

Functionality and Features

Scanning / Import Features

- Scanning uses the industry standard TWAIN, WIA or optional ISIS scanner interface
- Supports low, medium, high volume scanners
- Supports Flatbed, ADF, A0 scanners
- Supports Simplex, Duplex, Manual Duplex scanning
- Supports scan-enabled digital photocopiers via TWAIN, FTP or folder import
- Append, insert, replace, delete or move scanned pages
- Undo last X scanned pages
- Scanner settings can be saved as job types for easy re-use
- Import TIF, PDF, JPG, GIF, BMP from File, Folder (multiple levels deep), Email (POP3/IMAP) or FTP
- Unlimited number of job types
- Export/import jobs by other EzeScan stations
- Scan & email directly from within EzeScan
- Optional Barcode Recognition (BCR) module

Batch Processing

- Supports separator pages to split documents
- Supports fixed page count to split documents
- Optional support for barcode to split documents
- Automatically process document output.

QA Features

- Verify image quality by scrolling through thumbnails
- Option to enforce QA of scans before output
- Option to add audit stamp output pages.

Output Features

- Output as Group 4 TIF
- Other image output formats include BMP, GIF, JPG, JP2 and PNG
- Output as Image only PDF
- Output as Text Searchable PDF
- Output to PDF/A
- Text only output formats (RTF and TXT)
- MS Office output formats (DOC, DOCX, XLS, XLSX)
- Output to directory
- Output to email
- Output to FTP
- Documents can include both B&W and Colour pages
- Colour TIF & PDF uses JPG compression within the TIF to significantly reduce image size
- PDF conversion available with B&W and Colour images

Image Enhancement Features

- Auto Binarise
- Delete Blank Pages
- Deskew – one or all pages
- Despeckle 1x1 or 3x3
- Crop or erase Border
- Rotate –90, +90, 180, Using OCR or BCR
- Negate (inverse)
- Scale to Grey
- Split images horizontally or vertically
- Undo last enhancement/change

Annotation Features

- Create TIF Annotations, Wang Image Compatible
- TIF Annotation Tools include Highlight, Freehand Pen, Line, Rectangle, Text, Stamp, Sticky Note
- TIF Annotations Tools can be used for redaction to blackout or whiteout areas of the image
- TIF Annotation Permanent Branding option
- TIF Annotation layers are date & time stamped. Annotations can be viewed in date/time sequence
- Print with/without TIF annotations
- Shrink Image to < 100%, retaining page size
- Expand Page size to > 100%, adding page border
- Force page size to ISO paper size
- Add Advanced Audit Stamp To First or Every Page
- Add Advanced Audit Stamp A-Z grid to LHS or RHS of the nominated page
- Add Advanced Audit Customised Text to the top or bottom of the nominated page
- Left, Center or Right Justify the customised Audit Stamp
- Add Watermark (PDF Only)

Ease of Use

- Function key driven (F2- F12)
- Combined Thumbnail/Page Viewer
- Navigate through pages using either the Page Up & Page Down keys, Up & Down arrows, Go to page X, or the Home & End keys
- Navigate within the image using zoom in or zoom out magnifying glasses, fit to width, fit to window, or zoom to % size (also via shortcut keys)
- Undo / Undo All to remove last alteration
- Shortcut keys listing available from the help menu.