

FAX Utility Help



About FAX Utility

What Fax Utility can do for you.



Using FAX Utility

This topic provides detailed descriptions to help you use FAX Utility.

About FAX Utility

The FAX Utility is software for your scanner which links it directly to your fax modem. Its function is to scan images- text, pictures or both- and immediately fax them using your existing fax software. The FAX Utility does this without saving the scanned image to your hard disk thus saving time and space on the hard disk. FAX Utility must be accessed through the Action Manager. Fax Utility can be used in two different ways. You can reconfigure the Fax Utility itself for each different type of image you are scanning and faxing or you can create different Actions for Fax Utility. For more detailed information about this including the pros and cons of each method please consult the Action Creator Help page in the Action Manager Help.

Remember, the FAX Utility does not replace your fax software. It is a utility which scans images and feeds them directly to your fax software for faxing.

Using FAX Utility

This utility contains two Setup pages to configure settings for your scanner and define how to fax the image that was scanned. The first page is used to setup the working situation and displays all necessary information about the scanner and the fax. The second or advanced dialog page lets you fine tune the fax by adjusting scanning parameters and also lets you choose different ways to send the fax.

SETUP Windows

If all the settings in the first Setup box are suitable for the page(s) you want to scan and fax, you can simply press the OK button to save these settings. Otherwise, choose the Advanced button to change the other settings on this page. **When you modify the Setup pages, all modifications will affect Actions with the same Action Manager Setting.** For more information see the Setting screen in the Action Creator Help page of the Action Manager Help.

The [Page Mode](#) will probably be changed most often, so we put this control at the top of the first dialog box. Also on this page is the [Sheet Status](#). In the advanced setup page, you can adjust the [Brightness](#) and [Contrast](#) to control the scanning quality. You can also change the [FAX Driver](#) to send the scanned image through different fax drivers. The FAX-related information items shown in both dialogs are [FAX Mode](#), and [Printable Area](#).

Running Dialog

When you execute the FAX Utility the first thing you will see is a window from your fax software which asks you where and how you want to send the fax. Complete this information and press Send. Next, the FAX Utility will scan the page(s) you wish to send. While this phase of the FAX Utility is running, a progress indicator dialog with an ABORT button will be displayed. If you want to cancel this scan and fax process, please choose the ABORT button in the progress indicator dialog or the CANCEL button in the dialog that the FAX driver provides.

We found that there can be a significant time delay between pages and at the end of the document! These are caused by the FAX driver processing each individual page into its own format. It may take 2 or more minutes per page depending on the complexity of page contents and the processing power of your computer. However, a message will appear in the dialog box informing you of the situation.

Page Mode

The Page Mode in Fax Utility determines how images are processed before they are transmitted to the receiving fax modem. Different Page Modes produce different scan results for different types of images. The mode names describe what types of documents for which they are best suited. However, feel free to experiment with different modes if you are unsure of which one to use. The Page Modes can also be predefined for user-defined Actions in the Setting box when an Action is created. Please see the Action Creation Help page of the Action Manager Help for more information. The following are general guidelines for Page Mode options:

- | | |
|------------------------------|--|
| Text | This mode is designed for scanning pages that primarily contain text. It is a high-contrast image mode. Pictures faxed in this mode will result in poor image quality, but images created with laser or inkjet printers will have good results. |
| Picture | This mode is perfect for faxing continuous-tone and grayscale photos. Faxing text in this mode will result in unclear characters. |
| Both text and picture | This mode can be used for faxing combination text/photo pages. It can distinguish between Text and Picture areas of a single page and the quality of reproduction on these types of pages will be higher than if using one of the other options. |

Sheet Status

These two options depend on whether or not your scanner has Auto Document Feeder (ADF).

- Depends on Scanner** If this option is checked and you have ADF, it will read all pages of a document. If your scanner does not have ADF, then only one page will be read.
- Multiple Pages** You do not need to check this option if your scanner has ADF. However, if your scanner does not have ADF you need to check this option when scanning a document containing multiple pages.

Brightness and Contrast

These are used to improve the quality of the scanned image. If text mode is selected and the text is in print, keep this in normal position (50). If the text is handwritten or unclear, lowering the brightness may improve the readability of the document. However, for most other images, especially pictures, you will have to experiment with these values to obtain the best results.

Brightness

Adjusts the brightness to make the scanned page brighter or darker.

Contrast

Reducing the contrast sharpens the picture. This affects Picture and Both Text and Picture modes; it is meaningless for [Text](#) mode.

FAX Settings

The following explains FAX-related settings and information:

FAX Driver

This box lists all the fax and printer drivers that are installed in Windows. You must choose the fax driver that you wish to use. Choosing a printer driver for the Fax Utility will cause an error to occur. If you wish to scan an image and output to the printer you must use the [**COPY Utility**](#).

FAX Mode

This is the mode you defined in the FAX driver via Printers icon in the Windows Control Panel. Usually it is either Normal (200x100 dpi) or Fine (200x200 dpi) mode. Fine mode produces better results at the destination but takes more time to process and transmit. Note: this parameter cannot be changed in these Setup pages. If you wish to change the FAX Mode, it must be changed via the Printers icon in the Windows Control Panel.

Printable Area

The maximum dimension of a page that the selected FAX driver can scan and send. Note: this parameter cannot be changed in these Setup pages. If you wish to change the Printable Area, it must be changed via the Printers icon in the Windows Control Panel..

COPY Utility Help



[About Copy Utility](#)

What this utility can do for you.



[Using COPY Utility](#)

This topic provides detailed descriptions to help you use COPY Utility.

About COPY Utility

The Copy Utility is software for your scanner which links it directly to your printer. Its function is to scan images- text, pictures or both- and immediately print them. The COPY Utility does this without saving the scanned image to your hard disk thus saving time and space on the hard disk. The COPY Utility provides several types of output, and automatically detects the capabilities of your printer and changes the output mode to maximize quality and efficiency. You can print a single scan of an image up to 999 times. You can also print the image in the center of the page or in the top-left corner, adjust the scanning parameters to suit your own specific needs, and output to any printer you want to use on a network regardless of whether its the default printer thats defined in Windows. COPY Utility must be accessed through the Action Manager and can be used in two different ways. You can reconfigure the COPY Utility itself for each different type of image you are scanning and printing or you can create different Actions for COPY Utility. For more detailed information about this including the pros and cons of each method please consult the Action Creation Help page in the Action Manager Help.

Using COPY Utility

SETUP Windows

The COPY Utility Setup pages allow you to define settings for making copies (printing a scanned image). In these pages you can adjust many settings to raise the quality of the scanned image or to speed up the scanning and printing process. **When you modify the Setup pages, all modifications will affect Actions with the same Action Manager Setting.** For more information see the Setting screen in the Action Creator Help page of the Action Manager Help. Following are detailed descriptions for Setup and Advanced Setup options:

[Enlarge/Reduce](#)

[# of copies](#)

[Center on page](#)

[Printer](#)

[Resolution](#)

[Printable Area](#)

[Scan Mode](#)

[Brightness](#)

[Contrast](#)

[Area](#)

[Prescan](#)

[Prescan window](#)

Running Dialog

A progress indicator dialog with a CANCEL button is displayed while the COPY Utility is running. If you wish to cancel your scan and print project, click on the CANCEL button at any time. Also, there are ways to [speed up](#) the scan and print process.

Speed

Basically, the time it takes to scan and print a document depends the [Scan Mode](#) you choose. The higher the quality of the image, the longer it will take.

We found that there is a significant time-delay between scanning and printing the document! This is caused by the PRINTER driver processing each individual page into its own format. Scanners and printers understand (format) the data on a page differently. It may take 2 or more minutes per page for the printer to convert the data being sent to it from the scanner, depending on the complexity of page contents and the processing power of your computer. However, a message will appear in the dialog box informing you of the situation.. So if you see the progress indicator stay at 100%, it is the time that the Printer driver is processing the scanned document.

Please configure your printer by through the Printer icon of the Windows Control Panel to match your settings in the COPY Utility Setup pages. This can greatly reduce the time it takes for the printer to format the data. Coordinating the printer and scanner Setup pages will also prevent incorrect print results and long delays due to unnecessary processing times. For instance using color mode to print gray data would take much longer to process and wouldnt produce a color image.

Brightness and Contrast

These are used to improve scanning quality. If Text mode is selected and the text is in print, keep these in normal position (50). If your document is hand-written or unclear, lowering the brightness may improve its readability. However, in most other cases, and especially with pictures, you will have to experiment with these values to obtain the best results

Brightness

Adjust the brightness to make scanned page brighter or darker.

Contrast

Lowering the contrast sharpens the picture. This value is valid for all modes except Line Art.

Scan Control

Scan Mode

Scan mode is used to define how the page you are scanning (the image) will be read. Different modes have different print effects. For instance, selecting the Line Art, Halftone or Gray modes when printing a black and white image can change the quality of the output. We recommend selecting the corresponding mode as defined in the PRINTERS icon in the Windows Control Panel to reduce the time it takes your printer to convert the data from the scanner. You should only select higher quality modes when the printed effects do not satisfy you since these modes can take much longer to process. The Scan Modes can also be predefined for user-defined Actions in the Setting box when the Action is created. For more detailed information consult the Action Creation Help page of the Action Manager Help. Following are some general guidelines for Scan Mode options:

Line Art	Suitable for line drawings or high-contrast images. This black and white mode and is the fastest for scanning and printing.
Halftone	<u>Dithered</u> images. Makes gray images appear gray when they are really black and white. Combines the speed of black and white with an appearance close to gray. Also good for text-only images.
Gray	Suitable for complex non-color images with shading and gradients. Can also be used to convert a color image to grayscale.
True Color	Scans in 24-bit color. The option takes the longest time to both scan and print because of the huge amount of data involved.
Color halftone	Scans in 4-bit color. Quite a bit faster than True Color while still producing convincing images.

Copy Ratio

This control is used to enlarge a small area or reduce a large area. Its range depends on the maximum DPI that your scanner and printer supports. For example, If the scanner supports 1200 dpi and the printer supports 300 dpi, then you can enlarge a 1 inch area that is scanned to cover a 4 inch area on the page from the printer. But if the printer supports 720 dpi, then you just can enlarge a 1 inch to area that is scanned to only 1.66 inches on the printed page. Be careful, COPY Utility will not adjust the enlargement percentage or the image to match the printable area. If your enlargement/reduction percentage exceeds the printable area or the DPI ratio, the image will be lost!

Printer Settings

# of copies	Specifies the number of copies of the scanned image to be printed. If the number of copies exceeds the maximum allowed by your printer, the COPY Utility will save the image in a temporary file and automatically complete the printing. Otherwise, it will not save the scanned image to the hard disk. Either way, the COPY Utility can successfully print up to 999 copies of an image which is scanned once.
Center on page	This page positioning option allows you to center the image on the printed page or to print the image beginning at the top-left of the page. If your image size is greater than the printable area and this option has been chosen, the COPY Utility will only use the central part of the image for output. If this option wasn't chosen, then the bottom-right portion of the image will be lost. If your image is smaller than the printable area and this option was checked then it will be centered. If this option wasn't checked, then it will be printed as scanned. If your image is the size of one full page, this option will have no effect on the printed output.
Printer	All printer drivers installed in Windows are listed here for selection. Different printers can also be predefined for user-defined Actions in the Setting box when the Action is created. For more detailed information consult the Action Creation Help page of the Action Manager Help.
Resolution	Displays the currently defined print resolution. The resolution must be changed via the Printer icon of the Windows Control Panel.
Printable Area	The maximum dimensions of the page to be printed. This value can only be changed via the Printer icon in the Windows Control Panel. This dimension should be adjusted when altering the scanning area or when the enlarge/reduce ratio causes the printed image to exceed the area of a normal page.

Prescan Area

These options allow you to prescan an image and define the area of the page to be scanned.

Prescan window This window represents an 8x14 inch paper, and the prescanned image will be displayed here. There is a square (box) inside the window which can be adjusted and moved to outline the part of the prescanned image you wish to scan and print. The minimum size of the square is 1x1 inch. When an image is prescanned, the whole image will be scanned regardless of the size and position of the square. This helps to designate the portion of the image for final scanning and printing.

Area Size dimensions and coordinates of the prescan square (box) explained above.

Prescan Prescan a page to appear in this window in order to outline which portion of the image you want to scan and print.

SCAN & SAVE Utility Help



About Scan & Save Utility

What this utility can do for you.



Using Scan & Save Utility

This topic provides detailed descriptions to help you use the Scan & Save Utility.

About SCAN & SAVE Utility

The Scan & Save utility is used to scan and save images to individual files with user defined formats. The Scan & Save utility can launch other applications, such as Windows Paintbrush and pass the images directly to it. This utility will also automatically detect many of the scanners abilities and features. You can specify several types of formats to store the image, and define where to save the images!

Scan & Save utility allows you define a file prefix when using the [AutoSave](#) option. If you change the file format and the pathname often, you can disable the [AutoSave](#) option, although this is not necessary since [AutoSave](#) presents a window where you can alter the filename, file format and path.

Remember, if you specify [export to application](#), you need to choose a file format and a scan mode that this application will accept. For instance, do not choose TIFF format to export to Windows Paintbrush because this application only accepts BMP and PCX file formats. Also, Windows Paintbrush will not accept True Color scans if they are in the PCX file format but will accept them if they are in the BMP file format.

Using SCAN & SAVE Utility

SETUP Windows

The Scan and Save Utility contains two Setup windows. The first window is used to configure file saving parameters such as file names, file formats and paths. The second or Advanced Setup Window is used to setup scan job and includes controls for fine tuning the scanner, and exporting the image. **When you modify the Setup pages, all modifications will affect Actions with the same Action Manager Setting.** For more information see the Setting screen in the Action Creator Help page of the Action Manager Help. Following is a list of options found in the Setup and Advanced Setup pages.

[Dither](#)

[Scan Mode](#)

[Brightness](#)

[Contrast](#)

[Resolution](#)

[Inverse](#)

[AutoSave](#)

[File Save Settings](#)

[Export to Application](#)

[Prescan](#)

[Prescan window](#)

Running Dialogs

These are windows which open when the program is running and usually contain a status bar that displays the percentage of job completed and an ABORT button. Click on ABORT at anytime to stop a job.

Resolution

This defines the number of pixels per inch. The larger the value you assign, the larger and more critically defined your image will be. However, the image will also contain a lot more data. And the more image data, the more disk space you need to store the image. The Scan and Save Utility automatically reads the minimum and maximum DPI of your scanner and adjusts the parameters of the setting bar accordingly. The Scan and Save Utility will not allow you to define settings outside the range of your scanner.

Scan Mode

Scan mode is used to define how the page you are scanning (the image) will be read. Different modes have different print effects. For instance, selecting the **Line Art**, **Halftone** or **Gray** modes when printing a black and white image can change the quality of the output. You should only select higher quality modes when the printed effects do not satisfy you since these modes can take much longer to process and greatly increases the size of the file. The Scan Modes can also be predefined for user-defined Actions in the Setting box when the Action is created. For more detailed information consult the Action Creation Help page of the Action Manager Help. Following are some general guidelines for Scan Mode options:

Line Art	Suitable for line drawings or high-contrast images. This is black and white mode and is the fastest for scanning and printing.
Halftone	<u>Dithered</u> images. Makes gray images appear gray when they are really black and white. Combines the speed of black and white with an appearance close to gray. Also good for text-only images.
Gray	Suitable for complex non-color images with shading and gradients. Can also be used to convert a color image to grayscale.
True Color	Scans in 24-bit color. The option takes the longest time to both scan and print because the amount of data is very large.
Color halftone	Scans in 4-bit color. Quite a bit faster than True Color while still producing convincing images

Brightness and Contrast

These are used to improve scanning quality. If Text mode is selected and the text is in print, keep these in normal position (50). If your document is hand-written or unclear, lowering the brightness may improve its readability. However, in most other cases, and especially with pictures, you will have to experiment with these values to obtain the best results

Brightness

Adjust the brightness to make scanned page brighter or darker.

Contrast

Lowering the contrast sharpens the picture. This value is valid for all modes except Line Art.

Inverse

This option inverts the polarity of the original image creating a negative of the image.

Dither

These are five different ways to generate different visual effects to make black and white dots look like a solid gray area. The best effect to use depends on the image that you are scanning. The dither effects can only be changed when the scan mode is [Halftone](#) or [Color Halftone](#).

Export to Application

The Scan and Save Utility has exporting capabilities which allow it to export the scanned image to a specified application for editing. When the Export to Application option is chosen, the Scan and Save Utility will scan the image, save it to your hard disk and automatically launch an application (e.g. Windows Paintbrush) and put the scanned image into the application for you. The application must be able to receive the [File format](#) and the [Scan Mode](#) of the image. Also, the application receiving the image must be defined as a Dependent Application in the Action Creator page for the Scan and Save Utility (or user-defined Action) in the Action Manager. For more details about this, please see the Action Creator Help page in the Action Manager Help.

AutoSave

This option is used for saving multiple-paged documents to a string of files with each page being saved to its own file. You define the [File prefix](#) and the [File format](#) and the Scan & Save Utility will save each page separately. The files will have the same [File prefix](#) that you assigned but will have a number after it corresponding to the page of the document.

Prescan Area

These options allow you to prescan an image and define the area of the page to be scanned.

Prescan window This window represents an 8x14 inch paper, and the prescanned image will be displayed here. There is a square (box) inside the window which can be adjusted and moved to outline the part of the prescanned image you wish to scan and print. The minimum size of the square is 1x1 inch. When an image is prescanned, the whole image will be scanned regardless of the size and position of the square. This helps to designate the portion of the image for final scanning and printing.

Area Size dimensions and coordinates of the prescan square (box) explained above.

Prescan Prescan a page to appear in this window in order to outline which portion of the image you want to actually scan and print.

File Save Settings

These settings are the default values for saving files.

- File prefix** You can type up to 5 characters in this field. The Scan & Save Utility will add a 3 digit number to the file prefix to create the filename if AutoSave is enabled. The digits automatically increase after each successive page has been scanned and saved, creating unique files for each page.
- File format** Determines what file format a scanned document will be saved in. Three commonly used formats, TIFF, PCX, and BMP have been provided. Different applications used for viewing and editing scanned documents only view files of certain formats. If you have checked [Export to Application](#), make sure that the application can accept the selected file format and [scan mode](#).

