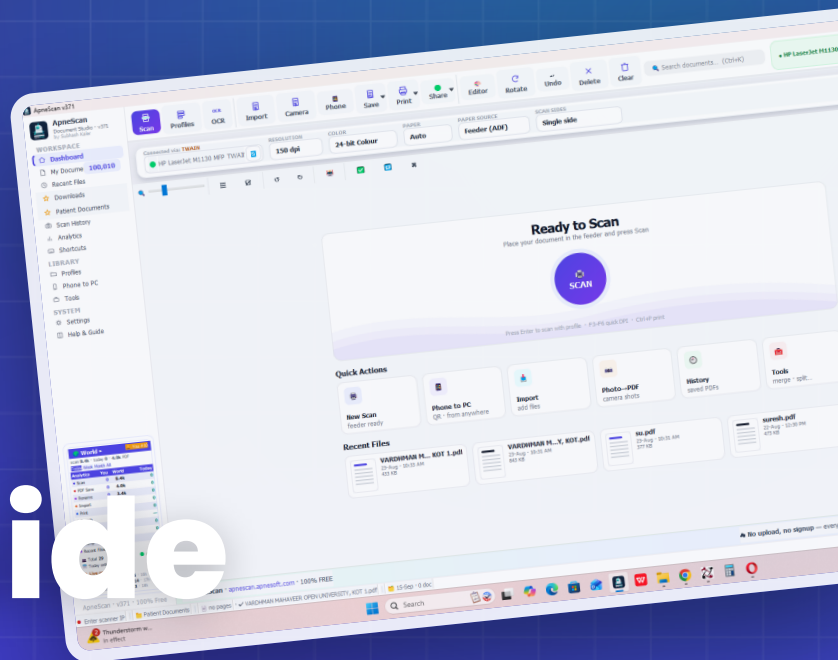




User Guide



Document Studio — Scan • PDF • Share, all in one place

A fast, easy and 100% free document-scanning app, built for ECHS/RGHS and everyday paperwork. This guide walks through every part of the app with real screenshots, from first scan to advanced tools.

Scan

PDF

OCR

Compress

Merge

Share

Phone scan

Version v371

apnescan.apnesoft.com

Windows • TWAIN • WIA scanners • by Subhash Kaler

CONTENTS

What's inside

- ★ Quick Start — your first scan in 5 minutes Part A
- 1 What is ApneScan
- 2 First-time setup & Profiles
- 3 The main screen (with map)
- 4 Scanning documents (+DPI table)
- 5 Scan from phone (from anywhere)
- 6 Camera & Import
- 7 Making, saving & naming PDFs
- 8 Editing & image cleanup
- 9 Tools & Share
- 10 My Files
- 11 Preview panel
- 12 World Analytics, Dashboard & My Stats
- 13 Settings — all seven tabs
- 14 Keyboard shortcuts (full list)
- 15 Troubleshooting & FAQ
- A1 ECHS/RGHS workflow — a claim example Appendix
- A2 Tips & "what not to do"
- A3 Privacy & data safety

A4 Install, update & requirements

A5 Cheat-Sheet (printable)

A6 Glossary

A7 Version history & support

A8 Index



TIP

Help is everywhere inside the app too — every small "?" button explains that item in Hindi/English, and **Help & Guide** keeps a full, always-up-to-date list.

PART A

⚡ Quick Start — your first scan in 5 minutes

In a hurry? Just do this — read the rest later.

- 1 Turn the scanner on and place paper in the feeder/glass.
- 2 Open ApneScan → use **Profiles** → **Choose device** once.
- 3 Press the big blue **SCAN** button (or **Enter**).
- 4 Every page appears instantly — delete a wrong one with **Delete**.
- 5 Save (**Ctrl** + **S**) → your PDF is ready! 🎉

I The whole journey at a glance



TIP

Scanning many claims a day? Turn on **Batch mode** in Settings → Workflow — the app gets ready for the next claim right after each save (see Appendix A1).

CHAPTERS 1–15

The Guide

All of ApneScan — scanning, editing, tools, settings and World Analytics — step by step.

Scan

Edit

Tools

Settings

World

01

CHAPTER 1

What is ApneScan

ApneScan is a Windows app that turns paper documents from your scanner, camera or phone into clean PDFs. It is built especially for medical/office work such as ECHS and RGHS, where you scan many papers every day.

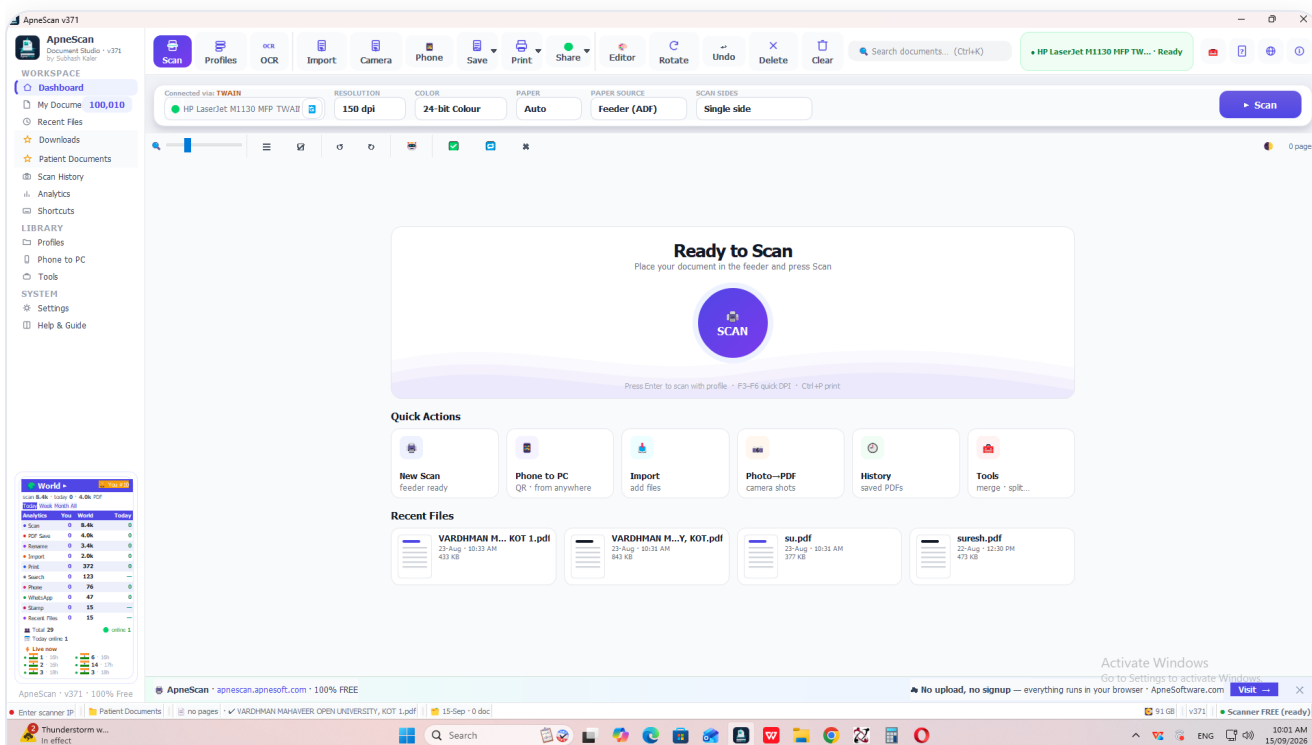


Fig 1 ApneScan main screen (Dashboard) — menu on the left, button bar on top, big **SCAN** button in the middle, Quick Actions and Recent Files below, and the **World Analytics** widget bottom-left.

Key strengths

✂ Instant pages

Each page shows in the thumbnail area the moment it is scanned.

📄 Smart PDF

One click makes one PDF; optionally a searchable (OCR) PDF.

🖨 Any scanner

TWAIN and WIA, including ADF/duplex.

📱 Scan from phone

Over the internet — the phone can be anywhere, no cable, no app.

🧹 Auto-cleanup

🌐 World Analytics

Anonymous world usage plus your own progress.

Straighten, trim edges, drop blank pages — automatically.

PRIVACY

The app clearly says **"No upload, no signup — 100% FREE"**. Your documents stay on your computer. World figures are only anonymous counts (how many scans/PDFs) — no personal data is sent.

CHAPTER 2

First-time setup & Profiles

The **Profiles** button on the top bar holds your saved scan settings. A **Default** profile already exists; make new ones with **New**.

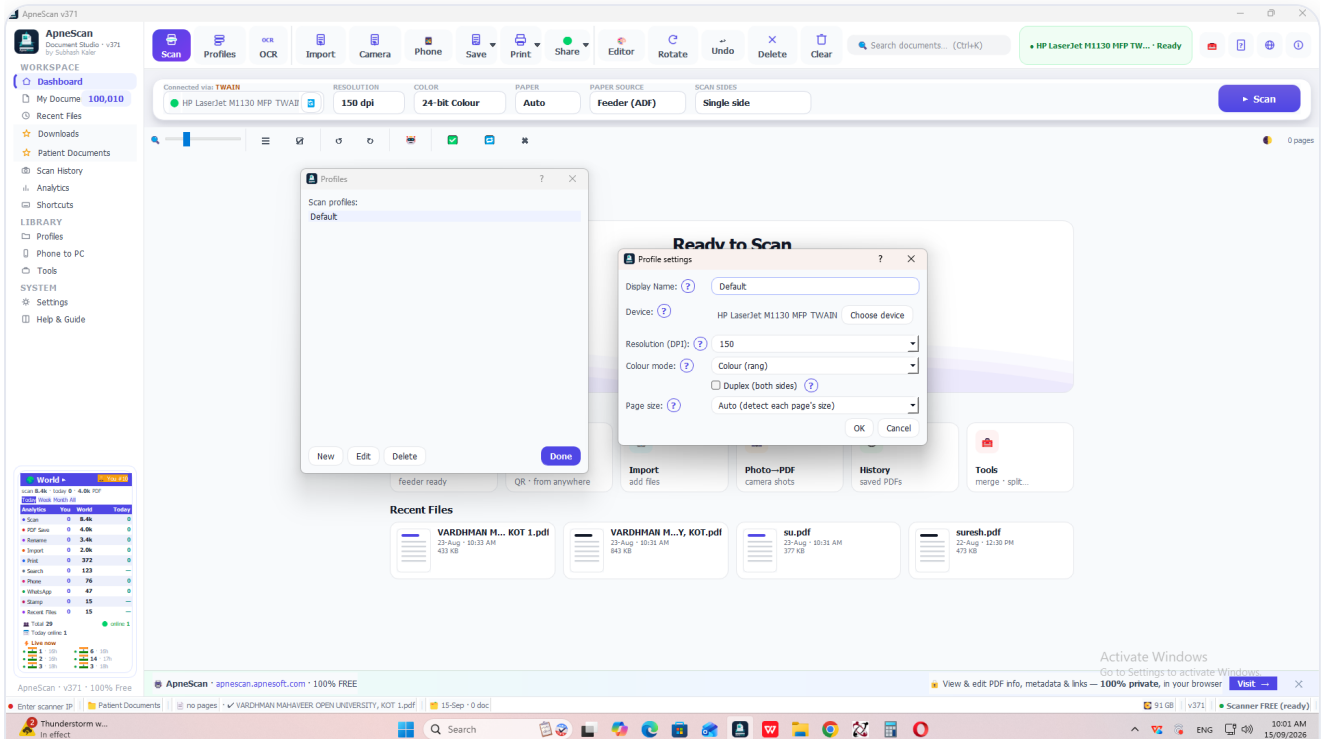


Fig 2 Profiles list and Profile settings — Display Name, Device (Choose device), Resolution (DPI), Colour mode, Duplex and Page size.

- 1 **Choose device** — pick your scanner (USB/network scanners show automatically).
- 2 **Resolution (DPI)** — higher = sharper but bigger; lower = faster and lighter.
- 3 **Colour mode** — colour / grey / black & white.
- 4 Need both sides? Tick **Duplex (both sides)**.
- 5 Keep **Page size** on **Auto** — each page's size is detected automatically.
- 6 **OK** → then **Done**. Profile ready.



TIP

No scanner? You can still work — via **Camera**, **Phone**, or by **Importing** existing photos/files (Chapters 5–6).

CHAPTER 3

The main screen

The screen has three main areas — the **left sidebar**, the **top button bar** with the **scan-settings bar** below it, and the central **work area**.

Screen map

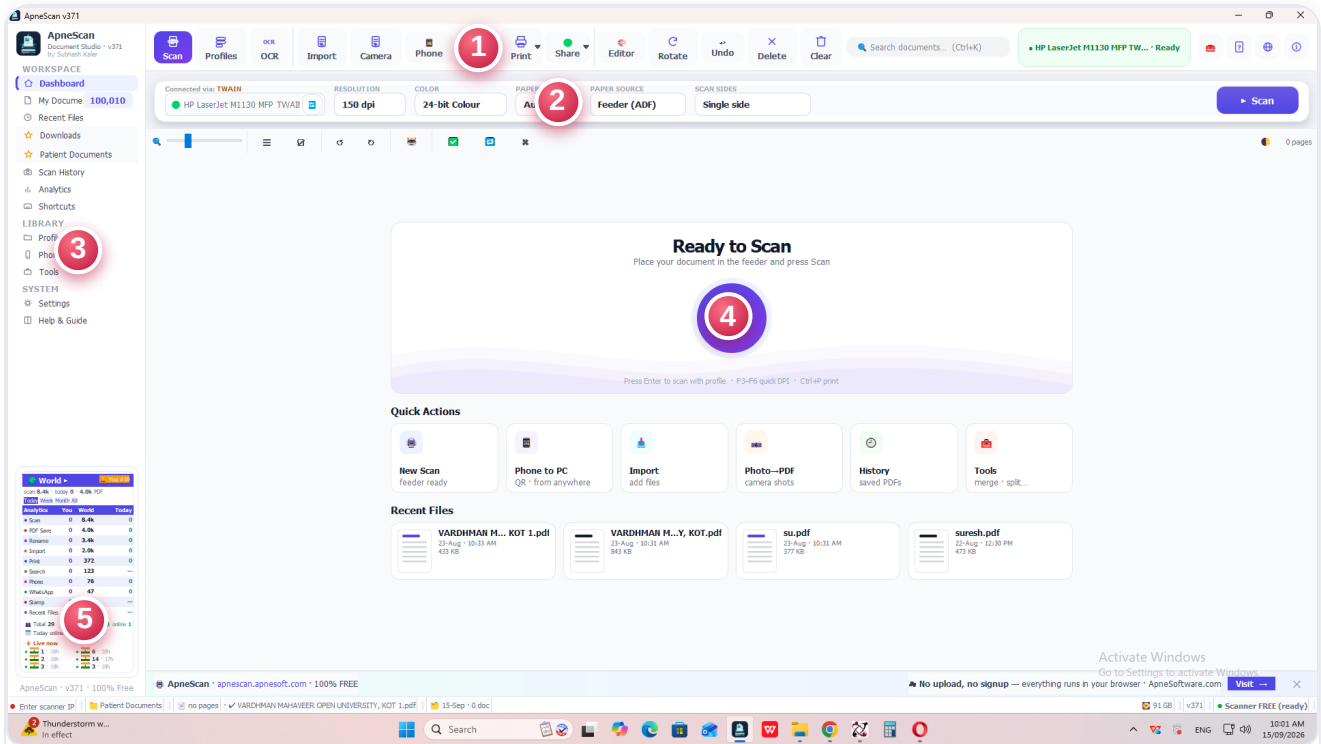


Fig N1 The five parts of the main screen (see list below).

- 1

Top button bar — Scan, Save, Editor, etc.
- 2

Scan-settings bar — DPI, Colour, Source.
- 3

Left sidebar — Workspace/Library/System.
- 4

Work area — big SCAN + pages/preview.
- 5

World widget — anonymous usage at a glance.

Left sidebar — three groups

Group	What you get
WORKSPACE	Dashboard · My Documents · Recent Files · Downloads · Patient Documents · Scan History · Analytics · Shortcuts
LIBRARY	Profiles · Phone to PC · Tools
SYSTEM	Settings · Help & Guide

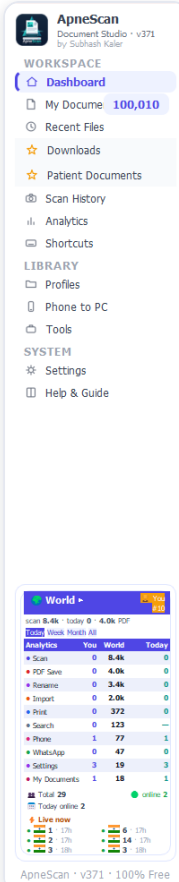


Fig 3 The left sidebar — **Workspace** on top, then **Library**, then **System**, and the **World** widget at the very bottom showing your and the world's anonymous counts.

Top button bar

Button	What it does
Scan	Start scanning.
Profiles	Create/choose scan profiles.
OCR	Recognise the text on a page.
Import · Camera · Phone	Add files · from camera · from phone.
Save · Print · Share	Save PDF · print · send (WhatsApp/Email).
Editor · Rotate · Undo	Edit page · rotate · undo.
Delete · Clear	Delete selected page · clear all pages.

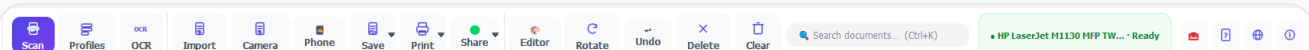


Fig 4 Top button bar — Scan, Profiles, OCR ... on the left; search and scanner status (**Ready**) on the right.

Scan-settings bar

Just below the bar, quick options: **Connected via** (e.g. TWAIN), **Resolution**, **Color**, **Paper**, **Paper Source** (Feeder/ADF or Glass), and **Scan Sides** (Single/Both). The big blue **Scan** button is on the right.

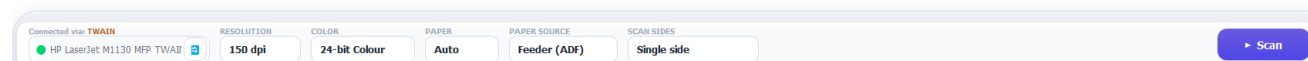


Fig 5 Scan-settings bar — change Resolution, Colour, Paper Source and Scan Sides in one place, then hit the blue **Scan**.

CHAPTER 4

Scanning documents

- 1 Check Resolution/Color/Source on the scan-settings bar (or pick a profile).
- 2 Press the big **SCAN** button — or **Enter**.
- 3 Every page appears instantly; with an ADF, all pages come in automatically.
- 4 You can stop midway — the pages made so far are kept safe.

Change DPI instantly while scanning

Key	Action
Enter	Scan with the profile's settings.
F3 / F4 / F5 / F6	Scan at 150 / 200 / 300 / 600 dpi.
F7	Scan at a custom dpi.

Which DPI, when — comparison

DPI	Best for	Quality	File size
150	Plain text, fast bulk scans	OK	Smallest
200	Everyday documents/bills	Good	Small
300	OCR/searchable PDF, important papers	Very good	Medium
600	Photos/fine detail, archival	Best	Large

TIP

For most ECHS/RGHS papers, **200–300 DPI** is the sweet spot — clear yet light.

NOTE

Scanner not found? Check cable/power, then re-select the scanner in the scan-settings bar. Network scanners must be on the same WiFi/LAN. On weak pages the app warns you instantly via **Scan quality guard**.

CHAPTER 5

Scan from phone — from anywhere

No app download, no cable. Best of all — it works **over the internet**, so the phone can be **anywhere** (it need not be on the same WiFi).

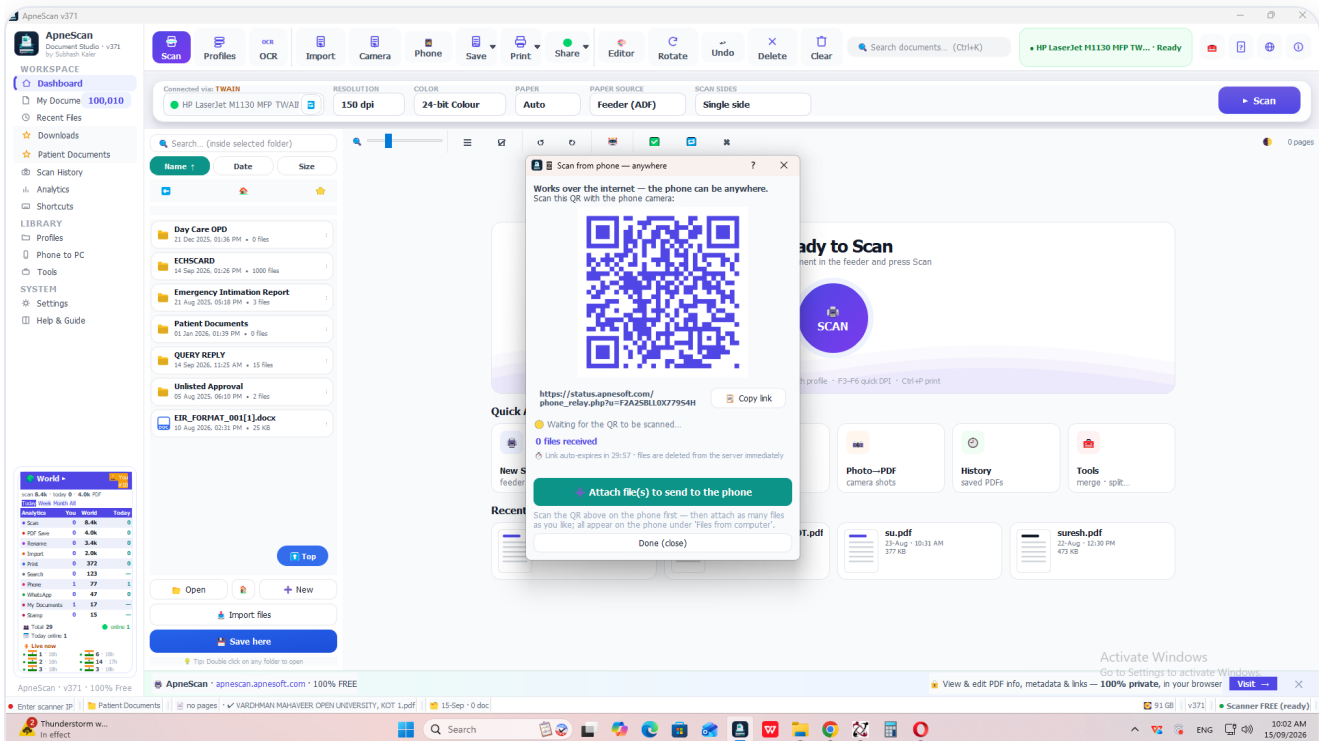


Fig 6 Scan from phone — anywhere: scan this QR with the phone camera; the link expires in a few minutes and files are deleted from the server immediately.

- 1 Press **Phone** (or the "Phone to PC" Quick Action) — a **QR code** appears.
- 2 Scan the QR with your phone camera → a page opens on the phone.
- 3 Take a photo on the phone — it arrives in ApneScan on the computer instantly.
- 4 To send a file from PC to phone, press "**Attach file(s) to send to the phone**".

PRIVACY

The phone-scan link expires automatically in a few minutes and sent files are deleted from the server immediately — so your files stay safe.

CHAPTER 6

Camera & Import

From the computer's camera

Press **Camera**; frame the document and capture. ApneScan detects the edges and makes a straight, clean page (it also **Auto-cleans** phone photos).

Import files / photos

- **Import** — pick any image/scan files to add as pages.
- **Photo → PDF** (Quick Action) — turn captured photos straight into a PDF.

These land in the thumbnail area too and can be edited/saved just like scanned pages.

CHAPTER 7

Making, saving & naming PDFs

- **Save** — all pages into one PDF (**Ctrl** + **S**).
- **Space** — save only the selected pages.
- **Print** — straight to the printer (**Ctrl** + **P**).

Fine save settings live in **Settings** → **Save** (Chapter 13): save folder, **Filename template** like `{claim}_{date}_{seq}`, a separate folder per claim, Year/Month folders, auto-save after scanning, a separate JPG per page, and **Searchable PDF**.

 TIP

With Searchable PDF on, text sits inside the PDF — later you can find words with **Ctrl** + **F**.

CHAPTER 8

Editing & image cleanup

Use the top bar for quick actions (Rotate, OCR, Delete, Undo), or double-click a page to open the full **Document Editor**. At the top are one-click helpers — **Auto-Fix**, **Magic**, **Auto-upright** — and several groups below:

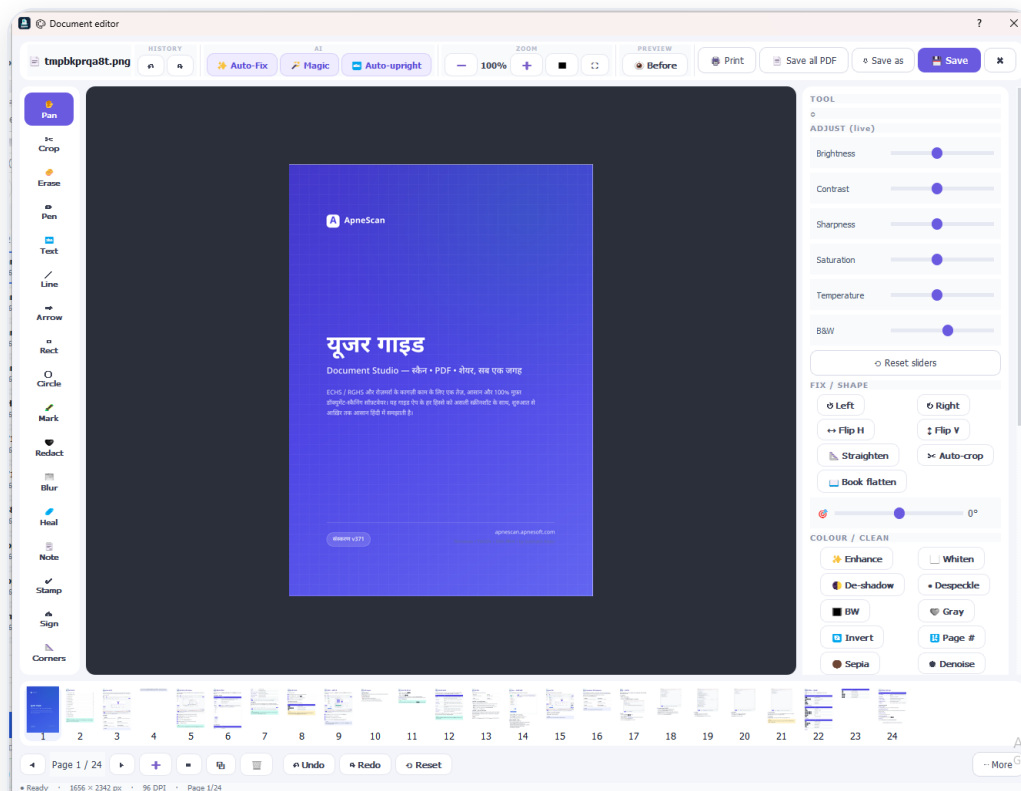


Fig 16 Document Editor — left tool-bar, page in the middle, **Adjust** sliders, **Fix/Shape** and **Colour/Clean** on the right.

Group	Tools
Left tools	Pan · Crop · Erase · Pen · Text · Line · Arrow · Rect · Circle · Mark · Redact · Blur · Heal · Note · Stamp · Sign · Corners
Adjust (live)	Brightness · Contrast · Sharpness · Saturation · Temperature · B&W · Reset
Fix / Shape	Rotate Left/Right · Flip H/V · Straighten · Auto-crop · Book flatten
Colour / Clean	Enhance · Whiten · De-shadow · Despeckle · BW · Gray · Invert · Sepia · Denoise
AI Tools	AI Auto (everything) · AI Enhance · Colour restore · AI De-noise · Smart crop · Deskew+

Smart

Auto edges · Suggest name · Drop blank · Quality · Extract sign

Privacy / Layout

Auto-hide · Watermark · Split page · Margins · Grid · ID 2-side

Text / OCR

Copy text · Show text · Searchable PDF

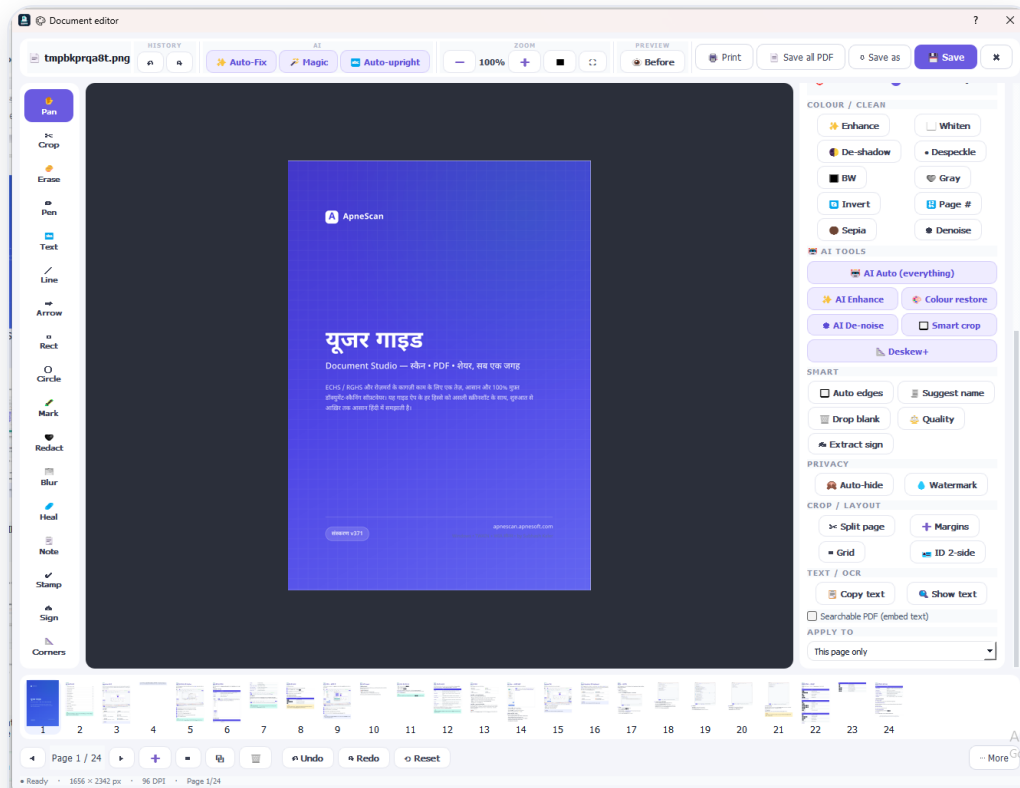
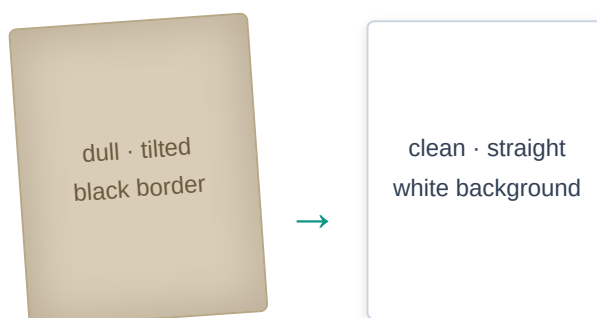


Fig 17 The editor's **AI Tools** panel — AI Auto, AI Enhance, Colour restore, Smart crop, Deskew+, plus Smart/Privacy/Layout and Text-OCR.

ApneScan also cleans up **automatically** (Settings → Image cleanup): Auto-deskew, trim edges/black border, clean white background, drop blank pages, **Always Auto Rotate**.

TIP

A dull/yellowed page becomes print-clean in one click with **Enhance** or **AI Auto**; use **Apply to** to change just this page or all pages.

Before / after — the effect of auto-cleanup

Before

After

Auto-deskew + Trim border + Clean background — all at once, automatically.

CHAPTER 9

Tools & Share

The sidebar **Tools** (or Quick Action) holds PDF tools:

🔧 Compress

Shrink a PDF — to a target size.

🧩 Merge

Join several PDFs into one.

✂ Split

Split one PDF into parts.

🔍 Search

Find words inside PDFs.

📌 Right-click → PDF Tools (a hidden treasure)

Right-click any PDF to open **PDF Tools** with a lot inside:

- **Pages:** Extract / Delete pages · Rotate · Split · 2-up / 4-up · Organize · Add page numbers.
- **Colour/shape:** Compress · Make grayscale/BW · Crop margins · Flatten · Repair.
- **Security:** Protect (password) · Remove password · Anonymize (metadata) · Watermark.
- **Convert:** PDF → Word / Excel / PNG / JPG / Text · **Make searchable (OCR).**
- **Edit text** (digital + scan) and **Sign** are here too.

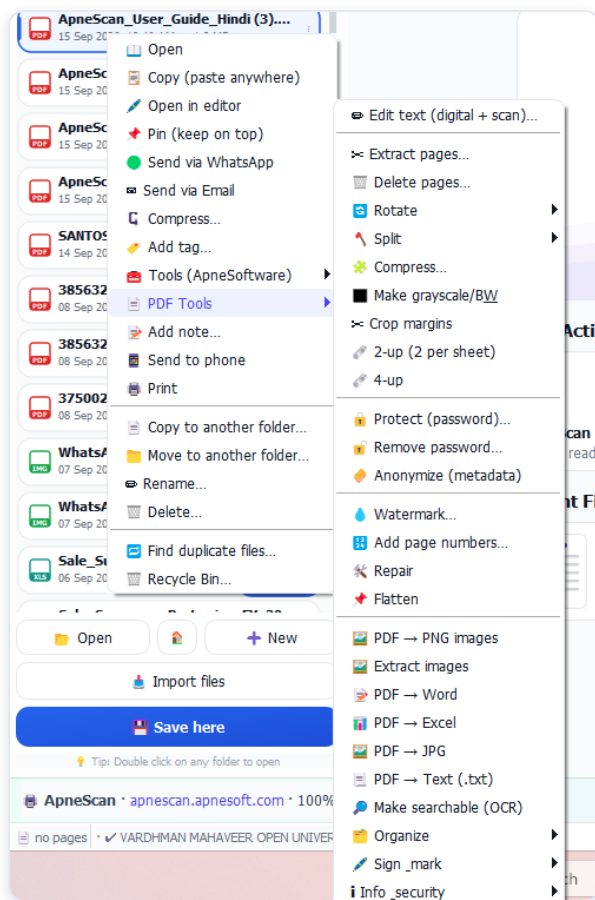


Fig 14 Right-click a PDF → **PDF Tools** — dozens of actions in one place: Split, Compress, Protect, Anonymize, Add page numbers, **PDF** → **Word/Excel**, and **Make searchable (OCR)**.

Right-click → Image Tools (for photos)

Right-click an image file for **Image Tools**:

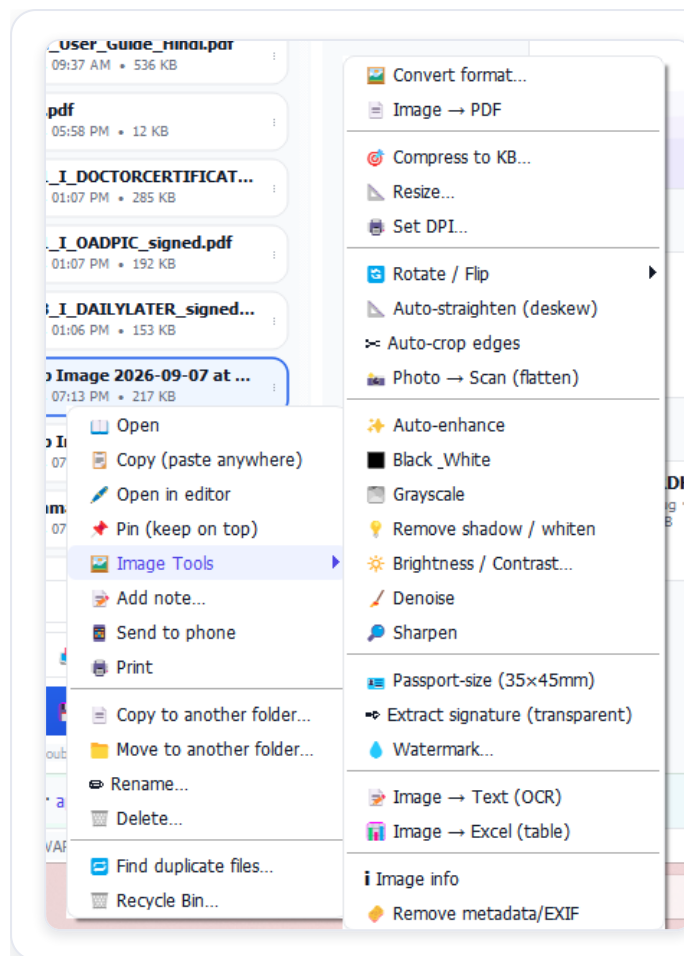


Fig 15 Image Tools — Image → PDF ·

Compress to KB · Resize · Set DPI · Auto-straighten · Auto-crop · Photo → Scan · Auto-enhance · Remove shadow · Denoise · Sharpen · **Passport-size (35×45mm)** · Extract signature · **Image → Text (OCR)** · **Image → Excel (table)** · Remove metadata/EXIF.

Share

Use **Share** to send a finished PDF straight to **WhatsApp** or **Email**. Compress first for faster sending.

CHAPTER 10

My Files

The sidebar's **My Documents** shows all your files/folders in one place.

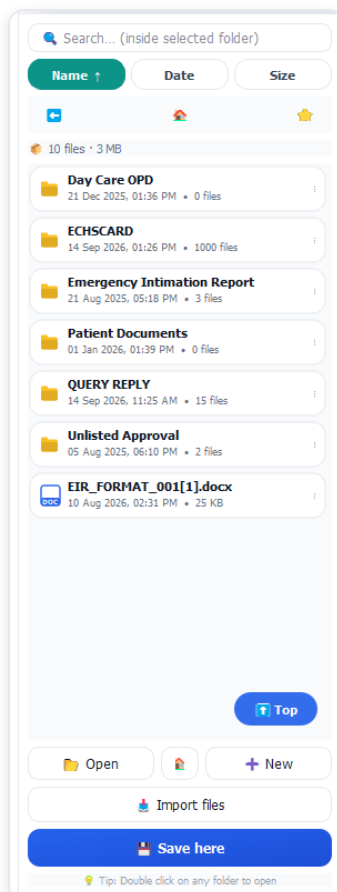


Fig 7 My Files panel — search and **Name/Date/Size** sorting on top, folders with file counts in the middle, the blue **Top** button, and **Open · New · Import files · Save here** below.

- Click a file → preview on the right.
- Long list? The blue **Top** button jumps to the top instantly.
- Double-click a folder to open it; use the breadcrumb to go back.
- **New** makes a folder, **Save here** saves in place, ★ marks favourites.

Right-click a file — the full menu

- **Open · Copy (paste anywhere) · Open in editor · Pin (keep on top)**
- **Send via WhatsApp / Email · Send to phone · Print**
- **Compress · Add tag · PDF Tools / Image Tools (Chapter 9) · Add note**
- **Copy / Move to another folder · Rename · Delete**
- **Find duplicate files · Recycle Bin**

CHAPTER 11

Preview panel

Click a file/page and the Preview panel opens on the right.

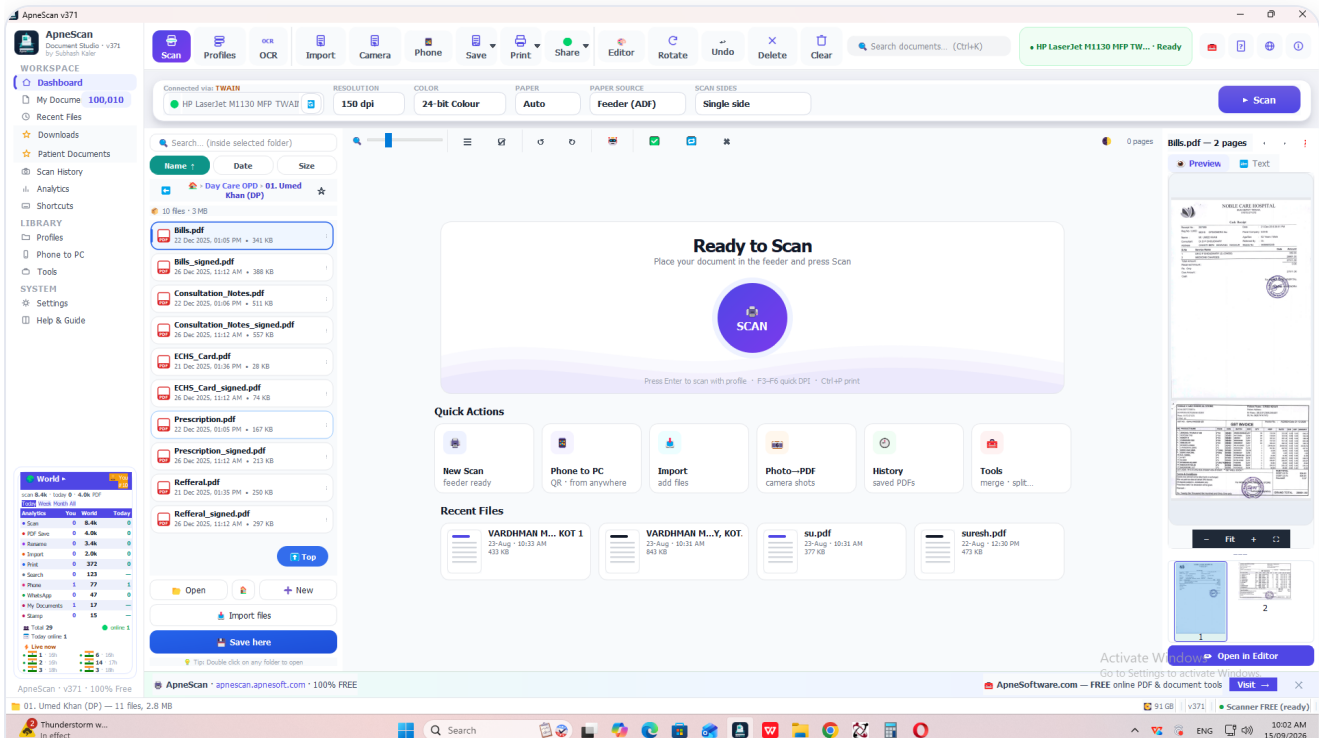


Fig 8 Preview panel — **Preview / Text** tabs on top, a large view, **Fit / - / +** zoom, page thumbnails and **Open in Editor** below.

- **Preview** — see the page large; Fit/zoom/full-screen.
- **Text** — read/copy the recognised text.
- **Open in Editor** — jump straight into editing.

PRIVACY

When nothing is selected the Preview panel stays hidden, keeping the screen tidy.

CHAPTER 12

World Analytics, Dashboard & My Stats

The bottom-left **World** widget shows, at a glance — how much you did (**You**), the world total (**World**) and today (**Today**) — plus counts for Scan, PDF Save, Rename, Import, Print, Search, Phone, WhatsApp, total/online users, and **Live now** (which countries are scanning right now, with flags).

Clicking the widget opens the full **World Dashboard**:



Your rank

Your world position per activity; the card can be shared/saved.



World Map

Usage by country — with flags.



Live Feed

A live glimpse of scans happening now.



Achievements

Badges, streak (days in a row), next goal.



Growth chart

7/30-day usage, busy hours, rank history.



Yearly Wrapped

A pretty year summary card; CSV/image too.



PRIVACY

Worth repeating — every figure here is anonymous; only a count total is kept.

My Analytics & goals

Open **Analytics** in the sidebar — this shows only **your** progress (all on your computer):

Feature	What it shows
My Stats	Pages/PDFs made, per-day totals, busiest hour, longest streak.
Today's goal	How many pages today — a filling ring.
Daily target	Set a fixed goal per day.
Achievements	Earned badges and milestones.
Range total	Totals between chosen dates.



Meet a small daily goal consistently — that builds a "streak", which lifts your World rank.

CHAPTER 13

Settings — all seven tabs

Open **Settings** in the sidebar. There are seven tabs: **Interface** · **Save** · **Image cleanup** · **Output** · **Workflow** · **Records safety** · **Shortcuts**.

1 • Interface

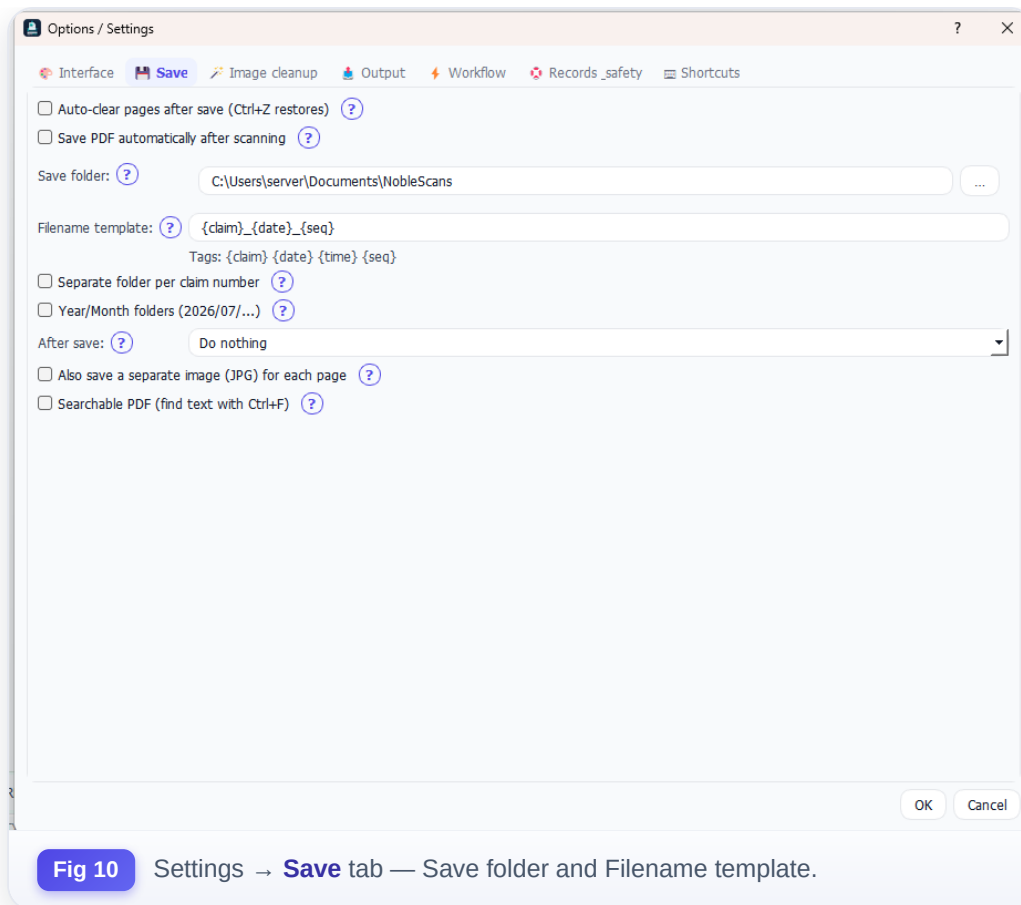
- **Theme** — Light or Dark.
- Show **page numbers** under thumbnails.
- Add to the name — **OCR document name**, **document number**, or **today's date**.



Fig 9 Settings → **Interface** tab.

2 • Save

- Auto-clear pages after save (**Ctrl** + **Z** restores).
- Auto-save after scanning; choose the **Save folder**.
- **Filename template** — **{claim}_{date}_{seq}** (tags: {claim} {date} {time} {seq}).
- Separate folder per claim; **Year/Month** folders.
- A separate **JPG** per page; **Searchable PDF** (find with Ctrl+F).



3 • Image cleanup

- Drop blank pages; **Border auto-crop**; **Auto-deskew**.
- Clean white background; **trim dark scanner border** (Recommended).
- **Always Auto Rotate** (Recommended) + slight-tilt correction; confidence.
- **Smart Scan**, remove dust/noise, **Scan quality guard** (warns on weak pages).
- Auto-clean phone photos; **Best scan quality (WIA)**.

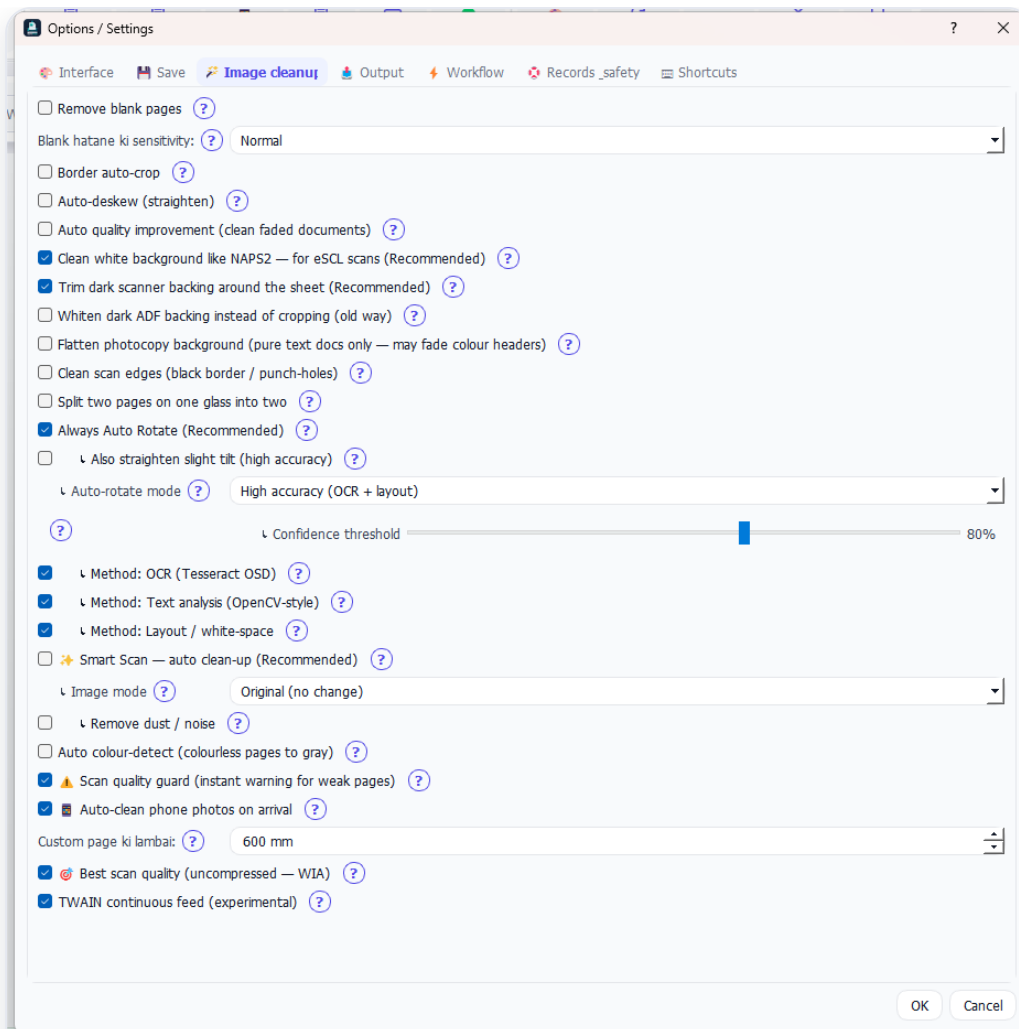
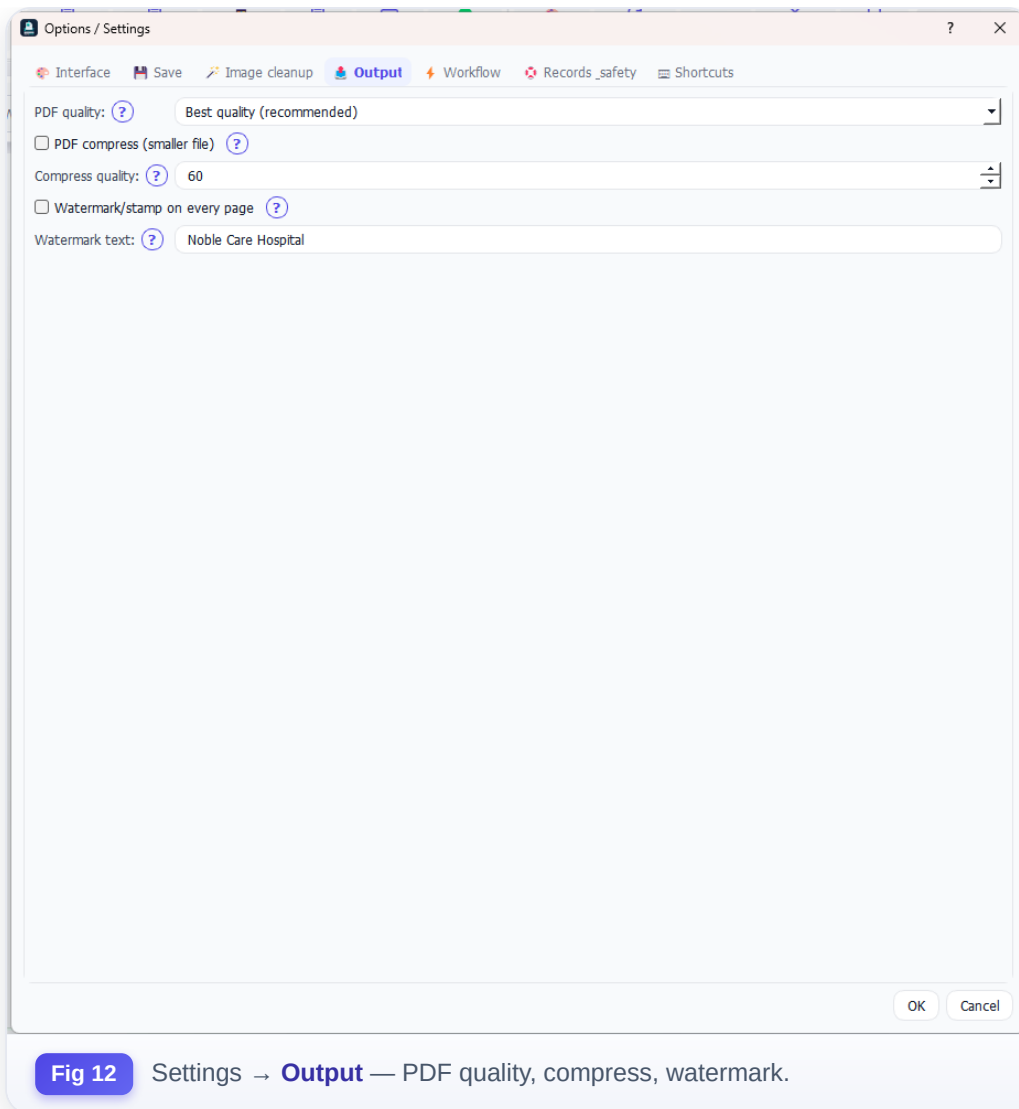


Fig 11 Settings → **Image cleanup** — all the auto-cleanup options.

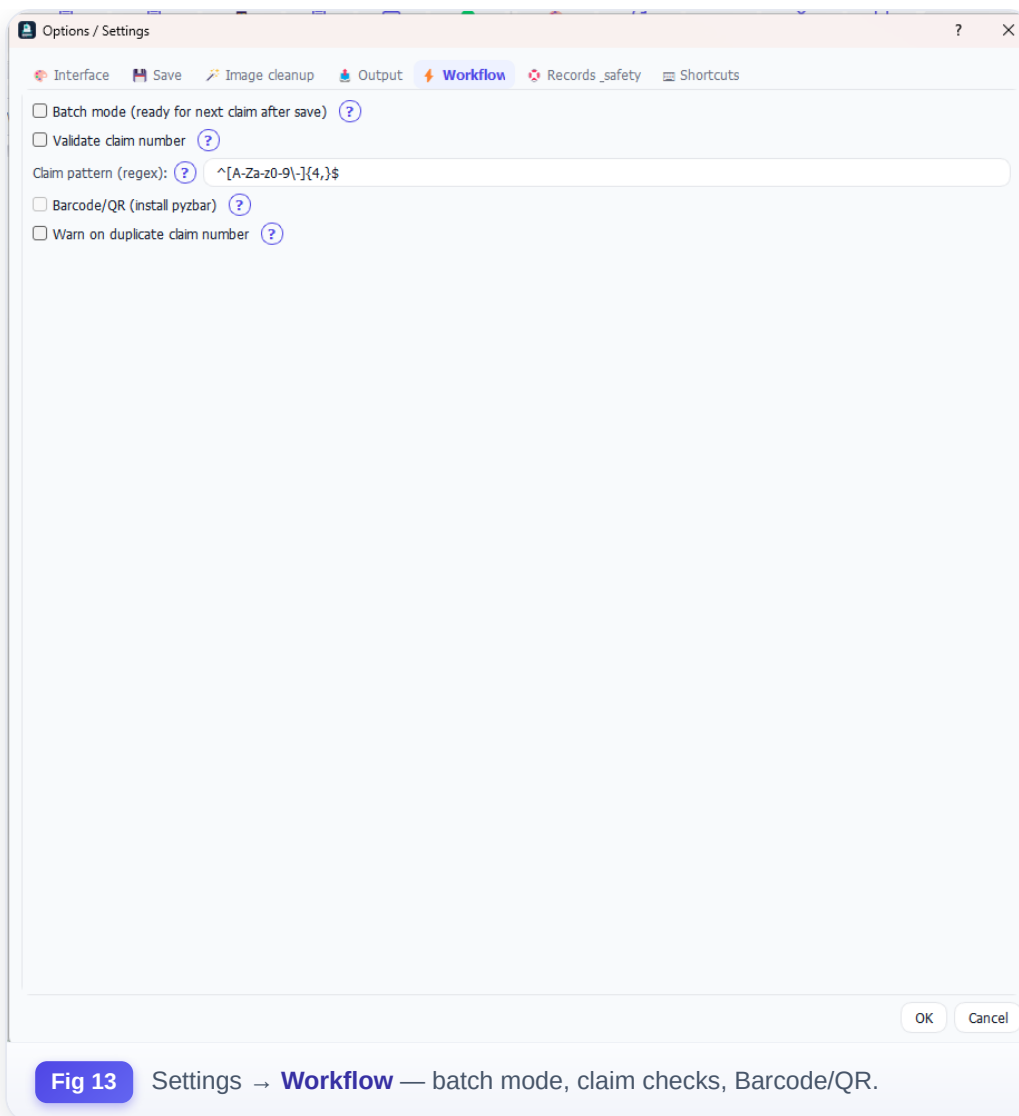
4 · Output

- **PDF quality** — Best quality (recommended).
- **PDF compress** (smaller file) + compress quality.
- **Watermark/stamp** on every page (e.g. "Noble Care Hospital").



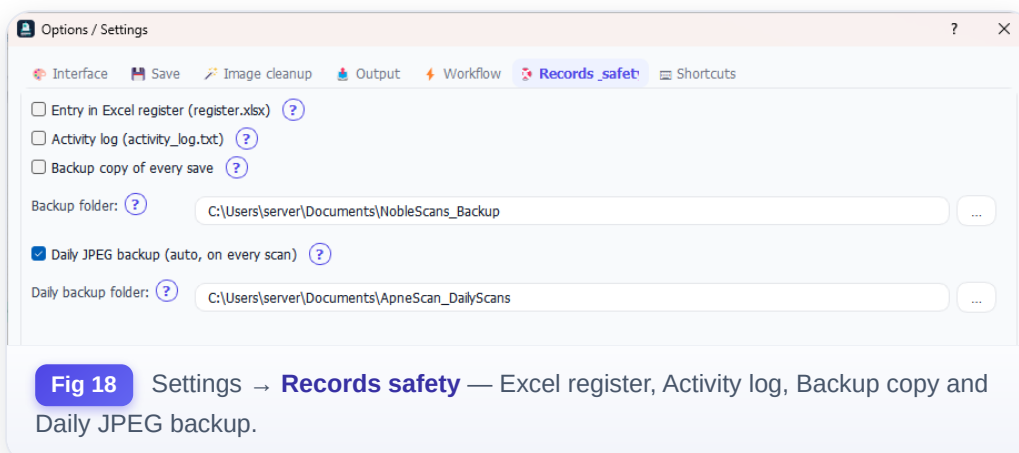
5 · Workflow

- **Batch mode** — ready for the next claim right after saving.
- Validate claim number & pattern; warn on **duplicate claim**.
- **Barcode/QR** reading (install pyzbar once).



6 • Records safety

Excel register (register.xlsx), Activity log, a **Backup copy** of every save (Backup folder), and a **Daily JPEG backup** of every scan (separate folder) — to keep records safe.



7 • Shortcuts

The **Change shortcuts...** button lets you set any key to your liking (full list in Chapter 14).

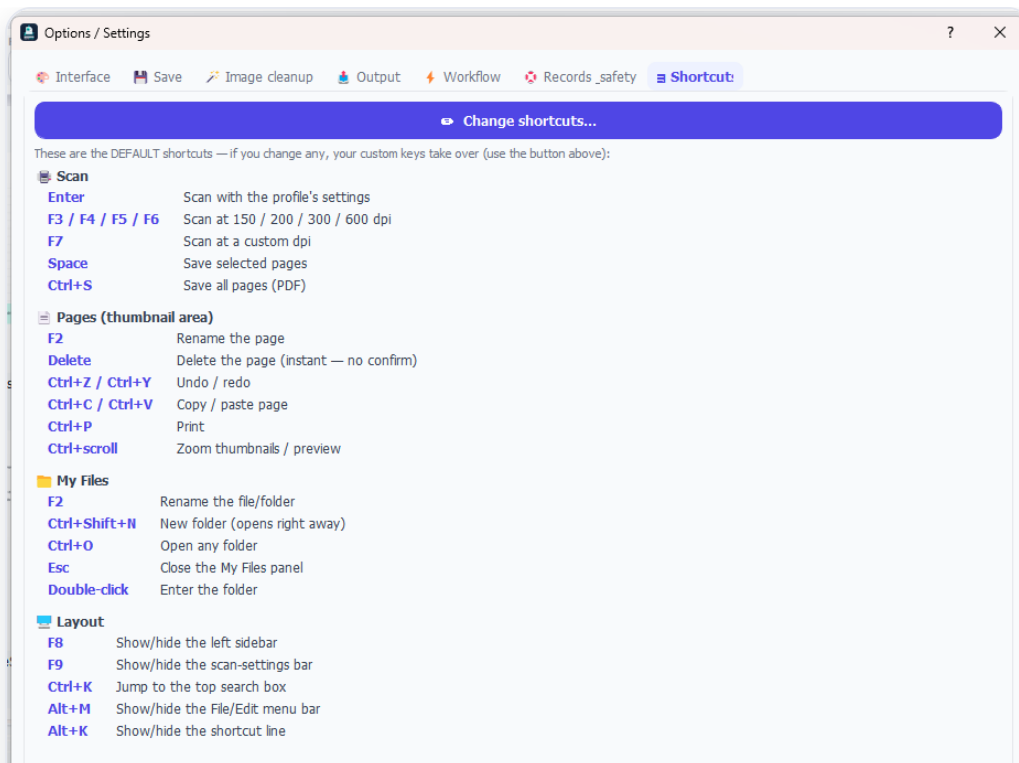


Fig 19 Settings → **Shortcuts** — all default shortcuts, with **Change shortcuts...** on top for custom keys.

⚠ NOTE

Some features (Searchable PDF, Barcode/QR, Excel register) need a small library installed once — the app tells you.

CHAPTER 14

Keyboard shortcuts — full list

These are the **defaults**; change them in Settings → Shortcuts → **Change shortcuts...**

Scan

Key	Action
Enter	Scan with the profile's settings.
F3 / F4 / F5 / F6	Scan at 150 / 200 / 300 / 600 dpi.
F7	Scan at a custom dpi.
Space	Save selected pages.
Ctrl + S	Save all pages (PDF).

Pages (thumbnail area)

Key	Action
F2	Rename the page.
Delete	Delete the page (instant — no confirm).
Ctrl + Z / Ctrl + Y	Undo / Redo.
Ctrl + C / Ctrl + V	Copy / paste page.
Ctrl + P	Print.
Ctrl + scroll	Zoom thumbnails/preview.

My Files

Key	Action
F2	Rename file/folder.
Ctrl + Shift + N	New folder (opens right away).
Ctrl + O	Open any folder.

Esc

Close the My Files panel.

Double-click

Enter the folder.

Layout

Key	Action
F8	Show/hide the left sidebar.
F9	Show/hide the scan-settings bar.
Ctrl + K	Jump to the top search box.
Alt + M	Show/hide the File/Edit menu bar.
Alt + K	Show/hide the shortcut line.

CHAPTER 15

Troubleshooting & FAQ

Problem	Fix
Scanner not found	Check cable/power → re-select the scanner in the scan-settings bar. Network scanner on the same WiFi.
Duplex not working	Make sure Duplex is ticked in the profile.
Phone scan won't connect	Re-scan the QR; if the link expired, open a new QR.
World/Live not showing	Check the internet; it updates automatically after a while.
A feature asks to "install"	Install the small library it names, once.
PDF too big	Tools → Compress, or Settings → Output → PDF compress.
Scan is tilted/dirty	Turn on Auto-deskew and "Clean white background" in Image cleanup; or use AI Auto in the Editor.
ADF not pulling paper	Make sure Paper Source is Feeder (ADF) ; keep paper straight, don't overfill.
Colour comes out B&W	Set Color to "24-bit Colour" in the scan-settings bar.
Claim number not added to name	Turn on "Auto-read document name (OCR)" and "document number" in Settings → Interface.
Saved a page by mistake	Ctrl + Z after save (option in Settings → Save).
Excel register not created	Install openpyxl once; enable it in Settings → Records safety.

Frequently asked questions

Is ApneScan free?

Yes — 100% free, no signup, no upload. New features are added over time.

Do my documents go to the internet?

No. Scans/PDFs stay on your computer. World Analytics keeps only anonymous counts. Phone-scan files are deleted from the server immediately.

Can I work without a scanner?

Yes — via Camera, Phone (internet) or Import.

Can I search words in a PDF later?

Yes, if you saved with **Searchable PDF** on ().

Where else can I get help?

Every "?" button, **Help & Guide**, and the website apnescan.apnesoft.com.

APPENDIX A1–A8

Appendices

ECHS/RGHS workflow, tips, privacy, cheat-sheet, glossary and index.

[Workflow](#)

[Privacy](#)

[Cheat-sheet](#)

[Glossary](#)

[Index](#)

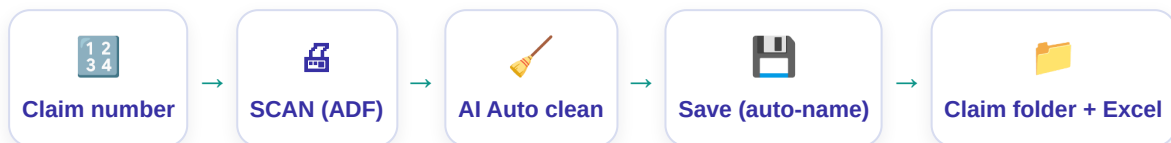


APPENDIX A1

ECHS / RGHS workflow — a claim example

Say a patient's claim has several papers (bills, prescription, ECHS card). The fastest way:

- 1 **One-time setup:** tick **Batch mode** in Settings → Workflow; in Save set **Filename template** `{claim}_{date}_{seq}` and tick **Separate folder per claim**.
- 2 Enter the claim number (or via barcode) — the app names each file automatically.
- 3 Put all papers in the ADF and press **SCAN** once — every page arrives instantly.
- 4 Clean up with **AI Auto** in the Editor if needed; delete a wrong page with **Delete**.
- 5 **Save** — the PDF goes straight into that claim's folder; an Excel register entry is made too.
- 6 Thanks to Batch mode, the app is ready for the next claim right away — repeat.



TIP

At day's end, Records safety's **Daily JPEG backup** keeps all your scans safe in a separate folder — data is never lost.

APPENDIX A2

Tips & "what not to do"

✓ Good practices

- Use **200–300 DPI** for ordinary paper — clear yet light.
- Set a **Filename template** once — no more naming hassle.
- Use **Batch mode** to fly through claims one after another.
- Copy your **Backup folder** to a pen-drive/second place once a month.
- **Compress** before sending — faster on WhatsApp/Email.

⊖ Don't do this

- Don't scan every paper at 600 DPI — it makes needlessly big files.
- Don't scan with the wrong **Paper Source** (Glass/Feeder) — you'll get blank pages.
- Don't keep an important file in only one place without a backup.
- Don't reuse an old/expired phone-scan QR — open a new one.

APPENDIX A3

Privacy & data safety

ApneScan is strict about your information:

- **No upload, no signup** — everything runs on your computer.
- Scanned documents and PDFs stay on your PC only.
- **World Analytics** keeps only anonymous **counts** (how many scans/PDFs) — no files/names.
- **Phone-scan** links expire in minutes, and files are **deleted immediately** from the server.
- Use **Anonymize (metadata)** and **Remove metadata/EXIF** to strip hidden file info.
- Hide sensitive parts with the Editor's **Redact/Blur** or **Auto-hide**.

PRIVACY

In short, a patient's private information stays fully under your control.

APPENDIX A4

Install, update & requirements

System requirements

- **Windows** (10/11 recommended).
- Any TWAIN or WIA scanner (USB or network); or camera/phone.
- Internet only for phone-scan and World Analytics (everything else is offline).

Install

- 1 Download the installer from **apnescan.apnesoft.com**.
- 2 Run it to install → open ApneScan.
- 3 Add your scanner via **Choose scanner** the first time (Chapter 2).

Updates

ApneScan updates over time; new features appear in **What's New** (Appendix A7). Some features (OCR/Searchable PDF, Barcode, Excel) ask for a small library the first time — the app tells you.

APPENDIX A5

Cheat-Sheet — print & keep nearby ✂

Scan

Enter	scan with profile
F3/F4/F5/F6	150/200/300/600 dpi
F7	custom dpi
Space	save selected
Ctrl+S	save all (PDF)

Pages

F2	rename
Delete	delete page
Ctrl+Z / Ctrl+Y	undo / redo
Ctrl+C / Ctrl+V	copy / paste
Ctrl+P	print

My Files

F2	rename file/folder
Ctrl+Shift+N	new folder
Ctrl+O	open folder
Esc	close panel
Double-click	open folder

Layout

F8	sidebar
F9	scan-settings bar
Ctrl+K	search box
Alt+M	menu bar
Alt+K	shortcut line

Quick Reference — everyday tasks

Scan → **PDF**: SCAN → (clean) → Ctrl+S

From phone: Phone → scan QR → take photo

Shrink: Tools → Compress → target KB

Send: Share → WhatsApp / Email

Searchable PDF: Settings → Save → Searchable PDF

PDF → **Word/Excel**: right-click → PDF Tools

APPENDIX A6

Glossary

Term	Plain meaning
DPI	Dots Per Inch — the "sharpness/quality" of a scan. Higher DPI = sharper but bigger.
OCR	Recognising the letters in an image into real text — so it can be searched/copied.
ADF	Automatic Document Feeder — a tray that pulls and scans pages one by one.
Duplex	Scanning both sides of the paper automatically.
TWAIN / WIA	Two standard ways to talk to a scanner (on Windows). ApneScan supports both.
Deskew	Automatically straightening a tilted scanned page.
Searchable PDF	A PDF that also contains text — so Ctrl+F can find words.
Batch mode	The app getting ready for the next job right after a save.
Watermark	Printing a faint name/stamp (e.g. hospital name) on every page.
Metadata / EXIF	Hidden info in a file (date, device, etc.) — can be removed for privacy.

APPENDIX A7

Version history & support

Recent improvements (up to v371)

- Pages appear **instantly** in the thumbnail area as they scan.
- A **Top** button and right-click **Copy** in My Files.
- A new, clearer **World Analytics** widget + a full **World Dashboard**.
- Colour country flags, a Live-Now feed, a rank card (WhatsApp/save).
- The Preview panel shows only when a file is selected.
- Dozens of new dashboard/analytics features.

 TIP

The app's **What's New** always shows the latest list.

Support & contact

Website: apnescan.apnesoft.com

Online tools: ApneSoftware.com

In the app: Help & Guide, and every "?" button

Author: Subhash Kaler

APPENDIX A8

Index

Analytics — Chapter 12	Backup — Appendix A3, A1
Batch mode — A1, Chapter 13	Camera scan — Chapter 6
Cheat-sheet — Appendix A5	Compress — Chapter 9
DPI — Chapter 4	Duplex — Chapters 2, 4
Editor — Chapter 8	Filename template — Chapters 7, 13
Glossary — Appendix A6	Image Tools — Chapter 9
My Files — Chapter 10	OCR / Searchable PDF — Chapter 7
PDF Tools — Chapter 9	Phone scan — Chapter 5
Preview — Chapter 11	Privacy — Appendix A3
Profiles — Chapter 2	Settings — Chapter 13
Shortcuts — Chapter 14, A5	World Dashboard — Chapter 12

ApneScan User Guide • Version v371 • apnescan.apnesoft.com • by Subhash Kaler

This guide is based on the app's current features and real screenshots; some items may change in updates.

Thank you! 🙏

May ApneScan make your document work fast, easy and safe.

Visit the website for more info and updates.



Scan the QR to try it now 📌

apnescan.apnesoft.com