



# **GOSCAÑ**

**Demo  
Guide**

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## Contact Information

### GoScan Company Headquarters

26501 Rancho Parkway South, Ste. 103  
Lake Forest, CA 92630

Phone: 858-433-1006

Email: [info@goscan.com](mailto:info@goscan.com)

Web Site: [www.goscan.com](http://www.goscan.com)

GoScan is a leading provider of smart, secure and simple scanning solutions for business, healthcare, education and government. GoScan enables organizations to capture data from paper sources and move that paper electronically where it is needed most.

1. Headquartered in Lake Forest, California
2. Developer of OEM (private label) scanning software
3. Key relationships with capture and content management providers
4. GoScan is privately held

Offices in Lake Arrowhead, California and San Diego, California, and Post Falls Idaho

# Installing GoScan

## Minimum System Requirements

✓ Microsoft Windows 2000 or XP (Professional or Home) SP2	✓ 256Mb RAM
✓ 10Mb available disk space (Additional space will be required for images stored to the same computer).	✓ Open USB Port
✓ TWAIN compatible scanner with a sheet feeder.	✓ TWAIN drivers installed and functioning.
Microsoft .NET Framework 2.0 – Please visit <a href="http://www.microsoft.com/downloads">www.microsoft.com/downloads</a> to download the latest .NET 2.0 redistributable package.	

## Scanner Requirements

GoScan can use any TWAIN compliant scanner with a multi-sheet feeder.

Please refer to your scanner documentation and driver installation to see if your scanner has a TWAIN driver.

## Installation

1. Close all applications
2. Browse to the location where you stored GoScan
3. Double-click on “setup.exe”
4. At the GoScan installation welcome screen, click “Next”
5. The default location for GoScan will be C:\Program Files\GoScan\GoScan. You can change this location by clicking on the “Browse” button and selecting the desired installation path.
6. If you wish to secure this installation of GoScan to a specific Windows user (currently logged in), select the option “Just me”. Otherwise, you can install GoScan so any user on this system can access and run the application by selecting “Everyone”.
7. Click on the “Disk Cost” button to view the available space on all of your drives (network, logical, and physical) and to see the disk cost to the selected drive letter.
8. Click “Next” to continue.
9. At this point, all selections for the configuration of the installation have been made. If you wish to review or change any of the settings you have made, click “Back” to return to the previous screen. Otherwise, click “Next” to install GoScan.
10. Once the installation has completed, you will want to open your Internet Explorer and select Tools – Windows Update. If there are any Windows updates, especially those for the Windows .NET Framework, please update at this time.

**Download the GoScan User Guide for GoScan v2.01 from**  
[www.goscan.com/support/downloads/2.01/GoScanUserGuide201.pdf](http://www.goscan.com/support/downloads/2.01/GoScanUserGuide201.pdf).

# Configuring GoScan

## Image Directory

The GoScan Image Directory is the location that GoScan will store the images and receipt files that have been processed.

1. Select File – Image Directory.
2. Browse to the location for the Image Directory and either select the folder you wish to use, or click on the “Make New Folder” button.
3. Click “OK”.

## Hot Folder

The GoScan Hot Folder is a folder on the local system or on the network where you can drop images for GoScan to process.

1. Select File – Hot Folder – New, to configure the location for the Hot Folder.
2. Browse to the location for the Hot Folder and either select the folder you wish to use, or click on the “Make New Folder” button.
3. Click “OK”.
4. Select File – Hot Folder – On to turn on the Hot Folder function.

**Note:** Once the Hot Folder option has been set to “On”, all image files will be immediately processed.

## FTP Server

The FTP Server option can be configured for transmission of images and data to an FTP server by IP Address or FTP Server Name. Your FTP Server must allow anonymous uploads for the FTP Server option to work properly.

Enter the FTP Server name (i.e. ftp.goscan.com) or by IP address (i.e. [ftp.192.168.1.125](ftp://192.168.1.125)), User login name, password, and FTP Path.

Click “Test Connection” to test. If the test is successful, the settings are saved. If the test fails, the new settings are NOT saved. You must fix the problem and retest in order for the settings to be saved and used by GoScan.

You can configure GoScan to store images locally, as well as transmit through FTP at the same time.

## Cover Sheets

Coversheets have barcode values with information meaningful to your group or organization.

The static (primary) value represents a specific department (e.g. accounting, marketing, etc) and will be used to delineate your documents.

Secondary field values contain other important information that can be used for advanced purposes. Since GoScan can process many types of barcodes (including 2d barcodes such as PDF 417), the secondary variable barcodes can contain a great deal of information.

## Selecting a Scanner

If your scanner is connected, turned on, and the TWAIN drivers are installed, you will see your scanner listed in the dropdown list on the main GoScan screen. If you have other TWAIN devices installed, you may also see them listed. Do not select a non-scanner TWAIN device from the list.

Select your scanner. GoScan will attempt to initialize the scanner through the TWAIN driver. Once the driver has been activated, GoScan waits for the scanner to return a message that it is ready. Once GoScan is ready to start scanning, you will see a message in the System Status pane indicating the scanner is ready.

## Configuring the Scanner

Select “Edit” from the menu bar and choose “Scanner Settings”. For most scanners and scanning needs, the default settings are correct. However, if you are scanning at a different resolution setting, you will need to change the configuration in this window.

**Note:** Black & White 200 dpi images are approximately 18-24k in size. 300 dpi images are 20-35k in size. 400 dpi images are 25-75k. Also, scanning at a higher resolution takes longer than scanning at a lower resolution and takes longer to send to an FTP server.

## Defining the Number of Sheets to be Scanned

It is not necessary to define the number of pages that will be scanned. However, in order to provide a level of assurance that all of the pages have been scanned, you can enter the expected number of pages in the space provided. If the scan job is completed, yet the number of pages exceeds or does not meet the defined number of pages, GoScan will alert you to the discrepancy.

## *Creating Barcode Separator Pages*

### Barcode Recognition

GoScan supports recognition of several barcode fonts. These fonts include Code 11, 39, 128, 2of5, Codabar, EAN 8/13, UPC A/E, Add 2/5, and PDF417.

Some of these barcode fonts are available on our Web Site, at [http://www.goscan.com/goscan\\_support.htm](http://www.goscan.com/goscan_support.htm). Other barcode fonts may be available on the internet on sites such as <http://www.idautomation.com/>.

### Creating a Barcode Separator Sheet

1. Open Microsoft Word, Wordpad, or any other text editor that allows formatting of fonts.
2. Enter the text you will be using for the separator sheet static barcode value, surrounded by asterisks (i.e. \*A12345\*)
3. Select all of the entered text, plus the asterisks and select Format – Font.
4. Change the font to the desired font face.
5. Make sure the font size is between 10 and 18 point.
6. Print the document.

**Note:** If you are using MS Word, and the text auto-formats to bold after placing the ending asterisk in the text, do the following to turn off this MS Word feature:

1. Select Tools – Auto Correct options
2. Click on the “Auto Format as You Type” tab
3. Uncheck the option “\*Bold\* and \_italic\_ with real formatting”
4. Retype the text with the asterisks

## **Creating Demo Coversheet Configuration**


1. Select Edit – Coversheet
2. Click on “Click here to add new cover sheet”
3. Name this first coversheet “BW Demo”.
4. Press <Enter> twice
5. Create the second coversheet by clicking “Click here to add new cover sheet”
6. Name this second coversheet “NAHQ”
7. Press <Enter> twice
8. Select the BW Demo coversheet
9. Click “Manual Entry” in the Coversheet Settings area.
10. Use the pull-down menu to set this field to Static.
11. Enter the name of the field as “Index”
12. Enter the value for the field as “123456”
13. Click “Manual Entry” to create the second field named “Batch”.
14. Set this field to “Variable” with a value of “12”
15. Click “Manual Entry” to create the third field named “Lot”.
16. Set this field to “Variable” with a value of “576”
17. Click “Save” to save this coversheet configuration.
18. Select the NAHQ coversheet
19. Click “Manual Entry” in the Coversheet Settings area.
20. Use the pull-down menu to set this field to Static.
21. Enter the name of the field as “Tradeshow”
22. Enter the value for the field as “NAHQ”
23. Click “Manual Entry” to create the second field named “Attendee”.
24. Set this field to “Variable” with a value of “JESSE”
25. Click “Manual Entry” to create the third field named “Product”.
26. Set this field to “Variable” with a value of “GOSCAN”
27. Click “Save” to save this coversheet configuration.

## Scanning with GoScan

### Demo Preparation

1. Print the BWDemo image
2. Print the NAHQ Test1.doc
3. Print the NAHQ Test2.doc

### Scanning

1. Organize the stack to be scanned with the BWDemo barcode separator sheet and the included attachment pages.
2. Place the stack of paper on the multi-sheet feeder of your scanner
3. Click on the  button
4. You will be prompted with, “Do you plan to use cover pages for this sequence of work?”
5. Select “Yes”, you will be presented with the coversheet configuration screen.
6. Choose the BW Demo coversheet.
7. Click on OK and the scanning begins.
8. Repeat the same process from 1-7, selecting the NAHQ coversheet configuration.

Once the scanning sequence has ended, processing of the image(s) begins. You can monitor the status of the GoScan system in the right-side pane. When the status has returned to “Scanner ready”, you can scan the next set of pages.

## **Checking The Saved Image and Data**

### **Browse to the Saved Image and Data Directory**

1. Open your Windows Explorer
2. Browse to the C:\GoScan\Images folder
3. For scanned images, you will see 5 files for each group of images scanned.
  - a. XML file containing the barcode data extracted from the coversheet.
  - b. Receipt file containing data from the scanned images
  - c. TIF file of the images per group.
  - d. Receipt file containing data from the unprocessed images
  - e. TIF file of the unprocessed images per group.
4. For images processed from the Hot Folder, you will see 3 images for each group.
  - a. XML file containing the barcode data extracted from the coversheet.
  - b. Receipt file containing data from the processed images
  - c. TIF file of the processed images per group.

### **Locating Image and Data on FTP Server**

1. Open your Internet Explorer
2. Enter the URL to your FTP server
3. Browse to the location selected for the GoScan FTP directory.
4. For scanned images, you will see 3 files for each group of images scanned.
  - a. XML file containing the barcode data extracted from the coversheet.
  - b. Receipt file containing data from the scanned images
  - c. TIF file of the images per group.
5. For images processed from the Hot Folder, you will see 5 images for each group.
  - a. XML file containing the barcode data extracted from the coversheet.
  - b. Receipt file containing data from the processed images
  - c. TIF file of the processed images per group.
  - d. Receipt file containing data from the unprocessed images
  - e. TIF file of the unprocessed images per group.