OnBase - Delete Blank Pages

There are default scan formats that are used by the OnBase scanners across campus. One of the settings that is NOT controlled by OnBase is the ability to delete the black pages. This setting is set using the Kofax controls, and at this time, does not translate across all users. It has to be set for each individual user.

Disconnected Scanning

1. In Disconnected scanning, this is done by modifying or adding a scan format. To do so, select the cog wheel icon next to the pull-down menu of available scan formats.

![Scan Settings Button](Image)

2. When you are given the option, select the **Scan Settings** button.

![Modify scan format](Image)

3. Select the **Advanced...** button
4. When the Kofax settings menu appears, in the upper left corner will be a pull down menu. There should be a default option, as well as a second option. You need to change that option from the standard option, to the department specific option. That option will have the necessary settings to delete blank pages when scanned.