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Considerations	

Introduction

This document demonstrates the difference between using the Scan feature vs the Batch Scan feature in Black Ice.

Scan

Select the appropriate document in Document Locator and right click to check out the document. Click on the Scan icon to scan in an additional page/s.

Scan allow for the scanning of a single sided page at a time.

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Append

Select to append the page/s to the existing document. Create new will create a brand new separate tiff document.



Selecting Append will place the page/s at the end of the existing document. Once scanned in, click and drag the page/s where necessary or click on Tools and move the page/s. Save and close the document. The document should automatically check in. If not, right click on the document and check in.

Additional pages can also be added if they are already in electronic format by clicking on Insert Pages on the Tools tab.

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Specify where the additional page is to be inserted and click ok to browse for the file. The type of items that can be inserted depends on the extensions specified in Black Ice options.

Scan Batch

Scan batch allows for the scanning of multiple pages-front and back to a separate file that can then be merged with the existing tiff file.

Batch Scan Options Dialog 🛛 🕹 🗙
The Output TIFF File Path and Name :
C:\Users\boppedal\Documents\ScannedDocument.tif Browse
Remember Directory
Number of Pages to Scan : 1 Scan All Pages
Image Compression : No Compression 💌
OK Cancel

Specify a location to save the scan page/s. You may want to check the box to save the location for future use. Check to scan all pages or enter in a specific number of pages. No compression is recommended. Click ok.

A dialogue box based on your specific scanner will appear. Make any changes necessary and click ok/scan.

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The newly scanned pages will appear in a new Black Ice window. Click back to your original document. Click on Tools and Insert Pages.

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Home	Tools Annotation Do	cument Cleanup Scan			
 Flip horizontal Flip vertical Invert 	[™] Rotate 90 [™] Rotate 180 [™] Rotate 270 [™] R	ge Insert Merge text page(s) with image Insert an image into a TIFF	Cut Delete file file file (Ctrl+I)	Convert Convert to Convert to Color Grayscale to Mono Color mode	
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Select where the new pages are to be inserted.

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OK Cancel	0

Locate the newly scanned in page/s. Highlight the file and click Open.

🏧 Open Image File		×
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		Open Cancel

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Select all or one page to be inserted.

Insert Image(s)	×
All pages	
C Select one page	
Select the page number to insert	1 -
OK	Cancel

Considerations

If the existing document is a .pdf, the document will open in Adobe Acrobat. You are not able to scan additional pages through Adobe Reader, you must have a pro version of Adobe.