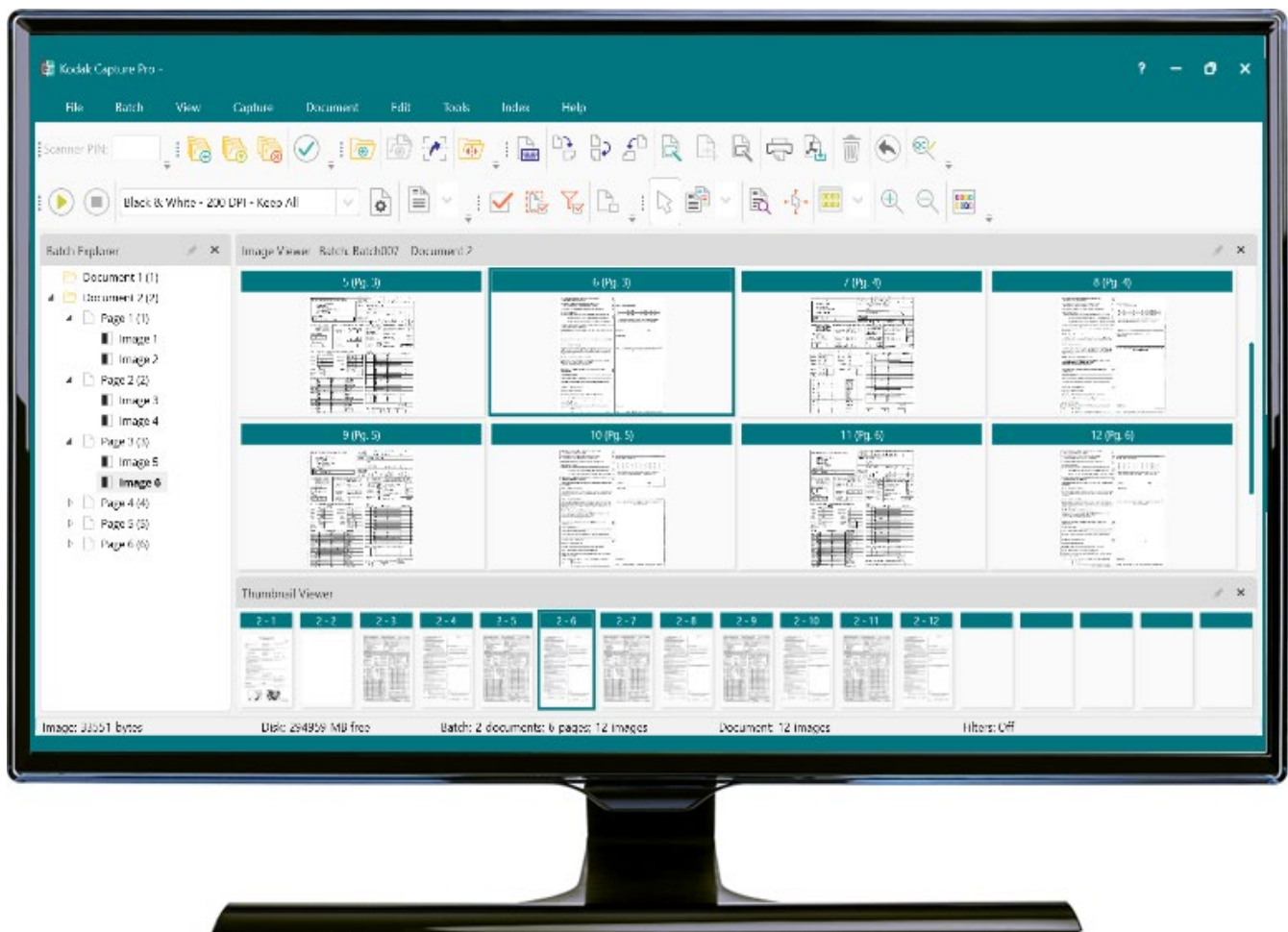


# Kodak

## Capture Pro Software

### Getting Started Guide





# Getting Started with *Kodak Capture Pro Software and Capture Pro Limited Edition*

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This guide provides simple procedures for getting started quickly, including installing and launching *Kodak Capture Pro Software* and scanning using the default pre-defined job setups. Complete information and procedures can be found in the User's Guide for *Kodak Capture Pro Software*.

For information about configuration and advanced job setup, see the *Kodak Capture Pro Software Administrator's Guide*.

PDFs for the User's Guide and Administrator's Guide can be found in the Manuals & Guides section of the Capture Pro Software Support web page:

<https://www.kodakalaris.com/en/software/kodak-capture-pro/support/manuals-guides>

If you are installing **Capture Pro Limited Edition** follow the installation procedures in the next section.

If you are installing **Capture Pro Software** to be used as a standalone workstation or as a Network Edition Client workstation, see the section entitled *Installing the software: Capture Pro Workstation/Client Software* later in this guide.

## Installing the software: Capture Pro Limited Edition

### Before you begin:

- Confirm your PC meets the Recommended Configuration for the software that can be found on the Capture Pro Software support web page:  
[Capture Pro Software Support Web Page](#)
- Fill out the **Request Software** form for *Kodak Capture Pro Software Limited Edition* from the support web page for your KODAK scanner.
- Download the ZIP file for Capture Pro Limited Edition from the link that was e-mailed to you. Unzip the contents of the ZIP file (all 3 files) to the same directory on your PC.

### What you need:

- The scanner driver installation software for your *Kodak* scanner.
- Administrator rights on the PC where you are installing the software.

## Installation procedure:

NOTE: Before installation, check the Release Notes for any additional information by going to [www.kodakalaris.com/go/captureprodownload](http://www.kodakalaris.com/go/captureprodownload) and navigating to the Workstation/Client Software section of the website.

1. Install the scanner drivers.
2. Connect the scanner and test the connection. See your scanner's User's Guide for more information.
3. Start the Capture Pro Limited Edition installer by running the downloaded **CapProLE\_x\_x.exe** file that you unzipped to a directory on your PC.
4. When the *Choose Setup Language* screen is displayed, select the desired language and click **Next**.
5. On the *License Agreement* screen, click **I accept the terms of the license agreement** after you have read the License Agreement. Select whether to **Send usage data** or **Do not send usage data**. Click **Next** to display the *Hardware License Key* screen.
6. Select **I will not be using a USB Hardware Key** and click **Next** to open the Capture Pro Limited Edition Registration Form.
7. Fill out the form and press **Submit**.
8. At the *Setup Type* screen, select **Typical** and click **Next** to open the *Installation Summary* screen.
9. Click **Next**; the *Ready to Install the Program* screen displays.
10. Click **Install** to start the installation; as progress screens are displayed, follow any prompts.
11. Click **Finish**.
12. If prompted, select the option to restart your computer.

## Installing the software: Workstation/Client Software

### Before you begin:

- Confirm your PC meets the Recommended Configuration for the software that can be found on the Capture Pro Software support web page:

[Capture Pro Software Support Web Page](#)

### What you need:

- Administrator rights on the PC where you are installing the software.
- Scanner drivers for the scanner being used with Capture Pro. Note that for non-Kodak scanners, the ISIS drivers for the scanner are required.
- The license notification email PDF attachment file that contains your **Software Serial Number**.
- Download the application installer from the Capture Pro Software website at [Capture Pro Software Drivers and Software](#)
- If the computer on which the Capture Pro Software is to be installed does not have internet access, you will also need to download the **License Manager** tool found on the Capture Pro Software Drivers and Software web page. The License Manager also needs to be installed on a computer with internet access.
- Optional hardware key (USB dongle) if purchased.

### Installation procedure:

NOTE: Before installing, check the **Release Notes** on the Drivers and Software web page for any additional information.

1. Install the scanner drivers, if you will be using a scanner. Connect the scanner and test the connection. See your scanner's User's Guide and follow the manufacturer's recommendations for installation and testing the scanner on your PC.
2. Start the installation by running the downloaded **CapProSW\_x\_x\_x.exe** file; the *Choose Setup Language* screen displays.
3. Select the language in which the installation screens will display; click **Next**. The *License Agreement* screen displays.
4. Read the License Agreement and click **I accept the terms of the license agreement**. Select either the option to **Send usage data** or **Do not send usage data**. Click **Next** to open the *Hardware License Key* screen.
5. If you purchased the optional USB Hardware Key, select **I have inserted my USB Hardware Key**. Click **Next**; the *Installation Type* screen displays.
6. If Capture Pro Network Edition has been purchased and you are installing a Network Edition Client, check **Install as Capture Pro Network Edition Client** and follow the instructions describing the installation process in the *Network Edition System Administrator's Guide*.
7. Click **Next** to open the *Software Serial Number* screen and enter your **Software Serial Number**. If you don't have a Software Serial Number but instead purchased a Capture Pro subscription, check **I would like a Trial or Subscription license**. Click **Next** to open the *Product Registration* screen.

8. Enter your **Registration ID**, if you previously installed Capture Pro and received a Registration ID. If you do not have a Registration ID, click **Next** to open the Capture Pro Registration Form.
9. Fill out the form and press **Submit**. When your Registration ID is displayed, click **OK** to return to the installation. Remember to save your Registration ID so you can use it for future installations of Capture Pro Software.
10. The *Get License* screen will be displayed while the license is being obtained from the KODAK Alaris license server.  
  
NOTE: If your computer does not have Internet access, follow the prompts to use the License Manager program from a PC that has Internet access to license your installation. Refer to *Appendix A: License Manager* in the Capture Pro Administrator's Guide for assistance.
11. At the *Setup Type* screen, select **Typical** and click **Next**. The *Installation Summary* screen will be displayed.
12. Click **Next**. The *Ready to Install the Program* screen will be displayed.
13. Click **Install** to start the installation. Progress screens will be displayed. Follow any prompts.
14. Click **Finish**. If prompted, select the option to restart your computer.

## Using Capture Pro Software

### To launch the software:

Be sure your scanner is turned on and is attached properly to the PC to access batches. If you purchased an optional hardware key, make sure it is inserted into a USB port on your computer.



- Double-click the Capture Pro Software icon on your desktop, or
- go to: **Start > Programs > Kodak > Kodak Capture Pro Software.**

### NOTES:

- Network Edition clients will alert you that they are obtaining a license.
- Capture Pro Software Network Edition clients will perform the initial synchronization with the Capture Pro Server Software.

### To select your scanner:

The first time you start Capture Pro Software the message, ***Your scanner has not been selected. Do you want to set it up now?*** is displayed. Click **Yes** to display the Workstation Setup screen.

Workstation Setup

Workstation

ID: 1

Name: Capture\_1

☐ Quick Start View

Scanner

Scanner family:  Select...

Scanner model:

Disk

Disk warning level: 20 MB

Batch

☒ Enable Job level batch numbering

☐ Display confirmation message before batch output

Page

☐ Display confirmation message during manual deletion if page size exceeds 1024 KB

Automatic restart limit

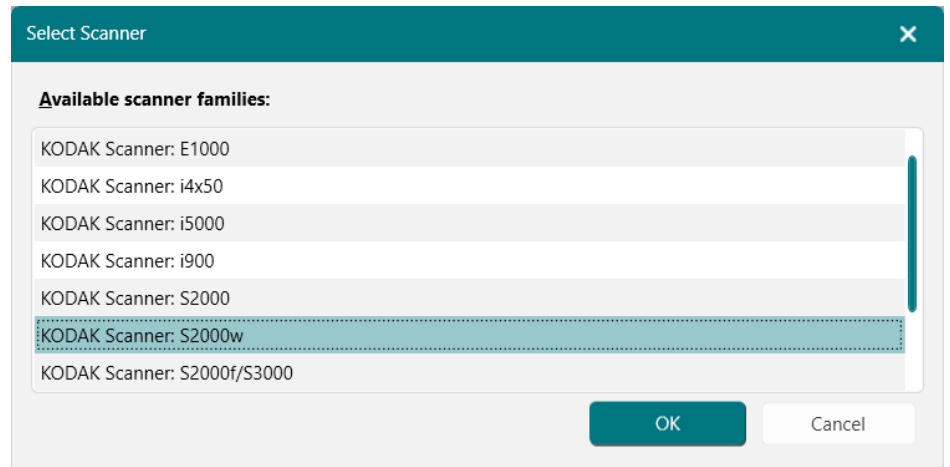
Restart Threshold 0 [Number of scanned sheets]

Restart Offset 0 [Number of maximum additional scanned sheets]

OK Cancel

From this screen you can select the scanner you will be using from the list of available scanners. Subsequent launches of the software will bypass these steps.

1. Click **Select**. The Select Scanner screen displays.



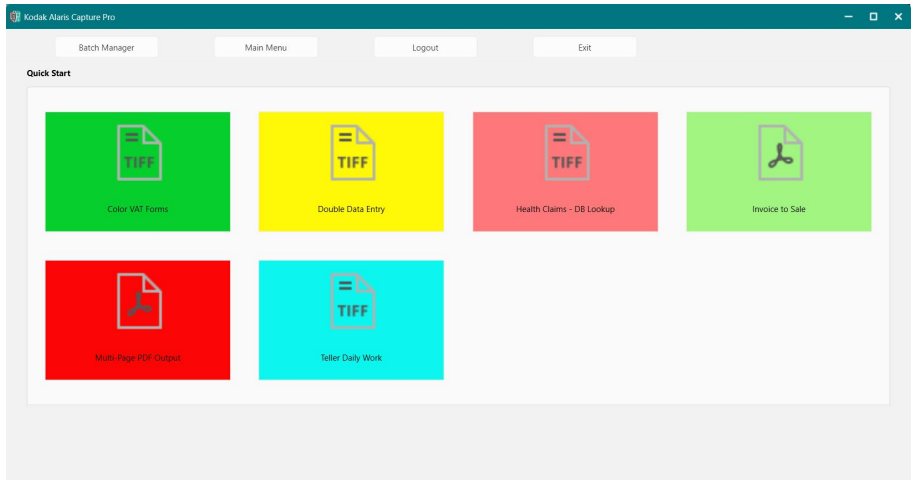
2. Select the scanner you have installed on your PC and click **OK**.
3. Click **OK** on the Workstation Setup screen.



## Quick Start

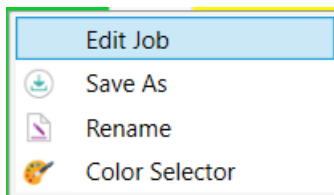
The Quick Start screen provides a menu of commonly used functions and Job tiles.

The Job tiles page displays the job setups that have been created.



### NOTES:

- The Job tiles will be displayed in alphabetical order.
- Longer Job names will not fit on the button and will be truncated. Moving the mouse over the button will display the full Job name. It is recommended that the first few words of the Job name be unique and descriptive.
- Right-clicking on a Job tile provides the following options:



- *Edit Job* – takes you into Job Setup where the Job settings can be modified.
- *Save As* – allows you to create a new Job with the same settings as the current Job.
- *Rename* – allows you to rename the Job.
- *Color Selector* – provides an ability to change the color of the Job tile

**Batch Manager** — allows you to open existing document batches, create new batches or view the status of any existing batch.

**Main Menu** — displays the Capture Pro Software main screen. You can manually open or create a new batch, initiate document capture, edit job setups, edit Users and Groups and perform many system configuration tasks.

**Logout** — logs out the current user.

**Exit** — exits the Capture Pro Software.

When you click on a Job tile, a new batch will be created and scanning will begin as defined by the job setup. After outputting a job, the Quick Start screen will be redisplayed.

NOTES:

- If you are an experienced user or you do not want to use the Quick Start Job tiles, you can disable the Quick Start screen by unchecking the **Quick Start View** on the Workstation Setup dialog box. To access the Workstation Setup dialog box, select **File>Workstation Setup** from the main screen.
- The “Quick Start” icon found in the “View” toolbar may be used to navigate back to the “Quick Start” screen from the “Main Menu”.
- “Quick Start” is disabled for the *Index Only* or *Auto Import* editions.

## Using the pre-defined job setups

Capture Pro Software is shipped with three pre-defined job setups. Do not change the default options on these pre-defined job setups; simply use them as they are. When you create new job setups, you can use these pre-defined job setups as a base and save them with a new name that is meaningful to you.

**Ready to Scan** — allows you to start scanning documents using default settings. *Ready to Scan* does not have any indexes defined.

**Scan to PDF** — this is similar to *Ready to Scan*, except when you scan your document(s) the first page will be displayed in the Image Viewer and you will be prompted for a **Document name** to be entered as index data. The index data is used as the file name when you output the documents.

**Scan to E-mail** — similar to the *Scan to PDF* except a PDF file will be created and will be included as an attachment to an email. When the scan is complete, your email software application will be opened with your scanned attachment and be ready to send to an email address from your email account.

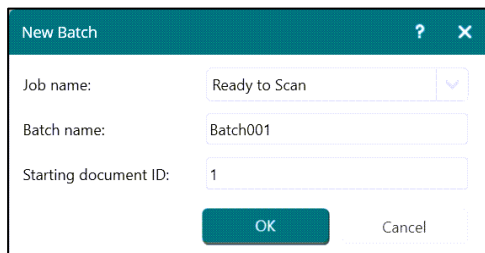
Depending on what you want to do, you can select one of these job setups to use as a starting point to setup your own jobs.


## Ready to Scan

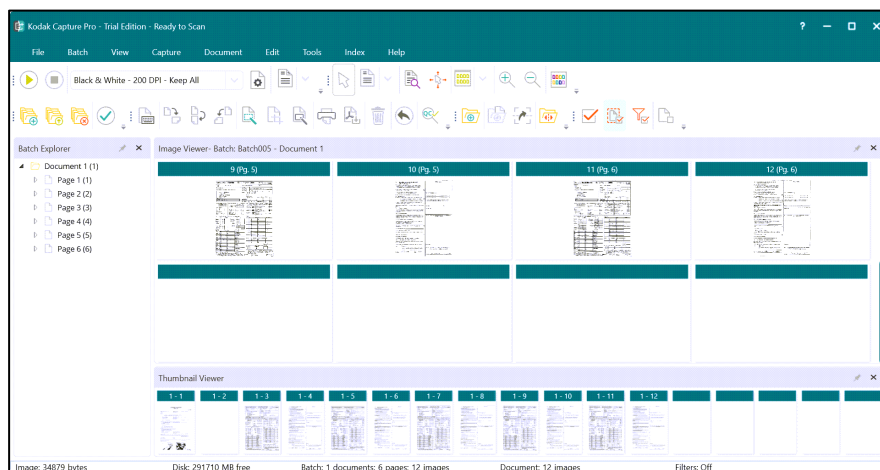
The Ready to Scan job allows you to start scanning documents without having to create or modify any setups. This job does not have any indexes defined and places all scanned images after they are output into C:\BatchesPro.


When a batch is output, each image will be moved from the scanned image location and output in a single-page TIFF format.

1. From the main screen, select **Batch>New**. The New Batch screen will be displayed.

A dialog box titled "New Batch" with a teal header bar containing a question mark and a close button. It has three input fields: "Job name:" with a dropdown menu showing "Ready to Scan", "Batch name:" with the text "Batch001", and "Starting document ID:" with the text "1". At the bottom are "OK" and "Cancel" buttons.

2. Select a job setup that you want to use as a starting point for your scan job from the *Job name* drop-down list. In this case, **Ready to Scan**. The Batch name and Starting document ID are automatically filled in.
3. Click **OK**.
4. Place the documents you want to scan in the feeder of the scanner.
5. Click **Scan/Start** . The images will be displayed in the Image Viewer.



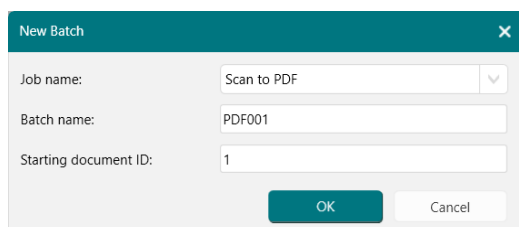
6. Review your images to be sure they are as you want them. If you need to make some adjustments, editing tools are available from the Tools menu. Some of the more commonly used editing functions include: rotating images, deleting images, cropping images, etc.
7. When finished, click the **Output Batch** icon . Your images will be output and saved to the C:\BatchesPro folder in a sub-directory with the name of the batch.

## Scan to PDF


Scan to PDF is similar to *Ready to Scan*, except when you scan your document(s) the first page will be displayed in the Image Viewer, and you will be prompted for a Document Name to be entered as index data. The index data is used as the file name when you output the documents. All scanned images are output into C:\PDF Files.

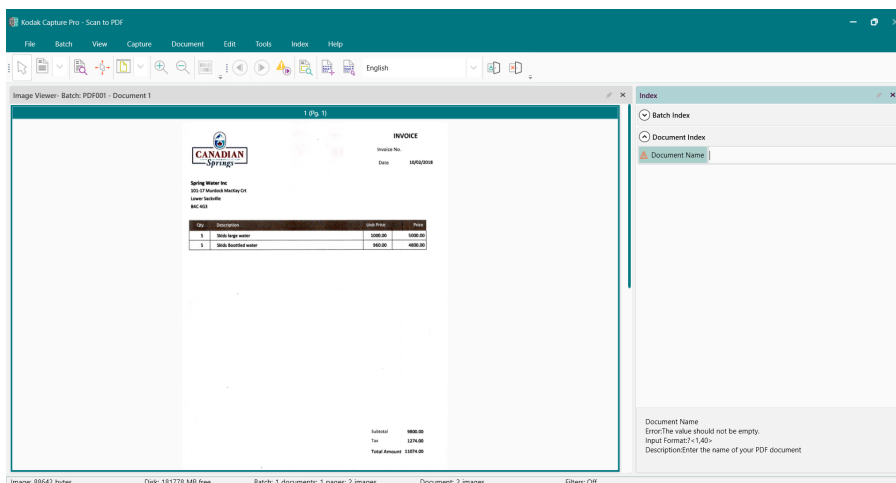
When a batch is output, each image will be output as a multi-page PDF.


1. From the main screen, select **Batch>New**. The New Batch screen will be displayed.



The 'New Batch' dialog box has a teal header with a close button. It contains three input fields: 'Job name:' with a dropdown menu showing 'Scan to PDF', 'Batch name:' with the text 'PDF001', and 'Starting document ID:' with the text '1'. At the bottom are 'OK' and 'Cancel' buttons.

2. Select **Scan to PDF** from the *Job name* drop-down list. The Batch name and Starting document ID are automatically filled in.
3. Click **OK**.
4. Place the documents you want to scan in the feeder of the scanner.
5. Click **Scan/Start** . The images will be displayed in the Image Viewer and the user will be prompted to enter a document name:



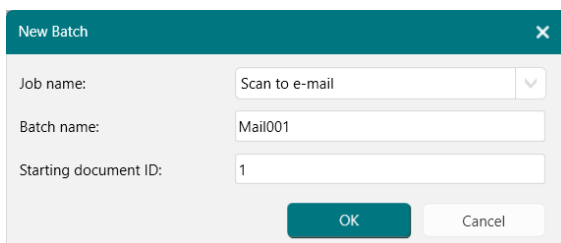
6. Enter a **Document Name** to be used as index data and press Enter.
7. Review your images to be sure they are as you want them. If you need to make some adjustments, editing tools are available from the Tools menu. Some of the more commonly used editing functions include rotating images, deleting images, cropping images, etc.
8. When finished, click on the **Output Batch** icon . Your PDF document will be saved in the C:\PDF Files folder.



## Scan to Email

Scan to Email will display the first page in the Image Viewer and you will be prompted for a Document Name to be entered as index data. When the documents are scanned and output, PDF files will be created and automatically attached to an email for sending to an email recipient. Your email software must be setup and open for Scan to Email to be successful.

When you select **Scan to Email** an email message will be generated for each document scanned.

1. From the main screen, select **Batch>New**. The New Batch screen will be displayed.

A screenshot of the 'New Batch' dialog box. It has a teal header with the title 'New Batch' and a close button (X). The dialog contains three input fields: 'Job name:' with a dropdown menu showing 'Scan to e-mail', 'Batch name:' with a text field containing 'Mail001', and 'Starting document ID:' with a text field containing '1'. At the bottom right are 'OK' and 'Cancel' buttons.

2. Select **Scan to Email** from the *Job name* drop-down list. The Batch name and Starting document ID are automatically filled in.
3. Click **OK**.
4. Place the documents you want to scan in the feeder of the scanner.
5. Click **Scan/Start** . The images will be displayed in the Image Viewer and the user will be prompted to enter a document name.
6. Enter a **Document Name** to be used as index data and press Enter.
7. Review your images to be sure they are as you want them. If you need to make some adjustments, editing tools are available from the Tools menu. Some of the more commonly used editing functions include: rotating images, deleting images, cropping images, etc.
8. When finished, click the **Output Batch** icon .
9. Your email software will open a new email with the PDF file attached. Enter the email address of the person you are sending the file to and send it as you normally send your email messages.

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