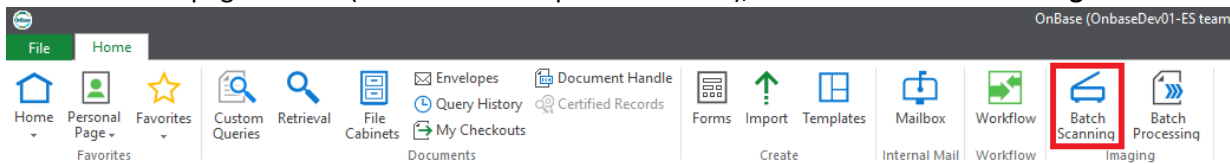# Creating Scan Formats – Unity Client

This guide offers instructions on how to create a scan format to use when scanning documents into the OnBase Unity Client. Scan Formats are required when scanning documents into OnBase and there are two ways to create a scan format:

    A.   From Batch Scanning
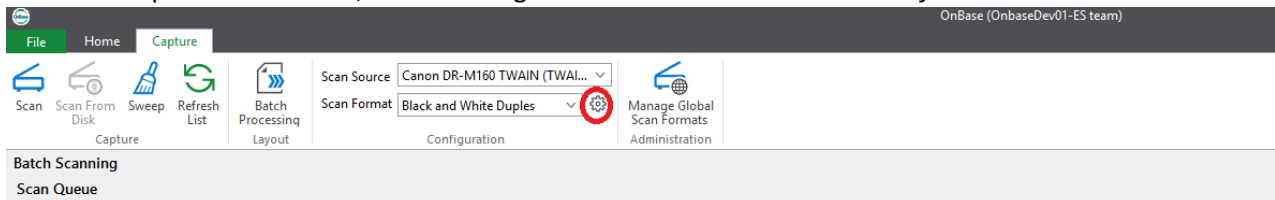   B.   From Import

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Creating a Scan Format via Batch Scanning

Perform the following steps to create a scan format via Batch Scanning to use when scanning documents into the OnBase Unity Client.
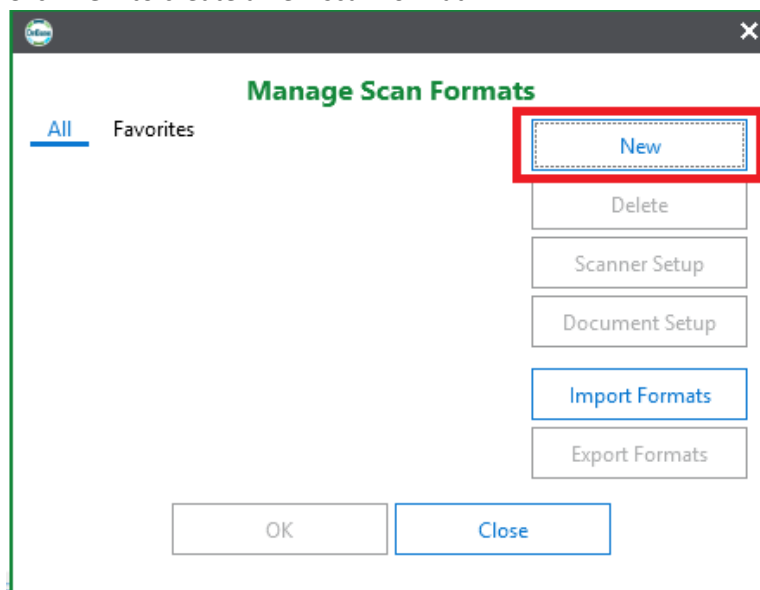
1. From the homepage toolbar (located at the top of the screen), click on the **Batch Scanning** icon.

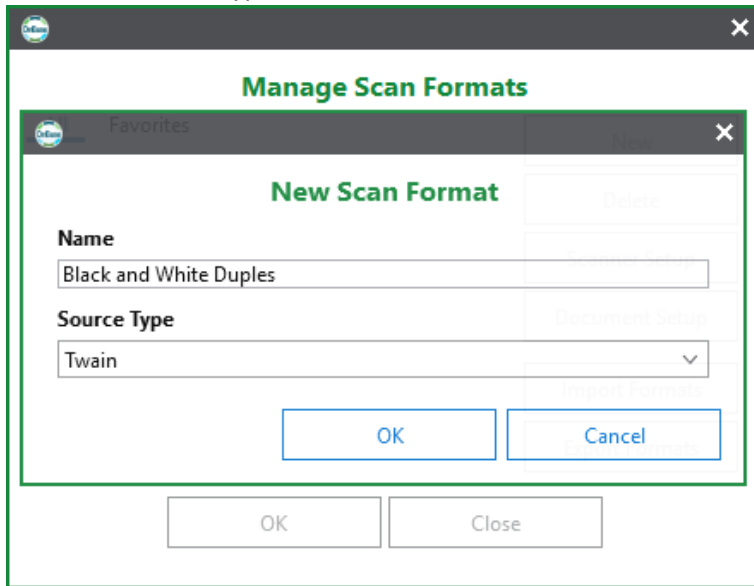2. From the Capture tab toolbar, click on the gear icon next to the *Scan Format field*.

3. Click **New** to create a new scan format.

4. Select a **Name** and **Source Type**.
Choose a name for your new scan format (choose a name appropriate to what the scanner will be doing) and select the Source Type *Twain*.
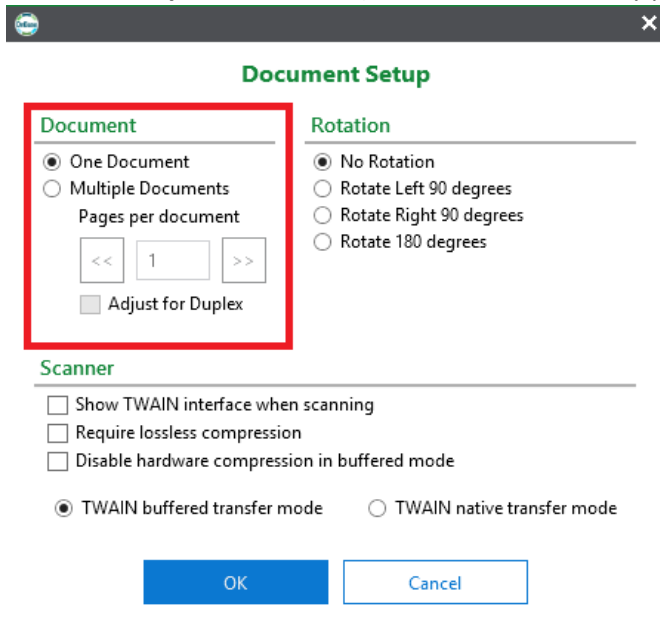

Click **OK** when finished.

5. A **Document Setup** window will appear.
Under the *Document* section, select either:

> **One Document** per page
> OR
> **Multiple Documents** (and indicate how many pages per document).

*Do not change anything settings in the **Scanner** section.*

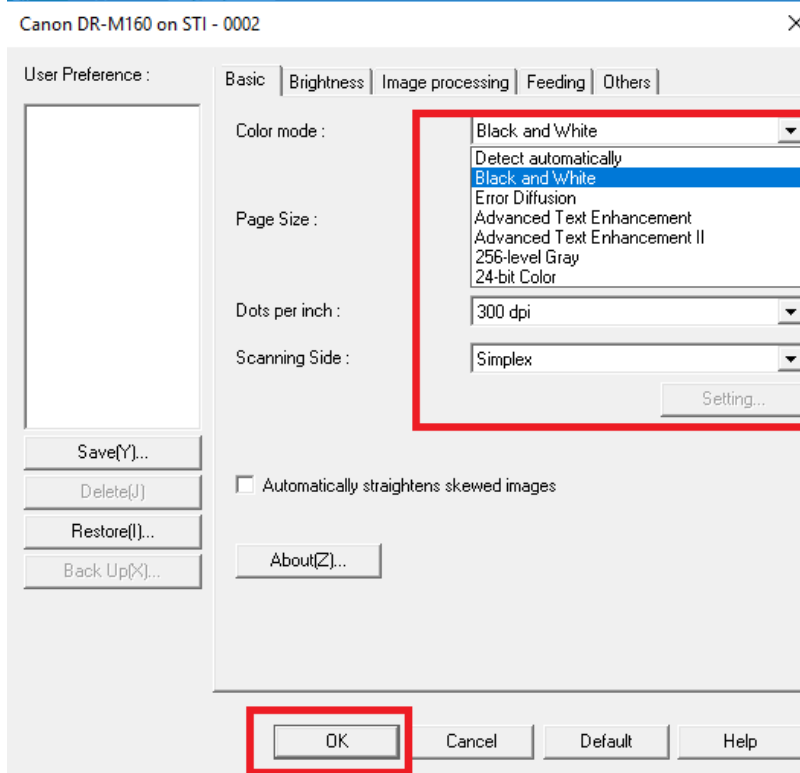Click the **OK** button on the bottom.

6. A popup window for the **scanner** will appear.

    Here you can set color mode, page size, dots per inch and scanning side. See below for recommendations:

    > **Color**: Black and white is suggested for most scanning unless you need to see color on your scan page, then you would choose 24-bit Color.
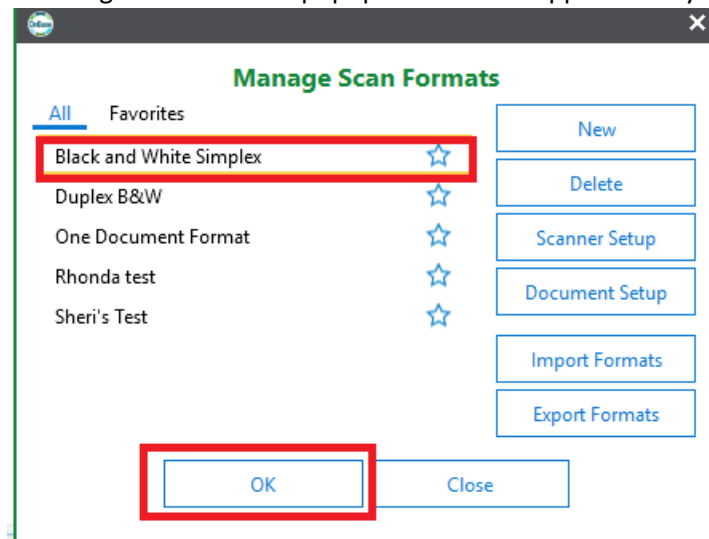   >
    > **Dots per inch**: 300 dots per inch is suggested for all scanning.
    >
    > **Scanning Side**: Simplex means only one side and duplex is set for scanning both sides of the page, skip blank page means it will be duplex but will autosense if the page is blank.

    After choosing your settings, Click **OK** at the bottom of the page.

7. A Manage Scan Formats popup window will appear with your new Scan Format. Click **OK** to finish.

Creating a Scan Format via Import

Perform the following steps to create a scan format via Import to use when scanning documents into the OnBase Unity Client.

1. From the homepage toolbar (located at the top of the screen), click on the **Import** icon.
2. From the Import tab toolbar, click on the **Acquire** icon.