

Scanner Help Guide For Mac Users

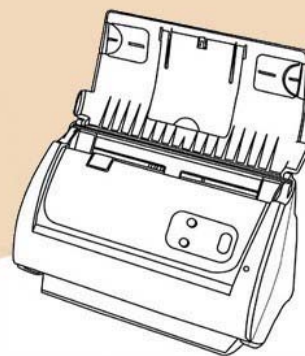


plusTek

- **Read This Document Before Using The Scanner!**
- **Part 1: Scanner User's Guide**
- **Part 2: MacAction Program Online Help**

Scanner User's Guide

plustek



SmartOffice

- ✓ **Installation**
- ✓ **Usage & Maintenance**

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The product packaging is recyclable.

Attention for recycling (For EU country only)

Protect your environment! This product should not be thrown into the household waste container. Please give it to the free collecting center in your community.

Screen Examples in This Manual

The screen shots in this guide were made with Mac OS X 10.8. If you are using Mac OS X 10.9 / 10.10 / 10.11 / 10.12, your screen will look somewhat different but functions the same.

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INTRODUCTION

Thank you for choosing us as your scanner supplier. Your new scanner will improve the professionalism of your day-to-day computing tasks by allowing you to input images and electronic text into your computer system. You can easily scan single-sided or double-sided documents with your scanner.

Like all of our products, your new scanner is thoroughly tested and backed by our reputation for unsurpassed dependability and customer satisfaction. We hope you will continue to turn to us for additional quality products as your computing needs and interests grow.

HOW TO USE THIS GUIDE

This User's Guide provides instructions and illustrations on how to install and operate your scanner. This guide assumes the user is familiar with Apple Mac OS X. If this is not the case, we suggest you learn more about Apple Mac OS X by referring to your Apple Mac OS X manual before using your scanner.

The Introduction section of this manual describes the box contents and minimum computer requirements to use this scanner. Before you start installing your scanner, check the box contents to make sure all parts are included. If any items are damaged or missing, please contact the vendor where you purchased your scanner or our customer service directly.

Chapter I describes how to install scanner's software and connect the scanner to your computer. Note: The scanner connects to your computer through the Universal Serial Bus (USB). If your computer does not support USB technology, you will need to purchase a USB interface card to add USB capabilities to your computer, or buy and install USB connectors if your motherboard has USB capabilities. This guide assumes that your computer is USB-ready and has a free USB port.

Chapter II describes how to use your scanner.

Chapter III describes how to maintain and clean your scanner.

Chapter IV contains technical support information that can help you solve simple problems.

Appendix A contains the specifications of the scanner you purchased.

Appendix B contains our customer service, the limited warranty agreement and FCC statement concerning the product.

CONVENTIONS OF THIS GUIDE

Bold —Represents commands or contents on your computer screen.

ALL CAPS —Important note or first use of an important term in a chapter.

Italic —Represents buttons on your scanner OR important notes.

A Note about Icons

This guide uses the following icons to point out information that deserves special attention.



Warning

A procedure that must be followed carefully to prevent injury, or accidents.



Attention

Instructions that are important to remember and may prevent mistakes.



Information

Optional tips for your reference.

SAFETY PRECAUTIONS



Warning

Before using this device, please read the following important information to eliminate or reduce any possibility of causing damage and personal injury.

1. Usage, the product is for indoor use in dry locations. Moisture condensation may occur inside this device and cause malfunction at these conditions:
 - when this device is moved directly from a cold to a warm location;
 - after a cold room is heated;
 - when this device is placed in a damp room.To avoid the moisture condensation, you are recommended to follow the procedure:
 - i. Seal this device in a plastic bag for it to adapt to room conditions.
 - ii. Wait for 1-2 hours before removing this device from the bag.
2. Do use the AC adapter and USB cable provided with the scanner. Use of other AC adapter and cables may lead to malfunction.
3. Keep the space around the AC adapter clear in case you need to quickly unplug the AC adapter during emergencies.

4. Damaged wire could cause fire or electrical shock. Keep the power cord straight and without being twisted, bended, or scraped.
5. Unplug this device if you don't need to use for a certain period of time, such as, during night or long weekend, to avoid any risks of causing fire.
6. Do not attempt to disassemble the scanner. There is danger of an electrical shock and opening your scanner will void your warranty.
7. Be sure not to bump or knock the scanner glass as it is fragile and could break.
8. Do not subject the scanner to excessive vibration. It may damage the internal components.

MINIMUM SYSTEM REQUIREMENTS¹

- PC with Intel Pentium® IV 2.4 GHz processor or compatible
- 1 GB RAM
- Available USB 2.0 port
- CD-ROM Drive
- 2 GB Free Hard Disk Space
- Video card that supports 16-bit color or greater
- Operating System: Apple Mac OS X 10.8 / 10.9 / 10.10 / 10.11 / 10.12

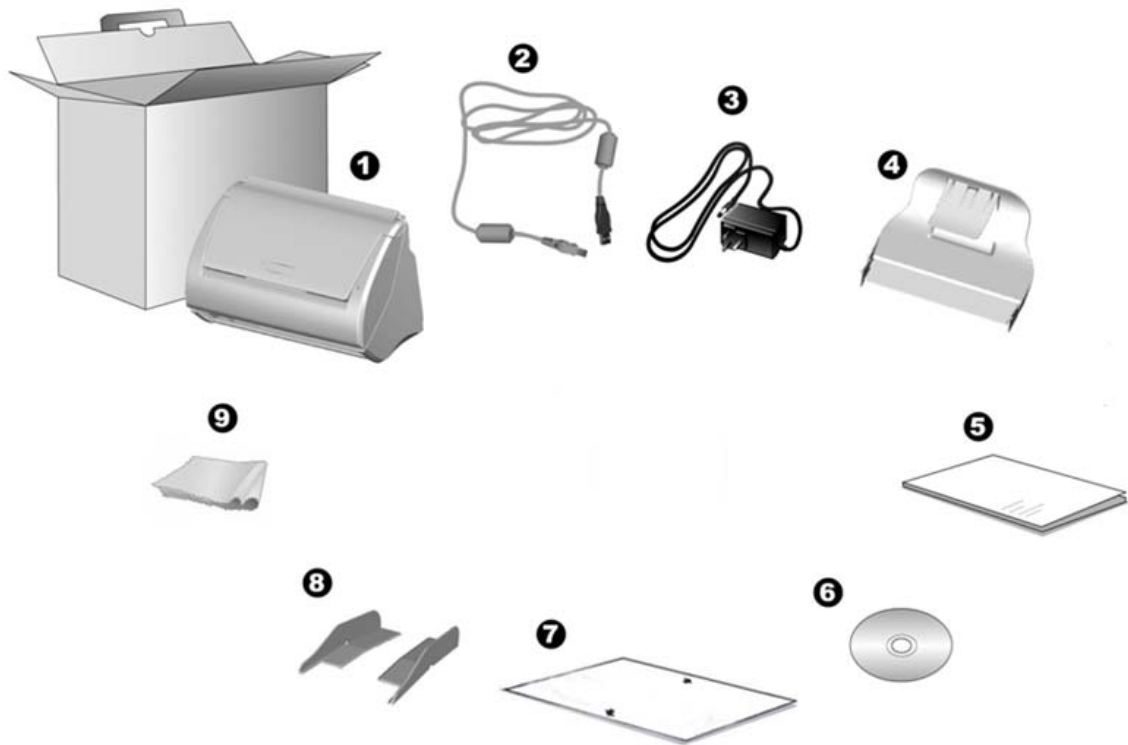


Information

Systems with 2 GB RAM and 3 GB free hard disk space are recommended for optimal performance.

¹ Higher requirements may be needed when scanning or editing large quantities of images. The system requirements stated are only a guideline, generally the better the computer (motherboard, processor, hard disk, RAM, video graphic card), the better the results.

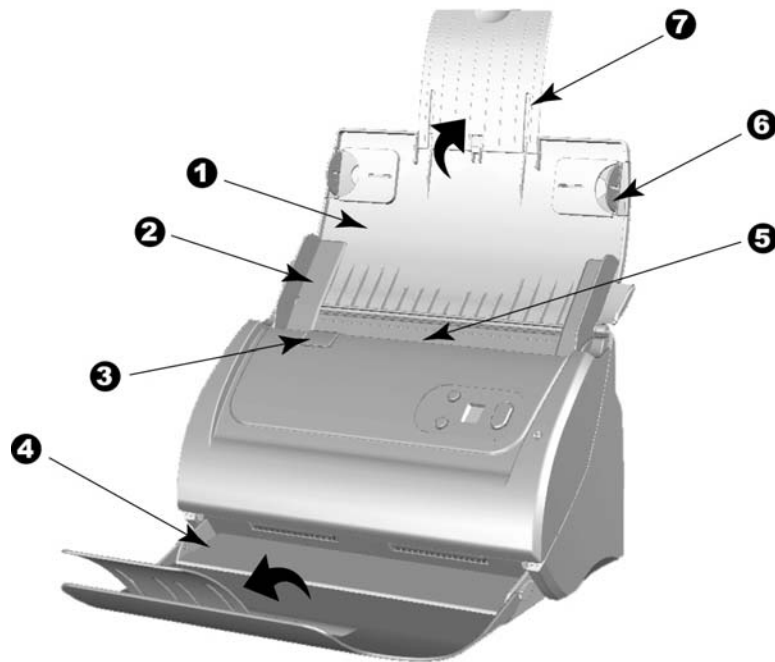
BOX CONTENTS²



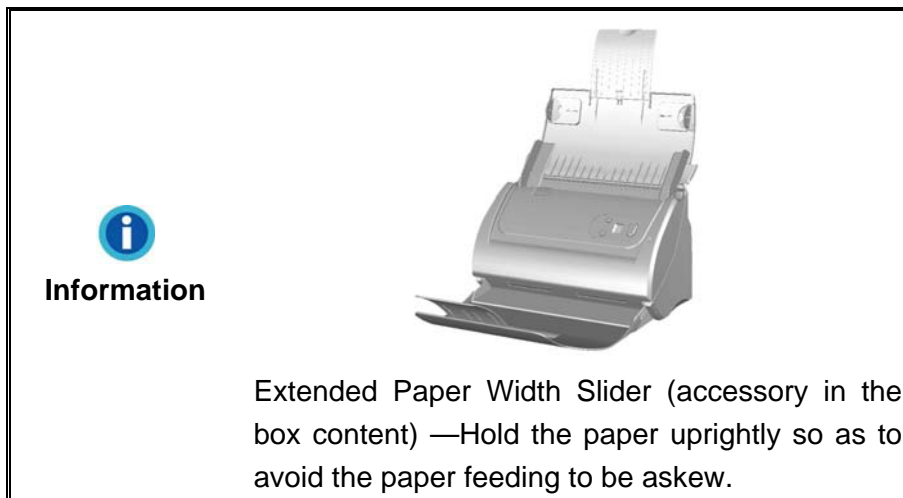
1. Scanner
2. USB Cable
3. AC Adapter
4. Stacker
5. Quick Guide
6. Mac Setup/Application CD-ROM
7. Calibration Sheet
8. Extended Paper Width Slider (2 pieces)
9. Cleansing Cloth

² Save the box and packing materials in case you need to transport this scanner in the future.

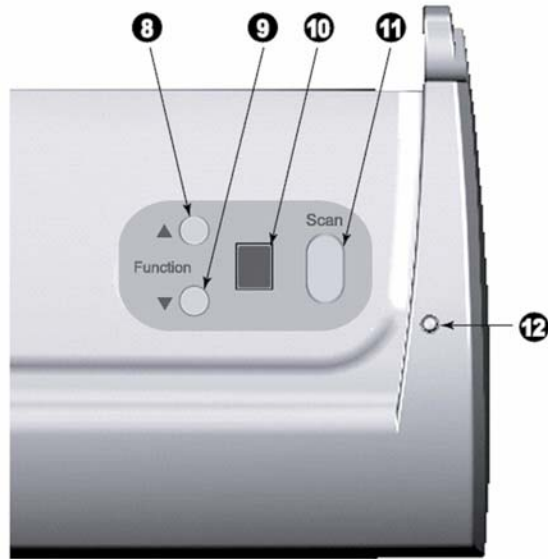
THE SCANNER OVERVIEW



1. PAPER CHUTE COVER—Helps keep the paper in place. Open paper chute cover when using the scanner.
2. PAPER WIDTH SLIDER—Adjusts the paper width slider for the paper size you are using.

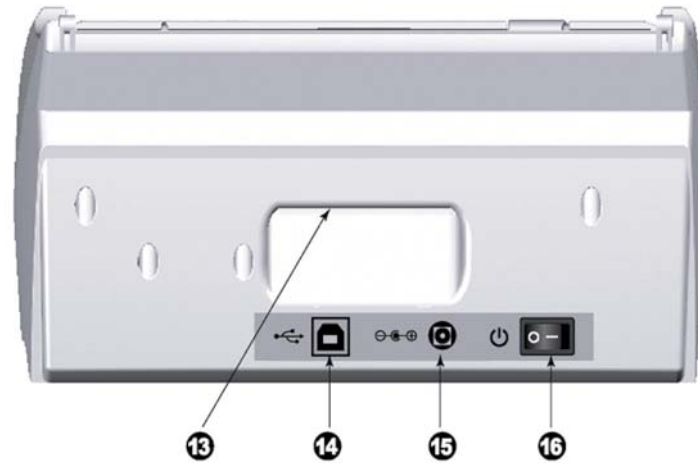


3. COVER OPEN LEVER—Opens the ADF cover. Pull it to open the ADF cover when you need to clear paper jam or clean the scanner.
4. STACKER—Keeps the paper in place. Extend it in case of longer paper.
5. ADF (AUTOMATIC DOCUMENT FEEDER)—Automatically feeds a stack of documents for scanning.
6. SIDE GUIDE—Holds the paper in place to be scanned through the ADF. Pull side guides out to hold the paper.
7. PAPER CHUTE EXTENSION—Extends to hold longer paper.



- 8. UP BUTTON—Press to move forward the scanning task number indicated in the function number display.
- 9. DOWN BUTTON—Press to move backward the scanning task number indicated in the function number display.
- 10. FUNCTION NUMBER DISPLAY—Indicates the number of the predefined scanning task selected by the up or down button.
- 11. SCAN BUTTON—Press to perform a predefined scanning task selected by the up or down button.
- 12. POWER LED—Indicates the scanner status.

Light	Status
On	The scanner is turned on, ready to scan images.
Off	The scanner is off, either because the power is not turned on, or because the AC adapter is not properly plugged into an AC power outlet.



- 13. **HAND HOLDER**—Ergonomically designed for you to carry the scanner with ease.
- 14. **USB PORT**—Connects the scanner to a USB port on your computer by the included USB cable.
- 15. **POWER RECEPTOR**—Connects the scanner to a standard AC power outlet by the included AC adapter.
- 16. **POWER SWITCH**—Use this to turn the scanner ON or OFF.

CHAPTER I. INSTALLING THE SCANNER

Before installing your scanner, please verify that you have all of the proper components. A list of the package contents is provided in the “Box Contents” section of this guide.

SOFTWARE INSTALLATION REQUIREMENTS

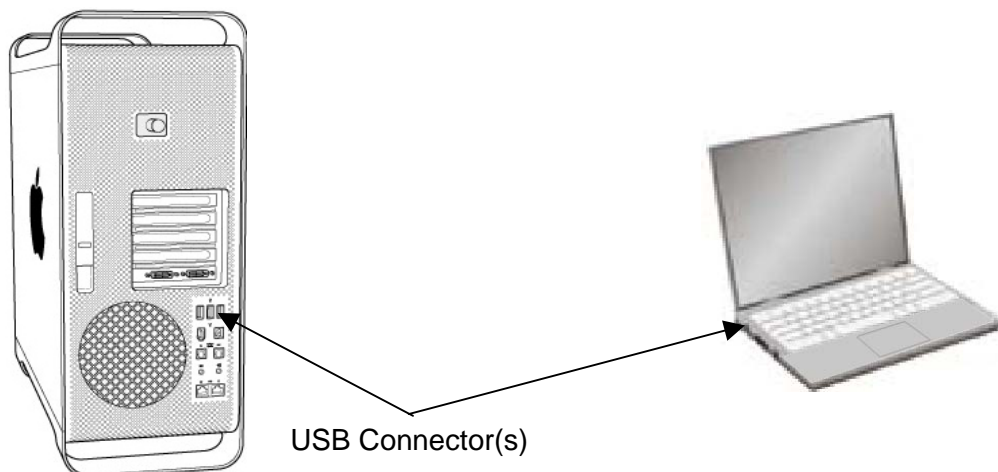
Your scanner comes with the scanner’s driver and MacAction II. All of these software applications use approximately 800 megabytes of hard disk space after they are installed into your computer. To ensure ample room for the installation, as well as for scanning and saving images, a minimum of 2 GB of hard disk space is recommended.

This USB scanner can only operate under the Mac OS X 10.8 / 10.9 / 10.10 / 10.11 / 10.12 operating system.

HARDWARE REQUIREMENTS

This scanner connects to your computer through the Universal Serial Bus (USB) which supports HOT PLUG AND PLAY. To determine whether your computer is USB-capable, you must check the rear of your PC to locate a USB jack that looks like the picture below. If you are having trouble in locating the USB port on your computer, please refer to the hardware manual that came with your computer.


Upon examination, you should find one or two rectangular USB ports, which usually appear as shown below.



If you don't find such USB ports on your computer, then you need to purchase a certified USB interface card to add USB capabilities to your computer.

INSTALLING AND SETTING UP THE SCANNER

Please follow the step-by-step procedures described below to install the Plustek scanner.

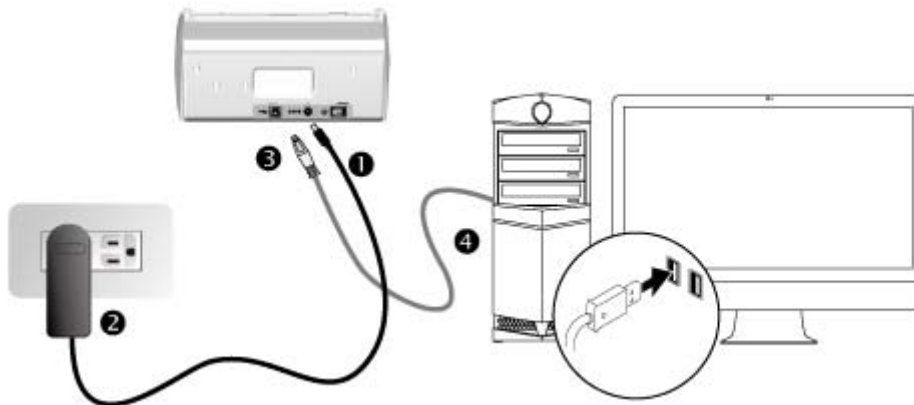



Attention

Choose a Proper Site First!

- Always place your scanner on a level, smooth and strong surface before proceeding the scanner setup or any scanning task.
- Tilted or uneven surface may cause paper-feeding errors, scanner damage or personal injury.
- Avoid using the scanner in a dusty environment. Dust particles and other foreign objects may damage the unit.



Step 1. Connecting the Scanner to Your Computer






Attention

Please make sure the scanner is turned OFF before you plug or unplug the scanner power adapter.

1. Plug the AC adapter into the scanner's power receptor .
2. Plug the other end of the AC adapter into a standard AC power outlet.
3. Plug the square end of the included USB cable to the USB port  at the rear of the scanner.
4. Plug the rectangular end of the USB cable to an available USB port on your computer.


Step 2. Installing the Software

1. Switch on the scanner power from the rear of the scanner.

2. Insert the Mac Setup/Application CD-ROM, included with your scanner, into your CD-ROM drive and a [Plustek Scanner] CD icon  will show on the desktop of your Mac OS X.
3. Double-click on the CD icon, and a window will pop up displaying the file folder.
4. Double-click on the setup file [Setup], and the Scanner Installer will start to guide you through the installation. Follow the on-screen guide in the installer window.
5. You will be prompted to enter your Mac administrator password. Enter the password to continue the installation. **Note: Only the Mac administrator can perform the installation. Please make sure that you log in the Mac OS as an administrator.**
6. When the installation finishes, click the [Close] button to exit the installer.
7. After the software is installed, please perform the scanner calibration. Click **Finder > Applications > Plustek > Your scanner model name > Calibration_Wizard.**
8. Insert the special calibration sheet into the ADF of the scanner, with arrows toward the scanner buttons.

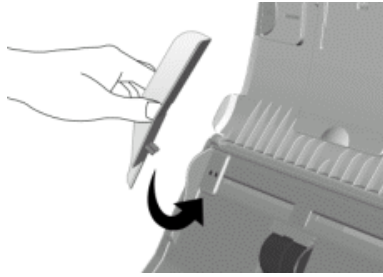


9. Follow the on-screen instructions to complete the scanner calibration. After the calibration is complete, click **OK.**

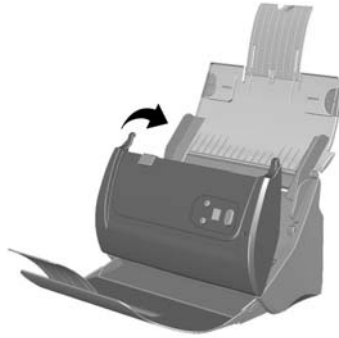
 Attention	<ul style="list-style-type: none"> ● Save the Setup/Application CD in case you need to reinstall the driver and software in the future. ● Save the Calibration Sheet in case you need to calibrate the scanner in the future.
---------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Step 3. Install the Extended Paper Width Slider

1. Open the ADF cover by pulling the lever, and get the right and left extended paper width sliders ready.
2. Align and Insert the left extended paper width slider onto the paper width slider on the left. Position and Insert the right extended paper width slider onto the paper width slider on the right.



3. Close the ADF cover by pushing it back down until it snaps back into place.



Step 4. Install the Stacker

Insert the tabs on the stacker onto their slots on the scanner.



Information

The installation of stacker is optional, if you have limited desktop space.

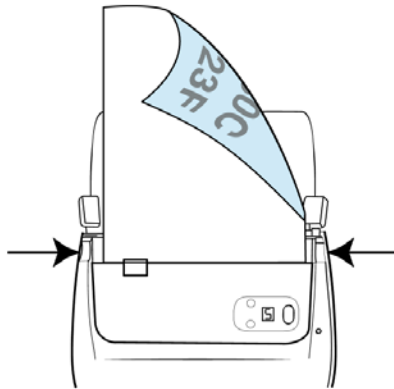




Step 5. Testing the Scanner

The following describes how you can check if the scanner is properly functioning with your computer and the scanning software. Before testing your scanner, double check to make sure that all connections are securely fastened.

To test the ADF scanning:

1. Load a document headfirst and face down into the ADF with the text side facing the paper chute.



2. Click the icon  in the Dock.
3. Within the “Button Configuration” window, select a task number by clicking on the icon. Select the desired function from the drop-down list of Button Template and adjust button settings. Select **ADF (Front Side)** as the Scan Type. Click **OK** to exit the “Button Configuration” window.
4. Right-click the icon  in the Windows system tray, and then choose **Execute** in the pop-up menu that opens. Click the desired button function item in the pop-up menu.
5. The document in the ADF paper chute should be now loaded into the ADF and scanned. The scanner starts to scan immediately and carry out the corresponding action according to settings you have set up in the “Button Configuration” window.

CHAPTER II. SCANNING

Your scanner needs to be driven by certain type of software program. Since all documents or images (whether text or pictures) that are acquired from the scanner are treated by your computer as images, most scanning will probably be done from an image-editing program where you can view, edit, save and output the scanned images.

What about scanning text documents and editing them in a word processor? This is the role of Optical Character Recognition (OCR) software. OCR software converts the image files that are created from scanning text documents into text files that can be viewed, edited and saved by word processors.

The MacAction II program, seamlessly integrating the operation of your scanner with your computer and other peripherals, provides a quick and convenient way to perform various scanning functions. With MacAction II, you don't need to adjust settings every time you scan. Simply press any button on the scanner's front panel or click any scanning menu item of MacAction II on the screen. The scanner starts to scan your paper documents and transfer them to your assigned destination. The destination can be a printer, your E-mail program, files on your disk drives, an image-editing program, etc.

Please refer to the online help of each program to guide you through any questions you may have while scanning within that program.

This chapter describes three important steps of scanner operations. Read them thoroughly and follow the instructions to ensure correct use and optimal scanner performance.

Step 1. Preparing Documents

Step 2. Placing Documents, Placing Business Cards, Placing Plastic Cards

Step 3. Scanning Documents

PREPARING DOCUMENTS

Proper document preparation prior to the scan can prevent paper feed errors and damages to the scanner.

- Checking Document Conditions
- Loosening Documents

Checking Document Conditions

Make sure the size and ream weight of your documents are acceptable by the scanner. Refer to "Appendix A: Specifications" of this guide for more information.

To scan multiple documents in a batch from the ADF can increase your work efficiency and make large scanning tasks easier. The ADF of this scanner accepts a variety of paper and stationery you may use in your daily work or personal life, such as:

- Normal paper whose size and ream weight meet the requirements stated in “Appendix A: Specifications” of this guide.
- Notched paper
- Coated paper (e.g., brochure)



Attention

To prevent paper feeding errors and damages to the ADF unit, strictly follow the instructions below:

- Remove all small objects e.g., paper clips, pins, staples or any other fasteners attached, before loading the paper into the ADF.
- Make sure the paper is completely flat with no creased or curled corners.
- Avoid scanning documents with pencil lead and newspaper clippings as they will make the ADF exposure glass and the inner ADF dirty. If you have to scan such paper, clean the scanner frequently (refer to “Chapter III. Care and Maintenance” of this guide for more information).
- The paper for each batch scanned by ADF can be of the same or different weights. However, make sure the length of each scan batch is the same.

However, don't use the ADF to scan documents if they meet any of the following conditions:

- Paper lighter than 50 g/m² (14 lb.) or heavier than 105 g/m² (28 lb.)
- Paper with clips or staples attached
- Paper with inconsistent thickness, e.g., envelopes
- Paper with wrinkles, curls, folds, or tears
- Paper with an odd (non-rectangular) shape
- Tracing paper
- Carbon paper, pressure sensitive paper, carbonless paper
- Items other than paper, e.g., cloth, metal foil.



Attention

- DO NOT use the ADF to scan photographic sheets or particularly valuable document originals; wrinkles or other damages can happen in case of paper feeding errors.
- DO NOT place paper with wet ink or correction fluid into the ADF. Wait few minutes for it to get dry.

Loosening Documents

Before loading documents into the ADF, loosen them as follows:

1. Fan the documents so that no two pages are sticking together.
2. Hold the documents upside down with both hands, and then gently push them onto a flat surface to align the edges of all documents.



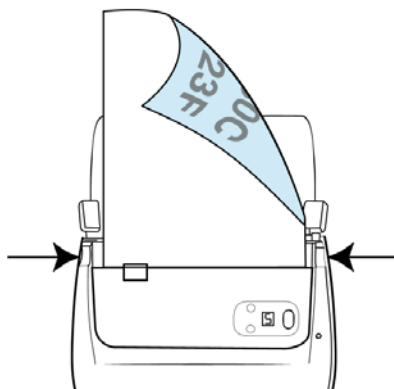
This will allow documents being fed into the ADF one at a time and prevent paper-feeding errors.

PLACING DOCUMENTS

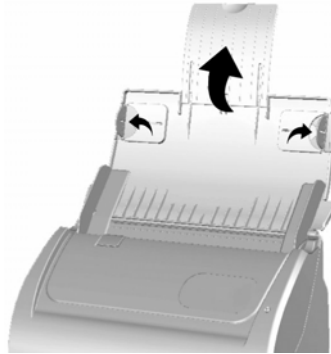
1. Load the documents, headfirst and face down, toward the center of the ADF paper chute and all the way into the ADF until touching the bottom.

For single-sided scans, load the documents face down so that the side to be scanned faces towards the paper chute.

For double-sided scans, load the desired page order of documents face down so that the side to be scanned faces towards the paper chute.



2. If you need to scan longer documents, unfold the paper chute extension and side guide to provide further support for the documents.



3. Adjust the paper width slider for the paper size you are using. The paper width slider should be gently touching both sides of the documents.



Attention

- DO NOT load more than 50 sheets of paper (70 g/m², 18 lb.) to the ADF.
- Make sure there are no gaps between the document stack and the paper-width slider; otherwise, the scanned images can be skewed.
- Although the documents should be loaded firmly in place ensuring optimum scanning accuracy, they should never be wedged in so tightly that the process of feeding them through the scanner is strained.
- Do not load additional paper into the ADF while the unit is feeding and scanning.

PLACING BUSINESS CARDS

1. Load the business cards, headfirst and face down, toward the center of the ADF and all the way into the ADF until touching the bottom.

For single-sided scans, load the business cards face down.

For double-sided scans, load the business cards in desired order.



2. Adjust the paper width slider to the business card width. The paper width slider should be gently touching both sides of the business cards.



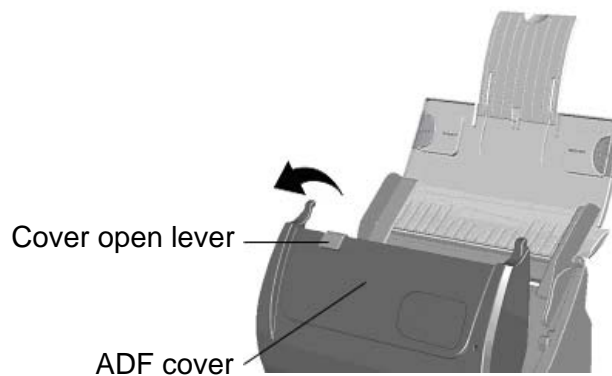
Attention

Don't load more than 20 business cards in one batch.

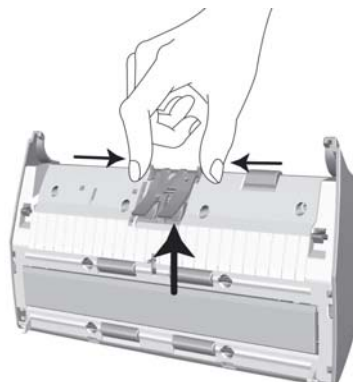
PLACING PLASTIC CARDS

The plastic card can be embossed credit card, driver license, ID card, insurance card, medic-care card or any membership card. Make sure to load the embossed face of the embossed card face up into the scanner. If the scanned images are not good enough, please remove the pad module before you load the plastic card.

1. Open the ADF cover by pulling the cover open lever.



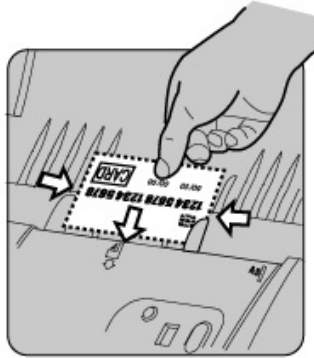
2. Remove the pad module by pinching both sides of the pad module and pull it out.



3. Close the ADF cover by pushing it back down until it snaps back into place.
4. Horizontally load the plastic card, headfirst and face up, toward the center of the ADF.

For single-sided scans, load the card face up.

For double-sided scans, load the card in desired order.



5. Adjust the paper width slider to the card width. The paper width slider should be gently touching both sides of the card.



Attention

- Make sure the plastic cards you wish to scan are horizontally loaded into the ADF.
- Maximum thickness of each plastic card is 1.2 mm.

SCANNING DOCUMENTS

There are 3 different ways to operate the scanner:

1. By scanning from the buttons on the scanner front panel.
2. By scanning from the icon in the left side of the MacAction II window.
3. By scanning from MacAction II's Execute menu on the screen.

The MacAction II software is automatically installed to your system along with the scanner driver.



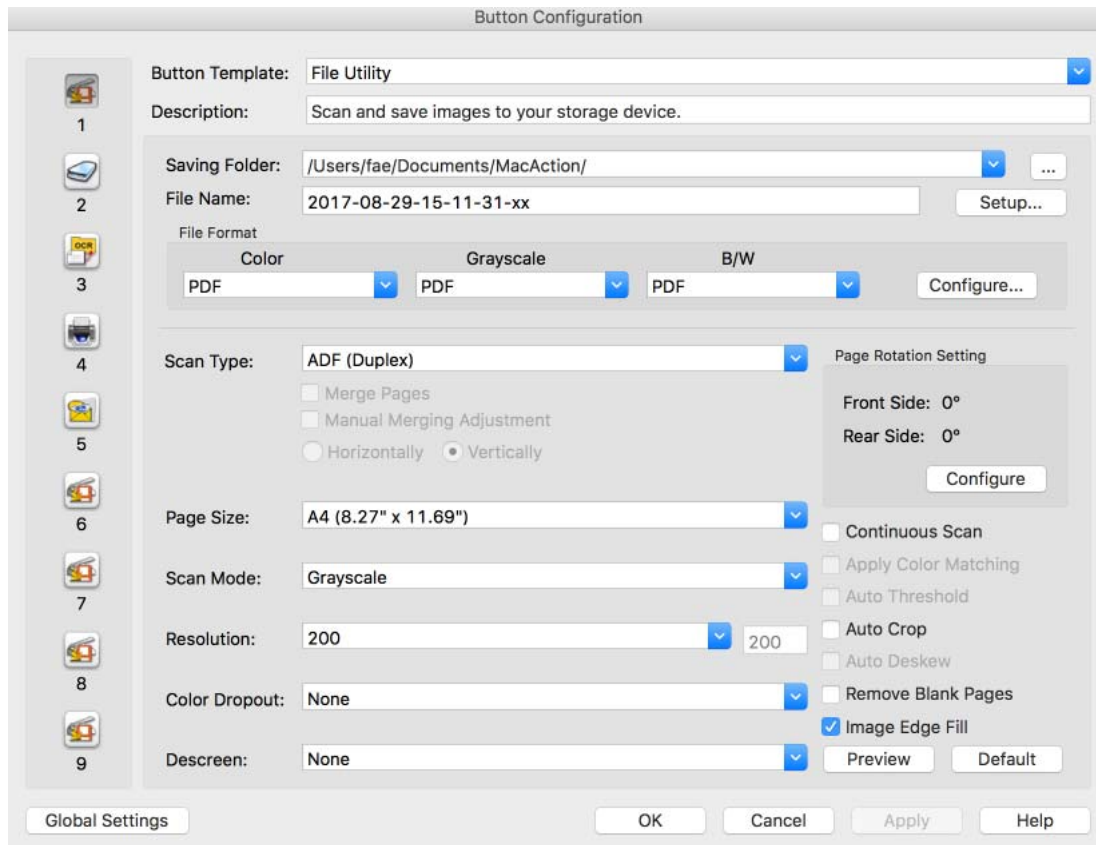
Attention

Before you start scanning, check the following:

- The power of both your computer and scanner is turned on.
- Paper is appropriately loaded into the ADF.

Scanning from the Scanner's Front Panel

To complete your scanning projects by using the scanner buttons is very easy and convenient. The number of scanning task displayed on the scanner's front panel is configured through MacAction II. MacAction II offers you quick access to the most frequently-used scanning functions. They are especially useful when you need to repeatedly scan with the same settings and send images to the same destination. Before performing your first scan via scanner buttons, you are recommended to configure the button settings to your needs and preferences first.



Scan from the Scanner Buttons

1. Place the document or images onto the scanner. (Refer to “Chapter II. Scanning” of the Scanner User’s Guide for more information in placing paper into the ADF properly.)
2. Check current button settings by viewing the Button Configuration window. If needed, you may also modify settings to meet your current needs. (Refer to “View Button Settings” and “Configure Button Settings” below for more information.)
3. Press the UP or DOWN button to select the desired task.
4. Press the **Scan** button.




The scanner starts to scan immediately and carry out the corresponding action according to settings you have set up in the Button Configuration window.



Place only text documents for OCR purposes. Do not scan a photo using the OCR button.

Configure Button Settings




Within the “Button Configuration” window, you can find a row of icons running through the left side of the window. Each icon represents a scanning task, and the number underneath corresponds to the function number displayed on the scanner front panel. Nine frequently-used scanning tasks are pre-configured for your convenience to start scanning immediately. You may, however, customize the settings of every nine tasks to best meet your needs and preferences. Follow the steps described below:

1. Do one of the following to open the Button Configuration window:
 - Double-click the icon  in **Finder > Applications > Plustek > Your scanner model name**.
 - Click the icon  in the Dock.
 - Right-click the icon  in the Dock, and then choose **Button Configuration...** in the pop-up menu that opens.
2. Select a task number by clicking on the icon.
3. Select the desired function from the drop-down list of Button Template and adjust button settings.

Click the **Help** button within the Button Configuration window for more information about the settings.

View Button Settings

There are three ways to view the button settings:

- Double-click the icon  in **Finder > Applications > Plustek > Your scanner model name**.
- Click the icon  in the Dock.
- Right-click the icon  in the Dock, and then choose **Button Configuration...** in the pop-up menu that opens.

Scanning from the Icon in the Left Side of the MacAction II Window


You can perform scanning task by double-clicking the icon in the left side of the MacAction II window. Follow the steps described below:

1. Place the document or images onto the scanner.
2. Check current button settings by viewing the Button Configuration window. If needed, you may also modify settings to meet your current needs.
3. Double-clicking the desired icon in the left side of the MacAction II window.

The scanner starts to scan immediately and carry out the corresponding action according to settings you have set up in the Button Configuration window.

Scanning from the On-screen MacAction II's Execute Menu

You may also use MacAction II's on-screen Execute menu to perform the same scanning tasks. The MacAction II program provides a quick and convenient way to perform various scanning functions. Follow the steps described below:

1. Place the document or images onto the scanner.
2. Check current button settings by viewing the Button Configuration window. If needed, you may also modify settings to meet your current needs.
3. Right-click the icon  in the Dock, and then choose **Execute** in the pop-up menu that opens.
4. Click the desired button function item in the pop-up menu.

The scanner starts to scan immediately and carry out the corresponding action according to settings you have set up in the Button Configuration window.

CHAPTER III. CARE AND MAINTENANCE

Your scanner is designed to be maintenance-free. However, constant care and maintenance can keep your scanner working smoothly.

CLEANING THE SCANNER

Paper powder, dust, ink and toner from paper being scanned may make the inner ADF dirty, which leads to poor image quality or document-feeding errors. How often to clean your scanner depends on the type of paper and number of pages being scanned.

Perform the following procedures to clean the scanner surface and the ADF unit. Gently wipe locations described herein. Do not rub too hard.



Warning

- Before cleaning the scanner, turn off the scanner and disconnect the scanner's power cable and USB cable, and then wait a few minutes for the glass and/or the inner ADF to cool to ambient temperature.
- Wash your hands with soap and water after cleaning the scanner.

Cleaning Materials

Have the following cleaning materials ready to clean the scanner:

- soft, dry, lint-free cloth (or a cotton swab)
- **non-abrasive cleaner**—Isopropyl alcohol (95%). DO NOT use water.

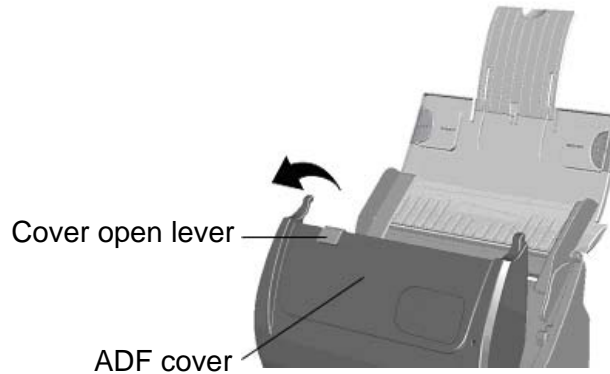


Attention

- Alternatively you can use glass cleaner or neutral detergent for windows cleaning to clean the scanner glass.
- However, DO NOT use either of them to clean the ADF feed roller or pad module.
- Use of other cleaning materials could damage your scanner.

Cleaning the ADF

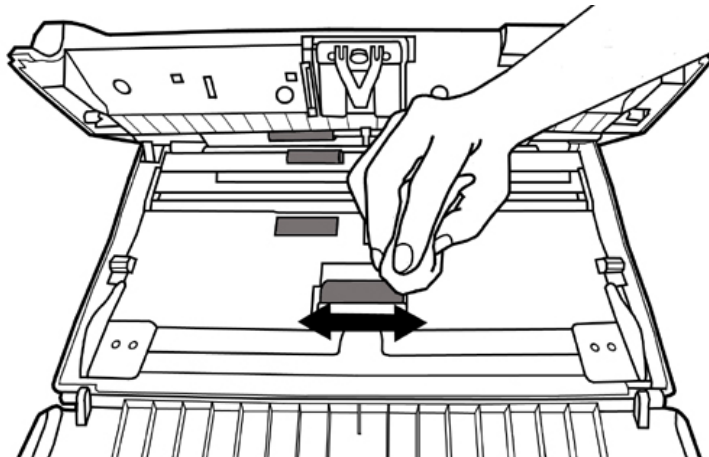
1. Open the ADF cover by pulling the lever.



2. Gently wipe the following areas with the cloth dampened with the cleaner. Be careful NOT to scratch their surfaces.

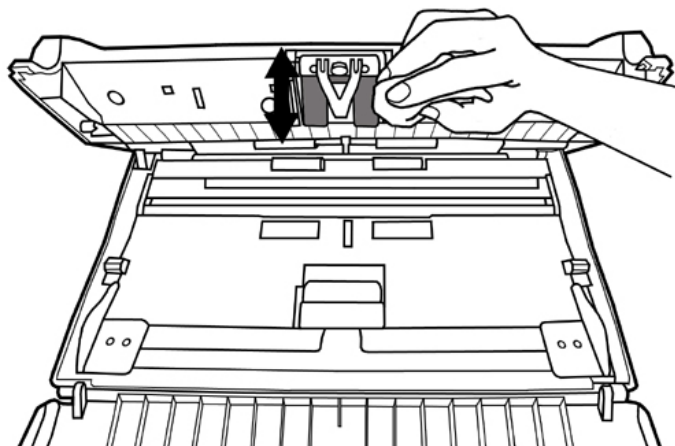
Clean Feed Roller:

Wipe the Feed Roller from side to side and then rotate it. Repeat this until its entire surface is cleaned.

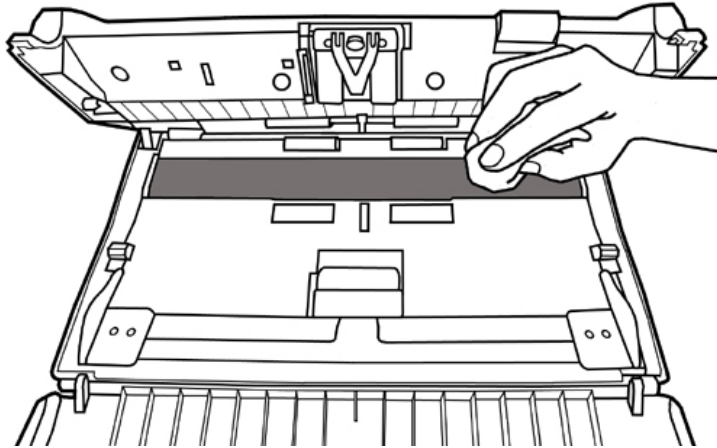


Clean Pad Module:

Wipe the Pad Module from top to bottom (in the direction of arrow shown in below picture). Be careful not to damage the pick springs of the pad.



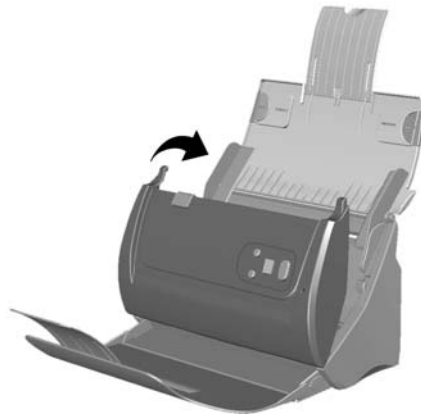
Clean ADF Glass:



Attention

Do not spray cleaner directly onto the scanner glass. Excess liquid residue may fog or damage the scanner.

3. Wait for cleaned areas to dry completely.
4. Close the ADF cover by pushing it back down until it snaps back into place.



CALIBRATING THE SCANNER



Attention

Please uninstall the extended paper width sliders before you start the calibration.

Calibrate the scanner if colors appear in areas that should be white, or colors of the scanned image and the original vary a lot. This allows you to adjust and compensate for variations that can occur in the optical component over time by its nature.


The following describes how to calibrate the scanner:

1. The Calibration Sheet, marked with an arrow on either edge at both sides, is used specially for **ADF Scanning** calibration.
2. Insert the special calibration sheet into the ADF of the scanner, with an arrow toward the scanner buttons.



Attention

Please insert the special calibration sheet included with the scanner. Alternatively you may also use any plain white sheet of paper sized in Letter/A4 instead; however, the calibration effect may be less good than the special calibration sheet.

3. Right-click the icon  in the Dock, and then choose **Calibration_Wizard** in the pop-up menu that opens.
4. Click on the **Start** button to begin the calibration process.
5. The scanner pulls the calibration sheet through the scanner, which completes this scanner calibration. After the calibration is complete, click **OK**.


POWER SAVE


To save power consumption, when the scanning process is finished, the scanner light source will turn itself off and the scanner will enter a lower-power mode without delay time.

CHAPTER IV. TROUBLESHOOTING

If you encounter problems with your scanner, please review the installation and scanning instructions contained in this guide.

SCANNER CONNECTION

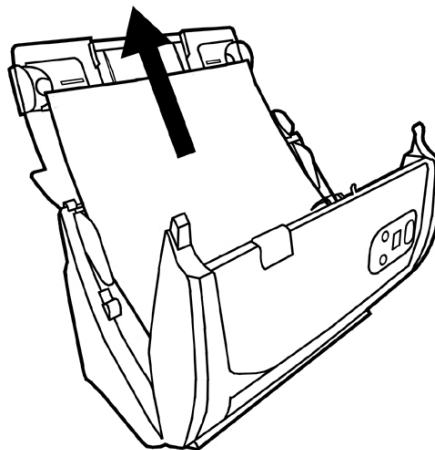
The first step to take when troubleshooting connection problems with your scanner is to check all physical connections. The icon , located on the Dock indicates if the scanner software is properly launched and the scanner and computer are communicating with each other.

Appearance	Status
	The program has been successfully launched and the scanner is connected with the computer, ready to scan images.
No Display	You have chosen to terminate the program, no matter the scanner is connected or disconnected with the computer.

CLEARING PAPER JAMS

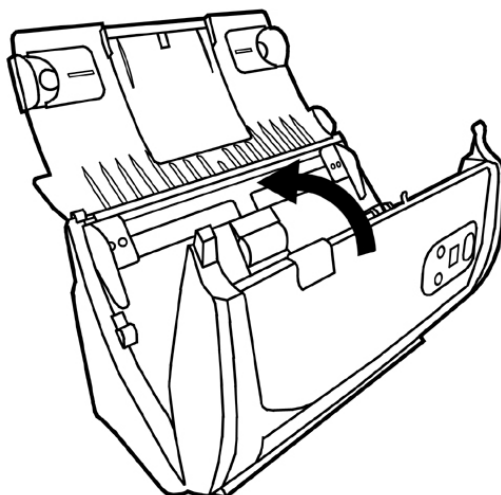
If a paper jam in the ADF happens, please perform the following steps:

1. Remove any unjammed documents still loaded into the ADF.
2. Open the ADF cover by pulling the cover open lever.
3. Gently but firmly pull the jammed documents out of the ADF. Try to avoid creasing or wrinkling the documents.



Do not try to pull jammed or half-scanned documents out of the ADF without first opening the ADF cover. Doing so may permanently damage the ADF.

4. Close the ADF cover by pushing it back down until it snaps back into place.



APPENDIX A: SPECIFICATIONS³

Plustek PS186	
Image Sensor	CIS x 2
Light Source	LED
Optical Resolution	600 dpi
Hardware Resolution	600 x 600 dpi
Scan Modes	Color: Input 48-bit, Output 24-bit Grayscale: Input 16-bit, Output 8-bit Black & White: 1-bit
ADF Capacity	1. 50 sheets (A4/ Letter, 70 g/m ² or 18 Lbs), Max. thickness under 5mm (0.2"). 2. 20 sheets (Business Cards). 3. Plastic Card, Max. thickness under 1.2 mm. Note: Maximum ADF capacity varies, depending upon paper weight.
Scanning Speed (ADF)	25 ppm/ 50 ipm (Grayscale mode, 200 dpi, A4 Portrait) 25 ppm/ 50 ipm (B&W mode, 200 dpi, A4 Portrait) 8 ppm/ 8 ipm (Color mode, 200 dpi, A4 Portrait) Note: Results may vary depending upon your scanning application, computer processor and system memory.
Scanning Area (W x L)	Max. 216 x 2500 mm (8.5" x 98.42") Min. 13.2 x 13.2 mm (0.52" x 0.52")
Acceptable Paper Sizes (W x L)	Max. 220 x 2500 mm (8.66" x 98.42") Min. 50.8 x 50.8 mm (2" x 2")
Acceptable Paper Weight (Thickness)	50 to 105 g/m ² (14 to 28 Lbs)
Daily Duty Scan (Sheets)	1,500
Roller Lifetime (Scans)	100,000
Pad Lifetime (Scans)	20,000
Action Button	Scan, OCR, File, E-Mail, Copy. All Customizable.
Power Supply	24 Vdc/ 0.75 A
Interface	USB 2.0
Net Weight	1.66 Kgs (3.66 Lbs)

³ Hardware specifications may change at any time without prior notice.

Dimensions (W x D x H)	263 x 128 x 148 mm (10.36" x 5.02" x 5.83")
------------------------	---------------------------------------------

Plustek PS188	
Image Sensor	CIS x 2
Light Source	LED
Optical Resolution	600 dpi
Hardware Resolution	600 x 600 dpi
Scan Modes	Color: Input 48-bit, Output 24-bit Grayscale: Input 16-bit, Output 8-bit Black & White: 1-bit
ADF Capacity	1. 50 sheets (A4/ Letter, 70 g/m ² or 18 Lbs), Max. thickness under 5mm (0.2"). 2. 20 sheets (Business Cards) 3. Plastic Card, Max. thickness under 1.2 mm. Note: Maximum ADF capacity varies, depending upon paper weight.
Scanning Speed (ADF)	30 ppm/ 60 ipm (Grayscale mode, 200 & 300 dpi, A4 Portrait) 30 ppm/ 60 ipm (B&W mode, 200 & 300 dpi, A4 Portrait) 30 ppm/ 60 ipm (Color mode, 200 & 300 dpi, A4 Portrait) Note: Results may vary depending upon your scanning application, computer processor and system memory.
Scanning Area (W x L)	Max: 216 x 5080 mm (8.5" x 200") Min: 13.2 x 13.2 mm (0.52" x 0.52")
Acceptable Paper Sizes (W x L)	Max: 220 x 5080 mm (8.66" x 200") Min: 63.5 x 50.8 mm (2.5" x 2")
Acceptable Paper Weight (Thickness)	50 to 105 g/m ² (14 to 28 Lbs)
Daily Duty Scan (Sheets)	4,000
Roller Lifetime (Scans)	300,000
Pad Lifetime (Scans)	50,000
Action Button	3 Buttons: Up, Down, Scan. 9 Function Keys. All Customizable.
Power Supply	24 Vdc/ 0.75 A
Interface	USB 2.0
Net Weight	1.66 Kgs (3.66 Lbs)

Dimensions (W x D x H)

263 x 127.5 x 148 mm (10.36" x 5.02" x 5.83")

APPENDIX B: CUSTOMER SERVICE AND WARRANTY

Please visit our website www.plustek.com for more customer service information. For further assistance, visit our website or call our customer support phone number listed on the website. One of our representatives will be happy to assist you from Monday through Friday in office working hours.

To avoid delays, please have the following information available before calling:

- Scanner name and model number
- Scanner serial number (Located at the bottom of the scanner)
- Scanner CD version and part number
- A detailed description of the problem
- Your computer manufacturer and its model number
- The speed of your CPU
- Your current operating system and BIOS (optional)
- Name of software package(s), version or release number and manufacturer of the software
- Other USB devices installed

SERVICE & SUPPORT INFORMATION (FOR EU COUNTRY ONLY)

Where appropriate, the period of availability of spare parts and the possibilities of upgrading products information. Please ask local distributors and suppliers for spare parts information and product upgrade information.

Information requested by relevant Implementing Measure. Please ask local distributors and suppliers for the related information of Implementing Measure test report.

Do not dispose anything of products before you ask local distributors and suppliers to get correct information for decreases of environmental impact with right methods and procedures.

If you want to disposals the product and/or an accessory, please ask local distributors and suppliers to get the contact information of nearest disposal manufactures.

If you have any maintenance inquiry, please ask local distributors and suppliers to get the contact information of nearest maintenance center in order to extend the product usage life time.

If you want to maintain and clear the product, please ask local distributors and suppliers to get the right information of nearest stores.

STATEMENT OF LIMITED WARRANTY

This Statement of Limited Warranty applies only to the options you originally purchase for your use, and not for resale, from an authorized reseller.

The manufacturer warranty includes all parts and labor, and is not valid without the receipt of original purchase. To obtain warranty service, you may contact the authorized dealer or distributor, or visit our website to check out the available service information, or send a request via E-mail for further help.

If you transfer this product to another user, warranty service is available to that user for the remainder of the warranty period. You should give your proof of purchase and this statement to that user.

We warrant that this machine will be in good working order and will conform to its functional descriptions in the documentation provided. Upon provision of proof of purchase, replacement parts assume the remaining warranty of the parts they replace.

Before presenting this product for warranty service, you must remove all programs, data and removable storage media. Products returned without guides and software will be replaced without guides and software.

This Limited Warranty service does not provide for carry-in exchange when the problem results from accident, disaster, vandalism, misuse, abuse, unsuitable environment, program modification, another machine or non-vendor modification for this product.

If this product is an optional feature, this Limited Warranty applies only when the feature is used in a machine for which it was designed.

If you have any questions about your Limited Warranty, contact the approved retailer from whom you bought the product or the manufacturer.

THIS LIMITED WARRANTY REPLACES ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. HOWEVER, SOME LAWS DO NOT ALLOW THE EXCLUSION OF IMPLIED WARRANTIES. IF THESE LAWS APPLY, THEN ALL EXPRESS AND IMPLIED WARRANTIES ARE LIMITED IN DURATION TO THE WARRANTY PERIOD. NO OTHER WARRANTIES APPLY AFTER THAT PERIOD.

Some jurisdictions do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply.

Under no circumstances are we liable for any of the following:

1. Third party claims against you for losses or damages.

2. Loss of, or damage to, your records or data; or
3. Economic consequential damages (including lost profits or savings) or incidental damages, even if we are informed of their possibility.

Some jurisdictions do not allow the exclusion or limitations of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

This Limited Warranty gives you specific legal rights, and you may also have other rights that vary from jurisdiction to jurisdiction.

FCC RADIO FREQUENCY STATEMENT

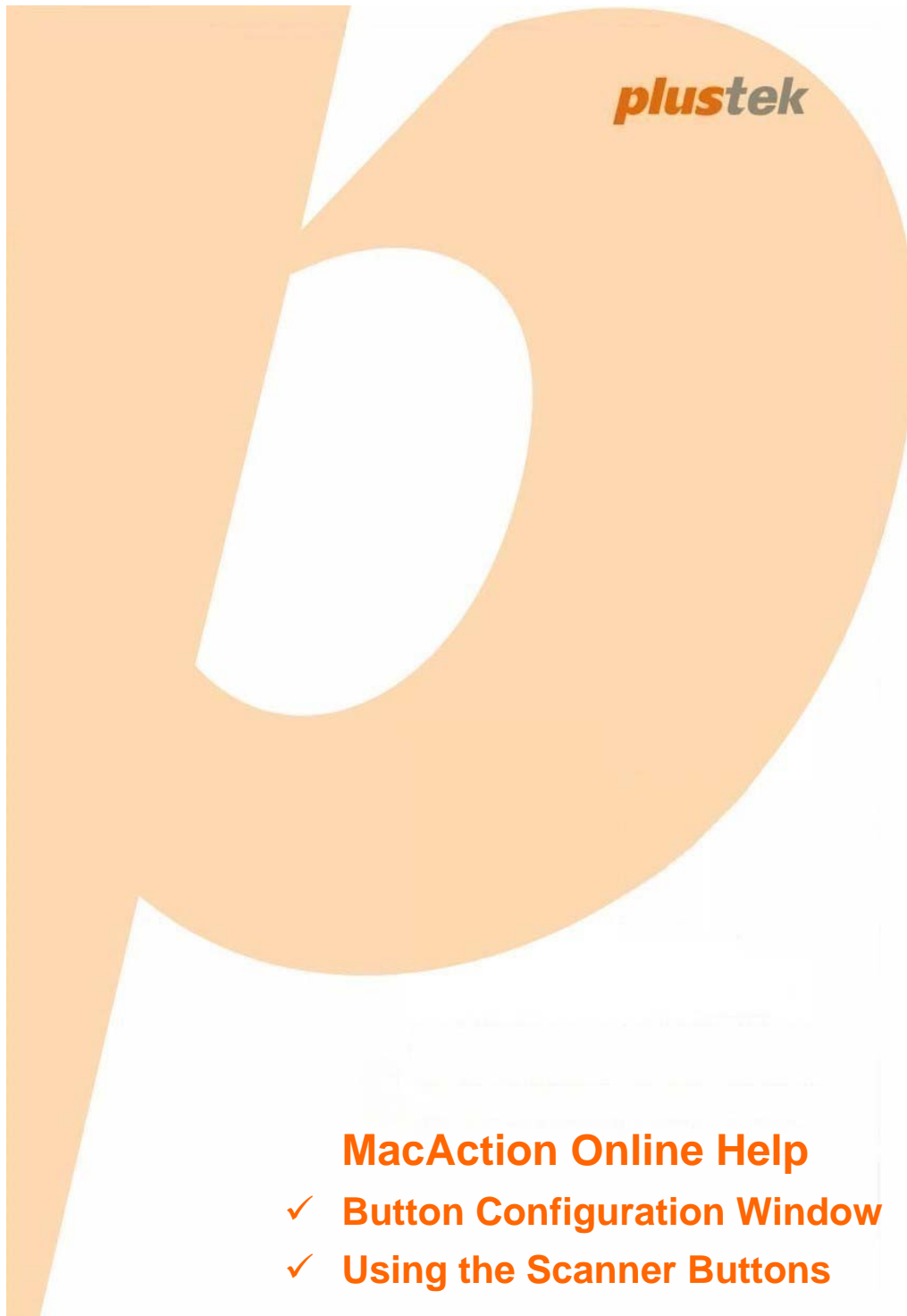
This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular television reception (which can be determined by turning the equipment off and on), the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment to an outlet on a circuit different from that which the receiver is connected.
- Shielded interconnect cables and shielded power cord which are supplied with this equipment must be employed with this equipment to ensure compliance with the pertinent RF emission limits governing this device.
- Consult the dealer or an experienced radio/TV technician for help if the conditions persist.
- Changes or modifications not expressly approved by the manufacturer or authorized service center could void the user's authority to operate this equipment.

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

MacAction Program Online Help



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1 Introduction

The MacAction program, seamlessly integrating the operation of your scanner with your computer and other peripherals, provides a quick and convenient way to perform various scanning functions.

With MacAction, you don't need to adjust settings every time you scan. Simply press any button on the scanner's front panel or click any scanning menu item of MacAction on the screen. The scanner starts to scan your paper documents and transfer them to your assigned destination. The destination can be a printer, your e-mail program, files on your disk drives, an image-editing program, etc.



When MacAction is on, you will see the icon  in the Dock. Right-click on this icon will open a pop-up menu and allow you to:

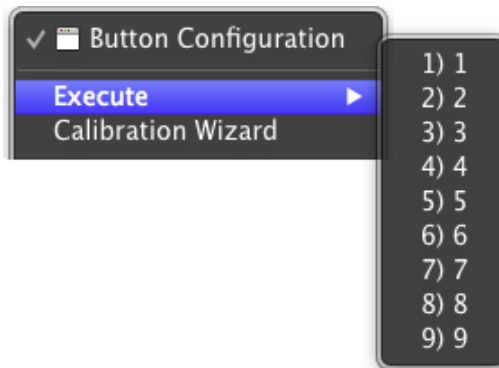
- [Configure button settings](#). The settings for each single-touch button on the scanner's front panel are configured through MacAction.
- Perform predefined scanning tasks in the same way as you press a button on the scanner front panel.
- [Calibrate the scanner](#).
- Access [Scanner Utility](#) where you may set up the standby mode. (This function may or may not be available depending on the scanner model you purchase.)

We will guide you through how to configure button settings and how to use scanner buttons to carry out your different scanning tasks.

1.1 Operate the Scanner

MacAction offers you quick access to the most frequently-used scanning functions in two ways. They are especially useful when you need to repeatedly scan with the same settings and send images to the same destination.

- Scan from the buttons on the scanner front panel
- Scan from MacAction's Execute menu on the screen



Buttons on the scanner front panel will be used in this guide to demonstrate the scanner operations. You may also use MacAction's on-screen Execute menu to perform the same scanning tasks.



In addition to the two fast scanning methods described above, this scanner offers you other ways to scan your paper documents or images. Choose an appropriate scanning method that meets your scanning need and preferences.


- By acquiring images from the scanner through our TWAIN interface within any TWAIN-compliant application programs

For more information, please refer to "Chapter II. Scanning" of the Scanner User's Guide.

1.2 Calibrate the scanner

Calibrate the scanner if colors appear in areas that should be white, or colors of the scanned image and the original vary a lot. This allows you to adjust and compensate for variations that can occur in the optical component over time by its nature.

The following describes how to calibrate the scanner:


1. The Calibration Sheet, marked with an arrow on either edge at both sides, is used specially for **ADF Scanning** calibration.
2. Insert the special calibration sheet into the ADF of the scanner, with an arrow toward the scanner buttons.
3. Right-click the icon  in the Dock, and then choose **Calibration Wizard** in

the pop-up menu that opens.

4. Click on the **Start** button to begin the calibration process.
5. The scanner pulls the calibration sheet through the scanner, which completes this scanner calibration. After the calibration is complete, click **OK**.

1.3 Scanner Utility

To save power consumption, the scanner will enter the standby mode after it is idle for a while. You may disable the standby mode or define an idle time for the scanner to automatically enter the standby mode.

1. Right-click the icon  in the Dock, and then choose **Scanner Utility** in the pop-up menu that opens
2. In the **Standby Mode** section of the Scanner Utility window that opens, click the button of your option:
 - a. To disable the Standby Mode: Click the button before **Disable Standby Mode**.
 - b. To automatically enter the Standby Mode (Sleep): Click the button before **Sleep** and then click the up or down arrows to set a default time for the scanner to automatically enter the Standby Mode.
 - c. To automatically enter the Standby Mode (Hibernate): Click the button before **Hibernate** and then click the up or down arrows to set a default time for the scanner to automatically enter the Standby Mode. (This function may or may not be available depending on the scanner model you purchase.)
3. Click on **OK** button to save settings and exit.



- To completely shut down the scanner, press the power switch on the rear of the scanner.
- If the scanner will not be used for a long period of time, shut down the scanner and then disconnect the power cable from the power outlet.

Alternatively you may click **Default** to restore the default settings. You may press any scanner button to wake up the scanner from power saving.

1.4 Button Functions Overview

The following items are on the scanner's front panel:

- **Up Button**-- press to move forward the scanning task number indicated in the function number display.
- **Down Button**-- press to move backward the scanning task number indicated in the function number display.
- **Function Number Display**-- indicates the number of the predefined scanning task selected by the up or down button.
- **Scan Button**-- press to perform a predefined scanning task selected by the up or down button.

Each number of the predefined scanning task selected by the up or down button on the scanner's front panel corresponds to an on-screen scanning button in MacAction program. You are allowed to customize all on-screen scanning buttons as any of the available scanning functions (OCR, File, Scan, Copy, E-Mail, PDF, FTP). For example, if you need to frequently scan paper documents to files in different folders and/or with different scanning parameters, you may configure any button to also perform File function, in addition to the existing File button.

The following scanning functions are available:

- **OCR**-- Scans text documents directly to a text editor or viewer, thus saving you the time usually needed for retyping. It converts the scanned images into an editable text file or a text-searchable pdf file.
- **File**-- Scans documents or images and saves them to files. You may determine where they are saved and how their files are named to best meet your needs.

Unlike the Scan button which launches the specified application program after the scan is completed, the File button simply saves the scanned documents or images to files and does not send their image data to any application program, so you don't see the scanning results on screen immediately after the scan. You will find this button useful if you only want to digitize your documents or images and don't want to confirm the scan result right after the scan.



- **Scan**-- Scans documents or images to a linked image-editing application programs for viewing or post processing. Alternatively you may set up this button as a hot key to simply launch any application program without scanning action.

Unlike the File button which simply saves the scanned documents or images to files after the scan is completed, the Scan button not only saves the scanned documents or images to files but also transfer them to a specified image-editing program for you to view or check the scan results.

- **Copy**-- Scans documents or images directly to the printer without saving them to your hard drive, making it ideal for getting a quick copy of a document or image. MacAction transforms your scanner and printer into a convenient office copier.
- **E-Mail**-- Scans documents or images directly to your e-mail program and automatically creates a new message with the image files attached. A copy is automatically saved on your disk drive too.
- **PDF**-- Scans documents and recognizes letters on a page, then write them into a text-searchable pdf file. You may determine where they are saved and how their files are named to best meet your needs.
- **FTP**-- Scans documents or images and saves them to the FTP server. You may determine where they are saved on the FTP server. A copy is automatically saved on your disk drive too.

2 Button Configuration Window Overview



MacAction allows you to tailor each individual on-screen scanning button to meet your scanning needs of all time. There are two ways to configure or view the button settings of MacAction:

- Click the icon  in the Dock.
- Right-click the icon  in the Dock, and then choose **Button Configuration...** in the pop-up menu that opens.

Within the "Button Configuration" window, you can find a row of icons running through the left side of the window. Each icon represents a scanning task, and

the number underneath corresponds to the function number displayed on the scanner front panel. Nine frequently-used scanning tasks are pre-configured for your convenience to start scanning immediately. If not all available buttons are displayed, drag the scrolling bar up and down to navigate through them. Clicking any icon on the left pane and its current button settings are displayed immediately on the right pane. You may adjust the settings as desired.



If the icon  is not displayed on the Dock, double-click the icon  in **Finder > Applications > Plustek > Your scanner model name.**

2.1 Customize Button Settings

Clicking any icon on the left pane in the Button Configuration window displays its current button settings on the right pane.

The items and parameters available in the window are explained as follows:

Button Template:	<input type="text" value="File Utility"/>
Description:	<input type="text" value="Scan and save images to your storage device."/>




Button Template





Each available scanning function (Scan, Copy, OCR, File, E-Mail, PDF, FTP) has been especially designed as an individual button template, which gives you great convenience and time-saving in configuring the settings to meet your needs. By simply selecting one function from the drop-down menu, you may turn this Custom button into your frequently-used scanning function.

Description

After you select a desired function from the drop-down menu of Button Template and adjust the corresponding settings in this Button Configuration window, you may enter a brief description here as a personal memo.

Also see:

-  [OCR Button Settings](#)
-  [File Button Settings](#)
-  [Scan Button Settings](#)

-  [Copy Button Settings](#)
-  [E-Mail Button Settings](#)
-  [PDF Button Settings](#)
-  [FTP Button Settings](#)

2.2 Copy Button Settings

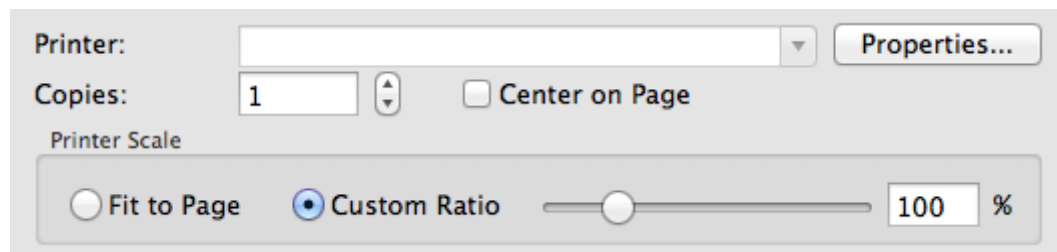
Clicking the **Copy** icon on the left pane in the Button Configuration window displays its current button settings on the right pane.

The settings can be categorized into two: [Printing Settings](#) on the upper part, and [Scan Parameters](#) on the lower part.

The items and parameters available in the window are explained as follows:


Printing Settings

Because all printers have their own printing characteristics and no two printers will give the exact same output (especially where colors and images are concerned), this Button Configuration window provides a number of options or settings, allowing you to adjust the scanning process to tailor the output to your particular printer. You will need to experiment with the settings to optimize the quality of the printed image.




Printer

All printers that are currently installed in Mac OS are displayed in the drop-down menu.

If needed, click  to configure the printer.

Copies

This setting decides the number of copies to be printed. Do one of the following:

- Enter the numeral in the edit box directly; or
- Click  to increase/decrease the number.

Center on Page

If the check box is ticked, the image will be centered in the printable area of the selected paper.

Fit to Page

If this option is selected, the print size of the image will be re-scaled to fit within the printable area of the selected paper.

Custom Ratio

This options allows you to re-scale the print size of the image proportionally by doing one of the following:

- Slide the thumb of the scroll bar to the right or left; or
- Click on the scroll bar; or
- Enter the value in the edit box.

Scan Parameters

- [Scan Type](#)
- [Merge Pages](#)
- [Manual Merging Adjustment](#)
- [Card Scanning Mode](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Page Size](#)
- [Scan Mode](#)
- [Brightness](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Contrast](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Gamma](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Threshold](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Color Dropout](#)
- [Descreen](#)
- [Page Rotation Setting](#)
- [Continuous Scan](#)
- [Apply Color Matching](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Auto Density](#)
- [Auto Threshold](#)
- [Auto Crop](#)
- [Auto Deskew](#)

- [Remove Blank Pages](#)
 - [Image Edge Fill](#)
 - [Global Settings](#)
 - [Preview](#)
 - [Default](#)
-

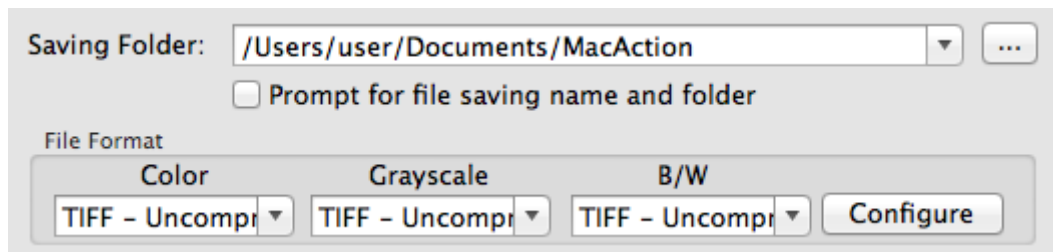
2.3 E-Mail Button Settings

Clicking the **E-Mail** icon on the left pane in the Button Configuration window displays its current button settings on the right pane.

The settings can be categorized into two: [File Saving Settings](#) on the upper part, and [Scan Parameters](#) on the lower part.


The items and parameters available in the window are explained as follows:

File Saving Settings



Saving Folder

The scanned documents or images are automatically saved to the folder displayed here.

To select or modify the saving folder, click  to open a dialog box where you may browse your disk drives to select a desired saving folder. This newly added saving folder will be added to the drop-down menu. Next time when you want to use this folder again, you may simply click to select it from this drop-down menu.

MacAction will automatically assign the file name to save the images.

Prompt for file saving name and folder

Tick this check box if you prefer to save each scanned image manually. After the scan of each page finishes, a Save dialog box appears on screen and you may select the folder and file name to save the scanned images individually. This option is useful if you want to save the images scanned in a batch to different folders or in different file naming patterns.

File Format

Determines the image file format to save the scanned documents or images to. The following file formats are available from the drop-down list box:

- TIFF - Uncompressed
- BMP
- JPEG
- PNG
- PDF
- MultiplePage TIFF - Compressed

Different file formats can be set for different scan modes. For example, if you usually need color images in JPEG and B/W images in BMP, you may configure so here. Next time when you scan a document in color first and then another document in B/W, you may simply change the [scan parameters](#) without the trouble of changing file formats frequently.

Clicking opens the [File Format Configuration](#) window where you may configure advanced settings for JPG and PDF file formats.

Scan Parameters

- [Scan Type](#)
- [Merge Pages](#)
- [Manual Merging Adjustment](#)
- [Card Scanning Mode](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Page Size](#)
- [Scan Mode](#)
- [Resolution](#)
- [Brightness](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Contrast](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Gamma](#) (This function may or may not be available depending on the

- scanner model you purchase.)
- [Threshold](#) (This function may or may not be available depending on the scanner model you purchase.)
 - [Color Dropout](#)
 - [Descreen](#)
 - [Page Rotation Setting](#)
 - [Continuous Scan](#)
 - [Apply Color Matching](#) (This function may or may not be available depending on the scanner model you purchase.)
 - [Auto Density](#)
 - [Auto Threshold](#)
 - [Auto Crop](#)
 - [Auto Deskew](#)
 - [Remove Blank Pages](#)
 - [Image Edge Fill](#)
 - [Global Settings](#)
 - [Preview](#)
 - [Default](#)
-

2.4 File Button Settings

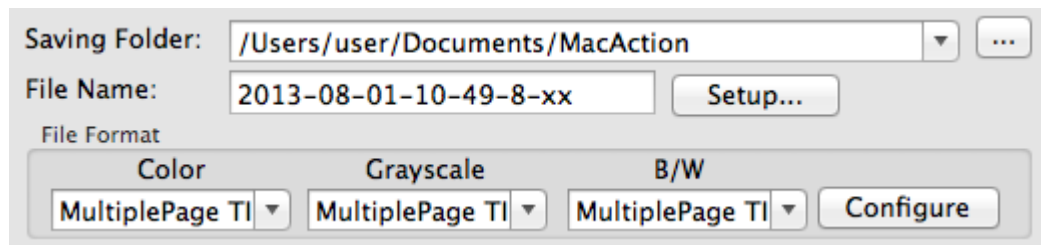
Clicking the **File** icon on the left pane in the Button Configuration window displays its current button settings on the right pane.

The settings can be categorized into two: [File Saving Settings](#) on the upper part, and [Scan Parameters](#) on the lower part.

The items and parameters available in the window are explained as follows:


File Saving Settings

Determine how the scanned documents or images are saved to files.




Saving Folder

The scanned documents or images are automatically saved to the folder displayed here.

To select or modify the saving folder, click  to open a dialog box where you may browse your disk drives to select a desired saving folder. This newly added saving folder will be added to the drop-down menu. Next time when you want to use this folder again, you may simply click to select it from this drop-down menu.

File Name

Specifies the file name format to save scanned documents or images. The file name extension is automatically added according to the file format you set up.


The current file name format is displayed in the white rectangle. To change to a different format, click  to open the [File Name Setup](#) window.

File Format

Determines the image file format to save the scanned documents or images to. The following file formats are available from the drop-down list box:

- TIFF - Uncompressed
- BMP
- JPEG
- PNG
- PDF
- MultiplePage TIFF - Compressed

Different file formats can be set for different scan modes. For example, if you usually need color images in JPEG and B/W images in BMP, you may configure so here. Next time when you scan a document in color first and then another document in B/W, you may simply change the [scan parameters](#) without the trouble of changing file formats frequently.

Clicking  opens the [File Format Configuration](#) window where you may configure advanced settings for JPG and PDF file formats.

Scan Parameters

- [Scan Type](#)
 - [Merge Pages](#)
 - [Manual Merging Adjustment](#)
 - [Card Scanning Mode](#) (This function may or may not be available depending on the scanner model you purchase.)
 - [Page Size](#)
 - [Scan Mode](#)
 - [Resolution](#)
 - [Brightness](#) (This function may or may not be available depending on the scanner model you purchase.)
 - [Contrast](#) (This function may or may not be available depending on the scanner model you purchase.)
 - [Gamma](#) (This function may or may not be available depending on the scanner model you purchase.)
 - [Threshold](#) (This function may or may not be available depending on the scanner model you purchase.)
 - [Color Dropout](#)
 - [Descreen](#)
 - [Page Rotation Setting](#)
 - [Continuous Scan](#)
 - [Apply Color Matching](#) (This function may or may not be available depending on the scanner model you purchase.)
 - [Auto Density](#)
 - [Auto Threshold](#)
 - [Auto Crop](#)
 - [Auto Deskew](#)
 - [Remove Blank Pages](#)
 - [Image Edge Fill](#)
 - [Global Settings](#)
 - [Preview](#)
 - [Default](#)
-

2.4.1 File Name Setup dialog box (for File Button Settings)

You are allowed to name the saved files in two ways:

- using the "Date and Time" format; or
- using customized prefix and numbering scheme.

You can see the file naming example on screen--near the bottom of this dialog box--immediately after you make any adjustments. The file name extension is automatically added according to the file format you set up.

The items and parameters available in the window are explained as follows:

Date and Time

If you choose to name the saved files in Date and Time format, you may use either option as follows:

Use operating system setting

Files are named according to the date and time setting of the operating system of your computer. You may access System Preferences of your operating system to view or permanently modify your current date and time setting.

User-defined

This setting allows you to customize the date and time naming format for your current need. The data and time setting of your operating system remains unchanged.

Custom

The prefix and the numbering scheme are combined to form the file name. Choose this one if you want to have MacAction automatically save scanned images in a consistent naming and numbering pattern.

Prefix

The text you enter here will become the file name prefix.

Numbering Scheme

The successive numeral will be appended at the end of the file name (right after the prefix). This setting allows you to retain the original page numbers of your paper documents on your digitized image files. The numbering scheme consists of the following criteria:

Start with-- Enter the numeral you want to start with.

Pad-- Click the up/down arrow button to select the number of padded zeroes to insert (from 2-9).

Overwrite the file of the same name

What if a file with the same file name and file extension combination happens to already exist in the assigned saving folder? MacAction offers you two options as follows:

- Tick this check box and have MacAction overwrite the existing file with the newly-scanned image.
- Clear this check box and have MacAction not only save the newly-scanned image to file according to your customized prefix and numbering scheme but also append the date and time of your operating system at the end of the file name. For example, if the file "News clipping_027.jpg" is found to already exist in the destination folder, the newly scanned paper will be saved as "News clipping_027_2013_01_26_18_00_32.jpg" in which the numeral 2013_01_26_18_00_32 stands for year-month-date-hour-minute-second.

Prompt for confirming file name prefix

Tick the check box to enable the function of **Prompt for confirming file name prefix**. After this function is enabled, the dialog page of **Confirm File Name Prefix** will appear on the screen when you try to scan documents by the **File** button of MacAction's Execute Menu. In the page of **Confirm File Name Prefix**, you are able to modify and confirm the saving folder as well as the file name prefix.

Launch designated application after saving file

- Tick this check box and you can click the **Add** button to add the application. The designated application will be launched after the scanned files are saved. For example, if you add an image-editing application, it will appear after scanning. And you can open the scanned files saved in the destination folder. Then, the scanning results will be viewed and processed in the application.
- Clear this check box , the application won't be launched after saving files.

Up to 10 programs can be added to Application's drop-down menu.

- Clicking opens the "[Add/Modify Linked Application](#)" window where you may add frequently-used programs to the Application menu.
- Clicking opens the "[Add/Modify Linked Application](#)" window where you modify the name, memo and command line for the current application.
- Clicking to delete the current application link from the Application menu.



You are recommended to check existing files in the saving folder before configuring the file name format here, and make sure there are no existing files having the same file name and file extension combination.

2.5 OCR Button Settings

Clicking the **OCR** icon on the left pane in the Button Configuration window displays its current button settings on the right pane.

The settings can be categorized into two: [OCR Settings](#) on the upper part, and [Scan Parameters](#) on the lower part.

The items and parameters available in the window are explained as follows:

OCR Settings

Determine to use which OCR application and what settings (e.g., recognition language) to process the scanned images into text file.

OCR Application: DocOCR Configure... Save Setup...

Language : English
Saving Folder : /Users/dqa_macmini/Documents/MacAction/

OCR Application

All documents that are scanned are treated by the computer as graphic images. Acting as an image-to-text converter, an OCR (Optical Character Recognition) application program recognizes letters on a page and write them into an editable text file or a text-searchable pdf file.

The options available in the drop-down menu depends on the OCR application programs that you may have installed in your Mac OS. MacAction has been programmed to support the following famous OCR applications in the industry to give you the convenience of single-touch OCR button operation:

- DocOCR

The availability of the programs may vary depending on the scanner model you purchase.

Major OCR settings of the selected OCR application are displayed at the bottom. Clicking [Configure...](#) opens a configuration window where you may check or modify the OCR settings (e.g., the file format to save the OCR result, recognition language, etc.) as desired.

Save Setup...

Clicking this button opens the [Save Setup](#) dialog box where you may determine where and in what file name format the scanned documents or images are saved.

Scan Parameters


- [Scan Type](#)
- [Merge Pages](#)
- [Manual Merging Adjustment](#)
- [Card Scanning Mode](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Page Size](#)
- [Scan Mode](#)
- [Resolution](#)
- [Brightness](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Contrast](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Gamma](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Threshold](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Color Dropout](#)
- [Descreen](#)
- [Page Rotation Setting](#)
- [Continuous Scan](#)
- [Apply Color Matching](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Auto Density](#)
- [Auto Threshold](#)
- [Auto Crop](#)
- [Auto Deskew](#)
- [Remove Blank Pages](#)
- [Image Edge Fill](#)
- [Global Settings](#)
- [Preview](#)

- [Default](#)
-

Also see:

 [DocOCR Configuration](#)

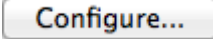
2.5.1 DocOCR Configuration

If you select DocOCR as the OCR application, clicking  opens the DocOCR window. The items and parameters available in this window are explained as follows:

File Format

This setting determines the file format of the OCR'd result. The following options are available from the drop-down menu:

- Searchable PDF
- TXT

If you select PDF, you may click  to open the PDF Options window where you may adjust image quality for PDF file format.

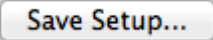
Selected Language

Select the recognition language to read your pages.

Show All Languages

Tick this box if you want to display all languages in the list.


2.5.2 Save Setup dialog box (for OCR Button Settings)

Within the Button Configuration window click the **OCR** icon on the left pane and then click  in the right pane, which opens this dialog box.

The items and parameters available in the window are explained as follows:

Saving Folder

The scanned documents or images are saved to the folder displayed here.

To select or modify the saving folder, click  to open a dialog box where you may browse your disk drives to select a desired saving folder. This newly added saving folder will be added to the drop-down menu. Next time when you want to use this folder again, you may simply click to select it from this drop-down menu.

File Name

You are allowed to name the saved files in two ways:

- using the "Date and Time" format; or
- using customized prefix and numbering scheme.

You can see the file naming example on screen--near the bottom of this dialog box--immediately after you make any adjustments. The file name extension is automatically added according to the file format you set up.

Date and Time

If you choose to name the saved files in Date and Time format, you may use either option as follows:

Use operating system setting

Files are named according to the date and time setting of the operating system of your computer. You may access System Preferences of your operating system to view or permanently modify your current date and time setting.

User-defined

This setting allows you to customize the date and time naming format for your current need. The data and time setting of your operating system remains unchanged.

Custom

The prefix and the numbering scheme are combined to form the file name. Choose this one if you want to have MacAction automatically save scanned images in a consistent naming and numbering pattern.

Prefix

The text you enter here will become the file name prefix.

Numbering Scheme

The successive numeral will be appended at the end of the file name (right after the prefix). This setting allows you to retain the original page numbers of your paper documents on your digitized image files. The numbering scheme consists of the following criteria:

Start with-- Enter the numeral you want to start with.

Pad-- Click the up/down arrow button to select the number of padded

zeroes to insert (from 2-9).

Overwrite the file of the same name

What if a file with the same file name and file extension combination happens to already exist in the assigned saving folder? MacAction offers you two options as follows:

- Tick this check box and have MacAction overwrite the existing file with the newly-scanned image.
- Clear this check box and have MacAction not only save the newly-scanned image to file according to your customized prefix and numbering scheme but also append the date and time of your operating system at the end of the file name. For example, if the file "News clipping_027.jpg" is found to already exist in the destination folder, the newly scanned paper will be saved as "News clipping_027_2013_01_26_10_03_55.jpg" in which the numeral 2013_01_26_10_03_55 stands for year-month-date-hour-minute-second.

Prompt for confirming file name prefix

Tick the check box to enable the function of **Prompt for confirming file name prefix**. After this function is enabled, the dialog page of **Confirm File Name Prefix** will appear on the screen when you try to scan documents by the **OCR** button of MacAction's Execute Menu. In the page of **Confirm File Name Prefix**, you are able to modify and confirm the saving folder as well as the file name prefix.



You are recommended to check existing files in the saving folder before configuring the file name format here, and make sure there are no existing files having the same file name and file extension combination.

2.6 Scan Button Settings

Clicking the **Scan** icon on the left pane in the Button Configuration window displays its current button settings on the right pane.

The settings can be categorized into two:

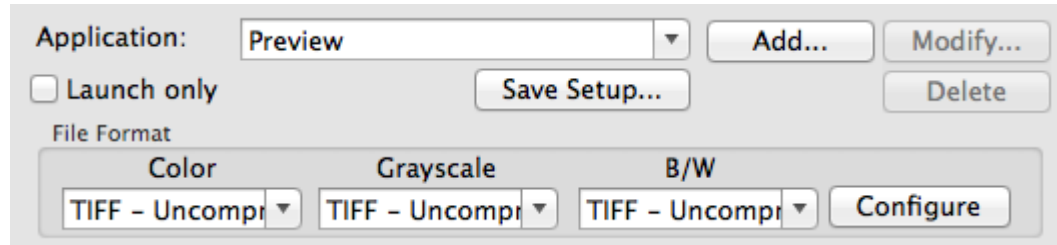
[Application and File Saving Settings](#)

on the upper part, and [Scan Parameters](#)

on the lower part.

The items and parameters available in the window are explained as follows:

Application and File Saving Settings



Application

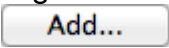
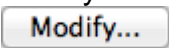

Specifies an application program to be launched and linked to the Scan button. After the scan is complete, this application program is started up automatically and displays all scanned images.



Make sure you select an application that can process the specified file format. Scanned images cannot be displayed properly if the specified file format is not supported by that application.

For example, if you select file format as JPEG, PNG, BMP or TIFF (compressed or uncompressed), make sure you select an *image-editing* application; if you select PDF to save the scanned images, you are recommended to select Adobe Acrobat or Adobe Acrobat Reader that has been installed in your Mac OS.

Up to 10 programs can be added to Application's drop-down menu.

- Clicking  opens the "[Add/Modify Linked Application](#)" window where you may add frequently-used programs to the Application menu.
- Clicking  opens the "[Add/Modify Linked Application](#)" window where you modify the name, memo and command line for the current application.
- Clicking  to delete the current application link from the Application menu.

Launch only

If this check box is ticked, clicking the Scan button will only start the linked application program. No scan is performed.

This option allows you to set up this button as a hot key to simply launch an

application program without scanning action.

Save Setup...

Clicking this button opens the [Save Setup](#) dialog box where you may determine where and in what file name format the scanned documents or images are saved.

File Format

Determines the image file format to save the scanned documents or images to. The following file formats are available from the drop-down list box:

- TIFF - Uncompressed
- BMP
- JPEG
- PNG
- PDF
- MultiplePage TIFF - Compressed

Different file formats can be set for different scan modes. For example, if you usually need color images in JPEG and B/W images in BMP, you may configure so here. Next time when you scan a document in color first and then another document in B/W, you may simply change the [scan parameters](#) without the trouble of changing file formats frequently.

Clicking  opens the [File Format Configuration](#) window where you may configure advanced settings for JPG and PDF file formats.

Scan Parameters

- [Scan Type](#)
- [Merge Pages](#)
- [Manual Merging Adjustment](#)
- [Card Scanning Mode](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Page Size](#)
- [Scan Mode](#)
- [Resolution](#)
- [Brightness](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Contrast](#) (This function may or may not be available depending on the scanner model you purchase.)

- [Gamma](#) (This function may or may not be available depending on the scanner model you purchase.)
 - [Threshold](#) (This function may or may not be available depending on the scanner model you purchase.)
 - [Color Dropout](#)
 - [Descreen](#)
 - [Page Rotation Setting](#)
 - [Continuous Scan](#)
 - [Apply Color Matching](#) (This function may or may not be available depending on the scanner model you purchase.)
 - [Auto Density](#)
 - [Auto Threshold](#)
 - [Auto Crop](#)
 - [Auto Deskew](#)
 - [Remove Blank Pages](#)
 - [Image Edge Fill](#)
 - [Global Settings](#)
 - [Preview](#)
 - [Default](#)
-

2.6.1 Add/Modify Linked Application dialog box

Within the Button Configuration window click the **Scan** icon on the left pane and then click or in the right pane, which opens this dialog box.

The items and parameters available in the window are explained as follows:

Application

Click to browse to the desired program folder and select the executable file (*.exe) of the desired application program. The application is displayed here with its full file path and execution file name.

Name

Enter the name for the newly-added application program. The name can be short like a nickname or even in more words including complete software name and its vendor name; that is, write anything that can help you recognize this

linked application.

This name will be displayed in the Application's drop-down menu in the Button Configuration window.

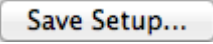
Memo

Optionally you may enter a short description here.

Command Line

Enter the command line and add %1 at the end of the command line to perform a specific task if you have such information for the selected application program. It is recommended that you leave this field blank if you will not use or are unsure of the command line.


2.6.2 Save Setup dialog box (for Scan Button Settings)

Within the Button Configuration window click the **Scan** icon on the left pane and then click  in the right pane, which opens this dialog box.

The items and parameters available in the window are explained as follows:

Saving Folder

The scanned documents or images are saved to the folder displayed here.

To select or modify the saving folder, click  to open a dialog box where you may browse your disk drives to select a desired saving folder. This newly added saving folder will be added to the drop-down menu. Next time when you want to use this folder again, you may simply click to select it from this drop-down menu.

File Name

You are allowed to name the saved files in two ways:

- using the "Date and Time" format; or
- using customized prefix and numbering scheme.

You can see the file naming example on screen--near the bottom of this dialog box--immediately after you make any adjustments. The file name extension is automatically added according to the file format you set up.

Date and Time

If you choose to name the saved files in Date and Time format, you may use either option as follows:

Use operating system setting

Files are named according to the date and time setting of the operating system of your computer. You may access System Preferences of your operating system to view or permanently modify your current date and time setting.

User-defined

This setting allows you to customize the date and time naming format for your current need. The data and time setting of your operating system remains unchanged.

Custom

The prefix and the numbering scheme are combined to form the file name. Choose this one if you want to have MacAction automatically save scanned images in a consistent naming and numbering pattern.

Prefix

The text you enter here will become the file name prefix.

Numbering Scheme

The successive numeral will be appended at the end of the file name (right after the prefix). This setting allows you to retain the original page numbers of your paper documents on your digitized image files. The numbering scheme consists of the following criteria:

Start with-- Enter the numeral you want to start with.

Pad-- Click the up/down arrow button to select the number of padded zeroes to insert (from 2-9).

Overwrite the file of the same name

What if a file with the same file name and file extension combination happens to already exist in the assigned saving folder? MacAction offers you two options as follows:

- Tick this check box and have MacAction overwrite the existing file with the newly-scanned image.
- Clear this check box and have MacAction not only save the newly-scanned image to file according to your customized prefix and numbering scheme but also append the date and time of your operating system at the end of the file name. For example, if the file "News clipping_027.jpg" is found to already exist in the destination folder, the newly scanned paper will be saved as "News clipping_027_2013_01_26_10_03_55.jpg" in which the numeral 2013_01_26_10_03_55 stands for year-month-date-hour-minute-second.

Prompt for confirming file name prefix

Tick the check box to enable the function of **Prompt for confirming file name prefix**. After this function is enabled, the dialog page of **Confirm File Name Prefix** will appear on the screen when you try to scan documents by the **Scan** button of MacAction's Execute Menu. In the page of **Confirm File Name Prefix**, you are able to modify and confirm the saving folder as well as the file name prefix.



You are recommended to check existing files in the saving folder before configuring the file name format here, and make sure there are no existing files having the same file name and file extension combination.

2.7 FTP Button Settings

Clicking the **FTP** icon on the left pane in the Button Configuration window displays its current button settings on the right pane.

The settings can be categorized into two: [Session Name and File Saving Settings](#) on the upper part, and [Scan Parameters](#) on the lower part.

The items and parameters available in the window are explained as follows:

Session Name and File Saving Settings

A screenshot of a software dialog box. At the top, there is a label 'Session Name:' followed by a text input field containing 'Office FTP server' and a small downward arrow. To the right of this field are three buttons: 'Add...', 'Modify...', and 'Delete'. Below the 'Session Name' field is a 'Save Setup...' button. Underneath, there is a section titled 'File Format' which contains three dropdown menus labeled 'Color', 'Grayscale', and 'B/W'. Each dropdown menu currently shows 'PDF' as the selected option. To the right of these dropdowns is a 'Configure...' button.

Session Name

List the **Session Name** you have added in the **FTP Connection Properties** dialog box. You may select the desired FTP session from the drop-down list.

More than one FTP session can be added to the drop-down list.

- Clicking opens the "[FTP Connection Properties](#)" window where you may add frequently-used FTP sessions to the list.
- Clicking opens the "[FTP Connection Properties](#)" window where you may modify the FTP settings for the current FTP session.
- Clicking to delete the current FTP session from the list.

Save Setup...

Clicking this button opens the [Save Setup](#) dialog box where you may determine where and in what file name format the scanned documents or images are saved.

File Format

Determines the image file format to save the scanned documents or images to. The following file formats are available from the drop-down list box:

- TIFF - Uncompressed
- BMP
- JPEG
- PNG
- PDF
- MultiplePage TIFF - Compressed

Different file formats can be set for different scan modes. For example, if you usually need color images in JPEG and B/W images in BMP, you may configure so here. Next time when you scan a document in color first and then another document in B/W, you may simply change the [scan parameters](#) without the trouble of changing file formats frequently.

Clicking opens the [File Format Configuration](#) window where you may configure advanced settings for JPG and PDF file formats.

Scan Parameters

- [Scan Type](#)
- [Merge Pages](#)
- [Manual Merging Adjustment](#)
- [Card Scanning Mode](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Page Size](#)
- [Scan Mode](#)

- [Resolution](#)
- [Brightness](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Contrast](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Gamma](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Threshold](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Color Dropout](#)
- [Descreen](#)
- [Page Rotation Setting](#)
- [Continuous Scan](#)
- [Apply Color Matching](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Auto Density](#)
- [Auto Threshold](#)
- [Auto Crop](#)
- [Auto Deskew](#)
- [Remove Blank Pages](#)
- [Image Edge Fill](#)
- [Global Settings](#)
- [Preview](#)
- [Default](#)

2.7.1 FTP Connection Properties dialog box

Clicking the **FTP** icon on the left pane in the Button Configuration window displays its current button settings on the right pane. Click or in the right pane, which opens this dialog box.

The items and parameters available in the window are explained as follows:

Session Name

Enter an arbitrary name of the FTP connection, e.g. Office FTP server.

Hostname

Enter the server name or IP address of the FTP server, e.g. ftp.office.com.

Port

Enter the number of Port connections for FTP transfers, e.g. 21.

Remote Directory

Specify a directory on the remote host to determine where the scanned documents or images are saved.

Anonymous connection

Tick this check box to enable Anonymous connection. Otherwise, you have to enter the **Username** and the **Password** for the FTP connection.

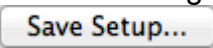
Passive Mode

Tick this check box to enable Passive Mode. This option may be necessary to pass firewalls with connection restrictions.

Delete file after transfer complete

Tick this check box to delete the scan images saved in the specified [Saving Folder](#) after the upload transfer is completed.


2.7.2 Save Setup dialog box (for FTP Button Settings)

Within the Button Configuration window click the **FTP** icon on the left pane and then click  in the right pane, which opens this dialog box.

The items and parameters available in the window are explained as follows:

Saving Folder

The scanned documents or images are saved to the folder displayed here.

To select or modify the saving folder, click  to open a dialog box where you may browse your disk drives to select a desired saving folder. This newly added saving folder will be added to the drop-down menu. Next time when you want to use this folder again, you may simply click to select it from this drop-down menu.

File Name

You are allowed to name the saved files in two ways:

- using the "Date and Time" format; or
- using customized prefix and numbering scheme.

You can see the file naming example on screen--near the bottom of this dialog box--immediately after you make any adjustments. The file name extension is automatically added according to the file format you set up.

Date and Time

If you choose to name the saved files in Date and Time format, you may use either option as follows:

Use operating system setting

Files are named according to the date and time setting of the operating system of your computer. You may access System Preferences of your operating system to view or permanently modify your current date and time setting.

User-defined

This setting allows you to customize the date and time naming format for your current need. The data and time setting of your operating system remains unchanged.

Custom

The prefix and the numbering scheme are combined to form the file name. Choose this one if you want to have MacAction automatically save scanned images in a consistent naming and numbering pattern.

Prefix

The text you enter here will become the file name prefix.

Numbering Scheme

The successive numeral will be appended at the end of the file name (right after the prefix). This setting allows you to retain the original page numbers of your paper documents on your digitized image files. The numbering scheme consists of the following criteria:

Start with-- Enter the numeral you want to start with.

Pad-- Click the up/down arrow button to select the number of padded zeroes to insert (from 2-9).

Overwrite the file of the same name

What if a file with the same file name and file extension combination happens to already exist in the assigned saving folder? MacAction offers you two options as follows:

- Tick this check box and have MacAction overwrite the existing file with the newly-scanned image.
- Clear this check box and have MacAction not only save the newly-

scanned image to file according to your customized prefix and numbering scheme but also append the date and time of your operating system at the end of the file name. For example, if the file "News clipping_027.jpg" is found to already exist in the destination folder, the newly scanned paper will be saved as "News clipping_027_2013_01_26_10_03_55.jpg" in which the numeral 2013_01_26_10_03_55 stands for year-month-date-hour-minute-second.

Prompt for confirming file name prefix

Tick the check box to enable the function of **Prompt for confirming file name prefix**. After this function is enabled, the dialog page of **Confirm File Name Prefix** will appear on the screen when you try to scan documents by the **FTP** button of MacAction's Execute Menu. In the page of **Confirm File Name Prefix**, you are able to modify and confirm the saving folder as well as the file name prefix.



You are recommended to check existing files in the saving folder before configuring the file name format here, and make sure there are no existing files having the same file name and file extension combination.

2.8 PDF Button Settings

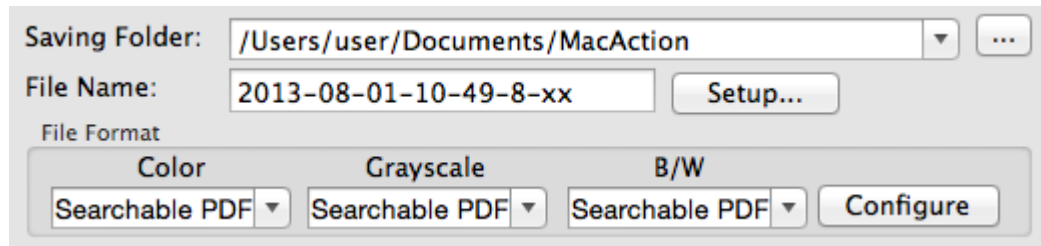
Clicking the **PDF** icon on the left pane in the Button Configuration window displays its current button settings on the right pane.

The settings can be categorized into two: [File Saving Settings](#) on the upper part, and [Scan Parameters](#) on the lower part.

The items and parameters available in the window are explained as follows:


File Saving Settings

Determine how the scanned documents or images are saved to files.




Saving Folder

The scanned documents or images are automatically saved to the folder displayed here.

To select or modify the saving folder, click  to open a dialog box where you may browse your disk drives to select a desired saving folder. This newly added saving folder will be added to the drop-down menu. Next time when you want to use this folder again, you may simply click to select it from this drop-down menu.

File Name

Specifies the file name format to save scanned documents or images. The file name extension is automatically added according to the file format you set up.

The current file name format is displayed in the white rectangle. To change to a different format, click  to open the [File Name Setup](#) window.

File Format

Determines the image file format to save the scanned documents or images to. The following file formats are available from the drop-down list box:

- Searchable PDF
- PDF

Different file formats can be set for different scan modes. You may simply change the [scan parameters](#) .

Clicking  opens the [File Format Configuration](#) window where you may configure advanced settings for Searchable PDF and PDF file formats.

Scan Parameters

- [Scan Type](#)
- [Merge Pages](#)
- [Manual Merging Adjustment](#)
- [Card Scanning Mode](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Page Size](#)
- [Scan Mode](#)
- [Resolution](#)
- [Brightness](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Contrast](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Gamma](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Threshold](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Color Dropout](#)
- [Descreen](#)
- [Page Rotation Setting](#)
- [Continuous Scan](#)
- [Apply Color Matching](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Auto Density](#)
- [Auto Threshold](#)
- [Auto Crop](#)
- [Auto Deskew](#)
- [Remove Blank Pages](#)
- [Image Edge Fill](#)
- [Global Settings](#)
- [Preview](#)
- [Default](#)
-

2.8.1 File Name Setup dialog box (for PDF Button Settings)

You are allowed to name the saved files in two ways:

- using the "Date and Time" format; or
- using customized prefix and numbering scheme.

You can see the file naming example on screen--near the bottom of this dialog box--immediately after you make any adjustments. The file name extension is

automatically added according to the file format you set up.

The items and parameters available in the window are explained as follows:

Date and Time

If you choose to name the saved files in Date and Time format, you may use either option as follows:

Use operating system setting

Files are named according to the date and time setting of the operating system of your computer. You may access System Preferences of your operating system to view or permanently modify your current date and time setting.

User-defined

This setting allows you to customize the date and time naming format for your current need. The data and time setting of your operating system remains unchanged.

Custom

The prefix and the numbering scheme are combined to form the file name. Choose this one if you want to have MacAction automatically save scanned images in a consistent naming and numbering pattern.

Prefix

The text you enter here will become the file name prefix.

Numbering Scheme

The successive numeral will be appended at the end of the file name (right after the prefix). This setting allows you to retain the original page numbers of your paper documents on your digitized image files. The numbering scheme consists of the following criteria:

Start with-- Enter the numeral you want to start with.

Pad-- Click the up/down arrow button to select the number of padded zeroes to insert (from 2-9).

Overwrite the file of the same name

What if a file with the same file name and file extension combination happens to already exist in the assigned saving folder? MacAction offers you two options as follows:

- Tick this check box and have MacAction overwrite the existing file with the newly-scanned image.
- Clear this check box and have MacAction not only save the newly-scanned image to file according to your customized prefix and numbering scheme but also append the date and time of your

operating system at the end of the file name. For example, if the file "News clipping_027.jpg" is found to already exist in the destination folder, the newly scanned paper will be saved as "News clipping_027_2013_01_26_18_00_32.jpg" in which the numeral 2013_01_26_18_00_32 stands for year-month-date-hour-minute-second.

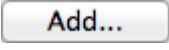


Prompt for confirming file name prefix

Tick the check box to enable the function of **Prompt for confirming file name prefix**. After this function is enabled, the dialog page of **Confirm File Name Prefix** will appear on the screen when you try to scan documents by the **PDF** button of MacAction's Execute Menu. In the page of **Confirm File Name Prefix**, you are able to modify and confirm the saving folder as well as the file name prefix.

Launch designated application after saving file

- Tick this check box and you can click the **Add** button to add the application. The designated application will be launched after the scanned files are saved. For example, if you add an image-editing application, it will appear after scanning. And you can open the scanned files saved in the destination folder. Then, the scanning results will be viewed and processed in the application.
- Clear this check box , the application won't be launched after saving files.

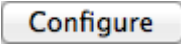
Up to 10 programs can be added to Application's drop-down menu.

- Clicking  opens the "[Add/Modify Linked Application](#)" window where you may add frequently-used programs to the Application menu.
- Clicking  opens the "[Add/Modify Linked Application](#)" window where you modify the name, memo and command line for the current application.
- Clicking  to delete the current application link from the Application menu.



You are recommended to check existing files in the saving folder before configuring the file name format here, and make sure there are no existing files having the same file name and file extension combination.

2.8.2 File Format Configuration dialog box (for PDF Button Settings)

Within the Button Configuration window click the **PDF** icon on the left pane and then click  in the right pane, which opens this dialog box.

The items and parameters available in the window are explained as follows:

Keep the same image quality level for all modes

Ticking this check box will unify the quality level for all scan modes, thus saving you the trouble of adjusting the quality level individually. If you prefer to manually adjust the image quality level for different modes, leave this check box cleared.

Keep the same PDF setting for all modes

Ticking this check box will unify the PDF setting for all scan modes, thus saving you the trouble of individually ticking or clearing the PDF check box. If you prefer different settings for different scan modes, leave this check box cleared.

Configure

Click the **Configure** button to configure [DocOCR](#) settings.

Image Quality

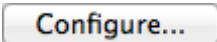
For *JPEG* file format, you can set the quality level individually for Color and Grayscale scan modes.

You can adjust the quality value from 1 to 100. The higher the quality setting, the more detail is preserved, but a larger file size it would take. The smaller the image file, the lower quality the image has, but the less disk space it takes. The balance of image quality and file size needs to be determined according to your own needs.

If TIFF/PDF is chosen as the file format, you have two options to save the scanned images:

- Generate one TIFF/PDF file for all pages: save all the scanned images into one file; or
- Generate one TIFF/PDF file every X pages: save every X pages as a file. You can define the number of pages to be combined in a file.

2.8.2.1 DocOCR

You may click  to open the PDF Options window where you may adjust image quality for PDF file format.

Selected Language

Select the recognition language to read your pages.

Show All Languages

Tick this box if you want to display all languages in the list.

2.9 Common Scan Parameters

The following describes the scan parameters available to every button setting window:

Scan Type

Tells the scanner the method you will use to scan documents or images. The following options are available from the drop-down menu:

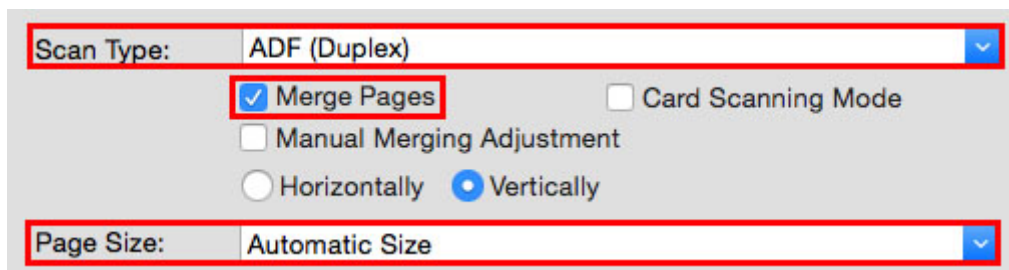
- **ADF (Front Side)**-- Use this setting if you want to scan front side of the documents.
- **ADF (Rear Side)**-- Use this setting if you want to scan rear side of the documents.
- **ADF (Duplex)**-- Use this setting if you want to scan double-sided documents. The following options may or may not be available depending on the scanner model you purchase:
 - **Long Paper (Front Side)**-- Use this setting if you want to scan front side of the documents that are longer than 14".
 - **Long Paper (Rear Side)**-- Use this setting if you want to scan rear side of the documents that are longer than 14".

- **Long Paper (Duplex)**-- Use this setting if you want to scan double-sided documents that are longer than 14".

Merge Pages

When you scan double-sided documents, tick this check box if you want to output the scan images of both front and rear sides in one image. When you scan a document folded in half, tick this check box to generate a joined image. You can enable this feature only when you select **ADF (Duplex)** as Scan Type and **Automatic Size** as Page Size.

Check the radio button of **Horizontally**, and both front and rear image data are generated side by side in an joined image. The rear image will be placed at the right side next to the front image. Check the radio button of **Vertically**, and both front and rear image data are generated vertically in an joined image. The rear image will be placed below the front image. You can make the selection of **Horizontally** or **Vertically** only when the function of **Merge Pages** is enabled.



Manual Merging Adjustment

Tick the check box of **Manual Merging Adjustment**, and you are allowed to manually shift the merging position of the two scanned pages to rectify any up, down, left or right deviation.

- If you select **Horizontally** as the the merging mode, you will enter the Horizontal Merging Adjustment window after the scanning is done showing the two scanned pages ready to merge. You may click the arrow buttons to move one of the pages, with one click moving one pixel.
- If you select **Vertically** as the the merging mode, you will enter the Vertical Merging Adjustment window after the scanning is done showing the two scanned pages ready to merge. You may click the arrow buttons to move one of the pages, with one click moving one pixel.

When the adjustment is done, click **OK** to start the merging.

Card Scanning Mode (This function may or may not be available depending on the scanner model you purchase.)

Tick this check box to improve scanning results when you scan plastic cards.

The improvement may vary depending on the plastic cards you scan.

Page Size

Adjusts this setting to tell the scanner the size of paper to scan. Popular paper sizes have been preset in the drop-down menu. If you select **Custom...** from the drop-down list, a **Custom Page Size** dialog box opens and you may tailor the page size for documents frequently scanned.

Name:

Give a name to this customized page size. After you configure the page size and click the **OK** button, this name will appear in the **Page Size** drop-down list.

Unit:

Defines the measurement unit for the page size.

Width, Height:

Specifies the exact width and height of the page area.

Paper Alignment:

This setting tells the scanner how you place the document into the ADF.

- **Upper Left:** Place the document toward the left side of the ADF paper chute. Do not use this setting when scanning smaller document via ADF.
- **Center:** This is recommended for ADF scan. Load the documents toward the center of the ADF paper chute. Adjust the paper width slider for the paper size you are using. The paper width slider should be gently touching both sides of the documents.



This setting works well only if you always place the page in the same place on the ADF.

Scan Mode

Tells the scanner what type of documents you are scanning. The following options are available from the drop-down menu:

- **Black & White**-- scans in black and white and is suitable for scanning text.
- **Grayscale**-- scans in 256 shades of gray, giving black and white images depth and shadow.
- **Color**-- scans in millions of colors but takes up a lot of memory.

Resolution

Resolution is measured in dots per inch (dpi). The higher the resolution, the

more detailed the image and the more memory and drive space the image will use.

To conserve computer memory and still receive good image quality, we recommend the following settings.

Document to be scanned	Resolution (dpi)
Text (for printing)	300
Text (for faxing)	200
Text (for OCR)	300
Black and white or gray image	150
Color image or photo	100



- These values are only recommendations and should be raised if the resulting image is rough or you need to view fine details.
- To scan a large-size color image with a higher resolution (usually over 600 dpi) increases scan time and file size substantially and requires huge system resources. Therefore, a higher resolution for color scanning is recommended only when you scan a small area.

Brightness (This function may or may not be available depending on the scanner model you purchase.)

Raising the brightness increases the amount of white in an image, making it appear more washed out. Lowering the brightness may help you read light or faint text.

You may adjust the brightness either way:

- Slide the thumb of the scroll bar to the right or left, which adds lightness or darkness to all colors in your image.
- Click on the scroll bar.

The current value is shown to right of each scroll bar.

Contrast (This function may or may not be available depending on the scanner model you purchase.)

The higher the contrast, the sharper the image. The lower the contrast, the more blurry an image will be.

You may adjust the contrast either way:

- Slide the thumb of the scroll bar to the right or left, which raises or lowers

the differences between light and dark colors in your image.

- Click on the scroll bar.

The current value is shown to right of each scroll bar.

This feature is not available when **Black & White** is selected as Scan Mode.

Gamma (This function may or may not be available depending on the scanner model you purchase.)

Image Gamma is used to adjust the colors in the image that will be scanned into the computer. Gamma values are primarily a measure of the brightness of a color. The larger the gamma value, the brighter the color becomes.

Do one of the following:

- Slide the thumb of the scroll bar to the right or left.
- Click on the scroll bar.

The current value is shown to right of the scroll bar.

This feature is not available when **Black & White** is selected as Scan Mode.

Threshold (This function may or may not be available depending on the scanner model you purchase.)

Threshold sets the color level for converting an image to line art, which can adjust the quality of line art image or eliminate unwanted dots in the documents to improve OCR accuracy. This setting is available only when **Black & White** is selected as Scan Mode.

You may adjust the Threshold value either way:

- Slide the thumb of the scroll bar to the right or left to decrease or increase the Threshold value.
- Click on the scroll bar.

The current value is shown to right of the scroll bar.

Color Dropout

Color Dropout allows you to remove a color channel (Red, Green or Blue) while scanning. This feature is available only when **Black & White** or **Grayscale** is selected as Scan Mode.


For example, if your original document contains blue texts or a blue stamp (e.g., a bill or invoice) and you want to discard it from your image, you may select **Blue Channel** from the drop-down list box





Descreen

Descreen applies filtering to images that contain moire patterns (or herringbone). A moire pattern is created from scanning pictures in magazines, or printed material that use color dithering. The descreen filter is not needed when scanning original photographs or black and white images and text, but is recommended when scanning any printed color graphics, such as a page from a magazine, in order to remove the unsightly interference patterns which may occur.

This feature is not available when **Black & White** is selected as Scan Mode.

Page Rotation Setting

Clicking  opens the **Page Rotation Setting** page.

-  **0** -- Clicking this button keeps the image at its original orientation.
-  **90 Right** -- Clicking this button turns the image clockwise by 90 degrees.
-  **180°** -- Clicking this button turns the image by 180 degrees.
-  **90 Left** -- Clicking this button turns the image counterclockwise by 90 degrees.

Continuous Scan

Check this option if you want to scan multiple pages successively to the same destination. After the document is scanned, a dialog will pop up asking you if you will put in more paper to continue scanning, or if you want to end the scan.

Apply Color Matching (This function may or may not be available depending on the scanner model you purchase.)

Different types of devices reproduce different ranges of colors (or color gamut). For example, you may have noticed the colors of the scanned image displayed on your monitor and on the paper printed from your printer are different.

Color Matching allows you to get consistent color between input and output devices (e.g., scanner, monitor, printer). It works by embedding a color profile to your image files. Each different device displays colors according to this profile and therefore results in consistent color appearance among all devices.

Ticking this check box if you want MacAction to apply the built-in color sRGB profile to the scanned images. This feature is available only when **Color** is selected as Scan Mode.

Auto Density

Auto Density defines the lightest and darkest pixels in each channel as white and black and then redistributes the intermediate pixel values proportionately. Checking this box automatically adjusts the Histogram, to make the scanned image clearer. It does this by increasing the difference between color tones.

In general, the Auto Density feature gives good results when a simple contrast adjustment is needed to enhance an image with an average distribution of pixel values.

This feature is not available when **Black & White** is selected as Scan Mode.

Auto Threshold

Ticking this check box will have MacAction apply optimal threshold value to your scanned images.

This setting is available only when **Black & White** is selected as Scan Mode.

Auto Crop

Alternatively you may tick this check box to have MacAction automatically identify the dimensions of the image you scanned and crop around the edges. The crop shape will be a square or rectangle and it will not trace the edges of oddly-shaped images. This command can be useful when scanning smaller images such as photographs.

Auto Deskew

Tick this check box if you want MacAction to automatically straighten the skewed image after auto crop is done.

If the placed image is too slanted (>10 degrees), the Auto Deskew function will not recognize the skewed image(s).

Remove Blank Pages

Tick this check box if you want MacAction to automatically remove blank pages after the document is scanned.

Image Edge Fill

Tick the check box of **Image Edge Fill**, the edge of scanned image would be filled.



Global Settings



Click the **Global settings** button to configure settings of **Blank Page Sensitivity** and **Image Edge Fill**.



Blank Page Sensitivity


Blank Page Sensitivity is used to adjust the remove condition of blank pages that will be scanned into the computer. Sensitivity values are primarily a measure of blank page. The larger the sensitivity value, the more scanned pages will be treated as blank pages and removed. Slide the thumb of the scroll bar to the right or left, and the current value is shown to the right of the scroll bar.

Image Edge Fill

When you scan by the **Color Mode**, you may click  button for white edge fill or  button for black edge fill.

When you scan by the **Grayscale Mode**, you may click  button for white edge fill or  button for black edge fill.

When you scan by the **BW mode**, you may click  button for white edge fill or  button for black edge fill.

Tick the check box of **All sides match**, the widths of four sides would be set to be the same. You may adjust the width by clicking  buttons. If you do not tick this check box, then you can adjust the width of each side individually.


Preview

By clicking on the Preview button, you can scan the source document into the preview window within MacAction interface. Documents or images that are previewed will be displayed here. The previewed image gives you an idea of how a document or image will look after it is scanned.

Default

Clicking the Default button on the lower right corner revert the settings to its original values and discard all adjustments you have made.

2.10 File Format Configuration dialog box

Within the Button Configuration window click the **File**, **Scan**, **FTP** or **E-Mail** icon on the left pane and then click  in the right pane, which opens this dialog box.

The items and parameters available in the window are explained as follows:

Keep the same image quality level for all modes

Ticking this check box will unify the quality level for all scan modes, thus saving you the trouble of adjusting the quality level individually. If you prefer to manually adjust the image quality level for different modes, leave this check box cleared.

Keep the same PDF setting for all modes

Ticking this check box will unify the PDF setting for all scan modes, thus saving you the trouble of individually ticking or clearing the PDF check box. If you prefer different settings for different scan modes, leave this check box cleared.

Image Quality

For *JPEG* file format, you can set the quality level individually for Color and Grayscale scan modes.

You can adjust the quality value from 1 to 100. The higher the quality setting, the more detail is preserved, but a larger file size it would take. The smaller the image file, the lower quality the image has, but the less disk space it takes. The balance of image quality and file size needs to be determined according to your own needs.

If TIFF/PDF is chosen as the file format, you have two options to save the scanned images:

- Generate one TIFF/PDF file for all pages: save all the scanned images into one file; or
- Generate one TIFF/PDF file every X pages: save every X pages as a file. You can define the number of pages to be combined in a file.

3 Using the Scanner Buttons

Conditions for buttons to work properly

The following conditions are required for the on-screen MacAction's execute menu to work properly.

- **OCR:** The OCR application program provided on our scanner CD-ROM must be installed on your computer.
- **Scan:** An application program must be selected to link with the Scan button.
- **Copy:** A printer must be connected and the printer driver has been correctly installed in Mac OS.
- **PDF:** The OCR application program provided on our scanner CD-ROM must be installed on your computer.
- **FTP:** A FTP server must be correctly configured to connect with your scanner and your computer.

3.1 Configure Button Settings

Before performing your first scan via scanner buttons, you are recommended to configure the button settings to your needs and preferences first.





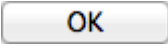

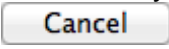
Refer to the "Preparing Documents" section of the Scanner User's Guide to choose an appropriate method to scan your paper documents.

3.1.1 How to Configure Button Settings









Within the "Button Configuration" window, you can find a row of icons running through the left side of the window. Each icon represents a scanning task, and the number underneath corresponds to the function number displayed on the scanner front panel. Nine frequently-used scanning tasks are pre-configured for your convenience to start scanning immediately. You may, however, customize the settings of every nine tasks to best meet your needs and preferences.

1. Do one of the following to open the Button Configuration window:

- Double-click the icon  in **Finder > Applications > Plustek > Your scanner model name**.

- Click the icon  in the Dock.
 - Right-click the icon  in the Dock, and then choose **Button Configuration...** in the pop-up menu that opens.
2. When the Button Configuration window appears, click any icon in the left pane.
 3. Select the desired function from the drop-down list of Button Template.
 4. Enter your personal memo in the Description field.
 5. Adjust particular settings related to that button function.
 6. Check the [scan settings](#) and make any required changes.
 7. After all settings are done, click  to accept the settings and exit this Button Configuration window, or click  to save what you have configured and continue adjusting other settings, or click  to abort your adjustments and exit this window.
-

Also see:

-  [Customize Button Settings](#)
-  [OCR Button Settings](#)
-  [File Button Settings](#)
-  [Scan Button Settings](#)
-  [Copy Button Settings](#)
-  [E-Mail Button Settings](#)
-  [PDF Button Settings](#)
-  [FTP Button Settings](#)

3.2 Scan from the Buttons on the Scanner and On-screen MacAction's Execute Menu

To complete your scanning projects by using the scanner buttons is very easy and convenient. The number of scanning task displayed on the scanner's front panel is configured through MacAction. MacAction offers you quick access to the most frequently-used scanning functions. They are especially useful when you need to repeatedly scan with the same settings and send images to the same destination. Before performing your first scan via scanner buttons, you

are recommended to configure the button settings to your needs and preferences first.

Scan from the Scanner Buttons

1. Place the document or images onto the scanner. (Refer to the Scanner User's Guide for more information in placing paper into the ADF properly.)
2. Check current button settings by viewing the Button Configuration window. If needed, you may also modify settings to meet your current needs.
3. Press the up or down button to select the desired task.
4. Press the **Scan** button.




The scanner starts to scan immediately and carry out the corresponding action according to settings you have set up in the Button Configuration window.



Place only *text documents* for OCR purposes. Do not scan a photo using the OCR button.

View Button Settings


There are three ways to view the button settings:

- Double-click the icon  in **Finder > Applications > Plustek > Your scanner model name**.
- Click the icon  in the Dock.
- Right-click the icon  in the Dock, and then choose **Button Configuration...** in the pop-up menu that opens.

Scan from the On-screen MacAction's Execute Menu

You may also use MacAction's on-screen Execute menu to perform the same scanning tasks. The MacAction program provides a quick and convenient way to perform various scanning functions. Follow the steps described below:

1. Place the document or images onto the scanner.
2. Check current button settings by viewing the Button Configuration window. If needed, you may also modify settings to meet your current needs.

3. Right-click the icon  in the Dock, and then choose **Execute** in the pop-up menu that opens.
4. Click the desired button function item in the pop-up menu.




The scanner starts to scan immediately and carry out the corresponding action according to settings you have set up in the Button Configuration window.

Also see:


 [Configure Button Settings](#)

3.3 How to create searchable PDF documents by MacAction program?




Scan from the PDF Button

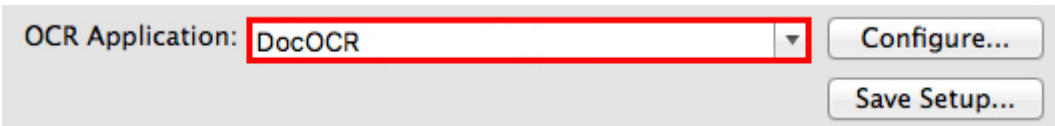
1. Do one of the following to open the Button Configuration window:
 - Double-click the icon  in **Finder > Applications > Plustek > Your scanner model name**.
 - Click the icon  in the Dock.
 - Right-click the icon  in the Dock, and then choose **Button Configuration...** in the pop-up menu that opens.
2. When the Button Configuration window appears, click any button on the left pane. Select PDF Utility from the drop-down list of Button Template. Enter your personal memo in the Description field.
3. Select Searchable PDF from the drop-down list of File Format (Color, Grayscale, B/W).
4. Check the scan settings and make any required changes.
5. After all settings are done, click to accept the settings and exit this Button Configuration window, or click to save what you have

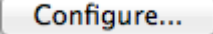
configured and continue adjusting other settings.

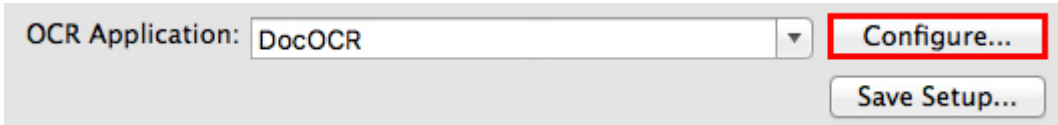
- 6. Right-click the icon  in the Dock, and then choose **Execute** in the pop-up menu that opens.
- 7. Click the configured PDF button function in the pop-up menu.

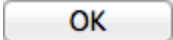
Scan from the OCR Button

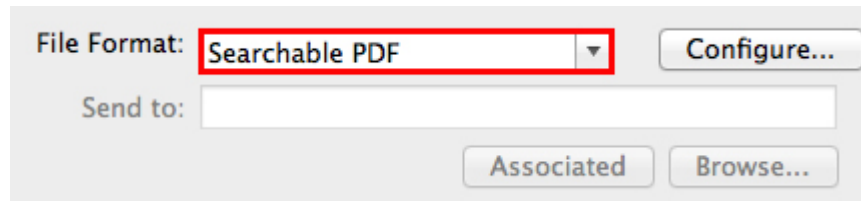
- 1. Do one of the following to open the Button Configuration window:
 - Double-click the icon  in **Finder > Applications > Plustek > Your scanner model name**.
 - Click the icon  in the Dock.
 - Right-click the icon  in the Dock, and then choose **Button Configuration...** in the pop-up menu that opens.
- 2. When the Button Configuration window appears, click any button on the left pane. Select OCR Utility from the drop-down list of Button Template. Enter your personal memo in the Description field.
- 3. Select an OCR application to convert the scanned images into characters readable by your word processor or text viewer. The availability of the programs may vary depending on the scanner model you purchase.

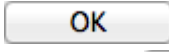
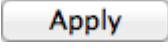



- 4. Clicking  opens a configuration window for the selected OCR application.



- 5. Select Searchable PDF from the drop-down list of File Format and click .



6. Check the scan settings and make any required changes.
7. After all settings are done, click  to accept the settings and exit this Button Configuration window, or click  to save what you have configured and continue adjusting other settings.
8. Right-click the icon  in the Dock, and then choose **Execute** in the pop-up menu that opens.
9. Click the configured OCR button function in the pop-up menu.