



DocuFi Batch – Document Scanning Tools



Split, Rename, Route, Clean-up Scanned Files

General	Included
Split, rename and route scanned files in one step	Yes
Barcode recognition to rename and split files	Yes
Blank Page insertion into PDF files	Yes
Convert TIF to PDF	Yes
Convert PDF to TIF at resolutions from 200 to 1200 dpi	Yes
File Splitting	
- Split on blank page detection	Yes
- Split every "n" page	Yes
- Split utilizing barcode recognition	Yes
- Remove barcode separator pages	Yes
- Define barcode type to look for in documents	Yes
Barcode Recognition	
- Split a single document into many documents at every barcode.	Yes
- Split a single document into many documents when a specific barcode value is found.	Yes
- Create folders to classify the documents (patient names, vendor names, etc.).	Yes
- Rename the files to the barcode strings to add meaning to the file names.	Yes
File Naming - create file names using:	
- Barcodes	Yes
- Date/Time Stamps	Yes
- Page Number	Yes
- Keywords/Text in any pattern	Yes
- Or any combination of the above	Yes
Output File Formats	
- TIF	Yes
- PDF	Yes
- CSF (Content Sealed Format)	Yes

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File Conversion	Included
- TIF to PDF	Yes
- PDF to TIF	Yes
- Office formats to TIF or PDF	Yes
Document Clean-up	
- Straighten Pages (deskew)	Yes
- Remove Noise (despeckle)	Yes
- Remove Halftones (removes dot shading)	Yes
- Smooth Text	Yes
- Invert Text	Yes
- Reset Margins	Yes
- Rotate Pages	Yes
Digital Rights Management (DRM)	
- Apply a reason code with redacted text for later reference	Yes
- Save file to TIF or PDF format	Yes
- Disallow printing of documents	Yes
- Disallow users the ability to cut/copy content	Yes
- Encrypt files with passwords	Yes
Redaction Technology	
- Search and remove text or related image data	Yes
- Search and remove sensitive information (Credit card #s, social security #s, etc.)	
Batch Processing	
- Re-usable scanning profiles	Yes
- Automate repetitive scanning tasks	Yes
- Output consistent scanning results every time	Yes
- Output results to a specific destination folder	Yes
Folder Watching (Professional Edition Only)	
- hands free batch processing	Yes
- up to 3 source (input) directories	Yes
- up to 3 destination (output) directories	Yes