



# PAPERPORT 14 SE

## Getting Started Guide

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Please see this text via the About PaperPort panel, accessible from the Help ribbon.

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# Welcome to PaperPort

Welcome to the Nuance® PaperPort® *Getting Started Guide*. It is supplied as a PDF file, suitable for use with screen readers. If you print it to paper, we recommend double-sided printing with two pages per sheet.

PaperPort provides the easiest way to turn paper into organized digital documents that everybody in an office can quickly find and use.

PaperPort works with scanners, multifunction printers, and networked digital copiers to turn paper documents into digital documents. It then helps you to manage them along with all other electronic documents in one convenient and easy-to-use filing system.

PaperPort's large, clear item thumbnails allow you to visually organize, retrieve and use your scanned documents, including Word files, spreadsheets, PDF files and even digital photos. PaperPort's Scanner Enhancement Technology tools ensure that scanned documents will look great while the annotation tools let you add notes and highlights to any scanned image.

## Accompanying programs

PaperPort 14 SE (Special Edition) includes a PaperPort image printer, a Scanner Setup Wizard, an ImageViewer application (for viewing and working with page images in a window separate from PaperPort) and PDF Viewer Plus (for viewing and working with PDF files).

Added components are the Nuance Cloud Connector for accessing cloud sites and a MAX to PDF Converter.



## Installing PaperPort

You can install PaperPort from a CD, a DVD, or from the Internet. The installation program provides easy step-by-step instructions. Follow the guidance on each screen to install the software. Installation and un-installation require administrator rights.

PaperPort installation comprises four elements that are installed in a single process:

- PaperPort program (includes ImageViewer, MAX to PDF Converter, an Evernote connector and the Scanning Wizard)
- PDF Viewer Plus
- The PaperPort image printer
- The Nuance Cloud Connector (optional install)

PDF Viewer Plus is not installed if the top-line Nuance product PDF Converter Professional is detected on the computer (version 6 or above) because it provides all the functionality of PDF Viewer Plus, and much more additionally.



Avoid collisions between parallel installations of PaperPort.

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To install PaperPort and its key components:

1. Click `Autorun.exe`.
2. Select an installation language.
3. Accept or change the program location.

In certain cases, you may be required to enter a serial number.

If PDF Viewer Plus is to be installed, the following checkmarks appear:

### **Set Nuance PDF as your default viewer for Windows and Internet Explorer**

This sets PDF Viewer Plus as your system default PDF viewer. PDF files on the PaperPort desktop are by default opened in a Nuance PDF product. If you select this option, PDF files that are double-clicked anywhere on your system will open in PDF Viewer Plus.

### **Install the Nuance Cloud Connector**

This optional application provides convenient file transfer to and from the most popular web-based storage sites. By default it is not installed.

Autorun then starts the installer. It offers a **Complete** or a **Custom** installation. Choose **Custom** only if you want to add your own folders to the supplied PaperPort folders during installation. You can add folders later (see page 24).



## Registration

Registration may be offered after installation. This enables you to take full advantage of Nuance® product support and to receive notifications of product updates. To update your registration information, you can always go to the Nuance web site at <http://www.nuance.com>.

## Learning PaperPort

This guide introduces you to PaperPort and shows you how PaperPort can help you manage your information.

Additional sources of information to help you learn how to use PaperPort include a comprehensive Help system, the How-to-Guides, Release Notes, and the Nuance web site. Access these from the Help ribbon.

## Using this Guide

This guide is written with the assumption that you know how to work in the Microsoft® Windows® environment. Refer to your Windows documentation if you have questions about how to use dialog boxes, menu commands, scroll bars, drag and drop functionality, shortcut menus, and so on.



## Using Help

The PaperPort Help includes detailed information on features, settings, and procedures. Help is available from the PaperPort Help ribbon. Additional technical support, including technical notes, software updates, product information and product support issues and more is available also from the PaperPort Help ribbon. PDF Viewer Plus, and also PDF Converter Professional, have their own Help systems that include guidance on PDF creation.

## Using release notes

PaperPort Release Notes provide important information about this release of the program. This document is included on the installation CD or DVD, and can be accessed from the PaperPort Help ribbon, and as a sample document on the PaperPort desktop.

## Technical Support

Before turning to Technical Support, check the user documentation and review the Release Notes. A self-service 24-hour Knowledge Base is available at <http://www.nuance.com> or <http://nuance.custhelp.com>. Personalized Technical Support for Special Editions of PaperPort is arranged through the dealers who supplied this program to you. Contact your dealer for more information.

## Minimum System Requirements

- Minimum hardware requirements:
  - Intel Pentium™ compatible, or higher processor
  - 1 GB of memory (RAM)
  - 800 MB free hard disk space for the application files and installation
  - 30 MB for the Nuance Cloud Connector
  - 1024 x 768 resolution display with 16-bit (High Color) or higher
- Supported operating systems:
  - Windows XP 32-bit with SP3 or above
  - Windows Vista 32-bit and 64-bit with SP2 or above
  - Windows 7 in 32-bit and 64-bit versions
  - Windows 8 in 32-bit and 64-bit versions
- Supported web browsers:
  - Windows Internet Explorer 7 or above
  - Mozilla Firefox 3.6 or above



— Google Chrome 4 or above

A CD or DVD drive or web access is needed for installation. An Internet connection and web access are necessary for online activation, registration, technical support, and live updates.



Performance and speed will be enhanced if your computer's processor, memory, and available disk space exceed minimum requirements. This is especially true when handling very large color image and PDF files.

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## What's new in PaperPort 14 SE?

PaperPort 14 SE includes a number of valuable new features to help you manage your documents:



### Nuance Cloud Connector

This service connects your computer and PaperPort with other popular web-based storage sites, including Microsoft Live SkyDrive™, GoogleDocs™, Box.net™, multiple FTP sites, and many more. The Connector can integrate directly with Microsoft Windows providing easy drag-and-drop access directly to cloud services. The Nuance Cloud Connector is also upgradeable to a more feature-rich version of the product called Gladinet Cloud Desktop Pro. This enhanced version adds additional functionality for using cloud services with automatic backup and file synchronization.



### Evernote Connector

The Send To bar offers a link to the Evernote web storage facility, so that PaperPort items can be transferred to this Cloud service.



### New SET tools

Manual despeckling with a wide choice of algorithms yield better black-and-white images for optimum OCR results.

New edge cleaning tools include automated punch-hole removal, auto-cropping pages, and border cleaning.

## Key features

### High-quality PDF performance

PDF files can be opened quickly and displayed in PDF Viewer Plus, a Nuance PDF handling application that is fully compatible with all leading PDF creation products. PDF Viewer Plus opens files faster than the general-purpose ImageViewer, reducing memory requirements and permitting smaller file sizes. The viewer optimizes the rendering resolution for each element on the page yielding a cleaner display and optimum print resolution.

PDF Viewer Plus provides annotations and dynamic or transparent stamps. Images within a PDF document processed by PDF Viewer Plus can be sent to the ImageViewer to be enhanced using SET tools, with the modified image returned to the PDF.

Fill and e-mail PDF forms and create new ones from scratch.

Searchable PDF files are available through Scanner Profiles, through a right-click **Save As** operation on the PaperPort Desktop, or directly in PDF Viewer Plus. This makes the content of your scanned paper documents or image files accessible to search engines such as Windows Desktop Search™ or Google™.

### Accurate OCR

Language settings can be applied to Optical Character Recognition to increase accuracy in all supported languages.

### Digital camera input

It is possible to take a picture of a document with a digital camera and accurately convert it into a text document. This is done by applying special 3D-deskewing algorithms that flatten page images and correct distortions to increase the accuracy of the resulting text document.

## Making PaperPort more reliable

Sometimes PDF files may become corrupted so that they can no longer be opened. In these cases PaperPort may not be able to generate a desktop thumbnail and this may prevent PaperPort from launching properly.

A utility program `CheckPPFolders.exe` is supplied in the PaperPort program folder. Run this program to identify and remove any corrupt files so that PaperPort will work properly.

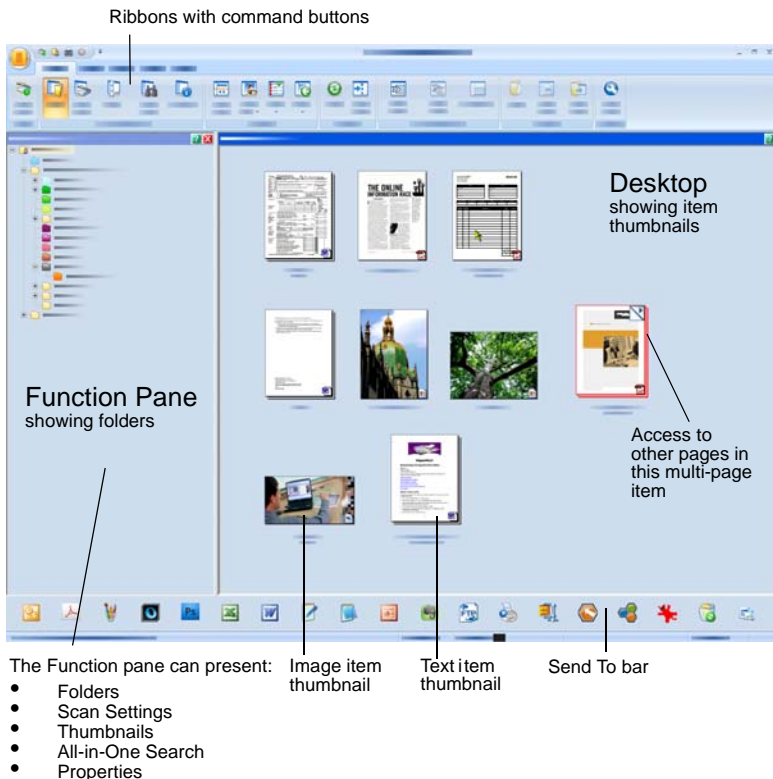
PaperPort Special Editions are supplied to selected scanner manufacturers and other resellers. The feature set in these editions may vary, in line with each vendor's requirements.

# Getting to Know PaperPort

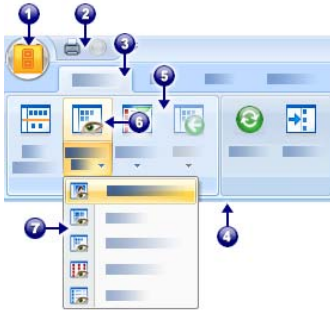
This section introduces you to the different parts of PaperPort. Refer to the PaperPort Help for detailed information about all these topics.

## The PaperPort desktop

The PaperPort desktop appears with the Folders pane when you first start the program. It displays the documents in the chosen folder as thumbnails and provides tools to manage them. PaperPort offers all the tools necessary to organize, find, and use documents and images. Choose **Options** from the Desktop ribbon and go to the Desktop panel to choose a color scheme for the desktop and its elements.



## The PaperPort Ribbon



PaperPort 14 and ImageViewer have a modernized tab and ribbon interface.

The main elements are:

1. The PaperPort button
2. Quick Access Toolbar (see page 20)
3. Tab
4. Ribbon associated with the tab
5. Group inside the ribbon
6. Button within the group
7. A button drop-down list.

## PaperPort items

The documents and photographs you acquire in PaperPort are called items. There are two types of items: **image items** and **text items**.

- **Image items** are scanned documents, photographs, drawings and other digital items in an image format, such as PDF Image, PDF Searchable, JPEG, TIFF, or PaperPort Image files (these MAX files are read-only). They can be scanned, copied or imported into the PaperPort desktop.
- **Text items** are documents that contain editable text, such as Word (.doc), HTML, and Excel files, and are created by word processing and other text-based applications. Normal PDF files are considered to be text items.

Image items when double-clicked open by default in Image View that offers many image-handling tools, including the SET tools. Go to **Options** > **Desktop** to change this behavior. You can choose ImageViewer; this offers the same functionality as Image View, but in a separate window so you can still view the PaperPort desktop as you edit the chosen item. This is specially useful in a dual-screen environment. You can also choose to open the item in the application associated with the file type.

You can use any flavor of PDF file: PDF Image, PDF Searchable, and PDF Formatted Text and Graphics (PDF Normal) with PaperPort. PDF files by default open in PDF Viewer Plus or (if available) PDF Converter Professional. These Nuance programs are optimized for handling, annotating and editing PDF files. Go to **Options > Desktop** to change this behavior. You can open PDF Image or PDF Searchable files in ImageViewer in order to use the SET tools to improve the quality of these items.

You can quickly send an item to another program without leaving the PaperPort program. Just drag an item onto the link icon in the Send To bar at the bottom of the desktop. PaperPort supports a wide variety of programs including word processing, spreadsheet, fax, Internet e-mail, graphics, optical character recognition (OCR), and online services programs.



## The MAX to PDF converter

MAX files have long been the proprietary PaperPort image item format. This functionality has now been taken over by the universal PDF file type. In PaperPort 14, MAX files retain limited functionality: they can be viewed page-by-page but cannot be annotated, stacked or otherwise edited. Metadata (author, subject, keywords, and so on) cannot be added in PaperPort 14, only already existing texts remain. In other words, MAX files are now read-only and can be exported to some other programs (for instance to mailing applications, or to OmniPage for OCR).

Because of these changes, Nuance offers a Wizard-like program to convert MAX files to PDF. Find the MAX to PDF converter in the PaperPort sub-menu in the Windows Start menu. It can create PDF Image or PDF Searchable files by running OCR on text in the MAX file. The converter allows annotations to be transferred to the resulting PDF. Language choices are available separately for the MAX file content and for its annotations. The converter can automatically find all MAX files within your PaperPort folders.

## The Folders pane



The Folders pane presents a hierarchical view of your PaperPort folders, similar to the view you see in Windows Explorer. Use the Folder Tools to access its commands quickly.

PaperPort installs a PaperPort folder named **My PaperPort Documents** into your **My Documents** folder. If you are using a multi-user system, each user has their own **My PaperPort Documents** folder.

The **My PaperPort Documents** folder contains several subfolders whose names – such as **Articles**, **Business Cards**, **Photographs**, and **Receipts** – illustrate the different ways you can organize your items in PaperPort.

The **Samples** folder contains sample documents and photographs to help you get started using PaperPort.

This Getting Started Guide is placed in the **Samples** folder as a read-only PDF file. We recommend you copy the item and remove the read-only property from the copy if you want a text file (PDF Normal) for experimentation.



Choose **Folders** to view the Folders pane to view the pre-supplied folders. Select a folder, right-click and choose **Create New folder** to add an empty subfolder with a name and color you choose. You can use the Folder Manager to add existing folders and sub-folders from your file system. This lets you set up a different view of folders than exists on your computer – tailoring it to work you will do via PaperPort.



Choose **Folder Manager** on the Tools ribbon or right-click in the Folders pane and choose **Folder Manager**. Click **Add** and browse to an existing folder or sub-folder. They are added as top-level folders to the PaperPort desktop along with their sub-folders and content. For instance, if you chose `C:\MyReports\Fourth Quarter`, this appears in PaperPort as **Fourth Quarter on C**. To later see the full path of an added folder, right-click and choose **Properties**. You can also right-click on a folder to change folder color.

The Folder Manager lets you rename, remove and reorder the top-level folders it manages. This does not affect the names, locations or existence of those mapped folders in your computer. Sub-folders that you rename or reorder which were not added using the Folder Manager are really renamed or moved in your system.



To show or hide the Folders pane, click the **Folders** button on the Desktop ribbon. With the desktop split, Folders panes can be displayed for each Workspace.

---

## PaperPort item thumbnails



There are two kinds of thumbnails in PaperPort: **item** and **page thumbnails**. Each item thumbnail is a small, graphic representation of your document or photo. Page thumbnails show pages of image items and PDF files in the Page Thumbnails pane both on your PaperPort desktop and in the ImageViewer.

One quick way to locate your PaperPort items is to visually browse through the item thumbnails on your PaperPort desktop. Thumbnails show you what is in a document without having to open it. Thumbnails also give you the ability to scroll through the pages of a document without opening it. PaperPort shows large, clear thumbnails of all your documents and photos, including:

- Scanned pages and photos
- Photos from your digital camera
- Image files in formats such as BMP, TIFF, JPEG, GIF, and MAX (read-only)
- Microsoft Word, PowerPoint®, Excel®, Word Perfect™ , and other documents created in popular software programs
- PDF documents
- PDF Image items
- HTML documents



Each item thumbnail appears with an icon that identifies the program in which it was created or is currently associated. This makes it easy and convenient to quickly see and find all the different types of items on your computer.

Click on a thumbnail to see image attributes:




indicates that the Read-only attribute is set for that item.



indicates that the image has annotations.



indicates that the PDF file has searchable text.

Multi-page image items (TIFF, DCX, PDF, etc.) show  to let you scroll through the pages even with the Page Thumbnails pane closed.

Before you can work with an item, you must first select its thumbnail on the PaperPort desktop. A red border appears around an item to indicate that it is selected. Multiple selections are possible. While working with item thumbnails, you can:

- Drag a thumbnail to reposition it on the PaperPort desktop.
- Drag a thumbnail to a folder to move the item to that folder.
- Drag a thumbnail to another open Workspace to move the item to that open folder.
- Double-click a thumbnail to view the item.
- Press the **Ctrl** key and double-click a thumbnail to open the item in its source program.
- Right-click a thumbnail to display the item's shortcut menu.
- Drag a thumbnail to the Send To bar to send a copy of the item to another program.

Using item thumbnails on the PaperPort desktop, you can also easily combine individual PaperPort Image items or PDF Image items into multi-page items. This feature is useful as an organizational tool if you are using a scanner that can only scan a page as a separate item.

If you are not seeing thumbnails, right-click in the Workspace or use the **Change View** button and choose **Thumbnails**. Other choices are large or small icons, a list or a list with details.

## PaperPort page thumbnails

The Page Thumbnails pane on the PaperPort desktop and in ImageViewer displays thumbnails for multi-page image items. Select a multi-page item, then click the **Thumbnail** button on the Desktop ribbon. Page-level operations can be done quickly without having to open the files. You can:

- Enlarge or reduce thumbnail size (all image items and PDF files of all flavors).
- Copy selected pages to a Workspace as separate PDF files (from all non-PDF image items).
- Move selected pages to a Workspace as separate PDF files (from all non-PDF image items except read-only MAX files).
- Copy and move pages between documents open in different panes. (from all image items except read-only MAX files).

The following operations are available for PDF files, on the PaperPort desktop or in PDF Viewer Plus:

- Copy, paste, cut, delete and reorder pages.
- Insert new pages at a certain location in the document.
- Append new pages at the end.

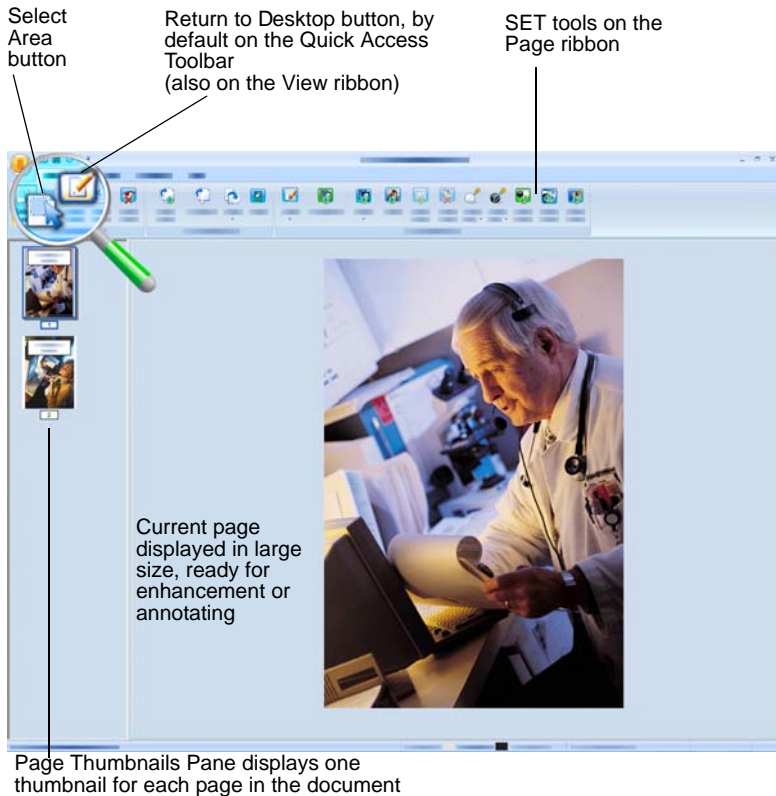


The Page Thumbnail view of a secure PDF is only available by supplying its password.

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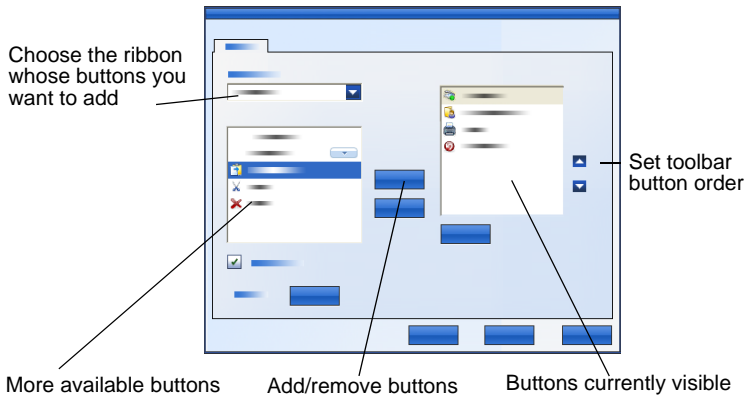
# The Image View window

To view an image item in the Image View window, double-click its thumbnail in Desktop view, or choose **Open with Image View** on the Desktop ribbon or from its shortcut menu. By default PDF files appear in PDF Viewer Plus, not in Image View. The Image View window allows you to take a closer look at your items and to touch up and annotate them. You can also enlarge or reduce the view for easy reading. Use the SET tools to enhance the current page image. Use the Page Thumbnails pane to edit your document at page level.



## Customizable Quick Access Toolbar

PaperPort's buttons are placed on different ribbons according to their functionality. You can place frequently used buttons on the Quick Access Toolbar in PaperPort and also in ImageViewer. Right-click within the ribbons area and choose **Customize Quick Access Toolbar**.



## PDF Viewer Plus

PDF files on the PaperPort desktop when double-clicked appear by default in the new PDF Viewer Plus. You can drag other files onto the PDF Viewer Plus icon in the Send To bar (see page 39) to have a copy converted to PDF and opened in the PDF Viewer. The first page appears in the main screen area; a navigator panel on the left shows page thumbnails or form controls and a comments panel can be displayed along the bottom of the screen. An organizer panel on the right offers stamps. The PDF annotation tools are described on page 32. If an image-only PDF enters the PDF Viewer, the program may offer to make it searchable. If not, choose **Make Searchable PDF** from the Tools menu.

Active PDF forms can be filled in directly in PDF Viewer Plus, as described on page 43. PDF files opened from the PaperPort desktop return there when you finish editing or annotating them with all the updates included. This happens when you save the file or close the Viewer, but not if you just switch back to the Desktop.

# Acquiring Items

There are many ways to bring images and documents into PaperPort so that you can use PaperPort's viewing, editing, OCR, and file management tools. For example, you can:

- Scan photos, pages, and other images on a scanning device.
- Add folders to PaperPort that already contain images and documents.
- Import files from other programs on your computer.
- Download files from web storage sites via Nuance Cloud Connector.
- Print documents from other programs to the PaperPort desktop.
- Drag or cut-and-paste images and documents from Windows Explorer, or other programs to the PaperPort desktop.
- Acquire photos from a digital camera.
- Print web pages to PDF files for use in PaperPort.



## Scan to the PaperPort desktop



PaperPort is designed to work with TWAIN- and WIA-compatible scanners.

Click the **Scan Settings** button to display the Scan or Get Photo pane. Choose a scan profile. Profiles are optimized for typical scanning tasks.

Then choose between using the native interface of the scanner or utilizing the new Scanner Settings pane of PaperPort for best scanning results. To use the interface of the scanner driver, mark the checkbox **Display scanner dialog box**. Leaving it empty will put the scanned item onto the active Workspace.

Turn on the Capture Assistant to add an item name. When the scan is complete, you will see your item on the PaperPort desktop. Right-click the item, choose **Properties**, then **File Properties** and **Summary** to add **Item Name** to the scanned items.

When the scan is complete, you will see your item on the PaperPort desktop.



If your scanner does not use a TWAIN or WIA device driver, use the program that came with your scanner to scan items. Then, copy or move the scanned items to PaperPort. Refer to the PaperPort Help for more information about scanning.

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PaperPort makes it easy to scan pages as separate items or as a multi-page item. To scan and collate two-sided pages on your ADF scanner, flip the pages when prompted, click **Scan Other Side**, and PaperPort will automatically scan and collate the pages in the correct order.

You can also use your scanner device buttons to scan directly into PaperPort. Open the Windows system Control Panel, choose **Scanners and Cameras**, choose an event in the Events tab, and assign PaperPort to it. Alternatively, open the Control Panel and in the search box type **scanners and cameras**, and then click **Scanners and Cameras**.



You can also use a high-speed, networked scanner to scan items to a networked folder and then add the folder to PaperPort.

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## Set up a scanner with PaperPort

Before using PaperPort for scanning, your scanner should be installed with its own scanner driver software and tested for correct functionality. Scanner driver software is not included with PaperPort.

Properly installed and correctly functioning scanners are immediately available in PaperPort by clicking the **Select** button, and choosing one in the **Available Scanners** dialog. If you are not satisfied for your scan results, you can run the PaperPort Scanner Setup Wizard from the Start menu, under the program group PaperPort 14.

## Using Scan Profiles

PaperPort comes with scan profiles optimized for typical scanning tasks. Choose Black and White, Grayscale or Color Document, Color Photograph or Color Searchable PDF Document.

Each scan profile has a Settings panel with the following tabs:

- **Profile:** displays the currently used scan profile.
- **SET:** define what enhancements you would like to run automatically.
- **Output:** set file format and automatically suffixed file names.
- **Scan:** adjust scan settings: mode, resolution, size, orientation, filter color, brightness and contrast



## Print to PaperPort

To bring items in from other programs, print them to the PaperPort desktop as PDF Image or PDF Searchable. The default is PDF Image; go to **Desktop > Options > Item** to change it. This lets you quickly import spreadsheets, pictures, database files, word processing files, and other files into PaperPort as PDF items on the PaperPort desktop. This works through the File menu (or equivalent) in the source application; choose **Print to PaperPort** or choose **Print**, then choose **PaperPort Image Printer**.

Choose **Print** in your web browser to create print-formatted views of web pages. The printer called **PaperPort Image Printer** gives you PDF Image or PDF Searchable files.

If you have Nuance PDF Converter Professional or PDF Create, the **ScanSoft Printer** gives you Normal PDF.

In all cases, PaperPort is launched if not running and the PDF file is placed on the current desktop.



## Add PaperPort folders



PaperPort provides an easy-to-use filing system for organizing your items and sharing them with others.

In the Folders pane, you can:

- Add existing folders on your computer to the Folders pane.
- Create new folders, mapped network drives and folders on external attached devices.

Initially, the Folders pane shows a set of folders designed to help you get started using PaperPort. You can move or delete these folders whenever you prefer. If you choose a **custom installation**, you can add your own folders at that time.

Any time later, you can add folders already on your computer to the Folders pane, including network folders and folders on external devices attached to your computer. Documents within these folders are then available for use within PaperPort.

Refer to the PaperPort Help for more information about adding and using PaperPort folders.



## Import pictures from your camera

To bring digital photos on the PaperPort desktop, first plug your camera in. If your device is displayed as a drive you can start acquiring your files. If your camera does not support this kind of operation, and its driver is installed properly, its TWAIN or WIA interface will display enabling you to import images from it.





Do not edit the images on your camera in place – not all editing produces the desired result first time. Instead, bring your files into PaperPort and use the SET tools to enhance them.

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## Touching Up Images



When you display an image item in the Image View window, PaperPort provides several tools you can use to adjust or improve your image.

For example, you can straighten a scanned page, lighten an underexposed photograph that is too dark, adjust the color in a color picture, remove ‘dirt spots’ from a document page, clear shadows and spots from page edges, or sharpen fuzzy pictures.

In addition, you can rotate an item, remove stray dots, enhance lines, remove red eye, and crop part of an image.

Some SET Tools are primarily designed for photo, or image enhancement, while others (‘shaded’ in the table below) help you prepare items containing text for Optical Character Recognition (OCR).

In the Image View window the Page ribbon contains the SET tools to modify the current page. Some of these tools are also available on the PaperPort desktop for use with all pages in the selected item.

## Scanner Enhancement Technology tools







In the following table the availability is shown like this:

P = Image View or ImageViewer (Page ribbon) to change the current page only.

PI = Also on PaperPort desktop (Item ribbon) to change all pages in selected item(s).

PM = Also in PaperPort desktop shortcut menu to change all pages in selected item(s).

PS = Also available in a Scanning Profile to modify all incoming images.

	Select Area (P)	Use the <b>Select Area</b> tool to select part of an image you want to cut, copy, or delete with commands on the Page ribbon or shortcut menu. Use it to select part of an image for cropping, using the <b>Remove Red Eye</b> , <b>Erase Inside</b> or <b>Erase Outside</b> tools.
	Rotate (PI/PS)	Click the <b>Rotate</b> tool to rotate the selected page or item 90 degrees to the left, right or by 180 degrees.
	Straighten an image	Sometimes a document is crooked when scanned. When this occurs, you can use the <b>Straighten (P)</b> and <b>Auto-Straighten (PI/PS)</b> tools to adjust it. Straightening lines of text in a black-and-white image file will yield better OCR results.
	Auto-enhance (PI/PS)	The <b>Auto-Enhance</b> feature adjusts the brightness and contrast, color, and tint of an image or item. PaperPort analyzes the image and tries to correct whatever is wrong with it.
	Enhance an image (P)	You can manually adjust your image using the <b>Enhance</b> tool. It lets you change brightness, contrast, color and tint values and choose the best result from nine candidates, as shown on page 29.
	Sharpen an image (P)	Select the <b>Sharpen</b> tool to adjust the sharpness of a blurry picture or blur a sharp image for special effect.



Remove red eye (P)

The **Remove Red Eye** tool helps you to remove the red-eye effect from a selected part of a picture. Red Eye may occur when photographing people or animals in low light or with a flash.



Remove part of an image

Use the Selection tool to define the part you want to keep and use the **Crop** tool (P) to remove the remainder. Select the **Eraser** tool (P) to erase an image area that you draw over with the pointer.



Resize (PI)

Resize an image or item and/or change its resolution. (Colors can also be converted or inverted).



Remove stray dots (PM)

Scanned images sometimes include dots or speckles. The **Stray Dots** tool automatically finds and removes such 'dirt' from a page. Use it for better OCR results on black-and-white images.



Improve lines (PM)

The **Improve Lines** tool (for black-and-white images) darkens lines and connects broken lines in a table or form to appear darker and straighter. The use of this tool will render better recognition results.



Erase outside (P)

Use this tool to clear shadows and spots from page edges to improve OCR performance. There is also an **Erase Inside** tool (P).



Invert colors

Use this tool to change the image to inverted color values. (PI/PM)









Convert color

Use this tool to change color images to grayscale, halftone or black-and-white. (PI/PM)



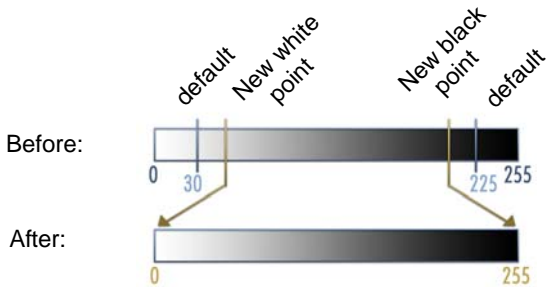
Punch-hole removal

Remove hole marks from page sides, replacing them with the background color. (PI/PM/PS)

	Auto-Crop	This tool detects blank areas on page edges and automatically crops the pages, leaving margins with pixel dimensions you specify. (PI/PM)
	Black border cleaning	This tool removes scanning shadows from page margins. (PI/PM/PS)
	Despeckle	This tool cleans black-and-white images using a chosen despeckling type. (PI/PM/PS)
	Set white point (P)	Click this tool, then click on a light color in the image that will become the white point. For more information, see below.
	Set black point (P)	Click this tool, then click on a dark color in the image that will become the black point. The colors chosen for the new white and black points are displayed on the Status bar.
	Apply current black and white points	Click this tool to apply the new black and white points to the current image (P) or item (I). If the result is not acceptable, undo your changes and pick new values.

Change black and white points to improve image quality by removing the dark and overexposed areas. All colors lighter than a chosen white point will become white. All colors darker than a chosen new black point are set to black.

A typical use for this is to remove a shaded gray background in a document you want to OCR. Select one of the darker gray pixels from the background and apply it as the white point. Then the background will become white. Changing black and white points for a color photo will typically increase its contrast, but may also change color values.



You can apply new black and white points to individual images, as described. You can also apply them as an auto-enhancement to all new pages scanned with a given scan profile.

### Convert Color choices



Color



Grayscale



Halftone



Black-and-white

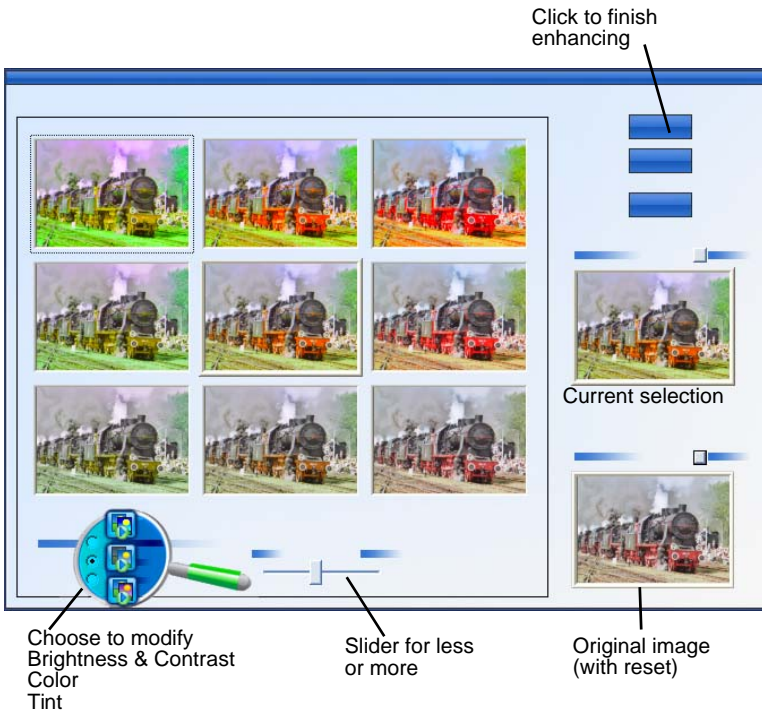
### Enhancing Images Manually

Choose **Enhance** from the Page ribbon in Image View to receive nine candidate variants of your picture. Adjust brightness and contrast, color, or tint, then double-click the desired image. It is placed in the center and becomes the new original. The first original remains and can be reset.

# Edit multiple images

The ability to process items as a group is often referred to as batch processing. PaperPort provides batch processing features so that you can quickly enhance, modify, or rotate multiple image items in a single operation.

Select one or more image items on the desktop, and then, on the Item ribbon, choose the desired command. See the Help for more information.



# Annotating Pages

PaperPort includes a collection of annotation tools that allow you to mark up scanned documents with information you would like to keep with that document. For a wider offering of PDF annotation tools use the supplied Nuance PDF product.

All other image items must be annotated in Image View or ImageViewer, but remember that you can drag any of these files onto the Nuance PDF product icon on the Send To bar to have them converted to PDF Image or PDF Searchable, ready to be annotated or otherwise edited.

In PDF files annotations are editable, meaning that you can reposition, change, remove them, or edit textual content whenever you want. On other types of image items, such as JPEG and Windows Bitmap files, annotations become a permanent part of the image when you save the item. For item types that cannot accept annotations, PaperPort automatically disables the annotation tools.

Using PaperPort's annotation tools, you can add notes and text, highlight text, draw lines and arrows, or stamp a picture onto an image item.

It is easy to send a document with annotations to people without PaperPort by using the PDF Image or PDF Searchable format. The recipient only has to double click on the e-mail attachment they receive from you and they will see the document in the system default PDF viewer – annotations intact.

## Annotation tools

You can select an annotation tool from the Annotation ribbon whenever you display an image item in the Image View window. Use commands in the Annotation Settings group to change properties for future annotations created with that tool.

This does not affect existing annotations. To turn off any annotation tool, click a different one – the **Select Annotation** tool is usually the best for this. See a detailed list of these tools in Help.

We detail here the annotation tools available in PDF Viewer Plus for use with PDF files.

Use the following commands in PDF Viewer Plus:



Hand

Select this tool and click in an annotation to move, cut, copy, or resize it on the page. Double-click on a note or text box to edit its text. Right-click on a selected annotation to change its status or properties.



Note

Want to give yourself a reminder? Select the **Note** tool and add a resizable note much like a sticky note that you write on and then stick on paper documents. You can shrink the note to an icon. Right-click to access note properties. Double-click to re-open the note.



Text Box

Adding a text label to your images is simple with the **Text** tool. Select this tool to enter text whose properties you can set in **Edit > Preferences > Comment**.



Highlight

Use the **Highlighter** tool to highlight selected text on the page or in a text box, just as you might use a highlighting pen on paper.



Pencil

The **Pencil** tool lets you draw freehand lines on the page.



Line

Select **Line** tool to draw straight lines; right-click and choose properties to make arrows and further format the line.



Stamp

The **Stamp** tool lets you paste supplied stamps or bitmapped images of your choice on the page, much like using a rubber stamp.





## Protecting Items

In PDF Viewer Plus you can adjust the security level of your PDF files (supported up to format 1.7) in the Document menu. When you create a new PDF from existing ones (for example, by copying a thumbnail of a page onto a Workspace or by duplicating a PDF item) its security settings will be the same as those of the original one. Newly created blank PDF files are generated without security settings, but these can be added after creation.

There are two types of passwords in the program. The **open password** restricts document accessibility: you can only open it by supplying the password when prompted. The **permissions password** allows users to open a protected document and define how the document may be used. If it is not specified, further use of the file is possible without any restrictions.



## Filing Items

A key to organizing items in PaperPort is filing items in appropriate folders. You can drag and drop items from one folder to another or from the PaperPort desktop into any folder you want. You can specify search criteria to help you find your items later. The name of each item appears below the thumbnail in thumbnail view.



Using the Folder Manager dialog box, you can add, remove, move, and rename PaperPort folders. You can change the color of a folder icon to one that helps you organize your items.

You may also add, remove, move, and rename any folder in Windows Explorer that is viewed with the PaperPort folder structure. These changes will be automatically reflected in PaperPort.

In the Folders pane, you can drag and drop, copy or move subfolders and their content to other subfolders or PaperPort folders, and create or delete subfolders. Sharing and Security adjustments can also be directly made for each folder shortcut menu.



The **Back** button makes it easy to step through the ordered history of folders you recently visited one by one – functioning similarly to Internet Explorer – enhancing quick backward navigation for both Workspaces independently of each other.



## Adding search criteria to items

You can add document information to any PaperPort item.

Right-click the item and choose **Properties**. With PDF files or read-only MAX files you will see existing document information, if any. For other file types there is no display beyond the item name. Click the **File Properties** button and choose the **Summary** tab. Enter **Title**, **Subject**, **Author**, **Keywords** and **Comments** as desired.

This information is stored not only in PaperPort but also in your system – here it can be viewed and changed. Search facilities in your system may be able to access this data. The All-in-One Search in PaperPort functions only on document information entered into read-only MAX and PDF files. For read-only MAX files this information must be pre-existing, it cannot be modified and new information cannot be added.

For PDF files, document information can be added in PDF Viewer Plus or PDF Converter Professional, using Document Properties in the Document menu.

This is saved back to the file in PaperPort when you close PDF Viewer Plus or choose **File > Save**. It is not saved if you just switch back to the PaperPort desktop.

To add searchable document information to read-only MAX or XPS (or other) files, we recommend converting them to PDF and then adding it.



## Finding Items

PaperPort provides features to help you find your PaperPort items. You can quickly find an item by visually browsing through thumbnails on your PaperPort desktop.

When you have many folders and items, PaperPort provides more powerful capabilities with All-in-One Search.

Open the Properties pane to see the document information for PDF and read-only MAX files. This is the text that can be handled by the All-in-One Search. To perform a search:

1. Open the All-in-One Search panel.
2. Decide whether to display only the file with first match or to list all files whose file information includes the searched text.
3. Define the scope of the search: **Current folder**, **Current folder with sub-folders** or **All PaperPort folders**.
4. Enter the search string in the **Name**, **Author**, **keywords** text box. Typically you will enter one word, but text fragments and multiple words are also possible (see below).
5. Expand the panel  and use the checkmarks to exclude information fields, for example to search an author's name in that field only.
6. Click **Search**.

If you chose to see only the first occurrence, the first found file containing the searched text is highlighted. Use **Find Next** in the Item ribbon to move to the next occurrence. If you chose to see all occurrences, a list of all matching items is displayed.

### Search category choices:

- **Name:** item name. This is not necessarily the file name; it is available for all items, as entered in the Properties pane or Item Properties dialog box in PaperPort.
- **Author:** as defined in PDF Viewer Plus under Document Properties.
- **Keywords:** as defined in PDF Viewer Plus with Document Properties.
- **Subject/Comments:** as defined under 'Subject' in PDF Viewer Plus.
- **Annotations:** Notes or text box content added to PDF or added to MAX files by previous versions of PaperPort.

**How searching works:**

This searching ignores case, so 'dns' will find 'DNS' and 'paperport' will find 'PaperPort'. There is no whole word choice, so a search for 'ns' will stop on 'DNS' and 'for' will stop on 'information'. If you enter two or more words, each one is searched separately; all files that contain any of the given words will be found. To search a multi-word string as a single entity, enclose it in quotes, for example “results are”.

**How search results are displayed:**

When a search for all items is complete, results are displayed with each as one row of a table. Select one to see the searched file information above the listing. Click the **View Text** button to extract text from the selected item. Click the **Copy Text** button place this text onto the Clipboard. Right-click a result file and choose **Open** to launch the document in its associated application. **Open Containing Folder** switches to the file's folder with the file selected.

**Finding words in PDF content:**

Searchable and Normal PDF files can be searched in PDF Viewer Plus. PaperPort can make searchable PDF files from PDF Image files or other image items. This enables other programs, such as Nuance PDF Converter, Windows Desktop Search or Google to search the contents of these files. See Creating PDF Documents on page 38.

**Finding words in other files:**

You can run the PaperPort OCR on image items, including read-only MAX, XPS and PDF Image with the **View Text** button in the Properties pane. You can copy this text to Clipboard and paste it into a word processor program so that it can be searched. A better solution is to use OmniPage if you have it – drag the item onto its icon on the Send To bar. The OCR result will be more accurate and the document formatting can be retained.

# Sharing Files

PaperPort provides many tools to make it easy for you to share files, images, and documents with friends, colleagues, and business associates.

These tools are built into the program and are readily available on different ribbons for quick access whenever you need them.

To help you share your items with others, PaperPort makes it easy to:



E-mail items to others, simply by dragging the items to your favorite e-mail program on the PaperPort Send To bar.



Scan or convert items to the PDF format, the ever-popular file-sharing format considered by many as the industry standard for document distribution.



Access shared folders located on your local or wide area network, by adding the folders to your PaperPort Folder pane.



Access Sharing and Security settings directly from the folder shortcut menu.



Access a number of cloud services including Microsoft Live SkyDrive™, GoogleDocs™, Box.net™, FTP sites, and many more.



With PaperPort, it is simple to set up a shared folder on a server, web storage sites, or a PC that can act as a central repository for all important office documents. Each PaperPort client can connect to that folder and use PaperPort's document management features and paper handling tools to find and use documents instantly.

In addition, you can convert items to popular output formats for shared use in numerous other programs. To obtain a list of all supported program links, visit PaperPort at the Nuance web site at <http://www.nuance.com>.

## Connecting to the Cloud

PaperPort 14 introduces support for Cloud computing – accessing and working with web-based storage sites for programs, documents and data.



### Nuance Cloud Connector

This is a self-standing program delivered with all variants of PaperPort, whose installation is optional. When installed, it can be started from the Nuance Cloud Connector group in the Windows Start menu. It provides access to other popular storage sites in the Cloud, including Microsoft Live SkyDrive™, GoogleDocs™, Box.net™, multiple FTP sites, and many more. Its interface lets you establish connections from your file system to and from chosen Cloud sites; it also manages passwords and login data.



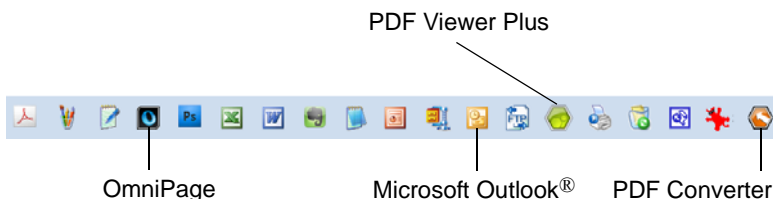
### Evernote Connector

This is a new connector inside PaperPort 14, appearing as an icon on the Send To bar. This allows files to be dragged onto the icon so their copies are transferred to the Evernote storage site. Send To options can be used to specify access data.

## Sending Items to Other Programs

Drag and drop functionality makes opening your files in your favorite programs a snap. Simply choose the file you want and drop it onto the program icon on the Send To bar at the bottom of the PaperPort desktop.

Common office tasks like e-mailing and faxing are now faster than ever. The Send To bar makes using scanned documents in other applications easier by automatically translating the document into a form that the receiving application can understand. For example, you can drop a scanned image of a letter onto the Microsoft Word link on the PaperPort Send To bar, and PaperPort will recognize that the application you are attempting to open needs a text file rather than an image file. PaperPort will run OCR for you, and send editable text to Word rather than a static image file.



PaperPort supports a wide variety of programs including word processing, spreadsheet, fax, Internet e-mail, graphics, optical character recognition (OCR), and online services programs.

The program link on the Send To bar does any necessary conversion and may provide options for sending the item.




### Use OmniPage with PaperPort

If PaperPort exists on a computer with OmniPage, its OCR services become available and amplify the power of PaperPort.

You can choose an OCR program by right-clicking on a text application's PaperPort link, selecting **Send To Options** and then selecting OmniPage as the OCR package, instead of the always available PaperPort OCR.

With OmniPage you can:

- Instantly convert paper into usable Microsoft Office documents.
- Turn PDF files into editable documents while retaining their layout.
- Automatically process images from network MFPs and scanners.
- Scan and convert documents into XML, PDF, TIFF and more.
- Share documents using e-mail, Web, Cloud Connector, XML and e-Books.
- Use OmniPage workflows  for instant but effective control over document conversions.

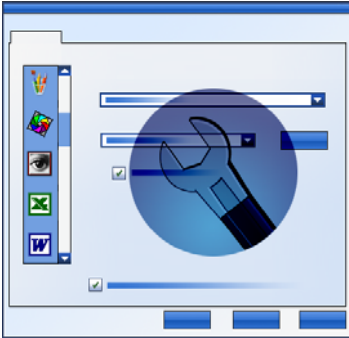
## Customize the Send To bar

You can change the way program icons appear on the Send To bar in a number of ways. Specifically, you can add programs, and remove or rearrange program icons.

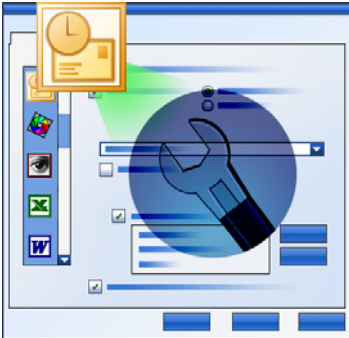
Refer to the PaperPort Help for details.



## Adjust Send To options



You can tune Send To options to specify how you want to use a certain program on the Send To bar. For example, you can specify the file format in which PaperPort will save an item.



To e-mail an item, simply drag and drop the item to your e-mail program on the Send To bar. Use the e-mail link options to specify the file format of the attachments and other options.

## Converting Items

Using PaperPort, you can convert scanned documents and text items to image formats, and convert images back to text.

### Convert items to image formats

You can convert scanned documents and text items to image formats.

- The **Save As** command allows you to save image items to any of a variety of standard image formats including PDF, JPEG, and TIFF.

- The **Duplicate as PDF Item** command allows you to convert text items to PDF Image items.

By selecting more than one item, you can convert multiple items to a new format at the same time. Refer to Help for details.

## Stacking documents

You can assemble a set of PDF files by stacking them into a single PDF. You can unstack the current page or all pages from a multi-page PDF file. When all pages are unstacked, the result is a set of single-page PDF files, uniquely identified by a set of numerical suffixes. When stacking and unstacking, the original PDF files or pages do not remain. To stack files, use drag-and-drop or select the desired files, right-click and choose **Stack**. Similarly, use a shortcut menu to unstack a PDF file.

## Combining documents

You can assemble documents by combining them. The files to be selected need to be in a single folder and selected in the order you want them in the stack. Click the arrow next to **Combine Items** and choose one of the available combinations:

- **Combine into PDF Stack:** Each original page becomes one PDF page with no resizing.
- **Combine into Multi-item PDF Pages, Resize to fit:** This resizes the contributing items and always places four original pages onto a single PDF page.
- **Combine into Multi-item PDF Pages, Maintain original sizes:** This places as many original pages onto each PDF page as it can.
- **Combine into Thumbnail PDF Page:** This creates thumbnails of all item pages and fits as many as possible on a PDF page.

The original items remain in their original file types.

## Convert images to text

You can convert scanned documents to text by a simple drag and drop of the thumbnail to your word processor program. PaperPort automatically processes your scanned document using PaperPort's OCR software, launches your word processing program, and loads the scanned text into a document ready for editing. PaperPort also allows you to copy text from part of an image item for use in a text editing, word processing, or spreadsheet program. The OCR software processes the text and copies it to the Windows Clipboard. Open the program in which you want to insert the text, and use Paste to paste the text in a file.

## Filling Forms



Active PDF forms can be filled using your PDF product. Choose the **Hand** tool and step through the form fields using **Tab** or arrow keys, making choices and entering texts. Help and the How-to-Guides list all the possible form control types.

After you enter data and complete the form, save the form to the PaperPort desktop so that you can print or e-mail the form in its entirety with its completed data.

If you have a pre-printed form, choose **Form Fields Only** in the Print dialog box to print your responses directly onto the form.

## PDF File Support

### PDF Flavors



PDF (Portable Document Format) files are often classified into three different types, commonly called flavors:

- PDF Image
- PDF Searchable Image
- PDF Formatted Text & Graphics (PDF Normal)

## **Opening PDF files**

PaperPort can open and display PDF files of all three flavors. PDF files by default open in PDF Viewer Plus or (if available) in PDF Converter Professional. They can be opened as PDF Image in ImageViewer.

Protected files can be accessed by giving the correct password. Security limitations are respected and can be changed if you can provide the Permissions password.

## **PDF page operations**

In PaperPort you can insert or append pages from one PDF file to another and also stack a set of PDF files into a single one.

With pages of different flavors, the program determines a single flavor for the resulting file. You can unstack one or all pages from a multi-page PDF file to get one PDF per page.

## **Combining items into a PDF file**

You can combine a wide range of image items into a single target PDF. All combined items remain in their original locations and file types.

## **Annotating PDF files**

You can add notes, highlights and graphic items like arrows to PDF pages of any flavor as annotations. These do not become part of the real PDF page, but exist on a separate layers so they can be viewed, moved, changed or deleted in PaperPort or other PDF viewing and editing programs. Annotation can be done in ImageViewer or your PDF product.

## **Modifying PDF files**

Use SET tools to improve the appearance of PDF pages or prepare them for more successful text recognition (OCR). See page 25 and the Help topic: *About enhancing pages and images*.

To modify the real text content in a PDF file, or change its color or attributes, you need a PDF editor such as Nuance PDF Converter.

## Extracting text from PDF files

The **Copy Text** command in a PDF file's shortcut menu extracts the whole text and places it onto the Clipboard as plain text, running OCR if necessary. The command **View Text** in the Properties pane of a selected PDF file does the same, but displays the text in a PaperPort window. Select a block of text to copy it to Clipboard. Send PDF files to word processor programs on the Send To bar. This delivers editable text with a defined level of formatting, using OCR if necessary. See the Help topics: *To convert scanned documents to text* and *Output options* for the target program.

## Adding document information to PDF files for searching

Do this in your Nuance PDF product. See the Help topics: *Assigning properties to PaperPort Image and PDF files* and *Item properties*.

## Saving PDF files to other file types

You can save PDF files to a range of image file types and to XPS files. See the Help topic: *About Saving Image Items*. A multi-page PDF results in a single file when a multi-page file type is selected, otherwise each PDF page becomes a separate file.

## Adding PDF files to Windows Desktop Search

Go to **Desktop > Options > Advanced** to enable or disable PaperPort as the agent for handling PDF files in Windows Desktop Search.

For more information see the Help topics: *About PDF files* and *About Creating PDF Files*.

# Creating PDF Documents

## Create PDF Image files from other applications

In **Desktop > Options > Items** choose between **PDF Image** and **PDF Searchable**. Then open a source file in a suitable application and choose **Print**, typically from the File menu. Choose **PaperPort Image Printer** and make print settings, e.g. black-and-white versus color conversion. See the Help topics: *About the PaperPort print driver* and *Printing to PDF from other applications*.

### **Create PDF Searchable files from scanning**

Open a scanning profile and set the PDF file type in the Output panel or choose the supplied profile **Color Searchable PDF Document**. See the Help topic: *Modifying Scan Profiles*. Use the profile to generate PDF files.

### **Create a PDF from an existing PDF, XPS or image item**

Right-click on a PDF file and choose **Duplicate Item, Duplicate Current Page** or **Save As**. The flavor of a source PDF is retained for the copy. Right-click on an image item and choose **Duplicate as PDF** or **Save As**. When you double-click an XPS file so that it opens in PDF Viewer Plus, a copy is automatically created as a PDF file, ready to be modified and saved.

## **Uninstalling PaperPort**

For a full uninstallation, three PaperPort components should be removed, one after the other, in any order. The components are PaperPort 14 SE, PaperPort Image Printer and PDF Viewer Plus. Removing only the image printer and/or the PDF Viewer will cause PaperPort to function incorrectly.

Other accompanying program that can be uninstalled or retained, independently of PaperPort is Nuance Cloud Connector.

To uninstall PaperPort and its key components:

1. Select **Add or Remove Programs** (or **Programs and Features**) from the Control Panel.
2. Select Nuance PaperPort 14.
3. Click **Remove** to uninstall the program.
4. Repeat this for the Image Printer and PDF Viewer Plus.
5. A computer re-start is needed to complete the removal.

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