



PaperPort® 12

Getting Started Guide

LEGAL NOTICES

Copyright © 2009 Nuance Communications, Inc. All rights reserved. No part of this publication may be transmitted, transcribed, reproduced, stored in any retrieval system or translated into any language or computer language in any form or by any means, mechanical, electronic, magnetic, optical, chemical, manual, or otherwise, without prior written consent from Nuance Communications, Inc., 1 Wayside Road, Burlington, Massachusetts 01803-4609, U.S.A. The software described in this book is furnished under license and may be used or copied only in accordance with the terms of such license.

IMPORTANT NOTICE

Nuance Communications, Inc. provides this publication “AS IS” without warranty of any kind, either express or implied, including but not limited to the implied warranties of merchantability or fitness for a particular purpose. Some states or jurisdictions do not allow disclaimer of express or implied warranties in certain transactions; therefore, this statement may not apply to you. Nuance reserves the right to revise this publication and to make changes from time to time in the content hereof without obligation of Nuance to notify any person of such revision or changes.

TRADEMARKS AND CREDITS

Nuance, the Nuance logo, *All-in-One Search*, *DesktopDelivery*, *FormTyper*, *OmniPage*, *PaperPort*, *Productivity Without Boundaries*, *ScanDirect*, *ScanSoft*, and *SET* are trademarks or registered trademarks of Nuance Communications, Inc. or its affiliates in the United States and/or other countries. Microsoft, Excel, MSN, Outlook, PowerPoint, and Windows are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. Intel and Pentium are trademarks or registered trademarks of Intel Corporation or its subsidiaries in the United States and other countries. Adobe, Acrobat and Photoshop are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries. Google is a trademark of Google, Inc. WordPerfect is a trademark or registered trademark of Corel Corporation and/or its subsidiaries in Canada, the United States and/or other countries. The Verity logo is a trademark or registered trademark of Verity, Inc. in the United States and/or other countries. All other trademarks referenced herein are the property of their respective owners.

Outside In[®] Viewer Technology © copyright 1998 Stellent Chicago, Inc. All rights reserved. The word verification, spelling and hyphenation portions of this product, as detailed in the legal section of the Help system, are based in part on Proximity Linguistic Technology from Franklin Electronic Publishers, Inc. All rights reserved. This product was developed using Kakadu software, and is based in part on the work of the Independent JPEG Group. This software is based in part on the Zlib Compression Library and the work of Colosseum Builders.

Nuance Communications, Inc.

1 Wayside Road, Burlington, Massachusetts 01803-4609, U.S.A.

Nuance Communications International BVBA

Guldensporenpark 32, Building D, BE-9820 Merelbeke, Belgium

PaperPort 12 Getting Started Guide, August, 2009

C O N T E N T S

Welcome to PaperPort	5
Installing PaperPort	5
Activating PaperPort	6
Registration	7
Learning PaperPort	7
Technical Support	8
What's new in PaperPort 12?	9
Getting to Know PaperPort	12
The PaperPort desktop	12
The PaperPort Ribbon	13
PaperPort items	13
The Folders pane	14
PaperPort item thumbnails	15
PaperPort page thumbnails	17
Two-part desktop	17
The Image View window	19
Customizable Quick Access Toolbar	20
PDF Viewer Plus	20
Acquiring Items	21
Scan to the PaperPort desktop	21
Set up your scanner with PaperPort	22
Using Scan Profiles	22
Print to PaperPort	23
Capture web pages	23
Add PaperPort folders	24
Use DesktopDelivery	25
Import pictures from your camera	25
Touching Up Images	26
Enhancing Images Manually	29
Edit multiple images	29

Annotating Pages	30
Annotation tools	30
Protecting Items	32
Filing Items	32
Add search criteria to items	34
Finding Items	35
Find items by their properties	35
Find words in an item	36
Add items to the All-in-One Search index	36
Use the All-in-One Search pane	37
Use PDF Searchable Image	38
Schedule indexing tasks	38
Sharing Files	39
Sending Items to Other Programs	40
Use OmniPage with PaperPort	41
Customize the Send To bar	41
Adjust Send To options	42
Converting Items	43
Convert items to image formats	43
Assembling documents	43
Convert images to text	44
Filling Out Scanned Forms	44
Creating PDF Documents	45
Using ScanDirect	47
Uninstalling PaperPort	48

Welcome to PaperPort

Welcome to the Nuance® PaperPort® *Getting Started Guide*. It is supplied as a PDF file, suitable for use with screen readers. If you print it to paper, we recommend double-sided printing with two pages per sheet.

PaperPort provides the easiest way to turn paper into organized digital documents that everybody in an office can quickly find and use. PaperPort works with scanners, multifunction printers, and networked digital copiers to turn paper documents into digital documents. It then helps you to manage them along with all other electronic documents in one convenient and easy-to-use filing system.

PaperPort's large, clear item thumbnails allow you to visually organize, retrieve and use your scanned documents, including Word files, spreadsheets, PDF files and even digital photos. PaperPort's Scanner Enhancement Technology tools ensure that scanned documents will look great while the annotation tools let you add notes and highlights to any scanned image.

Accompanying programs

PaperPort 12 includes a PaperPort image printer, a ScanDirect application (described later), a Scanner Setup Wizard, an ImageViewer application (for viewing and working with page images in a window separate from PaperPort) and PDF Viewer Plus (for viewing and working with PDF files). In PaperPort Professional 12, the PDF Viewer Plus includes Nuance PDF Create, providing high-level support for PDF creation from a wide variety of source files.



Installing PaperPort

You can install PaperPort from a CD or from the Web. The installation program provides easy step-by-step instructions. Follow the guidance on each screen to install the software. Installation and un-installation require Administrator rights.

PaperPort installation comprises three elements that are installed in a single process:

- PaperPort program (includes ImageViewer, Scan Direct and Wizard)
- PDF Viewer Plus (in PaperPort Professional this includes PDF Create.)
- PaperPort image printer.

PDF Viewer Plus is not installed if the top-line Nuance product PDF Converter Professional is detected on the computer (version 5.3 or above) because it provides all the functionality of PDF Viewer Plus, and much more additionally.

Click Autorun, select an installation language, accept or change the program location. If PDF Viewer Plus/Create is to be installed, you have two checkmarks:

Set Nuance PDF as your default viewer for Windows and Internet Explorer

This sets PDF Viewer Plus as your system default PDF viewer. PDF files on the PaperPort desktop are by default opened in a Nuance PDF product. If you select this option, PDF files that are double-clicked anywhere on your system will open in PDF Viewer Plus.

Install all Nuance PDF button and menu application add-ins

This places a Nuance PDF ribbon or toolbar in Microsoft Word, Excel, PowerPoint, Outlook and Internet and Windows Explorer and Corel WordPerfect, allowing PDF Create to make PDF files from the current document or mail attachment or web page. Go to Control Panel Add/Remove programs to later enable or disable these add-ins individually.

Autorun then starts the installer. It offers a Compete or a Custom installation. Choose Custom only if you want to add your own folders to the supplied PaperPort folders during installation. You can add folders later (see page 24).



Activating PaperPort

Most versions of PaperPort 12 and the associated PDF Viewer Plus require activation. For activation and deactivation you need web access. You will be invited to activate the product at the end of installation. Choose from automatic or manual activation. The recommended choice is automatic; then PaperPort and the PDF Viewer (with PDF Create for the Professional product) are activated together. Provided your serial number is found at its storage location and has been correctly

entered, no user interaction is required and no personal information is transmitted. Manual activation requires interaction and the two programs must be activated separately.

If you do not activate the product at installation time, you will be invited to do this each time you invoke the program. PaperPort 12.0 and the PDF Viewer can be launched only five times without activation.

Registration

Registration enables you to take full advantage of Nuance® product support and to receive notifications of product updates.

When you finish installing PaperPort, you are prompted to register online. If you want to update your registration information, you can always go to the Nuance web site at <http://www.nuance.com>.

Learning PaperPort

This guide introduces you to PaperPort and shows you how PaperPort can help you manage your information. Additional sources of information to help you learn how to use PaperPort include a comprehensive Help system, the How-to-Guides, Release Notes, and the Nuance web site. Access these from the Help ribbon.

Using this Guide

This guide is written with the assumption that you know how to work in the Microsoft® Windows® environment. Please refer to your Windows documentation if you have questions about how to use dialog boxes, menu commands, scroll bars, drag and drop functionality, shortcut menus, and so on.



Using Help

The PaperPort Help includes detailed information on features, settings, and procedures. Help is available from the PaperPort Help ribbon.

Additional technical support, including technical notes, software updates, product information and product support issues and more is available also from the PaperPort Help ribbon.

PDF Viewer Plus, and also PDF Converter Professional, have their own help systems that include guidance on PDF creation.

Using release notes

PaperPort Release Notes provide important information about this release of the program. This document is included on the installation CD, from the PaperPort Help ribbon, and as a sample document on the PaperPort desktop.

Technical Support

Nuance offers both complimentary and fee-based technical support options designed to meet your individual needs. Our services offer person-to-person telephone and e-mail technical support. We also offer self-service, 24-hour access to our Knowledge Base.

Visit <http://www.nuance.com> for information about your support policy, local support contacts, and product updates. Before contacting Nuance, be sure to read the user documentation and review the Release Notes.

Minimum System Requirements

A computer with an Intel® Pentium® or higher processor

Microsoft Windows XP 32-bit with SP3 or above, Windows Vista 32-bit and 64-bit with SP2 or above, Windows 7 (32- and 64-bit versions)

Microsoft Internet Explorer 6.0 or above

512 MB of memory (RAM), 1 GB recommended

500 MB of free hard disk space for application files plus 20 MB working space during installation

SVGA monitor with 256 colors, but preferably 16-bit color (called Medium Color in XP and Vista) and at least 800 x 600 pixel resolution

Windows-compatible pointing device

CD-ROM drive for installation, or suitable web access for download
Web connection (with IE 6 or above) for activation and web updates



Performance and speed will be enhanced if your computer's processor, memory, and available disk space exceed minimum requirements. This is especially true when handling very large color image and PDF files.

What's new in PaperPort 12?

PaperPort 12 includes a number of valuable new features to help you manage your documents.

Improved PDF performance

PDF files can be opened more speedily and displayed in PDF Viewer Plus, a newly developed Nuance PDF handling application that is fully compatible with Adobe Acrobat. PDF Viewer Plus opens files much faster than the general-purpose ImageViewer, reducing memory requirements and permitting smaller file sizes. The new viewer optimizes the rendering resolution for each element on the page yielding a cleaner display and optimum print resolution. PDF Viewer Plus has its own Help system.

Enhanced support for PDF files

PDF Viewer Plus provides a wide range of new PDF features including improved annotations and dynamic or transparent stamps. Images within a PDF document processed by PDF Viewer Plus can be sent to the ImageViewer to be enhanced using SET tools, with the modified image returned to the PDF.

Fill and e-mail PDF forms and create new ones, either from scratch or by using an updated FormTyper integrated into PDF Viewer Plus to instantly make any static form fillable.

It uses Logical Form Recognition™ technology to detect the form elements and also allows their properties to be managed better than ever before.

Searchable PDF files are now available through Scanner Profiles, through a right click 'Save As' operation on the PaperPort Desktop, or directly in PDF Viewer Plus. This makes the content of your scanned paper documents or image files accessible to search engines such as Windows Desktop Search or Google.

Tab-and-ribbon User Interface

PaperPort 12 is now easier to use because all the program features are presented on a set of tabbed ribbon style toolbars with controls placed in functional groups. We've also added the new 'Scan Now' button so you can scan with one click without having to change to the scanner settings view. A customizable Quick Access Toolbar appears above the ribbon toolbars so you can put your most frequently used features in one easy-to-find place. Accelerator keys allow command activation from the keyboard; press the Alt key to see the accelerator values. Background, panel and ribbon colors can be customized.

More accurate OCR

OCR (Optical Character Recognition) scanning accuracy has been significantly increased; this is reflected in greater success when searching the content of Searchable PDF file archives. Language settings can now be applied to Optical Character Recognition to provide even greater accuracy in all supported languages.

Digital camera input

The Send To bar options for text applications have been updated to include a PaperPort OCR option for digital camera correction. It is now possible to take a picture of a document and accurately convert it into a text document. This is done by applying special 3D-deskewing algorithms that flatten page images and correct distortions to increase the accuracy of the resulting text document.

Making PaperPort more reliable

Sometimes PDF files may become corrupted so that they can no longer be opened. In these cases PaperPort may not be able to generate a desktop thumbnail and this may prevent PaperPort from launching properly. A new utility program `CheckPPFolders.exe` is supplied in the PaperPort program folder, along with a short help file. Run this program to identify and remove any corrupt files so that PaperPort will work properly.



The following advanced features are available only in PaperPort Professional 12:

Folder Management

You can now automatically create multiple folders by importing a list of folder names from a text file. This option is available when you right-click on any folder. See the Help topic 'About PaperPort folders' for the required syntax.

New features in PDF Viewer Plus and PDF Create Assistant

You can create industry-standard text-based PDF documents from any application directly with a right-click through the Windows or PaperPort Desktops (up to PDF version 1.7), using the PDF Create Assistant or by printing directly from any application with the printer driver called 'ScanSoft PDF Create!' Additionally you can create PDF packages, batch create PDF files and much more using the PDF Create Assistant. A table in the Help topic 'About creating PDF files' summarizes which starting places, inputs, options and targets are available.

Support for SharePoint

PaperPort Professional 12 is able to communicate with the Microsoft SharePoint Services 2003, SharePoint Portal 2003, SharePoint Services 2007 and SharePoint Server 2007 document management systems: get files from there, process them as desired, and then save the results by sending the output files back through the Send To bar. ScanDirect supports scanning to PDF with the results directed to SharePoint.

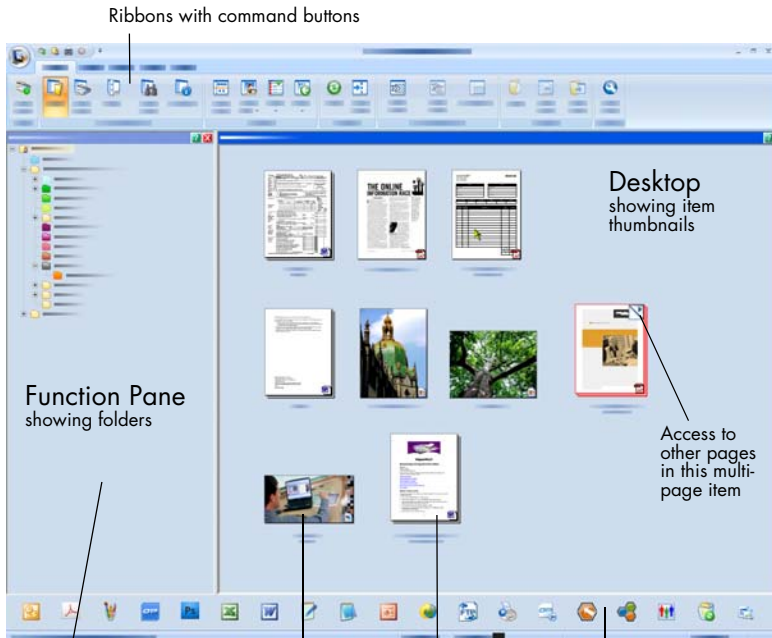
PaperPort is also supplied in Special Editions to selected scanner manufacturers and other resellers. The feature set in these editions may vary, in line with each vendor's requirements.

Getting to Know PaperPort

This section introduces you to the different parts of PaperPort. Refer to the PaperPort Help for detailed information about all these topics.

The PaperPort desktop

The PaperPort desktop appears with the Folders pane when you first start the program. It displays the documents in the chosen folder as thumbnails and provides tools to manage them. PaperPort offers all the tools necessary to organize, find, and use documents and images. Choose Options from the Desktop ribbon and go to the Desktop panel to choose a color scheme for the desktop and its elements.



The Function pane can present:

- Folders
- Scan Settings
- Thumbnails
- All-in-One Search
- Properties

Image item thumbnail

Text item thumbnail

Send To bar

The PaperPort Ribbon



PaperPort 12 and ImageViewer have a modernized tab and ribbon interface.

The main elements are:

1. The PaperPort button
2. Quick Access Toolbar (see page 20)
3. Tab
4. Ribbon associated with the tab
5. Group inside the ribbon
6. Button within the group
7. A button drop-down list.

PaperPort items

The documents and photographs you acquire in PaperPort are called items. There are two types of items: **image items** and **text items**.

- **Image items** are scanned documents, photographs, drawings and other digital items in an image format, such as PDF Image, PDF Searchable, JPEG, TIFF, or PaperPort Image (.max) files. They can be scanned, copied or imported into the PaperPort desktop.
- **Text items** are documents that contain editable text, such as Word (.doc), HTML, and Excel files, and are created by word processing and other text-based applications. Normal PDF files are considered to be text items.

Image items when double-clicked open by default in Image View that offers many image-handling tools, including the SET tools. Go to Options > Desktop to change this behavior. You can choose ImageViewer; this offers the same functionality as Image View, but in a separate window so you can still view the PaperPort desktop as you edit the chosen item. This is specially useful in a dual-screen environment. You can also choose to open the item in the application associated with the file type.

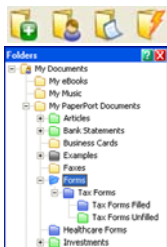
You can use any flavor of PDF file: PDF Image, PDF Searchable, and PDF Formatted Text and Graphics (PDF Normal) with PaperPort. PDF files by default open in PDF Viewer Plus or (if available) PDF Converter Professional. These Nuance programs are optimized for handling, annotating and editing PDF files. Go to Options > Desktop to change this behavior. You can open PDF Image or PDF Searchable files in ImageViewer in order to use the SET tools to improve the quality of PDF-image only items.

You can quickly send an item to another program without leaving the PaperPort program. Just drag an item onto the link icon in the Send To bar at the bottom of the desktop. PaperPort supports a wide variety of programs including word processing, spreadsheet, fax, Internet e-mail, graphics, optical character recognition (OCR), and online services programs.

PaperPort includes a **My PaperPort Documents** folder with a subfolder **Samples**, containing items to demonstrate some of the types of items you can keep on the PaperPort desktop.

You can also use PaperPort to view non-PaperPort items that reside on your computer. Simply copy or move the document file or photo into a PaperPort folder.

The Folders pane



The Folders pane presents a hierarchical view of your PaperPort folders, similar to the view you see in Windows Explorer. Use the Folder Tools to access its commands quickly.

PaperPort installs a PaperPort folder named **My PaperPort Documents** into your My Documents folder. If you are using a multi-user system, each user has their own My PaperPort Documents folder.

The My PaperPort Documents folder contains several subfolders whose names –such as Articles, Business Cards, Photographs, and Receipts – illustrate the different ways you can organize your items in PaperPort.

The Samples folder contains sample documents and photographs to help you get started using PaperPort.

When you have acquired your own PaperPort items, you do not have to use the My PaperPort Document folder to store them. You can add other local and network folders to PaperPort's Folder View. You can also delete the My PaperPort Documents folder, but your PaperPort structure must contain at least one folder.



To show or hide the Folders pane, click the **Folders** button on the Desktop ribbon. With the desktop split, Folders panes can be displayed for each Workspace.

PaperPort item thumbnails



There are two kinds of thumbnails in PaperPort: item and page thumbnails. Each item thumbnail is a small, graphic representation of your document or photo. Page thumbnails show pages of image items and PDF files in the Page Thumbnails pane both on your PaperPort desktop and in the ImageViewer.

One quick way to locate your PaperPort items is to visually browse through the item thumbnails on your PaperPort desktop. Thumbnails show you what's in a document without having to open it. Thumbnails also give you the ability to scroll through the pages of a document without opening it.


PaperPort shows large, clear thumbnails of all your documents and photos, including:


- Scanned pages and photos
- Photos from your digital camera
- Image files in formats such as BMP, TIFF, JPEG, GIF, and MAX
- Microsoft Word, PowerPoint®, Excel®, Word Perfect™, and other documents created in popular software programs
- PDF documents
- PDF Image items
- HTML documents

Each item thumbnail appears with an icon that identifies the program in which it was created or is currently associated. This makes it easy and convenient to quickly see and find all the different types of items on your computer.

Click on a thumbnail to see image attributes:

A small  icon indicates that the Read-only attribute is set for that item.

A small  icon indicates that the image has annotations.

Multi-page image items show  to let you scroll through the pages even with the Page Thumbnails pane closed.

Before you can work with an item, you must first select its thumbnail on the PaperPort desktop. A red border appears around an item to indicate that it is selected. Multiple selections are possible. While working with item thumbnails, you can:

- Drag a thumbnail to reposition it on the PaperPort desktop.
- Drag a thumbnail to a folder to move the item to that folder.
- Drag a thumbnail to another open Workspace to move the item to that open folder.
- Double-click a thumbnail to view the item.
- Press the **Ctrl** key and double-click a thumbnail to open the item in its source program.
- Right-click a thumbnail to display the item's shortcut menu.
- Drag a thumbnail to the Send To bar to send a copy of the item to another program.

Using item thumbnails on the PaperPort desktop, you can also easily combine individual PaperPort Image items or PDF Image items into multi-page items. This feature is useful as an organizational tool if you are using a scanner that can only scan a page as a separate item.

PaperPort page thumbnails

The Page Thumbnails pane on the PaperPort desktop and in ImageViewer displays thumbnails for multi-page image items. Select a multi-page item, then click the **Thumbnail** button on the Desktop ribbon. Page-level operations can be done quickly without having to open the files. The first three items listed below are available for all image files. The remainder are available for PDF files (both on the PaperPort desktop and in ImageViewer or PDF Viewer Plus) and MAX files (PaperPort desktop only). You can:

- Enlarge or reduce thumbnail size.
- Copy and move selected pages to a Workspace as separate PDF files.
- Copy and move pages between documents open in different panes.
- Copy, paste, cut, delete and reorder pages.
- Insert new pages at a certain location in the document.
- Append new pages at the end.



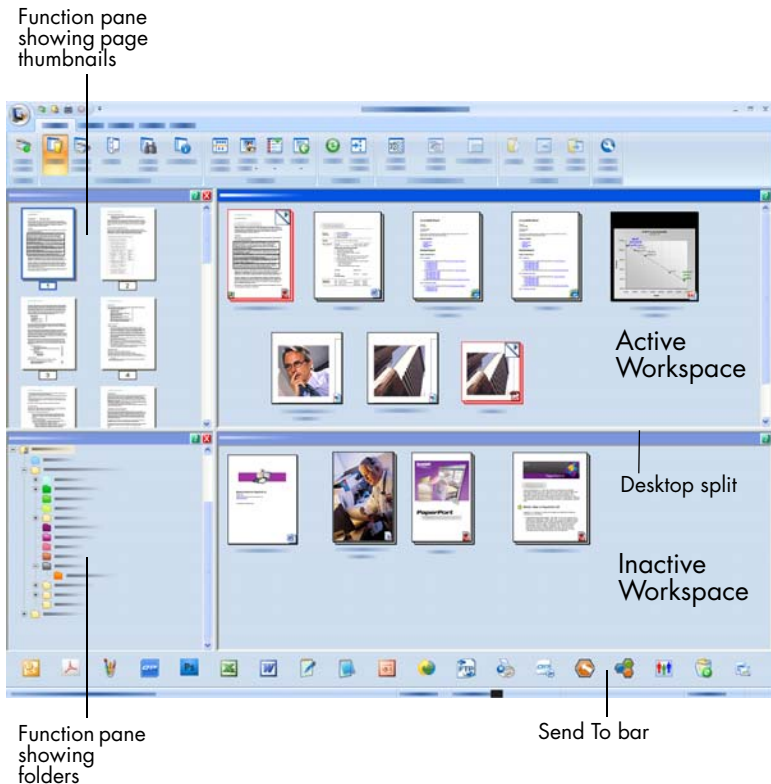
The Page Thumbnail view of a secure PDF is only available by supplying its password.



Two-part desktop

When you first start PaperPort Professional 12, the desktop appears split into two Workspaces – top and bottom. This layout gives you a better oversight necessary to organize and combine your documents more effectively even in a cross-folder fashion. Right-click the active Workspace or use the **Change View** button to change the way of viewing. If you work with documents containing multiple pages, you can use the corresponding function pane to view page thumbnails without having to open the given document. You can also use these desktop areas to view your folders, or the properties of the selected item. To remove the desktop split, open the Desktop menu, and uncheck the Split Desktop menu item or click the Split Desktop icon.

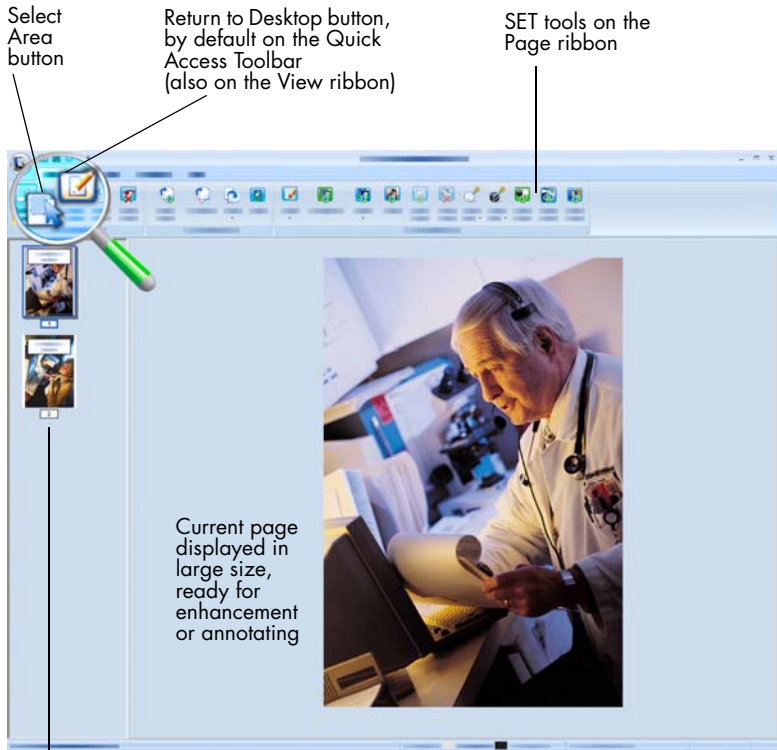
You can also bookmark the Workspaces of your choice by using the **Bookmark Workspace** command from the Desktop menu. To manage them, use the **Organize Bookmarks** command. Getting to a frequently used Workspace is just a mouseclick away, since they are all displayed in the same list.



The Image View window

To view an image item in the Image View window, double-click its thumbnail in Desktop view, or choose **Open with Image View** on the Desktop ribbon or from its shortcut menu. By default PDF files appear in PDF Viewer Plus, not in Image View.

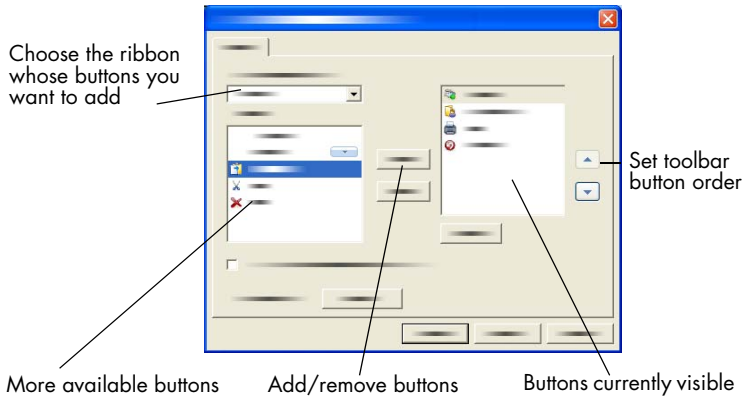
The Image View window allows you to take a closer look at your items and to touch up and annotate them. You can also enlarge or reduce the view for easy reading. Use the SET tools to enhance the current page image. Use the Page Thumbnails pane to edit your document at page level.



Page Thumbnails Pane displays one thumbnail for each page in the document

Customizable Quick Access Toolbar

PaperPort's buttons are placed on different ribbons according to their functionality. You can place frequently used buttons on the Quick Access Toolbar in PaperPort and also in ImageViewer. Right-click within the ribbons area and choose Customize Quick Access Toolbar.



PDF Viewer Plus

PDF files on the PaperPort desktop when double-clicked appear by default in the new PDF Viewer Plus. You can drag other files onto the PDF Viewer Plus icon in the Send To bar (see page 40) to have a copy converted to PDF and opened in the PDF Viewer. The first page appears in the main screen area; a navigator panel on the left shows page thumbnails or form controls and a comments panel can be displayed along the bottom of the screen. An organizer panel on the right offers stamps. The PDF annotation tools are described on page 31. If an image-only PDF enters the PDF Viewer, the program may offer to make it searchable. If not, choose **Make Searchable PDF** from the Tools menu.

Active PDF forms can be filled in directly in PDF Viewer Plus. Static forms, for instance ones scanned to PaperPort, can be turned into fillable forms by using FormTyper, as described on page 44.

PDF files opened from the PaperPort desktop return there when you finish editing or annotating them with all the updates included.

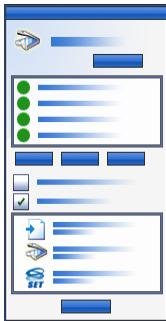
Acquiring Items

There are many ways to bring images and documents into PaperPort so that you can use PaperPort's viewing, editing, annotation, indexing, OCR, and file management tools. For example, you can:

- Scan photos, pages, and other images on a scanning device.
- Add folders to PaperPort that already contain images and documents.
- Import files from other programs on your computer.
- Print documents from other programs to the PaperPort desktop.
- Drag or cut-and-paste images and documents from Windows Explorer, or other programs to the PaperPort desktop.
- Acquire photos from a digital camera.
- Bring files into PaperPort Professional 12 using DesktopDelivery.
- Capture snapshots of web pages, using a supplied but separate utility that runs on Windows XP.



Scan to the PaperPort desktop



PaperPort is designed to work with TWAIN- and WIA-compatible scanners.

Click the **Scan Settings** button to display the Scan or Get Photo pane. Choose a scan profile. Profiles are optimized for typical scanning tasks.

Then choose between using the native interface of the scanner or utilizing the new Scanner Settings pane of PaperPort for best scanning results. To use the interface of the scanner driver, mark the checkbox **Display scanner dialog box**. Leaving it empty will put the scanned item onto the active Workspace.

Turn on the Capture Assistant to add subject, author and keywords to items and (in PaperPort Professional) to view and control scanning progress.

When the scan is complete, you will see your item on the PaperPort desktop.



If your scanner does not use a TWAIN or WIA device driver, use the program that came with your scanner to scan items. Then, copy or move the scanned items to PaperPort. Refer to the PaperPort Help for more information about scanning.

PaperPort makes it easy to scan pages as separate items or as a multi-page item. To scan and collate two-sided pages on your ADF scanner, flip the pages when prompted, click **Scan Other Side**, and PaperPort will automatically scan and collate the pages in the correct order.

You can also use your scanner device buttons to scan directly into PaperPort. Open the Windows system Control Panel, choose Scanners and Cameras, choose an event in the Events tab, and assign PaperPort to it.



You can also use a high-speed, networked scanner to scan items to a networked folder and then add the folder to PaperPort. Use DesktopDelivery (available in PaperPort Professional 12) to monitor folders for incoming scanned images.



Set up your scanner with PaperPort

Before using PaperPort for scanning, your scanner should be installed with its own scanner driver software and tested for correct functionality. Scanner driver software is not included with PaperPort.

Properly installed and correctly functioning scanners are immediately available in PaperPort by clicking the **Select** button, and choosing one in the **Available Scanners** dialog.

If you are not satisfied for your scan results, you can run the PaperPort Scanner Setup Wizard from the Start menu, under the program group PaperPort 12.0.

Using Scan Profiles

PaperPort comes with scan profiles optimized for typical scanning tasks. Choose Black and White, Grayscale or Color Document, Color Photograph or Color Searchable PDF Document.

Scan profile panels have the following tabs:

- **Profile:** displays the currently used scan profile.
- **SET:** define what enhancements you would like to run automatically.
- **Output:** set file format and automatically suffixed file names.
- **Scan:** adjust scan settings: mode, resolution, size, orientation, filter color, brightness and contrast

In PaperPort Professional 12, you can also add new profiles, or remove existing ones. This edition of the program contains an extra scan profile: Color PDF-MRC High Compression. MRC is a technology that lets you make much smaller PDF files.



Print to PaperPort

To bring items in from other programs, print them to the PaperPort desktop as PDF Image, PDF Searchable or PaperPort Image (.max) items. The default is PDF Image; go to Desktop > Options > Item to change it. This lets you quickly import spreadsheets, pictures, database files, word processing files, and other files into PaperPort as items on the PaperPort desktop. This works through the File menu (or equivalent) in the source application; choose Print to PaperPort or choose Print, then choose PaperPort Image Printer.

With PaperPort Professional, you can use PDF Create add-in buttons in Office applications to make a PDF from the current document or attachment in the Formatted Text & Graphics (PDF Normal) format. Do this also by choosing Print and selecting the printer named **ScanSoft PDF Create!**

Choose Print in your web browser to create print-formatted views of web pages. The printer PaperPort Image Printer gives you MAX, PDF Image or PDF Searchable files, the ScanSoft Printer gives you Normal PDF.

In all cases, PaperPort is launched if not running and the PDF file is placed on the current desktop.



Capture web pages

You can use Web Capture to capture web pages on the Internet as PaperPort Image items or PDF Image items on your PaperPort desktop. These items function as convenient pointers to your favorite web sites.

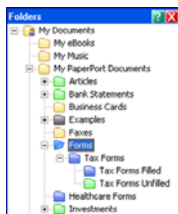
Once you capture a web page, you can view it, archive it, go to the actual web page on the Internet (MAX items only), or index the content of captured web pages. This program is installed along with PaperPort, but is not integrated into it. Go to the program folder and run `PPwebcapture.exe`. It functions only on the Windows XP operating system. A short help file is available at the same location.



Use the Print to PaperPort feature to create print-formatted views of web pages, which can also be added to the All-in-One Search index for searching by text content.



Add PaperPort folders



PaperPort provides an easy-to-use filing system for organizing your items and sharing them with others. In the Folders pane, you can:

- Add existing folders on your computer to the Folders pane.
- Create new folders, mapped network drives and folders on external attached devices.

Initially, the Folders pane shows a set of folders designed to help you get started using PaperPort. You can move or delete these folders whenever you prefer. If you choose a custom installation, you can add your own folders at that time.

Any time later, you can add folders already on your computer to the Folders pane, including network folders and folders on external devices attached to your computer. Documents within these folders are then available for use within PaperPort.

Refer to the PaperPort Help for more information about adding and using PaperPort folders.

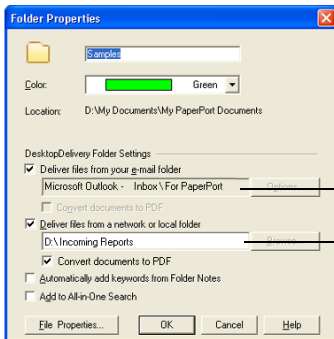


Use Folder Notes to assign the same file information to all PDF or MAX files arriving in a folder of your choice through scanning or DesktopDelivery.



Use DesktopDelivery

DesktopDelivery (PaperPort Professional 12 only) monitors network or local folders for incoming files of specified types (PDF, TIFF, JPEG and MAX). It can also monitor e-mail folders for attachments. It imports these files to specified PaperPort DesktopDelivery folders (i.e. PaperPort folders designated to receive files from a monitored folder outside PaperPort). Right-click on any PaperPort folder and select **DesktopDelivery** from the shortcut menu.



Monitored e-mail inbox folder

Monitored folder

You can auto-add item properties to PDF and MAX files entering the selected DesktopDelivery folder. Refer to the PaperPort How-to-Guides or Help for details.



Import pictures from your camera

To bring digital photos on the PaperPort desktop, first plug your camera in. If your device is displayed as a drive you can start acquiring your files. If your camera does not support this kind of operation, and its driver is installed properly, its TWAIN or WIA interface will display enabling you to import images from it.



Do not edit the images on your camera in place – not all editing produces the desired result first time. Instead, bring your files into PaperPort and use the SET tools to enhance them.

Touching Up Images



When you display an image item in the Image View window, PaperPort provides several tools you can use to adjust or improve your image.

For example, you can straighten a scanned page, lighten an underexposed photograph that is too dark, adjust the color in a color picture, remove “dirt spots” from a document page, clear shadows and spots from page edges, or sharpen fuzzy pictures. In addition, you can rotate an item, remove stray dots, enhance lines, remove red eye, and crop part of an image.

Some SET Tools are primarily designed for photo, or image enhancement, while others (shaded) help you prepare items containing text for Optical Character Recognition (OCR).

Scanner Enhancement Technology tools



Select Area Use the **Select Area** tool to select part of an image you want to cut, copy, or delete using the commands on the Page ribbon or in the shortcut menu. Use it also to select part of an image before cropping or using the **Remove Red Eye** tool.



Rotate an image Click the **Rotate Right** tool to rotate the selected item 90 degrees to the right.



Straighten an image Sometimes a document is crooked when scanned. When this occurs, you can use the **Straighten** and **Auto-Straighten** tools to adjust it. Straightening lines of text in an image file will yield better OCR results.



Auto-enhance an image The **Auto-Enhance** feature adjusts the brightness and contrast, color, and tint of an image. PaperPort analyzes the image and tries to correct whatever is wrong with it.



Enhance an image

You can manually adjust your image using the **Enhance** tool. It lets you change brightness, contrast, color and tint values and choose the best result from nine candidates, as shown on page 29.



Sharpen an image

Select the **Sharpen** tool to adjust the sharpness of a blurry picture or blur a sharp image for special effect.



Remove red eye

The **Remove Red Eye** tool helps you to remove the red-eye effect from a selected part of a picture. Red Eye may occur when photographing people or animals in low light or with a flash.



Remove part of an image

When you want to save or work with only part of a page or image, you can crop the image or you can erase the part that you do not want to use. Use the Selection tool to define the part you want to keep and then use the **Crop** tool to remove the remainder. Select the **Eraser** tool to erase the area of the image that you draw over with the pointer.



Remove stray dots

Scanned images sometimes include stray dots or “speckles”. The **Remove Stray Dots** tool automatically finds and removes such “dirt” from a page. Use it for better OCR results. Works on black-and-white images.



Improve lines

The **Improve Lines** tool (for black-and-white images) darkens lines and connects broken lines in a table or form to appear darker and straighter. The use of this tool will render better recognition results.



Erase edges

Use this tool to clear shadows and spots from page edges to improve OCR performance.



Set white point

Click this tool, then click on a light color in the image that will become the white point. See below.



Set black point

Click this tool, then click on a dark color in the image that will become the black point. The colors chosen for the new white and black points are displayed on the Status bar.

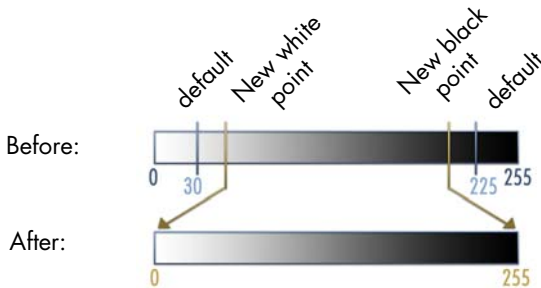


Apply current black and white points

Click this tool to apply the new black and white points to the current image. If the result is not acceptable, undo your changes and pick new values.

Changing the black and white points

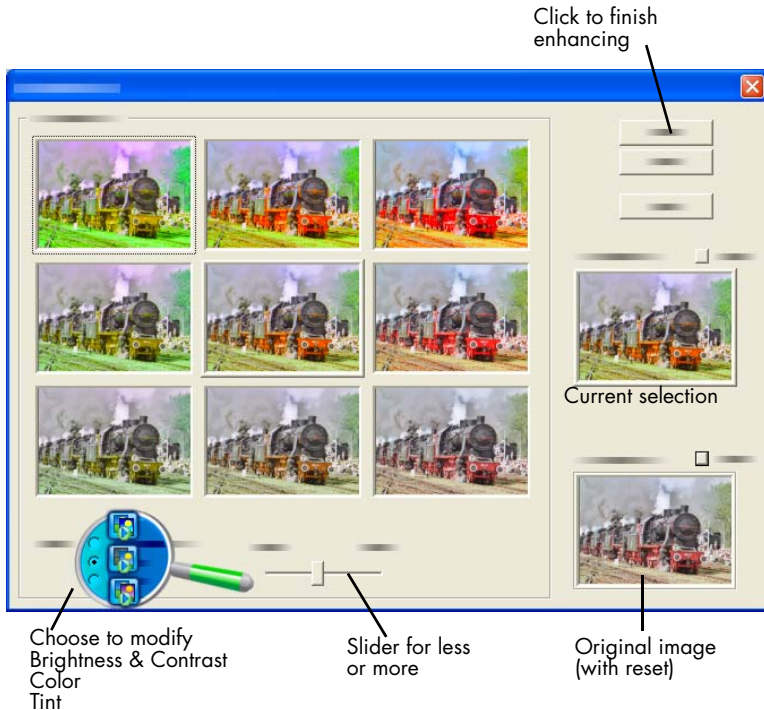
You can do this to improve image quality by removing the very dark and overexposed areas. All colors lighter than your chosen new white point will become white. All colors darker than your chosen new black point are set to black. A typical use for this is to remove a shaded gray background in a document you want to OCR. Select one of the darker gray pixels from the background and apply it as the white point. Then the background will become white. Changing black and white points for a color photo will typically increase its contrast, but may also change color values.



You can apply new black and white points to individual images, as described. You can also apply them as an auto-enhancement to all new pages scanned with a given scan profile.

Enhancing Images Manually

Choose Enhance from the Page ribbon in Image View to receive nine candidate variants of your picture. Adjust brightness and contrast, color, or tint, then double-click the desired image. It is placed in the center and becomes the new original. The first original remains and can be reset.



Edit multiple images

The ability to process items as a group is often referred to as batch processing. PaperPort provides batch processing features so that you can quickly enhance, modify, or rotate multiple image items in a single operation. Select one or more image items on the desktop, and then, on the Item ribbon, choose the desired command. See the Help for more information.

Annotating Pages

PaperPort includes a collection of annotation tools that allow you to mark up scanned documents with information you would like to keep with that document. PDF files are best annotated in the supplied Nuance PDF product. PaperPort Image (.max) files and all other image items must be annotated in Image View or ImageViewer, but remember that you can drag any of these files onto the Nuance PDF product icon on the Send To bar to have them converted to PDF Image or PDF Searchable, ready to be annotated or otherwise edited.

In PDF and PaperPort Image (.max) files, annotations are editable, meaning that you can reposition, change, remove them, or edit textual content whenever you want. On other types of image items, such as JPEG and Windows Bitmap files, annotations become a permanent part of the image when you save the item. For item types that cannot accept annotations, PaperPort automatically disables the annotation tools.

Using PaperPort's annotation tools, you can add notes and text, highlight text, draw lines and arrows, or stamp a picture onto an image item.

It is easy to send a document with annotations to people without PaperPort by using the PDF Image or PDF Searchable format. The recipient only has to double click on the e-mail attachment they receive from you and they will see the document in the system default PDF viewer – annotations intact.

Annotation tools

You can select an annotation tool from the Annotation ribbon whenever you display an image item in the Image View window. Use commands in the Annotation Settings group to change properties for future annotations created with that tool. This does not affect existing annotations. To turn off any annotation tool, click a different one – the **Select Annotation** tool is usually the best for this. See a detailed list of these tools in Help.

We detail here the annotation tools available in PDF Viewer Plus for use with PDF files.

Use the following commands in PDF Viewer Plus:



Hand

Select this tool and click in an annotation to move, cut, copy, or resize it on the page. Double-click on a note or text box to edit its text. Right-click on a selected annotation to change its status or properties.



Note

Want to give yourself a reminder? Select the **Note** tool and add a resizable note much like a sticky note that you write on and then stick on paper documents. You can shrink the note to an icon. Right-click to access note properties. Double-click to re-open the note.



Text Box

Adding a text label to your images is simple with the **Text** tool. Select this tool to enter text whose properties you can set in Edit > Preferences > Comment.



Highlight

Use the **Highlighter** tool to highlight selected text on the page or in a text box, just as you might use a highlighting pen on paper.



Pencil

The **Pencil** tool lets you draw freehand lines on the page.



Line

Select **Line** tool to draw straight lines; right-click and choose properties to make arrows and further format the line.



Stamp

The **Stamp** tool lets you paste supplied stamps or bitmapped images of your choice on the page, much like using a rubber stamp.



Protecting Items



PROFESSIONAL

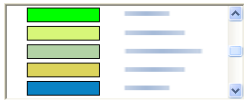
In PaperPort Professional 12, you can adjust the security level of your PDF files (supported up to format 1.7). When you create a new PDF from existing ones (for example, by copying a thumbnail of a page onto a Workspace) its security settings will be the same as those of the original one. Newly created PDF files will be generated according to the default PDF security settings in PaperPort, as specified on the Item ribbon.

There are two types of passwords in the program. The open password restricts document accessibility: you can only open it by supplying the password when prompted. The permissions password allows users to define how the document may be used. If it is not specified, further use of the file is possible without any restrictions.



Filing Items

A key to organizing items in PaperPort is filing items in appropriate folders. You can drag and drop items from one folder to another or from the PaperPort desktop into any folder you want. You can specify search criteria to help you find your items later. Moving and copying items between folders is also possible in split view across Workspaces. The name of each item appears below the thumbnail in thumbnail view. In a multi-page item, the name appears below the individual page names.



Using the Folder Manager dialog box, you can add, remove, move, and rename PaperPort folders. You can change the color of a folder icon to one that helps you organize your items. You may also add, remove, move, and rename any folder in Windows

Explorer that is viewed with the PaperPort folder structure. These changes will be automatically reflected in PaperPort.

In the Folders pane, you can drag and drop, copy or move subfolders and their content to other subfolders or PaperPort folders, create or delete subfolders; or add Folder Notes. Sharing and Security, and DesktopDelivery adjustments can also be directly made for each folder shortcut menu.



The **Back** button makes it easy to step through the ordered history of folders you recently visited one by one – functioning similarly to Internet Explorer – enhancing quick backward navigation for both Workspaces independently of each other.



You can add notes to folders that are relevant to their content. A customer name, telephone number, date of birth, project ID, e-mail address are typical examples.

When scanning or using DesktopDelivery, this information can be automatically added to all PDF or MAX files entering this folder, so it is easier to search for them with the PaperPort All-in-One Search or other search utilities.

Folder Notes are automatically added only if you checkmark ‘Automatically add keywords from Folder Notes’ in the Output panel of the Scan Settings dialog box or (in PaperPort Professional for DesktopDelivery) in the Folder Properties dialog box.

In PaperPort Professional, you can quickly import a set of folders plus any content by listing them in a plain text file with precisely this structure:

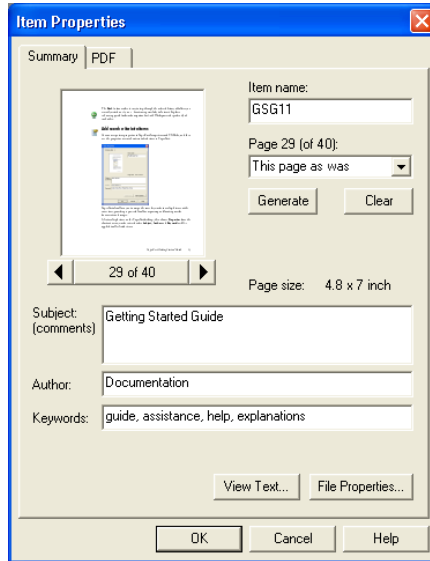
```
*** PaperPort ***  
Foldername1  
Foldername2  
Foldername2/subfoldername2a  
Foldername2/subfoldername2b  
Foldername3  
...etc.
```

Right-click in the Folders pane and choose Import Folder Structure to select the text file.



Add search criteria to items

You can assign item properties to PaperPort Image items and PDF files, and then use the properties as search criteria to find items in PaperPort.



PaperPort also allows you to assign the same keywords to multiple items at the same time, providing a powerful tool for organizing and locating similar documents and images.

Select multiple items on the PaperPort desktop, then choose **Properties** from the shortcut menu; words entered under **Subject**, **Author** and **Keywords** will be applied to all selected items.

Another way to assign the same item properties to all PDF or MAX files arriving in a folder of your choice through scanning or DesktopDelivery is to use Folder Notes. Enter words under Subject, Author and Keywords. These words are applied only if you checkmark 'Automatically add keywords from Folder Notes' in the Output panel of the Scan Settings dialog box or (in PaperPort Professional) in the Folder Properties dialog box for DesktopDelivery.



Finding Items

PaperPort provides features to help you find your PaperPort items. You can quickly find an item by visually browsing through thumbnails on your PaperPort desktop.

When you have many folders and items, PaperPort provides more powerful capabilities with All-in-One Search.

All-in-One Search provides many options for specifying where and what to look for when finding an item, including indexed text content. This information is referred to as search criteria.

You can look for items by:

- Item properties (File search)
- Text content (Index search)

Find items by their properties

You can search for any type of item by its item name.

You can also search for PDF and PaperPort Image (.max) files by item properties, such as keywords and subject information.

When you search by item properties, turn off the 'Use All-in-One Search index' checkmark, then specify criteria as follows:

- Name – item name (not necessarily that of the file).
- Author – as defined under Item properties.
- Keywords – as defined under Item properties.
- Comments – as defined under 'Subject' under Item Properties.
- Annotations – Notes or text labels added to PDF or MAX files.
- URL – The link texts of captured web pages.



The Author, Keywords, Comments and URL are available for PDF or MAX files only.

Find words in an item

To search for words within an item, you need to add the item to the All-in-One Search index and select **Use All-in-One index**. When you search using the index, you can find items that have been indexed by their properties, or text content, or both.

Specify search limits:

- all files in current folder but not its sub-folders
- current folder plus sub-folders
- all PaperPort folders and sub-folders.

Define search precision:

- Exact match finds words and common endings: search *look* finds *looks*, *looked*, etc.
- Approximate match finds as above and more: search *look* might find *lock* or *luck*.

When the search is complete, results are displayed – each as one row of a table. Select one and click the **View Text** button to see your search phrase occurrences in their context. Click the **Copy Text** button to extract text from the file and place it onto the Clipboard. Right-click a result file and choose ‘Open’ to launch the document in its associated application. ‘Open Containing Folder’ switches to the file’s folder with the file selected.

To filter search results using file information, turn on the relevant check-boxes under **Name, author, keywords** and specify search text here as well.

Add items to the All-in-One Search index

The All-in-One Search index uses PaperPort’s OCR software to extract and copy textual content from your items, and creates a database of the words or phrases in those items, much like the index of a book. Item properties, such as name and author, are also added to the index. Although creating an index is time consuming, searching for items in the index may be much faster than searching file by file.

Using PaperPort Options available from the PaperPort button, you can specify whether you want All-in-One Search to run automatically each time you add a new item or modify an existing item. You can also set how long PaperPort should wait before starting the update process.

If you prefer, you can manually update the All-in-One Search index for all items, a single item, or all items in one or more folders. It is good practice to update the All-in-One Search index on a regular basis to shorten the length of time required to complete the process.



Use the Index Manager in PaperPort Professional 12 to create and schedule indexing tasks on a regular basis. For quick access to your regular indexing processes, launch the Index Manager directly from the All-in-One Search pane.

Use the All-in-One Search pane



Use the All-in-One Search pane to enter search criteria and select options for finding your PaperPort items.

A file search is based on item properties only. You enter the item properties in the **Name, author, keywords** box.

An index search references PaperPort's All-in-One Search index to find item properties or actual text contained within an item. You enter the item properties in the **Name, author, keywords** box and the text content in the **Containing indexed text** box.

To do an index search without a file search, enter a string in the Containing indexed text edit box and clear all six file search checkmarks.

To do a file search without an index search, turn off the Use All-in-One index checkmark and enter a string in the Name, author, keywords edit box, select as many of the six file search checkmarks as desired.

To do a file and index search on a single search string, turn on Use All-in-One Index, enter the string in the Containing indexed text edit box, make sure the Name, author, keywords edit box is empty and turn on as many file search checkmarks as desired. The search returns a list of all items that match the search string, either in file contents or file information.

To do a combined file and index search, turn on Use All-in-One Index, enter a string in the Containing indexed text edit box, enter a string (same or different) in the Name, author, keywords edit box and turn on as many file search checkmarks as desired. The search returns a list of all items that contain the specified string or strings in **both** the file contents and the file information. In other words, you are likely to find few occurrences.



Use PDF Searchable Image

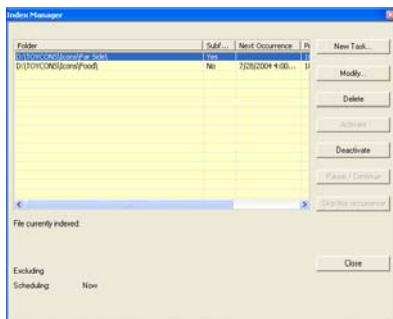
In addition to using PaperPort's proprietary search and indexing capabilities, you can also create **PDF Searchable Image** files that can be indexed and searched outside of PaperPort. PDF Searchable is a flavor of PDF; it contains a bitmapped image of a document or graphic with textual content stored as hidden text. This format maintains an identical appearance to the original document and enables other programs, such as Nuance PDF Converter Professional, Windows Desktop Search or Google to search the contents of the file.

You can create files in **PDF Searchable Image** format as follows:

- **Open** an item and choose Save As from its shortcut menu. Choose PDF Searchable Image as its file type.
- **Scan** an item using the profile 'Color Searchable PDF document'.
- **Import** an image-only PDF into PDF Viewer Plus or PDF Converter Professional. It may offer to make a searchable copy; if not select Make Searchable PDF from the Tools menu.
- **Print** an image to the PaperPort desktop. By default it becomes an Image PDF. Go to Desktop > Options > Item to specify Searchable PDF as your preference.



Schedule indexing tasks



The Index Manager is a PaperPort Professional 12 application designed to create, modify and schedule indexing tasks for a given local or network folder. Indexed files can afterwards be searched with the All-in-One Search.

For new tasks you can set which folder to browse (local or network) with subfolders included or excluded, set timing and recurrence (duration, pattern and range), activate and deactivate a task, pause its completion, or skip a task occurrence. In the program settings dialog box, you can specify how and when the Index Manager should stop.

Sharing Files

PaperPort provides many tools to make it easy for you to share files, images, and documents with friends, colleagues, and business associates.

These tools are built into the program and are readily available on different ribbons for quick access whenever you need them.

To help you share your items with others, PaperPort makes it easy to:



E-mail items to others, simply by dragging the items to your favorite e-mail program on the PaperPort Send To bar.



Scan or convert items to the PDF format, the ever-popular file-sharing format considered by many as the industry standard for document distribution.



Access shared folders located on your local or wide area network, by adding the folders to your PaperPort Folder pane.



Access Sharing and Security settings directly from the folder shortcut menu.



With PaperPort, it is simple to set up a shared folder on a server or a PC that can act as a central repository for all important office documents. Each PaperPort client can connect to that folder and use PaperPort's document management features and paper handling tools to find and use documents instantly.

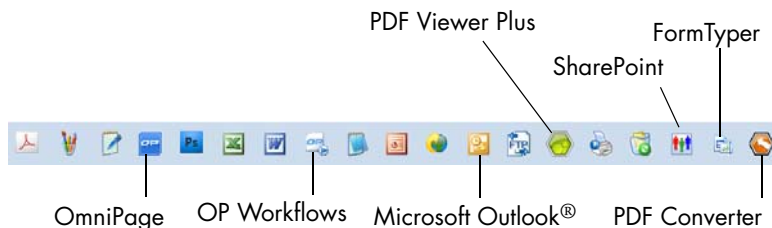
In addition, you can convert items to popular output formats for shared use in numerous other programs. To obtain a list of all supported program links, visit PaperPort at the Nuance web site at www.nuance.com.

Sending Items to Other Programs

Drag and drop functionality makes opening your files in your favorite programs a snap. Simply choose the file you want and drop it onto the program icon on the Send To bar at the bottom of the PaperPort desktop.

Common office tasks like e-mailing and faxing are now faster than ever. The Send To bar makes using scanned documents in other applications easier by automatically translating the document into a form that the receiving application can understand.

For example, you can drop a scanned image of a letter onto the Microsoft Word link on the PaperPort Send To bar, and PaperPort will recognize that the application you are attempting to open needs a text file rather than an image file. PaperPort will run OCR for you, and send editable text to Word rather than a static image file.



PaperPort supports a wide variety of programs including word processing, spreadsheet, fax, Internet e-mail, graphics, optical character recognition (OCR), and online services programs. The program link on the Send To bar does any necessary conversion and may provide options for sending the item.



Use OmniPage with PaperPort

If PaperPort exists on a computer with OmniPage, its OCR services become available and amplify the power of PaperPort. You can choose an OCR program by right clicking on a text application's PaperPort link, selecting Send To Options and then selecting OmniPage as the OCR package, instead of the always available PaperPort OCR.

With OmniPage you can:

- Instantly convert paper into usable Microsoft Office documents.
- Turn PDF files into editable documents while retaining their layout.
- Automatically process images from network MFPs and scanners.
- Scan and convert documents into XML, PDF, TIFF and more.
- Share documents using e-mail, Web, XML and e-Books.



- Use OmniPage workflows for instant but effective control over document conversions.

Customize the Send To bar

You can change the way program icons appear on the Send To bar in a number of ways. Specifically, you can add programs, and remove or rearrange program icons. Refer to the PaperPort Help for details.

Adjust Send To options



You can tune Send To options to specify how you want to use a certain program on the Send To bar. For example, you can specify the file format in which PaperPort will save an item.



If you have the professional version of OmniPage 14 or above on your system, use the Send To options for the OmniPage Workflows link to choose a workflow.



To e-mail an item, simply drag and drop the item to your e-mail program on the Send To bar. Use the e-mail link options to specify the file format of the attachments and other options.

Converting Items

Using PaperPort, you can convert scanned documents and text items to image formats, and convert images back to text.

Convert items to image formats

You can convert scanned documents and text items to image formats.

The **Save As** command allows you to save image items to any of a variety of standard image formats including PDF, JPEG, and TIFF, as well as the native PaperPort Image format (.max).

You can convert text items and image items to PaperPort Image items (.max) using the **Duplicate as PaperPort Image** command. The **Duplicate as PDF Item** command allows you to convert text items to PDF Image items.

In PaperPort Professional 12, you can also convert text items such as Word documents, to PDF Formatted Text & Graphics format using PDF Create.

By selecting more than one item, you can convert multiple items to a new format at the same time. Refer to Help for details.

Assembling documents

You can assemble documents by combining them. The files to be selected need to be in a single folder and selected in the order you want them in the stack. Click the arrow next to **Combine Items** and choose one of the available combinations:

- **Combine into PDF Stack:** Each original page becomes one PDF page with no resizing.
- **Combine into Multi-item PDF Pages, Resize to fit:** This resizes the contributing items and always places four original pages onto a single PDF page.
- **Combine into Multi-item PDF Pages, Maintain original sizes:** This places as many original pages onto each PDF page as it can.
- **Combine into Thumbnail PDF Page:** This creates thumbnails of all item pages and fits as many as possible on a PDF page.



The original items remain in their original file types.

Combining usually takes more time than stacking because of PDF generation.

PaperPort Professional can additionally combine text items. To convert a text item, the application that created it must be available on your system.

Convert images to text

You can convert scanned documents to text by a simple drag and drop of the thumbnail to your word processor program. PaperPort automatically processes your scanned document using PaperPort's OCR software, launches your word processing program, and loads the scanned text into a document ready for editing.

PaperPort also allows you to copy text from part of an image item for use in a text editing, word processing, or spreadsheet program.

The OCR software processes the text and copies it to the Windows Clipboard. Open the program in which you want to insert the text, and use Paste to paste the text in a file.

Filling Out Scanned Forms



FormTyper™ is a PaperPort program that enables you to fill in static forms, such as insurance forms, registration cards, and medical forms, that you scan to the PaperPort desktop.

The screenshot shows a window titled "FormTyper - Invoice" with a menu bar (File, Edit, View, Format, Tools, Window, Help) and a toolbar. The main area displays an "INVOICE" form. At the top left, there are fields for "[Your Company Name]", "[Company Address]", "[City, State, Zip]", and "[Phone Number]". Below these are two "Bill To" sections. The first "Bill To" section has fields for "Name" (filled with "Fred Smith"), "Address" (filled with "24 Main Street"), and "City, State, Zip". The second "Bill To" section has fields for "Name", "Address", and "City, State, Zip". Below the "Bill To" sections is a table with columns: "Invoice Number", "P.O. Number", "Ship Date", "Ship To", "Fax", and "Notes". At the bottom is a table with columns: "Quantity", "Quantity Ordered", "Description", "Unit Price", and "Amount".

You simply drag a form from the PaperPort desktop to the FormTyper program on the Send To bar. The form is converted to PDF if necessary and opened in your Nuance PDF product. FormTyper automatically analyzes the form, recognizes the blank areas in which data can be entered, and creates blank fields for the data. So that you can easily see where to enter data, FormTyper

underlines each field in color. FormTyper can detect edit boxes and checkmarks.

Now, you can quickly type and tab to each field. You can also quickly reposition fields, insert new fields, and remove fields as necessary. After you enter data and complete the form, save the form to the PaperPort desktop so that you can print or e-mail the form in its entirety with its completed data.

If you have a pre-printed form, use the Print Only Fields tool to print your responses directly onto the form.

Creating PDF Documents



Nuance® PDF Create 5 lets you create PDF files from one or more source documents. The PDF files will be viewable, printable, searchable and editable.

How to Start PDF Creation

You can start PDF creation from different locations:

- from the Start menu through the Create Assistant
- from Windows Explorer or from your desktop using a shortcut menu
- from Microsoft Word, Excel, PowerPoint, Outlook or Internet Explorer using a toolbar or the PDF Create menu items or the Nuance PDF ribbon.

The Help topic 'About creating PDF files' details all the possible starting points for PDF creation and the available choices.

PDF Flavors



PDF (Portable Document Format) files are often classified into three different types, commonly called flavors:

- PDF Image
- PDF Searchable Image
- PDF Formatted Text & Graphics (PDF Normal)

You can create one or more of these PDF flavors, depending upon your version of PaperPort software. Refer to the PaperPort Help for additional details.

This table lists which features are available for creating each type of PDF in PaperPort 12 and PaperPort Professional 12:

Format	PaperPort 12	PaperPort Professional 12
PDF Image	Scan or Get Photo Print to PaperPort Save As (Web Capture)	Scan or Get Photo Print to PaperPort Save As (Web Capture) Duplicate Item
PDF Searchable Image	Scan or Get Photo Print to PaperPort Save As (Web Capture)	Scan or Get Photo Print to PaperPort Save As (Web Capture) Duplicate Item
PDF Formatted Text & Graphics	Scan or Get Photo	Scan or Get Photo Print to PaperPort Duplicate Item Duplicate as PDF

Web Capture must be run outside PaperPort. See page 23.

Duplicate item transmits the PDF flavor of the original to the copy.

Duplicate as PDF accepts non-PDF files as input.

How to Get Help

Nuance PDF Create has a comprehensive HTML Help system. Access it through the Help system in PDF Viewer Plus or PDF or through the PDF Create menu in Microsoft Word, Excel or PowerPoint.

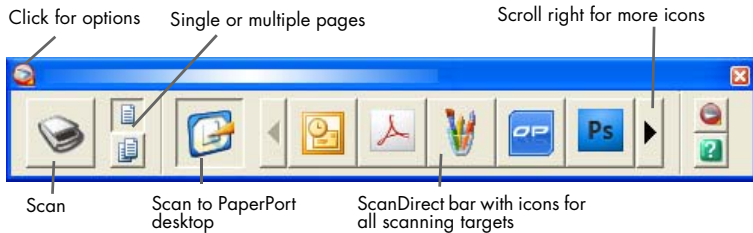
Press F1 to open Help at the topic describing the currently open panel.

Using ScanDirect



ScanDirect™ is a PaperPort program that enables you to scan items and send them directly to PaperPort or other programs on your computer without first running PaperPort.

ScanDirect runs as a separate program from the Windows **Start Menu** and displays the ScanDirect bar.



Using ScanDirect, you can scan an item and immediately send it to either:

- A program on the ScanDirect Send To bar – Icons on the ScanDirect bar represent the programs that are linked to PaperPort and to ScanDirect. To scan and then send an item to a certain program, click the program icon, and then scan the item. ScanDirect will automatically start that program when the scan is complete.
- The PaperPort desktop – To scan and then work with the item in PaperPort, click the PaperPort icon, and then scan the item. When the scan is complete, PaperPort starts and displays the item in PaperPort. You can then use all of PaperPort's features on the item.

When ScanDirect is used to scan to other programs it always works through the scanner's own user interface; the scan profiles in PaperPort are not used.

When ScanDirect is used to scan items to the PaperPort desktop, the output is determined by the output setting for the previous scan: if it created an image item, the current scan will also do this, and if it created a text-type document (such as DOC, XLS, WPD, TXT or CSV) the current scan will create a PDF Image, which you can make searchable, as already described.

In PaperPort Professional, you can scan items directly to Microsoft SharePoint.

Uninstalling PaperPort

For a full uninstallation, three PaperPort components should be removed, one after the other, in any order. The components are PaperPort 12, PaperPort Image Printer and PDF Viewer Plus. Removing only the image printer and/or the PDF Viewer will cause PaperPort to function incorrectly.

1. Select Add/Remove Programs from the Control Panel.
2. Select Nuance PaperPort 12.0.
3. Click **Remove** to uninstall the program.
4. Repeat this for the remaining components.
5. A computer re-start is needed to complete the removal.

A de-activation step is performed at the start of un-installation, allowing you to reinstall the program later without re-activation problems. De-activation and re-activation require web access.

PaperPort is protected by the following US patents and foreign counterparts:
6,262,732; 5,077,807; 5,235,651; 5,261,009; 5,278,918; 5,278,920; 5,347,595;
5,381,489; 5,436,983; 5,657,397; 5,778,092; 5,862,259; 6,038,342 and 6,047,251.