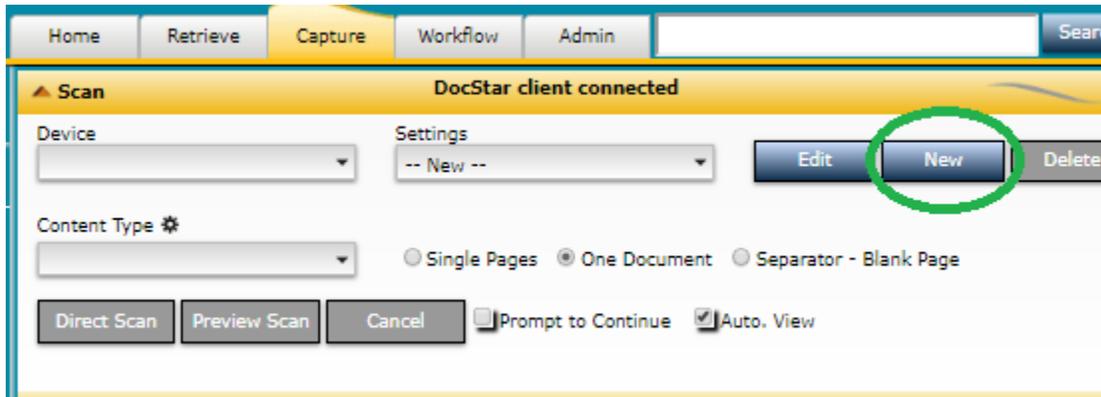
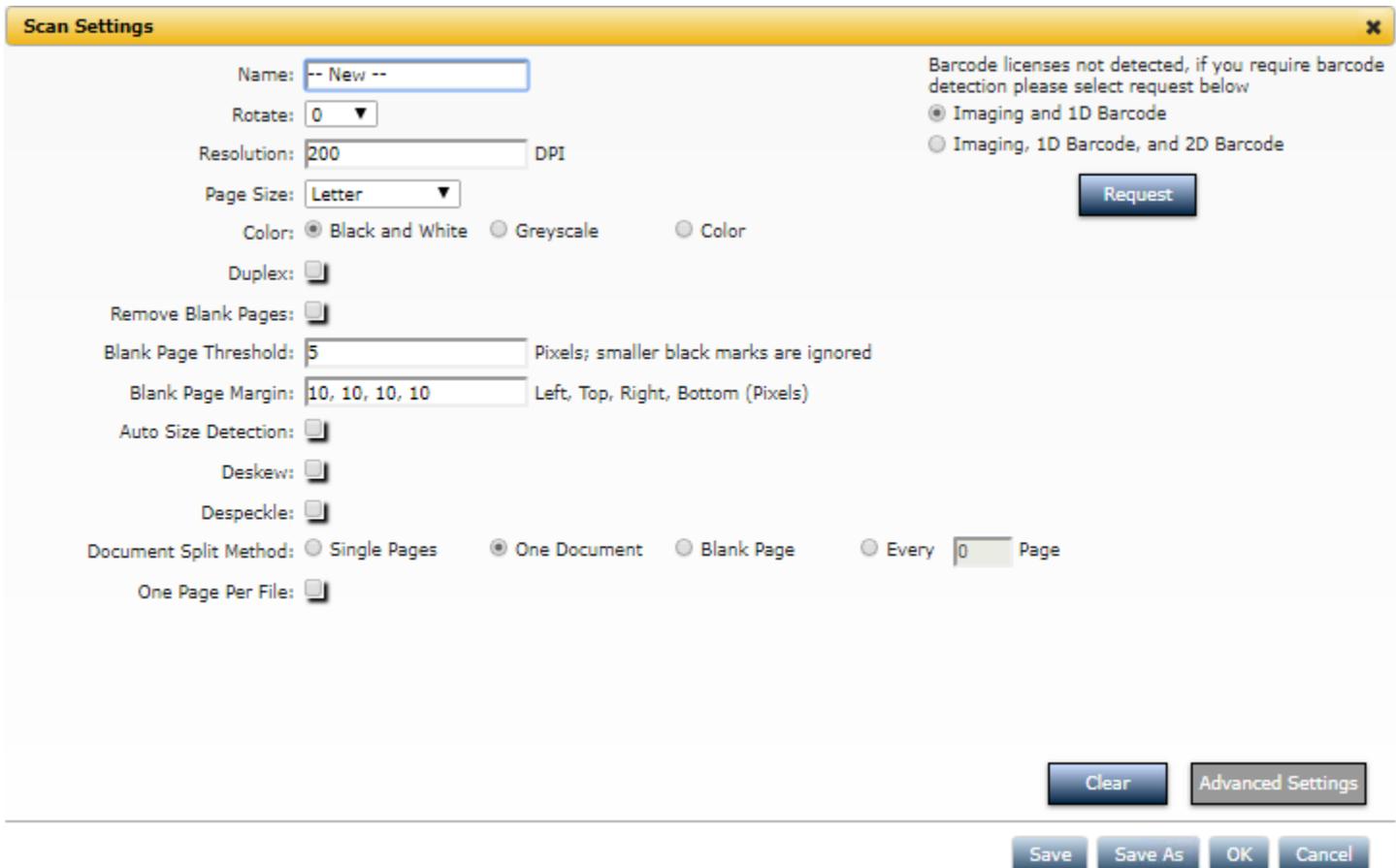


Creating New Scan Settings In Eclipse

1. If we want to make a new scan setting first we need to go to the Capture Tab and then click the new button (See Image below).



2. Next, we want to understand each of the settings so we can choose what we need.



3. Now just select what you need, name your setting and then click save, to save your scan preset.
4. Let's go over all of the settings (Please Note, future updates may add or remove some of these features):

- **Name:** This will be the name of the Scan setting. You'll want to name this to describe what the setting does. For example, if your settings are going to only scan the front side of every page we can call it "Single Sided"
 - **Rotate:** The choices are 90,180,270 for this drop down. This will automatically rotate your documents with the select you choose.
 - **Resolution:** By default, the resolution is set to 200. The highest I would recommend going is 350. When you go 350 and up the scanner will start scanning much slower because it will be capturing a higher resolution. You would want to increase this if you have documents that are scanning in with bad quality.
 - **Page Size:** By default, this is set to Letter Size. If you are using different sizes for this scan preset you can change it here. If you have many different sizes then see the "Auto Size Detection".
 - **Color:** By default, Black and White. If you need color, be sure you have the hard drive space on the server as these documents take up significantly more space. Consider Greyscale which is a medium for B&W and color.
 - **Duplex:** If you check this off then you will be scanning both back and front of every document. If you have some single pages with this checked. You can remove those with the "Remove Blank Pages" setting.
 - **Remove Blank Pages:** If this is checked of it will remove blank pages on both back and front. The next two settings determine how far in on the page that the settings will look to determine if the page is blank or not. These settings will need to be increased or decreased depending on how your test scans come out.
 - **Blank Page Threshold:** This setting determines how far in by pixels it will be looking for blank pages. By default, it is set to 5, I recommend starting with 75.
 - **Blank Page Margin:** This setting determines how far in by pixels it will be looking for blank pages by the left, top, right, bottom of the page. By default, it is set to 10,10,10,10; I recommend 150,150,150,150 to start with.
 - **Auto Size Detection:** This we would check off if we want the setting to auto crop the documents so that there will be no extra space in different sized documents. For example, if you have it just set to letter size and you scan a legal sized page; it will cut off the bottom have. If you have a legal sized setting and you scan a letter size then you'll end up with extra white or blank on your document. This isn't preferable if you want to print it out later. (Please note depending on the scanner you may have to tweak this further in advanced settings.)
 - **Deskew:** This setting helps when you have a lot of documents going in crooked and or in the wrong orientation.
 - **Document Split Method:** This setting will be the default that you use for this document. This should be which of the 3 you use the most. After you choose your default you can always change on the fly.
 1. Single Pages: The front of every page will be a new document
 2. One Document: (Mostly Used) All pages will go into one document.
 3. Blank Page: This will separate documents by searching for a blank page on the front side of the document. So, you would put blank pages between each document, allowing you to scan larger batches of documents at once (note that the "Blank Page Threshold", and "Blank Page Margin" play a role in how it searches for blank pages).
 - **One Page Per File:** This is similar to Single Pages only this setting will put double sided documents into 2 separate documents instead of one
5. Advanced Settings are different for every scanner but you'll notice that there are very similar settings as to what we went over here. Just note that advanced settings will override any settings made in this tutorial.