Visioneer®
Patriot 430 Scanner
User's Guide

visioneer

for Windows

Visioneer Patriot 430 Scanner User's Guide

FOR WINDOWS

visioneer

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- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

This equipment has been certified to comply with the limits for a class B computing device, pursuant to FCC Rules. In order to maintain compliance with FCC regulations, shielded cables must be used with this equipment. Operation with non-approved equipment or unshielded cables is likely to result in interference to radio and TV reception. The user is cautioned that changes and modifications made to the equipment without the approval of manufacturer could void the user's authority to operate this equipment.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

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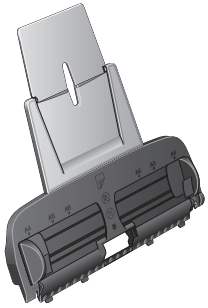
Welcome

Your new Visioneer Patriot 430 scanner can quickly scan single-sided or double-sided stacks of color, grayscale, and black-and-white documents, up to 8.5" x 14", and place their images on your computer.

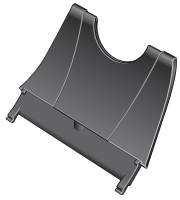
What's in the Box

Before proceeding, check the contents of the box. If items are missing or damaged, contact the dealer where you purchased the scanner.

Visioneer Patriot 430 Scanner

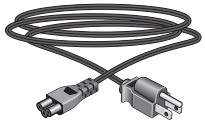


Input Tray



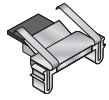
Output Tray

USB Cable



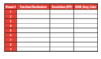
Power Cord

Power Supply

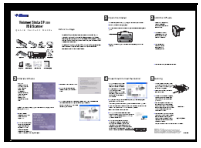


Replacement ADF Pad

Two CDs
Disc 1 and Disc 2



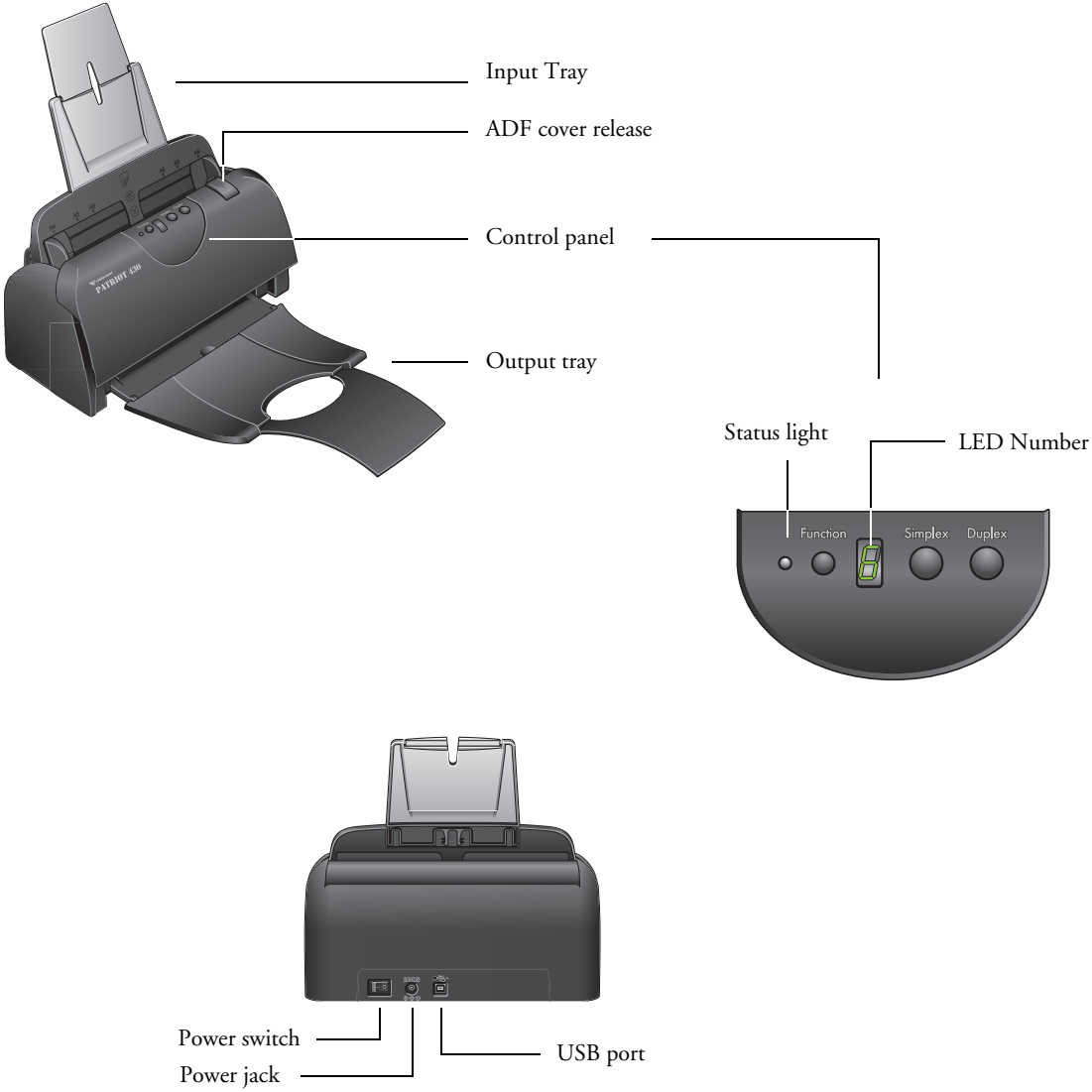
Buttons Label



Quick Install Guide

Technical Support Card

THE VISIONEER PATRIOT 430 SCANNER



Input tray—Holds documents in place. The paper guide on the input tray adjusts to fit the document width.

ADF cover release—Opens the cover on the ADF.

Control panel—Buttons to start the scanning.

Output tray—Holds documents after being scanned through the Automatic Document Feeder (ADF).

Status light—Shows the scanner's status. A steady green light indicates the scanner is available to scan or is scanning. A rapidly flashing green light indicates the scanner is preparing to scan. Refer to the Troubleshooting section for additional details.

Function button—Selects the scan setting for the Simplex and Duplex buttons. Press to cycle through the settings.

LED Number—Shows the current scan setting for the Simplex and Duplex scanning buttons. A scan setting includes resolution, file type, brightness, color or black and white, destination, and so on.

Duplex button—Press to scan a two-sided document.

Simplex button—Press to scan a one-sided document.

Power switch—On/Off power switch.

Power jack—Connects the power cord to the scanner.

Universal Serial Bus (USB) port—Connects the scanner to the computer.

WHAT YOU NEED

An IBM-compatible Pentium PC, or AMD equivalent with:

- A CD-ROM drive
- An available Universal Serial Bus (USB) port
- Microsoft® Windows® operating system: 2000 (Service Pack 4) or XP (Service Pack 1 and 2)
- A minimum of 512 MB (megabytes) of internal memory (RAM)
- 200 MB minimum of free hard disk space

A VGA or SVGA Monitor

The recommended settings for your monitor are:

- High Color (16-bit) or True Color (24-bit or 32-bit)
- Resolution set to at least 800 x 600 pixels

To set your monitor's colors and resolution:

- Open the Windows Control Panel
- Double-click on **Display** then select the **Settings** tab

DOCUMENTATION

The following documentation is provided with your scanner:

- Quick Install Guide—Abbreviated installation instructions.
- Visioneer Patriot 430 Scanner User's Guide—On the Installation CD; contains detailed installation, scanning, configuration, and maintenance information.
- ScanSoft PaperPort User's Guide—On the Installation CD; contains detailed feature and configuration information for the PaperPort software.
- Online Help—For the scanner configuration, TWAIN and WIA interfaces, and PaperPort software applications.

Installation

Installation is a quick, four-step process:

1. Assemble the scanner
2. Install the software
3. Connect the power supply
4. Connect the USB cable and turn on the power

BEFORE YOU BEGIN

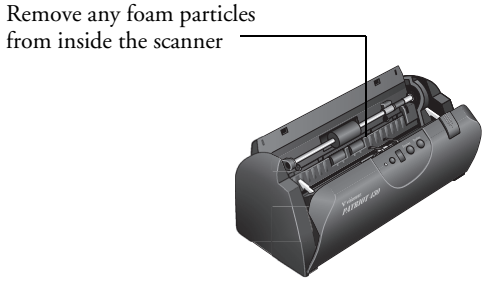
Please make sure of the following before you begin installation:

- **The information in this guide may cover software not provided with the scanner you purchased. Disregard any information about the software not applicable to your chosen product. Please visit our web site at www.visioneer.com for the latest software updates for your Visioneer Patriot 430 scanner.**
- **If your computer has AntiVirus or AntiSpyware software running, you may see messages during installation asking you to allow the installation to proceed. Although the messages will differ based on the software your computer is running, in each case you should allow the installation to proceed. Alternatively, you can turn off the AntiVirus or AntiSpyware software before installing your scanner. But if you do, make sure to turn it back on again when installation is finished.**
- **If you already have a scanner connected to your computer, you need to remove its driver programs first before beginning the installation of your Visioneer Patriot 430 scanner. Please see "How to Uninstall Your Scanner" on page 131 for basic instructions, or see the User's Guide that you received with your other scanner for specific instructions.**

STEP 1: ASSEMBLE THE SCANNER

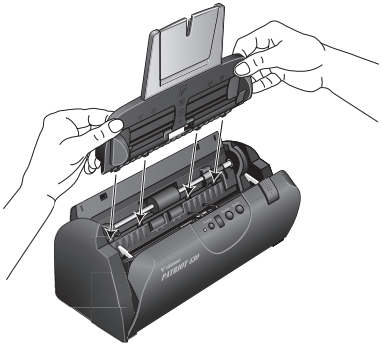
To assemble the scanner:

1. Remove the scanner from its protective foam and plastic bag.
2. Check inside the document feeder mechanism and carefully remove any foam particles that may have gotten inside it. Leave the cover open so you can attach the Input tray.

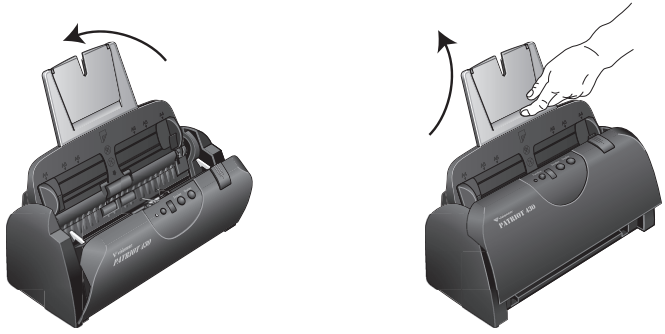


Note: If the Input and Output tray get in the way when you connect the USB cable and power cord, you can attach them later when you're finished installing the software.

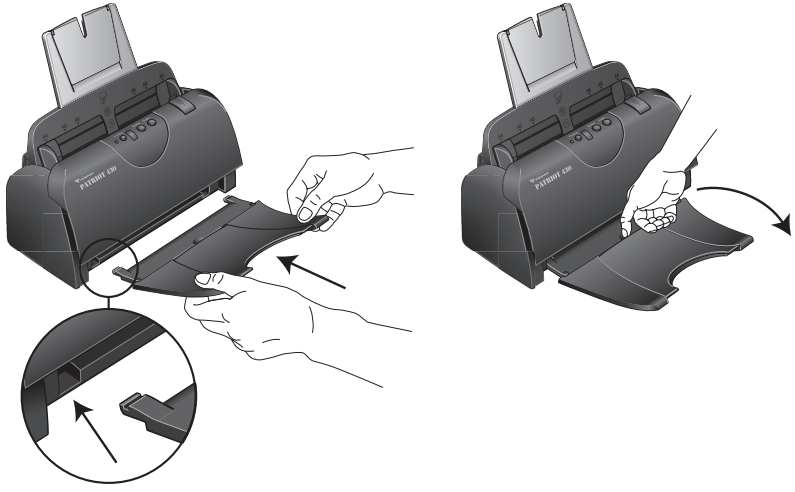
3. Align the tabs on the Input tray with the slots inside the scanner and slide the tray down into place. Snap the paper guide extension into the paper tray.



4. Swing the paper guide back until it snaps into place. Close the scanner cover. Flip the paper guide extension up so it is fully extended.



5. Insert the pins on each side of the output tray into the holes on the scanner. Flip open the extension on the output tray so it is fully extended.



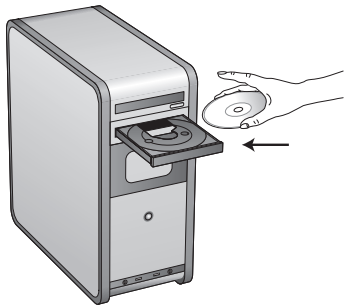
6. Proceed to “Step 2: Install the Software.”

STEP 2: INSTALL THE SOFTWARE

Note: The software is on the two CD's you received with your scanner. Please be sure to install from **Disc 1** first.

To install the software:

1. Start Microsoft Windows and make sure no other applications are running.
2. Insert **Disc 1** into your computer's CD-ROM drive.



The Installation menu automatically opens.

Note: If the CD does not start, check the following: •

- Make sure you have inserted **Disc 1**.
- Make sure the CD drive's door is completely shut.
- Make sure the CD was inserted in the drive in the proper direction (label side up).

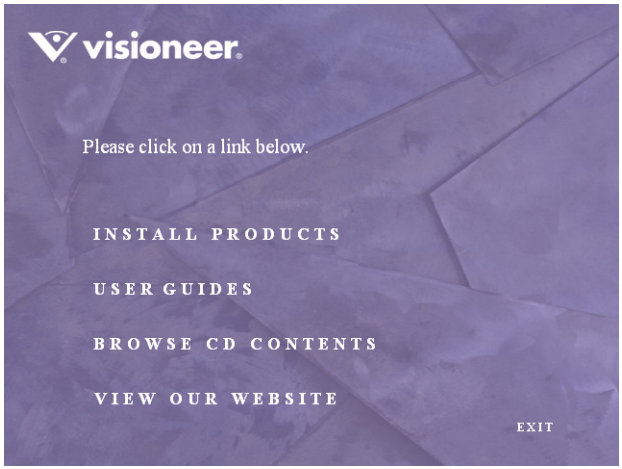
To launch the CD manually:

- Open the Windows option for My Computer. You can do this by double-clicking on the **My Computer** icon on your desktop.
- Double-click the icon for your CD-ROM drive.
- The Installation menu for the CD should now open.

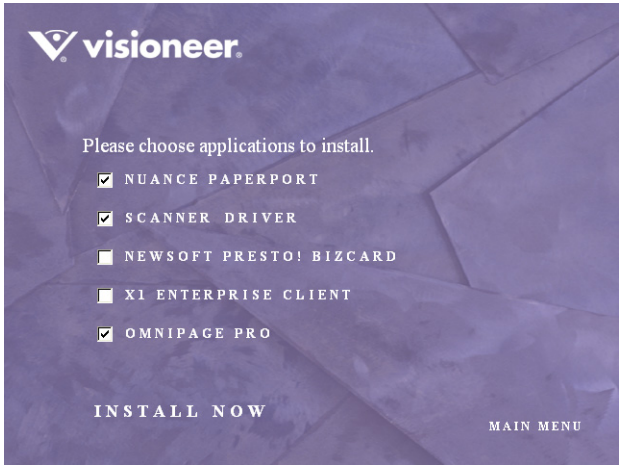
If the menu does not open:

- From the list of files on the CD, double-click the file named START32.EXE.

3. On the Installation menu, select **Install Products**.



4. Make sure the boxes for **Nuance PaperPort®**, **Scanner Driver**, and **OmniPage Pro®** are checked.



Note: The software provided with your scanner may differ slightly from the list shown in the window.

Note: The OmniPage Pro software is required for installation and provides extensive Optical Character Recognition (OCR) capabilities for your scanner. It also adds special formats to the scanner's OneTouch 4.0 software for creating searchable PDF files (known as sPDF and nPDF). **Please note**: if you do not install the OmniPage Pro software now, but install it later, you must restart your computer before the sPDF and nPDF formats are available in the OneTouch 4.0 software.

5. Click **Install Now.** The PaperPort software will load first.
6. The Select Language window opens for the PaperPort software. Click the drop-down menu arrow and select the language you want to use. Click **OK**.

   The first PaperPort Installation window opens.
7. On the PaperPort Welcome window, click **Next**.

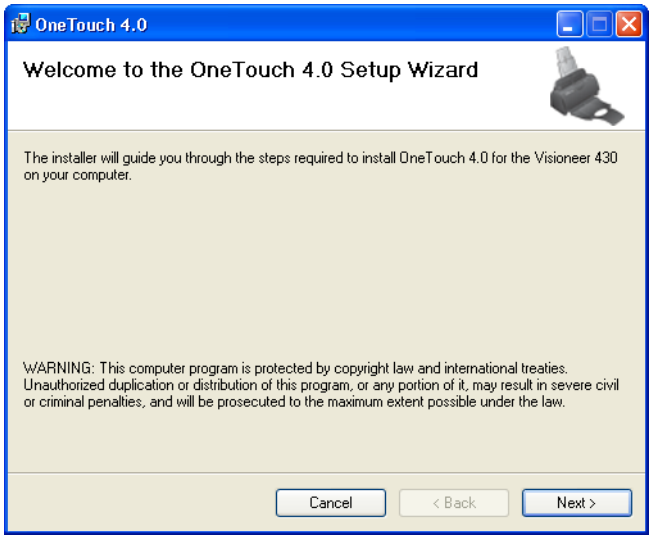
   Installing PaperPort will uninstall any existing version of PaperPort and will install the newer version while retaining all of your previous PaperPort files.
8. Read the PaperPort license agreement and select **I accept the terms in this agreement**, then click on **Next**. If you choose not to accept the license agreement, the installation will terminate and the PaperPort software will not be installed.
9. On the Customer Information window, accept the current values or enter new information, then click **Next**.
10. On the Setup Type window, keep the default Setup Type and click **Next**.
11. Click **Install** to begin the installation.

    Reminder: If your computer is running an AntiVirus or AntiSpyware application, you may see messages asking you to allow installation. Select the option to allow installation to proceed with the install.

12. On the Product Registration window, do one of the following:
    - Select **Register online**, click **OK**, then follow the registration instructions.
    - Select **Print registration form**, click **OK**, then follow the instructions to complete and print the registration form.
    - Select **Remind me in 7 days** and click **OK**.
13. At the InstallShield Wizard Completed window, click **Finish**.

    If a message window opens instructing you to restart your computer, click **Restart.**

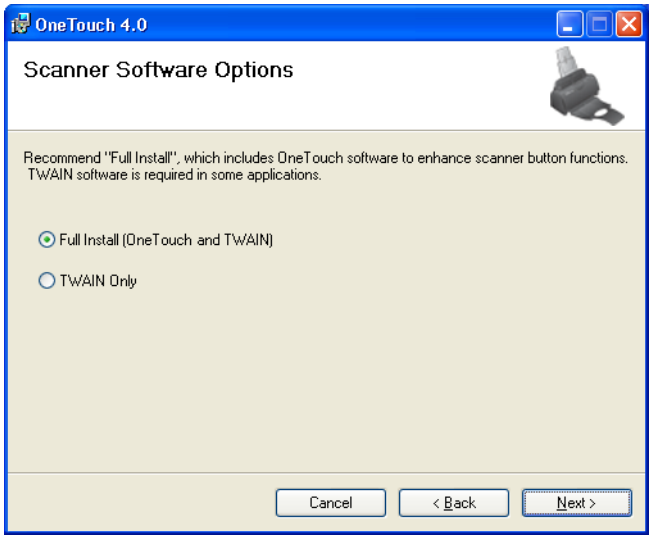
    The Welcome to the OneTouch 4.0 Setup Wizard opens.



14. On the Visioneer License Agreement window, read the license agreement. If you accept the terms, select **I Agree**, and click **Next**.

    If you choose not to accept the license agreement, the installation will terminate and the scanner driver will not be installed.
15. Click **Next**.

The next window lists the choices of the drivers that you can install for your scanner.



16. Choose the option you want.

- **Full Install (OneTouch and TWAIN)**—This is the **recommended** installation. It installs the OneTouch 4.0 software which provides the necessary driver software for the scanner. It also installs scanning interfaces for TWAIN, and Microsoft's Windows Image Acquisition (WIA) if your computer is running Windows XP. Installing this option means that you can use several different methods to scan, as explained in this User Guide.
- **TWAIN only**—The TWAIN driver is installed without the OneTouch 4.0 software. You can only use the Visioneer Patriot 430 TWAIN driver. If you choose to install only the TWAIN driver, you will not be able to use the buttons on the scanner. You will only be able to scan from the TWAIN or WIA (Windows XP only) interface from a scanning application.

Note: If you decide to change the scanner's installed drivers later on, you must first uninstall the drivers the scanner is currently using. See the section "To Install Another Driver" on page 132.

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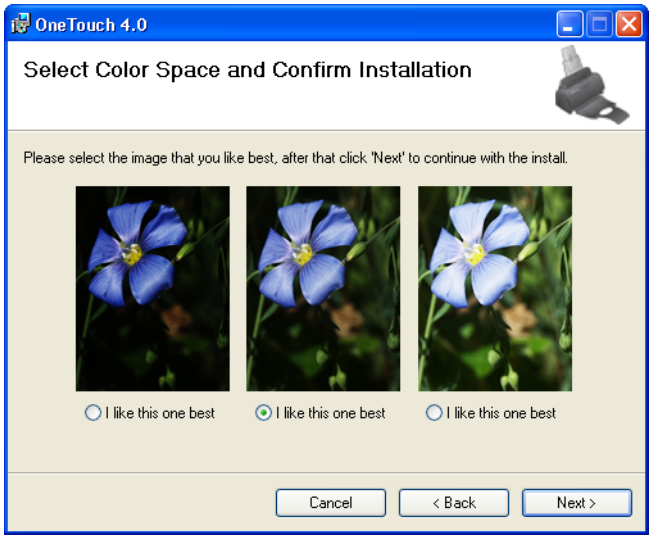
17. Click **Next**.

    During installation you will see this window asking you to select one of the images for the Color Space setting.

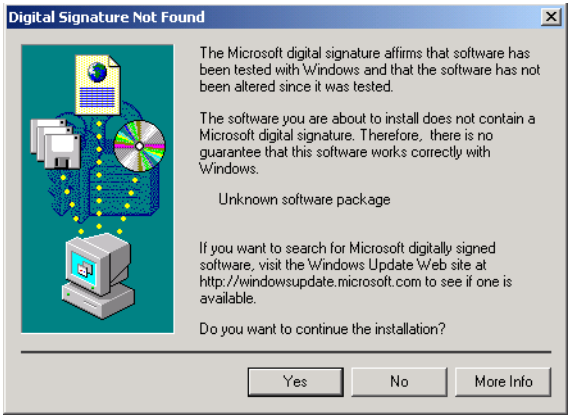


    The Color Space setting sets the gamma value for the scanner so scanned items look good on your monitor. Gamma controls the brightness of the midtones of colors. That setting can be changed later on as you're scanning.

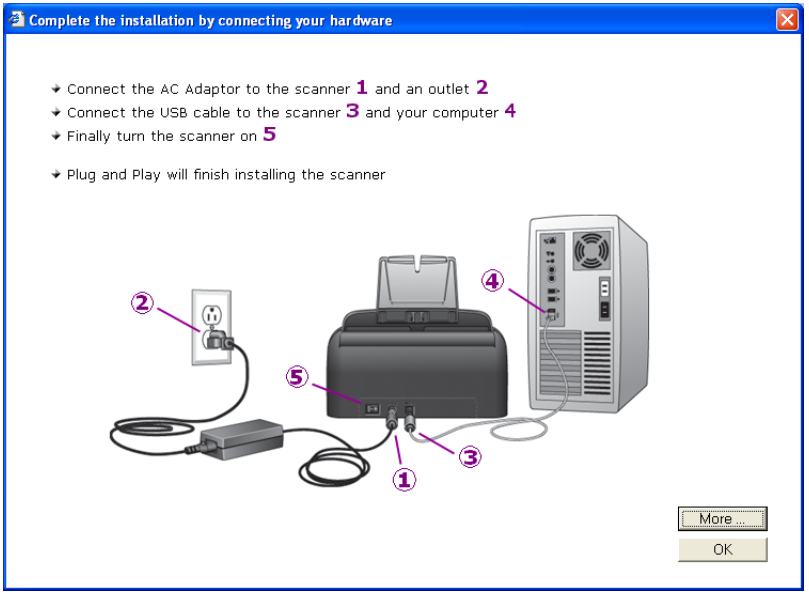
18. Select the option that looks best to you and click **Next**.

    The driver installation will now begin.

If you are installing the scanner on a Windows 2000 computer: During the software installation, this "Digital Signature Not Found" message may appear several times. Each time this message appears, you can disregard it and click **Yes**.



19. **STOP** when you see the "Complete the installation by connecting your hardware" window. Do **NOT** click **OK** yet. Leave the window open and proceed to the next section, "Step 3: Connect the Power Supply" on page 15.



STEP 3: CONNECT THE POWER SUPPLY

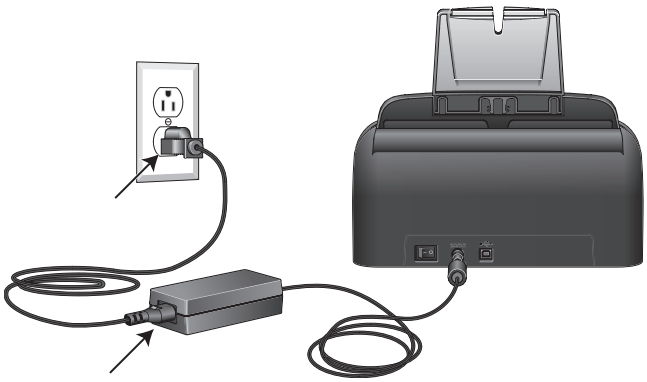
Connect the power supply and power cord, and plug the power supply into an electrical outlet.

To connect your Visioneer Patriot 430 scanner:

1. Plug the power supply into the power port on the scanner.

Note: Only use the power supply (HEG42-240200-7L made by HiTron) included with your scanner. Connecting any other type of power supply may damage your scanner, and will void its warranty.

2. Plug the power cord into the power supply and into a wall outlet.



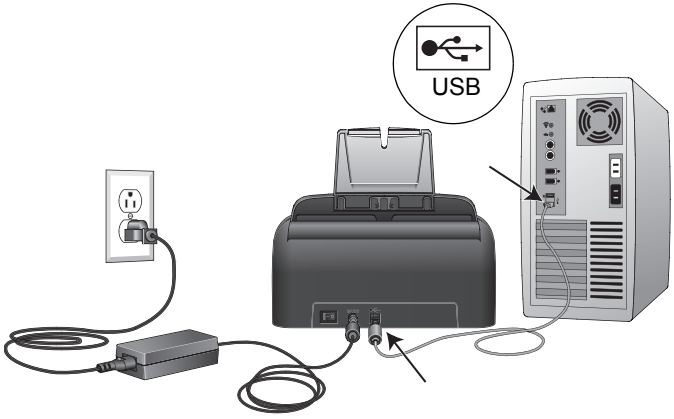
Now proceed to the next section, "Step 4: Connect the USB Cable and Turn on the Power."

STEP 4: CONNECT THE USB CABLE AND TURN ON THE POWER

The Visioneer Patriot 430 scanner connects to any available USB port. Check your computer's manual for USB port locations.

Note: You can connect the scanner to your computer while the computer is running. You do not have to shut down your computer.

1. Remove any protective tape from the USB cable.
2. Plug the USB cable into the USB port on the scanner then into a USB port on the computer. Connection to a USB 2.0 High Speed port provides optimum performance, however your scanner will also connect to a USB 1.1 port.

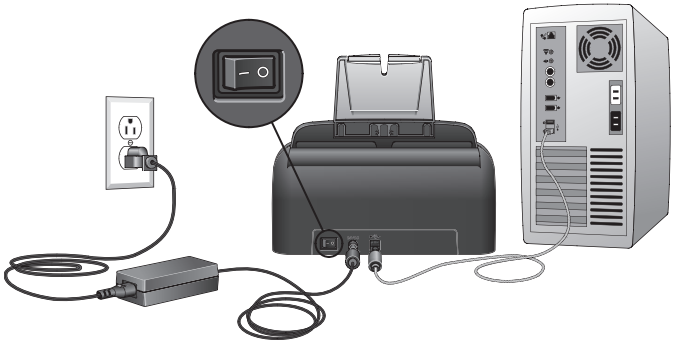


The USB symbol, as seen in the above diagram, identifies the location of the USB port on your computer. If the plug does not attach easily, make sure that you are plugging it in correctly. Do not force the plug into the connection.

You can also connect the scanner to a USB port on the computer's keyboard if it has one, or to a USB hub. If you use a USB hub, it must have its own power supply already plugged into an electrical outlet.

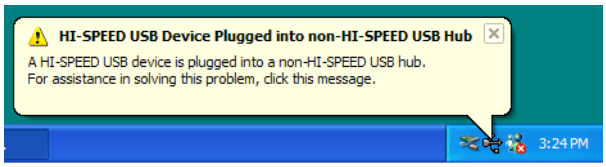
Note: If you have not installed the scanner driver, unplug the USB cable from the computer and install the software now. When the driver installation is complete, a message tells you when to connect the scanner.

3. Turn on the power switch, located on the back of the scanner to the left of the power port.



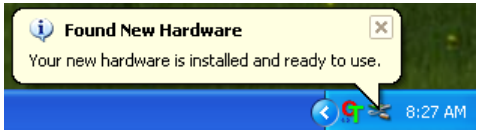
The status light comes on and flashes indicating that the scanner is receiving power.

If you are using Windows XP Service Pack 2, and have plugged the USB cable into a USB 1.1 port, an information bubble may open explaining that "A HI-SPEED USB device is plugged into a non-HI-SPEED USB hub". Plug the USB cable into a USB 2.0 port (if available) or just disregard the message. If you leave it plugged into the USB 1.1 port, your scanner may scan a bit slower than the 15 pages per minute, and 30 images per minute available with a USB 2.0 port.

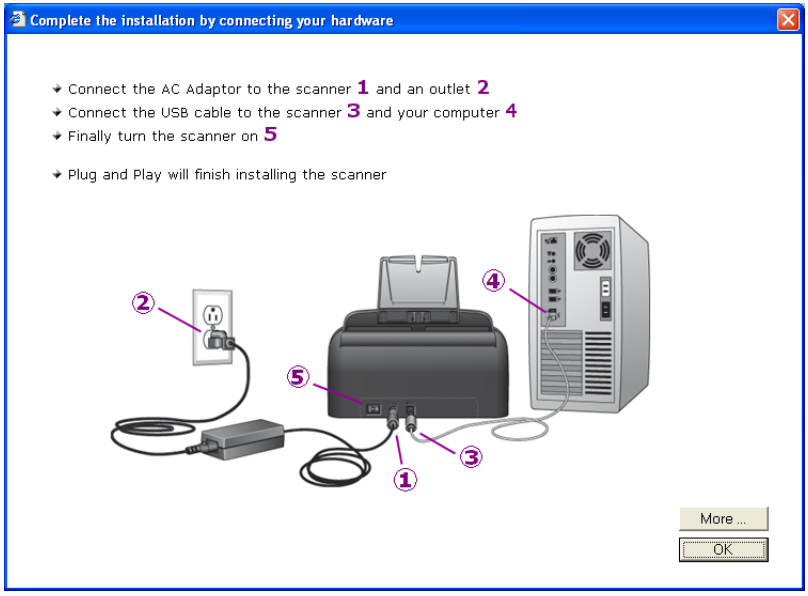


4. Your computer then recognizes that a scanner has been plugged into the USB port and automatically loads the appropriate software to run the scanner.

   Do not proceed until you receive a message that your computer has found the new hardware, or updated the driver database. If your computer is running Windows XP, you will see the following message.



5. When you're certain that the software has completely loaded, return to the "Complete the installation by connecting your hardware" window.

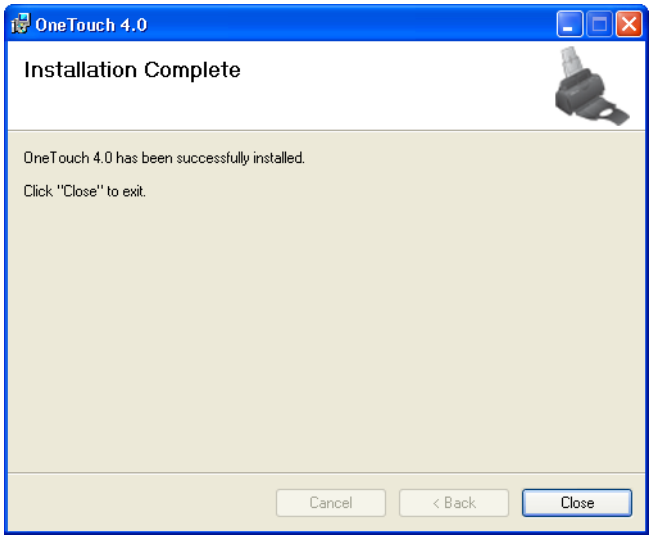


6. Click **OK**.

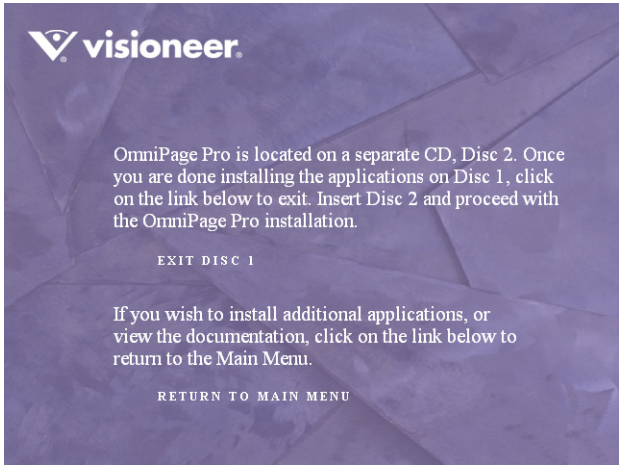
   You can also click **More** to see a quick overview about accessing and navigating the OneTouch Button Panel. When you're finished reading the additional information, click **OK**.

The scanner's status light is green when the scanner and computer are communicating properly.

7. Click **Close** on the Installation Complete window to close and exit the software installer.



If you selected OmniPage Pro for installation, a window tells you to insert the second CD to install it.



Note: OmniPage Pro is required for your scanner to have its full range of features. Please make sure to install OmniPage Pro before scanning.

To install OmniPage Pro:

1. Click **Exit Disc 1** and remove **Disc 1** from the CD-ROM drive.
2. Insert **Disc 2** into the CD-ROM drive.

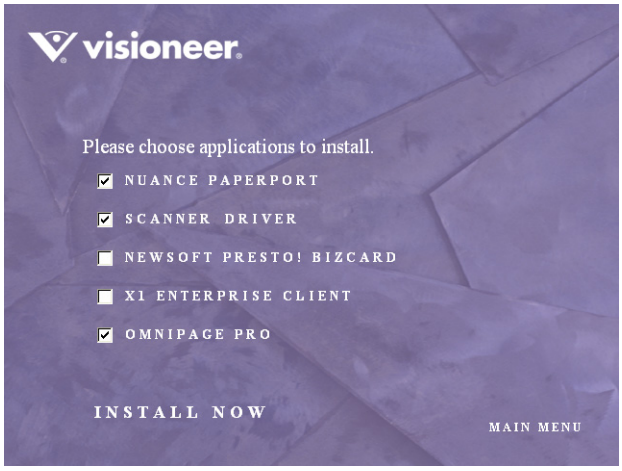
   The OmniPage Pro Installation menu opens automatically. If it does not open, see the note on page 8.
3. Select **Install OmniPage Pro**.
4. Follow the instructions on the screen to install OmniPage Pro.
5. When installation is finished, remove **Disc 2** and store it in a safe place.
6. If you want to install other software from **Disc 1**, re-insert it into the CD-ROM drive now and see the next section, "Additional Applications for Your Scanner."

ADDITIONAL APPLICATIONS FOR YOUR SCANNER

Your scanner includes free, additional applications on the installation CD.

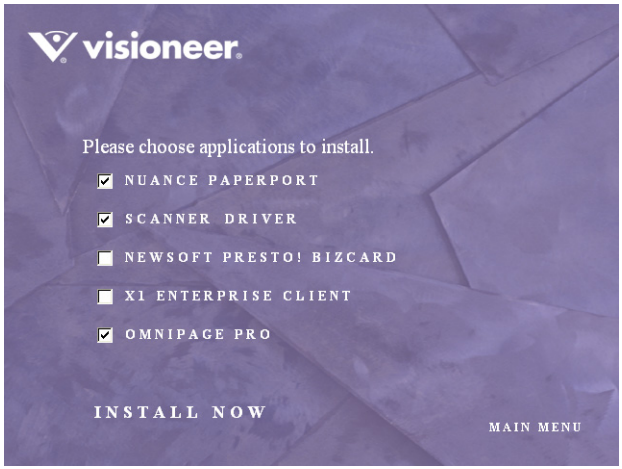
To install the additional applications:

1. Return to the Installation window and select the additional applications you want to install on your computer.

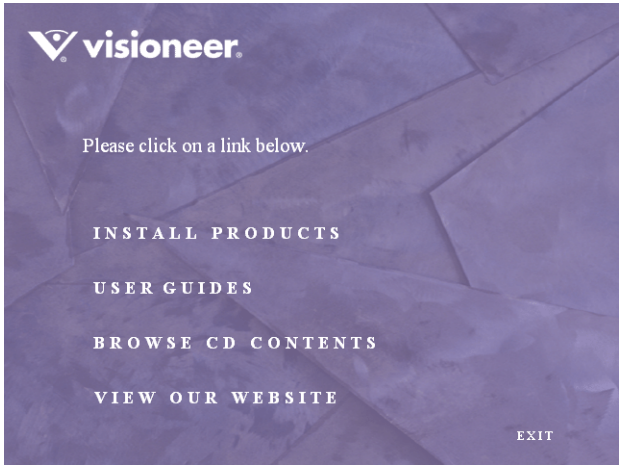


2. Click **Install Now.**
3. Follow the instructions on the installation windows.

4. When installation is finished, return to the Installation window and click **Main Menu**.



5. On the Main Menu, click **User Guides**.



The Visioneer User Guides window opens. Use this window to view and save the User Guides you want.

The User Guides are in Adobe® Acrobat® PDF format. The CD also includes a free copy of Acrobat® Reader® in case your computer does not have it already installed. The Scanner Readme file is in HTML format and will open in any standard browser.

If you need to, click **Acrobat Reader** to install it now. Follow the instructions on the installation windows.

To view and save the User Guides:

1. Click the name of a User Guide you want to view and it will open in Acrobat Reader. Use the Acrobat Reader **Save** command to save that User Guide on your computer.
2. Return to the Visioneer User Guides window and repeat the process to open, view, and save all the other User Guides you want. **The Scanner Readme file has late-breaking news about your scanner.**
3. When you're finished, click **Main Menu** to return to the main Visioneer Installation window and click **Exit**.

That's it! Installation is finished and your Visioneer scanner is ready to scan.

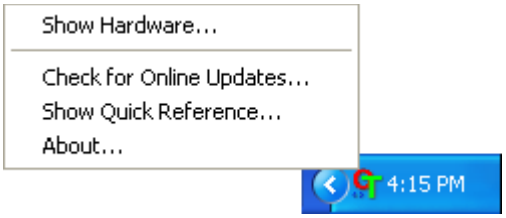
REGISTER YOUR SCANNER AND CHECK FOR UPDATES

Registering your scanner is important as it provides you with access to our free telephone support service. Registration also gives you free access to software updates for your scanner.

To register your scanner:

The OneTouch Icon

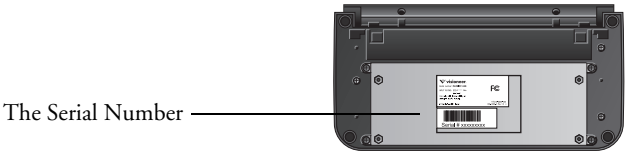
1. Right-click on the OneTouch icon in the Windows Notification Area (at the bottom right corner of the screen).
2. Choose **Check for Online Updates** from the pop-up menu.



3. Follow the instructions on the screen and register your scanner by entering your scanner's serial number and your email address.

Note: : A valid email address is required.

The serial number is located on the underside of the scanner.



After registration is complete you will receive an email message with your RegID.

Your RegID is important as you will need it when accessing free telephone support, or checking for online updates.

4. After receiving your RegID, write it down on a piece of paper and keep it with your scanner so you will be able to find it easily.

Scanning

You have several different scanning options with your Visioneer Patriot 430 scanner. Each method scans equally well, so use the one with appropriate options for the item you are scanning.

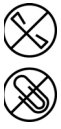
The scanning methods with your Visioneer Patriot 430 scanner are:

- **Scanner Buttons**—When you press either the Simplex or Duplex button, documents are scanned using the scan settings indicated by the LED number. The scanned images are then sent to a software application (known as the Destination Application) on your computer. See "Load and Scan Documents" on page 26.
- **OneTouch**—Use this scan option when you want to scan from the computer screen. Open the OneTouch scan panel and window, adjust the scan settings as needed, put the document in the scanner, then click the icon on the OneTouch panel. Also use this OneTouch method of scanning if you want to access the advanced features of Optical Character Recognition (OCR) available from the OmniPage Pro application. See "Scan from the OneTouch Button Panel" on page 31.
- **TWAIN Interface**—This option uses your scanner's TWAIN interface to scan. Select the TWAIN scan settings, put the document in the scanner, then click a button on the TWAIN interface window. The PaperPort software that you installed for your scanner uses the TWAIN interface for scanning, but many other programs use it too so you can scan from them, as well as from PaperPort. See "Scanning with the TWAIN Interface from PaperPort" on page 104.
- **Windows Image Acquisition (WIA)**—This option uses the Microsoft Windows set of choices for scanning. Select the WIA scan settings, put the document in the scanner, then click a button on the WIA window. Scanning with WIA is only available if your computer is running Windows XP. See "Scanning with the Windows Image Acquisition" on page 119.

LOAD AND SCAN DOCUMENTS

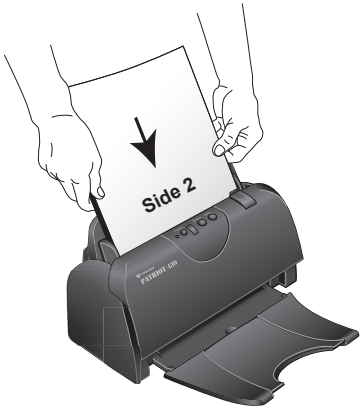
When you press either the Simplex or Duplex button, documents are scanned using the scan settings indicated by the LED number. The scanned images are then sent to a software application (known as the Destination Application) on your computer.

1. Adjust the paper guide for the width of paper, and make sure the input and output trays are fully extended.



Note: Remove any staples or paper clips from the documents before loading them into the automatic document feeder. Staples and paper clips can damage the feed mechanism. Damage to the scanner due to misuse will void the warranty.

2. Load the documents so the tops of the pages are inserted into the Automatic Document Feeder.



For Simplex (one-sided) scans, load the documents *face down.* Side 1 (the side of the page you want to scan) faces the paper tray, and Side 2 faces outward.

For Duplex (two-sided) scans, the documents can be face up or down because both sides are scanned.

Note: When Duplex scanning a multi-paged document, insert the pages *face up* to have the scanned pages ouput in their original order, from last page to first page.

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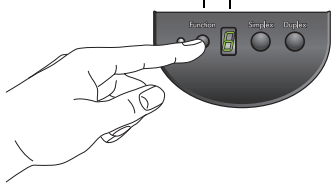
3. Check the LED number to make sure you're using the scan setting you want.

To choose a new scan setting, press the Function button.

The current scan setting. See "Check the Scan Settings Before Scanning" on page 29 to check the settings.

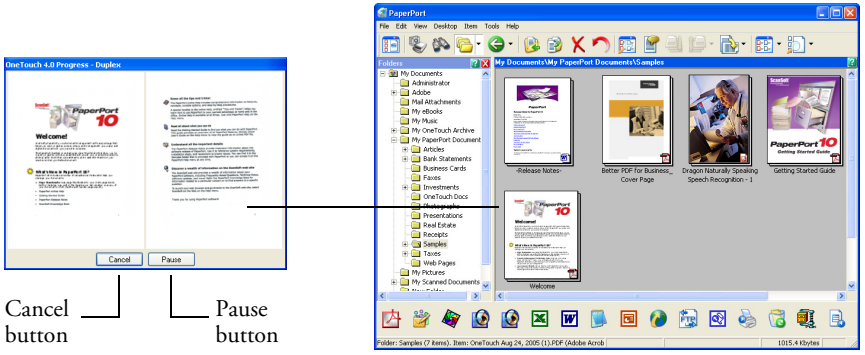
Press the Function button to cycle through the scan settings to select the one you want.



4. To scan a one-sided document, press the **Simplex** button.

   To scan a two-sided document, press the **Duplex** button.

A scan progress window opens and the image is sent to the selected application from the OneTouch utility. In this example of duplex (two-sided) scanning, the Destination Application is the PaperPort desktop and the two pages are stacked, one on top of the other.

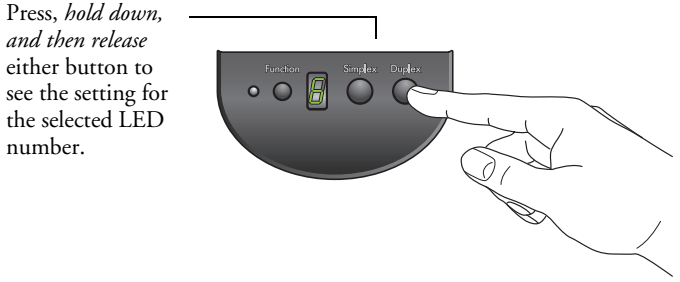


To cancel scanning, click the **Cancel** button.

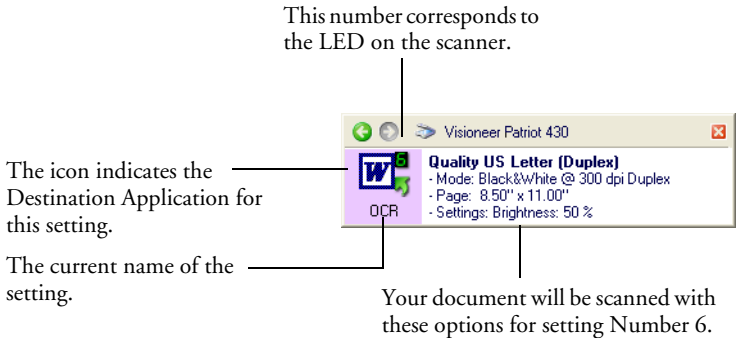
To pause the scanning, click the **Pause** button. It will change to a **Continue** button. Put the page back into the scanner and click **Continue** to resume scanning.

CHECK THE SCAN SETTINGS BEFORE SCANNING

1. To check the scan settings before scanning, *press, hold down, and then release,* either the **Simplex** or **Duplex** button.

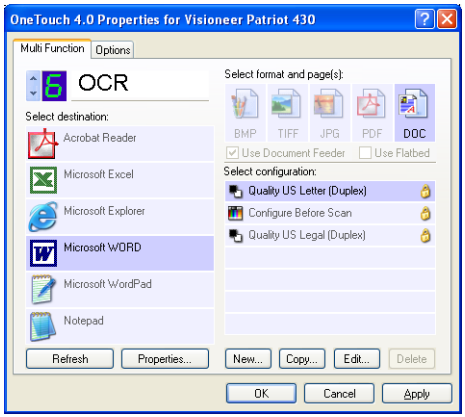


The OneTouch Button Panel opens with the description of the selected settings. This sample shows the current description of setting 6.



The OneTouch Properties window for that setting also opens so you can change any settings before scanning.

Note: The configurations shown on this example of the OneTouch Properties window are for illustration only. The configurations you see on your OneTouch Properties window may be different.



2. When you are ready to scan, press either the **Simplex** or **Duplex** button, or click the button on the OneTouch Button Panel. See "Scan from the OneTouch Button Panel" on page 31 for more information about the Button Panel.

SCAN FROM THE ONETOUCH BUTTON PANEL

You can also scan from the OneTouch Button Panel on the screen.

1. Adjust the paper guide for the width of paper and load the documents with their tops into the automatic document feeder.

   For Simplex (one-sided) scans, load the documents *face down*.

   For Duplex (two-sided) scans, the documents can be face up or down because both sides are scanned.

The OneTouch Icon

2. Now click on the OneTouch icon in the Windows Notification Area (at the bottom right corner of the screen).

   The OneTouch Button Panel opens and shows the first five on-screen scanning buttons. Click the arrows to cycle through all nine settings.

Click which button you want to use to scan.

Click these arrows to navigate through the nine buttons.

3. On the screen—not on the scanner—click the button you want to use to scan.

For example, if you want to scan with button 2, which converts the document to PDF, click here.

Or if you want to scan with button 4, which attaches the scanned document to a blank email message, click here.

Note: Your scanner comes with nine factory-preset OneTouch button settings. You can reconfigure and rename the buttons for your specific scanning requirements.

The scanner begins scanning. When the process finishes, the scanned images appear in the Destination Application, just as if you scanned with the Simplex or Duplex scanner buttons.

USING THE ONETOUCH BUTTON PANEL

The OneTouch Button Panel is also your on-screen set of controls for the scanner. The OneTouch Button Panel shows information about the scanner and its settings.

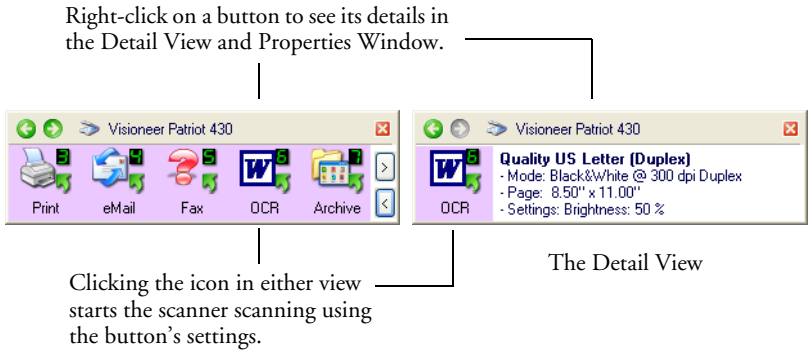
1. To open the OneTouch Button Panel, click the OneTouch icon. It is located in the Windows Notification Area at the bottom right corner of the screen.

   The OneTouch Button Panel opens at its Button View, which shows the on-screen scanning buttons.

The Button View

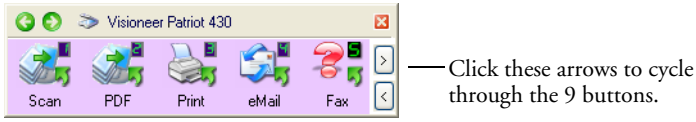
2. To scan from the panel, click the icon you want to use to scan.

3. To see the details for a button, right-click on it. The Properties window for that button also opens.



The Detail View

4. To cycle through the nine buttons, click the arrows on the right side of the panel.



5. To navigate through the panel's three views, click the green arrows at the top of the panel.

The Button View

The Hardware View

The Detail View

- The Button View is your main scanner control panel. Use it to scan or to see all nine buttons.
- The Detail View shows the current scan settings for a button.
- The Hardware View shows the current scanners connected to your computer.

If the Properties window is not open, right-click the icon on the Detail View or Button View to open it.

From the Hardware View and Detail View, click the green arrow to return to the Button View. You can also click on the hardware icon to return to the Button View.

6. To close the OneTouch Button Panel, click the close button on the panel.

ABOUT THE ONETOUCH BUTTON PANEL'S NAMES AND ICONS

The button names, such as PDF, eMail or Fax, indicate the original factory settings for a button. For example, the eMail button is set up to scan documents then immediately attach them to a new email message in Microsoft Outlook Express®. But you can change the name, the Destination Application, and any of the other aspects of the button.

A question mark for a button, such as shown for button 5 in the examples above, means your computer does not have appropriate software for the initial factory settings (Fax software in the example above). In that case, you would probably want to change the name and Destination Application to something else. For example, if you scan a lot of documents that have faint images, such as hand-drawn sketches in light pencil, you might want to change the button's name to Sketches, and the Destination Application to Microsoft Paint, or some other drawing program.

See "Configuring the OneTouch Buttons" on page 36 to change the settings of the buttons on the OneTouch Button Panel.

Note: If you install new applications on your computer, and they do not appear in the **Select Destination** list, click the **Refresh** button.

THE DEFAULT ONETOUCH SETTINGS ON YOUR SCANNER

When you receive your scanner, its settings are preconfigured to scan items for various basic tasks, such as email or fax, then send the scanned image to a preselected Destination Application. The following table shows these factory-default settings. *You can change any of these settings.*

Button	Name	Destination Application	Preconfigured Settings
1	Scan	PaperPort	Black&White @ 200dpi Duplex 8.5" x 11" page, Brightness 50%
2	PDF	PaperPort	Black&White @ 200dpi Duplex 8.5" x 11" page, Brightness 50%
3	Print	Printer	Black&White @ 300dpi Simplex 8.5" x 11" page, Brightness 50%
4	eMail	Microsoft Outlook (as attachment)	Black&White @ 200dpi Simplex 8.5" x 11" page, Brightness 50%
5	Fax	Fax Application	Black&White @ 200dpi Simplex 8.5" x 11" page, Brightness 50%
6	OCR	Microsoft Word (if installed). If Word is not installed, documents are stored in the folder **My Documents/My OneTouch Archive/PDF Documents**	Black&White @ 300dpi Duplex 8.5" x 11" page, Brightness 50%
7	Archive	Store in the folder **My Documents/My OneTouch Archive/PDF Documents**	Black&White @ 300dpi Simplex 8.5" x 11" page, Brightness 50%
8	Custom	NewSoft Presto! BizCard (if installed). You received the BizCard software with your scanner. If the BizCard software is not installed, the Destination Application is Microsoft Paint.	If BizCard is installed: Grayscale @ 300dpi Simplex 3 1/2" x 2" business card size Brightness 50% If BizCard is not installed: Color @ 100dpi Simplex 6" x 4" photo size, Brightness 50%
9	Paint	Microsoft Paint	Color @ 300dpi Simplex 8.5" x 11" page Brightness 50% Contrast 50%

Note: If you install new applications on your computer, and they do not appear in the **Select Destination** list, click the **Refresh** button.

CONFIGURING THE ONETOUCH BUTTONS

Each OneTouch button configuration consists of a **Destination Application**, a **Scan Configuration**, and a **Document Format**. The OneTouch Properties window is where you select these three elements for a button.

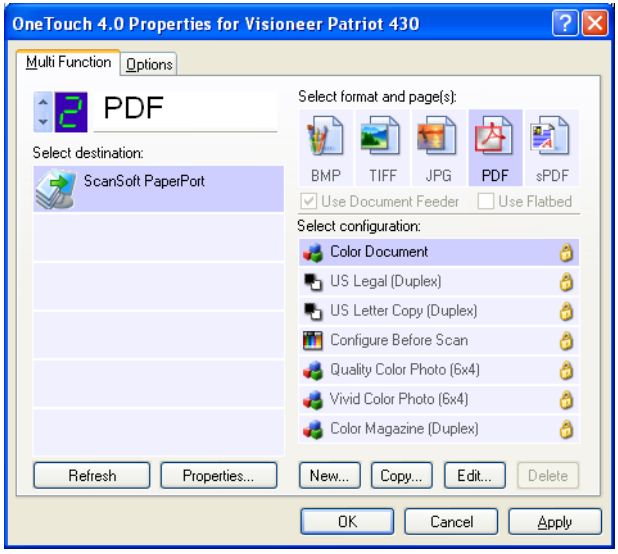
To open the OneTouch Properties window:

1. Click the OneTouch icon. It is located in the Windows Notification Area at the bottom right corner of the screen.
2. Right-click a button on the OneTouch Button Panel.

   The OneTouch Properties window opens for that button.

Note: Remember that left-clicking a button on the OneTouch Button Panel starts the scanner scanning. *Right-clicking* opens the OneTouch Properties window.

Right-click on a button (for example, button 2) and the Properties window opens for that button.



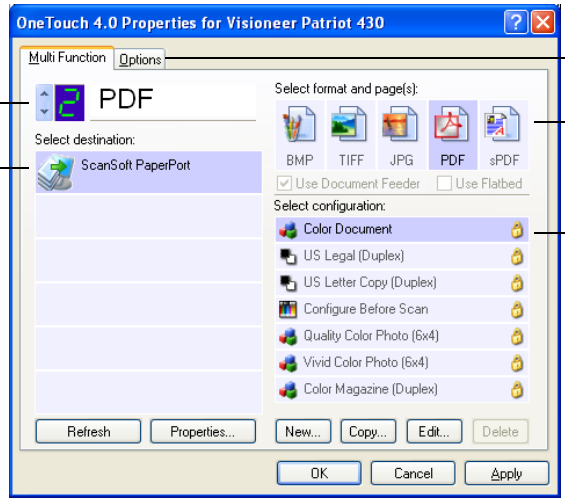
The OneTouch Properties window also opens when you press, hold down, and release the Simplex or Duplex button on the scanner.

ABOUT THE ONETOUCH PROPERTIES WINDOW

The OneTouch Properties window is where you can select new settings for the buttons. The OneTouch Properties window also contains special scanning features such as scanning and burn to a CD, scanning and converting text directly into an HTML web page, and scanning with optical character recognition (OCR) that turns a scanned image into text that you can edit.

Note: Some of the options on the OneTouch Properties window (and other OneTouch windows and dialog boxes) are "grayed out" and are not available. Grayed out options are not appropriate for your Visioneer Patriot 430 scanner. For example, on the figure below, the option "Use Document Feeder" is selected and "grayed out" because the Visioneer Patriot 430 is an ADF scanner and *always* uses the document feeder, so there's no reason for you to select it. If you use the OneTouch application with other Visioneer scanners, grayed out options become active, if appropriate.

The following example of the OneTouch Properties window shows the settings for Button 2. The button is set to scan with the scan configuration named Color Document then open PaperPort to display the scanned image. The Format and Page(s) option is set to scan in the PDF image format.



The button number and name.

The Destination Application. This is the application that opens when you are finished scanning.

Click to select options.

The file format of the images of the scanned item.

The settings that the scanner uses when scanning with the currently selected button (in this case button 2).

The settings on the OneTouch Properties window are:

Select Destination—The list of applications that can open to display the scanned image for the selected button. To configure the list of available applications, click the Options tab at the top of the dialog box and select the desired options. See "Selecting Options for a Button" on page 57 for more information.

Select Configuration—The list of available scan configurations for the selected button. The configuration settings include: scanning mode, resolution (dpi), page size, brightness, color saturation, hue, and gamma. To see a selected scan configuration's settings, click its icon. Click the icon again to close the detailed information.

Click the icon of a selected configuration to view its settings.

The icons next to each scan configuration indicate the scanning mode.

Color

Black and White

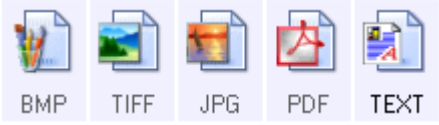
Grayscale

Configure Before Scan

Note: Use Configure Before Scan if you want to set the scanning mode manually before scanning. See "Configuring Before Scanning" on page 76.

You can also click the **Edit** button or double-click the configuration to see more detailed information about the selected configuration.

Select Format and Page(s)—A set of file formats for the scanned image for the selected button. The formats are based on the type of Destination Application you select. This example shows the formats that apply to Microsoft Outlook.

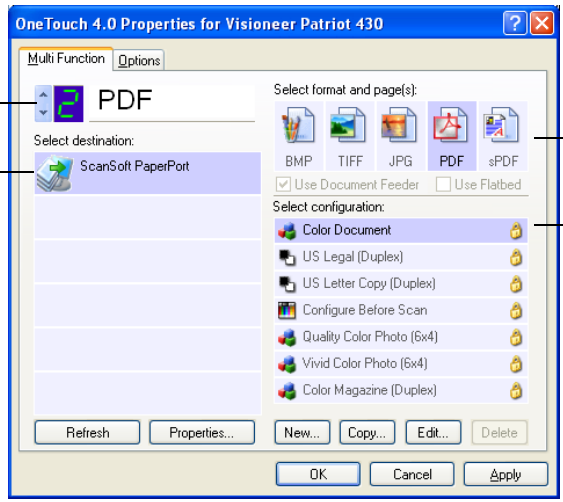


The icon names indicate their file types. See "Selecting Page Format Options" on page 51 for more about the formats.

Options tab—Displays a window for selecting options related to the selected Destination Application for the scanned image.

SELECTING NEW SETTINGS FOR A BUTTON

For each of the nine OneTouch buttons, you can select a new **Destination Application**, **Scan Configuration**, and **Document Format**.



Click these arrows to see the properties for the button whose settings you want to change.

Select a software application as the destination to send scanned documents.

Select a format for the scanned image.

Select a configuration for scanning the item.

To select new settings for the Scanner Button:

1. Click the button selection arrows to select the button you want to change.

   Each button has its own settings. So, as you click the arrows to cycle through the buttons, the available settings on the window change to show them for each button.

2. From the **Select Destination** list, select the application where you want documents sent when scanning is finished.

   See "Selecting Options for a Button" on page 57 to display a full list of the Destination Applications that you can use with the scanner.

Note: If you select a word processing program such as Microsoft WordPad or Microsoft Word and a page format that can be used for OCR (such as TEXT, RTF, or DOC), the text in scanned images is automatically converted to word processing text. The sPDF and nPDF are also page formats that can be used for OCR. See "Scanning with Optical Character Recognition (OCR)" on page 77 for details.

3. From the **Select Configuration** list, select a scan configuration.

   The scan configuration list is preset for the application you select in the Select Destination list. If you select a different application, the configurations are for that application. However, you can create your own scan configurations as well. See "Creating a New Scan Configuration" on page 61.

4. Select a **Format and Page(s)** option.

   The available options apply to the Destination Application you select. For example, if you select Microsoft Word as the Destination Application, the available formats are for text, such as .doc, .txt, and .rtf. However, if you select Microsoft Paint as the Destination Application, then the available formats are for graphics, such as .bmp, and .jpg.

5. Click **OK**, or if you want to keep the window open and work with other features, click **Apply**.

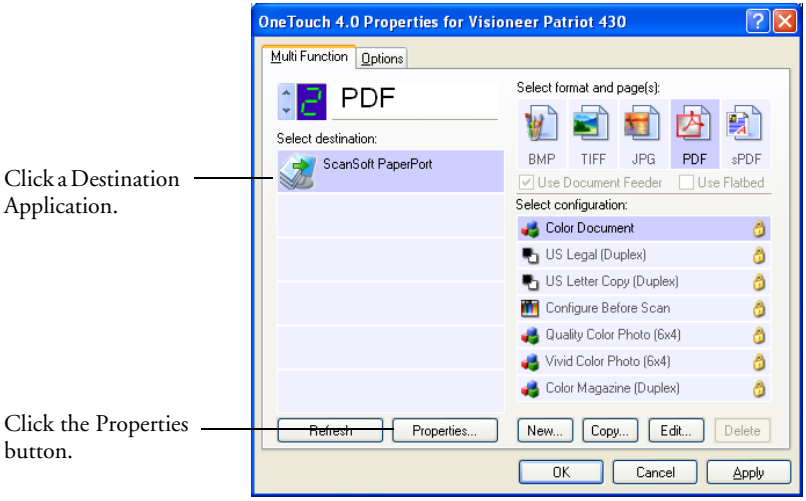
   Note that while the OneTouch Properties window is open, you cannot scan yet by clicking a button on the OneTouch Panel. You must click **OK** or close the OneTouch Properties window first. However, you can scan at any time by pressing the Simplex or Duplex button on the scanner.

   When you are finished selecting new settings for a button and you press or click a scanner button, the document is scanned using the newly configured settings for that button.

SETTING DESTINATION APPLICATION PROPERTIES

The different types of Destination Applications have various properties that you can select.

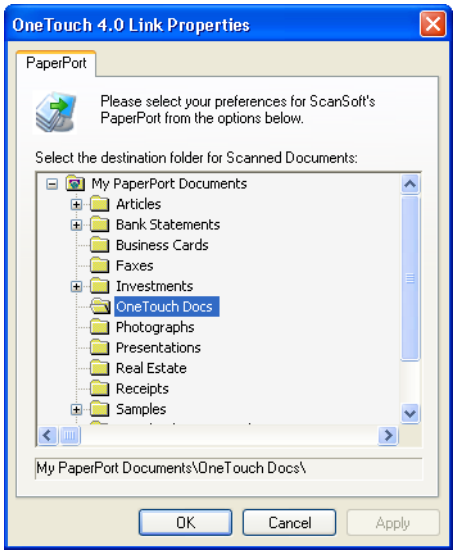
1. On the OneTouch Properties window, click a Destination Application.
2. Click the **Properties** button.



A OneTouch 4.0 Link Properties dialog box opens for the type of Destination Application you selected, and the available options are for that type of application.

PaperPort Properties

These properties apply to PaperPort, and are for designating the folder to receive your scanned items.

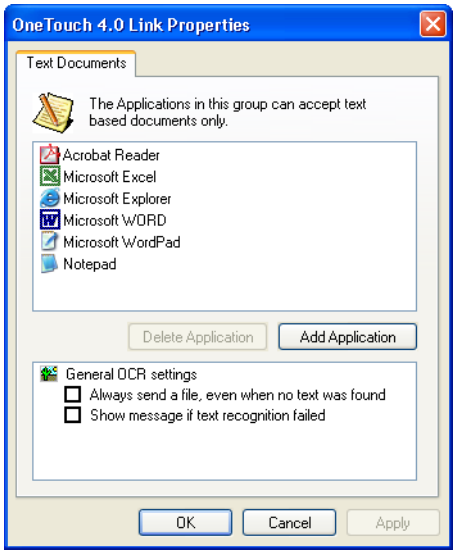


1. Select the PaperPort folder where you want the file of the scanned image to be located.
2. Click **OK**.
3. Click **OK** or **Apply** on the OneTouch Properties window.

   When PaperPort opens after you finish scanning, the thumbnails of your scanned documents are on the PaperPort Desktop in that folder.

Text Documents Properties

These properties apply to Microsoft Word, Microsoft Excel®, Adobe AcrobatReader, and the other applications indicated by their icons in the list. The properties apply to the OCR settings for the applications.



1. Click in the General OCR settings boxes for the options you want.

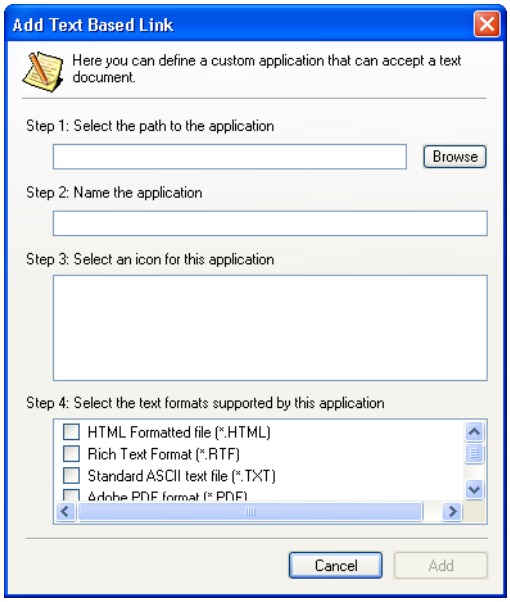
   The options will apply to all the applications in the group.

   Always send a file, even when no text was found—The scanned file is sent to the OCR reader even if the image does not appear to contain text. This could occur if you scanned a photograph with a OneTouch button set for text applications.

   Show message if text recognition failed—A message will open on the screen if the OCR reader does not detect text in the image.

2. To add another application to the list, click the **Add Application** button.

The Add Text Based Link dialog box opens.



3. Click **Browse** to find the application you want to add to the list.

   When you select the application using the Browse button, steps 1 and 2 on the dialog box are automatically filled in, and the application icon appears in step 3.

4. Select the icon in Step 3 of the dialog box. That is the icon that will appear in the OneTouch Destination List.

5. In step 4 of the dialog box, select the file formats that the application will accept.

   Refer to the documentation that you received with the application to see which text formats the application accepts.

   The options you select under step 4 determine the page format icons in the OneTouch Properties window for that group of applications.

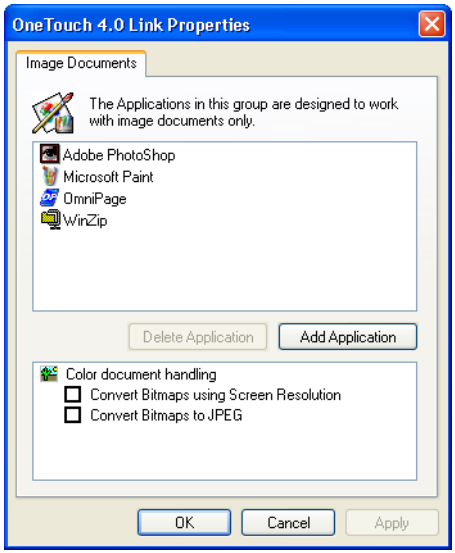
6. Click the **Add** button.

7. Click **OK** or **Apply** on the Link Properties window.

8. Click **Refresh** on the OneTouch Properties window.

Image Documents Properties

These properties apply to OmniPage Pro that you received with your scanner, plus Microsoft Paint and other image processing applications.



1. Click in the Color document handling settings boxes for the options you want.

   These options will apply to all the applications in the group.

   Convert Bitmaps using Screen Resolution—Use this option to ensure that an image will fit on the computer's screen. When a computer screen is set to a lower resolution, bitmap images with a higher resolution may be too big to fit on the screen. Converting the bitmap image to match the screen resolution ensures that the image fits on the screen.

   Convert Bitmaps to JPEG—JPEG files can be compressed to produce smaller file sizes and, therefore, shorter transmission times. Use this option to provide that compression capability to image files.

2. To add another application to the list, click the **Add Application** button.

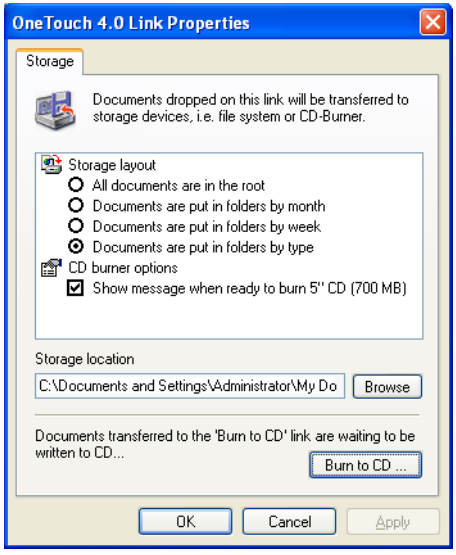
   See the steps on page 44 to add an application to the list.

3. Click **OK**.
4. Click **OK** or **Apply** on the Link Properties window.
5. Click **Refresh** on the OneTouch Properties window.

Storage Properties

These properties apply to the Destination Application named Transfer to Storage. If a CD burner is attached to your computer, you also use this dialog box to start the Burn to CD process. See the section “Scan and Burn to a CD” on page 89.

You can also set up multiple configurations to store scanned items in separate locations. See “The Storage Options Tab (Archive)” on page 68 and “Scanning to Multiple Folders” on page 70.



Note: If you do not have a CD burner attached to your computer, the CD options are not shown on the dialog box. The Burn to CD option is only available for Windows XP.

1. Click the Storage Layout options you want.

   All documents are in the root—The scanned documents are saved in the root of the folder specified in the Storage Location.

   Documents are put into folders by month, week, or type—Folders are created based on your selection (month, week, or type) and the scanned documents are saved in those folders. New folders are created for each month and week so you can keep track of when you scanned the documents.

2. Click the **Browse** button to specify the location to store the scanned documents.

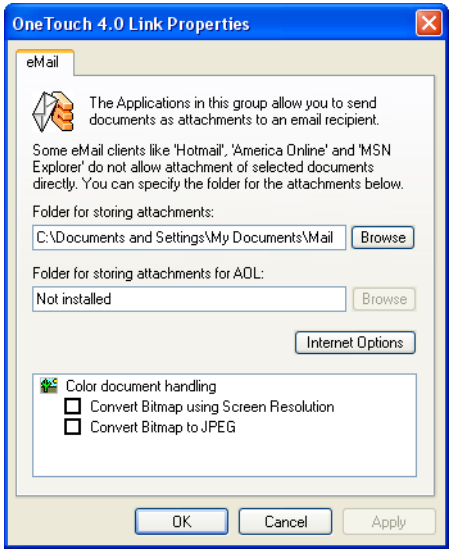
   If you are scanning to a shared network drive, it must be a mapped drive. For more information about mapped drives, see your network administrator.

   If you have a CD burner attached to your computer, the option **Show message when ready to burn 5" CD (700MB)**, should also be selected so you will see a message when it's time to click the **Burn to CD** button.

3. Click **OK** on the Link Properties window.

eMail Properties

These properties apply to email applications so you can specify the folder for documents that you will attach to an email message. Microsoft Outlook® will accept direct attachment of documents to a blank email message as soon as scanning is finished, but other email applications do not. If you're using one of those applications, such as America Online® (AOL), you need to know which folder contains the scanned documents so you can manually attach them to your email messages.



1. Click the **Browse** button for **Folder for storing attachments** and choose a folder for your email attachments.
2. Click the **Browse** button to specify the location to store them, or type a location directly into the box.

See the steps on page 46 to add an application.

3. If you are using AOL on your computer, and the folder name for AOL is incorrect, click the **Browse** button and find the correct AOL folder.

   For scanned images to be auto-attached to a blank email message, you must have the specific folder location AOL uses to find the attachments. Please contact AOL for more information about the folder location in which AOL stores attachments.

4. If you need to set or change any internet options for AOL, click the **Internet Options** button.

   The Windows Internet Options Control Panel opens. See your Windows documentation and AOL user manual for the settings on the Windows Control Panel.

5. Select the options for color document handling.

   Convert Bitmaps using Screen Resolution—Use this option to ensure that an image will fit on the computer's screen. When a computer screen is set to a lower resolution, bitmap images with a higher resolution may be too big to fit on the screen. Converting the bitmap image to match the screen resolution ensures that the image fits on the screen.

   Convert Bitmaps to JPEG—JPEG files can be compressed to produce smaller file sizes and, therefore, shorter transmission times. Use this option to provide that compression capability to image files.

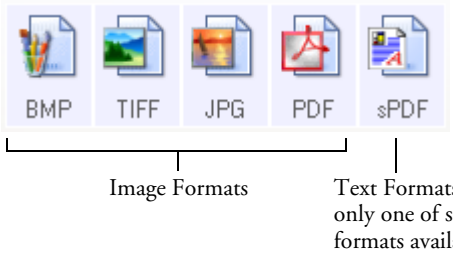
6. Click **OK**.

7. Click **OK** or **Apply** on the OneTouch Properties window.

SELECTING PAGE FORMAT OPTIONS

The Page Format options that you select determines the file format of the scanned document. Appropriate page format options and file types are available for the type of Destination Application selected for the button.

The available options are for images and text.



The Text Formats are for text file types. The names of the formats indicate their file types. See “Text Formats” on page 53 for details.

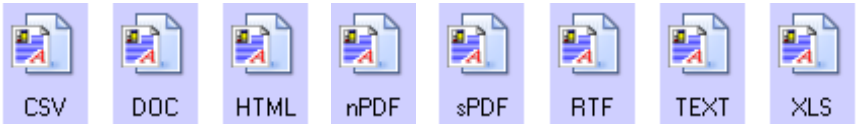


IMAGE FORMATS

Select an image file format for photos, artwork or other documents that you want to save as images. BMP and TIFF are standard image file formats generally used if you want to do additional image processing, such as photo touch-up or color correction. Both of those file formats tend to be larger than the JPEG format.

Because JPEG image files can be reduced in size, the JPEG format is often used for images on web pages, or if file size might be a problem when electronically sending the files. JPEG files are reduced in size by lowering their image quality, and you can select the degree of quality for your scanned images from the JPEG file format icon.

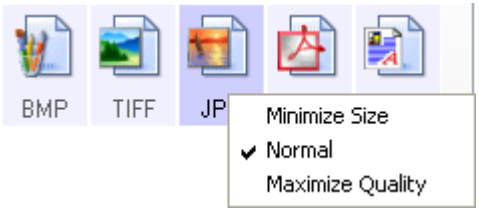
The PDF format is often used to create images of text pages. You may want to select PDF as the page format when scanning text pages that do not require OCR processing or other processing. The PDF format is also used to put multi-page documents on web sites as pdf-readable files. As with the JPEG option, the PDF format can be reduced in size or quality.

Note: The two other PDF formats—nPDF and sPDF—are for scanning with OCR processing and with the ability to search the scanned text. See the next section, "Text Formats," and also "Scanning with sPDF or nPDF and Searching for Text" on page 86 for details.

To select a JPEG or PDF file size:

1. Select **JPG** or **PDF** as the page format.
2. Right-click on the **JPG** or **PDF** icon.

   A menu opens.



3. Choose the file size/image quality option for your scanned images.

   Minimize Size—Smallest file size, lowest image quality.

   Normal—Medium file size, some loss of image quality.

   Maximum Quality—Largest file size, no loss of image quality.

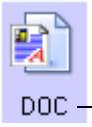
   Your selection pertains only to the button currently selected on the OneTouch Properties window. Other buttons that have JPG or PDF selected as the Page Format are not affected, so you can set the JPEG or PDF file size/image quality independently for each button.
4. Click **OK** or **Apply** on the OneTouch Properties window.

TEXT FORMATS

Selecting the text format option also selects OCR processing as an automatic step for scanning. Therefore, when you scan a document with the text format selected, the text portions of the document are automatically converted to editable text. See "Scanning with Optical Character Recognition (OCR)" on page 77.

Select a text format for documents with text or numbers, such as a business letter, report, or spreadsheet. The text format icon has several file formats available, depending on the Destination Application you select.

The specific file format is the file name extension on the text format icon.



The specific text format; this example is for Microsoft Word

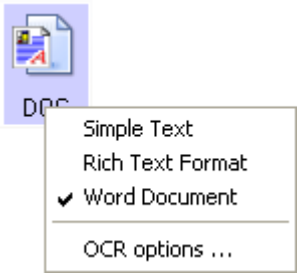
As you select Destination Applications that are text applications, the text format icon changes to match the file type of the application. In some cases, the Destination Application supports several file types, and you can right-click on the icon to choose the particular file type for that application.

To select a file type for the text format:

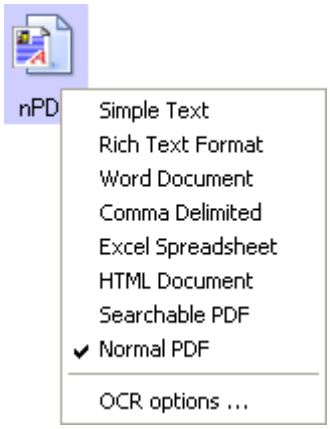
1. Select the Destination Application.
2. Right-click on the text format icon.

   A menu opens. The following figure shows samples for different formats.

Example menu for the DOC text format.



Example menu for the nPDF text format.



3. Choose the file type that you want for the text format.

   Your selection of a file type pertains only to the button currently selected on the OneTouch Properties window. Other buttons that have a text option selected as the Page Format are not affected, so you can set the text file type independently for each button.

Simple Text—The .txt file format. Text with no formatting; used by the standard Microsoft Notepad application.

Rich Text Format—The .rtf file format. Text that retains formatting when converted. Available with Microsoft Wordpad and Word.

Word Document—The .doc file format used by Microsoft Word.

Comma Delimited—The .csv file format; used for database or spreadsheet data with fields separated by commas. When the document is converted into editable text by the OCR software, the fields are maintained so you can copy and paste them to a database or spreadsheet application.

Excel Spreadsheet—The .xls file format used by Microsoft Excel.

HTML Document—The .htm file format used to create web pages.

Searchable PDF—The sPDF file format used by Adobe Acrobat and OmniPage Pro. This format converts scanned text into PDF with text search and OCR capabilities. It is only available if you have installed OmniPage Pro on your computer. See "Scanning with sPDF or nPDF and Searching for Text" on page 86 for details.

Normal PDF—The nPDF file format used by Adobe Acrobat and OmniPage Pro. This format also converts scanned text into PDF with text search and OCR capabilities, plus you can edit the text in an nPDF image if you have a PDF editing program. The nPDF format is only available if you have installed OmniPage Pro on your computer. See "Scanning with sPDF or nPDF and Searching for Text" on page 86 for details.

4. To change the OCR settings, choose **OCR Options**.

   The OCR Options provide a series of selections for the OCR feature when you scan text. This menu option is only available if you have installed OmniPage Pro on your computer. See "Selecting OmniPage Pro OCR Options" on page 79 for details.

   Note that the OCR Options settings apply to all buttons. If you change them for one button, those changes apply to the other buttons as well.

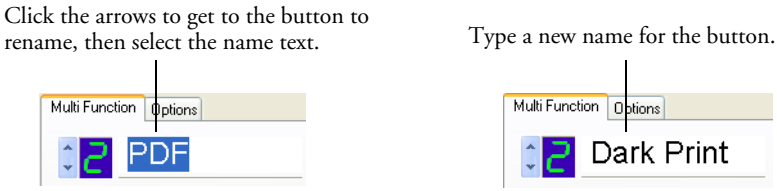
5. Click **OK** on the OneTouch Properties window.

RENAMING A ONETOUCH BUTTON

The OneTouch buttons have names that identify their pre-set functions, such as OCR and PDF, but you can edit the names.

To change the button names:

1. Open the OneTouch Properties window.
2. Using the arrows, choose the button that you want to rename.
3. Select the name's text and type a new name.



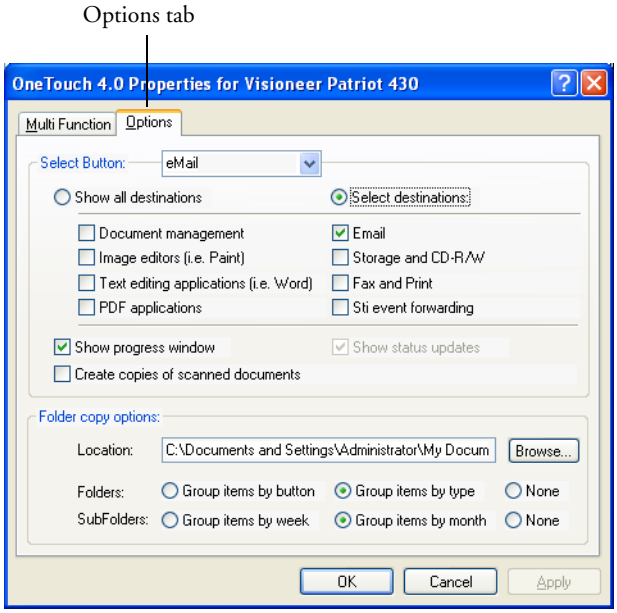
4. Click **OK** or **Apply**. The button is now renamed.

SELECTING OPTIONS FOR A BUTTON

The OneTouch Options determine the types of Destination Applications available for a button, as well as the location of the files of your scanned items.

To select options:

1. Open the OneTouch Properties window and click the **Options** tab.



2. Click the menu arrow and choose the button for new options.
3. Select button options as described below.

   Show All Destinations—This option selects all the Destination Application categories. The list of Destination Applications available for the selected button will include all the applications on your computer that fall into these categories. This is the default selection for Button 8 (Custom). The list also includes printers and other devices connected to your computer so, for example, you can scan an item and have it printed immediately.

Select Destinations—Select this option to individually choose the types of applications to include in the list of Destination Applications. Check the boxes for the type of application to include.

- **Document Management** includes PaperPort and other applications for processing and keeping track of your scanned documents.
- **Image Editors** include Microsoft Paint and other drawing and graphics applications.
- **Text Editors** include Microsoft Word and WordPad, Microsoft Excel, and other word processing and spreadsheet applications. Select this option if you want OCR processing to convert your scanned documents to text that you can edit. See "Scanning with Optical Character Recognition (OCR)" on page 77 for more about OCR.
- **PDF applications** are for documents scanned to PDF format.
- **Email** includes Microsoft Outlook and other email applications. See "eMail Properties" on page 49 for details about attaching scanned documents to your email messages.
- **Storage and CD-R/W** is for either storing scanned documents in a folder, or sending them to a CD burner to create a CD containing the scanned documents. See "Transferring Scanned Documents to Storage" on page 95 and "Scan and Burn to a CD" on page 89 for details.
- **Fax and Print** is for sending your scanned documents directly to your printer or fax software for faxing.
- **Sti event forwarding** is for using another application's interface for scanning. The OneTouch Event Forwarding dialog box opens so you can select which application to use to continue scanning. See "Scanning with Event Forwarding" on page 91 for details.

4. After selecting a new type of Destination Application, click the **Multi Function** tab to see which ones are added to the list.

Show Progress Window—Select this option to display the progress window of the document(s) during scanning.

Create copies of scanned documents—Sometimes the image of a scanned document is only saved as a temporary file until its Destination Application is finished using it. In those cases you may want an additional, permanent copy saved on your hard drive.

For example, if you scan a picture to an email application, the scanned image is saved as a temporary file, then attached to the email, and the email is sent. Later, the temporary file of the scanned picture is deleted. The same situation may occur when you scan directly to a printer or scan to a fax application. After a scanned item is printed or faxed, its temporary file is deleted. However, by selecting this **Create copies of scanned documents** option, you can choose to save permanent copies of the scanned items on your hard drive.

The copies will be saved in the folder specified in the Folder Copy Options section (see the figure on page 60 and the description below).

You can selectively choose the types of Destination Applications that will have their scanned images saved permanently. For example, if your computer is connected to multiple printers and fax machines, each one is considered a separate Destination Application. By selecting the **Fax and Print** box and clicking the **Create copies of scanned documents** option, every scanned document you fax or print from the scanner is also saved as a permanent file on your hard drive.

This option is not available if either the **Document Management** or **Storage and CD-R/W** options are selected because, by default, file copies for those types of Destination Applications are already automatically saved in the folder for copies.

For that reason, this option is not available for the default settings of Buttons 1 and 2. Those buttons have PaperPort as their Destination Applications, and PaperPort is a **Document Management** software.

Likewise, the option is also not available for the default setting of Button 7 (Archive) because it is set as Transfer to Storage with the Destination Application type set as **Storage and CD-R/W**.

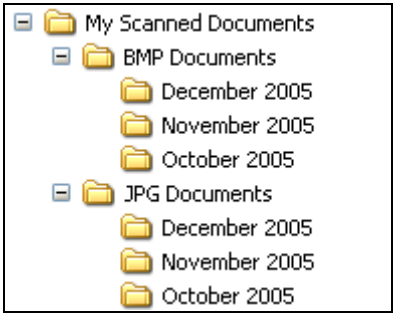
Folder Copy Options—This section of the dialog box sets the location for copies of your scanned documents and how you want to group them.

All copies of your scanned documents, regardless of type of Destination Application, are saved in this folder.

Note that if the Button selected at the top of the dialog box is set to **Transfer to Storage** as the Destination Application, and the type of application is **Storage and CD-R/W**, (such as Button 7), the location in this section is where your scanned documents are stored. When you use the OneTouch 4.0 **Burn to CD** feature, the location is where scanned documents are stored before they are burned onto the CD.

Click the **Browse** button and find the folder for the copies. Select the grouping option for the documents. The Group by button option groups the documents under the name of the OneTouch button. For example, if the button is named Printer, the documents are grouped under the name Printer. Group by type arranges the scanned documents by the type of file, such as .doc or .jpg. If you also want to group them by date you can choose the week and month options.

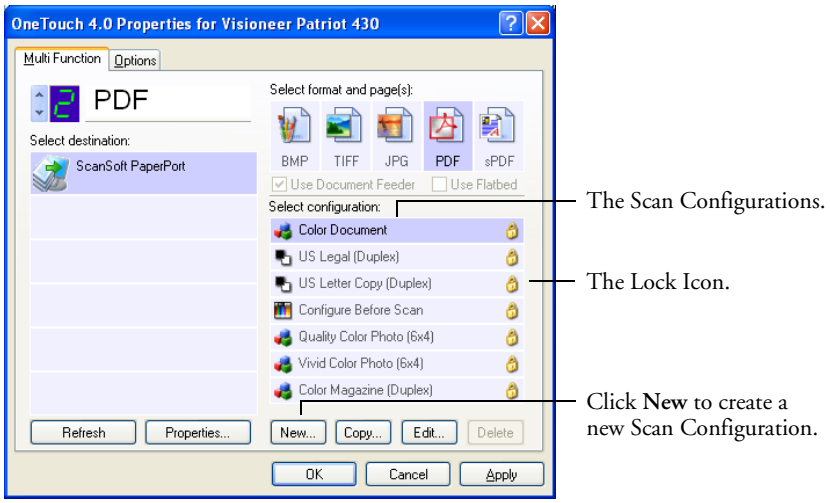
The following example shows the folders when the selections are **Group items by type** and **Group items by month**.



5. Click **OK** to save the options for the selected button.

CREATING A NEW SCAN CONFIGURATION

The scan configurations are where you select the scanning resolution, brightness, mode (color, black&white, or grayscale), and a number of other settings.



Note the lock icon on the preset configurations. Although you can unlock and edit the preset configurations, we recommend that you leave them locked, and only add new configurations. That way, you will always have the original factory-set configurations available.

To create a new configuration:

1. Open the OneTouch Properties window and make sure the **Multi Function** tab is selected.
2. Scroll through the applications in the Select Destination list and click the type of application for which you want to create a new scan configuration.

   When you create a new scan configuration, it will be listed for the buttons that are set for the same types of Destination Applications. For example, if you create a new configuration for a button that is set to show image editor applications, that new configuration is also listed for any other buttons set for image editors, but not for

buttons set for text editing applications. Thus, you can create specific sets of scan configurations for specific functions and they are listed only when appropriate.

3. Click the **New** button.

   If you want to start from the settings of another configuration, select the configuration, then click the **Copy** button.

   If the **Scan Settings** tab is not selected, click it.

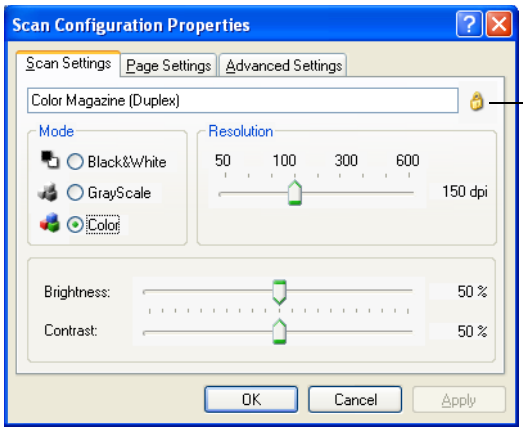
4. On the Scan Configuration Properties dialog box, type a name.

Note: If you're going to set up the new configuration to scan duplex (two-sided), include that in the name, such as "Scan for Dark Print (Duplex)," to remind you that it is a duplex scan.

Type a new name for the configuration.

Select the scan mode and drag the slider to set the resolution.

Drag the sliders to set the Brightness and Contrast.



If the configuration is locked, click the lock to unlock it. The icon becomes a key.

Note: If you select a printer or other device in the Select Destinations list, the dialog box may have an additional Device Settings tab for setting specific options for the particular device.

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5. Select scan settings for the new scan configuration.

   Mode—Select a scanning mode:

   Black&White to scan in black and white. For example, letters and memos are usually scanned in black and white. This scan mode produces the smallest file size.

   GrayScale to scan items such as documents containing drawings or black and white photographs. The scanning produces an image of up to 256 shades of gray.

   Color to scan color photographs and other color items. Color scans have the largest file size.

   Resolution—Drag the slider to the right or left to adjust the dots per inch (dpi) of the resolution. The maximum resolution is 600 dpi; the minimum is 50 dpi. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.

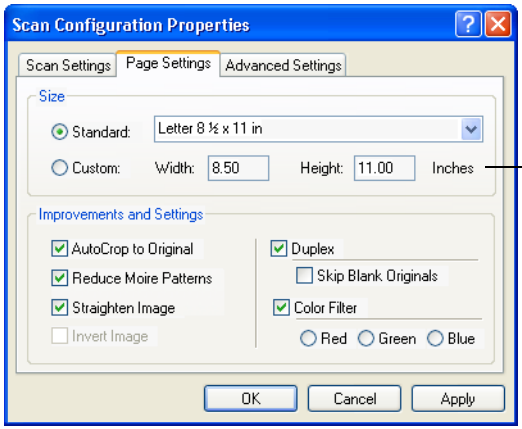
   Brightness and **Contrast**—Sometimes an item is scanned with the brightness and contrast set too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility.

   Brightness refers to the lightness or darkness of the image. Contrast is the range between the darkest and lightest portions of the image. The greater the contrast, the more difference between the lighter and darker shades in the image.

   Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image. The Contrast setting does not apply to the Black&White mode.

6. If you want to lock the configuration, click the key icon to change it from a Key to a Lock.

7. Click the **Page Settings** tab to select page settings.



Size—Click **Standard**, click the menu arrow and choose a page size from the list, or click **Custom** and enter the horizontal and vertical page dimensions in the boxes. The maximum size is 8.5" x 14". The units of measurement can be inches or millimeters. Click the name of the units, inches or millimeters, to toggle between them.

Improvements and Settings—Only the options that apply to the selected Destination Application are available.

AutoCrop to Original—Select this option to let the scanner automatically determine the size of the item being scanned. For example, if you scan a 5" x 7" inch photo, the scanner will determine the size of the photo.

When using the AutoCrop to Original option, always use the paper guides on the scanner so the page is not skewed. Skewed pages may not scan properly.

For single-sided scans, the scan area is the size of the image. For double-sided scans, the scan area is the size of the larger of the two areas on the front and back of the page.

Reduce Moire Patterns—Moire patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations.

Selecting **Reduce Moire Patterns** will limit or eliminate moire patterns in the scanned image. This option is only available for the Grayscale or Color Mode at 200 dpi or less.

Straighten Image—Select this option to let the scanner automatically determine if a page is skewed, then straighten its image. The scanner detects page edges and can sense when the page is fed through at an angle. However, if the page is fed through at too great an angle, the image may not scan correctly. In that case, re-scan the page using the paper guides to feed the paper in straight.

Invert Image—Only available for Black&White Mode, this option reverses the black and whites of an image.

Original Image

Inverted Image

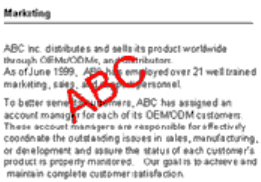
Duplex—Scan both sides of the page. If this option is not selected, the scanner will scan the face-down side of the page only.

Note: Because you can set Duplex and Simplex for the OneTouch buttons, there could be a conflict when you press the Simplex or Duplex button on the scanner. Regardless of the OneTouch setting, the scanner button always takes precedence. In other words, even if the LED number on the scanner has a setting for Duplex, when you press the Simplex scanner button the scanner scans in Simplex mode, and vice versa.

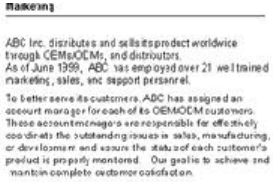
Skip Blank Originals—Skips pages that are completely blank. Typically you use this option when you will scan a stack of two-sided pages which have a number of blank sides. This option is only available for Duplex scanning.

Color Filter—Color filter is the ability of your scanner to automatically remove a color from a scanned item. For example, if you are scanning a letter with a red watermark, you can choose to filter out the red so the scanned letter just shows the text and not the red watermark. Color filter applies to Black&White or GrayScale Mode.

The original with a red watermark over black text.



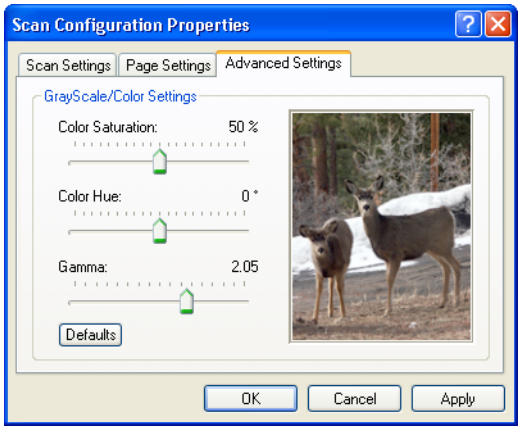
The scanned item with the red filtered out.



8. Click the Advanced Settings tab.

   The options of the Advanced Settings tab are for the Color or GrayScale scanning mode.

   Saturation is the strength or purity of a color, hue is the color your eyes see as reflected from the image, and gamma controls the brightness of the midtones of the color.



9. Drag the sliders to the left and right to change the color settings. As you do, the image changes to show the effects of the new settings.

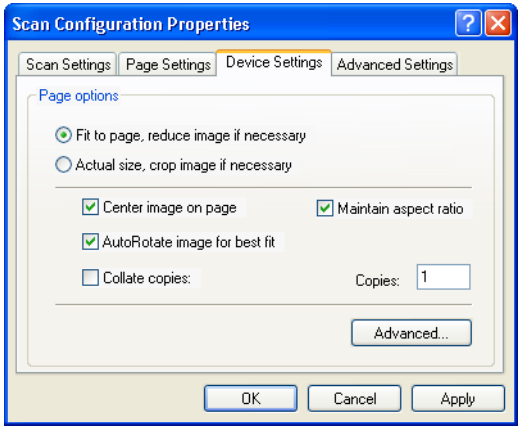
10. Click **OK** to save the new configuration.

    It will now be in the list of Scan Configurations on the OneTouch Properties window for the appropriate Destination Applications.

THE DEVICE SETTINGS TAB

A Device Settings tab is on the Scan Configurations dialog box when your selected Destination Application sends the scanned image to a printer, fax application, or other device. You use the options on the Device Settings tab to select settings for the device.

1. Click on the **Device Settings** tab.



Fit to page, reduce image if necessary—If the scanned image is too big to be printed or faxed on a single page, the image will automatically be reduced to fit the page.

Actual size, crop image if necessary—If the scanned image is too big to be printed or faxed on a single page, the image will automatically be cropped around its edges to fit on the page.

Center image on page—The image will be printed in the center of the page instead of at the top right corner.

Maintain aspect ratio—The aspect ratio is the length-to-width relationship of the image's dimensions. Select this option so the image's relative proportions remain constant.

AutoRotate image for best fit—If the image is a Landscape format and the device is printing in the Portrait mode, or vice versa, rotate the image to fit on the page.

Collate copies—If you are printing more than one page, collate the copies. Enter the number of copies in the **Copies** box.

Advanced—Click to see additional settings for the device. The dialog box that opens is specific to the device. For example, if the device is your printer, the dialog box is your printer's setup settings.

2. Click **OK** or **Apply**.

THE STORAGE OPTIONS TAB (ARCHIVE)

A Storage Options tab is on the Scan Configurations dialog box when the selected Destination Application is set as Transfer to Storage. You use the options on this tab to select where you want to save your scanned items for storage when scanning with that particular Scan Configuration. Button 7 is set as the default Archive button for scanning to storage, with Transfer to Storage as the destination. So if you want to have the Scan Configuration apply to Button 7, switch to it first before creating the new Scan Configuration.

Note: The selections you make using the Storage Options tab override the storage options that apply to the Storage Properties. This means that you can create separate Scan Configurations to store scanned items at various locations in addition to the main location set by the Storage Properties. See "Storage Properties" on page 47 and "Transferring Scanned Documents to Storage" on page 95 for more details.

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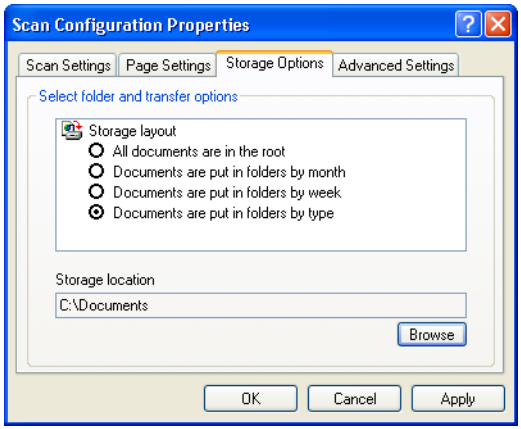
1. Click on the **Storage Options** tab.



2. Click the Storage Layout options you want.

   All documents are in the root—The scanned documents are saved in the root of the folder specified in the Storage Location.

   Documents are put into folders by month, week, or type—Folders are created based on your selection (month, week, or type) and the scanned documents are saved in those folders. New folders are created for each month and week so you can keep track of when you scanned the documents.

3. Click the **Browse** button to specify the location to store the scanned documents.

4. Click **OK** or **Apply**.

SCANNING TO MULTIPLE FOLDERS

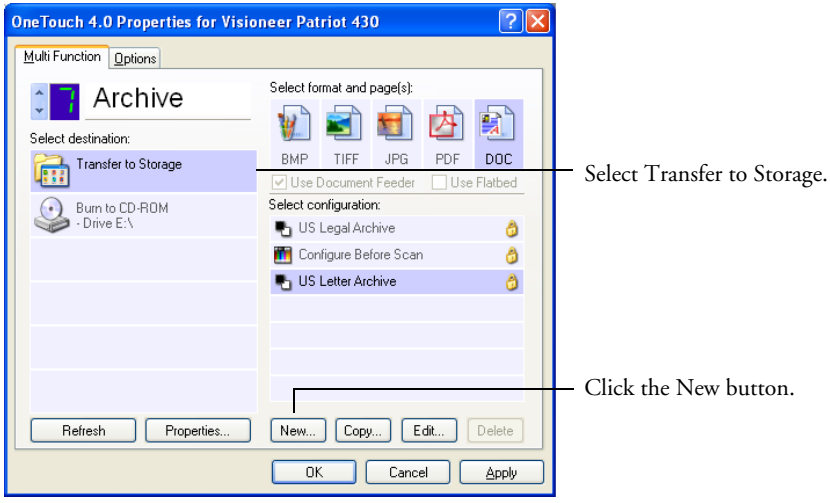
When archiving documents with the Transfer to Storage option, you can scan them to multiple folders. For example, one folder might be for "Business Receipts," a second folder might be for "Personal Receipts," and a third folder might be for "Annual Receipts."

To scan to multiple folders, you create multiple scan configurations with Transfer to Storage as the Destination Application, and assign each scan configuration to one of the scanner buttons.

Setting up multiple folders for transfer to storage:

1. Using Microsoft Windows, create the folders that you want to use for storing scanned items. Note that you can also create the folders later while creating the new scan configurations.
2. Open the OneTouch Properties window.
3. Select **Transfer to Storage** as the Destination Application.

Click the **New** button.

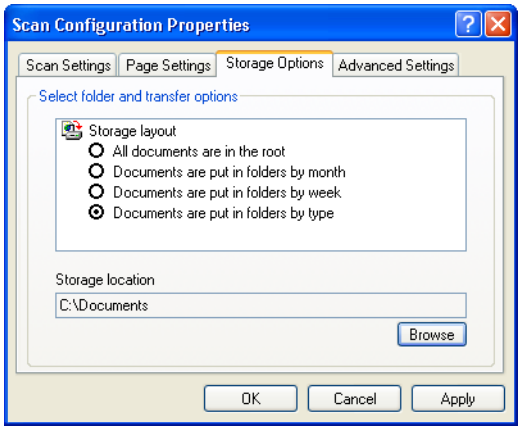


The Scan Configuration Properties dialog box opens.

4. Click the **Scan Settings**, **Page Settings**, and **Advanced Settings** tabs, and select the settings you want.

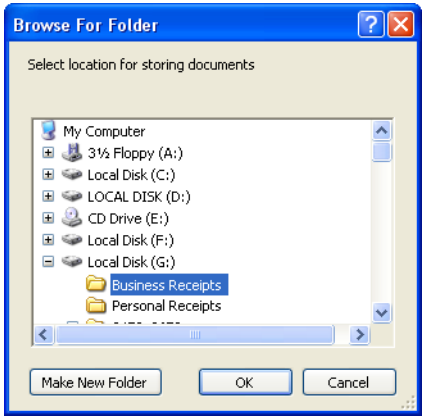
   To help you remember which folder it is, give the new configuration a name that indicates the folder name, such as "Storage for Business Receipts."

5. Click the **Storage Options** tab.



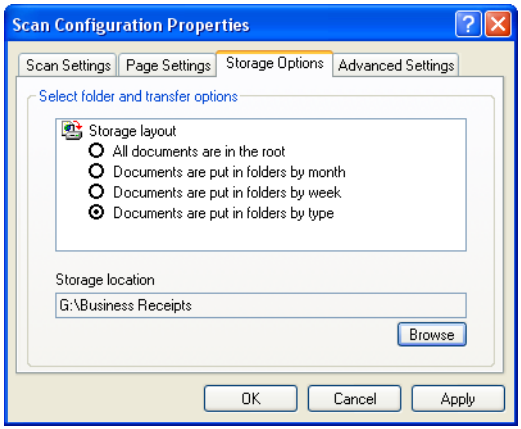
6. Click the **Browse** button.

7. Select the folder you created for storing the scanned documents.



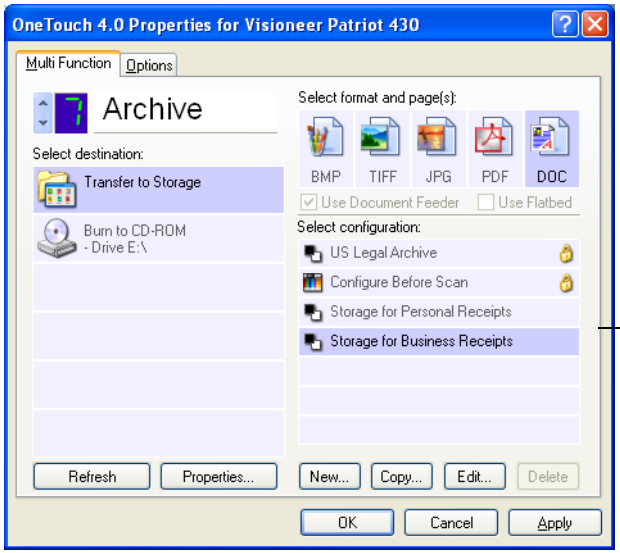
If you haven't created the folder yet, you can click the **Make New Folder** button and type the name for the new folder.

8. Click **OK**. The selected folder will now be set as the Storage Location, such as "Business Receipts."



9. Click **Apply**. The new configuration is now listed as a Transfer to Storage configuration.
10. Repeat the process to create additional new configurations, such as one named "Storage for Personal Receipts."
11. Make sure to designate separate folders as the Storage Locations for the new configurations.

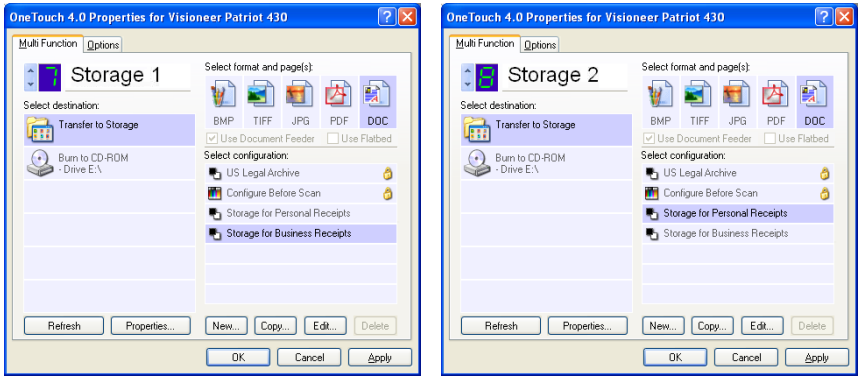
    You will now have multiple configurations set up for the Transfer to Storage destination, and each configuration scans documents to separate folders.



The new configurations apply to the Transfer to Storage Destination Application.

12. Now click the arrow buttons to select a scanner button for each new configuration. Click **Apply** to set that button for that configuration.

    The following examples show that buttons 7 and 8 have been set to scan to each of the new configurations.



Note that the button names have also been changed to Storage 1 and Storage 2 to remind you that both send documents to storage, but to different locations. To change button names, see “Renaming a OneTouch Button” on page 56.

Scan to multiple storage folders:

1. Insert the documents you want to scan to multiple storage folders.
2. Press the **Destination Selector** buttons on the scanner to get to one of the buttons set up for scanning to storage.
3. Press the **Simplex** or **Duplex** button to scan the documents.
4. When scanning is finished, re-insert the documents and press the **Destination Selector** buttons to get to the next button you have set up for scanning.
5. Press the **Simplex** or **Duplex** button to scan the documents.

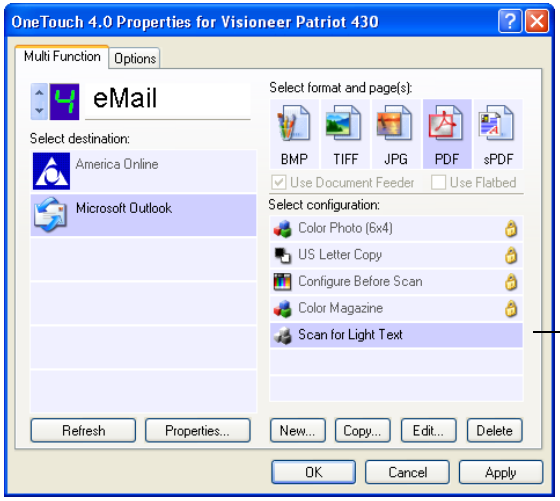
When scanning is finished, the documents are stored in the two separate folders.

EDITING OR DELETING SCAN CONFIGURATIONS

Note: Your scanner comes with a number of configurations pre-set at the factory. We recommend that you keep those configurations locked and do not edit or delete them. That way, you will always have the factory-settings available. If you do edit or delete them, and want to get the factory pre-sets back again, you will need to uninstall then re-install your scanner driver.

To edit or delete a scan configuration:

1. Open the OneTouch Properties window.
2. Select the scan configuration you want to edit or delete.

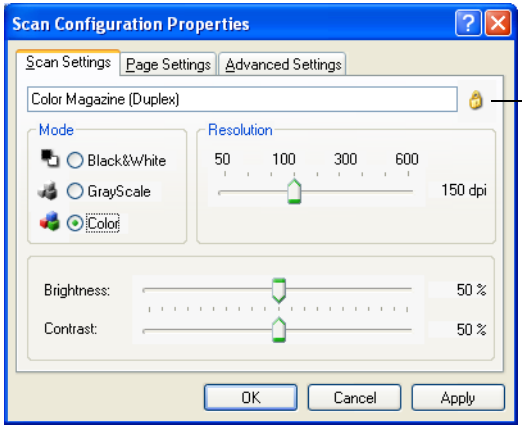


Select the scan configuration to edit or delete. It must be unlocked, as indicated by not having a lock displayed here.

To delete the configuration, click the **Delete** button.

3. To edit the configuration, click the **Edit** button.

   The Scan Configuration Properties dialog box opens for that configuration.



Click the Lock/Key icon to toggle between locked and unlocked.

You can make changes to a configuration, but for the changes to be saved, the configuration must first be unlocked. Click the Lock icon to unlock the configuration. Clicking it toggles between locking and unlocking the configuration. The key icon indicates the configuration is unlocked.

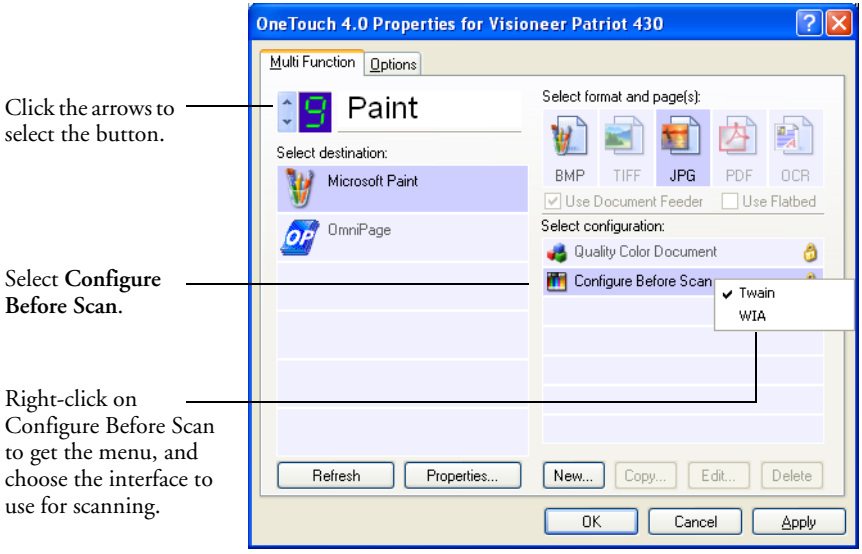
4. Edit the settings and click **Apply**.
5. Click **OK** to close the dialog box.

CONFIGURING BEFORE SCANNING

You can manually configure the scan settings before beginning the scanning process. In that case, you select Configure Before Scan as the Scan Configuration. When you press a scan button, one of the scanning interfaces opens for you to set the scanning options.

To configure before scanning:

1. Open the OneTouch Properties window.
2. Using the arrows, choose the button that you want to set to configure before scanning.
3. Select the scan configuration **Configure Before Scan**.



4. Right-click on **Configure Before Scan** and choose an interface to use for configuring before scanning.

   Some interface options may not be available, based on the drivers you installed for your scanner.

   TWAIN—The TWAIN Interface opens for you to configure the scanning. See "Scanning with the TWAIN Interface from PaperPort" on page 104.

   WIA—The Windows Image Acquisition Interface (WIA) opens for you to configure the scanning. See "Scanning with the Windows Image Acquisition" on page 119.

Note: The WIA option is only available if your computer is running Microsoft Windows XP.

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5. Click **OK** or **Apply** on the OneTouch Properties window.

SCANNING WITH OPTICAL CHARACTER RECOGNITION (OCR)

Optical Character Recognition (OCR) is like a printer in reverse. Instead of printing what's on the screen onto paper, OCR converts text and numbers on a scanned page into editable text and numbers. You can then work with the text and numbers to edit, spellcheck, change font or type size, sort, calculate, and so forth.

Note: Visioneer recommends that all OCR processing use the original factory settings for OCR scanning that came with your scanner. When scanning with other settings, use at least 300 dpi for the resolution. If the original documents are of poor quality and have small type, 400 dpi can be used as the maximum resolution.

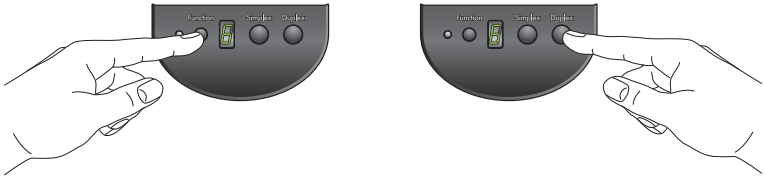
If you installed the OmniPage Pro software on your computer, you will have the full OCR features available to you as listed in this section. The OneTouch 4.0 software and OmniPage Pro work together to combine scanning with OCR processing into one integrated step. If you did not install the OmniPage Pro software, put Disc 2 of the installation CDs into your computer's CD-ROM drive and install the software

If OmniPage Pro is installed, the OCR process is automatic when the page format on the OneTouch Properties window is a text format, such as DOC, TEXT, XLS, RTF, and so forth.

Note: If OmniPage Pro is *not* installed on your computer, items scanned as a text format are still converted with the OCR process from PaperPort, however, the options available with the process are then limited.

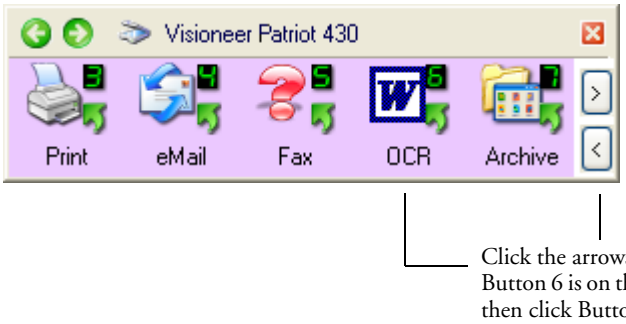
To scan with OCR:

1. To scan using the buttons on the scanner, press the Destination Selector until the LED is at 6, then press the **Simplex** or **Duplex** button.



Note: OneTouch Button 6 is preset as your OCR button. But you can also set up any other button to scan and OCR the text.

2. To scan from the OneTouch Button Panel, click the OneTouch icon in the Windows Notification Area, click the arrows to see Button 6, then click Button 6.



Your scanned pages appear in the Destination Application with their text ready for editing and other text processing.

Note: OCR scanning is also for spreadsheets so you can work in Microsoft Excel (or other spreadsheet application) with the figures and text from the original spreadsheets.

SELECTING OMNIPAGE PRO OCR OPTIONS

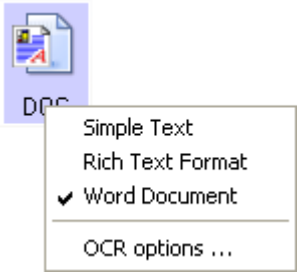
The OmniPage Pro OCR Options are only available if you have installed OmniPage Pro on your computer. Scanning to PaperPort to use its OCR capabilities does not offer the options in this section.

Note: OmniPage Pro OCR options apply globally to all the OneTouch buttons that perform OCR. For example, Button 6 is set by default to OCR text, but Button 8 is not. If you reconfigure Button 8 to also OCR text, the OCR options you select for Button 8 will also apply to Button 6.

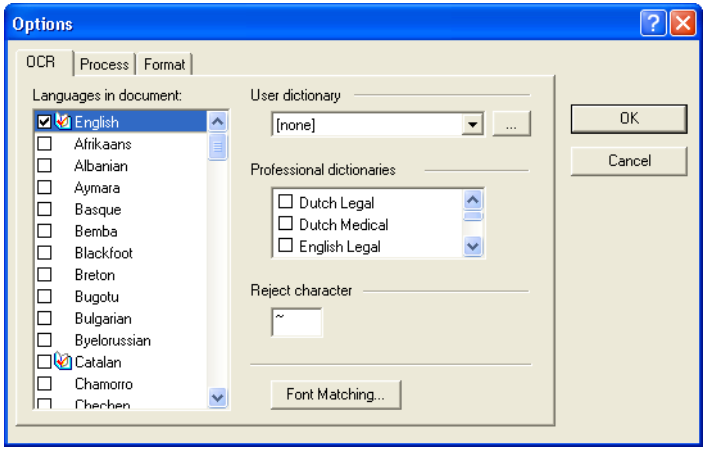
To select OmniPage Pro OCR options:

1. Open the OneTouch Properties window.
2. Using the arrows, choose a button that has Destination Applications that use the text format as their file type.

3. Select the Destination Application to get one of the text format file types as the page format.
4. Right-click on the page format icon to see the menu.
5. Choose **OCR Options** from the menu.



The OmniPage OCR Options window opens with the **OCR** tab selected.



6. Choose the options you want from the OCR window.

Languages in Document—Select the language(s) in the documents to be scanned. These are the languages that will be recognized during the OCR process. For faster and more reliable language recognition, select only the languages in the document.

The languages at the top of the list are your recent choices. Below that the languages are in alphabetical order. Type a letter to jump to one of the languages in the list.

The dictionary icon indicates a language with dictionary support available. The dictionary is consulted to help in the OCR process. It can also offer suggestions during proofing.

User Dictionary—A user dictionary is your personal dictionary with words that you want the OCR proofreading process to recognize as legitimate words. For example, if you scan documents with highly technical terms not found in typical dictionaries, you can add them to your personal dictionary. You can also add names that you expect to be in the documents too. That way, when the OCR process proofreads the text, names will not be considered misspelled words.You can create multiple user dictionaries.

Click the menu arrow and select a user dictionary from the list. Any Microsoft Word user dictionaries detected on your computer system are also listed. A dictionary named Custom is your default Word dictionary.

To create a user dictionary, click the button next to the menu arrow. Click **New**, type a name for the dictionary, and click **OK**. Click **Close** then choose your new dictionary from the list. It will be used during the OCR process. You add words to a dictionary during the proofreading process. To turn on the proofreading process for your scanned documents, see the OmniPage Pro documentation.

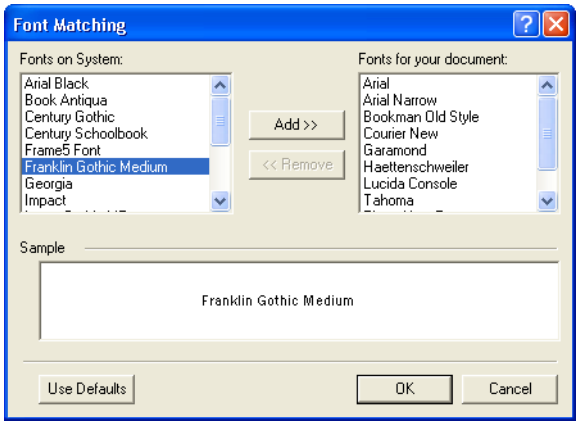
Professional Dictionaries—These are legal and medical dictionaries containing highly specialized words and phrases. The options are: Dutch Legal, Dutch Medical, English Legal, English Medical, French Legal, French Medical, German Legal, and German Medical. Click the checkbox next to a dictionary name to select it.

Reject Character—This is the character that the OCR process inserts for an unrecognizable text character. For example, if the OCR process cannot recognize the J in REJECT, and ~ is the reject character, the word would appear as RE~ECT in your document. The ~ is the default reject character.

Type the character you want to use in the Reject character box. Try to choose a character that will not appear in your documents.

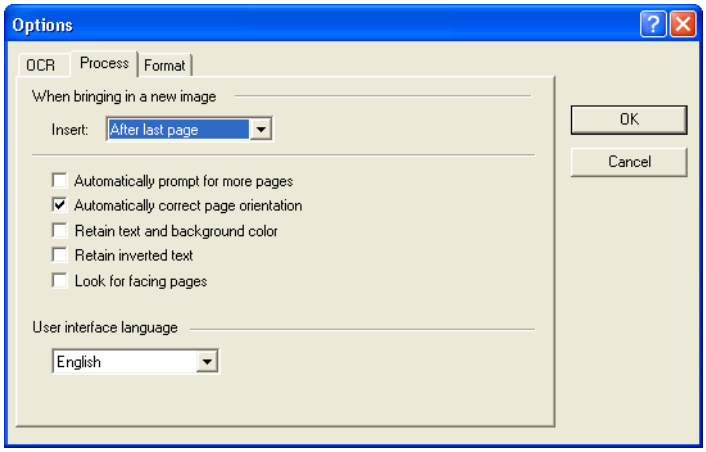
Font Matching—Your computer system usually has a number of fonts available for the OCR process to use to recognize text. However, not all of the fonts may be selected for the OCR process. Using Font Matching you can select the fonts on your computer that match the fonts in your documents.

Click the **Font Matching** button to see the Font Matching dialog box.



The list on the left are the fonts available on your computer system. The list on the right are the fonts that will be used by the OCR process to recognize the text in your documents. If possible, the list of **Fonts for your document** should include all the fonts in the documents you plan to scan. To add new fonts to that list, select a font in the **Fonts on System** list and click **Add**. Note that when you select a font, a sample appears in the text box so you can compare it with the fonts in your document to see if that's the right font. To remove a font, select it and click **Remove**. To return the lists to their defaults, click **Use Defaults**. Click **OK** when you're finished.

7. Click the **Process** tab and choose the options from the Process window.



When bringing in a new image—Click the menu arrow and select where you want new pages added to your current document. The choices are **After last page**, **After current page**, **Before current page**, and **Before first page**.

Automatically prompt for more pages—Select this option if the document is too big to fit into the scanner's paper guide.

Automatically correct page orientation—Select this option to have the OCR process check orientation and automatically rotate an improperly oriented page image by 90, 180 or 270 degrees prior to recognition. All pages are automatically straightened (de-skewed) if necessary.

Retain text and background color—If your document contains colored text or backgrounds, select this option to have them detected and displayed in the text editing application you have selected. The colored text and backgrounds will also be available for export. Deselect this option if you want color pictures in the document but do not want colored text and backgrounds. You can change the color of texts and backgrounds in the OmniPage Pro Text Editor.

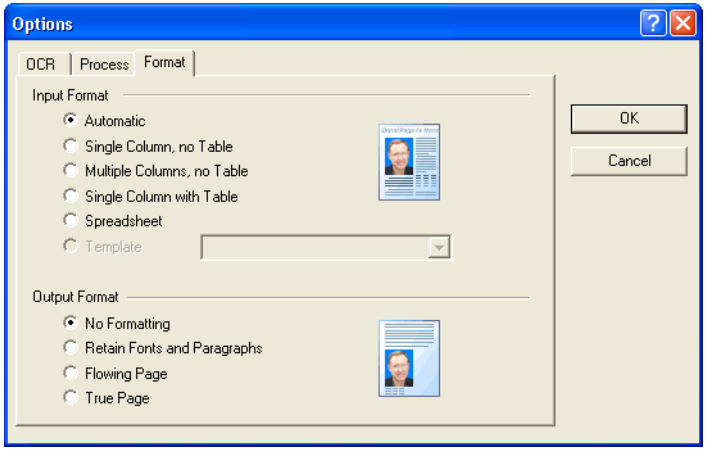
Retain inverted text—Inverted text is white or pale letters on a black or dark background. Select this option to retain inverted text, deselect it to have inverted text transformed to normal text of black text on a white background.

Look for facing pages—Select this option if you want to scan two facing pages of an open book in one step, and then to recognize and store them as two separate pages (as if they had come from two separate scannings).

User interface language—Click the drop-down arrow and select the language to use on the OmniPage windows. The available languages may differ for different parts of the world.

8. Click the **Format** tab and choose the options you want from the Format window.

   Note that as you select formats, the image changes to represent the selection so you can see, at a glance, what the layout will look like.



Automatic—Choose this option to let the OCR process determine the layout of the pages. It is the fastest type of format processing. Typically you select this option when the document has different or unknown types of layouts, pages with multiple columns and a table, or pages containing more than one table. The OCR process will then determine if text is in columns, an item is a graphic or text, and tables are present.

Single Column no Table—Choose this option if the document contains only one column of text and no tables. Business letters are normally in this form. You can also use this option for documents with words or numbers in columns if you do not want them placed in a table or decolumnized or treated as separate columns.

Multiple Columns, no Table—Choose this option if some document pages contain text in columns and you want it kept in separate columns, similar to the original layout. If table-like data is encountered, it is placed in columns, not in a gridded table.

Single Column with Table—Choose this option if your document contains only one column of text and a table. The table will be placed in a grid in the text editing application you have selected. You can later specify whether to export it in a grid or as tab-separated text columns.

Spreadsheet—Choose this option if the entire document consists of a table that you want to export to a spreadsheet program, or have treated as a table. No flowing text or graphics zones will be detected.

Template—If you created a zone template in OmniPage Pro, choose a zone template file to have its background value, zones and zone properties applied to all OCR scanned pages from now on.

No Formatting (NF)—The document will be plain text, decolumnized and left-aligned in a single font and font size. You can export plain text to nearly all file types and target applications, and graphics, tables and bullets can be retained. When exporting to Text or Unicode file types, graphics and tables are not supported.

Retain Fonts and Paragraphs (RFP)—This output format retains the font and paragraph styling, including graphics and tables without columnized text. This output format is available for nearly all file types.

Flowing Page (FP)—This format keeps the original layout of the pages, including columns. This is done wherever possible with column and indent settings, but not with text boxes or frames. Text will then flow from one column to the other, which does not happen when text boxes are present.

True Page (TP)—This output format keeps the original layout of the pages, including columns. This is done with text, picture and table boxes and frames. True page is offered only for target applications capable of handling the formatting. True Page formatting is the only choice for XML export and for all PDF export, except to the file type "PDF Edited".

9. When you're finished selecting the OCR options, click **OK** on the **Options** window.

   To return the options to their default settings, click **Use Defaults**.

   These options will now apply to the OCR processing when you select any scan button with a text format as the page format.

SCANNING WITH SPDF OR NPDF AND SEARCHING FOR TEXT

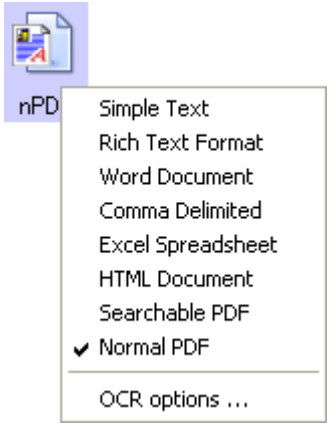
Searchable PDF (sPDF) and Normal PDF (nPDF) are special forms of an Adobe PDF file. sPDF converts scanned text into the PDF format with text search and OCR capabilities. nPDF has those same features, plus you can edit the text in an nPDF image if you have a PDF editing program.The two PDF formats can also produce images with different image quality, so you may want to experiment with them to determine which is better for your scanned documents. sPDF and nPDF are only available as page format options if you have installed OmniPage Pro on your computer.

Note: If you did not install the OmniPage Pro software as part of the scanner installation, and you choose to install it at this time, you may have to restart your computer before the sPDF and nPDF formats are available in the OneTouch software.

To scan with sPDF or nPDF:

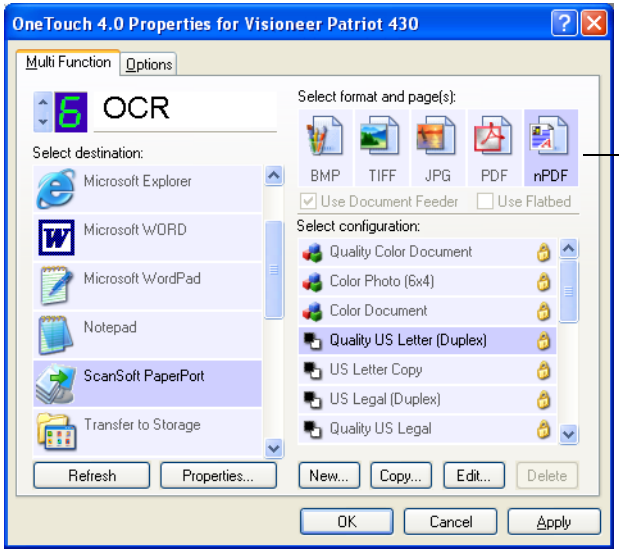
1. Open the OneTouch Properties window.
2. Using the arrows, choose a OneTouch button to use for the sPDF or nPDF scanning.
3. Select a Destination Application that uses a text format as the page format.

4. Right-click on the text format icon.



5. Choose the **Searchable PDF** or **Normal PDF** option for the page format.

   The settings for the button (button 6 in this example) now show your page format selection.



The page format icon is now set to the selection from the menu.

Note: Not all Destination Applications have the sPDF and nPDF options. Microsoft Word, for example, does not have them as scanning options.

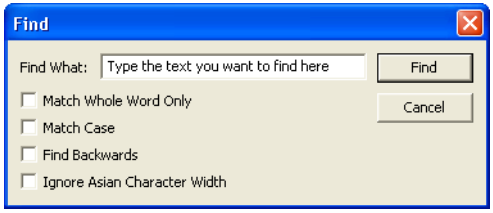
6. Choose a Scan Configuration.
7. Click **OK**.

   The OneTouch Properties window closes.
8. Now scan with that button and the scanned document will be in the sPDF or nPDF format that was selected for the button.

Note: The Transfer to Storage selection for a Destination Application also has the sPDF and nPDF options. That means you can scan and store items directly to a server in these formats.

9. To search for the text, open Adobe Acrobat Reader or Adobe Acrobat.
10. From the Adobe Acrobat **File** menu choose **Open**, and open the file you just scanned.
11. From the Adobe Acrobat **Edit** menu choose **Find**.

    The Find dialog box opens.



12. Enter the text you want to find, and click the **Find** button.

    See the Adobe Acrobat user manual for more about finding text in a PDF file, or about editing PDF text.

SCAN AND BURN TO A CD

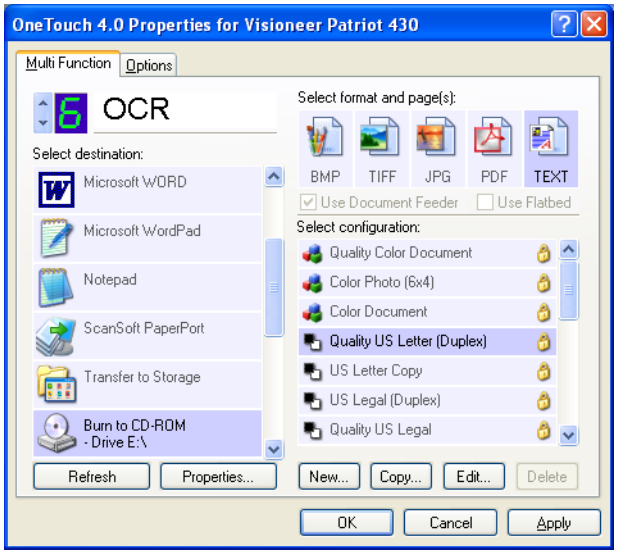
If you have a CD burner attached to your computer, you can scan directly from your Visioneer Patriot 430 scanner onto a CD.

Note: This feature is available only on computers running Windows XP.

To scan and burn to a CD:

1. Put a blank CD into your computer's CD Drive.
2. Open the OneTouch Properties window.
3. Using the arrows, choose a button to use for scanning and burning to a CD.
4. Select **Burn to CD** as the Destination Application.

   The Burn to CD Destination Application is only available if you have a CD burner attached to your computer, but you do not need to have a CD in the burner to select the destination.



5. Choose a Page Format and a Scan Configuration.

6. Click **OK**.

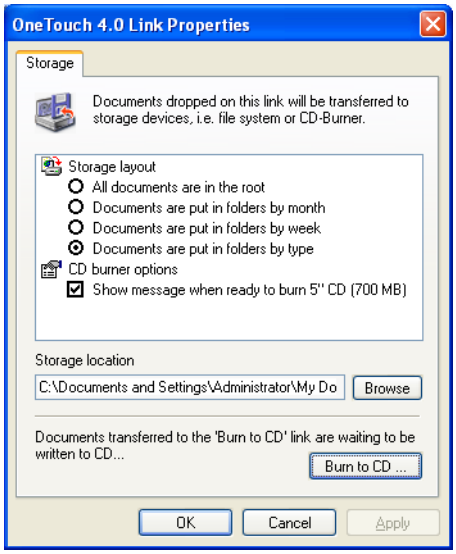
   The OneTouch Properties window closes.

7. Now start scanning using the button you selected to use to scan and burn to a CD.

   When scanning is finished, a bubble message on the screen tells you that files are waiting to be burned to the CD.

8. Open the OneTouch window and make sure that the **Burn to CD** Destination Application is still selected and click the **Properties** button.

   The OneTouch 4.0 Link Properties window opens,



9. Make sure a blank CD is in the CD burner.

10. Click the **Burn to CD** button.

    The CD burner begins and your scanned documents are written to the CD.

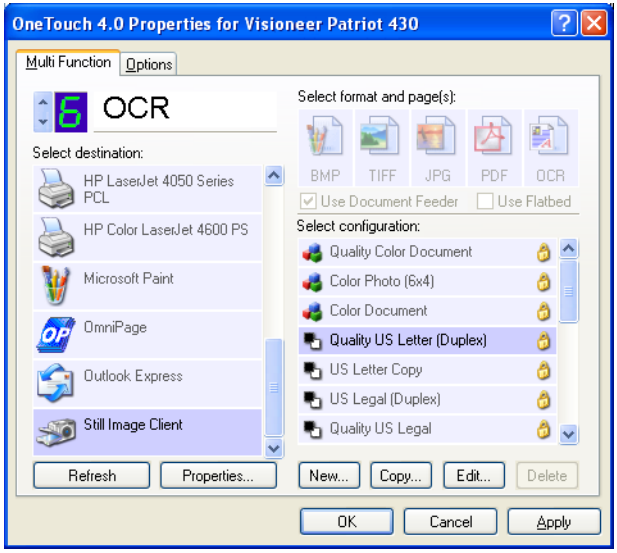
SCANNING WITH EVENT FORWARDING

If you want to specify an application to use for scanning at the start of the process, you can use event forwarding. The scanner will feed in the first page, but will then stop until you select the application to use. After you select the application, its interface will open and you can use it to continue with the scanning.

To scan with event forwarding:

1. Open the OneTouch Properties window.
2. Using the arrows, choose a button to use for the event forwarding.
3. Select **Still Image Client** as the Destination Application.

   Note that you cannot choose a page format for this option because the actual Destination Application is not selected until after the scanner feeds in the first page of your document.

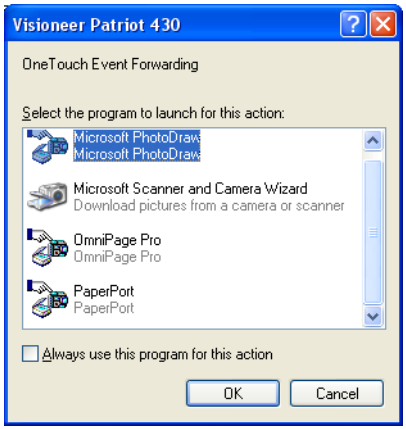


4. Choose a Scan Configuration.
5. Click **OK**.

   The OneTouch Properties window closes.

6. Start scanning using the button you selected for event forwarding.

   A dialog box opens for you to select the application to use for scanning.



7. Select the application in the box and click **OK**.

   Now the application you selected opens and you can continue scanning using the application's TWAIN interface.

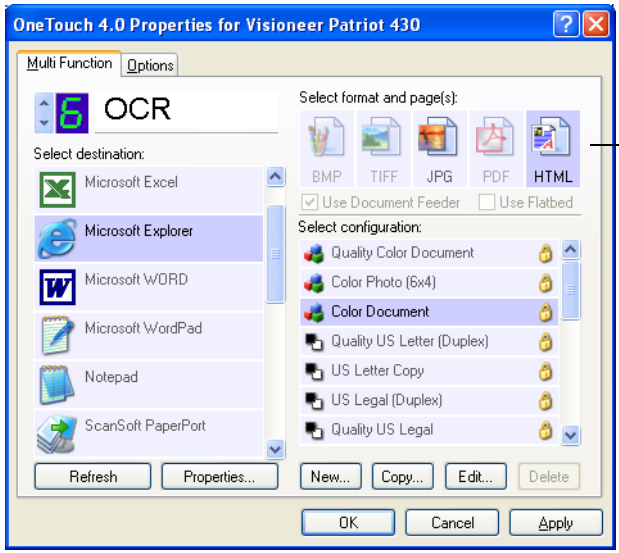
CREATING AN HTML WEB PAGE FROM YOUR SCANNED DOCUMENTS

If you scan a document, whether a single page or multiple pages, you can have the pages converted directly to HTML formatted pages for posting directly to your web site. Those pages are then viewable by visitors to your web site without the need for any internet plug-ins or other special processing. This is, essentially, from your scanner to a web-ready format in one automatic step.

To scan and create an HTML web page:

1. Open the OneTouch Properties window.
2. Using the arrows, choose Button 6 (OCR), or any other button that has Microsoft Explorer as one of its Destination Applications.
3. Select **Microsoft Explorer** as the Destination Application.

4. Choose **HTML** as the Page Format.



5. Choose a Scan Configuration that has the settings for the image on the HTML page.

   For example, if you want the image to be in color on the HTML page, choose a color configuration.

6. Click **OK**.

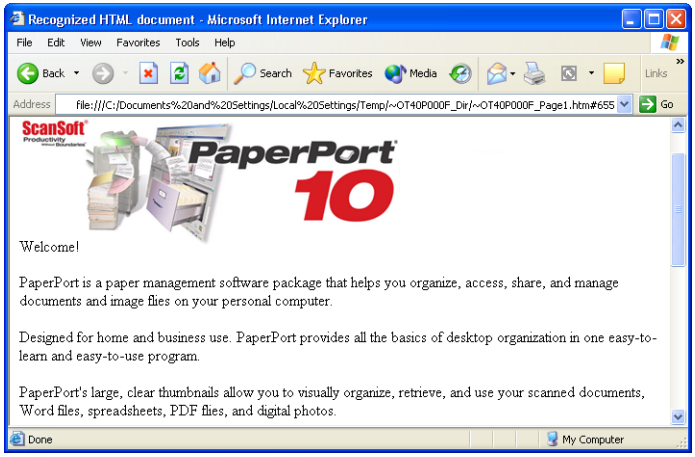
   The OneTouch Properties window closes.

7. Now on the OneTouch Button Panel, click Button 6 (or if you used another button, click it).

   When scanning is finished, the document is first converted to editable text using the OCR process, then is converted into an HTML format. Microsoft Internet Explorer then opens showing your converted page.

Note: Depending on the complexity of the document, its conversion to the HTML format may take a few moments.

Note: If you have OmniPage Pro installed on your computer, you may see a thumbnail of the page. Click on the thumbnail to see the full page.



8. Choose **Save As** from the Internet Explorer **File** menu, give the page a name, and save it in the location you use for your web page files.

   You may also want to write down the address shown in the Address bar to make sure you'll know where to find your new HTML page later on.

9. You can now use Microsoft Internet Explorer or other application to post the document to your web page as you would any other HTML page.

TRANSFERRING SCANNED DOCUMENTS TO STORAGE

With the Transfer to Storage scanning process, you can scan documents and save them in a folder in one step. The process is ideal for archiving documents without having to manually save or process them in any other way. If you choose a text format for the file format, the documents are also automatically converted by the OCR process into editable text and numbers before being stored.

Note: OneTouch Button 7 is preset as your Archive button. But you can also set up any other button to scan to Archive the text.

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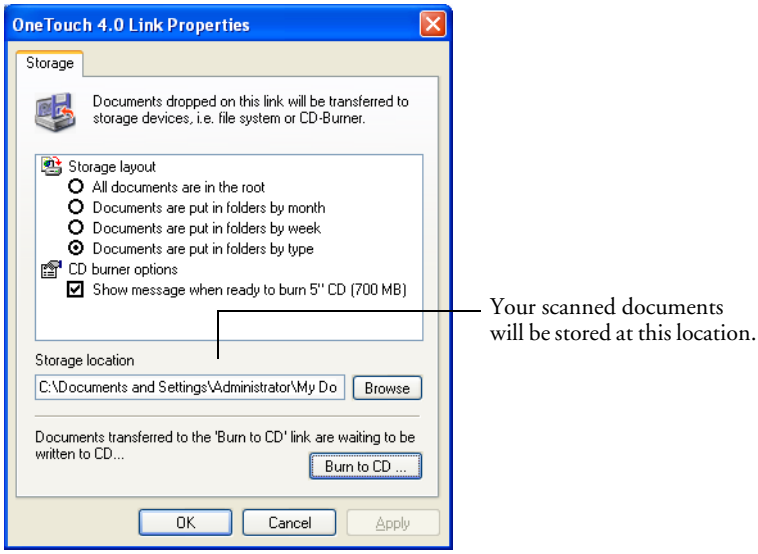
1. To scan using the buttons on the scanner, press the Destination Selector until the LED is at 7, then press the **Simplex** or **Duplex** button.

2. To scan from the OneTouch Button Panel, click the OneTouch icon in the Windows Notification Area, click the arrows to see Button 7, then click Button 7.

Click the arrows until Button 7 is on the panel. then click Button 7.

Your scanned pages are stored in the location that you specified on the OneTouch 4.0 Link Properties window.

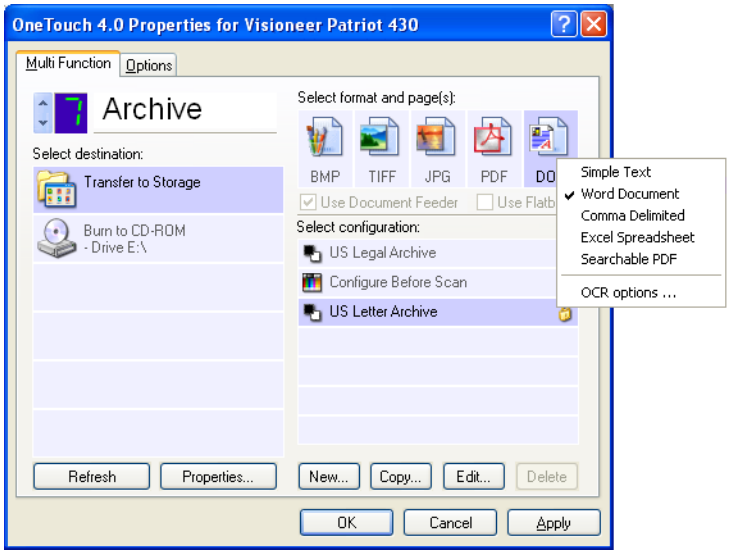


To Use OCR Before Transferring to Storage

If the documents you want to transfer to storage are text documents or spreadsheets, you can have them converted by the OCR process prior to being stored.

1. Open the OneTouch Properties window.
2. Using the arrows, choose Button 7, or any other button if it is set up with Transfer to Storage as one of its Destination Applications.
3. Choose a text format as the file format.

4. Right-click on the text format icon and choose the file format for the scanned documents.



5. Choose a Scan Configuration.
6. Click **OK**.

   The OneTouch Properties window closes.
7. Now start scanning using Button 7 (or other button you set up for archiving).

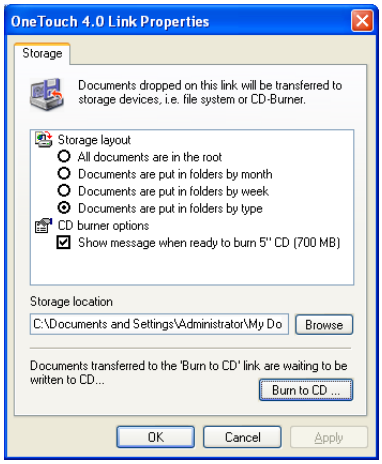
   When scanning is finished, the documents are saved in the text file format and in the location you specified.

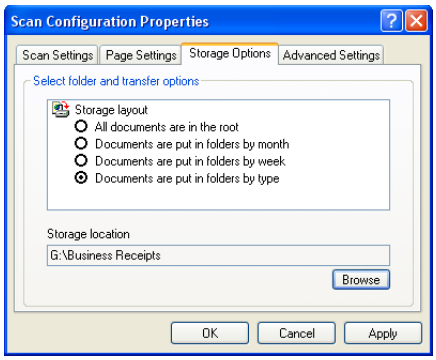
TO TRANSFER DOCUMENTS TO A SERVER OR MAPPED DRIVE

When selecting the storage location for scanned documents, you can select a local folder, or a folder on a server or mapped drive.You select a mapped drive using the **Browse** button.

1. See "Scanning to Multiple Folders" on page 70 or "Transferring Scanned Documents to Storage" on page 95 for the steps to select the Transfer to Storage options.

   On either the OneTouch 4.0 Link Properties window, or from the Scan Configuration Properties window, click the **Browse** button.

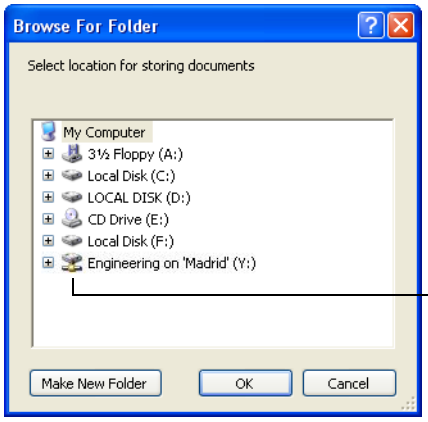




The Browse For Folder window opens.

2. Select a storage location on the mapped drive or server for the scanned documents.

   Servers and mapped drives are represented by an icon that indicates its network connection.

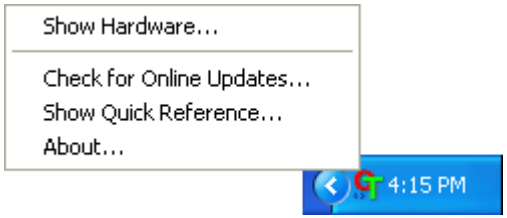


3. Click **OK**.

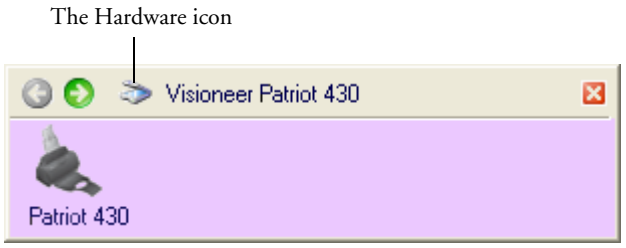
   Now when you scan using Transfer to Storage as the Destination Application, the documents are stored on the server or mapped drive.

CHECKING THE HARDWARE AND SETTING THE LAMP POWER SAVING

1. Right-click on the OneTouch icon and choose **Show Hardware** from the pop-up menu.

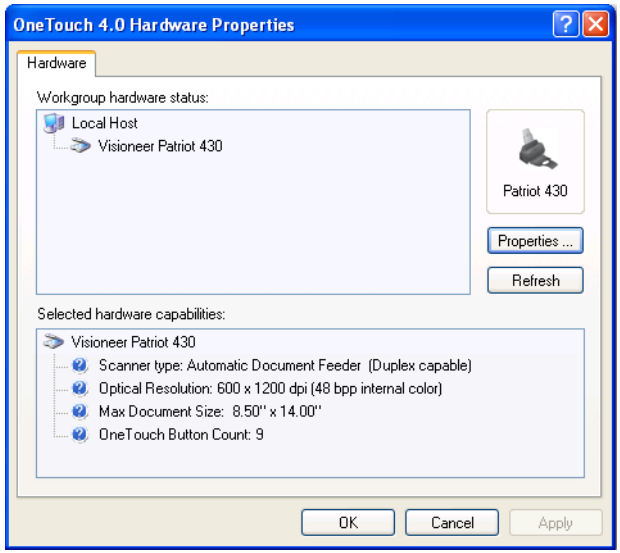


You can also click the Hardware icon at the top of the OneTouch Button Panel.

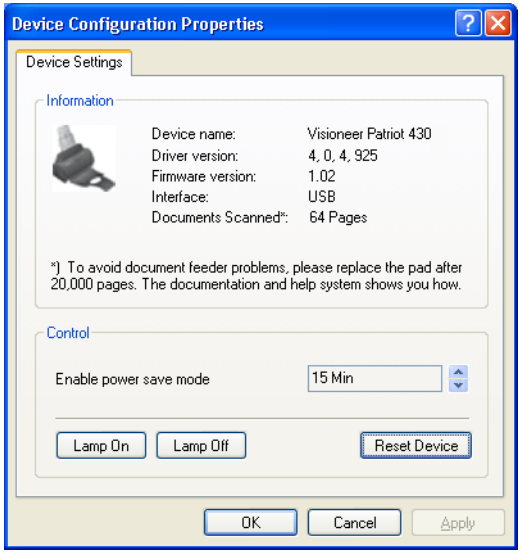


If the Hardware View of the panel is open you can also right-click on the Patriot 430 icon.

The Hardware Properties dialog box opens and shows information about your Visioneer Patriot 430 scanner.



2. Click the **Properties** button.



Your scanner has a built-in power saving feature that is set to power down after 15 minutes of idle time. You can change the time before the scanner powers down, from 10 minutes to a maximum of 10 hours.

3. Click the arrows for the Lamp timeout setting and choose a time setting.

   To turn the lamp on and off manually without turning off power to the scanner, click the **Lamp On** or **Lamp Off** buttons.

   To return the scanner to its factory settings, click **Reset Device**.

4. Click **OK** to save the changes and close the dialog box.

SCANNING FROM THE TWAIN INTERFACE

In addition to using the scanner buttons or the OneTouch Button Panel to scan, you can scan from the TWAIN interface. The PaperPort application that you received with your scanner uses the TWAIN interface for scanning. This scanning method is particularly helpful when you're using PaperPort to file and save scanned items, or if you want to adjust scanning settings prior to scanning.

- **If your computer is running Windows XP**—you can scan using the **TWAIN Interface** or the Microsoft **Windows Image Acquisition** (known as **WIA**) interface.
- **If your computer is running Windows 2000**—using **WIA** is not available.

A Note About Your Scanner and the TWAIN Standard: TWAIN is a widely recognized standard that computers use to receive images from scanners, digital cameras, and other digital devices. This guide shows how to scan with the PaperPort TWAIN interface, but many other graphics and imaging applications also comply with the TWAIN standard, so you can use your scanner with those applications too. To use your scanner with other TWAIN software, please refer to their user guides.

Note: If the OneTouch configuration you're using to scan is set to Configure Before Scan, and the selected option is **Twain**, the Twain interface opens right away without opening PaperPort first. See the section "Configuring Before Scanning" on page 76 for details.

GETTING HELP WITH THE PAPERPORT SOFTWARE

The PaperPort software includes a complete set of help topics that answer questions about each feature of the software. To open the Help Topics window, press the **F1** key or choose **PaperPort Help** from the **Help** menu.

You can also refer to the *ScanSoft PaperPort User's Guide* on the CD.

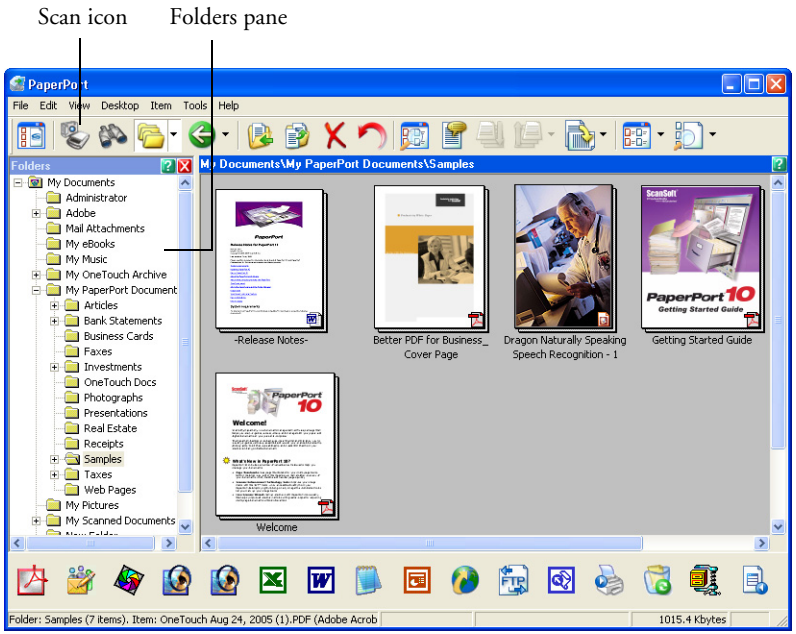
SCANNING WITH THE TWAIN INTERFACE FROM PAPERPORT

The instructions in this section are for scanning with the TWAIN interface from the PaperPort application.

To scan an item using PaperPort:

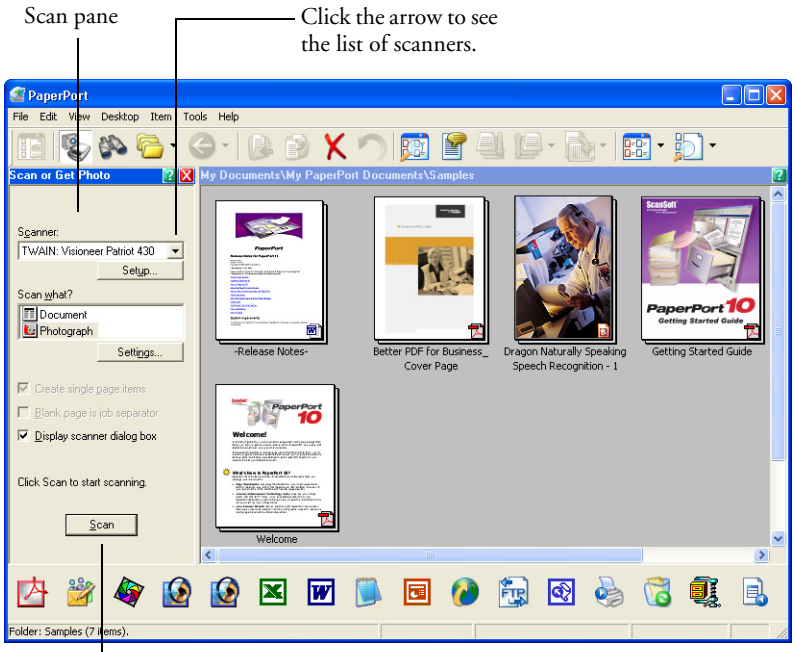
1. On the Windows taskbar, click **Start**, point to **Programs**, point to **ScanSoft PaperPort**, then click **PaperPort**.

   The first time PaperPort is launched, it opens with the Folders pane displayed as shown here. Later on, PaperPort opens in the view you were last using.



2. Click the **Scan** icon on the PaperPort command bar.

The Folders pane (which shows folders for organizing your scanned images) is replaced by the Scan pane.



If this Scan button is not active, see the section on page 114 to set up PaperPort to work with your scanner.

Note: If the Scan button at the bottom of the panel is not available when you make a selection from the Scanner drop-down list, then PaperPort needs to be setup to use the scanner. See the section "Setting Up Your Scanner to Work With PaperPort" on page 114.

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3. Click the Scanner drop-down arrow, and select **TWAIN: Visioneer Patriot 430** from the drop-down list.

Note: Please wait a few moments for your selection from the drop-down list to become active. This delay only occurs the first time you select from the list while PaperPort initializes the scanner. Later on, selecting from the list activates immediately.

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4. In the "Scan what?" section, choose to scan a **Document** or **Photograph**.

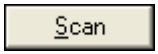
   If you want to change the format of the scanned item's file name or file type before you start scanning, click **Settings.** The default file type for documents is .pdf and the default for photographs is .jpg. See the *ScanSoft PaperPort User's Guide* for more information about the PaperPort Settings.

5. When scanning documents, use the **Create single page items** check box as follows:

   - When the check box is selected, all pages in the Automatic Document Feeder are scanned, the TWAIN interface closes, and each page is placed on the PaperPort Desktop as an individual file.
   - When the check box is not selected, the scanned pages are not placed on the PaperPort Desktop until you indicate the scanning job is finished by clicking **Done** on the TWAIN interface then clicking **Done** on the **PaperPort-Scan** window. Multiple pages are "stacked" on the PaperPort Desktop. Please see the *ScanSoft PaperPort User's Guide* for more information about stacks.

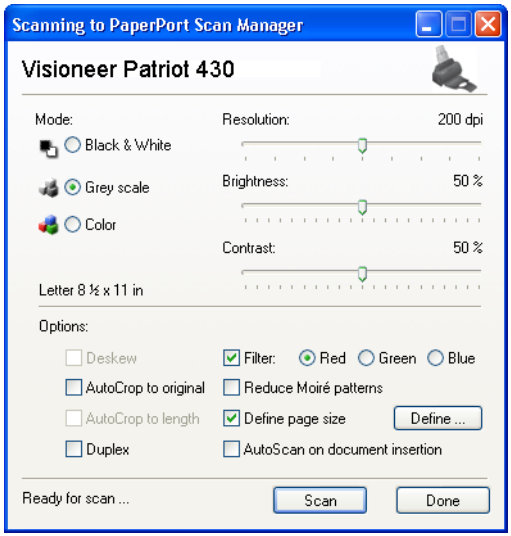
6. The option **Blank page is job separator** is for when you load several separate scanning jobs into the Automatic Document Feeder at the same time. Insert a blank page between them and each job will become a separate stack on the PaperPort Desktop when scanning is finished.

   Please see the *ScanSoft PaperPort User's Guide* for more information about this option.



7. Click the **Scan** button on the Scan pane.

   The PaperPort TWAIN interface opens. Use it to select scanning options and to start the scanner.



The options on the Visioneer Patriot 430 TWAIN interface are:

Mode—Select a scanning mode:

Black&White to scan in black and white. The scanning pixels are all the same size and are either black or white. Use this setting for letters, memos, and other black and white material. This scan mode produces the smallest file size.

GreyScale to scan items such as documents containing drawings or black and white photographs. The scanning produces an image of up to 256 shades of gray. You can also scan a color document to turn its colors into gray shades. The file size is about one third that of a color scan.

Color to scan magazine articles, photographs, and other color images in full color. Color scans have the largest file size.

Resolution—Drag the slider to the right or left to adjust the dots per inch (dpi) of the resolution. The maximum resolution is 600 dpi; the minimum is 50 dpi. This option determines the amount of detail you can see in the scanned image. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images. Usually the higher resolution settings are used for precision work, such as photographs or fine artwork.

Brightness and **Contrast**—Sometimes an image is scanned with the brightness and contrast set too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility. Increasing or decreasing the brightness makes the scanned image lighter or darker. Contrast refers to the difference between the lighter and darker portions of the image. Increasing the contrast emphasizes the difference between the lighter and darker portions, decreasing the contrast de-emphasizes that difference. Contrast is used in conjunction with brightness.

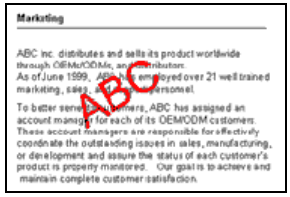
AutoCrop to Original—Select this option to let the scanner automatically determine the size of the item being scanned. For example, if you scan a 5" x 7" photo, the scanner will determine the size of the photo, and the scan area is the size of that photo.

When using the AutoCrop to Original option, always use the paper guides on the scanner so the page is not skewed.

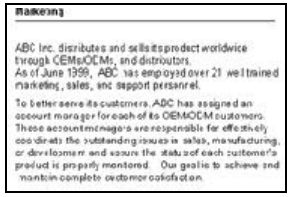
Duplex—Scan both sides of the page. If this option is not selected, the scanner will only scan the side of the page facing down when you insert it into the scanner.

Filter—The Filter is the ability of your scanner to automatically remove a color from a scanned item. For example, if you are scanning a letter with a red watermark, you can choose to filter out the red so the scanned letter just shows the text and not the red watermark. The Filter option applies to Black&White or Greyscale Mode.

The original with a red watermark over black text.

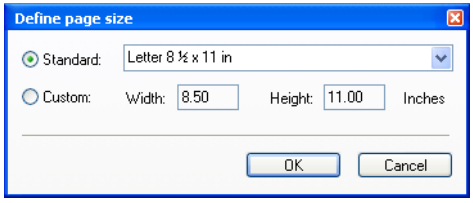


The scanned item with the red filtered out.



Reduce Moire Patterns—Moire patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. Selecting **Reduce Moire Patterns** will limit or eliminate moire patterns in the scanned image. This option is only available for the Greyscale or Color Mode at 200 dpi or less.

Define page size—Click this option to activate the **Define** button. Then click the **Define** button to see the **Define page size** dialog box for selecting a specific page size:



1. Click **Standard**, click the menu arrow and choose a page size from the list, or click **Custom** and enter the horizontal and vertical page dimensions in the boxes. The maximum size is 8.5" x 14". The units of measurement can be inches or millimeters. Click the name of the units, inches or mm (millimeters), to toggle between them.

2. Click **OK**.

   The currently selected page size appears in the middle of the TWAIN interface on the lefthand side.

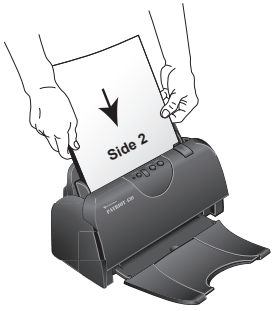
The Define page size option cannot be used with the **AutoCrop to original** option.

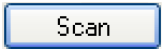
AutoScan on document insertion—Your Visioneer Patriot 430 scanner includes AutoLaunch technology that senses when an item is inserted into the paper feed and starts scanning immediately. Select this option to turn on the AutoLaunch feature. The item is scanned with the current settings on the TWAIN interface. If this option is not selected, the scanner waits for you to click the **Scan** button.

8. When you're ready to scan, load the documents so the tops of the pages are inserted into the Automatic Document Feeder.

   For Simplex (one-sided) scans, load the documents *face down.* Side 1 (the side of the page you want to scan) faces the paper tray, and Side 2 faces outward. To maintain the original order of documents when they are sent to the Destination Application, the scanner starts at the first page and scans to the last page.

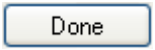
   For Duplex (two-sided) scans, the documents can be face up or down because both sides are scanned.



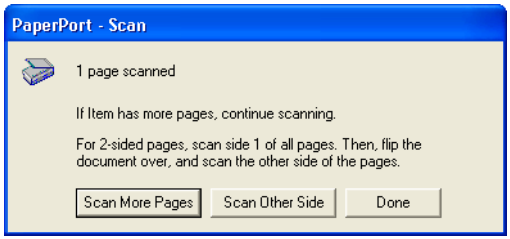


9. Click the **Scan** button (if the AutoScan feature is not turned on).

   The scanner starts scanning and a progress box opens.

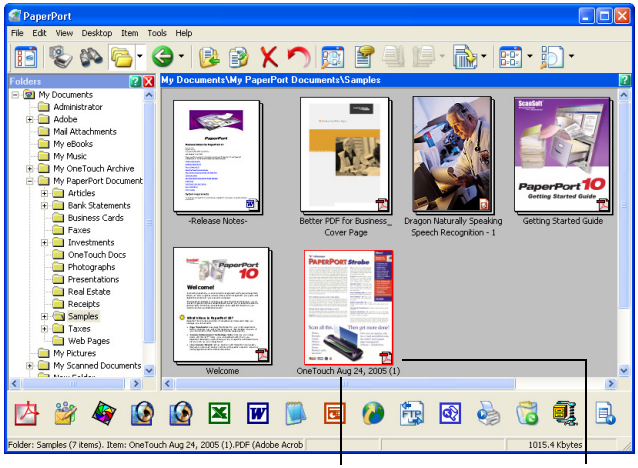


10. If you are scanning multiple pages, click the **Done** button on the TWAIN interface when the scanning is finished, then click **Done** on the **PaperPort-Scan** window.



If you are scanning a single page, the TWAIN interface closes automatically.

When scanning is complete, thumbnail images appear on the PaperPort Desktop.



A thumbnail image of the scanned item appears on the PaperPort desktop.

The small icon represents the file format, in this case the .pdf format.

ON THE PAPERPORT DESKTOP

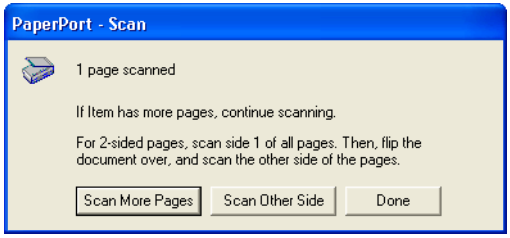
Unless you changed it with the Settings option, the name of the scanned image is the day, date, and number of scanned items that day. For example, the second item scanned on a day is followed by a (2), the third by a (3) and so on. To change a name, click it to select its text and type a new name.

The thumbnail images of a stack of documents has "go to page arrows" at their top right corners so you can click to flip through the pages in the stack. The page counter underneath the thumbnail name shows which page you're viewing.

The small icon at the bottom right corner of the thumbnail image indicates the file format of the scanned item.

THE CREATE SINGLE PAGE ITEMS CHECK BOX

The **Create single page items** check box (on the PaperPort Desktop Scan Pane) provides the option to add additional items to a scanning job. When the check box is selected, all pages in the Automatic Document Feeder are scanned, the TWAIN interface closes, and each page is placed on the PaperPort Desktop as an individual file. If the check box is not selected (this is the default), this message box opens when you close the TWAIN Interface. When the check box is not selected, all pages are scanned and placed in a stack on the PaperPort desktop. Note that some file types, such as JPEG, cannot be stacked. In that case pages are placed on the PaperPort desktop as single pages.



- Click **Scan More Pages** to scan additional pages and add them to the stack of items placed on the PaperPort desktop.

- Click **Scan Other Side** to reload and scan the other side of the page you just scanned. This option is available once for each page.
- Click **Done** if you are finished scanning. The scanned items are placed on the PaperPort desktop.

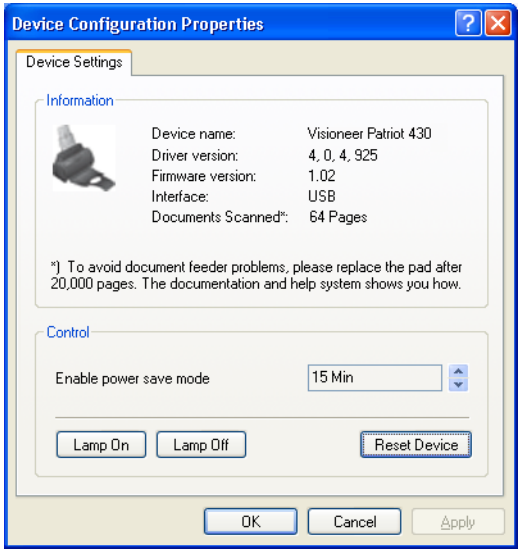
To learn more about the PaperPort scanning settings, or about the PaperPort software in general, please see the *ScanSoft PaperPort User's Guide* on the **Disc 1** Installation CD.

DISPLAY THE DEVICE CONFIGURATION

1. Click the **Visioneer Patriot 430** icon in the top right corner of the TWAIN interface.

   The Device configuration window opens and shows the information about your scanner.

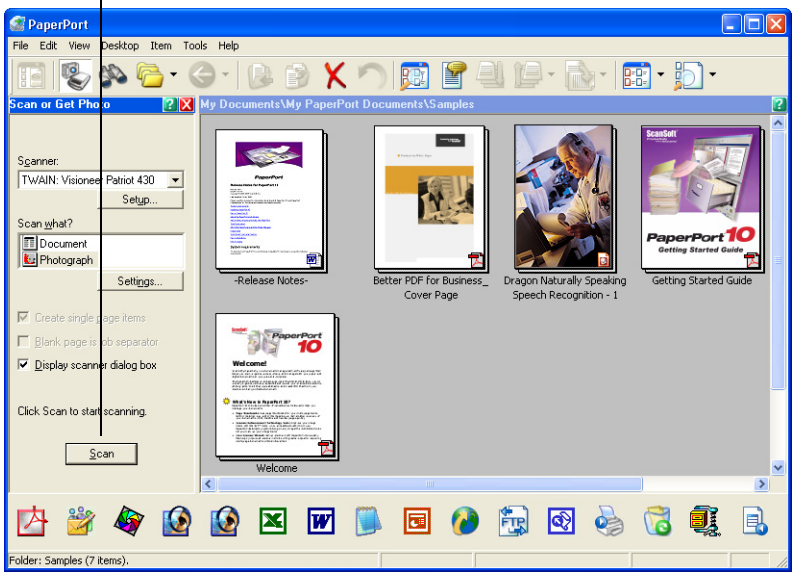
   See the section "Checking the Hardware and Setting the Lamp Power Saving" on page 100 for more information about the device settings.



SETTING UP YOUR SCANNER TO WORK WITH PAPERPORT

When you selected a scanning option from the Scanner drop-down list, either **TWAIN: Visioneer Patriot 430** or **WIA: Visioneer Patriot 430** (Windows XP only), the **Scan** button at the bottom of the panel should become active. If it doesn't, you need to set up PaperPort to work with your scanner.

If this Scan button is not active, you need to set up PaperPort to work with your scanner.

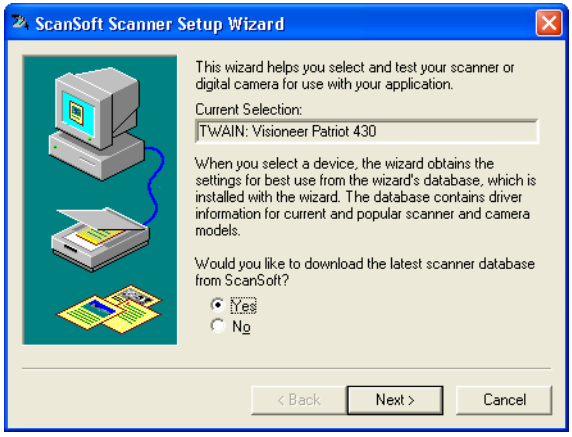


Note: Setting up your scanner is a one-time-only process for each option from the Scanner drop-down list. Therefore, you may have to set up your scanner once each for **TWAIN: Visioneer Patriot 430** and **WIA: Visioneer Patriot 430**. The setup process, described below, is the same for each option. You will not have to set up the scanner again for an option unless you uninstall the scanner and PaperPort software, then re-install them.

To setup your scanner:

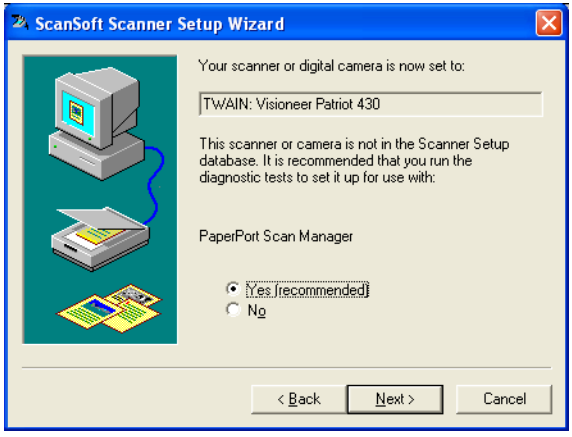
1. From the Scanner drop-down list, select one of the options, such as **Twain: Visioneer Patriot 430**.
2. Click the **Setup** button.

   A window opens to begin the setup process.



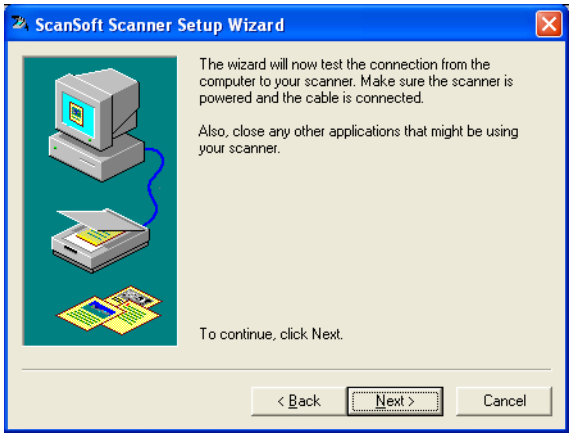
3. Click **Yes** then click **Next**.

   The next window offers you the option to run hardware diagnostics.



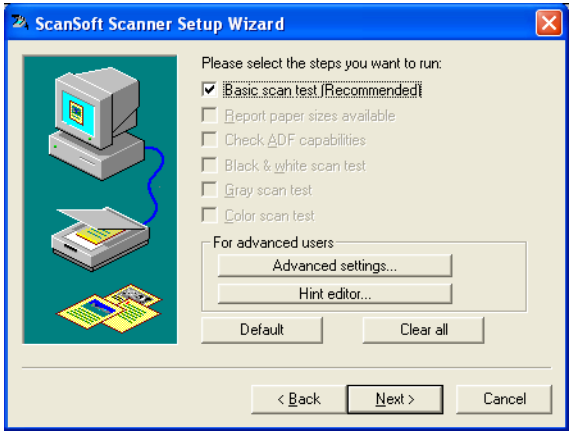
4. Click **Yes (recommended)** then click **Next**.

   The next window is for checking the connection between your scanner and the computer.



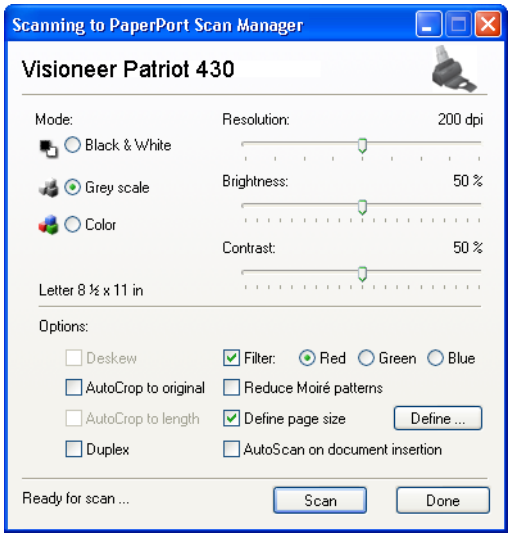
5. Click **Next**.

   After the Setup Wizard checks the connections, the next window is displayed. It has a series of setup options, but only the Basic scan test is necessary because your scanner was already tested and calibrated when you installed the OneTouch 4.0 software



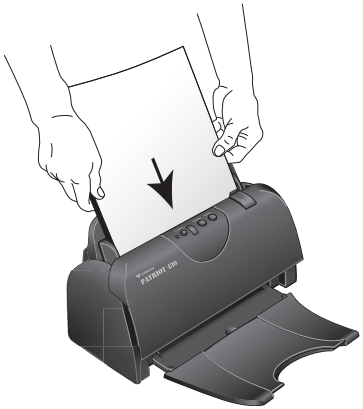
6. Click **Next**.

   The TWAIN Interface opens.



Note: If you are setting up the scanner for WIA, the WIA interface opens instead.

7. Insert a page into the scanner, face-down, and the **Scan** button on the TWAIN Interface will become active.



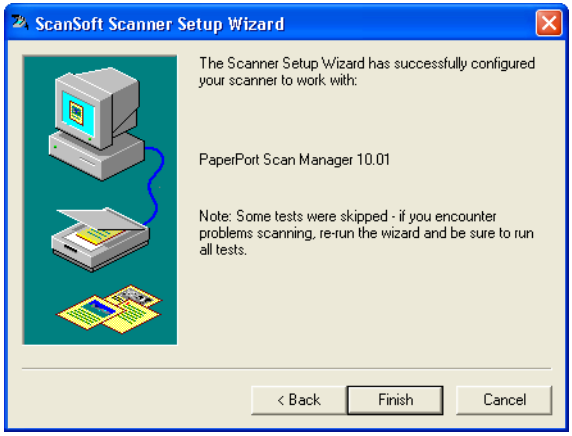
8. Click the **Scan** button on the TWAIN interface.

   The Setup Wizard runs the scan test.

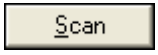
   A message window opens that says "Basic scan test passed."

9. Click **Next** on the message window.

   The final Setup window opens to let you know the setup process is finished.



10. Click **Finish**.



Your scanner is now setup for the scanning option you selected (in the example above, it's the TWAIN option) and the **Scan** button on the PaperPort window will now become active.

SCANNING WITH THE WINDOWS IMAGE ACQUISITION

The instructions in this section are for scanning using WIA on computers running Windows XP. If your computer is running an earlier version of Windows, it cannot use WIA to scan.

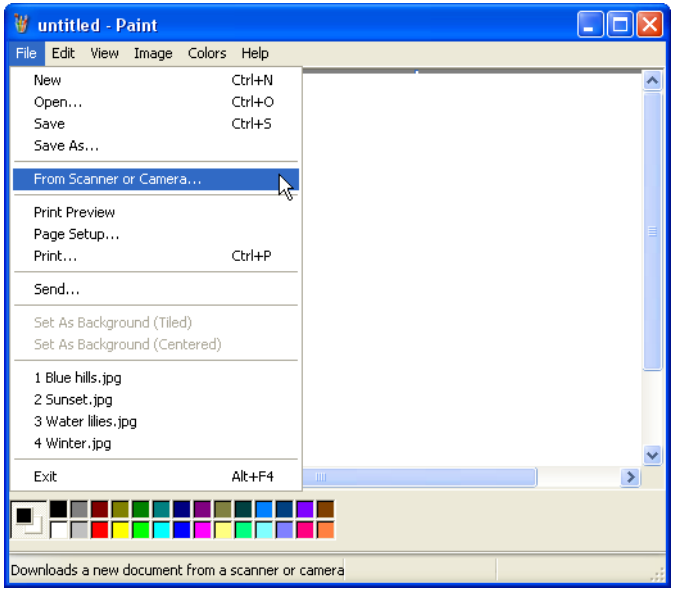
This section shows how to use Microsoft Paint to scan using the WIA interface.

Note: Duplex (two-sided) scanning is not available from WIA.

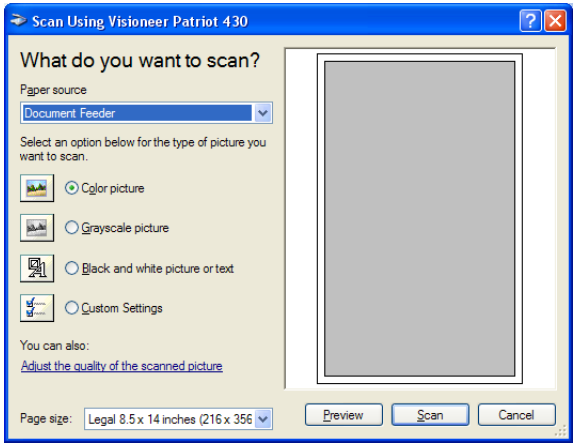
1. On the Windows taskbar, click **Start**, point to **All Programs**, point to **Accessories,** and then click **Paint**.

   The Paint window opens.

2. From the **File** menu choose **From Scanner or Camera**.



The **Scan using Visioneer Patriot 430** window opens. Use this window to select scanning options and start the scanner.



3. Click the button most appropriate for the item you're scanning.
4. Select a paper size from the Page Size list.
5. Click **Preview** to preview the image before scanning.

   The image is displayed on the right side of the window.

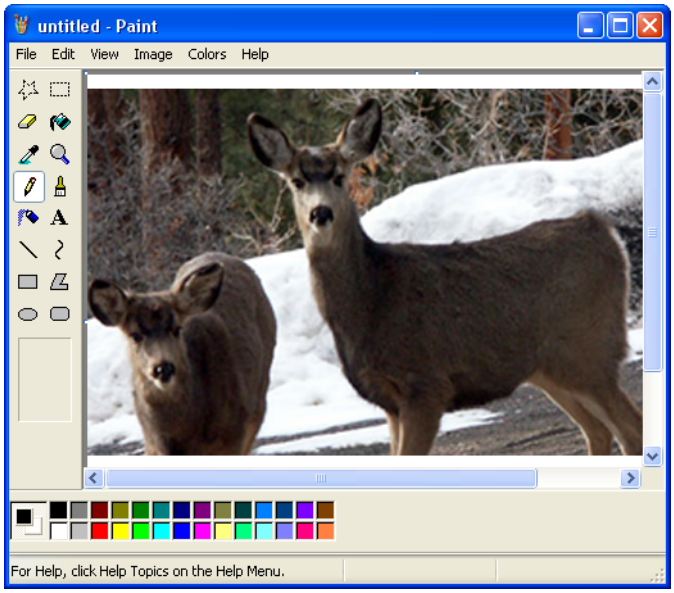
Note: If you preview when scanning a stack of documents, the first page of the stack feeds through the ADF for the preview. After adjusting the scanner settings, replace that page on the stack so it is scanned with the rest of the pages.

---

6. Adjust settings of the previewed image as desired:
   - Change the button selection for the type of image.
   - Adjust the custom settings; refer to the next section, "Fine Tuning Your Scans".
   - Change the size of the scanned image. To do this, click and hold the mouse pointer over one of the four sizing-boxes on the corners of the previewed image. Then drag the box to increase or decrease the size of the image.

7. Preview the image again. When you are satisfied with the image, click the **Scan** button.

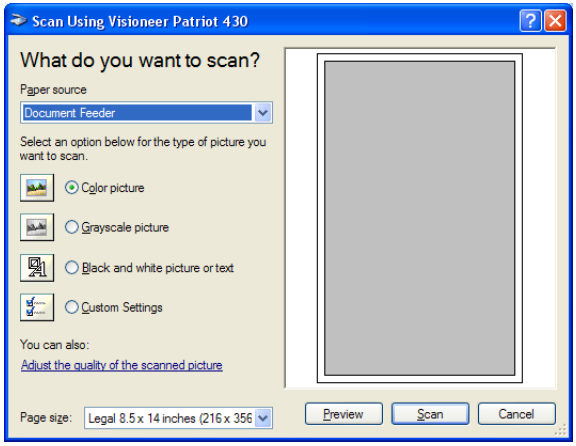
8. The scanned image will appear in the Paint window.



FINE TUNING YOUR SCANS

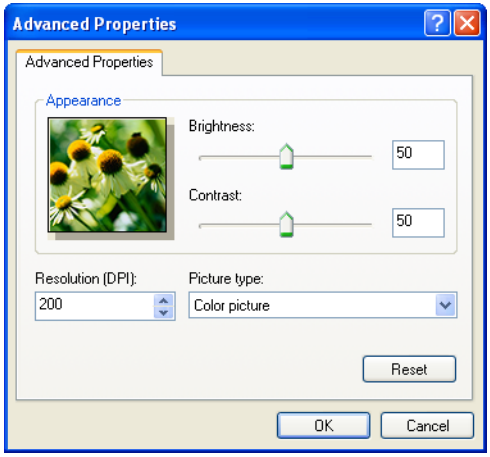
You can select new settings before you scan an item to fine tune exactly how you want to scan it.

To select the scanner settings before you scan:



1. On the scan window, click **Adjust the quality of the scanned picture**.

   The Advanced Properties dialog box opens.



2. Select the options for scanning.

   Brightness and **Contrast**—Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image. The Contrast setting does not apply to the setting **Black and White picture or text**.

   Resolution (DPI)—Click the menu arrow and choose the dots per inch (dpi) of the resolution. The maximum resolution is 600 dpi; the minimum is 50 dpi. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.

   Picture type—Click the menu arrow and choose the most appropriate type for the item you're scanning.

3. Click **OK**.

   The Custom Settings button is now set to scan with the options you selected.

   If you want to reset the settings and start over, click **Reset**.

Maintenance

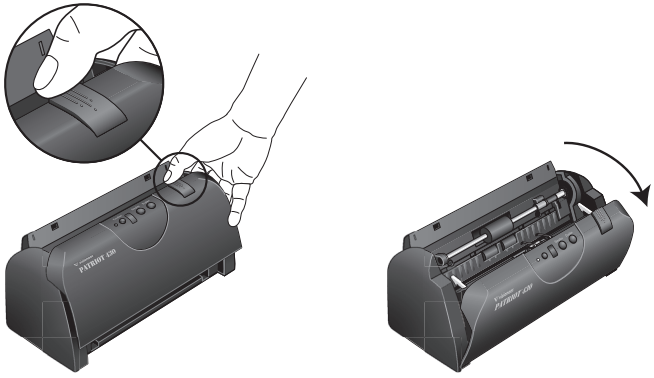
This section contains information on maintenance, troubleshooting, uninstalling, scanner specifications, and spare parts.

CLEANING THE AUTOMATIC DOCUMENT FEEDER

You may need to clean the ADF feed mechanism if your documents do not feed easily into the ADF, or several feed in at the same time.

To clean the ADF:

1. Wet a cotton swab with some isopropyl alcohol (rubbing alcohol).
2. Press the ADF cover release on the top right of the scanner body to open the Automatic Document Feeder cover.



3. Wipe the feed roller from side to side. Rotate the roller to clean its entire surface.

Note: Please be careful when cleaning the roller. The roller is designed to rotate in one direction only. As you're cleaning the roller, make sure it rotates easily, and continue rotating it in that direction while wiping it clean. Do NOT force the roller to rotate in the opposite direction. Forcing the roller to rotate will damage it, and may cause the scanner to feed pages incorrectly.

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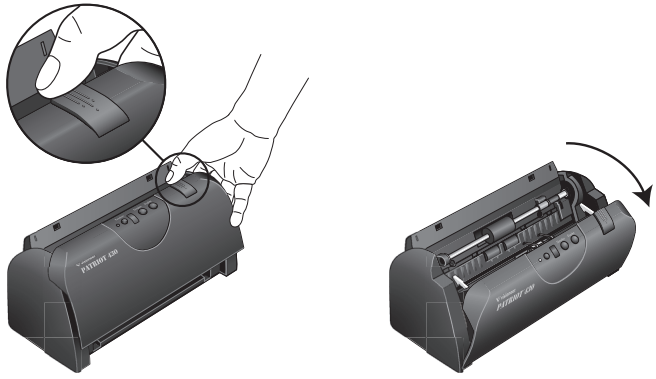
4. Wipe the ADF pad from top to bottom. Be careful not to snag the swab on the springs on either side of the pad.
5. Close the cover when you're finished.

CLEARING PAPER JAMS

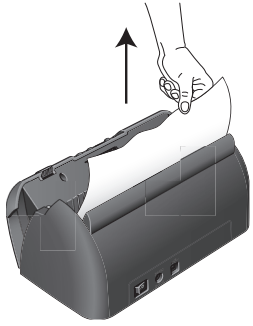
If your scanner stops scanning due to a paper jam in the Automatic Document Feeder, a warning dialog box opens after a few moments.

To clear a paper jam:

1. Press the ADF cover release on the top-right of the scanner body to open the Automatic Document Feeder cover.



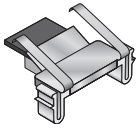
2. Remove the jammed paper and close the cover.



To reduce the number of paper jams, smooth and straighten the paper before scanning and adjust the guides to the paper size.

REPLACING THE ADF PAD ASSEMBLY

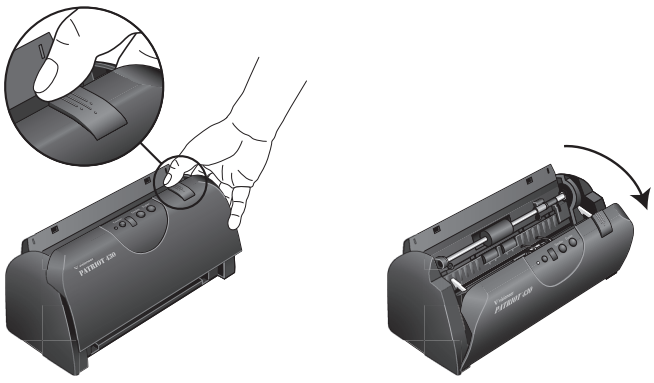
The ADF pad will wear out and is designed to be a user-replaceable part. Problems with documents feeding into the ADF is an indication that the pad is wearing thin.



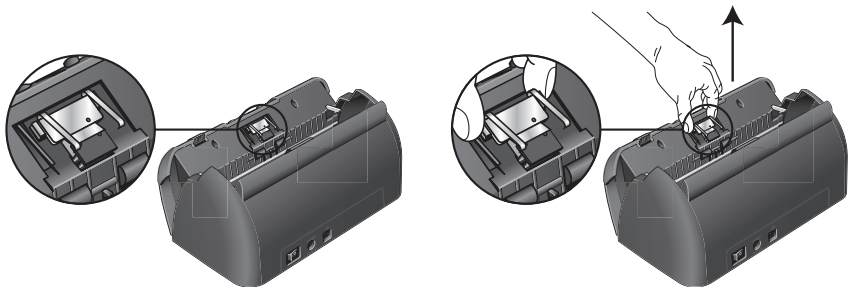
See the "Visioneer Patriot 430 Scanner Parts List" on page 134 for ordering information.

To replace the ADF Pad assembly:

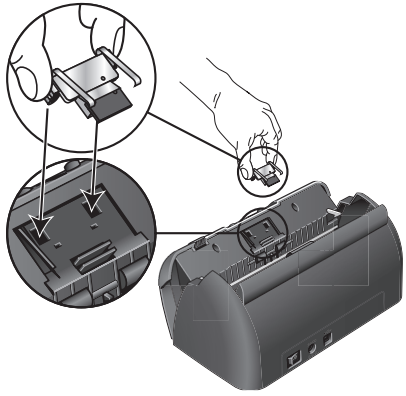
1. Press the ADF cover release on the top left of the scanner body to open the Automatic Document Feeder cover.



2. Squeeze the plastic clamps that hold the pad assembly in place and lift the pad up and out.



3. Reverse the procedure to replace the new pad into its slots.



TROUBLESHOOTING

In addition to the troubleshooting information contained in this section, please see the Readme file on your installation CD. The Readme file contains additional information that may help you diagnose problems with the scanner.

If you try the troubleshooting procedures described in this section and in the Readme file, and the scanner still has problems, you may have a malfunctioning scanner. Refer to the technical support card that you received with your scanner. Also visit our web site at www.visioneer.com for additional technical information.

Problem: The scanner won't scan. What's wrong?

Check for one of these possible causes:

- **Are the cables loose or not plugged in securely?** Inspect the cable connections. Make sure the cables are plugged in securely.
- **Is the scanner's status light on?** Turn on the scanner's power. If the status light doesn't come on, plug the power supply into another electrical outlet.
- **Did you restart the computer after installing the software?** If you didn't restart the computer, it may not have loaded all of the software files. Try restarting your computer.
- **Did you plug the scanner into a USB hub?** If you're using a USB hub to connect the scanner, the hub must have its own power supply. If the hub does not have its own power supply, plug the scanner into a USB port on the computer.
- **Did you select another scanning source in the PaperPort Scan Pane?** If you use multiple devices with your computer, you may have selected another source for images. Start the PaperPort software and click the **Scan** icon, then make sure **Visioneer Patriot 430** is selected as the scanner.

Problem: During installation I got the error message: PaperPort Installation is not complete. What do I do?

The installation procedure was not successful. You need to reinstall the PaperPort software.

Problem: With AutoCrop to Original selected, sometimes I get blank pages, or pages with lines. What's wrong?

The pages were probably scanned in crooked, or skewed. To use AutoCrop to Original, the pages must be scanned in straight. Adjust the paper guides on the scanner so pages feed in straight.

Problem: I got the error message: PaperPort cannot allocate enough memory to perform internal critical operations. What do I do?

Close any other active applications so that additional memory is available. If you click Continue, PaperPort moves the file to the PaperPort data directory and renames the file with the prefix "bad". This allows you to recover the file later.

To recover the file, you can import it into PaperPort by using the Import command in the File menu.

Problem: The installation will not complete successfully. If installation finishes, the scanner's OneTouch 4.0 options do not seem to work properly. What do I do?

A likely cause is that some driver programs are already installed on your computer for another scanner. They are interfering with the installation and OneTouch options, and you need to remove those other drivers and re-install your Visioneer Patriot 430 scanner. Please see the documentation that you received with the other scanner for the steps to remove its driver programs. You can also use the basic steps in the section "To Install Another Driver" on page 132, but instead of uninstalling OneTouch 4.0, uninstall the other scanner's driver programs. After uninstalling the other scanner's driver programs, uninstall OneTouch 4.0 then reinstall it.

STATUS LIGHT TROUBLESHOOTING CODES

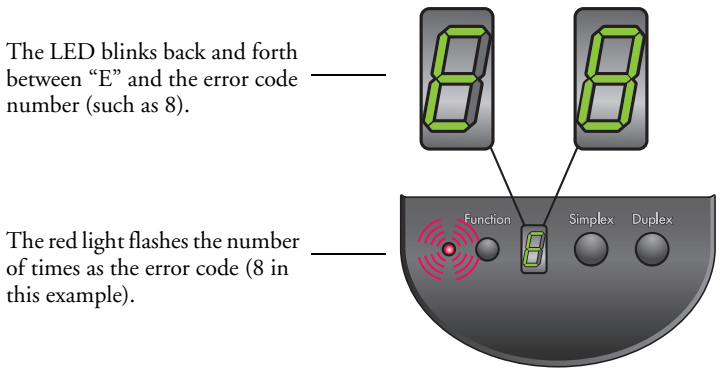
A green status light indicates the normal state of the scanner.

Normal Operation

- **Blinking green:** indicates the scanner is waking up from power saving and preparing to scan.
- **Steady green:** indicates the scanner is ready to scan.

Error Codes

If your scanner experiences hardware problems, the status light will blink red, and the LED flashes an "E" and the error code number.



The table below describes the error codes.

Error Code	Problem Description	Solution
8	Paper jam	Open the ADF cover and remove the jammed page. See "Clearing Paper Jams" on page 125 for details.
All Other Codes	An internal part in the scanner may have malfunctioned.	Re-boot your computer. If the problem persists, contact Visioneer Technical Support.

HOW TO UNINSTALL YOUR SCANNER

To uninstall the Visioneer Patriot 430 scanner, remove the OneTouch 4.0 scanner software first, and then remove PaperPort, or other scanner software.

STEP 1: UNINSTALLING THE ONETOUCH 4.0 SCANNER SOFTWARE

1. On the Windows taskbar, click **Start**, point to **Settings**, then click **Control Panel**.
2. Double-click the **Add or Remove Programs** icon.

   The Add or Remove Programs window opens.
3. Select OneTouch 4.0 then click the **Remove** button.
4. An "Add or Remove" message box opens and asks if you are sure you want to remove OneTouch 4.0 from your computer. Click **Yes**.

   The OneTouch 4.0 software is removed from your computer.
5. Unplug the scanner USB cable.
6. Close all open windows and reboot (restart) your computer.

STEP 2: UNINSTALLING THE PAPERPORT SOFTWARE

1. On the Windows taskbar, click **Start**, point to **Settings**, then click **Control Panel**.
2. Double-click the **Add or Remove Programs** icon.

   The Add or Remove Programs window opens.
3. Select **PaperPort** and click **Remove**.
4. An "Add or Remove" message box opens and asks if you are sure you want to remove PaperPort from your computer. Click **Yes**.

   The PaperPort software is removed from your computer.
5. Close all open windows and reboot (restart) your computer.

TO INSTALL ANOTHER DRIVER

Before you can install another driver for your scanner, you must remove the currently installed driver first. Then the new driver can be installed.

1. Uninstall the OneTouch 4.0 driver.
   a. Open the Windows Control Panel.
   b. Double-click the **Add or Remove Programs** icon.
   c. Select OneTouch 4.0 then click on the **Remove** button.
   d. An "Add or Remove" message box opens and asks if you are sure you want to remove OneTouch 4.0 from your computer. Click **Yes**.

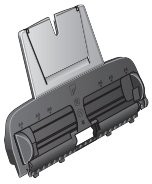
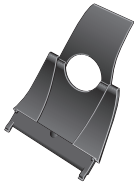
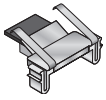
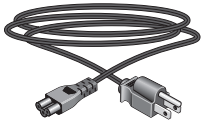
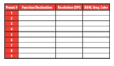
   The OneTouch 4.0 software is removed from your computer.
2. **Unplug the scanner USB cable**.
3. Reboot (restart) your computer.
4. Follow the instructions in "Step 2: Install the Software" on page 8 of this User Guide and follow steps for installing one of the other driver options.

VISIONEER PATRIOT 430 SCANNER SPECIFICATIONS

Optical resolution	600 x 1200 dpi
Bit depth	48-bit color (internal), 16-bit grayscale (internal)
Maximum item size	8.5" x 14"
Minimum item size	2.5" x 2" (automatic document feeder)
Scan method	Automatic document feeder (ADF)
ADF specifications	
Scanning Speed	Up to 15 pages per minute. Up to 30 images per minute @ 200 dpi B&W
Capacity	50 sheets
Paper Thickness	16 - 28 lbs. (0.002" - 0.006")
Light source	Cold cathode fluorescent lamp
Interface	USB 2.0 High Speed
Scanner dimensions	
Height	5.9 inches (13.8 cm)
Width	13.0 inches (30.5 cm)
Length	6.5 inches (15.2 cm)
Weight	6.4 pounds (2.9 kg)
Operating temperature	50°–104° F (10°–35° C without condensation)
Relative humidity	10%–85% (@35° C without condensation)
Power adaptor	DC Jack, 24Vdc/2.0A (48W), 100-240Vac, Energy Star and RoHS compliant
Power consumption	< =40 Watts (during operation); < = 25 Watts (on standby); < = 6 Watts (power save after 15 minutes without scanning, can be adjusted by software); < = 1 Watt (power off)
Power cord	AC, US, 3P, 10A/125V, 180 cm, 3C, 18AWG, RoHS compliant
USB cable	185 cm, 28AWG, with core, RoHS compliant
Safety and agency certifications	UL, C-UL, FCC Class B, CE

VISIONEER PATRIOT 430 SCANNER PARTS LIST

Please use the following part names and numbers when ordering replacements for your scanner.

	Part Name	Part Number
	Input Tray	57-0112-000
	Output Tray	57-0108-000
	ADF Pad	57-0111-000
	USB Cable	35-0102-000
	AC Power Cord	35-0103-000
	Power Supply	37-0076-000
	Buttons Label	09-0631-000

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