Scanner Pro

Guide

1. Creating scans

1.1. Scan with Scanner Pro

To create a scan, open Scanner Pro and press the orange Plus button.

In the top menu you can pick: flash on/off, color mode type, manual or auto scanning mode.

Here are the color modes available in Scanner Pro:

1.Color Document - adds brightness and contrast to the initial colored scan;

2.Black & White Document - highlights text and contrasts areas. This mode is perfect for text documents.

3.Color Photo - all colors of the initial scan are preserved.

4.Grayscale Photo - leaves the initial brightness/contrast of the image, but sets the color to shades of gray.

Once you set the scanning mode, it will remain as default unless you change it manually.

Having snapped all pages of the document, tap the blue indicator at the bottom right corner with a number of created pages, name the scan and save it.

Else, press x to exit and discard all taken pages.

1.2. Create a scan from Photos

To create the scan from already taken images in Camera roll:

Launch Scanner Pro, press orange Plus button and tap the Picture icon on the bottom toolbar to access Photo Library.

Select images from the Camera Roll and choose the processing type: Photo, Document or Grayscale using top toolbar and press Done. Tap on the page to edit or retake scan. Tap Save to finish with this file, or tap Discard to delete it.

Note: Scanner Pro won't display panorama photos and photos with high resolution imported from other devices.

1.3. Radar

Use Radar feature to find photos of documents and receipts in your Photo Library automatically.
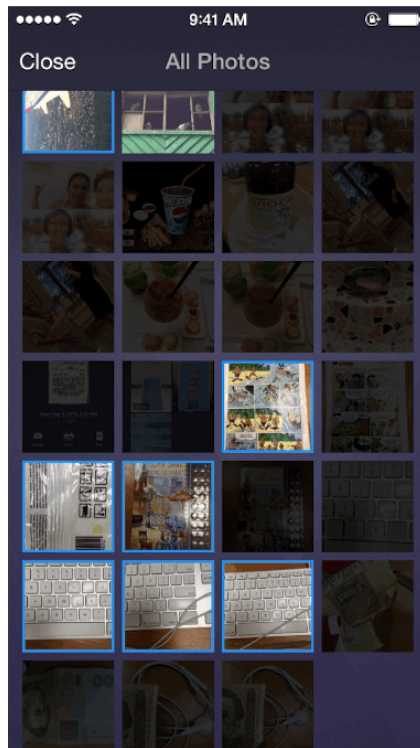

Open Scanner Pro and launch Radar using top toolbar. The app will search through the Photo library and display documents and receipts, ordered by date.
Simply tap on the images to select them, then proceed using Radar icon in the bottom right corner.

To add new files in Radar, tap Radar icon in the bottom right and select new docs using tap&hold. To remove the photo which wasn't detected correctly, tap&hold the one with the blue frame unless it is marked as Non-Document.

In Scanner Pro 6.2.1 (or later) Radar toggle could be found in Scanner Pro Settings->Advanced Settings.
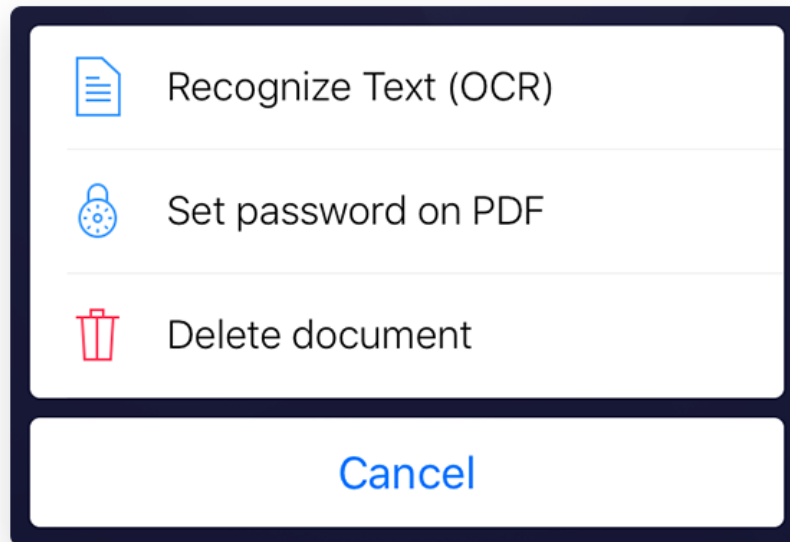
1.4. Text Recognition (OCR)

Text Recognition gives you the power to extract words from scans and make the PDFs searchable.

For OCR our app uses iTunes On-demand Resources library.

To use text recognition for scanned documents, do the following:

1. **Open a document and tap three dots in the upper right corner**

2. **Choose Recognize Text (OCR)**

3. **Wait until the processing is over and choose Show as Text**

Automatic Text Recognition (OCR) is disabled by default in Scanner Pro. To enable this functionality, please follow a few simple steps:

1. **Go to Settings**

2. **Scroll to Text Recognition (OCR)**

3. **Enable Automatic Text Recognition and choose languages**

Note: the more languages you have enabled, the longer it will take to process a scanned document.

The next time you scan a document, Text Recognition will start automatically.

In case you notice the feature acting incorrectly, reboot device and download or re-enable language settings to OCR (Scanner Pro Settings -> choose Text Recognition (OCR) -> tap the language to install).

2. Networking

2.1. Workflows

Workflows is the powerful automation tool that was introduced in Scanner Pro 7 and allows you creating a list of actions that would be automatically applied to scanned documents.

To create a new workflow:

1. Go to Scanner Pro Settings

2. Scroll to Workflows

3. Tap Add Workflow

4. Select actions for your workflow

As an example, the workflow that saves an image to specific Dropbox folder and sends it to an email address can be created this way:

1. Choose Upload to Dropbox action

2. **Choose Dropbox folder to which a document needs to be uploaded as well as file format**

3. **Click Add Action**

4. **Choose Send by Email**

5. **Enter email address of the recipient**

6. **Enter the name of the workflow and click Save**

To use a workflow, click Share option after scanning your document and choose your workflow.

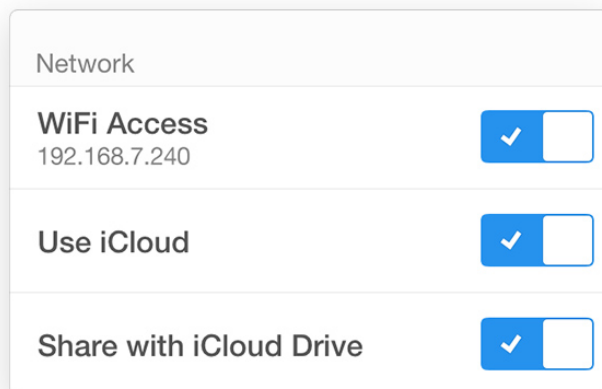Workflows are not limited to two actions, you can add as many actions as you want.

Limitations for using the tool:

- *Save to Folder and Delete cannot be in the same Workflow*

- *No possibility to move Delete (It will be the final step of your workflow)*

- *Some of the actions can be applied only once (Photos, Save to Folder, Delete)*

2.2. iCloud & iCloud Drive

To enable iCloud Drive go to iOS device settings, select iCloud and toggle on iCloud Drive. Make sure Scanner Pro toggle is enabled. Then open Scanner Pro settings and toggle on Use iCloud.

To turn on iCloud Drive, go to settings and enable Share with iCloud Drive toggle. This will enable you to share files from Scanner Pro to other apps and make them visible in Scanner Pro on other devices.

To upload the scan manually to iCloud, open the scan, tap Share and pick iCloud Export *(limitation: one scan per time).*
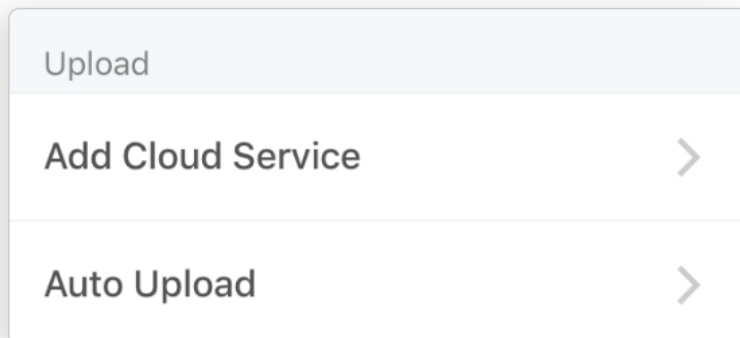
2.3. Auto Upload

Automatic Upload is available for Dropbox, Google Drive, Box, OneNote, OneDrive, Evernote or any WebDAV server.
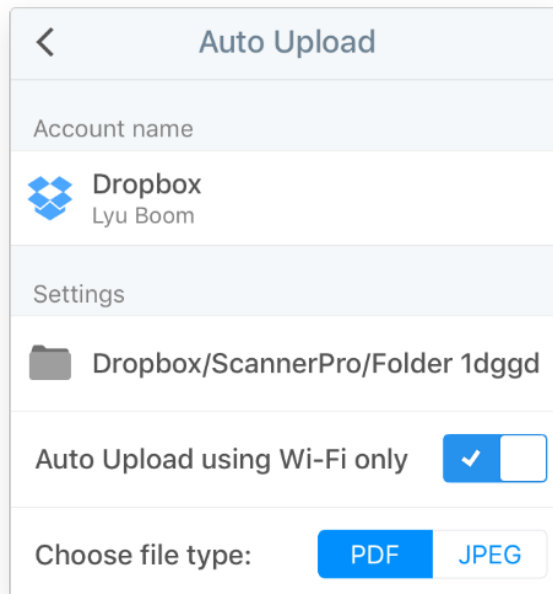
Scanner Pro will upload a copy of all files you create in the storage of your choice.

Note: It only works for new and updated scans, the ones you had in the app before setting auto-upload have to be uploaded manually.

To set Auto Upload for one of the services, open the app settings and tap Add Cloud Service. Log in to your account.

Upload	
Add Cloud Service	>
Auto Upload	>

Go to Auto Upload section and select one of the storages from the list, log into it if necessary and choose the target folder for upload and the scan format.
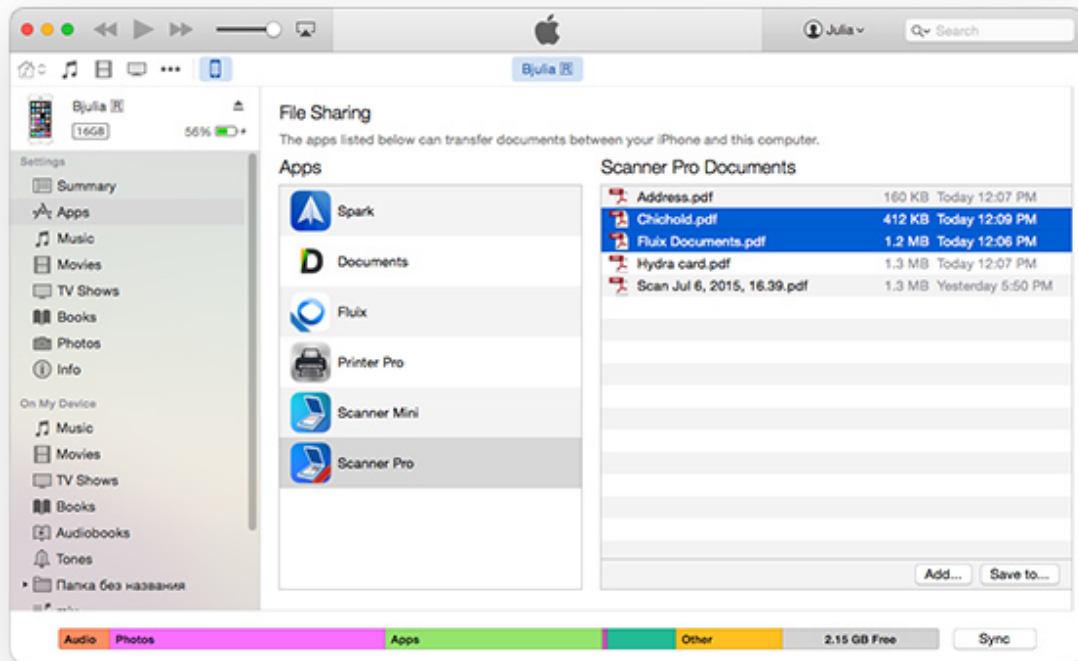
Toggle on Auto Upload using Wi-Fi only to restrict upload to wifi.

2.4. Transfer scans to a computer via iTunes

Transfer scans from Scanner Pro to the computer desktop with the iTunes File Sharing.

For this: connect your device to a computer via USB cable, open iTunes, select your device and click on the Apps tab.

Tap Scanner Pro icon, select the files and choose Save to... to transfer scans from Scanner Pro.

2.5. Transfer scans to a computer wirelessly

Move scans from the application wirelessly.

For this, go to app settings and toggle WiFi Access on. Open the Web browser on your computer and type the IP that appears below the WiFi Access sign as URL http://... in the address bar.

Tap on iOS device "Allow the connection" from your computer, the documents will appear in the Web browser. Click on a file to load it. To save it choose the Save button.

Note: Wi-Fi Access connection will be lost straight after your device's screen is locked.

To avoid this, go to iOS settings -> General -> Auto-lock -> select Never.

2.6. Email scans

To email Scanner Pro scans/folders, first of all, make sure at least one mail account in added in iOS Settings -> Mail -> Accounts.

Then press Select on the app main screen, choose the scan, press Share, pick the scan format, choose Email. Fill out all the fields and tap Send.

To email the scan via third party mail client, tap Share and choose Open In. Select the mail client you want to use for emailing, fill in the fields and Send.

2.7. Airdrop your scans
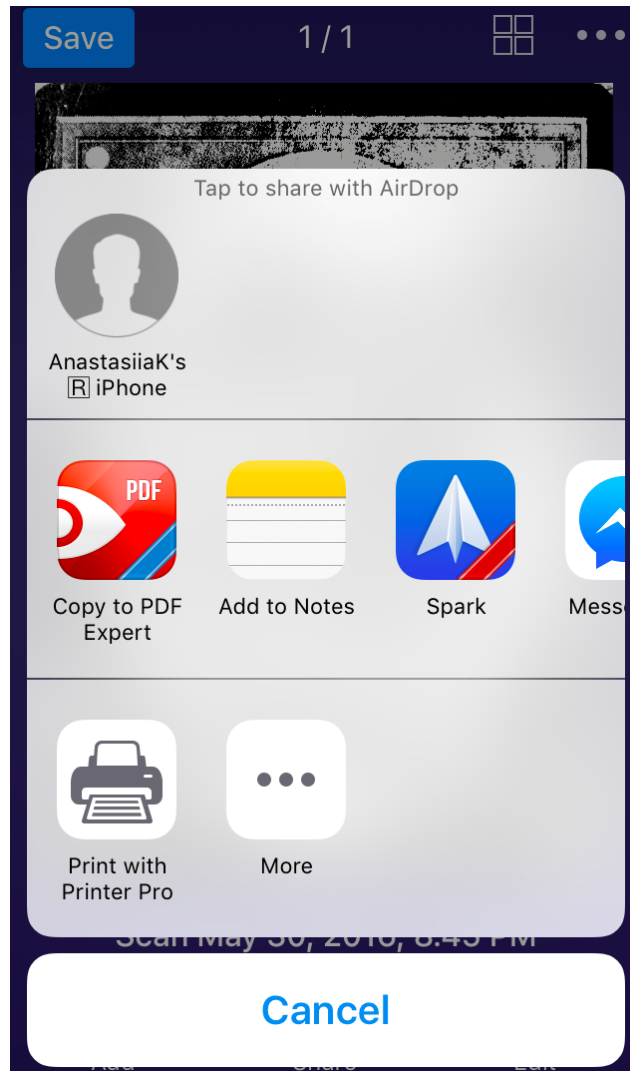
To send the scan via Airdrop:

1. Open the scan (or select one/multiple scans in the main Documents screen).

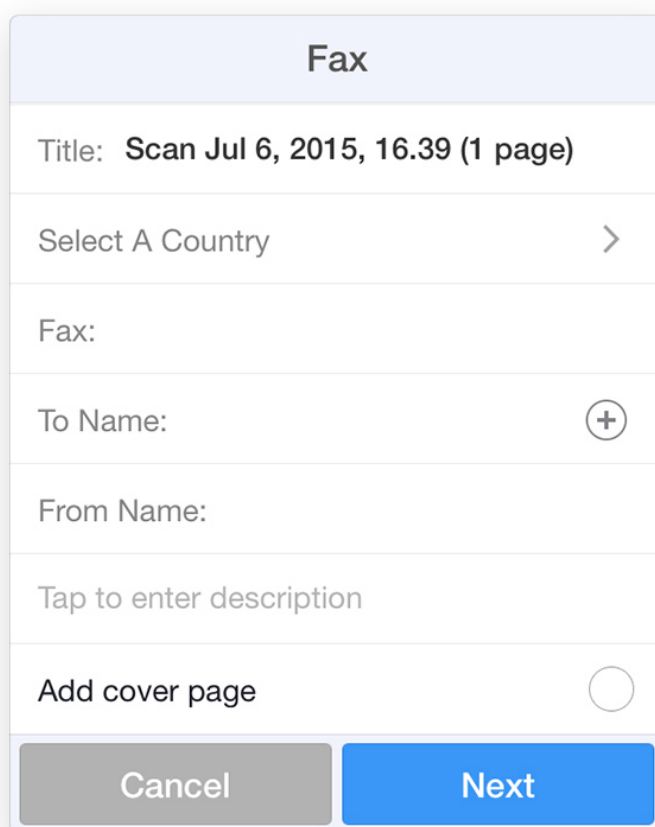**2. Tap Share->Open In->Airdrop->select the recipient->Done**

3. Managing scans

3.1. Fax scans

Scanner Pro can send a fax to 50+ countries around the world.

To fax select the scan and tap Share. Choose Fax option, enter the recipient's credentials, fill out the fields and press Next.

Note: The Fax Unit Pack is calculated automatically by the app based on the country of the recipient and quantity of fax pages.

In most countries you can fax up to 3 pages using Fax Unit pack 1 ($0.99). Fax up to 7 pages from US to US will fit into Fax Unit pack 1 as well. If you need to

fax up to 7 pages you will use the Fax pack Unit 2 ($1.99). If you fax more than 7 pages the app will use Fax Unit pack 5 ($4.99)

Then sign in to your iTunes Store account, confirm your In-App Purchase and tap Buy.

3.2. Scan management

With Scanner Pro you can Email your scans, Print them or even Fax.

To do perform one of these actions:

Select the scan(s) in the main screen. At the bottom of the screen choose one of the options to operate them.

1. Share:

Use Open In to copy your scans in the other apps installed on your device. iCloud Export option uploads scans to iCloudDrive directory. Use Photos option to save the scanned and processed page to Camera Roll.

2.Move:

In addition to ability to move scans via drag&drop, there is manual way to do that:

select the scan in main document screen, tap Move, select the destinated location, Move.
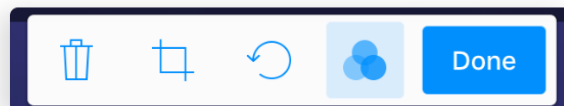
3.Merge:

combine a few scans into one: select two or more scans -> tap Merge.

Note: the scan with the biggest amount of pages will be the first one in merged file. To re-order pages, simply drag&drop them in desired order.

3.3. How to edit scan

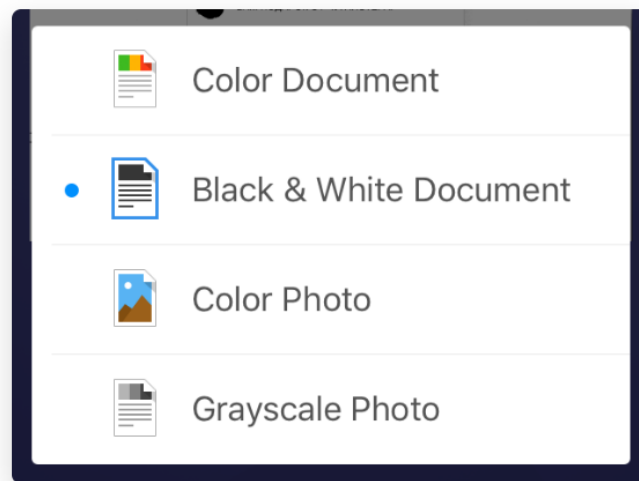**Tap the scan to open the Edit mode. Choose Retake to make a new scan. Select the scan you want to change and once it is visible, tap it and locate Edit to make changes to the scan.**

To change the borders of it tap change border button and drag the borders of a blue screen to highlight the preferable area.

Also, it's possible to choose the processing type Color Photo, Color Document, Document and Grayscale.

Tap Sun button to change brightness and contrast level.

To change the size of the scan choose the top button with the size or go to the app Settings to set up the Default Page Size for all your scans. To rotate the scan press Rotate.

Tap Done at the end of editing.

You can also rename the scan. Tap the scan name under it and add a new one.
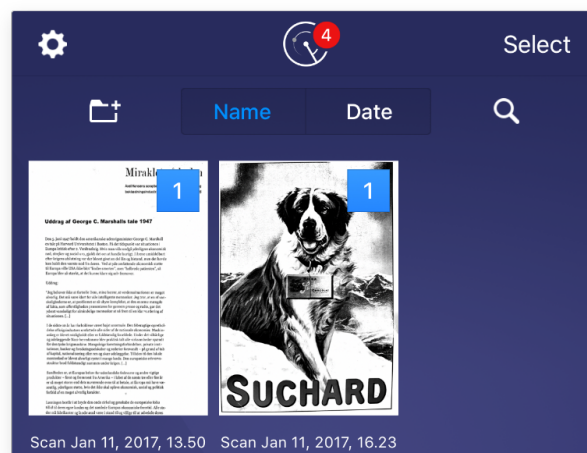
Select More to Share and Delete the scan.

*Note: All the scans made before Scanner Pro 6.0 update can't be edited.

3.4. Organize scans

To sort scans or create a new folder, go to the app main screen and swipe it down to see the additional toolbar.

Tap add folder icon and name the created folder or simply drag one scan above the other one.
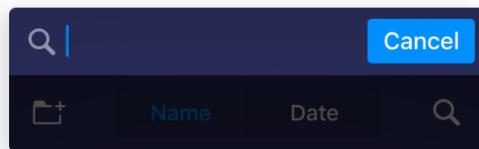
Sort your scans by Name or Date. For this just tap one of the options at the additional toolbar.

To move the scan, long tap it, then drag&drop it to the desired folder icon.

3.5. Search

To search for a scan, tap magnifying glass icon and type in search request.

To reveal search icon on iPhone open document view and swipe down.

Note: Search helps to find the scan only by its name, not its content.

4. Tips and tricks

4.1. How to password protect your scans

With Scanner Pro you can password protect your PDFs, simply follow these steps:

1. Go to Scanner Pro.

2. Open one of the scans > ... > Set password on PDF. If you are using iPad, tap on Lock icon instead.

3. Enter password > Save.

You can also remove PDF password in this menu.

4.2. Spotlight

Now you can easily search for documents that you have scanned with Scanner Pro using Spotlight (available on devices with iOS 9 and above)
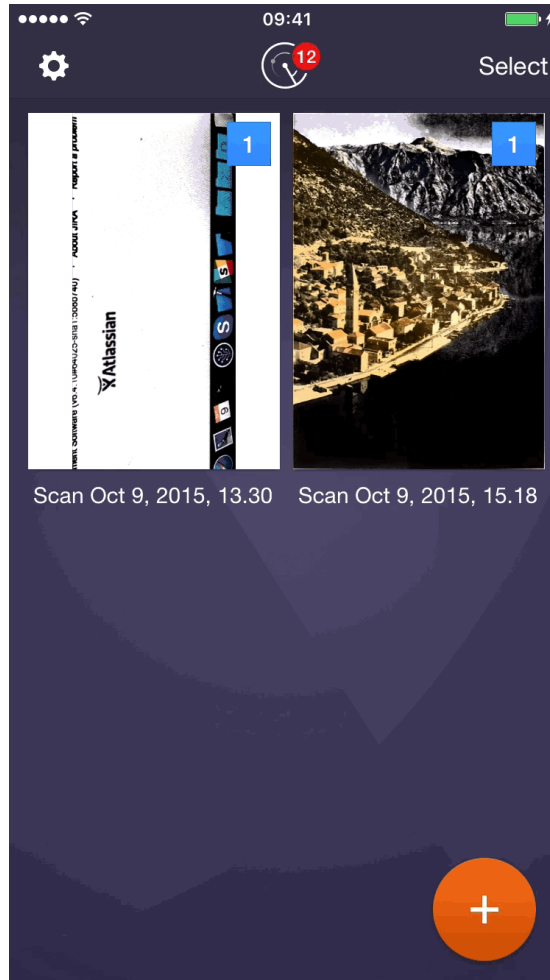
Type the name of the scan in a search bar on your device and it will display the list of scans kept in Scanner Pro.

Use a shortcut create scan in a spotlight to get a quick access to Camera in Scanner Pro.

4.3. Peek and Pop

To use Peek and Pop feature slightly press the document icon, press and drag

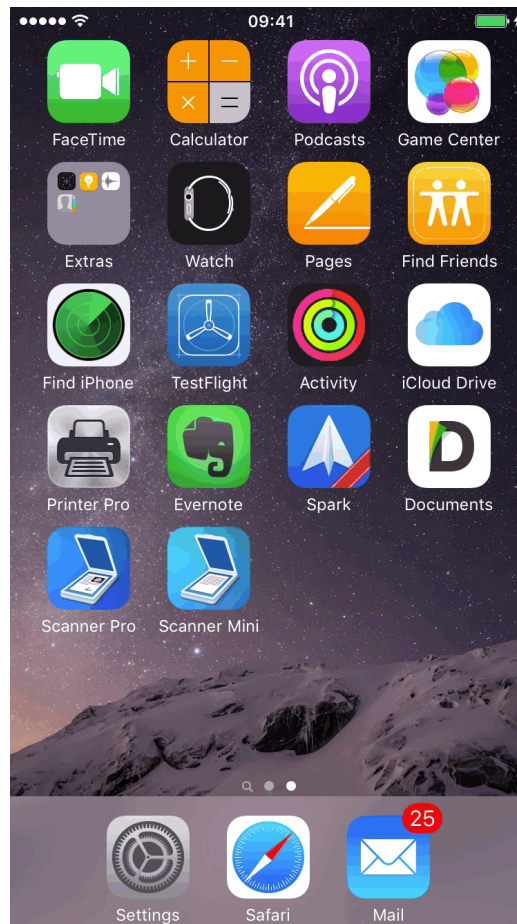it up to see the additional options: Share, Rename, Delete.

Note: Peek and Pop is available for iPhone 6S and later.

4.4. Quick Actions

To use Quick Actions feature tap long the app icon on the Home screen and pick one of the actions: Scan from Photos, New scan.

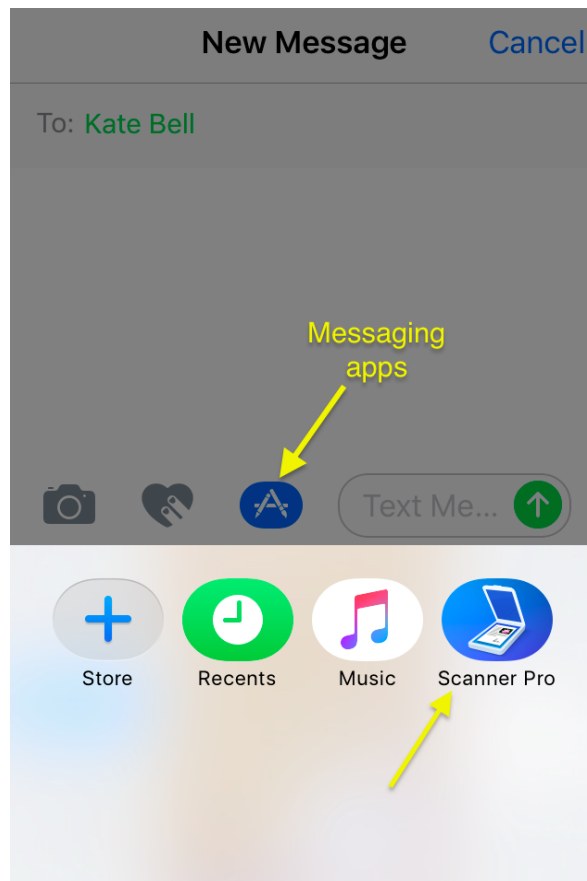*Note: Peek and Pop is available for iPhone 6 or later.*

4.5. Scan Documents in iMessages

Starting from iOS 10 release, Scanner Pro allows the users to take and attach scans directly in Messages app.

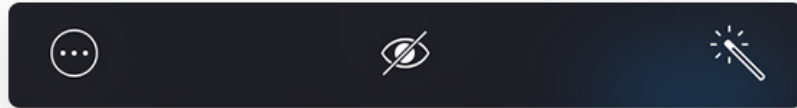Try the new extension following the steps below:

1. Launch Messages app.
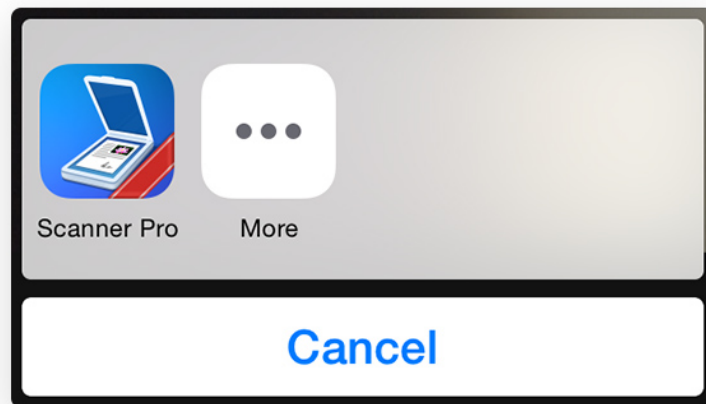
2. Tap Messaging apps button and select Scanner Pro.

3. Start scanning the same way you got used to it in Scanner Pro.

4.6. Extension in Photo library

Create scans right from Photos app using extension. Open the app, select a picture and tap Edit.

Press three dots button, select More and toggle Scanner Pro on. Press Done and choose the Scanner Pro icon.

4.7. Scanning whiteboards

Scanner Pro doesn't include any special mode for scanning Whiteboards at this moment.

Black&White mode selected while taking a shot will give you the best experience with whiteboards scanning.

4.8. How to avoid distorted bill scans

Quite often, while scanning receipts or bills, we get squeezed result in the end. To avoid this, we recommend to set Custom or Auto paper size in Scanner Pro Settings -> Scanning -> Default page size.

4.9. How to improve scan quality

Scan quality totally depends on your device camera capabilities. The light and the initial size of the document you scan affect the quality as well.

iPod Touch 4th Gen and iPad 2 cameras have 0.9 Mpx, which is not enough to create a legible scan of A4 or letter page. Still you may take a picture of a smaller portion of text and create a good scan using iPod Touch or iPad 2.

You may also increase legibility using Scanner Pro adjustments. For B&W scans 'Grayscale' and 'Document' modes are preferable.
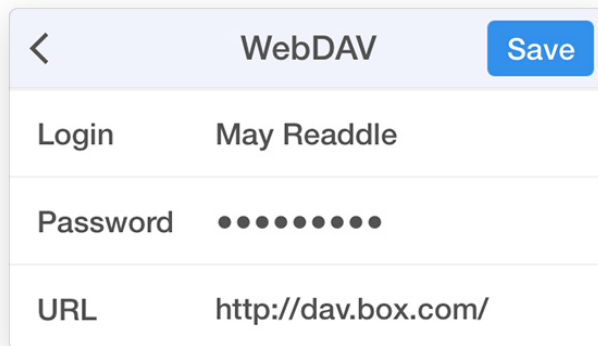
4.10. How to change time format

Scanner Pro syncs iOS Time settings.

To change the time format that is seen in the   scan name , go to iOS Settings
-> General -> Date&Time -> 24-Hour Time toggle on or off (depending on time
format you want).

After that, restart Scanner Pro.

4.11. How to connect to WebDAV service

To connect to any WebDAV server simply go to Scanner Pro settings, tap Add
Service and select WebDAV server.

Type in your login details and **add the URL of your server. Press Save to finish
the process.**

5. Troubleshooting

5.1. Cannot connect to web storage/Issues with uploading the scans

If you see error upon uploading scan to Dropbox/Google Drive/OneDrive/OneNote/Evernote/WebDAV server , consider re-adding cloud storage account in Scanner Pro settings -> Cloud Services and then try uploading the scans again.
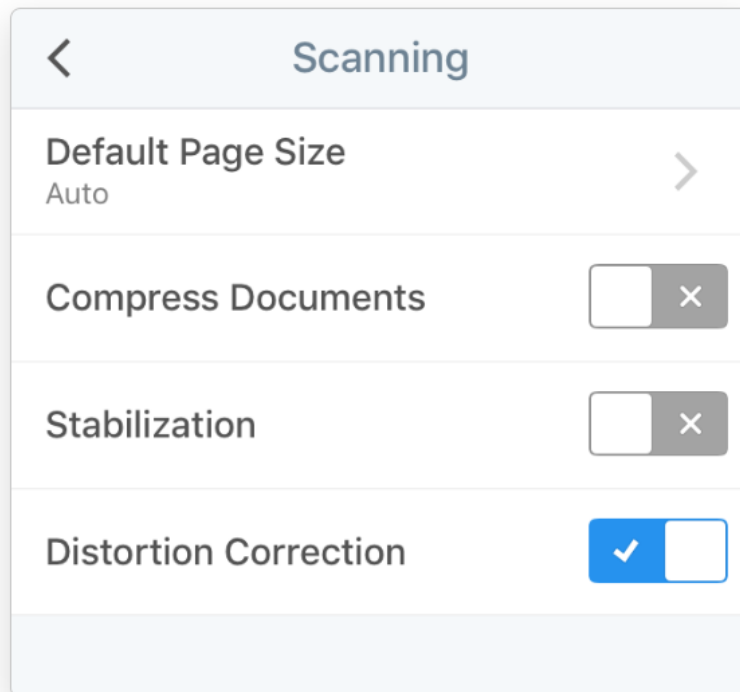
5.2. Fax did not pass

If your recipient did not get the fax you've sent from Scanner Pro, please relaunch the Scanner Pro app. If there was an error during the transaction, you should be prompted about the error on the re-launch and the next fax will be free.
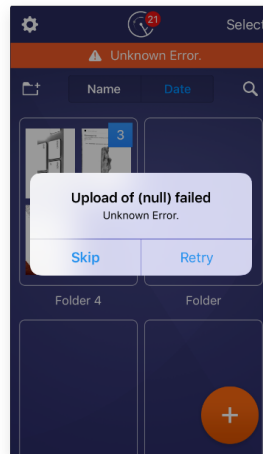
5.3. Stuck on taking scan

If you stuck on Hold Still to take a picture, disable the stabilization option.

Go to settings->Scanning, toggle Stabilization off and restart the app.

5.4. Unknown error banner

The yellow banners might appear temporary after the upgrades. To remove it, tap the banner -> Skip.

Note: the trick above helps to remove the banner, but it does not fix the issue. **To upload the scan manually, select it, tap Share and pick desired cloud storage.**

5.5. Fax function disabled

If the Fax button is dimmed, it is most likely that in-app purchases were restricted on your device. Go to General Settings, choose Restrictions there and turn In-App Purchases on.

Check Fax Details

Sending:	Scan Jul 6, 2015, 16.39 (1 page)
To:	John
fax:	380978522123
Country:	Ukraine
Price:	Calculating...
From:	Julia
e-mail:	bjulia@readdle.com

Send Fax

Please also note, that you need to login to the Apple ID which was used for the Scanner Pro purchase. This is essential for fax in-app purchases.