



**Kodak**

Using Smart Touch

# Using Smart Touch Functionality

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## Overview (Windows operating systems only)

Smart Touch allows you to quickly and easily perform common scanning tasks. Nine different functions can be assigned and performed. Predefined tasks are assigned to the functions so you can immediately use the functions after installation. However, you can easily configure each function to handle the tasks that are most important to you.

## Starting Smart Touch

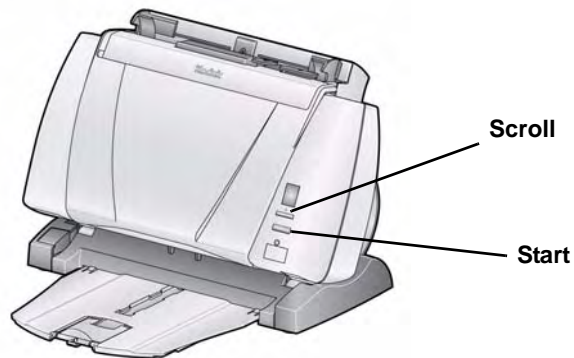
Smart Touch runs from the system tray. After the software drivers and scanner are properly installed, Smart Touch is started and a Scanner icon will be displayed on the system tray.



### Launching from the scanner:

- Press the **Scroll** button to go through the function numbers and select the desired function, then press the **Start** button. The task associated with the selected function number will be run.

NOTE: The Scroll and Start buttons are located on the front of the scanner.



### Launching from the Smart Touch function listing:

- Click the **Scanner** icon to display the function listing and select the function number you want to run.

## Using Smart Touch with default function numbers and predefined tasks

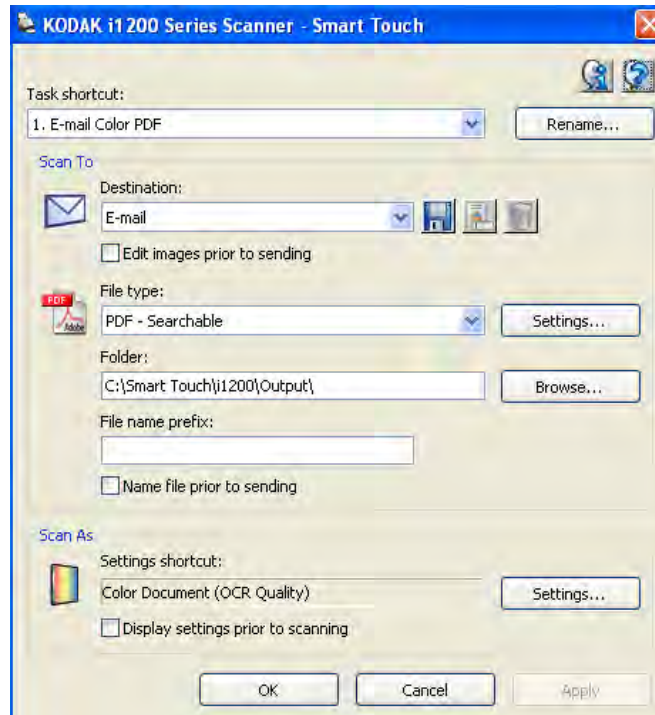
The following is a list of the default function numbers and tasks. These can be easily customized to fit into your application needs. For more information, see the next section, “Customizing tasks”.



1. **E-mail Color PDF** — select this option when you want to scan a color document(s) and send a color PDF to an email recipient.
2. **Color PDF** — select this option when you want to scan a color document(s) and save it as a PDF file.
3. **Color Photo** — select this option when you want to scan a color photograph(s) and save it as a JPG file.
4. **Print Color Document** — select this option when you want to scan a color document(s) and send it to a printer.
5. **E-mail Black and White PDF** — select this option when you want to scan a document(s) and send a black and white PDF to an email recipient.
6. **Black and White PDF** — select this option when you want to scan a document(s) and save it as black and white PDF file.
7. **Print Black and White Document** — select this option when you want to scan a document(s) and print a black and white copy.
8. **Custom PDF** — scans the document and launches the Smart Touch Editing window. When you have finished editing the image and clicked **Done**, the image will be displayed as a PDF file.
9. **Custom File(s)** — select this option when you want to setup the scanner settings before the document is scanned. The document will be saved as a color JPG file.

## Configuration window

Following are descriptions of the options on the Configuration window.



**Task shortcut** — select the function (1 through 9) that you want to modify.

**Rename** — displays the Rename dialog box which allows you to enter a new name for the Task shortcut.

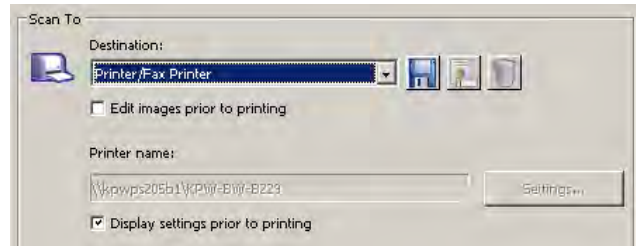
## Scan To settings

**Destination** — select one of the following options:

- **File:** creates an electronic file from the scanned documents and saves it in the location specified in the *Folder* path.
- **Application:** creates an electronic file from the scanned documents and launches the application program for the saved file. For example, if your system is set up to use Adobe Reader to read PDF files, the saved file will be opened using Adobe Reader.
- **E-mail:** creates an electronic file from the scanned documents and launches your default E-mail program with the saved file included as an attachment. If your email requires a login password, you may need to log on to your E-mail program before using this option.

- **Printer/Fax Printer:** sends the scanned documents to the printer or fax printer.

NOTE: If you select **Printer/Fax Printer**, the *Scan To* options change.



- **Display settings prior to printing:** if selected, the Print dialog box will be displayed after the document(s) are scanned, allowing you to select the printer and set the print options. The Print dialog box will be displayed each time the function is run.
  - **Settings:** displays the Print dialog box allowing you to select a different printer or different print options for this function. These settings will be saved and used by default each time the function is run. This option is not available if **Display settings prior to printing** is checked.
- **SharePoint:** creates an electronic file from the scanned document and sends it to the SharePoint site. SharePoint allows groups to manage documents and collaborate. See the section entitled, “Setting up Smart Touch to scan to a SharePoint Server”.
  - **Third party applications:** applications included with this scanner, if installed, will also be displayed as Destination options. See the section entitled, “Third party applications”.
  - **Other applications:** custom destinations can be created to application programs installed on your PC. See the section entitled, “Custom destinations”.

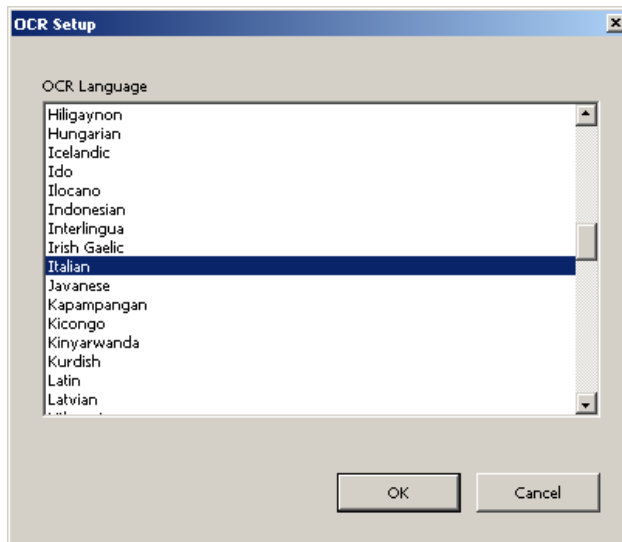
**Edit images prior to saving/emailing/printing** — if selected, the scanned images will be displayed in an Edit window to allow for editing. See the section entitled, “Smart Touch Edit window”.

**Custom Scan To Destination icons** — for detailed information see the section entitled, “Custom destinations”.

**File Type** — select one of these formats based on how you want to save or send the scanned image(s):

- **PDF** (Portable Document Files): looks exactly like the original document and preserves the fonts, images, graphics and layout of the source files regardless of the application and platform used to create it.
- **PDF - Searchable:** same as a PDF file with the addition of full text search features for locating words.
- **PDF - Single page:** if you are scanning documents with multiple pages or sides, each page or side is saved as a separate PDF file.
- **PDF - Single-page searchable:** same as a PDF - Single page with the addition of full text search features for locating words.
- **RTF** (Rich Text Format): a document file format which allows easy portability from one PC to another regardless of the operating system that is running on the PC.
- **JPEG/TIFF - Single page:** if you are scanning documents with multiple pages or sides, each page or side is saved as a separate JPEG or TIFF file. JPEG files are created if JPEG compression is enabled, otherwise TIFF images are created.
- **TIFF - Multi-page:** combines all the scanned images into a single TIFF file.
- **BMP:** if you are scanning documents with multiple pages or sides, each page or side is saved as a separate bitmap file.

**Settings** button — if you select **PDF - Searchable**, **PDF - Single-page searchable** or **RTF** as the File Type, the OCR Setup dialog box will be displayed allowing you to select the language of the document you are scanning. For example, if you are scanning a document that is in *Italian*, select **Italiano** as the language to be used to scan the document and click **OK**.



**Folder:** enter the folder name where you want to save the scanned images or click **Browse** to locate the folder. The Browse for Folder dialog box will be displayed where you can search for an existing folder or click **Make New Folder** to create a new folder.

**File name prefix:** when images are scanned, they are automatically assigned a unique file name. For example, if you scan your documents as PDF files, the software automatically assigns the date and sequence number for each image: 2008-08-27(1).pdf (for the first PDF file created), 2008-08-27(2).pdf for the second PDF file created, etc. If you want to add a prefix to the file name, it will be attached to the beginning of each file name. This prefix, along with the date, sequence number and appropriate file extension (e.g., .pdf, .tif) will be appended to it. For example, if you want the word *Invoice* before the file name, enter **“Invoice”** in the *File name prefix* field. The files will be named: **Invoice2008-08-27(1).pdf**, **Invoice2008-08-27(2).pdf**, etc.

**Name file prior to saving/sending:** if selected, the Save As dialog box will be displayed after the documents are scanned, allowing you to specify the name of the file and the location where it will be stored. The Save As dialog box will be displayed each time the function is run.

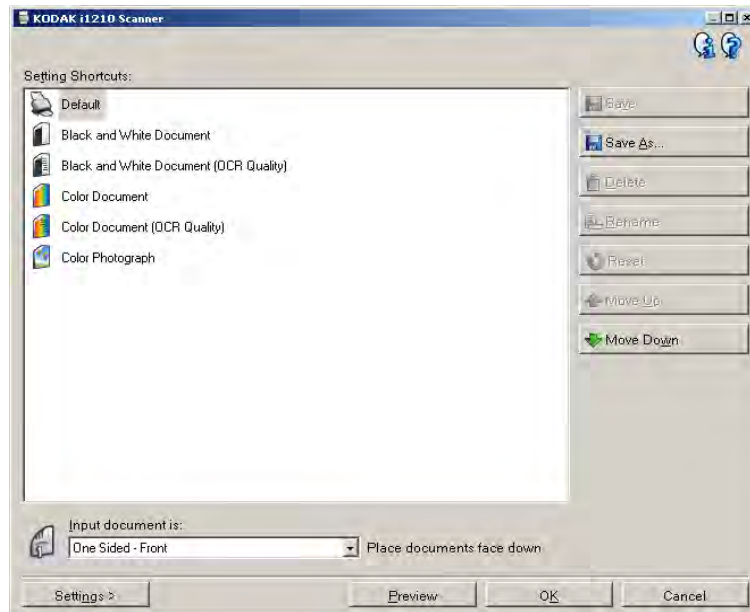


## Scan As settings

**Settings shortcut** — displays the name of a group of scanner settings currently defined for use by the *Kodak Scanner*. This named group of scanner settings is called a *shortcut*.

**Settings:** displays the *Kodak Scanner* window allowing you to select a different scanner Settings Shortcut. The new Settings Shortcut will be saved and used by default each time the function is run.

**NOTE:** For detailed information about the main *Kodak Scanner* window and the TWAIN Datasource, see the *Image Processing Guide* located on the Installation CD.



**Display settings prior to scanning:** if selected, the *Kodak Scanner* window will be displayed before the document(s) is scanned, allowing you to select the scanner Settings Shortcut. The *Kodak Scanner* window will be displayed each time the function is run.

**OK** — closes the Configuration window. If you made changes and did not save them, a message will be displayed asking if you want to save your changes.

**Cancel** — closes the Configuration window without saving any changes.

**Apply** — saves any changes.

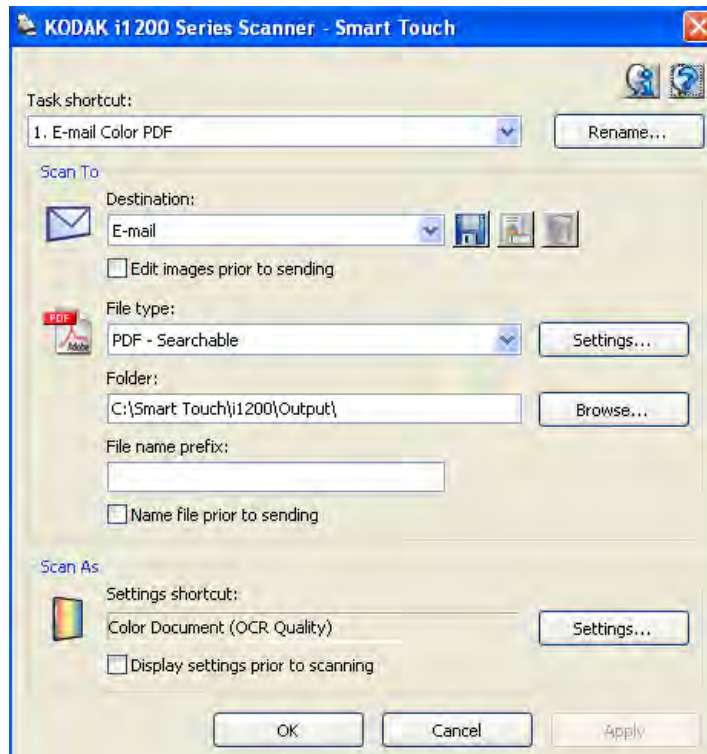
## Customizing tasks

If you want to customize your tasks and function numbers, follow these procedures. For detailed information about the options on the Smart Touch configuration window, see the section entitled, “Configuration window”.

1. Click on the **Scanner** icon on the system tray.
2. Select **Configure**.



The Configuration window will be displayed.



3. Select the Task shortcut you want to configure from the *Task shortcut* drop-down list.
  - If you want to rename the Task Shortcut, click **Rename**. When the Rename Shortcut dialog box is displayed, enter the new name for the shortcut in the *Name* field and click **OK**.

4. Select the desired destination from the *Destination* drop-down list.

NOTE: If you select **Printer/Fax Printer** as your destination, the *Scan To: File type* options are not available. Instead you have the option of selecting a different printer than the default.

5. Select the desired file type from the *File Type* drop-down list. This determines the file type of the electronic file to be created.

6. If you want to edit the images before saving, emailing or printing, check the **Edit images prior to sending** option.

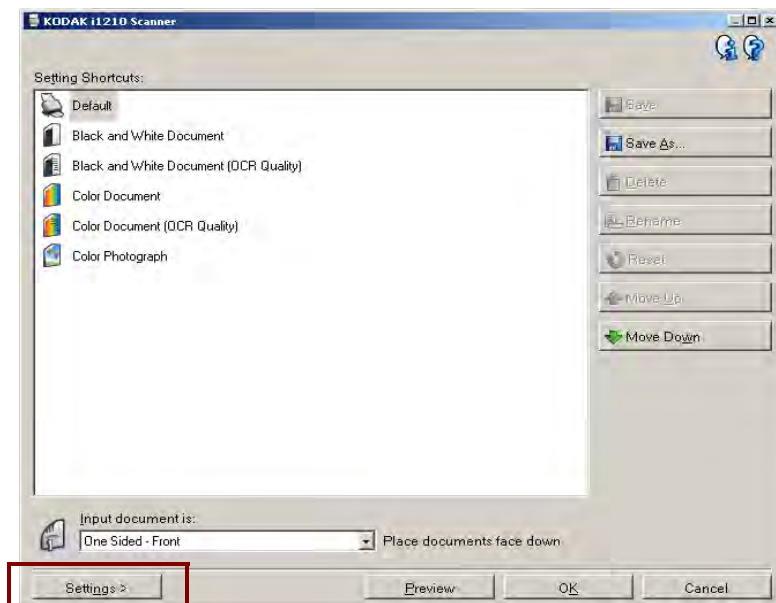
7. By default your documents will be stored in your “My Documents” folder. If you want to change the location, enter the folder name or click **Browse** to select a different folder.

8. If desired, add a file name prefix by entering the text in the *File name prefix* field.

9. If you want to provide your own file name, select the **Name file prior to saving** checkbox on the Configuration window.

10. If desired, select a different scanner Settings Shortcut based on the type of document you are scanning, by selecting **Settings**. When you click **Settings**, the TWAIN Datasource is launched and the main *Kodak Scanner* window is displayed.

NOTE: Detailed information about the TWAIN Datasource can be found in the *Image Processing Guide* located on the installation CD.



11. If you want to change your scanner Settings Shortcut before scanning, check **Display settings prior to scanning** from the Smart Touch Configuration window.

12. Click **Apply**.

13. Modify other function numbers by repeating Steps 3 - 12.

14. When finished, click **OK**.

## Third party applications

If installed, the PaperPort and OmniPage applications provided with the scanner can be selected as a destination for scanned documents.

To configure a task shortcut to one of the application programs, select it from the *Destination* list box.

When the documents have been scanned, the application is launched and the images are available. You can use these applications to enhance, process, or convert the images.

- **ScanSoft PaperPort** — use this software to scan your documents into organized files that you can quickly find, use and share. PaperPort provides a unique visual desktop that displays thumbnails of your documents so you can quickly and easily browse and locate information.
- **ScanSoft OmniPage** — this productivity application delivers accurate document conversion for turning paper and PDF files into electronic files that you can edit, search and share. Its OCR engines and precise formatting ensure that your electronic documents look exactly like the original - complete with text, graphics, columns and tables.

### NOTES:

- Uninstall any previous versions of the third-party applications before installing the new ones to ensure a successful upgrade. Use the versions provided with the scanner, as the older versions will not work with Smart Touch.
- Files created by Smart Touch that are no longer needed should be periodically deleted from the Output folder. The Output folder is displayed in the *Folder* setting for the Task shortcut.

## Custom destinations

Destinations can be added for software applications that are installed on your PC.

Use these icons to create, modify or delete custom destinations:



Allows you to create a custom *Scan To* destination.

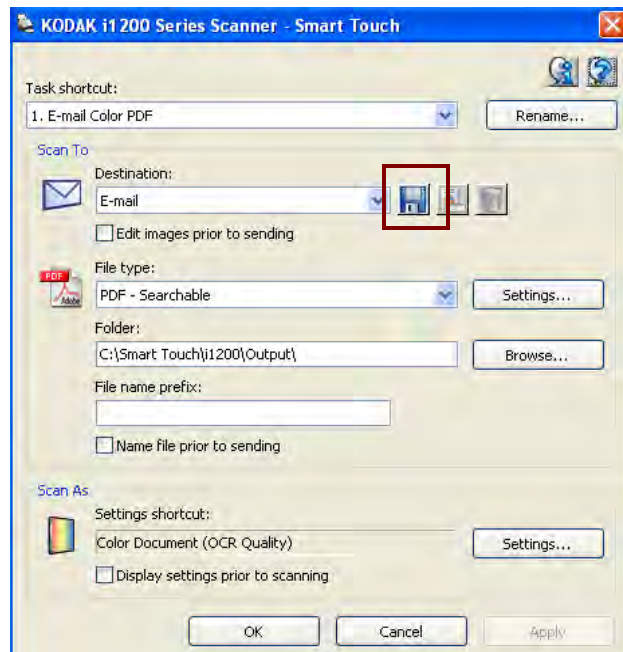


Allows you to modify a custom *Scan To* destination.

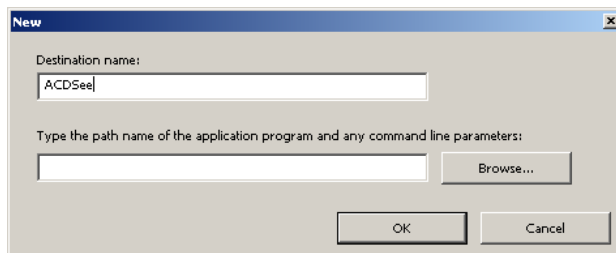


Allows you to delete a custom *Scan To* destination.

1. Click the **New** icon to create a custom destination.

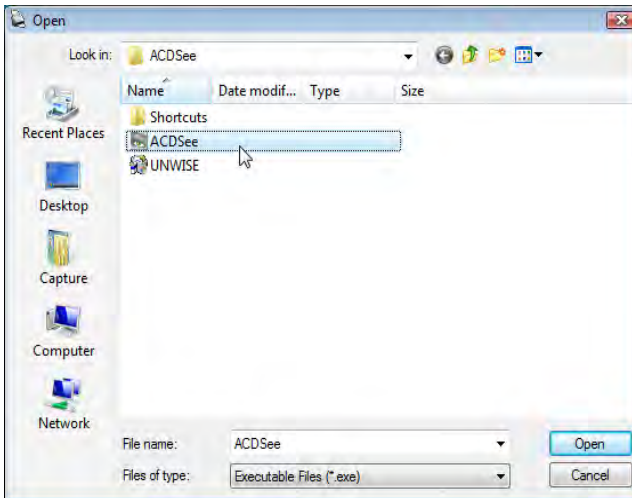


The New dialog box will be displayed

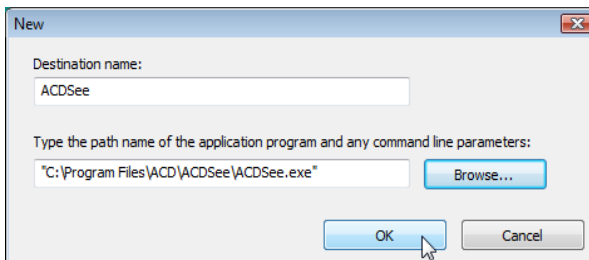


2. Enter a name in the *Destination name* field as you want it to appear in the *Destination* drop-down list, then click **Browse** to select the application program.

The Open dialog box will be displayed.



3. Locate and select the application program (e.g., .exe file) and click **Open**. The selected program will be added to the New dialog box.



4. Click **OK**. The new destination is now available in the list.
5. Click **Apply** to save the new destination.

## Setting up Smart Touch to scan to a Microsoft Office SharePoint server

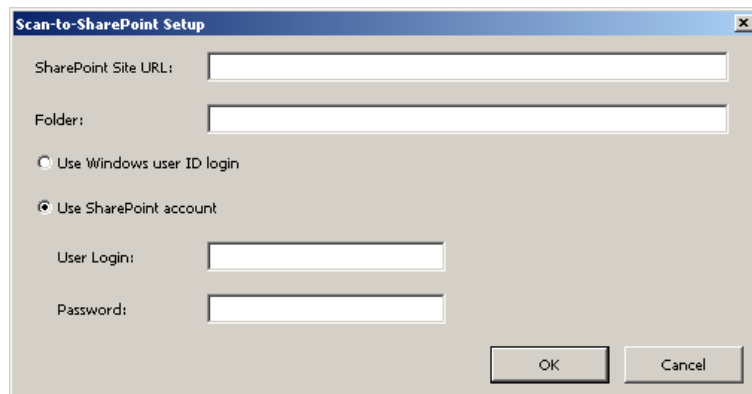
SharePoint is a collaboration and document library tool. Similar to a conventional network file server, SharePoint provides a centrally-accessible library where you can collaborate and save documents that others need shared access to. Better than a network file server, SharePoint also provides advanced built-in document management functionality and is accessible anytime by anyone who is authorized to access scanned documents.

The SharePoint server is typically setup on a central networked server which is separate from Smart Touch. Smart Touch provides a way to scan documents that you want to share and send to the SharePoint server. Once the electronic file is uploaded to SharePoint, you can use the capabilities of SharePoint to manage your scanned documents.

You may need to contact your System Administrator to get the correct URL for the SharePoint server. Your System Administrator will also give you access to the SharePoint site and a valid user login and password. You must have contributor-level access to upload the electronic files to SharePoint.

To setup a task shortcut or function:

1. Select **SharePoint** as your *Scan To* destination.
2. Select the *Modify* icon next to the *Destination* field. The Scan-to-SharePoint Setup dialog box will be displayed.

The image shows a dialog box titled "Scan-to-SharePoint Setup". It contains several input fields and options: "SharePoint Site URL:" with a text box, "Folder:" with a text box, two radio buttons for "Use Windows user ID login" (unselected) and "Use SharePoint account" (selected), "User Login:" with a text box, and "Password:" with a text box. At the bottom right, there are "OK" and "Cancel" buttons.

3. Enter the full URL in the *SharePoint Site URL* field. This URL typically consists of the host, site/subsite and document library for the images to be uploaded.

**NOTE:** Contact your System Administrator for the correct URL and password.

The format of the URL is: **http://yourhostname/yoursite/yourlibrary.**

The SharePoint site URL consists of the following:

- **Scheme** — either **http** or **https** for a secure server.
  - **Hostname** — either a **server name** or **website**. You may need to include the port number as part of the hostname.
  - **Site** — name of the SharePoint site located on the server.
  - **Subsite** — name of the SharePoint subsite.
  - **Library** — a SharePoint document or image library.
  - **Folder** — a folder within the library. This is similar to folders setup within a directory on any Windows operating system.
4. If desired, enter the folder name where the images will be stored. The *Folder* field can also be used to specify a folder and sub-folders on the SharePoint server. For example, within a folder for an organization there could be sub-folders for individual users. The *Folder* field may be **accounting/client 1**.
5. Select a login option. *Contact your System Administrator for authorization to send documents to the site.*
- Select **Use Windows user ID login** if you want to access the SharePoint server by using the same user login and password that you use to login into Windows on your PC.
  - Select **Use SharePoint account** if you want to access the SharePoint server with a unique user login and password. If you check this option, you must make an entry in the *User Login* and *Password* fields.  
  
The User Login name may include a domain name. If a domain name is included, the format that is required by the user would be: **domain\username** (domain name followed by a backslash then the user login name).

#### NOTES:

- All file types supported by Smart Touch can be scanned and uploaded to a SharePoint server. However, the BMP file type creates larger files and therefore, will take longer to upload.
- You may want to rename the shortcut to indicate that it is for scanning to SharePoint.
- Smart Touch automatically generates the file names using the date and a sequence number. It is recommended that you check the **Name file prior to saving** option. If this option is checked, you will be prompted to enter a filename, thus making it easier to find the scanned document on the SharePoint site. You could also use the *File name prefix* field on the Configuration window to add a prefix to your files for easy identification.
- If you frequently scan to different SharePoint sites or folders, you may want to set up a shortcut for each SharePoint destination.
- The standard SharePoint limits for maximum file size and maximum length of the file name will apply to any electronic files uploaded to SharePoint.



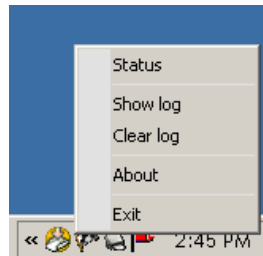
## Smart Touch SharePoint tool

The Smart Touch SharePoint tool allows you to check the status of scanned files being uploaded to the SharePoint server by Smart Touch. Smart Touch maintains a log file (.txt) that has the status of all SharePoint jobs.

The Smart Touch SharePoint tool is available in the system tray once you have initiated a job to SharePoint. The tool icon is available in the System Tray until you exit the tool.

NOTE: If you are scanning many files to SharePoint, you may want to leave the Status window open so you can easily monitor the status of the files as they are being uploaded.

- Click the **Smart Touch SharePoint tool** icon to display the options.



From the tool you can:

- Click **Status** to display the progress of the current scan job.

A screenshot of the main window of the Smart Touch SharePoint tool. The window title is "Smart Touch SharePoint tool". It contains a table with two columns: "Image Files" and "Progress". The first row shows "2008-10-10 (5).pdf" under "Image Files" and "Uploading" under "Progress".

Image Files	Progress
2008-10-10 (5).pdf	Uploading

NOTE: To close the Status window, click on the  in the window.

- Click **Show log** to view the log file.
- Click **Clear log** to remove all information about the previous scan jobs from the log file.
- Click **About** which provides information about the Smart Touch SharePoint tool.
- Click **Exit** to close the Smart Touch SharePoint tool. If you exit the tool while a file is being uploaded the message, **Uploading files in process. Are you sure you wish to stop uploading and exit the application?** will be displayed.

NOTE: Exiting the Smart Touch SharePoint tool while you have other documents to scan to SharePoint may prevent the files from uploading.

**Possible error conditions** The following conditions may occur and be posted to the error log while Smart Touch is uploading a file to a SharePoint site.

Error Message	Description	Possible Solution
Invalid SharePoint site URL format.	The entry in the SharePoint URL field is not correctly formatted.	Make sure the syntax is correct and the required parts of the path to the SharePoint site are provided.
Invalid host or site name.	The server hostname or SharePoint site or subsite could not be found.	Make sure that the hostname, site and subsite names are correct.
Unauthorized account or invalid site name or folder path.	The user login may not be authorized to access the SharePoint site, the site name could not be found on the host, or the folder name may not be correct.	<ul style="list-style-type: none"> <li>• Make sure the user login and password are correct. You may also need to contact your System Administrator to make sure you have permission to access the SharePoint site.</li> <li>• Make sure that the site name and folder name are correct.</li> </ul>
Invalid library or folder path or filename conflict.	The library name or folder name could not be found on the server or a file with the same name has already been checked in to the SharePoint site and the site has been configured to require documents to be checked out before they can be edited.	<ul style="list-style-type: none"> <li>• Make sure the library and folder names are correct.</li> <li>• Change the filename that Smart Touch is using for the scanned image to a unique filename.</li> </ul>
Unauthorized account or invalid User Login or Password.	The user login may not be authorized to access the SharePoint site or the incorrect password was entered.	Make sure the user login and password are correct. You may also need to contact your System Administrator to make sure you have permission to access the SharePoint site.
Upload to SharePoint failed because of time out.	The scanned file could not be uploaded to the SharePoint server before the connection timed out. This may occur when uploading very large files.	Change the <i>Scan As</i> scanner settings so that a smaller file is created or separate the pages to scan as multiple documents.
Unknown error.	The document failed to upload for an undetermined reason. This may also occur if Smart Touch cannot establish a connection with the SharePoint site.	Check all of the Smart Touch SharePoint settings to make sure they are correct.
Invalid SharePoint site URL format.	The entry in the SharePoint URL field is not correctly formatted.	Make sure the syntax is correct and the required parts of the path to the SharePoint site are provided.

**NOTES:**

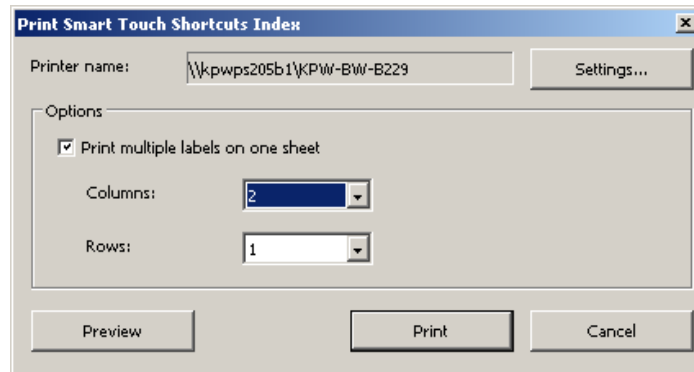
- If you are having trouble uploading files, make sure you can access the SharePoint site using an internet browser. If the SharePoint server is not working or there is a problem with the network connection between your PC and the SharePoint server, Smart Touch will not be able to upload files.
- Special characters that appear in the SharePoint URL when using an internet browser should be replaced by the corresponding character in the Smart Touch *SharePoint Site URL* field. For example, "%20" in a browser URL should be replaced by a blank space in the Smart Touch *SharePoint Site URL* field.

## Printing a Smart Touch Shortcut Index

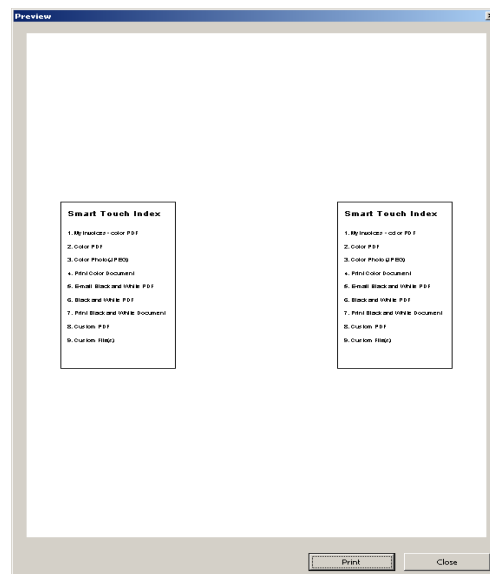
Once you have customized your function numbers and tasks, you may want to print a Shortcut Index of your task list and put it in the sleeve on your scanner for easy access.

To create a Shortcut Index:

1. Right-click on the **Scanner** icon in the system tray to display the function list and select **Print**. The Print Smart Touch Shortcuts Index dialog box will be displayed



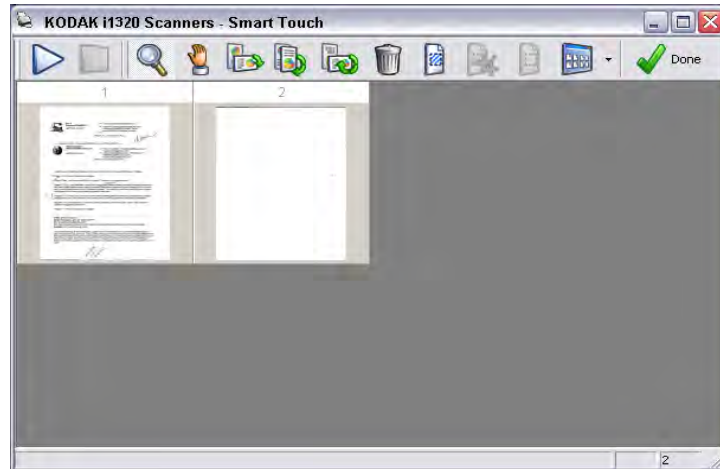
2. If desired, click the **Settings** button to change the printer.
3. Check **Print multiple labels on one sheet** if you want to print more than one label on a sheet of paper. If you check this option, select the number of **Columns** and **Rows** to equal the number of labels you would like to print. Up to 6 labels per page can be printed.
4. If desired, click **Preview** to see how your labels will be printed.



5. Click **Print**.

## Smart Touch Edit window














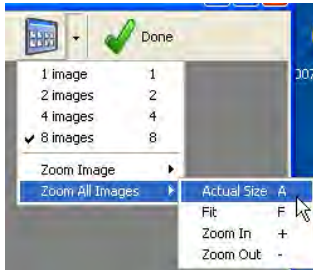
The Smart Touch Edit window allows you to view the scanned images before sending them to the final destination. As documents are scanned, the images will be displayed in the Edit window.



From this window you can perform common editing tasks such as, rotating and deleting blank pages, etc. When finished, click **Done** to send the images to the final destination.

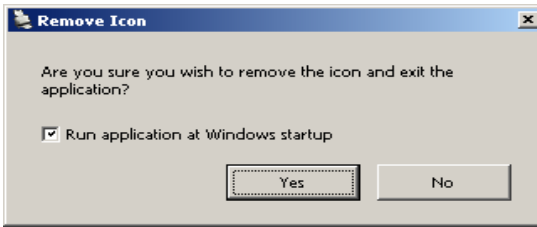
To enable the Edit window, check the **Edit images prior to sending** option on the Configuration window for the function you are configuring.

These icons are available on the Edit window. To use a tool, click on the icon to select the tool, then apply it to the desired image.

	<b>Start</b> — allows you to scan additional documents and append them to the current images.
	<b>Stop</b> — cancels the scanning of documents.
	<b>Done</b> — click this icon when you have finished viewing or editing the images and you want to send them to the destination.
<b>Tools</b>	
	<b>Magnifier</b> — magnifies a portion of the image. Press and hold the left mouse button inside an image to magnify it. Drag the tool across the image to magnify different areas of the image.
	<b>Pan</b> — allows you to move the image freely around the window. Use this tool inside an image when the entire image is not visible in the display window, for example after zooming in.
	<b>Rotate 90</b> — rotates the image 90 degrees to the right. Click inside an image to rotate it.
	<b>Rotate 180</b> — rotates the image 180 degrees to the right. Click inside an image to rotate it.
	<b>Rotate 270</b> — rotates the image 270 degrees to the right. Click inside an image to rotate it.
	<b>Delete</b> — deletes an image. Click inside an image to delete it. A confirmation dialog box will be displayed before the image is deleted.
	<b>Select Region</b> — allows a rectangular region to be drawn in each image. Use this tool with the Crop and Blank tools. Click on the icon in the lower left corner of an image to remove (deselect) the region.
	<b>Crop</b> — crops the image, keeping only the portion of the image inside the region. A confirmation dialog box will be displayed before the image is cropped.
	<b>Blank</b> — replaces the portion of the image inside the region with a white background. A confirmation dialog box will be displayed before the image is modified.
	<p><b>More Editing Tools</b> — these are tools and shortcuts to get different views of the images, including tools to <b>Zoom in</b> and <b>Zoom out</b>. Normally the shortcuts (i.e., hotkeys) would be used for these tools. For example, use the + and - keys to zoom in and zoom out on all images.</p> 

## Removing the Scanner icon from the system tray

1. Click on the Scanner icon on the system tray.
2. Select **Remove Icon**. The Remove Icon dialog box will be displayed.



When you click **Yes**, you will close Smart Touch and remove the Smart Touch icon from the system tray.

- If the checkbox is selected when you exit, Smart Touch will restart automatically and appear in the system tray the next time you login.
- If the checkbox is unchecked, Smart Touch will not be started on subsequent logins. Administrator rights are required to change this setting.

### NOTES:

- Smart Touch can be started from the Program group by selecting **Start>Programs>Kodak>Document Imaging>i1310,i1320** (or i1210,1220)>**Smart Touch**.
- Smart Touch will also start automatically if you scan documents using the Start button on the scanner.

# Kodak

