appears, select a type of character

to be recognized from the drop-down list, and specify the number of characters as needed. Specify the number of characters between 1 and 2,147,483,647. Supported languages are English, French, German, Italian, Spanish, Russian, Turkish, Greek, Portuguese, Swedish, Dutch, Polish, Czech, Romanian, Ukrainian, Indonesian, Danish, Norwegian, Hungarian, and Finnish. For languages other than the languages above, types of characters to be recognized cannot be selected and characters are recognized as SimpleText.
The following shows types of characters to be recognized.

Type	Description	Example
SimpleText	Detects characters that are without boundary lines or are not underlined.	
UnderlinedText	Detects characters that are underlined.	
TextInFrame	Detects characters that are in a frame.	
GreyBoxes	Detects characters with a white background that is on another background colored gray.	
CharBoxSeries	Detects characters that are in separated frames.	
SimpleComb	Detects characters that are underlined and separated by short lines.	
CombInFrame	Detects characters that are in a frame and separated by short lines.	
PartitionedFrame	Detects characters that are in a frame and separated by lines.	

Hand Tool

Scroll through the image display.

Magnifier

Enlarges the area where the mouse pointer is placed.

Marquee Zoom

Enlarges the area that is specified by dragging the mouse pointer.

View

Zoom Out

Zooms out of the page by one level.

Zoom In

Zooms in on the page by one level.

Fit Whole

Displays the whole page to fit the viewer.

Fit Width

Displays the page to fit the width of the viewer.

Fit 100%

Displays the page in the viewer with the actual size of the document.

Viewer

Displays a scanned image.

Field Panel

Displays the recognition result of the Zonal OCR or the barcode.

[Scan] Button

Click this button to start scanning documents.

[OK] Button

Click this button to apply the area settings and return to the [Separation] tab.

[Cancel] Button

Click this button to return to the [Separation] tab.

[Options] Window

Configure the data extraction settings for deleted pages.

Data Extraction Options

Select the field types for which data is extracted from deleted pages

Rotation Options

[Retain Data Extraction information from pages deleted during rotation] Check Box

If you select this check box, when rotating the first page in the [QC] window, the field types selected in [Data Extraction Options] are not recognized again, and the data extraction information from the deleted pages is retained.
If you clear this check box, when rotating the first page in the [QC] window, all field types are recognized again on the first page.

[Test] Tab

A test scan can be performed with the settings that you configured.
When a test scan is performed, the configured settings for the job are saved.

TIP

- This tab is not displayed when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Scan Settings] in the [Scan] tab.

Job Button

Displays the job with the configured settings.
When you click the icon, the [Test Scan] Window (page 400) appears.
If you select the [Use a batch folder] check box in the [Destination] Tab (page 265), a window for setting a batch folder name appears.
You can enter up to 32 characters for a batch folder name.

[Test Scan] Button

Starts a scan using the selected job.

Job Summary

Displays the details of the job.

[Test Scan] Window

You can check or edit images that are scanned by clicking a job in the [Test] tab.

Toolbar

Used to check or edit the scanned images.

➡ Toolbar (page 449)

Viewer

Displays a scanned image.
This display mode differs according to the following conditions:

- When the display mode was previously set to [Browse] or [All-In-One]
  - If the page does not have extracted data
    The display mode becomes [Browse]. A thumbnail list is displayed on the left side of the viewer and the page that is selected in the thumbnail list is displayed in the viewer.
  - If the page has extracted data
    The display mode becomes [All-In-One]. A thumbnail list is displayed on the left side of the viewer, the page that is selected in the thumbnail list is displayed in the viewer, and the field panel is displayed on the right side of the viewer.
    However, for PaperStream Capture Pro or PaperStream Capture Pro Premium, when the [Scan] button is selected for [Process Settings] in the [Station] Tab (page 421) of the [PaperStream

Capture Pro Administrator Tool] window or [PaperStream Capture Pro Premium Administrator Tool] window, the display mode becomes [Browse].

- When the display mode was previously set to a mode other than [Browse] or [All-In-One]
  It is displayed in the same mode as before.

When the thumbnail list, the field panel, or both are displayed next to the viewer, the size of the display area can be changed by dragging the border line between them.
When you drag and drop the title part of the thumbnail list into the space outside the main window, the thumbnail list window is displayed separately from the main window.
Dragging and dropping the title part of the thumbnail list window that is displayed separately into the main window merges the windows together.

Document Separator

Displays the separator number and the number of pages of the document stack at the beginning of each document stack in the thumbnail list.
These are displayed only when the display mode is [All-In-One], [Browse], or [Thumbnail].

[Complete Scan] Button

- For PaperStream Capture
  Confirms and releases (outputs) the scanned images.
- For PaperStream Capture Pro or PaperStream Capture Pro Premium
  Confirms the scanned images and releases (outputs) them.
  Proceeds to the next batch (test) when the [Scan] button is selected for [Process Settings] in the [Station] tab of the [PaperStream Capture Pro Administrator Tool] window or [PaperStream Capture Pro Premium Administrator Tool] window and when the following are configured.
  - The [Enable Separate QC] check box is selected in the [Scan] Tab (page 244)
  - Data extraction is set in the [Data Extraction] Tab (page 321)

  Check the next batch (test) in the [Batch Manager] Window (page 468). To display this window, close the [Configure Jobs] window and click the [Batch Manager] button on the menu.

TIP

- When the [Specify a name for the file when it is output] check box in [File Properties] is selected in the [Destination] tab, the [Specify file name] window appears before a scanned image is output so that the output destination folder or a file name for the scanned image can be specified.
- When one of the following settings is configured for [File Name Option] in the file name settings in [File Properties] in the [Destination] tab, the window for editing a file name appears before scanned images are output, where you can edit the file name.
  - Selecting [Optional character string] and specifying [Input before outputting] in the sub-menu
  - Setting [Document Counter] and selecting the [Edit with Optional Character String] check box for [Document Counter] in the [Counter Options] window that is displayed when [Counter Options] is clicked

- Setting [Page Counter] and selecting the [Edit with Optional Character String] check box for [Page Counter] in the [Counter Options] window that is displayed when [Counter Options] is clicked
- Setting [Sheet Counter] and selecting the [Edit with Optional Character String] check box for [Sheet Counter] in the [Counter Options] window that is displayed when [Counter Options] is clicked

[Exit Test] Button

The scanned images are discarded, and the [Test] Tab (page 400) appears.

Status Bar

When you put the mouse pointer over an image, the following items appear in order from the left.

Batch Name

Displays the batch name at the bottom of the window.

Num of docs

When a document stack is divided into multiple stacks, the number of the stack currently selected is displayed at the bottom of the window.

Num of pages

Displays the number of the page currently selected at the bottom of the window.

Page Information

Displays the color, resolution, and the size of the page currently selected at the bottom of the window.

Total docs

When a document stack is divided into multiple stacks, the total number of stacks is displayed at the bottom of the window.
The default value (the value displayed when a document stack is not divided) is "1".

Total pages

Displays the total pages of the scanned images.

See also

[Notification] Window (page 477)

[Test QC] Window

You can check or edit images that are scanned by clicking a job in the [Test] tab.

Toolbar

Used to check or edit the scanned images.

➡ Toolbar (page 449)

Viewer

Displays the image to be checked.

- When the display mode was previously set to [Browse] or [All-In-One]
  - If the page does not have extracted data
    The display mode becomes [Browse]. A thumbnail list is displayed on the left side of the viewer and the page that is selected in the thumbnail list is displayed in the viewer.
  - If the page has extracted data
    The display mode becomes [All-In-One]. A thumbnail list is displayed on the left side of the viewer, the page that is selected in the thumbnail list is displayed in the viewer, and the field panel is displayed on the right side of the viewer.
- When the display mode was previously set to a mode other than [Browse] or [All-In-One]
  It is displayed in the same mode as before.

When the thumbnail list is displayed on the left side of the viewer, the size of the display area can be changed by dragging the border between them.
When you drag and drop the title part of the thumbnail list into the space outside the main window, the thumbnail list window is displayed separately from the main window.
Dragging and dropping the title part of the thumbnail list window that is displayed separately into the main window merges the windows together.

Document Separator

Displays the separator number and the number of pages of the document stack at the beginning of each document stack in the thumbnail list.
These are displayed only when the display mode is [Browse] or [Thumbnail].

[Complete QC] Button

Confirms the image processing or starts a releasing (outputting) process.
The processing status can be checked in the [Batch Manager] Window (page 468).

TIP

- When the [Specify a name for the file when it is output] check box in [File Properties] is selected in the [Destination] tab, the [Specify file name] window appears before a scanned image is output so that the output destination folder or a file name for the scanned image can be specified.
- When one of the following settings is configured for [File Name Option] in the file name settings in [File Properties] in the [Destination] tab, the window for editing a file name appears before scanned images are output, where you can edit the file name.
  - Selecting [Optional character string] and specifying [Input before outputting] in the sub-menu
  - Setting [Document Counter] and selecting the [Edit with Optional Character String] check box for [Document Counter] in the [Counter Options] window that is displayed when [Counter Options] is clicked

- Setting [Page Counter] and selecting the [Edit with Optional Character String] check box for [Page Counter] in the [Counter Options] window that is displayed when [Counter Options] is clicked
- Setting [Sheet Counter] and selecting the [Edit with Optional Character String] check box for [Sheet Counter] in the [Counter Options] window that is displayed when [Counter Options] is clicked

[Exit Test] Button

Deletes the test batch and displays the [Batch Manager] window again.

Status Bar

When you put the mouse pointer over an image, the following items appear in order from the left.

Batch Name

Displays the batch name at the bottom of the window.

Num of docs

When a document stack is divided into multiple stacks, the number of the stack currently selected is displayed at the bottom of the window.

Num of pages

Displays the number of the page currently selected at the bottom of the window.

Page Information

Displays the color, resolution, and the size of the page currently selected at the bottom of the window.

Total docs

When a document stack is divided into multiple stacks, the total number of stacks is displayed at the bottom of the window.
The default value (the value displayed when a document stack is not divided) is "1".

Total pages

Displays the total pages of the scanned images.

See also

[Notification] Window (page 477)

[Test Index] Window

For images that are scanned by clicking a job in the [Test] tab, you can change the data extraction field of a page or create a new data extraction field in this window.

Toolbar

Used to check or edit the scanned images.

➡ Toolbar (page 449)

Viewer

Displays a scanned image that has the extracted data.
The display mode becomes [All-In-One]. A thumbnail list is displayed on the left side of the viewer, the page that is selected in the thumbnail list is displayed in the viewer, and the field panel is displayed on the right side of the viewer.
When the thumbnail list is displayed on the left side of the viewer, the size of the display area can be changed by dragging the border between them.
When you drag and drop the title part of the thumbnail list into the space outside the main window, the thumbnail list window is displayed separately from the main window.
Dragging and dropping the title part of the thumbnail list window that is displayed separately into the main window merges the windows together.

Document Separator

Displays the separator number and the number of pages of the document stack at the beginning of each document stack in the thumbnail list.
This is displayed only when the display mode is [All-In-One] or [Browse].

[Complete Index] Button

Confirms the extracted data and starts a releasing (outputting) process.

TIP

- When the [Specify a name for the file when it is output] check box in [File Properties] is selected in the [Destination] tab, the [Specify file name] window appears before a scanned image is output so that the output destination folder or a file name for the scanned image can be specified.
- When one of the following settings is configured for [File Name Option] in the file name settings in [File Properties] in the [Destination] tab, the window for editing a file name appears before scanned images are output, where you can edit the file name.
  - Selecting [Optional character string] and specifying [Input before outputting] in the sub-menu
  - Setting [Document Counter] and selecting the [Edit with Optional Character String] check box for [Document Counter] in the [Counter Options] window that is displayed when [Counter Options] is clicked
  - Setting [Page Counter] and selecting the [Edit with Optional Character String] check box for [Page Counter] in the [Counter Options] window that is displayed when [Counter Options] is clicked
  - Setting [Sheet Counter] and selecting the [Edit with Optional Character String] check box for [Sheet Counter] in the [Counter Options] window that is displayed when [Counter Options] is clicked

[Exit Test] Button

Deletes the test batch and displays the [Batch Manager] Window (page 468) again.

Status Bar

When you put the mouse pointer over an image, the following items appear in order from the left.

Batch Name

Displays the batch name at the bottom of the window.

Num of docs

When a document stack is divided into multiple stacks, the number of the stack currently selected is displayed at the bottom of the window.

Num of pages

Displays the number of the page currently selected at the bottom of the window.

Page Information

Displays the color, resolution, and the size of the page currently selected at the bottom of the window.

Total docs

When a document stack is divided into multiple stacks, the total number of stacks is displayed at the bottom of the window.
The default value (the value displayed when a document stack is not divided) is "1".

Total pages

Displays the total pages of the scanned images.

[PaperStream Capture Administrator Tool] Window/[PaperStream Capture Pro Administrator Tool] Window/[PaperStream Capture Pro Premium Administrator Tool] Window

Components of the [PaperStream Capture Administrator Tool] Window/ [PaperStream Capture Pro Administrator Tool] Window/[PaperStream Capture Pro Premium Administrator Tool] Window

The components of the [PaperStream Capture Administrator Tool] window, [PaperStream Capture Pro Administrator Tool] window, or [PaperStream Capture Pro Premium Administrator Tool] window are as follows:

Tab

- [General] Tab (page 408)
- [Usability] Tab (page 415)
- [Output] Tab (page 417)
- [Activation] Tab (page 420)
- [Station] Tab (page 421)
  This tab is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
- [Support] Tab (page 425)

Click a tab name to switch to the corresponding tab to be displayed.

[Previous] Button

Returns to the previous tab.

[Next] Button

Proceeds to the next tab.

[Save] Button

Applies the settings.

[Close] Button

Closes the [PaperStream Capture Administrator Tool] window, [PaperStream Capture Pro Administrator Tool] window, or [PaperStream Capture Pro Premium Administrator Tool] window.

TIP

- When you click  in the [PaperStream Capture Administrator Tool] window, [PaperStream Capture Pro Administrator Tool] window, or [PaperStream Capture Pro Premium Administrator Tool] window, the following items are displayed:
  - About
    When you select this item, the information about the PaperStream Capture version is displayed.
  - Exit
    Select this item to close the [PaperStream Capture Administrator Tool] window, [PaperStream Capture Pro Administrator Tool] window, or [PaperStream Capture Pro Premium Administrator Tool] window.

[General] Tab

The operation preferences such as the display and scanner driver settings can be configured.

PaperStream AI

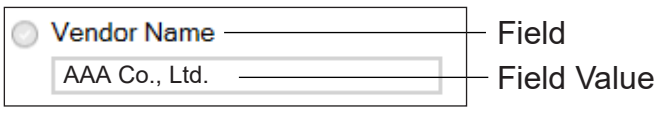
In multi-station operation, the station server settings take precedence.

[Learn from the corrections made in the QC Window] Check Box

Select this check box to have the AI learn the corrections made on the [QC] window.
The AI learns from the corrections made on the [QC] window and improves recognition accuracy in subsequent scans. As recognition accuracy improves, you will need to correct the recognition results less often, which makes your work more efficient.
The AI performs learning when you click the [Complete Batch] button in the [QC] window, and the learning output will be applied in subsequent scans. Note that learning output cannot be referenced.

➡ [QC] Window (page 442)

- Conditions for learning
  The AI learns on a field-by-field basis.
  If a field value is incorrect, the AI learns when you change it to the correct field value.



To correct a field value, use one of the following methods:

- Correcting the area (recommended)
  Adjust the area so that it covers the location where the correct field value is shown.
  When you adjust the area, the AI learns using surrounding information that provides clues for recognizing the area, which tends to improve recognition accuracy.

  You can adjust areas by clicking  (Draw Zone) on the [QC] window.

➡ Operation mode (page 455)

- Correcting the text
  Correct an incorrect field value by typing the correct value directly in the field.
  Because the AI has limited information for recognizing the correct field value, recognition accuracy may not improve.

Example of area correction

- For fields whose values are both company names (such as the vendor name and customer name fields), if the AI recognizes the company names in reverse, adjust the area so that it covers the location where the expected field value is shown.

Field	Expected Field Value	Incorrect Field Value
Vendor Name	AAA Co., Ltd.	BBB Co., Ltd.
Customer Name	BBB Co., Ltd.	AAA Co., Ltd.

- If the field value is left blank, adjust the area so that it covers the location where the expected field value (AAA Co., Ltd.) is shown.

Field	Expected Field Value	Incorrect Field Value
Vendor Name	AAA Co., Ltd.	(Blank)

- If the field value is expected to be blank but an incorrect value is recognized, adjust the area so that it covers the location where the expected field value should be blank.

Field	Expected Field Value	Incorrect Field Value
Customer Postal Code	(Blank)	929-1192

- Unit of learning output
  - When scanning the default form types (quotation, purchase order, invoice, delivery note, and receipt)
    Learning output is used for recognition on a "form type + vendor name field value" basis.
    For example, learning output for "Invoice" + vendor name "AAA Co., Ltd." is not used to recognize "Invoice" + vendor name "CCC Co., Ltd.".
    It is also not used to recognize "Quotation" + vendor name "AAA Co., Ltd.".
  - When scanning non-default form types
    Learning output is used for recognition on a "form type + document title field value" basis.
    The document title field is always defined.
    For example, learning output for "Human Resources Documents" + document title "Business Trip Expense Claim" is not used to recognize "Human Resources Documents" + document title "Transportation Expense Claim".
    It is also not used to recognize "Accounting Documents" + document title "Business Trip Expense Claim".
- Scope of learning output sharing
  The scope of learning output sharing depends on the setting of the [Use form definitions and learning data in common within the tenant] check box.

[Use form definitions and learning data in common within the tenant] Check box

Select this check box to share the form definitions and learning output within the same tenant.

➡ What is a tenant?

Clear this check box to use the form definitions and learning output only in the PaperStream AI that you are currently using. The form definitions and learning output are not shared with PaperStream AI on other computers. Therefore, recognition accuracy may differ even if you import the same job and scan the documents.

Proxy settings

[Proxy settings] Button

When you click this button, the [Proxy settings] window appears.
Specify the authentication credentials for the proxy server used to access external networks.

Proxy authentication information

User Name

Specify a user name for proxy server authentication.

Password

Specify a password for proxy server authentication.

PaperStream AI Connection Settings

[Do not use PaperStream AI] Check Box

If you select this check box, a connection to PaperStream AI will not be established. In environments without an Internet connection, you can reduce wait times when starting the application, editing jobs, and starting scan operations. In this case, the function of PaperStream AI cannot be used.
This setting is configured for each computer. This change will not be reflected on other computers or a storage server.
This item is displayed when the PaperStream AI license is valid.
If you want to use PaperStream AI again, clear the check box or select [Reconnect to PaperStream AI] from the menu.

➡ Menu (page 232)

Display

Logo Image

Specify a logo image to be displayed on the Menu (page 232).
When you specify a logo image, the path for the logo image is shown in the field.

[Browse] Button

Click this button, and in a window that appears, specify a logo image. When you specify a logo image, the preview of the logo image is displayed.
You can select a file in BMP (.bmp), JPEG (.jpg), or PNG (.png) format.

When creating a logo image file, create a file with the size of its height 32 × its width 204 pixels.
To restore the logo image that is set when this software is installed, select the following file. Note that the file path for the default installation of PaperStream Capture is shown below.

- For PaperStream Capture
  C:\ Program Files\fiScanner\PaperStream Capture\assets\img_logo_PSC.png
  (For 64-bit operating systems, C:\Program Files (x86)\fiScanner\PaperStream Capture \assets\img_logo_PSC.png)
- For PaperStream Capture Pro
  C:\Program Files\fiScanner\PaperStream Capture\assets\img_logo_PSCpro.png
  (For 64-bit operating systems, C:\Program Files (x86)\fiScanner\PaperStream Capture \assets\img_logo_PSCpro.png)
- For PaperStream Capture Pro Premium
  C:\Program Files\fiScanner\PaperStream Capture\assets \img_logo_CaptureProPremium.png
  (For 64-bit operating systems, C:\Program Files (x86)\fiScanner\PaperStream Capture \assets\img_logo_CaptureProPremium.png)

Logo Name

Enter a description of the logo image.

[Display sample jobs] Check Box

- For PaperStream Capture
  When you select this check box, job samples are displayed on the [Scan] Window (page 428) and the [Configure Jobs] Window (page 235).
  However, the Compatible with ScanSnap Manager for fi sample job is displayed only in the window for configuring jobs.
- For PaperStream Capture Pro or PaperStream Capture Pro Premium
  When you select this check box, job samples are displayed on the [Scan] Window (page 428), [Scan & Index] Window (page 433), and the [Configure Jobs] Window (page 235).
  However, the Compatible with ScanSnap Manager for fi sample job is displayed only in the window for configuring jobs.

[Reset sample job] Button

Click this button to reset the settings for the sample jobs.

Maximum number of jobs

Specify the number of jobs to be displayed, ranging from 10 to 500.

Show Released Batches for xx days

Specify the number of days for displaying the released batches in the [Batch Manager] window.
"xx" indicates the specified number of days.
The default value is 1 day.

Thumbnail Image Quality

Specify the image quality of thumbnails to be displayed.
Select an item from "Low", "Medium", or "High".

[Use high-quality bitmap scaling to display images] Check Box

When you select this check box, high-quality bitmap scaling is used to display Black & White, grayscale, or color thumbnails.

[Show confirming message] Check Box

If you select this check box in PaperStream Capture, a confirmation message appears when you click the [Complete Batch] button in the [Scan] Window (for Checking/Editing) (page 430) to register a form or release (output) a batch.
If you select this check box in PaperStream Capture Pro or PaperStream Capture Pro Premium, a confirmation message appears before a form is registered or a batch is released (output).

[Show the job summary] Check Box

When you select this check box in PaperStream Capture, the [Scan] window is split into two parts. The job list is displayed on the left side of the window, and the overview of the job is displayed on the right side of the window.
When you select this check box in PaperStream Capture Pro or PaperStream Capture Pro Premium, the [Scan] window or the [Scan & Index] window is split into two parts. The job list is displayed on the left side of the window, and the overview of the job is displayed on the right side of the window.

Job Thumbnail Size

Used to change the thumbnail size for the jobs.
[Medium] or [Large] can be selected for the thumbnail size.
[Medium] is selected for the thumbnail size by default.

Password Lock

Set an administrator password to protect the system preferences and the job settings.

If you set it, when you select [Configure Jobs] or [Administrator Tool] from  on the menu, the [Enter password] window appears.

[Use password] Check Box

Select this check box to allow setting a password.
Enter the desired values in the input fields for [Password] and [Confirm].

[Do not use a password with Ad hoc Scan] Check Box

When you select this check box, you can use the ad hoc scan function to scan a document without entering a password, even if the password lock has been set.

Driver Type

Specify a scanner driver used for scanning.
Select [TWAIN] or [ISIS].
The specified scanner driver is used when you create or edit a job.

[Occupy the scanner to shorten the start time for a scan] Check Box

Select this check box to occupy the scanner which shortens the time it takes to start a scan.
Note that other applications cannot use the scanner while it is being occupied.
This check box is displayed only for the PaperStream IP (TWAIN) driver.

ATTENTION

- When you change a job that you want to use as shown below, the performance of this function will be lowered for a scan that is performed immediately after it is changed.
  - When you change a job that has [Compatible with ScanSnap Manager for fi] selected for the scanner driver profile to a job that does not have [Compatible with ScanSnap Manager for fi] selected for the scanner driver profile
  - When you change a job that does not have [Compatible with ScanSnap Manager for fi] selected for the scanner driver profile to a job that has [Compatible with ScanSnap Manager for fi] selected for the scanner driver profile

Automatic Refresh Interval for Batch Manager

Enter the update interval manually for the [Batch Manager] Window (page 468) from 30 to 999 seconds. The default value is 60 seconds.

Switch Modes

Select a scanning method.
[Use both Batch Scan and Simple Scan mode] is selected by default.

- Use both Batch Scan and Simple Scan mode
  Select this to use both Batch Scan mode and Simple Scan mode as scanning methods.
- Use Batch Scan only
  Select this to use Batch Scan mode only as a scanning method.
- Use Simple Scan mode only
  Select this to use Simple Scan mode only as a scanning method.

[Resides in the taskbar after exiting] Check Box

Select this check box to make the icon reside in the taskbar after exiting PaperStream Capture which shortens the time it takes to start up the application.

Work folder

- For Batch Scan mode
  - For PaperStream Capture

Specify a folder where jobs, batches, and configuration files of PaperStream IP driver profiles are to be saved.
If you change the folder where jobs are to be saved, the existing jobs saved in the previous folder cannot be used.
If you want to continue to use the jobs, export the operational environment before changing the folder, and then import the operational environment after changing the folder.

➡ Exporting an Operational Environment (page 221)

➡ Importing an Operational Environment to a Different Computer (page 222)

- For PaperStream Capture Pro or PaperStream Capture Pro Premium
  When a computer is used as a station for a single station operation, specify a work folder where data that is transferred from the storage server is to be saved.
  When the Batch Scan mode is used, or a computer is used as a storage server for a multi-station operation, even if a work folder is specified, the work folder is ignored.
  To change the storage folder for the following configuration files, specify a new destination for [Storage Folder] under [Storage Server] in the [Station] Tab (page 421) in the [PaperStream Capture Pro Administrator Tool] window or [PaperStream Capture Pro Premium Administrator Tool] window.
  - Job
  - Batch
  - PaperStream IP driver profile

  TIP
  - To display [Storage Server] in the [Station] tab, start the Administrator Tool in the following procedure:
    - Windows 10/Windows Server 2016/Windows Server 2019/Windows Server 2022
      Select [Start] menu → [PaperStream Capture] → [Administrator Tool].
    - Windows 11/Windows Server 2025
      Select [Start] menu → [All apps] → [PaperStream Capture] → [Administrator Tool].

- For Simple Scan mode
  Specify a work folder where scanned images are to be saved temporarily.

A folder with a path that contains environment-dependent (Unicode) characters cannot be specified.
Note that the following path is the one that is specified for the work folder when PaperStream Capture is installed with default settings.

- For PaperStream Capture
  C:\ProgramData\PaperStreamCapture\Storage
- For PaperStream Capture Pro or PaperStream Capture Pro Premium
  C:\ProgramData\PaperStreamCapture\work

[Browse] Button

Click this button, and in a window that appears, specify a work folder.

Confidence level

Default threshold value

Specifies a numeric value that indicates the estimated accuracy of results obtained from zonal OCR. The value you specify will be the initial value in the [Define Field] window.
This item cannot be specified in multi-station operation. The station server settings take precedence.

Processing Speed

[Process background form recognition tasks in parallel] Check Box

Select this check box to reduce the following times:

- The time required to output scanned images when [Release After Scan] is enabled in the [Scan] tab.
- The time required for form recognition, which runs in the background when you click the [Complete Batch] or [Suspend Batch] button on the [QC] window during form recognition

However, when you run a mix of jobs with the [Release After Scan] check box selected on the [Scan] tab and jobs with the check box cleared on the same tab (which undergo form recognition in the [QC] window), your PC's memory and CPU may be heavily used. As a result, applications other than PaperStream Capture may run slowly.

Notification setting for recommended operations

Notification

Select whether to display a button on the menu, which points out the way to improve job settings.

- Notify
- Do not notify
- Notify to selected users
  If this is selected, [Select] is enabled. Click [Select] to display the [Select an organization/user] Window (page 473), where you can select a user, group, or organization for which the [Notification] button is to be displayed.

[Usability] Tab

The settings for the operations to be performed when the button on the scanner is pressed, and the settings for the keyboard and mouse can be configured.

Event

Specify whether to perform a scan with the job that is specified in Batch Scan mode or to perform a scan in Simple Scan mode when the scanner button ("Scan" or "Send to") is pressed.
Click an icon under the name of each button to display a list of items that includes jobs and Simple Scan mode.
Select one of the jobs or Simple Scan mode for the settings to be used for scanning from the list.

The [One Push Scan] job is specified for the Scan button on a scanner by default.

[Default] Button

Restores all the settings to default values.

Keyboard/Mouse

Click Mode

Specify whether to perform the operations of PaperStream Capture by single-clicking or double-clicking the mouse.
Select [Single] or [Double].

Hot key operation mode

Select a hot key operation.

- Batch Scan runs when PaperStream Capture is displayed in the foreground
  If this is selected, hot keys function only when PaperStream Capture is displayed in the foreground.
- Batch Scan acts as a hot key for the whole system
  If this is selected, hot keys function as hot keys for the entire system while PaperStream Capture is operating.

Hot key to cancel scanning

Specify any keys on the keyboard as hot keys so that they can be used to stop scanning.
You can select a hot key operation in [Hot key operation mode].

ATTENTION

- If you define a hot key and select [Batch Scan acts as a hot key for the whole system] for [Hot key operation mode], the keys that are specified for any settings in other applications do not function while PaperStream Capture is operating. It is recommended to define keys that are not used in other applications.

Shortcut key to separate manually

Specify a key to manually divide a document at any time.
[Ctrl] is set by default.
When you specify a key, the key name appears in the following item names.

- [Press xxx] for [Type] in the [Separation] Tab (page 384)
- [Divide documents when xxx is pressed] for [Divide documents] under [Options] in the [Scan Settings] Window (page 487)
  "xxx" indicates the specified key.

Shortcut Settings

Shortcut key for each operation of PaperStream Capture can be defined.
When you click the [Settings] button, the [Shortcut Settings] Window (page 417) appears.

[Shortcut Settings] Window

Shortcut key for each operation of PaperStream Capture can be defined.

Category

Click this to display the drop-down list and then select the operation window or toolbar to be used from the drop-down list.
Select any operation window or toolbar to display a list of operations and corresponding shortcut keys for the window or toolbar.

Enter Shortcut

Select any operation from the list of operations to display the shortcut key that is defined for the operation.
To change the shortcut key, select the input field and specify a new key by pressing any keys on the keyboard.

[Default] Button

Restores all the settings to default values.

[OK] Button

Applies the settings and closes the window.

[Cancel] Button

Cancels the settings and closes the window.

[Output] Tab

Use this tab to set the format of the file to be output.

TIP

- The [Use Code 3 of 9 in Full ASCII mode] check box is not displayed when you select [Administrator Tool] from  on the menu. To set this item, exit PaperStream Capture and then start the "Administrator Tool" in the following procedure:
  - Windows 10/Windows Server 2016/Windows Server 2019/Windows Server 2022
    Select [Start] menu → [PaperStream Capture] → [Administrator Tool].
  - Windows 11/Windows Server 2025
    Select [Start] menu → [All apps] → [PaperStream Capture] → [Administrator Tool].

File Format

JPEG compression format for TIFF

Select a JPEG compression format for TIFF.
The following compression formats can be selected:

- Old JPEG (Compression=6)
- JPEG (Compression=7)

PDF version

Select a PDF version to output from the drop-down list.
The PDF version that can be selected is a version between 1.2 (Acrobat 3) and 1.7 (Acrobat 8).
The default is 1.7 (Acrobat 8).

ATTENTION

- When the [High Color Compression] or [High Gray Compression] check box is selected under [PDF Options] in the [Options] Window (page 286), the setting for this item is disabled and the PDF version is set to 1.7 (Acrobat 8).
- When the [Convert to Searchable PDF] check box is selected under [PDF Options] in the [Options] Window (page 286), the PDF version is set to 1.7 (Acrobat 8) even if [1.2 (Acrobat 3)] is selected for this item.
- When the [Add password when creating PDF file] check box is selected under [PDF Options] in the [Options] Window (page 286), the setting for this item is disabled and the PDF version is set to 1.7 (Acrobat 8).

PDF/A version

From the drop-down list, select a PDF/A conformance level to be applied when outputting files.
You can select one of the following conformance levels:

- PDF/A-1b
- PDF/A-2b
- PDF/A-2u
- PDF/A-3b
- PDF/A-3u

ATTENTION

The PDF version is set as follows:

- For PDF/A-1b, the PDF version is set to 1.4 (Acrobat 5).
- For conformance levels other than PDF/A-1b, the PDF version is set to 1.7 (Acrobat 8).

Output settings for Word/Excel/PowerPoint files

[Office Conversion Feature Settings] Button

Configure the settings related to outputting Word, Excel, and PowerPoint files.
When you click this button, the [Office Conversion Feature Settings] window appears.

Barcode

[Use Code 3 of 9 in Full ASCII mode] Check Box

Select this check box to recognize Code39 barcodes in a Full ASCII format.
To recognize Code39 barcodes in ASCII format, clear the check box.

[Office Conversion Feature Settings] Window

- **General Settings**

General Settings

Configure the common settings related to outputting Word, Excel, and PowerPoint files.

Document Language

Specify a language to perform text recognition in.

- **Scan to Word**

Text Settings

[Preserve line breaks] Check Box

Select this check box to preserve the original line break settings of the text.

[Preserve text color] Check Box

Select this check box to preserve the original color of the text.

[Highlight characters with low recognition confidence] Check Box

Select this check box to highlight characters with low recognition confidence when editing generated data.

[Save photos in output document] Check Box

Select this check box to keep photos from the original document.

File Format

Set the format of the file to be output.

- **Scan to Excel**

[Ignore text outside the table] Check Box

Select this check box to save only the table and ignore other text.

File Format

Set the format of the file to be output.

- **Scan to PowerPoint**

  Text Settings

  [Preserve line breaks] Check Box

  Select this check box to preserve the original line break settings of the text.

  [Save photos in output document] Check Box

  Select this check box to keep photos from the original document.

[Activation] Tab

This is a window for checking and managing the license information.

Current License Information

License Name

Displays the license name.

Licensed To

Displays the name of the user who purchased the license of PaperStream Capture Pro or PaperStream Capture Pro Premium.

License Code

Displays the license code that is used for activation of PaperStream Capture Pro or PaperStream Capture Pro Premium.



Click this button to copy the displayed license code to the clipboard.

License Type

Displays the license type of PaperStream Capture Pro or PaperStream Capture Pro Premium.

Machine Id

Displays your computer ID.

Valid Until

The expiration date for PaperStream Capture Pro or PaperStream Capture Pro Premium is displayed.
For the evaluation version, the expiration date of the trial period is displayed.

License Management

Tell Me More

Click this to view the official website for PaperStream Capture Pro on a web browser.

Buy

Click this to view the website to purchase PaperStream Capture Pro and PaperStream Capture Pro Premium on a web browser.
If you click the [Activate] button and the license activation is successful, the [Buy] button switches to the [Renew] button.

Activate

For PaperStream Capture, activates the license of an evaluation version of PaperStream Capture Pro Premium or PaperStream Capture Pro and PaperStream Capture Pro Premium.
This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used and the license is not activated.
Click this to display a window for entering the license code.
Enter the license code that you obtain, and click the [Activate] button to activate the license. If the license activation is successful, the [Activate] button switches to the [Deactivate] button.

Deactivate

Displayed when the license of PaperStream Capture Pro or PaperStream Capture Pro Premium has already been activated.
When you click this button to deactivate the license, the [Deactivate] button switches to the [Activate] button.

Evaluation

For PaperStream Capture, click this to open the application form for the evaluation version in your browser.
For details about the procedure to start the evaluation, refer to Evaluating PaperStream Capture Pro Premium (page 46).
The evaluation period is set for 60 days and the maximum number of batches are 200.
You can evaluate PaperStream Capture Pro on a computer only one time.
For PaperStream Capture Pro or PaperStream Capture Pro Premium, this is disabled.

[Station] Tab

PaperStream Capture Pro or PaperStream Capture Pro Premium operational environment can be exported in this window.

TIP

- [Storage Server] is not displayed when you select [Administrator Tool] from  on the menu.
  To set this item in a multi-station operation, exit PaperStream Capture Pro or PaperStream Capture Pro Premium and then start the "Administrator Tool" in the following procedure:
  - Windows 10/Windows Server 2016/Windows Server 2019/Windows Server 2022
    Select [Start] menu → [PaperStream Capture] → [Administrator Tool].
  - Windows 11/Windows Server 2025
    Select [Start] menu → [All apps] → [PaperStream Capture] → [Administrator Tool].

Process Settings

[Scan & Index] Button

Select this when you use the computer to perform a scan, a QC (quality check), an indexing process, and a releasing (outputting) process as a single continuous process.
For a multi-station operation, select this when you use the computer as a client computer for scanning documents, checking and editing scanned images, or checking and editing extracted data.
By default, this is selected.

[Scan] Button

Select this when you use the computer for scanning documents.
For a multi-station operation, select this when you use the computer for scanning documents as a client computer.

[QC] Button

Select this when you use the computer for checking and editing scanned images.
For a multi-station operation, select this when you use the computer for checking and editing scanned images as a client computer.

[Index] Button

Select this when you use the computer for checking and changing the extracted data of scanned images.
For a multi-station operation, select this when you use the computer for checking and editing extracted data as a client computer.

[Show next batch automatically] Check Box

Available when the [Scan & Index] button is not selected.
Select this check box to show the next batch automatically.

[Perform a final check before releasing it] Check Box

This is displayed when [Multi-station operation. This is the storage server.] is selected.

Select this check box to display a relevant batch so that a final check on images can be performed before the images are output only when [QC] is specified for a client computer station.

Storage Server

Single station operation. No storage server used.

Select this for an operation that does not require a storage server.

Storage Folder

Specify a folder where jobs, batches, and configuration files of PaperStream IP driver profiles are to be saved.
A folder with a path that contains environment-dependent (Unicode) characters cannot be specified.
If you change the folder where jobs are to be saved, the existing jobs saved in the previous folder cannot be used.
If you want to continue to use the jobs, export the operational environment before changing the folder, and then import the operational environment after changing the folder.

➡ Exporting an Operational Environment (page 221)

➡ Importing an Operational Environment to a Different Computer (page 222)

[Browse] Button

Click this button, and in a window that appears, specify a folder where files are to be saved.

Multi-station operation. This is the storage server.

Select this to use the computer as a storage server for a multi-station operation.

Storage Folder

Specify a folder where jobs, batches, and configuration files of PaperStream IP driver profiles are to be saved.
A network folder or a folder with a path that contains environment-dependent (Unicode) characters cannot be specified.
If you change the folder where jobs are to be saved, the existing jobs saved in the previous folder cannot be used.
If you want to continue to use the jobs, export the operational environment before changing the folder, and then import the operational environment after changing the folder.

➡ Exporting an Operational Environment (page 221)

➡ Importing an Operational Environment to a Different Computer (page 222)

[Browse] Button

Click this button, and in a window that appears, specify a folder where files are to be saved.

Release Service

[Start] Button

Click this button to start "PFU.PaperStream.Capture.ReleaseService" on the storage server.

[Stop] Button

Click this button to stop "PFU.PaperStream.Capture.ReleaseService" on the storage server.

Storage firewall

[Open] Button

Click this button to open a firewall port on the storage server and allow communication from client computers.

[Close] Button

Click this button to close the firewall port on the storage server and block communication from client computers.

Perform background OCR

Configure whether the storage server performs OCR in a multi-station operation so that you can continue working in the application window.
This is displayed when [Multi-station operation. This is the storage server.] is selected.

- For computers used for [Scan & Index]
  When you click the [Suspend Batch] button or [Complete Batch] button, OCR processing runs in the background on the computer you are using.
- For computers used for [Scan] or [QC]
  When you click the [Complete Batch] button, OCR is performed on the storage server.
- For computers used for [Index]
  When you click the [Suspend Batch] button or [Complete Batch] button, OCR is performed on the storage server.

Multi-station operation. Storage server address below.

Select this to use the computer for performing a scan, a QC (quality check), and an indexing process as a client computer for a multi-station operation.

Server Address

Specify the IP address or the host name of the computer that is set as a storage server for a multi-station operation.

[Test] Button

Click this button to check the connection with the storage server.

[Support] Tab

Whether to output log files and what information to be output if any can be configured.
Information such as scan history and errors can be output to Windows event logs.

Need Assistance?

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
Various information appears.

Data Collection

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.

[Output Operation Data] Check Box

Select this check box to collect the usage of PaperStream Capture and output it in the "TSV" format.

➡ Data to Collect (page 672)

Folder

Specify a destination folder for outputting operation data.

[Browse] Button

Click this button, and in the window that appears, specify a folder where files are to be output.

Support Tools

Event Log Settings

[Message logs] Check Box

All messages will be output.

[Selected event logs] Check Box

Selected log events will be output. The following log events can be selected:

Scanning

Outputs a log after a scan is performed.
The type of this log event is information.

Page removal

Outputs a log after a page is deleted.
Also, outputs a log after a page is deleted by the blank page skip function.
A log about removal of a separator is not output.
The type of this log event is information.

Paper jam

Outputs a log when you stop a scan in response to a PaperStream IP driver message about paper jams.
The type of this log event is error.

Multifeed

Outputs a log when a multifeed is notified to PaperStream Capture.
When a function such as PaperStream IP driver's multifeed recovery enables a scan to be continued, a log is not output.
The type of this log event is error.

Other errors

Outputs a log when an error occurs during scanning a document.
The type of this log event is error.

Create Batch

Outputs a log when the batches are created and saved.
The type of this log event is information.

Start Scan

Outputs a log when a scan starts.
The type of this log event is information.

End Scan

Outputs a log when a scan ends.
The type of this log event is information.

Start QC

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
Outputs a log when a QC (quality check) is started.
The type of this log event is information.

End QC

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
Outputs a log when a QC (quality check) is ended.
The type of this log event is information.

Start Indexing

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
Outputs a log when the [Index] window appears.
The type of this log event is information.

End Indexing

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
Outputs a log when the [Index] window is closed.
The type of this log event is information.

Start Release

Outputs a log after an output starts.
The type of this log event is information.

End Release

Outputs a log when an output ends.
The type of this log event is information.

[Default] Button

Restores all the settings to default values.

[Scan] Window

Scan a document by selecting the job that is set in advance.
The job list is displayed in the window.

ATTENTION

When you scan documents using a job for a specific form ([forms] is selected for [Applied to] in the [Data Extraction] tab), the recognition accuracy may be lower during the scan and it may take more time to display results depending on the scan settings.

- When the scan settings (color mode/resolution/paper size) for registering a form are different from the scan settings for the job
- When the assisted scan function is enabled

Sort

You can change the sort order of jobs. Select a sort order of jobs from the drop-down list.

- Modified Date (Newest first)
- Modified Date (Oldest first)
- Creation Date (Newest first)
- Creation Date (Oldest first)
- Job Name (Ascending)
- Job Name (Descending)
- User Definition
  You can set the sort order freely. Put the mouse pointer over the job, and drag and drop the job in the desired position while holding down the [Shift] key.
  The changed sort order is memorized for each user that is logged on.
- Group
  This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
  Jobs are displayed in groups. Jobs that are not assigned to a group are displayed in the [Others] group.
  You can change the sort order. Put the mouse pointer over the job, and drag and drop the job in the desired position while holding down the [Shift] key.
  However,  ([PaperStream AI] job) that uses PaperStream AI cannot be reordered.

Search Job

Enter a job name or part of a job name and click the [Search] button to display the target job.
You can enter up to 128 characters.

[Configure Jobs] Button

Click this button to display the [Configure Jobs] Window (page 235).

Job List

A list of jobs is displayed.
The following jobs are displayed as samples when the [Display sample jobs] check box is selected in the [General] tab in the [PaperStream Capture Administrator Tool] window, [PaperStream Capture Pro Administrator Tool] window, or [PaperStream Capture Pro Premium Administrator Tool Premium] window.

- Auto Color
- Color
- Black and White
- One Push Scan

ATTENTION

- For PaperStream Capture, the PaperStream IP (ISIS) driver does not support scanning with a sample job.

Hover the mouse pointer over a job icon to display the job details.
Click one of these icons to start a scan according to the job settings.
When you right-click the icon, the [Ad hoc Scan] appears. Selecting [Ad hoc Scan] allows you to change the scan settings of the selected job temporarily to scan documents.

➡ Changing Job Settings Temporarily and Performing a Scan (Batch Scan Mode) (page 103)

TIP

- The sample job [Compatible with ScanSnap Manager for fi] is not displayed for the default settings.
  To display the sample job, change the settings in the following procedure.

  1. In the PaperStream Capture main window, click the [Configure Jobs] button.
  2. Select the job [Compatible with ScanSnap Manager for fi] and click the [Edit] button.
  3. In [Job Information] in the displayed [Job Information] tab, set [Show] to [Show] and save the settings.



Click this button to show or hide the [Job Summary].

Job Summary

The details of the job currently selected are displayed.

[Scan] Window (for Checking/Editing)

The scanned images can be checked or edited.

Toolbar

Used to check or edit the scanned images.

➡ Toolbar (page 449)

Viewer

Displays a scanned image.
This display mode differs according to the following conditions:

- When the display mode was previously set to [Browse] or [All-In-One]
  - If the page does not have extracted data
    The display mode becomes [Browse]. A thumbnail list is displayed on the left side of the viewer and the page that is selected in the thumbnail list is displayed in the viewer.
  - If the page has extracted data
    The display mode becomes [All-In-One]. A thumbnail list is displayed on the left side of the viewer, the page that is selected in the thumbnail list is displayed in the viewer, and the field panel is displayed on the right side of the viewer.
- When the display mode was previously set to a mode other than [Browse] or [All-In-One]
  It is displayed in the same mode as before.

When the thumbnail list, the field panel, or both are displayed next to the viewer, the size of the display area can be changed by dragging the border line between them.
When you drag and drop the title part of the thumbnail list into the space outside the main window, the thumbnail list window is displayed separately from the main window.
Dragging and dropping the title part of the thumbnail list window that is displayed separately into the main window merges the windows together.

Document Separator

Displays the separator number and the number of pages of the document stack at the beginning of each document stack in the thumbnail list.
For PaperStream Capture, these are displayed only when the display mode is [All-In-One], [Browse], [Browse (2x1)], or [Thumbnail].
For PaperStream Capture Pro or PaperStream Capture Pro Premium, these are displayed only when the display mode is [Browse], [Browse (2x1)], or [Thumbnail].

Slider

You can change the thumbnail size by using the slider that is located under the thumbnail list.

Moving the slider to the left or clicking decreases the thumbnail size.

Moving the slider to the right or clicking increases the thumbnail size.

Clicking or changes the thumbnail size by one increment.

The slider is set on the third tick mark from the left by default.

[Complete Batch] Button

- For PaperStream Capture
  Confirms the scanned images and releases (outputs) them.
- For PaperStream Capture Pro or PaperStream Capture Pro Premium
  Confirms and releases (outputs) the scanned images when extracted data is not set or when you do not perform a scan and a QC (quality check) individually.
  Proceeds to the next batch when extracted data is set or when you perform a scan and a QC (quality check) individually.

> **TIP**
>
> - When the [Specify a name for the file when it is output] check box in [File Properties] is selected in the [Destination] tab, the [Specify file name] window appears before a scanned image is output so that the output destination folder or a file name for the scanned image can be specified.
> - When one of the following settings is configured for [File Name Option] in the file name settings in [File Properties] in the [Destination] tab, the window for editing a file name appears before scanned images are output, where you can edit the file name.
>   - Selecting [Optional character string] and specifying [Input before outputting] in the sub-menu
>   - Setting [Document Counter] and selecting the [Edit with Optional Character String] check box for [Document Counter] in the [Counter Options] window that is displayed when [Counter Options] is clicked
>   - Setting [Page Counter] and selecting the [Edit with Optional Character String] check box for [Page Counter] in the [Counter Options] window that is displayed when [Counter Options] is clicked
>   - Setting [Sheet Counter] and selecting the [Edit with Optional Character String] check box for [Sheet Counter] in the [Counter Options] window that is displayed when [Counter Options] is clicked

[Suspend Batch] Button

Suspends the checking of the scanned images and saves them temporarily.
In the window that appears when you click the button, select the reason of the suspension and click the [Submit] button.

- Resume Later
  Select this if you want to check them later.
- Image Quality
  Select this if the image quality problem is the reason of the suspension.
- Others
  Select this if any other problems are the reason for the suspension.
  Enter the reason in the input field.

[Cancel Batch] Button

The scanned images are discarded, and the [Scan] Window (page 428) appears.

Status Bar

Various information appears.

When you put a mouse pointer over a scanned image

The following items appear in the order from the left of the status bar.

Batch Name

Displays the batch name at the bottom of the window.

Num of docs

When a document stack is divided into multiple stacks, the number of the stack currently selected is displayed at the bottom of the window.

Num of pages

Displays the number of the page currently selected at the bottom of the window.

Page Information

Displays the color, resolution, and the size of the page currently selected at the bottom of the window.

Total docs

When a document stack is divided into multiple stacks, the total number of stacks is displayed at the bottom of the window.
The default value (the value displayed when a document stack is not divided) is "1".

Total pages

Displays the total pages of the scanned images.

While in the process of releasing (outputting) or suspending batches

[Releasing or suspending batch] is displayed on the right of the status bar.
When you click the message, a window for aborting the process appears.
If you click the [Abort] button while the window is open, you can abort the process.

[Scan & Index] Window

Scan a document by selecting the job that is set in advance.
The job list is displayed in the window.

ATTENTION

When you scan documents using a job for a specific form ([forms] is selected for [Applied to] in the [Data Extraction] tab), the recognition accuracy may be lower during the scan and it may take more time to display results depending on the scan settings.

- When the scan settings (color mode/resolution/paper size) for registering a form are different from the scan settings for the job
- When the assisted scan function is enabled

Sort

You can change the sort order of jobs. Select a sort order of jobs from the drop-down list.

- Modified Date (Newest first)
- Modified Date (Oldest first)
- Creation Date (Newest first)
- Creation Date (Oldest first)
- Job Name (Ascending)
- Job Name (Descending)
- User Definition
  You can set the sort order freely. Put the mouse pointer over the job, and drag and drop the job in the desired position while holding down the [Shift] key.
  The changed sort order is memorized for each user that is logged on.
- Group
  This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
  Jobs are displayed in groups. Jobs that are not assigned to a group are displayed in the [Others] group.
  You can change the sort order. Put the mouse pointer over the job, and drag and drop the job in the desired position while holding down the [Shift] key.
  However,  ([PaperStream AI] job) that uses PaperStream AI cannot be reordered.

Search Job

Enter a job name or part of a job name and click the [Search] button to display the target job.
You can enter up to 128 characters.

[Configure Jobs] Button

Click this button to display the [Configure Jobs] Window (page 235).

Job List

A list of jobs is displayed.
The following jobs are displayed as samples when the [Display sample jobs] check box is selected in the [General] Tab (page 408) in the [PaperStream Capture Administrator Tool] window.

- Auto Color
- Color
- Black and White
- One Push Scan

Hover the mouse pointer over a job icon to display the job details.
Click one of these icons to start a scan according to the job settings.
When you right-click the icon, the [Ad hoc Scan] appears. Selecting [Ad hoc Scan] allows you to change the scan settings of the selected job temporarily to scan documents.

➔ Changing Job Settings Temporarily and Performing a Scan (Batch Scan Mode) (page 103)

TIP

- The sample job [Compatible with ScanSnap Manager for fi] is not displayed for the default settings.
  To display the sample job, change the settings in the following procedure.

  1. In the PaperStream Capture main window, click the [Configure Jobs] button.
  2. Select the job [Compatible with ScanSnap Manager for fi] and click the [Edit] button.
  3. In [Job Information] in the displayed [Job Information] tab, set [Show] to [Show] and save the settings.

Group name (number of jobs)

This is the group header. This is displayed when you select [Group] for [Sort].



Hide jobs in the group.



Show jobs in the group.



Move the group up in the display order.



Move the group down in the display order.



Click this button to show or hide the [Job Summary].

Job Summary

The details of the job currently selected are displayed.

[Scan & Index] Window (for Checking/ Editing)

The scanned images can be checked or edited.

Toolbar

Used to check or edit the scanned images.

➡ Toolbar (page 449)

Viewer

Displays a scanned image.
This display mode differs according to the following conditions:

- When the display mode was previously set to [Browse] or [All-In-One]
  - If the page does not have extracted data
    The display mode becomes [Browse]. A thumbnail list is displayed on the left side of the viewer and the page that is selected in the thumbnail list is displayed in the viewer.
  - If the page has extracted data
    The display mode becomes [All-In-One]. A thumbnail list is displayed on the left side of the viewer, the page that is selected in the thumbnail list is displayed in the viewer, and the field panel is displayed on the right side of the viewer.
- When the display mode was previously set to a mode other than [Browse] or [All-In-One]
  It is displayed in the same mode as before.

When the thumbnail list is displayed on the left side of the viewer, the size of the display area can be changed by dragging the border between them.
When you drag and drop the title part of the thumbnail list into the space outside the main window, the thumbnail list window is displayed separately from the main window.
Dragging and dropping the title part of the thumbnail list window that is displayed separately into the main window merges the windows together.

Document Separator

Displays the separator number and the number of pages of the document stack at the beginning of each document stack in the thumbnail list.
These are displayed only when the display mode is [All-In-One], [Browse], [Browse (2x1)], or [Thumbnail].

Slider

You can change the thumbnail size by using the slider that is located under the thumbnail list.

Moving the slider to the left or clicking decreases the thumbnail size.

Moving the slider to the right or clicking  increases the thumbnail size.

Clicking  or  changes the thumbnail size by one increment.

The slider is set on the third tick mark from the left by default.

[Complete Batch] Button

Confirms the scanned images and releases (outputs) them.

TIP

- When the [Specify a name for the file when it is output] check box in [File Properties] is selected in the [Destination] tab, the [Specify file name] window appears before a scanned image is output so that the output destination folder or a file name for the scanned image can be specified.
- When one of the following settings is configured for [File Name Option] in the file name settings in [File Properties] in the [Destination] tab, the window for editing a file name appears before scanned images are output, where you can edit the file name.
  - Selecting [Optional character string] and specifying [Input before outputting] in the sub-menu
  - Setting [Document Counter] and selecting the [Edit with Optional Character String] check box for [Document Counter] in the [Counter Options] window that is displayed when [Counter Options] is clicked
  - Setting [Page Counter] and selecting the [Edit with Optional Character String] check box for [Page Counter] in the [Counter Options] window that is displayed when [Counter Options] is clicked
  - Setting [Sheet Counter] and selecting the [Edit with Optional Character String] check box for [Sheet Counter] in the [Counter Options] window that is displayed when [Counter Options] is clicked

[Suspend Batch] Button

Suspends the checking of the scanned images and saves them temporarily.
In the window that appears when you click the button, select the reason of the suspension and click the [Submit] button.

- Resume Later
  Select this if you want to check them later.
- Image Quality
  Select this if the image quality problem is the reason of the suspension.
- Others
  Select this if any other problems are the reason for the suspension.
  Enter the reason in the input field.

[Cancel] Button

The scanned images are discarded, and the [Scan] Window (page 428) appears.

Status Bar

Various information appears.

When you put a mouse pointer over a scanned image

The following items appear in the order from the left of the status bar.

Batch Name

Displays the batch name at the bottom of the window.

Num of docs

When a document stack is divided into multiple stacks, the number of the stack currently selected is displayed at the bottom of the window.

Num of pages

Displays the number of the page currently selected at the bottom of the window.

Page Information

Displays the color, resolution, and the size of the page currently selected at the bottom of the window.

Total docs

When a document stack is divided into multiple stacks, the total number of stacks is displayed at the bottom of the window.
The default value (the value displayed when a document stack is not divided) is "1".

Total pages

Displays the total pages of the scanned images.

While in the process of releasing (outputting) or suspending batches

[Releasing or suspending batch] is displayed on the right of the status bar.
When you click the message, a window for aborting the process appears.
If you click the [Abort] button while the window is open, you can abort the process.

Recovery Window

The image for which an error is detected can be checked or edited.

Toolbar

Edit

Delete

Deletes the selected page.

Undo

Cancels the last edit operation.

Redo

Redoes the undone edit operation.

View

All-In-One

A thumbnail list is displayed on the left side of the viewer, the page that is selected in the thumbnail list is displayed in the viewer, and the field panel is displayed on the right side of the viewer.

Browse

Displays a thumbnail list on the left side of the viewer, and the page that is selected in the thumbnail list in the viewer.

Browse (2x1)

Displays a thumbnail list on the left side of the viewer, the page that is selected in the thumbnail list on the left side in the viewer, and the next page on the right side in the viewer.

Thumbnail

Displays thumbnails of all pages in a document stack in the whole viewer.
Double-click a thumbnail to change the view mode to [One Page View] and to display the page.

One Page View

Displays the selected page in the viewer.

Two Page View

Displays the selected page and the next page side by side in the viewer.

Zoom Out

Zooms out of the page by one level.
Decreases the thumbnail size by one level when the view is set to [Thumbnail].

Zoom In

Zooms in on the page by one level.
Increases the thumbnail size by one level when the view is set to [Thumbnail].

Fit Whole

Displays the whole page to fit the viewer.

Fit Width

Displays the page to fit the width of the viewer.

Fit 100%

Displays the page in the viewer with the actual size of the document.

Magnifier

Enlarges the area where the mouse pointer is placed.

Marquee Zoom

Enlarges the area that is specified by dragging the mouse pointer.

1st

Click this to switch the multi-image view to the 2nd or 3rd one.
This is available for multi-image output.

Navigation

The current page number/the total number of pages is displayed.
Clicking an icon can also move between pages.

Viewer

Displays a scanned image.
This display mode differs according to the following conditions:

- When the display mode was previously set to [Browse] or [All-In-One]
  - If the page does not have extracted data
    The display mode becomes [Browse]. A thumbnail list is displayed on the left side of the viewer and the page that is selected in the thumbnail list is displayed in the viewer.
  - If the page has extracted data
    The display mode becomes [All-In-One]. A thumbnail list is displayed on the left side of the viewer, the page that is selected in the thumbnail list is displayed in the viewer, and the field panel is displayed on the right side of the viewer.
- When the display mode was previously set to a mode other than [Browse] or [All-In-One]
  It is displayed in the same mode as before.

When the thumbnail list is displayed on the left side of the viewer, the size of the display area can be changed by dragging the border between them.
When you drag and drop the title part of the thumbnail list into the space outside the main window, the thumbnail list window is displayed separately from the main window.

Dragging and dropping the title part of the thumbnail list window that is displayed separately into the main window merges the windows together.

Document Separator

Displays the separator number and the number of pages of the document stack at the beginning of each document stack in the thumbnail list.
These are displayed when the display mode is [Browse], [Browse (2x1)], or [Thumbnail].
Separator bars are displayed in gray.

Batch Separator

Displays the separator number and the number of pages of the document stack at the beginning of each batch in the thumbnail list.
These are displayed when the display mode is [Browse], [Browse (2x1)], or [Thumbnail].
Separator bars are displayed in light blue.

Slider

You can change the thumbnail size by using the slider that is located under the thumbnail list.

Moving the slider to the left or clicking decreases the thumbnail size.

Moving the slider to the right or clicking increases the thumbnail size.

Clicking or changes the thumbnail size by one increment.

The slider is set on the third tick mark from the left by default.

[Continuous Scan] Button

Continues to scan.

[Cancel] Button

For PaperStream Capture, the scanned images are discarded, and the [Scan] Window (page 428) appears.
For PaperStream Capture Pro or PaperStream Capture Pro Premium, the scanned images are discarded, and the [Scan & Index] Window (page 433) or the [Scan] Window (page 428) appears.

ATTENTION

- For multi-image output, images are edited on a per-page basis.
  Thus, when the first image is selected, the second and third images are edited at the same time.
  However, if the second or third image is selected, the tools other than [Undo] and [Redo] in the [Image] section on the toolbar cannot be used.

[QC] Window

The scanned images can be checked or edited.

This display mode differs according to the following conditions:

- When the display mode was previously set to [Browse] or [All-In-One]
  - If the page does not have extracted data
    The display mode becomes [Browse]. A thumbnail list is displayed on the left side of the viewer and the page that is selected in the thumbnail list is displayed in the viewer.
  - If the page has extracted data
    The display mode becomes [All-In-One]. A thumbnail list is displayed on the left side of the viewer, the page that is selected in the thumbnail list is displayed in the viewer, and the field panel is displayed on the right side of the viewer.
  - When the display mode was previously set to a mode other than [Browse] or [All-In-One]
    It is displayed in the same mode as before.

Toolbar

Used to check or edit the scanned images.

➡ Toolbar (page 449)

Thumbnail

When the thumbnail list is displayed on the left side of the viewer, the size of the display area can be changed by dragging the border between them.
When you drag and drop the title part of the thumbnail list into the space outside the main window, the thumbnail list window is displayed separately from the main window.
Dragging and dropping the title part of the thumbnail list window that is displayed separately into the main window merges the windows together.
Displays the separator number and the number of pages of the document stack at the beginning of each document stack in the thumbnail list.
The form type is displayed in each thumbnail.
For a non-standard form, OCR is performed again when you change the form type for a thumbnail.
These are displayed only when the display mode is [Browse] or [Thumbnail].
If a form is undefined, unidentified, or has an error, the [Perform form identification again] button is displayed on the thumbnail.
If you use PaperStream AI to re-identify a form, the re-identification may be counted as a PaperStream AI scan depending on the status before you click the [Perform form identification again] button.

For the conditions under which re-identification is counted as a PaperStream AI scan, refer to "Retry" in Toolbar (page 449).
Note that when a multi-page file is identified using [PaperStream IP Import] or [File Import], the [Perform form identification again] button is displayed only on the thumbnail of the first page.

Viewer

Displays the image to be checked. The maximum number of pages that can be displayed is 9999.

Field Panel

The OCR results are displayed. Click [Unconfirmed], [Caution], or [Warning] at the top of the field panel to narrow down the results displayed in the field panel. [Confirmation rate] is the proportion of  confirmed fields to the total number of fields.

Click the icon next to a field name to switch it to the .

[Warning] indicates that text could not be extracted for the field. Enter the correct text. If  is displayed, you cannot proceed to the next step.
[Caution] indicates that text was extracted, but it may be incorrect. Check the extraction result and enter the correct text. If the content is correct, leave it as is. Even if  is displayed, you can proceed to the next step.

[Unconfirmed] indicates that the text was extracted. Check the extraction result. Even if  is displayed, you can proceed to the next step.

Click  to change the field name. The changed field name applies only to the corresponding page. When documents are scanned using  ([PaperStream AI] job),  appears. If you want to change field names for other jobs, click the [Define Field] button in the [Data Extraction] tab, and then make the changes in the [Define Field] window.

Click  to toggle between on and off. Set it to  to output the field as index information, or to  to not output the field. When documents are scanned using ,  appears. If you want to change whether to output fields as index information for other jobs, use the checklist on the [Data extraction items] tab in the [Data Extraction] tab. If you scan forms using  to configure the job, your changes are not reflected.
Click the + icon in the table to add a row below that row. The table is limited to 30 rows.

[Add field] Button

Click this item to add a field.
After you enter a field name, range selection mode is enabled. Then, select an area on the image in the viewer. Click the [Draw Zone Finish] button to complete the area setup.

The [Add field] button appears when documents are scanned using . If you want to add fields for other jobs, click the [Define Field] button in the [Data Extraction] tab, and then add fields in the [Define Field] window.

[Complete Batch] Button

Confirms the image processing or starts a releasing (outputting) process.
The processing status can be checked in the [Batch Manager] window.

TIP

- When the [Specify a name for the file when it is output] check box in [File Properties] is selected in the [Destination] tab, the [Specify file name] window appears before a scanned image is output so that the output destination folder or a file name for the scanned image can be specified.
- When one of the following settings is configured for [File Name Option] in the file name settings in [File Properties] in the [Destination] tab, the window for editing a file name appears before scanned images are output, where you can edit the file name.
  - Selecting [Optional character string] and specifying [Input before outputting] in the sub-menu
  - Setting [Document Counter] and selecting the [Edit with Optional Character String] check box for [Document Counter] in the [Counter Options] window that is displayed when [Counter Options] is clicked
  - Setting [Page Counter] and selecting the [Edit with Optional Character String] check box for [Page Counter] in the [Counter Options] window that is displayed when [Counter Options] is clicked
  - Setting [Sheet Counter] and selecting the [Edit with Optional Character String] check box for [Sheet Counter] in the [Counter Options] window that is displayed when [Counter Options] is clicked

[Suspend Batch] Button

Suspends the checking of the scanned images and saves them temporarily.
In the window that appears when you click the button, select the reason of the suspension and click the [Submit] button.

- Resume Later
  Select this if you want to check them later.
- Image Quality
  Select this if the image quality problem is the reason of the suspension.
- Others
  Select this if any other problems are the reason for the suspension.
  Enter the reason in the input field.

[Cancel Batch] Button

The scanned images are discarded, and the [Scan] Window (page 428) appears.

Status Bar

Various information appears.

When you put a mouse pointer over a scanned image

The following items appear in the order from the left of the status bar.

Batch Name

Displays the batch name at the bottom of the window.

Num of docs

When a document stack is divided into multiple stacks, the number of the stack currently selected is displayed at the bottom of the window.

Num of pages

Displays the number of the page currently selected at the bottom of the window.

Page Information

Displays the color, resolution, and the size of the page currently selected at the bottom of the window.

Num of docs

When a document stack is divided into multiple stacks, the total number of stacks is displayed at the bottom of the window.
The default value (the value displayed when a document stack is not divided) is "1".

Total pages

Displays the total pages of the scanned images.

While in the process of releasing (outputting) or suspending batches

[Releasing or suspending batch] is displayed on the right of the status bar.
When you click the message, a window for aborting the process appears.
If you click the [Abort] button while the window is open, you can abort the process.

[Index] Window

The procedure to change the data extraction field of a page or create a new data extraction field is as follows:

Toolbar

Used to check or edit the scanned images.

➡ Toolbar (page 449)

Viewer

Displays a scanned image that has the extracted data.
The display mode becomes [All-In-One]. A thumbnail list is displayed on the left side of the viewer, the selected page is displayed on the center, and the field panel is displayed on the right side of the viewer.
When the thumbnail list is displayed on the left side of the viewer, the size of the display area can be changed by dragging the border between them.
When you drag and drop the title part of the thumbnail list into the space outside the main window, the thumbnail list window is displayed separately from the main window.
Dragging and dropping the title part of the thumbnail list window that is displayed separately into the main window merges the windows together.

Document Separator

Displays the separator number and the number of pages of the document stack at the beginning of each document stack in the thumbnail list.
This is displayed only when the display mode is [All-In-One] or [Browse].

[Complete Batch] Button

Confirms the extracted data and starts a releasing (outputting) process.

TIP

- When the [Specify a name for the file when it is output] check box in [File Properties] is selected in the [Destination] tab, the [Specify file name] window appears before a scanned image is output so that the output destination folder or a file name for the scanned image can be specified.
- When one of the following settings is configured for [File Name Option] in the file name settings in [File Properties] in the [Destination] tab, the window for editing a file name appears before scanned images are output, where you can edit the file name.
  - Selecting [Optional character string] and specifying [Input before outputting] in the sub-menu
  - Setting [Document Counter] and selecting the [Edit with Optional Character String] check box for [Document Counter] in the [Counter Options] window that is displayed when [Counter Options] is clicked
  - Setting [Page Counter] and selecting the [Edit with Optional Character String] check box for [Page Counter] in the [Counter Options] window that is displayed when [Counter Options] is clicked

- Setting [Sheet Counter] and selecting the [Edit with Optional Character String] check box for [Sheet Counter] in the [Counter Options] window that is displayed when [Counter Options] is clicked

[Suspend Batch] Button

Suspends the checking of the scanned images and saves them temporarily.
In the window that appears when you click the button, select the reason of the suspension and click the [Submit] button.

- Resume Later
  Select this if you want to check them later.
- Image Quality
  Select this if the image quality problem is the reason of the suspension.
- Others
  Select this if any other problems are the reason for the suspension.
  Enter the reason in the input field.

[Cancel Batch] Button

The scanned images are discarded, and the [Scan] Window (page 428) appears.

Status Bar

Various information appears.

When you put a mouse pointer over a scanned image

The following items appear in the order from the left of the status bar.

Batch Name

Displays the batch name at the bottom of the window.

Num of docs

When a document stack is divided into multiple stacks, the number of the stack currently selected is displayed at the bottom of the window.

Num of pages

Displays the number of the page currently selected at the bottom of the window.

Page Information

Displays the color, resolution, and the size of the page currently selected at the bottom of the window.

Total docs

When a document stack is divided into multiple stacks, the total number of stacks is displayed at the bottom of the window.
The default value (the value displayed when a document stack is not divided) is "1".

Total pages

Displays the total pages of the scanned images.

While in the process of releasing (outputting) or suspending batches

[Releasing or suspending batch] is displayed on the right of the status bar.
When you click the message, a window for aborting the process appears.
If you click the [Abort] button while the window is open, you can abort the process.

Toolbar

Used to check or edit the scanned images.
Displayed in the [Scan] Window (for Checking/Editing) (page 430) and [Test Scan] Window (page 400) for PaperStream Capture.
Displayed in the following windows for PaperStream Capture Pro or PaperStream Capture Pro Premium:

- [Test Scan] Window (page 400)
- [Test QC] Window (page 402)
- [Test Index] Window (page 404)
- [Scan] Window (for Checking/Editing) (page 430)
- [Scan & Index] Window (for Checking/Editing) (page 436)
- [QC] Window (page 442)
- [Index] Window (page 446)

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

Scan

**Add**

Scans another document and adds to the end of the selected page.
Click this button to start a scan according to the same settings as for the scanned images.

**Add (Scanner Driver Profile)**

Temporarily change the scanner driver profile and scan another document to add the scanned image immediately after the selected page.
This tool can be selected when the following settings are configured in a job for the advanced setup.

- For PaperStream Capture
  - When [Automatic Color Detection] or [Switch by Code Sheet] is selected for [Image Mode] in the PaperStream IP (TWAIN) driver
  - When [On] is selected for [Automatic Profile Selection] in the PaperStream IP (TWAIN) driver

  However, this tool cannot be selected for the following cases:
  - When using a job for the easy setup
  - When the following settings are configured in a job for the advanced setup.
    - When using the PaperStream IP (ISIS) driver
    - When [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Scan Settings] in the [Scan] tab
- For PaperStream Capture Pro or PaperStream Capture Pro Premium

- When [Automatic Color Detection] or [Switch by Code Sheet] is selected for [Image Mode] in the PaperStream IP driver
- When [On] is selected for [Automatic Profile Selection] in the PaperStream IP driver

However, this tool cannot be selected for the following cases:

- When using a job for the easy setup
- When [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Scan Settings] in the [Scan] tab in a job for the advanced setup.

➡ PaperStream IP driver Help



Assisted Add

Enables the assisted scan function of the PaperStream IP driver, scans another document, and adds it to the end of the selected page.
Note that depending on the other scan settings of the PaperStream IP driver and the contents of the selected profile, the assisted scan may be disabled resulting in a cancellation of the operation with an error message.

➡ PaperStream IP driver Help



Replace

Scans another document and replaces the selected page with the scanned page.
Click this button to start a scan according to the same settings as for the scanned images.



Replace (Scanner Driver Profile)

Temporarily change the scanner driver profile and scan another document to replace the selected page with the scanned image.
This tool can be selected when the following settings are configured in a job for the advanced setup.

- For PaperStream Capture
  - When [Automatic Color Detection] or [Switch by Code Sheet] is selected for [Image Mode] in the PaperStream IP (TWAIN) driver
  - When [On] is selected for [Automatic Profile Selection] in the PaperStream IP (TWAIN) driver

  However, this tool cannot be selected for the following cases:
  - When using a job for the easy setup
  - When the following settings are configured in a job for the advanced setup.
    - When using the PaperStream IP (ISIS) driver
    - When [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Scan Settings] in the [Scan] tab

- For PaperStream Capture Pro or PaperStream Capture Pro Premium
  - When [Automatic Color Detection] or [Switch by Code Sheet] is selected for [Image Mode] in the PaperStream IP driver
  - When [On] is selected for [Automatic Profile Selection] in the PaperStream IP driver

  However, this tool cannot be selected for the following cases:
  - When using a job for the easy setup
  - When [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Scan Settings] in the [Scan] tab in a job for the advanced setup.

**Assisted Replace**

Enables the assisted scan function of the PaperStream IP driver, scans another document, and replaces the selected page with the scanned page.
Note that depending on the other scan settings of the PaperStream IP driver and the contents of the selected profile, the assisted scan may be disabled resulting in a cancellation of the operation with an error message.

➡ PaperStream IP driver Help

**Replace (without Front Side Detection)**

This is displayed when an option other than [Do not detect] for [Front Side Detection] in [Basic] in the PaperStream IP driver.
Select this to scan a document such as an ID card with a photograph on it without performing Front Side Detection and replace the selected page.

➡ PaperStream IP driver Help

Image

**After Scan Correction**

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
Enables the assisted scan function of the PaperStream IP driver, without scanning the selected page again, and replaces the selected page with a page on which the image quality is corrected.

**Rotate 90**

Rotates the selected page to the right by 90 degrees.
When you select a page that has been added from an existing file using [Add File], the page may not be able to be rotated.



Rotate -90

Rotates the selected page to the left by 90 degrees.
When you select a page that has been added from an existing file using [Add File], the page may not be able to be rotated.



Rotate 180

Rotates the selected page by 180 degrees.
When you select a page that has been added from an existing file using [Add File], the page may not be able to be rotated.



Delete

Deletes the selected page.



Blank Page Deletion

Deletes all pages with a blank page mark.



Cut

Cuts the selected page.



Copy

Copies the selected page.



Paste

Pastes the cut or copied page.



Split Doc

Splits the document stack before the selected page.
If [Specific Form] is selected in the [Separation] tab, the names of the forms whose check boxes are selected in the form list will be displayed.



Merge Doc

Merges the selected document stack with the previous document stack of the scanned images.



Sort Pages

Sorts scanned images.

This is useful when a document stack is scanned as described below.

- When simplex scanning mode is used to scan the front of a document (odd-numbered page) and then the back (even-numbered page)
- When a document stack is scanned in descending page order

Flip

Sorts the order of scanned images in the same page order as the document stack.
This is useful when scanned images of the front pages (odd-numbered pages) are output in ascending order and the images of the back pages (even-numbered pages) are output in descending order, such as 1, 3, 5, 6, 4, 2.

Parallel Shift

Sorts the order of scanned images in the same page order as the document stack.
This is useful when scanned images of both the front pages (odd-numbered pages) and the back pages (even-numbered pages) are output in ascending order, such as 1, 3, 5, 2, 4, 6.

Reverse

Sorts all images in reverse.
This is useful for sorting the order of scanned images that are output in descending page order, in ascending page order.



Mark

Marks the selected page.
When a page is marked, the background frame for the thumbnail of a page and the frame of the viewer turn orange.



Blank Page Mark

Marks the selected page with a blank page mark.
When a page is marked, the background frame for the thumbnail of a page and the frame of the viewer turn black.



Unmark

Unmarks the selected page.



Retry

Re-identify the form for the currently displayed page.
If you use PaperStream AI to re-identify a form, the re-identification may be counted as a PaperStream AI scan depending on the status before the retry.

In the window that appears when you click this icon to select a form type for retry, selecting the [Perform re-recognition only on selected pages] check box causes only the selected pages to be counted as PaperStream AI scans. However, if you change the form type, the [Perform re-recognition only on selected pages] check box is not be displayed.

Thumbnail Label (Label Color) Before the Retry	State Before the Retry	Whether Retries Are Counted as PaperStream AI Scans
Exception (red)	Scan error	No
Unrecognized (white)	Already counted	No
Unrecognized (white)	Not counted	Yes
Undefined (gray)	Scanned using  and detected as [Undefined] by PaperStream AI	No
Undefined (gray)	Scanned using  and manually changed to [Undefined]	Yes
Undefined (gray)	Scanned using a job with  displayed	Yes
Identified (white)	Identified	Yes

**Crop**

Crop the currently displayed page.
This tool is displayed when the [Allow image cropping on QC/Index Window] check box is selected in the [Scan] tab of PaperStream Capture Pro or PaperStream Capture Pro Premium.

➡ [Scan] Tab (page 244)

After adjusting the cropping area, click  again to finalize the cropping area. For multi-image output, the first, second, and third images are cropped simultaneously.
As a result of cropping, the field areas are adjusted as follows.

- Field areas that remain entirely within the cropping area
  The field area position coordinates will be adjusted.
- Field areas where only a portion remains within the cropping area
  The field area size will be adjusted to match the image edges.

- Field areas outside the cropping area
  The field areas will be removed. The field values recognized before cropping will remain.

If the top-left coordinates of an image change as a result of cropping when cropping is performed on a standard form or on a per-page basis, the following message will be displayed.
Do you want to run Data Extraction Definition again after Crop?(SX03224Q)

- If you click [Yes]
  After cropping, data extraction is run again and the field values are updated.
  If form identification fails, the form becomes undefined and the field values are left blank.
- If you click [No]
  After cropping, the field values from before cropping are retained.

**Undo**

Cancels the last edit operation.

**Redo**

Redoes the undone edit operation.

Operation mode

**Draw Zone**

Changes the area that is recognized for a field value.
This tool is displayed when the display mode is [All-In-One] or [One Page View] and the area that is recognized for a field value is set.

**Hand Tool**

Scroll through the image display.

**Magnifier**

Enlarges the area where the mouse pointer is placed.

**Marquee Zoom**

Enlarges the area that is specified by dragging the mouse pointer.

View



All-In-One

A thumbnail list is displayed on the left side of the viewer, the page that is selected in the thumbnail list is displayed in the viewer, and the field panel is displayed on the right side of the viewer.
For PaperStream Capture, this tool is displayed when the page has extracted data.
For PaperStream Capture Pro or PaperStream Capture Pro Premium, this tool is displayed in a window other than the window for checking/editing the index.



Browse

Displays a thumbnail list on the left side of the viewer, and the page that is selected in the thumbnail list in the viewer.



Browse (2x1)

Displays a thumbnail list on the left side of the viewer, the page that is selected in the thumbnail list on the left side in the viewer, and the next page on the right side in the viewer.



Thumbnail

Displays thumbnails of all pages in a document stack in the whole viewer.
Double-click a thumbnail to change the view mode to [One Page View] and to display the page.
For PaperStream Capture Pro or PaperStream Capture Pro Premium, this tool is displayed in a window other than the window for checking/editing the index.



One Page View

Displays the selected page in the viewer.
When the page has extracted data, the field panel is displayed on the right side of the viewer.
The details of the page are displayed in the viewer, and the field value is displayed in the field panel. The field value can be entered manually and can be edited.



Two Page View

Displays the selected page and the next page side by side in the viewer.
For PaperStream Capture Pro or PaperStream Capture Pro Premium, this tool is displayed in a window other than the window for checking/editing the index.



Zoom Out

Zooms out of the page by one level.
Decreases the thumbnail size by one level when the view is set to [Thumbnail].

**Zoom In**

Zooms in on the page by one level.
Increases the thumbnail size by one level when the view is set to [Thumbnail].

**Fit Whole**

Displays the whole page to fit the viewer.

**Fit Width**

Displays the page to fit the width of the viewer.

**Fit 100%**

Displays the page in the viewer with the actual size of the document.

**Filter Off**

Displays all pages.

**Multifeed**

Displays a page detected as a multifeed.

**AIQC**

Displays a page with an abnormality such as a folded or torn page that has been detected.

**Blank page**

Displays a page detected as a blank page.
Switches to [Filter Off] if you delete blank pages by using [Blank Page Deletion] with [Blank page] selected.

**APS Accuracy (Scanner Driver)**

Displays a page that has a low accuracy in identifying that page layout with the page layout of a specific document that is specified for the [Automatic Profile Selection] function in the PaperStream IP (TWAIN) driver.

**Mark**

Displays a marked page.

**Unindexed**

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
Displays a page with no value entered for a required field for the index.

**1st**

Click this to switch the multi-image view to the 2nd or 3rd one.
This is available for multi-image output.

Navigation

The current page number/the total number of pages is displayed.
Clicking an icon can also move between pages.

Redaction

This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.

View

This item is displayed in either of the following cases:

- When the [Allow adding redaction on QC/Index Window] check box is selected in the [Scan] tab, and the display mode of the [Scan & Index] window (for checking/editing) or the [Index] window is set to [All-In-One], [Browse], or [One Page View]
- When the [Allow adding redaction on QC/Index Window] check box is selected in the [Scan] tab, and the display mode of the [QC] window is set to [Browse] or [One Page View]

Shows/hides the masked area.

**Redaction Settings**

This item is displayed in either of the following cases:

- When the display mode of the [Scan & Index] window (for checking/editing) or the [Index] window is set to [All-In-One], [Browse], or [One Page View]
- When the [Allow adding redaction on QC/Index Window] check box is selected in the [Scan] tab, and the display mode of the [QC] window is set to [Browse] or [One Page View]

Adds or edits masking.

**Redaction Color (Black)**

This item is displayed in either of the following cases:

- When the display mode of the [Scan & Index] window (for checking/editing) or the [Index] window is set to [All-In-One], [Browse], or [One Page View]

- When the [Allow adding redaction on QC/Index Window] check box is selected in the [Scan] tab, and the display mode of the [QC] window is set to [Browse] or [One Page View]

Sets the masking color to black when adding or editing masking.

**Redaction Color (White)**

This item is displayed in either of the following cases:

- When the display mode of the [Scan & Index] window (for checking/editing) or the [Index] window is set to [All-In-One], [Browse], or [One Page View]
- When the [Allow adding redaction on QC/Index Window] check box is selected in the [Scan] tab, and the display mode of the [QC] window is set to [Browse] or [One Page View]

Sets the masking color to white when adding or editing masking.

Others

**Add File**

Adds the file to the end of the selected page.
When you click this button, a window for selecting a file to add appears. The path length for the file to be added should be up to 200 bytes.

➡ File Format (page 654)

For PaperStream Capture, this is disabled when multi-image output is used.
For PaperStream Capture Pro or PaperStream Capture Pro Premium, this is disabled when [Enable] is selected for [After Scan Correction] in [Scan Settings] on the [Scan] tab, or when multi-image output is used.
For jobs that extract data from forms, data will not be extracted from the added files.

**Show/Hide Title Bar**

Click this item to show or hide the title bar.

**Print**

Click this button to print the file currently opened.

ATTENTION

- For multi-image output, images are edited on a per-page basis.
  Thus, when the first image is selected, the second and third images are edited at the same time.
  However, if the second or third image is selected, the following tools on the toolbar cannot be used.
  - Tools in the [Scan] section
  - Tools other than [Undo] and [Redo] on the [Image] section
- Images with masked area may be considered document tampering. Check in advance if it is safe to set masking.

- Make sure that the output position of the string specified for [Digital Endorser] in the PaperStream IP driver and the masking field do not overlap. If they overlap, the string output by the digital endorser will be masked.

[Output option settings] Window

This window is displayed in the PaperStream AI.
When outputting files, you can specify the output formats.

Save Job

[Save as Job] Check Box

Select this check box to save a job after output.

Job Name

Specify the job name. You can specify up to 128 characters.
However, illegal characters (\ / : * ? " < > |) cannot be used for the job name.

ATTENTION

- When a batch that is suspended, aborted, or in an error status exists, [Job Name] cannot be edited.

TIP

- If you use the following environment-dependent characters in a job name, the job name may not appear correctly on the operator panel of the scanner. Do not use any environment-dependent characters in a job name.
  - Circled numbers
  - Roman numbers
  - Units
  - Abbreviations
  - Personal names and place names

[Output image and index files] Check Box

Select this check box to output image files of scanned documents and index files when the job is saved.
Clear this check box to have the [Output image files] and [Output index files] settings applied to the job to be saved.
This item cannot be specified in multi-station operation.

Output image files

File Format

This item is not displayed when the [Specify the file format at output] check box is selected in the [Destination] tab for  ([PaperStream AI] job).

Select a file format for scanned images. For details, refer to File Format (page 654).

Folder

This item is not displayed when the [Specify a name for the file when it is output] check box is selected in the [Destination] tab for .

Specify a destination folder for outputting scanned images.

[Browse] Button

In the [Browse for Folder] window that appears, specify a folder where files are to be output.

File

This item is not displayed when the [Specify a name for the file when it is output] check box is selected in the [Destination] tab.

Specify a file format for scanned images.

The following characters cannot be used for file names:

- Illegal characters
  - When the destination is [Folder] or [Network Folder]
    \ / : ? * " < > | ,
  - When the destination is a destination other than the above
    / : ? * " < > | ,
- Windows reserved words only

When the destination is [Folder] or [Network Folder], specifying a backslash (\) creates a sub-folder as a destination within the folder specified for the Destination and saves a scanned image as a file in the sub-folder.

If you specify angle brackets (< and >) to a file name, < and > are deleted when a file is output. Because angle brackets (< and >) are used as the reserved words for the File Name Option, an error message is not displayed.

For example, when you select PDF File (*.pdf) for a file format, and specify <Document> for a file name, Document.pdf is output.

[File Name Option] Button

When you click this button, the items that can be specified in a file name are displayed. For details, refer to File Name Option (page 298).

Output index files

File Format

This item is not displayed when the [Specify the file format at output] check box is selected in the [Destination] tab.

Select a format for index information files from the following.

- TXT

- XML
- CSV

Index File

This item is not displayed when the [Specify a name for the file when it is output] check box is selected in the [Destination] tab.
Specify a file name for index information files.
Note that you cannot specify illegal characters (\ / : * ? " < > |).

[File Name Option] Button

When you click this button, the items that can be specified in a file name are displayed. For details, refer to File Name Option (Index File) (page 304).
When you select an item, the item is displayed in tag format in the input field for a file name.

- When [Document Separator Value], [Batch Separator Value], or [Extracted Data] is selected, a yellow tag is displayed.
- When an item other than [Document Separator Value], [Batch Separator Value], or [Extracted Data] is selected, a blue tag is displayed.

Drop-down List for Delimiter Selection

This is displayed when [CSV] is selected for [File Format].
Used to select a delimiter for the items to be output. When you select [Other], the input field for specifying a delimiter is displayed. Enter a delimiter that you want in the field.

[Output in UTF-8] Check Box

This is displayed when [CSV] is selected for [File Format].
Select this check box to output index information in UTF-8 (8-bit UCS Transformation Format).
When this check box is cleared, index information is output in the character code for a language that is set for the system local by default.

[Specify file name] Window

The output destination and file names of scanned images can be specified in this window.
This window appears if the [Complete Batch] button is clicked when the [Specify a name for the file when it is output] check box in [File Properties] is selected in the [Destination] Tab (page 265).

Folder

Displays the path to the folder where scanned images are output.
The value specified in the input field for a folder name in [File Properties] in the [Destination] tab is displayed as the initial value.

[Browse] Button

Click this button, and in the window that appears, specify a folder where files are to be output.

Date and Time

Use this to specify the date and time when the file is output, in a name for the file. Select a display format from the following:

- yyyy_MM_dd_HH_mm_ss
- yyyyMMddHHmmss

If a file with the same name already exists in the output destination, "_" (underscore) followed by the three-digit serial number is automatically added to the end of the name for the output file.

Custom File Name

Select this to add a character string and a serial number to a name for the file.

File Name

Enter a character string to be used in a name for the file in the input field.

Serial number

Specify the number of digits (ranging from 0 to 6 digits) for a serial number that is to be added to the end of a name for the file.
If the number of output files exceeds the specified number of digits, serial numbers with one more digit added are attached to the names.
If there are files that have the same name structure (a character sting and digits) as the specified name structure, serial numbers, which are not used for existing files in the output destination, are added in ascending order to the names.
The following are examples of outputting 10 files in a PDF format with "document" entered in [File Name].

- When the number of digits is "0" for [Serial number]
  document.pdf, document1.pdf, document2.pdf, document3.pdf, document4.pdf, document5.pdf, document6.pdf, document7.pdf, document8.pdf, document9.pdf
- When the number of digits is "1" for [Serial number]
  document1.pdf, document2.pdf, document3.pdf, document4.pdf, document5.pdf, document6.pdf, document7.pdf, document8.pdf, document9.pdf, document10.pdf

- When the number of digits is "2" for [Serial number] and the "document01.pdf" and "document03.pdf" files exist in the output destination
  document02.pdf, document04.pdf, document05.pdf, document06.pdf, document07.pdf, document08.pdf, document09.pdf, document10.pdf, document11.pdf, document12.pdf

e.g.

Displays the sample path of the file and the folder that are specified in this window.

[OK] Button

Applies the settings and starts a releasing (outputting) process.
In addition, the changed values are applied for each settings in the [Destination] tab.

[Cancel] Button

Cancels the settings and closes the window.

[Edit File Name] Window

The output destination and file names of scanned images can be edited in this window.
This window is displayed when the following operations are performed using the list that appears when you click the [File Name Option] button under [File Properties] in the [Destination] Tab (page 265).

- When you select [Optional character string] and specify [Input before scanning] in the sub-menu, this window is displayed after a job is run.
- When you specify one of the following, this window is displayed after the [Finish] button is clicked in the window for checking/editing the images.
  - Selecting [Optional character string] and specifying [Input before outputting] in the sub-menu
  - Setting [Document Counter] and selecting the [Edit with Optional Character String] check box for [Document Counter] in the [Counter Options] Window (page 307) that is displayed when the [Counter Options] button is clicked
  - Setting [Page Counter] and selecting the [Edit with Optional Character String] check box for [Page Counter] in the [Counter Options] window that is displayed when [Counter Options] is clicked
  - Setting [Sheet Counter] and selecting the [Edit with Optional Character String] check box for [Sheet Counter] in the [Counter Options] window that is displayed when [Counter Options] is clicked

For multi-image output, different folder names and file names can be specified for each of the first, second, and third images.

Folder Path

Displays the folder where scanned images are output.
The value specified in the input field for a folder name in [File Properties] in the [Destination] tab is displayed as the initial value.

[Browse] Button

Click this button, and in the window that appears, specify a folder where files are to be output.

File Name

The value specified in the input field for a file name in [File Properties] in the [Destination] tab is displayed.

Editable Options

Optional character string

Enter a file name. You can enter up to 128 characters.
However, illegal characters (\ / : * ? " < > |) cannot be used for the file name.
This item is disabled if [Optional character string] is not set in the input field for a file name in [File Properties] in the [Destination] tab.
The value specified last in the same job is displayed as the initial value. When the window is displayed for the first time, this item is blank.

Document Counter

Specify an initial start number between 1 and 2,000,000,000 for the document counter.

However, this is disabled in the following cases:

- [Document Counter] is not set in the input field for a file name in [File Properties] in the [Destination] tab
- The [Edit with Optional Character String] check box is not selected for [Document Counter] in the [Counter Options] window
- For PaperStream Capture Pro or PaperStream Capture Pro Premium, a multi-station operation is in process and the [Edit with Optional Character String] check box is selected for [Document Counter] in the [Counter Options] window

The value specified in [Start with] for [Document Counter] in the [Counter Options] window is displayed as the initial value.

Page Counter

Specify an initial start number between 1 and 2,000,000,000 for the page counter.
However, this is disabled in the following cases:

- [Page Counter] is not set in the input field for a file name in [File Properties] in the [Destination] tab
- The [Edit with Optional Character String] check box is not selected for [Page Counter] in the [Counter Options] window
- For PaperStream Capture Pro or PaperStream Capture Pro Premium, a multi-station operation is in process and the [Edit with Optional Character String] check box is selected for [Page Counter] in the [Counter Options] window

The value specified in [Start with] for [Page Counter] in the [Counter Options] window is displayed as the initial value.

Sheet Counter

Specify an initial start number between 1 and 2,000,000,000 for the sheet counter.
However, this is disabled in the following cases:

- [Sheet Counter] is not set in the input field for a file name in [File Properties] in the [Destination] tab
- The [Edit with Optional Character String] check box is not selected for [Sheet Counter] in the [Counter Options] window
- For PaperStream Capture Pro or PaperStream Capture Pro Premium, a multi-station operation is in process and the [Edit with Optional Character String] check box is selected for [Sheet Counter] in the [Counter Options] window

The value specified in [Start with] for [Sheet Counter] in the [Counter Options] window is displayed as the initial value.

[OK] Button

Applies the settings and starts a releasing (outputting) process.
In addition, the changed values are applied for each settings in the [Destination] tab.

[Cancel] Button

Cancels the settings and closes the window.

[Batch Manager] Window

A list of batches is displayed.

Toolbar

Reload

Reloads batches and refreshes a list.

Open Batch

Opens the currently selected batch and displays the window for checking/editing images according to the status.

Resume

Resumes the currently selected batch to release or suspend the batch.

Resume All

Re-releases the batches for which a suspending process or a releasing process was aborted. Click this to restart the aborted process. [Releasing or suspending batch] is displayed on the right of the status bar.
When you click the message, a window for aborting the process appears.
If you click the [Abort] button while the window is open, you can abort the process again.

Abort Release

Aborts the release of the currently selected batch.

Select Operator

Displays the [Select an organization/user] Window (page 473) for the currently selected batch.

Remarks

Displays the [Remarks] Window (page 471) for the currently selected batch.

A list of released files

Displays the [A list of released files] Window (page 471).

Delete

Deletes the selected batches. Only a user with administrator privileges can perform this operation.
For PaperStream Capture, batches with [Status] indicating [Aborted] cannot be deleted.
For PaperStream Capture Pro or PaperStream Capture Pro Premium, batches in the following status cannot be deleted:

- A batch that is being edited from another device in a multi-station operation
- A batch that has [Status] indicating [Exception] because some network troubles prevent files from being uploaded to the storage server in a multi-station operation

- A batch that has [Status] indicating [Aborted], or a batch that has [Status] indicating [In Progress] (even though the batch has an error)

Files with the same name

Displays the [Check How the Files with the Same Name Are Handled] Window (page 475).

Recovery

Activated when PaperStream Capture exits abnormally during a releasing process and therefore there is a batch that cannot be released.
Click this to recover the target batch.
When the [OK] button is clicked on the message displayed, the [Status] changes to [Waiting] and the batch is ready to be released.
[Multi-station operation. Storage server address below.] is selected for the operation method in PaperStream Capture Pro or PaperStream Capture Pro Premium.

Batch Name

Displays the name of each batch that is specified in the jobs.
Click the batch name to change it before outputting the batch.
You can specify up to 256 characters for a batch name.

State

Displays the state of each batch as follows:

- Released
  The batches are output successfully to the destination.
- Scan
  - For PaperStream Capture
    The batches are in an error status, suspended, or have been aborted.
  - For PaperStream Capture Pro or PaperStream Capture Pro Premium
    The batches are ready for the [Scan] operation, or the batches are in an error status, have been suspended or aborted due to an operation in the window for scanning documents.
- QC
  This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
  The batches are ready for the [QC] operation, or the batches are in an error status, suspended, or have been aborted during an operation in the [QC] Window (page 442).
- Index
  This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
  The batches are ready for the [Index] operation, or the batches are in an error status, suspended, or have been aborted during an operation in the window for editing the index.
- Test Released
  The batches are output to the destination by performing an operation in the [Test Scan] Window (page 400).

- Test Scan
  The batches are in an error status or have been aborted during an operation in the [Test Scan] window.
- Test QC
  This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
  The batches have been completed in the [Test Scan] window, or the batches are in an error status or have been aborted during an operation in the [Test QC] Window (page 402).
- Test Index
  This item is displayed when PaperStream Capture Pro or PaperStream Capture Pro Premium is used.
  The batches have been completed in the [Test Scan] window or the [Test QC] window, or the batches are in an error status or have been aborted during an operation in the [Test Index] Window (page 404).

Status

Displays the status of each batch. For the batches that are being suspended or released, you can check the progress with the progress bar.
The batches that have been suspended are displayed as [Suspended]. The batches for which an outputting process or a suspending process was aborted manually are displayed as [Aborted]. The batches that have been aborted automatically due to an error are displayed as [Exception]. However, if the causes are removed and the batches are ready to restart, you can change the status by selecting [Waiting] from the drop-down list.
Note that a batch error is also indicated by one of the following icons displayed on the [Batch Manager] button:

- : Displayed on the upper left of the [Batch Manager] button when there is a batch that requests you to check a solution during the releasing process.
- : Displayed on the upper left of the [Batch Manager] button when an error occurred.
- : Displayed on the upper left of the [Batch Manager] button when there is a batch that has been suspended or aborted.
- : Displayed on the lower left of the [Batch Manager] button when there is a batch that cannot be released.

Creation Date

Displays the date created for each batch.

Priority

Displays the priority of each batch.
You can select [High] or [Normal] for the priority from the drop-down list.

Operator

Used to assign an operator to a batch that the operator can perform operations on. This item is blank by default. When an operator is assigned, the name of the operator is displayed.
Select an operator in the [Select an organization/user] Window (page 473).
Click [Select Operator] on the toolbar to display the [Select an organization/user] window.
The batch to which an operator is assigned is not displayed in the [Batch Manager] window for users other than the administrator and the operator who is assigned to the batch.

Remarks

Displays the information of each batch.

TIP

- The released (output) batches will be deleted after the number of days specified for [Show Released Batches for xx days] in the [General] Tab (page 408) of the [PaperStream Capture Administrator Tool] window, the [PaperStream Capture Pro Administrator Tool] window, or the [PaperStream Capture Pro Premium Administrator Tool] window.

[A list of released files] Window

A list of released and test released batches is displayed.

Output number for multiple images

The order in which multiple images are output is displayed.

File Name

A file name is displayed with a full path.

When you put the mouse pointer over a file name,  appears at the right side.

When you click , the full path is copied to a clipboard.

Compression

The compression format of the file is displayed.

[Close] Button

Closes the window.

[Remarks] Window

The information of a batch that is selected is displayed.
You can check the reason for an abortion due to an error or a suspension, or add a comment.

History

Displays the reason for an abortion due to an error or a suspension regarding a batch that is selected.
If the selected batch has not been released (output) yet, you can edit the history information.

Add Comment

If the selected batch has not been released (output) yet, you can add a comment.

[Save] Button

Saves the settings that you edited and closes the window.

[Close] Button

Closes the window.
If you do not save the settings that you edited and click this button, the edited settings are discarded and the window is closed.

[Select an organization/user] Window

Select a user, group, or organization for which a relevant item is to be displayed.

When setting the following items, clicking [Select] or displays this window.

- [Notify to selected users] for [Notification] in the [General] Tab (page 408) in the [PaperStream Capture Administrator Tool] Window/[PaperStream Capture Pro Administrator Tool] Window/[PaperStream Capture Pro Premium Administrator Tool] Window (page 407)
- [Show to selected users] for [Show] in the [Job Information] Tab (page 240) in the [Configure Jobs] Window (page 235)
- [Operator] in the [Batch Manager] Window (page 468)

Entry field

Enter a part of the name of the user, group, or organization to search for or the entire name.
A wildcard (*) can be used to narrow down your search.

[Search] button

Click this to display the drop-down list and then select a search method from the drop-down list.
Select [User search] to search for a user name or [Group search] to search for a group name or organization name.
Select an option to search for a user, group, or organization with the name that was entered in the entry field.
When multiple search results are found, a list of search results is displayed in the Search Results window.
When you select a search result from the list and click the [OK] button to close the Search Results window, the selection is applied to the Organization list and the User list.

User filter

Used to filter the user names that are displayed in the user list with characters entered in it.

Organization list

Displays group names and organization names.
If you search for a user with a user name, a user that was found is displayed with the name of the group or organization which the user belongs to.
When you double-click a group name or organization name, the name is displayed in bold in the entry field for [Selected items].

> **TIP**
>
> - Even if you specify "Guests" for the group in order to display specific information for the users that belong to the group, the information is not displayed for the Guest user that is logged on with a Guest account on the computer.

User list

Displays a list of user names.

If you search for a user with a user name, the user with the entered user name is highlighted when displayed.
When you double-click a user name, the name is displayed in the entry field for [Selected items].

Selected items

Displays the selected user names, group names, and/or organization names.
To delete a displayed user name, group name, or organization name, select the name that you want to delete and press the [Delete] key.

[OK] Button

Applies the settings and closes the window.

[Cancel] Button

Cancels the settings and closes the window.

[Check How the Files with the Same Name Are Handled] Window

This window appears when a file with the same name as the file to be released (output) already exists.

Preview

On the left side of the window, an image of a file that is to be output is displayed.

Yes. I want to overwrite the file.

Select this to overwrite the file with the same name in the output destination.
This is not displayed when Simple Scan mode is selected for the scanning method.

Save as

Select this to save the file with another name.

Rename automatically

Select this to automatically change the name of the file and save it with another name when another file with the same name already exists.
For example, when there is an existing file named "Doc0001.jpg", a file is saved as "Doc0001(2).jpg".
The number in the parentheses () increments starting from 2 sequentially as more files with the same name are to be saved with another name.

Folder

Enter a destination for outputting files.

[Browse] Button

Click this button, and in the window that appears, specify a destination to which files are to be output.

File Name

Enter a file name.

Specify a page number

Specify a page number to display the relevant page.
Clicking an icon can also move between pages.

Slider

Zoom into or out of an image that is displayed.

Moving the slider to the left or clicking  zooms out of an image that is displayed.

Moving the slider to the right or clicking  zooms into an image that is being displayed.

Clicking  or  zooms into or out of an image that is displayed by one increment.

The slider is located at the far left by default.

[OK] Button

Applies the settings and starts a releasing (outputting) process.

[Cancel] Button

Cancels the settings, which causes an error in the releasing process, and then closes the window.
This item is not displayed for the following cases:

- When Simple Scan mode is selected for the scanning method
- When [Release After Scan] and the [Prioritize the releasing speed] check box are selected for [Display Options] in the [Scan] Tab (page 244) for Batch Scan mode

[Notification] Window

The [Notification] window provides information on new features and points for improvement in the settings. The efficiency for the editing operations after a scan can be improved by changing the settings in a relevant job according to the points for improvement.
This window can be displayed by performing one of the following operations.

- Clicking the [Notification] button in the Menu (page 232)
- Performing an editing operation related to the points to change the settings for improvement during a test scan in the [Test] Tab (page 400)

Points for improvement in the settings will include the following:

Job name

The relevant job is displayed.

Edited date/time

The date and time a relevant editing operation was performed are displayed.

Points for improvement

An icon for a relevant editing operation and the points that are recommended to change the settings in the job in order to improve efficiency for the editing operation are displayed.
Clicking a character string with a link displays a window with a help topic for the relevant setting.



Click this to delete the information.

Clear all notifications

Click this to delete all of the displayed information.



Closes the window.

TIP

When this window is opened while operations are being performed in the [Test] tab, closing the window for configuring a job also closes this window.

[Exporter] Window

PaperStream Capture operational environment can be exported in this window.
The profile for the PaperStream IP driver is also included in the PaperStream Capture operational environment.

Job list

Shows the list of the jobs that are registered with PaperStream Capture. Select the job to export, and then select the check box on the left side of the job name.

[Select All] Button

Selects all the check boxes of the jobs that are displayed in the job list.

[Clear All] Button

Clears all the check boxes of the jobs that are displayed in the job list.

[Run] Button

When you click this button, the [Save As] window appears. If you enter the name of an exported file (.dpav) and save it, the jobs that are selected in the job list, and PaperStream Capture operational environment are exported.

[Close] Button

Closes the window.

TIP

- The following items are exported as part of the operational environment:
  - Jobs (excluding sample jobs)
  - Driver profiles
  - Registered forms
  - Job group settings
  - [Administrator Tool] window settings
- Each form has an internal value called form ID. This value is updated each time the form is edited. If the importing side has a form exactly the same as the form to be imported (the form IDs are the same), the import of the form will be skipped.

See also

Exporting an Operational Environment (page 221)

[Importer] Window

Profiles that were exported with the PaperStream Capture operational environment or ScandAll PRO can be imported in this window.
The profile for the PaperStream IP driver is also included in the PaperStream Capture operational environment.
ScandAll PRO profiles are converted to PaperStream Capture jobs before they are imported.

Archived file

Specify the archived file.
To specify an archived file, use one of the following methods:

- Entering the file path
- Clicking the [Browse] button
- Dragging and dropping the file

Up to 260 bytes can be specified for a file name.

[Browse] Button

Displays the [Open File] window. Specify the file to be imported.
Specify the file (.dpav (.cab for the file in the previous format or the file that was exported with ScandAll PRO)) that was exported in "Exporting an Operational Environment (page 221)".

Type of import

Specify a job import method for PaperStream Capture.

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.

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
- Job group settings
- [Administrator Tool] window settings
  For details, refer to Importability of the [Administrator Tool] window settings (page 224).

[Import driver profiles] Check Box

This is displayed when [Replace All] is selected.
When this check box is selected, the profile for the PaperStream IP driver is also imported. All driver profiles in use are deleted and replaced with the driver profiles in the archived file.

> **TIP**
>
> - This item is not displayed when the PaperStream IP driver is not installed.

- All document profiles (jobs) created in versions earlier than PaperStream Capture 4.0 are imported in the advanced setup mode.

[Run] Button

Imports PaperStream Capture operational environment from the archived file.
The import results of the jobs are output to a log file. For details, refer to Job Import Results Log (page 703).

[Close] Button

Closes the window.

ATTENTION

- It is recommended to backup the operational environment before importing another operational environment to the computer.

  ➡ Exporting an Operational Environment (page 221)
- Exported files in the latest version of PaperStream Capture cannot be imported to earlier versions of PaperStream Capture.
- If a driver other than the PaperStream IP (TWAIN) driver is used for ScandAll PRO, the settings for the driver are not imported along with a profile when a profile is imported.
  After the profile is imported, the settings for the PaperStream IP (TWAIN) driver are applied as "000 : Current Setting". Therefore, configure the driver settings again.
  If you configure the driver settings again, the file format may be changed. Make sure that the same file format as the one specified for the exported operational environment is specified in [File Properties] in the [Destination] tab.
- The functions and the operational environment that can only be specified in a ScandAll PRO profile are not imported.
- If a group with the same name already exists on the importing side, the job is added to the group with the same name. Jobs with no groups specified, such as jobs created in previous versions, are imported into the [Others] group.

TIP

- Each form has an internal value called form ID. This value is updated each time the form is edited. If the importing side has a form exactly the same as the form to be imported (the form IDs are the same), the import of the form will be skipped.
- If an event is set in the exported operational environment, the event is also set in the operational environment to which the profile is imported. (Events can be viewed in [Event] in the [Usability] tab.)
- If the forms in the exporting side and importing side have the same name but the registered forms applied to them are different, the import cannot be completed and an error will occur.
- 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.

If you click the [No] button on the message window that appears when PaperStream Capture Pro or PaperStream Capture Pro Premium is uninstalled while a suspended or aborted batch exists, files remain in the folder that is specified for [Storage Folder] under [Storage Server] in the [Station] Tab (page 421) in the [PaperStream Capture Pro Administrator Tool] window or [PaperStream Capture Pro Premium Administrator Tool] windows. In this case, if you install another version of PaperStream Capture Pro or PaperStream Capture Pro Premium, you may not be able to select [Replace All]. When [Replace All] cannot be selected even if there is no batch that is suspended or aborted in the [Batch Manager] window, delete remaining files in the folder that is specified for [Storage Folder], and then import the operational environment again.

See also

Importing an Operational Environment to a Different Computer (page 222)

[Simple Scan mode] Window

This window is displayed when a document is scanned in Simple Scan mode.

- **Menu**

  This menu displays buttons to operate PaperStream Capture.

  When you click this button, the following items are displayed:

  - Welcome
    When you select this item, the [Welcome] Window (page 231) appears.
  - Administrator Tool
    When you select this item, the [General] Tab (page 408) in the [PaperStream Capture Administrator Tool] window, [PaperStream Capture Pro Administrator Tool] window, or [PaperStream Capture Pro Premium Administrator Tool] appears.
  - Online Resources
    When you select this item in PaperStream Capture Pro or PaperStream Capture Pro Premium, the PaperStream Capture Pro or PaperStream Capture Pro Premium website appears.
  - About
    When you select this item, the information about the PaperStream Capture version is displayed.
  - Exit
    Select this item to exit PaperStream Capture.

  [Switch Modes] Button

  Click this button to switch the scanning method between Batch Scan mode and Simple Scan mode. However, this button is not displayed when [Use Simple Scan mode only] is selected for [Switch Modes] in the [General] tab on the [PaperStream Capture Administrator Tool] window, [PaperStream Capture Pro Administrator Tool] window, or [PaperStream Capture Pro Premium Administrator Tool] window.

- **Toolbar**

  Used to scan a document as well as check, edit, or output the scanned images.

  Scan

  Scan

  Scans documents and displays the scanned images in the viewer.
  Click this button to start scanning documents.
  [Scan] changes to [Cancel Batch] during a scan, which you can click to stop scanning.

Scan to add

Scans another document and adds the scanned image to a document stack, or replaces a selected page with the scanned image.
Click this button to display the [Add/Insert/Replace] Window (page 504).

Open File

Used to open an existing file.
Click this button to display a window for selecting a file to open.

Add File

Adds an existing file to a document stack, or replaces a selected page with an existing file.
When you click this button, the [Add/Insert/Replace] window appears.

Save

Used to save the scanned images.
When you click this button, the [Save as] Window (page 506) appears.

Edit

Rotate 90

Rotates the selected page to the right by 90 degrees.

Rotate -90

Rotates the selected page to the left by 90 degrees.

Rotate 180

Rotates the selected page by 180 degrees.

Delete

Deletes the selected page.

Cut

Cuts the selected page.

Copy

Copies the selected page.

Paste

Pastes the cut or copied page.

Insert Separator

Splits the document stack before the selected page.

Delete Separator

Merges the selected document stack with the previous document stack of the scanned images.

Flip

Sorts the order of scanned images in the same page order as the document stack.
This is useful when scanned images of the front pages (odd-numbered pages) are output in ascending order and the images of the back pages (even-numbered pages) are output in descending order, such as 1, 3, 5, 6, 4, 2.

Parallel Shift

Sorts the order of scanned images in the same page order as the document stack.
This is useful when scanned images of both the front pages (odd-numbered pages) and the back pages (even-numbered pages) are output in ascending order, such as 1, 3, 5, 2, 4, 6.

Reverse

Sorts all images in reverse.
This is useful for sorting the order of scanned images that are output in descending page order, in ascending page order.

Mark

Marks the selected page.
When a page is marked, the background frame for the thumbnail of a page and the frame of the viewer turn orange.

Unmark

Unmarks the selected page.

Undo

Cancels the last edit operation.

Redo

Redoes the undone edit operation.

View

Browse

Displays a thumbnail list on the left side of the viewer, and the page that is selected in the thumbnail list in the viewer.

Browse (2x1)

Displays a thumbnail list on the left side of the viewer, the page that is selected in the thumbnail list on the left side in the viewer, and the next page on the right side in the viewer.

Thumbnail

Displays thumbnails of all pages in a document stack in the whole viewer.
Double-click a thumbnail to change the view mode to [One Page View] and to display the page.

One Page View

Displays the selected page in the viewer.

Two Page View

Displays the selected page and the next page side by side in the viewer.

Zoom Out

Zooms out of the page by one level.
Decreases the thumbnail size by one level when the view is set to [Thumbnail].

Zoom In

Zooms in on the page by one level.
Increases the thumbnail size by one level when the view is set to [Thumbnail].

User Specification

Specify the display magnification of a page.
If 100% is specified for the display magnification, the page is displayed in the viewer with the actual size of the document.

Fit Whole

Displays the whole page to fit the viewer.

Fit Width

Displays the page to fit the width of the viewer.

Hand Tool

Used to move the area where the mouse pointer is placed in the direction in which the mouse pointer is dragged.

Magnifier

Enlarges the area where the mouse pointer is placed.

Marquee Zoom

Enlarges the area that is specified by dragging the mouse pointer.

Mark filter

Displays marked pages only.

Navigation

The current page number/the total number of pages is displayed.
Clicking an icon can also move between pages or document stacks.

Setup

Scan Settings

Click this button to display the [Scan Settings] Window (page 487).

Select Scanner

Click this button to display names of the connected scanners and names of the available scanners.

Configure before a scan

Click this button to display the [Scanning] Window (page 489) when performing a scan with [Scan] or [Scan to add].

Print

Click this button to print the file currently opened.

Toolbar Settings

Click this and select an item from the menu that appears to add the item to the toolbar.
To bring the toolbar back into its original state to show the default items only, select [Reset the toolbar] from the menu that appears.

Viewer

Displays a scanned image.
The display mode becomes [Browse]. A thumbnail list is displayed on the left side of the viewer and the page that is selected in the thumbnail list is displayed in the viewer.
The size of the display area can be changed by dragging the border line between the viewer and the thumbnail list.
When you drag and drop the title part of the thumbnail list into the space outside the main window, the thumbnail list window is displayed separately from the main window.
Dragging and dropping the title part of the thumbnail list window that is displayed separately into the main window merges the windows together.

Document Separator

Displays the separator number and the number of pages of the document stack at the beginning of each document stack in the thumbnail list.
These are displayed only when the display mode is [Browse], [Browse (2x1)], or [Thumbnail].

Slider

You can change the thumbnail size by using the slider that is located under the thumbnail list.

Moving the slider to the left or clicking decreases the thumbnail size.

Moving the slider to the right or clicking  increases the thumbnail size.

Clicking or  changes the thumbnail size by one increment.

The slider is set on the third tick mark from the left by default.

Status Bar

Various information appears.

Color Mode

One of the color modes (Black & White, Grayscale, or Color) is displayed under the image. However, if the color mode of the page that you open with [Add File] cannot be detected, the color mode is displayed as 4-bit or 8-bit for the image.

Vertical Resolution

The vertical resolution is displayed under the image.

Image Size

The image size (height x width) is displayed under the image.

File Name (Full Path)

Only when a file that has already been output or exists is opened, the full path and the name of the opened file are displayed under the image.

[Scan Settings] Window

Configure the file output, the scan settings, and the method to divide a document stack.

Output as a file

[Output as a file during a scan] Check Box

Select this check box to output a file during a scan.

Folder

Enter a destination for outputting files.

[Browse] Button

Click this button, and in the window that appears, specify a folder where files are to be output.

File Name

Enter a file name.

[Advanced settings] Button

Click this button to display the [Advanced settings for file names] Window (page 492).

File Format

Select a file format.

➡ File Format (page 654)

[Options] Button

When you click this button, the [TIFF Options] Window (page 499), [PDF Options] Window (page 500), [JPEG2000 options] Window (page 503), or [JPEG Options] Window (page 503) appears.

The settings window for the selected file format appears only when TIFF, PDF, JPEG2000 (for PaperStream Capture Pro or PaperStream Capture Pro Premium), or JPEG is selected for [File Format].

Files with the same name

Select an option to output a file with an existing name from the following:

- Save as
- Overwrite

Scan

Scanner Driver Profile

Select the PaperStream IP driver profile.
[Compatible with ScanSnap Manager for fi] that can be selected in Batch Scan mode cannot be selected.

[Scanner settings] Button

Click this button, and in the window that appears, configure the PaperStream IP driver settings.

➡ PaperStream IP driver Help

Number of pages to scan

You can select one of the following options:

- Scan all
  Select this to scan all pages.
- Scan a specified number of pages
  Select this to scan a specified number of pages.
  Specify a number of pages in the input field to the right of [Number of pages to scan].

ATTENTION

- For PaperStream Capture, when you perform a scan in duplex scanning mode by using the PaperStream IP (ISIS) driver and specify the number of pages to scan, an even number must be specified.
  If you specify an odd number, the number of pages scanned may be short by one page.
  Or, the message "[SX03043E] The number of scanned pages does not match what you specified." may be displayed.
- For PaperStream Capture, if you perform a scan with the blank page skip using the PaperStream IP (ISIS) driver and specify the number of pages to scan, the number of pages scanned may be less than the specified number.
  Or, an error message [SX03043E] or [SX03041E] may be displayed.

[Show the TWAIN driver before a scan] Check Box

Select this check box to display the PaperStream IP (TWAIN) driver window when performing a scan with [Scan] or [Scan to add].

For PaperStream Capture, this check box is displayed only for the PaperStream IP (TWAIN) driver.

Options

Divide documents

You can select one of the following methods for dividing scanned images.

- No
  Select this not to divide scanned images.
- Divide documents into files, each consists of
  Select this to divide scanned images by the amount of pages that you specify.
  Specify the amount of pages in the input field to the right of [Divide documents].
- Divide documents when [Ctrl] is pressed
  Select this to divide scanned images when the [Ctrl] key is pressed.
  The key to divide documents can be specified in [Shortcut key to separate manually] in the [Usability] Tab (page 415).
  [Ctrl] is set by default.
  When you specify a key, the key name appears in the setting item name.
  For example, when you specify the [Alt] key, the setting item name changes from [Divide documents when [Ctrl] is pressed] to [Divide documents when [Alt] is pressed].

[Display scanned images] Check Box

Select this check box to display an image during a scan.

> **TIP**
>
> - If you do not want to display the images being scanned, clear the [Display scanned images] check box.
>   However, when the [Output as a file during a scan] check box is cleared, the [Display scanned images] check box cannot be cleared.
>   The [Display scanned images] check box is selected by default.

[OK] Button

Applies the settings and closes the window.

[Cancel] Button

Cancels the settings and closes the window.

[Scanning] Window

Use this window to configure the file output, the scan settings, and the method to divide documents.

Output as a file

> **TIP**
>
> ● When a scan is performed with [Scan to add] on the toolbar, [Output as a file] is not displayed.

[Output as a file during a scan] Check Box

Select this check box to output a file during a scan.

Folder

Enter a destination for outputting files.

[Browse] Button

Click this button, and in the window that appears, specify a folder where files are to be output.

File Name

Enter a file name.

[Advanced settings] Button

When you click this button, the [Advanced settings for file names] Window (page 492) appears.

File Format

Select a file format.

➡ File Format (page 654)

[Options] Button

When you click this button, the [TIFF Options] Window (page 499), [PDF Options] Window (page 500), or [JPEG Options] Window (page 503) appears.
The settings window for the selected file format appears only when TIFF, PDF, or JPEG is selected for [File Format].

Files with the same name

Select an option to output a file with an existing name from the following:

- Save as
- Overwrite

Scan

Scanner Driver Profile

Select the PaperStream IP driver profile.

[Scanner settings] Button

Click this button, and in the window that appears, configure the PaperStream IP driver settings.

➡ PaperStream IP driver Help

Number of pages to scan

You can select one of the following options:

- Scan all
  Select this to scan all pages.
- Scan a specified number of pages
  Select this to scan a specified number of pages.
  Specify a number of pages in the input field to the right of [Number of pages to scan].

ATTENTION

- For PaperStream Capture, when you perform a scan in duplex scanning mode by using the PaperStream IP (ISIS) driver and specify the number of pages to scan, an even number must be specified.
  If you specify an odd number, the number of pages scanned may be short by one page.
  Or, the message "[SX03043E] The number of scanned pages does not match what you specified." may be displayed.
- For PaperStream Capture, if you perform a scan with the blank page skip using the PaperStream IP (ISIS) driver and specify the number of pages to scan, the number of pages scanned may be less than the specified number.
  Or, an error message [SX03043E] or [SX03041E] may be displayed.

[Show the TWAIN driver before a scan] Check Box

Select this check box to display the PaperStream IP (TWAIN) driver window when performing a scan with [Scan] or [Scan to add].
For PaperStream Capture, this check box is displayed only for the PaperStream IP (TWAIN) driver.

Options

Divide documents

You can select one of the following methods for dividing scanned images.

- No
  Select this not to divide scanned images.
- Divide documents into files, each consists of
  Select this to divide scanned images by the amount of pages that you specify.
  Specify the amount of pages in the input field to the right of [Divide documents].
- Divide documents when [Ctrl] is pressed
  Select this to divide scanned images when the [Ctrl] key is pressed.
  The key to divide documents can be specified in [Shortcut key to separate manually] in the [Usability] Tab (page 415).
  [Ctrl] is set by default.
  When you specify a key, the key name appears in the setting item name.

For example, when you specify the [Alt] key, the setting item name changes from [Divide documents when [Ctrl] is pressed] to [Divide documents when [Alt] is pressed].

[Display scanned images] Check Box

Select this check box to display an image during a scan.

> **TIP**
>
> - If you do not want to display the images being scanned, clear the [Display scanned images] check box.
>
> However, when the [Output as a file during a scan] check box is cleared, the [Display scanned images] check box cannot be cleared.
>
> The [Display scanned images] check box is selected by default.

[Scan] Button

Applies the settings and starts a releasing (outputting) process.

[Cancel] Button

Cancels the settings and closes the window.

[Advanced settings for file names] Window

This is used to set rules for naming files that you want to save.

[Use the Folder Name Option/File Name Option] Check Box

Select this check box to automatically generate a file name based on the name options that are specified in this window.

When the name option is used, you cannot enter a file name directly.

File Name

Displays a sample file name based on the settings specified in this window.

Settings Available

Displays items that can be specified for name options.

- Document Counter
  Used to add a document counter value to a file name.
- Folder delimiter 1 to 5
  Used to specify the items above "Folder delimiter" in [Settings Applied] as the name of a folder.
- Character String 1 to 4
  Used to add a character string to a file name.
- Date and time
  Used to add a starting date or starting date and time of a scan to a file name.
- Page Counter
  Used to add a page counter value to a file name.

- Sheet Counter
  Used to add a sheet counter value to a file name.
  However, when PaperStream Capture and the PaperStream IP (ISIS) driver are used, the initial value that is specified for the sheet counter is always added to a file name.
- Document Separator Value
  Used to add a document separator value to a file name.
  If no character string is specified for a document separator, a character string in the format of "DOCSEPARATOR" + separator number (four digit number) is output as a file name.
- Optional character string
  Used to add a character string that you specify in the [Save as] window to a file name.
- Multi-image Output Number
  Used to add the page output number to a file name for multi-image output.
  This item is enabled when multi-image output is specified in the PaperStream IP driver settings.
  Note that the fixed value "1" is used when you do not use multi-image output.
- Output Side
  Used to add a document output side (front side/back side) to a file name for ADF duplex scanning.
  "F" is output for the front side and "B" for the back side.
  Note that the fixed value "F" is output if you performed a scan on a flatbed or if you selected [Add File].



Clicking this moves the selected item in [Settings Available] to [Settings Applied].



Clicking this moves the selected item in [Settings Applied] to [Settings Available].

Settings Applied

A list of items that are specified for name options is displayed.



Clicking this moves the selected item up by one level in [Settings Applied].



Clicking this moves the selected item down by one level in [Settings Applied].

Document Counter

When a batch of documents are scanned at one time, the batch is counted as one document. Subsequent batches are counted in the same way. If the batch is separated into document stacks using the separation function, each document stack is counted as one document.

Start with

Specify an initial start number between 1 and 2,000,000,000 for the document counter.

Minimum digits

Specify the minimum number of digits for the document counter between 1 and 10.
When the actual digit number is smaller than the minimum digit number, empty digits (higher digits) are filled with zero.
When the actual digit number is larger than the minimum digit number, all the digits are shown.
For example:

Document counter value	Minimum digits	Display
12	3	012
1234	3	1234

Continue with each batch

Select this item to use a sequential number by incrementing the initial value of the document counter with every scan operation.
For example, if the initial value is "1" and two files are output, the next initial value will be set to "3".
When the value exceeds 2,000,000,000, it will be updated to 1.

Reset after each batch

Select this item to reset the initial number of the document counter to a value that is specified in [Start with] after every scan operation.
For example, if the initial value is "1" and two files are output, the next initial value will be set to "1".

Reset when the date changes

Select this item to reset the initial number of the document counter to a value that is specified in [Start with] whenever a scan is performed or a job is edited after the date on the computer changes.

[Edit with Optional Character String] Check Box

Select this check box to enter the initial value of the document counter manually in the [Edit File Name] Window (page 466).
The window for editing a file name appears when a file is released (output).

Page Counter

Each scanned side of a document is output as one page in the images created from the batch of documents that were scanned at one time and counted as one page.
When both sides of a document are scanned, each side is output as one page (two pages in one document). When the upper and lower parts of one side of a document are separated into two, each part is output as one page (two pages on one side).

Start with

Specify an initial start number between 1 and 2,000,000,000 for the page counter.

Minimum digits

Specify the minimum digit number of the page counter between 1 and 10.
When the actual digit number is smaller than the minimum digit number, empty digits (higher digits) are filled with zero.
When the actual digit number is larger than the minimum digit number, all the digits are shown.
For example:

Page counter value	Minimum digits	Display
12	3	012
1234	3	1234

Continue with each batch

Select this item to use a sequential number by incrementing the initial value of the page counter with every scan operation.
For example, if the initial value is "1" and two files are output, the next initial value will be set to "3".
When the value exceeds 2,000,000,000, it will be updated to 1.

Reset after each batch

Select this item to reset the initial number of the page counter to a value that is specified in [Start with] after every scan operation.
For example, if the initial value is "1" and two files are output, the next initial value will be set to "1".
When this is selected together with the document counter, the initial number of the page counter for each document is reset to the value specified in [Start with].

Reset when the date changes

Select this item to reset the initial number of the page counter to a value that is specified in [Start with] whenever a scan is performed or a job is edited after the date on the computer changes.

[Edit with Optional Character String] Check Box

Select this check box to enter the initial value of the page counter manually in the window for editing a file name.
The window for editing a file name appears when a file is released (output).

[Link to imprinter] Check Box

Select this check box to apply the initial value for the page counter to the initial value for the counter of the imprinter.
Selecting this check box also applies appropriate values for the settings such as the counter step of the imprinter.
Note that the page number and the imprinter counter may not be synced in the following cases because the imprinter counter and the page counter are updated independently after scanning starts:

- The number of pages scanned by the scanner and the number of pages recognized by the software do not match, due to blank page deletion or any other reason
- In duplex scanning mode, the imprinter prints characters on the back side
- Automatic color detection is enabled
- A separator or the number of pages is specified to split a document stack
- [Divide documents into files, each consists of] is specified

[Print a counter when scanning to add/replace] Check Box

This is enabled when the [Link to imprinter] check box is selected.
If this check box is selected, the imprinter prints a counter value on a document even when the document is scanned to replace or add a page.
When a document is scanned, the window for specifying the initial page counter value to be printed by the imprinter appears.

[Fixed digits] Check Box

Select this check box to fix the digit number of the page counter to the value specified in [Minimum digits].
If the digit number exceeds the maximum value during scanning, the counter resets to zero.
If the counter digit number specified in the PaperStream IP driver is different from [Minimum digits] of [Page Counter], the page counter is not synced correctly.

Sheet Counter

A single scanned document is counted as one sheet, with subsequent documents counted in the same way.

Start with

Specify an initial start number between 1 and 2,000,000,000 for the sheet counter.

Minimum digits

Specify the minimum digit number of the sheet counter between 1 and 10.
When the actual digit number is smaller than the minimum digit number, empty digits (higher digits) are filled with zero.
When the actual digit number is larger than the minimum digit number, all the digits are shown.
For example:

Sheet counter value	Minimum digits	Display
12	3	012
1234	3	1234

Continue with each batch

Select this item to use a sequential number by incrementing the initial value of the sheet counter with every scan operation.

For example, if the initial value is "1" and two files are output, the next initial value will be set to "3".
When the value exceeds 2,000,000,000, it will be updated to 1.

Reset after each batch

Select this item to reset the initial number of the sheet counter to a value that is specified in [Start with] after every scan operation.
For example, if the initial value is "1" and two files are output, the next initial value will be set to "1".

Reset when the date changes

Select this item to reset the initial number of the sheet counter to a value that is specified in [Start with] whenever a scan is performed or a job is edited after the date on the computer changes.

[Edit with Optional Character String] Check Box

Select this check box to enter the initial value of the sheet counter manually in the window for editing a file name.
The window for editing a file name appears when a file is released (output).

[Link to imprinter] Check Box

Select this check box to apply the initial value for the sheet counter to the initial value for the counter of the imprinter.
Selecting this check box also applies appropriate values for the settings such as the counter step of the imprinter.
Note that the sheet counter and the imprinter counter may not be synced in the following cases because the imprinter counter and the sheet counter are updated independently after scanning starts:

- Automatic color detection is enabled
- A separator or the number of pages is specified to split a document stack
- [Divide documents into files, each consists of] is specified

[Print a counter when scanning to add/replace] Check Box

This is enabled when the [Link to imprinter] check box is selected.
If this check box is selected, the imprinter prints a counter value on a document even when the document is scanned to replace or add a page.
When a document is scanned, the window for specifying the initial sheet counter value to be printed by the imprinter appears.

[Fixed digits] Check Box

Select this check box to fix the digit number of the sheet counter to the value specified in [Minimum digits].
If the digit number exceeds the maximum value during scanning, the counter resets to zero.
If the counter digit number specified in the PaperStream IP driver is different from [Minimum digits] of [Sheet Counter], the sheet counter is not synced correctly.

Date and Time

Date format

Select a date format from the following:

- yyyyMMdd
- MMddyyyy
- ddMMyyyy

Time delimiter

Select a time delimiter format from the following:

- None
- "_" (Underscore)
- "-" (Hyphen)

[Add time] Check Box

Select this check box to add the starting time of a scan or the starting time of a saving process to the date.

Character String

Character String 1 to 4

Specify a character string to be included in the file name
Up to 32 characters can be specified.
\ / : ? * " < > | , cannot be used.
A character string with only blank spaces cannot be specified.

ATTENTION

- When the PaperStream IP (ISIS) driver is used on PaperStream Capture, the specified initial value is always set for [Sheet Counter].
- When the following are set, the front side of the documents are scanned and then the back side of the documents are scanned in reverse order in order to merge the front and back side images of each document into one. Therefore, the numbers for the sheet counter are added to the back side images in descending order.
  - Selecting a scanner (simplex scanner) that supports a function that enables users to perform a duplex scan virtually for [Select Scanner]
  - Clicking the [Advanced settings] button in the [Scan] tab and then selecting [Feeder (Virtual Duplex)] for [Paper Source] in the PaperStream IP driver settings that are displayed

[OK] Button

Saves the settings and closes the window.

[Cancel] Button

Discards the settings and closes the window.

[TIFF Options] Window

The options used for outputting the scanned images in TIFF format can be configured in this window.

Compression

The format and compression level that can be selected vary depending on the PaperStream IP driver settings.

Format

Select a compression format from the following:

- When [Black & White] is selected for [Image Mode]
  - No Compression
  - CCITT G3(1D)
  - CCITT G3(2D)
  - CCITT G4
  - JBIG
  - LZW
  - Packbits
- When [Grayscale] is selected for [Image Mode]
  - No Compression
  - LZW
  - Packbits
  - JPEG
- When [Color] is selected for [Image Mode]
  - No Compression
  - Packbits
  - JPEG
  - Progressive JPEG
- When multiple types of images are output for a single scan, such as when [Automatic Color Detection] is selected for [Image Mode]
  - Follow software-determined compression format
  - No Compression
- When [Save as] is selected
  - Follow software-determined compression format
  - No Compression

[Change the compression level] Check Box

Select this to display an item for setting a compression level.
This item is displayed when this window is displayed from the [Save as] Window (page 506) that appears when a file is saved.

Compression level

Specify the compression rate that is used to output the scanned images in TIFF format.
This item is displayed when the [Change the compression level] check box is selected after this window is displayed from the [Save as] window that appears when a file is saved.
Use the slider to specify the compression rate from the nine levels (-1 to 7). The default level is 4. The compression rate becomes higher in proportion to the value.
The higher the value is, the smaller the file size is. However, the image quality is deteriorated.
The lower the value is, the larger the file size is. And, the deterioration of image quality can be minimized.

ATTENTION

- If [JPEG] is specified for [Format] and "-1" or "0" is specified for [Compression level] in [Compression], the image quality of the displayed page differs from the image quality of the output file.

[OK] Button

Saves the settings and closes the window.

[Cancel] Button

Discards the settings and closes the window.

[PDF Options] Window

The options used for outputting the scanned images in PDF format can be configured in this window.

Compression

[High compression] Check Box

Select this check box to compress a file at a high compression rate to reduce the file size only when grayscale or color is specified for the color mode.

Compression level

Specify a compression rate to be used to output the scanned images in PDF format.
Use the slider to specify the compression rate from the seven levels (1 to 7). The default level is 3. The compression rate becomes higher in proportion to the value.
The higher the value is, the smaller the file size is. However, the image quality is deteriorated.
The lower the value is, the larger the file size is. And, the deterioration of image quality can be minimized.

ATTENTION

- The image quality of the displayed page differs from the image quality of the output file.

Options

[Convert to Searchable PDF] Check Box

Select this check box to perform text recognition and output the result as a searchable PDF file.

Language

Specify a language to perform text recognition in.
You can select a language from Chinese (Simplified), Chinese (Traditional), English, French, German, Italian, Japanese, Korean, Portuguese, Russian, Spanish, Greek, Turkish, Arabic, Vietnamese, Swedish, Dutch, Polish, Czech, Romanian, Hebrew, Ukrainian, Thai, Indonesian, Danish, Norwegian, Hungarian, and Finnish.

ATTENTION

- If you select Arabic, it is recommended to use PaperStream Capture on an Arabic operating system.

[Make only the first page searchable] Check Box

Select this check box to perform text recognition only for the first page when outputting multi-page images as a searchable PDF file.
The processing time can be shortened in comparison to processing all of the pages.

ATTENTION

- Text recognition may take a very long time.
- To perform text recognition, the following settings are recommended.

Color Mode	Resolution	Paper Size
B&W	400/600 dpi	A3 or smaller
Grayscale	200/300 dpi	
Color		

When settings other than those above are used, text recognition may not be performed correctly.

- For the documents (text) listed below, text recognition may not be performed correctly.
  - Hand-written text
  - Text in small characters in a low resolution
  - Skewed document
  - Document with an unsupported language

For Japanese, Chinese (Simplified), and Chinese (Traditional) in PaperStream Capture

- Italic text
- Superscripts/subscripts, and complicated math expressions
- Document with uneven color in the background of the text
  - Document with patterns in the background of the text
  - Characters with effects such as shadow and outline
- Text with shading
- Document with a complicated layout or too much noise (Such documents may require an excessively long time to be recognized.)

- Depending on the PaperStream IP driver settings, text recognition may not be performed correctly.

TIP

- The deskew function and the orientation correction filters of the PaperStream IP driver may improve the recognition rate.
- When documents in Hebrew are scanned with [Automatic] selected for [Rotation] in the PaperStream IP driver, scanned images are turned upside down. Specify [0 degrees] for [Rotation], load the documents in the correct orientation, and then perform a scan.

[Add password when creating PDF file] Check Box

A password to open a PDF file can be set with 16 or less alphanumeric characters (for single-byte characters).
This check box can be selected only for a PDF file (cannot be selected for a PDF/A file).
Because a password protected PDF file is not supported by PaperStream Capture, use a PDF viewing application to open the PDF after setting a password.

[Use a fixed password] Check Box

Select this check box to allow setting a fixed password.
Enter the desired values in the input fields for [Password] and [Confirm].
Clear this check box to set a password in a window that is displayed when outputting a PDF file.
For PaperStream Capture, the window for setting a password appears when you click the [Complete Batch] button in the [Scan] window (for checking/editing).
For PaperStream Capture Pro or PaperStream Capture Pro Premium, the window for setting a password appears if an image is set to be released (output) as a PDF file when you click the [Complete Batch] button in the [Scan] window (for checking/editing).

Password

Enter a password in the input field.

Confirm

Enter the password in the input field again to confirm it.

[OK] Button

Saves the settings and closes the window.

[Cancel] Button

Discards the settings and closes the window.

[JPEG2000 options] Window

The options used for outputting the scanned images in JPEG2000 format can be configured in this window.

Compression

[Lossless compression] Check Box

Select this check box to use lossless compression. Lossless compression is a compression method that allows compressed data to be restored to its original state.
If you clear this check box, the image quality slider will become active, allowing you to specify the compression ratio.

Compression level

Specify the image quality that is used to output the scanned images in JPEG2000 format.
Use the slider to specify the compression rate from the nine levels (-1 to 7). The default level is 2. The compression rate becomes higher in proportion to the value.
The higher the value is, the larger the file size is, allowing the deterioration of image quality to be minimized.
The lower the value is, the smaller the file size is. However, the image quality deteriorates.

ATTENTION

- If [JPEG] is specified for [Format] and "-1" or "0" is specified for [Compression level] in [Compression], the image quality of the displayed page differs from the image quality of the output file.

[OK] Button

Saves the settings and closes the window.

[Cancel] Button

Discards the settings and closes the window.

[JPEG Options] Window

The options used for outputting the scanned images in JPEG format can be configured in this window.

Compression

The format and compression level that can be selected vary depending on the PaperStream IP driver settings.

Format

Select a compression format from the following:

- When [Grayscale] is selected
  - JPEG
- When [Color] is selected
  - JPEG
  - Progressive JPEG
- When [Save as] is selected
  - JPEG

Compression level

Specify the image quality that is used to output the scanned images in JPEG format.
Use the slider to specify the compression rate from the nine levels (-1 to 7). The default level is 4. The compression rate becomes higher in proportion to the value.
The higher the value is, the larger the file size is, allowing the deterioration of image quality to be minimized.
The lower the value is, the smaller the file size is. However, the image quality deteriorates.
When PaperStream Capture and the PaperStream IP (ISIS) driver are used, this is available if files are to be output in 24-bit color.

ATTENTION

- If [JPEG] is specified for [Format] and "-1" or "0" is specified for [Compression level] in [Compression], the image quality of the displayed page differs from the image quality of the output file.

[OK] Button

Saves the settings and closes the window.

[Cancel] Button

Discards the settings and closes the window.

[Add/Insert/Replace] Window

Use this window to specify the location for adding, inserting or replacing a page.

Target

Page

Select this to specify the selected page as a base point for adding, inserting, or replacing a page.

Document

Select this to specify a document stack that includes the selected page as a base point for adding or inserting a page.

Operation

Insert before

Select this to insert a page before the specified page or document stack.

Add after

Select this to add a page after the specified page or document stack.

Replace

Select this to replace the selected page.
This is not displayed if [Document] is selected in [Target].

Location

First

Select this to add a page before the first page.
Selecting this also disables the item that is selected in [Operation].

Last

Select this to add a page after the last page.
Selecting this also disables the item that is selected in [Operation].

[Page] or [Document]

This item is displayed as [Page] if [Page] is selected in [Target] or as [Document] if [Document] is selected in [Target].
Select this to specify a page or a document stack on which an operation that is specified in [Operation] is performed.
If [Page] is selected in [Target] and [Replace] is selected in [Operation], you can specify the range of pages to be replaced.

[OK] Button

Applies the settings and closes the window.

[Cancel] Button

Cancels the settings and closes the window.

[Insert Separator] Window

Specify the location where you want to insert or add a separator.

Target

Page

Select this to specify the selected page as a base point for inserting a separator.

Document

Select this to specify the selected document as a base point for inserting a separator.

Operation

Insert before

Select this to insert a separator before the specified page or document stack.

Add after

Select this to add a separator after the specified page or document stack.

Location

First

Select this to add a separator before the first page.
Selecting this also disables the item that is selected in [Operation].

Last

Select this to add a separator after the last page.
Selecting this also disables the item that is selected in [Operation].

[Page] or [Document]

This item is displayed as [Page] if [Page] is selected in [Target] or as [Document] if [Document] is selected in [Target].
Select this to specify a page or a document stack on which an operation that is specified in [Operation] is performed.

[OK] Button

Inserts a separator and closes the window.

[Cancel] Button

Does not insert a separator and closes the window.

[Save as] Window

Used to configure the file output.

Output as a file

Folder

Enter a destination for outputting files.

[Browse] Button

Click this button, and in the window that appears, specify a folder where files are to be output.

File Name

Enter a file name.

[Advanced settings] Button

When you click this button, the [Advanced settings for file names] Window (page 492) appears.

File Format

Select a file format.

➡ File Format (page 654)

[Options] Button

When you click this button, the [TIFF Options] Window (page 499), [PDF Options] Window (page 500), [JPEG2000 options] Window (page 503), or [JPEG Options] Window (page 503) appears.
The settings window for the selected file format appears only when TIFF, PDF, JPEG2000 (for PaperStream Capture Pro or PaperStream Capture Pro Premium), or JPEG is selected for [File Format].

Files with the same name

Select an option to output a file with an existing name from the following:

- Save as
- Overwrite

[OK] Button

Applies the settings and starts a releasing (outputting) process.

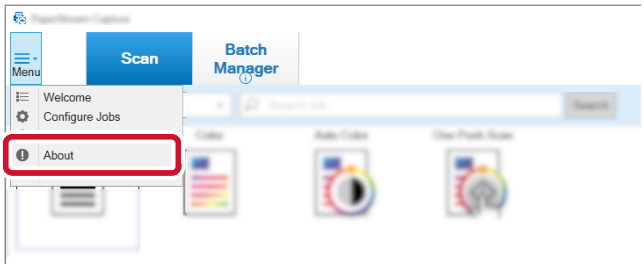
[Cancel] Button

Cancels releasing (outputting) the file without applying the settings.

Troubleshooting

Checking the Version Information

1 From ☰ in the menu, select [About].



2 Check the version of PaperStream Capture on the displayed window.

Taking an Appropriate Action to a Warning That Is Displayed during a Releasing (Outputting) Process

The procedure to re-release a batch for which a warning was displayed during an releasing process is as follows:

TIP

Note that a batch error is also indicated by one of the following icons displayed on the upper left of the [Batch Manager] button:

- ⚠ : Displayed when there is a batch that requests you to check a solution during the releasing process.
- ⚠ : Displayed when an error occurred.
- ⚠ : Displayed when there is a batch that has been suspended or aborted.

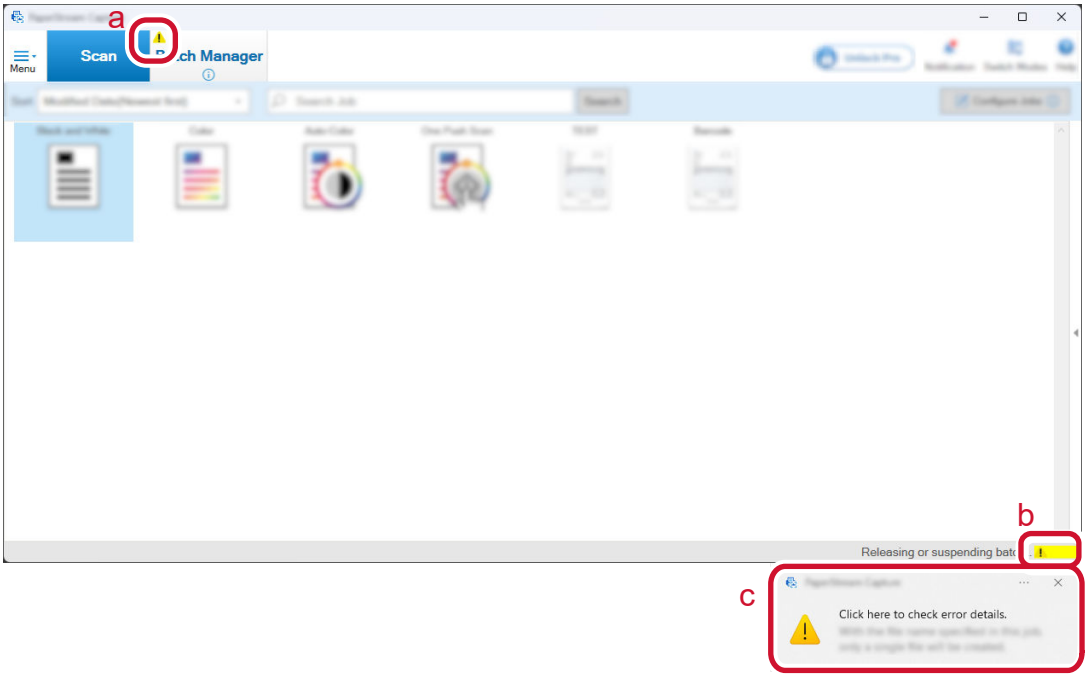
1 Click one of the following notifications:

a ⚠ displayed on the upper left side of the [Batch Manager] button

b ⚠ displayed on the lower right side of the window

c Notifications from the taskbar

A notification banner is displayed from the Action Center icon on the right side of the taskbar. When a notification banner is not displayed according to the Action Center settings, click the Action Center icon to check the details of the notification.

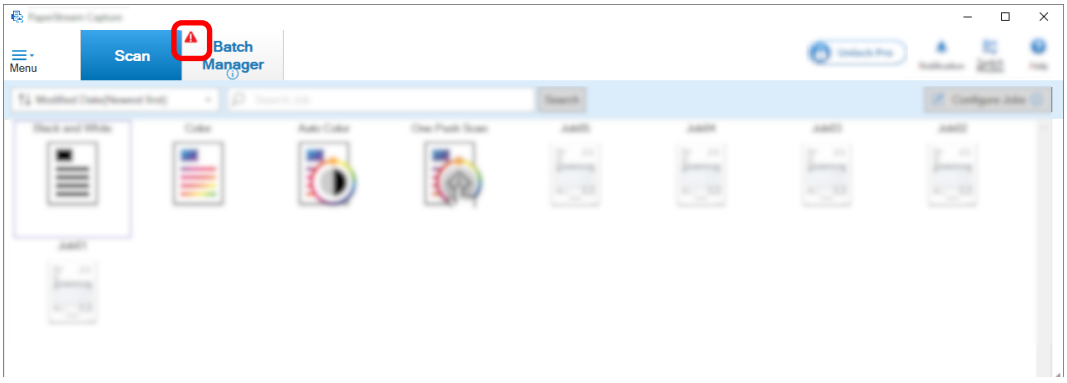


A message window appears.

2 Check the message, and select an action.

If no actions are required, no message appears and the batch is output.

If the output fails because of the action you selected, the batch status becomes an error, and  is displayed in the upper left on the [Batch Manager] button.



3 Click the [Batch Manager] button in the menu.

The [Batch Manager] window appears.

For a batch that failed to be released, [Exception] is displayed in [Status]. When you select a batch and put the mouse pointer over the [Remarks] field,  appears. To check the details of the error, click .

4 Check and remove the error.

5 Double click the batch name of a batch that you want to re-release.

The batch to be re-released is shown in the window for checking and editing images.

6 Click the [Complete Batch] button.

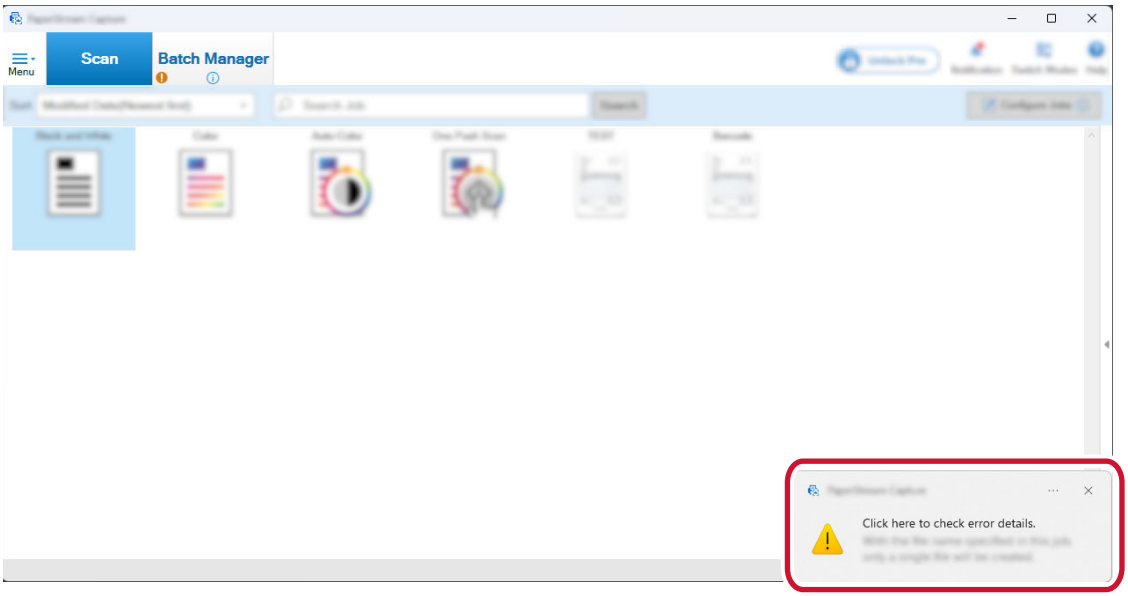
The batch is re-released, and [Released] is displayed under [State] in the [Batch Manager] window.

Batch Remains in Progress and Does Not Complete

If PaperStream Capture exits abnormally, for example by restarting the computer during the output process, the batch may remain in progress and not complete.
In this case, restart PaperStream Capture and re-release the batch in the following procedure.

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

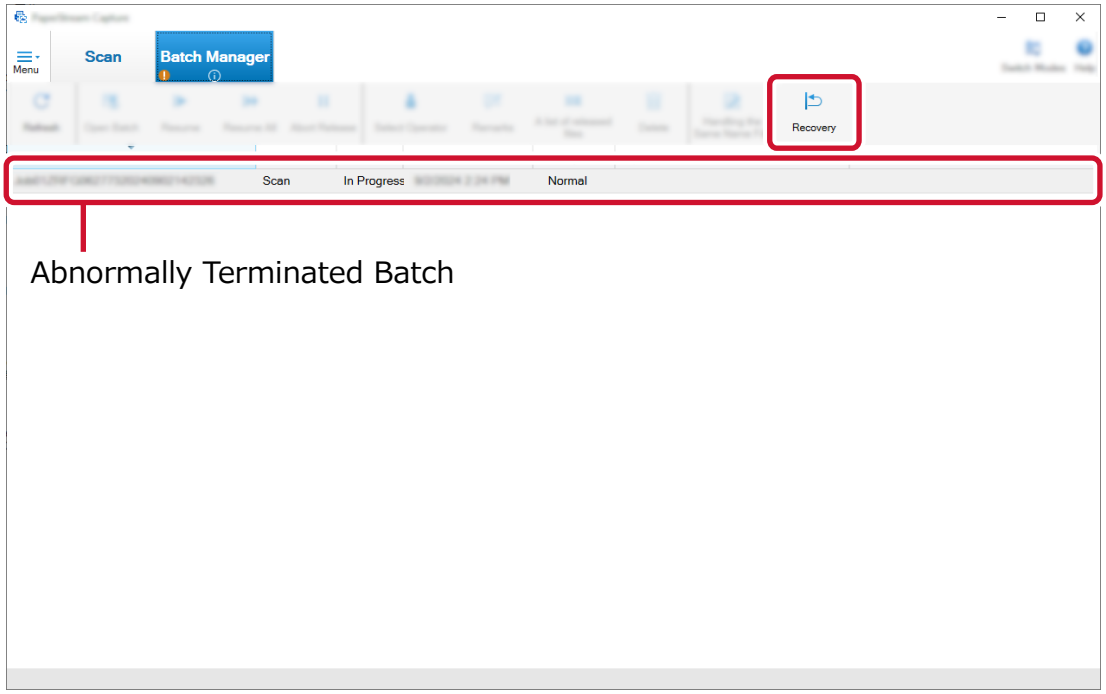
2 Click the message that appears in the lower right corner of the window.



The [Batch Manager] window appears.

is displayed on the lower left side of the [Batch Manager] button.

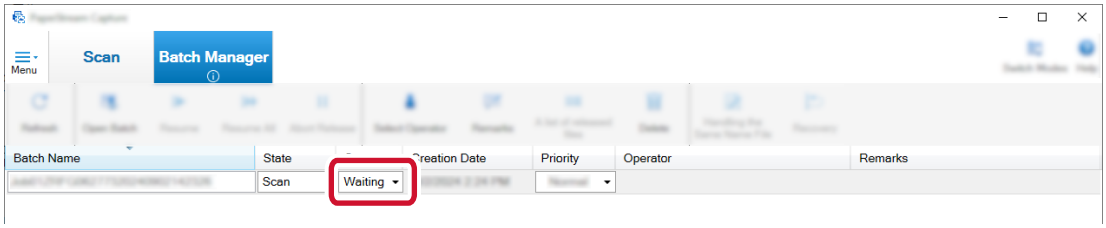
3 Click [Recovery] on the toolbar.



When the recovery is complete, a message appears.

4 Click the [OK] button.

[Status] of the target batch will be changed to [Waiting].



5 Double click the batch name of a batch that you want to re-release.

The batch to be re-released is shown in the window for checking and editing images.

6 Click the [Complete Batch] button.

The batch is re-released, and [Released] is displayed under [State] in the [Batch Manager] window.

Characters Are Not Recognized Correctly by Zonal OCR

If characters are not recognized correctly by zonal OCR, change the scan settings for the documents from which characters are to be extracted so that the characters can easily be recognized in the scanned images. The following methods are available:

- Setting a higher image resolution

➡ Changing the Image Resolution Settings (page 128)

The recommended resolution for each type of image is shown below. Resolution higher than 600 dpi cannot be recognized for Color/Gray.

- B&W: 400/600 dpi
- Color/Gray: 200/300 dpi

- Changing the setting for [Color Mode]
- Increasing the file size of the images

  ➡ Specifying the Image File Size (page 144)
- Specifying the same scan settings (color mode/resolution/paper size) for the jobs as the scan settings for registering forms.
  The default scan settings (with the [Scanner Driver Profile] check box cleared) in the [Manage] window are as follows.

  Color Mode: Color

  Resolution: 300 dpi

  Paper Size: Auto

For details about the documents (text) or the PaperStream IP driver settings, refer to Zonal OCR Detection Parameters (page 679).

Barcodes Are Not Recognized Correctly

If barcodes are not recognized correctly, refer to Barcode Types and Detection Parameters (page 675) to check if the barcodes meet the requirements.
If the barcodes are still not recognized correctly, perform the following:

- Setting a higher image resolution

  ➡ Changing the Image Resolution Settings (page 128)
- Changing the setting for [Color Mode]
- Increasing the print resolution of the barcodes
- Increasing the size of the barcodes
- Increasing the file size of the images

  ➡ Specifying the Image File Size (page 144)
- Specifying the same scan settings (color mode/resolution/paper size) for the jobs as the scan settings for registering forms.
  The default scan settings (with the [Scanner Driver Profile] check box cleared) in the [Manage] window are as follows.

  Color Mode: Color

  Resolution: 300 dpi

  Paper Size: Auto

It Takes a Long Time to Start PaperStream Capture

For PaperStream Capture Pro or PaperStream Capture Pro Premium, if you are not subscribed to PaperStream AI or cannot connect to the Internet, perform the following:

1. **From  in [Menu], select [Administrator Tool].**
2. **In the [General] tab, select the [Do not use PaperStream AI] check box under [PaperStream AI Connection Settings].**
3. **Click the [Save] button.**

PaperStream AI Features are Unavailable

If you have activated PaperStream AI but are unable to use its features, restart PaperStream Capture.
If you are still unable to use the PaperStream AI features, perform the following:

1. **From  in [Menu], select [Administrator Tool].**
2. **In the [General] tab, clear the [Do not use PaperStream AI] check box under [PaperStream AI Connection Settings].**
3. **Click the [Save] button.**
4. **Click the [Close] button.**
5. **From  in [Menu], select [Reconnect to PaperStream AI].**

Unable to Log In to the Dashboard

If you are unable to log in to the PaperStream AI dashboard, perform the following:

- **For the [User] role**
  - If you are logging in to the dashboard for the first time, ask your administrator to register your account.
    ➡ Registering Accounts (page 219)
  - If you have forgotten your password or want to change it, click [Forgot your password?] in the [Sign in] window and follow the procedure to change your password.
- **For the [Admin] role**
  - If you have forgotten the e-mail address used to purchase the license or your password and there is no administrator who can log in, contact the distributor/dealer where you purchased the license.

Message List

Messages Related to Starting Up the Application and Establishing a Connection

The causes and the solutions for errors related to starting up PaperStream Capture and establishing a connection are described in this section.

Code	Message
SX01001E	Failed to load the configuration file. (page 515)
SX01002E	Cannot start this application because jobs and the configuration file for {0} are being exported or imported. (page 515)
SX01003E	Incorrect password. Enter the correct password. (page 516)
SX01004E	Failed to load the job. Check the specified job. (page 516)
SX01005E	{0} is already running under another user account. Exit {0} , and then start this application. (page 516)
SX01006E	Cannot start this application because the Administrator Tool for {0} is running. Start this application after exiting the Administrator Tool. (page 517)
SX01007E	Cannot start this application because {0} is running. Start this application after exiting {0}. (page 517)
SX01008E	Cannot start the Administrator Tool because jobs and the configuration file for {0} are being exported or imported. Start the Administrator Tool after exiting the export or import of jobs and the configuration file. (page 517)
SX01009E	Cannot start the Administrator Tool because the Administrator Tool for {0} is already running under another user account. Restart this application after exiting the Administrator Tool. (page 518)
SX01013Q	Failed to connect to the storage server. Do you want to retry? (page 518)
SX01014E	PaperStream Capture client and storage server versions do not match. (page 519)
SX01015E	This application was shut down incorrectly and cannot be started. Wait for a few minutes and retry. If the problem persists, log off and log in again or restart the computer and the application. (page 519)
SX01016W	A license change requires PaperStreamCapture to be restarted. PaperStream Capture will now exit. (page 519)
SX01017E	Failed to connect to the storage server. Check the following conditions, and try again. - There is no problem with the network connection to the server- The storage service and release service on the server have already been

Code	Message
	started- The storage firewall on the server has already been opened- The web site (for PaperStream Capture) on Internet Information Services (IIS) has already been started (page 520)
SX01019E	An unknown error has occurred. Please restart this application, and try again. (page 520)
SX01020Q	Suspended or aborted batch data which was created with the free PaperStream Capture version provided with the scanner remains. If you agree with the license, the batch data will be removed from the Batch Manager window. Do you want to continue? (page 521)
SX01021Q	Suspended or aborted batch data which was created with PaperStream Capture Pro remains. If you release the license, the batch data will be removed from the Batch Manager window. Do you want to continue? (page 521)
SX01022Q	You cannot use Simple Scan with the QC/Index Station license. Select "Use Batch Scan only" under [Switch Modes] in the [General] tab on the Administrator Tool. (page 521)
SX99999E	Unexpected error. Error details: {0} Send your error report including the error ID number to the Service and Support center. (page 522)

- **Failed to load the configuration file.**

  Cause

  PaperStream Capture could not be started up because the configuration file failed to load when you started up PaperStream Capture.

  Solution

  Check if the following configuration file exists and whether access permission has been set for the file, and then try again.
  %ALLUSERSPROFILE%\PaperStreamCapture\PROSettings.xml

- **Cannot start this application because jobs and the configuration file for {0} are being exported or imported.**

  Cause

  PaperStream Capture could not be started up because the [Exporter] tool or the [Importer] tool for PaperStream Capture is running.
  A software name (PaperStream Capture, PaperStream Capture Pro, or PaperStream Capture Pro Premium) is displayed in {0}.

  Solution

  Exit the [Exporter] tool or the [Importer] tool for PaperStream Capture, and then start up PaperStream Capture.

- **Incorrect password. Enter the correct password.**

  Cause

  [Administrator Tool] could not be started up, the job could not be edited, or [Ad hoc Scan] could not be performed, because the password that you entered did not match the one that has been set.

  Solution

  Enter the correct password, and try again.
  If you forgot your password, contact the distributor/dealer where you purchased this product.

- **Failed to load the job. Check the specified job.**

  Cause

  Failed to load the job.

  Solution

  Check if access permission is set to the folder in which the job is located, and try again.

  - For PaperStream Capture
    You can check the location of the folder in [Work folder] in the [General] Tab (page 408) in the [PaperStream Capture Administrator Tool] Window/[PaperStream Capture Pro Administrator Tool] Window/[PaperStream Capture Pro Premium Administrator Tool] Window (page 407).
  - For PaperStream Capture Pro or PaperStream Capture Pro Premium
    You can check the location of the folder in [Storage Folder] under [Storage Server] in the [Station] Tab (page 421) in the [PaperStream Capture Administrator Tool] Window/[PaperStream Capture Pro Administrator Tool] Window/[PaperStream Capture Pro Premium Administrator Tool] Window (page 407). [Storage Folder] appears when you start up [PaperStream Capture Pro Administrator Tool] from [PaperStream Capture] in the [Start] menu.

- **{0} is already running under another user account. Exit {0} , and then start this application.**

  Cause

  An attempt was made by another user to start up PaperStream Capture on the computer where PaperStream Capture is already running.
  A software name (PaperStream Capture, PaperStream Capture Pro, or PaperStream Capture Pro Premium) is displayed in {0}.

  Solution

  Only one PaperStream Capture can be started up on the same computer at a time. Perform one of the following:

  - Using PaperStream Capture that has been started up by another user who logged on with another account
  - Asking the user who logged on with another account to close the window of PaperStream Capture, log on with your own account, and then start up PaperStream Capture

- **Cannot start this application because the Administrator Tool for {0} is running. Start this application after exiting the Administrator Tool.**

  Cause

  An attempt was made to start up PaperStream Capture after [PaperStream Capture Administrator Tool] had been started up from [Administrator Tool] in [PaperStream Capture] in the [Start] menu.
  A software name (PaperStream Capture, PaperStream Capture Pro, or PaperStream Capture Pro Premium) is displayed in {0}.

  Solution

  Close the [PaperStream Capture Administrator Tool] Window/[PaperStream Capture Pro Administrator Tool] Window/[PaperStream Capture Pro Premium Administrator Tool] Window (page 407), and then start up PaperStream Capture.

- **Cannot start this application because {0} is running. Start this application after exiting {0}.**

  Cause

  An attempt was made to start up the administrator tool window from [Administrator Tool] in [PaperStream Capture] in the [Start] menu while PaperStream Capture was running.
  A software name (PaperStream Capture, PaperStream Capture Pro, or PaperStream Capture Pro Premium) is displayed in {0}.

  Solution

  Exit PaperStream Capture and then start up the administrator tool window from [Administrator Tool] in [PaperStream Capture] in the [Start] menu.

- **Cannot start the Administrator Tool because jobs and the configuration file for {0} are being exported or imported. Start the Administrator Tool after exiting the export or import of jobs and the configuration file.**

  Cause

  An attempt was made to start up [PaperStream Capture Administrator Tool] from [Administrator Tool] in [PaperStream Capture] in the [Start] menu while [Exporter] or [Importer] for PaperStream Capture is running.
  A software name (PaperStream Capture, PaperStream Capture Pro, or PaperStream Capture Pro Premium) is displayed in {0}.

  Solution

  Exit [Exporter] or [Importer] for PaperStream Capture and then start up [PaperStream Capture Administrator Tool] from [Administrator Tool] in [PaperStream Capture] in the [Start] menu.

- **Cannot start the Administrator Tool because the Administrator Tool for {0} is already running under another user account. Restart this application after exiting the Administrator Tool.**

  Cause

  An attempt was made to start up [PaperStream Capture Administrator Tool] from [Administrator Tool] in [PaperStream Capture] in the [Start] menu on a computer where another user is running [PaperStream Capture Administrator Tool].
  A software name (PaperStream Capture, PaperStream Capture Pro, or PaperStream Capture Pro Premium) is displayed in {0}.

  Solution

  Only one [PaperStream Capture Administrator Tool] can be started up on the same computer at a time. Asking the user who logged on with another account to close the [PaperStream Capture Administrator Tool] window, log on with your own account, and then start up [PaperStream Capture Administrator Tool].

- **Failed to connect to the storage server. Do you want to retry?**

  Cause

  Failed to connect to the storage server.
  Possible causes are:

  - The storage server address is not correct
  - The storage server does not operate normally
  - There is a problem on the network environment
  - The network is a public network
  - The storage service of the storage server is not started up
  - The storage firewall of the storage server is closed

  Solution

  Check the following and select the appropriate solution.

  - The storage server address is correct
  - The storage server operates normally
  - There is no problem with the network environment
  - The network is not a public network
  - The [Stop] button is selected for [Release Service] under [Storage Server] in the [Station] tab of the [PaperStream Capture Administrator Tool] window
  - The [Close] button is selected for [Storage firewall] under [Storage Server] in the [Station] tab of the [PaperStream Capture Administrator Tool] window

  Click the [Yes] button to reconnect to the storage server.

Click the [No] button to continue the current process without connecting to the storage server. In this case, you may not be able to check batches in the [Batch Manager] Window (page 468) because the job is not saved correctly or an error is displayed for the status of batches.
If the batches are not displayed even though PaperStream Capture Pro or PaperStream Capture Pro Premium is restarted, restore the batches by using "PFU.PaperStream.Capture.RecoveryTool.exe" in the installation folder

- **PaperStream Capture client and storage server versions do not match.**

  Cause

  PaperStream Capture Pro or PaperStream Capture Pro Premium could not be started up for the following reasons.
  Possible causes are:

  - The storage server is not started up
  - The PaperStream Capture Pro or PaperStream Capture Pro Premium version installed on the storage server and the version installed on the client computer do not match

  Solution

  Perform the following, and then start up PaperStream Capture Pro or PaperStream Capture Pro Premium.

  - Starting up the storage server
  - Matching the PaperStream Capture Pro or PaperStream Capture Pro Premium version installed on the storage server with the version installed on the client computer

- **This application was shut down incorrectly and cannot be started. Wait for a few minutes and retry. If the problem persists, log off and log in again or restart the computer and the application.**

  Cause

  Some of the processes for PaperStream Capture Pro or PaperStream Capture Pro Premium were not complete because the application was shut down incorrectly, such as performing a force shutdown on the processes for PaperStream Capture Pro or PaperStream Capture Pro Premium from task manager.

  Solution

  Wait for a while, and then start up PaperStream Capture Pro or PaperStream Capture Pro Premium. If the problem still persists, log off and log on again or restart the computer, and then start up PaperStream Capture Pro.

- **A license change requires PaperStreamCapture to be restarted. PaperStream Capture will now exit.**

  Cause

  The PaperStream Capture Pro Premium trial period has expired.

Solution

Restart PaperStream Capture Pro Premium to display the window for checking the license, and then perform the following.

- When you want to continue using PaperStream Capture Pro Premium
  Enter the information of the license that you purchased, and activate it.
- When you want to end your trial run of using PaperStream Capture Pro Premium
  Select PaperStream Capture from the options.

Note that if you install PaperStream Capture Pro Premium from the installer, PaperStream Capture is not displayed as an option.

- **Failed to connect to the storage server. Check the following conditions, and try again. - There is no problem with the network connection to the server- The storage service and release service on the server have already been started- The storage firewall on the server has already been opened- The web site (for PaperStream Capture) on Internet Information Services (IIS) has already been started**

Cause

When connecting to the storage server, an error which cannot be retried occurred.

Solution

Check the following and try again.

- The storage server operates normally
- There is no problem with the network environment
- The storage service starts
- The [Stop] button is selected for [Release Service] under [Storage Server] in the [Station] tab of the [PaperStream Capture Administrator Tool] window
- The [Close] button is selected for [Storage firewall] under [Storage Server] in the [Station] tab of the [PaperStream Capture Administrator Tool] window
- The PaperStream Capture Pro website is started up in Internet Information Services (IIS)

- **An unknown error has occurred. Please restart this application, and try again.**

Cause

The child process of PaperStream Capture failed the initialization.

Solution

Restart PaperStream Capture and try again.
If the error occurs frequently, contact the distributor/dealer where you purchased this product.

- **Suspended or aborted batch data which was created with the free PaperStream Capture version provided with the scanner remains. If you agree with the license, the batch data will be removed from the Batch Manager window. Do you want to continue?**

  Cause

  An attempt was made to activate the PaperStream Capture Pro or PaperStream Capture Pro Premium license while unreleased batches created with PaperStream Capture are suspended or aborted.

  Solution

  If you choose to release the batches, click the [No] button to release the batches in the [Batch Manager] Window (page 468), and activate the license again.
  If you choose not to release the batches, click the [Yes] button, and continue the activation. When the license is activated, the product becomes PaperStream Capture Pro or PaperStream Capture Pro Premium and the display on the [Batch Manager] window will be initialized.

- **Suspended or aborted batch data which was created with PaperStream Capture Pro remains. If you release the license, the batch data will be removed from the Batch Manager window. Do you want to continue?**

  Cause

  An attempt was made to release the license while unreleased batches created with PaperStream Capture Pro or PaperStream Capture Pro Premium are suspended or aborted.

  Solution

  If you choose to release the batches, click the [No] button to release the batches in the [Batch Manager] Window (page 468), and deactivate the license again.
  If you choose not to release the batches, click the [Yes] button, and continue the deactivation. When the license is released, the product becomes PaperStream Capture and the display on the [Batch Manager] window will be initialized.

- **You cannot use Simple Scan with the QC/Index Station license. Select "Use Batch Scan only" under [Switch Modes] in the [General] tab on the Administrator Tool.**

  Cause

  Your computer is configured as a client computer for a [QC] station or [Index] station by the administrator.
  Documents cannot be scanned in this station, which means you cannot perform a scan in the [Simple Scan mode] Window (page 482) either.

  Solution

  To prevent changing the display by mistake, select [Use Batch Scan only] in [Switch Modes] in the [General] Tab (page 408) in the [PaperStream Capture Administrator Tool] Window/[PaperStream Capture Pro Administrator Tool] Window/[PaperStream Capture Pro Premium Administrator Tool] Window (page 407) in order to hide the [Switch Modes] button.

- **Unexpected error. Error details: {0} Send your error report including the error ID number to the Service and Support center.**

  Cause

  An unexpected error has occurred.
  For the details of the error, the following information is displayed in {0}.

  - Failed to cancel scanning.
  - Failed to perform scanning.
  - Failed to perform "Scan to Add".
  - Failed to perform "Scan to Replace".
  - Failed to save the image.
  - Failed to show PaperStream IP driver's setup dialog box.
  - Failed to edit batch.
  - Failed to perform ASC Replace.

  Solution

  Take note of the operation procedure which you took when the error occurred and the details of the error which is displayed in {0}, and contact the distributor/dealer where you purchased this product.

Messages Related to the Administrator Tool and Job Settings

The causes and the solutions for errors related to the administrator tool and job settings for PaperStream Capture.

Code	Message
SX02001Q	The scanner model specified with {0} does not support the event {1}. Do you want to configure it anyway? (page 524)
SX02004E	The job name exceeds the allowed length of 128 characters. Note: for cloned jobs, "_copy" is added to the job name and included in the number of characters. (page 524)
SX02005E	A single hotkey is defined for two different operations. (page 525)
SX02006E	The work folder cannot be changed because there is remaining batch data in that folder. (page 525)
SX02007E	The configuration file cannot be accessed, is write-protected, or its path is incorrect. Exit the application that is currently using this file, remove the write-protection from the file, or change the folder path. Then, save the file again. (page 525)
SX02008E	Initialization cannot be done because sample files have been damaged, or access has been denied. (page 526)

Code	Message
SX02009E	Initialization of sample jobs cannot be performed because the number of jobs will exceed {0} if initialization is performed. (page 526)
SX02010Q	If sample jobs exist, they will be overwritten with factory defaults. Do you want to continue?
SX02012Q	Settings were not saved. Changes will be discarded. Do you want to close the PaperStream Capture Administrator Tool? (page 527)
SX02014E	Cannot connect to the storage server. (page 527)
SX02016Q	The storage server address has been changed. The Scan Event settings will be reset to the factory default because the job settings will be changed. Do you want to continue?
SX02017W	Could not start up PaperStream Capture web site. Please start up PaperStream Capture web site from Internet Information Services (IIS) Manager. (page 527)
SX02018E	The storage server settings cannot be changed because an aborted batch still remains. (page 528)
SX02019E	The same shortcut key is already defined. (page 528)
SX02020E	Cannot change maximum number of jobs because the number of existing jobs exceeds the current maximum. (page 528)
SX02021Q	The specified job was created with PaperStream Capture Pro. The definition information of the unique function for PaperStream Capture Pro will be lost and the operation could not be restored if you overwrite it. Do you want to continue? (page 528)
SX02024Q	If you cancel the evaluation, you cannot use the evaluation again. Do you want to continue? (page 529)
SX02026E	A network folder cannot be used as a storage folder. Specify a local folder for the storage folder. (page 529)
SX02028E	[ISIS] is selected for [Driver Type] on the Administrator Tool. To switch to the advanced setup, [TWAIN] must be selected for [Driver Type] on the Administrator Tool. Select [TWAIN] for [Driver Type] on the Administrator Tool. (page 529)
SX02029E	The scanner selected in the scan settings of the specified job is different from the scanner currently connected, or no scanner is connected. To switch to the advanced setup, the device (scanner) selected in the scan settings of the specified job must be connected. Change the device (scanner) selected in the scan settings of the job to the scanner currently connected. Alternatively, connect the device (scanner) selected in the scan settings of the job. (page 529)

Code	Message
SX02030E	The job name exceeds the allowed length of 128 characters. Note: For original jobs, "_copy" is added to the job name and included in the character count. (page 530)
SX02031E	The [Form Manage] dialog box cannot be open because the dialog box or a job is in use by another user. (page 530)
SX02032W	Because a scanner from another company was selected, some functions are not available. For details, refer to the list of functions in the User's Guide.
-	Cannot activate because corruption detected. In order to fix it, you need to contact support for a 'recovery' license code AND run this application with admin rights. (page 531)

- **The scanner model specified with {0} does not support the event {1}. Do you want to configure it anyway?**

  Cause

  The appropriate event function does not exist in the scanner that is specified in the selected job.
  The following are displayed for {0} and {1}.
  {0}: Job name
  {1}: Event name (Scan, Send to (Function 1) ...)

  Solution

  Perform the following:

  - To apply the current settings
    Click the [Yes] button to apply the current settings.
  - To discard the current settings
    Click the [No] button, and set an event which is supported by the scanner that is specified in the job.

- **The job name exceeds the allowed length of 128 characters. Note: for cloned jobs, "_copy" is added to the job name and included in the number of characters.**

  Cause

  Because the job name that you specified exceeds the allowable length of 128 characters, the job cannot be saved.

  Solution

  Perform one of the following and try again.

  - Shortening the character length displayed for [Job Name] in the [Job Information] Tab (page 240) so that it is within the length of 128 characters.
  - Shortening the original job name so that the name of the cloned job is within the length of 128 characters.

> **TIP**
>
> ● When a job is cloned, "(the original job name)_copy" is automatically assigned as the job name.

- **A single hotkey is defined for two different operations.**

  Cause

  You specified a hot key which has already been defined in the other job.

  Solution

  Specify a value for the hotkey so that it is different from the values of the hotkeys that are defined in the other jobs, and then try again.

- **The work folder cannot be changed because there is remaining batch data in that folder.**

  Cause

  An attempt was made to change the work folder before the remaining batch data released.

  Solution

  In the [Batch Manager] Window (page 468), release or delete the relevant batch, and then change the work folder.

- **The configuration file cannot be accessed, is write-protected, or its path is incorrect. Exit the application that is currently using this file, remove the write-protection from the file, or change the folder path. Then, save the file again.**

  Cause

  The settings that were configured in [PaperStream Capture Administrator Tool], [PaperStream Capture Pro Administrator Tool], [PaperStream Capture Pro Premium Administrator Tool], or the settings that were configured in the window for configuring jobs could not be saved for the following reasons.

  ● The path for the work folder is long

  ● An incorrect path (such as a path on a non-existent drive) is specified for the work folder

  ● The job which is saved in the same folder as the work folder, is opened in another application

  Solution

  Perform the following, and try again.

  ● Shortening the path to the work folder

  ● Specifying the correct path to the work folder

  ● Exiting the applications in which the following files open

  - ProSettings.xml
  - (User)-YYYYMMDDHHmmss.xml
  - (User)-YYYYMMDDHHmmss.ini

(User) is the value which is displayed for [Machine Id] under [Current License Information] in the [Activation] Tab (page 420) in the [PaperStream Capture Administrator Tool] Window/[PaperStream Capture Pro Administrator Tool] Window/[PaperStream Capture Pro Premium Administrator Tool] Window (page 407).
YYYYMMDDHHmmss is the date and time that a job is created.

- **Initialization cannot be done because sample files have been damaged, or access has been denied.**

  Cause

  The sample jobs could not be initialized for the following reasons.

  - The default sample jobs do not exist
  - The default sample jobs are damaged
  - You do not have access permission for the default sample jobs

  Solution

  Make sure that there is no problems with the default sample jobs. The default sample jobs are located in the following place.
  %ALLUSERSPROFILE%\PaperStreamCapture\Sample
  If there are problems with the default sample jobs, perform the following, and then try again.

  - If the files do not exit or are damaged
    Reinstall PaperStream Capture.
  - If you do not have access permission for the files
    Set access permission for the files.

- **Initialization of sample jobs cannot be performed because the number of jobs will exceed {0} if initialization is performed.**

  Cause

  The sample jobs could not be initialized because the number of jobs exceeds the maximum limit if you initialize them.
  The maximum number of jobs is displayed in {0}.

  Solution

  Check the number of defined jobs, and if they have exceeded the maximum limit, increase the maximum number of the jobs.
  The number of jobs can be changed in [Maximum number of jobs] under [View] in the [General] Tab (page 408) in the [PaperStream Capture Administrator Tool] Window/[PaperStream Capture Pro Administrator Tool] Window/[PaperStream Capture Pro Premium Administrator Tool] Window (page 407).

- **Settings were not saved. Changes will be discarded. Do you want to close the PaperStream Capture Administrator Tool?**

  Cause

  You clicked the [Close] button or you tried to turn off the computer before you saved the changes in the [PaperStream Capture Administrator Tool] Window/[PaperStream Capture Pro Administrator Tool] Window/[PaperStream Capture Pro Premium Administrator Tool] Window (page 407)

  Solution

  Perform the following:

  - To not apply the changes
    Click the [Yes] button.
  - To apply the changes
    - For PaperStream Capture
      Click the [No] button, and click the [Save] button in the [PaperStream Capture Administrator Tool] window. The changes will be applied.
    - For PaperStream Capture Pro or PaperStream Capture Pro Premium
      Click the [No] button, and click the [Save] button in the [PaperStream Capture Pro Administrator Tool] window or [PaperStream Capture Pro Premium Administrator Tool] window. The changes will be applied.

- **Cannot connect to the storage server.**

  Cause

  Failed to connect to the storage server.

  Solution

  Check the following and test the connection again.

  - The storage server address is correct
  - The storage server operates normally
  - The storage service starts
  - The [Stop] button is selected for [Release Service] under [Storage Server] in the [Station] tab of the [PaperStream Capture Administrator Tool] window
  - The [Close] button is selected for [Storage firewall] under [Storage Server] in the [Station] tab of the [PaperStream Capture Administrator Tool] window

- **Could not start up PaperStream Capture web site. Please start up PaperStream Capture web site from Internet Information Services (IIS) Manager.**

  Cause

  Failed to start up the PaperStream Capture website in Internet Information Services (IIS).

Solution

Contact the distributor/dealer where you purchased this product.

- **The storage server settings cannot be changed because an aborted batch still remains.**

Cause

An attempt was made to change the storage server settings before suspended batches, error-detected batches, or aborted batches are released.

Solution

In the [Batch Manager] Window (page 468), release or delete the relevant batches, and then change the storage server settings.

- **The same shortcut key is already defined.**

Cause

You specified a shortcut key which is already defined for other operations.

Solution

Specify a value for the shortcut key which is different from the value for shortcut keys that are defined for other operations, and then try again.

- **Cannot change maximum number of jobs because the number of existing jobs exceeds the current maximum.**

Cause

The number of jobs that are already defined exceeds the maximum number of jobs that you specified.

Solution

Specify a number for the maximum number of jobs that is higher than the number of jobs that are already defined, or delete unnecessary jobs, and then try again.

- **The specified job was created with PaperStream Capture Pro. The definition information of the unique function for PaperStream Capture Pro will be lost and the operation could not be restored if you overwrite it. Do you want to continue?**

Cause

An attempt was made to edit the job created in PaperStream Capture Pro with PaperStream Capture.

Solution

PaperStream Capture can also be used to edit a job created in PaperStream Capture Pro. However, the definition information of the unique function for PaperStream Capture Pro will be lost. Perform the following:

- To continue editing

Click the [Yes] button. The definition information of the unique function for PaperStream Capture Pro is discarded and the editing process continues.

- To not continue editing
  Click the [No] button. Doing so cancels an editing and returns to the [Job list] window.

- **If you cancel the evaluation, you cannot use the evaluation again. Do you want to continue?**

  Cause

  An attempt was made to cancel your evaluation of the PaperStream Capture Pro Premium trial version.

  Solution

  If you cancel your evaluation of the PaperStream Capture Pro Premium trial version, you will never be able to use the trial version again even if your trial period is not expired.
  Perform the following:

  - To complete your evaluation
    Click the [Yes] button. Your evaluation of the trial version is complete and the version of the product reverts back to PaperStream Capture.
  - To continue your evaluation of the trial version
    Click the [No] button. The evaluation of the trial version resumes allowing you to use PaperStream Capture Pro Premium until the trial period expires.

- **A network folder cannot be used as a storage folder. Specify a local folder for the storage folder.**

  Cause

  A network folder to which a drive is assigned is specified for [Storage Folder] with [Multi-station operation. This is the storage server.] selected for [Storage Server] in the [Station] Tab (page 421).

  Solution

  Change the folder specified for [Storage Folder] to a local folder, and then try again.

- **[ISIS] is selected for [Driver Type] on the Administrator Tool. To switch to the advanced setup, [TWAIN] must be selected for [Driver Type] on the Administrator Tool. Select [TWAIN] for [Driver Type] on the Administrator Tool.**

  Cause

  This message is displayed when you click the [Switch to Advanced Setup] button if [ISIS] is selected for [Driver Type] in the Administrator Tool.

  Solution

  Select [TWAIN] for [Driver Type] in the Administrator Tool.

- **The scanner selected in the scan settings of the specified job is different from the scanner currently connected, or no scanner is connected. To switch to the advanced setup, the device (scanner) selected in the scan settings of the specified job must be connected. Change the device**

(scanner) selected in the scan settings of the job to the scanner currently connected. Alternatively, connect the device (scanner) selected in the scan settings of the job.

Cause

This message is displayed when you click the [Switch to Advanced Setup] button when you are not connected to the scanner selected in the target job.

Solution

Connect to the scanner selected in the target job.

- **The job name exceeds the allowed length of 128 characters. Note: For original jobs, "_copy" is added to the job name and included in the character count.**

Cause

Because the original job name exceeds the allowable length of 128 characters when the job is switched to the advanced setup, the job cannot be switched.

Solution

Perform one of the following and try again.

- Shorten the original job name so that the name including "_copy" is within the length of 128 characters even after the job is switched to the advanced setup
- Create a new job in the advanced setup

> **TIP**
> - When a job is switched to the advanced setup, the original job is automatically renamed to "(original job name)_copy".

- **The [Form Manage] dialog box cannot be open because the dialog box or a job is in use by another user.**

Cause

The [Manage] button was clicked in the following cases when multi-station operation is in use.

- The [Manage] window is open on another computer
- The job is being edited on another computer
- The job is being edited and a scan is in progress for the ad hoc scan on another computer

Solution

Check the following and try again.

- The [Manage] window is not open on another computer
- The job is not being edited on another computer
- The job is not being edited and a scan is not in progress for the ad hoc scan on another computer

- **Cannot activate because corruption detected. In order to fix it, you need to contact support for a 'recovery' license code AND run this application with admin rights.**

  Cause

  An attempt was made to downgrade to PaperStream Capture 4.1 or an earlier version and activate the license of PaperStream Capture Pro or PaperStream Capture Pro Premium.

  Solution

  - Exit PaperStream Capture, follow the steps below to launch [Administrator Tool], and activate the license of PaperStream Capture Pro or PaperStream Capture Pro Premium.
    - Windows 10/Windows Server 2016/Windows Server 2019/Windows Server 2022

      1. Select [Start] menu → [PaperStream Capture].
      2. Right-click [Administrator Tool] and click [More] → [Run as administrator].

    - Windows 11/Windows Server 2025

      1. Select [Start] menu → [All apps] → [PaperStream Capture].
      2. Right-click [Administrator Tool] and click [Run as administrator].

Messages Related to Scanning and Editing

The causes and the solutions for errors related to scanning and editing with PaperStream Capture are described in this section.

Code	Message
SX03001E	There is no job. (page 535)
SX03002Q	Continue scanning? To continue scanning, load documents and click Yes. To finish scanning, click No. (page 536)
SX03003Q	Paper jammed inside the scanner. Remove the jammed paper, then continue scanning. Do you want to continue?
SX03005I	No action has been defined for the event {0} associated with the scanner button pressed. (page 536)
SX03007E	Failed to delete the selected images. (page 536)
SX03009E	Failed to add files to a batch. (page 537)
SX03012E	A cut error occurred. (page 537)
SX03013E	A copy error occurred. (page 537)
SX03014E	A paste error occurred. (page 538)
SX03015E	Failed to rotate the images. (page 538)
SX03016E	Failed to mark. (page 538)

Code	Message
SX03017E	Failed to unmark. (page 538)
SX03018E	ADF (Virtual Duplex) cannot be specified together with Multi Image Output, Blank Page Deletion, or Split Image option in the PaperStream IP driver's setup dialog box. Clear this option setting. (page 539)
SX03019E	ADF (Virtual Duplex) and Separation cannot be specified at the same time. Clear all the separators in the [Separation] tab in the configure jobs settings window. (page 539)
SX03020E	AIQC can only be enabled when the following settings are enabled in the Page section of the PaperStream IP driver dialog - Automatic Size or Deskew for Cropping, and Black for Background. (page 539)
SX03021E	Multifeed can only be enabled when the following settings are enabled in Paper Feeding section of the PaperStream IP driver dialog - Overlapping, Length or Overlapping and Length for Multifeed Detection. (page 540)
SX03023Q	PaperStream IP driver does not support Automatic Image Quality Checker (AIQC) with this scanner. Image quality check will not be performed. Do you want to continue anyway?
SX03034E	Insufficient memory or resources for running this application. (page 540)
SX03035Q	Load the documents face down on the Automatic Document Feeder, and continue scanning. Do you want to continue? (page 540)
SX03036Q	Scanning will be aborted. Do you want to discard the scanned images? (page 541)
SX03037Q	All the images have been selected. Deleting these images will abort the batch. Are you sure you want to continue? (page 541)
SX03038Q	Are you sure you want to delete the selected images? (page 541)
SX03039E	Scanning is not possible with the Hot key on the current window. (page 542)
SX03040E	Scanning defined as an Event cannot be performed from the current window. (page 542)
SX03041E	Scanning is canceled for the following reasons. {0} (page 542)
SX03042E	No document was loaded. (page 543)
SX03045E	Memory or free disk space is insufficient. Check if there is enough memory or free disk space. Also, check that the disk is not damaged. (page 543)
SX03047E	No scanner is found. There is a possibility that no scanner is connected, the connected scanner is not turned on, or the scanner is in use by some other application. (page 543)

Code	Message
SX03049E	The specified file (folder) or index information file cannot be accessed or is write-protected. Or, the folder path is incorrect. Make sure that the folder path length does not exceed the limit or the drive in the path is not write-protected. (page 544)
SX03052W	No document was loaded, or all the document pages were determined to be blank. (page 544)
SX03053E	The color dropout custom pattern configured or the download file selected in the TWAIN driver is incorrect. In the TWAIN driver, confirm the color dropout custom pattern configuration or the selected download file. (page 544)
SX03055Q	Do you want to delete the batch?
SX03056E	No files can be created in the specified folder. The folder is not accessible or the file is write-protected. {0} Check if the folder path length does not exceed the limit or if the drive in the path is not write-protected. (page 545)
SX03057E	There is not enough free space in the work folder. (page 545)
SX03060E	Failed to move the images. (page 546)
SX03063E	The file path is too long. {0} (page 546)
SX03065E	A save error occurred while terminating the process. (page 546)
SX03066E	File upload failed. (page 546)
SX03068Q	The naming option specified in this job will create a single file only. Therefore, releasing the data will end immediately after one file has been created. Do you want to continue? (page 547)
SX03069Q	Are you sure to delete the selected separator? Separator No.: {0} (page 547)
SX03072E	Cannot start a scan because the job is already in use. (page 547)
SX03073E	Cannot delete batch because batch is in use. (page 548)
SX03074E	Cannot open batch because the batch has been moved to another process. (page 548)
SX03078E	Failed to get raw image while scanning. (page 548)
SX03079E	Failed to load raw image. (page 549)
SX03080E	PaperStream IP does not support ASC Replace. (page 549)
SX03082I	The batch was interrupted while uploading to storage and will continue uploading. It will be shown in the Batch Manager until uploading has completed. (page 549)
SX03083E	Some files could not be uploaded. (page 549)
SX03084E	Cannot edit batch information because batch is in use. (page 550)

Code	Message
SX03086E	Failed to get data from storage server for the following reasons. {0} (page 550)
SX03087E	Failed to upload data to storage server for the following reasons. {0} (page 550)
SX03088Q	PaperStream IP driver does not support the multifeed detection with the connected scanner. Do you want to continue anyway? (page 550)
SX03089E	No Import license is available. Current source cannot be used. (page 551)
SX03094E	This action cannot be completed because an unsupported file format was detected. Check the file type, the image mode, and the compression format. (page 551)
SX03095Q	Do you want to delete all images marked as blank? (page 551)
SX03096Q	All images have the blank page mark. The batch itself may be deleted if these images are deleted. Do you want to continue? (page 552)
SX03097E	Failed to delete images marked as blank. (page 552)
SX03098E	Failed to add the blank page mark. (page 552)
SX03099Q	AIQC and multifeed marks are released when ASC Replace is performed. Do you want to continue? (page 552)
SX03100E	A scan which is defined as a hot key cannot be performed in Simple Scan mode. (page 553)
SX03101E	A scan which is defined as an event cannot be performed in Simple Scan mode. (page 553)
SX03104E	You do not have permission to perform a scan which is defined as an event with the QC/Index Station license. (page 553)
SX03105E	This computer is not a Station for scanning. The [Scan] or [Send to] button on a scanner is pressed but a scan which is defined as an event will not be performed. (page 554)
SX03107E	No scanner is found. There is a possibility that no scanner is connected, the connected scanner is not turned on, or the scanner is currently used by some other application, or a valid license for the right scanner category was not found. (page 554)
SX03108Q	Do you want to save the changes to the displayed data? (page 554)
SX03109E	The separator string cannot exceed 128 characters. (page 555)
SX03110W	A mark was added during a scan due to the image check. The releasing process will not start, and the checking/editing window will be displayed to check the marked image. (page 555)

Code	Message
SX03111Q	Since some batches have not finished the release process, the counter value is not up to date. The counter value of the imprinter may not match the counter value in the filename. Do you want to continue? (page 555)
SX03112I	Files cannot be dragged and dropped into a job that was imported from ScandAll PRO. To drag and drop files, configure the scanner driver profile by editing the job. (page 556)
SX03115E	Scanning cannot start because a PaperStream IP driver that does not support the Automatic Profile Selection function is in use. (page 556)
SX03116E	This job was imported from ScandAll PRO. Scanning cannot start because the scan settings are not imported. Before performing a batch scan, configure the scan settings by editing the job. (page 557)
SX03117E	Scanning is canceled for the following reasons. Documents have been inserted into the return path opening and have been loaded in the ADF paper chute (feeder) at the same time. Remove either of the documents.
SX03119E	No scanner is found. {0} (page 557)
SX03120E	The version of PaperStream IP (TWAIN) that is installed is a version that does not support the "Compatible with ScanSnap Manager for fi". [Compatible with ScanSnap Manager for fi] cannot be selected. (page 557)
SX03122I	The specified job cannot be used because of the following: - The job is hidden- The job is set to be hidden from the current user Correct the job settings. Or, enable [Display sample jobs] in the [General] tab in the administrator tool. (page 558)
SX03123Q	Adding files will be canceled. Do you want to discard the added images? (page 558)
SX03126E	The selected scanner cannot be used with your PaperStream Capture Pro license. Please use the PaperStream Capture Pro Premium license for scanners with a maximum scanning width larger than an A4/Letter size.
SX03129E	Cannot perform scanning by hotkey while renaming the group name. (page 558)
SX03130E	Cannot perform the scan set in the event definition while renaming the group. (page 558)

- **There is no job.**

  Cause

  An attempt was made to start PaperStream Capture by using the command prompt. However, a scan could not be performed in Batch Scan mode because the job that is specified with the /DocType: parameter does not exist.

Solution

Check the job name, specify a correct job name for the /DocType: parameter, and then try again.

- **Continue scanning? To continue scanning, load documents and click Yes. To finish scanning, click No.**

Cause

With a scanner that supports the ADF (Virtual Duplex) scanning function, scanning documents by using a job in which [Duplex] is specified for [Sides] and [Enable] is specified for [Continuous Scan] was completed.

Solution

Perform the following:

- To continue scanning
  Load documents in the scanner and click the [Yes] button. Documents continue to be scanned. When the PaperStream IP (TWAIN) driver is used, you can also continue scanning documents by pressing the [Scan] button or the [Send to] button on the scanner.
- To complete scanning
  Click the [No] button. Scanning is complete.

- **No action has been defined for the event {0} associated with the scanner button pressed.**

Cause

The button for which no event is set was pressed on the scanner.
An event such as "Scan" or "Send to 1" is displayed for {0}

Solution

Specify an action to be taken when the button on the scanner is pressed for [Event] in the [Usability] Tab (page 415) in the [PaperStream Capture Administrator Tool] Window/[PaperStream Capture Pro Administrator Tool] Window/[PaperStream Capture Pro Premium Administrator Tool] Window (page 407) and then try again.

- **Failed to delete the selected images.**

Cause

Deleting the selected images failed.

Solution

Try again.
If the problem still persists, contact the distributor/dealer where you purchased this product.

- **Failed to add files to a batch.**

  Cause

  An attempt was made to add pages of files after the selected page by selecting [Add File] or dragging and dropping an existing file. However, an error occurred, preventing the operation from being performed.

  Solution

  Check the following and try again.

  - There is enough disk space on the drive in which a work folder is stored
  - The files to be added are in a supported file format
  - The number of pages in a document stack that a file is to be added is less than 9,999

  You can check the location of the work folder in [Work folder] in the [General] tab in the [PaperStream Capture Pro Administrator Tool]/[PaperStream Capture Administrator Tool] window.

- **A cut error occurred.**

  Cause

  An attempt was made to cut the selected page by selecting [Cut]. However, an error occurred, preventing the operation from being performed.

  Solution

  Check the following and try again.

  - There is enough disk space on the drive in which a work folder is stored
  - The number of pages in a document stack that a file is to be added is less than 9,999

  You can check the location of the work folder in [Work folder] in the [General] tab in the [PaperStream Capture Pro Administrator Tool]/[PaperStream Capture Administrator Tool] window.
  If the problem still persists, contact the distributor/dealer where you purchased this product.

- **A copy error occurred.**

  Cause

  An attempt was made to copy the selected page by selecting [Copy]. However, an error occurred, preventing the operation from being performed.

  Solution

  Check the following and try again.

  - There is enough disk space on the drive in which a work folder is stored
  - The number of pages in a document stack that a file is to be added is less than 9,999

  You can check the location of the work folder in [Work folder] in the [General] tab in the [PaperStream Capture Pro Administrator Tool]/[PaperStream Capture Administrator Tool] window.
  If the problem still persists, contact the distributor/dealer where you purchased this product.

- **A paste error occurred.**

  Cause

  An attempt was made to paste the copied page by selecting [Paste]. However, an error occurred, preventing the operation from being performed.

  Solution

  Check the following and try again.

  - There is enough disk space on the drive in which a work folder is stored
  - The number of pages in a document stack that a file is to be added is less than 9,999

  You can check the location of the work folder in [Work folder] in the [General] tab in the [PaperStream Capture Pro Administrator Tool]/[PaperStream Capture Administrator Tool] window.
  If the problem still persists, contact the distributor/dealer where you purchased this product.

- **Failed to rotate the images.**

  Cause

  An attempt was made to rotate the selected page by selecting [Rotate 90], [Rotate 180], or [Rotate -90]. However, an error occurred, preventing the operation from being performed.

  Solution

  Try again.
  If the problem still persists, contact the distributor/dealer where you purchased this product.

- **Failed to mark.**

  Cause

  An attempt was made to mark the selected page by selecting [Mark]. However, an error occurred, preventing the operation from being performed.

  Solution

  Try again.
  If the problem still persists, contact the distributor/dealer where you purchased this product.

- **Failed to unmark.**

  Cause

  An attempt was made to unmark the selected page by selecting [Unmark]. However, an error occurred, preventing the operation from being performed.

  Solution

  Try again.
  If the problem still persists, contact the distributor/dealer where you purchased this product.

- **ADF (Virtual Duplex) cannot be specified together with Multi Image Output, Blank Page Deletion, or Split Image option in the PaperStream IP driver's setup dialog box. Clear this option setting.**

  Cause

  An attempt was made to specify the Multi Image Output, Blank Page Deletion, or Split Image functions in a job in which [Duplex] is specified for [Sides] and a scanner that supports the ADF (Virtual Duplex) scanning function is specified for the scanner to be used.

  Solution

  When a scanner that supports the ADF (Virtual Duplex) scanning function is specified as the scanner to be used and [Duplex] is specified for [Sides] in a job, the Multi Image Output, Blank Page Deletion, or Split Image functions cannot be specified in the scanner driver profile to be used at the same time.
  Click the [Advanced settings] button in [Scan Settings], and in the PaperStream IP driver settings window that appears, clear the following settings.

  - [Basic] - [Image Mode] - [Multi Image Output]
  - [Page] - [Split Image] - [On]
  - [Page] - [Blank Page Detection] - [Image Output] - [Do not output]

- **ADF (Virtual Duplex) and Separation cannot be specified at the same time. Clear all the separators in the [Separation] tab in the configure jobs settings window.**

  Cause

  An attempt was made to configure the separation settings in a job in which [Duplex] is specified for [Sides] and a scanner that supports the ADF (Virtual Duplex) scanning function is specified for the scanner to be used.

  Solution

  When a scanner that supports the ADF (Virtual Duplex) scanning function is specified for the scanner to be used and [Duplex is specified for [Sides] in a job, the separation function cannot be used. In the [Separation] Tab (page 384), clear all of the specified functions.

- **AIQC can only be enabled when the following settings are enabled in the Page section of the PaperStream IP driver dialog - Automatic Size or Deskew for Cropping, and Black for Background.**

  Cause

  [Image Check] is set to mark a page that is detected for [AIQC]. However, the PaperStream IP driver profile is configured not to support [AIQC] detection.

  Solution

  In the driver profile settings window for the PaperStream IP (ISIS) driver, select [Page], specify one of the following options, and then try again.
  To display the driver profile settings window for the PaperStream IP driver, click the [Advanced settings] button in [Scan Settings] in the [Scan] tab.

- Selecting [Automatic Size] for [Cropping]
- Selecting [Deskew] for [Cropping] and [Black] for [Background]

- **Multifeed can only be enabled when the following settings are enabled in Paper Feeding section of the PaperStream IP driver dialog - Overlapping, Length or Overlapping and Length for Multifeed Detection.**

  Cause

  [Image Check] is set to mark a page that is detected for [Multifeed]. However, the PaperStream IP (ISIS) driver profile is configured not to support the[Multifeed] detection.

  Solution

  In the driver profile settings window for the PaperStream IP (ISIS) driver, select [Paper Feeding], select [Detect] for [Multifeed Detection], select [Overlapping], [Length], or [Overlapping and Length] for [Condition], and then try again.
  To display the driver profile settings window for the PaperStream IP driver, click the [Advanced settings] button in [Scan Settings] in the [Scan] tab.

- **Insufficient memory or resources for running this application.**

  Cause

  The operation could not be performed due to insufficient memory or insufficient resources for running this application.

  Solution

  Exit other applications that are unnecessarily running and then try again.

- **Load the documents face down on the Automatic Document Feeder, and continue scanning. Do you want to continue?**

  Cause

  Scanning the front side of documents was completed by using the job in which [Duplex] is specified for [Sides] and a scanner that supports the ADF (Virtual Duplex) scanning function is specified for the scanner to be used.

  Solution

  Perform the following:

  - To continue scanning
    Turn over documents and load them in the scanner to scan the back side of the documents and click the [Yes] button. Documents continue to be scanned.
  - To complete scanning
    Click the [No] button. Scanning is complete.

- **Scanning will be aborted. Do you want to discard the scanned images?**

  Cause

  The [Cancel Batch] button was clicked or the [Esc] key on the keyboard was pressed while documents or registered forms are being scanned.

  Solution

  Perform the following:

  - To cancel scanning with the scanned images discarded
    Click the [Yes] button.
  - To cancel scanning without the scanned images discarded
    Click the [No] button.

- **All the images have been selected. Deleting these images will abort the batch. Are you sure you want to continue?**

  Cause

  The [Delete] button was clicked or the [Delete] key on the keyboard was pressed with all the images selected.

  Solution

  Perform the following:

  - To delete the batch
    Click the [Yes] button.
  - To not delete the batch
    Click the [No] button.

- **Are you sure you want to delete the selected images?**

  Cause

  The [Delete] button was clicked or the [Delete] key on the keyboard was pressed with images selected.

  Solution

  Perform the following:

  - To delete the selected images
    Click the [Yes] button.
  - To not delete the selected images
    Click the [No] button.

- **Scanning is not possible with the Hot key on the current window.**

  Cause

  Scanning is not possible with the Hot key on the displayed window.

  Solution

  Proceed from the window that is currently displayed to the window in which scanning is possible with the Hot key, and then perform a scan with the Hot key again.

- **Scanning defined as an Event cannot be performed from the current window.**

  Cause

  In the window that is currently displayed, scanning by pressing the button on the scanner, which is defined as an event, is not possible.

  Solution

  Proceed from the window that is currently displayed to the window in which scanning by pressing the button on the scanner, which is defined as an event, is possible, and then perform a scan by pressing the button on the scanner, which is defined as an event, again.

- **Scanning is canceled for the following reasons. {0}**

  Cause

  Scanning was canceled due to an error that occurred during a scan.
  The following error details are displayed for {0}.

  - Scanner cover is open.
  - Problem with scanner transport mechanism, check scanner.
  - Scanner is not ready. (Power may have been cycled.) Try again.
  - Scanner driver out of memory.
  - Multifeed error was detected.
  - Check the print cartridge of the imprinter.
  - Scanning was stopped.
  - A hardware error was detected.
  - Over-skew was detected.
  - Outside designated scan area error was detected.
  - The size of the TIFF file has exceeded the 2 GB limit.
  - The size of the RTF file has reached the 512 MB limit.

  Solution

  Take measures to remove the error and then try again.

- **No document was loaded.**

  Cause

  A scan could not be performed because no documents were loaded.

  Solution

  Load documents in the scanner and then try again.

- **Memory or free disk space is insufficient. Check if there is enough memory or free disk space. Also, check that the disk is not damaged.**

  Cause

  Saving files failed in one of the following operations.

  - Using a job to scan documents
  - Scanning with [Add] selected in the editing window
  - Scanning with [Replace] selected in the editing window

  Solution

  Check the following and try again.

  - There is enough memory
  - There is enough disk space on the drive in which a work folder is stored
  - The disk is not damaged

  You can check the location of the work folder in [Work folder] in the [General] tab in the [PaperStream Capture Pro Administrator Tool]/[PaperStream Capture Administrator Tool] window.

- **No scanner is found. There is a possibility that no scanner is connected, the connected scanner is not turned on, or the scanner is in use by some other application.**

  Cause

  The scanner could not be detected for the following reasons.

  - The scanner is not connected
  - The scanner is not powered on
  - Another application is using the scanner

  Solution

  Check the following and try again.

  - The scanner is connected
  - The scanner is powered on
  - Another application is not using the scanner
  - The PaperStream IP (TWAIN) driver is installed correctly when the driver is used

- **The specified file (folder) or index information file cannot be accessed or is write-protected. Or, the folder path is incorrect. Make sure that the folder path length does not exceed the limit or the drive in the path is not write-protected.**

  Cause

  Creating the following failed.

  - File
  - Index information file
  - Folder

  Solution

  Check the following and try again.

  - The path length for the folder after it is created does not exceed the limit
  - Write permission is set for the specified folder

- **No document was loaded, or all the document pages were determined to be blank.**

  Cause

  The total number of pages for documents that were scanned was determined as 0 pages because all of the documents were determined as blank pages and scanned images were deleted.

  Solution

  Make sure that the pages of documents to be scanned are not all blank pages and then try again. Note that an image of the page that is determined as a blank page is deleted only when [Blank Page Detection] is set to [On] for [Page] and [Do not output] is specified for [Image Output] in the PaperStream IP driver settings.

- **The color dropout custom pattern configured or the download file selected in the TWAIN driver is incorrect. In the TWAIN driver, confirm the color dropout custom pattern configuration or the selected download file.**

  Cause

  An error occurred in one of the following definition files for the PaperStream IP driver that is used to scan documents.

  - Color dropout custom pattern
  - Dither pattern file
  - Gamma pattern file

  Solution

  In the driver profile settings window for the PaperStream IP (TWAIN) driver, select [Image], make sure that there is no problem with the following settings, and then try again.
  To display the driver profile settings window for the PaperStream IP driver, click the [Advanced settings] button in [Scan Settings] in the [Scan] tab.

- [Custom] for [Dropout Color]
  [Custom] is specified for [Dropout Color]
- Dither pattern file
  The file with a dither pattern that is specified for [Download Pattern] in [Halftone Pattern] exists, and the content of the file is structured correctly
- Gamma pattern file
  The file with a gamma pattern that is specified for [Download Pattern] in [Tone Adjustment] exists, and the content of the file is structured correctly

If the problem still persists, click the [Initialize] button in the PaperStream IP (TWAIN) driver settings window to reset the settings and then try again.

➡ PaperStream IP driver Help

- **No files can be created in the specified folder. The folder is not accessible or the file is write-protected. {0} Check if the folder path length does not exceed the limit or if the drive in the path is not write-protected.**

Cause

The specified folder is write-protected.
The file path with the problem is displayed in {0}.

Solution

Make sure that write permission is set for the specified folder, and then try again.

- For PaperStream Capture
  You can check the location of the work folder in [Work folder] in the [General] tab in the [PaperStream Capture Administrator Tool] window.
- For PaperStream Capture Pro or PaperStream Capture Pro Premium
  You can check the location of the work folder in [Work folder] in the [General] tab or [Storage Folder] under [Storage Server] in the [Station] tab in the [PaperStream Capture Administrator Tool] window.

- **There is not enough free space in the work folder.**

Cause

There is not enough free space in the disk where a specified work folder exists.

Solution

Check the following and try again.

- There is enough disk space on the drive in which a work folder is stored
- The disk is not damaged

You can check the location of the work folder in [Work folder] in the [General] tab in the [PaperStream Capture Pro Administrator Tool]/[PaperStream Capture Administrator Tool] window.

- **Failed to move the images.**

  Cause

  Moving images by dragging and dropping the thumbnails failed.

  Solution

  Try again.
  If the problem still persists, contact the distributor/dealer where you purchased this product.

- **The file path is too long. {0}**

  Cause

  A releasing process failed because the path for a file to be output was too long.

  Solution

  Shorten the following and try again.

  - The path to a work folder
  - The name of a destination folder
  - The name of a file to be output

- **A save error occurred while terminating the process.**

  Cause

  Suspending a batch failed for reasons such as insufficient space on the disk.

  Solution

  Check the following and try again.

  - There is enough disk space on the drive in which a work folder is stored
  - The disk is not damaged

  You can check the location of the work folder in [Work folder] in the [General] tab in the [PaperStream Capture Pro Administrator Tool]/[PaperStream Capture Administrator Tool] window.

- **File upload failed.**

  Cause

  Saving files to the FTP server failed.

  Solution

  Make sure that there is no problem with the FTP server and then try again.

- **The naming option specified in this job will create a single file only. Therefore, releasing the data will end immediately after one file has been created. Do you want to continue?**

  Cause

  An attempt was made to output multiple files. However, only one file can be output because a fixed file name is specified for the File Name Option.

  Solution

  Perform the following:

  - To output the first document as a file
    Click the [Yes] button. The first document is output as a file with the specified file name. The process will complete without outputting other documents.
  - To output all documents as files
    Click the [No] button. The process is aborted and the batch is displayed with an error status in the [Batch Manager] Window (page 468). After that, open the job that was used to scan documents in the [Configure Jobs] Window (page 235) by clicking [Edit] on the job and then make sure that a fixed file name is not specified in [File Properties] in the [Destination] Tab (page 265). After verifying that a fixed file name is not specified, return to the [Batch Manager] window, open the batch for which the process was aborted, and then click the [Complete Batch] button to try again.

- **Are you sure to delete the selected separator? Separator No.: {0}**

  Cause

  An attempt was made to delete the page selected to be used as the separator.
  The page number used as the selected separator is displayed for {0}.

  Solution

  Perform the following:

  - When deleting a page used as a separator
    Click the [Yes] button.
  - When not deleting a page used as a separator
    Click the [No] button.

- **Cannot start a scan because the job is already in use.**

  Cause

  The specified job cannot be used for scanning because it is used for one of the following operations on another computer.

  - Editing the job
  - Using the job for scanning

  Solution

  Make sure that the desired job is not used on another computer and then try again.

- **Cannot delete batch because batch is in use.**

  Cause

  - For PaperStream Capture
    The batch that was to be deleted cannot be deleted because a releasing process has been aborted.
  - For PaperStream Capture Pro or PaperStream Capture Pro Premium
    The batch that was to be deleted cannot be deleted for the following reasons.
    - The batch is being edited on another computer
    - The batch cannot be uploaded to the storage server because the network is disconnected
    - A suspending process or a releasing process has been aborted on another computer

  Solution

  Click [Reload] to update the list of batches in the [Batch Manager] Window (page 468).

  - For PaperStream Capture
    After making sure that there is no problem with the above items, make sure that a releasing process has not been aborted for the batch, and then try again.
  - For PaperStream Capture Pro or PaperStream Capture Pro Premium
    After that, check the following and try again.
    - The batch is not being used on another computer
    - The batch can be uploaded to the storage server
    - A suspending process or a releasing process for the batch has not been aborted on another computer

- **Cannot open batch because the batch has been moved to another process.**

  Cause

  The selected batch cannot be opened because the status of the batch was changed to a status such as "Released" due to an operation performed on another computer or because the operation to obtain the batch information from the storage server failed.

  Solution

  Click [Reload] to update the list of batches in the [Batch Manager] Window (page 468) and then try again.
  If the problem still persists, make sure that your computer can communicate with the storage server properly.

- **Failed to get raw image while scanning.**

  Cause

  When documents were scanned with the job in which [After Scan Correction] is set to [Enable], saving RAW images that were received from the PaperStream IP (TWAIN) driver failed.

Solution

Make sure that access permission is set to the work folder and then try again.
You can check the location of the work folder in [Work folder] in the [General] tab in the [PaperStream Capture Pro Administrator Tool]/[PaperStream Capture Administrator Tool] window.

- **Failed to load raw image.**

Cause

The operation that was performed for [After Scan Correction] failed because RAW images that were received from the PaperStream IP driver do not exist or access permission is not granted.

Solution

Make sure that access permission is set to the work folder and then try again.
You can check the location of the work folder in [Work folder] in the [General] tab in the [PaperStream Capture Pro Administrator Tool]/[PaperStream Capture Administrator Tool] window.

- **PaperStream IP does not support ASC Replace.**

Cause

The PaperStream IP (TWAIN) driver does not support [After Scan Correction].

Solution

Install the latest version of the PaperStream IP (TWAIN) driver and then try again.

- **The batch was interrupted while uploading to storage and will continue uploading. It will be shown in the Batch Manager until uploading has completed.**

Cause

The information of the batch that was being uploaded could not be uploaded to the storage server due to a problem such as the network being disconnected.

Solution

Clicking the [OK] button uploads the information of the batch to the storage server again before opening the batch. As soon as uploading the information of the batch to the storage server is complete, uploading the information of other batches will be resumed.

- **Some files could not be uploaded.**

Cause

Uploading files to the FTP server was performed. However, some files could not be uploaded.

Solution

Make sure that there is no problem with the environment for communicating with the FTP server and then try again.

- **Cannot edit batch information because batch is in use.**

  Cause

  The selected batch cannot be updated for the following reasons.

  - The batch is being edited on another computer
  - A suspending process or a releasing process has been aborted on another computer
  - The batch has been released on another computer

  Solution

  Click [Reload] to update the list of batches in the [Batch Manager] Window (page 468). After that, check the following and try again.

  - The batch is not being used on another computer
  - The batch has not been released

- **Failed to get data from storage server for the following reasons. {0}**

  Cause

  An attempt was made to download jobs or batches from the storage server. However, downloading them failed.
  The details of the cause are displayed for {0}.

  Solution

  Check the details of the cause, solve the problem, and then try again.

- **Failed to upload data to storage server for the following reasons. {0}**

  Cause

  An attempt was made to upload jobs or batches to the storage server. However, uploading them failed.
  The details of the cause are displayed for {0}.

  Solution

  Check the details of the cause, solve the problem, and then try again.

- **PaperStream IP driver does not support the multifeed detection with the connected scanner. Do you want to continue anyway?**

  Cause

  The scanner in use or the PaperStream IP driver that is installed does not support [Multifeed] specified for [Image Check] in the job.

  Solution

  Perform the following:

- To continue the operation
  Click the [Yes] button. Documents will be scanned without detecting multifeeds.
- To cancel the operation
  Click the [No] button. The operation will be canceled without performing a scan.

- **No Import license is available. Current source cannot be used.**

  Cause

  [PaperStream IP Import] is specified for [Scanner] in the [Scan] Tab (page 244) in the job, but the function cannot be used because the license for PaperStream Capture Pro Import has not been activated.

  Solution

  Perform the following, and try again.

  - Changing [PaperStream IP Import] specified for [Scanner] in the [Scan] tab in the job to a scanner that can be used
  - Purchasing a license for PaperStream Capture Pro Import and activating it
    The license can be activated by using [Activate Import] under [License Management] in the [Activation] Tab (page 420) in the [PaperStream Capture Administrator Tool] Window/[PaperStream Capture Pro Administrator Tool] Window/[PaperStream Capture Pro Premium Administrator Tool] Window (page 407).

- **This action cannot be completed because an unsupported file format was detected. Check the file type, the image mode, and the compression format.**

  Cause

  The action could not be completed for the selected file with a BMP, DIB, TIFF, TIF, J2K, JPG, JPEG, JPE, JFIF, PDF, or PNG extension for the following reasons.

  - The content of the file does not match the extension
  - The file is an image other than images in black and white or in 2-bit, 3-bit, 4-bit, 8-bit, or 24-bit color

  Solution

  Make sure that there are no problems with the content of the file and then try again.
  If you open a file that is not available for the action with an image processing application and save it, the content of the file will be corrected and the file may become available for the action.

- **Do you want to delete all images marked as blank?**

  Cause

  [Blank Page Deletion] was selected for the document file that contains pages marked as blank.

  Solution

  Perform the following:

- To delete all pages marked as blank
  Click the [Yes] button.
- To not delete pages marked as blank
  Click the [No] button.

- **All images have the blank page mark. The batch itself may be deleted if these images are deleted. Do you want to continue?**

  Cause

  [Blank Page Deletion] was selected for the document file in which all pages are marked as blank.

  Solution

  Perform the following:

  - To delete the batch
    Click the [Yes] button.
  - To not delete the batch
    Click the [No] button.

- **Failed to delete images marked as blank.**

  Cause

  [Blank Page Deletion] was selected for the document file that contains pages marked as blank. However, deleting the pages failed.

  Solution

  Try again.
  If the problem still persists, contact the distributor/dealer where you purchased this product.

- **Failed to add the blank page mark.**

  Cause

  An attempt was made to mark the selected page as blank. However, marking the page failed.

  Solution

  Try again.
  If the problem still persists, contact the distributor/dealer where you purchased this product.

- **AIQC and multifeed marks are released when ASC Replace is performed. Do you want to continue?**

  Cause

  An Attempt was made to perform After Scan Correction on the selected page by selecting [After Scan Correction].

Solution

If the selected page is marked as [AIQC] or [Multifeed], the page will be unmarked when After Scan Correction is performed.
Perform the following:

- To perform After Scan Correction
  Click the [Yes] button. Perform After Scan Correction in the [Assisted Scan] window that appears. Saving the correction unmarks the page.
- To not perform After Scan Correction
  Click the [No] button. The page will not be unmarked.

- **A scan which is defined as a hot key cannot be performed in Simple Scan mode.**

Cause

An attempt was made to perform a scan in Batch Scan mode with the [Simple Scan mode] Window (page 482) open in Simple Scan mode.

Solution

Use [Switch Modes] to switch the [Simple Scan mode] window to the Batch Scan mode window and then try again.

- **A scan which is defined as an event cannot be performed in Simple Scan mode.**

Cause

While an operation was being performed in the [Simple Scan mode] Window (page 482) in Simple Scan mode, an attempt was made to scan documents by pressing the button on the scanner.

Solution

Complete the operation in the [Simple Scan mode] window and then try again.

- **You do not have permission to perform a scan which is defined as an event with the QC/Index Station license.**

Cause

An attempt was made to scan documents by pressing the button on the scanner when the computer is specified as a client computer for the [QC] or [Index] station by the administrator.
Documents cannot be scanned in the [QC] and [Index] stations.

Solution

Contact the administrator to check whether the specified station is correct.

- **This computer is not a Station for scanning. The [Scan] or [Send to] button on a scanner is pressed but a scan which is defined as an event will not be performed.**

  Cause

  An attempt was made to scan documents by pressing the button on the scanner when a station other than the [Scan & Index] or [Scan] station was specified for the computer.

  Solution

  Select [Scan & Index] or [Scan] in the [Station] Tab (page 421) in the [PaperStream Capture Administrator Tool] Window/[PaperStream Capture Pro Administrator Tool] Window/[PaperStream Capture Pro Premium Administrator Tool] Window (page 407) and save the process settings in which a process that allows a scan to be performed is selected.

- **No scanner is found. There is a possibility that no scanner is connected, the connected scanner is not turned on, or the scanner is currently used by some other application, or a valid license for the right scanner category was not found.**

  Cause

  No connectable scanner is found for the following reasons.

  - The scanner is not connected
  - The scanner is not powered on
  - Another application is using the scanner
  - A license for the scanner is not activated

  Solution

  Check the following and try again.

  - The scanner is connected
  - The scanner is powered on
  - Another application is not using the scanner
  - A license for the scanner is activated
  - The PaperStream IP (TWAIN) driver is installed correctly

- **Do you want to save the changes to the displayed data?**

  Cause

  One of the following operations was performed before changes were saved after images were edited in the [Simple Scan mode] Window (page 482).

  - Scanning documents
  - Switching modes
  - Exiting PaperStream Capture

Solution

Perform the following:

- To save the displayed document
  Click the [Yes] button. The [Save as] Window (page 506) appears. Clicking the [OK] button saves the displayed document and then performs the selected operation.
- To discard the displayed document
  Click the [No] button. The displayed document is discarded and then the selected operation is performed.
- To edit the displayed document again
  Click the [Cancel] button. Clicking this returns to the [Simple Scan mode] window without performing the selected operation.

- **The separator string cannot exceed 128 characters.**

Cause

A character string over 128 bytes was entered for the separator string in the [Edit separator] window.

Solution

Enter a character string within 128 bytes for the separator string and then try again.

- **A mark was added during a scan due to the image check. The releasing process will not start, and the checking/editing window will be displayed to check the marked image.**

Cause

Even though [Release After Scan] is selected for [Image Display Options] in the [Scan] Tab (page 244), the images are not released immediately and the checking/editing window is displayed because the following settings are in use.

- [Check the scanned data when an error or mark is detected] Check Box
- Image Check

Solution

If a marked image is displayed, check the content, edit the image if necessary, and then release (output) it.

- **Since some batches have not finished the release process, the counter value is not up to date. The counter value of the imprinter may not match the counter value in the filename. Do you want to continue?**

Cause

An attempt was made to scan documents without releasing the batch for the previous scan by using a job that is set for the page counter values or sheet counter values to be printed with the imprinter.

Solution

The imprinter can be used to print the page counter values or sheet counter values when documents are scanned. However, the page counter values or sheet counter values which are used for file names are updated after the batch is released.
Therefore, if the order of the batches that were created when documents were scanned is different from the order of the batches that are released, the counter values that were printed on the documents with the imprinter may not match the counter values that are used for file names.
Perform one of the following.

- To scan documents
  Click the [Yes] button. Scanning documents starts. Depending on the order of the batches that are released, the counter values that were printed on the documents with the imprinter may not match the counter values that are used for file names.
- To not scan documents
  Click the [No] button.

Release all of the batches that have not been released and then try again. The counter values that are printed on the documents with the imprinter will match the counter values that are used for file names.

- **Files cannot be dragged and dropped into a job that was imported from ScandAll PRO. To drag and drop files, configure the scanner driver profile by editing the job.**

Cause

An attempt was made to import files by dragging and dropping them onto the icon of the job that you imported from ScandAll PRO without making any changes after the import.

Solution

Since the scanner driver profile is not set in the job that you imported from ScandAll PRO only, importing files by dragging and dropping them is not possible.
To import files by dragging and dropping them, click [Edit] on the job that was imported in the [Configure Jobs] Window (page 235) to open it and then select a scanner driver profile to be used for [Scanner Driver Profile] in the [Scan] Tab (page 244).

- **Scanning cannot start because a PaperStream IP driver that does not support the Automatic Profile Selection function is in use.**

Cause

An attempt was made to scan documents with a job in which the settings for identifying a document (scanner driver) are configured. However, scanning failed because the installed PaperStream IP driver does not support the Automatic Profile Selection function related to identifying a document (scanner driver).

Solution

Install the latest version of PaperStream IP driver and then try again.

- **This job was imported from ScandAll PRO. Scanning cannot start because the scan settings are not imported. Before performing a batch scan, configure the scan settings by editing the job.**

  Cause

  An attempt was made to scan documents with a job that was imported without the scan settings from ScandAll PRO.

  Solution

  Click [Edit] on the job that was imported in the [Configure Jobs] Window (page 235) to open it, correct the settings in the [Scan] Tab (page 244), and then try again.

- **No scanner is found. {0}**

  Cause

  No connectable scanner is found for the following reasons.

  - The scanner is not connected
  - The scanner is not powered on
  - Another application is using the scanner
  - A license for the scanner is not activated
  - The scanner does not support the scanner driver profile "Compatible with ScanSnap Manager for fi"

  Solution

  Check the following and try again.

  - The scanner is connected
  - The scanner is powered on
  - Another application is not using the scanner
  - A license for the scanner is activated
  - The scanner supports the scanner driver profile "Compatible with ScanSnap Manager for fi"

- **The version of PaperStream IP (TWAIN) that is installed is a version that does not support the "Compatible with ScanSnap Manager for fi". [Compatible with ScanSnap Manager for fi] cannot be selected.**

  Cause

  The version of the PaperStream IP (TWAIN) driver that is installed does not support [Compatible with ScanSnap Manager for fi].

  Solution

  Install the latest version of the PaperStream IP (TWAIN) driver and then try again.

- **The specified job cannot be used because of the following: - The job is hidden- The job is set to be hidden from the current user Correct the job settings. Or, enable [Display sample jobs] in the [General] tab in the administrator tool.**

  Cause

  Scanning failed because the specified job was not displayed in the job list.

  Solution

  Click [Edit] on the job to be edited in the [Configure Jobs] Window (page 235) to open it, check the setting for [Show] in the [Job Information] Tab (page 240), change the setting so that the job is displayed in the job list, and then try again.
  If the job that is not displayed is a sample job, select the [Display sample jobs] check box in the [General] Tab (page 408) in the [PaperStream Capture Administrator Tool] Window/[PaperStream Capture Pro Administrator Tool] Window/[PaperStream Capture Pro Premium Administrator Tool] Window (page 407).

- **Adding files will be canceled. Do you want to discard the added images?**

  Cause

  The [Cancel Batch] button was clicked or the [Esc] key on the keyboard was pressed while files are being added.

  Solution

  Perform the following:

  - To cancel adding files with the scanned image discarded
    Click the [Yes] button.
  - To cancel adding files without the scanned images discarded
    Click the [No] button.

- **Cannot perform scanning by hotkey while renaming the group name.**

  Cause

  Cannot perform scanning by hotkey while renaming the job group name.

  Solution

  After you finish renaming the job group name, perform scanning by hotkey again.

- **Cannot perform the scan set in the event definition while renaming the group.**

  Cause

  While renaming the job group name, scanning by pressing the button on the scanner, which is set in the event definition, is not possible.

Solution

After you finish renaming the job group name, perform a scan by pressing the button on the scanner, which is set in the event definition, again.

Messages Related to Advanced Settings and Preferences

The causes and the solutions for errors related to jobs or the detailed settings in the administrator tool for PaperStream Capture.

Code	Message
SX04001E	No host name is specified. (page 567)
SX04002E	Specify a correct port number. (1 to 65535) (page 568)
SX04004E	No user name is specified. (page 568)
SX04005E	No mail address is specified. (page 568)
SX04007E	Specify a proper timeout time for a session. (1 to 300) (page 568)
SX04008E	Specify a proper timeout time for data transfer. (1 to 300) (page 568)
SX04009E	The linked FTP is not configured as the file destination. (page 569)
SX04011E	No URL is configured for the file destination in SharePoint Server. (page 569)
SX04012E	No user name for SharePoint Server is specified. (page 569)
SX04013E	No password for SharePoint Server is specified. (page 569)
SX04014E	No library name for SharePoint Server is specified. (page 570)
SX04016E	Failed to connect to SharePoint Server. (page 570)
SX04022E	No job name is entered. (page 570)
SX04023E	Select a scanner. (page 570)
SX04024E	No detection area is specified for Zonal OCR. Specify an area on which Zonal OCR is to be performed. {0} (page 570)
SX04026Q	Do you want to delete the selected job? The job batch data will also be deleted.
SX04027E	The image cannot be loaded because the resolution of the image to be imported is unknown. The resolution of the image to be imported must be set. Set a resolution of 200 dpi or higher. (page 571)
SX04028E	{0} This file name is reserved for use by Windows. Choose another name and try again. (page 571)
SX04029E	The following item is not entered: {0} (page 571)
SX04030E	Unicode or special characters are not supported. {0} (page 571)

Code	Message
SX04034E	Specify the application to start. (page 572)
SX04036Q	The current image will be replaced and the selection area will be cleared. Do you want to continue? (page 572)
SX04039E	The number of digits of the value specified for Start with has exceeded that specified for Minimum number of digits. (page 572)
SX04042E	The specified Name Rule may create a file with no name. Change the File Name Option to include a value such as Page Counter or Document Counter. (page 573)
SX04044E	No password can be specified for PDF/A files. (page 573)
SX04045E	Enter a password. (page 573)
SX04046E	The confirmation password is incorrect. Enter it correctly.
SX04047Q	No job will be created. Do you want to continue anyway? (page 573)
SX04048Q	Edits to the job will be aborted. Do you want to continue anyway? (page 574)
SX04049E	Configure a profile for the PaperStream IP driver. (page 574)
SX04051E	The same file name is specified as the destination for multiple outputs. (page 574)
SX04053E	The selected job does not work. It does not include a profile for the PaperStream IP driver. Modify the job to include a driver profile. (page 575)
SX04054W	Since the information related on the image mode in the PaperStream IP profile has been changed, the output file format has reset. Set the output file and compression format again. (page 575)
SX04055E	If you select [PDF] or [PDF/A] for each multi-image output or for each image mode output, specify the same file format. (page 575)
SX04056E	The application specified in [Other App.] in the Destination tab could not be found. {0} (page 576)
SX04057E	{0} Use only available characters. Available characters: ASCII code (page 576)
SX04059Q	If you have configured any zones, those will also be deleted. Do you want to continue? (page 576)
SX04060Q	The current image (including the specified area) will be deleted. Do you want to continue? (page 576)
SX04061E	The image cannot be displayed due to insufficient memory. (page 577)
SX04066E	Folder name already exists. (page 577)
SX04071E	Cannot delete job because it is currently in use. (page 577)

Code	Message
SX04072Q	The same icon file already exists. Do you want to overwrite the icon file? (page 577)
SX04073Q	Do you want to delete the selected icon?
SX04074E	Failed to add icon. {0} (page 578)
SX04075E	Failed to delete icon. (page 578)
SX04076E	The same field name is used for another field. (page 578)
SX04077Q	● For the easy setup The selected field is being used by other PaperStream Capture features (folder name/file name). If you delete the field, the field will also be deleted from all the features in which it is being used. Do you want to delete the selected field? (page 579) ● For the advanced setup The selected field is in use by other PaperStream Capture features (Folder Name Option/File Name Option, Detect Doc Separator, Detect Batch Separator, keywords in a PDF file). If you delete the field, the field will also be deleted from all features in which it is being used. Do you want to delete the selected field? (page 579)
SX04078E	Cannot edit job because it is in use. (page 579)
SX04079Q	Do you want to sync the field list from SharePoint Server? This will delete all fields which do not exist in SharePoint including the related destination and separation settings. (page 580)
SX04080E	Failed to connect to FTP server. (page 580)
SX04081E	There is no job. (page 580)
SX04082E	PaperStream IP (TWAIN) on your computer does not support this function. Click [Scanner Driver Profile] - [Advanced settings] to show the dialog box of the PaperStream IP (TWAIN), and then save the Scanner Driver Profile. (page 581)
SX04083E	PaperStream IP (TWAIN) on your computer does not support this function. Click [Scanner Driver Profile] - [Advanced settings] to show the dialog box of the PaperStream IP (TWAIN), and then save the Scanner Driver Profile. (page 581)
SX04084E	The maximum number of driver profiles is 999. (page 581)
SX04086E	Database information is not set. (page 581)
SX04087E	The table field is not set. (page 582)
SX04088E	Cannot connect to the ODBC database for the following reasons: {0} (page 582)

Code	Message
SX04089E	The database lookup attribute field's information is not set. {0} (page 582)
SX04090E	Cannot add job because the number of jobs exceeds the limit of {0}. (page 582)
SX04091E	Min exceeds Max in Length or Numerical Value limit specification. {0} (page 583)
SX04092E	The field name is not set. (page 583)
SX04093Q	This field is used in separation. If you change the field type, the definition used in separation will be deleted. Do you want to change the field type? (page 583)
SX04094E	Choice list field is not setup correctly. {0} (page 584)
SX04095E	Cannot change settings when a batch is in use. (page 584)
SX04096E	Cannot clone or edit a job when it is being edited by another user. (page 584)
SX04097Q	The scanner driver profile will be modified with updated source parameters. Do you want to continue? (page 584)
SX04099E	Folder path must start with a drive letter or UNC path prefix. (page 585)
SX04100E	Cannot add icon because it already exists. (page 585)
SX04101E	Host name is not correct. (page 585)
SX04102E	No zonal OCR area has been specified for Separation. (page 585)
SX04103E	Numeric value is incorrect. {0} (page 586)
SX04104E	Start position is larger than end position in split field. {0} (page 586)
SX04105W	Field validation will be skipped as indexing is skipped. (page 586)
SX04106E	No scanner driver profile is specified. (page 587)
SX04107E	The specified Name Rule may create an index file with no name. Change the File Name Option to include a value such as Document Counter or Batch Name. (page 587)
SX04108E	The specified library for SharePoint does not exist. Specify the library again. (page 587)
SX04109E	Cannot put delimiter characters at the end of the folder path for File Name Option. Insert a delimiter character between the folder name and the index file name. (page 587)
SX04111E	A file with the same name exists in the output destination. Change the name of the output destination or the name of the output file and then try again. (page 588)

Code	Message
SX04114E	Prohibited characters are used. {0} Prohibited Characters: \/:?*"<>| (page 588)
SX04115E	Prohibited characters are used. {0} Prohibited Characters: /:?*"<>| (page 588)
SX04116W	Both [Make only the first page searchable] for PDF Options and [Divide a multi-page file by a specified size] for File Options are set to on. When a file is output in PDF or PDF/A, priority is given to the setting for [Make only the first page searchable], and the setting for [Divide a multi-page file by a specified size] is ignored. (page 588)
SX04117Q	This job was imported from ScandAll PRO. To inherit the driver settings of ScandAll PRO, save the driver profile as a new profile. Do you want to save the driver profile as a new profile? If you select [Yes], the driver profile is saved as a new profile and the driver settings of ScandAll PRO can continue to be used. If you select [No], the driver settings of ScandAll PRO are not inherited and the current settings of the driver profile are applied. (page 589)
SX04119E	When the multi-image output is selected or when files are output for each image mode, a Word, Excel, or PowerPoint format and a PDF or PDF/A format cannot be specified for the file format at the same time.
SX04120E	Search results cannot be displayed because the number of search results exceeds 100. Change the search keyword. (page 589)
SX04122E	The settings related to the Automatic Profile Selection function cannot be saved because a PaperStream IP driver that does not support the Automatic Profile Selection function is in use. (page 590)
SX04123E	No results exist for the search. Change the search keyword. (page 590)
SX04124E	Registered specific document information does not exist. Click [Advanced settings] for [Scanner Driver Profile] in the [Scan] tab to display the PaperStream IP (TWAIN) setup dialog box, and then register specific document information in the dialog box. (page 590)
SX04126E	No registered specific document information is selected in the separator settings. (page 590)
SX04127E	The field name exceeds the allowed length of 255 characters. Note: for cloned fields, "copy" is added to the field name and included in the number of characters. (page 591)
SX04128E	The selected scanner does not support the "Compatible with ScanSnap Manager for fi". In addition, the scanner cannot be changed because all of the batches for the "Compatible with ScanSnap Manager for fi" have not been completed yet. (page 591)

Code	Message
SX04129W	The driver profile will be changed because the selected scanner does not support the "Compatible with ScanSnap Manager for fi". (page 591)
SX04130W	Since the information related to the image type has been changed, the output file format has been reset. The output file format may have been changed. (page 591)
SX04131E	If you select the [Specify a name for the file when it is output] check box, disable [Release After Scan] for [Image Display Options] in the [Scan] tab. (page 592)
SX04132E	Correct the following character string so that it is within 128 bytes. {0} (page 592)
SX04133E	Enter keywords. (page 592)
SX04134E	This operation cannot be performed because the selected driver profile has been deleted. Check the list of driver profiles. (page 593)
SX04135E	The job cannot be saved. The number of fields (Zonal OCR, Passport, ID card (TD1), and ID card (TD2)) plus the Zonal OCR separator (if set) in the job exceeds the limit of {0}. (page 593)
SX04137Q	The account currently used for signing in has no access privileges to the specified site. Account: <*AccountName*> Do you want to sign out of this account in order to change to the privileged account? (page 593)
SX04138Q	After changing the separator [Type], you will need to reconfigure the settings in the [Condition] tab. Do you want to continue?
SX04139Q	The changes made after the test scan will not be saved. Do you want to continue? (page 594)
SX04140W	The [Blank Page Deletion] function in the [Scan] tab will be disabled. (page 594)
SX04141Q	No field will be added. Do you want to continue? (page 594)
SX04142Q	The changes will not be saved. Do you want to continue? (page 595)
SX04143E	The number of fields in the field list will exceed {0}. Up to {1} field(s) can be added to the field list. Reduce the number of fields to select. (page 595)
SX04145E	Configure a work folder. (page 595)
SX04146Q	Do you want to ungroup the selected group? If you ungroup, jobs under the group will be moved to "Others". (page 595)
SX04147E	Cannot add more groups because the maximum number of groups (100) has been reached. (page 596)
SX04148I	The selected group is "Others" group. Cannot ungroup.

Code	Message
SX04152Q	The changes to the settings will not be saved. Do you want to continue? (page 596)
SX04153E	The configuration of settings in the [Condition] tab is not complete. Check the [Condition] tab. (page 596)
SX04154E	No field is specified. Add a field to the field list.
SX04155W	[Save images without showing a preview] is disabled in [Image Display Options] in the [Scan] tab because [Optional character string] was specified. (page 597)
SX04156Q	No job will be created. Do you want to continue anyway? (page 597)
SX04157Q	Edits to the job will be aborted. Do you want to continue anyway? (page 597)
SX04158W	Because the image mode was changed in the [Scan] tab, the image file format in the [File Property] tab was reset. Set the image file format again (page 598)
SX04159E	No barcode area has been specified. Specify the barcode area. {0} (page 598)
SX04160E	No zonal OCR area has been specified. Specify the zonal OCR area. {0} No barcode area has been specified. Specify the barcode area. {1} (page 598)
SX04161E	No barcode area has been specified for Separation. (page 598)
SX04162W	The batch has been recovered. Double-click the [Waiting] batch to release the batch again. (page 599)
SX04163W	Failed to recover the following {0} batch(es). {1} Contact the Service and Support center. (page 599)
SX04164W	The batch has been recovered. Double-click the [Waiting] batch to release the batch again. Failed to recover the following {0} batch(es). {1} Contact the Service and Support center. (page 599)
SX04165Q	If you change the type of document separation, the settings configured for the forms will be discarded. Do you want to continue anyway? (page 600)
SX04166Q	The settings configured after you select [Form] will be discarded. Do you want to continue anyway? (page 600)
SX04167E	Forms without field settings are selected. Form name: {0} (page 600)
SX04168E	Prohibited characters are used. Prohibited Characters: <>[]="$!.` (page 601)
SX04169E	The following item is not entered: {0}{1} (page 601)
SX04170E	Prohibited characters are used. Prohibited Characters: /:?*<>|[]="$!` (page 601)

Code	Message
SX04171E	No check mark area has been specified. Specify the check mark area. {0} (page 601)
SX04172E	No zonal OCR area has been specified. Specify the zonal OCR area. {0} No check mark area has been specified. Specify the check mark area. {1} (page 601)
SX04173E	No barcode area has been specified. Specify the barcode area. {0} No check mark area has been specified. Specify the check mark area. {1} (page 602)
SX04174E	No zonal OCR area has been specified. Specify the zonal OCR area. {0} No barcode area has been specified. Specify the barcode area. {1} No check mark area has been specified. Specify the check mark area. {2} (page 602)
SX04175I	The number of added fields has reached the upper limit of the field list. Adding fields has been terminated. (page 602)
SX04176E	Layout is different. Scan a filled-out document with the same layout. (page 603)
SX04177Q	No field will be added. Do you want to continue? (page 603)
SX04178Q	Defined fields will be deleted. Do you want to continue anyway? (page 603)
SX04179E	No registered specific form information is selected in the separator settings. (page 603)
SX04180E	No registered specific form information is selected in the data extraction settings. (page 604)
SX04181Q	The PaperStream IP (ISIS) driver does not support the form function. This change results in loss of form definition and the loss cannot be undone. Do you want to continue anyway? (page 604)
SX04183E	The maximum number of forms that can be selected for document separation and data extraction is 150. (page 604)
SX04184E	This operation cannot be performed because the [Form Manage] dialog box is being used by another user. (page 604)
SX04192W	The selection status of the form has been changed. The form can be edited after the job is saved. (page 605)
SX04198Q	The selected form has been chosen for the job, or its fields are being used in related features. Editing the form (Replace, Rotate 90, Partial Erase) will deselect it and delete the fields set for related features. Do you want to continue? (page 605)
SX04205I	Multiple forms have been selected. A similarity check will be performed to ensure proper identification. Please note that this may take some time. (page 605)
SX04207E	Barcode Type is not set. Please set the Barcode Type. {0} (page 605)

Code	Message
SX04208E	The specified output format for the date in Zonal OCR or manual entry is not a valid date format. Please specify a correct date format. For details on configuring the output format, please refer to the User's Guide. {0} (page 606)
SX04209Q	Forms with similar layouts exist. You can identify them by setting distinctive keywords (form identification fields). Do you want to set identification fields? If you do not wish to set identification fields, please select "No" to uncheck similar forms. (page 606)
SX04211Q	Similar forms were found. Do you want to set identification fields to distinguish them? (page 607)
SX04212I	No similar forms were found.
SX04213I	No similar forms were found. Continuing to save the job.
SX04214Q	Selected fields are used in other PaperStream Capture functions (Folder name/File Name, PDF Keywords). Grouping will also delete the related functions that use the field. Group?
SX04215Q	Selected fields are used in other PaperStream Capture functions (Folder name/File Name, PDF Keywords). Ungrouping will also delete the related functions that use the field. Ungroup?
SX04216Q	Deleting the selected recognition area will ungroup the group. Is that okay?
SX04217E	The confirmation password is incorrect. Enter it correctly. {0} (page 607)
SX04219I	Enabling reading of blurred 1D barcodes may cause barcode recognition to take longer.
SX04998E	Failed to add fields automatically. Error details : {0} Send your error report including the error ID number to the Service and Support center. (page 607)
SX04999E	Failed to process form-related operations. Error details: {0} Send your error report including the error ID number to the Service and Support center. (page 607)

- **No host name is specified.**

  Cause

  The host name or the IP address for the FTP server is not specified.

  Solution

  Enter a host name or IP address for the FTP server in [Host] in the [FTP Options] window.
  The window is displayed by clicking [Edit] on a related job in the [Configure Jobs] window to open the job and then clicking [Settings] in the [Destination] tab.

- **Specify a correct port number. (1 to 65535)**

  Cause

  The specified port number for the FTP server is out of the range.

  Solution

  Enter a number in the range of 1 to 65535 in [Port] in the [FTP Options] window.
  The window is displayed by clicking [Edit] on a related job in the [Configure Jobs] window to open the job and then clicking [Settings] in the [Destination] tab.

- **No user name is specified.**

  Cause

  The user name that is used to log in to the FTP server is not specified.

  Solution

  Enter a user name in [User Name] in the [FTP Options] window.
  The window is displayed by clicking [Edit] on a related job in the [Configure Jobs] window to open the job and then clicking [Settings] in the [Destination] tab.

- **No mail address is specified.**

  Cause

  The e-mail address that is used to log in to the anonymous FTP server is not specified.

  Solution

  Enter an e-mail address in [E-Mail Address] in the [FTP Options] window.
  The window is displayed by clicking [Edit] on a related job in the [Configure Jobs] window to open the job and then clicking [Settings] in the [Destination] tab.

- **Specify a proper timeout time for a session. (1 to 300)**

  Cause

  The number specified for the timeout time for a session is out of the range.

  Solution

  Enter a number in the range of 1 to 300 in [Connecting] in the [FTP Options] window.
  The window is displayed by clicking [Edit] on a related job in the [Configure Jobs] window to open the job and then clicking [Settings] in the [Destination] tab.

- **Specify a proper timeout time for data transfer. (1 to 300)**

  Cause

  The number specified for the timeout time for data transfer is out of the range.

Solution

Enter a number in the range of 1 to 300 in [Data Transfer] in the [FTP Options] window.
The window is displayed by clicking [Edit] on a related job in the [Configure Jobs] window to open the job and then clicking [Settings] in the [Destination] tab.

- **The linked FTP is not configured as the file destination.**

Cause

Although [FTP] is specified for the saving destination in the job, the FTP settings are not configured.

Solution

Configure the FTP settings in the [FTP Options] window.
The window is displayed by clicking [Edit] on a related job in the [Configure Jobs] window to open the job and then clicking [Settings] in the [Destination] tab.

- **No URL is configured for the file destination in SharePoint Server.**

Cause

The URL of the SharePoint site is not specified.

Solution

Enter the URL of the SharePoint site that you want to connect to in [Site URL] in the [SharePoint Options] window or the [SharePoint Online Options] window.
The window is displayed by clicking [Edit] on a related job in the [Configure Jobs] window to open the job and then clicking [Settings] in the [Destination] tab.

- **No user name for SharePoint Server is specified.**

Cause

The user name that is used to sign in to SharePoint is not specified.

Solution

Enter the user name that is used to sign in to SharePoint in [User Name] in the [SharePoint Options] window or the [SharePoint Online Options] window.
The window is displayed by clicking [Edit] on a related job in the [Configure Jobs] window to open the job and then clicking [Settings] in the [Destination] tab.

- **No password for SharePoint Server is specified.**

Cause

The password that is used to sign in to SharePoint is not specified.

Solution

Enter the password that is used to sign in to SharePoint in [Password] in the [SharePoint Options] window or the [SharePoint Online Options] window.

The window is displayed by clicking [Edit] on a related job in the [Configure Jobs] window to open the job and then clicking [Settings] in the [Destination] tab.

- **No library name for SharePoint Server is specified.**

  Cause

  No SharePoint library is selected.

  Solution

  Click the [Connect] button in the [SharePoint Options] window or the [SharePoint Online Options] window, sign in to SharePoint, and then select a SharePoint library from the [Library] drop-down list.
  The window is displayed by clicking [Edit] on a related job in the [Configure Jobs] window to open the job and then clicking [Settings] in the [Destination] tab.

- **Failed to connect to SharePoint Server.**

  Cause

  It was not possible to connect to the specified site URL.

  Solution

  Make sure that a correct URL is entered in [Site URL] in the [SharePoint Options] window or the [SharePoint Online Options] window.
  The window is displayed by clicking [Edit] on a related job in the [Configure Jobs] window to open the job and then clicking [Settings] in the [Destination] tab.

- **No job name is entered.**

  Cause

  No job name is entered.

  Solution

  Enter a job name in [Job Name] in the [Job Information] tab

- **Select a scanner.**

  Cause

  No scanner is selected.

  Solution

  Select a scanner for [Scanner] in the [Scan] tab.

- **No detection area is specified for Zonal OCR. Specify an area on which Zonal OCR is to be performed. {0}**

  Cause

  No recognition area for Zonal OCR is set.

The name of a relevant field for the extracted data is displayed in {0}.

Solution

Select the relevant field in [Field List] in the [Data Extraction] tab, click the [Define Area >>] button in [Field Attributes], and then set a recognition area for Zonal OCR in the window that appears.

- **The image cannot be loaded because the resolution of the image to be imported is unknown. The resolution of the image to be imported must be set. Set a resolution of 200 dpi or higher.**

Cause

Less than 200 dpi is set for the resolution in the driver profile.

Solution

In the [Scan] tab, perform one of the following and try again.

- Selecting 200 dpi or more for [Resolution]
- Clicking the [Advanced settings] button and then selecting 200 dpi or more for the resolution in the PaperStream IP driver window that appears

- **{0} This file name is reserved for use by Windows. Choose another name and try again.**

Cause

Windows reserved words are used for a folder name, file name, or index file name.
The item in which Windows reserved words are used is displayed in the format of "Destination/File Name" in {0}, informing of the information related to the item.

Solution

Delete Windows reserved words (CON, PRN, AUX, NUL, COM1, COM2, COM3, COM4, COM5, COM6, COM7, COM8, COM9, LPT1, LPT2, LPT3, LPT4, LPT5, LPT6, LPT7, LPT8, LPT9, NUL) in a folder name, file name, or index file name, and try again.

- **Unicode or special characters are not supported. {0}**

Cause

The specified item contains environment-dependent (Unicode) characters.
The name of the item that contains environment-dependent (Unicode) characters is displayed in {0}.

Solution

Make sure that the item displayed in {0} does not contain any environment-dependent (Unicode) characters and then try again.

- **The following item is not entered: {0}**

Cause

An item that needs to be set is not entered.
The item that has no value entered in it is displayed in the format of a tab name and item name as "Destination / File Name" in {0}.

Solution

Set the necessary item and try again.

- **Specify the application to start.**

Cause

[Other App.] has been selected for [Destination] in a job and the application selected to be launched was not specified.

Solution

In the [Other Application Options] window, specify an application to start in [Application Path].
The window is displayed by clicking [Edit] on a related job in the [Configure Jobs] window to open the job and then clicking [Settings] in the [Destination] tab.

- **The current image will be replaced and the selection area will be cleared. Do you want to continue?**

Cause

An attempt was made to perform "Scan to Replace" after an area was set for a sample scanned image in a window for setting recognition areas.

Solution

Perform the following, and try again.

- When replacing a sample image
  Click the [Yes] button. The sample image is replaced and the set area is discarded.
- When not replacing a sample image
  Click the [No] button.

- **The number of digits of the value specified for Start with has exceeded that specified for Minimum number of digits.**

Cause

The number of digits larger than the value that is specified for [Minimum digits] is specified for [Start with].

Solution

Perform one of the following and try again.

- Changing the number of digits for [Start with] to the value equal to or less than the value specified for [Minimum digits]
- Changing the number of digits for [Minimum digits] to the value equal to or larger than the value specified for [Start with]

- **The specified Name Rule may create a file with no name. Change the File Name Option to include a value such as Page Counter or Document Counter.**

  Cause

  The specified name for a file may be changed to a name with null characters when the file is output.

  Solution

  When a field from [Extracted Data] only is specified for a file name in [File] in the [Destination] tab, the file name may be changed to a name with null characters if the attribute specified for the field in [Extracted Data] is not [Required]. Consider changing the settings by changing the attribute for the field to [Required] or changing the File Name Option to include a value for a counter such as the Page Counter or the Document Counter so that the file names will not be changed to names with null characters and files of the same names will not be specified.

- **No password can be specified for PDF/A files.**

  Cause

  An attempt was made to set a password for a file in a PDF/A or SinglePage PDF/A format.

  Solution

  When PDF/A File or SinglePage PDF/A File is specified for the output file format, a password cannot be set. Therefore, the [Add password when creating PDF file] check box cannot be selected in the [Options] window.
  If you want to set a password to open a PDF file, specify PDF File or SinglePage PDF File for the output file format.

- **Enter a password.**

  Cause

  No fixed password is specified.

  Solution

  When the [Use a fixed password] check box is selected in order to specify a fixed password to open a PDF file, enter the password in [Password] and [Confirm].

- **No job will be created. Do you want to continue anyway?**

  Cause

  In the procedure for newly creating a job or cloning a job, the [Close] button was clicked without the settings being saved.

  Solution

  Perform the following:

  - When creating a job with the configured settings
    Click the [Save] button. A job is created and displayed in the job list.

- When not creating the job
  Click the [Yes] button. The settings are discarded and the window closes.
- When continuing to create the job
  Click the [No] button. The window that is displayed returns to the settings window with the settings kept.

- **Edits to the job will be aborted. Do you want to continue anyway?**

  Cause

  In the procedure for editing a job, the [Close] button was clicked without the settings being saved after the settings were changed.

  Solution

  Perform the following:

  - When updating the job with the configured settings
    Click the [Save] button. A job is updated and displayed in the job list.
  - When not updating the job
    Click the [Yes] button. The settings are discarded and the window closes.
  - When continuing to edit the job
    Click the [No] button. The window that is displayed returns to the settings window with the settings kept.

- **Configure a profile for the PaperStream IP driver.**

  Cause

  When a PaperStream IP (ISIS) driver is used and no driver profile is selected in the [Scan] tab, either the [Destination] tab was selected or the [Save] button was clicked.

  Solution

  Select a profile other than [000 : Current Setting] for [Scanner Driver Profile] in the [Scan] tab and try again.

- **The same file name is specified as the destination for multiple outputs.**

  Cause

  The setting is configured so that the same file name is specified for the multiple image files to be output when one of the following file is output.

  - A file in a multi-image format
  - A file that is output with the [Output files for each image mode] check box selected in the [Destination] tab

Solution

Check the following settings in the [Destination] tab and change them if necessary so that the names of the 1st, 2nd, and 3rd files to be output, or the names of a file in black & white, a file in grayscale, and a file in color do not become the same, and then try again.

- File Format
- Folder
- File Name

Set the file format so that a PDF format and a PDF/A format are not mixed.

- **The selected job does not work. It does not include a profile for the PaperStream IP driver. Modify the job to include a driver profile.**

Cause

When a PaperStream IP (ISIS) driver is used and no driver profile is selected in the [Scan] tab, the [Define Area >>] button in the [Data Extraction] tab or the [Separation] tab was clicked and documents were scanned in the displayed window for setting recognition areas.

Solution

Select a profile for [Scanner Driver Profile] in the [Scan] tab and try again.

- **Since the information related on the image mode in the PaperStream IP profile has been changed, the output file format has reset. Set the output file and compression format again.**

Cause

The output file format has been reset to the default format because the image mode for the driver profile was changed while the job was being edited.

Solution

Make sure that there is no problem with the following settings and then try again.

- Output File Format
- Compression Format
- File Options

Set the file format so that a PDF format and a PDF/A format are not mixed.

- **If you select [PDF] or [PDF/A] for each multi-image output or for each image mode output, specify the same file format.**

Cause

The file format (PDF format or PDF/A format) that was specified for multiple image files to be output was not the same.

Solution

Specify the same file format (either PDF format or PDF/A format) for the 1st, 2nd, and 3rd files to be output, or the files in black & white, grayscale, and color.

- **The application specified in [Other App.] in the Destination tab could not be found. {0}**

  Cause

  The application to be launched was not found.
  The path for the specified application is displayed in {0}.

  Solution

  In the [Other Application Options] window, specify a correct path for the application in [Application Path].
  The window is displayed by clicking [Edit] on a related job in the [Configure Jobs] window to open the job and then clicking [Settings] in the [Destination] tab.

- **{0} Use only available characters. Available characters: ASCII code**

  Cause

  Characters that cannot be used were entered.

  Solution

  Use available characters (ASCII code) and try again.

- **If you have configured any zones, those will also be deleted. Do you want to continue?**

  Cause

  - An attempt was made to rotate a sample scanned image after an area was set for the image in a window for setting recognition areas.
  - An attempt was made to rotate an image after configuring a form identification field in the [Form identification field settings] window.

  Solution

  Perform the following, and try again.

  - When rotating an image
    Click the [Yes] button. The image is rotated and the set area is discarded.
  - When not rotating an image
    Click the [No] button.

- **The current image (including the specified area) will be deleted. Do you want to continue?**

  Cause

  An attempt was made to delete a sample scanned image after an area was set for the image in a window for setting recognition areas.

  Solution

  Perform the following, and try again.

  - When deleting a sample image

Click the [Yes] button. The sample image is deleted and the set area is discarded.

- When not deleting a sample image
  Click the [No] button.

- **The image cannot be displayed due to insufficient memory.**

  Cause

  After documents were scanned, sample images could not be displayed due to insufficient memory.

  Solution

  Exit other applications and then try again.

- **Folder name already exists.**

  Cause

  The batch folder name that already exists was specified in the [Batch folder name settings] window.

  Solution

  Specify a batch folder name that does not exist.
  If you do not use a batch folder, clear the [Use a batch folder] check box in [File Properties] in the [Destination] tab for the job.

- **Cannot delete job because it is currently in use.**

  Cause

  The selected job could not be deleted for the following reasons.

  - The job is being edited from another device in a multi-station operation
  - The job is being used to scan documents from another device in a multi-station operation
  - A batch for the job is being edited from another device in a multi-station operation
  - A batch for the job is being suspended from another device in a multi-station operation

  Solution

  Check the following and try again.

  - The job is not being edited on another device
  - The job is not being used to scan documents from another device
  - A batch for the job is not being edited from another device
  - A batch for the job is not being suspended from another device

- **The same icon file already exists. Do you want to overwrite the icon file?**

  Cause

  An attempt was made to add an icon with the same name as an existing file name.

Solution

Perform the following:

- When overwriting a file
  Click the [Yes] button. An existing file is overwritten.
- When not overwriting a file
  Click the [No] button.
  Change the name for the file so that it does not match an existing name and then try adding an icon again.

- **Failed to add icon. {0}**

Cause

The following error details are displayed for {0}.

- The selected icon file is not an image file.
- The size of the selected icon file exceeds 500KB.
- You do not have permission to access the selected icon file.
- Memory or free disk space is insufficient.

Solution

Check the following and try again.

- The file format of the icon is a png format
- The file size of the icon is 500 KB or less
- You have permission to access the file for the icon
- There is enough memory
- There is enough free space in the disk

- **Failed to delete icon.**

Cause

The specified icon could not be deleted because you do not have permission to access the file for the icon.

Solution

Make sure that there is no problem with the permission to access the file for the icon and then try again.
The file for the icon is located in the following place.
%ALLUSERSPROFILE%\PaperStreamCapture\assets\icons

- **The same field name is used for another field.**

Cause

The entered name is used for another field.

Solution

Change the name for the field so that it does not match an existing name and then try again.

- **The selected field is being used by other PaperStream Capture features (folder name/file name). If you delete the field, the field will also be deleted from all the features in which it is being used. Do you want to delete the selected field?**

  Cause

  This message is displayed when you delete a field used in [Folder] or [File] in the [Destination] tab.

  Solution

  Perform the following:

  - When deleting the field
    Click the [Yes] button. The definition is removed from [Folder Name Option] or [File Name Option] along with the field.
  - When not deleting the field
    Click the [No] button.

- **The selected field is in use by other PaperStream Capture features (Folder Name Option/File Name Option, Detect Doc Separator, Detect Batch Separator, keywords in a PDF file). If you delete the field, the field will also be deleted from all features in which it is being used. Do you want to delete the selected field?**

  Cause

  An attempt was made to delete a field defined in the following way.

  - The field is specified for the File Name Option that is applied to a file name
  - The field is used for a document separator
  - The field is used for a batch separator
  - The field is specified for the PDF keyword settings.

  Solution

  Perform the following:

  - When deleting the field
    Click the [Yes] button. The field is deleted together with the definition in which the field is used.
  - When not deleting the field
    Click the [No] button.

- **Cannot edit job because it is in use.**

  Cause

  The selected job cannot be edited for the following reasons.

  - The job is being edited from another device in a multi-station operation
  - A batch for the job is being released from another device in a multi-station operation

Solution

Check the following and try again.

- The job is not being edited on another device
- A batch for the job is not being released from another device

- **Do you want to sync the field list from SharePoint Server? This will delete all fields which do not exist in SharePoint including the related destination and separation settings.**

Cause

An attempt was made to sync [Field List] in the [Data Extraction] tab with the extracted data for the SharePoint server or the SharePoint Online server.

Solution

Perform the following:

- When syncing them
  Click the [Yes] button. The same fields as extracted data for the SharePoint server are automatically added to [Field List] in the [Data Extraction] tab. The fields that are not included for the SharePoint server are deleted.
- When not syncing them
  Click the [No] button. [Field List] in the [Data Extraction] tab is not changed.

- **Failed to connect to FTP server.**

Cause

Connection cannot be established with the specified host name or IP address.

Solution

Make sure that the correct host name or IP address is entered in [Host] in the [FTP Options] window.
The window is displayed by clicking [Edit] on a related job in the [Configure Jobs] window to open the job and then clicking [Settings] in the [Destination] tab.

- **There is no job.**

Cause

The selected job cannot be used because it was deleted by another device.

Solution

Update the job list by performing an operation such as displaying another window and then returning to the original window.

- **PaperStream IP (TWAIN) on your computer does not support this function. Click [Scanner Driver Profile] - [Advanced settings] to show the dialog box of the PaperStream IP (TWAIN), and then save the Scanner Driver Profile.**

  Cause

  The function is not supported by the PaperStream IP (TWAIN) driver that is installed.

  Solution

  Install the latest version of the PaperStream IP (TWAIN) driver and then try again.
  If you cannot update the PaperStream IP (TWAIN) driver, save the profile as a new profile in the profile settings window for the PaperStream IP (TWAIN) driver.
  To display the driver profile settings window for the PaperStream IP (TWAIN) driver, click the [Advanced settings] button in [Scan Settings] in the [Scan] tab.

- **PaperStream IP (TWAIN) on your computer does not support this function. Click [Scanner Driver Profile] - [Advanced settings] to show the dialog box of the PaperStream IP (TWAIN), and then save the Scanner Driver Profile.**

  Cause

  The function is not supported by the PaperStream IP (TWAIN) driver that is installed.

  Solution

  Install the latest version of the PaperStream IP (TWAIN) driver and then try again.
  If you cannot update the PaperStream IP (TWAIN) driver, overwrite the profile in the profile settings window for the PaperStream IP (TWAIN) driver.
  To display the driver profile settings window for the PaperStream IP (TWAIN) driver, click the [Advanced settings] button in [Scan Settings] in the [Scan] tab.

- **The maximum number of driver profiles is 999.**

  Cause

  A new driver profile cannot be created because the number of defined driver profiles has reached the maximum number of 999.

  Solution

  Display the driver profile settings window for the PaperStream IP (TWAIN) driver, delete unnecessary driver profiles, and then try again.
  To display the driver profile settings window for the PaperStream IP (TWAIN) driver, click the [Advanced settings] button in [Scan Settings] in the [Scan] tab.

- **Database information is not set.**

  Cause

  No information for the database that is used in [Definition for Choice list] is set.

Solution

Click the [Setup] button in the [Definition for Choice list] window, set a database that is used in the [ODBC Data Source] window that appears, and then try again.

- **The table field is not set.**

Cause

[Choice List Field] in [Choice List Information] is not set.

Solution

Select a field that is used for [Choice List Field] in [Choice List Information] in the [ODBC Data Source] window.

- **Cannot connect to the ODBC database for the following reasons: {0}**

Cause

Failed to connect to the database.
The reason why establishing a connection failed is displayed in {0}.

Solution

Check the reason why establishing a connection failed, solve the problem, and then try again.

- **The database lookup attribute field's information is not set. {0}**

Cause

Although [Database Lookup] is selected for [Attribute] in [Field Attributes] in the [Data Extraction] tab, the information on the database is not set.
The name of a relevant field is displayed in {0}.

Solution

Click  on [Database Lookup] for [Attribute] in [Field Attributes] in the [Data Extraction] tab, set a database that is used in the [ODBC Data Source] window that appears, and then try again.

- **Cannot add job because the number of jobs exceeds the limit of {0}.**

Cause

A job cannot be added because the number of defined jobs has reached the maximum number.
The maximum number of jobs is displayed in {0}.

Solution

Perform one of the following and try again.

- For PaperStream Capture
  Changing the maximum number of jobs for [Maximum number of jobs] in [Display] in the [General] tab in the [PaperStream Capture Administrator Tool] window

- For PaperStream Capture Pro or PaperStream Capture Pro Premium
  Changing the maximum number of jobs for [Maximum number of jobs] in [Display] in the [General] tab in the [PaperStream Capture Pro Administrator Tool] window
- Removing unwanted jobs from the job list on the [Configure Jobs] window

- **Min exceeds Max in Length or Numerical Value limit specification. {0}**

  Cause

  When [Length] or [Numeric Value] is selected in [Field Rules] in the [Data Extraction] tab, the number specified for [Min] is larger than the number specified for [Max].
  The name of a relevant field is displayed in {0}.

  Solution

  Change the number specified for [Min] so that it is not larger than the number specified for [Max] when [Length] or [Numeric Value] is selected in [Field Rules] in the [Data Extraction] tab, and try again.

- **The field name is not set.**

  Cause

  No name is specified for a field for extracted data.

  Solution

  Display the [Data Extraction] tab, select the field from the field list, and then enter the name of the field in [Field Name] in [Field Attributes].

- **This field is used in separation. If you change the field type, the definition used in separation will be deleted. Do you want to change the field type?**

  Cause

  An attempt was made to change the type of the field that is defined for a document separator or batch separator.

  Solution

  Perform the following:

  - When changing the field type
    Click the [Yes] button. The type of the field is changed and the definition in which the field is used is deleted.
  - When not changing the field type
    Click the [No] button.

- **Choice list field is not setup correctly. {0}**

  Cause

  Although [Choice List] is selected for [Type] in [Field Attributes] in the [Data Extraction] tab, the Choice list is not defined.
  The name of a relevant field is displayed in {0}.

  Solution

  Click the [Setup] button for [Type] in [Field Attributes] in the [Data Extraction] tab, define the Choice list in the [Definition for Choice list] window that appears, and then try again.

- **Cannot change settings when a batch is in use.**

  Cause

  The information for fields in the [Data Extraction] tab cannot be updated because a job that was being edited was used to scan documents in a batch and the batch has not been released yet.

  Solution

  Release all of the batches in which the job you want to edit was used to scan documents and then try again.

- **Cannot clone or edit a job when it is being edited by another user.**

  Cause

  The selected job cannot be edited or cloned because it is being edited from another device.

  Solution

  Make sure that the job is not being edited from another device and try again.

- **The scanner driver profile will be modified with updated source parameters. Do you want to continue?**

  Cause

  Another tab was displayed or the [Save] button was clicked while [000 : Current Setting] was displayed in [Scanner Driver Profile] or an asterisk (*) was displayed at the beginning of the driver profile name after an operation such as changing the source parameters was performed.

  Solution

  Perform the following:

  - When updating the source parameters
    Click the [Yes] button. The selected driver profile is updated with the changed source parameters applied.
    When [000 : Current Setting] is displayed in [Scanner Driver Profile], the [Save As] window appears. In the window, enter a driver profile name and click [OK] button. A driver profile is created with the changed source parameters and its name is displayed in [Scanner Driver Profile].

- When not updating the source parameters
  Click the [No] button.

- **Folder path must start with a drive letter or UNC path prefix.**

  Cause

  The beginning of the path for the specified folder does not match any of the following.

  - Driver letter (such as C:)
  - Network folder path (\\)
  - Environment value

  Solution

  When specifying a path for a folder for [Folder] in [File Properties] in the [Destination] tab, specify one of the following at the beginning of the path.

  - Driver letter (such as C:)
  - Network folder path (\\)
  - Environment value

- **Cannot add icon because it already exists.**

  Cause

  An attempt was made to add the file for an icon that is already registered.

  Solution

  The files for icons that are already registered are located in the following place.
  %ALLUSERSPROFILE%\PaperStreamCapture\assets\icons
  Specify the file for an icon that is not stored in this folder.

- **Host name is not correct.**

  Cause

  "ftp://" is specified for a host.

  Solution

  Specify only a host name or IP address for [Host] in the [FTP Options] window.
  The window is displayed by clicking [Edit] on a related job in the [Configure Jobs] window to open the job and then clicking [Settings] in the [Destination] tab.

- **No zonal OCR area has been specified for Separation.**

  Cause

  No recognition area for Zonal OCR is set.

Solution

- For PaperStream Capture
  Click the [Define Area >>] button for [Detection Area] in [Detect Doc Separator] in the [Separation] tab and then set a recognition area for Zonal OCR in the window that appears.
- For PaperStream Capture Pro or PaperStream Capture Pro Premium
  Click the [Define Area >>] button for [Detection Area] in [Detect Doc Separator] or [Detect Batch Separator] in the [Separation] tab and then set a recognition area for Zonal OCR in the window that appears.

- **Numeric value is incorrect. {0}**

Cause

Although numbers are specified for [Numeric Value] in [Field Rules] in the [Data Extraction] tab, the specified numbers are out of the range from -1.79E+308 to 1.79E+308.
The information related to the relevant item is displayed in the format of "*FieldName*/Numeric Value/Min" or "*FieldName*/Numeric Value/Max" in {0}.

Solution

Change the number specified for [Min] or the number for [Max] so that the numbers are within the range of -1.79E+308 to 1.79E+308 when [Numeric Value] is selected in [Field Rules] in the [Data Extraction] tab, and try again.

- **Start position is larger than end position in split field. {0}**

Cause

The start position is larger than the end position for [Character] when [Split] is selected for [Type] in [Field Attributes] in the [Data Extraction] tab.
A tab name and item name with "/" between them are displayed in {0}.

Solution

Change the start position or the end position for [Character] so that the start position is not larger than the end position when [Split] is selected for [Type] in [Field Attributes] in the [Data Extraction] tab, and try again.

- **Field validation will be skipped as indexing is skipped.**

Cause

A job was saved when the [Skip Indexing] check box was selected in the [Scan] tab while fields were defined in the [Data Extraction] tab.

Solution

When the [Skip Indexing] check box is selected, the fields that are defined in the [Data Extraction] are not validated. To validate the fields, clear the [Skip Indexing] check box in [Display Options] in the [Scan] tab.

- **No scanner driver profile is specified.**

  Cause

  [000 : Current Setting] is selected for [Scanner Driver Profile] in the [Scan] tab.

  Solution

  Select a profile other than [000 : Current Setting] for [Scanner Driver Profile] in the [Scan] tab and try again.

- **The specified Name Rule may create an index file with no name. Change the File Name Option to include a value such as Document Counter or Batch Name.**

  Cause

  The specified name for an index file may be changed to a name with null characters when the file is output.

  Solution

  When a field from [Extracted Data] only is specified for a file name in [Index File] in the [Destination] tab, the file name may be changed to a name with null characters if the attribute specified for the field in [Extracted Data] is not [Required]. Consider changing the settings by changing the attribute for the field to [Required] or adding [Batch Name] or [Document Counter] to [File Name Option] for a file name.

- **The specified library for SharePoint does not exist. Specify the library again.**

  Cause

  The specified library name does not exist on SharePoint Server.
  After a job was created, the library may have been deleted from SharePoint Server.

  Solution

  Perform one of the following and try again.

  - Adding a library with the same name as the specified name to SharePoint Server
  - Selecting an existing library in [Library] in the [SharePoint Options] window

  The window is displayed by clicking [Edit] on a related job in the [Configure Jobs] window to open the job and then clicking [Settings] in the [Destination] tab.

- **Cannot put delimiter characters at the end of the folder path for File Name Option. Insert a delimiter character between the folder name and the index file name.**

  Cause

  The folder delimiter character (\) is specified at the end of the path that is specified in [Index File] in the [Destination] tab.

Solution

Delete the folder delimiter character (\) that is specified in [Index File] in the [Destination] tab and try again.

- **A file with the same name exists in the output destination. Change the name of the output destination or the name of the output file and then try again.**

Cause

Because a file with the same name as the specified name for a file to be output existed in the output destination, in the [Check How the Files with the Same Name Are Handled] window that appeared, [Save as] was selected, the name was changed, and the operation was performed again. However, a file with the same name as the changed name also exists in the output destination.

Solution

Perform one of the following in the [Check How the Files with the Same Name Are Handled] window and try again.

- Changing the output destination that is specified for [Folder]
- Changing the file name again

- **Prohibited characters are used. {0} Prohibited Characters: \/:?*"<>|**

Cause

Prohibited characters are used in a folder name.
The item is displayed in the format of a tab name and item name as "Destination / Folder Path" in {0}.

Solution

Change the folder name to a name without any prohibited characters and try again.
Note that "<" and ">" can be used as a pair.

- **Prohibited characters are used. {0} Prohibited Characters: /:?*"<>|**

Cause

Prohibited characters are used for a folder name, file name, or index file name.
The item is displayed in the format of a tab name and item name as "Destination / File Name" in {0}.

Solution

Change the folder name, file name, or index file name to a name without any prohibited characters and try again.
Note that "<" and ">" can be used as a pair.

- **Both [Make only the first page searchable] for PDF Options and [Divide a multi-page file by a specified size] for File Options are set to on. When a file is output in PDF or PDF/A, priority is**

given to the setting for [Make only the first page searchable], and the setting for [Divide a multi-page file by a specified size] is ignored.

Cause

Both of the following check boxes are selected in the [Options] window.

- [Make only the first page searchable] check box in [PDF Options]
- [Divide a multi-page file by a specified size] check box in [File Options]

Solution

When a file is output in a PDF format or PDF/A format, priority is given to the setting for the [Make only the first page searchable] check box, and the setting for the [Divide a multi-page file by a specified size] check box is ignored.
If you want to give priority to the setting for the [Divide a multi-page file by a specified size] check box, clear the [Make only the first page searchable] check box.

- **This job was imported from ScandAll PRO. To inherit the driver settings of ScandAll PRO, save the driver profile as a new profile. Do you want to save the driver profile as a new profile? If you select [Yes], the driver profile is saved as a new profile and the driver settings of ScandAll PRO can continue to be used. If you select [No], the driver settings of ScandAll PRO are not inherited and the current settings of the driver profile are applied.**

Cause

An attempt was made to import the profile that was exported from ScandAll PRO, into PaperStream Capture.

Solution

Perform the following:

- When creating a driver profile that inherits the driver settings of ScandAll PRO
  Click the [Yes] button. A driver profile that inherits the driver settings of ScandAll PRO is created and applied to the imported job.
- When not inheriting the driver settings of ScandAll PRO
  Click the [No] button. The driver settings of ScandAll PRO are discarded, [000 : Current Setting] is applied to the driver profile for a job, and the job is imported.

- **Search results cannot be displayed because the number of search results exceeds 100. Change the search keyword.**

Cause

After a user is searched for in the [Select an organization/user] window, the number of search results exceeds 100.

Solution

Make a change to the search keyword such as using the whole name instead of a part of a name to narrow down the search results so that the number of search results does not exceed 100 and try again.

- **The settings related to the Automatic Profile Selection function cannot be saved because a PaperStream IP driver that does not support the Automatic Profile Selection function is in use.**

Cause

The version of the PaperStream IP (TWAIN) driver that is installed does not support the [Automatic Profile Selection] function related to identifying a document (scanner driver).

Solution

Install the latest version of the PaperStream IP (TWAIN) driver and then try again.

- **No results exist for the search. Change the search keyword.**

Cause

After a user is searched for in the [Select an organization/user] window, no results exist for the search.

Solution

Change the search keyword and try again.

- **Registered specific document information does not exist. Click [Advanced settings] for [Scanner Driver Profile] in the [Scan] tab to display the PaperStream IP (TWAIN) setup dialog box, and then register specific document information in the dialog box.**

Cause

Although [Specific Document (Scanner Driver)] is selected as a separator, specific document information is not registered in the PaperStream IP (TWAIN) driver.

Solution

Click the [Advanced settings] button for [Scanner Driver Profile] in the [Scan] tab to display the PaperStream IP driver settings window, display the [Automatic Profile Selection Settings] window from the window that is displayed, add specific document information to register it, and try again.

- **No registered specific document information is selected in the separator settings.**

Cause

Although [Specific Document (Scanner Driver)] is selected as a separator, no registered specific document information is specified for use.

Solution

Select the check box for the registered specific information to be used as a separator in [Registered specific document information] in the [Separation] tab.

- **The field name exceeds the allowed length of 255 characters. Note: for cloned fields, "copy" is added to the field name and included in the number of characters.**

  Cause

  Although an attempt was made to clone a field, the attempt failed because the name of the field to be cloned was so long that the name which was automatically given to a clone field exceeds 255 characters.

  Solution

  Change the name of the field to be cloned so that the name becomes short and try again.
  If you cannot change the name of the field to be cloned, click [Add] to create a new field.

- **The selected scanner does not support the "Compatible with ScanSnap Manager for fi". In addition, the scanner cannot be changed because all of the batches for the "Compatible with ScanSnap Manager for fi" have not been completed yet.**

  Cause

  The scanner could not be changed because a batch is suspended or aborted when a job that is being edited is used in the batch.
  In addition, the scanner that was going to be changed does not support the "Compatible with ScanSnap Manager for fi".

  Solution

  In the [Batch Manager] window, perform one of the following on the batch in which the above-mentioned job is used and try again.

  - Releasing all of the batches that are suspended or aborted
  - Deleting all of the batches that are suspended or aborted

- **The driver profile will be changed because the selected scanner does not support the "Compatible with ScanSnap Manager for fi".**

  Cause

  The scanner that was going to be changed does not support the "Compatible with ScanSnap Manager for fi".

  Solution

  The setting for [Scanner Driver Profile] is changed to [000 : Current Setting]. Change the setting to an appropriate profile.

- **Since the information related to the image type has been changed, the output file format has been reset. The output file format may have been changed.**

  Cause

  The output file format has been reset to the default format because the image mode for the driver profile was changed while the job was being edited.

In addition, the [Destination] tab is displayed.

Solution

Make sure that there is no problem with the following settings and then try again.

- Output File Format
- Compression Format

- **If you select the [Specify a name for the file when it is output] check box, disable [Release After Scan] for [Image Display Options] in the [Scan] tab.**

Cause

The following cannot be set at the same time.

- [Release After Scan] check box for [Image Display Options] in the [Scan] tab
- [Specify a name for the file when it is output] check box in [File Properties] in [Destination] tab

Solution

Clear one of the above settings and try again.

- **Correct the following character string so that it is within 128 bytes. {0}**

Cause

The values for the following items that are specified in the [Separation] Tab (page 384) exceed 128 bytes.

- [Keyword] for [Zonal OCR]
- [Barcode Value] for [Barcode]
- [Separator value] for [Specific Document (Scanner Driver)]

Solution

Change the values so that they are within 128 bytes and try again.

- **Enter keywords.**

Cause

Although the [Set keywords] check box is selected, no keywords are set.

Solution

Enter a value in the input field or click the [Select keywords] button and select a value.
If you specify multiple values, use ";" (semicolon) to separate them. A semicolon cannot be set as a part of a keyword.

- **This operation cannot be performed because the selected driver profile has been deleted. Check the list of driver profiles.**

  Cause

  The selected driver profile could not be saved because the driver profile does not exist.

  Solution

  Perform one of the following and try again.

  - Changing the driver profile
    Select a driver profile that you want to use from the [Scanner Driver Profile] drop-down list.
  - Creating and using a driver profile with the configured settings
    Select [000 : Current Setting] from the [Scanner Driver Profile] drop-down list and then click [Save As].
    In the [Save As] window, enter a profile name and click the [OK] button to set the created driver profile to the driver profile to be used.
    Check the detailed settings in the PaperStream IP driver window that appears when you click the [Advanced settings] button.

- **The job cannot be saved. The number of fields (Zonal OCR, Passport, ID card (TD1), and ID card (TD2)) plus the Zonal OCR separator (if set) in the job exceeds the limit of {0}.**

  Cause

  The job could not be saved. The number of fields (with [Zonal OCR], [Passport], [ID card (TD1)], and [ID card (TD2)] selected for [Type] in the [Data Extraction] tab) plus the number of the Zonal OCR separator (if set for [Zonal OCR] in the [Separation] tab) exceeds the upper limit.

  Solution

  Decrease the number of fields (with [Zonal OCR], [Passport], [ID card (TD1)], and [ID card (TD2)] selected for [Type] in the [Data Extraction] tab) or clear [Zonal OCR] for the separator in the [Separation] tab so that the number of fields plus the separator does not exceed the upper limit, and then try again.

- **The account currently used for signing in has no access privileges to the specified site. Account: <*AccountName*> Do you want to sign out of this account in order to change to the privileged account?**

  Cause

  The account currently used for signing in has no access privileges to the specified site.

  Solution

  Perform the following:

  - To switch from the current account to the privileged account then continue the connection process
    Click the [OK] button.
    Sign out from the account you are currently signed in to then open the sign in window.

- To stay signed in
  Click the [Cancel] button.

- **The changes made after the test scan will not be saved. Do you want to continue?**

  Cause

  This message is displayed when you run a test scan with a new job, change the settings of the job, and then click the [Cancel] button.

  Solution

  Perform the following:

  - To not save the settings that you edited
    Click the [Yes] button.
  - To save the settings that you edited
    Click the [No] button.
    When creating a new job, click the [Finish] button.
    When editing an existing job, click the [Save] button.

- **The [Blank Page Deletion] function in the [Scan] tab will be disabled.**

  Cause

  This message is displayed when you select [Blank Page] for the type of separator and select the [Delete pages used as separators] check box in the condition settings.

  Solution

  Perform the following:

  - To not delete blank pages
    Make sure that [Blank Page Deletion] is not selectable under [Scan Settings] in the [Scan] tab.
  - To delete blank pages
    Clear the [Delete pages used as separators] check box in [Condition Setting] under the [Separation] tab.

- **No field will be added. Do you want to continue?**

  Cause

  This message is displayed when you add fields in the [Data Extraction - Field Area] dialog box or the [Data Extraction - Field Items] dialog box and click the [Cancel] button.

  Solution

  Perform the following:

  - To stop adding fields and return to the [Data Extraction] tab
    Click the [Yes] button.
  - To continue setting fields
    Click the [No] button.

- **The changes will not be saved. Do you want to continue?**

  Cause

  This message is displayed when you select [Zonal OCR] or [Barcode] for the field type in the [Data Extraction] tab, edit fields in the [Data Extraction - Field Area] dialog box or the [Data Extraction - Field Items] dialog box, and then click the [Cancel] button.

  Solution

  Perform the following:

  - To stop editing fields and return to the [Data Extraction] tab
    Click the [Yes] button.
  - To continue editing fields
    Click the [No] button.

- **The number of fields in the field list will exceed {0}. Up to {1} field(s) can be added to the field list. Reduce the number of fields to select.**

  Cause

  This message is displayed when you click the [OK] button in the [Data Extraction - Field Items] dialog box if the number of selected items in the [Data Extraction - Field Items] dialog box plus the number of fields already set in the field list exceeds the upper limit of the field list.

  Solution

  Make sure that the number of selected items in the [Data Extraction - Field Items] dialog box plus the number of fields already set in the field list does not exceed the upper limit of the field list.

- **Configure a work folder.**

  Cause

  When you selected [Other App.] for destination type, the entered path for the work folder was invalid, but you clicked the [Finish] button or [Save] button.

  Solution

  Enter a correct work folder path. Do not leave the input field blank, enter invalid characters, or enter only spaces.

- **Do you want to ungroup the selected group? If you ungroup, jobs under the group will be moved to "Others".**

  Cause

  An attempt was made to ungroup the jobs.

  Solution

  Perform the following:

- When ungrouping the jobs
  Click the [OK] button.
  The jobs in the ungrouped group are moved to [Other].
- When not ungrouping the jobs
  Click the [Cancel] button.

- **Cannot add more groups because the maximum number of groups (100) has been reached.**

  Cause

  The shortcut key to add a group (default: Ctrl + N) was pressed with 100 existing job groups.

  Solution

  Organize the groups to reduce the number of groups, and try again.

- **The changes to the settings will not be saved. Do you want to continue?**

  Cause

  Possible causes are:

  - The [Cancel] button was clicked when there was a change to the image
  - The [Cancel] button was clicked when there was a change to the field selected in the field name drop-down list

  Solution

  Perform the following:

  - To not save the settings that you edited
    Click the [Yes] button.
  - To save the settings that you edited
    Click the [No] button.

- **The configuration of settings in the [Condition] tab is not complete. Check the [Condition] tab.**

  Cause

  This message is displayed when you save a job with no check box selected in [Condition], or when you move from this setting to a subsequent setting.

  Solution

  Perform the following:

  - If you have selected a type other than [Zonal OCR] for [Type], clicking the [Next] button displays [Condition]. Select the check boxes in [Condition] and change the settings if necessary.
  - If you selected [Zonal OCR] for [Type], complete the settings in [Condition].

- **[Save images without showing a preview] is disabled in [Image Display Options] in the [Scan] tab because [Optional character string] was specified.**

  Cause

  If the [Save images without showing a preview] check box is selected in the [Scan] tab, this message will be displayed when <PRECHANGESTR> or <EDITSTR> is entered in the [File] text box in the [Destination] tab and then the focus is moved from the text box with <PRECHANGESTR> or <EDITSTR> entered.

  Solution

  Perform one of the following and try again.

  - Clearing [Save images without showing a preview] in the [Scan] tab.
  - Changing the File Name Option for [File] in the [Destination] tab so that file names are not edited when files are output.

- **No job will be created. Do you want to continue anyway?**

  Cause

  In the procedure for newly creating a job or cloning a job, the [Close] button was clicked without the settings being saved.

  Solution

  Perform the following:

  - When not creating the job
    Click the [Yes] button. The settings are discarded and the window closes.
  - When continuing to create the job
    Click the [No] button. The window that is displayed returns to the settings window with the settings kept.

- **Edits to the job will be aborted. Do you want to continue anyway?**

  Cause

  In the procedure for editing a job, the [Close] button was clicked without the settings being saved after the settings were changed.

  Solution

  Perform the following:

  - When not updating the job
    Click the [Yes] button. The settings are discarded and the window closes.
  - When continuing to edit the job
    Click the [No] button. The window that is displayed returns to the settings window with the settings kept.

- **Because the image mode was changed in the [Scan] tab, the image file format in the [File Property] tab was reset. Set the image file format again**

  Cause

  The output file format has been reset to the default format because the image mode was changed while the job was being edited.

  Solution

  Reconfigure the output file format and try again.

- **No barcode area has been specified. Specify the barcode area. {0}**

  Cause

  No recognition area for a barcode is set.
  The name of a relevant field for the extracted data is displayed in {0}.

  Solution

  Select the relevant field in [Field List] in the [Data Extraction] tab, click the [Define Area >>] button in [Field Attributes], and then set a recognition area for a barcode in the window that appears.

- **No zonal OCR area has been specified. Specify the zonal OCR area. {0} No barcode area has been specified. Specify the barcode area. {1}**

  Cause

  - No recognition area for Zonal OCR is set.
    The name of a relevant field for the data extraction is displayed in {1}.
  - No recognition area for a barcode is set.
    The name of a relevant field for the data extraction is displayed in {1}.

  Solution

  - Select the relevant field in [Field List] in the [Data Extraction] tab, click the [Define Area >>] button in [Field Attributes], and then set a recognition area for Zonal OCR in the window that appears.
  - Select the relevant field in [Field List] in the [Data Extraction] tab, click the [Define Area >>] button in [Field Attributes], and then set a recognition area for a barcode in the window that appears.

- **No barcode area has been specified for Separation.**

  Cause

  No recognition area for a barcode is set.

  Solution

  - For PaperStream Capture
    Click the [Define Area >>] button for [Detection Area] in [Detect Doc Separator] in the [Separation] tab and then set a recognition area for a barcode in the window that appears.

- For PaperStream Capture Pro or PaperStream Capture Pro Premium
  Click the [Define Area >>] button for [Detection Area] in [Detect Doc Separator] or [Detect Batch Separator] in the [Separation] tab and then set a recognition area for a barcode in the window that appears.

- **The batch has been recovered. Double-click the [Waiting] batch to release the batch again.**

  Cause

  All the target batches have been recovered.

  Solution

  Click the [OK] button in the message and double-click the batch name of a batch whose [Status] is [Waiting], and the batch to be re-released is displayed in the window for checking and editing images.
  Check/edit the displayed images and click the [Complete Batch] button to release the batch.

- **Failed to recover the following {0} batch(es). {1} Contact the Service and Support center.**

  Cause

  Failed to recover the target batch(es).
  The following are displayed for {0} and {1}.
  {0}: Number of batches that could not be recovered
  {1}: Name of batches that could not be recovered

  Solution

  Contact the distributor/dealer where you purchased this product.

- **The batch has been recovered. Double-click the [Waiting] batch to release the batch again. Failed to recover the following {0} batch(es). {1} Contact the Service and Support center.**

  Cause

  Recovery of batches has been performed, but some batches could not be recovered.
  The following are displayed for {0} and {1}.
  {0}: Number of batches that could not be recovered
  {1}: Name of batches that could not be recovered

  Solution

  Click the [OK] button in the message and double-click the batch name of a batch whose [Status] is [Waiting], and the batch to be re-released is displayed in the window for checking and editing images.
  Check/edit the displayed images and click the [Complete Batch] button to release the batch.
  If there are any remaining batches that could not be recovered, contact the distributor/dealer where you purchased this product.

- **If you change the type of document separation, the settings configured for the forms will be discarded. Do you want to continue anyway?**

  Cause

  This message is displayed when the separator type is changed from [Specific Form] after the settings have been configured.

  Solution

  Perform the following:

  - To discard the settings and change to the selected separator type
    Click the [Yes] button.
  - To retain the original separator type
    Click the [No] button.

- **The settings configured after you select [Form] will be discarded. Do you want to continue anyway?**

  Cause

  This message is displayed when you select [Form], configure the settings in the [Data Extraction] tab, and then select [Page].

  Solution

  Perform the following:

  - When discarding the settings
    Click the [Yes] button.
  - When not discarding the settings
    Click the [No] button.

- **Forms without field settings are selected. Form name: {0}**

  Cause

  This message is displayed when you move away from the [Data Extraction] tab while the check box for a form without field settings is selected.
  The name of the form without field settings is displayed in {0}.

  Solution

  Perform one of the following:

  - Configure the field settings in the [Define Field] window
  - If the form is not used in the job, clear the check box for the form

- **Prohibited characters are used. Prohibited Characters: <>[]="$!.`**

  Cause

  This message is displayed when the focus is moved while prohibited characters are entered in the field name.

  Solution

  Change the field name to a name without any prohibited characters.

- **The following item is not entered: {0}{1}**

  Cause

  The [Finish] button in the [Define Field] window was clicked while no output string was entered.
  An output string is displayed in {0}.
  The name of a field is displayed in {1}.

  Solution

  Specify [Output String Marked] for the target field.

- **Prohibited characters are used. Prohibited Characters: /:?*<>|[]="$!`**

  Cause

  This message is displayed when the focus is moved while prohibited characters are entered in the output string.

  Solution

  Change the output string to a sting without any prohibited characters.

- **No check mark area has been specified. Specify the check mark area. {0}**

  Cause

  No recognition area for check marks is set.
  The name of a relevant field for the extracted data is displayed in {0}.

  Solution

  Click the [OK] button to set a recognition area for check marks.

- **No zonal OCR area has been specified. Specify the zonal OCR area. {0} No check mark area has been specified. Specify the check mark area. {1}**

  Cause

  - No recognition area for Zonal OCR is set.
    The name of a relevant field for the extracted data is displayed in {0}.
  - No recognition area for check marks is set.
    The name of a relevant field for the data extraction is displayed in {1}.

Solution

Click the [OK] button to set recognition areas for Zonal OCR and check marks.

- **No barcode area has been specified. Specify the barcode area. {0} No check mark area has been specified. Specify the check mark area. {1}**

Cause

- No recognition area for a barcode is set.
  The name of a relevant field for the extracted data is displayed in {0}.
- No recognition area for check marks is set.
  The name of a relevant field for the data extraction is displayed in {1}.

Solution

Click the [OK] button to set recognition areas for a barcode and check marks.

- **No zonal OCR area has been specified. Specify the zonal OCR area. {0} No barcode area has been specified. Specify the barcode area. {1} No check mark area has been specified. Specify the check mark area. {2}**

Cause

- No recognition area for Zonal OCR is set.
  The name of a relevant field for the extracted data is displayed in {0}.
- No recognition area for a barcode is set.
  The name of a relevant field for the data extraction is displayed in {1}.
- No recognition area for check marks is set.
  The name of a relevant field for the extracted data is displayed in {2}.

Solution

Click the [OK] button to set recognition areas for Zonal OCR, a barcode, and check marks.

- **The number of added fields has reached the upper limit of the field list. Adding fields has been terminated.**

Cause

This message is displayed when the number of fields in the field list in the [Define Field] window has reached the upper limit after fields are automatically added.

Solution

Click the [OK] button.
On the [Define Field] window, delete the fields you do not need and manually add the fields you need.

- **Layout is different. Scan a filled-out document with the same layout.**

  Cause

  The [OK] button was clicked when the image in Viewer 2 had a different layout than the form (Viewer 1).

  Solution

  Click the [OK] button.
  Scan a filled-out form with the same layout.

- **No field will be added. Do you want to continue?**

  Cause

  The [Cancel] button was clicked when there was an image in Viewer 2.

  Solution

  Perform the following:

  - When discarding the settings
    Click the [Yes] button.
  - When not discarding the settings
    Click the [No] button.

- **Defined fields will be deleted. Do you want to continue anyway?**

  Cause

  This message is displayed when the check boxes for forms are cleared while fields for the forms have been defined.

  Solution

  Perform the following:

  - When deleting the defined fields
    Click the [Yes] button.
  - When not deleting the defined fields
    Click the [No] button.

- **No registered specific form information is selected in the separator settings.**

  Cause

  Although [Specific Form] is selected as a separator, no registered specific form is specified for use.

  Solution

  Select the check boxes for the registered specific forms to be used as separators in the form list in the [Separation] tab.

- **No registered specific form information is selected in the data extraction settings.**

  Cause

  Although [Form] is selected for [Applied to], no registered specific form is specified for use.

  Solution

  Select the check boxes for the registered specific forms to be used in the form list in the [Data Extraction] tab.

- **The PaperStream IP (ISIS) driver does not support the form function. This change results in loss of form definition and the loss cannot be undone. Do you want to continue anyway?**

  Cause

  This message is displayed when you change a scanner with PaperStream IP (TWAIN) driver to a scanner with the PaperStream IP (ISIS) driver while editing a job created when connected to a scanner with the PaperStream IP (TWAIN) driver.

  Solution

  Perform the following:

  - When discarding changes to forms
    Click the [Yes] button.
  - When not discarding changes to forms
    Click the [No] button.

- **The maximum number of forms that can be selected for document separation and data extraction is 150.**

  Cause

  This message is displayed when the check boxes for 150 forms have already been selected and then the check box of another form is selected.

  Solution

  Clear the check boxes for the forms that are not used in the job, and then select the check boxes for the forms you want to add.

- **This operation cannot be performed because the [Form Manage] dialog box is being used by another user.**

  Cause

  If the [Manage] window is being used by another computer in multi-station operation, you cannot create, edit, clone, switch to Advanced Setup, or perform the ad hoc scan.

  Solution

  Make sure that the [Manage] window is not being used on another device and try again.

- **The selection status of the form has been changed. The form can be edited after the job is saved.**

  Cause

  After saving a job with one or more check boxes for forms selected in the form list in the [Data Extraction] tab or the [Separation] tab, the selected check boxes were cleared and the [Manage] button was clicked.

  Solution

  If a selected check box for a form is cleared after a job is saved, the form cannot be registered or edited. Save the job again, then click the [Manage] button.

- **The selected form has been chosen for the job, or its fields are being used in related features. Editing the form (Replace, Rotate 90, Partial Erase) will deselect it and delete the fields set for related features. Do you want to continue?**

  Cause

  An attempt was made to edit a form that is used in a job or a form whose fields are being used in related features.

  Solution

  - When editing a form
    Click the [Yes] button.
    The [Edit Form] window appears. Edit the form.
    However, editing the form (replacing it, rotating it by 90 degrees, or erasing area contents) will deselect it and delete the fields set for related features.
    If you only edit the form identification fields, the form remains selected and the fields set for related features remain unchanged.
  - When not editing a form
    Click the [No] button.

- **Multiple forms have been selected. A similarity check will be performed to ensure proper identification. Please note that this may take some time.**

  Cause

  This message is displayed when saving a job that has multiple forms selected in the form list in the [Data Extraction] tab or the [Separation] tab.

  Solution

  Click the [OK] button to check for similar forms.

- **Barcode Type is not set. Please set the Barcode Type. {0}**

  Cause

  No barcode type has been specified in the field definition.
  The name of a relevant field for the extracted data is displayed in {0}.

Solution

Select the field in the field list in the [Define Field] window and select the barcode type to be detected in [Barcode Type] in [Field Attributes].

- **The specified output format for the date in Zonal OCR or manual entry is not a valid date format. Please specify a correct date format. For details on configuring the output format, please refer to the User's Guide. {0}**

Cause

The date format specified in [Define Date output format] is incorrect.

- Multiple identical elements exist
- First and last delimiters are specified
- Only delimiters are specified
- Delimiters are specified consecutively
- Three or more delimiters are used
- Different delimiters are specified

The name of a relevant field for the extracted data is displayed in {0}.

Solution

Change the date format to the correct one.

- **Forms with similar layouts exist. You can identify them by setting distinctive keywords (form identification fields). Do you want to set identification fields? If you do not wish to set identification fields, please select "No" to uncheck similar forms.**

Cause

Similar forms were found after the [OK] button in the SX04205I message was clicked to perform the check.

Solution

Perform the following:

- When setting form identification fields
  Click the [Yes] button.
  Set form identification fields in the [Form identification field settings] window.
  ➡ [Form identification field settings] Window (page 353)
- When not setting form identification fields
  Click the [No] button.
  The [Data Extraction] tab or the [Separation] tab is displayed at the forefront.
  Clear the check boxes for the forms you do not want to use in the form list and save the job.

- **Similar forms were found. Do you want to set identification fields to distinguish them?**

  Cause

  Similar forms were found after the [Similar form check] button was clicked to perform the check.

  Solution

  Perform the following:

  - When setting form identification fields
    Click the [Yes] button.
    Set form identification fields in the [Form identification field settings] window.
  - When not setting form identification fields
    Click the [No] button.
    Clear the check boxes for the forms you do not want to use in the form list in the [Data Extraction] tab or the [Separation] tab and save the job.

- **The confirmation password is incorrect. Enter it correctly. {0}**

  Cause

  If the password you entered does not match the password you confirmed, you will be informed which stream's password does not match.

  Solution

  Click the [OK] button and enter the correct password.

- **Failed to add fields automatically. Error details : {0} Send your error report including the error ID number to the Service and Support center.**

  Cause

  Failed to add fields automatically.
  An error number is displayed in {0}.

  Solution

  Take note of the operation procedure which you took when the error occurred and the error number which is displayed in {0}, and contact the distributor/dealer where you purchased this product.

- **Failed to process form-related operations. Error details: {0} Send your error report including the error ID number to the Service and Support center.**

  Cause

  Could not save the form field settings.
  An error number is displayed in {0}.

  Solution

  Take note of the operation procedure which you took when the error occurred and the error number which is displayed in {0}, and contact the distributor/dealer where you purchased this product.

Messages Related to the Output of Images

The causes and the solutions for errors related to operations for outputting images in PaperStream Capture are described in this section.

Code	Message
SX05003Q	The batch will be released. Do you want to continue? (page 610)
SX05007Q	Select OK if you do NOT wish to password protect the file, otherwise select Cancel and enter a password. (page 611)
SX05009E	Scanned images cannot be displayed because the data for the batch have been corrupted or no access permission has been set. (page 611)
SX05010E	No work folder has been specified to store the scanned image files. Please configure a work folder. (page 611)
SX05011E	Select the reason for suspension. If the category chosen is "Others", be sure to describe it in the free entry field. (page 612)
SX05013E	Scanned images cannot be displayed because the job data for the batch may be corrupted. (page 612)
SX05015Q	No batch will be created. Scanned images and changes will be discarded. Do you want to continue? (page 612)
SX05016Q	Changes will be discarded. Do you want to continue anyway? (page 613)
SX05017W	A file overwrite exception occurred during release. The releasing process of this batch has been suspended. Move the file from the destination or rename the file, and then resume the releasing process. (page 614)
SX05018Q	This operation will release all documents in the batch. Make sure the destination does not contain files with the same names as those in the batch. (page 614)
SX05019W	Each page in this document will be output in a single-page TIFF format because the multi-page TIFF file size exceeds the 2 GB file size limit. It is recommended not to exceed the 2 GB file size limit by reviewing the number of pages or the job.
SX05021Q	This batch will be suspended. Do you want to continue? Please select or input the suspension reason to continue. (page 614)
SX05022W	Each page in this document will be output in a single-page TIFF format because the multi-page TIFF file size exceeds the 2 GB file size limit. It is recommended not to exceed the 2 GB file size limit by review the number of pages or the file options.
SX05023Q	The sending of all e-mails is complete. Do you want to delete the following files attached to e-mails? {0} (page 615)

Code	Message
SX05024Q	Printing has finished. Are you sure you want to delete the following files you printed? {0} (page 615)
SX05025E	Processing is not possible because the number of files that can be attached to a mail has exceeded the maximum number (10 files). Do you want to delete the following files? {0} (page 615)
SX05026Q	One or more incorrect field values exist in the fields for the scanned passport, ID card (TD1), or ID card (TD2). Do you want to release the batch? (page 616)
SX06001E	Failed to save the batch. (page 616)
SX06002E	The following file (folder) cannot be accessed or is write-protected, or the file path length is too long. {0} Check that the folder or file path length is within the 260 character maximum and that the drive has write access. (page 616)
SX06004E	Image processing failed due to: {0} (page 617)
SX06005E	Memory or free disk space is insufficient. (page 617)
SX06007E	{0} This name is reserved for use by Windows. Choose another name and try again. (page 617)
SX06009E	Batch data cannot be output because there is no data to output, or it is corrupted, or you do not have the access permission to output the data. (page 618)
SX06010E	Failed to connect to SharePoint Server. (page 618)
SX06012E	Uploading files failed. (page 618)
SX06014E	No password is specified. (page 619)
SX06016E	Connecting to the server failed. (page 619)
SX06017E	Creating a new directory failed. (page 619)
SX06019E	No file is specified. (page 619)
SX06020E	Unable to process due to insufficient system memory. (page 620)
SX06021E	Unable to process due to insufficient disk space. (page 620)
SX06023E	An error occurred while saving PDF files. (page 620)
SX06024E	Could not start up the following associated application. {0} (page 620)
SX06025E	The file path is too long. {0} (page 621)
SX06026E	File overwriting canceled during release (page 621)
SX06027E	File output canceled during release due to name duplication (page 621)
SX06030E	Release service has not been started. (page 622)

Code	Message
SX06031E	No drive letter has been specified or the specified drive does not exist. (page 622)
SX06033E	Failed to upload document(s) to SharePoint Server. (page 622)
SX06034E	Failed to upload Extracted Data to SharePoint Server. (page 622)
SX06035E	Release or suspension of a batch has been aborted. (page 623)
SX06038E	This rich text file cannot be released because the file size exceeds the 512 MB file size limit. (page 623)
SX06039Q	The file size has exceeded {0} MB. {1} Are you sure you want to send the file? Select [Yes] to send the file. Select [No] not to send the file. (page 623)
SX06041E	Failed to establish a link with {0}. {1} (page 624)
SX06042E	Conversion using the Office conversion feature was canceled or a file being converted was renamed. Or, the conversion process using the Office conversion feature failed due to insufficient free disk space. Check and solve the problem, and then output again. (page 624)
SX06043E	Conversion using the Office conversion feature was canceled or a file being converted was renamed. Or, the conversion process using the Office conversion feature failed due to insufficient free disk space. Check and solve the problem, and then scan again. (page 624)
SX06045E	The selected group does not exist. It may have been ungrouped by another user. (page 625)
SX06046I	A group with the same name already exists. (page 625)
SX06047E	The maximum number of redactions that can be set per page is 100. If you want to add more redactions, please delete existing redactions before adding new ones. (page 625)

- **The batch will be released. Do you want to continue?**

  Cause

  An attempt was made to release a batch.

  Solution

  Perform the following:

  - When releasing the batch
    Click the [Yes] button.
  - When not releasing the batch
    Click the [No] button.

In order not to display this message for the subsequent operations for the releasing process, select the [Do not show this message again.] check box.

- For PaperStream Capture
  If you want to display this message, select the [Show confirming message] check box in [Display] in the [General] tab in the [PaperStream Capture Administrator Tool] window.
- For PaperStream Capture Pro or PaperStream Capture Pro Premium
  If you want to display this message, select the [Show confirming message] check box in [Display] in the [General] tab in the [PaperStream Capture Pro Administrator Tool] window.

- **Select OK if you do NOT wish to password protect the file, otherwise select Cancel and enter a password.**

  Cause

  The [Cancel] button was clicked in the window to set a password for a PDF file.

  Solution

  Perform the following:

  - When not setting a password
    Click the [OK] button. A PDF file without a password set to open is output.
  - when setting a password
    Click the [Cancel] button. The window that is displayed returns to the window to set a password for a PDF file. Set a password in the window and try again.

- **Scanned images cannot be displayed because the data for the batch have been corrupted or no access permission has been set.**

  Cause

  The batch information file is damaged or cannot be accessed.

  Solution

  Make sure that access permission is set to the work folder and then try again.
  You can check the location of the work folder in [Work folder] in the [General] tab in the [PaperStream Capture Pro Administrator Tool]/[PaperStream Capture Administrator Tool] window.
  If there is no problem with the access permission, contact the distributor/dealer where you purchased this product.

- **No work folder has been specified to store the scanned image files. Please configure a work folder.**

  Cause

  The path for a work folder is not specified.

  Solution

  - For PaperStream Capture

Specify the path for a work folder for [Work folder] in the [General] tab in the [PaperStream Capture Administrator Tool] window and then try again.

- For PaperStream Capture Pro or PaperStream Capture Pro Premium
  Specify the path for a work folder for [Work folder] in the [General] tab in the [PaperStream Capture Pro Administrator Tool] window and then try again.

- **Select the reason for suspension. If the category chosen is "Others", be sure to describe it in the free entry field.**

  Cause

  Even though [Others] is selected for the reason for a suspension, no comment is entered.

  Solution

  If you select [Others] for the reason when suspending a batch, be sure to describe it in the free entry field.

- **Scanned images cannot be displayed because the job data for the batch may be corrupted.**

  Cause

  The batch information file is damaged or cannot be accessed.

  Solution

  Make sure that access permission is set to the work folder and then try again.
  You can check the location of the work folder in [Work folder] in the [General] tab in the [PaperStream Capture Pro Administrator Tool]/[PaperStream Capture Administrator Tool] window.
  If there is no problem with the access permission, contact the distributor/dealer where you purchased this product.

- **No batch will be created. Scanned images and changes will be discarded. Do you want to continue?**

  Cause

  - For PaperStream Capture
    In the [Scan] window (for checking/editing) that appears after a document was scanned, the following operations were performed.
    - Clicking the [Cancel Batch] button
    - Clicking the [×] button
    - Selecting [Exit] from 
    - Shutting down the computer
  - For PaperStream Capture Pro or PaperStream Capture Pro Premium
    In the [Scan & Index] window (for checking/editing) or the [Scan] window (for checking/editing) that appears after a document was scanned, the following operations were performed.
    - Clicking the [Cancel Batch] button

- Clicking the [×] button
- Selecting [Exit] from 
- Shutting down the computer

Solution

Perform the following:

- When discarding all images of documents that you scanned
  Click the [Yes] button. Images are discarded and no batch is created.
- When not discarding images of documents that you scanned
  Click the [No] button. The window that is displayed returns to the editing window.

- **Changes will be discarded. Do you want to continue anyway?**

Cause

- For PaperStream Capture
  After editing operations were performed in the [Scan] window (for checking/editing) that appeared by opening a batch that was selected in the [Batch Manager] window, the following operations were performed.
- For PaperStream Capture Pro or PaperStream Capture Pro Premium
  After editing operations were performed in the [Scan & Index] window (for checking/editing) or the [Scan] window (for checking/editing) that appeared by opening a batch that was selected in the [QC] window, the [Index] window, or the [Batch Manager] window, the following operations were performed.
  - Clicking the [Cancel Batch] button
  - Clicking the [×] button
  - Selecting [Exit] from 
  - Shutting down the computer

Solution

Perform the following:

- When discarding changes
  Click the [Yes] button. Changes are discarded and no batch is created.
- When not discarding changes
  Click the [No] button. The window that is displayed returns to the editing window.

- **A file overwrite exception occurred during release. The releasing process of this batch has been suspended. Move the file from the destination or rename the file, and then resume the releasing process.**

  Cause

  The [Cancel] button was clicked in the [Files with the same name] window.

  Solution

  Perform one of the following, open the relevant batch in the [Batch Manager] window, and try again.

  - Moving the file with the same name that is in the output destination to another destination
  - Renaming the file with the same name that is in the output destination

- **This operation will release all documents in the batch. Make sure the destination does not contain files with the same names as those in the batch.**

  Cause

  An attempt was made again to release a batch that was suspended with an error status because the [Cancel] button was clicked in the [Check How the Files with the Same Name Are Handled] window.

  Solution

  Perform the following:

  - When releasing the batch
    Click the [Yes] button. The batch is released.
  - When not releasing the batch
    Click the [No] button. The batch is suspended with an error status again.

- **This batch will be suspended. Do you want to continue? Please select or input the suspension reason to continue.**

  Cause

  An attempt was made to suspend a batch that is being edited by clicking the [Suspend Batch] button.

  Solution

  Perform the following:

  - When suspending the batch
    Click the [Yes] button. The batch is suspended and it is displayed in the [Batch Manager] window.
  - When not suspending the batch
    Click the [No] button. The window that is displayed returns to the editing window.

- **The sending of all e-mails is complete. Do you want to delete the following files attached to e-mails? {0}**

  Cause

  The settings are configured to delete output files (attached to e-mails) after e-mails are sent.
  The destination to store output files that are to be attached is displayed in {0}.

  Solution

  Perform the following:

  - When deleting the output files
    Click the [Yes] button. The files that are output in a folder are deleted.
  - When not deleting the output files
    Click the [No] button. The files that are saved in the destination folder remain.

  To keep output files that are to be attached, click the [Settings] button in the [Destination] tab to display the [E-mail Options] window and select the [Keep attached files after sending e-mails] check box.

- **Printing has finished. Are you sure you want to delete the following files you printed? {0}**

  Cause

  The settings are configured to delete output files (printed from the printer) after the printing process is complete.
  The destination to store output files that are to be printed is displayed in {0}.

  Solution

  Perform the following:

  - When deleting the output files
    Click the [Yes] button. The files that are output in a folder are deleted.
  - When not deleting the output files
    Click the [No] button. The files that are saved in the destination folder remain.

  To keep output files that are to be printed, click [Settings] button in the [Destination] tab to display the [Printer Options] window and select the [Keep data used for printing as files] check box in [Advanced settings].

- **Processing is not possible because the number of files that can be attached to a mail has exceeded the maximum number (10 files). Do you want to delete the following files? {0}**

  Cause

  Output files cannot be attached to an e-mail because the number of output files that are to be attached to the e-mail has exceeded the maximum number (10 files).
  The destination to store output files that are to be attached is displayed in {0}.

  Solution

  Perform the following:

- When deleting the output files
  Click the [Yes] button. The files that are output in a folder are deleted.
- When not deleting the output files
  Click the [No] button. The files that are saved in the destination folder remain.

Attach files to an e-mail manually and send the e-mail.

- **One or more incorrect field values exist in the fields for the scanned passport, ID card (TD1), or ID card (TD2). Do you want to release the batch?**

  Cause

  The field value for the passport, ID card (TD1), or ID card (TD2) that is displayed in the field panel is incorrect.

  Solution

  Perform the following:

  - When releasing the batch
    Click the [Yes] button. The batch is released with the incorrect field value.
  - When not releasing the batch
    Click the [No] button. The window that is displayed returns to the editing window. Change the field value and try again.

- **Failed to save the batch.**

  Cause

  An unexpected error has occurred during the releasing process.

  Solution

  Take note of the operation procedure which you took when the error occurred and contact the distributor/dealer where you purchased this product.

- **The following file (folder) cannot be accessed or is write-protected, or the file path length is too long. {0} Check that the folder or file path length is within the 260 character maximum and that the drive has write access.**

  Cause

  The folder could not be created for the following reasons.

  - Write permission is not granted for the folder that is specified as a destination
  - A network folder cannot be accessed even though the network folder is specified as a destination
  - Write permission is not granted for the work folder

  Solution

  Perform the following, and try again.

  - Click [Edit] on a relevant job in the [Configure Jobs] window to open the job and then grant write permission on the folder that is specified for [Folder] in [File Properties] in the [Destination] tab.

Make sure that a network folder can be accessed when the folder is specified as a destination.

- Make sure that access permission is granted for the work folder.
  You can check the location of the work folder in [Work folder] in the [General] tab in the [PaperStream Capture Pro Administrator Tool]/[PaperStream Capture Administrator Tool] window.

If there is no problem with the access permission, contact the distributor/dealer where you purchased this product.

- **Image processing failed due to: {0}**

Cause

Image processing failed because an unexpected error occurred during the process (such as an error in outputting files).
Details of the error are displayed in {0}.

Solution

When a notification informing you of insufficient memory is described in the details, click [Edit] on a relevant job in the [Configure Jobs] window to open the job, change the settings such as resolution, compression rate, and paper size so that the file size is smaller, and then try again.
If the same error still occurs or another problem is described in the details, contact the distributor/dealer where you purchased this product.

- **Memory or free disk space is insufficient.**

Cause

Files could not be output due to insufficient memory or disk space.

Solution

Perform the following, and try again.

- Exiting other applications that are unnecessarily running
- Securing sufficient free disk space
  When there is no problem with the amount of free disk space, check whether the disk is corrupted.

- **{0} This name is reserved for use by Windows. Choose another name and try again.**

Cause

Windows reserved words are used for a folder name, file name, or index file name.
The item in which Windows reserved words are used is displayed in the format of "Destination/File Name" in {0}, informing of the information related to the item.

Solution

Delete Windows reserved words (CON, PRN, AUX, NUL, COM1, COM2, COM3, COM4, COM5, COM6, COM7, COM8, COM9, LPT1, LPT2, LPT3, LPT4, LPT5, LPT6, LPT7, LPT8, LPT9, NUL) in a folder name, file name, or index file name, and try again.

- **Batch data cannot be output because there is no data to output, or it is corrupted, or you do not have the access permission to output the data.**

  Cause

  Files could not be output for the following reasons.

  - The batch information file does not exist
  - The batch information file is corrupted
  - You do not have access permission for a work folder

  Solution

  Make sure that access permission is set to the work folder and then try again.
  You can check the location of the work folder in [Work folder] in the [General] tab in the [PaperStream Capture Pro Administrator Tool]/[PaperStream Capture Administrator Tool] window.
  If there is no problem with the access permission, contact the distributor/dealer where you purchased this product.

- **Failed to connect to SharePoint Server.**

  Cause

  It was not possible to connect to the specified site URL.

  Solution

  Check the following and try again.

  - A correct URL is entered in [Site URL] in the [SharePoint Options] window or the [SharePoint Online Options] window
    The window is displayed by clicking [Edit] on a related job in the [Configure Jobs] window to open the job and then clicking [Settings] in the [Destination] tab.
  - There is no problem with the network environment

- **Uploading files failed.**

  Cause

  Files could not be output to the FTP server.

  Solution

  Check the following and try again.

  - The correct host name or IP address is entered in [Host] in the [FTP Options] window
    The window is displayed by clicking [Edit] on a related job in the [Configure Jobs] window to open the job and then clicking [Settings] in the [Destination] tab.
  - There is no problem with the network environment for the FTP server

- **No password is specified.**

  Cause

  The password that is used to log in to the FTP server is not specified.

  Solution

  Enter the password that is used to log in to the FTP server in [Password] in the [FTP Options] window.
  The window is displayed by clicking [Edit] on a related job in the [Configure Jobs] window to open the job and then clicking [Settings] in the [Destination] tab.

- **Connecting to the server failed.**

  Cause

  It was not possible to connect to the FTP server.

  Solution

  Check the following and try again.

  - The correct host name or IP address is entered in [Host] in the [FTP Options] window
    The window is displayed by clicking [Edit] on a related job in the [Configure Jobs] window to open the job and then clicking [Settings] in the [Destination] tab.
  - The method for connecting to the FTP server is correct
  - There is no problem with the network environment for the FTP server
  - For a proxy server, there is no problem with the network environment of the proxy server

- **Creating a new directory failed.**

  Cause

  An attempt was made to create a new directory, but the attempt failed because the specified directory did not exist.

  Solution

  Make sure that the following are met on the FTP server and try again.

  - Access permission for the parent directory is granted
  - No files with the same name exist
  - There is sufficient space on the server

- **No file is specified.**

  Cause

  Files cannot be output because a file name rule is not specified.

Solution

Click [Edit] on a relevant job in the [Configure Jobs] window to open the job, change the file name rule that is specified for [File] in [File Properties] in the [Destination] tab, and then try again.

- **Unable to process due to insufficient system memory.**

Cause

An error occurred due to insufficient memory during the process to output PDF files.

Solution

Exit other applications that are unnecessarily running and then try again.
If the problem still persists, restart the computer and then try again.

- **Unable to process due to insufficient disk space.**

Cause

An error occurred due to insufficient disk space during the process to output PDF files.

Solution

Secure sufficient disk space for the disk that is specified as a destination and then try again.
When there is no problem with the amount of free disk space, check whether the disk is corrupted.

- **An error occurred while saving PDF files.**

Cause

An unexpected error occurred while PDF files were being output.

Solution

Perform the following, and try again.

- Click [Edit] on a relevant job in the [Configure Jobs] window to open the job and then grant write permission on the folder that is specified for [Folder] in [File Properties] in the [Destination] tab. Making sure that a network folder can be accessed when the folder is specified as a destination.
- Making sure that access permission is granted for the work folder.

You can check the location of the work folder in [Work folder] in the [General] tab in the [PaperStream Capture Pro Administrator Tool]/[PaperStream Capture Administrator Tool] window.
If the problem persists, capture a screenshot of the window, collect maintenance information with the maintenance information collection tool, and then contact the distributor/dealer where you purchased this product.
The maintenance information collection tool (fiInfoCollect.exe) is located in the following place.
C:\Program Files (x86)\fiScanner\fiInfoCollect

- **Could not start up the following associated application. {0}**

Cause

The associated application that was specified could not be started.

The path for the executable file for the associate application is displayed in {0}.

Solution

Make sure that the application that is specified for [Application Path] in the [Other Application Options] window can be started and then try again.
The window is displayed by clicking [Edit] on a related job in the [Configure Jobs] window to open the job and then clicking [Settings] in the [Destination] tab.

- **The file path is too long. {0}**

Cause

A releasing process failed because the path for a file to be output was too long.
The path for the specified file is displayed in {0}.

Solution

Shorten the following and try again.

- The path to a work folder
- The name of a destination folder
- The name of a file to be output

You can check the location of the work folder in [Work folder] in the [General] tab in the [PaperStream Capture Pro Administrator Tool]/[PaperStream Capture Administrator Tool] window.
The folder name and the file name can be checked in [File Properties] in the [Destination] in the window that appears by clicking [Edit] on a relevant job in the [Configure Jobs] window.

- **File overwriting canceled during release**

Cause

Because a file with the same name as the specified name for a file to be output existed in the output destination, in the [Check How the Files with the Same Name Are Handled] window that appeared, [Overwrite] was selected to overwrite the existing file, but the overwriting process failed.

Solution

Make sure that the file to be overwritten is not opened with another application and then try scanning documents again.

- **File output canceled during release due to name duplication**

Cause

The process was canceled in the window that appeared for confirming whether to continue the process because the specified name for a file to be output is a fixed name.

Solution

Click [Edit] on a relevant job in the [Configure Jobs] window to open the job, change the settings so that the file name that is specified for [File] in [File Properties] in the [Destination] tab is not a fixed name, and then try again.

- **Release service has not been started.**

  Cause

  The releasing process failed because a release service has not been started on the storage server.

  Solution

  Exit PaperStream Capture Pro and then start [PaperStream Capture Pro Administrator Tool] by selecting [Administrator Tool] under [PaperStream Capture] in the [Start] menu. In the [PaperStream Capture Pro Administrator Tool] window, click the [Start] button for [Release Service] in [Storage Server] in the [Station] tab.
  After that, close the [PaperStream Capture Pro Administrator Tool] window, start PaperStream Capture Pro, and then try again.

- **No drive letter has been specified or the specified drive does not exist.**

  Cause

  The releasing process failed because a drive that does not exist is specified in the path for the folder which is specified for the destination.

  Solution

  Click [Edit] on a relevant job in the [Configure Jobs] window to open the job, change the drive in the path for the folder that is specified for [Folder] in [File Properties] in the [Destination] tab, and then try again.

- **Failed to upload document(s) to SharePoint Server.**

  Cause

  Files could not be output to the SharePoint server or SharePoint Online.

  Solution

  Check the following and try again.

  - There is no problem with the network environment for the SharePoint server
  - There is no problem with the network environment for the computer that is in use

- **Failed to upload Extracted Data to SharePoint Server.**

  Cause

  Extracted data could not be output to the fields for the SharePoint server.

  Solution

  Perform one of the following and try again.

  - Matching the fields (columns) for the SharePoint server with the fields in [Field List] in the [Data Extraction] tab

- Clicking [Edit] on a relevant job in the [Configure Jobs] window to open the job, and then matching the fields in [Field List] in the [Data Extraction] tab with the fields (columns) for the SharePoint server

- **Release or suspension of a batch has been aborted.**

  Cause

  Release or suspension of a batch has been aborted.

  Solution

  To resume the aborted process for the batch, double-click the name of the batch to display a message stating that the process will be resumed, and then click the [OK] button. The process is resumed.

- **This rich text file cannot be released because the file size exceeds the 512 MB file size limit.**

  Cause

  The rich text file could not be output because the size of the file exceeded 512 MB when an attempt was made to output it.

  Solution

  Perform one of the following so that the size of a file does not exceed 512 MB.

  - Open the batch for which a process was aborted due to an error, split a document stack in the editing window that appears, and try again. For details, refer to Checking and Editing Scanned Images (Batch Scan Mode) (page 99).
  - Click [Edit] on a relevant job in the [Configure Jobs] window to open the job and then click the [Options] button in the [Destination] tab. In the [Options] Window (page 286) that appears, change the settings in [File Options] so that a file is split into files according to the specified size, and try again.
  - Click [Edit] on a relevant job in the [Configure Jobs] window to open the job, change the settings in the [Separation] tab so that a document stack is split and is output, and try scanning documents again.

- **The file size has exceeded {0} MB. {1} Are you sure you want to send the file? Select [Yes] to send the file. Select [No] not to send the file.**

  Cause

  The size of the files that are to be attached to an e-mail has exceeded the specified size.
  This message is displayed when the [Show a warning message when the total file size exceeds the set parameters (below)] check box is selected in the [E-mail Options] window.
  The value that is specified in the [E-mail Options] is displayed in {0}.
  The destination to store attached files is displayed in {1}.

  Solution

  Perform the following:

- When sending the e-mail
  Click the [Yes] button. The e-mail is sent with attached files that have exceeded the specified size.
- When not sending the e-mail
  Click the [No] button. Sending the e-mail is aborted. Note that [Released] is displayed under [State] in the [Batch Manager] window. The attached files are stored in the destination.

- **Failed to establish a link with {0}. {1}**

  Cause

  Establishing a link with an e-mail application or a printer failed.
  An application to be linked to is displayed in {0}.
  The cause of the failure is displayed in {1}.

  Solution

  Eliminate the cause of the failure and try again.

- **Conversion using the Office conversion feature was canceled or a file being converted was renamed. Or, the conversion process using the Office conversion feature failed due to insufficient free disk space. Check and solve the problem, and then output again.**

  Cause

  The file could not be output because converting the file using the Office conversion feature failed for the following reasons.

  - The [Cancel Batch] button was clicked while the file was being converted
  - The name of the file was changed while it was being converted
  - Free disk space ran out

  Solution

  When the Office conversion feature is performing an operation, do not cancel the operation or change the name of the file.
  In addition, when free disk space runs out, secure free disk space and then try again.

- **Conversion using the Office conversion feature was canceled or a file being converted was renamed. Or, the conversion process using the Office conversion feature failed due to insufficient free disk space. Check and solve the problem, and then scan again.**

  Cause

  Scanning failed because converting the file using the Office conversion feature failed for the following reasons.

  - The [Cancel Batch] button was clicked while the file was being converted
  - The name of the file was changed while it was being converted
  - Free disk space ran out

Solution

When the Office conversion feature is performing an operation, do not cancel the operation or change the name of the file.
In addition, when free disk space runs out, secure free disk space and then try again.

- **The selected group does not exist. It may have been ungrouped by another user.**

Cause

The selected job group has been ungrouped by another user.

Solution

Update the job list by performing an operation such as displaying another window and then returning to the original window.

- **A group with the same name already exists.**

Cause

An attempt was made to rename a job group to the same name as an existing job group.

Solution

Change the group name to a unique name.

- **The maximum number of redactions that can be set per page is 100. If you want to add more redactions, please delete existing redactions before adding new ones.**

Cause

An attempt was made to add a masking area on a page that already has 100 masking areas in [Scan & Index] Window (for Checking/Editing) (page 436), [QC] Window (page 442), or [Index] Window (page 446).

Solution

Remove any unnecessary masking, then add masking.

Messages Related to Exporter/Importer

The causes and the solutions for errors related to PaperStream Capture Exporter/Importer are described in this section.

Code	Message
SX07001Q	You have not selected any jobs to export. Only the configuration data for PaperStream Capture operation will be exported. Do you want to continue? (page 628)
SX07002Q	You have chosen to replace existing jobs with new jobs. Do you want to continue? (page 628)

Code	Message
SX07003E	You cannot run this program because %1 is already running. (page 628)
SX07005I	Importing process is complete. %1 (page 628)
SX07006E	No file name is entered. (page 629)
SX07007E	The specified file does not exist or is not accessible. (page 629)
SX07008E	Prohibited characters (\/:?*""<>|) are included. (page 629)
SX07009E	Could not save the file. Memory or free disk space is insufficient. (page 629)
SX07010E	Unable to process due to insufficient system memory. (page 629)
SX07011E	You cannot run this application because PaperStream Capture is not installed. (page 630)
SX07012E	The specified file was not created. The folder is not accessible or the file is write-protected. Error code: %1 %2 (%3): %4 (page 630)
SX07013E	The specified file is invalid. (page 630)
SX07019E	The specified execution parameter has an error. (page 630)
SX07020E	Cannot import the jobs because the language set up with [Regional and Language Options] in the Control Panel differs from the one specified on the exporting computer. (page 631)
SX07021E	You cannot import additional jobs. The maximum number of jobs has been reached. Delete as many jobs as the "Number of excess jobs" and try importing again. Number of excess jobs:%1 (page 631)
SX07022E	You cannot run this program because %1 Job Importer is already running. (page 631)
SX07023E	You cannot run this program because %1 Job Exporter is already running. (page 632)
SX07025E	The file name is too long. (page 632)
SX07026Q	The following file already exists. Do you want to overwrite it? %1 (page 632)
SX07027E	You cannot export jobs because the estimated archive size exceeds 2 GB. Reduce the number of jobs to export and try again.
SX07028E	You cannot run this application because the maximum number of jobs has been exceeded. Number of excess jobs:%1 (page 632)
SX07033Q	The following hot keys are duplicated. Do you want to continue? %1 (page 633)

Code	Message
SX07034E	The version of the file you tried to import is newer than the version of PaperStream Capture installed on your computer. Install PaperStream Capture version %1 or later, then try again. (page 633)
SX07036E	The file you tried to import does not match the storage server settings. (page 633)
SX07037Q	A file that was exported from ScandAll PRO was specified. Do you want to convert the profile for ScandAll PRO to a job for PaperStream Capture? (page 633)
SX07038W	Importing the scan settings into the following profile failed. Before performing a batch scan, configure the scan settings by editing the job. (page 634)
SX07039Q	PaperStream IP scanning profiles cannot be exported because PaperStream IP is not installed. Do you want to continue exporting jobs and the configuration file? (page 634)
SX07040E	Failed to export PaperStream IP scanning profiles. Error detail code:%d (page 634)
SX07041E	Failed to import PaperStream IP scanning profiles. Error detail code:%d (page 635)
SX07042E	After stopping the server, perform an import process. (page 635)
SX07043E	A form with the same name exists on the importing side. Change the form name on the importing side or the name of the form to import and then try again. Form name: {0} (page 635)
SX07045E	You cannot import additional forms. The maximum number of forms has been reached. Delete as many forms as the "Number of excess forms" and try importing again. Number of excess forms: %1 (page 635)
SX07052Q	The current user does not have Administrator privileges, so some environment settings will not be imported. Do you want to continue the import? For details, see Help. (page 636)
SX07053Q	The file to be imported was exported from a language environment different from the language environment configured on this computer. The behavior of settings that depend on the language of the export environment is not guaranteed. Do you want to continue the import? (page 636)
SX07054Q	The current user does not have Administrator privileges, so some environment settings will not be imported. For details, see Help. In addition, the file to be imported was exported from a language environment different from the language environment configured on this computer. The behavior of settings that depend on the language of the export environment is not guaranteed. Do you want to continue the import? (page 636)
SX07099E	An error occurred. Error code: %1 %2 (%3): %4 (page 637)

- **You have not selected any jobs to export. Only the configuration data for PaperStream Capture operation will be exported. Do you want to continue?**

  Cause

  The [Run] button was clicked with no jobs selected for exporting purposes.

  Solution

  Perform the following:

  - When not exporting a job
    Click the [OK] button. Only the PaperStream Capture operational environment will be exported.
  - When exporting a job
    Click the [Cancel] button. In the window that is displayed, select a job and then try again.

- **You have chosen to replace existing jobs with new jobs. Do you want to continue?**

  Cause

  The [Run] button was clicked with [Replace All] selected.

  Solution

  Perform the following:

  - When replacing all the existing jobs with new ones
    Click the [OK] button. New jobs along with the operational environment will be imported while all the existing jobs are replaced with new ones.
  - When not replacing the existing jobs with new ones
    Click the [Cancel] button and try again.

- **You cannot run this program because %1 is already running.**

  Cause

  PaperStream Capture and this application cannot be run at the same time.
  The name of the application that is running at the same time is displayed in %1.

  Solution

  Exit PaperStream Capture and then start this application.

- **Importing process is complete. %1**

  Cause

  Importing process is complete.
  Issues that a user needs to address after the importing process and the methods for solving the issues are displayed in %1.

  Solution

  If the issues that a user needs to address are displayed, follow the methods for solving the issues.

- **No file name is entered.**

  Cause

  No file is specified.

  Solution

  Select a file to be imported in [File] and then try again.

- **The specified file does not exist or is not accessible.**

  Cause

  The specified file could not be read.

  Solution

  Check the following and try again.

  - The existence of the specified file
  - Permission to access the specified file

- **Prohibited characters (\/:?*""<>|) are included.**

  Cause

  Prohibited characters are used for a folder name or file name.

  Solution

  Specify a folder name or file name without using prohibited characters, and then try again.

- **Could not save the file. Memory or free disk space is insufficient.**

  Cause

  The PaperStream Capture operational environment could not be exported because of insufficient memory or insufficient free disk space.

  Solution

  Perform the following, and try again.

  - Exiting other applications that are unnecessarily running
  - Securing sufficient free disk space

- **Unable to process due to insufficient system memory.**

  Cause

  Processing could not be performed because of insufficient memory.

  Solution

  Perform the following, and try again.

- Exiting other applications that are unnecessarily running
- Securing sufficient free disk space

If the problem still persists, restart the computer and then try again.

- **You cannot run this application because PaperStream Capture is not installed.**

  Cause

  An attempt was made to start up this application on an environment where PaperStream Capture is not installed.

  Solution

  Install PaperStream Capture or start up this application on an environment where PaperStream Capture is installed.

- **The specified file was not created. The folder is not accessible or the file is write-protected. Error code: %1 %2 (%3): %4**

  Cause

  The PaperStream Capture operational environment could not be exported for the following reasons.

  - The specified folder is not accessible
  - A read-only file with the same name exits in the specified folder.

  An error code is displayed in %1, and an error detail code is displayed in %2 through %4.

  Solution

  Change the folder that you export the PaperStream Capture operational environment to, and then try again.

- **The specified file is invalid.**

  Cause

  The specified file could not be imported for the following reasons.

  - The file is not the one that was exported using the [Exporter] tool
  - The file is damaged

  Solution

  To import the PaperStream Capture operational environment, be sure to import a file that was exported using the [Exporter] tool.

- **The specified execution parameter has an error.**

  Cause

  There is an error with the parameter specified for starting up the [Exporter] tool.

  Solution

  Specify the correct parameter and then try again.

- **Cannot import the jobs because the language set up with [Regional and Language Options] in the Control Panel differs from the one specified on the exporting computer.**

  Cause

  A language specified in [Region] in [Settings] on your computer differs from the one specified in the operating system which jobs are exported from. Note that a language may be specified in [Regional and Language Options] in the Control Panel depending on your operating system.

  Solution

  In [Region] in [Settings] on your computer, specify a language that is the same as the one that is specified in the operating system which jobs are exported from, and then try again. Note that you may specify a language in [Regional and Language Options] in the Control Panel depending on your operating system.

- **You cannot import additional jobs. The maximum number of jobs has been reached. Delete as many jobs as the "Number of excess jobs" and try importing again. Number of excess jobs:%1**

  Cause

  The operational environment could not be imported because the maximum number of jobs in the import destination has been reached.
  The number of excess jobs is displayed in %1.

  Solution

  Perform the following, and try again.

  - When leaving all the existing jobs as they are
    Increase the maximum number that is set for [Maximum number of jobs] in [View] in the [General] Tab (page 408) in the [PaperStream Capture Administrator Tool] Window/[PaperStream Capture Pro Administrator Tool] Window/[PaperStream Capture Pro Premium Administrator Tool] Window (page 407).
  - When deleting some of the existing jobs
    Delete as many existing jobs as the "Number of excess jobs" in the [Configure Jobs] Window (page 235).
  - When deleting all the existing jobs
    Select [Replace All] for [Type of import] in the [Importer] Window (page 479).

- **You cannot run this program because %1 Job Importer is already running.**

  Cause

  The [Importer] tool and this application cannot be run at the same time.
  The name of the application that is running at the same time is displayed in %1.

  Solution

  Close the [Importer] Window (page 479) and then start this application.

- **You cannot run this program because %1 Job Exporter is already running.**

  Cause

  You cannot run the [Exporter] tool and this application at the same time.
  The name of the application that is running at the same time is displayed in %1.

  Solution

  Close the [Exporter] Window (page 478) and then start this application.

- **The file name is too long.**

  Cause

  The operational environment could not be exported because the specified file name is too long.

  Solution

  Change the file name so that the full path of the exported file name is within 255 bytes, and then try again.

- **The following file already exists. Do you want to overwrite it? %1**

  Cause

  A file with the same name as the one you specified exists in the export destination.
  The path for the file with the same name is displayed in %1.

  Solution

  Perform the following:

  - When overwriting a file
    Click the [Yes] button.
  - When not overwriting a file
    Click the [No] button. The process is canceled and the window that is displayed returns to the [Exporter] Window (page 478).

- **You cannot run this application because the maximum number of jobs has been exceeded. Number of excess jobs:%1**

  Cause

  The number of the defined jobs exceeds the limit.
  The number of excess jobs is displayed in %1.

  Solution

  Reduce the number of jobs until the number of jobs is below the limit, and then try again.

- **The following hot keys are duplicated. Do you want to continue? %1**

  Cause

  The jobs with the same hot keys assigned exist on the export and import sides.
  The duplicated hot keys are displayed in %1. "..." appears when 11 or more hot keys exist.

  Solution

  Perform the following:

  - When importing without change
    Click the [OK] button. The jobs are imported with the hot keys that have been duplicated. After importing, change the settings for the hot keys in the jobs with the hot keys that have been duplicated.
  - When not importing
    Click the [Cancel] button. The process is canceled and the window that is displayed returns to the [Importer] Window (page 479).
    Change the settings for the duplicated hot keys in the jobs on the import side, and then try again.

- **The version of the file you tried to import is newer than the version of PaperStream Capture installed on your computer. Install PaperStream Capture version %1 or later, then try again.**

  Cause

  A file that cannot be imported with the current version of PaperStream Capture is specified.
  The version of PaperStream Capture that was used to export the specified file is displayed in %1.

  Solution

  Install the latest version of PaperStream Capture and then try again.

- **The file you tried to import does not match the storage server settings.**

  Cause

  The specified file cannot be imported because it has been exported from a computer in a station that is different from the current station.

  Solution

  Export and import the operational environment on computers in the same station.

- **A file that was exported from ScandAll PRO was specified. Do you want to convert the profile for ScandAll PRO to a job for PaperStream Capture?**

  Cause

  An attempt was made to import the profile that was exported from ScandAll PRO, into PaperStream Capture.

  Solution

  Perform the following:

- When importing into PaperStream Capture
  Click the [Yes] button. ScandAll PRO profiles are converted to PaperStream Capture jobs before they are imported.
- When not importing into PaperStream Capture
  Click the [No] button. The process is canceled without converting the profile to a job.

- **Importing the scan settings into the following profile failed. Before performing a batch scan, configure the scan settings by editing the job.**

  Cause

  A driver other than the PaperStream IP (TWAIN) driver is set in the ScandAll PRO profile that you tried to import. So, the settings configured in the [Scan Settings] window cannot be imported into PaperStream Capture.
  Or, even if the PaperStream IP (TWAIN) driver is set in the profile, some of the settings configured in the [Scan Settings] window may not have been imported.

  Solution

  Before performing a scan with a job that was imported from ScandAll PRO, open the job by using [Edit] in the [Configure Jobs] Window (page 235) and configure the settings that have not been imported.

- **PaperStream IP scanning profiles cannot be exported because PaperStream IP is not installed. Do you want to continue exporting jobs and the configuration file?**

  Cause

  PaperStream IP driver profiles cannot be exported because PaperStream IP is not installed.

  Solution

  Perform the following:

  - When exporting without any changes
    Click the [Yes] button. Files other than PaperStream IP driver profiles are exported.
  - When not exporting
    Click the [No] button. The process is canceled and the window that is displayed returns to the [Exporter] Window (page 478).

- **Failed to export PaperStream IP scanning profiles. Error detail code:%d**

  Cause

  During the export of the operational environment, an error occurred when PaperStream IP driver profiles were exported.

  Solution

  Take note of the operation procedure which you took when the error occurred, the error code, and the error detail code, and contact the distributor/dealer where you purchased this product.

- **Failed to import PaperStream IP scanning profiles. Error detail code:%d**

  Cause

  During the import of the operational environment, an error occurred when PaperStream IP driver profiles were imported.

  Solution

  Take note of the operation procedure which you took when the error occurred, the error code, and the error detail code, and contact the distributor/dealer where you purchased this product.

- **After stopping the server, perform an import process.**

  Cause

  An attempt was made to import the operational environment while a client computer is connected to a server in a multi-station operation

  Solution

  Stop the server, which disconnects the client computer from the server, and then import the operational environment.

- **A form with the same name exists on the importing side. Change the form name on the importing side or the name of the form to import and then try again. Form name: {0}**

  Cause

  This message is displayed when a form with the same name as the form to be imported already exists on the importing side.
  The form name that already exists on the importing side is displayed in {0}.
  If a form to be imported already exists on the importing side, it will be excluded from the import because it already exists on the importing side.
  Therefore, it is not covered by this message.

  Solution

  Change the form name on the importing side or the name of the form to import and then try again.

- **You cannot import additional forms. The maximum number of forms has been reached. Delete as many forms as the "Number of excess forms" and try importing again. Number of excess forms: %1**

  Cause

  This message is displayed when the number of forms you attempt to import exceeds 1,000 in the form list in the [Manage] window of PaperStream Capture on the importing side.
  The number of excess forms is displayed in %1.

  Solution

  Reduce the number of forms to import and try again.

- **The current user does not have Administrator privileges, so some environment settings will not be imported. Do you want to continue the import? For details, see Help.**

  Cause

  A user without administrator privileges performed an import operation.

  Solution

  Click the [Yes] button to continue the import. Click the [No] button to cancel the import operation. If a user without administrator privileges performs an import operation, the following items are not imported:

  - The setting for [Use Code 3 of 9 in Full ASCII mode] check box in the [Output] tab
  - Files that have been directly edited under the PaperStream Capture installation folder

- **The file to be imported was exported from a language environment different from the language environment configured on this computer. The behavior of settings that depend on the language of the export environment is not guaranteed. Do you want to continue the import?**

  Cause

  The language environments of the export source and import destination computers differ, and you are attempting to import an export file created in a different language environment.

  Solution

  Click the [Yes] button to continue the import. Click the [No] button to cancel the import operation. The behavior of settings that depend on the language of the export environment is not guaranteed.

- **The current user does not have Administrator privileges, so some environment settings will not be imported. For details, see Help. In addition, the file to be imported was exported from a language environment different from the language environment configured on this computer. The behavior of settings that depend on the language of the export environment is not guaranteed. Do you want to continue the import?**

  Cause

  A user without administrator privileges performed an import operation. Also, the language environments of the export source and import destination computers differ, and you are attempting to import an export file created in a different language environment.

  Solution

  Click the [Yes] button to continue the import. Click the [No] button to cancel the import operation. If a user without administrator privileges performs an import operation, the following items are not imported:

  - The setting for [Use Code 3 of 9 in Full ASCII mode] check box in the [Output] tab
  - Files that have been directly edited under the PaperStream Capture installation folder

  The behavior of settings that depend on the language of the export environment is not guaranteed.

- **An error occurred. Error code: %1 %2 (%3): %4**

  Cause

  An unexpected error has occurred.
  An error code is displayed in %1, and an error detail code is displayed in %2 through %4.

  Solution

  Take note of the operation procedure which you took when the error occurred, the error code, and the error detail code, and contact the distributor/dealer where you purchased this product.

Messages Related to Registering Forms

The causes and the solutions for errors related to registering forms in PaperStream Capture are described in this section.

Code	Message
SX09001E	The selected form cannot be edited because the form is used in a job. {0} (page 638)
SX09002E	The form name exceeds the allowed length of 256 characters. Note: for cloned fields, "copy" is added to the form name and included in the number of characters. (page 638)
SX09003E	The selected form cannot be deleted because the form is used in a job. (page 638)
SX09004E	The same form name is used for another form.
SX09005E	The form name is not set.
SX09006E	Prohibited characters are used. Prohibited Characters: /:?*<>|[]="$!` (page 639)
SX09007E	The form name cannot be edited because the form is used in a job. (page 639)
SX09008E	The document size of a form that can be registered is from 2.9 × 4.1 to 12 × 17 in. (73.66 × 104.14 to 304.8 × 431.8 mm).
SX09009W	Recognition of the form may fail. Change the document to be registered or conduct a thorough operational test for the form. (page 639)
SX09010Q	This document cannot be registered due to its insufficient form field structures. Page number: {0} Do you want to delete less-featured documents and register featured ones? (page 639)
SX09011Q	Registration of forms will be canceled. Do you want to continue? (page 640)
SX09012Q	The changes will not be saved. Do you want to continue? (page 640)

Code	Message
SX09019Q	No similar forms were found. Press the [OK] button to continue saving the job. Press the [Cancel] button to discard the configured form identification fields and edits. (page 640)
SX09020I	Similar forms exist. Modify the form identification field settings or return to the previous screen and deselect the similar forms. {0} (page 641)
SX09021Q	The configured identification fields and edited content will be discarded. Is this okay? (page 641)
SX09022Q	Do you want to delete all forms? (page 641)
SX09023E	The maximum number of forms that can be registered is 1,000. Since the limit has been exceeded, scanning has been terminated. (page 642)
SX09024E	The Keywords of the Form identification field are not set. Please set the Keywords of the Form identification field. {0} (page 642)
SX09025Q	No similar forms were found. Press the [OK] button to save the configured form identification fields and edits. Press the [Cancel] button to discard the configured form identification fields and edits. (page 642)

- **The selected form cannot be edited because the form is used in a job. {0}**

  Cause

  The [Edit] button was clicked while the form used in the job was selected.
  The name of the form is displayed in {0}.

  Solution

  To edit a form, clear the check box for the relevant form in the form list.

- **The form name exceeds the allowed length of 256 characters. Note: for cloned fields, "copy" is added to the form name and included in the number of characters.**

  Cause

  The field name exceeded the allowed length of 256 characters.

  Solution

  Shorten the form name to 255 characters or less.
  For cloned forms, shorten the original form name so that the cloned form name including "_copy" is within the length of 255 characters.

- **The selected form cannot be deleted because the form is used in a job.**

  Cause

  The [Delete] button was clicked while the form used to sort documents was selected in the form list in the [Separation] tab or the form used to extract data was selected in the form list in the [Data Extraction] tab.

Solution

To delete a form, clear the check box for the relevant form in the form list.

- **Prohibited characters are used. Prohibited Characters: /:?*<>|[]="$!`**

Cause

This message is displayed when the focus is moved away from the form name while prohibited characters are entered for the form name.

Solution

Change the form name to a name without any prohibited characters.

- **The form name cannot be edited because the form is used in a job.**

Cause

This message is displayed when you focus on the name of the form being used in a job and try to enter the name.

Solution

To edit the name of a form, clear the check box for the relevant form in the form list.

- **Recognition of the form may fail. Change the document to be registered or conduct a thorough operational test for the form.**

Cause

The [Done] button was clicked and it was determined that the image scanned for registration was likely to fail to be identified as a form because it had few features.

Solution

Change the form to be registered or conduct a thorough operational test to confirm that recognition of the registered form can be performed without any problems.

- **This document cannot be registered due to its insufficient form field structures. Page number: {0} Do you want to delete less-featured documents and register featured ones?**

Cause

It was determined that the scanned forms could not be registered as forms because they had few features.
The page numbers of the relevant forms are displayed in {0}.

Solution

Perform the following:

- When deleting all forms with few features
  Click the [Yes] button.
  Delete all forms with few features and register all forms with features.

- When checking forms with few features
  Click the [No] button.
  The thumbnail list window will be displayed at the forefront.
  Forms with few features are displayed with an orange thumbnail background.

- **Registration of forms will be canceled. Do you want to continue?**

  Cause

  The forms to be registered were scanned, and then the [Cancel] button was clicked on the [Register Form] window for scanning.

  Solution

  Perform the following:

  - When not registering forms
    Click the [Yes] button.
    The forms will not be registered, and the thumbnail list window will be displayed at the forefront.
  - When registering forms
    Click the [No] button.
    The [Register Form] window for scanning will be displayed at the forefront.
    Check the form images and click the [Finish] button.

- **The changes will not be saved. Do you want to continue?**

  Cause

  The [Cancel] button was clicked after changes were made to the image for registration.

  Solution

  Perform the following:

  - When discarding changes to the form
    Click the [Yes] button.
  - When saving changes to the form
    Click the [No] button.
    Click the [Finish] button.

- **No similar forms were found. Press the [OK] button to continue saving the job. Press the [Cancel] button to discard the configured form identification fields and edits.**

  Cause

  This message is displayed when the form identification fields have been set for all similar forms and no more similar forms remain.

  Solution

  Perform the following:

  - When saving the form identification field settings

Click the [OK] button.
The form identification field settings and the job will be saved. Then, the [Data Extraction] tab or [Separation] tab is displayed at the forefront.

- When not saving the form identification field settings
  Click the [Cancel] button.
  The [Data Extraction] tab or the [Separation] tab is displayed at the forefront.

- **Similar forms exist. Modify the form identification field settings or return to the previous screen and deselect the similar forms. {0}**

  Cause

  The [Finish] button was clicked, but there are still similar forms.

  Solution

  Perform the following:

  - Specify form identification fields for similar forms on the [Form identification field settings] window.

    ➡ [Form identification field settings] Window (page 353)

  - Return to the [Data Extraction] tab or the [Separation] tab, clear the check boxes for the forms you do not want to use in the form list, and save the job.

- **The configured identification fields and edited content will be discarded. Is this okay?**

  Cause

  After the form identification fields were specified, the [Cancel] button was clicked.

  Solution

  Perform the following:

  - When not saving the form identification field settings
    Click the [OK] button.
    The [Data Extraction] tab or the [Separation] tab is displayed at the forefront.
  - When saving the form identification field settings
    Click the [Cancel] button.
    The [Form identification field settings] window will be displayed at the forefront.
    Click the [Finish] button to save the form identification field settings.

- **Do you want to delete all forms?**

  Cause

  All images of forms that you scanned were selected in the thumbnail list, and then [Delete] was clicked on the toolbar.

  Solution

  Perform the following:

  - When discarding all images of forms that you scanned

Click the [Yes] button.
Deleted forms cannot be restored.

- When not discarding images of forms that you scanned
  Click the [No] button.
  The [Register Form] window for scanning will be displayed at the forefront.

- **The maximum number of forms that can be registered is 1,000. Since the limit has been exceeded, scanning has been terminated.**

  Cause

  Since the maximum number of forms that can be registered has been exceeded, the form scanning has been terminated.

  Solution

  Click the [OK] button, delete the forms you do not want to use from the form list on the [Manage] window, and then try again.

- **The Keywords of the Form identification field are not set. Please set the Keywords of the Form identification field. {0}**

  Cause

  There are form identification fields for which no keywords have been set.
  The name of the form is displayed in {0}.

  Solution

  Click the [OK] button and set keywords.

- **No similar forms were found. Press the [OK] button to save the configured form identification fields and edits. Press the [Cancel] button to discard the configured form identification fields and edits.**

  Cause

  No similar forms were found after the [Refresh] button was clicked on the [Form identification field settings] window.

  Solution

  Perform the following:

  - When saving the form identification field settings
    Click the [OK] button.
    The [Data Extraction] tab or the [Separation] tab is displayed at the forefront.
  - When not saving the form identification field settings
    Click the [Cancel] button.
    The [Data Extraction] tab or the [Separation] tab is displayed at the forefront.

List of Setting Values

This section explains the minimum and maximum values for numbers or characters entered in the PaperStream Capture window.

- **[Configure Jobs] Window**

  Job List

  Number of characters for job search

Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
-	-	128 characters	-	-

  Number of jobs

Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
5 (sample jobs)	-	500	-	-

  Job Group

  Number of groups

Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
-	-	100	-	-

  Group name

Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
New Group New Group_n	-	200 characters	For PaperStream AI, the group name "PaperStream AI" cannot be set.	No

- **[Manage] Window**

  Form List

  Form name

Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
New Form-xxxx	-	255 characters	Illegal characters (/ : ? * < > | [ ] = " $! `) cannot be used.	No

Number of forms

Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
0	-	Type [Cloud]: 1,000 Type [Local]: 1,000	-	-

CSV output header

Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
Field name	-	255 characters	-	-

- **[Job Information] Tab**

Job Information

Job name

Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
Blank	1 character	128 characters	Do not use the following characters: ● Illegal characters (\ / : * ? " < > |) ● Environment-dependent characters (circled numerals, Roman numerals, units, abbreviations, personal names and place names)	No

Description

Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
Blank	0 characters	128 characters	-	Yes

- **[Scan] Tab**

[Folder Monitoring Advanced Settings] Window

Watched Folder

Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
Blank	1 character	255 characters	/ : ? * " < > |	No

Post-Import Action(when [Move] is selected)

Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
Blank	1 character	255 characters	/ : ? * " < > |	No

- **[Destination] Tab**

Minimum digits (Use a batch folder, Link to imprinter)

Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
4	3	8	-	No

Folder

Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
• Advanced Setup C:\Users \Public	-	-	The following characters cannot be used. • Illegal characters - For [Folder] or [Network Folder] / : ? * " < > |	No

Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
\Documents ● Easy Setup C:\Users*AccountName*\Documents			- For [SharePoint], [SharePoint Online], or [FTP] : ? * " < > \ | ● Windows reserved words only Specifying the following character creates a sub-folder as a destination within the existing folder. ● For [Folder] or [Network Folder] \ ● For [SharePoint], [SharePoint Online], or [FTP] / ● Up to 200 bytes for file path length	

File

Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
Doc<Document Counter>	-	-	The following characters cannot be used for file names: ● Illegal characters - When the destination is [Folder] or [Network Folder] \ / : ? * " < > | , - When the destination is a destination other than the above / : ? * " < > | , ● Windows reserved words only ● Up to 200 bytes for file path length	No

Index File

Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
<Batch Name>-<Document Counter>-INDEX	-	-	Illegal characters (/ : ? * " < > | ,) Up to 200 bytes for file path length	No

[Counter Options] Window

Item	Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
Start with	1	1	2000000000	-	Yes
Minimum digits	4	4	10	-	Yes

[Index List Options] Window

Item	Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
Character String 1 Character String 2 Character String 3 Character String 4	Character String 1: string1 Character String 2: string2 Character String 3: string3 Character String 4: string4	-	32 characters	Spaces at the beginning and at the end of character strings are deleted	Yes
Minimum digits	4	4	10	-	Yes

[Network Folder Security] Window

Item	Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
User Name	Blank	-	-	-	No
Password	Blank	-	-	-	No

[SharePoint Options] Window

Item	Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
Site URL	Blank	-	-	-	No
User Name	Blank	-	-	-	No
Password	Blank	-	-	-	No

[SharePoint Online Options] Window

Item	Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
Site URL	Blank	-	-	-	No
User Name	Blank	-	-	-	No
Password	Blank	-	-	-	No

[FTP Options] Window

Item	Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
Host	Blank	-	-	-	No
Port	• FTP 21 • SFTP 22	1	65535	-	No
E-Mail Address (Anonymous)	Blank	-	-	-	No
User Name	Blank	-	-	-	Yes
Password	Blank	-	-	-	Yes

Item	Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
Private key file	Blank	-	-	-	Yes
Passphrase	Blank	-	-	-	Yes
Connecting (Time Out)	60	1	300	-	Yes
Data Transfer (Time Out)	60	1	300	-	Yes
Zip file name (Zip archive before uploading)	Batch name	-	-	-	Yes
Password (Password protect)	Blank	-	-	-	Yes

[Other Application Options] Window

Item	Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
Parameters	%f	-	-	-	No

[Options] Window

Item	Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
Compression (PDF option)	3	1	7	-	Yes
Password	Blank	1	16 characters (for single-byte characters)	-	Yes

Item	Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
Confirm	Blank	1	16 characters (for single-byte characters)	-	Yes
Image Quality (JPEG2000 options)	2	-1	7	-	Yes
Image Quality (JPEG Options, TIFF Options)	4	-1	7	-	Yes
Upper Limit xx MB (Item for [File Options])	50 MB	1	512 MB	-	Yes

[Add Derived Field] Window/[Edit Derived Field] Window

Item	Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
Output Name	Blank	1	255 characters	-	No
Element Position	Blank	0	999	-	Yes
Fixed String	Blank	1	255 characters	-	Yes

- **[Data Extraction] Tab**

Field List (when [Page] is selected for [Applied to])

Number of fields that can be registered

Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
-	-	Easy Setup and Advanced Setup of PaperStream Capture: 20 Advanced Setup of PaperStream Capture Pro or PaperStream Capture Pro Premium: 100	-	-

Form List (when [Form] is selected for [Applied to])

Number of forms that can be registered

Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
-	-	Easy Setup: 1 Advanced Setup: 150	For the advanced setup, up to 150 forms can be registered including the number of registered forms in the form list in the [Separation] tab.	-

- **[Separation] Tab**

Pages (when [Page Count] is selected)

Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
1	1	999	-	-

Input field for the [Barcode Value] check box

Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
Blank	1	128 bytes	-	-

Form List (when [Specific Form] is selected)

Number of forms that can be registered

Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
-	-	Easy Setup: 1 Advanced Setup: 150	Up to 150 forms can be registered including the number of registered forms in the form list in the [Data Extraction] tab.	-

- **[Define Field] Window**

Field List

Item	Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
Field name	New Field-nnn	-	255 characters	Illegal characters (/ : ? * < > | [ ] = " $! `) cannot be used.	No
Number of fields	0	-	PaperStream Capture: 1 PaperStream Capture Pro or PaperStream Capture Pro Premium: 100 For cloud forms, the total number of standard fields and detail columns must be 100 or less, with a maximum of 20 detail columns.	-	-

Recognition Area

Item	Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
Output String Marked	-	-	255 characters	Single-byte or double-byte characters Illegal characters (/ : ? * < > | [ ] = " $! `) cannot be used.	Yes

Item	Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
Output String Unmarked	-	-	255 characters	Single-byte or double-byte characters Illegal characters (/ : ? * < > | [ ] = " $! `) cannot be used.	Yes

- **[Form identification field settings] Window**

  Number of fields

Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
1	-	-	-	-

  Keywords

Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
-	-	255 characters	-	No

- **[Scan & Index] Window (for Checking/Editing)/[QC] Window/[Index] Window**

  Number of masking areas (manual setting)

Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
-	-	100/Page	-	-

- **[AI prompt definitions] Window**

  Add AI prompt

Initial Value	Minimum Value	Maximum Value	Restrictions	Possible to Omit?
-	-	511 characters	Single-byte or double-byte characters Illegal characters (< > [ ] = " $! `) cannot be used.	-

Specifications

File Format

- **Output File Format**

  The file formats that can be created with PaperStream Capture are as follows:

File Format (Extension)		Image Type (Bit)	Compression Format
BMP (.bmp)		B&W	No Compression
		8-bit gray	No Compression
		24-bit color	No Compression
JPEG2000 (.j2k)		24-bit color	JPEG2000
JPEG (.jpg) (*1)		8-bit gray	JPEG
		24-bit color	JPEG / Progressive JPEG
PDF (.pdf) (*2) (*3)	Normal	B&W	TIFF(G4)
		8-bit gray	JPEG
		24-bit color	JPEG
	High compression	B&W	JBIG2
		8-bit gray	JPEG2000
		24-bit color	JPEG2000
PDF/A (.pdf) (*3) (*4)	Normal	B&W	TIFF(G4)
		8-bit gray	JPEG
		24-bit color	JPEG
	High compression	B&W	JBIG2
		8-bit gray	JPEG2000
		24-bit color	JPEG2000
TIFF (.tif) (*3) (*5)		B&W	No Compression/CCITT G3(1D)/CCITT G3(2D)/CCITT G4/JBIG/LZW/Packbits
		8-bit gray	No Compression/LZW/Packbits/JPEG
		24-bit color	No Compression/Packbits/JPEG/ Progressive JPEG
PNG (.png)		B&W	ZIP
		8-bit gray	ZIP
		24-bit color	ZIP

File Format (Extension)	Image Type (Bit)	Compression Format
Rich text format (.rtf) (*6) (*7)	B&W	ZIP
	8-bit gray	JPEG
	24-bit color	JPEG
Word file (.docx) (*2)	B&W	-
	8-bit gray	-
	24-bit color	-
Excel file (.xlsx) (*2)	B&W	-
	8-bit gray	-
	24-bit color	-
PowerPoint file (.pptx) (2)	B&W	-
	8-bit gray	-
	24-bit color	-

***1:** This is a file format that is supported for outputting a file when [Compatible with ScanSnap Manager for fi] is selected. However, Progressive JPEG is not supported.

***2:** This is a file format that is supported for outputting a file when [Compatible with ScanSnap Manager for fi] is selected.

***3:** Can be output in a multipage format.

***4:** The conformance level is determined by the [PDF version] setting.
However, when [PDF/A-1b] is selected for [PDF version], and the [High Color Compression] or [High Gray Compression] check box is selected under [PDF Options] in the [Options] Window (page 286), it will be set to PDF/A-2b.

***5:** For a multipage format, a TIFF file larger than 2 GB cannot be output.
If the file size exceeds 2 GB, all pages are output in a single-page TIFF file format.
The single-page TIFF file is output with the following file name format:

- If a fixed name is specified for the file name, the fixed name + a serial number (four-digit number)
- If [Page Counter] is not set for the file name option, a file name is generated based on the name option + a serial number (four-digit number)
- If [Page Counter] is set for the file name option, a file name is generated based on the name option

***6:** If the file size exceeds 512 MB, an error occurs during the releasing process.
To output the file, change the file format of the file to a multipage compatible file format, specify 512 MB or less for the output size of the multipage file in [File Options] in the [Options] Window (page 286), and split the file.

***7:** It may take longer to output the file.

- **Input File Format**

  You can run the [Add File] process in the following file formats with PaperStream Capture:

File Format (Extension)	Image Type (Bit)	Compression Format
BMP (.bmp/.dib)	B&W	No Compression
	8-bit gray	No Compression
	24-bit color	No Compression
JPEG2000 (.j2k)	24-bit color	JPEG2000
JPEG (.jpg/.jpeg/.jpe/.jfif)	8-bit gray	JPEG
	24-bit color	JPEG/Progressive JPEG
PDF (.pdf) (*1)	B&W	CCITT G4/JBIG2
	8-bit gray	JPEG/JPEG2000
	24-bit color	JPEG/JPEG2000
TIFF (.tif/.tiff)	B&W	No Compression/CCITT G3(1D)/CCITT G3(2D)/CCITT G4/JBIG/LZW/Packbits
	8-bit gray	No Compression/LZW/Packbits/JPEG
	24-bit color	No Compression/Packbits/JPEG/Progressive JPEG
PNG (.png)	B&W	ZIP
	8-bit gray	ZIP
	24-bit color	ZIP

***1:**You cannot add a file in the following file formats.

- PDF files with a timestamp and signature
- PDF files with a password

ATTENTION

- There is no guarantee that the system operates properly if the selected file for [Add File] is output with an application other than PaperStream Capture, PaperStream Capture Pro, PaperStream Capture Pro Premium, PaperStream Capture Lite, ScanSnap Manager for fi Series, and ScandAll PRO.

See also

Predefined Compression Format (page 671)

Index Information File Format (PaperStream Capture)

The supported file formats, output items, and orders are as follows:

- **File Format**

  This section describes about the default output items as an example.

  Unicode Text

  Separator No. [TAB] Total number of pages in the current document stack [TAB] Page number in the document stack[TAB] Page number [TAB] Actual page number [TAB] Date and time [TAB] Computer name [TAB] User name [TAB] Full path [TAB] File name [TAB] Folder name [TAB] Scanner name [TAB] Resolution [TAB] Width [TAB] Height [TAB] Bit depth [TAB] "Barcode" [TAB] Barcode type [TAB] "Zonal OCR" [TAB] Mark-user [TAB] Mark-multifeed [TAB] Mark-AIQC [TAB] Mark-blank page [TAB] Mark-APS accuracy (scanner driver) [TAB] "Barcode (separator)" [TAB] Barcode type (separator) [TAB] "Zonal OCR (separator)" [TAB] Specific document name-scanner driver (separator) [TAB] Form name [TAB] Form-(form name)-(field name) [TAB] Sheet number [TAB] File size (bytes) [TAB] Total number of sheets in the current document stack [TAB] Document separator value

  - Unicode (UTF-16 Little Endian) is used for output.
  - Zonal OCR results and barcode recognition results are enclosed in double quotation marks ("). Each item is delimited by a tab character.
  - When several lines are recognized with Zonal OCR, the line feeds included in the recognition result are output as single-byte spaces.
  - When there are no character strings for Zonal OCR results or barcode recognition results, a null character ("") is output.
  - When a two-dimensional code recognition result includes a line feed [LF] and/or a carriage return [CR], the line feed and carriage return are output as space characters. These control codes are handled differently depending on the application that opens the index information file.
  - If a Zonal OCR result or barcode recognition result includes any control codes that cannot be displayed, those codes are replaced with " " (space) or "_" (underscore). Some control codes are ignored.
  - If a Zonal OCR result or barcode recognition result includes double quotation marks ("), it is replaced with repeated double quotation marks ("").
  - If a separator is removed when documents are divided by a barcode, the barcode recognition result is applied to the page following the separator. If there are no pages following the separator, no barcode recognition results are output.

  CSV

  Example of commas (,) being used as delimiters.

  "Separator No.","Total number of pages in the current document stack","Page number in the document stack","Page number","Actual page number","YYYY/MM/DD hh:mm:ss","Computer

```
name","User name","Full path","File name","Folder name","Scanner
name","Resolution","Width","Height","Bit depth","Barcode","Barcode type","Zonal OCR","Mark-
user","Mark-multifeed","Mark-AIQC","Mark-blank page","Mark-APS accuracy (scanner
driver)","Barcode (separator)","Barcode type (separator)","Zonal OCR (separator)","Specific
document name-scanner driver (separator)","Form name","Form-(form name)-(field name)","Sheet
number","File size (bytes)","Total number of sheets in the current document stack","Document
separator value"
```

- Depending on whether the [Output in UTF-8] check box in the [Destination] Tab (page 265) is selected or not, index information is output as follows:
  - When the check box is selected
    UTF-8 (8-bit UCS Transformation Format) is used for output.
  - When the check box is cleared
    The default character code for a language that is set for the system locale is used for output.
- Each item is enclosed in double quotation marks ("). In addition, each item is separated by the specified delimiter.
- When several lines are recognized with Zonal OCR, the line feeds included in the recognition result are output as single-byte spaces.
- When there are no character strings for Zonal OCR results or barcode recognition results, a null character ("") is output.
- When a two-dimensional code recognition result includes a line feed [LF] and/or a carriage return [CR], the line feed and carriage return are output as space characters. These control codes are handled differently depending on the application that opens the index information file.
- If a Zonal OCR result or barcode recognition result includes any control codes that cannot be displayed, those codes are replaced with " " (space) or "_" (underscore). Some control codes are ignored.
- If a Zonal OCR result or barcode recognition result includes double quotation marks ("), it is replaced with repeated double quotation marks ("").
- If a separator is removed when documents are divided by a barcode, the barcode recognition result is applied to the page following the separator. If there are no pages following the separator, no barcode recognition results are output.

XML

```
<?xml version = "1.0" encoding = "utf-8"?>
<root>
<page>
<item name = "Separator No." value = "Separator No." />
<item name = "Total pages in current document" value = "Total number of pages in the current
document stack" />
<item name = "Page Number in Document" value = "Page number in the document stack" />
<item name = "Page number" value = "Page number" />
<item name = "Actual page number" value = "Actual page number" />
```

```
<item name = "Date&Time" value = "Date and time" />
<item name = "Computer name" value = "Computer name" />
<item name = "User name" value = "User name" />
<item name = "Full Path" value = "Full path" />
<item name = "File name" value = "File name" />
<item name = "Folder name" value = "Folder name" />
<item name = "Scanner name" value = "Scanner name" />
<item name = "Resolution" value = "Resolution " />
<item name = "Width" value = "Width" />
<item name = "Height" value = "Height" />
<item name = "Bit depth" value = "Bit depth" />
<item name = "Barcode" value = "Barcode" />
<item name = "Barcode type" value = "Barcode type" />
<item name = "Zone OCR" value = "Zonal OCR" />
<item name = "Mark-user" value = "Mark-user" />
<item name = "Mark-multifeed" value = "Mark-multifeed" />
<item name = "Mark-AIQC" value = "Mark-AIQC" />
<item name = "Mark-blank page" value = "Mark-blank page" />
<item name = "Mark-APS" value = "Mark-APS accuracy (scanner driver)" />
<item name = "Barcode(Separator)" value = "Barcode (separator)" />
<item name = "Barcode type(Separator)" value = "Barcode type (separator)" />
<item name = "Zone OCR(Separator)" value = "Zonal OCR (separator)" />
<item name = "Form Name(Separator)" value = "Specific document name-scanner driver
(separator)" />
<item name = "Form Name" value = "Form name" />
<item name = "Form-field name (field type)" value = "Form-(form name)-(field name)" />
<item name = "Sheet number" value = "Sheet number" />
<item name = "File size (bytes)" value = "File size (bytes)" />
<item name = "Total sheets in current document" value = "Total number of sheets in the current
document stack" />
<item name = "Document separator value" value = "Document separator value" />
</page>
.
.
</root>
```

- UTF-8 (8-bit UCS Transformation Format) is used for output.
- Page-based information is delimited by the "page" element. Each item information in the page is delimited by the "item" element. The "name" attribute of the "item" element contains the XML item name of the corresponding item. The "value" attribute stores the value of the corresponding item.
- When several lines are recognized with Zonal OCR, the line feeds included in the recognition result are output as single-byte spaces. (This string has no meaning in XML.)
- The following characters are output as entity references: <, >, &, ".

- When there are no character strings for Zonal OCR results or barcode recognition results, a null character ("") is output.
- When a two-dimensional code recognition result includes a line feed [LF] and/or a carriage return [CR], the line feed and carriage return are output as space characters. These control codes are handled differently depending on the application that opens the index information file.
- If a Zonal OCR result or barcode recognition result includes any control codes that cannot be displayed, those codes are replaced with " " (space) or "_" (underscore). Some control codes are ignored.
- If a separator is removed when documents are divided by a barcode, the barcode recognition result is applied to the page following the separator. If there are no pages following the separator, no barcode recognition results are output.

- **Output Item and Order**

The following items are output.
The output item and order can be changed in the [Index List Options] Window (page 313).

Item Name	Description	XML Item Name
Field name (*1)	Field value that corresponds to a field name If the field type is Zonal OCR, the first 128 characters of text recognized with Zonal OCR are output.	Field name (Field type)
-	Barcode type that corresponds to a field name (*2)	Field name (Barcode type)
Separator No.	Document stack number	Separator No.
Total number of pages in the current document stack	Total number of pages in the document stack	Total pages in current document
Page number in the document stack	Page number in the document stack However, "1" is always output for a single page type file.	Page Number in Document
Page number	Page number that is counted from the first page	Page number
Actual page number	Page number that includes the page skipped due to the blank page skip or removal of the separators (*3)(*4)(*5)(*6)	Actual page number
Date and time	The date and time when the scanning started	Date&Time
Computer name	Name of the computer that performed a scan	Computer name
User name	Name of the user that performed a scan	User name
Full path	File name (full path)	Full Path
File name	File name	File name
Folder name	Folder name	Folder name

Item Name	Description	XML Item Name
Scanner name	Scanner name	Scanner name
Resolution	Resolution for an image. The unit is dpi. 0 is output when the resolution cannot be obtained.	Resolution
Width	Width of an image. The unit is pixels.	Width
Height	Height of an image. The unit is pixels.	Height
Bit depth	Bit depth of an image.	Bit depth
Barcode (*1)(*7)	Text recognized from a barcode If you specified [Barcode] for [Type] in multiple field attributes in the [Data Extraction] tab, the information of the barcode for the field attribute for which [Barcode] was first specified is output.	Barcode
Barcode type (*7)	Recognized barcode type If you specified [Barcode] for [Type] in multiple field attributes in the [Data Extraction] tab, the information of the barcode for the field attribute for which [Barcode] was first specified is output.	Barcode type
Zonal OCR (*1)(*8)	The first 128 characters of text recognized with Zonal OCR	Zone OCR
Mark-user	Indicates whether or not a user marking has been applied. 0: Marking has not been applied 1: Marking has been applied	Mark-user
Mark-multifeed	Indicates whether or not a marking has been applied by the multifeed detection. (*9) 0: Marking has not been applied 1: Marking has been applied	Mark-multifeed
Mark-AIQC	Indicates whether or not a marking has been applied by Automatic Image Quality Checker (AIQC). (*9) 0: Marking has not been applied 1: Marking has been applied	Mark-AIQC
Mark-blank page	Indicates whether or not a blank page marking has been applied. 0: Marking has not been applied 1: Marking has been applied	Mark-blank page
Mark-APS accuracy (scanner driver)	Indicates whether or not a marking has been applied by the APS accuracy. 0: Marking has not been applied	Mark-APS

Item Name	Description	XML Item Name
	1: Marking has been applied	
Sheet number (*10)	Actual document number	Sheet number
Barcode (separator)	Text recognized from a barcode that is used to determine a separator	Barcode(Separator)
Barcode type (separator)	Recognized barcode type	Barcode type(Separator)
Zonal OCR (separator)	The first 128 characters of text recognized with Zonal OCR that is used to determine a separator	Zone OCR(Separator)
Specific document name-scanner driver (separator)	The name of the PaperStream IP driver profile that is used as a separator is output.	Form Name(Separator)
Form name	The form name is output.	Form Name
Form-(form name)-(field name)	The form name and form field name are output.	Form name-field name (field type)
Batch folder name	The name of the batch folder is output.	Batch folder name
Job name	The name of the job is output.	Profile Name
File size (bytes)	File size of the document stack	File size (bytes)
Total number of sheets in the current document stack (*11)	Total number of pages in the document stack (the number counted in accordance with the sheet number)	Total sheets in current document
Document separator value	Document separator value	Document separator value
Character string 1 to 4	The characters that you input in the character string fields are output.	Character string 1 to 4

***1:** If you edit the recognition result, the value that you edited will be output with no limit on number of characters.

***2:** This item is output when the field type is "Barcode".

***3:** After inserting, replacing, or adding pages, the page numbers restart from one, rather than continuing on from the last page the previous time.

***4:** In the following cases, a null character ("") is output.

- When directly opening a file by clicking [Add File] or other operations
- When using the PaperStream IP (ISIS) driver

***5:** A value for the copied page is the same as the one for the original page.

***6:** When the last page is skipped due to the blank page skip or removal of special paper, the skipped page is not included in [Actual page number] even if continuous scanning is performed.

***7:** If only barcodes are set for the type of separator, the same value as the value that is output for "Barcode (separator)" or "Barcode type (separator)" is output for this item.

***8:** If only Zonal OCR is set for the type of separator, the same value as the value that is output for "Zonal OCR (separator)" is output for this item.

***9:** When a multifeed is detected and, simultaneously, an error is detected by Automatic Image Quality Checker, only the multifeed detection is enabled and then "1" for "Mark-multifeed" and "0" for "Mark-AIQC" are output.

***10:** In the following cases, the value 0 is output.

- When directly opening a file by clicking [Add File] or other operations
- When using the PaperStream IP (ISIS) driver

***11:** The sheet number for the image that has been added with an operation such as using [Add File] is "0" and therefore the image is not included in [Total sheets in current document].

See also

[Destination] Tab (page 265)

Index Information File Format (PaperStream Capture Pro or PaperStream Capture Pro Premium)

The supported file formats, output items, and orders are as follows:

- **File Format**

  This section describes the file format by showing an example where all items are output.
  Note that output items vary depending on the job settings.

  Unicode Text

  "Field value" [TAB] Barcode type [TAB] Separator No. [TAB] Total number of pages in the current document [TAB] Page number in the document [TAB] Page number [TAB] Actual page number [TAB] Date and time [TAB] Computer name [TAB] User name [TAB] Full path [TAB] File name [TAB] Folder name [TAB] Scanner name [TAB] Resolution [TAB] Width [TAB] Height [TAB] Bit depth [TAB] "Barcode" [TAB] Barcode type [TAB] "Zonal OCR" [TAB] Mark-user [TAB] Mark-multifeed [TAB] Mark-AIQC [TAB] Mark-blank page [TAB] Mark-APS accuracy (scanner driver) [TAB] "Barcode (separator)" [TAB] Barcode type (separator) [TAB] "Zonal OCR (separator)" [TAB] Specific document name-scanner driver (separator) [TAB] Form name [TAB] Form-(form name)-(field name) [TAB] Sheet number [TAB] Batch folder name [TAB] Job name [TAB] File size (bytes) [TAB] Total number of sheets in the current document stack [TAB] Document separator value [TAB] Character string 1 [TAB] Character string 2 [TAB] Character string 3 [TAB] Character string 4

- Unicode (UTF-16 Little Endian) is used for output.
- Each item is delimited by a tab character.
- When several lines are recognized with Zonal OCR, the line feeds included in the recognition result are output as single-byte spaces.
- When a two-dimensional code recognition result includes a line feed [LF] and/or a carriage return [CR], the line feed and carriage return are output as space characters. These control codes are handled differently depending on the application that opens the index information file.
- If a separator is removed when documents are divided by Zonal OCR or a barcode, the Zonal OCR recognition result or the barcode recognition result is applied to the page following the separator. If there are no pages following the separator, no Zonal OCR recognition result or barcode recognition result is output.
- There are output rules for the following items in the above output example.
  - Items
    - Field value
      - Barcode type
    - Barcode
      - Barcode type
    - Zonal OCR
    - Barcode (separator)
      - Barcode type (separator)
    - Zonal OCR (separator)
    - Specific document name-scanner driver (separator)
  - Output Rules
    - When there is no character string for an item above, a null character ("") is output.
    - If an item above includes any control codes that cannot be displayed, those codes are replaced with " " (space) or "_" (underscore). Some control codes are ignored.
    - If an item above includes double quotation marks ("), it is replaced with repeated double quotation marks ("").

CSV

Example of commas (,) being used as delimiters.

```
"Field value","Barcode type","Separator No.","Total number of pages in the current document stack","Page number in the document stack","Page number","Actual page number","YYYY/MM/DD hh:mm:ss","Computer name","User name","Full path","File name","Folder name","Scanner name","Resolution","Width","Height","Bit depth","Barcode","Barcode type","Zonal OCR","Mark-user","Mark-multifeed","Mark-AIQC","Mark-blank page","Mark-APS accuracy (scanner driver)","Barcode (separator)","Barcode type (separator)","Zonal OCR (separator)","Specific document name-scanner driver (separator)","Form name","Form-(form name)-(field name)","Sheet number","Batch folder name","Job name","File size (bytes)","Total number of sheets in the current
```

document stack","Document separator value","Character string 1","Character string 2","Character string 3","Character string 4"

- Depending on whether the [Output in UTF-8] check box in the [Destination] Tab (page 265) is selected or not, index information is output as follows:
  - When the check box is selected
    UTF-8 (8-bit UCS Transformation Format) is used for output.
  - When the check box is cleared
    The default character code for a language that is set for the system locale is used for output.
- Each item is enclosed in double quotation marks ("). In addition, each item is separated by the specified delimiter.
- When several lines are recognized with Zonal OCR, the line feeds included in the recognition result are output as single-byte spaces.
- When a two-dimensional code recognition result includes a line feed [LF] and/or a carriage return [CR], the line feed and carriage return are output as space characters. These control codes are handled differently depending on the application that opens the index information file.
- If a separator is removed when documents are divided by Zonal OCR or a barcode, the Zonal OCR recognition result or the barcode recognition result is applied to the page following the separator. If there are no pages following the separator, no Zonal OCR recognition result or barcode recognition result is output.
- There are output rules for the following items in the above output example.
  - Items
    - Field value
      - Barcode type
    - Barcode
      - Barcode type
    - Zonal OCR
    - Barcode (separator)
      - Barcode type (separator)
    - Zonal OCR (separator)
    - Specific document name-scanner driver (separator)
  - Output Rules
    - When there is no character string for an item above, a null character ("") is output.
    - If an item above includes any control codes that cannot be displayed, those codes are replaced with " " (space) or "_" (underscore). Some control codes are ignored.
    - If an item above includes double quotation marks ("), it is replaced with repeated double quotation marks ("").

XML

```
<?xml version = "1.0" encoding = "utf-8"?>
<root>
<page>
<item name = "Field name (Field type)" value = "field value" />
<item name = "Field name (Barcode Type)" value = "Barcode type" />
<item name = "Separator No." value = "Separator No." />
<item name = "Total pages in current document" value = "Total number of pages in the current document stack" />
<item name = "Page Number in Document" value = "Page number in the document stack" />
<item name = "Scan page number" value = "Page number" />
<item name = "Actual page number" value = "Actual page number" />
<item name = "Date&Time" value = "Date and time" />
<item name = "Computer name" value = "Computer name" />
<item name = "User name" value = "User name" />
<item name = "Full Path" value = "Full path" />
<item name = "File name" value = "File name" />
<item name = "Folder name" value = "Folder name" />
<item name = "Scanner name" value = "Scanner name" />
<item name = "Resolution" value = "Resolution " />
<item name = "Width" value = "Width" />
<item name = "Height" value = "Height" />
<item name = "Bit depth" value = "Bit depth" />
<item name = "Barcode" value = "Barcode" />
<item name = "Barcode type" value = "Barcode type" />
<item name = "Zone OCR" value = "Zonal OCR" />
<item name = "Mark-user" value = "Mark-user" />
<item name = "Mark-multifeed" value = "Mark-multifeed" />
<item name = "Mark-AIQC" value = "Mark-AIQC" />
<item name = "Mark-blank page" value = "Mark-blank page" />
<item name = "Mark-APS" value = "Mark-APS accuracy (scanner driver)" />
<item name = "Barcode(Separator)" value = "Barcode (separator)" />
<item name = "Barcode type(Separator)" value = "Barcode type (separator)" />
<item name = "Zone OCR(Separator)" value = "Zonal OCR (separator)" />
<item name = "Form Name(Separator)" value = "Specific document name-scanner driver (separator)" />
<item name = "Form Name" value = "Form name" />
<item name = "Form name-field name(field type)" value = "Form-(form name)-(field name)" />
<item name = "Sheet number" value = "Sheet number" />
<item name = "Batch folder name" value = "Batch folder name" />
<item name = "Profile Name" value = "Job name" />
<item name = "File size (bytes)" value = "File size (bytes)" />
<item name = "Total sheets in current document" value = "Total number of sheets in the current document stack" />
```

```
<item name = "Document separator value" value = "Document separator value" />
<item name = "Character string 1" value = "Character string 1" />
<item name = "Character string 2" value = "Character string 2" />
<item name = "Character string 3" value = "Character string 3" />
<item name = "Character string 4" value = "Character string 4" />
</page>
.
.
</root>
```

- UTF-8 (8-bit UCS Transformation Format) is used for output.
- Page-based information is delimited by the "page" element. Each item information in the page is delimited by the "item" element. The "name" attribute of the "item" element contains the XML item name of the corresponding item. The "value" attribute stores the value of the corresponding item.
- When several lines are recognized with Zonal OCR, the line feeds included in the recognition result are output as single-byte spaces. (This string has no meaning in XML.)
- The following characters are output as entity references: <, >, &, ".
- When a two-dimensional code recognition result includes a line feed [LF] and/or a carriage return [CR], the line feed and carriage return are output as space characters. These control codes are handled differently depending on the application that opens the index information file.
- If a separator is removed when documents are divided by Zonal OCR or a barcode, the Zonal OCR recognition result or the barcode recognition result is applied to the page following the separator. If there are no pages following the separator, no Zonal OCR recognition result or barcode recognition result is output.
- There are output rules for the following items in the above output example.
  - Items
    - Field value
      - Barcode type
    - Barcode
      - Barcode type
    - Zonal OCR
    - Barcode (separator)
      - Barcode type (separator)
    - Zonal OCR (separator)
    - Specific document name-scanner driver (separator)
  - Output Rules
    - When there is no character string for an item above, a null character ("") is output.
    - If an item above includes any control codes that cannot be displayed, those codes are replaced with " " (space) or "_" (underscore). Some control codes are ignored.

- **Output Item and Order**

The following items are output.
The output item and order can be changed in the [Index List Options] Window (page 313).

Item Name	Description	XML Item Name
Field name (*1)	Field value that corresponds to a field name If the field type is Zonal OCR, the first 128 characters of text recognized with Zonal OCR are output.	Field name (Field type)
-	Barcode type that corresponds to a field name (*2)	Field name (Barcode type)
Separator No.	Document stack number	Separator No.
Total number of pages in the current document stack	Total number of pages in the document stack	Total pages in current document
Page number in the document stack	Page number in the document stack However, "1" is always output for a single page type file.	Page Number in Document
Page number	Page number that is counted from the first page	Scan page number
Actual page number	Page number that includes the page skipped due to the blank page skip or removal of the separators (*3)(*4)(*5)(*6)	Actual page number
Date and time	The date and time when the scanning started	Date&Time
Computer name	Name of the computer that performed a scan	Computer name
User name	Name of the user that performed a scan	User name
Full path	File name (full path)	Full Path
File name	File name	File name
Folder name	Folder name	Folder name
Scanner name	Scanner name	Scanner name
Resolution	Resolution for an image. The unit is dpi. 0 is output when the resolution cannot be obtained.	Resolution
Width	Width of an image. The unit is pixels.	Width
Height	Height of an image. The unit is pixels.	Height
Bit depth	Bit depth of an image.	Bit depth
Barcode (*1)(*7)	Text recognized from a barcode If you specified [Barcode] for [Type] in multiple field attributes in the [Data Extraction] tab, the information	Barcode

Item Name	Description	XML Item Name
	of the barcode for the field attribute for which [Barcode] was first specified is output.	
Barcode type (*7)	Recognized barcode type If you specified [Barcode] for [Type] in multiple field attributes in the [Data Extraction] tab, the information of the barcode for the field attribute for which [Barcode] was first specified is output.	Barcode type
Zonal OCR (*1)(*8)	The first 128 characters of text recognized with Zonal OCR If you specified [Zonal OCR] for [Type] in multiple field attributes in the [Data Extraction] tab, the information of the zonal OCR for the field attribute for which [Zonal OCR] was first specified is output.	Zone OCR
Mark-user	Indicates whether or not a user marking has been applied. 0: Marking has not been applied 1: Marking has been applied	Mark-user
Mark-multifeed	Indicates whether or not a marking has been applied by the multifeed detection. (*9) 0: Marking has not been applied 1: Marking has been applied	Mark-multifeed
Mark-AIQC	Indicates whether or not a marking has been applied by Automatic Image Quality Checker (AIQC). (*9) 0: Marking has not been applied 1: Marking has been applied	Mark-AIQC
Mark-blank page	Indicates whether or not a blank page marking has been applied. 0: Marking has not been applied 1: Marking has been applied	Mark-blank page
Mark-APS accuracy (scanner driver)	Indicates whether or not a marking has been applied by the APS accuracy. 0: Marking has not been applied 1: Marking has been applied	Mark-APS
Sheet number (*10)	Actual document number	Sheet number
Barcode (separator)	Text recognized from a barcode that is used to determine a separator	Barcode(Separator)
Barcode type (separator)	Recognized barcode type	Barcode type(Separator)

Item Name	Description	XML Item Name
Zonal OCR (separator)	The first 128 characters of text recognized with Zonal OCR that is used to determine a separator	Zone OCR(Separator)
Specific document name-scanner driver (separator)	The name of the PaperStream IP driver profile that is used as a separator is output.	Form Name(Separator)
Form name	The form name is output.	Form Name
Form-(form name)-(field name)	The form name and form field name are output.	Form name-field name (field type)
Batch folder name	The name of the batch folder is output.	Batch folder name
Job name	The name of the job is output.	Profile Name
File size (bytes)	File size of the document stack	File size (bytes)
Total number of sheets in the current document stack (*11)	Total number of pages in the document stack (the number counted in accordance with the sheet number)	Total sheets in current document
Document separator value	Document separator value	Document separator value
Character string 1 to 4	The characters that you input in the character string fields are output.	Character string 1 to 4

***1:** If you edit the recognition result, the value that you edited will be output with no limit on number of characters.

***2:** This item is output when the field type is "Barcode".

***3:** After inserting, replacing, or adding pages, the page numbers restart from one, rather than continuing on from the last page the previous time.

***4:** When you directly open a file by clicking [Add File] or another operation, a null character ("") is output.

***5:** A value for the copied page is the same as the one for the original page.

***6:** When the last page is skipped due to the blank page skip or removal of special paper, the skipped page is not included in [Actual page number] even if continuous scanning is performed.

***7:** If only barcodes are set for the type of separator, the same value as the value that is output for "Barcode (separator)" or "Barcode type (separator)" is output for this item.

***8:** If only Zonal OCR is set for the type of separator, the same value as the value that is output for "Zonal OCR (separator)" is output for this item.

***9:** When a multifeed is detected and, simultaneously, an error is detected by Automatic Image Quality Checker, only the multifeed detection is enabled and then "1" for "Mark-multifeed" and "0" for "Mark-AIQC" are output.

***10:**When you directly open a file by clicking [Add File] or another operation, the value 0 is output.

***11:**The sheet number for the image that has been added with an operation such as using [Add File] is "0" and therefore the image is not included in [Total sheets in current document].

See also

[Destination] Tab (page 265)

Predefined Compression Format

The available predefined compression formats are as follows.

File Format (Extension)		Image Type (Bit)	Compression Format
BMP (.bmp)		B&W	No Compression
		8-bit gray	No Compression
		24-bit color	No Compression
JPEG2000 (.j2k)		24-bit color	JPEG2000
JPEG (.jpg)		8-bit gray	JPEG
		24-bit color	JPEG
PDF (.pdf)	Normal	B&W	TIFF(G4)
		8-bit gray	JPEG
		24-bit color	JPEG
	High compression	B&W	JBIG2
		8-bit gray	JPEG2000
		24-bit color	JPEG2000
PDF/A (.pdf) (*1)	Normal	B&W	TIFF(G4)
		8-bit gray	JPEG
		24-bit color	JPEG
	High compression	B&W	JBIG2
		8-bit gray	JPEG2000
		24-bit color	JPEG2000
TIFF (.tif)		B&W	CCITT G4
		8-bit gray	JPEG
		24-bit color	JPEG
PNG (.png)		B&W	ZIP

File Format (Extension)	Image Type (Bit)	Compression Format
	8-bit gray	ZIP
	24-bit color	ZIP
Rich text format (.rtf)	B&W	ZIP
	8-bit gray	JPEG
	24-bit color	JPEG
Word file (.docx)	B&W	-
	8-bit gray	-
	24-bit color	-
Excel file (.xlsx)	B&W	-
	8-bit gray	-
	24-bit color	-
PowerPoint file (.pptx)	B&W	-
	8-bit gray	-
	24-bit color	-

***1:**The conformance level is determined by the [PDF/A version] setting.
However, when [PDF/A-1b] is selected for [PDF/A version], and the [High Color Compression] or [High Gray Compression] check box is selected under [PDF Options] in the [Options] Window (page 286), it will be set to PDF/A-2b.

See also

File Format (page 654)

Data to Collect

When you select the [Output Operation Data] check box under [Data Collection] in the [Support] tab of the [PaperStream Capture Pro Administrator Tool] window or [PaperStream Capture Pro Premium Administrator Tool] window, the PaperStream Capture usage is collected and output in TSV format.
The following data is collected:

Category	Item Name	Contents
General	Batch id	Batch id The format of the value is numbers.
	Batch name	Batch name The format of the value is characters. (*1)
	Profile name	Job name

Category	Item Name	Contents
		The format of the value is characters.
	Suspended	Whether the batch was once suspended The format of the value is characters. ● Suspended: True ● Not suspended: False
	Exception	Error code The format of the value is characters. (*1)
Scanning	Operator name	Name of the user who completed the batch The format of the value is characters. (*1)
	Start time	Time when a scan starts The format of the value is time. (*2) (*3)
	End time	Time when a scan ends The format of the value is time. (*1) (*3)
	Doc count	Total number of documents The format of the value is numbers.
	Page count	Total number of pages The format of the value is numbers.
	Auto-Deletions	A space is output.
	Device	Scanner model The format of the value is characters. (*2)
QC	Operator name	Name of the user who completed the batch The format of the value is characters. (*1)
	Start time	Start time for a QC (quality check) The format of the value is time. (*2) (*3)
	End time	End time for a QC (quality check) The format of the value is time. (*1) (*3)
	Doc count	Total number of documents The format of the value is numbers.
	Page count	Total number of pages The format of the value is numbers.
	Manual-Deletions	Number of deleted pages The format of the value is numbers.
	Insertions	Number of times that a file is inserted The format of the value is numbers.
	Moves	Number of times that a page is moved The format of the value is numbers.

Category	Item Name	Contents
	Separations	Number of times that a document stack is divided The format of the value is numbers.
	Merges	Number of times that document stacks are merged The format of the value is numbers.
	Scan Additions	Number of times that an additional scan is performed The format of the value is numbers.
	Scan Replacements	Number of times that a scan is performed to replace pages The format of the value is numbers.
	Jams	A space is output.
	Multi-feeds	A space is output.
	ASC count	Number of corrected pages regarding the image quality The format of the value is numbers.
Indexing	Operator name	Name of the user who completed the batch The format of the value is characters. (*1)
	Start time	Time when an indexing process starts The format of the value is time. (*2) (*3)
	End time	Time when an indexing process ends The format of the value is time. (*1) (*3)
	Doc count	Total number of documents The format of the value is numbers.
	Key clicks	Number of times that a key on a keyboard is pressed The format of the value is numbers.
	Field count	Number of fields (hidden fields are not counted) The format of the value is numbers.
	Fields modified	Total number of fields of which the values are corrected The format of the value is numbers.
	Error count	Accumulated number of fields where an error occurs during a releasing process The format of the value is numbers.
Release	Start time	Time when a releasing process starts The format of the value is time. (*2) (*3)
	End time	Time when a releasing process ends The format of the value is time. (*1) (*3)
	Destination	Destination The format of the value is characters.

***1:**The time when a batch is suspended, the time when an exception batch is ended, and the time when it is restarted are also included.

***2:**If you suspend a batch several times and end up performing operations such as a scan, a QC (quality check), and an indexing process repeatedly, the time of the first operation is output for "Start time" and the time of the last operation is output for "End time".

***3:**The collected data is converted and output to "YYYY-MM-dd HH:mm:ss.fff", which is based on UTC, according to the time zone on the work station used for a releasing process.

Barcode Types and Detection Parameters

The barcode types that can be detected with PaperStream Capture are shown below.
The barcode detection parameters are shown as well.
Barcodes that do not meet the detection parameters may not be recognized correctly.

- **One-dimensional Barcodes**



Example: Code 3 of 9

Code	Character Set	Field Width
UPC-A/EAN/JAN	Numbers	UPC-A: 12 (includes check digits) EAN/JAN: 8 or 13 (includes check digits)
Code 3 of 9	ASCII data	1 to 128 (excludes start/stop codes)
Code 128/EAN128	ASCII data	1 to 128 (excludes check characters)
Codabar (NW7)	4 start/stop characters, numbers, 6 symbols	1 to 128 (excludes start/stop codes)
ITF	Numbers	2 to 128 (always even number of digits)

- **Two-dimensional Codes**



Example: PDF417



Example: QR Code



Example: Data Matrix

Code	Character Set	Field Width
PDF417	ASCII data, binary data (multibyte characters) Mixture of the types of data above	Alphanumeric mix: Up to 1850 characters Numbers: Up to 2710 digits Binary data: Up to 1108 bytes
QR Code	Numbers, alphabetical characters, symbols, multibyte characters, control codes Mixture of the types of data above	Alphanumeric mix: Up to 395 characters Numbers: Up to 652 digits Double-byte characters: Up to 167 characters
Data Matrix	ASCII data, binary data (multibyte characters) Mixture of the types of data above	Alphanumeric mix: Up to 2335 characters Numbers: Up to 3116 digits Binary data: Up to 1555 bytes

- **Detection Parameters for One-dimensional Barcodes**

Item	Parameter
Barcode height	10 to 30 mm/0.39 to 1.18 in.
Barcode width	300 mm/11.81 in. or less
Barcode margin	5 mm/0.20 in. or more on each side of barcode (The left and right edges of ITF are either 5 mm/0.20 in. or more, or six times the width of the thin element or more, whichever is larger)
Barcode color	Black
Barcode base color	White

Item	Parameter
Resolution	200 to 600 dpi
Barcode angle	Horizontal and vertical
Thin element width/module width	● UPC-A/EAN/JAN For 300 dpi or more: 0.264 mm/0.010 in. or more For less than 300 dpi: 0.30 mm/0.012 in. or more ● Code 3 of 9/Code 128/EAN128/Codabar(NW7) For 300 dpi or more: 0.20 mm/0.008 in. or more For less than 300 dpi: 0.30 mm/0.012 in. or more ● ITF For 300 dpi or more: 0.254 mm/0.010 in. or more For less than 300 dpi: 0.30 mm/0.012 in. or more
Wide element width	14.0 mm/0.55 in. or less (For UPC-A/EAN/JAN/Code 128/EAN128, this is the width of the widest element, which is equivalent to the total width of four modules.)
Gap between characters	● UPC-A/EAN/JAN/Code 128/EAN128/ITF No gap between characters ● Code 3 of 9/Codabar(NW7) Equal to or less than either 1.52 mm/0.06 in. or three times the width of the thin element, whichever is larger, and equal to or larger than the thin element width

- **PDF417 Detection Parameters**

Item	Parameter
Module width	0.3 to 2.0 mm/0.01 to 0.08 in.
Module height	The recommended module height is three times of the module width or more (When the module height is less than two times of the module width, the module can not be recognized.)
Barcode width (overall width)	25.5 to 170.0 mm/1.00 to 6.69 in.
Barcode height	10.0 to 30.0 mm/0.39 to 1.18 in.
Barcode margin	5 mm/0.20 in. or more on each side of barcode
Barcode color	Black
Barcode base color	White
Resolution	200 to 600 dpi
Barcode angle	Horizontal and vertical
Error correction level	0/2/3/4/5/6/7

- **QR Code Detection Parameters**

Item	Parameter
Model	Model 2 ECI and FNC1 modes are not supported
Version	2 to 10
Information type	Numbers, alphabetical characters, symbols, multibyte characters, control codes Mixture of the types of data above
Cell size	0.40 mm/0.02 in. or more
Barcode margin	4 cells or more on each side of barcode
Barcode color	Black
Barcode base color	White
Resolution	300 to 600 dpi
Barcode angle	Horizontal and vertical
Error correction level	L/M/Q/H

- **Data Matrix Detection Parameters**

Item	Parameter
Version	ECC200 FNC1 mode is not supported
Cell size	0.50 mm/0.02 in. or more
Barcode margin	Two or more cells around a symbol
Barcode color	Black
Barcode base color	White
Resolution	300 to 600 dpi
Barcode angle	Horizontal and vertical

ATTENTION

- If there are multiple barcodes in the barcode detecting area, the one recognized first will be enabled.
- If you scan a document with an undefined barcode type for this function, the document stack may be separated wrongly, and the scanned images may also be deleted depending on the scan settings. It is recommended to limit the area of a barcode to be detected.
- Using the same sheet repeatedly may decrease the recognition accuracy due to accumulated dirt on the sheets. If the sheet is not recognized correctly or gets smudged, replace it with a new sheet.
- If control codes fail to be recognized, the recognition results may be in the following condition:

- Control codes are recognized as numbers.
- Not only control codes but also some of the other characters are not recognized at all and ignored.

- When the [Include data after the control code [NUL] in a two-dimensional code] check box is cleared in the [Barcode Options] Window (Data Extraction) (page 341), data after the control code [NUL] is not recognized if the control code [NUL] is included in a two-dimensional code.
- The barcode may not be recognized correctly depending on the document (if skewed), the PaperStream IP driver settings and/or the print status of barcodes. Operate after ensuring that the barcode is correctly recognized.
- Even if the barcode base color and the barcode color are colors other than white and black, the barcode may be able to be recognized. To recognize colored barcodes, adjust the color document scanning settings to ensure that the documents are recognized correctly before using the barcodes.
- If the recognition result for a two-dimensional code includes an error, enlarge the barcode or raise the error correction level.
- If a barcode recognition result includes any control codes that cannot be displayed, those codes are replaced with " " (space) or "_" (underscore). Some control codes are ignored. When a two-dimensional code recognition result includes a line feed [LF] and/or a carriage return [CR], the line feed and carriage return are output as space characters.

TIP

- When a document with multiple barcodes is scanned, the barcode recognition results are used to specify indexes, according to the field settings, as shown below.
  - When the recognition area for the barcode is specified in a field
    Only the recognition result for the first barcode detected in the area is used to specify an index.
  - When the recognition area for the barcode is not specified in a field
    Barcodes are to be detected in all areas on a document. In the order in which barcodes are detected, the recognition results are used to specify indexes one at a time for each field.
- A barcode can be used to divide documents or to provide an index, file name, or folder name by using text recognition.
- If the barcode scanning speed decreases, limit the barcode types to be detected or narrow the barcode area to improve the scanning speed.

Zonal OCR Detection Parameters

The document (text) and the PaperStream IP driver settings to be checked for proper recognition with Zonal OCR are shown below.

- **Document (Text)**

When [Page] is selected for [Applied to]

If you select the following types when you select an area for Zonal OCR, PaperStream Capture Pro or PaperStream Capture Pro Premium recognizes underlined characters, characters enclosed in a frame, or other type of characters. Supported languages are English, French, German, Italian, Spanish, Russian, Turkish, Greek, Portuguese, Swedish, Dutch, Polish, Czech, Romanian, Ukrainian, Indonesian, Danish, Norwegian, Hungarian, and Finnish. For languages other than the languages above, types of characters to be recognized cannot be selected and characters are recognized as SimpleText.

Type	Description	Example
SimpleText	Detects characters that are without boundary lines or are not underlined.	EXAMPLE
UnderlinedText	Detects characters that are underlined.	EXAMPLE
TextInFrame	Detects characters that are in a frame.	EXAMPLE
GreyBoxes	Detects characters with a white background that is on another background colored gray.	E X A M P L E
CharBoxSeries	Detects characters that are in separated frames.	E X A M P L E
SimpleComb	Detects characters that are underlined and separated by short lines.	E X A M P L E
CombInFrame	Detects characters that are in a frame and separated by short lines.	E X A M P L E
PartitionedFrame	Detects characters that are in a frame and separated by lines.	E X A M P L E

Documents (text) listed below may not be correctly recognized with Zonal OCR.

Documents

- Document with extremely narrow or wide character spacing and/or line spacing
- Document with uneven color in the background of the text
- Document with patterns in the background of the text
- Document with an unsupported language
- Document loaded upside down, sideways, or skewed
- Document with a complicated layout or too much noise
  (Such documents may require an excessively long time to be recognized.)

- Vertically written document
- Document formatted in columns

Text

- Hand-written text
- Text in small characters (less than 10 points) in a low resolution
- Text in large characters (24 points or higher)
- Superscripts/subscripts, and complicated math expressions
- Text in bold or italic characters, or characters with effects such as shadow and outline
- Underlined text, text with shading, text enclosed in a frame (for PaperStream Capture)
  Text with shading (for PaperStream Capture Pro or PaperStream Capture Pro Premium)
- Text expanded/condensed in lateral or vertical direction

Font

- Fonts other than Ming, gothic or textbook typefaces (Japanese)

Character type

- Characters other than JIS level-1 kanji set, hiragana characters, katakana characters, alphanumeric characters, and some symbols (Japanese)

When [Form] is selected for [Applied to]

This section provides the specifications of Zonal OCR to be performed when [Form] is selected for [Applied to] in PaperStream Capture Pro or PaperStream Capture Pro Premium. Text will not be recognized correctly for unsupported languages or character types.

Supported Languages

- Japanese
- English
- French
- German
- Italian
- Spanish

Text

The following types of text can be recognized:

- Printed text
  Bold and italic text can also be recognized.
- Handwritten text
  Handwritten text in the following states can also be recognized.
  However, cursive text is not recognized.
  - Text with a part outside the frame (text on a ruled line)

- Multi-line text written diagonally
- Text in a line with a mixture of printed and handwritten characters

Font

The following fonts can be recognized.

- English, French, German, Italian, and Spanish
  Arial, Calibri, Times New Roman, Meiryo UI, Verdana
- Japanese
  MS Gothic, MS Mincho, Yu Gothic, Yu Mincho, UD Digi Kyokasho N-R, UD Digi Kyokasho N-B, BIZ UDGothic, BIZ UDMincho, MS PGothic, MS PMincho, MS UI Gothic, Meiryo, Meiryo UI, Yu Gothic UI, UD Digi Kyokasho NP-R, UD Digi Kyokasho NP-B, UD Digi Kyokasho NK-R, UD Digi Kyokasho NK-B, BIZ UDPGothic, BIZ UDPMincho, OCR-B

Handwritten Text Formats and Supported Character Types

Character types supported for recognition vary depending on the setting for [Format] in [Field Attributes]. Unsupported characters are not recognized correctly.

Language	Scan Setting (Format)	Character Types Supported for Recognition
English French German Italian Spanish	General	Alphabetical characters, numbers, and symbols
	Name	Alphabetical characters and symbols
	Address	Alphabetical characters, numbers, and symbols
	Phone Number	Numbers and symbols
	Number/Hyphen	Numbers and symbols
	Date	Characters, numbers, and symbols
	Amount/Number	Numbers and symbols
	E-Mail Address	Alphabetical characters, numbers, and symbols
Japanese	General	Kanji characters, numbers, alphabetical characters, katakana characters, hiragana characters, and symbols
	Name	Kanji, katakana, and hiragana characters
	Address	Kanji characters, numbers, alphabetical characters, katakana characters, hiragana characters, and symbols
	Phone Number	Numbers and symbols
	Number/Hyphen	Numbers and symbols
	Date	Kanji characters, numbers, alphabetical characters, symbols

Language	Scan Setting (Format)	Character Types Supported for Recognition
	Amount/Number	Numbers and symbols
	E-Mail Address	Alphabetical characters, numbers, and symbols

Character Type

- English

Setting (Format)	Character Type	
General	Alphabetical characters: 52	26 uppercase letters (A to Z), 26 lowercase letters (a to z)
	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 53	! " # $ % & ' ( ) * + , - . / : ; < = > ? @ [ ] ^ _ ` { | } ~ ＼ ・← ↑ → ↓ … ― △ ☆ ○ □ ※ ℃ Ω ± ☉ ⊗ ☑ ☒ £)
Name	Alphabetical characters: 52	26 uppercase letters (A to Z), 26 lowercase letters (a to z)
	Symbols: 4	, . ' -
Address	Alphabetical characters: 52	26 uppercase letters (A to Z), 26 lowercase letters (a to z)
	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 5	# , . ' -
Phone Number	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 4	- ( ) +
Number/Hyphen	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 1	-
Date	Characters	A B C D E F G H I J L M N O P R S T U V Y a b c d e f g h i j l m n o p r s t u v y
	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 3	- / .
Amount/Number	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols (U.S. only): 3	$, .
	Symbols (U.K. only): 3	£ , .

Setting (Format)	Character Type	
E-Mail Address	Alphabetical characters: 52	26 uppercase letters (A to Z), 26 lowercase letters (a to z)
	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 5	@ . _ -)

- French

Setting (Format)	Character Type	
General	Alphabetical characters: 52	26 uppercase letters (A to Z), 26 lowercase letters (a to z)
	+ 38	À Â Ä È É Ê Ë Î Ï Ñ Ô Ö Ù Û Ü Ÿ à â ä è é ê ë î ï ñ ô ö ù û ü ÿ Œ Æ Ç æ ç œ
	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 41	! " # $ % & ' ( ) * + , - . / : ; < = > ? @ [\ ] _ { | } £ € « » © ® ° ☉ ⊗ □ ☑ ☒)
Name	Alphabetical characters: 52	26 uppercase letters (A to Z), 26 lowercase letters (a to z)
	+ 38	À Â Ä È É Ê Ë Î Ï Ñ Ô Ö Ù Û Ü Ÿ à â ä è é ê ë î ï ñ ô ö ù û ü ÿ Œ Æ Ç æ ç œ
	Symbols: 4	, . ' -
Address	Alphabetical characters: 52	26 uppercase letters (A to Z), 26 lowercase letters (a to z)
	+ 38	À Â Ä È É Ê Ë Î Ï Ñ Ô Ö Ù Û Ü Ÿ à â ä è é ê ë î ï ñ ô ö ù û ü ÿ Œ Æ Ç æ ç œ
	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 5	# , . ' -
Phone Number	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 4	- ( ) +
Number/Hyphen	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 1	-
Date	Characters	A B C D E F G I J L M N O P R S T U V Y É Û a b c d e f g i j l m n o p r s t u v y é û
	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 3	- / .
Amount/Number	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 3	€ , .

Setting (Format)	Character Type	
E-Mail Address	Alphabetical characters: 52	26 uppercase letters (A to Z), 26 lowercase letters (a to z)
	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 5	@ . _ -)

- German

Setting (Format)	Character Type	
General	Alphabetical characters: 52	26 uppercase letters (A to Z), 26 lowercase letters (a to z)
	+ 9	Ä É Ö Ü ä é ö ü ß
	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 41	! " # $ % & ' ( ) * + , - . / : ; < = > ? @ [\ ] _ { | } £ € « » © ® ° ☉ ⊗ ☐ ☑ ☒)
Name	Alphabetical characters: 52	26 uppercase letters (A to Z), 26 lowercase letters (a to z)
	+ 9	Ä É Ö Ü ä é ö ü ß
	Symbols: 4	, . ' -
Address	Alphabetical characters: 52	26 uppercase letters (A to Z), 26 lowercase letters (a to z)
	+ 9	Ä É Ö Ü ä é ö ü ß
	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 5	# , . ' -
Phone Number	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 4	- ( ) +
Number/Hyphen	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 1	-
Date	Characters	A B C D E F G I J K L M N O P R S T U V Y Z Ä a b c d e f g i j k l m n o p r s t u v y z ä
	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 3	- / .
Amount/Number	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 3	€ , .

Setting (Format)	Character Type	
E-Mail Address	Alphabetical characters: 52	26 uppercase letters (A to Z), 26 lowercase letters (a to z)
	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 5	@ . _ -)

- Spanish

Setting (Format)	Character Type	
General	Alphabetical characters: 52	26 uppercase letters (A to Z), 26 lowercase letters (a to z)
	+ 12	Á É Í Ñ Ó Ú á é í ñ ó ú
	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 43	! " # $ % & ' ( ) * + , - . / : ; < = > ? @ [\ ] _ { | } £ € « » © ® ° ¡ ¿ ☉ ⊗ □ ☑ ☒
Name	Alphabetical characters: 52	26 uppercase letters (A to Z), 26 lowercase letters (a to z)
	+ 12	Á É Í Ñ Ó Ú á é í ñ ó ú
	Symbols: 4	, . ' -
Address	Alphabetical characters: 52	26 uppercase letters (A to Z), 26 lowercase letters (a to z)
	+ 12	Á É Í Ñ Ó Ú á é í ñ ó ú
	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 5	# , . ' -
Phone Number	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 4	- ( ) +
Number/Hyphen	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 1	-
Date	Characters	A B C D E F G I J L M N O P R S T U V Y Z a b c d e f g i j l m n o p r s t u v y z
	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 3	- / .
Amount/Number	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 3	€ , .

Setting (Format)	Character Type	
E-Mail Address	Alphabetical characters: 52	26 uppercase letters (A to Z), 26 lowercase letters (a to z)
	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 5	@ . _ -)

- Italian

Setting (Format)	Character Type	
General	Alphabetical characters: 52	26 uppercase letters (A to Z), 26 lowercase letters (a to z)
	+ 14	À È É Î Ì Ò Ù à è é î ì ò ù
	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 41	! " # $ % & ' ( ) * + , - . / : ; < = > ? @ [\ ] _ { | } £ € « » © ® ° ☉ ⊗ □ ☑ ☒)
Name	Alphabetical characters: 52	26 uppercase letters (A to Z), 26 lowercase letters (a to z)
	+ 14	À È É Î Ì Ò Ù à è é î ì ò ù
	Symbols: 4	, . ' -
Address	Alphabetical characters: 52	26 uppercase letters (A to Z), 26 lowercase letters (a to z)
	+ 14	À È É Î Ì Ò Ù à è é î ì ò ù
	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 5	# , . ' -
Phone Number	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 4	- ( ) +
Number/Hyphen	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 1	-
Date	Characters	A B C D E F G I J L M N O P R S T U V Y Z a b c d e f g i j l m n o p r s t u v y z
	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 3	- / .
Amount/Number	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 3	€ , .

Setting (Format)	Character Type	
E-Mail Address	Alphabetical characters: 52	26 uppercase letters (A to Z), 26 lowercase letters (a to z)
	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 5	@ . _ -)

- Japanese

Setting (Format)	Character Type	
General	Kanji characters: 6355	All JIS level-1 and JIS level-2 characters
	Alphabetical characters: 52	26 uppercase letters (A to Z), 26 lowercase letters (a to z)
	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Katakana characters: 86	(*1)
	Hiragana characters: 83	(*2)
	Standard symbols: 25	! # % & ' ( ) * + , - . / : ; < = > ? @ ^ _ | \ ·
	Japanese symbols: 6	、。々〆〒ー
Name	Kanji characters: 6355	All JIS level-1 and JIS level-2 characters
	Katakana characters: 86	(*1)
	Hiragana characters: 83	(*2)
	Japanese symbols: 2	ー々
Address	Kanji characters: 6355	All JIS level-1 and JIS level-2 characters
	Alphabetical characters: 52	26 uppercase letters (A to Z), 26 lowercase letters (a to z)
	Numbers: 10	0 1 2 3 4 5 6 7 8 9

Setting (Format)	Character Type	
	Katakana characters: 86	(*1)
	Hiragana characters: 83	(*2)
	Standard symbols: 25	! # % & ' ( ) * + , - . / : ; < = > ? @ ^ _ | \ ·
	Japanese symbols: 6	、。々〆〒ー
Phone Number	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 3	- ( )
Number/Hyphen	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 1	-
Date	Kanji characters: 11	月元昭成大日年平令和正
	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Alphabetical characters: 4	T S H R
	Symbols: 2	/ .
Amount/Number	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 4	\ , . -
E-Mail Address	Alphabetical characters: 52	26 uppercase letters (A to Z), 26 lowercase letters (a to z)
	Numbers: 10	0 1 2 3 4 5 6 7 8 9
	Symbols: 5	@ . _ -)

*1:
- 48 characters that have no diacritic marks

  ア イ ウ エ オ カ キ ク ケ コ サ シ ス セ ソ タ チ ツ テ ト ナ ニ ヌ ネ ノ ハ ヒ フ ヘ ホ マ ミ ム メ モ ヤ ユ ヨ ラ リ ル レ ロ ワ ヲ ン ヰ ヱ
- 26 characters that have diacritic marks

  ガ ギ グ ゲ ゴ ザ ジ ズ ゼ ゾ ダ ヂ ヅ デ ド バ ビ ブ ベ ボ パ ピ プ ペ ポ ヴ
- 14 small characters

  ァ ィ ゥ ェ ォ ッ ャ ュ ョ ヮ カ ケ

*2:
- 48 characters that have no diacritic marks

  あ い う え お か き く け こ さ し す せ そ た ち つ て と な に ぬ ね の は ひ ふ へ ほ ま み む め も や ゆ よ ら り る れ ろ わ を ん ゐ ゑ

- 25 characters that have diacritic marks

  がぎぐげござじずぜぞだぢづでどばびぶべぼぱぴぷぺぽ

- 10 small characters

  あいうえおつやゆよわ

Specifications of date output format conversion

This section provides the specifications of date output format conversion when the [Convert Date output format] check box is selected in the [Define Field] window and a date format to be output is specified for [Define Date output format].

ATTENTION

- The supported date range is from January 1, 1913 to December 31, 2060.
- Even if [Japanese] is selected for [OCR Language], you cannot convert a date format from the Japanese calendar to the Western calendar or vice versa.
- If the recognition result for the date does not include the element specified in [Define Date output format], the recognition result is displayed as is in red in [Field] in the field panel on the window for checking and editing images, and a warning is displayed.

If the date string recognized by zonal OCR matches one of the formats described in Date formats for each language (page 691), it is output using date elements specified in [Define Date output format].

Specifications

- The year can be specified with 1 to 4 digits. Note that if the year is specified with 1 or 2 digits, it will be converted as follows:
  0 to 60: Converted to a year in the 2000s
  61 to 99: Converted to a year in the 1900s
  Example 1: 01 → 2001
  Example 2: 65 → 1965
- The month and day can each be specified with either 1 or 2 digits.
- When the month is specified alphabetically, it is not case-sensitive (for example, both "January" and "january" are converted).
  In addition, when the month is specified alphabetically in an abbreviated form, it is converted regardless of whether there is a period (".") at the end (for example, both "Jan" and "Jan." are converted).
- The date elements are not converted in the following cases:
  - When the specified year is before 1913 or after 2039
  - When the specified month value is not between 1 and 12
  - When the month is specified alphabetically with incorrect spelling
  - When the specified day value exceeds the number of days in that month
    Example: 2/30

- When the specified value cannot be interpreted as a date (the year, month, and day cannot be determined)
  Example:
  Asdf1234
  2
  2/4

Date formats for each language

The date formats for each language are as follows:
Any other formats will not be converted.
Note that if [English] is selected for [OCR Language], the date format to be used will be determined by the system locale.
en-GB: British date format is used
All other locales, including en-US: US date format is used

- Japanese
  - yyyymmdd (Example: 20250307)
  - yyyy-mm-dd (Example: 2025-03-07)
  - yyyy/MM/dd (Example: 2025/03/07)
  - MM/dd/yyyy (Example: March 7, 2025)
- English (United States)
  - yyyymmdd (Example: 20250307)
  - yyyy-mm-dd (Example: 2025-03-07)
  - mm dd yyyy (Example: 03 07 2025)
  - mm/dd/yyyy (Example: 03/07/2025)
  - mm-dd-yyyy (Example: 03-07-2025)
  - mm.dd.yyyy (Example: 03.07.2025)
  - Month dd, yyyy (Examples: March 07, 2025/Mar. 07, 2025)
- English (United Kingdom)
  - yyyymmdd (Example: 20250307)
  - yyyy-mm-dd (Example: 2025-03-07)
  - dd/mm/yyyy (Example: 07/03/2025)
  - dd mm yyyy (Example: 07 03 2025)
  - dd Month yyyy (Examples: 07 September 2025/07 Sept 2025)
- German
  - yyyymmdd (Example: 20250307)
  - yyyy-mm-dd (Example: 2025-03-07)
  - dd. Month YYYYY (Example: 07. Oktober 2025/07. Okt. 2025)
  - dd.mm.yyyy (Example: 07.03.2025)

- dd.mm yyyy (Example: 07.03 2025)
- dd mm yyyy (Example: 07 03 2025)

● French

- yyyymmdd (Example: 20250307)
- yyyy-mm-dd (Example: 2025-03-07)
- dd/mm/yyyy (Example: 07/03/2025)
- dd mm yyyy (Example: 07 03 2025)
- dd-Month-yyyy (Example: 07-mars-2025)
- dd Month yyyy (Examples: 07 février 2025/07 févr 2025)

● Italian

- yyyymmdd (Example: 20250307)
- yyyy-mm-dd (Example: 2025-03-07)
- dd/mm/yyyy (Example: 07/03/2025)
- dd.mm.yyyy (Example: 07.03.2025)
- dd-mm-yyyy (Example: 07-03- 2025)
- dd mm yyyy (Example: 07 03 2025)
- dd mm yy (Example: 07 03 25)
- dd Month yyyy (Examples: 07. ottobre 2025/07. Ott. 2025)

● Spanish

- yyyymmdd (Example: 20250307)
- yyyy-mm-dd (Example: 2025-03-07)
- dd/mm/yyyy (Example: 07/03/2025)
- dd-mm-yyyy (Example: 07-03- 2025)
- dd mm yyyy (Example: 07 03 2025)
- dd Month 'yy (Example: 07 de marzo '25)
- dd Month yyyy (Example: 07 octubre 2025/07 oct. 2025)
  Conversion works with or without the article "de".

Conditions of documents

➡ Conditions for Standard Forms (page 699)

● **PaperStream IP Driver Settings**

With the following PaperStream IP driver settings, documents may not be correctly recognized with Zonal OCR.

● [Halftone] or [SEE] is selected in [Image] → [Black & White Method] when the image type is monochrome

ATTENTION

- Up to 128 characters can be recognized with Zonal OCR.
- Set the Zonal OCR recognition area to an appropriate size.
  When the area is too large, figures, tables or borders around the area may be included in the Zonal OCR target and unintended recognition result may be output.
  When the area is too small, the strings to be recognized may be excluded from the Zonal OCR target and may not be recognized correctly.
- Even when the character string recognized with Zonal OCR is displayed properly on the screen, it may be recognized as a control code and be output as "_" if "Zonal OCR" is used for a file name in naming options or if the character string is output to index information.
  When this happens, select a language to be used for Zonal OCR with [Regional and Language Options] in [Control Panel].
- When [Page] is selected for [Applied to], the recommended resolutions are as follows: Resolution higher than 600 dpi cannot be recognized for Color/Gray.
  - B&W: 400/600 dpi
  - Color/Gray: 200/300 dpi
- When [Form] is selected for [Applied to], it is recommended that you specify the same scan settings (color mode/resolution/paper size) for the job as the scan settings for registering forms.
- When [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] under [Scan Settings] in the [Scan] tab in the [Advanced Setup] window, the following cannot be specified as a language that is used for text recognition.
  - Greek
  - Vietnamese
  - Swedish
  - Dutch
  - Polish
  - Czech
  - Romanian
  - Hebrew
  - Ukrainian
  - Thai
  - Indonesian
  - Danish
  - Norwegian
  - Hungarian
  - Finnish

TIP

- The deskew function and the orientation correction filters of the PaperStream IP driver may improve the recognition rate.
- When documents in Hebrew are scanned with [Automatic] selected for [Rotation] in the PaperStream IP driver, scanned images are turned upside down. Specify [0 degrees] for [Rotation], load the documents in the correct orientation, and then perform a scan.
- When the string to be recognized contains only alphanumeric characters and symbols, recognition error may occur. Changing the language to be recognized into English facilitates the recognition.

Passport Detection Parameters

PaperStream Capture can detect information that consists of two lines each containing 44 characters/digits in the Machine Readable Zone (MRZ) on a passport according to the international standard (Doc 9303) set by ICAO (International Civil Aviation Organization).

- For PaperStream Capture
  To detect the MRZ in a passport automatically, you need to use the PaperStream IP (TWAIN) driver and scan a passport that is opened in a double-page spread, which includes the MRZ on one of the pages with a scanner that is able to scan passports.
- For PaperStream Capture Pro or PaperStream Capture Pro Premium
  To detect the MRZ in a passport automatically, you need to scan a passport that is opened in a double-page spread, which includes the MRZ on one of the pages with a scanner that is able to scan passports.

The location of the MRZ in a page and its structure are as follows:



No.	Indication
1	Issuing country
2	Surname and Given names
3	Passport number
4	Nationality
5	Date of birth
6	Sex
7	Date of expiry
8	Personal number

Note that the MRZ in a passport may not be recognized correctly if the passport falls into any of the following conditions:

- The passport is dirty.

- The scanned image of the passport is turned upside down, sideways, or is tilted.

ATTENTION

- Note that this option is available as a detection target only if [Page] is selected for [Applied to] in the [Data Extraction] tab.
- When the PaperStream IP (ISIS) driver is used on PaperStream Capture, the MRZ in a passport cannot be detected automatically.
  After scanning a passport, select [Draw Zone] on the toolbar in the [Scan] window (for checking/editing) and specify the part (44 characters/digits) of the MRZ that includes the information, as the recognition area.

TIP

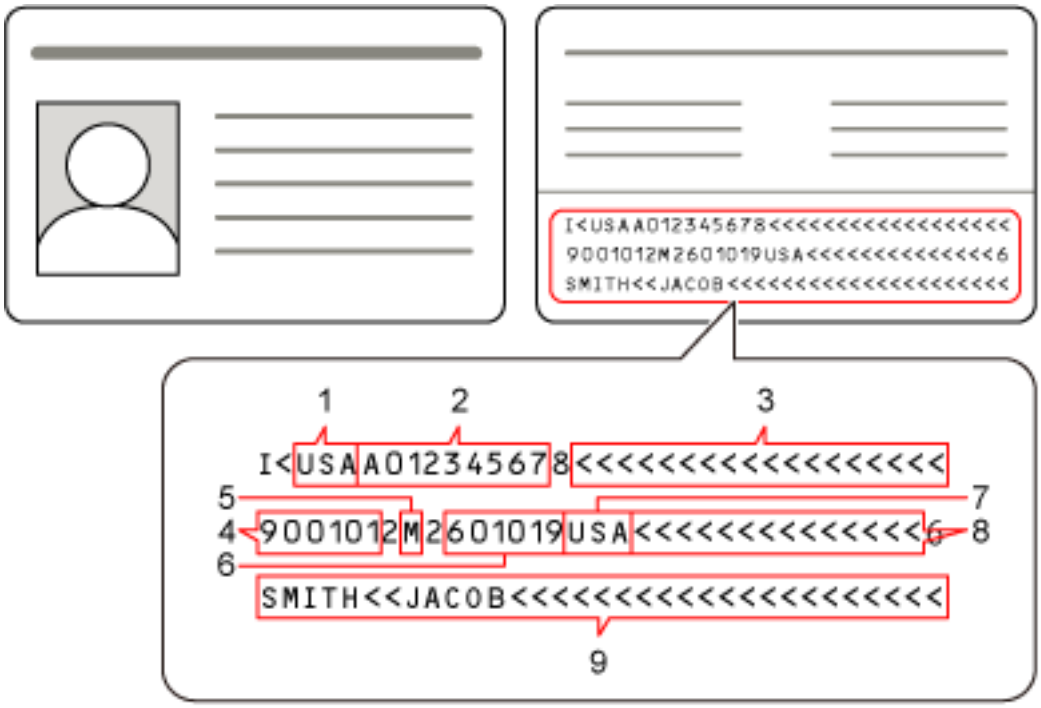
- A preset profile that is provided for a passport is recommended as the driver profile to be used for scanning a passport. A driver profile can be changed in the [Scan] tab.
- For details, refer to the Operator's Guide for your scanner.

ID Card (TD1) Detection Parameters

PaperStream Capture can detect information that consists of three lines each containing 30 characters/digits in the Machine Readable Zone (MRZ) on an ID card (TD1 card) according to the international standard (Doc 9303) set by ICAO (International Civil Aviation Organization).

- For PaperStream Capture
  To detect the MRZ in an ID card (TD1 card) automatically, you need to use the PaperStream IP (TWAIN) driver and scan an ID card (TD1 card) with a scanner that is able to scan ID cards (TD1 cards).
- For PaperStream Capture Pro or PaperStream Capture Pro Premium
  To detect the MRZ in an ID card (TD1 card) automatically, you need to scan an ID card (TD1 card) with a scanner that is able to scan ID cards (TD1 cards).

The location of the MRZ in a page and its structure are as follows:



No.	Indication
1	Issuing country
2	Document number
3	Optional information at the discretion of the issuing country in the MRZ upper part
4	Date of birth
5	Sex
6	Date of expiry
7	Nationality
8	Optional information at the discretion of the issuing country in the MRZ middle part
9	Surname and Given names

Note that the MRZ in an ID card (TD1 card) may not be recognized correctly if the ID card (TD1 card) falls into any of the following conditions:

- The ID card is dirty.
- Information in the MRZ is written on two lines or less

ATTENTION

- Note that this option is available as a detection target only if [Page] is selected for [Applied to] in the [Data Extraction] tab.

- When the PaperStream IP (ISIS) driver is used on PaperStream Capture, the MRZ in an ID card (TD1 card) cannot be detected automatically.
  After scanning an ID card (TD1 card), select [Draw Zone] on the toolbar in the [Scan] window (for checking/editing) and specify the part (30 characters/digits) of the MRZ that includes the information, as the recognition area.

TIP

- For details, refer to the Operator's Guide for your scanner.

ID Card (TD2) Detection Parameters

PaperStream Capture can detect information that consists of two lines each containing 36 characters/digits in the Machine Readable Zone (MRZ) on an ID card (TD2 card) according to the international standard (Doc 9303) set by ICAO (International Civil Aviation Organization).

- For PaperStream Capture
  To detect the MRZ in an ID card (TD2 card) automatically, you need to use the PaperStream IP (TWAIN) driver and scan an ID card (TD2 card) with a scanner that is able to scan ID cards (TD2 cards).
- For PaperStream Capture Pro or PaperStream Capture Pro Premium
  To detect the MRZ in an ID card (TD2 card) automatically, you need to scan an ID card (TD2 card) with a scanner that is able to scan ID cards (TD2 cards).

The location of the MRZ in a page and its structure are as follows:



No.	Indication
1	Issuing country
2	Surname and Given names
3	Document number
4	Nationality
5	Date of birth
6	Sex
7	Date of expiry
8	Optional information

Note that the MRZ in an ID card (TD2 card) may not be recognized correctly if the ID card (TD2 card) falls into any of the following conditions:

- The ID card is dirty.
- Information in the MRZ is written on one line or less

ATTENTION

- Note that this option is available as a detection target only if [Page] is selected for [Applied to] in the [Data Extraction] tab.
- When the PaperStream IP (ISIS) driver is used on PaperStream Capture, the MRZ in an ID card (TD2 card) cannot be detected automatically.
  After scanning an ID card (TD2 card), select [Draw Zone] on the toolbar in the [Scan] window (for checking/editing) and specify the part (36 characters/digits) of the MRZ that includes the information, as the recognition area.

TIP

- For details, refer to the Operator's Guide for your scanner.

Conditions for Standard Forms

This section describes the conditions for forms that can be registered on the [Manage] window.
Register forms that meet the following conditions.

- **Conditions for identification based on form layouts (ruled line patterns)**

Item	Condition
Form size	A3 to A7 73.66 × 104.14 mm to 304.8 × 431.8 mm (2.9 × 4.1 in. to 12 × 17 in.)

Item	Condition
Printing elements required for forms	At least five vertical or horizontal lines, each 2 cm or longer (*1) Only solid lines can be used.
Lines that can be used on forms	Solid lines having a thickness of 1 mm or less Solid lines thicker than 1 mm and lines other than solid lines (such as dotted, dashed, wavy, or double lines) are not recognized as line segments.
Items that cannot be printed on forms	● Photos (color photos, dot photos) ● Colored items ● Shading (20% or more of the form area)
Differences required to distinguish between form types (*2)	At least 20% of the ruled lines in the form are in different positions or lengths from those in the other forms (*1)
Other notes	If even one line segment is different or the typeface print is different from the corresponding registered form, the layout may not be identified as the registered form.

***1:** The following lines are not recognized as line segments. Therefore, they are not counted as differences for the purpose of identifying printing elements or forms.

- Solid lines thicker than 1 mm
- Ruled lines other than solid lines (such as dotted, dashed, wavy, or double lines)

***2:** Depending on the conditions (such as density, skew, and smudging) when the scanner scans a form, it may not be possible to identify the form.

- **Conditions for identification based on form identification fields**

If a specific standard form cannot be identified based on its form layout (ruled line pattern), setting an area for a printed character string as the form identification field enables you to distinguish the form from similar standard forms.

Item	Condition
Form size	A3 to A7 73.66 × 104.14 mm to 304.8 × 431.8 mm (2.9 × 4.1 in. to 12 × 17 in.)
Printing elements required for forms	A printed character string that is not used on other forms
Number of fields	1 field
Supported language	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.

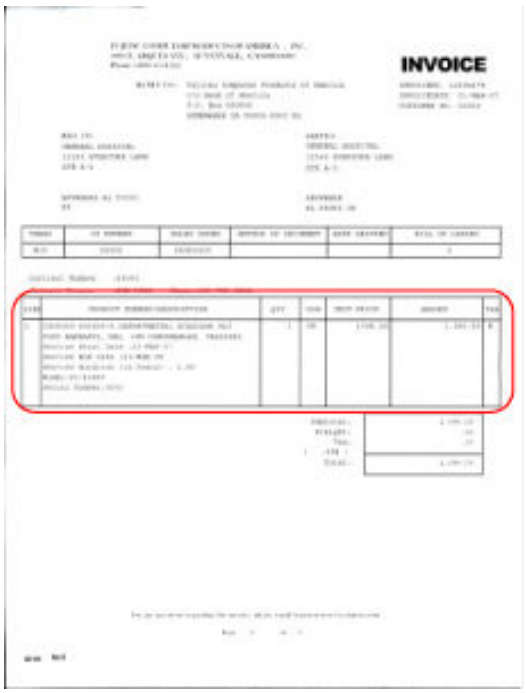
Item	Condition
Number of characters	Up to 255 characters
Orientation	Horizontal
Font size	10 to 36 points
Other notes	If there are character strings around a form identification field in one form that are also found in the form identification fields of other forms, the form may be incorrectly identified as another form.

Documents That Cannot Be Detected as Standard Forms

Examples of documents that cannot be detected as standard forms are as below.

Example 1

Documents that have the same arrangement of lines as the lines in a document in which specific document information is registered but have different size borders.
As the example below shows, documents whose table size changes according to the number of characters in a table, are not detected correctly.





Example 2

Documents with a mixture of lines that are arranged in the same way as the lines in a document in which specific document information is registered and lines that are arranged differently.

As the example below shows, documents with some lines arranged differently from the lines in a document in which specific document information is registered, are not detected correctly because all lines are set to be detected.

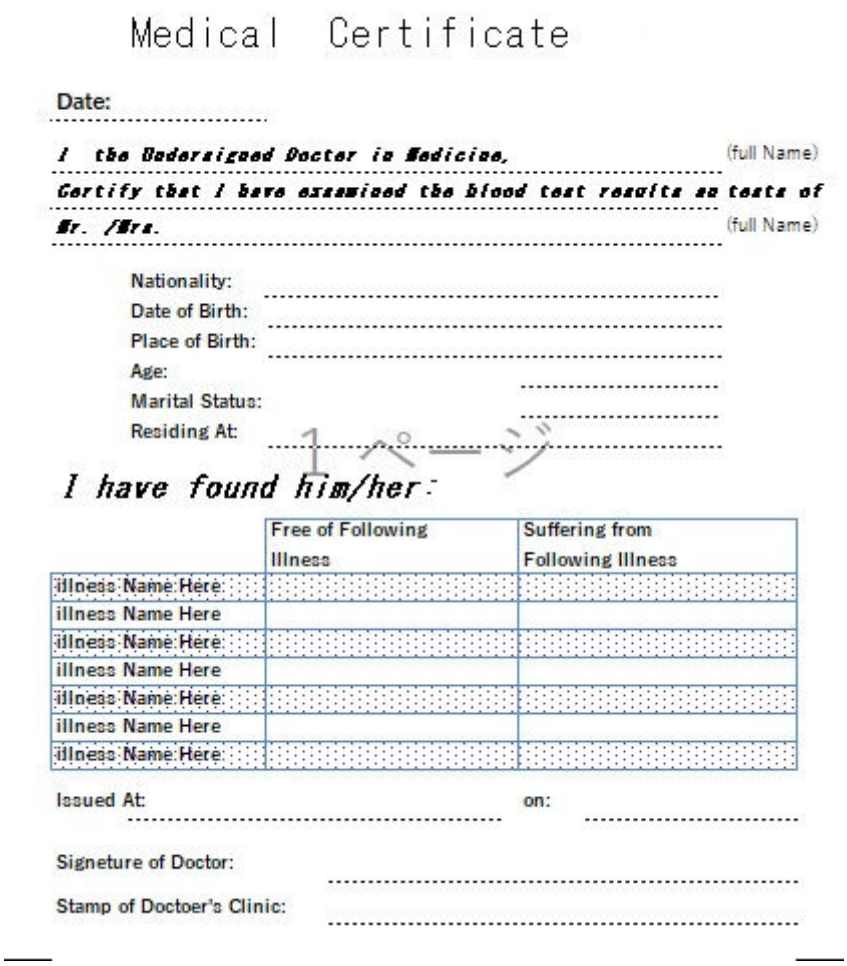




Example 3

Documents with dotted or dashed lines or documents that have a patterned background surrounded by lines.

As the example below shows, documents with dashed lines and shaded backgrounds are not detected correctly.



Medical Certificate

Date:

I the Undersigned Doctor in Medicine, (full Name)

Certify that I have examined the blood test results as tests of

Mr. /Mrs. (full Name)

Nationality:
Date of Birth:
Place of Birth:
Age:
Marital Status:
Residing At:

I have found him/her:

	Free of Following Illness	Suffering from Following Illness
illness Name Here		
illness Name Here		
illness Name Here		
illness Name Here		
illness Name Here		
illness Name Here		
illness Name Here		

Issued At: on:

Signeture of Doctor:

Stamp of Doctoer's Clinic:

Example 4

Documents with few features as forms.
Documents with no ruled lines and only characters as well as blank documents are not detected correctly.

See also

Extracting Text and Barcode/QR Code Information from Standard Forms (page 167)

Job Import Results Log

When an operational environment is imported, the import results are output to the log file.
The file format is CSV and the file name is "PSCImpProfile.csv".

Folder for Import Results

The import results are created in the following folder:
C:\Users*UserName*\Documents\PaperStreamCapture

Contents of Import Results

The import results are output in the following format:

```
"Log output date"
"Import result", "Details", "Job name"
```

First Line

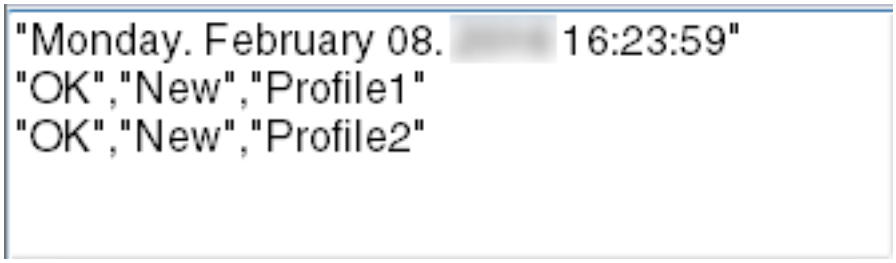
The output date of the log.
The date format is "day of the week. month day. year hours:minutes:seconds"

Second and subsequent Lines

The import results for each job are output.

Item	Description
Import result	OK: Imported. NG: Could not be imported.
Details	New: Newly imported.
Job name	The name of the job to be imported is output.

Example of output log



Relationship between the Settings for PaperStream Capture and the Scanner Driver Profile

- **Configure Jobs**

Scan

Scan Settings

After Scan Correction

For PaperStream Capture Pro or PaperStream Capture Pro Premium, when [Multi Image Output] is specified in the scanner driver profile, [After Scan Correction] is disabled even if it is specified.

Image Check

AIQC

When [AIQC] is selected, scans are performed with the [Cropping] setting changed to [Automatic Size] in the scanner driver profile.

Multifeed

When [Multifeed] is selected, [Divide Long Page] is disabled in the scanner driver profile even if it is specified.
In addition, when [Hardware Setting] is specified for [Condition] under [Multifeed Detection] in the scanner driver profile, the setting is switched to [Overlapping and Length] and scanning is performed.

Blank Page

When [Blank Page] is selected, [Divide Long Page] is disabled in the scanner driver profile even if it is specified.

Destination

File Properties

Print page count

When [Print page count] is selected, [Divide Long Page] is disabled in the scanner driver profile even if it is specified.
When [Carrier Sheet] is specified in the scanner driver profile, [Print page count] is disabled even if it is specified.

Print sheet count

When [Print sheet count] is selected, [Divide Long Page] is disabled in the scanner driver profile.
When [Carrier Sheet] is specified in the scanner driver profile, [Print sheet count] is disabled even if it is specified.

Data Extraction

Field Attributes

Passport

When [Passport] is selected, [Divide Long Page] is disabled in the scanner driver profile even if it is specified.

ID card (TD1)

When [ID card (TD1)] is selected, [Divide Long Page] is disabled in the scanner driver profile even if it is specified.

ID card (TD2)

When [ID card (TD2)] is selected, [Divide Long Page] is disabled in the scanner driver profile even if it is specified.

Separation

Detect Doc Separator

Blank Page

When [Blank Page] is selected, [Divide Long Page] is disabled in the scanner driver profile even if it is specified.

Patch Code

When [Patch Code] is selected, [Divide Long Page] is disabled in the scanner driver profile even if it is specified.

Detect Batch Separator

Blank Page

For PaperStream Capture Pro or PaperStream Capture Pro Premium, when [Blank Page] is selected, [Divide Long Page] is disabled in the scanner driver profile even if it is specified.

Patch Code

For PaperStream Capture Pro or PaperStream Capture Pro Premium, when [Patch Code] is selected, [Divide Long Page] is disabled in the scanner driver profile even if it is specified.

Administrator Tool

General

Notification setting for recommended operations

Notification

When [Notification] is selected, [Divide Long Page] is disabled in the scanner driver profile even if it is specified.

Notify to selected users

When [Notify to selected users] is selected, [Divide Long Page] is disabled in the scanner driver profile even if it is specified.

- **Toolbar**

  Scan

  Assisted Add

  When [Multi Image Output] is specified in the scanner driver profile, [Assisted Add] cannot be used.

  Assisted Replace

  When [Multi Image Output] is specified in the scanner driver profile, [Assisted Replace] cannot be used.

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.

Multi-station

This is a PaperStream Capture Pro or PaperStream Capture Pro Premium operation that uses a storage server.
It operates with a storage server and client computer stations.
Data is managed on the storage server and tasks are performed on each computer station.

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.

Switch Modes

This is used to switch the scanning method to "Simple Scan mode" or "Batch Scan mode".

Ad hoc scan

When the scanning method is Batch Scan mode, this function allows you to change settings of an existing job temporarily to scan documents. After a scan is complete, the settings of the job return to the previous state.

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.

- **Installation**

Activate

This is used to authenticate a license and lift restrictions on the functions.

Single station

This is an operation that does not use a storage server.
Data is managed and tasks are performed on one computer.

Storage server

This is used to manage jobs and batches that contain scanned images.

Station

This refers to a computer in a single station operation and a client computer in a multi-station operation.
For each station, select a process or more from the following processes:

- Scan & Index
  - Scan (*)
- QC (*)
- Index (*)

*These processes can be combined for a station.

- **Basic Scanning Operations**

PaperStream IP Import

This driver enables you to correct and import an existing BMP, JPG, TIF, JPEG, TIFF, or PDF file without using a scanner.
It is compliant with the TWAIN standards.
This option is available for the advanced setup of PaperStream Capture Pro Premium.

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.

Field rule

This refers to the rules that you specify for field values.

Patch code

This is a special code to let the scanner recognize the points where documents or batches are divided.
Print it out to use it.

- **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.

- **Functions of PaperStream Capture Pro/PaperStream Capture Pro Premium**

Field value

This refers to a value for the information related to extracted data.

QC

This refers to Quality Check.
When using PaperStream Capture Pro or PaperStream Capture Pro Premium, you can perform a scan and a QC individually. The scanned images can be checked or edited in the [QC] window.

- **Activating PaperStream Capture Pro or PaperStream Capture Pro Premium**

Deactivate

This refers to revoking the authentication of a license.
Depending on the medium that is used to install PaperStream Capture Pro, the way in which PaperStream Capture Pro operates after its license is activated varies as follows:

- When it is downloaded from the website and installed
  PaperStream Capture Pro or PaperStream Capture Pro Premium cannot be started until its license is activated again.
- When it is installed from the Setup DVD-ROM that is bundled with the scanner
  The functions that are specific to PaperStream Capture Pro or PaperStream Capture Pro Premium cannot be used.

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.