



Delrina WinFax Scanner Help Contents



Menus and Commands

Provides a description of the menus and commands of WinFax Scanner.



Screen Components

Provides a description of the parts of the WinFax Scanner screen, including image manipulation tools.



How Do I...?

Provides step-by-step instructions on WinFax Scanner tasks. Includes hardware maintenance.



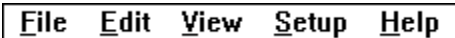
Troubleshooting

Suggests possible solutions to situations that may arise when using WinFax Scanner. Includes both potential hardware and potential software problems.



Menus and Commands

For more information on menus and commands, click a menu on the menu bar shown below.



File Menu

For more information, click a command on the menu shown here.

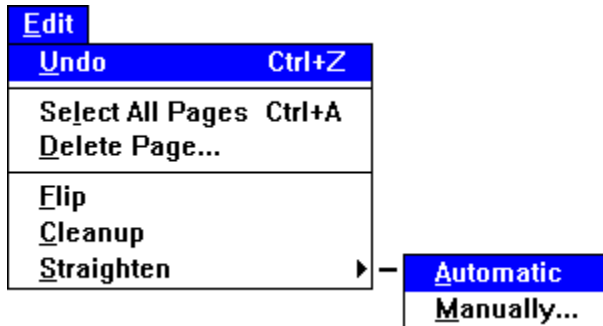
File	
N ew	Ctrl+N
O pen...	Ctrl+O
S ave A s...	
R evert	
Scan	
Send F ax	
M ake Attachment	
Convert to T ext (OCR)	
Edit I mage	
P rint Copy...	Ctrl+P
P rinter Setup...	
Return to Application	
E xit	Ctrl+X

From the File menu, you can:

- ◆ prepare WinFax Scanner to scan a new document
- ◆ open an existing saved document
- ◆ save the active document
- ◆ restore the active document to its previously saved version after making changes to it
- ◆ scan a document
- ◆ send a scanned document as a fax
- ◆ save a scanned document as a WinFax attachment
- ◆ convert a scanned document to a text file you can edit and use with other applications
- ◆ edit a scanned document as a graphics image file
- ◆ print a copy of a scanned document
- ◆ set the printer options
- ◆ return to your application (if you used WinFax Scanner to Acquire an image for another application)
- ◆ exit Delrina WinFax Scanner

Edit Menu

For more information, click a command on the menu shown here.

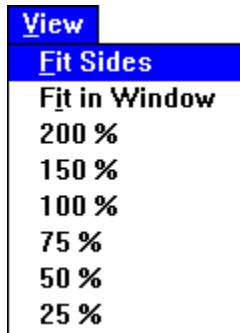


From the Edit menu, you can:

- ◆ undo, or reverse, your most recent image manipulation
- ◆ delete a page or a range of pages
- ◆ select all pages
- ◆ flip a page or pages
- ◆ remove the random speckles that may appear on a scanned image
- ◆ straighten a scanned page either automatically or manually

View Menu

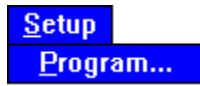
For more information, click a command on the menu shown here.



From the View menu, you can view the current page at different levels of magnification.

Setup Menu

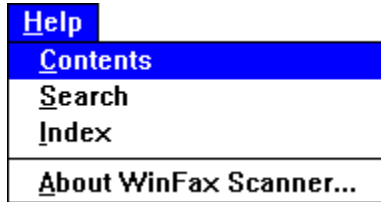
For more information, click the command on the menu shown here.



From the Setup menu, you can display the Program setup dialog.

Help Menu

For more information, click a command on the menu shown here.



From the Help menu, you can:

- ◆ display an overview of the WinFax Scanner online help file
- ◆ search for a specific keyword in the online help file
- ◆ display an alphabetical index of the WinFax Scanner online help topics
- ◆ display information about the version of WinFax Scanner you are using

New Document - File Menu

Quick keys: CTRL + N

Use this command to clear the active document from memory and prepare WinFax Scanner to scan a new document.

You are prompted to save the active document before it is cleared from memory. If you choose not to save, you will lose your scanned document.

Open File Command - File Menu

Quick keys: CTRL + O

Use this command to open an existing saved document. When you choose the Open command, the Open dialog appears.

You can open any supported file format. A file must be 200 dpi and either black and white or halftone to send it as a fax or save as a WinFax attachment.

Save As Command - File Menu

Use this command to save a scanned document. When you choose the Save As command, the Save As dialog appears. You can save using one of the many supported file formats. For documents which you may later wish to fax or use OCR, use the .FXS file format.

See also

Making Attachments

Revert Command - File Menu

Use this command to cancel all changes you have made to the active document since the last time you saved it. The Revert command returns to the previous version of the document. This is a useful way to remove unwanted or experimental changes to a document.

Note: When you use Revert, all changes made since the last save are lost. Use this command cautiously.

See also

[Undo](#)

Scan Command - File Menu

Use this command to scan a document when the Auto Scan option is disabled. When you choose Scan, WinFax Scanner prompts you to insert paper into the scanner. If the Confirm these settings before each scan option is enabled, the Program setup dialog appears.



Send Fax Command - File Menu

Use this command to send a scanned document as a fax. If you want WinFax Scanner to automatically send a scanned document each time you scan, from the [Program setup dialog](#) select Use WinFax to Send as Fax.

Documents you intend to fax should be scanned with a [resolution](#) of 200 dpi, and gray levels of Black & White or Halftone. For more information on changing hardware and software settings, click [Program setup dialog](#).

See also

[Scanning a Document](#)

[Sending a Fax](#)



Make Attachment Command - File Menu

Use this command to save a scanned document as a WinFax attachment. WinFax attachments are stored in fax-ready format (.FXS or .FXM) so you can easily include them when sending a fax.

Documents which you intend to make into WinFax attachments should be scanned with a resolution of 200 dpi, and gray levels of Black & White or Halftone. For more information on changing hardware and software settings, click Program setup dialog.

See also

[Scanning a Document](#)

[Making an Attachment](#)



Convert to Text (OCR) Command - File Menu

Use this command to recognize (OCR) a scanned document. OCR (Optical Character Recognition) examines the text in the scanned document, recognizes the text and converts it so you can open, edit and use it in other applications.

For more information on recognizing and converting scanned documents using OCR, click a topic:

[Basic Steps in Recognizing Scanning a Document](#)



Edit Image - File Menu

Use this command to use more advanced tools to edit the scanned document as an image file.



Print Copy Command - File Menu

Quick keys: CTRL + P

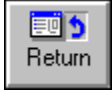
Use this command to display the Print dialog.

As well as turning your computer into an enhanced fax machine, the WinFax Scanner turns your computer and printer into a photocopier. Click the Print button, or choose Print Copy from the File menu to print copies of a scanned document.

Note: The quality of the copies depends on the scanning resolution and the quality of the printer. For best results when making copies, 300 dpi and a laser-quality printer are recommended.

Printer Setup Command - File Menu

Use this command to display the Printer Setup dialog. From there you can set all your printer options, including paper orientation.



Return to Application Command - File Menu

If you have used WinFax Scanner to acquire an image for another application, all of the buttons will be gray except the Return and Print buttons. Click the Return button, or choose Return to Application from the File menu to return to your application.

Exit Command - File Menu

Quick keys: CTRL + X

Use this command to close WinFax Scanner and return to your Windows setup.

If you have any documents open with unsaved changes, WinFax Scanner prompts you to save the changes.

If you exit WinFax Scanner, the Auto Scan option is no longer available. If you want to leave WinFax Scanner and still be able to use the Auto Scan option, click the Minimize button to minimize WinFax Scanner.

Undo Command - Edit Menu

Quick keys: CTRL + Z

Use this command to reverse the effects of the most recently performed image manipulation (if reversible). For example, you can undo a straighten.

If there is no activity to be undone, the Undo command is grayed.

Notes:

- ◆ Not all actions can be undone using the Undo command. You cannot, for example, undo a page deletion. If you plan to make a major change to your document, save it first. That way you can use the Revert command to go back to the previously saved version of the document if you are not happy with the change.
 - ◆ You lose the ability to undo an image manipulation once you perform another image manipulation
-

Select All Command - Edit Menu

Quick keys: CTRL + A

Use this command to select all pages in a scanned document. Use this command if you want to perform an action such as straighten, clean up or flip on all pages of a document.

See also

[Selecting Multiple Pages](#)

Delete Pages Command - Edit Menu

The Delete Page Command displays the Delete Page dialog. Use this command to remove a page or a range of pages from your document.



Flip Command - Edit Menu

The Flip command rotates the scanned page or pages 180 degrees. Use this command if you have inadvertently scanned your pages upside down.

- ◆ To flip the page that is currently in the view area, click the Flip tool or choose Flip from the Edit Menu.
- ◆ To flip all scanned pages, first choose Select All Pages from the Edit menu, then click the Flip tool, or choose Flip from the Edit menu.



Cleanup Command - Edit Menu

Use this command to clean the random speckles that sometimes appear on scanned pages during scanning.

- ◆ To clean up the page that is currently in the view area, click the Clean Up tool, or choose Clean Up from the Edit Menu.
- ◆ To clean up all scanned pages, first choose Select All Pages from the Edit menu, then click the Clean Up tool, or choose Clean Up from the Edit menu.

If you want WinFax Scanner to clean up documents automatically each time you scan, click Clean Up After Scanning.

Straighten Command - Edit Menu

You can straighten a document in two different ways. For more information, click one of the topics below.

- ◆ [Automatic Straighten](#) - examines the edges and lines on the scanned document and automatically calculates the degree your document needs to be straightened.
- ◆ [Manual Straighten](#) - displays the Manual Straighten dialog which prompts you to enter the degree WinFax Scanner should use to straighten your document.

See also

[Straightening a Page](#)

[Straighten After Scanning \(Program Setup Dialog\)](#)



Automatic Straighten Command - Edit Menu

Use this command if the paper has been scanned in on a slight angle. The Automatic Straighten command detects the degree which your paper is angled, and straightens your scanned page(s).

Note: The Straighten command only rotates pages plus or minus ten degrees at a time. If your document has been scanned more than ten degrees askew, rescan your document or use Manual Straighten repeatedly until you are satisfied with the results. You may want to save your document before attempting this procedure. That way if you are not happy with the changes, you can use the Revert command to reverse the changes.

See also

Manual Straighten

Straightening a Page

Straighten After Scanning (Program Setup Dialog)

Manual Straighten Command - Edit Menu

Use this command to display the [Manual Straighten dialog](#).

Use this command to give more control over the degree that WinFax Scanner straightens your scanned page(s), choose Straighten Manual from the Edit menu. The Straighten Manually dialog appears. Use the slide scale or type in a number to adjust the angle WinFax Scanner will use to straighten the page(s) manually.

Note: The Straighten command will only rotate pages plus or minus ten degrees at a time. If your document has been scanned more than ten degrees askew, rescan your document or use Manual Straighten repeatedly until you are satisfied with the results. You may want to save your document before attempting this procedure. That way if you are not happy with the changes, you can use the [Revert command](#) to reverse the changes.

See also

[Automatic Straighten](#)

[Straightening a Page](#)

[Straighten After Scanning \(Program Setup Dialog\)](#)

Fit Sides Command - View Menu

This command adjusts the magnification of the display so that the entire width of the scanned page appears within the view area. You can see the left and right margins, while the height of the page remains proportional to width

See also

[Changing the Zoom Level](#)

Fit Page Command - View Menu

This command adjusts the magnification of the form display so that the entire scanned page appears within the view area. Use the Fit Page command when you want to see what the whole form looks like.

See also

[Changing the Zoom Level](#)

200 % Command - View Menu

Use this command to view the scanned document at 200 % of the actual size.

See also

[Changing the Zoom Level](#)

150 % Command - View Menu

Use this command to view the scanned document at 150 % of the actual size.

See also

[Changing the Zoom Level](#)

100 % Command - View Menu

Use this command to view the scanned document at 100 % of the actual size.

See also

[Changing the Zoom Level](#)

75 % Command - View Menu

Use this command to view the scanned document at 75 % of the actual size.

See also

[Changing the Zoom Level](#)

50 % Command - View Menu

Use this command to view the scanned document at 50 % of the actual size.

See also

[Changing the Zoom Level](#)

25 % Command - View Menu

Use this command to view the scanned document at 25 % of the actual size.

See also

[Changing the Zoom Level](#)

Program Command - Setup Menu

Use this command to display the Program setup dialog. From there, you can set the resolution, gray levels, and brightness of the scanner. You can also set the paper size, and you can set the software to automatically straighten, clean up, and either send, file or recognize a document after scanning.

Contents Command - Help Menu

Quick key: F1

Use this command to obtain the main WinFax Scanner help dialog. From there, you can browse through the help contents for information on a specific topic or command.

Search Command - Help Menu

Use this command to locate specific topics in the online help.

See also

[Index Command](#)

Index Command - Help Menu

Use this command to display an alphabetical list of help topics. You can search for a particular topic just as you would in the index of a printed book.

See also

[Search Command](#)

About Command - Help Menu

Use this command to display:

- ◆ program information
- ◆ software license number
- ◆ hardware serial number
- ◆ copyright information

If you call Delrina Technical Support, you may be asked for this information.



Zoom In Tool

When you click this tool, your cursor becomes a magnifying glass with a plus sign inside. Use the Zoom In Tool to zoom in on (enlarge) the active page one level at a time -- for example, from 25% to 50%.



Zoom Out Tool

When you click this tool, your cursor becomes a magnifying glass with a minus sign inside. Use the Zoom Out Tool to zoom out from (reduce) the active page one level at a time -- for example, from 50% to 25%.



Minimize Button



Flip Tool



Clean Up Tool

Halftone

A gray level setting in which shading is represented by tiny dots.



Delrina WinFax Scanner Help Index

Click the first letter of the topic you are looking for:

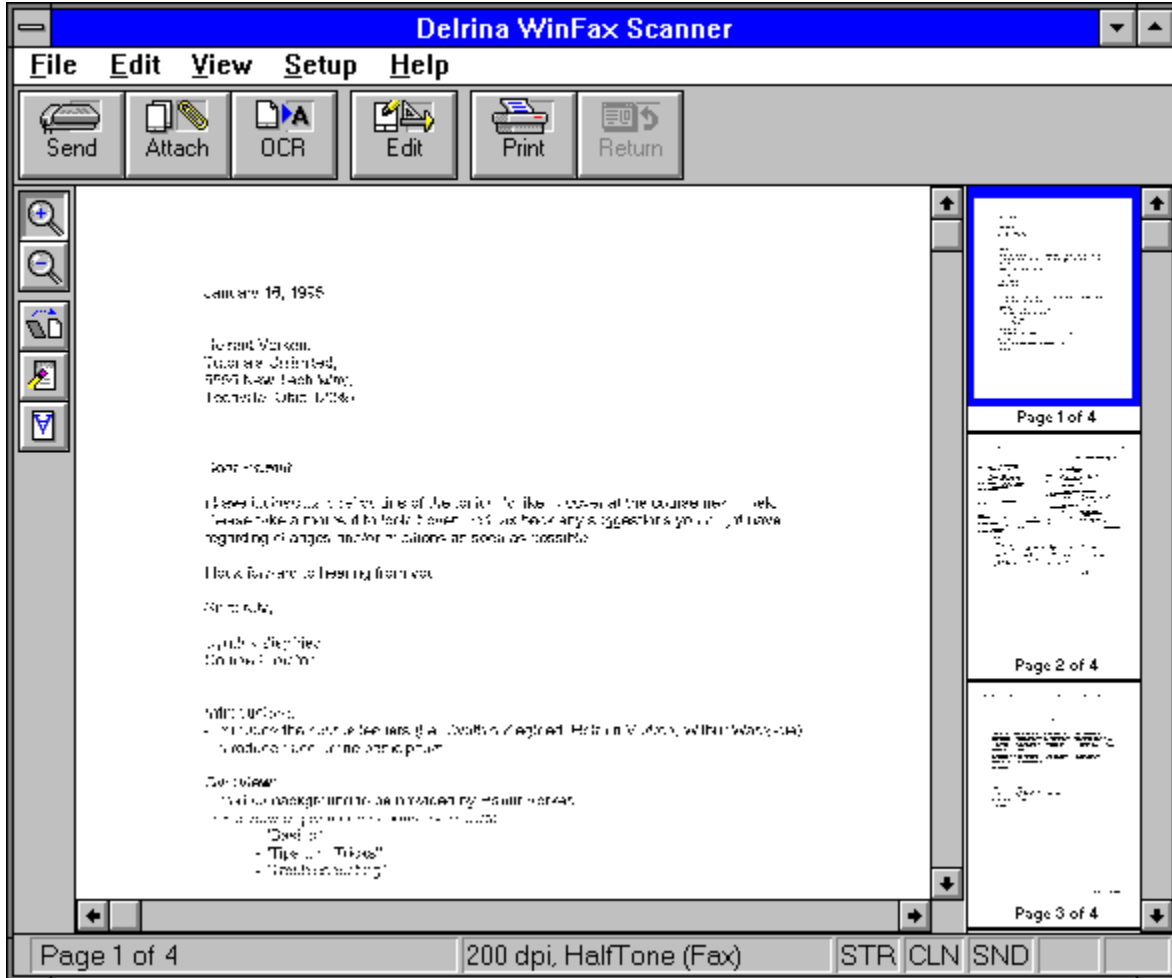


AAA
BBB
CCC
DDD
EEE
FFF
GGG
HHH
III
JJJ
KKK
LLL
MMM
NNN
OOO
PPP
QQQ
RRR
SSS
TTT
UUU
VVV
WWW
XXX
YYY
ZZZ



Screen Components

For more information, click an area on the screen image below.



Menu Bar

The menu bar consists of pull-down menus that you use to access WinFax Scanner commands. To display a menu, click it, then click the appropriate command to select it.

If a command is "grayed out" and inaccessible, it is not applicable to what you are doing. For instance, the Return to Application command is not available unless you are acquiring an image for another application.

For more information, click [menus and commands](#).

Send Button

Click this button to send a scanned document as a fax.

Documents you intend to fax should be scanned with a resolution of 200 dpi and gray levels of Black & White or Halftone. For more information on changing hardware and software settings, click Program setup dialog.

See also

Scanning a Document

Sending a Fax

Attach Button

Click this button to save a scanned document as a WinFax attachment. WinFax attachments are stored in fax-ready format (.FXS or .FXM) so you can easily include them when sending a fax.

Documents you intend to make into WinFax attachments should be scanned with a resolution of 200 dpi and gray levels of Black & White or Halftone. For more information on changing hardware and software settings, click Program setup dialog.

See also

Scanning a Document

Making an Attachment

OCR Button

Click this button to recognize (OCR) a scanned document. OCR (Optical Character Recognition) examines the text in the scanned document, recognizes the text, and converts it so you can open, edit and use it with other applications.

For more information on recognizing and converting scanned documents using OCR, click a topic

[Basic Steps in Recognizing
Scanning a Document](#)

Edit Button

Click this button to use more advanced tools to edit the scanned document as an image file.

Print Button

Click this button to display the [Print dialog](#).

As well as turning your computer into an enhanced fax machine, the WinFax Scanner turns your computer and printer into a photocopier. Click this button, or choose Print Copy from the File menu to print copies of a scanned document.

Note: The quality of the copies depends on the scanning resolution and the quality of the printer. For best results when making copies, 300 dpi and a laser-quality printer are recommended.

Return Button

If you have used WinFax Scanner to acquire an image for another application, all of the buttons will be gray except the Return and Print buttons. Click this button, or choose Return to Application from the File menu to return to your application.

Zoom In Tool

When you click this tool, your cursor becomes a magnifying glass with a plus sign inside. Use this tool to zoom in on (enlarge) the active page one level at a time -- for example, from 25% to 50%.

Zoom Out Tool

When you click this tool, your cursor becomes a magnifying glass with a minus sign inside. Use this tool to zoom out from (reduce) the active page one level at a time -- for example, from 50% to 25%

Straighten Tool

Click this button to use the automatic straighten command on the selected pages. The Automatic Straighten command detects the degree which your paper is angled and straightens your scanned page(s).

See also

[Straighten Command - Edit Menu](#)

[Straightening a Page](#)

[Straighten After Scanning \(Program Setup Dialog\)](#)

Clean Up Tool

Click this button to clean up the selected pages. Cleaning up a page clears up some of the random speckles that sometimes appear on scanned pages during scanning

Flip Tool

Click this tool to flip the selected pages. Flipping a page rotates it 180 degrees. Use this button, or choose Flip from the Edit menu if you have inadvertently scanned your page in upside down.

Main View Area

The area in which the active page appears. Use the Zoom In or Zoom Out tools to adjust the level of magnification in the view area.

Thumbnail Area

The area in which a list of miniature representations (thumbnails) of your scanned pages appears.

Click on a page to view it in the view area.

You can select multiple pages or a range of pages using the thumbnail list. For more information, click [Selecting Multiple Pages](#).

Page Number and Status Bar

This section of the status bar shows the number of the page that is currently in the main view area.

Resolution and Gray Levels

This section of the status bar shows the resolution and gray levels of the page that is currently in the main view area.

Automatic Options

This section of the status bar shows which options you have selected in the After Scanning section of the Program Setup dialog.

Vertical Scroll Bar

Use the vertical scroll bar to move the page up or down within the main view area. The vertical scroll bar appears when you cannot see the entire length of the page -- typically when you are working in enlarged views.

To use the scroll bar:

- ◆ click the up or down arrows at the top or bottom of the scroll bar
- ◆ click the scroll bar
- ◆ drag the scroll box in the scroll bar to a new position

Horizontal Scroll Bar

Use the vertical scroll bar to move the page up or down within the main view area. The vertical scroll bar appears when you cannot see the entire width of the page -- typically when you are working in enlarged views.

To use the scroll bar:

- ◆ click the left or right arrows at the left or right of the scroll bar
- ◆ click the scroll bar
- ◆ drag the scroll box in the scroll bar to a new position

Thumbnail Scroll Bar

Use the thumbnail scroll bar to move up or down in the thumbnail area. The thumbnail scroll bar appears when you cannot see all of your scanned pages in the thumbnail area -- typically when you have scanned more than three pages.

To use the scroll bar:

- ◆ click the up or down arrows at the top or bottom of the scroll bar
- ◆ click the scroll bar
- ◆ drag the scroll box in the scroll bar to a new position

Control Menu Box

Click the control menu box to display the control menu. Use the control menu to resize, restore, move or exit WinFax Scanner.

To exit WinFax Scanner more quickly, double click the control box instead of clicking the box and choosing Close.

If you have any images open when you close WinFax Scanner, WinFax Scanner prompts you to save the document.

Minimize Button

Click this button to minimize WinFax Scanner (reduce it to an icon).

When WinFax Scanner is minimized, the Auto Scan option is still active; WinFax Scanner will detect when you put paper into the scanner and will automatically restore the window to its previous size. Minimize WinFax Scanner when you aren't using it but want to keep the Auto Scan option active.

Maximize Button

Click this button to maximize WinFax Scanner so that it fills the entire workspace. This button changes in appearance to indicate when WinFax Scanner is maximized. To restore it to its previous size, click the button again or double click the title bar.

Open File Dialog

Use the Open dialog to open an existing saved document into the view area.

You can open any supported file format. A file must be 200 dpi and either black and white or halftone in order to send it as a fax or save as a WinFax attachment.

File Name

Type the path and file name of the file you want to open. You can also select from the list of files below this field by double clicking a name, or by clicking a name, then clicking OK.

Directories

The path of the current directory is shown. To switch to another directory, double click its folder. To go back up the directory tree, double click the folder above the one currently open. As you change directories, the list of files shown beneath the File Name field changes.

Drives

The letter and label of the current drive is shown. To look for files on another drive, click in the Drives field to open the drop-down list of available drives. Click the drive you want.

List Files of Type

Use this to restrict the files that appear in the box beneath the File Name field to files with a particular extension. Click in the field to open the drop-down list of file types, then click the file type you want. WinFax fax-ready files have the extensions .FXS and .FXM. Choose All Formats to display all supported files, or choose All Files to display all files in the directory.

Info...

Click this button for detailed information about the selected file, including the file size, type and date.

Save As Dialog

Use the Save As dialog to save a scanned document.

Note: Most image file formats only support single page images. If you want to save a multi-page image to disk, save each page in a separate file or use the Make Attachment command.

File Name

Type the path and file name of the file you want to save. You can also select from the list of files below this field by double clicking a name, or by clicking a name, then clicking OK.

Directories

The path of the current directory is shown. To switch to another directory, double click its folder. To go back up the directory tree, double click the folder above the one currently open. As you change directories, the list of files shown beneath the File Name field changes.

Drives

The letter and label of the current drive is shown. To look for files on another drive, click in the Drives field to open the drop-down list of available drives. Click the drive you want.

List Files of Type

Use this to restrict the files that appear in the box beneath the File Name field to files with a particular extension. Click in the field to open the drop-down list of file types, then click the file type you want. WinFax fax-ready files have the extensions .FXS and .FXM. Choose All Formats to display all supported files, or choose All Files to display all files in the directory.

Print Dialog

Use the Print Dialog to print a hard copy or copies of a scanned document.

Printer

The currently selected printer appears in this area.

Print Range

Select one of the following options:

- ◆ **All** - Prints all pages of a document.
- ◆ **Selection** - Prints only the pages of a document that are currently selected.
- ◆ **Pages** - Select this option and type page in the From and To fields to print a range of pages.

Print Quality

The currently selected printer resolution appears in this field. If your printer supports more than one resolution and you want to change the print quality, click in the Print Quality field and select the resolution level you want from the drop-down list.

Copies

Type the number of copies you want in this field.

Collate Copies

Select this option if you want your copies collated (printed in sequence).

Setup...

Click this button to display the [Printer Setup dialog](#).

Printer Setup Dialog

Use the Printer Setup dialog to choose a different printer and to set paper size, source and orientation.

Printer

Select the Windows default printer or a different specific printer. To choose a different printer, click in the Specific Printer field and choose a printer from the drop-down list.

Paper

- ◆ Choose the paper size on which you want to print your hard copy from the drop-down list.
- ◆ Choose the paper source (if your printer supports more than one paper source) from the drop-down list.

Orientation

Select either portrait or landscape orientation.

When you have finished setting the printer options, click OK to accept the changes or Cancel to close the dialog without making any changes.

Delete Pages Dialog

Use the Delete Pages dialog to delete a range of pages from your document.

Type the numbers of the first and last page in the range you want to delete. If you only want to delete one page, type the same page number in both fields.

Click OK to delete the page(s) or click Cancel to close the dialog without deleting any pages.

Note: You cannot reverse a page delete with the Undo command. If you think you might want to reverse a page delete, save your document first. This way, you can use the Revert command to reverse this action.

Manual Straighten Dialog

Use the Manual Straighten Dialog to have more control over the degree WinFax Scanner uses to straighten your page(s).

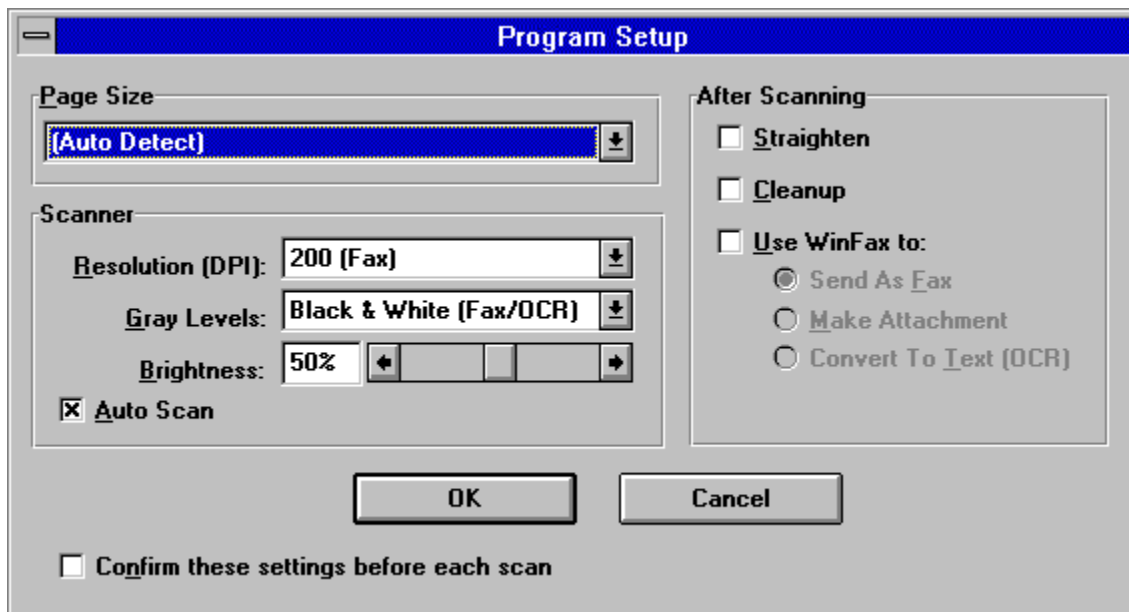
Type a number from -10.0 degrees to +10.0 degrees or use the slide to adjust the straighten degree. Click OK to straighten your page(s) or click Cancel to close the dialog without making any changes.

See also

[Straightening a Document](#)

Program Setup Dialog (Confirm Settings Dialog)

For more information on the Program Setup dialog, click an area on the dialog below:



From the Program Setup dialog, you can:

- ◆ Select the size of the paper you are scanning, or use Auto Detect to have WinFax Scanner automatically detect the length of the page you are scanning
- ◆ Select the scanning resolution
- ◆ Set the scanning gray levels
- ◆ Set the scanning brightness
- ◆ Set up WinFax Scanner to automatically start scanning when you insert a page
- ◆ Set up WinFax Scanner to automatically carry out certain actions after scanning
- ◆ Choose to confirm these settings each time you scan a document

Help About Dialog

Use the Help About dialog to display the following information:

- ◆ General information about WinFax Scanner
- ◆ Software License Number
- ◆ Hardware Serial Number
- ◆ Copyright Information

You may be asked for some of this information if you call Delrina Technical Support.

Program Setup Dialog - Paper Size Setting

From the drop-down list, select the paper format you typically scan. Auto Detect automatically detects the length of the page. Any slight variance in the sizes of the scanned pages will result in different sized images.

Select a specific paper size to ignore any slight variance in the size of the scanned pages and default to the selected paper size. If you are scanning documents you intend to fax, choosing a specific page size is recommended.

Program Setup Dialog - Resolution Setting

Select the resolution you want to use to scan your documents. An image scanned at 300 dpi (dots per inch) has better image quality than one scanned at 150 dpi. However, it also takes up more space on your hard drive. When scanning documents you intend to fax, you must set the resolution to 200 dpi. Setting the resolution to 300 dpi will give you the best results when scanning documents you intend to recognize (OCR).

Program Setup Dialog - Gray Level Setting

When scanning documents you intend to fax, you must select either Black & White (Fax/OCR), or Halftone (Fax). If you intend to use OCR to recognize scanned documents, you must scan them using the Black & White (Fax/OCR) setting.

Program Setup Dialog - Brightness Setting

Adjust this setting to compensate for documents that are on dark paper, such as newspaper articles. A lower setting (moving the slide to the left) results in a darker image; a higher setting (moving the slide to the right) results in a lighter image.

Program Setup Dialog - Auto Scan Option

Enable this setting to begin scanning as soon as you insert paper into the scanner. If this setting is disabled, you must insert the paper, and then choose the Scan command from the File menu to scan a document.

Program Setup Dialog - After Scanning Settings

Use the options in this section to select which actions you want WinFax Scanner to take after scanning a document. You may want every page to be straightened, cleaned up, or both. You may also want WinFax Scanner to automatically use WinFax to send the document as a fax (Send as Fax), to file the document in fax-ready format (Make Attachment), or to recognize (OCR) the text on the scanned image (Convert to Text (OCR)).

Program Setup Dialog - Confirm These Settings Before Each Scan Option

If you want to confirm the software and hardware settings each time you put a page in the scanner, enable Confirm these settings before each scan. With this option enabled, the Confirm Settings dialog will appear before you scan a document. If you disable this option, you can choose Program from the Setup menu to change the settings.

Send Dialog

For more information on the WinFax Send Dialog, press F1 when the Send dialog is active.

Create Attachment Dialog

For more information on the WinFax Create Attachment Dialog, press F1 when the Create Attachment dialog is active.



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[Cleaning the Automatic Document Feeder](#)



[Making Copies With WinFax Scanner](#)

Scanning a Standard Document

Your WinFax Scanner is designed to provide years of trouble-free service. Following the steps below will help prevent documents and pictures from slipping and getting jammed in the scanner. Click each step for more detailed explanations.

[Step 1 Turning on the Power](#)

[Step 2 Preparing the Documents for Loading](#)

[Step 3 Loading and Feeding the Documents](#)

Note: Documents and pictures may be protected under copyright law, even if they are not marked with a copyright symbol. Delrina and Fujitsu Computer Products of America are not responsible for unauthorized reproductions of copyrighted materials.

See also

[Program Setup Dialog](#)

Turning on the Power

Power is controlled by a rocker switch on the back of the scanner. To turn the scanner on, push the switch toward "I". The lights on the top right side of your scanner (LEDs) marked POWER and READY should light. If the LEDs do not light, or if the ERROR light comes on, click [Troubleshooting](#).

Preparing Documents for Loading

Standard paper should feed easily through the WinFax Scanner. To prevent jams when automatically feeding multiple documents, fan the paper several times before loading.

The WinFax Scanner automatic document feeder can accommodate up to 10 sheets of 16 lb to 24 lb, A4 (210 mm x 297 mm), letter-sized (8.5" x 11") or legal-sized paper (8.5" x 14"). For very small documents, such as business cards, click [Scanning Undersized Documents](#).

To feed multiple sheets of thick paper, angle the edges slightly to prevent jamming.

Loading and Feeding Documents

To scan a document, place it face toward the back of the scanner and top down on the paper guide. Align the two slide guides along the edges of the document to keep the page as straight as possible while it is being scanned. The slide guides should not quite press against the edges of the page, as this may cause the page to slip while it is being scanned.

Documents not to feed in the WinFax Scanner.

If you have the Auto Scan option enabled, the WinFax Scanner main window appears as soon as you set the document in the scanner. If the Confirm Settings dialog appears, confirm the hardware and software settings, and click OK.

After you have confirmed the software and hardware settings (or if you have turned off the confirmation option), the progress meter appears.

If you need to interrupt the WinFax Scanner while it is scanning a document, click Cancel.

Note: Auto Scan functions only if WinFax Scanner is running. If you want to have WinFax Scanner run automatically each time you start Windows, move the WinFax Scanner icon to your StartUp group.

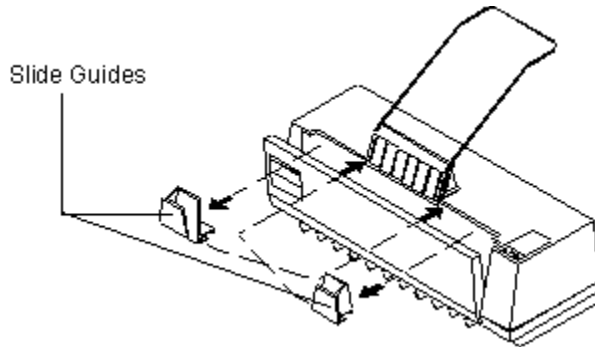
Documents not to feed in the WinFax Scanner

- ◆ paper with a clip or staple attached
- ◆ paper with ink that is not dry
- ◆ paper with inconsistent thicknesses, such as envelopes
- ◆ paper with wrinkles, curls, folds or tears
- ◆ tracing paper
- ◆ coated paper
- ◆ red paper
- ◆ NCR (no carbon required, or carbonless) paper
- ◆ paper narrower than 3.5" or wider than 8.5"
- ◆ items other than paper, such as cloth, metal or transparencies (overhead projector film)
- ◆ photographic paper
- ◆ notched paper
- ◆ paper with odd (non-rectangular) shape
- ◆ very thin paper.

Scanning an Undersized Document

To scan small documents, such as business cards, reverse the positions of the slide guides to accommodate the smaller document width and hand feed the documents. Scan business cards in landscape orientation (wide edge down), and set the paper size in the Program Setup dialog to Business Card (3.5 x 2 inches). Follow the steps below to reverse the slide guides.

1. Gently open the front door of the scanner.
2. Remove the two slide guides, reverse positions and reinsert (left guide goes to the right; right guide goes to the left).
3. Close the front door.



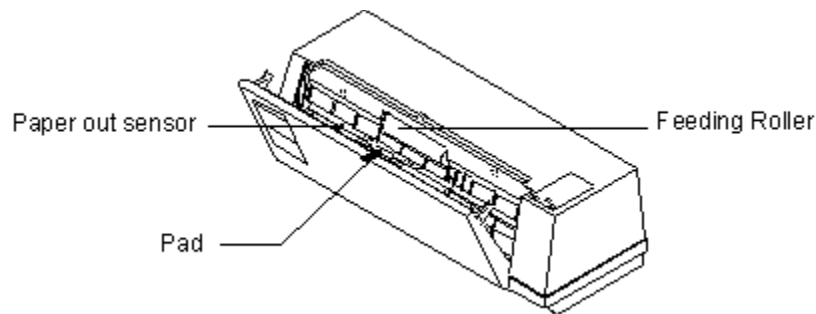
Cleaning the Automatic Document Feeder (ADF)

The feeding roller and pad of the automatic document feeder should be cleaned every six months or after scanning approximately 24,000 documents. In some cases, scanner parts may become contaminated with ink, toner particles or paper coatings and will need to be cleaned more frequently. Clean the automatic document feeder when the following conditions occur repeatedly:

- ◆ documents do not feed smoothly or easily
- ◆ several documents feed at one time.

Use the following cleaning procedure:

1. Gently open the front door and remove the center paper guide.
2. Soak a cotton-tip swab with isopropyl alcohol (95%).
3. Wipe the upper feeding rollers by moving the swab from side to side. Rotate the roller forward with your finger and repeat the cleaning procedure until the whole roller is cleaned. Take care to avoid snagging or damaging the pick spring.
4. Wipe the pad in one direction, from top to bottom, using care to avoid hooking the pick springs.
5. Close the front door. Your WinFax Scanner is now ready to use.



Preparing to Fax a Document With WinFax Scanner

The Delrina WinFax Scanner turns your computer into an enhanced fax machine. Before faxing a document with WinFax Scanner, set up the hardware and software for faxing.

1. Choose Program from the Setup menu. The Program Setup dialog appears.
2. From the drop-down menus, select the page format you typically scan, a resolution of 200 (Fax) dpi, and gray levels of Black & White (Fax/OCR), or if the page contains a picture or a shaded image, Halftone (Fax).

The Delrina WinFax Scanner is now ready to send a fax.

There are two ways of faxing a document from WinFax Scanner. For more information, click on one of the topics below.

- ◆ [Fax the image directly from WinFax Scanner.](#)
- ◆ [Save the image as a WinFax attachment.](#)

Faxing a Document With WinFax Scanner

To fax the document directly from WinFax Scanner:

1. Scan the page(s) you want to fax. For more information on scanning a document, click [Scanning a Document](#). If you have the Auto Scan option disabled, choose Scan from the File menu. If the [Confirm these settings before each scan option](#) is enabled, confirm the hardware and software settings and click OK.
2. If WinFax Scanner is set up to automatically straighten or clean up the document, these operations are carried out after each page is scanned. If you have not selected the automatic straighten or cleanup features or if you are not satisfied with the image, do any image manipulation that you require.
3. When you are ready to send the document as a fax, click the [Send button](#), or choose Send Fax from the File menu. The [WinFax Send dialog](#) appears.
4. Fill in the appropriate fields, and click Send to send the fax.

Saving a Document as a WinFax Attachment

To save the document as a WinFax PRO attachment:

1. Scan the page(s) you want to fax. For more information on Scanning Documents, click Scanning a Document. If you have the Auto Scan option disabled, choose Scan from the File menu. If the Confirm these settings before each scan option is enabled, confirm the hardware and software settings and click OK.
2. If WinFax Scanner is set up to automatically straighten or clean up the document, these operations are carried out after each page is scanned. If you have not selected the automatic straighten or cleanup features or if you are not satisfied with the image, do any image manipulation that you require.
3. Click the Attach button, or choose Make Attachment from the File menu. The WinFax Create Attachment dialog appears.
4. Fill in the appropriate fields. If you want to change the directory in which the attachment file will be stored, click Change Directory, and follow the instructions in the dialog that appears. Click OK to save the scanned document in fax-ready format (.FXS).

Recognizing a Scanned Document (OCR)

A scanned document is like a picture -- you can view it, export it as a graphic image file and alter its appearance with the viewing tools. However, you cannot alter the text as you would in a word processor, adding or deleting words, checking spelling and so on.

If you want to edit a scanned document as if it were an original document or text file, convert it with the OCR feature of WinFax Scanner. OCR scans the text electronically and converts it to a file that you can open, edit and use with other applications.

To recognize (OCR) a scanned document, click the [OCR button](#) or choose Convert to Text (OCR) from the File menu. WinFax Scanner launches the WinFax Viewer, and your scanned pages appear in the view area. Use the Recognize menu to set up for and perform OCR. For details, see chapter 9 in your user's guide.

For information about the system requirement for OCR, click [System Requirements](#).

For information on how to reduce recognition errors, click [OCR guidelines](#).

For detailed instructions on how to use OCR, see chapter 9 in your user's guide.

Note: If the OCR button in WinFax Scanner is grayed, you have likely used the Laptop Installation when you installed WinFax Scanner or WinFax PRO. To use OCR, you will have to reinstall WinFax using either Complete Installation, or Custom Installation with the OCR option enabled.

System Requirements for Running OCR

- ◆ 8 MB of available memory (for example, 4 MB of RAM and a 4 MB Windows swap file)
- ◆ Windows running in enhanced mode
- ◆ SHARE.EXE loaded.

OCR Guidelines for Reducing Recognition Errors

- ◆ Scan images at 200 dpi resolution or higher.
- ◆ Make sure the images are in portrait rather than landscape orientation. (If you scan an image in landscape orientation, rotate it before using OCR. For information on rotating images in the WinFax Viewer, see your user's guide.
- ◆ Make sure the print is crisp and clean, and without any freehand notes or drawings. If possible, scan originals instead of copies.
- ◆ Avoid underlining text.
- ◆ Use plain, sans serif fonts (for example, Arial, Univers, or Helvetica).
- ◆ Use type size of 12 points or larger.

Note: If OCR problems arise, shut down other concurrently running applications and try a larger swap file. If the problems persist, see the troubleshooting chapter in your setup guide or user's guide.

Making Copies With WinFax Scanner

As well as turning your computer into an enhanced fax machine, the WinFax Scanner turns your computer and printer into a photocopier. After scanning a document, click the Print button, or choose Print Copy from the File menu to print copies of the scanned pages.

Note: The quality of the copies depends on the scanning resolution and the quality of the printer. For best results when making copies, 300 dpi and a laser-quality printer are recommended.

Changing the Magnification Level

You can use several different magnification levels for viewing scanned images in the view area.

- ◆ To increase the magnification, for example from 25% to 50%, select the Zoom In tool, and click the part of the image you want enlarged.
- ◆ To decrease the magnification, for example from 50% to 25%, select the Zoom Out tool and click on the view area.

To select a specific level of magnification, choose the desired level from the View menu.

Straightening a Page

When you scan a document, especially from a non-standard paper size, the pages may be scanned in at a slight angle.

- ◆ To straighten the page in the view area, click the Straighten tool, or choose Straighten Automatic from the Edit menu.
- ◆ To straighten all scanned pages, first choose Select All Pages from the Edit menu, then click the Straighten tool, or choose Straighten Automatic from the Edit menu.

If you want WinFax Scanner to straighten documents automatically each time you scan, choose Program from the Setup menu. The Program Setup dialog appears. In the After Scanning section enable the Straighten option.

See also

Straightening a Page Manually

Selecting Multiple Pages

Using the thumbnail area, you can select several pages or a range of pages to flip, straighten or clean up.

- ◆ To select a range of pages, click the first page in the range, hold down the **SHIFT** key, and click the last page in the range.
- ◆ To select several pages, hold down the **CTRL** key while clicking each page you want to select.

Selected pages in the thumbnail area are shown with a solid border.



Straighten Tool



Zoom In Tool



Zoom Out Tool



Print Button



Send Button



Attach Button



OCR Button

.FXS File Type

.FXS files are image files stored in fax-ready format.



Troubleshooting

If you experience problems using WinFax Scanner, check the troubleshooting information in this section to help you diagnose and solve the problem. For more information, click one of the following:

- ◆ The "READY" and "ERROR" lights blink when the scanner is turned on
- ◆ The paper becomes jammed during scanning
- ◆ More than one sheet of paper is pulled into the scanner
- ◆ The paper becomes skewed in the scanner
- ◆ Images are too dark
- ◆ The scanner pauses during scanning
- ◆ After using WinFax Scanner to acquire a multi-page image for another application and clicking Return, only one scanned page appears in your application
- ◆ WinFax Scanner is ready but not responding

If problems persist, or if you experience other problems contact [Delrina Technical Support](#).

Troubleshooting - Lights Blinking

The scanner may need some time to warm up. If the light continues to blink after a minute or two, reset the unit by turning it off and then on again.

Troubleshooting - Paper Jams

1. Open the scanner door.
2. Carefully pull out the jammed paper.
3. Close the door.

Note: Most jams can be prevented by using appropriate paper. For more information on paper jams, click [Preparing Documents for Loading](#).

Troubleshooting - More Than One Page Pulled In

1. Open the scanner door.
2. Remove the paper.
3. Close the door.
4. Flatten any corners and edges; fan the paper before replacing it in the paper guide.

Note: Most paper feed problems can be prevented by using appropriate paper (16 lb-24 lb). NCR paper varies by weight and chemical composition; therefore, Fujitsu cannot guarantee scanner performance or image quality with NCR paper.

Troubleshooting - Paper Becomes Skewed

Check the condition of the feeding roller. Try [Cleaning the Automatic Document Feeder](#). If possible try using the software to [Straighten the Document](#).

Troubleshooting - Images Are too Dark

Check the brightness setting in the Program Setup dialog. Adjust the setting as desired to improve image quality.

Troubleshooting - Scanner Pauses During Scanning

Scanner performance depends on how fast your computer can receive data. If your RAM is simultaneously shared by other software, or if you have less than 4 MB, the scanner will respond slowly. Close any unnecessary applications which may be running in the background. Consider upgrading to 8 MB RAM or more for faster performance.

Troubleshooting - Problems Acquiring Multi-Page Images

Situation: After using WinFax Scanner to acquire a multi-page image for another application and clicking Return, only one scanned page appears in your application.

Solution: Your application only supports single page images. Scan each page into a separate file.

Troubleshooting - WinFax Scanner Ready but not Responding

Ensure that all cables are firmly connected to the scanner and to your computer.

Service and Support

Delrina has thoroughly tested WinFax Scanner and WinFax PRO. When the Setup program completes successfully, WinFax Scanner and WinFax PRO should run smoothly with your computer and particular model of fax/modem.

Delrina has also provided comprehensive documentation in the form of manuals, online help and messages. These sources of information, along with internal support from within your organization, can usually help you solve any problems you may experience while using WinFax and WinFax Scanner.

Before calling Delrina Technical Support, take full advantage of the resources available to you, and follow these steps.

1. Try to diagnose the problem yourself. For scanning problems, click [Troubleshooting](#). For faxing problems, use the checklist provided in the setup guide or the user's guide.
2. Check your sources of help. These are outlined in your setup or getting started guide, Chapter 5, Getting Help.

By following these steps, you may solve the problem on your own and save yourself a call. If you still cannot solve your problem, Delrina Technical Support is available to assist you. Before contacting Delrina Technical Support, you may want to review the following information:

[Delrina Technical Support Policies](#)

[Delrina Technical Support Services](#)

[Preparing to Contact Technical Support](#)

For information about calling Delrina Technical Support, click [Contacting Delrina Technical Support Electronically](#).

How to Contact Delrina Technical Support

Service	To Contact...
CompuServe	Type GO DELRINA ... then select the appropriate section.
Delrina Bulletin Board Service (BBS)	Dial (416) 441-2752 . Set your modem to: Data Bits=8, No Parity, Stop Bits=1
Delrina Fax Infoline	Dial (416) 443-1614 . Call from a touch tone phone and follow the instructions to receive a quick fax reply to your information request.
Telephone Support (Voice)	Call (416) 443-4390 .
<u>TTY service</u>	Call (416) 446-8772 .

Note: 416 is a Toronto, Ontario, Canada area code.

The TTY service provides people who are deaf or hearing impaired with access to Delrina's Technical Support Services through a special teletype machine.

Delrina Technical Support Policies

Delrina provides technical support to registered customers only. You can register using the convenient online registration provided with WinFax Scanner. If you have registered your software online prior to calling, your name and product information are already on file. Thus, your call is immediately placed in priority sequence in the queue.

If you have not yet registered when you call, the Delrina Technical Support representative will help you do so. However, registering this way increases the length of your call to Technical Support and may cost you additional long distance charges.

The Delrina Technical Support goal is to provide the highest quality support to help you get the most out of your Delrina software products. The following policies are intended to provide all customers with optimal service.

Delrina provides technical support services only on Delrina software licensed under a valid Delrina License Agreement.

Delrina does not provide any technical support services if you have modified or attempted to modify the licensed software without written authorization from Delrina. As well, Delrina does not provide any technical support if you are attempting to use the licensed software with hardware or software (including operating system software) other than those specifically recommended by Delrina.

Delrina does not provide any technical support services on errors or other problems if Delrina determines that the cause of the error is the malfunction or failure of any hardware or software not furnished by Delrina. Where possible, Delrina tries to direct you to other suitable sources of information.

Delrina Technical Support can assist you with specific commands and functions for Delrina products. However, neither product training nor application development is provided for you. Contact the Delrina Sales Department for information on product training programs and for a list of Delrina Value Added Resellers (VARs) in your area who can assist you with application development.

If Delrina Technical Support is unable to get WinFax Scanner running successfully on your system, Delrina can refund your purchase under the terms of the 60-day money back guarantee.

For the latest information on contacting Delrina Technical Support, call the Delrina Fax InfoLine and request technical note #9008. Dial the following number:

(416) 443-1614

Note: All customer and technical support services are subject to change without notice.

Preparing to Contact Technical Support

Delrina Technical Support is available to help you get the most out of your Delrina products. The following information explains how to prepare for your call so that your inquiry can be answered promptly.

Gathering information

Take a few minutes before you place your call to gather the information that the Technical Support representative may need to diagnose and solve your problem.

If possible, you should be running WinFax Scanner at the time of your call.

You may be asked for the following information about your workstation: computer brand and model name, CPU type and clock speed, modem manufacturer and model name, hardware attached to the other COM ports on your computer.

You should also have the following information available.

Serial number

When your call is connected, you will be asked for your serial number identifying you as a registered purchaser of the software. If you typed your serial number in during the installation, you can get this number while online.

To get the serial number online, on the Help menu click About WinFax Scanner. A dialog appears with the serial number. The serial number is also found on the title page of the setup or getting started guide.

Product date

It is important to give the product date to the Delrina Technical Support representative. To get the product date, on the Help menu, click About WinFax Scanner. A dialog appears with the product date.

Install Log

The Install Log is a file which is created automatically when you run the Setup program. It contains details about the tasks performed by the Setup program. Have the Install Log available during the call for reference.

Documented activities

Make note of any changes you have made to your computer and Windows setup prior to the problem.

If you can reproduce the problem, make note of the steps you take. Also, record any error or other fax status messages that appear on the screen when the problem occurs.

Delrina Technical Support Services

Delrina offers support solutions designed to meet your specific needs.

StandardCare Support

Delrina offers 90-day complimentary StandardCare Support to registered users, beginning with your first call.

StandardCare Support is available weekdays between 10:00 a.m. and 7:00 p.m. (Eastern Standard Time), except statutory holidays. For more information, see your WinFax PRO 7.0 Getting Started guide.

PriorityCare Support

PriorityCare Support is described in detail at the front of your WinFax PRO 7.0 Getting Started guide.

PremiumCare Support

PremiumCare Support is described in detail at the front of your WinFax PRO 7.0 Getting Started guide.

Note: For the latest information on PriorityCare and PremiumCare Support, call the Delrina Fax InfoLine at (416) 443-1614 and request technical note #9004.

Contacting Delrina Technical Support Electronically

CompuServe

If you are a CompuServe member, use the Delrina forum to get answers to technical questions, as well as the latest product information and updates. You can also communicate online with Delrina Technical Support representatives.

To use the Delrina forum, connect to CompuServe and type GO DELRINA at any prompt to enter the Delrina forum.

Delrina tries to respond within two business days to posted questions and requests.

Delrina Bulletin Board Service

Connect to the Delrina Bulletin Board Service (BBS) to get the latest technical notes, helpful tips and product information. You can also download product updates and maintenance releases.

The Delrina BBS is available 24 hours a day. To connect, set your modem to: Data bits = 8, No parity, Stop bits = 1. You can connect at up to 14.4 baud rate.

To use the Delrina BBS, dial the following number:

(416) 441-2752

This is a download BBS only. You cannot post messages.

Internet

If you have access to the Internet, you can connect to the Delrina Web site and FTP server to find: news about Delrina products and activities, details about current and upcoming products, a full library of technical notes, extensive information about Delrina Technical Support, and useful utilities and product updates.

To access the Delrina Web site, connect to <http://www.delrina.com>. To access the Delrina FTP server, connect to <ftp://ftp.delrina.com>.

Email

Use email to get answers to your technical questions. Send an email to support@delrina.com and you will receive an automated response with detailed information about email addresses for specific Delrina products and other methods of contacting Delrina Technical Support.

Delrina Fax InfoLine

Available 24 hours a day, the Delrina Fax InfoLine is a fax on demand service providing an immediate fax response to your product questions. Catalogs, organized by product, list Delrina technical notes covering all products and releases. Topics range from general product information to performance enhancement tips and techniques, specialized procedures and advanced applications.

Call from any touch tone telephone and follow the voice prompts to make your selection, and the Fax InfoLine sends your documents within minutes. Dial the following number:

(416) 443-1614

TTY Service

Delrina offers 90-day complimentary technical support for customers who are deaf or hearing impaired through TTY (teletype) system.

PriorityCare and PremiumCare Support solutions are also available, and are described in detail at the front of your WinFax PRO 7.0 Getting Started guide.

This service, in English only, is available to any customer worldwide with access to a TTY terminal. Dial the following number:

(416) 446-8772.

Delrina TTY technicians are available to return calls weekdays between 9:00 a.m. and 8:00 p.m. (Eastern Standard Time), except statutory holidays.

To receive detailed instructions on how to use the TTY system, call the Delrina Fax InfoLine and request technical note #9010. Dial the following number:

(416) 443-1614

The TTY service number is a direct dial number. Do not use operator assistance to place this call.

