Docuscan PLus For Mac Manual

Boundless

Welcome to DocuScan Plus for Mac

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Serotek's docuScan Plus offers high quality optical character recognition, (OCR,) to convert the printed page in to text, that can be read aloud by your computer. In addition, it can read many pdf files that otherwise cannot be read. This is accomplished by opening the PDF file from DocuScan Plus after first saving it to your hard drive. Once your scanned paper or PDF documents have been recognized, DocuScan Plus will allow you to convert these documents to Daisy books, MP3 files, or BRF files for use with a notetaker or Braille embosser.

This help system will describe the operation of DocuScan Plus, but there are some concepts, such as operating the Voiceover screen reader, that are beyond the scope of this help system. We therefore recommend that you have general familiarity with how to operate your Mac and its screen reader before proceeding with this help document.

DocuScan Plus for Mac is a cloud-based solution, meaning that you will need to have an Internet connection if you wish to scan and manage documents with DocuScan Plus. Docuscan Plus will not work at all without an active Internet connection, because all document recognition is done remotely, not on your computer.

Important Concepts

DocuScan Plus for Mac operates using a few simple concepts that you'll want to be aware of in order to get the most from the application. You will be able to move through the application using your Voiceover cursor, and you'll need to understand how to interact with content, activate buttons and popups, and be familiar with browsing for files using the standard browse dialogue box on the Mac. Beyond these Mac-specific concepts, there is one additional concept to be aware of.

DocuScan Plus utilizes a set of Windows within the application itself. The main application window contains buttons labeled "New Document", "Manage Documents", "Preferences", and "Help". Once you activate any of these options, a separate window appears, but the main interface remains available as well. To cycle between open windows in the application, press command+grave accent or command+shift+grave accent. Unlike many Windows applications, which use alt+tab to cycle between not only active programs but in some cases, different windows in the same program, the Mac always treats multiple windows in one application differently from running applications. Thus, command+tab will cycle between Docuscan Plus

and other applications,, but command+grave accent cycles between open windows within Docuscan Plus. This is an important distinction to bear in mind as you use any Mac application.

To close the currently focused window within the application, press command+w. To exit the application completely, use command+q.

Supported Imaging Devices

DocuScan Plus supports most modern and legacy scanners. An exhaustive list of scanners is beyond the scope of this help file, but if your scanner is listed as being supported with OSx, it will most likely work with DocuScan Plus. In some cases, the scanner requires a set of drivers, which are shipped with the scanner or which can be downloaded from the manufacturer's web site, in order to work properly with any scanning program. However, some scanners, such as the Cannon LiDE 110 sold by Serotek and other online retailers, require no additional drivers beyond those provided natively by Apple.. This means that you can carry your scanner with you and can use DocuScan Plus from any Mackintosh computer to which you have access. DocuScan Plus also supports duplex scanners, which can scan both sides of the page at once, and the program also works with automatic document feeders.

In addition to scanners, DocuScan Plus also supports the HoverCam T5V document camera. For more information on the operation of this camera, please read the HoverCam T5V help documentation. In most respects, DocuScan Plus operates the same, whether you are using a scanner or camera. If you find that your scanner is not supported, let us know and we will do our best to add it to the list of supported scanners, as time and resources allow.

Simple Scan

DocuScan Plus is intuitive, easy to use, and has options appropriate for every type of scanning you might wish to perform. To begin scanning, use the Voiceover navigation keys or the tab key to navigate to the "New document" button, then activate the button by pressing either the spacebar or VO+spacebar. A new window will open containing all of the document scanning options available to you.

Simple Scan

The Simple Scan option lets you quickly scan one or more pages of text. Just place the document with the print facing down against the glass of your scanner and close the scanner's lid for best results. If you're using a document camera, place the document face up on the mat

or other stable surface. Don't worry if the document is upside down or sideways. DocuScan Plus will scan your material, and it will also let you know its orientation. This is convenient when sharing documents with others, or when you need to first read, and then sign an important piece of paper. Navigate to and activate the "scan first page" button when you're ready and Docuscan Plus will do the rest.

Upon pressing the "scan first page" button, you will be focused on a "scan next page" button, which will be dimmed. Using your Voiceover cursor, you may navigate left one element where you'll find a "busy" progress indicator. Navigating to the left once again will show text describing the current progress. You may see: "scanning the page" or "processing the page." If you remain focused on this area, you will hear a progress click indicating when processing is done.

Once the processing of your page is complete, use your Voiceover cursor to navigate right one element to the HTML content containing the text that DocuScan Plus has just recognized. To read this text, interact with the HTML content.

When you've finished examining your text, stop interacting with the HTML content to explore available options. If you have additional pages to scan, simply navigate to and press the "Scan Next Page" button. If the current page didn't come out as clearly as you would like, choose the "Rescan this Page" button after making any adjustments to the paper and scanner. Once all pages have been scanned and recognized, choose the "Save document" button. You will be prompted for a name to give the current project. Type in a name that will help you remember the material you've just scanned and press enter to save your work. Note that when you save a document at this stage, it is stored online, and not on your local hard drive. There are several methods for saving the document to your local computer or to a portable device, which will be discussed later. If you wish to discard all scanning done thus far, you may simply close the window with command+w.

Batch Scan

Batch Scan allows you to scan several pages of text in one sitting without having to review each page being scanned. This bulk scanning option will then let you save the pages as one single file at any point in the scanning process. Here's how it works.

Choose the "new document" button from the DocuScan Plus main window. Next, select the "batch scan" option. At this point, you will see a "scan first page" button, as well as a "save" button, which is dimmed. Select the "scan first page" button with VO+space bar. When the image for the first page has been captured, you will see a "scan next page" button. Press this with VO+space bar when your next page is ready.

If you use VO+left arrow to navigate to the previous element, you will see text which indicates the current activity with your project. This text will say "processing", which means that OCR is being performed on your images, or "done", which means that OCR is complete. With tab or VO+right arrow, you may now navigate to the "save" button to save your document. Note that this button will be dimmed if OCR is still being performed. If the button is available and you're ready to save your document, press vo+space bar to activate the button and save your document to Serotek's servers.

Continuous Reading Scan

The DocuScan Plus continuous Reading option is great for those who want to preview books and printed mail without needing to edit the scanned pages. For even faster scanning and reading, you can press the Space Bar to scan the next page while Docuscan Plus is reading what you've already scanned.

First, upon selecting "new document" from the DocuScan Plus main window, choose the "continuous reading" option to proceed. Navigate to the "scan first page" button, or simply press enter, as this button is the default button in the window. Once your image has been captured, you will see an indicator describing the document's current status. If the document is processing, wait a moment and you'll hear a progress click when processing is complete. Once your first page is scanned, use VO+right arrow to move to the HTML content. At this point, you may interact wiht the HTML content and begin reading it with standard reading commands.

While reading, prepare the next page of your material for scanning. When you're ready to scan the next page, simply press enter from within the HTML content. This will ensure that your next page is scanned, without your losing your place in the document. Note that you can stop interacting with the HTML content and navigate to the "scan next page" button, but the next time you interact with the HTML content in the window, you will be placed at the top of the document.

Once you have completed scanning and reading pages, and you're ready to save the document, stop interacting with the HTML content and navigate to the "save document" button using the tab key or vo+right arrow. Press vo+space bar to activate the "save document" button, and your document will be saved to Serotek's servers.

If you wish to save your document locally, on your own computer, you can do this from the "manage documents" screen.

Reading PDF Files With Docuscan Plus

Docuscan Plus will read PDF files, even those consisting only of graphical representations of text. You can select files from within Docuscan Plus, or you can have your Mac open PDF files with Docuscan Plus instead of Preview or some other program.

Reading A PDF File From Docuscan Plus

Reading a PDF from Docuscan Plus is as easy as scanning a print document. Start by selecting the "New document" button and activating with VO+spacebar or just the spacebar. Then, tab to the "Scan a PDF" button and press it the same way. You will be presented with the standard Mac file selection dialog. Simply locate your PDF file and press the "Open" button. You will be presented with an HTML element. To read your PDF, or to check the status while it is being recognized, interact with the HTML area, and read with standard Web navigation commands.

If you like, you can save the results of the scan. Stop interacting with the HTML area, then use VO+right arrow to navigate to the "save" button, which is the next control to the right. Press the spacebar or VO+spacebar, then type a name for your document into the edit field and press the "Save" button. At that point, your document will be saved to the Serotek servers, and you will be returned to the Docuscan Plus main screen. Remember that documents are saved first to the Serotek servers. If you want to save a copy to your computer, you can do so from the "Manage documents" screen.

Opening a PDF File While Docuscan Plus Is Not Running

Docuscan Plus can open your PDF files from the finder or anywhere that you can select an application to open files. You can set Docuscan Plus as the default application for PDF files instead of Preview, or you can open an individual PDF file with it.

Set Docuscan Plus As the Default PDF Viewer

If you prefer using Docuscan Plus to read your PDF's, you can set it as the default application for opening PDF files. To do this, find a PDF file, then press cmd+i to open the file info screen. Navigate to the "Open with" control. Voiceover will say, "Open with, Disclosure triangle". Press VO+spacebar on this control to expand it, if it isn't already expanded. Then use VO+right arrow to find the Popup menu of compatible applications. Down arrow until you get to "Docuscan Plus", then press VO+spacebar. Navigate to the "Change all" button and again press VO+spacebar to have Docuscan Plus open all PDF files. Close the file info window with CMD+w.

To Have Docuscan Plus Read One PDF File

If you don't want Docuscan Plus to be your default PDF reader, but just want it to read one file, navigate to the file you want to open. Once you get to the file, interact with it to be sure it is properly selected. Then press VO+shift+m to bring up the context menu. Use the down arrow to get to "Open with, submenu", then press the right arrow to expand the menu. Select "Docuscan Plus" with the up and down arrow keys and press return.

When the PDF file opens in Docuscan Plus, simply interact with the HTML content, and use standard Voiceover commands to read the document. See the previous section for details on saving your work.

Docuscan Plus Preferences

You can change the settings that Docuscan Plus uses to save braille, MP3, and DAISY files from your scanned material. In order to change them, select the "Preferences" button from the main Docuscan Plus start screen.

When you activate the "Preferences" button with spacebar or VO+spacebar, the preferences window will open, displaying the preferences dialog. You can adjust braille and speech preferences by pressing VO+spacebar on the appropriate tab. Be aware that, as with other Mac applications, preferences take effect immediately and do not need to be confirmed. Therefore, when you have your preferences set the way you want them, simply close the preferences window with command+w.

Speech Preferences

To adjust the voice and speaking rate used to make MP3 recordings or DAISY files, navigate to the "Speech" tab and select it with VO+spacebar. You can then tab through the available options and adjust them to your liking.

First, select the voice you want to use from the popup menu. Activate the menu by tabbing to it or using the VO navigation keys. If the selected voice is not the one you want, press the down arrow to open the list, find the voice you want, and confirm with VO+spacebar.

Use the "Faster" and "slower" buttons to adjust the speech rate to a comfortable speed. It is important to remember to just press these buttons with the spacebar. If you use VO+spacebar, you will not hear the sample text used to judge the speaking rate, because Voiceover will interrupt with its announcement that you've pressed the button.

Braille Settings

Docuscan Plus will save to a braille file using the braille table selected in the "Braille" preferences tab. To select a braille table appropriate to your needs, select the "Braille" tab by navigating to it and pressing VO+spacebar. Then, select the braille table from the list by navigating to the list, then finding the correct table using the up and down arrows. Confirm your selection with VO+spacebar.

Managing Documents

Once your paper or PdF document has been recognized, you may do a number of things with it. To explore your options, first select the "manage documents" button from the DocuScan Plus main interface screen by tabbing to it and pressing with spacebar or VO+spacebar.

You will be presented with the "Manage documents" window, which has a table and two buttons. The table lists all of the documents you have scanned and saved. The two buttons are labeled "Open" and "Delete" to act upon the document selected in the table.

When the "Manage documents" window opens, you will be focused on the documents table. To select a document, simply locate it in the table by using your up and down arrows. You can open it either by navigating to the "Open" button, or by simply pressing the return key. Similarly, you can navigate to the "delete" button and use VO+spacebar or just the spacebar to delete the selected file.

Upon opening a file, you'll see the document in its entirety in an HTML area, followed by a number of actions you may perform with it. You can read the document by interacting with the HTML area and using standard Voiceover reading commands. You can use VO navigation keys or tab to navigate to the various buttons to do useful things with the open file.

Emailing a File

You can Email the currently selected file to yourself or anyone else. The "Email document" button is the first button you will encounter after the HTML area. To Email the file, press the "Email" button, Fill in both your Email and the Email address of the document's recipient, then press the "Email" button. You can then press the "OK" button once you get the confirmation that an Email has been sent.

Saving a Document to Your Computer

While you can use the "manage documents" feature to access your scanned documents from any computer at any time, it is sometimes desirable to save a document for further editing on your own machine. You can do this using the "save to this computer" option in the "manage documents" section.

First, choose the document you'd like to save. Next, tab through the document until you encounter the "save to this computer" button. Press the space bar here, and you'll be presented with a dialogue box where you can enter a file name and browse to the desired location to save the file. Note that the file name field will already be filled in with the name of the scanned project, but you can change this if you wish. Once you've chosen the location to save the file, and you've given it a proper name, tab to the "save" button and press the space bar to save the document to your computer. Now, you can use Text Edit or any other editor to edit the document on your local computer.

Saving a Document to Your Computer in Large Print

While you can use the built-in magnification features of Mac OS to view your scanned document in larger type, it is sometimes advantageous to be able to save the document to your own computer in large print format. In this way, you can print the document to share with others who require large print, or you can view the document on-screen in large type for easy reading and editing. Note that saving a document in large print will alter the formatting in order to accommodate the larger type, and is likely to take up more pages than the original document when printing.

To save to your computer in large print format, choose the document you'd like to save from the "manage documents" section of DocuScan Plus. Next, tab through the document until you encounter the "save to this computer as large print" button. Press the space bar here, and you'll be presented with a dialogue box where you can enter a file name and browse to the desired location to save the file. Note that the file name field will already be filled in with the name of the scanned project, but you can change this if you wish. Once you've chosen the location to save the file, and you've given it a proper name, tab to the "save" button and press the space bar to save the document to your computer. Now, you can edit or print your document from within Text Edit, Pages, or the word processor you prefer.

Password Protection for Your Documents

Sometimes it is necessary to apply an extra layer of security to a document you have scanned. Docuscan Plus allows you to create a password for your documents in order to ensure that the material cannot be accessed by anyone.

To do this, first choose the "manage documents" option from the DocuScan Plus main screen. Next, select the document you'd like to protect. Finally, tab through the options available to you and select "password protect this document." Upon doing this, you'll be prompted to enter a password for your document. When you've done this, tab to the "continue" button and activate it with the space bar or VO+spacebar. Now, each time you wish to access this particular document, you'll be prompted for its password before the document will open. Enter the password in the edit box, and then press tab to the "continue" button and press space bar to activate it.

Making a Daisy Book

DocuScan Plus allows you to create a copy of your scanned material in the popular Daisy format. This format will contain both a text-to-speech rendering of your content, as well as the text content itself. You can then transfer your Daisy file to a portable Daisy player, or you may play the Daisy file using a program on your computer which supports this format, such as the free Olearia DAISY player. Using your Daisy player, you can play the audio content of the book you've just created, or you may switch to the text content, which will give you the ability to navigate the content by character, word, sentence and so on. When playing the audio version of the Daisy book you've created, you may navigate by phrase, which in this instance will jump by paragraph. Note that the audio content of your Daisy book is generated using the default synthesizer settings you have configured in DocuScan Plus preferences.

To create a Daisy file, you must first choose the document you'd like to work with from the "manage documents" option in DocuScan Plus. A window will appear, showing the DAISY creation progress. When the progress shows "Done", you will find a folder with the title of your document in your "Documents" folder on the Mac. This folder will contain all the files associated with the Daisy book you've just created. Once the DAISY book is created, you can close the progress window with command+w.

Creating a MP3 File

You can create a Mp3 file of your document which can then be played on your computer or any portable device which supports MP3 playback. Note that your MP3 file is generated using the default synthesizer settings you have configured in DocuScan Plus preferences.

To create your MP3, tab to the "make a MP3 file" option once you've chosen your document from the "manage documents" menu. Pressing the "save as MP3" button will open a window showing you the MP3 creation progress. Once the window shows "Done", you will find the MP3 in your "Documents" folder on your Mac. Once the file is created, you can close the progress window with command+w.

Making a Braille File

With DocuScan Plus, you may create a file in .brf format which can then be sent to an embosser or transferred to a braille display supporting this format for later reading. Please consult the documentation for your Braille display to learn more about how to transfer a BRF file to your display.

Docuscan Plus uses the braille table chosen in the braille preferences of Docuscan Plus. If you have not previously chosen a braille table to be used with a refreshable braille display, Docuscan Plus will use the English U.S. 8-dot computer braille table. This is likely not what you want to read scanned documents with. Therefore, before you use the "save to braille file" option, be sure to select an appropriate translation table, such as English, U.S. Grade 2. Please see the "Preferences" section of the help for details.

To create the file, you must first choose the document you'd like to work with from the "manage documents" screen of DocuScan Plus. Next, tab to the "make a Braille file" option and press the space bar. Here, you can browse to the location where you'd like to save the Braille file. Once you've done this and chosen the "ok" button, your file will be created and ready to transfer to your embosser or Braille display.

Sending to Amazon Kindle

You can send your scanned documents to your Amazon Kindle by email. To do this, you first need to log into Amazon, set up a Kindle email address, and add your email address as an approved sender for your Kindle. Once you have done that, you're all set to send documents to your Kindle from DocuScan Plus.

First, choose the document you'd like to send from the "manage documents" section of DocuScan Plus. Next, enter your Kindle email address in the first edit box and then press the tab key. Now, enter the email address you've approved through Amazon as an email address from which you can send documents. Last, tab to the send button and press the space bar. Your scanned document will then be transferred wirelessly to your Kindle.

Deleting a Document

If you'd like to delete a document, choose the "delete document" option. once you've selected the document you'd like to work with. You will be prompted as to whether you're certain you wish to delete the document. If you do, choose the "ok" button. If you've changed your mind, you may cancel the deletion with the "cancel" button.

Once you're done performing operations on a particular document, you can browse other documents you've created, or you can return to the DocuScan Plus main menu. When you're

done with your document, close its window with command+w. Similarly, close the manage documents window with command+w when you are finished with it.