

ellucian™

Banner Document Management

QuickScan Pro
Batch Cleanup Tools

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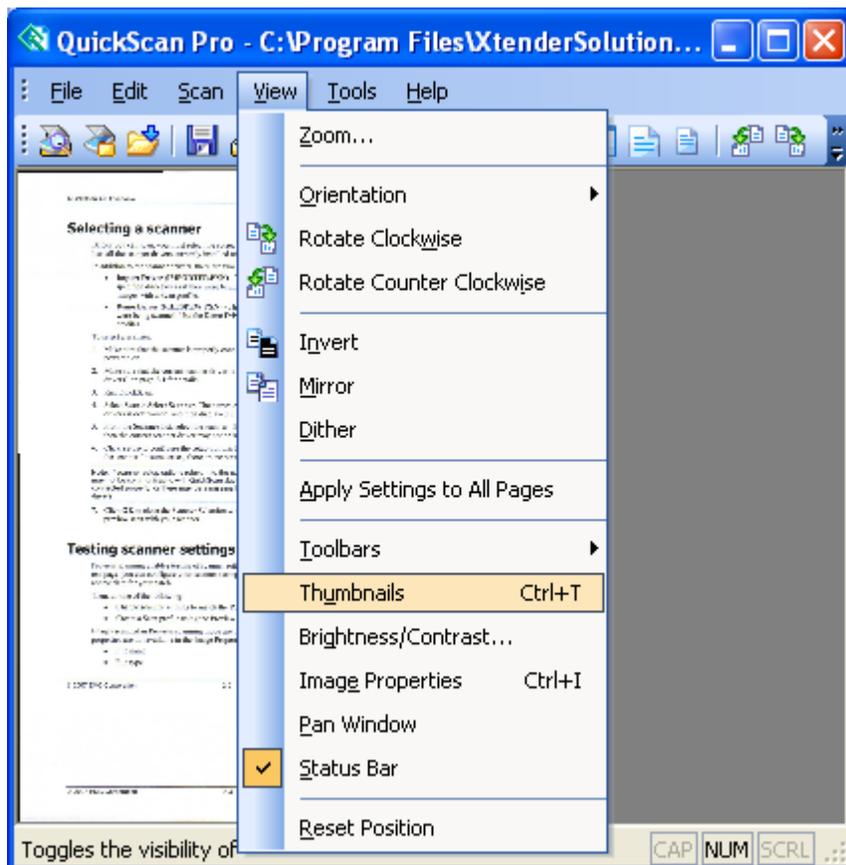
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Working with Documents and Pages

Role of the Thumbnail Pane

In order to work with multiple pages simultaneously, you will need to know how to view the page thumbnails in order to manipulate the documents.

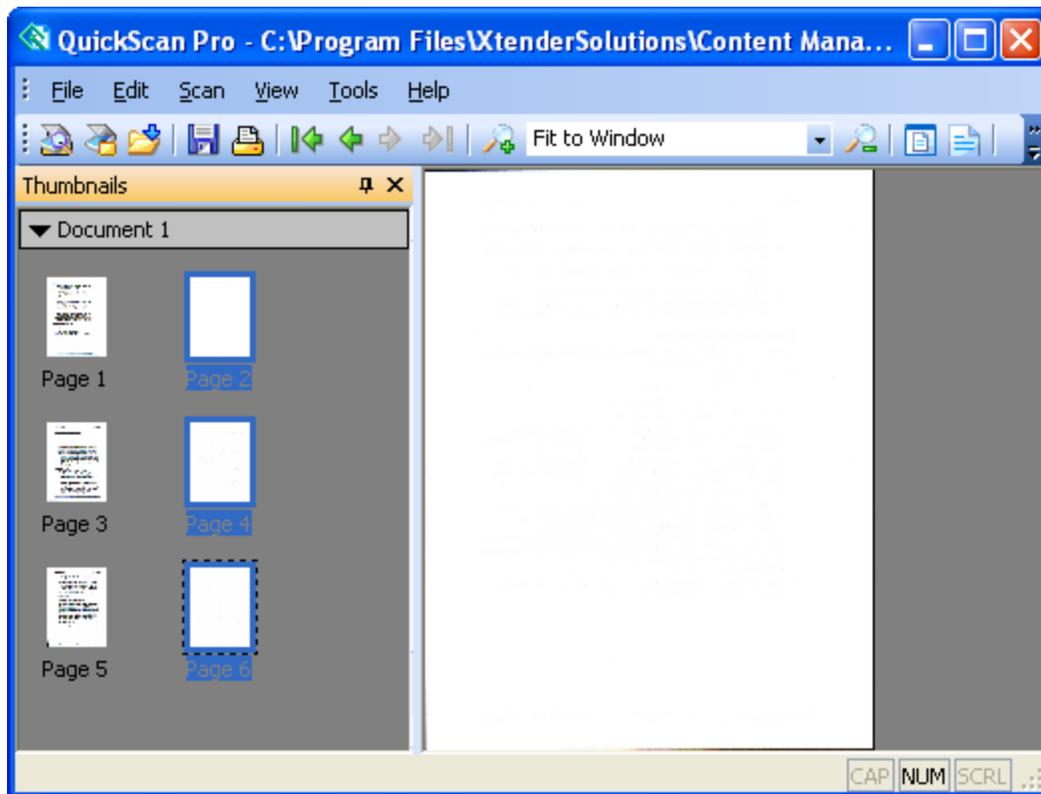
1. To activate the thumbnail pane (if it is not displayed), from the menu, select **View** and **Thumbnails** or use the Keyboard Shortcut **Ctrl+T**.



Removing Blank Pages

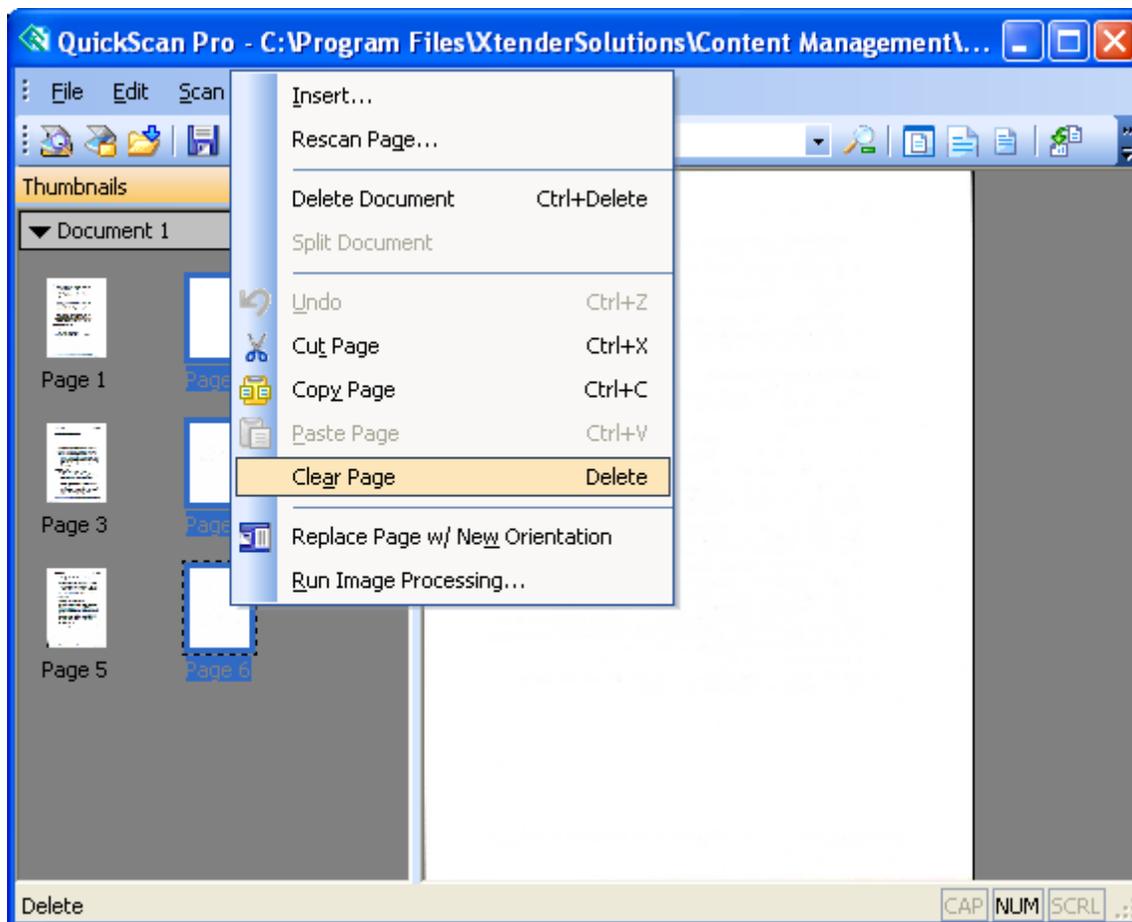
To work with the pages, the easiest method is to use the Thumbnails window. In this example we will remove multiple blank pages. Multiple blank pages can be selected for deletion.

1. To select multiple pages from the Thumbnail window, press and hold the **Ctrl** key down with one hand while left-clicking on the blank pages with the mouse in the other hand. Continue selecting until all the blank pages are highlighted in blue, as shown in the example below.

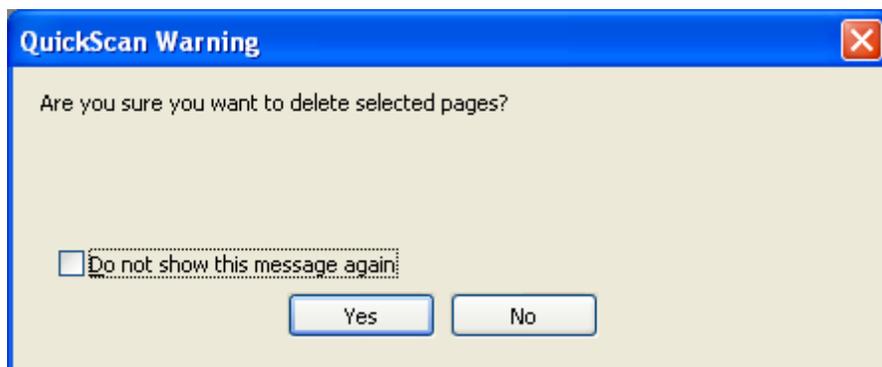


2. After you have selected all the blank pages you want to remove and they are all highlighted, you no longer need to hold down the **Ctrl** key.

3. Right-click on any of the highlighted pages and select **Clear Page** from the menu. This can also be done by using **Edit > Clear Page** from the menu.



4. The following message is displayed:

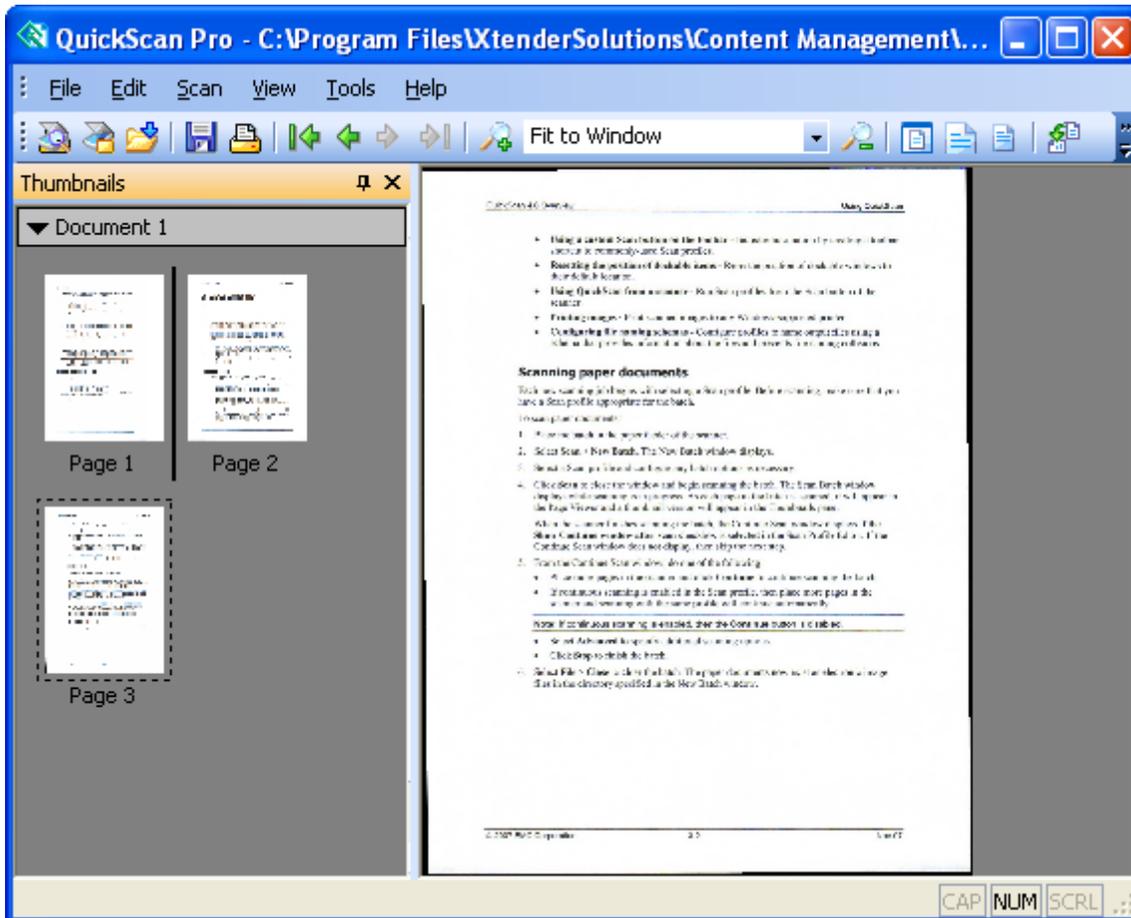


5. Select **Yes** if you want to delete the pages, or **No** to cancel deletion.
6. The batch is automatically saved after the page removal.

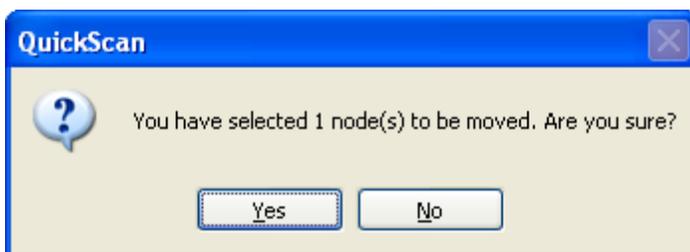
Changing the Page Order

Sometimes it is necessary to reorder the pages in document because the pages were scanned in the wrong order. To avoid rescanning the whole document, the following method is used to change the order of the pages.

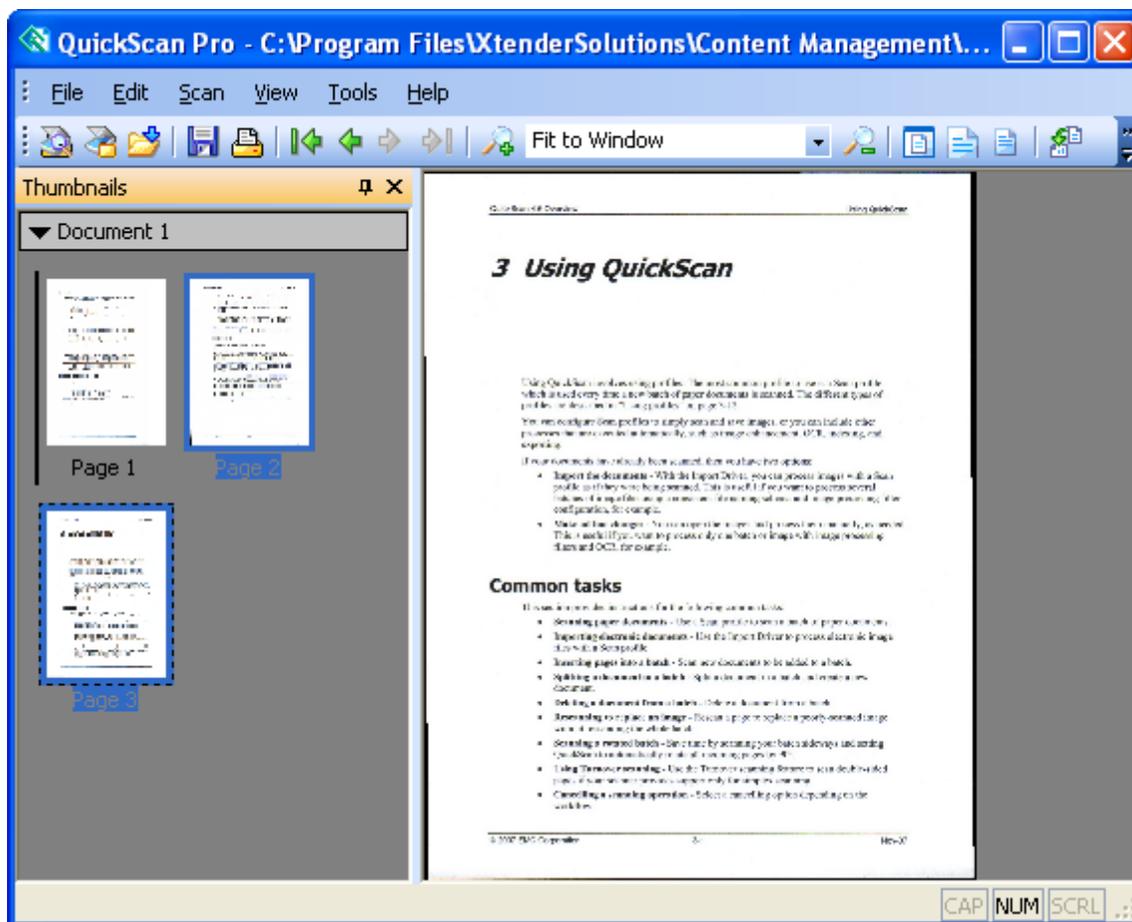
1. Select a page by left-clicking on the page in the Thumbnail Window and drag the page to move it. As you begin to drag the page, you will see a black line that indicates where the page will be moved to.



2. The following message will be displayed. Click **Yes** if you want to complete the page move to the specified location.



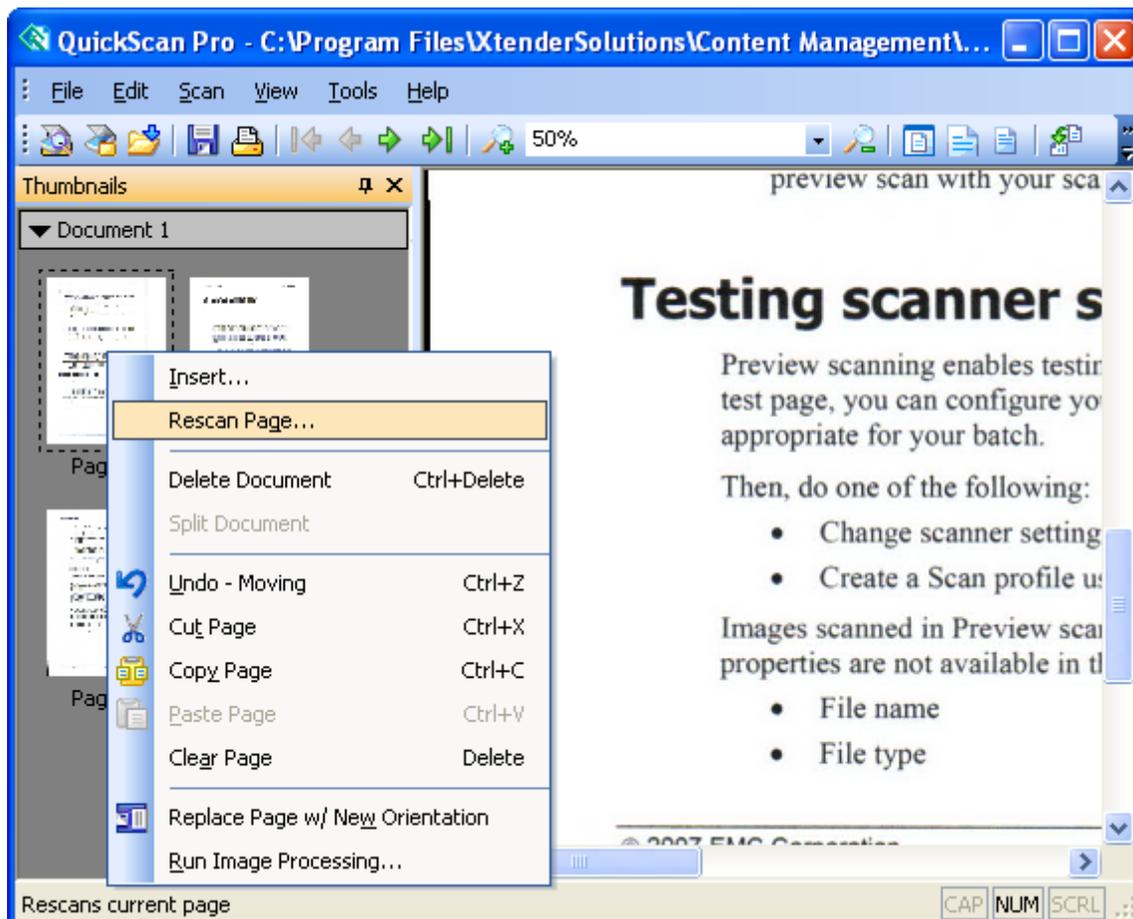
- More than one page can be moved at a time by depressing and holding the **Ctrl** key and selecting multiple documents by left clicking and drag them to the new location. Again, the batch is automatically saved as changes are made.



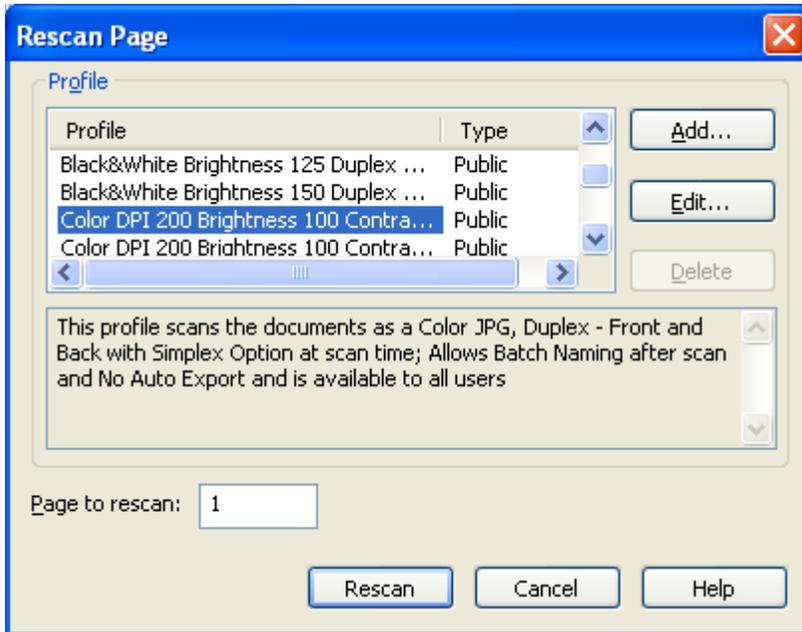
Rescanning a Page

QuickScan provides features to rescan pages and insert scanned pages in the appropriate location using various tools.

1. To rescan a page, place the paper page in the scanner and then left-click on the page in the Thumbnail window that you want to rescan. In this example, we are rescanning Page 1 in the Thumbnail window. When the page is selected, little black dashes surround the image.
2. Right-click on the page and select **Rescan Page** from the list.

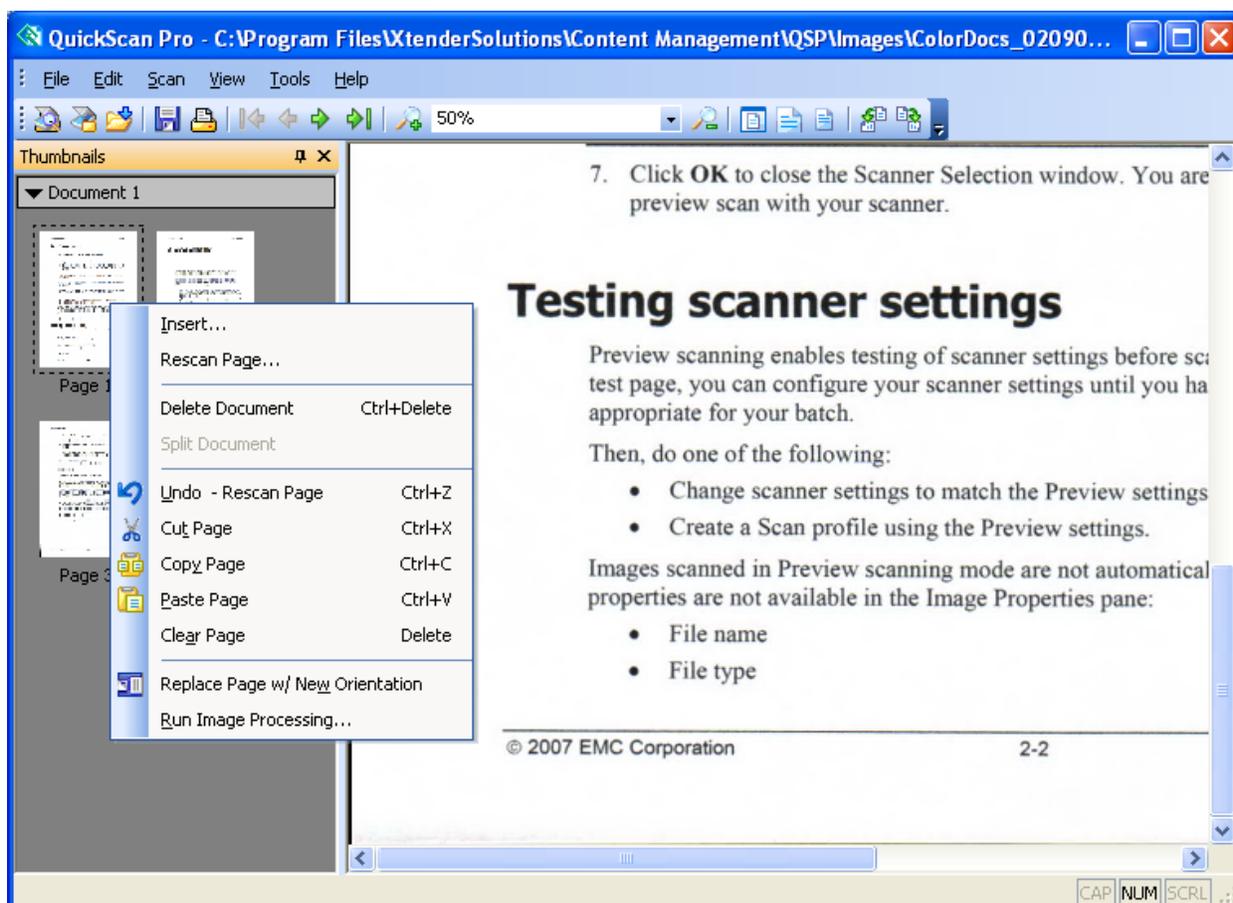


3. The following is displayed. Choose the appropriate scan profile (such as a lighter or darker scan profile), and make sure the page to rescan is set to the correct page number. Click on the **Rescan** button. The original scanned image is replaced with a new scan.

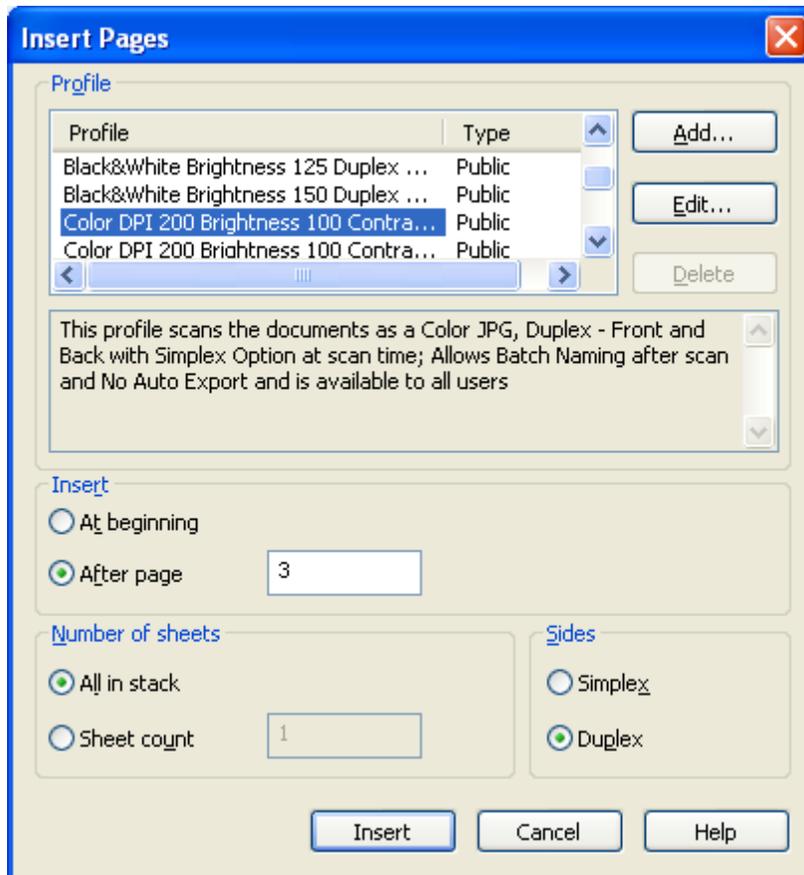


Inserting One or More Pages

1. To insert a page or pages, right-click on the page in the Thumbnail pane where you want to insert the pages. Select **Insert** from the list.

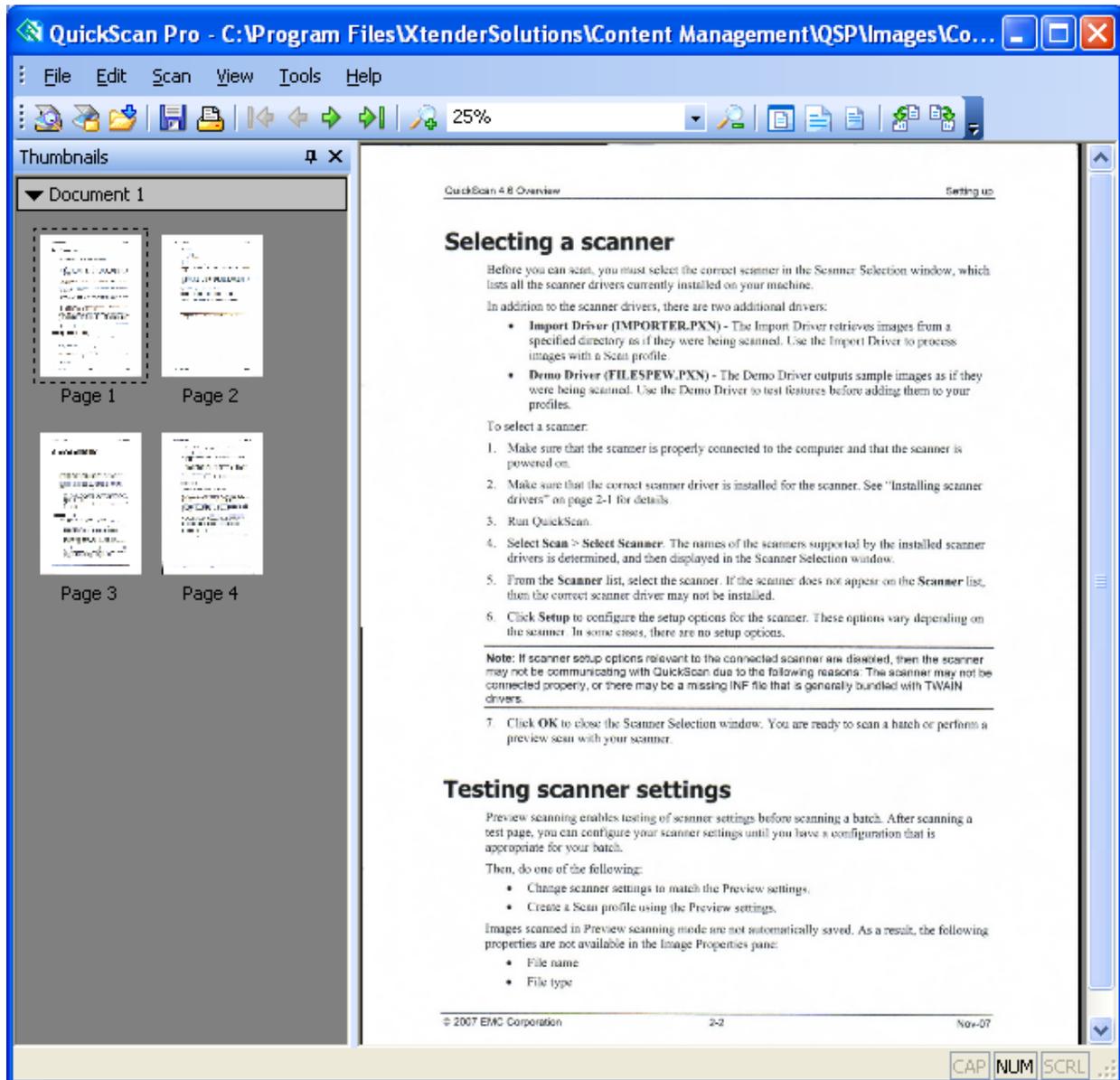


2. Select the desired scan profile name and make sure the **At beginning** or **After page** option is selected with the correct page number displayed after the **After page** then press the **Insert** button.



3. After scanning, you are returned to the Insert Pages dialog box. Click **Cancel** to return to the Thumbnail pane.

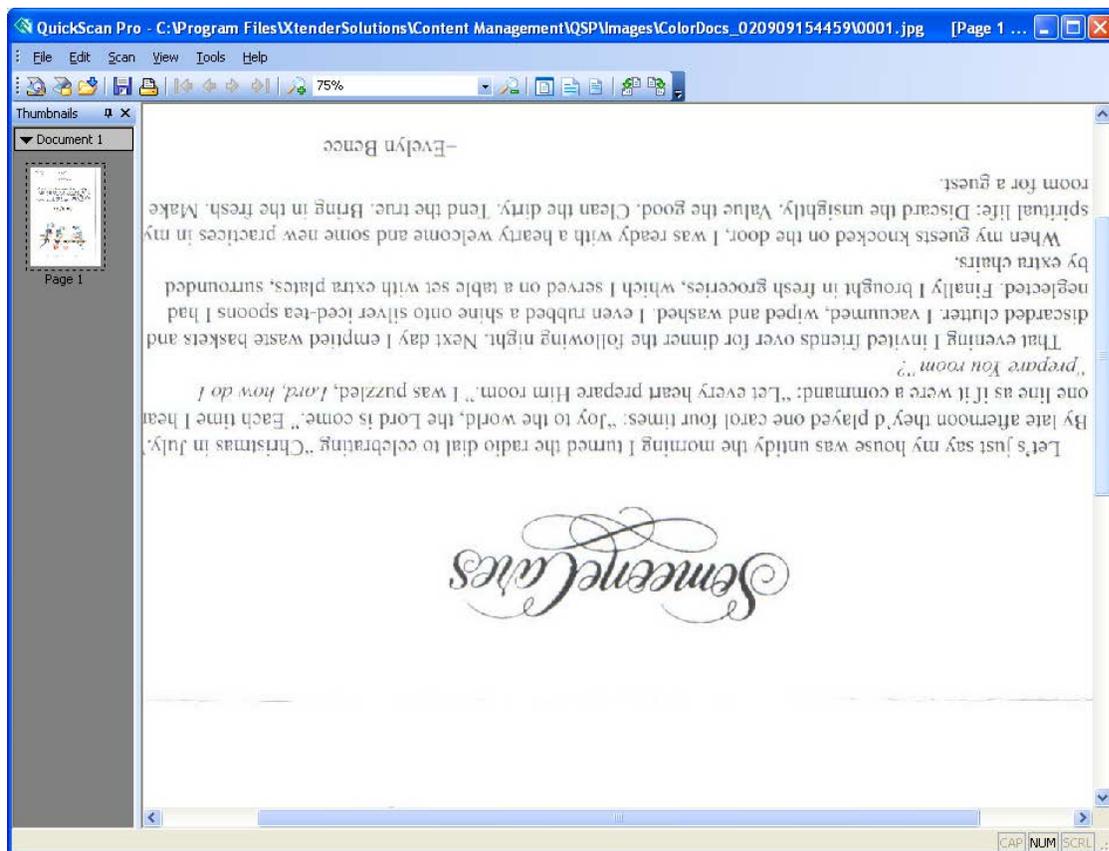
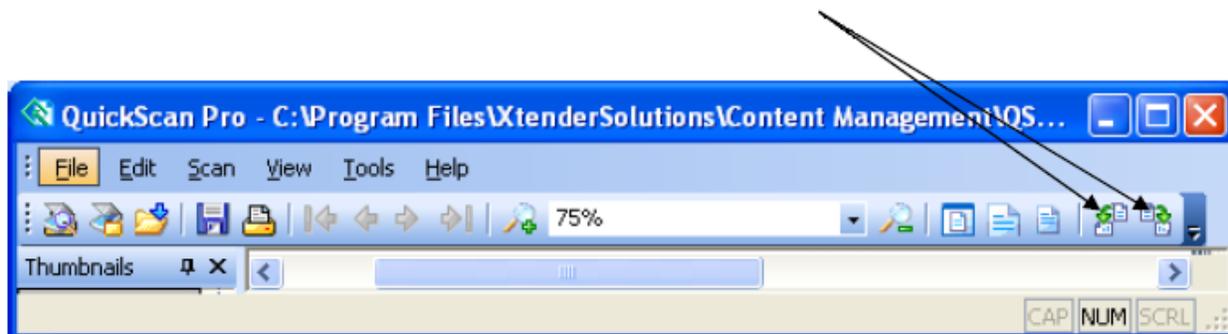
The paper page is scanned and inserted (as page 2 in this example) in the Thumbnail pane.



Rotating and Saving Pages

If your scanner model does not offer automatic rotation, or some of the pages are not scanned in the proper orientation, they can be rotated and saved after the scan process using QuickScan features.

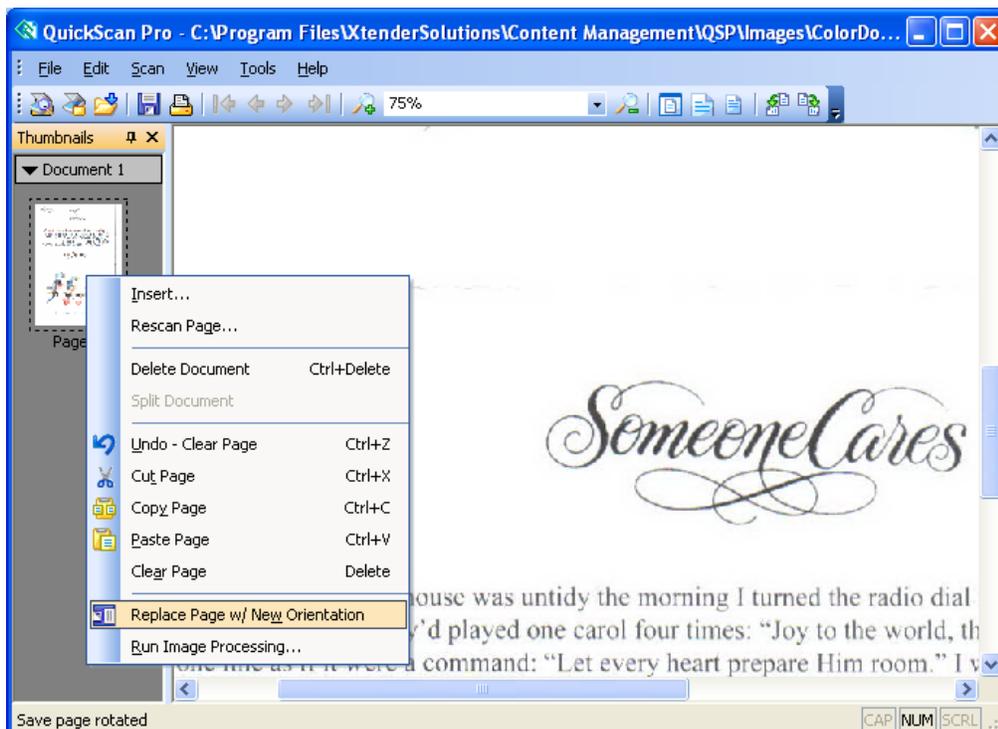
1. To rotate a page or pages, click on the Toolbar buttons to rotate the image clockwise or counter clockwise. This feature is also available from the view menu.



2. The document is rotated by 90 degrees with each button press.



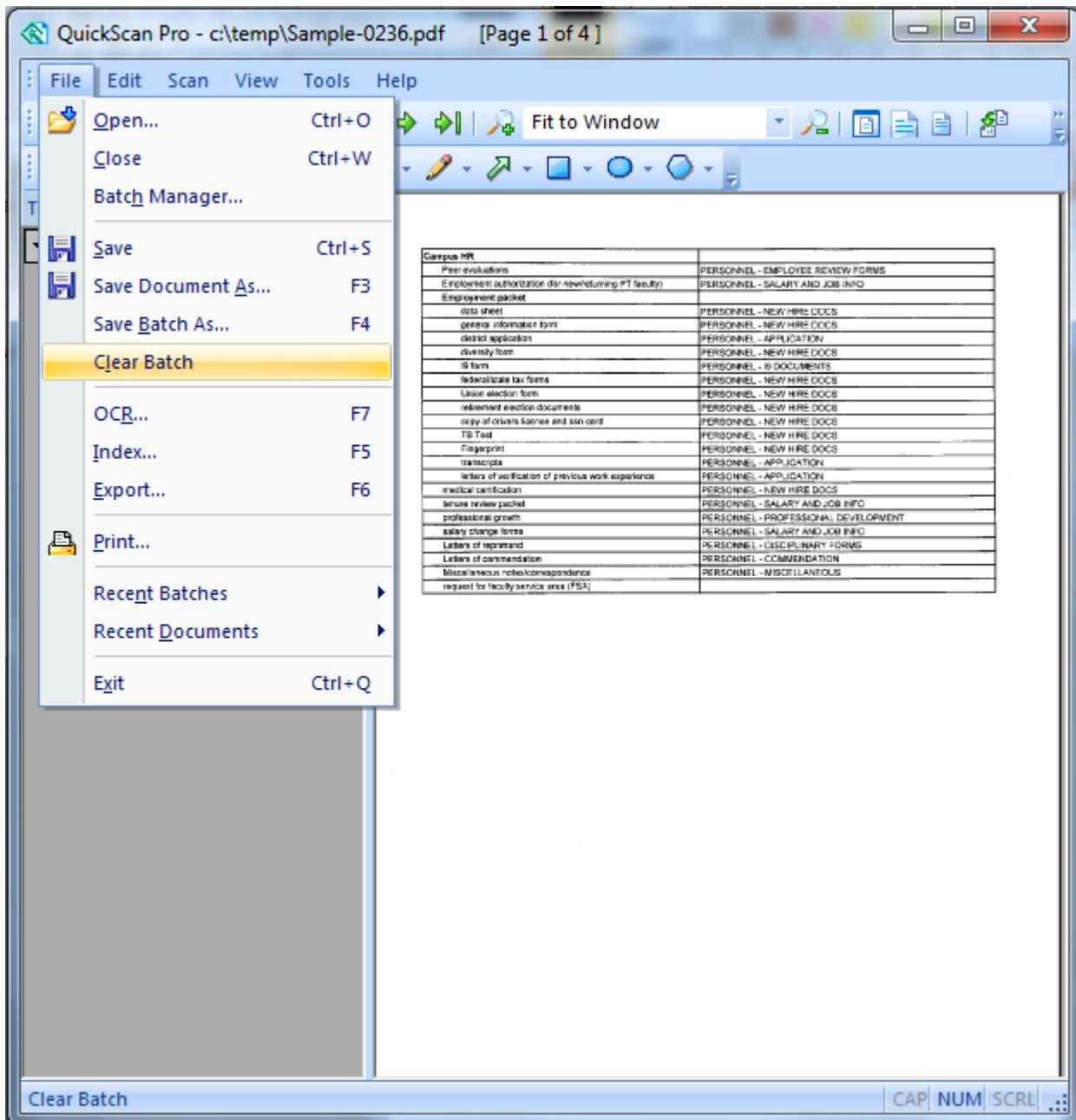
3. Right-click on the document in the Thumbnail pane and select **Replace Page w/New Orientation**. This will save the page in the newly displayed orientation.



Deleting All Pages in a Batch (Document)

On occasion there is a need to delete all the pages in a batch and rescan them all.

- To delete all the pages (effectively the entire batch):
 - From the menu, select **File > Clear Batch**.



2. The messages below will be displayed; click **Yes** to delete all the pages in the batch.

