

Perform a Scan

Start a new scan with the **Scan** button in either the *Edit* view or the *Manage* view. Then choose what kind of scan you want to perform:

New Scan

This is the basic scanning option that you'll use most of the time. It starts a new file.

Scan to Word

This option will scan a document, recognize the document text with OCR (Optical Character Recognition), and send the OCR text to your word processor for editing. Use this option if you only care about getting usable text from the scan.

Scan to E-mail

This option will scan a document and attach it directly to a new e-mail message. It is a great way to send a paper document to another party without the hassle of sending a fax.

Append Scan

You can append pages to an existing file. To make this option available, select the file in *Manage* view or open it in *Edit* view, then click *Scan > Append Scan*. The scanned pages will be added to the end of the file.

Prepend Scan

This is the same as *Append Scan*, except that the pages are added to the *beginning* of the file.

Insert after Page

This is the same as *Append Scan*, except that you can choose where the pages will be inserted. For example, if you want to insert some pages after page three, enter "3" as the page position.

Save Options (*Manage* tab only)

When you scan in the *Manage* tab, you'll see options for saving the file.

File Name

If you're scanning in *Manage* view (or to e-mail), you'll need to provide a name for the file. A couple of things to note:

- Naming Option are available, but the "original file name" field won't work, since there is no existing file. Any naming option that uses this field will be suppressed.
- If there's a file selected in *Manage* view, the new scan will default to that file name, plus an increment (counter).
- You can specify a default file name for new scans as part of the scanning profile. See Scanning Profiles for more information.

Keywords

Use the *keywords* field to add searchable keywords, descriptions, etc., to the PDF when you scan. The keywords will be saved to the PDF file's *Keywords* metadata field. This is an easy way to make your scans searchable without running OCR.

Begin New Document Every ____ Pages

If you want to automatically break the scan up every few pages, select *Begin New Document Every ____ Pages* and provide a page interval. For example, suppose you're scanning a stack of three-page forms. Enter "3" as the page interval. You'll get a series of numbered files, each three pages long. If your *File Name* is "Scanned Form.pdf" you'll end up with files named *Scanned Form [1].pdf*, *Scanned Form [2].pdf*, etc.

Scanner

Use the *Scanner* option to select the scanner you want to use. If your scanner is

listed more than once, first try any option that does NOT have "WIA-" in the name. If your scanner isn't on the list, Windows doesn't recognize it, either because it isn't connected/turned on, or because you don't have a TWAIN driver installed for the scanner. See [Scanning Problems](#) for help getting your scanner to show up.

Mode & Transfer Type

There are a few scan *Modes* and *Transfer* types available. These are different ways of communicating with your scanner. If you're having problems getting your scanner to work, try changing these settings. See [Scanning Problems](#) for instructions.

Other Scanning Options

There are many other options available, like page size, color depth, resolution, double-sided scanning, etc. Learn about them in [Scanning Options](#).

Online URL: <https://support.quikbox.com/article.php?id=246>