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[www.bluelake.com](http://www.bluelake.com)

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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 a new document (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 10.x

#### **Download and Installation:**

A demo download of the application is available at our website at <http://www.bluelake.com/Products> 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:**

Single Copy: \$ 495

3-Pack: \$ 900

5-Pack: \$1250

10-Pack: \$2000

**For more information or to purchase licenses, please contact:**

Bluelake Software, Inc.

[www.bluelake.com](http://www.bluelake.com)

Phone: (888) 374-2220 x201

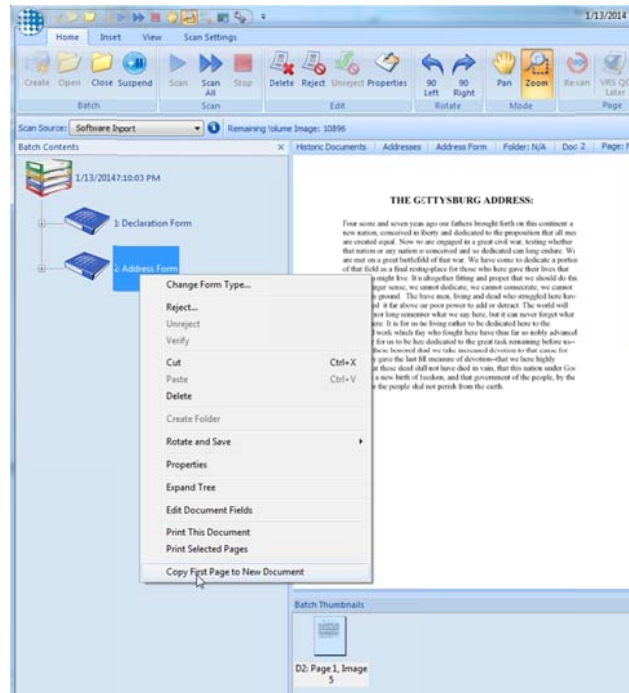
Email: [info@bluelake.com](mailto:info@bluelake.com)

## Bluelake Document Copy Utility for Kofax - User Instructions

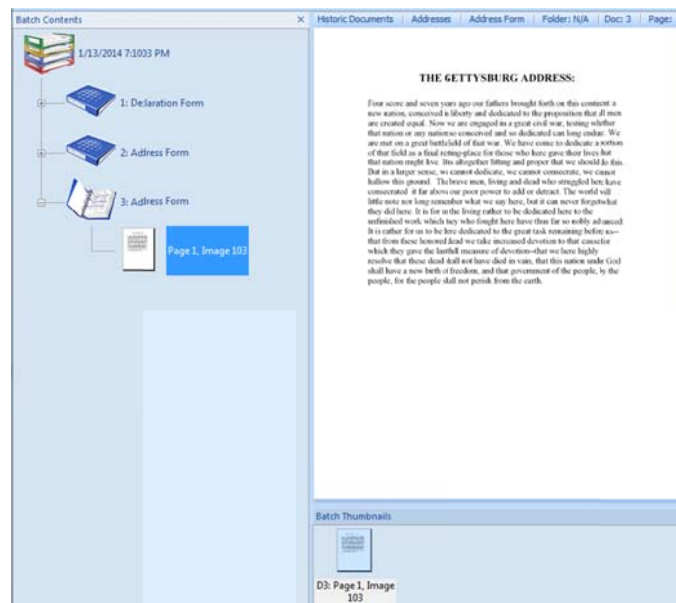
After installation, when opening the Kofax Scan or Quality Control Modules, new options will be visible when right clicking on a document, or when right clicking on pages within a document.

### 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.

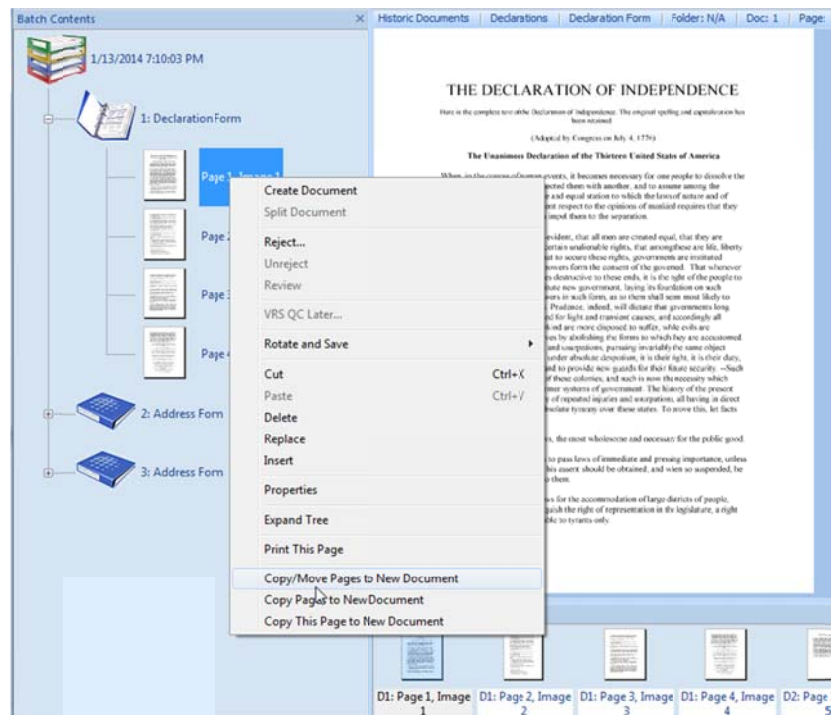


The result of the operation is shown below:

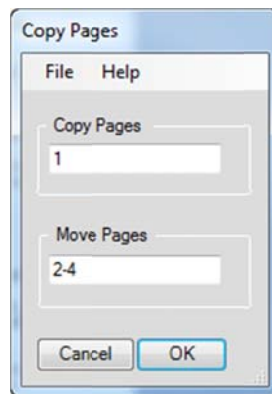


## Copy/Move specific pages to a new document (Scan or Quality Control Modules)

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



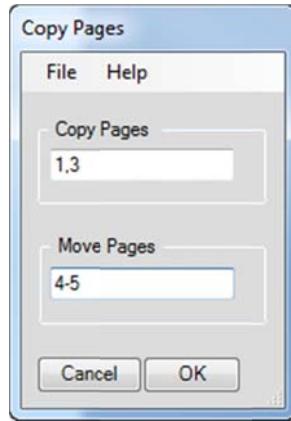
A window will appear requesting instructions for the pages to be copied or moved, as shown below.



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.

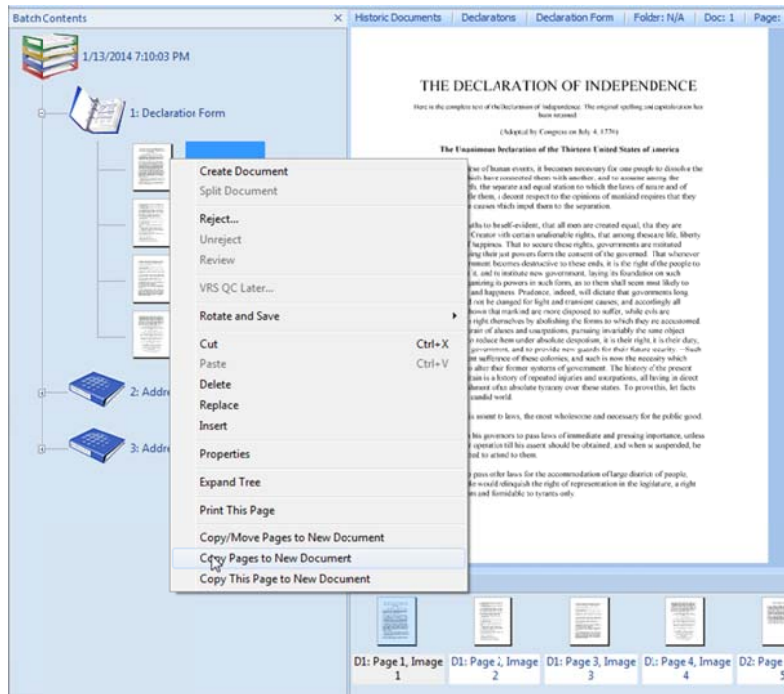
Alternately, you could choose to copy pages 1 & 3, and move page 4-5, as shown on the next page:

Alternate Copy/Move notation:

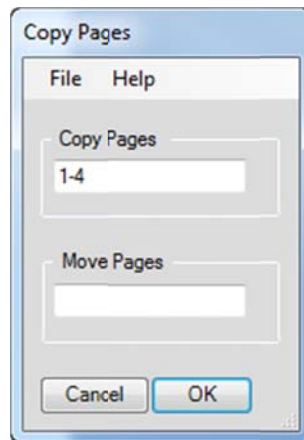


## Copy Pages to new document (Scan or Quality Control Modules)

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, as shown below.

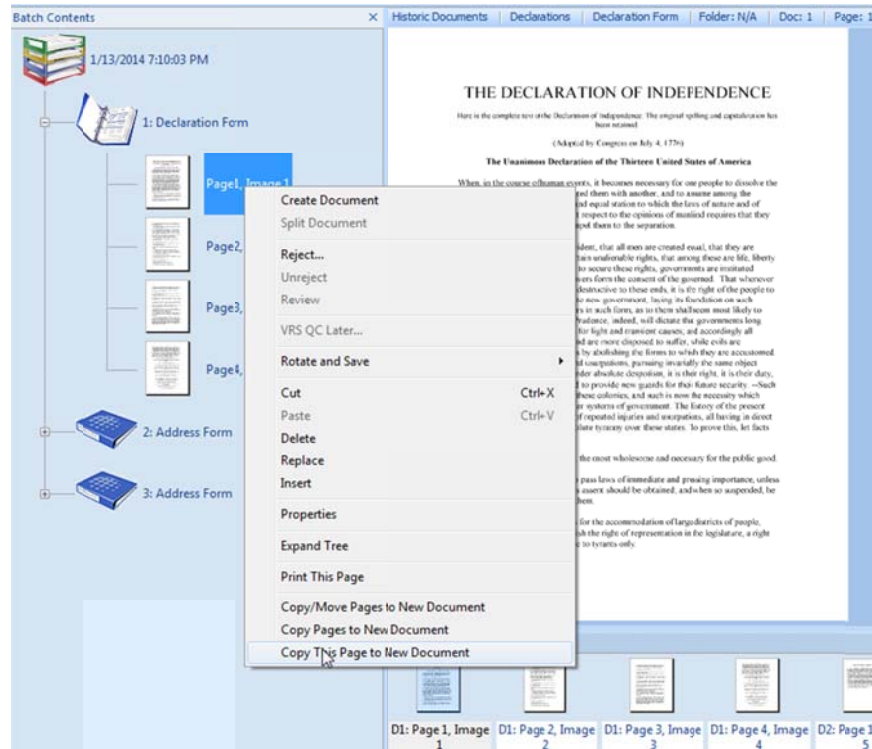


The default is to copy all pages of the document to a new document. To change the option, simply change the page numbers appearing in each text box, or remove an entry entirely to skip the operation.

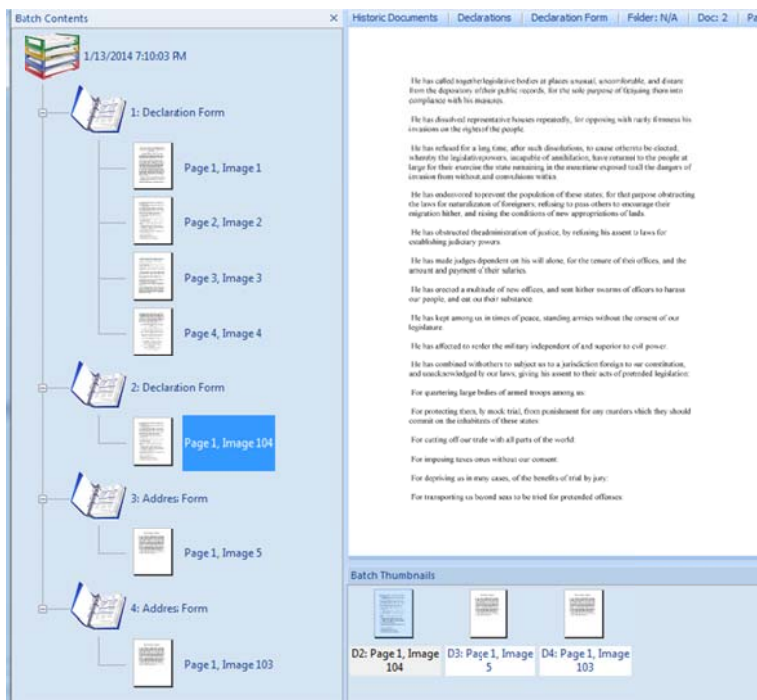
Note, this is the same dialog as when the Copy/Move Specific Pages option is selected, but pre-filled with all the document pages to copy. The same Copy/Move notation preferences are available in this window.

**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.

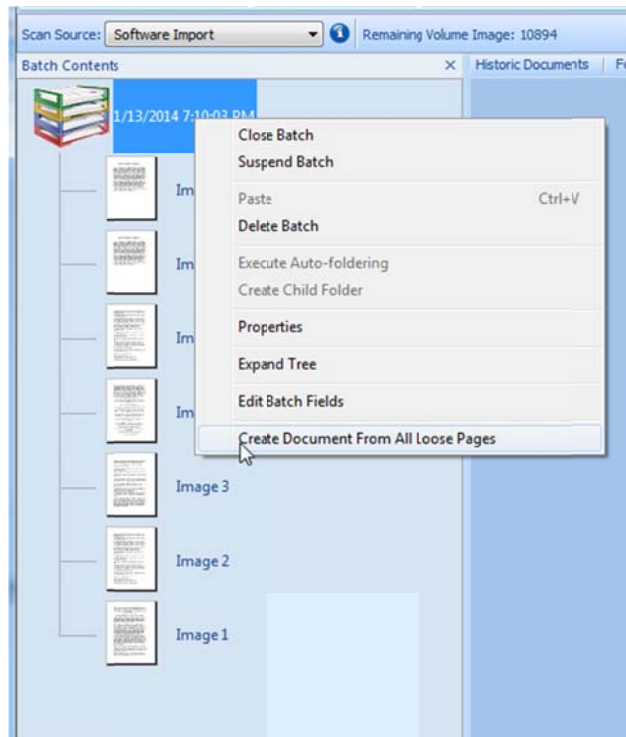


The result of the operation is shown below:



## Create Document from all Loose Pages

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:

