Scanning Software Help Manual

Foreword

The Microtek DocWizard EX scanning software is an application that is used on a computer; it allows computers to obtain images from scanners or load local image files for viewing. To fully understand the functions and use them efficiently, please read the "Scanning Software Help Manual" and the operation manual of the scanner equipment.

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Statement

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Table of Contents

I. Instructions before use

Please read the following explanations before use:

About the Microtek DocWizard EX scanning software window: Introduces the windows, buttons and menus of the application.

Scanner connection: Descriptions on how to connect the scanner.

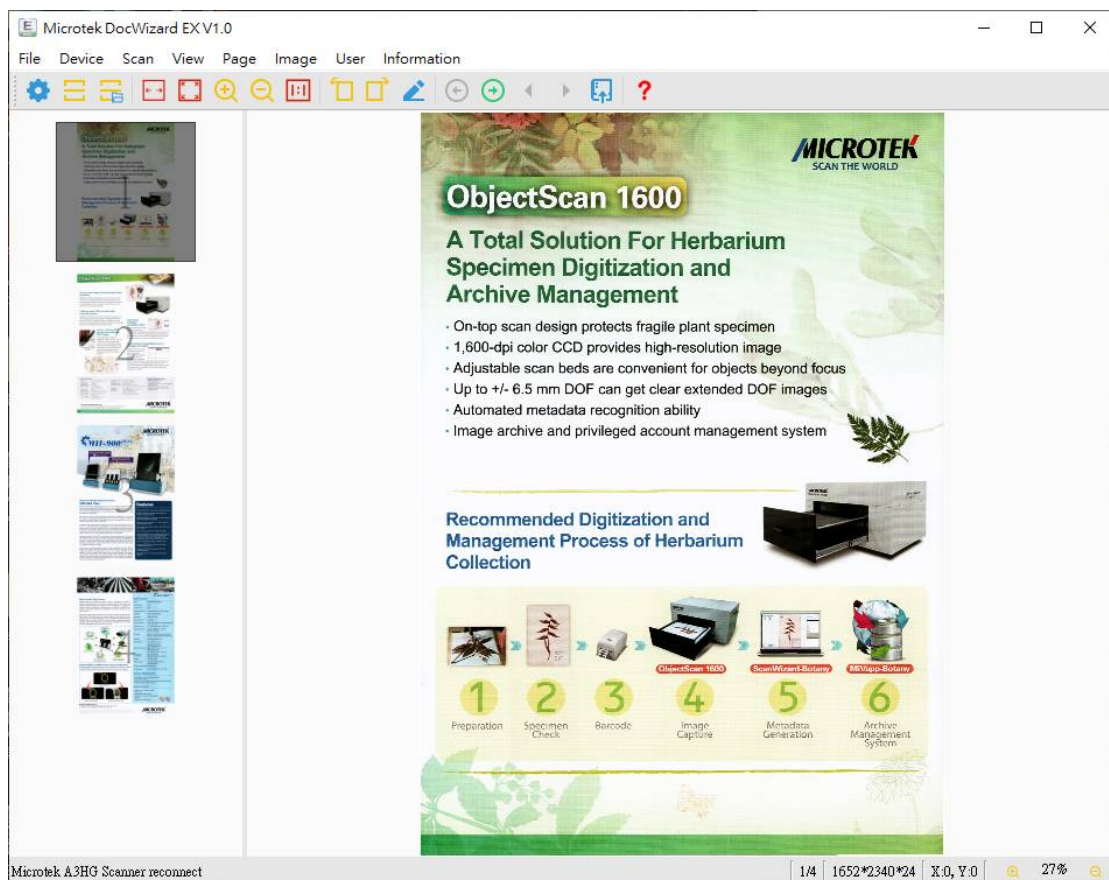**About saving image files**: Introduces the file types that can be saved using this software.

About file names: Introduces the requirements for the file name of the files saved with this software.

⚠ **Important information:**

● **Make sure that the scanner is connected to the computer correctly. Please refer to the operation manual of the scanner for detailed information.**

1. About the scanning software window

After opening the scanning software, the application window appears as shown below:

A. Menu bar

There are 8 menus, including "File", "Device", "Scan", "View", "Page", "Image", "User" and "Information".

File: Opens, saves and closes files, as well as exits the application.

Device: Selects and switches the scanner device currently connected and the parameter configurations used.

Scan: Configures the scan parameters and starts the scan function.

View: Displays/hides windows, image zooming and full-screen functions.

Page: Selects the image to display.

Image: Brightness adjustment, image rotation and other image processing functions.

User: Administrator account and log management, cache settings and roller count clearing.

Information: Language switching, about information, networking functions and this help manual.

B. Toolbar

The toolbar provides shortcut buttons for frequently used functions. These buttons each correspond to one of the functions in the menu bar.

 : Scan parameter settings. Works the same as Scan > Scan settings...

 : Scan image to cache. Works the same as Scan > Scan.

 : Fit screen width. Works the same as View > Automatic image size > Fit view box width.

 : Fit screen. Works the same as View > Automatic image size > Fit view box size.

 : Zoom in image. Works the same as View > Zoom in.

 : Zoom out image. Works the same as View > Zoom out.

 : Display image in real size. Works the same as View > Real size.

 : Rotate image 90 degrees counter-clockwise. Works the same as Image > Rotate > Rotate 90 degrees left.

 : Rotate image 90 degrees clockwise. Works the same as Image > Rotate > Rotate 90 degrees right.

 : Edits the graphics or text of the image in the main window. Works the same as Image > Image edit.

⊙ : Display previous image. Works the same as Page > Previous.

⊙ : Display next image. Works the same as Page > Next.

◄ : Displays the image on the previous page in a file with multiple pages. Works the same as Page > Multiple pages > Previous page.

► : Displays the image on the next page in a file with multiple pages. Works the same as Page > Multiple pages > Next page.

🔄 : Sort the images in the thumbnail field in the order of book binding. Works the same as Page > Book sorting.

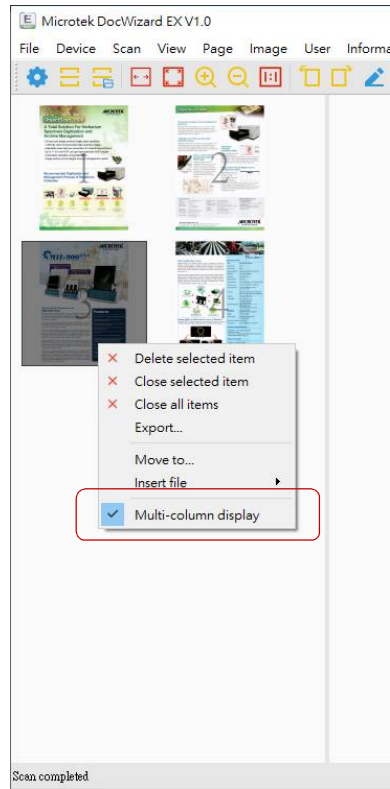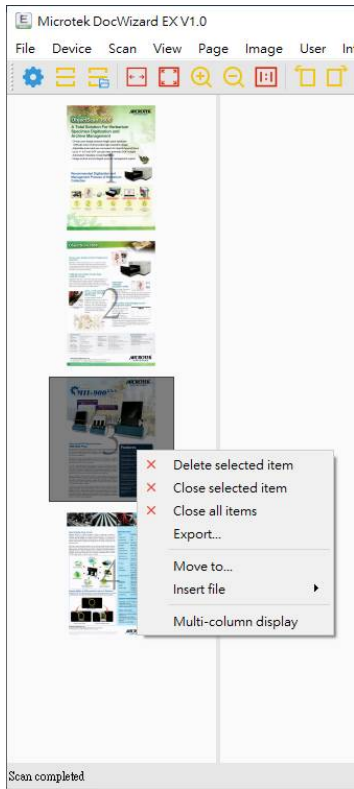? : Opens this help manual. Works the same as Information > Help.

C. Main window area
Displays the image scanned, or the local image loaded.

D. Thumbnail area
Displays the list of thumbnails of the images scanned or locally loaded. Through the selected thumbnail image, the image in the main window can be switched to the selected image; the order and positions of thumbnails can also be changed by dragging them with the mouse.

At the position of the thumbnail column, you can change the display mode of the thumbnail column through the right-click menu; it allows for a multi-column display.
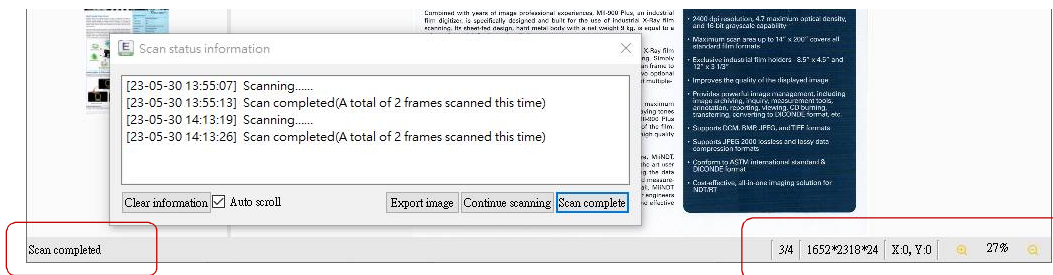
The width of the thumbnail column can be resized by adjusting the right border of the column. Under multi-column display mode, the thumbnails will be arranged automatically according to the width of the thumbnail column.

E. Status bar

Displays the information on the device connection status and scan status, etc. The history record can be opened by double-clicking.
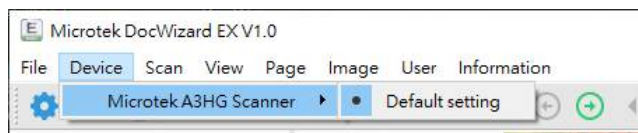

F. Information field

Displays information such as the number of images loaded, image information and the current cursor position, etc.
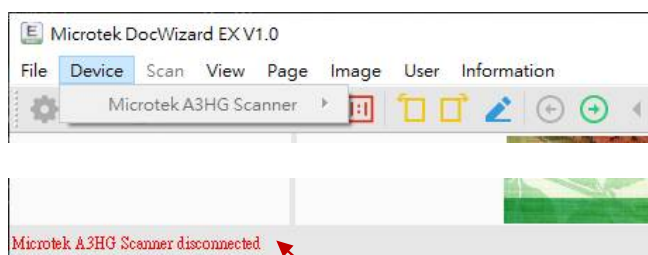
2. Scanner connection

A. Scanner driver

When multiple scanners are connected, the scanner and scanner parameter configuration to use can be selected through the "Device" function of this application.

B. Scanner USB connection

Before using the scanner, make sure that the USB cable of the scanner is connected to the computer correctly and that the scanner power is on. If the USB cable is disconnected, or that the scanner is not powered on, the status bar of the application will show the corresponding prompt:

⚠ **Important information**

● **If the application still cannot detect the scanner connection, you need to check whether the USB driver of the scanner is installed and working properly. Concerning the about information, please refer to the operation manual of the scanner or contact the customer service center of microtek.**
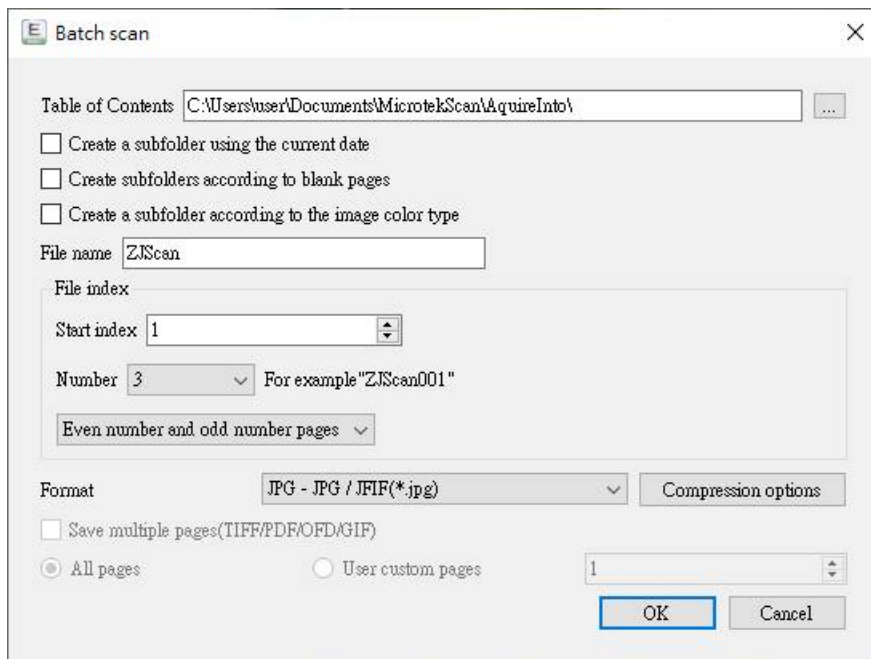
3. About saving image files

Formats supported for saving images scanned using this software include: JPG (*.jpg), BMP (*.bmp), PNG (*.png), PPM (*.ppm), PGM (*.pgm), PBM (*.pbm), TIF (*.tif), PDF (*.pdf), OFD (*.ofd) and GIF (*.gif).

The default saving format for images is JPG (*.jpg).

4. About file names

Images scanned using the "Scan > Scan to..." function will be saved to a specific folder automatically.

⚠️ **Important information**

Images scanned in batches to the local host will overwrite files with the same names automatically. Therefore, users must confirm whether the file names used for saving and the index numbers are repeated with local files when using this function to scan in batches to prevent files from being overwritten.

II. Scan methods

Microtek DocWizard EX scanning software supports four scanning methods. Users can select one to use according to their needs.

Please set the scan parameters first before scanning. Please confirm the connection status and paper placement of the scanner.

1. Scan

Use "Scan > Scan", or click the Scan button in the toolbar and the scanner will perform a batch scan. Images scanned will be saved to the temporary cache space of the computer. Users need to save the scanned images manually (File > Save/Save as.../Export...).

When this application closes, the temporary cache space will be cleared, and files not saved will be cleared automatically.

2. Scan single page

Use "Scan > Scan single page" and the scanner will scan a single page; the scanner will end the scan after finishing scanning a document. Images scanned will be saved to the temporary cache space of the computer. Users need to save the scanned images manually (File > Save/Save as.../Export...).

When this application closes, the temporary cache space will be cleared, and files not saved will be cleared automatically.
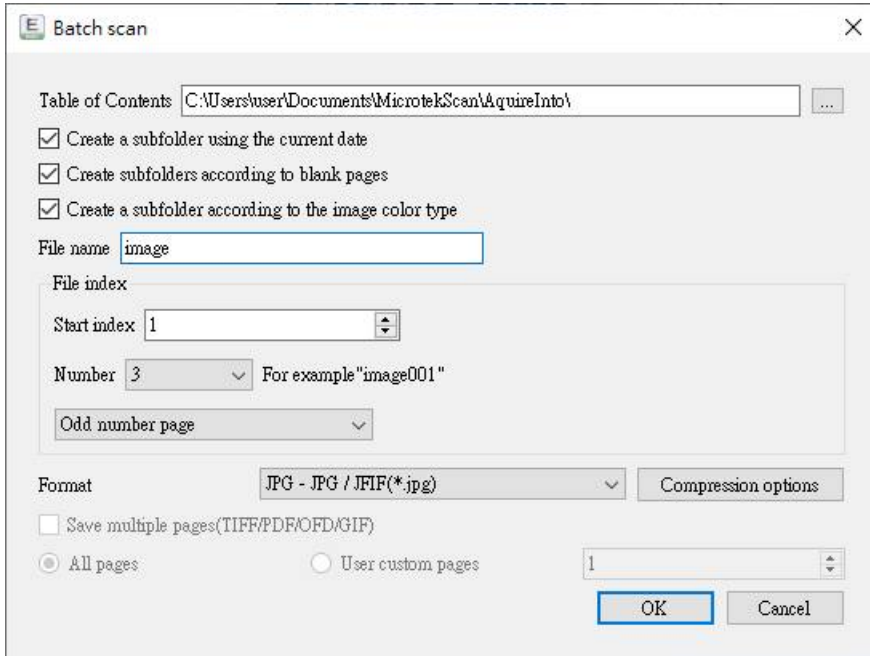
3. Scan to...

Click "Scan > Scan to..." and the save parameter dialog box will pop up first. Users need to specify information such as the save path, index number and image saving format for the scanned image files.

Click the "OK" button after finished setting the parameters and the scanner will perform batch scan. The scanned images will be saved into the specified folder automatically.
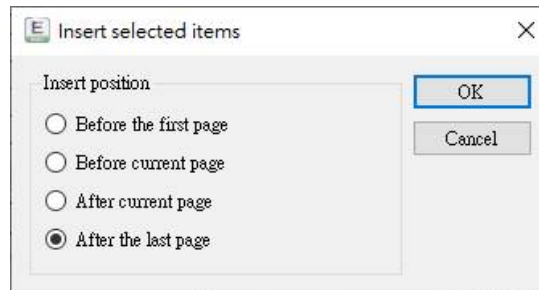
🔵For example

Scan was performed on May 19, 2022 using the configurations shown in the figure above:

● The path for saving the first image is:
  C:\Users\user\Documents\MicrotekScan\AquireInto\image001.jpg
● If "Create a subfolder using the current date" is also checked, the image path will be:
  C:\Users\user\Documents\MicrotekScan\AquireInto\2023-05-30/image001.jpg
● If "Create subfolders according to blank pages" is also checked, the image path will be: C:\Users\user\Documents\MicrotekScan\AquireInto\2023-05-30\batch1\image.jpg
● If "Create a subfolder according to the image color type" is also checked, the image path will be: C:\Users\user\Documents\MicrotekScan\AquireInto\2023-05-30\batch1\Color/image001.jpg

4. Insert from scan...

Click "Scan > Insert from scan..." and a dialog box for selecting the insert location will pop up first. Users need to specify the position to insert the image to be scanned into the thumbnail field.
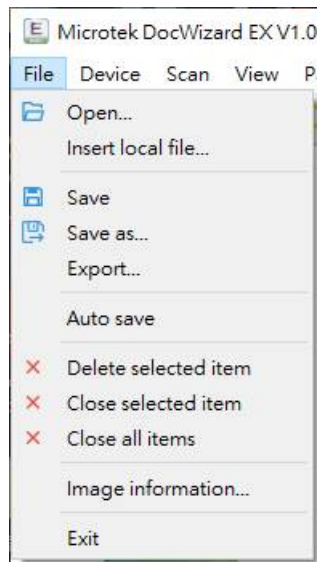

After clocking "OK", the scanner will perform batch scan.

⚠️ **Important**

Images scanned into the software by using the "Scan > Insert from scan..." function are buffered images and requires users to save them manually (Manual saving methods include "Save", "Save as..." and "Export...". Please refer to Chapter "III. Detailed introduction of menu functions > 1. File menu" of this file for details). Unsaved images will be cleared automatically when this software is closed.

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III. Detailed introduction of menu functions

1. File menu

A. Open: Loads one or multiple files into the application; the opened file(s) will be added to the end of the list automatically.
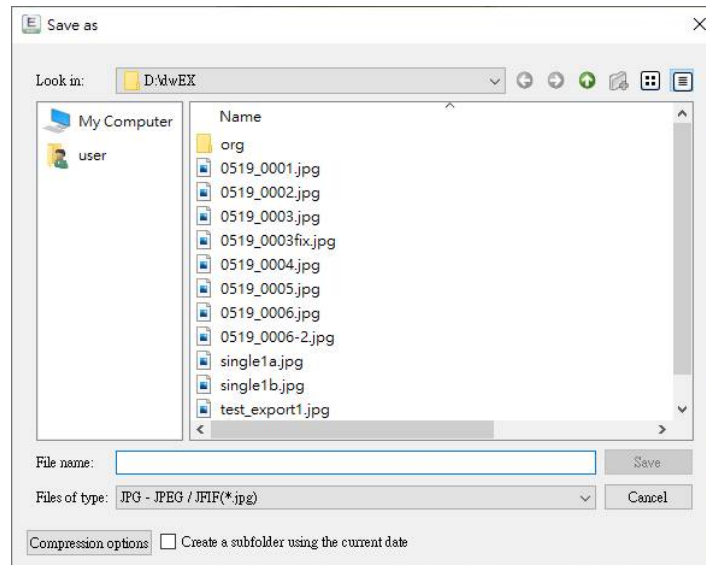
Opening loaded files is ineffective; if files that were already loaded were included among the multiple files being opened, the application will only open the files that were not yet loaded.

Supported image formats include: JPG (*.jpg/*.jpeg), BMP (*.bmp), PNG (*.png), PPM (*.ppm), PGM (*.pgm), PBM (*.pbm), TIFF (*.tif/*.tiff), PDF (*.pdf), OFD (*.ofd) and GIF (*.gif).
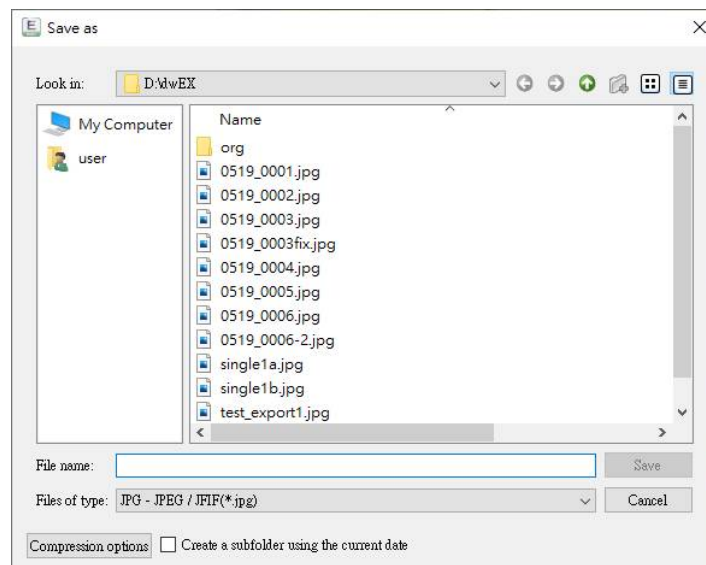
B. Insert local file: Works the same as "Open"; the inserted file will be added to the position of the current file in the list.

C. Save: Saves the image in the main window.

D. Save as: The Save as dialog box will pop up to save the image in the main window into the specified folder. Supported saving formats include: JPG(*.jpg), BMP(*.bmp), PNG(*.png), PPM(*.ppm), PGM(*.pgm), PBM(*.pbm), TIF(*.tif), PDF(*.pdf), OFD(*.ofd), GIF(*.gif)。

E. Export: The Export dialog box will pop up, allowing users to save specified pages in the list to the specified folder. Supported export formats include: JPG(*.jpg), BMP(*.bmp), PNG(*.png), PPM(*.ppm), PGM(*.pgm), PBM(*.pbm), TIF(*.tif), PDF(*.pdf), OFD(*.ofd), GIF(*.gif)。

F. Auto save: After being selected, any editing (such as rotating, cropping and brightness adjustment, etc.) performed to the image will be saved automatically; it will no longer ask customers whether to save the changes.
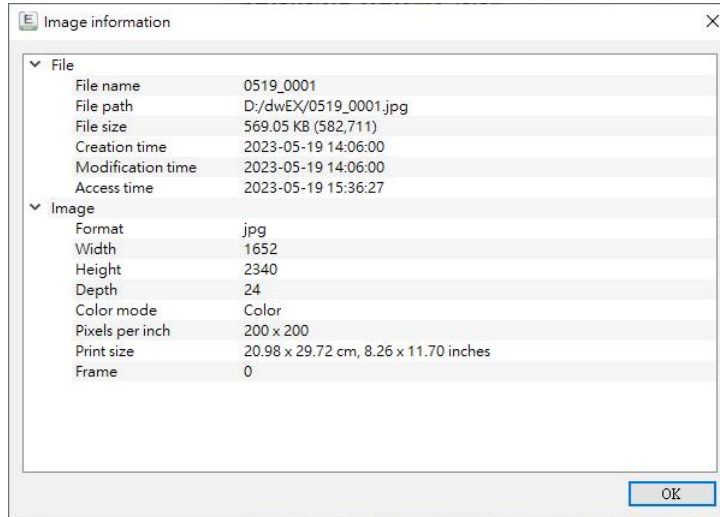
⚠ **Important**
After checking "Auto save", editing performed to images cannot be revoked.

G. Close selected item: Removes the selected file from the main window and the list. If the image closed is a local file, the file is only removed from the application, not deleted.

H. Close all items: Removes all files from the main window and list. If the image closed is a local file, the file is only removed from the application, not deleted.

I. Image information: Displays the information of the current file.

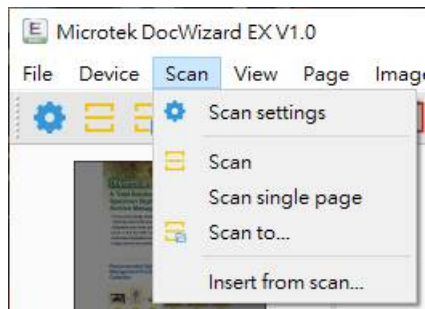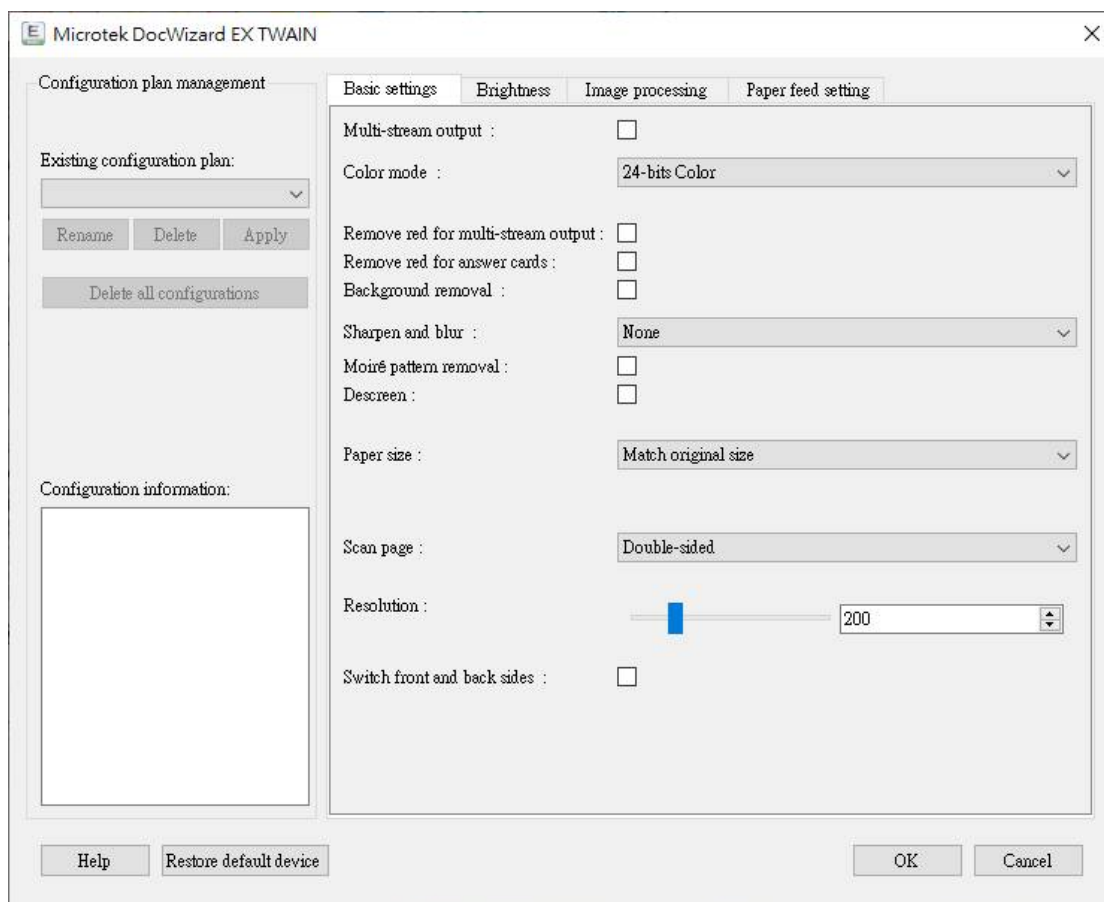**J. Exit:** Exits the scanning software.

2. Device menu

When at least 1 scanner is connected, the list of connected scanners will be displayed under this menu, and multiple configuration parameters of the scanner can be selected. Select one configuration parameter of one of the scanners to start scanning.

When no scanner is connected, "No scanner detected" will be displayed under this menu.

3. Scan menu

A. Scan settings: The scan parameter settings dialog box will pop up.

Please refer to the "Scanning Settings Help Manual" for specific usage methods of the scan parameters. You can click the "Help" button at the bottom of the dialog box for this manual to pop up.
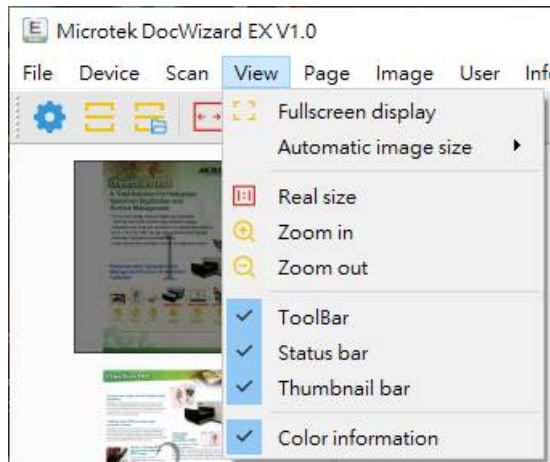
B. Scan: Please refer to "**II. Scan methods**" for details.

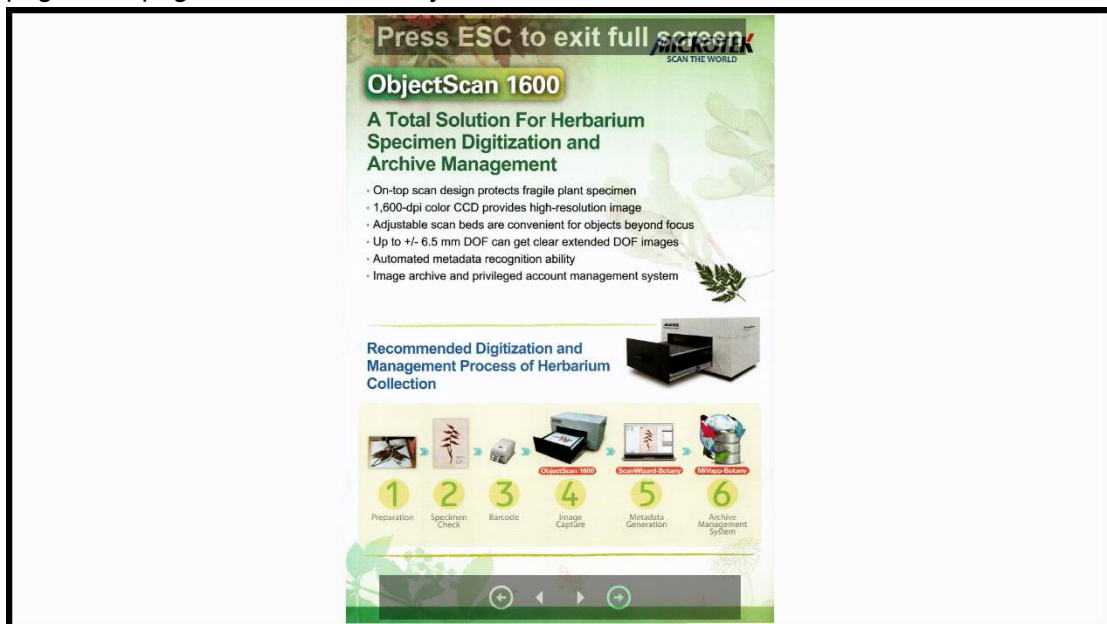**C. Scan single page:** Please refer to "**II. Scan methods**" for details.

D. Scan to: Please refer to "**II. Scan methods**" for details.

E. Insert from scan: Please refer to "**II. Scan methods**" for details.

4. View menu

A. Fullscreen display: Enters full-screen mode, and allows switching between Previous page/Next page. Press the Esc key to exit Fullscreen mode.

B. Automatic image size: Zooms and fits the image in the main window to the size of the main window (Fit view box size) or zooms and fits the image to the width of the main window (Fit view box width).

C. Real size: Displays the current image with 100% zoom ratio.

D. Zoom in: Enlarges the image in the main window to 120% of the current magnification. The image can be enlarged to a maximum of 20 times its original size.

E. Zoom out: Shrinks the image in the main window to 83% of the current magnification. The image can be shrunk to a minimum of the size of the main window or the real size of the original image.
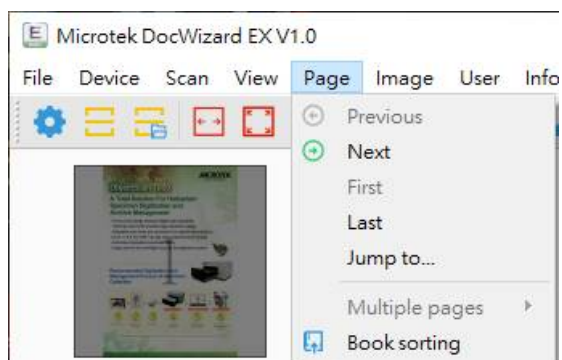
F. Toolbar: Displays/hides the toolbar.

G. Status bar: Displays/hides the status bar.

H. Thumbnail column: Displays/hides the thumbnail area.

I. Color information: The color information of the image in the main window can be displayed when enabled; uses pixels as the unit.
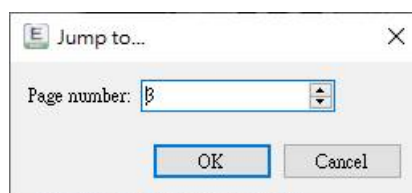
![Microtek logo]

5. Page menu

A. Previous: Switches to the previous file in the list.

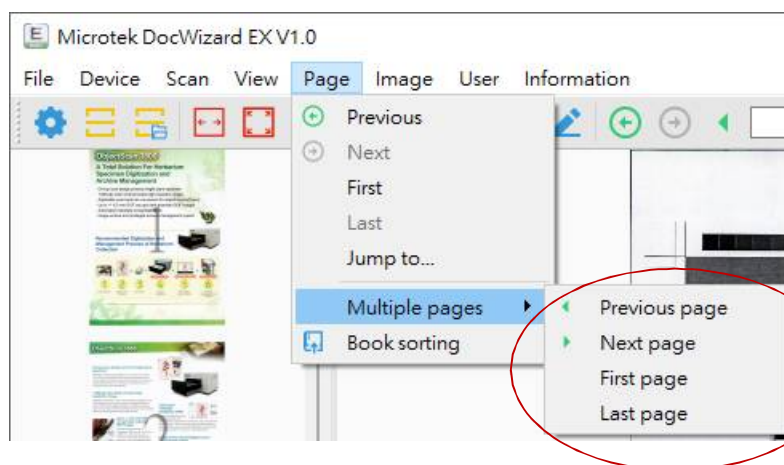**B. Next:** Switches to the next file in the list.

C. First: Switches to the first file in the list.

D. Last: Switches to the last file in the list.

E. Jump to: Opens the page selection dialog box, enter a specific file number, and it will switch to the image with the specified number in the list after pressing OK.

F. Multiple pages: When the current file is a multiple page file, it allows switching between Next/Previous/First/Last in the file.

G. Book sorting: Image files are sorted according to the order of page numbers printed in the book; this is applicable for scanning disassembled book documents. This function is usually used with the "Image split" function in scan parameter settings.

Sort rule: First sort the odd-numbered pages in positive order, and then sort the even-numbered pages in reverse order.

Example 1
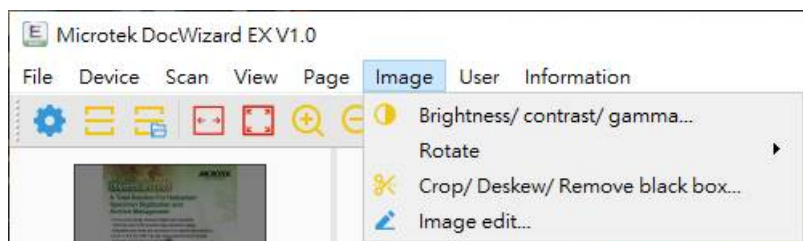There is a total of 8 images, and the original output order is: 1, 2, 3, 4, 5, 6, 7, 8.
After clicking Book sorting, the image order changes to: 1, 3, 5, 7, 8, 6, 4, 2.

Example 2
There is a total of 5 images, and the original output order is: 1, 2, 3, 4, 5.
After clicking Book sorting, the image order changes to: 1, 3, 5, 4, 2.
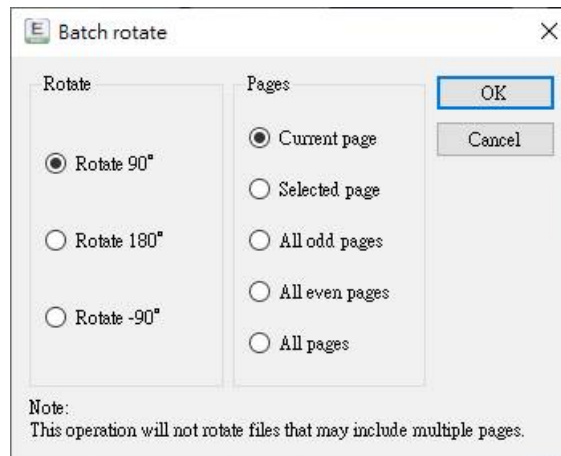
6. Image menu

A. Brightness/Contrast/Gamma: Opens the Brightness/Contrast/Gamma adjustment dialog box.

- Drag the Brightness bar to decrease/increase the brightness of the image. (Left to decrease, right to increase)
- Drag the Contrast bar to decrease/increase the contrast of the image. (Left to decrease, right to increase)
- Drag the Gamma correction bar to decrease/increase the gamma of the image. (Left to decrease, right to increase)
- Select "Apply to image" to see synchronized changes in the image in the main window of the application.

B. Rotate: Rotates the image in the main window 90° in the counter-clockwise direction/90° in the clockwise direction/180°.
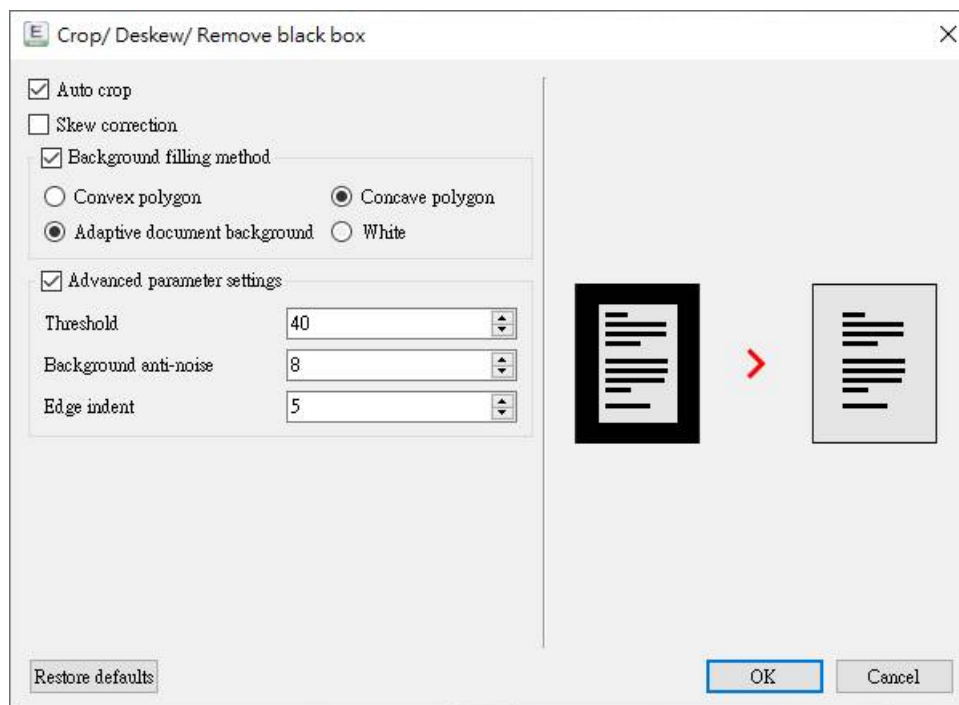
Rotate multiple pages: Performs rotation to the specified pages of the file.

⚠ **Important information**

Rotate multiple pages will perform irreversible rotation operations to local files; please use carefully.
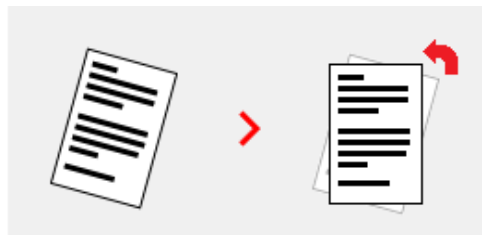
C. Crop\Deskew\Remove black box: Performs related image processing to the image in the main window.

Auto crop: Determines the edges of the actual document of the image and crops the image automatically so that it matches the real edges of the document.

Skew correction: Determines the skew level of the actual document of the image and rotates the image automatically so that the real edges of the document become horizontal and vertical.

Background filling method: Able to fill the black background (black borders) in the image with white automatically. Convex polygon and concave polygon filling can be selected according to the filling method; smart recognition of the document background or a fixed white color can be selected as the background color for filling.
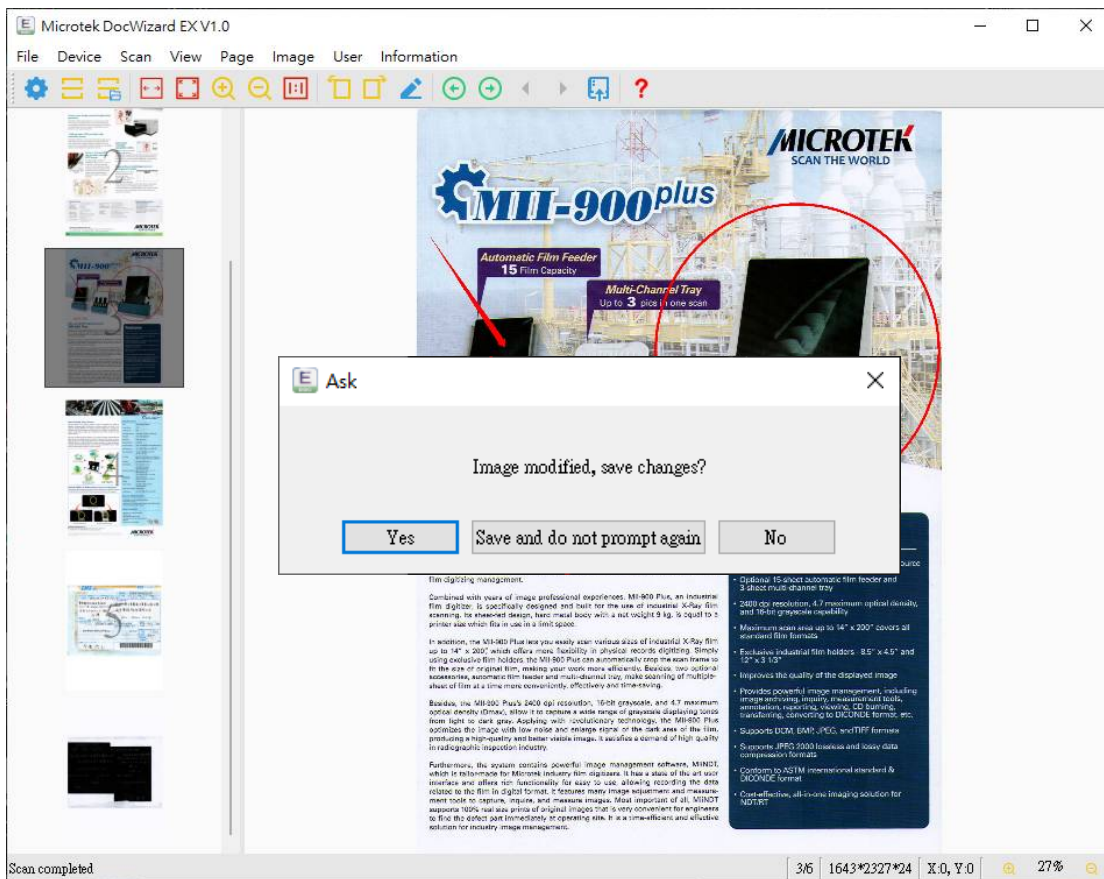

Advanced parameter settings: Parameters can be set for the algorithm used to determine the edges of the actual document in the image. The image processing algorithm will automatically use the default values to perform image processing when not selected.
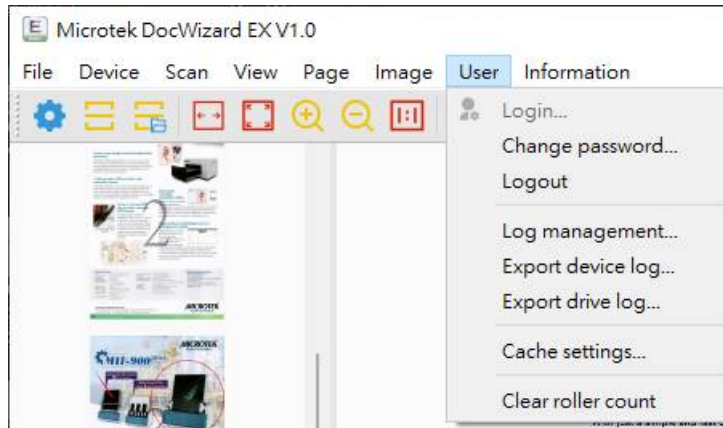
D. Image edit: Performs annotation-type editing to the image in the main window. Allows adding of contents such as shapes, arrows and texts. Allows selecting the color and stroke thickness of the annotations, as well as the text size parameters.
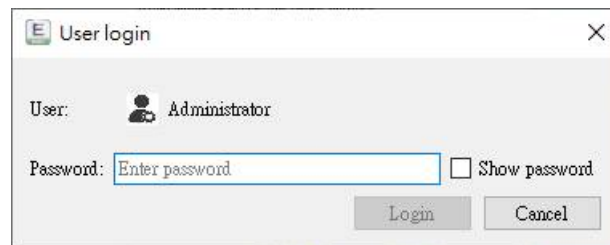

Click "OK" after finishing editing and the added annotation will be applied to the image, but not saved. Users must save the image manually.
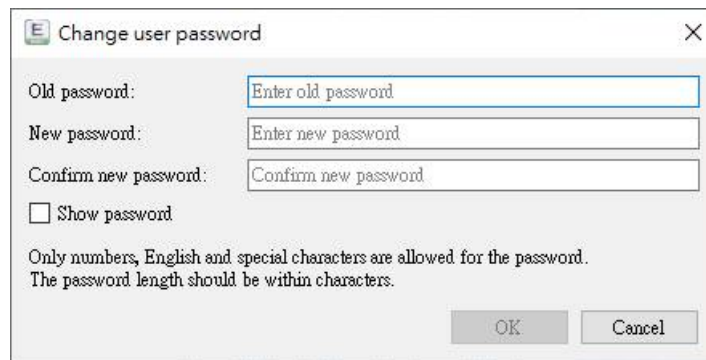
7. User menu

A. Login: Logs in to the administrator account. The initial password is: microtek.

B. Change password: Changes the administrator's password. This function can only be used after logging into the administrator account.
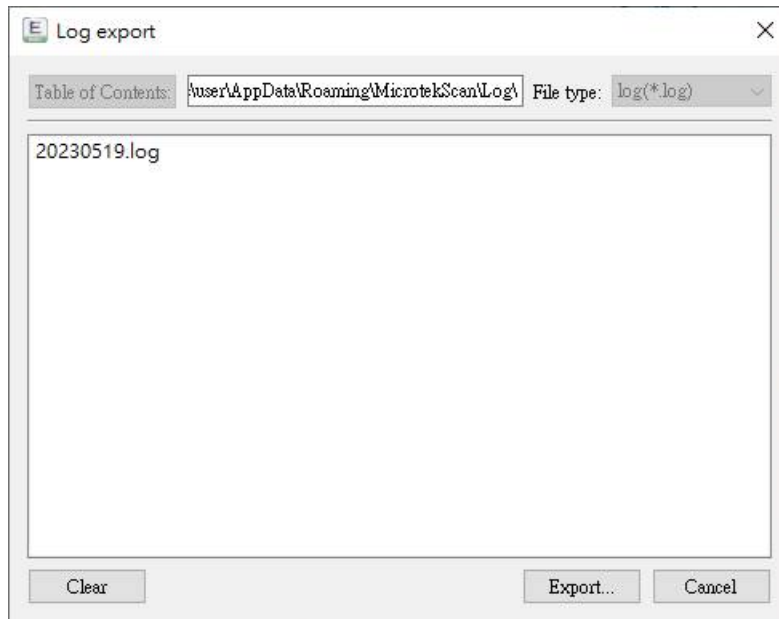

⚠ **Important information**

   Please remember the administrator's password; forgetting the password will result in the inability to login to the administrator account. If this happens, please contact the after-sale service personnel of the scanner for help.

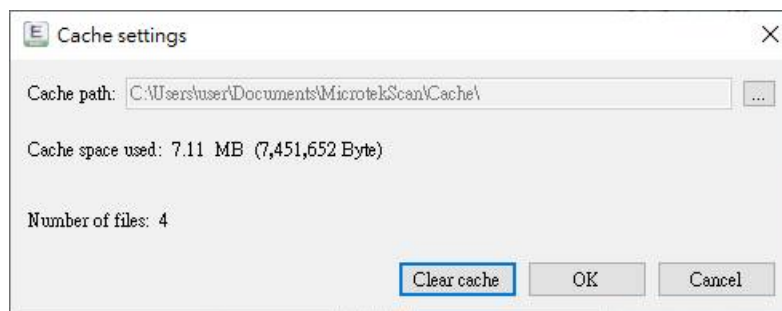**C. Log out:** Logs out of the administrator account.

D. Log management: Performs log management for the scanning software. This function can only be used after logging into the administrator account.

E. Export device log: Exports the log files of the scanner hardware.

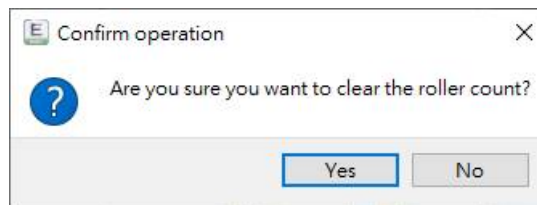**F. Export driver log:** Exports the log files of the scanner driver.

G. Clear cache: Clears the images or files in the temporary cache folder of the application. Users can change the software cache folder. This function can only be used after logging into the administrator account.

⚠ **Important information**

Clear cache will cause the scanned images that are not yet saved locally (for example, images scanned to memory using the "Scan" function and not yet manually saved) to be cleared. Therefore, please make sure that the images that need to be kept are saved before using this function.
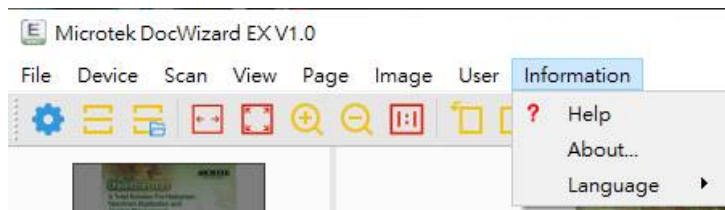
H. Clear roller count: Resets the roller count of the scanner. This function can only be used after logging into the administrator account.

⚠ **Important information**

Clear roller count is an irreversible operation; please use carefully. This operation needs to be performed after replacing the consumables (paper pickup component) of the scanner; this operation is not allowed to be performed under any other circumstances.

8. Information menu

A. Help: Opens this help manual.

B. About: Displays the manufacturer information of this software. If scanners are connected, it will also display the version information of the scanners.

C. Language: The interface that allows switching the language of this software. After switching the software needs to be restarted for it to take effect.