

# SwiftScan Manual



# Scanning

Press the big plus button on the start screen to start scanning. Now hold your device straight over a document, business card, receipt, QR code or bar code to scan.

SwiftScan will now automatically try to capture the document. Please note that the scanning will work better if the document has a good contrast to the background and all edges are clearly visible. A white document on a white table would be difficult to detect. The best light condition is indirect light from a window to avoid shadows.

QR codes and bar codes will be immediately opened when the camera detects them. You can then use the share icon to send the content to another app like Notes or a browser.

Some QR codes will offer special features like saving a contact, opening a website or adding a date to your calendar.

# Scanning Guides

Nothing found. Snap manually.

## Nothing found. Snap manually.

This means that SwiftScan couldn't detect the edges of a document. Try to use a different kind of surface behind the document or press the round shutter-button to capture the document manually.

Perspective

## Perspective

This means that the angle in which you are holding the phone towards the document is not straight enough. Try to level the phone with the document.

Move closer

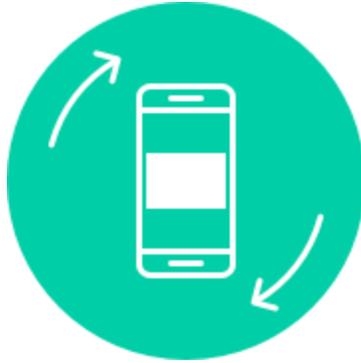
## Move closer

SwiftScan has detected a document, but it's too far away. Try to fill the camera with the document almost to the edge, with only a thin gap around it. That results in a much better resolution and quality.

Use clean background

## Use clean background

This message will pop-up if the document borders couldn't be detected. It usually happens with white documents on a white table. Try a different surface to scan the document.



## **Rotate device**

If you see this symbol it means that you should rotate the device by 90° so that the document fits better into the camera. For example a horizontal document can be captured best if you align your phone horizontally as well.

# Scan-Features



## Page Mode

Switch between single- and multi-page mode.



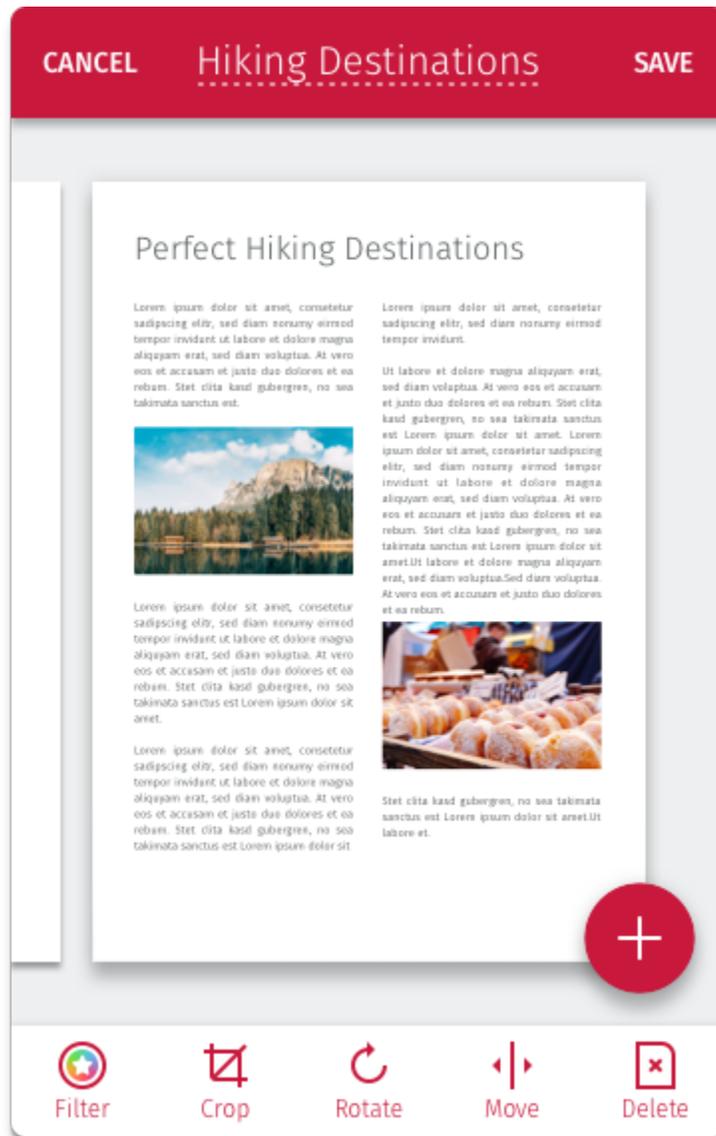
## Automatic Scanning

If you don't like to use the automatic snapping of documents when they are detected, you can turn it off here and scan manually with the round shutter-button.



## **Flashlight**

Turn on the flashlight of your device. Please note: It's best to have a lot of indirect light from windows and lamps that do not directly shine onto the document and cause spotlights and shadows.



# Scan Review

Here you can review your snapped page(s) and optimize the scanned results before you save the document.



## Move Pages

If you have more than one page the move tool will appear in the lower toolbar. Here you can easily move around the scanned pages.



## Remove Pages

Press the button to remove the current page.

# Hiking Destinations

## Name

Tap on the name in the top bar to change it. Here you can start typing or tap on one of the tokens below the input field to insert them as text. The tokens contain your local surroundings like companies or restaurants as well as events from your calendar, clipboard, the time and date or personal tokens. This is very convenient and makes renaming documents really fast. Some categories of the tokens are initially locked because they are a pro feature.

You can create your own tokens by pressing the Settings button at the bottom. Here you can add or remove personal tokens.



## Filter

Adjust the image filter of the document. With filters you can make your scans look professional.

SwiftScan Plus: The Magic Color Filter is our best and most universal filter. It will make the document brighter with sharper text and neutral colors.

The standard color filter will improve the contrast and keep the colors. Grayscale removes the color information and enhances the contrast and Black & White will convert it to a true Black & White image that requires less storage space.



## Cropping

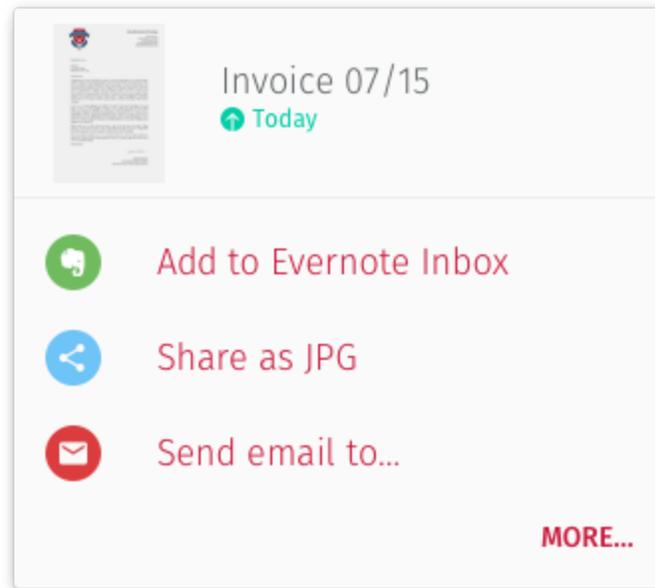
In rare cases the automatic cropping isn't perfect. You can adjust this in the Crop dialog. You can try to detect the edges automatically again by pressing the **refresh** symbol in the top right corner. If it fails you

can either use the handles at the corners or at the sides to adjust it. The handles at the sides will automatically snap to the next edge.



## **Rotate**

If a page is rotated, please adjust it with the rotate tool before saving.



## Next Steps

After you have saved a document, it appears in a card at the top of the screen. If you have enabled the OCR (text recognition) feature it will run automatically after saving the document (SwiftScan Plus). If you have set up automatic upload to your cloud service (SwiftScan Plus), the document will also be uploaded automatically to the desired cloud location.

Underneath the document, the card shows you your top locations where you can quickly export the

document to. This is very convenient if you always save your receipts in a certain folder.

If you want to export the document somewhere else you can tap **More...** to see a list of all available services. Choose a service and you will be presented with further options like the folder and the format (images or PDF).

If you have enabled OCR, SwiftScan will also find actions in the document. Actions are things like email addresses, postal addresses, phone numbers or websites. If you tap on the actions you will see a list with everything SwiftScan has found. Now you can directly call a number, send an email or open a website.



# Working with Documents

If you tap a document in the list you will get to the document details. Here you can share, edit, sign and much more.

You can swipe the document left and right to flip through pages and use the expand/pinch gesture to zoom in or out.

## Strawberry Pancakes

### **Name**

Tap the name of the document at the top to change the name. It works exactly as in the scanning. Please refer to the scanning section for a full description.



### **Open document**

By tapping this button, the document will be opened in a PDF viewer.



## Send to...

This will bring up the same list of quick export locations that you see after scanning a document. You can choose a predefined target for your export or create a new one.



## Reminders

Set an alarm to remind you of a document. You can set this alarm in SwiftScan, Wunderlist or Evernote and choose from a list of times like **This Evening** or **Tomorrow**. You can also pick a date & time to your liking.



## **Add pages (SwiftScan Plus)**

Easily add more pages to your document. This works like scanning a new document. The new pages will be added at the end of your document after saving.



## **Annotate (SwiftScan Plus)**

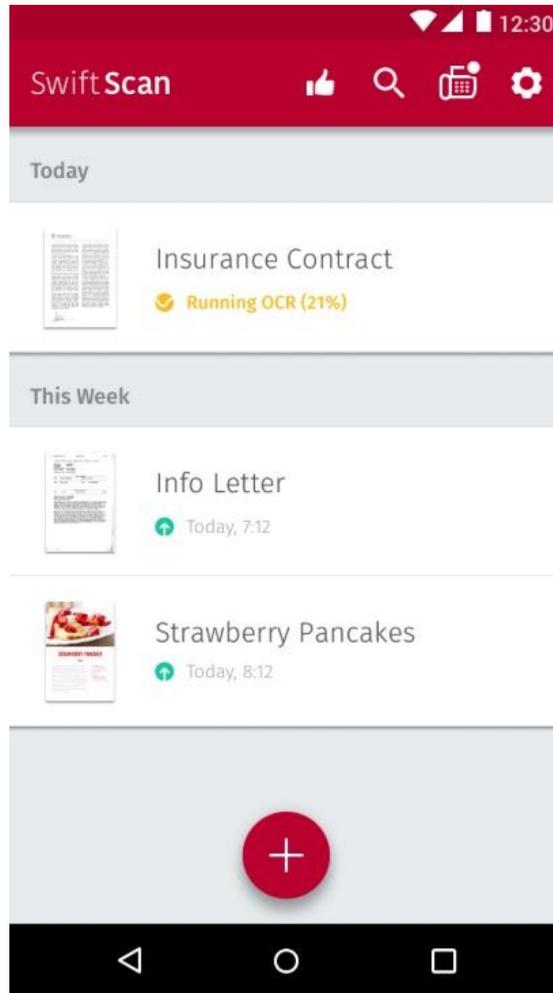
With the annotation features, you can edit with a pen and marker, add notes or sign it.



## **More document options**

By tapping the 3 dots in the top right corner, you have access to more advanced document options.

Here you can copy the recognized text to your clipboard (SwiftScan Plus), rename, duplicate and delete the document as well as sharing the currently selected page as an image file.



# Document-List



## Search (SwiftScan Plus)

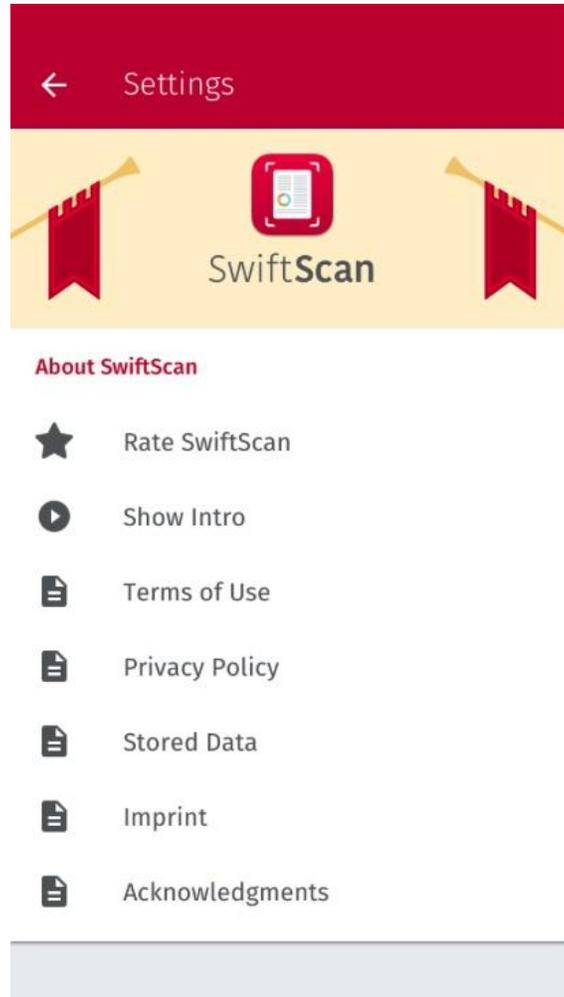
Tap on the search icon in the list view to bring up the search. If you have enabled OCR (text recognition) the

search will also work for text inside the document and not only the document name. The results will be shown while you are typing and you can tap on a document to open it.



### **More options**

Tap and hold a document to view the advanced document options. Here you can duplicate and merge documents as well as compress them to a lower file size and much more.



# Settings

## Cloud Services › Automatic Upload (SwiftScan Plus)

With automatic upload enabled, your documents will be uploaded to a cloud folder automatically after saving them. This makes them easy to use on your PC or Mac.

Log into your cloud service and SwiftScan will be connected with it. You can change the folder by tapping on the folder in the confirmation dialog after you have logged in. You can login into more than one cloud but only one can be active.

By using the Google Drive Sync which can be used in parallel of Automatic Uploading, you can easily synchronise your SwiftScan app with another Android device that is using SwiftScan.

## **Scan Quality & File Size**

Here you can change the quality of the saved scans. On average you can expect the following file size per page...

**0.1 MB** Low Quality

**0.2 MB** Medium Quality

**0.5 MB** High Quality

**1.5 MB** Best Quality

Usually size is not an issue if you don't scan hundreds of documents. It's recommended to set the quality to Best if you have a newer flagship device. If you are using older models it can make sense to lower the quality.

## **Default Name**

Here you can define the standard name for new documents. You can type anything you like and add variable tokens that you can find right above the keyboard. You can see the result of the tokens in the preview to get an idea of how the name will look like.

## **Default SD Card Folder**

Tapping the path that is being displayed lets you change the destination where your scans will be saved on your device or SD card

## **Themes (SwiftScan Plus)**

Choose from 4 beautifully designed themes to change the colors of SwiftScan.

# Support

If you have any questions or problems regarding SwiftScan please don't hesitate to contact us via [support@swiftscanapp.com](mailto:support@swiftscanapp.com).