



[www.scancraft.in](http://www.scancraft.in)

## **ScanCraft User Manual**

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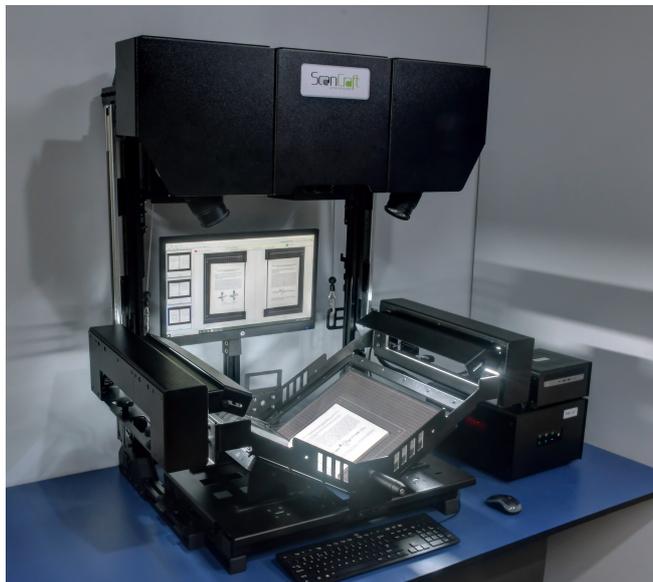
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## Introduction

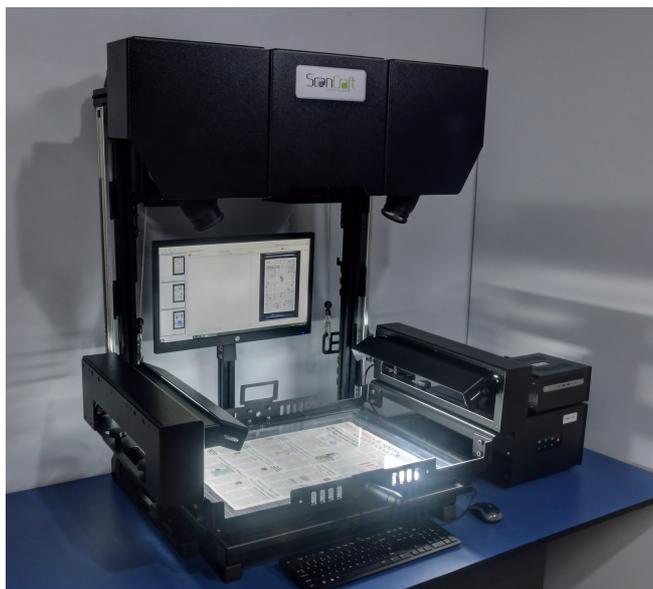
The purpose of this manual is to guide users on how to use the ScanCraft SV4 machine and software.

## Description of the System

### ScanCraft Hardware



*ScanCraft Scanner in v-shape Mode*



*ScanCraft Scanner in Flatbed Mode*

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Control unit with touch panel and integrated computer

ScanCraft Scanner consists of the following

- **Convertible Base Cradle:** The base cradle can be set in v-shape or flatbed mode. v-shaped mode keeps the book open without straining the binding. It can hold up to an A3 size book. The book cradle can be moved horizontally to adjust the book position.
- **Detachable v-shaped Glass Top:** This is used to gently press and hold the pages down flat in v-shaped cradle while scanning. It can be moved upside down to flip pages of book while scanning.
- **Detachable Flatbed Glass Top:** This is used to gently press and hold the documents down flat in flatbed position while scanning. It can be moved upside down to change the documents while scanning.
- **Left Camera:** Scans right side pages in v-shape mode.
- **Right Camera:** Scans left side pages in v-shape mode.
- **Central Camera:** Scans document in flatbed mode.
- **LED Light:** Provides appropriate lighting inside the machine.
- **Computer (CPU & Monitor):** Used for running the ScanCraft software for scanning and processing.
- **Connection Cables:** USB connector cables connect the cameras to the computer. ScanCraft software runs on the computer and sends commands over the USB cables to cameras to scan pages of books.
- **ScanCraft Software:** Used for scanning pages of books, editing scanned pages, processing scanned pages and creating a digital version of the book in PDF format. ScanCraft software runs on Windows 7 operating system.
- **GRID:** Book cradle has grids fixed on its panels which helps user to place the book

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in center as per book size.

- **UPS (Uninterrupted Power Supply)** : A UPS senses a loss of power from the primary source. In case of primary power failure, UPS provides you sufficient (10-15 mins) time to save any data you are working on and exit gracefully.
- **Dust Cover** : It is a cover which prevents machine from dust. It has zippers, it should be removed and kept aside while machine is in use. When scanner is not in use, it should be covered by this dust cover.



*Scanner in v-shape mode with glass top resting on the book*

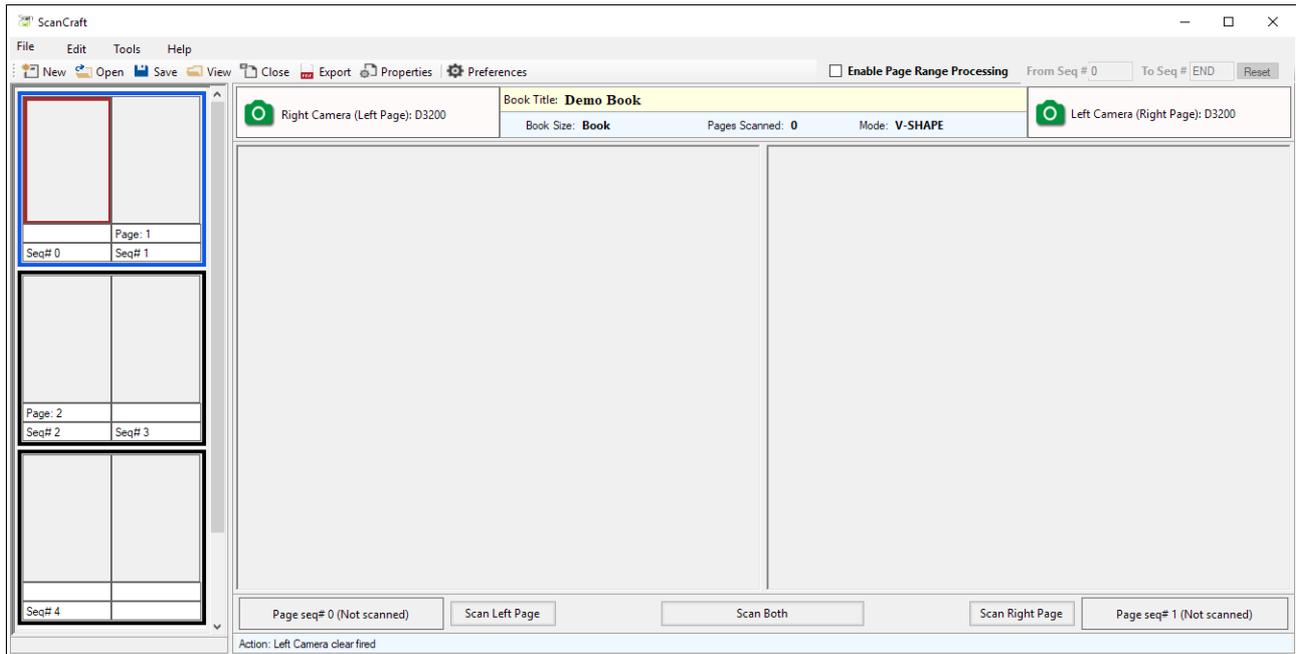


*Scanner in flatbed mode with glass top resting on the newspaper*

## ScanCraft Software

ScanCraft Software is used for scanning pages of books, editing scanned pages, processing scanned pages and creating a digital version of the book in PDF format. ScanCraft software runs on Windows 7 or higher version of Windows operating system.

# ScanCraft User Manual



*ScanCraft Software*

## Operations

This section shows how to:

1. Scan a book
2. Perform post scan processing on the book.
3. Create a scanned book in PDF file format;

## Quick Scanning Steps

### ***How to Start the Machine***

1. Turn the main power switch ON. Turn the UPS on.
2. Turn the green switch behind the Control Unit ON
3. Gently press power ON button on the integrated computer.
4. Carefully squeeze and remove the lens caps from both cameras.
5. Lift the top front cover slightly and check the cameras are at the desired positions, such as A3, A4 or B (book). Gently hold the top of the camera assembly to slide till the upward pointing marker points to the desired position label.
6. Check the lens position on cameras' lens barrel set at 50mm focal length mark for scanning an A4 size publication. For different publication size, gently turn the lens barrel to zoom in or out. You can use a separate live camera view tool DigiCam Control to adjust the desired focal length of the lens.
7. Start the ScanCraft application by double-clicking the desktop shortcut or opening through the Start menu programs.

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8. The software will detect both cameras. If it does not, select **Tools → Admin Tools → Detect Camera**.
9. Check camera settings before scanning. First scan both the pages and check that the right scanned page is the same as the right page of the book and the left scanned page is the same as the left page of the book. If not, click on **Tools → Admin Tools → Swap Cameras** and repeat the test.

### **How to Digitize a Book**

1. Raise the glass top by the handle and place the book in the Book Cradle.
2. Lower the glass top until it rests on top of the book.
3. Turn on lights and Cameras. Check Cameras' status on ScanCraft software.
4. Click on **New → New Book** (or  **New** button) to enter name of the book and its parameters (e.g. title, book location, book size etc).
5. Press **Scan Page Right** in the right pane of the monitor to scan the front cover page.
6. Raise the glass top, flip the front cover page and continue scanning inside pages by pressing **Scan Both** button. Continue doing this for all pages until you reach the back cover page.
7. Press **Scan Page Left** to scan back cover page.
8. Processing of scanned pages can be done in ScanCraft software (e.g. cropping, rotation, brightness/contrast and more). (Please refer to *Tools Menu* )
9. Create PDF of the book using **File → Export → PDF and/or Images** (or  **Export** button) option.
10. The book will be available as PDF in the directory. Sample path for PDF will be similar to **D:\Library\book1\book1.pdf** where **book1** is book folder (same as book title) and **D:\Library\book1** is a full path location of the book.

### **How to Turn Off the Machine**

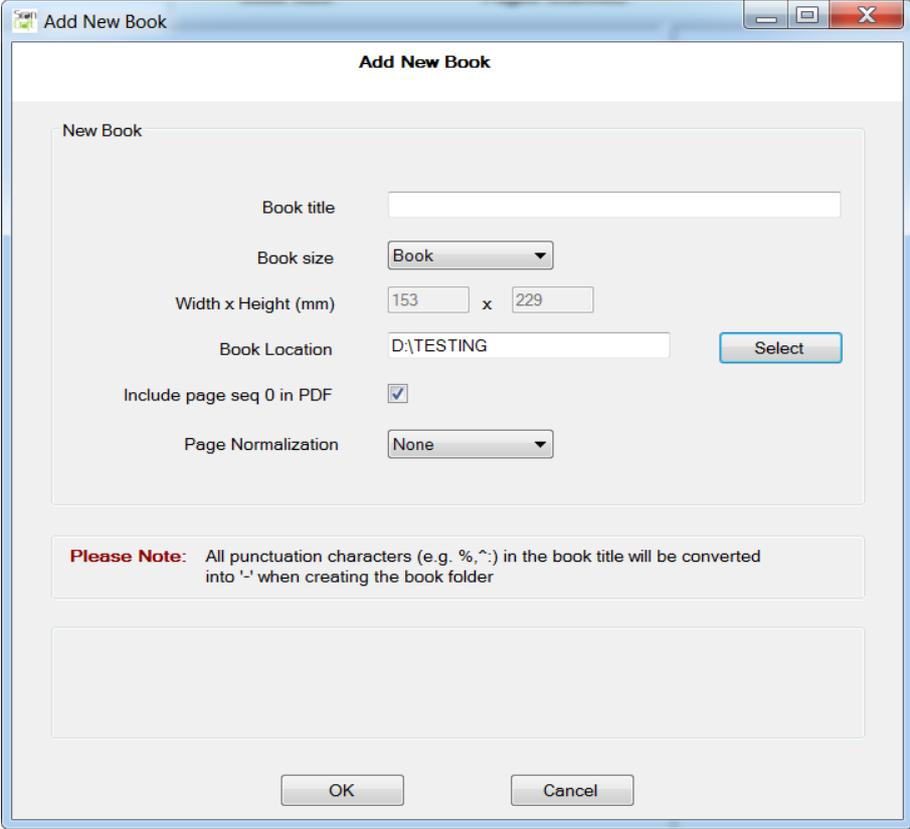
1. Select **File → Exit** or Alt+f4 on keyboard to close ScanCraft software.
2. Select **windows icon → Turn off Computer** to shut down machine.
3. Turn off the green switch behind the control unit.
4. Turn off the UPS. Turn off power switch.

The rest of the chapters will provide details on all of these steps. The manual also contains instructions on how to configure the system for scanning A3, A4 size and custom size books. FAQ's are included at the end of the manual to answer common questions.

## Scanning in Details

### Scanning a New Book

Click on **New** → **New Book** or  **New** button or press Ctrl+N on keyboard to define book parameters before starting to scan. These parameters are saved with the book and help to locate the book later in the library.



**Add New Book**

New Book

Book title

Book size

Width x Height (mm)  x

Book Location

Include page seq 0 in PDF

Page Normalization

**Please Note:** All punctuation characters (e.g. %, ^, ~) in the book title will be converted into \' when creating the book folder

The following Parameters are set while creating a new book:

1. **Book Title:** Enter title of the book (e.g. as printed on the cover). A folder with the same name as book title is automatically created under selected *book location*.
2. **Book Size:** Select size of book as *Book*, *A4*, *A3* etc or custom. For custom size measure the book size in inches and multiply by 25.4 to convert it into millimeter.
3. **Book Location:** Select location on the system to save the book.
4. **Include page seq. 0 in PDF:** Checked/Unchecked by default as set in *Preferences*. If this flag is checked, the export PDF operation includes the page with seq# 0 in the PDF.
5. **Page Normalization:** As set by *Preferences* by default. Can be overridden here. The final size (dimension, width & height) of each page may vary slightly based on the processing

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applied such as cropping, rotation. The software can handle this situation based on following options set:

- a. **Stretch:** A largest page dimensions (width & height) in the book is auto computed. Each variable page dimension is then stretched slightly horizontally and vertically to match the largest page size. All pages appear as equal size in exported PDF & images.
- b. **Canvas:** In this option, a *canvas area* equal to the largest page dimension in the book is automatically created and added per page. Scanned image of each page is then positioned at the center of the canvas. This way all pages of equal (canvas) size are created. All pages appear as equal size in exported PDF & images.
- c. **None:** No equalization technique used. Variable page sizes are left unchanged and will appear that way in the exported PDF and images.

These parameters can be changed later at any stage (except book location) through **File** → **Book Properties** or  button

Check the availability of both cameras by clicking on **Tools** → **Admin Tools** → **Detect Camera**.

**Note**

**Camera status:**

<b>Camera Detected</b>	<b>Camera Not Detected</b>	<b>Camera Disabled</b>
		

When camera status is shown as *Not Detected (absent)*, check following :

- USB cables are connected to the camera and to the CPU
- Camera power switch is ON
- ON/OFF switch on camera body is set to ON

Click on **Tools** → **Admin Tools** → **Detect Camera**. If the camera is still not detected, please contact customer support using information at the end of the manual.

To open a book which was scanned earlier, click **File** → **Open Book** or  button or **Ctrl+O** on keyboard. This will open a dialogue box to select the book from any location saved on computer.

## Scanning Options

### **Scan Page Right**

Place a book on the Book Cradle and press the glass top on it. Now press **Scan Page Right** button or 'F2' on keyboard to scan the cover page of the book.

Raise the glass top, flip the front cover page and continue scanning inside pages by selecting **Tools** → **Scan Both** or 'F3' on keyboard. Continue doing this for all pages until you reach the back cover page.

### **Scan Page Left**

At the end back cover of the book is scanned pressing **Scan Page Left** button or 'F1' on keyboard.

### **Scanning on Flatbed**

Scanner's dual mode supports switching between *v-shape* and *Flatbed* scanning configuration. Flatbed scanning supports scanning of materials up to A2 size such as manuscripts, Herbarium sheets, small maps and more. Follow steps below for switch to Flatbed mode:



Knobs for attaching/detaching the removable glass tops

For the process of switching to flatbed and reverse mode, you can watch the video available at <http://www.scanraft.in/index.html> . The title of the video is *Mode Change - VShape to FlatBed and Reverse*

- Turn the two knobs below left and right LED light units anticlockwise to loosen and remove. While loosening the knobs, keep your one hand gently on the top of the LED light unit as they will move up when the knobs are removed. Once both the LED light units are free, the

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v-shape glass top is detached. Gently lift the glass top, holding on the left and right side, and keep it aside at a safe location. It can be kept in the horizontal position on a table top, with v-shape of glasses facing down. It will safely rest on its front and back support without the glasses touching the table surface.

- Next, gently lift the left side of v-shape's cradle plate and fold two vertical plates below it and lower it gently to make it flat. Repeat the same action on the right side. This switches the base cradle to flatbed mode.
- Next, get the flatbed glass top, place it gently on the flat cradle. Lower the left LED Light unit to align its two slots with the holes on the left raised plate (flange) of the glass top, insert knobs one by one and start turning them clockwise. While turning the knobs, make sure to keep bottom edges of the LED light unit and the flanges are parallel all the time. Repeat the same process on the right side.
- Next, turn off left and right cameras from the control unit's touch panel (camera symbols should turn white from green). Gently place lens caps on both the cameras.
- Turn on the *Flatbed* (central) camera using touch panel. Gently remove lens cap of the flatbed camera lens.
- Click on *Tools* → *Admin Tools* → *Detect Camera*. This should now detect *Flatbed Camera*.
- Place the scanning reference grid for flatbed is placed on the flatbed.
- Flat scanning materials such as paper can be placed on the flatbed and glass top can be lowered on top off it. Optionally, scanning materials which cannot be placed under the glass top can be placed on top of the glass top.
- Launch ScanCraft software. Go to *Preference* and select *Flatbed* option in Main tab.
- Click on  **New** button to create a new book for flat bed scanning. Select appropriate size for the scanning material and click OK.
- Click on Scan button at the bottom to begin scanning.
- After scanning is done, process to post-processing steps.

### **Switching back to v-shape**

Scanner's dual mode supports switching between *v-shape* and *Flatbed* scanning configuration. If you had previously switched to *Flatbed* mode, follow steps given below to switch back to v-shape mode:

For the process of switching to v-shape and reverses mode, you can watch the video available at <http://www.scanraft.in/index.html> . The title of the video is *Mode Change - VShape to FlatBed and Reverse*

- Turn the two knobs below left and right LED light units anticlockwise to loosen and remove. While loosening the knobs, keep your one hand gently on the top of the LED light unit as they will move up when the knobs are removed. Once both the LED light units are free, the flatbed glass top is detached. Gently lift the glass top, holding on the left and right side,

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and keep it aside at a safe location. It can be kept in the horizontal position on a table top. It will safely rest on its front and back support without the glass touching the table surface.

- Next, gently lift the left side of the cradle plate and unfold two vertical plates below it and lower it gently inside the two separate slots on the bottom plate to make them stand upright. Repeat the same action on the right side. This switches the base cradle to v-shape mode.
- Next, get the v-shape glass top, place it gently on the v-shape cradle. Lower the left LED Light unit to align its two slots with the holes on the left raised plate (flange) of the glass top, insert knobs one by one and start turning them clockwise. While turning the knobs, make sure to keep bottom edges of the LED light unit and the flanges are parallel all the time. Repeat the same process on the right side.
- Next, turn on left and right cameras from the control unit's touch panel (camera symbols should turn green from white). Gently remove lens caps on both the cameras.
- Turn power switch *ON* for left and right cameras. Gently remove lens cap of the left & right camera lenses.
- Turn off the *Flatbed* (central) camera using touch panel. Gently place lens cap of the flatbed camera lens.
- Click on *Tools* → *Admin Tools* → *Detect Camera*. This should now detect left & right cameras.
- Launch ScanCraft software. Go to *Preference* and select *v-shape* option in *Main tab*.
- This completes the v-shape mode. Now you can proceed to scanning on the v-shape cradle as described earlier.

### **Auto Scan**

Auto Scan option is very useful to make the scanning process swift. It helps user to scan pages without pressing button '**Scan Both**' on screen or on keyboard every time.

For this, first user needs to define time interval for Auto Scan. It is the time taken by the user to raise glass top and flip the pages. It is called as **Default Scan Delay** (Please refer to Main Settings Tab of Preferences above) and it can be set in **File** → **Preferences** (or using  Preferences button).

Select **Edit** → **Start Auto Scan** to start scanning both sides of pages. Now user only needs to raise the glass top and flip the pages of the book after hearing camera clicks and without waiting for images to be appeared on screen fully. Pages will be scanned automatically and displayed on screen. Now next flipped page pair is ready to be scanned. Auto Scan can be stopped by pressing **space-bar** on the keyboard.

#### Note

Remember the process of raising the page holder and flipping of pages has

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to be done in set time interval as default scan delay.

During **Auto Scan** it is not necessary to wait for current page preview images to be displayed on the screen. If you hear clicks of both the cameras you can immediately proceed to flipping of the next page pair.

If you find the same page pair gets scanned twice because cameras click before page flipping then you need to increase the scan delay.

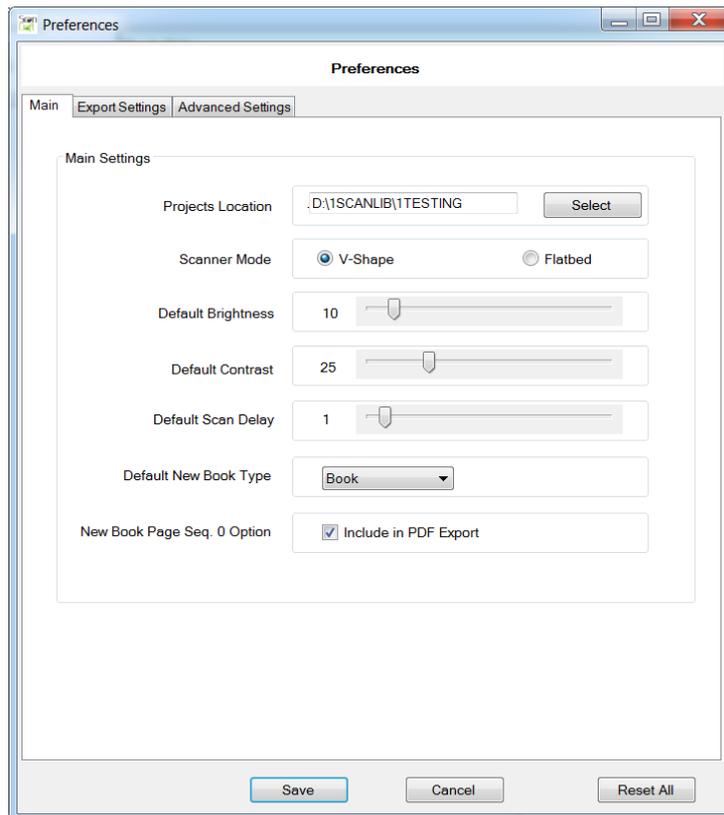
Pages which have got scanned multiple times during **Auto Scan** can be easily removed while processing.

Default scan delay may vary at individual level.

## Preferences

Preferences allow you to set parameters which are applied during scanning, processing and export.

Select **File** → **Preferences** or  Preferences button.



Preferences has three tabs viz. **Main, Export Settings, Advanced setting.**

### Main Tab

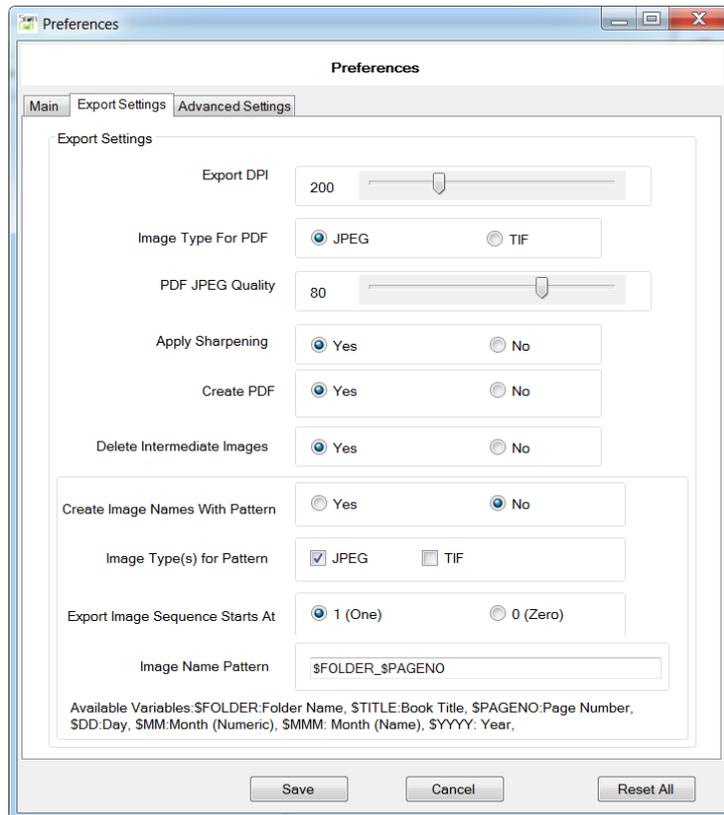
**Main** Settings include:

- **Projects Location** : Set book storage location (folder) on the disk.
- **Scanner Mode**: Select scanning mode - on **v-shaped** cradle or on removable **Flatbed**.
- **Default Brightness**: Default brightness to be applied during scanning (for all books)
- **Default Contrast**: Default contrast to be applied during scanning (for all books)
- **Default Scan Delay**: Scan delay for for Auto Scan. It is the time interval available to the user between scanning pages to raise the glass top and flip the pages while Auto Scanning.
- **Default New Book Type**: Set default book type (size) used automatically by New Book dialog box.
- **New Book Page Seq 0 Option**: Set default flag state (checked/unchecked) of *include page*

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*seq 0 in PDF* used automatically by New Book dialog box. The state of flag can be overridden in **New Book** or **Edit Book Properties** dialog box. (If this flag is checked, the export PDF operation includes the page with seq# 0 in the PDF.)

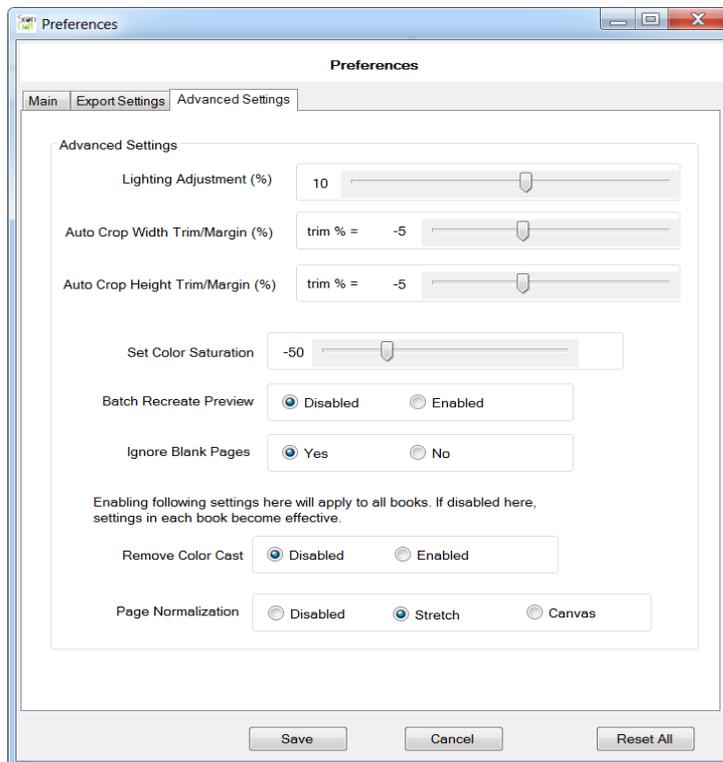
### Export Settings Tab



**Export Settings** settings include:

- **Export DPI** – Allows you to adjust the DPI (Density Per Inch) of the Image.
- **Image Type for PDF** – Choose image file format to use in PDF.
- **PDF JPEG Quality** – Adjust JPEG Image Quality.
- **Image Type(s) For Patterns** – Choose format of images which you want to export.
- **Delete Intermediate Images** – Deletes intermediate (temporary) images which are generated during processing.
- **Image Name Patterns** – Create a pattern for image names using the available variables (mention below) to assign names to exported images.
  - **\$FOLDER:** Book folder name (e.g. if book folder/title is *book1* image name will contain *book1*)
  - **\$PAGENO:** Page number (e.g. image for page number 325 will be *book1\_325.jpg*)
  - **\$DD:** Day of the month such as 01 to 31
  - **\$MM:** Month of the year such as 01 to 12
  - **\$MMM:** Month name such as January, February etc
  - **\$YYYY:** Year such as 2018

## Advanced Settings Tab



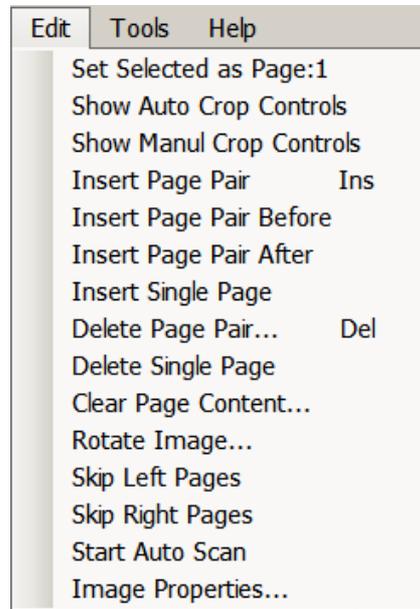
**Advanced Settings** include:

- **Lighting Adjustment:** Compensation for book illumination based on book thickness.
- **Auto Crop Width Trim Margin:** Width margin to be inserted during auto crop.
- **Auto Crop Height Trim Margin:** Height margin to be inserted during auto crop.
- **Batch Recreate Preview:** Recreate preview pages when creating PDFs in batch mode
- **Set Color Saturation:** Set color saturation to compensate action of brightness/contrast setting.
- **Ignore Blank Pages:** Blank pages will not be exported to PDF

Enabling following settings here will apply to all books. If disabled here, settings in each book becomes effective

- **Remove Color Cast:** Set to remove color cast in old documents & books
- **Page Normalization:** Set to equalize page sizes to compensate unequal cropping sizes

## Post Processing (Editing) a book



*Edit Menu*

### ***Set Selected As Page: 1***

First few pages of foreword, thank notes and keynotes addresses etc. are also scanned in the book which are not numbered. Page numbering starts with first chapter. Select a scanned page from where numbering is started in actual book. Now select **Edit** → **Set Selected As Page: 1** to start the numbering from selected page in scanned book.

If in actual book, numbering does not start with number 1 and it starts randomly with number 2 or 3 then count back pages in the actual book to check which page will be number 1. Now select the same page in scanned book and set it as number 1 by selecting Set Selected as Page: 1.

### ***Insert Page Pair***

If any pages are found missing in scanning can be added later. Select in between the page pair after which new page pair wants to be inserted. Select **Edit** → **Insert Page Pair** or Insert key on the keyboard to add new page pair and re-scan missing pages.

### ***Clear Page Content***

To delete page content on page, select **Edit** → **Clear Page Content**. Thus the content scanned on that page sequence will get deleted but empty page will remain in the book.

This option is useful when a page needs to be rescanned or does not need to be included in PDF.

## Delete Page Pair

To delete unwanted scanned pages in the book, select the page pair and **Edit** → **Delete Page Pair** or Delete key on the keyboard.

## Volume Processing of Scanned Pages

After scanning is finished, scanned pages need to be processed before PDF is generated. This is done by applying processing steps to the book. These steps allow scanning software to remove external data and line up pages perfectly.

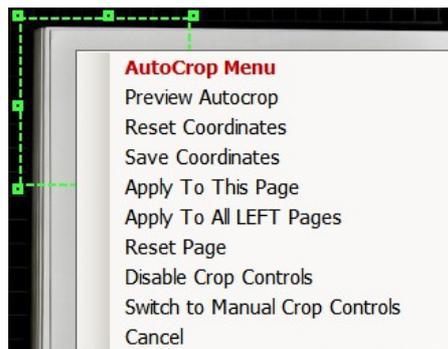
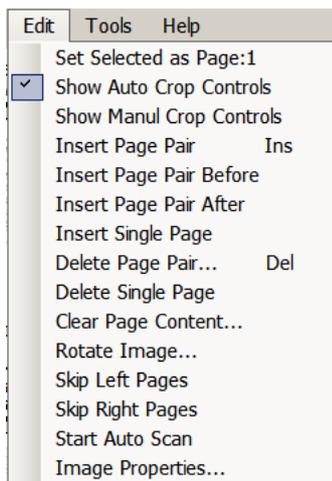
Processing steps for cleaning up scanned pages and making them ready for exporting to PDF are:

1. Cropping
2. Rotation
3. Brightness-Contrast
4. Page Normalization

Processing steps can be applied in any order as needed. For example, pages can be rotated to bring them in alignment first followed by cropping and adjusting brightness-contrast.

The steps to clean up images are explained below:

### Auto Cropping



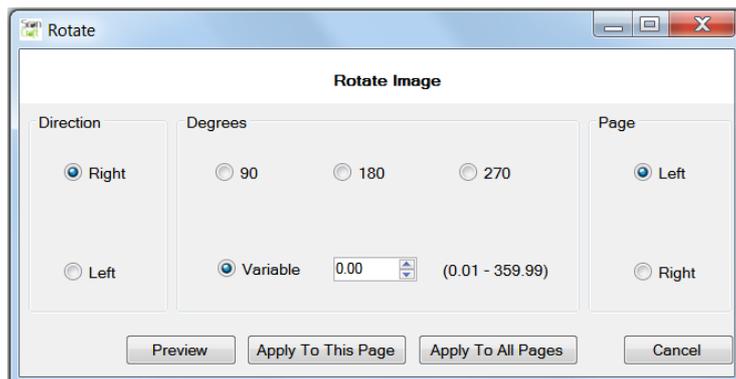
1. Select **Edit** → **Show Autocrop Controls** to display a (green) rectangle on the screen. Adjust the size and location of the rectangle by dragging and resizing it. This defines the *autocrop boundary* (area outside the rectangle is ignored). Software automatically detects the page edges inside the autocrop boundary and performs auto-cropping.
2. Always preview your changes before applying them. Right click on the screen to see

- AutoCrop Menu** and then select **Preview Autocrop** option from it. Verify that the preview shows that all the unnecessary data is removed. If not satisfied with result then again right click on screen and press **Cancel** from **AutoCrop Menu**. Continue dragging/resizing the autocrop boundary.
3. When satisfied with the preview, changes can be applied to either to the selected page by selecting option **Apply to This Page** or to all left (or right) pages by selecting option **Apply to All Left(or right) Pages**.
  4. Use **Reset Coordinates** to reset autocrop boundary setting
  5. Use **Save Coordinates** to save current autocrop boundary. This boundary will be recalled and displayed next time you activate AutoCrop Controls and can be used for the entire book.
  6. **Apply To This Page** allows you to apply the crop to current page only.
  7. **Apply To All Left Pages** allows you to apply the crop to all side pages
  8. **Disable Crop Controls** turn off the crop square.
  9. **Switch To Manual Crop Controls** switches to manual cropping.

### Manual Cropping

1. Select **Edit → Manual Crop Controls** to display a (red) cropping rectangle on the screen. Adjust the size and location of the cropping rectangle by dragging and resizing it. This defines the **exact** area to be cropped on the page. Everything outside this area is discarded by the software.
2. Always preview your changes before applying them. Right click on the screen to see Crop Menu and then select preview option from it. Verify that the preview shows that all the unnecessary data is removed. If not satisfied with result then again right click on screen and press cancel from Crop Menu. Continue dragging/resizing the cropping rectangle.
3. When satisfied with the preview, changes can be applied to either to the selected page by selecting option Apply to This Page or to all left (or right) pages by selecting option Apply to All Left(or right) Pages.
4. Reset Crop option retains original scanned image and discards previous cropping applied to page.

### Rotate Image



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### *Rotate Image Dialog Box*

The book cradle has guides on it which help to align the book on the book cradle. In addition to that, a tool is provided which allows precise alignment of the book horizontally and vertically.

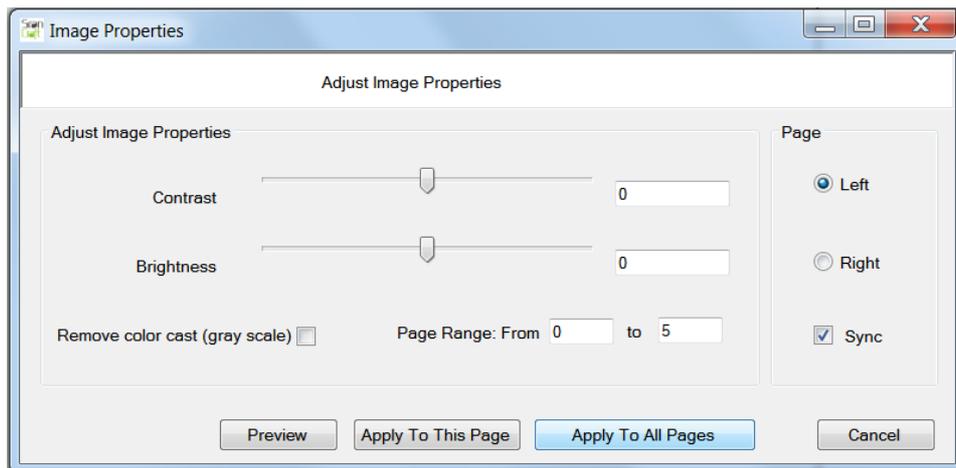
Select **Tools** → **Show Center of Scanned Page** to see exact center of scanned pages with red horizontal and vertical guidelines. Select **Edit** → **Rotate Image** to get dialogue box of Rotate Image.

Now follow the steps to rotate left page image:

1. Select **Left/Right** Page option located on the right side of the dialogue box.
2. Select Direction (left/right) located on the left side of the dialogue box where page is needed to rotate.
3. Select rotation angle from specified 90, 180 and 270 deg. or click on **Variable** and enter value manually (between 0.01 to 359.99 deg) Click **Preview** to see the action of changes.
4. If page is tilted more towards opposite direction then select other direction and enter different value till the image becomes straight.
5. Preview selected changes.
6. To apply changes to selected (left or right) page only, click on **Apply To This Page**
7. To apply changes to all (left or right) pages, click **Apply to All Pages**.
8. Click Cancel to adjust the parameters again.

Follow same steps mentioned above to rotate right side page images.

### **Brightness & Contrast Adjustment**



*Image Properties Dialog Box*

Select **Edit** → **Image Properties** to adjust brightness and contrast of the scanned pages. This will open a dialogue box shown below:

Now follow the steps to adjust brightness and contrast to left page image:

## ScanCraft User Manual

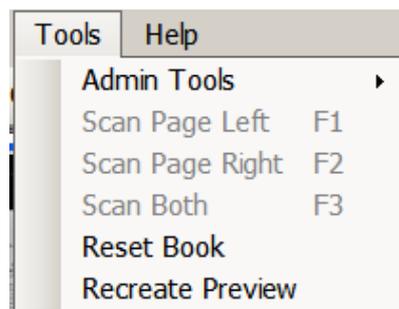
1. Select **Left/Right** Page option located on the right side of the dialogue box.
2. To select a range of pages, enter **from** and **to** page number. The settings will be applied to the selected range of pages only.
3. Adjust contrast of the page by dragging slider to left or right side.
4. Adjust brightness of the page by dragging slider to left or right side.
5. Check-box **Sync** is checked by default. This ensures same brightness and contrast parameters are retained for left/right side. If you wish to have different parameters for left/right side, uncheck this box.
6. Preview selected changes.
7. To apply changes to selected (left or right) page only, click on **Apply To This Page**
8. To apply changes to all (left or right) pages, click **Apply to All Pages**. (if page range was defined, it will show **Apply to Page Range** button)
9. When processing old books/document, checking **Remove color cast** option will remove yellow/sepia color cast of pages. (This produces book/document in gray scale)

### Page Normalization

Some pages might be rotated and/or cropped to different sizes while processing. To compensate this and to create all the pages of equal size, page normalization can be applied to the book.

- Select **File** → **Book Properties** to apply **Page Normalization**. It has three options namely **None**, **Stretch** and **Canvas**.
- **None** option is selected by default.
- If slight adjustment of image aspect ratio is acceptable to make all pages of equal size then **Stretch** option can be selected. It stretches images slightly with respect to the largest page height and width in the book and creates all pages of equal size.
- If sizes of the pages vary significantly, then with **Canvas** option can be selected. It creates a canvas for each page, using the largest page height and width in the book, with each pages aligned centrally on it. For canvas color of each page, software uses color of a small rectangle at the top left corner of the page.

### Tools Menu



*Tools Menu*

### ***Reset Book***

After finishing the process of all scanned pages still the final result of the book is not satisfying, it is possible to restart the processing with original scanned pages. To do this, select **File** → **Reset Book**. Thus original (raw) scanned pages will be restored and can be processed again.

### ***Recreate Preview***

Settings in Preferences' *Main* and *Advanced Settings* are application (software) level setting and are applicable to all the books/documents processed after they change. The action of this change will be visible in the exported PDF.

If you wish to preview the action of preferences settings before exporting PDF, you can use **Tools** → **Recreate Preview** to apply the changes to all preview pages.

Settings in preferences which affect the exported PDF are:

- *Main Tab*
  - Default brightness/contrast
  - Scanner Mode
- *Advanced Settings Tab*
  - Lighting Adjustment
  - Color Saturation
- *Export Settings*
  - All
  - Action not visible in Recreate Preview

## Exporting Book

### **Export Book as PDF**

After processing and editing of scanned pages is done, the book is ready to be created in PDF format. Click **File** → **Export** → **PDF and/or Images** ( or  **Export** button ) to create a book in PDF format. Exported PDF file is found under book folder (same as book title) as defined during new book creation.

If *Create Image Names With Pattern* option has been set to *Yes* in *Preferences (Export Settings Tab)*, images with set name pattern will also be exported. The exported images can be found under *<book-folder>/edited* folder

### **Recreate PDF (After External TIFF Processing)**

If you need to perform additional manual processing (e.g. spot removal etc) on individual pages, it can done using external image processing tools using following steps:

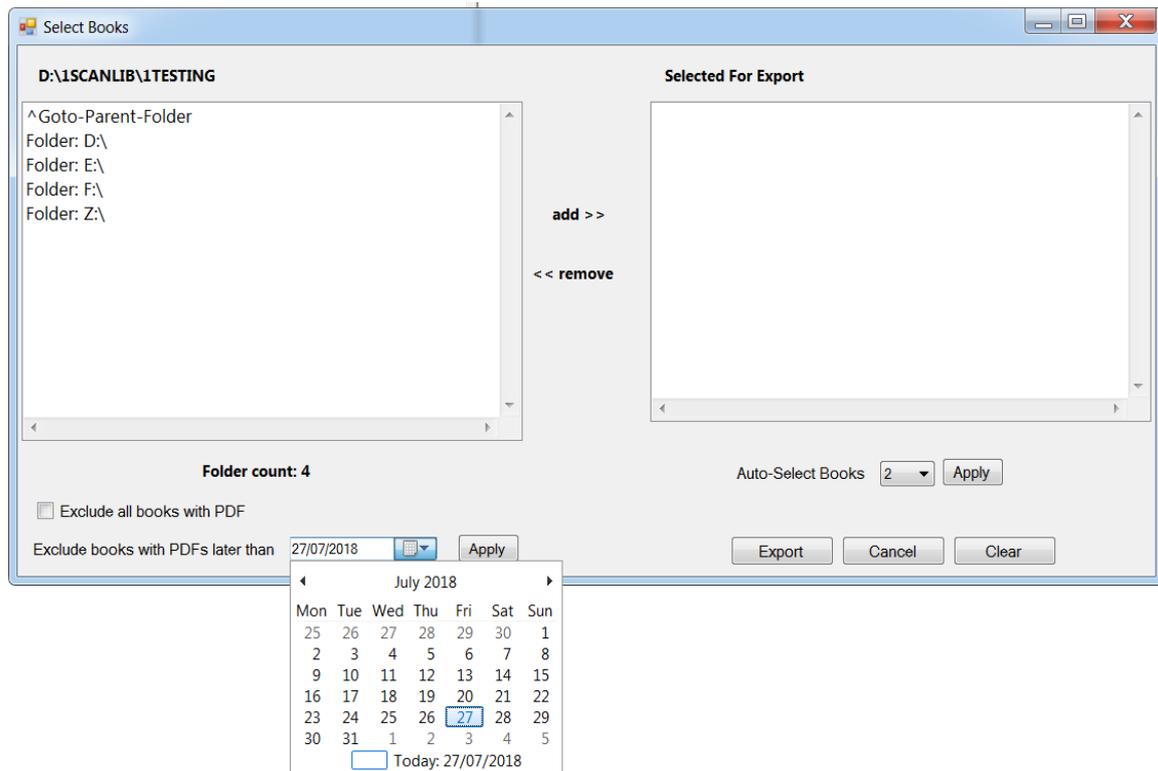
- Open desired book and finish all post processing.
- Set desired *Export DPI* in *Preferences (Export Settings Tab)*
- Set *Delete Intermediate Image* to *No* in *Preferences (Export Settings Tab)*
- Set *Image Type For PDF* to *TIF* in *Preferences (Export Settings Tab)*
- Set *Create PDF* to *No* in *Preferences (Export Settings Tab)*
- Click **File** → **Export** → **PDF and/or Images** ( or  **Export** button ). This will create *intermediate* TIF files under *<book-folder>/edited* folder
- Launch external image processing tool and perform manual processing (e.g. spot removal etc) on the intermediate file(s) and save (overwrite) them with the same name.
- Re-launch ScanCraft software and open the same book. Click **File** → **Export** → **Recreate PDF (After External TIFF Processing)**. This will read externally edited TIF files under *<book-folder>/edited* folder and export final PDF under book folder.

### **Export Stitched Files**

This option is used for exporting PDF, JPEG & TIF images of customized high resolution images created using multiple scans/shots for each artifact such as herbarium sheet, manuscripts etc.

*Please Note: This scanning process needs customized setup for camera and lighting and available only with customized scanner models.*

## Batch Export to PDF



One or more books can be exported to PDF as a batch after all processing and editing is done for number of books. This option can also be used when the computer is idle (e.g. overnight) . This option reduces repetitive operator actions and improves the productivity significantly.

- Select **File** → **Export** → **Batch Export To PDF**. Batch export dialog box appears.
- Regular folders show up with *Folder:* prefix. Scanned books show up with *Book:* prefix.
- Select books from the left pane and click on **add>>** to add to export batch.
- To remove from the batch, select book from the right pane, and click on **<<remove**
- To navigate to a different parent folder, double click on the folder (with *Folder:* prefix) in the left pane. Click on *^Goto-Parent-Folder* to go one level up in folder tree.
- To auto-select multiple books, select number of books from a drop down list (lower right) , and click **Apply**.

### Tips for Batch Export

- When the batch export dialog box is opened, all the books, including those whose PDF export has been done are also displayed. This can be overwhelming if number of books are large. To disable displaying books whose PDF export is already done, check the **Exclude all books with PDF** check-box. This will display only those books whose PDFs have not been created yet.

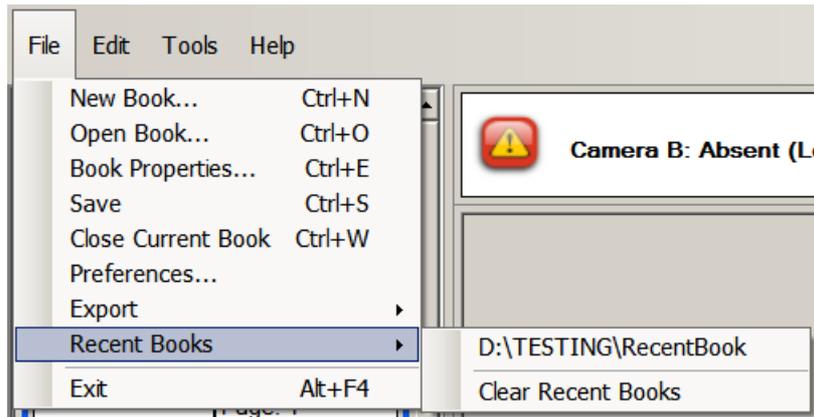
## ScanCraft User Manual

- You can also apply a date filter to above option. Click on the date drop down control (**Exclude books with PDFs later than**) to select a date. This will show list of:
  - books whose PDFs were exported *before* the selected date and
  - books whose PDFs haven't been exported yet.

## What's New?

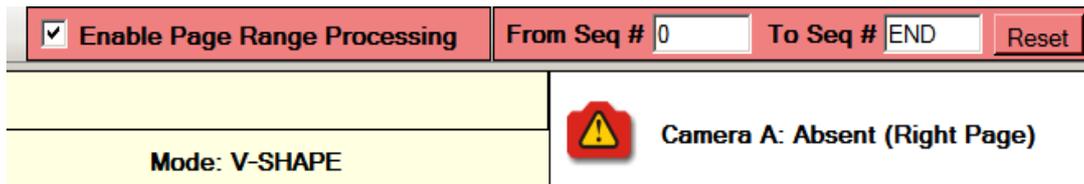
Following new features are available from ScanCraft Version 4.0

### **Recent Books Option In File Menu**



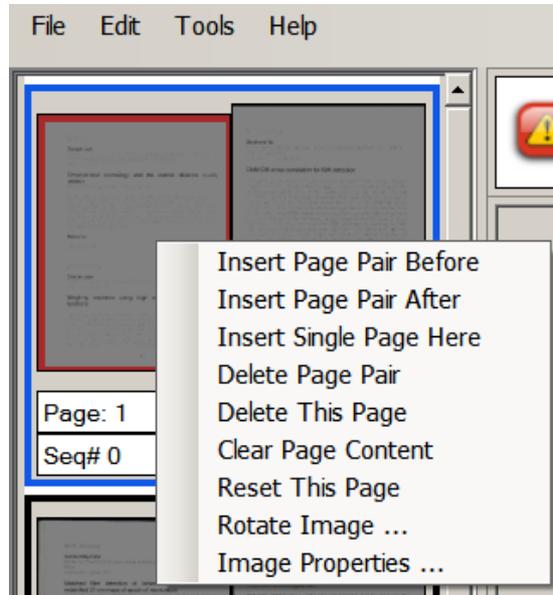
- You can quickly access list books which were opened earlier in the software in the **File** → **Recent Books** options you'll get all the list of recent books.
- By clicking on **Clear Recent Books** in the **File** → **Recent Books** option you can clear the list of recent books.

### **Make Changes To Specific Page Range**



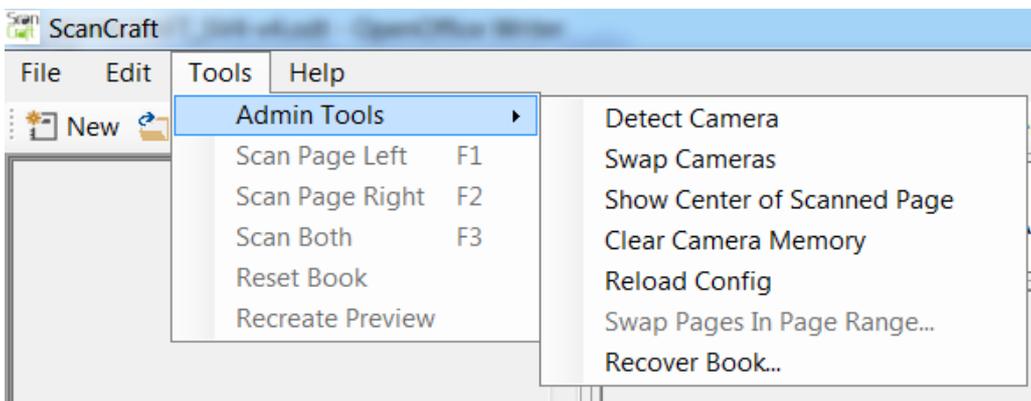
- Click on the check-box next to *Enable Page Range Processing* (top right corner, visible only when book is open) to use this feature. The background of the page range settings will turn red to alert user that *range processing is on*. Define page range by entering desired values in *From Seq #* and *To Seq #* fields.
- When page range processing is on, all image processing operations are applied to the defined range of pages.
- You can apply operations such as brightness/contrast, cropping, rotating, reset, export PDF/images, recreate preview etc to a range of pages which you specify in *From Seq #* and *To Seq #* fields
- After defining the range, just use/apply processing options as usual. They will be applied to the specified page range.
- To turn off page range processing, just click and uncheck the check-box.

### Context Menu On Image Thumbnails



- Context Menu allows user to quickly perform operations on the scanned images
- This context Menu allows to perform -
  - **Insert Page Pair Before** – This allows you to insert a new pair of blank page pair above the current selected page.
  - **Insert Page Pair After** – This allows you to insert a new pair of blank page pair below the current selected page.
  - **Insert Single Page Here** – Inserts a single page in the current place and moves all the following pages one step down.
  - **Delete Page Pair** – Delete both the images in the selected area.
  - **Clear Page Content** – Removes the selected page content.
  - **Reset This Page** – Removes all the processing performed on the selected image.
  - **Rotate Image** – Opens rotate image dialog box with current page pair selected.
  - **Image Properties** – Opens image properties dialog box with current page pair selected.

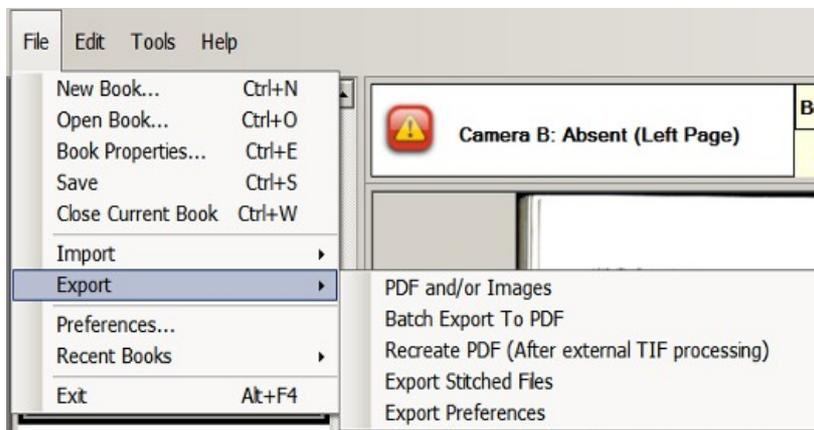
### Admin Tool Option in Tools Menu



**Admin Tools** contains:

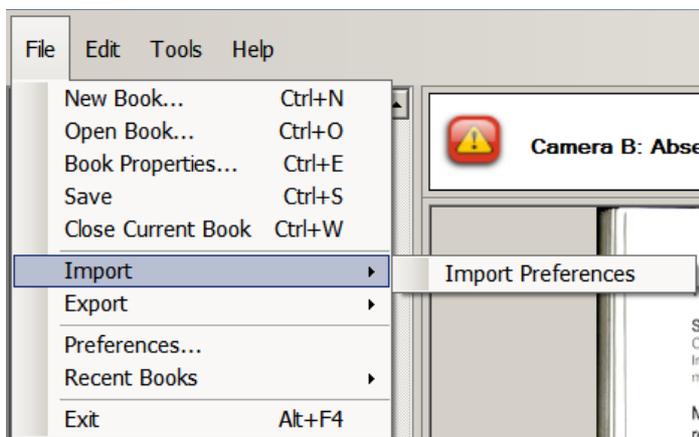
- **Detect Camera:** Used to detect cameras (on/off status)
- **Swap Cameras:** Swap cameras allow switch left & right camera positions.
- **Show Center of Scanned Page:** Shows vertical & horizontal line with center point on both the pages.
- **Clear Camera Memory:** Clears the storage memory of the camera.
- **Reload Config:** Reloads the configuration settings & preference.
- **Recover Book:** Allows you to revert back to the previous post processing state by choosing recovery files auto generated with date and time stamp by the software during post processing (e.g. *post-process-18072018-121442.recovery*) . The recovery files are stored in the *workspace* folder under book folder.

**Export Preferences Option In File → Export → Export Preferences**



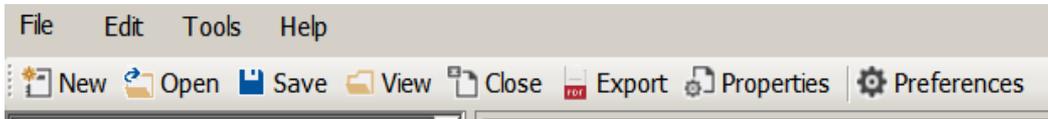
**Export preferences:** Allows you to save current preferences to the disk. This way, you can create different sets of preferences/settings for different types of books or post processing options.

**Import Preferences Option in File → Import → Import Preferences**



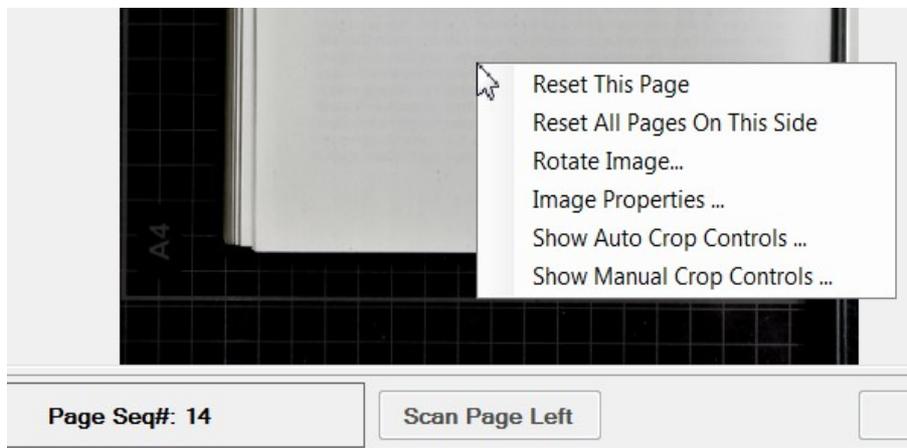
- Import Preferences can be used to read & apply previously saved preferences on the disk.
- Accepts preferences exported by this software only.
- Preferences import/export file extension is *.pref*

### Tool Strip to Quickly Access Options



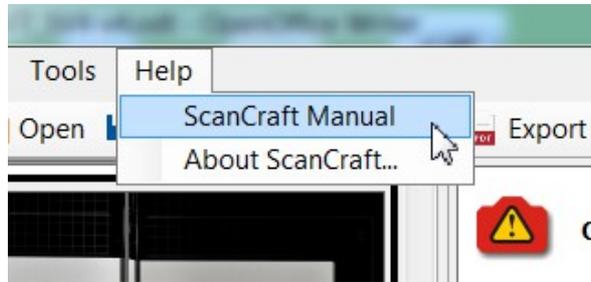
-  **New** : Create a new book and define book parameters
-  **Open** : Open previously saved book from any location on computer.
-  **Save** : Saves the currently open book to the disk.
-  **View** : Opens the folder location where the current book is saved.
-  **Close** : Close current book.
-  **Export** : Export current book to PDF and/or images after scanning & processing pages.
-  **Properties** : View/Edit Book Properties
-  **Preferences** : View/Edit Preferences

### Context Menu On Main Panel



- **Reset This Page:** Remove all actions applied to the current page and resets it.
- **Reset All Pages On This Side:** Remove all actions applied to all pages of the current side and resets it.
- **Rotate Image:** Opens Rotate Image dialog box.
- **Image Properties:** Opens Image Properties dialog box.
- **Show Auto Crop Controls:** Enables auto crop controls
- **Show Manual Crop Controls:** Enables manual crop controls

## Help → ScanCraft Manual



- **ScanCraft Manual** – Opens ScanCraft User Manual (pdf file)

## Enhancement of herbarium specimen post processing

The post processing feature of herbarium processing has been enhanced with following changes:

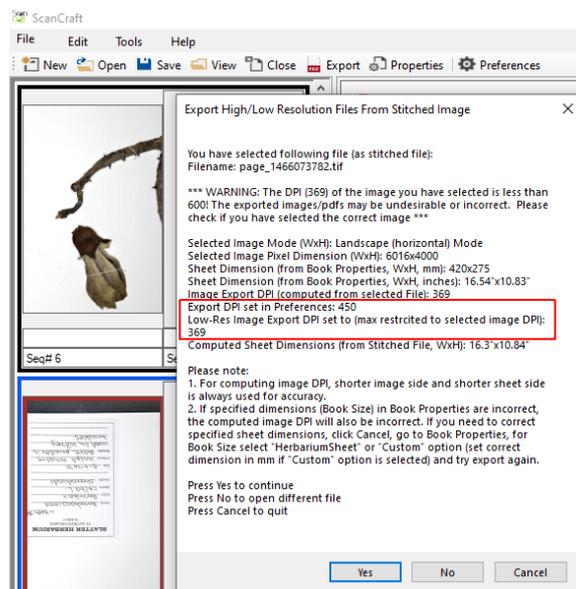
**1. Identification of single-scan v/s multi-scan:** Exported files are named to identify single-scan v/s multi-scan processing.

### Old Filename Patterns

- *specimen.tif, specimen.jpg, low-res-specimen.pdf, high-res-specimen.pdf, export-info.txt*

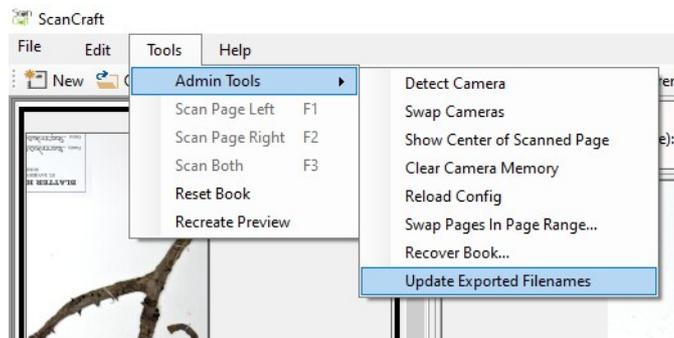
### New Filename Pattern:

- **For Multi Scan:** *high-res-specimen.tif, low-res-specimen.jpg, high-res-specimen.pdf, low-res-specimen.pdf, info-specimen.txt*
- **For Single Scan:** *norm-res-specimen.tif, low-res-specimen.jpg, norm-res-specimen.pdf, low-res-specimen.pdf, info-specimen.txt*



**2. Restriction of low resolution DPI Setting:** While processing single-scan specimen, low resolution DPI setting is now restricted to max computed DPI of the specimen, irrespective of the export DPI set in the preferences.

## Update Exported Filenames



The bulk load upload of herbarium specimen files to *Webgenic eLibraryPlus Server* has been updated to automatically pickup and upload associated support files such as high resolution PDF and tif files, low resolution jpeg file, information text file. This features requires standardization of filenames which are generated when the specimen scans are post-processed and exported to identify associated support files while uploading the main specimen's PDF file.

The *Update Exported Filenames* feature in ScanCraft software helps in updating previously exported filename. It automatically detects if the specimen was scanned using single-scan technique or multi-scan technique and updates file accordingly. User just need to open the previously scanned specimen file, select *Tools* → *Admin Tools* → *Update Exported Filenames* . Upon completion, it auto-opens the file explorer to show the updated filenames.

### Old Filename Patterns

- *specimen.tif, specimen.jpg, low-res-specimen.pdf, high-res-specimen.pdf, export-info.txt*

### Updated Filename Pattern:

- **For Multi Scan:** *high-res-specimen.tif, low-res-specimen.jpg, high-res-specimen.pdf, low-res-specimen.pdf, info-specimen.txt*
- **For Single Scan:** *norm-res-specimen.tif, low-res-specimen.jpg, norm-res-specimen.pdf, low-res-specimen.pdf, info-specimen.txt*

## Contact

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