

PaperPort Deluxe Software User's Guide

FOR WINDOWS

COPYRIGHT INFORMATION

PaperPort 5.3 Software for Windows. Copyright ©1998 Visioneer, Inc. All rights reserved.

Reproduction, adaptation, or translation without prior written permission is prohibited, except as allowed under the copyright laws.

AnyPort, AutoFix, AutoLaunch, FormTyper, MicroChrome, PaperEnable, PaperLaunch, PaperPort, PaperPort Deluxe, PaperPort ix, PaperPort Links, PaperPort mx, PaperPort PowerBar, PaperPort vx, PaperPortation, PaperPort Strobe, PaperPort 3000, PaperPort 3100, PaperPort 3100B, PaperPort 6000, PaperPort 6000A, PaperPort 6000B, PaperPort 6100, ScanDirect, SimpleSearch, SharpPage, and Visioneer are trademarks of Visioneer, Inc. PaperPort, Paper-driven, and the Visioneer logo are registered trademarks of Visioneer, Inc.

Microsoft is a U.S. registered trademark of Microsoft Corporation. Windows is a trademark of Microsoft Corporation. TextBridge is a registered trademark of Xerox Corporation. ZyINDEX is a registered trademark of ZyLAB International, Inc. ZyINDEX toolkit portions, Copyright © 1990–1998, ZyLAB International, Inc. All Rights Reserved. All other products mentioned herein may be trademarks of their respective companies.

Information is subject to change without notice and does not represent a commitment on the part of Visioneer, Inc. The software described is furnished under a licensing agreement. The software may be used or copied only in accordance with the terms of such an agreement. It is against the law to copy the software on any medium except as specifically allowed in the licensing agreement. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or information storage and retrieval systems, or translated to another language, for any purpose other than the licensee's personal use and as specifically allowed in the licensing agreement, without the express written permission of Visioneer, Inc.

Part Number: **06-0002-000**

Photo Credits: Tony Martin

Restricted Rights Legend

Use, duplication, or disclosure is subject to restrictions as set forth in contract subdivision (c)(1)(ii) of the Rights in Technical Data and Computer Software Clause 52.227-FAR14. Material scanned by this product may be protected by governmental laws and other regulations, such as copyright laws. The customer is solely responsible for complying with all such laws and regulations.

Visioneer's Limited Product Warranty

If you find physical defects in the materials or the workmanship used in making the product described in this document, Visioneer will repair, or at its option, replace, the product at no charge to you, provided you return it (postage prepaid, with proof of your purchase from the original reseller) during the 12-month period after the date of your original purchase of the product.

THIS IS VISIONEER'S ONLY WARRANTY AND YOUR EXCLUSIVE REMEDY CONCERNING THE PRODUCT, ALL OTHER REPRESENTATIONS, WARRANTIES OR CONDITIONS, EXPRESS OR IMPLIED, WRITTEN OR ORAL, INCLUDING ANY WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON- INFRINGEMENT, ARE EXPRESSLY EXCLUDED. AS A RESULT, EXCEPT AS SET OUT ABOVE, THE PRODUCT IS SOLD "AS IS" AND YOU ARE ASSUMING THE ENTIRE RISK AS TO THE PRODUCT'S SUITABILITY TO YOUR NEEDS, ITS QUALITY AND ITS PERFORMANCE,

IN NO EVENT WILL VISIONEER BE LIABLE FOR DIRECT, INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM ANY DEFECT IN THE PRODUCT OR FROM ITS USE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

All exclusions and limitations in this warranty are made only to the extent permitted by applicable law and shall be of no effect to the extent in conflict with the express requirements of applicable law.

FCC Radio Frequency Interference Statement

This equipment has been tested and found to comply with the limits for the class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and if not installed, and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try and correct the interference by one or more of the following measures:

- 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.

TABLE OF CONTENTS

Chapter 1: Welcome to the PaperPort Software	1
View Scanned Items Two Ways	2
Improve Image Quality	3
Add Notes, Highlight Areas, and Mark Up a Page	4
Combine Items into Stacks	4
Link to Many Other Applications	5
Scan It and Fax It	6
Send Scanned Items Over the Internet	6
Scan It and E-Mail It	7
Convert Scanned Text to Text That You Can Edit	7
Scan Directly to Another Application	7
Fill In a Preprinted Form	8
Scan to Get the Best Image	9
Organize Items in Personal Folders	10
Use SimpleSearch to Find an Item	11
Import Items from Other Applications	12
Export Items in Other Formats	12
View PaperPort Items on Other Computers	12
Right Mouse Button Shortcuts	13
Chapter 2: Scanning Items	15
Scanning a Page	16
Scanning a Photo or Business Card	17
Why You Don't Need to Save a Scanned Item	20
Chapter 3: Viewing Items	21
Desktop View	21
Page View	23
Switching Between Desktop View and Page View	24
Using the Command Bar in Desktop View	24
Using the Command Bar in Page View	25

Chapter 4: Stacking Items	27
Combining Items into Stacks	27
Using Drag and Drop to Create Stacks	28
Selecting and Deselecting Items	29
Giving Titles to Items and Stacks	29
Moving Between Stacked Pages	31
Unstacking Items	32
Tiling Items	33
Chapter 5: Sending a Fax or E-Mail Message	35
Overview	35
Sending a Scanned Item as a Fax	36
Sending a Scanned Item with an E-Mail Message	38
Getting PaperPort Information on the Internet	40
Chapter 6: Using ScanDirect	41
Starting ScanDirect	41
The ScanDirect Control Panel	42
Using ScanDirect: An Example	43
Running PaperPort and ScanDirect Together	44
Chapter 7: Converting a Scanned Item to Text	45
What Is OCR?	45
Converting an Item to Text	47
Converting Part of a Page to Text	50
Converting a Scanned Spreadsheet	51
Chapter 8: Filling In Preprinted Forms with FormTyper	53
Filling In a Form	54
FormTyper Tools	56
Printing a Filled-In Form	56

Chapter 9: Annotating a Page	57
Using the Annotation Tools	59
Pointer	59
Selection	60
Straighten Page	62
Pan	63
Note	63
Mark-Up	64
Highlighter	64
Freehand	64
Arrow	65
Picture	65
Displaying and Hiding Annotations	67
Printing Items	68
Chapter 10: Editing Images	69
Using the Image Editing Tools	70
Rotate Right or Left	70
AutoFix Picture	71
Adjust Picture	71
Sharpen Picture	73
Remove Red Eye	73
Crop Page	74
Invert Page	75
Remove Stray Dots	75
Enhance Lines	76
Creating Wallpaper from an Item	76
Chapter 11: Filing Items in Folders	77
Dragging and Dropping Items into Folders	78
Creating New Folders	79
Giving Folders New Titles	80
Dragging and Dropping Folders into Folders	81
Seeing the Contents of Folders	82
Using SimpleSearch to Find an Item	83

Appendix A: PaperPort Viewer 85

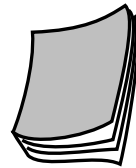
Index 87

CHAPTER 1

Welcome to the PaperPort Software

Welcome to the PaperPort 5.3 Deluxe Software. This guide explains how to use the main features of your PaperPort software. In addition to this guide, you can get more information from a variety of sources, as shown in this figure.

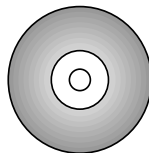
EXPLORE PAPERPORT

**This User's Guide**

The fastest way to get acquainted with PaperPort and start using it.

**Help**

Everything you want to know about PaperPort—"how-to" procedures, dialog box reference, and troubleshooting advice.

**PaperPort CD**

Your source for installing additional software that works with PaperPort and printing the online documentation.

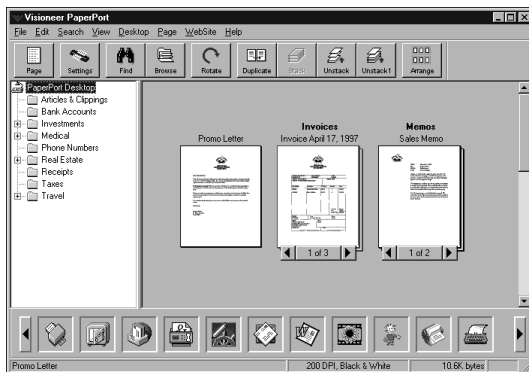
▼ **NOTE:** For Help, you should first install the PaperPort software on your computer. See the installation guide that you received with your scanner to install the software.

This chapter of the User's Guide provides a quick overview of PaperPort's features. If you've used an earlier version of the software, you can also read this chapter to see what's new in the PaperPort software.

The whole idea behind the PaperPort software is to help you work more quickly and efficiently with paper items scanned into your computer. The next few pages show—at a glance—many of the time-saving features of the PaperPort software.

VIEW SCANNED ITEMS TWO WAYS

PaperPort provides two ways to view items: the **Desktop View** and **Page View**. Desktop View displays a **thumbnail**, a small graphic that represents each item on the PaperPort Desktop. Page View displays a close-up of a single page.



Desktop View displays items as thumbnails.



Page View displays each item as a full page.

IMPROVE IMAGE QUALITY

With the PaperPort 5.0 Deluxe Software, you can scan virtually any type of item, including color photographs, business cards with color logos, maps, memos, business letters, invoices, handwritten letters, and so on. PaperPort also has special features to improve the scanned images. For example, you can lighten underexposed color photographs that are too dark, sharpen fuzzy pictures, adjust the colors of color graphics and photographs, straighten pages scanned in crooked, remove “dirt spots” with a single mouse click, and enhance the lines of a form.

Here are some “before and after” examples of scanned images:

This picture of a flower cart is improved by clicking the AutoFix Picture tool. The image is lightened and sharpened.



This cow picture was slightly blurred and out of focus. Using the Sharpen Picture tool the cow comes into focus.

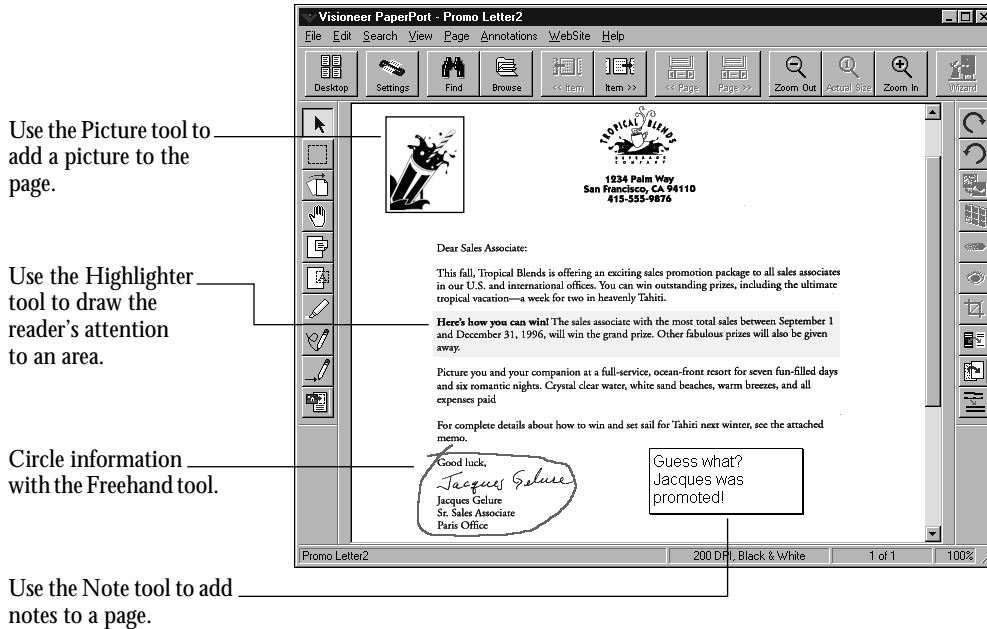


The original picture of the family dog had the “red eye effect” caused by an indoor flash. The red was removed with the Remove Red Eye tool.



ADD NOTES, HIGHLIGHT AREAS, AND MARK UP A PAGE

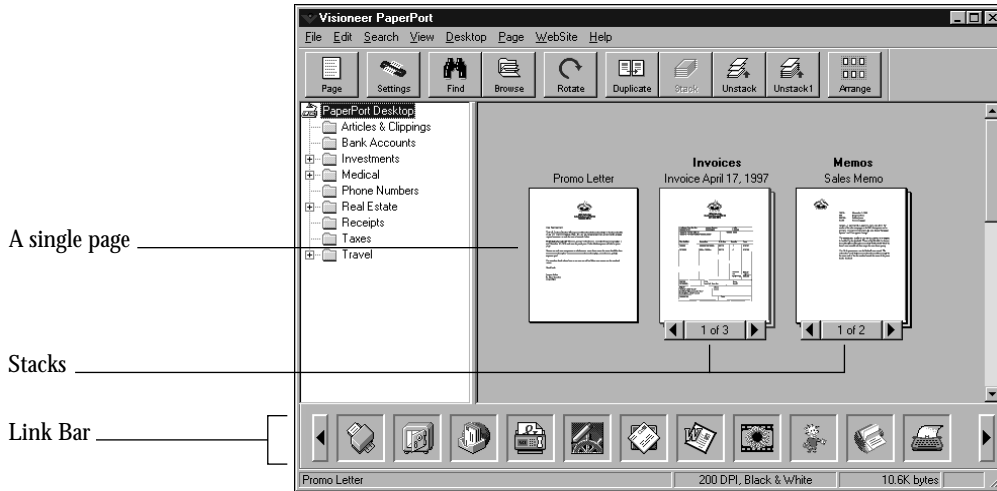
With the annotation tools in Page View, you can add a note, highlight text, draw lines or arrows, circle information, or paste a picture or graphic from another application into a PaperPort item. The following figure shows a sample of how the tools can be used.



COMBINE ITEMS INTO STACKS

Many items that you scan will probably be more than one page. You can combine the individual pages into a multipage item, called a **stack**.

For example, you could save all of your invoices for a job in one stack named Invoices, and each page of the stack could be an invoice with its own name, such as Invoice April 17, 1997.



LINK TO MANY OTHER APPLICATIONS

PaperPort automatically recognizes many other applications on your computer and creates a “working link” to them. The Link Bar at the bottom of Desktop View shows icons of those linked applications. To use a link, drag an item onto one of the icons to start the application represented by the icon. A typical use of the Link Bar is to scan an item and fax it.

This sample Link Bar shows several applications linked to PaperPort.



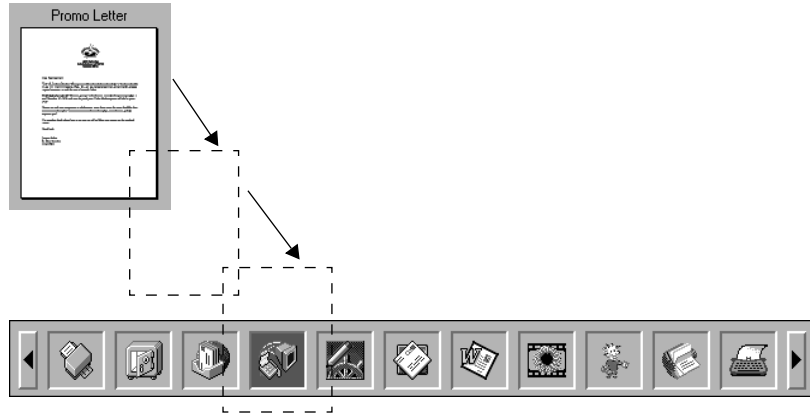
If PaperPort does not automatically recognize one of the applications on your computer, you can manually create a link using the Create New Link command. See the Help system for more information about creating new links.

SCAN IT AND FAX IT

If your computer has a fax modem and fax software, you can use the fax link to quickly send the item as a fax. The fax link is represented by a fax icon on the Link Bar at the bottom of Desktop View.

Send an item by dragging and dropping it onto a link icon. This example shows dragging and dropping an item onto the fax link icon.

When the fax icon is highlighted, release the mouse button. Your fax application starts and you can send the item as a fax.



SEND SCANNED ITEMS OVER THE INTERNET

Using the Netscape Navigator e-mail link you can scan an item or import an item to the PaperPort Desktop, and send it as an e-mail attachment over the Internet. This means that you can send your scanned items worldwide to anyone who has Internet access.



In addition, you can use the PaperPort software to connect to different areas on Visioneer's Web site on the Internet. For example, to get technical support, choose Technical Support from the WebSite menu. The PaperPort software starts your Internet browser software and displays the selected area on Visioneer's Web site. (If you do not have a direct Internet connection, you may have to connect to your Internet provider before choosing a WebSite menu command.)

SCAN IT AND E-MAIL IT

If you can send e-mail from your computer, you can send any scanned item as an e-mail attachment, including scanned pages, graphics, and photos. You can use either the e-mail link icon or a convenient Send command to attach an item to an e-mail message.



The e-mail link icon for Lotus cc:Mail.

CONVERT SCANNED TEXT TO TEXT THAT YOU CAN EDIT

PaperPort can quickly convert the text on a scanned item, which is really just a picture of the text, into text that you can edit with a word processing application. PaperPort converts the text using either the Visioneer optical character recognition (OCR) application that comes with PaperPort, or your OCR application if it's already on your computer. You can convert the entire item, or using the Copy As Text command, you can select only a portion of the text to convert.

A word processor link icon. Dragging an item onto this link icon starts PaperPort's built-in OCR application, or you can use your own OCR application.



SCAN DIRECTLY TO ANOTHER APPLICATION

If you are using a Visioneer scanner, such as the PaperPort Strobe or vx, the software has another built-in application, called ScanDirect, that you can use to send a scanned item directly to an application without opening PaperPort. This is a real time saver if you use one linked application often. PaperPort does not need to be running, and a scanned item can go directly to the other application.

For example, if you want to scan an item and send it as a fax, click the fax icon on the ScanDirect Control Panel. As soon as the scanner finishes scanning the item, your fax software opens, and the item is ready to be sent.

You can also send an item to a folder in the PaperPort software without having to open PaperPort. This also saves time if you just want to scan an item to save it, and then continue working in another application.

ScanDirect appears as a separate Control Panel on your computer. This sample shows the Netscape Navigator e-mail icon selected so you can scan an item and send it over the Internet.



FILL IN A PREPRINTED FORM

A built-in PaperPort application named FormTyper is designed specifically for filling in the fields on preprinted forms, such as insurance forms, registration cards, or tax forms, which often ask you to “Please Type the Information.” Using FormTyper, you can type the information using your computer keyboard (instead of a typewriter), and then print the filled-in form. The FormTyper icon is on the Link Bar. Drag a scanned form onto the FormTyper icon and the form’s fields will be ready for you to begin typing.



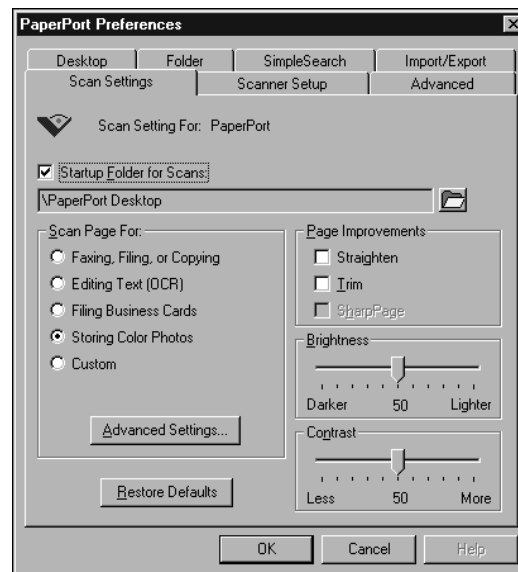
The FormTyper link icon.

SCAN TO GET THE BEST IMAGE

With the PaperPort software, you select a setting that is best for scanning a particular type of item. For example, to scan a color photo select Storing Color Photos, or to scan a letter that you want to fax select Faxing, Filing, or Copying.

In addition to producing the best image for a particular item, the settings also optimize the scanning process. Thus, scanning a color photo takes a bit longer so the scanner can capture the full range of colors in the photo. Also, the file size for a color photo is larger than for a black-and-white letter to hold all the color data.

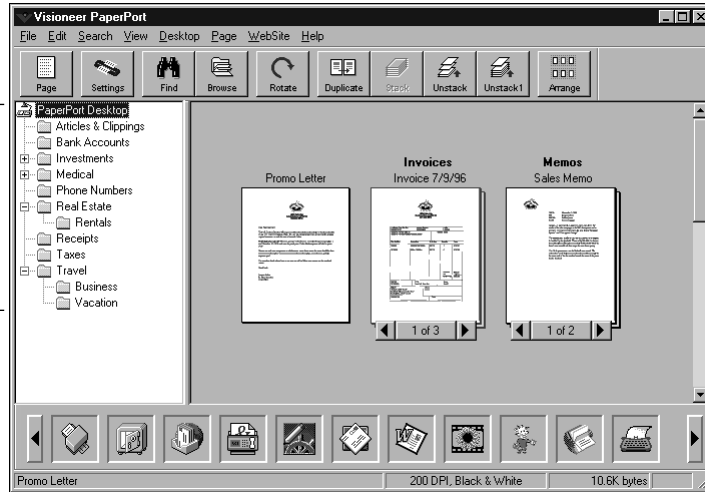
The following figure shows the Scan Settings with the Storing Color Photos option selected for scanning in color.



ORGANIZE ITEMS IN PERSONAL FOLDERS

PaperPort has an easy-to-use filing system for organizing your scanned items. The filing system consists of folders designed specifically to hold every item you scan. You can rename folders, create your own set, or even assign different colors, such as red for items that need immediate attention.

The tree structure of personal file folders in PaperPort.

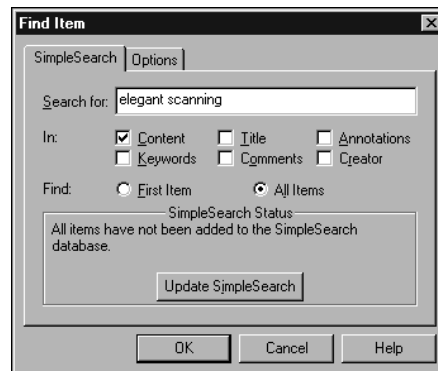


- *Folders are arranged in a “tree” structure.* The tree arrangement is similar to the one in Windows Explorer.
- *Scanned items are stored in folders.* You can simply drag and drop the item onto the folder. When the folder is highlighted, release the mouse button and the item is stored in that folder.
- *Folders can be “nested”—that is, stored in other folders.* The plus symbol (+) shows the folder contains other folders. The minus symbol (-) shows that the other folders are visible.

USE SIMPLESEARCH TO FIND AN ITEM

The PaperPort software has a wide range of options for finding scanned items. In addition to the standard methods of searching for items by name, date, or keywords, a powerful PaperPort feature named SimpleSearch can find items based on the textual content.

For example, if you only remember that the item included the word “scanner” or the phrase “elegant scanning,” SimpleSearch can find the item containing that word or phrase for you. SimpleSearch finds items this way because it actually reads all of your scanned items and remembers the textual content. You simply enter a word or phrase, and SimpleSearch finds the item(s) that have it. The following sample shows the dialog box set to find the phrase “elegant scanning” in your scanned items.



IMPORT ITEMS FROM OTHER APPLICATIONS

In addition to scanning items, you can bring items into PaperPort in several different ways:

- Print to the PaperPort Desktop from another application, such as Microsoft Excel.
- Print to the PaperPort Desktop from the Internet, so you can display images and text from Internet Web sites on the PaperPort Desktop.
- Import files saved in other file formats, such as Windows Bitmap (BMP) or Tag Image File Format (TIFF).
- Drag and drop an image file onto the PaperPort folder in Windows Explorer and convert the file to a PaperPort item.
- Drag and drop an image file onto the PaperPort icon on the Windows desktop.

EXPORT ITEMS IN OTHER FORMATS

You can export or save PaperPort items in several popular file formats, such as BMP, GIF, or TIFF. For example, to create a file for an Internet Web site, export it as a GIF file. Web pages often use GIF files for displaying images.

VIEW PAPERPORT ITEMS ON OTHER COMPUTERS

PaperPort Viewer, a separate application, comes with PaperPort and lets others view PaperPort items without PaperPort. PaperPort Viewer is available for free on the Visioneer Web site at <http://www.visioneer.com>. You can also send PaperPort Viewer to someone else by attaching it to an e-mail message.

RIGHT MOUSE BUTTON SHORTCUTS

Many of the tools, buttons, and icons in PaperPort have right mouse button shortcuts. For example, select an item in Desktop View and click the right mouse button to display a menu for the item. You can choose commands from that menu instead of the menus in the menu bar.

The following sample shows the shortcut menu for a single item in Desktop View. Other shortcut menus appear when you click the right mouse button on the PaperPort Desktop instead of on an item, and when you're viewing an item in Page View.



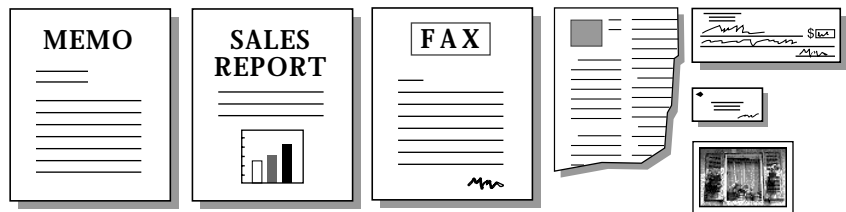
RELATED TOPICS IN HELP

Each new PaperPort feature is described in detail in the Help system. From the PaperPort **Help** menu, choose **PaperPort Help Topics** to see the Help topics.

CHAPTER 2

Scanning Items

The PaperPort software works with a variety of scanners. Depending on the scanner you're using, you can scan small items, such as business cards, or larger items up to 30 inches (76.2 cm) long. Typical items include newspaper clippings, reports, magazine articles, brochures, letters, memos, receipts, canceled checks, business cards, and color photos.



PaperPort has special scan settings for a variety of different items so you can get the best image with your scanner.

This chapter explains how to:

- Scan a page
- Adjust the paper return for different types of items
- Change scan settings

This chapter also explains why you don't have to save each scanned item manually.

SCANNING A PAGE

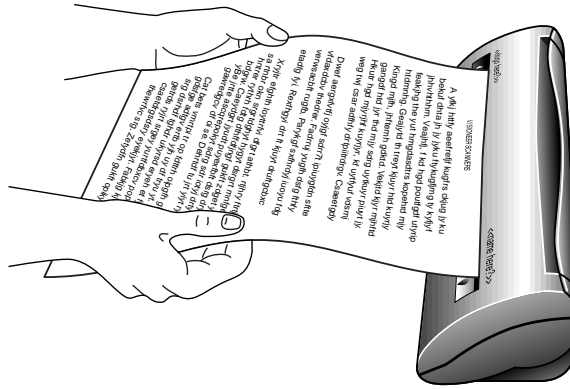
This section shows how to scan a page using a PaperPort Strobe scanner. If you are using the PaperPort software with another type of scanner, please see its user's manual for instructions.

To scan a page with the PaperPort Strobe scanner:

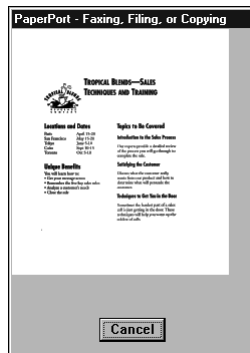
1. Insert the page, face up, into the front slot of the PaperPort scanner.

Use the page markers on the front slot to center the page.

2. Push the page forward until it stops and begins to curl upward.



After a slight pause, the feed mechanism pulls the page into the scanner; you do not need to push it through. As the page is being scanned, a preview appears on the screen.



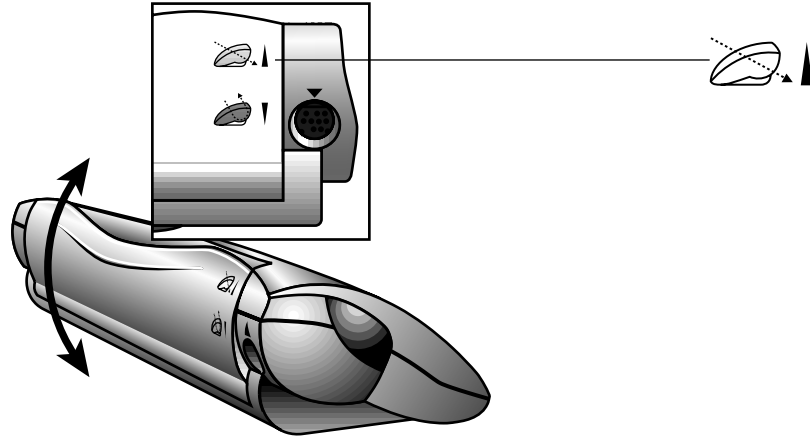
The scanned page appears on the PaperPort Desktop.

SCANNING A PHOTO OR BUSINESS CARD

Because photographs and business cards are usually on heavier paper, you should set the scanner to feed the paper straight through the feed slot. In addition, the PaperPort software has special scan settings for reading the smaller print on business cards or for scanning photographs.

To scan a photo or business card with your PaperPort scanner:

1. Rotate the scanner's paper return so it's set to scan straight through.



2. Align the marker on the scanner with the straight-through arrow.

3. Click Settings on the Command Bar, or from the **Edit** menu, choose **Preferences**.

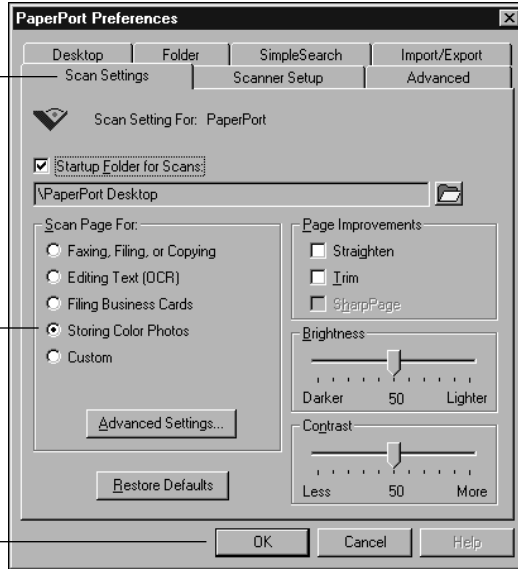


Make sure the Scan Settings tab is selected.

4. If you are scanning a photograph, select the option, **Storing Color Photos**.

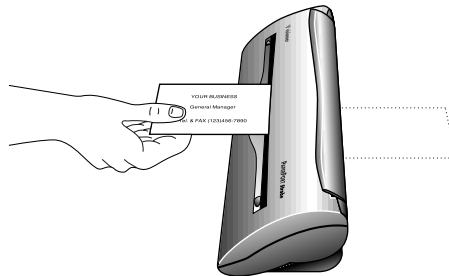
When scanning business cards, select **Filing Business Cards**.

5. Click **OK**.



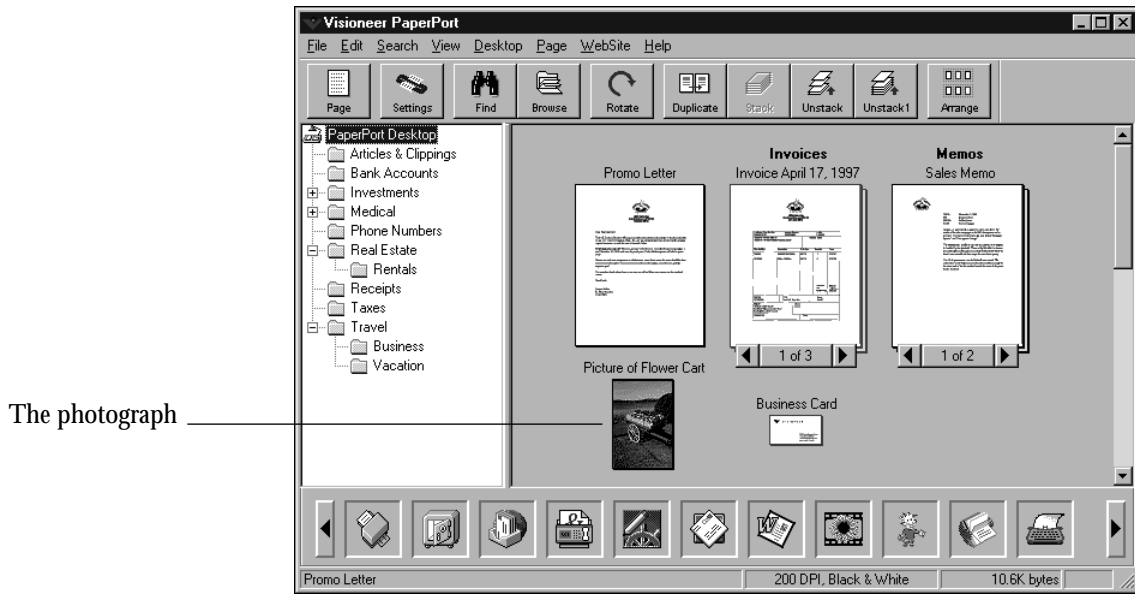
6. Insert the photo, face up, into the front slot on the PaperPort scanner.

To scan a business card, insert the shorter side face up, as shown.



The photo or business card feeds straight through the scanner, and a preview of the scan appears as the scanning progresses. When scanning is complete, the item appears on the PaperPort Desktop.

- ▼ **NOTE:** Remember to reset the scan settings if you are scanning another type of item.



Initially a newly scanned item will be named with the date it is scanned. To give the item a new title, see “Giving Titles to Items and Stacks” on page 29. This photo was renamed “Picture of Flower Cart.”

Please see the Help system for more information about the scan settings.

WHY YOU DON'T NEED TO SAVE A SCANNED ITEM

Every item scanned into PaperPort is automatically saved as soon as you scan it. As long as you don't delete the item, you can "scan it and forget it" because the PaperPort software makes sure that the item is there when you need it. Any changes that you make to an item, such as adding a note or giving an item a new title, are automatically saved as well.

You can also save items in other formats using the Export command. You can use the Export command to save items:

- As backup copies
- If you want to delete an item from the PaperPort Desktop but use it later on
- In another file format, such as BMP, GIF, JPEG, or TIFF
- On a floppy disk



In addition to the Export command, PaperPort has an Archive link for creating a backup of selected files or for quickly backing up the entire PaperPort Desktop. See the Help system for more information about using the Archive link.



RELATED TOPICS IN HELP

Clean and Straighten Scanned Items

PaperPort Basics, Getting Documents into PaperPort

Use the Scanner, Scan an Item

Use the Scanner, Selecting Settings for Scanning

View Items

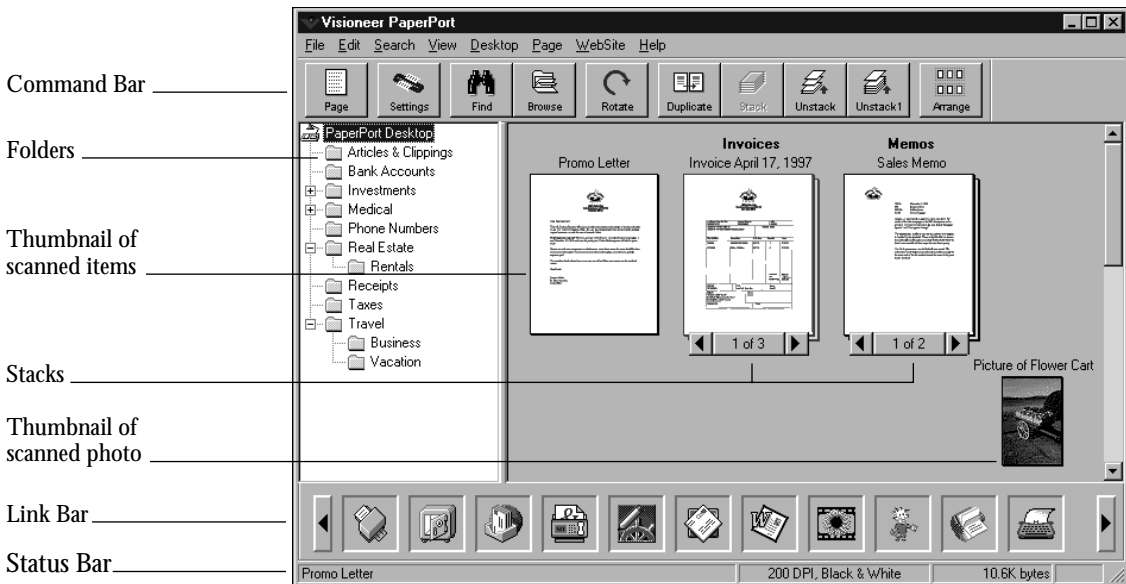
CHAPTER 3

Viewing Items

Using PaperPort's two views for displaying scanned items—Desktop View and Page View—you can see either the thumbnails of the items, or a full page that you can read.

DESKTOP VIEW

Desktop View shows thumbnails of scanned items and stacks of items. Use Desktop View to see the items on the PaperPort Desktop or in any folder.



Command Bar—The buttons on the Command Bar are shortcuts for commands on the menus. For example, clicking the Settings button is the same as choosing Preferences from the Edit menu and then clicking the Scan Settings tab in the PaperPort Preferences dialog box. The Command Bar appears in both Desktop View and Page View.

Folders—You can store items in the folders to organize them. PaperPort comes with a set of folders already on the PaperPort Desktop, but you can change their titles, add new folders, delete folders, and change their colors.

Thumbnails of scanned items—Thumbnails are small representations of scanned items so you can see them at a glance. To see an item at full size, use Page View.

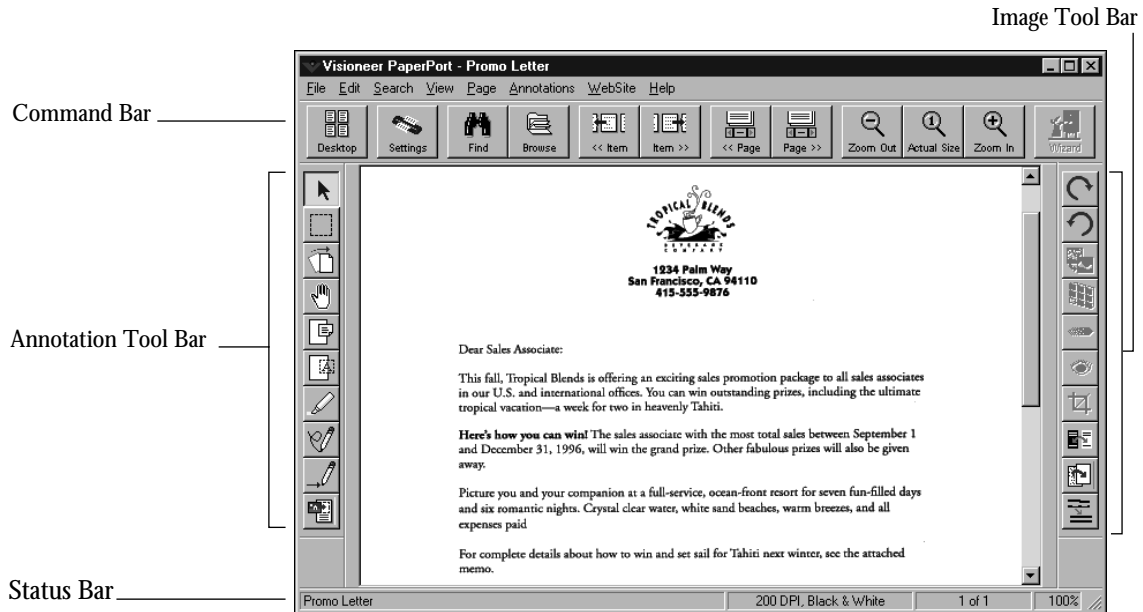
A stack—After scanning multiple pages, you can combine the thumbnails of those pages into a stack. For example, if you scan a 10-page report, 10 individual pages appear on the PaperPort Desktop. By combining the pages into a stack, you can work with the report as a single item. Stack titles appear in bold type above the page titles.

Link Bar—The icons on the Link Bar represent other applications and functions that work with PaperPort. The icons include links for sending a scanned item as a fax or an e-mail attachment, reading text from a scanned item into a word processing program, entering data into a preprinted form, and so on. The icons that appear depend on the applications installed on your computer. Use the scroll arrows on the Link Bar to see the other icons.

Status Bar—The Status Bar shows information about the selected items, the links, or the buttons on the Command Bar.

PAGE VIEW

Page View shows one page at a time. Use Page View to get a close-up view of the item or to add comments to the page.



Command Bar—The buttons on the Command Bar are shortcuts for commands on the menus. Notice that several of the buttons in the Page View Command Bar are different from those in Desktop View.

Annotation Tool Bar—These tools are for adding notes to a page, highlighting areas on it, cutting and pasting sections, drawing on the page, adding a picture to the page, and so forth. See Chapter 9, “Annotating a Page,” for examples of annotations and how to use the tools.

Image Tool Bar—These tools are for editing the scanned images, including adjusting an image’s colors, rotating an image, removing the “red eye” effect from a color snapshots, sharpening fuzzy images, and so on. See Chapter 10, “Editing Images,” for more information.

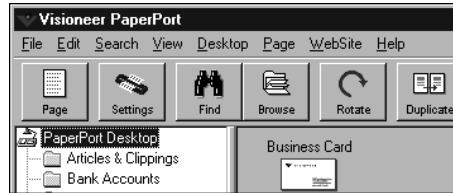
Status Bar—The Status Bar shows information about the page being displayed.

SWITCHING BETWEEN DESKTOP VIEW AND PAGE VIEW

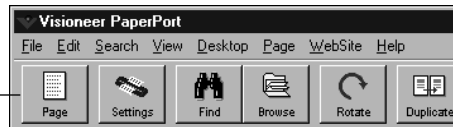
While working with PaperPort, you'll want to switch back and forth from Desktop View to Page View to work with a single page in Page View, or with the thumbnails in Desktop View.

To view an item in Page View:

- Double-click the item you want to see in Page View, such as a business card.



- You can also click once on the item then click the Page button.



To switch from Page View to Desktop View:

- Click the Desktop button.
- You can also choose **Desktop View** from the **View** menu.



USING THE COMMAND BAR IN DESKTOP VIEW

To use a button on the Command Bar, click it. If a button does not apply to a selected item, the button will be gray, and clicking it won't have any effect.



Page. Switch from Desktop View to Page View.

Settings. Display the PaperPort Preferences dialog box where you can set scan settings, customize the PaperPort Desktop and folders, choose options for importing and exporting files, calibrate the scanner, and change its hardware settings.

Find. Find an item in Desktop View, or find an annotation or page in Page View.

Browse. In Desktop View, see a list of items available on the PaperPort Desktop and in all the folders. In Page View, see a list of items available in the currently open folder.

Rotate. Rotate the selected items or stacks 90 degrees to the right. Rotating a stack rotates every page in the stack.

Duplicate. Make a copy of the selected item(s).

Stack. Combine selected items into one stack.

Unstack. Unstack the pages of the selected stack.

Unstack1. Unstack only the visible (top) page of the stack. The rest of the pages remain as part of the stack.

Arrange. Arrange the items on the PaperPort Desktop.

USING THE COMMAND BAR IN PAGE VIEW

Several of the buttons that appear in Desktop View also appear in Page View. However, because Page View displays a single item, buttons for viewing single items appear only in the Page View Command Bar.



Desktop. Switch from Page View to Desktop View.

<< **Item.** Displays the previous item on the PaperPort Desktop or in the currently open folder.

Item >>. Displays the next item on the PaperPort Desktop or in the currently open folder.

<< **Page.** Displays the previous page in a stack.

Page >>. Displays the next page in a stack.

Zoom Out. Reduces the size of the page in Page View.

Actual Size. Returns the page to its original (100%) size.

Zoom In. Magnifies the size of the page in Page View.

Wizard. Runs a step-by-step process to help you improve the color of an item scanned in color.

▼ **NOTE:** Two other buttons may appear on the Command Bar. A TWAIN button appears if you are using the PaperPort software with another (non-PaperPort) scanner. Clicking the TWAIN button starts the scanning on the other scanner. The other button that can appear on the Command Bar is labeled OLE Return. It appears when you are using Windows Object Linking and Embedding (OLE).



RELATED TOPICS IN HELP

PaperPort Basics, Desktop View

PaperPort Basics, Page View

View Items

Work with Items in Page View

Works with Items on the PaperPort Desktop

CHAPTER 4

Stacking Items

Like many other busy people, you may sometimes put items on your desk without organizing them. When you finally do put them in order, you might stack the items by project, contact, or department. You use a method that helps you to quickly find the right stack.

With PaperPort you can electronically organize items into stacks in much the same way that you do with paper documents. A **stack** is a PaperPort item with multiple pages. Expense reports, contracts, memos, letters, presentations, and other business materials are often two or more pages. You can stack and unstack these items electronically on the PaperPort Desktop.

COMBINING ITEMS INTO STACKS

Each scanned page appears on the PaperPort Desktop as a one-page untitled item. To stack scanned pages, you can:

- Drag one page on top of the other
- Click the Stack button on the Command Bar
- Use the stack commands in the Desktop menu

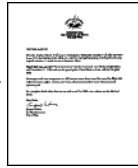
You can also add stacks to other stacks.

USING DRAG AND DROP TO CREATE STACKS

1. In the Desktop View, select the item that you want to stack.

This example shows stacking a Cover Letter on an Invoice.

Cover Letter



Invoice

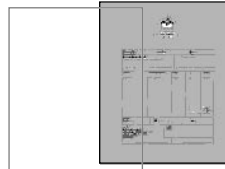


2. Drag the selected item onto the item on which you want to stack it.

Cover Letter



Invoice



3. When the second item is highlighted, release the mouse button.

The stack is created.

Invoice
Cover Letter



4. Repeat Steps 1 through 3 until you are finished creating the stack.

A new stack receives the title of the item on the bottom of the stack. The stack title (**Invoice** in this case) is shown in boldface type. Each page title is shown in normal typeface (*Cover Letter* in the sample above).

Any item on the PaperPort Desktop can be stacked onto any other item. You can use drag and drop to stack pages onto other pages, stacks onto other stacks, pages onto stacks, and stacks onto pages. You can also use the Stack button on the Command Bar to stack items. Select them in the order that you want them stacked and click the Stack button.

SELECTING AND DESELECTING ITEMS

When stacking items, you need to select them. You can select one item at a time, or several items together.

To select or deselect a single item:

- To select the item, click its thumbnail in Desktop View. A red (or dark) line around an item indicates that it is selected.
- To deselect the item, click another item, or click anywhere else in Desktop View.

To select multiple items:

- Click each thumbnail while holding down the **Shift** key or the **Ctrl** key.

Or

- Click an empty space on the PaperPort Desktop, then drag the mouse around the items that you want to select. Any item that is partially enclosed in the box, or that the box even touches, will be selected. Release the mouse button when the items you want are selected.

GIVING TITLES TO ITEMS AND STACKS

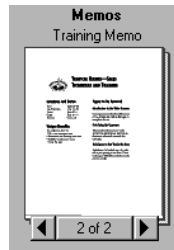
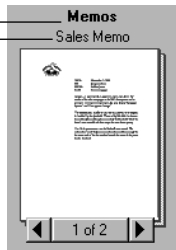
When you first scan an item, its title is the current date, but you can give it a new title up to 30 characters long, such as Smithers Contract or Letter to Dr. Adams. The more descriptive the title, the easier it is to quickly find the item you want. You can also give titles to stacks to help identify them.

The stack title and page titles both appear above the stack so that as you flip through the pages of a stack you can see each page's title as well as the stack title.

The stack title is in boldface type.

The page title is in normal type.

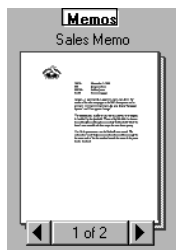
As you flip through the pages, each page's title appears.



If you don't want to see page titles with the stack titles, choose Per-Page Titles from the View menu to remove the checkmark from the command.

To give an item or stack a title in Desktop View:

1. Select the item or stack.
2. Click its title, or choose **Change Title** from the **File** menu.
3. Type the new title and press **Enter**.



To change a title in Page View, choose Change Title from the File menu.

▼ **NOTE:** As you scan an item, its title is the current date. If you want the titles of newly scanned items to be “Untitled,” or the date in a different format, choose Preferences from the Edit menu, and click the Desktop tab. The Default title drop-down list shows the choices. Select the one you want and click OK.

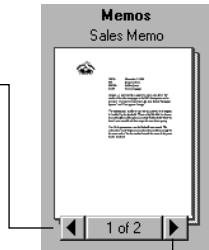
Duplicated items receive titles based on the original item. For example, the duplicate of a single-page item named “Invoice” will be “Copy of Invoice.” The duplicate of a page in a stack has the same name as the original page and it will not be part of the stack. This is an easy way to create a copy of a page while keeping the original stack intact. To create duplicates, select the item(s) and then from the Desktop menu choose Duplicate Item or Duplicate Current Page.

MOVING BETWEEN STACKED PAGES

The Page Navigators are the buttons for flipping through the pages of a stack. You can also use the commands on the Page menu to move from page to page in a stack.

To move between pages in a stack in Desktop View:

1. Select the stack.
2. Click the left arrow of the Page Navigator to see the previous page in the stack.
3. Click the right arrow of the Page Navigator to see the next page in the stack.



You can also move between pages by choosing the Page menu commands: First Page, Last Page, Previous Page, and Next Page. Or use the Go To Page command from the Page menu to move directly to any page in the stack. Clicking the middle of the Page Navigator (it says 1 of 2 in the sample above) is a shortcut for choosing the Go To Page command.

To move between pages in a stack in Page View:

1. Display the stack in Page View.
2. Click the buttons labelled **Page >>** or **<< Page**.



The menu commands to move between pages in Page View are also in the Page menu.

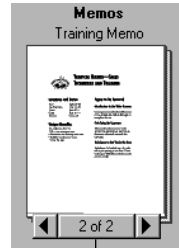
UNSTACKING ITEMS

You can unstack pages in a stack if, for example, you want to move those pages to another stack, replace those pages with new ones, or delete them from the stack without disturbing the rest of the pages.

You unstack pages in Desktop View.

To unstack a single page:

1. Select the stack in Desktop View.
2. Click the Page Navigator to display the page you want to unstack.
3. Click the Unstack1 button.

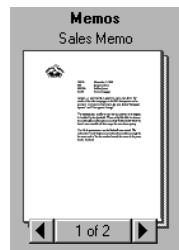


You can also choose **Unstack Current Page** from the **Desktop** menu.



To unstack all the pages in a stack:

1. Select the stack in Desktop View.
2. Click the Unstack button.



You can also choose **Unstack** from the **Desktop** menu.



Each page of the stack becomes a separate item on the PaperPort Desktop.

TILING ITEMS

For smaller items, such as business cards and receipts, you can combine the items on the same page instead of stacking them as separate pages. This is called **tiling items** because the images are arranged on the page in a regular pattern like tiles on a floor. If you've scanned several business cards from people at the same company, for example, you can tile them onto a page to see all the cards at once. Similarly, if you have several receipts from a business trip, you can tile them onto one page for easier record-keeping. Tiling is also useful if you want to fax several smaller scanned items, because you can fax them all on a single page. Pages that are tiled can include both color and black-and-white items.

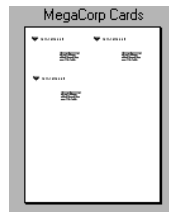
To tile items onto a single page:

1. Select the items in Desktop View.



2. From the **Desktop** menu, choose **Tile Items Together**.

The items appear together on a page. Images too big to fit on a single page are stacked as individual pages.



RELATED TOPICS IN HELP

Create and Work with Stacks
 PaperPort Basics, Desktop View
 Selecting and Arranging Items
 Working with Item Titles

CHAPTER 5

Sending a Fax or E-Mail Message

After an item has been scanned into PaperPort, you can send it as a fax or as an attachment to an e-mail message. You do not need to print the item first; you can send it directly from the PaperPort Desktop without worrying about paper jams when faxing.

If you want to add some notes to a fax, but don't want to mark up the original, you can annotate the item using PaperPort's annotation tools. The annotations can be "turned off" before the item is sent, in case you don't want someone to see your comments on it. See Chapter 9, "Annotating a Page," for the steps to create annotations and to display or hide them.

OVERVIEW

The PaperPort software has several ways to send a fax or e-mail:

- Select an item and drag it onto the fax or e-mail link icon.
- Choose the fax or e-mail application from the Links menu in the File menu.
- Use the ScanDirect application that you received with the PaperPort software. See Chapter 6, "Using ScanDirect," to send items with ScanDirect.

SENDING A SCANNED ITEM AS A FAX

To send a scanned item as a fax, your computer will need:

- A fax modem
- Fax software

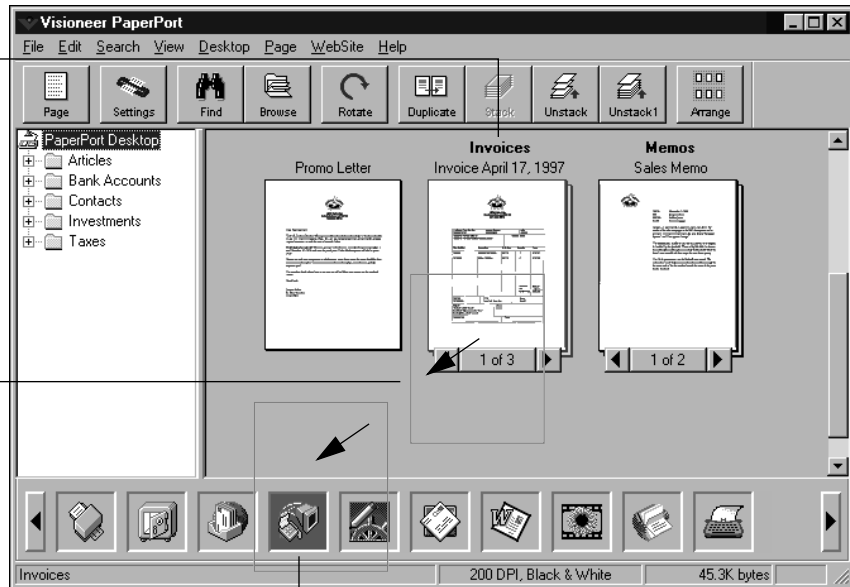
To send a scanned item as a fax from Desktop View:

1. Select the item to fax.

2. Drag the item onto the fax link icon on the Link Bar.

You can also click the fax link icon.

3. When the fax link icon is highlighted, release the mouse button.



4. When your fax software starts, send the scanned item as a fax.

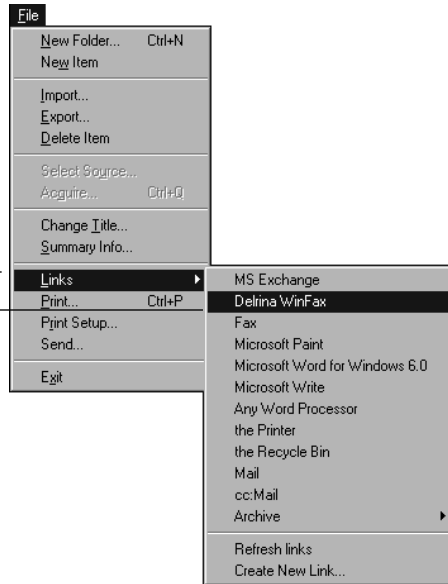


This sample shows the Delrina WinFax PRO window for sending a fax. The window that appears on your computer will be for your fax software.

- ▼ **NOTE:** Instead of using the fax link icon, you can also choose Links from the File menu, and then choose the name of your fax software.

To send a scanned item as a fax from Page View:

1. Display the item in Page View that you want to fax.
2. From the **File** menu, choose **Links**.
3. Choose the name of your fax software.
4. The fax software starts, and you can send the item.



- ▼ **NOTE:** In the sample, the name of the fax software is Delrina WinFax. Note that an option named Fax is also listed. That option is for fax software that isn't listed by name on the menu, or for which an icon does not appear on the Link Bar.

SENDING A SCANNED ITEM WITH AN E-MAIL MESSAGE

To send items as attachments to e-mail messages, your computer will need:

- An e-mail account (typically over a network or modem)
- E-mail software

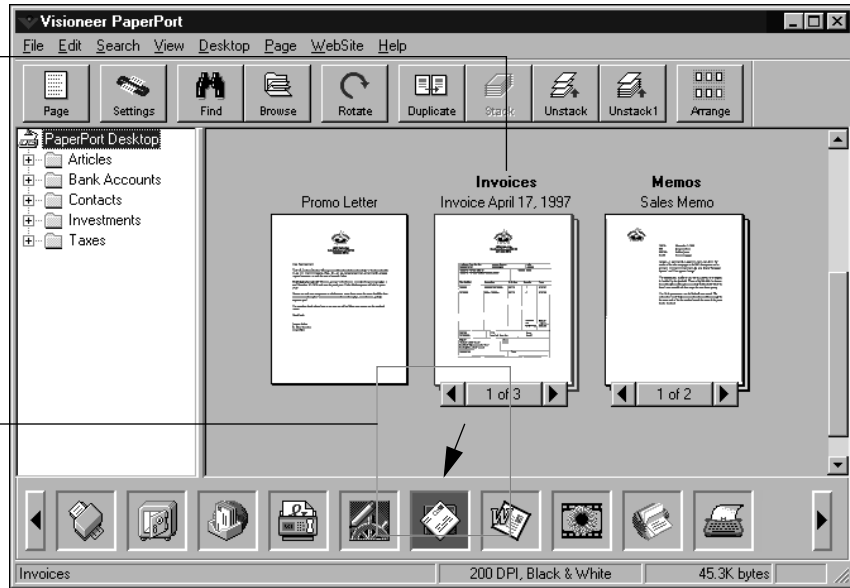
To send a scanned item as an e-mail attachment from Desktop View:

1. Select the item to send.

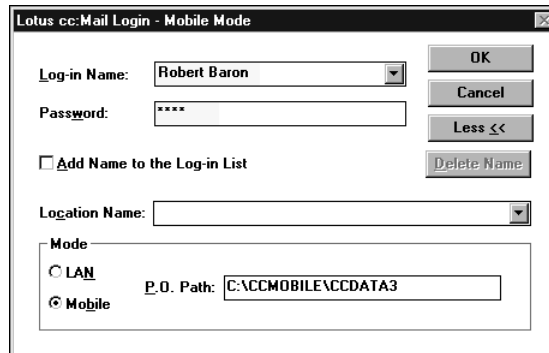
2. Drag the item onto the e-mail link icon on the Link Bar.

You can also click the e-mail link icon.

3. When the e-mail link icon is highlighted, release the mouse button.



4. The e-mail software opens. Log in and send the scanned item as an attachment to an e-mail message.



This sample shows the login window for Lotus cc:Mail. The login window that appears on your computer will be for your e-mail software.



To send the scanned item over the Internet, drag it onto your Internet e-mail link icon, such as Netscape Navigator e-mail icon (as shown to the left).

- ▼ **NOTE:** Instead of using the link icons from Desktop View, you can also choose Links from the File menu, and then choose the name of your e-mail or Internet e-mail software. The software opens, and you can send the item as an attachment to an e-mail message.

GETTING PAPERPORT INFORMATION ON THE INTERNET



The WebSite menu provides Internet access directly from PaperPort. For example, to receive technical support information about PaperPort or other Visioneer products, choose Technical Support from the WebSite menu. The PaperPort software starts your Internet browser software and displays the selected area on Visioneer's Web site. (If you do not have a direct Internet connection, you may have to connect to your Internet provider before choosing a WebSite menu command.)

To use the WebSite menu's commands, your computer must have a modem and appropriate software to access and browse the Internet.



RELATED TOPICS IN HELP

- Fax an Item
- Manage and Use Other Links
- PaperPort Basics, Using PaperPort Links
- Send an Item as an E-Mail Message

CHAPTER 6

Using ScanDirect

ScanDirect is an application for scanning an item and sending it directly to another application without opening PaperPort first. For example, to scan an item and fax it right away, use ScanDirect. As soon as the item is scanned, your fax software starts and the item is ready to send.

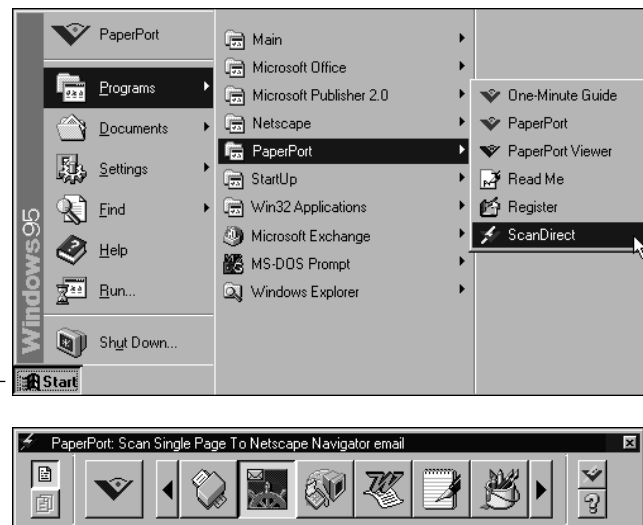
STARTING SCANDIRECT

The ScanDirect application is installed with your PaperPort software and is available from the Windows Start button.

To start ScanDirect:

1. Click the Windows Start button.
2. Choose **Programs**, and then choose **PaperPort**.
3. Choose **ScanDirect**.

The ScanDirect Control Panel appears on the screen.





A ScanDirect shortcut also appears on your Windows desktop. You can double-click the shortcut to start ScanDirect.

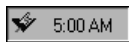
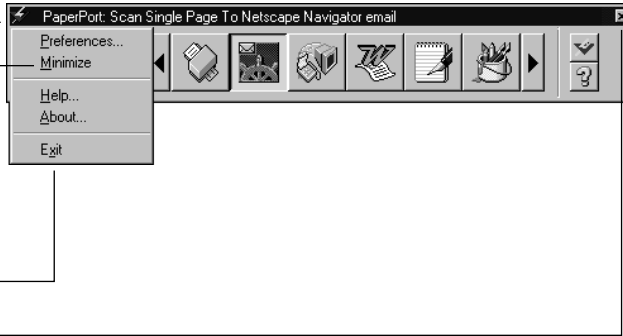
▼ **NOTE:** If another open window hides the ScanDirect Control Panel, click the ScanDirect icon on the taskbar to bring the Control Panel to the front.

To close or minimize ScanDirect:

1. To minimize the ScanDirect Control Panel, click this icon, and choose **Minimize**.

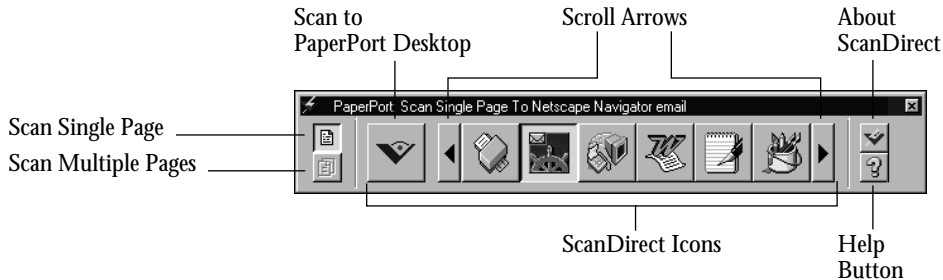
2. To close the Control Panel choose **Exit** from the menu or click the **Close** button.

3. To maximize the minimized ScanDirect Control Panel, click the ScanDirect icon on the taskbar.



THE SCANDIRECT CONTROL PANEL

The ScanDirect Control Panel can remain visible on the screen so you can easily scan an item directly to another application.



Scan Single Page—Click to scan a single page and send it to the selected application.

Scan Multiple Pages—Click to scan several pages and send them to the selected application.

Scroll Arrows—Click to see other icons.

ScanDirect Icons—Click to select which application scanned items are sent to when scanned. Note that the first icon is for PaperPort. Clicking this icon sends a newly scanned item to the PaperPort Desktop.

Help Button—Click to see the ScanDirect help.

About ScanDirect—Click to see copyright information.

Each icon can have its own preference settings. See the ScanDirect help.

▼ **NOTE:** You can rearrange icons on the ScanDirect Control Panel. Hold down the Alt key and click the icon you want to move. Drag the icon to the spot where you want it. Release the mouse button. The icon appears at the new position.

USING SCANDIRECT: AN EXAMPLE

The basic steps to use ScanDirect are the same for each application icon. This example shows how to scan and fax a two-page item.

To use ScanDirect to fax an item:

1. Click the fax icon on the Control Panel.
2. Click the button for scanning either a single page or multiple pages. This example shows the button for multiple pages is selected.



3. Scan the first page. A preview shows the page being scanned.
4. Insert the next page.
5. If you're scanning multiple pages, click **Finish** after the last page.

Your fax software opens and you can send the scanned page(s).



The scan preview shows where the scanned items will be sent.

In this example Delrina WinFax starts, and the pages are ready to send.

When scanning a single page, you don't have to click Finish. The application starts as soon as the page is scanned.

RUNNING PAPERPORT AND SCANDIRECT TOGETHER

PaperPort does not have to be running for you to use ScanDirect. You can think of ScanDirect as a means to “bypass” PaperPort to get an item to another application as soon as it is scanned.

If ScanDirect and PaperPort are running simultaneously, a scanned item will be sent directly to the application selected on the ScanDirect Control Panel before being sent to PaperPort.



RELATED TOPICS IN HELP

ScanDirect has its own Help system. To view the Help topics, click the Help button on the ScanDirect Control Panel.

Close ScanDirect

ScanDirect Basic Steps

Scan One Page

Scan Multiple Pages

Set a Link's Preferences

Set ScanDirect Preferences

CHAPTER 7

Converting a Scanned Item to Text

A scanned item is an image. Even the text on a scanned item is simply a picture of the text, and you can't edit it as you would text in a word processing document. Using optical character recognition (OCR) software, the PaperPort software can convert those text "pictures" into real text that you can then edit using a word processing application.

The PaperPort software includes the Visioneer OCR software so you can convert scanned items without having to buy your own OCR software. After scanning an item, you can simply "OCR it," and then work with the converted text in your word processing application.

If you already own OCR software, you can use either it or PaperPort's built-in OCR software to convert scanned items.

WHAT IS OCR?

OCR is the computer's way of recognizing that a picture of an "S" is really the letter S, that the picture of a "W" is really the letter W, and so on for each letter's picture in a scanned item.

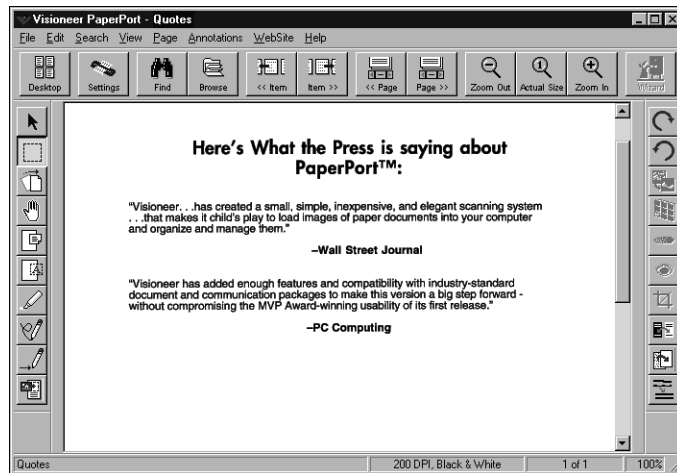
The OCR software looks at each letter on a page, and if it recognizes the letter's shape converts it into the appropriate text character. When the analysis of the page is complete, the OCR software puts the text characters onto a page in about the same format as the pictures of text on the original scanned item.

The page is now a word processing document containing text that word processing applications can recognize. You can then edit the text as you normally would when word processing.

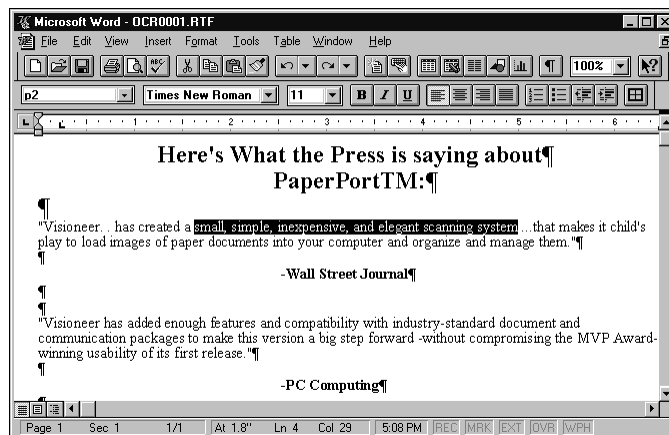
The process is not always perfect. If the scanned item contains smudges or handwritten notes, the OCR application will try to analyze them but, of course, will not be able to come up with a suitable match. For that reason, you should always try to scan clean copies when planning to use PaperPort's OCR feature. Also, you should carefully check the converted document to correct any mistakes that the OCR application made.

Here's an example:

The scanned words on this page are not text. The words are pictures of text, and can't be edited in a word processing application. For example, if you tried to select a line of text to reformat it, you couldn't.



After being processed with the OCR software, the pictures of the text are now "real" text that a word processing application recognizes. You can select text, as shown here, to edit it. This example shows how the converted text would appear in Microsoft Word.



CONVERTING AN ITEM TO TEXT

To convert an item to text, you first scan it into PaperPort. You can use OCR to convert text from either Desktop View or Page View.

- ▼ **NOTE:** Text scanned in color cannot be converted using the OCR software. Change the scanner's scan setting to "Editing Text" which is designed specifically for OCR conversion.

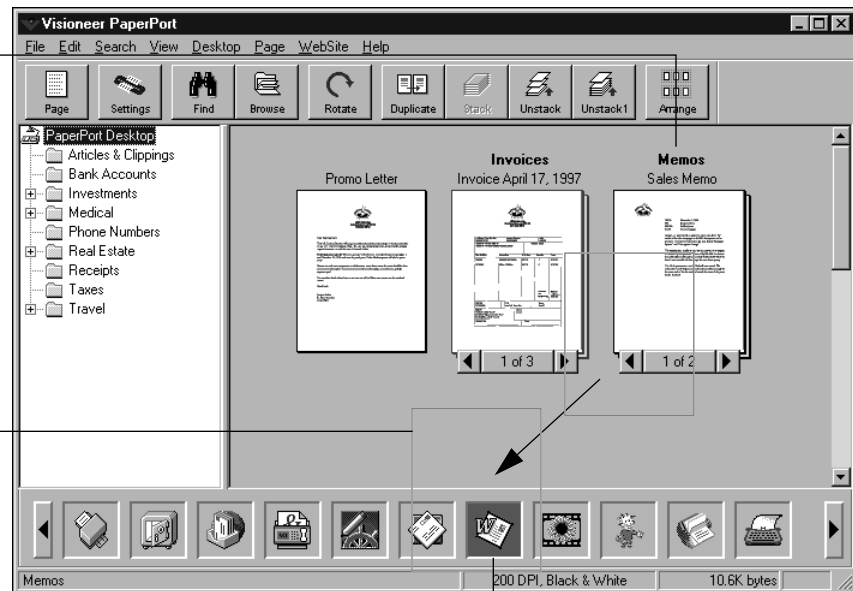
To convert an item from Desktop View:

1. Select the item to convert. It can be a single page or a stack.

2. Drag the item onto the word processing link icon on the Link Bar.

You can also click the word processing link icon.

3. When the word processing link icon is highlighted, release the mouse button.

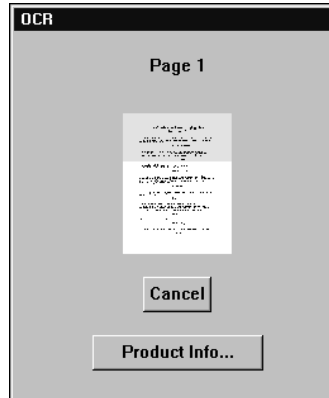


- ▼ **NOTE:** This sample shows the steps for using PaperPort's built-in Visioneer OCR software and sending the converted text directly to a word processing application, in this case Word. If you have other OCR software on your computer, you send the text to it instead. You can also configure the word processing link to send text to the other OCR application.

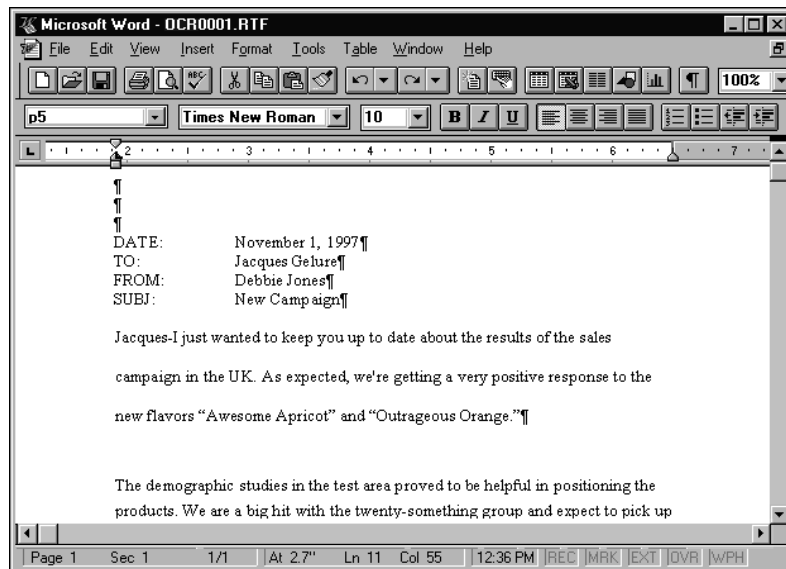
If the item is a stack, all pages are converted. To convert a single page of a stack, first use the Unstack1 button on the Command Bar to unstack the page, and then convert it.

Instead of using the word processing link icon, you can also choose Links from the File menu, and then choose the name of your word processing software. The conversion process begins.

4. The OCR software shows a progress window while the conversion is in process.



5. When the conversion is complete, the word processing application opens and you can begin editing the text.



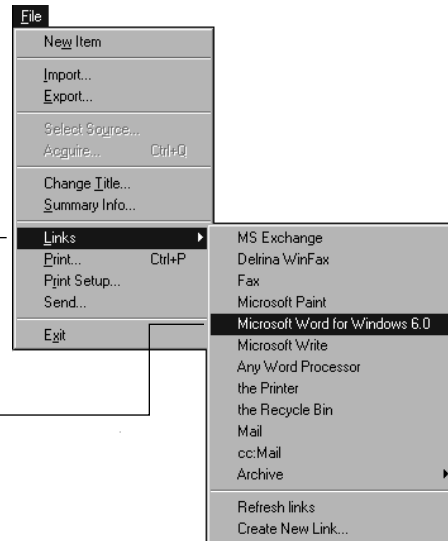
- ▼ **NOTE:** PaperPort's built-in Visioneer OCR software has an option to convert text to HTML format so that you can display the text on an Internet Web page.

To convert an item to text from Page View:

1. Display the item in Page View that you want to convert.

2. From the **File** menu, choose **Links**.

3. Choose the name of your word processing software.



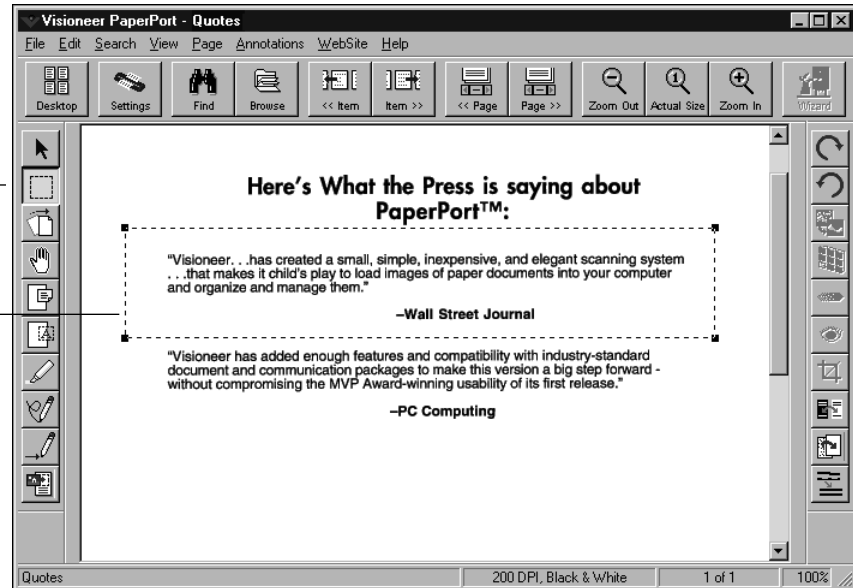
The OCR conversion begins. If the item is a stack, all of its pages are converted. To convert a single page of a stack, unstack that page from the stack first, then convert it.

CONVERTING PART OF A PAGE TO TEXT

If a page includes graphics and you convert it, the OCR software will try to convert the graphics to text. The result will be a lot of unrecognized characters on the page because the software can't match text characters with graphics. In that case, select those portions of the page that contain only text, and convert that selected area.

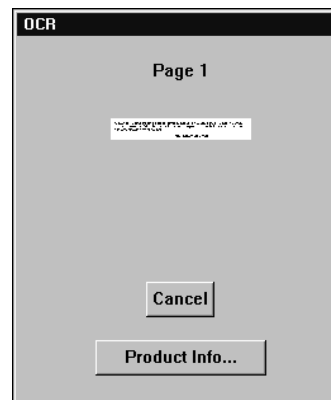
To convert a portion of a page to text:

1. Display the page in Page View.
2. Click the Selection tool on the Annotation Tool Bar.
3. Drag around the portion of text you want to convert.
4. From the **Edit** menu, choose **Copy As Text**.

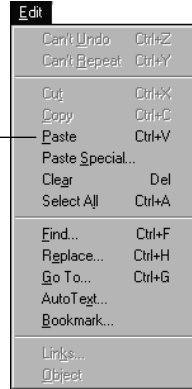


5. The OCR progress window shows that the conversion is taking place.

The selected text is copied to the Clipboard.



6. Open the application where you want to paste the text and choose **Paste** from that application's **Edit** menu.

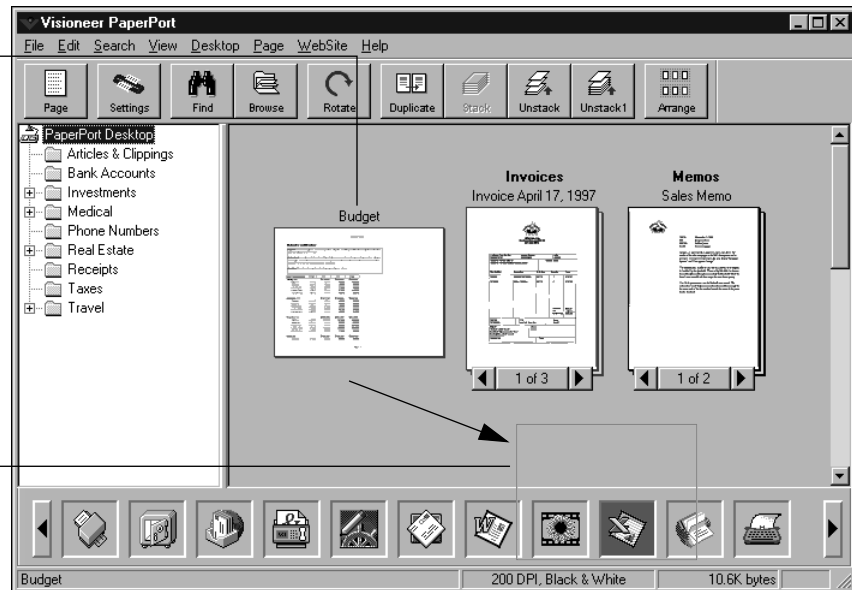


CONVERTING A SCANNED SPREADSHEET

Converting a scanned spreadsheet is similar to converting a page of text. In most cases the spreadsheet retains its columnar format, and the spreadsheet application recognizes number characters as numbers if you want to update them.

To convert a spreadsheet from Desktop View:

1. Select the spreadsheet to convert. It can be a single spreadsheet or a stack.
2. Drag it onto the spreadsheet link icon on the Link Bar. You can also click the spreadsheet link icon.
3. When the spreadsheet link icon is highlighted, release the mouse button.



This sample shows Microsoft Excel as the spreadsheet application, but you can drag the spreadsheet onto any spreadsheet icon on the Link Bar.

Instead of using the spreadsheet link icon, you can also choose Links from the File menu, and choose the name of a spreadsheet application.

4. When the conversion is complete, the spreadsheet application opens and you can begin editing its text and numbers.

	F	G	H	I	J	K	L	M
4	8/86	Q1	9/86	10/86	11/86	Q2	S1	12/86
5	\$28,675	\$85,525	\$28,675	\$29,575	\$31,875	\$90,125	\$175,650	\$31,675
6	10000	30000	10000	10000	13000	33000	63000	1200
7	3000	8500	2500	3000	2500	8000	16500	330
8	4575	13725	4575	4575	4575	13725	27450	457
9	9600	28800	9600	9600	9600	28800	57600	960
10	1500	4500	2000	2400	2200	6600	11100	220
11								
12	\$28,200	\$84,600	\$28,200	\$23,400	\$25,900	\$77,500	\$162,100	\$22,900
13	7500	22500	7500	7500	10000	25000	47500	750
14	2000	6000	2000	2000	2000	6000	12000	200
15	8000	24000	8000	2700	2700	13400	37400	270
16	8200	24600	8200	8200	8200	24600	49200	820
17	2500	7500	2500	3000	3000	8500	16000	250

- ▼ **NOTE:** To maintain the column format for a spreadsheet table, choose Link Preferences from the Edit menu, click the icon for your spreadsheet application, click OCR Setting, and deselect Decolumnized Output. That setting maintains the column format for tables in word processing applications.
- ▼ **NOTE:** Spreadsheets are often displayed horizontally. To rotate them after scanning, select the spreadsheets and click the Rotate button.



RELATED TOPICS IN HELP

Convert an Item to Text

Manage and Use Other Links

PaperPort Basics, Using PaperPort Links

CHAPTER 8

Filling In Preprinted Forms with FormTyper

Insurance forms, registration cards, coupons, and tax forms are examples of preprinted forms. They have fields that you need to fill in with data, such as name, address, and telephone number.

In the past, you had to use a typewriter or a ballpoint pen to fill in the fields manually on preprinted forms. With the Visioneer FormTyper application, you can enter data using your computer and then print the form. The end result is the preprinted form, filled with data just as if you had used a typewriter.

This chapter explains how to:

- Fill in a form using FormTyper
- Use the FormTyper tools
- Print a filled in form

FILLING IN A FORM

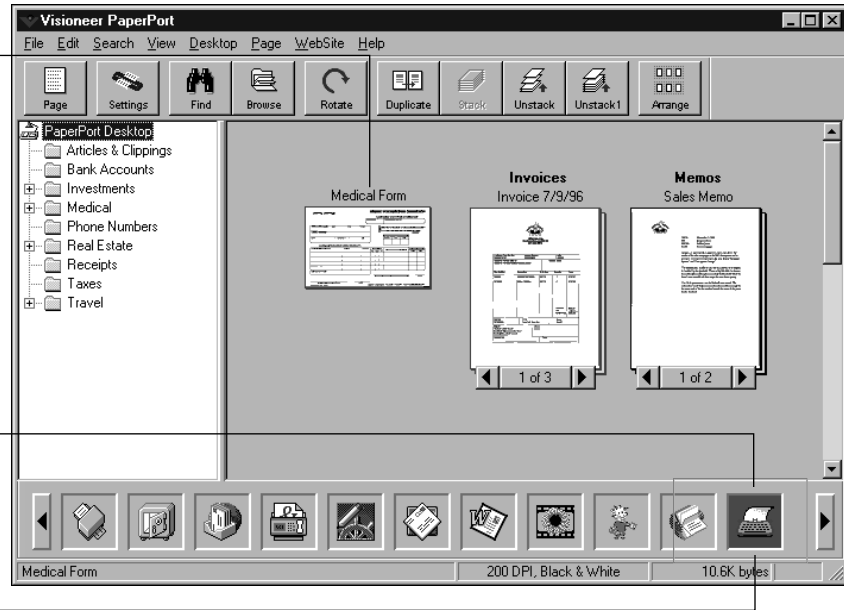
The following example shows a medical form on the PaperPort Desktop with fields to fill in.

To fill in a form with FormTyper:

1. Select the form.
2. Drag the form onto the FormTyper link icon on the Link Bar.

You can also just click the FormTyper link icon.

3. When the FormTyper link icon is highlighted, release the mouse button.



After a few moments while the software analyzes the form to find its fields, the FormTyper window opens. The fields are underlined in blue, and the cursor is at the first field to be filled in.

To fill in a form from Page View, choose Links from the File menu and then choose Visioneer FormTyper from the Links menu. The FormTyper application opens, and you can begin filling in the data fields.

▼ **TIP:** Before dragging the form onto the FormTyper Link, switch to Page View and use the Enhance Lines tool to darken and straighten the form's lines. The PaperPort FormTyper link identifies underlining of blank areas on a form as data fields to be filled in. Darkening and straightening the form's lines with the Enhance Lines tool helps PaperPort find the fields with more accuracy.

4. Begin typing data if the cursor is at the first field that you want to fill in.

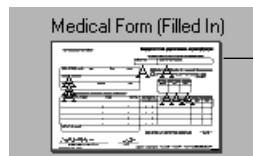
To type in any other field, click the field.
To add another line to a field, press Enter.

5. When you're finished typing in a field, press the Tab key or the left or right arrow keys to move to the next field.

If you make a mistake or need to edit the data, double-click the field again. The cursor is in the text and you can edit it. After filling in all the fields, you must save the form.

6. From the **Form** menu, choose **Save to PaperPort Desktop As**.

7. Type a name for the filled-in form and click **OK**.

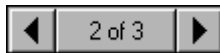


The form appears on the PaperPort Desktop. The "A" symbols indicate fields filled with text annotations

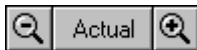
- ▼ **NOTE:** Use the Save to PaperPort As command to save the filled-in form. The Save to PaperPort Desktop command overwrites the form. Use Save to PaperPort Desktop only if you don't want to keep an original copy of the form.

FORMTYPER TOOLS

The FormTyper application has the “look and feel” of the PaperPort 5.0 Deluxe Software. Some of FormTyper's tools are similar.



Form Navigator. If the form has more than one page, click the left arrows to display the previous or next page. Click the middle of the navigator (that says 2 of 3 in this example) to see the Go To Page dialog box.



Zoom Navigator. Click the Plus magnifying glass to enlarge the image of the form. Click the Minus magnifying glass to reduce the image. Click Actual to see the image at its actual size.



Place Field. Click to place a field manually on a form. Then put the cursor on the form, hold down the mouse button, and drag to create a new field.



Auto-Find. Click to have FormTyper find all of the fields on the form again. Use this button if you've deleted some fields and want to find them again automatically.

PRINTING A FILLED-IN FORM

Once the filled-in form is saved to the PaperPort Desktop, you can print it as you would any scanned item. Select the form and drag it to the printer link icon on the Link Bar. You can also choose Print from the File menu.



RELATED TOPICS IN HELP

Fill In a Form

Working with Items in Page View

Working with Items on the PaperPort Desktop

CHAPTER 9

Annotating a Page

To communicate well, you need to draw the reader's attention to important information. When working with paper, you can highlight text with highlighter markers, add post-it notes, and circle text with a pen or pencil. With PaperPort, you can use these methods but in electronic form.

This chapter shows how to:

- Select, move, and resize annotations
- Cut, copy, paste, and crop sections of a page
- Straighten a page that was scanned at an angle
- Scroll quickly
- Write notes on a page
- Highlight sections of a page
- Draw lines and arrows
- Add a picture to a page
- Display and hide annotations
- Print items

Here is an example of a page with some annotations.

Selection. Select an area to copy, cut, paste, or crop.

Note. Add a note, just like a post-it note.

Arrow. Point to important information with a line or arrow.

Highlight. Add a highlight color.

Freehand. Circle or underline important information.

Picture. Add an illustration to a page.

You can also tell if an item in Desktop View contains annotations because they appear as small symbols on the thumbnails.

Symbols on the thumbnail indicate that the item has annotations.

USING THE ANNOTATION TOOLS

The basic method of using the annotation tools is similar for each tool.

To use an annotation tool:

1. Click the tool on the Annotation Tool Bar.
2. Place the cursor on the page. Its shape will indicate the tool you selected.
3. Depending on the tool you selected, click or drag the cursor to use the tool.



The following examples show how to use the annotation tools.

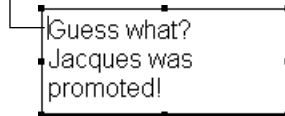
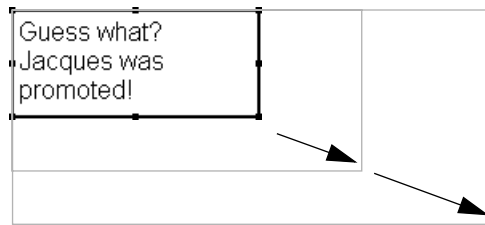
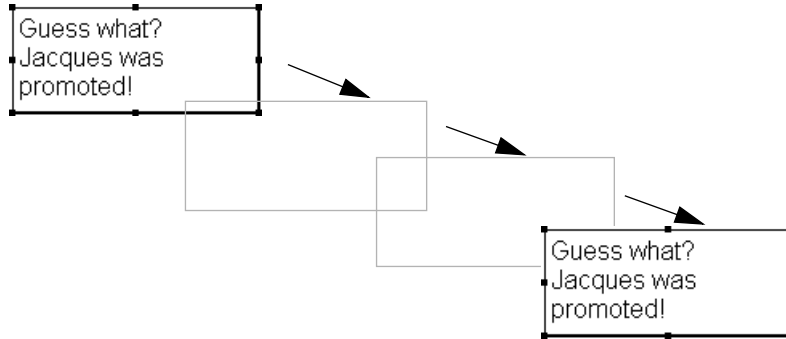


POINTER

Use the Pointer tool to select annotations on a page. Annotations must be selected in order to move, resize, or edit them.

To use the Pointer tool to move, resize, or edit an annotation:

1. Click an annotation to select it.
2. To move the annotation, put the pointer inside the selected area, and drag the annotation to a new place.
3. To resize the annotation, put the pointer on one of the selection boxes, hold down the mouse button, and drag the pointer.
4. To edit the text in an annotation, double-click the annotation. The cursor is at the start of the text.

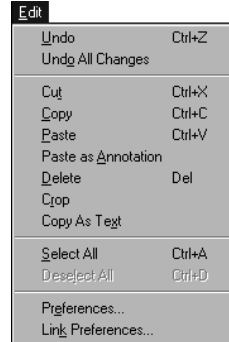
**SELECTION**

Use the Selection tool to select an area to crop, cut, copy and paste, such as a graphic for use in another application, or your signature for use on a form letter.

- ▼ **TIP:** Use the selection process to copy your signature onto letters. Then you can fax a signed copy of your letters directly from your computer without having to print the letter, sign it, and then rescan it (or send it from a fax machine).

To use the Selection tool:

1. Drag to select an area of the page.
2. Depending on what you want to do with the selection, choose a command from the **Edit** menu.
3. To paste the selection to another document, open it, and choose **Paste** from the **Edit** menu.



CUT AND PASTE OPTIONS

You can copy (or cut) and paste to and from pages and applications in several different combinations:

- *From one page to another in Page View.* The copied image is pasted onto the receiving page; you can then move the image into place.
- *From Page View to the PaperPort Desktop.* A new item is created on the Desktop with the copied image on it.
- *From Page View to another application.* The copied image appears on the page in that application; you can then move that image to its correct position in that application.
- *From another application to PaperPort.* If the copied image is a graphic, pasting it to the PaperPort Desktop creates a new item with the image on it. Pasting to the Page View puts that image on the page being displayed. If the copied material is text, it can be pasted to a PaperPort note or to mark-up text (single lines of text only), but copied text cannot be pasted directly to a thumbnail on the PaperPort Desktop. To paste a picture that can be moved and resized on a page, paste it to the page in Page View using the Paste as Annotation command.

- ▼ **NOTE:** Another copy and paste option is the Copy As Text command in the Edit menu. PaperPort converts the selection to text at the same time it copies the text to the Clipboard.

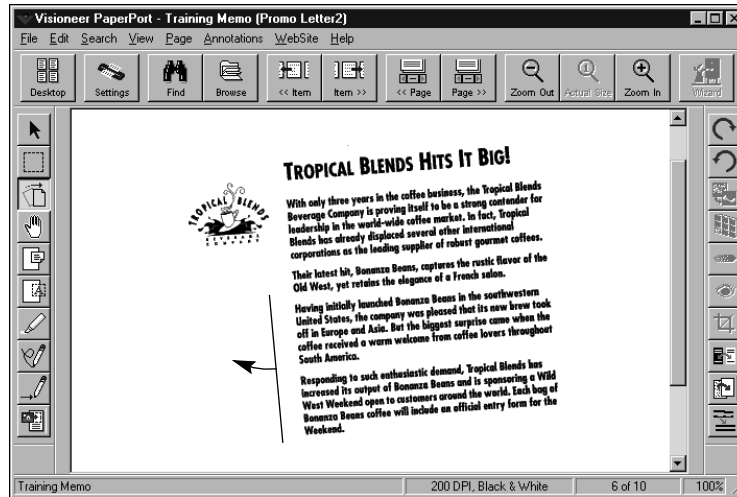


STRAIGHTEN PAGE

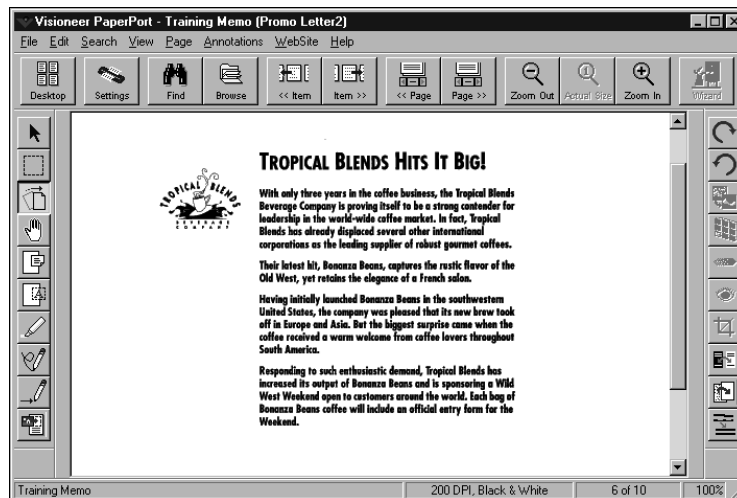
Use the Straighten Page tool to straighten a page, either horizontally or vertically, that was originally scanned in at an angle.

To straighten a page:

1. Hold down the mouse button and draw a line along the edge of an area that you want to be horizontal or vertical on the page.



2. When you release the mouse button, the PaperPort software straightens the whole page along the line you drew.





PAN

Use the Pan tool to scroll an image quickly, up, down, left, or right.

To use the Pan tool:

1. Click the Pan tool. The pointer changes to a hand pointer.
2. Drag the mouse. The page image moves as you move the mouse.

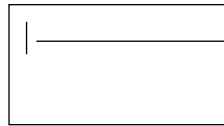


NOTE

Use the Note tool to write a resizable note at any place on the page. You can also “collapse” the note so it doesn’t cover any information on the page.

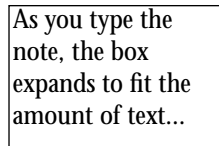
To write a note with the Note tool:

1. Click the page.

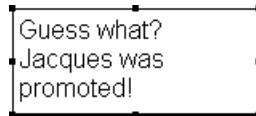


The insertion point is ready for you to begin typing.

2. Type the note in the text box that appears.



3. To collapse all the notes on a page, select any one of the notes first.



4. From the **Annotations** menu, choose **Collapse Notes**.



The collapsed note icon indicates a Note is at that position on the page.

5. To see the notes again, select any note, then choose **Expand Notes** from the **Annotations** menu.



MARK-UP

Use the Mark-Up tool to add a line of text to the page.

To write a note with the Mark-Up tool:

1. Click the page where you want to type text.
2. Type a line of text.

*The Mark-Up tool is for typing a single line of text, like this.
Don't press Enter to type a second line of text...*

...instead create another mark-up box and type your text.




HIGHLIGHTER

Use the Highlighter tool to highlight any part of a page with a color.

To highlight a portion of a page:

- Hold down the mouse button and drag the Highlighter tool over the area you want to highlight.

Here's What the Press is saying about PaperPort™:

"Visioneer... has created a small, simple, inexpensive, and elegant scanning system... that makes it child's play to load images of paper documents into your computer and organize and manage them." 

—Wall Street Journal

"Visioneer has added enough features and compatibility with industry-standard document and communication packages to make this version a big step forward - without compromising the MVP Award-winning usability of its first release."

—PC Computing

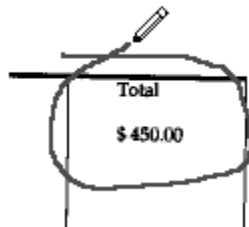


FREEHAND

Use the Freehand tool to draw freehand marks, for example, circle text or underline important sentences.

To draw freehand lines on a page:

- Hold down the mouse button and draw a line around the area you want to emphasize.



To change the line width of an existing line, select it, then choose Line Width from the Annotations menu and choose a new line width.

To change the width for new lines that you want to draw, click the Freehand tool or Arrow tool, click the right mouse button and choose Line Width from the displayed menu, or choose Line Width from the Annotations menu and then choose a new width. Existing lines will not be affected.

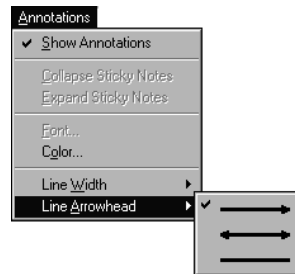


ARROW

Use the Arrow tool to draw straight lines, with or without arrowheads, to point to specific parts of a page.

To draw straight lines with the Arrow tool:

1. Hold down the mouse button and drag to draw a line or arrow.
2. To add or remove arrowheads when you draw, choose **Line Arrowhead** from the **Annotations** menu.



PICTURE

Use the Picture annotation tool to place a picture as an annotation onto a page. You can add a Picture annotation by selecting a bitmap file already saved on your hard disk or by pasting a picture from the Clipboard.

To add a picture to a page using the Clipboard, copy the picture to the Windows Clipboard, and then display the page in Page View. Choose Paste As Annotation from the Edit menu. The picture is pasted onto the page. If you paste a color picture onto a black-and-white page, the picture appears in black-and-white but retains its color information in case you copy and paste it later.

To add a picture with the Picture tool:

1. Click the Picture tool, then click on the page where you want the picture to be located.

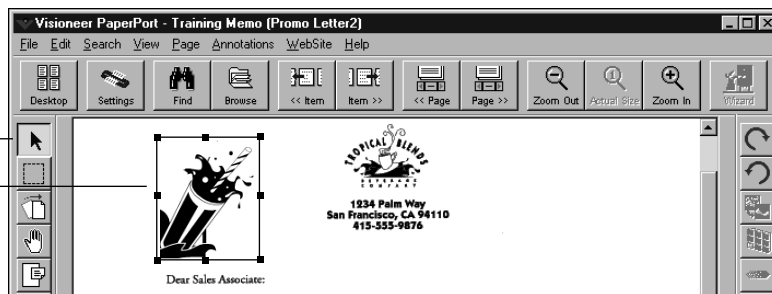
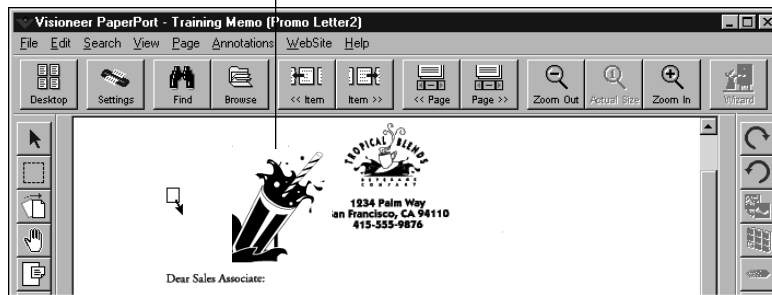
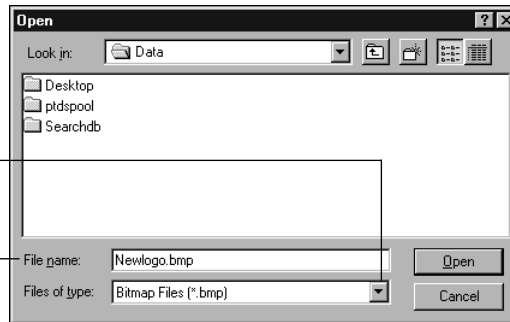
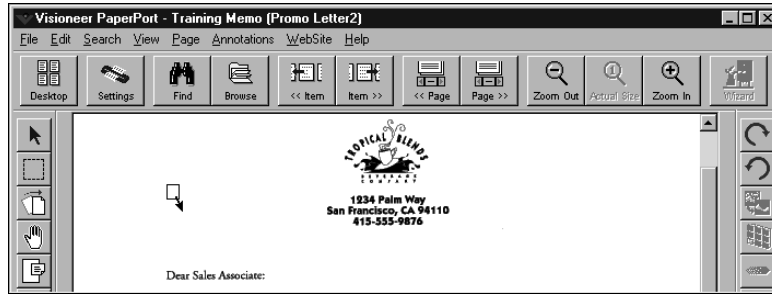
The Open dialog box appears.

2. Select Bitmap Files as the file type from the drop-down list.
3. Select the name of the picture.
4. Click **Open**. The picture appears on the page.

5. To reposition a picture, click the Pointer tool and then click the picture to select it. Handles around the picture indicate it is selected.

6. Drag the picture to its proper position on the page. To resize the picture, drag one of its handles.

You can resize or reposition a picture whenever it is displayed in Page View.

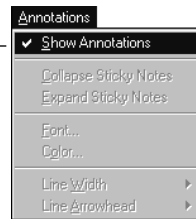


DISPLAYING AND HIDING ANNOTATIONS

You can display items on Page View with all of their annotations either visible or hidden. This feature is especially useful if you want to print or fax an item, but don't want to include the annotations.

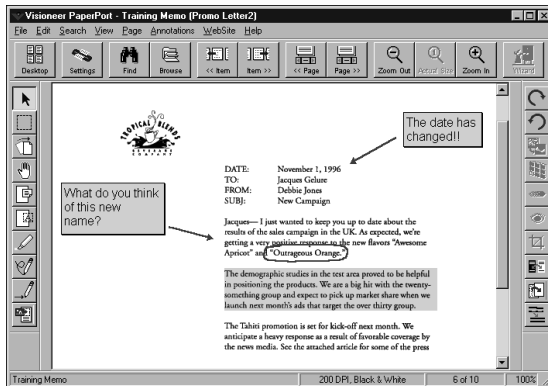
To display or hide annotations:

1. In Page View, choose **Show Annotations** from the **Annotations** menu. The (✓) checkmark means the annotations are visible.

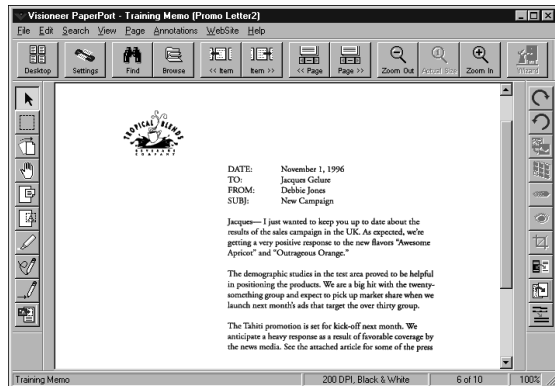


2. To hide annotations, choose **Show Annotations** again from the **Annotations** menu.

A page with visible annotations



The same page with hidden annotations



PRINTING ITEMS

You can print any scanned item. If an item contains annotations that you don't want to include when it's printed, remember to turn off the annotations first.

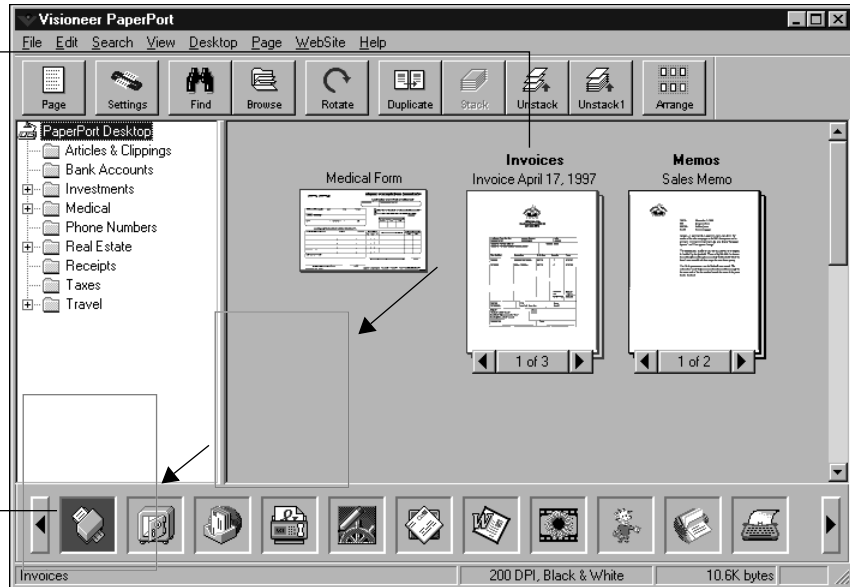
To print an item:

1. Select the item. It can be a single item or a stack.

2. Drag the selected item onto the Printer link icon on the Link Bar.

You can also just click the printer link icon.

3. When the printer link icon is highlighted, release the mouse button.



You can also print by choosing Print from the File menu.



RELATED TOPICS IN HELP

- Change Annotations
- Create Annotations
- Manage Annotations
- PaperPort Basics, Page View
- Print, Save, and Delete Items

CHAPTER 10

Editing Images

An original image may not be the exact color or sharpness that you want, even before it's scanned. For example, an indoor snapshot of your family or household pet may have the "red eye" effect from the camera's flash. Using PaperPort's Remove Red Eye tool, you can remove the red. Other tools help you adjust colors, contrast, and other image characteristics.

This chapter shows how to:

- Rotate images
- Improve the color and sharpness of an image
- Adjust the color, brightness, and tint of a color picture
- Sharpen or blur an image
- Remove the "red eye" effect from flash photographs
- Crop the page
- Invert the colors of an image
- Remove stray dots on a page
- Enhance lines in images of tables and forms

USING THE IMAGE EDITING TOOLS

The image editing tools are designed to improve images scanned in color, black-and-white, and grayscale. The tools available in Page View depend on the type of image.



ROTATE RIGHT OR LEFT

Use the Rotate tools to rotate an entire page 90 degrees to the left or right. Pages with annotations cannot be rotated.

Rotating a page is particularly useful for spreadsheets, graphs, charts, and other pages normally displayed horizontally. After scanning a page vertically, rotate it to produce a horizontal page like the original.

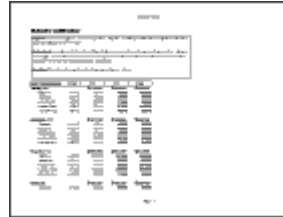
You can rotate multiple pages or a stack. For example, after scanning in several spreadsheets, you can select them all or stack them and click the Rotate button. All of the spreadsheets will be rotated together.

To rotate images using the Rotate Image tools:

- Click one of the Rotate tools.

The image rotates 90 degrees to the left or right depending on the tool you select.

To rotate the object more than 90 degrees, click the tool again.



- ▼ **NOTE:** All tools on the Image Tool Bar have equivalent commands available from the menus. For example, you can also rotate items using the Rotate command from the Page menu.



AUTOFIX PICTURE

Use the AutoFix Picture tool to automatically enrich the quality of an image. The PaperPort software analyzes the image and improves its appearance as much as possible. Fuzzy images may become sharper, and underexposed (dark) or overexposed (lighter) photos may be darkened or lightened. However, if the quality of the original image is very poor, even the automatic image improvement may not help.

To enhance images with the AutoFix Picture tool:

- Click the AutoFix Picture tool.

This sample picture of a flower cart becomes clearer and sharper.



Before



After

- ▼ **NOTE:** If the image is already at the proper exposure and in focus, PaperPort cannot improve it further. In fact, clicking the AutoFix Picture tool may seem to degrade image quality because PaperPort assumes the image needs to be modified, even though it's already just right. If you try to AutoFix a picture and do not like the results, choose Undo AutoFix Picture from the Edit menu.



ADJUST PICTURE

The Adjust Picture tool is for manually adjusting a color picture's brightness and contrast, color, and tint.

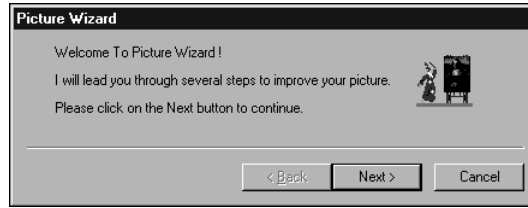


- ▼ **NOTE:** The Picture Wizard is also for adjusting a color picture. Clicking the Picture Wizard button on the Command Bar walks you through the most likely steps to produce a good quality image.

To use the Picture Wizard:

- Click the Picture Wizard button on the Command Bar.

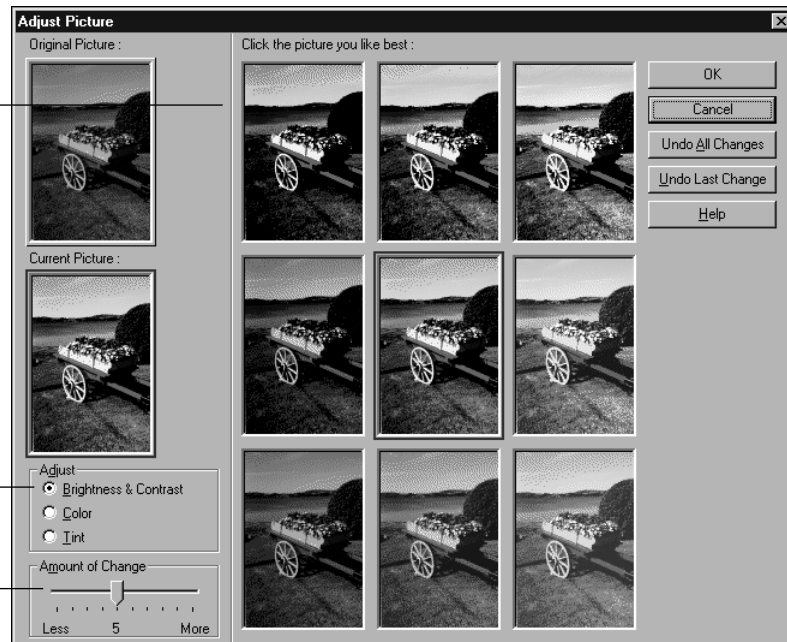
A series of dialog boxes walk you through the process to adjust the picture quality.



This is the first Wizard dialog box. Click Next to see the next dialog box.

To use the Adjust Picture tool:

1. Click the Adjust Picture tool.
2. Select the picture that you like best. The one you select moves to the center and becomes the current picture, or the one to adjust.
3. Click a button to adjust a feature of the picture.
4. Drag the slider to adjust that feature.
5. Click **OK**.



See the Help system for more details about Adjust Picture and the Picture Wizard.



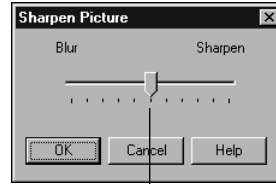
SHARPEN PICTURE

Use the Sharpen Picture tool to sharpen or blur a color picture.

To sharpen or blur a color picture with the Sharpen Picture tool:

1. Click the Sharpen Picture tool.

The Sharpen Picture dialog box appears.



2. Drag the slider to sharpen or blur the picture.



Before—A blurred picture



After—The sharpened picture

3. Click **OK**.



REMOVE RED EYE

Indoor flash photographs can produce the “red eye” effect that turns the pupils of the eyes red. Using the Remove Red Eye tool you can remove the redness from the eyes in the image.

To remove the red eye effect with the Remove Red Eye tool:

1. Click the Selection tool.

2. Select the portion of the pupil of the eyes that are red.



3. Click the Remove Red Eye tool. PaperPort removes the red from the eyes.

- ▼ **TIP:** Use the Zoom In button (on the Command Bar) before selecting the red area, and then select as small an area of the eye as possible. PaperPort removes the color red from the entire selected area. If the selected area includes other parts of the eye that have tints of red in them (as light brown eyes often do), those tints will be removed too.



CROP PAGE

Use the Crop Page tool to remove part of a page. The cropped part remains, but the rest of the image is removed from the page.

To remove a part of a page:

1. Click the Selection tool.
2. Select the area to remain on the page. The rest of the image will be removed.
3. Click the Crop Page tool.



The full image



The cropped image

- ▼ **TIP:** Create a duplicate of an image before cropping it because cropping permanently removes the unselected portion of the image. Having a duplicate ensures that if you crop too much, you can always start over with the original. To create a duplicate of an image, select it on Desktop View and choose Duplicate Item from the Desktop menu.



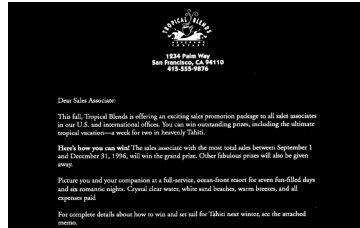
INVERT PAGE

Use the Invert Page tool to reverse the colors of an image. This is particularly helpful for reading text on images with a dark background and light letters.

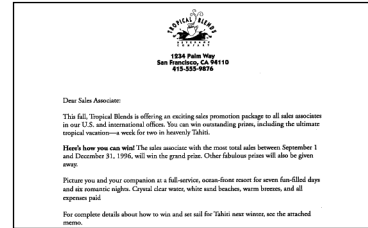
To reverse images with the Invert tool:

- Click the Invert Page tool.

The image reverses color.



Before



After



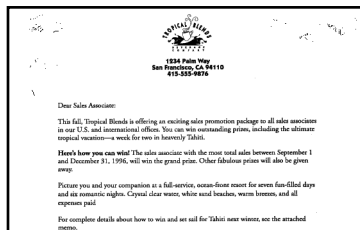
REMOVE STRAY DOTS

Sometimes a page has small marks, dots, or speckles that appear on the scanned page. For example, scanned newspaper articles often have extraneous spots on the page. Clicking the Remove Stray Dots tool automatically cleans those extra marks from the scanned image. This tool applies only to images scanned in black and white.

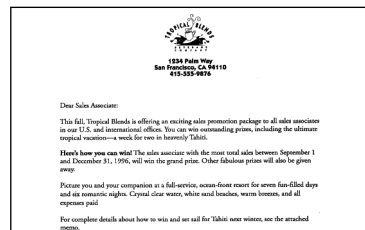
To clean a page with the Remove Stray Dots tool:

- Click the Remove Stray Dots tool.

PaperPort removes the stray dots from the page.



Before



After

- NOTE:** PaperPort removes only the smaller dots and speckles on the page because larger marks, such as handwritten notes, may be a valid part of the image. To remove larger unwanted portions of an image, use the Selection tool (on the Annotation Tool Bar) to select the unwanted portion, then choose Cut from the Edit menu.



ENHANCE LINES

Use the Enhance Lines tool to automatically darken and straighten horizontal lines on a black-and-white scanned image, such as a table or preprinted form. Enhancing lines is particularly helpful prior to using the PaperPort FormTyper link to fill in scanned preprinted forms.

To darken and straighten lines with the Enhance Lines tool:

- Click the Enhance Lines tool.

The lines are straightened and darkened.

REQUEST FOR INDIVIDUAL CONVERSION
PLEASE SUBMIT IN ORDER PRIOR TO TERMINATION

GROUP NO. IDENTIFICATION NO.

EMPLOYEE'S NAME LAST FIRST MIDDLE INITIAL REMAINS RESIDENT IN TANSKARE SERVICE AREA
STREET ADDRESS LEAVING TAKECARE SERVICE AREA (See Code Change)
CITY STATE ZIP EFFECTIVE DATE OF CHANGE
MONTH DAY YEAR

DEPENDENTS COVERED UNDER CONTRACT		INITIAL	DATE OF BIRTH	IDENTIFICATION NUMBER	TO BE CONTINUED	
LAST NAME	FIRST		MM - DD - YY		YES	NO

EMPLOYER NAME EMPLOYER AUTHORIZATION SIGNATURE DATE

SUBSCRIBER'S SIGNATURE DATE WHITE - 100% COPY YELLOW - 75% COPY PINK - SUBSCRIBER COPY

CREATING WALLPAPER FROM AN ITEM

The background color of your computer's screen is called "wallpaper." Typically it is a nondescript color, but you can easily change it to an image from PaperPort, for example, a picture of your spouse or children.

To create wallpaper:

- Select the item for the wallpaper.
 - Choose **Set as Wallpaper** from the **Page** menu. The screen background color changes to that image.
- ▼ **NOTE:** To change back to the original wallpaper, open the Windows Control Panel, double-click Display, click the Background tab, choose a wallpaper pattern from the Wallpaper menu and click OK.



RELATED TOPICS IN HELP

Adjust Color Pictures and Other Images

Add Notes, Arrows, and Other Annotations

CHAPTER 11

Filing Items in Folders

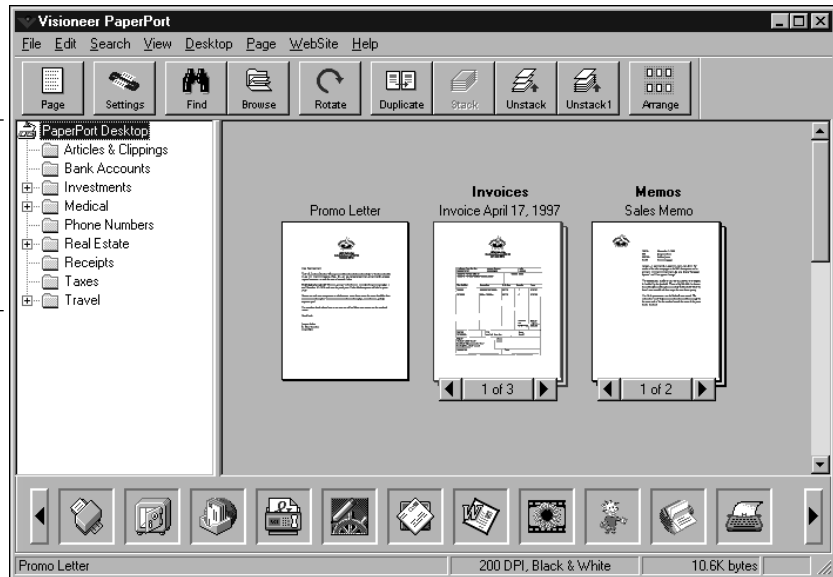
PaperPort's filing system with folders is similar to the filing system that you use with Windows, except the PaperPort folders are only for items scanned or imported to the PaperPort Desktop.

This chapter shows how to:

- Store items in folders
- Create new folders
- Give folders titles
- Store folders in folders
- See the contents of folders
- Find an item in a folder

The list of folders appears in Desktop View along the left side of the window.

The list of folders



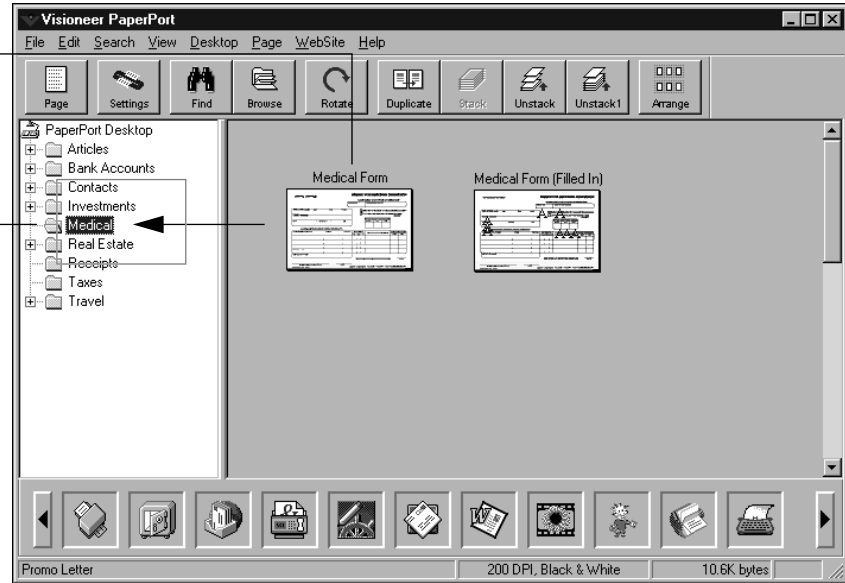
- ▼ **NOTE:** You can add other folders to the list, give them new titles, store folders within folders, and change their colors.

DRAGGING AND DROPPING ITEMS INTO FOLDERS

The easiest way to move an item into a folder is by dragging and dropping the item into the folder. You can file items one at a time, or you can file multiple selected items all at the same time. Each folder can hold up to 200 items.

To drag and drop an item into a folder:

1. Click an item(s) to select it.
2. Drag the selected item into a folder.
3. When the folder is highlighted, release the mouse button.



You can also put the selected item into a folder using the Move to Folder or Copy to Folder commands in the Desktop menu. The Copy to Folder command creates a copy of the item and puts it into the new folder, but leaves the original item in its original folder.

CREATING NEW FOLDERS

You can add new folders to the main list, or add a folder within a folder to create a sublist of folders. Each sublist can contain up to 100 folders, and each folder can have up to five sublists.

For example, you could create a folder named Business and another one named Vacation for your Travel folder. Then you could keep all your business travel receipts in one, and vacation travel receipts in the other.

To add a folder to the main list of folders:

1. Click PaperPort Desktop.

2. From the **File** menu, choose **New Folder**.

3. Type the new folder's title, and then click **OK**.



To add a folder within another folder, click the folder instead of the PaperPort Desktop. Choose New Folder from the File menu, type a title for the new folder, and click OK.

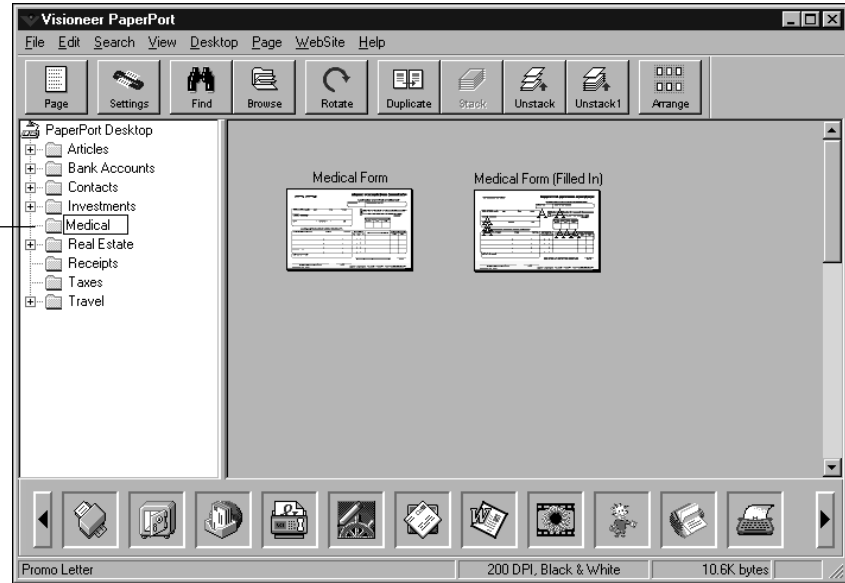
GIVING FOLDERS NEW TITLES

Each folder must have a title. You can re-title any folder, including the basic set of folders that you receive with PaperPort.

▼ **NOTE:** The PaperPort Desktop is not a folder and cannot be renamed.

To give a folder a new title:

1. Click a folder to select it.
2. Click the folder's title to see the text box for editing the title.
3. Type the new title and press the Enter key or just click elsewhere on the PaperPort Desktop.



You can also select the folder and choose Change Title from the File menu.

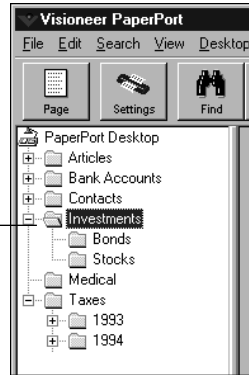
DRAGGING AND DROPPING FOLDERS INTO FOLDERS

Folders can be stored in other folders by dragging and dropping one folder into another.

- ▼ **TIP:** Holding down the Ctrl key while dragging a folder into another folder creates a duplicate of the one you're dragging. This is a quick way to create a new folder, and can save time when you're creating a batch of new folders. When you're finished creating the folders, you can give each new one its own title. If the folder being duplicated already contains items, they are duplicated too.

To drag and drop one folder into another:

1. Click a folder to select it.
2. Drag the selected folder onto another folder.
3. When the folder is highlighted, release the mouse button.



You can tell when a folder has other folders in it because a small plus sign appears next to a folder. A minus sign indicates the folder is open and lists its folders.

SEEING THE CONTENTS OF FOLDERS

Desktop View displays the contents of the open folder. Thus, if you open the Travel folder, you will see all the scanned items stored in that folder. Only one folder at a time is open; therefore opening a new folder closes the one that was open.

To see the folders within a folder:

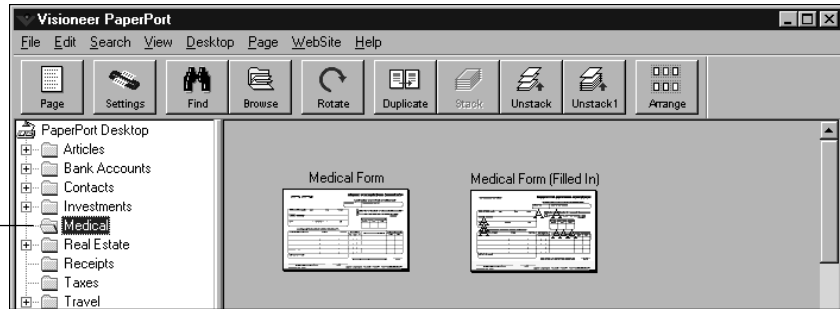
1. Click the plus sign, or double-click the folder.
2. To close a folder, click the minus sign or double-click the folder.



To see the items in a folder:

- Click a folder to see the items in it.

You can also click the **Browse** button to see all the items in all the folders.

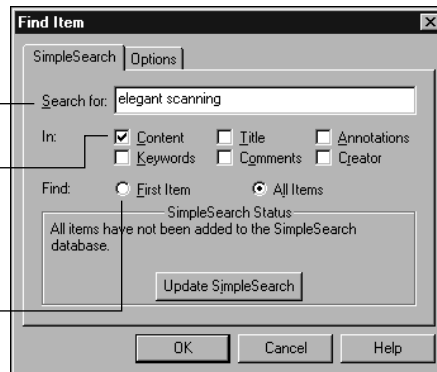


USING SIMPLESEARCH TO FIND AN ITEM

PaperPort's SimpleSearch features help you find scanned items. For example, if you recall the item's title or keywords, PaperPort can find the item based on that information. However, PaperPort also reads the entire text content of each scanned item and can find items based on any words and phrases in the content. To use this powerful search feature, make sure that the Content checkbox is selected in the Find Item dialog box.

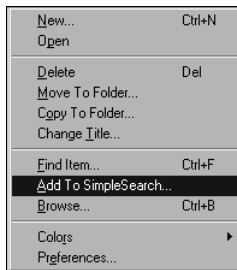
To use SimpleSearch to find an item in a folder:

1. In Desktop View, choose **Find Item** from the **Search** menu.
2. Type the text to identify the item.
3. Select one or more checkboxes to identify where to search for the text.
4. Select the buttons to find just the first, or all items that have that text. Click **OK**.



In the SimpleSearch dialog box, you can:

- Click the Options tab to display several options for using SimpleSearch, including whether you want PaperPort to match the exact phrase you're looking for or to find text that closely matches.
- Click the Update SimpleSearch button to read any items that haven't been read yet. This adds the items' text to the SimpleSearch database (which is similar to the index of this guide).



You can add specific items to the SimpleSearch database. Click an item or folder with the right mouse button and then choose Add to SimpleSearch from the shortcut menu. This is particularly useful when you've scanned a number of items and filed them in a new folder. Click the folder with the right mouse button, and PaperPort begins adding the items' content to the SimpleSearch database.

- ▼ **NOTE:** SimpleSearch works “in the background,” which means that PaperPort is constantly reading items' textual content even while you're working on other tasks. For this reason, you may see messages that SimpleSearch has not finished adding items to its database and that you shouldn't quit the application. These messages occur when PaperPort is still reading some scanned items. Normally, if you wait a few moments, PaperPort finishes the process, and you can then quit the application.



RELATED TOPICS IN HELP

- Create Folders
- Find Items and Folders
- PaperPort Basics, Desktop View
- Name and Organize Folders
- Place Items in Folders

APPENDIX A

PaperPort Viewer

With PaperPort Viewer, you can share PaperPort items—including articles, letters, contracts, budgets, reports, and photos with others who do not own the PaperPort software. PaperPort Viewer lets others view and print PaperPort items.

You can distribute PaperPort Viewer to others free of charge.

One way to send someone PaperPort Viewer is to attach the PaperPort Viewer file to an e-mail message and then send that e-mail message to the recipient.

The PaperPort CD includes PaperPort Viewer for Windows. See the installation guide that you received with your PaperPort scanner for instructions about installing applications from the CD.

PaperPort Viewer is also available free on Visioneer's Web page. The address is <http://www.visioneer.com>.

PaperPort Viewer has its own Help information. Please see that Help information for a complete description of PaperPort Viewer and how to use it.

INDEX

A

Actual Size button 26
Add to SimpleSearch command 84
Adjust Picture dialog box 72
Adjust Picture tool 71
Annotation Tool Bar 23, 59
annotation tool samples 4, 59–66
annotations
 collapse notes 63
 copy and paste 61
 hiding or displaying 67
 how to create 59
 on forms 55
 samples 58
 selecting 59–60
Archive link 20
Arrange button 25
Arrow tool 65
Auto-Find button 56
AutoFix Picture tool 71

B

back up files 20
blurred picture 73
BMP picture 66
brightness and contrast 71
Browse button 25, 83
business card scan 17

C

clean page 75
Collapse Notes command 63
color photo
 adjusting 72
 definition 69, 71
 sharpen 73

color picture
 adjusting 71
 as wallpaper 76
 blurred 73
 brightness and contrast 71
 clearer 71
 removing red eye 73
 reverse 75
 scanning 71
 tint 71
column format 52
Command Bar 17, 21, 24, 25
Content checkbox 83
convert text 7, 47–50
copy annotations 61
Copy As Text command 50, 62
Create New Link 5
Crop Page tool 74

D

data, entering on a form 54
date title 30
deselect an item 29
Desktop button 24, 26
Desktop View
 annotations 58
 Command Bar 24
 definition 2, 21, 32
 e-mail 39
 folders 78, 82
 switch to 24
 titles 30
drag and drop
 create a stack 28
 folder in folder 81
 item in folder 78
Duplicate button 25
Duplicate Item command, before cropping 74

E

e-mail link 6, 7, 35, 38, 39
 Enhance Lines tool 55, 76
 Excel 52
 Export command 20
 export item 12, 20

F

fax

link 6, 35, 36
 with ScanDirect 43

fax, one page 33

field

editing 55
 finding 56
 on a form 54
 placing 56

file format 20

Find button 25

find item, with SimpleSearch 11, 83

Finish button 44

flash photo, remove red eye 73

folders

adding to list 80
 contents 82
 definition 21
 drag and drop folders 81
 dragging items 78–79
 duplicating 81
 in folders 10, 82
 list of 78
 new folder 79
 new title 80
 selecting 81

form

darken lines 76
 fields 54
 filling in 54
 printing 56
 saving 55
 seeing in FormTyper 56

Form Navigator 56

FormTyper

definition 8
 enhance lines 76
 print a form 56
 sample 54
 tools 56

Freehand tool 64

G

Go To Page 31

H

Highlighter tool 64

HTML format 49

I

image editing tool samples 70–76

Image Tool Bar 23

import item 12

Internet 6, 12, 39, 40, 49, 85

Invert Page tool 75

item

export 12, 20
 fax with ScanDirect 43
 filing in a folder 10
 finding 11, 83
 import 12
 in folder 82
 in FormTyper 56
 print 68
 rotate 25
 saved 20
 scanned at an angle 62
 scanning 16
 selecting and deselecting 29
 send
 as e-mail 38
 as fax 36
 tiled on a page 33
 title 19, 29
 unstacking 32
 item title, default 30

L

- letter, signature on 60
- line width 65
- Line Widths command 65
- lines, darken and straighten 55, 76
- Link Bar 5–7, 21, 22, 68
- link, creating manually 5
- Links menu 35, 37, 40, 48, 52, 54

M

- Mark-Up tool 64
- move picture 66

N

- Netscape Navigator e-mail link 6, 39
- Next item button 26
- Next page button 26
- Note tool 63
- notes
 - collapse 63
 - on a page 63

O**OCR**

- definition 7, 45
- sample 46

- OLE Return button 26
- Open dialog box 66
- Optical Character Recognition, *See* OCR

P

- page
 - arrows 65
 - clean dots 75
 - convert portion to text 50
 - crop portion 74
 - enhance lines 76
 - highlight sections 64
 - note 64
 - reverse colors 75
 - scanned at an angle 62
- Page button 25
- Page menu 31
- Page Navigators 31

Page View

- Command Bar 25
- convert text 49
- definition 2, 23
- fax item 38
- FormTyper 54
- switch to 24

- Pan tool 63
- paper return 17
- PaperPort Desktop 18, 21, 56
- PaperPort Viewer 12, 85
- paste
 - annotations 61
 - converted text 51
- Paste as Annotation command 61
- Per-Page Titles command 30
- photo
 - exposure and focus 71
 - scan 17
- picture
 - add to page 65
 - reposition and resize 66
- Picture tool 65, 66
- Place Field button 56
- Pointer tool 59
- preprinted form 8, 53
- Previous item button 26
- Previous page button 26
- print items 68
- Printer link icon 68

R

- Remove Red Eye tool 69, 73
- Remove Stray Dots tool 75
- right mouse button 13
- Rotate button 25, 52
- Rotate Right and Left tools 70
- rotate spreadsheet 70

S

- Save to PaperPort As command 55
- scan
 - color 9
 - page 16
 - photo 17
 - preview 16

Scan Settings 9, 17, 18
 ScanDirect Control Panel
 about button 43
 definition 7, 35
 fax an item 43
 help 43
 icon positions 43
 icons 42
 scan multiple pages button 42
 scan single page button 42
 scroll arrows 42
 starting 41
 with PaperPort 44
 screen background 76
 scroll quickly 63
 search for item 11
 select an item 29
 Selection tool 50, 60
 Set as Wallpaper command 76
 Settings button 17, 25
 Sharpen Picture tool 73
 shortcuts, right mouse button 13
 signature, copy to a letter 60
 SimpleSearch 83–84
 definition 11
 spreadsheet
 column format 52
 converting 51
 link 51
 rotating several 52, 70
 stack
 convert text 48
 creating 27
 definition 22, 27
 drag and drop 28
 sample 4
 seeing pages in 31
 title 29
 unstacking 32
 Stack button 25, 28
 Status Bar 21, 22
 Storing Color Photos 9
 Straighten Page tool 62

T
 technical support 6, 40
 text
 convert a portion 50
 convert with OCR 7, 45, 47
 paste converted 51
 text annotation, on forms 55
 text content, of item 83
 thumbnail
 annotations 58
 definition 2, 21
 tilting items 33
 tint, adjusting 71
 title
 date format 30
 definition 19
 folder 80
 item 28, 29
 stack 28, 29
 TWAIN button 26
 U
 unstack all pages 32
 Unstack button 25
 unstack one page 32
 Unstack1 button 25, 48
 V
 Viewer, PaperPort 85
 Visioneer OCR software 45, 47
 Visioneer Web site 12, 40, 85
 W
 WebSite menu 6, 40
 WinFax PRO 37, 38
 Wizard button 26, 71
 word processing
 application 48
 link icon 47
 Z
 Zoom In button
 definition 26
 for red eye 74
 Zoom Navigator 56
 Zoom Out button 26