

# **Document Capture Pro 3.0 for Windows Quick Reference**



---

# Contents

<b>Document Capture Pro 3.0 for Windows .....</b>	<b>5</b>
Scanning with Simple Scan in Document Capture Pro - Windows .....	5
Scanning with Job Scan in Document Capture Pro - Windows .....	7
Adding and Assigning Scan Jobs with Document Capture Pro - Windows .....	8
Scanning Two Originals onto One Sheet (Stitching Images) - Windows .....	11
Scanning Multi-Page Originals as Separate Files - Windows .....	14
Copyright Attribution.....	16



---

# Document Capture Pro 3.0 for Windows

The version of Document Capture Pro for Windows included with your original product software has been updated to version 3.0.

For detailed information about Document Capture Pro 3.0 for Windows, click **Help** or **?** as you use the software.

For detailed information about using your product, see your *User's Guide*.

[Scanning with Simple Scan in Document Capture Pro - Windows](#)

[Scanning with Job Scan in Document Capture Pro - Windows](#)

[Scanning Two Originals onto One Sheet \(Stitching Images\) - Windows](#)



[Scanning Multi-Page Originals as Separate Files - Windows](#)

[Copyright Attribution](#)

## Scanning with Simple Scan in Document Capture Pro - Windows

You can use the Simple Scan option in Document Capture Pro to quickly scan an original.

**Note:** Settings may vary depending on the software version you are using. Click the **Help** icon in Document Capture Pro at any time for more information.

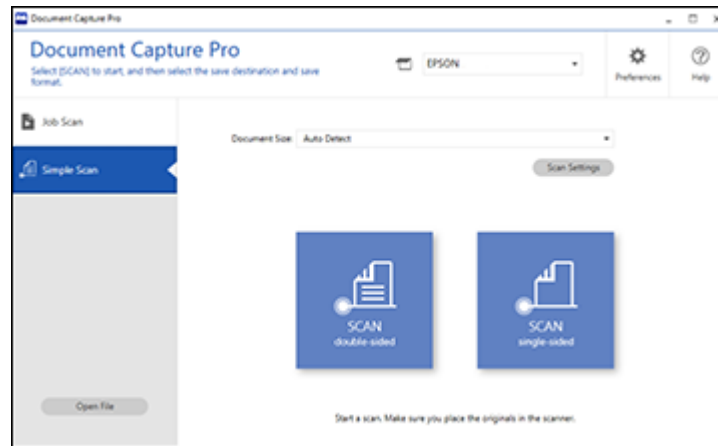
1. Load your original in the product.
2. Do one of the following to start Document Capture Pro:
  - **Windows 10:** Click  and select **Epson Software > Document Capture Pro**.
  - **Windows 8.x:** Navigate to the **Apps** screen and select **Document Capture Pro**.
  - **Windows (other versions):** Click  or **Start**, and select **All Programs** or **Programs**. Select **Epson Software > Document Capture Pro**.

You see the Document Capture Pro window.

**Note:** You may need to select your scanner from the list, if necessary.

3. Select the **Simple Scan** tab.

You see a window like this:



4. Select the size of your original from the **Document Size** menu.
5. If you want to change specific settings for the scan, click the **Scan Settings** button. Change any of the settings as necessary and click **OK**. For additional settings, click the **Detailed Settings** button on the Scan Settings screen.
6. Do one of the following:
  - To scan the front side of an original, select **SCAN single-sided**.
  - To scan both sides of an original, select **SCAN double-sided**.Your product scans the original and the image appears in the Edit Scanned Results window.
7. Review and edit the scanned image as necessary and click **Next** when you are finished.
8. Select a destination for the scanned image, change any settings as necessary, and click **Complete**.



**Note:** If you are sending the scanned image to a server or cloud destination, you need to enter your login information.

**Parent topic:** [Document Capture Pro 3.0 for Windows](#)

## Scanning with Job Scan in Document Capture Pro - Windows

You can create scan jobs in Document Capture Pro and use them to quickly scan originals and save them to various destinations.

**Note:** Settings may vary depending on the software version you are using. Click the **Help** icon in Document Capture Pro at any time for more information.

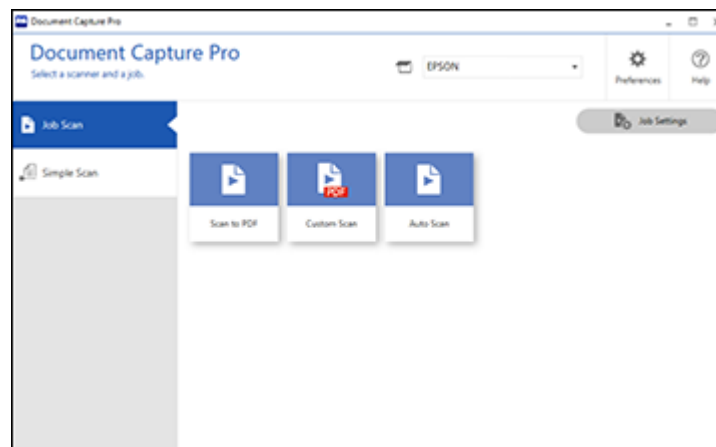
1. Load your original in the product.
2. Do one of the following to start Document Capture Pro:
  - **Windows 10:** Click  and select **Epson Software > Document Capture Pro**.
  - **Windows 8.x:** Navigate to the **Apps** screen and select **Document Capture Pro**.
  - **Windows (other versions):** Click  or **Start**, and select **All Programs** or **Programs**. Select **Epson Software > Document Capture Pro**.

You see the Document Capture Pro window.

**Note:** You may need to select your scanner from the list, if necessary.

3. Select the **Job Scan** tab.

You see a window like this:



4. Select one of the scan jobs (or click **Job Settings** to create a new scan job).  
The product scans the loaded original and saves it according to the job settings.
5. Depending on the settings for the scan job you selected, you may be able to view and edit the pages before saving them. If so, click **Complete** when finished.  
The scanned image is saved according to the job settings.



[Adding and Assigning Scan Jobs with Document Capture Pro - Windows](#)

Parent topic: [Document Capture Pro 3.0 for Windows](#)

## Adding and Assigning Scan Jobs with Document Capture Pro - Windows

You can add scan jobs that contain specific scan settings and use the jobs when you scan from your product control panel or the Job Scan option in Document Capture Pro. You can save up to 30 scan jobs.

**Note:** Settings may vary depending on the software version you are using. Click the **Help** icon in Document Capture Pro at any time for more information.

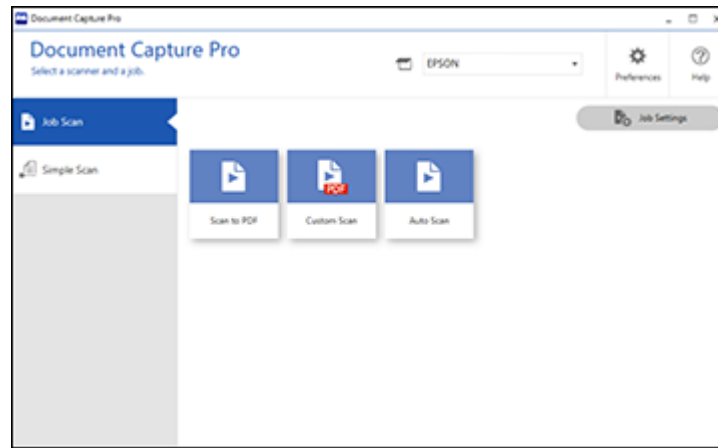
1. Do one of the following to start Document Capture Pro:
  - **Windows 10:** Click  and select **Epson Software > Document Capture Pro**.
  - **Windows 8.x:** Navigate to the **Apps** screen and select **Document Capture Pro**.
  - **Windows (other versions):** Click  or **Start**, and select **All Programs** or **Programs**. Select **Epson Software > Document Capture Pro**.

You see the Document Capture Pro window.

2. Select the **Job Scan**.

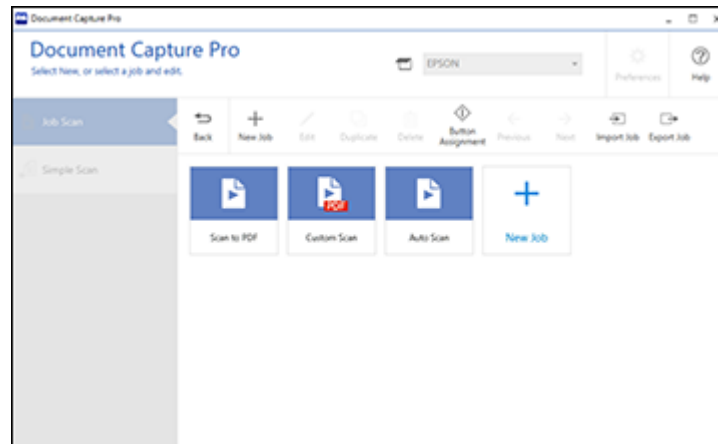


You see a window like this:



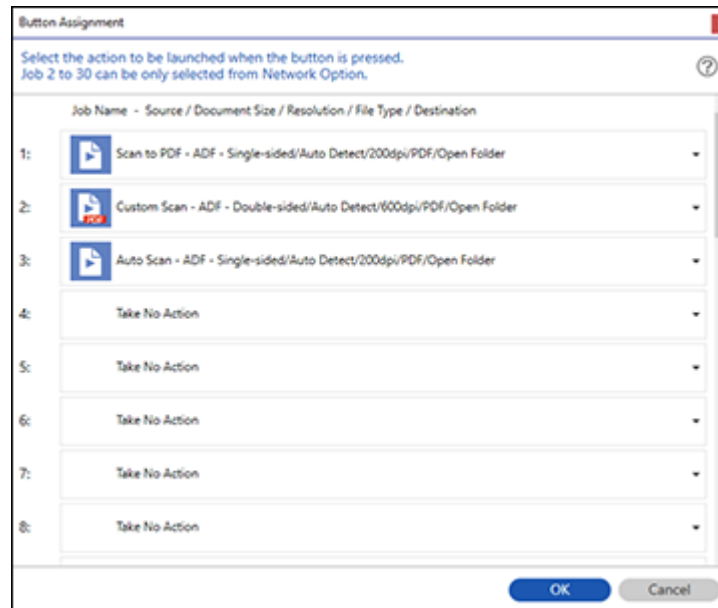
3. Click the **Job Settings** button.

You see a window like this:



4. To add a scan job, click the **New Job** icon.

5. Enter a name for the new job, and select any settings as necessary from the following options:
  - **Scan:** select the size, color, or resolution
  - **Save:** select the file name, file type, or destination folder
  - **Index:** enable the index setting and choose output options for an index file
  - **Send:** select the destination for the scanned file, or choose to email or print the file
  - **Confirm/Test:** select the job button icon and color, choose display settings, and run a test scan if necessary
6. Click **Save** when you are finished.  
The new job appears in the Job Scan window.
7. To assign a scan job to the product control panel, click the **Button Assignment** icon.  
You see a screen like this:



8. Select the jobs that you want to assign to the product control panel using any of the pull-down menus.

**Note:** The number of pull-down menus available may vary, depending on your product and any connected options.

9. Click **OK**, then click **Back**.

You can now use the added scan jobs when you scan from the product control panel.

**Parent topic:** [Scanning with Job Scan in Document Capture Pro - Windows](#)

## Scanning Two Originals onto One Sheet (Stitching Images) - Windows



You can scan both sides of a double-sided or folded original in Document Capture Pro and combine them into a single image with the Epson Scan 2 Stitch Images setting (not available for all products).

**Note:** Settings may vary depending on the software version you are using. Click the **Help** icon in Document Capture Pro at any time for more information.

1. Load your original in the product.

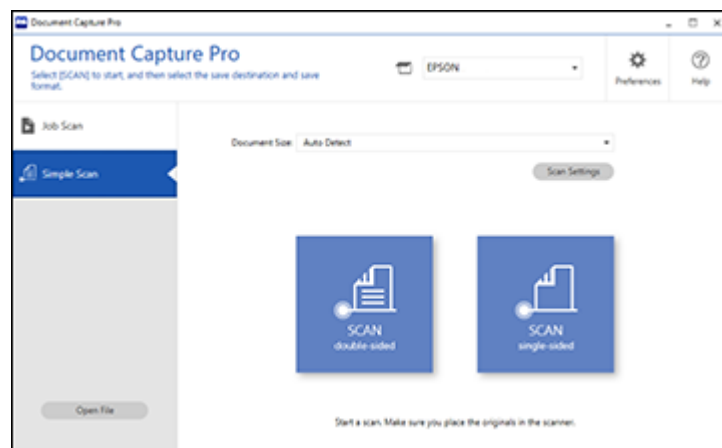
**Note:** If an optional carrier sheet is included with your product, use it when scanning a folded original or damage to the original may occur. Place the original into the carrier sheet with the folded edge against the right side of the carrier sheet. Make sure to insert the carrier sheet into your product with the white edge facing down.

2. Do one of the following to start Document Capture Pro:

- **Windows 10:** Click  and select **Epson Software > Document Capture Pro**.
- **Windows 8.x:** Navigate to the **Apps** screen and select **Document Capture Pro**.
- **Windows (other versions):** Click  or **Start** and select **All Programs** or **Programs**. Select **Epson Software > Document Capture Pro**.

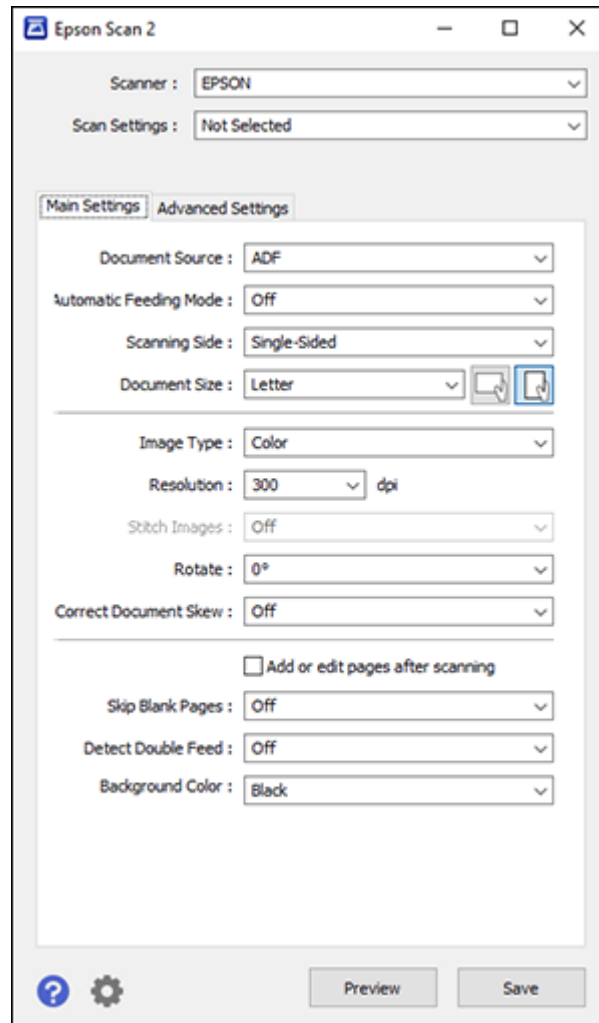
3. Select the **Simple Scan** tab.

You see a window like this:



4. Click **Scan Settings > Detailed Settings**.

You see an Epson Scan 2 window like this:



5. Select **Double-Sided** as the **Scanning Side** setting.
6. Select the original document size or **Auto Detect** as the **Document Size** setting.

7. Select one of the following as the **Stitch Images** setting:
  - **Top & Bottom**: Places the scanned images one above the other.
  - **Left & Right**: Places the scanned images side by side.
8. Select the **Advanced Settings** tab and verify that the **Edge Fill** setting is set to **None**.
9. Click **Save**.
10. Click **OK**.
11. Click **SCAN double-sided**.

Your product scans the original and the image appears in the Edit Scanned Results window.

**Note:** If the scanned images are not stitched together in the correct orientation, click **Scanning Side** on the Epson Scan 2 window, select **Settings**, set the Binding Edge to **Left** or **Top**, and rescan the document.



12. Review and edit the scanned pages as necessary and click **Next** when you are finished.
13. Select a destination and any settings as necessary and click **Complete**.

**Parent topic:** [Document Capture Pro 3.0 for Windows](#)

## Scanning Multi-Page Originals as Separate Files - Windows

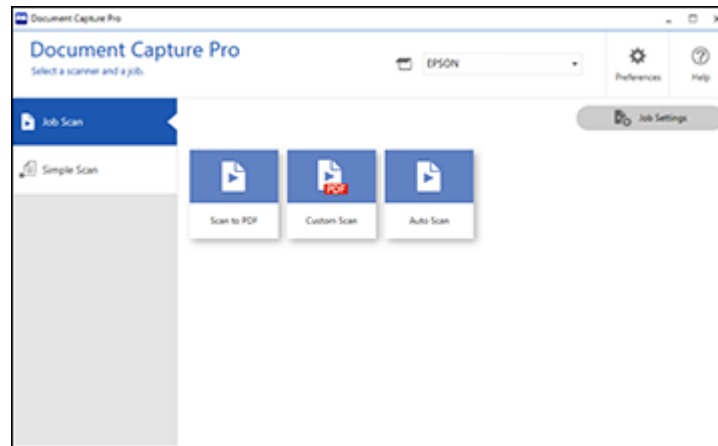
You can use Document Capture Pro to scan multi-page originals as separate scanned files. You can indicate how the separate files are created by defining a maximum page count per file or by inserting blank pages, barcodes, or characters that can be detected by the software as separation markers.

**Note:** Settings may vary depending on the software version you are using. Click the **Help** icon in Document Capture Pro at any time for more information.

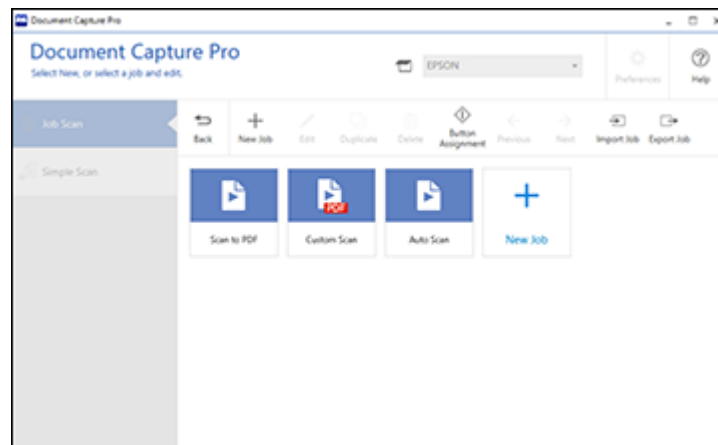
1. Load your multi-page original in the product.
2. Do one of the following to start Document Capture Pro:
  - **Windows 10:** Click  and select **Epson Software > Document Capture Pro**.
  - **Windows 8.x:** Navigate to the **Apps** screen and select **Document Capture Pro**.
  - **Windows (other versions):** Click  or **Start**, and select **All Programs** or **Programs**. Select **Epson Software > Document Capture Pro**.

You see the Document Capture Pro window.

3. Select the **Job Scan** tab.  
You see a window like this:

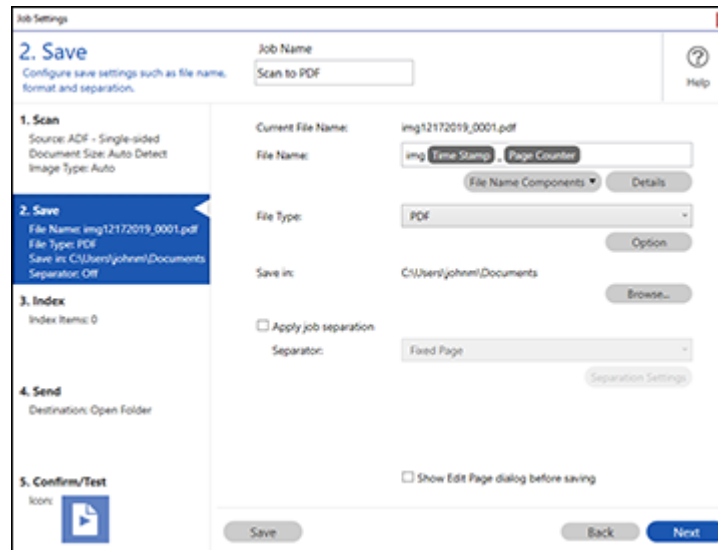


4. Click the **Job Settings** button.  
You see a window like this:



5. Select **New Job** and select the scan settings. Click **Next** when finished.

You see a window like this:



6. Select the **Apply job separation** checkbox.
7. Select the method you want to use to separate the originals as the **Separator** setting. Click **Separation Settings** to specify the settings for the selected option.
8. Finish creating the new scan job and click **Save**.
9. Click **Back** on the Job Settings screen.

Your originals are saved into separate files and folders as specified when the job is run.

**Parent topic:** [Document Capture Pro 3.0 for Windows](#)

## Copyright Attribution

© 2020 Epson America, Inc.

2/20

CPD-58848

**Parent topic:** [Document Capture Pro 3.0 for Windows](#)