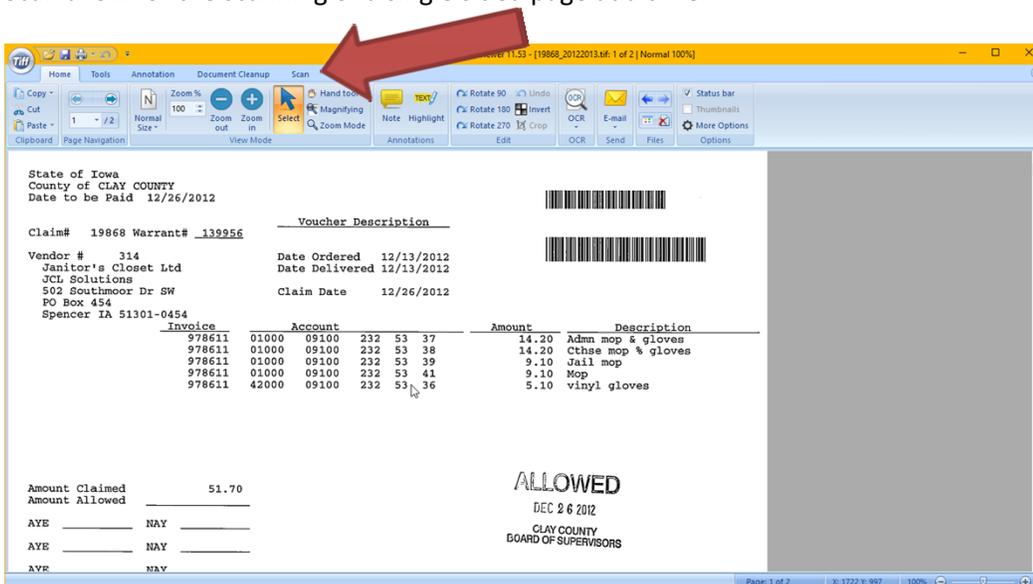# "Solutions" Image Services
Scan vs Batch Scan in Black Ice

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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.

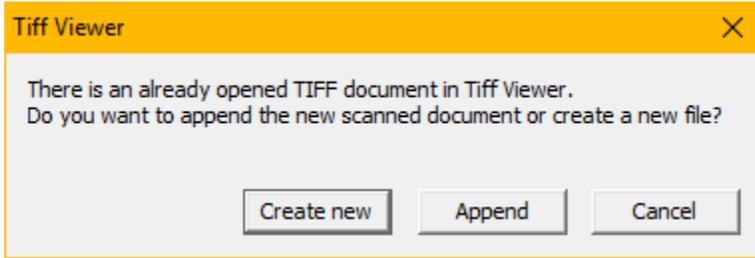Scan allow for the scanning of a single sided page at a time.

Append

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

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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.
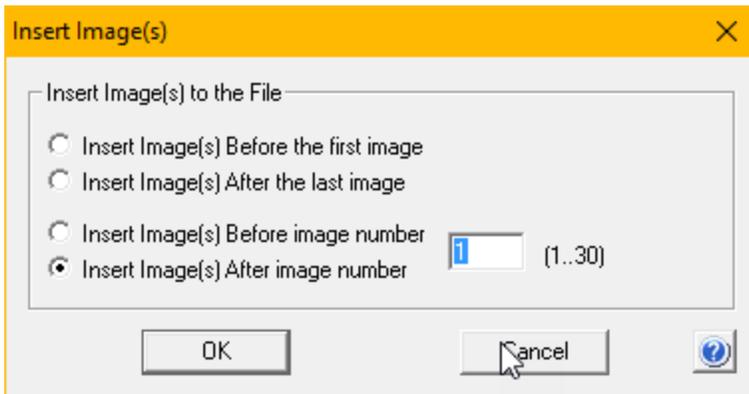

Specify where the additional page is to be inserted and click ok to browse for the file.   The type of items that can be inserted depends on the extensions specified in Black Ice options.

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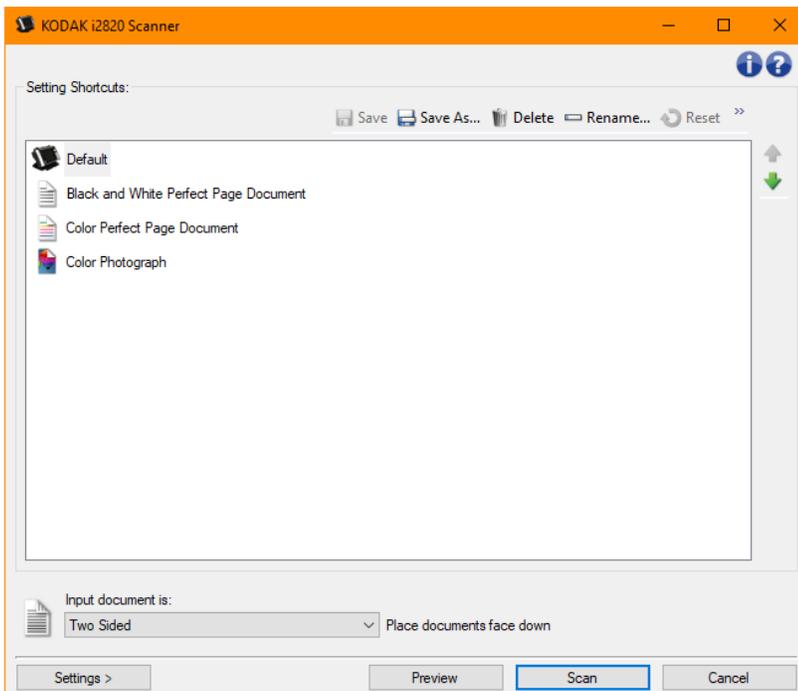
"Solutions" Image Services
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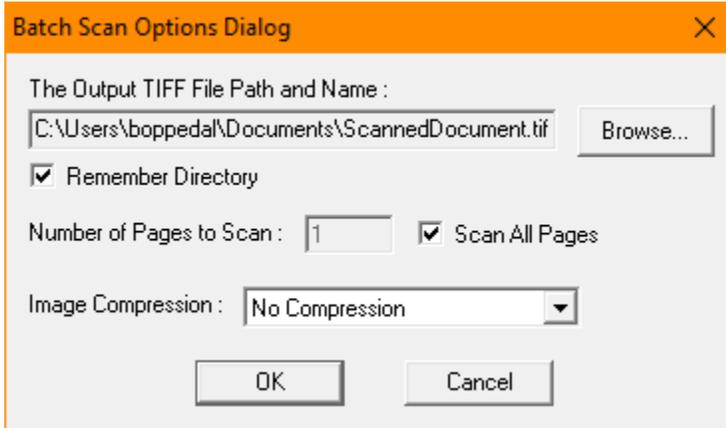
Specify a location to save the scan page/s. You may want to check the box to save the location for future use.
Check to scan all pages or enter in a specific number of pages. No compression is recommended.
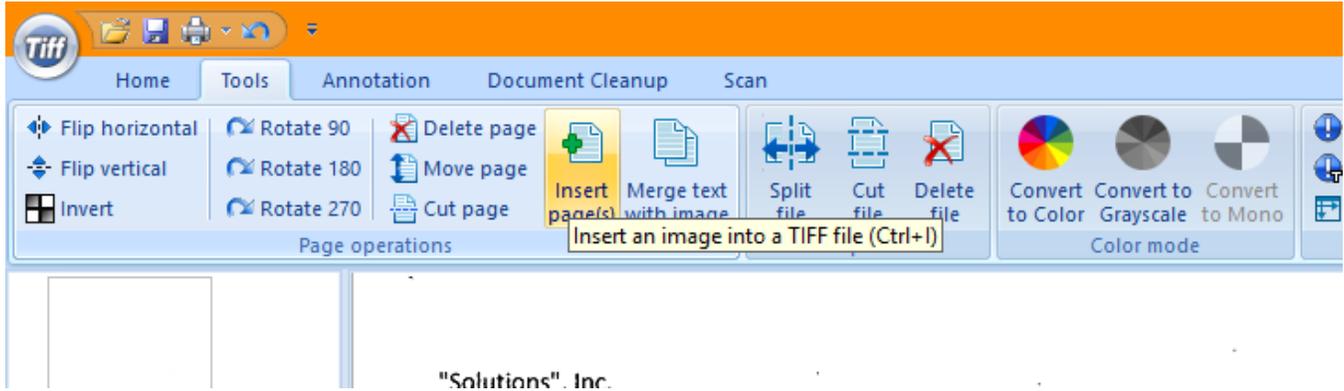Click ok.

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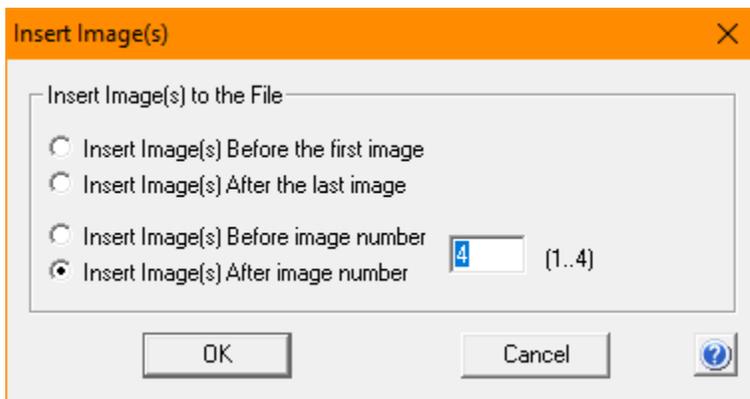

The newly scanned pages will appear in a new Black Ice window. Click back to your original document.
Click on Tools and Insert Pages.

Select where the new pages are to be inserted.
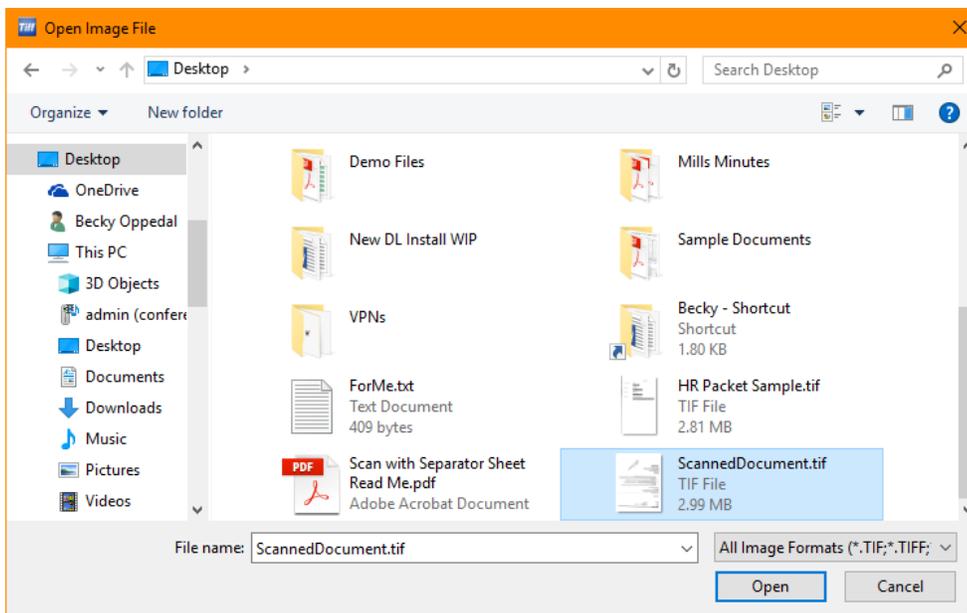

Locate the newly scanned in page/s. Highlight the file and click Open.

Select all or one page to be inserted.
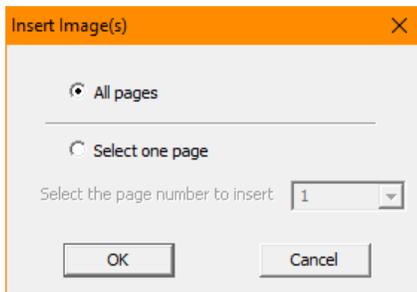
Considerations

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.