

PaperPort 5.5 Software User's Guide

FOR MACINTOSH

ScanSoft

COPYRIGHT INFORMATION

PaperPort 5.5 Software for Macintosh. Copyright ©2000 ScanSoft, Inc. All rights reserved.

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

AutoFix, AutoLaunch, FormTyper, MicroChrome, PaperEnable, PaperPort, PaperPort Deluxe, PaperPort Links, PaperPortation, ScanDirect, SimpleSearch, SharpPage, TextBridge, and the ScanSoft logo are registered trademarks of ScanSoft, Inc.

Apple, the Apple logo, AppleLink, LaserWriter, and Macintosh are registered trademarks of Apple Computer, Inc. Finder and QuickDraw are trademarks of Apple Computer, Inc. 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 ScanSoft, 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 ScanSoft, Inc.

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.

TABLE OF CONTENTS

Chapter 1: Welcome.....	1
Features at a Glance.....	2
What's Next	8
Chapter 2: Scanning Items	9
Choosing a Target Application and Scanning	10
Using the ScanDirect To Menu	11
Using the Scan Settings Dialog Box	11
Using ScanDirect Function Keys.....	12
Selecting Scan Settings.....	14
Selecting PaperPort Desktop Scan Settings	15
Selecting the Page Viewer Scan Settings	16
Selecting Photocopy Scan Settings.....	17
Selecting Fax Scan Settings	18
Selecting E-Mail Scan Settings	18
Selecting Word Processing Scan Settings.....	19
Selecting Image Editing Scan Settings.....	20
Selecting Other Application Scan Settings.....	21
Working with Scan Modes	21
Scan Mode Samples	23
About Bit Depth and Resolution.....	24
Selecting Predefined Scan Modes or Creating Your Own ...	24
Scanning Color and Grayscale Items	28
Scanning to Get the Best Image.....	29
Changing Brightness and Contrast	30
Straightening Pages and Removing Black Edges	30
Setting the Compression	31
Chapter 3: Viewing Items.....	33
Viewing Items on the PaperPort Desktop	34
Starting and Quitting the PaperPort Desktop	35
Moving Items on the PaperPort Desktop	36
Viewing Items by Icon or Name	37

Working in the Page Viewer	38
Starting and Quitting the Page Viewer	39
The Annotation Tool Bar	40
Displaying and Hiding the Annotation Tool Bar	41
Zooming In or Out on a Page	41
Arranging the Page Viewer Windows	42
Navigating Between Pages	42
Switching Between the PaperPort Desktop and Page Viewer ...	43
Chapter 4: Filing Items into Folders	45
Displaying Folders and Items	46
Renaming Items	48
Filing Items Into Folders	48
Creating Folders	50
Adding a Favorite Folder	52
Removing a Favorite Folder	53
Locating Favorite Folders and Items	53
Finding Items	54
Chapter 5: Working with Stacks	59
Stacking Items on the PaperPort Desktop	60
Using Drag and Drop to Create Stacks	60
Using the Stack Command	61
Moving Between Pages in a Stack	62
Unstacking Pages	63
Reordering Pages in a Stack	63
Inserting a Page into a Stack	64
Duplicating Items	65
Creating Stacks When You Scan	66
Chapter 6: Fine-Tuning Images	67
Straightening and Trimming Pages	67
Cleaning Black-and-White Pages	68
Rotating Pages	69
Sharpening the Focus of an Image	70

Adjusting and Enhancing Images.	71
Adjusting a Picture with the Picture Wizard	72
Automatically Adjusting a Picture	74
Adjusting a Picture Yourself	74
Undoing an Adjustment	77
Chapter 7: Annotating Items	79
A Look at the Annotation Tools	80
Copying, Cutting, and Pasting PaperPort Images	81
Adding Images from Other Applications	82
Cropping a Page	83
Working with Notes	84
Adding Notes	85
Collapsing and Expanding Notes	85
Highlighting Information	87
Adding Freehand Annotations	88
Drawing Lines and Arrows	90
Fine-Tuning Annotations	91
Selecting the Font and Color	91
Editing Annotation Text	93
Moving and Resizing Annotations.	93
Copying, Cutting, and Pasting Annotations	94
Displaying and Hiding Annotations	95
Finding Annotations in the Page Viewer	95
Deleting Annotations	97
Filling in Forms and Adding Text Using the Mark-Up Tool	97
Chapter 8: Importing, Saving, and Deleting Items	99
Importing Files from Other Applications	99
Using Drag and Drop	100
Importing an Item.	101
Opening an Item.	102
Printing from Other Applications	103
Saving Items	104
Saving Items in Other Formats	105
Deleting Folders and Items	107



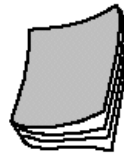
Chapter 9: Using the Link Bar	109
What Is the Link Bar?	110
Basic Steps for Using the Link Bar	112
Photocopying an Item	113
Setting Photocopy Preferences	113
Photocopying (Printing) Items	114
Sending an Item as an Electronic Fax	115
Setting Fax Preferences	115
Sending an Item as a Fax	116
Sending an Item as an E-Mail Message	116
Setting E-Mail Preferences	116
Sending an Item by Using E-Mail	117
Displaying E-Mail Messages Sent from PaperPort	118
Working with a Word Processing Link (and OCR Software) ..	119
Setting Preferences for the Provided OCR Software	120
Setting Preferences for a Word Processing Link	121
Sending an Item to a Word Processor	122
Getting the Best OCR Results	123
Sending an Item to an Image Editor	124
Setting Image Editor Preferences	124
Sending an Item to an Image Editing Application	125
Managing the Link Bar	125
Setting Link Bar Preferences	126
Showing and Hiding the Link Bar	127
Starting and Quitting the Link Bar	127
Adding Links	127
Deleting Links	129
Showing or Hiding Link Icons on the Link Bar	130
Reordering Links	130
 Glossary	 131
 Index	 137

CHAPTER 1

Welcome

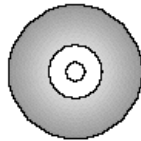
Welcome to ScanSoft's award-winning PaperPort software with which you can annotate, organize, file, adjust, and find scanned items. This guide explains how to use the PaperPort software. In addition to this guide, you can get more information from a variety of sources:

XPLORE APERPORT



PaperPort Getting Started Guide

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



Help

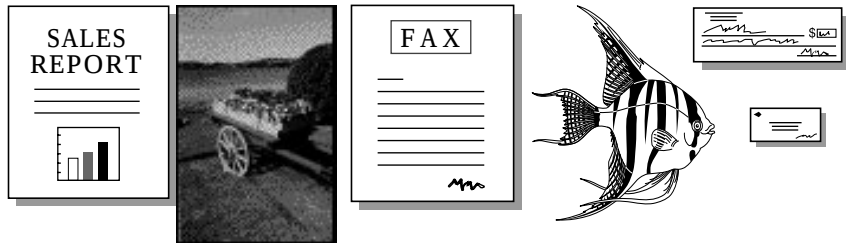
Everything you want to know about the PaperPort software—"how-to" procedures, dialog box reference, and troubleshooting advice. Choose PaperPort Help from the ScanSoft menu

▼ **TIP:** You can also directly access ScanSoft's Web site for information and support at <http://www.scansoft.com>.

FEATURES AT A GLANCE

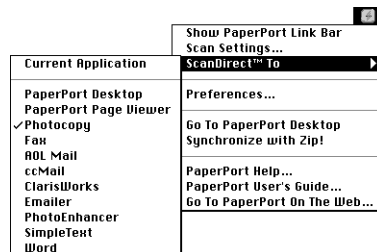
This section gives you a quick look at the key features of the PaperPort software.

Scan many types of items. You can scan most paper items, including newspaper clippings, reports, magazine articles, brochures, letters, memos, receipts, canceled checks, business cards, photographs, and line art.



Scan items directly to other applications. With ScanDirect you can scan items directly to different applications—the PaperPort Desktop, the Page Viewer, electronic fax software, e-mail software, a word processor, an image editor, and more. You can scan an item directly to any PaperPort-supported application on your computer while simultaneously saving a copy on your hard disk for later use.

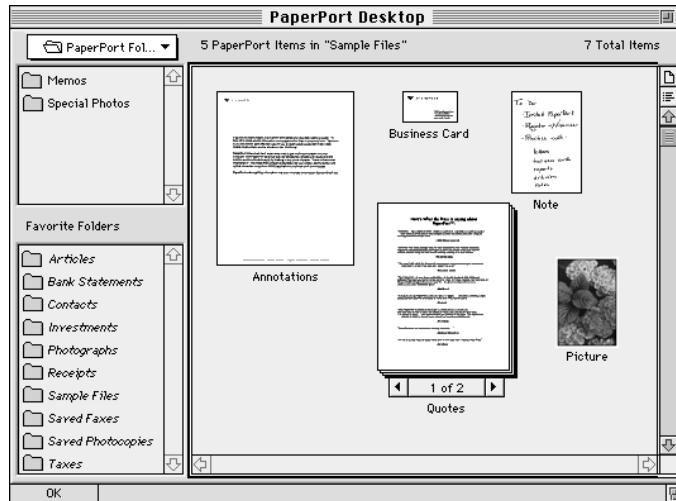
Choose a target application from the ScanDirect To menu or just press a ScanDirect function key.



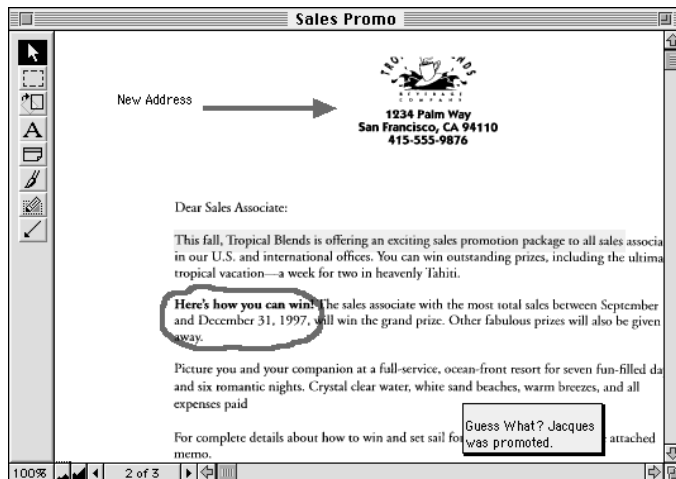
Select the best scan setting for the item and its use. With the PaperPort software, you select the scan setting that is best for a particular type of item and how you want to use that item. You can select a scan setting for storing color photos, filing articles, editing text (OCR), faxing items, making photocopies, and filing business cards. You can also customize a mode or create a new mode.

View items in two ways. With the PaperPort software, you can view items in two ways: on the PaperPort Desktop or in the Page Viewer. The PaperPort Desktop displays a **thumbnail**, a small graphic that represents each item. The Page Viewer displays a close-up of a single page at a time. (You can however, open multiple Page Viewer windows at the same time.) The PaperPort Desktop and the Page Viewer are separate applications that you can use alone or together.

PaperPort Desktop



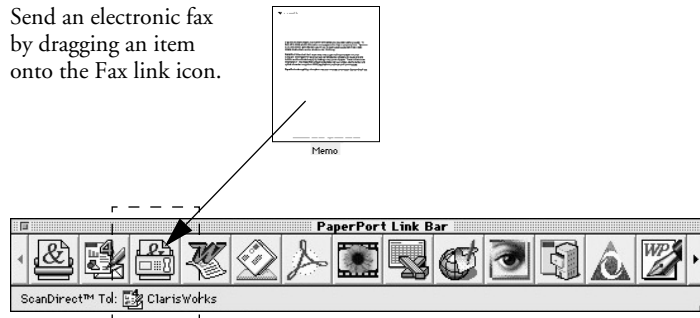
Page Viewer



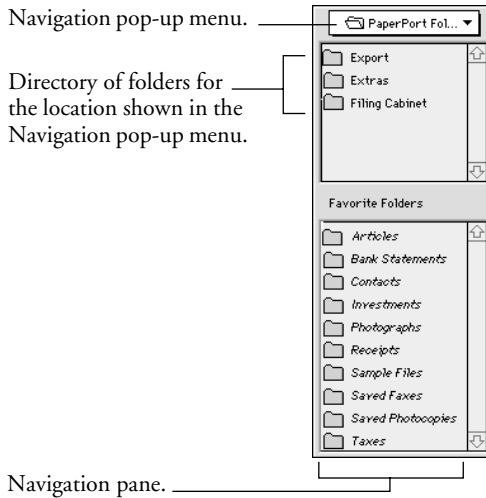
Send items already on your computer to other linked applications.

If items already reside on your computer, you can send them directly to other applications by using the PaperPort Link Bar. For example, you can send an item to your electronic fax software or quickly convert an item into text by using your word processing application along with the optical character recognition (OCR) software that came with the PaperPort software. The Link Bar is a separate application that you can use alone or together with the PaperPort Desktop and the Page Viewer.

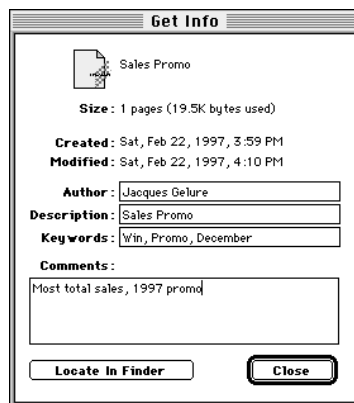
Send an electronic fax by dragging an item onto the Fax link icon.



Create your own filing system. To help you get organized, you can file PaperPort items into different folders. The Navigation pop-up menu on the PaperPort Desktop lets you easily navigate to different areas on your Macintosh computer. From the Folder directory, you can select the folder containing the items you want to view. You can also create Favorite Folders—folders that you want to use often and that always appear on the PaperPort Desktop. The folders and PaperPort items that appear in the PaperPort Desktop navigation pane directly reflect the folders and items that you have on your Macintosh computer. That means you have the flexibility of creating and managing folders from either the PaperPort Desktop or the Macintosh desktop.



Find items quickly. After you file items safely into folders, you can easily find them again by using the Find Document command on the PaperPort Desktop. Additionally, you can identify an item for quick retrieval by typing information in the Get Info dialog box to associate comments, keywords, or an author's name with an item.

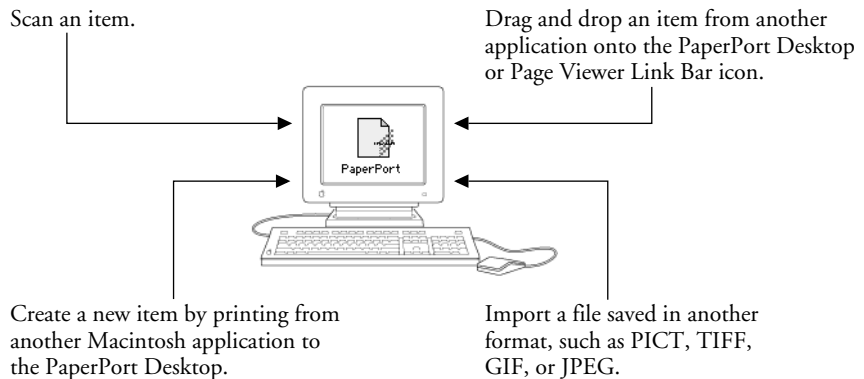


Combine single items into stacks. Many items you scan will probably be more than one page. You can combine individual items into a multi-page document called a **stack**. For example, to save receipts from a business trip, you scan the receipts, combine the receipts into a stack, and then stack the receipts on a scanned expense report. If you are creating a catalog of photographs, you can scan all the photographs to the PaperPort Desktop, and then catalog them using different stacks. You can stack single pages on the PaperPort Desktop or scan multiple items as a stack.

You can stack all types of items, such as photographs and artwork or pages of a document.

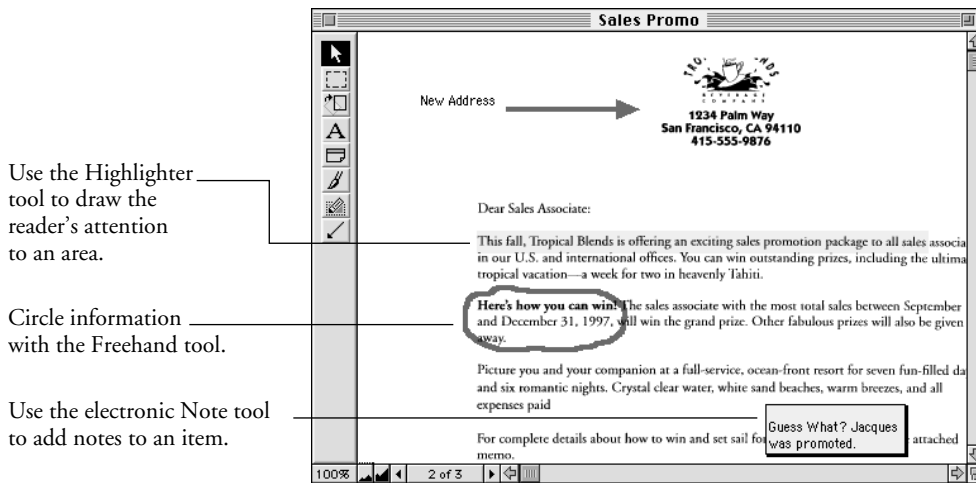


Import items from other applications on the PaperPort Desktop or in the Page Viewer. In addition to scanning, you can convert items that are saved in other file formats into PaperPort items. Then you can use all of the PaperPort software features with those items. The following figure shows the various ways of converting items.



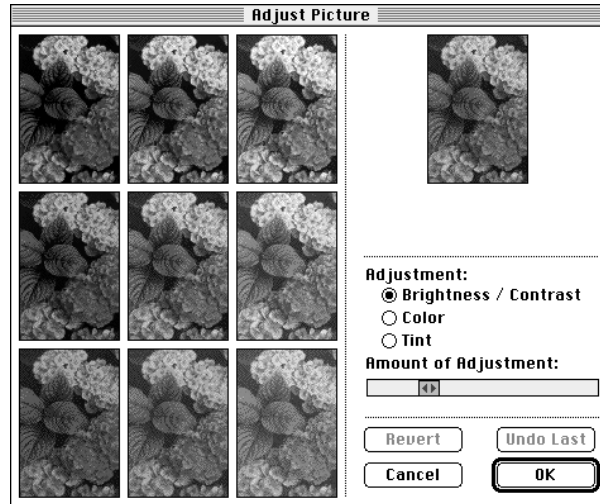
Save items in other formats. You can also save PaperPort items in other popular file formats, such as Joint Photographic Experts Group (JPEG) or Tag Image File Format (TIFF). For example, you can scan a photograph to the PaperPort Desktop and then save it as a JPEG. You can open that JPEG file in an application that reads JPEG files.

Add notes, highlight areas, and mark up a page. With the Annotation tools in the Page Viewer, you can add a note, highlight text, draw lines or arrows, circle information, or fill in preprinted forms. The following figure shows a sample of how you can use some of the Annotation tools.



Fine-tune an image. Use the Page Viewer image editing commands, such as Picture Wizard and Adjust Picture to fine-tune the exposure, color, and tint of an image.

With Adjust Picture, you control the way a picture looks.



WHAT'S NEXT

It's time to start using the PaperPort software. For a quick overview of how to use the PaperPort software, see the PaperPort Getting Started Guide. For more detailed information about a PaperPort feature, see the remaining chapters of this guide and the PaperPort Help.

Scanning Items

This chapter tells you how to use PaperPort ScanDirect features to scan items directly to the PaperPort Desktop, the Page Viewer, or any supported link application, such as electronic fax, image editing, or OCR software. Basically, all you need to do is:

- Choose a target application
- Scan the item

The PaperPort software automatically selects appropriate scan settings for each application. However, you can customize the specific settings and scan modes. In this chapter, you will learn how to:

- Choose a target application
- Select scan settings
- Select a scan mode
- Select options to get the smallest file size or best quality image
- Set the paper insertion delay and edge detection
- Turn the communications port on and off

CHOOSING A TARGET APPLICATION AND SCANNING

By default when you scan an item, the PaperPort software places an image of the item on the PaperPort Desktop and automatically saves a copy of the item to your hard disk. By using ScanDirect, you can send scanned items directly to a different target application, such as:

- The Page Viewer. Immediately see a close-up view of the scanned item. You can modify the image in the Page Viewer, and then save the changes.
- Photocopy. Make a copy of the scanned image on your printer.
- Electronic fax or e-mail software. Send a fax or attach an item to an e-mail message.
- Word processor. Display editable text automatically converted by the PaperPort OCR software.
- Image editor. Fine-tune and enhance a photograph or other art work.
- Other third-party applications that display the “PaperPort Ready” logo.
- Any supported application installed on your computer.

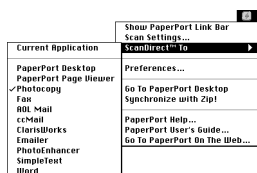
There are several ways to select a ScanDirect target application:

- Don't do anything. If you don't select a different target application, the PaperPort Desktop is the default target application.
- Choose an application from the ScanDirect To menu located under the ScanSoft menu.
- Choose an application from the Scan Settings dialog box.
- Press a ScanDirect function key. The function key you press selects the target application.
- On the Link Bar, drag the link icon representing the target application into the area that says “ScanDirect To.”

USING THE SCANDIRECT TO MENU

Use the ScanDirect To menu as a fast way to select a target application and scan an item. This method is appropriate if you do not want to first change scan settings or scan modes.

To use the ScanDirect To menu:



1. From the **ScanSoft** menu (located below the ScanSoft icon on the Macintosh desktop menu bar), choose the **ScanDirect To** submenu, and then choose a target application.
2. Insert the item into the scanner. After the item is scanned, the PaperPort software converts the image into a compatible format for the target application and opens it in the target application.

USING THE SCAN SETTINGS DIALOG BOX

If you want to first change settings or scan modes and then select a target application, use the Scan Settings dialog box to select scan settings and start the scan. For more information about scan settings, see “Selecting Scan Settings” later in this chapter.

To use the Scan Settings dialog box:

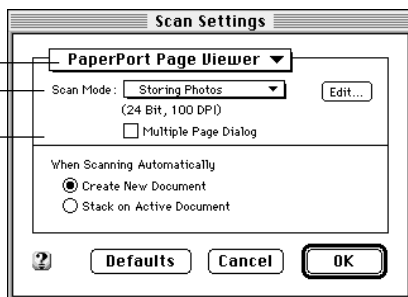


1. From the **ScanSoft** menu (located below the ScanSoft icon on the Macintosh desktop menu bar), choose **Scan Settings**.

The Scan Settings dialog box appears.

Target Application
pop-up menu.

Specific Page
Viewer settings.



2. From the **Target Application** pop-up menu, choose an application. Scan settings and a scan mode appropriate for the application appear. In the previous figure, the Page Viewer settings appear.
3. Click **OK**.
4. Insert the item into the scanner. After the item is scanned, the PaperPort software converts the image into a compatible format for the target application and opens it in the target application.

USING SCANDIRECT FUNCTION KEYS

The ScanDirect function keys are programmed keys that you can use to send a scanned item directly to an application. When you press a function key, the PaperPort software uses the scan settings associated with a function key's target application. The keys are:

- F5 PaperPort Desktop. Sends the scanned item to the PaperPort Desktop.
- F6 Page Viewer. Sends the scanned item to the Page Viewer.
- F7 Photocopy. Prints a copy of the scanned item on your printer.
- F8 Fax. Sends the scanned item to your electronic fax software.
- F9 Word Processor. Converts the scanned item using the PaperPort OCR software, and then opens the item in your word processor.
- F10 Image Editor. Sends the scanned item to the image editing application supplied with the PaperPort software.
- F11 Settings. Displays the Scan Settings dialog box.
- F12 Show or Hide. Shows or hides the Link Bar on the Macintosh desktop.

If you press function keys F5–F10, the application associated with the key becomes the selected ScanDirect target application in the ScanDirect To menu and on the Link Bar.

The PaperPort software automatically selects applications for each key, including the word processor and image editor functions keys. However, you can change an application if you want, or you can disable the function keys.

To scan using a function key:

1. Press a ScanDirect function key.
2. Insert the item into the scanner. After the item is scanned, the PaperPort software converts the image into a compatible format for the target application and opens it in the target application.

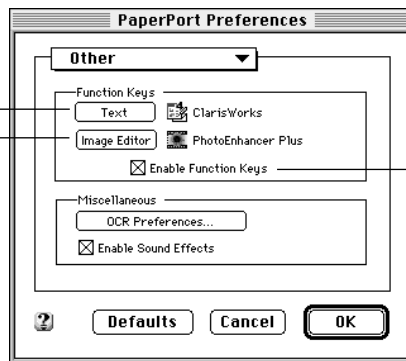
To set function key preferences:

1. From the **ScanSoft** menu, choose **Preferences**. The Preferences dialog box appears.
2. From the **Preferences** pop-up menu, choose **Other**. The Other preferences appear.



Selects a target word processor for the F9 function key.

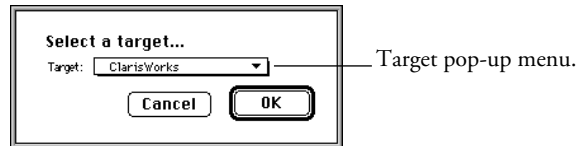
Selects a target image editor for the F10 function key.



Activates the ScanDirect function keys.

3. To disable the function keys, deselect the **Enable Function Keys** checkbox.

4. To select a word processor for the Word Processor function key, click the **Text** button. To select an image editor for the Image Editor function key, click the **Image Editor** button. A dialog box appears asking you to select the target application. The following figure shows the dialog box that appears when you choose a word processor. The applications available in the pop-up menu depend on the applications installed on your Macintosh computer.



5. From the **Target** pop-up menu, choose an application and click **OK**. The selected application name and icon appear in the Preferences dialog box.

SELECTING SCAN SETTINGS

Each target application has a set of scan settings that defines the way the scanner works and how the PaperPort software handles the scanned image. The PaperPort software chooses default settings that are often the most appropriate for a target application. However, if you want to change the settings, use the Scan Settings dialog box. This section tells you how to select scan settings for a specific target application. For information about selecting scan modes (also defined in the Scan Settings dialog box), see “Working with Scan Modes” later in this chapter.

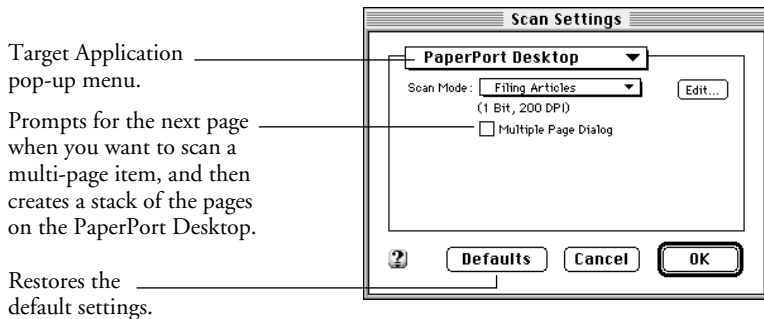
- ▼ **TIP:** There are two ways to display the Scan Settings dialog box:
- (1) Choose Scan Settings from the ScanSoft menu;
 - (2) Press the F11 function key.

SELECTING PAPERPORT DESKTOP SCAN SETTINGS

If you want to scan several pages and automatically create a stack of the pages on the PaperPort Desktop, select the Multiple Scan option in the PaperPort Desktop scan settings.

To select PaperPort Desktop scan settings:

1. From the **ScanSoft** menu, choose **Scan Settings**. The Scan Settings dialog box appears.
2. From the **Target Application** pop-up menu, choose **PaperPort Desktop**. The PaperPort Desktop settings appear.



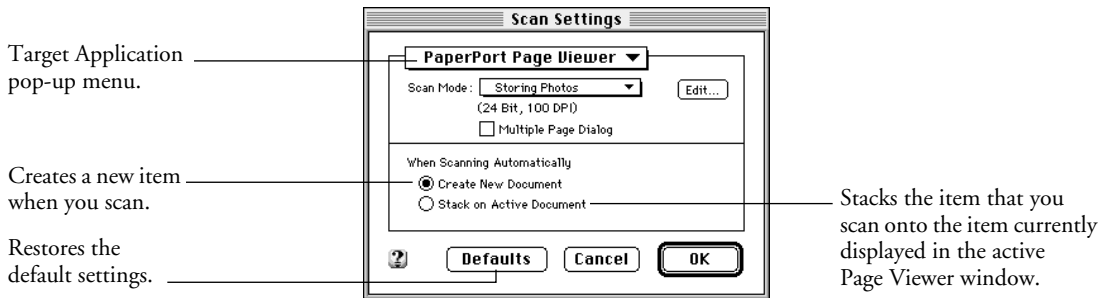
3. Select the scan settings you want to use and click **OK**.

SELECTING THE PAGE VIEWER SCAN SETTINGS

The Page Viewer scan settings provide options for creating a new item when you scan or stacking the scanned item onto an item currently open (active) in the Page Viewer.

To select the Page Viewer scan settings:

1. From the **ScanSoft** menu, choose **Scan Settings**. The Scan Settings dialog box appears.
2. From the **Target Application** pop-up menu, choose the **PaperPort Page Viewer**. The Page Viewer settings appear.



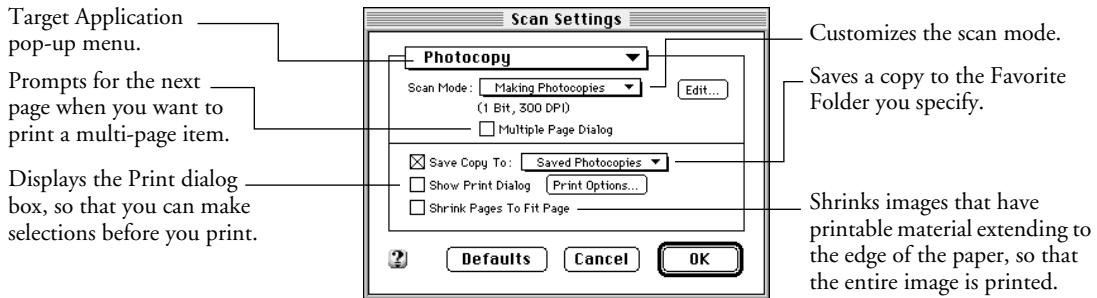
3. Select the scan settings you want to use and click **OK**.

SELECTING PHOTOCOPY SCAN SETTINGS

When you choose Photocopy as the target application, the PaperPort software scans a copy of the item to your printer software and prints the item, just like a photocopier machine.

To select Photocopy scan settings:

1. From the **ScanSoft** menu, choose **Scan Settings**. The Scan Settings dialog box appears.
2. From the **Target Application** pop-up menu, choose **Photocopy**. The Photocopy settings appear.



3. Select the scan settings you want to use and click **OK**.

SELECTING FAX SCAN SETTINGS

The Fax scan settings let you choose a fax package and other fax features. This feature is available only if your computer has fax software and a modem.

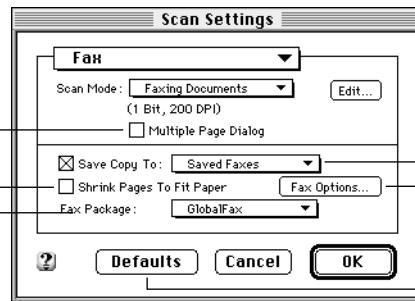
To select Fax scan settings:

1. From the **ScanSoft** menu, choose **Scan Settings**. The Scan Settings dialog box appears.
2. From the **Target Application** pop-up menu, choose **Fax**. The Fax settings appear.

Prompts for the next page when you want to fax a multi-page item.

Shrinks images that have printable material extending to the edge of the paper, so that the entire image is printed.

Identifies the fax package you want to use.



Saves a copy to the folder you choose.

Sets options specific to the fax software you use.

Restores the default settings.

3. Select the scan settings that you want to use and click **OK**.

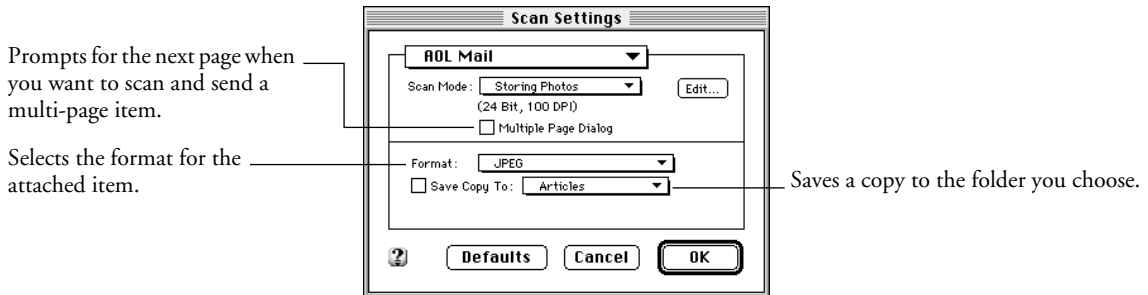
SELECTING E-MAIL SCAN SETTINGS

The E-Mail scan settings let you select the format of the attached scanned item. For example, if you choose PaperPort, the item is attached to the e-mail message as a PaperPort item. If the recipient does not have the PaperPort software, save the item in a different format.

To select E-Mail scan settings:

1. From the **ScanSoft** menu, choose **Scan Settings**. The Scan Settings dialog box appears.

- From the **Target Application** pop-up menu, choose the e-mail package you want to use. The e-mail settings appear. The following example shows settings for AOL mail.



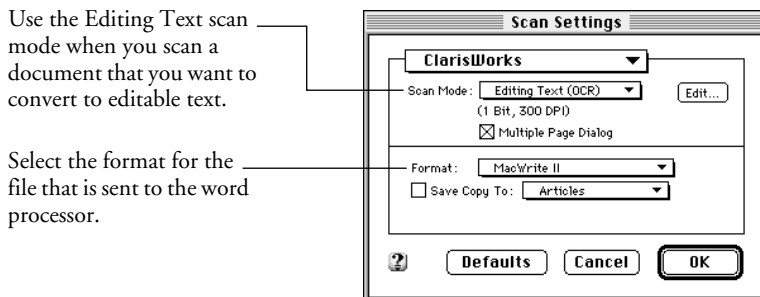
- Select the settings you want to use and click **OK**.

SELECTING WORD PROCESSING SCAN SETTINGS

When you select word processing scan settings, you select the format of the item that is sent to your word processing application.

To select word processing scan settings:

- From the **ScanSoft** menu, choose **Scan Settings**. The Scan Settings dialog box appears.
- From the **Target Application** pop-up menu, choose a word processing application. The word processing settings appear for the selected word processor. The following figure shows settings for ClarisWorks.



- Select the settings you want and click **OK**.

SELECTING IMAGE EDITING SCAN SETTINGS

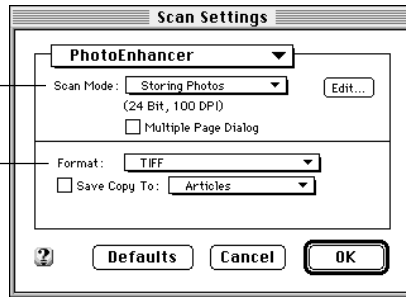
With the image editing scan settings, you select the format of the item that is sent to your image editing application. The default scan mode for an image editor assumes you are scanning a color image.

To select Image Editing scan settings:

1. From the **ScanSoft** menu, choose **Scan Settings**. The Scan Settings dialog box appears.
2. From the **Target Application** pop-up menu, choose your image editing application. The image editing settings appear for the selected image editor. The following figure shows settings for PhotoEnhancer.

Use the Storing
Photos scan mode
when you scan
a color item.

Select the format for
the file that is sent
to the image editor.



3. Select the settings you want and click **OK**.

SELECTING OTHER APPLICATION SCAN SETTINGS

In addition to the previously mentioned applications, you can scan items directly to other supported applications on your Macintosh computer. Many of your applications automatically appear in the ScanDirect To menu and the Scan Settings dialog box. The PaperPort software selects logical default scan settings for each application, such as selecting a word processor file format for a target word processing application. You can change the settings for a target application in the Scan Settings dialog box, if you want.

▼ **NOTE:** If an application name does not appear in the ScanDirect To menu and Scan Settings dialog box, and it is supported by the PaperPort software, you can add it as an application link. After adding it as a link, its name appears in the ScanDirect To menu and Scan Settings dialog box. For more information, see Chapter 9, “Using the Link Bar.”

WORKING WITH SCAN MODES

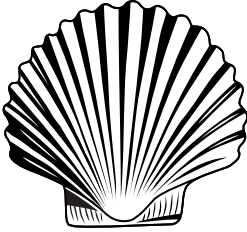
The scan mode helps to define each target application’s scan settings. Usually, you do not need to change the scan mode associated with a target application. But at times, you may want to select a different mode or create a new mode. For example, assume you want to make a photocopy of a color document. The mode associated with Photocopy scans in black and white. To scan a color page and then print it on a color printer, you should select Storing Photos for the Photocopy target application.

From the Scan Settings dialog box, you can select predefined scan modes, customize predefined scan modes, and create new scan modes. The scan mode determines the sharpness of the image and the number of possible shades of gray or color. These selections affect the speed of the scan and the file size. The following table describes the different predefined scan modes. Depending on your scanner, not all scan modes may be available as described in the following table.

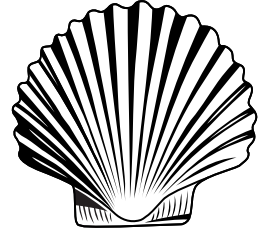
Scan Mode Setting	To Scan	Description
Filing Articles	Newspaper and magazine articles, receipts, forms, and other text items	Provides the fastest scan time and smallest file size. This is the PaperPort software default setting for scanning to the PaperPort Desktop.
Editing Text (OCR)	Business letters, contracts, memos, and other documents that you want to edit	Enhances the use of OCR software for converting image text to editable text. Provides higher quality and a larger file size than the Filing Articles scan mode.
Filing Business Cards	Business cards and other documents with small or fine text	Provides the best setting for cards linked to other applications, such as a contact database. Provides the highest quality text setting.
Making Photocopies	Pages with many graphics, or mixed graphics and text, line art, or photos that require a quick scan	Creates a reasonable scanned image in a file that is not too large.
Storing Photos	Photographs and color images	Provides the ideal setting for color images, image editing, desktop publishing, and high-quality output. Results in a color scan with slower scan time and a larger file size.

SCAN MODE SAMPLES

Selecting the proper scan mode provides the best scanned image. Here are some samples of items scanned at various scan modes:



The shell on the left was scanned with the Storing Photos setting, and the one on the right with the Filing Articles setting. As you can see, there is no appreciable difference in quality, because the shell is drawn in black and white. However, the file size is much greater if you use the Storing Photos mode. For this reason, Filing Articles is the more appropriate mode.



The original photo of the cow on the left was scanned with the Storing Photos setting. The image on the right is the same photo scanned with the Filing Articles mode. The Storing Photos mode is more appropriate.



Dear Sir,

In response to your recent ad in the Food Is Great Journal
I am submitting my resume for your review.
As you can see, I have extensive experience.

The Filing Articles mode is the most appropriate for this letter because it has large, clear type and the 200 dpi resolution is sufficient. If the typeface were smaller, you would use the Filing Business Cards mode or Editing Text mode, which scans at a higher resolution.

ABOUT BIT DEPTH AND RESOLUTION

Two factors that define a scan mode are bit depth and resolution.

Bit depth refers to the number of bits that the PaperPort software uses to recreate the paper image on the screen. The greater the bit depth, the more colors and shades of gray that are possible in the image.

1 bit provides the fewest levels of gray and produces a black-and-white image that is best for letters and articles.



8 bit produces an image that can have up to 256 shades of gray or colors.



24 bit produces an image in millions of colors.



When you scan a color or grayscale image, the scanner reproduces the image's colors or grayscale based on the bit depth setting.

Resolution refers to the sharpness of the image and is measured in dots per inch (dpi). The higher the dpi, the greater the image's resolution. But as resolution increases, so does the file size and the length of time to scan an item. Therefore, use the higher dpi settings only when necessary.

In addition to bit depth and resolution, the PaperPort software provides the **SharpPage** option. This option optimizes the scan for items that you scan in black and white (1 bit) and want to fax or convert using the PaperPort software's OCR. SharpPage enhances the scan of an item that has colored text on colored background, so that the scanned image is more readable.

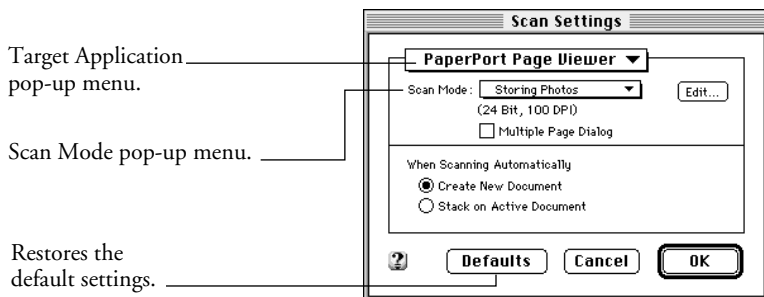
SELECTING PREDEFINED SCAN MODES OR CREATING YOUR OWN

In the Scan Settings dialog box, you can select a different predefined scan mode for a target application or you can customize a predefined mode by selecting color, the number of grays, the resolution, or the brightness of the scan. You can also create new scan modes.

- ▼ **CAUTION:** If you change a predefined scan mode, the changes are applied to all target applications that use that scan mode. For example, if you change the Storing Photos mode, target applications such as image editors and the Page Viewer that are set by default to use the Storing Photos mode, will be changed to use the new customized mode. It's a good idea to create a new mode for use with a specific application or specific use instead of modifying a predefined mode.

To choose a predefined scan mode:

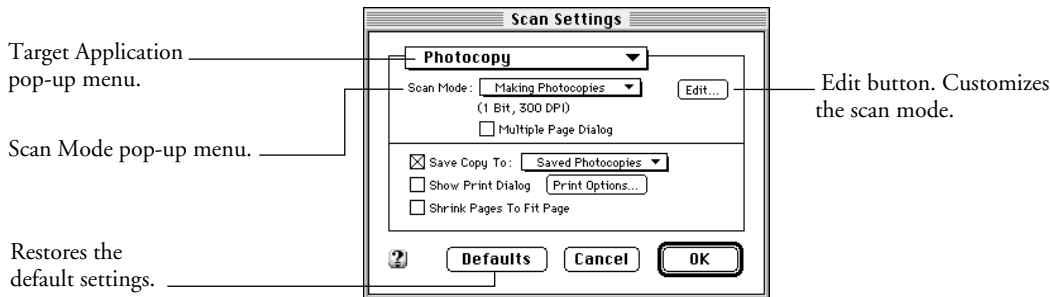
1. From the **ScanSoft** menu, choose **Scan Settings**. The Scan Settings dialog box appears.
2. From the **Target Application** pop-up menu, choose the target application for which you want to set the scan mode. Settings for the application appear. The following figure shows the Page Viewer settings.



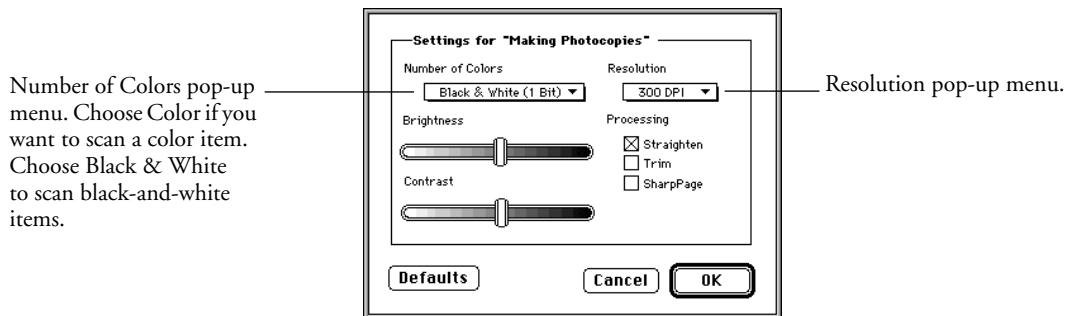
3. From the **Scan Mode** pop-up menu, choose the mode setting you want. Notice that when you select a setting, the description below it changes. For example, the previous figure shows the description for the Storing Photos mode (24 bit, 100 dpi).
4. Click **OK**.

To customize a predefined scan mode:

1. From the **ScanSoft** menu, choose **Scan Settings**. The Scan Settings dialog box appears.
2. From the **Target Application** pop-up menu, choose the application for which you want to set the scan mode. Settings for the application appear. The following figure shows the settings for Making Photocopies.



3. Click the **Edit** button. The Settings For dialog box appears so that you can select the bit depth (number of grays or color), brightness, and resolution. The following figure shows the Settings for the Making Photocopies dialog box.

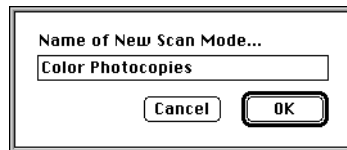


4. Choose settings and click **OK**. The Scan Settings dialog box appears. The new settings now become the settings used by the Predefined mode.

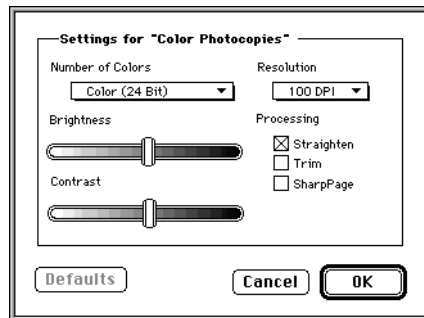
▼ **TIP:** To revert to the original settings for a predefined mode, click the Defaults button.

To create a new scan mode:

1. From the **ScanSoft** menu, choose **Scan Settings**. The Scan Settings dialog box appears.
2. From the **Target Application** pop-up menu, choose the application for which you want to create a new scan mode. Settings for the application appear. (After you create a new mode, you can choose it for use with any application you want.)
3. If you want to base the new mode on a predefined mode, choose the mode from the **Scan Mode** pop-up menu.
4. From the **Scan Mode** pop-up menu, choose **Create**. A dialog box appears asking you to name the new scan mode.



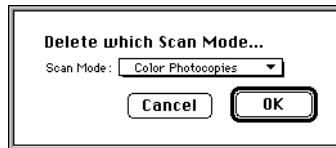
5. Type a name and click **OK**. The Settings For dialog box appears. The following figure shows a new mode named Color Photocopies.



6. Select settings for the mode and click **OK**. The Scan Settings dialog box appears. The new scan mode appears in the Scan Mode pop-up menu.

To delete a created scan mode:

1. From the **ScanSoft** menu, choose **Scan Settings**. The Scan Settings dialog box appears.
2. From the **Scan Mode** pop-up menu, choose **Delete**. A dialog box appears asking you to select the scan mode you want to delete. You cannot delete predefined scan modes.



3. Select the scan mode you want to delete and click **OK**. The scan mode is removed from the Scan Mode pop-up menu.

▼ **NOTE:** You cannot change the name of a created scan mode. You must first delete the scan mode, and then create it again.

SCANNING COLOR AND GRAYSCALE ITEMS

By default, your scanner is probably set up to scan black-and-white items that you typically want to fax, file, or copy. All scan modes, except for Storing Photos, scan your items in black and white. If you want to scan color or grayscale items, you should either choose the Storing Photos mode for a target application, or change the scan mode Number of Colors to Grayscale (8 bit) for grayscale items and Color (24 bit) for color items.

▼ **NOTE:** For some target applications Storing Photos is the default mode. Therefore, you do not need to complete the following procedure to scan color items to this type of target application.

To scan color or grayscale items:

1. From the **ScanSoft** menu, choose **Scan Settings**. The Scan Settings dialog box appears.
2. From the **Target Application** pop-up menu, choose the target application for which you want to set the scan mode. Settings for the application appear.
3. From the **Scan Mode** pop-up menu, choose **Storing Photos**, or click the **Edit** button and then choose **Color** or **Grayscale** from the **Number of Colors** pop-up menu. The new settings now become the settings used by the selected target application.
4. Scan your color or grayscale item.

After you scan the color or grayscale item, it is a good idea to change the target application scan mode back to its original setting, unless you will routinely be scanning color or grayscale items to the application.

▼ **NOTE:** Color scanning takes longer and creates a larger file.

SCANNING TO GET THE BEST IMAGE

Using the scan settings, you can improve the quality of an image by:

- Changing the brightness and contrast of a scan
- Straightening a crooked page
- Removing the black edges
- Changing the file compression

You select these settings before you scan an item. For information about adjusting an image, such as changing the tint, brightness, and color after you scan an item, see Chapter 6, “Fine-Tuning Images.”

CHANGING BRIGHTNESS AND CONTRAST

Sometimes an image is scanned with the brightness too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility. Lightening or darkening the scan brightness can improve image quality and make it easier to read. Changing the brightness is similar to changing the setting on a photocopy machine to make the image lighter or darker.

To change the brightness and contrast:

1. From the **ScanSoft** menu, choose **Scan Settings**. The Scan Settings dialog box appears.
2. From the **Target Application** pop-up menu, choose the application for which you want to set the brightness. Settings for the application appear.
3. Click the **Edit** button. The Settings For dialog box appears. It contains brightness and contrast control bars.
4. Drag the lever on the Brightness bar or Contrast bar to change the image.
5. Click **OK**. The ScanDirect Settings dialog box appears.
6. Click **OK** to save the scan settings.



STRAIGHTENING PAGES AND REMOVING BLACK EDGES

If you inadvertently insert an item into the scanner at an angle, the Straighten Image option can automatically straighten the image on the screen. The option works with any item that has squared edges, which includes most business items. If you insert the page at a sharp angle, the Straighten Image option cannot always straighten the image. When this option is selected, scanning speed is slower.

When you scan an item that is narrower than 8-1/2 inches (21.6 cm) or that has torn edges, the Trim Image option can remove the black edges and fill them with white.

- ▼ **TIP:** If you do not use the automatic options to correct these problems before scanning, use the Straighten Page command or the Straighten Page tool, and the Trim Page command to correct these problems after scanning. For more information, see Chapter 6, “Fine-Tuning Images.”

To straighten pages and remove black edges when you scan:

- ☒ Straighten Image
☐ Trim Image
1. From the **ScanSoft** menu, choose **Scan Settings**. The Scan Settings dialog box appears.
 2. From the **Target Application** pop-up menu, choose the application for which you want to set options. Settings for the application appear.
 3. Click the **Edit** button. The Settings For dialog box appears. It contains the Straighten Image and Trim Image checkboxes.
 4. Select the check boxes that you want.
 5. Click **OK**. The Scan Settings dialog box appears.
 6. Click **OK** to save the settings.
- ▼ **TIP:** If you scan an item with black edges, the Trim Image option produces poor results. The PaperPort software looks for a white edge when performing this operation.

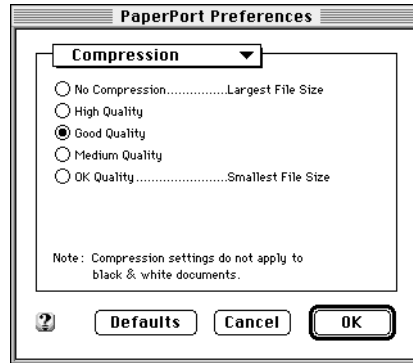
SETTING THE COMPRESSION

The compression of a gray-scale or color item affects the quality and size of a saved file. The default selection is Good, a setting that is fine-tuned for the PaperPort software. If you have limited disk space or require a higher quality scanned image, you can adjust the compression. If you change the compression and then open and save the item again, you may increase the file size or change the quality of an image.

- ▼ **NOTE:** You usually do not need to change the compression setting.

To set the compression:

1. From the **ScanSoft** menu, choose **Preferences**.
2. From the **Preferences** pop-up menu, choose **Compression**.
Settings for compression appear.



3. Select the quality of the compression that you want and click **OK**.

Viewing Items

With the PaperPort software, you can view an item in two ways: on the PaperPort Desktop or in the Page Viewer. The PaperPort Desktop and the Page Viewer are separate applications that are tightly integrated. You can run each application individually or together.

The PaperPort Desktop displays thumbnails of your items after you scan or display them on the PaperPort Desktop. It also provides an easy way to file items into different folders and navigate between the folders.

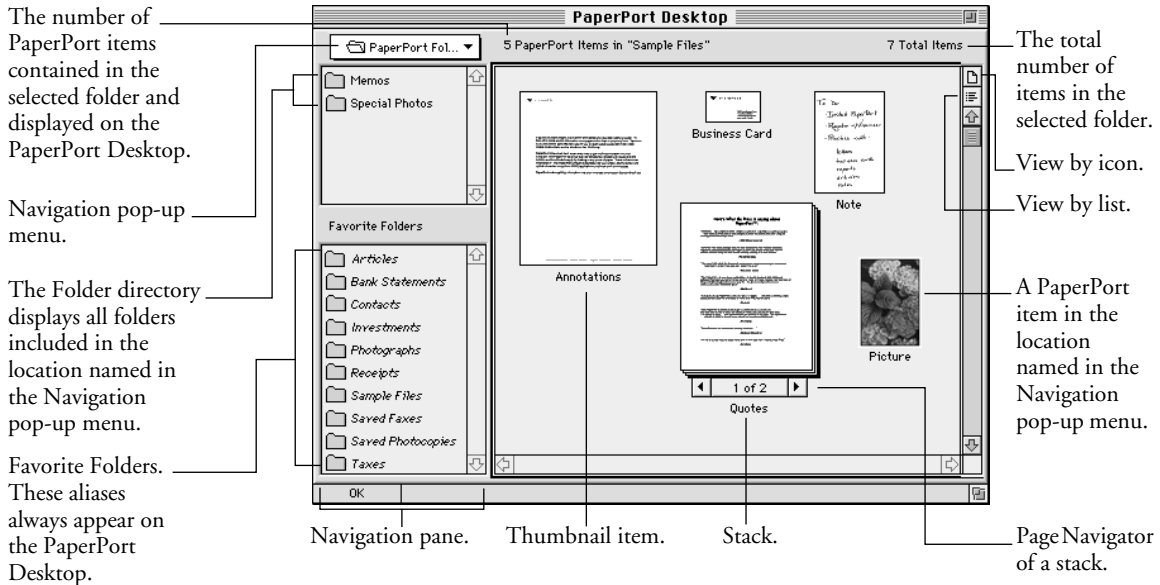
The Page Viewer displays a close-up view of an item so that it is readable on the screen, and lets you adjust and edit the quality and color of the image and add annotations to a page.

This chapter tells you how to:

- View items on the PaperPort Desktop
- View items in the Page Viewer
- Navigate between pages on the PaperPort Desktop or in the Page Viewer
- Switch between the PaperPort Desktop and the Page Viewer

VIEWING ITEMS ON THE PAPERPORT DESKTOP

The PaperPort Desktop is a work area like your own desk, where you can open different folders to display different papers, photographs, and stacks on the desktop. The following figure shows the PaperPort Desktop with a few sample items.



The left side of the PaperPort Desktop provides a Navigation pane. You use the Navigation pop-up menu to navigate to different locations on your Macintosh computer (such as a folder or disk) similarly to the way you navigate through the hierarchy of folders on your Macintosh computer when using a directory dialog box to save or open a file.

Below the pop-up menu is a list (directory) of the folders contained in the location named in the Navigation pop-up menu. You can go to a higher-level directory by choosing a location at a higher level in the pop-up menu. You can go to a lower-level directory by double-clicking a folder in the directory. For more information about selecting different folders, see Chapter 4, “Filing Items into Folders.”

The right side of the PaperPort Desktop displays the PaperPort items contained in the location named in the Navigation pop-up menu. The items can be single pages or multi-paged items called **stacks**. The status bar at the top of the PaperPort Desktop lists the number of PaperPort items in a folder and the number of total items in a folder. (A folder can contain items other than PaperPort items, but they will not appear on the PaperPort Desktop.)

▼ **TIP:** You can use the Import command to convert an item created using another application into a PaperPort item. For more information about importing, see Chapter 8, “Importing, Saving, and Deleting Items.”

STARTING AND QUITTING THE PAPERPORT DESKTOP

You can start the PaperPort Desktop and display items several different ways.

To start and display the PaperPort Desktop, use one of these methods:

- Scan an item directly to the PaperPort Desktop. The PaperPort Desktop is the default target application when you scan. For more information about selecting a target application, see Chapter 2, “Scanning Items.”
- From the **ScanSoft** menu, choose **Go to PaperPort Desktop**.
- Drag an item to the **PaperPort Desktop** link icon on the **Link Bar**. For more information about using the Link Bar, see Chapter 9, “Using the Link Bar.”
- Double-click the **PaperPort Desktop** application icon.
- Double-click the **PaperPort Desktop** link icon on the **Link Bar**.

To quit the PaperPort Desktop application:

- From the **File** menu, choose **Quit**.

MOVING ITEMS ON THE PAPERPORT DESKTOP

If the PaperPort Desktop becomes cluttered, you can rearrange the items.

To move an item:

1. Click to select the item that you want to move, or use Shift-click to select multiple thumbnail items.
2. Drag the item to the new location on the PaperPort Desktop, or choose **Clean Up Desktop** from the **Desktop** menu to rearrange the selected items.

▼ **TIP:** To select all the items, choose **Select All** from the **Edit** menu.

To arrange all items:

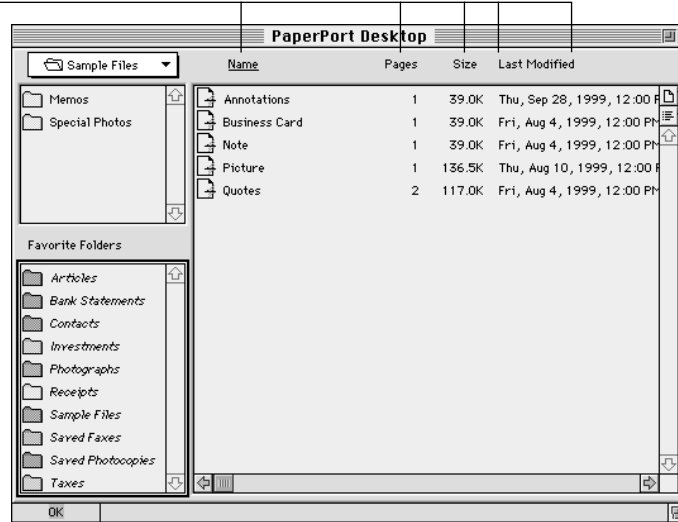
- From the **Desktop** menu, choose **Clean Up Desktop**. The items are automatically reordered in neat rows starting from the upper-left corner of the PaperPort Desktop.

▼ **TIP:** To arrange items alphabetically, hold down the **Option** key and choose the **Clean Up Desktop** command.

VIEWING ITEMS BY ICON OR NAME

You can view items on the PaperPort Desktop in icon view or list view. The following figure shows items in list view.

Click a column title—Name, Pages, Size, or Last Modified—to sort the list in that order.



Click either the View by Icon or View by List icon.

To display an item list:



- From the **View** menu, choose **View by List**, or click the **View by List** icon in the upper-right corner of the PaperPort Desktop. Each item's filename, number of pages, file size, and date last modified appears.

To display item thumbnails:

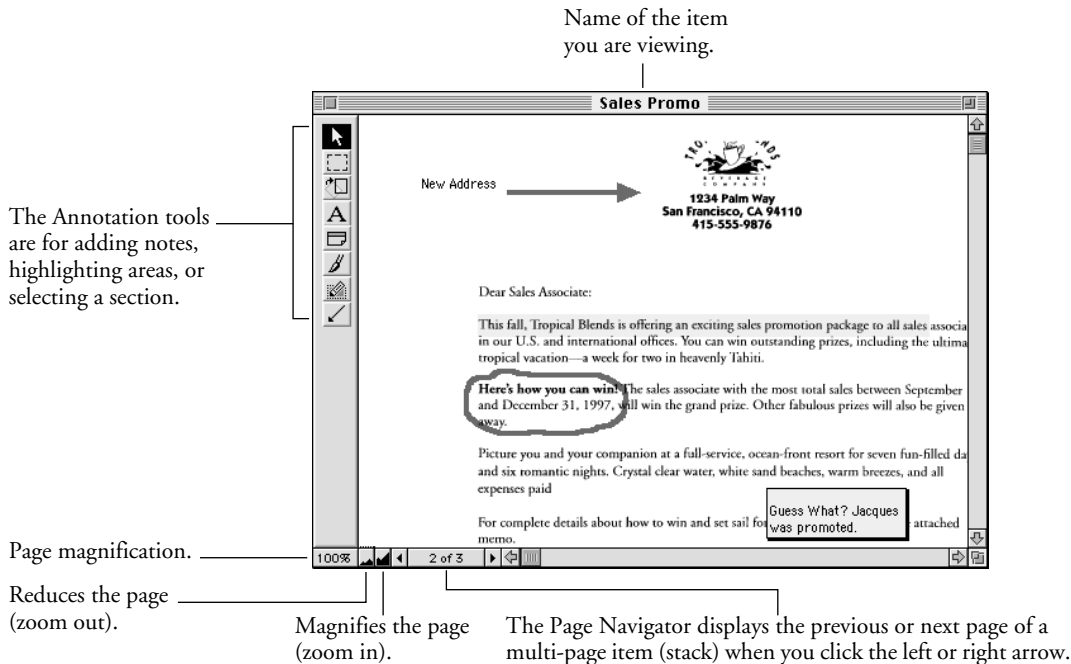


- From the **View** menu, choose **View by Icon**, or click the **View by Icon** icon in the upper-right corner of the PaperPort Desktop.

WORKING IN THE PAGE VIEWER

While the PaperPort Desktop gives you an overall picture of all of the items on the PaperPort Desktop, the Page Viewer displays the details of a single page, so it is easy to edit an image, add annotations, or select information.

The Page Viewer displays a full-size or close-up view of one page. Although a stack has multiple pages, you can display only one page of a stack at a time in the Page Viewer. However, you can display multiple Page Viewer windows for different items. The following figure shows a sample page in the Page Viewer.



STARTING AND QUITTING THE PAGE VIEWER

You can start the Page Viewer in several different ways.

To start the Page Viewer and display an item, use one of these methods:

- Scan an item directly to the Page Viewer. For more information about selecting the Page Viewer as the target application, see Chapter 2, “Scanning Items.”
- Double-click the **Page Viewer** application icon, and then choose the **Open** command in the **File** menu to select and open an item.
- Double-click a thumbnail item on the PaperPort Desktop.
- Select an item on the PaperPort Desktop and choose **Open** from the **File** menu.
- Double-click a PaperPort item on your hard disk.
- Drag an item onto the **Page Viewer** link icon on the **Link Bar**.
- Double-click the **Page Viewer** link icon on the **Link Bar**.

To close an item in the Page Viewer:

1. From the **File** menu, choose **Close**, or click the close box. A message asks if you want to save changes.
2. Click **Yes** to save the changes to an item. If you scan or link an item to the Page Viewer, you must click Yes to save a copy of the item on your hard disk.

To quit the Page Viewer:

- From the **File** menu, choose **Quit**.

THE ANNOTATION TOOL BAR

After you display an item in the Page Viewer, you can use the Annotation Tool Bar to annotate items. For example, you can highlight text, circle information, or add a sticky note. The Annotation tools are as follows:



Pointer. Selects, moves, and resizes annotations on a page.



Selection. Selects a section of a page that you want to crop, cut or copy. For example, you may want to copy a graphic for use in another application, such as in a word processing document. You also use this tool for cropping an area of a page or processing selected text with the OCR software provided with the PaperPort software.



Straighten Page. Draws a line that serves as a guide for straightening a page. For more information about how to use this tool, see Chapter 6, “Fine-Tuning Images.”



Mark-Up. Adds one or more lines of text in a transparent frame. This tool is especially useful for filling in forms because the form remains visible when you type text on it.



Note. Writes a note. For example, you can add your comments or identify important information.



Freehand. Draws freehand marks. For example, circle text and underline sentences.



Highlighter. Highlights an area, item, or text on a page. This directs a reader's attention to specific details. If used in the opaque mode, it blocks out information that you don't want shown on a printed or faxed copy.



Arrow. Draws straight lines, with or without arrowheads, to point to specific items or text. This tool works well with mark-ups or sticky notes when you want to point out an item on a page.

DISPLAYING AND HIDING THE ANNOTATION TOOL BAR

The Annotation Tool Bar is displayed by default when you view a page in the Page Viewer, unless you choose to hide it.

To hide or display the Annotation Tool Bar:

- From the **View** menu, choose **Hide Tool Bar** or **Show Tool Bar**.

The following sections show you how to use the Page Viewer. For more information about how to use the Annotation tools, see Chapter 7, “Annotating Items.”

ZOOMING IN OR OUT ON A PAGE

In the Page Viewer, you can zoom in to display the details of a page, or zoom out to make the page smaller on the screen. When you zoom in, the page contents appear larger on the screen and are easier to see.

Making the page smaller, or zooming out, reduces the size of the entire page to fit onto the screen. Notice that while you can see more of the page, you may not be able to read the text.

To zoom in or out on a page:

1. Display the item in the Page Viewer.
2. To zoom in, choose **Zoom In** from the **View** menu, or click the **Zoom In** icon.

3. To zoom out, choose **Zoom Out** from the **View** menu, or click the **Zoom Out** icon.


- ▼ **NOTE:** To display the page at 100 percent, click the page magnification area, or choose Actual Size from the View menu.

ARRANGING THE PAGE VIEWER WINDOWS

You can open multiple Page Viewer windows at the same time. Sometimes you will be able to work more easily if the windows are side by side or are placed on top of each other. You can arrange the windows in three ways using the Window menu.

To arrange the Page Viewer windows:

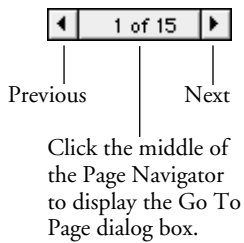
1. In the Page Viewer, open the items that you want to view.
2. From the **Window** menu, choose the Window menu command that you want. The following table describes the commands that are available.

Command	Description
Tile Vertical	Arranges the Page Viewer windows one above the other.
Tile Horizontal	Arranges the Page Viewer windows side by side.
Overlay Windows	Arranges the Page Viewer windows on top of each other so that all windows can be seen.

NAVIGATING BETWEEN PAGES

You can move between pages in a stack on the PaperPort Desktop or in the Page Viewer by:

- Clicking the Page Navigator
- Choosing commands from the View menu



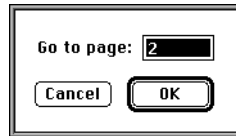
To move between pages:

1. Select the item on the PaperPort Desktop, or display it in Page View.
2. Click the right arrow of the Page Navigator to display the next page; click the left arrow to display the previous page.

You can also move between pages by choosing the View menu commands: First Page, Last Page, Previous Page, and Next Page. You can also use the Go To Page command to move directly to a specific page in the stack.

To go to a specific page in a stack:

1. From the **View** menu, choose **Go To Page**, or click the middle button of the Page Navigator. The Go To Page dialog box appears.



2. Type the page number that you want to go to, and click **OK**.

SWITCHING BETWEEN THE PAPERPORT DESKTOP AND PAGE VIEWER

If both the PaperPort Desktop and the Page Viewer applications are active, you can switch between them by clicking the window that you want to make active, or choosing the application from the Macintosh Finder menu.

Filing Items into Folders

One of the primary benefits of using the PaperPort software is that it helps you get organized. Scanning the papers on your desk cleans up the clutter, but then what? Without some way of organizing your electronic copies of paper, you are simply trading clutter on your desk for clutter on your computer.

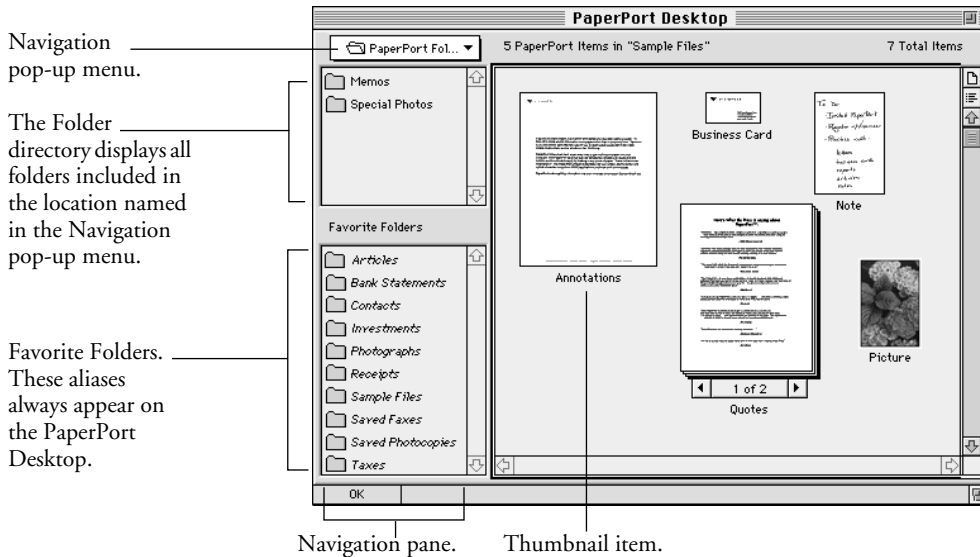
This chapter tells you how to save these items into separate folders that are like ordinary manila file folders, except that they are electronic. You'll also learn how to create **Favorite Folders**—folders that you want to use often and that always appear on the PaperPort Desktop so you can quickly and easily file information.

This chapter tells you how to:

- Display folders and items
- Rename items
- File items into folders
- Create folders
- Make a Favorite Folder
- Remove a Favorite Folder
- Locate folders and items on your Macintosh computer
- Find items and annotated text

DISPLAYING FOLDERS AND ITEMS

When you scan an item to the PaperPort Desktop or the Page Viewer, The PaperPort software saves the item on your hard disk. The folder in which it is saved is determined by the folder currently named in the Navigation pop-up menu. The PaperPort Folder is the default folder the first time you use the PaperPort software. The following figure shows the PaperPort Desktop with a few sample items.



The left side of the PaperPort Desktop provides a Navigation pane that you use to navigate to different locations on your Macintosh computer. The right side of the PaperPort Desktop displays PaperPort items contained in the location named in the Navigation pop-up menu.

To navigate and display PaperPort items:

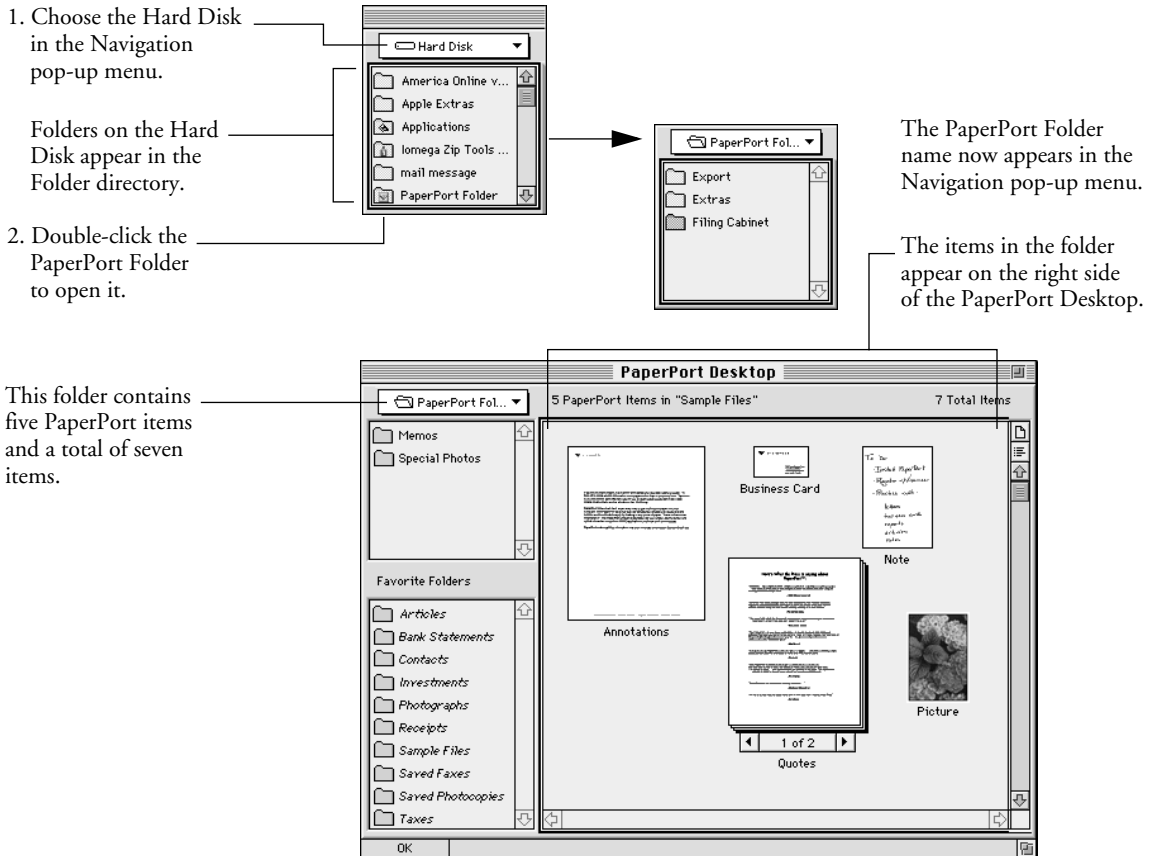
1. From the **Navigation** pop-up menu in the Navigation Pane, choose a location, such as a folder or disk.

Below the pop-up menu, a list (directory) of the folders contained in the location named in the pop-up menu appears.

2. To go to a higher-level directory, choose an item at a higher level in the pop-up menu. To go to a lower-level directory, double-click a folder in the directory.

The PaperPort items contained in the location named in the Navigation pop-up menu appear on the right side of the PaperPort Desktop.

The following figure shows the navigation from the Macintosh hard disk to the PaperPort Folder. The PaperPort items in the folder appear on the PaperPort Desktop.



When you quit the PaperPort Desktop, the folder that is currently selected remains as the selected folder the next time that you start the PaperPort Desktop application.

RENAMING ITEMS

When you first place an item on the PaperPort Desktop, it appears as an untitled item. It's a good idea to rename your items with a unique name.

To rename an item on the PaperPort Desktop:

1. Click the title of the item. The text becomes highlighted.
2. Position the cursor in the text area of the title and click the mouse. As you position the cursor, it changes to an I-beam. When you click the mouse, the cursor starts to flash.
3. Type a new title for the item.
4. After you type the name, click another place on the PaperPort Desktop.

▼ **TIP:** You can also rename items in the Page Viewer by using the Save As command. For more information, see Chapter 8, "Importing, Saving, and Deleting Items."

FILING ITEMS INTO FOLDERS

The PaperPort software provides several ways to file items into folders:

- Scan directly to a folder or another target application, such as your e-mail application, and save a copy of the scanned item on the PaperPort Desktop in one of your Favorite Folders. For more information about saving a copy of a scanned item into a folder, see Chapter 2, "Scanning Items."
- Drag items from the PaperPort Desktop into a folder or Favorite Folder on the PaperPort Desktop.
- Drag items from the PaperPort Desktop into a folder on the Macintosh desktop.
- Drag items between folders on the Macintosh desktop.

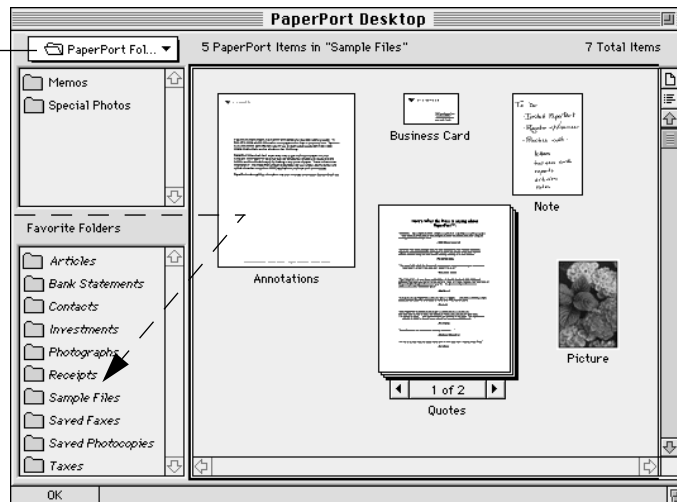
- ▼ **TIP:** You can use other Macintosh commands, such as Option-drag to copy an item into another folder, or Shift-click to select multiple items to file into a folder.

To drag an item into a folder:

1. On the PaperPortDesktop, use the Navigation pane to navigate to the location containing the item you want to file. The item appears on the PaperPort Desktop.
2. Drag the item into the folder in which you want to file it. Shift-click to select multiple items. The following figure shows an item dragged into a Favorite Folder.

Name of the location containing the item you want to file.

Drag the item into the folder in which you want to file it. Shift-click to select multiple items.

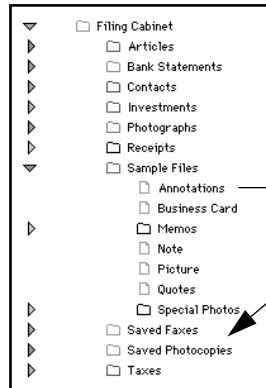


To drag an item from the PaperPort Desktop to the Macintosh desktop:

1. On the PaperPort Desktop, select the folder that contains the item you want to move.
2. Drag the item from the PaperPort Desktop into a folder on the Macintosh desktop.

To drag an item between folders on the Macintosh desktop:

1. On the Macintosh desktop, navigate to the folder that contains the PaperPort item you want to move.
2. Select the item and drag it into another folder.



On the Macintosh desktop, you can drag an item into a different folder.

CREATING FOLDERS

You can create folders on the PaperPort Desktop or the Macintosh desktop. You can create a folder at any level—on the Macintosh hard drive, on an external drive, or within another existing folder. For example, you may want to create a folder named Business Travel and then create other folders within Business Travel for various categories, such as Receipts, Maps, and Accommodations.

- ▼ **TIP:** A good way to archive information is to scan items and then file them in folders that you create on a removable medium, such as a floppy disk, removable hard drive, or zip drive. For example, you may want to scan a variety of reference articles, and then file them on a ZIP drive in various folders based on subject matter.

To create a folder on the PaperPort Desktop:

1. From the Navigation pane, navigate to the location where you want to create a new folder. The location name appears in the pop-up menu.
2. From the **File** menu, choose **New Folder**. A dialog box appears asking you to name the folder.



3. Type a name for the folder.
4. Select the **Add to Favorites** checkbox if you want to automatically make the folder a Favorite Folder.
5. Click **Create**. The new folder is selected as the current folder in the Navigation menu.

To create a folder on the Macintosh desktop:

- On the Macintosh desktop, choose **New Folder** from the **File** menu.

On the PaperPort Desktop, navigate to the folder using the Navigation pop-up menu as described in “Displaying Folders and Items” earlier in this chapter.

- ▼ **NOTE:** Delete a folder the same way you would any folder from your Macintosh computer—by dragging it from the Macintosh desktop to the trash can. If you want to delete a Favorite Folder, you must first remove the folder from the list of favorites. For more information, see “Removing a Favorite Folder” later in this chapter.

ADDING A FAVORITE FOLDER

A Favorite Folder is an alias—a folder that represents an actual folder on your Macintosh computer. Favorite Folders always appear in the Favorite Folders section of the PaperPort Desktop, regardless of the folder you choose from the Navigation pop-up menu. You can drag and drop items into Favorite Folders or use Favorite Folders to file a copy of an item that is scanned directly to another target application, such as your e-mail or fax application.

▼ **NOTE:** When you install the PaperPort software, several Favorite Folders, such as Articles, Receipts, Sample Files, and Photographs appear automatically in your list of Favorite Folders. You can keep these folders in your list of Favorite Folders or remove them as described in “Removing a Favorite Folder” later in this chapter.

To add a Favorite Folder:

1. From the Navigation pane, navigate to the folder that you want to make a Favorite Folder. The folder name appears in the Navigation pop-up menu.
 2. From the **File** menu, choose **Add folder to Favorites**, where folder is the name of the selected folder. The selected folder appears in the list of Favorite Folders.
- ▼ **TIP:** To find the actual location of a Favorite folder on your Macintosh computer, use the Locate in Finder command. For more information, see “Locating Favorite Folders and Items” later in this chapter.

REMOVING A FAVORITE FOLDER

If you no longer want a folder designated as a Favorite Folder, you can remove it from the Favorite Folders list.

- ▼ **NOTE:** If you delete a folder from your Macintosh computer that is designated as a favorite, you should also remove the Favorite Folder from the list of Favorite Folders. Otherwise, an error message appears if you try to file items into the Favorite Folder.

To remove a Favorite Folder:

1. From the list of Favorite Folders, select the folder.
2. From the **Edit** menu, choose **Remove folder from Favorites**, where folder is the name of the selected folder. The selected folder is removed from the list of Favorite Folders.

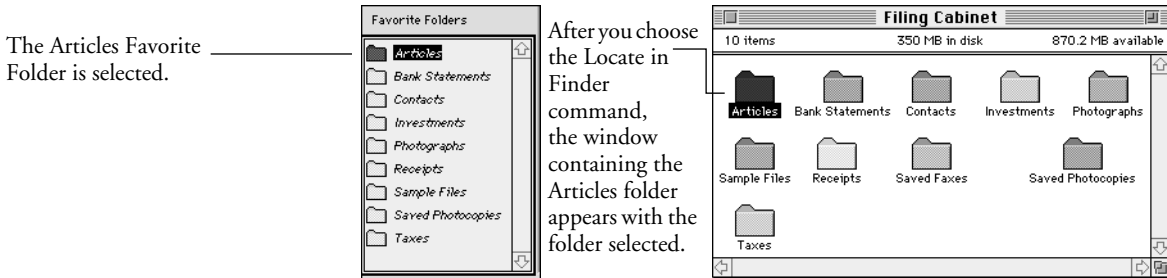
- ▼ **NOTE:** For information about deleting items, see Chapter 8, “Importing, Saving, and Deleting Items.”

LOCATING FAVORITE FOLDERS AND ITEMS

Designating a folder as a favorite makes it easy to file information because the folder is always available on the PaperPort Desktop. However, at times you may want to find the physical location of a Favorite Folder. To locate a Favorite Folder, use the Locate in Finder command. You can also use this command to locate any item on the PaperPort Desktop.

To locate a Favorite Folder or item on the Macintosh computer:

1. On the PaperPort Desktop, select the Favorite Folder or item that you want to locate.
2. From the **File** menu, choose **Locate in Finder**. The location containing the Favorite Folder or item appears as an open window with the Favorite Folder or item selected. The following figure shows the location results when the Articles Favorite Folder is located.



FINDING ITEMS

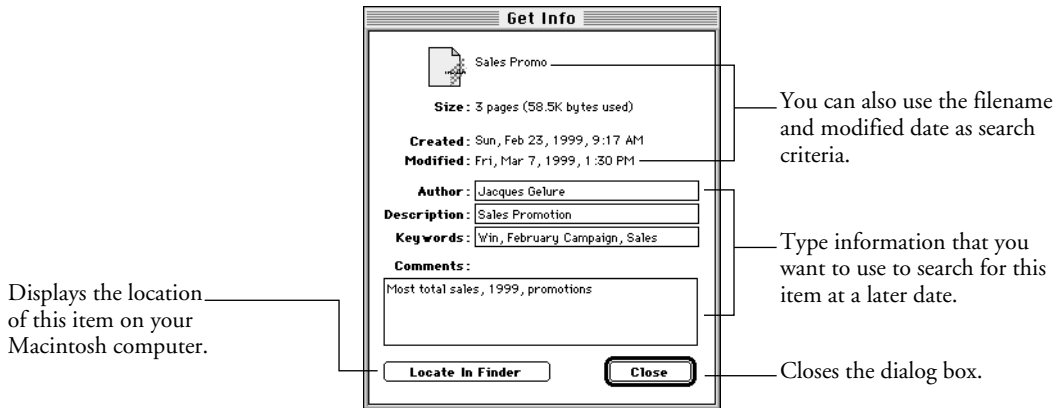
Filing items into folders helps you keep your PaperPort Desktop organized, but you need to also be able to quickly locate those items. To search for items, use the Find Document command. With Find Document, you search for items by using different information called **search criteria**. You can search for an item by its filename, location, annotation text, and date modified. You can use one criterion or several criteria to help you find the item. For example, you can search for all files named Tax Laws that were modified between January 1, 1999 and June 1, 1999. At least one criterion must be met before a file is found.

To help ensure that an item is even easier to find at a later date, you can add information in the Get Info dialog box associated with an item. This data can include keywords, comments, or an author's name. For example, you may want to add keywords or comments that describe the content of the item, such as new laws for 1999, competitor's products, or health insurance information.

- ▼ **TIP:** You can also search for added annotations. For more information, see Chapter 7, "Annotating Items."

To add Get Info data:

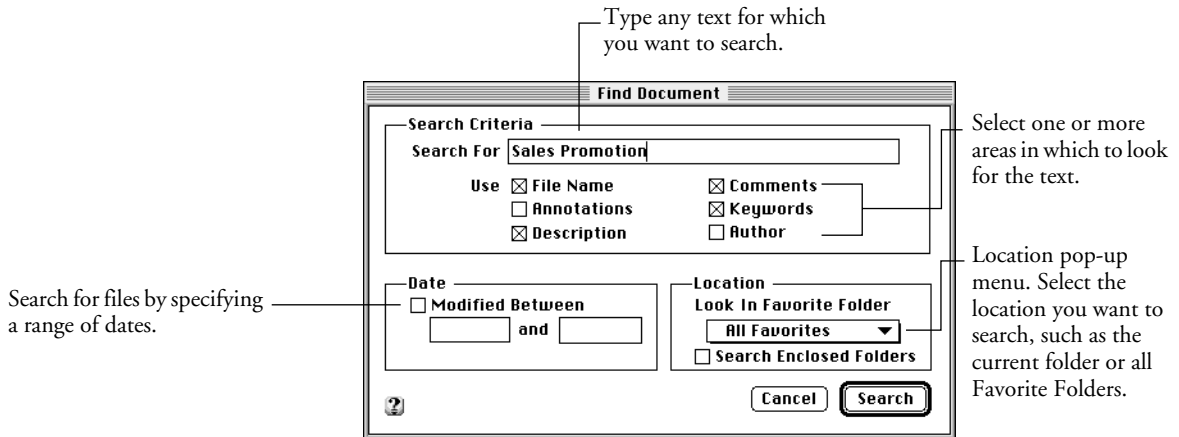
1. On the PaperPort Desktop or in the Page Viewer, select the item for which you want to add information.
2. From the **File** menu, choose **Get Info**. The Get Info dialog box appears.



3. Type information in one or more of the fields that you want to use to identify the item.
4. Click **Close**.

To find an item:

1. On the PaperPort Desktop, choose **Find Document** from the **File** menu. The Find Document dialog box appears.



2. In the **Search For** field, type the text for which you want to search. For example, if you typed data in the Get Info dialog box that describes the subject of the item, such as Tax Laws for 1999 or Sales Promotion, type one or more words of the description. If you are searching for an item that you tagged with the author's name, type the name of the author. If you are searching for text contained in an annotation, type the annotation text.
3. Select one or more areas in which you want to look for the text. For example, if you type an author's name in the Search For field, select Author. If you want to search in one or more areas, select multiple checkboxes. For example, if you want to search the Comments and File Name for the words Sales Promotion, select both checkboxes. The PaperPort software looks for items that match at least one criterion. All criteria do not need to be met.

4. If you want to search for files by specifying the date or range of dates that the files were last modified, select **Modified Between**.

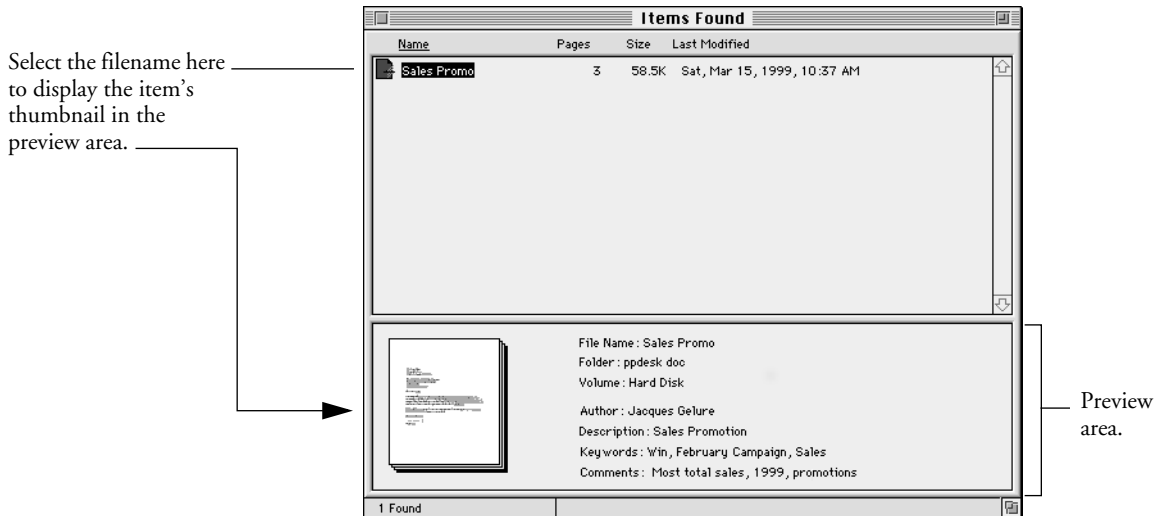
Type the beginning date in the first box. Tab to the next box, and type the ending date. You can enter the date numerically in the format mm/dd/yy—for example, 5/15/99 or 6/29/99.

5. From the **Location** pop-up menu, choose the location you want to search. You can search in all Favorite Folders, the current selected folder (the one named in the Navigation pop-up menu), or a specific Favorite Folder.
6. To search in folders within the selected folder, select the **Search Enclosed Folder** checkbox. Otherwise, the PaperPort software searches only in the top level folder that is named.

▼ **TIP:** To search the entire hard disk, make your hard disk a Favorite Folder. Then select the hard disk from the Location pop-up menu and select the Search Enclosed Folders option. You can also search your hard disk by making it the current “folder” by choosing it in the Navigation pop-up menu, and then choosing Current Folder from the Location pop-up menu.

- Click **Search** to begin searching for the files that match the search criteria you specified.

Any matching file is listed in the Items Found window, as shown in the following figure.



- To open a file, double-click the filename in the **Items Found** box. The thumbnail appears on the PaperPort Desktop.
- ▼ **TIP:** You can drag and drop a found item from the Items Found window directly onto a link icon in the Link Bar or into a Favorite Folder.

Working with Stacks

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

With the PaperPort software, you can electronically organize items into stacks in much the same way that you do with paper items. 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 also create stacks of art work and photographs, such as a photo catalog of employee pictures or real estate photographs. You can stack and unstack these items electronically on the PaperPort Desktop.

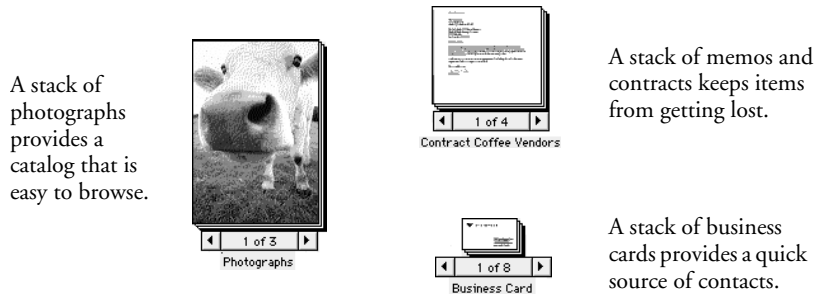
This chapter tells you how to:

- Stack items on the PaperPort Desktop
- Move between pages in a stack
- Unstack pages
- Reorder pages within a stack
- Insert a page into a stack
- Duplicate (copy) items
- Create a stack when you scan

STACKING ITEMS ON THE PAPERPORT DESKTOP

If you don't select scan settings that indicate that you want to scan a multi-page item, each scanned page appears on the PaperPort Desktop as a one-page untitled item. You can add other pages to the item by stacking each scanned page on top of the first one. You can also place one or more stacks on top of another stack.

Legal contracts, for example, usually have many pages. If you scan a contract, each page becomes a separate untitled item; so you can combine the pages into a stack to create the entire contract. The following figure shows several stacked items.



USING DRAG AND DROP TO CREATE STACKS

You can drag and drop the thumbnail of a selected item onto another item's thumbnail to create a new item. If you drag and drop Untitled 1 onto Untitled 2, the PaperPort software creates a stack with the name Untitled 2.

To stack items by using the drag-and-drop method:

1. On the PaperPort Desktop, select the item or items that you want to stack. It can be a page or another stack.

When you select multiple items to stack, the PaperPort software stacks them in the order in which you select them. The item that you want to be placed on top of the stack should be selected first.

2. Drag and drop the item onto the target item.

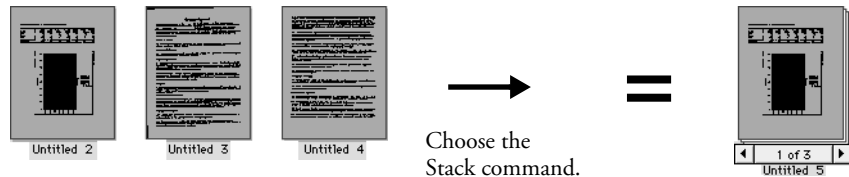
As you drag the selected item over the target item, the target item is highlighted. Drop the item now.

A stack that is created when a document A is stacked onto a document B. Notice that the stack that is created takes the name of the target document, in this case that of document B.

3. Repeat Steps 2 and 3 until you finish creating the stack.

USING THE STACK COMMAND

You can also use the Stack command to stack selected thumbnails into one item. The following figure shows a sales presentation that has three pages. To stack the pages and create one document rather than three, select the documents that you want to stack, and choose the Stack command.



Select three separate items you want to stack.

The PaperPort software combines the documents to create a new document, which is a three-page stack.

To stack items by using the Stack command:

1. On the PaperPort Desktop, select the items that you want to stack.
2. From the **Desktop** menu, choose **Stack**.

The PaperPort software places the first selected item on top and the other items underneath.

- ▼ **TIP:** If you scan items in order one after the other onto the PaperPort Desktop, they are automatically selected. All you need to do is choose the Stack command from the Desktop menu. Or, before you scan multiple pages, select the Multiple Page Dialog checkbox in the Scan Settings dialog box. The scanned pages are automatically stacked together.

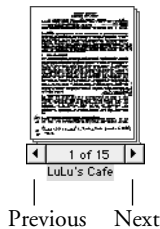
MOVING BETWEEN PAGES IN A STACK

You can move between pages in a stack on the PaperPort Desktop or in Page View by either of the following methods:

- Click the Page Navigator.
- Choose commands from the Page menu.

To move between pages in a stack:

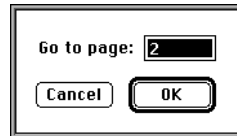
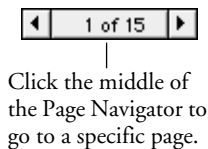
1. Select the item on the PaperPort Desktop, or display it in Page View.
2. Click the right arrow in the **Page Navigator** to display the next page. Click the left arrow to display the previous page.



You can also move between pages by choosing the Page menu commands: First Page, Last Page, Previous Page, and Next Page. You can also use the Go To Page command to move directly to a specific page in the stack.

To go to a specific page in a stack:

1. From the **Page** menu, choose **Go To Page**, or click the middle button of the **Page Navigator**. The Go To Page dialog box appears.



2. Type the page number you want to go to, and click **OK**.

UNSTACKING PAGES

You can create new stacks by unstacking one or more pages from a stack.

To unstack a page:

1. On the PaperPort Desktop, select the item that you want to unstack.
2. Use the **Page Navigator** to display the page that you want to unstack.
3. From the **Desktop** menu, choose **Unstack Current Page**.

The PaperPort software unstacks the selected page and creates a new untitled item.

To unstack all pages in a stack:

1. On the PaperPort Desktop, select the item that you want to unstack.
2. From the **Desktop** menu, choose **Unstack**.

The PaperPort software unstacks all the pages, places them on the PaperPort Desktop, and selects all the items. A new untitled item is displayed for each page of the stack.

REORDERING PAGES IN A STACK

After you create a stack, you may want to reorder the pages. For example, if you have scanned a stack of invoices and then decide you want them in numerical order, you can unstack the invoices and then restack them in numerical order.

A page can be unstacked and inserted into a different place in the stack. If a page is unstacked from a document, it becomes an untitled document. After navigating to the page where you want to place the untitled document, drag and drop the unstacked page at the new position in the original document.

To reorder the pages in a stack:

1. On the PaperPort Desktop, select the stack and then display the page that you want to reorder.
2. From the **Desktop** menu, choose **Unstack Current Page**.
3. Drag the page away from the stack and onto the PaperPort Desktop.
4. Display the page that will follow the page that you want to insert.
5. Drag and drop the unstacked page onto the stack.

INSERTING A PAGE INTO A STACK

Before you insert a new page, be sure that the page or stack that you want to insert is displayed on the PaperPort Desktop.

To insert a page into an existing stack:

1. On the PaperPort Desktop, select the source item.
2. Move to the page in the target item where you want to insert the new page. The new page will be inserted in front of the current page.
3. Drag and drop the new page onto the target stack.

The PaperPort software places the page at the new location and rennumbers the remaining pages in the stack.

You can place the pages of one stack at the end of another stack. In the following example, Document A is a two-page stack and Document B is a five-page stack. The following steps tell you how to stack Document B at the end of Document A.

To place one stack at the end of another stack:

1. On the PaperPort Desktop, select the stack whose pages you want first in the new stack.

In this case, select Document A.

2. Drag and drop the first stack onto the target stack.

Drag and drop Document A onto Document B. The new stack is seven pages. Pages 1 and 2 from Document A are the first pages in the stack, and the pages from Document B are at the end.

DUPLICATING ITEMS

At times you may want to duplicate an item on the PaperPort Desktop. For example, after you scan a letter, you can duplicate the scanned letter, stack it onto other documents, and then send the documents by using your electronic fax software.

To duplicate an item:

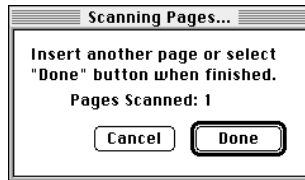
1. On the PaperPort Desktop, select the item.
2. From the **Desktop** menu, choose **Duplicate**.

You can also hold down the Option key and drag the selected item into a different folder, to create a copy of the item in the folder.

- ▼ **TIP:** To copy a page in a stack, click the Page Navigator to move to that page in the stack. Then choose Duplicate Current Page from the Desktop menu. The duplicated page appears as an untitled item on the PaperPort Desktop.

CREATING STACKS WHEN YOU SCAN

If you want to scan a multi-page item and have it appear as a stack, select the Multiple Page Scan Dialog option in the ScanDirect Settings dialog box. When you select this option, the PaperPort software prompts you to insert the next page as you scan the item and automatically creates a stack.



You can select this option when you use ScanDirect to scan to any target application including the PaperPort Desktop, Page Viewer, your electronic fax software, or OCR software. For more information about ScanDirect settings, see Chapter 2, “Scanning Items.”

Fine-Tuning Images

Sometimes, after you scan an image and view it in the Page Viewer, you notice that the page has small marks or smudges, or is crooked. You may also notice that a picture is out of focus or has poor color or contrast. You can correct these problems by using the Page menu commands. This chapter tells you how to:

- Straighten or trim a page
- Clean a black-and-white page
- Rotate pages
- Sharpen the focus of an image
- Adjust and enhance an image
- Undo a change

STRAIGHTENING AND TRIMMING PAGES

Use the Straighten Page command or the Straighten Page tool to straighten a page that you inadvertently scanned at an angle.

Use the Trim Page command if you scan a document that is narrower than 8-1/2 inches (21.6 cm) or that has torn edges. The Trim Image option can remove the black edges.

To straighten or trim a page by using the Page menu command:

1. Display the page that you want to change on the PaperPort Desktop or in the Page Viewer.
2. From the **Page** menu, choose **Straighten Page** or **Trim Page**.

To straighten a page by using the Straighten Page tool:

1. Display the page that you want to straighten in the Page Viewer.



2. On the **Annotation Tool Bar**, click the **Straighten Page** tool. The cursor changes to a crosshair.
3. Drag the crosshair down the page to draw a line. The PaperPort software uses the line as a guide and straightens the page.

CLEANING BLACK-AND-WHITE PAGES

Sometimes a page has small marks, dots, or speckles that appear on the scanned image. For example, if you scan a newspaper article, the newsprint may have speckles that the scanner picks up. If you want to process a scanned text image using OCR software, the speckled pages can slow down the performance of the software and produce poor results.

To clean a page:

1. Display the page in the Page Viewer.
2. From the **Page** menu, choose **Clean Page**.

▼ **TIP:** To remove heavy splotches and marks, use the Annotation selection tool to select the marks, and then choose the Cut command from the Edit menu. For more information, see Chapter 7, “Annotating Items.”

ROTATING PAGES

If you inadvertently scan a page upside down, you can rotate the page and place it in the upright position. You can also rotate a page to change the original direction of an image, thus creating a different impact, or you can turn a graphic upside down by flipping it. You can rotate and flip pages on the PaperPort Desktop or in the Page Viewer.

For example, you can scan a logo or company name horizontally and rotate it so that the logo is displayed vertically. The following illustration shows the Tropical Blends logo (a) in its original position, (b) rotated left 90 degrees, (c) rotated right 90 degrees, (d) flipped horizontal, and (e) flipped vertical.

(a) Original position



(b) Rotated left 90°



(c) Rotated right 90°



(d) Rotated 180°



(e) Flipped horizontal



(f) Flipped vertical



To rotate or flip a page:

1. Display the page that you want to rotate on the PaperPort Desktop or in the Page Viewer. The Rotate command rotates the current page, not an entire stack.
2. From the **Page** menu, choose **Rotate Left 90°**, **Rotate Right 90°**, **Rotate 180°**, **Flip Horizontal**, or **Flip Vertical**.

▼ **NOTE:** You cannot rotate or flip a page that has annotations. If the page you want to rotate has annotations, you must cut the annotations, rotate the page, and then paste the annotations back onto the page.

SHARPENING THE FOCUS OF AN IMAGE

Sharpen the focus of an image with the Sharpen Picture command. If you want to create a special effect, use Sharpen Picture to blur a picture.

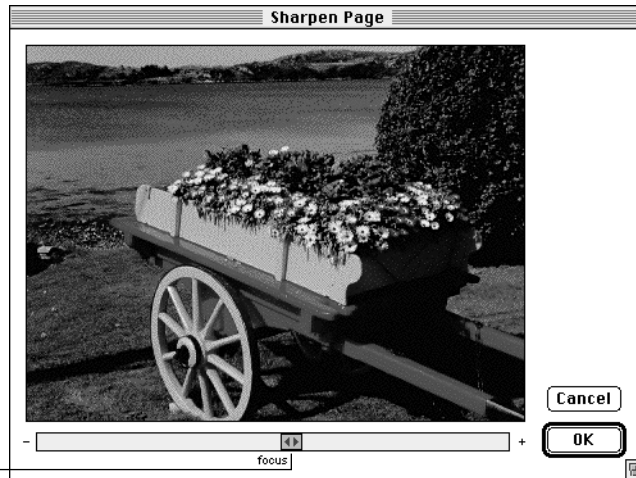
To sharpen an image:

1. Display the image in the Page Viewer.
2. From the **Page** menu, choose **Sharpen Picture**. An enlarged view of the image appears with a Focus control bar.

3. Drag the picture to position it in the window. The pointer changes to a hand, allowing you to “pan” the picture.

Drag the picture to position it in the window.

Drag the arrows on the bar left and right to blur or focus the picture.



4. Drag the arrows on the Focus bar to the left to blur and to the right to focus the picture.
5. Click **OK**. A progress dialog box appears as the picture is adjusted.

ADJUSTING AND ENHANCING IMAGES

The PaperPort software provides three different ways to adjust and enhance your images:

- **Picture Wizard.** With Picture Wizard, you are guided through a three-step process of adjusting an image. Use Picture Wizard if you want a little extra help when adjusting an image.
- **AutoFix.** With AutoFix, you can automatically improve an image. Use this command for a quick fix of a poor image. Do not use this command with images that just need minor adjustments.
- **Adjust Picture.** With Adjust Picture, you control the adjustments and enhancements to an image. Use Adjust Picture when you want to have complete and finer control of the changes.

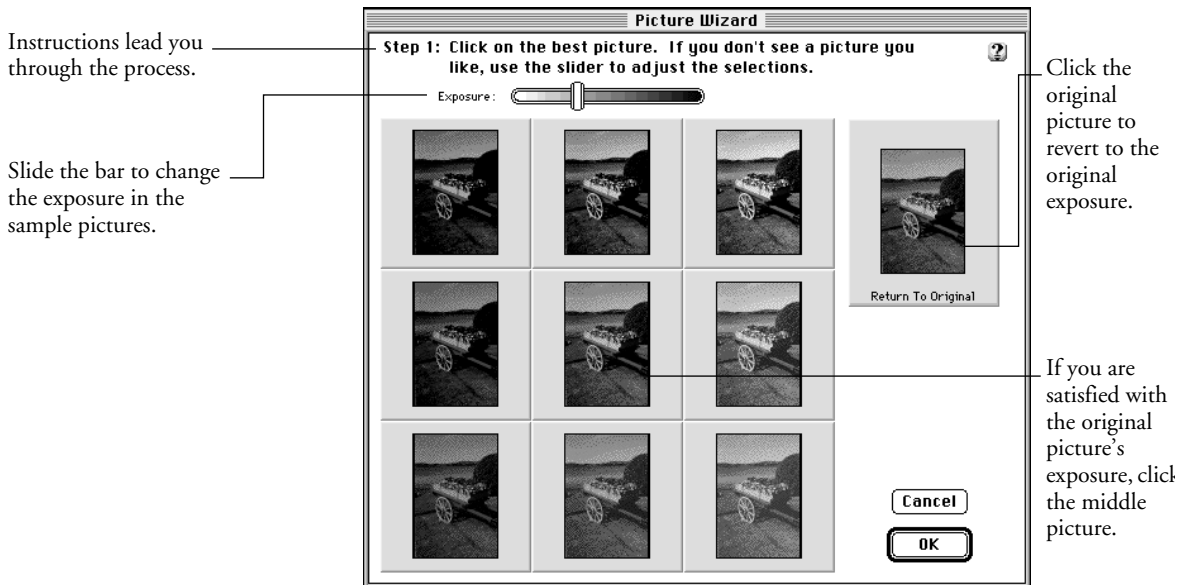
ADJUSTING A PICTURE WITH THE PICTURE WIZARD

The Picture Wizard leads you through the three-step process of adjusting the exposure, color, and tint of an image. For each of these settings, Picture Wizard displays different samples of your image for you to choose the one you like best. If you don't like any of the images, you can slide an adjustment bar to further change the appearance of the image.

To adjust a picture with the Picture Wizard:

1. Display the picture in the Page Viewer.
2. From the **Page** menu, choose **Picture Wizard**.

Step 1, Exposure, appears with different samples of your image. The original image appears as the center picture and in the upper-right corner of your screen.



3. Click the picture that you like best, or if you want to further adjust the exposure, slide the lever on the Exposure bar to the right or left, and then click a picture.

As you slide the lever, the exposure in all samples changes.

If you want to return the pictures to their original state, click the **Return To Original** picture.

After you click a picture, Step 2, Color, appears with samples of your picture.

4. Click the picture that you like best, or if you want to further adjust the color, slide the lever on the Color adjustment bar to the right or left, and then click a picture. As you slide the lever, the color in all samples changes.

After you click a picture, Step 3, Tint, appears with samples of your picture.

5. Click the picture that you like best, or if you want to further adjust the tint, slide the lever on the Tint adjustment bar to the right or left, and then click a picture. As you slide the lever, the tint in all samples changes.

After you complete the last step, a progress dialog box appears as your picture is adjusted.

- ▼ **NOTE:** You do not need to complete all steps to adjust a picture. You can click the OK button at any time. The changes you make in a previous step will be saved. For example, to adjust only the exposure, select a picture in Step 1, then click OK. To adjust only the color, click the center picture in Step 1 (retaining the original picture exposure), adjust the color in Step 2, and click OK.

AUTOMATICALLY ADJUSTING A PICTURE

Use PaperPort's AutoFix Picture command to automatically improve the brightness, contrast, color, and tint of a color picture. The PaperPort software uses an internal process that analyzes a picture and fixes what's wrong. For example, if you take a photograph of a red sports car, scan it and notice that the color of the scanned picture is not true red, you can use AutoFix to adjust the color.

AutoFix works best with 24-bit true color images. If you use AutoFix with a GIF file (8 bit), it will probably worsen the image. If want to use Autofix with an 8-bit image, first convert the image to a 24-bit color image using another image editing application or by rescanning the color image using the Storing Photos mode.

To automatically adjust a picture:

1. Display the picture in the Page Viewer.
2. From the **Page** menu, choose **AutoFix Picture**. A progress dialog box appears as Autofix adjusts the picture.

ADJUSTING A PICTURE YOURSELF

The Adjust Picture command is similar to the Picture Wizard in that you control settings, such as color and tint. However, you make all changes on one screen and without any instructions from the PaperPort software. You make adjustments by using an Adjustment bar and by selecting one or more of the sample pictures, multiple times. For example, if the photos of your prize-winning flowers don't appear as vibrant as you like, or the contrast between the leaves and petals is not quite right, you can enhance the color and adjust the contrast to make the picture truly representative and as beautiful as the live flowers.

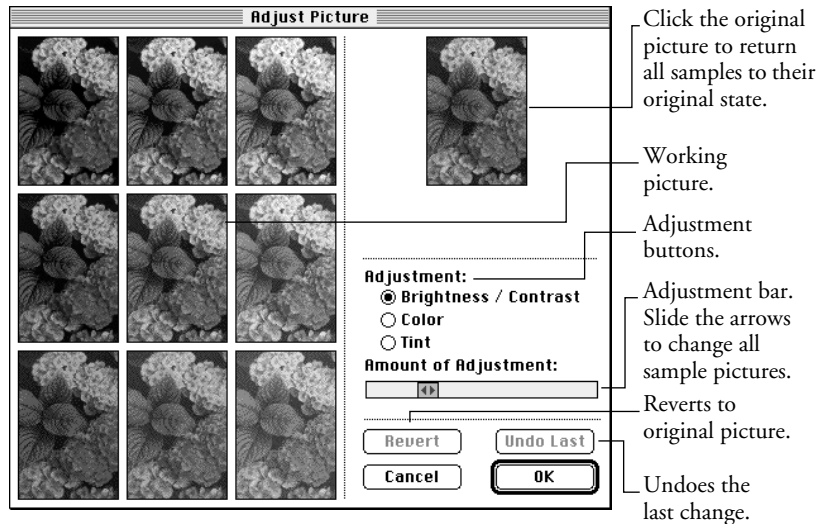
At any time during the adjustment, you can click the Revert button or select the original picture in the upper-right corner of the screen to return to the original picture. You can also click the Undo Last button to undo the last adjustment.

- ▼ **NOTE:** With grayscale pictures, you can adjust only the brightness and contrast.

To adjust a picture yourself:

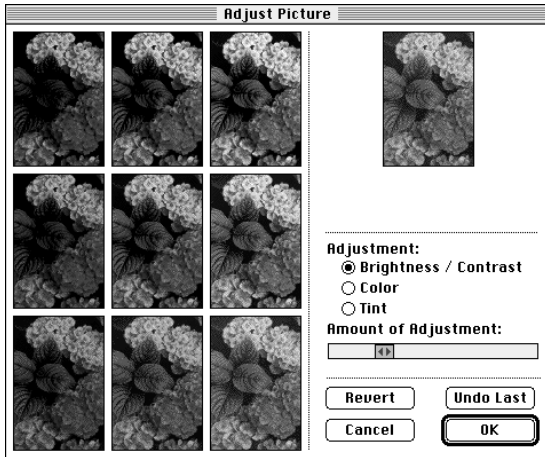
1. Display the picture in the Page Viewer.
2. From the **Page** menu, choose **Adjust Picture**. Samples of your picture appear. The original picture appears in the upper- right corner of your screen. The middle picture is your “working” picture and is the one you save when you make adjustments and click OK.

Click a picture to move it to the center and make it your working picture.

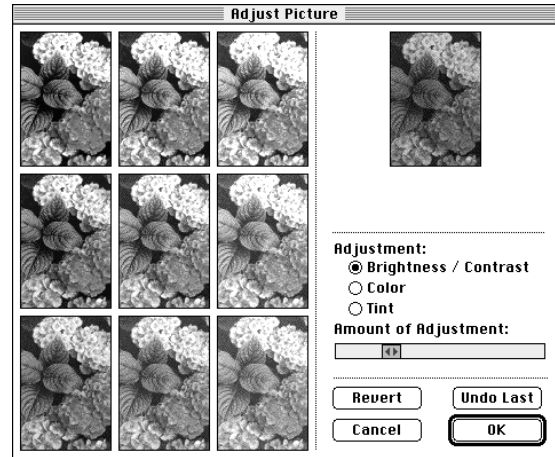


3. Click the **Adjustment** button that you want to use, such as Brightness/Contrast.
4. (Optional) To increase or decrease the degree of adjustment to the sample pictures, drag the arrows on the **Amount of Adjustment** bar to the right or left. Each of the sample pictures changes to reflect your adjustment. If you drag the arrows to the right, the change to the pictures is greater. If you drag the arrows to the left, the change to the pictures is less.

- Click a picture that you like. The selected picture moves to the center as your working picture. All other pictures are adjusted relative to the center picture. For example, if you click the upper-left picture, which is darker with greater contrast, it moves to the center. All other pictures automatically adjust and become darker and with greater contrast.



Selecting the upper-left picture moves it to the center. All other sample pictures are changed (in this example, darkened) relative to the new working center picture.



Selecting the upper-right picture moves it to the center. All other sample pictures are changed (in this example, lightened) relative to the new working center picture.

If you pick the upper-right picture, which is lighter and with less contrast, it moves to the center and all other pictures are adjusted to a lighter brightness and contrast. You can continue to click pictures, until you are satisfied with the way the center picture looks.

- Repeat Steps 4 and 5 until you have the center picture just the way you want it.
- To adjust another setting, such as color or tint, repeat Steps 3–6.
- After you complete all adjustments, click OK. A progress dialog box appears as your picture is adjusted.

UNDOING AN ADJUSTMENT

Like many other Macintosh commands, you can use the Undo command to undo a Page menu adjustment command in the Page Viewer. For example, you can undo a change that you make to an image, such as Sharpen Page or undoing AutoFix.

To undo an adjustment:

- In the Page Viewer, choose **Undo** command from the **Edit** menu, where command is the name of the command you just used. For example, to undo AutoFix you choose **Undo AutoFix** from the **Edit** menu. The picture reverts to its original state.

Annotating Items

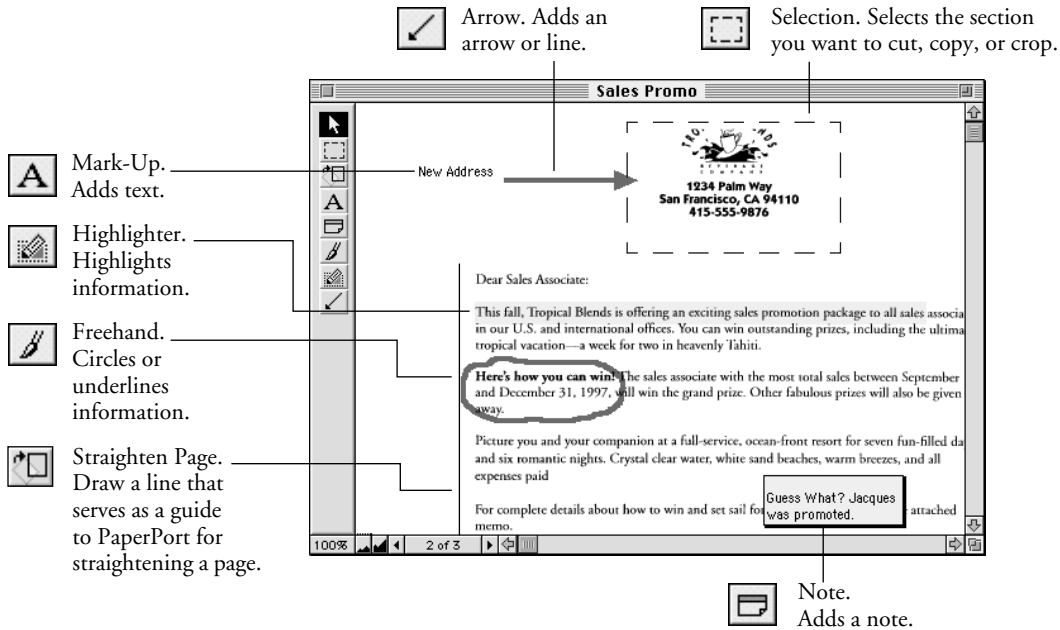
To communicate well, you need to draw the reader's attention to important information. One way to do this is by adding an **annotation** (a note, comment, or emphasis) to a page. When working with paper pages, you can highlight text by using highlighter markers, add notes, and circle information with a pen or pencil. With the PaperPort software you can do these same things, but in an electronic form by using the Annotation tools.

This chapter tells you how to use the Annotation tools to:

- Copy, cut, and paste PaperPort images
- Add images from other applications
- Crop information
- Add notes
- Highlight information
- Add freehand annotations
- Draw lines and arrows
- Add graphics to a page
- Fine-tune the font, color, text, size, and location of annotations
- Copy, cut, and paste annotations
- Display and hide annotations
- Delete annotations
- Fill in forms and add text using the Mark Up tool

A LOOK AT THE ANNOTATION TOOLS

After you display an item in the Page Viewer, you can use the Annotation tools to add annotations.



▼ **TIP:** To keep a tool selected so that you can use it continually, double-click the tool. Otherwise, the Pointer tool is reselected after you use a tool.

The remainder of this chapter tells you how to use these tools to add annotations. For information about the Straighten Page tool, see Chapter 6, "Fine-Tuning Images."

COPYING, CUTTING, AND PASTING PAPERPORT IMAGES

You can copy or cut images from a page in the Page Viewer and paste it onto another page in the Page Viewer, into another application, or onto the Clipboard. You can:

- Paste to another location on a page or another page of the same item you are currently viewing in the Page Viewer.
- Paste to a different item that is open in the Page Viewer.
- Expand the borders of a page by pasting an image. As you drag the pasted image off the PaperPort page, the page is automatically resized to include the image.
- Paste to another application (such as a word-processing or drawing application).

The pasted information is always an image, not editable text.

For example, information copied from a PaperPort page and pasted onto a word-processing page cannot be edited as text. If you want to convert an image to text, use the Copy as Text command or a word processing link. For more information, see Chapter 9, “Using the Link Bar.”

To copy and paste images:

1. Display the page in the Page Viewer.
2. On the **Annotation Tool Bar**, click the **Selection** tool. The cursor changes to a crosshair.
3. Drag the mouse to surround the text or image that you want to copy. A dashed box appears around the information as you select it.
4. From the **Edit** menu, choose **Copy**.
5. To paste the selection onto a PaperPort page, display the target page in the Page Viewer. To paste the selection into another application, such as a Microsoft Word file, switch to that file using your usual method.



A dashed box appears.

6. Click the target location, and choose **Paste** from the **Edit** menu. The copied information appears.

If you pasted the information onto a PaperPort page, it appears in the center of the window.

7. Drag the image to the location you want.

You can either paste over existing information on the target page or expand the target item with the pasted information. Pasting over existing information replaces the information in the target item.

If you drag the pasted information beyond the right or bottom borders of the target page, it automatically expands to incorporate the pasted image after you embed it. You cannot drag the pasted image past the left and top borders.

8. Click anywhere else on the page. The image is embedded at the new location.

▼ **NOTE:** You cannot use the Selection tool to copy and paste annotations that you add to a page. For information about copying and pasting annotations, see “Copying, Cutting, and Pasting Annotations” later in this chapter.

ADDING IMAGES FROM OTHER APPLICATIONS

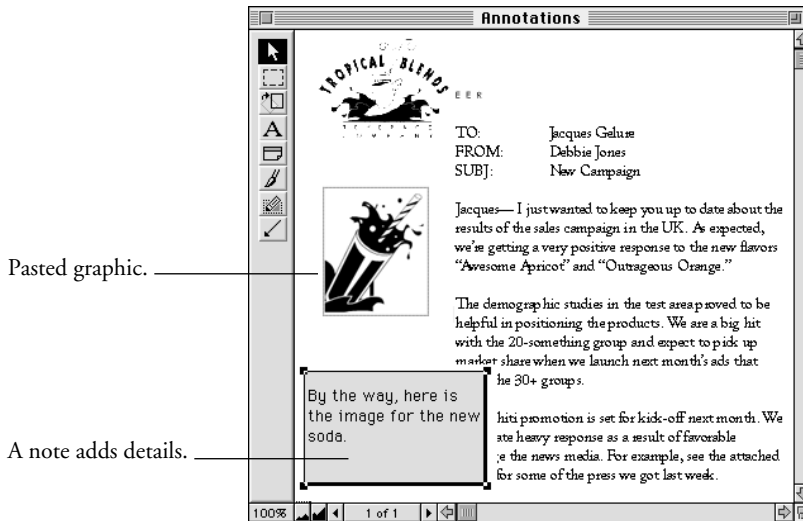
You can add images, such as graphics or photographs created in other applications to a page displayed in the Page Viewer. This feature is a useful way of incorporating art from a variety of sources.

To add an image:



1. Start the application that currently contains the image or that you can use to view the image. For example, you can view the Encapsulated Postscript (EPS) image shown to the left using Adobe Photoshop.
2. Copy the image to the Clipboard.
3. In the Page Viewer, display the target page.

- From the **Edit** menu, choose **Paste**. The image appears, surrounded by a dashed box, on the Page Viewer page. While the dashed box is displayed, you can move the image.



- To move the image, drag it to the new location. After you release the mouse button and select another tool, the graphic becomes embedded on the page and can no longer be moved.

CROPPING A PAGE

You can also use the Selection tool and the Crop command to select an area of a page and then **crop** or remove the area that is not selected.

To crop a page:

- Display the page in the Page Viewer.



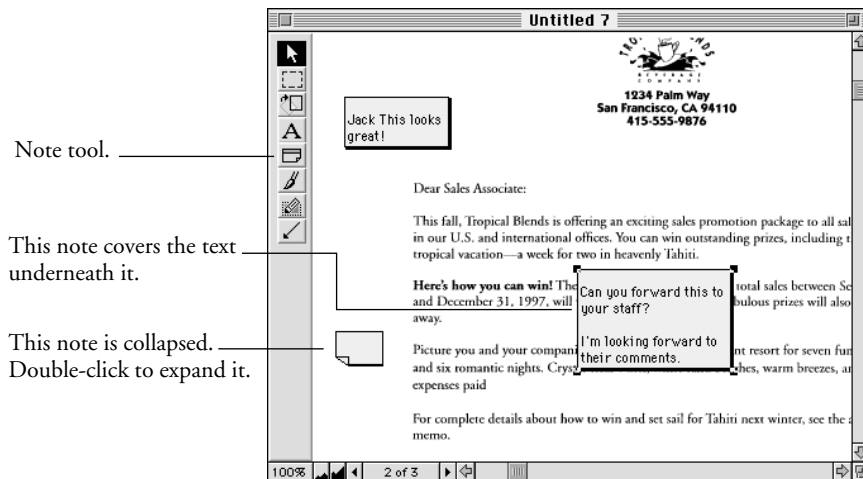
- On the **Annotation Tool Bar**, click the **Selection** tool. The cursor changes to a crosshair.

3. Drag the mouse to surround the text or image that you want to keep; the area not selected will be cropped. A dashed box appears around the information as you select it.
4. From the **Edit** menu, choose **Crop**. Only the selected area remains on the page.

WORKING WITH NOTES

Notes are similar to paper notes that you stick on a paper page or item; they can contain several lines of text, and you can place them wherever you like on a page. As with a paper note, when you place a PaperPort note on a page, the note covers the information beneath it. However, you can make PaperPort notes as large or as small as you like, or collapse them, minimizing the amount of information that is hidden. You can also change the size, shape, color, and location of each note.

The following sample shows three notes added to a sales letter. Two notes are expanded and can be read; one note is collapsed so that it does not cover underlying text.



ADDING NOTES

You can add as many notes to a page as you want. Notes can be very useful. For example, you may want to add notes to help remind yourself to perform a task, such as reviewing a memo by a certain date or passing a document on to a coworker.

To add a note:



1. Display the page in the Page Viewer.
2. On the **Annotation Tool Bar**, click the **Note** tool. The cursor changes to a crosshair.
3. Click anywhere on the page and the default note size appears, or drag the mouse to create the frame for the note. The note can be any size that you want. When you release the mouse button, the cursor is automatically placed within the note.
4. Type the note text. The note borders expand vertically to accommodate the amount of text that you type.

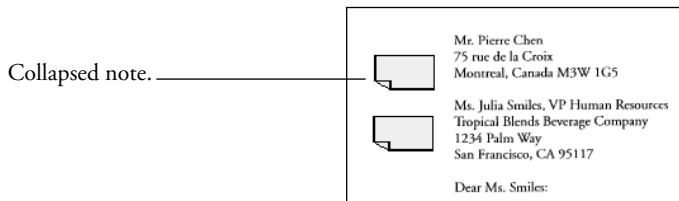
▼ **TIP:** To resize a note, click the Pointer tool and select the note. Drag the handles on the note box to resize it.

COLLAPSING AND EXPANDING NOTES

At times, you may want to **collapse** your notes so that they do not block information, such as when you add a note that you want to use later to search for information, or when a note provides extra information to a reader. When you are ready to read the note, simply expand it.

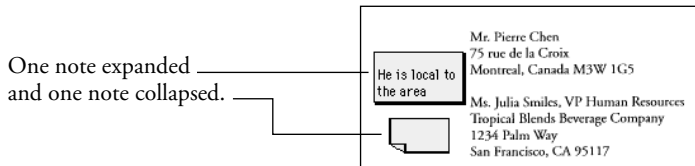
To collapse notes:

1. Display the page in the Page Viewer.
2. Select the note or notes that you want to collapse. You can collapse notes individually or as a group.
3. From the **Annotation** menu, choose **Collapse Note**. All selected notes change to a collapsed form.



To expand collapsed notes:

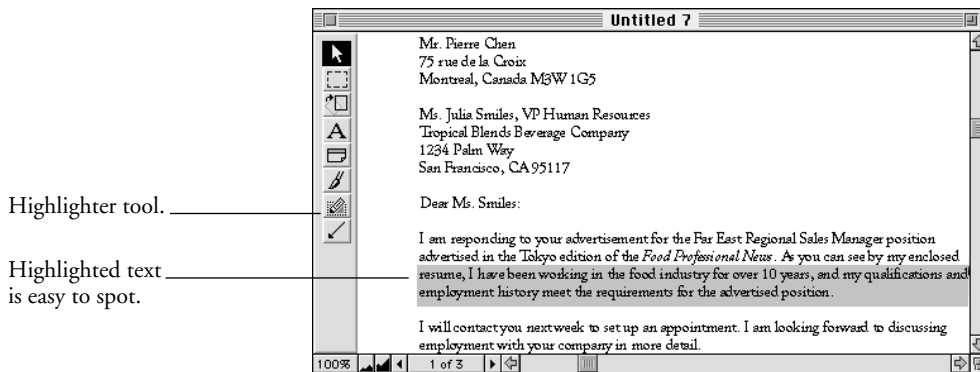
1. Display the page in the Page Viewer.
2. Select the note or notes that you want to expand. You can expand notes individually or as a group.
3. From the **Annotation** menu, choose **Expand Note**. All selected notes expand.



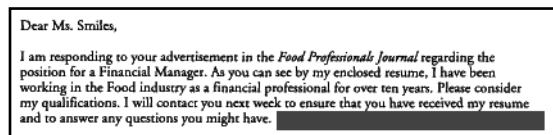
▼ **TIP:** Double-click any note to toggle between the expanded and collapsed forms.

HIGHLIGHTING INFORMATION

Use the Highlighter to call attention to specific areas or text on a page, just as you would use a marker to highlight a printed page. For example, you may want to highlight an important paragraph or key phrases.



You can also use the highlighter in the opaque setting (a solid color that covers the underlying information) to prevent others from seeing the information, perhaps when the page is printed or sent as an electronic fax. For example, in the following sample, the prospective employee's salary demands are blocked out. Reviewers who receive this information as an electronic fax or a printed copy cannot see the blocked-out text.



To highlight information:

1. Display the page in the Page Viewer.
2. On the **Annotation Tool Bar**, click the **Highlighter** tool.
The cursor changes to a crosshair.
3. Drag the cursor across the text that you want to highlight.



Highlighted text _____

Handle _____

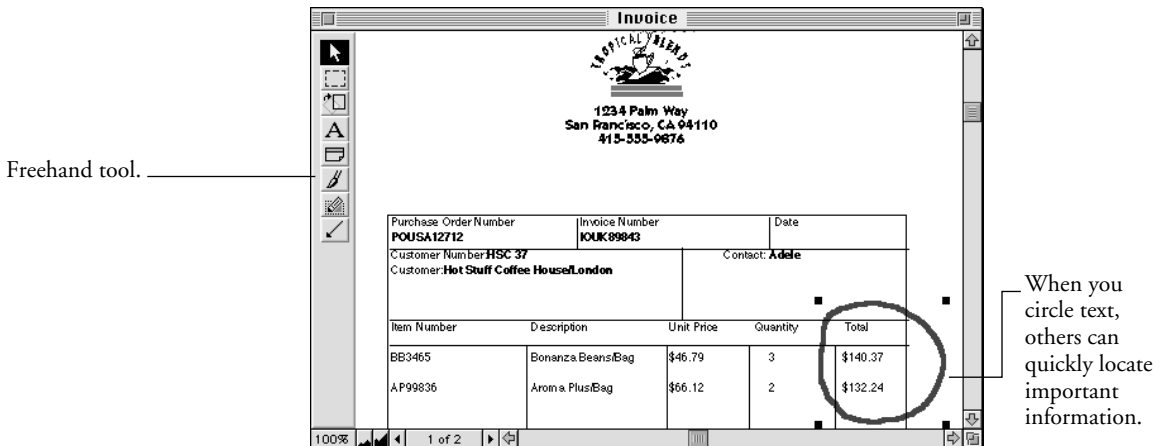
To change the highlighting to opaque or transparent:

1. Display the page in the Page Viewer.
2. Select the highlighting that you want to change. Handles appear at the corners of the highlighted box.
3. To change to opaque or transparent, choose the **Opaque** or **Transparent** command from the **Annotation** menu.



ADDING FREEHAND ANNOTATIONS

Use the Freehand tool to draw, underline, circle, scribble, and mark a page. You control the color and whether the line is opaque or transparent. The following sample shows how you can use the freehand annotation to draw attention to the costs noted on an invoice.



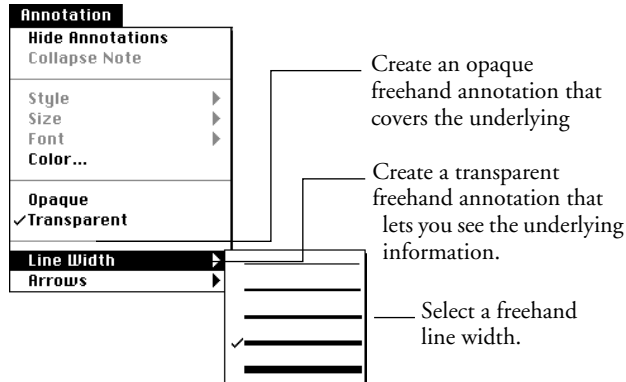
To add a freehand annotation:

1. Display the page in the Page Viewer.
2. On the **Annotation Tool Bar**, click the **Freehand** tool.
The cursor changes to a paintbrush.
3. Drag the brush to circle, draw, or mark text.



To customize the freehand annotation:

1. Display the page in the Page Viewer.
2. Select the **freehand annotation**. Handles appear around the selected freehand annotation.
3. From the **Annotation** menu, choose the command you want.



DRAWING LINES AND ARROWS

Important dates →

Use the Arrow tool to add lines and arrows to a page. This is a convenient way to point to important details or to connect an annotation to an area on a page.

The following procedures tell you how to add an arrow annotation and customize the line width, opacity, and arrowhead location.

To add lines and arrows:

1. Display the page in the Page Viewer.
2. On the **Annotation Tool Bar**, click the **Arrow** tool.
The cursor changes to a crosshair.
3. Drag the mouse to create an arrow.



To customize lines and arrows:

1. Display the page in the Page Viewer.
2. Select the line or arrow. Handles appear at each end of the arrow.
3. Choose the appropriate command from the **Annotation** menu.



Annotation	
Hide Annotations	
Collapse Note	
Style ▶	
Size ▶▶	
Font ▶	
Color...	
Opaque	
✓ Transparent	
Line Width	▶
Arrows	▶

✓ →

← →

→

→

Create an opaque arrow or line that covers the information underneath it.

Create a transparent arrow or line that displays the underlying information.

Choose the line width.

Choose an arrowhead.

FINE-TUNING ANNOTATIONS

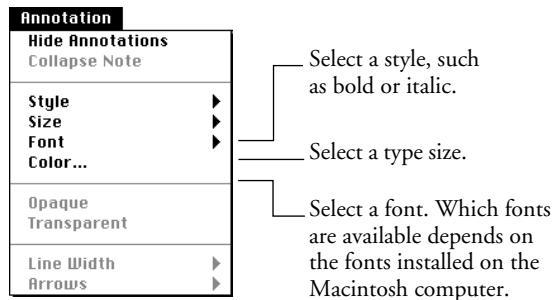
You can fine-tune an annotation by changing the color of the annotation background or text, editing and customizing the font or text size, and moving and resizing an annotation. You can make these selections before or after using an annotation tool.

SELECTING THE FONT AND COLOR

You can change font characteristics, including style and type size. You can also change the color of all PaperPort annotations, including the color of the text or the background color of a note, mark-up, or freehand annotation. You can set characteristics before you add an annotation, or change characteristics of an existing annotation.

To set font characteristics before adding an annotation:

1. Select the **Mark-Up** or **Note** tool.
2. Select commands from the **Annotation** menu to change the style, size, or font.



3. Click the location on the page where you want to add the annotation text.

To select the font of an added annotation:

1. Click the text of the annotation.
2. Select a command from the **Annotation** menu to change the style, size, or font.

To select the color of an annotation:

1. On the **Annotation Tool Bar**, click the **Annotation** tool you want to use.
2. From the **Annotation** menu, choose **Color**. A color selection window appears.
3. Select a color on the color wheel, or scroll to select settings for brightness, saturation, color, and so on. Click **OK**.
4. Add the annotation.

▼ **TIP:** If you have already added an annotation and want to change the color, use the Pointer tool to select the annotation. Then repeat Steps 2 and 3.

To change the color of annotation text:



1. On the **Annotation Tool Bar**, click the **Mark-Up** tool.
2. From the **Annotation** menu, choose **Color**. A color selection window appears.
3. Select the color that you want to use, and click **OK**.
4. Select the **Mark-Up** or **Note** tool to add annotation text.

▼ **TIP:** If you have already added annotation text in a mark-up or note and want to change the color, select the Mark-Up tool, and then select the annotation text. Repeat Steps 2 and 3 in the preceding procedure to change the color.

EDITING ANNOTATION TEXT

As described previously, you can use the PaperPort software to customize the font, style, and point size of a mark-up or note text before or after typing it. You will also find it easy to edit the text.

To edit annotation text:



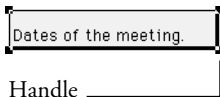
1. Display the page in the Page Viewer.
2. On the **Annotation Tool Bar**, click the **Mark-Up** tool. The cursor changes to an I-beam pointer.
3. To edit text, drag the cursor to select the text that you want to change. Then type the new text.

To add new text, click the location where you want to enter the text, and type the new text. You can also use the **Cut**, **Copy**, **Paste**, and **Clear** commands in the **Edit** menu to cut, copy, paste, and remove text.

MOVING AND RESIZING ANNOTATIONS

After adding an annotation, you may decide that you want to move it to another location on the page or change its size. For example, you may want to change the shape of a text frame, increase a highlighted area, or lengthen an arrow. If you want to move an annotation to another page within a stack, you must use the Cut and Paste commands. For more information, see “Copying, Cutting, and Pasting Annotations” in the next section.

To resize annotations:



1. Display the page in the Page Viewer.
2. Select the annotation that you want to resize. Handles appear on the frame surrounding the annotation, as shown in the sample to the left.
3. Drag a handle to change the size.

▼ **NOTE:** Freehand annotations cannot be resized.

To move an annotation:

1. Display the page in the Page Viewer.
2. To move an annotation to a different location on the same page, select the annotation and drag it to the new location; do not click a handle on the frame surrounding an annotation or you might inadvertently resize the box.

To select and move multiple annotations at the same time, use Shift-click to select annotations, or choose **Select All** from the **Edit** menu.

To move an annotation to a different page or item, see the next section.

COPYING, CUTTING, AND PASTING ANNOTATIONS

If you want to move an annotation to a different page in a stack, or copy and use it in another page, use the commands available in the Edit menu. From this menu, you can copy, cut, and paste annotations.

To copy, cut, and paste annotations:

1. Display the page in the Page Viewer.
2. From the **Edit** menu, choose the **Copy** or **Cut** command, depending on the results you want.
3. Display the page to which you want to move or paste the annotation. This can be a page within the same stack or a page in a different stack or a single-page item.
4. From the **Edit** menu, choose **Paste**. The pasted annotation appears at the center of the page. Drag the annotation to the location you want.

DISPLAYING AND HIDING ANNOTATIONS

In addition to collapsing and expanding notes, you can display or hide annotations. This feature is especially useful if you want to print a page or send it using an electronic fax software, but do not want to include the added annotations.

▼ **NOTE:** The Hide and Show Annotation commands affect all annotations in a stack, not just the currently displayed page.

To hide or show annotations:

1. Display the page in the Page Viewer.
2. From the **Annotation** menu, choose **Hide Annotations** or **Show Annotations**.

FINDING ANNOTATIONS IN THE PAGE VIEWER

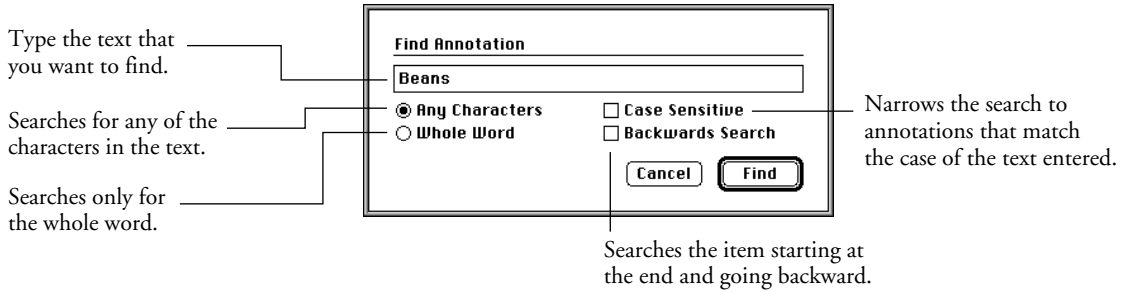
In the Page Viewer, you can use annotation text to identify information on a page and then quickly locate the information. After adding notes to a page, you can use annotated text as a quick way to find an item or a place on a page. For example, you can scan a report that discusses a competitor's product, and add mark-ups and notes that point out the product and company name. Later, you can use the Find Annotation command to quickly skip to the pages of the report that contain the information you want.

▼ **NOTE:** You can also search for annotated text in items on the PaperPort Desktop. For more information, see Chapter 4, "Filing Items into Folders."

To find annotated text on a page:

1. Display the item in the Page Viewer.

From the **Edit** menu, choose **Find Annotation**. The Find Annotation dialog box appears.



2. Type the text that you want to find.

To narrow your search, select from the options in the Find Annotation dialog box, such as **Any Characters** and **Case Sensitive**. For example, if you select Case Sensitive and enter Beans, the search will not find BEANS or beans.

3. Click **Find**. The PaperPort software begins searching for the text that you typed.

If the text is found, the annotation is selected (and handles appear around the annotation).

4. From the **Edit** menu, choose **Find Again** to find the next occurrence.

DELETING ANNOTATIONS

You can delete individual annotations one at a time or delete multiple annotations at the same time.

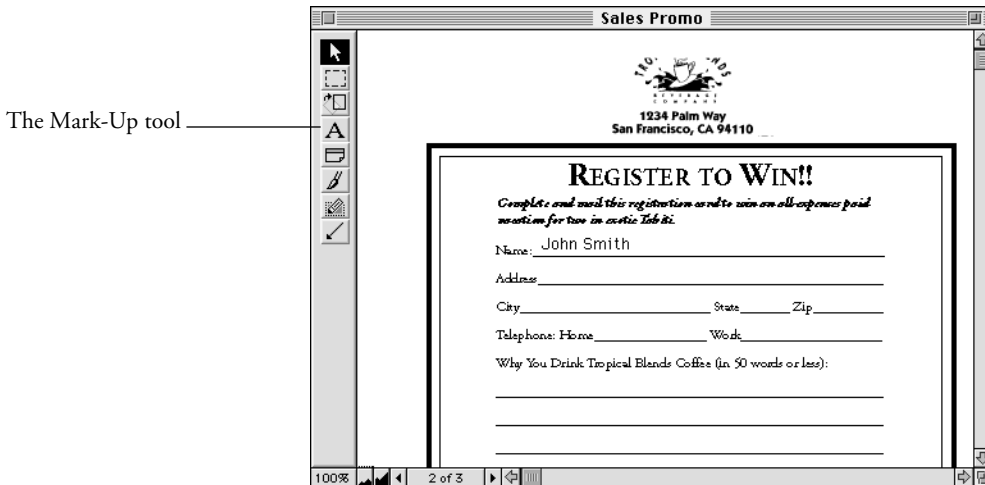
To delete annotations:

1. Display the page in the Page Viewer.
2. Select the annotation that you want to delete.
3. Press the **Delete** key, or choose **Clear** from the **Edit** menu.

FILLING IN FORMS AND ADDING TEXT USING THE MARK-UP TOOL

The Mark-Up tool is useful when you want to add text to a page—for example, when filling in a preprinted form that you have scanned. After you finish adding text with the Mark-Up tool, the box where you typed the text disappears so that it doesn't cover anything. The text looks just as if you had typed it on the paper form. It looks the same way when you print the form.

The following sample shows how the Mark-Up tool is used to fill in a registration form.



You can also mark up the page with key words that you can later use in searching for information. For example, if you are researching a particular product in a magazine article, you can add a mark-up as a reference at each location in the article where the product is mentioned. Later, you can use the Find Annotation command to quickly locate the annotations and the associated information. For more information about the Find Annotation command, see “Finding Annotations in the Page Viewer” earlier in this chapter.

To fill in a form or add a mark-up:

1. Display the page in the Page Viewer.



2. On the **Annotation Tool Bar**, click the **Mark-Up** tool.
The cursor changes to an I-beam pointer.
3. Click the location on the page where you want to add a mark-up, and type the annotation.
4. To end the annotation, click elsewhere on the page or click one of the other Annotation tools.

If you need to reposition the text on the form, click the pointer tool and then click the annotation. The text is selected and you can drag it to a new position.

Importing, Saving, and Deleting Items

This chapter tells you how to place non-PaperPort items (items created in other applications) onto the PaperPort Desktop or into the Page Viewer, and how to save PaperPort items in other formats. You will learn how to:

- Import files from other applications
- Print files to the PaperPort Desktop
- Save PaperPort items in other formats
- Delete PaperPort items from the PaperPort Desktop

IMPORTING FILES FROM OTHER APPLICATIONS

When you import a file into the PaperPort software, you convert the file created in a different application so that you can display it using the PaperPort software. You can import a file by either of the following methods:

- Drag and drop the file onto the PaperPort Desktop.
- Drag and drop the file onto the PaperPort Desktop link icon or the Page Viewer link icon on the Link Bar. For more information about the Link Bar, see Chapter 9, “Using the Link Bar.”
- On the PaperPort Desktop, choose Import from the File menu.
- In the Page Viewer, choose Open from the File menu.

The Import command does not convert all types of files from other applications. For example, you cannot open a text or ASCII file. However, by using drag and drop, you can place any type of file onto the PaperPort Desktop.

- ▼ **TIP:** You can also print an unsupported file format to the PaperPort Desktop. For more information, see “Printing from Other Applications,” later in this chapter.

USING DRAG AND DROP

You can take an item created in another application, such as a word processing, spreadsheet, graphics, or paint application, and drag and drop it onto the PaperPort Desktop.

For example, you may have a standard memo that you attach to a contract whenever you send that contract using your electronic fax software. Drag the memo file onto the PaperPort Desktop to create a copy of the item as a PaperPort item. Then stack the PaperPort memo onto the scanned contract. You now have the memo and contract in one PaperPort item that you can send.

To drag and drop an item onto the PaperPort Desktop:

1. If you started the PaperPort Desktop application, drag and drop the item from the Macintosh desktop onto the PaperPort Desktop. If the PaperPort Desktop is not active, drag and drop the item onto the PaperPort Desktop link icon in the Link Bar.

A message appears, asking if you want to convert the item. (This message appears only if the option “Ask User Before Converting Files” is selected in the PaperPort Desktop Preferences dialog box.)

2. Click **OK** to begin converting the item. A progress gauge is displayed as each page is converted. After the file is converted, a new untitled item appears on the PaperPort Desktop.

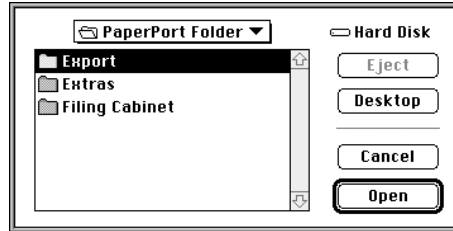
IMPORTING AN ITEM

Use the Import command to import a variety of files, including grayscale and color files saved in one of the formats described in the following table.

Format (file extension)	Description
PaperPort file (MAX)	A file previously saved in PaperPort for Macintosh or for Windows. If you try to import a file created with an earlier PaperPort version, a message asks if you want to upgrade the file. (If you do not want this message to appear, deselect the Ask User Before Upgrading files checkbox in the PaperPort Desktop Preferences.)
PICT (QuickDraw Picture Format) (PCT)	An image format used most commonly on the Macintosh computer.
PC Paintbrush (PCX)	A format commonly used in PC-based paint applications. If you select this format, both PCX and DCX files are displayed.
Joint Photographic Experts Group (JPG)	An international standard for the compression of digital photographic images.
Graphic Interchange Format (GIF)	A popular CompuServe image format.
Tag Image File Format (TIF)	A format that works well for storage and exchange between desktop publishing and graphic arts applications. TIFF also works well between different operating systems, such as Macintosh and Microsoft Windows.

To import a file created in another application:

1. On the PaperPort Desktop, choose **Import** from the **File** menu. A directory dialog box appears. Only folders or files saved in one of the previously described formats appear.



- ▼ **TIP:** If you have a Windows file without the appropriate extension, such as .TIF for a TIFF file, the file does not appear in the dialog box. Add the three-character extension (such as .MAX, .PCT, or .TIF) to the file so that it is listed in the directory dialog box.
2. Select the file that you want to import and click **Open**, or double-click the filename. A new untitled item appears on the PaperPort Desktop.

OPENING AN ITEM

You can use the Open command in the Page Viewer to open PaperPort items and items saved in one of the formats described in “Importing an Item,” previously in this chapter.

To open an item:

1. In the Page Viewer, choose **Open** from the **File** menu. A directory dialog box appears.
2. Double-click the file you want to open. If the file is a PaperPort item, it appears in the Page Viewer. If the file is saved in a supported format, the PaperPort software converts the item to a PaperPort item and it appears in the Page Viewer. A progress gauge appears as the file is converted.

3. After you view the item, choose **Close** from the **File** menu. A message appears asking you to save changes.
4. Click **Save** to save the item as a PaperPort item. If you don't save the changes, the item is not saved as a PaperPort item.

PRINTING FROM OTHER APPLICATIONS

You can print black-and-white, grayscale, and color files and images that were created using other applications—such as spreadsheet, word processing, image editing, and page layout programs—to the PaperPort Desktop (rather than to the printer).

To print from other applications to the PaperPort Desktop:

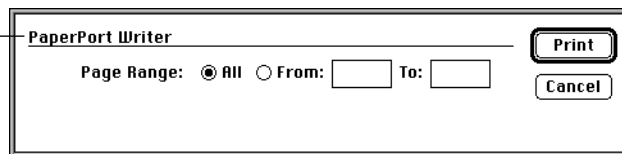
1. Start the Macintosh application from which you want to print, and open the appropriate file in that application.
2. Use the **Chooser** to select PaperPort **Writer** as the current printer.



PaperPort Writer

- ▼ **TIP:** You can set the resolution to 72, 200, 300, or 400 dpi in the Page Setup dialog box.
3. From the application's **File** menu, choose **Print**. The Print dialog box appears. The following figure shows a sample PaperPort Writer dialog box, which may be different for each application.

PaperPort Writer is the selected printer.



4. Click **Print** to begin printing the current item to the PaperPort Desktop.

The PaperPort software becomes active and displays the new untitled item on the PaperPort Desktop.

SAVING ITEMS

The PaperPort software automatically saves all items that you place on the PaperPort Desktop to your hard disk in the folder currently open (named in the Navigation pop-up menu). For example, if the Articles folder is currently open and its items displayed on the PaperPort Desktop, any new item that you scan, import, or drag to the PaperPort Desktop is saved in the Articles folder. For information about moving items between different folders, see Chapter 4, “Filing Items into Folders.” To save an item with a different name or in a different format, use the Save As command.

- ▼ **TIP:** You can also automatically save a copy of an item that you scan directly to another destination, such as your electronic fax software, by using the Save Copy To option in the Scan Settings dialog box. For more information, see Chapter 2, “Scanning Items.”

If you open items directly in the Page Viewer, a message appears asking you to save the changes when you close the item. You must save the changes or the item is not saved to your hard disk.

In addition to saving an item as a PaperPort item, you can save an item in a variety of other formats, such as TIFF or JPEG, for use with other applications.

To save a copy of an item using a different name or location:

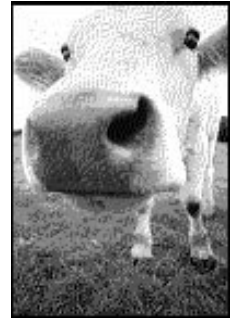
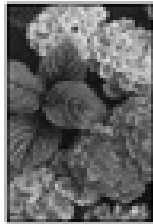
1. On the PaperPort Desktop or in the Page Viewer, select the item that you want to save.
2. From the **File** menu, choose **Save As**. The directory dialog box appears.
3. Select the drive and folder to which you want to save the item.
4. Type the name of the copy in the “Save as” box.
5. Click **Save**. The item is saved under the new filename.

- ▼ **TIP:** You can also make a copy of an item by holding down the Option key as you drag the item to a different folder.

SAVING ITEMS IN OTHER FORMATS

You can save a PaperPort item in different file formats. For example, you may be using photographs with a page layout application. You can scan each picture, save the scanned images in a popular graphic format (such as TIFF or PICT), and then import the graphics into the other application.

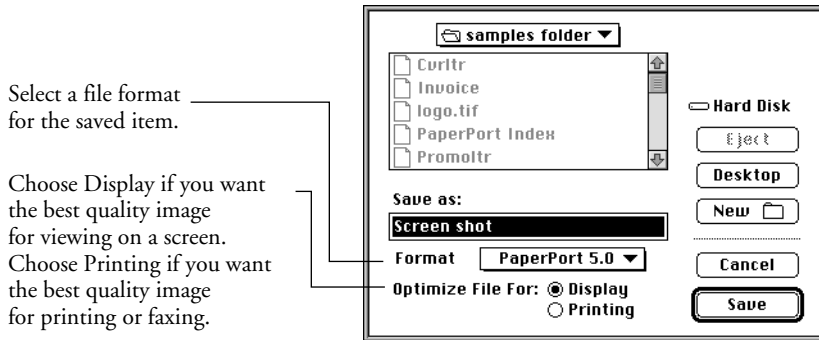
Scan each picture, save the images as TIFF or PICT files, and then use the art with other applications.



You can save any PaperPort item in one of many formats including PaperPort, PICT, TIFF, JPEG, GIF, and PCX. (You can view the complete list of formats in the Save As dialog box.) After you save an item in a different format, the original item remains in its original location. If you save a PaperPort item in a format other than PaperPort, the annotations in that item become part of the image and cannot be edited, deleted, or moved. If you save an item in a text format, the PaperPort software automatically converts the item to text by using the supplied OCR software.

To save an item in a format other than the PaperPort format:

1. On the PaperPort Desktop or in the Page Viewer, select the item that you want to save.
2. From the **File** menu, choose **Save As**. The directory dialog box appears.



3. From the **Format** list, choose the format type that you want.

The PaperPort software supports several TIFF formats. In general, you will have the fewest compatibility problems between Macintosh applications if you use uncompressed, single-page TIFF files. However, the file size is larger.

4. Select the drive and folder to which you want to save the item.
5. Type a new name for the item in the “Save as” box.
6. If you are saving the item in an image format, select an **Optimize File For** option, depending on if you want to print the file or display it on your screen. For example, if you want to print a scanned item that has colored text on a colored background, the PaperPort software optimizes the image so that the text is more readable when printed.

7. Click **Save**. As each page of the item is saved, a progress gauge shows the status of that page.

The PaperPort software saves each page separately and puts all the pages into a new folder. For example, if you save the document “Profits,” which has two pages as a TIFF file, PaperPort creates two files—“Profits, 1” and “Profits, 2”—and stores them in the Profits folder.

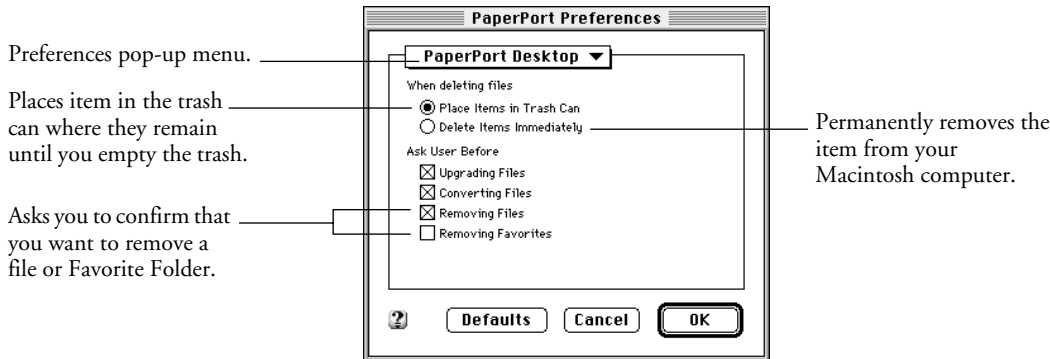
- ▼ **TIP:** If you want to save a single page from a stack, first display the page at the top of the stack, then unstack that page, and then save the page in the format that you want.

DELETING FOLDERS AND ITEMS

The PaperPort Desktop provides a direct reflection of the folders on your Macintosh computer. It displays the folders and PaperPort items that you have on your hard disk, Macintosh desktop, and other devices. You can delete items either from the PaperPort Desktop or from the Macintosh desktop. You can set preferences in the PaperPort Preferences dialog box, for deleting items on the PaperPort Desktop.

To set preferences for deleting items:

1. From the **ScanSoft** menu, choose **Preferences**. The PaperPort Preferences dialog box appears.
2. From the **Preferences** pop-up menu, choose **PaperPort Desktop**. The Desktop preferences appear.



3. Select the options you want to use and click OK.

To delete an item from the PaperPort Desktop:

- Drag the item from the PaperPort Desktop into the trash can, or select the item and choose **Remove document** from the **Edit** menu, where document is the name of the item you want to delete.

To delete an item from the Macintosh desktop:

- Drag the item into the trash can.

To delete a folder:

- From the Macintosh desktop, drag the folder into the trash can.

NOTE: To delete a Favorite Folder from your Macintosh computer, you must first remove the folder from the list of favorites. For more information, see “Removing a Favorite Folder” in Chapter 4, “Filing Items into Folders.”

Using the Link Bar

The PaperPort software is designed to work with—or link to—other types of applications. Chapter 2, “Scanning Items” tells you how to scan directly to a linked application. This chapter describes the Link Bar and tells you how to use it to send an item already on your computer to a linked application. You will learn how to use the Link Bar to:

- Photocopy (print) an item
- Send an item as an electronic fax
- Send an item attached to an e-mail message
- Convert an item to text for use with a word processing application
- Send an item to an image editing application

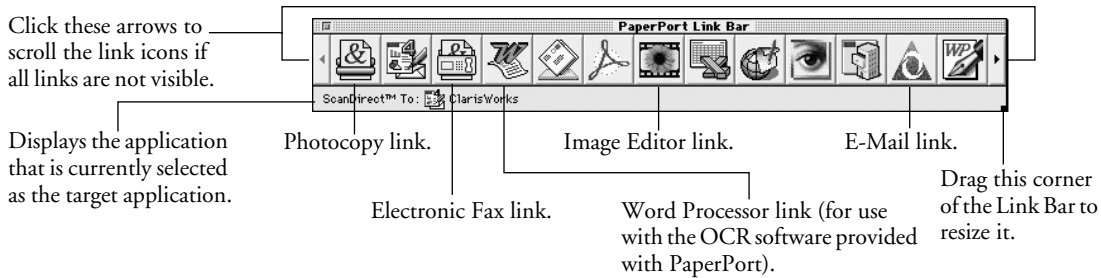
You will also learn how to manage the Link Bar by:

- Setting Link Bar preferences
- Showing or hiding the Link Bar
- Starting or quitting the Link Bar application
- Adding link application icons to the Link Bar
- Deleting link application icons from the Link Bar
- Showing or hiding link icons on the Link Bar
- Reordering links on the Link Bar

WHAT IS THE LINK BAR?

The Link Bar is an icon bar that you can use to send items on your computer to other linked applications on your computer. The Link Bar is a small, separate application that automatically starts every time you start the PaperPort Desktop or Page Viewer applications. However, because the Link Bar is a separate application, you can start it and use it separately from the PaperPort Desktop or Page Viewer.

The Link Bar automatically displays link icons for applications installed on your computer and supported by the PaperPort software, such as your printer (photocopy), electronic fax, e-mail, and word processing applications. The following figure shows the Link Bar with a variety of link icons.



▼ **TIP:** For a quick way to start an application, double-click its icon on the Link Bar.

Photocopy. Use this link icon for printing items. Rather than choose the Print command from the File menu, simply drag the item that you want to print onto the Photocopy icon.

Electronic Fax. One generic electronic fax link icon appears on the Link Bar, even if you have multiple electronic fax packages installed on your Macintosh computer. When you first install the PaperPort software, it automatically selects your fax package if you have installed the Global Village, Delrina FAX Pro, or FAX^{stf}. If you are using another fax package, you can select the package in the PaperPort Preferences dialog box. For more information, see “Setting Fax Preferences” later in this chapter.

E-Mail. The Link Bar displays an e-mail link icon for each e-mail application that is installed on your computer (if the PaperPort software works with that application).

Word Processor. The Link Bar displays a link icon for each supported word processing or text-based application (an application that works with text not an image) installed on your computer, such as Microsoft Word, ClarisWorks, and Microsoft Excel. If you send an image, such as a scanned text item to a word processing link, the provided OCR software converts the image to editable text. The converted item is processed and then opened in the selected word processor.

Image Editor. The Link Bar displays an icon for each supported image editing application, such as Adobe Photoshop and PhotoEnhancer.

BASIC STEPS FOR USING THE LINK BAR

The steps for using the Link Bar are similar each time you send an item to a link application. You can use the Link Bar from the PaperPort Desktop, the Page Viewer, or the Macintosh desktop. The following procedure provides the basic steps for using the Link Bar. For more information about using some of the common links on the Link Bar, such as Photocopy or Fax, see the sections that follow this procedure.

To send an item to a link application using the Link Bar:

1. If the Link Bar does not appear on the Macintosh desktop, choose **Show PaperPort Link Bar** from the **ScanSoft** menu.
 2. Do one of the following:
 - In the Page Viewer, open the item and then click a link icon on the Link Bar; or from the **File** menu, choose **Links** and then the link application.
 - On the PaperPort Desktop, select the item and click a link icon on the Link Bar; or drag an item onto the link icon; or select the item, and then from the **File** menu, choose **Links** and then the link application.
 - On the Macintosh desktop, select the item and click a link icon on the Link Bar, or drag the item onto the link icon.
 3. After the link application starts, use it as you usually do. For example, if you are sending an item using an electronic fax link, address the electronic fax and send it.
- ▼ **TIP:** To set preferences for a specific link application, use the PaperPort Preferences dialog box (as described in the following sections).

PHOTOCOPYING AN ITEM

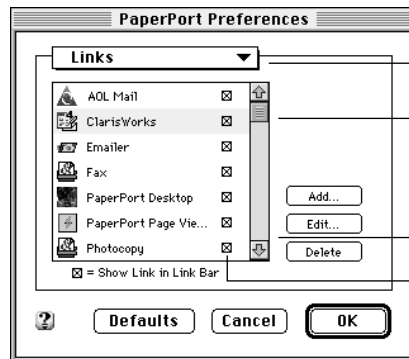
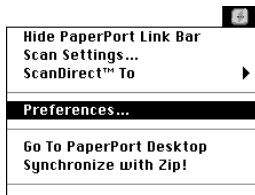
With the PaperPort software, you can use your printer like a photocopy machine. You can print as many items and as many copies of an item as you want.

SETTING PHOTOCOPY PREFERENCES

The PaperPort software automatically displays a dialog box before printing. If you prefer not to display this dialog box, change the setting as described in the following procedure.

To set the photocopy link preferences:

1. From the **ScanSoft** menu, choose **Preferences**. The PaperPort Preferences dialog box appears.
2. From the **Preferences** pop-up menu, choose **Links**. The Links preferences appear.

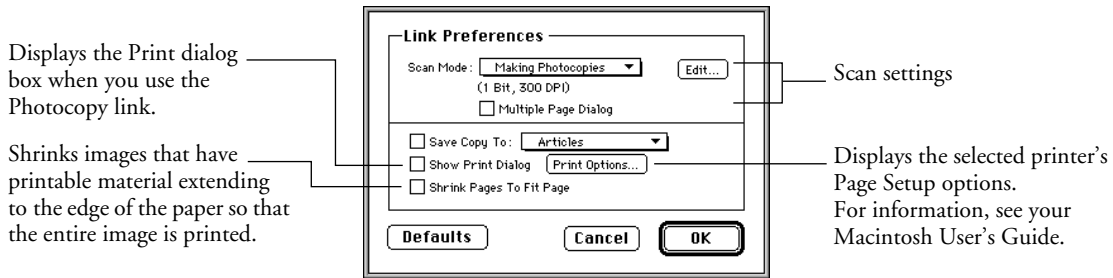


Preferences pop-up menu.

Select a link from the list and click the Edit button to display and change the preferences for the link.

Click the button next to a link to display its link icon on the Link Bar.

3. Select **Photocopy** from the list of links and click the **Edit** button. The Photocopy link preferences appear.



4. Select the settings you want and click **OK**. The PaperPort Preferences dialog box reappears.
5. Click **OK**.

PHOTOCOPYING (PRINTING) ITEMS

If you don't want annotations to appear on the printed pages, remove them in the Page Viewer before sending the item to the Photocopy link.

To print an item:



1. Select the item you want to print.
 2. From the **File** menu, choose **Links** and then **Photocopy**, or click the **Photocopy** icon on the **Link Bar**. The Print dialog box appears, where you can select the print options.
- ▼ **NOTE:** If you deselect the option Show Print Dialog in the Photocopy preferences, the Print dialog box does not appear and the item is sent directly to the printer.
3. Click **Print** to begin printing.

SENDING AN ITEM AS AN ELECTRONIC FAX

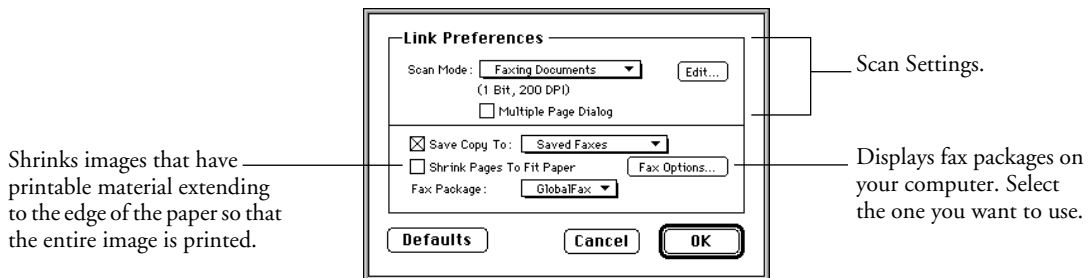
With the PaperPort software and your electronic fax software, you can send an item directly from the PaperPort Desktop, Page Viewer, or your Macintosh desktop as an electronic fax. The PaperPort software supports electronic fax software from a variety of companies.

SETTING FAX PREFERENCES

If you are using electronic Global Village, Delrina, FAX^{stf}, or Apple Computer fax software, the PaperPort software automatically configures the fax link for the fax package. If you have a different fax package, you must set the fax package preferences in the Preferences dialog box.

To set the electronic fax preferences:

1. From the **ScanSoft** menu, choose **Preferences**. The PaperPort Preferences dialog box appears.
2. From the **Preferences** pop-up menu, choose **Links**. The Links preferences appear.
3. Select **Fax** from the list and click the **Edit** button. The Fax link preferences appear.



4. Select the settings you want to use and click **OK**. The PaperPort Preferences dialog box reappears.
5. Click **OK**.

SENDING AN ITEM AS A FAX

If you don't want annotations to appear on the faxed pages, remove them in the Page Viewer before sending the item to the fax link.

To send an item by using the electronic fax link:



1. Select the item you want to fax.
2. From the **File** menu, choose **Links** and then choose the fax application that you want to use, or click the **Fax** icon on the **Link Bar**.
3. Use your electronic fax software as you usually do. For example, you will probably be asked to address the fax and add a message.

SENDING AN ITEM AS AN E-MAIL MESSAGE

You can send items, such as memos, budgets, newspaper clippings, photographs, and spreadsheets to other people by using the PaperPort software and your e-mail application.

The PaperPort software supports the most popular Macintosh e-mail applications:

The Link Bar displays an e-mail icon for each supported e-mail application that is installed on your computer.

SETTING E-MAIL PREFERENCES

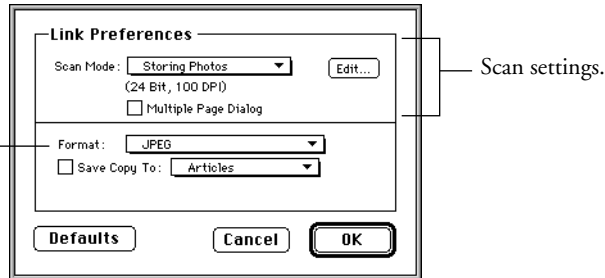
PaperPort is selected as the default file format for an e-mail application. If you use PaperPort as the format, an item is attached to the e-mail message as a PaperPort item. The recipient must have the PaperPort software to read the attached item. If the recipient does not have this application, choose a different format for the attached item.

- ▼ **NOTE:** If the recipient has an earlier version of the PaperPort software, choose an earlier version of PaperPort as the format so that the person can open the item.

To set the e-mail preferences:

1. From the **ScanSoft** menu, choose **Preferences**. The Preferences dialog box appears.
2. From the **Preferences** pop-up menu, choose **Links**. The Links preferences appear.
3. Select the e-mail application from the list and click the **Edit** button. The E-mail link preferences appear.

Select the format you want to use for the item that you are attaching to an e-mail message. For example, select JPEG, PaperPort, or TIFF.



4. Select the settings you want to use and click **OK**. The PaperPort Preferences dialog box reappears.
5. Click **OK**.

SENDING AN ITEM BY USING E-MAIL

When you send an item using an e-mail link, the PaperPort software starts the e-mail application, creates a new e-mail message, and automatically attaches the item to the message.

- ▼ **TIP:** To obtain the smallest file size for a scanned text item (therefore, decreasing the time it takes to send the item as an e-mail message), scan items using the Filing Articles mode.

To send an item by using an e-mail link:

1. Select the item that you want to send.



2. From the **File** menu, choose **Links**, and then the e-mail application that you want to use, or click the **E-Mail** icon, such as AOL on the Link Bar. The e-mail application starts and displays the logon dialog box.
3. Log on to the e-mail application. The message-addressing dialog box, which is different for each e-mail application, appears.

The PaperPort software creates a file and attaches the item to the e-mail message. The PaperPort file names start with Mail, followed by the item number and the extension.max—for example, Mail3.max.

4. Fill in the message information and send the message as you usually do.

DISPLAYING E-MAIL MESSAGES SENT FROM PAPERPORT

When you receive an e-mail message with an attached PaperPort item, you can display the attached item in different ways, depending on your e-mail software:

- With some e-mail applications you can double-click the attachment to display it. Otherwise, depending on the e-mail settings, use Shift-double-click to automatically run the PaperPort application and display the attachment.
- Save the attached file by using the e-mail Save command. Then, open the attachment using the PaperPort software to display it.

The PaperPort software gives the filename Mailn.max to all attached items. You should immediately save all attached items with a different name.

If the attached item was saved in PaperPort for Windows or PaperPort Viewer for Windows, you must first define the following file mapping in the e-mail software before you can double-click the attachment:

- Extension—MAX
- Type—MAXD
- Creator code—MAXm (for PaperPort) Max! (for PaperPort Viewer)

In Lotus cc:Mail, define the file mapping by using the Preferences menu. For more information about file mapping, see the e-mail application's user guide.

WORKING WITH A WORD PROCESSING LINK (AND OCR SOFTWARE)

In addition to organizing, reviewing, and distributing information as an e-mail message or fax, you may want to edit scanned text. To do this, you can use the PaperPort software and the supplied OCR software along with any text-based software, such as a word processing or spreadsheet application. You can process an entire item or only the text you select.

You can process text in several ways:

- Use a text-based link application, such as a word processing or spreadsheet link. This type of link works directly with the provided OCR software to convert the text and open it in the link application.
- Use another OCR link. The text is processed and opened in the OCR application. When you use a different OCR application, you send the item to the OCR link and the file is converted to a TIFF file and processed by the OCR software. After the OCR software becomes active, you can use it as you usually do.
- Use the Copy as Text command. The entire item or the selected text is processed and pasted to the Clipboard.

When you use a word processing link (or any text-based link), the PaperPort software uses its supplied OCR software to convert the PaperPort item into editable text, and then opens the converted item in the selected word processing application. There are two sets of preferences you can adjust:

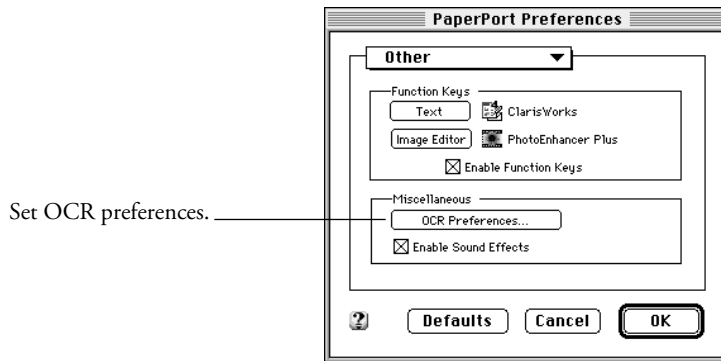
- OCR preferences
- The word processing (or other text-based) application preferences

SETTING PREFERENCES FOR THE PROVIDED OCR SOFTWARE

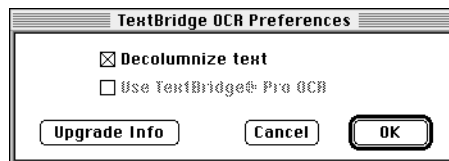
The following procedure tells you how to set preferences for the OCR provided with the PaperPort software. To set another OCR's processing preferences, see the documentation that came with the OCR application.

To set OCR preferences:

1. From the **ScanSoft** menu, choose **Preferences**. The PaperPort Preferences dialog box appears.
2. From the **Preferences** pop-up menu, choose **Other**. The OCR preferences appear in the lower part of the dialog box.



3. Click the **OCR Preferences** button. The OCR Preferences appear.



4. Select options and click **OK**.

SETTING PREFERENCES FOR A WORD PROCESSING LINK

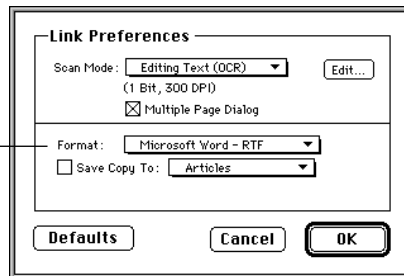
The PaperPort software automatically selects word processing preferences for you, such as the format in which a processed item is saved. If you want to change preferences, complete the following steps.

- ▼ **NOTE:** To identify the word processor that PaperPort uses when you press the Word Processor function key and scan, see Chapter 2, “Scanning Items.”

To set word processing link preferences:

1. From the **ScanSoft** menu, choose **Preferences**. The PaperPort Preferences dialog box appears.
2. From the **Preferences** pop-up menu, choose **Links**. The Links preferences appear.
3. Select a word processing application, such as ClarisWorks, from the list and click the **Edit** button. Preferences for the application appear.

Select the format for the converted item.



4. Select the settings you want to use and click **OK**. The PaperPort Preferences dialog box reappears.
5. Click **OK**.

SENDING AN ITEM TO A WORD PROCESSOR

You can process an entire item and open the converted text in a text-based application, such as a word processor, or process only selected text on a page and automatically copy it to the Clipboard.

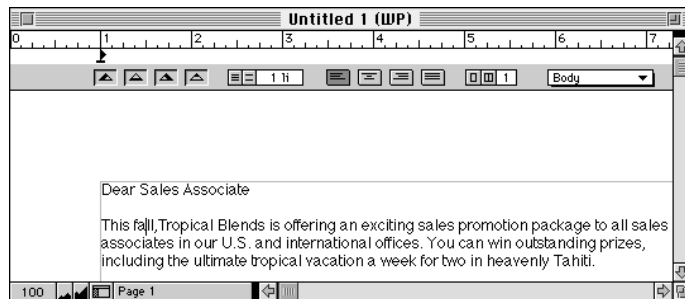
To process an item using a word processing link:

1. Select the item that you want to convert to text.



2. From the **File** menu, choose **Links**, and then choose the word processing application, such as ClarisWorks, that you want to use, or click the **word processing** icon on the **Link Bar**.

A progress gauge appears as the item is processed. After processing is completed, the converted item is opened in the word processing application. The following figure shows an example of an item opened in ClarisWorks.



3. Use the word processing application as you usually do.
4. After you complete your changes, make sure you save the document.

To process text and copy it to the Clipboard:

1. Display the page in the Page Viewer.



2. On the **Annotation Tool Bar**, click the **Selection** icon. The cursor changes to a crosshair.
3. Drag the mouse to surround the text that you want to copy to the Clipboard as text. A dashed box appears around the information as you select it.
4. From the **Edit** menu, choose **Copy as Text**. The PaperPort software processes the selected text using the provided OCR software and places it on the Clipboard. You can then paste the text into another application file, such as a word processing document, and edit the text in the word processor.

GETTING THE BEST OCR RESULTS

You can often improve OCR results by changing the PaperPort scan settings and the preferences. Try the following:

- Choose the Editing Text (OCR) scan mode and rescan the item.
- Insert the paper as straight as possible when scanning.
- Choose the Clean Page command in the Page Viewer.
- Use the Annotation Selection tool to delete graphics before processing the item.
- Process sections of the item using the Copy as Text command.
- Recalibrate the scanner.

SENDING AN ITEM TO AN IMAGE EDITOR

Use an image editing link, such as PhotoEnhancer or Adobe PhotoShop, to work with color and gray-scale images on your computer.

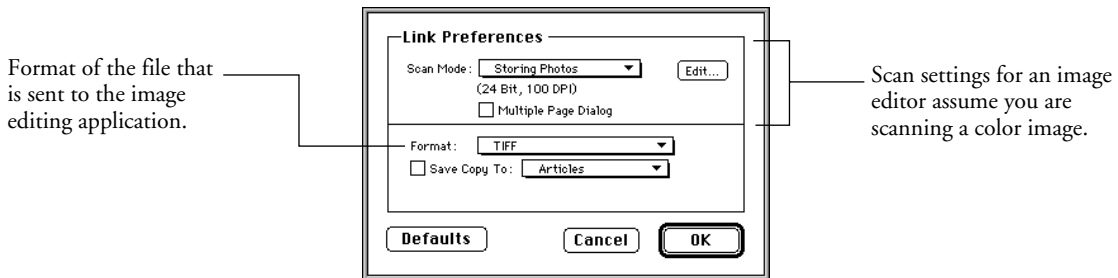
- ▼ **TIP:** You can scan an item directly to your image editor. When you select an image editor as the target application, the scan mode is set to Storing Photos, the optimum mode for scanning color items.

SETTING IMAGE EDITOR PREFERENCES

The PaperPort software automatically selects preferences for you, but you can change them if you want.

To set image editor preferences:

1. From the **ScanSoft** menu, choose **Preferences**. The PaperPort Preferences dialog box appears.
2. From the **Preferences** pop-up menu, choose **Links**. The Links preferences appear.
3. Select an **image editing application** from the list and click the **Edit** button. The image editing preferences appear.



4. Select the settings you want to use and click **OK**. The PaperPort Preferences dialog box reappears.
5. Click **OK**.

SENDING AN ITEM TO AN IMAGE EDITING APPLICATION

When you send an item using an image editing link, the item is converted to the format you specified for the image editor link preferences.

To send an item to an image editing application:



1. Select the item you want to send to the image editor.
2. From the **File** menu, choose **Links** and then choose the application that you want to use, or click an **image editing** link icon, such as PhotoEnhancer, on the **Link Bar**.

A message appears, telling you that the item is being processed. The application starts and the item appears in the image editing application.

3. Use the image editing application as you usually do.
4. After completing changes, make sure you save the file.

MANAGING THE LINK BAR

You can control a variety of Link Bar features including the way the Link Bar looks, the link application icons it contains, and if the Link Bar application is started and shown on the Macintosh desktop. This section tells you how to:

- Set Link Bar preferences
- Show or hide the Link Bar
- Start or stop the Link Bar application
- Add a link application icon to the Link Bar
- Delete a link application icon from the Link Bar
- Show or hide a link icon on the Link Bar
- Reorder links on the Link Bar

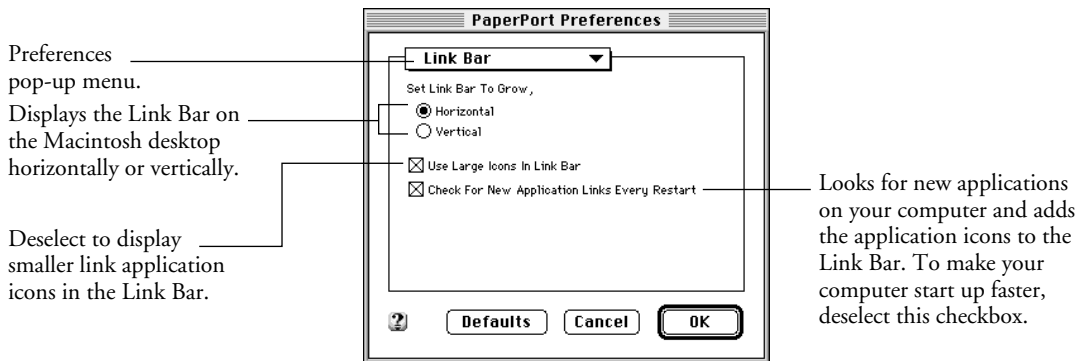
SETTING LINK BAR PREFERENCES

Set the Link Bar preferences to determine the orientation of the Link Bar, the size of the icons on the Link Bar, and to indicate if you want the PaperPort software to look for new applications to add to the Link Bar every time you start your Macintosh computer.

For information about setting each link application's preferences, see the individual preferences sections, such as "Setting Fax Preferences" earlier in this chapter.

To set Link Bar preferences:

1. From the **ScanSoft** menu, choose **Preferences**. The PaperPort Preferences dialog box appears.
2. From the **Preferences** pop-up menu, choose **Link Bar**. The preferences for the Link Bar appear.



3. Select the preferences you want to use and click **OK**.

▼ **TIP:** Drag the Link Bar to the edge of your screen to “snap” it vertically or horizontally.

SHOWING AND HIDING THE LINK BAR

By default, the Link Bar appears when you start the PaperPort Desktop or Page Viewer applications. If you want, you can hide the Link Bar or quit the Link Bar application. To use the Link Bar you must first show it.



To show or hide the Link Bar:

- Choose **Show PaperPort Link Bar** or **Hide PaperPort Link Bar** from the **ScanSoft** menu.

STARTING AND QUITTING THE LINK BAR

By default, the Link Bar application starts every time you start the PaperPort software. Because the Link Bar is a separate application, you can start and quit it separately from the PaperPort Desktop and Page Viewer. The Link Bar requires very little memory to run, so it is recommended that you do not quit the application.

To start and quit the Link Bar:

- If the Link Bar application is not started, choose **Show PaperPort Link Bar** from the **ScanSoft** menu.
- To quit the Link Bar application, click the **Link Bar** to select it as the active application, and then choose **Quit** from the **File** menu.

To navigate to the Link Bar:

- To make the Link Bar the active application, click the **Link Bar** or choose **PaperPort Link Bar** from the Macintosh process menu.

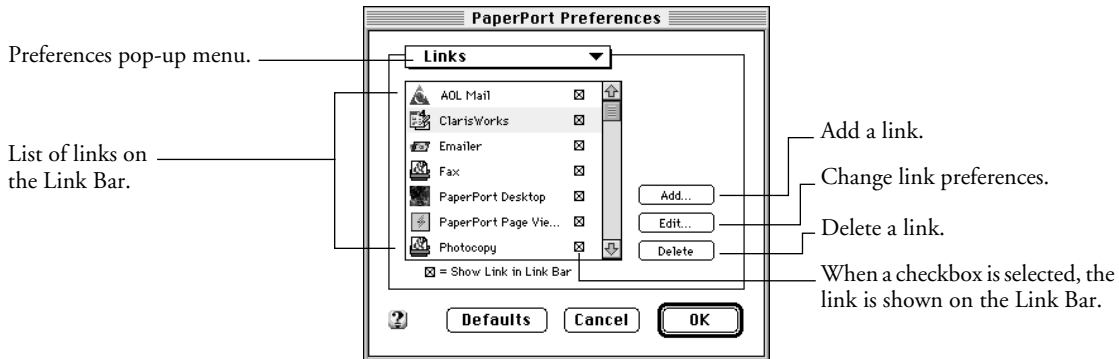


ADDING LINKS

You can add as many links to the Link Bar as you want for any application with a format supported by the PaperPort software. Links that you add using this procedure remain on the Link Bar, unless you choose to delete them later.

To add a link:

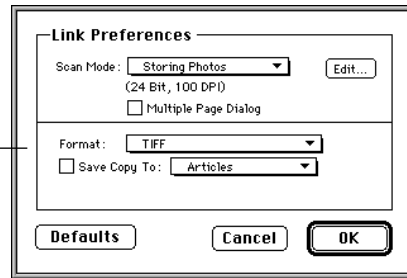
1. From the **ScanSoft** menu, choose **Preferences**. The PaperPort Preferences dialog box appears.
2. From the **Preferences** pop-up menu, choose **Links**. The Link preferences appear.



3. Click the **Add** button. A directory dialog box appears.
 4. Locate and double-click the application that you want to add. The application appears in the list of links in the PaperPort Preferences dialog box.
- ▼ **TIP:** If you do not see the application that you want to add, it may be that the application does not provide a format supported by the PaperPort software and, therefore, cannot be added to the Link Bar.
5. Click **OK**. The application link icon appears on the Link Bar and is listed in the PaperPort Preferences dialog box.

The PaperPort software selects default preferences for the link application, which you can change if you want. The options that are available vary, depending on the application that you add. For example, with text-based applications, such as Excel and Word, the OCR uses the format you select to create the text file that is sent to the link application. For image editing applications, such as PhotoEnhancer, you select the format used for the file that is sent to the image editor.

Select a format
for the item.



6. Select the options that you want, and click **OK**. The PaperPort Preferences dialog box reappears.
7. Click **OK**.

▼ **TIP:** You can also add a link by dragging the application icon from the Macintosh desktop onto the Link Bar.

DELETING LINKS

If you no longer want a link on the Link Bar, you can delete it.

▼ **TIP:** It may be more useful to hide a link than to delete it. Then, if you later decide to show the link back on the Link Bar, all you do is select the link and click the Show Link button. For more information, see “Showing or Hiding Link Icons on the Link Bar” later in this chapter.

To delete a link:

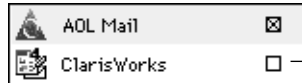
1. From the **ScanSoft** menu, choose **Preferences**. The PaperPort Preferences dialog box appears.
2. From the **Preferences** pop-up menu, choose **Links**. The Link preferences appear. Select the link that you want to delete and click the **Delete** button. The link is removed from the list of links in the dialog box and from the Link Bar.
3. Click **OK**.

SHOWING OR HIDING LINK ICONS ON THE LINK BAR

For any link, you can choose to show or hide its link icon on the Link Bar.

To show or hide a link icon on the Link Bar:

1. From the **ScanSoft** menu, choose **Preferences**.
The PaperPort Preferences dialog box appears.
2. From the **Preferences** pop-up menu, choose **Links**.
The Link preferences appear.
3. To show a link on the Link Bar, select the checkbox to the right of the link. To hide a link on the Link Bar, deselect the checkbox to the right of the link.



Claris Works is deselected. The ClarisWorks link icon won't appear on the Link Bar.

REORDERING LINKS

The link icons on the Link Bar can appear in any order you like. You may want to place your link icons in the order of most used links. For example, if you use the Link Bar most often to send items to your electronic fax and e-mail, move the fax and e-mail icons to the far left of the Link Bar.

To reorder the links:

- Drag a link icon to a new position on the Link Bar.

GLOSSARY

actual size	The size of the page when it was scanned (not enlarged using zoom in or reduced using zoom out).
annotation	A word, a note, a mark, or highlighting added to an item.
Annotation Tool Bar	A group of icons that represent the tools used to add annotations to a page. The Annotation Tool Bar is available only in the Page Viewer.
Arrow tool	An Annotation tool for drawing straight lines with or without arrowheads.
bit depth	The number of bits used to process scanned images. The greater the number of bits, the more colors or levels of gray that can be used to display the image.
calibrate	To adjust the scanner so that it produces the cleanest possible image when you scan.
collapse	To reduce a note to an icon.
crop	To remove part of an image in the Page Viewer. The portion of the image that is selected remains, while the portion that is not selected is removed.
crosshair cursor	A cursor in the shape of a plus sign (+). This cursor appears when you use certain Annotation tools.
default	A setting preselected in the PaperPort software by the manufacturer.

document	See item.
dpi	An abbreviation for dots per inch A measurement of resolution used for scanning and for printing.
electronic fax	The software that you use with a modem for sending a fax. See fax for more information.
e-mail	An abbreviation for electronic mail Software that you can use to electronically transmit items over a communications network.
expand	To restore a collapsed note (represented as a Note icon) to its original size.
Favorite Folder	An alias of a folder that exists on your Macintosh computer. Favorite Folders always appear in the Navigation pane on the PaperPort Desktop, so that you can easily file and retrieve items in them.
fax	An abbreviation for facsimile The electronic encoding of a printed page, and the transmission of the electronic page over a telephone line. PaperPort can send items to electronic fax applications, which require a modem and fax software.
file format	The way that the contents of a file are structured by an application or a group of applications.
Freehand tool	An Annotation tool that you use to draw a circle or any other shape on a PaperPort page.
GIF	Graphics Interchange Format, an image format used by CompuServe.

grayscale	Shades of gray that represent light and dark portions of an image. Color images can also be converted to grayscale, where colors are represented by various shades of gray.
handles	The small squares at the corners of a selected annotation that you click and drag to resize the annotation.
Highlighter tool	An Annotation tool that works in the same way as a highlighter marker. This tool adds a colored, transparent or opaque box over selected areas of a page.
I-beam	A pointer, shaped like a capital I, that you use for entering or editing text.
import	The process of opening a file created in a different application so that it becomes a PaperPort item.
item	A page or a stack of pages on the PaperPort Desktop.
JPEG	Joint Photographic Experts Group, an international standard for compressing digital photographic images.
link	A connection to an application or device that you can use to send information from PaperPort to other applications, such as e-mail, electronic fax, and OCR links.
link application	An application installed on your computer that you can use with the PaperPort software. For example, you can use a word processor and OCR software to translate a PaperPort item into text and edit the text.

Link Bar	An icon bar that provides links to your printer, fax, e-mail, word processor, and other applications.
Mark-Up tool	An Annotation tool designed for adding text to scanned items in the Page Viewer. You can search for words in a mark-up by using the Find Annotation command.
Note tool	An Annotation tool for adding multiline, resizable notes. Similar to a paper note, it covers the item information beneath it. You can move a note or collapse it to an icon. You can search for words in a note by using the Find command.
OCR	The acronym for optical character recognition, the technology of translating characters in a graphic image of a printed page into machine-readable characters that you can edit using a word-processing program.
Navigation pane	An area on the left side of the PaperPort Desktop that you use to navigate to different locations and folders on your Macintosh computer to display PaperPort items on the PaperPort Desktop.
page	A one-page document or one page of a stack.
Page Navigator	The buttons you click on the PaperPort Desktop or the Page Viewer to move from page to page in a stack or to go to a specific page.
Page Viewer	A PaperPort application that you use to display a close-up view of one page, annotate a page, and edit an image.

PaperPort Desktop	The overall view of PaperPort items displayed as thumbnails (small graphic representations) or displayed as a list on the PaperPort Desktop.
PCX file	A graphics file format used by many popular paint programs, such as PC Paintbrush.
Pointer tool	The tool on the Annotation Tool Bar for selecting an annotation.
resolution	The sharpness of an image, measured in dots per inch (dpi). The higher the dpi, the greater the resolution.
scan	To convert a printed page into a bitmapped image or file with the help of a scanner.
ScanDirect	A PaperPort feature that lets you scan an item directly to a target application, such as your electronic fax software, word processor, or image editor.
scan mode	A scan setting that you select to determine the speed of the scan, the file size of the scanned image, the resolution, and the bit depth.
scanner	A device that converts a printed image or document into a bitmapped computer screen image or file.
search criteria	The information used in searching for a file, such as the file name, the date saved, or annotated text.
Selection tool	An Annotation tool used to select part of an item to cut and to paste to the Clipboard.

SharpPage	A scan mode that determines the best scan settings to enhance black-and-white images.
stack	A PaperPort item with two or more pages.
thumbnail	A small graphic that represents an item on the PaperPort Desktop.
TIFF file	Tag Image File Format, a common graphics file format.
unstack	To separate one or more pages from a stack and place them individually on the PaperPort Desktop.
zoom in	To make a page larger on the screen so that you can see more detail.
zoom out	To make a page smaller on the screen so that you have a broader view of that page.

INDEX

A

- Actual Size command 41
- Add folder to Favorites command 52
- adding
 - annotations 79–97
 - Favorite Folder 52
 - freehand annotations 88
 - lines and arrows 90
 - links 127–129
 - notes 85–86
- Adjust Picture command 75
- adjusting an image 67–77
- Annotation Tool Bar
 - description of tools 20
 - displaying/hiding 40
 - icons 40
 - overview 7
 - using 81
- annotations
 - adding
 - freehand 88
 - graphics 83
 - highlighting 87
 - lines/arrows 90
 - mark-up 98
 - notes 85
 - collapsing 85
 - customizing 91–92
 - cutting, copying, and pasting 94
 - deleting 97
 - displaying/hiding 95
 - freehand 88–89
 - hiding when printing 114
 - highlighter 87
 - moving 93
 - notes 84–85
 - opaque/transparent 88
 - resizing 93
 - tool bar, description of 80
- Arrow tool 40

arrows

- Arrow command 90
- drawing/customizing 90

B

- bit depth
 - about 24
 - scan mode settings 21
 - selecting 26
- black edges, removing 30
- brightness/contrast
 - adjusting with Picture Wizard 72
 - adjusting yourself 75

C

- case of text 96
- circling text 40, 88
- Clean Page command 68
- Clean Up Desktop command 36
- Clear command 97
- Clipboard
 - cutting, copying, and pasting images 81
 - using with annotations 94
 - using with Copy As Text command 123
- Close command 39
- Collapse Note command 86
- color annotations 91, 92
- color images
 - adjusting with Picture Wizard 72
 - adjusting yourself 75
 - bits 24
 - scan modes 22
 - scanning 28
- column formats, OCR 120
- combining documents 60–61
- compression of file 31
- converting files
 - See importing
 - See file formats
- Copy As Text command 123
- copying
 - annotations 94
 - documents 65
 - images 81

- creator code 118
- crooked pages, straightening 30–31
- cropping images 83
- cursor
 - crosshair 81
 - I-beam 93
 - pointer 80
- custom scan mode 26
- customizing
 - e-mail settings 117
 - fax settings 115
 - image editor settings 124
 - OCR settings 120
 - printer settings 113
 - scan settings 26
 - word processor settings 121

D

- date, finding files by 57
- DCX file, importing 101
- deleting
 - annotations 97
 - folders 108
 - item from the Macintosh desktop 108
 - item from the PaperPort Desktop 108
 - links from Link Bar 129
 - setting preferences for 108
- displaying
 - annotations 95
 - Link Bar 12
 - PaperPort Desktop or Page Viewer 43
- document
 - changing brightness 30
 - combining 60–61
 - converting, with OCR software 122
 - copying 65
 - deleting 107
 - finding 54–58
 - importing from other applications 100
 - linking
 - electronic fax 116
 - e-mail 117

- image editor 125
- OCR 119
- photocopy 113
- printer 113
- word processor 122
- navigating between pages 42, 62
- opening
 - files from other applications 6
 - from Search window 58
 - to view in the Page Viewer 39
- photocopying 113
- printing 113–114
- printing to PaperPort Desktop 100
- removing
 - black edges 30–31
 - from PaperPort Desktop 108
- saving
 - automatic 104
 - changes in the Page Viewer 39
 - in different location 104
 - in other formats 105
 - when opened in the Page Viewer 102
 - with different name 104
- See also item
- sending as e-mail message 117
- sending as fax 116
- sending to word processor 122
- stacking 60–61
- straightening 30–31
- unstacking 63
- dpi
 - about 24
 - choosing in PaperPort Writer 103
 - scan mode settings 21
 - selecting for scan 26
- drag and drop
 - creating a stack 60
 - filing items 49
 - onto Link Bar 112
 - onto PaperPort Desktop 100
- Duplicate command 65
- Duplicate Current Page command 65

E

- editing annotations 93
- Editing Text scan mode 22
- electronic fax
 - See fax
- e-mail
 - extension 118
 - file formats, selecting in preferences 117
 - file mapping 118
 - linking 116–119
 - receiving a PaperPort document 118
 - scan settings 18
 - sending item as 117
 - setting preferences 117
 - type 118
 - using PaperPort with 116
- enabling function keys 13
- Expand Note command 86
- expanding 85
- exporting files
 - See SaveAs command

F

- Favorite Folders
 - creating 52
 - description 52
 - locating actual file 53
 - removing 53
- fax
 - function key 12
 - linking 115–116
 - scan settings 18
 - sending a document 116
 - setting preferences 115
 - supported applications 115
- features at a glance 2
- file formats
 - e-mail 117
 - image editor 124
 - import types 101
 - saving in different 105
 - word processor 121

- filing 45–58
 - by drag and drop 49
 - creating folders for 50
 - finding items later 54
- Filing Articles scan mode 22
- Filing Business Cards scan mode 22
- Find Again command 96
- Find Annotation command 96
- Find Document command 54, 56
- finding annotation text 96
- finding files
 - entering search criteria 56
 - using Get Info 54
 - using the Find Document command 56
- First Page command 43, 62
- focus, changing 70
- Folder directory 46
- folders
 - adding a Favorite 52
 - creating on the PaperPort Desktop 50
 - deleting 108
 - displaying contents on PaperPort Desktop 46
 - dragging items into 49
 - removing a Favorite 53
 - ways to file items 48
- forms
 - filling in with Mark-Up tool 97
- freehand annotation
 - adding/customizing 89
 - See also annotations
- Freehand tool 40
- function keys
 - description 12
 - disabling 13
 - enabling 13
 - F10 12
 - F11 12, 14
 - F12 12
 - F5 12
 - F6 12
 - F7 12
 - F8 12
 - F9 12

- preferences 13
- scanning directly to
 - a word processor 12
 - an image editor 12
 - fax software 12
 - the Page Viewer 12
 - the PaperPort Desktop 12
 - the printer 12
- selecting ScanDirect target application 12
- setting the image editor function key 14
- setting the word processor function key 14
- using with ScanDirect 12, 13

G

- Get Info command 55
- Get Info data
 - adding 55
 - using in a search 56
- GIF file
 - importing 102
 - saving as 105
- Go to Page command 43, 62
- graphics, importing 99
- grayscale images
 - bits 24
 - scanning 28

H

- handle 87
- help
 - PaperPort 1
- Hide Annotations command 95
- Hide Tool Bar command 41
- Highlighter tool 40
- highlighting
 - information 87–88
 - opaque 88
 - See also annotations

I

- icons
 - annotation 40, 80
 - Link Bar 110

- image
 - adjusting 71–77
 - with Picture Wizard 72
 - yourself 74
 - changing brightness 30
 - cropping 83
 - darkness/lightness 30
 - fine-tuning 67–77
 - removing black edges 30
 - scanning to get the best image 29
 - sharpening the focus 70
 - straightening 30

- image editor
 - file formats, selecting in preferences 124
 - function key 12
 - linking 125
 - scan settings 20
 - sending an item to 125
 - setting function key 14
 - setting preferences 124

- imaging mode

 - See scan modes

- Import command 101

- importing
 - a Windows file 101
 - by drag and drop 100
 - DCX file 101
 - formats 101
 - from other applications 6, 99
 - GIF file 101
 - graphics 99
 - JPEG file 101
 - other formats 6
 - PICT file 101
 - See also opening
 - TIFF file 101
 - using the Import command 101
 - using the Open command 102

- item
 - deleting 107
 - find file by searching 54
 - locating on computer 53

- moving thumbnails 36
- renaming 48
- saving 104–107
- scanning color and grayscale 28
- scanning to a target application 2
- See alsodocument
- sending to image editor 125
- viewing 33
- viewing list of 37

J

JPEG file

- importing 101
- saving as 105

L

Last Page command 43, 62

Line Width command 90

lines

- changing width 90
- customizing 90
- drawing 90

link applications supported 110

- e-mail 116
- fax 115
- other 127

Link Bar

- basic steps to use 112
- deleting links 129
- description 110
- displaying horizontally or vertically 126
- E-mail icon 111, 116, 117
- Fax icon 111, 115
- launching applications from 110
- managing 125–130
- OCR icon 119
- overview 110
- Photocopy icon 114
- Printer icon 114
- reordering links 130
- show or hide using a function key 12
- show or hide using ScanSoft menu 127
- showing/hiding links 130

starting and quitting 127

Word Processor icon 111

links

- adding 127–129
- command 127
- deleting 129
- e-mail preferences 117
- fax preferences 115
- image editor preferences 124
- OCR preferences 120
- printer 103
- printer preferences 113
- reordering 130
- showing/hiding on Link Bar 130
- using
 - e-mail 116–118
 - fax 115–116
 - from Macintosh desktop 112
 - from Page Viewer 112
 - from PaperPort Desktop 112
 - image editor 125
 - OCR software 119–123
 - printer 113–114
 - word processor 122
- word processor preferences 121

Links command 112

Links submenu 112

Locate in Finder command 54

locating folders and items 53

M

magnifying page

- See zoom in/out

mail

- See e-mail

Making Photo Copies scan mode 22

marking up

- opaque/transparent 88
- page 97–98

Mark-Up tool 40

moving

- annotations 93
- thumbnails 36

N

- navigating
 - in a stack 42, 62
 - on the PaperPort Desktop 46
- Navigation pane 46
- Navigation pop-up menu 46
- New Folder command 51
- Next Page command 43, 62
- notes
 - adding 85
 - collapsing/expanding 85
 - customizing 91–94
 - See also annotations

O

- OCR
 - column formats, selecting in preferences 120
 - document, processing 122
 - improving quality 123
 - linking 119–123
 - PaperPort provided 111
 - processing only selected text 123
 - setting preferences 120
- online Help 1
- Opaque command 88, 90
- Open command 39
- opening
 - as a way to import 102
 - document
 - from Search window 58
 - in Page Viewer 39, 102
 - See also importing
- Overlay Windows command 42

P

- page
 - adding annotations 84
 - cleaning 68
 - magnifying 41
 - reducing 41
 - reordering 63
 - rotating 70
 - straightening 67
 - trimming 67
- Page menu 43, 62
- Page Navigator 42, 62
- Page Setup 103
- Page Viewer 38–41
 - adding annotations 84
 - arranging windows 42
 - closing an item 39
 - function key 12
 - opening items 102
 - opening multiple windows 42
 - overview 38
 - quitting 39
 - saving changes 39
 - scan settings 16
 - ways to display 39
- PaperPort Desktop
 - arranging documents 36
 - function key 12
 - list of items 37
 - navigating between folders 46
 - overview 34, 46
 - preferences 100, 108
 - quitting 35
 - rotating page 70
 - scan settings 15
 - ways to display 35
- PaperPort Writer 100
- PaperPortDesktop/Page Viewer, changing view 43
- PCX file
 - exporting 106
 - importing 101
 - opening 101
 - saving as 105
- photocopy
 - function key 12
 - linking 113
 - scan settings 17
- Photocopy link 113
- PICT file
 - exporting 106

- importing 101
 - saving as 105
- Picture Wizard command 72
- picture, adjusting
 - See image
- Pointer tool 40
- predefined scan modes 24
- preferences 121
 - converting documents 100
 - e-mail 117
 - fax 115
 - for deleting 108
 - image editor 124
 - OCR 120, 121
 - PaperPort Desktop 100, 108
 - printer 113
 - setting for function keys 13
 - word processor 121
- Preferences menu 13
- Previous Page command 43, 62
- Print command 103, 114
- Print dialog box 114
- printer
 - function key 12
 - icon 114
 - linking 113–114
 - scan settings 17
 - setting link preferences 113
- printing
 - item 113
 - to PaperPort Desktop 100, 103
 - using a function key 12
- processing an image to text 12, 122, 123

Q

- quality, improving image
 - improving quality 29
- Quit command 35, 39, 127
- quitting
 - Link Bar application 127
 - Page Viewer application 39
 - PaperPort Desktop application 35

R

- Remove folder from Favorites command 53
- removing
 - annotations 94
 - Favorite Folder 53
- renaming items 48
- reordering links 130
- resizing annotations 93
- resolution
 - about 24
 - in PaperPort Writer 103
 - selecting 26
- Rotate commands 70
- rotating, with annotations 70

S

- Save As command 104–107
- Save command 104
- saving document
 - automatically 104
 - changes in the Page Viewer 39
 - in different formats 106
 - in different location 104
 - with different name 104
- scan modes 21–29
 - best for
 - articles 22
 - color and grayscale 22
 - printing 22
 - small print 22
 - use with OCR 22
 - creating new 24, 26
 - customizing 26
 - deleting new 28
 - description 21
 - examples of use 23
 - file size and speed of scan 21
 - selecting predefined 24
- scan settings
 - custom 26
 - dialog box 30
 - displaying using a function key 12

- examples of modes 23
 - for other applications 21
 - function key 12
 - predefined modes 25
 - selecting 14–21, 26
 - selecting for
 - e-mail 18
 - fax 18
 - image editor 20
 - Page Viewer 16
 - PaperPort Desktop 15
 - Photocopy 17
 - printer 17
 - word processor 19
 - ways to display 14
 - Scan Settings dialog box 11
 - ScanDirect
 - choosing a target application 10–14
 - function keys 12
 - scan modes 21–29
 - scan settings 11, 14–21
 - ScanDirect To menu 2, 11
 - scanner
 - setting to scan a color item 28
 - scanning
 - color and grayscale image 28
 - color images 20, 22
 - directly to a target application 2
 - example items 2
 - improving image quality 29–32
 - items 9–29
 - items as a stack 66
 - modes 21
 - Multiple Page option 15–19
 - to a target application 10
 - to a word processor using a function key 12
 - to an image editor using a function key 12
 - to fax software using a function key 12
 - to the Page Viewer using a function key 12
 - to the PaperPort Desktop using a function key 12
 - to the printer using a function key 12
 - using the Scan Settings dialog box 11
 - using the ScanDirect To menu 11
 - Scanning Pages dialog box 66
 - ScanSoft menu
 - choosing ScanDirect To 11
 - displaying scan settings 11
 - setting preferences 13
 - searching for items
 - See finding files
 - Select All command 93
 - selecting section of a page 40
 - Selection tool 40
 - copy as text 123
 - copying and pasting 81
 - cropping 83
 - Sharpen Picture command 70
 - SharpPage 24
 - Show Link Bar command 127
 - Show or Hide Link Bar function key 12
 - Show Tool Bar command 41
 - sorting, item list 37
 - stack
 - copying 65
 - creating
 - using drag and drop 60–61
 - using the Stack command 61–64
 - when you scan 66
 - definition of 60
 - finding a page 62
 - navigating between pages 42, 62
 - reordering 63
 - unstacking pages 63
 - Stack command 61
 - starting
 - Link Bar application 127
 - Page Viewer application 39
 - PaperPort Desktop application 35
 - Storing Photos scan mode 22, 28
 - Straighten Page command 30–31, 68
 - Straighten Page tool 68
- T**
- target application
 - choosing to scan to 2, 10–14
 - default on first use 10

text

- circling 40
- converting images to 119, 122
- customizing annotations 93
- highlighting 87
- underlining 40, 88

TIFF file

- exporting 106
- importing 101
- saving as 105

Tile Horizontal command 42

Tile Vertical command 42

tint

- adjusting with Picture Wizard 72
- adjusting yourself 75

Transparent command 88–90

trimming pages 67

U

underlining text 40

Unstack command 63

Unstack Current Page command 63

V

view

- changing 43
- description of 3
- Page Viewer 38–41
- PaperPort Desktop 34–37, 46

View by Icon command 37

View by List command 37

W

windows

- arranging 42
- moving 42

word processor

- function key 12
- scan settings 19
- selecting file formats 121
- sending a document to 122
- setting function key 14
- setting preferences 121

Z

zoom in/out 41