

ScanSoft®
Productivity
Without Boundaries™



PaperPort® 10

Welcome!

ScanSoft® PaperPort® is a document management software package that helps you scan, organize, access, share, and manage both your paper and digital documents on your personal computer.

The PaperPort desktop provides large, clear thumbnails that allow you to visually organize, retrieve, assemble and use all your scanned documents, photographs, Word files, spreadsheets, and create PDF files from your scanner and any printable document.



What's New in PaperPort 10?

PaperPort 10 includes a number of valuable new features to help you manage your documents.

- **Page thumbnails:** See page thumbnails for your multi-page items, both in Desktop view and in the PageViewer. Get a better overview of your documents – find, handle and reorder pages quickly.
- **Scanner Enhancement Technology tools:** Improve your image items with the SET™ tools – now accessible directly from your PaperPort desktop by right-clicking on any image file. Annotation tools let you mark up your image items.
- **New Scanner Wizard:** Set up scanners with PaperPort more easily, then enjoy improved scanner controls with greater scope for acquiring multi-page documents without interaction.

- **Better searching:** The new All-in-One Search™ facility delivers more power and precision, both on full-text searches and on keywords and other file information.
- **PDF creation:** Generate image-only PDF files. Use the Duplicate as PDF command for image items, including MAX files. Print text items to PDF from inside PaperPort or any print-enabled application on your system. Full-text searches can be performed on these files in PaperPort with the All-in-One Search.
- **Extended form functionality:** A Print Only Fields tool in FormTyper™ lets you use PaperPort to fill in pre-printed forms.
- **Extended shortcut menus:** Find far more functionality when right-clicking an item – be it a file or a folder.
- **Greater flexibility with stacking and unstacking:** PaperPort now provides greater choice for stacking together desktop items of different file formats and offers more options in unstacking.
- **Folder improvements:** Use the Folder Manager to organize your PaperPort folder structure, find more functionality in the folder shortcut menus and utilize the Back button to navigate your folder tree quickly and easily.
- **Closer integration with other ScanSoft products:**



- o If you have ScanSoft OmniPage® Pro on your system, PaperPort cooperates with it more closely than ever, providing cutting-edge OCR page recognition services and high-level PDF creation.



- o If you have ScanSoft PDF Converter for Microsoft® Word on your system, it will appear on the Send To bar, allowing you to unlock PDF files and transform them into editable Word documents.

The following features are available only in PaperPort Professional 10:



- **Two-part desktop:** Split the PaperPort desktop into two Workspaces, to make it much easier to compare, move or copy pages between documents at different locations. Bookmark your Workspaces for one-click return to favorite locations.

- **Fully-featured PDF creation:** The latest ScanSoft PDF Create! product is included, letting you create more compact higher-quality 1.5 version PDF files. Files created from any text application are searchable and editable. Create PDF files from PaperPort or any print-enabled application on your system, with precise control over compression, font embedding, password protection, watermarking and more. The program can be accessed through the Windows Start Menu, the PaperPort Print dialog box and the Print to PaperPort (PDF) menu item in the File menu. The program has its own Help systems.
- **Index Manager:** Schedule full-text indexing of items for the All-in-One Search to run as background processes at times of your choosing.
- **DesktopDelivery:** Set up system folders to be monitored by DesktopDelivery™ for files of specified types to be automatically transferred to PaperPort folders. Acquire e-mail attachments in a similar way.

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.



Learning to use PaperPort

To help you learn how to use PaperPort, you'll find a wealth of information in our:

- PaperPort online Help
- Getting Started Guide
- PaperPort Release Notes
- ScanSoft Knowledge Base

Know all the tips and tricks!



The *PaperPort online Help* includes comprehensive information on features, concepts, tunable options, and step-by-step procedures.

A special booklet in the online Help, entitled "Tips and Tricks!", helps you learn how to use PaperPort to your utmost advantage at home and in the office. Online Help is available at all times. Just click PaperPort Help on the Help menu.



Read all about what you can do

Read the *Getting Started Guide* to find out what you can do with PaperPort. This guide provides an overview of all PaperPort features. Simply select User's Guide on the Help menu to view the guide as an online PDF file.



Understand all the important details

The *PaperPort Release Notes* provide important information about this software release of PaperPort. Use it to reference system requirements, installation steps, and resolutions to known issues. You can find it in the Samples folder that is provided with PaperPort or you can access it on the PaperPort Help menu at any time.



Discover a wealth of information on the ScanSoft web site

The *ScanSoft web site* provides a wealth of information about your PaperPort software, including Frequently Asked Questions, Technical Notes, software updates, and more! Refer to the PaperPort Knowledge Base for information related to a particular concern or to find answers to a specific question.

To launch your web browser and go directly to the ScanSoft web site, select ScanSoft on the Web on the Help menu.

Thank you for using PaperPort software!

www.scansoft.com

Copyright © 2004 ScanSoft, Inc. All rights reserved. Subject to change without prior notice. *Productivity Without Boundaries*, *ScanSoft*, the ScanSoft logo, *PaperPort*, *ScanDirect*, *SET*, *FormTyper*, *DesktopDelivery*, *All-in-One Search* and *OmniPage* are registered trademarks or trademarks of ScanSoft, Inc. or its affiliate companies in the United States of America and/or other countries. All other company names or product names may be trademarks of their respective holders.