

# *Action Manager Help*



## About Action Manager

What Action Manager can do for you.



## Using Action Manager

This topic provides detailed descriptions to help you use Action Manager.

## ***About Action Manager***

Action Manager is a software program which organizes and controls Utilities that integrate your scanner, printer, fax/modem and image-editing applications. It does this through the Utilities which are provided and may include: the FAX Utility, the COPY Utility and the SCAN & Save Utility and others. This integration can save a lot of time and hard disk space. If you want to scan a document and fax it without using Action Manager, youd have to do many steps like executing the scanning software, configuring the scanner, loading the paper, scanning and saving the image, executing the fax software and setting it up, attaching the scanned image and faxing it. With Action Manager in the background memory of your computer, you would just have to load the document in your scanner, address the fax and the job is done. Its that easy!

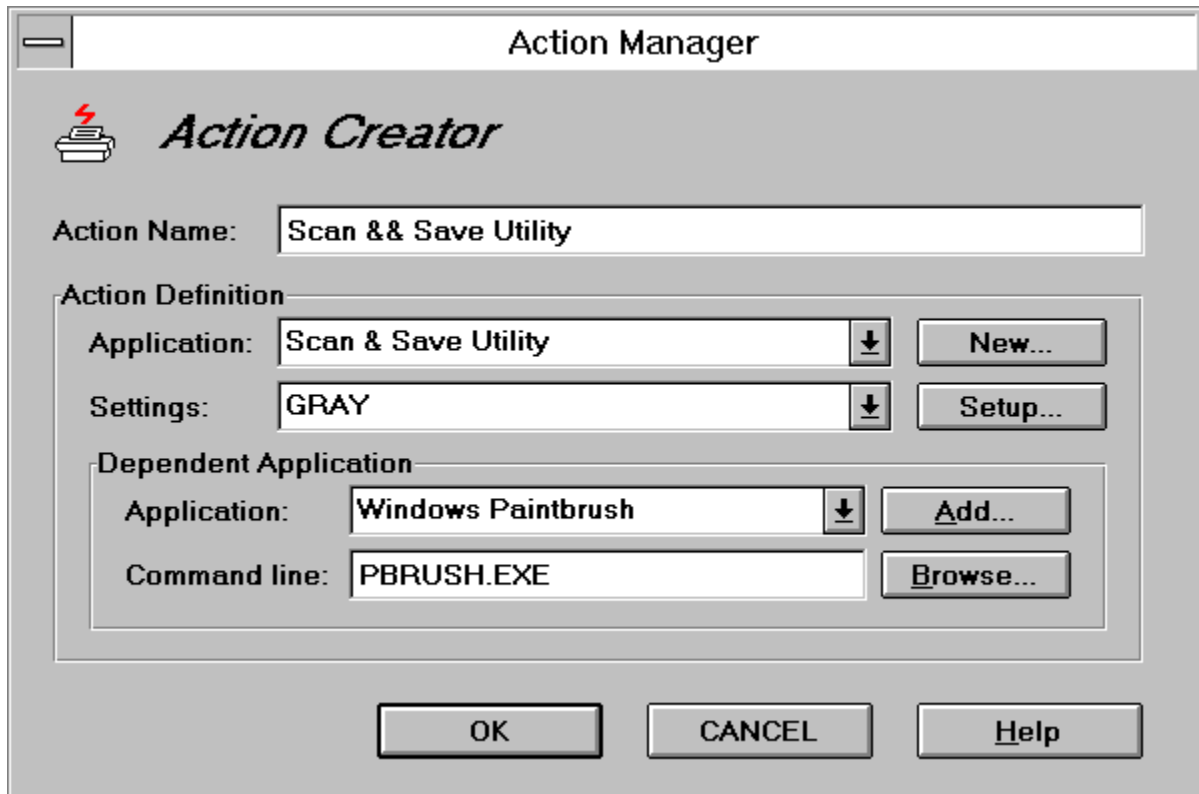
# *Using Action Manager*

When you execute the Action Manager by double-clicking on its icon or loading a piece of paper into your scanner, a window is opened. This is the [Action Manager Window](#), the main part of the program. There are four other parts to the Action Manager. These are the [Touch Free Status](#) setting which automatically executes an [Action](#) when you load a picture or document into the scanner, the [Action Creator](#) which defines different [Actions](#) that have predefined scan settings and outputs, the [Paper Aware](#) setting which disables Action Manager when running chosen applications and a window to [Add Dependent Applications](#) where you define image-editing applications that can automatically receive scanned images.

The Action Manager helps you save time and disk space when using your scanner by organizing jobs into [Actions](#) and allowing you to execute these Actions very easily. If you use your scanner very infrequently, then you can simply execute one of the Utilities and reconfigure it each time you wish to scan an image. However, we recommend that you take a small amount of time to [Create Actions](#) that you are likely to perform to free yourself from setting up the same scan job over and over again.

## Action Creator

The Action Creator is the main organizational tool of the Action Manager. It allows you to predefine scan jobs so that you only need to feed a piece of paper into your scanner, double-click on the appropriate [Action](#) and the Action Manager will automatically complete the task. The idea is to Create Actions for all the different scan jobs you are likely to do thus eliminating the need to constantly reconfigure your scanner for each type of image you are scanning and each type of software or peripheral you are exporting the image to. Actions can be Created or Setup for a variety of different scanning modes, resolutions, magnifications, file formats, print and fax drivers, etc. And the jobs they perform can work across networks.



To use the Action Creator first open the [Action Manager Window](#) by double-clicking on the Action Manager Icon. Next, click once with the **RIGHT** mouse button on one of the [Utilities Icons](#) or one of the (initially **Undefined**) [Action Icons](#). This will open the Action Creator Window for this Icon. There are three sections in the Action Creator Window- the **Action Name** for naming newly defined [Actions](#), the [Action Definition](#) for creating new actions and the [Dependent Application](#) for exporting images.

Basically, to Create Actions you must click once with the **RIGHT** mouse button on an **Undefined** Action and do these 4 things:

- Choose the appropriate [Application](#)
- Choose the appropriate [Setting](#)
- Configure the Action in the [Setup](#)
- Name the Action.

And if you want to scan an image and send it straight to an image-editing program you must:

- Choose the appropriate [Dependent Application](#).

# Action Definition

This is where Actions and Utilities can be Setup or configured. If you rarely use your scanner and do not wish to use the Action Manager to create [Actions](#) and organize your scanning you can simply reconfigure a Utility for each scan job you are going to do by clicking once with the **RIGHT** mouse button on the appropriate [Utility Icon](#) . The Utilities keep the same settings as the last time you used them. However, we recommend that you take a small amount of time to Define Actions that you are likely to perform by clicking once with the **RIGHT** mouse button on an **Undefined** or obsolete [Action Icon](#) to free yourself from setting up the same scan job over and over again. In the long run, this can save you a lot of time configuring your software and peripherals and a lot of space on your hard drive. The following are detailed descriptions of the Action Definition section of the Action Creator:

- The Application Box** This box is for choosing the Utility that your scan job will be based on. For instance, if you want to create an Action that faxes text images, you would choose the FAX Utility Application here. Choosing the Scan & Save Utility will enable the [Dependent Application](#) section.
- The Settings Box** This box is for choosing the appropriate scanner settings for the type of image you will scan. For instance, if you are creating an Action that faxes black and white text images, you would choose TEXT here. Note: this setting will define the Scan Mode in the Setup window. If you change the Scan Mode it will overwrite the Setting. **Thus, do not change the Scan Mode for an Action.** Create a new Action with the Scan Mode as its Setting. If more than one Action uses the same Application and Setting, changing Setup options for one Action will automatically change the Setup for the other Actions. In other words, there can only be one Action that uses the same Application and the same Setting. You can, however, create more than one Action with different [Dependent Applications](#) but the Setup pages for these Actions will always remain the same.
- The Setup Button** Click here to configure Actions and Utilities.
- The New Button** Click here to define new personal applications.

## *Dependent Application*

The section enables you to scan an image and automatically have the Action Manager launch any image-editing program and put the scanned image into this application allowing you to immediately edit the image. You must make sure however, that the image editing program can accept the file format and scan mode of the image. **This function can only be used with the SCAN & Save Utility or [Actions](#) that are based on it.** For more details on this see the Export to Application page of the Scan & Save Utility Help.

To [Add an Application](#) first click once with the **RIGHT** mouse button on an Action or Utility to open the [Action Creator](#) window. In the Application Definition section of this window set the Application to the SCAN & Save Utility by clicking once with the left mouse button on the down arrow at the end of the Application Box and clicking again with the left mouse button on the SCAN & Save Utility. This will enable you to define Dependent Applications.

# *Action*

Basically, an Action is any job you wish to do with your scanner. This can include scanning and faxing a document or image, scanning a b/w, gray or color picture and editing it in an image editing program, printing multiple copies of a scanned image (coordinating your scanner and printer to act like a photocopier) or even just scanning a document and saving it on your hard disk in the file format of your choice. As you can see, each Action will be based on a Utility (FAX Utility, COPY Utility, SCAN & Save Utility, or others). The Utility must be defined in the [Action Definition](#) section of the [ActionCreator](#).

The important thing is to define an Action and configure the software once by using the [Action Creator](#). After this, these jobs can be done by just loading the document or image into your scanner and double-clicking on the Action of your choice, everything will have already been setup. Or, if you perform an Action often, you can even do it by just loading the paper in the scanner by designating the Action in the [Touch Free Status](#) window. The Action Manager will take care of the rest.

Note: the Utilities function as Actions which are configured the same as the last time you used them.

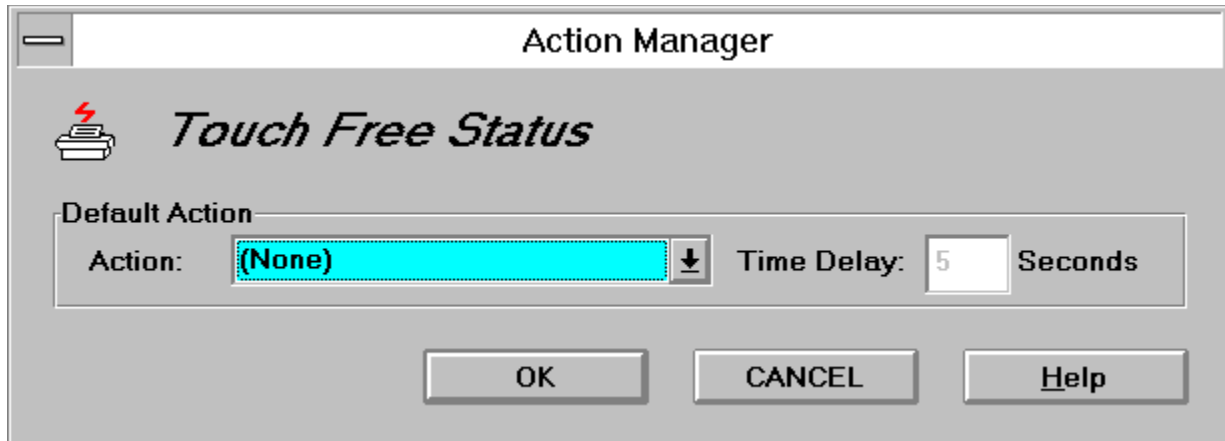
## *Touch Free Example*

Lets say you do not have a photocopier and you mostly use your scanner to scan and print text documents. You have created two Actions called PRINT\_TEXT and FAX\_TEXT and defined PRINT\_TEXT in the Touch Free Status Window as your default Action with a Time Delay of 10 seconds. Action Manager is in your computers background memory and you are working in a different application, lets say a spreadsheet. If you put a piece of paper in the scanner, the [Action Manager Window](#) will pop up on your screen with a timer counting down from ten. If this is a text document and you want to print it you must wait for the timer to finish counting. If you Click the mouse, close the [Action Manager Window](#) or Switch to another program before the counter is finished the scan job will be canceled and the Action will not be executed. You must reload the paper into the scanner to begin another scan job. If you wish to fax the document instead of printing it, double-clicking on the FAX\_TEXT Action before the time runs out will cancel the PRINT\_TEXT Action and execute the FAX\_TEXT Action.



## Touch Free Status

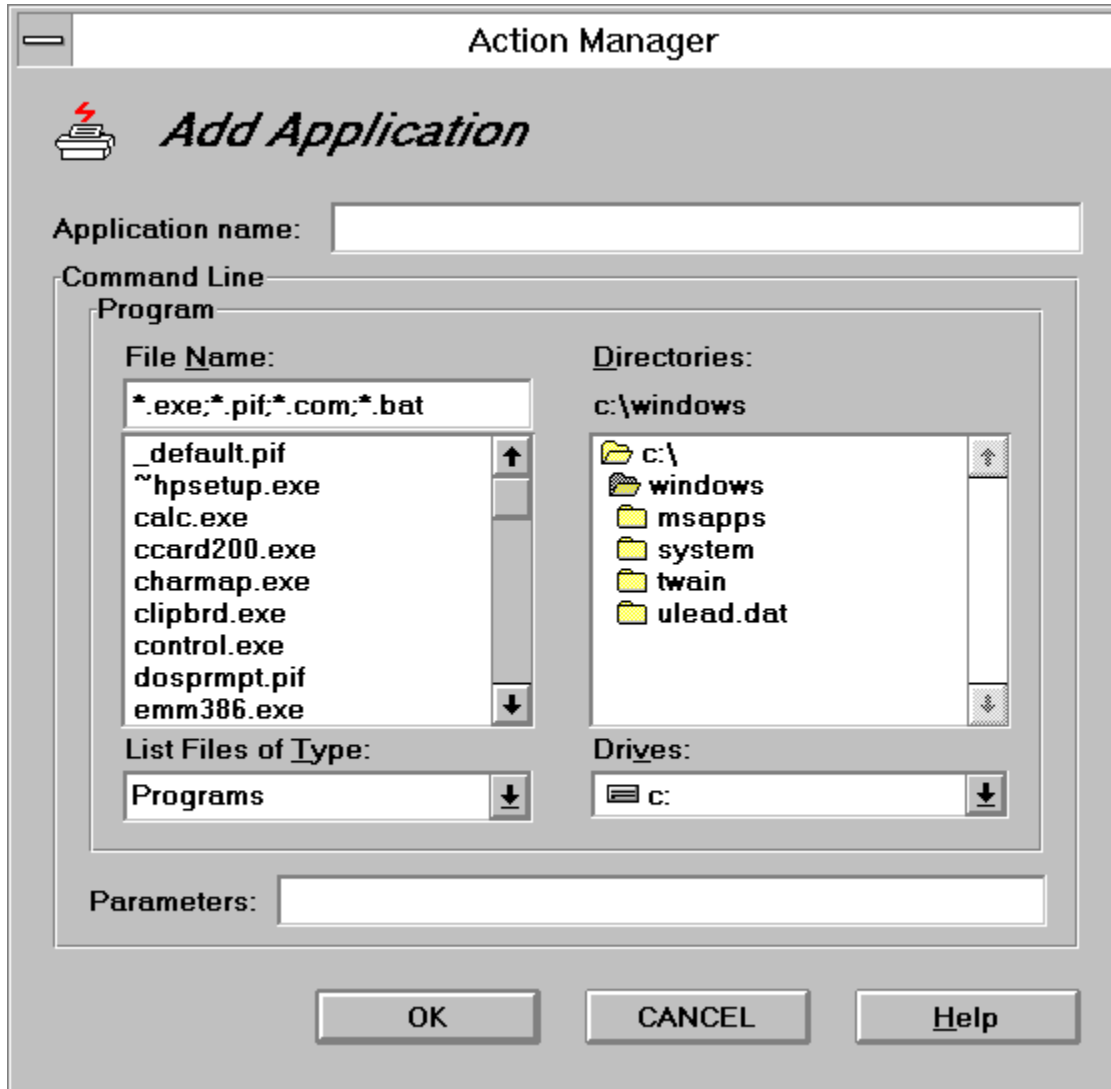
The Touch Free Status setting is used to define default [Actions](#) that automatically execute whenever a document or image is loaded into the scanner. The Touch Free Status is located in the Menu Bar at the top-left of the [Action Manager Window](#). When you click once with the left-hand mouse button on this phrase, the Touch Free Status window will appear. This window is where you can define the default [Action](#) you wish to automatically execute.



There are two settings boxes in the Touch Free Status window; the [Action](#) box and the [Time Delay](#) box. Click once with the left mouse button on the down-arrow at the end of the [Action](#) box to reveal a list of predefined [Actions](#). To select a default Action, click once on the Action of your choice and the Action will appear in the Action box. This Action will now be executed any time a piece of paper is loaded into the scanner. The [Time Delay](#) box is used to specify an amount of time before the default Action is executed. During this time you can execute any other Action instead of the default Action (please see [Touch Free Example](#)).

## Add Dependent Application

This function allows you to Add new [Dependent Applications](#) to Export images to. For more information on Exporting to Applications refer to the Export to Application page of the SCAN & Save Utility Help. Applications that have been added cannot be removed.



The Add Application Window has two smaller windows inside- one called **Directories** and the other called **File Name**. Search through the **Directories Window** until the launching file (usually a file with the suffix .EXE) for the application you wish to Add appears in the **File Name Window**. Now, highlight the launching file in the **File Name Window** by clicking on it once with the left mouse button and give the file application a name in the **Application Name Box** at the top of the Add window. This name can be the same name as the application but must be different than other applications that were Added. Click once on the OK button at the bottom of the window and you are done.

Other boxes in the Add Dependent Application Window include:

### List Files of Type

This box controls what type of files will be listed in the **File Name Window**. If the launching file has the suffix .EXE, choose the **Programs** option.

**Drives**  
**Parameters**

Otherwise, choose the **All Files** option.

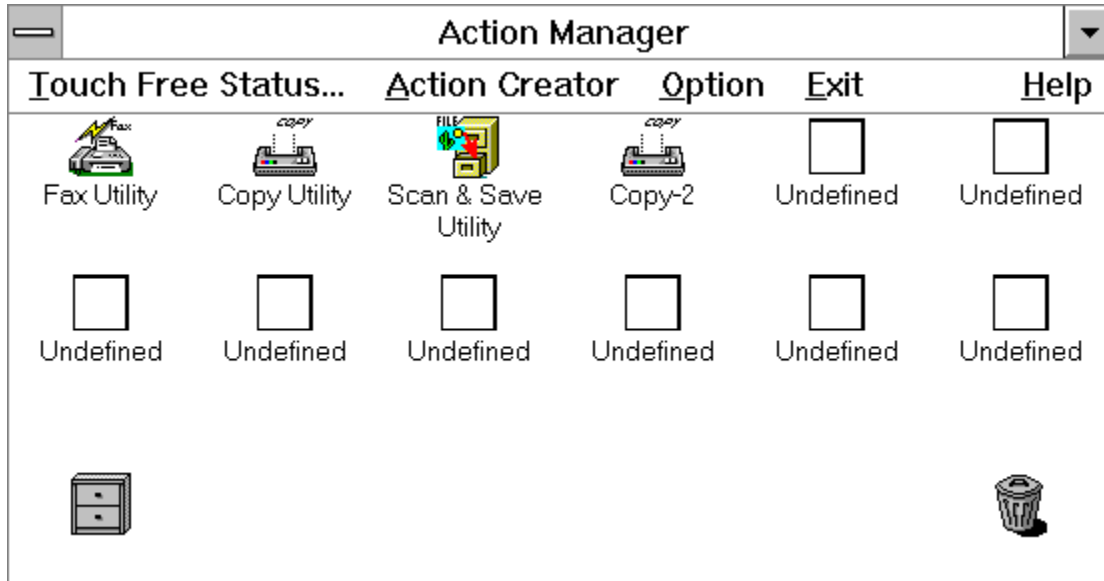
Allows you to change drives when searching for applications.

Adds parameters to the command line of the of the launching program allowing the application to be launched with parameters. Usually left blank, this box is for experienced users.

Remember, to Add a Dependent Application, you must highlight a file in the **File Name Window** and name the application in the **Application Name Box**.

# Action Manager Window

The Action Manager Window is the heart of the program. All scan jobs start from here. To get to the Action Manager Window simply double-click on the Action Manager icon or load a piece of paper into your scanner. The Action Manager Window contains three parts- the **Menu Bar** at the top of the window, the **Utilities Icons**, the **Action Icons** and the two **Special Icons** at the bottom of the window.



The **Menu Bar** at the top of the window is used to configure the Action Manager. Choices include; the **Touch Free Status**, which will automatically execute Actions, the **Action Creator** to configure your scanner and peripherals for future scan jobs, an **Option** setting which includes the **Paper Aware** to disable Action Manager when running image-editing applications, the **Execute When Windows Starts** command to automatically execute the Action Manager at startup and finally the self-explanatory **Exit** and **Help** commands.

# Icons

There are two types of Icons in the Action Manager Window. The first type are the **Utility and Action** Icons. There can only be 12 **Utility and Action** Icons in the window ready for use at one time. The other Icons represent a **Filing Cabinet** and a **Trash Can** and have special functions.

**Utilities and Actions** These icons are Actions. Double-click on them with the left-hand mouse button to execute them and click on them once with the right-hand mouse button to configure them in the Action Creator. Dragging and dropping one Icon onto another will cause them to change places.

**Filing Cabinet** This icon creates additional space to store less frequently used Actions. Thousands of Actions can be stored here but you cannot execute Actions from this area. To use this, click on the Filing Cabinet once with the left mouse button to open the storage window. Drag and Drop an Action into the window. The space that the icon previously occupied will now be labeled **Undefined**. To use an Action that is stored here, open this window and Drag and Drop a selected Action on an **Undefined** space. Dropping an Action from the Filing Cabinet onto another Action or Utility will overwrite the Action or Utility. Erased Utilities and Actions can be recreated in the Action Creator. The Utilities will always remain in the **Application Box** of the **Action Definition** section in the Action Creator unless their files are deleted from the disk.

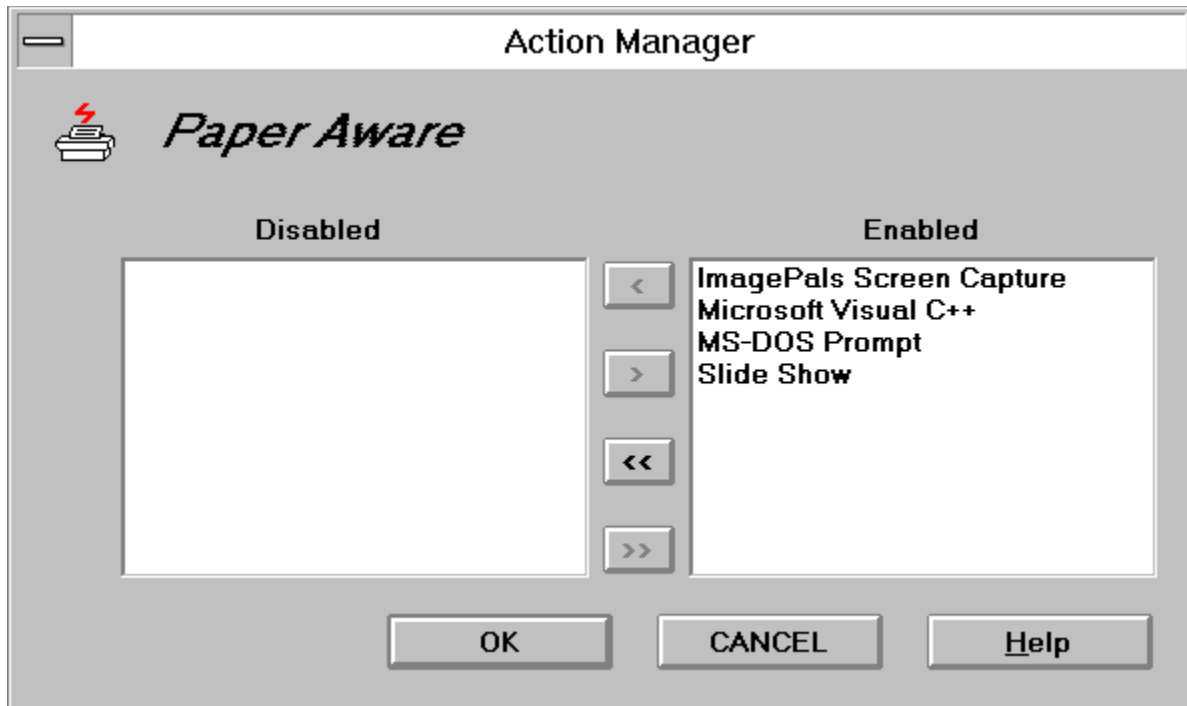
**Trash Can** Drag and Drop obsolete Actions or unused Utilities on this Icon to delete them. Actions can be recreated from scratch in the Action Creator. The Utilities will always remain in the **Application Box** of the **Action Definition** section in the Action Creator unless their files are deleted from the disk.

# Paper Aware

The Paper Aware function is used to turn off the Action Manager when a defined image-editing program is being used. This can be useful if you are using an image-editing programs own scanning functions and do not need the Action Manager to scan images for you. All Paper Aware settings are defaults and will be automatically saved and reinstated each time you execute the Action Manager.

For instance, if you are using Adobe Photoshop to scan images and edit them, every time you put a piece of paper into the scanner the [Action Manager Window](#) will pop-up. However, you are using PhotoShops own scanning functions and do not want to use the Action Manager. To prevent the [Action Manager Window](#) from popping-up, you need to disable it for Adobe PhotoShop in the Paper Aware Window.

To do this, first execute the image-editing application that you are going to use to scan images. Then, open the Action Manager Window and click once with the left mouse button on [Option](#). This opens a pull-down menu with the first item being Paper Aware. Click once with the left mouse button on Paper Aware to open the Paper Aware window.



Inside the Paper Aware Window are two smaller windows called [Enabled](#) and [Disabled](#). All applications you are running will appear in the [Enabled](#) window on the right. This means that the Action Manager is [Enabled](#) while these applications are running. To [Disable](#) the Action Manager for any of these applications simply click on the desired application once with the left mouse button to highlight it and then click again on the single arrow button between the two windows. The chosen application will now appear in the [Disabled](#) window. Now when this application is executed and you insert a piece of paper into you scanner, the Action Manager will not be executed (even if the Application is running in the background!). To [Enable](#) or [Disable](#) all of the applications at once simply click once with the left mouse button on the double-arrow button without highlighting any applications.

## ***Browse***

Some Utilities have predefined Applications that you can export files to. If you open the Application box and you have one of the predefined Applications, you simply need to click on the **Browse** button to show the Action Manager program where the Application. If an Application you wish to Export scanned images to does not appear in the box, you need to [\*Add the Application\*](#) to the list.

