

Mariner Software

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Jim Henson - 2019-01-18 - Importing Library Items

What are the differences between Scan and Scan Multi in Paperless 2 and 3?

One way to import documents to your Paperless library is by importing directly from your scanner. In Paperless, there are two commands to accomplish this: **Scan** and **Scan Multi**. Depending on the type and capabilities of the scanner you are using, and on whether you have set Paperless to Use TWAIN Drivers or Use Image Capture under Paperless Preferences, Scan and Scan Multi might produce different results.

Here is a list of the ways that Paperless 2 and 3 handles Scan and Scan Multi for different scanner configurations:

Importing from a ScanSnap Scanner

Most models of ScanSnap scanner provide an **automatic document feeder (ADF)** or some apparatus to make it possible to batch-process multipage scan jobs. *For more information on the capabilities of the capabilities of the model of scanner you are currently using, please refer to documentation provided by Fujitsu.*

Results: Scan

- Paperless will import all documents loaded into the ADF.
- Paperless will **collate** (combine) all scanned pages to one PDF.

Results: Scan Multi

- Paperless will import all documents loaded into the ADF.
- Paperless will import all pages as separate single-page PDFs.
- If Scan imports in multiple library items...

Under certain circumstances, Scan may actually import multipage scan jobs from a ScanSnap scanner as **individual** (non-combined) library items. If you observe this behavior at all, [please see this knowledge base article](#) for instructions to resolve the issue.

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Importing with Use Image Capture (Flatbed)

If the scanner you are using to import to Paperless is a **flatbed** scanner (or you are using a scanner's flatbed component), and Paperless is set to **Use Image Capture**, Paperless should import multipage scan jobs from the scanner as follows:

Results: Scan

- Paperless will display an Image Capture dialog.
- The last page scanned with the Scan button before the Done button is clicked will be imported as a single-page document to Paperless.

Results: Scan Multi

- Paperless will display an Image Capture dialog.
- Every paged scanned (by pressing the Scan button) will be **collated** or combined after the Done button is clicked).

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Importing with Use Image Capture (ADF)

If the scanner you are using to import to Paperless has an **automatic document feeder (ADF)** that you are using to process multipage scan jobs, and Paperless is set to **Use Image Capture**, Paperless should import multipage scan jobs from the scanner as follows:

Results: Scan

- Paperless will display the Image Capture dialog.
- If the ADF is supported by Image Capture, the dialog will display Feeder as an option to acquire with.
- Choosing Scan will cause all pages in the ADF to be scanned.
- The last scan job (multipage document) scanned before choosing Done will be imported into Paperless as a multipage document.

Results: Scan Multi

- Paperless will display the Image Capture dialog.
- If the ADF is supported by Image Capture, the dialog will display Feeder as an option to acquire with.
- Choosing Scan will cause all pages in the ADF to be scanned.
- All scan jobs (multipage documents) scanned before choosing Done will be imported into Paperless as separate multipage documents.

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Related Content

- [Importing with "Scan" from a ScanSnap scanner imports one multipage document as multiple documents](#)