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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:

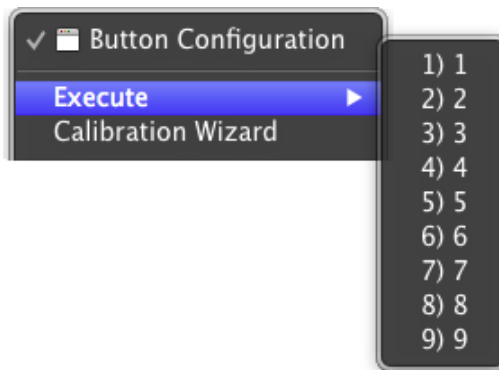
- [Configure button settings](#). The settings for each single-touch button on the scanner's front panel are configured through MacAction.
- Perform predefined scanning tasks in the same way as you press a button on the scanner front panel.
- [Calibrate the scanner](#).
- Access [Scanner utility](#)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

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 utton ettings](#)
-  [File utton ettings](#)
-  [Scan utton ettings](#)

-  [Copy utton ettings](#)
-  [E-Mail utton ettings](#)
-  [PDF utton ettings](#)
-  [FTP utton ettings](#)

2.2 Copy Button Settings

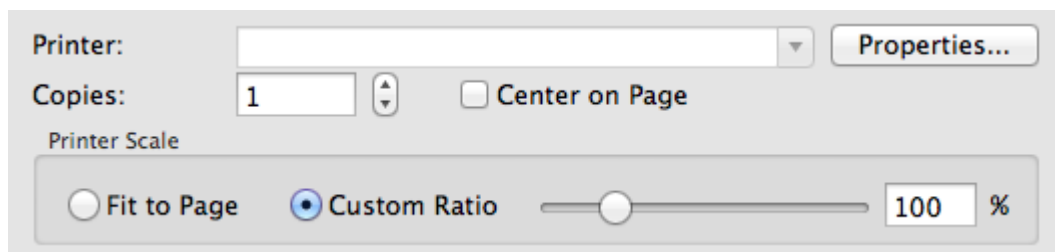
Clicking the **Copy** icon on the left pane in the Button Configuration window displays its current button settings on the right pane.

The settings can be categorized into two: [Printing ettings](#) on the upper part, and [Scan arameters](#) 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 ype](#)
- [Merge ages](#)
- [Manual erguson djustment](#)
- [Card canning ode](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Page ize](#)
- [Scan ode](#)
- [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 ropout](#)
- [Descreen](#)
- [Page otation etting](#)
- [Continuous can](#)
- [Apply olor atching](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Auto ensity](#)
- [Auto hreshold](#)
- [Auto rop](#)
- [Auto eskew](#)

- [Remove link ages](#)
 - [Image dge ill](#)
 - [Global ettings](#)
 - [Preview](#)
 - [Default](#)
-

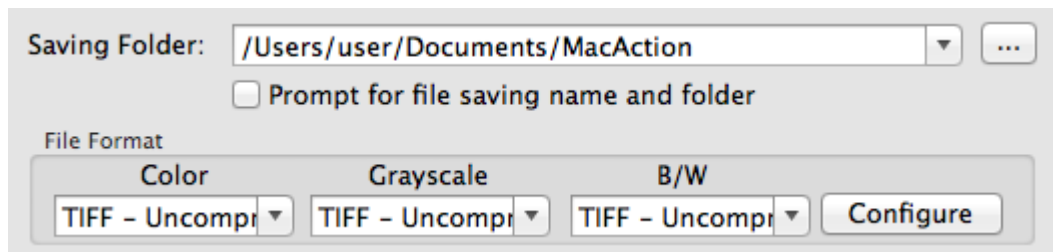
2.3 E-Mail Button Settings

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 aving ettings](#) on the upper part, and [Scan arameters](#) 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

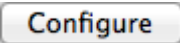
Tick this check box if you prefer to save each scanned image manually. After the scan of each page finishes, a Save dialog box appears on screen and you may select the folder and file name to save the scanned images individually. This option is useful if you want to save the images scanned in a batch 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 arameters](#) without the trouble of changing file formats frequently.

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

Scan Parameters

- [Scan ype](#)
- [Merge ages](#)
- [Manual erguson djustment](#)
- [Card canning ode](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Page ize](#)
- [Scan ode](#)
- [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 ropout](#)
 - [Descreen](#)
 - [Page otation etting](#)
 - [Continuous can](#)
 - [Apply olor atching](#) (This function may or may not be available depending on the scanner model you purchase.)
 - [Auto ensity](#)
 - [Auto hreshold](#)
 - [Auto rop](#)
 - [Auto eskew](#)
 - [Remove lank ages](#)
 - [Image dge ill](#)
 - [Global ettings](#)
 - [Preview](#)
 - [Default](#)
-

2.4 File Button Settings

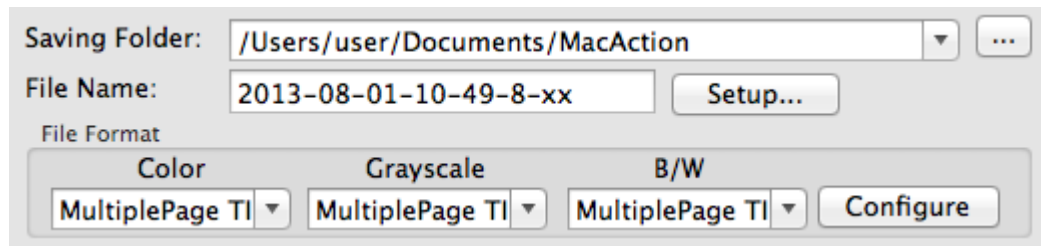
Clicking the **File** icon on the left pane in the Button Configuration window displays its current button settings on the right pane.

The settings can be categorized into two: [File aving ettings](#) on the upper part, and [Scan arameters](#) 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 arameters](#) 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 cropping 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 skew](#)
 - [Remove blank pages](#)
 - [Image degradation](#)
 - [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 inked application](#)" window where you may add frequently-used programs to the Application menu.
- Clicking opens the "[Add/Modify inked 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

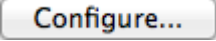
- [Scan type](#)
- [Merge pages](#)
- [Manual cropping adjustment](#)
- [Card scanning mode](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Page size](#)
- [Scan mode](#)
- [Resolution](#)
- [Brightness](#) (This function may or may not be available depending 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 skew](#)
- [Remove blank pages](#)
- [Image degradation](#)
- [Global settings](#)
- [Preview](#)

- [Default](#)
-

Also see:

 [DocOCR onfiguration](#)


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.

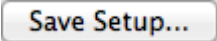
Selected Language

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

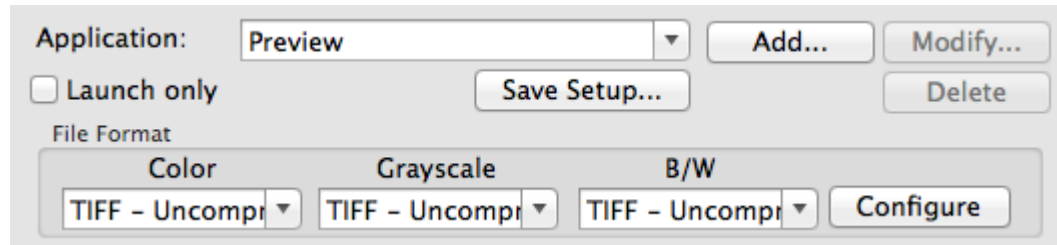
Clicking the **Scan** icon on the left pane in the Button Configuration window displays its current button settings on the right pane.

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

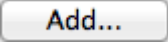


Specifies an application program to be launched and linked to the Scan button. After the scan is complete, this application program is started up automatically and displays all scanned images.



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 inked application](#)" window where you may add frequently-used programs to the Application menu.
- Clicking  opens the "[Add/Modify inked 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 ropout](#)
 - [Descreen](#)
 - [Page otation etting](#)
 - [Continuous can](#)
 - [Apply olor atching](#) (This function may or may not be available depending on the scanner model you purchase.)
 - [Auto ensity](#)
 - [Auto hreshold](#)
 - [Auto rop](#)
 - [Auto eskew](#)
 - [Remove lank ages](#)
 - [Image dge ill](#)
 - [Global ettings](#)
 - [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.

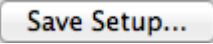
Memo

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 titled "Session Name and File Saving Settings". At the top, there is a "Session Name:" label followed by a text input field containing "Office FTP server" and a 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 "File Format" section with three columns: "Color", "Grayscale", and "B/W". Each column has a dropdown menu, all of which currently show "PDF". 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 erging djustment](#)
- [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 ropout](#)
- [Descreen](#)
- [Page otation etting](#)
- [Continuous can](#)
- [Apply olor atching](#) (This function may or may not be available depending on the scanner model you purchase.)
- [Auto ensity](#)
- [Auto hreshold](#)
- [Auto rop](#)
- [Auto eskew](#)
- [Remove lank ages](#)
- [Image dge ill](#)
- [Global ettings](#)
- [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.

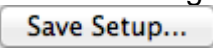
Passive Mode

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 older](#) 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

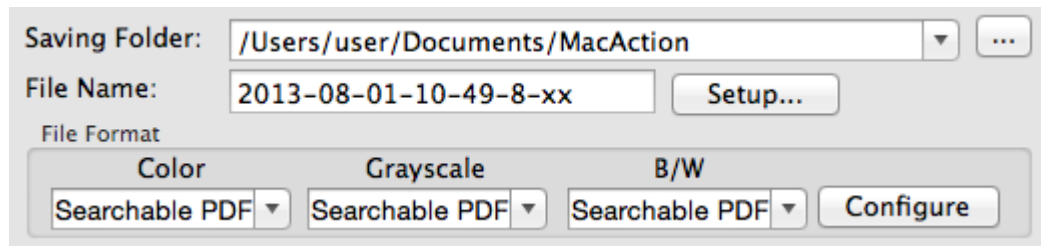
Clicking the **PDF** icon on the left pane in the Button Configuration window displays its current button settings on the right pane.

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.

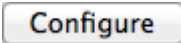
The current file name format is displayed in the white rectangle. To change to a different format, click  to open the [File name setup](#) window.

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 cropping 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 skew](#)
 - [Remove blank pages](#)
 - [Image degradation](#)
 - [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.


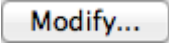

Prompt for confirming file name prefix

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.

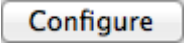
Up to 10 programs can be added to Application's drop-down menu.

- Clicking  opens the "[Add/Modify inked pplication](#) " window where you may add frequently-used programs to the Application menu.
- Clicking  opens the "[Add/Modify inked pplication](#) " 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

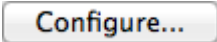
For *JPEG* file format, you can set the quality level individually for Color and Grayscale scan modes.

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:

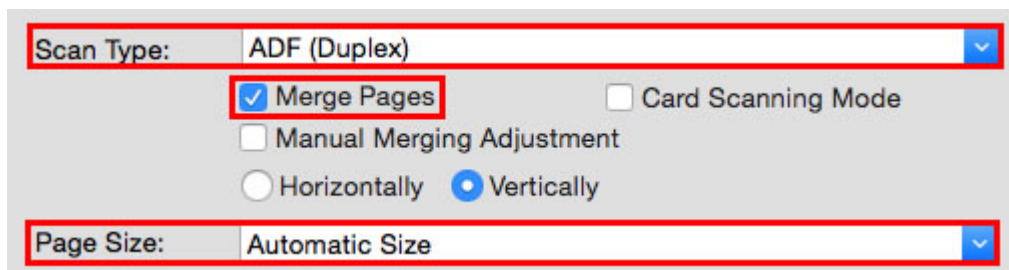
- **ADF (Front Side)**-- Use this setting if you want to scan front side of the documents.
- **ADF (Rear Side)**-- Use this setting if you want to scan rear side of the documents.
- **ADF (Duplex)**-- Use this setting if you want to scan double-sided documents. The following options may or may not be 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 moiré patterns (or herringbone). A moiré 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°.
-  **180°** -- Clicking this button turns the image by 180°.
-  **90° Left** -- Clicking this button turns the image counterclockwise by 90°.

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°, 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.

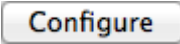
Preview

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.






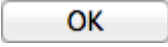

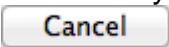
Refer to the "Preparing Documents" section of the Scanner User's Guide to choose an appropriate method to scan your paper documents.

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

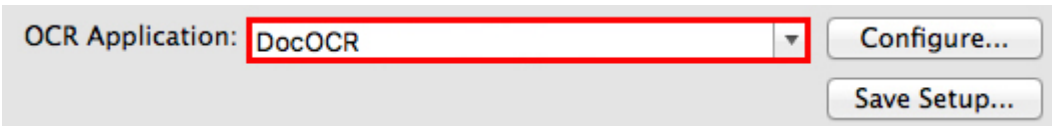
1. Do one of the following to open the Button Configuration window:
 - Double-click the icon  in **Finder > Applications > Plustek > Your scanner model name**.
 - Click the icon  in the Dock.
 - Right-click the icon  in the Dock, and then choose **Button Configuration...** in the pop-up menu that opens.
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

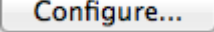
configured and continue adjusting other settings.

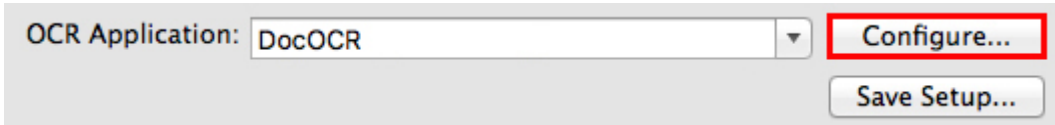
- 6. Right-click the icon  in the Dock, and then choose **Execute** in the pop-up menu that opens.
- 7. Click the configured PDF button function in the pop-up menu.

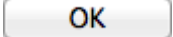
Scan from the OCR Button

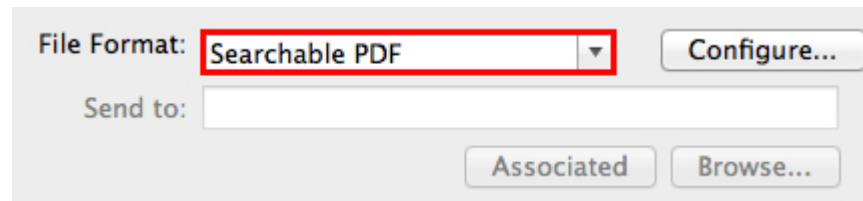
- 1. Do one of the following to open the Button Configuration window:
 - Double-click the icon  in **Finder > Applications > Plustek > Your scanner model name**.
 - Click the icon  in the Dock.
 - Right-click the icon  in the Dock, and then choose **Button Configuration...** in the pop-up menu that opens.
- 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.