

# PaperPort OneTouch Scanner Installation Guide

FOR WINDOWS

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

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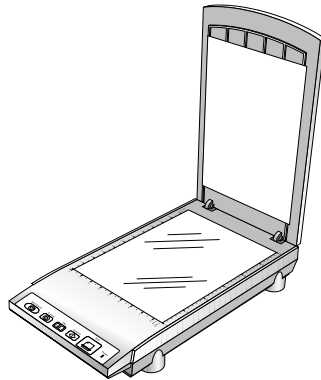
This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

## WELCOME

Congratulations on purchasing your Visioneer PaperPort OneTouch flatbed color scanner. By pressing a single button on the scanner, you can scan and print, scan and fax, scan and open the PaperPort software, or scan and open many other software applications on your computer.

## WHAT'S IN THE BOX

Before starting the installation, check the contents of the box to make sure that all parts are included. If any items are missing or damaged, contact the dealer where you purchased the scanner.



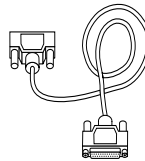
PaperPort OneTouch Scanner



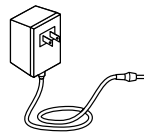
Software CD



Installation Guide



Scanner cable



Power cord

▼ **NOTE:** The CD also includes the *PaperPort User's Guide*, the manual for the PaperPort software. You can print a copy of the manual from the CD to your printer.

## WHAT YOU NEED

### To use the scanner and software, you need the following:

- IBM PC (or 100-percent compatible) Pentium or higher
- Microsoft Windows 95 or Microsoft NT 4.0
- 16 megabytes (MB) or more of available internal memory (RAM)
- 35 MB of free hard disk space
- A VGA or SVGA monitor. Recommended monitor setting for color is as many colors as possible—High Color (16-bit), True Color (24-bit), or 32-bit if your monitor has that capability. Set resolution to at least 800 by 600 pixels. To set colors and resolution, open the Windows Control Panel, double-click Display, and click Settings.
- A CD-ROM drive

## GETTING THE PAPERPORT USER'S GUIDE

The CD also includes your *PaperPort User's Guide*. This guide provides more detailed information about PaperPort's features. Please see the CD to view or print the guide. The guide is also available at Visioneer's web site at [www.visioneer.com](http://www.visioneer.com).

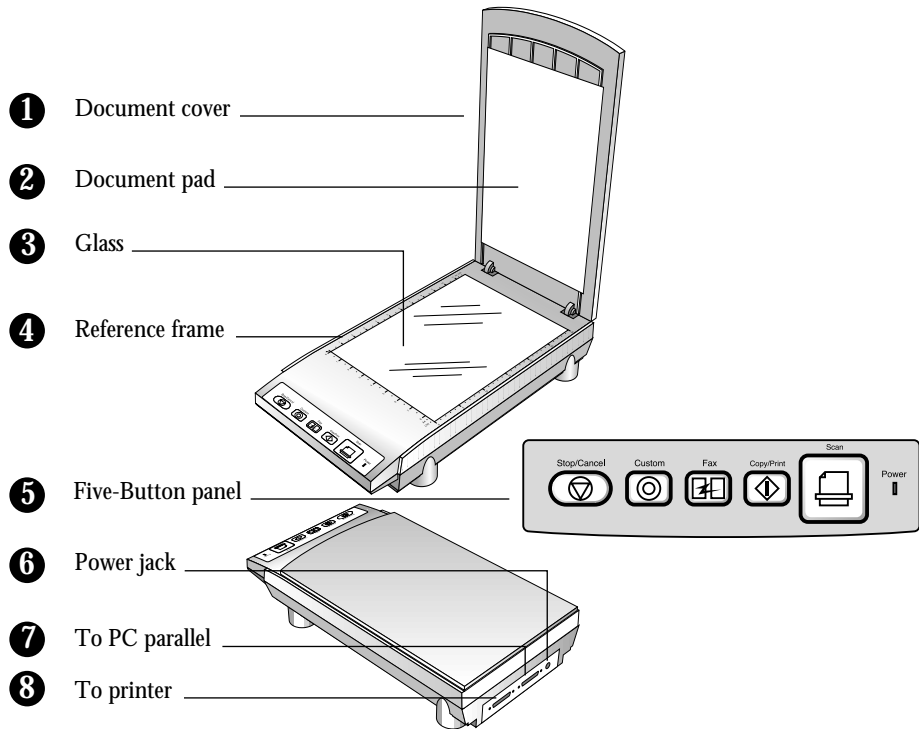
## GETTING HELP

The PaperPort software includes a complete set of help topics that answer questions about the scanner and its software.

### To get help while using the PaperPort software:

- Press the **F1** key, or from the **Help** menu, choose **PaperPort Help Topics** to display the Help Topics window. The help topics cover the PaperPort software and the OneTouch scanner.
- ▼ **TIP:** If you don't find the answers in the help or User's Guide, see the technical support card that you received with your scanner.

## THE ONETOUCH SCANNER



- 1 **Document cover.** Close the document cover after placing items on the scanner glass.
- 2 **Document pad.** Helps to secure the document in place on the scanner glass.
- 3 **Glass.** Place items face down on top of the glass, in the upper left corner.
- 4 **Reference frame.** Place items face down within this frame. Both inches and centimeter markings appear along the border of the frame.
- 5 **Five-Button panel.** Press a OneTouch button to scan, print/copy, fax, convert items to text, or scan and open PaperPort-supported applications on your computer.
- 6 **Power jack.** Plug the scanner power cord into this jack.
- 7 **To PC parallel.** Plug the cable that connects the scanner to the computer into this port.
- 8 **To printer.** Plug your printer cable into this port.

▼ **NOTE:** The scanner does not have an on/off switch. The power is on as soon as you start your computer.

## STEP 1: CONNECTING THE SCANNER TO THE COMPUTER

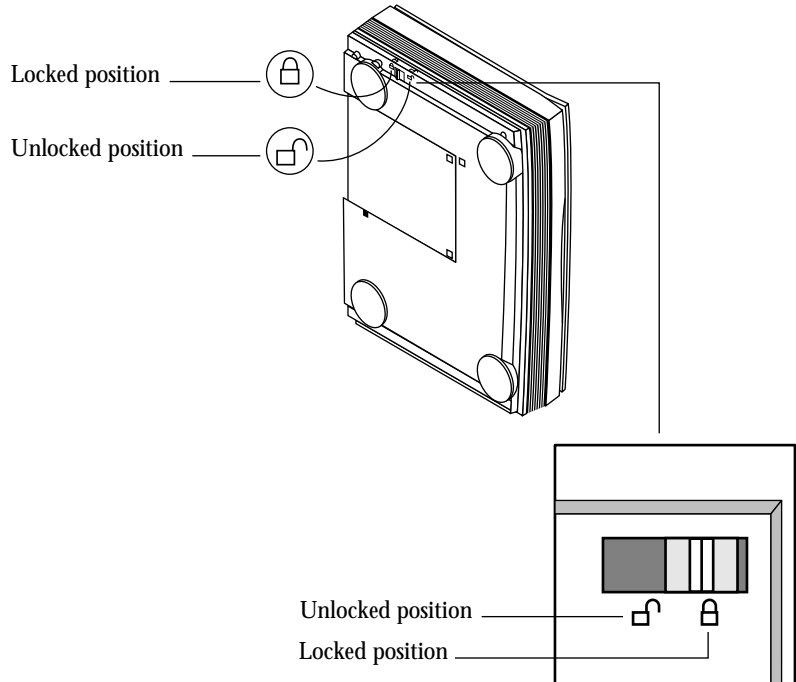
The PaperPort OneTouch scanner connects to any available parallel (LPT) port on the back of your computer.

▼ **NOTE:** Please follow the sequence of steps in this section. Do not connect the power cable until all other connections are complete.

### To connect the PaperPort scanner:

1. Save any open files, and then shut down Windows.
2. Turn off the power to your computer.
3. Slide the scanner lock to the unlocked position. The lock holds the scanner head securely in place to protect it from damage during shipping.

The lock is on the bottom of the scanner, as shown in the following figure. Your scanner may be slightly different than the one shown in the figure.

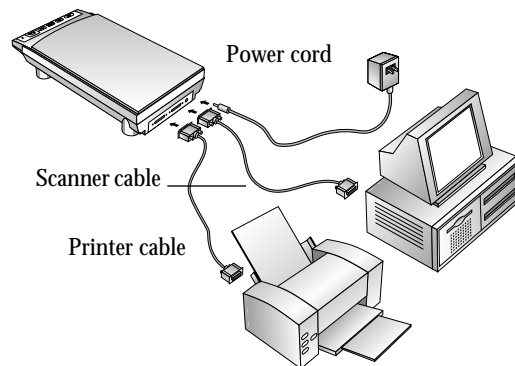


- ▼ **NOTE:** If you transport a locked scanner, remember to unlock it prior to scanning. Failure to unlock it may damage the scanner.
4. If a printer cable is attached to your computer's parallel port, unplug the cable and plug it into the port marked "To printer" on the back of the scanner.
  5. Plug the PC end of the scanner cable into an available parallel port on the back of your computer.

On some older computers the serial port and parallel port both have 25-pin connectors that fit the scanner cable. Please make sure you plug the scanner cable into a parallel port.

6. Plug the other end of the scanner cable into the port on the back of the scanner marked "To PC parallel port."
7. Plug the power adapter cable into the jack on the scanner.
8. Plug the power adapter into an AC (wall) outlet. The power-on light on the front of the scanner comes on indicating the scanner is receiving power.

The following diagram shows the cable connections.



9. Turn on your computer. You're now ready to install the software.

- ▼ **NOTE:** The scanner's power-on light remains lit when the computer is turned off. This is normal even though the computer is turned off. To conserve electricity and prolong the life of the scanner, the scanning lamp automatically powers down when you aren't scanning.

## STEP 2: INSTALLING THE PAPERPORT SOFTWARE

The PaperPort CD includes all the PaperPort software files.

- ▼ **NOTE:** The CD also includes the *PaperPort User's Guide*, the manual for your PaperPort software. You can read the guide while the CD is running, or print a copy directly from the CD.

### To install the PaperPort software:

1. Start Microsoft Windows and make sure that no other applications are running.
2. Insert the PaperPort CD into your computer's CD-ROM drive. The CD automatically starts.

- ▼ **NOTE:** If the PaperPort CD does not automatically start, make sure the CD drive's door is completely shut. If the CD still doesn't start, click the Windows 95 icon that shows the drives on your computer. (Usually, the icon is named My Computer.) The window shows the drives available on your computer. Double-click the icon for your CD-ROM drive to see the list of files on the CD. Double-click the file named START32.EXE. The CD starts.

3. Click the **PaperPort Software** button and follow the instructions on the screen.

After the PaperPort software is installed on your computer, you can click the appropriate buttons on the CD to install the other applications provided on the CD, or read and print the *PaperPort User's Guide* documentation.

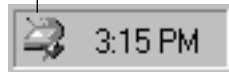
4. When you're finished installing the software, remove the CD from the CD drive.



## STEP 3: CHECKING IT OUT

The OneTouch scanner software adds the scanner icon to the Windows taskbar (at the bottom right corner of the computer screen). If the scanner icon looks like the one shown in the figure, the scanner is properly connected.

Scanner Icon

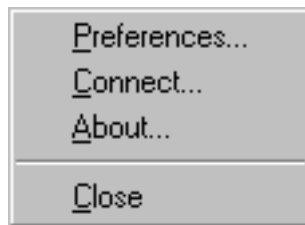


If the icon has a red X through it, the scanner is not properly connected. Please see the next section, “If the Scanner Is Not Properly Connected,” for the steps to fix the problem.

### To check the status of the scanner:

1. Place the mouse pointer on the scanner icon on the Windows taskbar.
2. Click the icon with the right mouse button.

The shortcut menu appears.



3. Choose **A**bout from the shortcut menu.

A dialog box confirms that the scanner is connected properly.



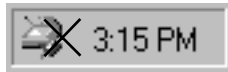
4. Click OK to close the dialog box.

That's it. Your OneTouch Scanner is ready to scan.

See "Scanning By Pressing the OneTouch Buttons" on page 12.

## IF THE SCANNER IS NOT PROPERLY CONNECTED

If the scanner icon on the Windows taskbar has a red "X" through it as shown in the figure, the scanner is not properly connected.



Check the following possible problems:

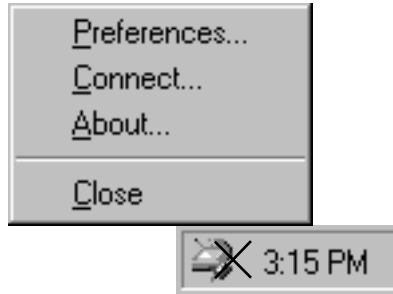
- *Is a cable loose or not plugged in securely?* Inspect all cable connections. Make sure all the cables are plugged in securely.
- *Is the scanner's power light on?* If it isn't, plug the power adapter into another electrical outlet.
- *Are you using an older computer that has 25-pin connectors for both serial and parallel ports?* You may have plugged the scanner cable into a serial port instead of the parallel port. Remove the scanner cable from the serial port and plug the cable into the parallel port.
- *Are other devices "daisy-chained" to the parallel port?* If so, the scanner must be the first one connected to the computer (with the exception of a Zip drive which must be connected directly to the computer and the scanner then connected to the drive). Plug the scanner into the computer's parallel port first, then plug the next device into the scanner.
- *Did you restart the computer after installing the software?* If you didn't restart the computer, it may not have loaded all of the software files. Try restarting your computer.

Please see the Readme file on the CD for additional information that may help you diagnose problems connecting the scanner.

**To connect the scanner:**

1. After checking all of the above problems, place the mouse pointer on the scanner icon with the red X over it and click the right mouse button.

The shortcut menu appears.



2. Choose **Connect** from the shortcut menu.

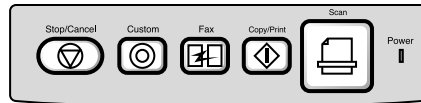
The software finds the scanner and makes the connections.

The scanner icon will no longer have a red X through it, and you're ready to begin scanning.

If you try all the troubleshooting procedures described above and in the Readme file, and the scanner icon still has a red X through it, you may have a malfunctioning scanner. Please see the technical support card that you received with your scanner for the numbers to call to receive technical assistance.

## ABOUT THE ONETOUCH BUTTONS

The OneTouch buttons are pre-configured to scan items at various settings, and then send the scanned image to a pre-selected software application. You can change the settings for each button except the Stop/Cancel button. See “Changing the Button Settings” on page 14.



The following table lists the pre-configured settings of the scanner buttons:

Button	Pre-Configured Settings
Scan	Displays the scanned item in PaperPort Scan setting: Color—fast mode Resolution: 100 dpi
Copy/Print	Prints the scanned item on Printer/Copier Scan setting: Black and white Resolution: Your printer's or copier's default resolution
Fax	Displays the scanned item in your Fax software Scan setting: Black and white Resolution: Your fax machine's default resolution
Custom	Converts the item's text to word processing text and displays the text in Windows Notepad Scan setting: Black and white Resolution: 300 dpi
Stop/Cancel	Cancels the scan in progress.

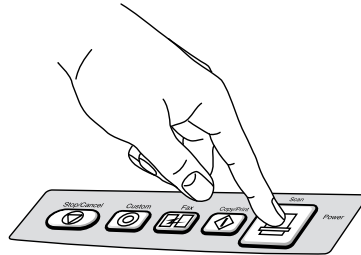
- ▼ **NOTE:** If a button is not pre-configured—for example, if your computer does not have fax software installed so the fax button cannot be pre-configured—a dialog box appears to remind you to configure that button manually.

## THREE WAYS TO SCAN

You can scan items by pressing a button on the scanner, clicking a button on the screen, or by using the PaperPort software.

### ■ Scan with the Scanner Buttons

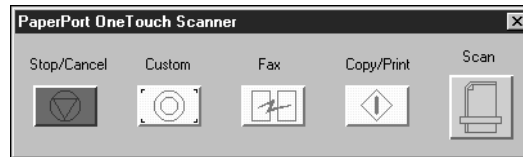
Press a OneTouch button on the scanner's front panel.



### ■ Scan from the Screen



Click the scanner icon on the Windows taskbar. A panel representing the scanner buttons appears. Click a button on the panel on the screen.



### ■ Scan from the PaperPort Software



Start the PaperPort software, and click the Twain icon on the PaperPort Command Bar.

The PaperPort Scan Manager appears so you can Preview the scanned image, make any adjustments, and then scan the final image to the PaperPort Desktop. See “Scanning from the PaperPort Software” on page 20 for details.

## SCANNING BY PRESSING THE ONETOUCH BUTTONS

Pressing a scanner button scans the item and then sends the image either to the printer to print, or to a software application on your computer.

### To scan with a OneTouch button:

- Place an item to scan on the glass, face down, and press one of the scanner buttons.

The scanner starts scanning the item. A message on the Windows taskbar shows the destination application of the scanned image. In the sample below, the scanned image will appear in Microsoft Paint.



A window on the screen also shows the progress of the scanning as illustrated by this example of a photograph being scanned:



When the scan is complete, the scanned image appears in the destination software.

## SCANNING FROM THE SCREEN

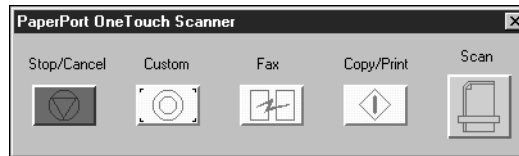
Scanning from the screen is just like pressing a scanner button, except you click the button on the screen. The scanner scans the item and then sends the image either to the printer to print, or to a software application on your computer. This method of scanning is especially helpful if the scanner is not located close to your computer.

### To scan from the screen:



1. Place an item to scan on the glass, face down, and click the scanner icon on the Windows taskbar.

The scanner button panel appears on the screen.



2. Click the button you want to use to scan.

Clicking a button on the screen scans the item just like pressing a button on the scanner.

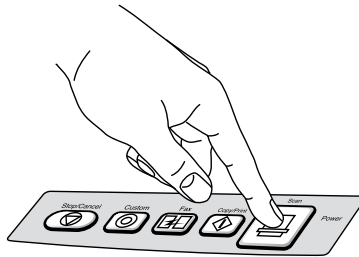
The scanner starts scanning the item, the messages about the scanning appear in the Windows taskbar, and the progress window shows the image as it is scanned. When the scan is complete, the scanned image appears in the destination software.

## CHANGING THE BUTTON SETTINGS

Each button setting can be changed to optimize the scanner for the type of scanning you want to do.

### To change a button's settings:

1. Press and *hold down* the button that you want to change (except the Stop/Cancel button). The scanner beeps several times.

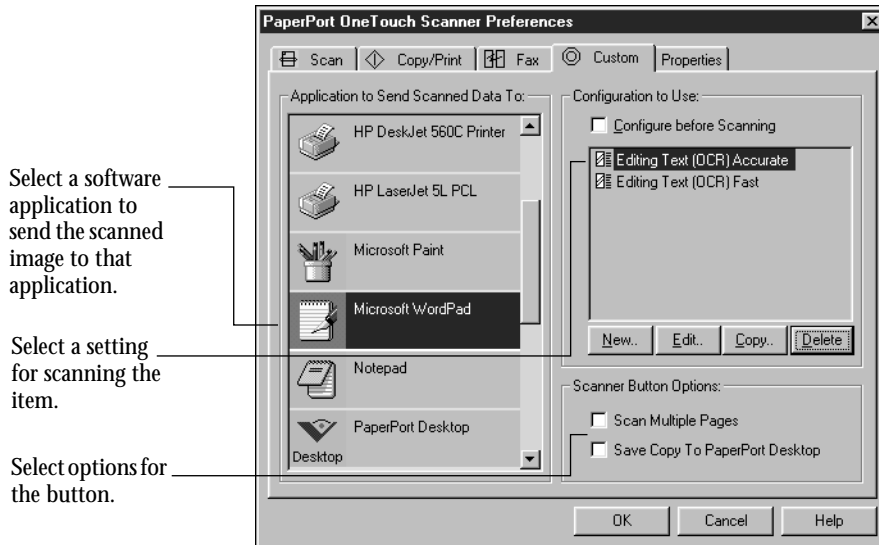


The Preferences dialog box appears. The tabs on the dialog box correspond to the buttons (except Properties).

The selections on the dialog box show the current settings for the button. For example, the following figure shows a sample of current settings for the Custom button because the Custom tab is selected.

In this sample, the Custom button is set up to scan the item with the configuration named Editing Text (OCR) Accurate, and then after the scanning is finished, to open Microsoft WordPad to display the converted text of the scanned image.





2. Click the tab of the button you want to change, if it isn't already selected.
3. Scroll the list of Application to Send Scanned Data To and click the new application you want to use to view and work with the scanned image.

▼ **NOTE:** If you select a word processing program such as Microsoft WordPad or Microsoft Word and a configuration for OCR, the text in scanned images is automatically converted to word processing text by the optical character recognition (OCR) software that you receive with the scanner. The converted text then appears in the selected application.

4. Click a selection in the Configuration to Use list to choose a new scan setting for the selected scanner button.

The configurations in the list are preset for the application you select in the application list. If you select another application, the configurations are for that application.

To see the settings for a configuration, select it and click the Edit button. See the section “Adjusting a Button’s Scan Settings and Page Settings” on page 17 for more information.

If you want to select a configuration prior to scanning, click the option, Configure before Scanning. Then, when you press a scanner button, the PaperPort Scan Manager appears first and you can select a configuration before scanning. See “Scanning an Item” on page 21 for more information about the Scan Manager.

5. Select the Scanner Button Options for the button.
6. Click **OK**.

Now when you press the scanner button, it scans the image using the new configuration settings and displays the scanned image in the new application.

- ▼ **NOTE:** The Preferences dialog box is also available from the scanner icon on the Windows taskbar. Click the icon with the right mouse button, then choose **Preferences** from the shortcut menu. The panel representing the scanner buttons appears. Click a button on the panel with the right mouse button (don’t click with the left mouse button; clicking with the left mouse button starts scanning). A dialog box shows the current settings. Click the **Edit** button on that dialog box. The Preferences dialog box appears.

## SELECTING PROPERTIES

Clicking the Properties tab on the Preferences dialog box displays a list of options and settings for customizing the scanner, and provides a direct link to Visioneer’s web site. Please see the Help information for a complete description of the Properties.

## GETTING HELP WITH THE ONETOUCH BUTTONS

The software for scanning with the OneTouch buttons includes Help information. That information describes each feature of the software and answers questions about the how to configure the buttons for the best scanning.

### To get help with the OneTouch buttons:

- Click the **Help** button on the Preferences dialog box or on the other dialog boxes that you use to select options for the OneTouch buttons.

### ADJUSTING A BUTTON'S SCAN SETTINGS AND PAGE SETTINGS

You can adjust a button's scan settings and page settings for the item being scanned. For example, if the scanned image is too dark, you can adjust the brightness of the setting.

#### To adjust a button's scan settings and page settings:

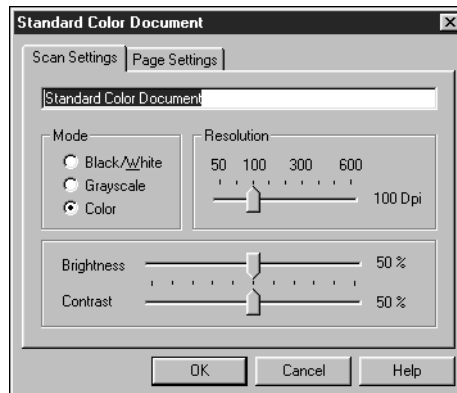
1. Press and hold down a button on the scanner.

The Preferences dialog box appears.

The selected tab on the dialog box corresponds to the button you want to adjust. You can click another tab to adjust a different button.

2. In the Configuration to Use list, click the configuration that you want to adjust.
3. Click the **Edit** button.

The dialog box for adjusting the scanning appears.

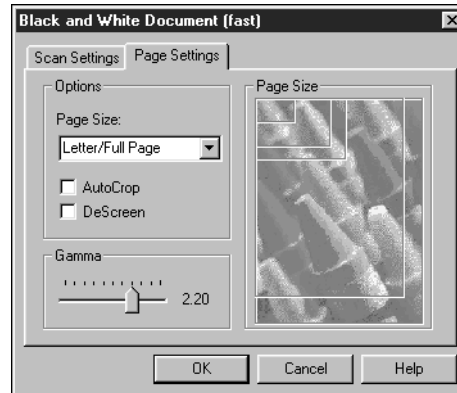


**Mode**—Select Black/White to scan in black and white. For example, letters and memos are usually scanned in black and white. Select Grayscale to scan items such as documents containing drawings or black and white photographs. The scanning produces an image in varying shades of gray. Select Color to scan color photographs and other color items.

**Resolution**—Drag the slider to the right or left to adjust the dots per inch (dpi) of the resolution. The maximum resolution is 600 dpi, the minimum is 50 dpi. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.

**Brightness** and **Contrast**—Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image.

4. Click the Page Settings tab to adjust the scan page settings.



**Page Size**—Choose one of the page sizes from the drop-down list. The boxes on the picture on the right illustrate the selected page size.

**AutoCrop**—Select this option to automatically fit the page size to the size of the scanned image. The result is that the scanned image fills the entire page. When scanning with this option selected, you can put the item anywhere on the glass. The scanner makes two passes over the item on the glass—the first pass senses the item's size, and the second pass scans the image and crops the page size to match the image size. This option overrides the Page Size menu selection.

**DeScreen**—Select this option when scanning a newspaper or magazine article, or other item that contains images with patterns or dots. Scans of patterns or dots sometimes have a distorted or wavy appearance. The scanner scans the item to compensate for the patterns and dots, and produces a clearer image. The scanning may slow down a bit when this option is selected. You don't need to select this option when scanning photographs.

**Gamma**—Drag the slider to adjust the range of tones to emphasize in an image. Typically used for an image that is dark or that has darker areas, increasing the gamma brings out details in the shadows or dark areas. Decreasing the gamma produces better image quality in the lighter, highlighted areas of the scanned image.

5. Click **OK**.

The Preferences dialog box reappears.

6. Click **OK** on the Preferences dialog box.

The adjusted settings now apply to the button.

- ▼ **NOTE:** If you select the Copy/Print or Fax button, the dialog box for editing and adjusting the settings will have a Device tab for selecting options for a printer or copier. See the Help for more information.

## SCANNING FROM THE PAPERPORT SOFTWARE

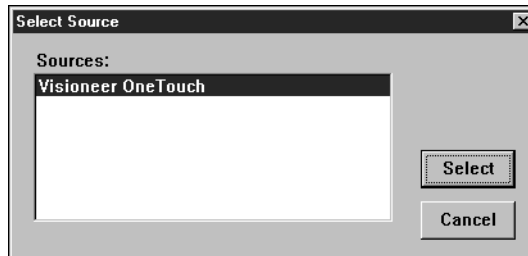
Instead of using the OneTouch scanner buttons, you can scan directly from the PaperPort software. This is particularly helpful when you're using PaperPort to file and save your scanned items.

To scan from PaperPort, you must first do a one-time-only set up of the software.

### To set up the PaperPort software with the scanner:



1. If the PaperPort software isn't currently running, double-click the PaperPort icon on the Windows desktop to start it. The PaperPort Desktop appears.
2. From the **File** menu, choose **Select Source**. The Select Source dialog box appears, listing your PaperPort OneTouch scanner (as well as all other TWAIN devices installed on your computer).



3. Choose the Visioneer OneTouch scanner option, then click **Select**.
- ▼ **NOTE:** You don't need to set up the scanner again unless you change the source to some other TWAIN device, such as a digital camera.

## SCANNING AN ITEM

The following procedure provides the basic steps for scanning an item. You can scan many types of items, from small business cards to A4-sized pages. The PaperPort software also has special settings for scanning color photos and fine print (like the fine print on a contract). For more information about scan settings, see “Adjusting Scan Settings in PaperPort” on page 23.

### To scan an item:



1. Open the scanner cover, place the item face down onto the upper left edge of the scanner glass, and close the cover.
2. If PaperPort isn't running, double-click the PaperPort icon on the Windows Desktop to start it. The PaperPort Desktop appears.
3. Click the **Twain** icon on the **Command Bar**, or choose **Acquire** from the **File** menu.
4. The PaperPort Scan Manager dialog box appears.
5. Click the **Preview** button on the Scan Manager dialog box.

The scanner scans the item and displays a preview. You use the Preview feature to make sure the image is correct before scanning the item as a final image.

The following figure is a sample of the Scan Manager dialog box.

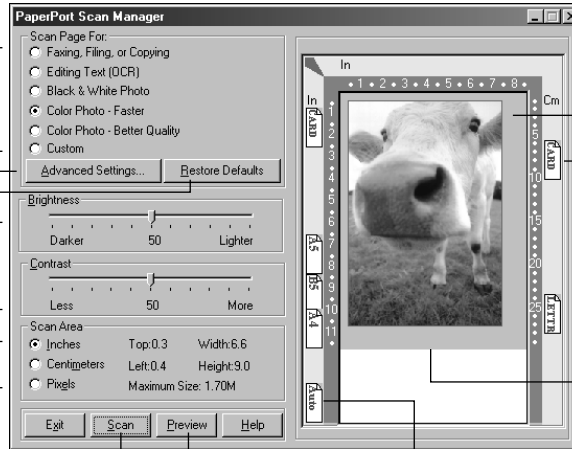
Select an option appropriate for how you want to use the scanned item.

View and adjust the scan settings.

Restore the default settings.

Adjust the brightness or contrast of the scanned item.

Set the measurement units to view the dimensions of the preview item.



Preview the item here.

Use predefined area icons to select the area of an item to scan.

Drag the borders of the selection rectangle surrounding the item to adjust the area that the scanner scans.

Scan the item to the PaperPort Desktop.

Preview the item before you scan.

The Auto icon is the default. It selects the entire item to scan.

6. Click one of the Scan Page For options. For example, if the item is a black and white newspaper article that you want to save, select the setting for scanning text to file (Faxing, Filing, or Copying). For more information about these settings, see “Adjusting Scan Settings in PaperPort” on page 23.

7. To reduce the size of the area the scanner scans, drag the selection rectangle around the item or click one of the predefined scan area icons.

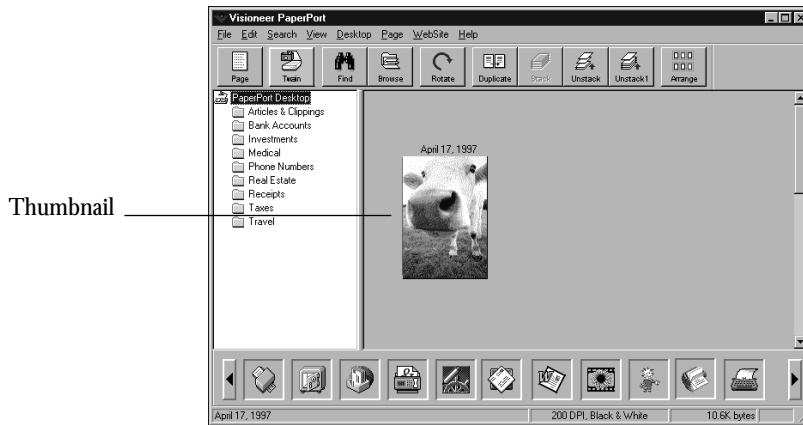
▼ **NOTE:** For more details about the Scan Manager’s features, choose **PaperPort Help Topics** from the **Help** menu.

8. (optional) To see a preview again before scanning the final image, click the **Preview** button. Readjust the settings if necessary.



9. When you're satisfied with the image settings, click the **Scan** button.

The scanner now re-scans the item and displays the final image as a thumbnail on the PaperPort Desktop.



Please see the *PaperPort Getting Started Guide* and *PaperPort User's Guide* on the CD for more information about using the PaperPort software.

## ADJUSTING SCAN SETTINGS IN PAPERPORT

You can adjust the scan settings for scanning from within PaperPort to fine-tune the scanned item. This section tells you how to:

- Select a predefined scan setting.
- Customize a scan setting.
- Scan in color.
- Adjust the brightness and contrast.
- Select the area of the item you want to scan.

## SELECTING A PREDEFINED SCAN SETTING

Selecting the proper scan setting before final scanning provides the best results for a scanned item. The scan setting determines the sharpness of the item and the number of possible shades of gray or color. These selections also affect the speed of the scan and the file size.

In the PaperPort Scan Manager dialog box, you can select one of the predefined scan settings described in the following table.

<b>Scan Page For</b>	<b>Default Setting</b>	<b>To Scan</b>	<b>Description</b>
Faxing, Filing, or Copying	Black-and-white 200 dpi	Newspaper and magazine articles, receipts, forms, and other text items	Provides the fastest scan time and smallest file size.
Editing Text (OCR)	Black-and-white 300 dpi	Business letters, contracts, memos, and other documents that you want to edit	Enhances the use of OCR software for converting item text to editable text. Provides higher quality and a larger file size than the Faxing, Filing or Copying scan setting.
Black & White Photo	Grayscale 100 dpi	Black-and-white photos	Provides the best setting for black-and-white photos.
Color Photo—Faster	Color 100 dpi	Color pages with many graphics, or mixed graphics and text, line art, or photos that require a quick scan	Creates a reasonable scanned color item in a file that is not too large. PaperPort's default setting.
Color Photo—Better Quality	Color 300 dpi	Photographs and color items	Provides the ideal setting for color items, item editing, desktop publishing, and high-quality output. Results in a color scan with slower scan time and a larger file size.



### To select a scan setting:

1. Click the **Twain** icon on the **Command Bar**, or choose **Acquire** from the **File** menu.

The PaperPort Scan Manager dialog box appears.

2. In the **Scan Page For** options, select the scan setting appropriate for the item you want to scan. For example, to scan an article that you want to fax, choose the Faxing, Filing, or Copying setting.
3. To see the details of the scan setting, such as the bit depth and resolution, click the **Advanced Settings** button. The Advanced Settings dialog box appears.
4. Click **OK** to return to the PaperPort Scan Manager dialog box.

### CUSTOMIZING A SCAN SETTING

You can customize a predefined scan setting or create a new custom scan setting.

- ▼ **TIP:** At any time, click the Restore Defaults button to restore the original predefined scan settings.

### To customize a scan setting:



1. Click the **Twain** icon on the **Command Bar**, or choose **Acquire** from the **File** menu.

The PaperPort Scan Manager dialog box appears.

2. In the **Scan Page For** options, select a predefined scan setting to modify a setting, or select **Custom** to create a new scan setting.
3. Click the **Advanced Settings** button. The Advanced Settings dialog box appears.
4. Select your choices for item type, resolution, gamma, and name.
5. Click **OK** to return to the PaperPort Scan Manager dialog box.

## SCANNING IN COLOR

Your PaperPort OneTouch scanner is initially set to scan from the PaperPort software with the setting **Color Photo—Faster**. To scan at a higher resolution, select **Color Photo—Better Quality**.

- ▼ **NOTE:** Scanning at a higher resolution creates a larger file size and takes longer to scan. To minimize the file size and the time required to get a better quality scan, select just the area of the item that you want to scan. For more information about selecting the area of an item, see “Selecting the Area of the Item You Want to Scan” on page 27.

### To scan in color:



1. Click the **Twain** icon on the **Command Bar**, or choose **Acquire** from the **File** menu.

The PaperPort Scan Manager dialog box appears.

2. Click **Color Photo—Faster** or **Color Photo—Better Quality**. You can also use these settings for any other color items such as color pages from articles.
3. Scan the item in the normal manner.

## ADJUSTING THE BRIGHTNESS AND CONTRAST

Sometimes an item is scanned with the brightness and contrast set to be too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility.

You can adjust the brightness and contrast at which grayscale and color items are scanned. You can also adjust the brightness for black-and-white items. If an item is currently displayed in the preview area, the changes you make using the Brightness and Contrast control bars are reflected in the preview item.



### To adjust brightness and contrast:

1. Click the **Twain** icon on the **Command Bar**, or choose **Acquire** from the **File** menu.

The PaperPort Scan Manager dialog box appears.

2. Drag the **Brightness** slider to the left to make the item darker or to the right to make the item lighter. When you release the mouse button, the change is reflected in the preview item.
3. Drag the **Contrast** slider to the left to decrease the contrast or to the right to increase the contrast. When you release the mouse button, the change is reflected in the preview item.

### SELECTING THE AREA OF THE ITEM YOU WANT TO SCAN

By default, the PaperPort software automatically scans an entire item placed on the scanner. However, you may want to select only a certain area of an item to scan. Selecting an appropriate scan area can result in a faster scan and a smaller file size.

To select the area you want to scan, you can use the predefined scan area icons or manually select an area. For example, if you have a photo that is letter size, but you want to scan only an area approximately 6 x 8 inches, you can use the A5 icon to set these dimensions for you. The Predefined scan areas are:

- Auto—Automatically sets the entire item as the scan area. By default, Auto is selected.
- Card—Scans an area 4 x 2.5 inches (10.2 x 6.4 cm), equivalent to an average business card.
- A5—Scans an area 5.8 x 8.3 inches (14.8 x 21 cm).
- B5—Scans an area 7.2 x 10.1 inches (18.2 x 25.7 cm).
- Letter—Scans an area 8.5 x 11 inches (21.6 x 27.9 cm).
- A4—Scans an area 8.3 x 11.7 inches (21 x 29.7 cm).

If you don't select an icon, Auto is automatically selected. You can also manually select the area that is scanned by dragging the borders surrounding the preview image to reduce or enlarge the area.

**To select the area you want to scan:**

1. Put the item on the scanner glass and close the cover.
2. Click the **Twain** icon on the **Command Bar**, or choose **Acquire** from the **File** menu.

The PaperPort Scan Manager dialog box appears.

3. Click the **Preview** button. An image of the scanned item appears in the Preview area. By default, the Auto icon is selected, and a selection rectangle surrounds the entire item.
4. (optional) In the **Scan Area** settings, select the units of measure you want to use for the scan area. You can select either inches, centimeters, or pixels.

(optional) To use a scan area icon other than Auto, click one of the predefined scan area icons, such as A4 or Card, in the Preview area. A selection rectangle reflecting the measurement of the selected scan area icon appears. For example, if you click the Letter icon, a rectangle that is 8.5 x 11 inches appears.

5. Drag the rectangle to position it over the area you want to scan.
6. To change the dimensions of the rectangle, click the rectangle, and then drag the borders of the rectangle to resize it. This effectively allows you to crop the item. The dimensions of the selected area appear in the Scan Area settings.
7. When you're satisfied with the new scan area, click the **Scan** button.

## CLEANING THE SCANNER GLASS

Scanning items that have excessive amounts of dirt or dust may dirty the glass. To ensure the best quality scanned item, wipe the scanner glass with a soft clean cloth to rid the glass of dust or other debris.

## PAPERPORT SCANNER SPECIFICATIONS

<b>Bit Depth</b>	36-bit color (24-bit output) 12-bit grayscale 1-bit line art
<b>Scanning resolution</b>	Optical resolution: 600 x 1200 dpi Maximum resolution (interpolated): 2400 x 2400
<b>Maximum Item sizes</b>	8.5 x 11.69 inches (21.6 x 29.7 cm)
<b>Operating Systems</b>	Windows 95 Windows NT 4.0
<b>Scanner dimensions</b>	
Height	3.2 inches (8.2 cm)
Width	12 inches (30.6 cm)
Length	16.3 inches (41.4 cm)
<b>Weight</b>	8.3 pounds
<b>Operating temperature</b>	50°–104° F (10°–40° C)
<b>Relative humidity</b>	20%–80%
<b>Power supply</b>	
Input voltage/frequency	100 Vac, 50/60 Hz (Japan) 120 Vac, 60 Hz (North America) 230 Vac, 50 Hz (Europe)
Output voltage/watt	12 V DC, 15 watt maximum
<b>Safety and agency certifications</b>	UL, ULc, GS, FCC Class B, VCCI Class 2, CE
<b>Hardware warranty</b>	One-year limited warranty

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