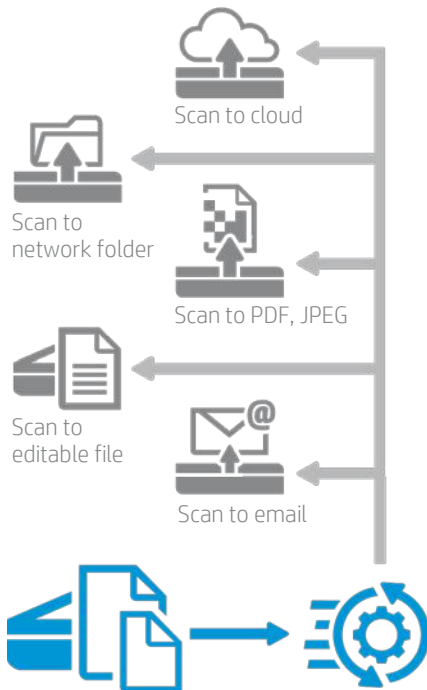




Simplify workflows with versatile scanning

HP Scan software

# Easy to use, easy to share, easy to digitise



Use built-in shortcuts or create your own

Get simple productivity for any scanning project. Automate your workflow with fast and easy HP Scan software.<sup>1</sup> Turn scans into editable or searchable text. Enhance, send and store your scanned documents and images. Use convenient built-in scan shortcuts or customise settings for the jobs you use most often.

## Save time and get right to work with a friendly interface

Designed with office productivity in mind, HP Scan features an easy-to-use interface that lets you quickly set up and review selected settings, then preview and modify your images before saving the scan. Store scanned files locally, on a network folder, or in the cloud. Or, you can easily send scans as an attachment via email. Predefined shortcuts are provided for the most common scanning tasks.

## Add value by customising results

Save scans as PDF, searchable PDF, rich or plain text (RTF or TXT), JPEG, PNG, BMP, or TIFF.

Save files just as you want them—automatically adjust brightness, contrast and exposure, erase edges, and remove or smooth background colour and irregularities to get the smallest file size and clear, readable scans.

Use powerful image preview and editing tools to view and zoom in on thumbnails to check quality and adjust settings to help ensure optimum results.

Embedded optical character recognition (OCR) automatically activates to produce fully editable text or PDF files that allow you to search for text content.

## Simplify workflows for maximum productivity

Create new scan profiles (or “shortcuts”) for the types of scan jobs you perform most often, with settings such as paper size, resolution, file format, and much more. Name the shortcuts to reflect the type of document, the task being performed, or whatever best meets your needs.

Scanned images can be sent to a local or network folder, attached directly to an email, or sent to, Google Drive™, Dropbox, Microsoft® SharePoint®, Microsoft OneDrive or FTP.

For one-time or repeated jobs that need specific settings, you can easily modify one of the predefined shortcuts. Just select an existing shortcut and change settings as needed (for example, select black-and-white instead of colour). With just a click of the mouse, you can save the modified shortcut settings, or discard all changes.

### Integrate into your unique environment with a TWAIN SDK

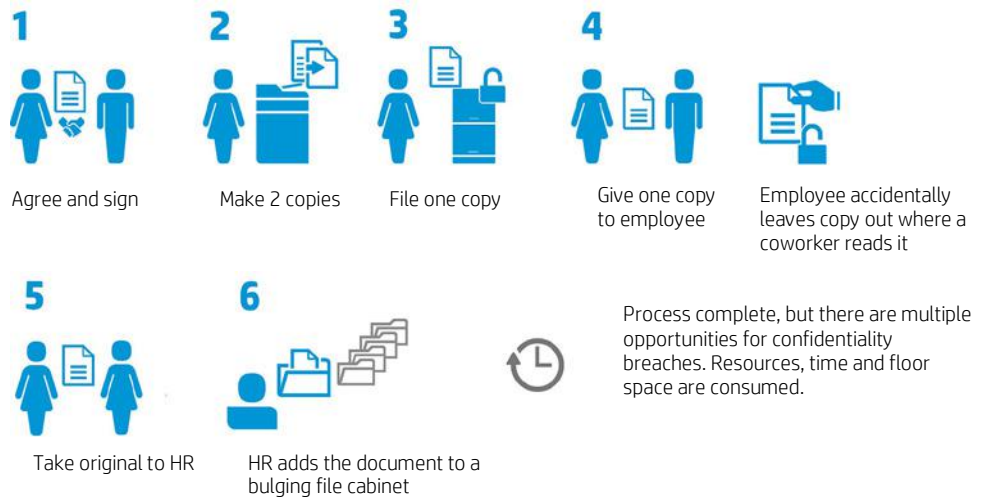
For business environments with unique scanning needs that require a custom application, HP has created a TWAIN software development kit (SDK) for HP ScanJet scanners. The SDK can help you quickly integrate TWAIN-compatible applications with HP scan devices. This SDK provides the resources you need for an integration that's right for your business and application. The SDK is flexible enough to let you quickly deploy simple integrations, or meet the rigors of a complex environment. For more information, contact your local HP representative.

## Case study: a mid-size HR department goes digital

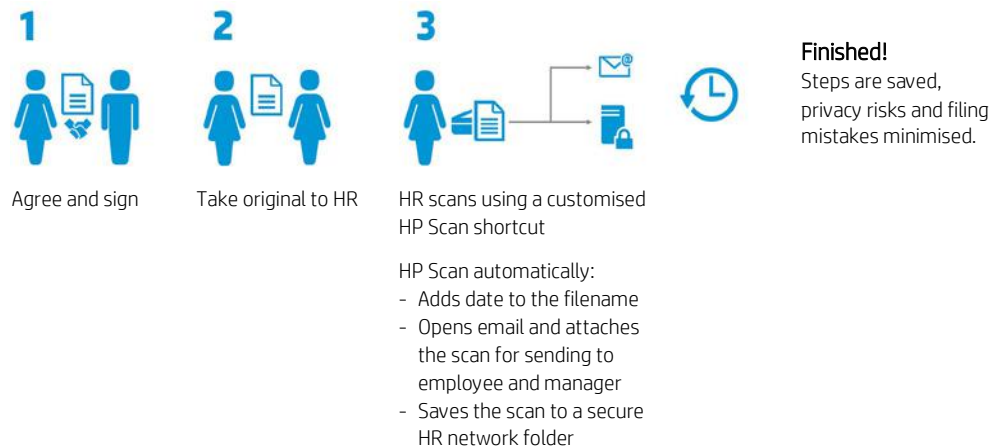
A manager has prepared an annual performance review, and meets with the employee to discuss the document. Both agree on goals for the coming year. The employee adds a few handwritten comments and both sign the form. The Human Resources department is then responsible for the final steps.

Below are examples of this process before HP Scan, and then using HP Scan automation to save time and resources, while making the process easier and more secure.

### Multi-step workflow before HP Scan

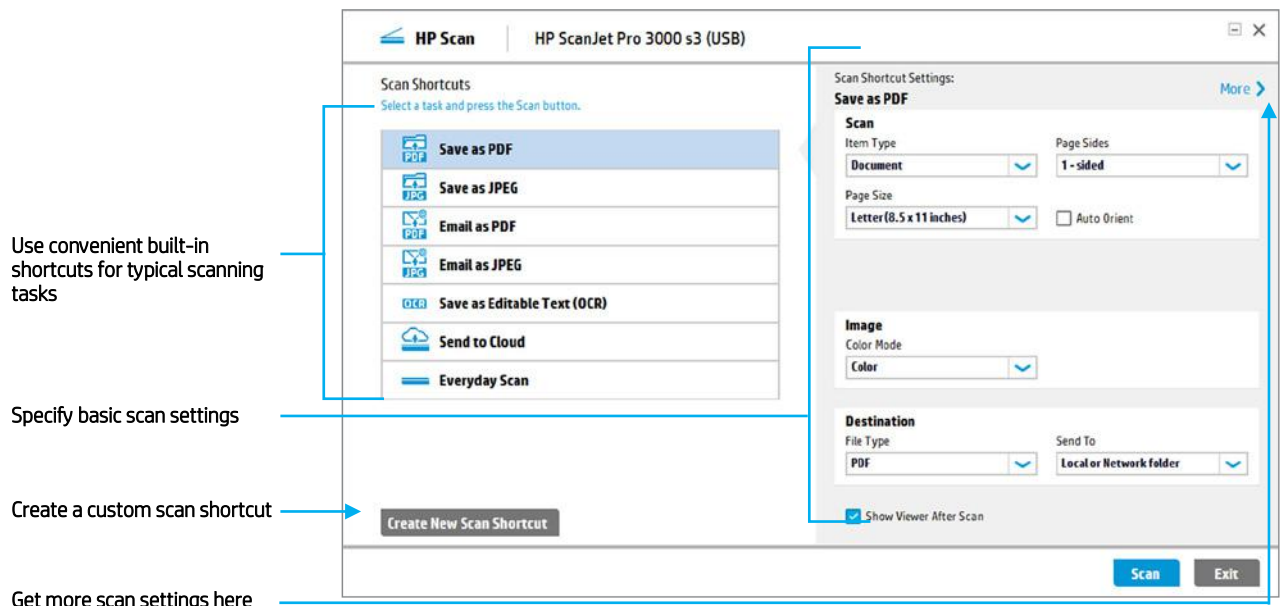


### Streamlined workflow using HP Scan automation



## Get instant productivity with an easy interface

Use the convenient built-in scan shortcuts or create your own customised shortcuts to make common scanning tasks quick and easy.



## Choose basic scan settings

On the HP Scan main menu, there are options for the most basic scan settings, which are easily changed to suit your needs.

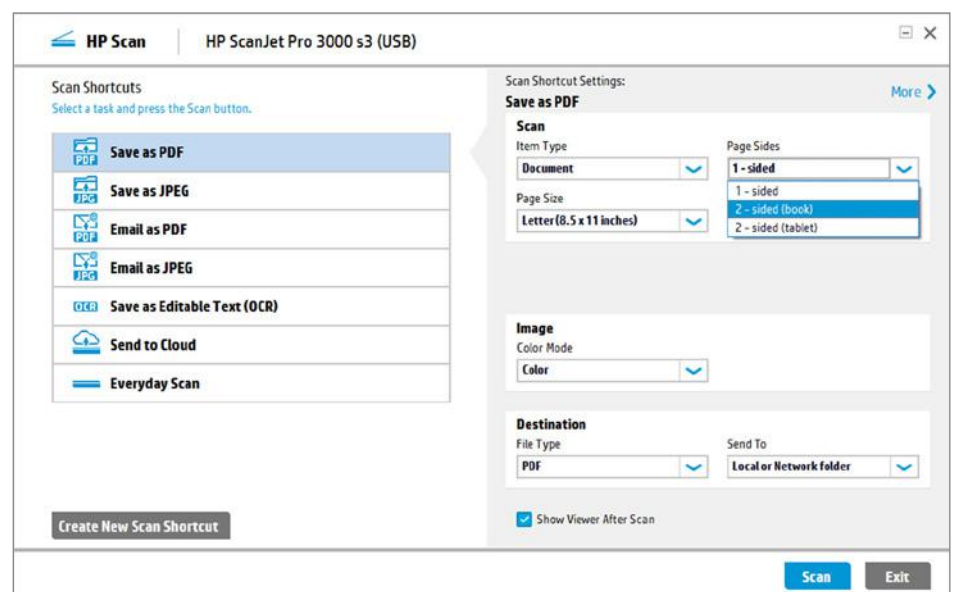
### Choose the basics

Under **Scan Shortcut Settings**, you can choose the **Item Type** (either document or photo), **Page Size**, **Image Color Mode**, **File Type**, and **Send To** destination. Common defaults are pre-selected for you but you can easily change anything as needed.

### Scan single- or two-sided

The **Page Sides** option is available in the initial scan window.

- **1-sided** scans only the side of the sheet that is facing up in the automatic document feeder.
- **2-sided (book)** scans so you can turn the pages on the “long-edge” similar to a conventional book or magazine.
- **2-sided (tablet)** scans so you can turn the pages on the “short edge,” similar to pages on a conventional notepad or tablet.





## Customise results with advanced scanning control

Click the **More** link in the upper right corner of the main menu for access to many additional scan settings. Options are categorised into four major categories: **Scan**, **Image**, **Document** and **Destination** with current settings listed under each. Use the drop-down menu items to change and adjust as needed. The example below shows the **Misfeed** options.

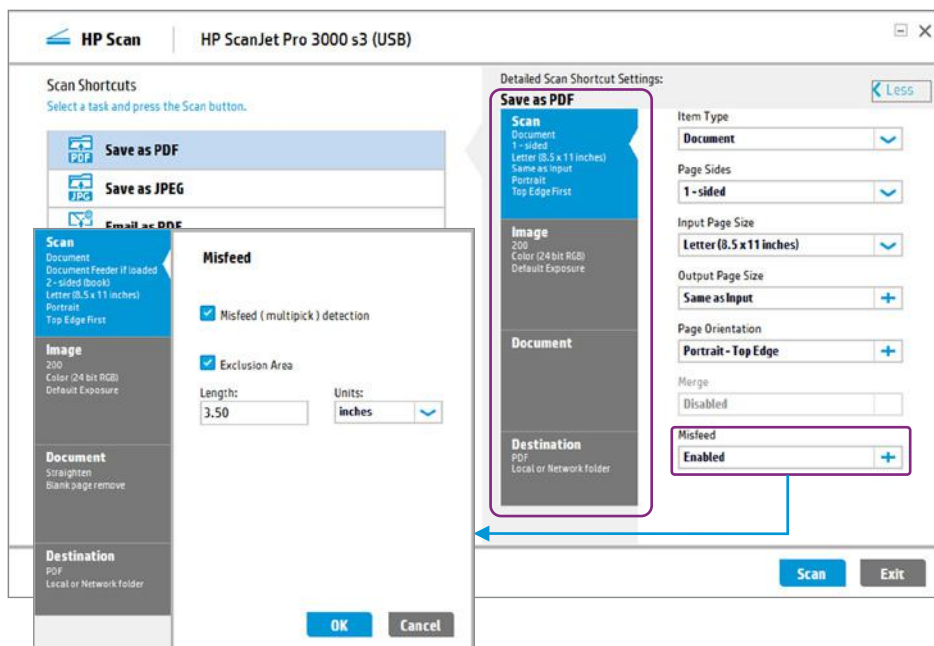
### Enable misfeed (multipick) detection

If your HP ScanJet scanner includes ultrasonic multi-feed detection, you will have the option to enable or disable multipick detection and to specify an exclusion area. The **Misfeed** setting is found under the **More**, **Scan** section.

**Note:** The **Misfeed** setting is available only for scanners that feature ultrasonic multi-feed detection, such as the HP ScanJet Pro 3000 s3.

### Specify misfeed exclusion area

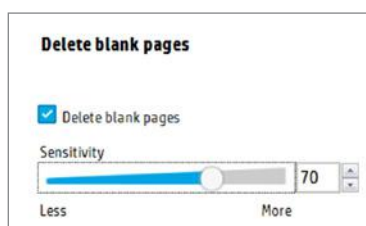
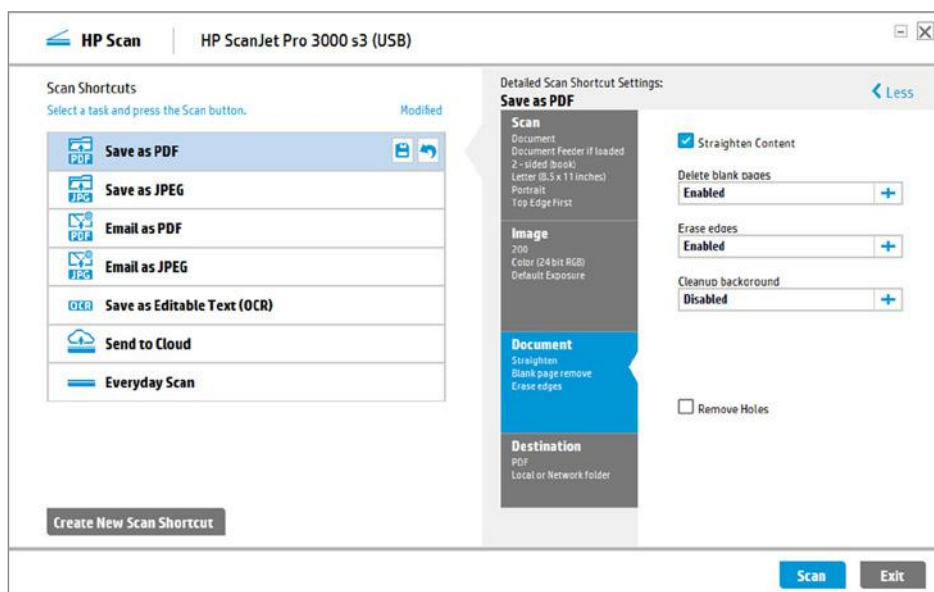
When you enable the **Misfeed** setting, you also have the option to specify a region of the scan to be excluded from misfeed detection. If the scanner detects an area with extra thickness anywhere on the page that is within the length you specify, it will ignore detection for that portion. This helps to eliminate false alarms, where the scanner can interpret the extra thickness as a misfeed. This is a great feature when you need to scan documents that have sticky notes or a memo attached.



### More document settings

Under the **More**, **Document** section, you can choose from the following settings:

- **Straighten Content** detects skewed content and straightens the page.
- **Delete blank pages** detects and marks blank pages for deletion (see below for more).
- **Erase edges** lets you specify dimensions from the edge of the page to erase and to specify a fill colour for the erased space.
- **Cleanup background** detects background colours or inconsistencies such as background scatter and make it white or a consistent tone.
- **Remove Holes** detects and fills round holes found in the edges of pages such as 3-hole punch marks.



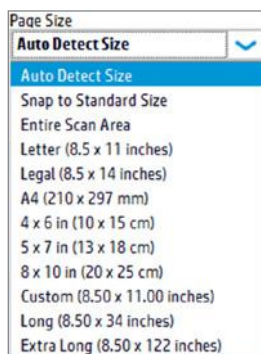
### Adjust blank page detection sensitivity

When you select **Delete blank pages**, you also have the option to adjust the **Sensitivity** of blank page detection. At the **Less** endpoint, more pages will be detected as blank and deleted. At the **More** endpoint, pages must be close to completely blank to be detected and deleted as blank pages.

A similar sensitivity slider is available for the **Cleanup background** option.

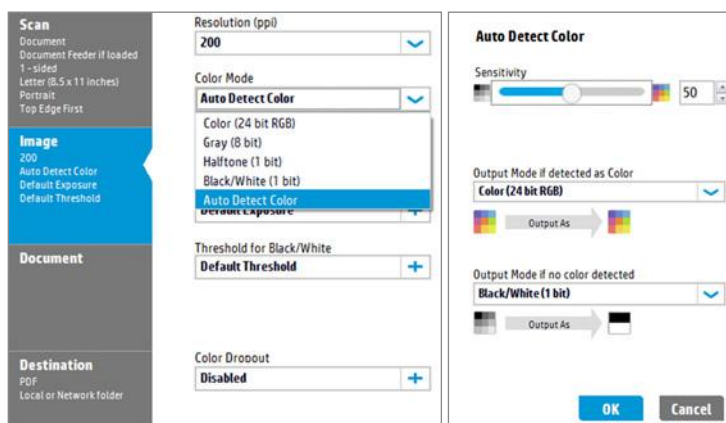
### Choose your size

HP Scan allows you to choose from a wide array of scan size settings. **Auto Detect Size** and **Snap to Standard Size** are convenient settings that practically eliminate the need to choose common page sizes. You can also specify a page size of **Custom**, **Long**, or in some cases, **Extra Long**. For example, some HP ScanJet scanners support sizes as small as 5.1 x 7.4 cm (2.0 x 2.9 inches) all the way up to 21.6 x 309.9 cm (8.5 x 122 inches).



### Choose your colour mode

You can choose default **Color**, **Gray**, **Halftone**, or **Black/White** settings which will use pre-set output modes, or you can select **Auto Detect Color**, which provides additional colour settings for maximum control.



### Preview and adjust

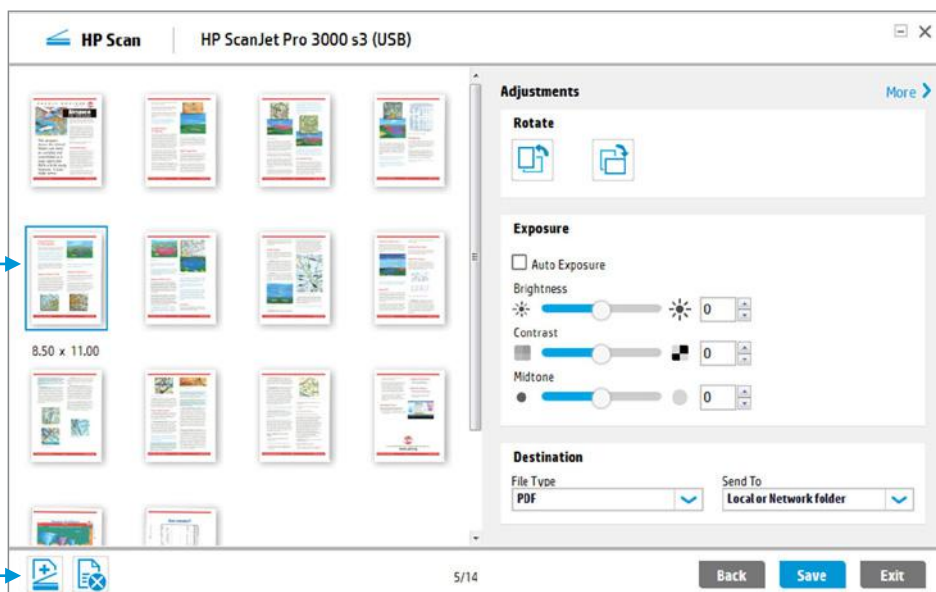
After the initial scan, the images appear in a preview window, allowing you to add, delete or rearrange pages, or make an array of adjustments, fine-tuning the images before saving the scan.

### Preview your scans before saving

HP Scan lets you monitor the progress of your scans, and preview them before saving. You can easily make a variety of adjustments to get the results you want, including reordering, adding, or deleting pages, rotating 90 degrees left or right, changing exposure, file type, and destination. Select **More** for additional adjustments.

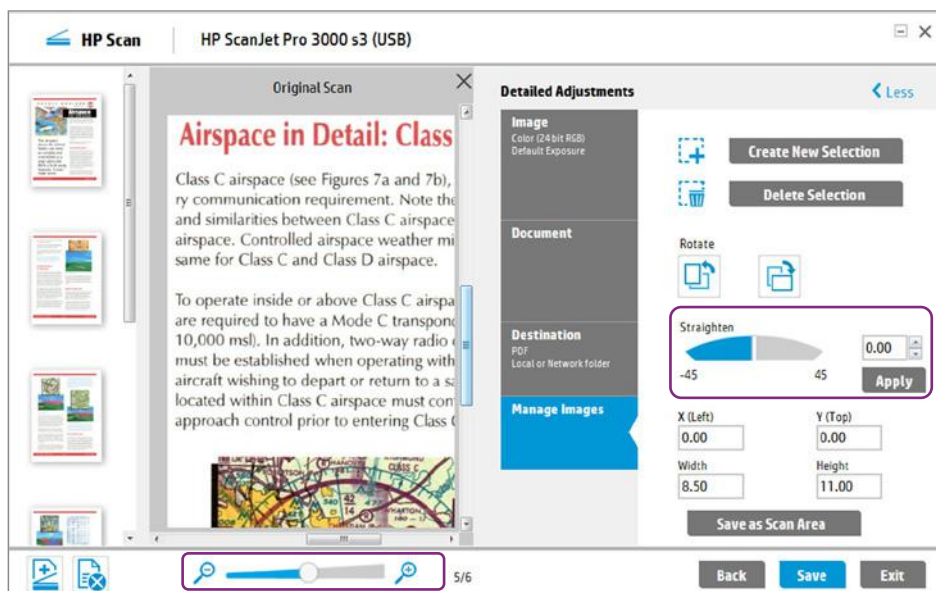
Double-click an image to zoom in

Add or delete pages



### Zoom in for fine adjustments

Check the quality of your scanned images by zooming in for an extreme close-up view. After clicking **More** you can fine tune settings even further. For instance, in the **Manage Images** section, you can use the **Straighten** tool to rotate the image in fine increments.

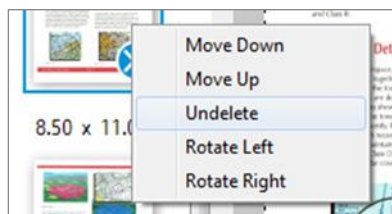


### Delete or add pages to the scan

#### Delete unwanted pages

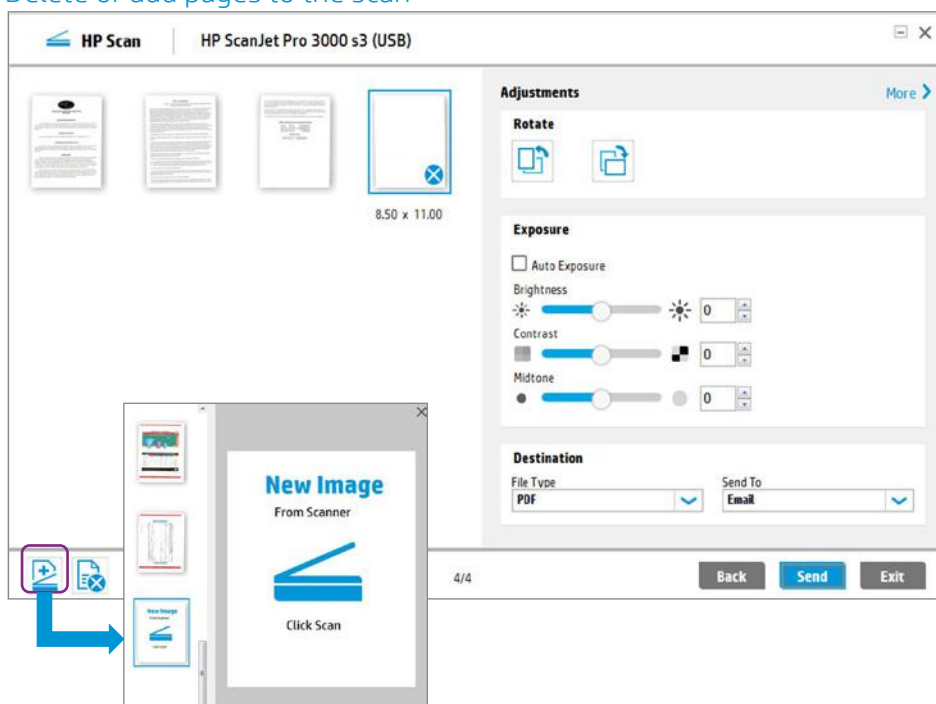
When you click the icon with the "X" to mark a page (or multiple pages) for deletion, HP Scan marks it with an X on the image preview window. Pages that were automatically marked for deletion will show up in the same manner.

If you change your mind, a simple right-click lets you choose **Undelete** before the scan is saved.



#### Add pages to the scan

When you click the plus (+) icon to add a page or multiple pages to the scan, you can again specify scan settings, such as 1- or 2-sided, colour mode, etc. You can also drag and drop the new pages to wherever you want them in the sequence.

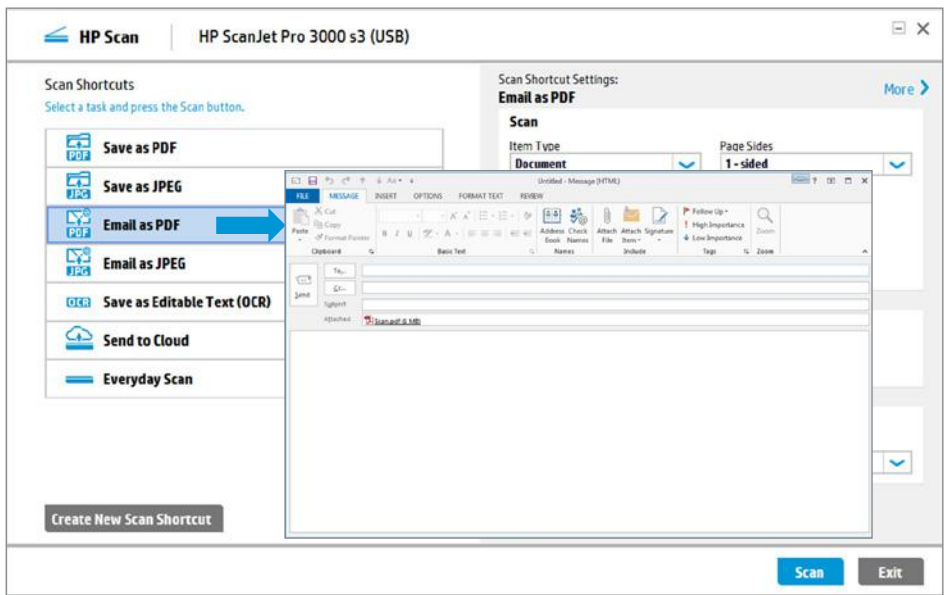


## Send scans directly to email or the cloud

HP Scan allows you to easily send your scans directly to an email recipient or to the cloud via cloud-based storage locations.

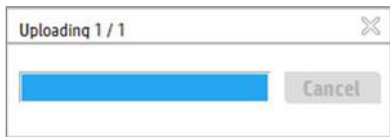
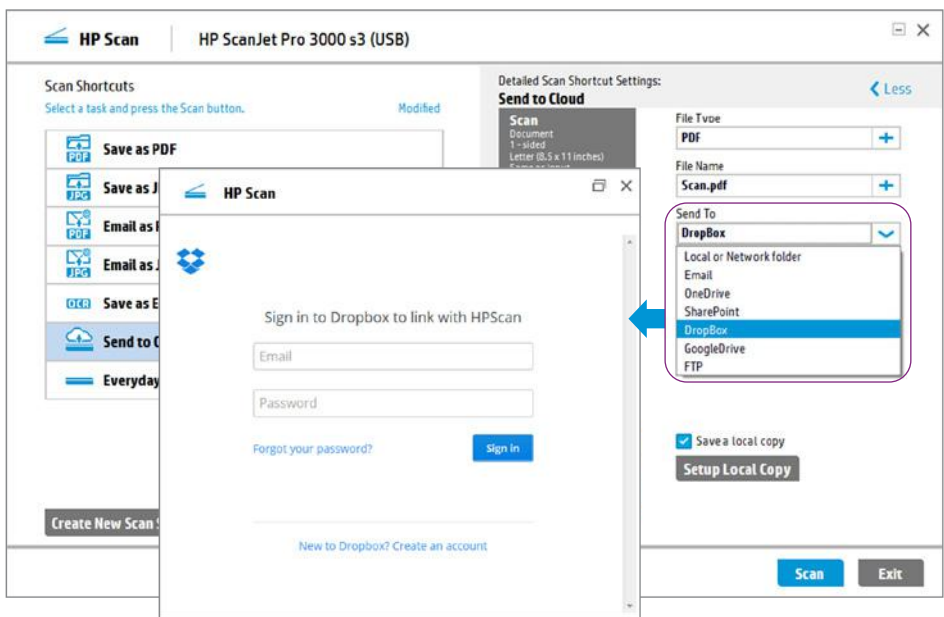
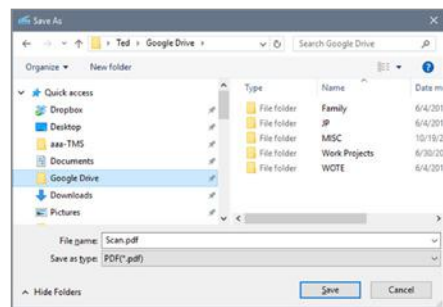
### Attach scans to email

When you select **Email as PDF** or **Email as JPEG**, HP Scan opens your default email application and attaches the image to a new email. Just fill in the recipient, the subject and any message and hit **Send**.



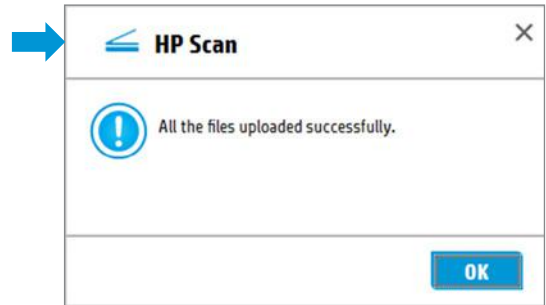
### Send scans to the cloud

**Send to Cloud** lets you choose a destination such as **Dropbox**, **Google Drive**, **Microsoft SharePoint** or **OneDrive**. HP Scan may display a sign-in screen. Once you are authenticated, you will simply see a local **Save As** destination window as shown below.



### Successful upload!

When your scan has uploaded to the destination you specified, you'll see a confirmation screen.





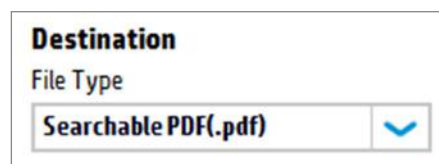
### Choose your editable document format

When you select **Save as Editable Text**, you can choose between **Rich Text (.rtf)** and plain **Text (.txt)** format.

- **Rich text (.rtf)** is a file format supported by Microsoft Word and most other word processing programmes. Some of the original formatting is saved using this option.
- **Text (.txt)** creates an ASCII text (TXT) file that can be opened in any word processing programme. The original formatting is not saved with this option.

### Scan as Searchable PDF

When you choose to scan as a PDF file you have the option to select **Searchable PDF**, which also uses OCR and will preserve formatting of the original file. The text content is searchable in PDF readers, such as Adobe® Reader or Acrobat®.

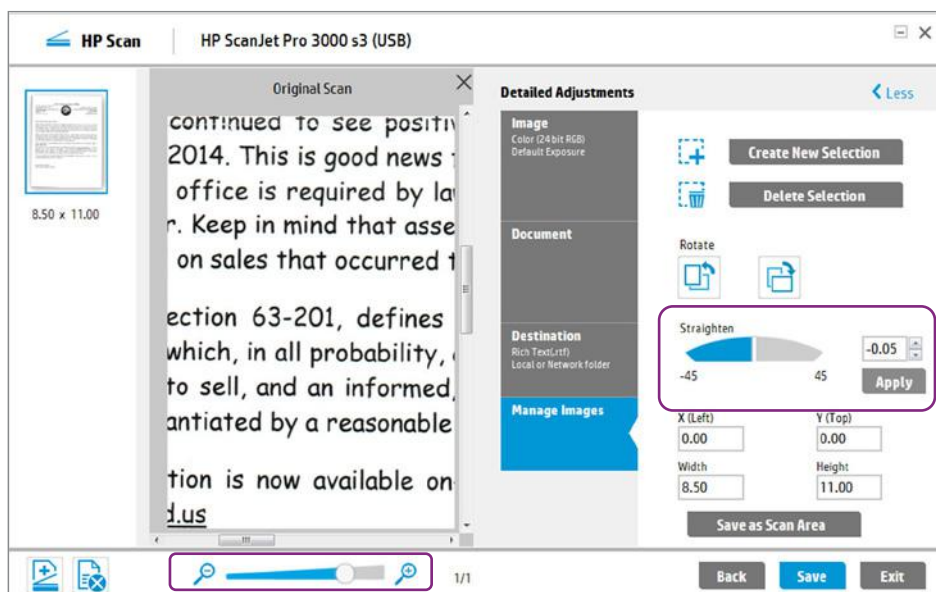
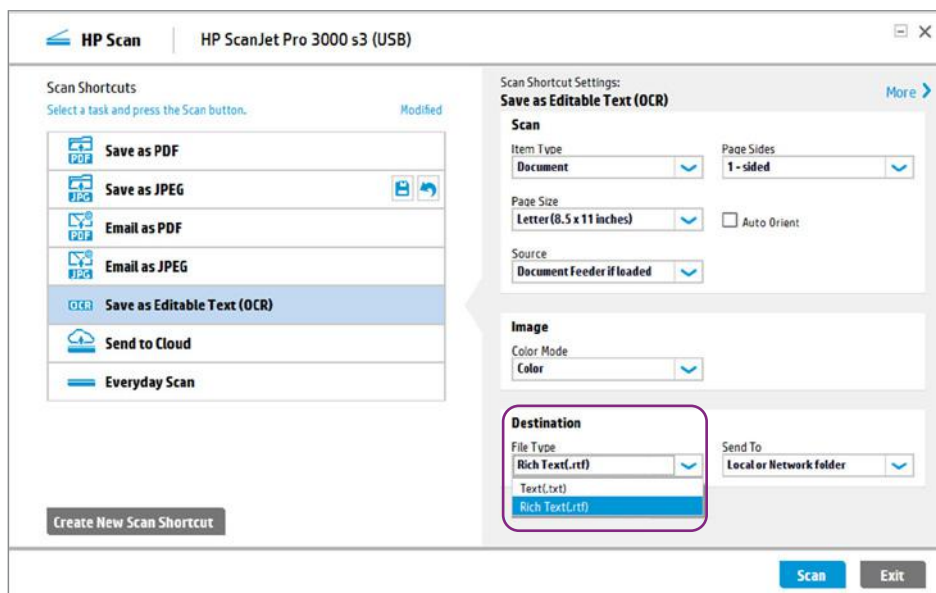


### Zoom in to fine-tune

For the most accurate OCR results, the original pages should have clean and crisp text on white paper in a commonly used, non-decorative typeface. Also, scanned pages should be aligned as nearly horizontal as possible. Occasionally, a page might be slightly skewed. HP Scan allows you to fine-tune this alignment by zooming in and rotating the image in fine increments (as little as 0.01 degrees). This function is called **Straighten** and is found under **More, Manage Images**.

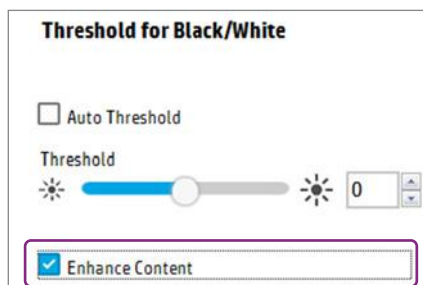
## Turn scans into editable/searchable text (OCR)

HP Scan includes embedded Optical Character Recognition (OCR) technology. OCR allows you to convert scanned images to common file types with editable and searchable text. OCR capabilities also enhance the indexing and retrieval of documents.



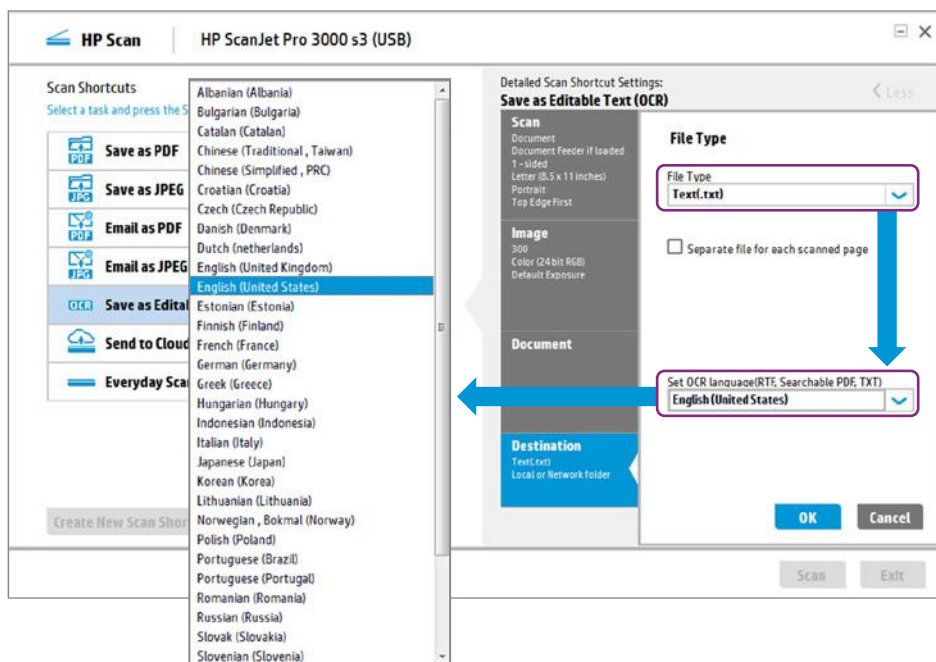
### Enhance content for crisper text

When scanning as a black and white image, you have the option to check the **Enhance Content** box under the **Threshold for Black/White** menu item. This will enhance the edges detected in the image. This is often useful for text that is on a dark background. This feature is best previewed to make sure the results are as desired.



### Select the OCR language

HP Scan's optical character recognition software is able to recognise 36 different languages. To access the language drop-down list, click **More**, **File Type**, **Set OCR language**.



### Suppress unwanted colours

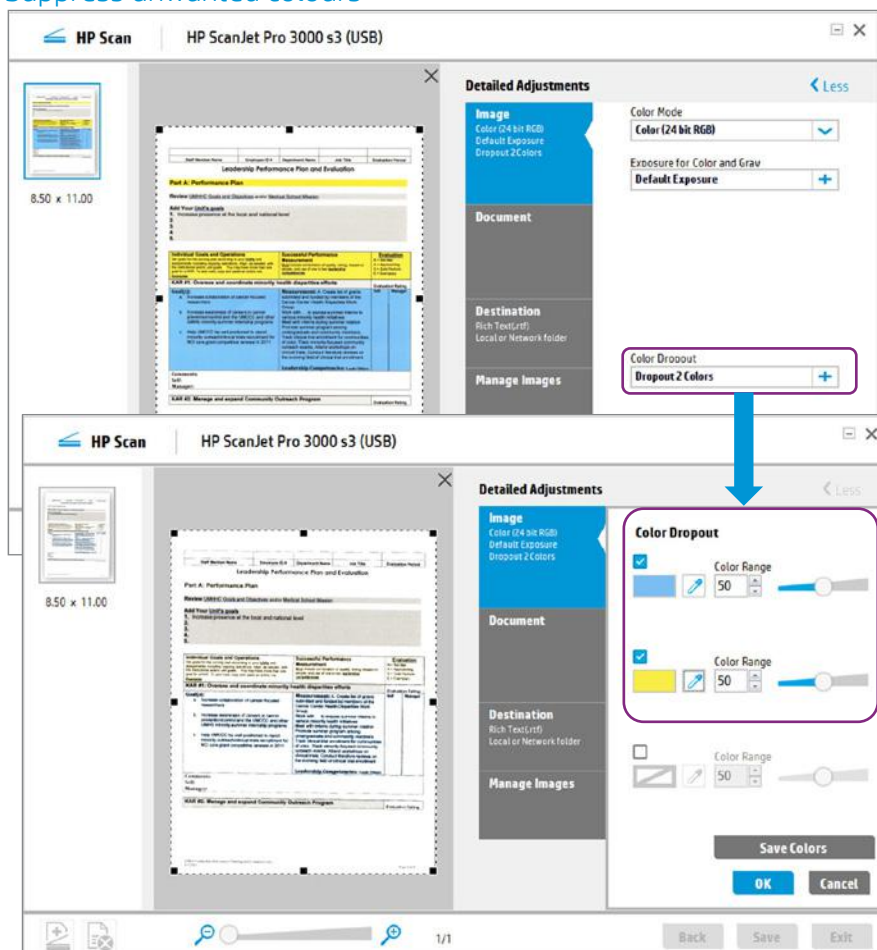
#### Use the Color Dropout tool

Another useful feature is called **Color Dropout**. The scanner can remove unwanted colours, such as background colours on forms. In the example at right, the scanned form has both yellow and blue background colours that you may want to remove for better OCR recognition.

Use the **eyedropper** to select colours you want to remove by clicking on them in the preview window. You can remove up to three colours to expose only the information needed.

The **Color Range** control allows you to fine tune the sensitivity. You can see the results instantly as you adjust the slider or enter numeric values.

*The Color Dropout tool is "hue-based" which gives you all colours from the selected colour up to light (pastel) versions of the same hue. Colours that are dropped are filled with white. For example, the yellow and blue background colours are replaced with white in the images shown here.*

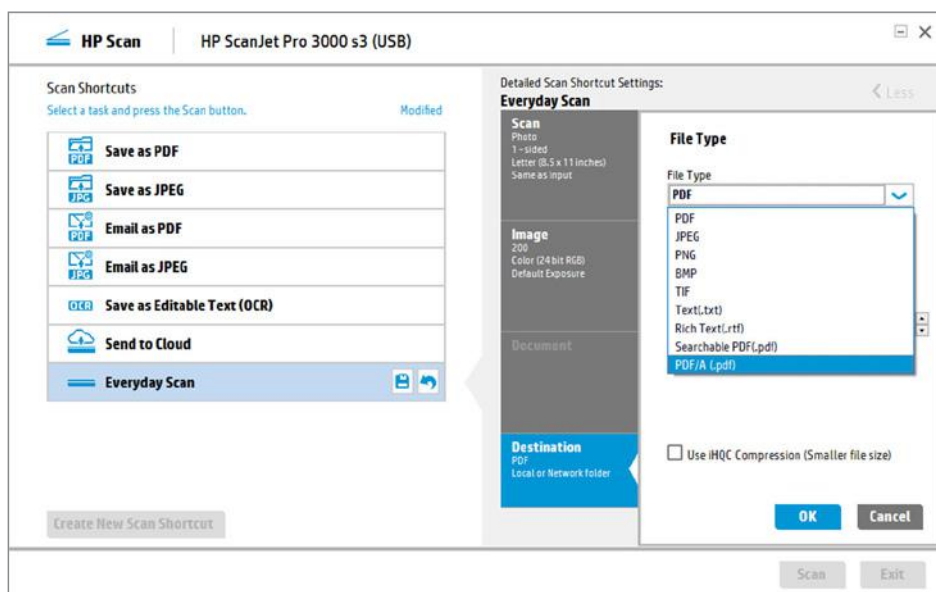


### HP SCAN file formats

- **PDF image (.pdf)** is an image file. You cannot search for text inside this file type.
- **Searchable PDF (.pdf)** contains searchable text. Document appearance is preserved.
- **PDF/A (.pdf)** meets ISO requirements for long-term archival of electronic documents.
- **Rich Text Format (.rtf)** can be edited by most word processing programmes.
- **Text (.txt)** creates a plain text file that can be opened in any word processing programme.
- **JPEG image (.jpg)** is a compression method commonly used for digital photos. The amount of compression can be specified.
- **TIFF (.tif)** is the Tagged Image File Format. You can also choose single or multi page output.
- **Bitmap image (.bmp)** is a raster graphics image file format used to store bitmap digital images.
- **Portable Network Graphics (.png)** is a raster graphics file format that supports lossless data compression. It was designed for transferring images on the Internet.

## Select from a range of file types

Whether you need image-only files or optical character recognition, HP Scan has you covered with multiple file type options.



### About Everyday Scan

This predefined shortcut is intended for quick one-time tasks. All scan settings are available in this shortcut, giving you the flexibility to modify any settings needed. After using, you can quickly undo any changes or save them for the next session.

Everyday Scan shortcut settings are also assigned to the one-touch scan button on the scanner control panel. No need to open the software—just press the button.



### Save changes to a pre-defined shortcut

A fast way to make a new scan shortcut is to specify all your desired settings and click the icon **Save modifications to this scan**—you can do this at any time, even after saving the scanned image.

You can also **Undo modifications** by clicking the back-arrow icon.

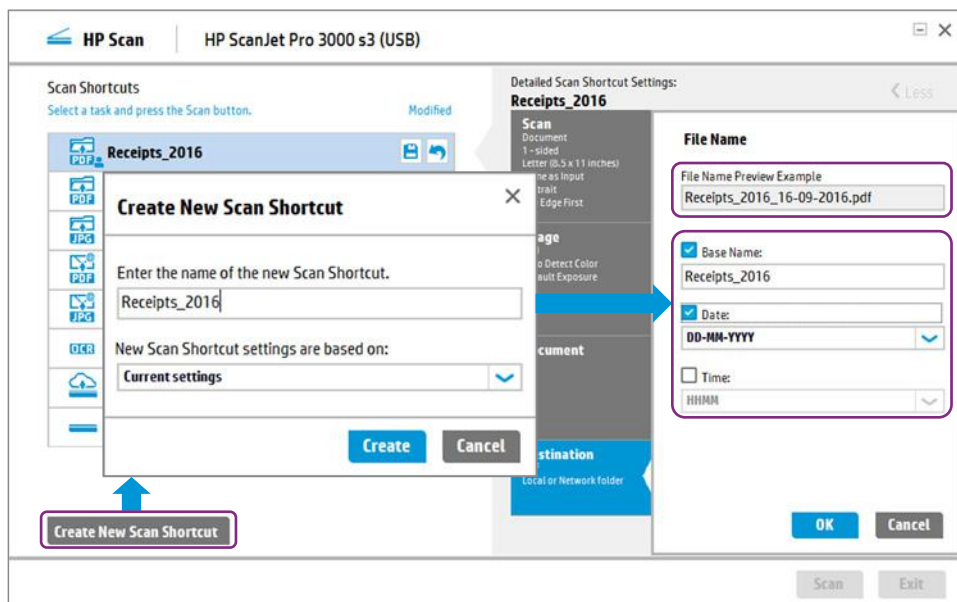
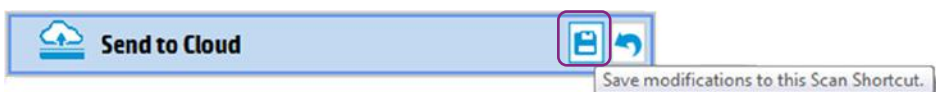


### Create a new shortcut

Another method is to click **Create New Scan Shortcut** at any time. HP Scan will prompt you for a shortcut name and ask if you want to base the new shortcut on the current setting or any of the other defined shortcuts. You can customise the shortcut however needed, including such things as specifying a **Base Name** for the output file, adding a **Date** and **Time** stamp, etc.

## Simplify workflows with customised shortcuts

Quickly scan using your most-used settings—then save the settings as a new shortcut. Now you can consistently execute jobs at the touch of a button.



## Software features

### Scan shortcuts and routing destinations

Quickly scan using your favourite settings

Scan documents directly to destinations

### Automation and processing features

Automatically prepare pages

Automatically process documents

Create clean, improved documents

### Image preview and file naming features

Validate and preview scanned pages

Easily name your files for improved organisation and retrieval

Save scan settings as a scan shortcut; assign shortcuts to a scanner button for one-touch scanning; change shortcuts without saving for one-time ad-hoc scanning

Local or network folder; email; OneDrive; SharePoint; Dropbox; Google Drive, FTP

Auto-detect size; snap to standard size; edge erase; auto orient page; auto detect colour; auto exposure for black-and-white documents and auto exposure for colour; grey and halftone

Automatically delete blank pages; straighten content; merge sides of the two-page scan to a single page; clean-up background

Erase edges; apply background filter (remove or smooth background colour); remove punch holes

View thumbnails; zoom in on thumbnail; add, delete, move and reorder pages; rotate pages; crop pages; rescan page (and adjust scan settings if needed)

Add a file name that starts with the shortcut name, custom, or batch numbering; include date and time; append a sequential suffix

## Technical specifications

Installation options	Through CD or MSI package (via download)
Scan type	One-sided scanning or single-pass two-sided scanning
Scan source	Automatic document feeder, flatbed (not available on sheet-fed scanners)
Page sizes	Letter, legal, A4, 10 x 15 cm (4 x 6 in), 13 x 18 cm (5 x 7 in), 20 x 25 cm (8 x 10 in) Long (21.6 x 86 cm) (8.5 x 34 inches), Extra Long (21.6 x 310 cm) (8.5 x 122 in) Custom: 5.1 x 7.4 cm (2.0 x 2.9 inches) to 22 x 310 cm (8.5 x 122 inches)
File types	PDF, Searchable PDF, PDF/A, JPEG, PNG, BMP, TIFF (single page), MTIFF (multi-page), TXT (text), RTF (Rich Text)
Colour mode	1-bit black-and-white, 8-bit grey, 24-bit colour, halftone (default dither, error diffusion, Bayer dither), auto detect colour
User interface languages	Arabic, Catalan, Chinese (Simplified), Chinese (Traditional), Croatian, Czech, Danish, Dutch, English (USA), Finnish, French, German, Greek, Hebrew, Hungarian, Indonesian, Italian, Japanese, Korean, Norwegian (Bokmål), Polish, Portuguese (Brazilian), Romanian, Russian, Slovak, Slovenian, Spanish (Traditional), Swedish, Thai, Turkish
OCR engine	I.R.I.S. OCR
OCR languages	Albanian, Arabic, Bulgarian, Catalan, Chinese (Simplified), Chinese (Traditional), Croatian, Czech, Danish, Dutch (Netherlands), English (U.K. and U.S.), Estonian, Finnish, French, German, Greek, Hebrew, Hungarian, Indonesian, Italian, Japanese, Korean, Lithuanian, Norwegian (Bokmal), Polish, Portuguese (Brazil), Portuguese (Portugal), Romanian, Russian, Slovak, Slovenian, Spanish, Swedish, Turkish, Ukrainian

## HP is always the smart technology investment

You can count on HP to help you implement a scanning strategy that works for your business. We know you need solutions that are simple to adopt. HP Scan has what you need with an easy-to-use interface, powerful preview and image adjustment tools, multiple file formats and destinations, predefined shortcuts for common scanning tasks, and easy customisation for streamlining workflows.

Learn more at

[hp.com/go/docmgmt](http://hp.com/go/docmgmt)

<sup>1</sup>This software is intended for use on a PC, which is not included.

Sign up for updates

[hp.com/go/getupdated](http://hp.com/go/getupdated)



Share with colleagues



Rate this document

© Copyright 2015–2016 HP Development Company, L.P. The information contained herein is subject to change without notice. The only warranties for HP products and services are set forth in the express warranty statements accompanying such products and services. Nothing herein should be construed as constituting an additional warranty. HP shall not be liable for technical or editorial errors or omissions contained herein.

Acrobat and Adobe Reader are trademarks of Adobe Systems Incorporated. Google Drive is a registered trademark of Google Inc. Microsoft is a U.S. registered trademark of the Microsoft group of companies.

4AA6-0821EEW, October 2016, Rev 1

