



IRIScan™ Anywhere 3

Insert the CD and this menu should appear. This can also be installed manually by opening My Computer and Navigating to the CD drive and running setup.exe.

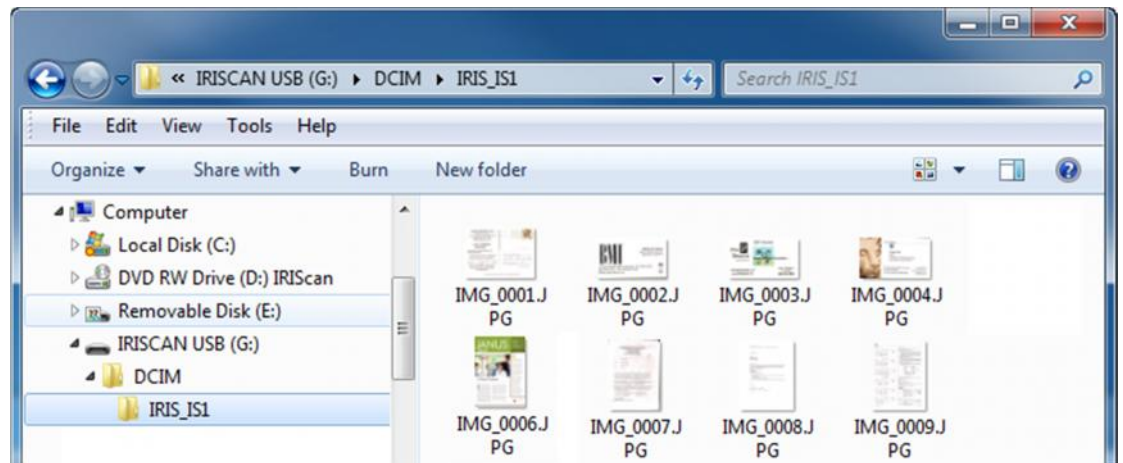


Think of this scanner as a USB storage device, like a flash drive as pictured below. It is not a twain based scanner so you cannot use any program to scan from it. When you scan it stores the images in memory until you connect it to the computer where it shows up as another drive letter in My Computer as pictured below.



The scanner is designed to be used disconnected from the computer until it is time to upload the images stored in memory. That could be the 512 MB internal memory, a USB flash drive or a SD card. With these last two when you can leave those plugged into the scanner and connect the scanner to the computer you will see two devices connected.

When you turn on the scanner the light will flash as it powers up. Wait for it to turn a steady green before attempting to scan. If you press the button again it will turn orange indicating that it is now scanning at 600 DPI rather than 300 DPI. When it is inactive it powers down and shows a pale yellow light.

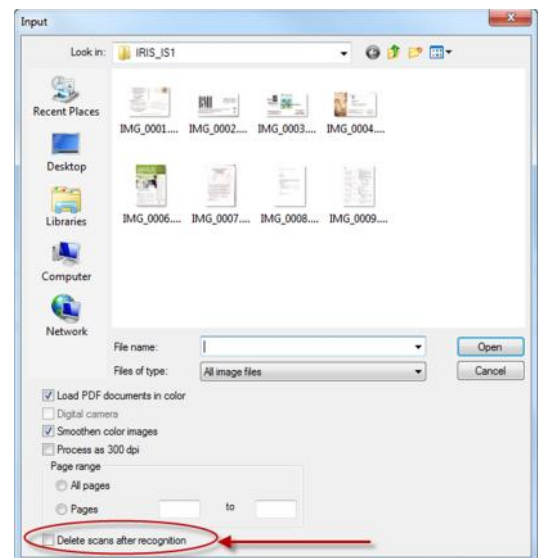


Plug in and turn on the scanner and open the Readiris/Cardiris software and you will get an input window where you can select the images to load. Note the Delete scans after recognition check box. This will delete the images from the hardware after processing.

Readiris

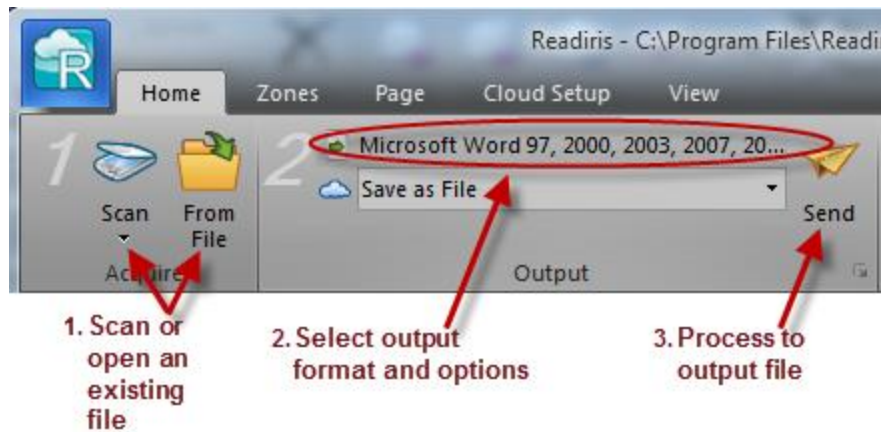
Open Readiris and It will ask you if you want to open new images on the scanner and take you to this window where you can select the desired images. Alternatively you can click on the “From file” button on the top toolbar of Readiris to access the images.

To select all the images, single click on the first image and then hold down the shift key and select the last. To select specific images single click on the first and hold the CTRL key while selecting the ones you want and then click on open



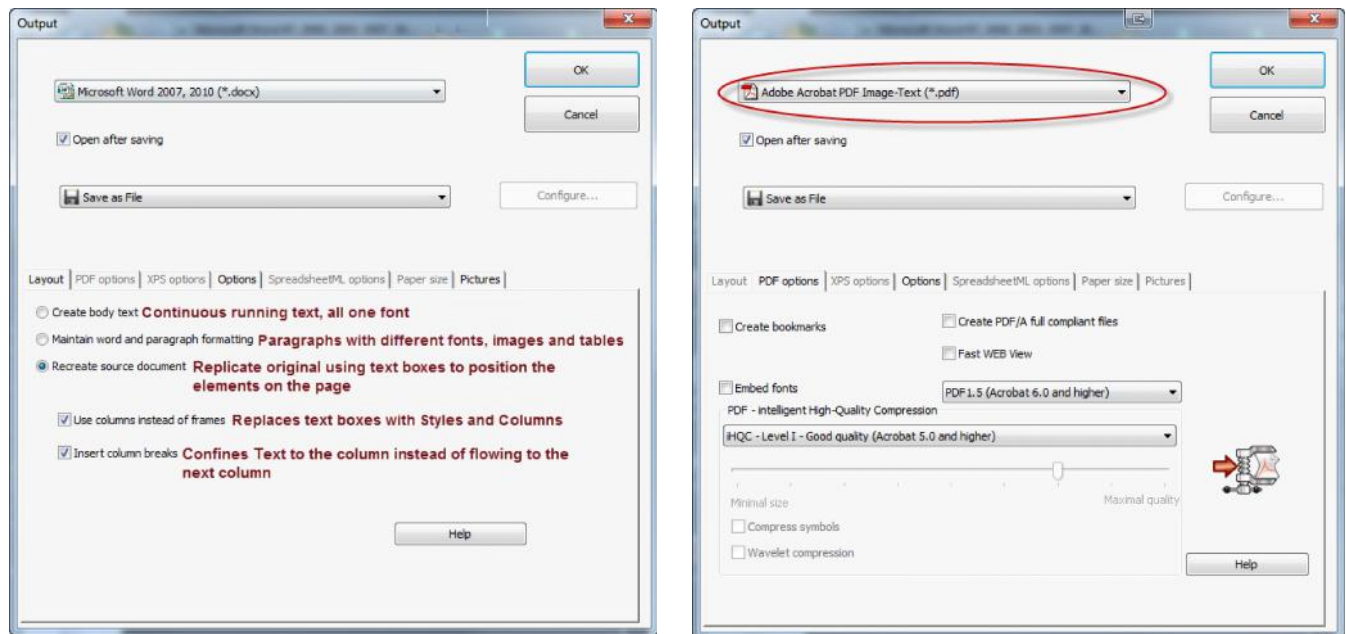
The Readiris program can be used with any scanner not just the IRIScan Anywhere. You will not be able to access the Anywhere scanner by clicking on Scan because there is no twain driver.

Processing images is a 3 step process as pictured below. Note that you cannot scan from the IRIScan Anywhere 3 scanner but can use the software with other scanners that have TWAIN based drivers.



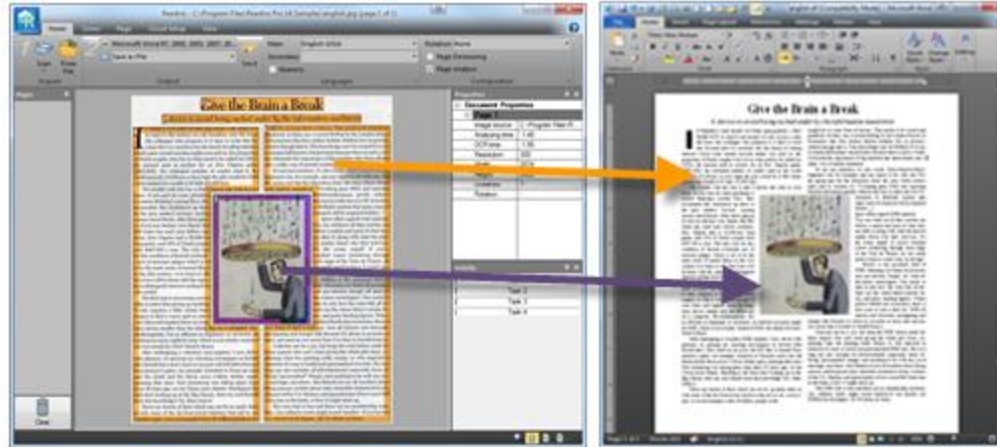
Output and Options window

Set the Word Layout options as pictured on the left for best format retention. Note the annotated explanations in red for the layout options which affect the formatting accuracy. You can select the output format of your choice in the drop down. PDF is used for documents that you want to store without editing or to transmit.

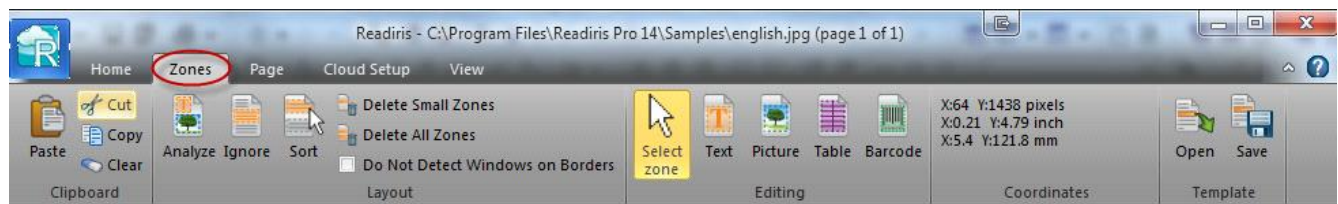


Readiris is a tool to convert pictures of documents into actual documents. When you scan or open and image in the software the first thing it does is analyze the page and puts color coded boxes over various sections of the document to tell you what it intends to do with those sections if converting to a text based format such as Microsoft Word.

The zones correspond to the tools in the Zone Tab. Whatever information that is contained in the area within a zone will be converted to the format indicated by the color code on the zone. Information not contained in a zone will be ignored.



These zones can be manipulated if necessary as described below to give you the expected output. By and large unless there is a problem you can accept them as they are and process the document to Word or elsewhere as outlined below.



If you need to adjust the zones you can do any of the following.

1. Right click on the zone and choose Window > Type and select the correct format.
2. Right click on any zone and choose delete and redraw the desired type using the tools pictured above
3. To delete all the zones go to the Zones Tab and click on Delete All Zones. Use the Editing section to draw in your own zones. Note that zones drawn that overlap will merge which is handy for including irregular shapes.

To apply the zoning over a range of pages use these steps.

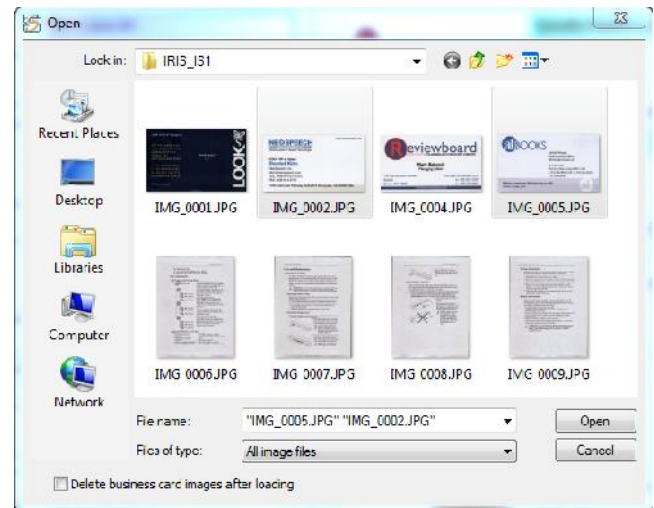
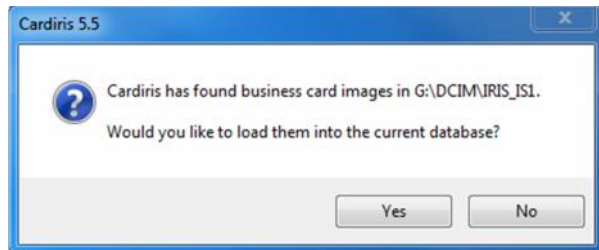
- A. Zone a page as desired
- B. Go to the Template section on the Zones tab and click on Save. Give it a name and save to a known location
- A. Go to the Template section on the Zones tab and click on Open, choose the file saved above and check the "Apply to all pages" box then click on open.

Use Ignore button in the Layout section of the Zones tab.

This allows you to draw one or more zones around only the information you are interested in and excludes everything else.

Cardiris

As with the Readiris when you start the Cardiris with the scanner plugged in and turned on it will offer to open the images for you.



Note the Delete business cards after loading check box – This will delete the images off the scanner to avoid reprocessing.

Otherwise to do this manually click on the down arrow and change Scan button to Load in the Cardiris software.

Click on Load and navigate to the IRIS_IS1 folder

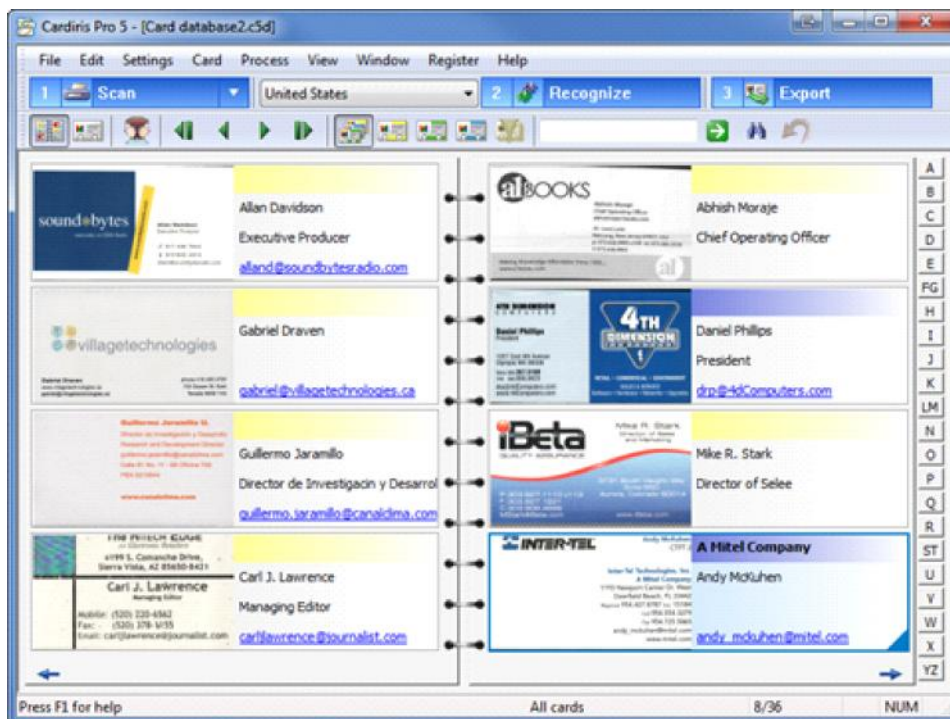


Select the images to be processed.

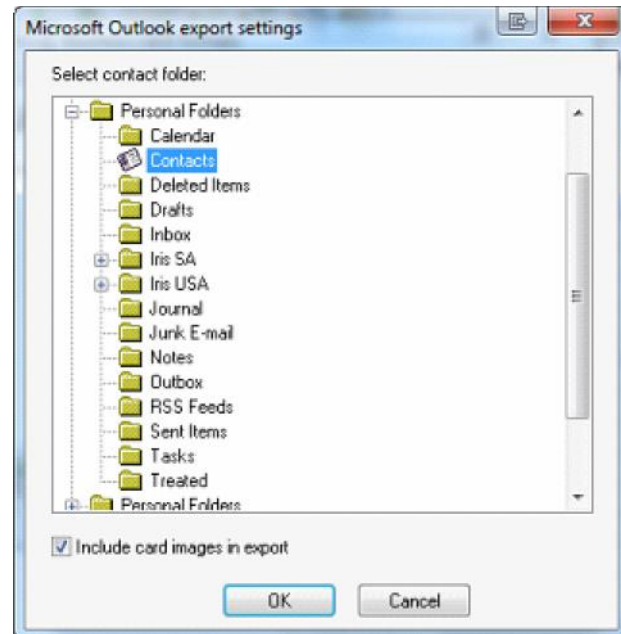
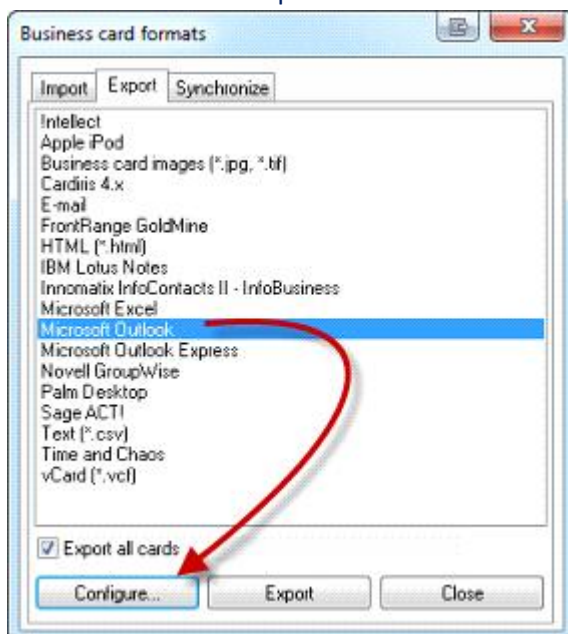
To select all the images - Single click on the first image then hold down the shift key and select the last.

To select some of the images - Single click on the first image then hold down the Ctrl key and select the desired images (pictured)

You will see the business card appear in the software. Click on Recognize to extract the information. See the attached Getting Started Guide for more details.



Once the information has been verified and any corrections made click on the Export button and highlight Outlook (for example). Click on Configure and choose the contact folder where you want the information to appear and then click on OK. Click on Export to send the information to Outlook.



For more information download the Cardiris Getting Started Guide from this link.
www.irislink.com/Support/gettingstarted