

Penpower WorldocScan X

User Manual

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Penpower Technology Ltd.

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There may be newer versions of the software that was released during or after this product's manufacturing date. If the content in the User Manual differs from the on-screen interface, please follow the instructions on the on-screen interface instead of the User Manual.

Chapter 1 Product Introduction

1.1 Product Features

WorldocScan X offers the best solution for document management. The program allows you to scan paper documents or import files, convert them into PDF, JPEG, BMP or TIFF files, and make management.

- **Manage & share**

WorldocScan X lets you manage and share scanned docs in the best ways possible.

- **Transports data into searchable PDF**

WorldocScan X converts scanned paper documents or existing files into searchable PDF documents. All you need to do is feed, scan and search.

- **Convert scanned documents into Word or Excel files**

WorldocScan X converts scanned paper documents or existing files into Word or Excel files. .

- **Support 190 recognition languages**

Support 190 recognition languages, including English, French, German, Italian, Spanish and more.

- **Smart keyword search**

Not just documents, even existing image files can be converted into the searchable PDF format. WorldocScan X not just scans, but also allows smart keyword search through which you can find documents using keywords.

1.2 System Requirements

- Windows 7 / Vista / XP
- 1G RAM or above
- 1G of available hard disk space
- CD-ROM drive
- USB port



1.3 Scan with Scanner

1.3.1 Scan Directly and Offline

WorldDocScan Pro Scanner is a cordless scanner, allowing you to scan anywhere. No computer connection is needed to scan. Simply charge it up and then insert your documents to scan. The scanner scans the documents and save the image into the inner flash immediately.

Note: Please disconnect the scanner to your PC when you scan the documents.

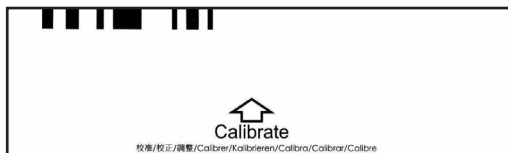
1. Insert the memory card or connect the USB flash drive if you need it.
2. Turn on the scanner power. When the scanner is ready, the status light will stop blinks.
3. Press the power button to select a scanning resolution mode of 300dpi(White) or 600dpi(Blue).
4. Insert your documents in face up, straight, aligned to the left into the Paper Feed Slot.
5. The scanner will detect, feed and scan the page automatically.
6. When scanning is completed, the scanned image will be saved to JPG format in either a USB flash drive, memory card, or the scanner's internal memory.

Note: The scanner will detect and use only one destination to store the scanned document. The storage preference is USB flash drive > memory card > scanner's internal memory.

1.3.2 Calibrate the Scanner

Scanner occasionally needs calibration to perform at its best. If the scans are showing lines or black dots, please calibrate your scanner.

Please turn on the scanner and insert the calibration sheet (provided by Penpower) to start automatic calibration.



1.3.3 Save Documents to WorldDocScan X

Connect the scanner to your PC and load scanned images to save. Refer to Chapter 2.3 for more detailed explanation.

Chapter 2 Getting Started

Please follow the steps to add new documents or photos from your scanner.

1. Scan your documents or photos with the scanner.
2. Launch WorldocScan X (if it is not installed, please execute Setup.exe in the CD).
3. Connect the scanner to your PC.
4. Execute **Load Scanned Images** in WorldocScan X.

2.1 Install Software

2.1.1 System Requirement

- Windows 7 / Vista / XP
- 1GB RAM or above
- 1.5GB of available hard disk space
- USB Port

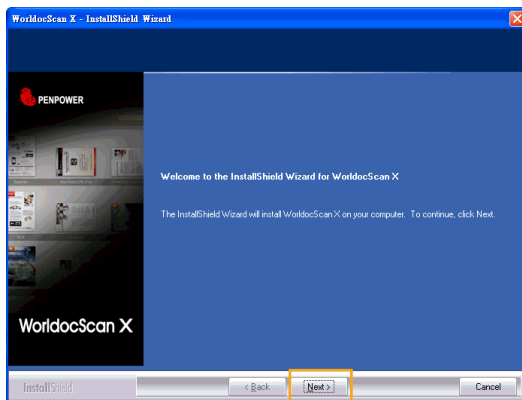
2.1.2 Software Installation

1. Place the installation CD in the CD/DVD-ROM drive and the system will automatically run **[Setup.exe]**. Please click on **[Install WorldocScan X]** to begin the installation process.





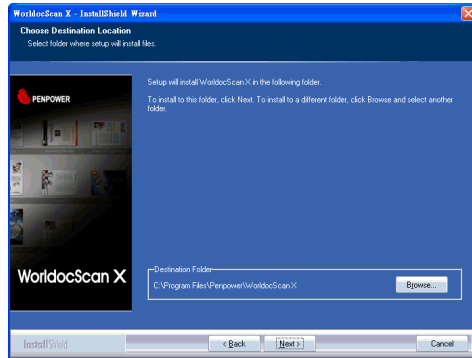
2. You will see the installation wizard on the screen. Please click **[Next]** to continue.



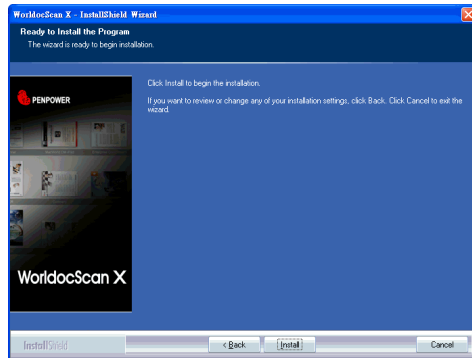
3. Please read the license agreement carefully and check **[I accept the terms of the license agreement]**. Then click on **[Next]** to continue.



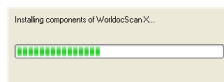
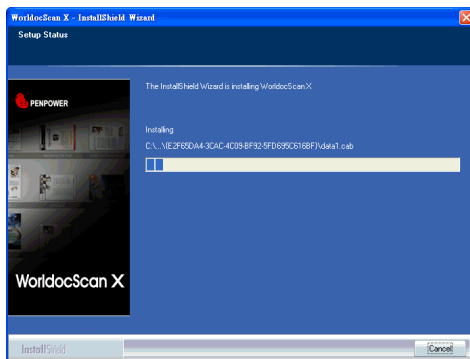
4. At the folder selection screen, you can use the system default folder or click on **[Browse]** to select an installation folder. Click on **[Next]** to continue.



5. Click **[Install]** to begin the installation. If you want to change the storage path, please click **[Back]** to return to the previous step.

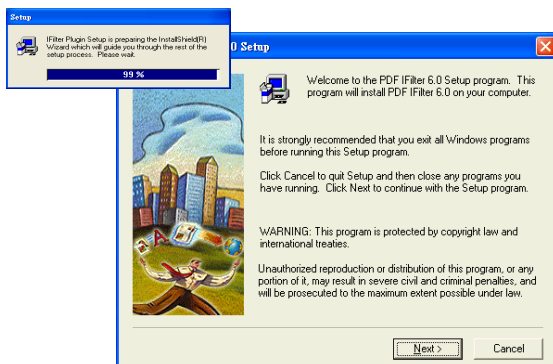


6. The installation progress is displayed on screen.

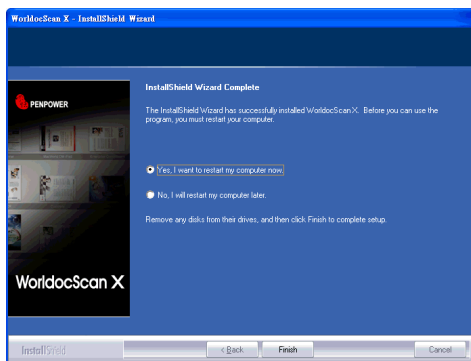


7. After WorldDocScan X is installed, please proceed to install PDF IFilter.


Please Click **[Next]** and follow the instructions to install PDF IFilter on your computer.



8. When the installation is completed, click **[Finish]** to exit.

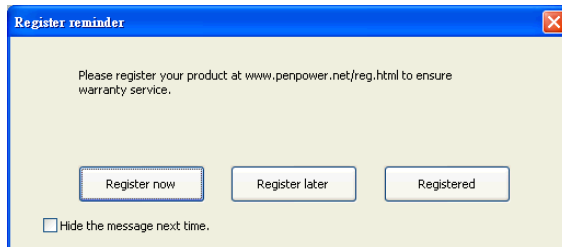


2.2 Launch WorldocScan X

Run WorldocScan X from [Start/All Programs/Penpower WorldocScan X/WorldocScan X] or click the [WorldocScan X] desktop icon  to launch WorldocScan X.

• Registration

When you run WorldocScan X, you are prompted to register online. Click [**Register now**] to register right away. If you click [**Register later**], you may go to [**About WorldocScan X**] and choose [**Register**] when you are ready to register. If you have registered, please click [**Registered**], this reminder will not display next time you launch this application.




Note: If you did not register yet, the Register reminder might appear every time you launch the software. Check the [Hide the message next time] option and then the Register reminder won't appear next time.



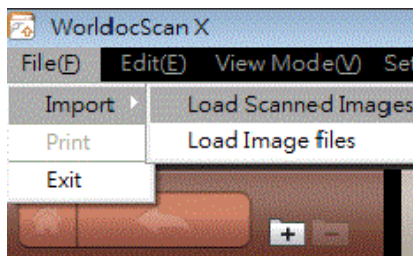
2.3 Load Images from Scanner

1. Please turn on your scanner and connect it to your PC.

Note: *You can see the info “Scanner Connected: WorldocScan Pro Scanner” in the Status Bar on the right bottom.*

2. To load documents images in the scanner, you can select [File/Import/Load Scanned Images] or click  from the toolbar.

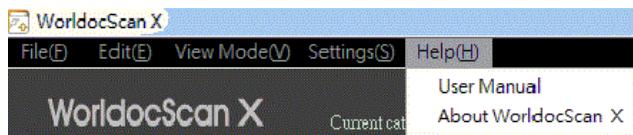
Notes : *Please refer to Chapter 4 for more detailed explanation.*



2.4 Online Help

WorldocScan X provides excellent online help info:

1. Click **Help/User Manual** to find the user manual.



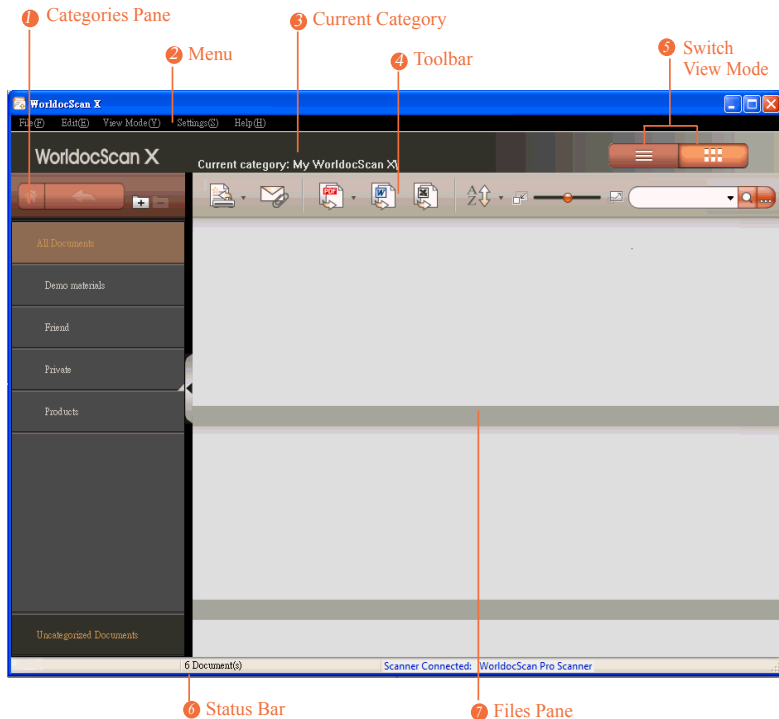
2. Click **About WorldocScan X**, you can go to Penpower Technology Ltd. official website at the left bottom to get more information.
3. Also you can send e-mail to our customer service contact by pressing **Feedback** at the right bottom. It will open your email software, copy and paste hardware information and email to us.



Chapter 3 Workspace

With WorldocScan X, it is easy to organize and share your scans and then you can also perform image enhancement or PDF creation, and much more functions.

3.1 Workspace Overview

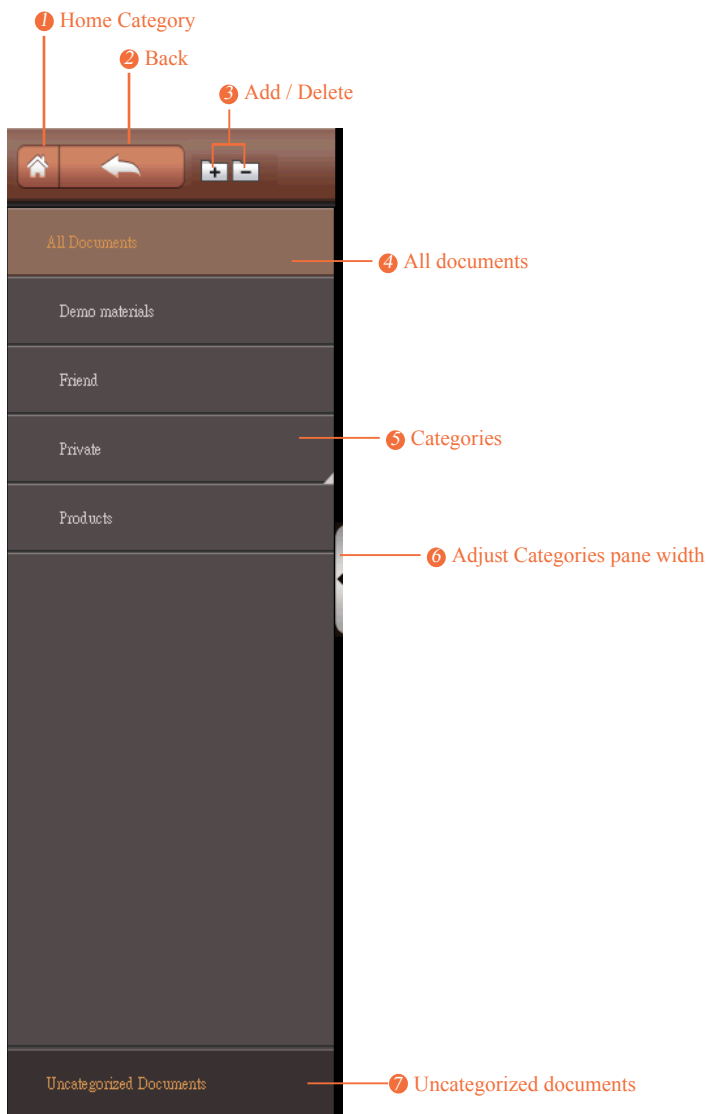






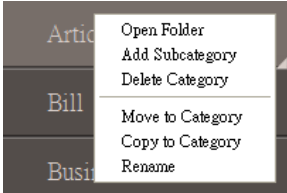

1	Categories Pane	This is where you control data. Categories can be freely created, moved, deleted, renamed, and so on.
2	Menu	File, Edit, View Mode, Settings, and Help.
3	Current Category	Show which category you are currently operating.
4	Toolbar	Import, E-mail, Convert to PDF/Word/Excel, Sort, Zoom In/Out, and Search.
5	Switch View Mode	Switch between Thumbnails Mode and List Mode.
6	Status bar	View the total number of files and scanner connection status.
7	Files Pane	Display files in the current targeted category here.



3.2 Categories Pane

The Categories pane on the left side of the main screen provides controls over files and categories in a more organized way.







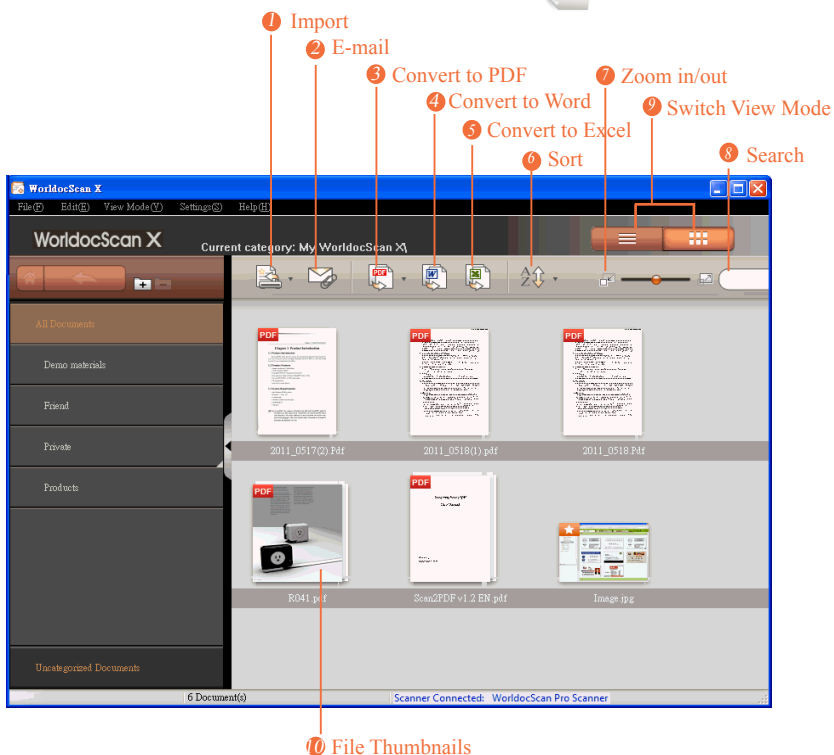
1		Home	Click this button to quickly return to All Documents.
2		Back	WorldocScan X allows multi-layer categories. Click this button and you can return to the higher layer category.
3		Add/Delete	Add/delete a category or subcategory.
4		All Documents	Click this button to display all documents.
5		Categories	<p>WorldocScan X includes preset categories where you can add documents. You can edit these categories or create new categories. A category with the little triangle icon  has subcategories. Double-click a category to display the subcategories within it.</p> <p>Right-click a category and from the content menu, you can open the folder where the category and the files under it have saved, add a subcategory under the targeted category, delete the targeted category, move the targeted category and the files within it to another category, copy the targeted category and the files within it to another category, or rename this category.</p> 
6		Adjust Pane Width	<p>Click the little triangle to display or hide the Categories pane.</p> <p>Drag the bar to adjust the width of the Categories pane.</p>
7		Uncategorized Categories	The uncategorized documents will be stored in this category.

3.3 Files Pane

There are two view modes: Thumbnails Mode  and List Mode .


☉ Thumbnails Mode

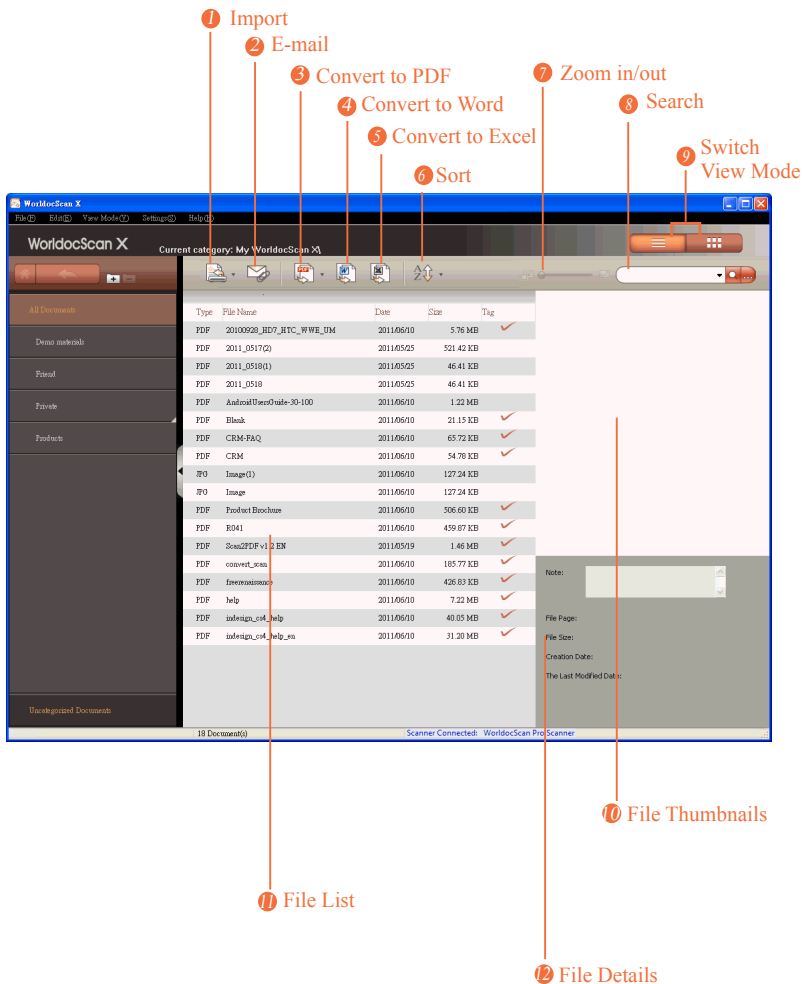
Thumbnails Mode  is the default view mode. It displays thumbnail representations of the first page of each document and provides easy identification of the files. You can adjust the size of the thumbnail icons. There are three kinds of thumbnails in the Files pane. PDF thumbnails appear with a  icon. Image thumbnails appear with a  icon. Double-click a thumbnail to view this file. If you have set passwords to a scanned PDF file, the thumbnail preview will be locked as .



Note: The file name will be abbreviated if it's too long. Put your pointer to the file name to display the complete name.

☉ List Mode

In List Mode , your files appear in ordered rows containing information, such as file name, type, size, creation date, and status of searchability. Double-click an item to open it.

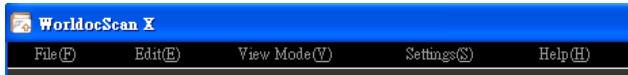




1		Import	Click and hold the arrow to the right of the button and you can select an option from the drop-down list. : Load Scanned Images : Load Image Files
2		E-mail	Send the selected file(s) as attachment(s) to your e-mail software.
3		Convert to PDF	Click the arrow on the right of the button and you can select an option from the drop-down list. : Convert each selected item to a PDF file : Merge all selected item(s) to a PDF file
4		Convert to Word	Convert a file to Word format
5		Convert to Excel	Convert a file to Excel format
6		Sort	: Sort by file name : Sort by file type : Sort by file size : Sort by file creation time
7		Zoom In or Out	Use this slider to magnify or reduce the view of the thumbnail icons.
8		Search	Type keywords and click to search. You can click to set advanced search conditions.
9		Switch View Mode	Switch View Mode as List Mode or Thumbnails Mode .
10		Thumbnail Icons	Thumbnails Mode displays files as thumbnail icons in adjustable sizes.
11		File List	Files are listed with the file type, file name, creation date, file size, and the status of searchability.
12		File Details	You can add or edit annotations by directly entering texts in this field. These texts can be used as search criteria.

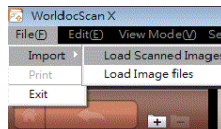
3.4 Menu

There are five main menus, appearing at the top of the screen: **[File]**, **[Edit]**, **[View Mode]**, **[Settings]**, and **[Help]**.



○ File

Add files into WorldocScan X in two ways: Load Scanned Images and Load Image Files.



Load Scanned Images	Load images in the scanner to WorldocScan X.
Load Image Files	Load images in hard drives to WorldocScan X.
Print	Print the selected file.
Exit	Close WorldocScan X.

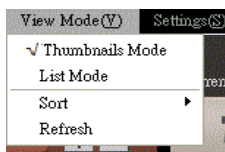


○ Edit



Select All	Select all documents in the current targeted category.
Copy to	Copy documents to the selected folder.
Delete	Delete the selected file(s).
Rename	Rename the selected file.
Copy to Category	Copy the selected files to another category.
Move to Category	Move the selected files to another category.

○ View Mode



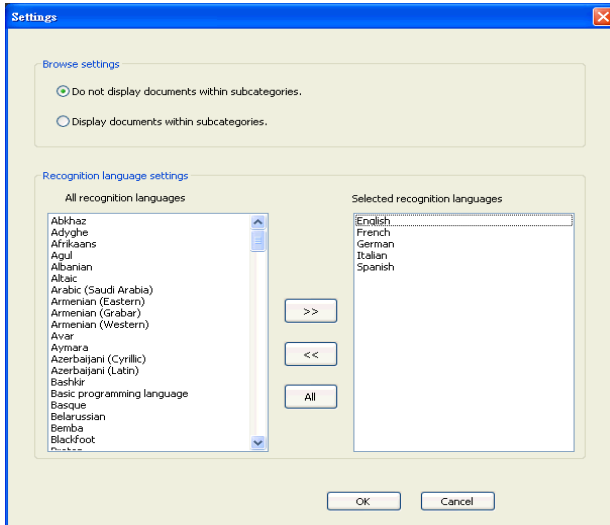
Thumbnails Mode	Choose Thumbnails Mode as the view mode according to your preference.
List Mode	Choose List Mode as the view mode according to your preference.
Sort	You can sort your files according to the file name, file size, file type, and file creation date.
Refresh	Once you make changes to the WorldDocScan X files or categories outside of the WorldDocScan X application, you will need to click [Refresh] or click [F5] to refresh.

⦿ Settings



User Settings	Click [User Settings] to change preferences of [Browse settings] and [Recognition languages settings] .
Change Storage Path	Change the file storage path of WorldocScan X.

User settings



Browse settings:

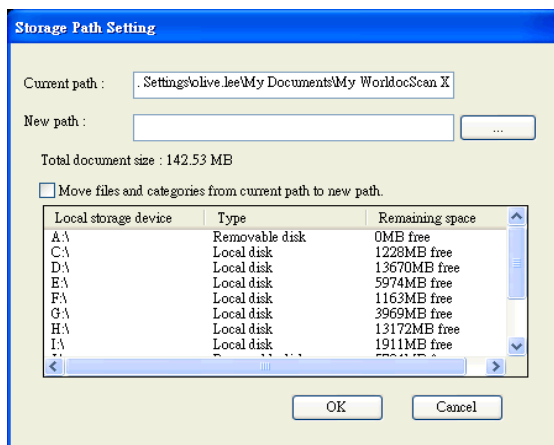
Choose to display files within subcategories or not.

Recognition languages settings

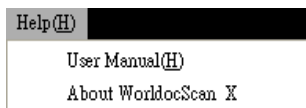
WorldocScan X provides around 190 recognition languages. You can pick the languages you will frequently use from the **[All recognition languages]** column to **[Select recognition languages]** column. The settings here will apply to the language menu in the settings of the Convert to PDF, Word, and Excel.

Storage Path Setting

WorldocScan X uses the path [My Documents\My WorldocScan X] as the file storage path where all files and categories managed by WorldocScan X are located. The file storage path can be changed if necessary. For more instructions, please refer the §5.8 **Change Storage Path**.



⊙ Help



User Manual	Click User Manual to refer to the in-product Help.
About WorldocScan X	See more information about WorldocScan X.

Chapter 4 Add Files to WorldocScan X

You can view, edit, and manage files in WorldocScan X. There are two ways to add files into WorldocScan X.

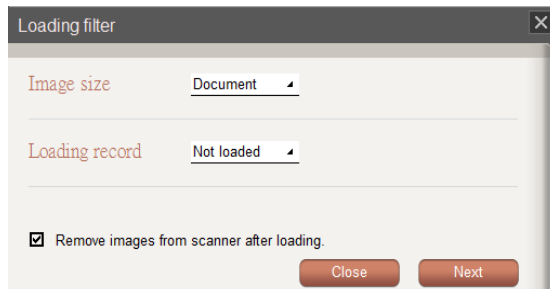
- Scan pages, photos, business cards, and the like and then import them.
- Import JPEG, BMP, TIFF, TIF or PDF files.

4.1 Load Scanned Images

Please follow the steps below to load scans from your WorldocScan Pro sanner.

Step1. select [File/Import/Load Scanned Images] or click  from the toolbar.

Step2. In this dialog box, you can sift which files you want to import.



• **Image size**

"Document" means all files except business card.

"All" means all files including business card.

• **Loading record**

"Not Loaded" means those files which have never been imported to WorldocScan X.

"Loaded" means those files which have been imported to WorldocScan X.

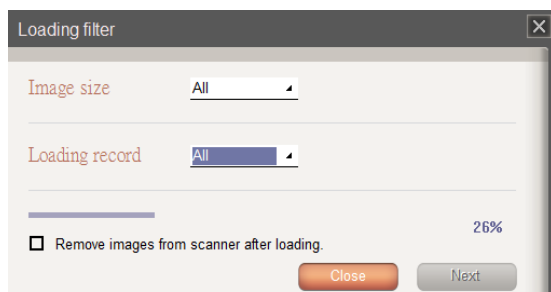
"All" means all files including "Not Loaded" and "Loaded" files.

• **Remove images from scanner after loading**

Check this item to remove images from scanner after importing them.



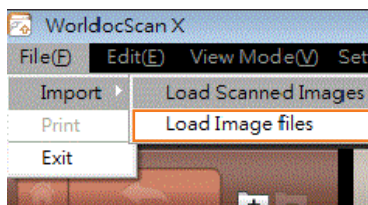
Step3. Click [Next] and wait until the importing is completed.



4.2 Load Image Files

Directly import PDF, BMP, JPG, or TIFF file into WorldDocScan X.

Step1. Go to the [File] menu and choose [Import/Lad Image Files].




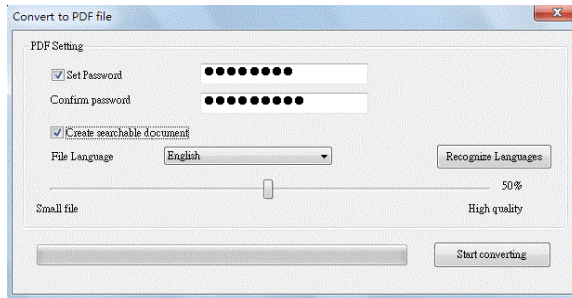
Step2. Choose the file that you wish to import into WorldDocScan X. The files will be imported into WorldDocScan X immediately. You can assign these files into any category, rename these files, or so on.

Chapter 5 View and Manage Files

WorldocScan X offers the best solution for document management. Not just convert documents or files into searchable PDF documents, but also allow smart keyword search through which you can find documents using keywords.

5.1 Convert Each File to PDF Format

1. Tap one or more files and then click  in the toolbar.
2. In this dialog box, you can set the properties of PDF file(s).



• Set Password

Check this item and then input your own password. The PDF file will not be opened without the correct password.

Tips: You can remove the password of a protected PDF file by unchecking this item in Convert to PDF File feature.

• Create searchable document

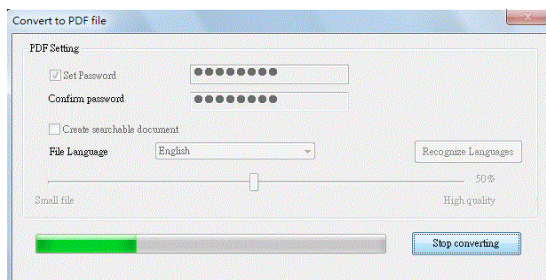
You should select a recognition language while checking this option. Then you can find those PDF files with this option by using smart keywords search function of WorldocScan X. Please refer to Chapter 6.1.2 for more detailed explanation about search function.

Tips: To add more recognition languages, please run [Settings/User Settings].

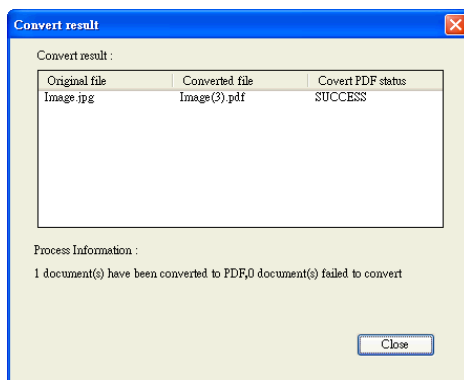
• Quality

To adjust the PDF document quality by moving the sliding bar.


3. Click **[Start Converting]**.

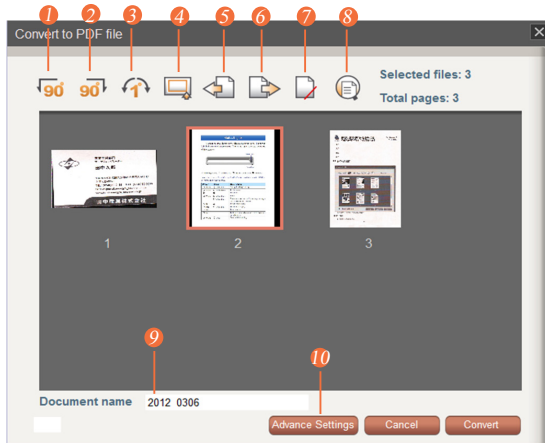


4. After the conversion is completed, you can check the conversion details and then click **[Close]**.



5.2 Merge Files to A PDF File

1. Tap one or more files and then click  in the toolbar.
2. In the dialog screen, you can set the properties of PDF file.

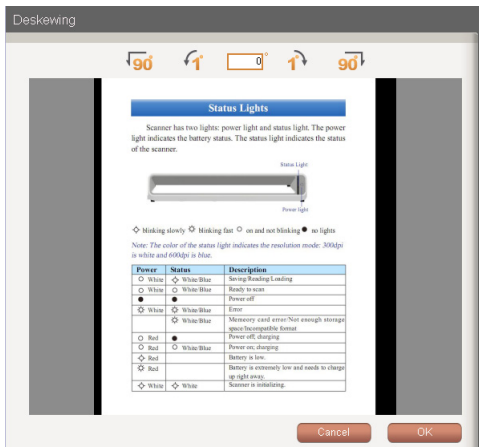


- | | |
|----|--|
| 1 | Rotate the selected page counterclockwise 90 degrees. |
| 2 | Rotate the selected page clockwise 90 degrees. |
| 3 | Open the Deskewing screen. |
| 4 | Open the Boundary Adjustment screen. |
| 5 | Move the selected page forward. |
| 6 | Move the selected page forward Backward. |
| 7 | Delete the selected page. |
| 8 | Display the selected page. |
| 9 | The name of this merged file. |
| 10 | Set the properties of this merged file. Please refer to Chapter 5.1 for more detailed explanation. |



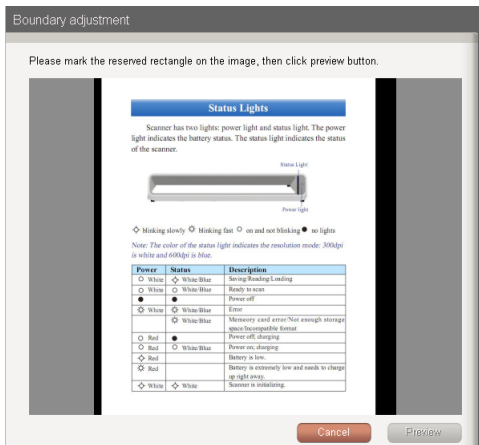
• Deskewing

You can deskew the picture at here. The base unit is one degree. You can also input a digital number from -179 to 180. Click **OK** to confirm your modification.

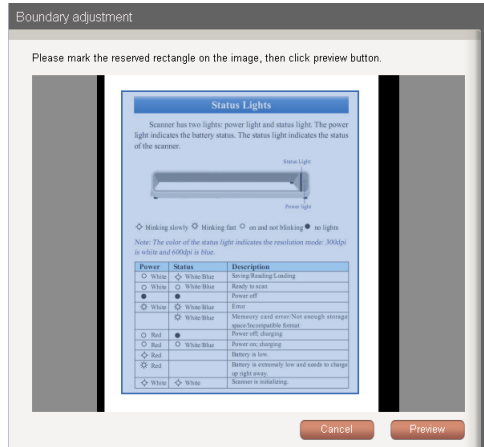


• Boundary Adjustment

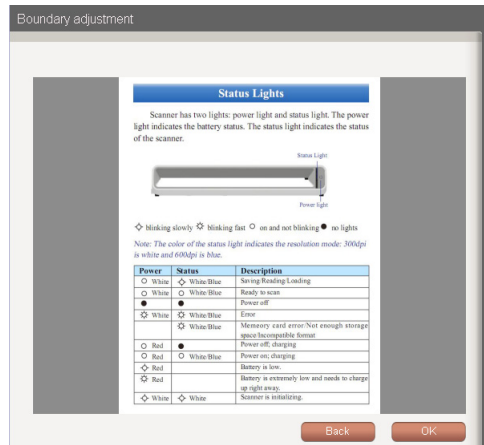
You can crop the image manually with this feature.



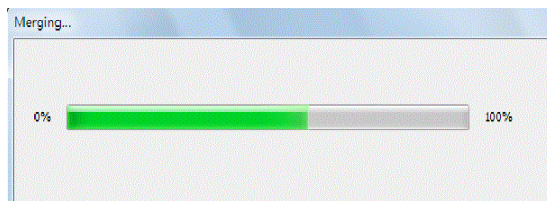
Step 1. Drag the mouse to mark the reserved rectangle on the image, then click **Preview**.



Step 2. At this previewed image, click **OK** to confirm your modification or **Cancel** to redo it.





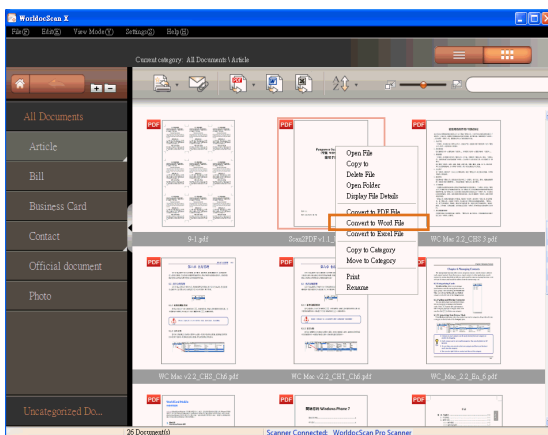
3. Click **[Convert]** in the right button.





5.3 Convert to Word\Excel Files

1. Right-click a file and select [Convert to Word File] or [Convert to Excel File] in the menu. You can also click the  (Convert to Word) button or  (Convert to Excel) button on the toolbar. Take Convert to Word File for example.




2. Select the file storage location for the file that you are converting.

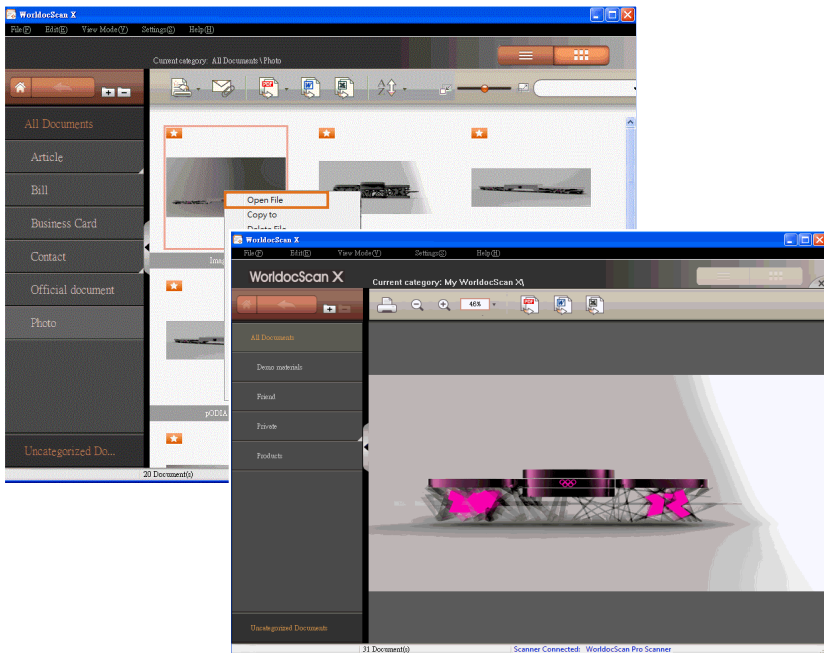
Tips:

1. *You can select the recognition language of the document from the language menu.*
2. *Check the [Open Document After] option if you want to open the file immediately after conversion.*
3. After the conversion is completed, if the [Open Document After] option is checked, you can view and edit your converted file immediately.


5.4 View Files

To view a file in the WorldocScan X application, please:

1. Select a file in the Files pane.
2. Double-click this file or right-click on it and select [**Open File**] to open this file.
3. You can click the print button  in the toolbar to print out this file.



***Note:** If you are using Adobe Reader X, the toolbar is hidden by default. If you want to show the toolbar, please right-click the document and then choose **Page Display Preferences** from the context menu. In the left-hand column of the **Preferences** dialog, please select **Documents**. Then deselect **Allow documents to hide the menu bar, tool bars, and window controls**. You can hide the toolbar by enabling this option.*

4. If you want to close the PDF reader or the image viewer, please click .

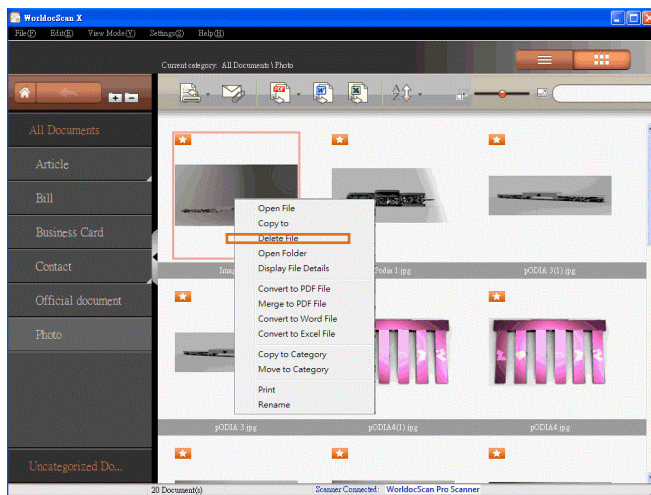


5.5 Delete Files

1. Select the files that you want to delete.

Tip: To delete all files in the target category, please right-click an empty area in the browse window and choose [Select All] from the context menu or go to the [Edit] menu and choose [Select All].

2. Right click this file and select **[Delete File]**, or select **[Edit\Delete]** to delete the selected files.

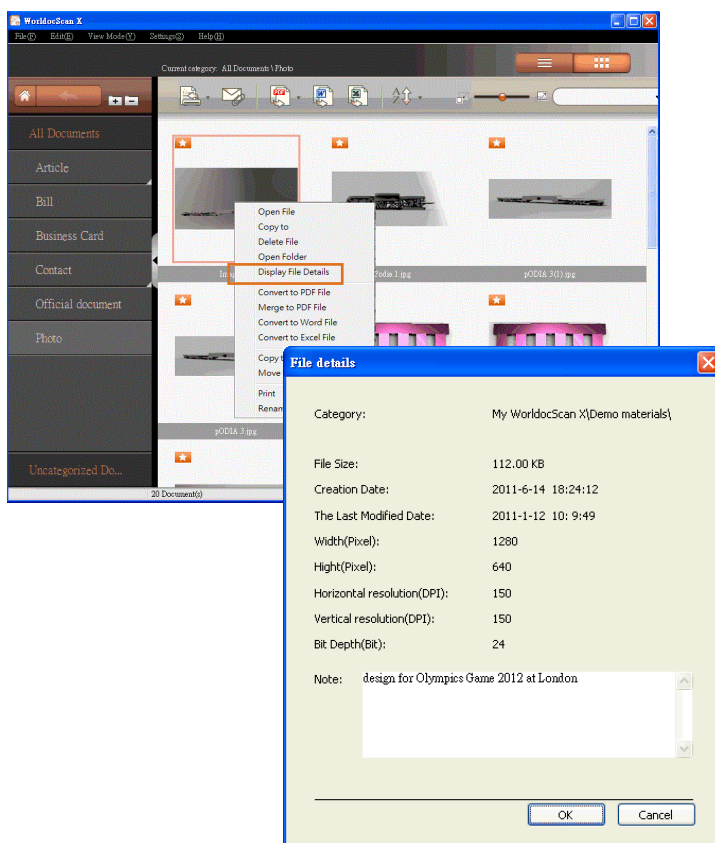


Tip: If you delete categories or files outside of WorldDocScan X, when you return to WorldDocScan X, please press the F5 key or click [View Mode\Refresh]. You will see the deletion in WorldDocScan X.

5.6 View File Details

1. Right-click a file.
2. Select **[Display File Details]** in the menu.
3. You can view additional file information, including note annotations, file size, file page, creation date, and so on.

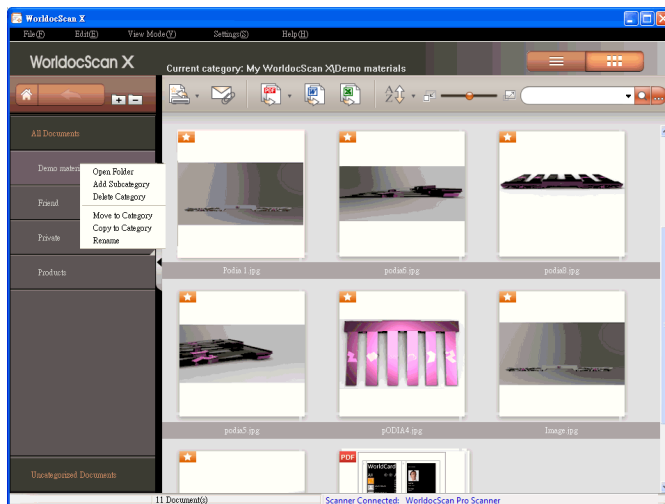
Tip: You can edit the note annotations by directly typing your note in this field.



5.7 Copy or Move to Category

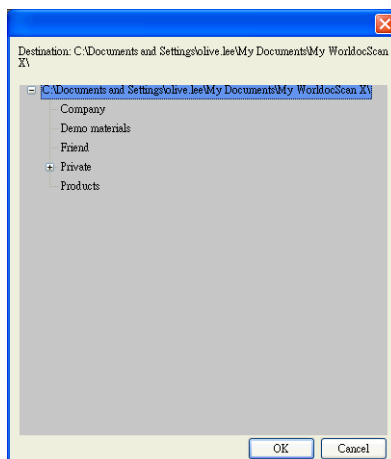
You can use the Categories pane to move or copy the current category and all files under it to another category.

1. Right-click a category and select **[Move to Category]** or **[Copy to Category]**.



2. For destination, choose where you want to copy or move the files. Click **[OK]**.

Once the copying or moving process is completed, you will see all the files under the source category are moved or copied to the destination category.



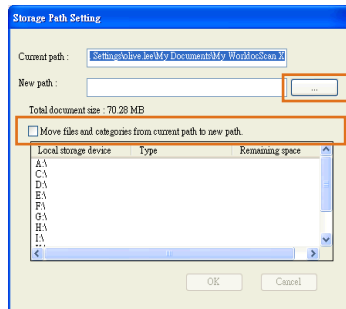
5.8 Change Storage Path

WorldocScan X installs a **[My WorldocScan X]** folder under the path **[C:\Documents and Settings\My Documents]**. WorldocScan X stores files into this folder by default. The file storage path can be changed if necessary.

1. Choose **[Settings\Change Storage Path]**.



2. That will bring up a **[Storage Path Setting]** dialog box. The current file storage path is listed above.



3. Click **[...]** to select a new path. The new path is listed for you confirm.
4. If you also want to move all current categories and files to the new path, please check the **[Move files and folders from current path to new path]** option.
5. Then click **[OK]** to update the modification. If you don't want to change the path, simply click **[Cancel]**.

***Tip:** To test the modification, try scanning or importing a new document to WorldocScan X to ensure the new document does go into the new storage path.*

Chapter 6 Other Accessible Features





6.1 Search for Files

Choose one of the following ways to find files quickly:


- Sorting
- Keyword Search

6.1.1 Sorting

Click the Sort  button on the toolbar to sort the files so that you can quickly identify the files you want. There are four sorting criteria.


-  : Sort by file name
-  : Sort by file type
-  : Sort by file size
-  : Sort by file creation time

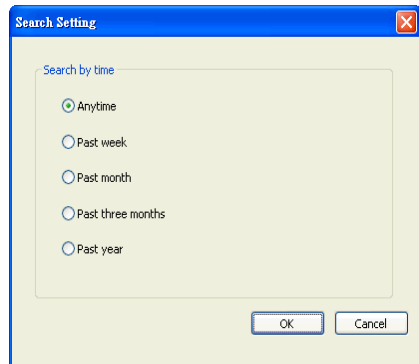
6.1.2 Keyword Search

WorldocScan X provides the keyword search  function to search file name and the note field in your files. Moreover, for searchable PDF files, WorldCard X can perform full-text search. For how to convert files into the searchable PDF format, please refer to Section 5.1.



1. Input keywords in the search field

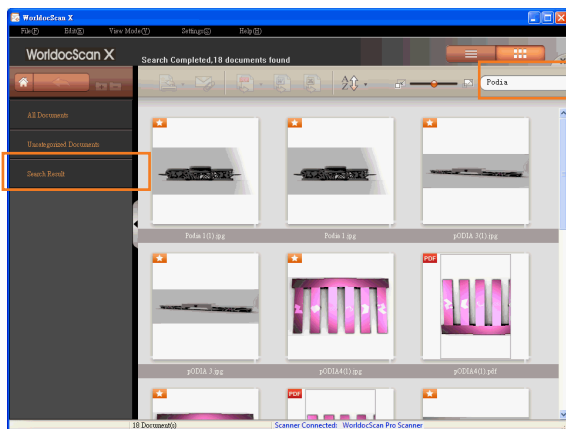


2. You can additionally set the search date conditions by clicking .






3. Click the **[Search]** button .
4. The search results will be displayed in the **[Search Result]** category. Click  to close the **[Search Result]** category.



6.2 Email Files


Please follow the instructions below to insert selected documents or pictures in an email message as attachments.

Note: An Internet connection and a supported email software program are required.

1. In the document area, select the documents or images.
2. Click the email button  in the toolbar.
3. Your email programs opens and the selected files are attached to an email message.
4. Use your email program to complete and send the email.

6.3 Print Files

Please follow the instructions below to send the selected document to a printer.

1. In the document area, select the document that you want to print out.
2. Click the print button  in the toolbar or right-click this document and select **[Print]** from the menu.
3. This document will be printed on the default printer.

Note: You can only print one document at one time.

Appendix: Recognition Languages

Abkhaz	Dargwa
Adyghe	Numbers
Afrikaans	Dungan
Agul	Dutch (Netherlands)
Albanian	Dutch (Belgium)
Altaic	For MICR (E-13B) text type
Armenian (Eastern)	English
Armenian (Grabar)	Eskimo (Cyrillic)
Armenian (Western)	Eskimo (Latin)
Avar	Esperanto
Aymara	Estonian
Azerbaijani (Cyrillic)	Even
Azerbaijani (Latin)	Evenki
Bashkir	Faeroese
Basic programming language	Fijian
Basque	Finnish
Belarussian	Fortran programming language
Bemba	French
Blackfoot	Frisian
Breton	Friulian
Bugotu	Scottish Gaelic
Bulgarian	Gagauz
Buryat	Galician
C/C++ programming language	Ganda
Catalan	German
Chamorro	German (Luxembourg)
Chechen	German (new spelling)
Simple chemical formulas	Greek
Chukcha	Guarani
Chuvash	Hani
For MICR CMC-7 text type	Hausa
Cobol programming language	Hawaiian
Corsican	Hungarian
Crimean Tatar	Icelandic
Croatian	Ido
Crow	Indonesian
Czech	Ingush
Danish	Interlingua
	Irish

Italian
Java programming language
Kabardian
Kalmyk
Karachay-Balkar
Karakalpak
Kasub
Kawa
Kazakh
Khakas
Khanty
Kikuyu
Kirghiz
Kongo
Koryak
Kpelle
Kumyk
Kurdish
Lak
Lappish (Sami)
Latin
Latvian
LatvianGothic
Lezgin
Lithuanian
Luba
Macedonian
Malagasy
Malay
Malinke
Maltese
Mansi
Maori
Mari
Maya
Miao
Minangkabau
Mohawk
Mongol
Mordvin

Nahuatl
Nenets
Nivkh
Nogay
Kabardian
NorwegianNynorsk + NorwegianBokmal
Norwegian (Bokmal)
Norwegian (Nynorsk)
Nyanja
Occidental
Ojibway
Old English
Old French
Old German
Old Italian
Old Spanish
Ossetian
Papiamento
Pascal programming language
Tok Pisin (Pidgin English)
Polish
Portuguese (Brazil)
Portuguese (Portugal)
Provençal
Quechua
Rhaeto-Romanic
Romanian
Romanian (Moldavia)
Romany
Ruanda
Rundi
Russian
Russian (old spelling)
Samoan
Selkup
Serbian (Cyrillic)
Serbian (Latin)
Shona
Sioux (Dakota)
Slovak

Slovenian
Somali
Sorbian
Sotho
Spanish
Sunda
Swahili
Swazi
Swedish
Tabassaran
Tagalog
Tahitian
Tajik
Tatar
Tinpo (Jingpo)
Tongan
Tswana
Tun
Turkish
Turkmen
Tuvinian
Udmurt
Uighur (Cyrillic)
Uighur (Latin)
Ukrainian
Uzbek (Cyrillic)
Uzbek (Latin)
Visayan (Cebuano)
Welsh
Wolof
Xhosa
Yakut
Zapotec
Zulu

Penpower WorldocScan X

User Manual

Manufacturer: Penpower Technology Ltd.

Version: v1.1 for WDS Pro

Release: March, 2012