

# Web Publisher's Kit Getting Started Guide

FOR WINDOWS

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- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

This equipment has been certified to comply with the limits for a class B computing device, pursuant to FCC Rules. In order to maintain compliance with FCC regulations, shielded cables must be used with this equipment. Operation with non-approved equipment or unshielded cables is likely to result in interference to radio and TV reception. The user is cautioned that changes and modifications made to the equipment without the approval of manufacturer could void the user's authority to operate this equipment.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

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## WELCOME

Welcome to the Web Publisher's Kit with which you can use links to create documents for the World Wide Web (WWW). With the kit, you can take PaperPort items from the PaperPort Desktop and create a Hypertext Markup Language (HTML) document that you can use on a Web site or page.

This guide describes the Web Publisher's Kit software links and tells you how to use them.

- ▼ **NOTE:** To use the Web Publisher's Kit links, you must first install the PaperPort ScannerSuite Software.

## GETTING HELP

While this brief guide gets you started, the Web Publisher's Kit software also has a complete help system. You can click the Help button in a dialog box or press F1 to display the help.

## ABOUT THE LINKS

The Web Publisher's Kit installs three PaperPort links:

- **Web Publisher.** When you drag an item to the Web Publisher link, it creates an HTML document also referred to as a Web page. You can create a Web page in which the item is converted to text or embedded as a JPEG image. For more information, see "Creating a Web Page Using Web Publisher" on page 7.

- Internet authoring editor links. PaperPort displays the link for the following HTML editors: Microsoft FrontPage, Claris HomePage, Adobe PageMill, and Netscape Navigator Gold's HTML editor if the HTML editor is installed on your computer. When you drag an item to one of these HTML editor links, the editor starts, and the PaperPort item appears in the HTML editor. You can set the preferences so that the item is converted to an image or text file in the HTML editor. For more information, see "Using an HTML Editor Link" on page 11.
- File Transfer Protocol (FTP) link. The FTP link lets you post PaperPort items and PaperPort-supported files to a selected FTP site. For more information, see "Sending and Getting Files from an FTP Site" on page 13.

## USING A LINK

Before you use a Web Publisher's Kit link, you must have the items you want to convert or move onto the PaperPort Desktop. You can get an item onto the PaperPort Desktop by scanning it or using a TWAIN device.

On the PaperPort Desktop, you can use the link with the default preferences, or you can change the link's preferences to get different results.

- ▼ **NOTE:** To see a link's preferences, right click the link icon.

## STARTING PAPERPORT



### To start PaperPort:

- Double-click the **PaperPort** icon on the Windows desktop.

The PaperPort Desktop automatically appears.

- ▼ **NOTE:** If you start PaperPort and do not see the Web Publisher and other links, place the mouse pointer on the Link Bar, click the right mouse button, and choose Refresh Links.

## CREATING A WEB PAGE USING WEB PUBLISHER

Web Publisher can create a Web page from one item or a stack. You can control whether the item is converted to text or a JPEG image by setting the Web Publisher link preferences. For example, if you choose Image File, Web Publisher creates a page with a JPEG image of the PaperPort item. In the preferences, you can choose to save the item as either an image file or a text file when sending it to Web Publisher.

### To select the Web Publisher link preferences:

1. Position the mouse pointer on the **Web Publisher link** on the Link Bar and click the right-mouse button. Choose **Preferences**.



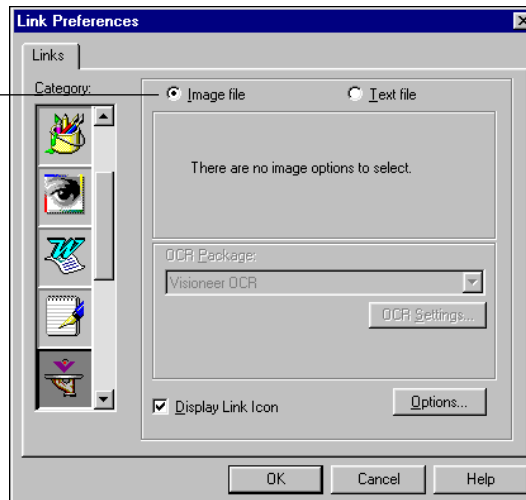
The Web Publisher link preferences appear.

2. Select **Image File** to embed the PaperPort item as a JPEG image in the Web page.

Or to convert the item to text and place the text in the Web page, select the **Text File** option. If you select Text File, click the **OCR Settings** button to change the OCR software options.

The Options button displays the Web Publisher Options dialog box. You can use the button to set the options now, or when you drag an item onto the Web Publisher link.

See the next procedure for more information about the Web Publisher Options dialog box.



## To create a page with the Web Publisher link:

1. On the PaperPort Desktop, select the item you want to convert.
2. Drag the item onto the **Web Publisher link** icon on the Link Bar.

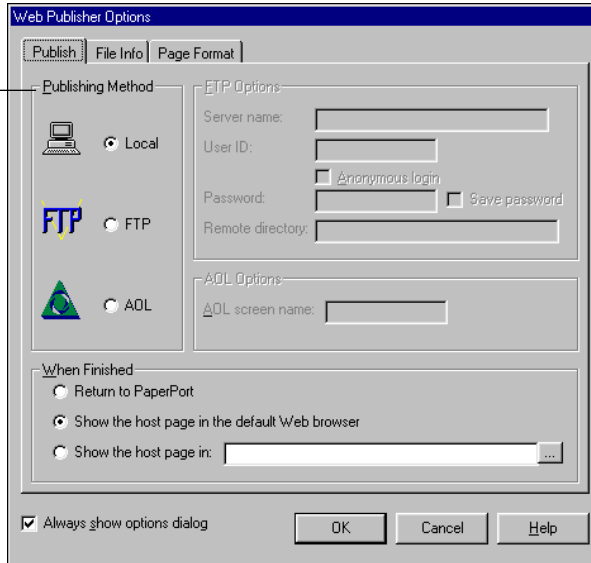


PaperPort starts Web Publisher, and a progress gauge appears. The Web Publisher Options dialog box appears.

For information about each option, click the Help button.

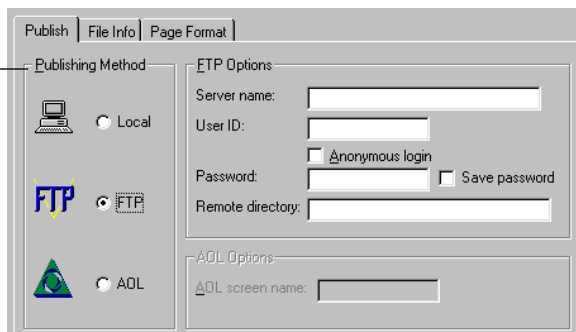
3. Select the Publishing Method. This tells Web Publisher where you want to store the new page, such as on your local hard drive.

Depending on which method you select, you may have to enter more information on the right side of the dialog box. For example, the figure on the right shows the options when you select FTP.



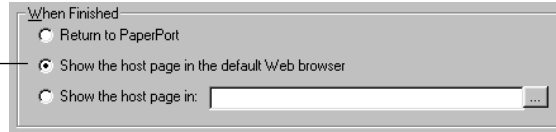
- ▼ **NOTE:** If you have a direct Internet connection and select FTP, Web Publisher automatically connects to the FTP site. If you use an Internet service provider, you must connect to that provider first before using the Web Publisher link.

- ▼ **NOTE:** To publish the page on your Web site on AOL, select AOL as the Publishing Method.



4. Select the **When Finished** option you want.

These options determine where the page is displayed after it is created. For example, if Show the Host Page in the Default Web Browser is selected, Web Publisher starts your Web browser and displays the page.

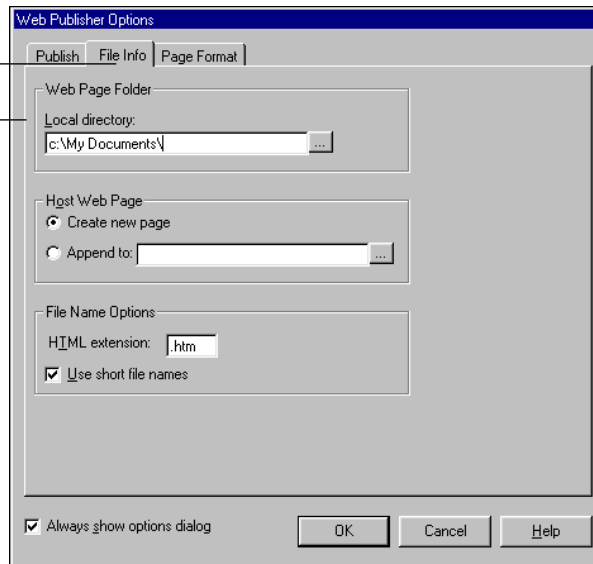


5. Click the **File Info** tab.

The File Info tab options appear.

6. Specify the folder where you want to store the Web page.

You can also create the page or append it to an existing page by selecting a Host Web Page option.



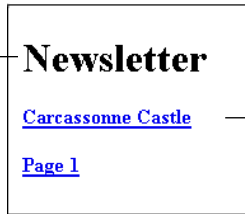
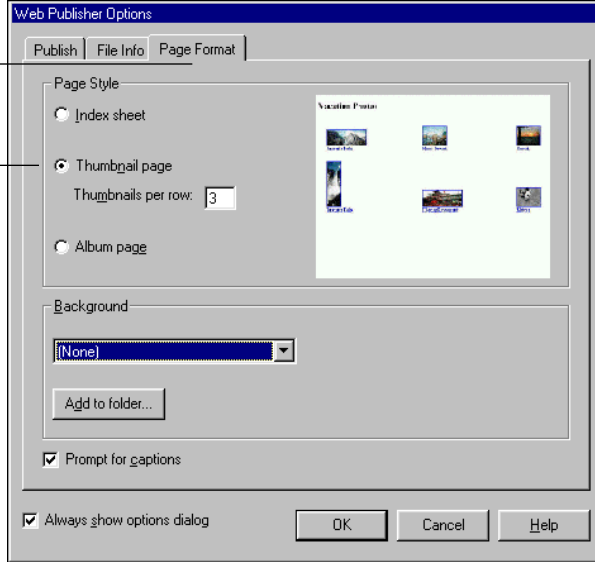
7. Click the **Page Format** tab.

The Page Format tab options appear.

8. Select the Page Style.

The Page Style determines how the items appear on the page.

This figure shows part of a page created with the Index Sheet option.

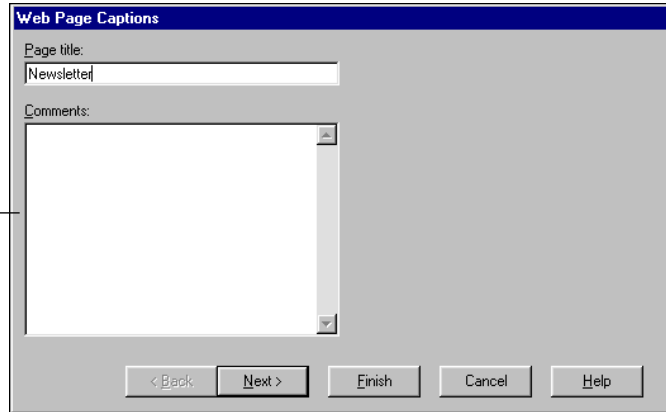


This item is a hyperlink to a page created by Web Publisher.

9. Select an image that appears in the background of the Web page from the Background drop-down list.

10. Click **OK**.

If Prompt for Captions is selected and you are creating an image file, Web Publisher displays the Web Page Captions dialog box; otherwise, the title dialog box appears.



11. Enter the caption for each item, click **Next**, and then click **Finish**.

Web Publisher creates the new page.

## USING AN HTML EDITOR LINK

It has become common to use an HTML editor, such as Microsoft FrontPage, to create Web pages. You can use the HTML editor link in PaperPort to produce an HTML document from a PaperPort item, and then work with that document in your HTML editor. PaperPort can link to such HTML editors as Microsoft FrontPage, Claris HomePage, Adobe PageMill, and Netscape Navigator Gold's HTML editor. For example, if you are using Microsoft FrontPage with PaperPort, you can create a page with an image file of the PaperPort item.

### To create an HTML document using an HTML editor link:

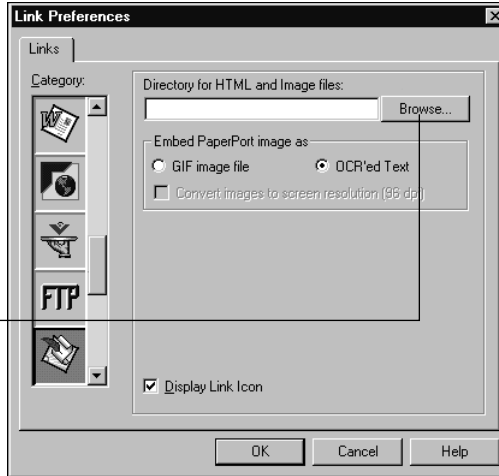
1. On the PaperPort Desktop, select the item (or items) you want to convert.



2. Drag and drop the item onto the **HTML editor link**, such as the Microsoft FrontPage Editor link icon.

The first time you use the link, the Link Preferences appear. To change the preferences later, click the right mouse button on the editor link icon and choose **Preferences**.

3. Click the **Browse** button and select the folder where you want to store the newly created file.



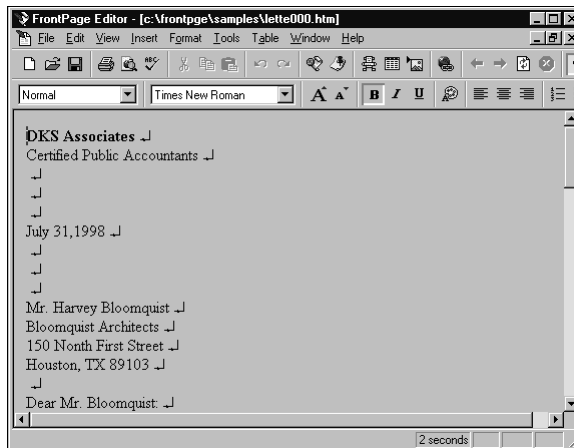
4. Select **GIF Image File** to embed the PaperPort item as a GIF file in the new page.

Or select **OCR'ed Text** to convert the item to text and create a new HTML file.

5. Click **OK**.

The editor converts the item, and the editor window appears.

6. Use the editor as you would usually do.



## SENDING AND GETTING FILES FROM AN FTP SITE

You can use FTP sites to transfer files between various locations. Using the FTP link in PaperPort, you can place PaperPort-supported files on an FTP site or get PaperPort-supported files from an FTP site. Besides the standard PaperPort format (.MAX), PaperPort supports many common file formats, such as .TIFF, .BMP, .PCX, and .JPEG. Before using the FTP link, you must have the FTP site's address, your logon, and your User ID.

### To send a PaperPort item to an FTP site:

1. On the PaperPort Desktop, select the item you want to send.

2. Drag the item onto the **FTP link icon** on the Link Bar.



The FTP Link Logon dialog box appears.

The first time you use the FTP link, you must fill in the FTP Link Logon information. The next time you use the link the information appears in the dialog box.

The FTP address, such as FTP://VISIONEER.COM/DOCS.

Your user name.

The password used to access the FTP site.

3. Type the host name, user name, and password in the appropriate box.
4. Click **Logon**.

- ▼ **NOTE:** If you have a direct Internet connection, the FTP link connects to the site. If you access the Internet using an Internet service provider, you must connect to the Internet service provider first before logging on.

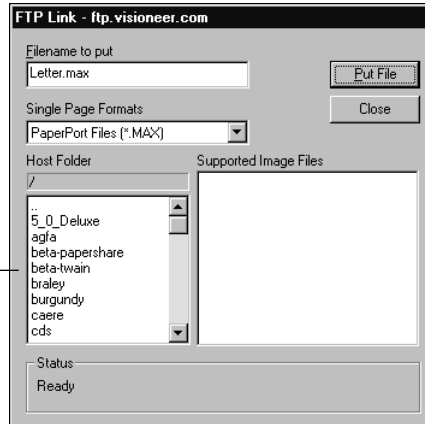
The FTP Link dialog box appears.

5. Double-click the folder on the FTP site where you want to put this file.

6. Click **Put File**.

The file is placed in the selected folder on the FTP site.

7. Click **Close**.



### To get a file from an FTP site:

1. Click the right mouse button on the FTP link on the Link Bar, and then choose **Get File**.



The FTP Link Logon dialog box appears. If you have previously logged on to the FTP site, the dialog box displays the host name, user name, and password information.

2. Click **Logon**.



The FTP Link get file dialog box appears and displays the directory information from the FTP site.

3. Double-click the folder that has the file you want to get.

The Supported Image Files list box displays all files in the current folder that PaperPort supports.



4. Select the file and click **Get File**.

PaperPort retrieves the file and displays it on the PaperPort Desktop.

