

ScanSnap

**Advanced Operation Guide
(Mac OS)**

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About This Manual

- ["Safety Information" \(page 5\)](#)
- ["Trademarks" \(page 6\)](#)
- ["Manufacturer" \(page 7\)](#)
- ["Arrow Symbols in This Manual" \(page 8\)](#)
- ["Screen Examples in This Manual" \(page 9\)](#)
- ["Abbreviations Used in This Manual" \(page 10\)](#)

Safety Information

The attached "Safety Precautions" manual contains important information about the safe and correct use of the ScanSnap. Make sure that you read and understand it before using the ScanSnap.

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Manufacturer

PFU Limited

YOKOHAMA i-MARK PLACE, 4-4-5 Minatomirai, Nishi-ku, Yokohama, Kanagawa, 220-8567, Japan

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Arrow Symbols in This Manual

Right-arrow symbols (→) are used to connect icons or menu options you should select in succession.

Example: From the sidebar in Finder, select [Applications] → [ScanSnap].

Screen Examples in This Manual

The screenshots used in this manual are the ones that are displayed when iX500 is connected.

The screenshots used in this manual are of OS X El Capitan v10.11.

The actual windows and operations may differ depending on the operating system.

The screen examples in this manual are subject to change without notice in the interest of product development.

If the actual window differs from the screen examples in this manual, operate by following the actual displayed screen.

Abbreviations Used in This Manual

When a ScanSnap model is referred to in this manual, "Color Image Scanner ScanSnap" is omitted. Also, the following abbreviations are used in this manual.

Abbreviation Used	Designation
Mac OS	macOS High Sierra v10.13 macOS Sierra v10.12 OS X El Capitan v10.11
Word	Microsoft® Word 2016 for Mac Microsoft® Word for Mac 2011
Excel	Microsoft® Excel® 2016 for Mac Microsoft® Excel® for Mac 2011
PowerPoint	Microsoft® PowerPoint® 2016 for Mac Microsoft® PowerPoint® for Mac 2011
Outlook	Microsoft® Outlook® 2016 for Mac Microsoft® Outlook® for Mac 2011
Adobe Acrobat	Adobe® Acrobat®
Adobe Reader	Adobe® Reader®
ABBYY FineReader for ScanSnap	ABBYY FineReader for ScanSnap™ All the descriptions in this manual assume the usage of ABBYY FineReader for ScanSnap bundled with the ScanSnap. Unless otherwise specified, the term ABBYY FineReader for ScanSnap refers to the ABBYY FineReader for ScanSnap bundled with the ScanSnap. Note that ABBYY FineReader for ScanSnap may be upgraded without notice. If the descriptions in this manual differ from the actual displayed screens, refer to the ABBYY FineReader for ScanSnap User's Guide.
Google Drive	Google Drive™
Android	Android™
ScanSnap	Color Image Scanner ScanSnap series (*1)

*1: The ScanSnap N1800 series is not included.

How to Perform a Scan

This section explains how to use the ScanSnap to perform scanning.

You can scan documents in two different ways. Choose either way depending on your intended use of the scanned image.

- "Scanning Using the Quick Menu" (page 11)
- "Scanning Using a Profile" (page 11)

HINT

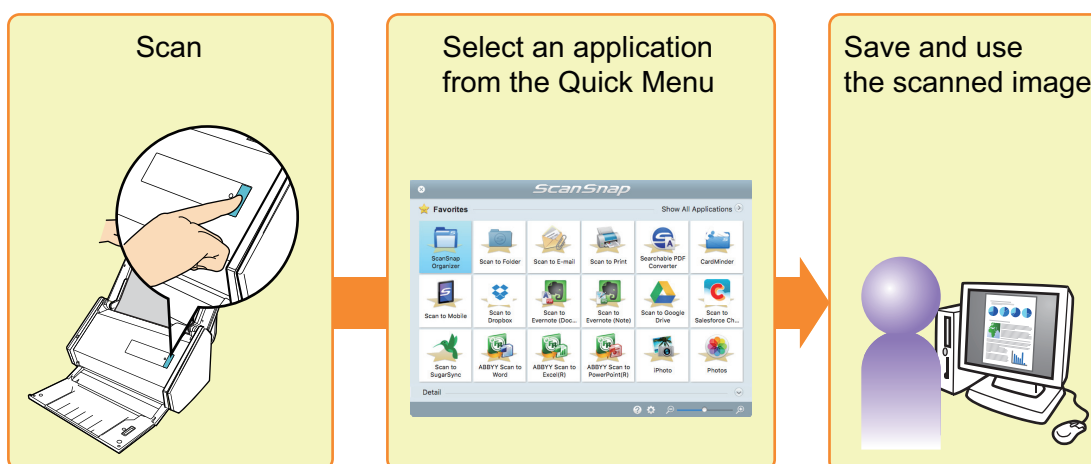
For SV600, you can also perform the scanning of documents by using a foot pedal that supports shortcut keys (keyboard shortcuts).

For details, refer to the ScanSnap Manager Help.

Scanning Using the Quick Menu

After scanning the document using the ScanSnap, you can simply select the application from the displayed menu to save, send as e-mail, or print the scanned image, as well as link the ScanSnap with an application or cloud services.

Scanning using the Quick Menu is set on default.

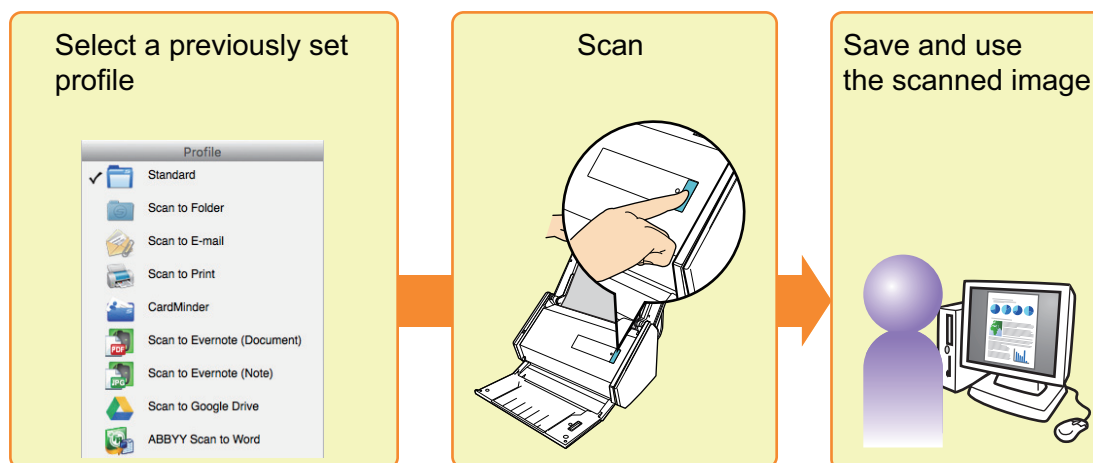


For details, refer to "Selecting Operations from the Quick Menu" (page 13).

Scanning Using a Profile

Select a previously set profile (scan settings and an application to be linked) and simply press the [Scan] button to scan the document and link with the application.

It is convenient to use when you want to scan a document using the same scan settings repeatedly.



For details, refer to ["Profile" \(page 55\)](#).

Selecting Operations from the Quick Menu

The Quick Menu will allow you to start using the ScanSnap right away even if it is your first time.



Select an application from the Quick Menu to perform the following desired operations:

- "Using Scanned Images" (page 13)
- "Linking with Applications" (page 14)
- "Linking with Cloud Services" (page 16)

Using Scanned Images

Share the Scanned Document Files with Others.



Scan to Folder

Save the scanned image directly in a shared folder on a network after scanning, share the scanned image with others and inform them of the destination folder path by an e-mail message automatically created with the path stated.

Send Document Files to Others via E-mail.



Scan to E-mail

Send an e-mail message to others with the scanned image file attached.

ATTENTION

Up to ten files can be attached to an e-mail message.

When you scan more than one document with the scan settings shown below, multiple files are created. Pay attention to the number of documents to scan:

- File format: JPEG (*.jpg)
- [Generate one PDF file per (n) page(s)] checkbox is selected

Make Copies of a Paper Document.



Scan to Print

Print the scanned image with a printer.

Convert the scanned images into searchable PDF files while the computer usage is "low".



Searchable PDF Converter

You can convert the scanned images into searchable PDF files while the computer usage is "low".

Save Scanned Documents to a Mobile Device.



Scan to Mobile

Save the scanned image to a mobile device connected to the computer.

You can access the saved files through an application that can view PDF or JPEG files.

Linking with Applications

Organize and Manage the Scanned Document Files.



ScanSnap Organizer

Save the scanned images in a folder specified in ScanSnap Organizer, allowing you to organize and manage the scanned images in ScanSnap Organizer.

Displayed when ScanSnap Organizer is installed.

File and Organize a Large Number of Business Cards.



CardMinder

Store and manage business cards in CardMinder.

Displayed when CardMinder is installed.

HINT

When CardMinder is used for the linkage function, it is recommended that you select [Automatic resolution] or [Best] for [Image quality] on the [Scanning] tab of the ScanSnap setup window. ScanSnap Manager cannot link with CardMinder when [Image quality] is set to [Excellent].

Quote Text from Your Paper Documents.



ABBYY Scan to Word



ABBYY Scan to Excel(R)



ABBYY Scan to PowerPoint(R)

Have the scanned image text recognized and converted into a Word, Excel, or PowerPoint document.

Displayed when ABBYY FineReader for ScanSnap (5.0 or later) is installed.

HINT

It is recommended that you select [Automatic resolution] or [Best] for [Image quality] on the [Scanning] tab of the ScanSnap setup window.

Convert Catalogs and Pamphlets into Digital Data and Manage or Display Them Easily.



iPhoto

You can save scanned images of catalogs and pamphlets to iPhoto to manage or display the scanned images with iPhoto.

Displayed when iPhoto5 or later is installed.

**Photos**

You can save scanned images of catalogs and pamphlets to Photos to manage or display the scanned images with Photos.

Linking with Cloud Services

Manage Scanned Documents through Linkage with Dropbox.

**Scan to Dropbox**

Save scanned image files to your Dropbox folder.

Displayed when Dropbox for Mac 1.1.45 or later is installed.

Manage Scanned Documents through Linkage with Evernote.

**Scan to Evernote (Document)**

Save PDF files in Evernote.

Displayed when Evernote for Mac 3.3.0 or later is installed.

Manage Handwritten Notes through Linkage with Evernote.

**Scan to Evernote (Note)**

Save JPEG files in Evernote.

Displayed when Evernote for Mac 3.3.0 or later is installed.

Manage Scanned Documents through Linkage with Google Drive.

**Scan to Google Drive**

Save PDF files in Google Drive.

Manage Scanned Documents through Linkage with Salesforce Chatter.

**Scan to Salesforce Chatter**

Post scanned image files to Salesforce Chatter. You can use posted files with Salesforce CRM.

Manage Scanned Documents through Linkage with SugarSync.



Scan to SugarSync

Save scanned image files to your SugarSync folder.


Displayed when SugarSync Manager for Mac 1.9.29 or later is installed.

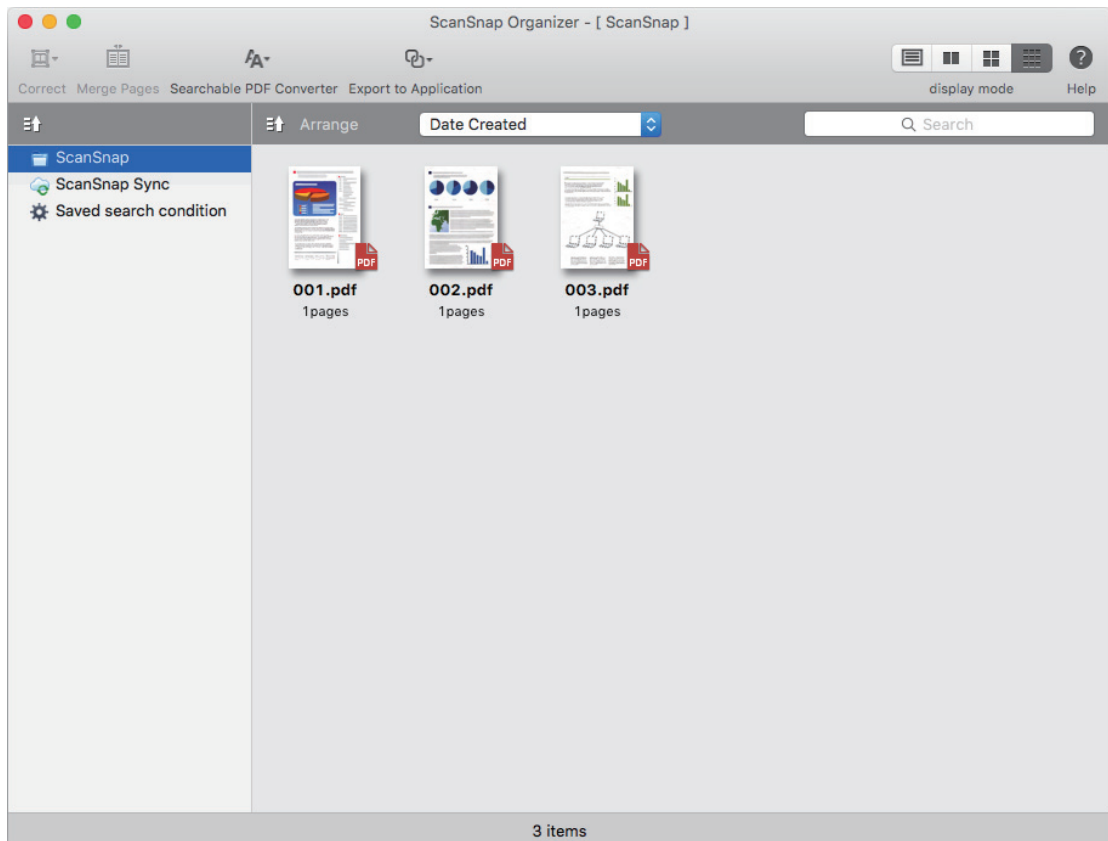
HINT

You can freely add applications to the Quick Menu. For details, refer to "[Managing Linked Applications](#)" (page 114).

Managing Scanned Images in ScanSnap Organizer

This section explains how to save the scanned image file in ScanSnap Organizer.

1. Click the [ScanSnap Organizer] icon  in the Quick Menu.
⇒ The [ScanSnap Organizer] window appears.



ATTENTION

- You cannot start scanning when the Quick Menu is displayed. Wait until ScanSnap Organizer links before scanning another document.
- Do not move, delete, or rename scanned images using other applications while the Quick Menu is displayed.

HINT

- For details about the functions of ScanSnap Organizer and how to use it, refer to the ScanSnap Organizer Help.
- Profiles can also be used for the linkage function. For details, refer to "[Profile](#)" (page 55).
- ScanSnap Manager can link with ScanSnap Organizer automatically. For details, refer to "[Automatic Linkage with Applications](#)" (page 127).

Filing and Organizing Business Cards

This section explains how to store business card images and the related information in CardMinder.

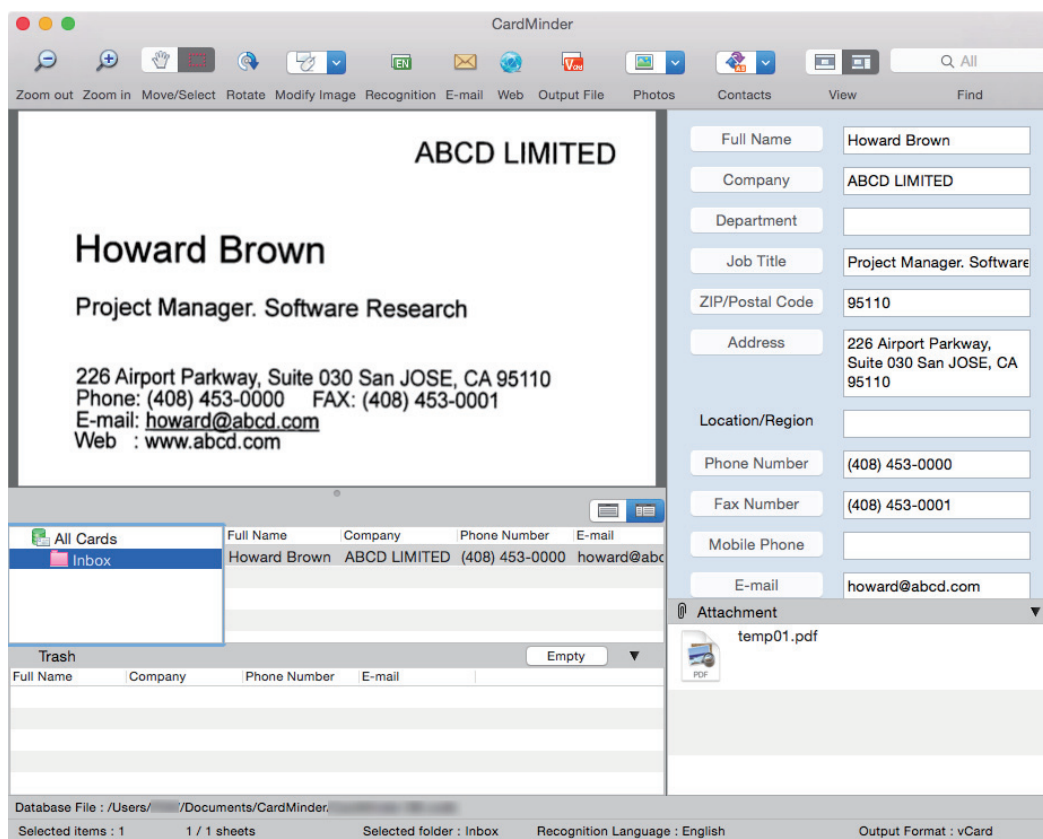
ATTENTION

- Blank pages are not removed even if the [Blank page removal] is selected when you store scanned images of business cards in CardMinder.
- Scanned images can be stored in CardMinder all at once as shown below.
 - iX500/S1500/S1500M/S1300i/S1300
Up to 500 sheets (1,000 pages), including blank pages
 - iX100/S1100i/S1100/SV600
Up to 1,000 pages, including blank pages

1. Click the [CardMinder] icon in the Quick Menu.

⇒ The [CardMinder] window appears.

2. Check the scanned card image and the text recognition result.



ATTENTION

- You cannot start scanning when the Quick Menu is displayed. Wait until ScanSnap Manager links with CardMinder before scanning another document.

- Do not move, delete, or rename scanned images using other applications while the Quick Menu is displayed.

HINT

- For details about the functions of CardMinder and how to use it, refer to the CardMinder Help.
- Profiles can also be used for the linkage function. For details, refer to ["Profile" \(page 55\)](#).
- ScanSnap Manager can link with CardMinder automatically. For details, refer to ["Automatic Linkage with Applications" \(page 127\)](#).

Managing Scanned Images in a Specified Folder

This section explains how to save a scanned image file in a specified folder.

The scanned image file that is saved in a shared folder on the network can be shared with others. In addition, you can inform others of the destination folder path easily by an e-mail message because the path can be stated in the message automatically.

HINT

The e-mail program selected in the [Mail] menu in Mail → [Preferences] → [General] icon → [Default email reader] is used as the e-mail program to link with.

The following e-mail programs are supported:

- Mail
- Outlook 2016 for Mac
- Outlook for Mac 2011



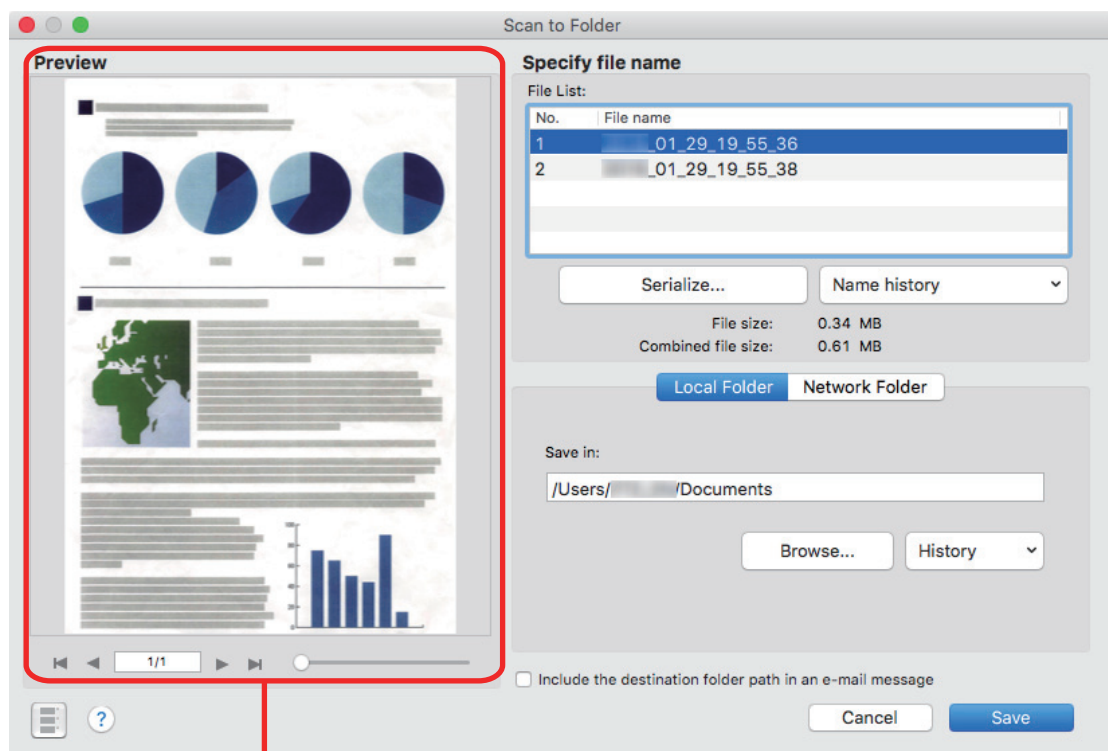
1. Click the [Scan to Folder] icon in the Quick Menu.

⇒ The [Scan to Folder] window appears.

2. Check the scanned image in the preview area.

In the [Scan to Folder] window, you can change files names or destination folders, and specify whether to state a path to a destination folder in an e-mail message to notify others.

For details about the [Scan to Folder] window, refer to the ScanSnap Manager Help.



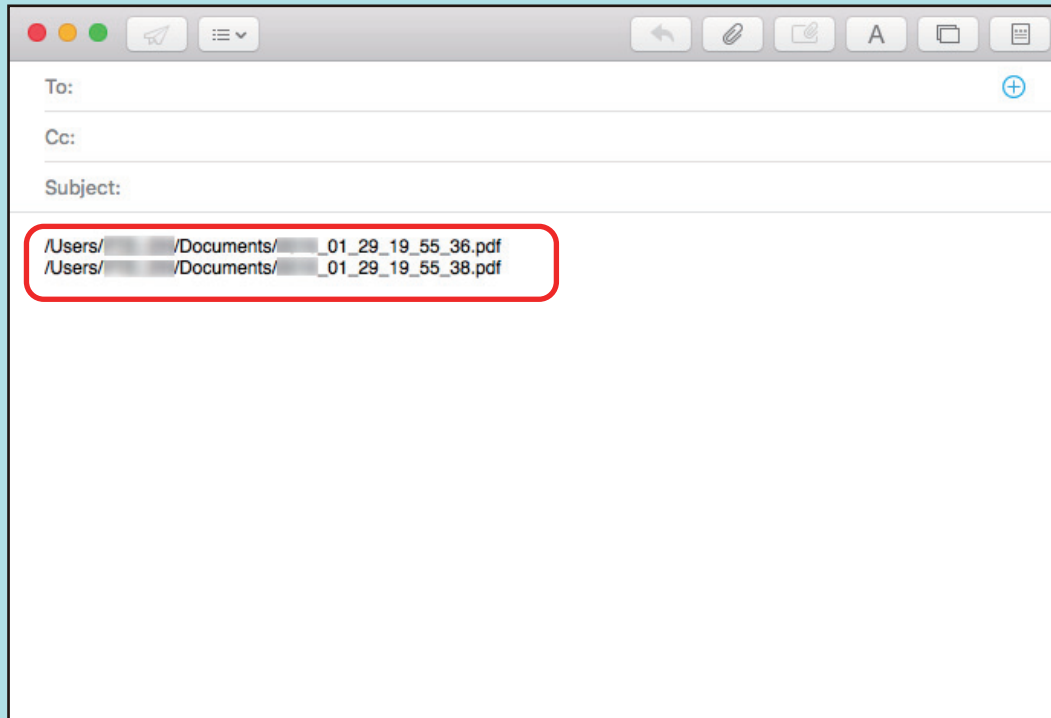
Preview

3. Click the [Save] button.

⇒ The scanned image file is saved in the specified folder.

HINT

When you select the [Include the destination folder path in an e-mail message] checkbox in the [Scan to Folder] window, a new message window appears listing the destination folder path where the file is saved.



ATTENTION

- You cannot start scanning after the Quick Menu is displayed and before the [Scan to Folder] window is closed. Close the [Scan to Folder] window before scanning the next document.
- Do not move, delete, or rename the scanned image in other applications after the Quick Menu is displayed and before the [Scan to Folder] window is closed.

HINT

Profiles can also be used for the linkage function. For details, refer to "Profile" (page 55).

Attaching Files to E-mail

This section explains how to attach the scanned image file to an e-mail message.

HINT

The e-mail program selected in the [Mail] menu in Mail → [Preferences] → [General] icon → [Default email reader] is used as the e-mail program to link with.

The following e-mail programs are supported:

- Mail
- Outlook 2016 for Mac
- Outlook for Mac 2011



1. Click the [Scan to E-mail] icon in the Quick Menu.

⇒ The [Scan to E-mail] window appears.

HINT

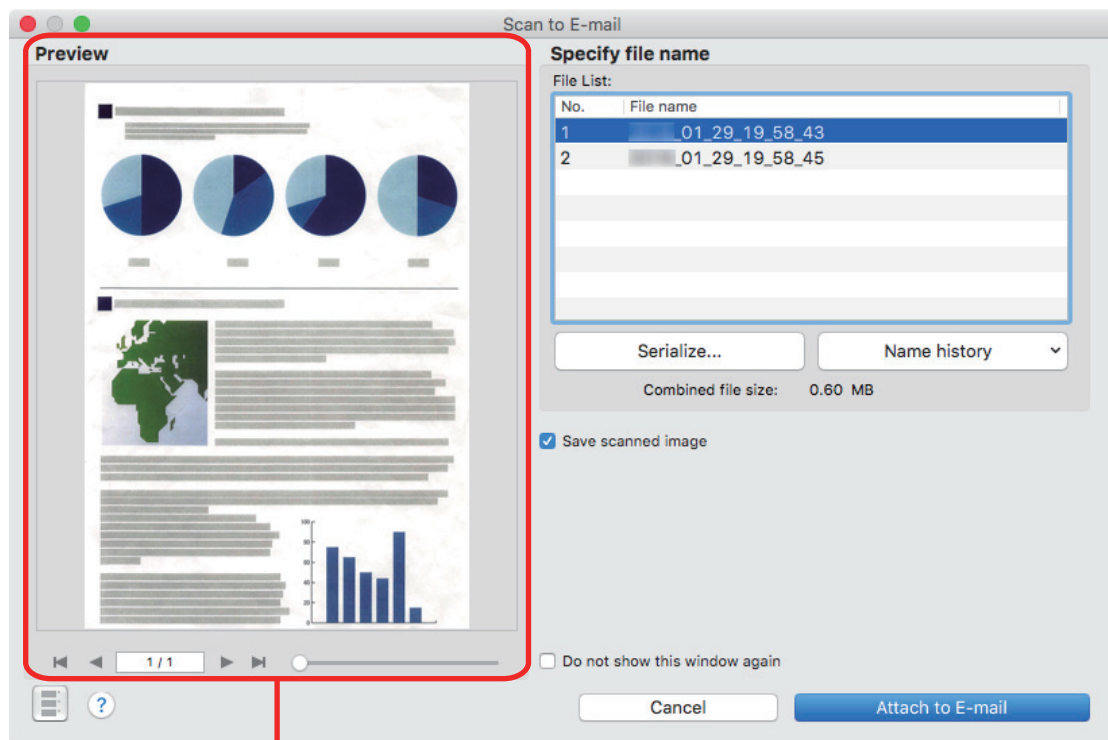
You can configure the settings to not show the [Scan to E-mail] window. If you configure the settings to not show the [Scan to E-mail] window, a new message window appears with the file attached.

For details about changing the settings, refer to ["Changing the Settings of Linked Applications" \(page 113\)](#).

2. Check the scanned image in the preview area.

In the [Scan to E-mail] window, you can configure the settings for attaching scanned image to e-mail.

For details about the [Scan to E-mail] window, refer to the ScanSnap Manager Help.



3. Click the [Attach to E-mail] button.

⇒ A new e-mail message window appears with the file attached.



ATTENTION

- You cannot start scanning after the Quick Menu is displayed and before the [Scan to E-mail] window is closed. Close the [Scan to E-mail] window before scanning the next document.
- Do not move, delete, or rename the scanned image in other applications after the Quick Menu is displayed and before the [Scan to E-mail] window is closed.

HINT

- The settings for [Scan to E-mail] can be changed. For details, refer to ["Changing the Settings of Linked Applications" \(page 113\)](#).
- Profiles can also be used for the linkage function. For details, refer to ["Profile" \(page 55\)](#).

Using ScanSnap as a Copy Machine to Print Scanned Images with a Printer

This section explains how to print the scanned image with a printer.

When a printer links with ScanSnap Manager, the ScanSnap can be used as a copy machine.

ATTENTION

- Note that shadows around the edges of the document may appear as lines on the generated scanned image, depending on the scanning method and paper conditions. If you print such an image, the printed image will also have lines appearing in it.



1. Click the [Scan to Print] icon in the Quick Menu.

⇒ The [Print] window appears.

HINT

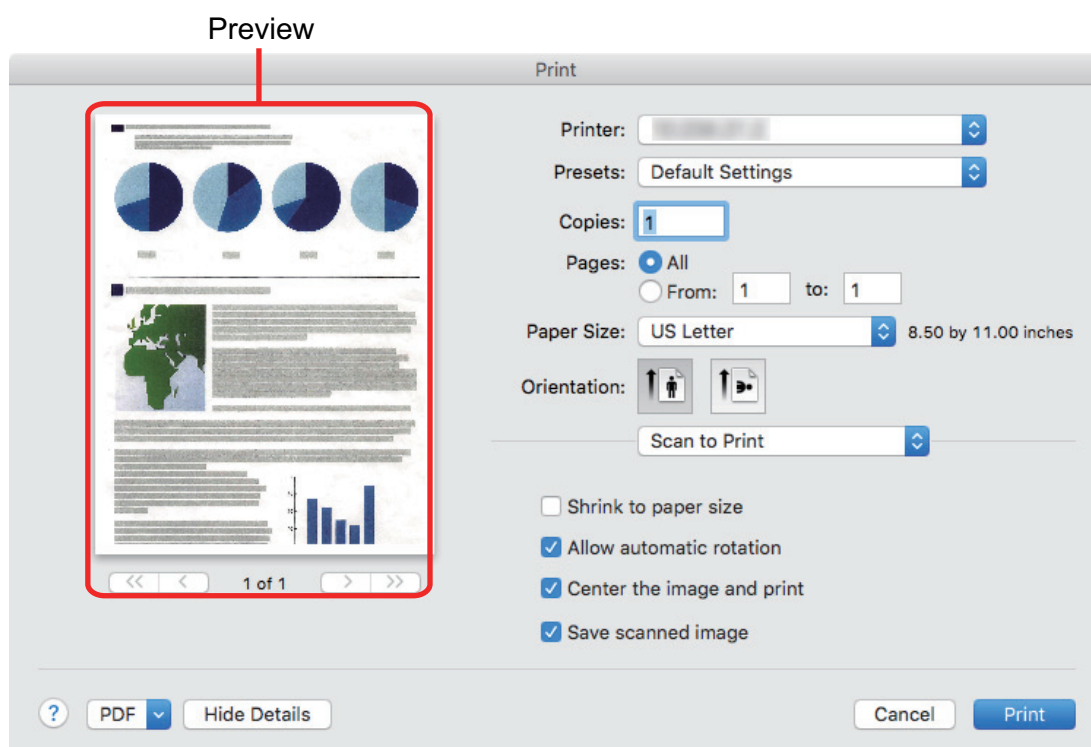
You can configure the settings to not show the [Print] window. If you configure the settings to not show the [Print] window, printing is performed directly.

For details about changing the settings, refer to ["Changing the Settings of Linked Applications"](#) (page 113).

2. Check the scanned image in the [Print] window.

In the [Print] window, you can specify the printer to be used, the number of copies and size and position of the scanned image to be printed, and whether to save the scanned image in the folder specified for [Image saving folder].

For details about the [Print] window, refer to the ScanSnap Manager Help.



3. Click the [Print] button.

⇒ The scanned image is printed.

ATTENTION

- You cannot start scanning after the Quick Menu is displayed and before the [Scan to Print] window is closed. Close the [Scan to Print] window before scanning the next document.
- Do not move, delete, or rename the scanned image in other applications after the Quick Menu is displayed and before the [Scan to Print] window is closed.

HINT

- The settings for [Scan to Print] can be changed. For details, refer to "[Changing the Settings of Linked Applications](#)" (page 113).
- Profiles can also be used for the linkage function. For details, refer to "[Profile](#)" (page 55).

Creating Searchable PDF Files

This section explains how to create searchable PDF files.

You can let the computer convert the multiple PDF files into the searchable PDF files efficiently by choosing the process timing when the computer usage is lower.

ATTENTION

- The following types of documents (characters) may not be converted into PDF file correctly. Such documents may be successfully converted into PDF file if scanned in color mode or at higher resolution.


All languages

- Documents including handwritten characters
- Documents with small characters scanned at a low resolution
- Skewed documents
- Documents written in languages other than the specified language

Japanese, Chinese (simplified/traditional), Korean

- Documents including texts written in Italic characters
- Documents containing characters with superscripts/subscripts and complicated mathematical expressions
- Documents with characters on unevenly colored or patterned background
 - Decorated characters (embossed/outlined)
 - Shaded characters
- Documents of complex layout and hard-to-scan documents due to print-through or smudges (The conversion of such a document may take long time.)
- If bleed-through reduction is enabled, the recognition rate may be lower. In that case, disable it in the following procedure.
From the ScanSnap Manager menu, click [Settings] → [Scanning] tab → [Option] button to display the [Scanning mode option] window. In the displayed window, clear the [Reduce bleed-through] checkbox.
- Vertical text can be searched with Adobe Acrobat, but not with Spotlight or Preview.

HINT

The [Searchable PDF Converter] icon  appears in the status menu of the menu bar while Searchable PDF Converter is running. For details, refer to the ScanSnap Manager Help.

1. Click the [Searchable PDF Converter] icon in the Quick Menu.

- ⇒ The [Searchable PDF Converter - PDF Conversion List] window appears, and conversion starts.

[illegible]

HINT

On a window that appears when [Searchable PDF Converter] is started for the first time, click the [OK] button to open the [Searchable PDF Converter - Initial Settings] window. In the [Searchable PDF Converter - Initial Settings] window, specify the processes that are to be performed, the conversion timing, and the folder to which the converted files are saved while conversion into searchable PDF files is being performed.

Searchable PDF Converter - Initial Settings

Extract the text or marker and convert the file(s) into the searchable PDF.
You must select either the [Extract text] or [Extract marker] checkbox.

Language: English

☒ Extract text

Target pages: ☒ All ☐ First

☒ Skip extracted pages

☒ Extract marker

Target pages: ☒ All ☐ First

Target marked sections: ☒ All ☐ First

☐ Include subfolders

Conversion timing:

☐ Execute immediately

☒ Execute when the computer is idle

Destination folder for PDF files created via ScanSnap Manager:

Change...

Back up to:

Change... ?

ATTENTION

- You cannot start scanning when the Quick Menu is displayed. After the scanned document file is added to the [Searchable PDF Converter - PDF Conversion List] window, start scanning the next document.
- Do not move, delete, or rename scanned images using other applications while the Quick Menu is displayed.

HINT

- The settings for [Searchable PDF Converter] can be changed. For details, refer to "[Changing the Settings of Linked Applications](#)" (page 113).
- Profiles can also be used for the linkage function. For details, refer to "[Profile](#)" (page 55).

Saving Data to a Mobile Device

This section explains how to save the scanned image as a PDF or a JPEG file to a mobile device.

ATTENTION


- Only one mobile device can be connected to the computer.
- You need to have ScanSnap Connect Application installed in the mobile device in order to use this function. Download ScanSnap Connect Application for the mobile device from an application store such as the App Store or Google Play.

For details about the operating systems on which ScanSnap Connect Application for mobile devices operates, refer to the following web page:

<http://scansnap.fujitsu.com/g-support/en/>

- The number of scanned image files and the maximum file size that can be sent to a mobile device at once are as follows:
 - Number of files: Up to 100
 - File size: 1,024 MB

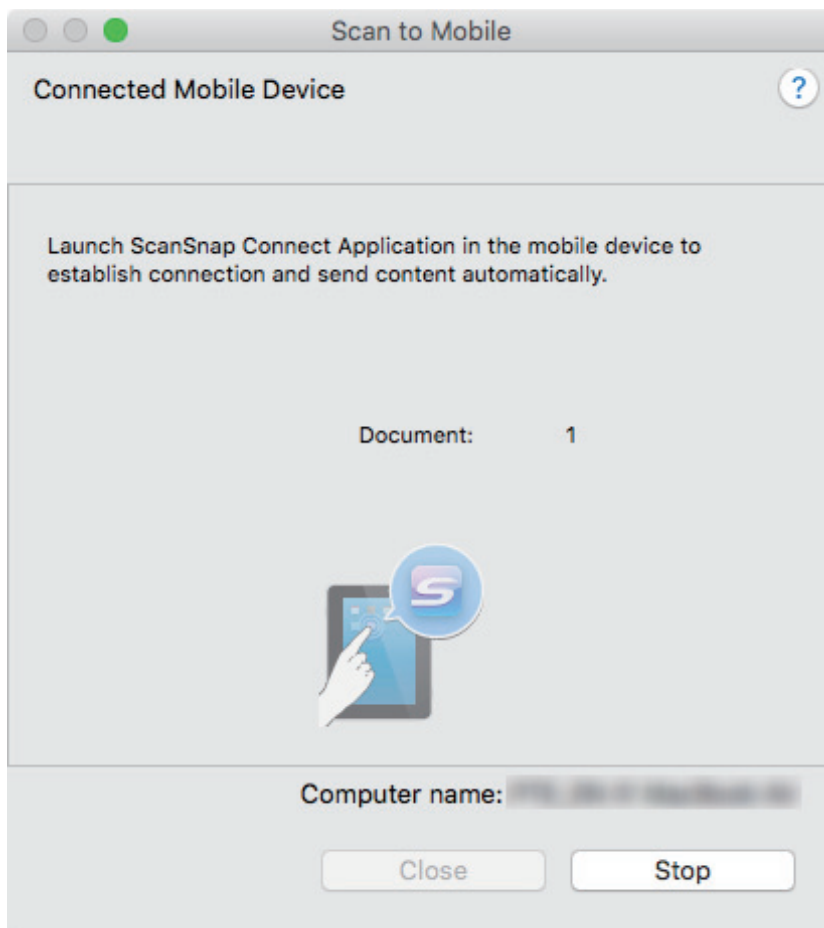
HINT

When [Scan to Mobile] is running, an icon  is displayed in the status menu of the menu bar. For details, refer to the ScanSnap Manager Help.



- 1. Click the [Scan to Mobile] icon in the Quick Menu.**

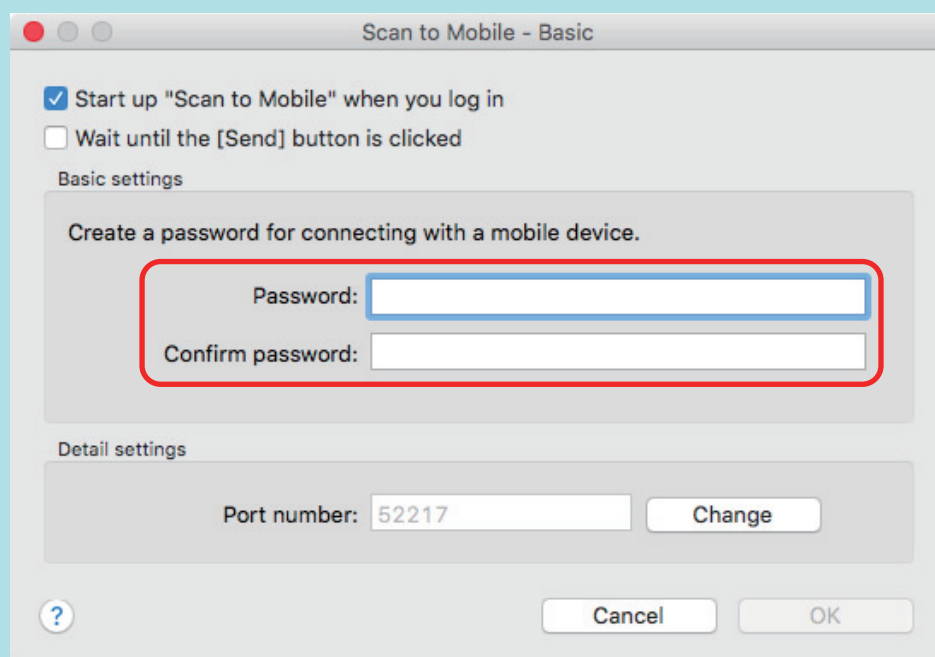
⇒ The [Scan to Mobile] window appears.



HINT

- On a window that appears when [Scan to Mobile] is started for the first time, click the [OK] button to open the [Scan to Mobile - Basic] window. In the [Scan to Mobile - Basic] window, enter a password to connect to the mobile device.

For details about other setting items, refer to the ScanSnap Manager Help.

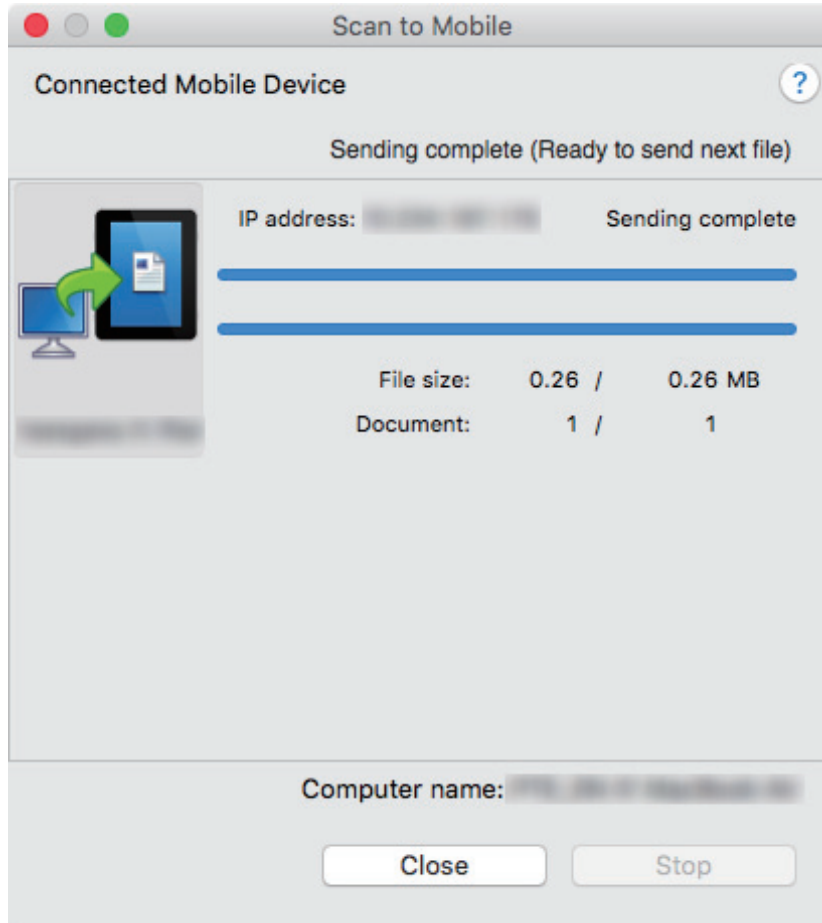


- A firewall alert may be displayed. When the alert is displayed, select [Allow].

2. Connect to the computer from your mobile device.

For details about connecting to the computer from your mobile device, refer to the Basic Operation Guide (Mobile Connection) for your mobile device.

- ⇒ When the connection is established, the [Scan to Mobile] window appears showing the mobile device that is currently connected to the computer. Then, the scanned image is sent to the mobile device.



HINT

When you select the [Wait until the [Send] button is clicked] checkbox in the [Scan to Mobile - Basic] window, the [Send] button appears in the [Scan to Mobile] window. Click the [Send] button to send the image to the mobile device.

3. Click the [Close] button to close the [Scan to Mobile] window when sending of the scanned image is completed.

HINT

The [Scan to Mobile] window closes automatically when the mobile device is disconnected from the computer.

ATTENTION

- You cannot start scanning when the Quick Menu is displayed. Wait until ScanSnap Manager links with [Scan to Mobile] before scanning another document.
- Do not move, delete, or rename scanned images using other applications while the Quick Menu is displayed.

HINT

- For details about the features of ScanSnap Connect Application for mobile devices and how to use it, refer to the Basic Operation Guide (Mobile Connection) for your mobile device.
- The settings for [Scan to Mobile] can be changed. For details, refer to "[Changing the Settings of Linked Applications](#)" (page 113).
- Profiles can also be used for the linkage function. For details, refer to "[Profile](#)" (page 55).
- ScanSnap Manager can link with Scan to Mobile automatically. For details, refer to "[Automatic Linkage with Applications](#)" (page 127).

Saving Existing Files to a Mobile Device

This section explains how to save existing files to a mobile device.

1. **From the sidebar in Finder, select [Applications] → [ScanSnap], and then double-click [Scan to Mobile].**

⇒ The [Scan to Mobile] window appears.

2. **Connect to the computer from your mobile device.**

For details about connecting to the computer from your mobile device, refer to the Basic Operation Guide (Mobile Connection) for your mobile device.

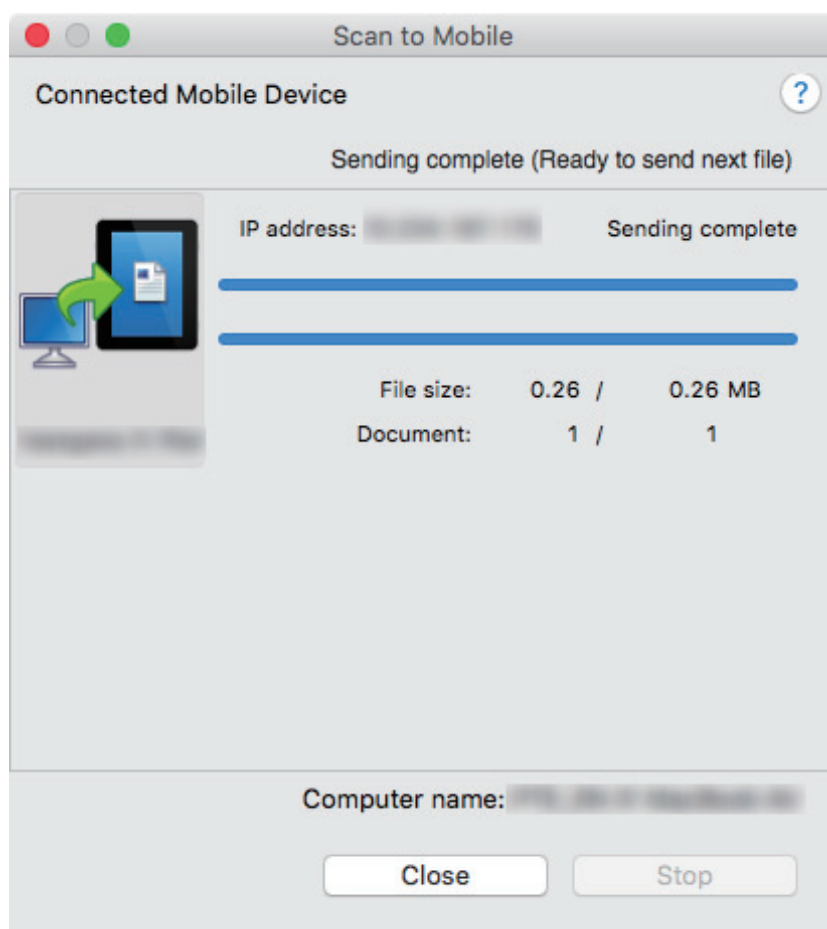
⇒ When the connection is established, the [Scan to Mobile] window appears showing the mobile device that is currently connected to the computer.

3. **From the application menu of the menu bar, select [File] → [Open].**

⇒ The [Open] window appears.

4. **Select the PDF or JPEG file you want to save to the mobile device, and click the [Open] button.**

⇒ The file is sent to the mobile device.



- 5.** Click the [Close] button to close the [Scan to Mobile] window when sending of the scanned image is completed.

Saving Data to Your Dropbox Folder

This section explains how to save the scanned image as a PDF or a JPEG file to your Dropbox folder.

ATTENTION

You need to have a Dropbox account.

HINT

When you first log into Dropbox after installing Dropbox for Mac, the Dropbox folder is automatically created.

The Dropbox folder is a sync folder used in Dropbox.

1. Click the [Scan to Dropbox] icon in the Quick Menu.

⇒ The [Scan to Dropbox] window appears.

HINT

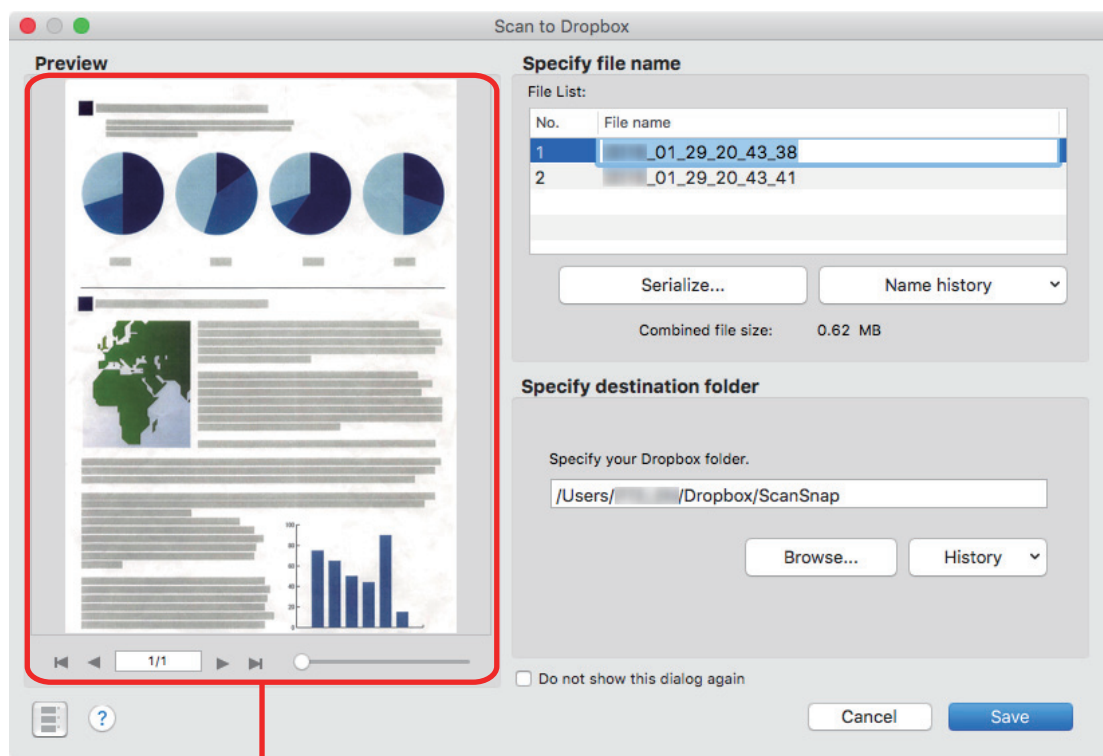
You can configure the settings to not show the [Scan to Dropbox] window. If you configure the settings to not show the [Scan to Dropbox] window, scanned images are saved directly to the Dropbox folder.

For details about changing the settings, refer to "[Changing the Settings of Linked Applications](#)" (page 113).

2. Check the scanned image in the preview area.

In the [Scan to Dropbox] window, you can rename the file and specify your Dropbox folder.

For details about the [Scan to Dropbox] window, refer to the ScanSnap Manager Help.



Preview

ATTENTION

The file will not be synced with Dropbox unless you select the Dropbox folder as the destination folder.

3. Click the [Save] button.

⇒ The scanned image is saved to your Dropbox folder.

ATTENTION

- You cannot start scanning after the Quick Menu is displayed and before the [Scan to Dropbox] window is closed. Close the [Scan to Dropbox] window before scanning the next document.
- Do not move, delete, or rename scanned images using other applications while the Quick Menu is displayed.

HINT

- The settings for [Scan to Dropbox] can be changed. For details, refer to "[Changing the Settings of Linked Applications](#)" (page 113).
- Profiles can also be used for the linkage function. For details, refer to "[Profile](#)" (page 55).

Saving Documents to Evernote (as a PDF File)

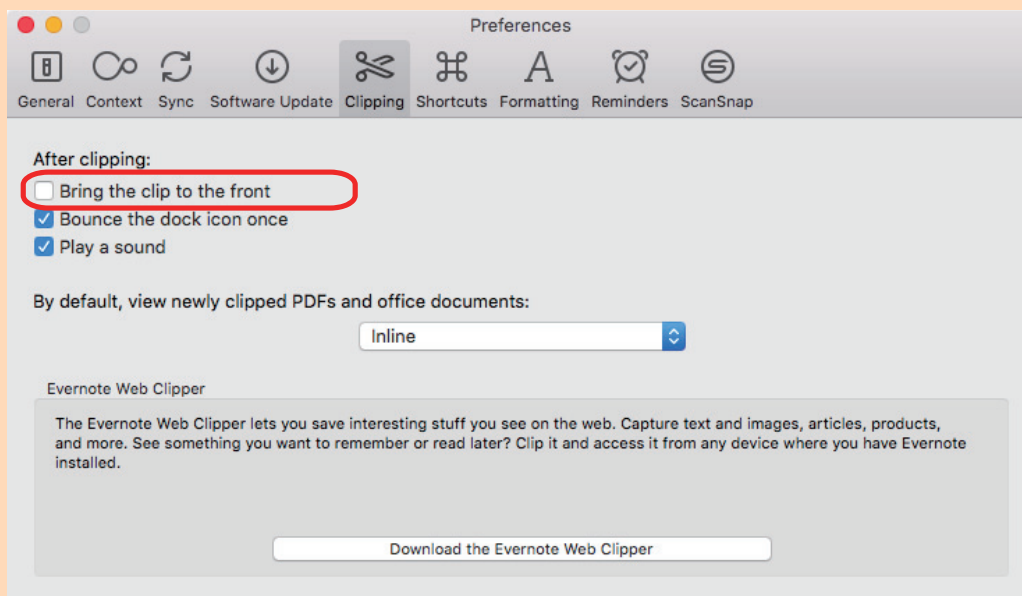
This section explains how to save the scanned image as a PDF file to Evernote.

When you save a scanned image to Evernote after converting it into a searchable PDF, the PDF file becomes searchable in Evernote.

ATTENTION

- You need to create an Evernote account (free or paid).
- To save a file to Evernote, you first need to sign in to Evernote for Mac.
- If you scan documents continuously, many notes appear on the window. To prevent this from happening, configure the Evernote preferences in advance to disable the display note setting.

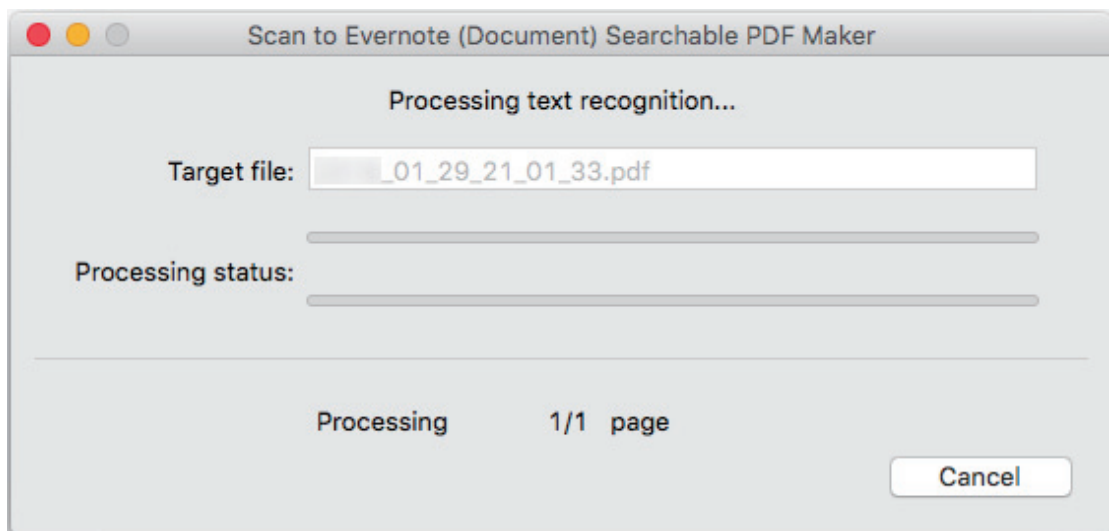
The following window is the Preferences window of Evernote for Mac. Clear the [Bring the clip to the front] checkbox in this window.



The actual window and item names that are to be set may differ depending on the version.

1. Click the [Scan to Evernote (Document)] icon in the Quick Menu.

⇒ Text recognition is performed. The following window appears during text recognition.

**HINT**

- If [JPEG(*.jpg)] is selected for [File format] in the [File option] tab of the ScanSnap setup window, a separate PDF file will be created from each JPEG file.
- Note that text recognition is performed on pages (including already recognized pages) only when there is a page containing text that is not yet recognized.

⇒ Evernote for Mac starts up, and the PDF file is saved to Evernote.

ATTENTION

- You cannot start scanning when the Quick Menu is displayed. Save the PDF file to Evernote before scanning the next document.
- Do not move, delete, or rename scanned images using other applications while the Quick Menu is displayed.

HINT

- Even after the scanned image is saved to Evernote, the same file as the scanned image remains in the folder specified for [Image saving folder] in the [Save] tab of the ScanSnap setup window. Delete this file if unnecessary.
- The settings for [Scan to Evernote (Document)] can be changed. For details, refer to ["Changing the Settings of Linked Applications" \(page 113\)](#).
- Profiles can also be used for the linkage function. For details, refer to ["Profile" \(page 55\)](#).

Saving Handwritten Notes to Evernote (as a JPEG File)

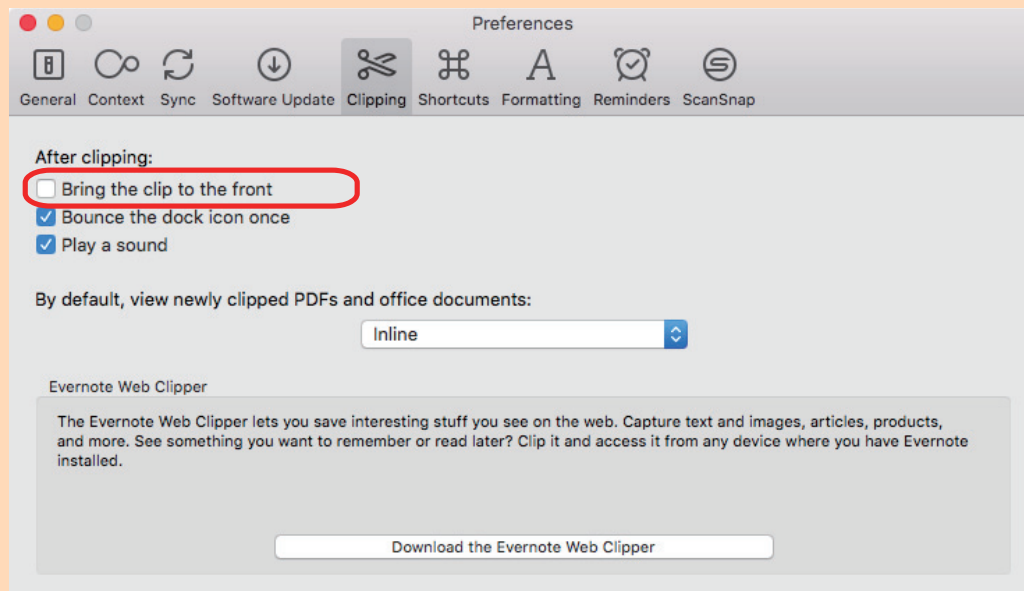
This section explains how to save the scanned image as a JPEG file to Evernote.

When you save a JPEG file to Evernote, text recognition is performed on all text, including handwritten characters, and the file becomes searchable in Evernote.


ATTENTION

- You need to create an Evernote account (free or paid).
- To save a file to Evernote, you first need to sign in to Evernote for Mac.
- If you scan documents continuously, many notes appear on the window. To prevent this from happening, configure the Evernote preferences in advance to disable the display note setting.

The following window is the Preferences window of Evernote for Mac. Clear the [Bring the clip to the front] checkbox in this window.



The actual window and item names that are to be set may differ depending on the version.

1. Click the [Scan to Evernote (Note)] icon  in the Quick Menu.

⇒ Evernote for Mac starts up, and the JPEG file is saved to Evernote.

HINT

- When you select [PDF(*.pdf)] for [File format] in the [File option] tab of the ScanSnap setup window, a JPEG file is created from a PDF file. A single JPEG file is created for each page of the PDF file.
- When you select [PDF(*.pdf)] for [File format] in the [File option] tab of the ScanSnap setup window, a four-digit serial number is automatically added to the name of the file which is saved to Evernote.

Example: When the file name is [ScanSnap], the file is saved as:

ScanSnap_0001, ScanSnap_0002, ScanSnap_0003...

- Even after the scanned image is saved to Evernote, the same file as the scanned image remains in the folder specified for [Image saving folder] in the [Save] tab of the ScanSnap setup window. Delete this file if unnecessary.

ATTENTION

- You cannot start scanning when the Quick Menu is displayed. Save the JPEG file to Evernote before scanning the next document.
- Do not move, delete, or rename scanned images using other applications while the Quick Menu is displayed.

HINT

Profiles can also be used for the linkage function. For details, refer to "[Profile](#)" (page 55).

Saving Data to Google Drive

This section explains how to save the scanned image as a PDF file to Google Drive.

ATTENTION

- You need to create a Google account (free).
- [Scan to Google Drive] is not available in a proxy environment that requires authentication upon connecting to the Internet.

1. Click the [Scan to Google Drive] icon  in the Quick Menu.

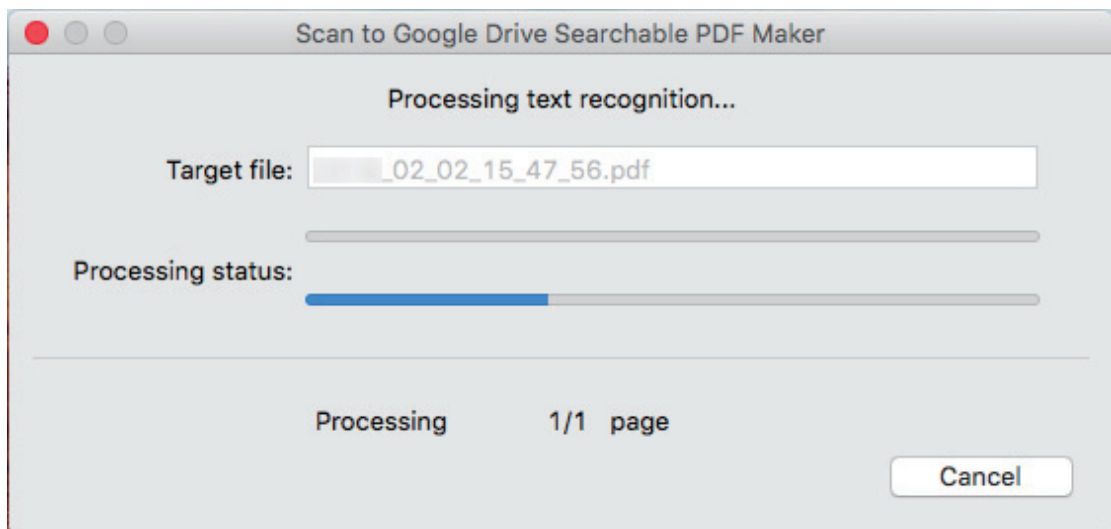
⇒ The window for signing in to Google Drive appears.

2. Enter the account information.

⇒ The window that asks whether you want to allow Scan to Google Drive to access Google Drive appears.

3. Allow the application to access Google Drive.

⇒ Text recognition is performed. The following window appears during text recognition.

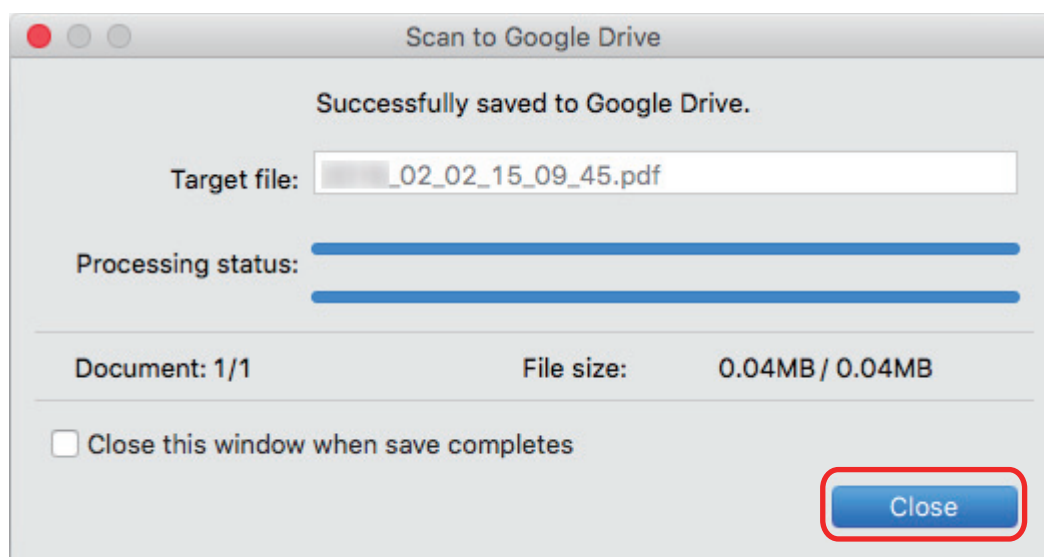


HINT

- If [JPEG(*.jpg)] is selected for [File format] in the [File option] tab of the ScanSnap setup window, a separate PDF file will be created from each JPEG file.
- Note that text recognition is performed on pages (including already recognized pages) only when there is a page containing text that is not yet recognized.

⇒ Saving to Google Drive starts.

4. Click the [Close] button to close the [Scan to Google Drive] window when the saving is completed.



Google Drive does not start up after the saving has completed. To check the saved PDF file, start a web browser and log into Google Drive.

ATTENTION

- You cannot start scanning when the Quick Menu is displayed. Save the PDF file to Google Drive before scanning the next document.
- Do not move, delete, or rename scanned images using other applications while the Quick Menu is displayed.

HINT

- The settings for [Scan to Google Drive] can be changed. For details, refer to ["Changing the Settings of Linked Applications"](#) (page 113).
- Profiles can also be used for the linkage function. For details, refer to ["Profile"](#) (page 55).

Posting to Salesforce Chatter

This section explains how to post a scanned image as a PDF or a JPEG file to Salesforce Chatter.

ATTENTION

- A Salesforce CRM license is required separately.
- ScanSnap Manager can link with the following Salesforce editions:
 - Unlimited
 - Enterprise
- [Scan to Salesforce Chatter] is not available in a proxy environment that requires authentication upon connecting to the Internet.



1. Click the [Scan to Salesforce Chatter] icon in the Quick Menu.

⇒ The [Scan to Salesforce Chatter - Login] window appears.

2. Enter your user name and password, and then click the [OK] button.

Enter a security token if needed.

 A screenshot of a macOS-style dialog box titled "Scan to Salesforce Chatter - Login". The dialog has a light gray background and rounded corners. At the top, it says "Enter the user account." Below this, there are three text input fields: "User Name:", "Password:", and "Security Token:". The "User Name:" field is highlighted with a blue border. A red rectangular box encloses the "Password:" and "Security Token:" fields. Below the input fields, there is a checkbox labeled "Remember the password in the keychain". At the bottom left, there is a question mark icon in a circle. At the bottom right, there are two buttons: "Cancel" and "OK".

ATTENTION

If the computer is shared with other users, the shared environment automatically allows other users to log into Salesforce when the [Remember the password in the keychain] checkbox is selected.

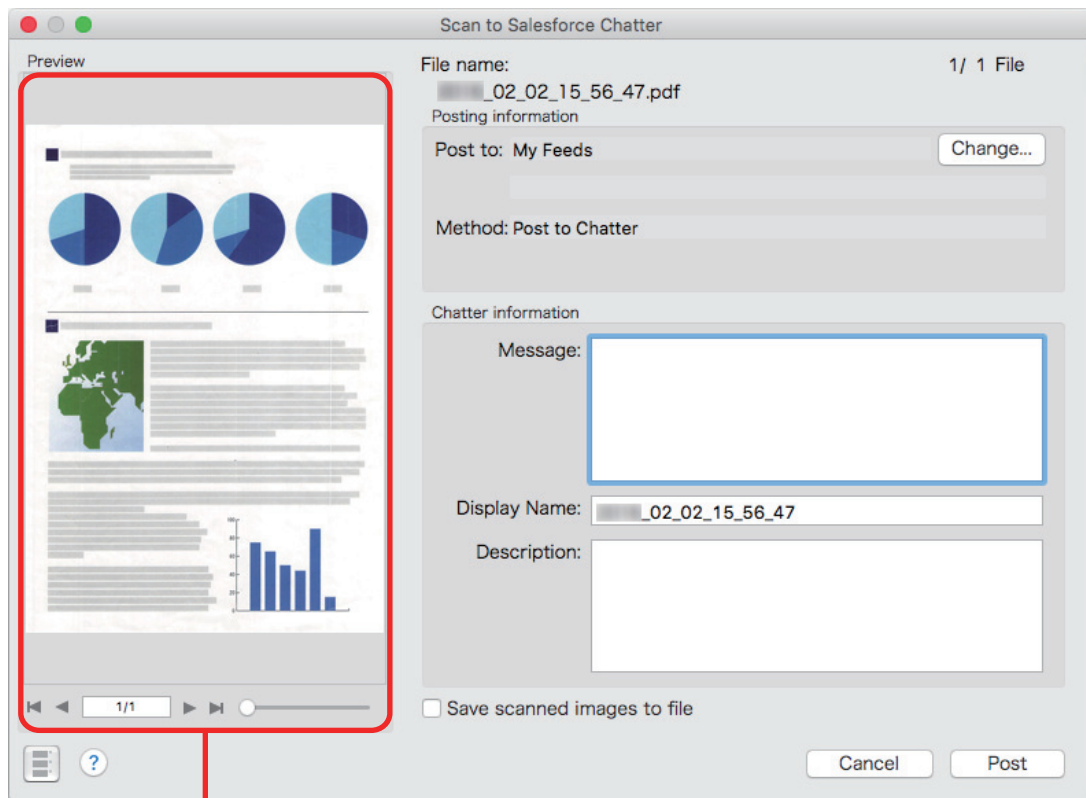
To prevent this from happening, do not select the [Remember the password in the keychain] checkbox.

⇒ The [Scan to Salesforce Chatter] window appears.

3. Check the scanned image in the preview area.

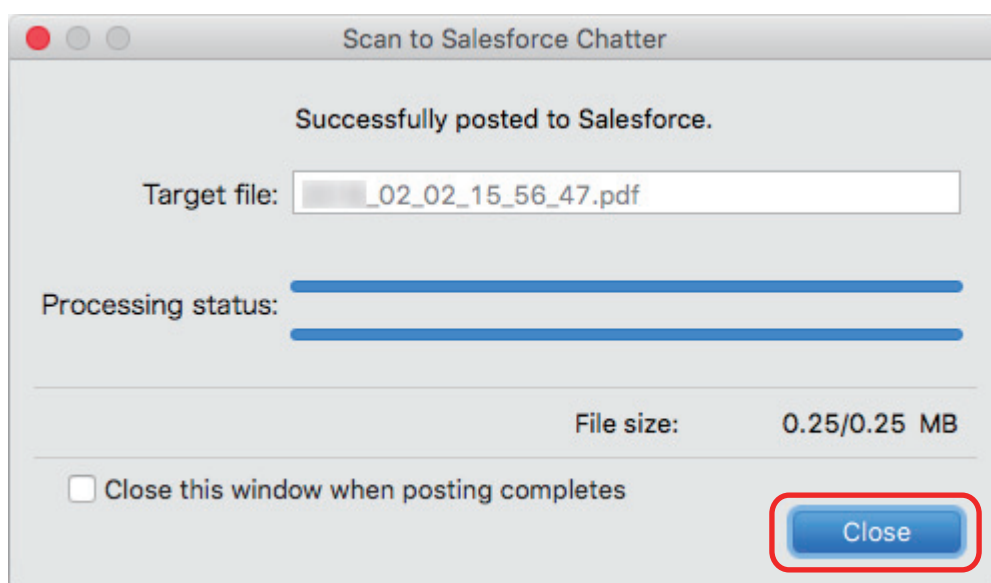
You can configure the settings for scanning to Salesforce Chatter in the [Scan to Salesforce Chatter] window.

For details about the [Scan to Salesforce Chatter] window, refer to the ScanSnap Manager Help.



Preview

4. Click the [Post] button.
⇒ Posting to Salesforce Chatter starts.
5. Click the [Close] button to close the [Scan to Salesforce Chatter] window when the posting is completed.



Salesforce does not start up after the posting has completed. To check the saved scanned image file, start a web browser and log into Salesforce.

ATTENTION

- You cannot start scanning after the Quick Menu is displayed and before the [Scan to Salesforce Chatter] window is closed. Close the [Scan to Salesforce Chatter] window before scanning the next document.
- Do not move, delete, or rename scanned images using other applications while the Quick Menu is displayed.

HINT

- The settings for [Scan to Salesforce Chatter] can be changed. For details, refer to "[Changing the Settings of Linked Applications](#)" (page 113).
- Profiles can also be used for the linkage function. For details, refer to "[Profile](#)" (page 55).

Saving Data to Your SugarSync Folder

This section explains how to save the scanned image as a PDF or a JPEG file to your SugarSync folder.

ATTENTION

You need to have a SugarSync account.

HINT

When you first log into SugarSync after installing SugarSync Manager for Mac, the My SugarSync folder is automatically created.

My SugarSync is a sync folder used in SugarSync.



1. Click the [Scan to SugarSync] icon in the Quick Menu.

⇒ The [Scan to SugarSync] window appears.

HINT

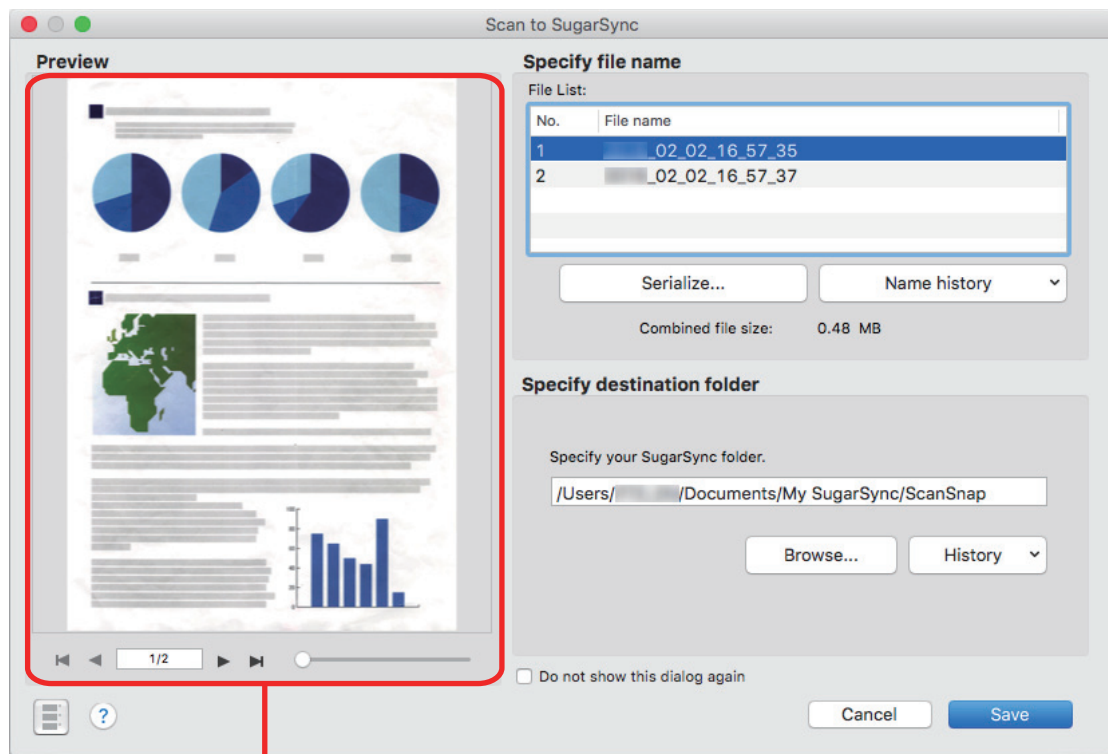
You can configure the settings to not show the [Scan to SugarSync] window. If you configure the settings to not show the [Scan to SugarSync] window, scanned images are saved directly to the SugarSync sync folder.

For details about changing the settings, refer to ["Changing the Settings of Linked Applications"](#) (page 113).

2. Check the scanned image in the preview area.

In the [Scan to SugarSync] window, you can rename the file and specify your SugarSync folder.

For details about the [Scan to SugarSync] window, refer to the ScanSnap Manager Help.



Preview

ATTENTION

The file will not be synced with SugarSync unless you select a SugarSync folder as the destination folder.

3. Click the [Save] button.

⇒ The scanned image is saved to your SugarSync folder.

ATTENTION

- You cannot start scanning after the Quick Menu is displayed and before the [Scan to SugarSync] window is closed. Close the [Scan to SugarSync] window before scanning the next document.
- Do not move, delete, or rename the scanned image in other applications after the Quick Menu is displayed and before the [Scan to SugarSync] window is closed.

HINT

- You can change the settings for [Scan to SugarSync]. For details, refer to ["Changing the Settings of Linked Applications"](#) (page 113).
- Profiles can also be used for the linkage function. For details, refer to ["Profile"](#) (page 55).

Converting into Word, Excel, or PowerPoint Documents

This section explains how to convert the scanned image into Word/Excel/PowerPoint files using ABBYY FineReader for ScanSnap bundled with the ScanSnap.

ATTENTION

- If Word is not installed in your computer, you can view or check the converted files with TextEdit. If Excel or PowerPoint is not installed, you cannot view or check documents converted into Excel or PowerPoint files.
- To view or check documents converted into Word, Excel, and PowerPoint files, install these applications and complete the user registration and license authentication for these applications so that they can be used on your computer.
- For details about the applications that are supported by ABBYY FineReader for ScanSnap and their versions, refer to the ABBYY FineReader for ScanSnap Help. After installing a supported application, enable the application.
- Do not use this function while you are working in Word, Excel, or PowerPoint. In addition, do not use Word, Excel, or PowerPoint while this function is being executed. Otherwise, the result of the conversion is saved to files and may not be displayed even if the [Open recognized document] checkbox is selected in the [Preferences] window.
- For details about the OCR function of ABBYY FineReader for ScanSnap, refer to "[Optical Character Recognition \(OCR\) Function of ABBYY FineReader for ScanSnap](#)" (page 50).

1. In the Quick Menu, click the [ABBYY Scan to Word] icon , [ABBYY

Scan to Excel(R)] icon , or [ABBYY Scan to PowerPoint(R)] icon



- ⇒ A window appears, which indicates that the scanned image is being converted into a Word, Excel, or PowerPoint file. When the conversion is completed, Word, Excel, or PowerPoint starts up, and the conversion result is displayed.

ATTENTION

- You cannot start scanning when the Quick Menu is displayed. Wait until the conversion is over to scan another document.
- Do not move, delete, or rename scanned images using other applications while the Quick Menu is displayed.

HINT

- The settings for [ABBYY Scan to Word], [ABBYY Scan to Excel(R)], or [ABBYY Scan to PowerPoint(R)] can be changed. For details, refer to "[Changing the Settings of Linked Applications](#)" (page 113).
- Profiles can also be used for the linkage function. For details, refer to "[Profile](#)" (page 55).

Optical Character Recognition (OCR) Function of ABBYY FineReader for ScanSnap


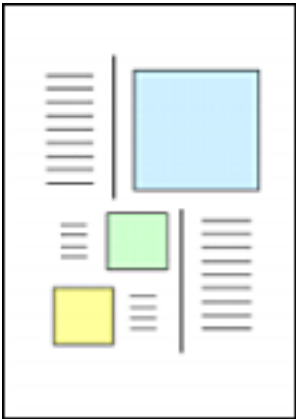
This section explains about the OCR function of ABBYY FineReader for ScanSnap.

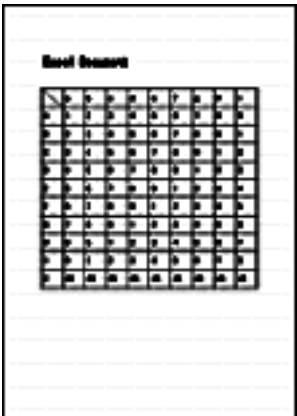



Overview of ABBYY FineReader for ScanSnap

ABBYY FineReader for ScanSnap is an application used exclusively with the ScanSnap. This program can perform text recognition only for PDF files created by using the ScanSnap. It cannot perform text recognition for files created using Adobe Acrobat or other applications.

Features of OCR Function

The OCR function has the following features. Before performing text recognition, check whether the documents are suitable for text recognition by referring to the following guidelines:

Application	Suitable for Text Recognition	Not Suitable for Text Recognition
ABBYY Scan to Word	Documents with simple layouts consisting of single or double columns 	Documents with complex layouts containing a mixture of diagrams, tables, and texts (such as brochures, magazines and newspapers) 

Application	Suitable for Text Recognition	Not Suitable for Text Recognition
ABBY Scan to Excel(R)	<p>Documents containing simple tables with no cells merged</p> 	<p>Documents containing:</p> <ul style="list-style-type: none"> • Tables with no solid border lines • Tables with complicated cell formats • Complex tables containing sub-tables • Diagrams • Graphs • Photographs • Vertical text 
ABBY Scan to PowerPoint(R)	<p>Documents containing text and simple diagrams/tables on a white or light monocolor background</p> 	<ul style="list-style-type: none"> • Documents with complex layouts containing text mixed with diagrams or illustrations • Documents containing photographs or patterns set as the background • Documents with light colored text on a deep colored background 

Information That Cannot Be Reproduced as in the Original Document

The following parameters may not be reproduced as they are in the original document. It is recommended that you check the results of the text recognition in Word, Excel or PowerPoint and, if necessary, edit the data.

- Character font and size
- Character and line spacing
- Underlined, bold, and italic characters
- Superscript/subscript

Documents That Cannot Be Recognized Correctly

The following types of documents may not be recognized correctly. Better results in text recognition may be achieved by changing the color mode or increasing the resolution.

- Documents including handwritten characters
- Documents containing small characters (smaller than a font size of 10)

- Skewed documents
- Documents written in languages other than the specified language
- Documents with characters on an unevenly colored background

Example: Shaded characters

- Documents with many decorated characters

Example: Decorated characters (embossed/outlined)

- Documents with characters on a patterned background

Example: Characters overlapping illustrations and diagrams

- Documents with many characters contacting underlines or borders
- Documents with a complex layout and documents with a large amount of image noise

(It may take extra time to process text recognition for these documents.)

Other Considerations

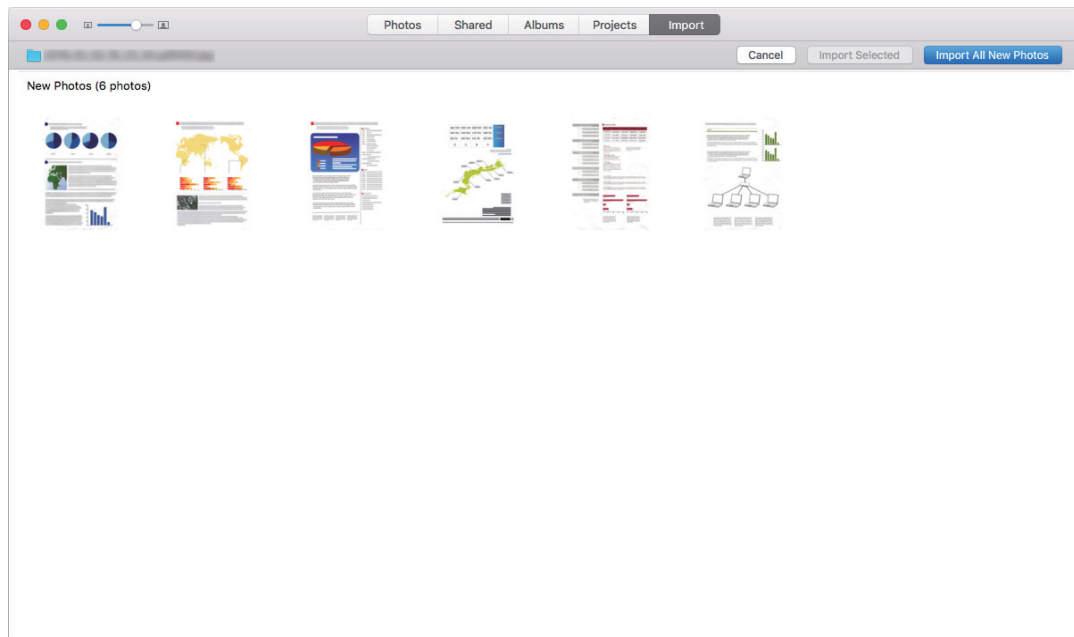
- When you convert a document to Excel files, if the recognition result exceeds 65,536 lines, no more results are saved.
- When you convert a document to Excel files, information about the layout of the entire document, diagrams, and length/width of graphs and tables is not duplicated. Only tables and character strings are reproduced.
- A converted PowerPoint document will not have the original background color and patterns.
- Documents placed upside down or in landscape orientation cannot be recognized correctly. Use ["Rotating a Scanned Image to Its Correct Orientation" \(page 75\)](#), or place documents in the correct orientation.
- If bleed-through reduction is enabled, the recognition rate may be lower. In that case, disable it in the following procedure.

Select [Settings] → [Scanning] tab → [Option] button from the ScanSnap Manager menu to show the [Scanning mode option] window. Clear the [Reduce bleed-through] checkbox (for SV600, the [Reduce bleed-through] checkbox is located in the [Image quality] tab on the [Scanning mode option] window).

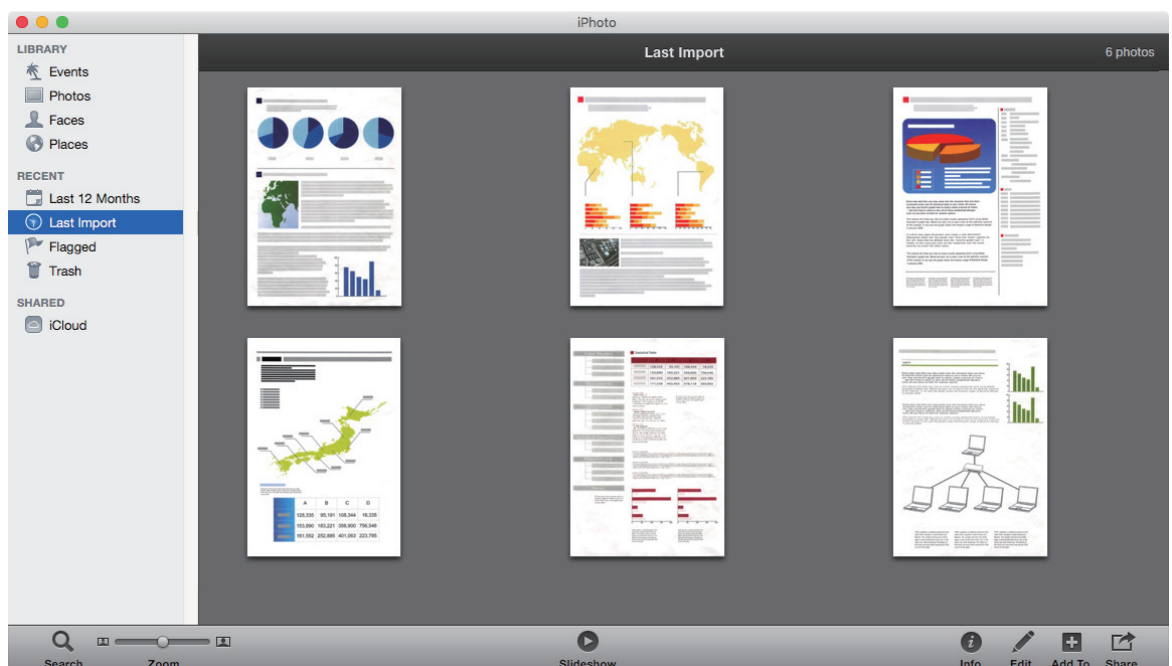
Saving a Scanned Image to Photos/iPhoto

This section explains how to save a scanned image to Photos or iPhoto.

1. Click the [Photos] icon  or [iPhoto] icon  in the Quick Menu.
 - Photos



- iPhoto



HINT

When a scanned image is saved to Photos or iPhoto, it is also saved in the folder specified for [Image saving folder] of the [Save] tab in the ScanSnap setup window. Delete it if unnecessary.

ATTENTION

- You cannot start scanning when the Quick Menu is displayed. Wait until ScanSnap Manager links with Photos or iPhoto before scanning another document.
- Do not move, delete, or rename scanned images using other applications while the Quick Menu is displayed.

HINT

Profiles can also be used for the linkage function. For details, refer to "[Profile](#)" (page 55).

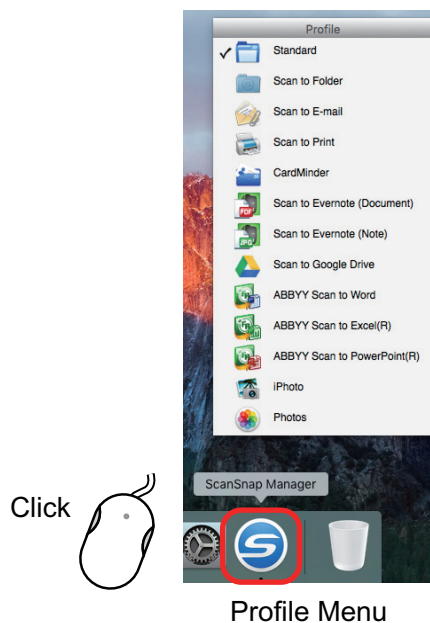
Profile

This section explains profiles.

Once the frequently used scan settings are saved as profiles, you can select a profile to easily change scan settings depending on your scanning purpose.

You can manage up to 20 profiles.

To select a profile, click the ScanSnap Manager icon  to show the Profile menu.



- How to use profiles to perform scanning
["Using Profiles to Perform Scanning" \(page 56\)](#)
- How to configure scan settings for profiles depending on your intended use of the scanned images
["How to Configure Scan Settings" \(page 105\)](#)

HINT

- To use a profile, you need to clear the [Use Quick Menu] checkbox in the ScanSnap setup window.
- You can also display the Profile menu by selecting [Profile] from the ScanSnap Manager menu.
- You can also select a profile from [Profile] in the ScanSnap setup window.

Using Profiles to Perform Scanning

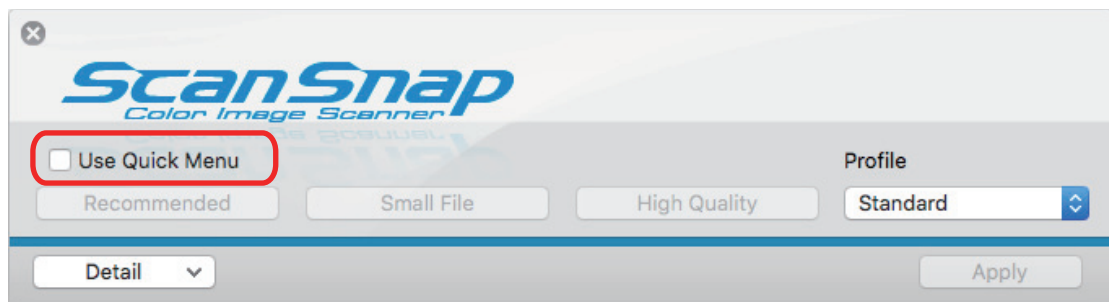
This section explains how to use profiles to perform scanning.

The following explains an example in which the scanned image file is saved to ScanSnap Organizer.

1. In the ScanSnap Manager menu, select [Settings].

⇒ The ScanSnap setup window appears.

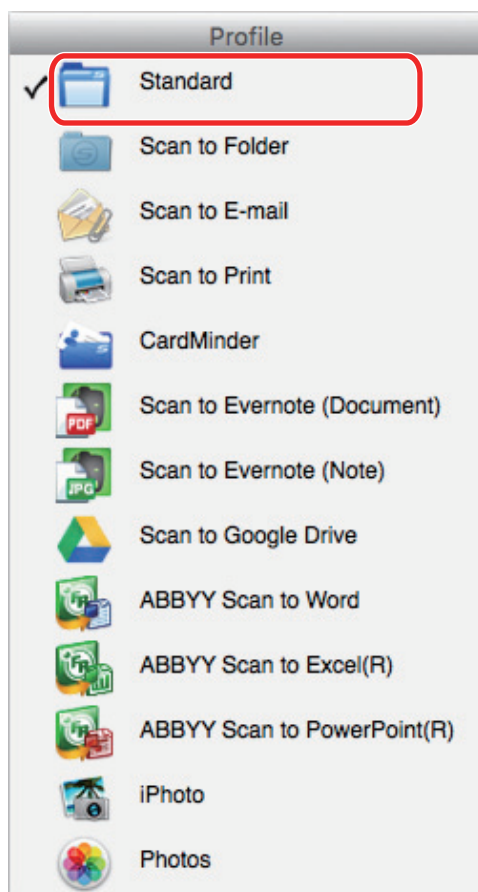
2. Clear the [Use Quick Menu] checkbox.



HINT

When you connect SV600 and another ScanSnap to a computer, a pop-up menu for changing the ScanSnap to use is displayed. For details, refer to ["When Two ScanSnaps Are Connected to a Computer \(For SV600\)"](#) (page 128).

3. Click the [Apply] button in the ScanSnap setup window.
4. Click the [X] button in the upper left of the window to close the ScanSnap setup window.
5. Select [Standard] from the Profile menu.



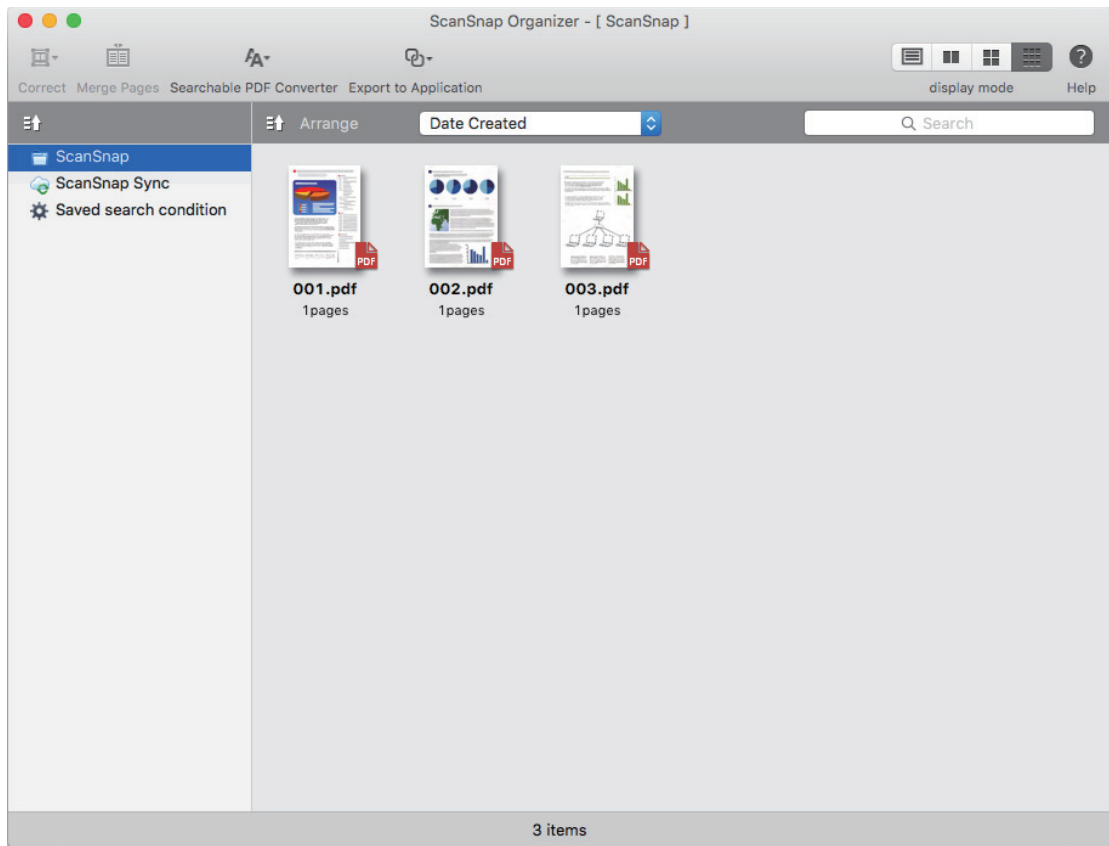
HINT

When you connect SV600 and another ScanSnap to a computer, the Profile menu specific to each ScanSnap is displayed. In that case, select a profile from the Profile menu for the ScanSnap model you use.

6. Scan documents with the ScanSnap.

For details about scanning documents, refer to the Basic Operation Guide.

⇒ The [ScanSnap Organizer] window appears when the scanning is completed.



Profile Management

This section explains how to manage profiles.

For details about how to add, change, or delete profiles, refer to the following:

- ["Adding Profiles" \(page 60\)](#)
- ["Changing Profiles" \(page 63\)](#)
- ["Renaming Profiles" \(page 65\)](#)
- ["Changing the Display Order of Profiles" \(page 67\)](#)
- ["Deleting Profiles" \(page 68\)](#)

HINT

When you connect SV600 and another ScanSnap to a computer, you can change the settings for each ScanSnap. For details, refer to ["When Two ScanSnaps Are Connected to a Computer \(For SV600\)" \(page 128\)](#).

Adding Profiles

This section explains how to add a profile.

Up to 20 profiles can be saved including the [Standard] profile.

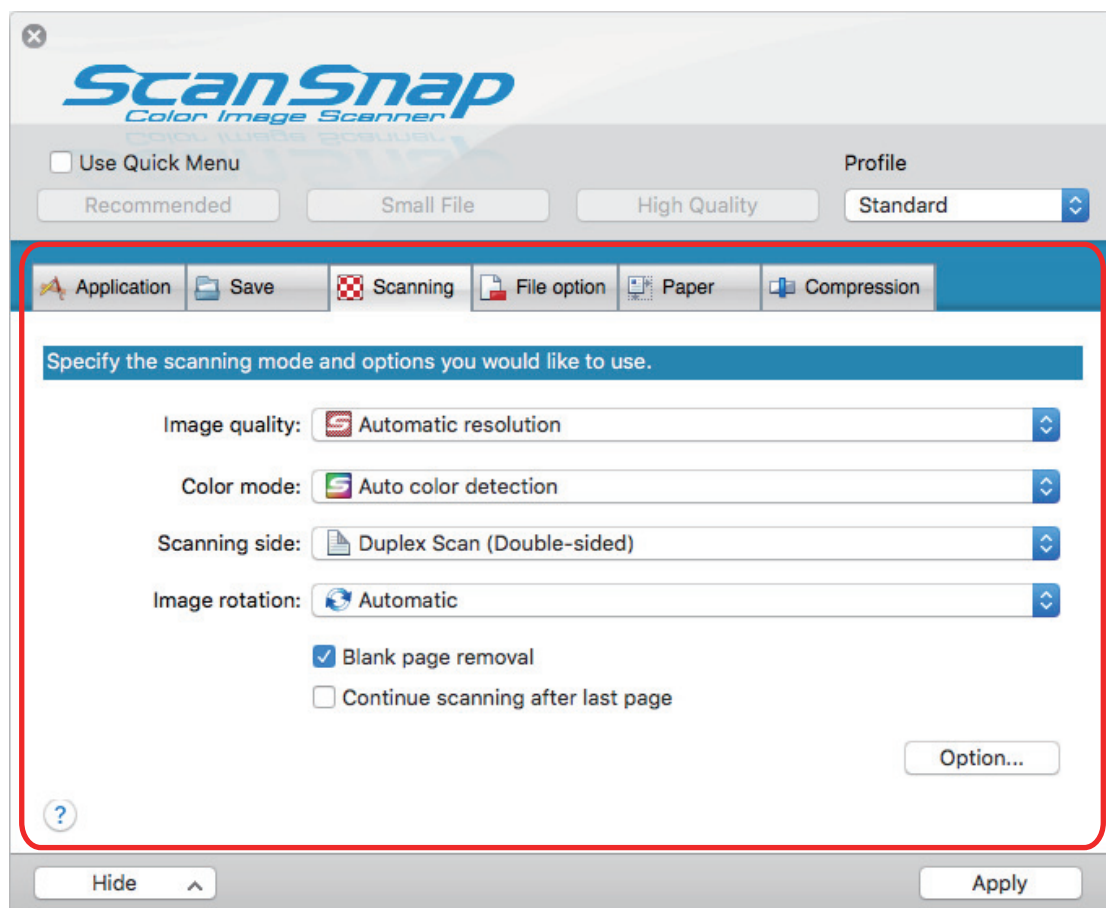
- 1. In the ScanSnap Manager menu, select [Settings].**

⇒ The ScanSnap setup window appears.

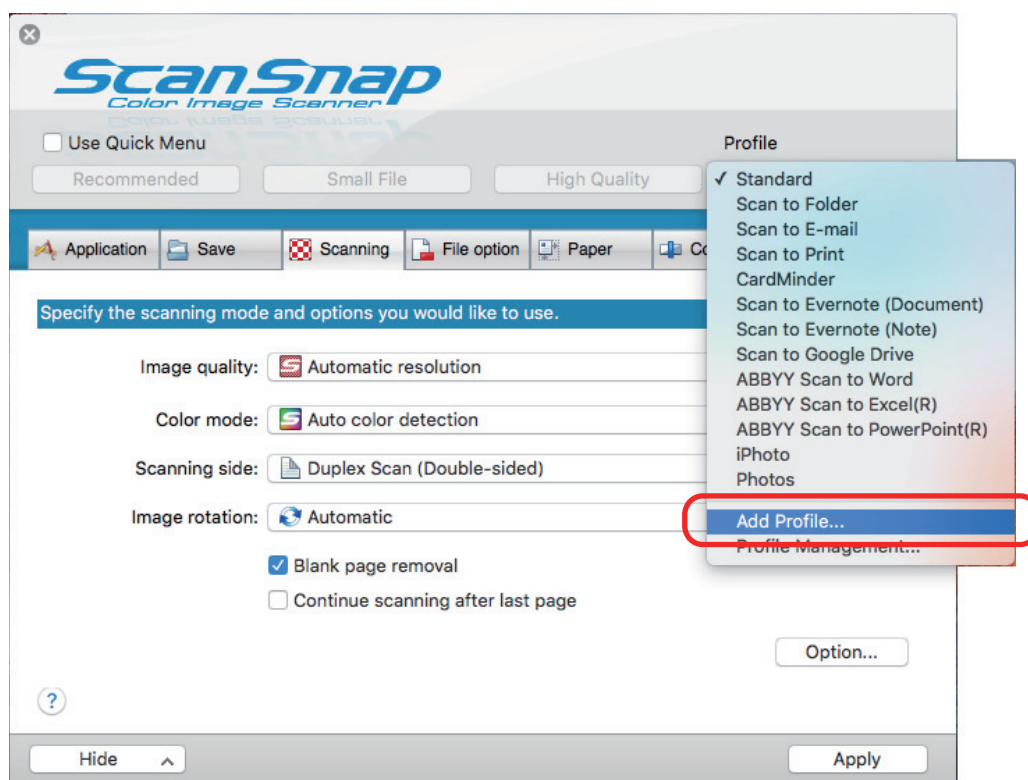
- 2. Clear the [Use Quick Menu] checkbox.**

- 3. Configure the scan settings in each tab.**

For details about each tab, refer to the ScanSnap Manager Help.

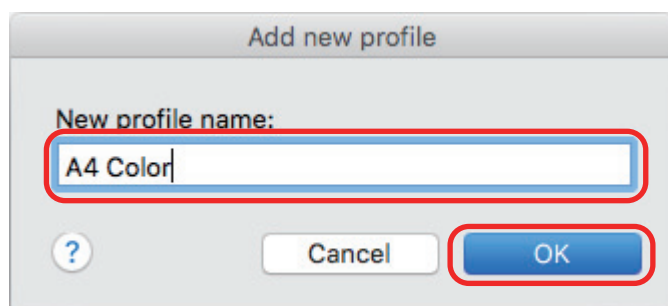


- 4. Select [Add Profile] from the [Profile].**

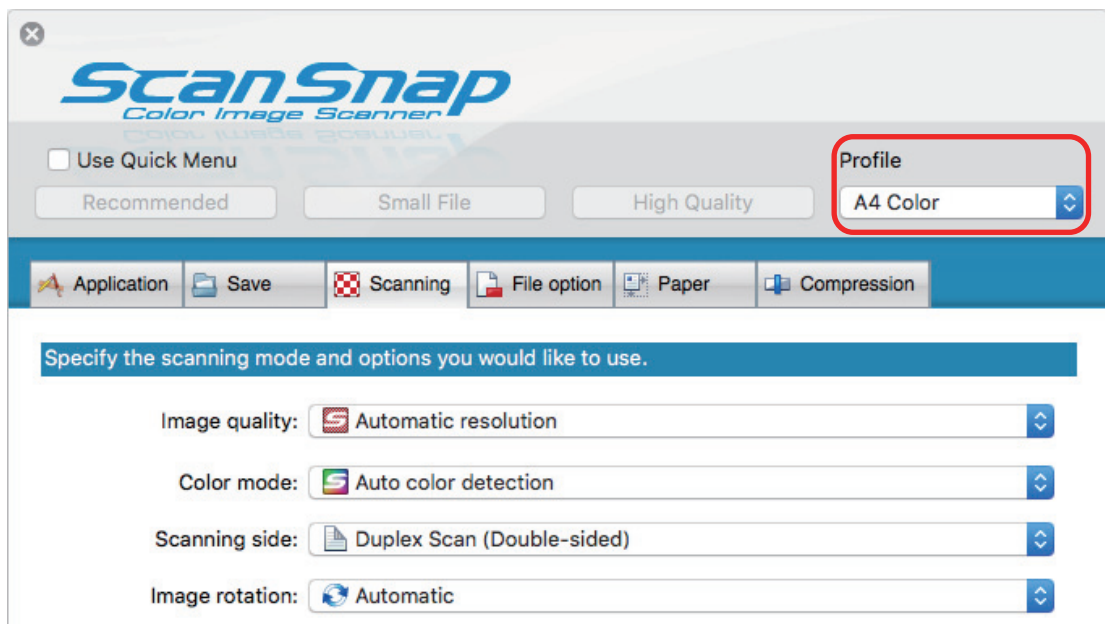


⇒ The [Add new profile] window appears.

5. Type in a new profile name and click the [OK] button.



⇒ The added profile appears in [Profile] in the ScanSnap setup window.



6. Click the [Apply] button.
7. Click the [X] button in the upper left of the window to close the ScanSnap setup window.

Changing Profiles

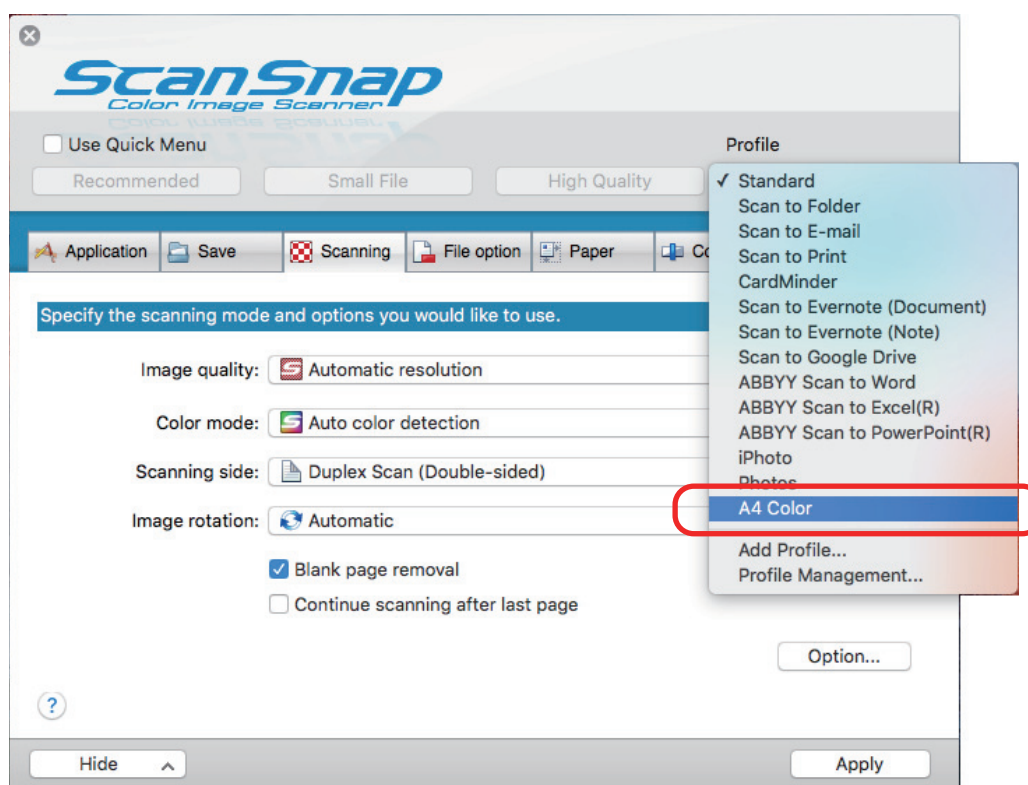
This section explains how to change the scan settings for a profile.

- 1. In the ScanSnap Manager menu, select [Settings].**

⇒ The ScanSnap setup window appears.

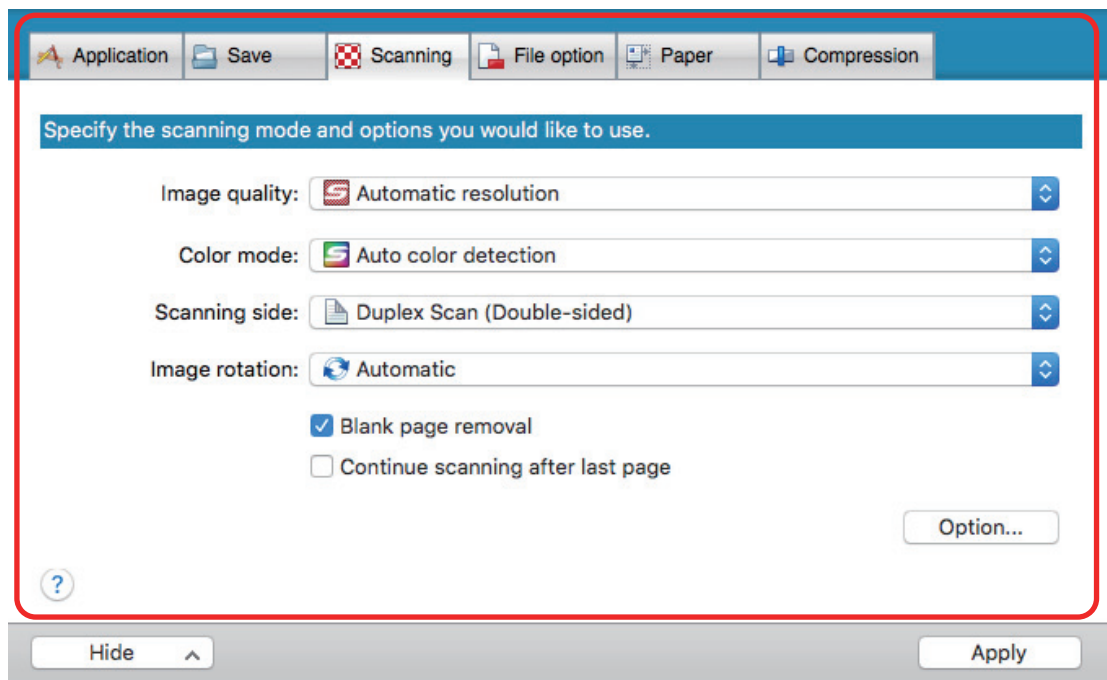
- 2. Clear the [Use Quick Menu] checkbox.**

- 3. Select a profile to change from [Profile].**



- 4. Change the scan settings in each tab.**

For details about each tab, refer to the ScanSnap Manager Help.



5. When you finish changing the settings for the selected profile, click the [Apply] button.
6. Click the [X] button in the upper left of the window to close the ScanSnap setup window.

Renaming Profiles

This section explains how to rename a profile.

You can rename other profiles than the [Standard] profile.

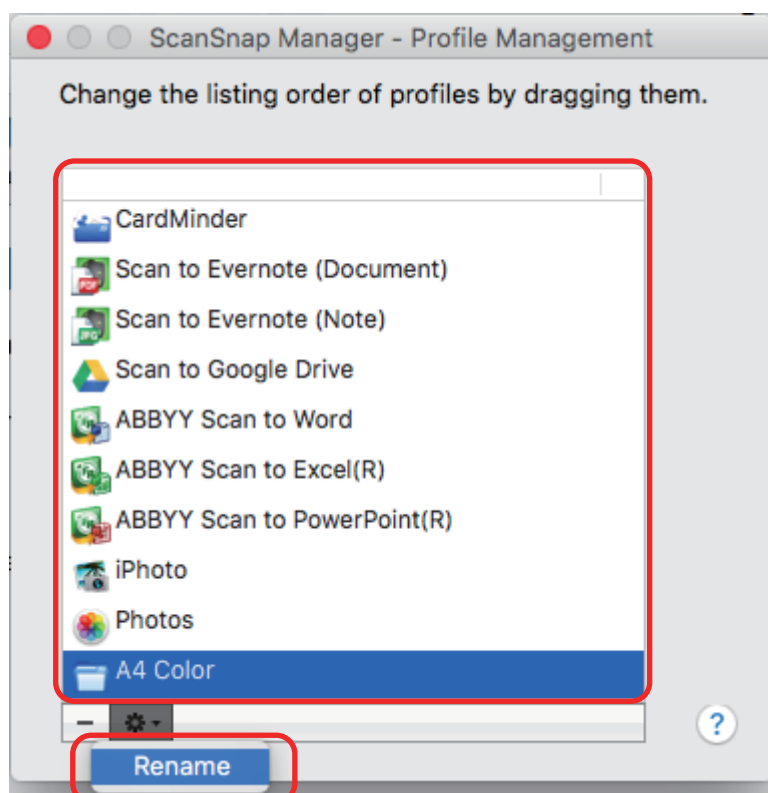
1. Select [Profile Management] from the ScanSnap Manager menu.

⇒ The [ScanSnap Manager - Profile Management] window appears.

HINT

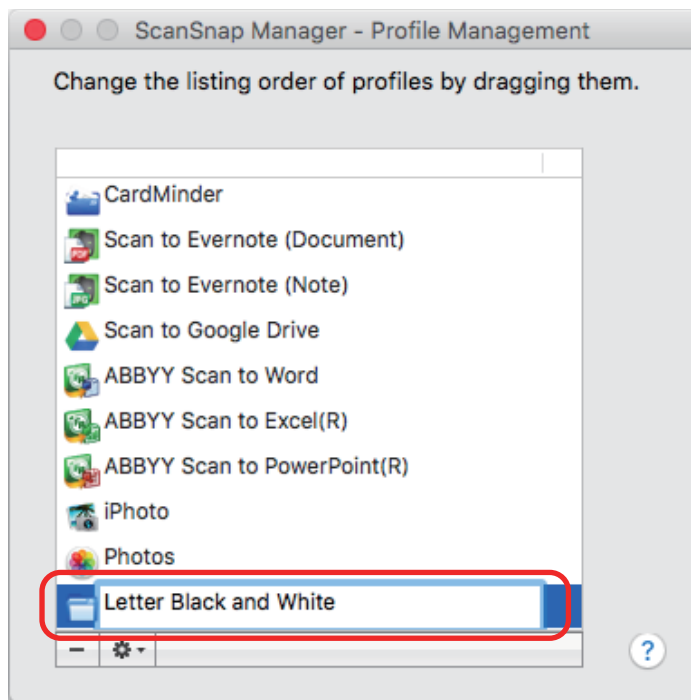
- If you cannot select [Profile Management] in the ScanSnap Manager menu, clear the [Use Quick Menu] checkbox in the ScanSnap setup window.
- You can also display the [ScanSnap Manager - Profile Management] window by selecting [Profile Management] from [Profile] in the ScanSnap setup window.

2. Select a profile and click the [] button in the lower left of the window to select [Rename].



⇒ Entering a new name in the profile name field becomes available.

3. Type in a new name.

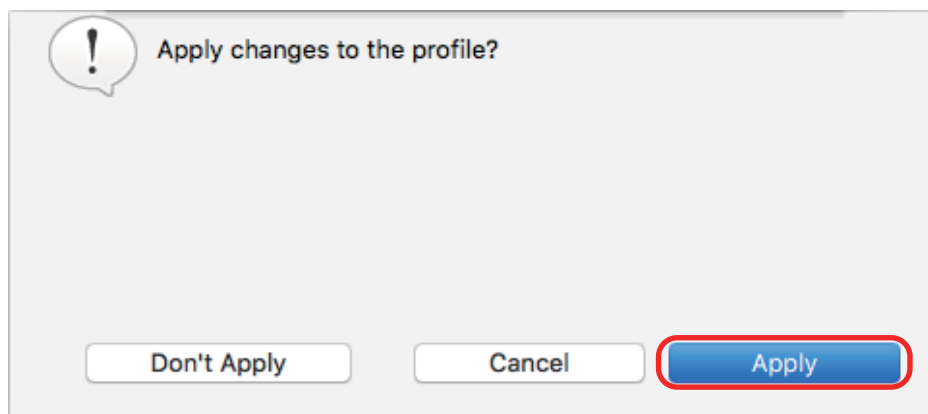


⇒ The profile is renamed.

4. Click the [●] button in the upper left of the window to close the [ScanSnap Manager - Profile Management] window.

⇒ A message window appears.

5. Click the [Apply] button.



Changing the Display Order of Profiles

This section explains how to change the display order of profiles.
However, you cannot change the [Standard] display order.

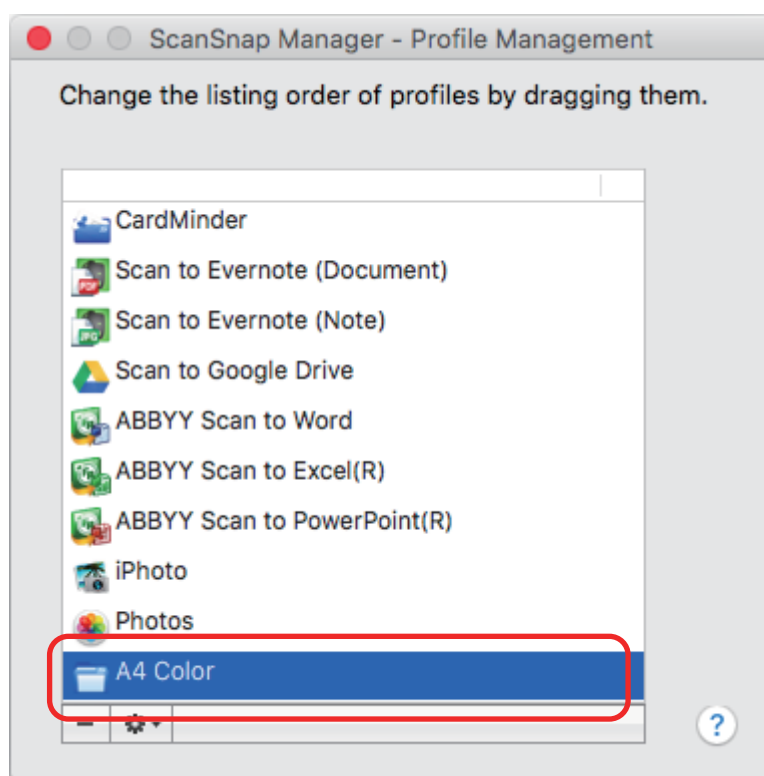
1. Select [Profile Management] from the ScanSnap Manager menu.

⇒ The [ScanSnap Manager - Profile Management] window appears.

HINT

- If you cannot select [Profile Management] in the ScanSnap Manager menu, clear the [Use Quick Menu] checkbox in the ScanSnap setup window.
- You can also display the [ScanSnap Manager - Profile Management] window by selecting [Profile Management] from [Profile] in the ScanSnap setup window.

2. Drag a profile to the desired position in the list.



3. Click the [●] button in the upper left of the window to close the [ScanSnap Manager - Profile Management] window.

Deleting Profiles

This section explains how to delete a profile.

You can delete other profiles than the [Standard] profile.

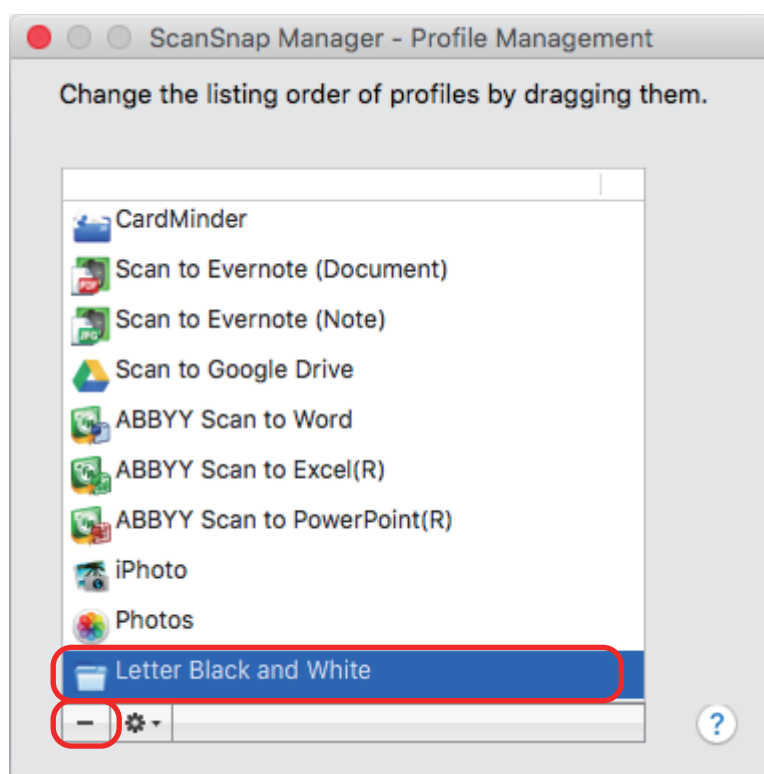
1. Select [Profile Management] from the ScanSnap Manager menu.

⇒ The [ScanSnap Manager - Profile Management] window appears.

HINT

- If you cannot select [Profile Management] in the ScanSnap Manager menu, clear the [Use Quick Menu] checkbox in the ScanSnap setup window.
- You can also display the [ScanSnap Manager - Profile Management] window by selecting [Profile Management] from [Profile] in the ScanSnap setup window.

2. Select a profile and click the button.



⇒ The selected profile is deleted.

3. Click the button in the upper left of the window to close the [ScanSnap Manager - Profile Management] window.

⇒ A message window appears.

4. Click the [Apply] button.

Scan Settings for Your Intended Use

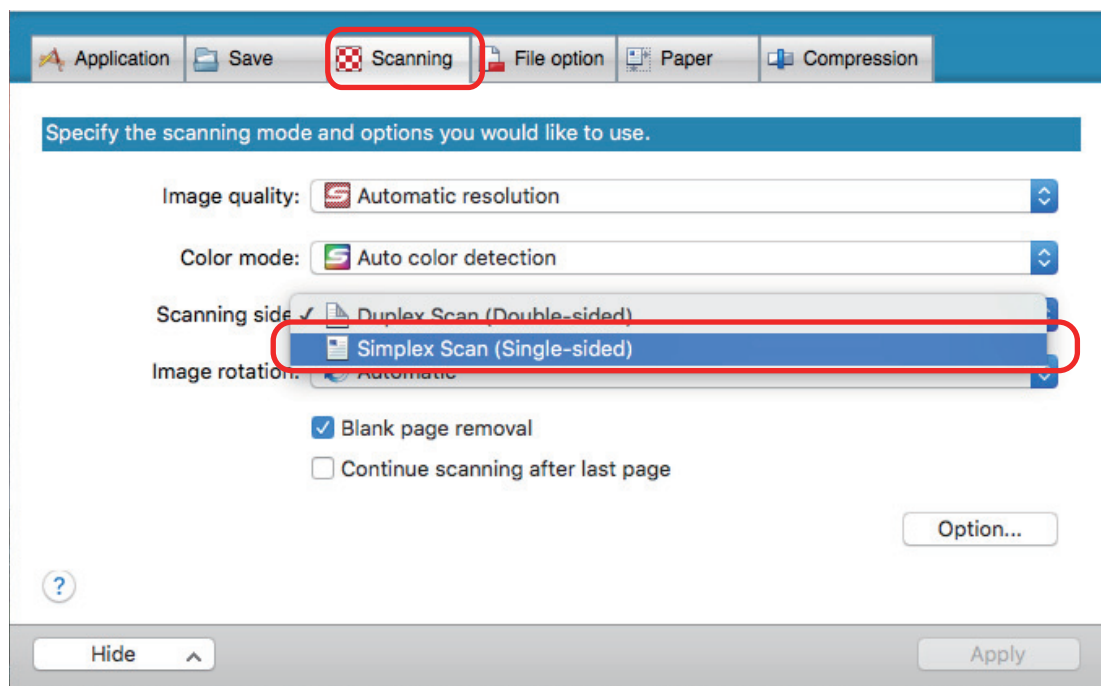
This section explains how to configure scan settings for creating scanned images depending on your intended use.

Scan settings can be configured in the ScanSnap setup window.

- ["Scanning Only One Side of a Document \(iX500, S1500, S1500M, S1300i, or S1300\)" \(page 70\)](#)
- ["Scanning Color Documents in Gray or Black & White" \(page 71\)](#)
- ["Deleting Blank Pages \(Not Applicable to SV600\)" \(page 72\)](#)
- ["Correcting Skewed Character Strings" \(page 73\)](#)
- ["Rotating a Scanned Image to Its Correct Orientation" \(page 75\)](#)
- ["Reducing Bleed-Through" \(page 77\)](#)
- ["Reducing the Effect of Lighting \(For SV600\)" \(page 79\)](#)
- ["Reducing Faded Colors and Blown-Out Highlights \(For SV600\)" \(page 81\)](#)
- ["Correcting Skewed Text \(For SV600\)" \(page 83\)](#)
- ["Saving Scanned Images in Multiple PDF Files" \(page 85\)](#)
- ["Saving the Scanned Images of a Book as Separate Single-Page Images \(For SV600\)" \(page 87\)](#)
- ["Creating Searchable PDF Files" \(page 89\)](#)
- ["Setting Keywords in PDF Files" \(page 93\)](#)
- ["Starting Scanning Automatically \(SV600\)" \(page 99\)](#)
- ["Saving Two Files and Pages as a Double-page Spread Image" \(page 103\)](#)

Scanning Only One Side of a Document (iX500, S1500, S1500M, S1300i, or S1300)

To scan only one side of a document, in the [Scanning] tab of the ScanSnap setup window, select [Simplex Scan] in the [Scanning side] drop-down list.

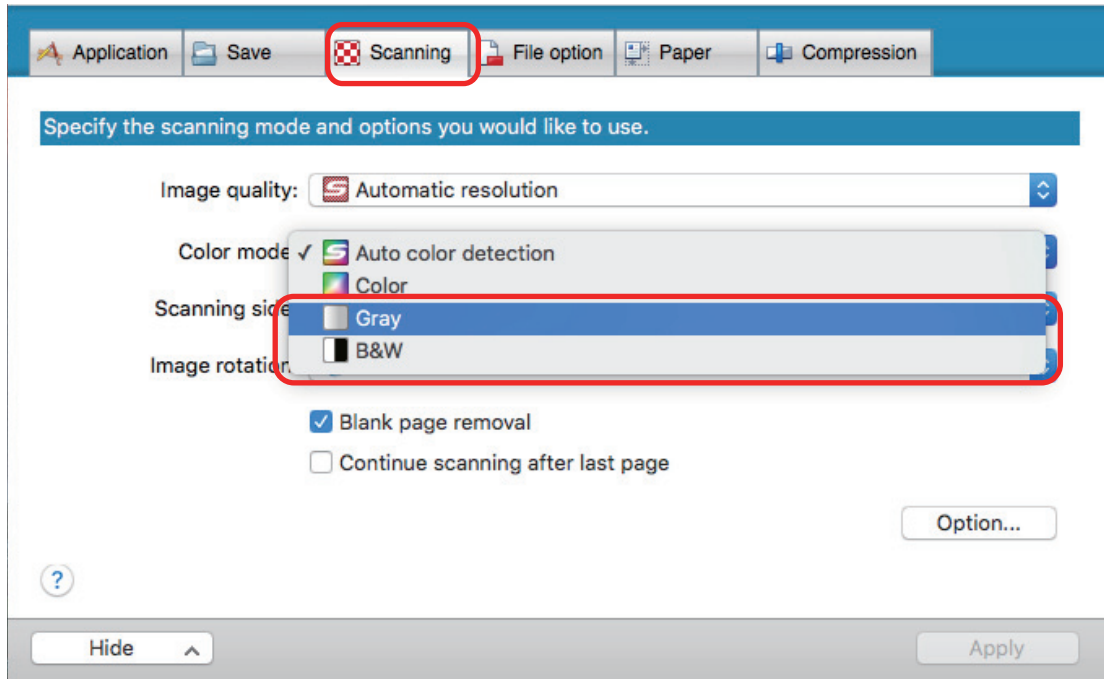


HINT

When you select [Simplex Scan] from the ScanSnap Manager menu, scanning is performed in simplex mode even if [Duplex Scan] is specified for [Scanning side] in the [Scanning] tab.

Scanning Color Documents in Gray or Black & White

If you want to scan color documents and save them in gray or black & white, select [Gray] or [B&W] from the [Color mode] drop-down list in the [Scanning] tab of the ScanSnap setup window.



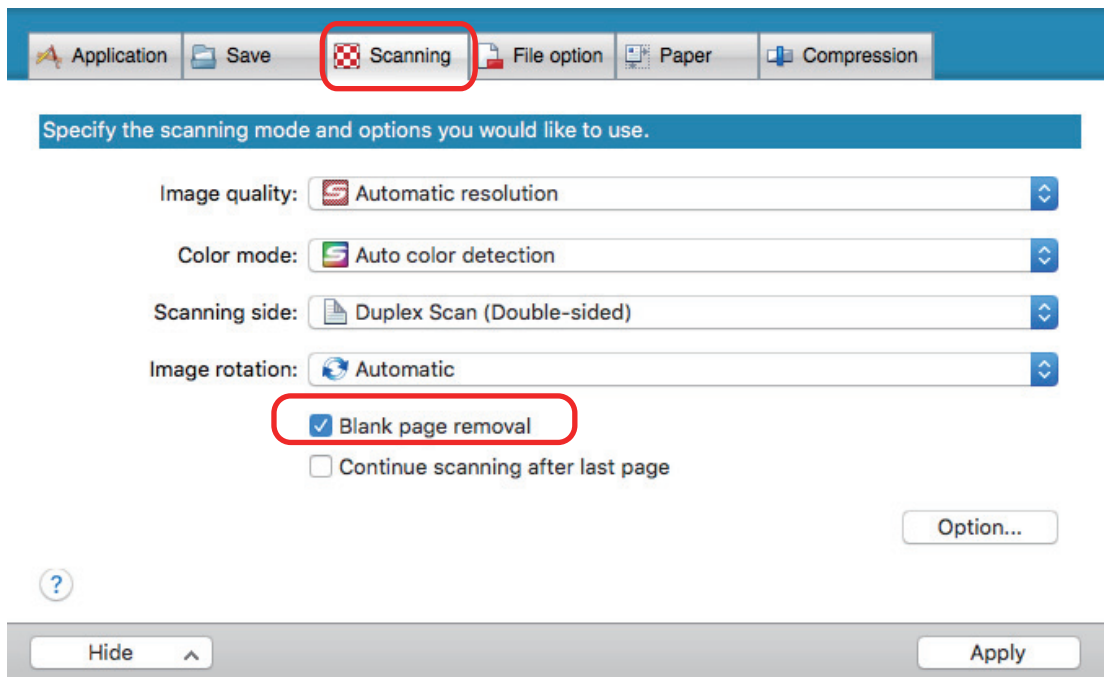
Deleting Blank Pages (Not Applicable to SV600)

The ScanSnap can detect and automatically delete blank pages from a scanned image. For example, when you scan a mixed batch of double-sided and single-sided documents in duplex mode, the images are generated without the back sides of the single-sided documents (blank pages).

ATTENTION

Blank pages are not deleted when CardMinder is used.

To delete blank pages, select [Blank page removal] in the [Scanning] tab of the ScanSnap setup window.



ATTENTION

The following documents may be detected as blank.

- Almost blank documents with only a few characters
- Documents of only one color (including black) and without any patterns, lines or characters

When you scan such documents, clear the [Blank page removal] checkbox.

Also make sure to check the image data for accidentally deleted pages when discarding the scanned document.

Correcting Skewed Character Strings

When documents with skewed character strings are scanned, the ScanSnap is able to detect the skewed character strings and correct them.

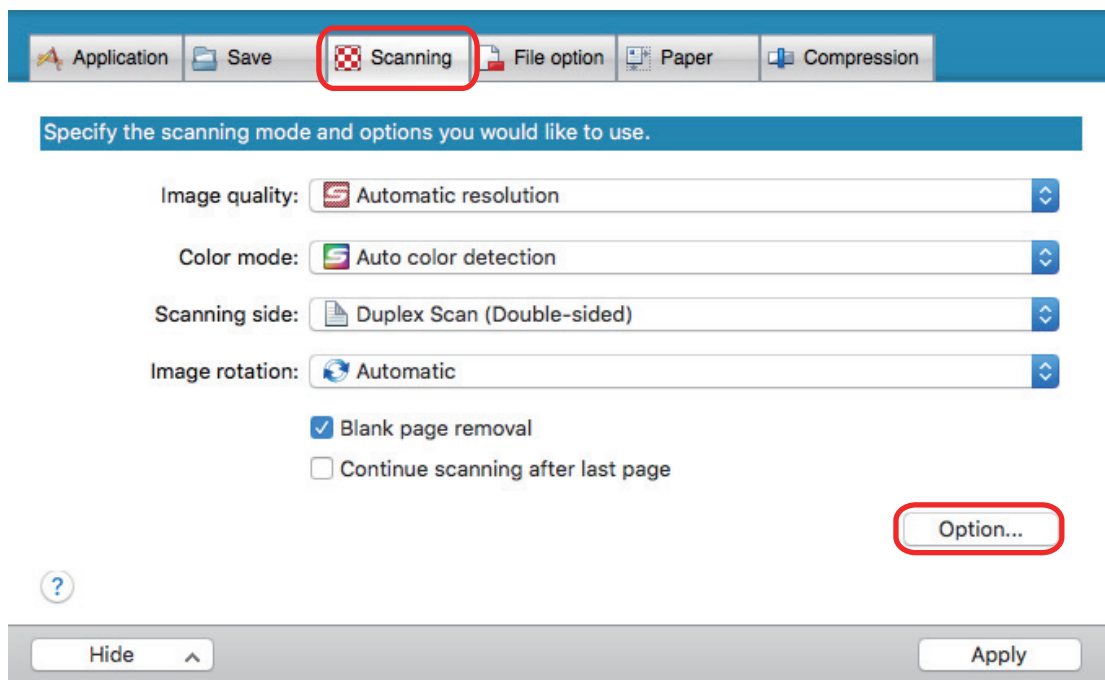
ATTENTION

If the Carrier Sheet is used for scanning, skewed character strings are not corrected.

HINT

When [Automatic detection] is specified for [Paper size] in the [Paper] tab of the ScanSnap setup window, the skew in the image is always corrected. Therefore, [Deskew by text on document] does not have to be enabled.

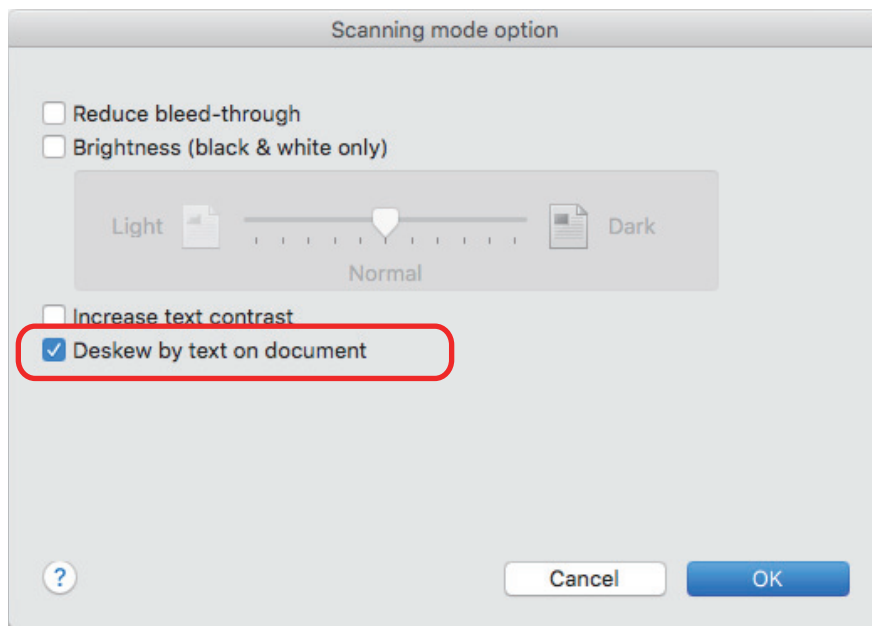
1. In the ScanSnap setup window, select the [Scanning] tab, and click the [Option] button.




⇒ The [Scanning mode option] window appears.

2. Select the [Deskew by text on document] checkbox.

For SV600, the [Deskew by text on document] checkbox is located in the [Image quality] tab of the [Scanning mode option] window.



3. Click the [OK] button to close the [Scanning mode option] window.
4. Click the [Apply] button in the ScanSnap setup window.
5. Click the [] button in the upper left of the window to close the ScanSnap setup window.

ATTENTION

- Up to ± 5 degrees of skew can be corrected.
- Skewed characters are corrected based on the character strings printed on the document. Therefore, the scanned image for the following types of documents may be adjusted at the wrong angle.

In that case, clear the [Deskew by text on document] checkbox:

- Documents on which pitches between lines or characters are extremely narrow, or characters are overlapped
- Documents with many outlined or decorated characters
- Documents with many images (such as photographs and figures) and few characters
- Documents with characters on a patterned background

Example: Characters overlapping illustrations and diagrams

- Documents with long diagonal lines
- Documents including handwritten characters

Rotating a Scanned Image to Its Correct Orientation

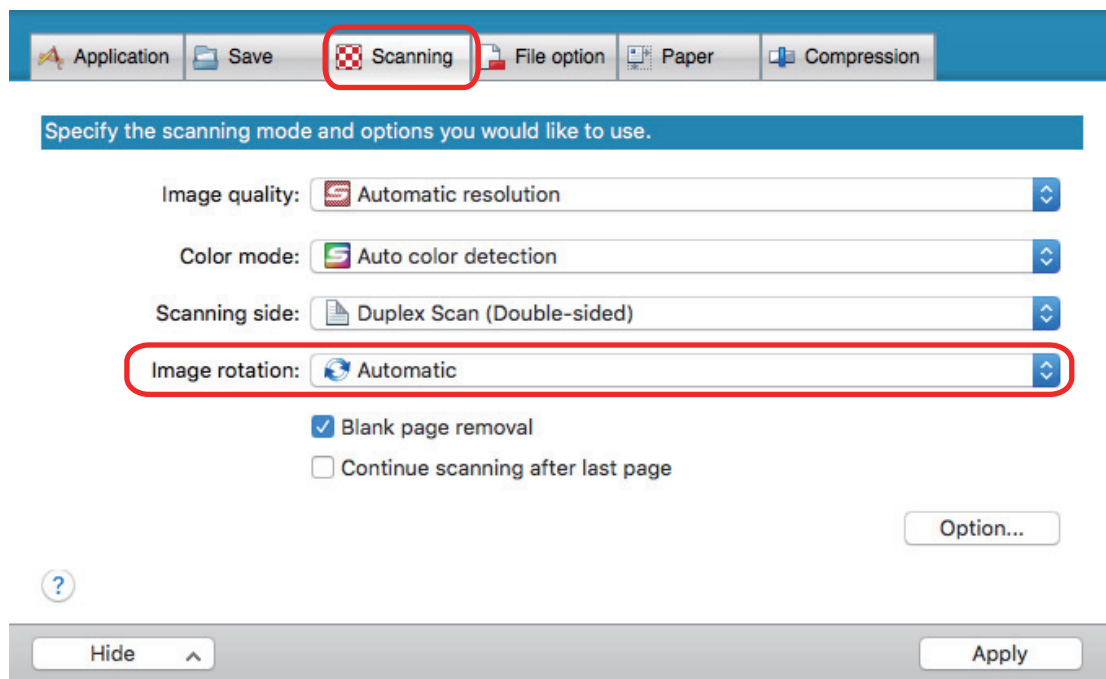
The ScanSnap is able to rotate each scanned image automatically or to a specified orientation.

In an office environment, it is often the case that a single batch contains same size documents of different text orientations. Automatic detection of the text orientation is useful for such a document batch.

To rotate the orientation of scanned images, select [Image rotation] in the [Scanning] tab of the ScanSnap setup window.

ATTENTION

In the case of SV600, if you select [Select later] from [Document type] in the [Paper] tab of the ScanSnap setup window to scan a document and then select [Double-page spread (Book/Magazine)] in the [ScanSnap Manager - Image scanning and file saving] window, the scanned image is not rotated automatically to its correct orientation.



ATTENTION

The correct orientation of the scanned image is determined by the character strings printed on the document. Therefore, the scanned images for the following types of documents may not rotate when [Automatic] is selected for [Image rotation].

In this case, do not select [Automatic].

- Documents with many extremely large or small characters
- Documents on which pitches between lines or characters are extremely narrow, or characters are overlapped
- Documents with many characters contacting underlines or borders
- Documents with many images (such as photographs and figures) and few characters
- Documents with characters on an unevenly colored background

Example: Shaded characters

- Documents with many decorated characters

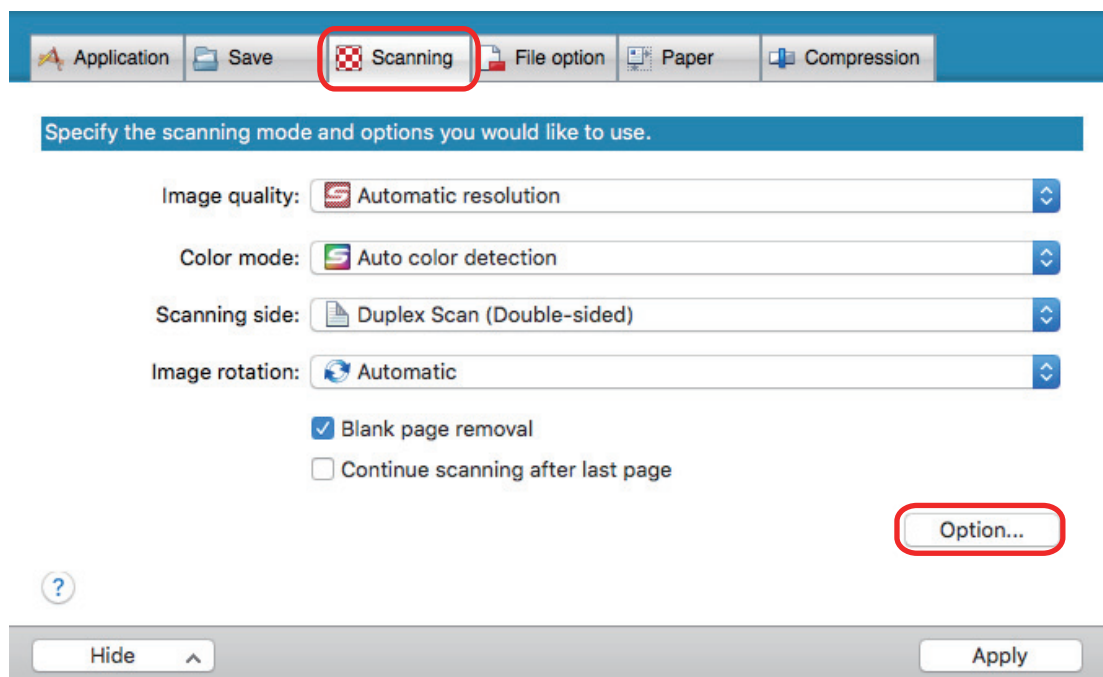
Example: Decorated characters (embossed/outlined)

- Documents with characters on a patterned background
Example: Characters overlapping illustrations and diagrams
- Documents with characters printed in various directions such as drawings
- Documents written using only capital letters
- Documents including handwritten characters
- Skewed documents
- Documents not written in the following languages
 - English/French/German/Italian/Spanish/Portuguese
 - Languages (Japanese, Chinese (simplified/traditional), Korean, and Russian) that are included in the OCR pack that has been installed
 - A language that is specified for [Language] by selecting the [Convert to Searchable PDF] check box in the [File option] tab of the ScanSnap setup window
- Documents with complex layouts
- Documents with a large amount of image noise
- Documents with faint characters
- Documents with faded characters

Reducing Bleed-Through

The bleed-through that appears in the scanned image when there is text or illustration on the back side of the document can be reduced.

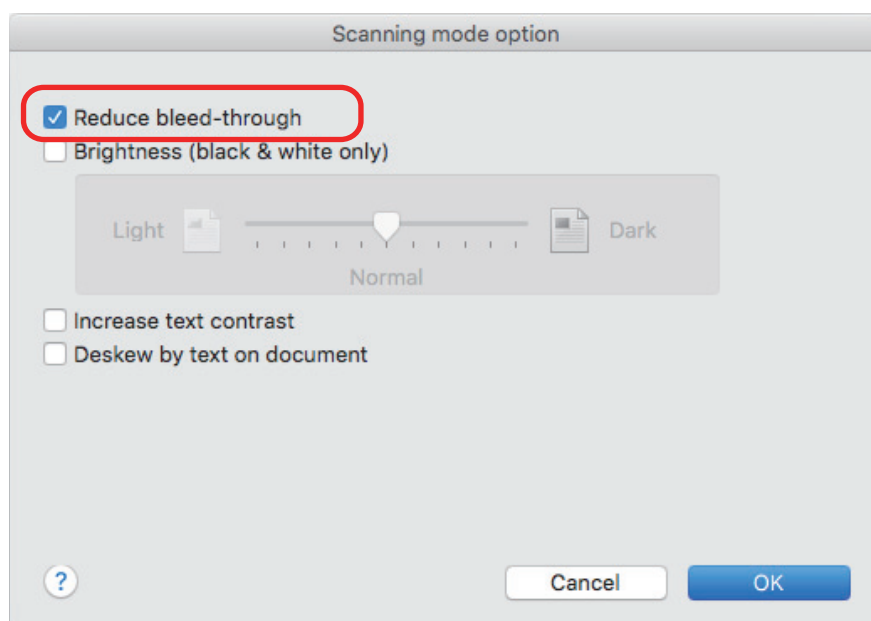
1. In the ScanSnap setup window, select the [Scanning] tab, and click the [Option] button.



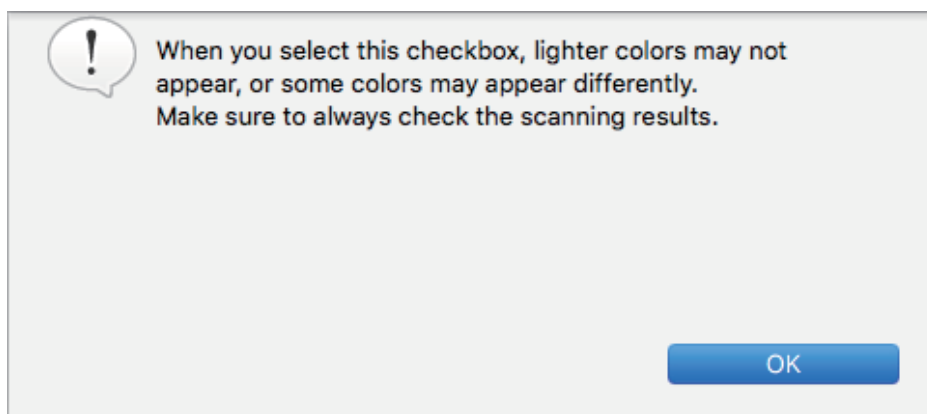
⇒ The [Scanning mode option] window appears.

2. Select the [Reduce bleed-through] checkbox.

For SV600, the [Reduce bleed-through] checkbox is located in the [Image quality] tab on the [Scanning mode option] window.



⇒ The following message appears.



3. Click the [OK] button to close the message.
4. Click the [OK] button to close the [Scanning mode option] window.
5. Click the [Apply] button in the ScanSnap setup window.
6. Click the [✕] button in the upper left of the window to close the ScanSnap setup window.

ATTENTION

For documents described below, bleed-through reduction may not function effectively. In that case, clear the [Reduce bleed-through] checkbox.

- Documents with light colored letters or pictures/documents with thin letters or lines/documents with a dark background color
The color may not be reproduced or the color may be changed. If you want to recognize the marked character strings, the recognition rate for the characters may be lowered.
- Documents where the color for letters is light or the letters are thin
The recognition rate for the characters may be lowered.
- Documents with a lot of bleed-through
The bleed-through may be emphasized.

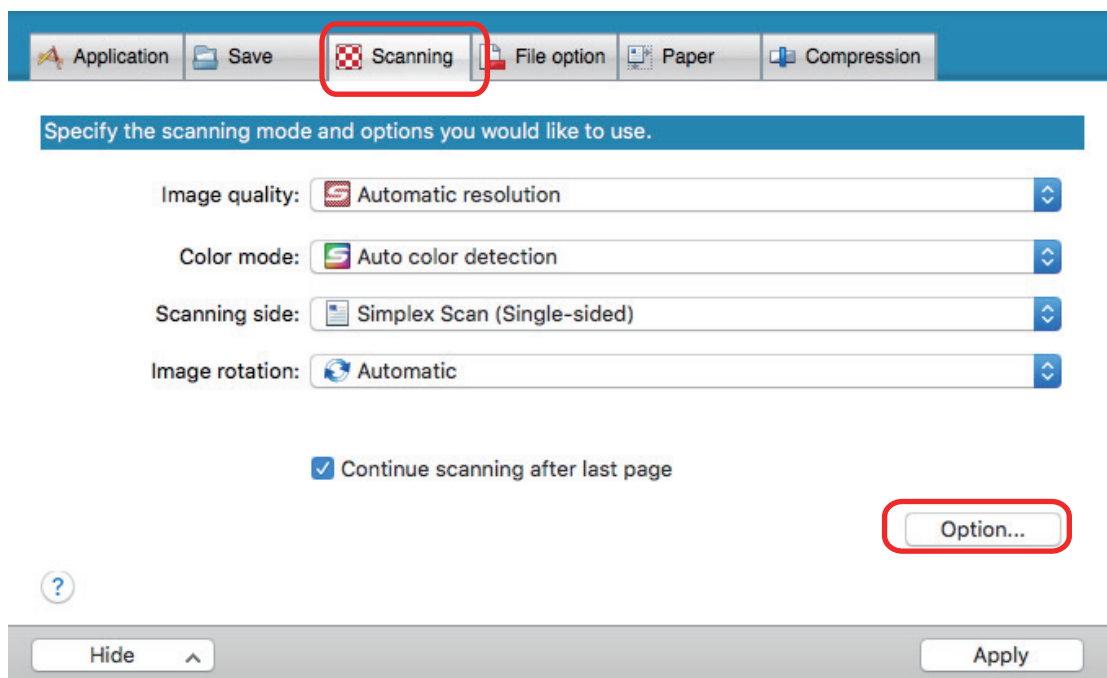
Reducing the Effect of Lighting (For SV600)

Horizontal stripes caused by the effect of fluorescent or other lighting can be reduced in the scanned image.

ATTENTION

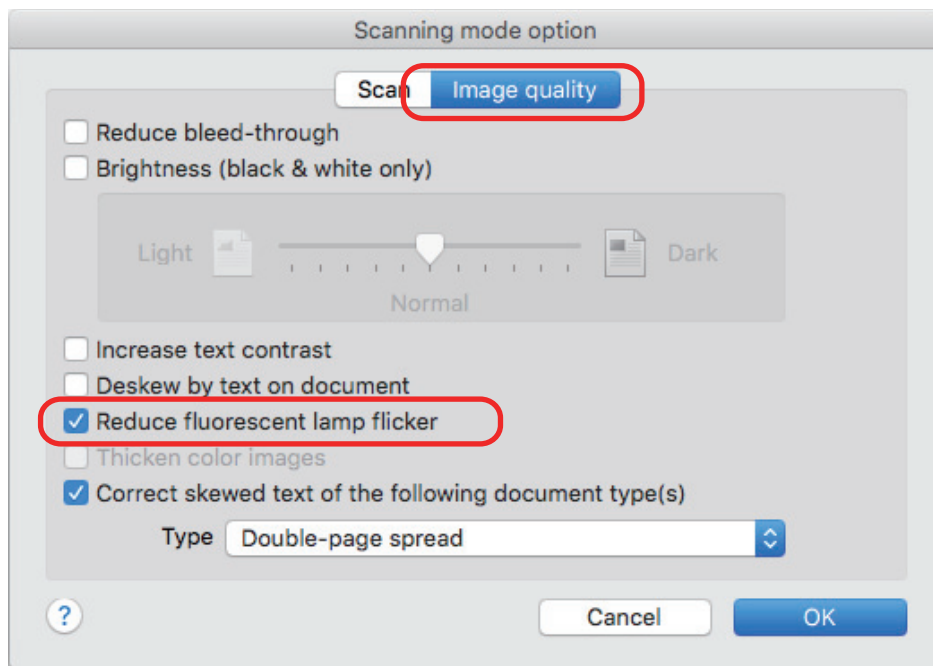
- This process makes scanning speed slower than usual. It also makes the waiting time to start scanning longer for continuous scanning.
- This process may take extra time depending on your computer system environment.

1. In the ScanSnap setup window, select the [Scanning] tab, and click the [Option] button.

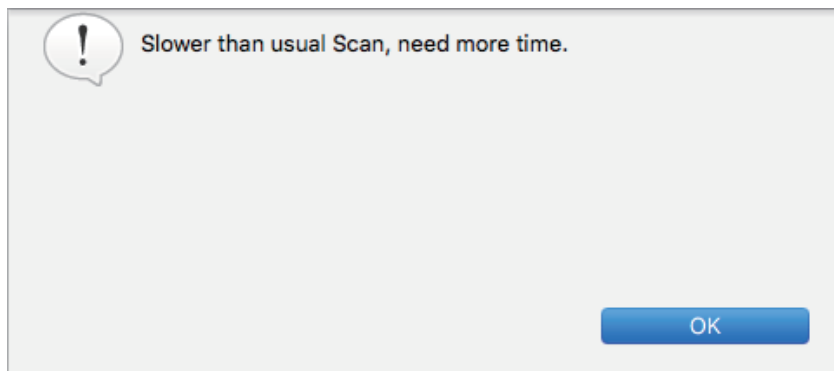


⇒ The [Scanning mode option] window appears.

2. Click the [Image quality] tab, and select the [Reduce fluorescent lamp flicker] checkbox.



⇒ The following message appears.



3. Click the [OK] button to close the message.
4. Click the [OK] button to close the [Scanning mode option] window.
5. Click the [Apply] button in the ScanSnap setup window.
6. Click the [✕] button in the upper left of the window to close the ScanSnap setup window.

Reducing Faded Colors and Blown-Out Highlights (For SV600)

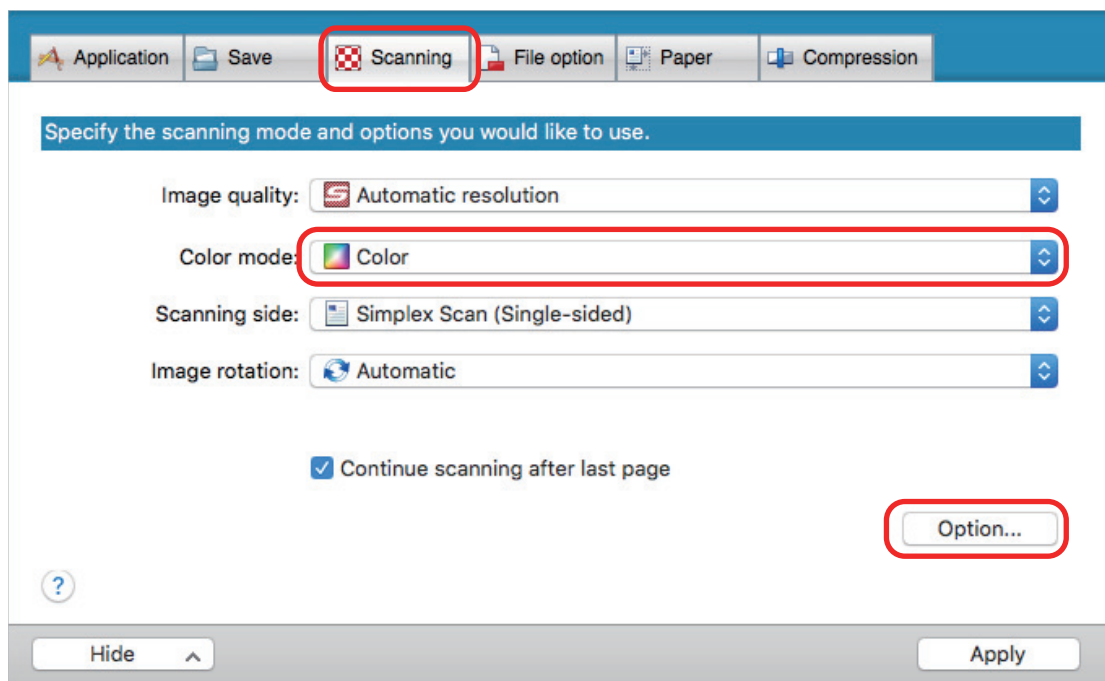
Faded colors and blown-out highlights can be reduced in the scanned image.

ATTENTION

When the [Thicken color images] checkbox is selected, the following checkboxes are disabled:

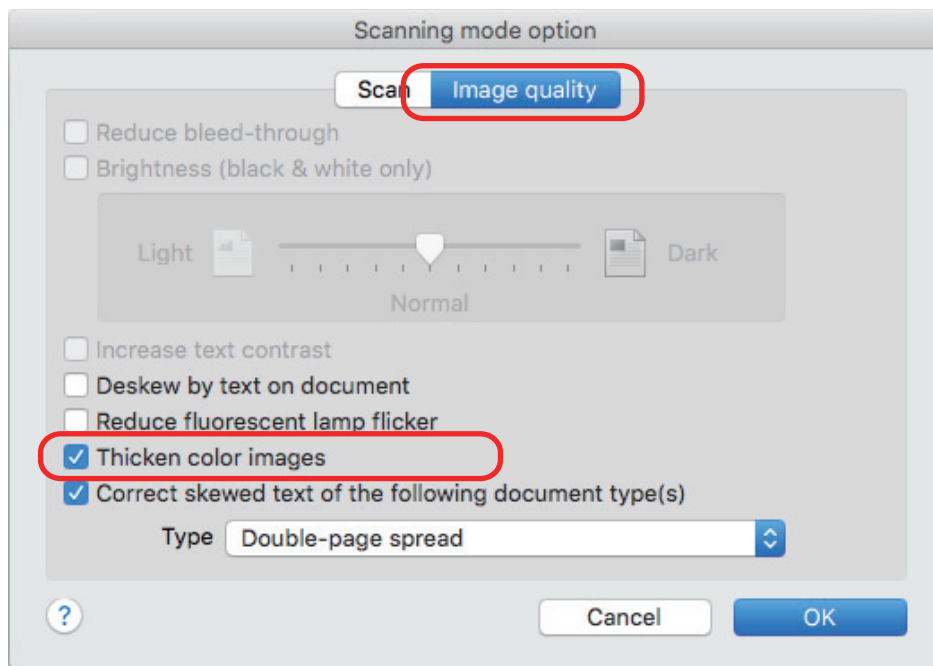
- [Reduce bleed-through] checkbox
- [Brightness (black & white only)] checkbox
- [Increase text contrast] checkbox

1. In the ScanSnap setup window, select the [Scanning] tab, select [Color] for [Color mode], and click the [Option] button.

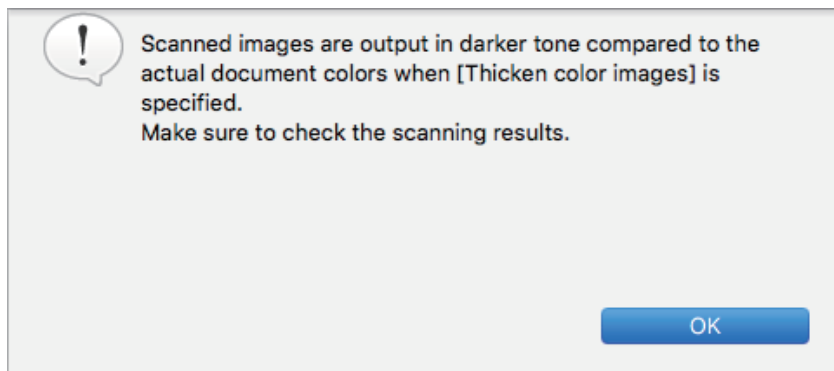



⇒ The [Scanning mode option] window appears.

2. Click the [Image quality] tab, and select the [Thicken color images] checkbox.



⇒ The following message appears.



3. Click the [OK] button to close the message.
4. Click the [OK] button to close the [Scanning mode option] window.
5. Click the [Apply] button in the ScanSnap setup window.
6. Click the [, X] button in the upper left of the window to close the ScanSnap setup window.

Correcting Skewed Text (For SV600)

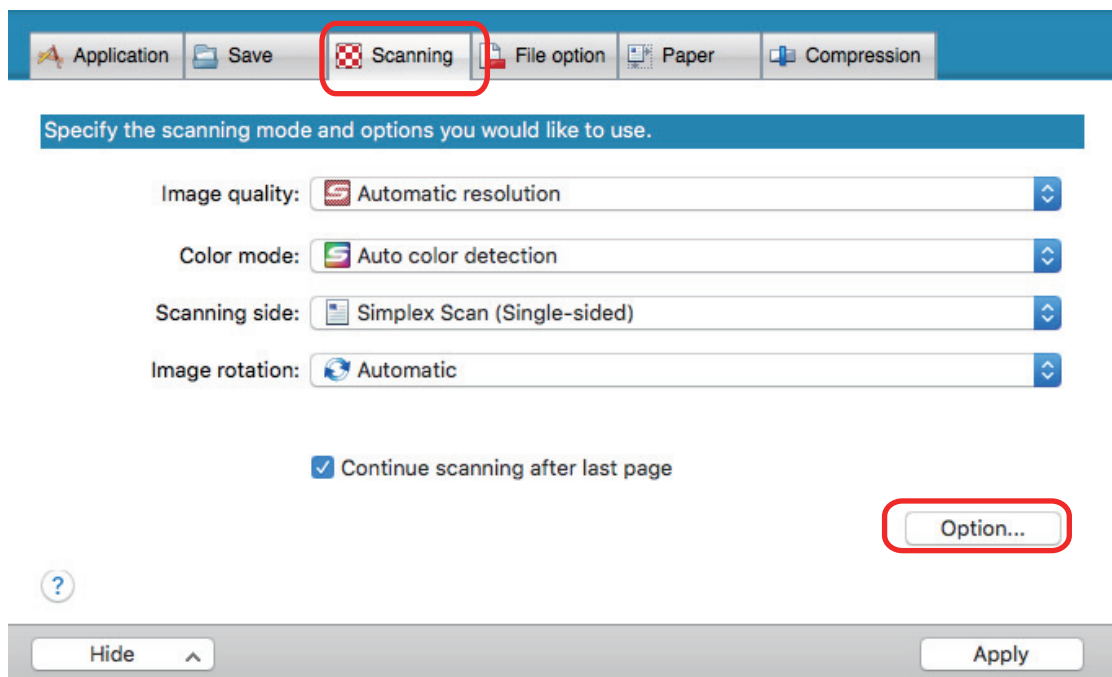
The horizontally skewed text, lines, or graphics in the scanned images can be corrected.

ATTENTION

In the following types of documents, skews are not corrected:

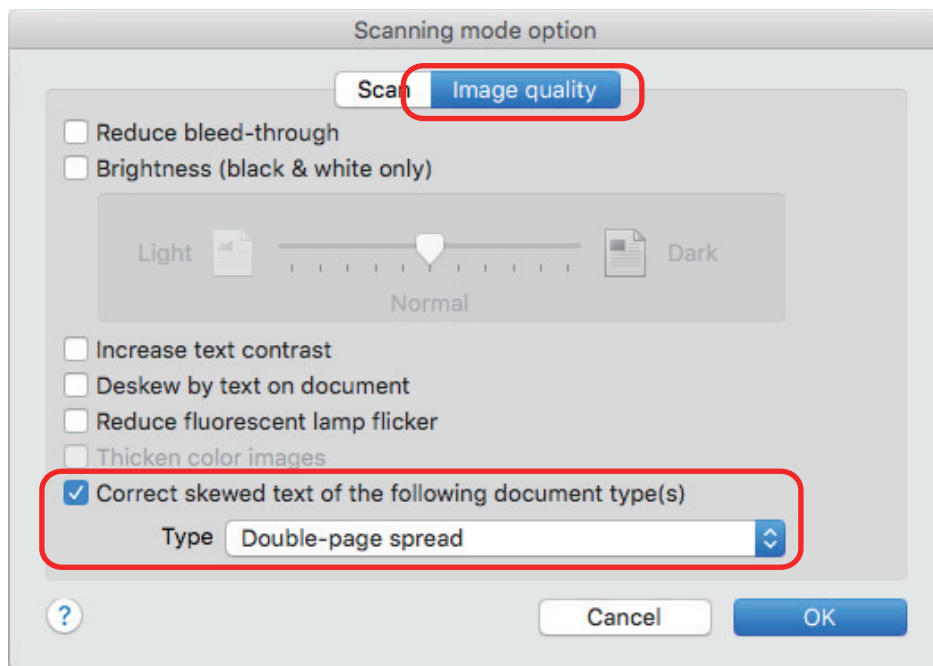
- Documents without a horizontal line
- Documents with fine (less than 0.5 point thick), broken, dotted, wavy, or light-colored lines

1. In the ScanSnap setup window, select the [Scanning] tab, and click the [Option] button.



⇒ The [Scanning mode option] window appears.

2. Click the [Image quality] tab and select the [Correct skewed text of the following document type(s)] checkbox, then select a document for correction in [Type].



3. Click the [OK] button to close the [Scanning mode option] window.
4. Click the [Apply] button in the ScanSnap setup window.
5. Click the [✕] button in the upper left of the window to close the ScanSnap setup window.

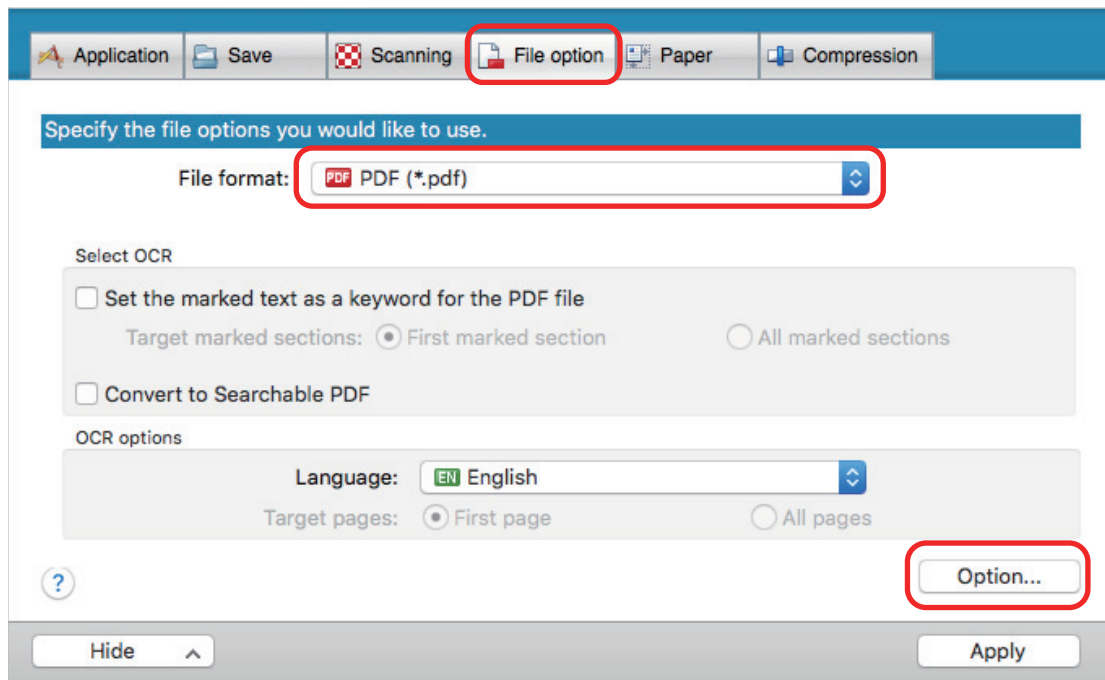
HINT

When a book is scanned, the horizontally skewed text, lines, or graphics in the scanned image can be corrected by selecting the [Correct skewed text] checkbox in the [Book Image Viewer] window.

Saving Scanned Images in Multiple PDF Files

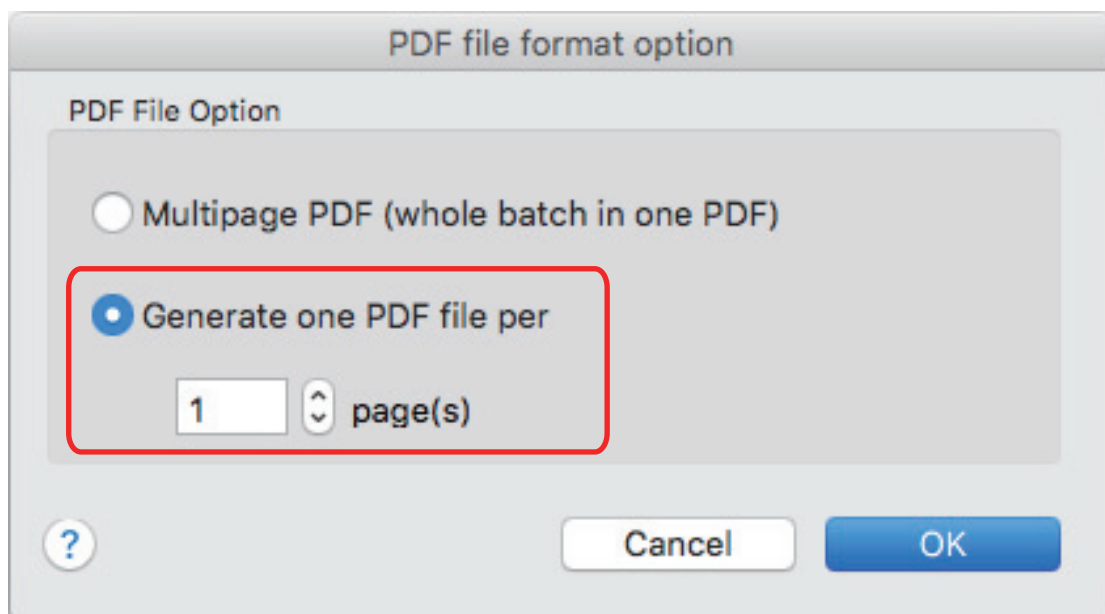
The ScanSnap is able to save scanned image in separate PDF files based on the specified number of pages. For example, you can scan a batch of slips, and save each slip as a PDF file.

1. In the ScanSnap setup window, select the [File option] tab, and select [PDF (*.pdf)] from the [File format] drop-down list. Then click the [Option] button.



⇒ The [PDF file format option] window appears.


2. Select [Generate one PDF file per] and enter the number of pages to split. One PDF is created every time the number of pages specified here has been saved.



HINT

In duplex mode, two pages (front and back) are created per document.

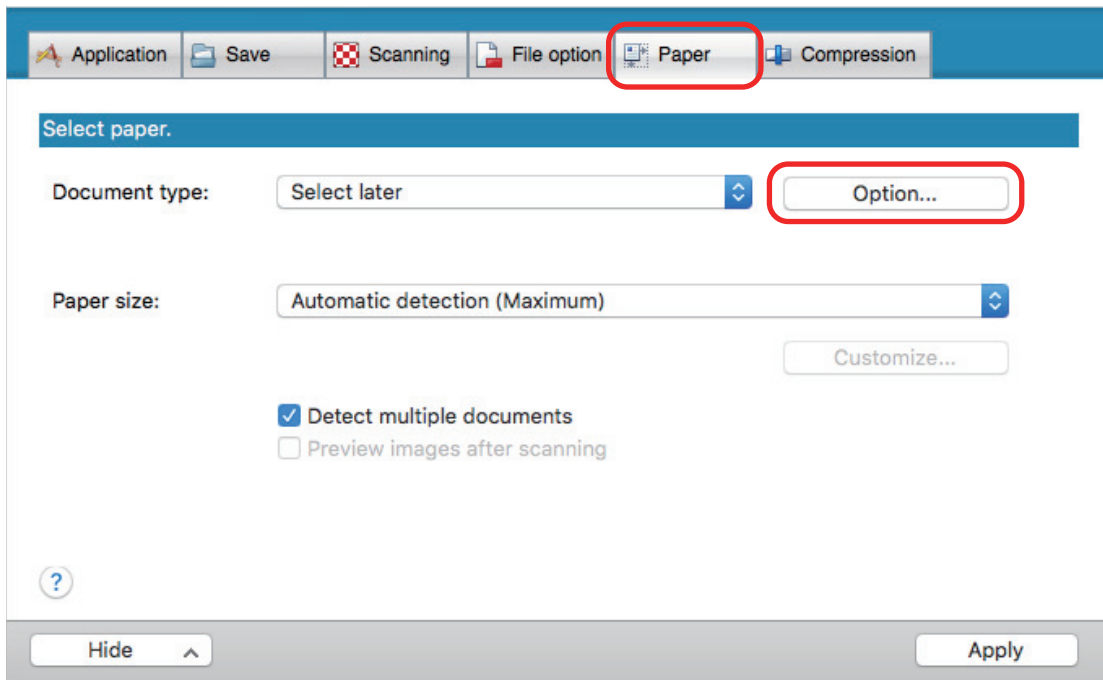
When you select the [Blank page removal] checkbox in the [Scanning] tab, the number of pages of the original document and the scanned image does not match because blank pages are deleted. Clear this checkbox when you want to keep the original page number order.

- 3. Click the [OK] button to close the [PDF file format option] window.**
- 4. Click the [Apply] button in the ScanSnap setup window.**
- 5. Click the [] button in the upper left of the window to close the ScanSnap setup window.**

Saving the Scanned Images of a Book as Separate Single-Page Images (For SV600)

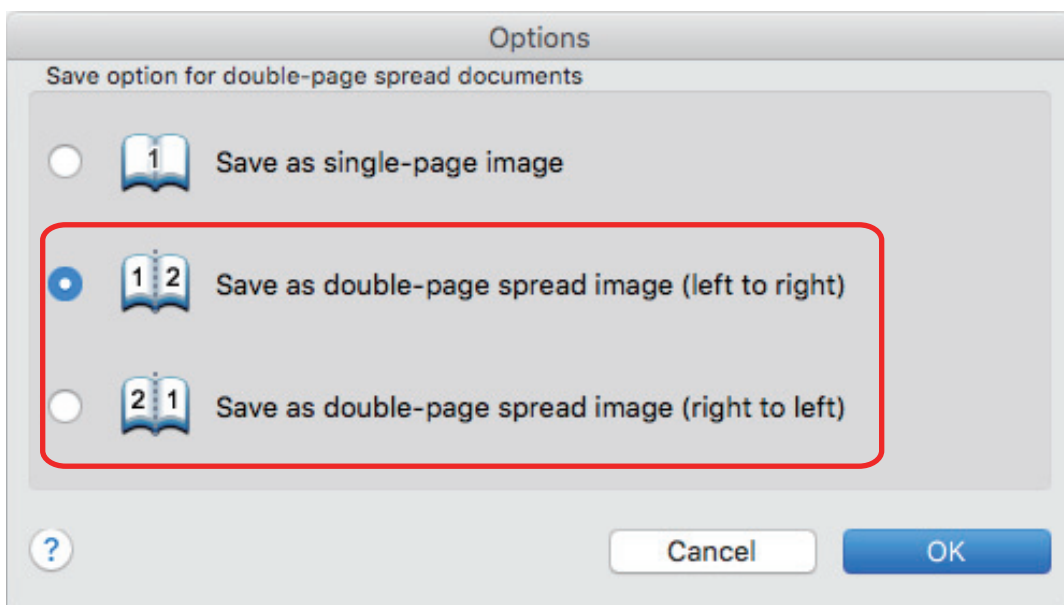
When a book is scanned, the double-page spread image can be split into two images, one on the left-side and one on the right-side.


1. In the ScanSnap setup window, select the [Paper] tab, and click the [Option] button.



⇒ The [Options] window appears.

2. Select the order in which single pages on a double-page spread image are to be saved.

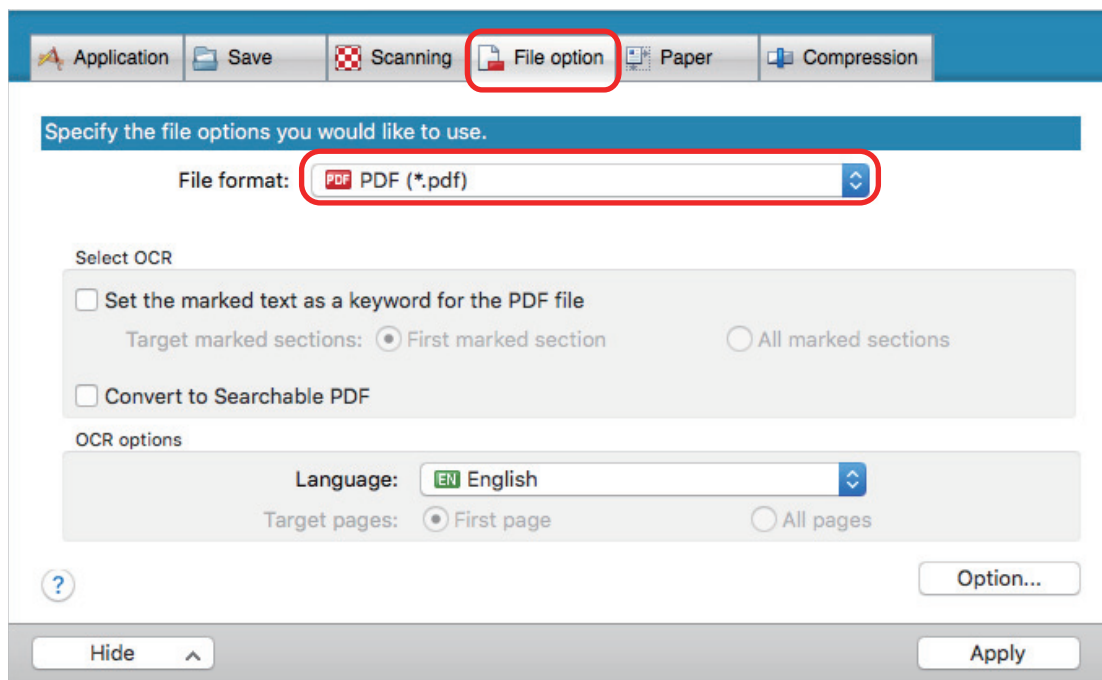


- 3. Click the [OK] button to close the [Options] window.**
- 4. Click the [Apply] button in the ScanSnap setup window.**
- 5. Click the [] button in the upper left of the window to close the ScanSnap setup window.**

Creating Searchable PDF Files

The ScanSnap is able to perform text recognition on a scanned image automatically and create a searchable PDF file.

1. In the ScanSnap setup window, select [PDF (*.pdf)] from the [File format] drop-down list in the [File option] tab.



HINT

It is recommended that you select [Better] or [Best] for [Image quality] in the [Scanning] tab of the ScanSnap setup window.

2. Select the [Convert to Searchable PDF] checkbox.

Application Save Scanning File option Paper Compression

Specify the file options you would like to use.

File format: PDF (*.pdf)

Select OCR

☐ Set the marked text as a keyword for the PDF file

Target marked sections: ☒ First marked section ☐ All marked sections

☒ Convert to Searchable PDF

OCR options

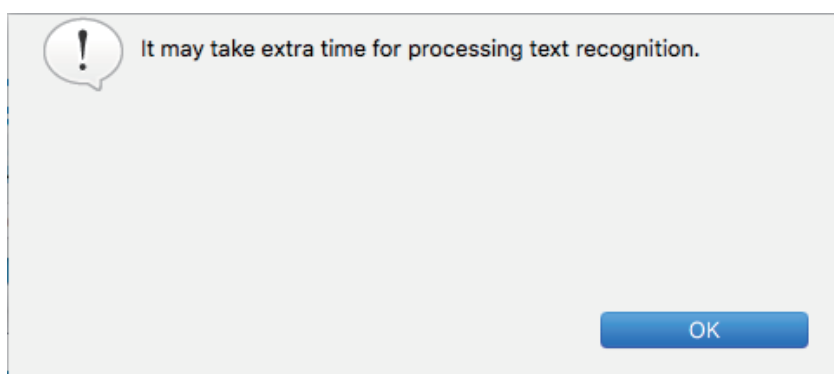
Language: EN English

Target pages: ☒ First page ☐ All pages

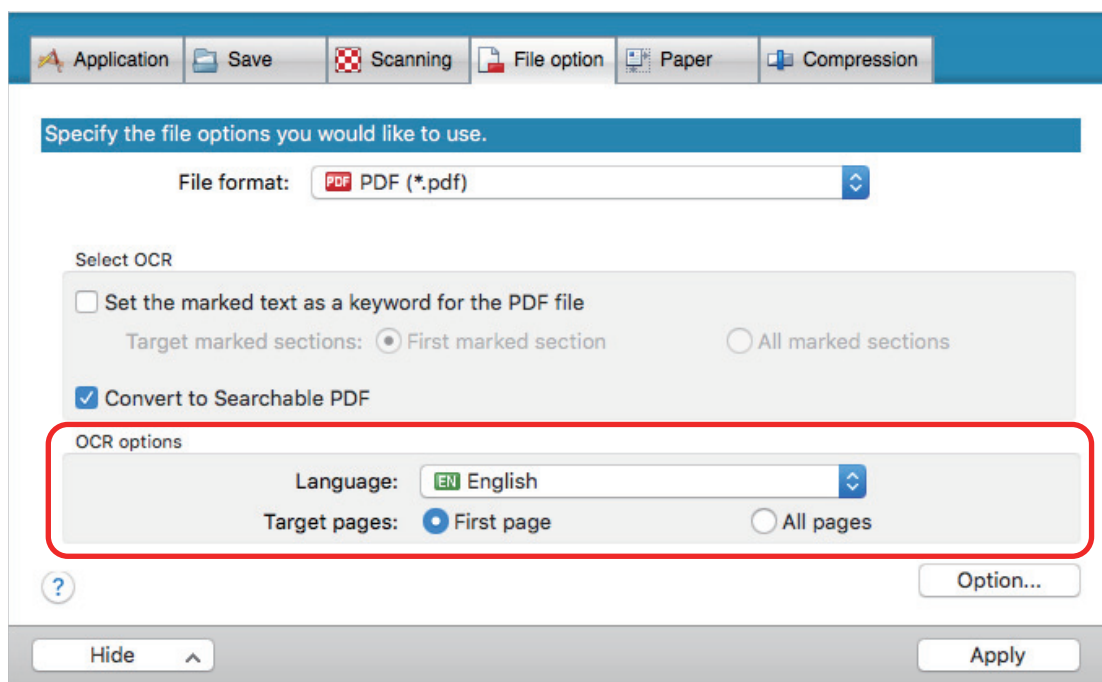
? Option...

Hide Apply

⇒ The following message appears.



3. Click the [OK] button to close the message.
4. Specify the options for [OCR options].



5. Click the [Apply] button.

6. Click the [X] button in the upper left of the window to close the ScanSnap setup window.

ATTENTION

- Scanned images of the following types of documents (characters) may not be recognized correctly. In that case, better results in text recognition may be achieved by changing the setting for [Color mode] or specifying a higher resolution in [Image quality].
 - Documents including handwritten characters
 - Documents with small characters scanned at a low resolution
 - Skewed documents
 - Documents written in languages other than the specified language
 - Documents including texts written in italic characters
 - Documents containing characters with superscripts/subscripts and complicated mathematical expressions
 - Documents with characters on an unevenly colored background

Example: Shaded characters

 - Documents with many decorated characters

Example: Decorated characters (embossed/outlined)

 - Documents with characters on a patterned background

Example: Characters overlapping illustrations and diagrams

 - Documents with many characters contacting underlines or borders
 - Documents with both text and diagrams or tables
- When book image correction is performed on a scanned image, the text on the scanned image may not be recognized correctly. In that case, better results in text recognition may be achieved by changing the settings for the following:
 - Color mode

- Image quality
- It may take extra time to perform text recognition on the following documents:
 - Documents with complex layouts
 - Documents with information other than text

Example: Text on a shaded background

- If bleed-through reduction is enabled, the recognition rate may be lower. In that case, disable it in the following procedure.

Select [Settings] → [Scanning] tab → [Option] button from the ScanSnap Manager menu to show the [Scanning mode option] window. Clear the [Reduce bleed-through] checkbox (for SV600, the [Reduce bleed-through] checkbox is located in the [Image quality] tab on the [Scanning mode option] window).

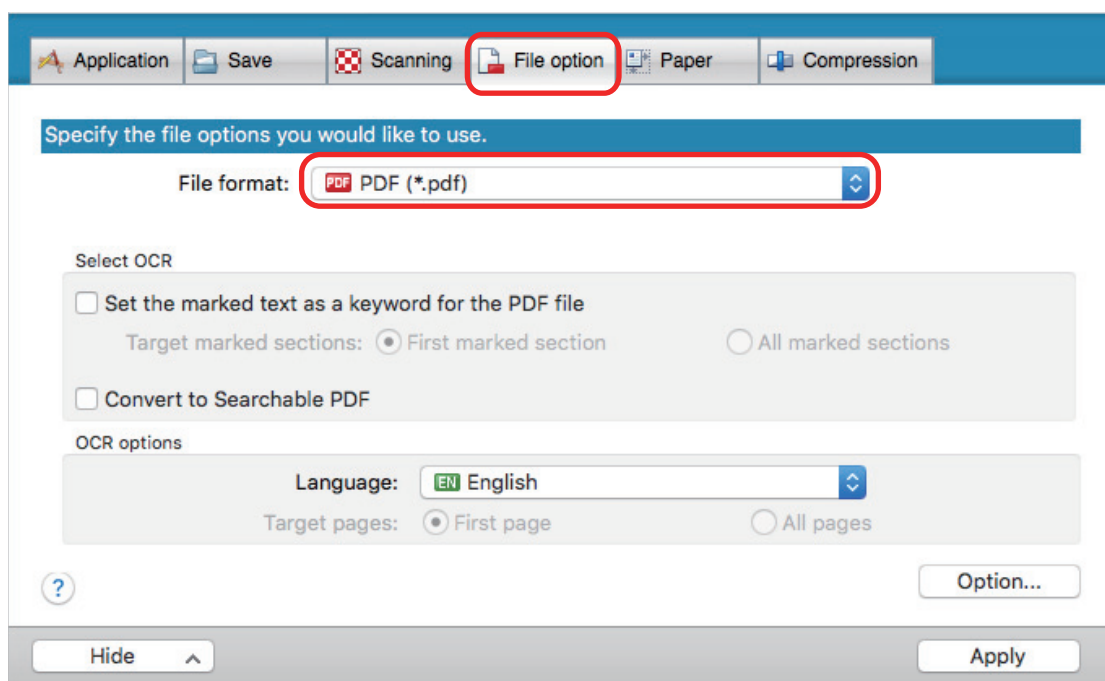
Setting Keywords in PDF Files

If the document is black & white, character strings (such as the page heading and the title) can be set as keywords and used for a PDF file search.

To set keywords for PDF files, mark a character string to be set as a keyword with a water-based highlight pen so that the character string is completely covered. When you perform a scan, the marked character strings are recognized and set as keywords for the PDF file.

For details about marking a character string with a water-based highlight pen, refer to ["How to Mark Character Strings" \(page 97\)](#).

1. In the ScanSnap setup window, select [PDF (*.pdf)] from the [File format] drop-down list in the [File option] tab.



HINT

It is recommended that you select [Better] or [Best] for [Image quality] in the [Scanning] tab of the ScanSnap setup window.

2. Select the [Set the marked text as a keyword for the PDF file] checkbox.

Specify the file options you would like to use.

File format: PDF (*.pdf)

Select OCR

☒ Set the marked text as a keyword for the PDF file

Target marked sections: ☒ First marked section ☐ All marked sections

☐ Convert to Searchable PDF

OCR options

Language: English

Target pages: ☒ First page ☐ All pages

Option...

Hide Apply

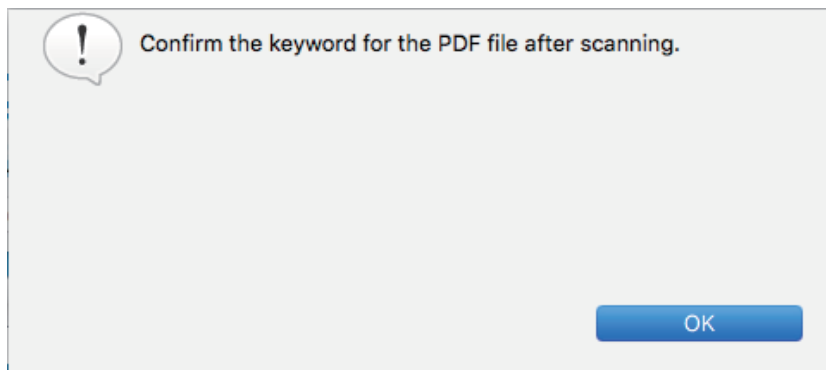
ATTENTION

This checkbox is disabled when an unsupported language is specified for [Language].

The following languages are supported:

Japanese/English/French/German/Italian/Spanish/Chinese (simplified)/Chinese (traditional)/
Korean/Russian/ Portuguese

⇒ The following message appears.



3. Click the [OK] button to close the message.
4. Specify [Select OCR] and [OCR options].

ATTENTION

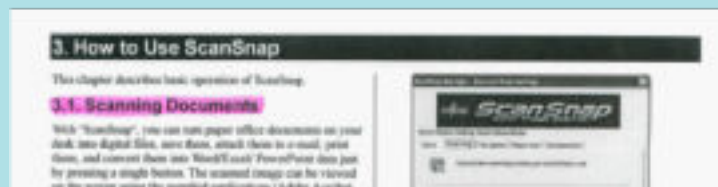
Select [All marked sections] when the text orientation of your document is vertical.

HINT

[First marked section] that can be set in [Select OCR] is used as follows:

- Select this button to set a character string such as a title of a document as a keyword for the PDF file.

Example: When only the title of a document is marked, the marked character string is set as a keyword for the PDF file, and the PDF file becomes searchable by the title character string.



- When multiple marked sections exist in line, the marked character string closest to the top of the document is set as a keyword.

Example: In the following case, the character string in marked section B, which is higher than marked section A, is set as a keyword.



5. Click the [Apply] button in the ScanSnap setup window.
6. Click the [X] button in the upper left of the window to close the ScanSnap setup window.

ATTENTION

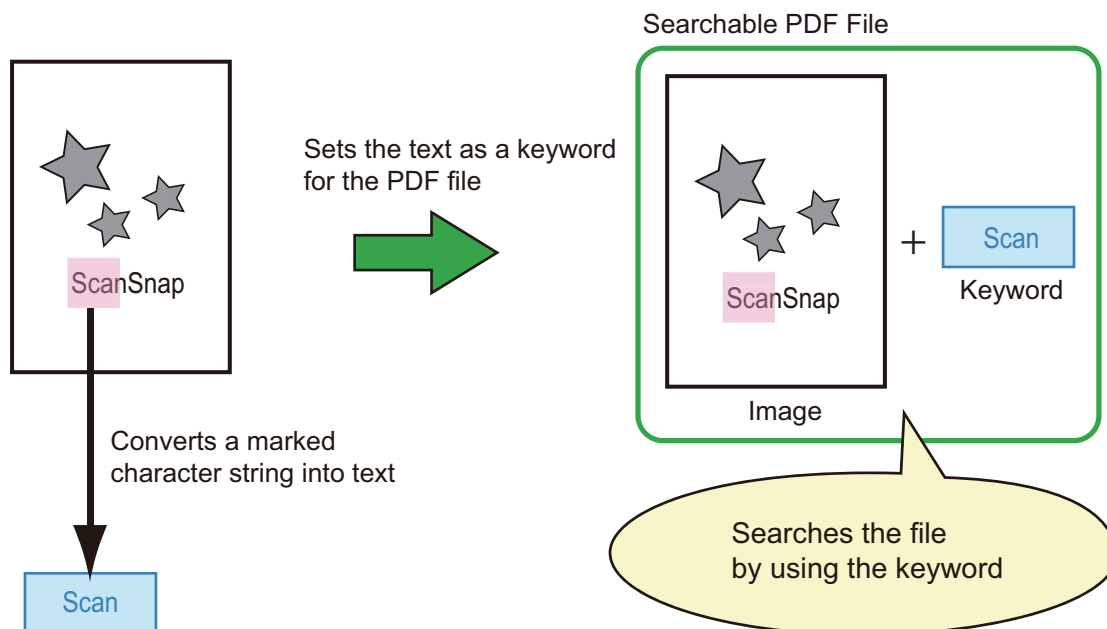
- When you select the [Set the marked text as a keyword for the PDF file] checkbox, it may take extra time to process text recognition depending on your computer system environment.
- Scanned images of the following types of documents (characters) may not be recognized correctly. In that case, better results in text recognition may be achieved by specifying a higher resolution in [Image quality].
 - Documents including handwritten characters
 - Documents with small characters scanned at a low resolution
 - Skewed documents
 - Documents written in languages other than the specified language
 - Documents including texts written in italic characters
 - Documents containing characters with superscripts/subscripts and complicated mathematical expressions
 - Documents with characters on an unevenly colored background
Example: Shaded characters
 - Documents with many decorated characters
Example: Decorated characters (embossed/outlined)
 - Documents with characters on a patterned background
Example: Characters overlapping illustrations and diagrams
 - Documents with many characters contacting underlines or borders
- It may take extra time to perform text recognition on the following documents:
 - Documents with complex layouts
 - Documents with information other than text
Example: Text on a shaded background
- If bleed-through reduction is enabled, the recognition rate may be lowered as the marker may be erased or lightened. In that case, disable it in the following procedure.
Select [Settings] → [Scanning] tab → [Option] button from the ScanSnap Manager menu to show the [Scanning mode option] window. Clear the [Reduce bleed-through] checkbox (for SV600, the [Reduce bleed-through] checkbox is located in the [Image quality] tab on the [Scanning mode option] window).
- If the same character string is marked several times in the document, the same keyword is added multiple times in the PDF file.
- Total length of all the keywords can be up to 255 characters, including punctuation marks in between keywords.
- When you check keywords in Adobe Acrobat or Adobe Reader, the added keywords may be displayed with a set of quotation marks (for example, "ABC").

How to Mark Character Strings

HINT

[Searchable PDF Converter] can also be used to set keywords for the created PDF files. For details, refer to the ScanSnap Manager Help.

To set keywords for PDF files, mark a character string to be set as a keyword with a water-based highlight pen so that the character string is completely covered. When you perform a scan, the marked character strings are recognized and set as keywords for the PDF file.



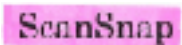

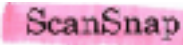
Mark black & white documents in the following way:

- Any regular highlight pen can be used.

The following table shows the colors and thickness recommended for highlight pens:

Pink	Yellow	Blue	Green

- Mark a straight line over a single character string.
- The supported range of a marked section is as follows:
Minimum: 3 mm [0.12 in.] (short side) × 10 mm [0.39 in.] (long side)
Maximum: 20 mm [0.79 in.] (short side) × 150 mm [5.91 in.] (long side)
- Use only one color per page for marking.
- Make sure to cover the entire character string when marking it.
Mark sections so that the entire section is evenly colored.

Good Example	Bad Example 1 (does not cover the entire section)	Bad Example 2 (unevenly colored)
		

- Do not mark more than ten sections per page.

ATTENTION

- iX100/S1300i/S1300/S1100i/S1100
 - It is recommended that you use a blue or a green highlight pen for marking. When you use colors such as pink or yellow for marking, the marked sections may not be recognized as keywords.
 - Use a blue highlight pen for documents with dark background colors such as newspapers. Marked sections may not be detected when a color other than blue is used.
- For the following documents, marked sections cannot be recognized and set as keywords:
 - Color documents such as catalogues or pamphlets
 - Documents in which two or more colors are used for marking
 - Documents containing colors other than for marking (pens other than highlight pens are used or the document is stained)
 - Documents with too many marked sections on a single page
- The following types of marked character strings cannot be set as keywords:
 - The size of the marked section is outside the supported range
 - The marking is irregular (for example, skewed)
 - Multiple marked sections are too close to each other
 - The color of the highlight pen is too pale or the color has faded



- When you mark more than one character string, make sure to leave a gap of at least 5 mm (0.2 in.) between the marked sections. Marked sections that are too close to each other may be detected as one marked section.
- When a marked section overlaps the line above and below, the overlapped character strings around the marked section may also be set as keywords.
- In the following cases, unmarked character strings may be set as keywords:
 - Color documents such as catalogues or pamphlets
 - Documents with color text, diagrams, pictures, tables or lines
 - Documents containing sections framed by a highlight pen
 - Stained documents

HINT

- Increase the resolution when you have trouble setting the keywords correctly.
- Keywords set for a PDF file can be checked by Preview's "Inspector", or in [Document Properties] of Adobe Acrobat or Adobe Reader.

Starting Scanning Automatically (SV600)

By using the following functions, you can start scanning automatically.

- Page turning detection

The ScanSnap automatically detects page turning and starts continuous scanning.

This is useful for scanning multiple pages of a book continuously.

ATTENTION

- When using the page turning detection, place only one book.
- When pages are turned quickly, the page turning detection may not work correctly. If the page turning detection does not work, turn pages slowly.

HINT

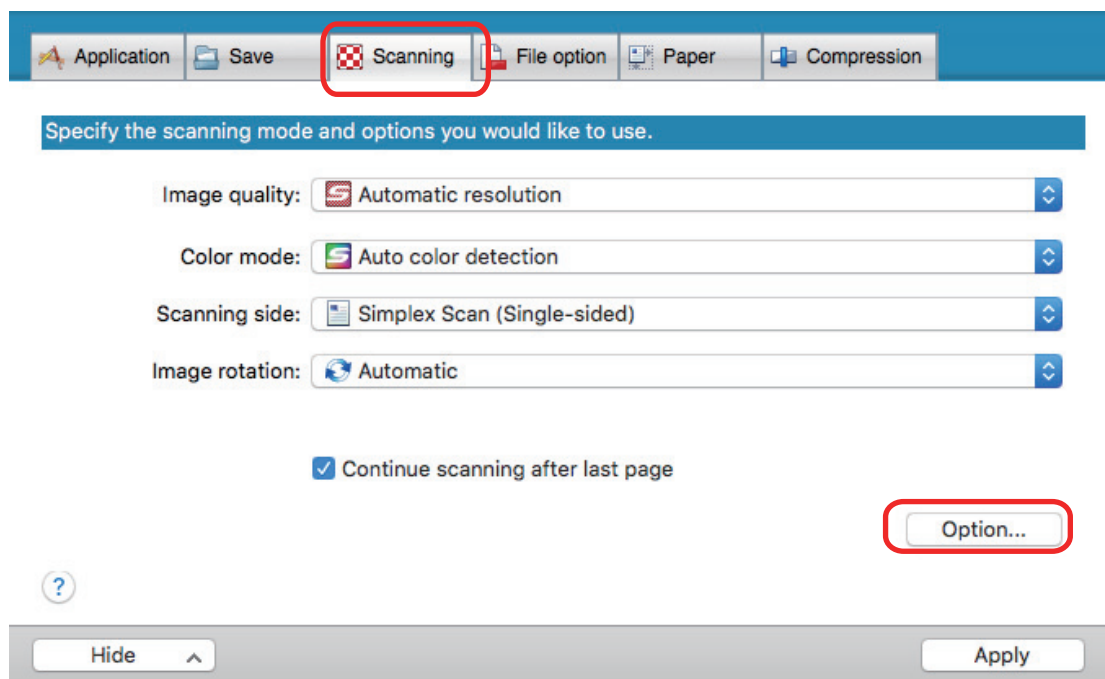
The page turning detection can also be enabled by pressing the [Scan] button on the ScanSnap for two seconds or longer before scanning a document. In this case, when one scanning operation is finished, the page turning detection returns to disabled.

- Timed mode

You can set the wait time before starting scanning after the [Scan] button is pressed. You can also scan a document continuously at a specified time interval.

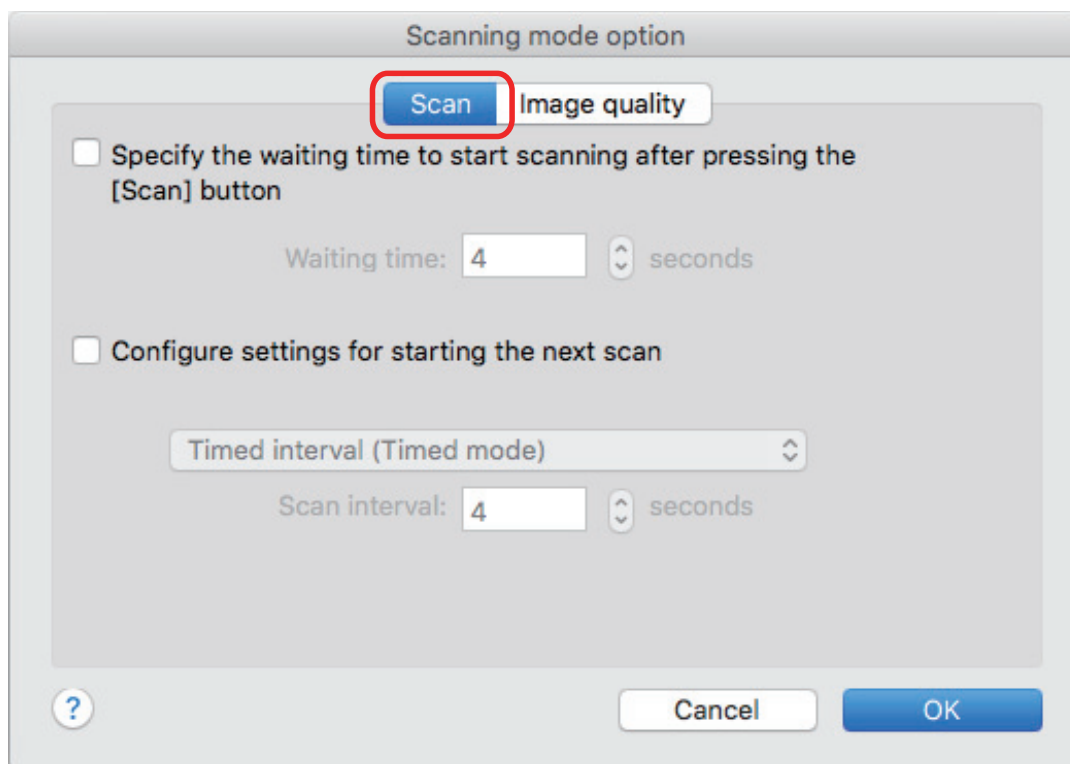
This is useful for scanning various forms of documents continuously.

1. In the ScanSnap setup window, select the [Scanning] tab, and click the [Option] button.



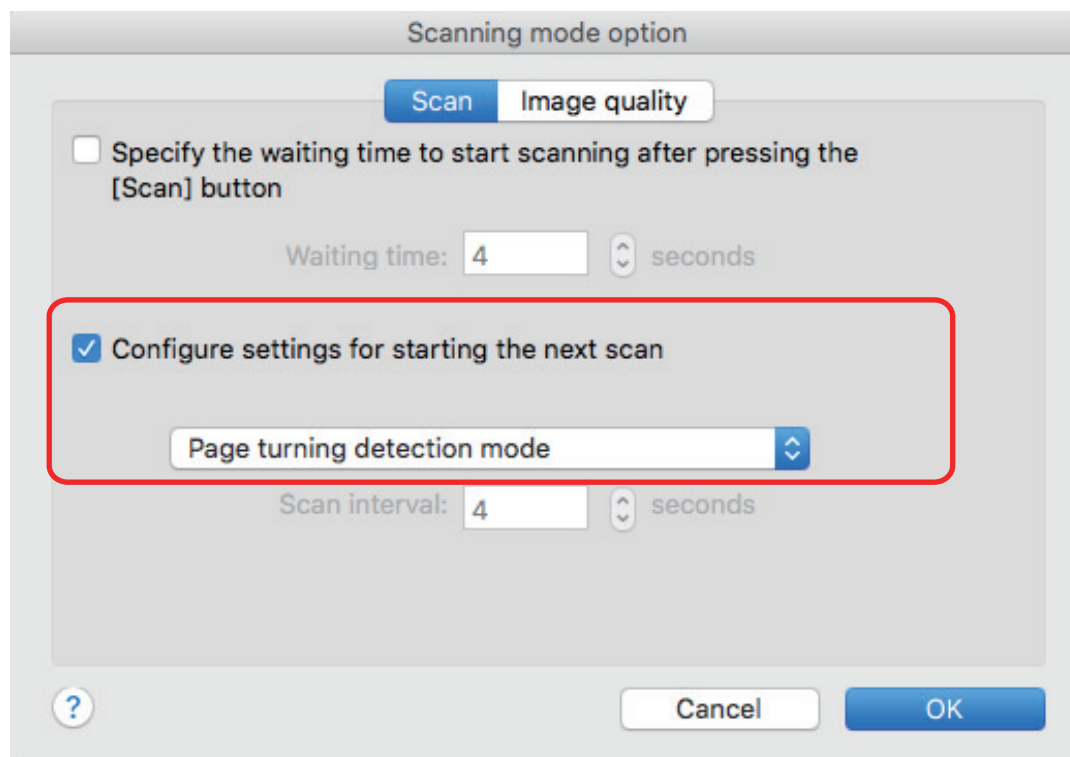
⇒ The [Scanning mode option] window appears.

2. Click the [Scan] tab.



- Setting the page turning detection

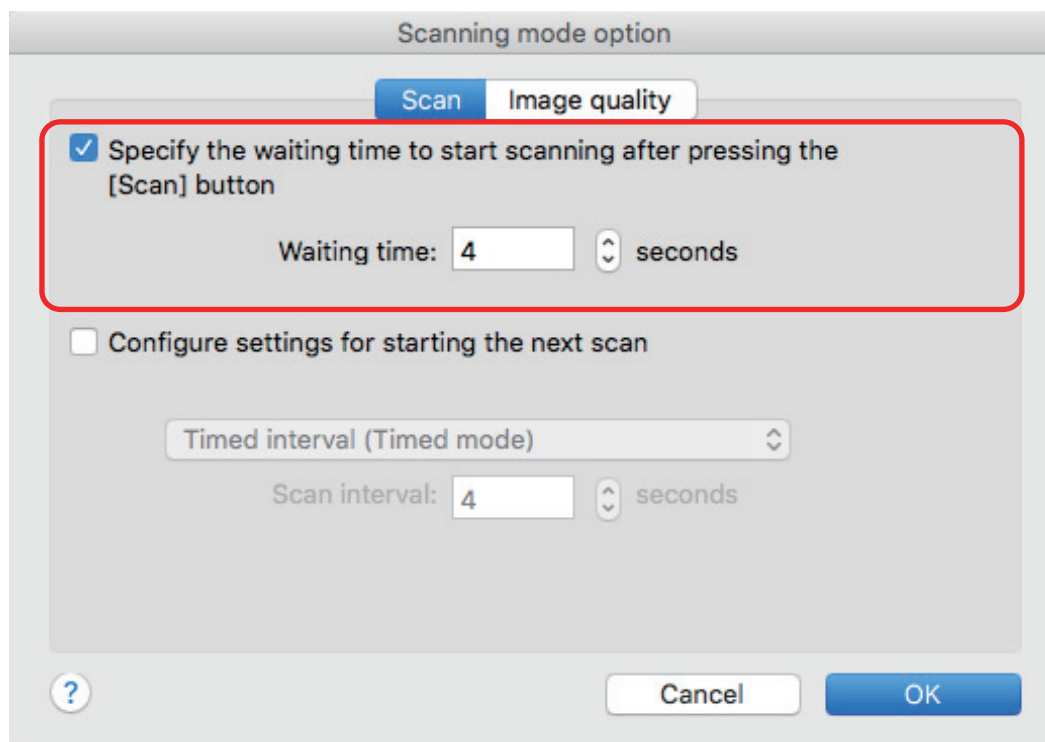
Select the [Configure settings for starting the next scan] checkbox and then [Page turning detection mode].



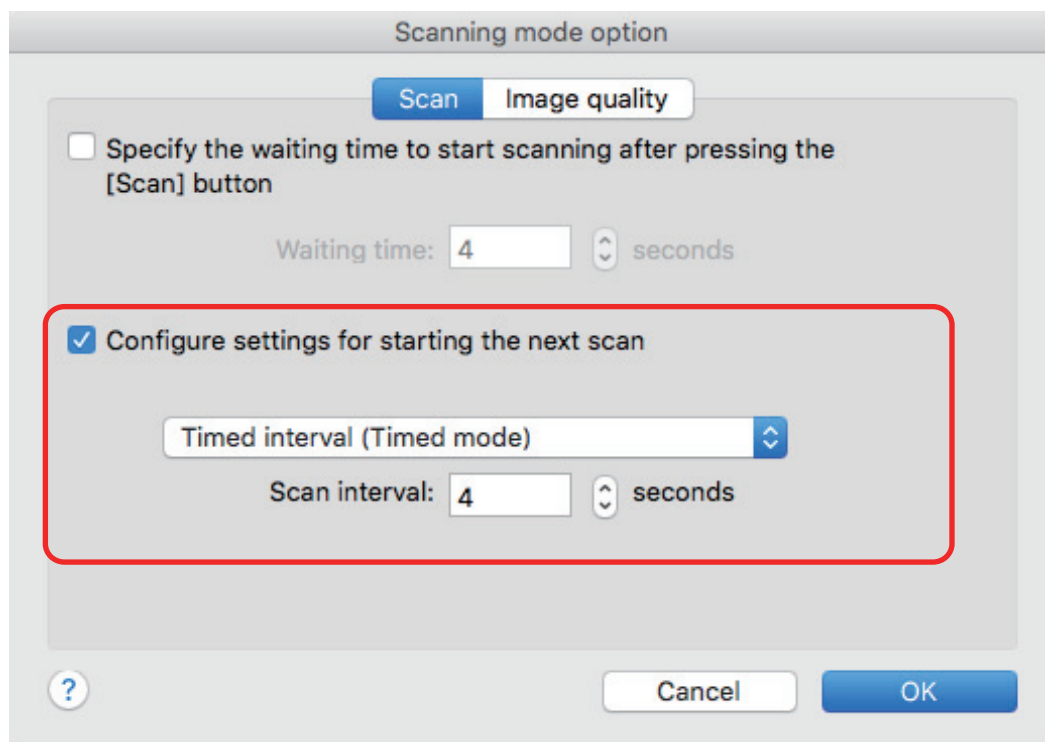
- Setting timed mode

- To set the time before the ScanSnap starts to scan a document:

Select the [Specify the waiting time to start scanning after pressing the [Scan] button] checkbox, and then specify [Waiting time].



- To repeat a document scan after every specified time interval:
 1. Select the [Configure settings for starting the next scan] checkbox, and then select [Timed interval (Timed mode)].
 2. Specify [Scan interval].



3. Click the [OK] button to close the [Scanning mode option] window.
4. Click the [Apply] button in the ScanSnap setup window.

5. Click the [] button in the upper left of the window to close the ScanSnap setup window.

Saving Two Files and Pages as a Double-page Spread Image

Using ScanSnap Page Merger allows you to vertically or horizontally merge two PDF or JPEG files (two pages with multi-page PDF files) that are created with ScanSnap Manager. The merged files or pages are saved as a double-page spread image in a page.

For details about the function and its operations, refer to the ScanSnap Manager Help.

Setting ScanSnap Manager

In ScanSnap Manager, you can configure settings for scanning documents.

- ["How to Configure Scan Settings" \(page 105\)](#)
- ["Quick Menu Settings" \(page 107\)](#)
- ["Changing the Settings of Linked Applications" \(page 113\)](#)
- ["Managing Linked Applications" \(page 114\)](#)
- ["Managing Custom Paper Sizes" \(page 121\)](#)
- ["Automatic Linkage with Applications" \(page 127\)](#)
- ["When Two ScanSnaps Are Connected to a Computer \(For SV600\)" \(page 128\)](#)
- ["Connecting the ScanSnap to a Wireless LAN \(For iX500 or iX100\)" \(page 130\)](#)

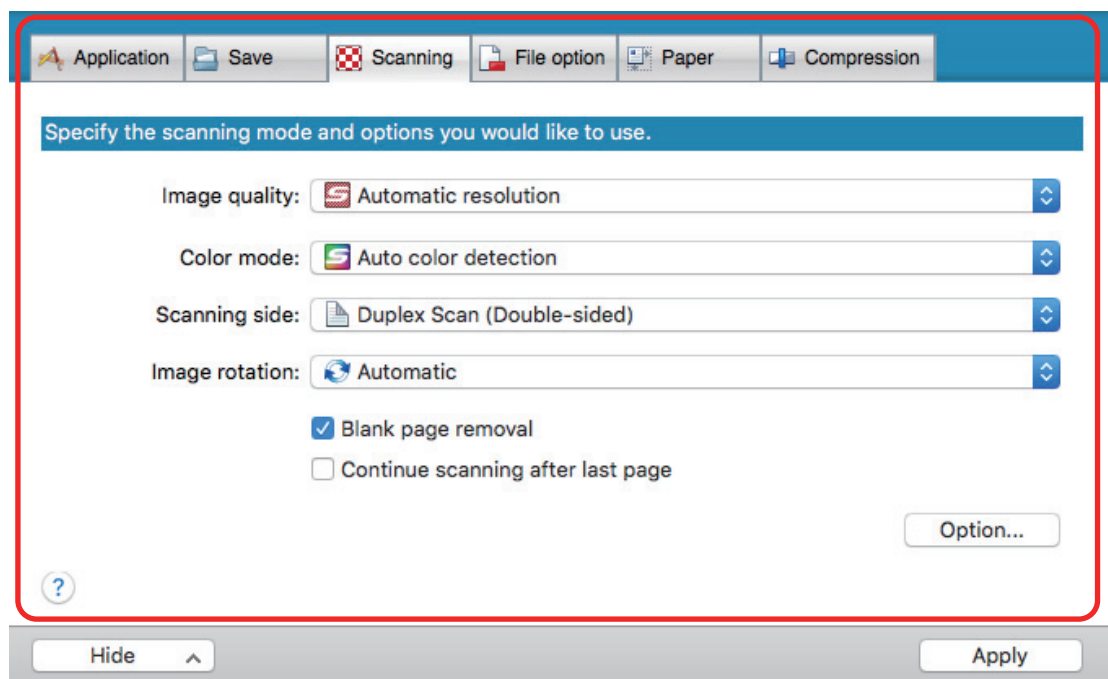
How to Configure Scan Settings

You can configure ScanSnap Manager scan settings in the ScanSnap setup window depending on your intended use of the scanned images.

1. In the ScanSnap Manager menu, select [Settings].

⇒ The ScanSnap setup window appears.

2. Configure the scan settings in each tab.



For details about each tab, refer to the ScanSnap Manager Help.

3. Click the [Apply] button.

⇒ Scan settings are changed.

- When you use the Quick Menu, scan settings for the [Customize] button are changed.
- When you use a profile, scan settings for the currently selected profile are changed.


HINT

If you press the [Scan] button on the ScanSnap while the ScanSnap setup window is displayed, the ScanSnap setup window closes and scanning starts. Scan settings that you have changed are saved and documents are scanned by these settings.

Note that when other windows are open, these windows are not closed and scanning does not start even if you press the [Scan] button on the ScanSnap.

HINT

- When you connect SV600 and another ScanSnap to a computer, you can change the settings for each ScanSnap. For details, refer to ["When Two ScanSnaps Are Connected to a Computer \(For SV600\)"](#) (page 128).

- You can also open the ScanSnap setup window by pressing the [command 

Quick Menu Settings

The following settings can be configured in the Quick Menu:

- ["Changing Display Mode" \(page 108\)](#)
- ["Changing Display Order" \(page 109\)](#)
- ["Adding Applications to Favorites" \(page 112\)](#)

Changing Display Mode

The following two modes are available in the Quick Menu:

[Favorites] mode

Shows the applications specified as favorites.

When you set often-used applications as favorites and show them in [Favorites] mode, you can quickly and conveniently find the applications.

For details about specifying favorites, refer to ["Adding Applications to Favorites" \(page 112\)](#).

[All Applications] mode

Shows all applications available in the Quick Menu.

By default, the Quick Menu is displayed in [Favorites] mode which includes all applications.

To switch the display mode, click [Show All Applications] or [Show Favorites] in the Quick Menu.

Changing Display Order

The order of displayed applications in the Quick Menu can be changed.

The procedure is as follows.

1. Click  in the Quick Menu.

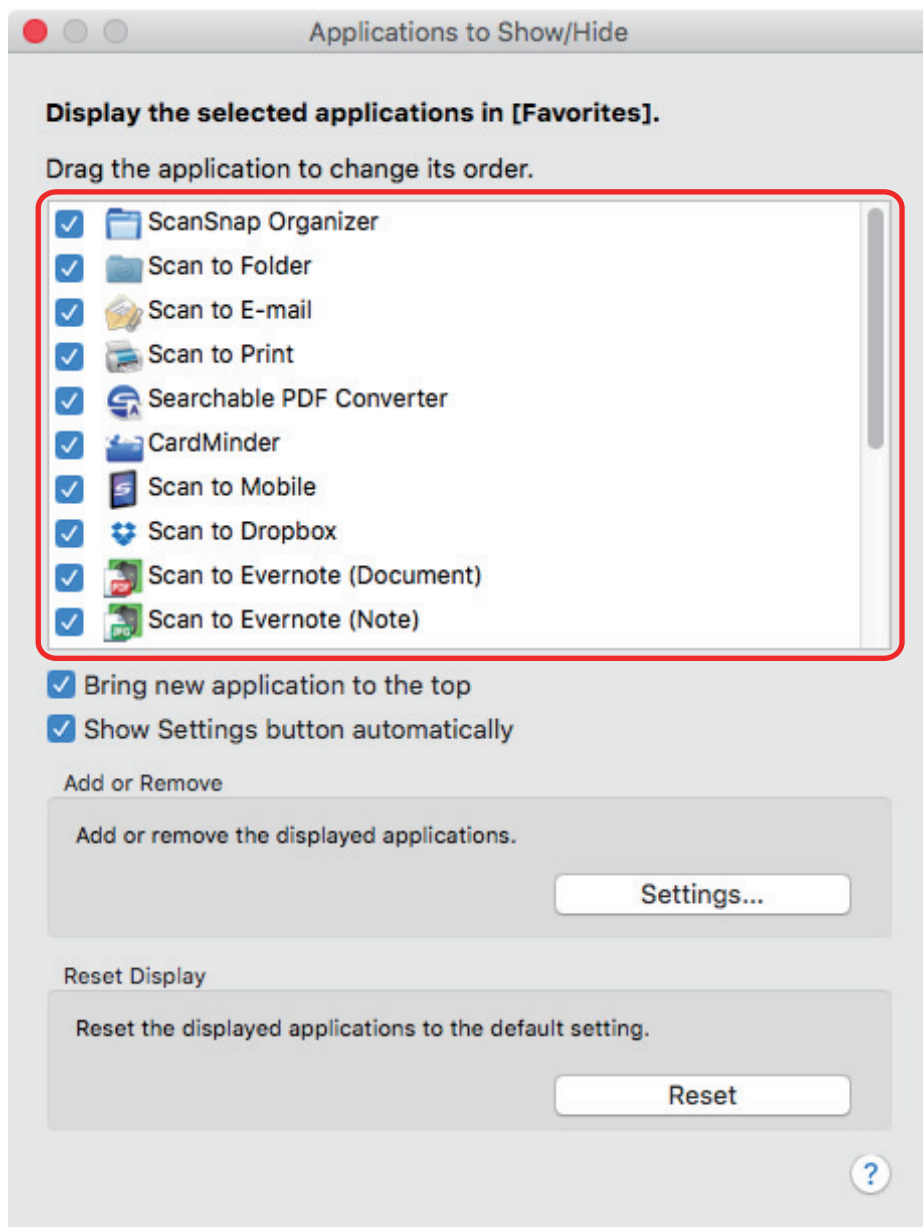


⇒ The [Applications to Show/Hide] window appears.

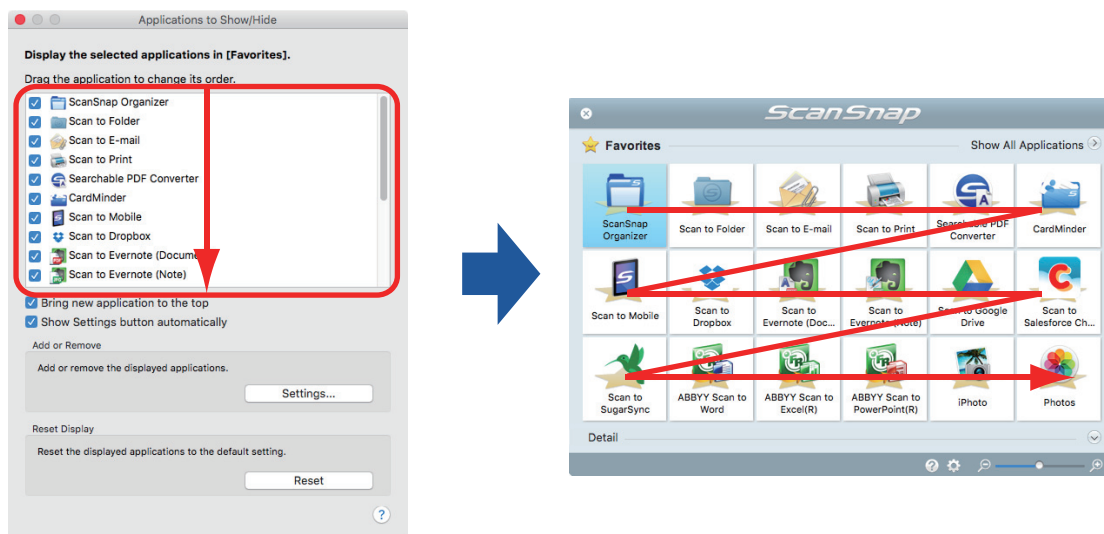
2. Specify the order in which applications are displayed in the Quick Menu.

Applications are displayed in the Quick Menu in the same order as they are listed in the [Applications to Show/Hide] window.

You can change the display order of an application by dragging the application to a desired position.



The applications are displayed in the order shown below in the Quick Menu and in the application list of the [Applications to Show/Hide] window.



- 3. Click the [] button in the upper left of the window to close the [Applications to Show/Hide] window.**

⇒ The order in which applications are displayed in the Quick Menu is changed.

Adding Applications to Favorites

You can set often-used applications as favorites in order to select them from the Quick Menu easily. The procedure is as follows.

1. Click [Show All Applications] in the Quick Menu.

⇒ The Quick Menu switches to [All Applications] mode.

2. Click an application that you want to set as a favorite while holding down the [control] key on the keyboard and click [Add to Favorites] in the displayed menu.

⇒ The application is set as a favorite.

[Add to Favorites] is selected in the displayed menu and a star is displayed behind the application icon.

HINT

- By default, all applications are set as favorites. To disable the favorites setting for an application, clear [Add to Favorites].
- You can also set favorite applications in the [Applications to Show/Hide] window.

Changing the Settings of Linked Applications


Depending on the types of linked applications, you can use application-specific settings or enable settings that have been specified on linked applications.

This section explains how to specify the settings of linked applications.

To change the settings using the Quick Menu

Move the mouse cursor to the application icon, and then click



For applications whose settings cannot be changed,  does not appear.

To change the settings in the ScanSnap setup window

In the ScanSnap setup window, select a linked application on the [Application] tab, and click the [Application Settings] button. For applications whose settings cannot be changed, the [Application Settings] button is not available.

For details about the settings that can be configured in each application, refer to the ScanSnap Manager Help or the manual for the relevant application.

Managing Linked Applications

Applications added to the Quick Menu and to [Application] in the [Application] tab on the ScanSnap setup window can be added, changed, and deleted.

- ["Adding Applications" \(page 115\)](#)
- ["Changing Application Settings" \(page 119\)](#)
- ["Deleting Applications" \(page 120\)](#)

Adding Applications

This section explains how to add an application.

Up to any 10 applications can be added.

1. In the ScanSnap Manager menu, select [Settings].

⇒ The ScanSnap setup window appears.

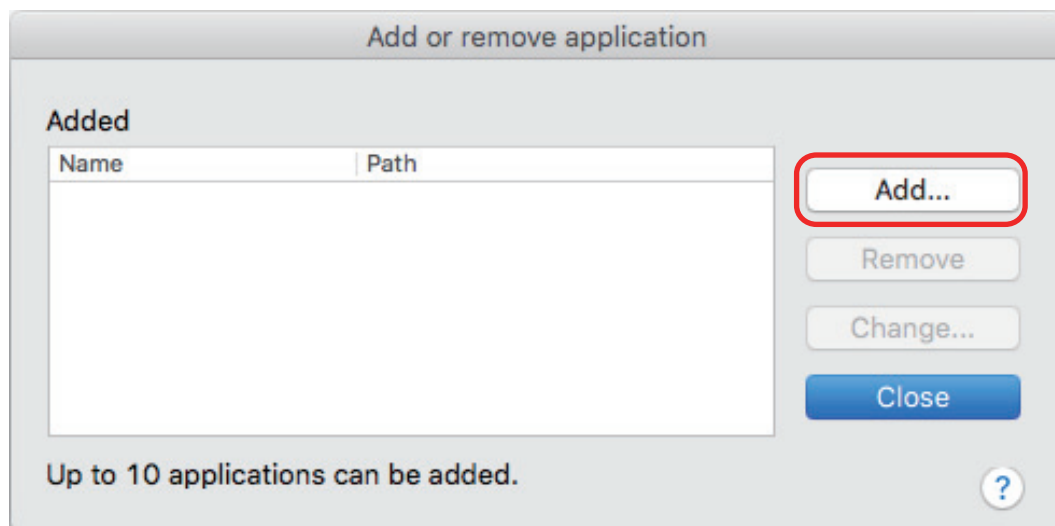
2. In the [Application] tab, click the [Application Settings] button.

⇒ The [Applications to Show/Hide] window appears.

3. Click the [Settings] button.

⇒ The [Add or remove application] window appears.

4. Click the [Add] button.



⇒ The [Application Settings] window appears.

5. Click the [Browse] button.

Application Settings

Application Path:

Browse...

Application Name:

New application

Description:

Available file format:

☒ PDF (*.pdf) Test

☒ JPEG (*.jpg) Test

? Cancel OK

⇒ An application selection window appears.

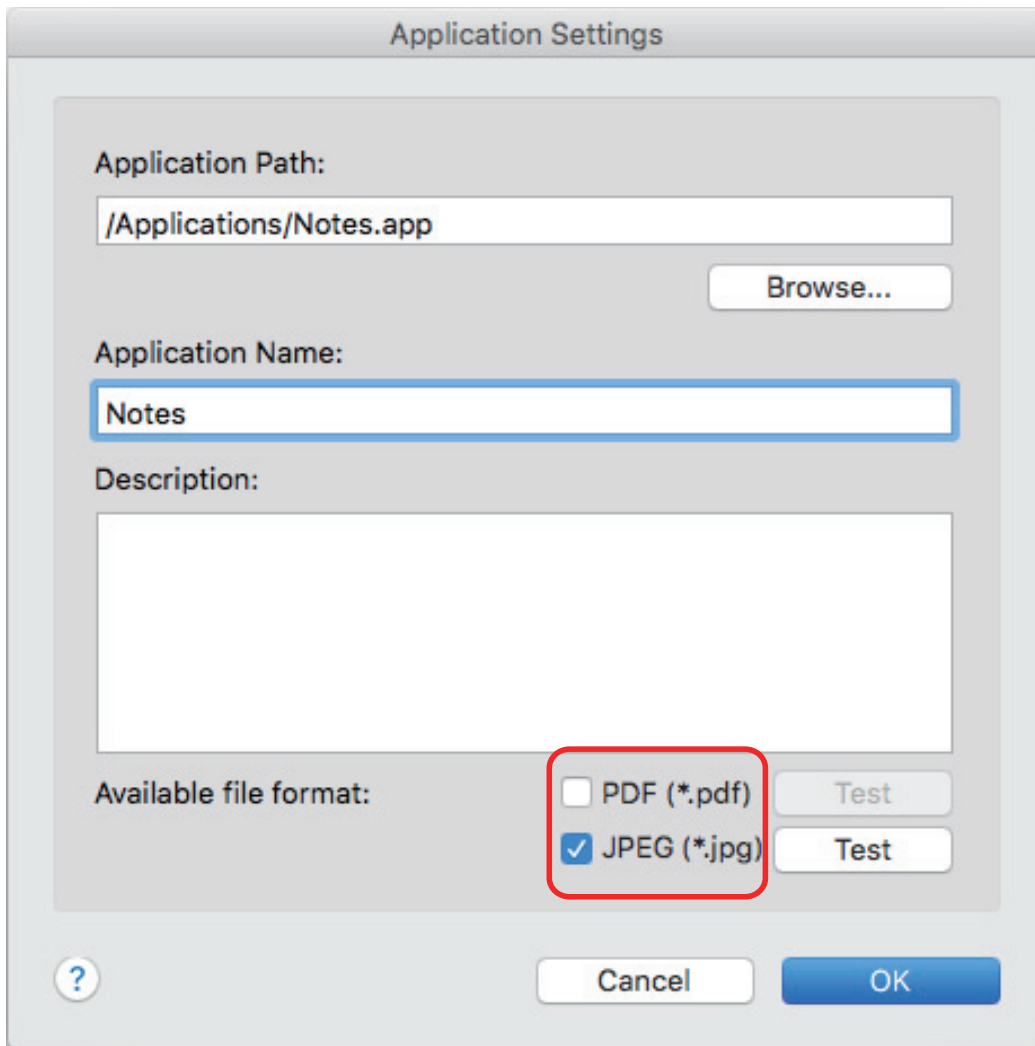
6. Select an application to be added, and click the [Choose] button.

⇒ The application path is displayed in [Application Path] on the [Application Settings] window.

7. Enter the following items:

- Application Name
- Description

8. Under [Available file format], select the checkbox for a file format to be linked.

**HINT**

As needed, check if an application to be added supports your desired file format.

The procedure is as follows.

1. Click the [Test] button next to the checkbox.
⇒ A confirmation message appears.
2. Click the [OK] button.
⇒ The [Select File] window appears.
3. Select a file of the same format as you want to link, and click the [Open] button.
⇒ If the application to be added supports the file format, the selected file opens. If the selected file does not open, select another file format or application.

9. When you finish specifying the settings, click the [OK] button.

⇒ The application is added to the [Add or remove application] window.

10. Click the [Close] button to close the window.

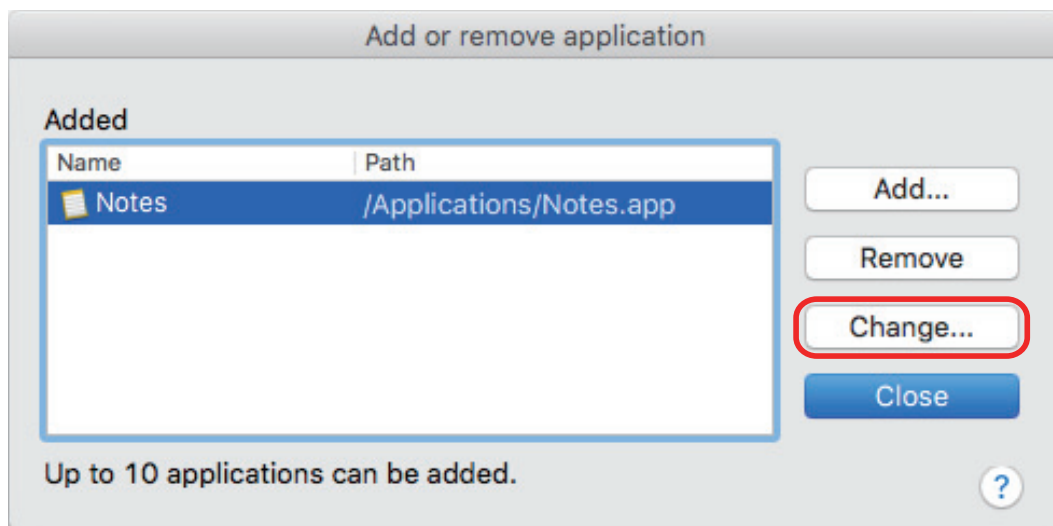
⇒ The application name is added to [Application].

HINT

When the [Use Quick Menu] checkbox is cleared in the ScanSnap setup window, clicking the [Add or Remove] button in the [Application] tab displays the [Add or remove application] window.

Changing Application Settings

1. In the **ScanSnap Manager** menu, select **[Settings]**.
⇒ The ScanSnap setup window appears.
2. In the **[Application]** tab, click the **[Application Settings]** button.
⇒ The **[Applications to Show/Hide]** window appears.
3. Click the **[Settings]** button.
⇒ The **[Add or remove application]** window appears.
4. Select an application for which you want to change the settings, and click the **[Change]** button.



⇒ The **[Application Settings]** window appears.

5. You can change the following settings:
 - Application Path
 - Application Name
 - Description
 - Available file format
6. When you finish changing the settings, click the **[OK]** button.
⇒ The application settings are changed and the **[Add or remove application]** window appears.
7. Click the **[Close]** button to close the window.

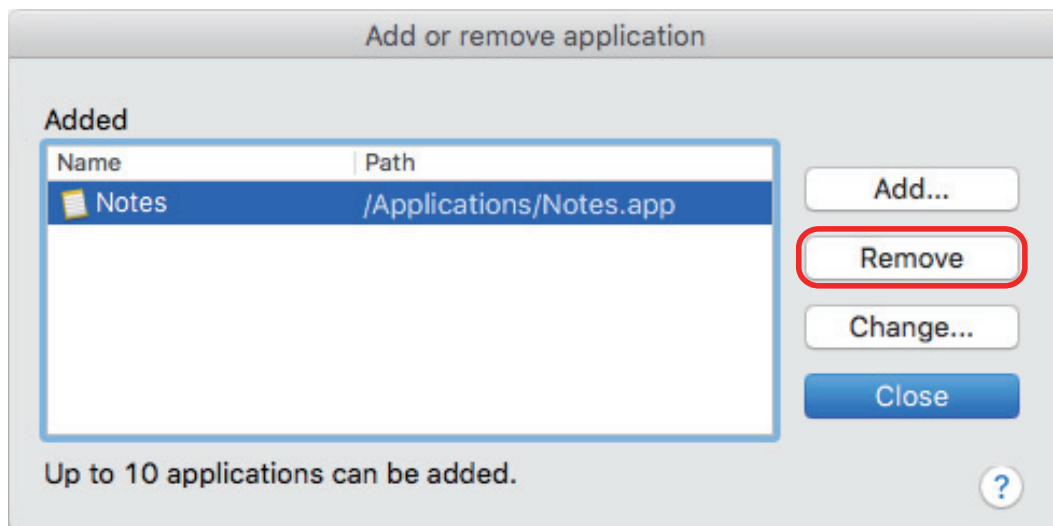
HINT

When the **[Use Quick Menu]** checkbox is cleared in the ScanSnap setup window, clicking the **[Add or Remove]** button in the **[Application]** tab displays the **[Add or remove application]** window.

Deleting Applications

This section explains how to delete an application.

- 1. In the ScanSnap Manager menu, select [Settings].**
⇒ The ScanSnap setup window appears.
- 2. In the [Application] tab, click the [Application Settings] button.**
⇒ The [Applications to Show/Hide] window appears.
- 3. Click the [Settings] button.**
⇒ The [Add or remove application] window appears.
- 4. Select an application to be deleted, and click the [Remove] button.**



⇒ A confirmation message appears.

- 5. Read the message, and then click the [Yes] button.**
⇒ The application is deleted from the [Add or remove application] window.
- 6. Click the [Close] button to close the window.**
⇒ The application is deleted from [Application] and the Quick Menu.

HINT

When the [Use Quick Menu] checkbox is cleared in the ScanSnap setup window, clicking the [Add or Remove] button in the [Application] tab displays the [Add or remove application] window.

Managing Custom Paper Sizes

You can manage (add, change, or delete) any paper size as a custom paper size.

Custom paper sizes can be added to [Paper size] in the [Paper] tab of the ScanSnap setup window.

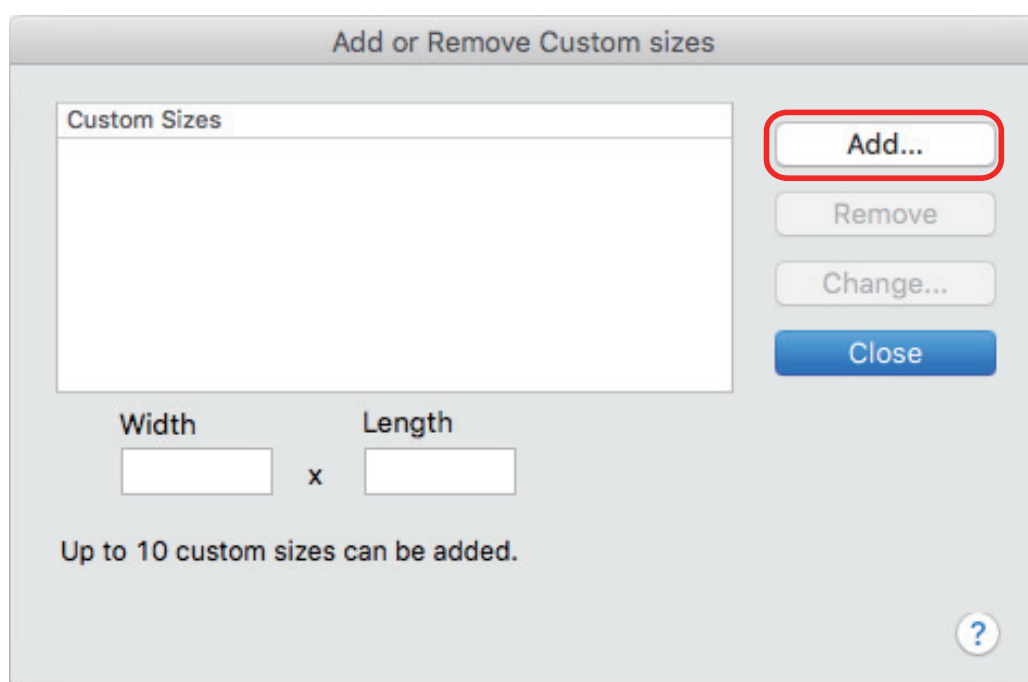
- ["Adding Paper Sizes" \(page 122\)](#)
- ["Changing Paper Size Settings" \(page 124\)](#)
- ["Deleting Paper Sizes" \(page 126\)](#)

Adding Paper Sizes

This section explains how to add a custom paper size.

Up to 10 custom paper sizes can be added.

- 1. In the ScanSnap Manager menu, select [Settings].**
⇒ The ScanSnap setup window appears.
- 2. In the ScanSnap setup window, select the [Paper] tab, and click the [Customize] button.**
⇒ The [Add or Remove Custom sizes] window appears.
- 3. Click the [Add] button.**



⇒ The [Additional custom size settings] window appears.

- 4. Enter the following items:**
 - Width
 - Length
 - Name

Additional custom size settings

Width: 8.5 x Length: 11

☐ mm
☒ in.

Width: 25.4 - 216 mm (1 - 8.5 in.)
Length: 25.4 - 360 mm (1 - 14.17 in.)

Name: New Custom Size

? Cancel OK

5. Click the [OK] button.

⇒ The name of the custom size that was added appears in the [Add or Remove Custom sizes] window.

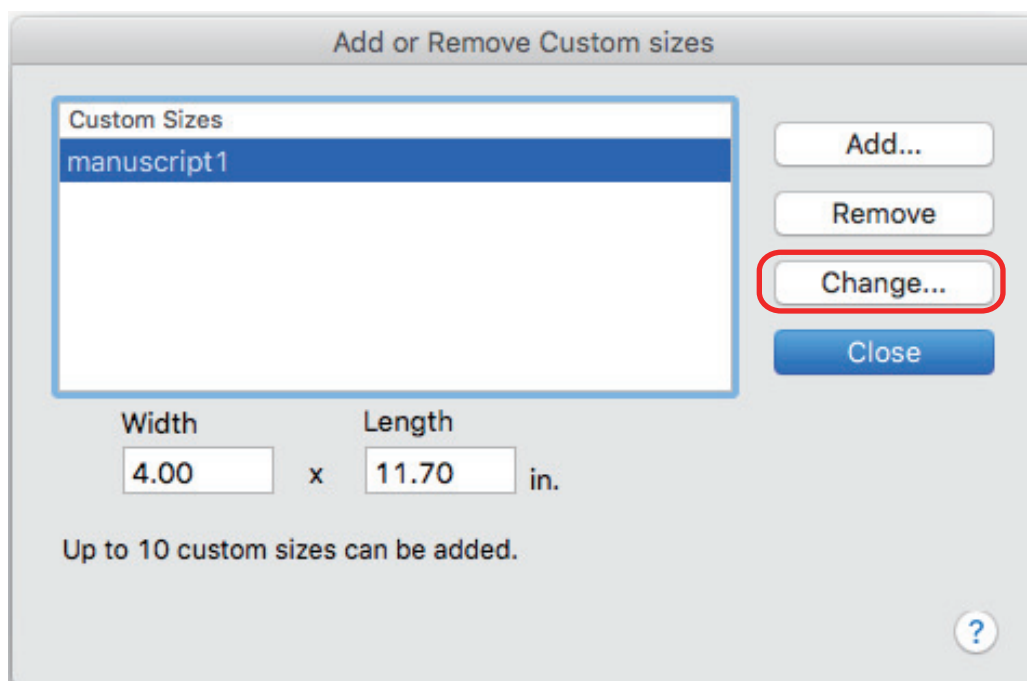
6. Click the [Close] button to close the window.

⇒ The name of the custom size is added to [Paper size].

Changing Paper Size Settings

This section explains how to change custom paper size settings.

- 1. In the ScanSnap Manager menu, select [Settings].**
⇒ The ScanSnap setup window appears.
- 2. In the ScanSnap setup window, select the [Paper] tab, and click the [Customize] button.**
⇒ The [Add or Remove Custom sizes] window appears.
- 3. Click the [Change] button.**



⇒ The [Additional custom size settings] window appears.

- 4. Make necessary changes to the following items:**
 - Width
 - Length
 - Name

Additional custom size settings

Width: 4.0 x Length: 11.7

☐ mm
☒ in.

Width: 25.4 - 216 mm (1 - 8.5 in.)
Length: 25.4 - 360 mm (1 - 14.17 in.)

Name: manuscript1

? Cancel OK

5. Click the [OK] button.

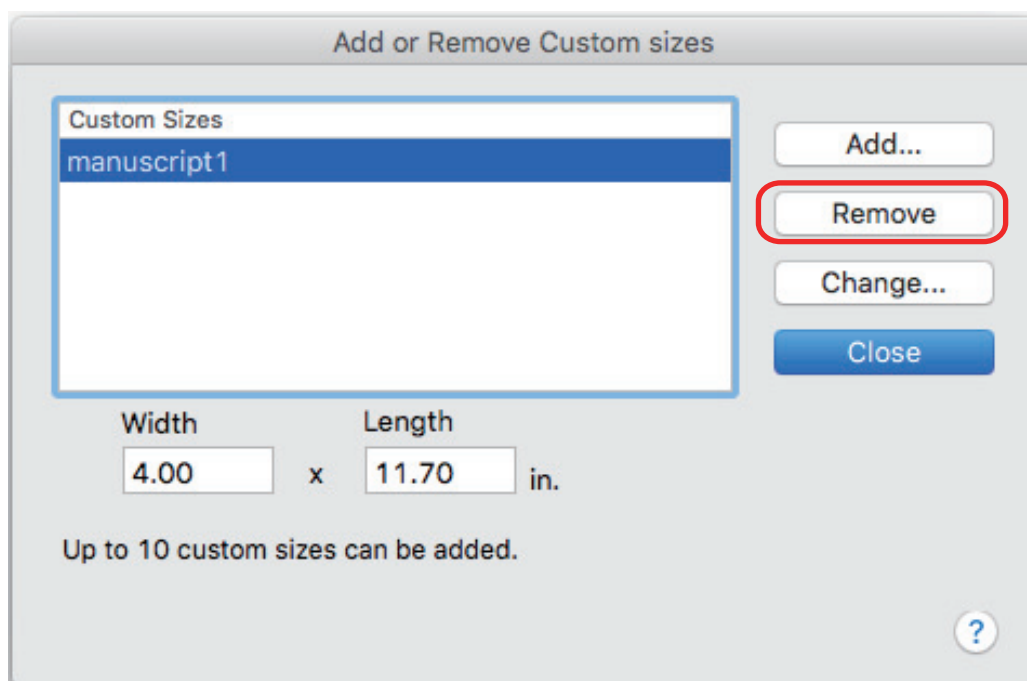
⇒ The name of the custom size that was added appears in the [Add or Remove Custom sizes] window.

6. Click the [Close] button to close the window.

Deleting Paper Sizes

This section explains how to delete a custom paper size.

- 1. In the ScanSnap Manager menu, select [Settings].**
⇒ The ScanSnap setup window appears.
- 2. In the ScanSnap setup window, select the [Paper] tab, and click the [Customize] button.**
⇒ The [Add or Remove Custom sizes] window appears.
- 3. Click the [Remove] button.**



- ⇒ A confirmation message appears.
- 4. Read the message, and then click the [Yes] button.**
⇒ The custom size is deleted from the [Add or Remove Custom sizes] window.
 - 5. Click the [Close] button to close the window.**
⇒ The custom size is deleted from [Paper size].

Automatic Linkage with Applications

When one of the applications which can automatically link with ScanSnap Manager is running and you perform scanning, ScanSnap Manager will automatically link with the corresponding application regardless of the current scan settings or whether you are using the Quick Menu.

Applications that can automatically link with ScanSnap Manager are as follows:

- ScanSnap Organizer
Scanned image is displayed in ScanSnap Organizer.
- CardMinder
Scanned image is displayed in CardMinder.
- Scan to Mobile (*1)
Scanned image is sent to a mobile device.

ATTENTION

To enable automatic linkage with [Scan to Mobile], a mobile device must be connected to the computer beforehand.

For details about connecting to the computer from your mobile device, refer to the Basic Operation Guide (Mobile Connection) for your mobile device.

*1: Automatic linkage is available only when the application is active.

When Two ScanSnaps Are Connected to a Computer (For SV600)

This section explains the operations that can be performed when two ScanSnaps are connected to a computer.

ScanSnap Models That Can Be Connected

You can use SV600 and another ScanSnap connected to a computer.

The following ScanSnap models can be connected to a computer and used together with SV600:

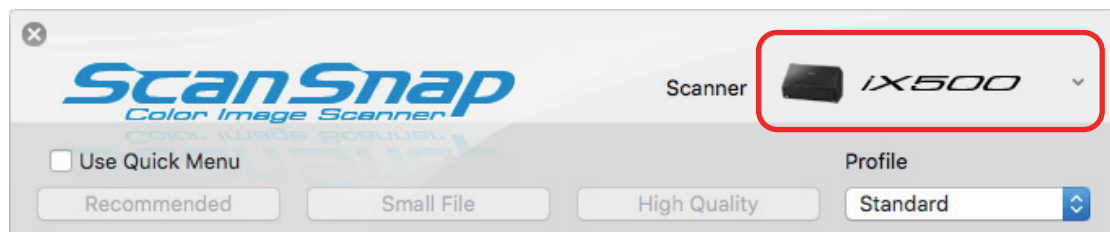
- iX500
- iX100
- S1500
- S1500M
- S1300i
- S1300
- S1100i
- S1100

Changing the Settings for Each ScanSnap

When you connect SV600 and another ScanSnap to a computer, you can change the scan settings or manage profiles for each ScanSnap in the following windows.

- ScanSnap setup window

Select a model name from [Scanner], and then change the scan settings for each of the connected ScanSnap models.

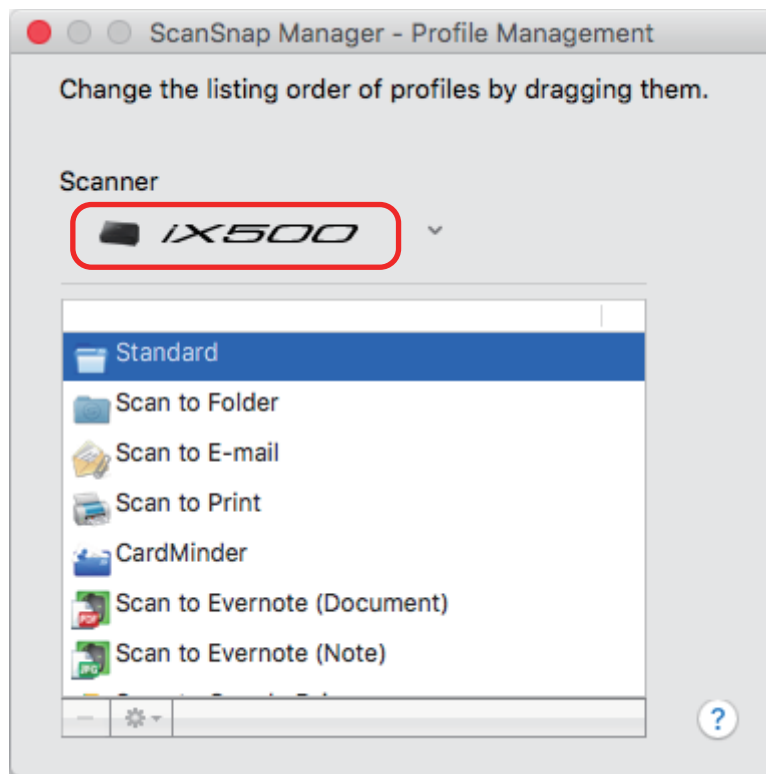


For details about changing the scan settings, refer to ["How to Configure Scan Settings" \(page 105\)](#).

- [ScanSnap Manager - Profile Management] window

You can manage profiles for each of the connected ScanSnap models.

Select a model name from [Scanner], and then perform desired operations.



For details, refer to "[Profile Management](#)" (page 59).

Connecting the ScanSnap to a Wireless LAN (For iX500 or iX100)

You can connect the computer where ScanSnap Manager is installed to iX500 or iX100 via wireless LAN and then scan documents.

To use this function, you need an environment in which a wireless LAN can be used.

For details, refer to the Basic Operation Guide.