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Bluelake Document Copy Utility for Kofax

Overview

The Bluelake Document Copy utility for Kofax adds right-click menu options embedded within the Kofax Scan and Quality Control modules, to expedite manual batch separation processes. For instance, copying all or specified pages of a document to create new documents, and/or moving specified pages within documents to new documents.

A typical application is inbound fax processing, where the pages within the fax represent multiple documents, and a copy of the fax coversheet is needed on each of the resulting documents. Many Kofax capture processes that involve user intervention when splitting documents can leverage Bluelake Document Copy to save time and keystrokes.

The following right-click functions are supported:

- Copy the first page of the selected document to a new document of the same form type
- Copy and/or move specified pages to a new document (displays user dialog)
- Copy all or specified pages to one OR MORE documents (displays user dialog)
- Copy the currently selected page to a new document
- Combine all loose pages into a single document

System Requirements/Compatibility:

• Kofax Version 5.51 through 11.x

Download and Installation:

A demo download of the application is available at our website at <u>http://www.bluelake.com/Products</u> under the Kofax-Related Apps and Utilities section.

After download, double-click on the exe file to invoke the install. The demo download provides a 15 day fully functional version of the product, which can be converted to a permanent copy by purchasing a license.

Pricing:

Qty 1	Qty 3	Qty 5	Qty 10	> 10
\$495	\$900	\$1250	\$2000	\$200 each

For more information or to purchase licenses, please contact:

Bluelake Software, Inc. <u>www.bluelake.com</u> Phone: (888) 374-2220 x201

Email: info@bluelake.com

Bluelake Document Copy Utility for Kofax - User Instructions

After installation, when opening the Kofax Scan or Quality Control Modules, new options will be visible when right clicking on a document, or when right clicking on pages within a document.

Copy First Page to New Document (Scan or Quality Control Module)

Right click on a defined document and select "Copy First Page to New Document" to create a new document with the first page of the current document copied to it.



The result of the operation is shown below:



Copy/Move specific pages to a new document (*Scan* or *Quality Control* Modules)

Right click on any page within a document and select "Copy/Move Pages to New Document", as shown below.

Batch Contents	×	Historic Documents	Declarations	s Declaration Form	Folder: N/A	Doc: 1	Page:
1/13/2014 7:10:03 PM							
		THE	DECLAR.	ATION OF INDE	PENDENCE	3	
1: Declaration Fi	orm	Here is the o	omplete test of the Decl	pration of Independence. The original been retained.	spelling and capitalization	has	
			(Adi	optod by Congress on July 4, 1776)			
differente				aration of the Thirteen United			
Page	Create Document	When in t		events, it becomes necessary for sected them with another, and to	assume among the	the	
	Split Document			e and equal station to which the out respect to the opinions of ma impel them to the separation.	uses of nature and of inkind requires that the	y	
Page	Neject			evident, that all men are created zertain unalienable rights, that an at to secure these rights, govern	song these are life, liber	rty	
the state of the s	Unreject			towers form the consent of the g es destructive to these ends, it is	overned. That wheney	er to	
Page	Review			itute new government, laying its wers in such form, as to them sha	foundation on such ill seem most likely to		
	VRS QC Later			 Prudence, indeed, will dictate t ed for light and transient causes; kind are more disposed to suffer 	and accordingly all		
Page	Rotate and Save		,	ves by abolishing the forms to w and usurpations, pursuing invari	ably the same object		
	Cut		Carl V	under absolute despotism, it is t and to provide new guards for th of these colonies; and such is not	eir future securitySu	ich	
	Paste		Ctrl+V	rmer systems of government. The y of repeated injuries and usurpa	e history of the present	α	
2: Address Form	Delete			bsolute tyranny over these states	To prove this, let fict	s	
	Replace			vs, the cost wholescene and nece	essary for the public go	od.	
3: Address Form	Insert			to pass laws of immediate and p his assert should be obtained; an			
	Properties			o them.			
	Expand Tree			ws for the accommodation of lar quish the right of representation ible to tyrants only.		it.	
	Print This Page						
	Copy/Move Pages to	New Document					
	Copy Pages to New						_
	Copy This Page to N	ew Document					
			VALUE AND				
		D1: Page 1, Image		mage D1: Page 3, Ima		, Image D	2: Page
			2	3	4		

A window will appear requesting instructions for the pages to be copied or moved, as shown below.

Copy Pages					
File Help					
Copy Pages					
1					
Move Pages					
2-4					
Cancel OK					

The default is set to copy the first Page and move all the remaining pages. To change the option, simply change the page numbers appearing in each text box, or remove an entry entirely to skip the operation.

Alternately, you could choose to copy pages 1 & 3 (1,3), and move page 4-5:

Copy Pages					
File Help					
Copy Pages					
Move Pages 4-5					
Cancel OK					

Copy Pages to new document(s) (Scan or Quality Control Modules)

Right click on a page within a document and select "Copy Pages to New Document", as shown below.



A window will appear requesting instructions for the pages to be copied, and the number of copies to make, as shown below.

Copy Pages	
File Help	
Copy Pages	
1-4	
Num Copies	
Cancel OK	

The default is to copy all pages of the document to 1 new document. To change the option, simply change the page numbers appearing in each text box, or remove an entry entirely to skip the operation.

Copy This Page to New Document (Scan or Quality Control Modules)

Right click on any page within a document and select "Copy this page to New Document", to create a new document of the currently selected form type, based on a copy of the currently selected page.

Batch Contents	× Historic Documents Declarations Declaration Form Folder: N/A Doc: 1 Page: 1
1/13/2014 7:10:03 PM	THE DECLARATION OF INDEPENDENCE
1: Declaration Form	Here is the complete test of the Decleration of Independence. The original spelling and capitalization has been reasonal
	(Adopted by Congress on July 4, 1776)
	The Unanimous Declaration of the Thirteen United States of America
Page 1, Image 1	When, in the course of human esserts, it becomes necessary for one people to dissolve the next the deer with mother, and to assume among the is dequal statuto to which the laws of atmaze and of
Split Docume	t respect to the animing of numlind requires that they
Page 2, Reject	ident, that all men are created equal, that floy are tain unalierable rights, that among these are life, liberty
Unreject	to secure these rights, governments are instituted wers form the consent of the governed. That whenever
Page 3, Review	destructive to these ends, it is the right of the people to be new government, laying its foundation on such is in such form, as to them shall seem most fields to
Uter VRS QC Later	Professor, indeed, will dictate that serveraments long
Page 4, Rotate and Sa	s by abalishing the forms to which they are accustomed
Cut	Ctrl+X I to provide new guards for their future securitySuch these colonies, and such is now the necessity which
Paste	er systems of government. The history of the present Ctrl+V of repeated injuries and usurpations, all baxing in direct
2: Address Form Delete	plate tyranny over these states. To prove this, let facts
Replace	the most wholescue and necessary for the public good.
3: Address Form	 pass lass of immediate and pressing importance, unless unsers should be obtained, and when so suspended, be been.
Properties	for the accommodation of large districts of graple,
Expand Tree	sh the right of representation in the legislature, a right a to tyrants only.
Print This Pag	e
Copy/Move F	ages to New Document
Copy Pages to	New Document
Copy This Pa	ge to New Document
	D1: Page 1, Image D1: Page 2, Image D1: Page 3, Image D1: Page 4, Image D2: Page 1

The result of the operation is shown below:

Batch Contents	X Historic Documents Declarations Declaration Form Folder: N/A Doc: 2 Pag					
1/13/2014 7:10:03 PM	The has called together togetaries buffers at places unusual, encomfinitially, and distance throu the departures at their public seconds, for the only purpose of dispating than into					
1: Declaration Form	complance with its instances. He has disordord prepresentative chooses repeatedly, for opposing with marfy firmness his invasions on the rights of the poople.					
Page 1, Image 1	He has refused for a long time, after such dissolutions, to cause others to be elected, whardy the logislative powers, incapible of antifalizon, have returned to the people at large for their exercise the state manifest in the marriese septond to all the dargers of invasion from without, and convolutions within.					
Page 2, Image 2	He has endowcord to prevent the population of these states; for that purpose obstructing, the isso far naturalization of foreigners; refuting to prose schem to exocurage their origination hildra, and antising the conditions of new appropriations of lands. He has obstructed the administration of justice, by refusing his assert to leves for					
	establishing juliciary powers.					
Page 3, Image 3	He has made judges dependent on his will alone, for the tenure of their offices, and the amount and payment of their salaries.					
generation and a second	He has severed a multitude of new offices, and sem hither swarms of officers to barass our yeaple, and eat out their substance.					
Page 4, Image 4	He has kept among us, in times of peace, standing arrives without the consent of our logislature.					
ner ruger, mager	He has affected to render the military independent of and superior to civil power.					
	He has combined with others to subject us to a jurisdiction foreign to our constitution, and unathenviedged by our laws; giving his assent to their acts of protended legislation:					
2: Declaration Form	For quartering large bodies of armed troops among us:					
100000	For protecting them, by mock trial, from paralelement for any enables which they should commit on the inhubitence of there states:					
Page 1, Image 104	For eatting off our trade with all parts of the world:					
<u>605</u>	For imposing taxes on us without our consent:					
A A A A A A A A A A A A A A A A A A A	For depriving us in many cases, of the benefits of trial by jury: For transporting us beyond seas to be tried for pretended offenses					
3: Address Form	the transporting to oppose was to be used for precisible offense.					
20000						
Page 1, Image 5						
, <u> </u>	Batch Thumbnails					
a 4: Address Form						
Page 1, Image 103	D2: Page 1, Image 104 5 103					

Create Document from all Loose Pages (Scan or Quality Control Modules)

Right click on the root entry in the Scan Module and select "Create Document from All Loose Pages", to compile all loose pages into a single document. Thereafter, you will need to select the Form Type.



The result of the operation is shown below:

Batch Contents	×	Historic Documents	Addresses	Address Form	Folder: N/A	Doc: 1	Page: 1
1/13/2014 7:10:03 PM		THE GETTYSBURG ADDRESS: Four score and seven years tago our fathers brought forth or this continent a new mation, concerved in hirdy' and dodicated to the proposition that all men					
Page 1, Image 103		are created equal. Now we are engaged in a pract civil war, testing whether that mixing any animal so concretived and so dedicated can long endner. We are mer on a prarab latticfield of fut war. We have come to dedicate a portion of that field as a final resting-place for those who here gave their hives that that nation might live. It is alsopfere fitting and proper dut we should do finis. Dut in a larger sense, we cannot doctate, we cannot concernet, we cannot					
Page 2, Image 5		hallow this ground. The brave man, living and dead who struggled have have consecrated if far above our poor power to add or detract. The world will little note nor long tementher what we say here, but it can never forget what they did here: It is for us the living rather to be dedicated here to the unfinisted works which fare who fought there have that fare so notely advanced.					
Page 3, Image 104		that from which the resolve th shall have	these honored dea y gave the last full at these dead shall a new birth of fre	dedicated to the great d we take increased measure of devotion not have died in vait edom, and that gove	devotion to that ca that we here high a, that this nation is mment of the peop	use for hly inder God	
Page 4, Image 4		people, fé	r the people shall	not perish from the e	arth.		
Page 5, Image 3							
Page 6, Image 2							
Page 7, Image 1							
		Batch Thumbnails					
			And the second s	voltana ku posta ku p	NV	AND MALE AND PRODUCTION OF THE PRODUCTION OF THE PRODUCTION OF THE PRODUCTION OF THE PRODUCTION OF THE PRODUCTION OF THE PRODUCTION OF THE PRODUCTION OF THE PRODUCTION OF THE PRODUCTION OF THE	
		D1: Page 1, Image 103	D1: Page 2, In	nage D1: Page		Page 4, Ima 4	ge D1: Pag

Product Licensing Instructions

When first installed, a temporary 14 day, 100 use license will be created for Document Copy. The license can be extended or converted to a permanent license with a license key. To extend the temporary license or to purchase a permanent license code, please contact Bluelake Software.

Activating a license key:

To activate a license key, open a Batch in Batch Manager in one of the applicable Kofax modules – Scan, Quality Control, etc., and click to invoke one of the options:



You might see the following message if the license has expired. Click OK to continue:



Otherwise, from the resulting application window select Help, License Status.



On the License Information window click the Request License button



On the resulting License Activation window copy and paste the license key into the Activation box and click the Activate button:

License Information		×
Product Name: Machine Address: Request License	Document Copy for Kofax (ver 2.0) B4-B5-2F-CC-EB-77	
Provide the license k	ey given to you by Bluelake Software and click Activate	•
	34-B36F-F16EEDD92E6D	
- OR -	ne and password provided by Bluelake Software	
UserName Password	Lookup]
< Go Back	Service URL OK Ca	ancel

Select OK to overwrite the existing (expired or temp) license:

Bluelake L	icensing 💽
<u> </u>	License File already exists. Select OK to overwrite or Cancel to exit.
	OK Cancel

The License Creation Successful message should be displayed – click OK to close:



Click OK to close the license window:

License Information						
Product Name: Machine Address:		Document Copy for Kofa B4-B5-2F-CC-EB-77	x (ver 2.0)			
	- License Information					
	License Status:	Active	Verify License			
	Licensed To:	Bluelake Software	Request License			
	Licensed on:	4/14/2014 9:34:05 PM				
	Machine Address:	B4-B5-2F-CC-EB-77				
	Features:		Remove License			
	Max Days:	0				
	Max Uses:	0				
		Service URL	OK Cancel			