

Document Capture Pro 2.0 for Windows Quick Reference

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Document Capture Pro 2.0 for Windows

The version of Document Capture Pro for Windows included with your original product software has been updated to version 2.0.

For detailed information about Document Capture Pro 2.0 for Windows, click **Help** or **?** as you use the software.

For detailed information about using your product, see your *User's Guide*.

[Adding and Assigning Scan Jobs with Document Capture Pro - Windows](#)

[Scanning with Document Capture Pro in Simple View - Windows](#)

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[Scanning Two Originals onto One Sheet \(Stitching Images\) - Windows](#)

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[Saving a Scan as an Office Format File - Windows](#)



[Scanning to a SharePoint Server or Cloud Service - Windows](#)

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Adding and Assigning Scan Jobs with Document Capture Pro - Windows

You can view, change, or add scan jobs for use when you scan using your product control panel. You do this by accessing the scan jobs in the Document Capture Pro program.

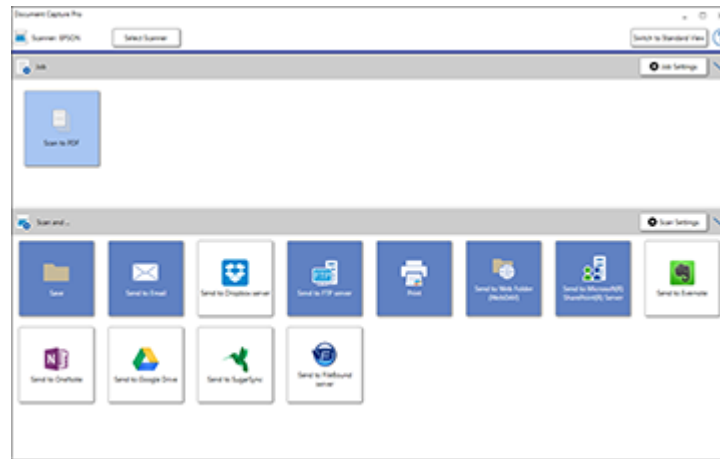
Note: The settings may vary, depending on the software version you are using. See the help information in Document Capture Pro for details.

1. Do one of the following to start Document Capture Pro:
 - **Windows 10:** Click  and select **Epson Software > Document Capture Pro**.
 - **Windows 8.x:** Navigate to the **Apps** screen and select **Document Capture Pro**.
 - **Windows (other versions):** Click  or **Start**, and select **All Programs** or **Programs**. Select **Epson Software > Document Capture Pro**.

You see the Document Capture Pro window.

2. If you see a **Switch to Simple View** button in the upper right corner of the window, click it.

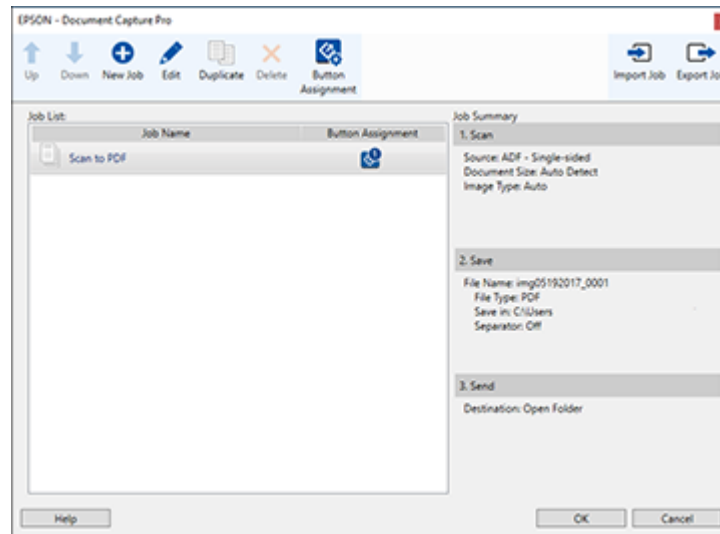
You see a window like this:




3. Click the **Job Settings** button.

Note: If you do not see the button, click the < symbol in the **Job** bar.


You see a window like this:



4. To add a scan job, click the  **New Job** icon, enter a name for the new job, select settings as necessary, and click **OK**.

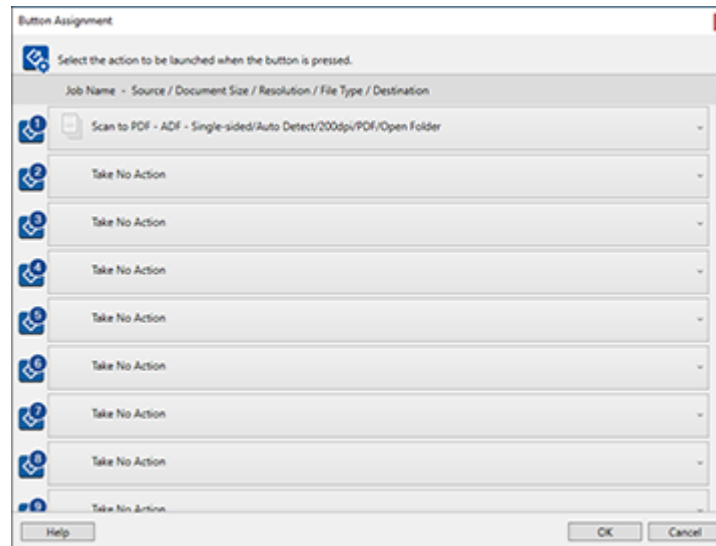
You can now use the new scan job when you scan with Document Capture Pro.

Note: See the help information in Document Capture Pro for details.

5. To assign a scan job to the product control panel, click the  **Button Assignment** icon.

6. Select the jobs that you want to assign using any of the pull-down menus.

Note: The number of pull-down menus available may vary, depending on your product and any connected options.



7. Click **OK**, then click **OK** again.


You can now use the added scan jobs when you scan from the product control panel.


Parent topic: [Document Capture Pro 2.0 for Windows](#)

Scanning with Document Capture Pro in Simple View - Windows

You can use Document Capture Pro in Simple View to quickly select options and scan.

Note: The settings may vary, depending on the software version you are using. See the help information in Document Capture Pro for details.

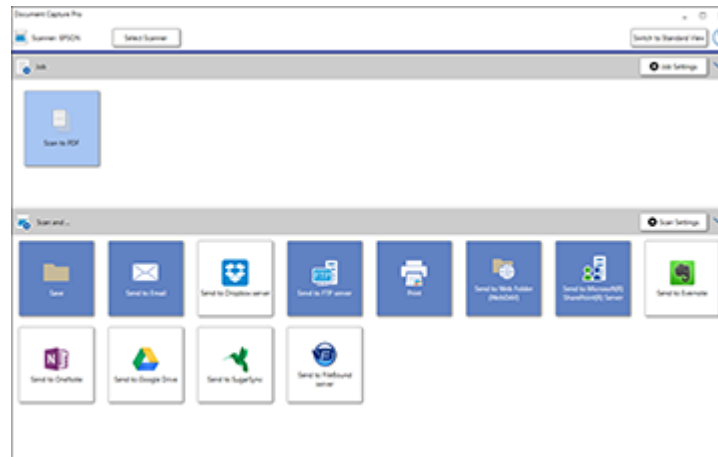
1. Load your original in the product.
2. Do one of the following to start Document Capture Pro:
 - **Windows 10:** Click  and select **Epson Software > Document Capture Pro**.

- **Windows 8.x:** Navigate to the **Apps** screen and select **Document Capture Pro**.
- **Windows (other versions):** Click  or **Start**, and select **All Programs** or **Programs**. Select **Epson Software > Document Capture Pro**.

You see the Document Capture Pro window. (You may see a screen asking you to select your scanner first; if you do, select your product.)

3. If you see a **Switch to Simple View** button in the upper right corner of the window, click it.

You see a window like this:

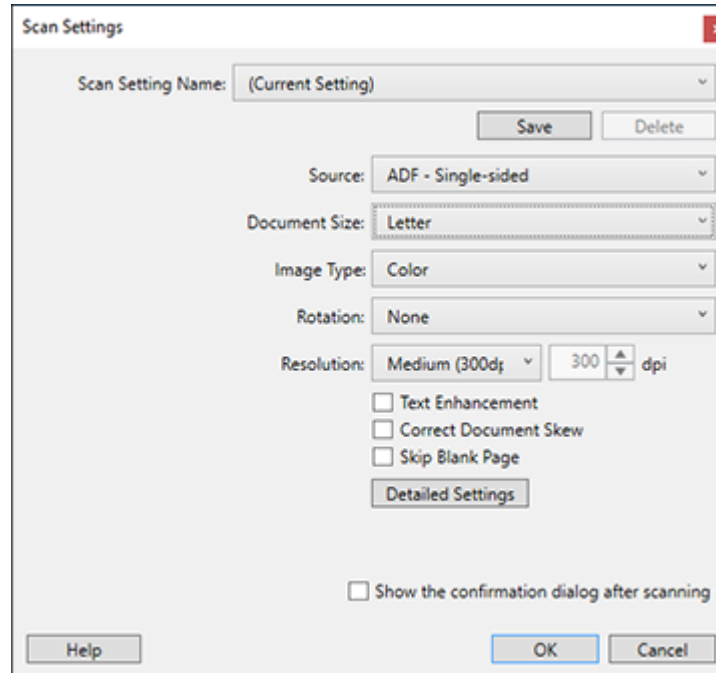


4. Click **Select Scanner** and select your scanner from the scanner list, if necessary.
5. If you want to use a scan job, click one of the job icons in the **Job** section of the window to complete and send your scan with one click.

Note: If you do not see any icons, click the **<** symbol in the **Job** bar.

6. If you want to select scan settings for a particular destination, click the **Scan Settings** button, select any displayed settings you want to use, and click **OK**.

Note: See the help information in Document Capture Pro for details. If you do not see the **Scan Settings** button, click the < symbol in the **Scan and...** bar.



7. Click one of the destination icons in the **Scan and...** section of the window. Your product starts scanning and you see the settings window.
8. Select any destination settings as necessary and click **OK**.

Note: See the help information in Document Capture Pro for details.



9. Confirm your settings and click **OK**.

Parent topic: [Document Capture Pro 2.0 for Windows](#)

Scanning with Document Capture Pro in Standard View - Windows

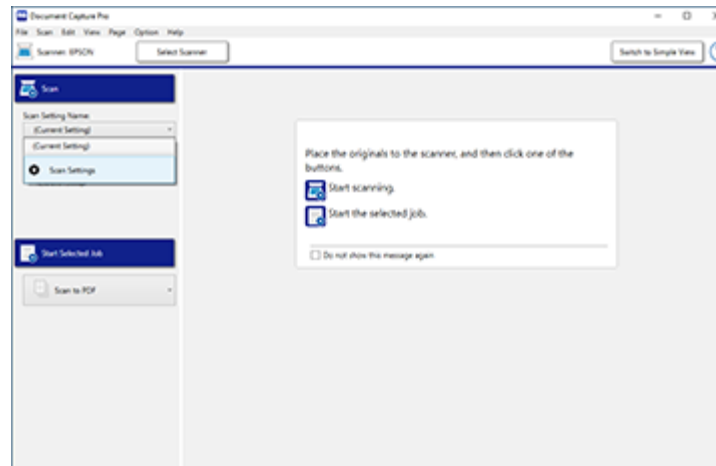
You can use Document Capture Pro in Standard View to select settings, preview, and change the scanned file settings as necessary.

Note: The settings may vary, depending on the software version you are using. See the help information in Document Capture Pro for details.

1. Load your original in the product.
2. Do one of the following to start Document Capture Pro:
 - **Windows 10:** Click  and select **Epson Software > Document Capture Pro**.
 - **Windows 8.x:** Navigate to the **Apps** screen and select **Document Capture Pro**.
 - **Windows (other versions):** Click  or **Start**, and select **All Programs** or **Programs**. Select **Epson Software > Document Capture Pro**.

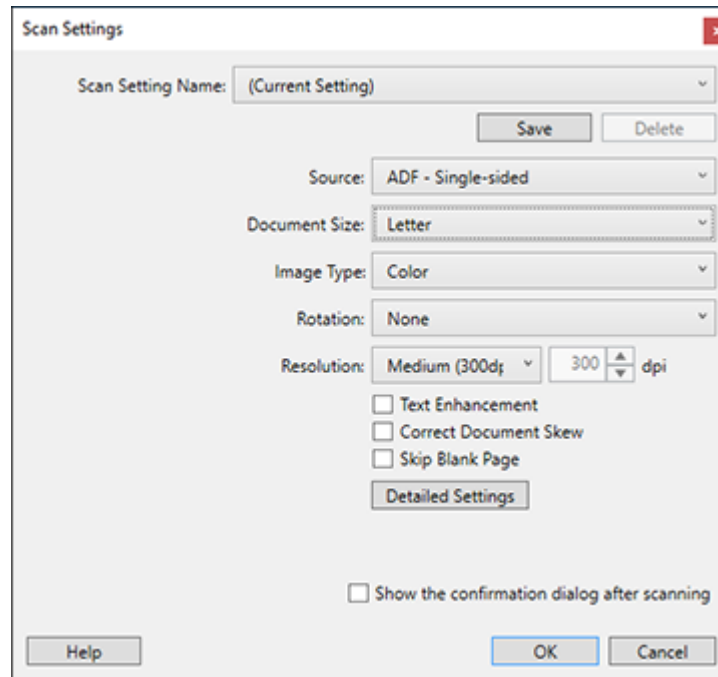
You see the Document Capture Pro window. (You may see a screen asking you to select your scanner first; if you do, select your product.)

3. If you see a **Switch to Standard View** button in the upper right corner of the window, click it.
You see a window like this:



4. Select **Scan Settings** from the Scan Setting Name list (or select **Scan > Scan Settings** from the menu bar).

You see a window like this:

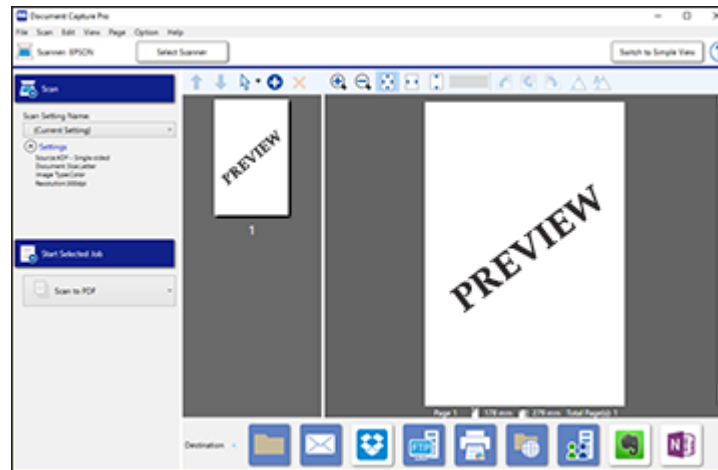


5. Select any displayed settings you want to use and click **OK**.


Note: See the help information in Document Capture Pro for details.

6. Click **Scan**.

You see a preview of your scan in the Document Capture Pro window.



Note: You may have to close the Epson Scan 2 window to view your scan in the Document Capture Pro window.

7. If you would like to scan additional originals and add them to the current captured images, click the  Add Page(s) icon and follow the instructions on the screen.
8. Check the scanned images and edit them as necessary.

Note: See the help information in Document Capture Pro for details.

9. Click one of the Destination icons to choose where to send your scanned files. (If you cannot see all of the icons below, click the arrows next to the icons.)





10. Depending on the destination you chose, click **OK** or **Send** to complete the scan.

Parent topic: [Document Capture Pro 2.0 for Windows](#)

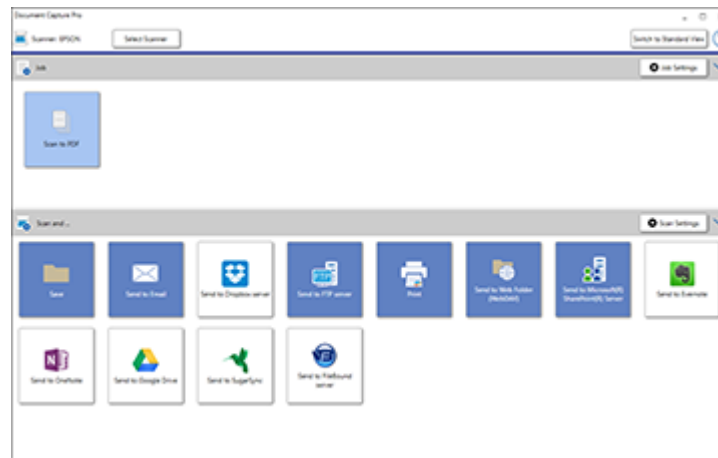
Scanning Two Originals onto One Sheet (Stitching Images) - Windows

You can scan both sides of a double-sided or folded original and combine them into a single image with the Epson Scan 2 Stitch Images settings (not available for all products).

Note: The settings may vary, depending on the software version you are using. See the help information in Document Capture Pro for details.

1. Load your original in the product.
2. Do one of the following to start Document Capture Pro:
 - **Windows 10:** Click  and select **Epson Software > Document Capture Pro**.
 - **Windows 8.x:** Navigate to the **Apps** screen and select **Document Capture Pro**.
 - **Windows (other versions):** Click  or **Start** and select **All Programs** or **Programs**. Select **Epson Software > Document Capture Pro**.
3. If you see a **Switch to Simple View** button in the upper right corner of the window, click it.

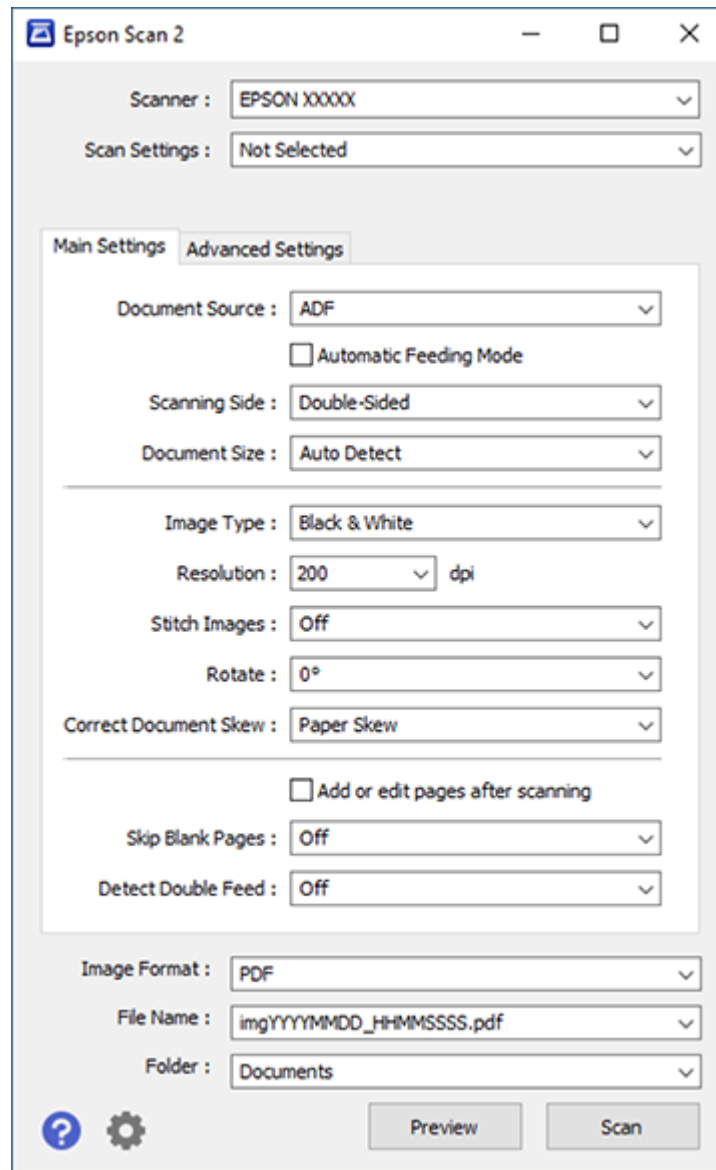
You see a window like this:



4. Click the **Scan Settings** button, then click **Detailed Settings**.

Note: If you do not see the **Scan Settings** button, click the < symbol in the **Scan and...** bar.

You see an Epson Scan 2 window like this:



5. Select **Double-Sided** as the **Scanning Side** setting.
6. Select the original document size or **Auto Detect** as the **Document Size** setting.
7. Select one of the following as the **Stitch Images** setting:
 - **Top&Bottom**: Places the scanned images one above the other.
 - **Left&Right**: Places the scanned images side by side.
8. Select the **Advanced Settings** tab and set the **Edge Fill** setting to **None**.
9. Click **Save**.
10. Click **OK**.
11. Click **Scan**.

The scanned image is displayed.



Note: If the scanned images are not stitched together in the correct orientation, click **Scanning Side** on the Epson Scan 2 window, select **Settings**, set the Binding Edge to **Left** or **Top**, and rescan the document.

Parent topic: [Document Capture Pro 2.0 for Windows](#)

Scanning Multi-Page Originals as Separate Files - Windows

You can use Document Capture Pro (Windows) to scan multi-page originals as separate scanned files. You indicate how the separate files are created by defining a maximum page count per file or by inserting blank pages, barcodes, or characters that can be detected by the software as separation markers.

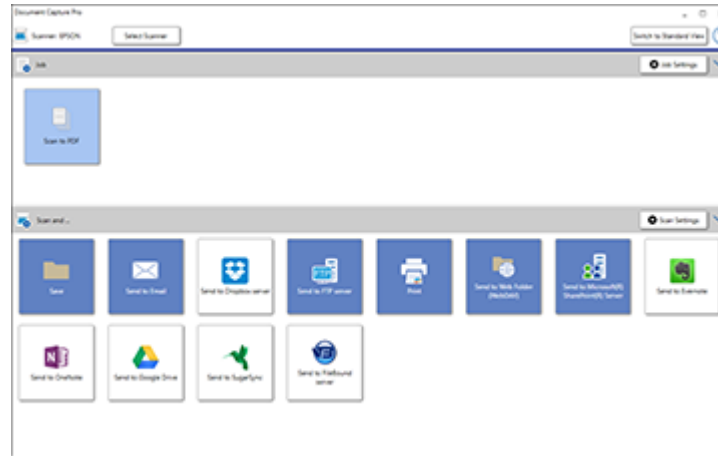
Note: The settings may vary, depending on the software version you are using. See the help information in Document Capture Pro for details.

1. Load your multi-page original in the product.
2. Do one of the following to start Document Capture Pro:
 - **Windows 10:** Click  and select **Epson Software > Document Capture Pro**.
 - **Windows 8.x:** Navigate to the **Apps** screen and select **Document Capture Pro**.
 - **Windows (other versions):** Click  or **Start**, and select **All Programs** or **Programs**. Select **Epson Software > Document Capture Pro**.

You see the Document Capture Pro window.

3. If you see a **Switch to Simple View** button in the upper right corner of the window, click it.

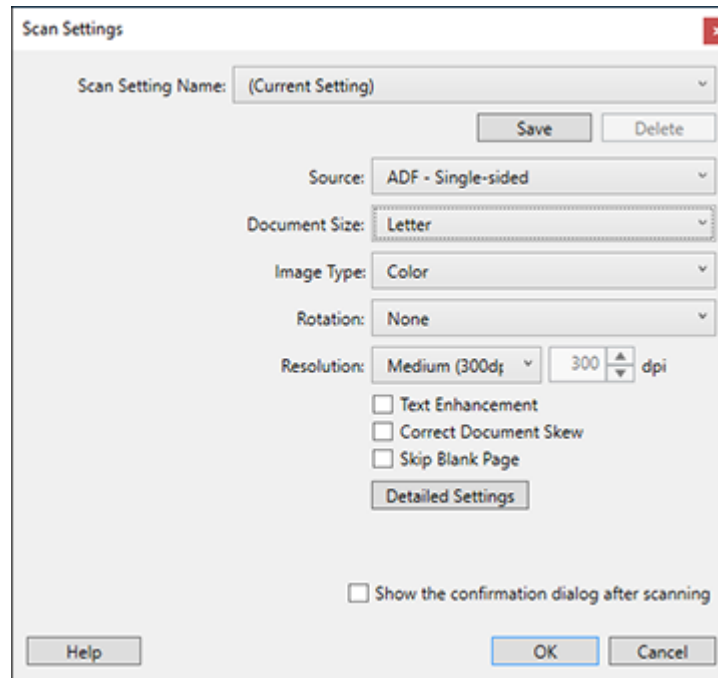
You see a window like this:



4. Click the **Scan Settings** button.

Note: If you do not see the button, click the < symbol in the **Scan and...** bar.

You see a window like this:

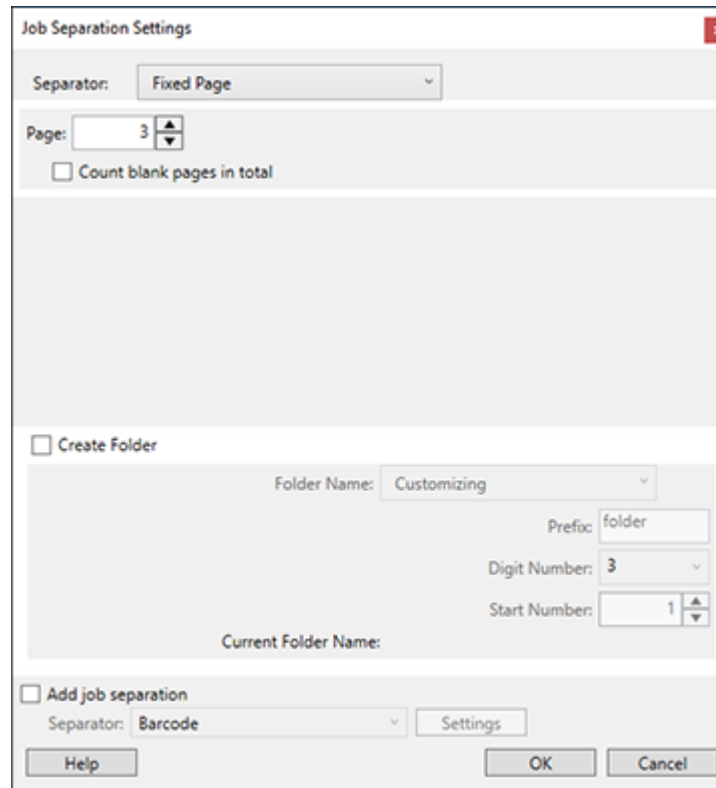


5. Select any displayed settings you want to use and click **OK**.

Note: See the help information in Document Capture Pro for details.

6. Click one of the destination icons (except **Print**) in the **Scan and...** section of the window. Your product starts scanning and you see the settings window.
7. Select the **Apply job separation** checkbox.
8. Click **Separation Settings**.

You see a window like this:



9. Select the method you used to separate the originals as the **Separator** setting.

Note: See the help information in Document Capture Pro for details.

10. If necessary, select **Create Folder** and select a folder name.
11. Select any other folder naming settings you want and click **OK**, then click **OK** again.



Your originals are saved into separate files and folders as specified.

Parent topic: [Document Capture Pro 2.0 for Windows](#)

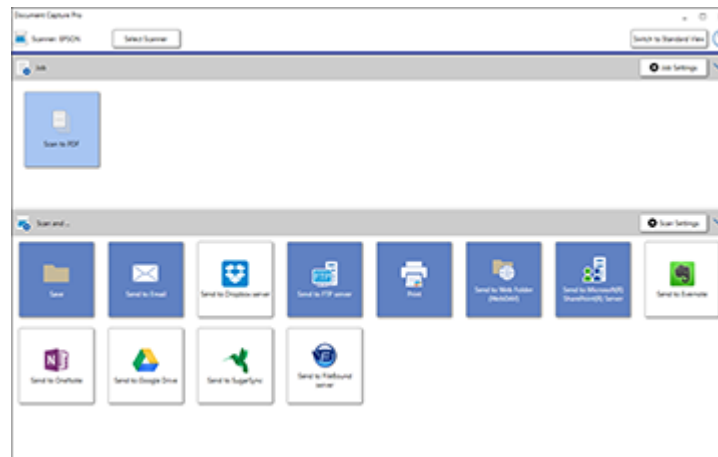
Saving a Scan as an Office Format File - Windows

You can use Document Capture Pro (Windows) to save your scans in one of the following Microsoft Office file formats: Microsoft Word (.docx), Microsoft Excel (.xlsx), or Microsoft PowerPoint (.pptx).

Note: The settings may vary, depending on the software version you are using. See the help information in Document Capture Pro for details.

1. Load your original in the product.
2. Do one of the following to start Document Capture Pro:
 - **Windows 10:** Click  and select **Epson Software > Document Capture Pro**.
 - **Windows 8.x:** Navigate to the **Apps** screen and select **Document Capture Pro**.
 - **Windows (other versions):** Click  or **Start**, and select **All Programs** or **Programs**. Select **Epson Software > Document Capture Pro**.
3. If you see a **Switch to Simple View** button in the upper right corner of the window, click it.

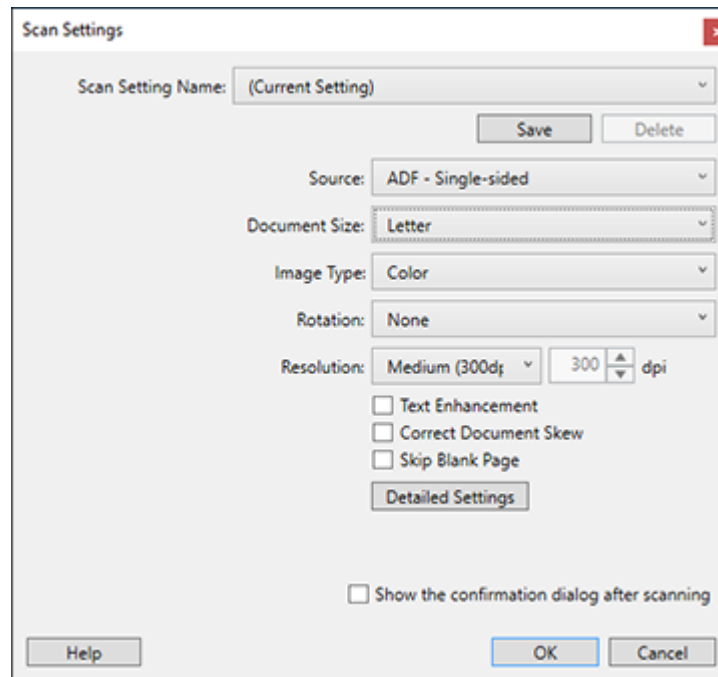
You see a window like this:



4. Click the **Scan Settings** button.

Note: If you do not see the button, click the < symbol in the **Scan and...** bar.

You see a window like this:



5. Select any displayed settings you want to use and click **OK**.

Note: See the help information in Document Capture Pro for details.

6. Click one of the destination icons (except **Print**) to choose where to send your scanned files. Your product starts scanning and you see the settings window.
7. Select the Office format file you want to use from the **File Type** drop-down list.
8. Click **Option** to display additional settings.
9. Select any additional settings as necessary and click **OK**.

Note: See the help information in Document Capture Pro for details.

10. Confirm your settings and click **OK**.



Your originals are saved in the Office file format you selected.

Parent topic: [Document Capture Pro 2.0 for Windows](#)

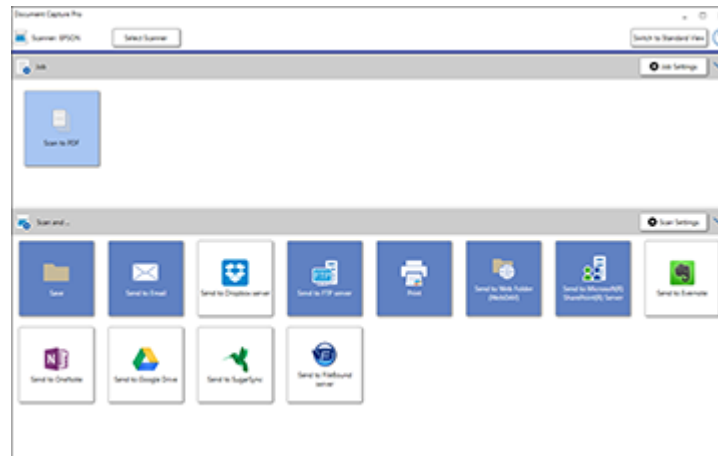
Scanning to a SharePoint Server or Cloud Service - Windows

You can use Document Capture Pro (Windows) to upload scanned images to a SharePoint server or a cloud service.

Note: The settings may vary, depending on the software version you are using. See the help information in Document Capture Pro for details.

1. Load your original in the product.
2. Do one of the following to start Document Capture Pro:
 - **Windows 10:** Click  and select **Epson Software > Document Capture Pro**.
 - **Windows 8.x:** Navigate to the **Apps** screen and select **Document Capture Pro**.
 - **Windows (other versions):** Click  or **Start**, and select **All Programs** or **Programs**. Select **Epson Software > Document Capture Pro**.
3. If you see a **Switch to Simple View** button in the upper right corner of the window, click it.

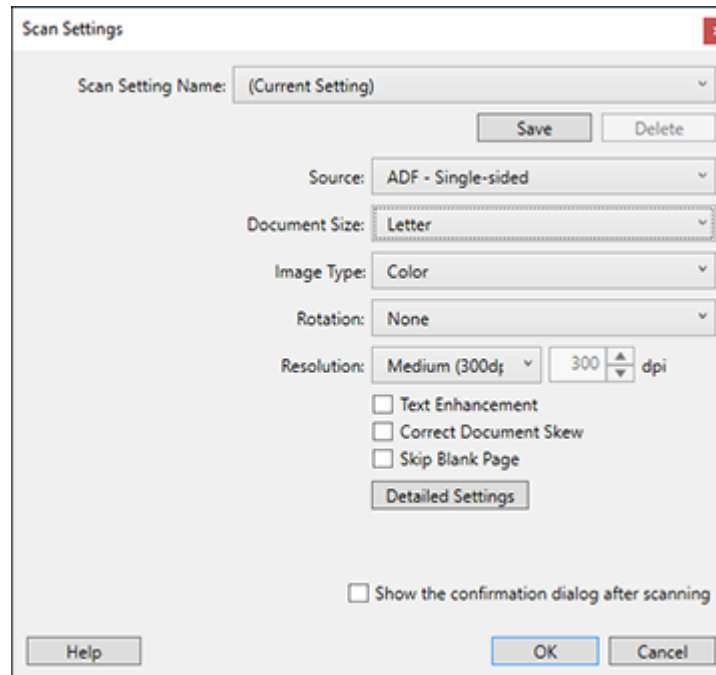
You see a window like this:



4. Click the **Scan Settings** button.

Note: If you do not see the button, click the < symbol in the **Scan and...** bar.

You see a window like this:



5. Select any displayed settings you want to use and click **OK**.

Note: See the help information in Document Capture Pro for details.

6. Click one of the cloud server or service destination icons in the **Scan and...** section of the window. Your product starts scanning and you see the settings window.

Note: If you cannot see all of the icons, the service software may not be installed or the service may not be available on your platform.

7. Enter any required information to set up the destination. You may need to log in to your cloud service to authenticate the connection and allow Document Capture Pro to access the cloud service. If you have previously created a saved setting for the destination, select it from the drop-down list.
8. Adjust any settings and click **OK**.

Note: See the help information in Document Capture Pro for details.

Your originals are uploaded to the indicated server or cloud service.

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