



Less Paper,
More Content



User Guide



IRIScan™ Desk 5
IRIScan™ Desk 5 Pro

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1. Introduction

1.1 Advantages

Capture/Scan

This software is a powerful **image/video capturing** and **processing** software, dedicated to work together with a USB based camera scanner. This software allows you to:

- capture photos,
- scan documents,
- scan images into PDF files,
- record videos (also [Facecam recorder](#)),
- scan barcodes (**Pro 5**),
- scan ID documents with built-in I.R.I.S OCR feature to export the result into Word/Text/Excel formats. (**Pro 5**).

Processing

This software offers a built-in multi-language **OCR** which can support more than 125 different languages (**OCR technology by I.R.I.S. SA**). It also comes with

- some intelligent recognition algorithms, such as automatic image cropping, paper edge detection, automatic page orientation or **barcode recognition** (**Barcode technology by I.R.I.S. SA**).

Export

This software offers the mainly used output formats to export your work.

Usage

When correctly used, this software, along with a dedicated camera scanner, can work as a powerful replacement for many traditional devices used in the office or in the educational environment.

1.2 IRIScan™ Desk Editions: Specifications

	IRIScan™ Desk 5	IRIScan™ Desk PRO 5
Camera resolution	8MPX	12MPX
Scanning size	Up to A4	Up to A3
USB Powered	✓	✓
138 OCR languages	✓	✓
Convert to PDF, Word, Excel	✓	✓
Document scanning	✓	✓
Book scanning	✓ (Pocket size only)	✓
Video recording (+Facecam)	✓	✓
Barcode scanning		✓
ID and Passport scanning		✓
Business card scanning (Cardiris™)		✓
External capture button		✓

2. System Requirements

To ensure the performance of this software, the following hardware system requirement is needed:

	Minimum System Requirements
Operating System	Windows® 7 SP1, 8, 8.1, 10 (32 or 64-bits)
CPU	Intel® or AMD processor
RAM	4GB or 6GB
Graphics card	Standard Graphics card with minimum SVGA resolution.
Free disk space	4GB
USB	USB 2.0 or above (1 available port)

WARNING: This software version does not work on Apple macOS or Linux system.

3. Getting started

3.1 Box content

You have just purchased a new IRIScan™ Desk. You should be able to find the following main components in your box:

- (1) IRIScan™ Desk scanner,
- (2) USB cable,
- (3) ScanPad,
- (4) Getting Started Guide
- (5) External capture button (*Pro 5*)

3.2 Registration, Software download and Installation

WARNING:

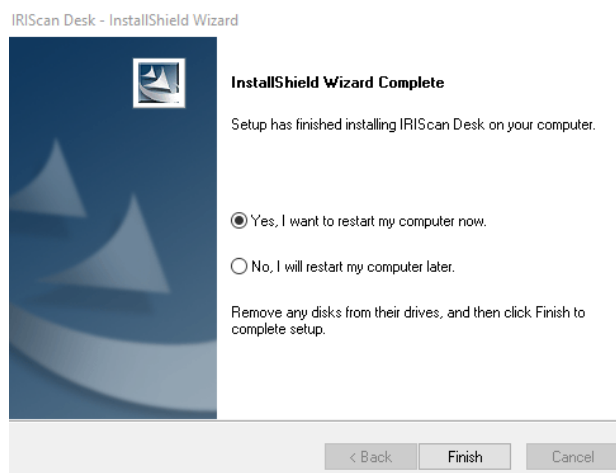
Before installing this application software, it is recommended to close the antivirus program or security software running on your system. Install the software before the hardware.

1. Go to <http://www.irislink.com/start>
2. Scroll down to **IRIScan™ Desk**.
3. Select the version you acquired and click **Getting Started**.
4. Then click **Start now**.
5. Complete the form and click **Register now**.
6. Select the required Operating System.
7. Click **Download** to download the software.
8. Go to the location where you downloaded the software, and run the installation file (.exe).
9. Once the installation process has started, follow the on-screen instructions.

NOTE: The installation language is the same as your Operating System's.

10. Click **Finish** to finish the installation program.

WARNING: We recommend you to accept the restart of your computer.



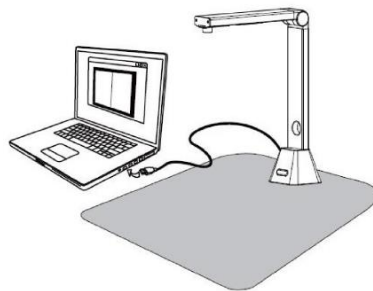
3.3 Hardware installation

After installing the IRIScan™ Desk software, you can install your **IRIScan™ Desk scanner**. Double check the following procedure before you proceed:

1. Place the ScanPad on your desk next to your PC, and then place the IRIScan™ Desk on the far end of the ScanPad (some marks are drawn on the mat).

WARNING: The dark color **ScanPad** is used to ensure a good image and accurate cropping of the targeted objects. Not using it may give bad results.

2. Connect the IRIScan™ Desk scanner to your PC via a USB cable.
3. Now you are ready to proceed to the next step for the software installation process.
If the device is not detected correctly, the detection keeps turning and a message is displayed on the screen to help you. See also [Troubleshooting](#).



WARNING: This software is distributed with a dedicated scanner: the **IRIScan™ Desk**. This software can bring out its full and powerful potentials only when working with the qualified scanner hardware. If working with non-qualified scanners, some or all of the features in this software might NOT work.

3.3.1 Integrated lamp

IRIScan™ Desk comes with an integrated lamp offering 3 luminous intensities. It can be useful in case your scanning environment is quite dark.

To switch it on, simply touch the forefront of the scanner arm (💡). Per default, the first luminous intensity is the strongest. To change intensity, simply touch it again. At the fourth touch, the lamp switches off.

3.3.2 External capture button (*Pro 5*)

A physical scan button can be plugged in the IRIScan™ Desk scanner or directly in your PC thanks to the USB connector. It can replace the scan button available in the ribbon of each tab in the software.



4. Exploring the Interface

4.1 Discovering the main screen

To start the IRIScan™ Desk application, double-click on the icon on the desktop.



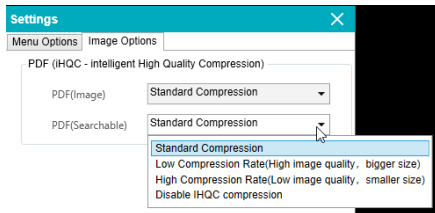


The IRIScan™ Desk interface contains the following elements:

4.1.1 The General Settings

On the top right side of the screen, two control buttons are available



Buttons	Explanations	Note
	User interface Language	By default, the user interface language is the same as your Operating system's. However, you can choose your interface language among 9 languages (English, French, German, Spanish, Italian, Dutch, Portuguese, Traditional Chinese or Simplified Chinese).
	<ol style="list-style-type: none"> 1. Settings 2. Help 3. About 	<ol style="list-style-type: none"> 1. Settings: <ul style="list-style-type: none"> • Menu Options: you can choose or not to display the tooltips when you hover your mouse over an option. • Image Options: I.R.I.S offers a PDF compression technology called iHQC. Three levels of compression are available for PDF (image) and PDF (searchable): standard, low and high. Compression level has an impact on the image size and on the image quality. The more you compress, the more the image size is small, but it reduces the image quality. The less you compress, the more the image size is big, but the image quality is respected.  2. Help: clicking on Help opens your browser and goes to the technical support page of our website irislink.com/support 3. About: informs you about the version of this software

4.1.2 The Ribbon: main functions

The **Ribbon** presents you with the main functions of this software. One **tab** contains the settings of one function.



Functions	Explanation
Document	Scan documents, enhance image quality, run OCR to extract text Save result in <ul style="list-style-type: none"> Image formats: JPG, PDF image Formats with recognized text: PDF searchable/Word/Text/Excel
Book	Scan pages from books, run OCR to extract text Save result in <ul style="list-style-type: none"> Image formats: JPG, PDF image Formats with recognized text: PDF searchable, EPUB
Barcode (Pro 5)	Scan for barcodes Save result in Excel+JPG/Text+JPG/Excel (list)/Text (list)/JPG/PDF(image) formats
ID Documents (Pro 5)	Scan ID card or passport. Run OCR to recognise text. Save result in PDF (searchable) format
Video	Capture videos (using the video compression standard H.264) Save video into AVI/MP4/FLV/WMV formats Allows the option Facecam recorder








NOTE: Inside those tabs, each function contains all the [commands](#) you need to process your documents

4.1.3 The scanner toolbar

On the left side of the screen, **Control Buttons** related to the scanner are available:



Buttons	Explanations	Note
	Rotate Left 90 Degrees	
	Rotate Right 90 Degrees	
	Zoom In	Zoom in by stage of 10%

	Zoom Out	Zoom out by stage of 10%
	Fit Screen / 1:1 Display	1:1 Display: the zoom value is 100% Fit screen: the real zoom value is calculated and set, e.g. 32%.
	Watermark (Add watermark on images)	A pop-up window opens to define the settings of the watermark. Not Available for Video . WARNING: If your output format is one that runs OCR, make sure to set the watermark outside the text. Cf. Known limitations
	Focus (Triggers the Auto-Focus action)	Can be needed if the light on your original paper is changing.
	Manual Cropping	
	Full Screen (Enter Visual Presenter mode)	Only available in the Video tab
 At the bottom of the toolbar	Webcam	Available for ID Documents and Video (if your computer is equipped with a webcam). Allows you to add facial expression coming along with the narration in the video (Facecam recorder). Very useful for tutorial makers.

4.1.4 The preview window


In the middle part of the screen, you see the **Preview** from the scanner.

If you don't see the preview from the scanner, you can double check the following items:

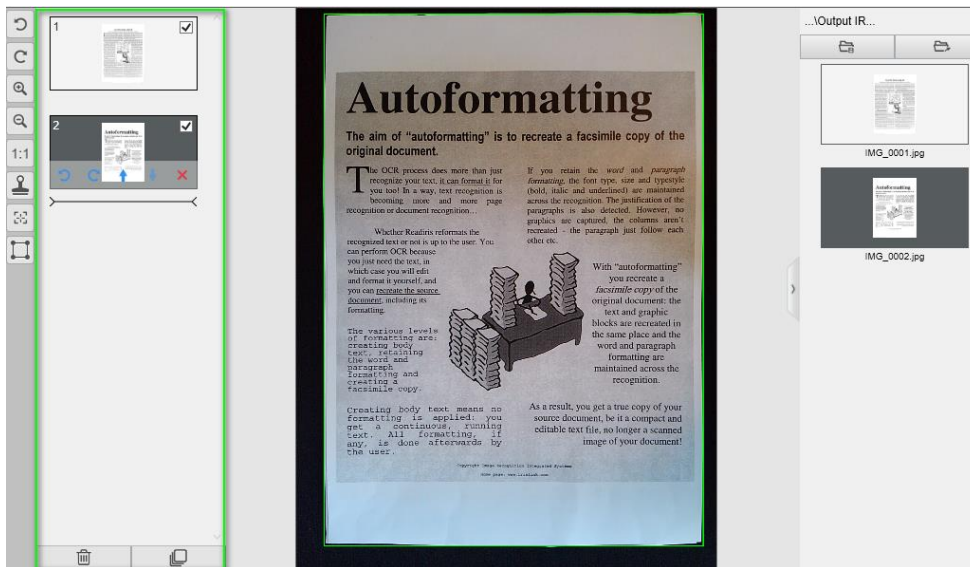
1. Make sure your IRIScan™ Desk is connected to your PC via a USB cable;
2. Make sure you have lift up the horizontal arm of your scanner, which is supposed to be 90 degrees from its vertical stand. (If the scanner arm is closed, you will likely see a complete black background even if the scanner is working correctly.)

The Preview thumbnails

The **thumbnails** give you a **preview** of all your pages before the **Export**. On each thumbnail, some actions are also possible: you can rotate 90° left, rotate 90° right, move a page up or move a page down, or delete a page.

 The bin at the bottom of the screen deletes all the pages. A confirmation message is displayed.

 This icon allows you to unselect all or select all the thumbnails.



Preview window and Preview thumbnails

By double-clicking on a thumbnail, the [Document Page Editor](#) opens. This Editor allows you to rework the result of your scan, page per page.

4.1.5 The scanner settings bar

On the bottom bar of the screen, some control settings for the device are available:

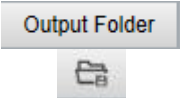
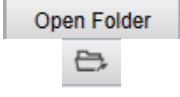


Settings	Explanations
Device	Document Scanner
Resolution	Select the scanner/video resolution in mega pixel (MP). If you are scanning a document or capturing a still image, select the highest resolution available. If you are recording a video, then selecting a lower resolution may bring a smoother video experience. (Selecting higher resolutions will cause lower video frame rates).
Zoom	Select the zoom for the preview display. This is real size of camera scanner 100%. Zoom in 1.5 times (150%), 2 times (200%) or 3 times (300%). You can also use your mouse scroll wheel to change the zoom value step by step.
Size indicator	Indicates the size of the selected file in the Output panel

4.1.6 The Output panel

On the right side of the screen are the setting options for **saving files**:

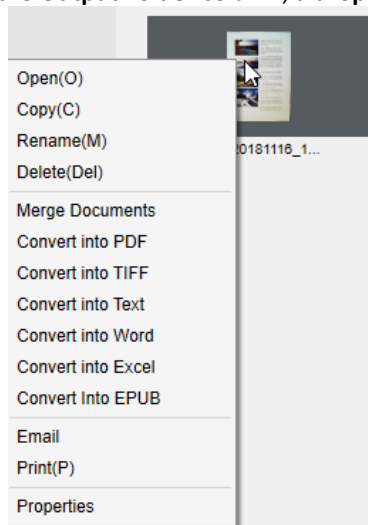


Button	Explanations
	Opens the file browser of Windows®. Select a folder. The chosen folder will contain the saved files.
	Opens the current file folder (cf. Windows® Explorer)

NOTE: After this software installation, all **Main Functions** have their default saving directory path set to `... \Documents`.

TIP: By clicking on **Output Folder** in each **Tab**, you can set a different saving directory path for each of them. By doing this, you can capture different types of files into different directories.

When you right-click on the file images shown in the **Output Folder** column, a **drop-down list menu** opens with the following options:



Right Click Options	Explanations
Open	Opens the file
Copy	Copies the file to clipboard
Rename	To Rename the file
Delete	Deletes the file. You can also Press Delete on your keyboard. A confirmation is required. WARNING: Deleting files via this Output Panel also deletes the files in the Source folder (cf. Windows® Explorer)
Merge Documents	Opens the Compare and Merge tool to compare multiple images side by side
Convert into PDF	Convert file into a PDF file. The File Conversion Tool opens.
Convert into TIFF	Convert file into a TIF image. The File Conversion Tool opens.
Convert into Text	Convert file into Text. The File Conversion Tool opens.

Convert into Word	Convert file into Word. The File Conversion Tool opens.
Convert into Excel	Convert file into Excel. The File Conversion Tool opens.
Convert into EPUB	Convert file into EPUB. The File Conversion Tool opens.
E-mail	Opens your e-mail client to send the file as an e-mail attachment (.zip format) WARNING: To use the E-mail function, make sure your computer have installed an e-mail software client, such as Microsoft Outlook.
Print	Prints an image file by using a printer (a printer must be configured)
Properties	Opens the properties window of the file

TIP: The [Compare and Merge](#) function can work on one or more image files at the same time. You can press the 'shift key' or 'Ctrl key' on the keyboard to help select multiple image files.

You can hide this panel by clicking on the hide button

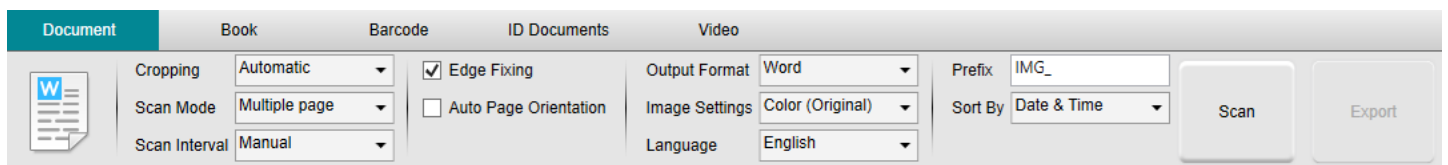


Hide button

4.2 Discovering the main functions and their Settings Options

Each function offers **Settings** that are described and explained below.
 For more full description of use cases, refer to chapter [Creating new documents](#)

4.2.1 Document

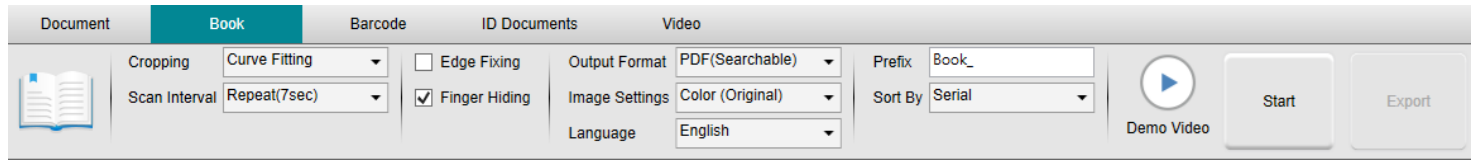


Feature	Settings Options	Explanations
Cropping	Automatic	Auto-cropping based on the contrast between the black ScanPad and the document placed on it.
	No cropping	No cropping
	Self-Defined	Manual cropping
Scan Mode	Single page	Scan one page at a time. The export is done after each page. One image = one document.
	Multiple page	2-step procedure: first, scan multiple pages. You can see the scanned pages in the 'thumbnails Preview'. Then, export/save all at once when you are ready. The export results in one single document if the output format supports multipage. If not, it generates one file per page (e.g. JPEG output).
	Merge horizontally	Scan 2 pages: A and B. A and B are merged side by side. The 'thumbnails Preview' shows you the expected result. If needed, you can use the Rotate option on the thumbnail.

	Merge vertically	Scan 2 pages: A and B. A and B are merged one above the other. The 'thumbnails Preview' shows you the expected result. If needed, you can use the Rotate option on the thumbnail.
Scan interval	Manual	You manually trigger the capture by pressing Scan
	Automatic	The system automatically detects the page turning and triggers the Scan button
	Repeat (5sec)	Automatic capturing by countdown of 5 seconds
	Repeat (7sec)	Automatic capturing by countdown of 7 seconds
Edge Fixing	Yes or No	Automatic correction of the document edges if the paper edges are damaged. For example, if a paper's corner is ripped off due to a staple, then this edge-fixing feature will produce a fake corner for this paper (it fills in the missing parts with white) WARNING: Side effect: Edge Fixing may also hide some parts of a picture in the document because the black color is also detected as a zone to be hidden. Cf. Known limitations
Auto Page Orientation	Yes or No	Automatic orientation of the page. This automation setting occurs before scanning only. If you wish to correct the orientation between scanning and exporting, you can use the thumbnails preview actions.
Output Format <i>(OCR technology by I.R.I.S when OCR applicable)</i>	JPG	Save to JPEG format. Will generate one JPG file per page.
	PDF (Image)	Save to PDF format (as an image). No text recognition (OCR) is executed on your document. Your PDF file will not be text-searchable, it only contains the image of your original document. By default, Standard Compression is applied when exporting to this format. See iHQC preferences in the General Settings .
	PDF (Searchable)	Scan Image, run OCR to extract text, save result in PDF searchable format. This file type is most commonly used. It contains two layers: the recognized text, and the original image on top of the text. This way, you have both access to the recognized text and you still see the original image. NOTE: since the image covers the text, any recognition mistakes will not be visible. By default, Standard Compression is applied when exporting to this format. See iHQC preferences in the General Settings . NOTE: when exporting to this format, the suffix ' SCH ' is added to the file name.
	PDF (Text)	Run OCR to extract text, save result in PDF searchable format. This file type contains the recognized text, but does not contain the original image of your document. Any images in the original document are included as graphics in the PDF file. NOTE: when exporting to this format, the suffix ' TXT ' is added to the file name.
	Text	Run OCR to extract text, save result in Text format (.txt)
	Word	Run OCR to extract text, save result in Word format (.docx)
	Excel	Run OCR to extract text, save result in Excel format (.xlsx)
	Image Settings	B&W (Document)
Color (Original)		Output image in original color style
GrayScale		Output image in gray style

Language	List of many languages	Available languages for OCR (<i>Optical character recognition technology by I.R.I.S</i>). Selection is enabled depending on the chosen output format.
Prefix	IMG_ (by default)	Edit a prefix for the file name
Sort by	Serial	Name and Sort the saved file by serial number
	Date & Time	Name and Sort the saved file by date and time

4.2.2 Book

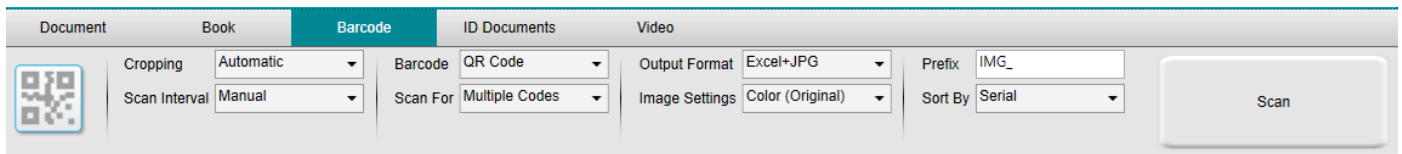


Feature	Settings Options	Explanations
Cropping	Curve fitting	Automatic cropping considering the curves of the pages. (Book mode)
	Straight fitting	Automatic cropping based on straight lines as if the pages were flat. (Magazine mode)
Scan interval	Manual	You manually trigger the capture by pressing Scan
	Automatic	The system automatically detects the page turning and triggers the Scan button
	Repeat (5sec)	Automatic capturing by countdown of 5 seconds
	Repeat (7sec)	Automatic capturing by countdown of 7 seconds
Edge Fixing	Yes or No	<p>Automatic correction of the document edges if the paper edges are damaged. For example, if a paper's corner is ripped off due to a staple, then this edge-fixing feature will produce a fake corner for this paper (it fills in the missing parts with white)</p> <p>WARNING: Side effect: Edge Fixing may also hide some parts of a picture in the document because the black color is also detected as a zone to be hidden. Cf. Known limitations</p>
Finger hiding	Yes or No	<p>Hiding fingers in the specified area cf. Demo video button</p> <p>TIP: For a better result Make sure you keep black edges around the book. Make sure you keep up and down edges symmetrical. Make sure the document has a margin in which your fingers can fit. Cf. Known limitations</p>
Output Format	JPEG	<p>Save to JPEG format.</p> <p>WARNING: This format will generate one JPG file per page</p>
	EPUB	<p>EPUB is a free and open e-book standard by the International Digital Publishing Forum (IDPF). EPUB is designed for reflowable content, meaning that the presentation of the content automatically adapts itself to the device on which it is opened. EPUB also supports fixed-layout content.</p> <p>WARNING: IRIScan™ Desk only creates body text (line wrap) in EPUB files. Images are not included!</p> <p>TIP: .epub files can be read by the Microsoft® Edge browser.</p>
	PDF (Image)	Save to PDF format (as an image). See Above for more info.

	PDF (Searchable)	Scan Image, run OCR to extract text, save result in PDF searchable format. See Above for more info.
Image Settings	B&W (Document)	Output image in Black & White
	Color (Original)	Output image in original color style
	GrayScale	Output image in gray style
Language	list of many languages	Available languages for OCR. Selection is enabled if the output format is PDF searchable.
Prefix	Book_ (by default)	Edit a prefix for the file name
Sort by	Serial	Sort the saved file by serial number
	Date & Time	Sort the saved file by date and time

For a more detailed description of how to scan a book, you can refer to the [How to](#) chapter.

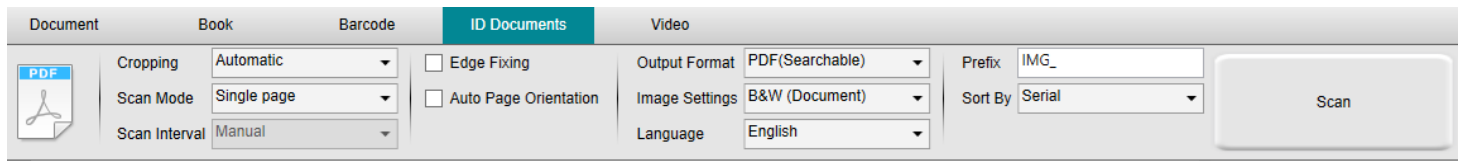
4.2.3 Barcode (Pro 5)



Feature	Settings Options	Explanations
Cropping	Automatic	Auto-cropping. Resulting in one single output file (even if multiple barcodes are scanned)
	Automatic (Multiple)	Auto-cropping. Resulting in multiple output files (one per barcode recognized) if the position of each barcode is well delimited on the Soft Mat. Green frames are displayed to help.
	No cropping	No cropping
	Self-Defined	Manual cropping/selecting
Scan interval	Manual	You manually trigger the capture by pressing Scan
	Automatic	The system automatically detects the page turning and triggers the Scan button
Barcode	Barcodes	"One dimensional" or linear barcodes (first generation). (i.e. EAN-13, EAN8, MSI Plessey, MSI Pharma, UPC-A, UPC-E, Codabar, Interleaved 2 of 5, Code 39, Code 39 extended, Code 39 HIBC, Code 9, Code 128, Postnet, Postnet 32, Postnet 52, Postnet 6, Patchcode, UCC 128)
	QR	Matrix codes that are a two-dimensional way of representing information. (i.e. QR codes, PDF417, DataMatrix)

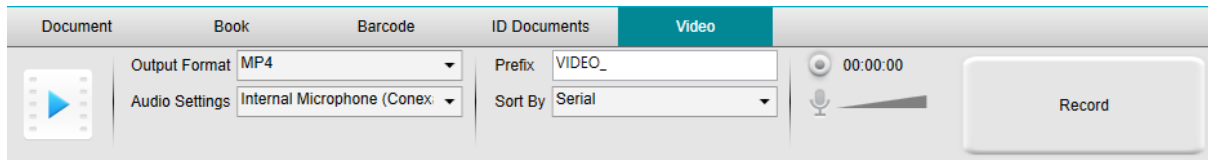
Scan For (enabled when Cropping is Automatic, No Cropping or Self-Defined)	Multiple codes	This allows you to scan and recognize multiple barcodes at once (of same type).
	Single code	This allows you to select one single barcode among several ones. If used with Cropping Self-Defined , the JPG output is limited to the selected barcode.
Output Format	Excel+JPG	2 or more files are generated: <ul style="list-style-type: none"> One JPG file per barcode image (if Cropping is set on Automatic (multiple), otherwise one image file only) One Excel file that lists the recognized barcodes together with a link to the scanned image(s)
	Text+JPG	2 or more files are generated: <ul style="list-style-type: none"> One JPG file per barcode image (if Cropping is set on Automatic (multiple), otherwise one image file only) One Text file that lists the recognized barcodes. It does not include a link to the scanned image(s)
	Excel	Save result as a list in Excel format only, no image.
	Text	Save result as a list in Text format only, no image.
	JPG	Save result as image file(s) only
	PDF (Image)	Save result as an image in PDF format. See Above for more info.
	Image Settings	Color (Original)
B&W (Document)		Output image in Black & White
GrayScale		Output image in gray style
Prefix	IMG_ (by default)	Edit a prefix for the file name
Sort by	Barcode	Name and sort the saved file by barcode value (recognized from the scan)
	Serial	Name and sort the saved file by serial number
	Date & Time	Name and sort the saved file by date and time

4.2.4 ID Documents (Pro 5)



You can refer to the parameters of the [Document](#) tab and the [Barcode](#) tab .

4.2.5 Video



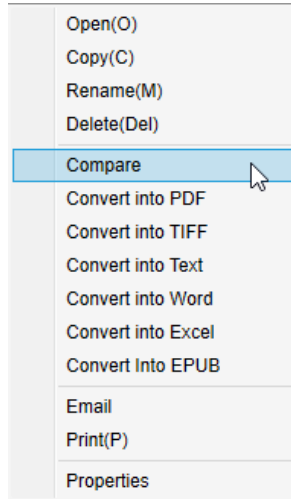
Feature	Settings Options	Explanations
Output Format	AVI	Old Microsoft® video format. AVI files are able to run on a number of different systems like Windows, Macintosh, Linux; and is also supported by popular web browsers. Offers minimal compression.
	MP4	The MP4 file format is a file sharing format for the Web. MP4 file sizes are relatively small but the quality remains high even after compression. MP4 standard is also becoming popular for online video sharing, as it compatible with both online and mobile browsers and also supported by the new HTML5. MP4 files are an open standard that everyone can use.
	FLV	The Flash video format is very fashionable for streaming video on websites corresponding to YouTube and Google Video. FLV files are generally tiny and may be downloaded quite promptly.
	WMV	Microsoft® video format. WMV files are the tiniest video files over the Web, as their file size decreases significantly after compression, which results in poorer quality. However, one advantage of this small file size is that it allows you to upload and share your videos through the e-mail system.
Audio Settings	...	The options will depend on the audio peripherals installed on your machine. Select the appropriate one.
Prefix	VIDEO_ (by default)	Edit a prefix for the file name
Sort by	Serial	Name and sort the saved file by serial number
	Date & Time	Name and sort the saved file by date and time

Note the **facecam recorder** Option thanks to the [Webcam icon](#) in the camera scanner Toolbar. cf. [How to record a video including facecam](#).

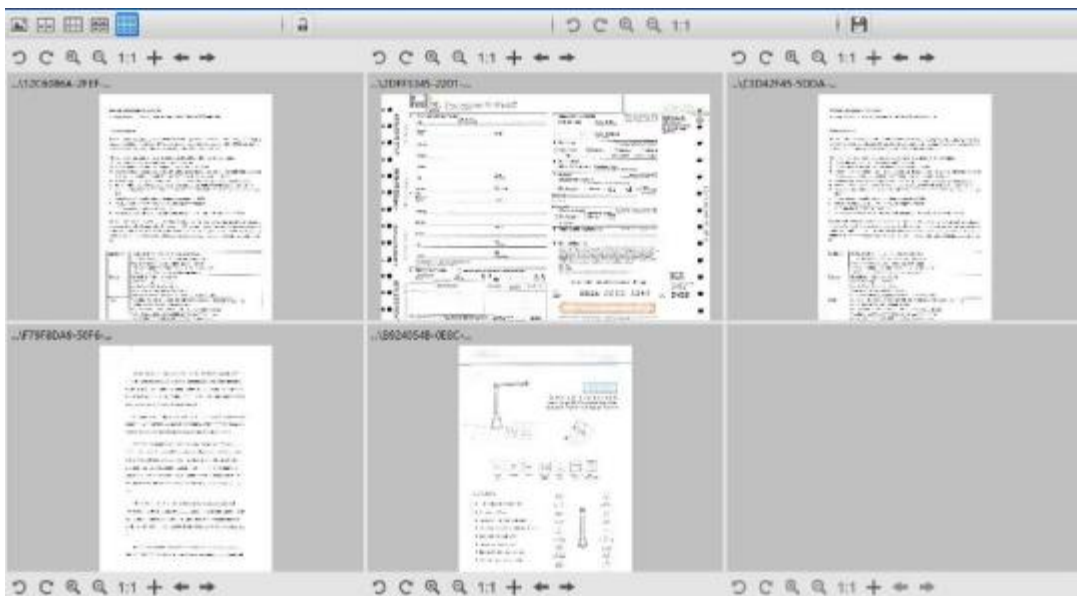
5. Using the integrated tools

5.1 Using the Compare Tool

1. Right-click on an **image file (JPG)** shown in the [Output Folder panel](#). The drop-down menu opens.
2. Select the option '**Compare**'. The **Compare Tool** opens.



Right-Click drop down menu: Compare




Compare tool interface

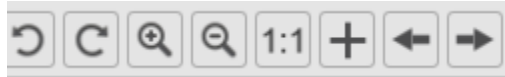
Comparing images








The tool interface allows you to compare up to 6 images side by side.




Image Comparison buttons

When the padlock is unlocked , you can act *independently* on each image preview thanks to the control buttons bar above or below each preview square.




Buttons	Explanations
	Rotate Left 90 Degrees
	Rotate Right 90 Degrees
	Zoom In
	Zoom Out
	Fit Screen / 1:1 Display
	Add an image. The file browser window opens, allowing you to select a local image in a different folder.
	Previous and Next arrows browse images in the defined current folder!

If you lock the padlock , you can act *collectively* on all the images thanks to the control buttons bar at the top of the screen (the independent toolbars are disabled)



Save Result

You can save a **screenshot** of your compared images as one new image file.

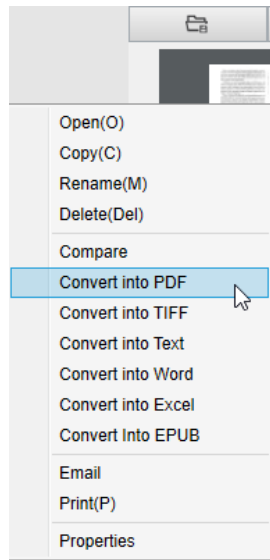
1. Click **Save** . The **Save As** window opens.
2. Enter a **File name**. Click **Save**.
3. A new image file has been created in the [Output Folder Panel](#).

5.2 Using the File Conversion Tool

1. Right-click on an **image file (JPG)** shown in the [Output Folder panel](#). The drop-down menu opens.
2. Select an option '**Convert to...**'. The **File Conversion Tool** opens.

The converting option is enabled for the **image files** that are not yet converted into an editable format or into a PDF. Moreover, you can also convert a JPG image to the TIFF format.

NOTE: not only does the tool convert the images into another format, but it also exports them into **one single document (Append)**.



Right-Click drop down menu: Convert into...

The tool interface presents the following areas:

The Image File List

File Conversion Tool		
NO.	Image File List	
1	D:\Output IRISmart Desk\IMG_20181106_135051.jpg	
2	D:\Output IRISmart Desk\IMG_0005.jpg	

Thanks to the buttons **Add**, **Up**, **Down**, **Top**, **Bottom** and **Delete**, you can easily feed and organise your list of files to convert.



The Output Options

You can confirm your **Output settings** before the Export: the [Output Format](#), the [OCR language](#), the saving path for the **Output Folder** and the **File name**.

If your chosen Output format is a **PDF**, then you can also select a size for it, which may have an impact on the quality of the image: **small** (lower quality), **middle** (medium quality), **large** (higher quality)

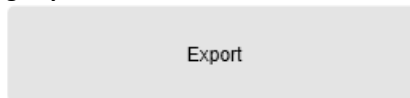
The screenshot displays the 'Output Options' configuration window. At the top, there are two dropdown menus: 'Output Format' set to 'PDF(Searchable)' and 'Language' set to 'English'. Below these is a 'Save Path' text input field containing 'D:\Output IRISmart Desk' and a 'Select' button. Underneath is a 'File Name' text input field containing 'D:\Output IRISmart Desk\IMG_20181008_111009_009_SCH.pdf'. At the bottom, there is a 'PDF Size' slider control with a handle positioned between 'Small' and 'Middle', and 'Large' also visible on the right side of the slider.

The Picture Preview

The **Picture preview** displays the selected document in the **Image File List**.

The Export Button

Eventually, you export your list of files by clicking **Export**.



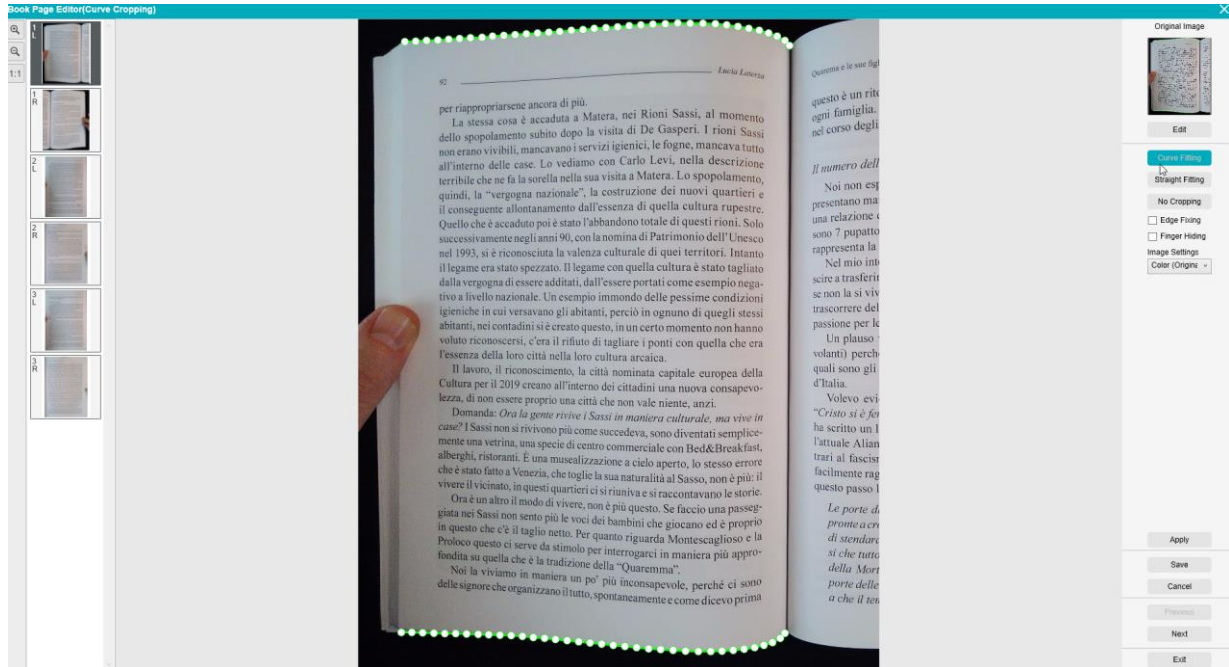
NOTE: It does export all from the list into one single document (**Append**)

TIP: You can also [open and convert](#) a local image file

5.3 Using the Document/Book Page Editor Tool

This Editor opens when double clicking on a thumbnail from the [preview thumbnails panel](#). It allows you to rework the result of your scan, **page per page**.

The **settings** available are similar to those present in tabs Document or Book, but here you can review them and apply those you want **page per page**.



Book page Editor: full view

1. Select a page in the preview thumbnails panel
2. Click **Edit** in the right-hand side panel

Book Page Editor(Curve Cropping)

1:1

1 L

1 R

Select a page

Indication of L (Left) or R (Right) appears

Original Image

Edit

Curve Fitting

Straight Fitting

No Cropping

Edge Fixing

Finger Hiding

Image Settings

Color (Original)

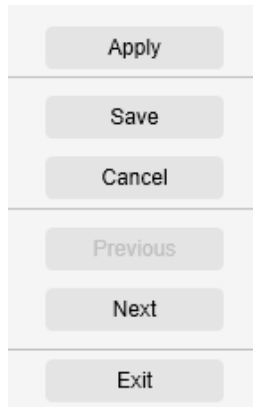
Click **Edit** to edit settings (per page)

3. Select the **settings** you want to apply

Available **settings** parameter:

Book	Document
<ul style="list-style-type: none"> • Curve fitting • Straigth fitting • No Cropping • Edge fixing • Finger hiding • Image settings 	<ul style="list-style-type: none"> • Automatic Cropping • No Cropping • Edge fixing • Image settings

4. In the right-hand side panel, click **Apply** to see the result
5. Click **Save** if you wish to keep your changes or Click **Cancel** if you want to reject your changes
6. Click **Next** to jump to the next page. Or click on a new page in the thumbnails to proceed to a different page.
7. Click **Exit** to return to the main screen when you are done with your edition.



Right-hand side panel: actions

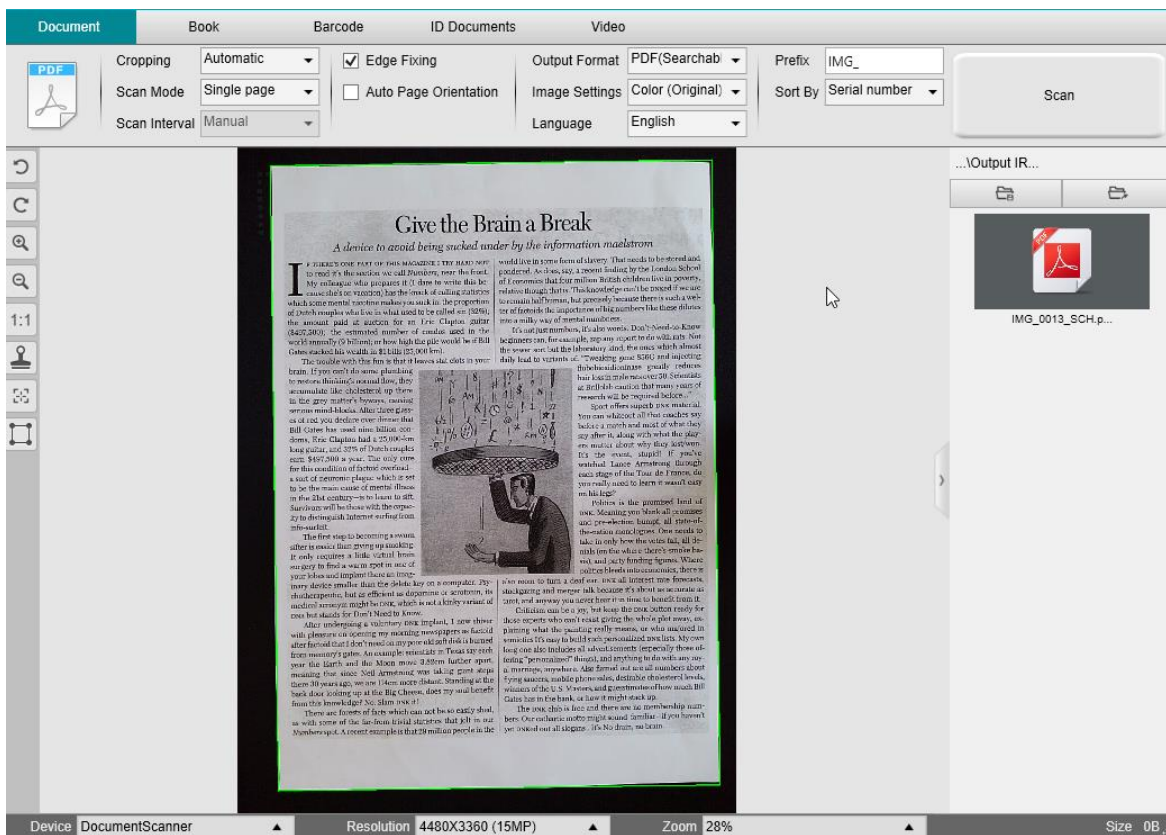
6. Creating new documents: How to

The list of use cases described in this chapter is not exhaustive. We have taken over the use cases which seem to us to be the most common. You can use these as examples to expand the possibilities based on the selected settings (in particular the output formats).

6.1 How to scan a single page document?

To scan a single page document, follow these steps:

1. Click on the **Document** tab in the Ribbon
2. Set the **Cropping** to 'Automatic'.
This instructs the software to search for a single meaningful document in the preview and crop out a good image. Once a meaningful object is detected, you see a green color frame drawn around the document in the preview window, as illustrated in the diagram below. The software will also automatically repair the image edge and remove some undesired shadows
3. Set the **Scan Mode** to 'Single Page'. This instructs the software to only capture one page of the document and the Export is executed immediately after scanning.
4. Set the **Output Format** to the [output format of your choice](#) (.jpg, .pdf, .docx, .xlsx, .txt).
5. Set the **Image Settings** to 'Color (Original)'
6. If you selected an output format with text recognition (PDF searchable, Word, Excel, Text), then do select the right **Language** for **OCR**
7. Set the **Sort By** option to 'Serial' or 'Date & Time'
8. Click on **Scan** in the Ribbon. The output file has been exported in the **Output Folder** panel



Scan a single page document

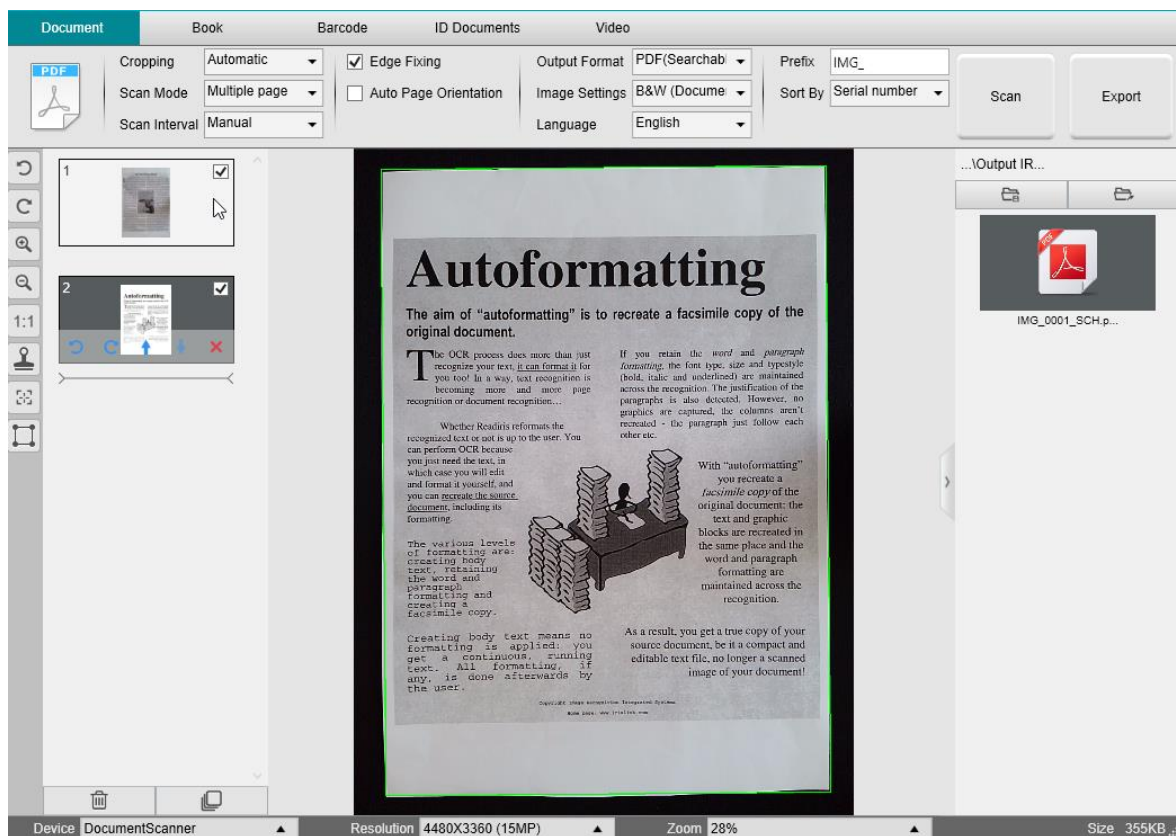
6.2 How to scan a multiple page document?

To scan a multiple page document, follow these steps:

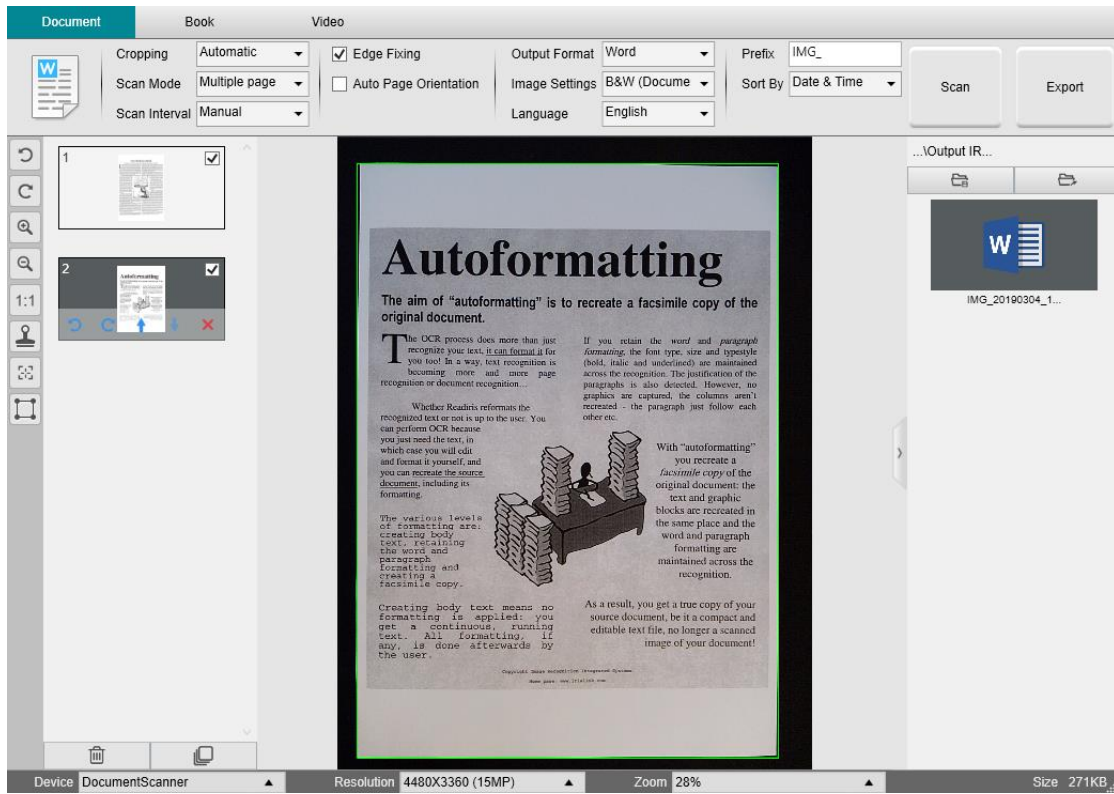
1. Click on the **Document** tab in the Ribbon
2. Set the **Cropping** feature option to 'Automatic'
3. Set the **Scan Mode** to 'Multiple'. This instructs the software to capture multiple pages of the document
4. Set the **Scan Interval** to 'Manual'.
This instructs the software to wait for the user to click **Scan** before each capture . (You can also select the 'Automatic' option to let the software self-detect the page turning process, or use 'Repeat (5/7 sec)' options to let the software repeatedly capture images after 5 or 7 seconds.)
5. Set the **Output Format** to the [output format of your choice](#) (.jpg, .pdf, .docx, .xlsx, .txt).
6. Set the **Image Settings** to 'Color (Original)'
7. If you selected an output format with text recognition (PDF searchable, Word, Excel, Text), then do select the right **Language** for **OCR**
8. Set the **Sort By** option to 'Serial' or 'Date & Time'
9. Click **Scan** to capture one page. A new page is added in the **Preview thumbnails**. Repeat.
10. After all pages have been captured, click **Export**. A new file has been exported in the **Output Folder** panel

TIP: During the image capture process, you can manipulate the temporary images in the **Preview thumbnails**, such as rotate the image, move an image up or down the list, delete the image, or insert a new image. You can also click on the **Clear** button (bin) to delete all images when you are done.

By double-clicking on a thumbnail, the [Document Page Editor](#) opens. This **Editor** allows you to rework the result of your scan, page per page.



Scan multiple page document into a PDF searchable file (OCR)

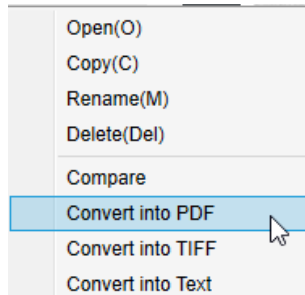


Scan and export to a **Word file (OCR)**

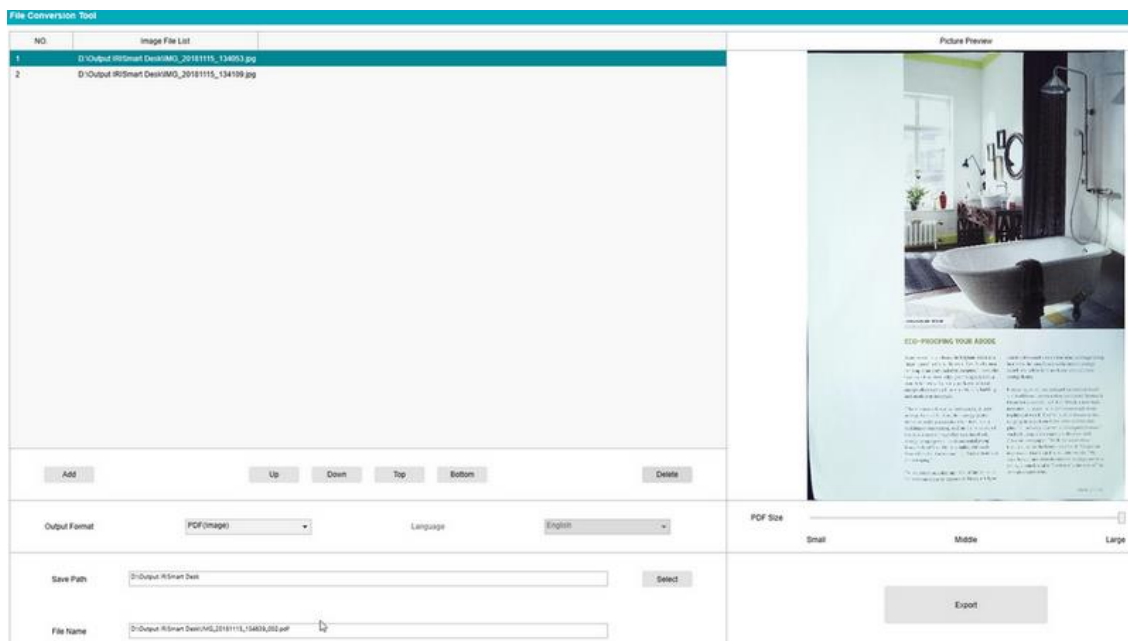
6.3 How to combine multiple images files into one PDF file?

If you have captured multiple images in your file directory, you can easily append them into one PDF file:

1. In the [Output Folder panel](#), press and hold the 'Shift' key or the 'Ctrl' key while you use your mouse to click and select multiple JPEG image files
2. Right click on these selected image files. The drop-down menu opens.
3. Select the option '**Convert to PDF**'. The [File Conversion Tool](#) opens.



3. There you can Add, Delete, Move Up, or Move Down an image, or you can adjust PDF file size, or you can also name the File Name for the targeted output PDF file;
4. When you are ready, click **Export** to create one single PDF (image) file.



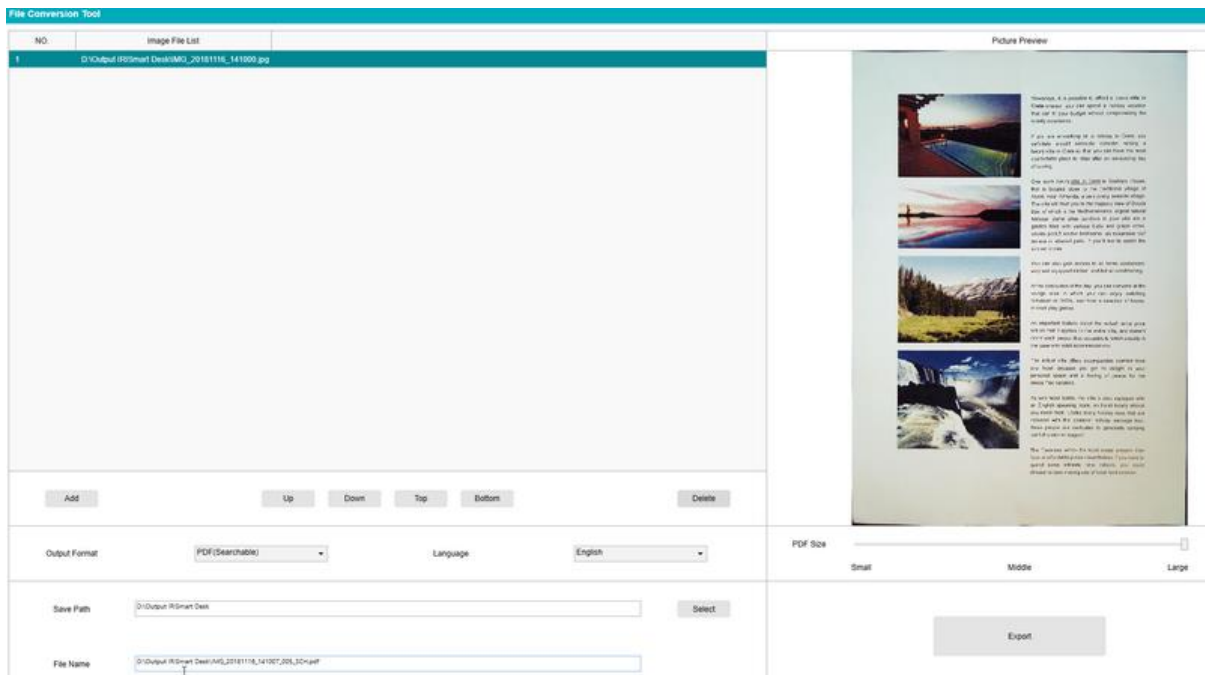
Combine multiple images files into one PDF file

6.4 How to open and convert an image file?

To open an **image file** and convert it, follow these steps:

(You can choose your favorite steps 1 and 2)

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Click on Output Folder in the Output Folder panel. The file Browser of Windows™ opens. 2. Browse and select the folder on your local machine that contains the image files you want to convert. Click OK. | <ol style="list-style-type: none"> 1. Click on Open Folder in the Output Folder panel. The file Browser of Windows™ opens. 2. Browse and select the image files you want to convert. Copy them into the chosen output folder you configured. |
|---|---|
3. The files are now available in the Output Folder panel. Right-click on the image file of your choice. The drop-down menu opens.
 4. Select an option '**Convert to PDF**'. The [File Conversion Tool](#) opens.
 5. Click **Add** to browse and select another file to convert. Add as many files as you want. Use the **Up**, **Down**, **Top** or **Bottom** buttons to organize your files list. Be aware that the export of your files results in one single document (Append action).
 6. Set the **Output Format** to PDF (Searchable) for example.
 7. Select the **Language** of your document for OCR.
 8. Select the **Save path** where to save your output/export.
 9. Edit the **File Name** if needed.
 10. Select the PDF size. By default, Standard compression applies. See **iHQC preferences** in the [General Settings](#).
 11. Click **Export**. A new PDF (Searchable) file has been created.



Open and Convert a file thanks to the File conversion tool

6.5 How to scan a book?

First, watch the **Demo Video** that shows you how to hold the book for a proper scan. You can watch it at any time: simply click **Demo Video** in the **Ribbon** (tab **Book**).

With the option **Finger hiding** checked, your fingers that are positioned as in the demo video are hidden.

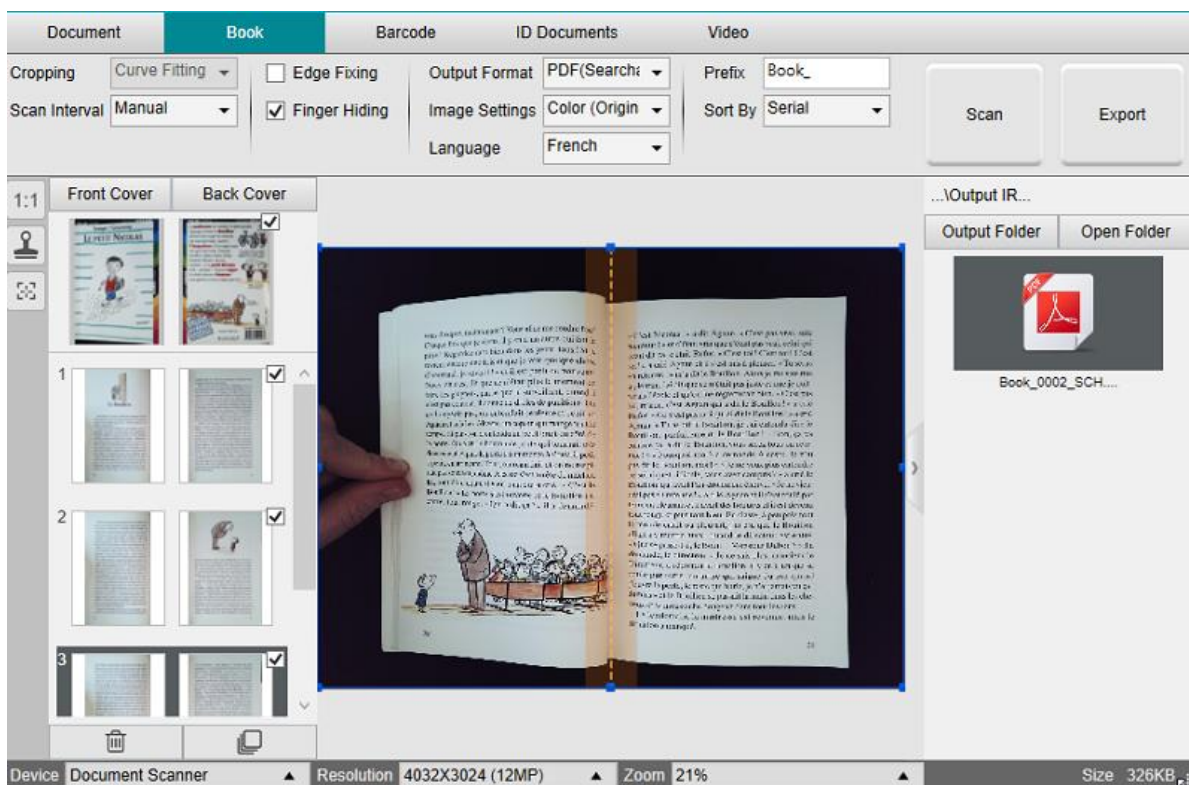
To scan a **Book** into one PDF file, follow these steps:

1. Click on the **Book** tab in the Ribbon;
2. Set the **Scan Interval** to 'Automatic'. This instructs the software to self-detect the page flipping process. You can also use the 'Repeat (5/7 sec)' options to let the software repeatedly capture images after 5 or 7 seconds.)

Tip: The book mode offers you to capture a **Front Cover** and a **Back Cover**: Click **Front Cover** in the [Preview thumbnails](#), then **Scan**. Click **Back Cover**, then **Scan**. Selecting those covers disable some parameters in the ribbon. Simply unselect to enable the access to those parameters again.

3. Check the [Finger hiding](#) box
4. Set the **Image Settings** feature option to 'Color (Original)';
5. Set the **Output format** to 'PDF Searchable';
6. Set the **Sort by** 'Serial' or 'Date & Time';
7. Click **Scan** to capture one double page, then you should see a new double page has been added on the left side in the **Preview thumbnails**; Click **Stop** if you have chosen **Scan Interval** 'Automatic' or 'Repeat' and you want to stop the scanning.
8. After all pages have been captured, click on **Export**. The [Export Settings](#) window opens.
9. Select **Merge left and right pages** (default selection).
10. Click **Export**. A new PDF file has been created in the **Output** column (right).

During the image capture process, you can manipulate the temporary images on the [Preview thumbnails](#) column, such as move an image up or down the list, or delete the image. You also have access to the buttons **Clear all** or **unselect/select all thumbnails**.

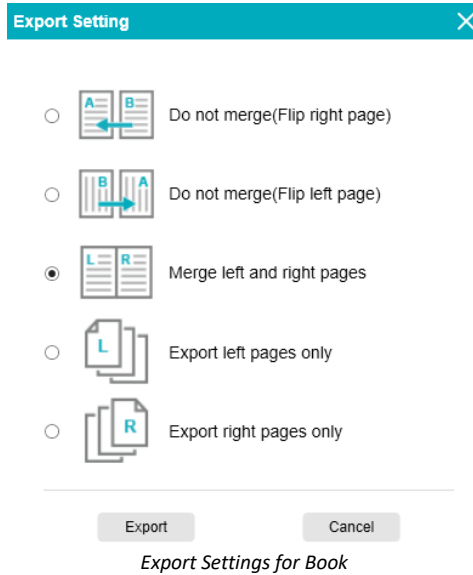


Scan a book

By double-clicking on a thumbnail, the [Book Page Editor](#) opens. This **Editor** allows you to rework the result of your scan, page per page (especially the cropping).

Export Settings Window

1. When ready, click **Export**. The **Export Settings Window** opens



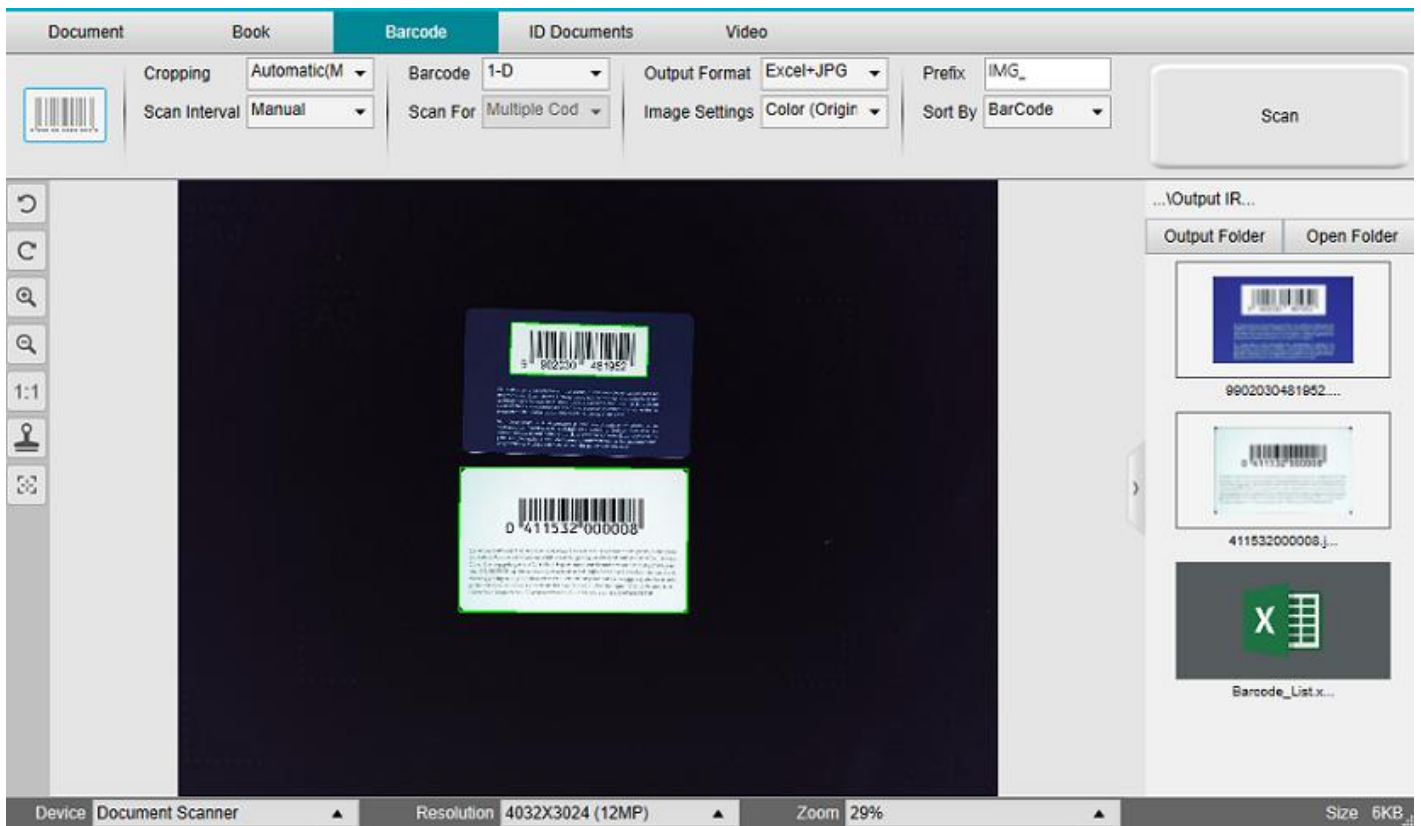
2. Select your option of export.
3. Click **Export**.

Option	Explanations
Do not merge (Flip right page)	One book page gives one single page as a result. Left page comes first, then right page. (Reading left to right)
Do not merge (Flip left page)	One book page gives one single page as a result. Right page comes first, then left page. (Reading right to left)
Merge left and right pages	One double page (left and right) appears on one single page as output.
Export left pages only	One book page gives one single page as output, but left pages only.
Export right pages only	One book page gives one single page as output, but right pages only.

6.6 How to scan barcodes and list the result in an EXCEL+JPG file? (Pro 5)

To scan barcodes and list the result in an **EXCEL+JPG** file, follow these steps:

1. Click on the **Barcode** tab in the Ribbon
2. Set the **Cropping** to 'Automatic (multiple)' for generating one single output file per barcode object. ('Automatic' takes one picture of the grouped barcodes and generates one output file)
3. Set the **Scan Interval** to 'Manual'
4. Set the **Barcode** to 'Barcodes' or 'QR code' depending on the code type
5. Set the **Scan for** parameter to 'multiple codes'
6. Set the **Output Format** to 'Excel+JPG'. This instructs the software to export the scanned barcode in an EXCEL file, but also to keep an image file (you can also select 'Text' options to output the scan result into a text file). A hyperlink to the image file appears in the Excel file.
7. Set the **Image Settings** to 'Color (Original)'
8. Set the **Sort by** to 'Barcode', 'Serial number', or 'Date & Time'
9. Click **Scan** in the Ribbon. Multiple images files have been created (one per barcode) in the **Output Folder** panel, plus an **EXCEL** file that stores the scanned barcode values

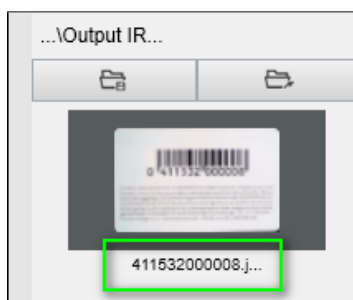


Scan barcodes and list the result in an Excel file

6.7 How to scan barcodes and use the barcode number to name the image file? *(Pro 5)*

To scan barcodes and use the barcode number to name the image file, follow these steps:

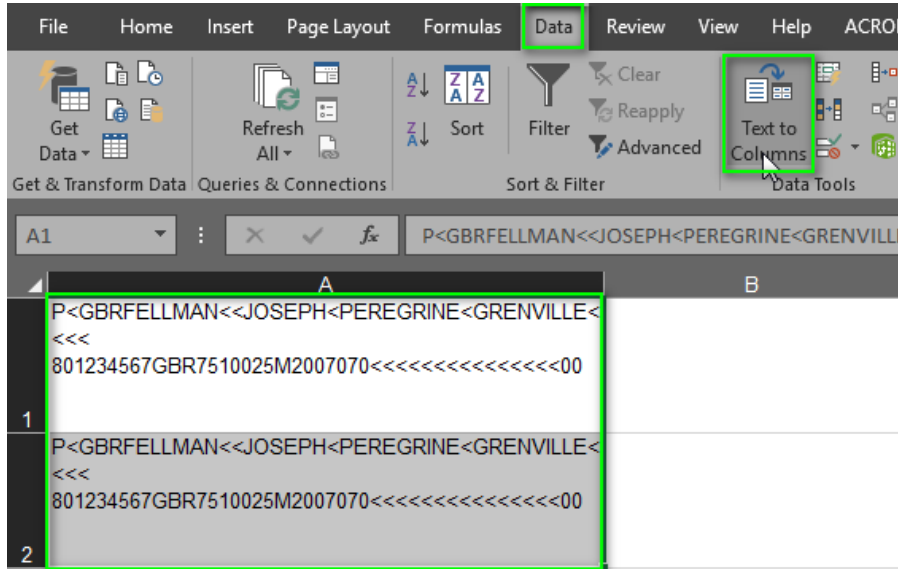
1. Click on the **Barcode** tab in the Ribbon
2. Set the **Cropping** to 'Automatic (multiple)'
3. Set the **Sort by** to 'Barcode'. This instructs the software to save the image file and name it with the barcode value scanned from this image
4. Set the **Image Settings** to 'Color (Original)'
5. Set the **Output Format** to 'JPEG'. This instructs the software to save the image file in JPEG format
6. Set the **Barcode** to 'Barcodes'. This instructs the software to scan for 1 dimension barcode
7. Click **Scan** in the Ribbon. A JPEG file is created in the **Output Folder** panel and with its name shown as the barcode number



Result: Barcode value used for File name

13. To split the data in separate cells, use the features of Excel (or of any other spreadsheet application). Select the cells you need to split, go to **Data menu > Data tools > Text to Columns**. Follow the wizard instructions. For further details, consult the **Excel help**.

If you need to repeat this operation often, you can record a macro in Excel (from the View tab). For more details on macros, consult the Excel help.




Split a single column of text into multiple columns

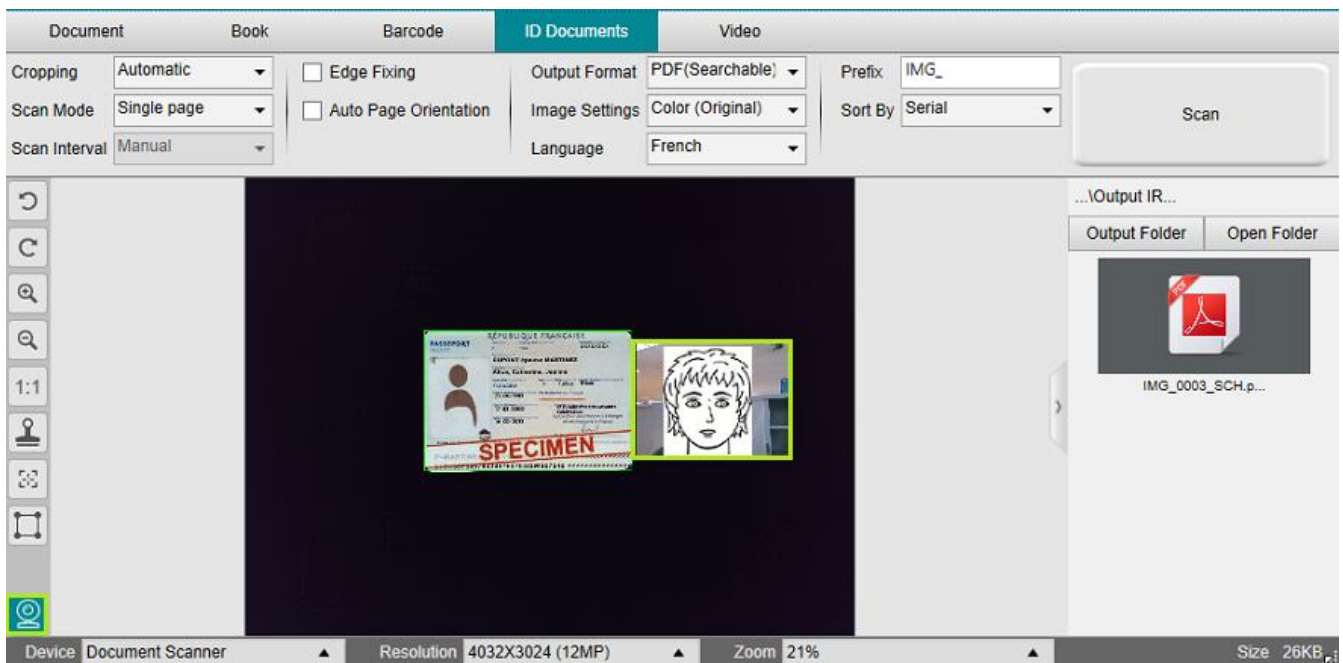
TIP: If you need to repeat this operation often, you can record a **macro** in Excel (from the View tab. For more details, consult the Excel help).

6.9 How to combine an ID Document scan with a photo of the person? **(Pro 5)**

To combine an ID Document scan with a photo of the person into one same PDF file, follow these steps:

1. Click on the **ID Documents** tab in the Ribbon
2. Set the **Scan Mode** to 'Single'
3. Set the **Output Format** to 'PDF (searchable)'. This format allows you to search for content
4. Set the **Image Settings** to 'Color (Original)'
5. Set the **Language** of the OCR to the right one to make the search in the PDF work properly.
6. Place your ID card in the center of the ScanPad.
7. Click on the [Webcam icon](#)  in the camera scanner toolbar to open a webcam window (your computer must be equipped with a webcam).
8. Drag & drop the webcam window beside the ID card (not compulsory)
9. Place yourself or the person in front of the webcam
10. Click **Scan** in the Ribbon. A PDF file is created in the **Output Folder** panel. The first page contains your ID scan, the second page contains the webcam picture

NOTE: if you select **JPG** as the Output Format, then scanning generates two **separate** files: one with your ID scan, the other with your photo.

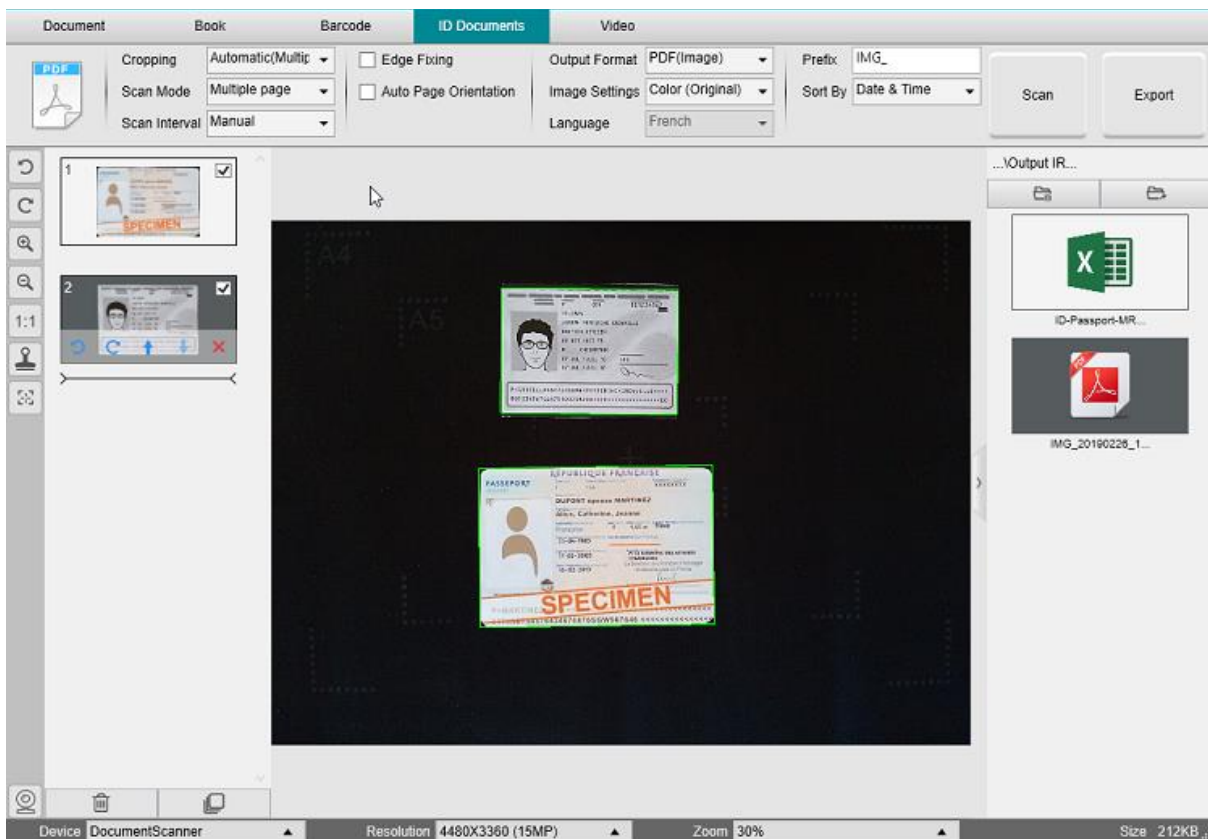


ID card and photo

6.10 How to scan multiple ID cards into one PDF file? (Pro 5)

To scan multiple ID Documents into one same PDF file, follow these steps:


1. Click on the **ID Documents** tab in the Ribbon.
2. Set the **Cropping** to 'Automatic (multiple)' for generating one single output file per ID object.
3. Set the **Scan mode** to 'Multiple page'. With this value, you can manipulate the temporary images in the [Preview thumbnails](#).
4. Set the **Scan Interval** to your favorite choice.
5. Set the **Output Format** to 'PDF (image)'. If you choose PDF (searchable), do not forget to also set the **Language** of the OCR to the right one.
6. Set the **Image Settings** to 'Color (Original)'.
 7. Place your ID cards in the center of the ScanPad.
8. Click **Scan** in the Ribbon. A new page is added in the **Preview thumbnails**. Repeat if necessary.
9. When finished, click **Export**. A PDF file is created in the **Output Folder** panel.

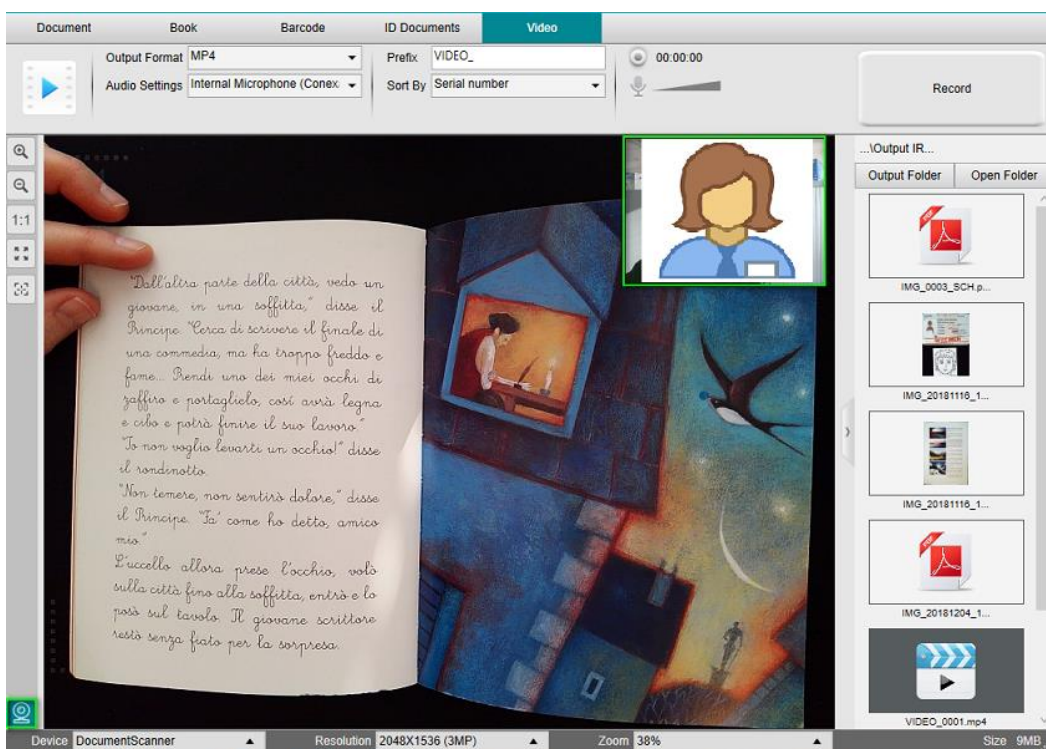


Scan multiple ID documents into one PDF file

6.11 How to record a video including facecam?

To record a video including the facecam option, follow these steps:





1. Click on the **Video** tab in the Ribbon
2. Set the desired **parameters**
3. Place whatever material you want to demonstrate under the scanner
4. Click on the [Webcam icon](#)  in the camera scanner toolbar to open a webcam window (your computer must be equipped with a webcam).
5. Drag & drop the webcam window on your screen where desired.
6. Place yourself or the person that will give explanations in front of the webcam
7. Click **Record** in the Ribbon. Demonstrate and explain.
8. Click **Stop** when finished. A video file is created in the **Output Folder** panel.





Facecam Recorder

7. Troubleshooting

7.1 Known limitations

DOMAIN	EXPLANATIONS
<p>Edge fixing</p>	<p>Edge-fixing may affect pictures in the document. Indeed, the black color can also be detected as a zone to be hidden.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Edge Fixing OFF</p> </div> <div style="text-align: center;">  <p>Edge Fixing ON</p> </div> </div>
<p>Finger hiding (Book mode)</p>	<p>For better results, make sure</p> <ul style="list-style-type: none"> • you keep black edges around the book. • you keep up and down edges symmetrical. <div style="text-align: center;">  <p>Finger hiding: Up and down edges are symmetrical</p> </div> <ul style="list-style-type: none"> • the document has a margin in which your fingers can fit. Indeed, without margin, the result of the option 'Finger hiding' cannot be guaranteed, because the fingers that overlap text or image are not detected. • to avoid pages with colored drawings. <div style="text-align: center;">  <p>Finger hiding: avoid pages with colored drawings</p> </div>

<p>Sunlight</p>	<p>When working with direct bright sunlight on your document, be aware</p> <ul style="list-style-type: none"> that the shadow of the IRIScan™ Desk may appear on your document before scanning. Once scanned, the shadow is part of the original content. There is no way to hide it or to remove it. It may reduce OCR quality.  <p>TIP: the rotate option can be used to move a shadow or the sunlight outside the scanner lens.</p> <ul style="list-style-type: none"> that some bright reflections can appear depending on the paper color or quality...
<p>Glossy paper</p>	<p>Glossy paper is NOT recommended as it gives lower quality results due to light reflections.</p>
<p>White Balance</p>	<p>The white color may appear bluish or yellowish if white is not the dominant color in your image (images with large color blocks). When this happens, you can try to insert A4 white paper in the background of the document, which helps to correct the color as much as possible.</p>  <p><i>White balance - bluish result for white color</i></p> <p><i>White balance - correction of white color with added white in background</i></p>
<p>Video recording</p>	<p>Zoom in or Zoom out is not registered if applied during video recording.</p>
<p>Barcodes (Pro 5)</p>	<p>Only one type of Barcode can be recognized on the same page. A combination of the two types (bars and QR) may give a partial result.</p>
<p>Watermark</p>	<p>For optimal results of OCR, make sure you set the watermark outside the text (applicable to output formats PDF searchable, PDF Txt, Word, Text, Excel).</p>
<p>Font size/Font style</p>	<p>Font size under 8 and/or font style 'light' may give lower image quality and OCR accuracy.</p>

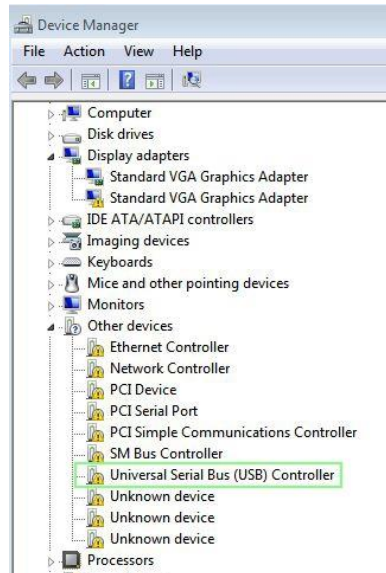
7.2 Undetected IRIScan™ Desk device

If the device keeps being undetected, follow these steps:

1. On your desktop, go to the task bar and select **Search Windows**.



2. Type in **Device Manager, Enter**.
3. Make sure no exclamation mark appears besides one component, especially the **Universal Serial Bus (USB) controller** configuration.



Windows® device manager

4. If some exclamation mark appears, it means you need to update your Windows® OS. To do so, see the Windows® instructions. Also see the [System requirements](#) for minimum Windows® version.
5. If your Windows® seems up-to-date, visit our [website](#) for further assistance.

7.3 Product Support

To get further product support, visit our website at www.irislink.com/support/.

8. Scanner Specifications

All specifications are subject to change without notice.

IRIScan™ Desk 5

Scanning technology	8.0-Megapixel CMOS Sensor
Max resolution	3264 x 2448 pixels
Document size	A4 (297 x 210mm / Landscape)
Scanning speed	1,5 seconds per page in color mode 30PPM
Built-in LED Lights	4pcs
Output resolution	300 DPI
Output level	Color / Black & White / Grayscale
Interface	USB 2.0. USB 3.0 compatible
Power supply	5V by USB powered
Output formats	Document: JPG, PDF (Image), PDF (Searchable), PDF (Txt), Word, Txt, Excel, EPUB Video: AVI, MPEG, FLV, WMV
Dimensions (H x L x D)	Folded size: 267 (H) x 85 (W) x 75 (D) mm/(10.5 x 3.34 x 2.95 in) Working size: 267 (H) x 85 (W) x 221 (D) mm/(10.5 x 3.34 x 8.71 in)
Weight	780 gr/1,71 lbs
Recommended daily scanning volume	Up to 500 pages daily

IRIScan™ Desk PRO 5

Scanning technology	12-Megapixel CMOS Sensor
Max resolution	4032 x 3024 pixels
Document size	A3 (420 x 297mm) / Landscape)
Scanning speed	1,5 sec scan per A4 page in color mode 30PPM
Focus	Auto focus
Video Record Resolution	2048x1546 (QXGA), 1600 x 1200 (UXGA), 1280 X 1024 (SXGA), 640 x 480 (VGA)
Built-in LED Lights	4pcs
Output resolution	300 DPI
Output level	Color / Black & White / Grayscale
Interface	USB 2.0. USB 3.0 compatible
Power supply	5V by USB powered
Output formats	Document: JPG, PDF (Image), PDF (Searchable), PDF (Txt), Word, Txt, Excel, EPUB Video: AVI, MPEG, FLV, WMV
Dimensions (H x L x D)	Folded size: 375 (H) x 85 (W) x 75 (D) mm/(14.76 x 3.34 x 2.95 in) Working size: 375 (H) x 85 (W) x 270 (D) mm/(14.76 x 3.34 x 10.62 in)
Weight	800 gr/1,76 lbs
Recommended daily scanning volume	Up to 500 pages daily

9. Legal Notices

IRIScan™ Desk User's Guide

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Functionalities available in the PRO edition only are labeled with the mention **(Pro 5)**.

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Documentation version 1.1

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Trademarks

The IRIScan™ Desk is a trademark of Image Recognition Integrated Systems S.A.

OCR and barcode technology by I.R.I.S.

AutoFormat and Linguistic technology by I.R.I.S.

BCR and field analysis technology by I.R.I.S.

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I.R.I.S. shall not be liable for errors contained herein or for incidental or consequential damages in connection with the furnishing, performance, or use of this material.

Safety Instructions

Follow these safety instructions when setting up and using the scanner:

- Read all these instructions, and follow all warnings and instructions given in this document.
- Place the scanner close enough to the computer for the interface cable to reach it easily.
- Never handle the scanner with damp or wet hands, in nomadic mode, or when used as a fixed unit.
- When connecting this product to a computer or other device with a cable, ensure the correct orientation of the connectors. Each connector has only one correct orientation. Inserting a connector in the wrong orientation may damage both devices connected by the cable.
- Do not insert objects into any opening as they may touch dangerous voltage points or short out parts and lead to a risk of electrocution.
- Place the product and scanpad on a flat, stable surface large enough to safely hold the product and the document to be scanned.
- Never disassemble the scanner.
- If the product overheats or produces smoke or an unusual odour, discolours or becomes deformed in an abnormal way, immediately turn off the scanner, remove the batteries where applicable, and disconnect the cables. Stop using the scanner and contact your dealer or IRIS customer support to receive instructions on the procedure to follow.

- Take care not to drop the scanner or expose it to physical impacts.
- Do not place or store the scanner outdoors, in a car, near heat sources, in locations that are dusty, damp or exposed to impact, vibration, condensation, high temperatures, sunlight, strong light, or rapid changes in temperature or humidity.
- Never attempt to disassemble, modify, or repair the scanner or any of its components yourself.

FCC Regulations

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual that may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. Changes and modifications to this equipment not specifically approved by IRIS may void the user's authority to operate this equipment. Shielded cables must be used with this equipment to maintain compliance with FCC regulations.



European Union Regulatory Notice

Products bearing the CE marking comply with the following EU Directives:

- Low Voltage Directive 2014/35/EC
- EMC Directive 2014/30/EC
- Restriction of the use of certain hazardous substances (RoHS) Directive 2011/65/EU
- RED (Radio Equipment Directive) (2014/53/EC)

CE compliance of this product is valid if powered with the correct CE-marked AC adapter provided by I.R.I.S. s.a.

This product satisfies the Class B limits of EN55022, EN55024, safety requirements of EN 60950 and ROHS requirements of EN50581.

Disposal of Waste Equipment by Users in Private Households in the European Union

This symbol on the product or on its packaging indicates that the product cannot be disposed of with your other household waste. Instead it should be sent to appropriate facilities for recovery and recycling in an effort to protect human health and the environment. For more information about where you can drop off your waste equipment for recycling, please contact your local city office, your household waste disposal service or the shop where you purchased the product.

