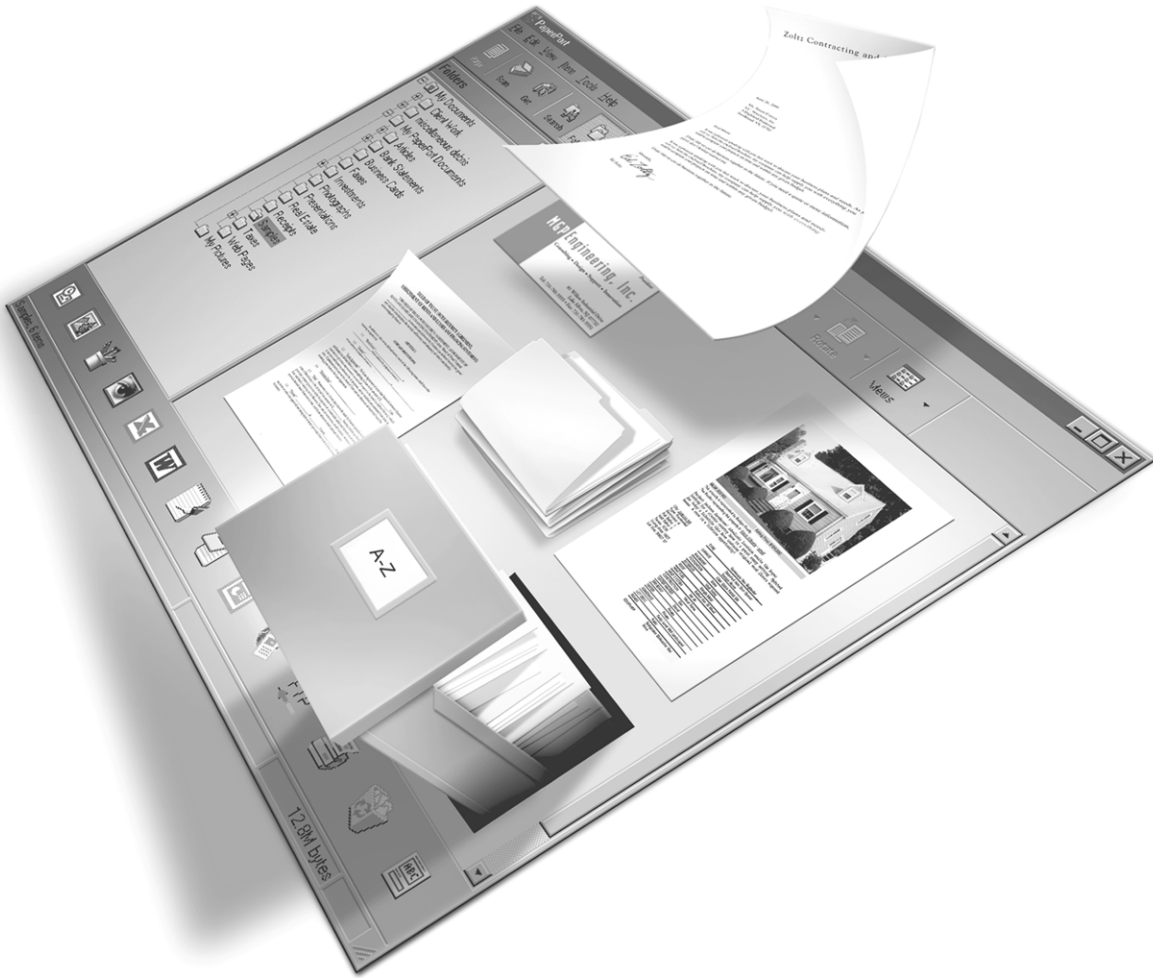


**ScanSoft®**



# ***PaperPort® 9***

**Getting Started Guide**

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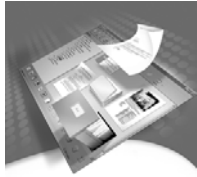
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## ***PaperPort 9 Getting Started Guide***

Part Number *50-F31A-10024*  
March, 2003



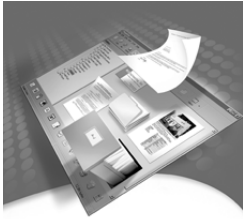
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# Welcome to PaperPort

Welcome to the *PaperPort Getting Started Guide*. 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 thumbnails allow you to visually organize, retrieve and use your scanned documents, including Word files, spreadsheets, PDF files and even digital photos. PaperPort's editing tools ensure that scanned documents will look great while the annotation tools let you add notes and highlights to any scanned image.



## Installing PaperPort

You can install PaperPort from a CD or from the Web.

The PaperPort installation program provides easy step-by-step instructions. Follow the instructions on each screen to install the software.

## Registration

Registration enables you to take full advantage of ScanSoft 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 ScanSoft, Inc. web site at <http://www.scansoft.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 online Help, Release Notes, and the ScanSoft web site.



## Using online Help

The PaperPort online Help includes comprehensive information on features, settings, and procedures. Help is available from the PaperPort Help menu.

Additional technical support, including technical notes, frequently asked questions, software updates, and more is available on the PaperPort Help menu.

## Using release notes

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

## Technical Support

ScanSoft 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.scansoft.com> for information about your support policy, local support contacts, and product updates. Before contacting ScanSoft, be sure to read the user documentation and review the Release Notes.

# What's new in PaperPort 9?

PaperPort 9 includes a number of valuable new features to help you manage your documents.

## Create, edit, and manage PDF files

You can now scan, create, and manage PDF files, using the worldwide standard for electronic document exchange. You can perform operations directly on PDF files and no longer need to convert them to the MAX format beforehand.

For example, you can:

- Scan directly to PDF Image format, and, if OmniPage Pro 11 or higher is installed, to the PDF Searchable Image format.
- Stack, unstack, reorder, and rotate PDF files.
- Improve and annotate PDF files with PaperPort's Image Editing and Annotation tools.
- Index and search for the content and properties of PDF files.
- Send PDF files to programs on the Send To bar.

Using the free Acrobat Reader from Adobe, anybody can view and print your documents from almost any computer worldwide. PDF files ensure that your files will be accessible on any operating system.

## Save time with batch processing

Batch processing features enable you to quickly perform operations on multiple items at the same time.

For example, you can straighten an entire stack of pages, assign common keywords to several items, or resize a number of items.

Commands enabled for batch processing include Save As, Auto Enhance, Resize, Invert Color, Auto Straighten, Remove Stray Dots, Improve Lines, and Rotate.

## **Use improved scanning features**

PaperPort now provides single page, multipage, and dual-sided scanning, PDF output, and sortable names for scanned items.

## **Annotate all image items**

PaperPort now supports annotations on all image types, and you can edit annotations on both PDF and PaperPort Image (.max) files as well.

## **Find files and documents with ease**

You can now use PaperPort's enhanced Search features to find items by specific item properties. You can also index TIFF files, PDF image files, and read-only files and directories.

## **Use a variety of new productivity enhancements**

PaperPort helps you manage your time more efficiently by letting you:

- Launch a program by clicking its program icon on the Send To bar.
- Open My PaperPort Documents folder each time you start the program, rather than opening the last folder opened.
- Auto-arrange items on the PaperPort desktop.

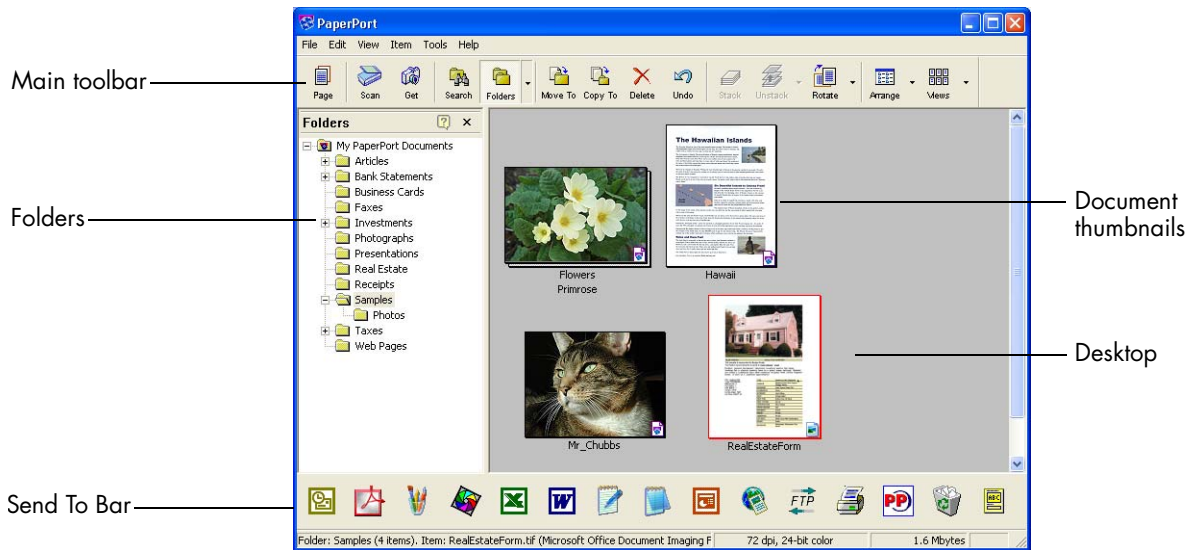
There are many more features and enhancements in this release. For a detailed list, see the Release Notes document, which is easily accessible from the PaperPort Help menu.

# 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 your documents, as well as the tools you can use to manage them. PaperPort offers all the tools necessary to organize, find, and use documents and images.



## 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, and other digital items in an image format, such as PDF, JPEG, TIFF, or **PaperPort Image (.max)**.

You create image items from documents, photographs, line art, or other items that you scan, copy, or bring in to the PaperPort desktop.

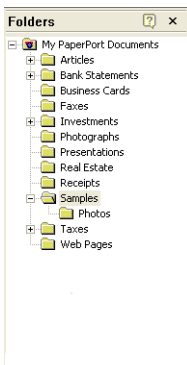
Text items are documents that contain editable text, such as Word (.doc), HTML, and Excel files, and are created by word processing and other text-based applications.

You can use any flavor of PDF file (PDF Image, PDF Searchable Image, and PDF Formatted Text and Graphics) with PaperPort. PaperPort distinguishes between image-only and non-image PDF items. You can edit PDF-image only items.

You can quickly send an item to another program without leaving the PaperPort program. 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 **Samples** folder 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.

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.

Although you cannot remove My PaperPort Documents from the Folders pane, you can delete all subfolders whenever you prefer. 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.



To show or hide the Folders pane, click the **Folders** button on the Command bar.

---

## PaperPort thumbnails






One quick way to locate your PaperPort items is to visually browse through the thumbnails on your PaperPort desktop. Each thumbnail is a small, graphic representation of your document or photo. Thumbnails show you what's in a document without having to open it. In addition, thumbnails give you the ability to scroll through the pages of the 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 many 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 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 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.

Before you can work with an item, you must first select its thumbnail on the PaperPort desktop. A red line appears around an item to indicate that it is selected. While working with 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.
- 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.

Just as you can organize and arrange documents on your physical desktop, you can quickly rearrange the items on the PaperPort desktop. For example, after selecting a thumbnail, you can reposition it or rotate it.

Using 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.



# 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.
- Capture snapshots of web pages.
- 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.
- Download photos from a digital camera.

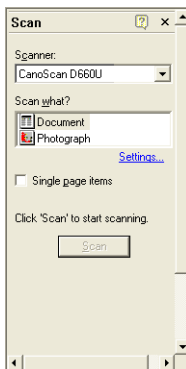


## Scan to the PaperPort desktop

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

Use the **Scan pane** to call up your scanner's program to bring images and documents into PaperPort so that you can use PaperPort's features.

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



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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.

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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 a high-speed, networked scanner to scan items to a networked folder and then add the folder to PaperPort.

---



## Print to PaperPort

To bring items in from other programs, you can print them to the PaperPort desktop as PDF Image or PaperPort Image (.max) items.

This feature lets you quickly import spreadsheets, pictures, database files, word processing files, and other files into PaperPort as items on the PaperPort desktop.

In PaperPort Pro Office, you can use Print to PDF to print the document in PDF Formatted Text & Graphics format.

You can use the Print to PaperPort capability to create print-formatted views of web pages.



## 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 perform a variety of activities. For example, you can:

- View the page.
- Save the page for archive purposes.
- Go to the actual web page on the Internet (PaperPort Image item only).
- Index the content of captured web pages.

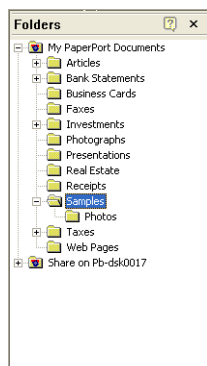


Use the print to PaperPort feature to create print-formatted views of web pages, which can also be added to the SimpleSearch index for searching by text content.

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## 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 devices attached to your computer.

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.

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.

## Import files

You can use the Import file feature to bring an image file, such as those in the PDF, BMP, JPEG, and TIFF format, created in another program to the PaperPort desktop. The image file you import becomes a PaperPort Image item on the PaperPort desktop.

In addition to using the Import command, you can also copy and paste or drag and drop documents and images directly onto the PaperPort desktop.

When you are finished, you can easily convert the files to a different format if desired.



## Download pictures from your camera








To get digital photos on the PaperPort desktop, you can download your photos from a TWAIN- or WIA-compatible camera. If your camera does not use a TWAIN or WIA device driver, use the photo download program that came with your camera to get your photos into your computer and drag and drop the photos to PaperPort. Refer to the PaperPort Help for more information.

# Touching Up Images

When you display an image item in the Page 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, 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.

## Image editing tools

	Select image	Use the <b>Selection</b> tool to select part of an image you want to cut, copy, or delete using the commands on the Edit menu. Use it also to select part of an image before cropping or using the <b>Remove Red Eye</b> tool.
	Rotate an image	Click the <b>Rotate</b> 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 <b>Straighten</b> and <b>Auto Straighten</b> tools to adjust it.
	 Enhance an image	The <b>Auto Enhance</b> feature adjusts the brightness and contrast, color, and tint of an image. PaperPort analyzes the image and tries to correct whatever is wrong with the image.  You can manually adjust your image using the <b>Enhance</b> tool.
	Sharpen an Image	Select the <b>Sharpen</b> 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 that occurs 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 **Erase** tool to erase the area of the image that you draw over with the pointer.



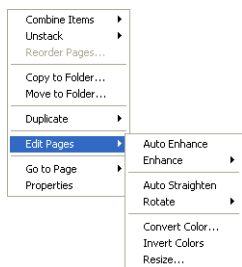
Remove stray dots

Scanned images sometimes include stray dots or “speckles” The **Remove Stray Dots** tool automatically finds and removes such “dirt” from a page.



Improve lines

The **Improve Lines** tool darkens lines and connects broken lines in a table or form to appear darker and straighter.



## 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** menu, point to **Edit Pages**, and select the desired command. See the online 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.

On PDF and PaperPort Image (.max) files, annotations are editable, meaning that you can reposition, change, or 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 format. The recipient only has to double click on the e-mail attachment they receive from you and they will see the document in Adobe Acrobat – annotations intact.

## Annotation tools

You can select an annotation tool from the **Annotation toolbar** whenever you display an image item in the Page View window.



**Select Annotation** Use this tool to select an annotation so that you can then move, cut, copy, or resize it on the page.



**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.



**Text** Adding a text label to your images is simple with the Text tool. Select this tool to add a line of text with a transparent background.



**Highlighter** Use the highlighter tool to highlight any area of the image, just as you might use a highlighting pen on paper.



**Scribble** The Scribble tool lets you draw freehand lines or marks on the page.



**Arrow or Line** Select the Arrow or Line tool to draw straight lines, with or without arrowheads, on a page.



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

## Filing Items

Once you have acquired PaperPort folders and the items within them, you can:

- Copy, move, rearrange, and rename folders to better group and organize your items.
- Color-code your folders to help identify or classify your folders.
- Drag and drop items from the PaperPort desktop to any folder, as well as drag and drop folders to other folders.
- Specify search criteria to help you find your items later.



## Work with PaperPort folders

Using the PaperPort Folders dialog box, you can add, remove, move, and rename PaperPort folders.

In the Folders pane, you can drag and drop, copy or move subfolders and their content to other subfolders or PaperPort folders, create subfolders, and delete subfolders.



## Color-code folders

You can change the color of a folder icon to one that helps you organize your items. Color-coding is useful when you want to find items quickly by importance, based on your own personal color preferences.

## Work with items

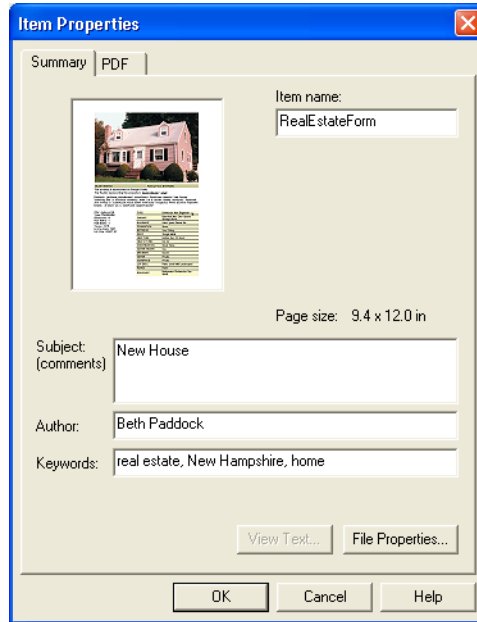
A key to organizing items in PaperPort is filing items in appropriate folders. You can drag and drop items from one folder to another or from the PaperPort desktop into any folder you want.

When you copy an item to a new location, the original item remains in the original location.

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. The more descriptive the name, the easier it is for you to quickly locate the item.

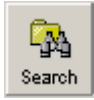
## Add search criteria to items

You can assign item properties to PaperPort Image items and PDF Image items, 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.

# 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 **SimpleSearch**.

**SimpleSearch** provides many options for specifying where and what to look for when finding an item, including indexed text content. The information you want to find is referred to as search criteria.

You can look for items by:

- Item properties
- Text content

## 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, you can specify criteria of an item name, author, added comments or keywords, text in annotations, or the URL of a captured web page.

## Find words in an item

To search for words within an item, you need to add the item to the SimpleSearch index and check **Use Index for searching**. When you search using the index, you can find items that have been indexed by their properties, or text content, or both.

## Add items to the SimpleSearch index

The SimpleSearch 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.

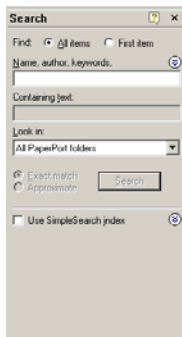
Item properties, such as name and author, are also added to the index.

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 **Tools** menu, you can specify whether you want SimpleSearch 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 SimpleSearch index for all items, a single item, or all items in one or more folders. It is good practice to update the SimpleSearch index on a regular basis to shorten the length of time required to complete the process.

## Use the Search pane



Use the 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, keyword** box.

An index search references PaperPort's SimpleSearch index to find item properties or actual text contained within an item. You enter the item properties in the **Name, author, keyword** box and the text content in the **Containing text** box.

SimpleSearch returns a list of all the items that match the criteria you specify.



## 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 Image is a flavor of PDF. A PDF Searchable Image file 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 Adobe Acrobat, to search the contents of the file.

You can create files in **PDF Searchable Image** format, if you also have ScanSoft **OmniPage** (11 or higher) installed with PaperPort Deluxe or PaperPort Pro Office (9 or higher).

## Sharing Files

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

These tools are built-in to the program and are readily available on toolbars, menus, and command bars 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.

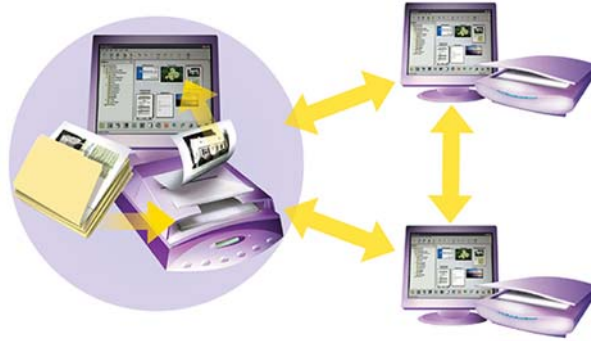


- Scan or convert items to the PDF format, the ever-popular file-sharing format considered by many as the industry standard for document distribution.



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

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, such as Microsoft Word, Adobe Acrobat, Claris HomePage, and Adobe Photoshop. To obtain a list of all supported program links, visit PaperPort at the ScanSoft web site at [www.scansoft.com](http://www.scansoft.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.



## 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 a program.** If you have a program on your computer that is not shown on the Send To bar, you can add it to the Send To bar by using the New Program Link wizard.
- **Remove a program icon.** You can also remove seldom-used program icons from the Send To bar, and then include removed programs later if needed. In addition, you can delete program icons that you have added to the Send To bar.
- **Rearrange program icons.** If you do not like the arrangement of the program icons on the Send To bar, you can move them to new positions.

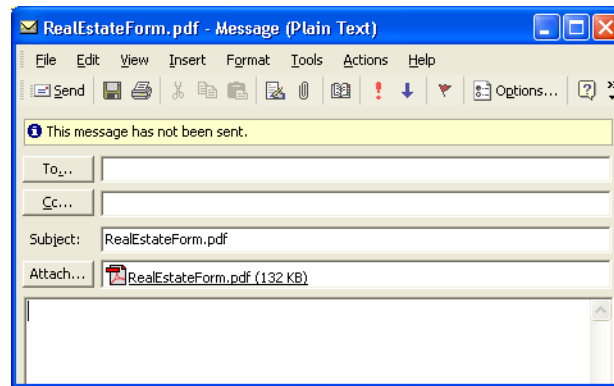
Refer to the PaperPort Help for details.



## Send items as E-mail attachments

PaperPort works with many popular e-mail programs.

To e-mail an item, simply drag and drop the item to your e-mail program on the Send To bar. The e-mail program starts, and PaperPort attaches the item to the new e-mail message.



Use the e-mail link options to specify the file format of the attachments and other options. It is good practice to use an industry-standard or popular file format, such as JPEG and PDF, when sending e-mail attachments.

JPEG is a popular format for photos and single page items. Documents and multi-page items can be sent as PDF or TIFF files.

The recipient receives the message and can open the attachment to view the item you sent.

For more on sending items as e-mail attachments, see the PaperPort Help.

## 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 Pro Office, you can also convert text items such as Word documents, to PDF Formatted Text & Graphics format.

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

## **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.

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

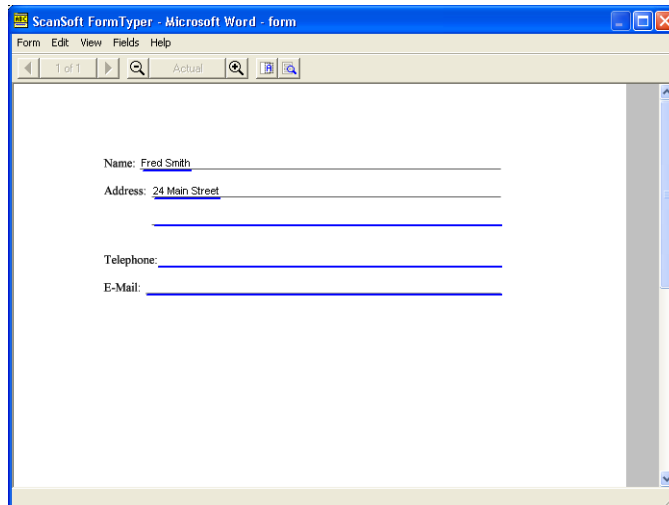
The OCR software processes the text and copies it to the Windows Clipboard. Open the program in which you want to insert the text, and use Paste to paste the text in a file.

# Filling Out Scanned Forms



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

You simply drag a form from the PaperPort desktop to the FormTyper program on the Send To bar. 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.



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.

# Creating PDF Documents



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

- PDF Image
- PDF Searchable Image
- PDF Formatted Text & Graphics

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

This table lists which features are available for creating each type of PDF in PaperPort Deluxe and PaperPort Pro Office:

Format	PaperPort Deluxe	PaperPort Pro Office
PDF Image	Scan	Scan
	Get Photo	Get Photo
	Print to PaperPort	Print to PaperPort
	Save As	Save As
	Web Capture	Web Capture
PDF Searchable Image (OmniPage Pro required)	Scan	Scan
	Print to PaperPort	Print to PaperPort
	Save As	Save As
	Web Capture	Web Capture
PDF Formatted Text & Graphics	(Read Only)	Print to PaperPort Duplicate As

# 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 the item 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.

Refer to the PaperPort Help for more information about using ScanDirect.