

# *ScanSnap*

## **Advanced Operation Guide (Windows)**

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# Reading of Model Information in This Manual

If you are using iX1600, iX1400 or iX1300, read the model information as follows.

- When you are using iX1600

Read the model name "iX1500" as "iX1600".

- When you are using iX1400

Read the model name "iX1500" as "iX1400".

However, iX1400 does not support the function for wireless LAN connection. Skip over descriptions about wireless LAN.

- When you are using iX1300

Read the model name "iX1500" as "iX1300".

However, iX1300 has the following two scanning methods: "U-turn Scan" and "Return Scan"

For details about how to perform a scan, refer to [here](#) in the Basic Operation Guide.

Because there are two scanning methods for iX1300, the setting items in the ScanSnap setup window for the iX1300 are different which are shown below.

- [Scanning] tab

- The [Feed option] button is displayed.

You can specify a feeding method for U-turn Scan and Return Scan in the [Feed option] window that appears when you click the [Feed option] button.

- The [Merge both side images] checkbox is displayed in the [Scanning mode option] window that appears when you click the [Option] button.

You can automatically merge the front and back side of an image created by scanning a document using Return Scan and save the merged image as a single image.

For details, refer to [here](#) in the Basic Operation Guide.

- [Paper] tab

The available setting items for each scanning method (U-turn Scan and Return Scan) are displayed.

## References for Latest Information on the ScanSnap

- Information on Hardware

For the latest information on the setup procedure, basic operations, and the cleaning procedure for the ScanSnap, refer to [Basic Operation Guide](#).

To read the Basic Operation Guide in an environment in which the computer is not connected to the Internet, download the PDF version of the manual from [here](#) in an environment in which the computer is connected to the Internet.

- Information on Software

For details about the supported operating systems for the software, refer to [here](#).

For details about the software that can be used with the ScanSnap, refer to [here](#).



# About This Manual

- "Safety Information" (page 6)
- "Trademarks" (page 7)
- "Manufacturer" (page 8)
- "Arrow Symbols in This Manual" (page 9)
- "Screen Examples in This Manual" (page 10)
- "Abbreviations Used in This Manual" (page 11)

## Safety Information

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

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Other company names and product names are the registered trademarks or trademarks of the respective companies.

# Manufacturer

PFU Limited

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## Arrow Symbols in This Manual

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

Example: Select [Start] menu → [Computer].

## Screen Examples in This Manual



The screenshots used in this manual are the ones that are displayed when iX1500 is connected.



Microsoft product screenshots are reprinted with permission from Microsoft Corporation.

The screenshots used in this manual are of Windows 10 or Windows 7.

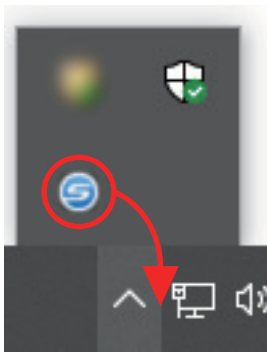
The actual windows and operations may differ depending on the operating system.


### Icon in the Notification Area

The ScanSnap Manager icon  is displayed in the menu which appears when you click  in the notification area.


To have the ScanSnap Manager icon  always displayed in the notification area, drag the icon  and drop it onto the notification area.


The notification area is located at the far right of the taskbar.



The explanations in this manual use the case in which the ScanSnap Manager icon  is always displayed in the notification area.

#### HINT

If the ScanSnap Manager icon  is not displayed in the notification area, start ScanSnap Manager. Start ScanSnap Manager in the following procedure.

- Windows 10  
Select [Start] menu → [ScanSnap Manager] → [ScanSnap Manager].
- Windows 8.1  
Click  on the lower left side of the Start screen, and select [ScanSnap Manager] under [ScanSnap Manager] on the All apps screen.
- Windows 7  
Select [Start] menu → [All Programs] → [ScanSnap Manager] → [ScanSnap Manager].

## Abbreviations Used in This Manual

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

Abbreviation Used	Designation
Windows 10	Windows® 10 Home operating system, English Version Windows® 10 Pro operating system, English Version Windows® 10 Enterprise operating system, English Version Windows® 10 Enterprise LTSC 2019 operating system, English Version Windows® 10 Enterprise 2016 LTSC operating system, English Version Windows® 10 Education operating system, English Version
Windows 8.1	Windows® 8.1 operating system, English Version Windows® 8.1 Pro operating system, English Version Windows® 8.1 Enterprise operating system, English Version
Windows 7	Windows® 7 Professional operating system, English Version Windows® 7 Enterprise operating system, English Version
Windows	Windows 10, Windows 8.1, or Windows 7
Microsoft Office	Microsoft® Office
Office 365	Office 365®
Word	Microsoft® Word
Excel	Microsoft® Excel®
PowerPoint	Microsoft® PowerPoint®
SharePoint	Microsoft® SharePoint® Server Microsoft® SharePoint® Foundation Microsoft® SharePoint® Online
Internet Explorer	Internet Explorer®
Outlook	Microsoft® Outlook®
.NET Framework	Microsoft® .NET Framework
Adobe Acrobat	Adobe® Acrobat® Adobe® Acrobat® DC
Adobe Reader	Adobe® Reader® Adobe® Acrobat® Reader® DC
ABBYY FineReader for ScanSnap	ABBYY FineReader for ScanSnap™ All the descriptions in this manual assume the usage of ABBYY FineReader for ScanSnap bundled with the ScanSnap. Unless otherwise specified, the term ABBYY FineReader for ScanSnap refers to the ABBYY FineReader for ScanSnap bundled with the ScanSnap. Note that ABBYY FineReader for ScanSnap may be upgraded without notice. If the descriptions in this manual differ from the actual displayed screens, refer to the ABBYY FineReader for ScanSnap User's Guide.
Google Drive	Google Drive™
Android	Android™
ScanSnap	Color Image Scanner ScanSnap series (*1)

\*1: The ScanSnap N1800 series is not included.



# How to Perform a Scan

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

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

- "Scanning Using the Quick Menu" (page 13)
- "Scanning Using a Profile" (page 13)
- "Scanning Using ScanSnap Folder" (page 14)

## HINT

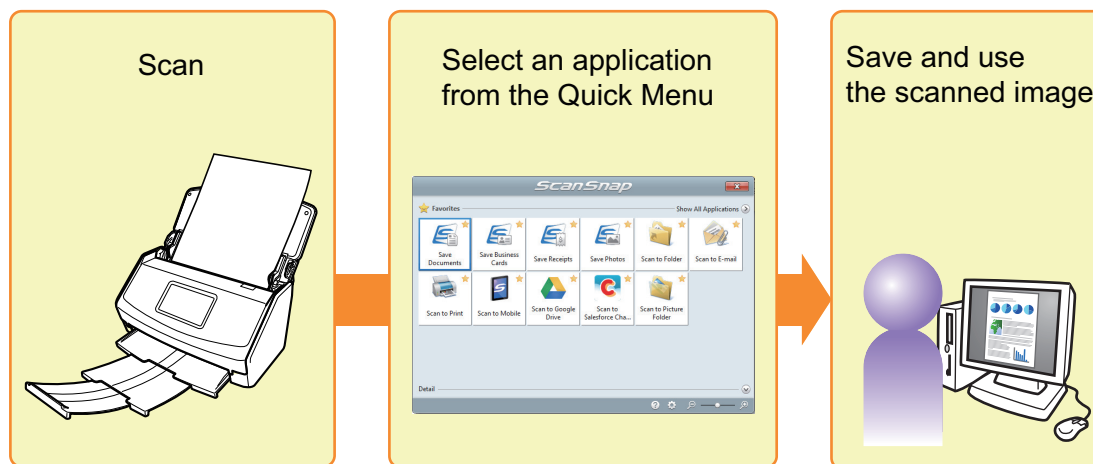
For SV600, you can also perform the scanning of documents by using a foot pedal that supports shortcut keys (keyboard shortcuts).

For details, refer to the ScanSnap Manager Help.

## Scanning Using the Quick Menu

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

Scanning using the Quick Menu is set on default.

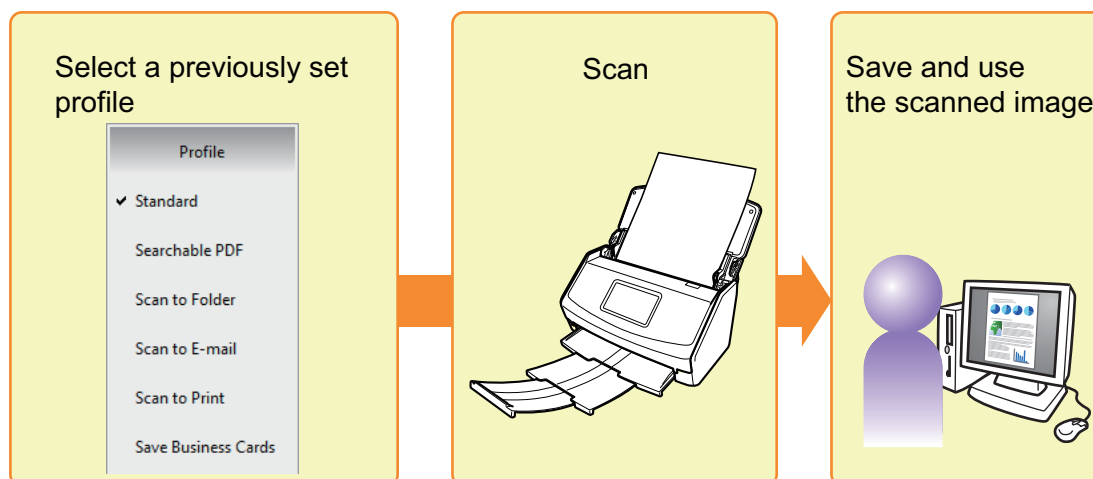


For details, refer to "Selecting Operations from the Quick Menu" (page 15).

## Scanning Using a Profile

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

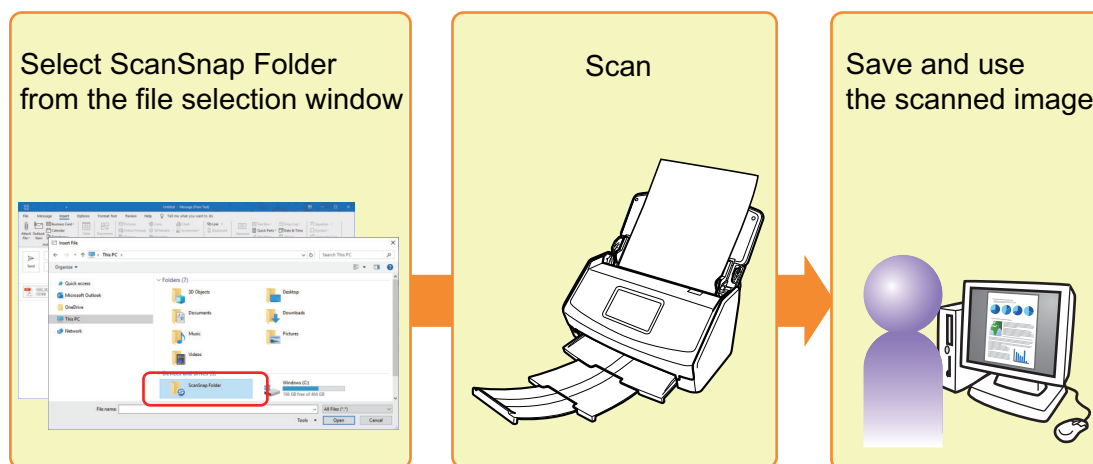
It is convenient to use when you want to scan a document using the same scan settings repeatedly.



For details, refer to "Profile" (page 62).

## Scanning Using ScanSnap Folder

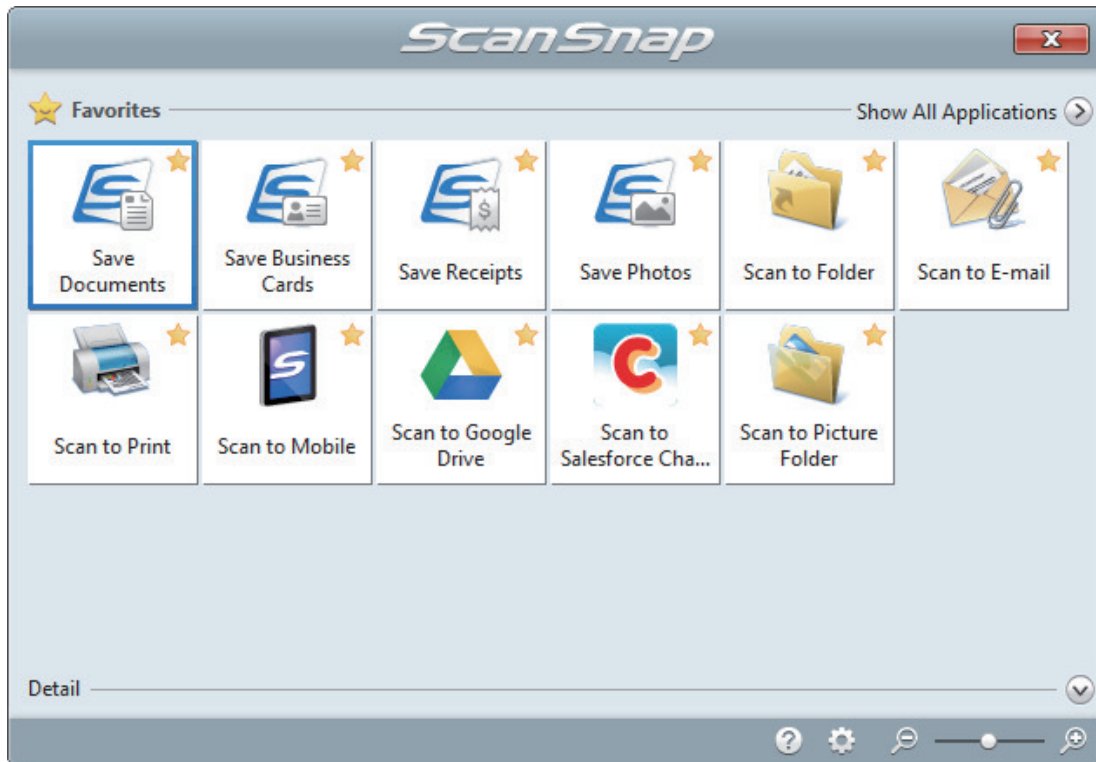
By selecting ScanSnap Folder from the file selection window of the application, you can scan a document from the ScanSnap. You can use the scanned document file directly in the application.



For details, refer to "ScanSnap Folder Operations" (page 77).

# Selecting Operations from the Quick Menu

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



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

- "Using Scanned Images" (page 15)
- "Linking with Applications" (page 17)
- "Linking with Cloud Services" (page 20)

## Using Scanned Images

### Share the Scanned Document Files with Others.



#### Scan to Folder

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

## Send Document Files to Others via E-mail.



### Scan to E-mail

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

#### ATTENTION

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

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

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

## Make Copies of a Paper Document.



### Scan to Print

Print the scanned image with a printer.

## Save Scanned Documents to a Mobile Device.



### Scan to Mobile

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

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

Displayed when .NET Framework 3.0 is installed.

Note that .NET Framework 3.0 is also included in .NET Framework 3.5 (SP1 or later). It is recommended to install the latest update in the operating system and use .NET Framework 3.5 (SP1 or later).

If .NET Framework 4 or later is already installed, you need to install .NET Framework 3.0 separately because .NET Framework 3.0 is not included in .NET Framework 4 or later version.

## Convert Catalogs and Pamphlets into Digital Data and Save Them.



### Scan to Picture Folder

Save scanned images of catalogs and pamphlets directly into your Pictures folder.

## Linking with Applications

### Organize and Manage the Scanned Document Files.



#### Save Documents

Scanned Images are saved in ScanSnap Home as content data records with [Documents] as the document type. Content data records can be organized or managed in ScanSnap Home.

This is displayed when the following conditions are met.

- ScanSnap Home is installed
- ScanSnap Organizer, CardMinder, or ScanSnap Receipt is not installed

#### ATTENTION

- If both ScanSnap Manager and ScanSnap Home are installed, ScanSnap Home cannot be used to scan documents.
- To use ScanSnap Home, you need to activate a license beforehand.  
For details about how to activate a license, refer to [here](#) in the ScanSnap Home Help.



#### ScanSnap Organizer

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

Displayed when ScanSnap Organizer is installed.

### File and Organize a Large Number of Business Cards.



#### Save Business Cards

Scanned Images are saved in ScanSnap Home as content data records with [Business Cards] as the document type. Content data records can be organized or managed in ScanSnap Home.

This is displayed when the following conditions are met.

- ScanSnap Home is installed
- ScanSnap Organizer, CardMinder, or ScanSnap Receipt is not installed

#### ATTENTION

- If both ScanSnap Manager and ScanSnap Home are installed, ScanSnap Home cannot be used to scan documents.
- To use ScanSnap Home, you need to activate a license beforehand.  
For details about how to activate a license, refer to [here](#) in the ScanSnap Home Help.



#### Scan to CardMinder

Store and manage business cards in CardMinder.

Displayed when CardMinder is installed.

**HINT**

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

## Digitize Photos to Create an Album.



### Save Photos

Scanned Images are saved in ScanSnap Home as content data records with [Photos] as the document type. Content data records can be organized or managed in ScanSnap Home.

This is displayed when the following conditions are met.

- ScanSnap Home is installed
- ScanSnap Organizer, CardMinder, or ScanSnap Receipt is not installed

**ATTENTION**

- If both ScanSnap Manager and ScanSnap Home are installed, ScanSnap Home cannot be used to scan documents.
- To use ScanSnap Home, you need to activate a license beforehand.  
For details about how to activate a license, refer to [here](#) in the ScanSnap Home Help.

## Convert Your Paper Documents into Digital Data to Conveniently Organize Them.



### Scan to Rack2-Filer Smart

Save the scanned images as PDF files in Rack2-Filer Smart to manage and organize them. Displayed when Rack2-Filer Smart trial version or Rack2-Filer Smart is installed.



### Scan to Rack2-Filer

Save the scanned images as PDF files in Rack2-Filer to manage and organize them. Displayed when Rack2-Filer (sold separately) is installed (V5.0 or later recommended).

## Convert Your Paper Documents into Digital Data to Conveniently Organize Them (Magic Desktop).



### Scan to Magic Desktop

Save the scanned images in Magic Desktop to manage and organize them. Displayed when Magic Desktop trial version or Magic Desktop is installed.

## It is time-consuming to record a name and amount on a receipt for each purchased item in a household account book.



### Save Receipts

Scanned Images are saved in ScanSnap Home as content data records with [Receipts] as the document type. Content data records can be organized or managed in ScanSnap Home.

This is displayed when the following conditions are met.

- ScanSnap Home is installed
- ScanSnap Organizer, CardMinder, or ScanSnap Receipt is not installed

#### ATTENTION

- If both ScanSnap Manager and ScanSnap Home are installed, ScanSnap Home cannot be used to scan documents.
- To use ScanSnap Home, you need to activate a license beforehand.

For details about how to activate a license, refer to [here](#) in the ScanSnap Home Help.

## Quote Text from Your Paper Documents.



### ABBYY Scan to Word



### ABBYY Scan to Excel(R)



### ABBYY Scan to PowerPoint(R)

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

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

#### HINT

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

## Share the Scanned Document Files through Linkage with SharePoint.



### Scan to SharePoint

Save the scanned image in SharePoint.

Displayed when Scan to Microsoft SharePoint is installed.

## Linking with Cloud Services

### Manage Scanned Documents through Linkage with Dropbox.



#### Scan to Dropbox

Save scanned image files to your Dropbox folder.

Displayed when Dropbox for Windows 1.1.45 or later is installed.

### Manage Scanned Documents through Linkage with Evernote.



#### Scan to Evernote (Document)

Save PDF files in Evernote.

Displayed when Evernote for Windows 3.5 or later is installed.

### Manage Handwritten Notes through Linkage with Evernote.



#### Scan to Evernote (Note)

Save JPEG files in Evernote.

Displayed when Evernote for Windows 3.5 or later is installed.

### Manage Scanned Documents through Linkage with Google Drive.



#### Scan to Google Drive

Save PDF files in Google Drive.

Displayed when .NET Framework 4 or an in-place upgrade for .NET Framework 4 is installed.

After installing .NET Framework, apply the updates in Windows Update.

### Manage Scanned Documents through Linkage with Salesforce Chatter.



#### Scan to Salesforce Chatter

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

You need to install .NET Framework 4.5 or an in-place upgrade for .NET Framework 4.5.



## Manage Scanned Documents through Linkage with SugarSync.



### Scan to SugarSync

Save scanned image files to your SugarSync folder.

Displayed when SugarSync Manager for Windows 1.9.28 or later is installed.

#### HINT

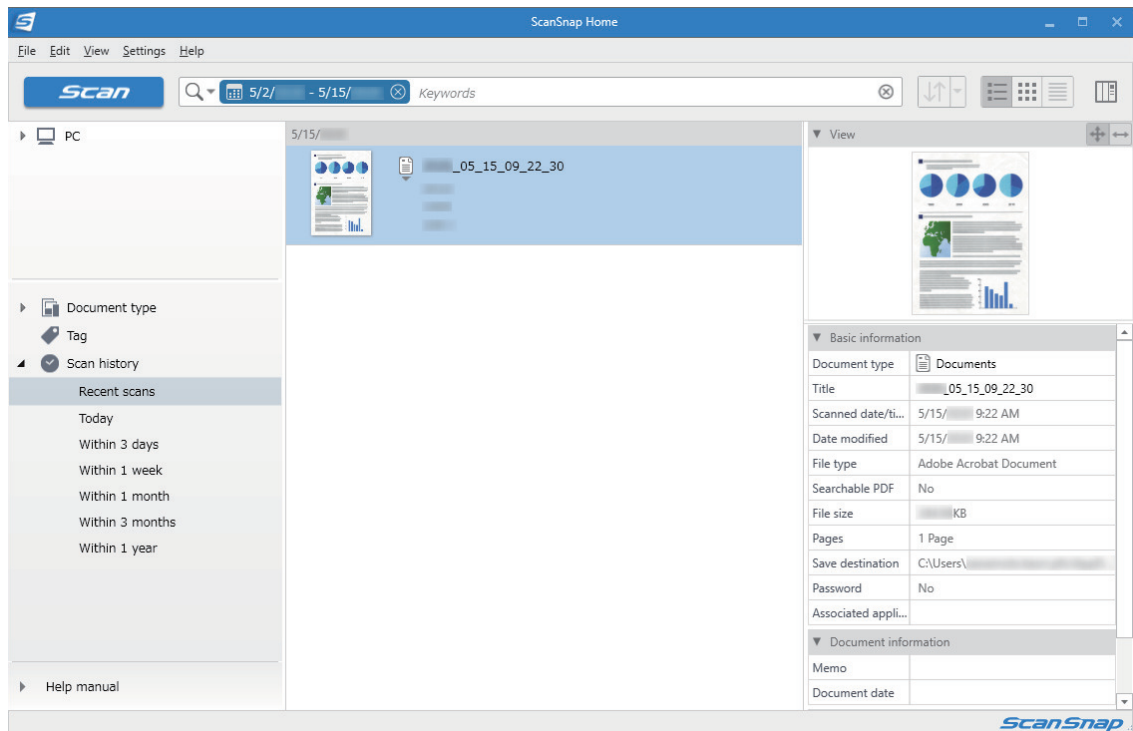
You can freely add applications to the Quick Menu. For details, refer to "[Managing Linked Applications](#)" (page 135).

# Managing Documents in ScanSnap Home

This section explains how to save scanned images of documents together with the related information in ScanSnap Home.

## 1. Click the [Save Documents] icon in the Quick Menu.

⇒ The main window of ScanSnap Home appears.



### ATTENTION


- To use ScanSnap Home, you need to activate a license beforehand.  
For details about how to activate a license, refer to [here](#) in the ScanSnap Home Help.
- You cannot start scanning when the Quick Menu is displayed. Wait until ScanSnap Manager links with ScanSnap Home before scanning another document.
- Do not move, delete, or rename scanned images using other applications while the Quick Menu is displayed.
- If both ScanSnap Manager and ScanSnap Home are installed, ScanSnap Home cannot be used to scan documents.

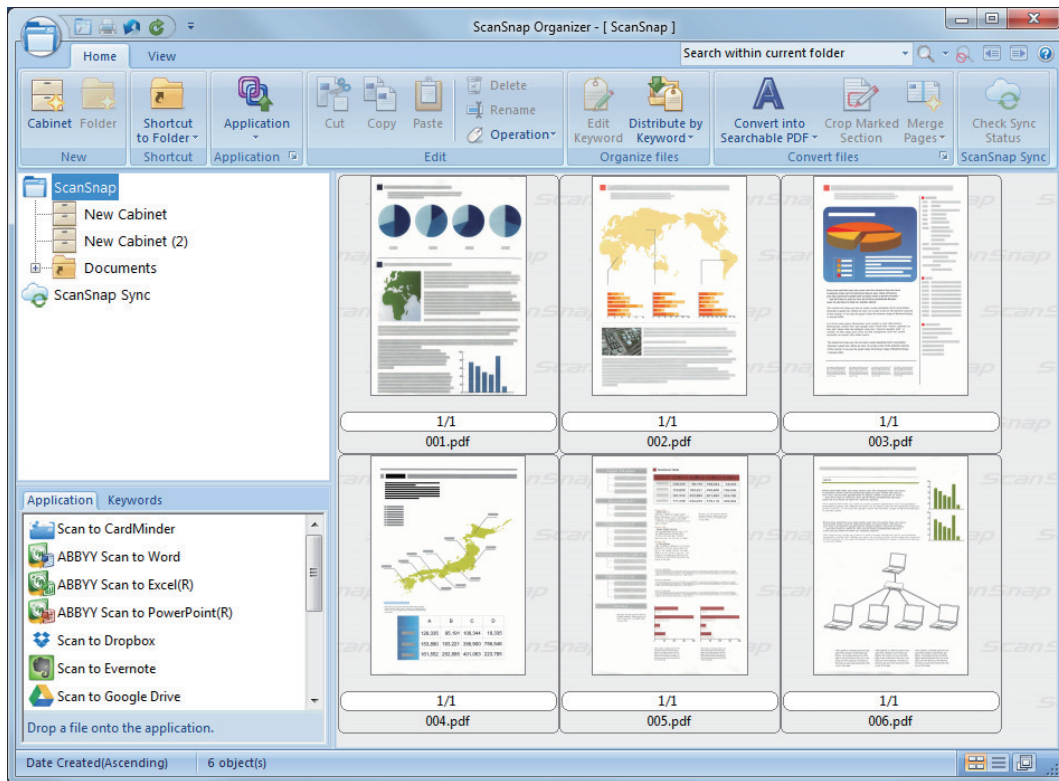
### HINT

- For details about the functions of ScanSnap Home and how to use it, refer to the [ScanSnap Home Help](#).
- Profiles can also be used for the linkage function. For details, refer to "Profile" (page 62).

# Managing Files in ScanSnap Organizer

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

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



## ATTENTION

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

## HINT

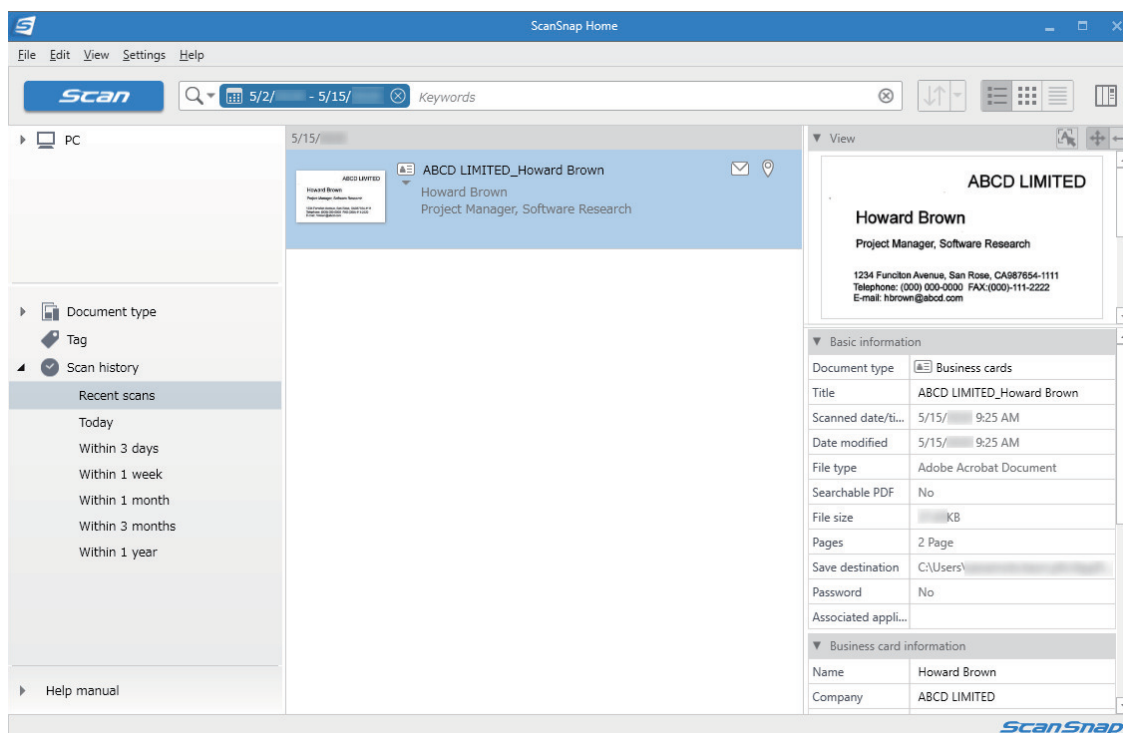
- For details about the functions of ScanSnap Organizer and how to use it, refer to the ScanSnap Organizer Help.
- Profiles can also be used for the linkage function. For details, refer to "[Profile](#)" (page 62).
- ScanSnap Manager can link with ScanSnap Organizer automatically. For details, refer to "[Automatic Linkage with Applications](#)" (page 149).

# Managing Business Cards in ScanSnap Home

This section explains how to save scanned images of business cards together with the related information in ScanSnap Home.

## 1. Click the [Save Business Cards] icon in the Quick Menu.

⇒ The main window of ScanSnap Home appears.



### ATTENTION

- To use ScanSnap Home, you need to activate a license beforehand.  
For details about how to activate a license, refer to [here](#) in the ScanSnap Home Help.
- You cannot start scanning when the Quick Menu is displayed. Wait until ScanSnap Manager links with ScanSnap Home before scanning another business card.
- Do not move, delete, or rename scanned images using other applications while the Quick Menu is displayed.
- If both ScanSnap Manager and ScanSnap Home are installed, ScanSnap Home cannot be used to scan documents.

### HINT

- For details about the functions of ScanSnap Home and how to use it, refer to the [ScanSnap Home Help](#).
- Profiles can also be used for the linkage function. For details, refer to "Profile" (page 62).

# Filing and Organizing Business Cards with CardMinder

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

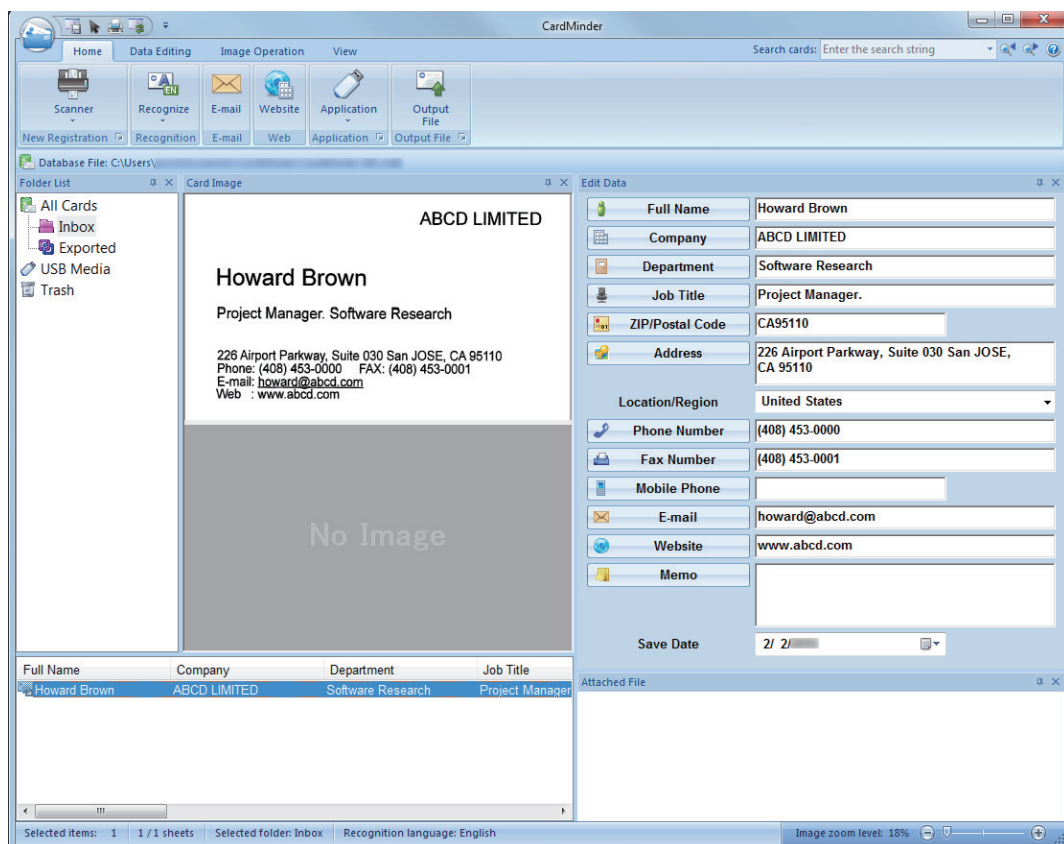
## ATTENTION

- Blank pages are not removed even if the [Blank page removal] is selected when you store scanned images of business cards in CardMinder.
- Scanned images can be stored in CardMinder all at once as shown below.
  - iX1500/iX500/S1300i  
Up to 500 sheets (1,000 pages), including blank pages
  - iX100/S1100i/S1100/SV600  
Up to 1,000 pages, including blank pages

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

⇒ The [CardMinder] window appears.

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



## ATTENTION

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

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

#### HINT

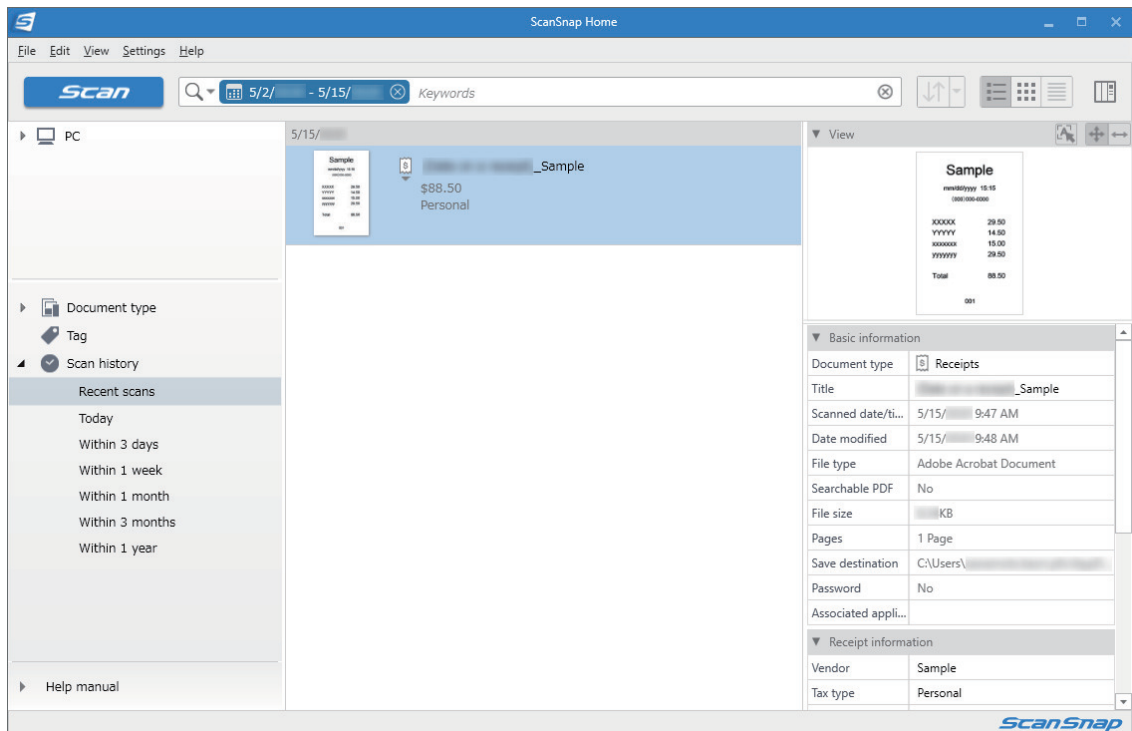
- For details about the functions of CardMinder and how to use it, refer to the CardMinder Help.
- Profiles can also be used for the linkage function. For details, refer to "[Profile](#)" (page 62).
- ScanSnap Manager can link with CardMinder automatically. For details, refer to "[Automatic Linkage with Applications](#)" (page 149).

# Managing Receipts in ScanSnap Home

This section explains how to save scanned images of receipts together with the related information in ScanSnap Home.

## 1. Click the [Save Receipts] icon in the Quick Menu.

⇒ The main window of ScanSnap Home appears.



### ATTENTION

- To use ScanSnap Home, you need to activate a license beforehand.  
For details about how to activate a license, refer to [here](#) in the ScanSnap Home Help.
- You cannot start scanning when the Quick Menu is displayed. Wait until ScanSnap Manager links with ScanSnap Home before scanning another receipt.
- Do not move, delete, or rename scanned images using other applications while the Quick Menu is displayed.
- If both ScanSnap Manager and ScanSnap Home are installed, ScanSnap Home cannot be used to scan documents.

### HINT

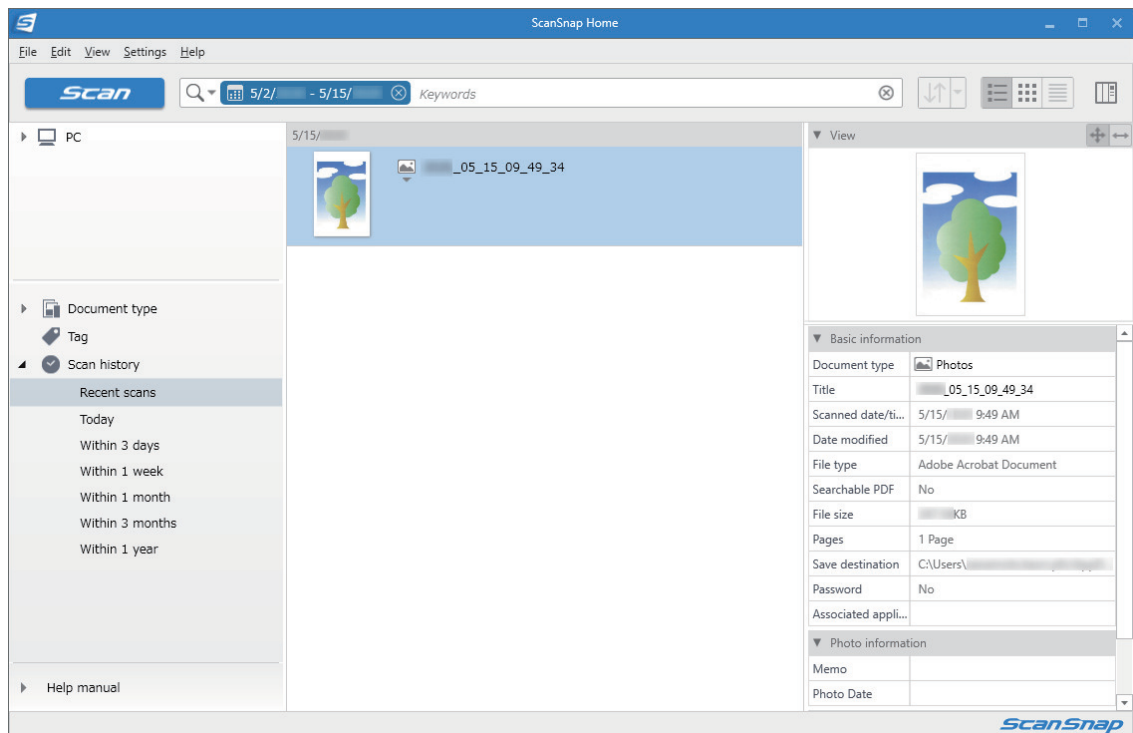
- For details about the functions of ScanSnap Home and how to use it, refer to the [ScanSnap Home Help](#).
- Profiles can also be used for the linkage function. For details, refer to "Profile" (page 62).

# Creating an Album in ScanSnap Home

This section explains how to save scanned images of photos in ScanSnap Home.

## 1. Click the [Save Photos] icon in the Quick Menu.

⇒ The main window of ScanSnap Home appears.



### ATTENTION

- To use ScanSnap Home, you need to activate a license beforehand.  
For details about how to activate a license, refer to [here](#) in the ScanSnap Home Help.
- You cannot start scanning when the Quick Menu is displayed. Wait until ScanSnap Manager links with ScanSnap Home before scanning another photo.
- Do not move, delete, or rename scanned images using other applications while the Quick Menu is displayed.
- If both ScanSnap Manager and ScanSnap Home are installed, ScanSnap Home cannot be used to scan documents.

### HINT

- For details about the functions of ScanSnap Home and how to use it, refer to the [ScanSnap Home Help](#).
- Profiles can also be used for the linkage function. For details, refer to "Profile" (page 62).



# Managing Scanned Images in a Specified Folder

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

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

## HINT

The default e-mail program is used as the e-mail program to link with.

The e-mail program may not properly link with ScanSnap Manager even if it is the default e-mail program. In this case, contact the manufacturer of the e-mail software.

For details about setting an e-mail program to link with, refer to "E-mail Program Settings" (page 34).



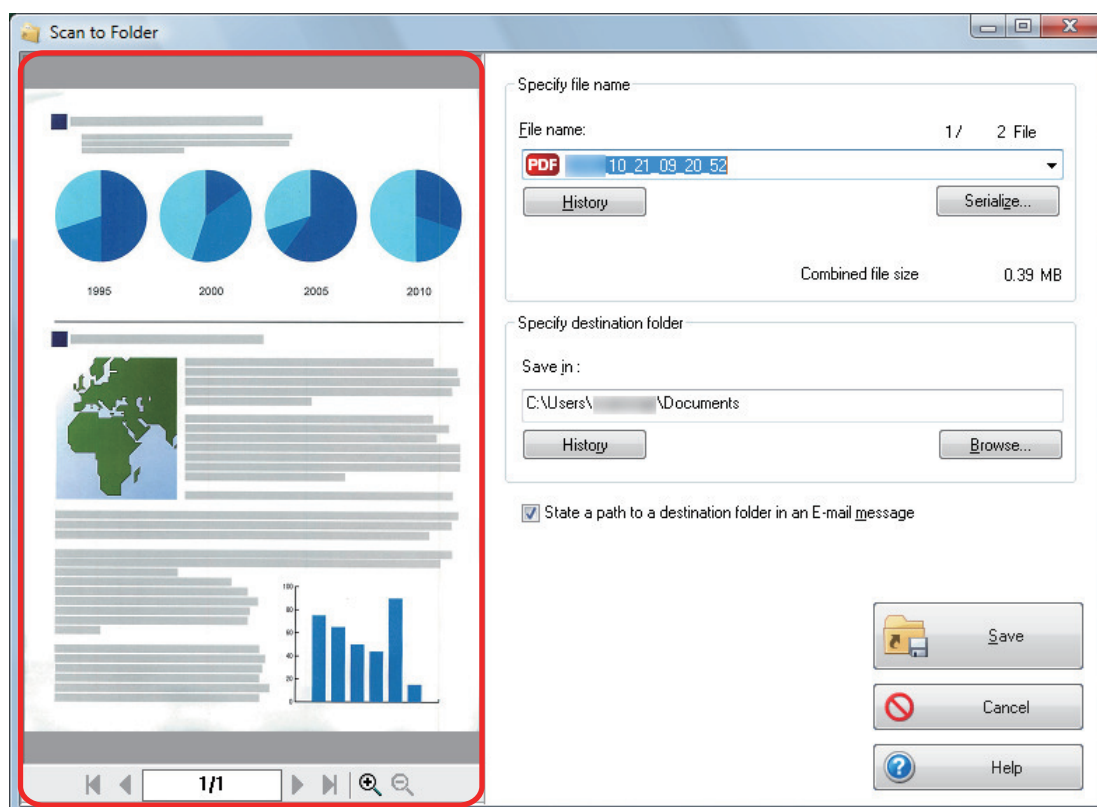
## 1. Click the [Scan to Folder] icon in the Quick Menu.

⇒ The [Scan to Folder] window appears.

## 2. Check the scanned image in the preview area.

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

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



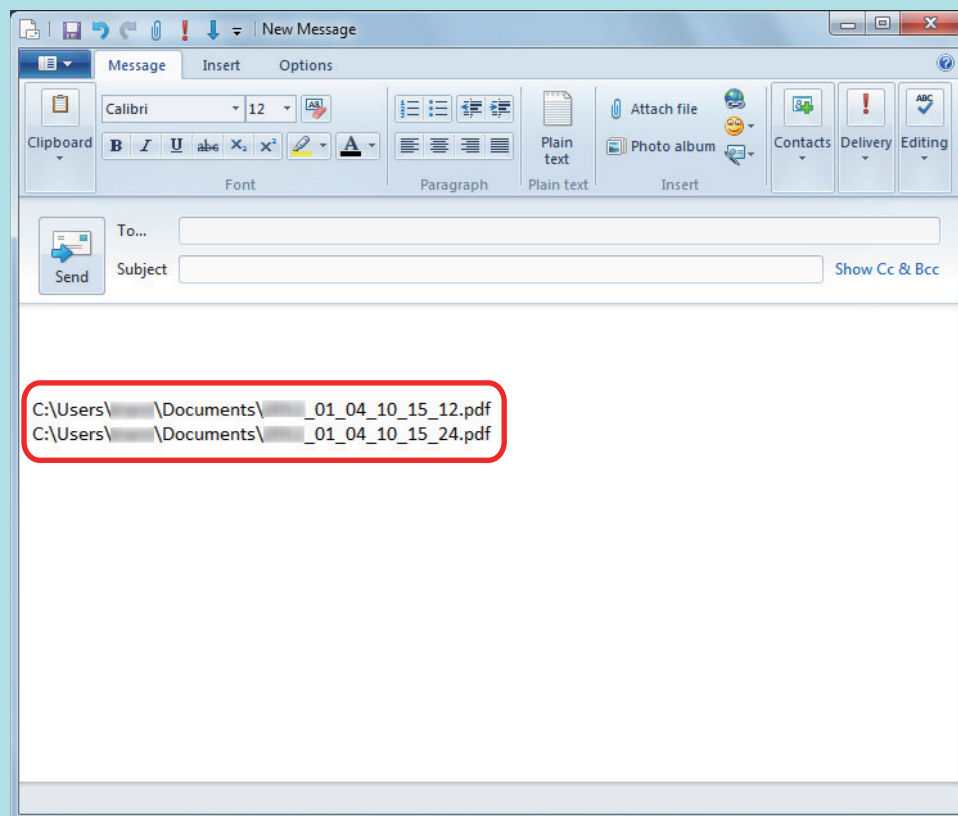
Preview

### 3. Click the [Save] button.

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

#### HINT

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



#### ATTENTION

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

#### HINT

Profiles can also be used for the linkage function. For details, refer to "Profile" (page 62).

# Attaching Files to E-mail

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

## HINT

The default e-mail program is used as the e-mail program to link with.

The e-mail program may not properly link with ScanSnap Manager even if it is the default e-mail program. In this case, contact the manufacturer of the e-mail software.

For details about setting an e-mail program to link with, refer to "E-mail Program Settings" (page 34).



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

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

## HINT

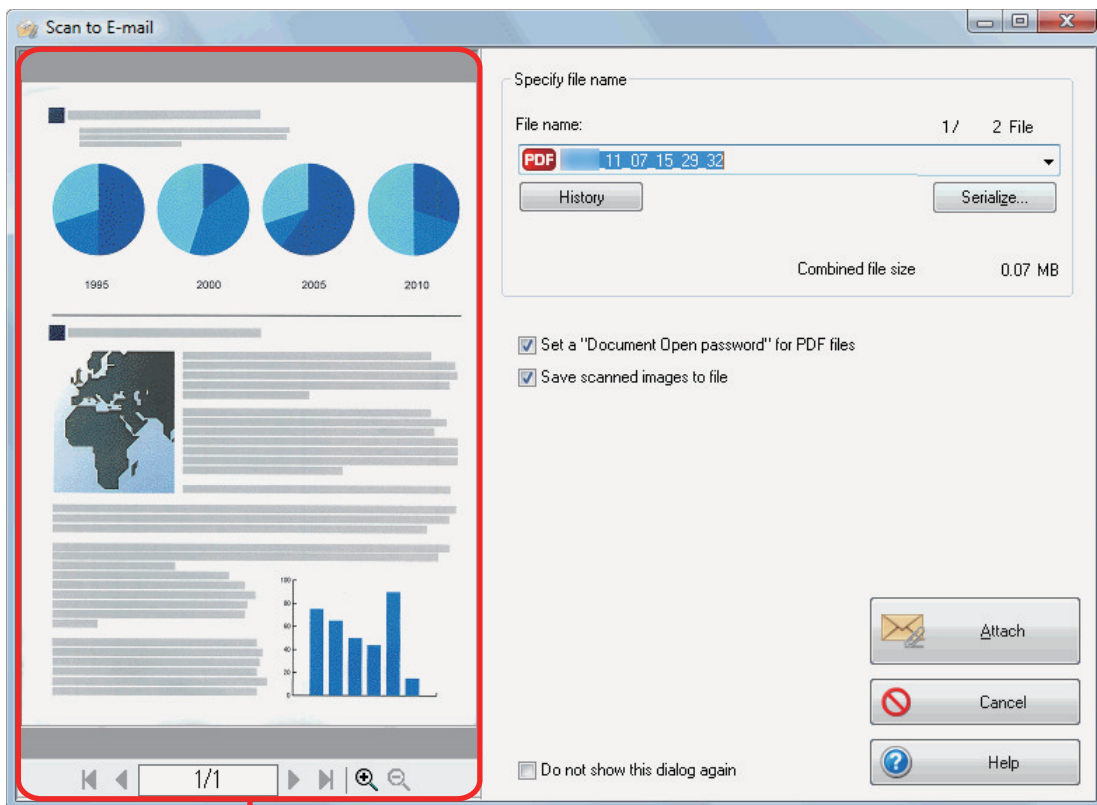
You can configure the settings to not show the [Scan to E-mail] window. If you configure the settings to not show the [Scan to E-mail] window, a new message window appears with the file attached.

For details about changing the settings, refer to "Changing the Settings of Linked Applications" (page 134).

## 2. Check the scanned image in the preview area.

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

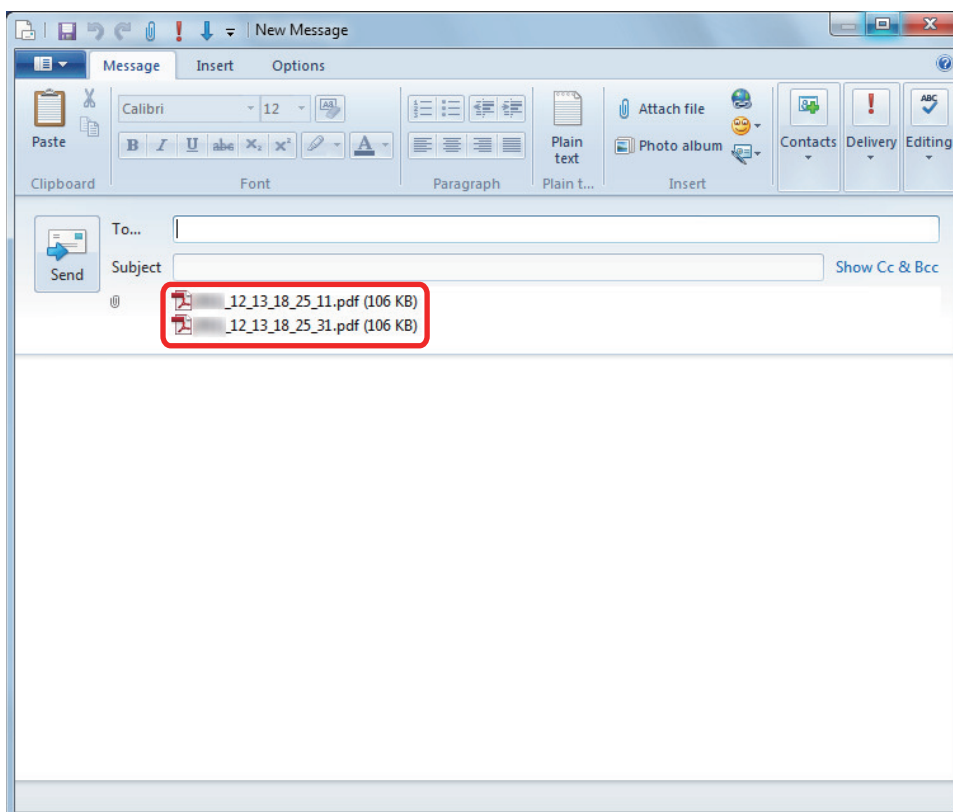
For details about the [Scan to E-mail] window, refer to the ScanSnap Manager Help.



Preview

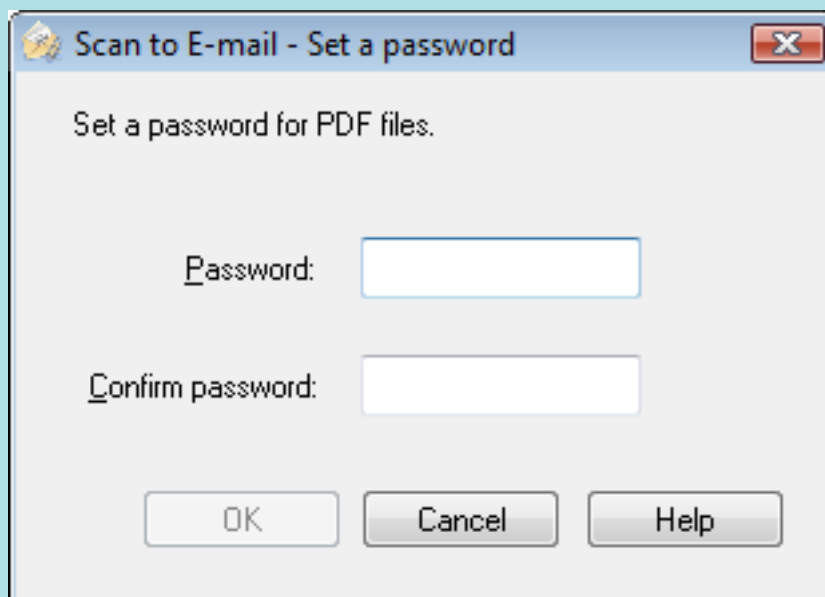
### 3. Click the [Attach] button.

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



**HINT**

When the [Set a "Document Open password" for PDF files] checkbox is selected in the [Scan to E-mail - Options] window or the [Scan to E-mail] window, click the [Attach] button to display the following [Scan to E-mail - Set a password] window.



Enter a password, and then click the [OK] button.

If you click the [Cancel] button, a confirmation message appears to continue processing without a password. If you do not want to set a document open password, click the [Yes] button.

**ATTENTION**

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

**HINT**

- The settings for [Scan to E-mail] can be changed. For details, refer to "[Changing the Settings of Linked Applications](#)" (page 134).
- Profiles can also be used for the linkage function. For details, refer to "[Profile](#)" (page 62).
- ScanSnap Folder can also be used to attach scanned images to e-mail. For details, refer to "[ScanSnap Folder Operations](#)" (page 77).

---


## E-mail Program Settings

Configure e-mail program settings in the following procedure.

### Windows 10

- 1. Click [Start] menu → [Windows System] → [Set your default programs] under [Default Programs ].**  
⇒ The [Set Default Programs] window appears.
- 2. Select an e-mail program to link with ScanSnap Manager from [Programs].**
- 3. Select [Set this program as default] and click the [OK] button.**

### Windows 8.1

- 1. Click  on the lower left side of the Start screen, and click [Set your default programs] under [Default Programs].**  
⇒ The [Set Default Programs] window appears.
- 2. Select an e-mail program to link with ScanSnap Manager from [Programs].**
- 3. Select [Set this program as default] and click the [OK] button.**

### Windows 7

- 1. Select [Start] menu → [Default Programs] → [Set your default programs].**  
⇒ The [Set your default programs] window appears.
- 2. Select an e-mail program to link with ScanSnap Manager from [Programs].**
- 3. Select [Set this program as default] and click the [OK] button.**

### Tested E-mail Programs

- Outlook 2019 (desktop version)
- Outlook for Office 365 (desktop version)
- Thunderbird version 68.5.0

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

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

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

## ATTENTION

- Note that shadows around the edges of the document may appear as lines on the generated scanned image, depending on the scanning method and paper conditions. If you print such an image, the printed image will also have lines appearing in it.
- When [Normal] is selected for [Print quality] in the [Scan to Print] window, the scanned image is always printed at a resolution of 150 dpi regardless of the setting for [Image quality] on the [Scanning] tab of the ScanSnap setup window.



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

⇒ The [Scan to Print] window appears.

### HINT

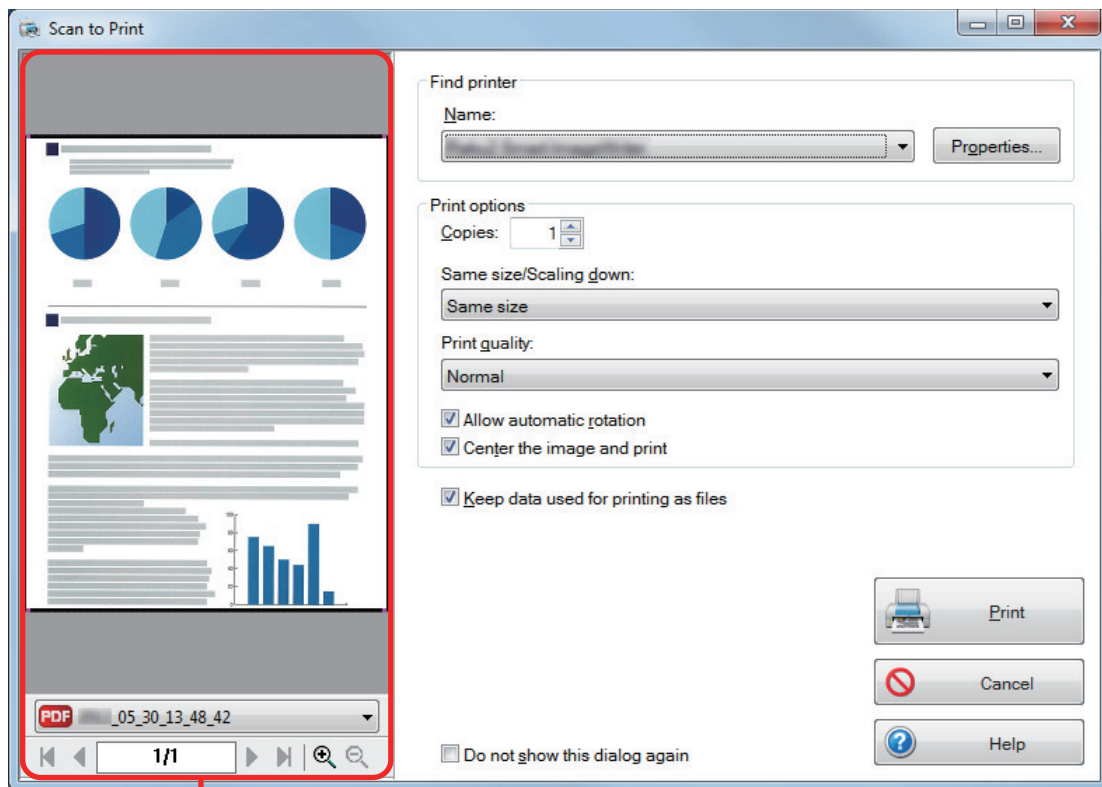
You can configure the settings to not show the [Scan to Print] window. If you configure the settings to not show the [Scan to Print] window, printing is performed directly.

For details about changing the settings, refer to "[Changing the Settings of Linked Applications](#)" (page 134).

## 2. Check the scanned image in the preview area.

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

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



Preview

### 3. Click the [Print] button.

⇒ The scanned image is printed.

#### ATTENTION

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

#### HINT

- The settings for [Scan to Print] can be changed. For details, refer to "Changing the Settings of Linked Applications" (page 134).
- Profiles can also be used for the linkage function. For details, refer to "Profile" (page 62).



# Managing Scanned Images in a Digital File Cabinet



This section explains how to save the scanned image as a PDF file to the following:

- Rack2-Filer Smart
- Rack2-Filer

## ATTENTION

The following settings in ScanSnap Manager are disabled when the scanned image is saved to Rack2-Filer Smart or Rack2-Filer:

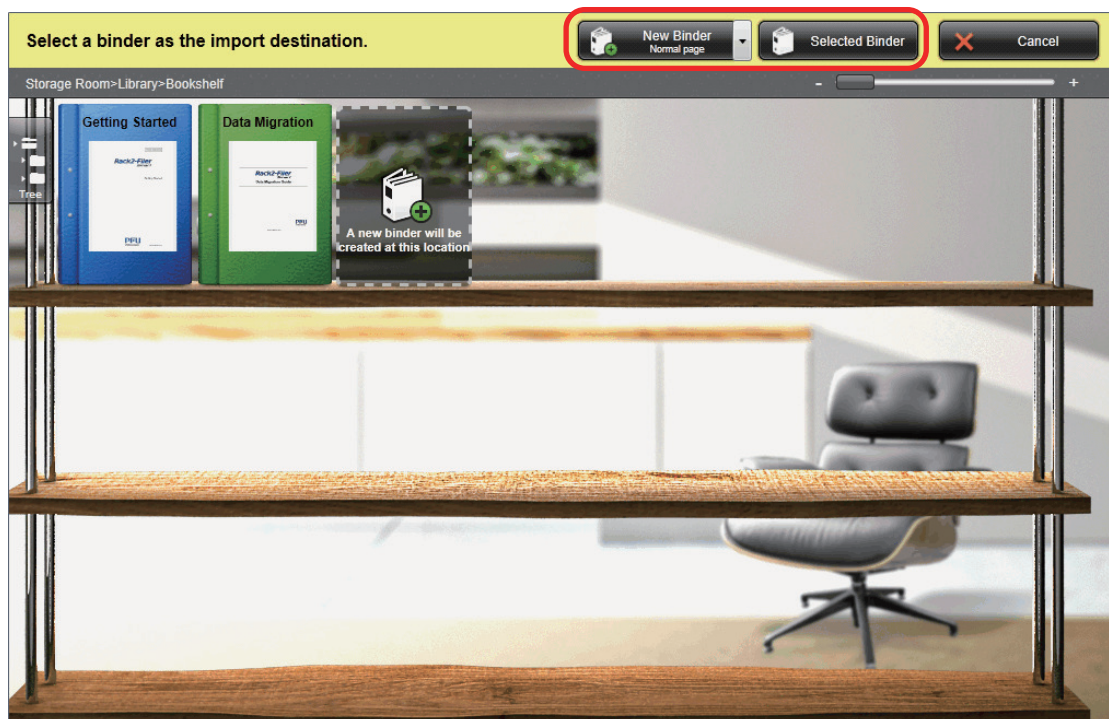
- Rename file after scanning
- Color high compression

1. Click the [Scan to Rack2-Filer Smart] icon  or the [Scan to Rack2-Filer] icon  in the Quick Menu.

- Rack2-Filer Smart

A binder selection window appears.

- To save into an existing binder  
Select your desired binder and click the [Selected Binder] button.
- To save into a new binder  
Click the [New Binder] button.



Follow the instructions in the displayed window to save the PDF file created by the ScanSnap to Rack2-Filer Smart.

- Rack2-Filer

Rack2-Filer starts up, and the PDF file created by the ScanSnap is saved in Rack2-Filer.

#### ATTENTION

- You cannot start scanning another document after the Quick Menu is displayed and before importing to Rack2-Filer Smart or Rack2-Filer is completed. Save the scanned image to Rack2-Filer Smart or Rack2-Filer before scanning another document.
- Do not move, delete, or rename the scanned image in other applications after the Quick Menu is displayed and before importing to Rack2-Filer Smart or Rack2-Filer is completed.

#### HINT

- For SV600, when "Scan to Rack2-Filer Smart" is linked with ScanSnap Manager to scan a book, you can digitally reproduce the actual book on your computer by scanning the cover and spine of the book as well as its content.  
For details, refer to [here](#) in the Basic Operation Guide.
- For details about the functions of Rack2-Filer Smart and how to use them, refer to the Rack2-Filer Smart Your Guide.
- For details about the functions of Rack2-Filer and how to use them, refer to the Rack2-Filer User's Guide.
- You can change the settings for [Scan to Rack2-Filer Smart] or [Scan to Rack2-Filer]. For details, refer to "[Changing the Settings of Linked Applications](#)" (page 134).
- Profiles can also be used for the linkage function. For details, refer to "[Profile](#)" (page 62).
- ScanSnap Folder can also be used to save scanned images to Rack2-Filer Smart or Rack2-Filer. For details, refer to "[ScanSnap Folder Operations](#)" (page 77).
- ScanSnap Manager can link with Rack2-Filer Smart or Rack2-Filer automatically. For details, refer to "[Automatic Linkage with Applications](#)" (page 149).

# Managing Notes and Scanned Images Together

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

## ATTENTION

When the scanned image is saved to Magic Desktop, the following settings in ScanSnap Manager are disabled:

- Rename file after scanning
- Color high compression



## 1. Click the [Scan to Magic Desktop] icon in the Quick Menu.

⇒ Magic Desktop starts up, and the scanned image created by the ScanSnap is saved in Magic Desktop.

## ATTENTION

- You cannot start scanning when the Quick Menu is displayed. Save the scanned image to Magic Desktop before scanning another document.
- Do not move, delete, or rename scanned images using other applications while the Quick Menu is displayed.

## HINT

- For details about how to use Magic Desktop, refer to the Magic Desktop Your Guide.
- Profiles can also be used for the linkage function. For details, refer to "[Profile](#)" (page 62).
- ScanSnap Folder can also be used to save scanned images to Magic Desktop. For details, refer to "[ScanSnap Folder Operations](#)" (page 77).
- ScanSnap Manager can link with Magic Desktop automatically. For details, refer to "[Automatic Linkage with Applications](#)" (page 149).

# Saving Data to a Mobile Device

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

## ATTENTION


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

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

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

- The number of scanned image files and the maximum file size that can be sent to a mobile device at once are as follows:
  - Number of files: Up to 100
  - File size: 2,048 MB

## HINT

When [Scan to Mobile] is running, an icon  is displayed in the notification area. For details, refer to the Scan to Mobile Help.



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

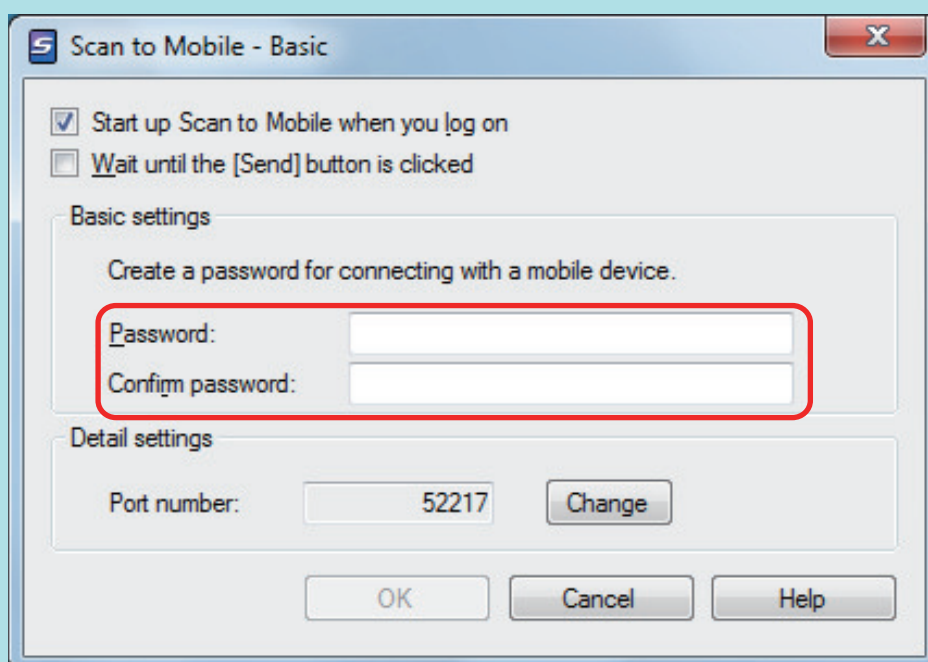
⇒ The [Scan to Mobile] window appears.



#### HINT

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

For details about other setting items, refer to the Scan to Mobile Help.



- A firewall alert may be displayed. When the alert is displayed, click [Allow access] or [Unblock] buttons to continue processing.

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

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

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

### HINT

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

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

### HINT

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

### ATTENTION

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

### HINT

- For details about the features of ScanSnap Connect Application for mobile devices and how to use it, refer to the Basic Operation Guide (Mobile Connection) for your mobile device.
- The settings for [Scan to Mobile] can be changed. For details, refer to "[Changing the Settings of Linked Applications](#)" (page 134).
- Profiles can also be used for the linkage function. For details, refer to "[Profile](#)" (page 62).
- ScanSnap Manager can link with Scan to Mobile automatically. For details, refer to "[Automatic Linkage with Applications](#)" (page 149).

# Saving Data to Your Dropbox Folder

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

## ATTENTION

- You need to have a Dropbox account.
- You can save up to 100 files to your Dropbox folder at once.

## HINT

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

The Dropbox folder is a sync folder used in Dropbox.

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

⇒ The [Scan to Dropbox] window appears.

## HINT

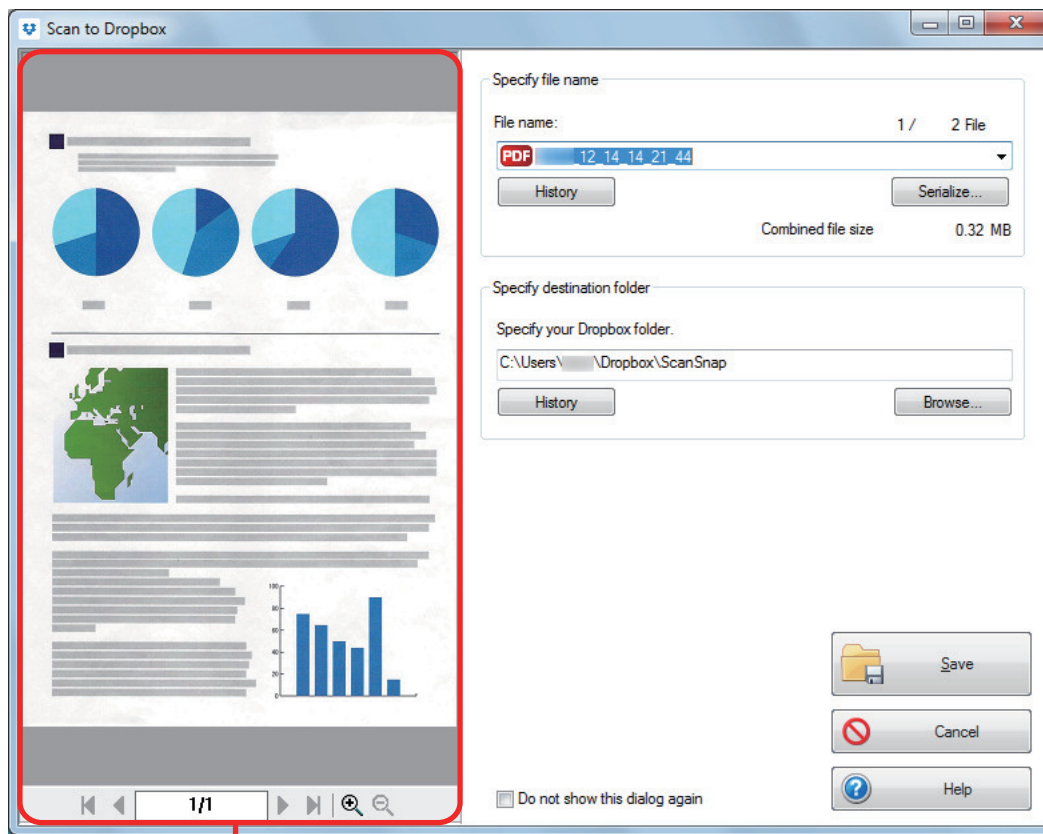
You can configure the settings to not show the [Scan to Dropbox] window. If you configure the settings to not show the [Scan to Dropbox] window, scanned images are saved directly to the Dropbox folder.

For details about changing the settings, refer to "[Changing the Settings of Linked Applications](#)" (page 134).

- 2. Check the scanned image in the preview area.**

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

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



Preview

**ATTENTION**

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

**3. Click the [Save] button.**

⇒ The scanned image is saved to your Dropbox folder.

**ATTENTION**

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

**HINT**

- The settings for [Scan to Dropbox] can be changed. For details, refer to "[Changing the Settings of Linked Applications](#)" (page 134).
- Profiles can also be used for the linkage function. For details, refer to "[Profile](#)" (page 62).
- ScanSnap Folder can also be used to save scanned images to Dropbox. For details, refer to "[ScanSnap Folder Operations](#)" (page 77).



# Saving Documents to Evernote (as a PDF File)

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

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

## ATTENTION

- You need to create an Evernote account (free or paid).
- To save a file to Evernote, you first need to sign in to Evernote for Windows.

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

⇒ Text recognition is performed.

### HINT

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

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

## ATTENTION

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

### HINT

- Even after the scanned image is saved to Evernote, the same file as the scanned image remains in the folder specified for [Image saving folder] in the [Save] tab of the ScanSnap setup window. Delete this file if unnecessary.
- The settings for [Scan to Evernote (Document)] can be changed. For details, refer to "[Changing the Settings of Linked Applications](#)" (page 134).
- Profiles can also be used for the linkage function. For details, refer to "[Profile](#)" (page 62).
- ScanSnap Folder can also be used to save scanned images to Evernote. For details, refer to "[ScanSnap Folder Operations](#)" (page 77).

# Saving Handwritten Notes to Evernote (as a JPEG File)

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

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

## ATTENTION

- You need to create an Evernote account (free or paid).
- To save a file to Evernote, you first need to sign in to Evernote for Windows.

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

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

### HINT

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

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

ScanSnap\_0001, ScanSnap\_0002, ScanSnap\_0003...

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

## ATTENTION

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

### HINT

- Profiles can also be used for the linkage function. For details, refer to "[Profile](#)" (page 62).
- ScanSnap Folder can also be used to save scanned images to Evernote. For details, refer to "[ScanSnap Folder Operations](#)" (page 77).

# Saving Data to Google Drive

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

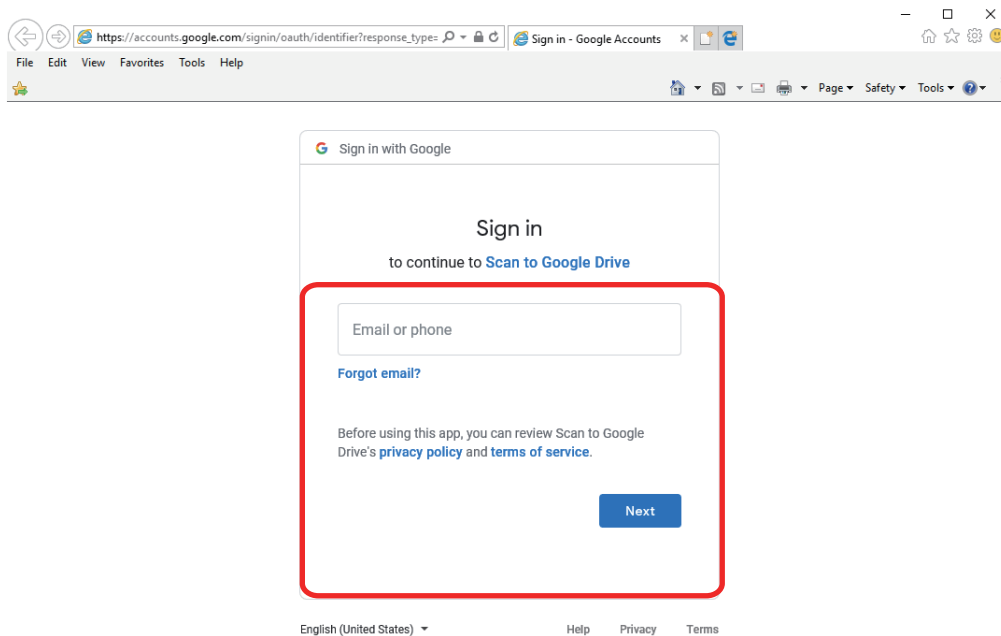
## ATTENTION

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

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

⇒ The [Scan to Google Drive] window appears.

## 2. Enter your e-mail address and password, and then click the [Sign in] button.



⇒ A window appears.

## 3. Click the [Accept] button.

⇒ Text recognition is performed.

## HINT

- If [JPEG(\*.jpg)] is selected for [File format] in the [File option] tab of the ScanSnap setup window, a separate PDF file will be created from each JPEG file.

- Note that text recognition will be performed only on pages containing text which is not yet recognized.

⇒ Saving to Google Drive starts.

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

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

#### **ATTENTION**

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

#### **HINT**

- The settings for [Scan to Google Drive] can be changed. For details, refer to "[Changing the Settings of Linked Applications](#)" (page 134).
- Profiles can also be used for the linkage function. For details, refer to "[Profile](#)" (page 62).
- ScanSnap Folder can also be used to save scanned images to Google Drive. For details, refer to "[ScanSnap Folder Operations](#)" (page 77).

# Posting to Salesforce Chatter

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

## ATTENTION

- A Salesforce CRM license is required separately.
- ScanSnap Manager can link with the following Salesforce editions:
  - Unlimited
  - Enterprise
- A maximum of 100 scanned image files can be posted to Salesforce Chatter at once.
- [Scan to Salesforce Chatter] is not available in a proxy environment that requires authentication upon connecting to the Internet.



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

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

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

Enter a security token if needed.

 A screenshot of a Windows-style dialog box titled "Scan to Salesforce Chatter - Login". The dialog has a light gray background and a blue title bar with a close button (X) in the top right corner. Below the title bar, the text "Enter the user account." is displayed. There are three input fields: "User Name:", "Password:", and "Security Token:". A red rectangular box highlights these three input fields. Below the input fields is a checkbox labeled "Save user account information" which is currently unchecked. At the bottom of the dialog are three buttons: "OK" (highlighted in blue), "Cancel", and "Help".

## ATTENTION

If the computer is shared with other users, the shared environment automatically allows other users to log into Salesforce when the [Save user account information] checkbox is selected.

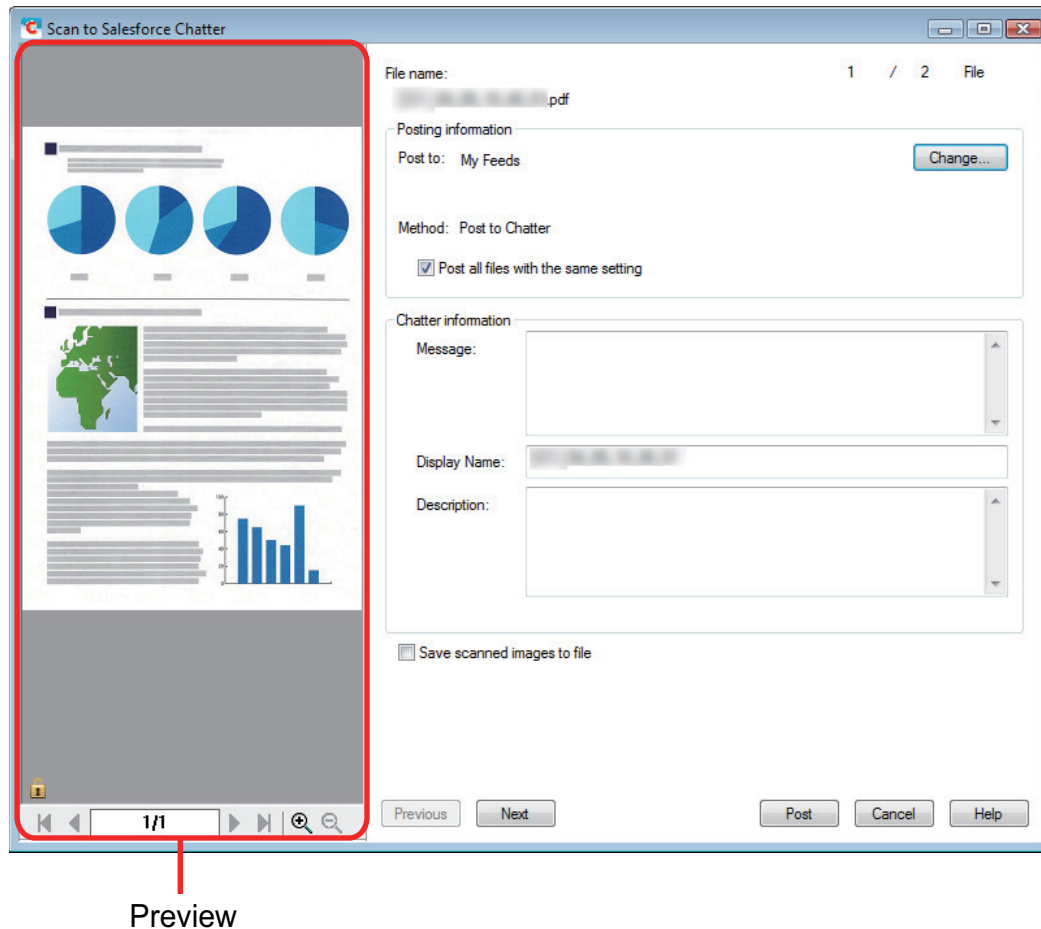
To prevent this from happening, do not select the [Save user account information] checkbox.

⇒ The [Scan to Salesforce Chatter] window appears.

3. Check the scanned image in the preview area.

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

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



Preview

**4. Click the [Post] button.**

⇒ Posting to Salesforce Chatter starts.

**5. Click the [Close] button to close the [Scan to Salesforce Chatter] window when the posting is completed.**

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

**ATTENTION**

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

**HINT**

- The settings for [Scan to Salesforce Chatter] can be changed. For details, refer to "Changing the Settings of Linked Applications" (page 134).
- Profiles can also be used for the linkage function. For details, refer to "Profile" (page 62).

- ScanSnap Folder can also be used to send scanned images to Salesforce Chatter. For details, refer to "[ScanSnap Folder Operations](#)" (page 77).

# Saving Data to Your SugarSync Folder

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

## ATTENTION

- You need to have a SugarSync account.
- You can save up to 100 files to your SugarSync folder at once.

## HINT

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

My SugarSync is a sync folder used in SugarSync.



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

⇒ The [Scan to SugarSync] window appears.

## HINT

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

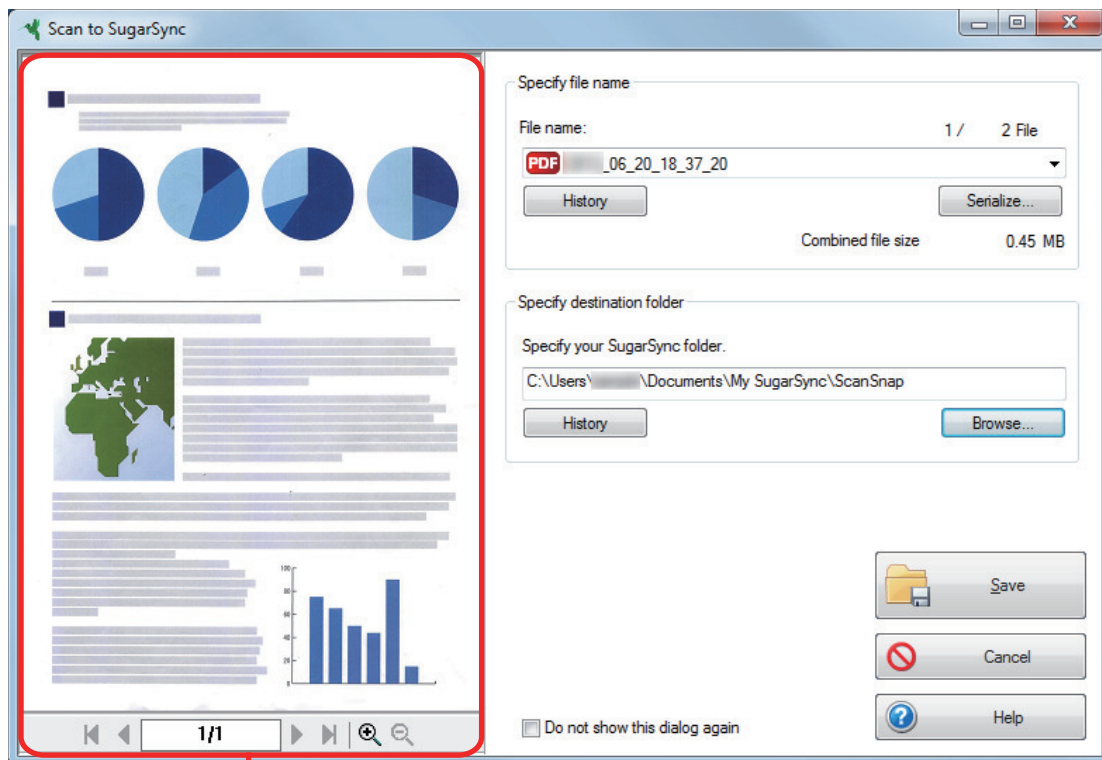
For details about changing the settings, refer to "[Changing the Settings of Linked Applications](#)" (page 134).

## 2. Check the scanned image in the preview area.

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

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





Preview

**ATTENTION**

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

**3. Click the [Save] button.**

⇒ The scanned image is saved to your SugarSync folder.

**ATTENTION**

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

**HINT**

- You can change the settings for [Scan to SugarSync]. For details, refer to "Changing the Settings of Linked Applications" (page 134).
- Profiles can also be used for the linkage function. For details, refer to "Profile" (page 62).
- ScanSnap Folder can also be used to save scanned images to SugarSync. For details, refer to "ScanSnap Folder Operations" (page 77).

# Converting into Word, Excel, or PowerPoint Documents

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

## ATTENTION

- The converted data is saved in one of the following formats.
  - ABBYY Scan to Word: DOCX format (.docx)
  - ABBYY Scan to Excel(R): XLSX format (.xlsx)
  - ABBYY Scan to PowerPoint(R): PPTX format (.pptx)
- To view or check documents converted into Word, Excel, and PowerPoint files, complete the user registration and license authentication for these applications so that they can be used on your computer.
- For details about the applications that are supported by ABBYY FineReader for ScanSnap and their versions, refer to the ABBYY FineReader for ScanSnap User's Guide. After installing a supported application, enable the application.
- Do not use this function while you are working in Word, Excel, or PowerPoint. In addition, do not use Word, Excel, or PowerPoint while this function is being executed. Otherwise, a message such as "Call was rejected by callee" may appear and the conversion result may not be displayed.
- For details about the OCR function of ABBYY FineReader for ScanSnap, refer to "[Optical Character Recognition \(OCR\) Function of ABBYY FineReader for ScanSnap](#)" (page 55).

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

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



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

## ATTENTION

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

## HINT

- The settings for [ABBYY Scan to Word], [ABBYY Scan to Excel(R)], or [ABBYY Scan to PowerPoint(R)] can be changed. For details, refer to "[Changing the Settings of Linked Applications](#)" (page 134).
- Profiles can also be used for the linkage function. For details, refer to "[Profile](#)" (page 62).

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


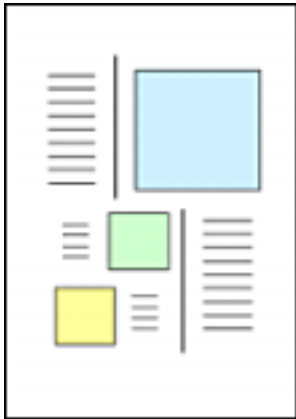
This section explains about the OCR function of ABBYY FineReader for ScanSnap.


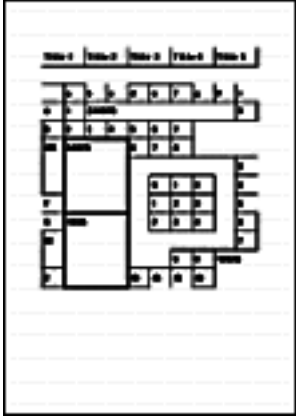


### Overview of ABBYY FineReader for ScanSnap

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

### Features of OCR Function

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

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

Application	Suitable for Text Recognition	Not Suitable for Text Recognition
<p>ABBYY Scan to Excel(R)</p>	<p>Documents with simple tables in which every border connects to the outer frame.</p> 	<p>Documents containing the following:</p> <ul style="list-style-type: none"> <li>● Tables with no solid border lines</li> <li>● Tables with complicated cell formats</li> <li>● Complex tables containing subtables</li> <li>● Diagrams</li> <li>● Graphs</li> <li>● Photos</li> <li>● Documents containing vertical text</li> </ul> 
<p>ABBYY Scan to PowerPoint(R)</p>	<p>Documents containing text and simple diagrams/tables on a white or light monicolor background</p> 	<ul style="list-style-type: none"> <li>● Documents with complex page layouts comprised of characters, diagrams and illustrations</li> <li>● Documents with characters on photographs or patterned background</li> <li>● Documents with light colored characters on a deep colored background</li> </ul> 

## Parameters That Cannot Be Reproduced as They Are in the Original Document

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

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

## Documents That Cannot Be Recognized Correctly

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

- Documents including handwritten characters
- Documents containing small characters (smaller than a font size of 10)
- Skewed documents
- Documents written in languages other than the specified language
- Documents with characters on an unevenly colored background

Example: Shaded characters

- Documents with many decorated characters

Example: Decorated characters (embossed/outlined)


- Documents with characters on a patterned background

Example: Characters overlapping illustrations and diagrams

- Documents with many characters contacting underlines or borders
- Documents with a complex layout and documents with a large amount of image noise  
(It may take extra time to process text recognition for these documents.)

## Other Considerations

- When you convert a document that is longer than the maximum size allowed by Word, the maximum paper size available for Word may be used.
- When you convert a document to Excel files, if the recognition result exceeds 65,536 lines, no more results are saved.
- When you convert a document to Excel files, information about the layout of the entire document, diagrams, and length/width of graphs and tables is not duplicated. Only tables and characters are reproduced.
- A converted PowerPoint document will not have the original background color and patterns.
- Documents placed upside down or in landscape orientation cannot be recognized correctly. Use ["Rotating a Scanned Image to Its Correct Orientation"](#) (page 90), or place documents in the correct orientation.
- If bleed-through reduction is enabled, the recognition rate may be lower. In that case, disable it in the following procedure.

Right-click the ScanSnap Manager icon  in the notification area located at the far right of the task bar, and from the Right-Click Menu, click [Scan Button Settings] → [Scanning] tab → [Option] button to display the [Scanning mode option] window. Then, clear the [Scanning mode option] checkbox (for SV600, the [Reduce bleed-through] checkbox is located in the [Image quality] tab on the [Scanning mode option] window).

# Managing Scanned Images in SharePoint

This section explains how to save the scanned image in SharePoint.

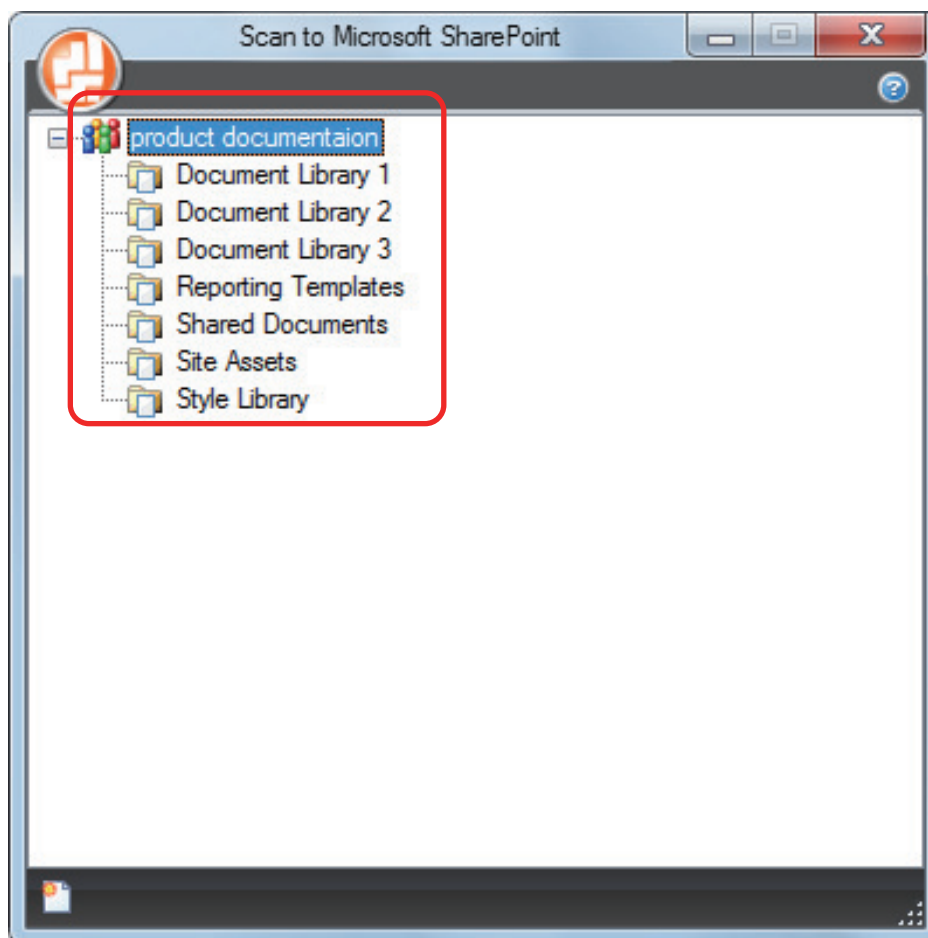
## ATTENTION

- To save a large file to SharePoint, the SharePoint setting needs to be changed. For details about changing the SharePoint setting, contact the system administrator.
- Once you register the SharePoint site, ScanSnap Manager automatically connects to that site from the next startup of Scan to Microsoft SharePoint. For more details, refer to the Scan to Microsoft SharePoint User's Guide.

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

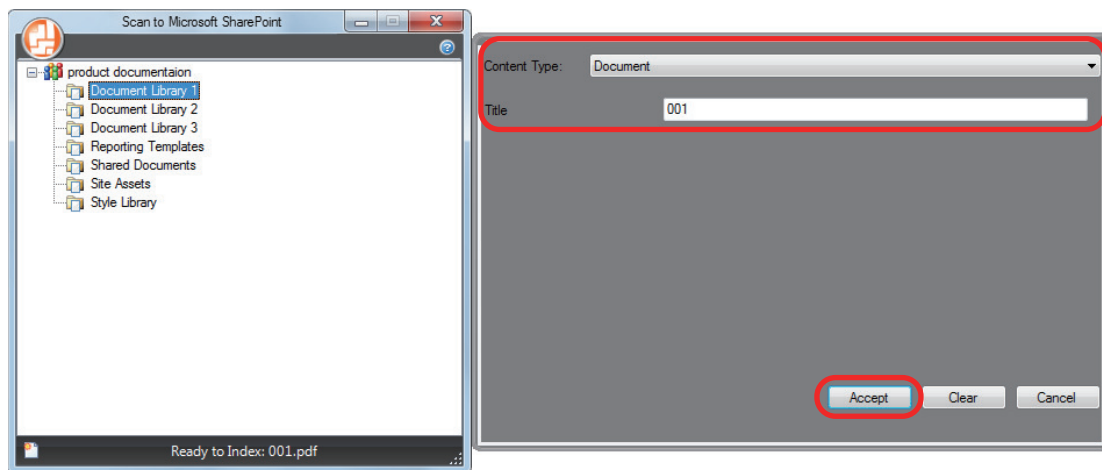
⇒ Scan to Microsoft SharePoint starts up.

2. From the sites list, select a document library in which you want to save the scanned image.



⇒ The Index Pane appears.

3. Enter information, such as the title, and click the [Accept] button.



⇒ The scanned image is saved in the specified document library.

### ATTENTION

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

### HINT

- For details about Scan to Microsoft SharePoint, refer to the Scan to Microsoft SharePoint User's Guide.
- You can change the settings for [Scan to SharePoint]. For details, refer to "[Changing the Settings of Linked Applications](#)" (page 134).
- Profiles can also be used for the linkage function. For details, refer to "[Profile](#)" (page 62).

# Managing Scanned Images in the Picture Folder (as JPEG Files)

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

## HINT

The following folder is set as the "Pictures folder" by default:

*DriveName* (such as C): \Users\*UserName*\Pictures\ScanSnap



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

⇒ The [Scan to Picture Folder] window appears.

## HINT

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

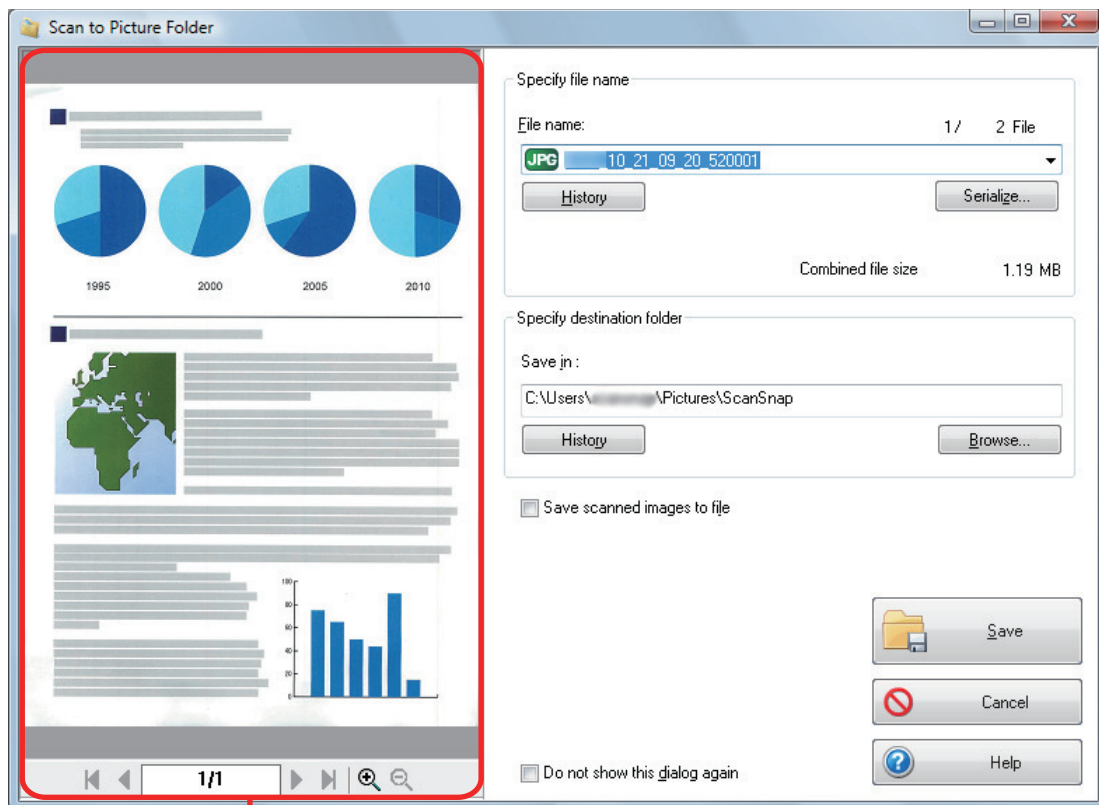
For details about changing the settings, refer to "[Changing the Settings of Linked Applications](#)" (page 134).

## 2. Check the scanned image in the preview area.

In the [Scan to Picture Folder] window, you can change file names or destination folders, and specify whether to save the scanned image in the folder specified for [Image saving folder].

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





Preview

### 3. Click the [Save] button.

⇒ The scanned image is saved in the Pictures folder.

#### ATTENTION

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

#### HINT

- You can change the settings for [Scan to Picture Folder]. For details, refer to "Changing the Settings of Linked Applications" (page 134).
- Profiles can also be used for the linkage function. For details, refer to "Profile" (page 62).

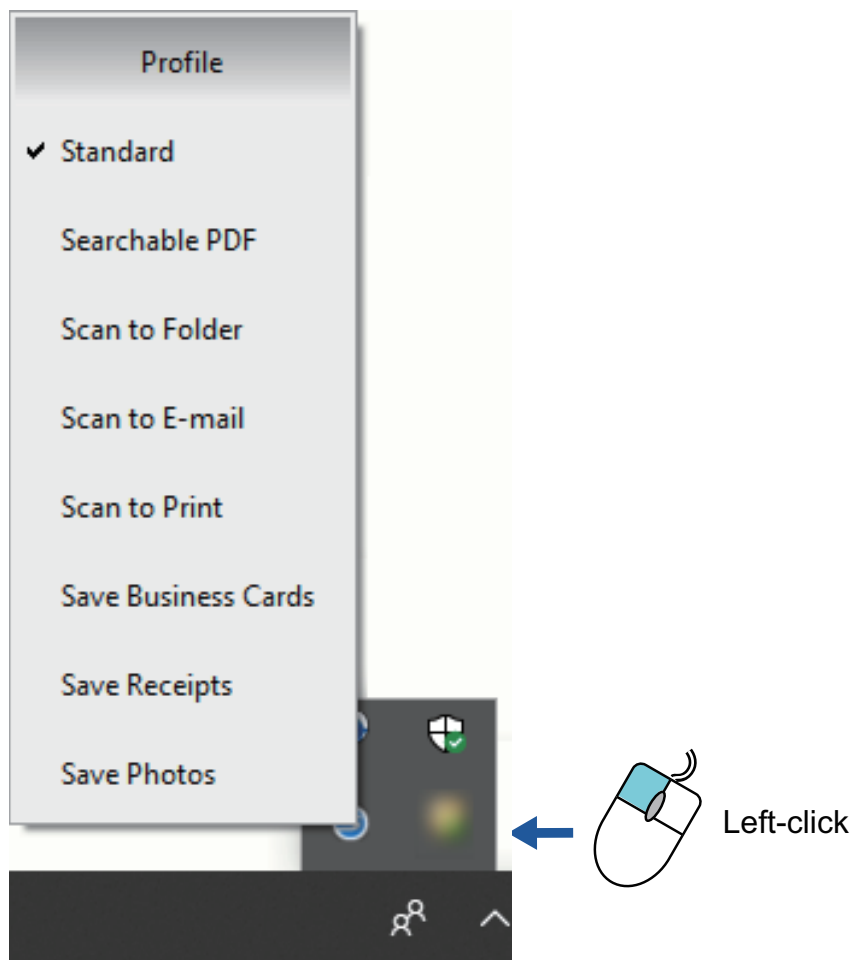
# Profile

This section explains profiles.

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

You can manage up to 20 profiles.

To select a profile, left-click the ScanSnap Manager icon  to show the Left-Click Menu.



Left-Click Menu

- How to use profiles to perform scanning  
["Using Profiles to Perform Scanning"](#) (page 63)
- How to configure scan settings for profiles depending on your intended use of the scanned images  
["How to Configure Scan Settings"](#) (page 126)


## HINT

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

## Using Profiles to Perform Scanning

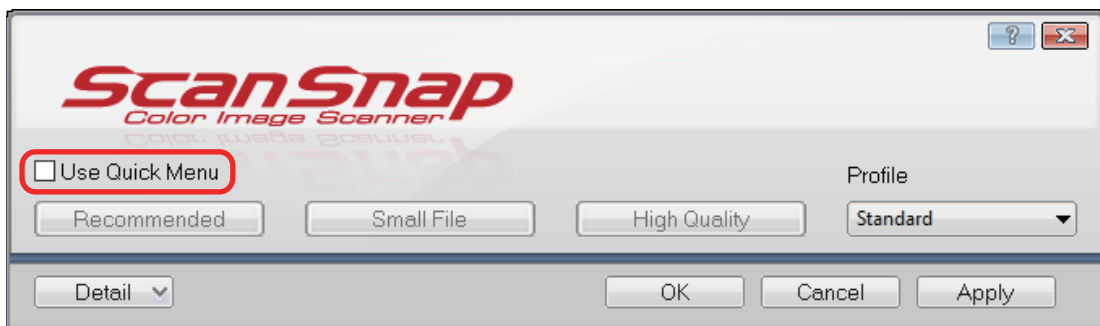
This section explains how to use profiles to perform scanning.

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

1. Right-click the ScanSnap Manager icon  in the notification area located at the far right of the task bar, and from the Right-Click Menu, select [Scan Button Settings].

⇒ The ScanSnap setup window appears.

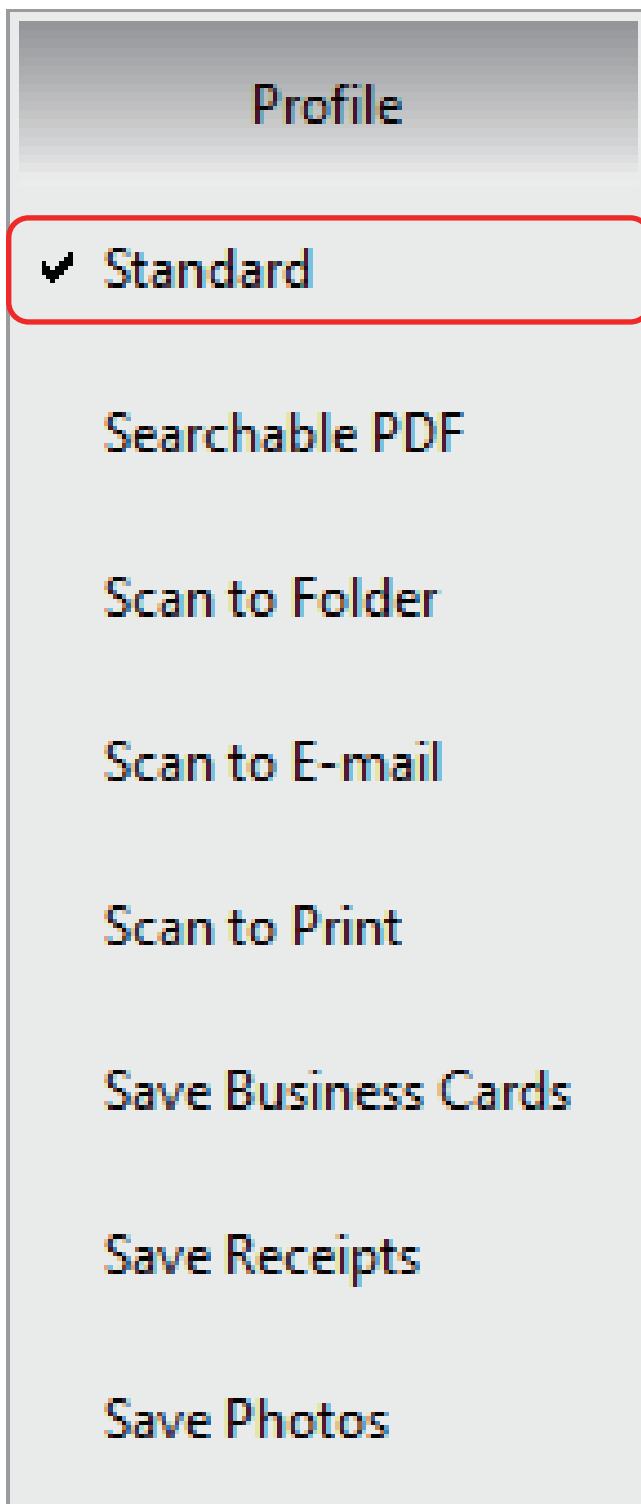
2. Clear the [Use Quick Menu] checkbox.



### HINT

When you connect SV600 and another ScanSnap to a computer, a drop-down list for changing the ScanSnap to use is displayed. For details, refer to ["When Two ScanSnaps Are Connected to a Computer \(SV600\)"](#) (page 153).

3. Click the [OK] button to close the ScanSnap setup window.
4. Select [Standard] from the Left-Click Menu.

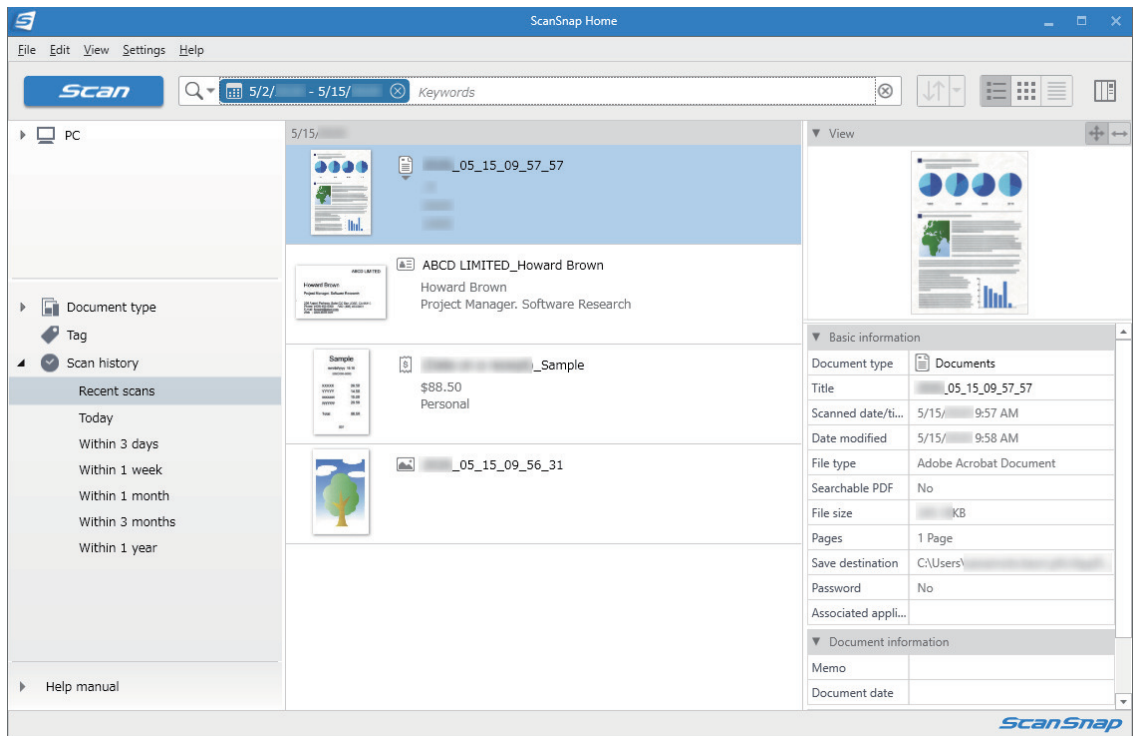
**HINT**

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

**5. Scan documents with the ScanSnap.**

For details about how to scan documents, refer to [here](#) in the Basic Operation Guide.

⇒ When scanning is completed, the main window of ScanSnap Home appears.



# Profile Management

This section explains how to manage profiles.

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

- ["Adding Profiles" \(page 67\)](#)
- ["Changing Profiles" \(page 69\)](#)
- ["Renaming Profiles" \(page 71\)](#)
- ["Changing the Display Order of Profiles" \(page 73\)](#)
- ["Deleting Profiles" \(page 75\)](#)


## HINT

When you connect SV600 and another ScanSnap to a computer, you can change the settings for each ScanSnap. For details, refer to ["When Two ScanSnaps Are Connected to a Computer \(SV600\)" \(page 153\)](#).

## Adding Profiles

This section explains how to add a profile.

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

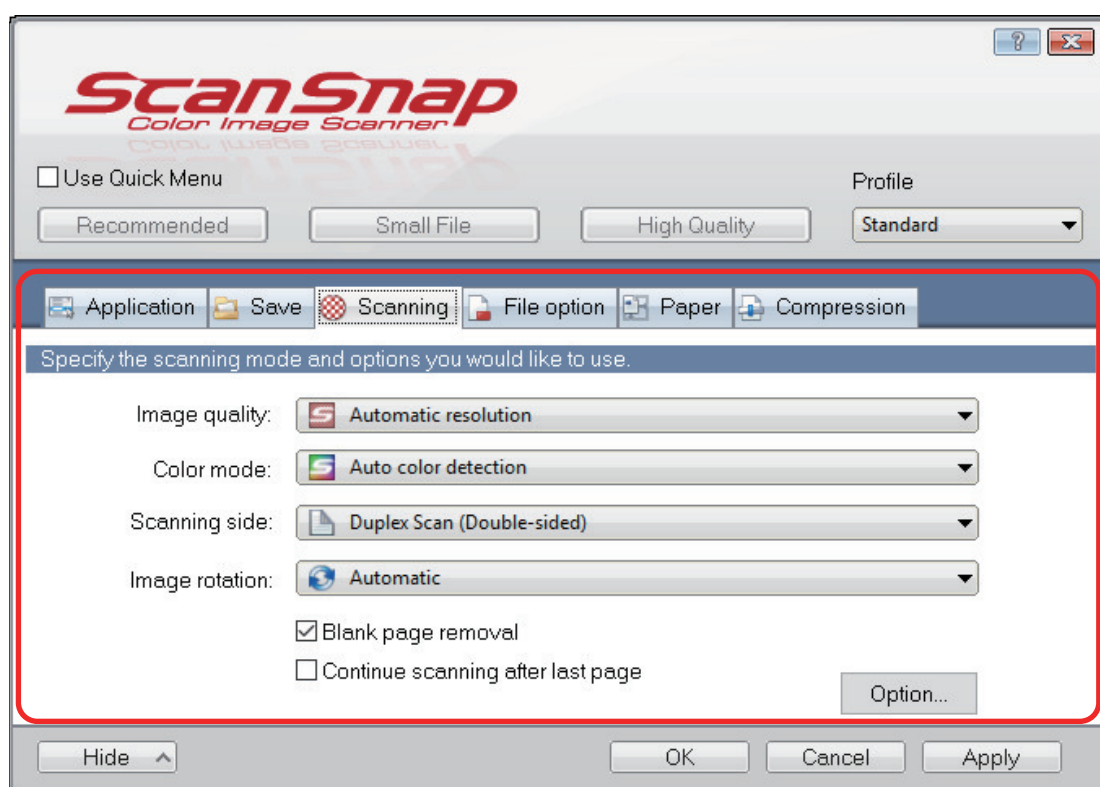
1. Right-click the ScanSnap Manager icon  in the notification area located at the far right of the task bar, and from the Right-Click Menu, select [Scan Button Settings].

⇒ The ScanSnap setup window appears.

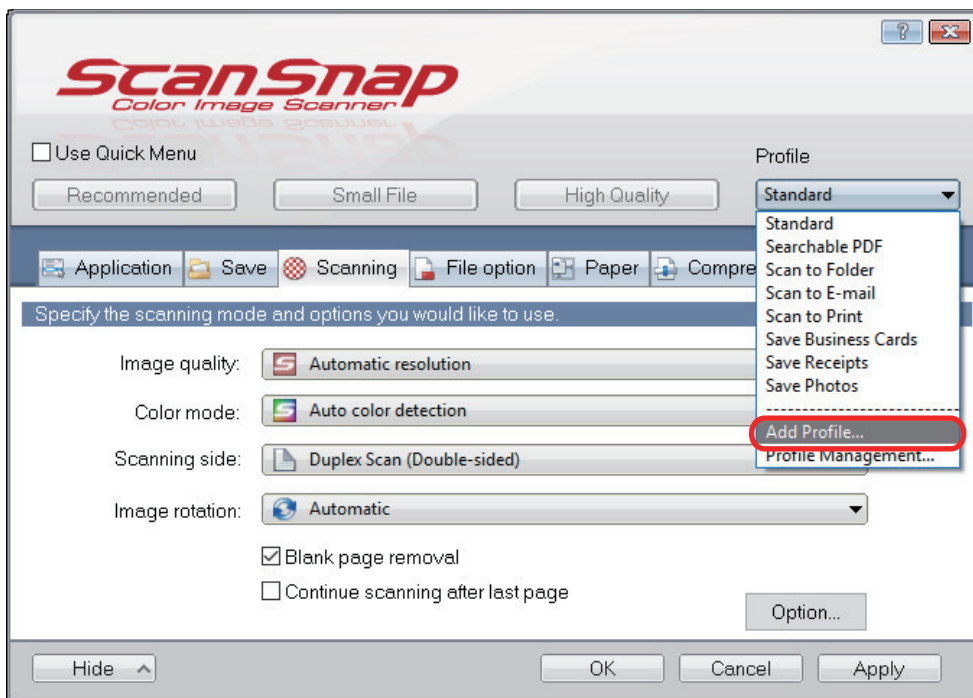
2. Clear the [Use Quick Menu] checkbox.

3. Configure the scan settings in each tab.

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

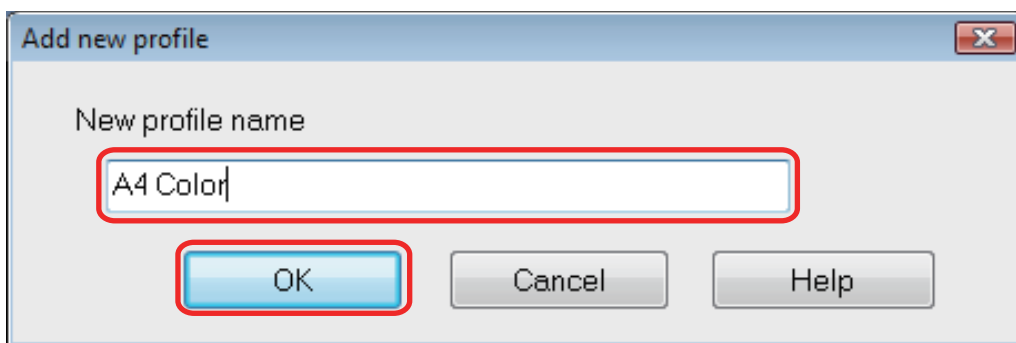


4. Select [Add Profile] from the [Profile].

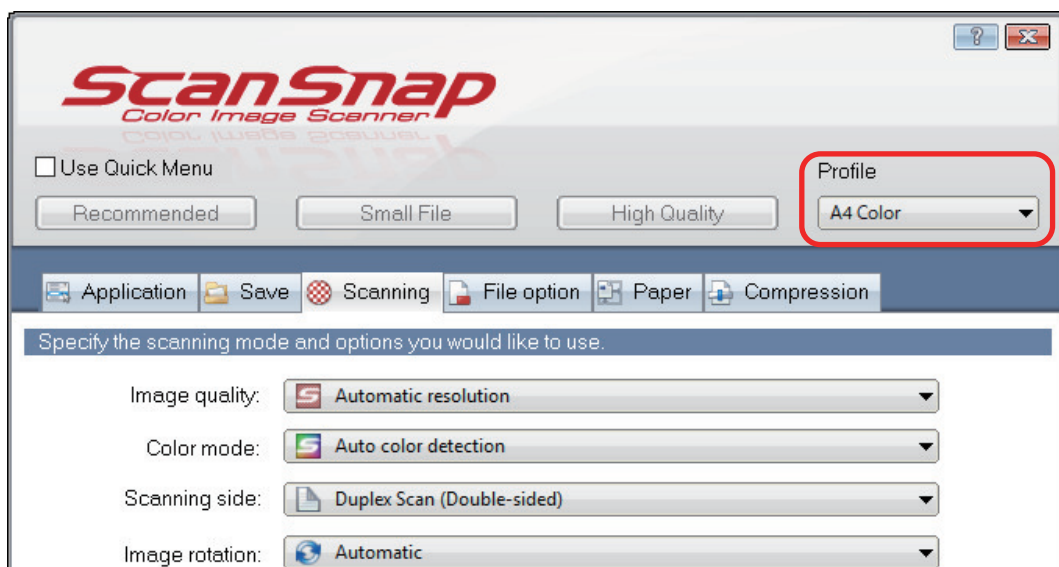


⇒ The [Add new profile] window appears.

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



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




**6. Click the [OK] button to close the ScanSnap setup window.**



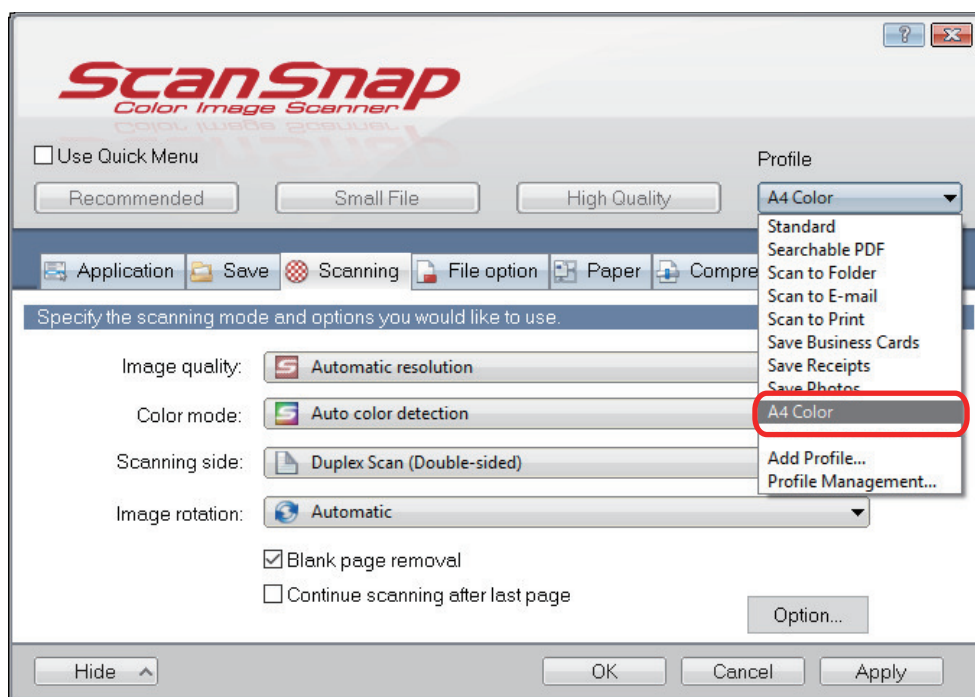
## Changing Profiles

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

1. Right-click the ScanSnap Manager icon  in the notification area located at the far right of the task bar, and from the Right-Click Menu, select [Scan Button Settings].

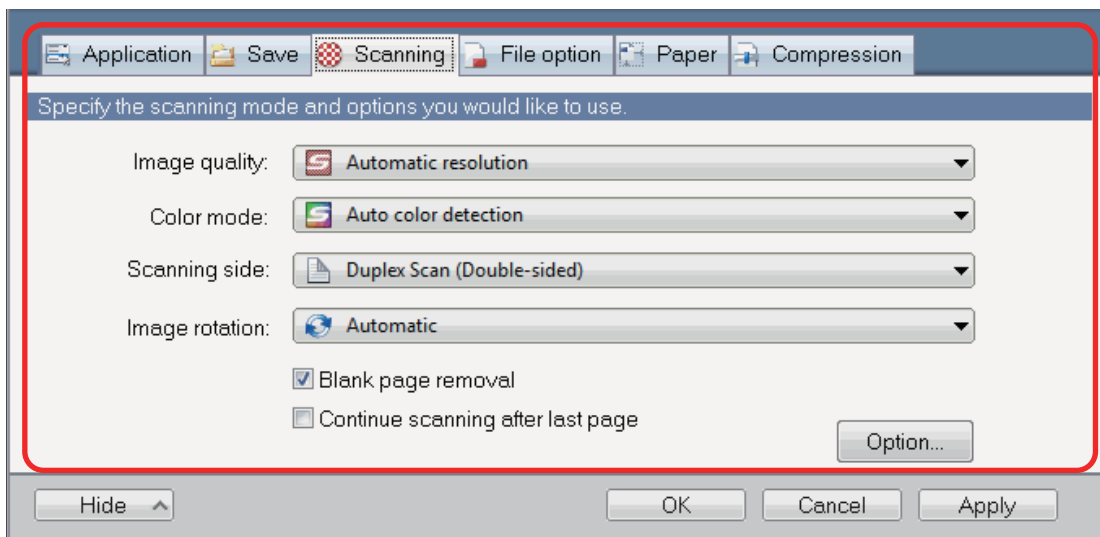
⇒ The ScanSnap setup window appears.

2. Clear the [Use Quick Menu] checkbox.
3. Select a profile to change from [Profile].



4. Configure the scan settings in each tab.

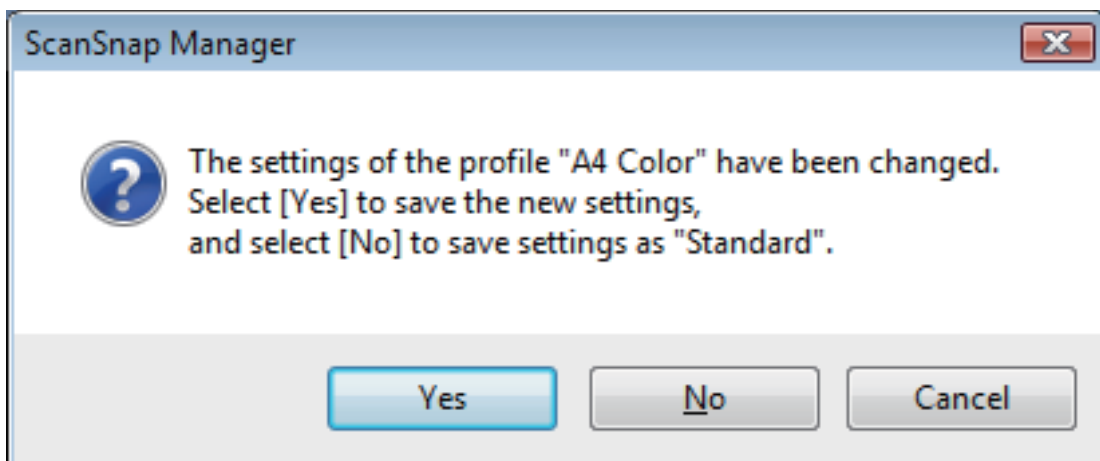
For details about each tab, refer to the ScanSnap Manager Help.



5. When you finish changing the settings for the selected profile, click the [OK] button.

⇒ The overwrite confirmation window appears.

6. To overwrite the profile, click the [Yes] button. To save the settings as "Standard", click the [No] button.




#### HINT

The confirmation message does not appear when the [Standard] profile is selected in step 3.

## Renaming Profiles

This section explains how to rename a profile.

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

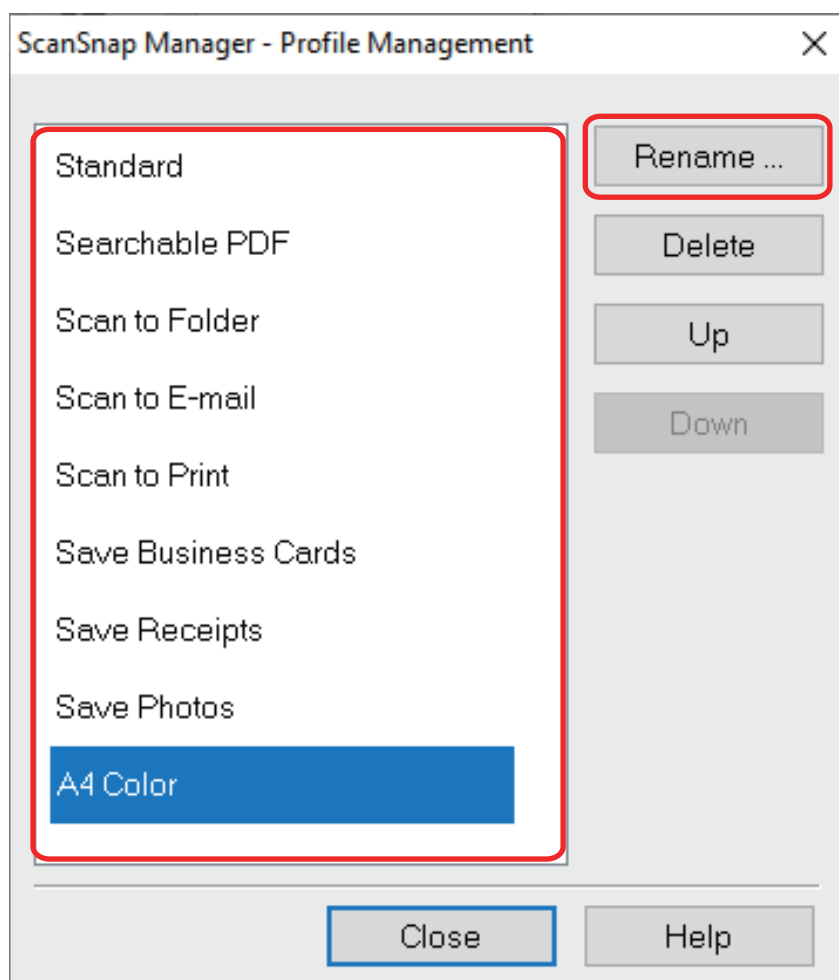
1. **Right-click the ScanSnap Manager icon  in the notification area located at the far right of the task bar and select [Profile Management] from the Right-Click Menu.**

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

### HINT

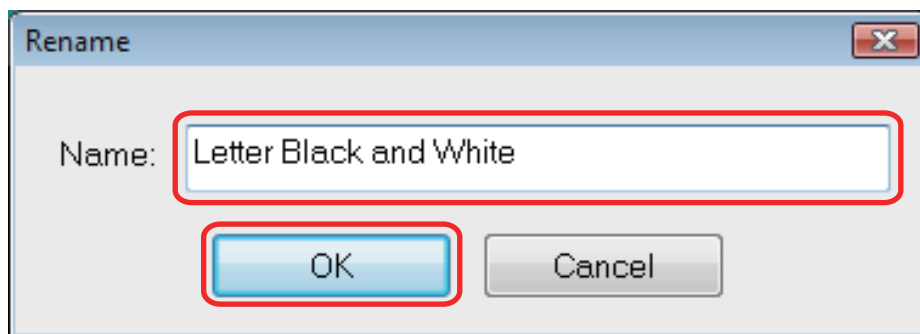
- If you cannot select [Profile Management] in the Right-Click Menu, clear the [Use Quick Menu] checkbox in the ScanSnap setup window.
- You can also display the [ScanSnap Manager - Profile Management] window by selecting [Profile Management] from [Profile] in the ScanSnap setup window.

2. **Select a profile and click the [Rename] button.**

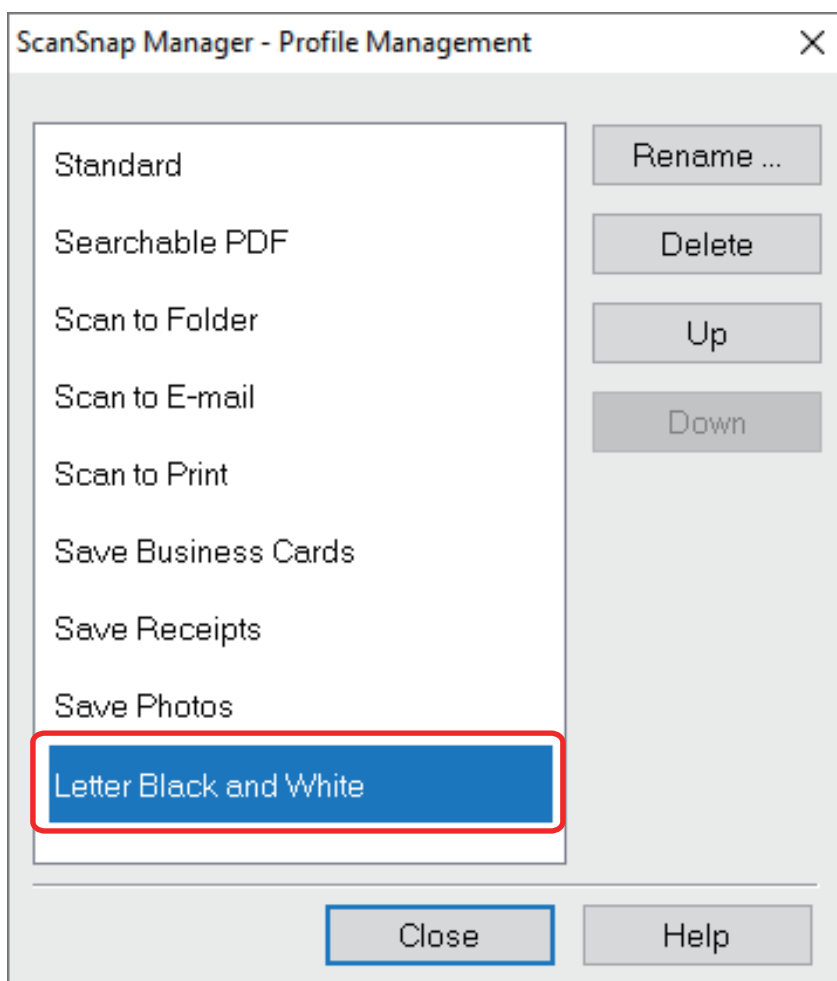


⇒ The [Rename] window appears.

3. Type in a new name, and click the [OK] button.



⇒ The profile is renamed.




4. Click the [Close] button to close the [ScanSnap Manager - Profile Management] window.

---

## Changing the Display Order of Profiles

This section explains how to change the display order of profiles.

However, you cannot change the [Standard] display order.

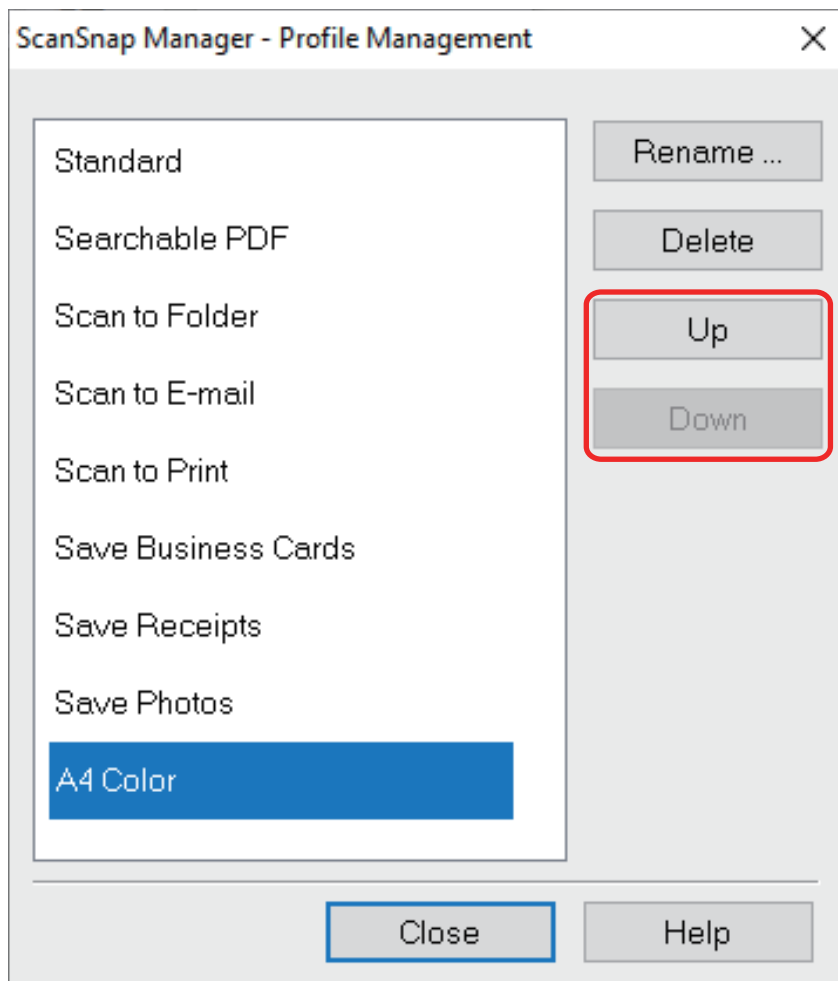
- 1. Right-click the ScanSnap Manager icon  in the notification area located at the far right of the task bar and select [Profile Management] from the Right-Click Menu.**

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

### HINT

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

- 2. Select a profile from the list to arrange profiles in a different order.**
- 3. Click the [Up] or [Down] button to move the profile to a desired position in the list.**




4. Click the [Close] button to close the [ScanSnap Manager - Profile Management] window.

## Deleting Profiles

This section explains how to delete a profile.

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

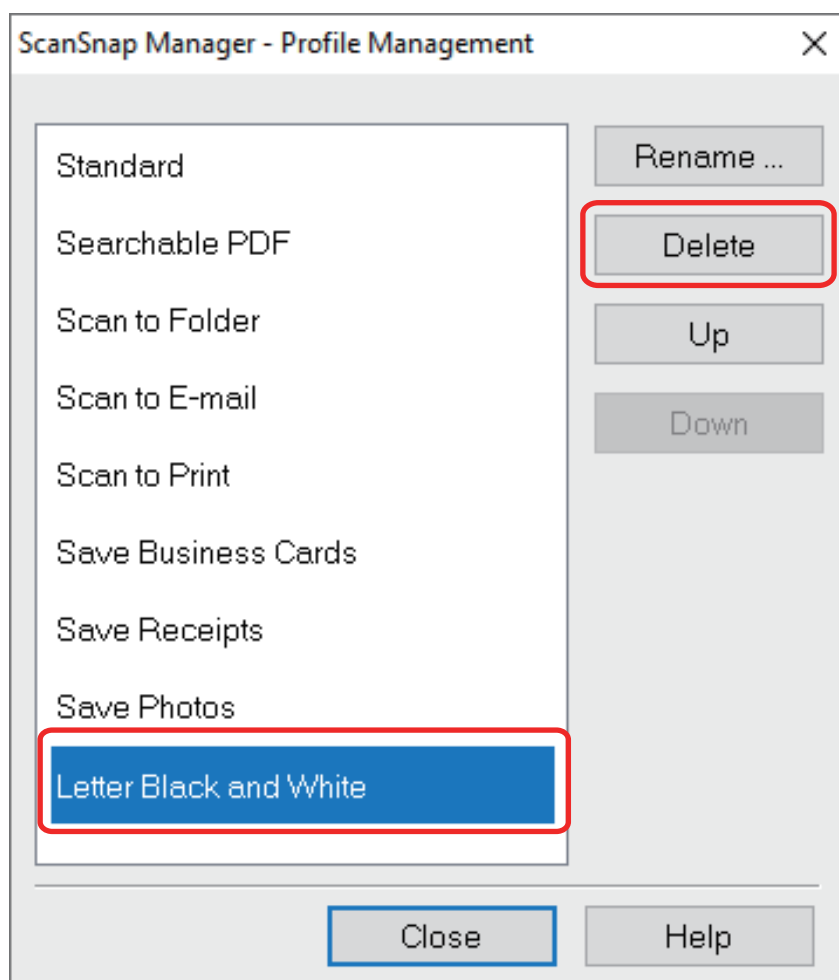
1. **Right-click the ScanSnap Manager icon  in the notification area located at the far right of the task bar and select [Profile Management] from the Right-Click Menu.**

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

### HINT

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

2. **Select a profile and click the [Delete] button.**



⇒ The [Delete Profile] window appears.

**3. Click the [Yes] button.**

⇒ The selected profile is deleted.

**4. Click the [Close] button to close the [ScanSnap Manager - Profile Management] window.**



# ScanSnap Folder Operations

This section explains ScanSnap Folder.

"ScanSnap Folder" is a temporary folder where you can save images scanned with the ScanSnap to upload the file to a Web application or attach the file to an e-mail.

ScanSnap Folder supports a wide range of applications including Web applications.

By selecting ScanSnap Folder from the file selection window of the application, you can scan a document from the ScanSnap. You can use the scanned document file directly in the application.



- How to use ScanSnap Folder to perform scanning  
"Using ScanSnap Folder to Perform Scanning" (page 78)
- How to configure scan settings depending on your intended use of the scanned images  
"How to Configure Scan Settings" (page 126)

## ATTENTION

You can use ScanSnap Folder with applications or cloud services that support the following:

- PDF files or JPEG files
- Those without a file format specified

## HINT

The files in ScanSnap Folder will be deleted automatically after a set number of days because it is a temporary folder. The number of days to keep the files can be changed. For details, refer to the ScanSnap Manager Help.

# Using ScanSnap Folder to Perform Scanning

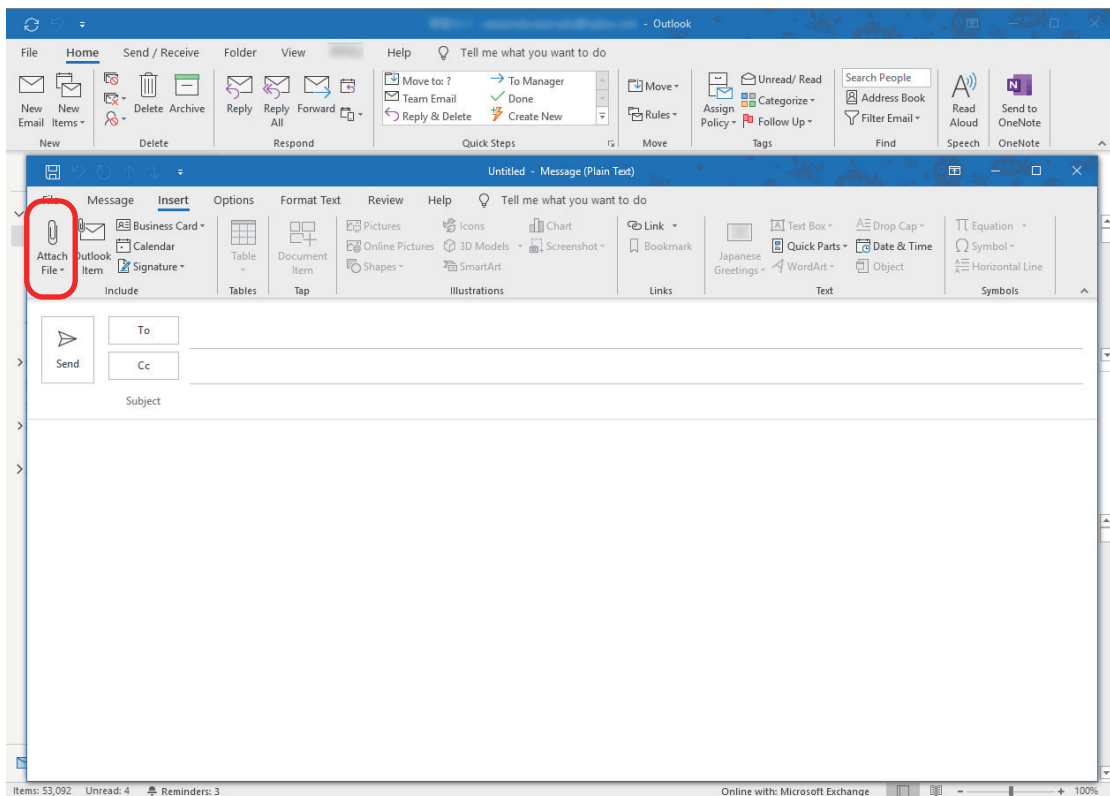
This section explains how to use ScanSnap Folder to perform scanning.

The following explains an example in which the scanned image file is attached to an e-mail in Outlook.

## 1. Click [Insert] in the menu.

A ribbon is displayed.

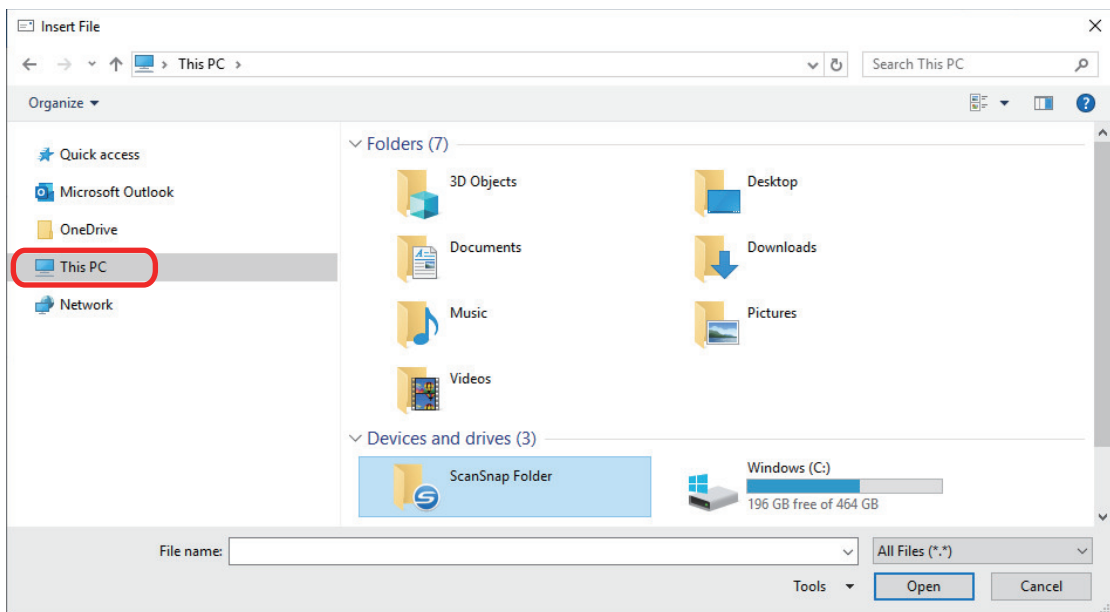
## 2. Click [Attach File].



## 3. Click [Browse this PC].

⇒ The [Insert File] window appears.

## 4. Click [This PC].

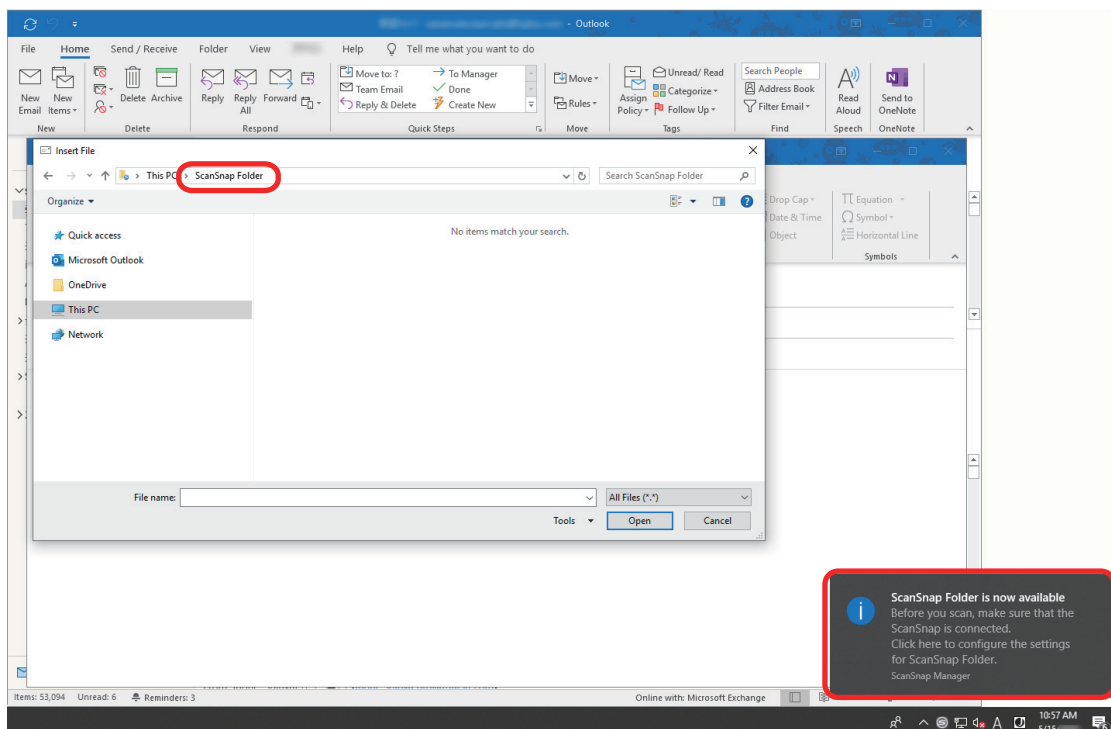


## HINT

For Windows 8.1/Windows 7, when you select the ScanSnap Folder located in [Favorites], scanning becomes available in some applications.

## 5. Select ScanSnap Folder.

⇒ A notification appears from the ScanSnap Manager icon in the notification area, and scanning becomes available.



## ATTENTION

Selecting "ScanSnap Folder" from some applications may terminate those applications.

If your application ends, take an alternate measure. Use your application separately after starting an application in the Quick Menu to process and save the scanned image.

## 6. Scan documents with the ScanSnap.

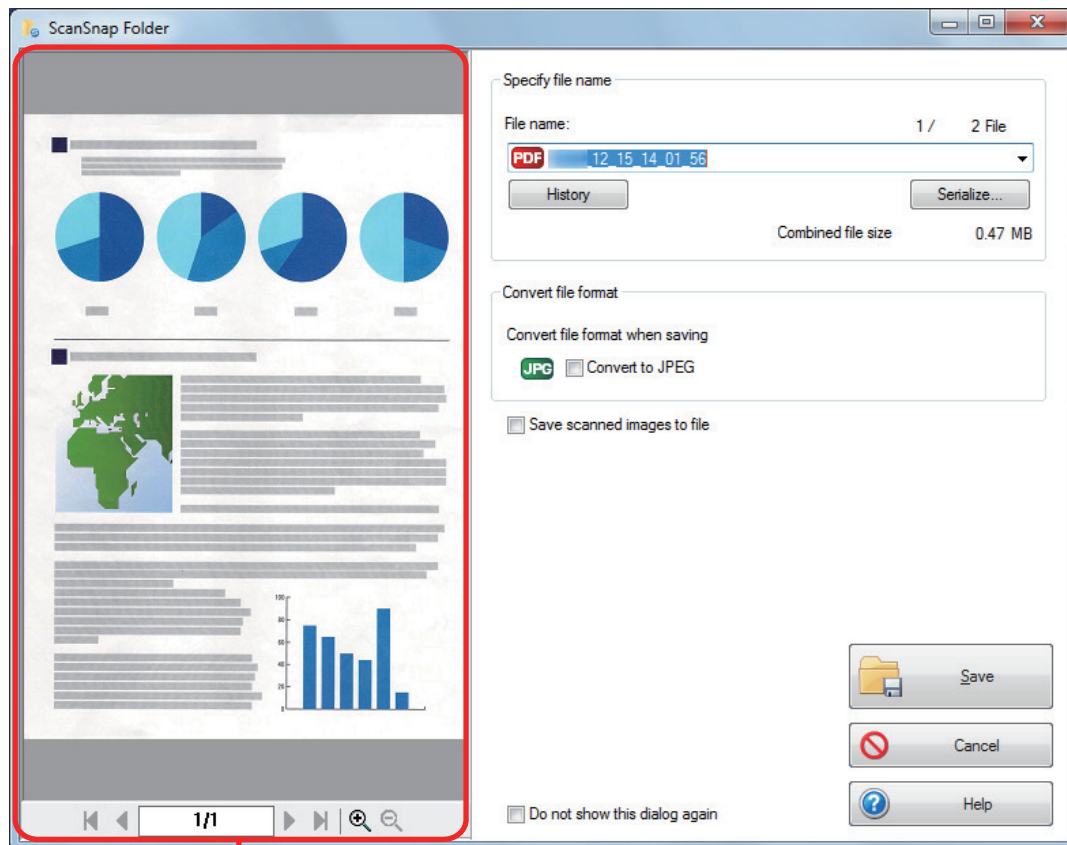
For details about how to scan documents, refer to [here](#) in the Basic Operation Guide.

⇒ When scanning is completed, the [ScanSnap Folder] window appears.

## 7. Check the scanned image in the preview area.

In the [ScanSnap Folder] window, you can rename the file and convert the file format.

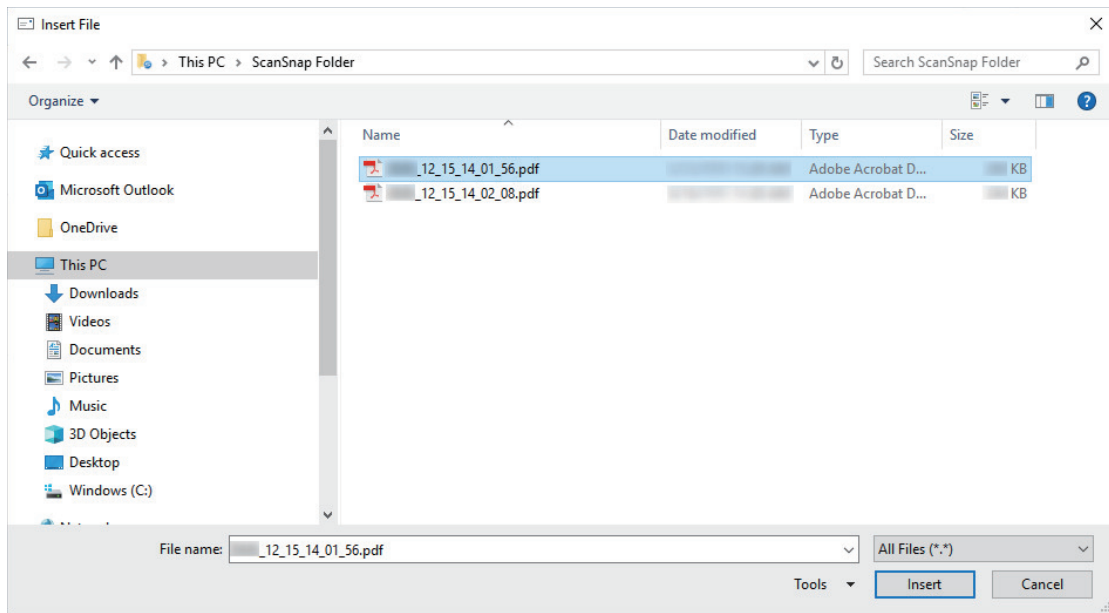
For details about the [ScanSnap Folder] window, refer to the ScanSnap Manager Help.



Preview

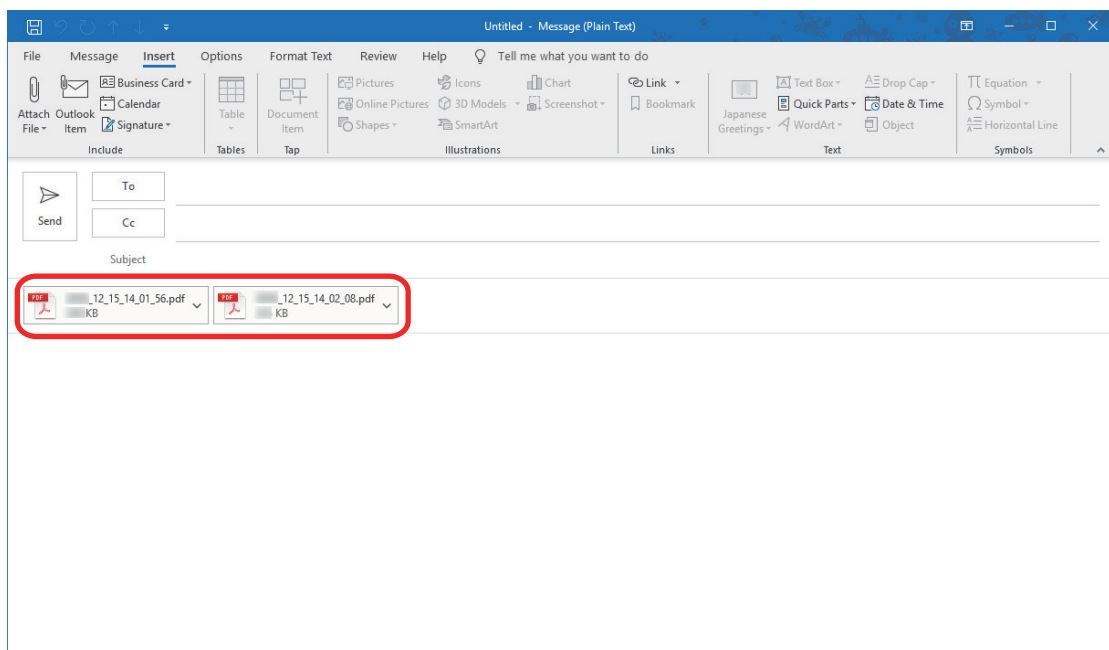
## 8. Click the [Save] button.

⇒ The file is saved to ScanSnap Folder.



**9. Select the file to be attached, and click the [Insert] button.**

⇒ The file is attached.



**HINT**

You can enable or disable ScanSnap Folder. For details, refer to "Enabling or Disabling ScanSnap Folder" (page 82).

# Enabling or Disabling ScanSnap Folder

You can enable or disable ScanSnap Folder.


Enabling or disabling ScanSnap Folder causes the following changes:

- Whether the "ScanSnap Folder" folder is displayed under [Computer]
- For Windows 8.1/Windows 7, whether there is a shortcut to the "ScanSnap Folder" folder in [Favorites]

## ATTENTION

To enable or disable ScanSnap Folder, log on as a user with Administrator privileges.

Enable or disable ScanSnap Folder in the following procedure.

- 1. Right-click the ScanSnap Manager icon  in the notification area located at the far right of the task bar, and from the Right-Click Menu, select [ScanSnap Folder Settings].**
  - ⇒ The ScanSnap setup window appears.
- 2. In the [Application] tab, click the [Application Settings] button.**
  - ⇒ The [ScanSnap Folder - Options] window appears.
- 3. Click the [Enable] or [Disable] button.**
  - ⇒ A message appears to confirm whether you want to switch the availability of ScanSnap Folder.
- 4. Click the [Yes] button.**
  - ⇒ ScanSnap Folder is enabled or disabled.  
When enabling or disabling ScanSnap Folder is complete, a message is displayed to notify that the operation is successfully completed.

## HINT

For Windows 10/Windows 8.1/Windows 7, a confirmation message may appear after you click the [Yes] button.

When a confirmation message appears, click the [Yes] button to enable or disable ScanSnap Folder.

- 5. Click the [OK] button to close all the windows.**

# Scan Settings for Your Intended Use

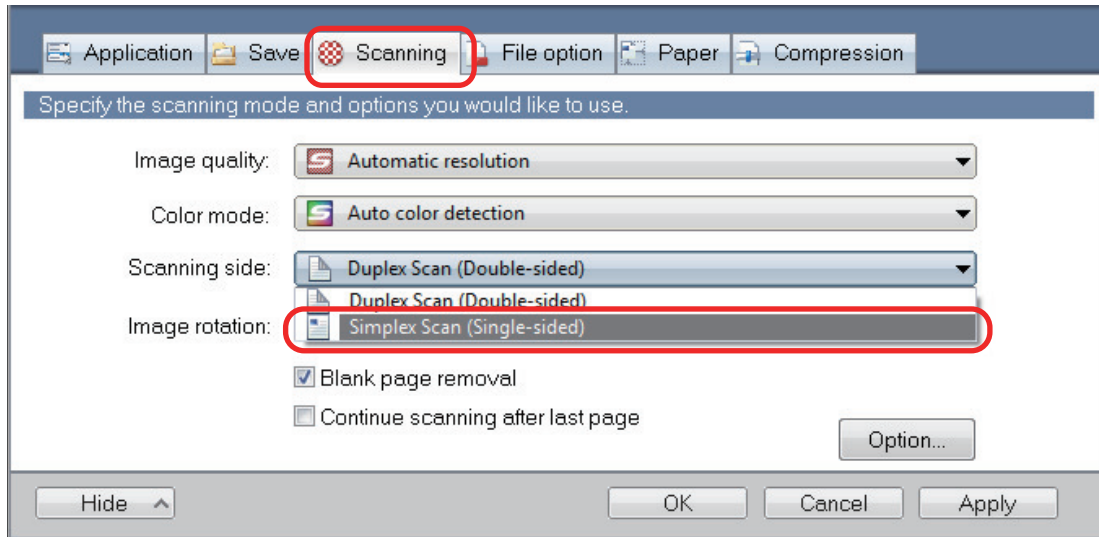
This section explains how to configure scan settings for creating scanned images depending on your intended use.

Scan settings can be configured in the ScanSnap setup window.


- ["Scanning Only One Side of a Document \(iX1500, iX500, or S1300i\)" \(page 84\)](#)
- ["Scanning Color Documents in Gray or Black & White" \(page 85\)](#)
- ["Scanning Color Documents in High Compression" \(page 86\)](#)
- ["Deleting Blank Pages \(Not Applicable to SV600\)" \(page 87\)](#)
- ["Correcting Skewed Character Strings" \(page 88\)](#)
- ["Rotating a Scanned Image to Its Correct Orientation" \(page 90\)](#)
- ["Reducing Bleed-Through" \(page 92\)](#)
- ["Reducing the Effect of Lighting \(SV600\)" \(page 94\)](#)
- ["Reducing Faded Colors and Blown-Out Highlights \(SV600\)" \(page 96\)](#)
- ["Correcting Skewed Text \(SV600\)" \(page 98\)](#)
- ["Saving Scanned Images in Multiple PDF Files" \(page 100\)](#)
- ["Saving the Scanned Images of a Book as Separate Single-Page Images \(SV600\)" \(page 102\)](#)
- ["Creating Searchable PDF Files" \(page 104\)](#)
- ["Setting Keywords in PDF Files" \(page 107\)](#)
- ["Setting Passwords for PDF Files" \(page 113\)](#)
- ["Creating PDF/A Files" \(page 118\)](#)
- ["Starting Scanning Automatically \(SV600\)" \(page 120\)](#)

## Scanning Only One Side of a Document (iX1500, iX500, or S1300i)

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



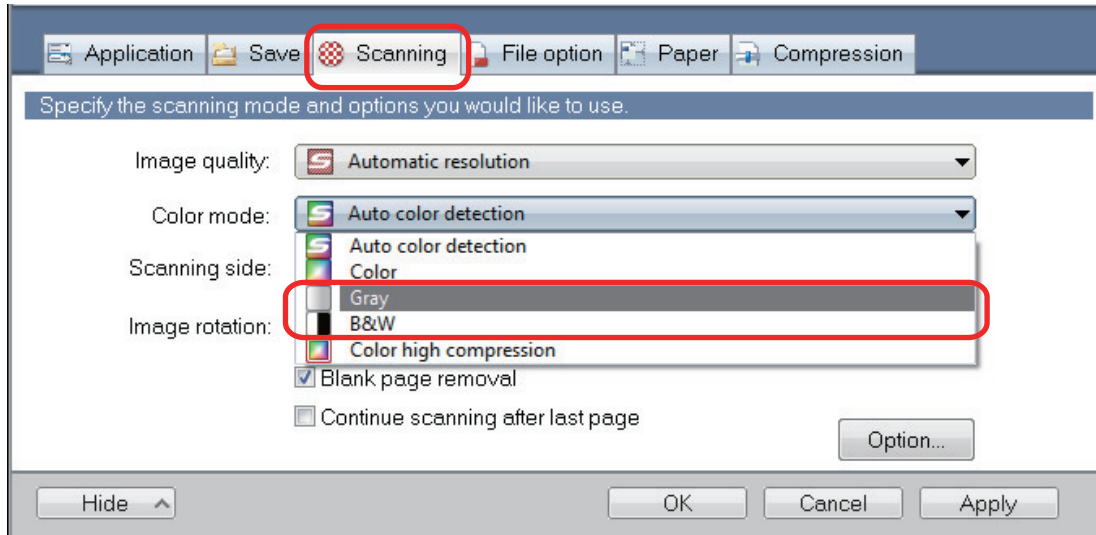
### HINT

Right-click the ScanSnap Manager icon  in the notification area located at the far right of the task bar, and when you select [Simplex Scan] from the Right-Click Menu, scanning is performed in simplex mode even if [Duplex Scan] is specified for [Scanning side] in the [Scanning] tab.



## Scanning Color Documents in Gray or Black & White

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



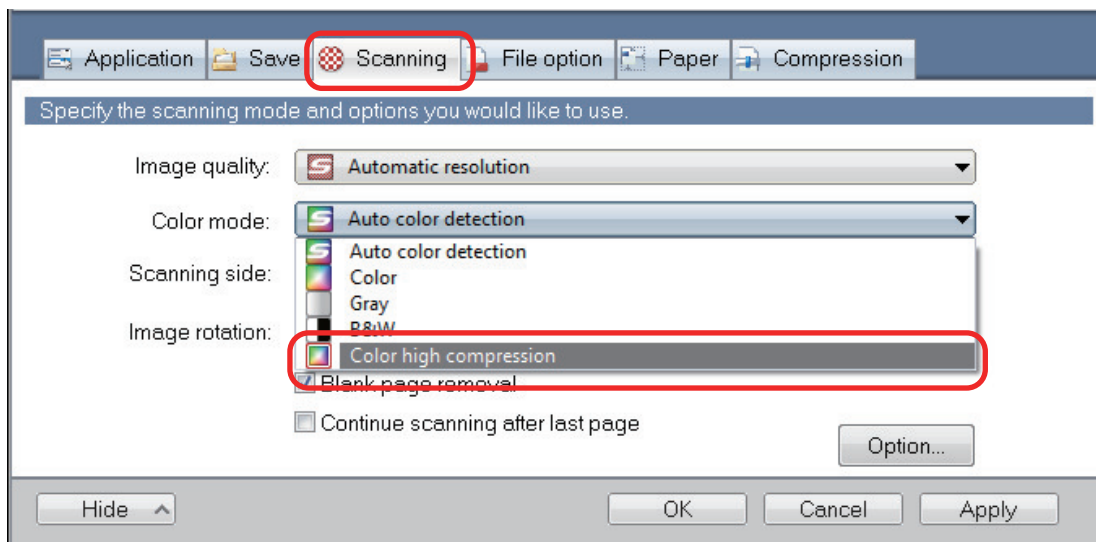
# Scanning Color Documents in High Compression

Large quantities of color documents can be scanned in high compression mode and saved as a compact PDF file.

## ATTENTION

When scanning in [Color high compression] mode, only the background is scanned in high compression separated from the characters. Therefore, documents that are mainly made up of characters can be scanned and saved as a smaller file without the image quality of the characters being reduced. By contrast, documents that are made up of photographs and illustrations are recognized as the background and scanned entirely in high compression, resulting in a reduction of quality in the scanned image. Therefore, this function is not suitable for scanning color documents such as photographs.

To scan color documents in high compression mode, select [Color high compression] from the [Color mode] drop-down list in the [Scanning] tab of the ScanSnap setup window.



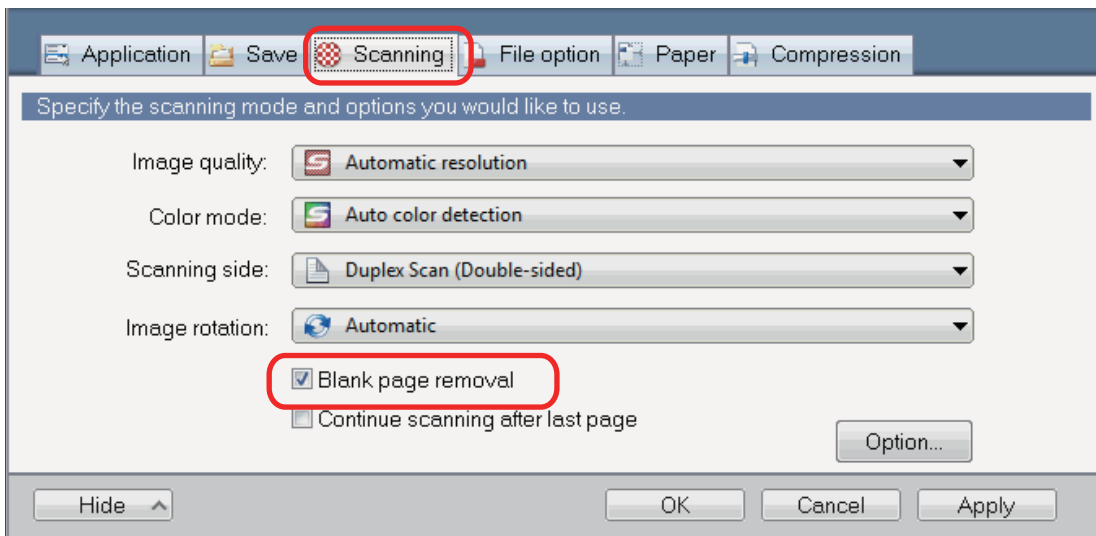
## Deleting Blank Pages (Not Applicable to SV600)

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

### ATTENTION

Blank pages are not deleted when CardMinder is used.

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



### ATTENTION

The following documents may be detected as blank.

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

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

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

## Correcting Skewed Character Strings

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

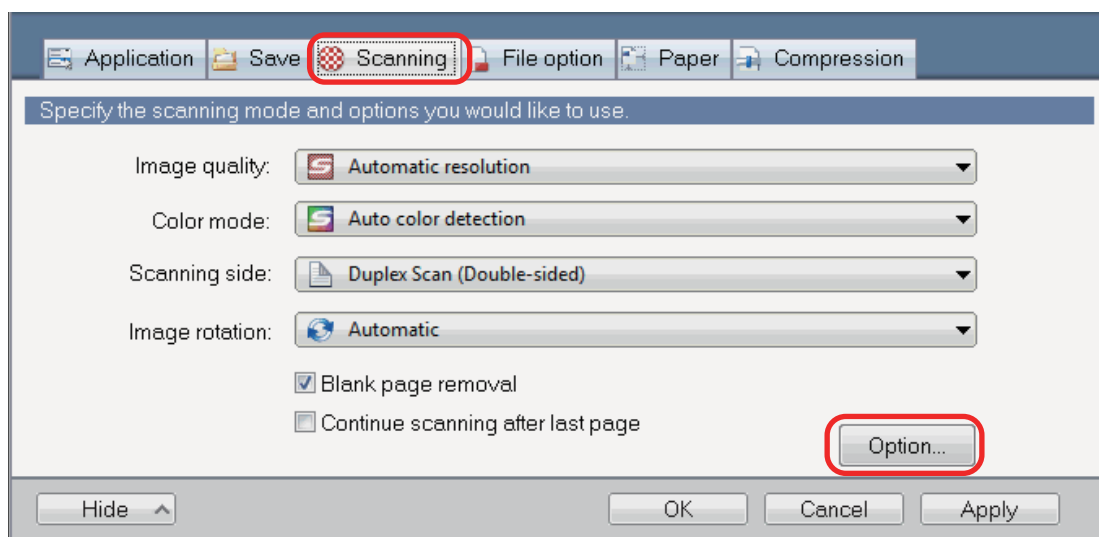
### ATTENTION

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

### HINT

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

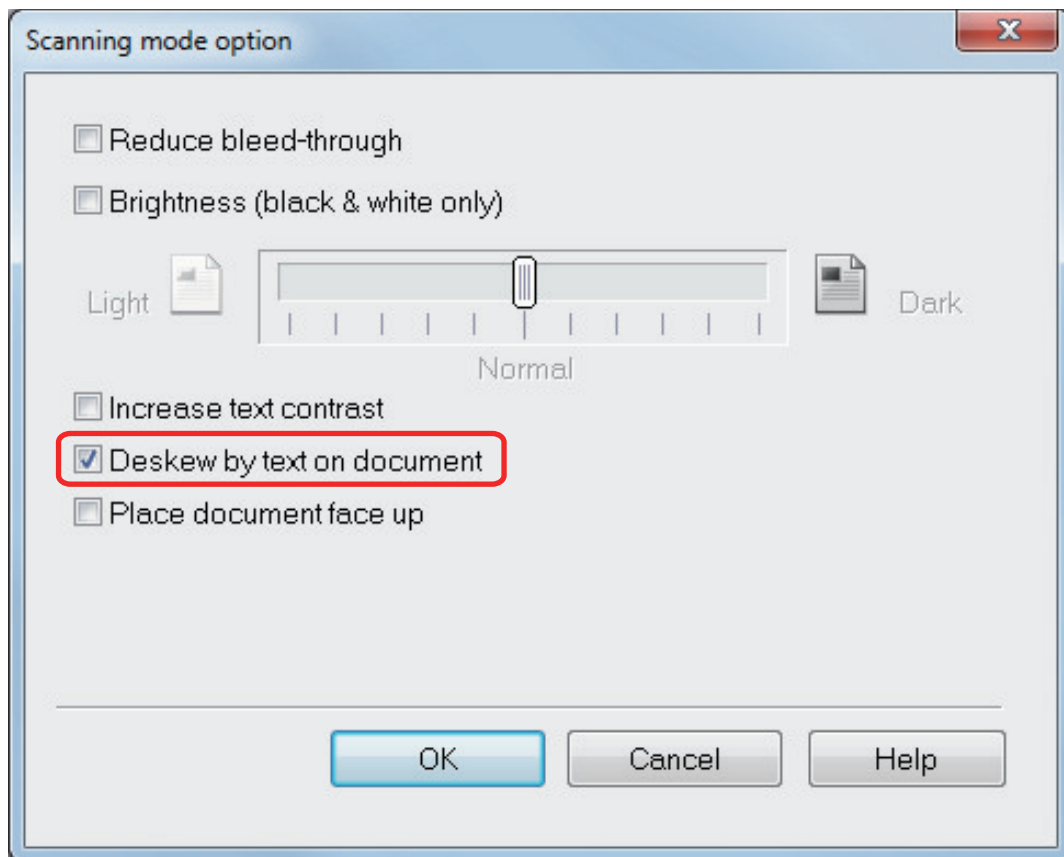
1. In the ScanSnap setup window, select the [Scanning] tab, and click the [Option] button.



⇒ The [Scanning mode option] window appears.

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

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



### 3. Click the [OK] button to close all the windows.

#### ATTENTION

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

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

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

Example: Characters overlapping illustrations and diagrams

- Documents with long diagonal lines
- Documents including handwritten characters

# Rotating a Scanned Image to Its Correct Orientation

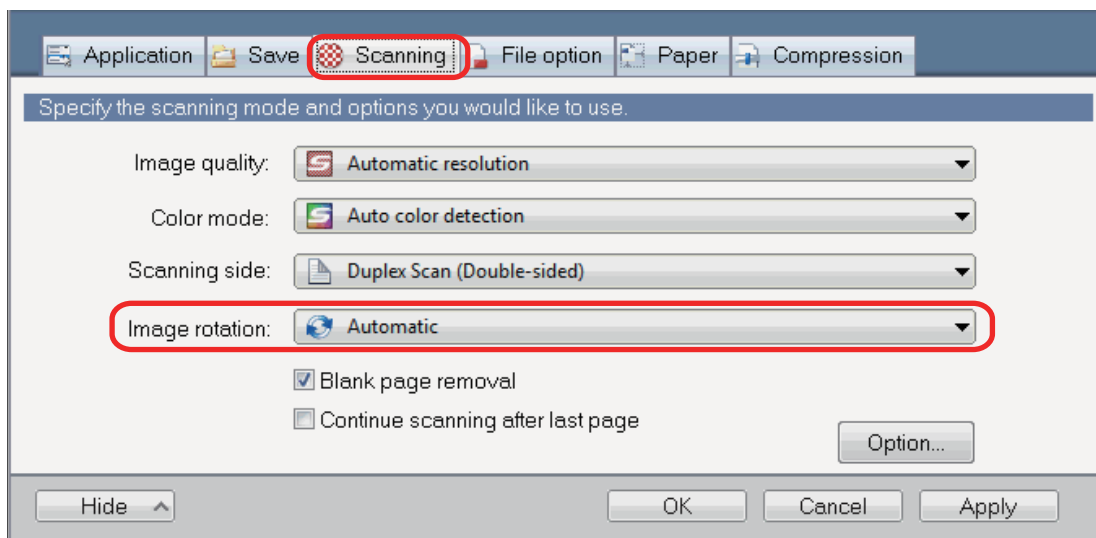
The ScanSnap is able to rotate each scanned image automatically or to a specified orientation.

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

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

## ATTENTION

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



## ATTENTION

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

In this case, do not select [Automatic].

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

Example: Shaded characters

- Documents with many decorated characters

Example: Decorated characters (embossed/outlined)

- Documents with characters on a patterned background

Example: Characters overlapping illustrations and diagrams

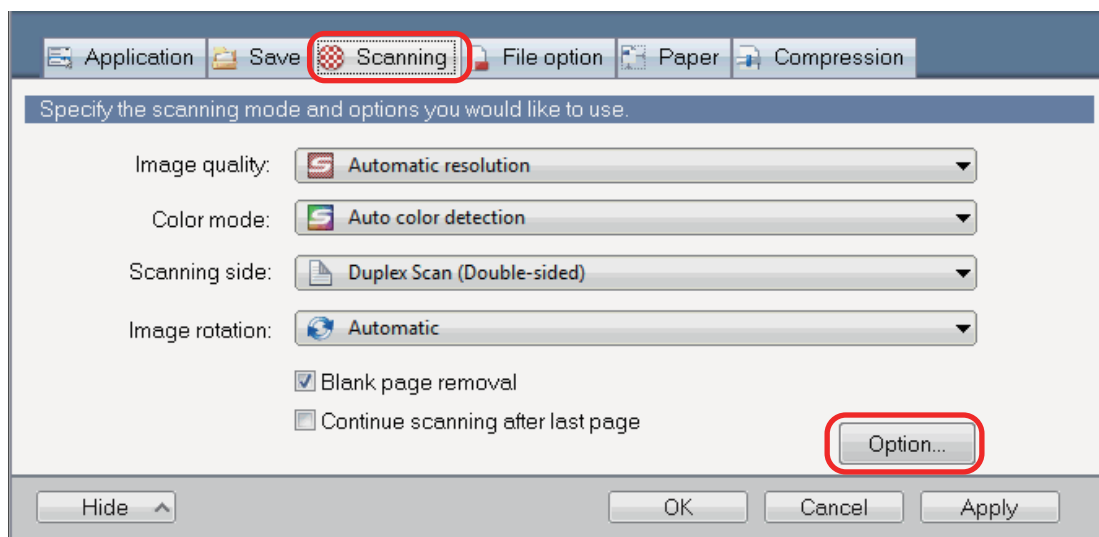
- Documents with characters printed in various directions such as drawings

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

# Reducing Bleed-Through

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

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

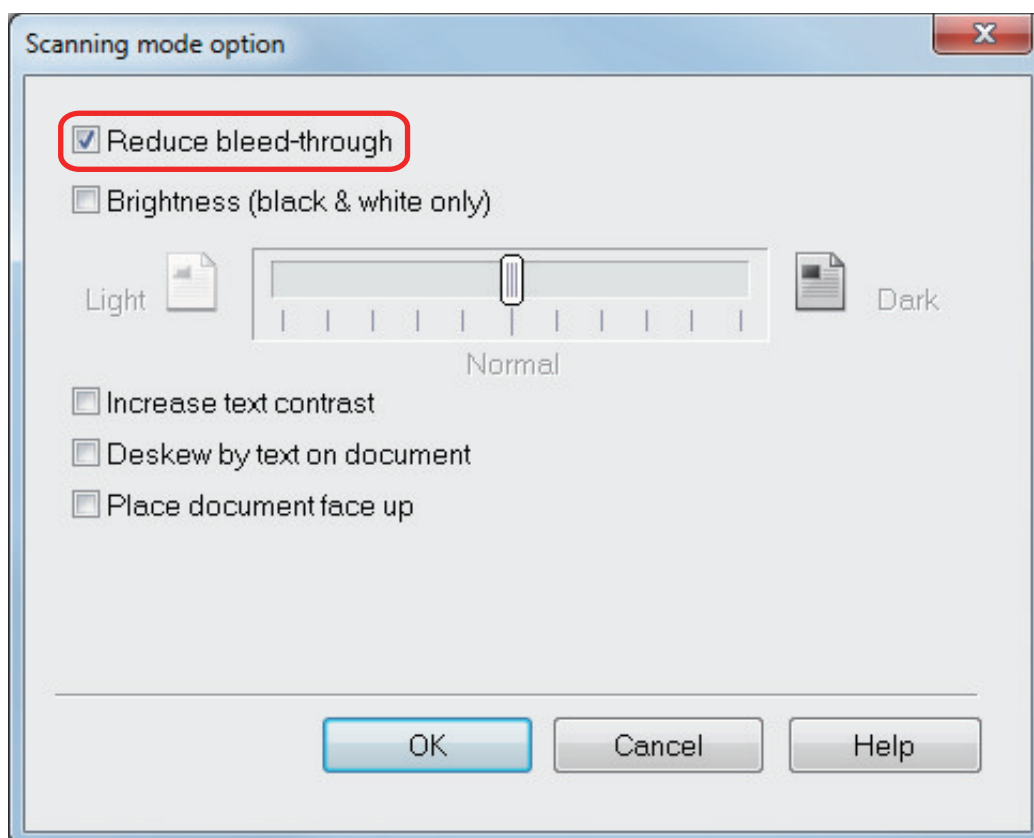


⇒ The [Scanning mode option] window appears.

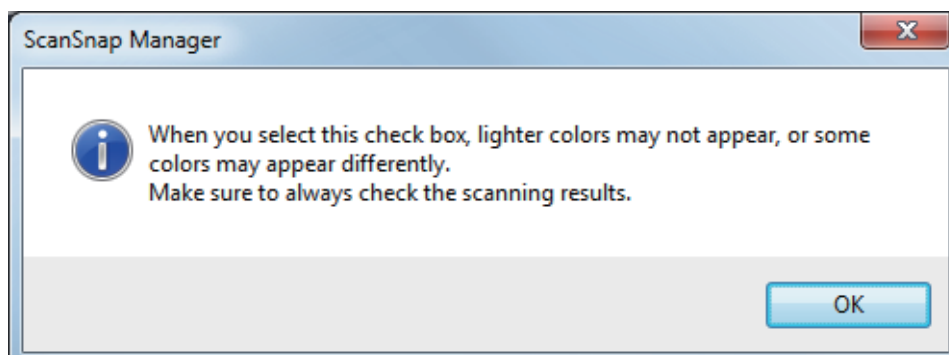
2. Select the [Reduce bleed-through] checkbox.

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





⇒ The following message appears.



### 3. Click the [OK] button to close all the windows.

#### ATTENTION

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

- Documents with light colored letters or pictures/documents with thin letters or lines/documents with a dark background color

The color may not be reproduced or the color may be changed. If you want to recognize the marked character strings, the recognition rate for the characters may be lowered.

- Documents where the color for letters is light or the letters are thin

The recognition rate for the characters may be lowered.

- Documents with a lot of bleed-through

The bleed-through may be emphasized.

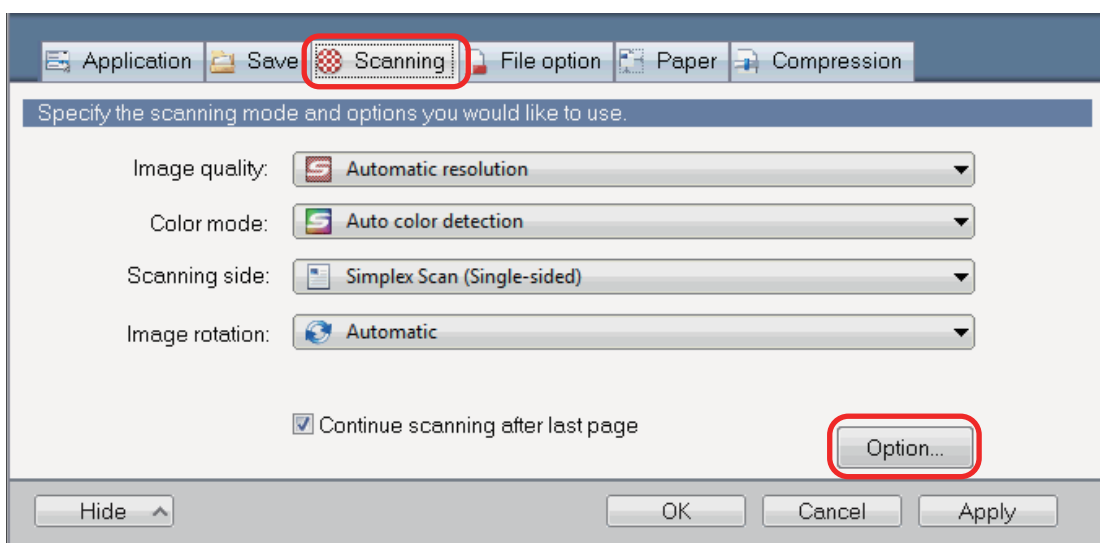
## Reducing the Effect of Lighting (SV600)

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

### ATTENTION

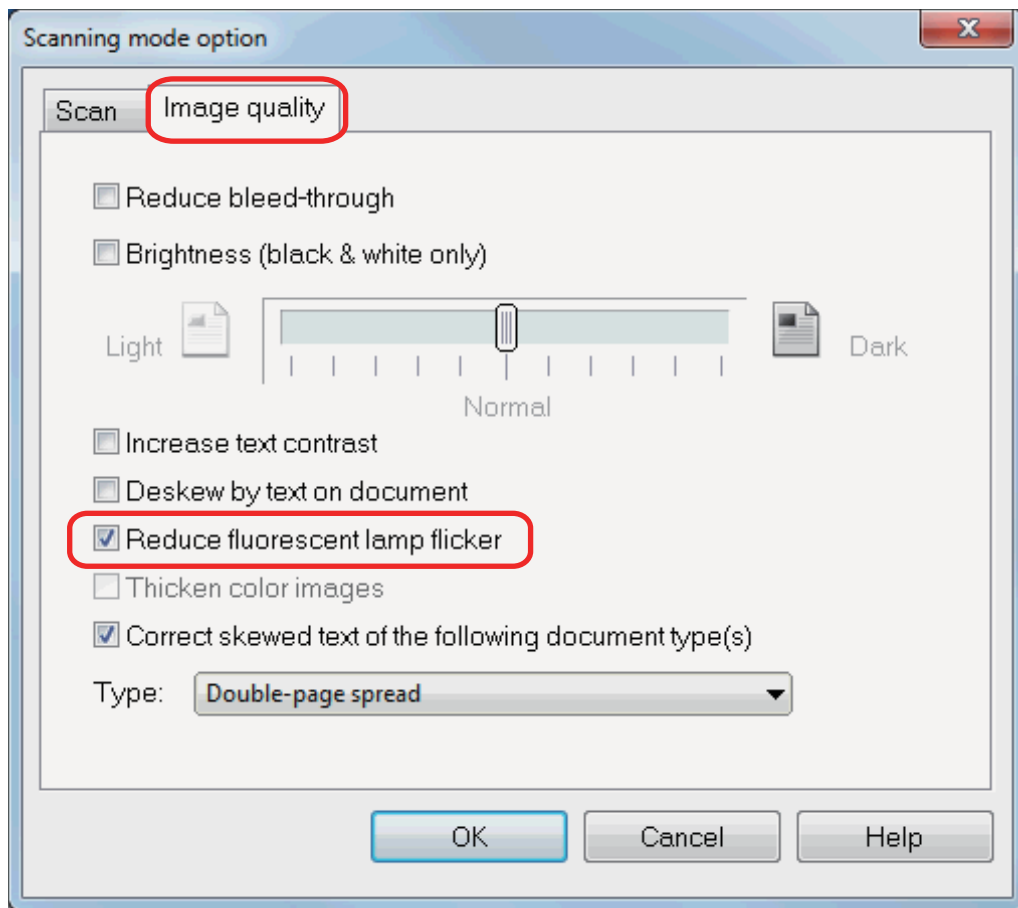
- This process makes scanning speed slower than usual. It also makes the waiting time to start scanning longer for continuous scanning.
- This process may take extra time depending on your computer system environment.

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

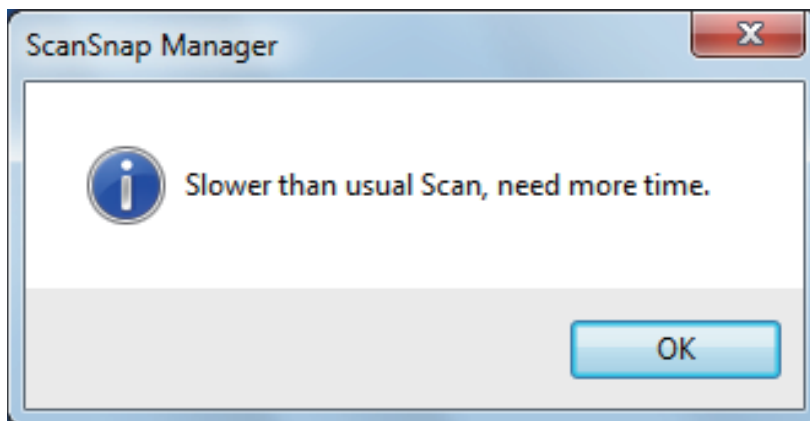


⇒ The [Scanning mode option] window appears.

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



⇒ The following message appears.



**3.** Click the [OK] button to close all the windows.

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

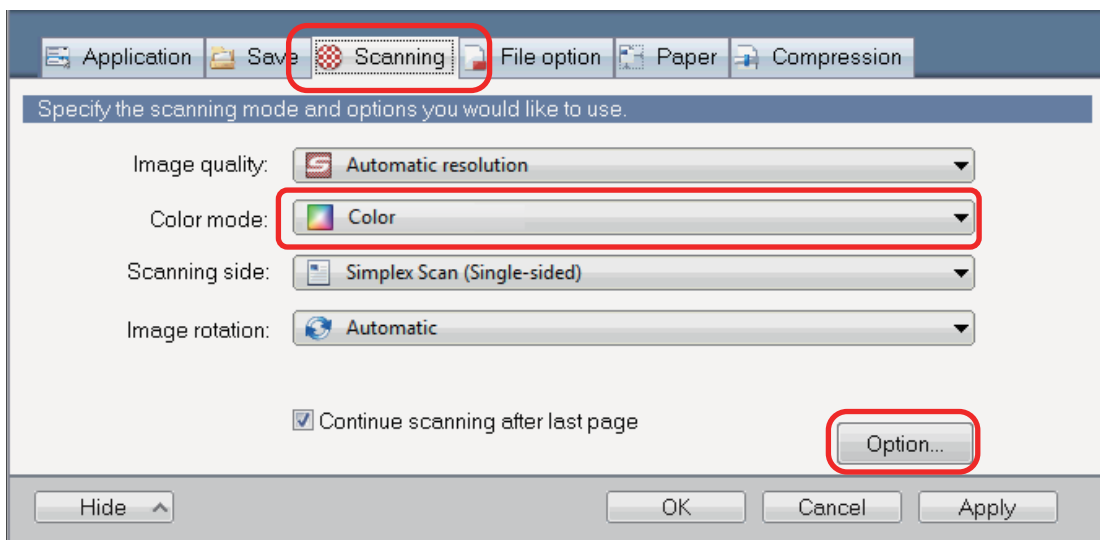
Faded colors and blown-out highlights can be reduced in the scanned image.

## ATTENTION

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

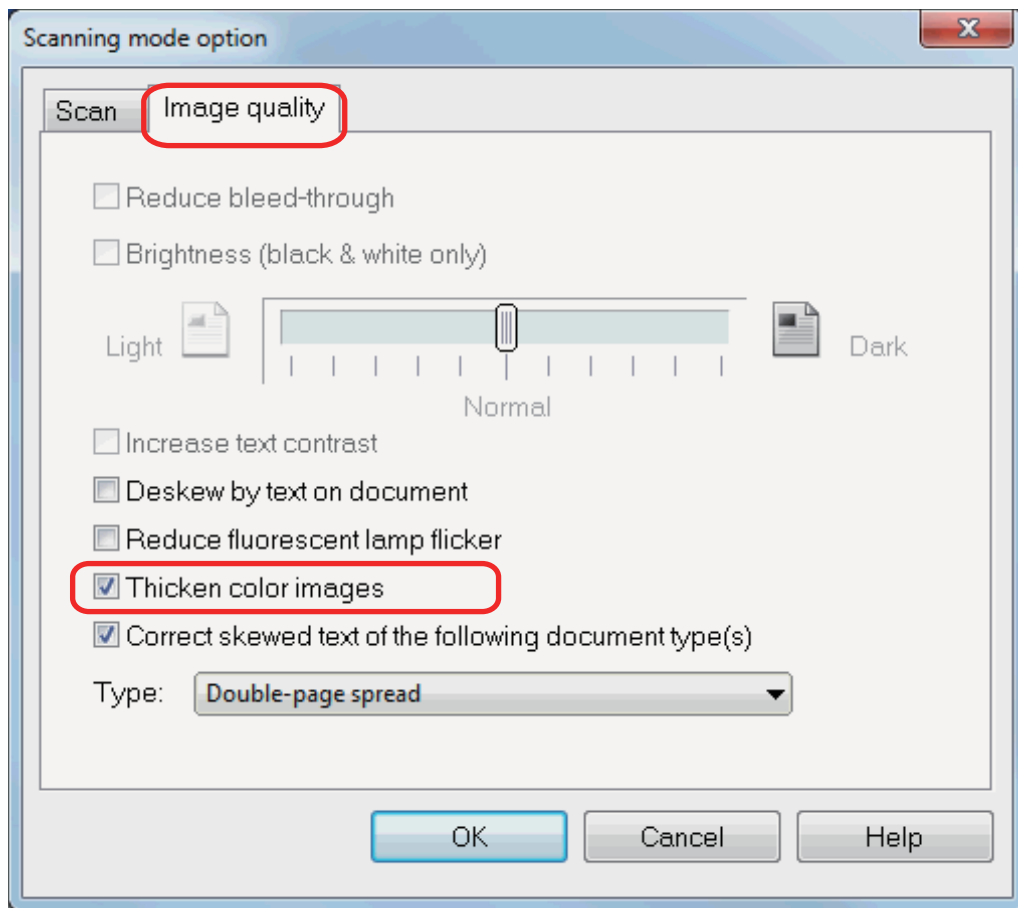
- [Reduce bleed-through] checkbox
- [Brightness (black & white only)] checkbox
- [Increase text contrast] checkbox

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

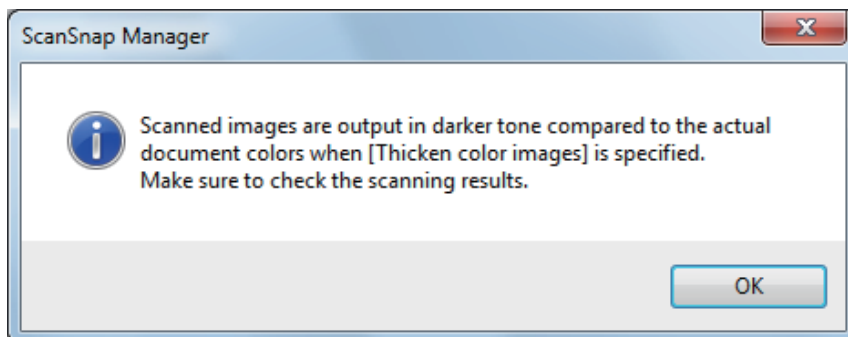


⇒ The [Scanning mode option] window appears.

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



⇒ The following message appears.



**3.** Click the [OK] button to close all the windows.

## Correcting Skewed Text (SV600)

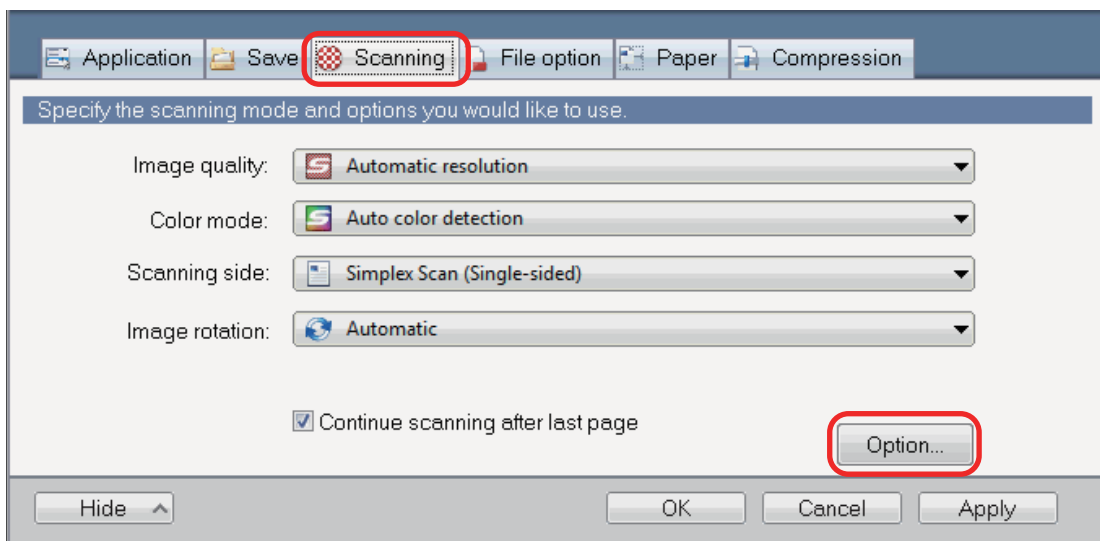
The horizontally skewed text, lines, or graphics in the scanned images can be corrected.

### ATTENTION

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

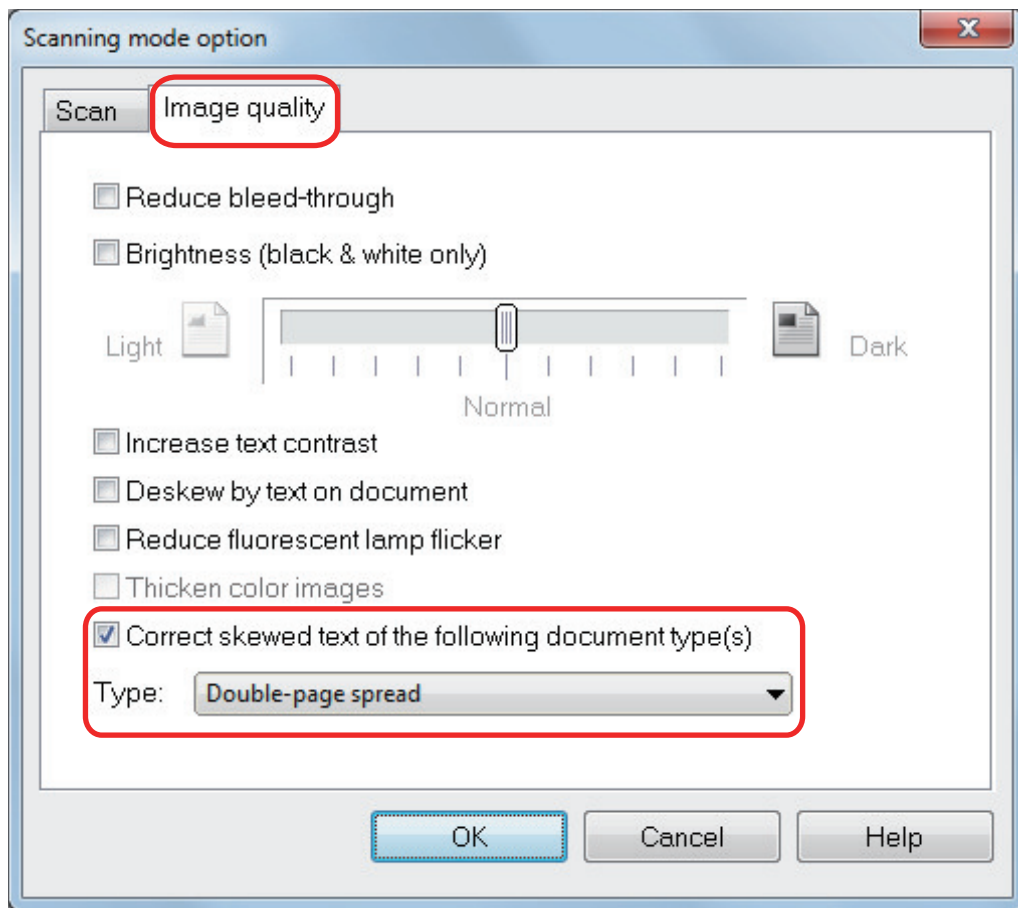
- Documents with no horizontal lines
- Documents with fine (less than 0.5 point thick), broken, dotted, wavy, or light-colored lines

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



⇒ The [Scanning mode option] window appears.

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



**3. Click the [OK] button to close all the windows.**

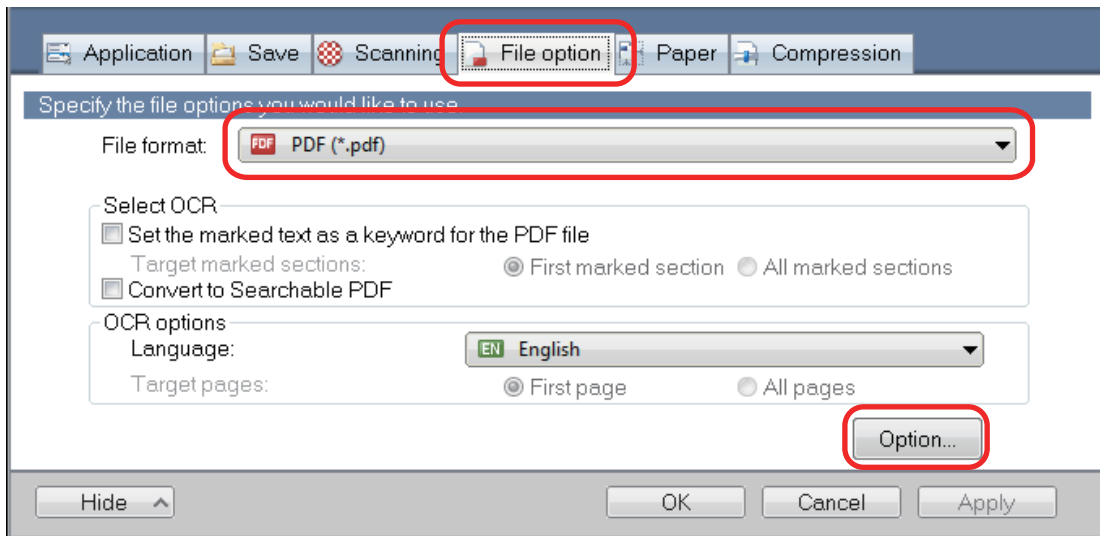
**HINT**

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

# Saving Scanned Images in Multiple PDF Files

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

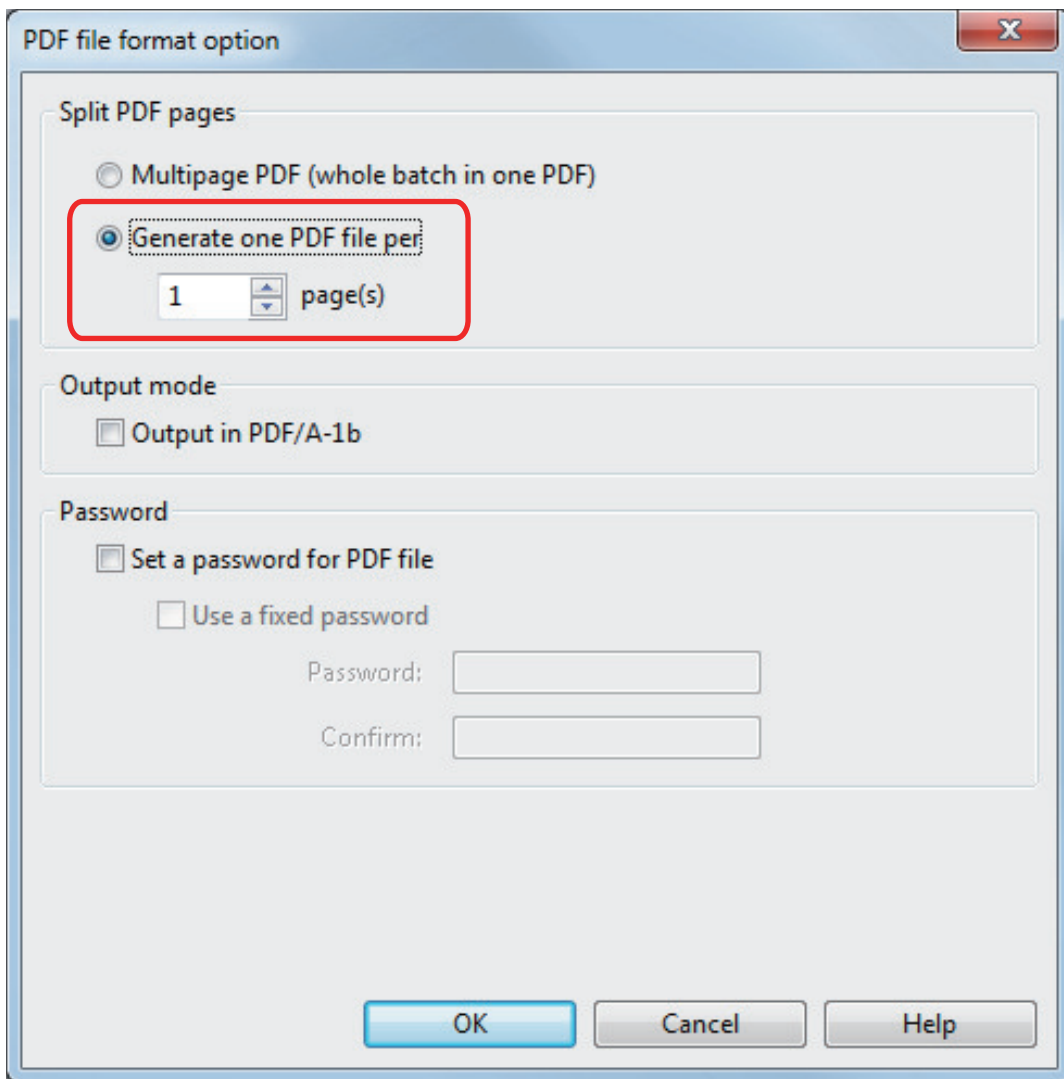
1. In the ScanSnap setup window, select the [File option] tab, and select [PDF (\*.pdf)] from the [File format] drop-down list. Then click the [Option] button.



⇒ The [PDF file format option] window appears.

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





#### HINT

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

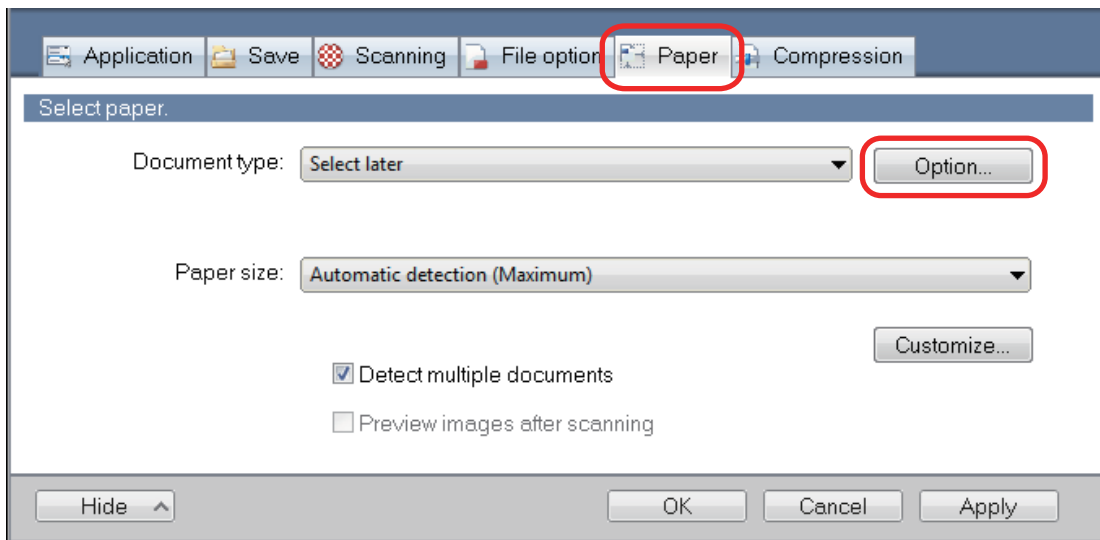
When you select the [Blank page removal] checkbox in the [Scanning] tab, the number of pages of the original document and the scanned image does not match because blank pages are deleted. Clear this checkbox when you want to keep the original page number order.

3. Click the [OK] button to close all the windows.

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

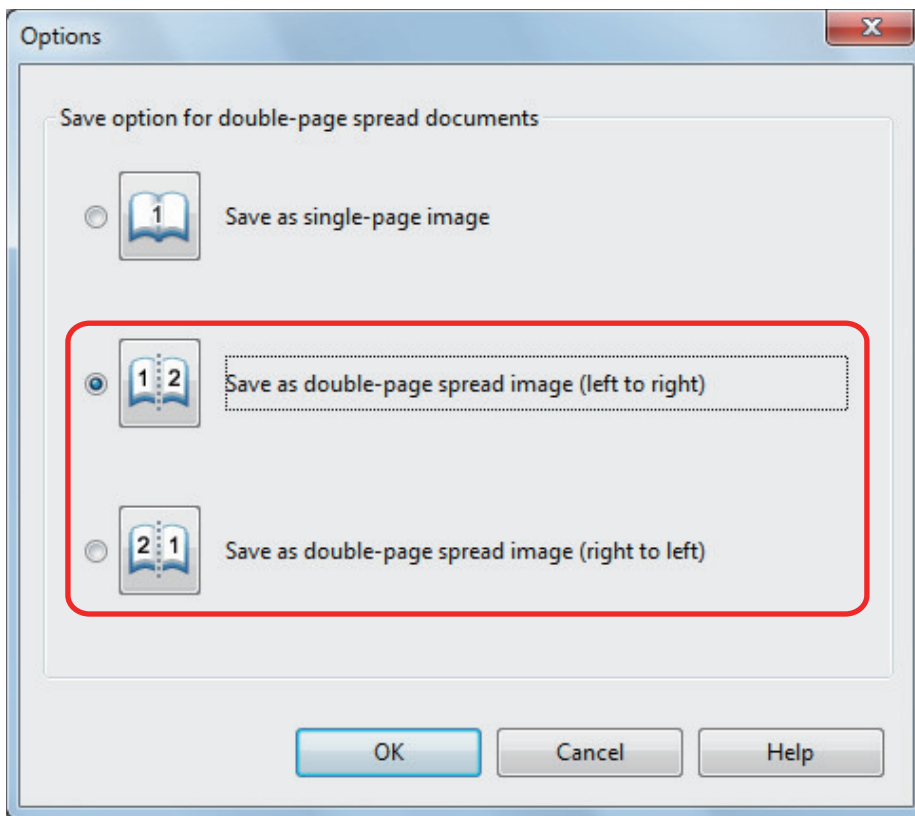
When a book is scanned, the double-page spread image can be split into two images, one on the left-side and one on the right-side.

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



⇒ The [Options] window appears.

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



3. Click the [OK] button to close all the windows.

# Creating Searchable PDF Files

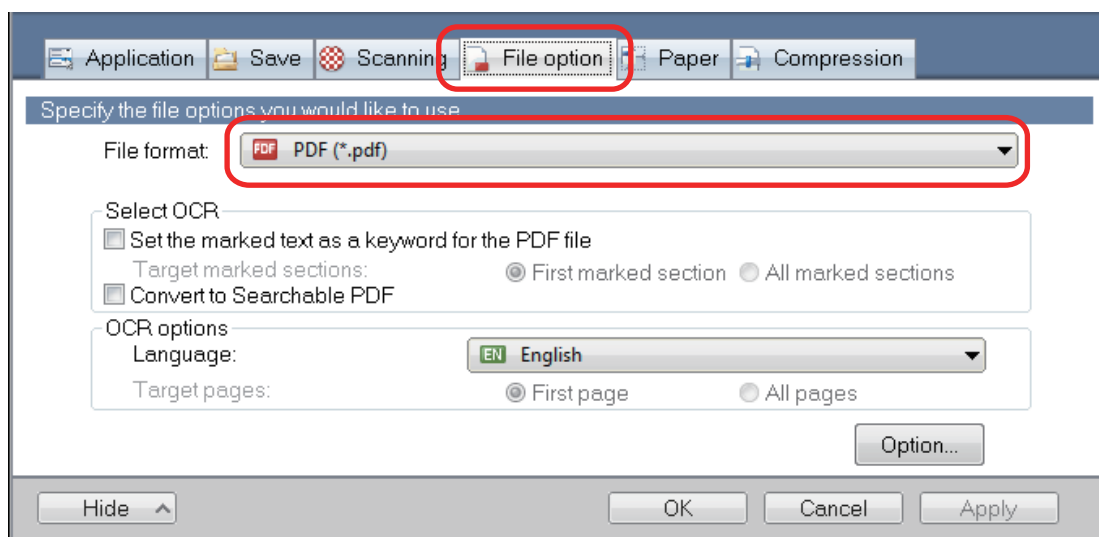
The ScanSnap is able to perform text recognition on a scanned image automatically and create a searchable PDF file.

## ATTENTION

This function is disabled when one of the following applications in the Quick Menu is selected.

- Save Business Cards
- Save Receipts
- Save Photos

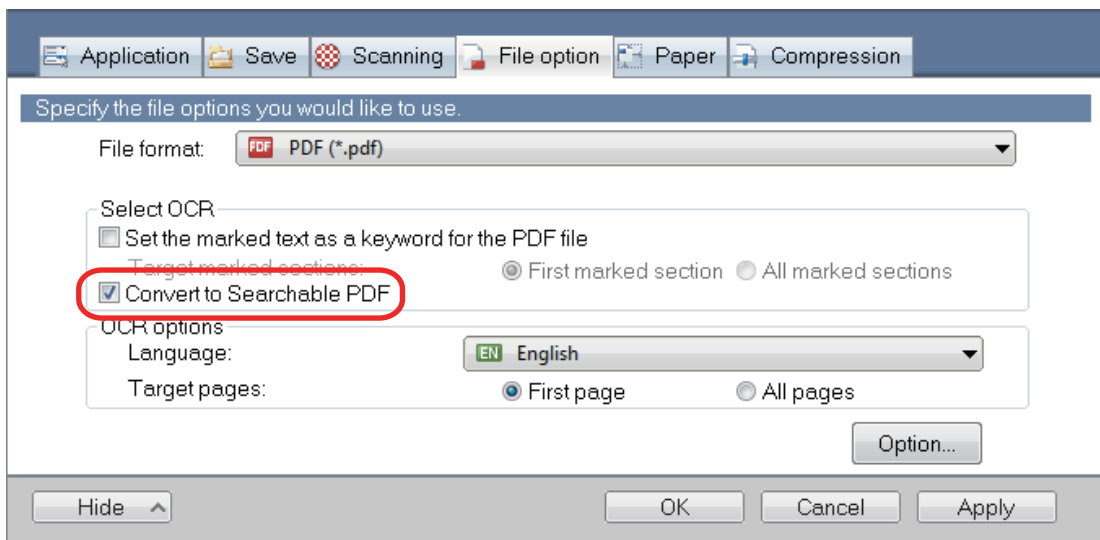
1. In the ScanSnap setup window, select [PDF (\*.pdf)] from the [File format] drop-down list in the [File option] tab.



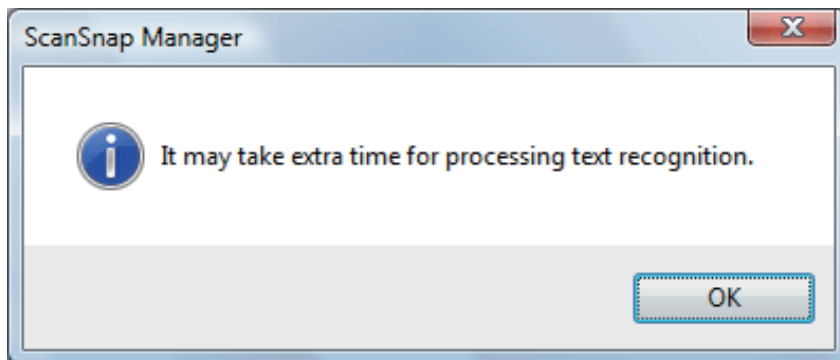
## HINT

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

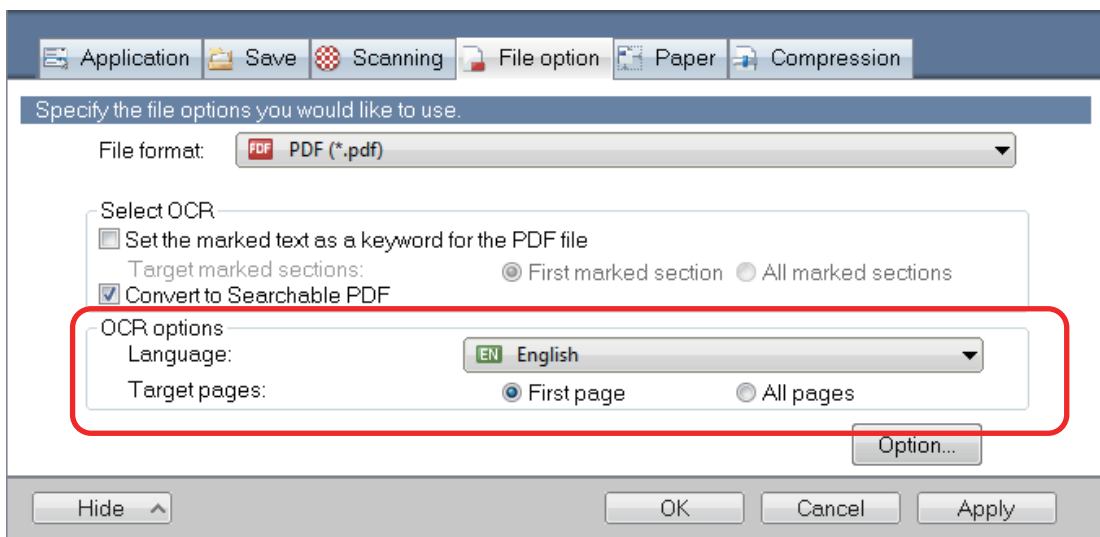
2. Select the [Convert to Searchable PDF] checkbox.



⇒ The following message appears.



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




5. Click the [OK] button to close all the windows.

**ATTENTION**

- Scanned images of the following types of documents (characters) may not be recognized correctly. In that case, better results in text recognition may be achieved by changing the setting for [Color mode] or specifying a higher resolution in [Image quality].
  - Documents including handwritten characters
  - Documents with small characters scanned at a low resolution
  - Skewed documents
  - Documents written in languages other than the specified language
  - Documents including texts written in italic characters
  - Documents containing characters with superscripts/subscripts and complicated mathematical expressions
  - Documents with characters on an unevenly colored background
    - Example: Shaded characters
  - Documents with many decorated characters
    - Example: Decorated characters (embossed/outlined)
  - Documents with characters on a patterned background
    - Example: Characters overlapping illustrations and diagrams
  - Documents with many characters contacting underlines or borders
  - Documents with both text and diagrams or tables
- When book image correction is performed on a scanned image, the text on the scanned image may not be recognized correctly. In that case, better results in text recognition may be achieved by changing the settings for the following:
  - Color mode
  - Image quality
- It may take extra time to perform text recognition on the following documents:
  - Documents with complex layouts
  - Documents with information other than text
    - Example: Text on a shaded background
- If bleed-through reduction is enabled, the recognition rate may be lower. In that case, disable it in the following procedure.



Right-click the ScanSnap Manager icon  in the notification area located at the far right of the task bar, and from the Right-Click Menu, click [Scan Button Settings] → [Scanning] tab → [Option] button to display the [Scanning mode option] window. Then, clear the [Scanning mode option] checkbox (for SV600, the [Reduce bleed-through] checkbox is located in the [Image quality] tab on the [Scanning mode option] window).

# Setting Keywords in PDF Files

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

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

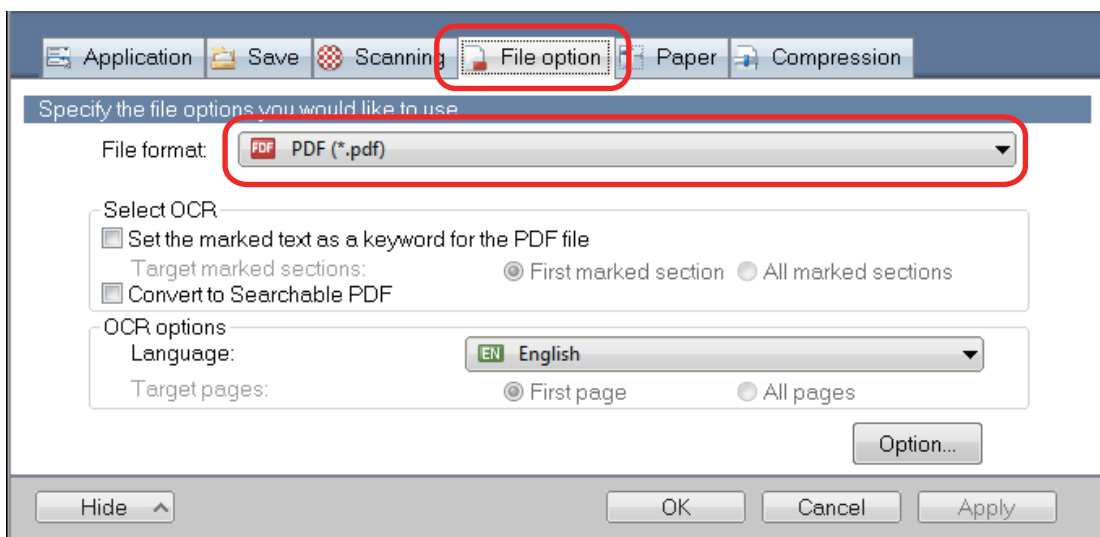
For details about marking a character string with a water-based highlight pen, refer to ["How to Mark Character Strings"](#) (page 111).

## ATTENTION

This function is disabled when one of the following applications in the Quick Menu is selected.

- Save Business Cards
- Save Receipts
- Save Photos

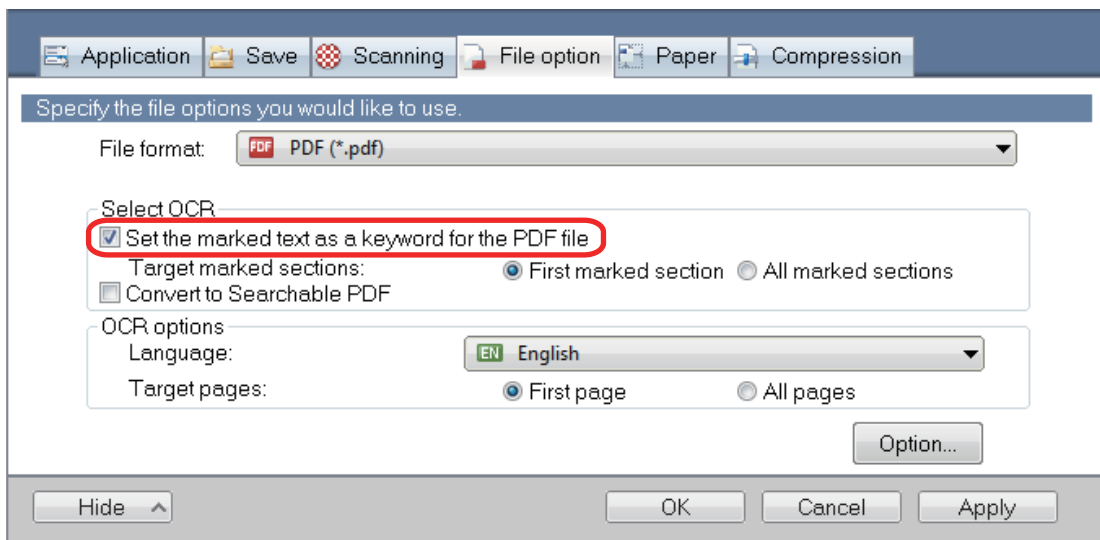
1. In the ScanSnap setup window, select [PDF (\*.pdf)] from the [File format] drop-down list in the [File option] tab.



## HINT

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

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



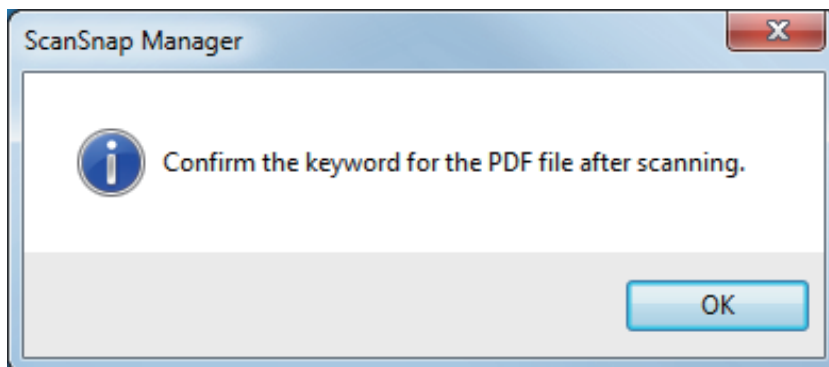
### ATTENTION

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

The following languages are supported:

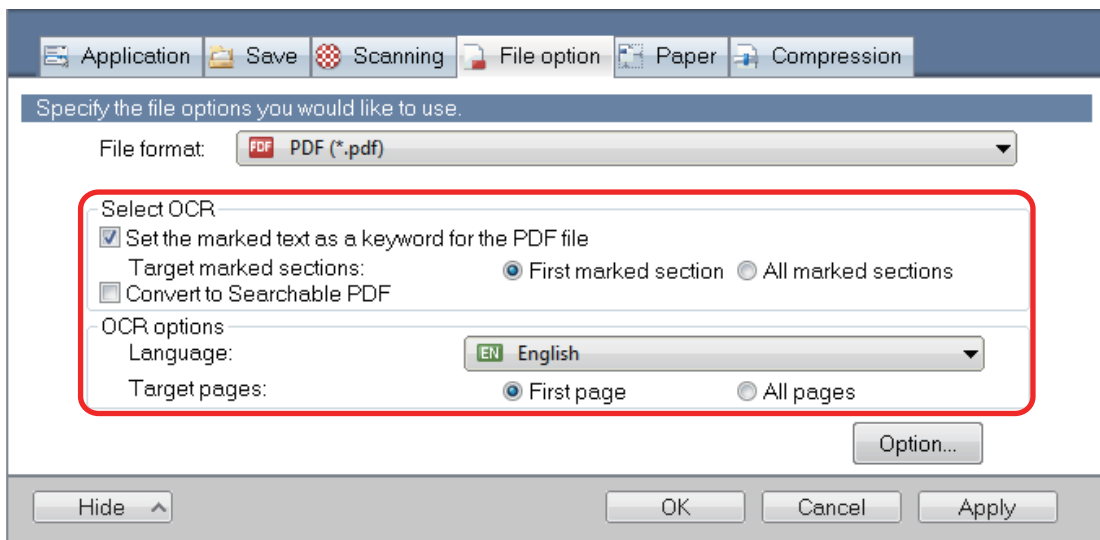
Japanese/English/French/German/Italian/Spanish/Chinese (simplified)/Chinese (traditional)/  
Korean/Russian/ Portuguese

⇒ The following message appears.



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





### ATTENTION

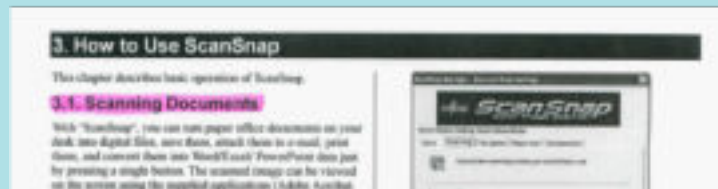
Select [All marked sections] when the text orientation of your document is vertical.

### HINT

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

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

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



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

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



## 5. Click the [OK] button to close the ScanSnap setup window.

### ATTENTION

- When you select the [Set the marked text as a keyword for the PDF file] checkbox, it may take extra time to process text recognition depending on your computer system environment.
- Scanned images of the following types of documents (characters) may not be recognized correctly. In that case, better results in text recognition may be achieved by specifying a higher resolution in [Image quality].

- Documents including handwritten characters
- Documents with small characters scanned at a low resolution
- Skewed documents
- Documents written in languages other than the specified language
- Documents including texts written in italic characters
- Documents containing characters with superscripts/subscripts and complicated mathematical expressions
- Documents with characters on an unevenly colored background

Example: Shaded characters

- Documents with many decorated characters

Example: Decorated characters (embossed/outlined)

- Documents with characters on a patterned background

Example: Characters overlapping illustrations and diagrams

- Documents with many characters contacting underlines or borders


- It may take extra time to perform text recognition on the following documents:

- Documents with complex layouts
- Documents with information other than text

Example: Text on a shaded background

- If bleed-through reduction is enabled, the recognition rate may be lowered as the marker may be erased or lightened. In that case, disable it in the following procedure.



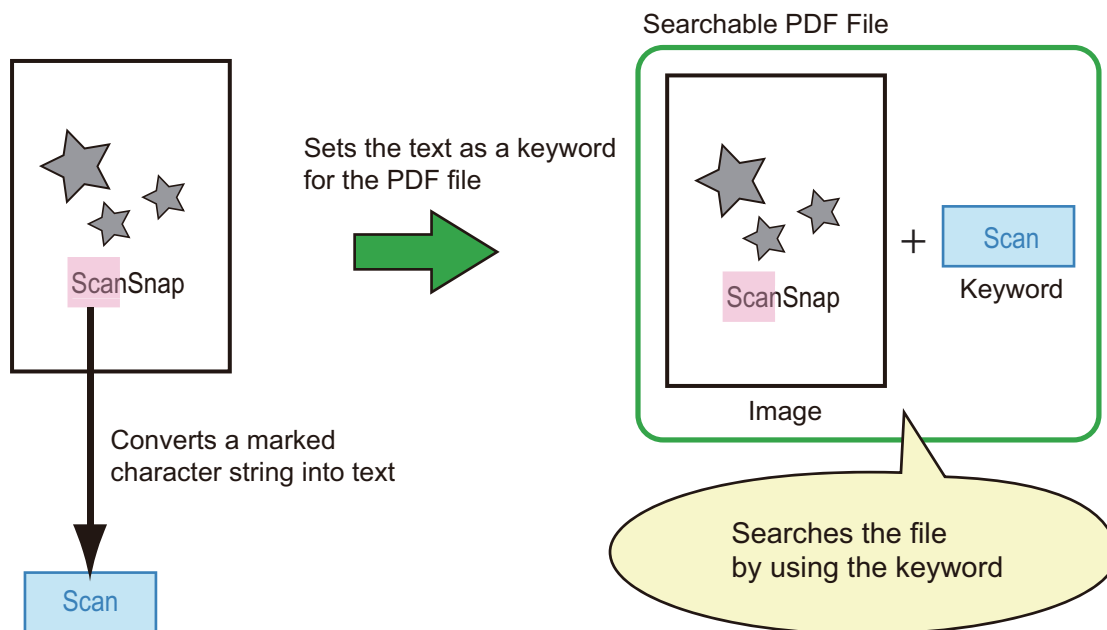
Right-click the ScanSnap Manager icon  in the notification area located at the far right of the task bar, and from the Right-Click Menu, click [Scan Button Settings] → [Scanning] tab → [Option] button to display the [Scanning mode option] window. Then, clear the [Scanning mode option] checkbox (for SV600, the [Reduce bleed-through] checkbox is located in the [Image quality] tab on the [Scanning mode option] window).

## HINT

- If the same character string is marked several times in the document, the same keyword is added multiple times in the PDF file.
- Total length of all the keywords can be up to 255 characters, including punctuation marks in between keywords.
- When you check keywords in Adobe Acrobat or Adobe Reader, the added keywords may be displayed with a set of quotation marks (for example, "ABC").
- When ScanSnap Manager is linked with ScanSnap Home, information about keywords is applied to [Memo] under [Document information] in the content data record view.

## How to Mark Character Strings

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



Mark black & white documents in the following way:

- Any regular highlight pen can be used.

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

Pink	Yellow	Blue	Green

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

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

- Do not mark more than ten sections per page.

**ATTENTION**

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



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

**HINT**

- Increase the resolution when you have trouble setting the keywords correctly.
- Keywords set for a PDF file can be checked in the ScanSnap Organizer Main Window (thumbnail view), or in [Document Properties] of Adobe Acrobat/Adobe Reader.

# Setting Passwords for PDF Files

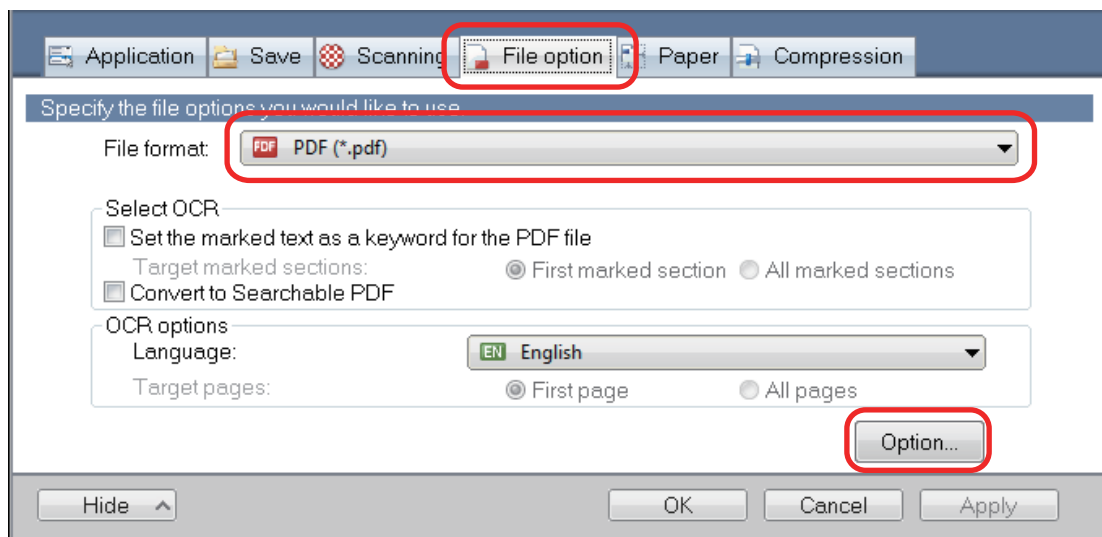
When saving image data as PDF files, you can set Document Open passwords for the PDF files.

Once you set a password for a PDF file, the password-protected PDF files cannot be opened by anyone except the person who knows the password. When scanning private or confidential documents, you can protect important information by setting a password for the saved data.

## ATTENTION

- If you use one of the following, you cannot set passwords to scanned documents.
  - Quick Menu
  - [Save Business Cards] in the scan settings
  - [Save Receipts] in the scan settings
- If a password is specified for a created PDF/A file, it does not conform to PDF/A-1b.
- When one of the following is selected from [Application] in the [Application] tab on the ScanSnap setup window and a password is specified for a PDF file, the book image correction cannot be performed from the selected application.
  - ScanSnap Organizer
  - Scan to Rack2-Filer Smart
  - Scan to Magic Desktop

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



⇒ The [PDF file format option] window appears.

2. Select the [Set a password for PDF file] checkbox.

PDF file format option

Split PDF pages

Multipage PDF (whole batch in one PDF)

Generate one PDF file per

1 page(s)

Output mode

Output in PDF/A-1b

Password

Set a password for PDF file

Use a fixed password

Password:

Confirm:

OK Cancel Help

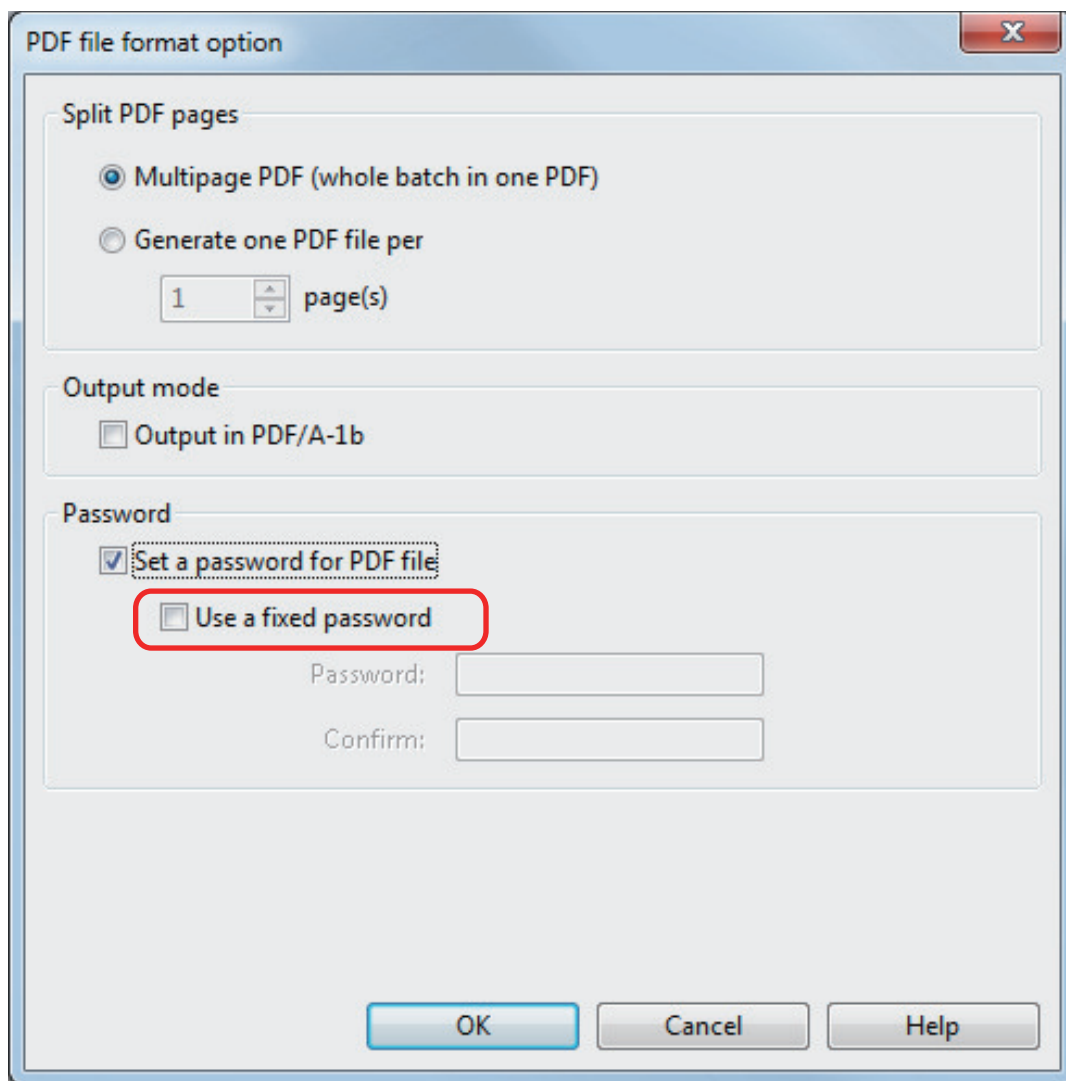
### HINT

When one of the following is selected from [Application] in the [Application] tab on the ScanSnap setup window and the [Set a password for PDF file] checkbox is selected, a message appears.

- ScanSnap Organizer
- Scan to Rack2-Filer Smart
- Scan to Magic Desktop

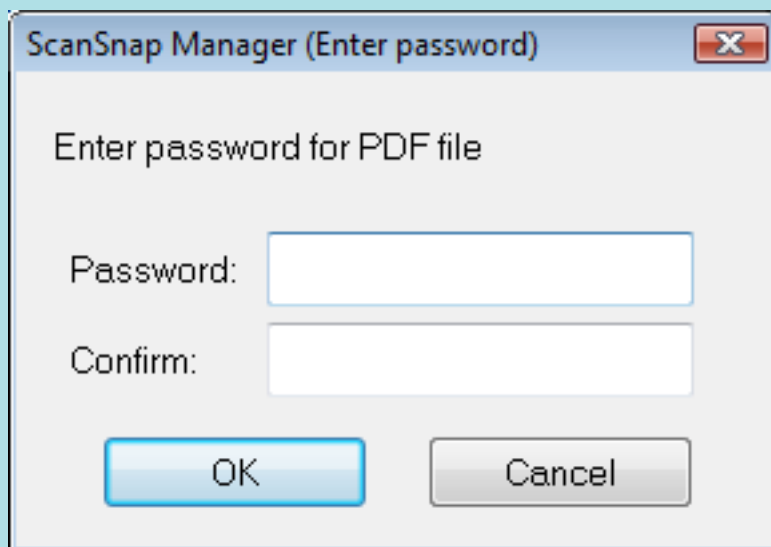
Read the message, and click the [OK] button to close the message.

- To set a different password per scan  
Clear the [Use a fixed password] checkbox.  
You can set a different password per scan.



#### HINT

After the settings have been done, the following window appears when you scan a document.



Type in the same password in the [Password] and [Confirm] fields, and then click the [OK] button.

If you click the [Cancel] button, the PDF file is saved without a password.

- To use a preset password
  1. Select the [Use a fixed password] checkbox.

The same password is set for all PDF files. You do not have to set a password every time a document is scanned.

PDF file format option

Split PDF pages

Multipage PDF (whole batch in one PDF)

Generate one PDF file per

1 page(s)

Output mode

Output in PDF/A-1b

Password

Set a password for PDF file

Use a fixed password

Password:

Confirm:

OK Cancel Help

2. Type in the same password in the [Password] and [Confirm] fields.



PDF file format option

Split PDF pages

Multipage PDF (whole batch in one PDF)

Generate one PDF file per

1 page(s)

Output mode

Output in PDF/A-1b

Password

Set a password for PDF file

Use a fixed password

Password:

Confirm:

OK Cancel Help

**3. Click the [OK] button to close all the windows.**

**ATTENTION**

It is not possible to open a PDF file if you forget the password.

**HINT**

The following characters can be used to set passwords:

- Max. characters: Up to 16 characters
- Alphanumeric characters: A to Z, a to z, 0 to 9
- Symbols: ! " # \$ % & ' ( ) \* + , - . / : ; < = > ? @ [ \ ] ^ \_ ` { | } ~

## Creating PDF/A Files

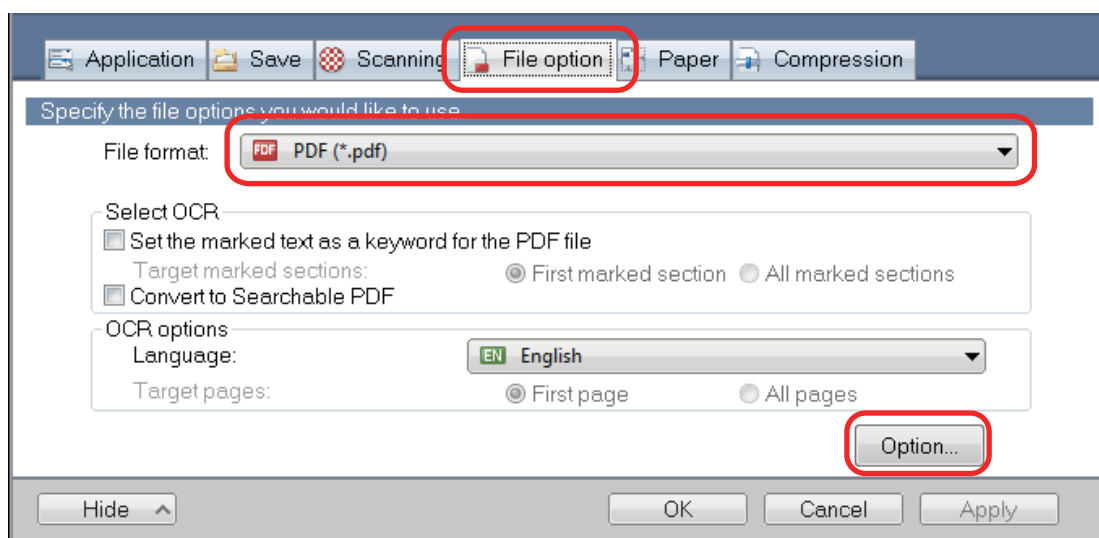
PDF/A files that conform to PDF/A-1b can be created.

PDF/A is a file format that is used for long-term storage and management of electronic documents. This is a suitable file format when you need to convert documents into image data and store them for a long time. PDF/A-1b is one of the compliance levels for PDF/A.

### ATTENTION

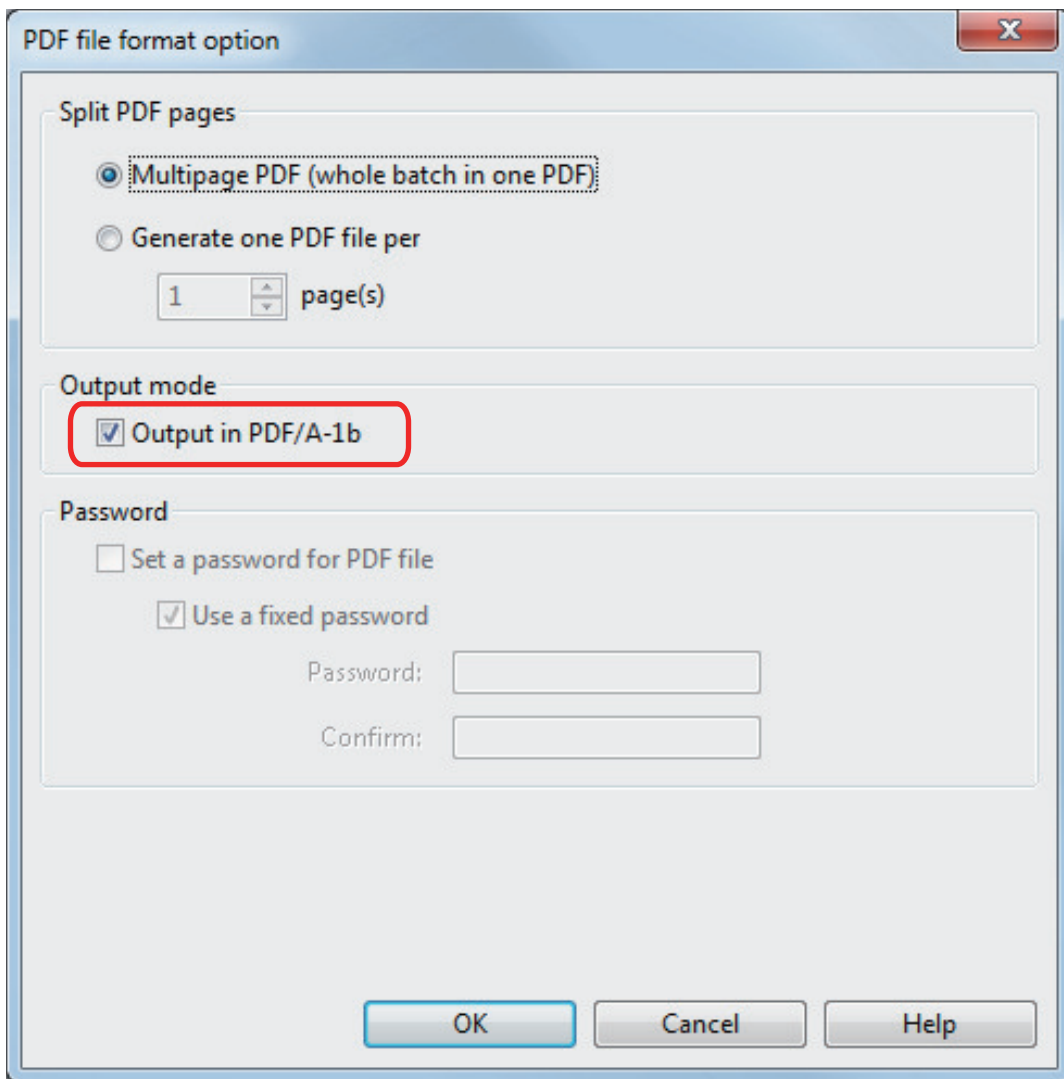
- If you edit a created PDF/A file, it may no longer conform to PDF/A-1b.
- Passwords cannot be specified for PDF/A files.

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

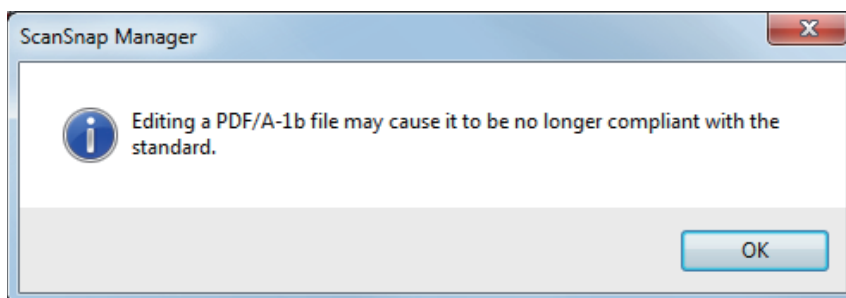


⇒ The [PDF file format option] window appears.

2. Select the [Output in PDF/A-1b] checkbox.



⇒ The following message appears.



**3.** Click the [OK] button to close all the windows.

## Starting Scanning Automatically (SV600)

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

- Page turning detection

The ScanSnap automatically detects page turning and starts continuous scanning.

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

### ATTENTION

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

### HINT

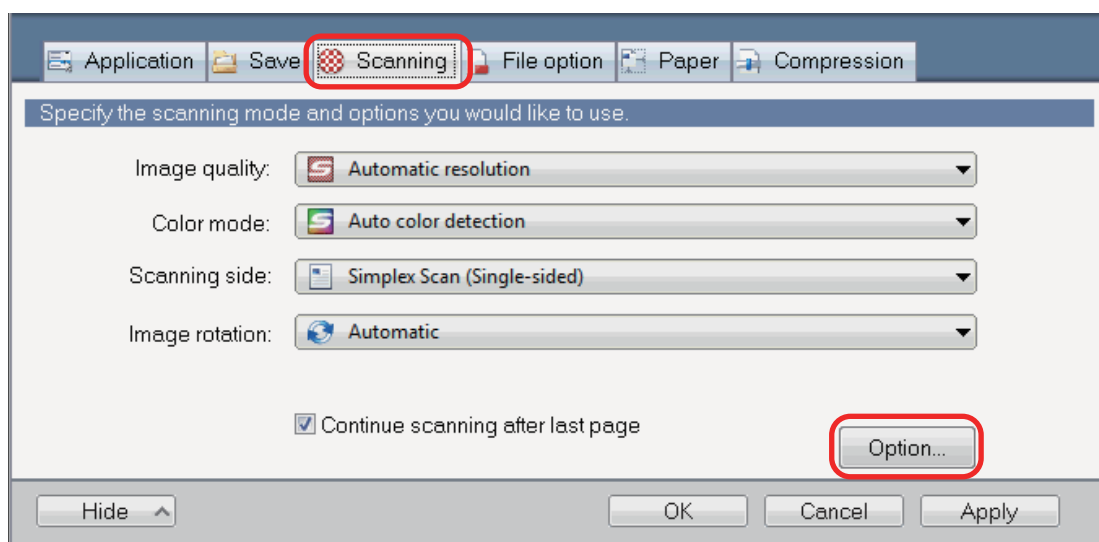
The page turning detection can also be enabled by pressing the [Scan] button on the ScanSnap for two seconds or longer before scanning a document. In this case, when one scanning operation is finished, the page turning detection returns to disabled.

- Timed mode

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

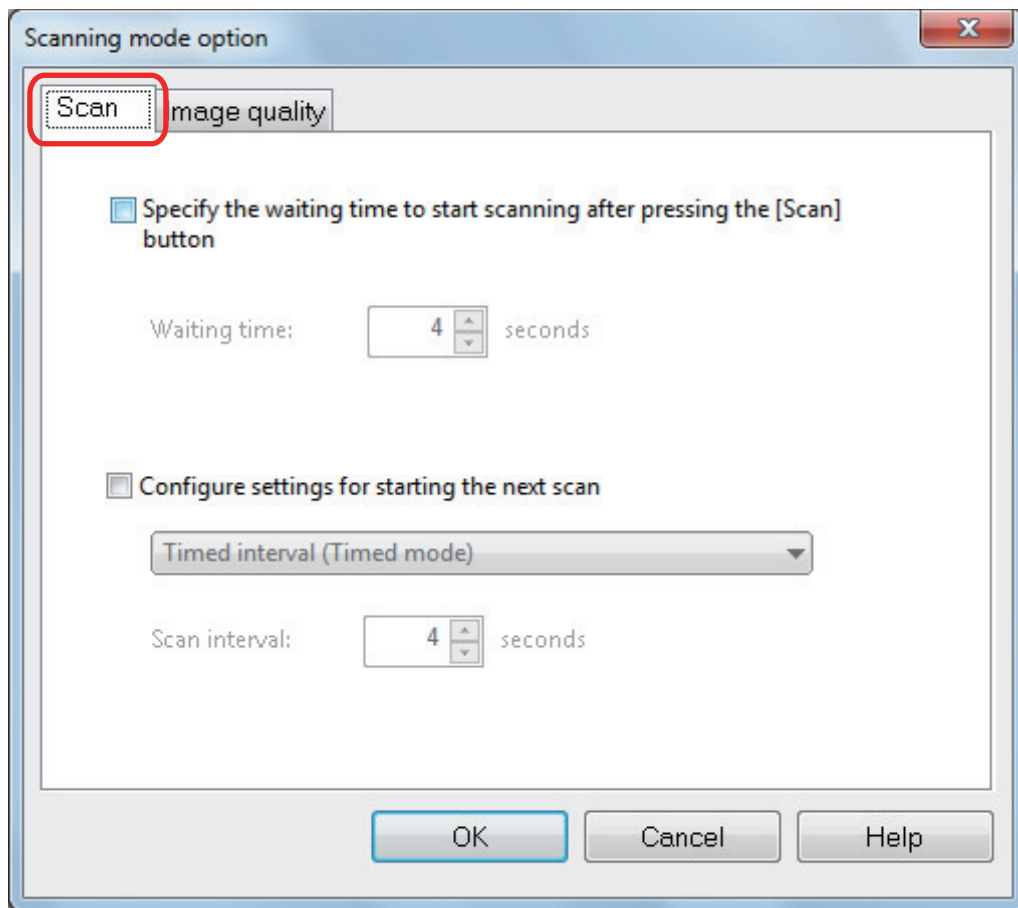
This is useful for scanning various forms of documents continuously.

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



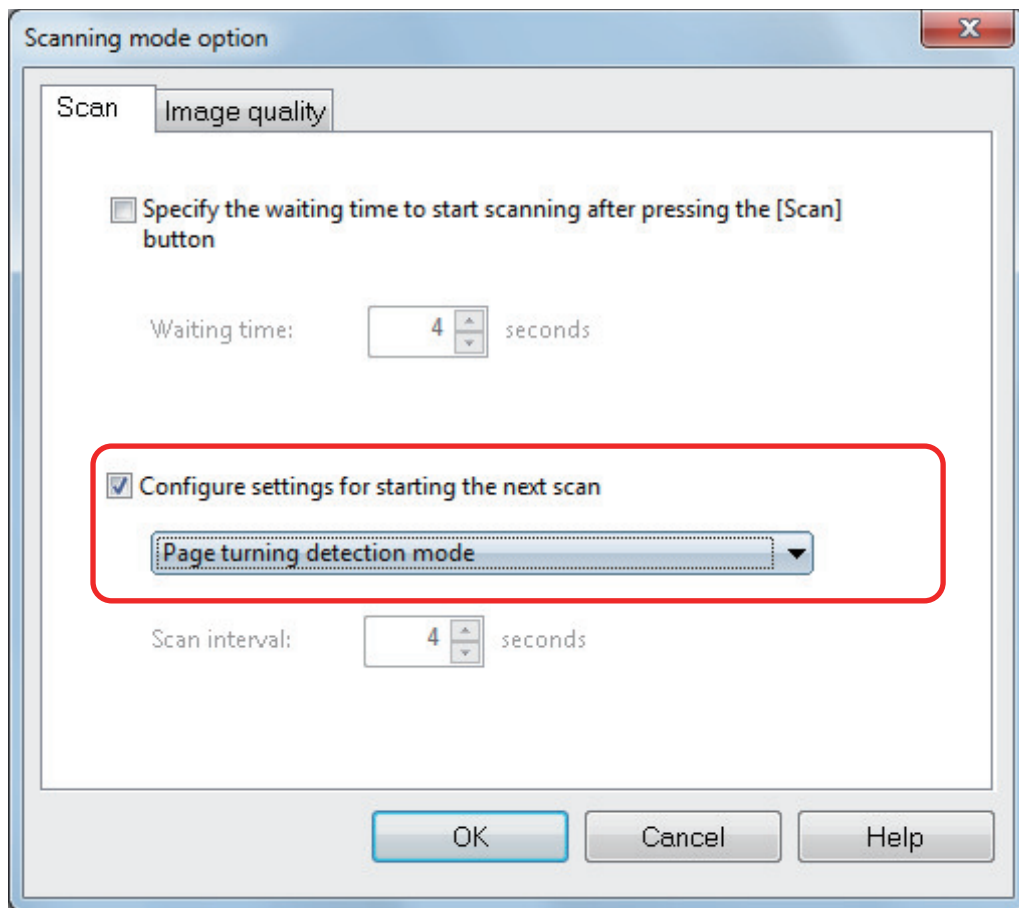
⇒ The [Scanning mode option] window appears.

2. Click the [Scan] tab.

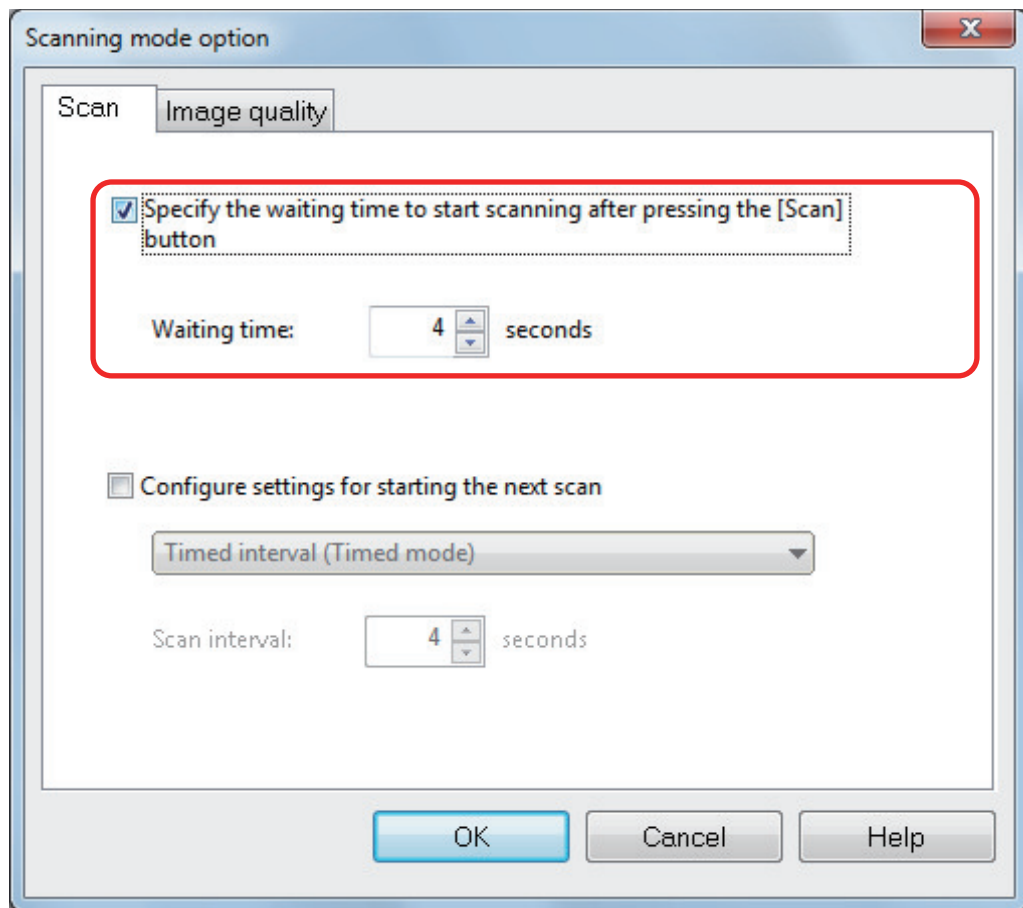


- Setting the page turning detection

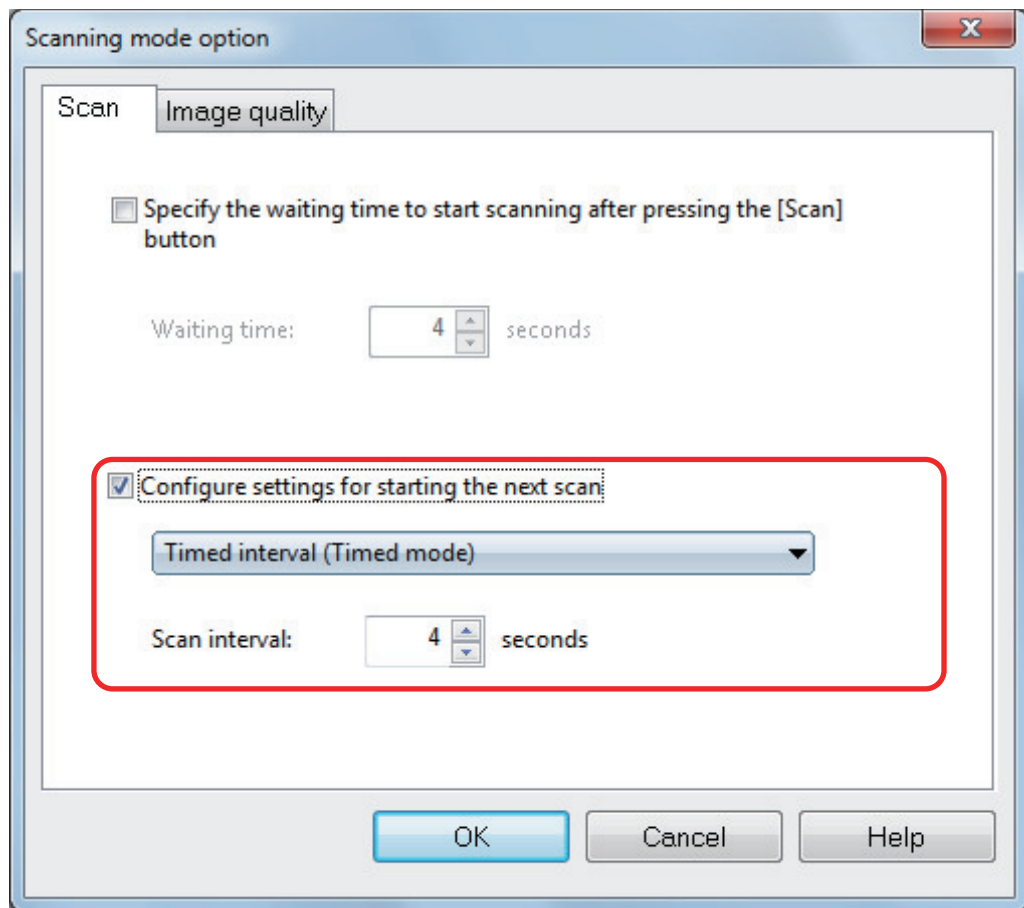
Select the [Configure settings for starting the next scan] checkbox and then [Page turning detection mode].



- Setting timed mode
  - To set the time before the ScanSnap starts to scan a document:  
Select the [Specify the waiting time to start scanning after pressing the [Scan] button] checkbox, and then specify [Waiting time].



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



3. Click the [OK] button to close all the windows.




# Setting ScanSnap Manager

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

- ["How to Configure Scan Settings" \(page 126\)](#)
- ["Quick Menu Settings" \(page 128\)](#)
- ["Changing the Settings of Linked Applications" \(page 134\)](#)
- ["Managing Linked Applications" \(page 135\)](#)
- ["Managing Custom Paper Sizes" \(page 143\)](#)
- ["Automatic Linkage with Applications" \(page 149\)](#)
- ["When Two ScanSnaps Are Connected to a Computer \(SV600\)" \(page 153\)](#)
- ["Connecting the ScanSnap to a Wireless LAN \(iX1500/iX500/iX100\)" \(page 155\)](#)

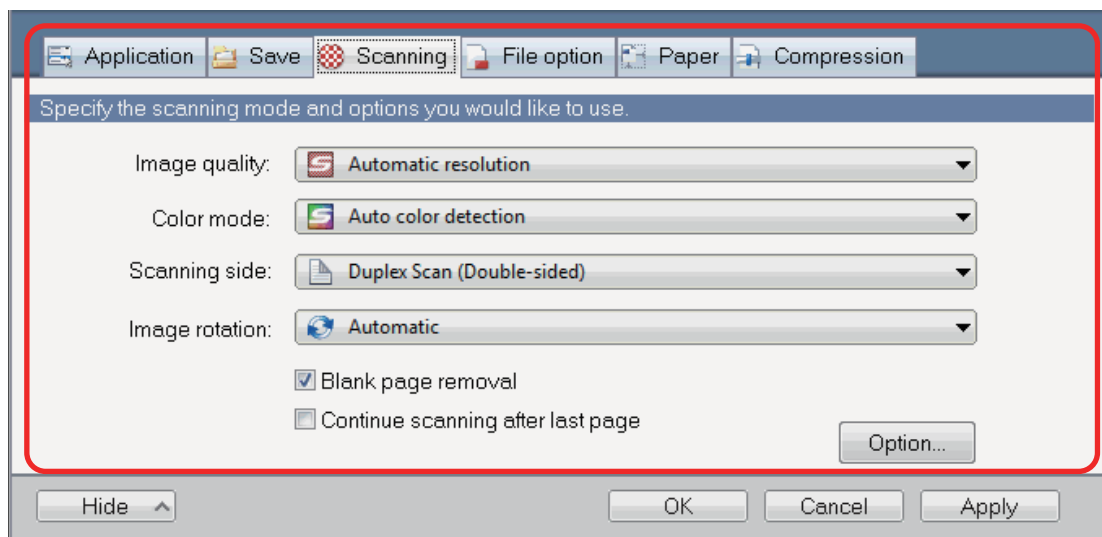
# How to Configure Scan Settings

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

**1. Right-click the ScanSnap Manager icon  in the notification area located at the far right of the task bar, and from the Right-Click Menu, select one of the following to display the ScanSnap setup window.**

- Scanning using the Quick Menu or profile:  
Select [Scan Button Settings].
  - Scanning using ScanSnap Folder:  
Select [ScanSnap Folder Settings].
- ⇒ The ScanSnap setup window appears.

**2. Configure the scan settings in each tab.**



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

**3. Click the [OK] or [Apply] button.**

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

## HINT


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

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

**HINT**

- When you connect SV600 and another ScanSnap to a computer, you can change the settings for each ScanSnap. For details, refer to "[When Two ScanSnaps Are Connected to a Computer \(SV600\)](#)" (page 153).
- You can also open the ScanSnap setup window by the following ways. If the "ScanSnap Folder" folder is opened, the ScanSnap setup window for ScanSnap Folder appears.



- Double-click the ScanSnap Manager icon.
- Press [Ctrl], [Shift], and [Space] keys simultaneously.
- Select from the [Start] menu.
  - Windows 10  
Select [Start] menu → [ScanSnap Manager] → [ScanSnap Manager settings].
  - Windows 8.1  
Click  on the lower left side of the Start screen, and select [ScanSnap Manager] → [ScanSnap Manager settings] on the All apps screen.
  - Windows 7  
Select [Start] menu → [All Programs] → [ScanSnap Manager] → [ScanSnap Manager settings].

# Quick Menu Settings

The following settings can be configured in the Quick Menu:

- ["Changing Display Mode" \(page 129\)](#)
- ["Changing Display Order" \(page 130\)](#)
- ["Adding Applications to Favorites" \(page 133\)](#)

## Changing Display Mode

The following two modes are available in the Quick Menu:

### **[Favorites] mode**

Shows the applications specified as favorites.

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

For details about specifying favorites, refer to "[Adding Applications to Favorites](#)" (page 133).

### **[All Applications] mode**

Shows all applications available in the Quick Menu.

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

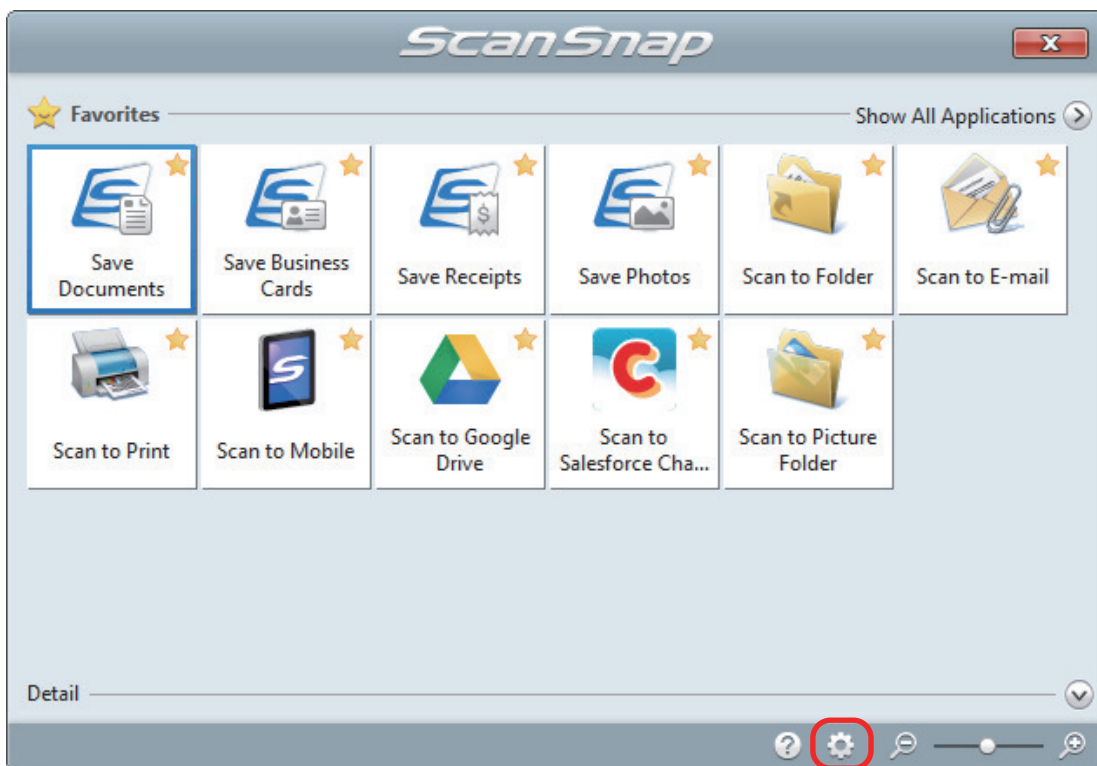
To switch the display mode, click [Show All Applications] or [Show Favorites] in the Quick Menu.

## Changing Display Order

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

The procedure is as follows.

1. Click  in the Quick Menu.



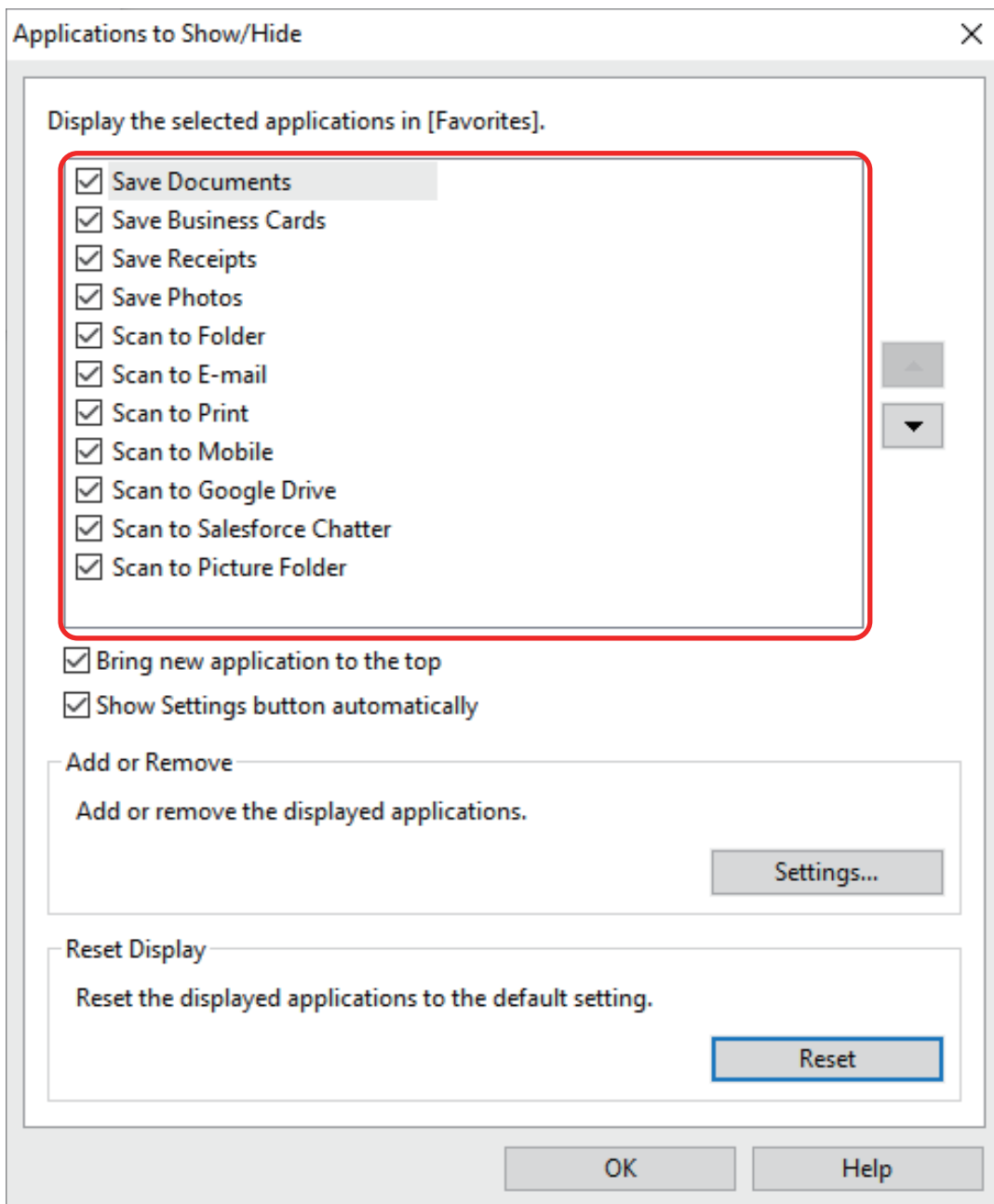
⇒ The [Applications to Show/Hide] window appears.

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

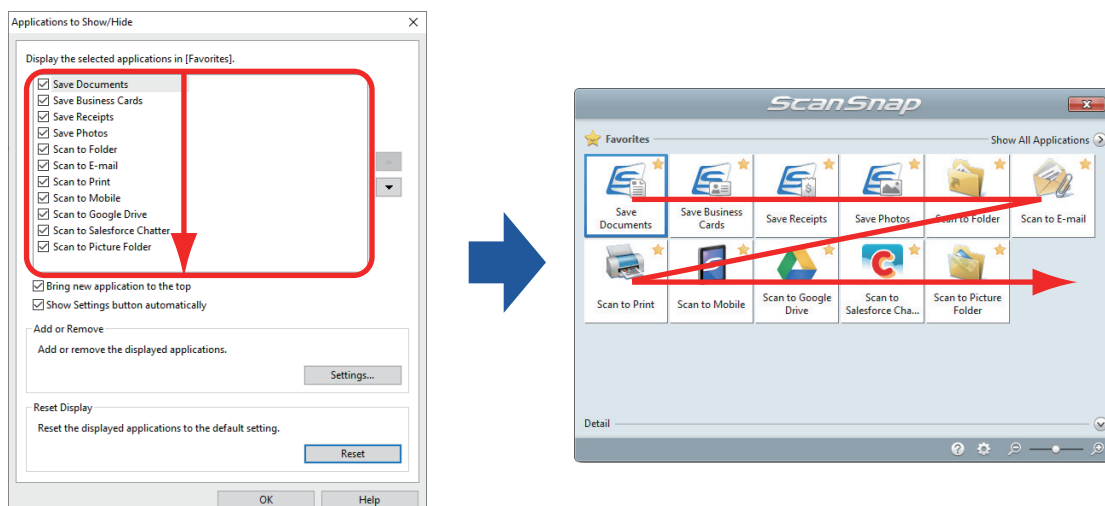
Applications are displayed in the Quick Menu in the same order as they are listed in the [Applications to Show/Hide] window.

You can change the display order of an application by selecting the application and clicking

either  or .



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



**3. Click the [OK] button to close the [Applications to Show/Hide] window.**

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



## Adding Applications to Favorites

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

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

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

**2. Right-click an application that you want to set as a favorite and click [Add to Favorites] in the displayed menu.**

⇒ The application is set as a favorite.

[Add to Favorites] is selected in the displayed menu and a star is displayed on the upper right of the application icon.

### HINT

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

# Changing the Settings of Linked Applications


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

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

## To change the settings using the Quick Menu

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



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

## To change the settings in the ScanSnap setup window

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

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

# Managing Linked Applications


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

- ["Adding Applications" \(page 136\)](#)
- ["Changing Application Settings" \(page 140\)](#)
- ["Deleting Applications" \(page 142\)](#)

## Adding Applications

This section explains how to add an application.

Up to any 10 applications can be added.

- 1. Right-click the ScanSnap Manager icon  in the notification area located at the far right of the task bar, and from the Right-Click Menu, select [Scan Button Settings].**

⇒ The ScanSnap setup window appears.

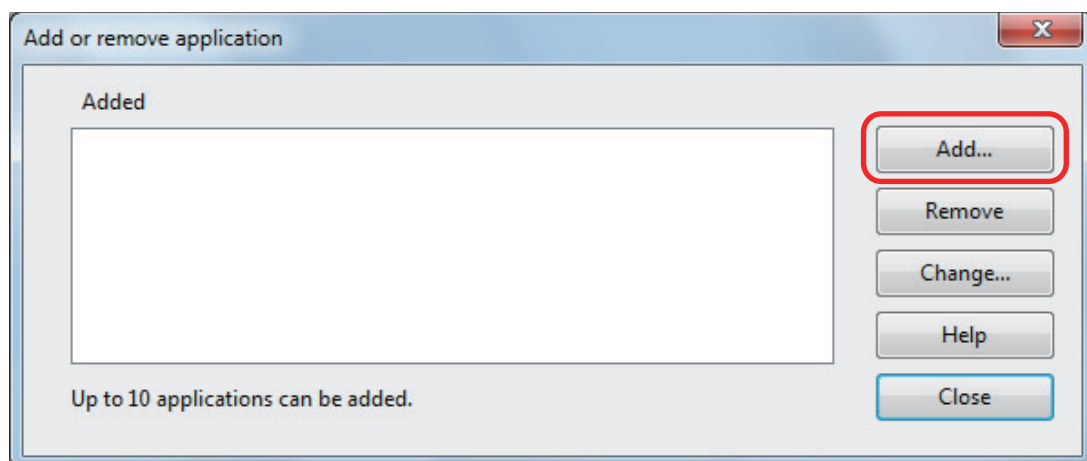
- 2. In the [Application] tab, click the [Application Settings] button.**

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

- 3. Click the [Settings] button.**

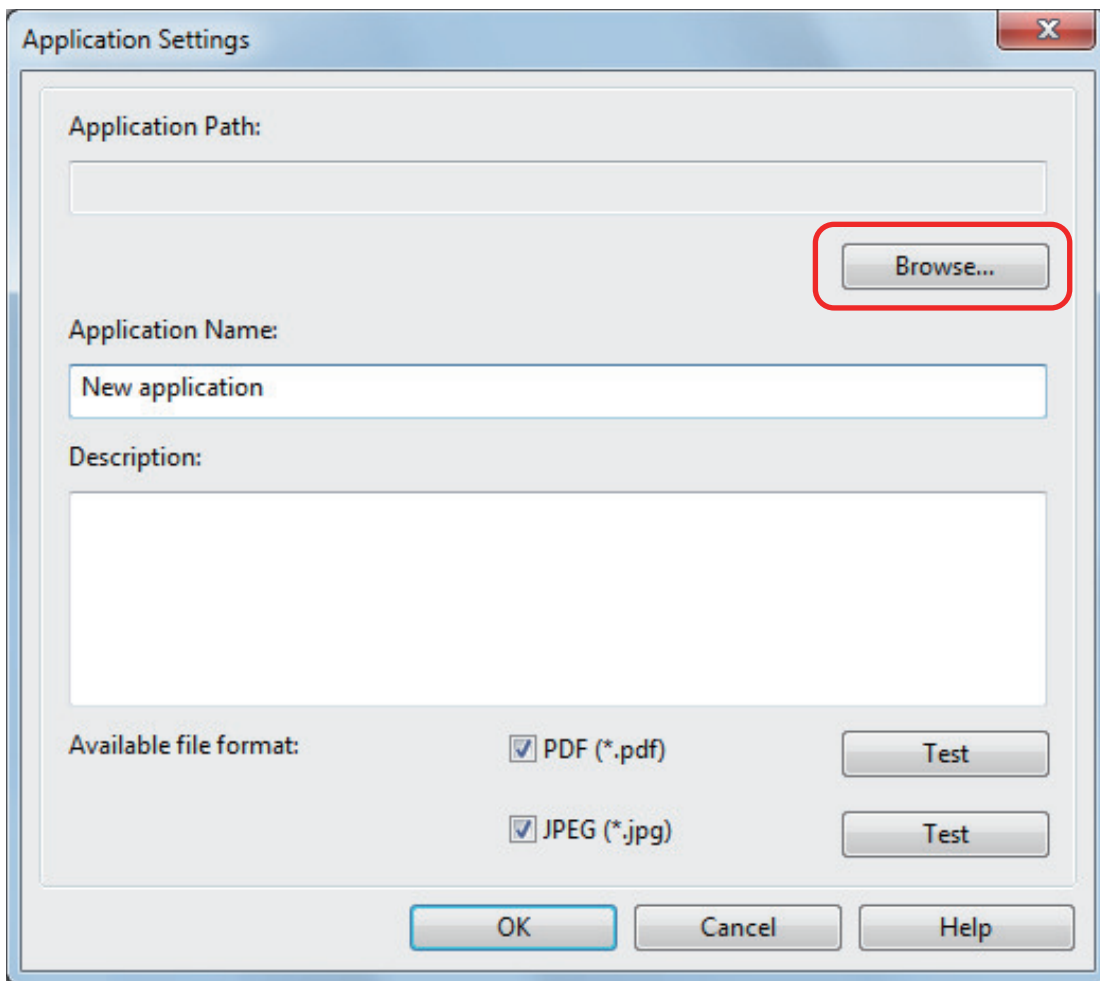
⇒ The [Add or remove application] window appears.

- 4. Click the [Add] button.**



⇒ The [Application Settings] window appears.

- 5. Click the [Browse] button.**



⇒ The [Select application] window appears.

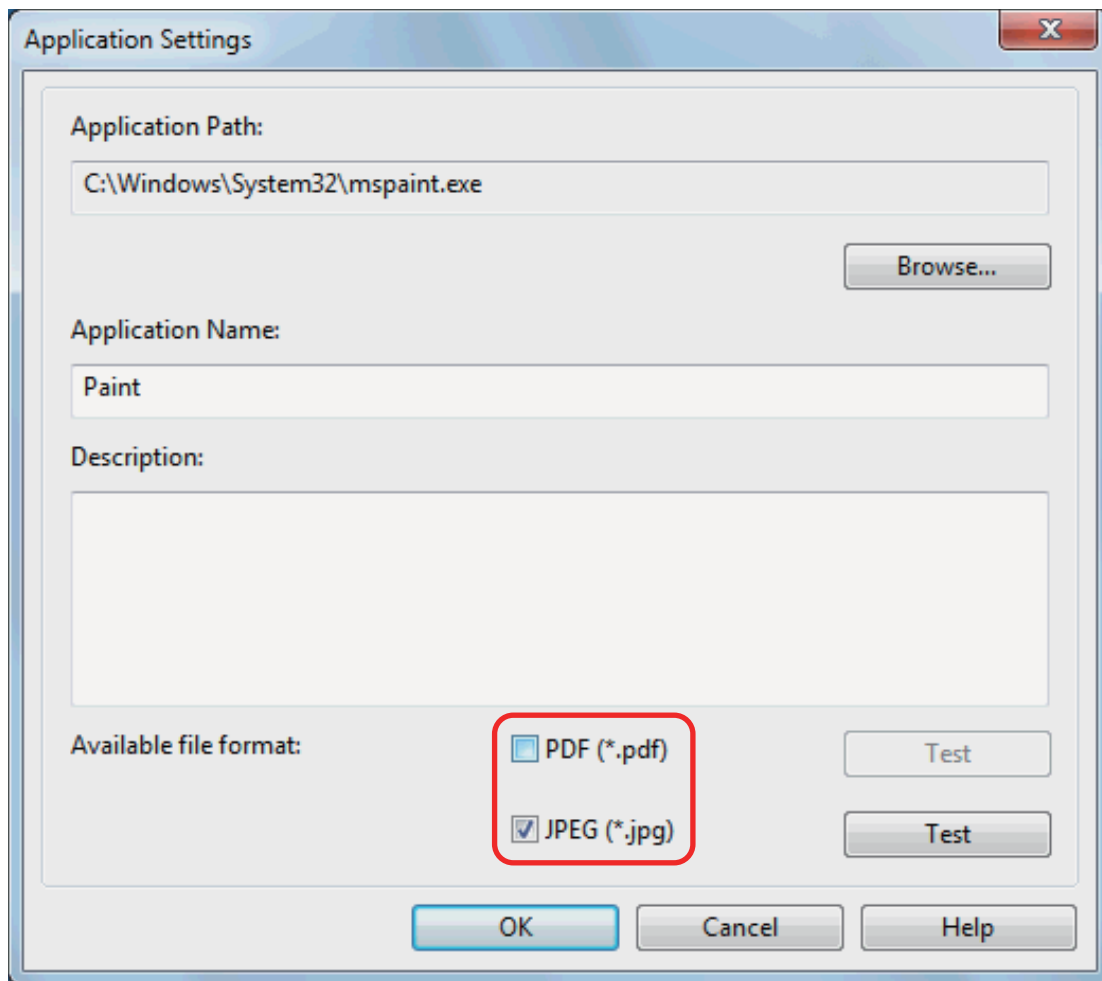
**6. Select an application to be added, and click the [Open] button.**

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

**7. Enter the following items:**

- Application Name
- Description

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



#### HINT

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

The procedure is as follows.

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

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

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


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

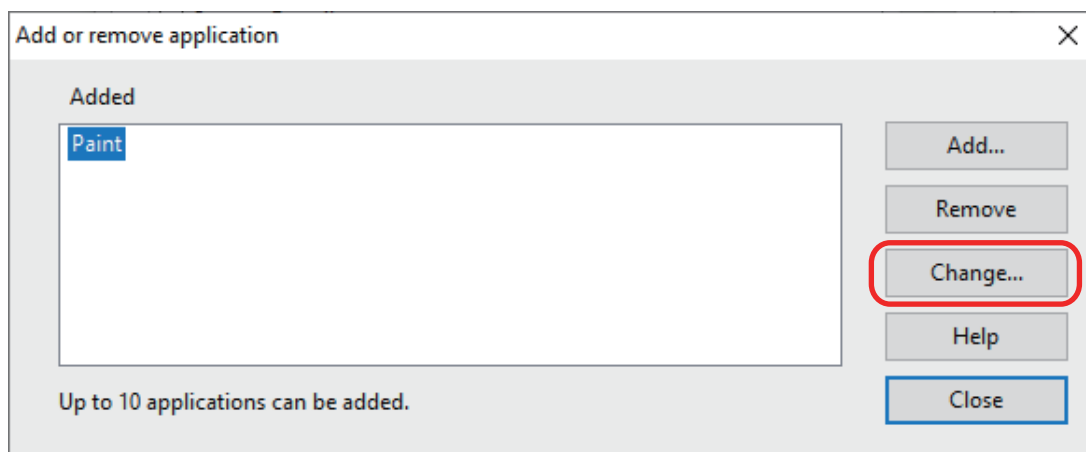
⇒ The application name is added to [Application].

**HINT**

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

## Changing Application Settings

- 1. Right-click the ScanSnap Manager icon  in the notification area located at the far right of the task bar, and from the Right-Click Menu, select [Scan Button Settings].**  
⇒ The ScanSnap setup window appears.
- 2. In the [Application] tab, click the [Application Settings] button.**  
⇒ The [Applications to Show/Hide] window appears.
- 3. Click the [Settings] button.**  
⇒ The [Add or remove application] window appears.
- 4. Select an application for which you want to change the settings, and click the [Change] button.**



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




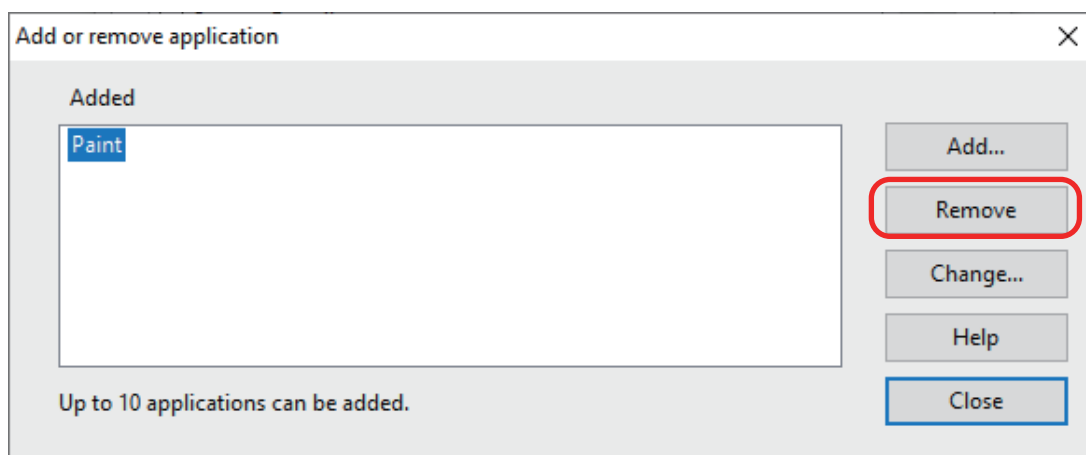
**HINT**

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

## Deleting Applications

This section explains how to delete an application.

- 1. Right-click the ScanSnap Manager icon  in the notification area located at the far right of the task bar, and from the Right-Click Menu, select [Scan Button Settings].**  
⇒ The ScanSnap setup window appears.
- 2. In the [Application] tab, click the [Application Settings] button.**  
⇒ The [Applications to Show/Hide] window appears.
- 3. Click the [Settings] button.**  
⇒ The [Add or remove application] window appears.
- 4. Select an application to be deleted, and click the [Remove] button.**



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

### HINT

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

# Managing Custom Paper Sizes

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


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

- ["Adding Paper Sizes" \(page 144\)](#)
- ["Changing Paper Size Settings" \(page 146\)](#)
- ["Deleting Paper Sizes" \(page 148\)](#)

## Adding Paper Sizes

This section explains how to add a custom paper size.

Up to 10 custom paper sizes can be added.

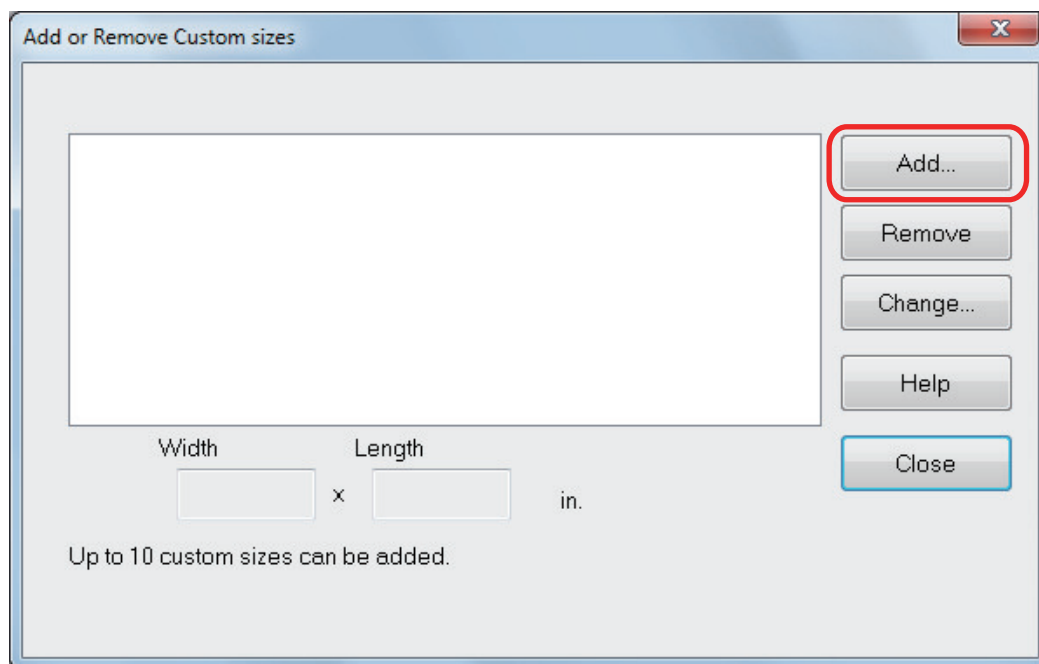
- 1. Right-click the ScanSnap Manager icon  in the notification area located at the far right of the task bar, and from the Right-Click Menu, select [Scan Button Settings].**

⇒ The ScanSnap setup window appears.

- 2. In the ScanSnap setup window, select the [Paper] tab, and click the [Customize] button.**

⇒ The [Add or Remove Custom sizes] window appears.

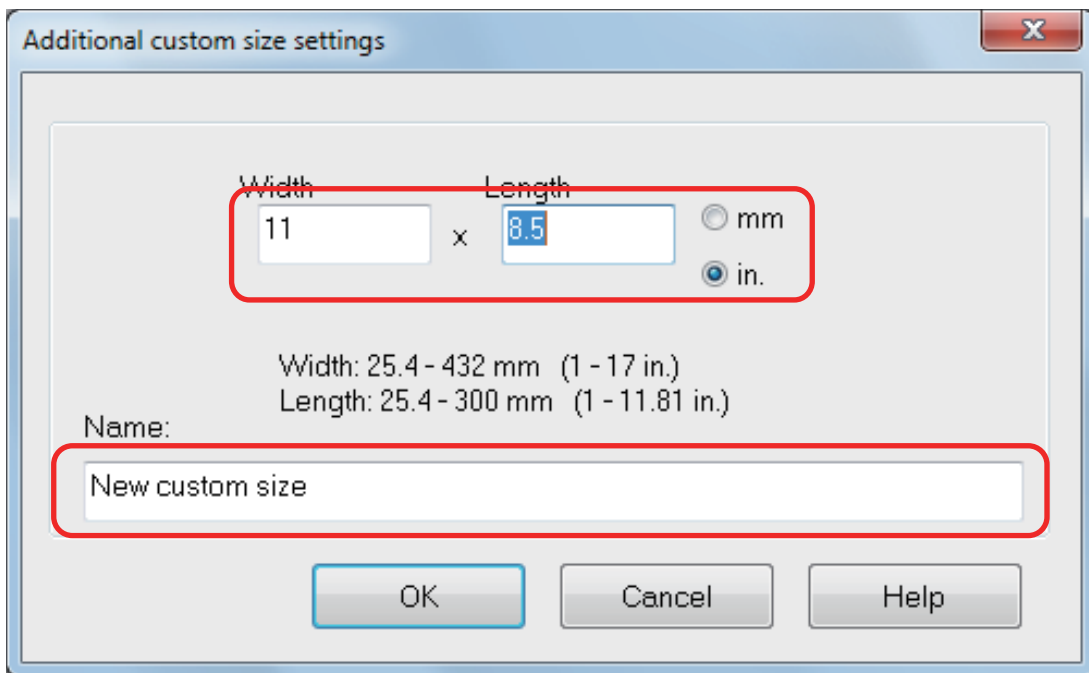
- 3. Click the [Add] button.**



⇒ The [Additional custom size settings] window appears.

- 4. Enter the following items:**

- Width
- Length
- Name



**5. Click the [OK] button.**


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

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

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

## Changing Paper Size Settings

This section explains how to change custom paper size settings.

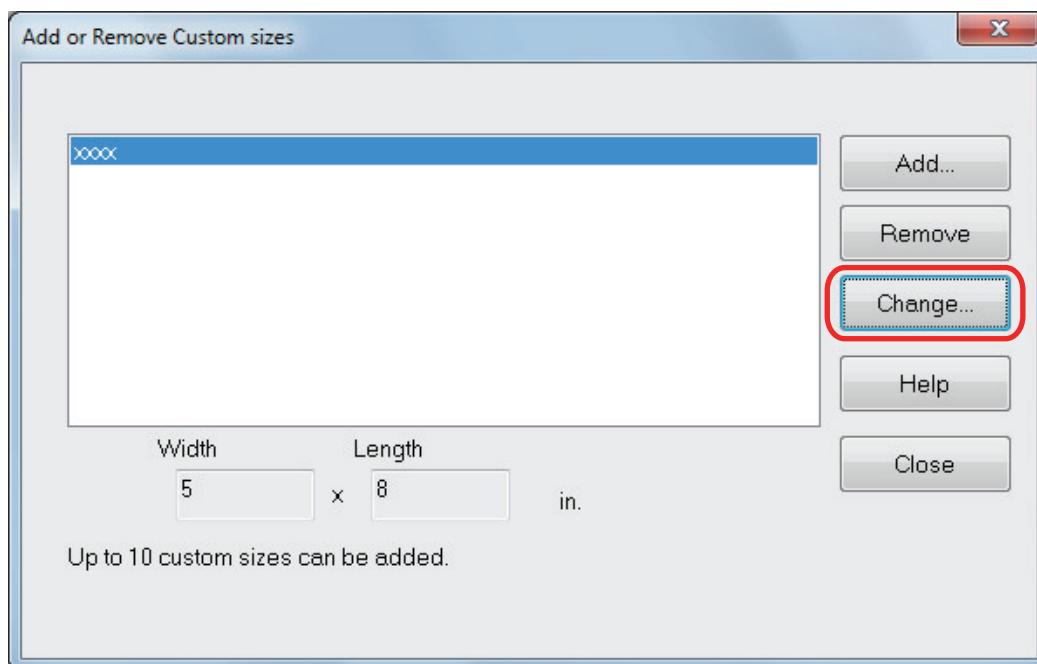
1. **Right-click the ScanSnap Manager icon  in the notification area located at the far right of the task bar, and from the Right-Click Menu, select [Scan Button Settings].**

⇒ The ScanSnap setup window appears.

2. **In the ScanSnap setup window, select the [Paper] tab, and click the [Customize] button.**

⇒ The [Add or Remove Custom sizes] window appears.

3. **Click the [Change] button.**



⇒ The [Additional custom size settings] window appears.

4. **Make necessary changes to the following items:**

- Width
- Length
- Name

Additional custom size settings

Width: 5 x Length: 8

mm  
 in.

Width: 25.4 - 432 mm (1 - 17 in.)  
Length: 25.4 - 300 mm (1 - 11.81 in.)

Name: xxxx

OK Cancel Help


**5. Click the [OK] button.**

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

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

## Deleting Paper Sizes

This section explains how to delete a custom paper size.

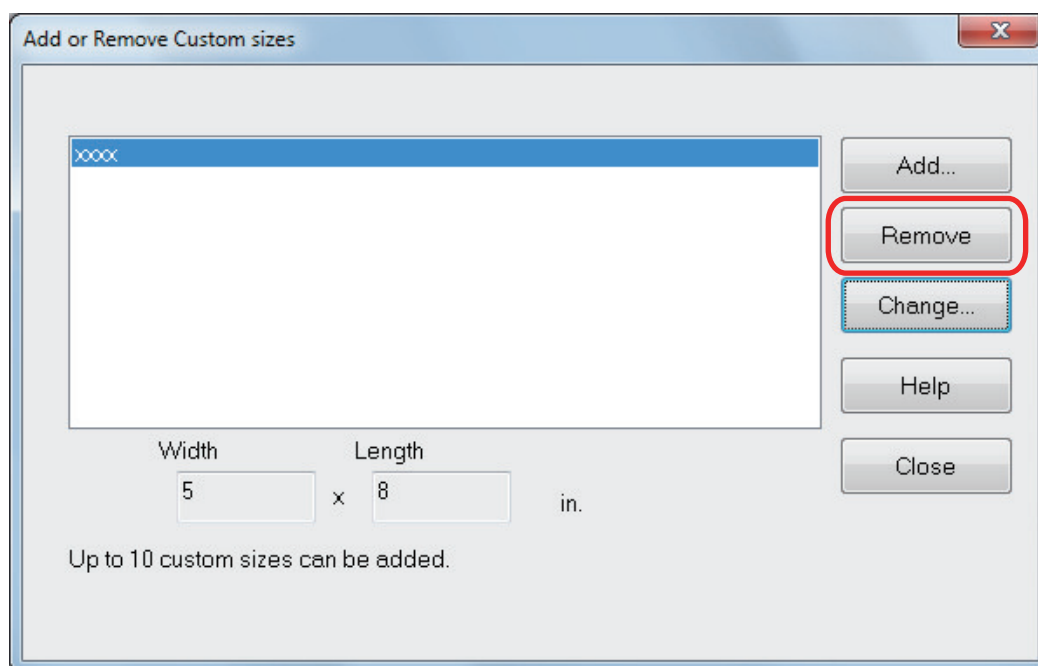
1. **Right-click the ScanSnap Manager icon  in the notification area located at the far right of the task bar, and from the Right-Click Menu, select [Scan Button Settings].**

⇒ The ScanSnap setup window appears.

2. **In the ScanSnap setup window, select the [Paper] tab, and click the [Customize] button.**

⇒ The [Add or Remove Custom sizes] window appears.

3. **Click the [Remove] button.**



⇒ A confirmation message appears.

4. **Read the message, and then click the [Yes] button.**

⇒ The custom size is deleted from the [Add or Remove Custom sizes] window.

5. **Click the [Close] button to close the window.**

⇒ The custom size is deleted from [Paper size].



# Automatic Linkage with Applications

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

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

- ScanSnap Organizer  
Scanned image is displayed in ScanSnap Organizer.
- CardMinder  
Scanned image is displayed in CardMinder.
- Rack2-Filer Smart  
Scanned image is saved in Rack2-Filer Smart.
- Rack2-Filer  
Scanned image is saved in Rack2-Filer.
- Magic Desktop  
Scanned image is saved in Magic Desktop.
- Scan to Mobile (\*1)  
Scanned image is sent to a mobile device.

## ATTENTION

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

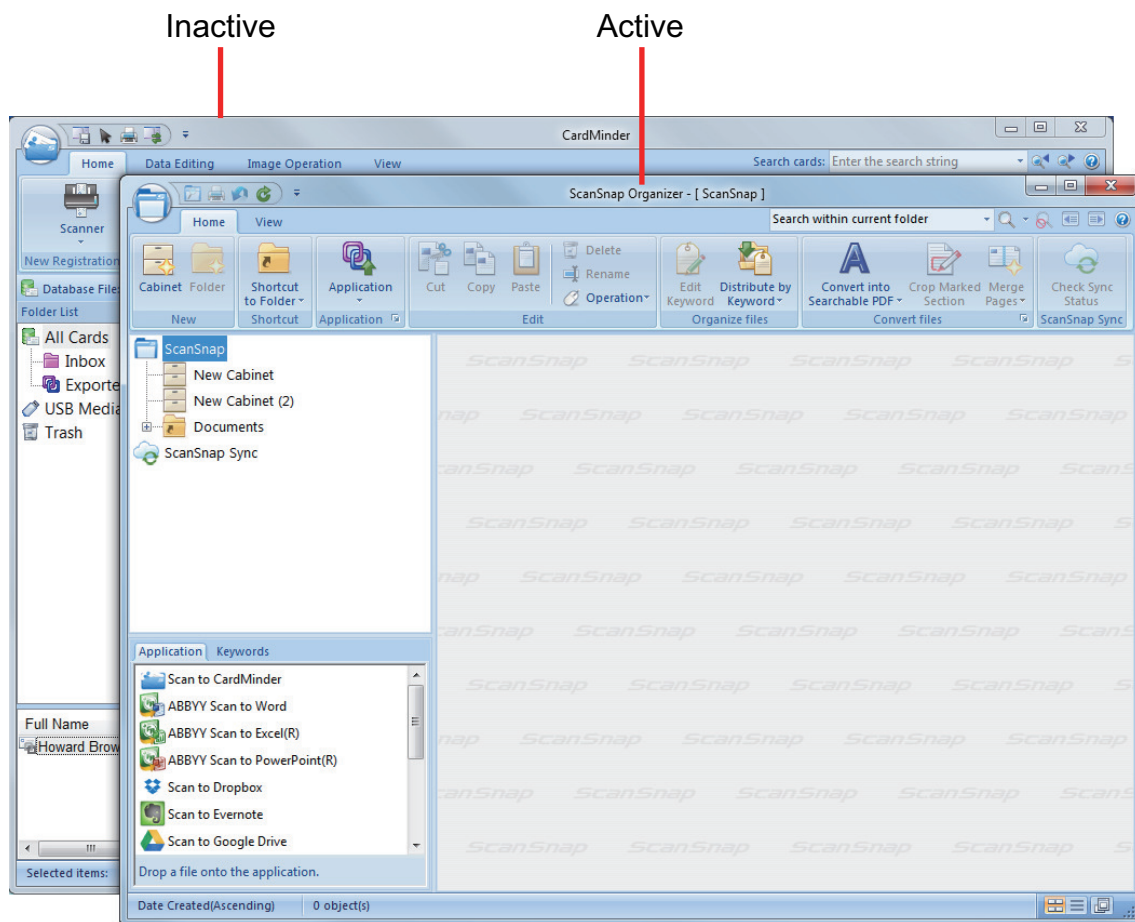
For details about connecting to the computer from your mobile device, refer to the Basic Operation Guide (Mobile Connection) for your mobile device.

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

There are two modes for automatic linkage.

## Link when one of the above applications is active (recommended)

When one of the above applications becomes active (with the application's window brought to the front and selected on the taskbar), performing a scan by pressing the [Scan] button automatically starts linkage between ScanSnap Manager and the active application.



The example above shows ScanSnap Manager automatically linking with ScanSnap Organizer when ScanSnap Organizer's main window is in front (active).

## Always link when one of the above applications is running

When one of the above applications is started, the application specified for [Application] in the [Application] tab in the ScanSnap setup window automatically switches to the running application. The application will automatically link with ScanSnap Manager even when the application window is minimized or not displayed in the front. The linkage between the application and ScanSnap Manager automatically ends once you exit the application.

When more than one application is running at the same time, priority will be given in the following order:

1. CardMinder
2. ScanSnap Organizer
3. Rack2-Filer
4. Rack2-Filer Smart or Magic Desktop

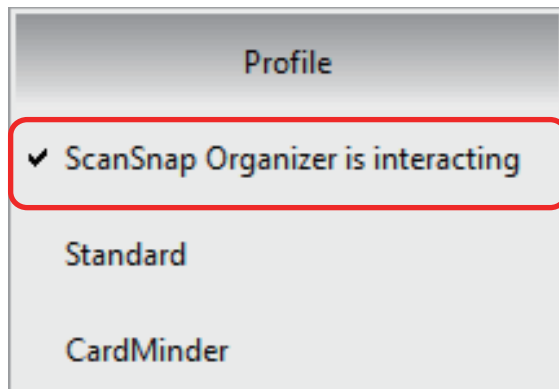
### ATTENTION

For Rack2-Filer Smart and Magic Desktop, linkage priority is given to the application that is launched second.

Example:

If you start up Rack2-Filer Smart when Magic Desktop is already running, ScanSnap Manager will link with Rack2-Filer Smart.

When the Quick Menu is disabled, the name of the interacting application on the Left-Click Menu is followed by "is interacting".



When ScanSnap Organizer is Automatically Interacting with ScanSnap Manager


#### ATTENTION

When ScanSnap Manager automatically links with CardMinder

- Scanning is performed with the current settings. If there are some settings that are not supported by CardMinder, the default settings are used.  
For details about CardMinder default settings, refer to the ScanSnap Manager Help.
- ScanSnap Manager automatically links with CardMinder when the document is of business card size. When documents of other sizes are scanned, ScanSnap Manager and CardMinder are not automatically linked, and an error message appears.

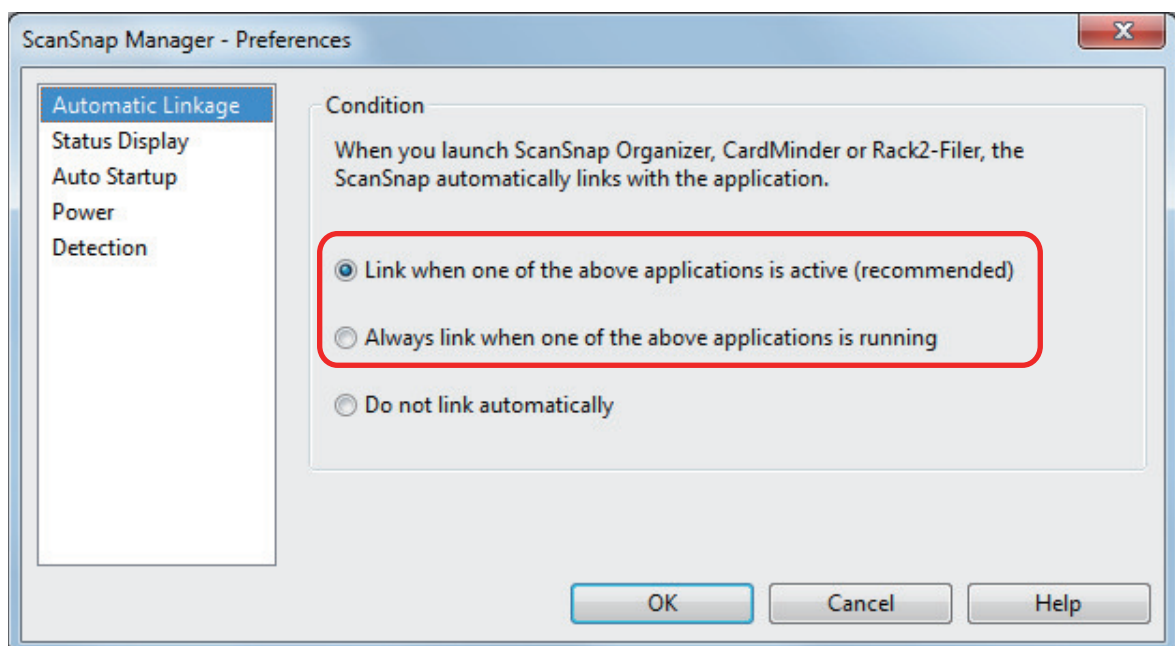
## Changing Automatic Linkage Mode

Change automatic linkage mode options in the following procedure.

1. Right-click the ScanSnap Manager icon  in the notification area located at the far right of the task bar and select [Preferences] from the Right-Click Menu.

⇒ The [ScanSnap Manager - Preferences] window appears.

2. Select the automatic linkage mode in the [Automatic Linkage] list.



3. Click the [OK] button to close the [ScanSnap Manager - Preferences] window.

⇒ The setting is changed to the selected automatic linkage mode.

### HINT

To disable automatic linkage, select [Do not link automatically] in the [Automatic Linkage] list of the [ScanSnap Manager - Preferences] window.

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

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

## ScanSnap Models That Can Be Connected

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

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

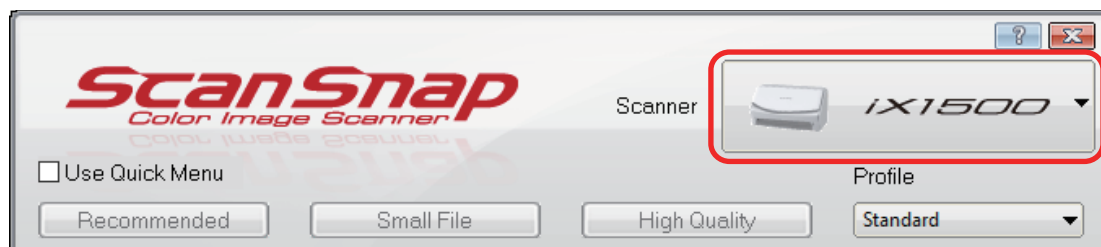
- iX1500
- iX500
- iX100
- S1300i
- S1100i
- S1100

## Changing the Settings for Each ScanSnap

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

- ScanSnap setup window

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

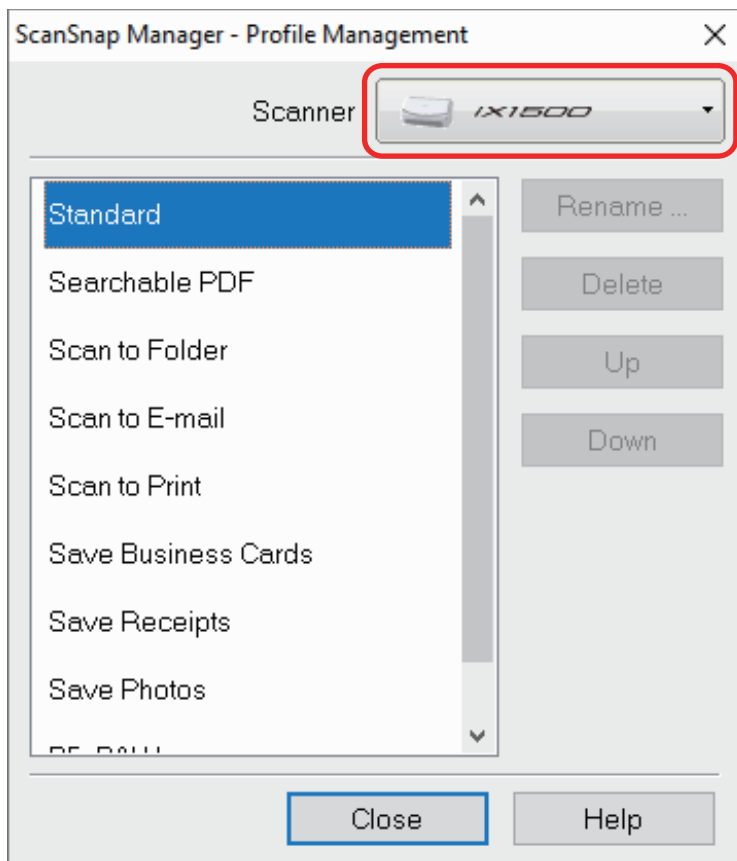


For details about changing the scan settings, refer to ["How to Configure Scan Settings"](#) (page 126).

- [ScanSnap Manager - Profile Management] window

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

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



For details, refer to "Profile Management" (page 66).

## Connecting the ScanSnap to a Wireless LAN (iX1500/iX500/iX100)

You can connect the computer where ScanSnap Manager is installed to iX1500, iX500, or iX100 via wireless LAN and then scan documents.

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

For details, refer to the [Basic Operation Guide](#).