



**Solutions for information workers**

## **SharePoint Scanner Plug-in 2010**









## **Administrator and User Guide**

Version:  
Server P.9.9.x; Client 4.6.x



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### Note






**Features marked by sign  are available for the Professional version only**

## Overview

SharePoint Scanner Plug-in 2010 is a powerful tool for scanning and composing documents from existing images directly into a document library.

With easy-to-use interface of the Plug-in, your employees will be able to scan documents right away allowing you to save on training your staff.

The Plug-in supports:

1. OCR allows to convert image to text ( more than 50 languages ) \* 
2. Properties recognition - Zonal OCR  \*\*
3. Barcode recognition 
4. Scanning multiple documents in a single batch using document separator sheets or barcode separation 
5. Saving pages as:
  - Single document
  - Document per page
  - Multiple documents using document separator sheets 
6. Document composing from the existing image or PDF files
7. Regular and Quick Scan modes
8. PDF, TIFF, JPEG, PNG, BMP and GIF output formats.
9. Advanced compression technologies enabling best document quality with smallest file size
10. All types of Windows-compatible scanners: simple desktop and professional scanners with feeders, local-connected (USB) and network-connected (IP) scanners.
11. All major browsers (Internet Explorer, Chrome, Firefox).
12. Multilingual user interface (English, Arabic, Czech, German, Hebrew, Russian)

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\* Supported OCR languages: **P**

English, Afrikaans, Albanian, Arabic, Azerbaijani, Basque, Belarusian, Bengali, Bulgarian, Catalan, Cherokee, Chinese Simplified, Chinese Traditional, Croatian, Czech, Danish, Dutch, Esperanto, Estonian, Finnish, Frankish, French, Galician, German, Greek, Hebrew, Hindi, Hungarian, Icelandic, Indonesian, Italian, Japanese, Kannada, Korean, Latvian, Lithuanian, Macedonian, Malay, Malayalam, Maltese, Norwegian, Polish, Portuguese, Romanian, Russian, Serbian, Slovakian, Slovenian, Spanish, Swahili, Swedish, Tagalog, Tamil, Telugu, Thai, Turkish, Ukrainian, Vietnamese

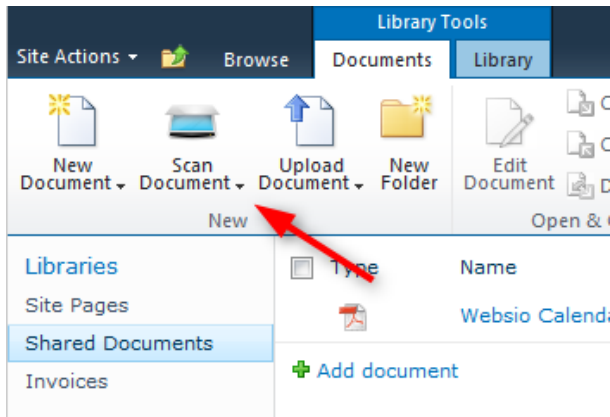
\*\* License for Zonal OCR Extension is required



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Picture 1

Scanner Plug-in has native integration with SharePoint Document Library Ribbon



Picture 2

SharePoint Scanner Plug-in Client - The eDocStation

The screenshot shows the Websio eDocStation v. 4.0.1 application window. The interface includes a menu bar with 'Home', 'Images', and 'Properties Recognition'. Below the menu bar is a toolbar with icons for 'Save', 'New Document', 'Add Page(s)', 'Open', 'File System', 'OCR', 'English', 'Change Language', 'OCR Settings', and 'Settings'. The 'Save options' section at the bottom of the toolbar has three checkboxes: 'Save selected pages only' (checked), 'Save each page as a separate document' (unchecked), and 'Save each page as a separate document' (unchecked). The main area displays a 'PURCHASE ORDER' form. The form is divided into two main sections: 'BILL TO:' and 'PURCHASE ORDER'. The 'BILL TO:' section contains fields for 'Business', 'Name', 'Address', 'City, ST Zip', and 'Phone'. The 'PURCHASE ORDER' section contains fields for 'P.O. NUMBER', 'Accounts payable contact', 'Vendor', and 'Ship To: (site to be shipped to)'. The form is currently displaying 'Page 1 of 2'.

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# Requirements

### *Server Requirements*

- Microsoft SharePoint Server 2010 or Microsoft SharePoint Foundation 2010

### *Client Software Requirements*

- Windows 7/ 8 / 10.
- Internet Explorer / Microsoft Edge / Chrome / Firefox
- Microsoft .NET Framework 4.0 +

### *Scanner Requirements*

Local-connected and network-connected scanners have to be correctly defined on the workstation. Usually it is enough to install correct scanner drivers. Please refer to your scanner documentation.

To test that your scanner is correctly defined, try to scan from one of the standard Microsoft programs like Paint or Microsoft Clip Organizer



# Installation

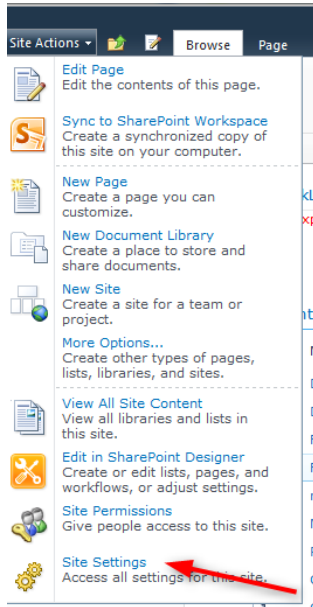
### *Server-side installation*

1. **Important!** You must be logged on to the server by using an account that is a member of the Administrators group and SharePoint Farm Administrators
2. Unzip directory "server" from the ScannerPlugin2010Pro.zip file on your SharePoint 2010 front-end server (WFE).
3. **Important!** Right-click the "setup.exe" and select "Run as Administrator" in order to begin the plug-in installation wizard. Otherwise the error dialog box will alert you of the error that has occurred:

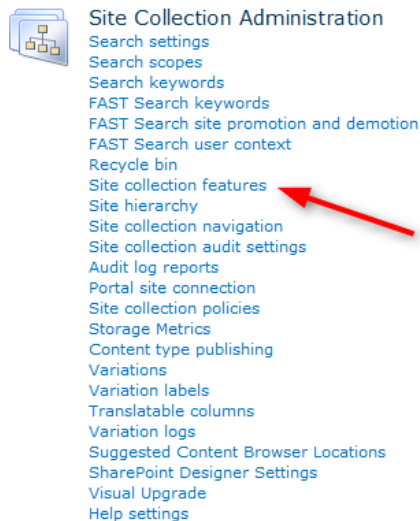


4. Repeat previous steps on each your SharePoint WFE server.
5. After installation is complete, open top-level site of the site collection where you will use the plug-in.

6. Open "Site actions" menu and select option "Site Settings"



7. Select option "Site collection features"

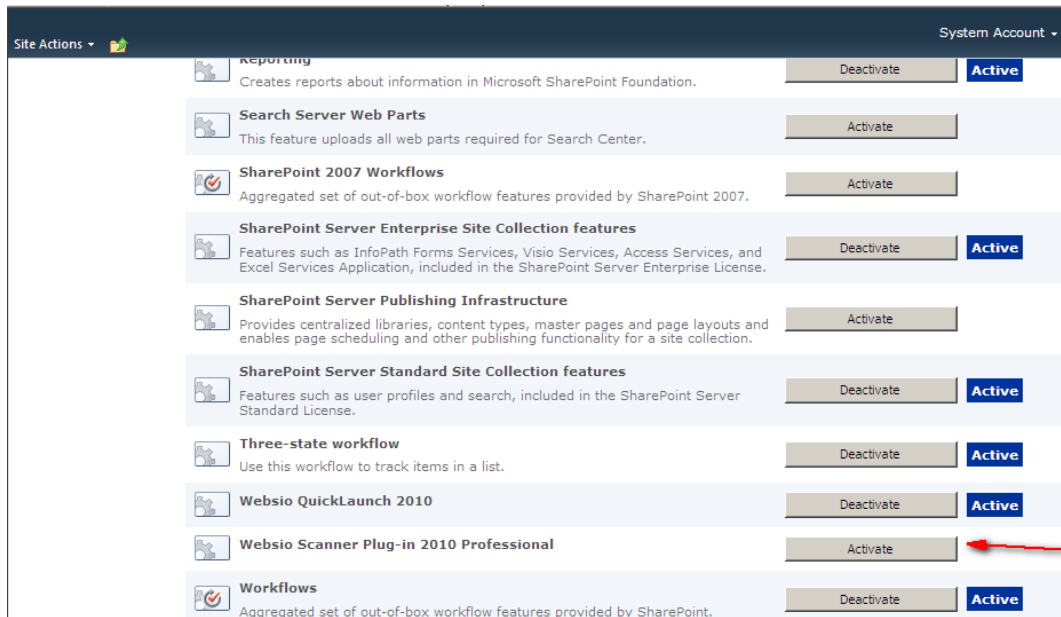


8. In the list of installed features find "Websio Scanner Plug-in 2010 Professional" and click on the button "Activate".






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Special case: If your SharePoint Server uses Forms Authentication, see section "[Special Settings](#)".

### Client-side installation

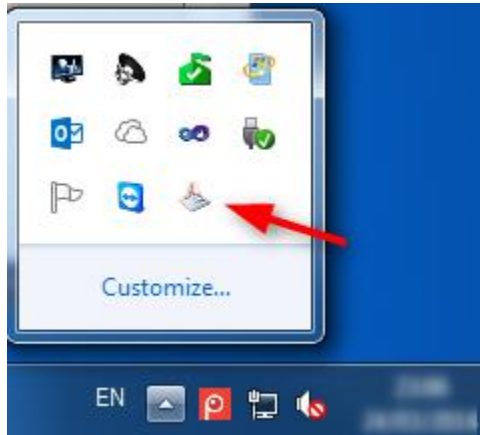
1. Unzip directory "eDocStation" from the ScannerPlugin2010Pro.zip file on your client machine
2. **Important!** Right-click the "setup.exe" and select "Run as Administrator" in order to begin the plug-in installation wizard.
3. **Please pay attention!** SharePoint Scanner Plug-in *out of the box* arrives with English OCR language pack only. Download and install additional OCR language packs from our site: <http://www.websio.com/product.aspx?ID=128> 
4. Windows Firewall alert may appear during installation. Approve network access for eDocLoader.exe. The eDocLoader does not access any external internet resources and is responsible for communication with SharePoint only.



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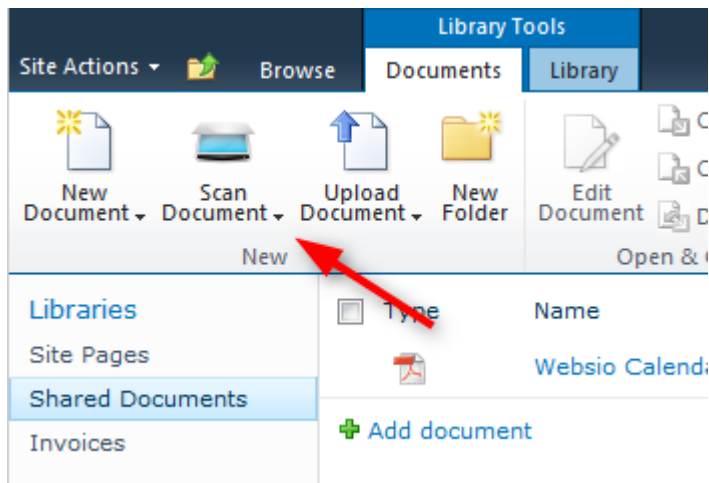
When the installation has been completed successfully:

1. Icon of the eDocLoader appears in the system tray of the client workstations:



Please, do not close the eDocLoader. This program is responsible for communication between client part of the Plug-in and SharePoint.

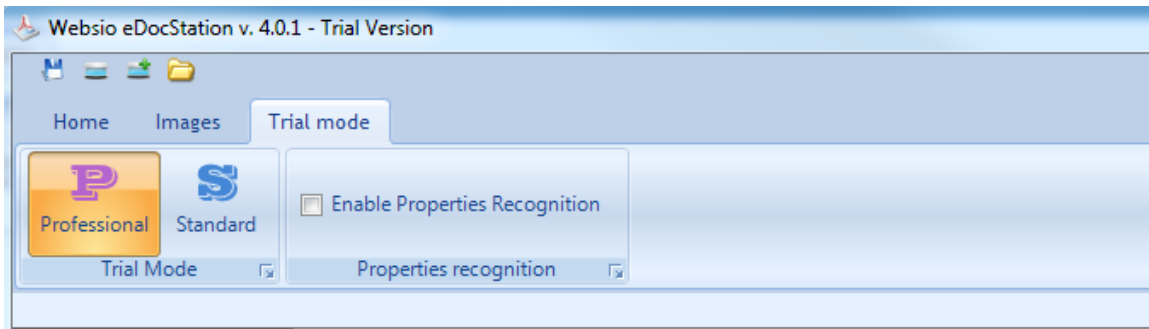
2. New button will appear in Files Ribbon:





### Trial version

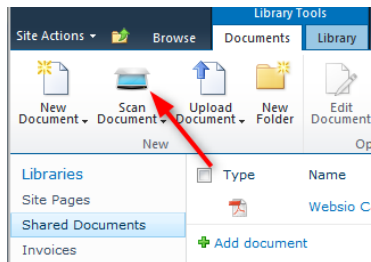
You can switch between Standard and Professional modes during Trial period. Properties recognition may be activated in the Professional mode. See section “[Properties Recognition - Zonal OCR](#)” for details.



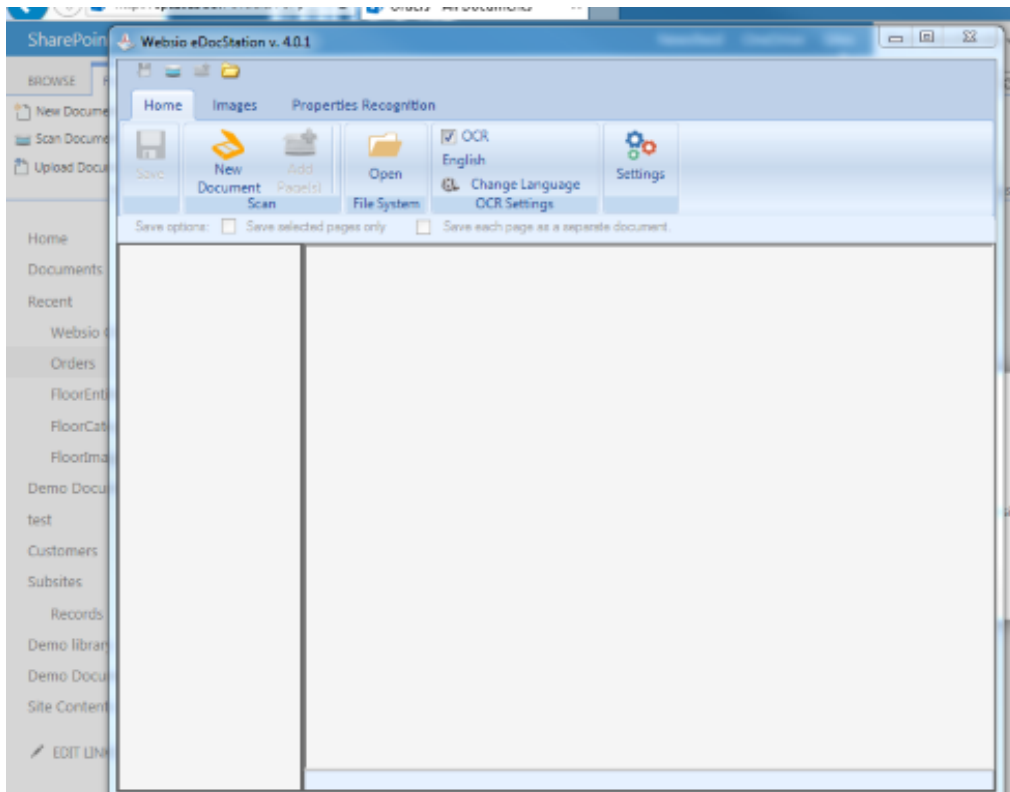
# How to use

### Regular Scan Mode

1. Open document library view, select tab "Documents" and click on the button "Scan Document"



The eDocStation will be opened in the SharePoint Scanner Plug-in mode\*.

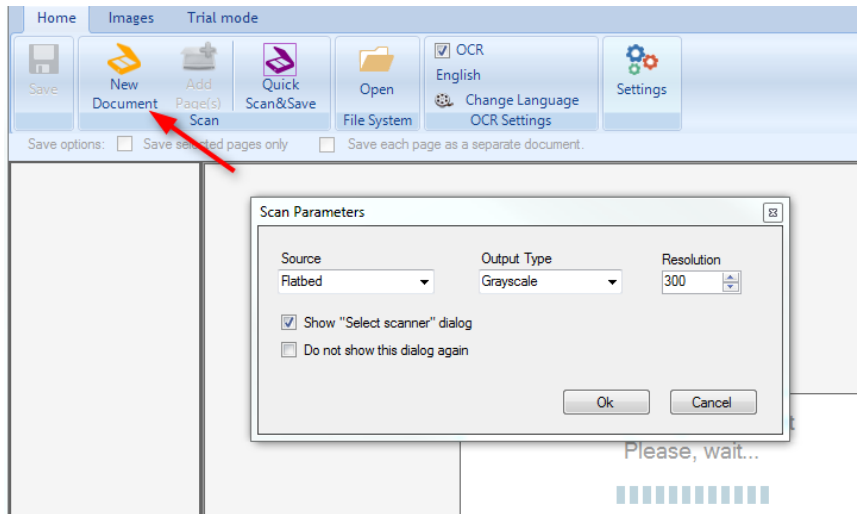


\* The eDocStation can be used as a standalone application too. In this mode, documents are stored in the file system. You can run the eDocStation in the standalone mode from Start Menu or from the desktop shortcut.

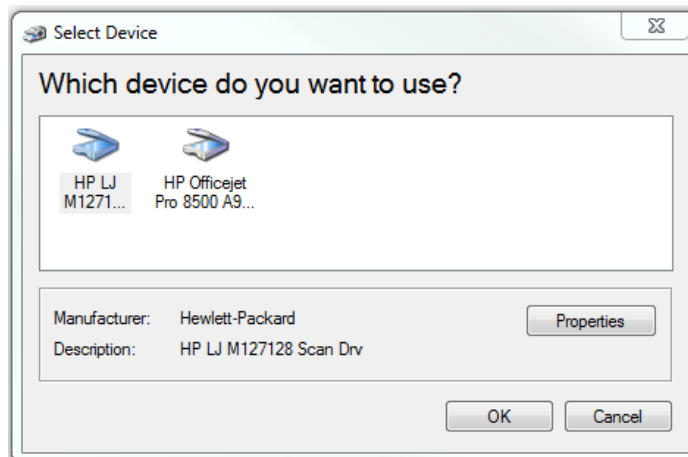


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1. Click on the "New Document" button in order to scan new document

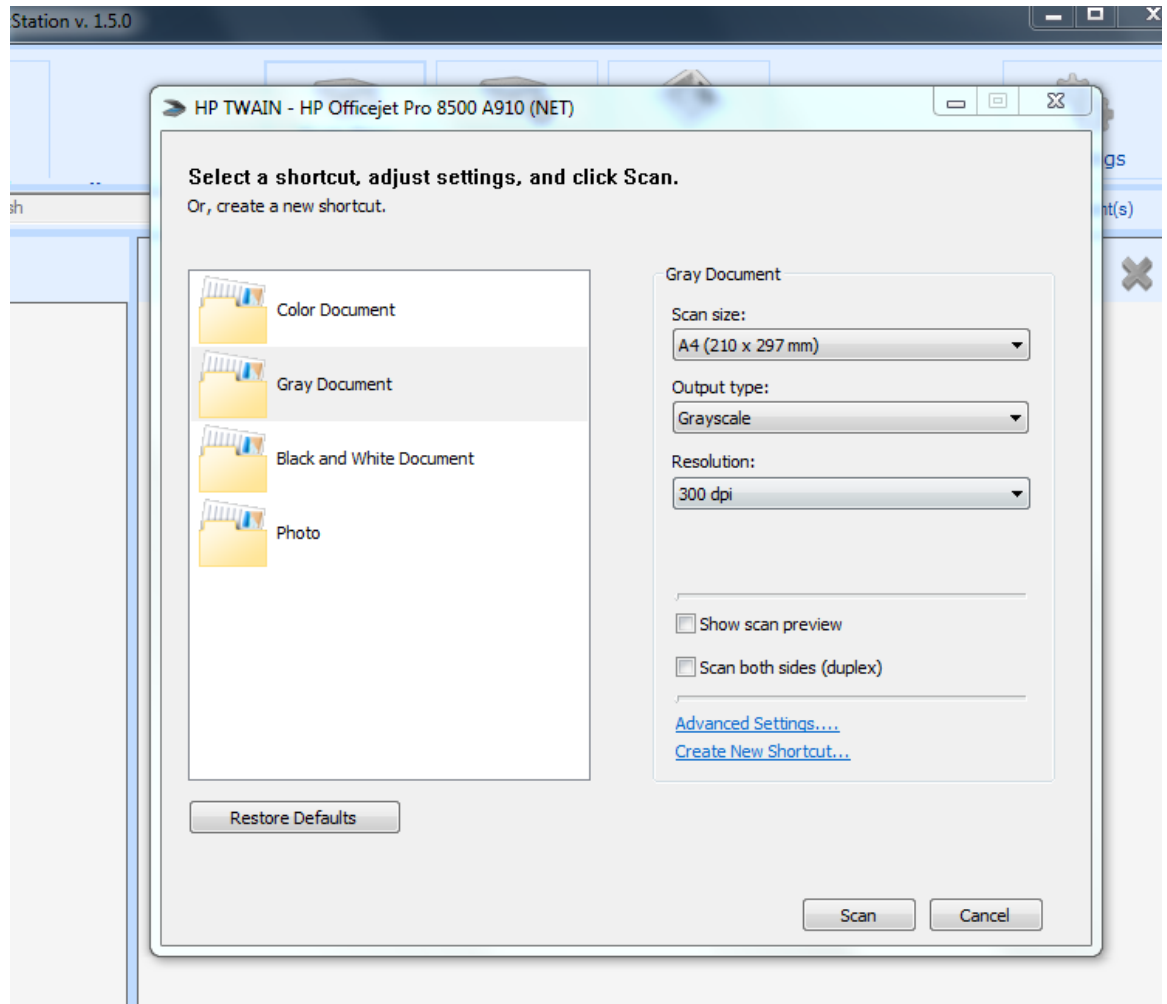


2. Select scanner



*\* This step may be omitted by unchecking option "Show Select Scanner dialog" on the previous screen or in the eDocStation settings*

3. Scanner-specific window will be opened. Complete scan process. \*



- \* You can avoid this step by selecting WIA protocol in the eDocStation settings



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### 4. Scanned pages:

The screenshot shows the Websio eDocStation v. 4.0.1 - Trial Version interface. The top menu bar includes Home, Images, and Trial mode. The main toolbar contains buttons for Save, New Document, Add Page(s), Open, File System, OCR, English, Change Language, OCR Settings, and Settings. Below the toolbar, there are checkboxes for "Save selected pages only" and "Save each page as a separate document".

The main area displays a scanned document titled "PURCHASE ORDER". The document contains the following information:

**Bill TO:**

Business: Water Drinking Corporation  
Name: Mr. Dolphin Shark  
Address: Gulf Stream 5  
City, ST Zip: Atlantic Town 882254  
Phone: +1 (100) 988-8333

The following number must appear on all related Correspondence, shipping papers, and invoices:

P.O. NUMBER: 89540

Accounts payable contact: [Empty field]  
Phone: [Empty field]  
E-mail: dolphin@gulfstream.atl

Vendor: (NOTE: Please only use info below)

Hewlett-Packard  
Attn: State & Local / Higher Ed / K-12 Sales  
10810 Farnam Dr.  
Omaha NE 68154  
Voice: 1-800-888-3224  
Fax: 1-800-825-2329

Ship To: (site to be shipped to)

Name: [Empty field]  
Company: [Empty field]  
Address: [Empty field]  
City, State ZIP: [Empty field]  
Phone: [Empty field]  
eMail address: [Empty field]

Below the form, there are two tables:

P.O. DATE	REQUISITIONER	Contract name / Number	F.O.B. POINT	TERMS
			free	30 days

QTY	Part#	DESCRIPTION	UNIT PRICE	TOTAL

Page 1 of 2

### 5. Click on the "Save" button, enter document name and select format.

The screenshot shows the "Save to SharePoint" dialog box. It has a "Name:" label followed by a text input field. To the right of the input field is a dropdown menu currently set to "PDF". At the bottom of the dialog are "OK" and "Cancel" buttons.

Select option "Always use auto name" in the eDocStation settings to avoid this step.

### 6. Created document will be saved in the SharePoint Document library.



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7. Standard SharePoint properties window will be shown if document profile contains required properties

The image shows a SharePoint 'Edit' properties window for a document titled 'Invoices - test03.docx'. The window has a dark blue header bar with the title and standard window controls. Below the header is a ribbon with tabs for 'Edit', 'Commit', 'Clipboard', and 'Actions'. The 'Edit' tab is active, showing icons for Save, Cancel, Paste, Cut, Copy, and Delete Item. The main area contains a form with the following fields:

Name *	test03.docx
Title	
Lang	English
MyCity	Paris
MyCountry	France

At the bottom of the form, there is a text area showing the document's creation and modification history:

Created at 8/28/2012 9:40 PM by Boris Yaroshevsky  
Last modified at 8/28/2012 9:41 PM by Boris Yaroshevsky

At the bottom right of the window are two buttons: 'Save' and 'Cancel'.





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### *Additional save options:*

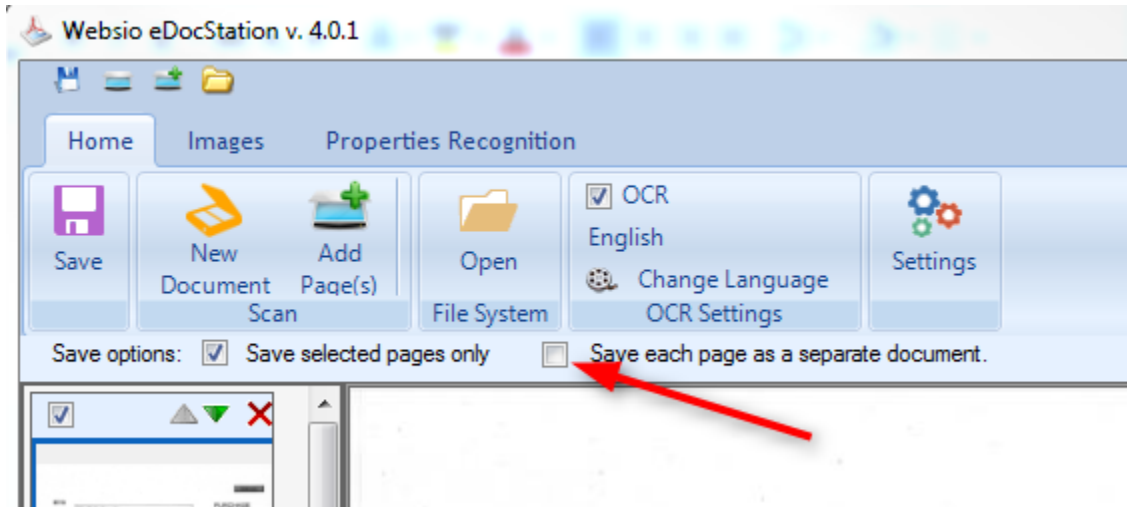
1. Save selected pages only:
  - Select checkbox "Save selected pages only"
  - Select pages
  - Click on the button "Save"

The screenshot shows the Websio eDocStation v. 4.0.1 interface. The top menu bar includes 'Home', 'Images', 'Properties Recognition', and 'File System'. The 'File System' menu is open, showing options like 'Save', 'New Document', 'Add Page(s)', 'Open', 'OCR', 'English', 'Change Language', 'OCR Settings', and 'Settings'. The 'Save options' section is visible, with the checkbox 'Save selected pages only' checked. A red arrow points to this checkbox. Below the menu, a document form is displayed. The form has a left sidebar with a list of pages, where the first page is selected. A red arrow points to the selection checkbox in the sidebar. The main form area contains fields for 'BILL TO:' (Business: Water Drinking Corporation, Name: Mr. Dolphin Shark, Address: Gulf Stream 5, City, ST Zip: Atlantic Town 882254, Phone: +1 (100) 988-8333), 'PURCHASER ORC', 'Accounts payable contact:', 'P.O. NUMBER: 89540', 'Vendor: (NOTE: Please only use info below)', and 'Ship To: (site to be shipped to)'. The status bar at the bottom indicates 'Page 1 of 3'.



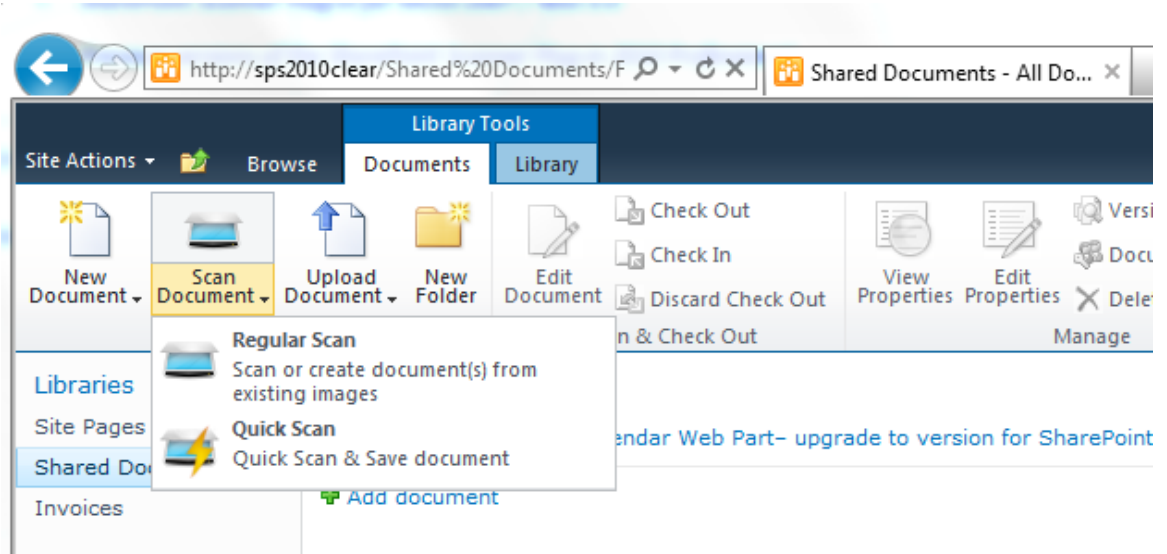
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2. You can save each page as a separate document:

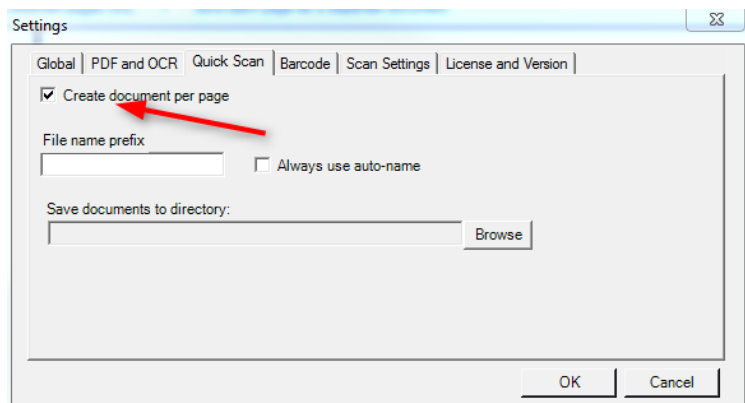


### Quick Scan Mode

1. Select option "Quick Scan" from the drop-down menu.



2. New document(s) will be scanned and saved automatically. The eDocStation window will not be displayed.
3. Document names will be generated automatically using prefix defined in the Quick Scan settings (see paragraph "[Settings](#)").
4. To save each page as a separate document in the Quick Scan mode, select option "Create document per page" in the eDocStation Quick Scan settings



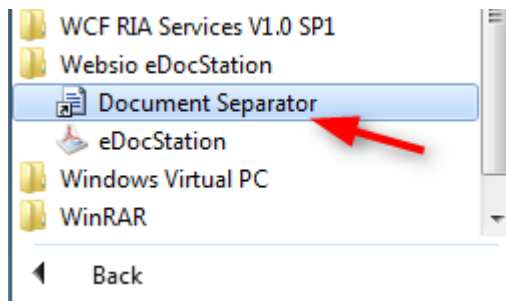


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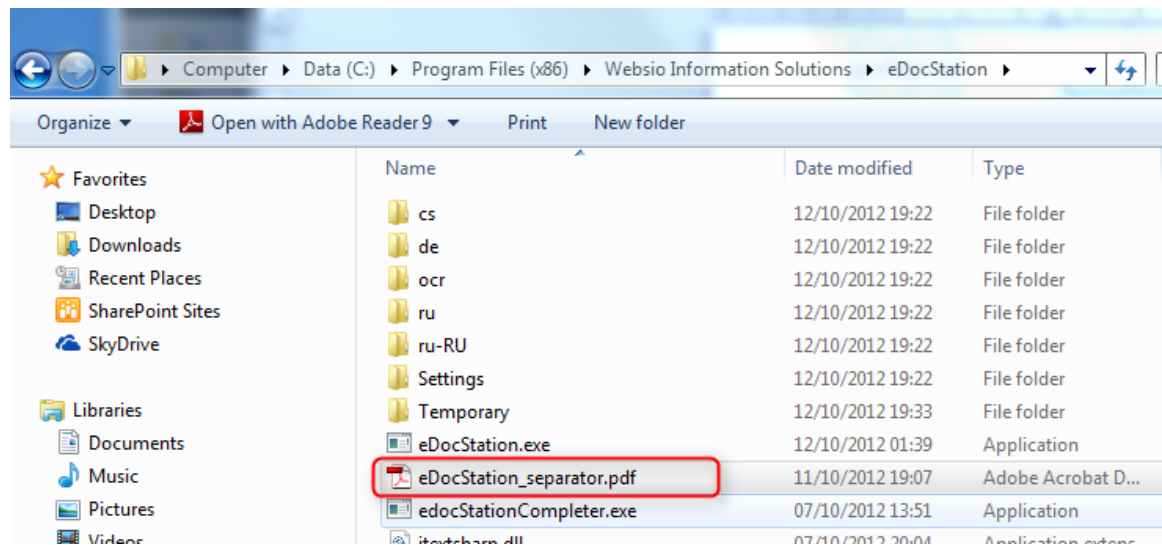
### Document Separator Sheets

A separator sheet allows the scan application to detect when a new document should be started. It helps the scan operators to increase productivity and organize a stack of paper into logical documents. That eliminates the need for individually scan of each document either.

1. Select option "Use Document Separator Sheets" in the eDocStation settings
2. Print Document Separator Sheet:
  - a. Open Document Separator Sheet from the "Start->All Programs -> Websio eDocStation"



or from the eDocStation installation folder

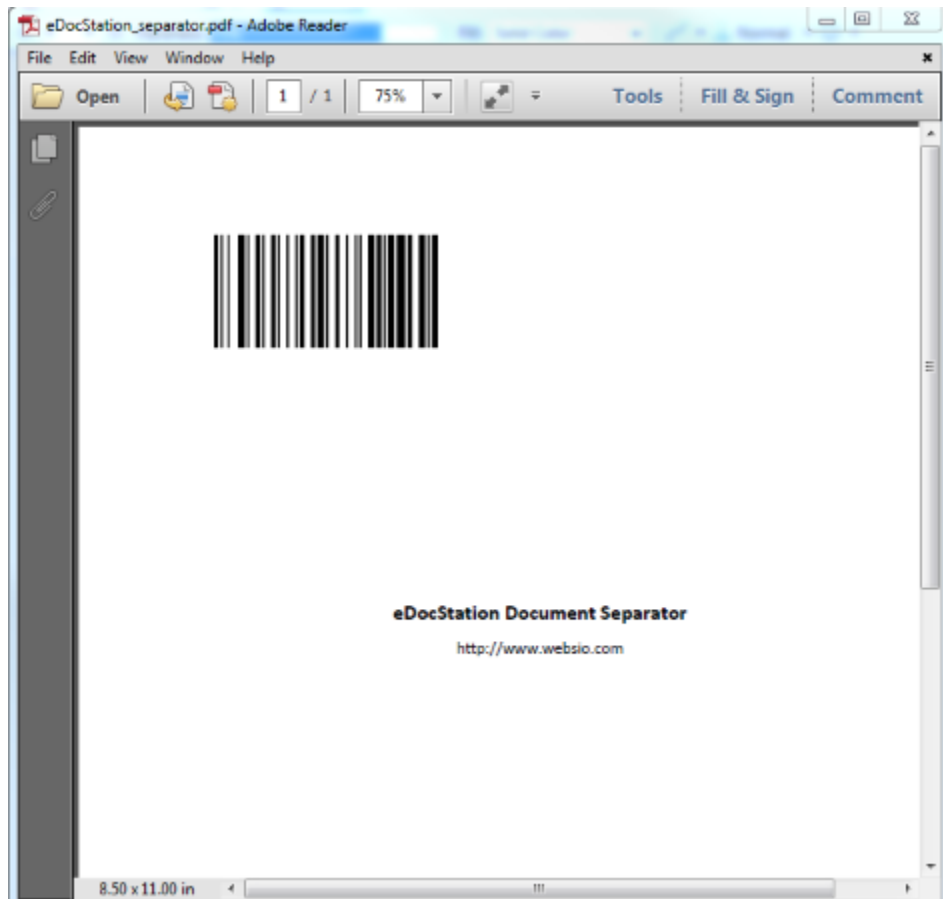


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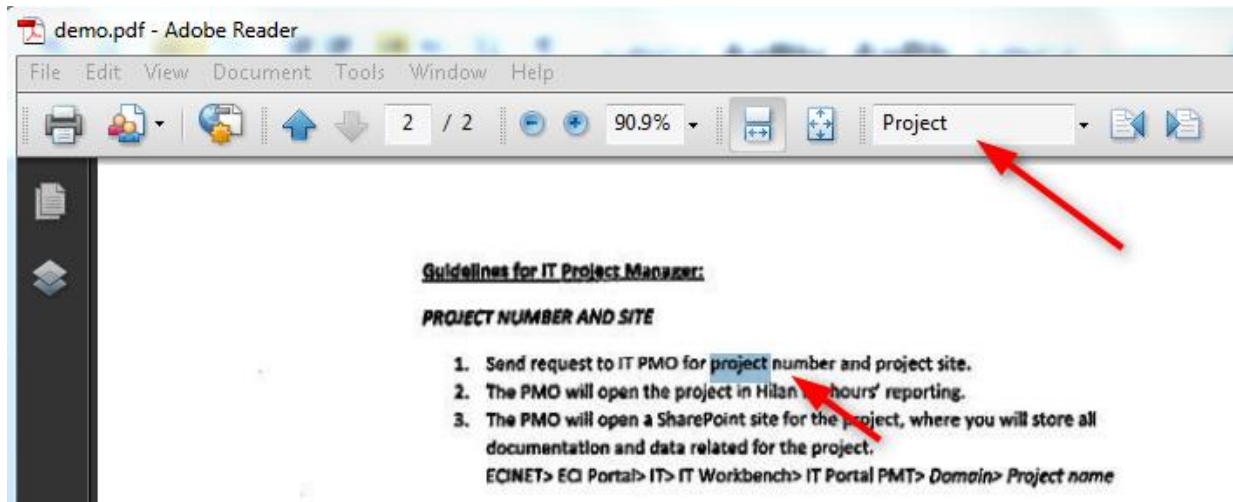


- b. Print Separator Sheet in A4 format in a high quality.
- 3. Separate documents in the scanner feeder by previously printed sheets
- 4. Scan documents using SharePoint Scanner Plug-in. Quick Scan mode is recommended but not required.

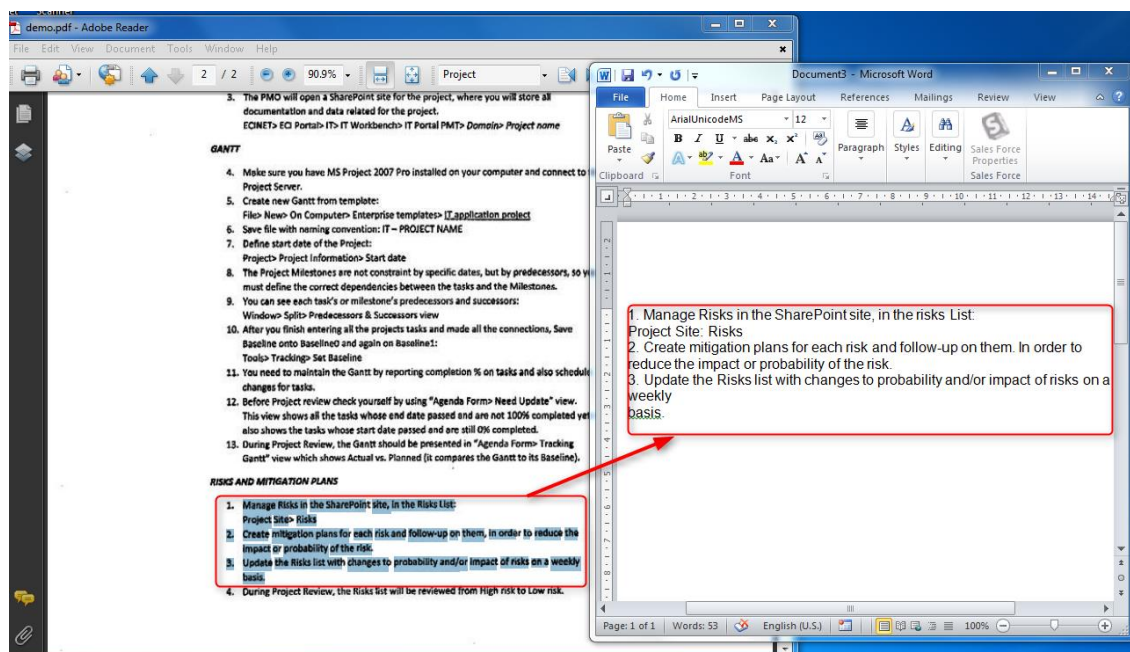
### OCR – convert images to searchable PDF

Searchable PDF (document created using OCR process) advantages:

- Search documents by content using standard SharePoint or FAST search engines
- Search text in the document:

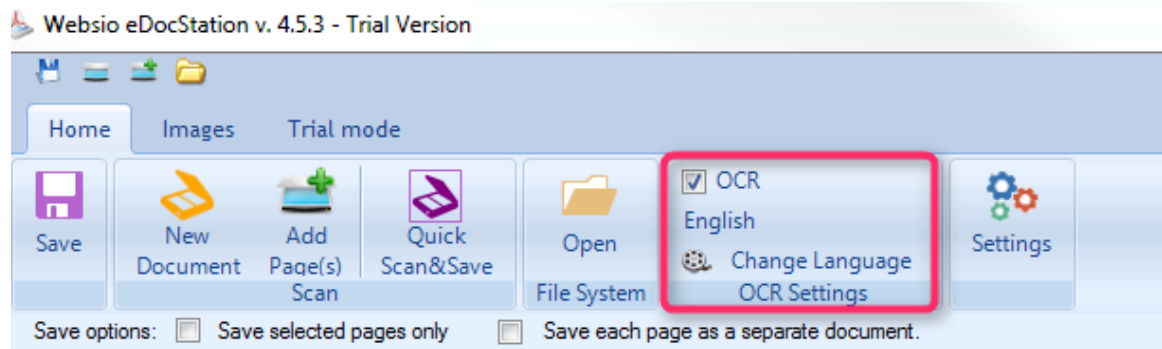


- Copy text from the document:

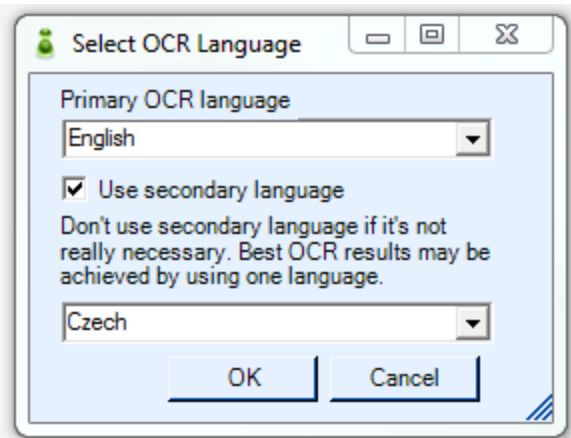


The best OCR (text recognition) quality can be reached for images scanned in grayscale with 300 dpi resolution.

1. Select checkbox "OCR" and document languages to create searchable document.



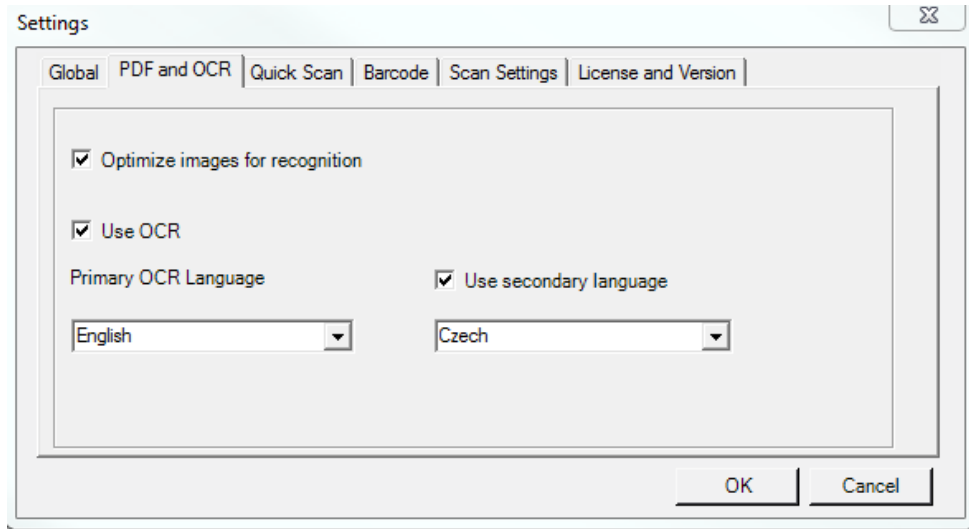
**Important!** Use secondary language when it is necessary - your documents have bi-lingual content. Best OCR results may be achieved by using single language.





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Set default OCR parameters using eDocStation settings:



**Important!** SharePoint Scanner Plug-in *out of the box* arrives with English OCR language pack only. Download and install additional OCR language packs from our site: <http://www.websio.com/product.aspx?ID=128>

2. OCR process runs during document save process. The process may take some time, depending on the pages count and original images quality.
3. OCR is available for all scan modes: Regular Scan, Quick Scan and Document per page mode.





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### Properties Recognition - Zonal OCR

*License for Zonal OCR Extension is required*

This feature enables automatic properties recognition and assignment.

Demo videos:

1. [Part 1 – Overview.](#)
2. [Part 2 - Templates](#)

### *Examples.*

Task: scan order, recognize Order ID, Customer and Amount, save document to SharePoint and assign recognized values to document properties.

Destination document library properties:

#### Columns

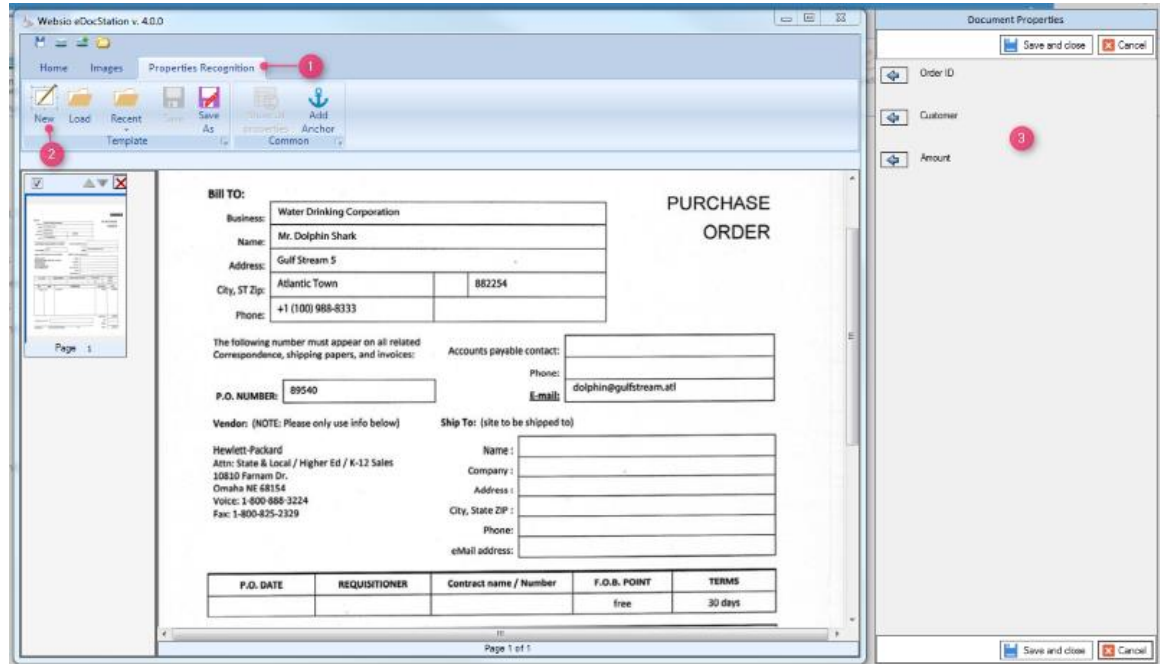
A column stores information about each document in the document library. The following

Column (click to edit)	Type
Title	Single line of text
Order ID	Single line of text
Customer	Single line of text
Amount	Currency
Created	Date and Time
Modified	Date and Time
Created By	Person or Group
Modified By	Person or Group
Checked Out To	Person or Group

**Important!** Zonal OCR supports text, number and currency field types only.

### Example 1. Manual recognition

1. Scan document, open tab "Properties Recognition" (1) and click on the "New" (2). Document properties pane (3) will be displayed. The pane contains supported properties from the current library.



The screenshot shows the Websio eDocStation v. 4.0.0 application. The main window displays a scanned document titled "PURCHASE ORDER". The document contains the following information:

**BILL TO:**

Business: Water Drinking Corporation  
 Name: Mr. Dolphin Shark  
 Address: Gulf Stream 5  
 City, ST Zip: Atlantic Town 882254  
 Phone: +1 (100) 988-8333

**PURCHASE ORDER**

The following number must appear on all related Correspondence, shipping papers, and invoices:  
 P.O. NUMBER: 89540

**Accounts payable contact:**  
 Phone:   
 Email: dolphin@gulfstream.atl

**Vendor:** (NOTE: Please only use info below)  
 Hewlett-Packard  
 Attn: State & Local / Higher Ed / K-12 Sales  
 10830 Farnam Dr.  
 Omaha NE 68154  
 Voice: 1-800-988-3224  
 Fax: 1-800-825-2329

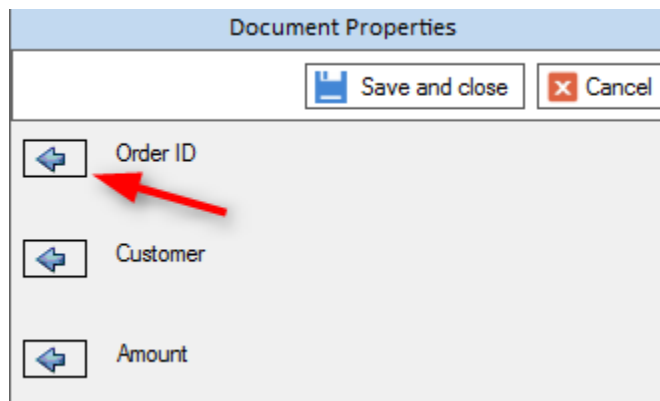
**Ship To:** (site to be shipped to)  
 Name:   
 Company:   
 Address:   
 City, State ZIP:   
 Phone:   
 eMail address:

**Table:**

P.O. DATE	REQUISITIONER	Contract name / Number	F.O.B. POINT	TERMS
			free	30 days

The Document Properties pane on the right shows the following properties: Order ID, Customer, and Amount. A red circle highlights the "Customer" property.

2. Click on the arrow or drag property to the scanned image surface.



The close-up shows the "Document Properties" pane. It has a "Save and close" button and a "Cancel" button. Below these are three properties: "Order ID", "Customer", and "Amount". Each property has a blue arrow icon to its left. A red arrow points to the "Order ID" property.

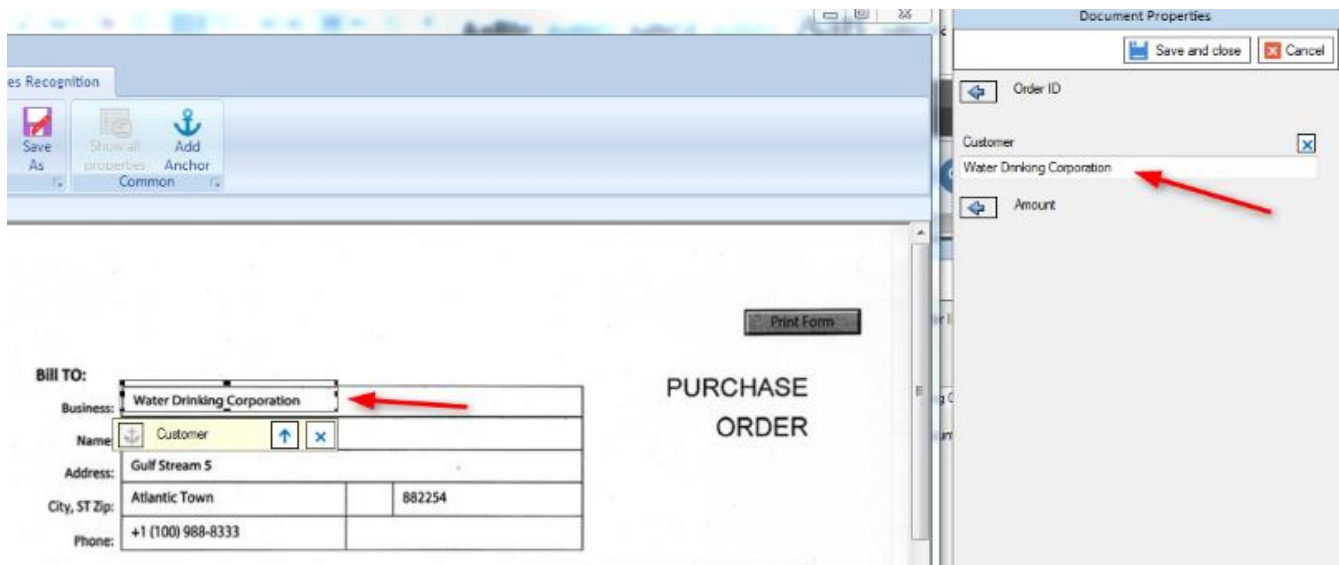
3. Drag and resize property placeholder to fit actual text on the picture



The image shows a form titled "Bill TO:" with fields for Business, Name, Address, City, ST Zip, and Phone. A yellow property placeholder labeled "Customer" with an anchor icon and up/down arrows is being dragged over the "Business" field, which contains the text "Water Drinking Corporation". A red arrow points from the placeholder to the text.

Business:	Water Drinking Corporation	
Name:	Mr. Dolphin Shark	
Address:	Gulf Stream 5	
City, ST Zip:	Atlantic Town	882254
Phone:	+1 (100) 988-8333	

4. Recognized text appears on the Properties Pane under property name. Edit value if necessary.



The image shows the software interface with a "Document Properties" pane on the right. The "Customer" property is selected, and its value is "Water Drinking Corporation". A red arrow points from the text in the form to the value in the properties pane. The form also includes a "PURCHASE ORDER" section and a "Print Form" button.

**Document Properties**

- Order ID
- Customer: Water Drinking Corporation
- Amount

**Bill TO:**

Business:	Water Drinking Corporation	
Name:	Mr. Dolphin Shark	
Address:	Gulf Stream 5	
City, ST Zip:	Atlantic Town	882254
Phone:	+1 (100) 988-8333	

**PURCHASE ORDER**

Print Form

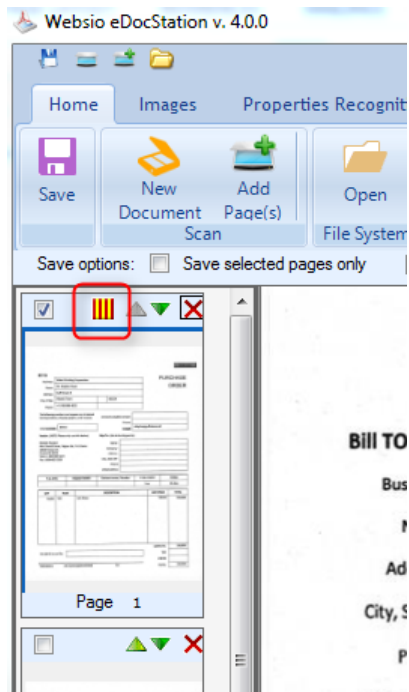


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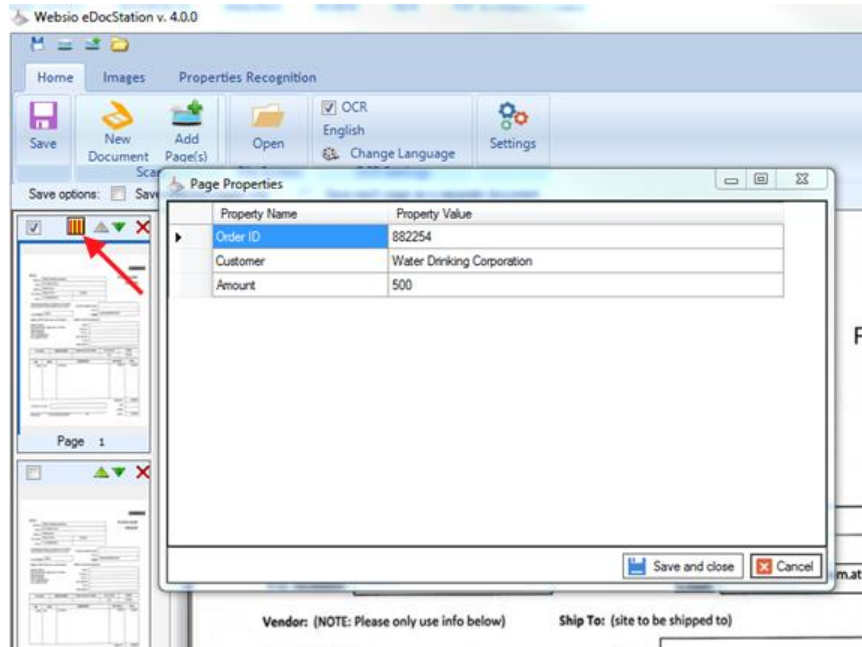
5. Add and position other properties. Click “Save and close”

The screenshot shows the Websio eDocStation v. 4.0.0 interface. The main window displays a 'PURCHASE ORDER' form with fields for Business (Water Drinking Corporation), Name (Customer), Address (Gulf Stream 5), City, ST Zip (Atlantic Town 882254), and Phone (+1 (100) 988-8333). A 'Print Form' button is visible. A 'Document Properties' dialog box is open on the right, showing fields for Order ID (882254), Customer (Water Drinking Corporation), and Amount (500). A red arrow points to the 'Save and close' button in the dialog box.

6. You'll see the new button on the page thumbnail:



- Use this button to review and edit page properties values



- Save document. Result:

Orders - order 1.pdf

Edit

Save Cancel Paste Cut Copy Delete Item

Commit Clipboard Actions

Name \* order 1 .pdf

Title

Order ID 89540

Customer Water Drinking Corporation

Amount 500

Created on 11.11.2017 10:00:00 by Websio Information Solutions  
Last modified on 11.11.2017 10:00:00 by Websio Information Solutions

Save Cancel



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### Example 2. Templates

#### How to create template

1. Scan document and position placeholders as described in the previous example.
2. Add anchor. Anchor stores position of the selected text and text itself. When you apply template for the document, the eDocStation searches for the anchor's text and corrects position of the fields. Try to find unique single word or short phrase for anchors. Add two anchors for the best positioning.

on v. 4.0.1

Properties Recognition

Recent Save Save As Show all properties Add Anchor Common

**Bill TO:**

Business:	Water Drinking Corporation		
Name:	Customer	↑	×
Address:	Gulf Stream 5		
City, ST Zip:	Atlantic Town		882254
Phone:	+1 (100) 988-8333		

**2** The following number must appear on all related correspondence, shipping papers, and invoices:

↑	×
---	---

P.O. NUMBER: 89540

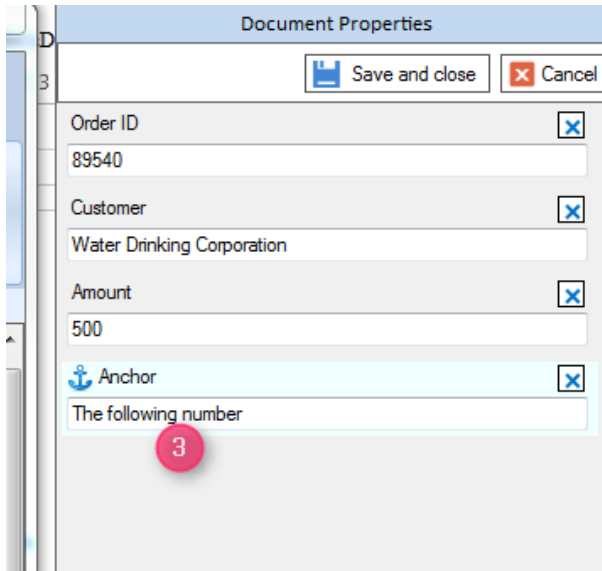
Vendor: (N) Order ID ↑ ×

Ship To: (site to be shipped to)

Accounts payable contact:

Phone:

E-mail: dolphin@gulfstream.com



Document Properties

Save and close Cancel

Order ID 89540

Customer Water Drinking Corporation

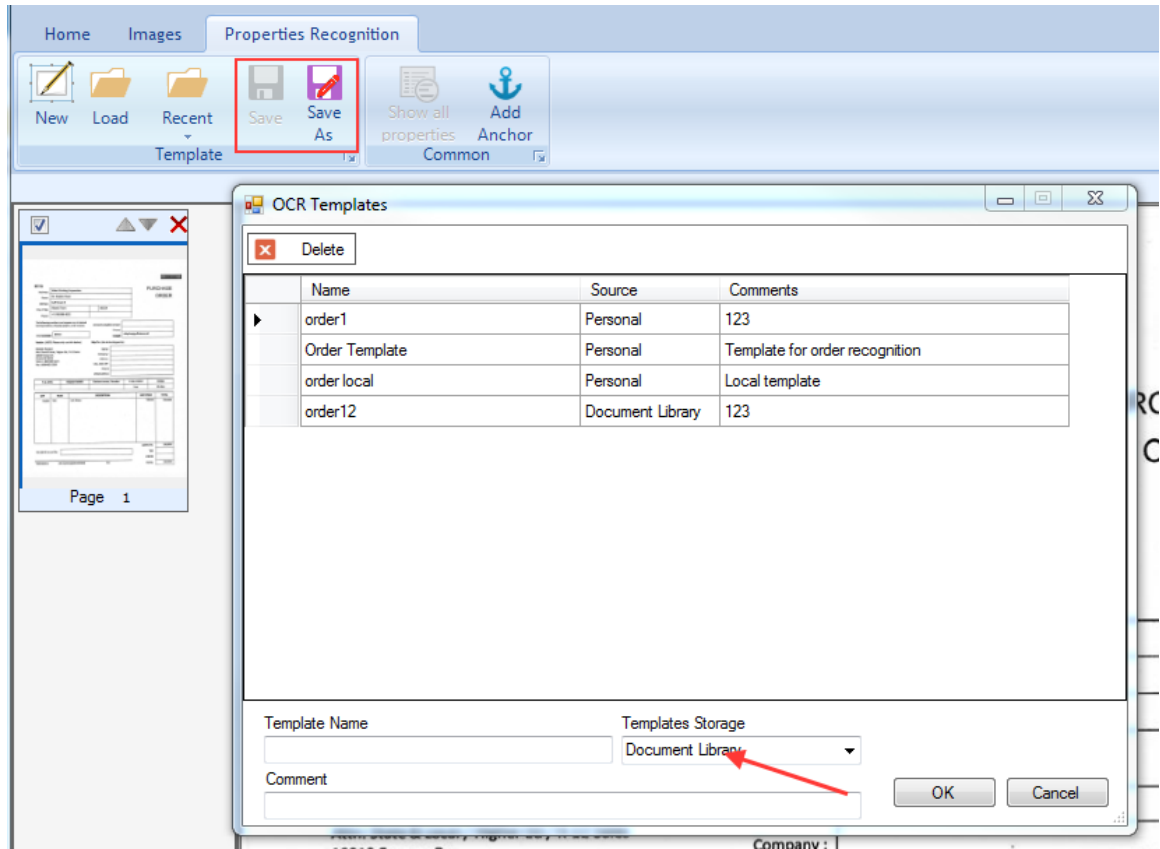
Amount 500

Anchor The following number

3

- 1 - Button "Add Anchor"
- 2 - Anchor placeholder
- 3 - Anchor's text

3. Save template. You can select one of the following templates storages:
  - a. Personal – template available on this workstation only
  - b. Document library – available for the current library only
  - c. Site collection - available for all libraries in the current site-collection



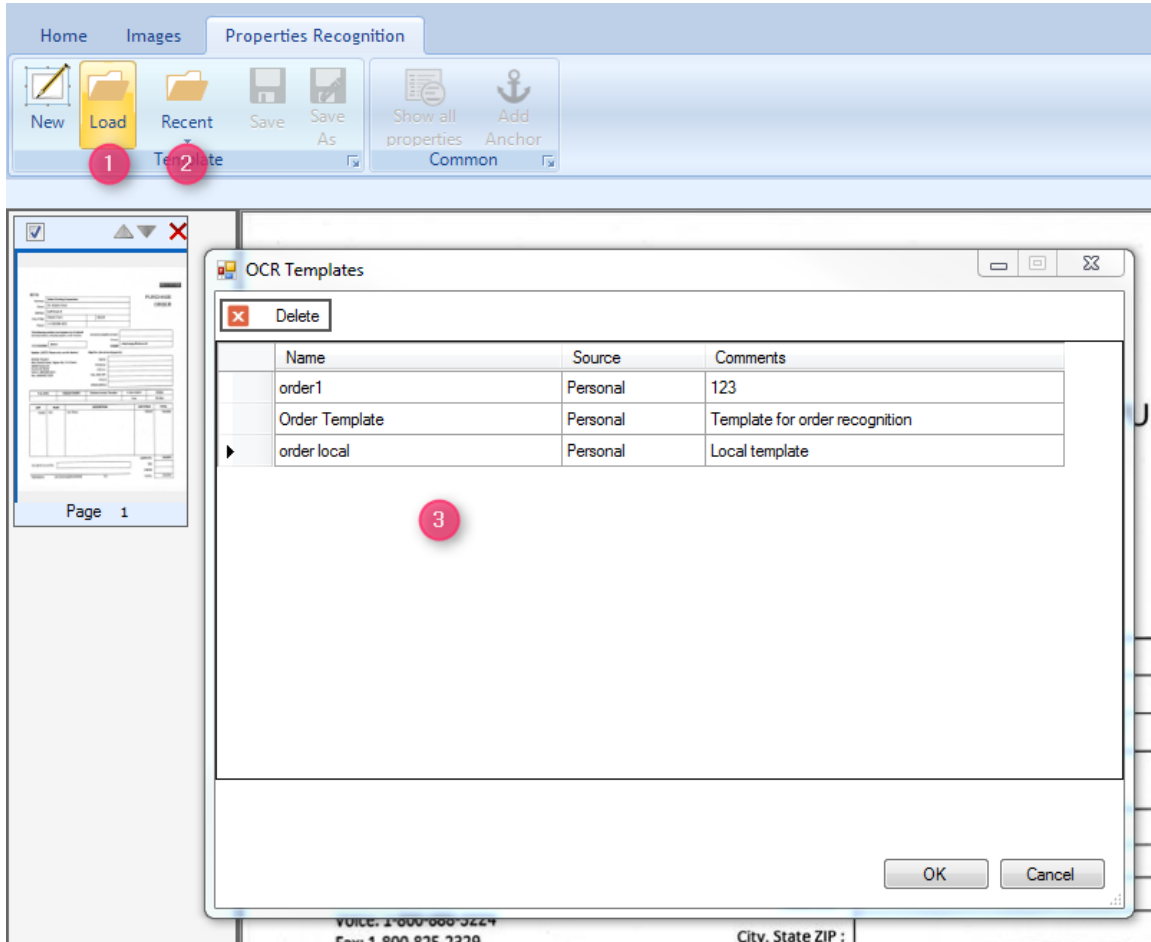




## Solutions for information workers

### How to use previously saved template

1. Scan or load the image you have previously saved
2. Press on the button "Load" (1) or use one of recently used templates (2)
3. Select template

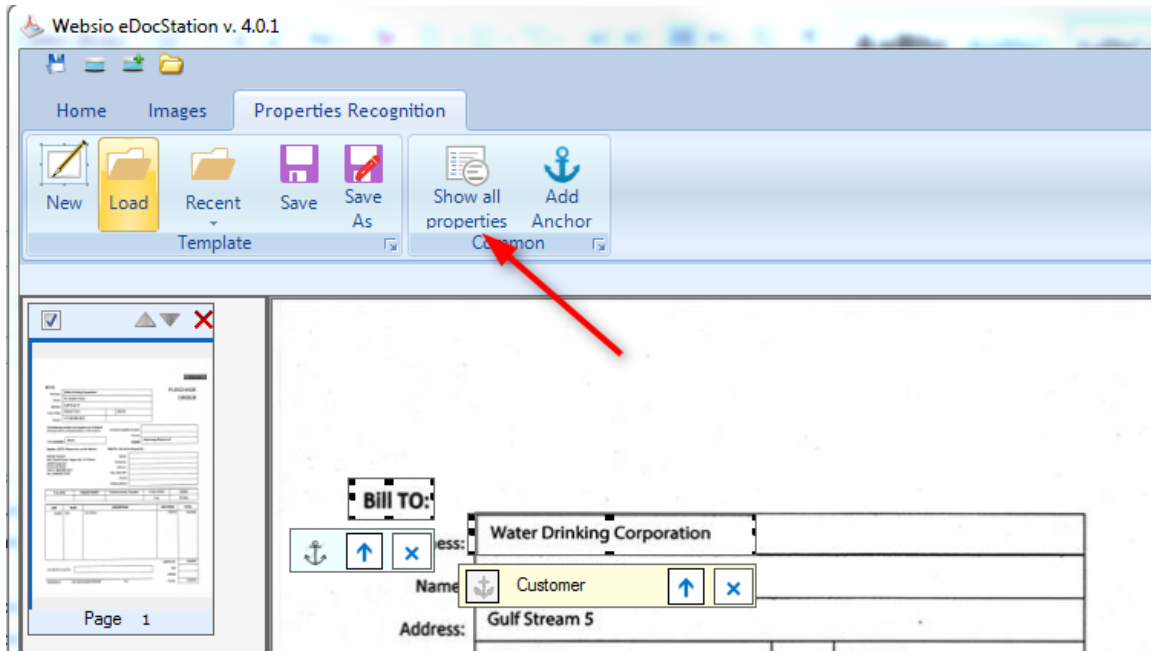




## Solutions for information workers

4. The template will be loaded and placeholders will be positioned automatically. Adjust placeholders positions and/or edit properties values if necessary.

Please pay attention, the eDocStation displays only properties saved in the template. If you want to add properties from the current library but not stored in the template, use button "Show all properties"

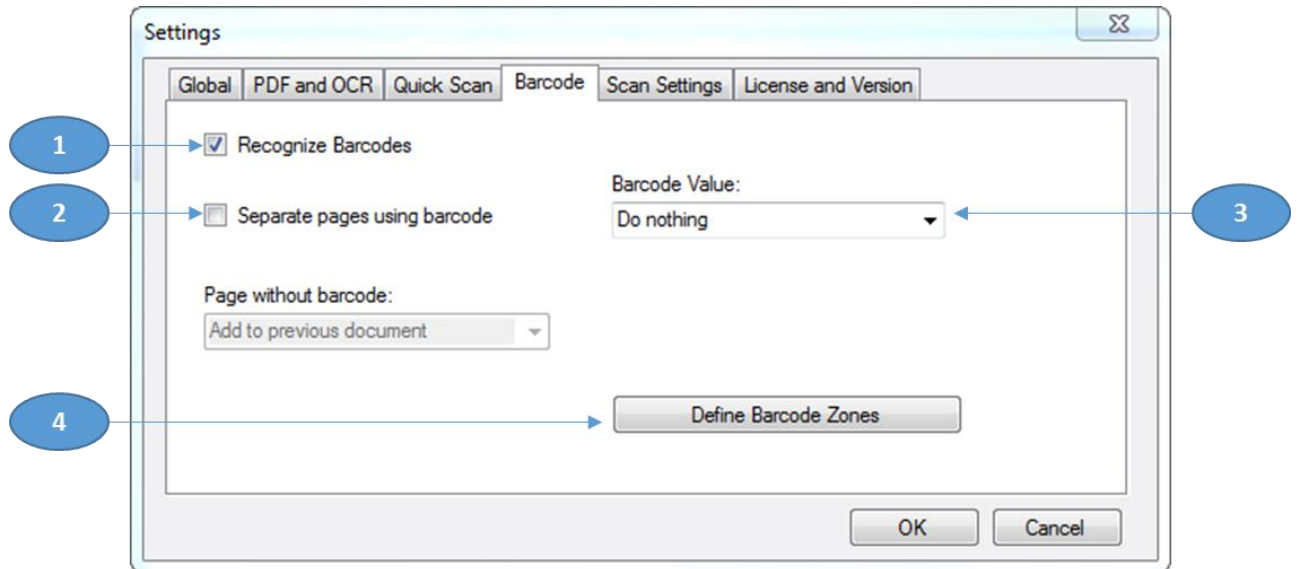


5. Save properties and save document as described in the "Example 1. Manual Properties Recognition".

### Barcodes

The eDocStation supports out-of-the-box Code 128 barcode recognition. If you need to recognize another barcode types (QR, Planet, etc.), please write to [support@websio.com](mailto:support@websio.com)

Define barcode recognition settings using Barcode tab of the Settings window.



### Turn barcode recognition on

Select checkbox “Recognize barcodes” (1)

### Separate pages using barcodes

Barcode-based pages separation allows the scan application to detect when a new document should be started. It helps the scan operators to increase productivity, allowing them to organize a stack of paper into logical documents. That eliminates the need to scan each document separately.

Select checkbox (2) to activate this option.

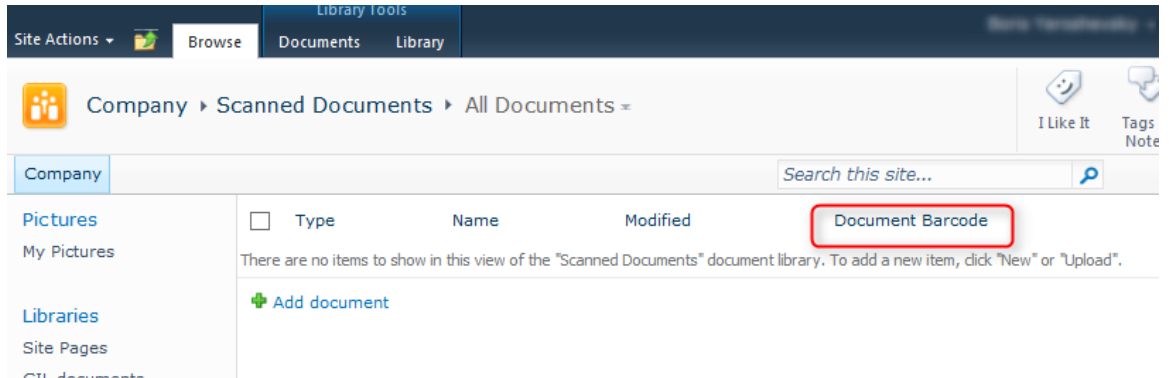
You can select behavior for pages without barcodes using option “Page without barcode” (4):

1. Add to previous document
2. Save as a separate document

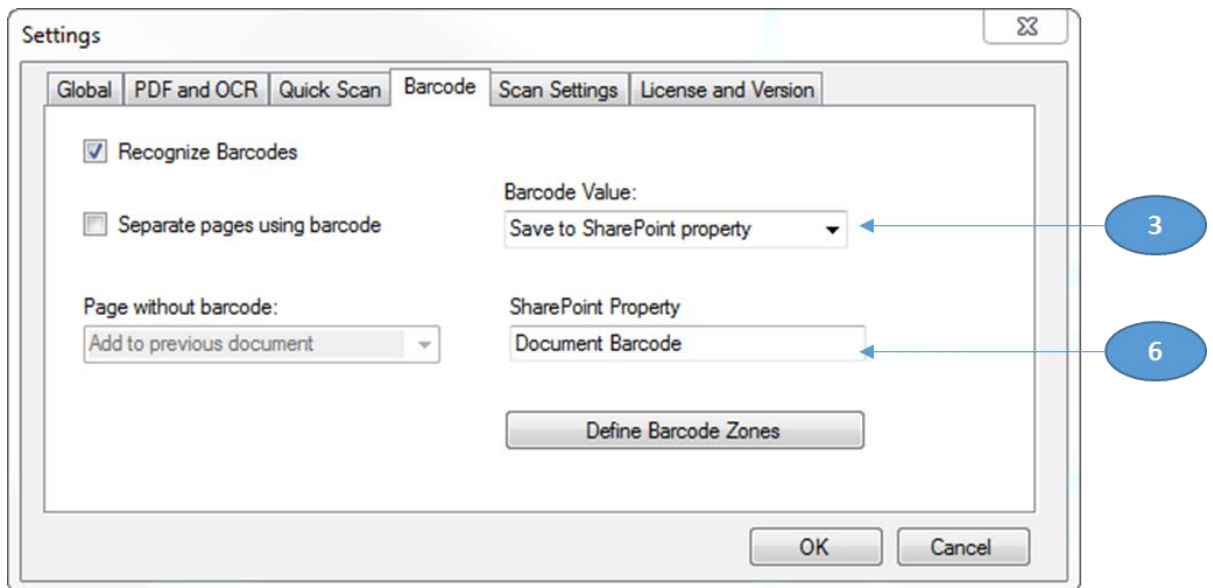
### Barcode Value:

You can save recognized barcode value to the SharePoint document property.

1. Define property for barcode value in the destination SharePoint library. For example, "Document Barcode":



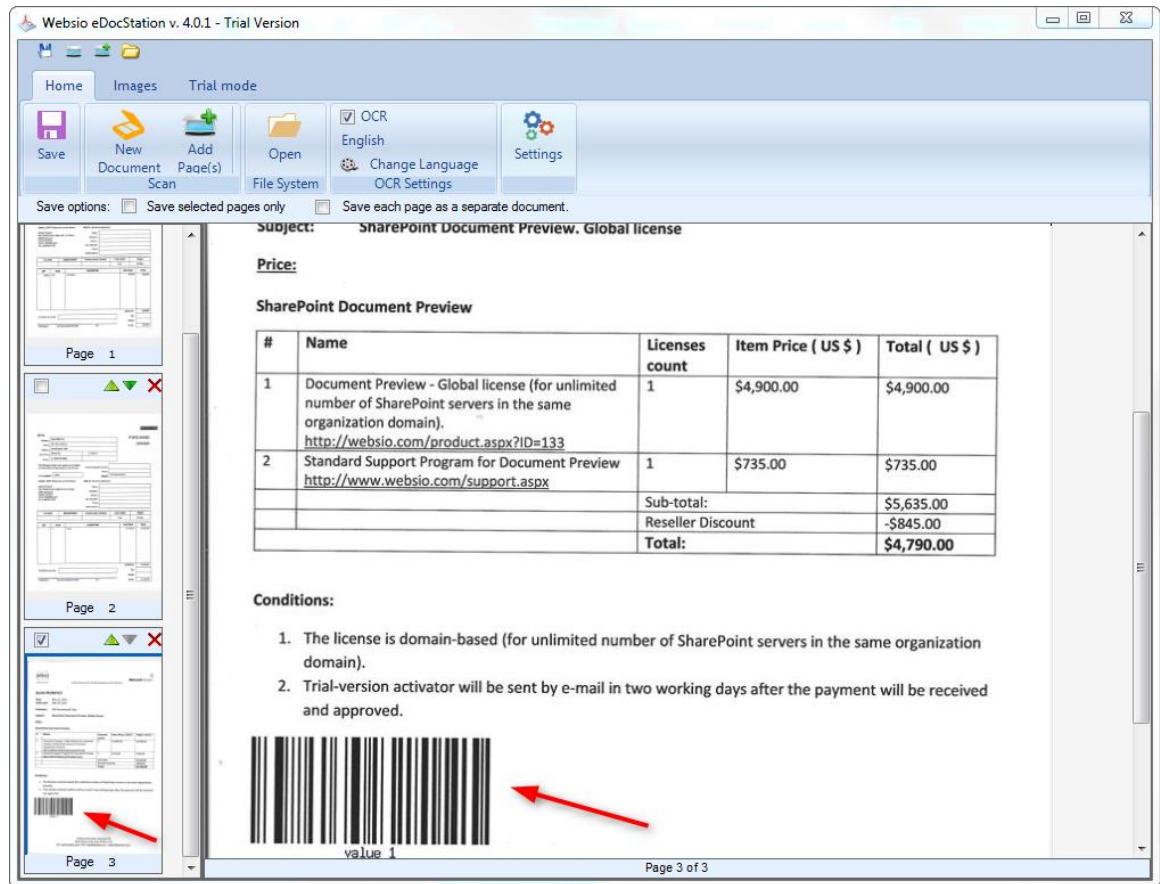
2. Open the eDocStation settings and set field "Barcode Value"(3) to "Save to SharePoint Property". Field "SharePoint Property" (6) will be displayed.
3. Set "SharePoint Property" (6) value to the name of the previously created SharePoint property.



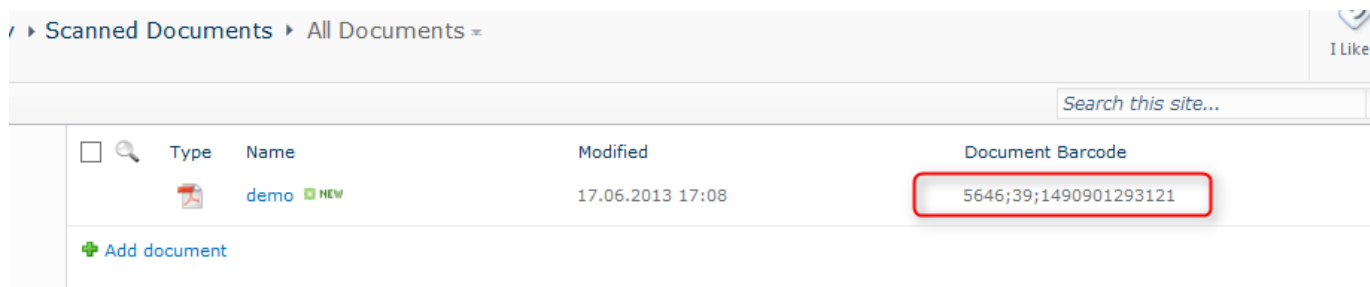


## Solutions for information workers

### 4. Scan or create new document from existing image(s)



### 5. The Plug-in saves barcode value as a SharePoint property:





## Solutions for information workers

### Barcode Zones

Barcode recognition on the entire page surface is a time-consuming process. The best way to reduce barcode recognition time is to define barcode zones.

Barcode zone is a rectangle where the eDocStation looks for the barcode. You can define as many barcode zones as you wish. Of course, reducing count of barcode zones will reduce barcode recognition time.

#### Important rules:

1. When barcode zones are not defined, the eDocStation looks for barcode on the entire page
2. When one or more barcode zones are defined, the eDocStation looks for barcode in the barcode zones only.

How to define barcode zones:

1. Load page containing barcode

The screenshot shows the Websio eDocStation v. 4.0.1 - Trial Version interface. The top menu bar includes Home, Images, and Trial mode. Below the menu bar are several icons: Save, New Document, Add Page(s), Open, OCR (checked), English, Change Language, OCR Settings, and Settings. The main area displays a document with a table and a barcode.

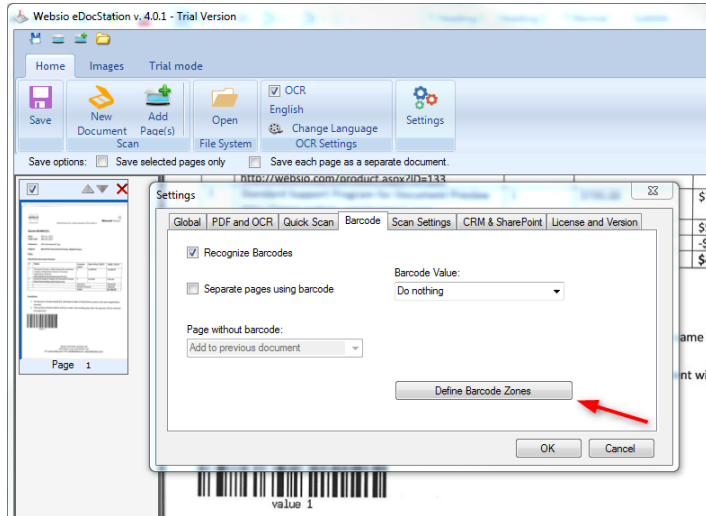
2	<a href="http://websio.com/product.aspx?ID=133">http://websio.com/product.aspx?ID=133</a>	1	\$735.00
Standard Support Program for Document Preview			
<a href="http://www.websio.com/support.aspx">http://www.websio.com/support.aspx</a>			
		Sub-total:	
		Reseller Discount	
		<b>Total:</b>	

Conditions:

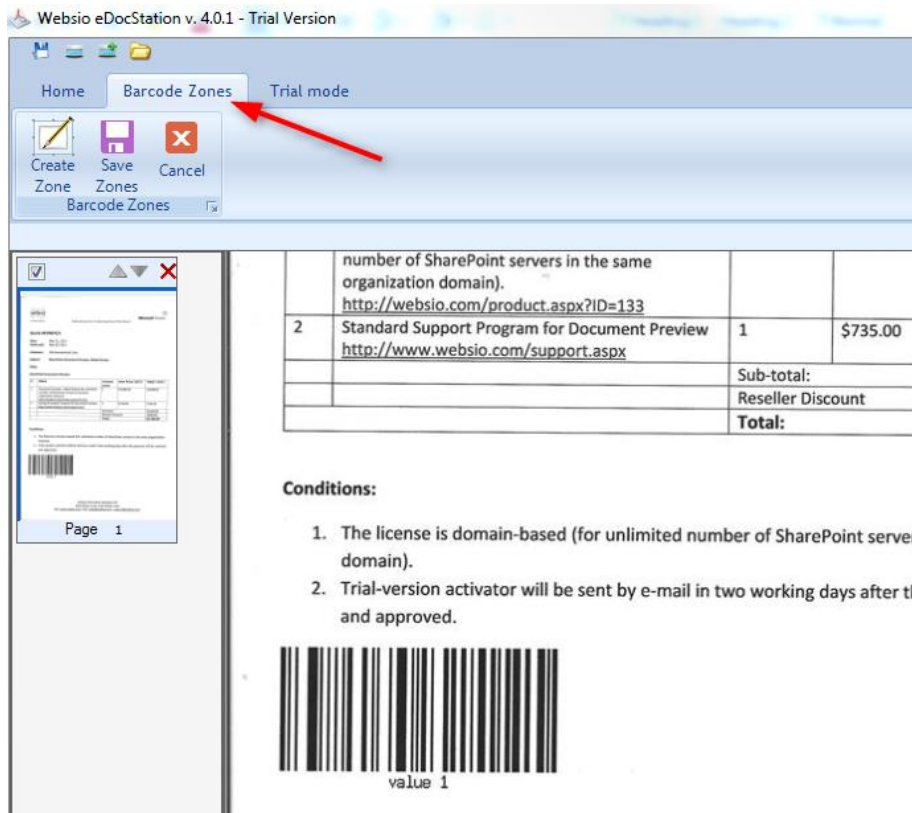
1. The license is domain-based (for unlimited number of SharePoint servers in domain).
2. Trial-version activator will be sent by e-mail in two working days after the purchase and approved.

value 1

- Go to Settings -> Barcode and click on the "Define barcode zones"



- Settings window will disappear, new tab "Zones" will be displayed. Existing zones will be shown on the image surface.

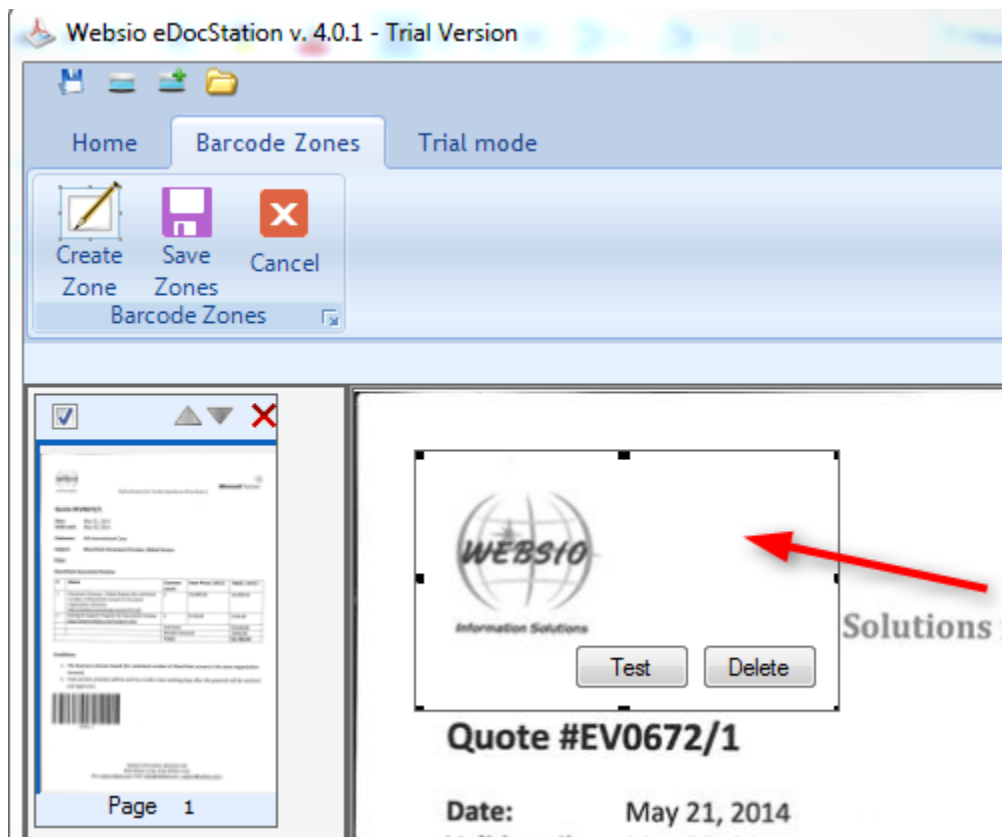


4. Create new zone:

- Click on the button “Create Zone”



- Zone selector will be added to the top-left corner of the image surface







## Solutions for information workers

- Drag zone selector to the barcode on the page and resize it as required.

Webzio eDocStation v. 4.0.1 - Trial Version

Home Barcode Zones Trial mode

Create Zone Save Zones Cancel Barcode Zones

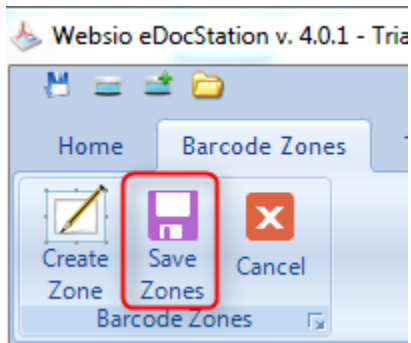
2	Standard Support Program for Document Preview <a href="http://www.websio.com/support.aspx">http://www.websio.com/support.aspx</a>	1	\$735.00
			Sub-total:
			Reseller Discount
			<b>Total:</b>

Conditions:

1. The license is domain-based (for unlimited number of SharePoint servers in the s: domain).
2. Trial-version activator will be sent by e-mail in two working days after the payer and approved.

value 1 Test Delete

Add additional zone selectors (if required) and press the button "Save Zones"



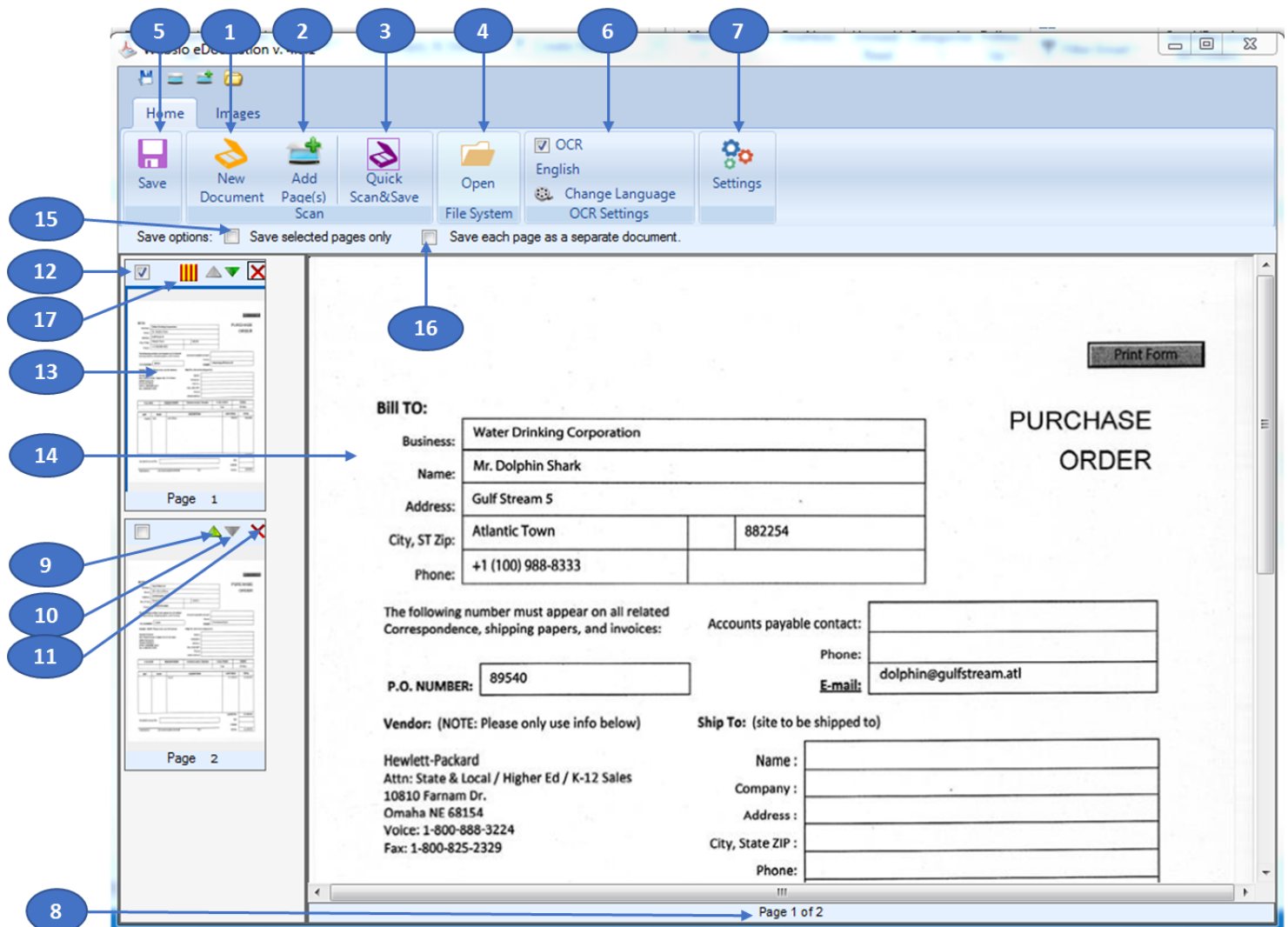
Webzio Information Solutions Ltd

<http://www.websio.com> sales: [sales@websio.com](mailto:sales@websio.com) support: [support@websio.com](mailto:support@websio.com)

## User Interface

Please pay attention: there are some differences in the user interface for SharePoint-mode and standalone mode. This document describes SharePoint-mode only. See the eDocStation User Guide for further details. You can find it on the eDocStation page on our site:  
<http://www.websio.com/product.aspx?ID=122>

### Main view. Tab "Home"



15

12

17

13

14

9

10

11

8

16

5

1

2

3

4

6

7

Home

Images

Add Page(s) Scan

Quick Scan&Save

Open

OCR English

Change Language

OCR Settings

Settings

Save options: ☐ Save selected pages only ☐ Save each page as a separate document.

Page 1

Page 2

Page 1 of 2

**PURCHASE ORDER**

**Bill TO:**

Business: Water Drinking Corporation

Name: Mr. Dolphin Shark

Address: Gulf Stream 5

City, ST Zip: Atlantic Town 882254

Phone: +1 (100) 988-8333

The following number must appear on all related Correspondence, shipping papers, and invoices:

P.O. NUMBER: 89540

Accounts payable contact:

Phone: dolphin@gulfstream.atl

E-mail:

Vendor: (NOTE: Please only use info below)

Hewlett-Packard

Attn: State & Local / Higher Ed / K-12 Sales

10810 Farnam Dr.

Omaha NE 68154

Voice: 1-800-888-3224

Fax: 1-800-825-2329

Ship To: (site to be shipped to)

Name:

Company:

Address:


City, State ZIP:

Phone:

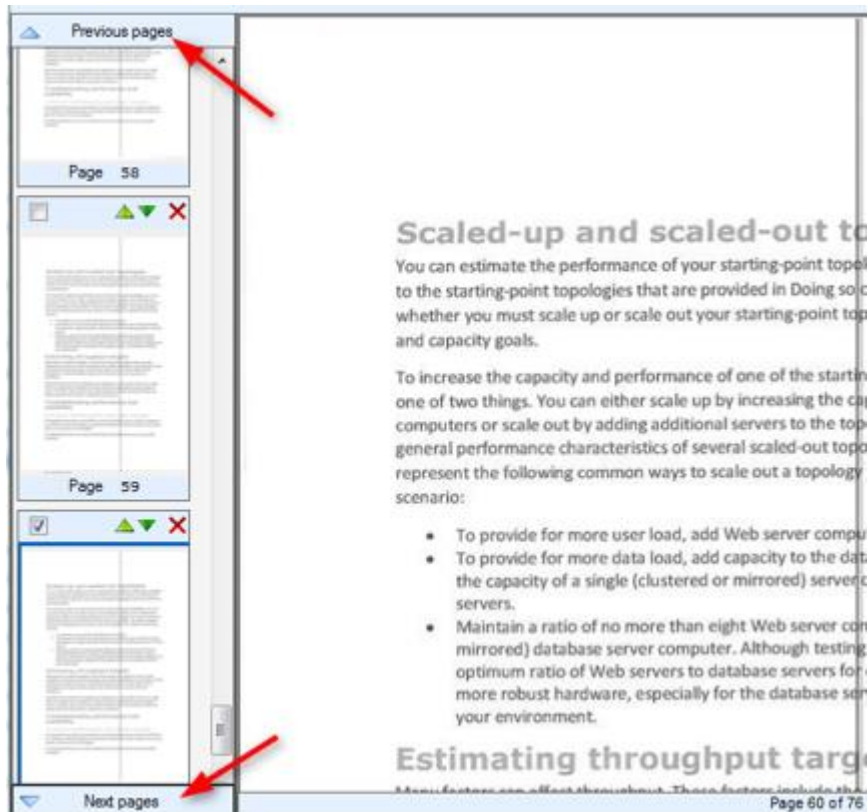
Print Form



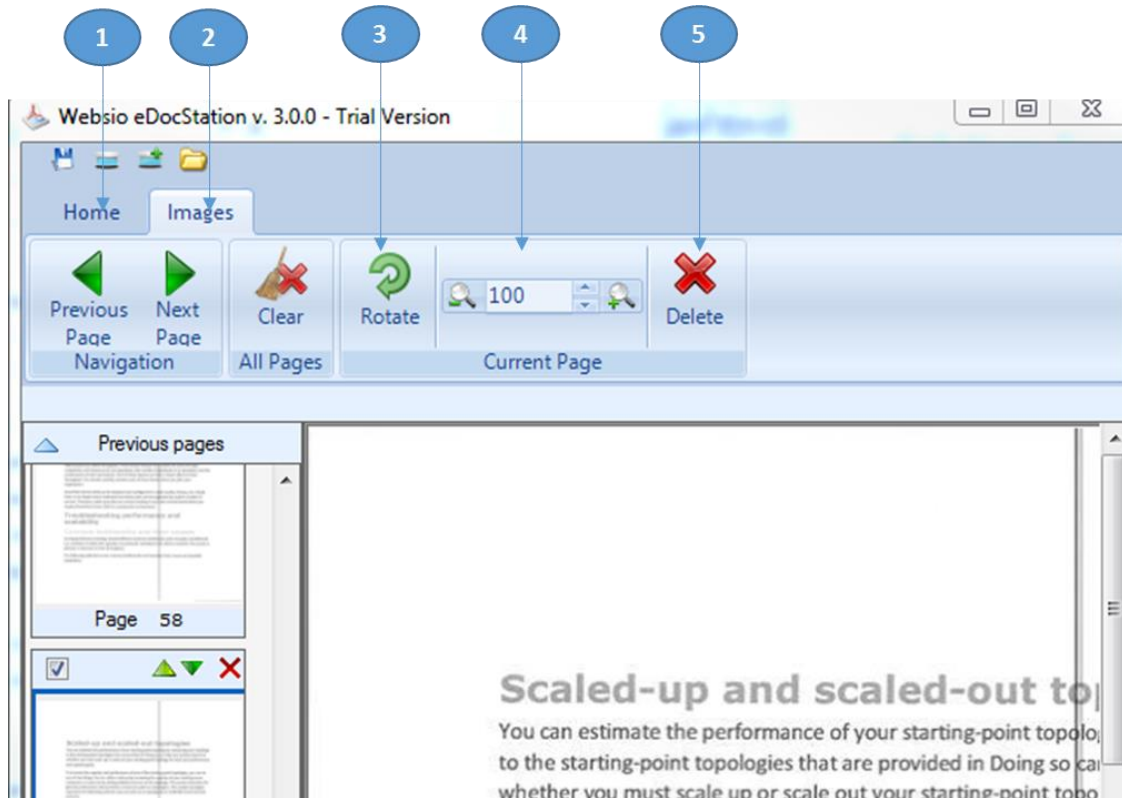
## Solutions for information workers

1. New Document. Use this button to scan new document.
2. Add Page(s). Scan pages and add them to the current page set
3. Quick Scan & Save. Available in Standalone mode only.
4. Open. Add pages from existing image files from the file system.
5. Save. Save the document(s).
6. OCR. Select OCR checkbox to use text recognition process. 
7. Settings.
8. Current page number and total pages count
9. Move page up.
10. Move page down.
11. Delete page
12. Page selector.
13. Page thumbnail
14. Main view
15. Save selected pages only. Select this option to create document from selected pages only.
16. Save each page as a separate document.
17. Button "View page properties". See section "[Properties Recognition](#)" for details.

Thumbnails zone displays up 30 thumbnails. When pages count exceeds 30 pages, buttons “Previous pages” and “Next pages” appear.

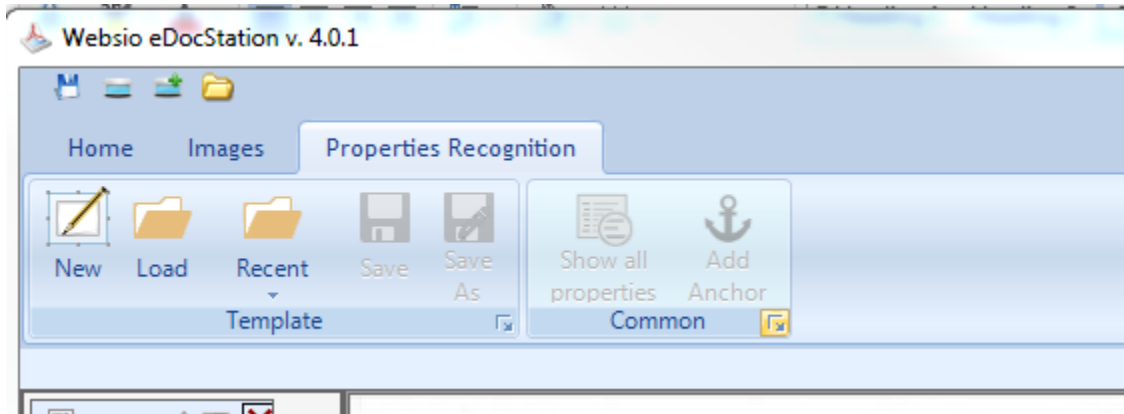


### Tab "Images"



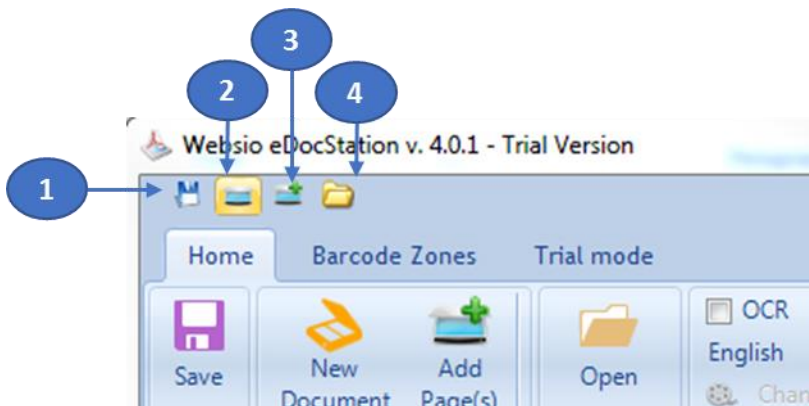
1. Navigation buttons
2. Clear. Delete all pages.
3. Rotate image.
4. Zoom
5. Delete current page

### Tab “Properties Recognition”



See section [“Properties Recognition”](#) for details.

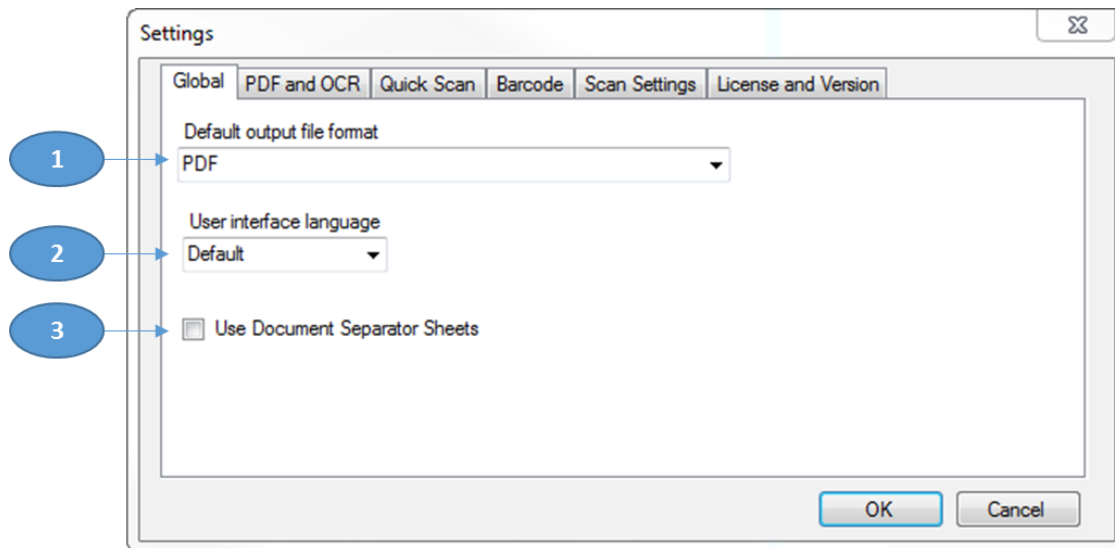
### Quick Access Toolbar




1. Save.
2. Scan new document.
3. Add page(s). Scan new pages and add them to the current page set
4. Open. Add pages from existing image files, stored in the file system.

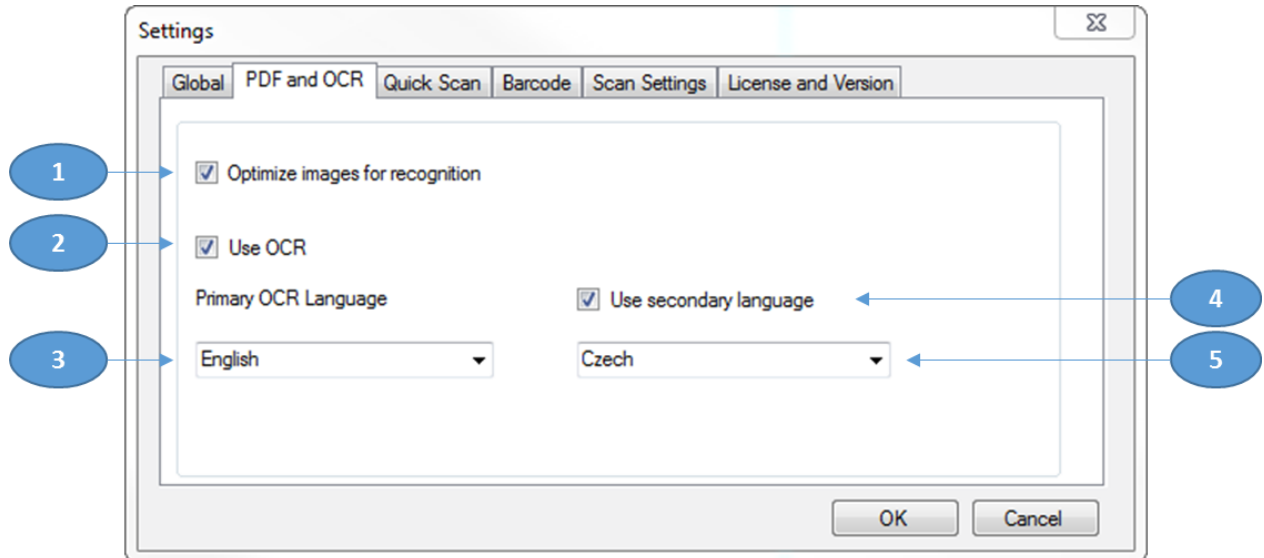
# Settings

### Global



1. Default output file format. The following formats are supported: PDF, TIFF, JPG, GIF, PNG or BMP
2. User interface language. English, German, Czech, Russian, Arabic and Hebrew languages are available.
3. Use Document Separator Sheets. See section "Document Separator Sheets" above. 

### PDF and OCR



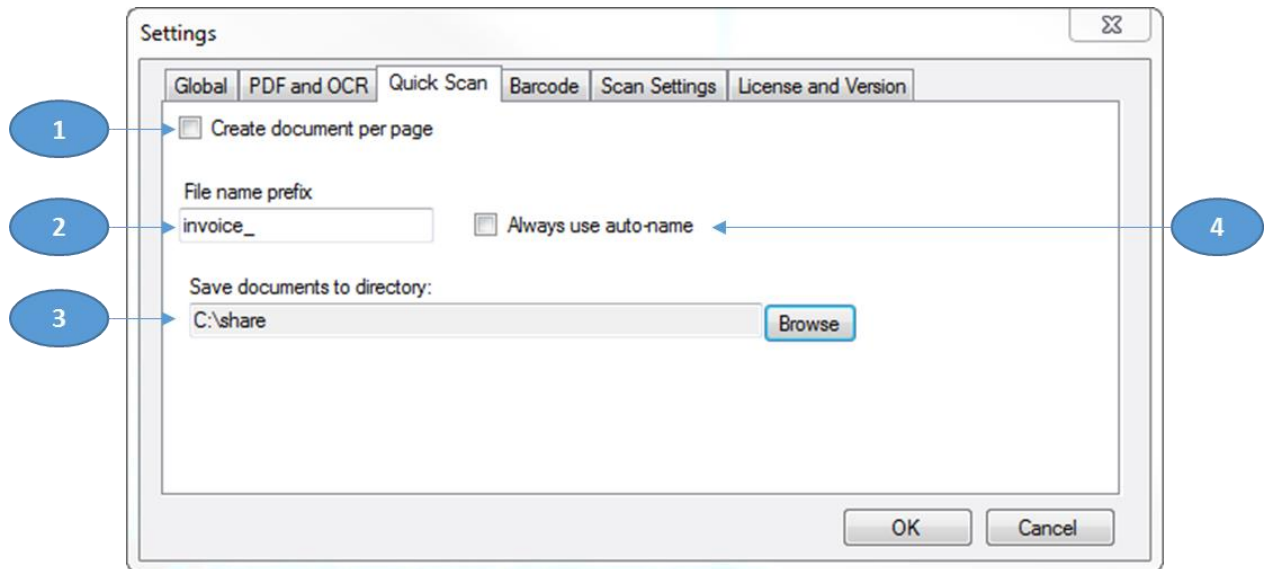
1. Optimize image for recognition. The eDocStation runs deskew and additional optimization algorithms before OCR recognition. If you don't use OCR or your source images are in greyscale and clear enough, unselect this option to speed up document composing process.
2. Use OCR – enable/disable OCR.
3. Default OCR languages.

**Important!** Use secondary language when it is necessary - your documents have bi-lingual content. Best OCR results may be achieved by using single language.

**Please pay attention:** SharePoint Scanner Plug-in *out of the box* arrives with English OCR language pack only. Download and install additional OCR language packs from our site: <http://www.websio.com/product.aspx?ID=128>



### Quick Scan

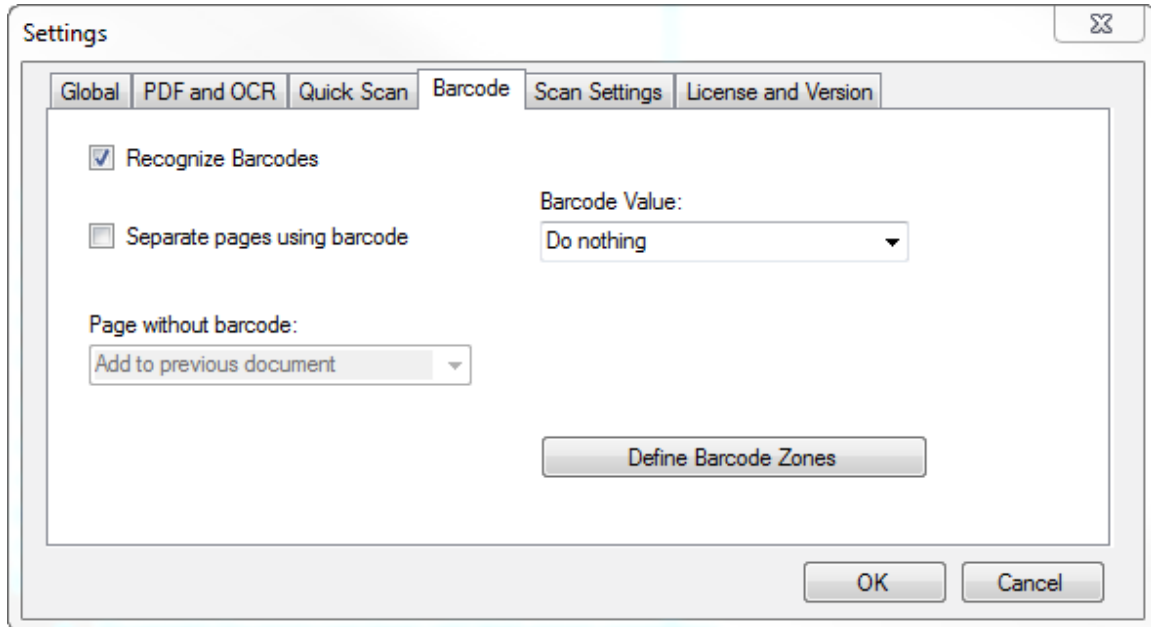


1. Create document per page in the Quick Scan mode.
2. Prefix for auto-generated file name.
3. Destination directory for Quick Scan. Used by the eDocStation in the standalone mode only.
4. Always use auto-name. Select this option to use automatic name in the Regular mode either. When this option is selected, “document name” will be given automatically.



## Solutions for information workers

### Barcode

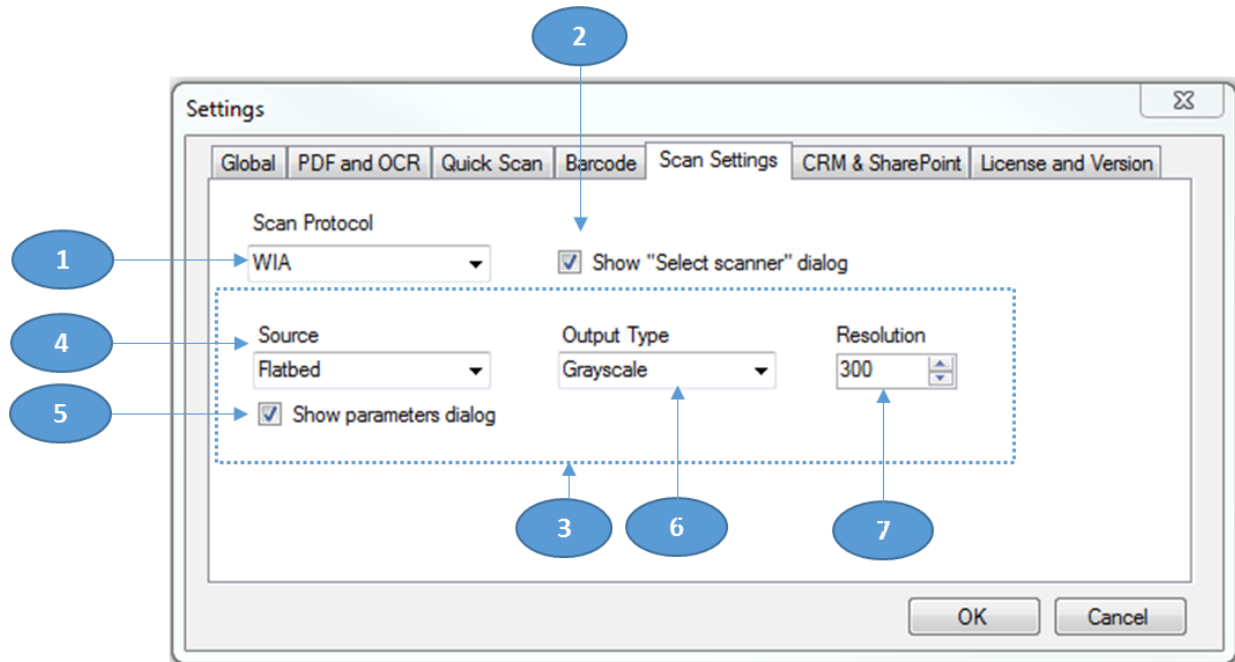
A screenshot of the "Settings" dialog box in the Websio software, specifically the "Barcode" tab. The dialog has a title bar with a close button. Inside, there are several tabs: "Global", "PDF and OCR", "Quick Scan", "Barcode" (which is selected), "Scan Settings", and "License and Version". The "Barcode" tab contains the following settings:

- A checked checkbox labeled "Recognize Barcodes".
- An unchecked checkbox labeled "Separate pages using barcode".
- A dropdown menu labeled "Barcode Value:" with "Do nothing" selected.
- A dropdown menu labeled "Page without barcode:" with "Add to previous document" selected.
- A button labeled "Define Barcode Zones" located below the dropdowns.

At the bottom right of the dialog are "OK" and "Cancel" buttons.

See section "Barcodes" above

### Scan Settings

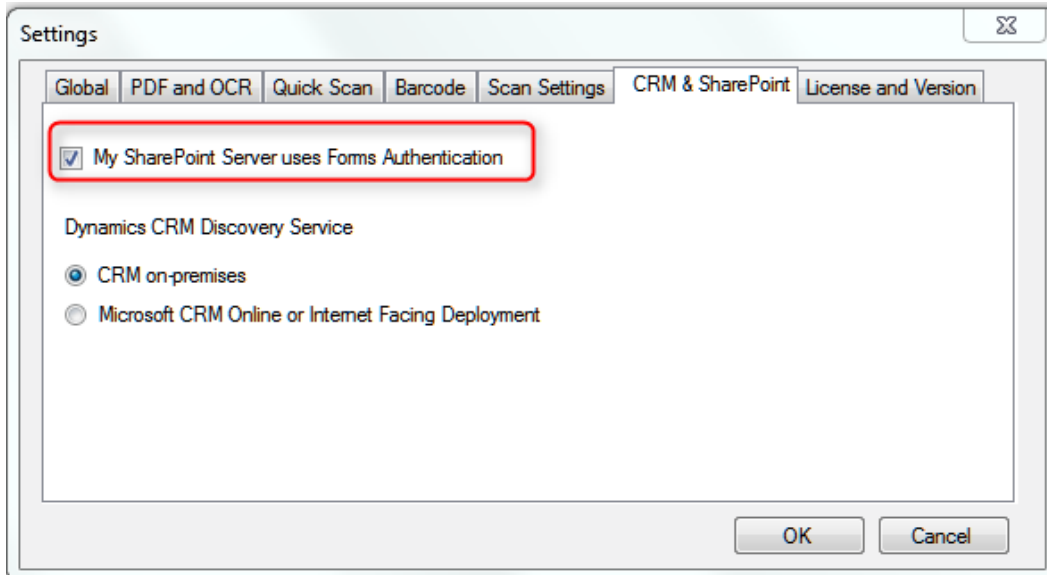


1. Scan protocol. TWAIN or WIA. Default value: WIA.
2. Show "Select Scanner" dialog. Select this option to select source scanner before scanning.
3. This group of options is available for WIA only.  
When TWAIN protocol is selected, the eDocStation displays scanner-dependent dialog before scanning process. You can control paper source, resolution and other options from this dialog. Full set of available options depends on the software supplied with your scanner.
4. Source. Scan from flatbed glass or feeder.
5. Show parameters dialog before scan
6. Output type. Color, Grayscale or Black & White
7. Image resolution



## Solutions for information workers

### Special Settings



If your SharePoint server uses Forms Authentication, select “My SharePoint uses Forms Authentication”. If you are not sure which authentication model is in use on your SharePoint, leave this checkbox unchecked.

# Troubleshooting

*Error message "Problem with installation package" appears during installation process*



### *Solution:*

Right-click on the "setup.exe" and select "Run as Administrator" in order to begin the installation process.

### *Button "Scan document" does not appear*

1. Open top-level site of the site collection where you are going to use the plug-in.
2. Open "Site actions" menu and select option "Site Settings "



## Solutions for information workers

Library Tools

WEBSIO2010\Administrator

Site Actions

- Edit Page  
Modify the web parts on this page.
- New Page  
Create a page you can customize.
- New Document Library  
Create a place to store and share documents.
- New Site  
Create a site for a team or project.
- More Options...  
Create other types of pages, lists, libraries, and sites.
- View All Site Content  
View all libraries and lists in this site.
- Edit in SharePoint Designer  
Create or edit lists, pages, and workflows, or adjust settings.
- Site Permissions  
Give people access to this site.
- Site Settings  
Access all settings for this site.

Documents Library

Check Out View Properties Edit Properties E-mail a Link Download a Copy Workflows Publish I Like It Tags & Notes

Name	Modified	Modified By
Exhibit B NEW	7/7/2010 3:03 PM	WEBSIO2010\Administrator
Exhibit C NEW	7/7/2010 3:03 PM	WEBSIO2010\Administrator
SDK License Agreement NEW	7/7/2010 3:03 PM	WEBSIO2010\Administrator

Site Settings

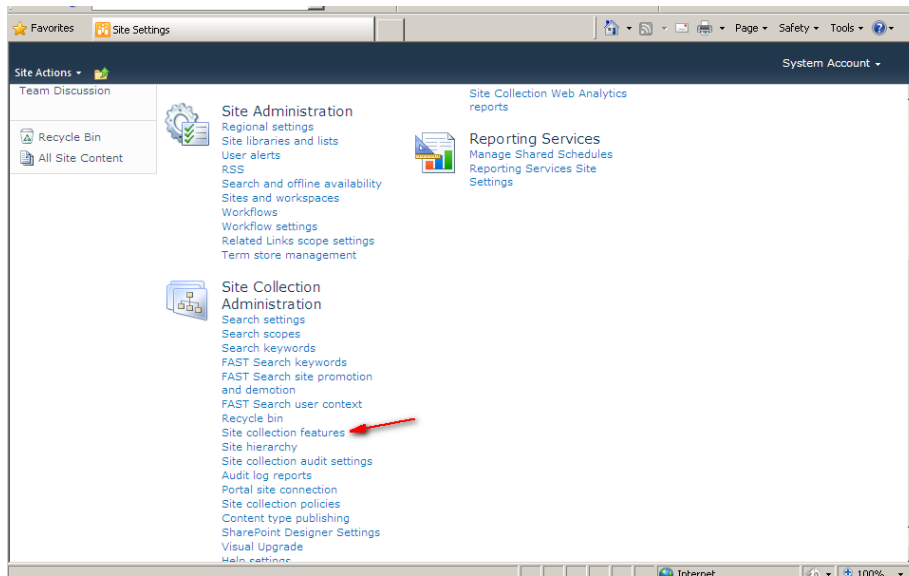
Websio Information Solutions Ltd

<http://www.websio.com> sales: [sales@websio.com](mailto:sales@websio.com) support: [support@websio.com](mailto:support@websio.com)



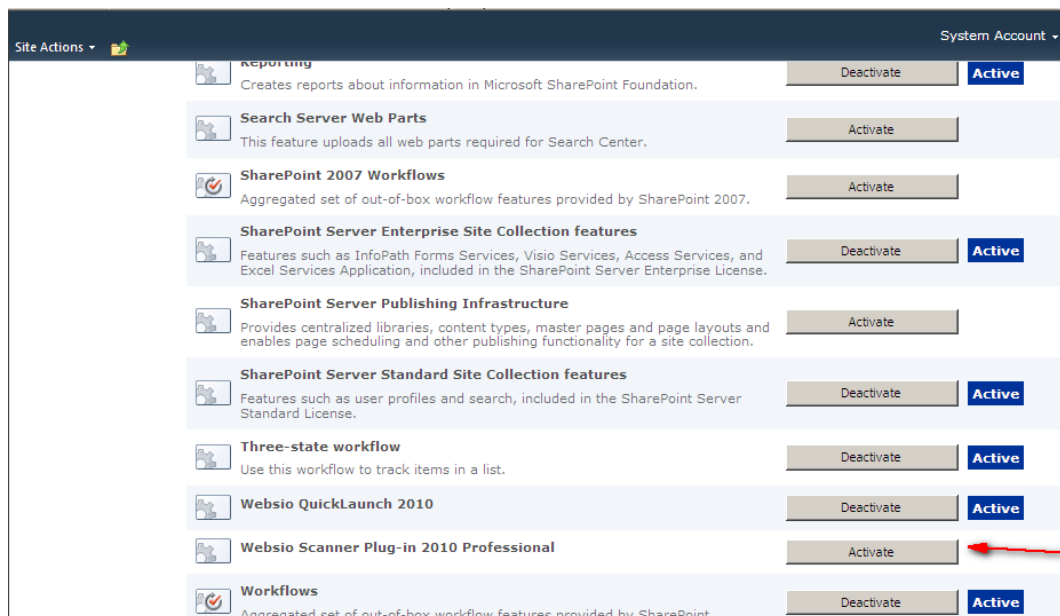
## Solutions for information workers

3. In the Site Settings window select option "Site collection features"



4. In the list of installed features find "Websio Scanner Plug-in 2010 Professional" and press "Activate".

If you can't find this option go on to the next step.



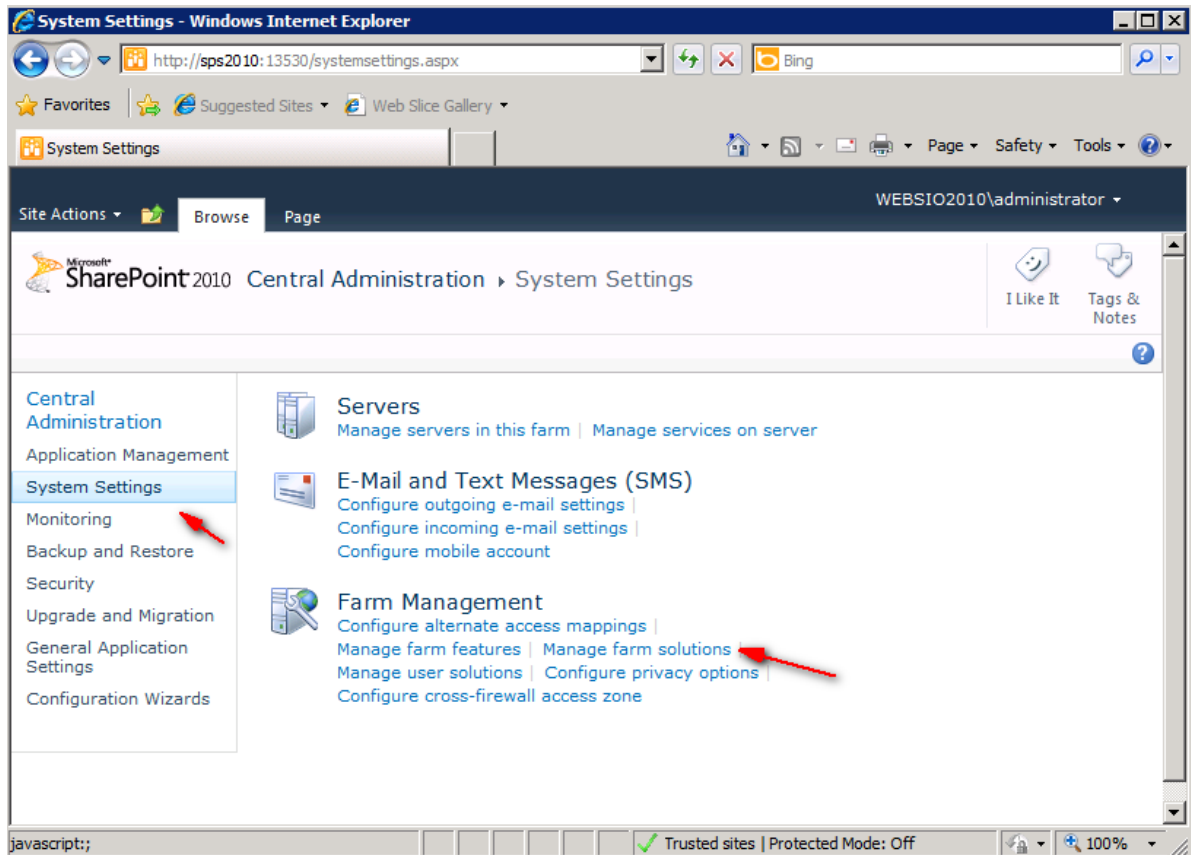
Websio Information Solutions Ltd

<http://www.websio.com> sales: [sales@websio.com](mailto:sales@websio.com) support: [support@websio.com](mailto:support@websio.com)



## Solutions for information workers

5. Open SharePoint 2010 Central Administration, select "System Settings" and click on "Manage farm solutions" link.

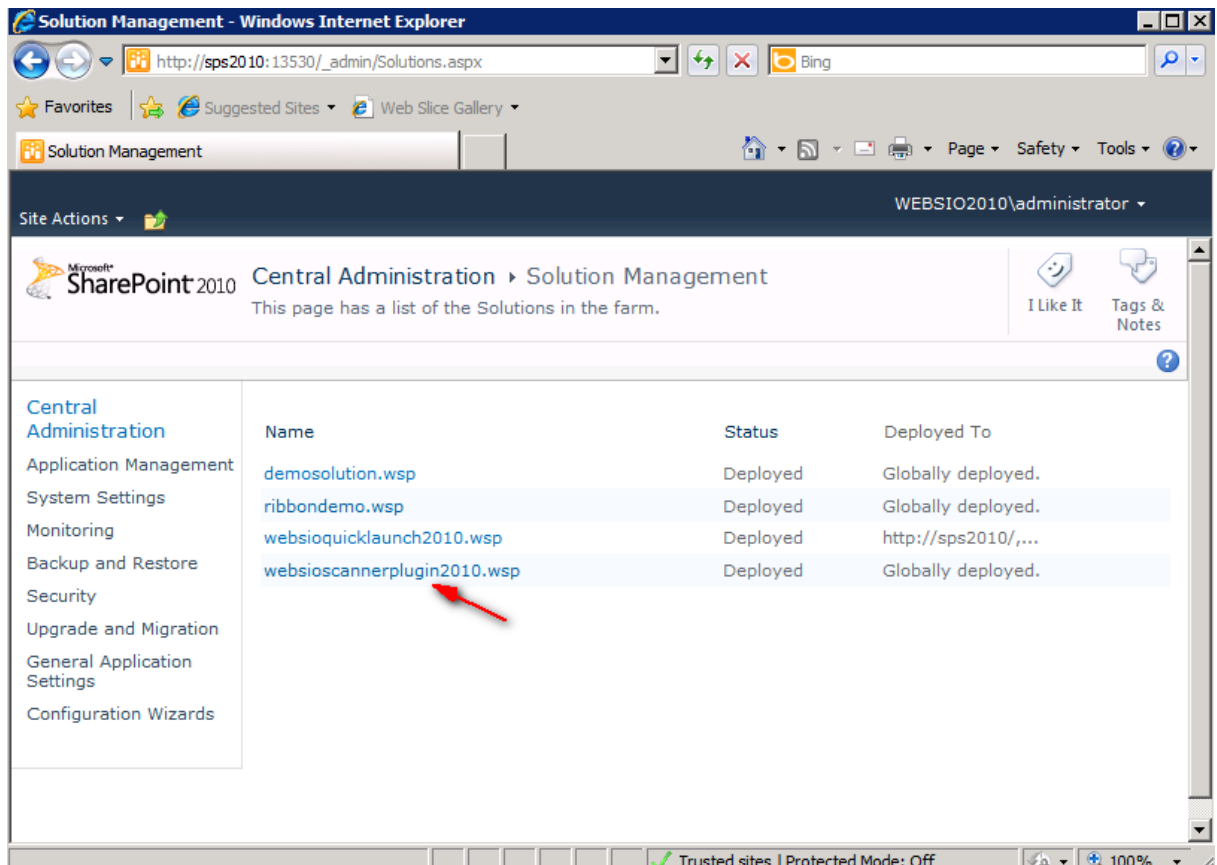






## Solutions for information workers

6. In the Solution Management window check that websioscannerplugin2010.wsp has status "Deployed".



7. In the Solution Properties window press "Deploy solution". Wait until status "Deployed" will appear. Deployment process may take few minutes.
8. Return to step 1.



## Solutions for information workers

### *After click on the "Scan Document" button nothing happens*

1. Test your scanner. Scan from the Windows Paint (Important! Scan from Paint, not from the program supplied with your scanner). If you cannot scan from Paint, read your scanner documentation how to configure your scanner properly.
2. For Windows 7/8 disable Internet Explorer Protected Mode for your SharePoint portal zone
3. Ensure that the default 32-bit Internet Explorer is in use
4. Assign your site to the Local Intranet (preferred) or Trusted Site Security Zone

### *After click on the "Scan Document" the eDocStation freezes or error is displayed.*

1. Probably your scanner does not support selected scan protocol. Open the eDocStation settings and change scan protocol in the "Scan settings".

### *After scan on the Windows 8 GDI+ error is displayed.*

1. Close all instances of the Internet Explorer. Launch Internet Explorer once as Administrator (right-click on the IE icon and select "Run as Administrator").
2. Open SharePoint portal, scan document and save it.
3. Next time you can launch IE in the common mode.

### *Another problem*

Ask for our support! Write to: [support@websio.com](mailto:support@websio.com)



## Solutions for information workers

*This Software uses:*

1. *iTextSharp library v.4.1.6 (<http://sourceforge.net/projects/itextsharp/>) distributed under Lesser General Public License (LGPL) to convert images to PDF*
2. *Tesseract OCR engine library (<http://code.google.com/p/tesseract-ocr/>) distributed under Apache License 2.0 for Optical Character Recognition (OCR)*
3. *AForge.NET Framework published under LGPL v3 license.*