

# DOCUMENTS, INVOICES, FORMS

## Using Fujitsu Soft IPC With ReadSoft Products

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## Introduction

### What is Soft IPC?

Now that PCs are becoming more powerful, advanced image processing can be performed as each document is scanned. Fujitsu offers optional software, Soft IPC, that enables such advanced image processing with many of their scanners that have been on the market for some time, as well as with all of their newer scanners.

Soft IPC is comparable to Kofax Virtual ReScan (VRS), but it uses the ISIS interface instead of the Kofax interface that VRS uses. Soft IPC is a layer above the normal ISIS drivers that are loaded each time a program tries to load a scanner driver that Soft IPC supports.

Old programs that use a driver can function normally, with no changes. Although Soft IPC is still loaded for those programs, it is not used. Only the original drivers are used for those programs.

### Which scanners can Soft IPC be used with?

Soft IPC can be used with many Fujitsu scanners. For details, please refer to [Fujitsu's Soft IPC Sales Brochure](#).

Scanners that support Soft IPC come with a demo copy of Soft IPC on the driver disk that is supplied with the scanner. You can also download an evaluation version from [Fujitsu's website](#). Fully licensed copies of the software can be purchased from your Fujitsu distributor or reseller.

### Which ReadSoft products can Soft IPC be used with?

Soft IPC can be used with:

- FORMS 5-2 Service Pack 12 and later
- All INVOICES versions including and later than INVOICES 5-4 Service Pack 1
- DOCUMENTS (CLASSIFY & INDEX)

### Where to find additional scanner information

For information about which scanners are certified for use with your ReadSoft product, please refer one of these sources:

- End users: See the certified scanner list on [ReadSoft's Customer Web](#), or contact your local ReadSoft representative.
- ReadSoft Partners: See the certified scanner list on [ReadSoft's Partner Web](#).

The user manual for Soft IPC is available from [Fujitsu's website](#).

## Installing your ReadSoft product

Install DOCUMENTS, FORMS or INVOICES before installing Soft IPC. If prompted to choose between Kofax and SCSI, *select SCSI*.

For FORMS 5-3, the scanner interface (Kofax or ISIS) is selected after installation using the Configuration Tool (select **Start** menu > **All Programs** > **ReadSoft** > **ReadSoft FORMS 5-3** > **Configuration** > **Configuration Tool**).

## Installing Fujitsu Soft IPC

After installing your ReadSoft software, complete these steps.

1. Install a SCSI card on the PC.
2. Install the scanner's ISIS driver.
3. Install the Soft IPC software that was shipped with your scanner, referring to the instructions provided in the user manual that was supplied with it. (You can also get the user manual from [Fujitsu's website](#).)

## Adjusting the scanner settings

### Selecting and configuring your scanner

#### Before you begin

Before you begin, read about the two Soft IPC modes in the Soft IPC documentation provided by Fujitsu, so that you can select the most suitable mode for your ReadSoft installation.

- **OCR DTC.** Reduces background noise to improve the accuracy of character recognition. Suitable when scanning documents that do not contain much color. Normally this is the best choice for invoices, as well as for forms without a lot of different backgrounds. Then you adjust the settings to suit your particular material. (See "Configuring OCR DTC" on page 8.)
- **Form DTC.** Better at separating text from dirty or colored backgrounds.

#### Notes

- Form DTC can be used with any documents. However, in some FORMS installations OCR DTC is more suitable than Form DTC.
- Fujitsu's **Advanced DTC** is not implemented. Testing showed that this was not as useful as **OCR DTC** and **Form DTC**.

## Instructions – DOCUMENTS

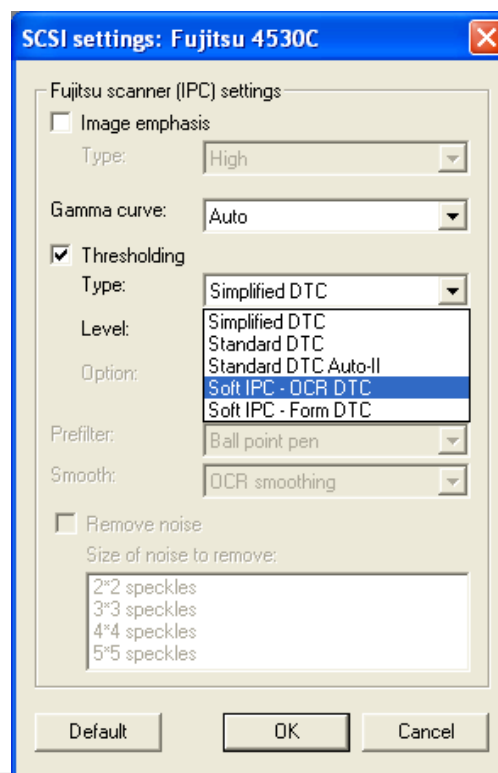
1. Using the Administration module, on the **Configuration** tab, expand **System specifications** and select **Scanners**.
4. Double-click the scanner that will be used in production. (If your scanner model is not available in the list, please contact your ReadSoft representative for assistance.)
5. Under **Scanning specifications**, open the **Properties** of the scanning specification that will be used in production.
6. Adjust the **Paper** and **Image** settings as desired.

## Instructions – FORMS and INVOICES

1. Using Manager, open FORMS' or INVOICES' **Scanner settings** dialog.
7. Click **Select scanner**.
8. If your scanner model is available in the dialog that appears, select it.  
If not, you must edit `Ehglobal.ini` (FORMS) or `Eiglobal.ini` (INVOICES). Please contact your ReadSoft representative for additional information.
9. Click **OK** to close the **Select scanner** dialog.
10. In the **Scanner settings** dialog:
  - Adjust the paper size.
  - For INVOICES, set the DPI to 300 in most cases.
  - For FORMS, set the DPI to 200.
  - Select **Black and white** in the **Color** settings.

## Selecting a Soft IPC mode

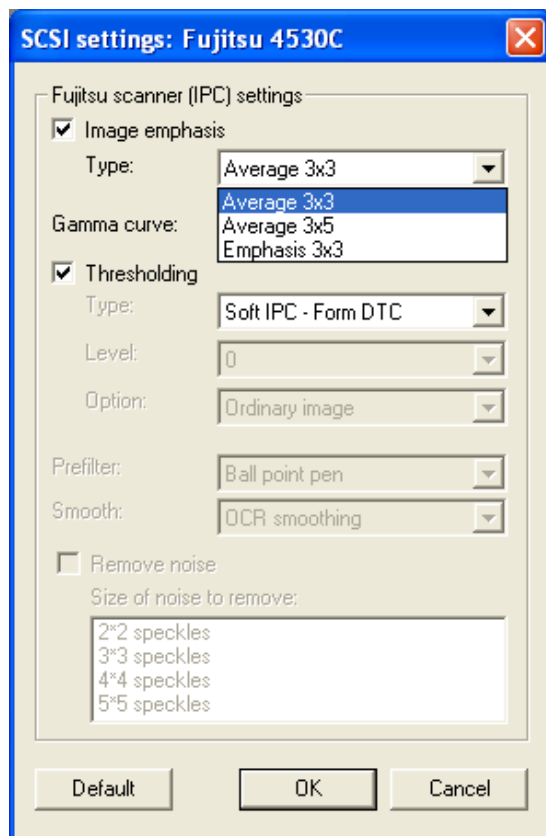
1. If using DOCUMENTS: Still in the **Scanning specification** dialog, select **Advanced > Scanner specific**.
11. Or, if using FORMS or INVOICES: Still in the **Scanner settings** dialog, click **Advanced**. In the **ISIS scanner settings** dialog that is displayed, click **IPC**.
12. Select **Thresholding**.
13. In the **Type** box, select **Soft IPC – Form DTC** or **Soft IPC – OCR DTC**.
14. Depending on your choice, continue with instructions in “Configuring Form DTC” or “Configuring OCR DTC”, below.



## Configuring Form DTC

If you selected **Soft IPC – Form DTC**, configure it as follows:

1. Select **Image emphasis**.
15. The **Type** box that belongs to **Image emphasis** offers these options:



The default setting is **Average 3x3**. If necessary, adjust this setting after testing.

**Note:** The IPC filter names shown in the left column above are the same ones found in the **Filter** box in Soft IPC's built-in dialog.

16. Click **OK** in two dialogs to return to the **Scanner settings** dialog.
17. The **Contrast** and **Light** settings in the **Scanner settings** dialog are enabled.
  - **Contrast** controls Soft IPC's **Sensitivity** setting.
  - **Light** controls Soft IPC's **Threshold** setting.

Adjust these if necessary, after testing.

18. Click **OK** to close the **Scanner settings** dialog.

## Configuring OCR DTC

1. If you selected **Soft IPC – OCR DTC**, the other options in the dialog are the same as for **Standard DTC**. **Option** and **Level** are the most useful settings and should be tested adjusted to suit your particular material.

- The **Level** setting controls Soft IPC's **Threshold** table.
- **Option** controls Soft IPC's **Gradation** setting. Soft IPC has levels 0, 1, 2, and 3. However, ReadSoft products let you select only **High** (0) and **Ordinary image** (1).
- **Smooth** controls Soft IPC's **Smoothing** setting, and **Off** is available in case you want to disable that.
- ❗ **Important:** ReadSoft's testing has found that Soft IPC does not give good image quality on mixed documents. You must divide up the documents in different piles, for example blue documents to be scanned with certain settings, red document to be scanned with other settings, etc.

19. Click **OK** to close the dialog.

- ❗ **Note:** The **Light** setting in the **Scanner settings** dialog is enabled. However, it has no effect if OCR DTC is enabled.

