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SharePoint Scanner Plug-in Professional for MOSS 2007/WSS 3.0

User Guide

Version P.4.3



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Getting Started

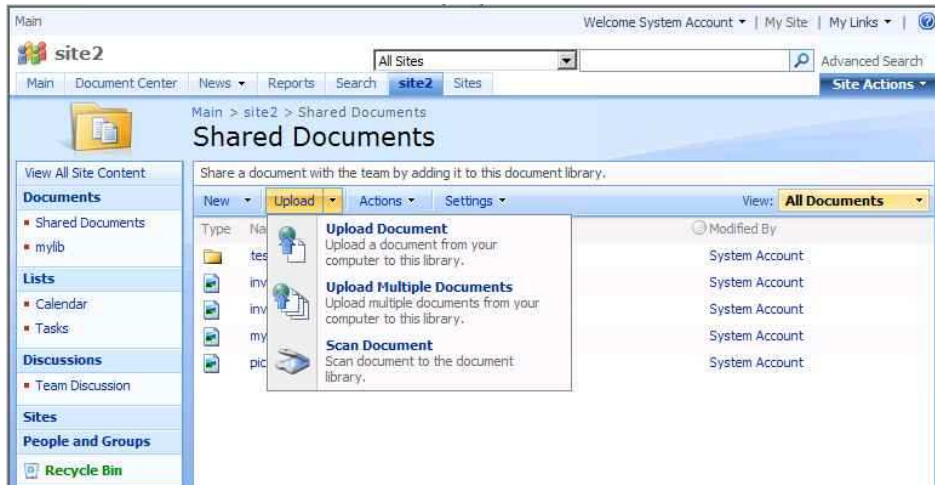
About SharePoint Scanner Plug-in

SharePoint Scanner Plug-in is a powerful tool for scanning documents right into a document library. Scanner Plug-in is realized as Windows SharePoint Services feature and distributed as SharePoint solution.

SharePoint Scanner Plug-in uses advanced compression technologies to enable best document quality with smallest file size.

SharePoint Scanner Plug-in supports all types of scanners: simple desktop and professional scanners with feeders.

Picture 1: Scan document menu





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Picture 2: Scan document page

Scan: Documents

Scan document

☐ Autogenerated name

Name *

Format

PDF

☒ Create Multipage image

☐ Create independent image for each page

☒ Overwrite existing file(s)

☒ Show document properties after upload (single document only)

☒ My document is black and white

Scan Cancel

Main characteristics

SharePoint version:	MOSS 2007 or WSS 3.0
Client operation system:	Windows 2000/XP/2003/Vista
Browser:	Internet Explorer 6.5 / 7 / 8
Scan protocol:	TWAIN/WIA
Feeder support:	Yes
Output image formats:	TIFF / PDF / JPEG / GIF / PNG / BMP
Multi-page file creation:	Yes
Multi-document scan and upload:	Yes



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Installation

Server Requirements

- Microsoft Windows SharePoint Services (WSS) v3.0
 - Microsoft Office SharePoint Server 2007 (MOSS)
- OR**

Client Software Requirements

- Microsoft Internet Explorer 6.0+
- Microsoft .NET Framework 2.0 +
- Windows 2000/XP/2003/Vista

Client-side settings for Windows Vista

Internet Explorer Settings

1. **On Windows Vista disable "Protected Mode" for your SharePoint portal zone**

Scanner Requirements

- TWAIN or WIA Support

Server installation

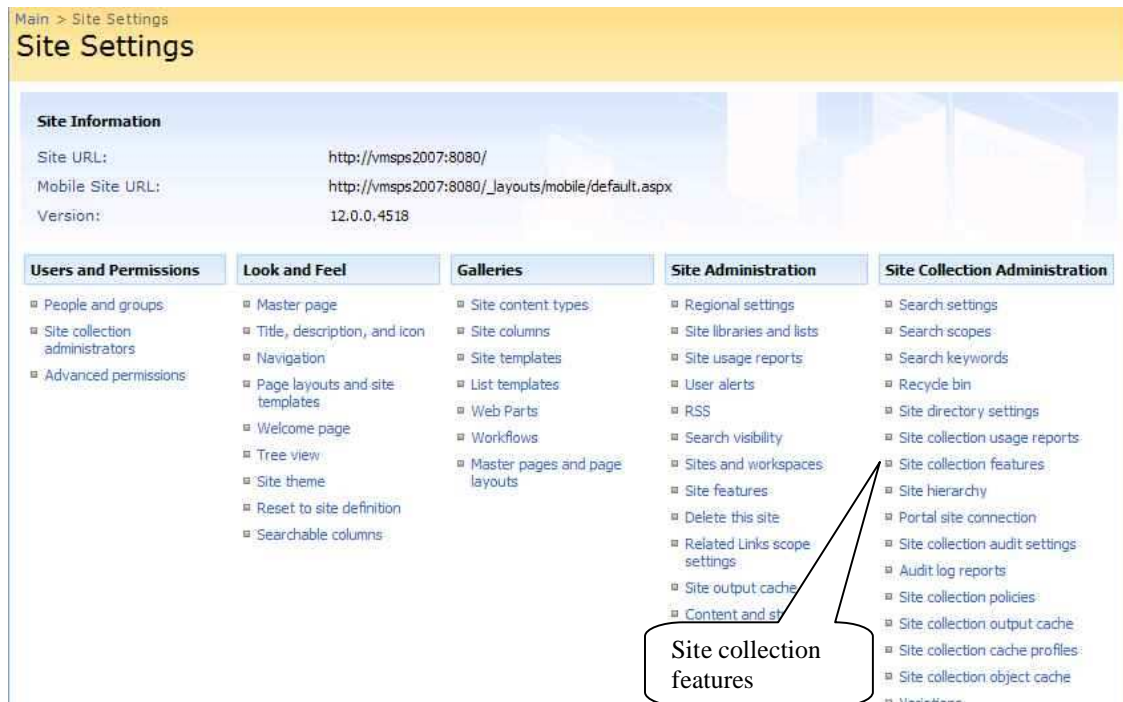
1. Unzip directory "server" from the Scanner2007_Pro.zip file on your WSS/MOSS front-end server.
2. Double-click the "setup.exe" file in order to begin the plug-in installation wizard.
3. After installation is complete open the top-level site of the site collection where you are going to use the plug-in.

4. Open "Site actions" menu and select option "Site settings->Modify all site settings"



Modify all Site Settings menu

5. In the Site Settings window select option "Site collection features"



Main > Site Settings

Site Settings

Site Information




Site URL: <http://vmmps2007:8080/>
 Mobile Site URL: http://vmmps2007:8080/_layouts/mobile/default.aspx
 Version: 12.0.0.4518

Users and Permissions	Look and Feel	Galleries	Site Administration	Site Collection Administration
<ul style="list-style-type: none"> People and groups Site collection administrators Advanced permissions 	<ul style="list-style-type: none"> Master page Title, description, and icon Navigation Page layouts and site templates Welcome page Tree view Site theme Reset to site definition Searchable columns 	<ul style="list-style-type: none"> Site content types Site columns Site templates List templates Web Parts Workflows Master pages and page layouts 	<ul style="list-style-type: none"> Regional settings Site libraries and lists Site usage reports User alerts RSS Search visibility Sites and workspaces Site features Delete this site Related Links scope settings Site output cache Content and st 	<ul style="list-style-type: none"> Search settings Search scopes Search keywords Recycle bin Site directory settings Site collection usage reports Site collection features Site hierarchy Portal site connection Site collection audit settings Audit log reports Site collection policies Site collection output cache Site collection cache profiles Site collection object cache Variations

Site collection features

6. In the list of installed features find "Websio Scanner Plug-in Professional Edition" and press "Activate".



	Three-state workflow Use this workflow to track items in a list.	Activate
	Translation Management Workflow Manages document translation by creating copies of the document to be translated and assigning translation tasks to translators.	Deactivate Active
	Websio Copy/Cut feature Websio Copy/Cut feature	Deactivate Active
	Websio List Rotator	Deactivate Active
	Websio Scanner Plug-in Professional Edition Scan document to the document library.	Deactivate Active

Websio Scanner Plug-in Feature



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Client installation

1. Unzip directory "client" from the Scanner2007_Pro.zip file on your client machine
2. Double click the "setup.exe" file in order to begin the plug-in installation wizard.



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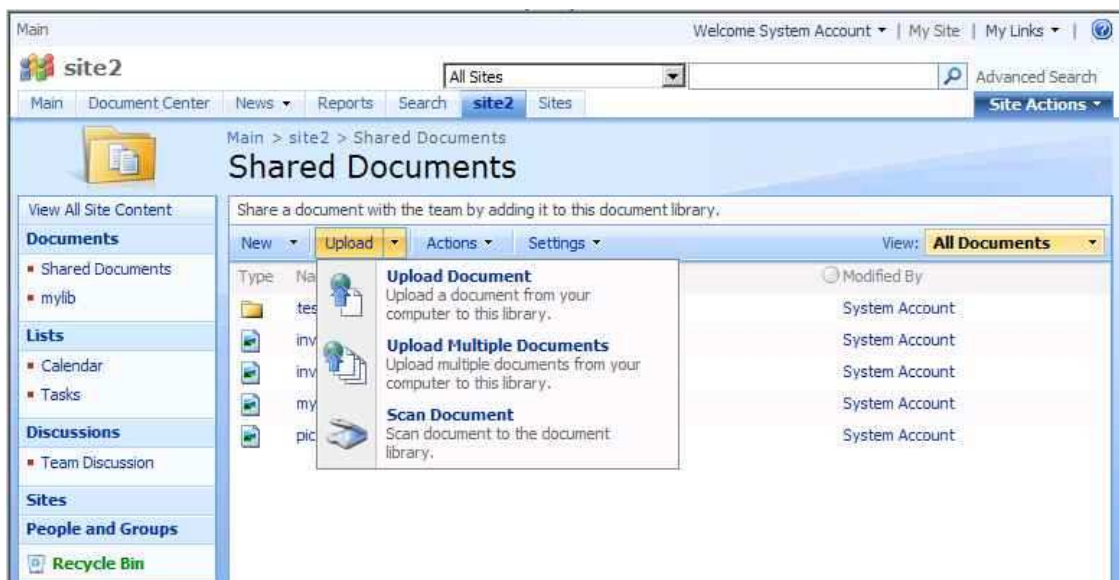


Using SharePoint Scanner Plug-in

General

Websio SharePoint Scanner Plug-in enables you to scan a document to selected document library.

After installation every document library will have a new option in the "Upload" menu named "Scan Document"

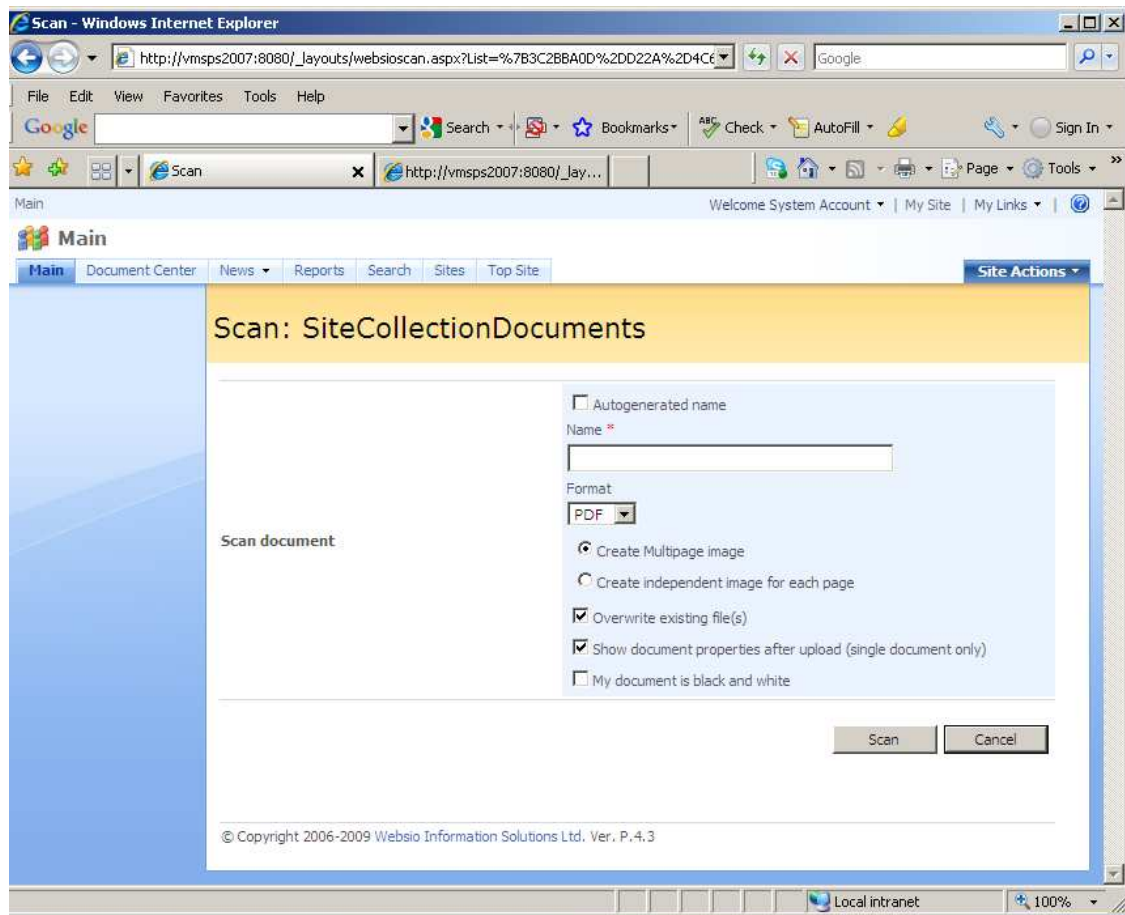




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When user clicks on the new menu option, the page "Scan Document" will be displayed:



Important! You can avoid this screen by unchecking option "Show Settings page to the end-user" in the Scanner Plug-in Settings. See section "Administration" for further details.

Scan document

- Put document to scanner
- Select output format (TIFF / PDF / JPEG / BMP / GIF / PNG)
- If you have scanner with feeder:



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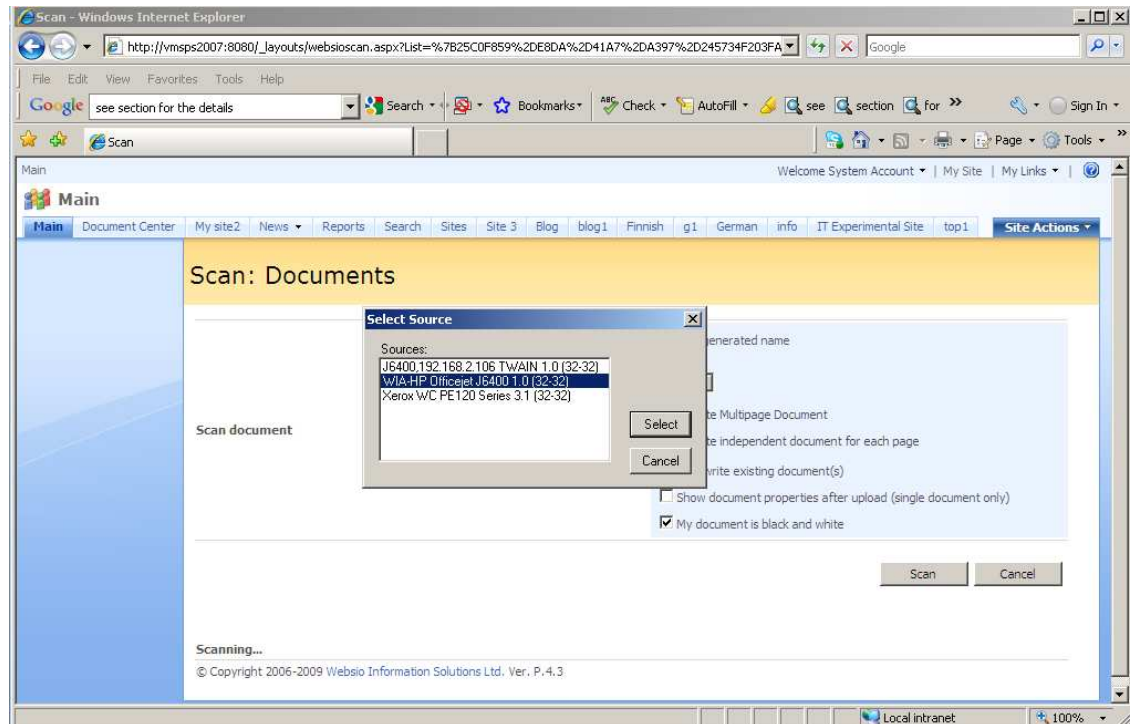
- To create multi-page file stay option "Create Multipage Document" selected
- To create an independent image for each scanned page select option "Create independent document for each page"
- For simple desktop scanner stay option "Create Multipage Document" selected
- Fill field "Name" or select option "Autogenerated name" (in case you selected option "Create independent document for each page" option "Autogenerated name" will be selected automatically).
- If you want to fill extended document properties after document is scanned and uploaded select option "Show document properties after upload". This option is available for single document only
- To decrease document size use option "My document is black and white". Don't forget to select the same option in your scanner settings window.
- Click on the "Scan" button.



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- Select source scanner in “Select Device” dialog and click “Select” button

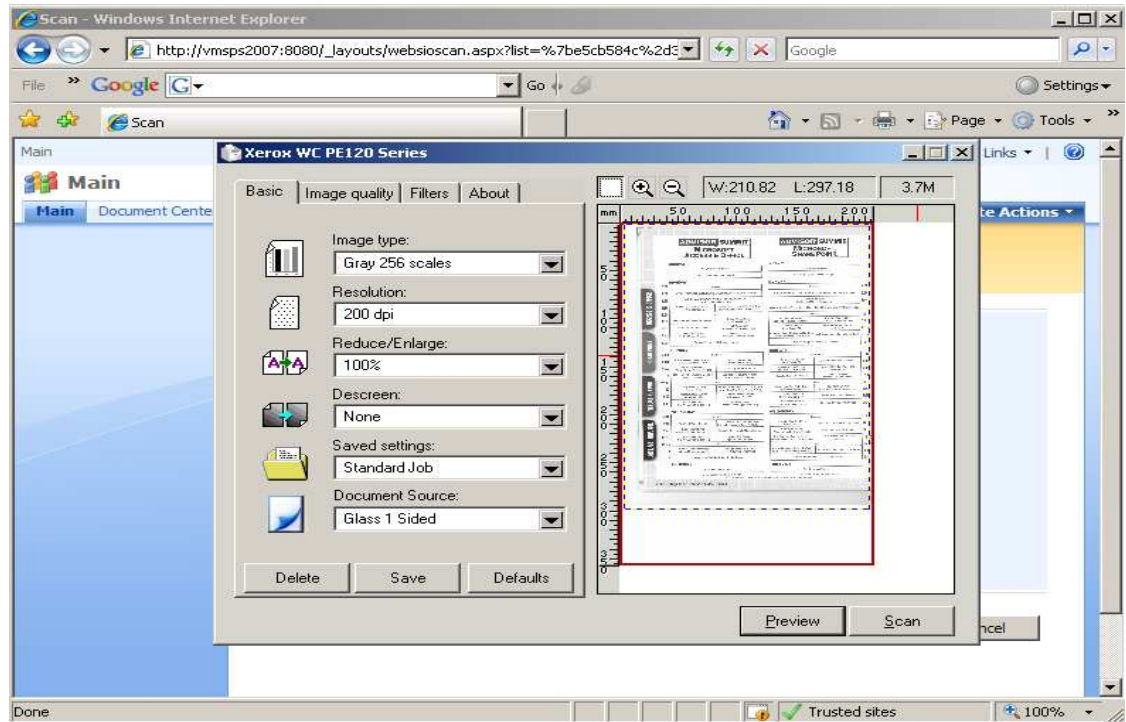


Important! You can avoid scanner selection and use default scanner by unchecking option "Show select scanner dialog" in the Scanner Plug-in Settings. See section "Administration" for further details.

- Using standard scanning window (depends on your scanner software) change scanning parameters (resolution, colors etc), preview document and scan it (press scan button).



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- After the scan is completed the document will be automatically uploaded to the document library.
- If option "Show document properties after upload" was selected and single document was scanned, you will be automatically redirected to the standard MOSS properties screen.



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Main Welcome System Account | My Site | My Links |

site2 All Sites Advanced Search

Main Document Center News Reports Search site2 Sites Site Actions

Main > site2 > Shared Documents > invoice3 > Edit Item

Shared Documents: invoice3

OK Cancel

Delete Item Spelling... * indicates a required field

Name * invoice3.tif

Title

Customer *

Price

Created at 5/19/2007 8:46 PM by System Account
Last modified at 5/19/2007 8:46 PM by System Account

OK Cancel

Otherwise you will be redirected back to the document library page

Main Welcome System Account | My Site | My Links |

site2 All Sites Advanced Search

Main Document Center News Reports Search site2 Sites Site Actions

Main > site2 > Shared Documents

Shared Documents

View All Site Content

Documents

- Shared Documents
- mylib

Lists

- Calendar
- Tasks

Discussions

- Team Discussion

Sites

People and Groups

Recycle Bin

Share a document with the team by adding it to this document library.

New Upload Actions Settings View: All Documents

Type	Name	Modified	Modified By
	test	5/13/2007 4:49 PM	System Account
	invoice1	5/19/2007 12:59 PM	System Account
	invoice2	5/19/2007 1:00 PM	System Account
	invoice3	5/19/2007 8:46 PM	System Account
	my	5/14/2007 8:20 AM	System Account
	picture1	5/19/2007 12:59 PM	System Account

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Best Practice – our recommendations

1. Websio SharePoint Scanner Professional Edition supports both known types of scanner interfaces: TWAIN and WIA. For all scanners we tested TWAIN drivers show the best results. Scanning process with TWAIN is quickest and provides reach set of tuning options. Our recommendation – ask your scanner supplier for TWAIN drivers.
2. The best quality and smallest file size can be reached using black & white color settings with 300 dpi resolution.



Administration

Default settings

Site-collection Administrators can change all default setting of the plug-in. To do it:

1. Open Site Collection Settings.
2. Under "Site Collection Administration" you'll find new option: "Scanner Plug-in Settings"

Main > Site Settings

Site Settings

Site Information
Site URL: <http://vmmps2007:8080/>
Mobile Site URL: http://vmmps2007:8080/_layouts/mobile/default.aspx
Version: 12.0.0.6219

Users and Permissions	Look and Feel	Galleries	Site Administration	Site Collection Administration
<ul style="list-style-type: none">People and groupsSite collection administratorsAdvanced permissions	<ul style="list-style-type: none">Master pageTitle, description, and iconNavigationPage layouts and site templatesWelcome pageTree viewSite themeReset to site definitionSearchable columns	<ul style="list-style-type: none">Site content typesSite columnsSite templatesList templatesWeb PartsWorkflowsMaster pages and page layouts	<ul style="list-style-type: none">Regional settingsSite libraries and listsSite usage reportsUser alertsRSSSearch visibilitySites and workspacesSite featuresDelete this siteRelated Links scope settingsSite output cacheContent and structureContent and structure logs	<ul style="list-style-type: none">Search settingsSearch scopesSearch keywordsRecycle binSite directory settingsSite collection usage reportsSite collection featuresSite hierarchyPortal site connectionSite collection audit settingsAudit log reportsSite collection policiesSite collection object cacheSite collection output cacheSite collection cache profilesVariationsVariation labelsTranslatable columnsVariation logsScanner Plug-in Settings

Scanner Plug-in Settings



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Main Welcome System Account ▾ | My Site | My Links ▾ |

Main

Main Document Center News ▾ Reports Search Sites Top Site Site Actions ▾

Webzio Scanner Plug-in Configuration

Autogenerated Name	<input type="checkbox"/>
Format	PDF ▾
Create Multipage Document	<input checked="" type="checkbox"/>
Overwrite existing document(s)	<input checked="" type="checkbox"/>
Show Document Properties	<input checked="" type="checkbox"/>
Scan in Black and White	<input type="checkbox"/>
Resolution	Leave this field blank to use default scanner settings <input type="text"/>

Show Settings page to the end-user	<input checked="" type="checkbox"/>
Show select scanner dialog	<input checked="" type="checkbox"/>

Save Cancel



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Scanner Plug-in Configuration Settings:

#	Parameter Name	Description
1	Autogenerated Name	Default value for "Autogenerated Name"
2	Format	Default document format. PDF/TIFF/JPEG/GIF/PNG/BMP
3	Create Multipage Document	Select this option to create multipage documents (scanners with feeder only).
4	Overwrite existing document(s)	Default value for the same option
5	Show Document Properties	Default value for option " Show document properties after upload (single document only)"
6	Scan in Black and White	Default value for option "My document is black and white"
7	Resolution	Use this option to set default resolution (75, 200, 300, etc). <i>This option may be not supported by your scanner. We recommend leave this field blank and use original scanner settings to define resolution.</i>
8	Show settings page to the end-user	To not allow scanning settings changes (autogenerated name, document format, etc) by the end user, uncheck this option. In this case scanning process will be started immediately when menu option "Scan Document" will be selected.
9	Show select scanner dialog	Uncheck this option to use default scanner. Scanner selection dialog will not appear in this case.

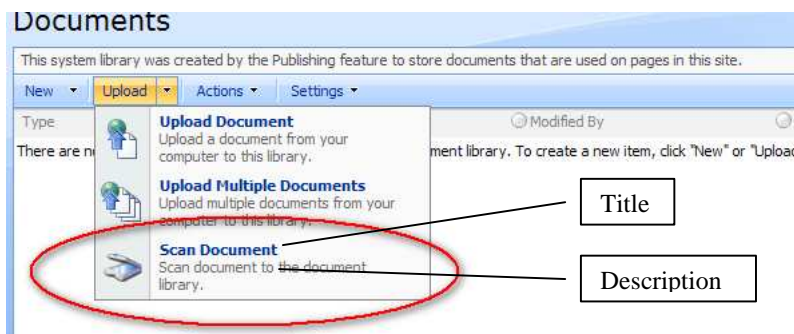
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Localization

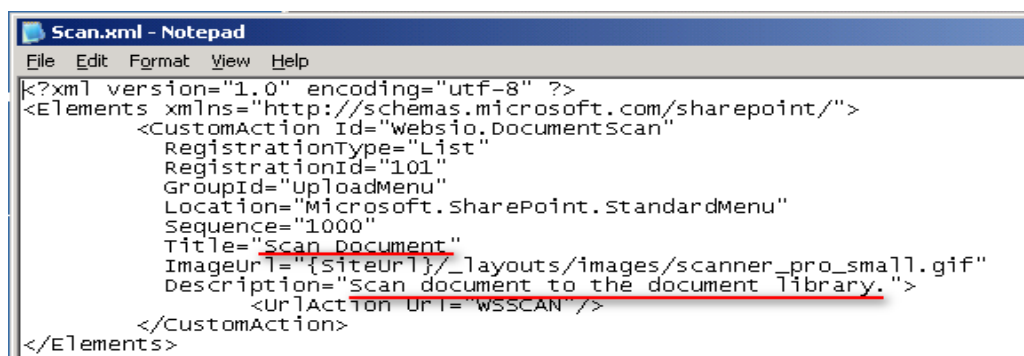
You can easily localize Scanner Plug-in for any language.

1. Menu localization



1.1. Open directory "*c:\Program Files\Common Files\Microsoft Shared\web server extensions\12\template\features\WebsioScan*"

1.2. Edit file "*scan.xml*". Change Title and Description.



Important!

Save this file in UTF-8 encoding for non-European language. If you are using Notepad select from menu "Save As" and select "UTF-8" for the Encoding field.

2. Scan page localization

2.1. Detect your language code using the next table:

Locale	LCID	Locale	LCID	Locale	LCID
Afrikaans	1078	Arabic (Syria)	10241	Chinese (PRC)	2052
Albanian	1052	Arabic (Tunisia)	7169	Chinese (Singapore)	4100
Arabic (Algeria)	5121	Arabic (UAE)	14337	Chinese (Taiwan)	1028
Arabic (Bahrain)	15361	Arabic (Yemen)	9217	Croatian (Croatia)	1050
Arabic (Egypt)	3073	Armenian	1067	Czech	1029
Arabic (Iraq)	2049	Azeri (Cyrillic)	2092	Danish	1030
Arabic (Jordan)	11265	Azeri (Latin)	1068	Divehi	1125
Arabic (Lebanon)	12289	Basque	1069	Dutch (Belgium)	2067
Arabic (Libya)	4097	Belarusian	1059	Dutch (Netherlands)	1043
Arabic (Morocco)	6145	Bulgarian	1026	English (Australia)	3081
Arabic (Oman)	8193	Catalan	1027	English (Belize)	10249
Arabic (Qatar)	16385	Chinese (HongKong S.A.R.)	3076	English (Canada)	4105
Arabic (Saudi Arabia)	1025	Chinese (Macao S.A.R.)	5124	English (Caribbean)	9225
Locale	LCID	Locale	LCID	Locale	LCID
English (Ireland)	6153	French (Canada)	3084	Gujarati	1095
English (Jamaica)	8201	French (France)	1036	Hebrew (Israel)	1037
English (New Zealand)	5129	French (Luxembourg)	5132	Hindi (India)	1081
English (Philippines)	13321	French (Monaco)	6156	Hungarian	1038
English (South Africa)	7177	French (Switzerland)	4108	Icelandic	1039
English (Trinidad)	11273	Galician	1110	Indonesian	1057
English (United Kingdom)	2057	Georgian	1079	Italian (Italy)	1040



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English (United States)	1033	German (Austria)	3079	Italian (Switzerland)	2064
English (Zimbabwe)	12297	German (Germany)	1031	Japanese	1041
Estonian	1061	German (Liechtenstein)	5127	Kannada	1099
Faeroese	1080	German (Luxembourg)	4103	Kazakh	1087
Finnish	1035	German (Switzerland)	2055	Konkani	1111
French (Belgium)	2060	Greek	1032	Korean	1042
Locale	LCID	Locale	LCID	Locale	LCID
Kyrgyz (Cyrillic)	1088	Portuguese (Portugal)	2070	Spanish (Costa Rica)	5130
Latvian	1062	Punjabi	1094	Spanish (Dominican Republic)	7178
Lithuanian	1063	Romanian	1048	Spanish (Ecuador)	12298
Macedonian (FYROM)	1071	Russian	1049	Spanish (El Salvador)	17418
Malay	1086	Sanskrit	1103	Spanish (Guatemala)	4106
Malay (Brunei Darussalam)	2110	Serbian (Cyrillic)	3098	Spanish (Honduras)	18442
Marathi	1102	Serbian (Latin)	2074	Spanish (Mexico)	2058
Mongolian (Cyrillic)	1104	Slovak	1051	Spanish (Nicaragua)	19466
Norwegian (Bokmal)	1044	Slovenian	1060	Spanish (Panama)	6154
Norwegian (Nynorsk)	2068	Spanish (Argentina)	11274	Spanish (Paraguay)	15370
Persian (Iran)	1065	Spanish (Bolivia)	16394	Spanish (Peru)	10250
Polish	1045	Spanish (Chile)	13322	Spanish (Puerto Rico)	20490
Portuguese (Brazil)	1046	Spanish (Colombia)	9226	Spanish (Spain)	3082
Locale	LCID	Locale	LCID	Locale	LCID
Spanish (Uruguay)	14346	Uzbek (Cyrillic)	2115	Swedish	1053
Spanish (Venezuela)	8202	Uzbek (Latin)	1091	Swedish (Finland)	2077
Swahili	1089	Vietnamese	1066	Syriac	1114
Tamil	1097	Thai (Thailand)	1054	Urdu (Pakistan)	1056
Tatar	1092	Turkish	1055		

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Telugu	1098	Ukrainian	1058
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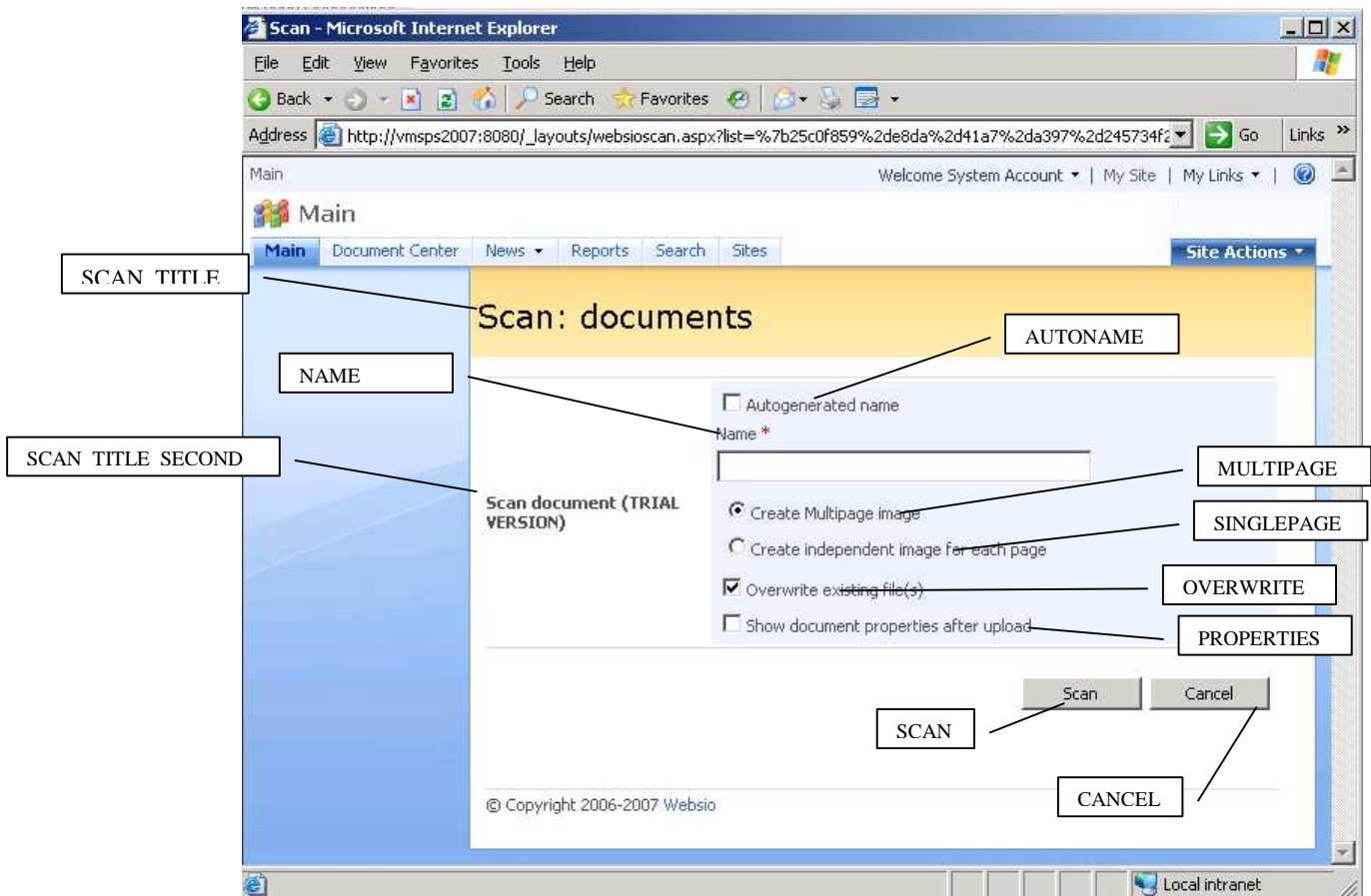
2.2. Check yourself. In the directory "*c:\Program Files\Common Files\Microsoft Shared\web server extensions\12\template\layouts*" must be present sub-directory with the same name as LCID.

2.3. Open directory "*c:\Program Files\Common Files\Microsoft Shared\web server extensions\12\template\layouts\websio_scan*"

2.4. Copy (don't rename!) the file "1033.xml" to the same directory with name "<LCID>.xml". For example, for Spanish-Spain language copy it as "3082.xml"

2.5. Edit created file. Replace text in "<VALUE>" tags.

Main codes:



SCAN TITLE

NAME

SCAN TITLE SECOND

Scan: documents

AUTONAME

MULTIPAGE

SINGLEPAGE

OVERWRITE

PROPERTIES

SCAN

CANCEL

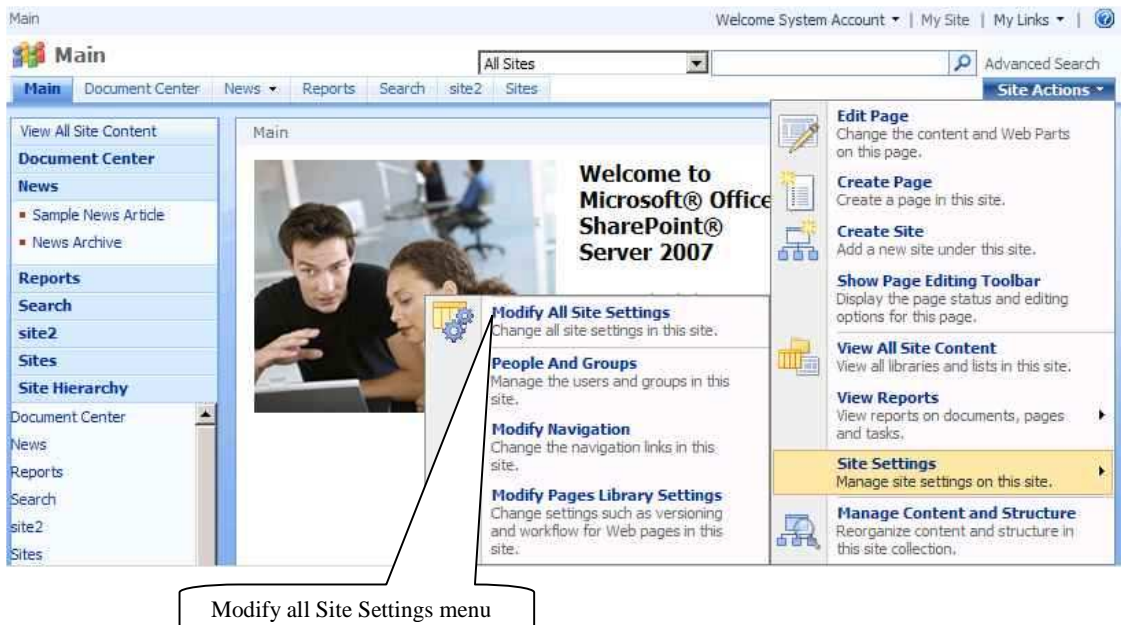
© Copyright 2006-2007 Websio

Restart IIS to see results.

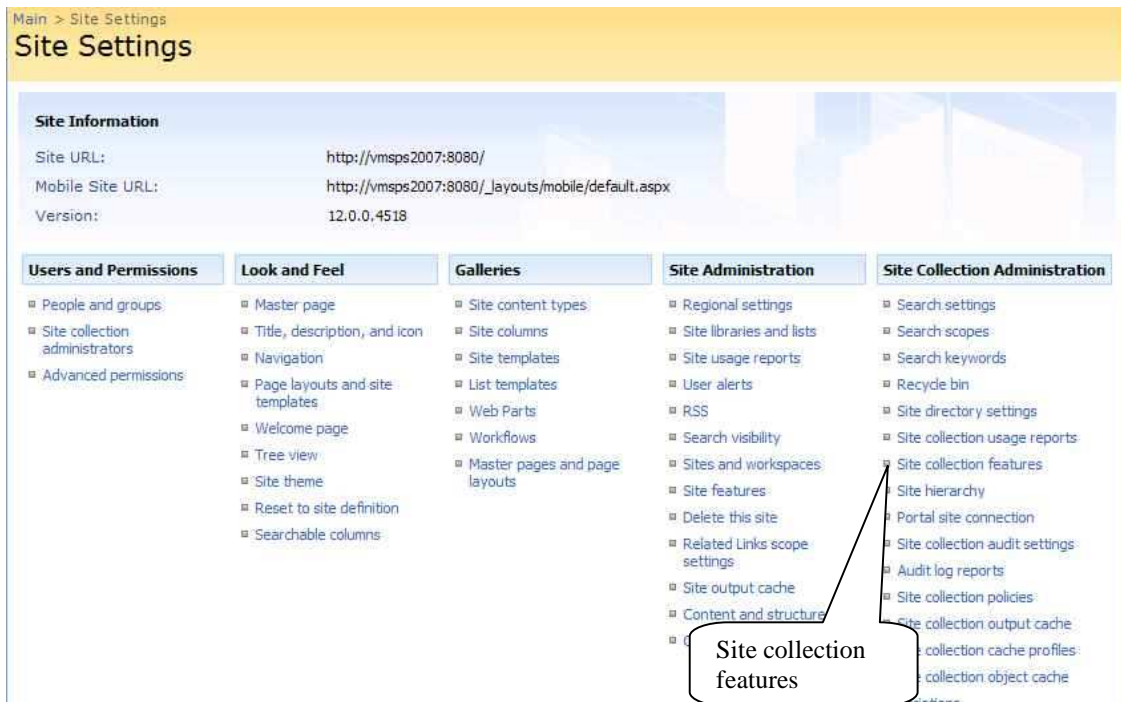
Troubleshooting

Option "Scan document" does not appear

1. Open top-level site of site collection where you are going to use the plug-in.
2. Open "Site actions" menu and select option "Site settings->Modify all site settings"



3. In the Site Settings window select option "Site collection features"



Main > Site Settings

Site Settings

Site Information

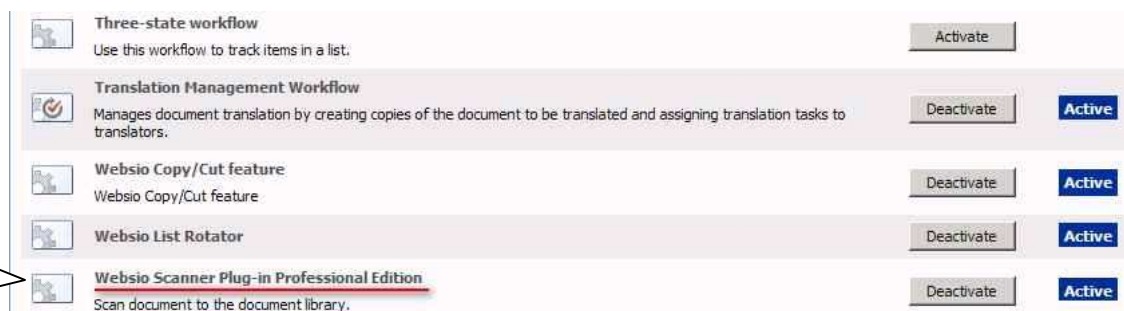
Site URL: <http://vmmps2007:8080/>
 Mobile Site URL: http://vmmps2007:8080/_layouts/mobile/default.aspx
 Version: 12.0.0.4518

Users and Permissions	Look and Feel	Galleries	Site Administration	Site Collection Administration
<ul style="list-style-type: none"> People and groups Site collection administrators Advanced permissions 	<ul style="list-style-type: none"> Master page Title, description, and icon Navigation Page layouts and site templates Welcome page Tree view Site theme Reset to site definition Searchable columns 	<ul style="list-style-type: none"> Site content types Site columns Site templates List templates Web Parts Workflows Master pages and page layouts 	<ul style="list-style-type: none"> Regional settings Site libraries and lists Site usage reports User alerts RSS Search visibility Sites and workspaces Site features Delete this site Related Links scope settings Site output cache Content and structure 	<ul style="list-style-type: none"> Search settings Search scopes Search keywords Recycle bin Site directory settings Site collection usage reports Site collection features Site hierarchy Portal site connection Site collection audit settings Audit log reports Site collection policies Site collection output cache Site collection cache profiles Site collection object cache

Site collection features

4. In the list of installed features find "Websio Scanner Plug-in Professional Edition" and press "Activate".

If you can't find this option go to paragraph 5.



Three-state workflow
Use this workflow to track items in a list. Activate

Translation Management Workflow
Manages document translation by creating copies of the document to be translated and assigning translation tasks to translators. Deactivate Active

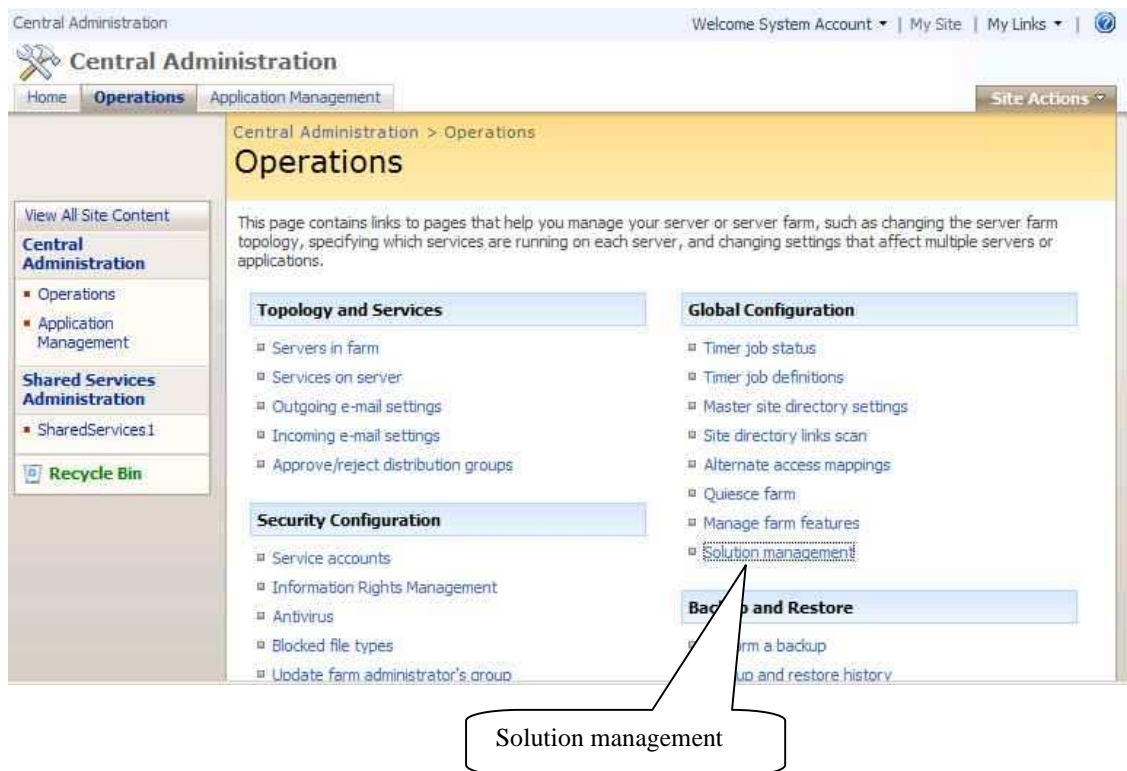
Websio Copy/Cut feature
Websio Copy/Cut feature Deactivate Active

Websio List Rotator
Deactivate Active

Websio Scanner Plug-in Professional Edition
Scan document to the document library. Deactivate Active

Scan document feature

5. Open SharePoint Central administration, select "Operations" and click on "Solution Management".

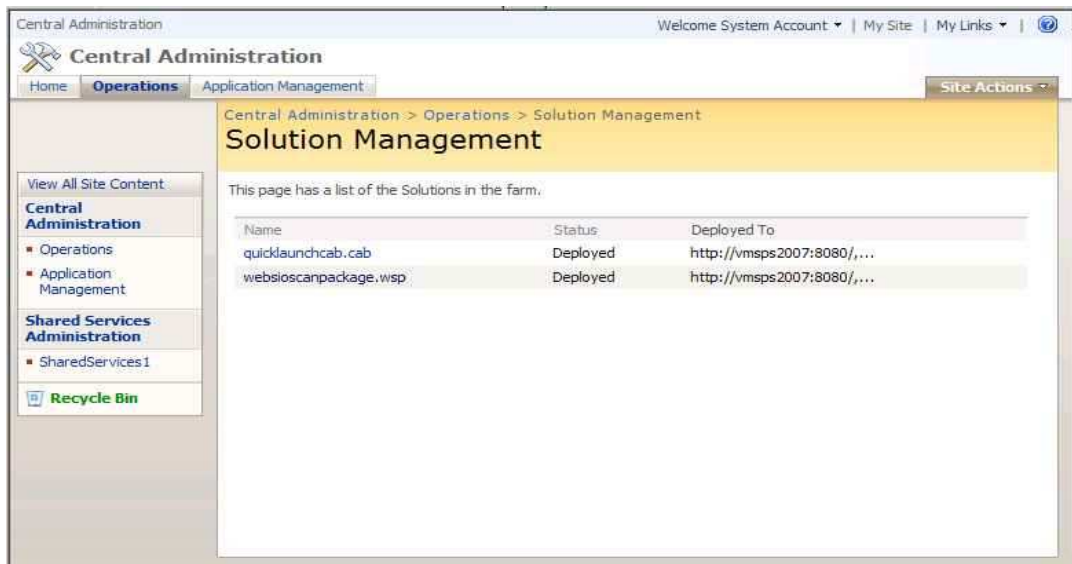




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6. In the Solution Management window check that websioscanpackage.wsp has status "Deployed".



7. If not press on the package name (websioscanpackage.wsp)
8. In the Solution Properties window press "Deploy solution". Wait until status "Deployed" will appear. Deployment process may take few minutes.
9. Return to paragraph 1.

After click on the "Scan" button nothing is happened

Possible reasons:

1. Websio Scanner Plug-In Client is not installed.
 - a. Ask your system administrator to install it (see section "Installation for more details)
2. **For Windows Vista disable Internet Explorer Protected Mode for your SharePoint portal zone**
3. Still have a problem? Ask to our support: support@websio.com

This Software uses iTextSharp library (<http://sourceforge.net/projects/itextsharp/>) distributed under Lesser General Public License (LGPL) to convert images to PDF