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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

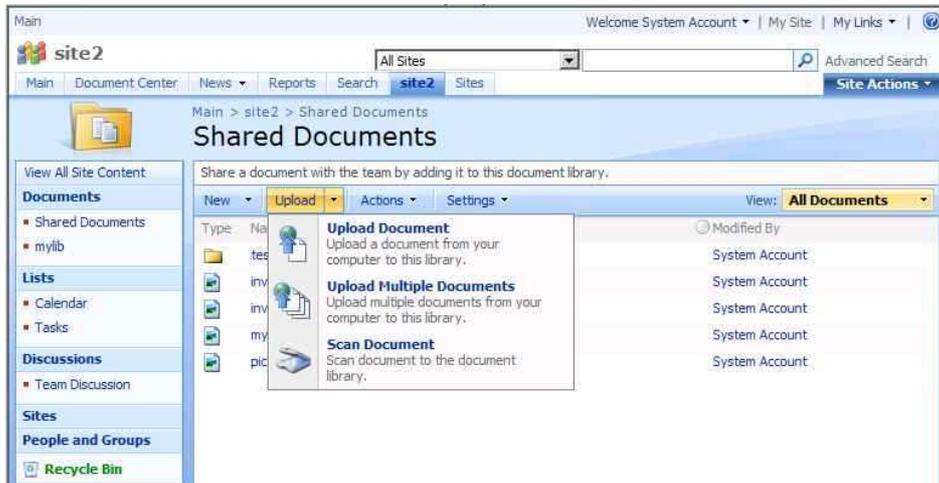
### About SharePoint Scanner Plug-in

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





Picture 2: Scan document page

## 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 **OR**
- Microsoft Office SharePoint Server 2007 (MOSS)

### 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

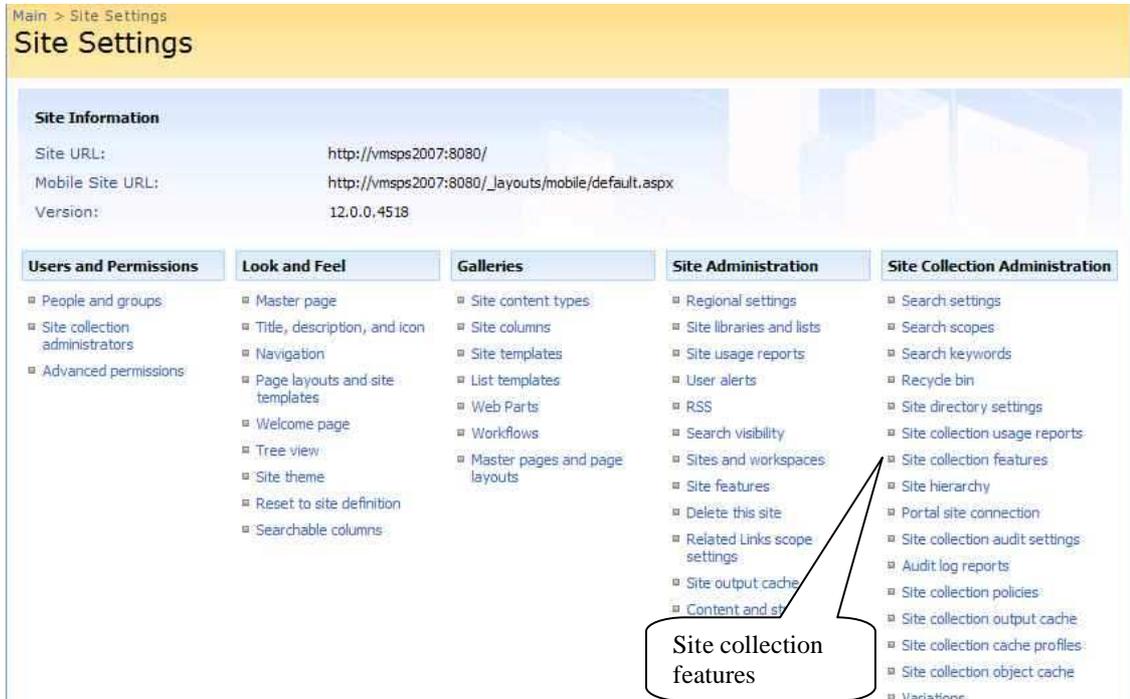
1. Unzip directory "server" from the Scanner2007\_Pro.zip file on your WSS/MOSS front-end server.
2. Double-click the "setup.exe" file in order to begin the plug-in installation wizard.
3. After installation is complete open the top-level site of the site collection where you are going to use the plug-in.

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



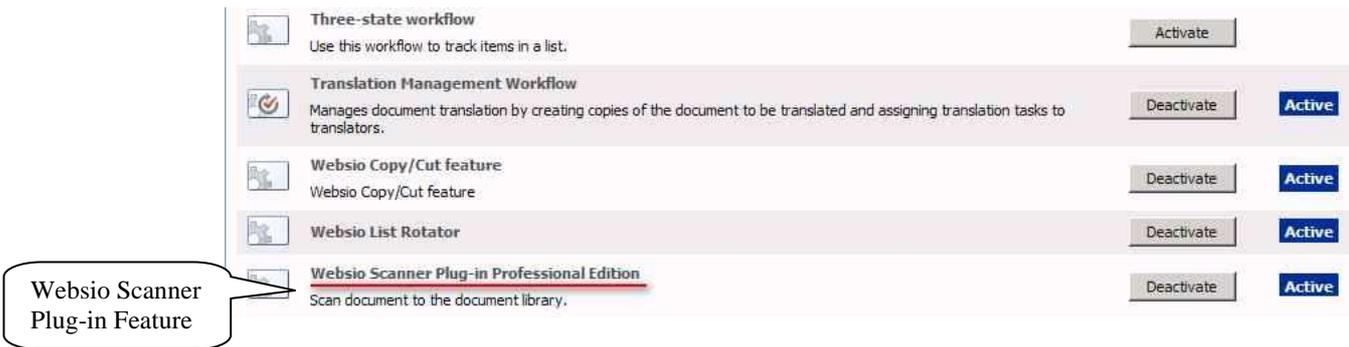
Modify all Site Settings menu

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



The screenshot shows the 'Site Settings' window with the 'Site Collection Administration' tab selected. The 'Site collection features' option is highlighted with a callout box labeled 'Site collection features'. Other options in the tab include 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, and Variations.

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



The screenshot shows a list of installed features. The 'Websio Scanner Plug-in Professional Edition' feature is highlighted with a callout box labeled 'Websio Scanner Plug-in Feature'. The feature is currently set to 'Deactivate' and has an 'Active' button next to it. Other features include Three-state workflow, Translation Management Workflow, Websio Copy/Cut feature, and Websio List Rotator.



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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.

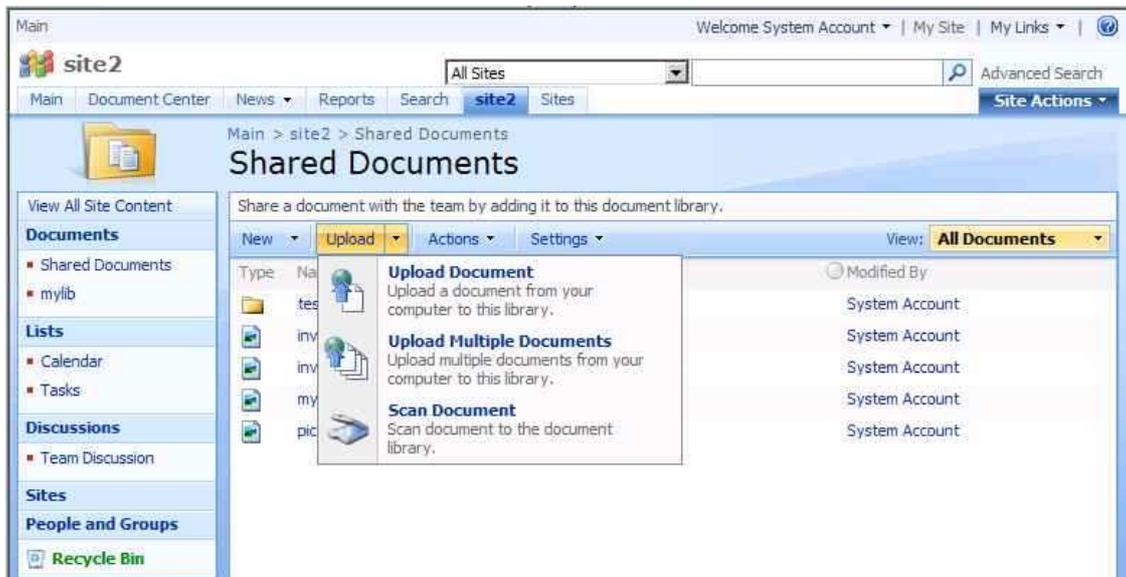


# Using SharePoint Scanner Plug-in

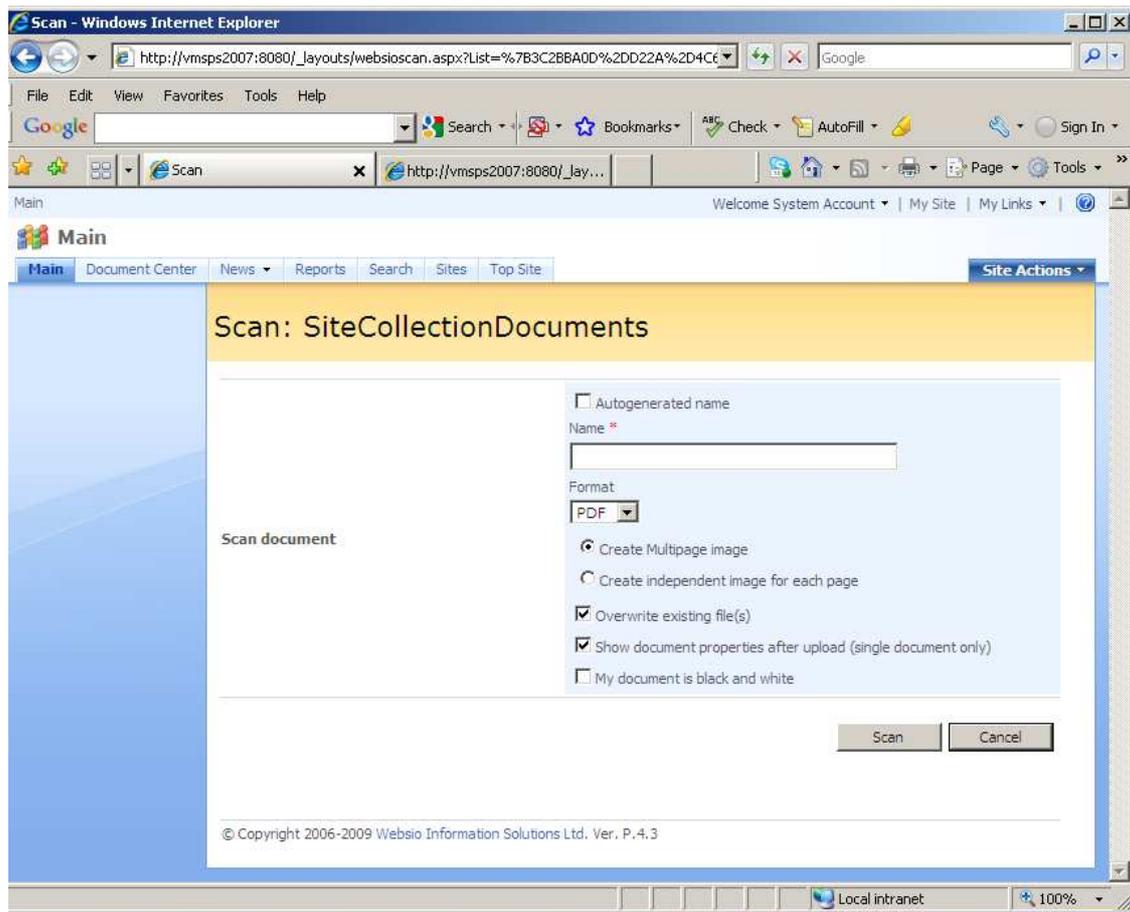
## General

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"



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:

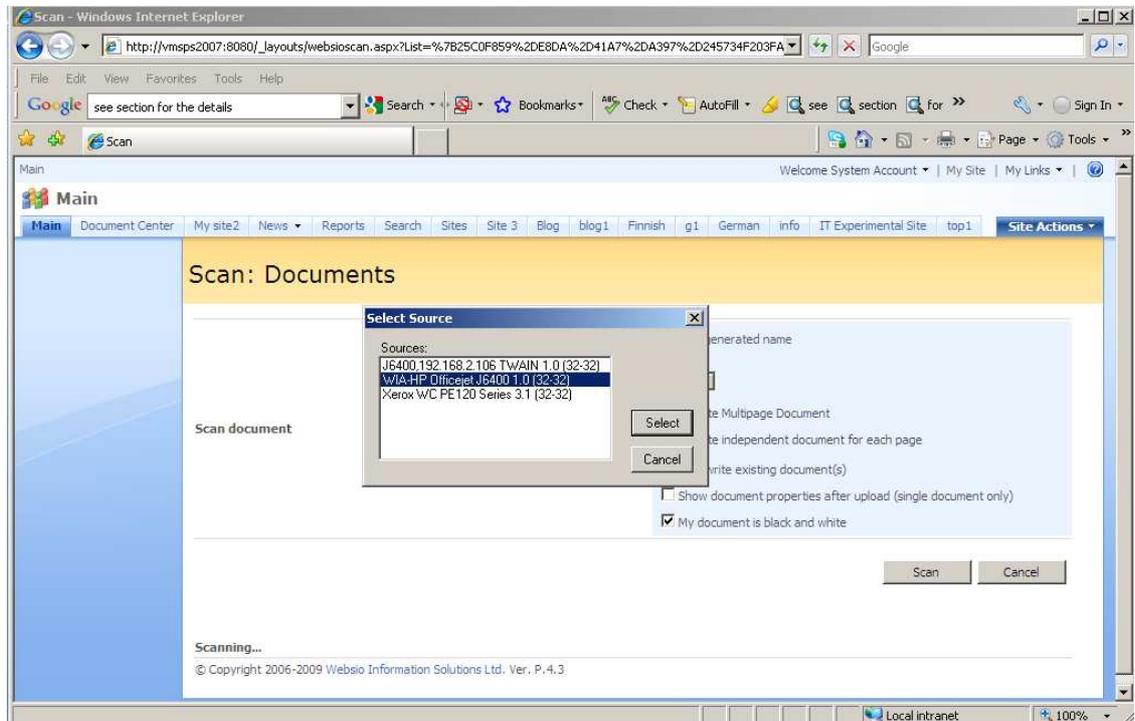


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- To create multi-page file stay option "Create Multipage Document" selected
- To create an independent image for each scanned page select option "Create independent document for each page"
- For simple desktop scanner stay option "Create Multipage 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.

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

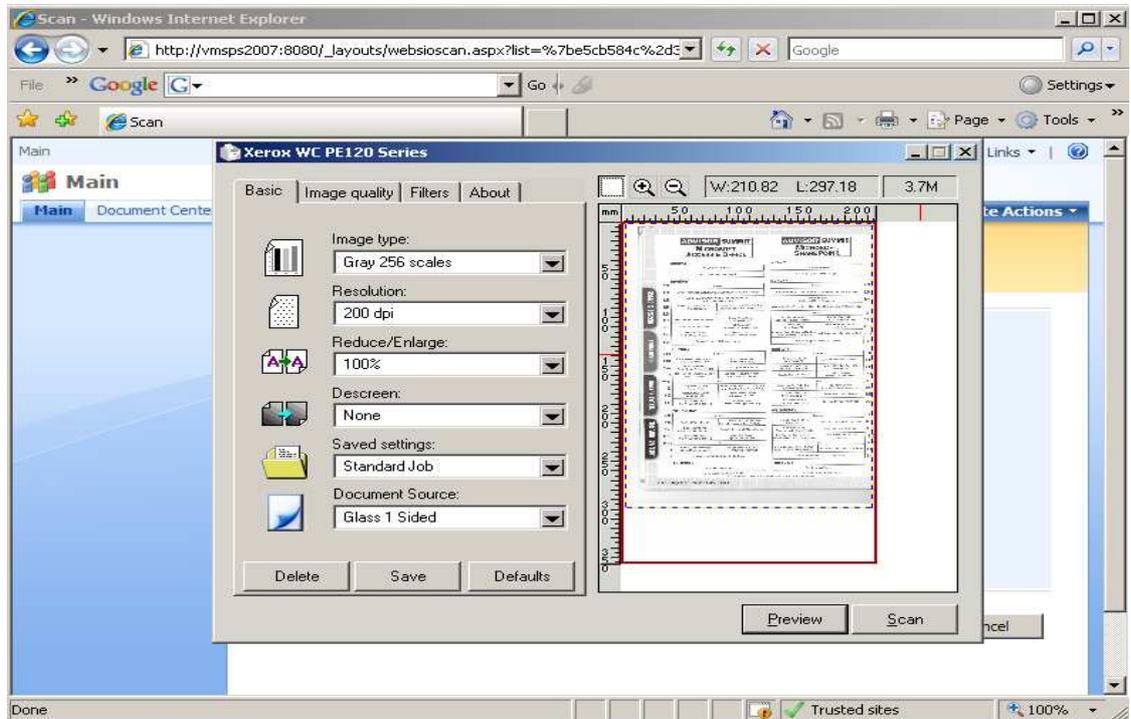


*Important! You can avoid scanner selection and use default scanner by unchecking option "Show select scanner dialog" in the Scanner Plug-in Settings. See section "Administration" for further details.*

- 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 > site2 > Shared Documents > invoice3 > Edit Item

### Shared Documents: invoice3

Delete Item Spelling... \* indicates a required field

Name \*  .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

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 > 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](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"> <li>▣ People and groups</li> <li>▣ Site collection administrators</li> <li>▣ Advanced permissions</li> </ul>	<ul style="list-style-type: none"> <li>▣ Master page</li> <li>▣ Title, description, and icon</li> <li>▣ Navigation</li> <li>▣ Page layouts and site templates</li> <li>▣ Welcome page</li> <li>▣ Tree view</li> <li>▣ Site theme</li> <li>▣ Reset to site definition</li> <li>▣ Searchable columns</li> </ul>	<ul style="list-style-type: none"> <li>▣ Site content types</li> <li>▣ Site columns</li> <li>▣ Site templates</li> <li>▣ List templates</li> <li>▣ Web Parts</li> <li>▣ Workflows</li> <li>▣ Master pages and page layouts</li> </ul>	<ul style="list-style-type: none"> <li>▣ Regional settings</li> <li>▣ Site libraries and lists</li> <li>▣ Site usage reports</li> <li>▣ User alerts</li> <li>▣ RSS</li> <li>▣ Search visibility</li> <li>▣ Sites and workspaces</li> <li>▣ Site features</li> <li>▣ Delete this site</li> <li>▣ Related Links scope settings</li> <li>▣ Site output cache</li> <li>▣ Content and structure</li> <li>▣ Content and structure logs</li> </ul>	<ul style="list-style-type: none"> <li>▣ Search settings</li> <li>▣ Search scopes</li> <li>▣ Search keywords</li> <li>▣ Recycle bin</li> <li>▣ Site directory settings</li> <li>▣ Site collection usage reports</li> <li>▣ Site collection features</li> <li>▣ Site hierarchy</li> <li>▣ Portal site connection</li> <li>▣ Site collection audit settings</li> <li>▣ Audit log reports</li> <li>▣ Site collection policies</li> <li>▣ Site collection object cache</li> <li>▣ Site collection output cache</li> <li>▣ Site collection cache profiles</li> <li>▣ Variations</li> <li>▣ Variation labels</li> <li>▣ Translatable columns</li> <li>▣ Variation logs</li> <li>▣ Scanner Plug-in Settings</li> </ul>

Scanner Plug-in Settings



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Main Welcome System Account | My Site | My Links |

Main Site Actions

Document Center News Reports Search Sites Top Site

### 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"/>



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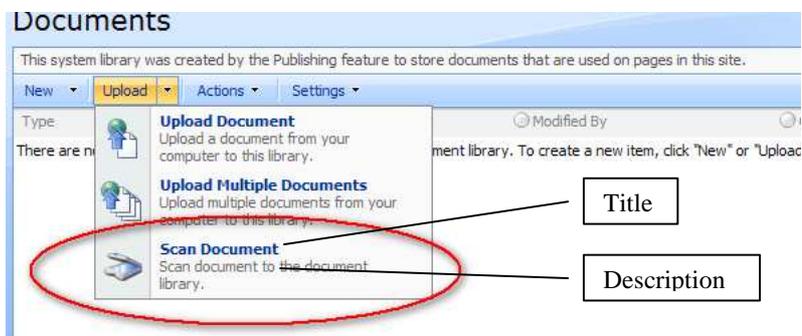
### Scanner Plug-in Configuration Settings:

#	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.

## 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.

```

Scan.xml - Notepad
File Edit Format View Help
<?xml version="1.0" encoding="utf-8" ?>
<Elements xmlns="http://schemas.microsoft.com/sharepoint/">
  <CustomAction Id="websio.DocumentScan"
    RegistrationType="List"
    RegistrationId="101"
    GroupId="UploadMenu"
    Location="Microsoft.SharePoint.StandardMenu"
    Sequence="1000"
    Title="Scan document"
    ImageUrl="{siteurl}/_layouts/images/scanner_pro_small.gif"
    Description="scan document to the document library.">
    <UrlAction Uri="WSSCAN"/>
  </CustomAction>
</Elements>
  
```

### **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.



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### 2. Scan page localization

2.1. Detect your language code using the next table:

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

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

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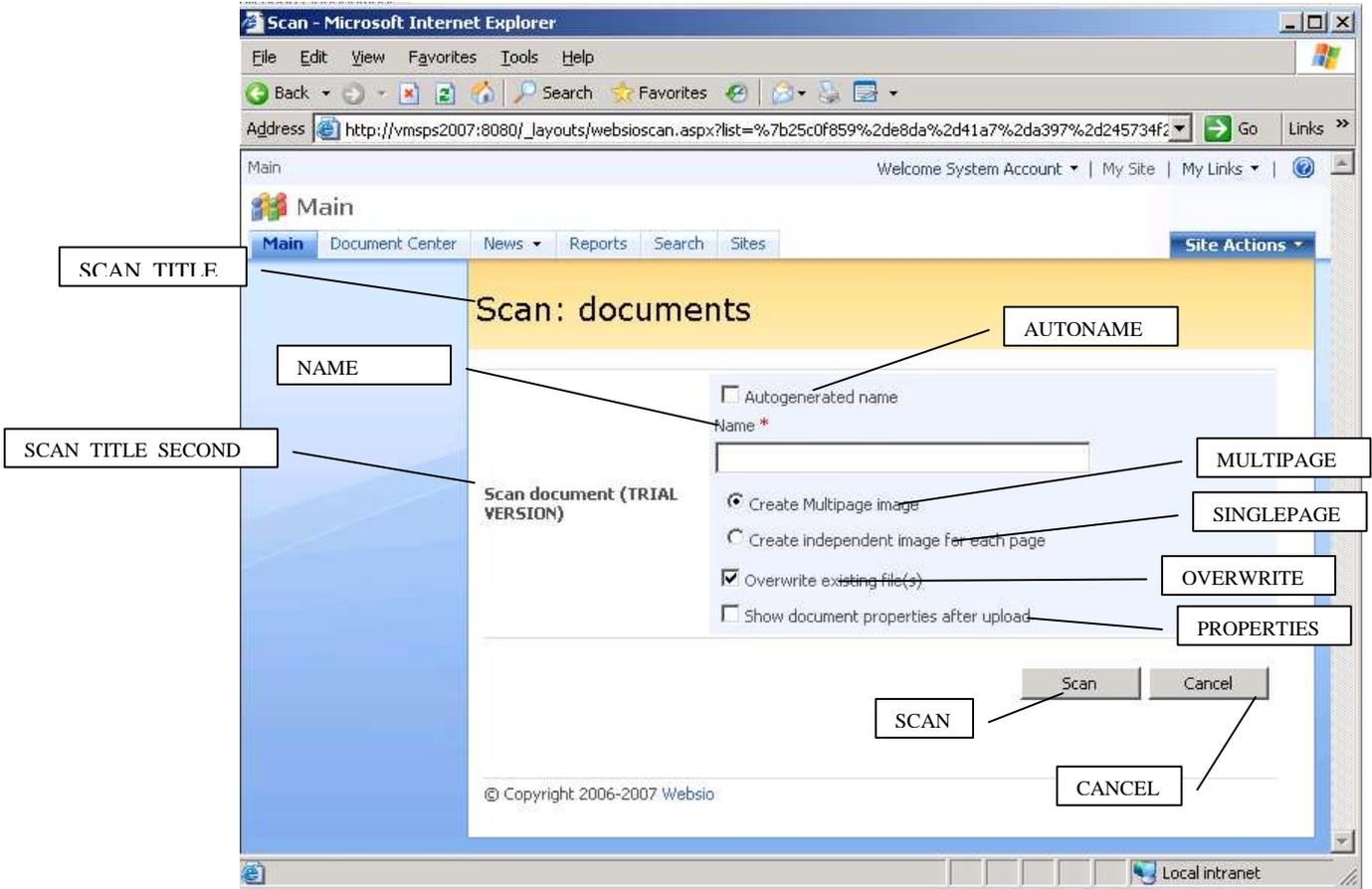
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Telugu	<b>1098</b>	Ukrainian	<b>1058</b>
--------	-------------	-----------	-------------

- 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:

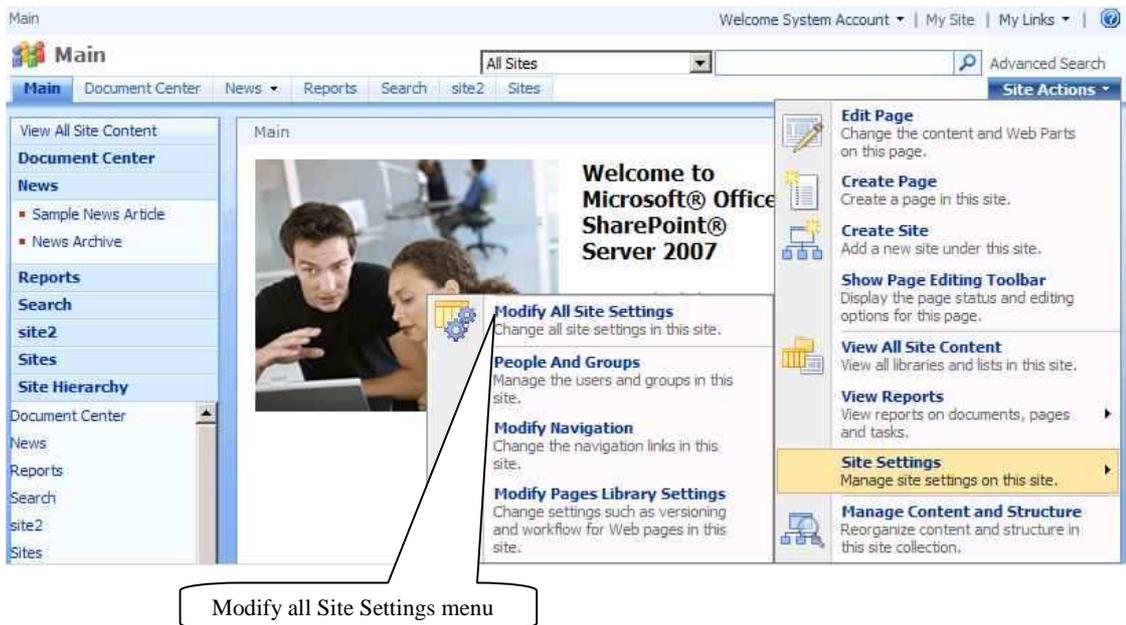


Restart IIS to see results.

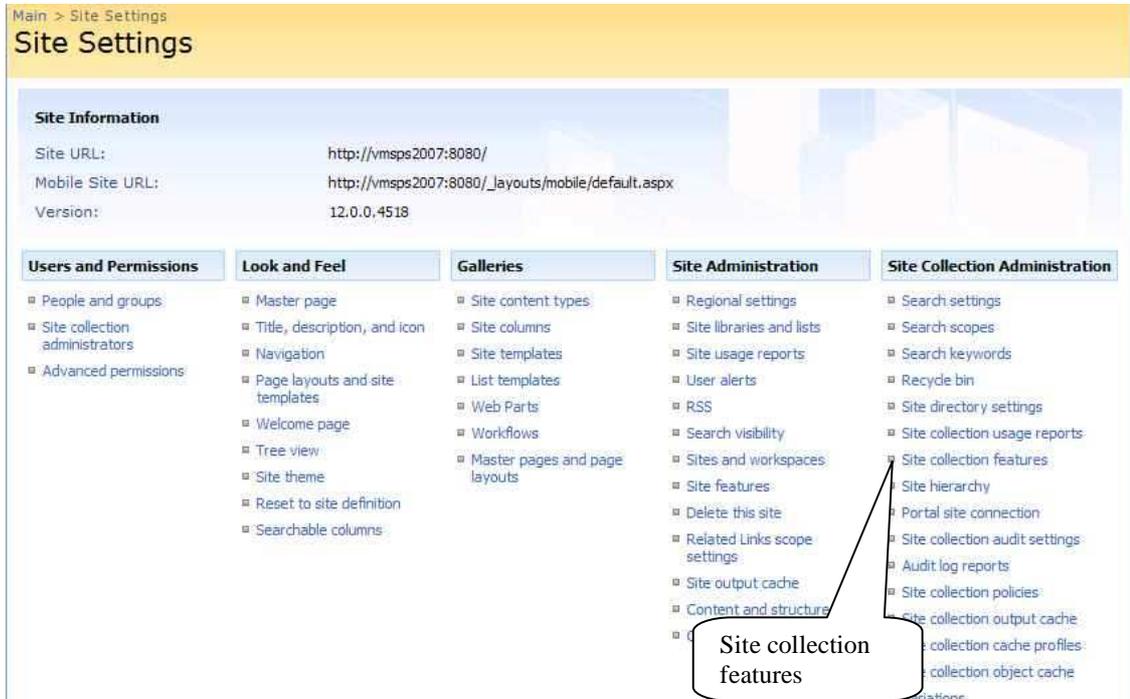
## Troubleshooting

### 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"

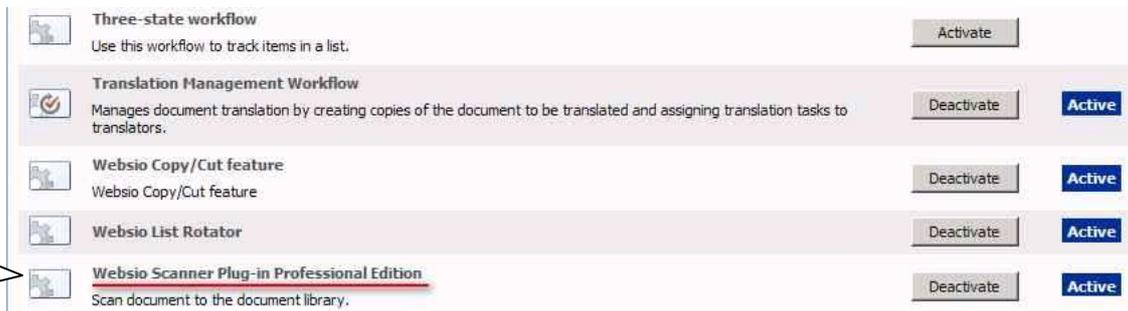


3. In the Site Settings window select option "Site collection features"



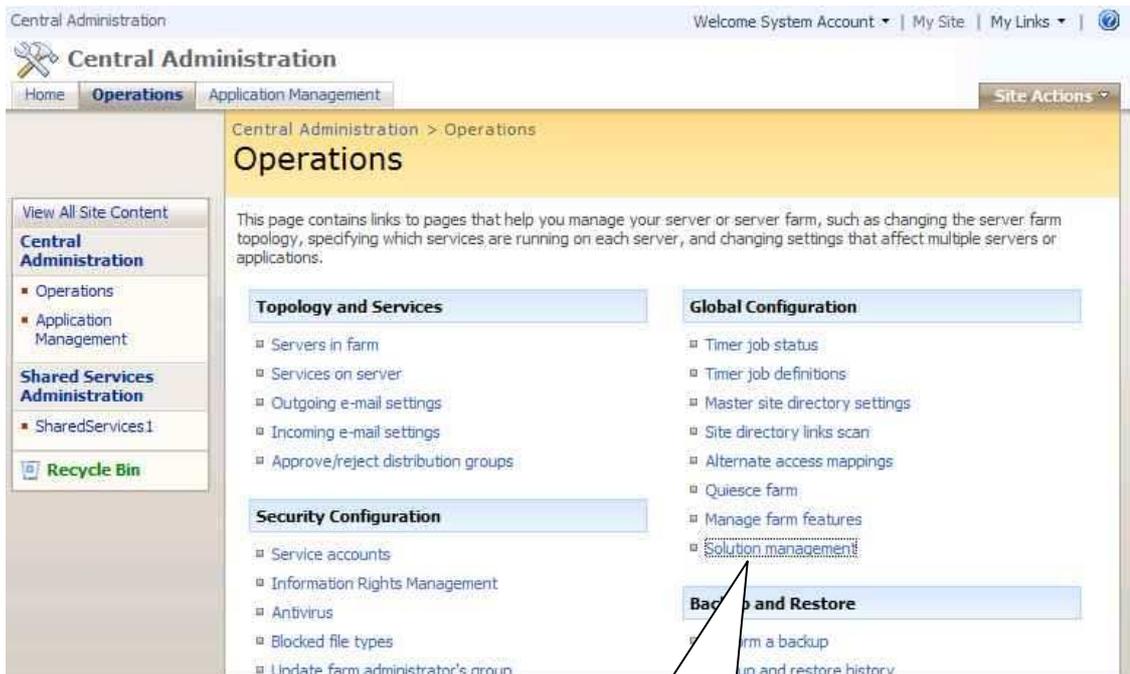
4. In the list of installed features find "Websio Scanner Plug-in Professional Edition" and press "Activate".

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



Scan document feature

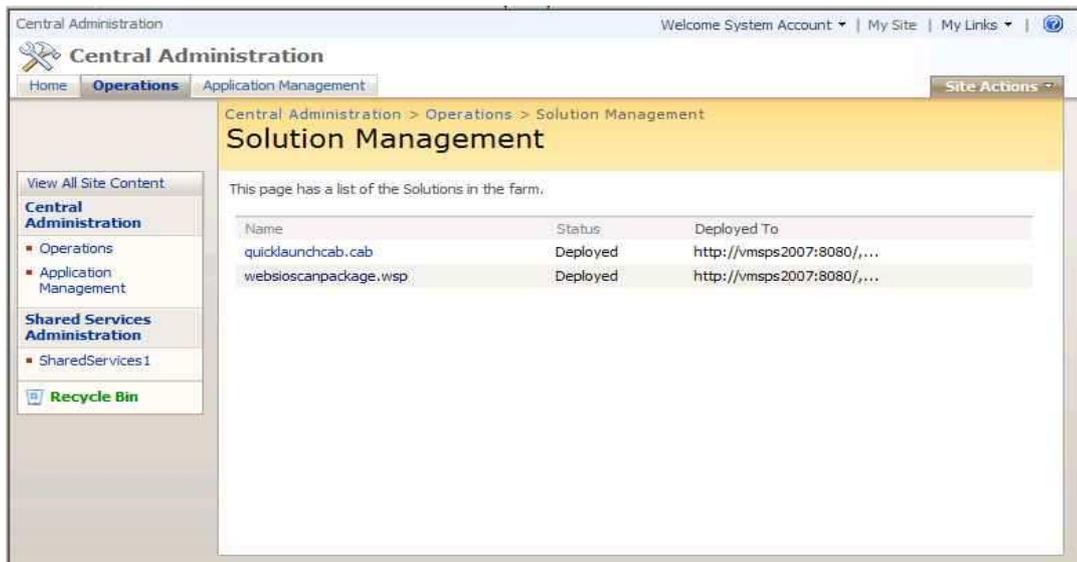
5. Open SharePoint Central administration, select "Operations" and click on "Solution Management".



Solution management



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](mailto: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*