

FreeFlow™ SMARTsend™ is an application used for scanning, converting, and distributing printed documents in a variety of digital formats. **SMARTsend Small Business or Professional Editions** adds PaperWare and Optical Character Recognition (OCR) functionality. PaperWare enables you to select scan job options using a cover sheet with your scan document. SMARTsend can output electronic documents to a variety of common formats compatible with popular applications.

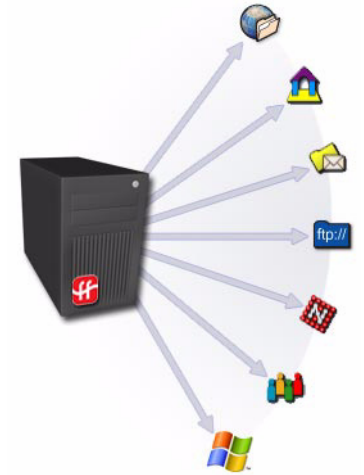
Output Types	File Formats
PDF, Image Only	PDF, Image Only PDF, Image Only - Preserve Image from Scan Source
JFIF	JPEG
Single-page TIFF	Single-page TIFF 6.0 Single-page TIFF 6.0 TTN2
Multi-page TIFF	Multi-page TIFF 6.0 Multi-page TIFF 6.0 TTN2 Multi-page TIFF - Preserve Image from Scan Source
Original Document Type	File format is determined at scan time.
OCR Output File Types (Small Business or Professional Editions)	
PDF, Text Searchable	PDF with normal text PDF with image substitutes PDF with image on text PDF with image on text - Preserve Page Orientation PDF with image on text - Preserve Image from Scan Source
Other	ASCII Text: formatted/standard/standardEx (*.txt) Microsoft Word 97, 2000, 2002, 2003 (*.doc) Microsoft Excel 97, 2000, 2002, 2003 (.xls) Microsoft PowerPoint 97 (*.rtf) Microsoft Publisher 98 (*.rtf) Rich Text Format: Word 2000/6.0-95/97, WordPad (*.rtf) Text, standard/smart/stripped/plain/tab delimited (*.txt) Text, comma delimited (*.csv)

Workflows

A workflow manages the way a scanned document is converted to a digital format and then routed to various destinations. Workflows organize and combine destinations, document attributes, and settings into a single entity that can be reused.

Document Destinations

Document destinations or service destinations are the final locations to which a document is scanned. E-mail, DocuShare, External Application Connection, FTP site, Network folder, Microsoft SharePoint Portal Server 2003, and Remote Printer are available destinations that can be configured in workflows with all editions of SMARTsend. Domino, Domino.doc, NetWare folder, Microsoft SharePoint Portal Server 2001, Microsoft Exchange 2000 Web Folder, and Scan to URL are available destinations that can be configured in workflows with the Standard or Professional Editions. Additional destinations, such as Documentum, Hummingbird, Interwoven WorkSite and LiveLink, can also be added as optional components for the Standard or Professional Editions.



Document Attributes

Document attributes are the properties (metadata) that describe the scan document and automate filing to document destinations. The attributes or fields can be defined in workflows and then used during scanning for entry of specific information.

Workflow Settings

Workflow settings define either public or private access and use of a workflow. Job confirmation settings for a workflow determine how users are notified of job completion.

Publications

A publication is a published workflow. Publishing makes workflows available for scanning documents. The following publications can be created from workflows for use with FreeFlow SMARTsend:

- **Device Scan Templates**
Device Scan Templates are used for scanning from Xerox Multifunction Devices.
- **PaperWare Cover Sheets (Small Business or Professional Editions)**
Cover sheets are used for scanning with Xerox Multifunction Devices and devices that use Internet Fax.
- **Xerox PaperWare Settings (Small Business or Professional Editions)**

Creating a Workflow

You can create workflows to scan to a variety of destinations. Following is a general procedure for creating a workflow.

- 1 Click **Add New > Distribution Workflow...** from the SMARTsend Home Page or from the Workflow Explorer page.
- 2 On the Document Destinations page, select a destination type, then click **add locations (or addresses)**.
- 3 Enter the information needed to define the location, then click **OK**.
- 4 Select one or more of the checkboxes beside each desired destination, then click **Next >>** to proceed.
- 5 On the Document Name and Type page, configure the document naming conventions and the output file format(s) that will be created. Click **Next >>** to proceed.
- 6 On the Document Attributes page, choose a profile or manually configure the document attribute (metadata) fields, if needed. Click **Next >>** to proceed.
- 7 On the Workflow Settings page, configure the workflow name, confirmation, and access options. Click **Next >>** to proceed.
- 8 On the Workflow Summary page, choose the publication options and confirm the workflow settings listed on the page. Use the buttons on the page to make changes. Otherwise, click **Finish** to save and/or publish the workflow.

Publishing a Workflow

Once a workflow has been created, it must be published before it is available for use when scanning documents.

- 1 From the Workflow Explorer select the workflow to be published and click **Publish to Xerox Multifunction Device** or **Publish a cover sheet**.
- 2 *If publishing to a Xerox Multifunction Device:* Specify name, expiration period, devices, document attributes, and scan profile properties, and click **OK**.
If publishing a PaperWare cover sheet (Small Business or Professional Editions): Specify name, description, expiration period, default destinations, document attributes, and scan settings, and click **Create Cover Sheet**. Save and print the PDF cover sheet file.

Using a Device Scan Template

- 1 Select a template at the Xerox Multifunction Device.
- 2 Enter any document attributes (if configured) and scan the document.

Using a PaperWare Cover Sheet (Small Business or Professional Editions)

- 1 Create and print a PaperWare cover sheet.
- 2 Check desired destinations on the cover sheet.
- 3 Place the cover sheet and document into the document feeder on the scanning device. The cover sheet must be the first page scanned.
- 4 At the Xerox Multifunction Device, select a PaperWare template, Xerox PaperWare Settings template, or the Default template (if configured).
- 5 Enter any document attributes (if configured) and scan the document.

Using My E-mail

The My_E-mail workflow is installed with SMARTsend and is used to automatically send scanned documents to the workflow submitter's e-mail address. You must first publish this workflow as device scan template or PaperWare cover sheet.

- 1 Log into the Xerox Multifunction Device for authentication.
- 2 Select the My_E-mail device scan template and scan the document.

Scanning at an Internet Fax Device (Small Business or Professional Editions)

You can scan from any Internet Fax device using a PaperWare cover sheet.

- 1 Publish a workflow as a PaperWare cover sheet. You must select Internet Fax or Internet Fax from Xerox Multifunction Device as the scan source.
- 2 Check the desired destinations on the PaperWare cover sheet.
- 3 Place the cover sheet and document into the document feeder on the Internet Fax device. The cover sheet must be the first page scanned.
- 4 Select the Internet Fax option, select the text mode, and enter the Internet Fax address for SMARTsend computer.
- 5 Scan the document. The document is distributed as an e-mail attachment.