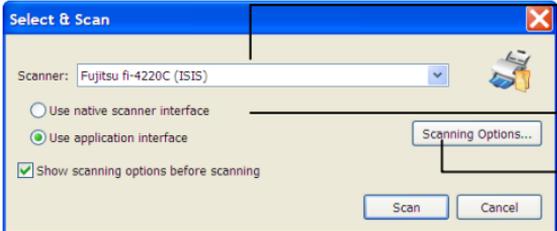


Start the Scan Station

Select **Start** → **Programs** → **ABBYY FlexiCapture 9.0 Stations** → **Scan Station**.

New to scanning?

Scanning Make sure that your scanner is connected to your PC. Place the paper documents into the feeder and click the **Scan** button:



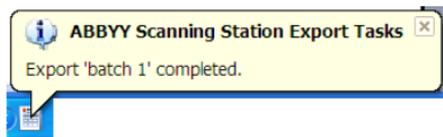
The screenshot shows the 'Select & Scan' dialog box. It features a 'Scanner:' dropdown menu set to 'Fujitsu fi-4220C (ISIS)'. Below this are two radio buttons: 'Use native scanner interface' (unselected) and 'Use application interface' (selected). A checked checkbox labeled 'Show scanning options before scanning' is also present. A 'Scanning Options...' button is located to the right of the radio buttons. At the bottom are 'Scan' and 'Cancel' buttons. Three callout boxes on the right provide instructions: the top one points to the scanner dropdown, the middle one points to the radio buttons, and the bottom one points to the 'Scanning Options...' button.

- Select your scanner from the list
- Select the preferred scanning interface
- Adjust the scanning settings if necessary

Once the scanner profile is created, scanning starts automatically.

Export Click the arrow next to the **Export** button and then select the desired export destination. You can export document to a folder, to an FTP server, or directly to the ABBYY FlexiCapture Application Server.

In the next dialog box, specify export options and click **OK**. Once the batch is exported, the following pop-up notification appears:



Pop-up notifications can be disabled.



From this point onward you can simply click the **Scan** and **Export** buttons without making any additional settings. The program will use the previously selected scanner and export options.

Manage your documents

To process images in groups, use batches and documents:

- View the structures of your batches and documents in the Navigator window
- Re-arrange the pages by simply dragging and dropping them in the Navigator or Images windows
- Assemble pages into documents or divide assembled documents into pages
- Insert missing pages or re-scan individual pages
- Rename batches and documents in the Navigator window

Use the batch types to process images of different types

If you are going to process images from different sources, use the batch types. By doing this, you will be able to adjust the following:

- Scanning settings;
- Document and batch separation settings;
- Image processing settings;
- Scanned page parameters control settings;
- Sending settings;
- Batch registration parameters;
- Document registration parameters.

To work with batch types, use the Batch Types window (ViewàBatch Types...).

To use the batch types on another Scanning Station, export them by clicking Export... and load them on the other station by clicking Import.

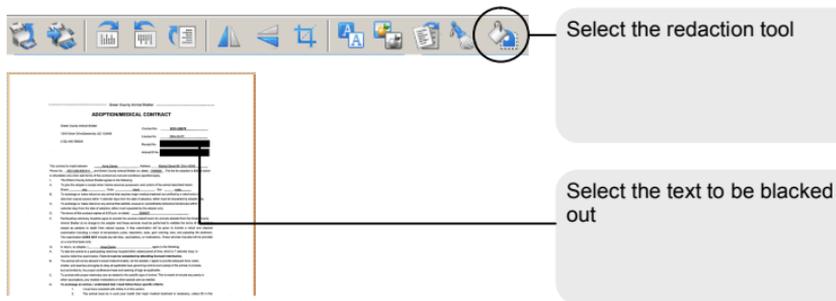
Indexing batches and documents using registration parameters

Setting up Specify the list of registration parameters during batch type creation using the Batch Type Creation Wizard or change it on the **Document Registration Parameters** and **Batch Registration Parameters** tabs of the **Batch Type Properties** dialog box (**View**→**Batch Types...**, then, in the dialog box that opens, click **Modify...**). When configuring the options of sending the batch to a FlexiCapture project, you can import the registration parameters from there.

Filling If the list of registration parameters is specified for the current batch type, enter the parameters' values during batch creation. In case of need, change them in the **Batch Properties** dialog box by clicking **Properties** on the shortcut menu. The registration parameters for each document can be specified in the **Document Properties** dialog box.

Remove confidential information

A special redaction tool allows you to edit out confidential information on any image.



Load images from files

The Scan Station allows you to process image files.

- Create multi-page PDF and TIFF files from one-page image files
- Convert image files to other formats
- Rename image files based on user-defined rules

Supported image import formats: PDF, TIFF, JPEG, JPEG2000, BMP, PNG, PCX, DCX, DjVu, JBIG2.

Keyboard shortcuts

You can use the following keyboard shortcuts for the most commonly used operations:

Scan pages using the currently selected scanner profile	Ctrl+S
Create a new document	Ctrl+Shift+C
Disassemble a document	Ctrl+Shift+D
Load images	Ctrl+L
Select a scanner profile	Ctrl+Shift+S
Select export options	Ctrl+Shift+E
View the Help file	F1

