Kodak
Capture Pro Software

User's Guide

Contents

Public

1 Getting Started

Kodak Capture Pro Software is used for imaging, forms processing and workflow applications, as well as a standalone application. Batches can be easily exported to other applications.

Capture Pro Software fully utilizes your scanner capabilities for maximum productivity. All functions are performed in Capture Pro, so no special hardware acceleration is required.

A high-speed multi-page display presents the images and optional index data as documents are scanned. A complete set of icon-based tools is available to simplify scanning management.

This guide covers the five basic tasks done in Capture Pro: creating a new batch, scanning your documents, editing your scanned images, indexing documents, and outputting batches. In addition, the three functional categories of windows, menus and tools are also described.

Supporting documentation

In addition to this User's Guide, the following documentation is also available:

- **Getting Started Guide** — provides simple procedures for getting started quickly including installing and launching Capture Pro Software. Procedures are also provided for scanning using the default pre-defined job setups.

- **Administrator's Guide** — provides detailed information about creating job setups which will allow users the most efficient means of using Capture Pro software. Also includes information about page setups, bar codes and patch codes, auto import and more**.**

- **Network Edition: System Guide** — provides installation procedures for Capture Pro Network Edition.

  PDFs for the guides above can be found in the Manuals & Guides section of the Capture Pro Software Support web page:

  https://www.kodakalaris.com/en/software/kodak-capture-pro/support/manuals-guides

- **Release Notes** — contain information that may not have been available in other supporting documentation. To view the Release Notes, go to www.kodakalaris.com/go/captureprodownloads and navigate to the Workstation/ Client Software section of the website.

Terminology

Before you begin a basic understanding of some of the terminology used in Capture Pro Software is helpful:

Capture Pro Software is "job" based, so a

- **Job:** a configuration that is set up to capture and process a set of documents that you want to scan.

To scan documents in a job, you need to create a **batch** to hold the scanned documents, images and data before you output them.

Capture Pro Software organizes scanned documents in the following hierarchy:

- **Batch**: contains one or more scanned documents (similar to a folder or hanging file containing several separate documents)

- **Document**: contains one or more page(s) related to a single item (e.g., the contents of an envelope).

- **Patch code**: a printed barcode used to separate document types and signal processing applications during scanning.

- **Page**: are physical sheets of paper that are fed through the scanner to produce images.

- **Image**: electronic representations of scanned pages.

- **Output:** the process of sending the batch to the desired output system / location in the format that you chose.

Launching Capture Pro Software

If you are not using the *Index Only* or *Auto Import* editions, be sure your scanner is turned on and is attached properly to the PC. If you purchased an optional hardware key, make sure it is inserted into a USB port on your computer.

- Double-click the Capture Pro Software icon on your desktop, or

- go to: **Start > Programs > Kodak > Kodak Capture Pro Software**.

NOTES:

- Network Edition clients will alert you that they are obtaining a license.

- Capture Pro Software Network Edition clients will perform the initial synchronization with the Capture Pro Server Software.

Selecting your scanner

The first time you start Capture Pro Software the message, *Your scanner has not been selected. Do you want to set it up now?* is displayed. Click **Yes** to display the Workstation Setup screen. From this screen you can select the scanner you will be using from the list of available scanners. Subsequent launches of the software will bypass these steps.
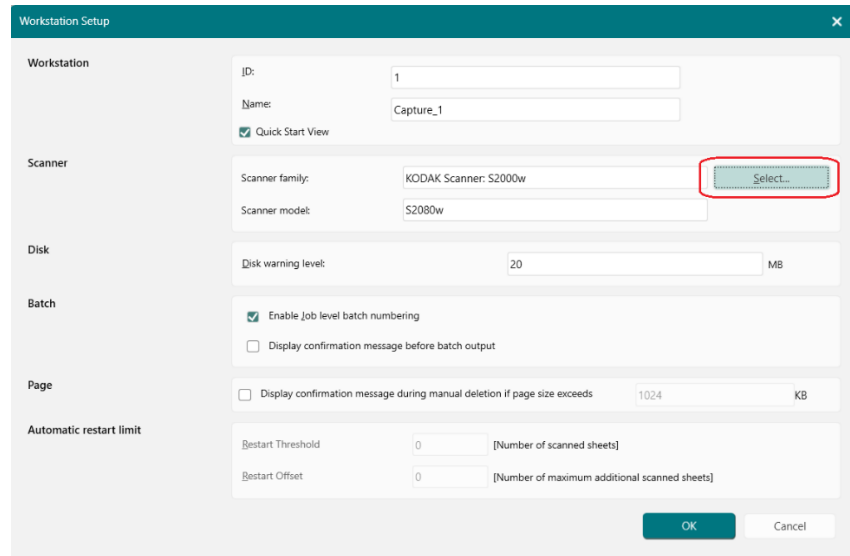
1. Click **Select**. The Select Scanner screen will be displayed.
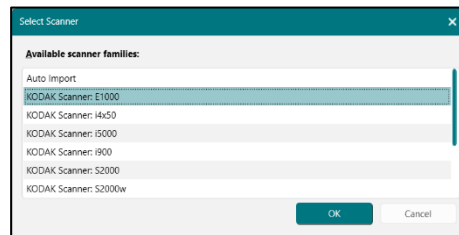
2. Select the scanner you have installed on your computer and click **OK**.

3. Select **Auto Import** if you want to import images into Capture Pro without the use of a physical scanner or manual intervention. Note that an Auto Import license or a Group E, F, or G license is required to run Auto Import.

4. Click **OK** on the Workstation Setup screen.

5. The Quick Start screen opens and displays the three default scanning setups as well as additional scanning options set up by your system administrators.
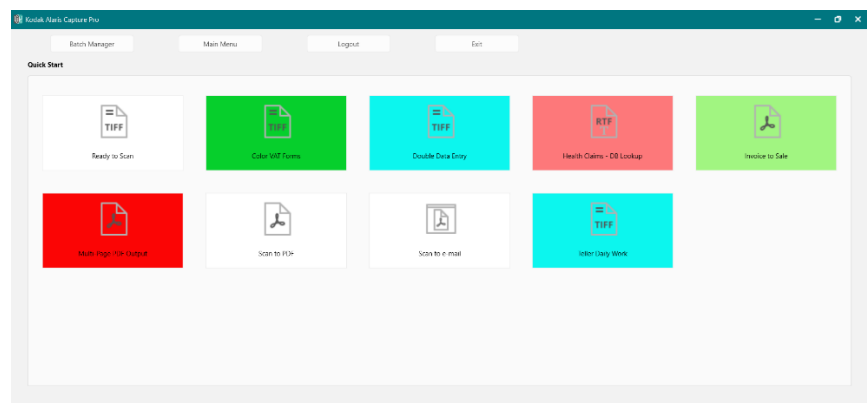
Job overview:
Batch Manager dialog box

When you log into Capture Pro Software, either the Quick Start View or the Batch Manager dialog box will be displayed. The Batch Manager dialog box can also be displayed by selecting **Batch > Open**. Use this box to manage all the batches associated with your job setups.
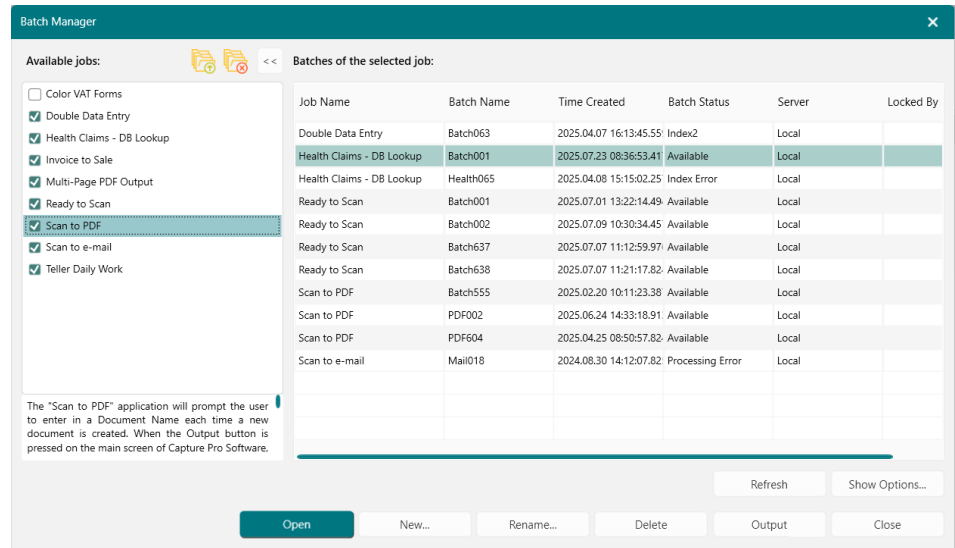
Available jobs — lists all of the Jobs that you have access to. Select a batch from any of these Jobs.

Click to select all available Jobs and display all batches for those jobs.

Click to unselect all available Jobs. No batches will be displayed until you select at least one Job.

Click to hide the Available job list and just show list of batches for the selected Jobs.

Batches of the selected job — this is the list of batches for the selected Jobs. It displays the *Job Name, Batch Name, Time Created, Batch Status,* and *Locked By* fields for the selected jobs.

NOTES:

- If a batch is currently in use and opened at another workstation, then the *Locked By* field will show the **Workstation ID** of the Capture Pro installation that is working with that batch.

- If your installation is part of Network Edition system that has a Remote Output Server, then the *Server* field will show the name of the server where the batch is being processed.

Refresh – redisplays the list of batches which may have changed due to a change in the batch status of one or more batches.

Show Options – displays the Show Options dialog box, which allows you to limit the display of the list of batches in the Batch Manager based on the selected *Batch Statuses* (i.e., *Available*, *Processing*, etc..).
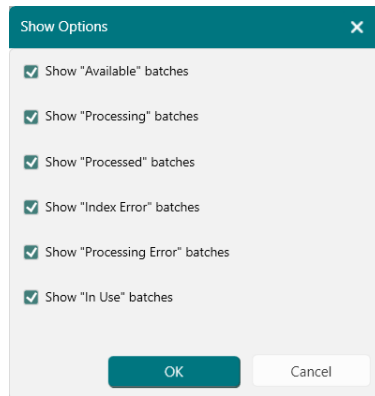
Open — displays the batch that you have selected on the list. The Open command will not open a batch listed as *In Use.* You must have read/write permission for the scanned image location to open an existing batch.

New — displays the *New Batch* dialog box, which allows you to create a new batch.

Rename — displays the *Rename Batch* dialog box, which allows you to rename the selected/highlighted batch.

Delete — deletes the selected batch or batches. A confirmation box will be displayed to confirm your deletion. You can use the CTRL or SHIFT keys to select and delete more than one batch at the same time.

Output — sends the selected batch or batches to be processed. You can use the CTRL or SHIFT keys to select and output more than one batch at the same time.

> NOTE: For Group A and B licenses, a physical scanner must be attached for outputting batches. If you need to output a batch without a scanner attached, then an Index-only license can be purchased.

Close — closes the Batch Manager dialog box.

Batch overview:
Creating a new batch

When you want to scan documents, you need to create a new batch or open an existing batch to scan the documents into. In most cases your system administrator has already configured the jobs you will use. These jobs will be listed in the Batch Manager dialog box.

To create a new batch:

1. Launch Capture Pro Software. The Batch Manager dialog box will be displayed.
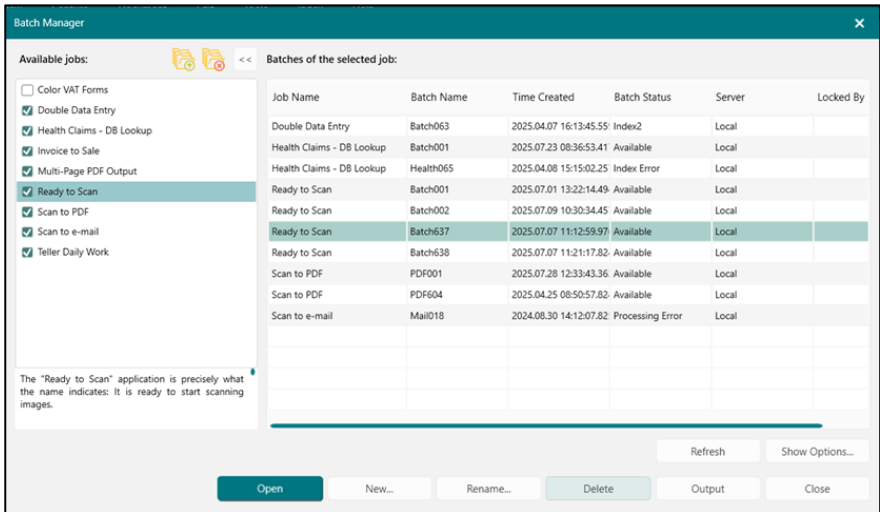
2. Select **New**. The New Batch dialog box will be displayed.
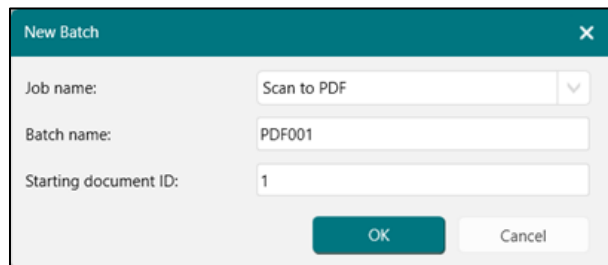
3. Select a job setup from the *Job name* drop-down list. Your new batch will be captured and output as defined in this job setup.

4. If applicable, enter a new batch name in the *Batch name* field. By default, Capture Pro Software suggests a new batch name based upon the last batch name created for the job setup. For example, if the last batch name is Health030, then the new batch name default will be Health031.

   NOTE: *For Network Edition clients*. When the Batch Naming configuration includes <BATCH_COUNTER>, the **Batch name** will say "**Set by System"** and cannot be changed.

5. If applicable, enter the **Starting document ID**. The starting document ID is the ID you want to assign to the first document in a batch. In most cases, that ID is 1. By default, the software suggests a starting document number based upon the job setup.

6. Click **OK**. The Image Viewer will be displayed on the Main window with the batch name you assigned. The Image Viewer, Batch Explorer, and Thumbnail Viewer will remain blank until you start scanning.

7. You can also create a new batch by clicking the **New Batch** icon on the toolbar.
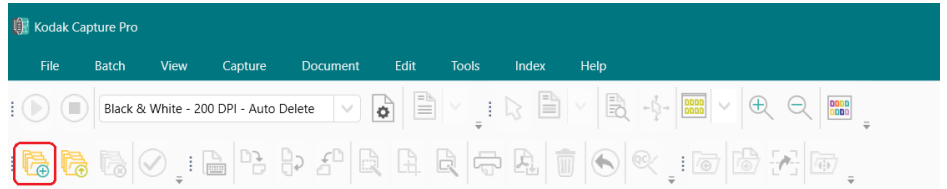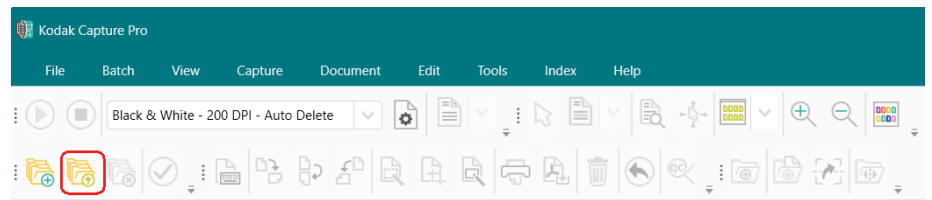

Opening an existing batch

To open an existing batch:

1. Select **Batch > Open** from the menu bar on main screen. The Batch Manager dialog box will be displayed. You can also click on the **Open Batch** icon:

Depending on your settings, the batches from all of the Job setups that you have access to will be displayed.

2. Highlight the batch you want and click **Open**. The batch you selected will be displayed in the Image Viewer and the Batch Explorer. You can now work in this batch.

   NOTE: If you are scanning in a multiple-scanner environment and the batch you selected is already opened at another workstation, Capture Pro Software will not allow you to open the batch. The message, *The batch cannot be opened because it is currently in use by another user* will be displayed.

Deleting a batch

Deleting a batch erases both the images and batch subdirectory structure of the selected batch.

1. Select **Batch > Open**. The Batch Manager dialog box will be displayed. Depending on your settings, the batches from all the Job Setups that you have access to will be displayed.
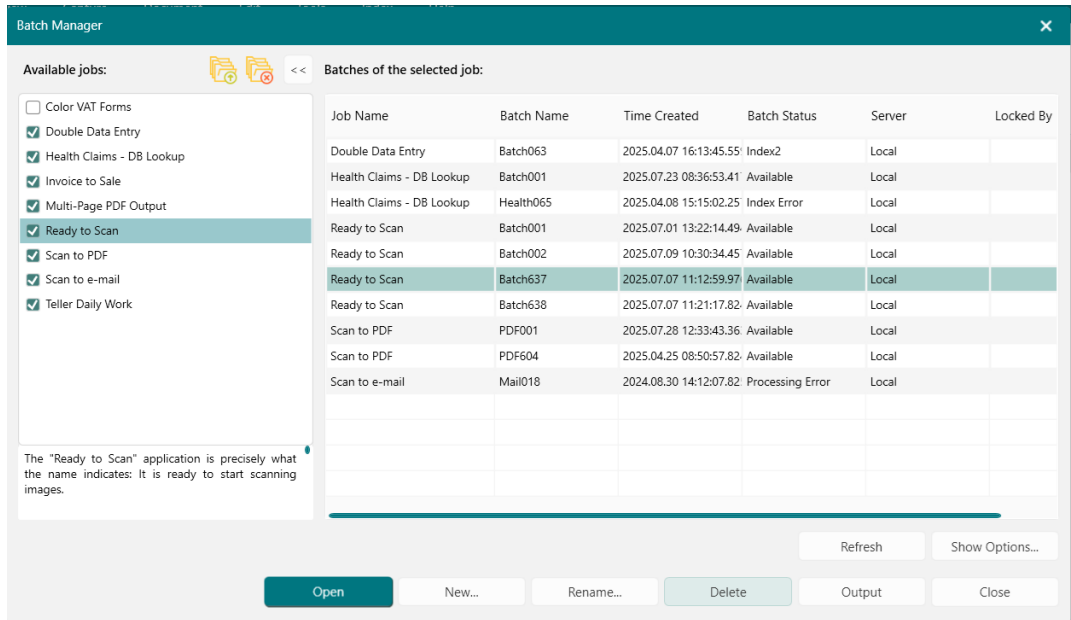

2. Highlight the batch you want to delete and click **Delete**. The message, ***Are you sure you want to delete the selected batch "XXXXX"?*** will be displayed.

3. Click **OK**.

Public

Document scanning

This section provides the basic steps for creating a new batch, scanning and outputting a batch. Detailed information regarding indexing, setting up OCR zones, patch reading, selecting different output sources, etc. can be found in the Administrator's Guide for *Kodak* Capture Pro Software.

NOTE: There are several ways to complete an action when using Capture Pro Software. For example, if you want to open a batch, you can select **Batch > Open** from the menu bar, you can click the **Open Batch** toolbar button or you can press the **F3** shortcut key. For the purposes of this manual, all actions are described by using the **menu bar**. For a complete list of menus, toolbar buttons and function keys see *"The User Interface" on page 17.*

1. If you have not already started Capture Pro Software, do so now. The Batch Manager dialog box will be displayed.
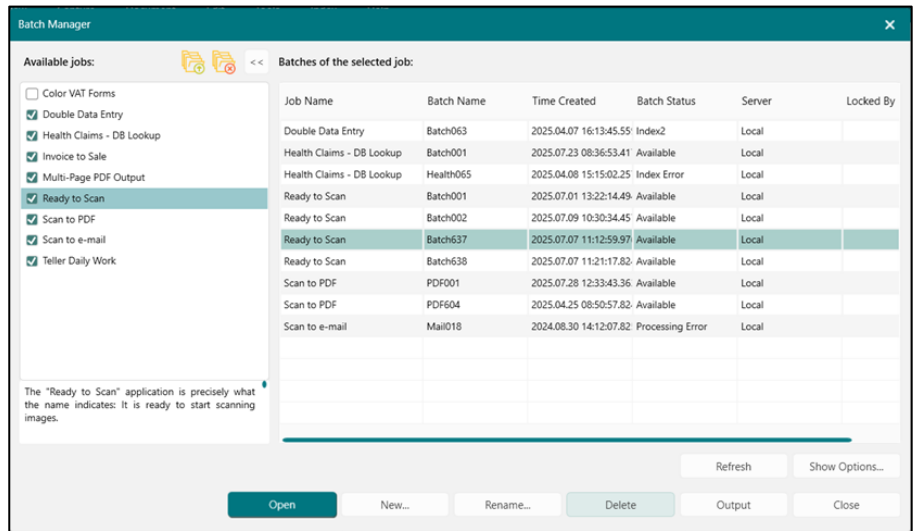
2. Click **New**. The New Batch screen will be displayed.
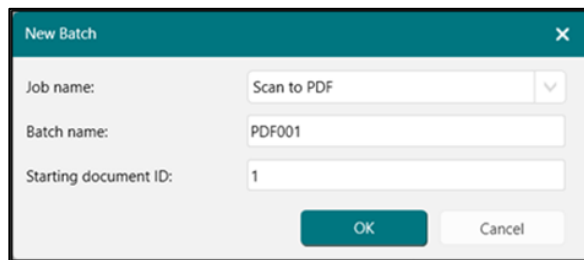
3. Select the desired job setup from the *Job name* drop-down box. The Batch name and Starting document ID are automatically filled in. You may change these if desired.

4. Click **OK**. The main screen will be displayed, and you are ready to start scanning.
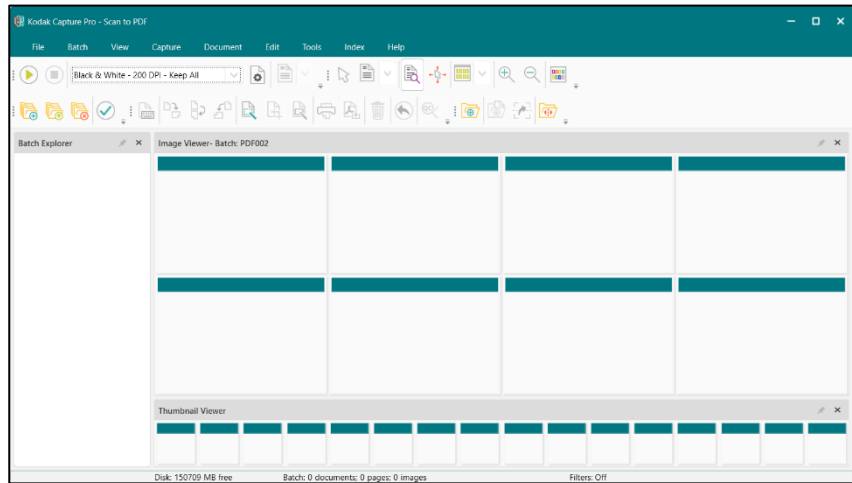
5. Place the stack of documents you want to scan in the input tray of your scanner.

6. Click **Start**. The scanner will feed the pages.

7. When your documents have been scanned, you can perform any necessary editing options (i.e., remove blank pages, rotate images, crop images, etc.). See "Editing options" on page 11 for a brief description of some of the options available.

8. When your batch is set, select **Batch > Output.** The batch output task begins, and the New Batch screen will be displayed allowing you to start another scanning session while processing is being done in the background.

    NOTE: For Group A and B licenses, a physical scanner must be attached for Outputting batches. If you need to output a batch without a scanner attached, then an indexing license can be purchased.

Your scanned images will be delivered to the designated location based on the Job configuration.

Editing options

Before outputting your batch, review your images to be sure they are as you want them. If you need to make some adjustments, tools are available for your use. This section provides procedures for some of the more commonly used editing functions (i.e., rotating images, deleting images, cropping images, etc.). Procedures for splitting and merging images can be found in the Administrator's Guide for *Kodak* Capture Pro Software.

All menu options and toolbar options are described in Chapter 2, *The User Interface.*

Rotating images

Capture Pro Software allows you to automatically rotate your images as they are being scanned or manually rotate them after they are scanned. Images are rotated 90, 180 or 270° clockwise.

To manually rotate images in an existing batch:

1. Click on individual (or groups of) images, pages, or documents from the Batch Explorer list or in the Image Viewer.
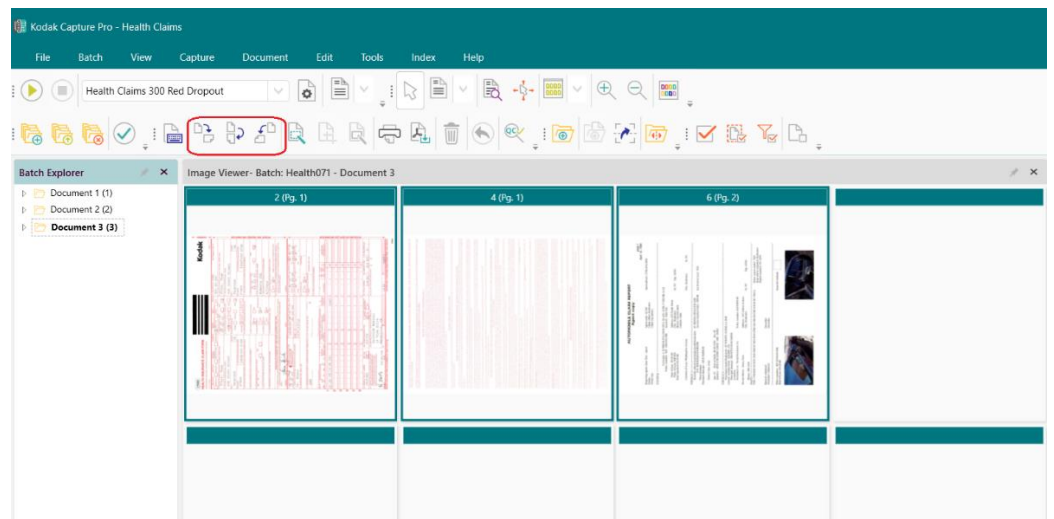
2. Select **Tools > Rotate > 90, 180,** or **270**. The rotated images will be displayed in the Image Viewer.

Drawing a region

The Draw Region tool allows you to draw a rectangle around a portion of an image, then blank the area inside the rectangle using **Blank** or crop the image to the size of the rectangle using **Crop**.

1. Click on an image that you want to crop or blank in the Image Viewer.

2. Select **Tools > Draw Region**.

3. Click and drag the draw region cursor to create a rectangle over the part of your image that you want to select. Release the cursor; the rectangle is now green.

4. You can now crop or blank the region.

To discard a region:

• Right-click on the image containing the green rectangle and select **Deselect Region**.

Cropping images

You can crop an area outside a rectangular region that you create using the Draw Region tool and using the Crop option.

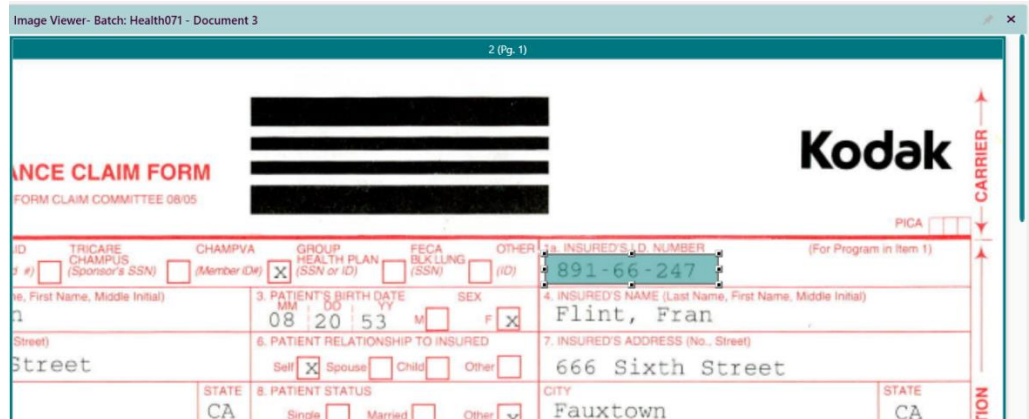1. Click on the image in Batch Explorer that you want to crop. The image you selected will be outlined in **bold** in the Image Viewer.

2. Select **Tools > Draw Region.**

3. Click and drag the draw region cursor to create a rectangle over the part of your image that you want to save. Release the cursor; the rectangle is now green.

4. Select **Tools > Crop**. The image area outside of the green rectangle will be deleted and only the selected area will remain in the Image Viewer.
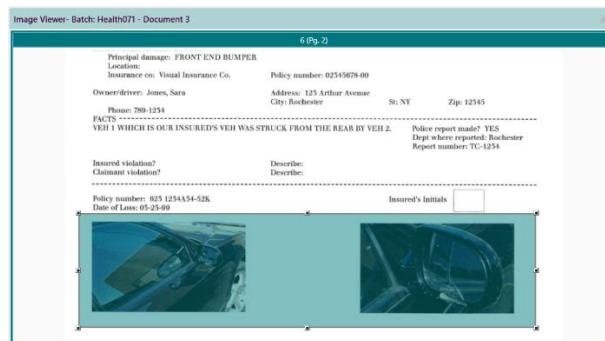
5. Click **Yes** to save your setting.

Blanking out part of an image

If you want to blank out part of an image, you can draw a region on the image and use the Blank tool. The area inside the rectangle will be blanked out.

1. Click on an image in Batch Explorer that you want to blank.
2. Select **Tools > Draw Region**.
3. Click and drag the draw region cursor to create a rectangle over the part of your image that you want to blank. Release the cursor; the rectangle is now green.
4. Select **Tools > Blank**. The image will now display a blank area where you positioned the green rectangle.
5. Click **Yes** to save your setting.

Attaching a page

This option allows you to scan an extra page into an existing document. Any document separation rule (e.g., bar code or patch code separation) for the Job will be ignored and the scanned page will be appended to the document.

1. In the Batch Explorer, select the document that is to receive the attachment.
2. Click **Document > Attach Page**.
3. Scan the page. The new images for the page will be displayed at the end of the selected document.

Rescanning images

When reviewing your batch of scanned images, occasionally you may need to rescan some documents.

1. Highlight the page or pages you want to rescan.
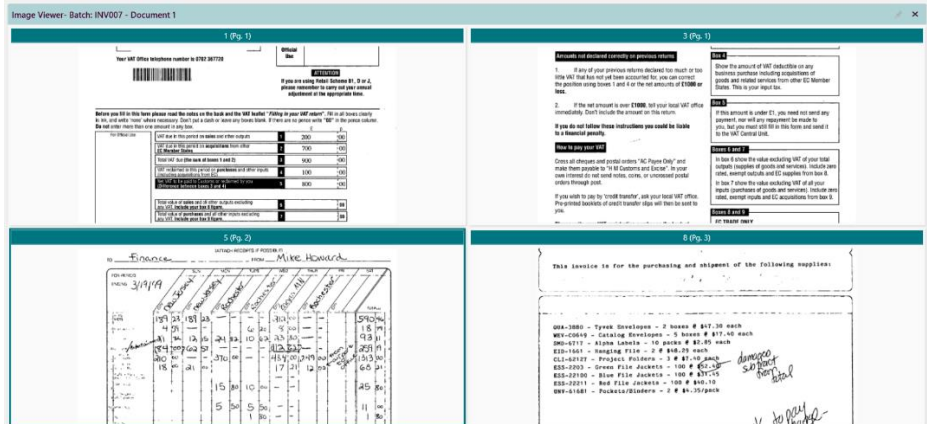
2. Put the originals in the correct order in the scanner.
3. Click the **Rescan** icon. The images will be rescanned and placed in their original scanned positions.

Deleting images

If you want to delete selected images from a batch:

1. Select the image(s) you want to delete.
2. Select **Edit > Delete**. The message, *Are you sure you want to delete the selected item(s)?* will be displayed.
3. Click **Yes** to confirm the deletion.

Deleting a range of documents

You can delete a range of documents in an existing batch.

1. Select **Document > Delete Range**. The Delete Documents in Range dialog box will be displayed.

Delete Documents in Range ✕

From Document Number: 1

To Document Number: 2

OK   Cancel

2. Enter the beginning number of the document group you want to delete in the *From Document Number* field.
3. Enter the ending number of the document group in the *To Document Number* field.
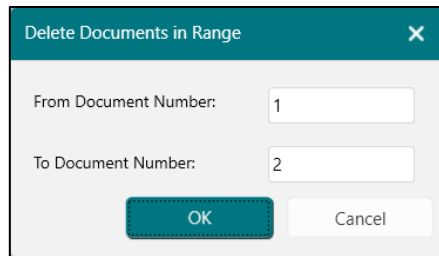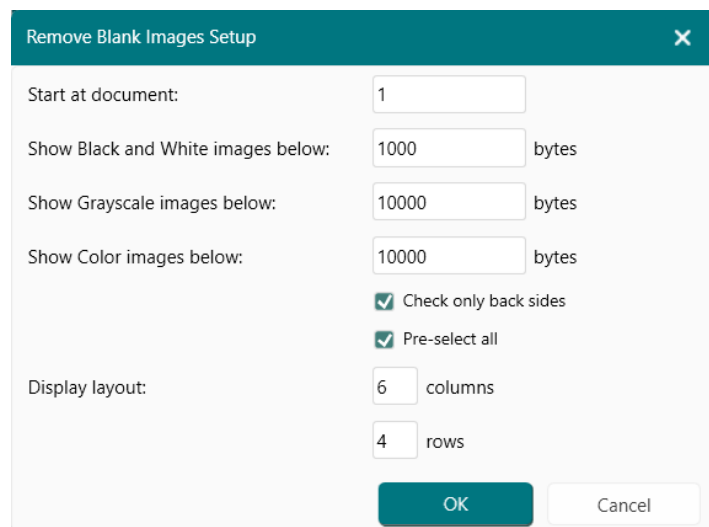4. Click **OK** and confirm whether you want the documents deleted.

Removing blank images from a batch

This option allows you to remove the blank back or front images produced by the scanner.

1. Select **Batch > Remove Blank Images**. The Remove Blank Images Setup dialog box will be displayed.

Remove Blank Images Setup ✕

Start at document: 1

Show Black and White images below: 1000   bytes

Show Grayscale images below: 10000   bytes

Show Color images below: 10000   bytes

☑ Check only back sides
☑ Pre-select all

Display layout: 6   columns
                   4   rows

OK   Cancel

2. Enter the beginning document number in the batch where you want to search for blank images in the *Start at document* field. The default is the currently active document.

3. Define the byte-size threshold of the images to be verified in the *Show Black and White images below, Show Grayscale images below* and *Show Color images below* fields. A good setting for typical business documents is 3000 bytes when scanning in 200 DPI Black and White.

4. Click **Check only back sides** to remove only the blank back sides of the images in a batch.

5. Click **Pre-select all** if all images that are candidates for deletion are selected to be deleted.

6. Define the number of columns and rows you want to display in the *Display layout* field. On a 1024 x 768 SVGA screen, a matrix of 14 x 7 allows you to check 98 images per screen.

7. Click **OK** to accept the values you entered.

   After the batch is examined, Capture Pro Software displays all the images that match the criteria you set up (for example, back sides below 5000 bytes) in the Remove Blank Images window. These images are displayed with title bar that shows the document number and image number within the document (e.g., 3 - 14). If **Pre-select all** was enabled, then the images will be outlined with a **bold** box. All outlined images are considered blank and ready to be deleted. In the example below, there are 3 candidate images to be deleted.
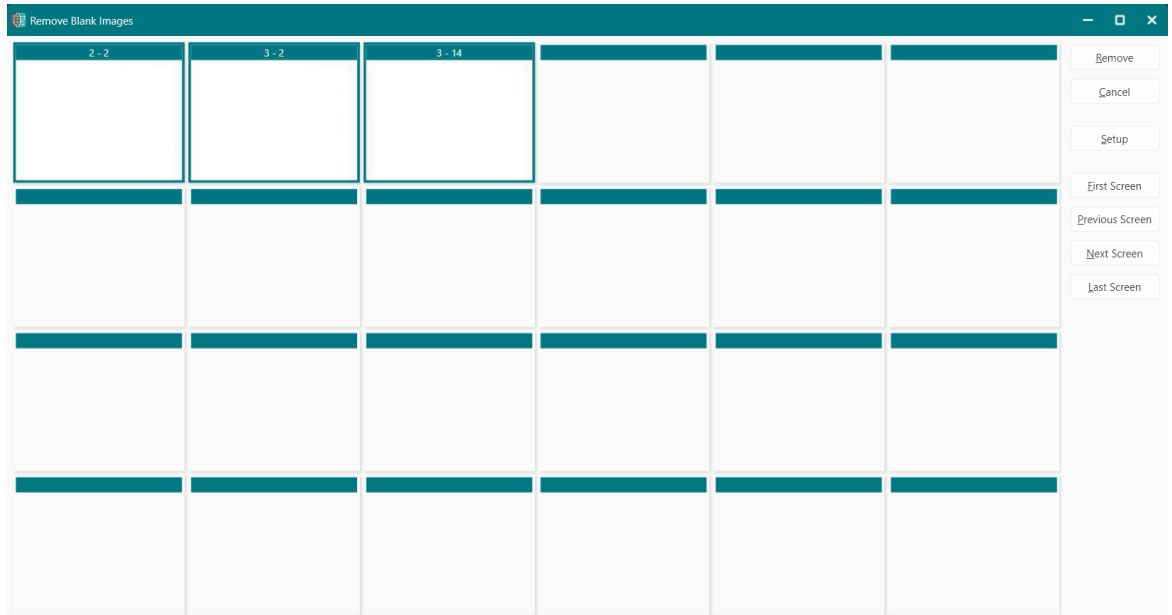
- If no blank images are displayed in the Remove Blank Images window, it means that Capture Pro Software cannot locate images in your batch that match your criteria. You can click **Setup** on the Remove Blank Images window to reopen the Remove Blank Images Setup dialog box and enter higher threshold numbers (in bytes) for the black and white and/or color/grayscale images.

8. When **Pre-select all** is enabled, all the blank images are outlined in **bold** and selected for deletion. Select any blank images you do not want to delete by clicking them individually. The **bold** outline disappears on those images. If you click on an image that is not outlined, it will be outlined and selected for deletion.

9. Use the **First Screen, Previous Screen, Next Screen** and **Last Screen** buttons to help you navigate through all the possible blank images in the batch.

10. Click **Remove**. The message *Remove all selected images?* will be displayed.

11. Select **Yes** to confirm the deletion of the blank images. Capture Pro Software removes the blank images still outlined in **bold**, repaginates the documents, and updates the available batch and hard disk capacity.

Public

Outputting (processing) batches

When all of your editing changes are complete, you are ready to output your batch.

Capture Pro Software allows you to output (or process) one batch at a time or output all available batches at once.

To output the current batch in a job setup:

1. Select **Batch > Output**.

    When your batch is queued for output, the New Batch dialog box will be displayed allowing you to scan another batch of documents.

    NOTE: For Group A and B licenses, a physical scanner must be attached for Outputting batches. If you need to output a batch without a scanner attached, then an indexing license can be purchased.

2. Click **OK** to continue scanning images into the new batch. When you output a batch, it is processed according to the configuration in the Output tab of the Job Setup dialog box. For *File (1)* based output, this typically results in the batch being copied to an output subdirectory path.

To output all available batches in a current job setup:

*   Select **Batch > Output All**. The Batch Manager dialog box will be displayed where you can select one or more batches to be outputted.

To view the output progress:

*   Select **Batch > View Batch Output Status**. The Capture Pro Batch Process Status window will be displayed.

This window will update you on the progress of your batches as they are outputted. Because batch output takes places in the background, scanning into new batches takes higher priority. Output will be slowed until scanning is finished.

Clearing errors

The Capture Pro Batch Status window provides information on batches that you are preparing for output from Capture Pro Software.

To view the Batch Status window:

*   Select **Batch > View Batch Output Status**.

To clear the errors:

*   Right-click on a Batch Name entry on the grid to **Clear All Errors** or **Clear Selected Errors**.

2 The User Interface

This chapter provides descriptions of the Main window of Capture Pro Software, as well as descriptions of the menu bar, toolbars and viewers.

Main window

The Main window has the following components.
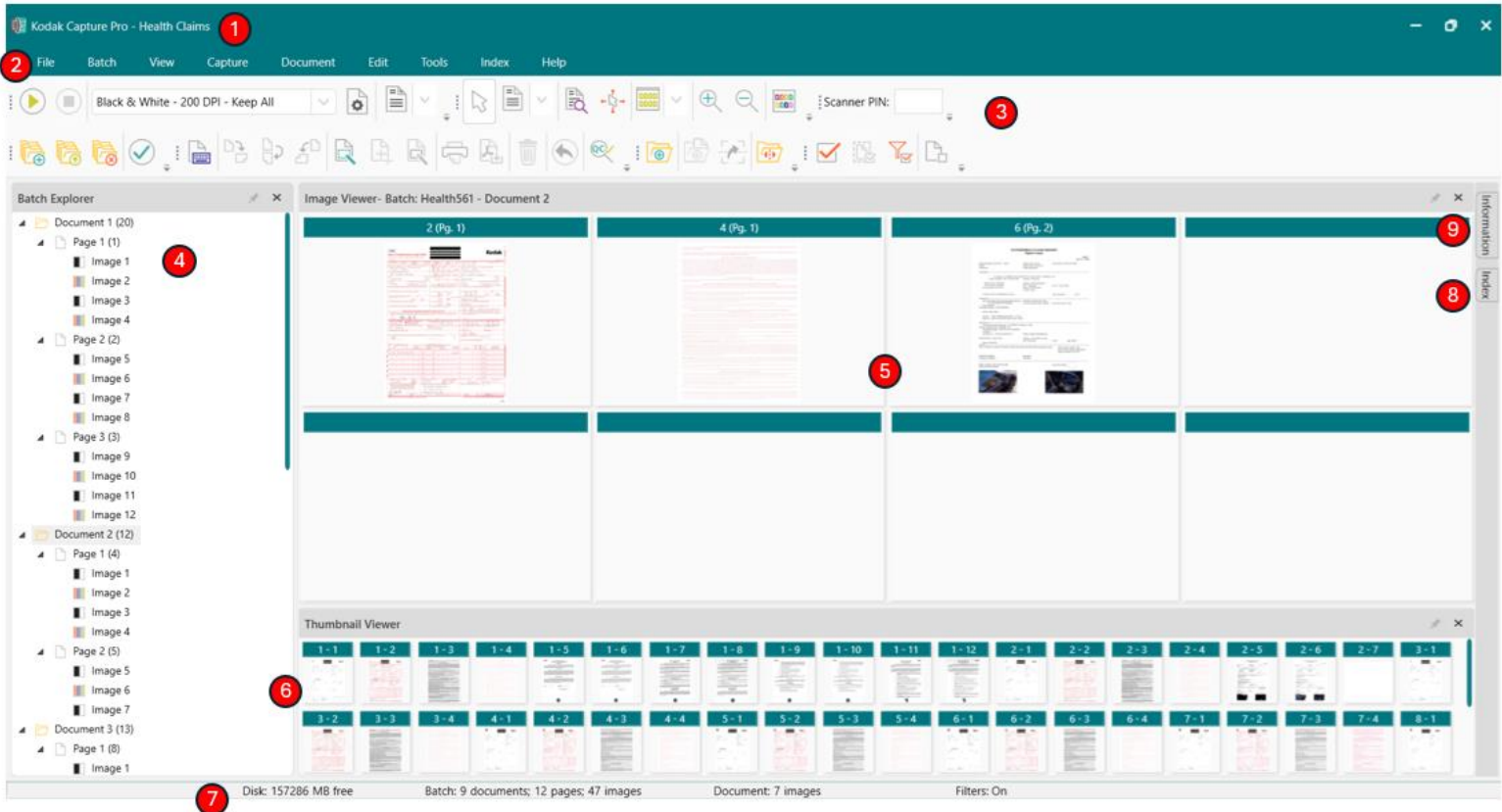
1. **Program title bar** — provides the name of the Job Setup for the batch that is currently being worked on.

2. **Menu bar** — provides the following menu items: File, Batch, View, Capture, Document, Edit, Tools, Index and Help.

3. **Toolbars** — provides the following toolbars: Capture, Batch, View, Document, Navigation, Flag, Edit, Index, and Scanner Adjustments.

4. **Batch Explorer** — lists all the document folders, pages and image files in the batch.

5. **Image Viewer** — displays the images in a batch. The Image Viewer can be configured to show 1, 2, 4, 8 or more images at a time.

6. **Thumbnail Viewer** — displays thumbnails of all the images in the batch.

7   **Status bar** – displays the number of documents, pages, and images in the batch as well as the number of images in the currently displayed document.

8   **Index tab** — when you click the Index tab (located on the right-hand side of the Main window) the Index window is displayed which provides batch or document level indexes.
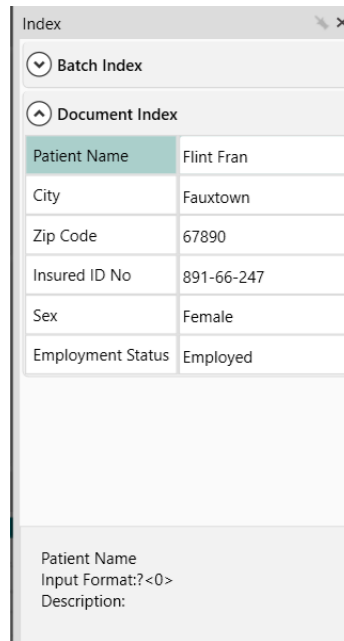
9   **Information tab** — when you click the Information tab (located on the right-hand side of the Main window) the Information window is displayed which provides detailed statistics on the batch, document, page and selected image.
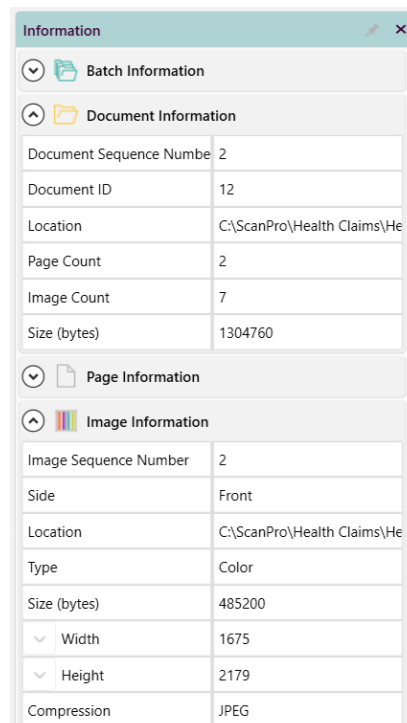
Menu bar

The Menu bar provides the following menu items: File, Batch, View, Capture, Document, Edit, Tools, Index, and Help.
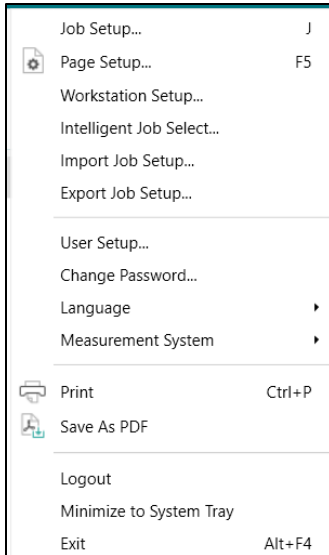
File menu

Job Setup...	J
Page Setup...	F5
Workstation Setup...	
Intelligent Job Select...	
Import Job Setup...	
Export Job Setup...	
User Setup...	
Change Password...	
Language	▶
Measurement System	▶
Print	Ctrl+P
Save As PDF	
Logout	
Minimize to System Tray	
Exit	Alt+F4

The File menu contains the following options:

Job Setup — displays the Job Setup dialog box, which allows you to set up all the parameters for a job setup. See the *Administrator's Guide* for *Kodak* Capture Pro Software for more information. Keyboard shortcut: J.

Page Setup — displays the Page Setup dialog box, which allows you to select a predefined page setup or create your own custom page setup for your job setup. Capture Pro Software comes with several pre-defined page setups. The list of predefined page setups varies depending on the scanner being used. See the *Administrator's Guide* for more information. Keyboard shortcut: F5.

Workstation Setup — displays the Workstation Setup dialog box, which allows you to select the scanner attached to your PC for scanning documents into Capture Pro Software. If licensed, you may also select Auto Import to automatically import images into Capture Pro Software. See "Setting up your workstation" on page 20 for procedures.

Intelligent Job Select — displays the Intelligent Job Select dialog box, which allows you to use Feature Patch code sheets to automatically change Job or Page setups during scanning. See the *Administrator's Guide* for more information.

Import Job Setup — displays the Import dialog box, which allows you to import a job setup. See the *Administrator's Guide* for more information.

Export Job Setup — displays the Export dialog box, which allows you to export the job setup to a file. See the *Administrator's Guide* for *Kodak* Capture Pro Software for more information.

User Setup — displays the User Setup dialog box, which allows the administrator to set up and manage users of Capture Pro Software. See the *Administrator's Guide* for more information.

Change Password — displays the Change Password dialog box, which allows you to change your password.

To change a password:

1. Select **File > Change Password**. The Change Password dialog box will be displayed.

2. Enter your **Old Password**, then enter your **New Password**.

3. Confirm your password by entering your new password in the *Confirm Password* field.

4. Click **OK**.

Language — allows you to select the language in which the user interface is displayed. Supported languages are: **English, French, Italian, German, Portuguese Brazilian, Dutch, Spanish, Simplified Chinese, Traditional Chinese, Swedish, Korean, Turkish, Czech, Russian, Arabic, Polish** and **Japanese**.

To change the language:

1. Select **File > Language**.

2. Select the desired language. The user interface will be displayed in the selected language.

NOTE: The Scanner Setup dialog box (TWAIN Driver) may display the wrong text characters when the default language is a Western language and the user changes to an Asian language. To solve this, use the system "Regional and Language options" to set the "Language for non-Unicode Programs" to the desired Asian language.

Measurement System — allows you to select **US** or **Metric** units.

Print — displays the Print Setting dialog box for the selected printer, which allows you to print scanned documents. Keyboard shortcut: Ctrl + P.

Save As PDF — displays the Save as PDF dialog box, which allows you to save scanned images to a searchable or unsearchable PDF format.

Logout — logs out the current user.

Minimize to System Tray — minimizes the Capture Pro Software application but does not close the software.

Exit — closes Capture Pro Software. Keyboard shortcut: Alt + F4.

Setting up your workstation

When you select **File > Workstation Setup**, the Workstation Setup screen is displayed. From this screen you can setup the workstation information and choose the scanner you want to use.

Workstation Setup		✕
Workstation	ID:	1
	Name:	Capture_1
	☐ Quick Start View	
Scanner	Scanner family:	KODAK Scanner: S2000w Select...
	Scanner model:	S2080w
Disk	Disk warning level:	20 MB
Batch	☑ Enable Job level batch numbering	
	☐ Display confirmation message before batch output	
Page	☐ Display confirmation message during manual deletion if page size exceeds	1024 KB
Automatic restart limit	Restart Threshold 0 [Number of scanned sheets]	
	Restart Offset 0 [Number of maximum additional scanned sheets]	
		OK Cancel

1. Enter the **ID** and **Name** of your workstation. In a multi-user environment, the ID and Name must be unique.

2. If you are an experienced user and do not want to use the Quick Start screen, uncheck the **Quick Start View** checkbox. When enabled, the Quick Start View will be displayed upon the launch of Capture Pro.

3. Click **Select.** The Select Scanner dialog box will be displayed and provides a list of available scanners and other sources, such as Auto Import, depending on your license. Select the source you want to use and click **OK**.

4. Enter the desired **Disk Warning level** in megabytes (MBs). You will receive a warning if the free space on the disk falls below this level.

5. Check **Enable job level batch numbering** if you want the batch sequence number to increment independently for each job. If this option is checked, numbering will be maintained at the job level. If not checked, numbering will be maintained at the system level. For example:

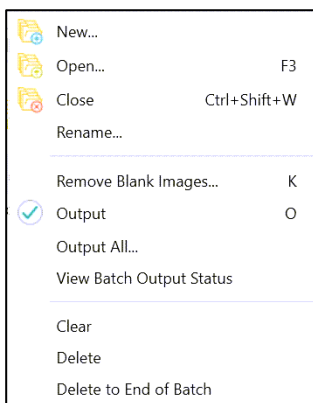| **System Level**	**Job Level**
Invoices INV001	Invoices INV001
Claims CLM002	Claims CLM001
Records RCD003	Records RCD001
Invoices INV004	Invoices INV002

6. If you check **Display confirmation message before batch output**, the user will be asked to confirm if they wish to output the batch when they have selected that option. Otherwise, batch output processing will begin immediately.

7. If you check **Display confirmation message during manual deletion** and enter a page size in kilobytes (KB) you will receive a warning when attempting to delete an image that exceeds the specified page size.

8. Enter values in the **Automatic restart limit** for **Threshold** and **Offset** if you want Capture Pro to restart automatically when these limits are reached.

   For example, if the Restart Threshold = 5 and the Restart Offset = 2, Capture Pro restarts when 7 pages are scanned in the current scan session.

   When the restart threshold is reached, a **Confirmation** pop-up dialog indicates the number of sheets scanned is at the threshold limit and asks if scanning should continue until the offset number of sheets is reached prior to restarting. If **Yes** is clicked, another 2 pages are scanned before Capture Pro restarts. If **No** is clicked, Capture Pro restarts immediately and the **Automatic restart limit** option is grayed out when scanning resumes.

   NOTE: It is recommended that the Restart Threshold not exceed 8000 scanned sheets.

Batch menu

📁	New...	
📁	Open...	F3
📁	Close	Ctrl+Shift+W
	Rename...	
	Remove Blank Images...	K
✓	Output	O
	Output All...	
	View Batch Output Status	
	Clear	
	Delete	
	Delete to End of Batch	

The Batch menu contains the following options:

New — displays the New Batch dialog box, which allows you to create a new batch.

Open — displays the Batch Manager dialog box, which allows you to open an existing batch. Keyboard shortcut: F3.

Close — closes the currently opened batch.

Rename — displays the Rename Batch dialog box, which allows you to rename a current batch.

Remove Blank Images — displays the Remove Blank Images Setup dialog box, which allows you to remove the blank back or front images produced by the scanner. Keyboard shortcut: K.

Output — starts processing all images in the current batch. Keyboard shortcut: O.

NOTE: For group A and B licenses, a physical scanner must be attached for Outputting batches. If you need to output a batch without a scanner attached, then an indexing license can be purchased.

Output All — will display the Batch Manager dialog box and select all the batches for the current Job. You can then press the *Output* button to submit all of the batches for output processing.

View Batch Output Status — displays the Capture Pro Batch Process Status window, which provides information on the progress of your outputting batches. See "Batch Process Status window" on page 47.

Clear — erases all the images in a batch but keeps the batch subdirectory structure intact.

Delete — erases both the images and batch subdirectory structure of the selected batch.

Delete to End of Batch — erases all the images from the selected image to the last image in the batch.

View menu
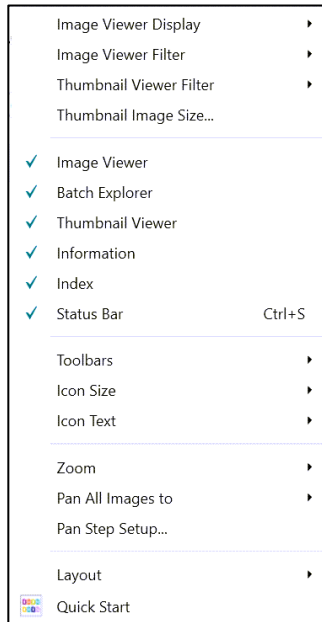
The View menu contains the following options:

Image Viewer Display — allows you to select a grid of 1, 2, 4 or 8 images to display in the Main window. Selecting **Customize** displays the Custom Layout Setup dialog box, which allows you to specify another grid size.

Image Viewer Display		▶
Image Viewer Filter		▶
Thumbnail Viewer Filter		▶
Thumbnail Image Size...		
✓	Image Viewer	
✓	Batch Explorer	
✓	Thumbnail Viewer	
✓	Information	
✓	Index	
✓	Status Bar	Ctrl+S
	Toolbars	▶
	Icon Size	▶
	Icon Text	▶
	Zoom	▶
	Pan All Images to	▶
	Pan Step Setup...	
	Layout	▶
	Quick Start	

Image Viewer Filter — allows you to specify one or more types of images that will be hidden in the Image Viewer of the Main window. You can select one or more of the following: **Front, Back, Black & White, Grayscale,** and **Color**.

Thumbnail Viewer Filter — allows you to specify one or more types of images that will be hidden in the Thumbnail Viewer of the Main window. You can select one or more of the following filters: **Front, Back, Black & White, Grayscale** and **Color**.

Thumbnail Image Size — displays the Thumbnail Image Size Setup dialog box, which allows you to specify the size of each thumbnail that will be displayed in the Thumbnail Viewer.

Image Viewer, Batch Explorer, Thumbnail Viewer, Information, Index, Status Bar — these commands allow you to select whether the corresponding components are displayed in the Main window. The keyboard shortcut for Status Bar is Ctrl + S.

Toolbars — allows you to view or hide the following toolbars: Capture, Batch, View, Document, Navigation, Flag, Edit, Index, and Scanner Adjustments. Detailed information regarding the toolbars can be found later in this chapter.

Icon Size — allows you to specify **Small**, **Medium** or **Large** for the toolbar icons.

Icon Text — allows you to specify if icon labels will be displayed and, if so, on the right or below the toolbar icons.

Zoom — increases or decreases the displayed size of an image.

- **Fit Images to Window:** changes the image display so that each image is displayed in its entirety and is zoomed in or out to fit the size of the image window.

- **Actual**: displays the image at actual size (one scanned pixel equals one pixel on the Image Viewer.)

- **Zoom In**: increases the image display by the increment specified in the Zoom Step Setup dialog box.

- **Zoom Out**: decreases the image display by the increment specified in the Zoom Step Setup dialog box.

- **Zoom Step**: displays the Zoom Step Setup dialog box, which allows you to specify the increment (**15%, 20%, 25%, 30%, 35%** or **40%**) that the image size is changed when you use the Zoom In and Zoom Out commands.
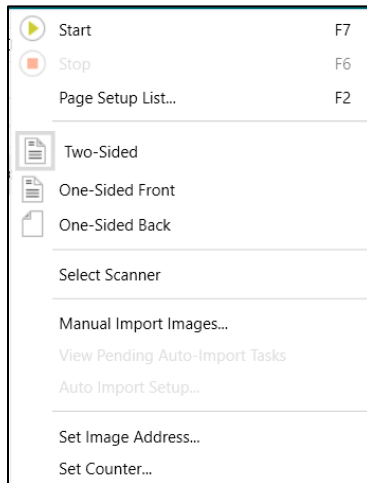
Pan All Images to — enables you to move all images around the Image Viewer pane at once. You can pan to the **Top**, **Bottom**, **Left** or **Right** of the images.

Pan Step Setup — displays the Pan Step Setup dialog box, which allows you to specify the desired number of pixels (**5, 10, 15, 25, 50** or **100**) an image moves when you use the Pan tool.

Layout — allows you to change between the **Classic** and **Enhanced** layout modes of the main screen.

Quick Start — displays the Quick Start View.

Capture menu

▶	Start	F7
■	Stop	F6
	Page Setup List...	F2
📄	Two-Sided	
📄	One-Sided Front	
📄	One-Sided Back	
	Select Scanner	
	Manual Import Images...	
	View Pending Auto-Import Tasks	
	Auto Import Setup...	
	Set Image Address...	
	Set Counter...	

The Capture menu contains the following options:

Start — enables the scanner and starts the transport. Keyboard shortcut: F7.

Stop — clears and stops the transport and disables the scanner. Keyboard shortcut: F6.

Page Setup List — displays the Page Setup List dialog box, which allows you to select from the defined page setups for the job. Keyboard shortcut: F2.

Capture modes — determines how a batch is scanned by allowing you to select one of the following settings:
- **Two-Sided**: scans the front and back of a page.
- **One-Sided Front**: scans the front of a page.
- **One-Sided Back**: scans the back of a page.

Select Scanner — displays the Workstation Setup dialog box, which allows you to select the scanner you want to use.

Manual Import Images — allows you to import image files created from another source (e.g., an engineering drawing scanner) into the currently displayed document in Capture Pro Software.

When you select **Manual Import Images**, the Open dialog box will be displayed. Navigate to the directory where you want to import images from and select the desired image file(s). BMP, JPEG, PDF, TIFF, GIF, and PNG image files can be imported. The images that you selected to be imported will be inserted immediately before the image that is selected in the currently displayed document. If there are no selected images, the imported images will be appended to the end of the current document.

Both single- and multi-page TIFF and PDF files are supported. When importing a multi- page file, each image in the file will be imported as a separate image into the document.

More than one image file can be selected for import. If more than one image file is selected, the images will be imported in alphabetical/numerical order according to their image file name.

View Pending Auto-Import Tasks — displays a table of all the auto-import jobs sent to Capture Pro using the Auto Import API (application programming interface) that have not completed yet.

Auto Import Setup — displays the Auto Import Setup dialog box which allows you to configure auto import "watch folders". You can identify watch folders and assign them user friendly names using the Auto Image Setup dialog box. You can also identify directories for archiving and error handling, assign error threshold levels, specify auto import batch separation rules, and timeout intervals. See the *Administrator's Guide* for *Kodak* Capture Pro Software for more information for more information.

Set Image Address — displays the Image Address dialog box, which allows you to change image address settings for your batch. This option becomes active only if you have a scanner capable of image addressing.

Set Counter — displays the Set Counter dialog box, which allows you to reset the sequential counter value assigned (and optionally printed) to the next page scanned. This option becomes active only if you have a scanner with a printer.

Document menu
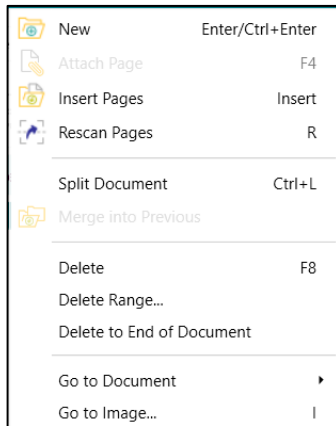
The Document menu contains the following options:

New — creates a new document with a document number equal to the last document number plus "1". Keyboard shortcut: Enter or Ctrl + Enter.

NOTE: For some scanners, selecting **New** also enables the scanner and starts the scanner transport/feeder or flatbed.

Attach Page — allows you to scan extra page and add it to an existing document. Any document separation rules configured for the job will be ignored. Keyboard shortcut: F4.

Insert Pages — inserts additional pages into a scanned document. Scanned images will be inserted before the selected page. Keyboard shortcut: Insert.

NOTE: If image address and patch detection are enabled with a *Kodak i5850 or S5210* scanner, Insert Pages will not cause a document separation when a document patch is detected.

Rescan Pages — starts the scanner and replaces selected pages of the document with the newly scanned pages. Keyboard shortcut: R.

Split Document — splits the current document into two documents at the point of the selected page.

Merge into Previous — places the document currently selected into the previous document. Any index data that may have been captured for the selected document will be discarded.

Delete — deletes the currently opened document. Keyboard shortcut: F8.

Delete Range — displays the Delete Documents in Range dialog box, which allows you to delete a range of documents in the batch.

Delete to End of Document — allows you to delete the selected image and all subsequent images of a document. This command removes images from your hard drive. You cannot undo this function.

Go to Document — allows you to select to go to the first, last, next or previous document in the batch, or you can select a Document Number to go to a specific document within a batch.

Go to Image — opens the Go to Image dialog box, which allows you to navigate to a specific image in the current document. Keyboard shortcut: I.

Public

Edit menu

↶	Undo	Ctrl + Z
	Copy	Ctrl + C
	Copy Image Area	Ctrl + I
	Copy Image to Job Setup...	
	Select All	Ctrl + A
	Select Document	
	Select Filtered	
	Deselect All	Ctrl + D
	Select Flagged	Ctrl + F
🗑	Delete	Del

The Edit menu contains the following options:

Undo — reverts one level of the last action. If an action cannot be undone, a message will be displayed. Keyboard shortcut: Ctrl + Z.

Copy — copies a selected image to the Windows clipboard for pasting into another application. Keyboard shortcut: Ctrl + C.

Copy Image Area — after using **Draw Region** to create a region on your image, this option allows you to copy this region to the Windows clipboard for pasting into another application. Keyboard shortcut: Ctrl + I.

Copy Image to Job Setup — displays the Copy Image to Job Setup dialog box, which allows you to import images into the Bar Code window or the OCR window to create bar code, OCR, or OMR zones.

Select All — selects all images in the current batch. Keyboard shortcut: Ctrl + A.

Select Document — selects all images in the current document.

Select Filtered — selects all images whose filtered parameters are selected.

Deselect All — deselects all images. Keyboard shortcut: Ctrl + D.

Select Flagged — selects all images that are flagged. Keyboard shortcut: Ctrl + F.

Delete — deletes the selected images from the batch. Keyboard shortcut: Del.

Tools menu

▷	Selector	S
	Selection Mode	▸
	Magnify	M
	Pan	P
	Draw Region	Z
	Magnification Ratio...	
	Rotate	▸
	Intelligent QC	
☑	Flag Tool	C
	Flag All Selected	
	Flag Filtered	
	Unflag All Selected	
	Unflag All	
	Split Document	
	Crop	Ctrl + R
	Blank	Ctrl + B
	Mark As Blank	
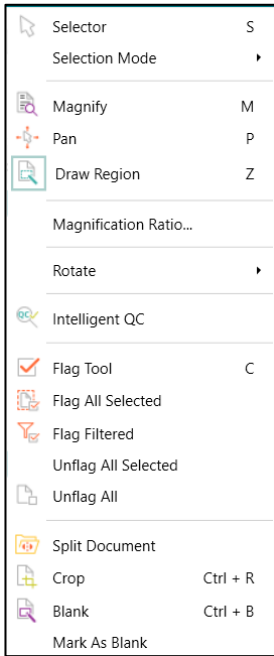
The Tools menu contains the following options:

Selector — displays the Pointer tool, which allows you to select images. You may also select images using the Magnify tool. See **Magnify** below. Keyboard shortcut: S.

Selection mode — select **Image, Page** or **Page Side**.

- If you select **Image**, you can click on an image in the Image Viewer and just the image will be selected.

- If you select **Page**, you can click on the image and the entire page, front and back, black and white and color/grayscale, will be selected.

- If you are scanning multiple images for a side (dual-stream scanning), when you select **Page Side**, and click on a front image, all front images will be selected. If you click on a back image, all back images will be selected.

Magnify — enlarges a portion of an image. When you select **Magnify**, the Magnify tool will be displayed. You can enlarge any area where you place the Magnify tool. (Click and hold the left mouse button to magnify the image. Clicking the left mouse button will select the image.) Keyboard shortcut: M.

Pan — allows you to move the image around the Image Viewer pane when the image is larger than the pane. Keyboard shortcut: P. Clicking the left mouse button will select the image.

Draw Region — allows you to draw a rectangle around a portion of an image, then blank the area inside the rectangle using **Blank;** or crop the image to the size of the rectangle using **Crop** (or copy it using **Edit > Copy Image Area**).

Magnification Ratio — displays the Magnification Ratio Setup dialog box, which allows you to select the desired magnification ratio of **100%, 150%, 200%, 250%** or **300%**.

To magnify an existing image in the Image Viewer or Thumbnail Viewer:

1. Select **Tools > Magnify**.

2. Click on an image, then hold and drag the Magnify tool over the image.

Rotate — manually rotates the selected image 90, 180 or 270 degrees clockwise. Capture Pro Software allows you to automatically rotate your images as they are being scanned or manually rotate them after they are scanned.

Intelligent QC — launches the Intelligent QC tool. Actively selected images will be available for review and processing. If no images have been selected, all flagged images will be available. The Intelligent QC Tool may also be launched by right clicking on an image in the Image Viewer or Batch Explorer and selecting Intelligent QC in the selection list.

Public

Flag Tool options — allows you to flag an image(s) that may need to be rescanned or adjusted in some way (e.g., contrast values may need to be adjusted to provide better image quality). Keyboard shortcut: C.

- **Flag Tool**: allows you to flag a page, image or both the front and back of an image.

- **Flag All Selected**: flags all selected images in the batch.

- **Flag Document**: flags all the images in the selected document.

- **Flag Filtered**: flags all images that are filtered in the currently displayed document. An Image Viewer Filter (e.g., Hide Black and White) should be enabled. When a filter is enabled, only those displayed image in the current document are flagged.

- **Unflag All Selected**: removes the flags from the images currently selected.

- **Unflag All**: removes any of the previously flagged images in the current batch.

Split Document — enables the Split Document tool. The user can then click on an image in the currently displayed document to split the document into two documents.

Crop — allows you to crop out the area outside the rectangle you created using the Draw Region option. A confirmation box will be displayed when you select this option. Keyboard shortcut: Ctrl + R.

Blank — allows you to blank out the area inside the rectangle that you created using the Draw Region option. A confirmation box will be displayed when you select this option. Keyboard shortcut: Ctrl + B.

Mark As Blank — marks images as blank when this option is selected either from the Tools menu or by right-clicking a selected image. A marked as blank image is identified by a dark blue border. Choosing this option on an already marked image will unmark the image. Available only when the "Keep blank images" option under "Auto Delete" is enabled for the currently selected Page Setup.

The Intelligent QC Tool dialog box

The Intelligent QC Tool is not available while scanning, rescanning, or when Auto Import is actively monitoring the Hot Folder(s) for image files.
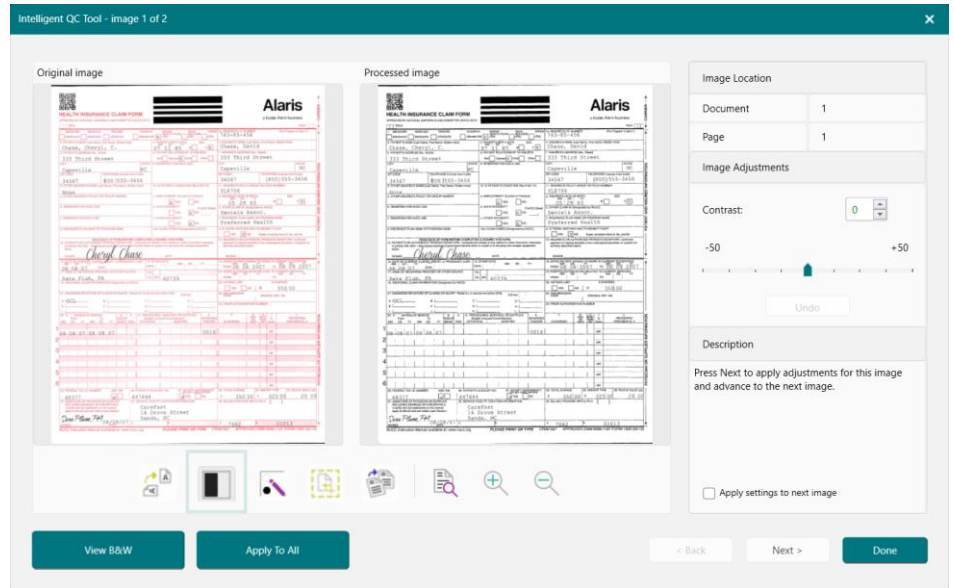
When entering the tool, the first image will be shown in the left image panel. The left image panel will display the image as it would look if no additional image processing is applied.

The right image panel will show how the image would look if the selected image processing is applied.

You may edit the image by clicking on one or more of the image processing tools located beneath the image panels. To undo a particular image processing function, click on the tool again to deselect it.
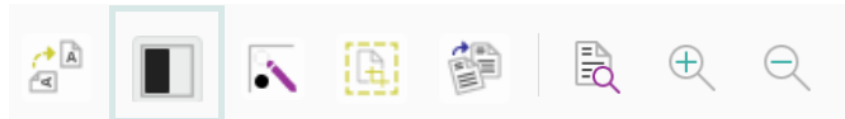
Some image processing tools provide additional controls to adjust the appearance of the image. For example, the Binarize tool provides a Contrast control. Adjusting the contrast will allow you to see very light text while keeping background noise to accepted levels.

Apply settings to next image — when checked, the currently selected image processing tools and the tool settings will be applied to the next image when appropriate. If **Binarize** is selected and the next image is a black and white image, binarization will not be applied. However, if **Hole Fill** was also enabled, it will be applied to the black and white image.

Apply To All — will apply the selected image processing tools to **all** images selected by the Intelligent QC Tool.

Next — if additional images are available for review the Next button will be available. Clicking **Next** saves the current image as it is displayed in the right image panel. If **Apply to Next** is checked, the selected image processing tools will be applied to the next image. The image before processing will be displayed in the left image panel and the processed image will be displayed in the right image panel.

Back — displays the previously displayed image. All tool selections will be disabled and **Apply to Next** is unchecked. The image will be displayed as it was when the **Next** button was selected.

View B&W / View Grayscale / Color — when a grayscale / color image and associated black and white image exists (dual stream) the black and white image will be displayed in the left image panel. To view the grayscale / color image click the **View Grayscale/Color** button.

Index menu
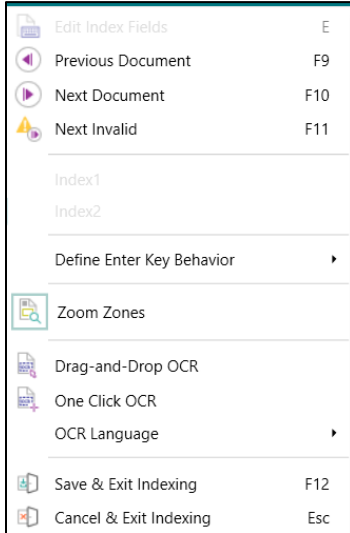
The Index menu contains the following options:

Edit Index Fields — provides access to the index fields at the batch and document levels. It also allows you access to the rest of the Index Menu options. Keyboard shortcut: E.

NOTE: For group A and B licenses, a physical scanner must be attached for editing index fields. If you need to index without a scanner attached, then an indexing license can be purchased.

Previous Document — displays the index information for the previous document. Keyboard shortcut: F9.

Next Document — displays the index information for the next document. Keyboard shortcut: F10.

Next Invalid — displays the index information for the next document in which an index field has an invalid value. Keyboard shortcut: F11.

Index1 — allows you to indicate that the batch is ready for indexing.

Index2 — allows you to indicate that the batch is ready for the second index entry when using Double Data Entry.

NOTE: When using Double Data Entry, if you as the capture operator, are also entering the first index value(s), you must first select **Index1** and then select **Index2** when the batch is ready for the second entry of index values. For more information on Double Data Entry, see "Using Double Data Entry" on page 32.

Define Enter Key Behavior — allows you to assign an action that you want the software to take when you press **Enter**. Options are: **go to the Next Document, go to the Next Invalid document** or **Save & Exit Indexing**.

Zoom Zones — allows you to draw a rectangle around a portion of the image that you want zoomed for display when editing index fields. This zoom setting is saved per index field. As a result, you can define a zoom zone for each index field and the image display automatically zooms to the appropriate part of the image when that field is edited.

Drag-and-Drop OCR — allows you to populate an index field by drawing a region on the image. OCR is performed within the region, and the value is automatically put into that index field. After selecting the tool, draw a rectangle around the index data to be captured.

NOTE: To properly OCR special language-specific characters (e.g., ü or è) or MICR code characters, select the appropriate language or MICR font from the drop-down list.

One Click OCR — allows you to click on a word or value to set the selected index field. To append multiple words or values, press the Ctrl key and click on the additional words or values**.**

OCR Language — allows you to setup what language will be used for the OCR function.

Save & Exit Indexing — exits indexing and saves any changes you made to the currently displayed document in the batch. Keyboard shortcut: F12.

Cancel & Exit Indexing — exits indexing without saving any changes you made to the currently displayed document in the batch. Keyboard shortcut: Esc.

Using Database Lookup

After scanning has been performed and the user enters Indexing mode (**Index > Edit Index Fields**), the Lookup will always be performed on a document whenever the document is navigated to while in indexing mode.

If the index field that is being used for the Lookup already has a value (e.g., from barcode or zonal OCR) then the Lookup for a document will be performed automatically when navigating to the document.

If data is manually being entered in the index field, then the Lookup will be performed when the user leaves the index field. If the **Tab** key is used to navigate *away* from the index field just entered, the results of populating the other index fields will be displayed for verification. If the **Enter** key is used or one of the other indexing mode function keys (i.e., F9, F10, F11) to navigate to *another* document, then the Lookup will be performed, and the other index fields will be populated. However, you will not see the results of the Lookup as that document is no longer being displayed in indexing mode.

If the Lookup index field is populated using Drag n' Drop OCR, then the Lookup will be performed immediately and the results of populating the other index fields will be displayed for verification.
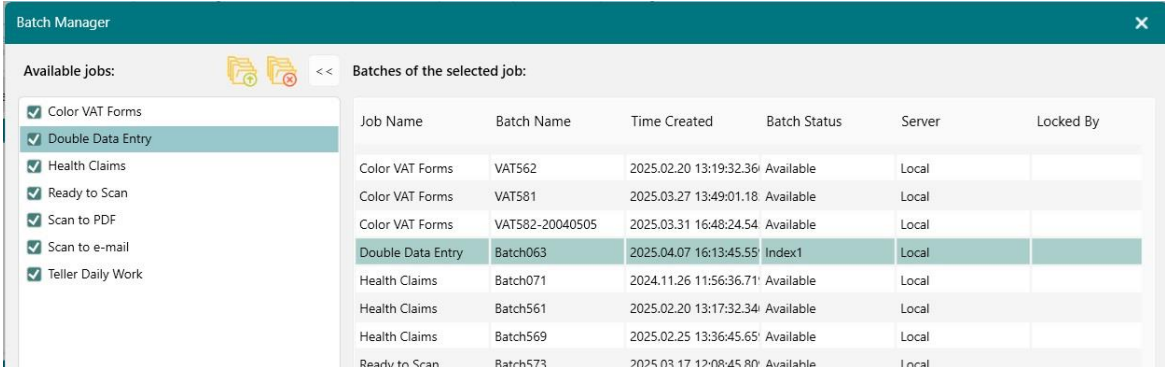
If the value being used for Lookup is only partially known, the asterisk character ' * ' may be used to replace the unknown character(s). The asterisk character must be the last character. For example, if the Lookup value is a phone number but only the first four digits are readable, the value "557-3*" may be entered. All phone numbers beginning with "557-3xx ..." will be retrieved from the database and you may select the correct value.

When a Lookup is based on two values and only one value is known, the asterisk character may be used in place of the unknown value. For example, the Lookup is based on Last_Name AND First_Name and the Address will be looked up. If only the last name is known, it is entered in the index field "Last Name" and the asterisk character is entered in the index field "First Name". If only one record is found for the last name entered, the first name and address will be populated. If multiple records are found for the last name, the Multiple Results dialog box will be displayed, and the correct entry may be chosen.

Using Double Data Entry

A job that has one or more batch or document index fields configured for Double Entry is used to scan documents like any other job.

When document scanning is complete and the batch is ready for indexing the operator selects **Index > Index1**. This changes the Batch Status from *Available* to *Index1*, meaning the batch is ready for the entry of the first set of index values.

Batch Manager						
Available jobs:			**Batches of the selected job:**			
☑ Color VAT Forms			Job Name	Batch Name	Time Created	Batch Status	Server	Locked By
☑ Double Data Entry							
☑ Health Claims			Color VAT Forms	VAT562	2025.02.20 13:19:32.36	Available	Local	
☑ Ready to Scan			Color VAT Forms	VAT581	2025.03.27 13:49:01.18	Available	Local	
☑ Scan to PDF			Color VAT Forms	VAT582-20040505	2025.03.31 16:48:24.54	Available	Local	
☑ Scan to e-mail			Double Data Entry	Batch063	2025.04.07 16:13:45.55	Index1	Local	
☑ Teller Daily Work			Health Claims	Batch071	2024.11.26 11:56:36.71	Available	Local	
			Health Claims	Batch561	2025.02.20 13:17:32.34	Available	Local	
			Health Claims	Batch569	2025.02.25 13:36:45.65	Available	Local	
			Ready to Scan	Batch573	2025.03.17 12:08:45.80	Available	Local	

When the first index operator has entered the index values for all documents, they will select **Index > Index2**. This changes the Batch Status from *Index1* to *Index2*, meaning the batch is now ready for the entry of the second set of index values.

Job Name	Batch Name	Time Created	Batch Status	Server	Locked By
Color VAT Forms	VAT562	2025.02.20 13:19:32.36	Available	Local	
Color VAT Forms	VAT581	2025.03.27 13:49:01.18	Available	Local	
Color VAT Forms	VAT582-20040505	2025.03.31 16:48:24.54	Available	Local	
Double Data Entry	Batch063	2025.04.07 16:13:45.55	Index2	Local	
Health Claims	Batch071	2024.11.26 11:56:36.71	Available	Local	
Health Claims	Batch561	2025.02.20 13:17:32.34	Available	Local	
Health Claims	Batch569	2025.02.25 13:36:45.65	Available	Local	
Ready to Scan	Batch573	2025.03.17 12:08:45.80	Available	Local	

The second index operator will not see the values entered by the first index operator.

If the value entered by the second index operator matches the first value, no action is required, and indexing continues.

If the first and second values do not match, the Entry Resolution dialog box will be displayed, and the correct entry is selected by the operator.
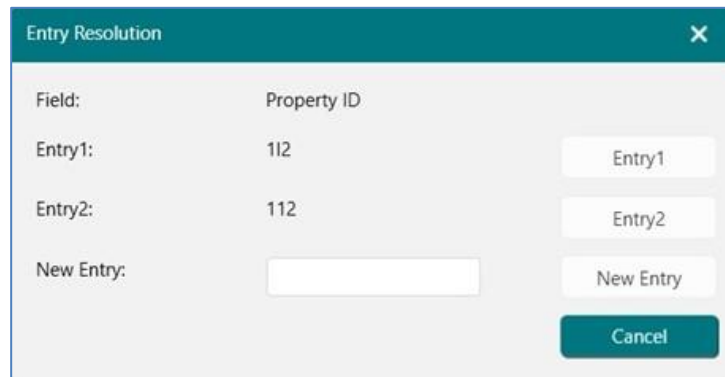
NOTES:

- If the scanning operator is also entering the first set of index values they will need to select **Index > Index1** followed immediately by selecting **Index > Index2** when scanning and the first index operation is complete.

- The comparison of the Index1 and Index2 values is case sensitive. For example "UPPER CASE" is not a match to "Upper Case". Also leading zeros are significant. For example, the value 123 is not a match to 0123.

- Double Entry index fields will have all leading and trailing white space removed before the value is saved.

  For example, if the value " Shipment " is entered, the value is saved as "Shipment". This means that if Index1 is entered as " Shipment" and Index2 is entered as "Shipment " the values will be a match.

Entry Resolution
The Entry Resolution dialog box is displayed when the second index value does not match the first index value.

The index operator has the following choices:

- Select the entry made by the first index operator by selecting **Entry1**.

- Select the entry they made by selecting **Entry2**.

- Enter a new value in the *New Entry* field is neither entry is correct.

- Cancel and close the Entry Resolution dialog box if they do not want to make a choice. If the decision is made to not resolve the mismatched index value on one or more required index fields, the following message will be displayed if an attempt is made to output the batch, ***One or more index fields require Double Entry. You may not output the batch at this time. Do you wish to enter Index Mode?***

If none of the Double Entry fields are required, the Entry Resolution dialog box will be displayed on output. All Double Entry index fields with entry mismatches must be resolved before output.

NOTES:

- If a Double Entry field is not a required field, then one or both of the index entries may be left blank, and the Entry Resolution dialog box will not be displayed; there will be no error on output.

- If both Double Entry values are entered and do not match, the operator must make a selection on the Entry Resolution dialog box before output.

- An index field enabled for Double Entry may not be used to perform a Database Lookup or be a field verified or populated by Database Lookup.

Public

Help menu

Help...   F1
Capture Pro Getting Started Guide
Send Error Report...

License Manager...
Register...
About Capture Pro...
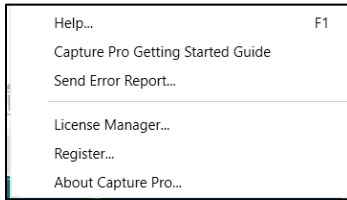
The Help menu contains the following options:

Help — takes the user to the *Manuals & Guides* section of the Capture Pro Software Support web page. Keyboard shortcut: F1.

Capture Pro Getting Started Guide — displays the guide which provides simple procedures for using Capture Pro Software and getting started quickly.

Send Error Report — displays the Send Error Report dialog box, which allows you to enter a message describing your problem and send it to *Kodak* Alaris Service and Support. A Report file, containing your Job Setup and other configuration information, will be included in the e-mail that is sent.

License Manager — accesses License Manager which provides the easiest way to get a license for a workstation running Capture Pro Software that does not have internet access.

Register — allows you to register Capture Pro Software.

About Capture Pro — displays the About Kodak Capture Pro Software dialog box, which provides information about the current version and installation of the software. Use this box to view the following information:

- Software Serial Number
- Software Version
- License Group Level
- Software Assurance Expiration Date
- Send usage data selection – this will display the option chosen during the installation of the software. You can change this selection from the *About* dialog.
- Copyright information

Toolbars

Capture toolbar

The Capture toolbar contains the following commands:

▶	**Start** — starts scanning images on the scanner.
■	**Stop Scan** — stops scanning images.
Page Setup name — select a page setup name from the drop-down list that best fits the job you are scanning. Black & White - 200 DPI - Keep All ⌄	
⚙	**Page Setup** — displays the Page Setup dialog box, which allows you to set up scanning parameters.
📄	**Sides to Capture** — allows you to select **Two-sided, One-Sided Front** or **One-Sided Back**. NOTE: You may not be able to use this option with some non-*Kodak* scanners.

Batch toolbar

The Batch toolbar contains the following commands:

📁⊕	**New batch** — displays the New Batch dialog box, which allows you to create a new batch.
📁⬆	**Open batch** — displays the Batch Manager dialog box, which allows you to open an existing batch.
📁⊗	**Close batch** — closes the currently opened batch.
✓	**Output batch** — starts outputting all the images in the current batch.

Document toolbar

The Document toolbar contains the following commands:

📁⊕	**New document** — allows you to add a new document.
📄⊕	**Insert pages** — inserts additional pages into a scanned document. Highlight the first image in a page and the icon becomes active. Put the additional pages in the scanner and click this icon.
↻	**Rescan pages** — repeats scanning of selected parts of the document. Highlight the page or pages you want rescanned, put the originals in the scanner and click this icon.
📁	**Split document** — splits a document into two documents at the selected page. To split a document, click **Split document**. In the Image Viewer, click on the page that will be split into a new document.

View toolbar   The View toolbar contains the following commands:

[Selector icon]	**Selector** — displays the pointer tool, allowing you to select images.
[Selection mode icons]	**Selection mode** — select **Image, Page** or **Page Side**. • If you select **Image**, you can click on an image in the Image Viewer and just the image will be selected. • If you select **Page**, you can click on the image and the entire page, front and back, black and white and color/grayscale, will be selected. • If you are scanning multiple images for a side (dual-stream scanning), when you select **Page Side**, and click on a front image, all front images will be selected. If you click on a back image, all back images will be selected.
[Magnify icon]	**Magnify** — allows you to enlarge a portion of an image. When you select **Magnify**, the Magnify tool will be displayed. You can enlarge any area where you place the tool. (You must click and hold on the image.)
[Pan icon]	**Pan** — allows you to move the image around the window when the image is larger than the window.
[Image Viewer Display icon]	**Image Viewer Display** — allows you to use the down arrow to display **1, 2, 4** or **8** images or **Customize** your layout. When you select **Customize**, the Custom Layout Setup dialog box will be displayed, allowing you to enter the number of rows and columns you want to appear in the Image Viewer.
[Zoom In icon]	**Zoom In** — zooms in on all the images in the Image Viewer.
[Zoom Out icon]	**Zoom Out** — zooms out on all the images in the Image Viewer.
[Quick Start icon]	**Quick Start** — opens the Quick Start screen, which provides Job tiles to launch a scanning job.

Navigation toolbar   The Navigation toolbar contains the following commands:

[First Document icon]	**First Document** — displays the first document of the batch in the Image Viewer.
[Last Document icon]	**Last Document** — displays the last document of the batch in the Image Viewer.
[Previous Document icon]	**Previous Document** — displays the previous document of the batch in the Image Viewer.
[Next Document icon]	**Next Document** — displays the next document of the batch in the Image Viewer.

Flag toolbar

The Flag toolbar contains the following commands:

☑	**Flag Tool** — allows you to flag a page or image. For example, you may want to permanently identify images that need to be rescanned.
▤	**Flag All Selected** — flags all selected images in the batch.
▽	**Flag Filtered** — allows you to flag all images in the current currently displayed document in the Image Viewer based on the Image Viewer Filter. For example, if the filter is set to Hide Black and White images, then only the color and grayscale images in the document will be flagged.
▤	**Unflag All** — removes flags from any of the previously flagged images in the current batch.

Scanner multi-user PIN

The Scanner multi-user PIN is an optional feature of the *Kodak* S2000w, S3000, and S5000 network scanners. When the scanner is connected to the network and configured in Multiple PC mode, a Scanner PIN can be specified.

Scanner PIN: 2626

When a Scanner PIN is entered in Capture Pro Software, a user walking up to the scanner will need to enter to enter the 4-digit PIN number, after selecting their User Name from the scanner's operator control panel (OCP), in order to scan documents from one of the buttons on the scanner's OCP.

For more information on configuring scanner buttons for use with Capture Pro Software, please refer to **Chapter 6 – Productivity Shortcuts** in the *Administrator's Guide* for *Kodak* Capture Pro Software.

Edit toolbar

The Edit toolbar contains the following commands:

	Edit Index Fields — provides access to the index fields at the batch and document levels.
	Rotate 90 — rotates the selected image(s) 90 degrees clockwise.
	Rotate 180 — rotates the selected image(s) 180 degrees clockwise.
	Rotate 270 — rotates the selected image(s) 270 degrees clockwise.
	Intelligent QC — launches the Intelligent QC tool. All selected images will be available for review and processing. If no images have been selected, all flagged images will be available. The Intelligent QC tool may also be launched by right clicking on an image in the Image Viewer or Batch Explorer and selecting Intelligent QC in the selection list.
	Draw Region — allows you to draw a rectangle around a portion of an image, then remove the area inside the rectangle using **Blank;** or crop the image to the size of the rectangle using **Crop**.
	Crop — allows you to remove the area outside the rectangle you created using the Draw Region option.
	Blank — allows you to blank out the area inside the rectangle that you created using the Draw Region option. A confirmation box will be displayed when you select this icon.
	Print — displays the Print Settings dialog box, which allows you to print a complete document or specific images within a document.
	Save as PDF — displays the Save as PDF dialog box, which allows you to save a complete document or individual images as a searchable or unsearchable PDF file.
	Delete Selected — deletes one or more images selected inside a document. For example, blank images can be deleted from a two-sided document; all remaining images are renumbered after the selected images are deleted. A confirmation box will be displayed when you select this icon.
	Undo — reverts to the last crop, blank, or rotation of an image or set of images. The Undo option does not revert deletion commands.
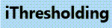
Index toolbar

The Index toolbar contains the following commands:

◀	**Previous document** — moves to the previous document number containing images.
▶	**Next document** — moves to the next document number containing images.
⚠▶	**Next Invalid** — goes to the next document that has an invalid index.
🔍	**Zoom Zones** — enlarges the display of the index data captured for the current field, allowing you to more clearly see difficult-to-read special language-specific characters.
OCR	**Drag-and-Drop OCR** — allows you to drag-and-drop indexing via Optical Character Recognition (OCR) without entering the index value. After selecting the tool, draw a rectangle around the index data to be captured.
OCR	**One Click OCR** -- This icon allows you to click on a word or value to set the selected index field. To append multiple words or values, press the Ctrl key and click on the additional words or values.
English ∨	**OCR Language** — allows you to select an OCR language from the drop-down list.
🚪	**Save & Exit Indexing** — saves the changes on the current batch and closes the Index window.
🚪✕	**Cancel & Exit Indexing** — closes the Index window without saving any changes.

Scanner Adjustments Toolbar

The Scanner Adjustments Toolbar allows you to change the following scanning options directly from the Capture Pro Software Main window:

|	
Front **Back**	**Threshold** — controls the lightness and darkness of the background in an image. Valid values are 0 to 255. There is a separate Threshold setting for the front and back images.
Front **Back**	**Contrast** — enhances the edges contained in a document. The higher the contrast level, the more the image edges will be enhanced. Valid values are 0 to 100 or -50 to 50 depending on your scanner model. There is a separate Contrast setting for the front and back images.
iThresholding	**iThresholding** — when selected, the scanner automatically determines the optimal Threshold setting for each scanned page, thus improving overall scanning productivity and image quality. When selected, the Threshold setting for the front and back images are grayed out and unavailable for change.

NOTES:

- The Scanner Adjustments Toolbar is only available and can only be used with *Kodak* Scanners.

- Any changes made to the settings are temporary and will not modify the currently selected Page Setup that is being used for scanning.

- When a change is made to one of the settings on the toolbar, the setting will be highlighted in yellow to indicate that a change has been made.

- When the Page Setup to be used for scanning is changed, or if the same Page Setup is re-selected, the Scanner Adjustments Toolbar settings will be reset to the values that are defined in the Page Setup.

Batch Explorer

The Batch Explorer displays all the document folders, page and image files for the batch that is currently open in the Image Viewer. It automatically appears on the left side of the Main window when the Enhanced layout is active.
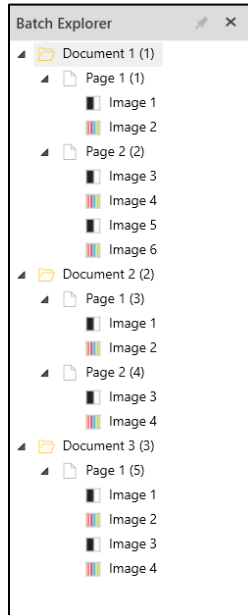
- Click an image file in Batch Explorer and the image will be displayed in the Image Viewer.

- Drag an image file, page file, or document folder to a different location in Batch Explorer.

- Right-click an image file, page file, or document folder to display a context sensitive menu for more options.
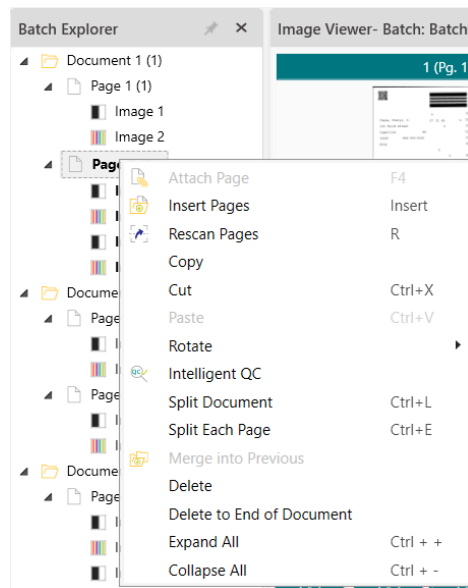
- Press the **Ctrl** key plus:

    + to expand all nodes

    - to collapse all nodes

    L to create a new document starting with the selected page

    E to create a new document for each selected page

    X to cut the selected page or selected image

    V to paste the last cut page or image before the selected page or image

    - If a **page** was last cut and an image is selected when **Ctrl + V** is selected, the page will be inserted **before** the page that contains the selected image.

    - If an **image** was last cut and a page is selected when **Ctrl + V** is selected, the image will be inserted **before** the first image of the selected pages.

Image Viewer

The Image Viewer is the area where your images are displayed. You can view 1, 2, 4 or 8 images at a time, or customize the Image Viewer layout.

The title bar contains the batch name and the document number for the images displayed in the Image Viewer.

To move an image:

1. Select an image.
2. Drag the image to the desired location.

To delete an image:

1. Select an image.
2. Select **Edit > Delete**. The image will be deleted from the document.

To change the number of images displayed:

1. Select **View > Image Viewer Display**.
2. Select **1, 2, 4, 8** or **Customize**. The Image Viewer displays the selected layout.

> NOTE: If you select **Customize** the Custom Layout Setup dialog box will be displayed allowing you to enter the desired number of columns and rows you want to display.

Image context-sensitive menu
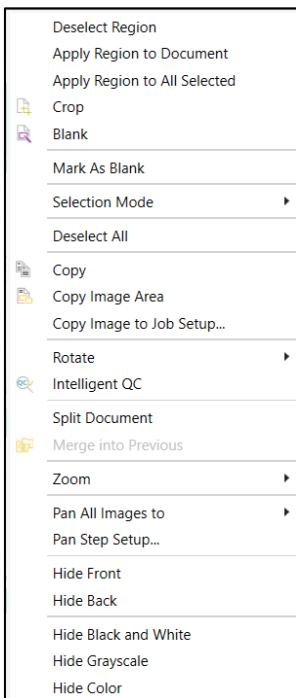
When you right-click on an image in the Image Viewer, a menu provides the following options:

Mark As Blank — marks images as blank when this option is selected either from the Image Viewer or by right-clicking a selected image. Available only when the "Keep blank images" option under "Auto Delete" is enabled in the currently selected Page Setup. When an image is selected, the image is highlighted in the Image Viewer with a **bold** dark blue border.

Selection Mode — select **Image, Page,** or **Page Side**.

- If you select **Image**, you can click on an image in the Image Viewer and just the image will be selected.
- If you select **Page**, you can click on the image and the entire page, front and back, black and white and color/grayscale, will be selected.
- If you are scanning multiple images for a side (dual-stream scanning), when you select **Page Side**, and click on a front image, all front images will be selected. If you click on a back image, all back images will be selected.

Deselect All — deselects the highlighted images in the Image Viewer.

Delete — deletes the highlighted images after user confirmation.

Copy — copies a selected image to the Windows clipboard for pasting into another application.

Copy Image Area — after using **Draw Region** to create a region on your image, this option allows you to copy this region to the Windows clipboard for pasting into another application.

Copy Image to Job Setup — displays the Copy Image to Job Setup dialog box, which allows you to import images into the Bar Code window or the OCR window to create bar code, OCR, or OMR zones.

Rotate — rotates the selected image 90, 180 or 270 degrees clockwise.

Intelligent QC – launches the Intelligent QC tool. All selected images will be available for review and processing. If no images have been selected, all flagged images will be available.

Split Document — performs a manual document separation, which splits the selected document into two documents with the selected image as the first image of the new document.

Merge into Previous — appends the selected document to the previous document to create one document. Any index data that may have been captured for the selected document will be discarded.

Zoom — increases or decreases the displayed size of an image.

- **Fits Images to window**: fits each image to its pane in the Image Viewer, regardless of its original size.

- **Actual**: enlarges an image to its actual physical size.

- **Zoom in**: enlarges an image by a fixed percentage according to the Zoom Step setting.

- **Zoom out**: reduces an image by a fixed percentage according to the Zoom Step setting.

- **Zoom Step**: accesses the Zoom Step dialog box, which allows you to specify a percentage to scale from 15 to 40% in increments of 5%.

Pan All Images to — allows you to move all images to the **Top**, **Bottom**, **Left**, **Right** or **Same** position.

Pan Step Setup — displays the Pan Step Setup dialog box, which allows you to change the pixel settings for the Pan tool.

Hide Front — hides all the front images in the batch from the image display.

Hide Back — hides all the back images in the batch.

Hide Black and White — hides all the black and white images in the batch.

Hide Grayscale — hides all the grayscale images in the batch.

Hide Color — hides all the color images in the batch.

If you select the **Flag, Magnify** or **Draw Region** tool before right-clicking on an image, additional options will appear on the menu.

- If the Flag tool is active, the flag options will be displayed.

  - **Flag All Selected** — places checkmarks on all the selected images in the batch. To select more than one image, hold down the Control key while you click on images in the Image Viewer.

  - **Flag All** — places checkmarks on all the images in the batch.

  - **Unflag All** — removes the checkmarks from all the images in the batch.

  - **Flag Filtered** — takes all the filtered (displayed) images and puts checkmarks on them.

- If the **Magnify** tool is active, the **Magnification Ratio** option will be displayed. This option displays the Magnification Ratio Setup dialog box, which allows you to specify the image size displayed when you use the Magnify tool.

- If the **Draw Region** tool is active, the options related to this tool will be displayed.
  - **Deselect Region** – removes the currently drawn region from the image.
  - **Apply Region to Document** – places the selected region on all images in the document.
  - **Apply Region to Selected** – places the selected region only on the images you selected.
  - **Crop** — allows you to remove the area outside the rectangle you created using the Draw Region option. A confirmation box will be displayed when you select this option.
  - **Blank** — allows you to blank out the area inside the rectangle that you created using the Draw Region option. A confirmation box will be displayed when you select this option.

Thumbnail Viewer

The Thumbnail Viewer provides thumbnail versions of all the images in the batch that is currently open.
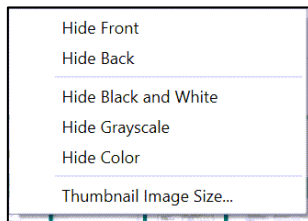
To select an image in the Image Viewer:

• Click the thumbnail in the Thumbnail Viewer.

To magnify a thumbnail:

• Left-click on the image and hold it. You can move the magnified area by continuing to hold.

Thumbnail Viewer context-sensitive menu

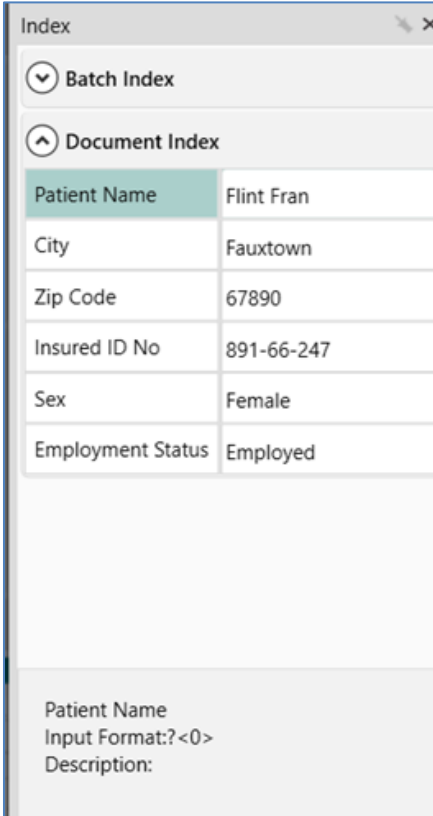When you right-click on a thumbnail image, the following menu options will be displayed:

Front or **Back** — hides all the front or back thumbnails.

Black and White, Grayscale, or **Color** — hides all the black and white, grayscale, or color thumbnails.

Thumbnail Image Size —- the Thumbnail Image Size Setup dialog box will be displayed, allowing you to change the image size.

Index window

For your convenience, the Index window on the right side of the Image Viewer displays the index data for each batch and document that has indexes defined. It is available as a pull-out tab on the right-hand side of the screen. The index data can be either shown briefly (hover over the tab stop) or optionally pinned to the Image Display to continuously view the index fields for all your documents as they are being scanned into Capture Pro Software. You can use this feature to view the index fields for a particular document or the entire batch. To make any necessary corrections to the content of each index field, you must go into indexing mode by selecting **Edit Index Fields** from the Index menu.
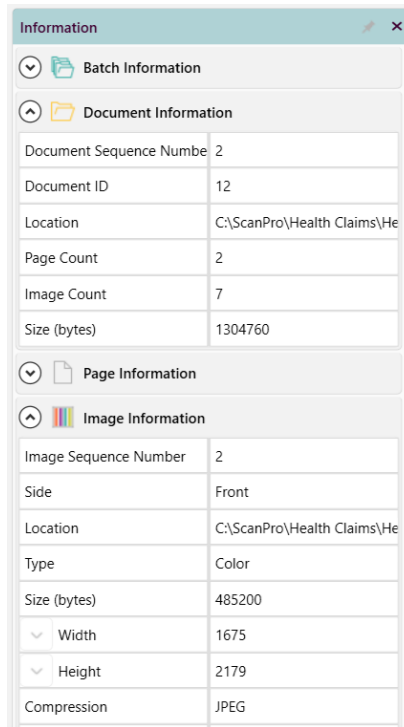

To open the Index window:

* Click the Index window tab on the right side of the Image Viewer. To keep the window from closing, click the **Pin** icon once in the top-right corner of the window.

To close the Index window:

* Double-click the **Pin** icon or click anywhere outside the Index window. If the window is pinned open, click the **Pin** icon once to close it.

Information window

The Information window on the right side of the Image Viewer provides statistics on the batch that is currently open. You can pin open the Information window to continuously view batch statistics as your images are being scanned into Capture Pro Software.

Information		
⌄ 📁 Batch Information		
⌃ 📂 Document Information		
Document Sequence Numbe	2	
Document ID	12	
Location	C:\ScanPro\Health Claims\He	
Page Count	2	
Image Count	7	
Size (bytes)	1304760	
⌄ 📄 Page Information		
⌃ ▏▏▏ Image Information		
Image Sequence Number	2	
Side	Front	
Location	C:\ScanPro\Health Claims\He	
Type	Color	
Size (bytes)	485200	
⌄ Width	1675	
⌄ Height	2179	
Compression	JPEG	

Information in this window can be displayed for the batch, each document, each page, or each image. Image information includes the image sequence number, page ID, location on disk, compression, resolution, image size, and print string.
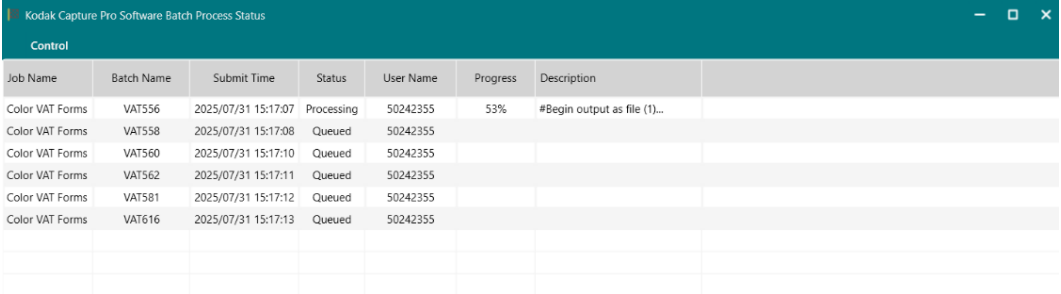
To open the Information window:

1. Highlight an image, page or document from the Batch Explorer, or highlight an image from the Image Viewer.

2. Click the Information window on the right side of the Image Viewer. To keep the window from closing, click the **Pin** icon once in the top-right corner of the window.

To close the Information window:

• Double-click the **Pin** icon or click anywhere outside the Information window. If the window is pinned open, click the **Pin** icon once to close it.

Batch Process Status window

The Capture Pro Batch Process Status window provides information on batches that you are preparing for output from Capture Pro Software.
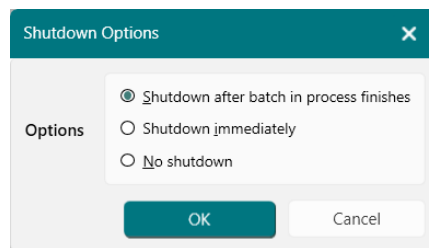

To view the Batch Process Status window, select the **Batch->View Batch Output Status** menu option
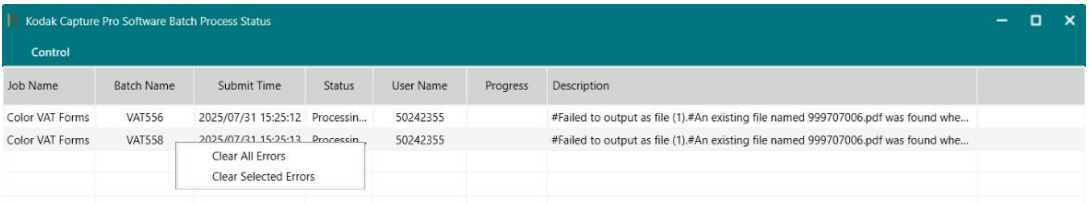
Click **Control** to display the Control menu:

• **Show Log** — opens a Notepad window and displays the output log.

• **Clear log** — deletes all the entries in the output log. A confirmation box will be displayed to verify your choice.

• **About** — opens the About Capture Pro Software dialog box.

• **Exit** — opens the Shutdown Options dialog box, which contains options for exiting the output processing of Capture Pro Software.

Output processing is performed in the background and independently of Capture Pro Software. If you close Capture Pro Software, you will be prompted to continue or stop output processing.

The Capture Pro Batch Process Status window provides the following information on each batch that has been outputted or is being outputted: **Job Name, Batch Name, Submit Time, Status, User Name, Progress,** and **Description** (useful when there is an error in the batch processing).

• Right-click on a Batch Name entry on the grid to **Clear All Errors** or **Clear Selected Errors**.

Public

Status bar

The Capture Pro Software status bar provides information about the current batch, the current document, free disk space and if image viewing filters are on or off. The status bar is located at the bottom of the screen and may be toggled on and off by checking/unchecking **Status bar** from the View menu or using the shortcut **Ctrl + S**.

| Image: 689922 bytes | Disk: 146326 MB free | Batch: 4 documents; 7 pages; 18 images | Document: 2 images | Filters: Off |

The status bar will display the size in bytes of the currently selected image. The free disk space in megabytes, the number of documents, pages and images in the currently open batch, the number of images in the document currently shown in the Image Viewer window and the status of the Image Filters.

If the Image Filter is **on**, this indicates that image types such as "image backs" or "grayscale images" are not being shown as selected menu item **View > Image Viewer Filter.**

Changing the Main window interface

As pages are scanned, the images appear in all the displayed viewers: the Image Viewer, Thumbnail Viewer and/or Batch Explorer. Capture Pro Software has two default screen layouts: **Classic** and **Enhanced**.

Capture Pro Software allows you to customize the layout of the Main window by moving the toolbars, viewers, etc. around to suit your own preference and hide any unwanted components of the screen.

To move a toolbar, click and hold the left mouse button on the Anchor icon to the left of the toolbar:

 While still holding, you can drag the toolbar to a new location.

These options apply to the Image Viewer, the Batch Explorer, the Thumbnail Viewer, the Information window, and the Index window. These icons are located on the right-top corner of these windows:

	Closes any window. To open the window again, select the window you want to display from the View menu.
	Click the Pin icon pointing up to pin the window open. To auto-hide the window, click the Pin icon that is pointing down.
Index	Each window has title bar. When you click on the title bar, the window becomes the active window and will be highlighted (e.g., the Index window shown to the left). When click on the title bar and hold the mouse button down, it releases the anchor on the window and blue location arrows will be displayed. As you hold the mouse button down, you can move the window to a new location. When the window is where you want it, release the mouse button.

The size of the images within the viewers can be set as required. The Image Viewer can be set to a fixed size or remain at the **Fit Images to Window** default which displays the images at the best size for the screen.

The toolbars and image windows can be moved or hidden as desired. Capture Pro Software remembers the settings for each job when exiting the job. This means different jobs can be displayed the way you want each job displayed. At any time, you can select **View > Layout > Classic** (or **Enhanced**) and reset the screen back to the default layout.

If you are using the Classic layout and want to add a window from the Enhanced layout, display the View menu and select a window (i.e., Batch Explorer, Index window). The additional window will be displayed in the Classic layout.

- **Classic layout** — displays the Image Viewer only. The number of images displayed is selectable from 1, 2. 4, 8 or customizable up to 6 columns by 6 rows.
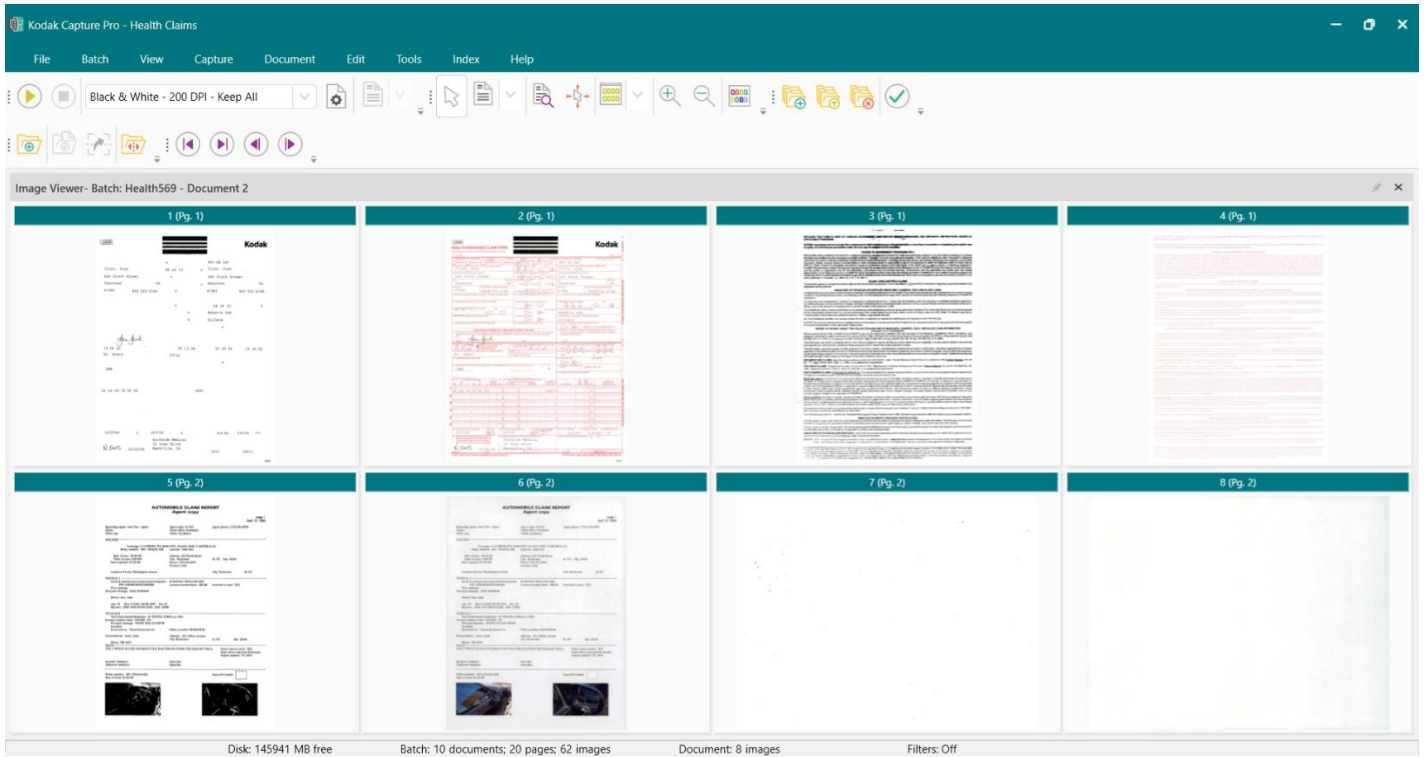
- **Enhanced Layout** — displays the Image Viewer, Thumbnail Viewer and Batch Explorer. Each window can be resized as required.
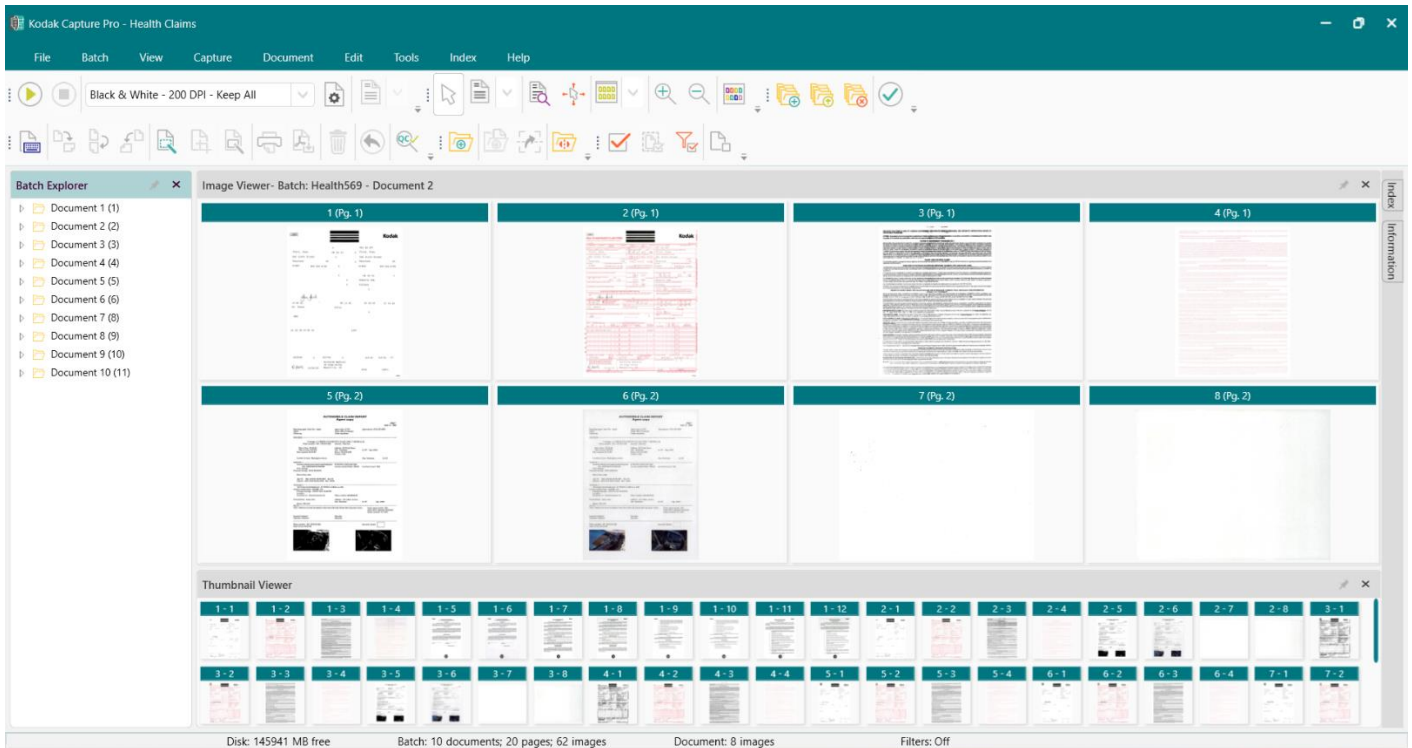
3 Troubleshooting

Technical support

Support for Capture Pro Software can be found on the *Kodak* Alaris website www.kodakalaris.com/go/CaptureProSupport. The support pages provide product-specific information such as access to product downloads, release notes, manuals, accessories and access to the FAQs (Frequently Asked Questions) and details of the support options available for Capture Pro Software available in your country/region.

Appendix A   Keyboard Shortcuts

Depending on where you are working in Capture Pro Software the following shortcuts are available:

- **F1-Help is** available everywhere in Capture Pro Software.

• **Batch Explorer / Image Viewer:** these shortcuts are available:	
General	
J	Job Setup
F2	Show Page Setup List
F5	Show Page Setup
F3	Open Batch
F7	Start Capture
F6	Stop Capture
Enter	Capture New Document
Ctrl-Enter	Capture New Document
O	Output Batch
Ctrl+Shift-W	Close Batch
Ctrl+S	Show / Hide Status Bar
Ctrl+P	Print
Viewing and Editing	
A	View Image Actual Size
F	Fit Image to Window
1,2,4 or 8	Set number of images to view in Image Viewer
Ctrl-F9	Show / Hide Color Images
Ctrl-F10	Show / Hide Grayscale Images
Ctrl-F11	Show / Hide Black and White Images
Ctrl-A	Select all images (Batch Explorer)
Ctrl-D	Deselect all images (Batch Explorer)
Ctrl-F	Select all Flagged images (Batch Explorer)
F4	Attach page (selected document)
Insert	Insert pages at selected page
Del	Delete selected document or selected pages
F8	Delete selected document
C	Select Flag tool
M	Select Magnify tool
P	Select Pan tool
S	Select Selector tool

Viewing and Editing (*continued*)	
Ctrl- ↑	Pan images to Top
Ctrl- →	Pan images to Right
Ctrl- ↓	Pan images to Bottom
Ctrl- ←	Pan images to Left
Shft- ↑	Rotate 180°
Shft- →	Rotate 90°
Shft- ↓	Rotate 180°
Shft- ←	Rotate 270°
+	Zoom In
-	Zoom Out
Ctrl+L	Split Document (Batch Explorer)
K	Remove Blank Images Setup
R	Rescan selected image(s)
Z	Select Draw Region tool
Ctrl-B	Blank selected region
Ctrl-R	Crop selected region
Ctrl-Z	Undo last Blank or Crop
Ctrl-I	Copy Image area
Navigating	
D	Go to Document number...
I	Go to Image number...
Batch Explorer	
Ctrl-Home	First Document of Batch
Ctrl-End	Last Document of Batch
Ctrl-Page Up	Previous Document of Batch
Ctrl-Page Down	Next Document of Batch
Image Viewer	
Home	First Page of Document
End	Last Page of Document
Page Up	Previous Pages - all documents
Page Down	Next Pages - all documents
• **Indexing mode:** these shortcuts are available:	
E	Edit Index fields
F9	Previous Document
F10	Next Document
F11	Next Invalid Document
F12	Save and Exit Indexing
Esc	Cancel and Exit Indexing

Kodak alaris

All trademarks and trade names used are the property of their respective holders.

The Kodak trademark and trade dress are used under license from Eastman Kodak Company.