

**CamShop**

Document Camera Software

# **USER MANUAL**

E19V06

# INDEX

Copyright .....	3
Trademarks .....	3
Disclaimer .....	3
1. Introductions.....	4
2. System Requirements .....	5
3. Unpacking.....	6
4. Hardware installation .....	7
Using LED Light.....	8
5. Software Installation.....	9
6. Getting Started.....	10
6.1 Main Window .....	10
6.2 Function Modes.....	12
6.3 Control Window .....	13
6.4 Feature Options .....	16
6.5 OCR Function.....	17
7. Usage Examples .....	19
7.1 Tips for scanning a document well?.....	19
7.2 How to scan document and save as PDF file? .....	20
7.3 How to scan multiple pages document into a PDF file? .....	21
7.4 How to use crop feature to scan multiple images at the same time? .....	22
7.5 How to photocopy both-side of name card image into one page? .....	23
7.6 How to scan a good quality image of name card?.....	24
7.7 How to scan a document and send to someone by email?.....	25
7.8 How to scan barcodes and save the result in an EXCEL file?.....	26
7.9 How to scan QR barcode and open URL.....	27
7.10 How scan multiple pages document into a Word file by using built-in OCR function? .....	28
7.11 How to combine multiple images files into one PDF file?.....	29
7.12 How to compare multiple image files in one window? .....	30
7.13 How to use Visualizer feature in the classroom?.....	31
7.14 How to add a Watermark in scanned document file? .....	32
7.15 How to set the PDF Options? .....	33
8. Questions and Answers (Q&A).....	34

# Copyright

All rights reserved by original manufacturer, no part of the materials included shall be reproduced in any form or by any means without prior written permission.

# Trademarks

Windows is a registered trademark of Microsoft Corporation in the United States and other countries. All other products mentioned in this documentation are trademarks or registered trademarks of their respective owners.

# Disclaimer

- The screenshots in this user's manual were made with Windows 10. If you are using other Windows system, your screen will look somewhat different but will function the same.
- Specifications of this software and contents of this user manual are subject to change without notice. Any modification, error correction, or feature updates made in the actual software may have not been timely updated in this user manual. User may refer to the actual software itself for more accurate detail. Any misprints, translation errors, or inconsistencies with existing software, will be updated as soon as possible.

# 1. Introductions

The CamShop is a powerful document scanning software for a USB based document camera. It allows user to:

- Quickly scan images or documents into JPEG or PDF files
- Create text OCR and output the result into an editable Word/Text/Excel format
- Recognize barcodes or QR codes
- Make photocopies and send them to a printer
- Send scanned files via email
- Even record video clips

This software UI offers more than 10 interface languages and a powerful built-in OCR engine that supports recognition of more than 120 different languages.

This software also comes with many powerful image processing algorithms, such as scanning image in B&W while specifically keeping red or blue content, removal of undesired shadows, enhanced color, auto-repair of documents with damaged edges, auto-rotation based on text orientation, automatic image cropping, and automatic page-flip detection.

**WARNING:** This software is usually distributed with a dedicated document camera of a specific band and a model number. Only when utilizing the intended document camera hardware can this software realize its full and powerful potential. When utilizing non-qualified document cameras, some or all of the features in this software will NOT work.

## 2. System Requirements

To ensure the performance of this software, the following hardware system requirements are necessary:

	Recommended System	Minimum System
CPU	Intel® Core™ i5 or higher processor	Intel® Core™ 2 Duo or AMD Athlon™ II processor
RAM	4GB	2GB
Graphics card	Intel® HD Graphics 5000 or higher Graphics cards, such as NVIDIA or ATI with 2GB VRAM	Intel® Standard Graphics or higher Graphics cards with 512 VRAM
Free disk space	4GB	2GB
Operating System	Win7 / Win8 / Win10	Win XP SP3
USB	USB2.0	USB2.0

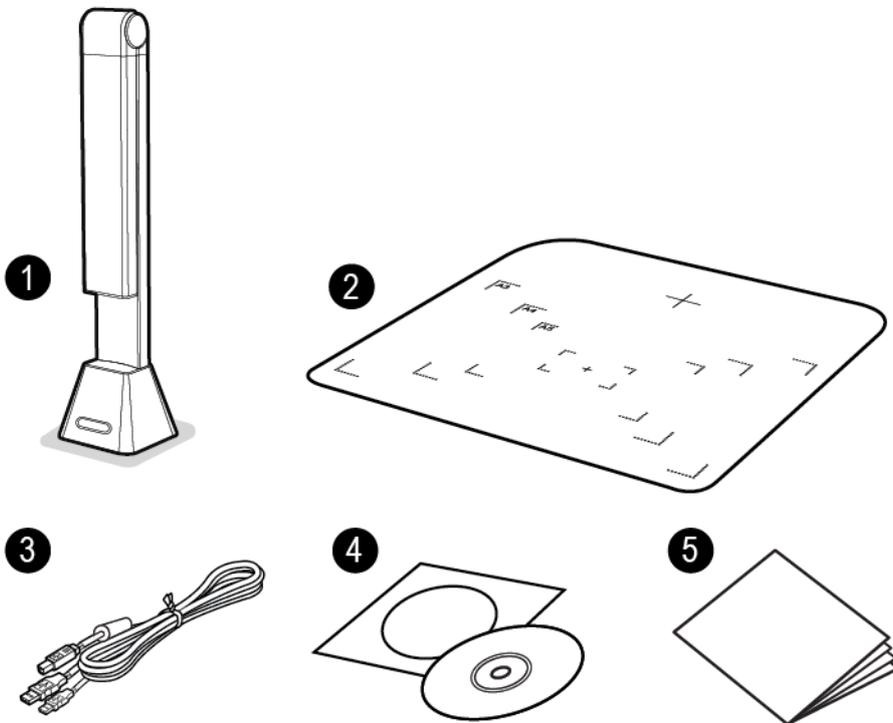
**WARNING:**

This software version does not work on Apple Mac OS or Linux systems.

## 3. Unpacking

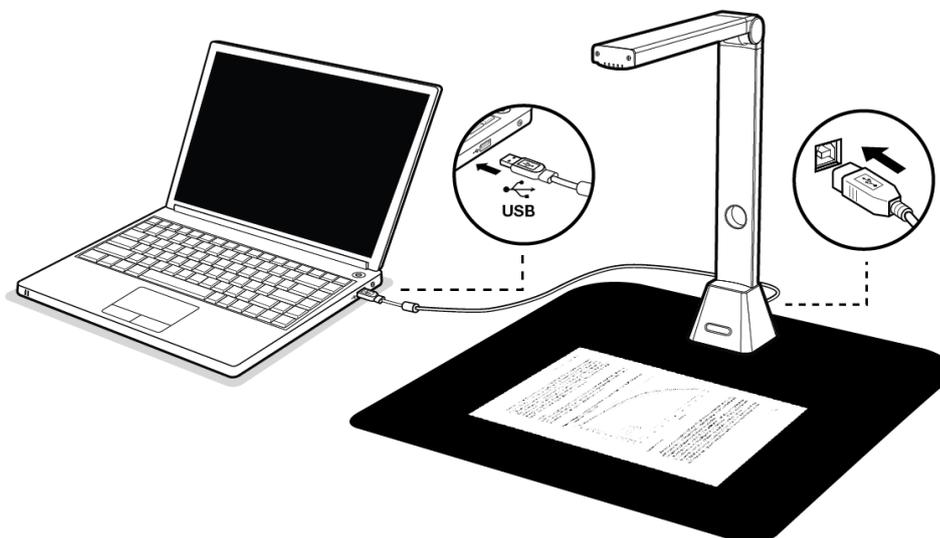
Make sure following items are included in this package. If any items are missing or damaged, contact the dealer where you purchased this product.

- (1) Document Camera
- (2) Scan Pad
- (3) USB cable
- (4) Software CD
- (5) Quick Start Guide

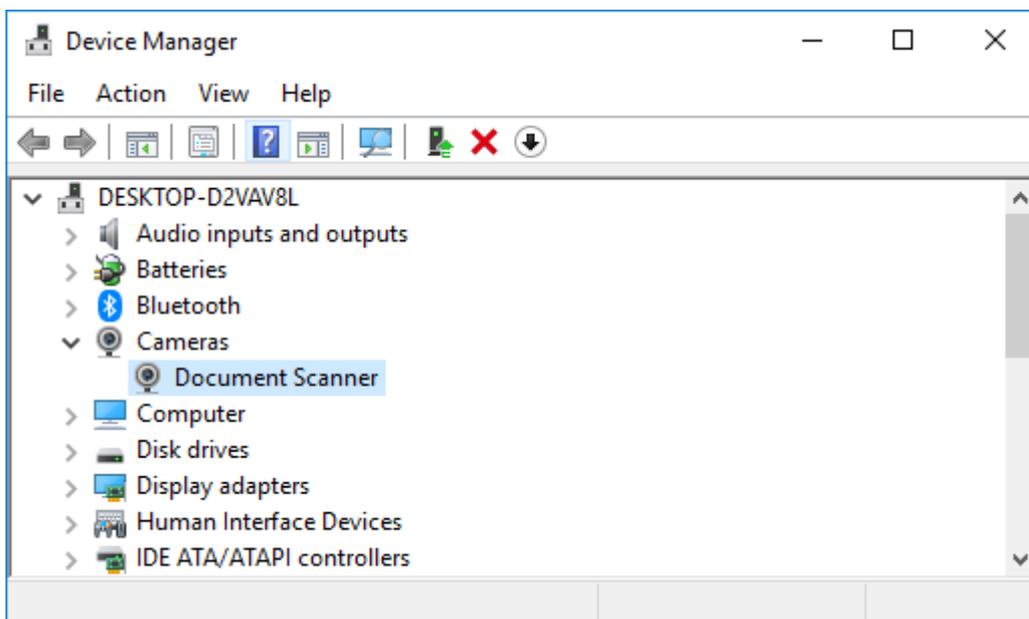


## 4. Hardware installation

1. Plug the supplied USB cable into the back of document camera and connect the other end into an available USB port on your computer.



2. The document camera will connect automatically to your computer.  
(This product is a driverless device used with Windows 10, 8, 7, Vista or XP operating systems. Your computer will recognize the device as Document Scanner under the Cameras in the Windows Device Manager menu.)

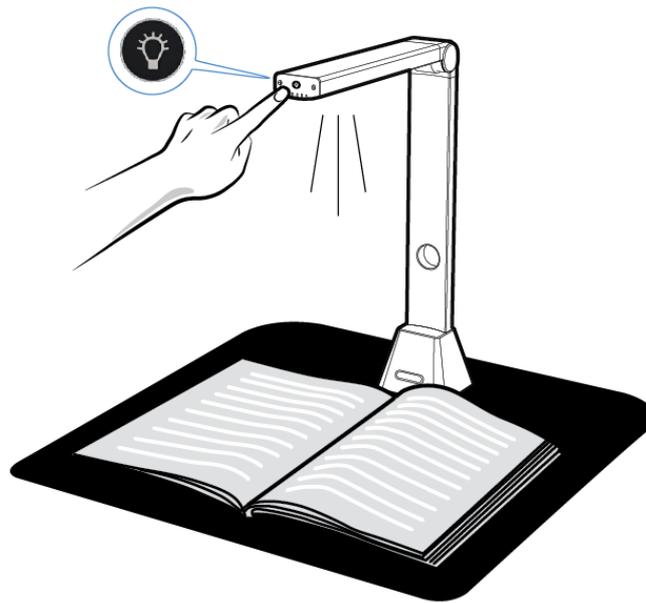


**NOTE:** Device Manager can be found by right-clicking on the Start Menu button. It's the Windows icon in the bottom left corner, then select "Device Manager".

## Using LED Light

There are three levels of LED brightness control available, it can be used when using the scanner in low-light environments. To turn on the LED light, please follow the steps below:

1. Touch the LED light icon to turn on the LED.
2. Touch for the 2nd time to switch to a lower brightness.
3. Touch for the 3rd time to switch to the lowest brightness.
4. Touch for the 4th time to turn the LED light off.



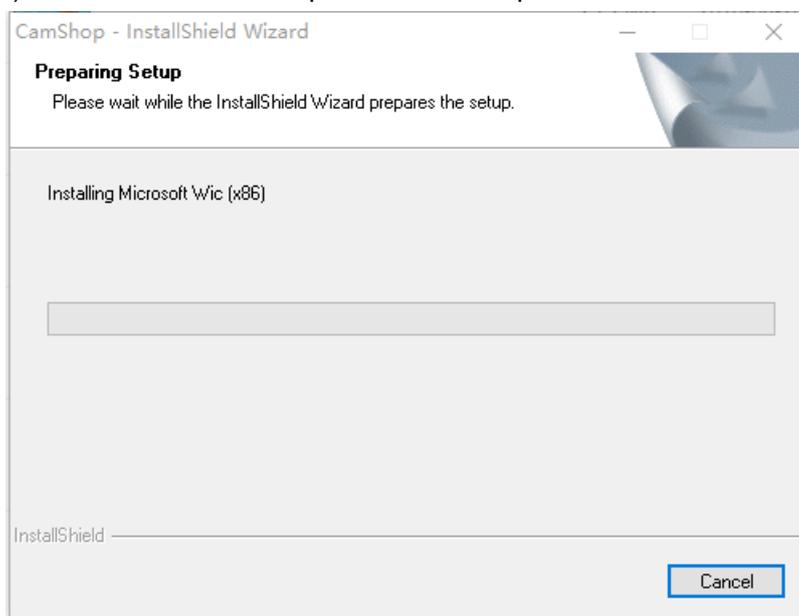
**NOTE:** Do not fold (close) the scanner without first turning off the LED light, as it may cause the scanner to overheat.

## 5. Software Installation

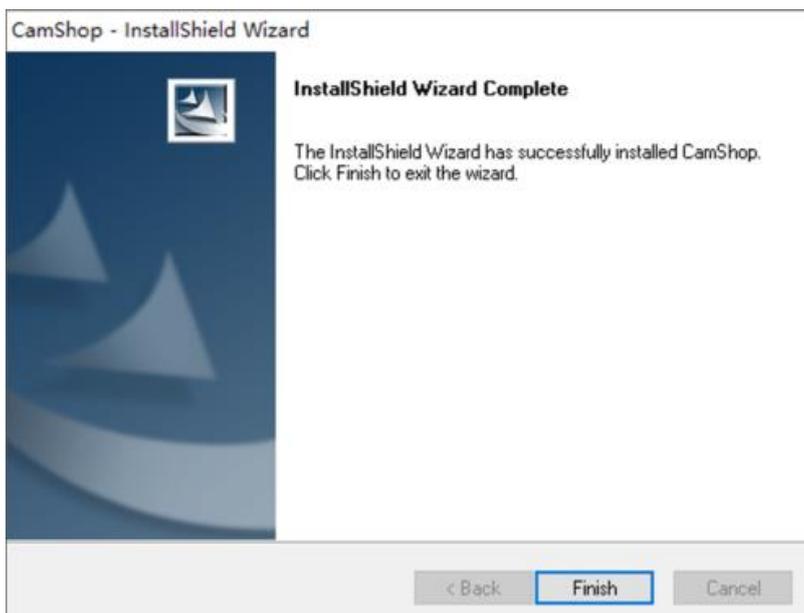
**NOTE:** Before installing this application software, it is recommended to close any antivirus programs or security software currently running on your system.

If you are installing this software from a download file, please double click the .exe file to start the installation process. If you are installing this software from a CD ROM, please insert CD ROM into your CD ROM driver, then the installation process may start automatically.

- 1) Once the installation process started, please follow the on screen instructions.



- 2) Click "Finish" to finish the installation program.

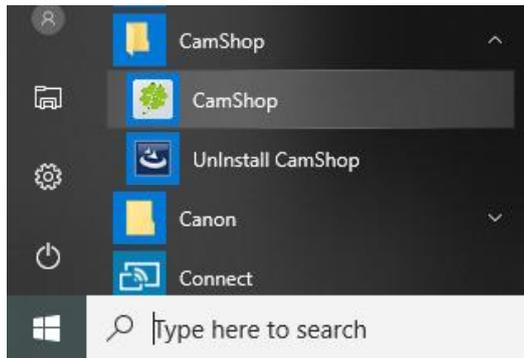


## 6. Getting Started

- To start the program, please double click on the CamShop software icon on the desktop.

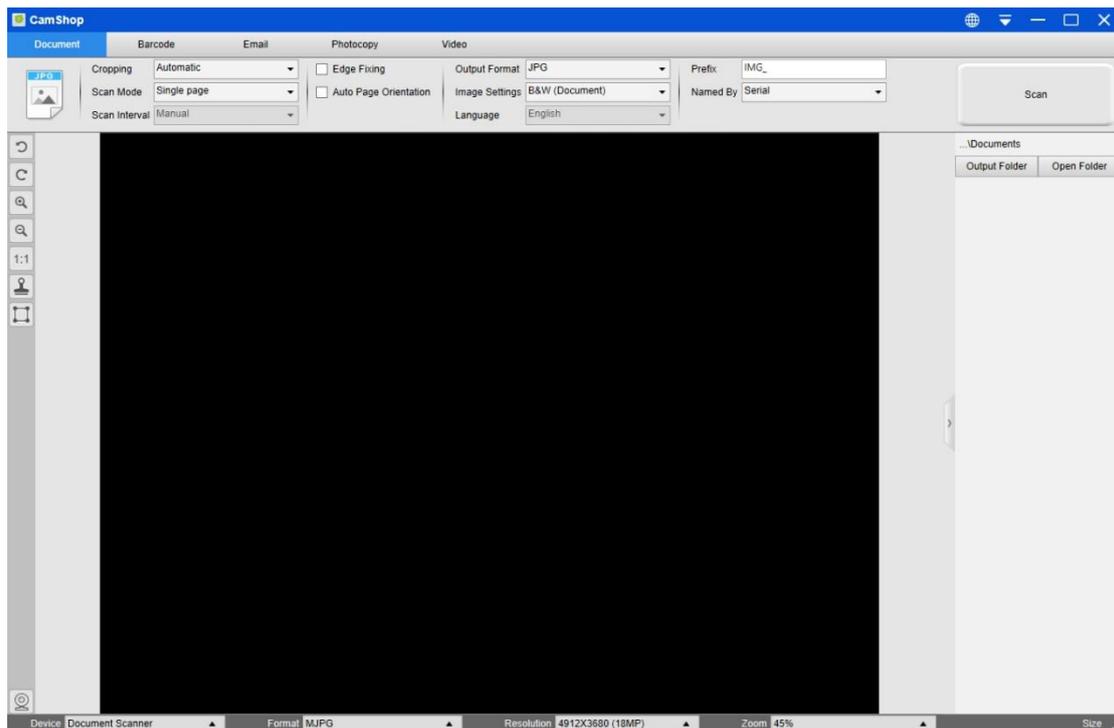


- Or start CamShop from the Windows Programs list:  
Click the Windows Start Menu > All Programs > CamShop folder > CamShop.



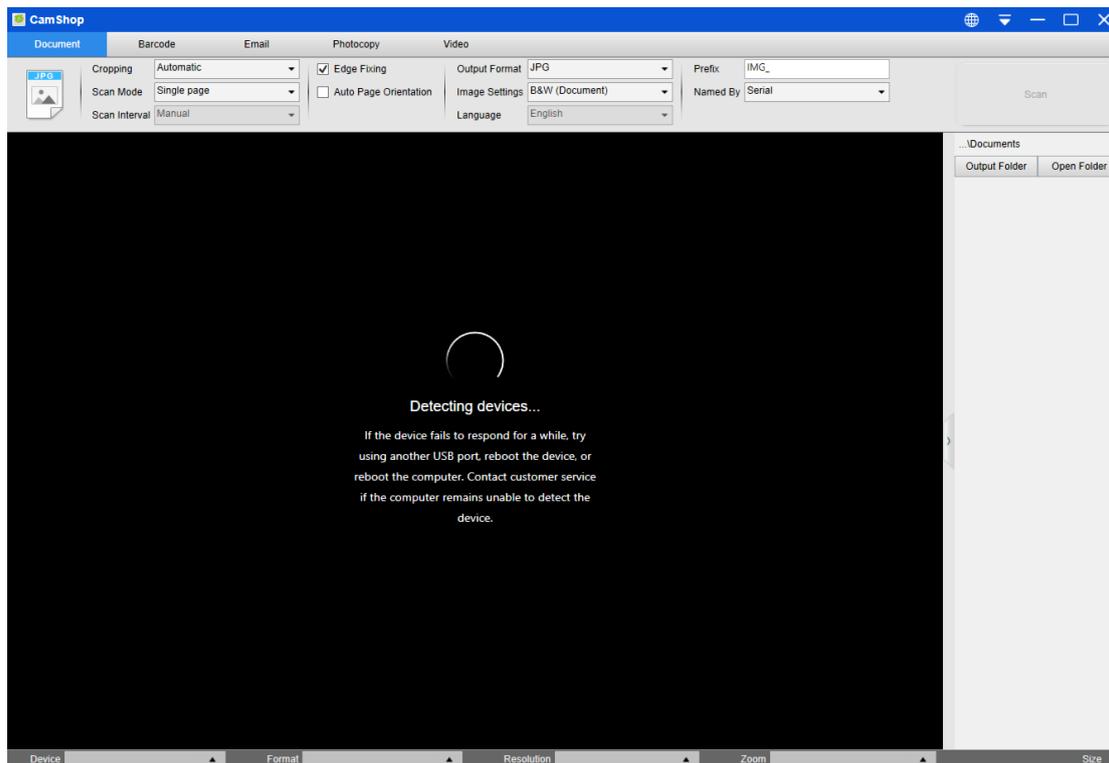
### 6.1 Main Window

When the software is launched, you should see the main window appear as shown below. In the middle of the main window, you should be able to see the real-time preview video from the camera device.



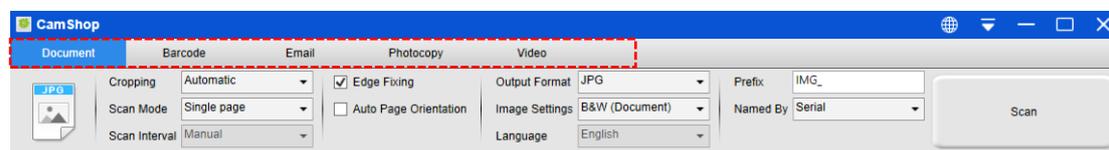
**NOTE:** If you don't see the real-time preview video from the camera device and a **[Detecting devices...]** message is displayed in the middle of the main window as below, please double check the following items sequentially.

- 1) Please make sure your camera device is correctly connected to your PC via a USB cable.
- 2) Please make sure you have lifted the document camera's horizontal arm, which is supposed to be 90 degrees from its vertical stand. (If the camera arm is closed, then you will likely see a completely black video even if the camera is working correctly.)
- 3) Please try to connect the USB cable into another USB Port or reboot your PC.



## 6.2 Function Modes

There are 5 major functions modes available. The user can select different function modes by clicking on the function names shown on the menu bar area.

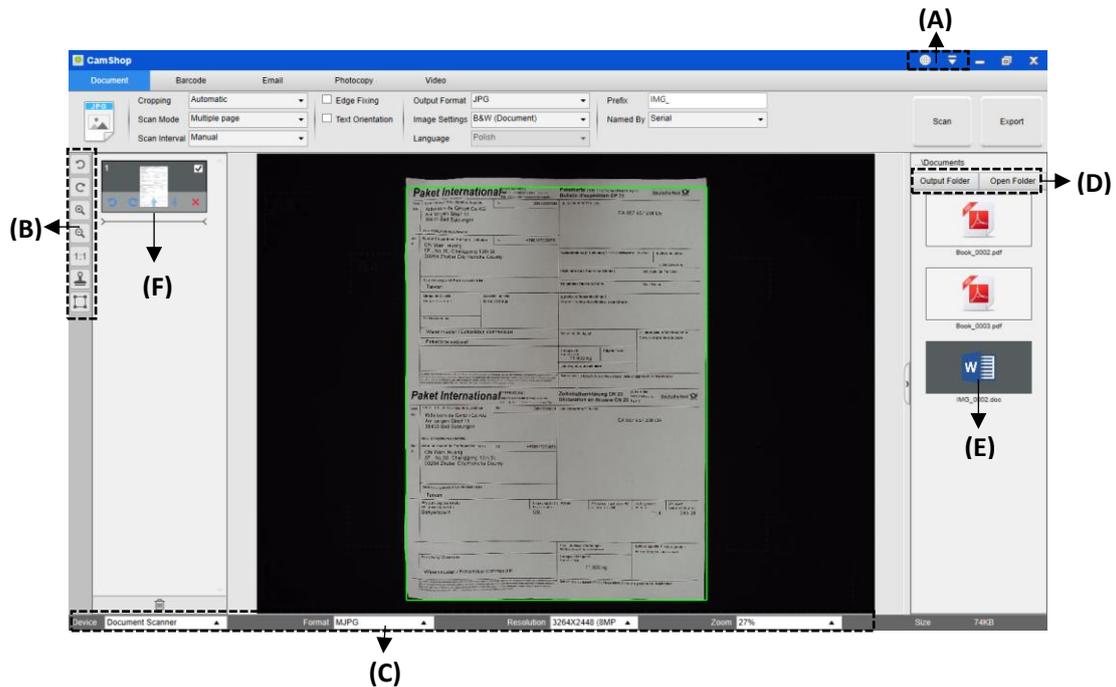


Function Modes	Icons	Description
Document		The Document mode is used for scanning documents, business cards, ID cards or any paper sheets into JPEG or PDF files, you can even to create OCR and convert the scanned files into editable Word/Text/Excel formats using this mode.
Barcode		The Barcode mode is used for scanning 1D barcodes or 2D QR code and then saving the result into a JPEG/Text/Excel /PDF format. It can also scan QR codes and automatically execute the embedded URL link after scanning.
Email		The Email mode is used for saving a scan into PDF or JPEG files, and then sending these files through Email.
Photocopy		The Photocopy mode is used for scanning documents and sending them to a printer. (NOTE: Requires a separate printer)
Video		The Video mode is used for recording video clips and saving them to different video formats with Motion JPEG compression. You can even use the video mode as a Visualizer (For more details, please see 6.12 section)

### NOTE:

- 1) Each of these Function Modes have different feature options and settings.
- 2) Each of these Function Modes has its own file-saving-directory.  
For example: Document mode can scan images into different file directories.

## 6.3 Control Window



(A) At the top of the main window, there are two control buttons available:

Buttons	Explanations	Note
	Language	Language settings for software UI
	Settings	Control settings for the main window

(B) On the left side toolbar, there are many useful control tools available:

Buttons	Explanations	Note
	Rotate Left 90 Degrees	
	Rotate Right 90 Degrees	
	Zoom Out	
	Zoom In	
	Fit Screen / 1:1 Display	
	Watermark (Add watermark on images)	Only available for some Function Modes
	Manual Cropping	Manual cropping of a scanning area

	Full Screen (Enter Visual Presenter mode)	Only available in the [Video] Function Mode
	Focus (Trigger the Auto-Focus action)	This function only available for document cameras that support the Auto-Focus feature

**NOTE:**

The “Focus” button may appear if and only if you have a document camera that can support the Auto-Focus features. By clicking on this button, user can manually trigger the camera to adjust the lens focus again automatically.

(C) On the bottom of the main window, there are some control settings for the camera device:

Button	Explanations
Device	Selecting camera devices
Format	Selecting the camera video output format
Resolution	Selecting the camera video resolution

**NOTE:**

- 1) In the [Format] options, there are usually two options, YUV or MJPEG. YUV is an uncompressed video format, and MJPEG is a compressed video format type. Selecting MJPEG format will allow for a higher video frame rate than selecting YUV format, but not all the camera devices support MJPEG format option.
- 2) In the [Resolution] options, selecting higher resolutions will cause lower video frame rate. If you are capturing a still image or scanning a document, please select the highest resolution available. If you are using this device as visual presenter, then selecting a lower resolution may bring a smoother video experience.

(D) On the right side of the main window, there are options for setting the directory for saving files:

Button	Explanations
Select	Select file save path
Open	Open the current file location

**NOTE:**

- 1) Each Function Mode has its own file save destination. For example, a user can set and change the save path into different destination.
- 2) Even though each Function Mode has its own separate file save destination, all these Function Modes have the same default file-saving-directory path after this software is installed.

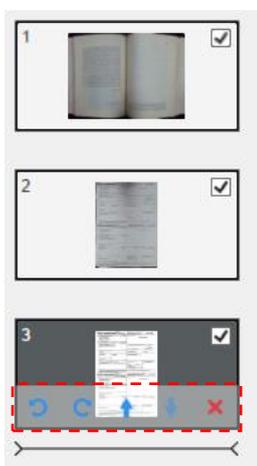
(E) By right clicking on the image files shown in the file fetching column on the right side of the main window, you will see the following options:

Right Click Options	Explanations
Open	Open an image file
Copy	Copy an file
Rename	Rename a file
Delete	Delete a file
Compare	Compare multiple images in one window
Convert into PDF	Convert or merge multiple images files into one PDF file
Convert into TIF	Convert or merge multiple images files into one TIF file
Convert into Text	Convert or merge multiple images files into one Text file
Convert into Word	Convert or merge multiple images files into one Word file
Convert into Excel	Convert or merge multiple images files into one Excel file
Convert into EPUB	Convert or merge multiple images files into one EPUB file
Email	Send an image file as an email attachment
Print	Print an image file by using a printer
Property	Show the property window

**NOTE:**

- 1) The “Compare” and “Convert” functions can work on one or more image files at the same time. User can use the “shift key” or “Ctrl key” on the keyboard to help select multiple image files.
- 2) When using “Email” function, please make sure your computer has an email software installed, such as Microsoft Outlook.

(F) On the left side preview window, you can use the following tools shown on each thumbnail image to rotate the scanned image, change its order, or delete it. You can also double-click on the thumbnail image to enter the Document Page Editor mode.

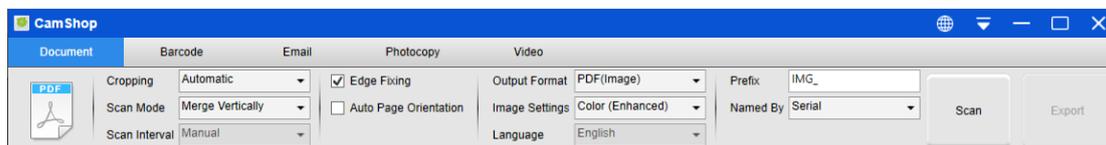


Button	Explanations
	Rotate Left 90 Degrees
	Rotate Right 90 Degrees
	Move up image
	Move down image
	Delete image

**NOTE:** The left side preview window is only available when the Scan Mode settings is selected to “Multiple Image”.

## 6.4 Feature Options

Each Function Mode has different feature settings, for example, while using the **[Document]** function mode, the user will likely to see the following feature settings Options:



Feature Settings	Setting Options	Explanations
Cropping	Automatic	Automatic crop for a single object
	Automatic (Multiple)	Automatic crop for multiple objects
	No Cropping	Scan without cropping
	Self-Defined	Manual crop for a single object
Scan Mode	Single Page	Scan a single page of a document
	Multiple Page	Scan multiple pages of a document by continuous scanning
	Merge Horizontally	Scan both-sides of a document with left and right merged
	Merge Vertically	Scan both-side document with Top and Bottom merge
Scan Interval	Manual	Manual scan by click [Scan] button
	Automatic	Automatically scan when the camera detects a page is turned
	Repeat (5sec)	Automatic scanning by a 5 second countdown
	Repeat (7sec)	Automatic scanning by a 7 second countdown
<input checked="" type="checkbox"/> Edge Fixing		Automatically crops one document and repairs the damaged edges
<input checked="" type="checkbox"/> Auto Page Orientation		Automatically rotates page based on text Orientation
Output	JPEG	Save as JPEG file
	PDF(Image)	Save as PDF file
	PDF(Searchable)	Convert image into searchable PDF file
	PDF(Text)	Convert image into editable Text PDF file
	Text	Convert image into editable Text file
	Word	Convert image into editable Word file
	Excel	Convert image into editable Excel file

Image Settings	B&W (Document)	Output image in Black & White and whiten background
	B&W (Binarized)	Output image in Black & White binary
	B&W (Red Stamp)	Output image in Black & White and keep red stamp
	Color (Original)	Output image in original color
	Color (Enhanced)	Output image with color enhanced
	Grayscale	Output image in grayscale
Language	Select OCR language Note: Ensure to select the correct language of the original text from the drop-down menu to perform text recognition.	
Prefix	Add prefix for the file name	
Name By	Serial	Name by serial number
	Date & Time	Name by date and time

## 6.5 OCR Function

In the Document Function Mode, user can scan a document and convert the image into a searchable PDF, editable Word, Text, or Excel file. The OCR function supports the following languages.

English	German	French
Spanish	Italian	British English
Swedish	Danish	Norwegian
Dutch	Portuguese	Brazilian
Galician	Icelandic	Greek
Czech	Hungarian	Romanian
Slovak	Croatian	Serbian
Slovenian	Luxembourgish	Finnish
Russian	Belarusian	Ukrainian
Macedonian	Bulgarian	Estonian
Lithuanian	Afrikaans	Albanian
Catalan	Irish Gaelic	Scottish Gaelic
Basque	Breton	Corsican
Frisian	Norwegian Nynorsk	Indonesian
Malay	Swahili	Tagalog
Japanese	Korean	Simplified Chinese
Traditional Chinese	Quechua	Aymara
Faroese	Friulian	Greenlandic
Haitian Creole	Rhaeto Romance	Sardinian
Kurdish	Cebuano	Bemba

Chamorro	Fijian	Ganda
Hani	Ido	Interlingua
Kikongo	Kinyarwanda	Malagasy
Maori	Mayan	Minangkabau
Nahuatl	Nyanja	Rundi
Samoan	Sotho	Sundanese
Tahitian	Tongan	Tswana
Wolof	Xhosa	Zapotec
Javanese	Nigerian Pidgin	Occitan
Manx	Tok pisin	Bislama
Hiligaynon	Kapampangan	Balinese
Bikol	Ilocano	Madurese
Waray	Serbian latin	Latin
Latvian	Hebrew	Numeric
Esperanto	Maltese	Zulu
Afaan Oromo	Asturian	Azeri (latin)
Luba	Papiamento	Tatar (latin)
Turkmen (latin)	Welsh	Arabic
Farsi	Mexican Spanish	Bosnian (Latin)
Bosnian (Cyrillic)	Moldovan	German (Switzerland)
Tetum	Kazakh (Cyrillic)	Mongolian (Cyrillic)
Uzbek (Latin)	Simplified chinese+English	Traditional chinese+English
Japanese+English	Polish	Turkey

**NOTE:**

- 1) In order to optimize the built-in OCR feature, when using the OCR function, please set [Image Settings] option to “B&W (Document)” or “B&W (Red Stamp)”, this will help to speed up the OCR recognition process.
- 2) If the document is placed in landscape, please check the “Auto Page Orientation” function, which is on the top menu bar. This function will help rotate the pages based on the text orientation.

# 7. Usage Examples

## 7.1 Tips for scanning a document well

For an optimally scanned document, you can follow the steps below:

- 1) Click on the [Document] function on the top menu bar.
- 2) Set the [Cropping] feature option to “Automatic”.
- 3) Set the [Scan Mode] feature option to “Single Page”, this will instruct the software to only capture one side of the object. (You can also select “Merge Vertically” or “Merge Horizontally” to scan both sides of an object and merge them into one image. This is useful when you want to scan both sides of an object, for example business cards, and merge them into one image file.)
- 4) Set the [Name By] feature option to “Serial” or “Date & Time”;
- 5) Set the [Image Settings] feature option to “Color (Original)”, this will instruct the software to improve the color quality of the output image;
- 6) Set the [Output format] feature option to “JPEG”, this will instruct the software to output the image file in the JPEG format.
- 7) Click on the [Scan] button on the upper right corner, then you should see a JPEG file been created in the file column on the right side.



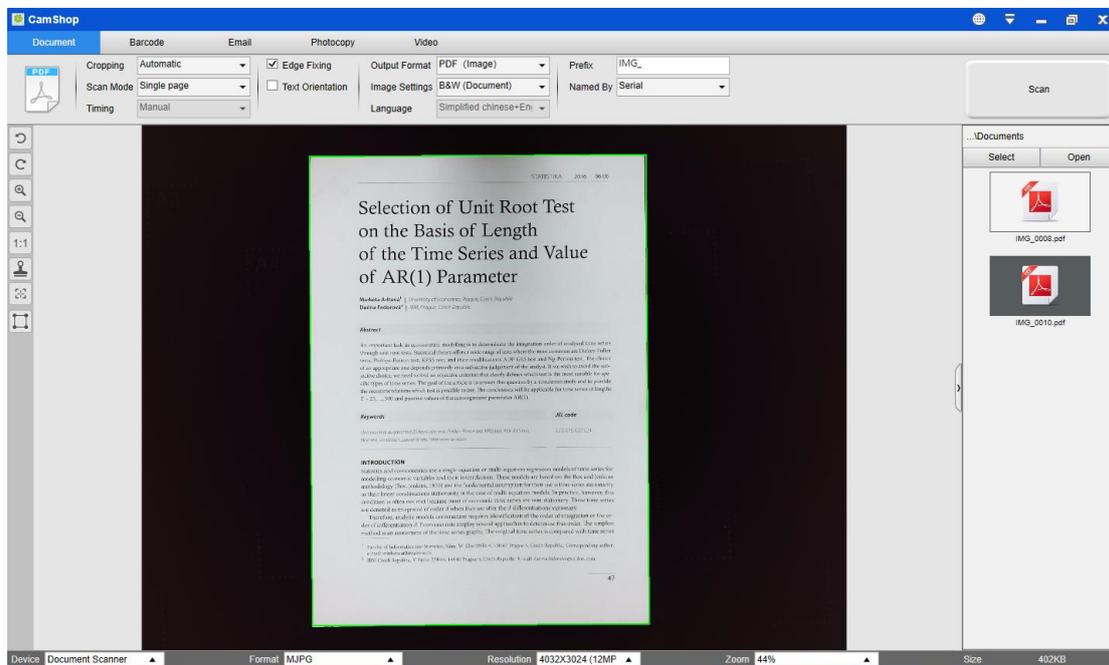
**NOTE:** Avoid scanning documents near windows or other environments with particularly strong lighting. Excessively bright ambient lighting will affect the image’s saturation and may affect scanning results.

## 7.2 Scanning a document and saving it as PDF file

To scan a single page document and save it as PDF file, you can follow the steps below:

Click on the [Document] function on the top menu bar.

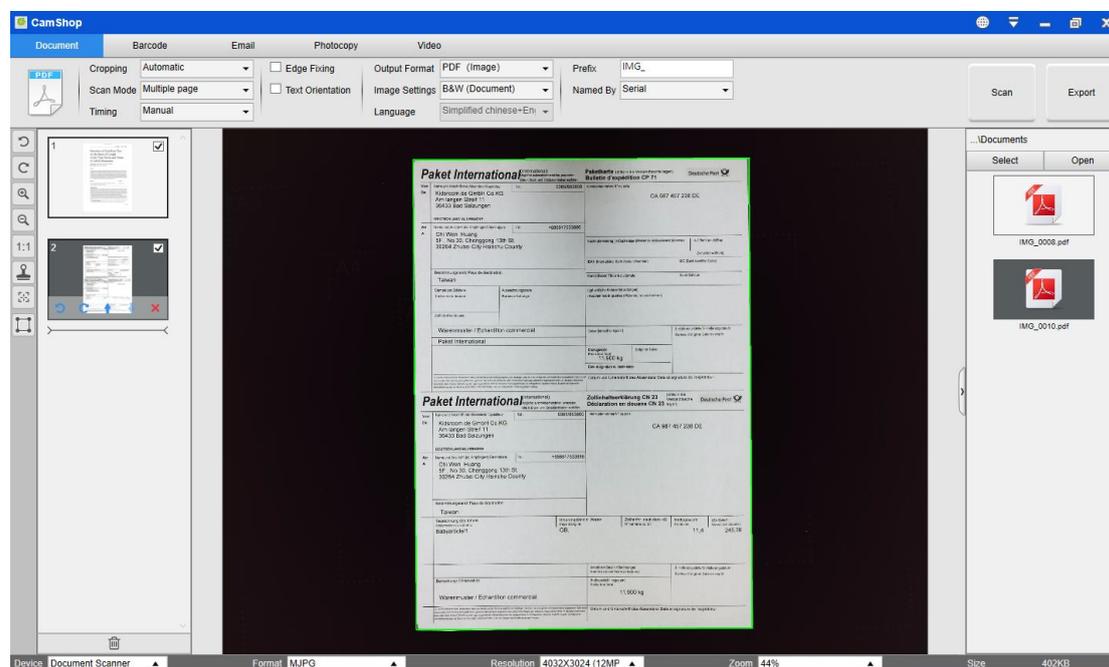
- 1) Set the [Cropping] feature option to “Automatic”, this will instruct the software to search for a single relevant document in the preview window and crop out a good image. Once a suitable object is detected, you will see a green color box drawn around this object in the preview window.
- 2) Set the [Scan Mode] feature option to “Single page”, this will instruct the software to only capture one page of the document.
- 3) Set the [Time Interval] feature option to “Manual”.
- 4) Check “Edge Fixing” and “Text Orientation” on the menu bar if necessary.
- 5) Set the [Output] feature option to “PDF (Image)”, this will instruct the software to output image file in the PDF format.
- 6) Set the [Scan Settings] feature option to “B&W (Document)”, this will instruct the software to output the image file in the B&W style and remove some undesired shadows.
- 7) Click on the [Scan] button in the upper right-hand corner, then you should see a PDF file has been created in the file column on the right side.



## 7.3 Scanning multi-page document into a PDF file

To scan multiple pages document into a PDF file, you can follow the steps below:

- 1) Click on the [Document] function in the top menu bar.
- 2) Set the [Cropping] feature option to “Automatic”
- 3) Set the [Scan Mode] feature option to “Multiple Page”, this will instruct the software to capture multiple pages of the document.
- 4) Set the [Scan Interval] feature to “Manual”, this will instruct the software to wait for a user command for each capture. (You can also select “Automatic” options to let the software self-detect the page flipping process, or use “Repeat (5/7 sec)” options to let the software repeatedly scan images after 5 or 7 seconds.)
- 5) Set the [Name By] feature option to “Serial” or “Date & Time”;
- 6) Set the [Image Settings] feature option to “B&W (Document)”.
- 7) Set the [Output format] feature option to “PDF (Image)”.
- 8) Click on the [Scan] button to scan one page, then you should see a new page is been added on the left side in the preview column;
- 9) After all pages have been scanned, click on the [Export] next to [Scan] button on the upper right corner of the main window, then you should see a new PDF file been created in the file column on the right side.

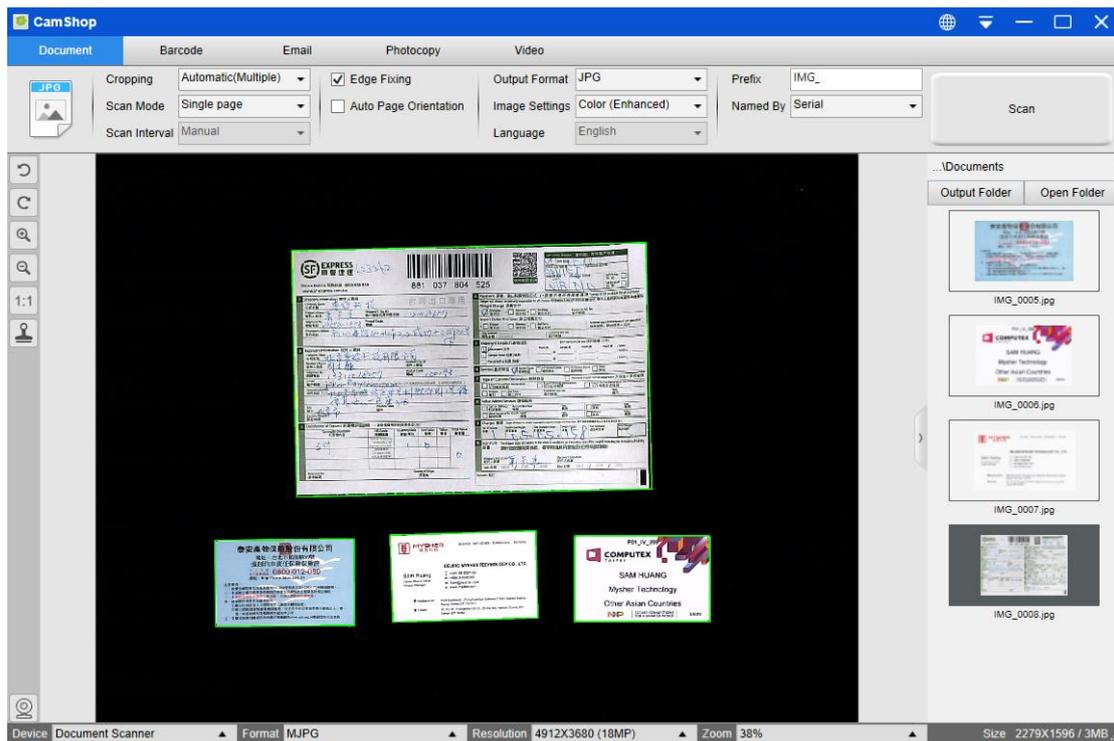


**NOTE:** During the image scan process, you can manipulate the temporary images in the preview column on left side, such as rotate the image, move an image up or down the list, delete the image, or insert a new image. You can also click on the [Clear] button to delete all images when you are done.

## 7.4 Using the crop feature to scan multiple images at the same time

To use crop feature to scan multiple images at the same time, you can follow the steps below:

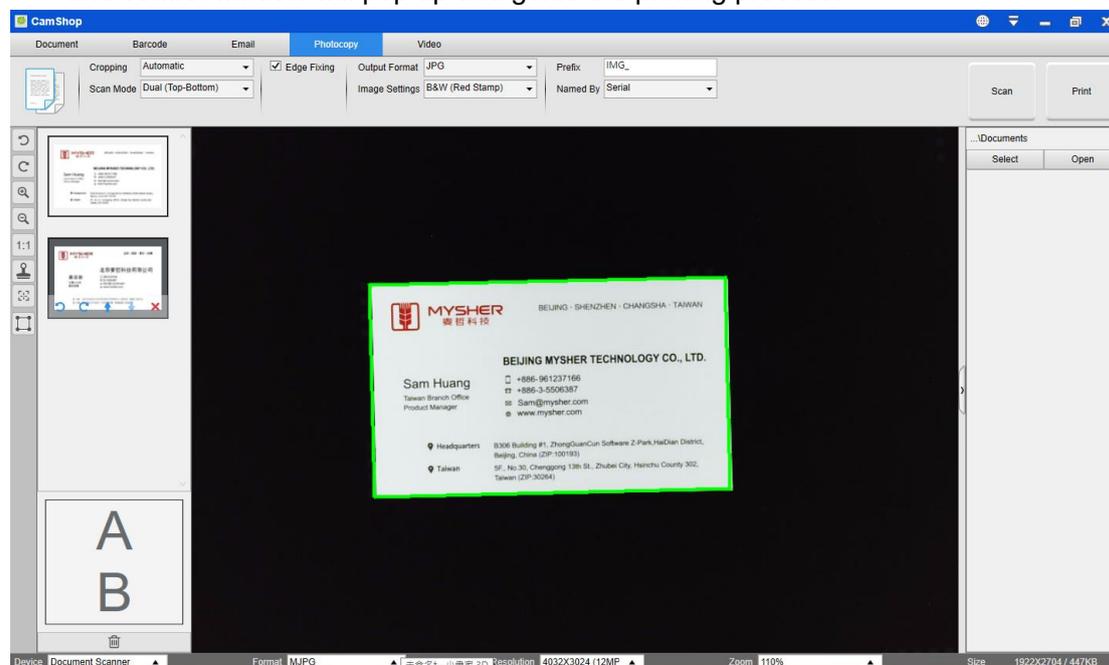
- 1) Click on the [Document] function in the top menu bar.
- 2) Set the [Cropping] feature option to “Automatic (Multiple)”, this will instruct the software to search for multiple objects in the preview window and crop out as many images as possible. A green color box will be drawn around any suitable objects that have been found in the preview window.
- 3) Set the [Scan Mode] feature option to “Single Page”.
- 4) Set the [Scan Interval] feature to “Manual”.
- 5) Set the [Output format] feature option to “JPEG”.
- 6) Click on [Scan], then you should see multiple images files been created.



## 7.5 Photocopying both sides of a business card into one page

To photocopy both sides of a business card image into one page, you can follow the steps below:

- 1) Click on the [Photocopy] function on the top menu bar.
- 2) Set the [Cropping] feature option to “Automatic”.
- 3) Set the [Scan Mode] feature option to “Merge Vertically”, this will instruct the software to capture both sides of a document and merge into one image in the top-down manner. When this option is selected, you will see a preview column shown on the left, in which the temporary images will be displayed.
- 8) Set the [Image Settings] feature option to “B&W (Red Stamp),” this will instruct the software to keep the red content and remove some undesired shadows as shown below.
- 4) Set the [Output format] feature option to “PDF (Image)”, this will instruct the software to output the image file in the PDF format.
- 5) Click on the [Scan] button, then you should see a new page has been added on the left side in the preview column; Flip the business card over, then click on the [Scan] button again, you should see the images of both sides of this business card have been captured.
- 6) Click on the [Print] button, then a new PDF file will be created, and a print preview and control window will pop up and guide the printing process.

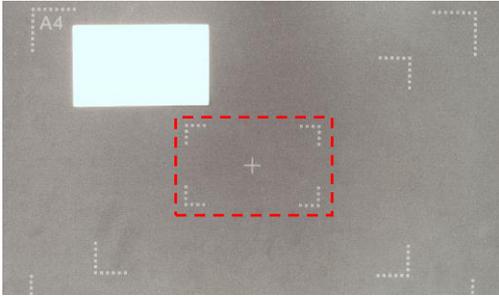


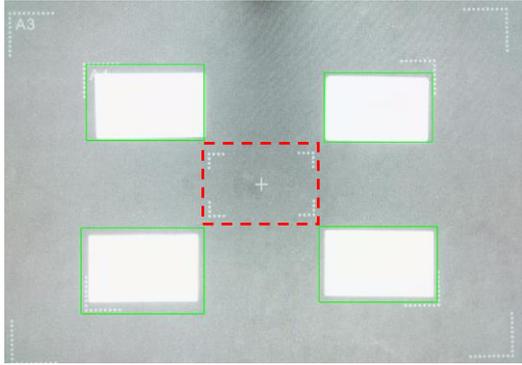
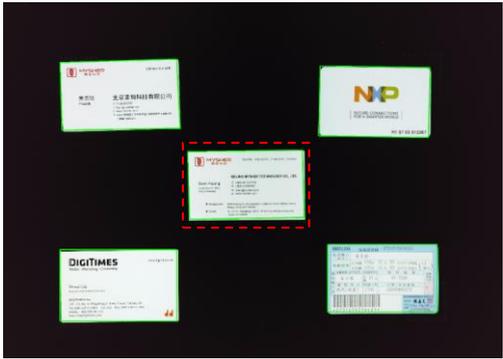
### NOTE:

- 1) In order to use this Photocopy function, you need to have a USB printer linked to your computer or a network printer linked in your network. The document camera can help capture and scan a document, but you will need a printer to ultimately get the result onto paper.

## 7.6 Scanning a good quality image of business card

- 1) Click on the [Document] function in the top menu bar.
- 2) Set the [Cropping] feature option to “Automatic” for scanning a single card or “Automatic (Multiple)” for scanning multiple cards.
- 3) In order to get the best image quality, please place the card in the middle of the scanning area. This will make sure the AE (Auto-Exposure) algorithm will not over-expose the photo during the capturing process and cause the image to be too bright.

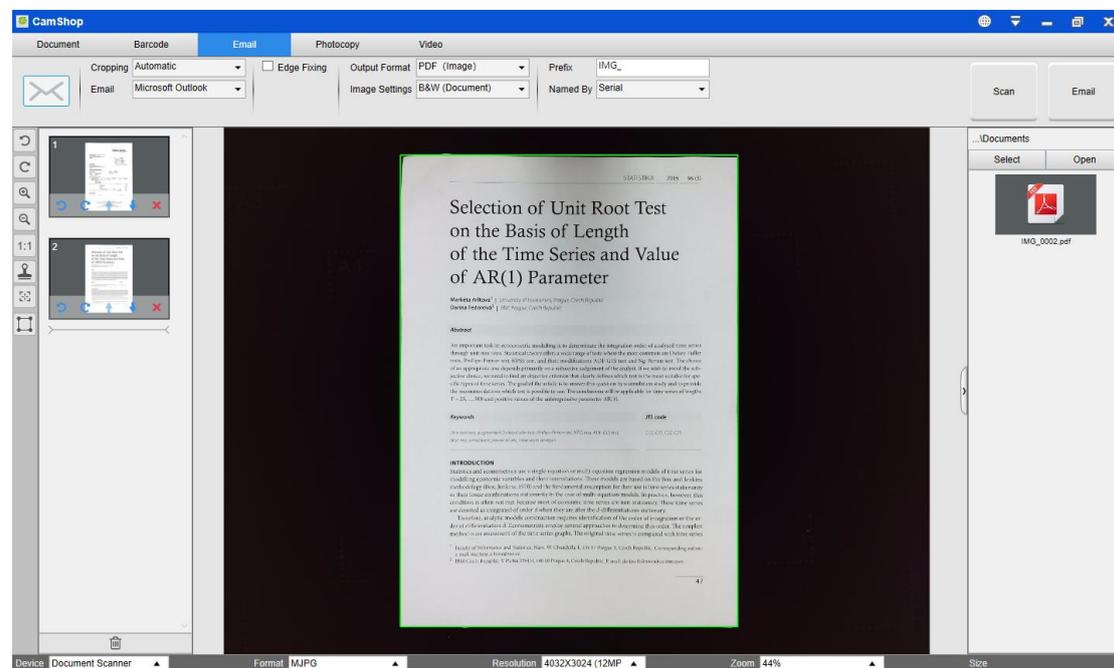
Scan single name card	
Incorrect Position	Correct Position
	
Do not place the name card without aligning it in the center of scanning area.	To scan individual name cards, please place the name card close to the position mark in the center of scanning area.

Scan multiple name cards	
Incorrect Position	Correct Position
	
Do not leave a space in the center of scanning area when scan with multiple name cards like above example.	To scan multiple name cards, please place at least one name card in the center of scanning area. Otherwise the image will be over-exposed.

## 7.7 Scanning a document and sending it via email

To scan a document and send it to someone through email, you can follow the steps below:

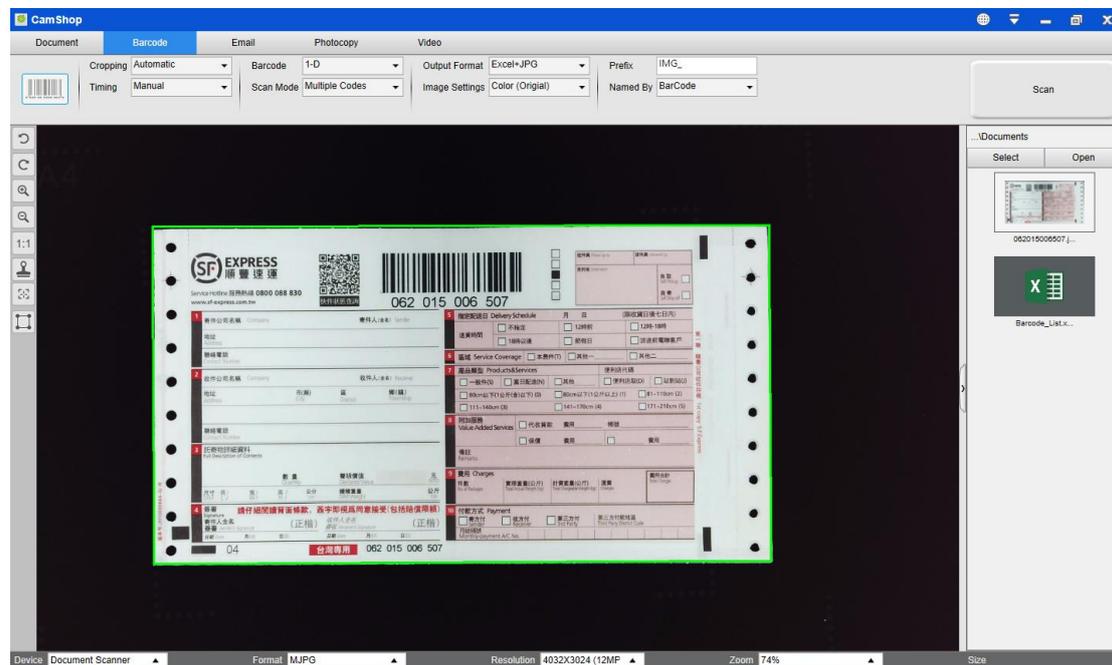
- 1) Click on the [Email] function in the top menu bar.
- 2) Set the [Cropping] feature option to “Automatic”.
- 3) Set the [Email] feature option to “Outlook”, (You can also select other Email software if you have installed them on your PC).
- 4) Set the [Name By] feature option to “Serial” or “Date & Time.”
- 5) Set the [Image Settings] feature option to “B&W (Document).”
- 6) Set the [Output format] feature option to “PDF (Image),” this will instruct the software to output the image file in the PDF format, (You can also select “JPEG” to send file by JPEG formats).
- 7) Click on the [Scan] button to capture one page at a time, temporary images will be shown on the left side in the preview window.
- 8) After all pages have been captured, click on the [Send] button on the lower left corner of the main window, then you should see your Outlook window will pop up and it will have your captured images as email attachments. You can now type in your recipient email address and send these images to them.



## 7.8 Scanning barcodes and saving the result in an EXCEL file

To scan barcodes and save the result in an EXCEL file, you can follow the steps below:

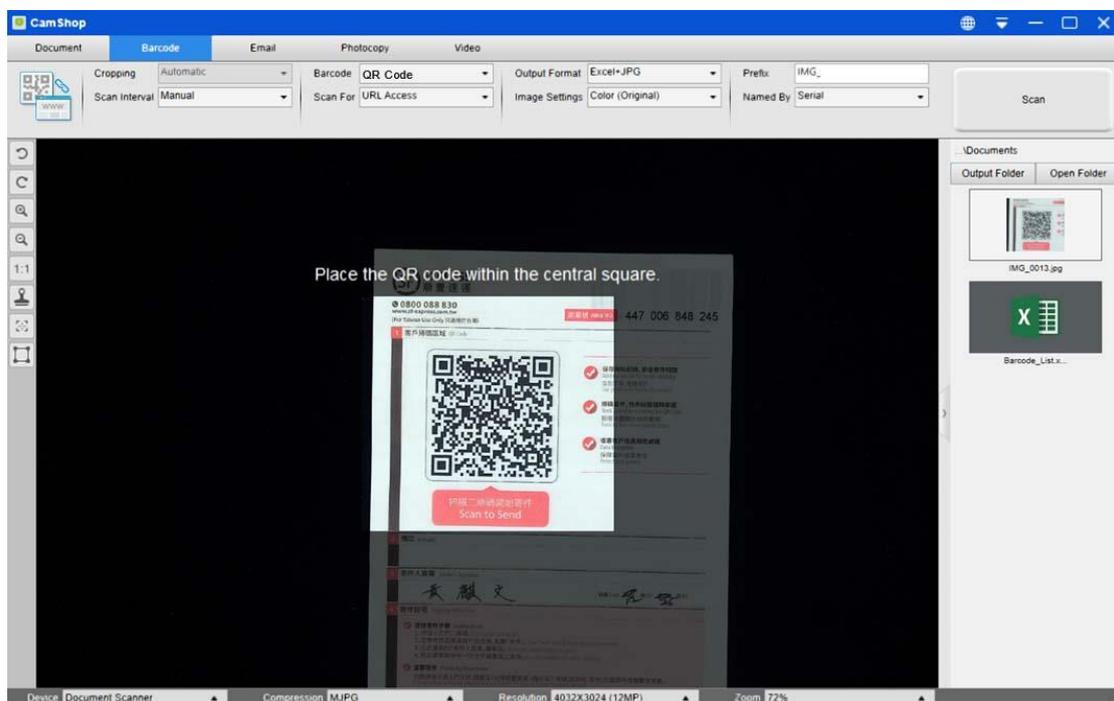
- 1) Click on the [Barcode] function in the top menu bar;
- 2) Set the [Cropping] feature option to “Automatic”.
- 3) Set the [Scan Interval] feature option to “Manual”.
- 4) Based on the barcode type, select 1-D or 2-D barcode from the Barcode feature option.
- 5) Set the [Scan Settings] feature option to “Color (Original)”.
- 6) Set the [Output format] feature option to “Excel + JPEG”, this will instruct the software to output scanned barcode in an EXCEL file and keep an image file, (you can also select “Text + JPEG” options to output the scan result into a text file with keep an image).
- 7) Set the [Name By] feature option to “Barcode”, this will instruct the software to save the image file and name it with the barcode number scanned from this image.
- 8) Click on the [Scan] button in the upper right corner, then you should see an EXCEL file pop up with scanned barcode value stored in it.



## 7.9 Scanning QR barcodes to immediately access the URL

To scan a QR code and automatically execute its URL after scanning, you can follow the steps below:

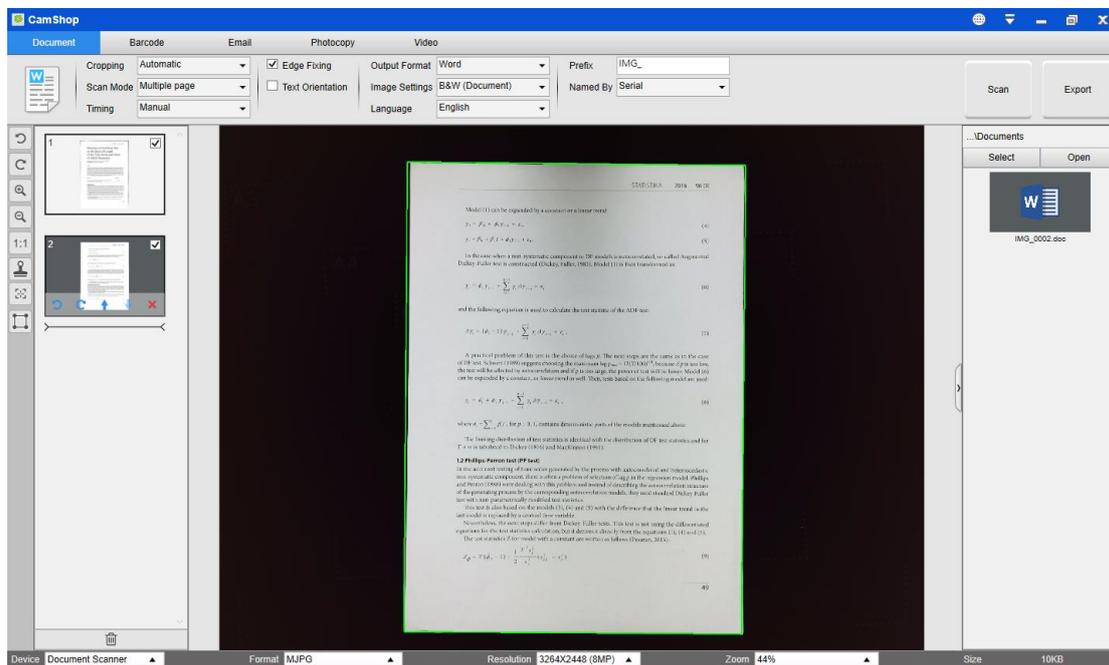
- 1) Click on the [Barcode] function in the top menu bar.
- 2) Set the [Cropping] feature option to “Automatic”.
- 3) Set the [Scan Interval] feature option to “Manual”.
- 4) Set the [Barcode] feature option to “QR code”.
- 5) Set the [Scan for] feature option to “URL Access”.
- 6) Set the [Output format] feature option to “Excel + JPEG”, this will instruct the software to output the scanned barcode in an EXCEL file and keep an image file, (you can also select “Text + JPEG” options to output the scan result into a text file while keeping an image).
- 7) Set the [Image Settings] to “Color (Original)”.
- 8) Place the QR code within the central square.
- 9) Click on the [Scan] button in the upper right-hand corner, then the software will automatically execute the URL after scanning.



## 7.10 Scanning multi-page documents into a Word file by using the built-in OCR function

To scan multi-page documents and create OCR in a Word file, you can follow the steps below:

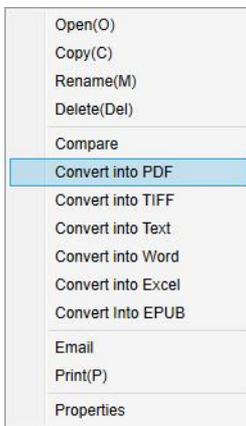
- 1) Click on the [Document] function in the top menu bar.
- 2) Set the [Cropping] feature option to “Automatic”.
- 3) Set the [Scan Mode] feature option to “Multiple page”.
- 4) Set the [Scan Interval] feature option to “Manual”.
- 5) Set the [Output Format] feature option to “Word”, this will instruct the software to output the scanned result into a Word file.
- 6) Based on the content of document, select Recognize Language from the [Language] feature option.
- 7) Set the [Name By] feature option to “Serial” or “Date & Time”;
- 8) Click on the [Scan] button on the upper right corner to scan multiple pages.
- 9) After all pages have been scanned, click on [Export] next to [Scan] button in the upper right-hand corner of the main window, then you should see a new Word file has been created in the file column on the right side.



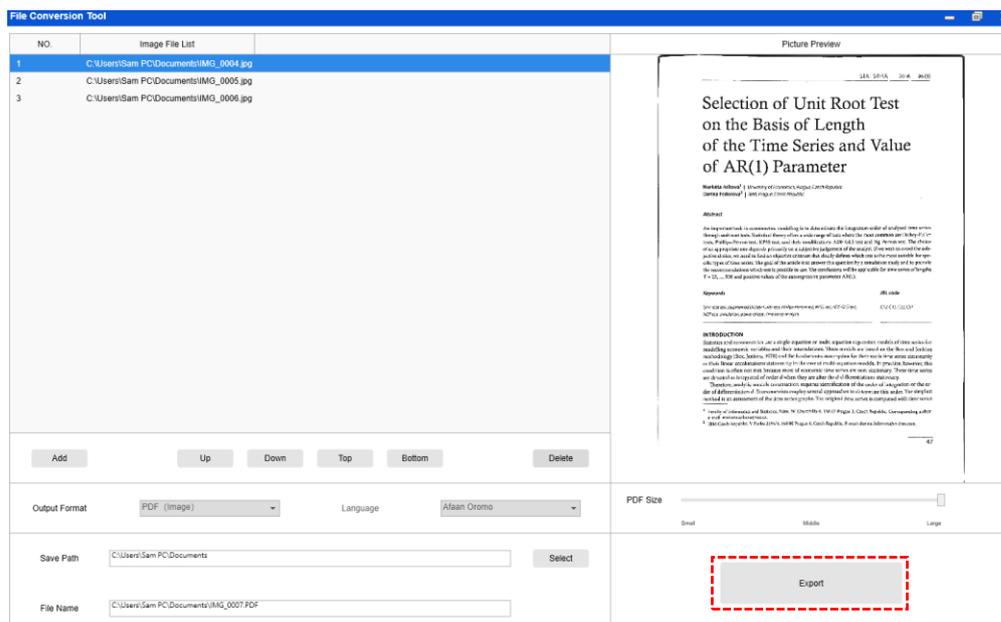
## 7.11 Combining multiple images files into one PDF file

If you have captured multiple images in your file directory, you can easily combine them into one PDF file:

- 1) In the file directory column shown on the right-hand side of the main control window, you can push and hold the “Shift” key or the “Ctrl” key while you use your mouse to click and select multiple JPEG image files;
- 2) Right click on these selected image files, and then you should see a pop-up window with multiple options;



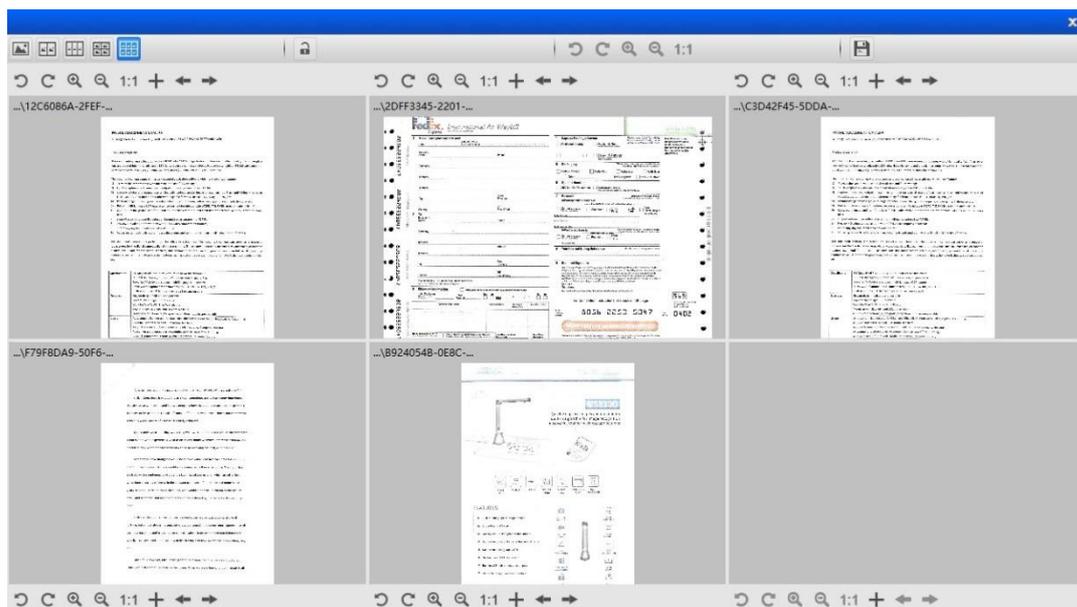
- 3) Please select the [**Convert into PDF**] option, then the PDF Creating Tool window will appear.
- 4) In the PDF Creating Tool window, you can Add, Delete, Move Up, or Move Down an image, or you can adjust the PDF file size, in addition, you can also name the File Name for the targeted output PDF file;
- 5) When you are ready, please click on the [**Export**] button to create a PDF file.



## 7.12 Comparing multiple image files in one window

If you have captured multiple images in your file directory, you can easily compare them side-by-side by using the Image Comparing feature:

- 1) In the file directory column shown on the right side of the main control window, you can push and hold the “Shift” key or the “Ctrl” key while you use your mouse to click and select multiple JPEG image files.
- 2) Right click on these selected image files, and then you should see a pop-up window with multiple options.
- 3) Please select the “Compare” option, then the Image Comparison window will appear.
- 4) You can select up to 6 images and compare them in the same window.
- 5) Use the “Lock/Unlock” option, you can rotate or zoom in on each individual image or apply these functions to all images;



## 7.13 Using the Visualizer feature in the classroom

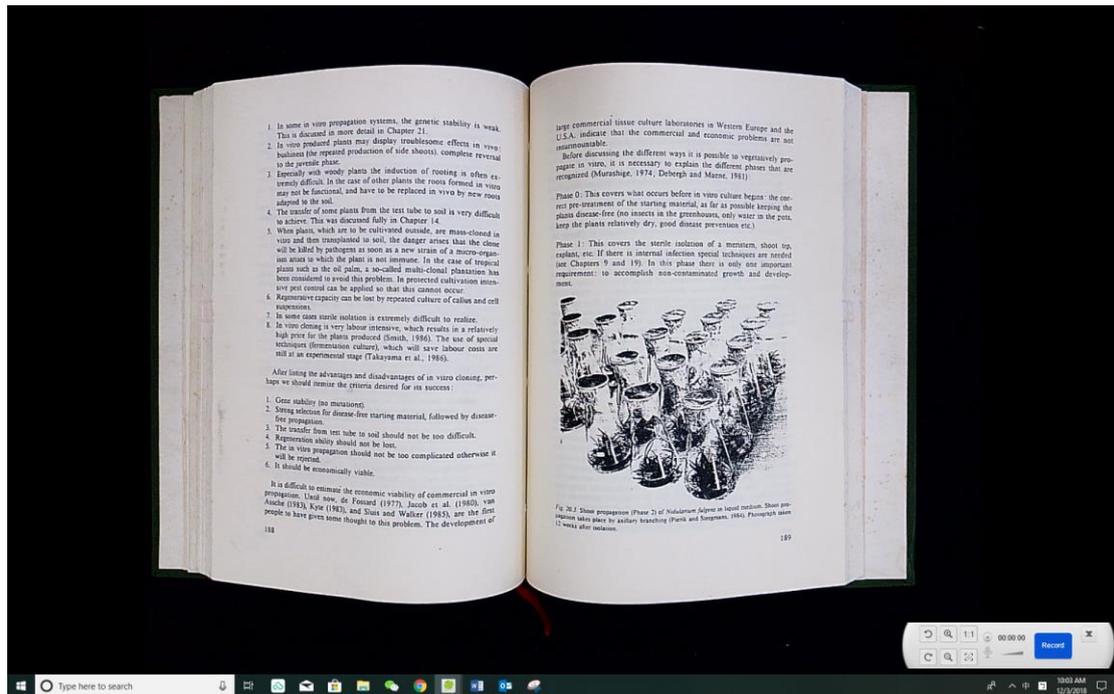
You can use this software with a document camera as a powerful Visualizer.

First, you will need to connect your Notebook PC to a projector, and project your computer screen onto the projector. Then launch this document camera software, and follow the following procedures:

- 1) Click on the [Video] function in the top menu bar.
- 2) Set the output format from the [Output Format] feature option.
- 3) Set the audio input from the [Audio] feature option.
- 4) Set the [Name By] feature option to "Serial" or "Date & Time".
- 5) Click on the [Resolution] button at the bottom of the main window, and select the desired resolution value. (Note: a higher resolution will cause a lower frame rate).
- 6) Click on the [Full Screen] button to enter Full Screen mode.



- 7) You can also use the Rotation and Zoom buttons to control the preview video.



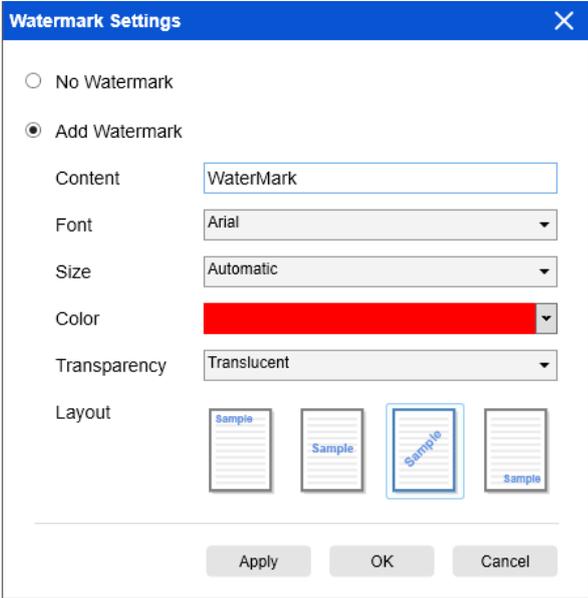
### NOTE:

- 1) This [Full Screen] display button is only available under the [Video] function mode.
- 2) You can also use this [Video] mode function to record a video clip.

## 7.14 Adding a Watermark to a scanned document file

To add a common watermark such as DRAFT or CONFIDENTIAL to your scanned document, you can follow the steps below:

- 1) Click on the [Document] function on the top menu bar.
- 2) Click on Watermark  icon from the left side toolbar to bring out the Watermark setting dialog.
- 3) In the Watermark setting dialog, select [Add Watermark].



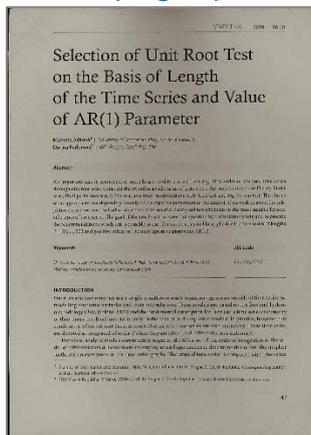
The Watermark Settings dialog box has a blue title bar with the text 'Watermark Settings' and a close button (X). It contains the following options:

- No Watermark
- Add Watermark
- Content:
- Font:
- Size:
- Color:
- Transparency:
- Layout: Four preview thumbnails showing different watermark orientations (horizontal, vertical, diagonal, and rotated).

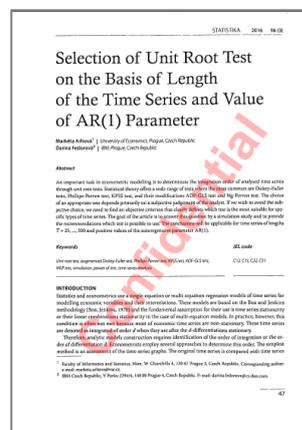
At the bottom, there are three buttons: 'Apply', 'OK', and 'Cancel'.

- 4) Type your watermark text in the **Content** box. You can try different fonts, size, colors, transparency, and choose a layout while you're at it.
- 5) Click [OK] to apply the Watermark settings to your document. Now you can try to scan a document with the added Watermark.

(Original)



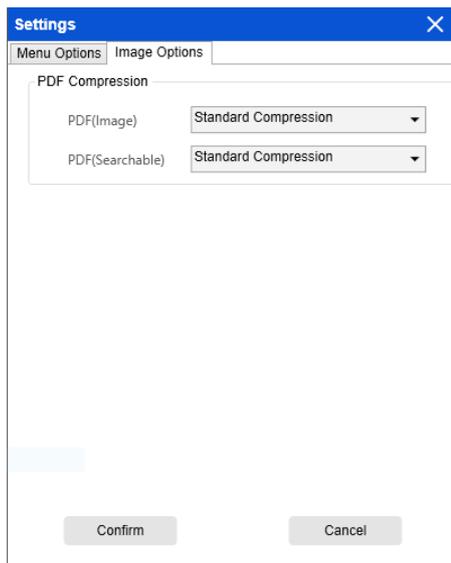
(Added Watermark)



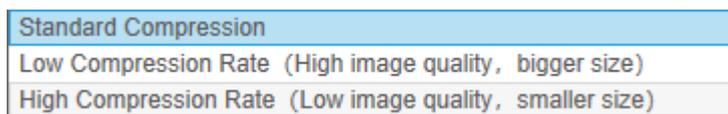
## 7.15 Configuring the PDF Settings

The documents you process with this software can be saved as PDFs utilizing various options. The following steps are here to help you to set the detail settings of your PDF file.

- 1) Click on the settings  icon from the upper right-hand side of the main window and select “Image Options” from the drop-down list.
- 2) Choose the “PDF Settings” tab.



- 3) In the PDF Settings dialog, you can make configure the PDF as low, standard, or high file compression from the drop-down list of each type PDF format.



- 4) Click [**Confirm**] to apply the PDF settings to your document.

### PDF (Image)

When you select this file type, CamShop doesn't execute the text recognition on your document. Your PDF file will not be text-searchable, it will only contain the image of your original document.

### PDF (Searchable)

This file type is most commonly used. It contains double layers: the recognized text, and the original image on top of the text. This way, you have both access to the recognized text and you still see the original image.

## 8. FAQs (Frequently Asked Questions)

**Q1: Why am I seeing the video from the Webcam instead of the document camera?**

A1: Please select the correct camera device by clicking on the [Device] setting at the lower left corner of the main window, and then select the correct document camera device.

**Q2: Why are there some noises (black dots) on my scanned document?**

A2: When scanning a black and white document, please choose “B&W (Red Stamp)” option from [Image Settings] feature setting for better image quality.

**Q3: Why are there shadows on my scanned document?**

A3: Please choose “B&W (Red Stamp)” option from [Image Setting] feature setting and try again.

**Q4: How can I merge multiple documents into one PDF?**

A4: Please choose the “Multiple” option in the [Page] feature settings, and please choose “PDF” option from the [Output] feature settings.

**Q5: Why can't the document be detected?**

A5: Please make sure the document is on the black soft mat or try to restart the software again.

**Q6: Why does the image appear to be over-exposed? The text can't be seen.**

A6: Please place the subject close to the center of scanning area.

**Q7: After capture, where are the images stored?**

A7: Please click the “Open” button on the right side of the software's main window. The default path is “My Document”, in addition, you can also set the storage path by clicking [Select] button.