



Solutions for information workers

<http://www.websio.com> sales: sales@websio.com support: support@websio.com



SharePoint Scanner Plug-in Professional Edition User Guide



Contents

Getting Started.....	3
About Websio SharePoint Scanner Plug-in Professional _____	3
Main characteristics	4
Installation.....	4
Software Requirements _____	4
Installation Steps _____	5
Using SharePoint Scanner Plug-in.....	5
General _____	5
Scan document _____	6
FAQ	10
Cannot scan document? _____	10

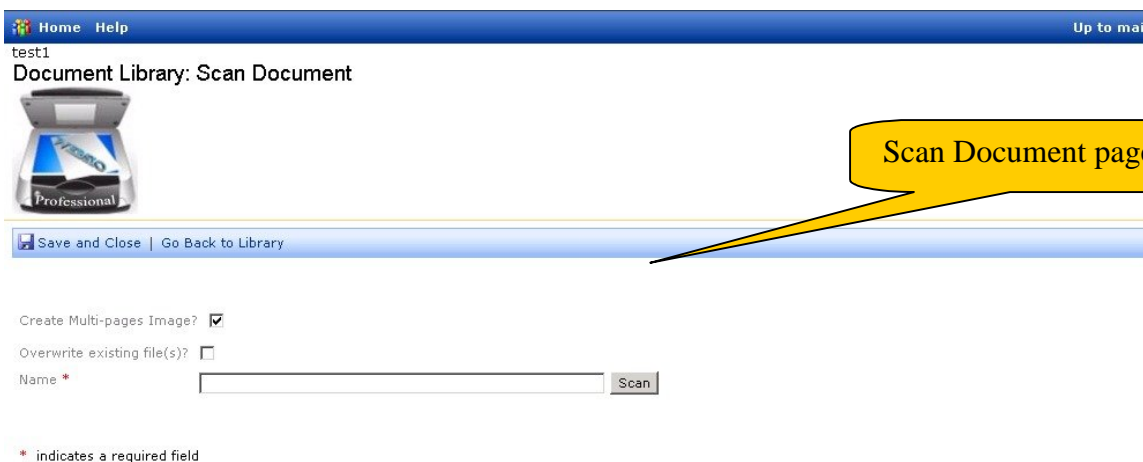
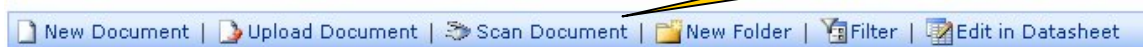


Getting Started

About Websio SharePoint Scanner Plug-in Professional

Websio SharePoint Scanner Plug-in Professional is a powerful tool for scanning documents right into a document library

Share a document with the team by adding it to this document library.



This Plug-in allows scanning documents into a document library and filling in properties of the document in the simple and friendly way. Plug-In supports all types of scanners: simple desktop and professional scanners with feeders.



Main characteristics

SharePoint version:	SharePoint Portal Server 2003 or WSS 2003
Client operation system:	Windows 2000/XP/2003/Vista
Browser:	Internet Explorer 6/7
Scan protocol:	TWAIN
Feeder support:	Yes
Output image format:	Tif
Multi-page file creation:	Yes
Multi-document scan and upload:	Yes

Installation

Software Requirements

Server Requirements

- Microsoft Windows SharePoint Services (WSS) v2.0
 - MS Office SharePoint Portal Server 2003 (SPS)
- OR**

Client Requirements

- MS Internet Explorer 6.0+
- Windows 2000/XP/2003/Vista
- Your SPS/WSS site must be added to trusted sites.
- To avoid security message set option "Initialize and script ActiveX controls not marked as safe" to "Enable" in the security settings for trusted sites.

Scanner Requirements

- TWAIN Support



Installation Steps

Server installation

1. Unzip the SharePoint Scanner Plug-in Pro v....zip file on your WSS/SPS Windows 2003 Server.
2. Double-Click the SharePoint_Scanner_Plugin_Pro_v[...].msi file in order to begin the plug-in installation wizard.

Client installation

3. Unzip the SharePoint Scanner Plug-in Pro v....zip file on your client machine
4. Double-Click the Scanner_Plugin_Pro_Client_v[...].msi file in order to begin the plug-in installation wizard.

Using SharePoint Scanner Plug-in

General

Websio SharePoint Scanner Plug-in enables you to scan a document to selected document library.

After installation every document library will have a new toolbar menu item named "Scan Document"

Share a document with the team by adding it to this document library.





<http://www.websio.com> sales: sales@websio.com support: support@websio.com

When user clicks on the new toolbar menu, the new page “Scan Document” will be displayed:

The screenshot shows a web application interface for scanning documents. At the top, there is a blue navigation bar with "Home" and "Help" links on the left, and "Up to main" on the right. Below the navigation bar, the text "test1" is displayed, followed by "Document Library: Scan Document". A central image shows a scanner with a document being scanned. Below the image, there is a blue bar with "Save and Close" and "Go Back to Library" links. The main content area contains two checkboxes: "Create Multi-pages Image?" which is checked, and "Overwrite existing file(s)?" which is unchecked. Below these is a text input field labeled "Name *" and a "Scan" button. A small asterisk indicates a required field.

Home Help Up to main

test1

Document Library: Scan Document

Save and Close | Go Back to Library

Create Multi-pages Image? ☒

Overwrite existing file(s)? ☐

Name * Scan

* indicates a required field

Scan document

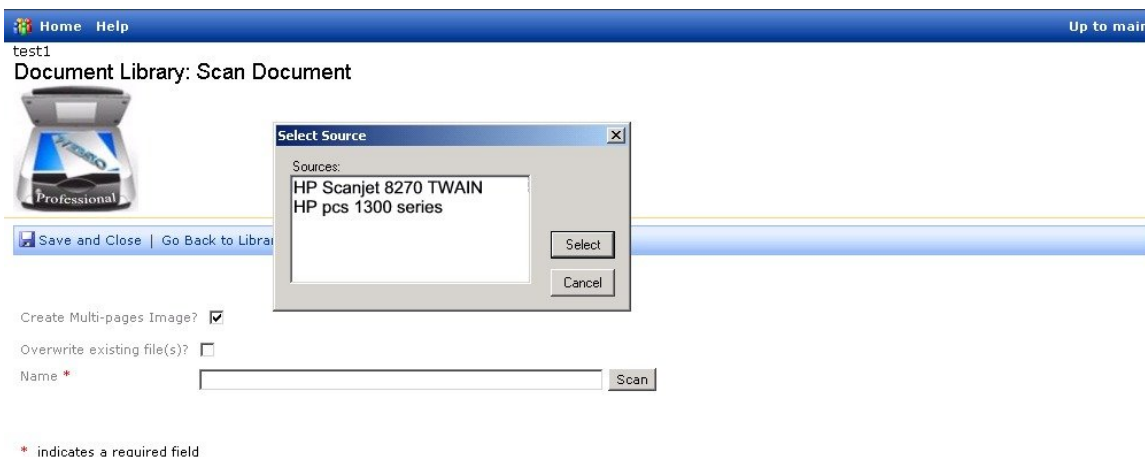
- Put document to scanner
- If you have scanner with feeder:
 - To create multi-page file stay option "Create Multi-pages Image" selected
 - To create an independent image for each scanned page clear option "Create Multi-pages Image"
- Click on the “Scan” button in “Scan Document” page.



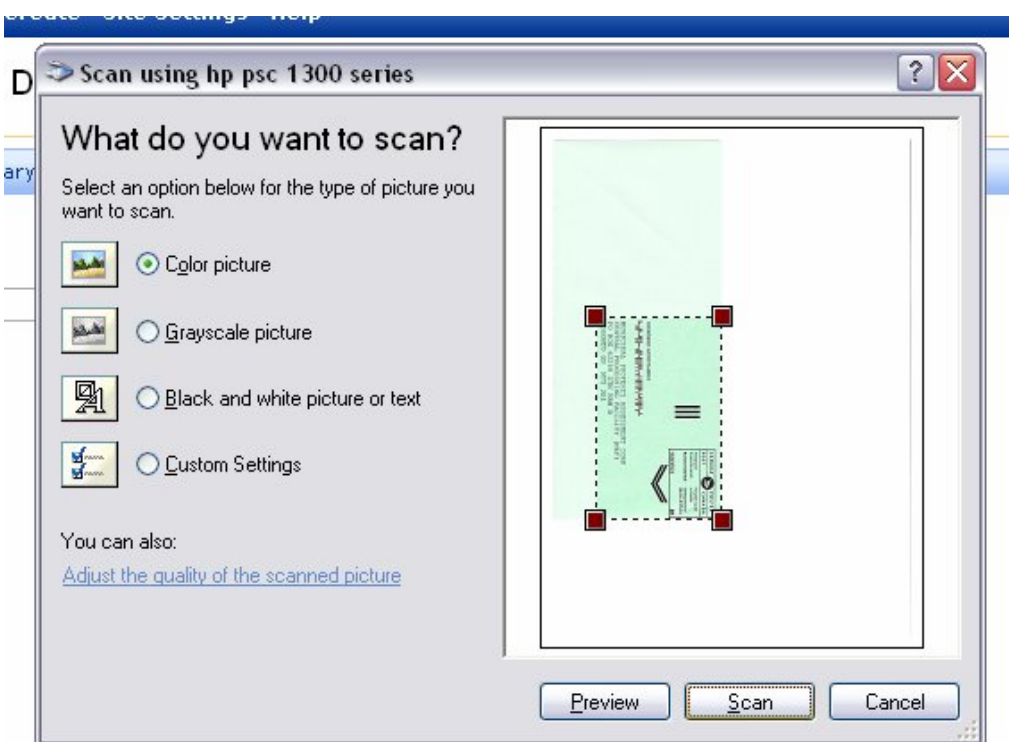
Solutions for information workers

<http://www.websio.com> sales: sales@websio.com support: support@websio.com

- Select source scanner in “Select Device” dialog and click “OK” button



- Using standard scanning window (depends on scanner software) change scanning parameters (resolution, colors etc), preview document and scan it to the buffer (press scan button).

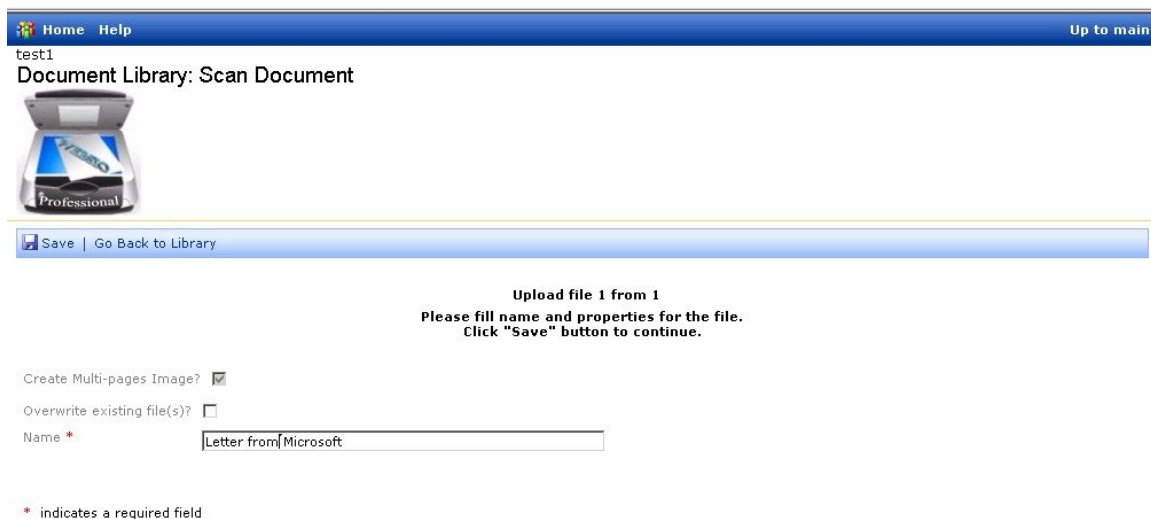




Solutions for information workers

<http://www.websio.com> sales: sales@websio.com support: support@websio.com

- The next screen will appear In case of:
 - You scanned single page
 - You scanned number of pages with selected option "Create Multi-pages Image"

The screenshot shows the 'Document Library: Scan Document' interface. At the top, there's a blue header bar with 'Home Help' on the left and 'Up to main' on the right. Below the header, the text 'test1' is visible. The main area features an icon of a scanner labeled 'Professional'. A blue bar at the bottom of the scanner icon contains the text 'Save | Go Back to Library'. Below this, a message states: 'Upload file 1 from 1. Please fill name and properties for the file. Click "Save" button to continue.' There are two checkboxes: 'Create Multi-pages Image?' (checked) and 'Overwrite existing file(s)?' (unchecked). A text input field labeled 'Name *' contains the text 'Letter from Microsoft'. At the bottom, a small note says '* indicates a required field'.

- Fill in document name and other properties after scanning and press "Save". The scanned document will be uploaded to your document library



Solutions for information workers

<http://www.websio.com> sales: sales@websio.com support: support@websio.com

- If you cleared option "Create Multi-pages Image" and scanned number of pages, another screen will appear:

A screenshot of the WEBSIO Document Library: Scan Document interface. The interface has a blue header bar with "Home" and "Help" links on the left and "Up to main" on the right. Below the header, the text "test1" is visible. The main title is "Document Library: Scan Document". There is an icon of a scanner labeled "Professional". Below the icon, there are two buttons: "Save" and "Go Back to Library". The main content area has a title "Upload file 1 from 3" and a subtitle "Please fill name and properties for the file. Click 'Save' button to continue." There are two radio buttons for file naming: "Fill Name for Each File?" and "File Name by Adding Counter to Base File Name?". Below these are two checkboxes: "Create Multi-pages Image?" and "Overwrite existing file(s)". There is a text input field labeled "Name *" with a red asterisk indicating it is a required field. At the bottom left, there is a note: "* indicates a required field".

- Select one of two options:
 - "File name for each file" – you'll be asked to fill document name and properties for each of created images
 - "File Name by Adding Counter to Base File Name" – select this option and fills file name and properties only once. Each next image will be uploaded automatically with the same set of properties. Scanner Plug-in will add to counter to the name of each uploaded file.



<http://www.websio.com> sales: sales@websio.com support: support@websio.com

FAQ

Cannot scan document?

Check if your SharePoint site is in the trusted security zone and option to run ActiveX controls from client script is enabled

Check if you can scan images from MS Word. It uses the same mechanism to scan images as Websio Scanner Plug-In Professional

Still have a problem? Ask to our support: support@websio.com