Brother ScanViewer Guide for iOS/OS X

Version 0

ENG

Definitions of notes

We use the following note style throughout this user's guide:

NOTE	Notes tell you how you should respond to a situation that may arise, or give tips about how the operation works with other features.

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1 Introduction

Overview

Brother ScanViewer allows you to use your iOS device or Macintosh computer, to view and edit images and documents scanned by a Brother machine and saved to iCloud [1].

[1] iCloud is a cloud service provided by Apple Inc. Data that is saved to iCloud can be shared by iCloud-compatible devices using the Internet.

Brother ScanViewer supports the following functions:

- Categorizing and organizing images and documents
- Editing images and documents

Supported devices and operating systems

Brother ScanViewer is compatible with the following devices:

- iPhone (iOS 5.0 or later)
- iPod touch (iOS 5.0 or later)
- iPad (iOS 5.0 or later)
- Macintosh (OS X v10.8.x)

NOTE

Certain features of Brother ScanViewer may not be supported by your iOS device.

Downloading Brother ScanViewer from the App Store

You can download and install Brother ScanViewer from the App Store. To take advantage of all the features supported by Brother ScanViewer, make sure you are using the latest version.

To download and install or uninstall Brother ScanViewer, refer to the user's guide for your iOS device or Macintosh.

Scanning images and documents

You can use Brother ScanViewer to view and edit images and documents that were scanned and saved to iCloud using the following methods:

- Brother iPrint&Scan (for iOS)

  Brother iPrint&Scan is an application for iOS devices, which can be downloaded and installed from the App Store.

  To use this method for scanning, start Brother iPrint&Scan directly or tap on the main menu of Brother ScanViewer to access Brother iPrint&Scan.

  For more information about Brother iPrint&Scan, visit the Brother website at: http://www.brother.com/apps/iphone/.

- Brother ControlCenter (for OS X)

  ControlCenter is a software utility that allows you to access your Brother machine's scan functions.

  To use this method for scanning, start ControlCenter, set the target application in Brother ScanViewer, and start scanning.

  You can download and install ControlCenter from the Brother Solutions Center at: http://solutions.brother.com/.

  For more information about ControlCenter, see your Brother machine's Software User's Guide (or Software and Network User's Guide, depending on your model) on the CD-ROM included with your machine.

- ICA scanner driver (for OS X)

  To use this method for scanning, click **Scan** on the main menu of Brother ScanViewer.

  You can install the ICA scanner driver from the CD-ROM supplied with your Brother machine or download it from the Brother Solutions Center at: http://solutions.brother.com/.

NOTE

Brother ScanViewer cannot be used to view or edit images and documents that were scanned using the ICA scanner driver and any application *other* than Brother ScanViewer.

Supported file formats

Brother ScanViewer supports the following file formats:

- JPEG
- PDF

2 Using Brother ScanViewer with an iPhone/iPod touch/iPad

Viewing images and documents

Step 1: Tap the Brother ScanViewer icon on the Home screen.

Main Menu

Step 2: Do one of the following:

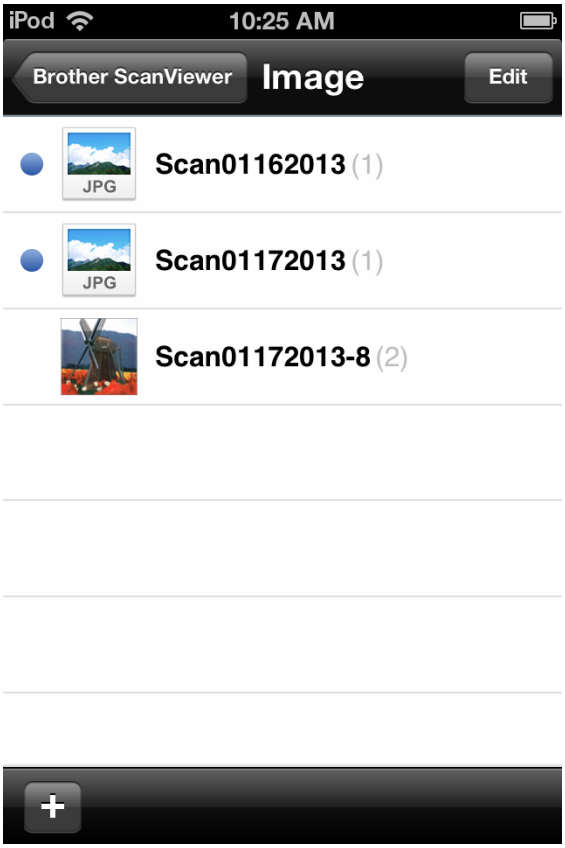
- Tap **Image** to access your JPEG files.
- Tap **PDF Document** to access your PDF files.

Image and Document Categories

Once you select either **Image** or **PDF Document**, a list of categories is displayed (see *Editing image and document categories* on page 7).

Step 3: Select a category to view a list of the images or documents it contains.

Image



PDF Document

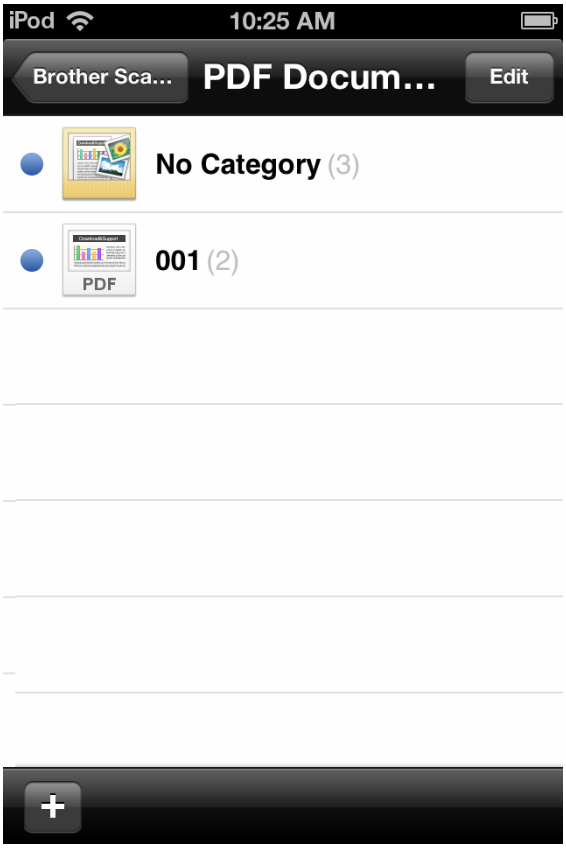
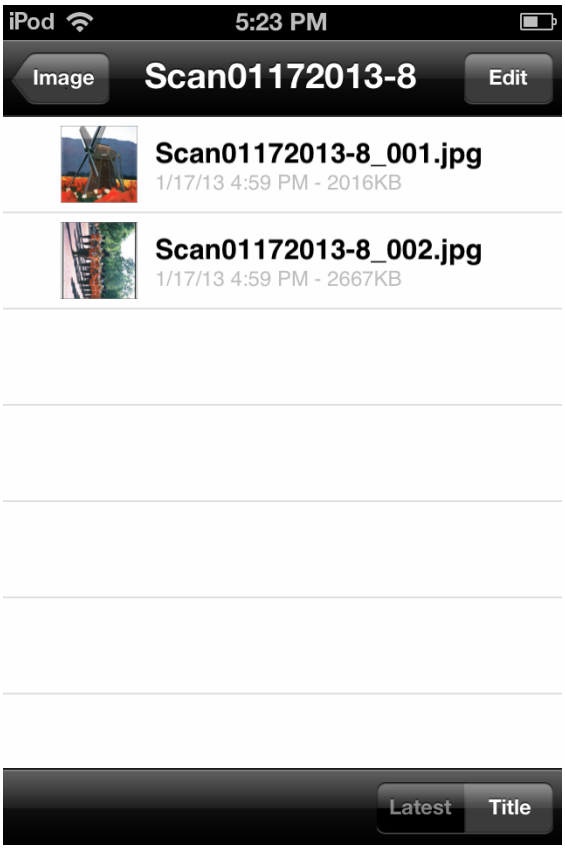


Image and Document Lists

Once you select a category, a list of the images or documents in that category will be displayed (see *Editing images and documents from the image or document list* on page 9).

Step 4: Select one of the images or documents in the list to preview it.

Image



PDF Document

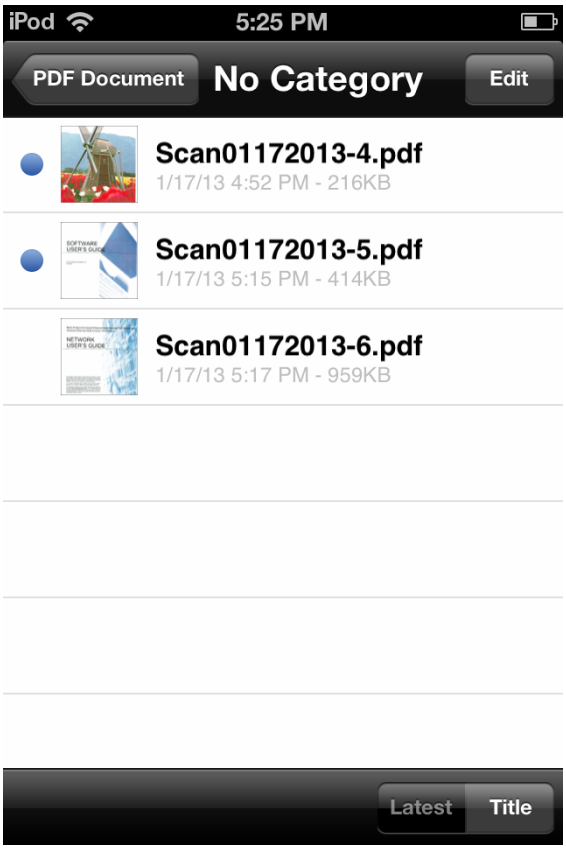
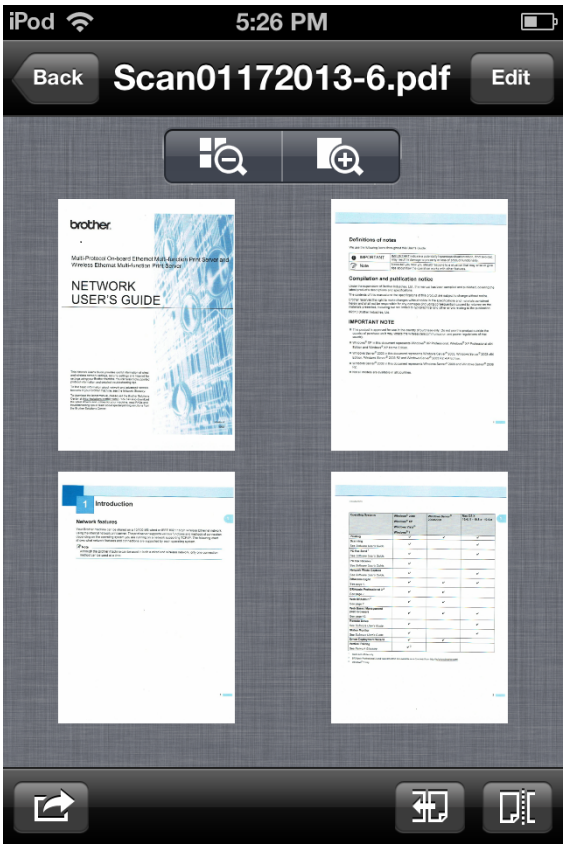


Image and Document Preview Screens

The image or document you select will be displayed in a preview screen (see *Editing images from the preview screen* on page 12 or *Editing documents from the preview screen* on page 14).

Image

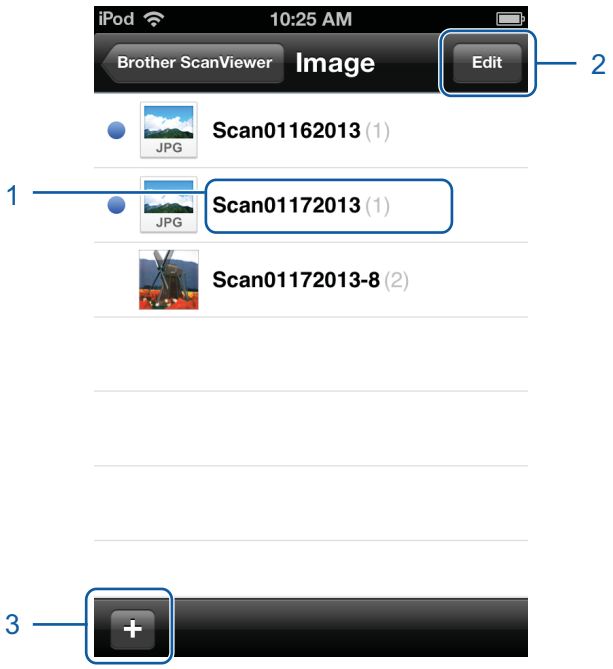
PDF Document



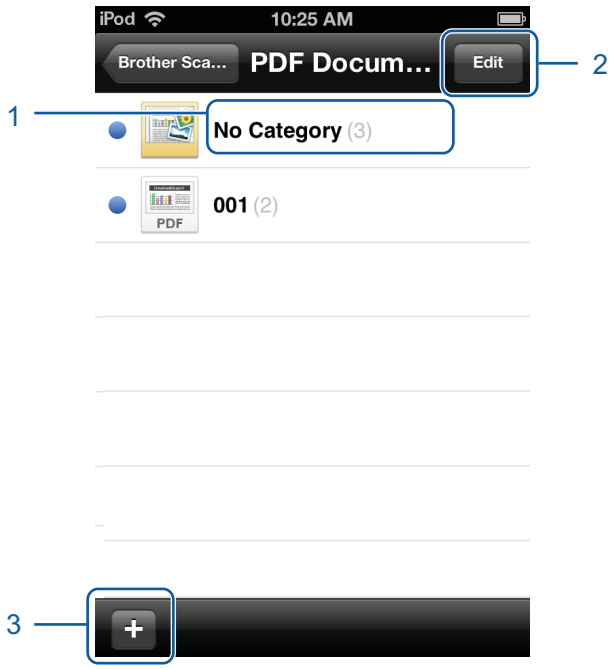
Editing image and document categories

Tap either **Image** or **PDF Document** on the main screen to access the category list (for more information, see *Viewing images and documents* on page 3).

Image



PDF Document



1 **Category title** (# [1])

[1] Number of images or documents in category

For images, the category title is automatically set according to the file name. For example, if the file name is “Scan07012013_001.jpg”, the category title will be “Scan07012013”.

For documents, the category title is not automatically set. If the category title is not set for a document, it will be saved in **No Category**.

2 **Edit**

Tap to change a category title or delete a category from the list (see *How to rename a category* on page 8 or *How to delete a category* on page 8).

3 **Add**

Tap to add a new category to the category list (see *How to add a category* on page 8).

How to rename a category

1. Tap **Edit**.
2. Tap the category title you want to change.
3. Enter the new category title.
4. Tap **OK**.
5. Tap **Done**.

How to delete a category

NOTE

If you delete an image or document using Brother ScanViewer, the data saved in iCloud will be deleted and will not be available to other iCloud-compatible devices.

1. Tap **Edit**.
2. Tap ⊖ on the left of the category title you want to delete.
3. Tap **Delete** on the right side of the category title.
   All images or documents in the selected category will be deleted.
4. Tap **Done**.

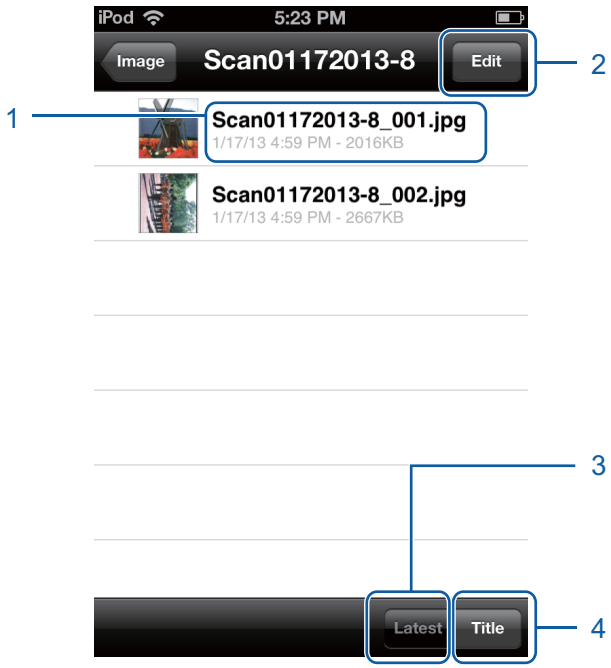
How to add a category

1. Tap ⊞.
2. Enter the new category name.
3. Tap **OK**.
   The new category will be added to the list.

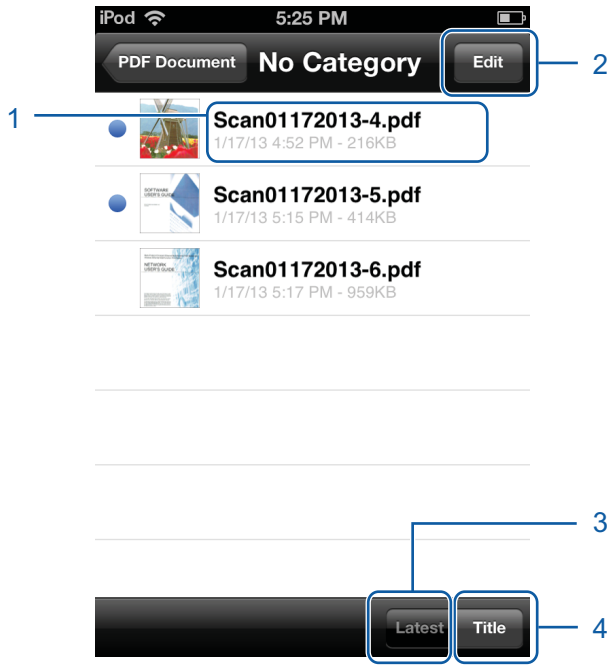
Editing images and documents from the image or document list

In the **Image** or **PDF Document** category list, tap a category to access that category's image or document list (for more information, see *Viewing images and documents* on page 3).

Image



PDF Document



1 **Title of the image or document**

2 **Edit**

Tap to rename, duplicate, move, or delete an image or document (see *How to rename an image or document* on page 10, *How to duplicate an image or document* on page 10, *How to move an image or document* on page 10, or *How to delete an image or document* on page 11).

NOTE

You can duplicate, move, or delete more than one image or document at the same time.

You can also combine multiple documents (see *How to combine multiple documents* on page 11).

3 **Latest**

Tap to sort images or documents by creation date.

4 **Title**

Tap to sort images or documents by title.

How to rename an image or document

1. Tap **Edit**.
2. Select the image or document you want to change. A checkmark will appear next to the title.
3. Tap A.
4. Enter the new title.
5. Tap **OK**.
6. Tap **Done**.

How to duplicate an image or document

1. Tap **Edit**.
2. Select the image or document you want to duplicate. A checkmark will appear next to the title.
3. Tap .
4. Tap **Duplicate**.
   A copy of the image or document appears in the same category.
5. Tap **Done**.

How to move an image or document

1. Tap **Edit**.
2. Select the image or document you want to move. A checkmark will appear next to the title.
3. Tap .
4. Tap the title of the category where you want to move the image or file.
   The image or document retains its title and is moved to the destination category.
5. Tap **Done**.

How to delete an image or document

NOTE

If you delete an image or document using Brother ScanViewer, the data saved in iCloud will be deleted and will not be available to other iCloud-compatible devices.

1. Tap **Edit**.
2. Select the image or document you want to delete. A checkmark will appear next to the title.
3. Tap .
4. Tap **Delete** to confirm.
5. Tap **Done**.

How to combine multiple documents

NOTE

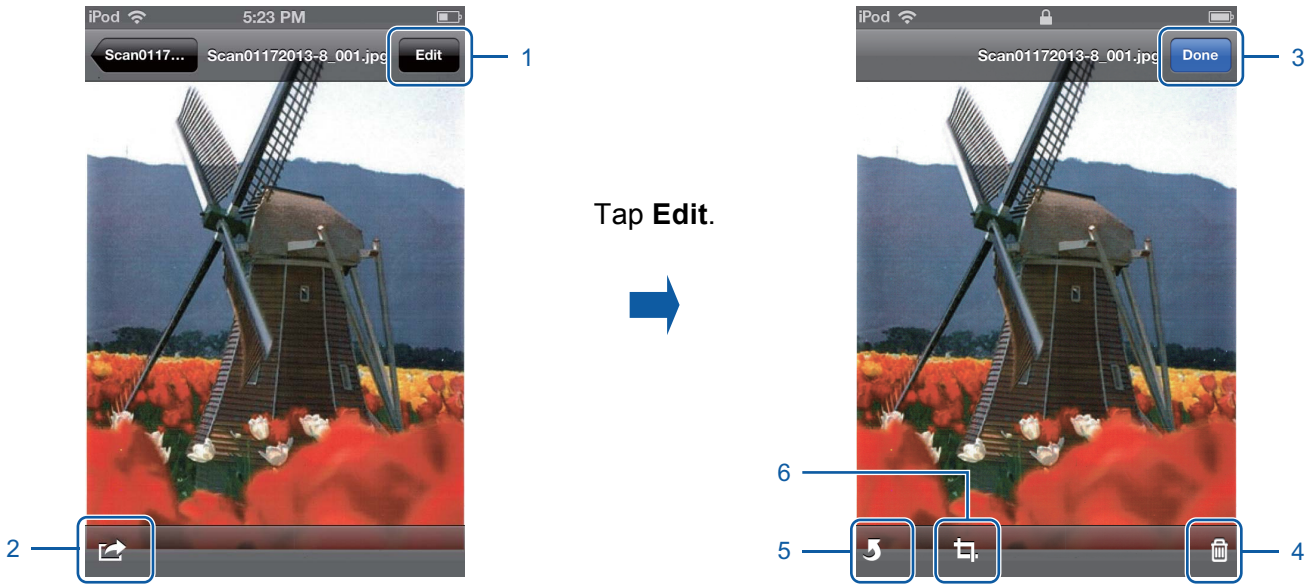
The title and category of the first document selected will be the title and category for the final combined document.

1. Tap **Edit**.
2. Select the documents you want to combine. A checkmark will appear next to each title.
3. Tap .
   The order that the documents will be combined is displayed on the left of the selected titles. To rearrange the order, drag the icon on the right side of the title up or down.
4. Tap **Done**.
   The documents will be combined in the specified order.
5. Tap **Done**.

Editing images from the preview screen

In the image list, tap an image to preview it (for more information, see *Viewing images and documents* on page 3).

Image



1 **Edit**

Tap to delete, rotate, or crop an image.

2 **Share**

Tap to attach an image to an email message, print from Brother iPrint&Scan, or open in another application.

3 **Done**

Tap when finished with a command or to exit the edit screen.

4 **Delete**

Tap to delete an image (see *How to delete an image* on page 13).

5 **Rotate**

Tap to rotate an image (see *How to rotate an image* on page 13).

6 **Crop**

Tap to crop an image (see *How to crop an image* on page 13).

How to delete an image

NOTE

If you delete an image using Brother ScanViewer, the data saved in iCloud will be deleted and will not be available to other iCloud-compatible devices.

1. Tap **Edit**.
2. Tap .
3. Tap **Delete** to confirm.

How to rotate an image

1. Tap **Edit**.
2. Tap .
   The image rotates 90° counterclockwise.
3. Tap **Done**.

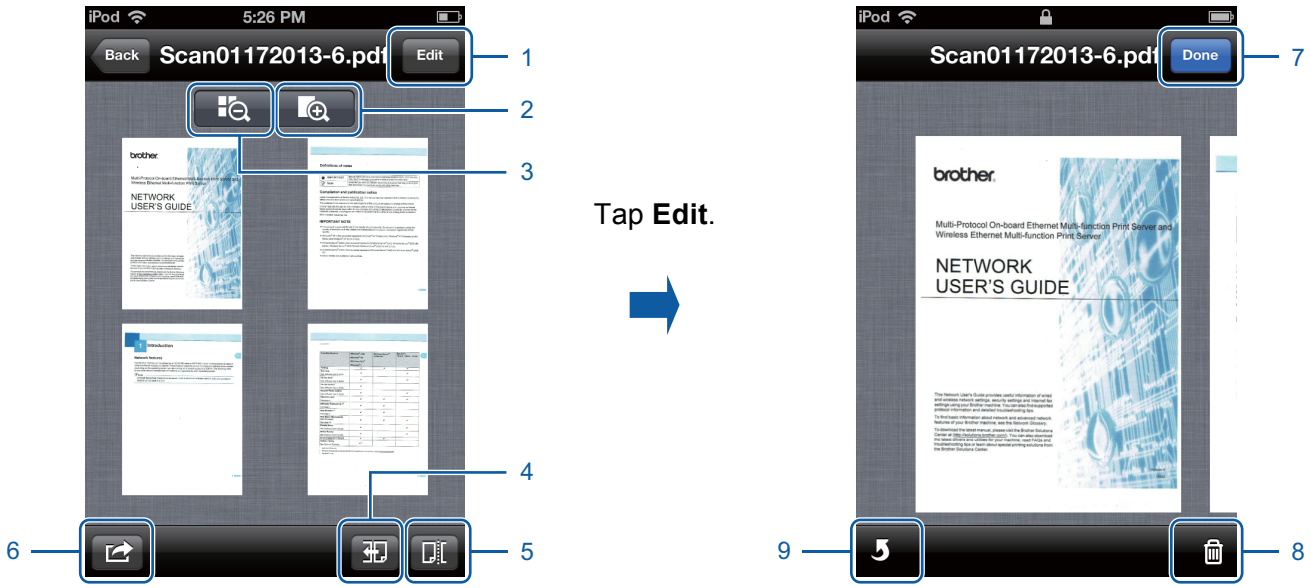
How to crop an image

1. Tap **Edit**.
2. Tap .
3. Use the on-screen controls to resize the area to crop.
4. Tap **Done**.
5. Tap **Done**.

Editing documents from the preview screen

In the document list, tap a document to preview it (for more information, see *Viewing images and documents* on page 3).

PDF Document



1 **Edit**

Tap to delete or rotate a page in a document.

2 **Enlarge**

Tap to increase zoom and view the selected document at full size.

3 **Reduce**

Tap to decrease zoom and reduce the selected document to a thumbnail.

4 **Direction**

Tap to reverse the order (left to right or right to left) of the thumbnails.

5 **Split**

Tap to divide a multiple-page document into two shorter documents (see *How to split a document* on page 15).

6 **Share**

Tap to attach a document to an email message, print from Brother iPrint&Scan, or open in another application.

7 **Done**

Tap when finished with a command or to exit the edit screen.

8 **Delete**

Tap to delete a page in a document (see *How to delete a document page* on page 15).

9 **Rotate**

Tap to rotate a page within a document (see *How to rotate a document page* on page 15).

How to split a document

1. Tap .
2. Tap the thumbnail of the page where you want to divide the document.
   The page you select and all subsequent pages will be highlighted.
3. Tap **Split**.
   The titles of the split documents will be displayed.
4. Tap **Done**.

How to delete a document page

NOTE

If you delete a document using Brother ScanViewer, the data saved in iCloud will be deleted and will not be available to other iCloud-compatible devices.

1. Tap **Edit**.
2. Flick left or right to display the document page you want to delete.
3. Tap .
4. Tap **Delete** to confirm.
5. Tap **Done**.

How to rotate a document page

1. Tap **Edit**.
2. Flick left or right to display the document page you want to rotate.
3. Tap .
   The page rotates 90° counterclockwise.
4. Tap **Done**.

3 Using Brother ScanViewer with Macintosh

Viewing images and documents

Step 1: Click the Brother ScanViewer icon on the Launchpad.

Main Menu

Step 2: Do one of the following:

- Click the **Image** tab (1) to access your JPEG files.
- Click the **PDF Document** tab (2) to access your PDF files.

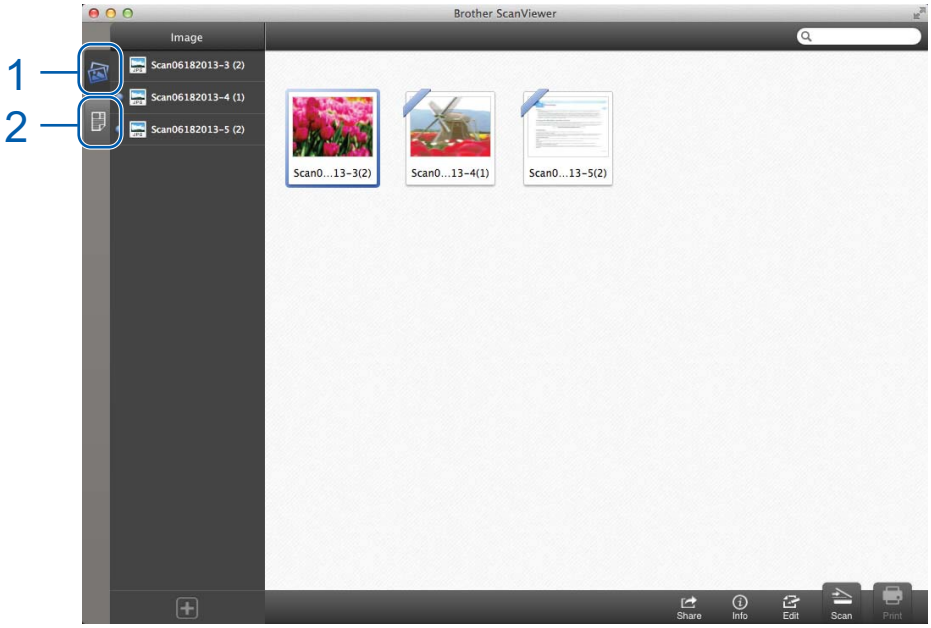
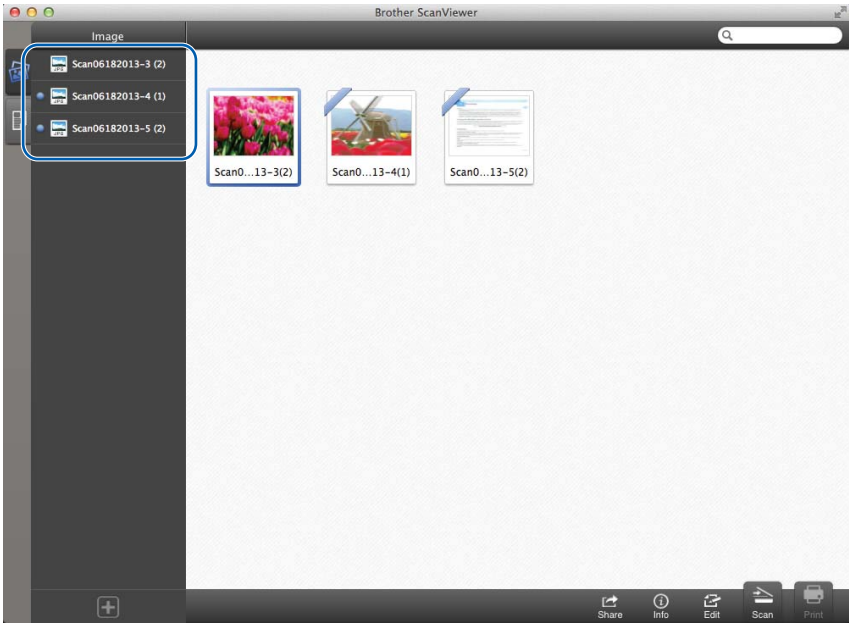


Image and Document Categories

Once you select either **Image** or **PDF Document** tab, a list of categories is displayed (see *Editing image and document categories* on page 20).

Step 3: Click a category in the category list to view a list of the images or documents it contains.

Image



PDF Document

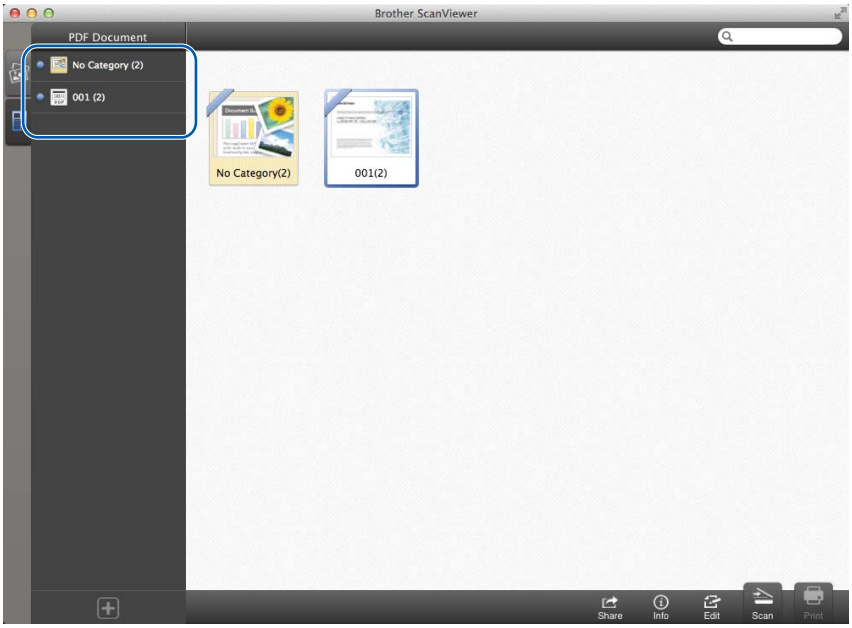
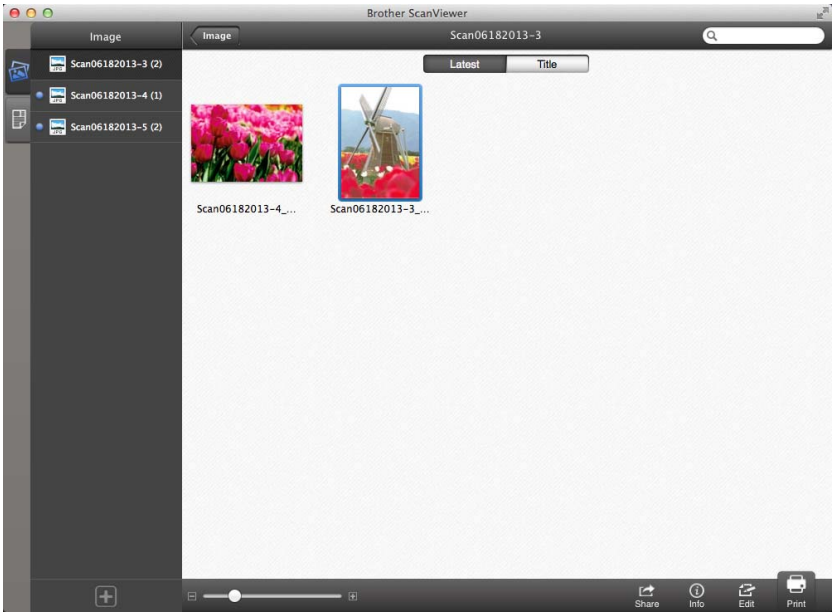


Image and Document Thumbnails

Once you select a category, thumbnails of the images or documents in that category will be displayed (see *Editing images and documents from the image or document thumbnails* on page 23).

Step 4: Double-click one of the images or documents in the thumbnails to preview it.

Image



PDF Document

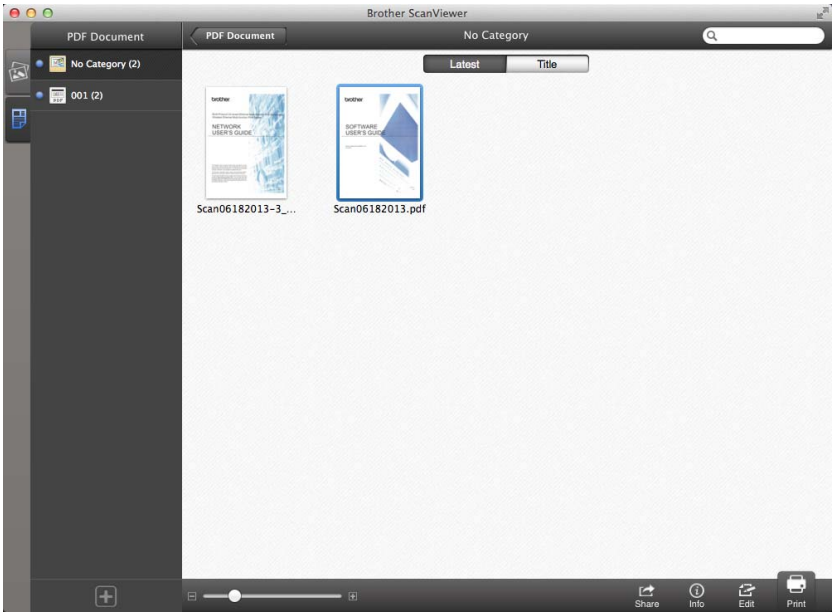
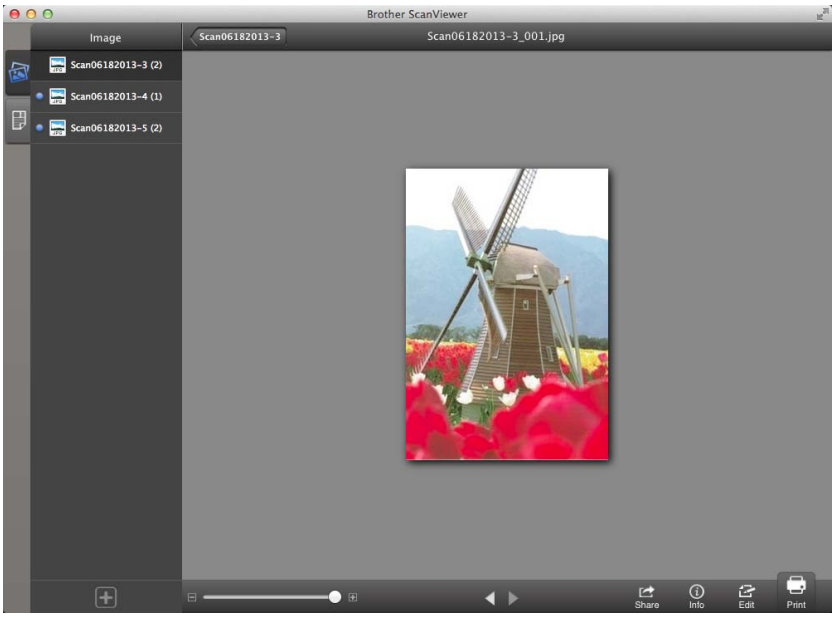


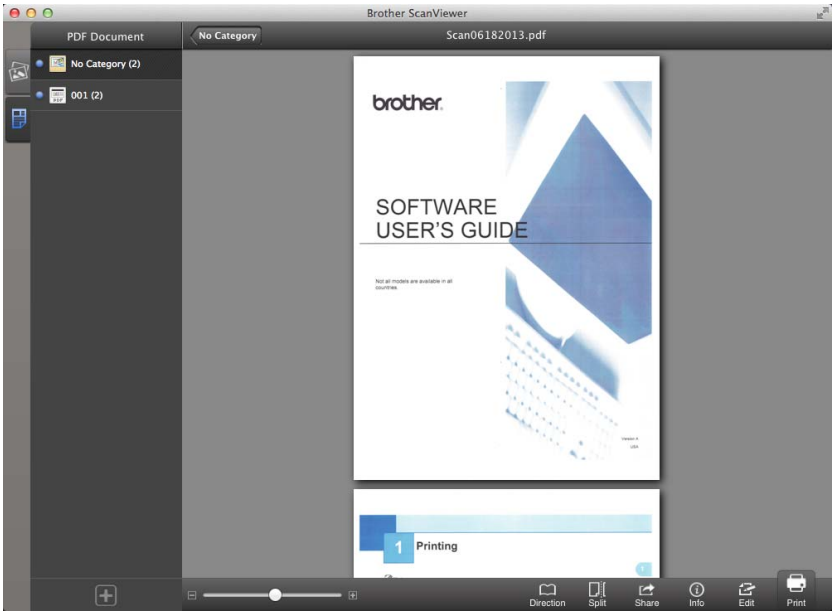
Image and Document Preview Screens

The image or document you select will be displayed in a preview screen (see *Editing images from the preview screen* on page 26 or *Editing documents from the preview screen* on page 29).

Image



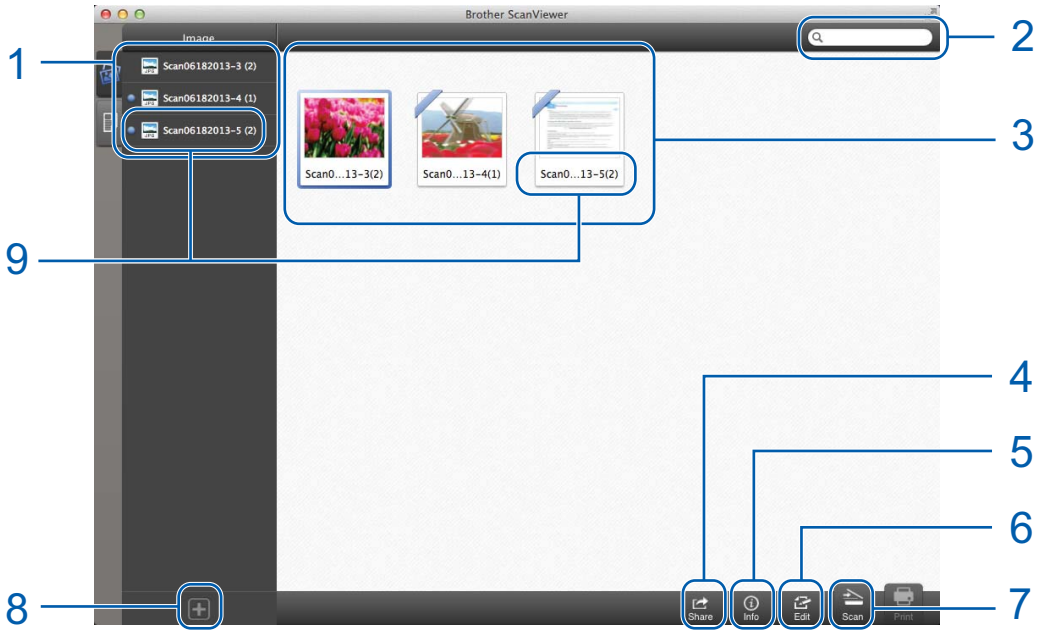
PDF Document



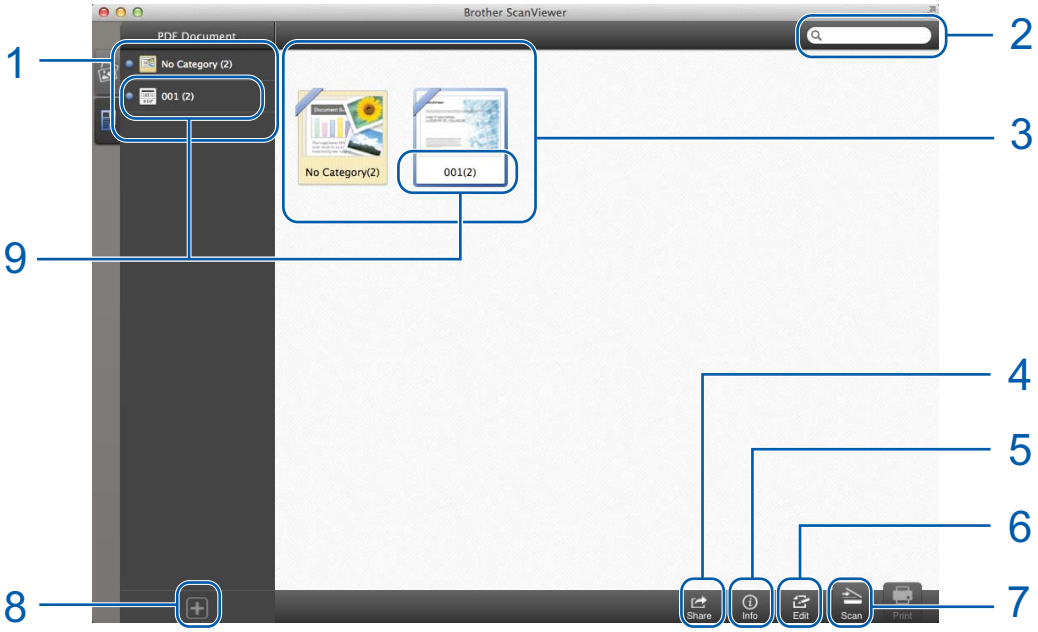
Editing image and document categories

Click either **Image** or **PDF Document** tab on the main screen to access the category list (for more information, see *Viewing images and documents* on page 16).

Image



PDF Document



1 **Category list**

2 **Search field**

Enter characters in the search field. Only the category names that contain those characters will be displayed.

3 **Thumbnail preview**

4 **Share**

Click to open in other applications (all images or documents in the selected category will be opened in the other application).

5 **Information**

Click to display the total number of files in the selected category.

6 **Edit**

Click to delete a category from the list (see *How to delete a category* on page 21).

7 **Scan**

Click to scan using the ICA scanner driver.

8 **Add**

Click to add a new category to the category list (see *How to add a category* on page 22).

9 **Category title** (# [1])

[1] Number of images or documents in category

For images, the category title is automatically set according to the file name. For example, if the file name is “Scan07012013_001.jpg”, the category title will be “Scan07012013”.

For documents, the category title is not automatically set. If the category title is not set for a document, it will be saved in **No Category**.

How to rename a category

1. Double-click the category title you want to change in the category list.
2. Enter the new category title.

How to delete a category

NOTE

If you delete an image or document using Brother ScanViewer, the data saved in iCloud will be deleted and will not be available to other iCloud-compatible devices.

1. Click **Edit**.
2. Select the category you want to delete in the thumbnail preview.
3. Click **Delete**.
4. Click **OK** to confirm.
   All images or documents in the selected category will be deleted.
5. Click **Edit** to exit the edit screen.

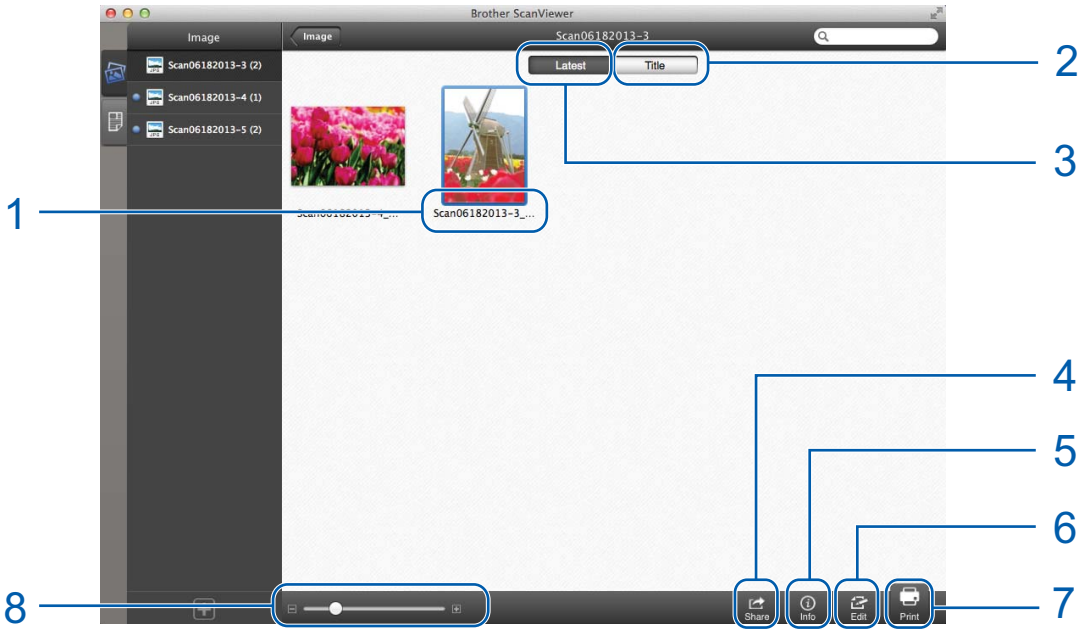
How to add a category

1. Click ⊞.
2. The new category named **Untitled** will be added to the list.

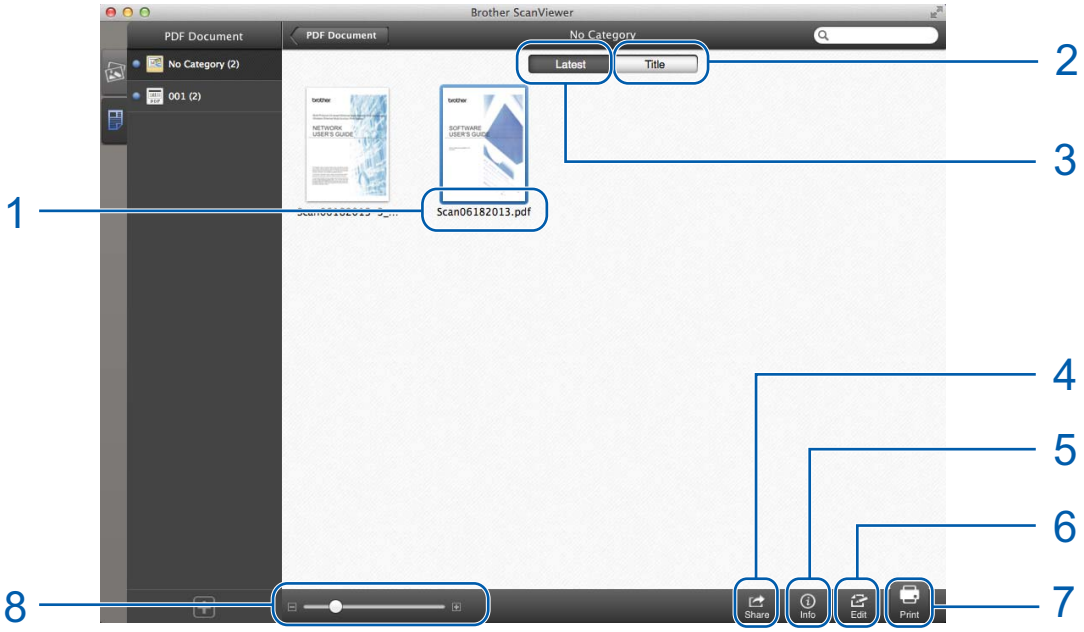
Editing images and documents from the image or document thumbnails

In the **Image** or **PDF Document** category list, click a category to display that category's image or document thumbnails (for more information, see *Viewing images and documents* on page 16).

Image



PDF Document



1 **Title of the image or document**

2 **Title**

Click to sort images or documents by title.

3 **Latest**

Click to sort images or documents by creation date.

4 **Share**

Click to open in other applications.

5 **Information**

Click to display the information about the selected image or document.

6 **Edit**

Click to rotate, duplicate, move, or delete an image or document (see *How to rotate an image or document* on page 24, *How to duplicate an image or document* on page 24, *How to move an image or document* on page 24, or *How to delete an image or document* on page 25).

NOTE

You can rotate, duplicate, move, or delete more than one image or document at the same time.

You can also combine multiple documents (see *How to combine multiple documents* on page 25).

7 **Print**

8 **Zoom in/out slider**

How to rotate an image or document

1. Click **Edit**.
2. Select the image or document you want to rotate.
3. Click .
   The image rotates 90° counterclockwise.
4. Click **Edit** to exit the edit screen.

How to duplicate an image or document

1. Click **Edit**.
2. Select the image or document you want to duplicate.
3. Click **Duplicate**.
   A copy of the image or document appears in the same category.
4. Click **Edit** to exit the edit screen.

How to move an image or document

1. Click **Edit**.

2. Select the image or document you want to move.
3. Click **Move**.
4. Click the title of the category where you want to move the image or file.
   The image or document retains its title and is moved to the destination category.
5. Click **Edit** to exit the edit screen.

How to delete an image or document

NOTE

If you delete an image or document using Brother ScanViewer, the data saved in iCloud will be deleted and will not be available to other iCloud-compatible devices.

1. Click **Edit**.
2. Select the image or document you want to delete.
3. Click **Delete**.
4. Click **OK** to confirm.
5. Click **Edit** to exit the edit screen.

How to combine multiple documents

NOTE

The title and category of the first document selected will be the title and category for the final combined document.

1. Click **Edit**.
2. Click **Combine**.
3. Select the documents you want to combine.
   The order in which the documents will be combined appears.
4. Click **Done**.
   The documents will be combined in the specified order.

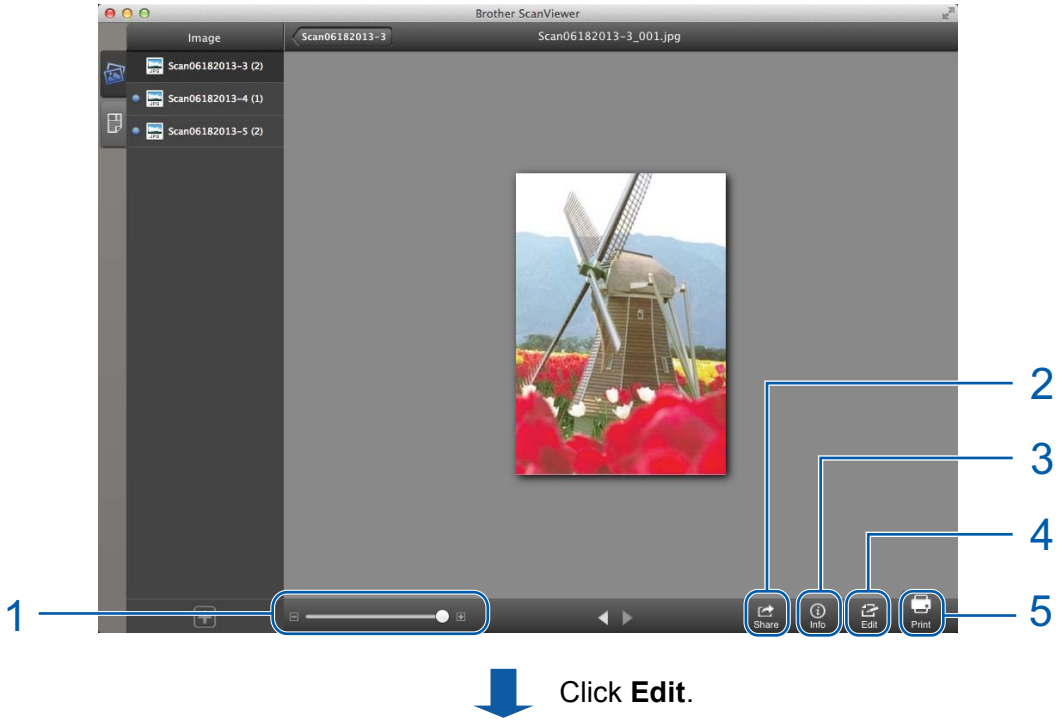
How to rename an image or document

1. Right-click the image or document you want to rename (or click the image or document while holding down the **control** key), and then select **Edit Name**.
2. Enter the new title.
3. Click **OK**.

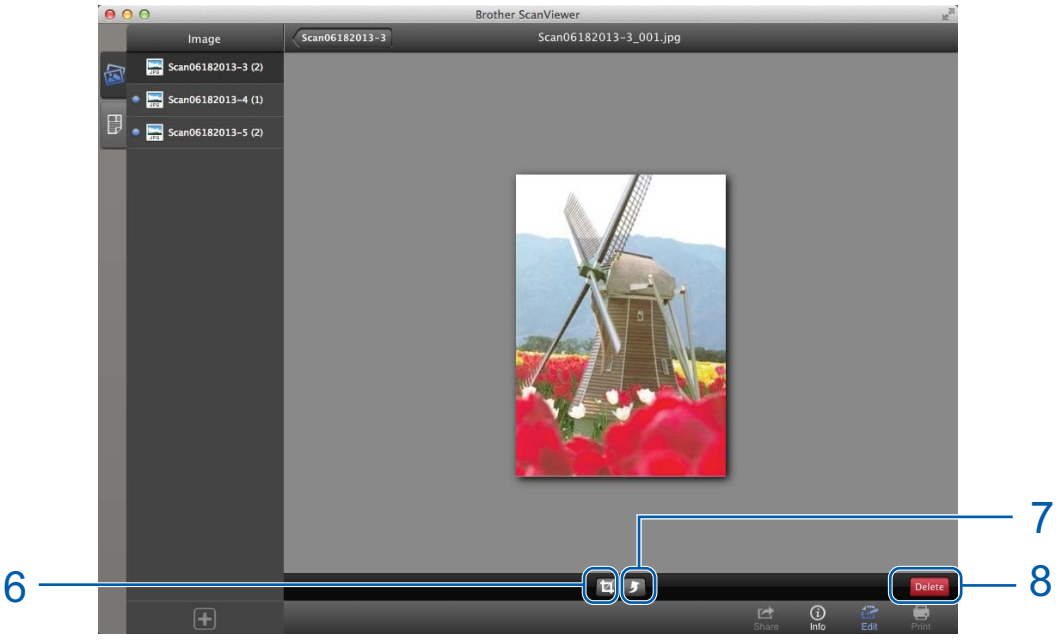
Editing images from the preview screen

In the image thumbnails, double-click an image to preview it (for more information, see *Viewing images and documents* on page 16).

Image



Click **Edit**.



1 **Zoom in/out slider**

2 **Share**

Click to open in other applications.

3 **Information**

Click to display the information about the selected image.

4 **Edit**

Click to delete, rotate, or crop an image.

5 **Print**

6 **Crop**

Click to crop an image (see *How to crop an image* on page 28).

7 **Rotate**

Click to rotate an image (see *How to rotate an image* on page 27).

8 **Delete**

Click to delete an image (see *How to delete an image* on page 27).

How to delete an image

NOTE

If you delete an image using Brother ScanViewer, the data saved in iCloud will be deleted and will not be available to other iCloud-compatible devices.

1. Click **Edit**.
2. Click **Delete**.
3. Click **OK** to confirm.
4. Click **Edit** to exit the edit screen.

How to rotate an image

1. Click **Edit**.
2. Click .
   The image rotates 90° counterclockwise.
3. Click **Edit** to exit the edit screen.

How to crop an image

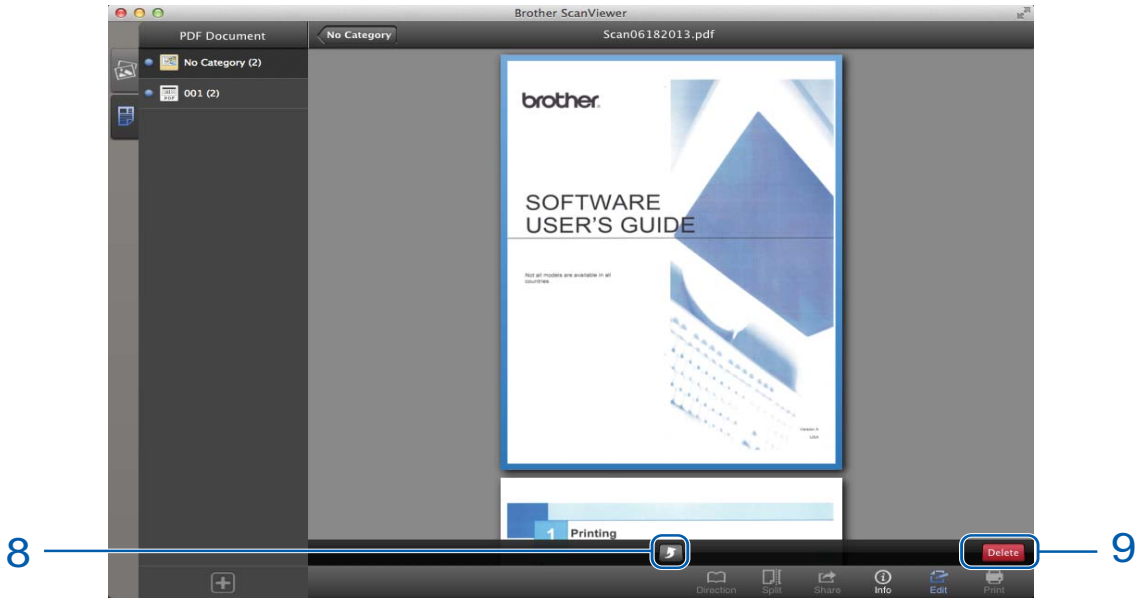
1. Click **Edit**.
2. Click .
3. Click and drag the pointer to adjust the area to be cropped.
4. Click **Done**.
5. Click **Edit** to exit the edit screen.

Editing documents from the preview screen

In the document thumbnails, double-click a document to preview it (for more information, see *Viewing images and documents* on page 16).

PDF Document

Click **Edit**.



1 **Zoom in/out slider**

2 **Direction**

Click to switch the order (top to bottom, left to right, or right to left) of the page thumbnails.

3 **Split**

Click to divide a multiple-page document into two shorter documents (see *How to split a document* on page 30).

4 **Share**

Click to open in other applications.

5 **Information**

Click to display the information about the selected document.

6 **Edit**

Click to delete or rotate a page in a document.

7 **Print**

8 **Rotate**

Click to rotate a page within a document (see *How to rotate a document page* on page 31).

9 **Delete**

Click to delete a page in a document (see *How to delete a document page* on page 30).

How to split a document

1. Click **Split**.
2. Click the thumbnail of the page where you want to divide the document.
   The page you select and all subsequent pages will be highlighted.
3. Click **Split**.
   The titles of the split documents will be displayed.
4. Click **OK**.

How to delete a document page

NOTE

If you delete a document using Brother ScanViewer, the data saved in iCloud will be deleted and will not be available to other iCloud-compatible devices.

1. Click **Edit**.
2. Select the document page you want to delete.
3. Click **Delete**.
4. Click **OK** to confirm.
5. Click **Edit** to exit the edit screen.

How to rotate a document page

1. Click **Edit**.
2. Select the document page you want to rotate.
3. Click .
   The page rotates 90° counterclockwise.
4. Click **Edit** to exit the edit screen.

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