

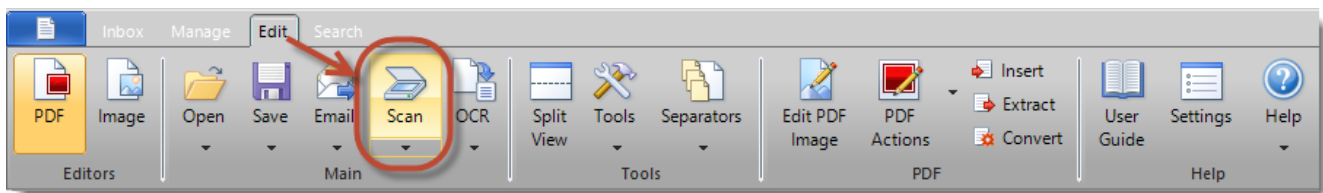
# - Scanning Overview

## Overview

Enterprise Organizer Professional (EOP) makes document scanning as simple as possible. You'll be able to scan a document to searchable PDF in just a couple of easy mouse clicks. This topic will help you get started.

### To do a basic scan:

1. Go to the *Edit* view, OR Select the drawer/folder where you want to put the scan in the *Manage* view



2. Click *Scan* and select any scan options

3. Click *Start Scan*

See [Perform a Scan](#) for more information.

## Regular Scanning vs. Scanning to File

You'll notice that you can scan in both *Edit* view and *Manage* view. Here's the difference:

### ***Edit View***

Here you can see the pages coming in and work with them when the scan is done. You'll then need to save the scan to file.

### ***Manage View***

Here the scan goes straight to file. You're depositing the scan directly into a drawer/folder. It's a faster, more efficient way to scan. This is a good option when you don't need to preview the scan as it comes in or make any changes to it when it's done.

## Scanning Profiles

Enterprise Organizer provides a lot of scanning options. You'll probably find that there are a handful of setups that you use over and over. You can "memorize" these different setups and recall them on-the-fly through the *Scanning Profiles* feature. See [Scanning Profiles](#) for more information.

## A Note on Scanners

For your scanner to work with Enterprise Organizer Professional, it must have a *TWAIN* driver. If your scanner has a TWAIN driver, it will show up on the *Scanner* list when you scan.

There are a few scanners that deserve special mention:

## Fujitsu ScanSnap

The ScanSnap scanners are excellent, but they don't have a TWAIN driver. As a result, you can't use Enterprise Organizer's scanning features with your ScanSnap. There is, however, a limited integration with the ScanSnap. Learn more about it in [ScanSnap Scanner](#).

## Brother Scanners

With Brother scanners, you often have to enable the TWAIN driver manually. This is usually done from the Windows *Start* menu > *All Programs* > *Brother Scanner* > *Enable TWAIN Drivers* . Alternatively, you should be able to download a TWAIN driver from the Brother website.

Brother scanners sometimes have problems transferring pages properly, especially the multifunction models. Whenever possible, avoid any Brother driver that begins with "WIA-". If you're forced to use one of these drivers, you should always show the Brother interface when you scan:

1. Go to *Settings* > *Scan*
2. Select the *Use Scanner Dialog* option
3. Click *OK*

Now the Brother interface will pop up whenever you scan. This will give you the most reliable results.

## Network Scanners

Most high-speed network scanners (large stand-alone units that are connected to the network but aren't plugged into a computer) do not provide TWAIN drivers. This means that you won't be able to scan in Enterprise Organizer.

One workaround is to use the *Inbox* feature to move new network scans into your file cabinets. See [Using an Inbox](#) for more information.

Another option is to use QuikFile to handle the conversion and OCR of network scans. For more information, visit our website. Click the drop-arrow under the *Help* button > *Home Page* .

## **Integrate Scanning with QuikFile**

If you use both Enterprise Organizer and QuikFile, you can have QuikFile handle all of the OCR for new scans. For more information, see [Integrate Scanning with QuikFile](#) .

Online URL: <https://support.quikbox.com/article.php?id=232>