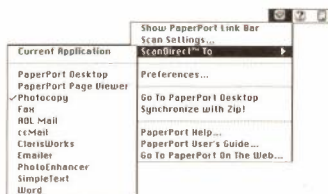


QUICK REFERENCE

SCANNING ITEMS

Scan to a target application.

From the Visioneer menu, choose ScanDirect To, and then choose a target application, such as Photocopy or Fax. Or, press the function key (F5–F10) that represents the target application to which you want to scan. Insert a page firmly, printed side up, into the front slot of the scanner until it grabs the page.



VIEWING AND STACKING ITEMS

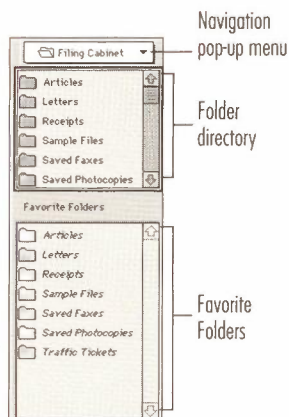
Display items on the PaperPort Desktop. Double-click the PaperPort Desktop application icon on the Macintosh desktop or choose Go to PaperPort Desktop from the Visioneer menu.

Display an item in the Page Viewer. Double-click an item on the PaperPort Desktop, or double-click a Page Viewer item on the Macintosh desktop.

Combine items into stacks on the PaperPort Desktop. Drag and drop items onto each other, or Shift-click to select multiple items and choose the Stack command from the Desktop menu.

WORKING WITH FOLDERS ON THE PAPERPORT DESKTOP

Navigate between folders. From the Navigation pop-up menu, choose a location. From the Folder directory that appears below the pop-up menu, double-click a folder to open it and display its items.



Create a new folder.

Choose New Folder from the File menu.

Add a Favorite Folder. Display the folder name in the Navigation pop-up menu. From the File menu, choose Add *folder* to Favorites.

FINE-TUNING IMAGES

Adjust and enhance an image. Display the image in the Page Viewer. Choose one or more of the Page menu commands, such as AutoFix Picture, Adjust Picture, or Sharpen Picture.

ADDING ANNOTATIONS IN THE PAGE VIEWER

-  **Pointer.** Select, move, and resize annotations.
-  **Selection.** Select an image to cut, copy, or crop.
-  **Straighten Page.** Straighten a scanned page.
-  **Mark-up.** Add text.
-  **Note.** Add a note.
-  **Freehand.** Circle or underline information.
-  **Highlighter.** Highlight information.
-  **Arrow.** Add an arrow or line.

▼ **TIP:** To keep an Annotation tool selected, double-click it.

SENDING AN ITEM TO ANOTHER APPLICATION

Send an item by using the Link Bar. From the PaperPort Desktop, Page Viewer, or Macintosh desktop, click an item and then click a link icon, such as your e-mail or fax application on the Link Bar.

▼ **TIP:** If you don't see the Link Bar, press the F12 key.



▼ **TIP:** To add an application to the Link Bar, drag and drop the application's icon onto the Link Bar. To reorder links, drag a link icon to a different position on the Link Bar.