SkanApp User Guide

The SkanApp is a high speed[1] document scanning application for Android smartphones.

With a single press of a button, the app can crop, split, enhance, straighten (de-skew) scanned pages, generate multipage, searchable PDF file in Color, Grayscale or B/W mode, attach voicemail and sent it to multiple Cloud destinations.

The app can be used in a stationary (i.e. when the smartphone is placed in the Skanstick or similar device) or in a hand-held mode.

This guide provides the information you need to get started using all of the SkanApp features. If you need more help, email support at support@go2get.com.
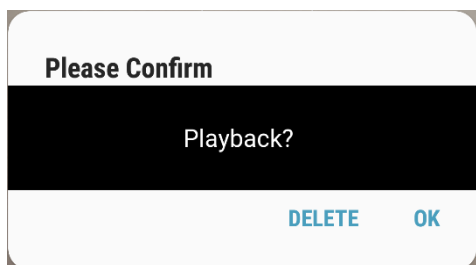
Hand-Held Mode

1. If necessary, rotate the screen by tapping the **Rotation** button: single tap – 90 degrees counter clockwise or long tap – either direction.
2. Adjust the cropping frame and select a single or double page mode.
3. Take pictures/scans by either:
    - Tapping the on-screen button with the camera icon.
    - Pressing the **Volume Up** button.

    The counter of scanned pages will appear at the bottom of the **Camera** button.

4. Optionally, record the voicemail by either:
    - Tapping the on-screen button with the microphone icon.
    - Pressing the **Volume Down** button.
      Press/tap the button again to stop recording and listen to the playback.
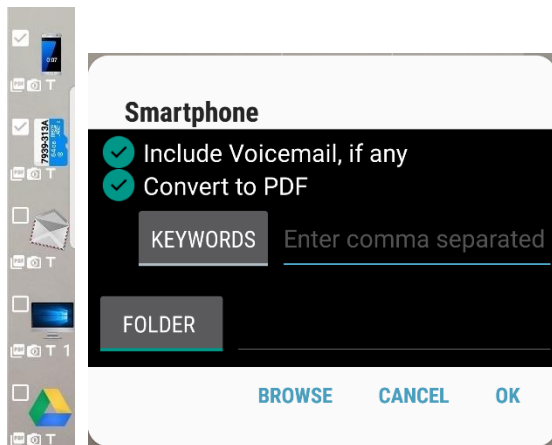
    When the voicemail recording is available, the tape icon is shown at the bottom of the

    Microphone button. To play back again or delete the voicemail, tap the microphone icon ( ) to show the popup dialog box with these options

    To overwrite the recording, press the **Volume Down** button to start a new recording.

5. If necessary, choose/change destinations.
   - To turn on/off, tap the destination icon (smartphone, SD card, email, computer or Google Drive) Notice the smartphone and SD card icons are active.
   - To quickly enable/disable options, long tap the destination icon to open **Smartphone** (shown below as an example)**, SD Card, Email, Computer or Google Drive Settings** (short versions) to select or add a folder, whether to include the voicemail, convert to PDF and set the PDF keywords.

6. Save/send the scanned pages by either:
   - Tapping the on-screen button with the Cloud icon.
   - Double-pressing the **Volume Up** button.

   NOTE: The destination folder and its parent folders will be created automatically, if they don't exist.

Make your smartphone work for you

When done scanning, tap the phone's **Home** button to suspend/pause the SkanApp and let its background process finish potentially long running tasks, such as OCR (on average, it takes 20 minutes for Samsung Galaxy S7 to OCR 100 pages). You can turn off the screen at this time. Listen for the double beep, indicating the completion of the tasks, reactivate the SkanApp to verify the counter on the **Cloud** button is gone (unless Google Drive was one of the selected destinations - it only works when the app is visible) and then close the app by clicking the phone's **Back** button to conserve the battery.

TIP: If generation of the PDF files is not urgent, and you want to conserve the battery while away from the charging station, you can close the app immediately after scanning. The background tasks will restart automatically the next time you launch the SkanApp.

Stationary Mode

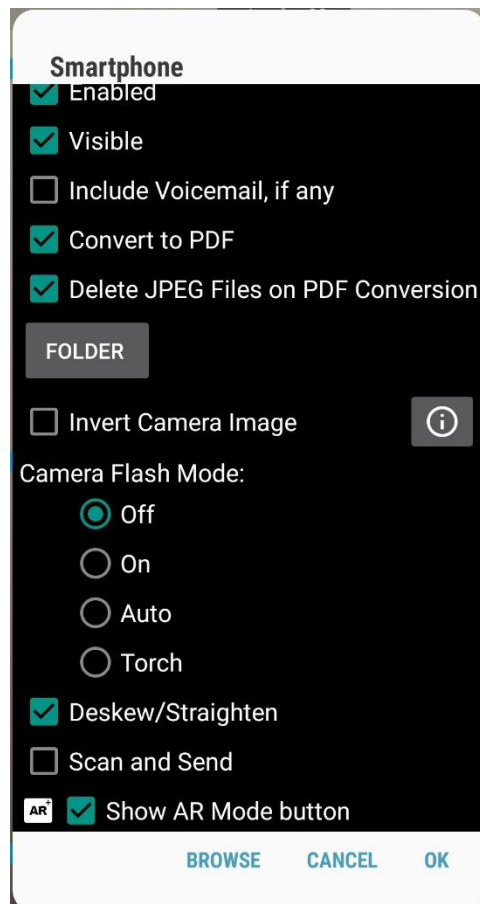1. Place the smartphone in the Skanstick or similar device.

2. Rotate the screen, if necessary, as described in step 1 of the Hand-Held Mode section.
3. Adjust the cropping frame and select the single or double page mode.
4. Tap within the cropping frame to set focus.
5. Choose the scanning mode:
   - Augmented Reality (AR) mode
   - Wired Remote Control
   - Bluetooth Remote Control
   - Manual, as described in the Hand-Held mode section.
6. Based on the choice in step 5, follow the steps in the corresponding section below.

AR Mode

1. Tap the **AR** mode toggle button. When active, the button is underlined. Notice that the three buttons on its right (Camera, Microphone and Cloud) changed their appearances (border) and state. In this state, they function as AR buttons.

NOTE: By default, the AR mode button is not visible. Set checkbox **Show AR Mode button** on the Smartphone Settings dialog

2. Drag the AR buttons one-by-one outside of the cropping frame.

    NOTE: The AR buttons work best when placed over dark/black surface. If your desktop is not dark, place the black pouch that came with the Skanstick or a piece of black paper/ fabric in the projection area of the AR buttons.

3. Tap in the middle of the cropping frame to set focus.
4. Use a long tap to activate each AR button, and a single tap to de-activate it. When activated, the button is underlined. In that state, any changes in the image within the boundary of the button will be interpreted by the app as tapping.
5. Take picture/scan by momentarily moving your finger in the area of the **Camera** button. Based on your page mode selection, the counter at the bottom of the button will be incremented by 1 or 2.
6. To record voice notes, move your finger underneath the **Microphone AR** button and hold it there while recording. Move the finger away to stop recording and listen to the playback. Repeat, if necessary, to overwrite the previous recording.

    NOTE: To playback again or delete the recording, tap the button to de-activate it, and then long tap it again as if you were to activate it. Press the **Playback** or **Delete** button in the popup dialog box.

7. Move your finger within the area of the activated **Cloud** button to save/send the files to the currently active destinations. Observe the counter of the scanned pages on the **Camera** button disappear, and the counter of the destination packages, located above the **Cloud** button is incremented by the number of active destinations.

    NOTE: If the uploading/sending fails, the alert icon (triangle) will be shown on left of the bottom toolbar. Tap the icon to view the error message. To retry, set the checkbox(s) of the failed transmission(s) and press the **OK** button. For failed emails, an **Email Settings** dialog box (short version) will be shown to let you change parameters, such as password, destination emails or even the sending email account.

Wired Remote Control

1. Plug the audio cable that came with the Skanstick or any headphone with a media button (i.e. those that came with your smartphone), into the audio port. Notice that the **AR Mode** button is replaced with the headset icon (**Wired Remote Control** button), and the **Camera**, **Microphone**, **Cloud** buttons are activated. The icons are underlined.
    The **Wired Remote Control** toggle button has two states – single (default) or multi-mode. To activate the multi button, tap the **Wired Remote Control** button.
2. Single Button Mode
    a. Take picture/scan - Press the button on the cable or the **Pause** button on the headphones.
    b. Voice notes recording - Triple press the button to start recording. Single press to stop it and listen to the playback. Repeat if necessary to overwrite the recording.
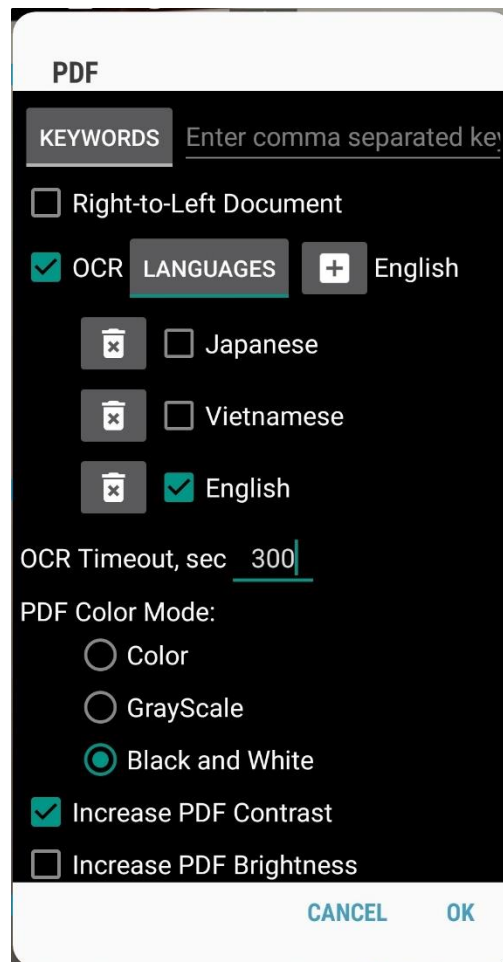
        c.   Save/send files - Double press the button.

3. Multi Button Mode
   a. Take picture/scan - Press the **Pause** button.
   b. Voice notes recording – Press the **Volume Down** button to start recording. Press it again to stop it and listen to the playback.
   c. Save/send files - Press the **Volume Up** button.

Bluetooth Remote Control

1. Enable Bluetooth on your smartphone and pair the Bluetooth Remote Shutter or any Bluetooth selfie stick.
2. To take picture/scan - Press the button on the Bluetooth Remote Shutter.
3. To record voice notes - Triple press the button to start recording. Single press to stop it and listen to the playback. Repeat if necessary to overwrite the recording.
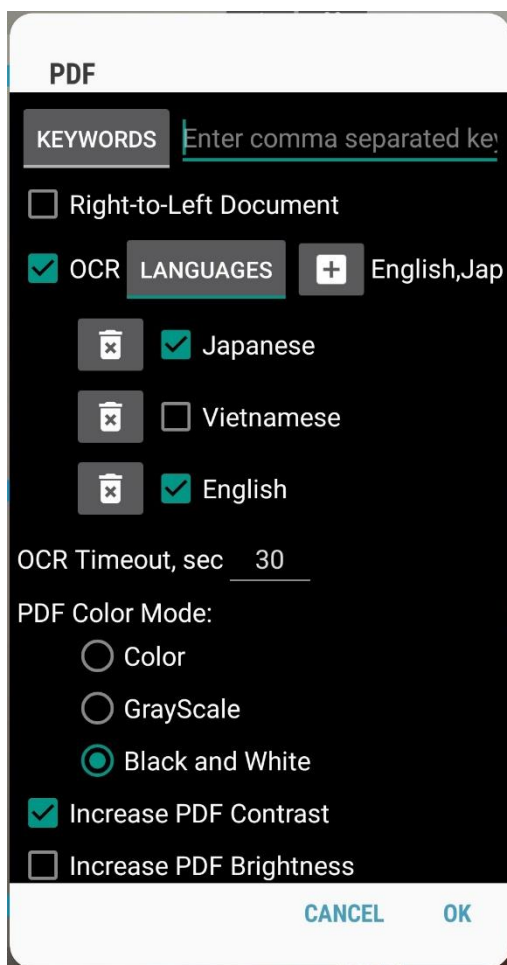4. To save/send files - Double press the button.

OCR, Searchable PDF Files

Optical Character Recognition (OCR) makes it possible to generate searchable PDF files. For each language, the OCR requires an additional file with training data. When the app is installed, the background process begins downloading the file for the default language, English.

Enable OCR

1. Tap the settings button (the gear icon) and select the **PDF** option.
2. Select the **OCR** checkbox.
3. Tap the **LANGUAGES** toggle button, to expand the current list of installed OCR languages. Select the desired language. The name of the selected language(s) will appear in the textbox on the right of the **LANGUAGES** button. If you need to add another language, simply tap in that textbox and select the language from the list. The new selection will replace the current value in the textbox and will add the language to the list of available languages.
4. If your documents contain more than one language, you can select the checkboxes of the required languages. Please be aware that having multiple languages active will make the OCR process run longer and is not as reliable as using one language for the document.

5. If you get OCR timeout error messages (triangle icon on the bottom toolbar) for pages with text, increase the default value of 300 sec. The time it takes to OCR a page depends on the phone's processor speed and type and quality of the image.

    NOTE: You can view what pages failed OCR by tapping the error (triangle) icon. The page numbers and files are shown to let you know that some pages have no searchable text.

Currently, you can't rerun the OCR on individual pages. However, you can export the images from the PDF file by tapping the Import/Export button (⬚) and selecting the Re-use option. After you increase the OCR timeout value, tap the **Cloud** button to generate and save a new PDF file.

What affects the quality and speed of the OCR?

- Image type – simple images without graphics produce faster and better results.
- Lighting – sufficient lighting makes better images and consequently improves the quality of the OCR. Using a flash, even in daylight, can also improve the quality of OCR.
- Text size – too large or too small text may remain undetected. As the image/text is scaled according to the current PDF page size (set in PDF settings), select the appropriate size of the document to approximately match the cropping frame, or create and add a new document size, described in the NOTE section below. The selected size will also affect the printout (i.e. a business card scanned with the cropping frame close to its borders and the Letter/A4 page size selection, would be scaled up to fill the page).

  NOTE: To create a custom document size (i.e. a business card), enter the desired name, width and height (either in inches or millimeters), and press the button with the plus sign.

PDF Keywords

PDF specifications contain a concept of keywords. The keywords can be searched for and viewed with the help of Adobe Acrobat or another third-party tool. Using keywords to organize documents is more flexible than simply placing documents in a folder and it makes it easier to find documents that don't fit in a single category. Another advantage is the ability to create keywords in multiple languages for each PDF file, and therefore the documents could be organized and discovered in multiple ways regardless of the languages used (and OCR'ed) in the document.
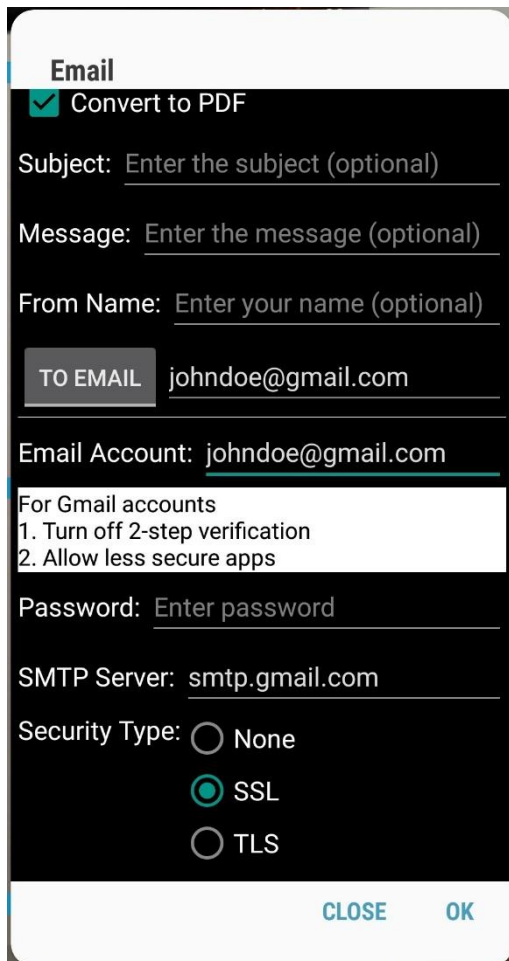
The SkanApp shows the embedded keywords below the file name. The files are located in public[2] folder Pictures/SkanAppStorage or its subfolders. To view, email or delete the files, long tap the smartphone destination icon and press the **Browse** button.

NOTE: Searching by the keywords, file names and full text (OCR) will be implemented in near future.

Email Settings

If you chose the **Allowed to access the Accounts** option when the SkanApp was launched, most of the required fields will be filled. Enter the password for the selected email account and tap the **OK** button.

NOTE: If you chose a Gmail account and have enabled the 2-step verification recommended by Google, you will need to disable it and also enable the **Allow less secure apps** option on the Gmail Account Web page. Although it is possible to change the SkanApp to work with those options enabled, the process of setting it up is cumbersome. Search for the *Two step verification for Outlook* to learn how to do this. Please let us know if you'd like us to modify the SkanApp to work with the 2-step verification option enabled.
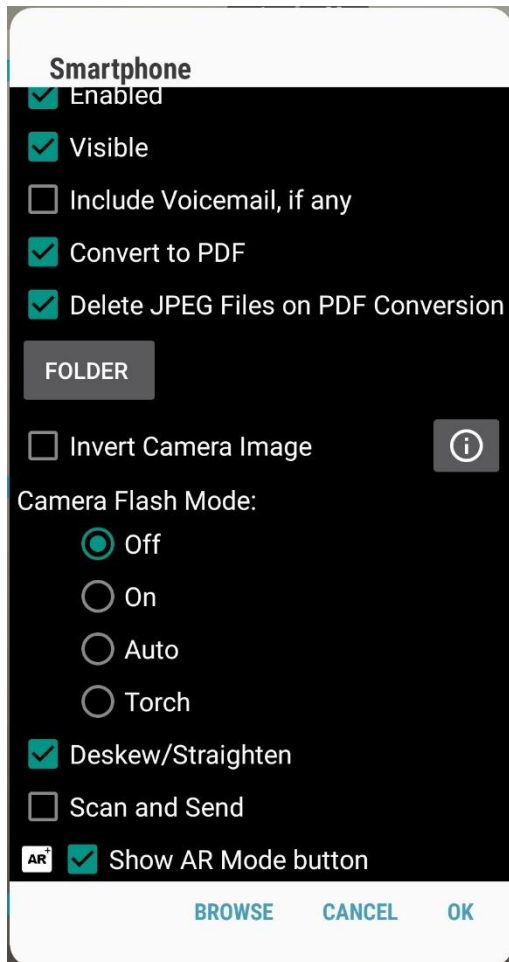
Smartphone Settings

Most of the settings in the **Smartphone Settings** dialog box are self-explanatory. The rest are explained below.

Delete JPEG Files on PDF Conversion

Even when the **Convert to PDF** option is selected, saving the original JPEG files have certain benefits. Not only could you re-generate PDF files with different parameters, as described in the Enable OCR's NOTE section, you can also combine and reorder pages of different documents.

TIP: Although you can keep both the JPEG and PDF files on your smartphone, to preserve disk space, enable the **Delete JPEG Files** option and use one of the Clouds (Dropbox or Google Drive) to store the original JPEGs. Black and white PDF files are smaller than the JPEG files used to generate them by an order of magnitude.

Deskew/Straighten

When enabled, the scanned documents will be rotated if the skew angle is within 20 degrees. For non-document scans (photos, etc.), disable that option to prevent unpredictably rotated pictures.

Scan and Send

When enabled, every scan will be saved/sent automatically with any available voicemail file. The **Capture** button (camera icon) has a different look ( ) (a smaller version of the **Cloud** button in its upper right corner) to indicate that status.
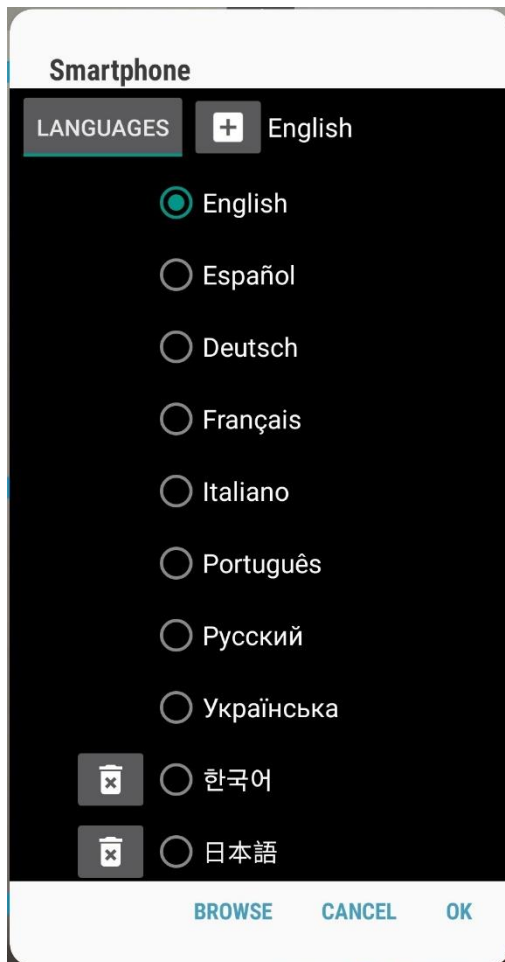
Show Custom White Balance

When enabled, the **Custom White Balance** button ( ) will be shown on the bottom toolbar. When/if the camera's built-in white balance algorithm fails and produces images with a tint/color cast you can correct the balance with a single tap of that button. It works similarly to the white or gray card used by professional photographers with high-end DSLR cameras to set white balance. Use one of the three methods below:

- Tap the **Custom White Balance** toggle button. The background color of the page will be used as a white color to correct the white balance of the following pictures until the button is turned off by tapping it again. This is the easiest way to correct the white balance.
- Place a white sheet of paper over the document so that the cropping frame is completely within the boundaries of that sheet. Tap the **Custom White Balance** button.
- Instead of the white sheet in step 2, place a professional white card within the cropping frame and tap the button.

Language

You can change any user interface text and remove or add new languages.

- To change any text, find and correct the corresponding line in the localized file (english.txt, german.txt, french.txt or russian.txt). They are located in the Pictures/SkanAppConfig folder.

Double Click Time (sec)

The **Double Click Time (sec)** option determines how fast you need to press the physical button (whether on the phone, Bluetooth Remote Shutter or Wired Remote Control) to produce a double or triple click effect. Increase this value if your double click press is interpreted by the SkanApp as two individual clicks.

How to view, delete or email saved files on the smartphone

Long press on the smartphone destination icon on the right and press the **Browse** button.

Alternatively, tap the **Browse** button on the **Smartphone Settings** dialog.

[1] The 250+ pages in 10 minutes scanning speed can be easily achieved in Stationary (Double Page) mode. The post-processing time to complete background tasks, such as OCR and sending/uploading files, depends on several factors (i.e. the processor speed, complexity of the image, etc.…) and is not included.

[2] Public folders (and your files) are not deleted if/when the SkanApp is uninstalled.