

# Barcode Batch Separator

Revised 12-15-2008

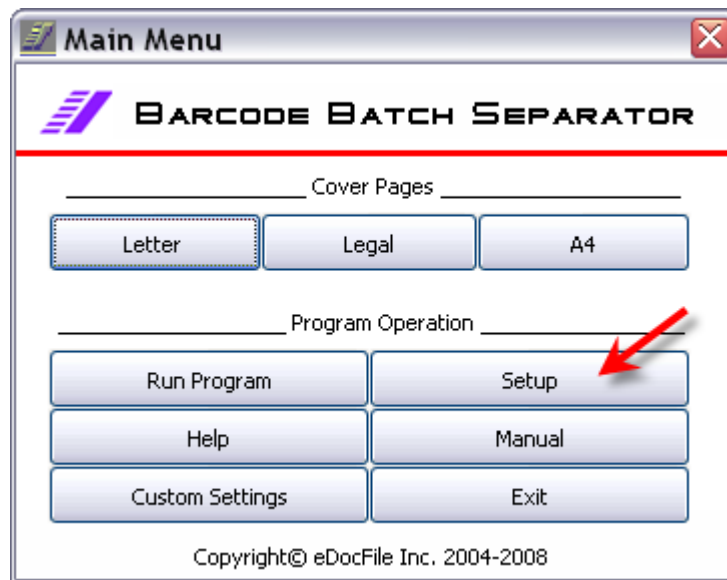
## Purpose

Barcode Batch Separator is a utility to be used with a Copier that has a scan to folder option. This utility allows a user to batch scan documents without starting and stopping each time a new file begins. The user places a bar coded "Separator Page" on top of each file, stacks the files and scans them as one large multi-page tiff file.

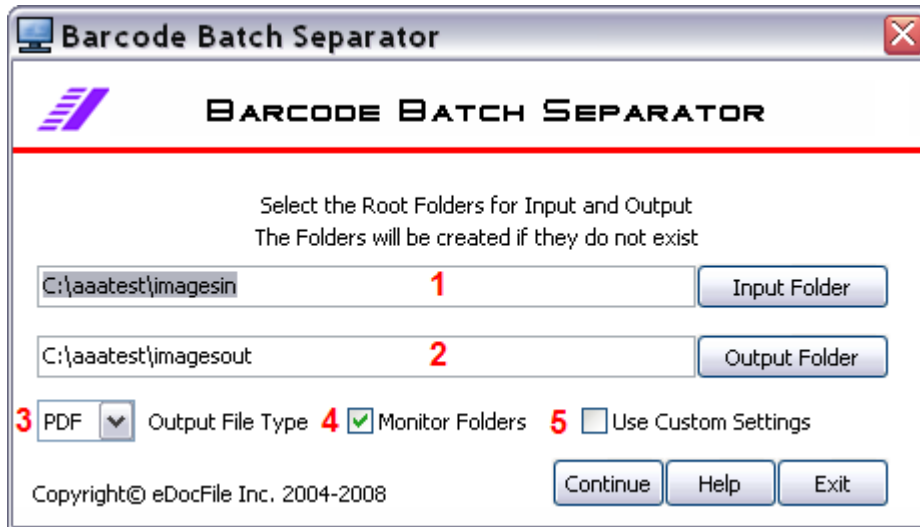
The software monitors a file folder and its subfolders for new files. When one is arrives it is removed from its present location, separated into separate files and the output is placed in a matching file folder structure with a different root folder.

## Setup

Click on "Setup" from the Main Menu.

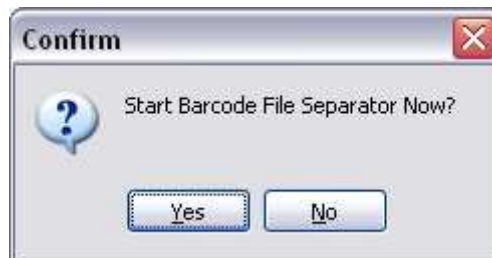


The setup Window will open



1. Enter the Root Folder to be monitored for multi-page tiff images. If it does not exist it will be created.
2. Enter an Output Folder for the processed images. All subfolders of the Root Folder will automatically be created.
3. Select the processed file output type. The options are Tiff and PDF
4. Place a check in the “Monitor Folders” box to have the software check for new files to be processed. If the box is not checked the Root Folder and it’s subfolders will be checked once and the software will exit.
5. Place a check in the Box “Use Custom Settings” if a special configuration to read the location and set the contrast level of the barcode is to be used from Custom Settings

When finished click on “Continue”

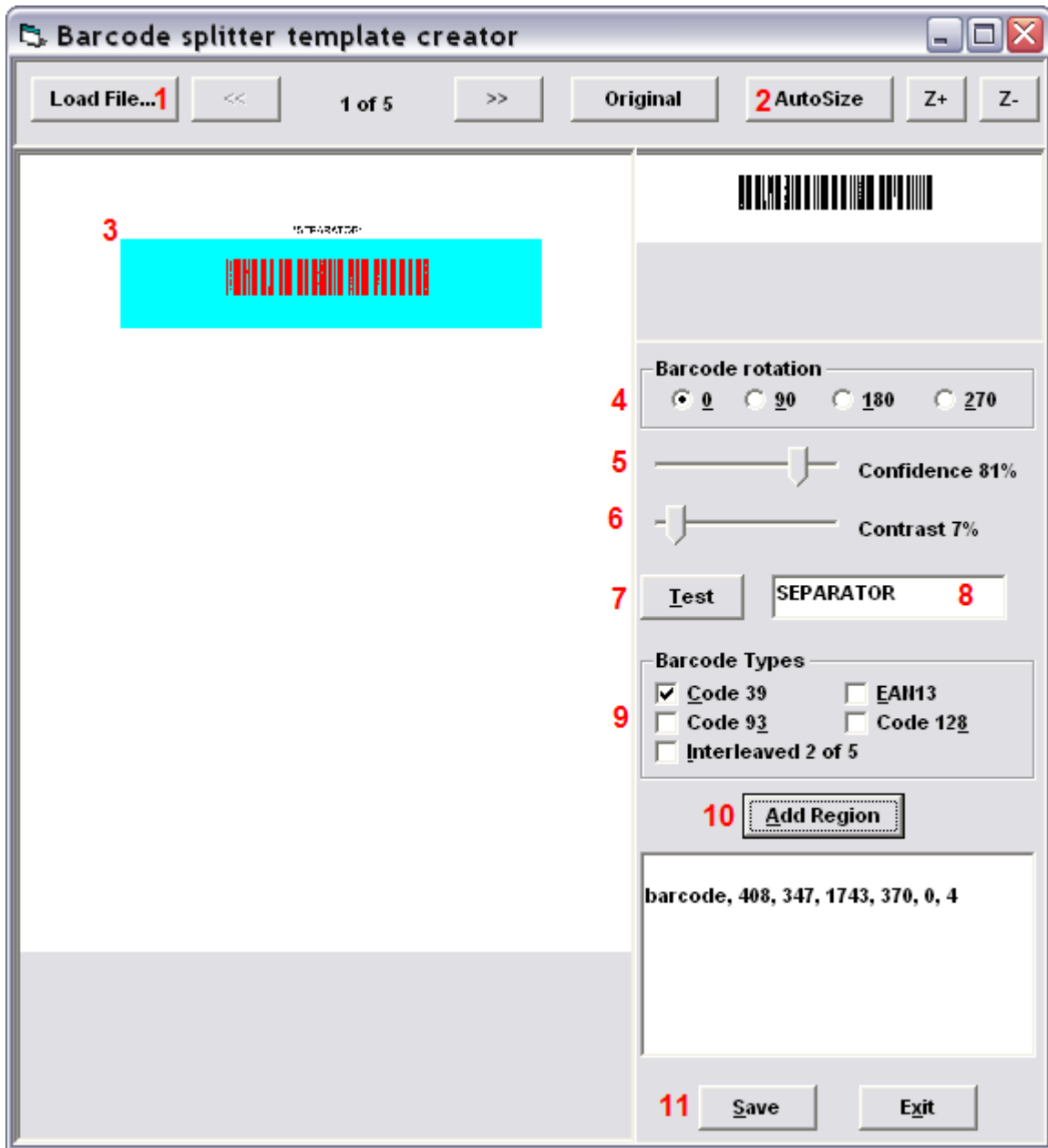


Click on “Yes” to start the program or “No” to exit.

## Custom Settings



Click on "Custom Settings".

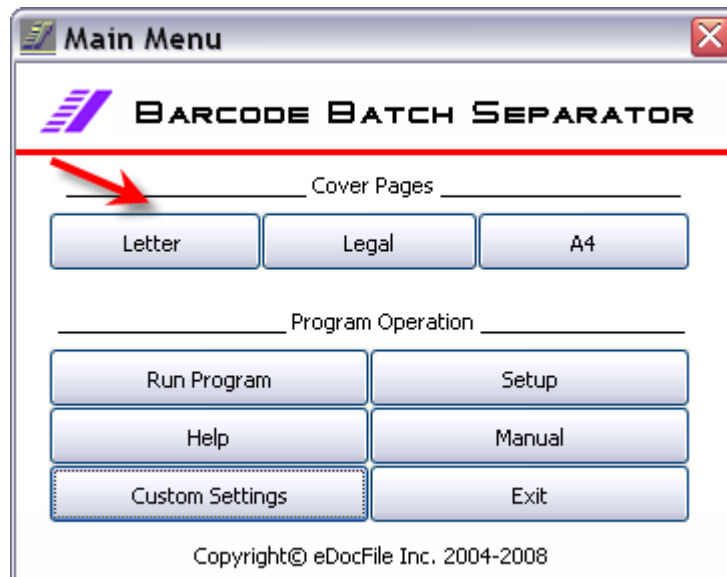


- To setup the Custom Settings, begin by clicking on “Load File” (1) and then browse to and select the cover page. The Cover Page barcode must contain “SEPARATOR” only.
- Once the Cover Page is loaded, click on “AutoSize” (2) to view the entire page.
- Once the barcode can be seen, left click on the top left corner of the barcode and drag the mouse to the bottom right to highlight the barcode (3). This will set the area to be read. Since scanners do not always align the paper exactly it is a good idea to include an area larger than the barcode.
- When the area is selected if necessary the page rotation can be set (4)

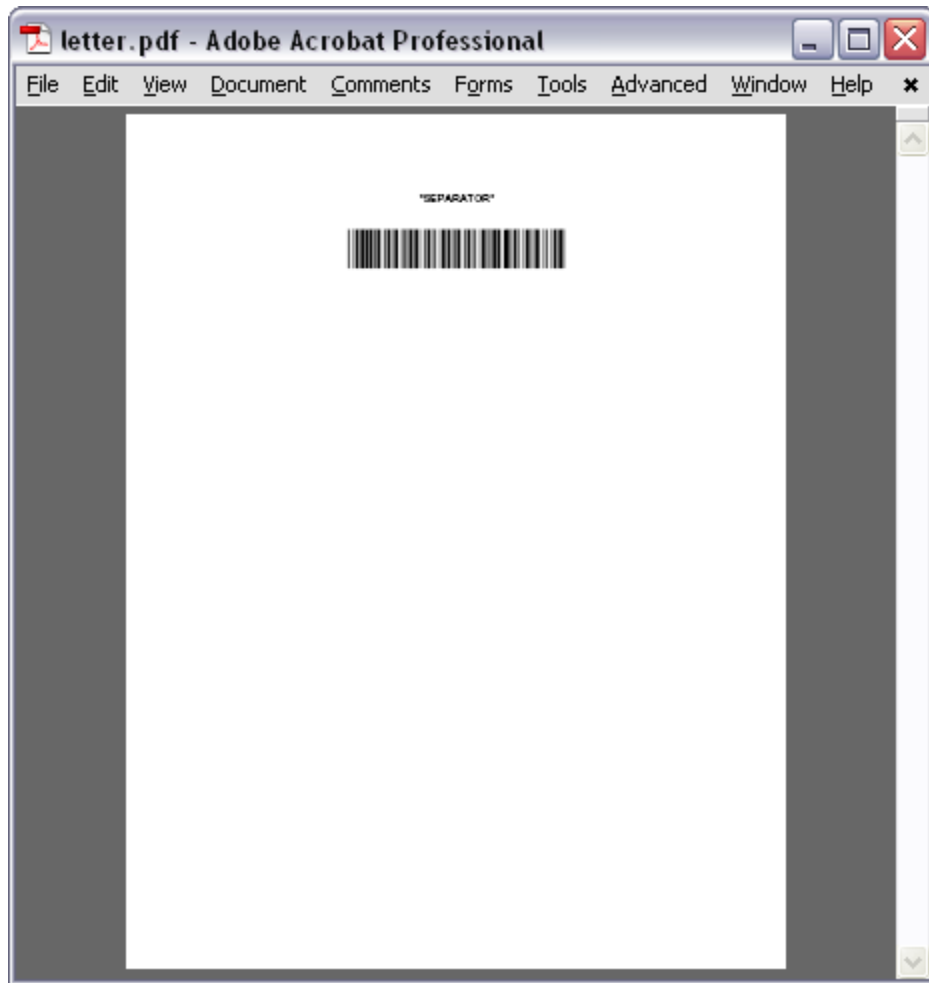
- The confidence level (5) determines what percentage of passes are to be correct when reading the barcode. Good accuracy will be had in the 70 – 80 range. Please note is virtually impossible to get 100 percent even if the file was created with an image printer.
- Adjust the Contrast Level (6) of the file if necessary.
- Click on Test (7) and check the results in (8). If it says SEPARATOR it is setup correctly.
- Repeat the process testing different settings if necessary until SEPARATOR is read.
- If a barcode other than a Code 39 “ Code 3 of 9” is being read, set the type in box (9).
- When the barcode is properly read, click on “Add Region” and then save.
- When saving the settings it must be saved in the folder C:\barcodeseparator with the file name of custom.ini

## Preparing the Documents

Click on the size of Cover Page to be created



The file will open as a PDF and as many Separator Pages as needed can be printed.



Once printed, insert a Separator Page on top of each document to be scanned (including the first one) and stack the documents.

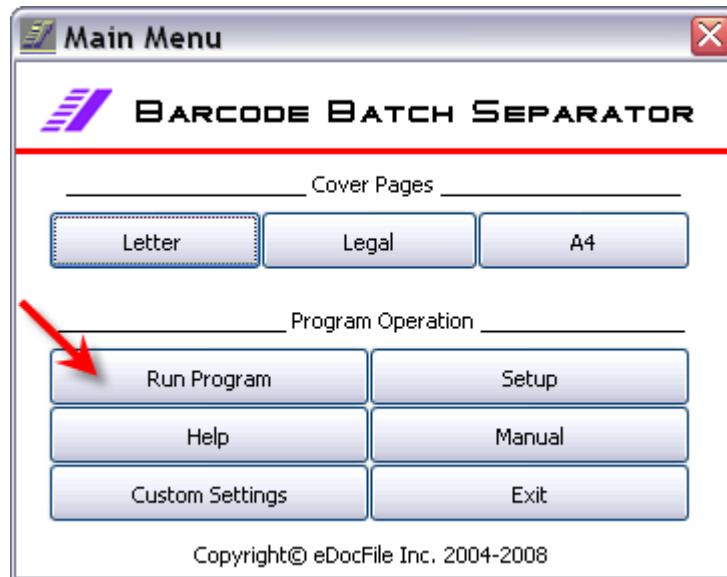
## Scanning

Using a Copier or a stand alone scanner, batch scan the documents as a multi-page tiff image to the input folder or one of it's subfolders. The resolution should be at least 150 dpi, however for best results use 300 dpi. Ideally the documents should be scanned in "Portrait" fashion with the barcode always on top, if this is not possible they should be rotated 90 degrees to the left.

If both of these options are not available the user must create a "Custom Settings" file.

## Running the Program

Click on Run Program

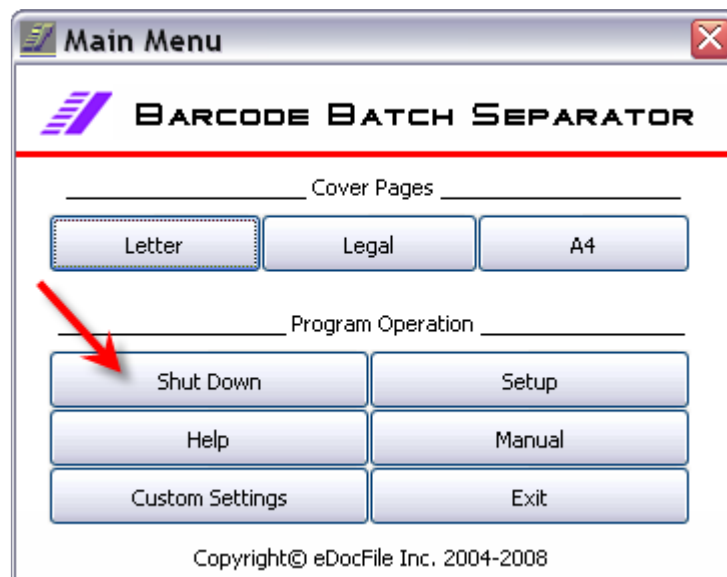


A Flashing Icon will appear in the Sys Tray showing that the program is running.



## Shutting Down the Program

To shut down the program Click on “Shut Down”.



## Support

For assistance with either the trial version or full version of Batch Barcode Separator please contact us at

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