



## Purpose

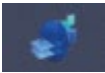
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How to setup the kodak capture pro software for scanning documents on desktop scanners.

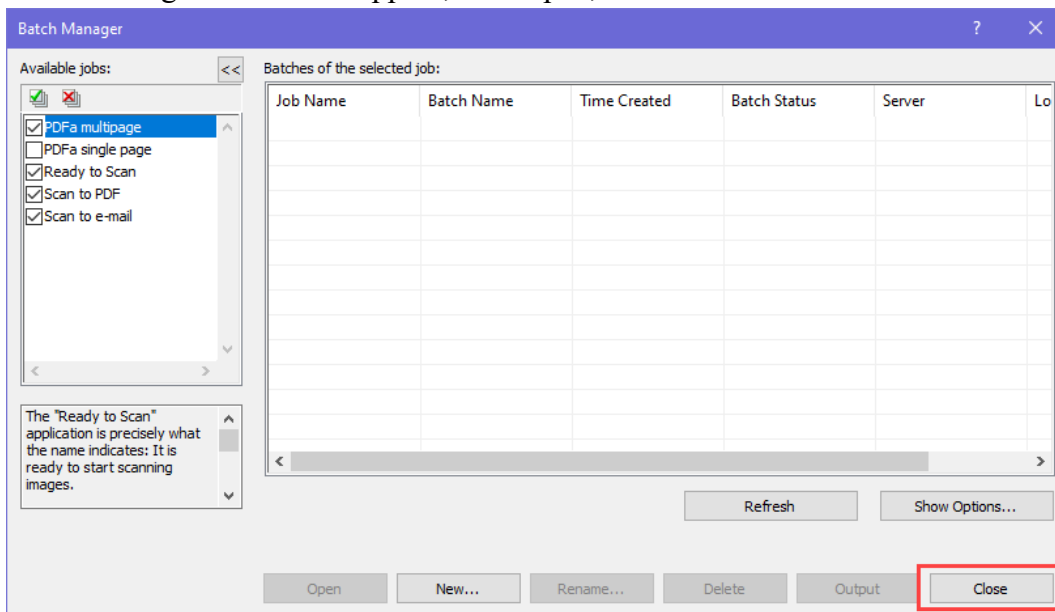
## Procedure

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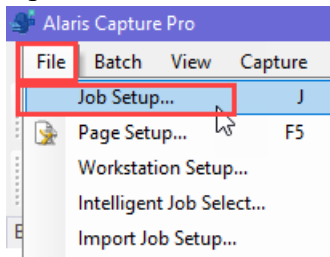
1. Open Kodak Capture Pro



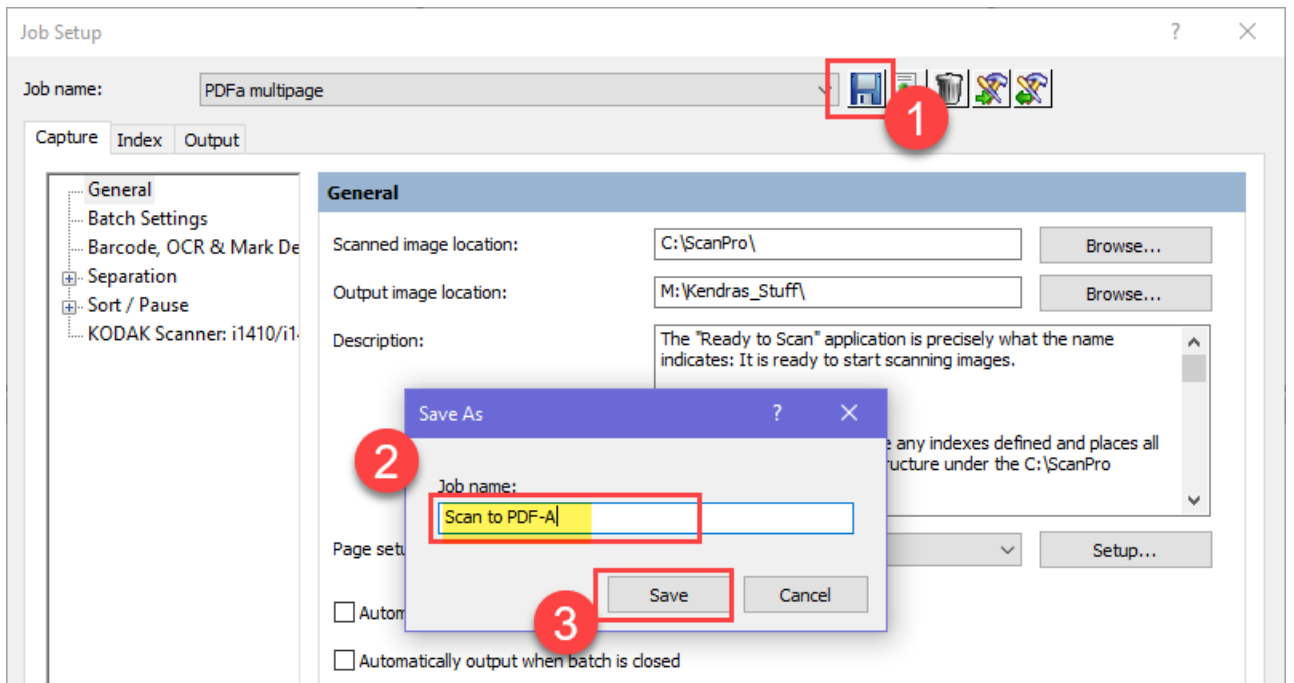
2. Batch Manager screen will appear, once open, click **Close**



3. Open the **File** menu, then select **Job Setup...**

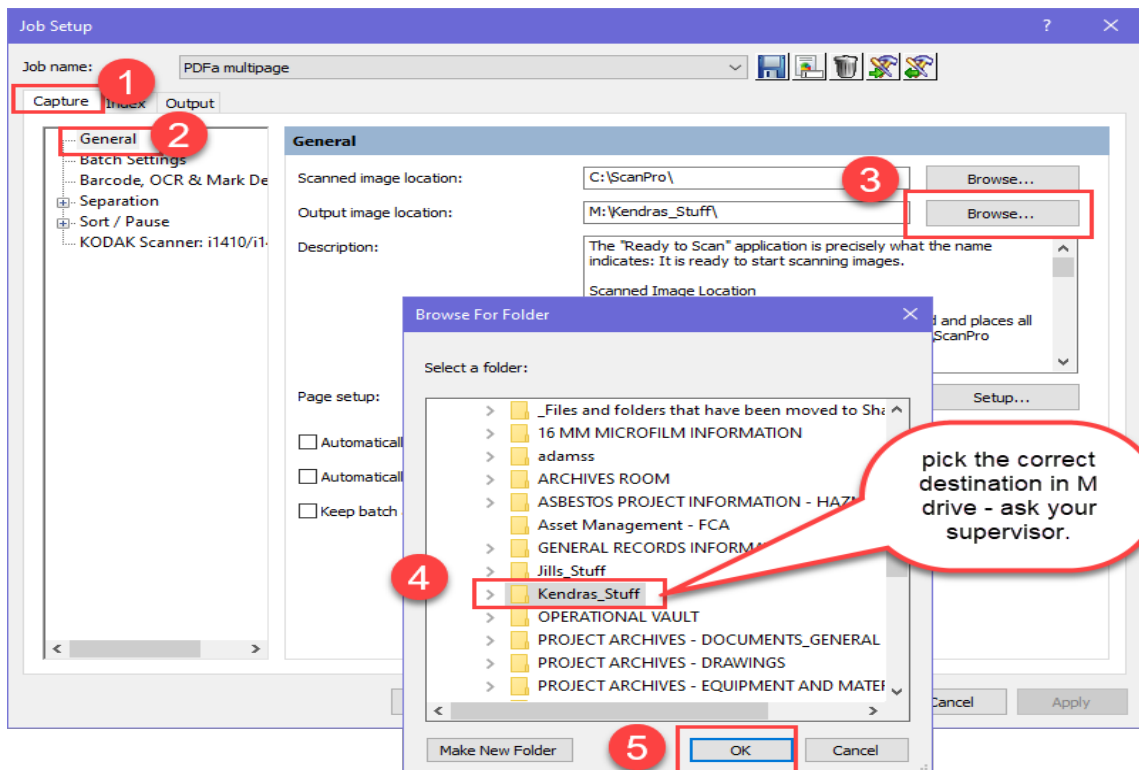


4. Under **Job name** you will want to create a job called **Scan To PDF-A**.
  - 1) Click on the blue floppy disk icon to add
  - 2) Type **Scan To PDF-A**.
  - 3) Click **Save**

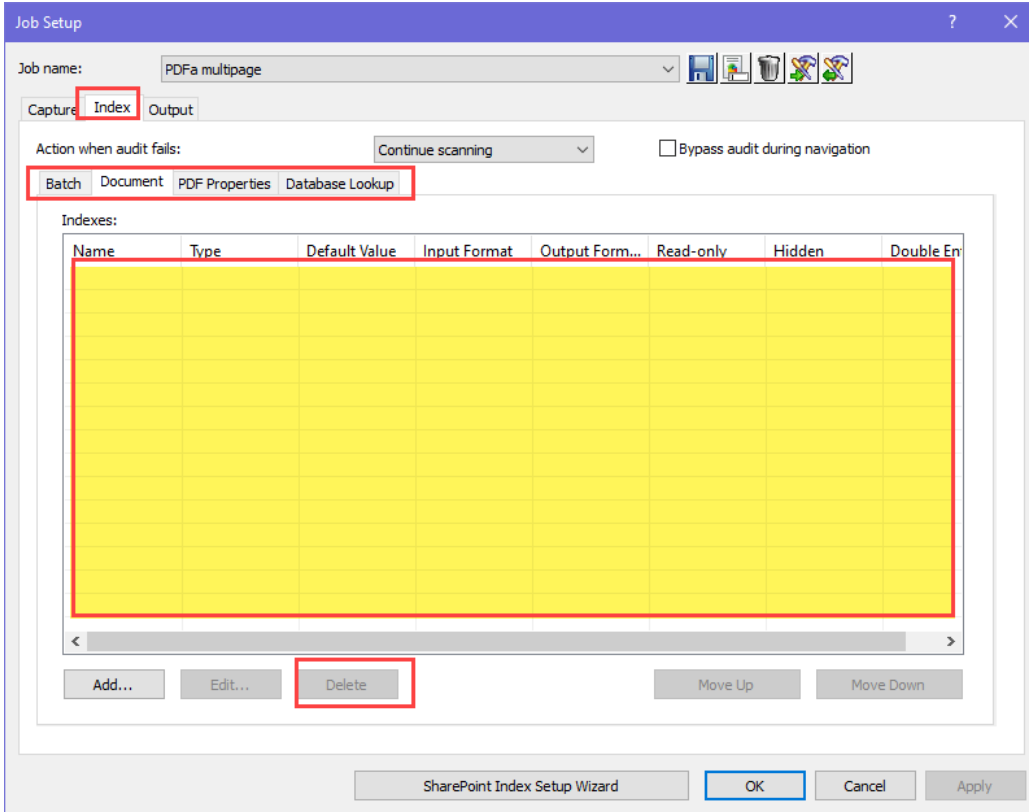


5. To save where the scan will be saved:

- 1) Stay on the **Capture Tab**
- 2) Click on **General**
- 3) Next to **Output Image Location**, click **Browse**.
- 4) Select where the scans will be saved (*talk to your supervisor. This is dependent on your computer and if you are sharing a scanner/computer with others*)
- 5) Click **OK**

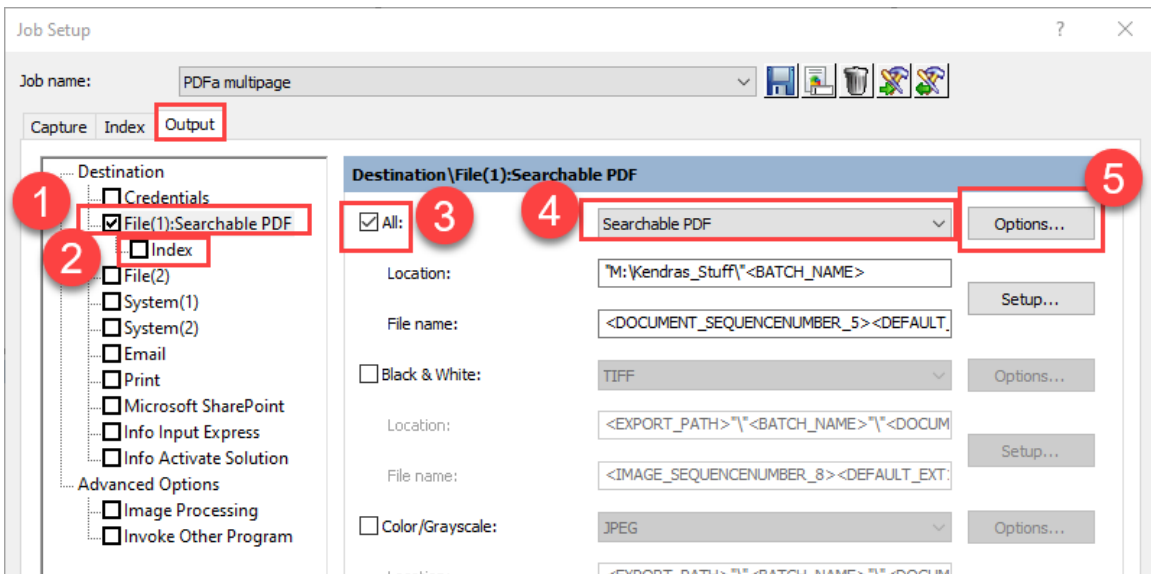


6. Open the **Index** tab, delete any information in the grid – check all tabs under Index.



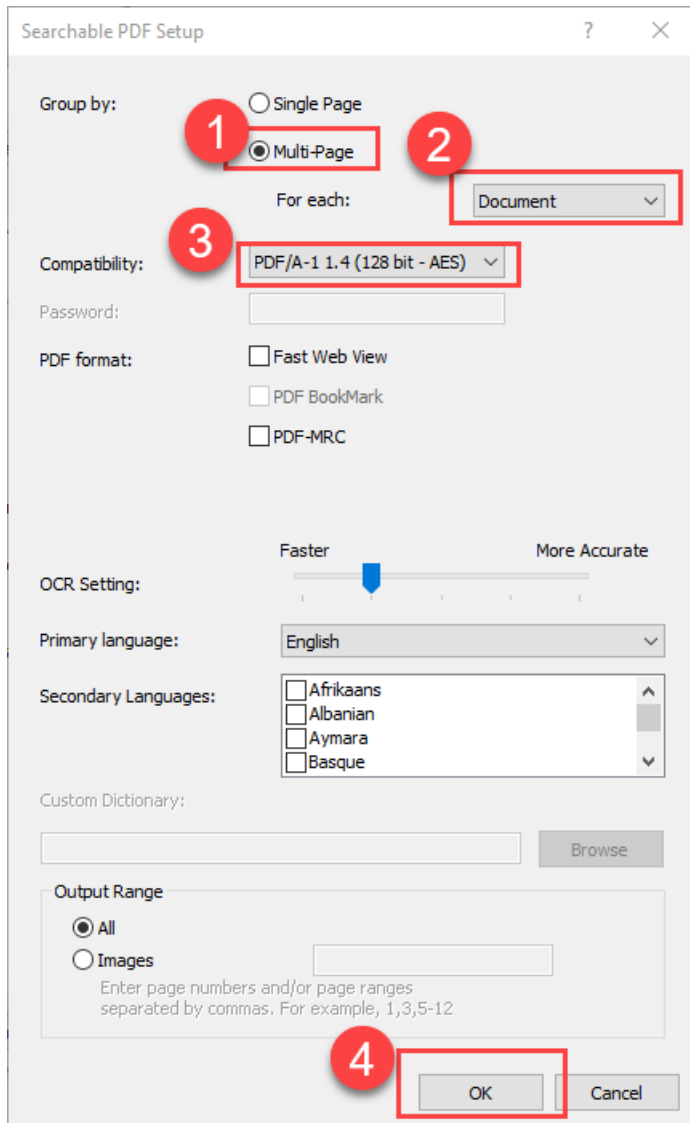
7. Open the **Output** tab

- 1) On the left side under **Destination** make sure only **File(1):Searchable PDF** is checked
- 2) Uncheck the **Index** option
- 3) On the right hand side, make sure the **All** option is checked.
- 4) From the drop down menu choose **Searchable PDF**
- 5) Click **Options**

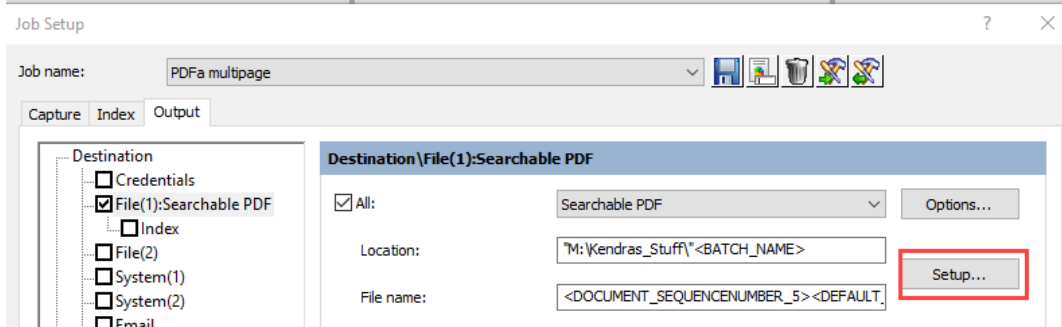


8. In the Options for the **Searchable PDF** setup, select the following settings:

- 1) Group By: **Multi-Page**
- 2) For each: **Document**
- 3) Compatibility: **PDF/A-1 1.4 (128 bit – AES)**
- 4) Click **OK**

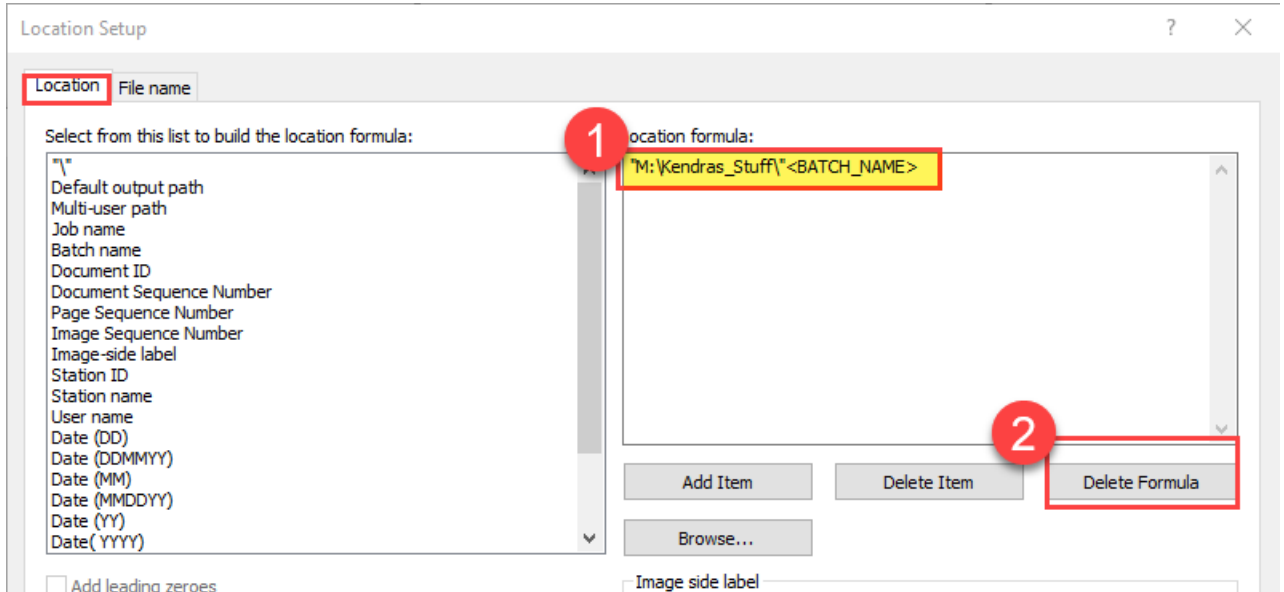


9. Back on the **Output** tab, click **Setup**

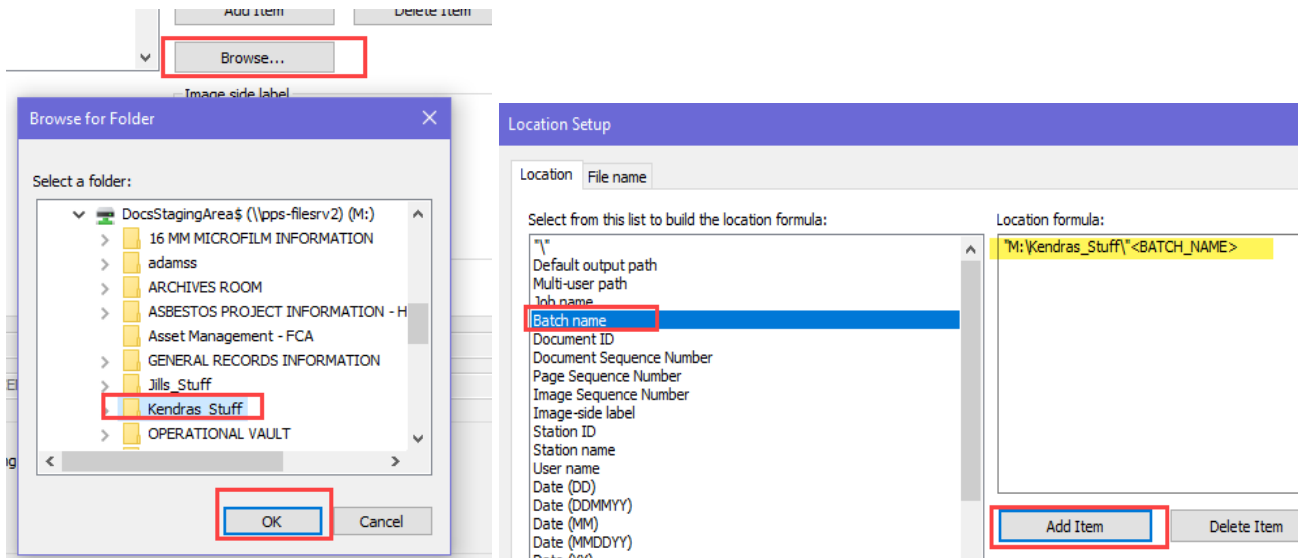


10. Under **Location**

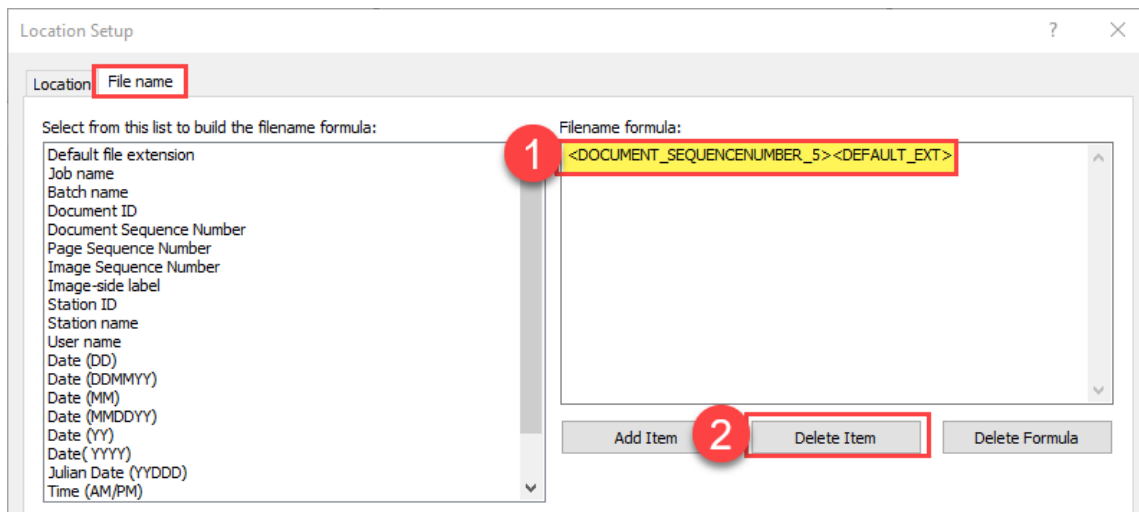
- 1) select the text in **Location Formula**
- 2) click **delete formula**.



11. Click **Browse** and **select** the folder you want the scans to save into.
12. Then choose **Batch Name** from the list of formulas and click **Add Item**

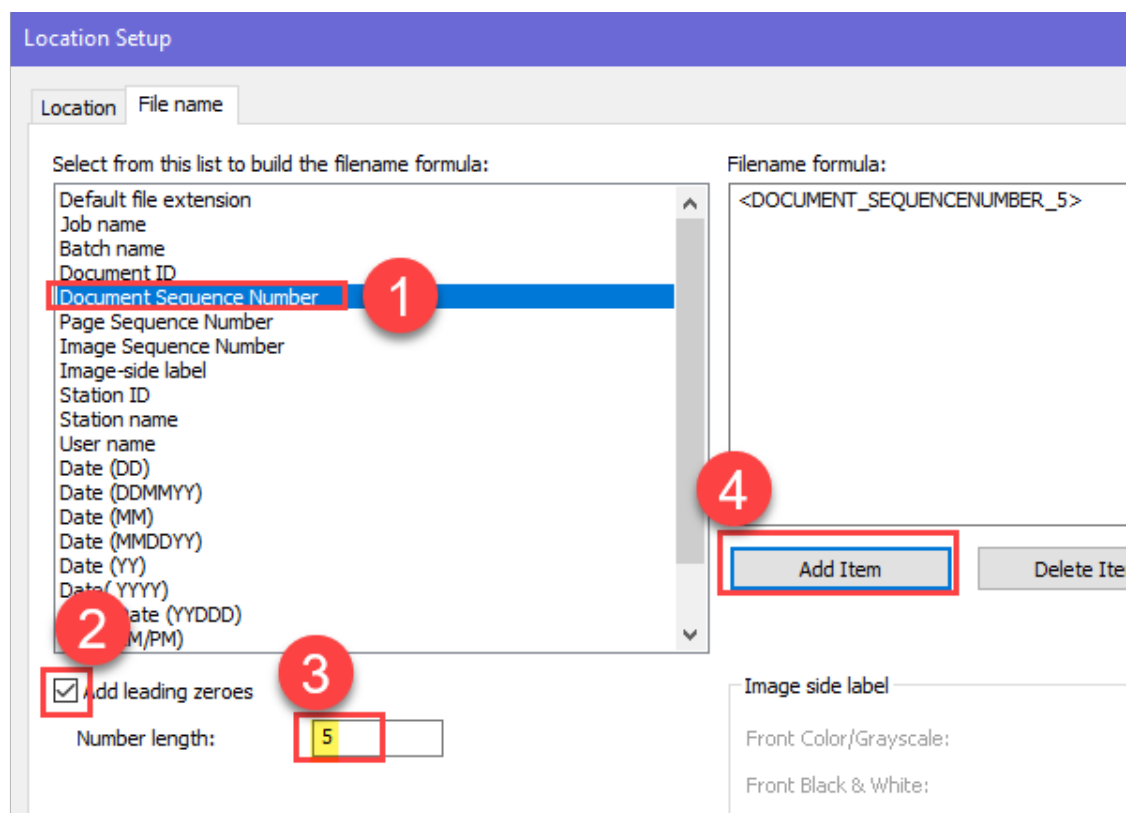


13. Open the **File Name** tab
  - 1) Select the text in **Filename formula**
  - 2) Click **Delete Item**



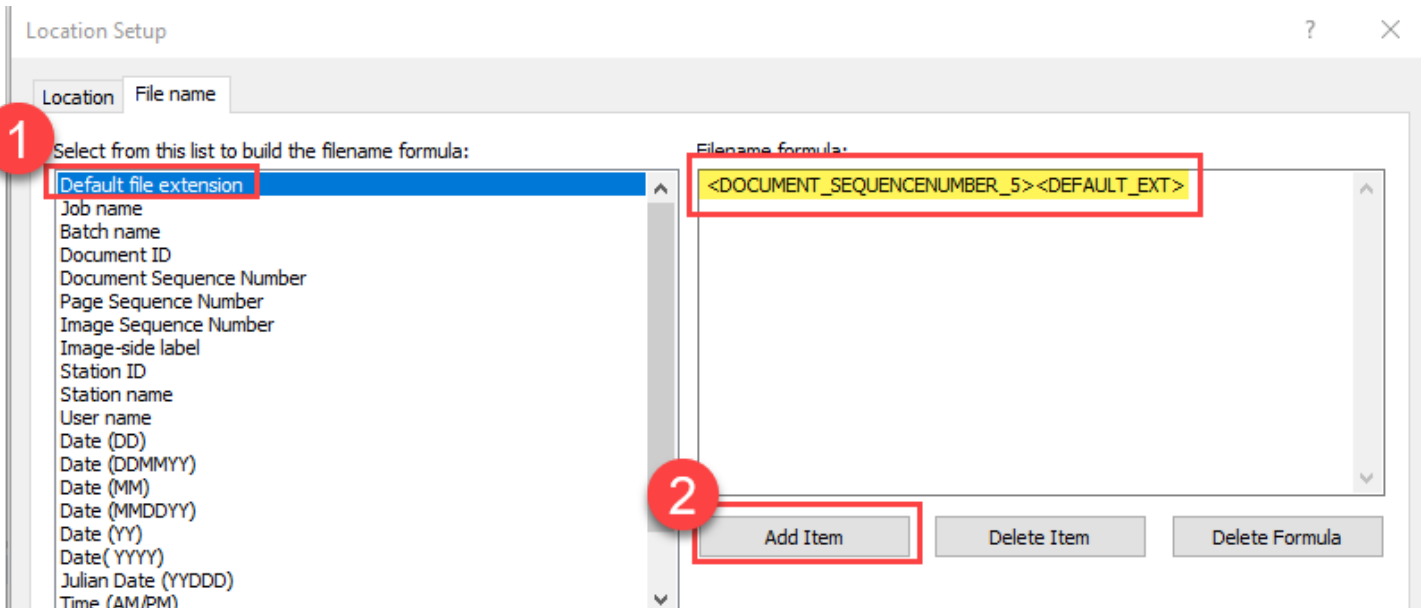
#### 14. From the **Filename Formula list**

- 1) Select **Document Sequence Number**
- 2) Check the box labeled **Add Leading Zeroes**
- 3) In the **Number Length** put 5
- 4) Click **Add Item**



#### 15. From the **Filename Formula List**

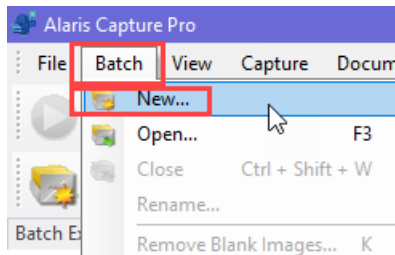
- 1) Click **Default File Extension**
- 2) Click **Add Item**



16. Click **OK** to close the location setup window

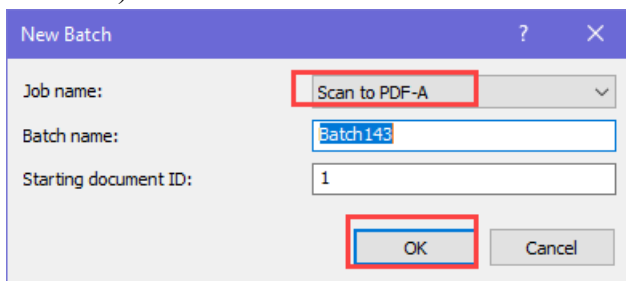
17. Click **OK** to close the Job Setup Window.

18. Open the **Batch** menu and select **New...**

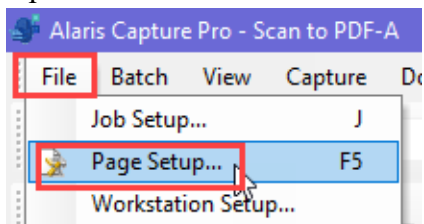


1) Under **Job Name** drop down menu, select the **Scan To PDF-A** job that you just created

2) Then click **OK**

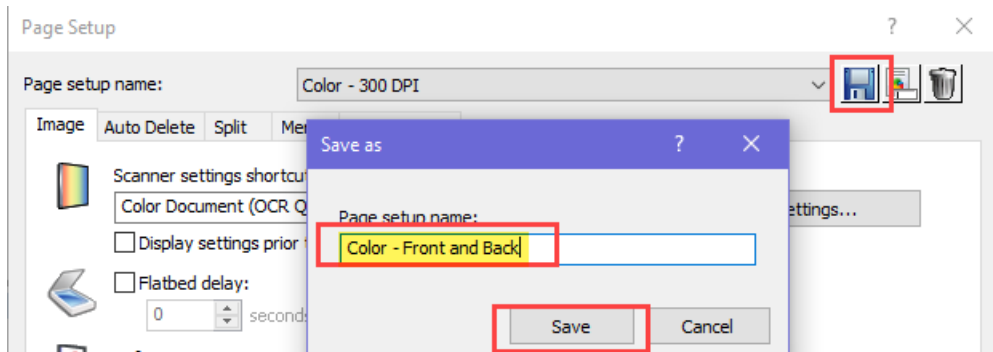


19. Open the **File** menu and select **Page Setup...**



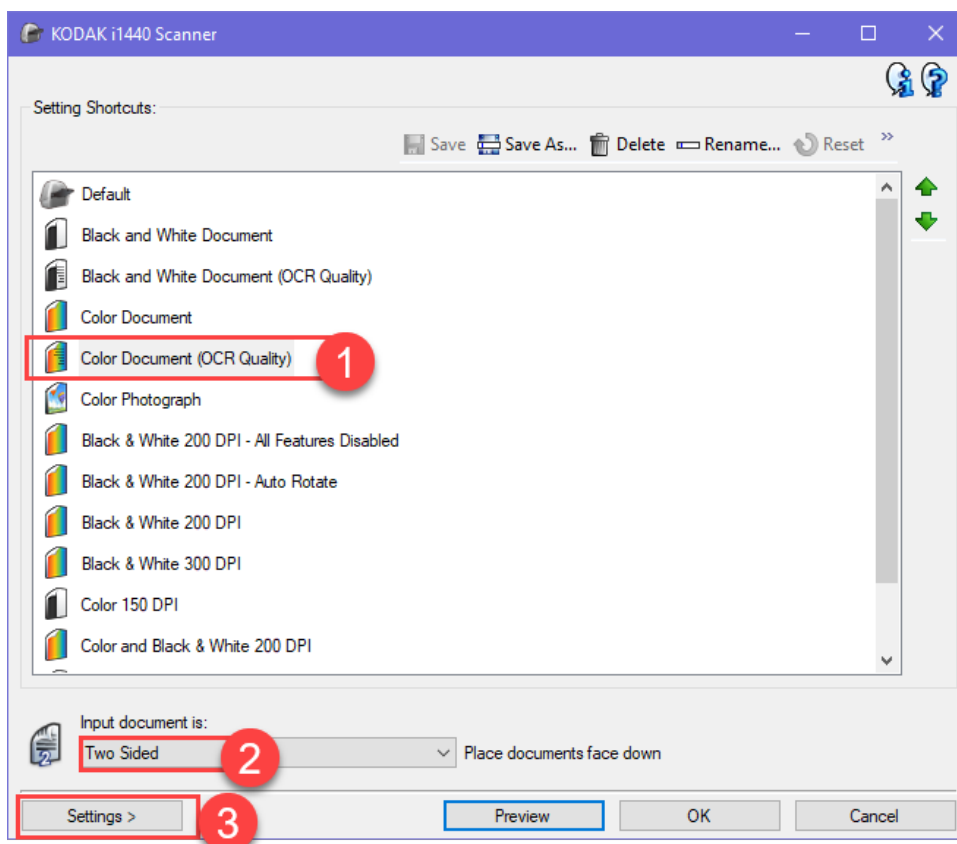
20. To add a new page type:

- 1) Click the **blue floppy disc icon**.
- 2) Type **Color – Front and Back**
- 3) Click **Save**



21. Click **Settings**

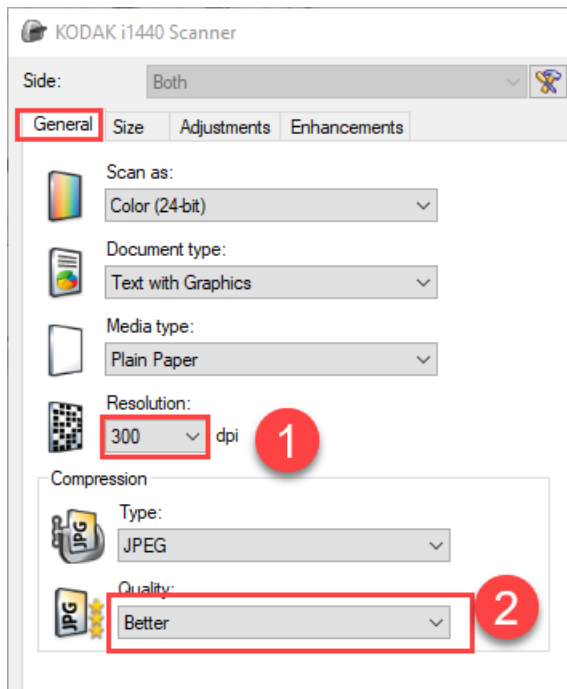
- 1) Select **Color Document (OCR Quality)**
- 2) Set Input document to **Two Sided**
- 3) Click **Settings**



22. Under the **General** Tab:

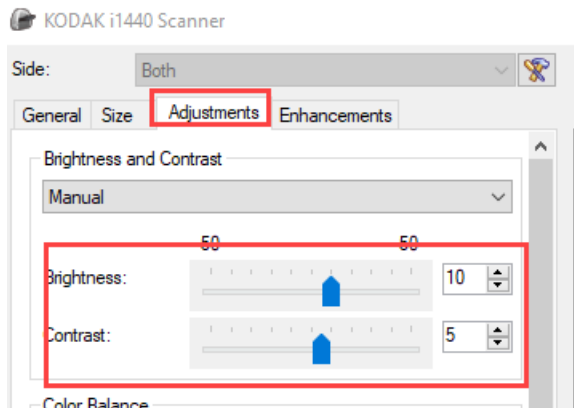
- 1) Set the Resolution (dpi) to **300**
- 2) Set the quality to **better**





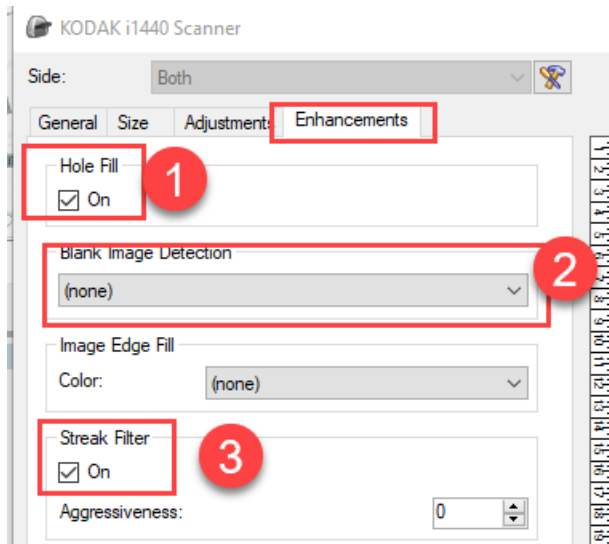
23. Under the **Adjustments** tab

- 1) Make the brightness 10 and contrast 5.



24. Under the **Enhancements** tab:

- 1) Check the **hole fill on** box
- 2) Blank image detection: **none**
- 3) Check the **Streak filter on** box



25. Click **OK** and then click **apply** before proceeding

26. Click **Apply**

27. Click **OK**

28. Now grab a document and test out the settings to make sure it is running correctly.

- 1) You can delete, rotate, insert pages, split documents, crop documents and fix black spots and edges within the software.

## **Revision History and Owner of Document**

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Created: March 2022

Updated: N/A

[FIS Support](#) | [fissupport@ipf.msu.edu](mailto:fissupport@ipf.msu.edu) | 517-353-3434