



ScanToNotes User Manual

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Chapter 1: Introduction

What is ScanToNotes?

ScanToNotes is an easy to set up and use Twain compliant scanning product that integrates seamlessly with any Lotus Notes application. It gives users a powerful, yet simple, means to scan paper documents and attach them while they are working with Lotus Notes Documents. This software offers the following capabilities:

- **Create Multipage Attachment** - Scans multiple pages as a single attachment in TIFF format, such as a contract or report, to a Rich Text Field (RTF) of a Lotus Notes document.
- **Create Multiple Attachments** - Scans one or many pages, such as transportation bills or suppliers' invoices, each becoming a separate attachment to a Rich Text Field (RTF) of Lotus Notes document.
- Preset scanned image size, resolution and bit depth without using the TWAIN interface. Developers can **pre-specify scan specifications** thus eliminating time-consuming steps for the users.
- Output to over 40 different image file types, such as JPEG, TIFF and CALS etc.
- Support black & white, gray-scale, and color scanning.
- Support flatbed scanning of papers and document pages. ImageSuite works well even with lower cost scanners.
- Support **Automatic Document Feeder** (ADF) hardware for multiple page scanning.
- Offers the option to enable the vendor supplied TWAIN interface.
- Scanned images are saved to either a Lotus Domino database or to a separate Windows directory. **(Can be used by non-Notes users).**
- Can be integrated with other ImageSuite products – view, markup, and work with multiple images from a Lotus Notes database.

File Formats Supported

The following file formats are supported by ScanToNotes:

Multipage Formats (TIFF format only):

- Uncompressed TIFF - basic Tiff format
- G4 Fax TIFF - monochrome small file size

Single Image Formats:

- Uncompressed BMP
- JPEG
- PNG (open GIF replacement)

Other formats:

2D TIFF	JPEG	Targa
Brook Trout	Kofax	Targa 16
CALS	Laser Data	TIFF G4 Fax FO
CCIT Group 3	Mac Paint	Uncompressed BMP
CCIT Group 4	MS Paint	Uncompressed TIFF
CCITT G3 FO	Multipage PCX	Windows Clipboard
CCITT G4 FO	Packed Bits TIFF	Windows Metafile
Compressed BMP	PCL_1	WordPerfect Graphics
Device Independent BMP	PCX	Xpixmap
G3 Fax TIFF	PhotoShop	XWindow Bitmap
G4 Fax TIFF	PICT (Bitmap Only)	XWindow Dump
Hoffman Compression TIFF	PNG	
Icon	Show Partner DOS	
IMNET	Sun Raster	

Using ScanToNotes

ScanToNotes is a robust and simple one-button document management tool that can be used in diverse environments. It offers Lotus Notes users an economical and easy way to scan images of any paper document and save to a Lotus Domino database. Any Notes user with appropriate user rights can then access the scanned image.

Technical Support

The Imaging Group values our clients and we strive to provide the highest quality in customer service. Please feel free to contact us by phone, fax, mail or email with any comments or questions that you may have.

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Chapter 2: Getting Started

System Requirements

To use ScanToNotes, your computer must meet the following minimum system requirements.

- Windows 95 or higher version.
- Lotus Notes Client 5.0 or later
- IBM PC compatible Pentium.
- A CD ROM drive or Internet connection (for installation).

Installation

The ScanToNotes software installation program may be downloaded from the Imaging Group web site or received on a CD-ROM.

When downloaded from the web, open the zip file and extract the files to a temporary folder. Click on the setup.exe file and follow through the setup prompts. When the setup is complete you will be prompted to restart the computer to register the necessary install files.

To run the software setup program from the CD-ROM, insert the CD in the drive and wait for the auto-run program to be invoked. The figure below shows the introductory screen; click on the ScanToNotes button to initialize the setup program. Follow through the setup prompts to satisfy various install requirements. When the setup is complete you will be prompted to restart the computer to register the necessary install files.

Launching ScanToNotes

There are numerous ways to launch the application and perform scanning. It is recommended that the **options screen** be launched initially to setup up scanning parameters for one button scanning. Once the parameters are set, they can be used for all subsequent scans.

A sample database has been included with the install, it is provided to show the ease of integration with Lotus Notes. This database shows how to program action buttons to set scan parameters and execute ScanToNotes. For more information on using this database, see [Chapter 3:Using the Sample Database](#)

Launching Using the Windows Run Command

1. To **launch the options screen**,

Enter the full path of the ScanToNotes executable in quotes and append the word options to the run command outside the quotes. The steps given below are required.

Click on the start menu and select Run.

Type the full path of the executable in quotes. To obtain the full path it is recommend using the Browse button to identify the path. For example, if the executable were installed to the default directory, you would enter: **“C:\Program Files\ScanToNotes\ScanPRO.exe” options**

2. **Perform a scan**

To perform a scan using previous options stored in the registry, the application would be simply executed by entering the full path to the executable in the run command window. The steps are given below.

Click on the start menu and select Run.

Type the full path of the executable in quotes. For example, if the executable were installed to the default directory, you would enter: **“C:\Program Files\ScanToNotes\ScanPRO.exe”**

ScanToNotes can be executed using command line arguments. See [Chapter 5: Operation](#) for a more detailed explanation.

Launching using SmartIcons

In the Lotus Notes Client, select from the menu list File/Preferences/SmartIcon Settings, the Smart Icon Settings Screen will be launched.

To use you own bitmaps for the Smart Icon they should be placed in the W32 folder under the Data directory of Lotus Notes. The icons will then appear in the list on the left of Available icons, see Figure 4.

Locate the icons you wish to use from the list and drag them to the list on the right.

Select the icon from the right and click the edit icon button, the Edit SmartIcon window will open.

The description text box in the EditSmartIcons window should be filled in with a description label such as "ScanToNotes *Make sure that the Show Icon Bar check box on the right hand side of the Smart Icon Settings window is selected to display the Smart Icon.

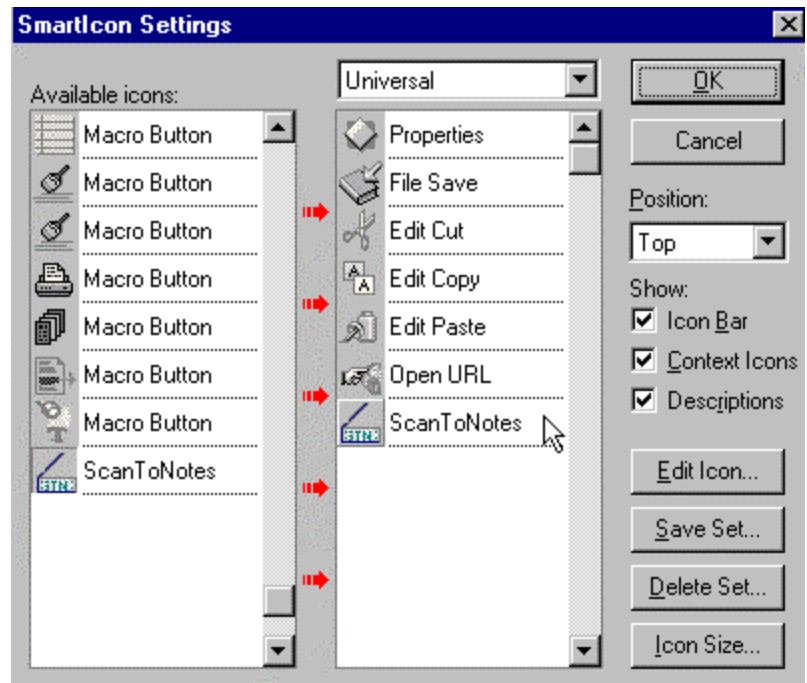


Figure 1 SmartIcons Setting Window

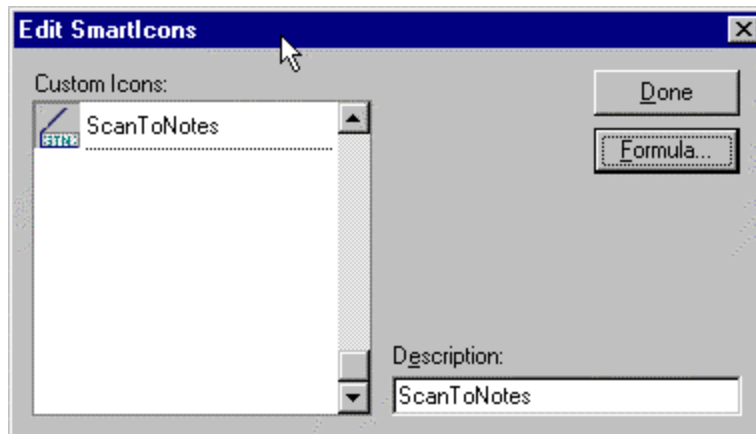


Figure 2 Edit SmartIcons

Formulas for executing ScanToNotes

The directions below give the formula required to execute scanning and the options window.

To run the application using the values stored previously in the system registry and start scanning, the formula for the Smart Icon would be set to the following:

```
@Command([Execute];"C:\\Program Files\\ScanToNotes\\ScanPRO.exe");
```

Note: The path shown here is the default path, this should be changed to reflect the actual location of the ScanPRO.exe on your machine.

To run the options screen from a Smart Icon, the formula would include the options keyword.

```
@Command([Execute];"C:\\Program Files\\ScanToNotes\\ScanPRO.exe";
"options");
```

Creating Action Buttons to launch ScanToNotes

Lotus Script for Action Button to Launch Scan to Notes:

To launch the options screen or perform scanning from a Lotus Notes document, you will need to use the following Lotus script code or Notes formula to create action buttons. If you do not know how to create Notes action buttons, please consult your Notes Administrator.

Lotus Script Code:

```
Sub Click(Source As Button)
    Dim spath As String
    Dim ires As Integer
    Spath= "C:\\Program Files\\ScanToNotes\\ScanPRO.exe options"
    Ires = Shell(spath, 1)
End Sub
```

The above script would also be used to create an action button to launch ScanToNotes Options screen from within Notes. To start scanning without changing any parameters and without loading the Options screen, exclude “**options**” keyword in the fourth line of the script.

Note: C:\Program Files\ScanToNotes\ScanPRO.exe is the default path of the scan executable. If you installed ScanToNotes to a different directory, you will need to enter the correct path. If you do not wish to hard code in the executable path, you can substitute an environment variable for the SPATH variable.

Notes Formula

This will start ScanToNotes and bring up the options screen.

```
@Command([Execute];"C:\\Program Files\\ScanToNotes\\ScanPRO.exe";
"options");
```

Note: C:\Program Files\ScanToNotes\ScanPRO.exe is the default path of the scan executable. If you installed ScanToNotes to a different directory, you will need to enter the correct path. If you do not wish to hard code in the executable path, you can substitute an environment variable for the SPATH variable.

Set Environment Variable in Notes

Action Button: This is a one-time setup. You can create an action button in a Lotus Notes document with the following formula:

```
@SetEnvironment("SCANPATH";"C:\\Program Files\\ScanToNotes\\ScanPRO.
exe")
```

Once you've set the environment variable in Notes by pressing the action button, you can remove that button from your Notes document.

Smart Icons: When the Smart Icon is pressed, ImageSuite ScanToNotes will immediately start scanning in image(s) according to the preset ScanToNotes Options. Create the Smart Icon with the following formula example:

```
PATH := @Environment("SCANPATH");
@Command([Execute];PATH)
```

*Please note: C:\Program Files\ScanToNotes\ScanPRO.exe is the default executable path on the scan station. If you have installed ScanToNotes to a different directory, you will need to enter the correct path.

Attach To Lotus Notes Document

ImageSuite ScanToNotes requires an opened and existing (saved) Lotus Notes document to properly attach the scanned image(s).

To accomplish this, the following criteria have to be met:

- An open Lotus Notes document has to have focus in the Notes Client.
- If the document is newly created, it has to be saved before ScanToNotes will be able to attach to it.
- If a Notes Document has the focus, the images will be attached to it. ScanToNotes requires a Lotus Notes Rich Text Field to attach to. If it does not find an existing Rich Text Field that meets the conditions given below, it will create one.

Where will the scanned image go?

ScanToNotes provides five options to specify the Rich Text Field that will receive the scanned image file. It will use:

1. the previous value,
2. the value from an Options window field,
3. a value from a command line parameter,
4. the value of an environment variable, or
5. a field named "ImageSuite"

ImageSuite ScanToNotes STD decides which option to use by using the following rules.

Previous value: This is the default. If no other option is specified, then the previous value is used. That is, once the target Rich Text Field is set there is no need to respecify it in subsequent scanning runs until a different field becomes the target.

Options window field: When the Options screen is displayed (see figure at the right), the target Rich Text Field's name is taken from the "Target Field" text entry field located in the "Save/Attach" tab. The latter text entry field is only visible when the "Attach to Notes" radio button is selected. Note that the previous Target Field name is automatically loaded into this field. Thus the value only needs to be entered if the target field is going to be changed. This approach reduces both the effort required to set-up a scan and the possibility of error.

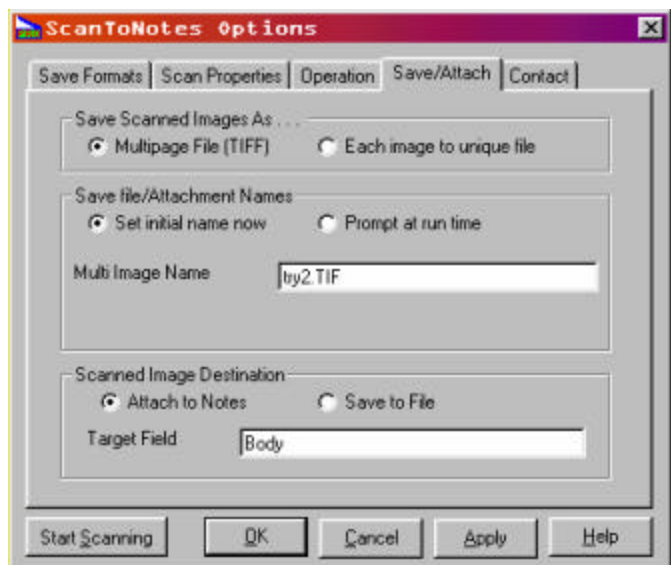


Figure 3: Using Target Field in Save/Attach Tab

Command Line Parameter: The parameter used for setting the target field is “/tf”. For example:

/tf body

will set the target field name to body. For complete instructions for using command line parameters, see [Chapter 5: Operation](#).

Environment variable: The command line parameter used for specifying the use of an environment variable is “/ev”. The possible values are “/ev yes” or “/ev no”. For complete instructions for using command line parameters, see [Chapter 5: Operation](#)

The “No” setting is used to specify that an environment variable should not be used, even if a candidate value exists. If no “/ev” is included in the ScanToNotes command line, then “/ev no” is assumed. “/ev yes” means use the processing described below to find the name of the target Rich Text Field.

ScanToNotes first checks for the Notes Environment variable “\$ISRTFFIELD”. This variable can be set and changed in the notes.ini file. If it exists, ScanToNotes attaches to the Rich Text Field with that value. For example: if it finds \$ISRTFFIELD = BODY then it will attach the images to the BODY Rich Text Field. For compatibility with previous ScanToNotes versions, “\$ISRTIFIELD” is also a valid Environment Variable for specifying the target field. In case of conflict, the value of \$ISRTFFIELD is used.

ImageSuite field: If no target Rich Text field is specified, a field named “ImageSuite” is used. It will be created, if necessary.

Uninstalling ScanToNotes

To uninstall ScanToNotes, go to Start / Programs / ImageSuite ScanToNotes / Uninstall ScanToNotes. ScanToNotes will be automatically uninstalled.

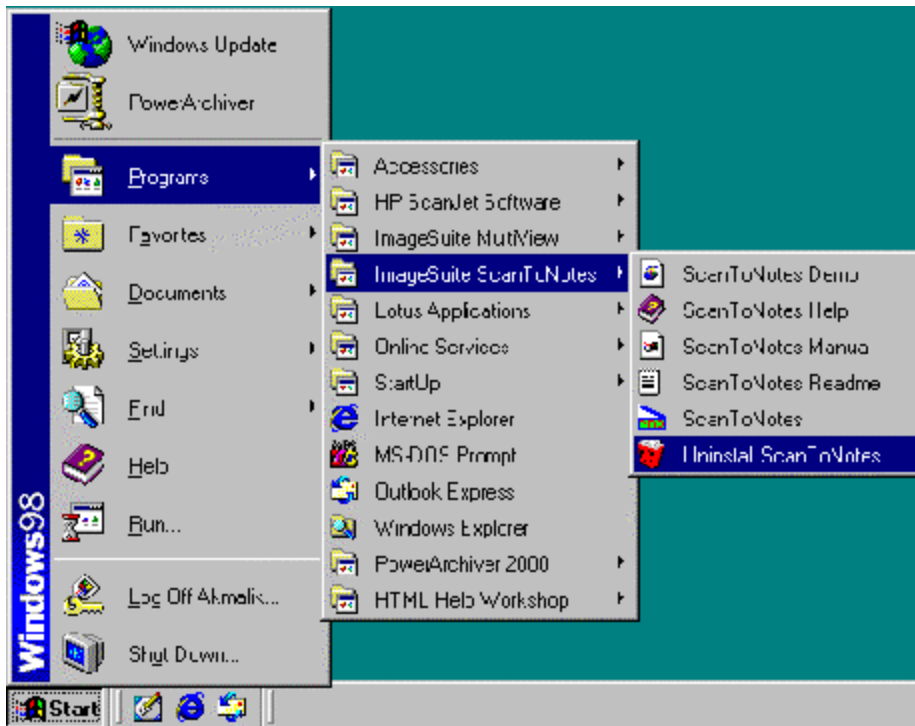


Figure 4: Uninstalling ScanToNotes

Chapter 3: Using the Sample Database

A sample Lotus Notes Database (ScanToNo.nsf) is included with the install. Use this database to get acquainted with ScanToNotes in an easy and friendly way. The database shows how scanning using Lotus action buttons can be implemented for scanning into different Rich Text Fields. The database includes explanatory Notes that make it easy to start scanning.

There are two buttons coded in the database show below, one opens the ScanToNotes options screen and the other performs the scanning operation using the preset scan parameters.

The default setup looks for the executable in “C:\Program Files\ScanToNotes\”, if the program was installed in a different location the path will have to be changed in Lotus Designer.

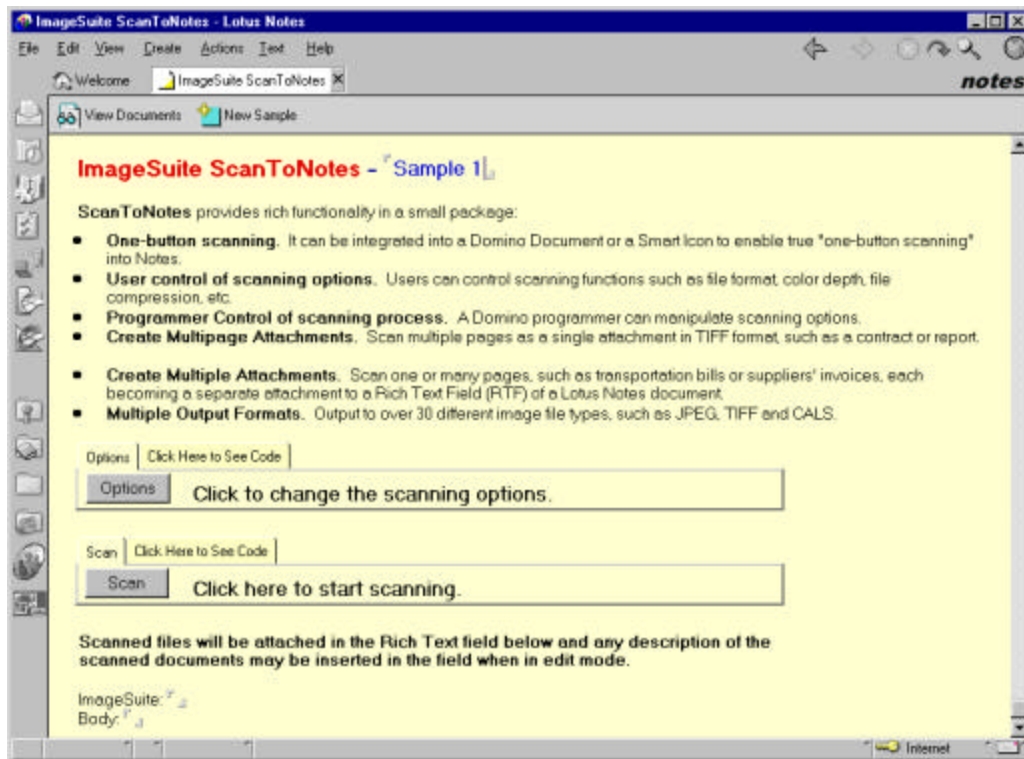


Figure 5: Sample database Main Window

Changing the default path of the Sample Database using Lotus Designer:

If ScanToNotes was installed in a path other than the default "C:\Program Files\ScanToNotes\", the Lotus Script for the Action buttons Options and Scan need to be updated. To do this, the sample database should be opened in Lotus Designer to edit the form 'Create Sample Doc'. Click on the Options button to view the relating Lotus Script, you will need to change the line to correspond to the installation path. The line should be formatted as follows:

```
Spath = "C:\Program Files\ScanToNotes\ScanPro.exe options"
```

Note that the options keyword will open the ScanToNotes option screen to set scan parameters before scanning. To update the scan button use the same format as above eliminating the options keyword.

Chapter 4: Options Window

Invoking the Options Window

From Windows' Run command, type in 'path\scanpro.exe options'. The path will be the drive and directory where your ImageSuite Scan module resides.

When ImageSuite ScanToNotes Options window opens, the user can select from the 5 following Options tabs and also use 4 command buttons.

- Save Formats
- Scan Properties
- Operation
- Save/Attach
- Contact

Command Buttons on the Options Window

- **Start Scanning** - Starts scanning. If changes were made, you will be asked if you want to apply changes before scanning.
- **OK** - Accept Option changes and exits the Options window.
- **Cancel** - Cancel Option changes and exits the Options window.
- **Apply** - Apply changes immediately without exiting the Options window.

Save Formats Tab

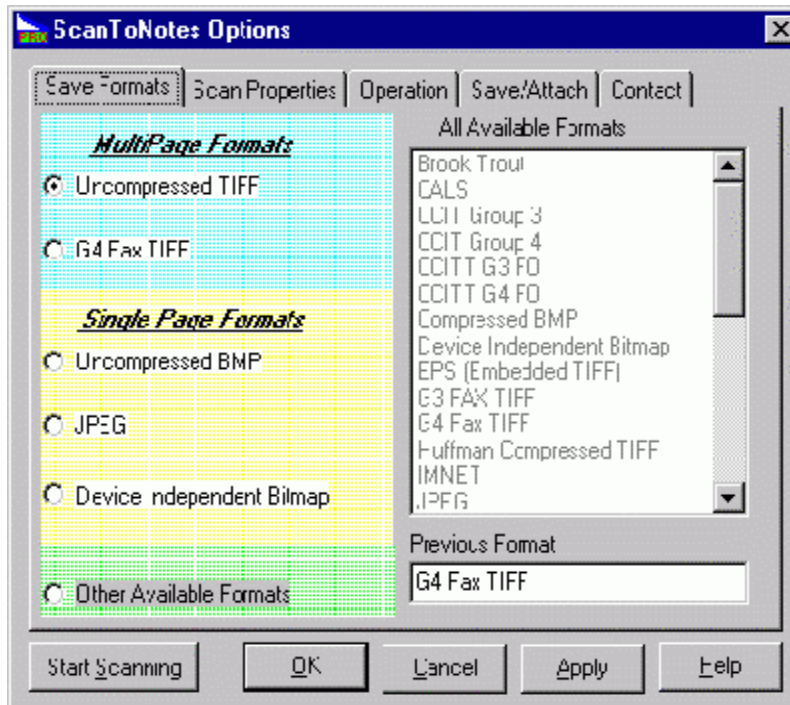


Figure 6: Format selection tab

ScanToNotes can create files in many different formats. The most common formats are presented as radio buttons along the left side of the screen (see Figure 8). Please note that not all file formats will support all bit depths (bit per pixel) of 1, 4, 8, or 24. A warning window will let the user know if a bit depth is not compatible with the format selected (see [Figure 7: Bits Per Pixel Warning](#)).

Multipage Formats (TIFF format only):

- Uncompressed TIFF - basic Tiff format
- G4 Fax TIFF - monochrome small file size

Single Image Formats:

- Uncompressed BMP
- JPEG
- PNG (open GIF replacement)

Other Available Formats:

By selecting the “Other Available Formats” you can enable and select from the following list of possible file formats. This list in the right pane becomes active when this radio button is selected:

2D TIFF	JPEG	Targa
Brook Trout	Kofax	Targa 16
CALS	Laser Data	TIFF G4 Fax FO
CCIT Group 3	Mac Paint	Uncompressed BMP
CCIT Group 4	MS Paint	Uncompressed TIFF
CCITT G3 FO	Multipage PCX	Windows Clipboard
CCITT G4 FO	Packed Bits TIFF	Windows Metafile
Compressed BMP	PCL_1	WordPerfect Graphics
Device Independent BMP	PCX	Xpixmap
G3 Fax TIFF	Photoshop	XWindow Bitmap
G4 FaxTIFF	PICT (Bitmap Only)	XWindow Dump
Hoffman Compression TIFF	PNG	
Icon	Show Partner DOS	
IMNET	Sun Raster	

Example of Warning when Bit depth and Format Selected are incompatible:

When the JPEG radio button is selected and an improper bits per pixel value is set a warning window Figure 7 will pop up to warn you to check the bits per pixel setting in the Scan Properties tab.



Figure 7: Bits Per Pixel Warning

When the Scan Properties tab is clicked, the window in Figure 8: Bit reset warning will pop up automatically giving the Bit per Pixel value applicable to the file format which had been selected in the Save Formats tab.



Figure 8: Bit reset warning

Scan Properties Tab

The Scan Properties tab is used to set basic scanning parameters such as resolution and dimensions. These values are used when 'Values from Scan Properties Tab' is selected from the User Interface section of the Operation tab. When you use ImageSuite ScanToNotes, you are not required to use the TWAIN user interface. Setting and using the values in this tab enables the feature of one button scanning, the values are saved to be used in subsequent scans without the need to enter them for each scan session.

Scan Precision:

- **Horizontal Resolution:** Defines and presets the number of pixels per inch in the horizontal (width) direction.
- **Vertical Resolution:** Defines and presets the number of pixels per inch in the vertical (height) direction.
- **Bits per Pixel:** This sets the custom scan bits per pixel of the scanner. Valid bits per pixel settings depend on the save file format. For instance, JPEG files can only be saved with 4 and 8 bits per pixel. ImageSuite

ScanToNotes will keep the bits per pixel valid in relation to the selected save format. ScanToNotes informs the user whenever it changes a value. Please note that not all file formats will support all bit depth (bit per pixel) of 1, 4, 8, or 24. A warning window, as explained above, will let the user know if a bit depth is not compatible with the format selected.

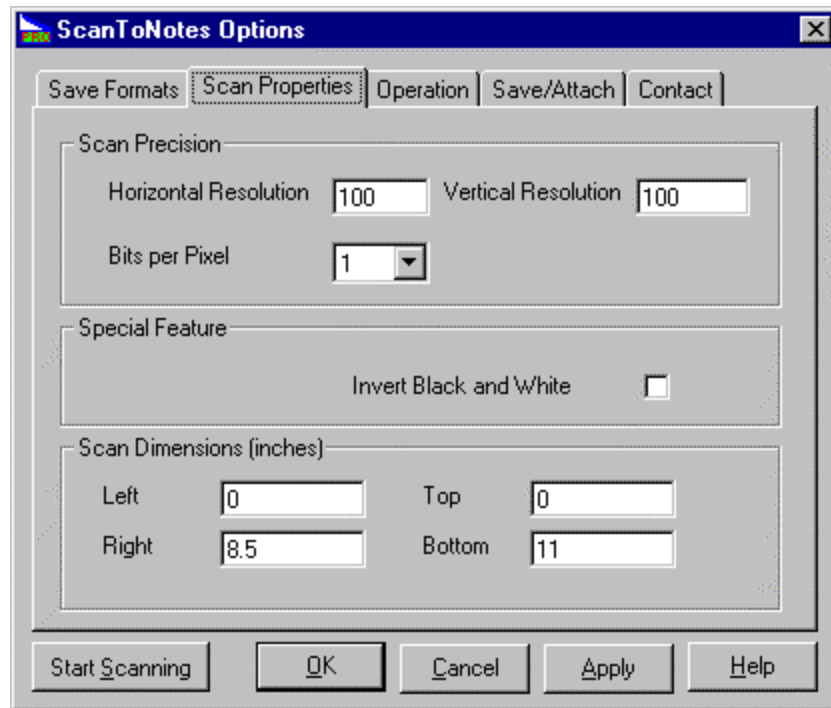


Figure 9: Scan Properties Tab

Special Feature:

- **Invert Black and White:** Inverts black on white scan image contrast to white on black.

Scan Dimensions (inches):

This set of parameters determines the page area to be scanned.

- **Left:** Define and presets the scan dimension extended from the left.
- **Right:** Define and presets the scan dimension extended to the right.
- **Top:** Define and presets the scan dimension extended from the top.
- **Bottom:** Define and presets the scan dimensions to the bottom.

Operation Tab

The Operation tab (Figure 10) allows setting the User Interface, enabling the Automatic Document Feeder and choosing the scanner hardware. Setting the User Interface is important to enable the feature of one-button scanning by using the 'Values from the Scan Properties Tab.'

User Interface:

The following selections can be made under this section.

- **Twain User Interface:** Allows the use of the vendor supplied user interface to set scan properties.
- **Values from Scan Properties Tab:** Allows the use of the scan settings specified in the Scan Properties tab and scan with no interface. This is convenient for one-button scanning.

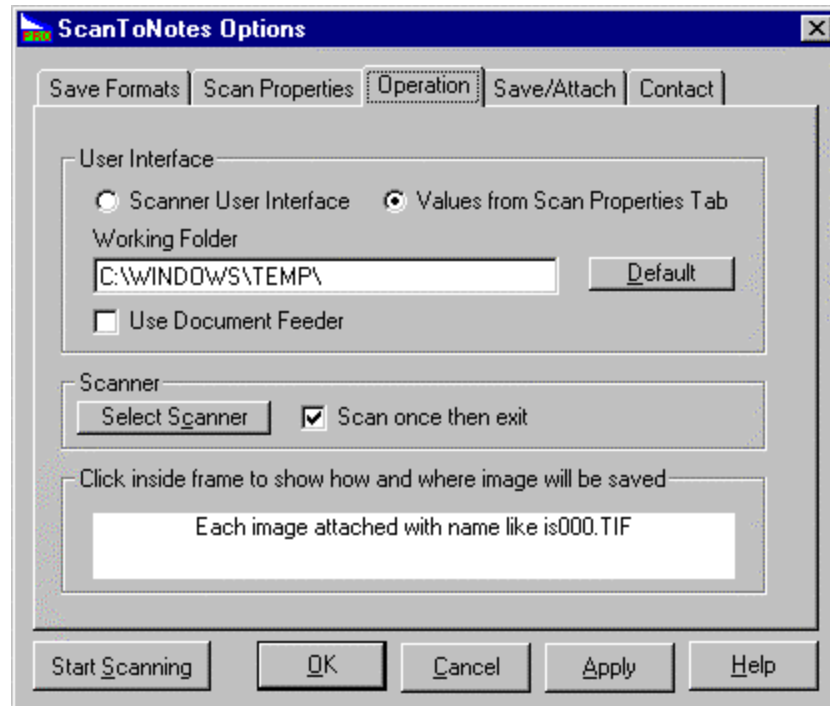


Figure 10: Operations Tab

- **Working Directory:** This is the directory that scanned images are temporarily stored before they are attached to the Lotus Notes Document. Once the image files are attached to the Notes document, these files will be deleted at the end of each scan session.
- **Systems temp directory :** Clicking on this button will set the working directory to the Windows' temporary directory, usually : `c:\windows\temp`

Use Document Feeder

- Selecting this checkbox will allow the use of an Automatic Document Feeder supported by the scanner.

Scanner:

- **Select Scanner:** Clicking on this button will invoke the TWAIN select scanner interface. A selection window will open (Figure 11) which enables you to select between multiple installed TWAIN input devices.

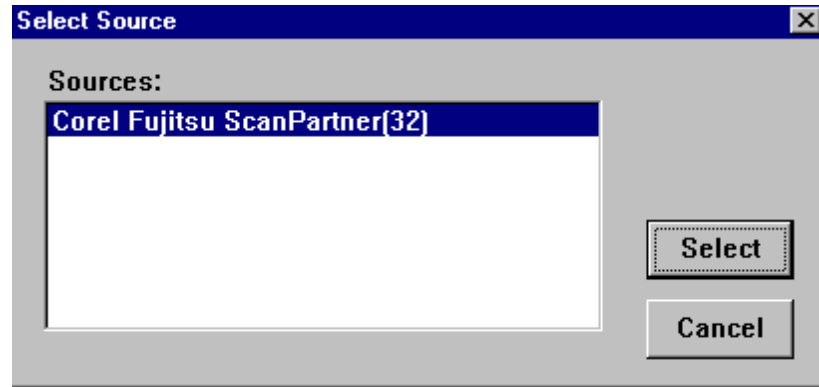


Figure 11: Select Scanner

- **Scan once then exit:** Select this checkbox if you do not wish to be prompted with the "Continue Scanning?" message box after each scan session.
-
- **Click inside frame to show how and where image will be saved:** Since ScanToNotes has several save option combinations, you can click on this frame to verify the options you have chosen.

Save/Attach Tab

The Save/Attach tab (Figure 12) contains the settings determining the fate of the scanned image. Various settings that can be selected include saving as multi-image or single image files, setting the initial filename at run time or beforehand, and determining whether the file should be attached to Notes or saved to the local disk.

Save Options:

- **Multipage File (TIFF):** Allows the user to scan in single or multiple pages, then attach them as a single file. Also known as Multipage Tiff File.

- **Each Image to Unique File:** Allows the user to scan in single or multiple pages, then attach them as individual files.
- **Initial File (optional final 3 digits)** this allows the user to specify the name of the attachment to be created. When the pages are scanned, ScanToNotes takes the name specified here and increments the numeric portion to name multiple attachments. If you specify an initial file name that ends with 3 digits, that name is used, otherwise ScanToNotes appends 3 digits (000) to the initial name. If 'Each image to unique file' is selected, the attached filename will default to IS0000 for the first image. Each subsequent attached filenames will increase the numeric portion by 1, e.g. IS0001, IS0002, ...etc.

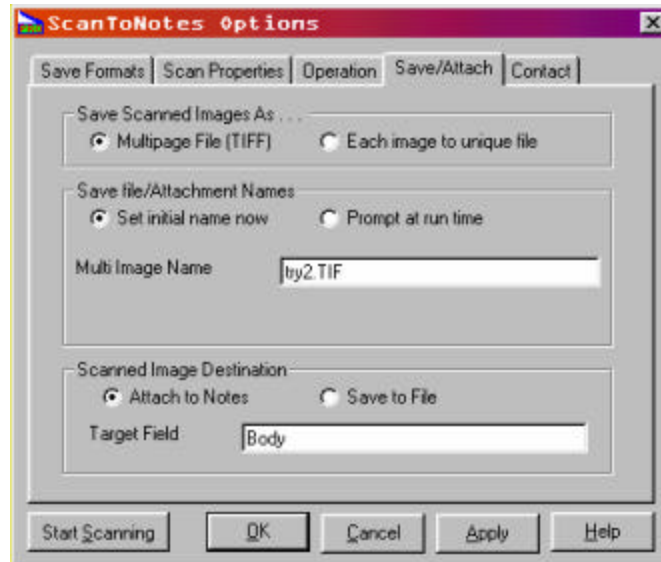


Figure 12: Save/Attach Tab

Where Stored:

- **Attach to Notes:** Allows the user to attach the scanned image(s) directly into a Lotus Notes document.
- (Any file not attached to Notes can be recovered in the temporary directory defined in the Operations tab)
- **Target Field:** Rich Text Field to attach scanned images to in Lotus Notes. In addition to this Target Field, an environmental variable can be set to determine the attachment field. For more information regarding environmental variables, see [Chapter 4: Options Window](#)
- **Save to File:** Allows the user to save the scanned image(s) to a folder on the hard drive.

Contact Tab

Provides ImageSuite product support, resource and contact information

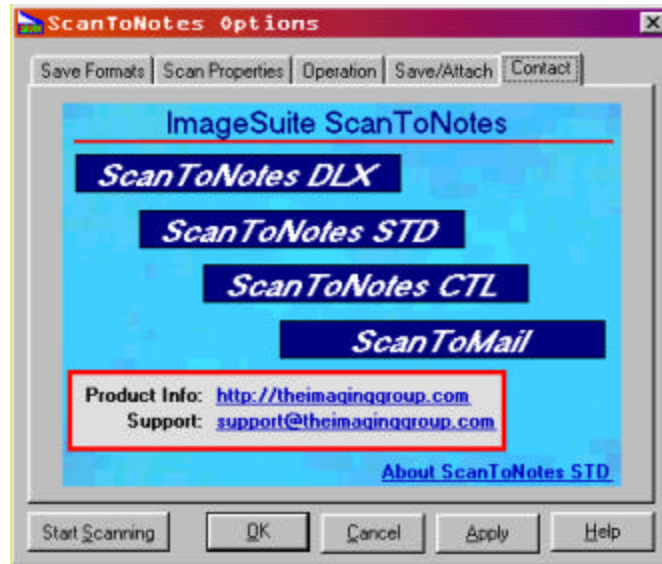


Figure 13: Contact Tab

Chapter 5: Operation

Scanning Dialog Boxes

After each successful scan, the user may be prompted the following dialog boxes:

- **Continue Scanning** - If the user selects YES, subsequent scan in images will be added to the current file attachment. This dialog box can be turned off by checking the **Scan Once then Exit** in the Options - Operation Tab
- **New Multipage File** - Do you want to start a new file - If the user select YES, subsequent scan in images will be attached as a new multipage file attachment under the new file or attachment name.

Command Line Parameters

You can now set the most important ImageSuite options programmatically. This means that options can be set from within Lotus Notes or from the Window's Run Command. Once options are set, they remain set through subsequent scanning sessions until they are changed. Options are specified by command line parameters discussed below.

Available command line parameter options are shown below. Choose one of the formats.

Format	Result
no parameter	Start scanning
options	Show options screen
about	Show about screen
/dd xxx /ee yyy /...	Set options specified by parameters and optionally begin scanning (see below)

Table 1 ScanToNotes Command Line

Setting scanning options via command line parameters

Options can be presented in any order. All are optional and only one of each is allowed. /FS and /FN are mutually exclusive since they both set save format type (see below). ScanToNotes will error check for incompatibilities among the parameters, but care is advised. The default is start scanning. If you only want to set options, use the /noscan parameter.

Available parameters

Parameter	Meaning	Format/Value	Example
/fs	Format String	(see table) 3 character extension	/FS TIF
/fn	Format Number	integer (see table)	/FN 00
/hr	Horizontal Resolution	integer	/HR 200
/vr	Vertical Resolution	integer	/vr 200
/bp	Bits per Pixel	integer	/bp 8
/sb	Scan Bottom	single (decimal point)	/sb 5.5
/st	Scan Top	single (decimal point)	/st 0
/sr	Scan Right	single (decimal point)	/sr 4.4
/so	Scan Once Only	y, n	/so y
/mp	Multipage File	y, n	/mp y
/df	Document Feeder	y, n	/df y
/sl	Scan Left	single (decimal point)	/sl 1.0
/tf	Target Field	string	/tf ImageSuite
/ev	Environmental Variable	y,n	/ev y
/nm	Attachment Name	string	/nm filename
/noscan	Do not scan	Does not use value	/noscan

Table 2 Available Command Line Parameters

Example:

```
scanpro /fs tif /hr 200 /vr 200 /noscan /bp 1 /sb 11.00 /st 0 /sr 8.5 /sl 0  
/df y /so y
```

Set options, but do not scan. Save file as uncompressed bmp with 200 x 200 resolution,

4 bits per pixel, page size of 8.5 x 11 starting in the upper left hand corner, using the document feeder and scan once then stop without prompting the user to continue scanning.

Available formats

Specify by either /FN and column 1 number or /FS and column 2 string. A blank column 2 value means that /FS cannot be used to set that save format. That is, you must specify the save format with the /FN parameter.

/fn Number	/FS String	Stored as
00	TIF	Uncompressed TIFF
01	BMP	Uncompressed BMP
02	PCX	PCX
03	TGA	Targa
05	WPG	Wordperfect Garphics (bitmap only)
06	WMF	Windows Metafile
07		Huffman Compressed TIFF
08		G3 FAX TIFF
10	TG4	G4 Fax TIFF
11	DCX	Multipage PCX
12		Compressed BMP
13	JPG	JPEG
15	PCT	PICT (bitmap only)
16		Packed Bits TIFF
17		2D TIFF
18	CAL	CALS
19	LV	Laser Data
20	XBM	X Window Bitmap
21	MAC	MacPaint
23	KFX	Kofax
25	ICO	Icon

27	CLP	Windows Clipboard Format
29	301	Brook Trout
30	MSP	Microsoft Paint
32	TGA	Targa16
33		CCIT Group 3
34		CCIT Group 4
35	XPM	X PixMap
36	XWD	X Window Dump
37	RAS	Sun Raster
41	PSD	Photoshop
42	IMT	IMNET
43	PNG	PNG (open GIF replacement0
48	DIB	Device Independent Bitmap
51		TIFF G4 Fax FO
52		CCITT G4 FO
53	CCITT G3 FO	
57	PCL	PCL_1

Table 3 Available File Formats

