English

HP Network ScanJet 5 Scanner
User's Guide

Take a Look at All HP Support Has to Offer

Along with your product, you receive a variety of support services from Hewlett-Packard and our support partners designed to give you the results you need, quickly and professionally.

Online Services: for 24-hour access to information over your modem, we suggest these services.	**World Wide Web URL**—Printer drivers, updated HP printer software, plus product and support information can be obtained from the following URLs: in the U.S.: http://www.hp.com in Europe: http://www2.hp.com Printer drivers can be obtained from the following sites: in Japan: ftp://www.jpn.hp.com/drivers/ in Korea: http://www.hp.co.kr in Taiwan: http://www.hp.com.tw or from a local driver website of http://www.dds.com.tw
	HP Bulletin Board Service—Our electronic download service provides convenient access to HP printer drivers, updated HP printer software, product information, and troubleshooting hints. Set your communication software to N,8,1 and dial or use: in the U.S. and Canada: (1) (208) 344-1691 in Taiwan: (886) (2) 923-3233 in Korea: HITEL or CHOLIAN (Go HPK) in Australia: (61) (3) 9890-0276 in New Zealand: (64) (9) 356-3660 in China: (86) (10) 6261-4172 European Bulletin Board Service numbers are listed at http://www2.hp.com.
	America OnLine—(America OnLine/Bertelsmann is available in France, Germany, and the UK)—Printer drivers, updated HP printer software, and support documentation are available to help answer questions on HP products. Use Keyword HP to start your tour or call (1) (800) 827-6364 and ask for representative #1118 to subscribe.
	CompuServe—Printer drivers, updated HP printer software, and interactive sharing of technical information with other members are available on CompuServe's HP User's forums (GO HP), or call (1) (800) 524-3388 and ask for representative #51 to subscribe. (CompuServe is also available in the UK, France, Belgium, Switzerland, Germany, and Austria.)
Obtaining Software: **For U.S. and Canada:**	Phone: (1) (970) 339-7009 **Mail:** Hewlett-Packard Company Fax: (1) (970) 330-7655 P.O. Box 1754 Greeley, CO 80632 USA
For Asia-Pacific Countries:	Contact Fulfill Plus at (65) 740-4477 (Hong Kong, Indonesia, Malaysia, Philippines, or Singapore). For Korea, call (82) (2) 3270-0805 or (82) (2) 3270-0893.
For Australia, New Zealand, and India:	For Australia and New Zealand, call (61) (2) 565-6099. For India, call (91) (11) 682-6035.
For European English:	Call (44) (142) 986-5511.
HP Direct Ordering for Accessories and Supplies	Call (1) (800) 538-8787 (U.S.) or (1) (800) 387-8164 (Canada).
HP Support Assistant CD-ROM:	This support tool offers a comprehensive online information system designed to provide technical and product information on HP products. To subscribe to this quarterly service in the U.S. or Canada, call (1) (800) 457-1762. In Hong Kong, Indonesia, Malaysia, or Singapore, call Fulfill Plus at (65) 740-4477.
HP Service Information:	To locate HP-authorized dealers, call (1) (800) 243-9816 (U.S.) or (1) (800) 387-3867 (Canada).
HP Service Agreements:	Call (1) (800) 835-4747 (U.S.) or (1) (800) 268-1221 (Canada).

HP FIRST: HP FIRST Fax will deliver detailed troubleshooting information on common software and troubleshooting tips for your HP product. Call from any touch-tone phone and request up to three documents per call. These documents will be sent to the fax of your choice.

Australia	(61) (3) 9272-2627	Korea	(82) (2) 769-0543
Austria	(43) (1) 0660-8128	Malaysia	(60) (3) 298-2478
Belgium (Dutch)	(32) (2) 0800-11906	Netherlands	(31) (20) 0800-222420
Belgium (French)	(32) (2) 0800-17043	New Zealand	(64) (9) 356-6642
Canada	(1) (800) 333-1917	Norway	(47) 800-11319
China	(86) (10) 6505-5280	Philippines	(65) 291-7951
Denmark	(45) 8001-0453	Portugal	(351) (1) 0505-313342
English (outside of UK)	(31) (20) 681-5792	Singapore	(65) 275-7251
Finland	(358) (9) 0800-13134	Spain	(34) (90) 099-3123
France	(33) (146) 0800-905900	Sweden	(46) (2) 079-5743
Germany	(49) (13) 081-0061	Switzerland (French)	(41) (1) 0800-551526
Hong Kong	(852) 2506-2422	Switzerland (German)	(41) (1) 0800-551527
Hungary	(36) (1) 252-4647	Taiwan	(886) (2) 719-5589
India	(91) (11) 682-6035	Thailand	(66) (2) 661-3511
Indonesia	(62) (21) 352-2044	United Kingdom	(44) (134) 0800-960271
Italy	(39) (2) 1678-59020	United States	(1) (800) 333-1917
Japan	(81) (3) 3335-8622		

Customer Support Options Worldwide

In addition to the phone numbers listed below, refer to the Administrator's Guide for worldwide sales and service addresses and phone numbers for countries not listed here.

Customer Support & Product Repair Assistance for the U.S. and Canada:	Call (1) (208) 323-2551 Monday through Friday from 6 am to 6 pm (Mountain Time) *free of charge during the Warranty Period. However, your standard long-distance phone charges still apply.* Have your serial number ready when calling.
	Post-warranty telephone assistance is available to answer your product questions. Call (1) (900) 555-1500 ($2.50* per minute, U.S. only) or call (1) (800) 999-1148 ($25* per call, Visa or MasterCard, U.S. and Canada). *Charges begin only when you connect with a support technician. *Prices subject to change.*

European Customer Support Center Language and In-Country Options Available
Open Monday through Friday 8:30 to 18:00 CET

HP provides a free telephone support service during the warranty period. By calling a telephone number listed below, you will be connected to a responsive team waiting to help you. If you require support after your warranty has expired, you can receive support for a fee through the same telephone number. The fee is charged on a per-incident basis. When calling HP, please have the following information ready: product name and serial number, date of purchase, and description of the problem.

Danish:	Denmark	(45) 3929-4099	**German:**	Austria	(43) (1) 0660-6386
Dutch:	Belgium	(32) (2) 626-8806		Germany	(49) (180) 525-8143
	Netherlands	(31) (20) 606-8751	**Italian:**	Italy	(39) (2) 264-10350
English:	Ireland	(353) (1) 662-5525	**Norwegian:**	Norway	(47) 2211-6299
	UK	(44) (171) 512-5202	**Portuguese:**	Portugal	(351) (1) 441-7199
	International	(44) (171) 512-5202	**Spanish:**	Spain	(34) (90) 232-1123
Finnish:	Finland	(358) (9) 0203-47288	**Swedish:**	Sweden	(46) (8) 619-2170
French:	Belgium	(32) (2) 626-8807			
	France	(33) (45) 043-9853			
	Switzerland	(41) (84) 880-1111			

In-country Support Numbers
If you require support after your warranty has expired or additional product repair services, or if your country is not listed below, see "Worldwide HP Sales and Service Offices" in appendix E.

Argentina	(54) (1) 781-4059	Malaysia	(60) (3) 295-2566
	(54) (1) 781-4069	México D.F.	(52) (5) 326-4600
Australia	(61) (3) 272-8000	México Guadalajara	(52) (3) 669-9500
Brazil	(55) (11) 709-1444	México Monterey	(52) (83) 378-4240
Canada	(1) (208) 323-2551	Middle East/Africa	(41) (22) 780-7111
China	(86) (10) 6261-4174	New Zealand	(64) (9) 356-6640
	(86) (10) 6261-4175	Philippines	(63) (2) 894-1451
	(86) (10) 6261-4176	Poland	(48) (22) 37-5065
	(86) (10) 6262-5666	Portugal	(351) (1) 301-7330
Czech Republic	(42) (2) 471-7321	Russia	(7) (95) 923-5001
Greece	(30) (1) 689-6411	Singapore	(65) 272-5300
Hong Kong	(852) 800-7729	Switzerland	(41) (1) 753-7111
Hungary	(36) (1) 343-0310	Taiwan	(886) (2) 717-0055
India	(91) (11) 682-6035	Thailand	(66) (2) 661-4011
	(91) (11) 682-6069		(66) (2) 661-4012
Indonesia	(62) (21) 350-3408	Turkey	(90) (1) 224-5925
Japan	(81) (3) 3335-8333		
Korea	(82) (2) 3270-0700; outside Seoul, call (82) (80) 999-0700		

HP Network ScanJet 5 Scanner

User's Guide

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1

Getting Started

Overview

The HP Network ScanJet 5 scanner can scan items such as memos, letters, brochures, photographs, newspaper clippings, and advertisements and store and distribute them electronically.

Anyone can use the HP Network ScanJet 5 scanner to scan documents and send them to destinations listed in the scanner control panel (or fax numbers you enter at the scanner). However, if you want to create your own destination list or receive scanned documents at your computer, you'll need to use the HP Network ScanJet 5 Utility.

In addition, PaperPort™ software for HP has been provided with the HP Network ScanJet 5 scanner and can be used as your inbox to receive scanned documents at your computer.

Installation Requirements

To use the HP Network ScanJet 5 Utility, the PaperPort software, OCR software, and online documentation, you need the following:

- A personal computer, 386 or above (486 recommended)
- Microsoft Windows 3.1, Windows 3.11, Windows for Workgroups 3.11, Windows 95, or Windows NT 3.51 (and above)
- 4 megabytes (MB) or more of internal memory (RAM); 8 MB to use the OCR software included with the network scanner
- 15 MB of free hard disk space for stand-alone installation and 1 MB of free hard disk space for a shared installation
- VGA or SVGA monitor (recommended settings for your monitor: 256 or more colors, and 640 x 480 resolution)
- 3 MB of free temporary memory for decompressing files and file comparisons

Software Installation

With the HP Network ScanJet 5 Installation program you can install the following software components:

- HP Network ScanJet 5 Utility (required)
- Adobe™ Acrobat™ Reader (required only for online documentation)
- PaperPort software (optional)
- Caere OmniPage Limited Edition OCR software (optional)

You need to install the HP Network ScanJet 5 Utility on your computer (unless your network administrator does this for you). The PaperPort software can be installed entirely on your computer (in the directory you choose), or the program files can be installed on your network and the data files on your computer, depending on what your network administrator has chosen.

You can install either from the network or from the installation CD.

Before you begin, you'll need to know where the install program is located and where you want the programs and data files to reside. If you're installing from the network, Windows 3.1 users must have a drive mapped to the network server volume where your network administrator placed the HP Network ScanJet 5 Utility install program. If you cannot find the install program, contact your network administrator.

The steps required to start the install program vary slightly depending on the platform you're using, as described in the procedures that follow.

To install on Windows 3.1, Window 3.11, or Windows for Workgroups 3.11

1 Turn on your computer and log on to your network.
2 Start Microsoft Windows.
3 In Program Manager, from the **File** menu choose **Run**.
4 Type the path your network administrator gave you.
5 Press **Enter** or click **OK**. The HP Network ScanJet 5 Installation program starts and takes a few moments to initialize.
6 Follow the instructions on the screen.

To install on Windows 95 or Windows NT 4.0

1 Turn on your computer.
2 Log on to your network.
3 Click **Start** and then click **Run**.
4 Type the path your network administrator gave you.
5 Press **Enter** or click **OK**. The HP Network ScanJet 5 Installation program starts and takes a few moments to initialize.
6 Follow the instructions on the screen.

To install on Windows NT 3.51

1 Turn on your computer.
2 Log on to your network.
3 In Program Manager from the **File** menu, choose **Run**.
4 Type the path your network administrator gave you.
5 Press **Enter** or click **OK**. The HP Network ScanJet 5 Installation program starts and takes a few moments to initialize.
6 Follow the instructions on the screen.

During the installation process, you'll need to specify the following:

- The software components you want to install.
- If you are using a stand-alone installation, you will need to specify where to install all files on your hard drive.
- If you are using a workstation installation, you will need to specify where to install the data files on your hard drive. The program files will be installed on the network and will be shared with others in your workgroup.

After the installation is complete, restart Windows to use the PaperPort software.

That's it. You have finished installing the user software. Watch the on-screen One-Minute Guide for a quick introduction to the PaperPort software.

To run the One-Minute Guide

1 Double-click the PaperPort icon in the PaperPort program group.
2 From the **Help** menu, choose **One-Minute Guide**.

Using the Scanner Control Panel

Use the scanner control panel to identify yourself to the scanner if you have a private destination list you want to use and to select destinations for a scanned document.

Figure 1
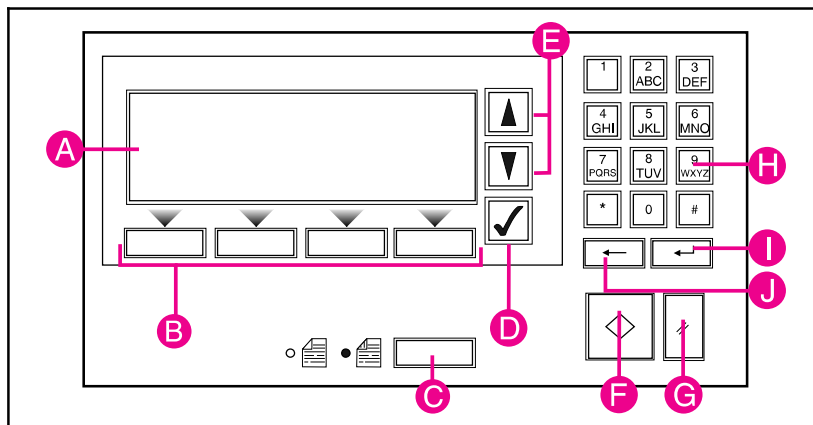
A **Display**—Displays user and destination lists, and status and error messages.
B **Soft keys**—Press to perform the function displayed above the key.
C **Single/double-sided key**—Press to select single or double-sided original (indicated by the light next to the icon).
D **Select key**—Press to select a user name or a destination.
E **Scroll arrows**—Press to move up and down in the user and destination lists.
F **Go key**—Press to scan the document.
G **Abort key**—Press to stop the scanning and return to the main display screen.
H **Keypad**—Use to type your name, password, destinations, and fax numbers.
 I **Enter key**—Press to send information to the scanner.
 J **Backspace key**—Press to move the selection block to the left.

Scanner Users

Two groups of users can scan and distribute documents with the HP Network ScanJet 5 scanner:

- **Registered users**, who have been added to the public destination list by the network administrator and who have the HP Network ScanJet 5 Utility installed on their local computers. Registered users can create private destination lists by copying destinations from the public destination list and creating their own destinations. From the scanner control panel, registered users can access both their private destination list and the public destination list to build a temporary destination list to distribute the document they are currently scanning.

Figure 2
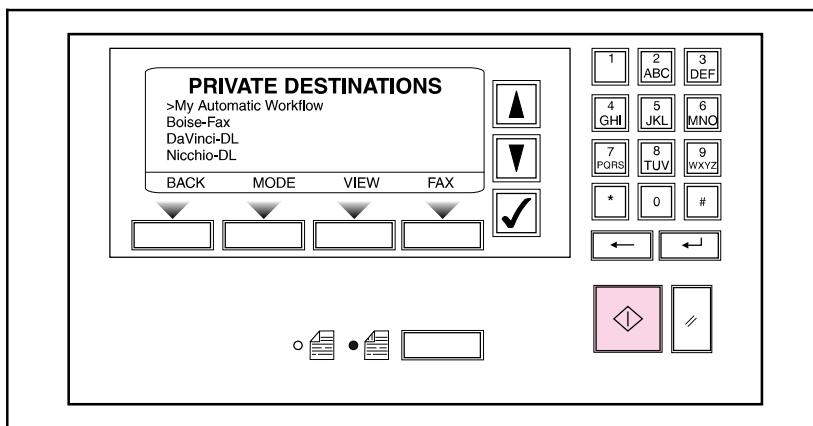
● **General users**, who have not been added to the public destination list and who do not have the HP Network ScanJet 5 Utility installed on their local computers. From the scanner control panel, they can access the public destination list to build a temporary destination list for the document they are currently scanning, and they can scan to a printer. (The network administrator has the option of preventing general users from using the scanner.)

Figure 3
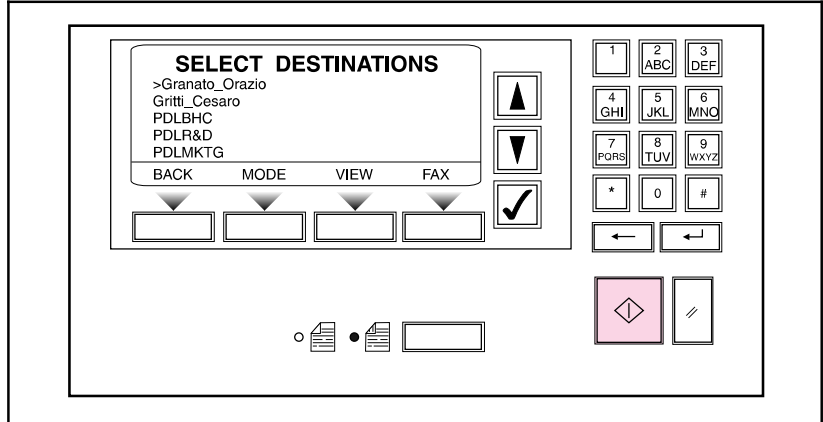
Information the general users need to operate the scanner is included in the Quick Reference card. This user's guide addresses the registered user.

Document Destinations

Scanned documents are sent to the destinations you select at the scanner control panel using public and private destination lists. When you send a scanned document, it can arrive at one or more of the following destinations:

- The application you have designated as your *inbox* in the HP Network ScanJet 5 Utility. From the inbox, it can be further distributed to other users via e-mail, and so forth, imported as a graphic into other applications or read into word processing applications using the OCR feature.
- The inbox of another registered user or multiple registered users.
- A fax machine.
- An Internet e-mail address.

If you have the PaperPort software installed on your computer or on your network, you can send a scanned document directly to the application you have designated in your automatic workflow in the HP Network ScanJet 5 Utility. In addition, at the scanner control panel you can select the printer to which to copy a scanned document.

Receiving Scanned Documents at Your Desktop

Use the HP Network ScanJet 5 Utility to identify an application installed on your computer as an inbox. An inbox is a container where all the documents sent to your computer from the HP Network ScanJet 5 scanner are collected. An inbox can be a thumbnail desktop, a file system directory, or a printer, as described in Chapter 3, *Working at Your Computer*.

After a scanned document arrives at your computer, you can use a program such as the PaperPort software to organize and store your documents or annotate them before sending them to another computer program or distributing them to other people.

Recipients of Your Scanned Documents

If you scan documents to an Internet e-mail address, you should make sure the recipients have a way to view the document which will arrive as either a .PDF or .TIF file.

Alternatively, you can export the scanned document into another file format, such as .TIF or .BMP, that the recipient can view, as described in Chapter 7, *Importing and Exporting with the PaperPort Software*.

2

Using the Scanner

What You Can Scan

Scanning a document can be as simple as loading the document in the scanner, selecting a destination from the list displayed at the scanner control panel, and pressing **Go**.

Before scanning with the Automatic Document Feeder (ADF), you need to clear any paper from the scanner glass and eliminate conditions that may cause paper jams. Observe the following to minimize the possibility of paper jams:

- Straighten any curls or wrinkles from documents before putting them on the document tray. If this is not possible, scan these documents using the scanner glass, or make photocopies of the documents and scan the photocopies.
- Remove staples, paper clips, paper sticky notes, and any other materials from documents.
- Avoid documents with tears, perforations, or punch holes.

If you would like to scan items made of unusual media, use the scanner glass rather than the ADF. Examples of unusual media include:

- lightweight (onionskin) papers
- transparencies
- gum-backed paper
- magazine pages
- multiple-copy forms

Use one of the following paper sizes in the ADF:
- Letter: 8.5 x 11 in (216 x 279 mm)
- A4: 210 x 297 mm (8.3 x 11.7 in)
- Legal: 8.5 x 14 in (216 x 356 mm)

Use paper within the following weight range in the ADF:
- Minimum: 16 lb (60 g)
- Maximum: 36 lb (135 g)

Loading a Document
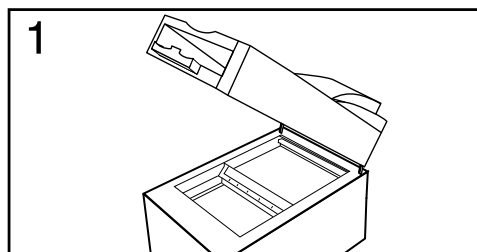
Load your document in either the automatic document feeder or on the scanner glass, as described in the following procedures.

To load a document in the ADF
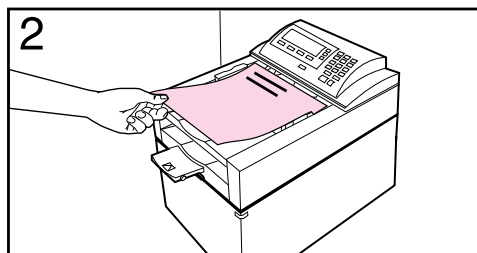
1 Make sure there isn't any paper on the scanner glass.

2 Place the document (up to 50 pages) face up on the document tray with the top of the document near the feeder cover and the side of the document against the paper guide with the arrows.

3 Adjust the document guide to touch the left side of the paper stack.

4 Align the bottom edge of the paper stack with the correct paper size mark. Sliding the paper too far under the feeder cover can cause paper misfeeds.
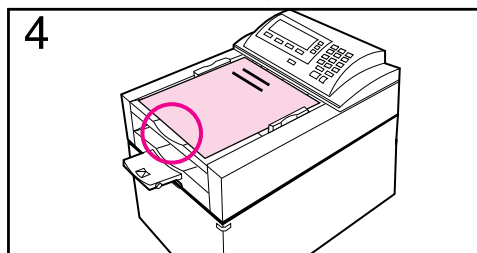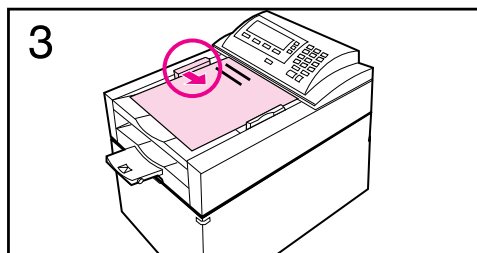
Loading a Document on the Scanner Glass

Use the scanner glass for regular or irregular sizes or types of paper. If the scanner doesn't detect a document in the feeder, it will assume the job is from the scanner glass.

If you're using a custom paper size, be sure to specify the exact size in the HP Network ScanJet 5 Utility, as described in Chapter 3, *Working at Your Computer*.

To load a document on the scanner glass

1 Place the document face down on the scanner glass.
2 Place small, custom-sized documents into the upper-left corner of the glass as shown in the following illustration.

Figure 4
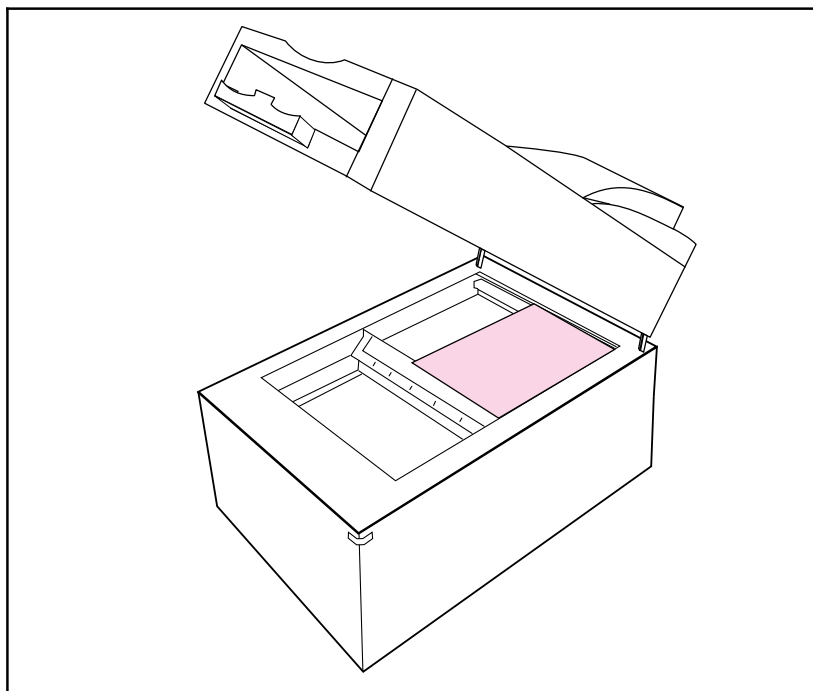
Selecting Your Settings at the Control Panel

Before scanning a document, at the control panel select the destination, type of image being scanned, and the paper size.

Note   At any point before you begin scanning, you can press the back arrow on the keypad to return to the previous menu or you can press Abort to return to the main menu and start over.

To select the control panel settings

1   At the opening screen display on the scanner control panel, type your user name on the keypad (this is the name the network administrator used to register you for the scanner). Figure 5 is the screen that appears when the printer is configured. Figure 6 is the screen that appears when no printer is configured.

Figure 5
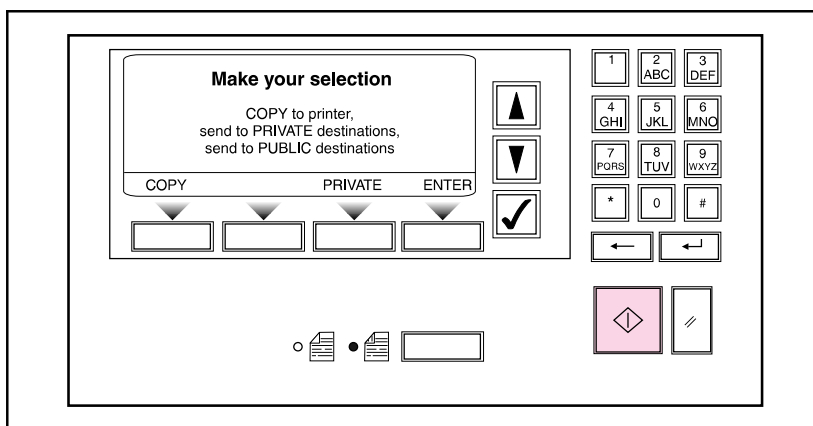
Figure 6
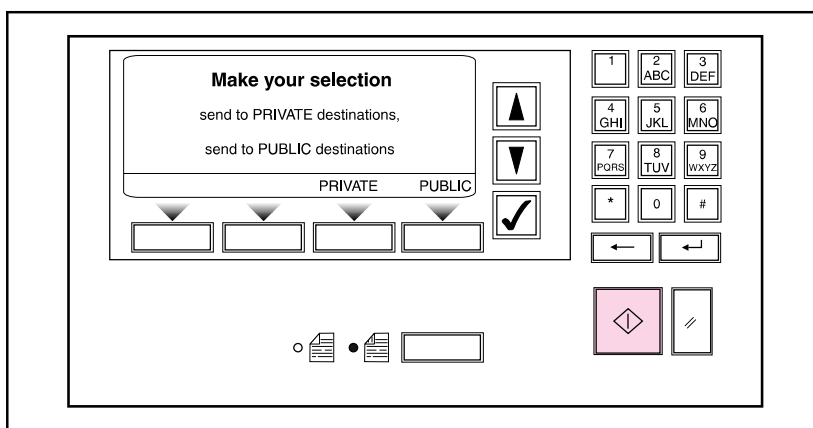
The Select Your Name screen appears, with the list of users automatically scrolled to the portion of the alphabet indicated by the first letters you typed.

SELECT YOUR NAME

>Benussi_Fabio
Chiavacci_Lorenzo
Caldato_Claudio
Granato_Orazio
Gritti_Cesaro

BACK   ENTER
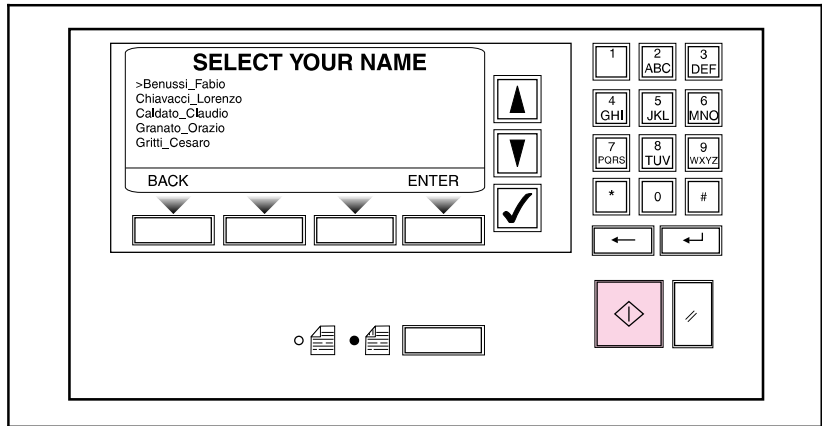
2 Use the up-and-down arrow keys to scroll through the list (you can hold an arrow key down to move more quickly). When your name is highlighted, press **Select** (check mark key).

3 If you have entered a password in the HP Network ScanJet 5 Utility (as described in Chapter 3, *Working at Your Computer*), the Enter Password screen appears. Type your password and press **Enter** .

ENTER PASSWORD

PASSWORD*********

BACK   ENTER
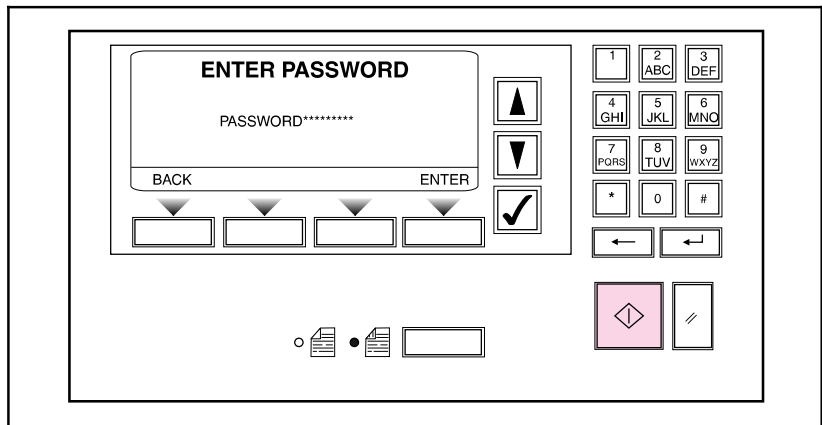
4 On the Private Destinations screen, select one or more destinations from your private destination list by using the arrow keys to scroll to a destination and then pressing **Select** (check mark key).

You can scan to users, fax numbers, e-mail addresses, and distribution lists, or you can choose an automatic workflow. (See Chapter 3, *Working at Your Computer*, for more information about destinations.)

You can also add destinations from the public destination list by selecting the Public entry when you are viewing your private list. You can return to your private list by pressing the back arrow.

5 Before you begin scanning, you can view the selected destinations or change a setting:
● If you want to view the destinations you have selected before you begin scanning, press **View** to display the Selected Destinations screen.

Figure 9
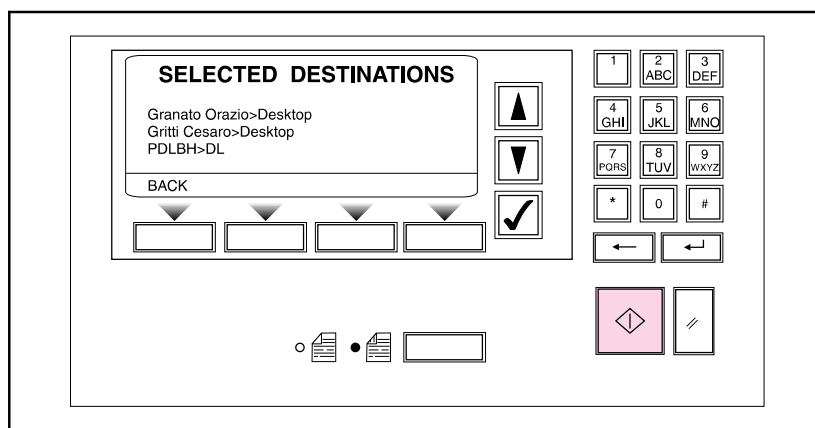
You can deselect a destination from this list by scrolling to the destination and pressing **Select** (check mark key) again.

● If you want to change a setting for the current document, press **Mode** to display the Select Mode screen.

Figure 10
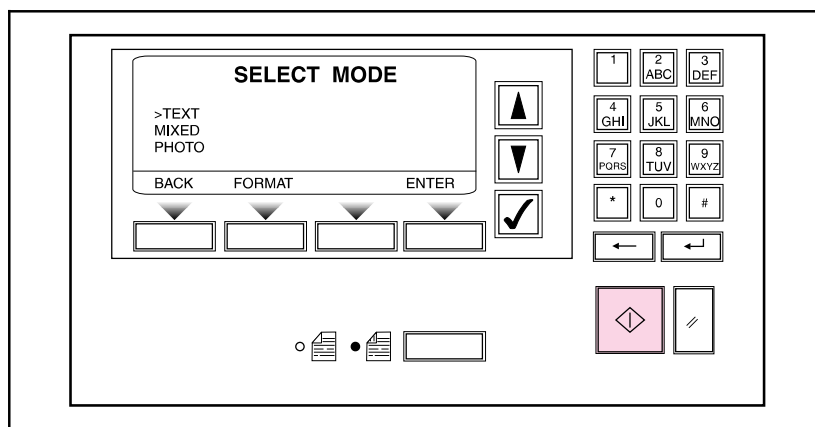
6 Select a mode appropriate for the content of the document to be scanned, and press **Enter**.
● If you want to change the paper size for the current document, on the Select Mode screen, press **Format** to display the Select Format screen.

Figure 11
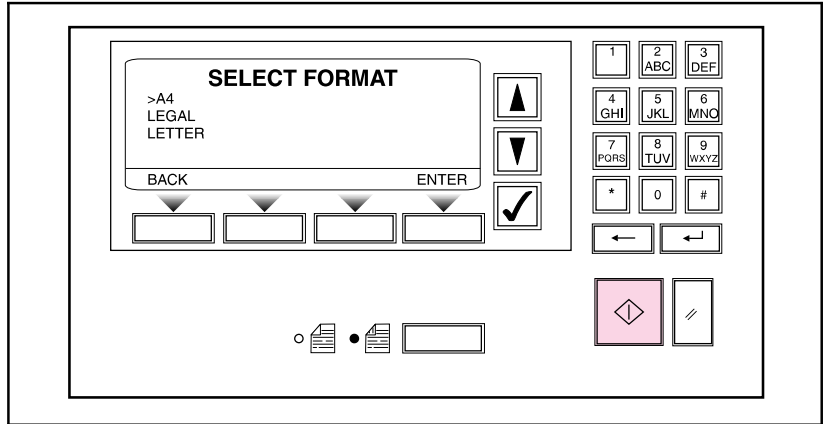
Select the paper size of the document to be scanned, and press Enter . (You can specify a custom paper size in the HP Network ScanJet 5 Utility, as described in Chapter 3, *Working at Your Computer*.)

7 Press Go to scan the document.

During Scanning

While your document is being scanned, the scanner control panel displays messages indicating the page number being scanned.

Note   When you scan documents using the scanner glass, press the `Go` key to scan each page. When you have completed the job, press `Complete`. All pages scanned will be considered one document.

At any point after you press `Go`, you can press `Abort` to stop the scanning process.

The control panel displays error messages if problems occur during scanning. See the troubleshooting information in Chapter 9, *Troubleshooting and Error Messages*, to resolve any problems that might occur.

When your scanning job is successfully completed, the scanner control panel displays Done and the number of pages scanned.

The control panel then displays the destination list again with the previous destinations selected. If you have another document to scan to the same destinations, you only need to press `Go`.

To scan to different destinations, press `Abort` to select new destinations, or press `Backspace` to return to the previous screen. Or, wait for a short period and the opening control panel screen will once again be displayed.

Scanning Double-Sided Documents
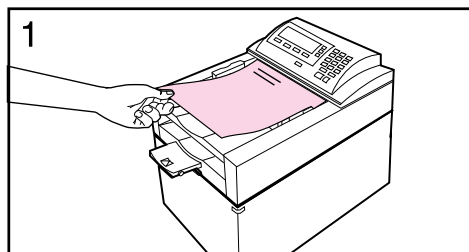
You can scan double-sided documents by inserting the document to be scanned into the document feeder twice.

After you've selected your scanning destinations and changed settings (if appropriate), press **Single/Double-Sided** icons so that the double-sided light is on.
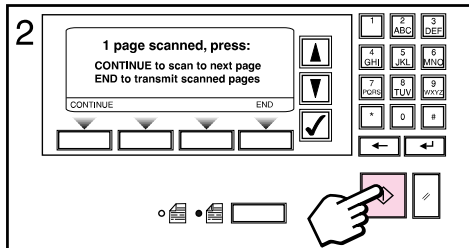
To scan a double-sided document

1 Place your document in the feeder with the first side face up and the top of the document going into the feeder first.
2 Press **Go** to begin scanning. As the document is being scanned, a message appears telling you that the scanner is scanning the front page.
3 When the scanner finishes the first side, the control panel prompts you to turn the document over. (The scanner does not automatically scan the other side; you must turn it over manually, placing the top of the document into the feeder first, as shown in the illustration.) Turn the document over and press **Continue**.

As the document is being scanned, the message Scanner is scanning the back page appears.

The scanned document will appear as one multi-paged, correctly-paginated document on your desktop.

Faxing to a Number Not Listed in Destination Lists

The fax server must be installed and running for you to scan a document to a fax machine.

To fax to a number not in a destination list

1 Place the pages (up to 50) face up in the automatic document feeder, or place a single sheet face down on the scanner glass, as described previously under "Loading a Document."

2 Press **Enter**.

3 Press **Fax**. The scanner control panel displays the Enter Fax Number screen.

Figure 12
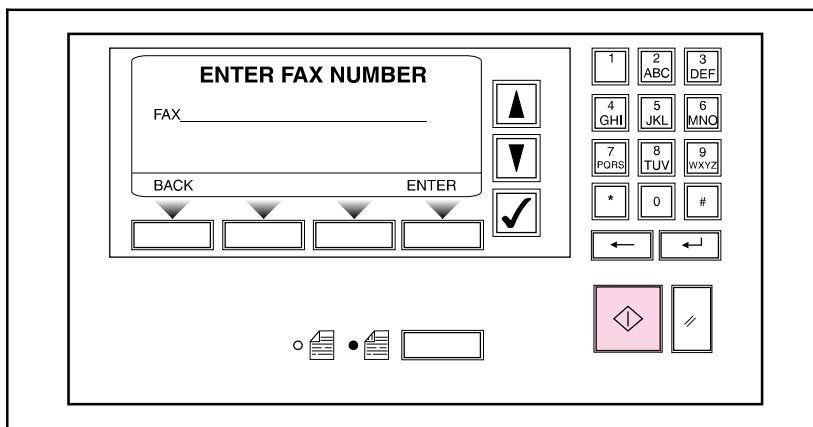
4 Using the keypad, type in the new fax numberand then press **Enter**. This temporarily adds the new fax number to the destination list.

5 Press **Go**.

Scanning to a Printer
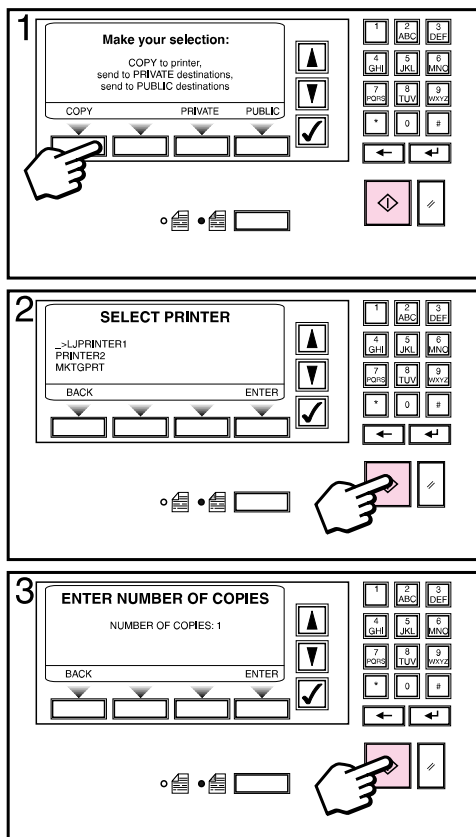
You can quickly make a copy of your document by scanning it directly to a printer. The printer name you select can refer to either a physical printer or a logical print queue.

To scan to a printer

1 On the main screen display of the scanner control panel, press `Copy`.

2 On the Select Printer screen, select the name of the printer to which you want to scan the document and press `Go`.

3 On the Enter Number Of Copies screen, use the keypad to enter the number of copies you want, and press `Go`.

3

Working at Your Computer

Using the HP Network ScanJet 5 Utility

The HP Network ScanJet 5 Utility is available to all registered users of the HP Network ScanJet 5 scanner and has been installed on your computer or on your network. Use the HP Network ScanJet 5 Utility to define your inbox, where you'll receive all scanned documents. You can also use the HP Network ScanJet 5 Utility to create a private destinations list, which you can display on the scanner control panel.

Starting the HP Network ScanJet 5 Utility

The HP Network ScanJet 5 Utility is started automatically when Windows is started, or you may double-click the HP Network ScanJet 5 Utility icon in the HP Network ScanJet 5 scanner program group or folder.

Creating and Maintaining Your Private Destination List

Your private destination list can contain any of the following:

- Individual user destinations, selected from the public destination list.
- Private distribution lists, created by choosing multiple users, fax numbers from the public or private destination list, or Internet e-mail addresses and grouping them into distribution lists.
- Public distribution lists, copied from the public destination list.
- Fax numbers, selected from the public or private destination list.
- Internet e-mail addresses, created in the HP Network ScanJet 5 Utility or imported from others' private destination lists.

Your private destination list may also contain automatic workflows, which you create in the HP Network ScanJet 5 Utility.

Once you define your private destination list, the scanner will display this list on the scanner control panel after you've selected your name (and entered your password) at the control panel. You can then build a temporary destination list from your private destination list prior to scanning a document.

Viewing Your Private Destination List

At any time, on the Profile tab of the HP Network ScanJet 5 Utility dialog box, you can view the destinations you have added to your private destination list.

To view your private destination list

1 Click the Profile tab in the HP Network ScanJet 5 Utility dialog box.
2 In the Tools box, select the type of destination you want to view. These destinations can be automatic workflows, faxes, or distribution lists.
3 Click either the summary or detailed icon to display information regarding the destinations.
4 To see the contents of a distribution list, select the name in the Destinations box and then click **Edit** or double-click the name.

Automatic Workflows

When you select an automatic workflow as a destination from the scanner control panel, the incoming electronic document bypasses your inbox and goes straight to the target application. An automatic workflow can be associated with a named group of settings that optimizes the scanning quality of the type of documents typically scanned to the application selected for the automatic workflow.

Note   If you select an automatic workflow, you cannot select any other destinations at the same time.

Automatic workflows can only be created by registered users in their private destination list. The PaperPort software must be installed in order to create an automatic workflow.

Note   The first time you scan to an automatic workflow, the PaperPort software Preferences dialog box may appear. Make any changes you want and click **OK** to continue.

To create an automatic workflow

1 On the Profile tab of the HP Network ScanJet 5 Utility, click **New** to display the New Destination dialog box.
2 Select Automatic Workflow.
3 Click **OK**.
4 In the Name box, type a name that will identify the automatic workflow in your destination list, such as "Scan to Paintbrush."
5 In the Application box, click the name of the application that will receive the scanned documents.
6 In the Setting box, select a setting appropriate for the application selected. (See the following procedure for information regarding settings.)
7 Click **OK**. The name of the new automatic workflow entry now appears in the Destinations box of the Profile tab when you click Automatic Workflow in the Tools box.

You can edit an automatic workflow by selecting it in the Destinations box and clicking **Edit**.

To create a setting

1 On the Profile tab of the scanner utility, click **New**.
2 Select Automatic Workflow and click **OK**.
3 In the Automatic Workflow Destination dialog box, in the Setting box, click **New**.
4 In the New Setting dialog box, enter a setting name in the Name box.
5 Specify the Image Quality by adjusting the following:
- **Resolution**—Select greater resolution to increase the clarity of an image. However, greater resolution increases file size.
- **Scaling**—Decrease or increase the size of an image from 4% to 400%.
- **Intensity**—Adjust the intensity value from 1 to 255.
- **Contrast**—Select lower numbers for blended images of gray shades; select higher numbers for stark black and white images. The Contrast option is not available if the Output Data Type is 1 bpp Threshold.
6 Specify the Data Format by using the following options:
- **Output Data Type**—Select an output data type, which will modify the number of bits per pixel.
- **Dithering**—If you have selected dithering as the output data type, specify the type of dithering.
- **Compression**—Select the type of compression you want to use to decrease file size. Select None to scan without compressing the file.

Note   CCITT G4 is not available if the Output Data Format is Grayscale 4 bpp or Grayscale 8 bpp or if the File Format is PCL5.

- **File Format**—Select a file format for the scanned document. TIFF Multipage is not available if the Output Data Type is Grayscale 4 bpp or Grayscale 8 bpp.
- **Background Control**—Select if you want background control.
- **Page Format**—Select the paper size for the scanned document. To use the size selected at the scanner control panel, select Control Panel Selected. To create a custom size, select Custom. Then type a size in the Width and Height boxes. For the width, you can type anything between 0.01 and 8.5 inches (0.01 and 21.58 cm). For the height, you can type anything between 0.01 and 14 inches (0.01 and 35.54 cm).

Note   If you select a paper size larger than the document you are scanning, a black boarder will appear on the image and the file size will become unnecessarily large. If you select a paper size smaller than the document you're scanning, you might cut off part of the image.

7 Click **OK**.

Distribution Lists

If you repeatedly scan to the same group of users, e-mail addresses, or fax machines, you can simplify your task by creating a distribution list to include these destinations.

To create a distribution list

1 On the Profile tab of the HP Network ScanJet 5 Utility dialog box, click **New**.
2 Select Distribution List.
3 Click **OK**.
4 In the Name box, enter a name for the distribution list. This is the name that will be displayed on the scanner control panel.
5 In the Available box, select a user, e-mail address, or a fax and click **Include** to display the selection in the Included box (and remove it from the Available box). You can include destinations from both your private and the public destination lists. Repeat until the distribution list is complete.
6 Click **OK** to close the dialog box. The name of the new distribution list appears in the Destinations box of the Profile tab when you click Distribution Lists in the Tools box.

You can edit the distribution list by selecting it in the Destinations box of the Profile tab and then clicking **Edit**.

Internet E-mail Destinations

You can send scanned documents to e-mail addresses in your private destination list. (You cannot put e-mail addresses in the public destination list.) This feature is available in the Window 95 and Windows NT environments.

If recipients view an incoming e-mail message directly from their e-mail application, they can view the document in Portable Document Format (.PDF) or multipage Tagged Image File (.TIF) format. You can find a free .PDF viewer for viewing .PDF e-mail messages on the Adobe website: www.adobe.com. Also, anyone with Windows NT 4.0 can view e-mail messages sent in .TIF format because the .TIF viewer is bundled with that operating system.

You can automatically send yourself a return copy of your e-mail messages. To do this, select the Options menu on the Profile tab. Select **Internet E-Mail** and then **Receive a cc: copy.** Select either **PDF** or **Multipage TIFF** as your file type. You can turn return copies off at anytime by selecting **None** in the **Receive a cc: copy** submenu.

You can select the language of standard text in your e-mail message when you are adding e-mail destinations in the New E-mail Destination dialog box under **Subject and Text**. Your language choices are English, French, Italian, German, Spanish, and Custom.

You can also create personalized subject line and text for all of your e-mail messages. To do this, select the Options menu on the Profile tab. Select **Internet E-Mail** and then **Customize message**.

To add an e-mail destination

1 On the Profile tab of the HP Network ScanJet 5 Utility dialog box, select **New**.
2 Select **Internet E-mail**.

Note   **Internet E-mail** is dimmed if e-mail is disabled. E-mail is disabled if you are using Novell NetWare or if the maximum number of e-mail addresses has been reached.

3 Click **OK**.

Note   The first time you create a destination, the E-mail Return Address window appears. Select the default .PDF or .TIF file type in the E-mail Return Address list box (depending on what viewer you have). Type your e-mail address and click **OK**. All return messages will come to this address.

4 In the New E-Mail Destination dialog box, type the recipient's name and e-mail address.

Note   To tell the difference on the control panel between entries such as e-mail and fax destinations, add a designation tag. For example, John Doe-E could be an e-mail destination and John Doe-F could be a fax destination for that same person.

5 Change the file type or predefined language for subject line and message text if desired.
6 Click **Add**.
7 Repeat steps 4-6 to add more addresses. (The information after the @ sign is preserved to simplify further entries.)
8 Click **Close** when you are finished.

To edit an e-mail destination

1 On the Profile tab of the HP Network ScanJet 5 Utility dialog box, select the destination you want to edit.
2 Select **Edit**.
3 Change the destination and click **OK**.

To delete an e-mail destination

1 On the Profile tab of the HP Network ScanJet 5 Utility dialog box, select the destination you want to delete.
2 Select **Delete**.
3 To confirm deletion, select **Yes**.

To change your e-mail return address

1 On the Options menu of the HP Network ScanJet 5 Utility dialog box, point to **Internet E-mail**.
2 Select **Return address**.
3 Change the e-mail address and select **OK**.

Note   To view your return address, select **Who Am I** on the Options menu.

To export e-mail destinations for others to use

1 On the Profile tab of the HP Network ScanJet 5 Utility dialog box, select the Options menu.
2 Point to **Internet E-mail** and select **Export**.
3 In the File name list box, assign a name to the file you are exporting.
4 In the Save in list box at the top of the dialog box, select the directory where you would like the file saved.
5 Click **Save**. The file is copied to the directory you selected.

To import e-mail destinations to your private destination list

1 On the Profile tab of the HP Network ScanJet 5 Utility dialog box, select the Options menu.
2 Point to **Internet E-mail**, and then click **Import**.
3 In the Look in list box, select the directory where the exported e-mail destination file is saved.
4 Select the file to import.
5 Select **Open**. The e-mail destinations in the file become part of your private destination list.

Fax Destinations

If a fax server is installed on your network and has been configured for the scanner, you can include fax numbers as part of your private destination list.

To create your fax destination list

1 On the Profile tab of the HP Network ScanJet 5 Utility dialog box, click **New**.

2 Select Fax.

3 Click **OK**.

4 In the Name box, type a name identifying the fax destination.

<table>
<tr><td>Note</td><td>To tell the difference on the control panel between entries such as e-mail and fax destinations, add a designation tag. For example, John Doe-E could be an e-mail destination and John Doe-F could be a fax destination for that same person.</td></tr>
</table>

5 In the Number box, type the fax number of the fax destination.

6 In the Retry box, click the down or the up arrow to select the number of times you want to redial if the destination fax is not answering.

7 In the Accounting Code box, type a code that you can use to keep track of fax expenses. This code appears with the fax number on the accounting log. If you don't enter accounting information here, the accounting information that your network administrator has associated with the fax server will be used.

8 Click **OK** to close the dialog box. The name of the new fax entry appears in the Destinations box of the Profile tab when you click Faxes in the Tools box.

You can edit the fax destination by selecting it in the Destinations box of the Profile tab and then clicking **Edit**.

Creating and Maintaining Your Inboxes

An inbox holds the scanned documents sent to an individual's computer (except those documents directed to a specific destination in an automatic workflow). You can have only one current inbox. The default inbox you identified when you installed the scanner software is used until you select a different one.

The Inbox tab lists supported inbox applications and devices that it finds on your computer, including the following:

- PaperPort software
- E-mail packages (Lotus cc:Mail, MS Mail, and MS Exchange)

Changing Your Current Inbox

The available inboxes the HP Network ScanJet 5 Utility detects on your computer are displayed on the Inbox tab in the Preferred Inbox list.

To change your preferred inbox, select the inbox you want to make the current one from the list. All new incoming scanned documents will be routed to the new inbox.

3 Working at Your Computer

Creating a New Inbox

You can create a new inbox in addition to those automatically recognized by the HP Network ScanJet 5 Utility. This may be necessary if you have developed an in-house application that you want to use as an inbox. Such applications could be common-directory applications, such as the Win95 Explorer shell extension, or a launch-application, which directs the HP Network ScanJet 5 Utility to start the specified application and place the scanned document in its directory. You can create three types of inboxes: directory, launch-application, and printer.

To create a new directory inbox

1 On the Inbox tab of the HP Network ScanJet 5 Utility dialog box, click **Add New Inbox**.
2 In the Add New Inbox dialog box, select Directory.
3 Click **OK**. The New Directory Inbox dialog box appears.
4 In the Name Of Inbox box, type a name for the inbox as it will appear in the Preferred Inbox list on the Inbox tab.
5 In the File Type box, select the file type you want to use to save scanned documents.
6 In the Directory Where Documents Should Be Stored box, enter the directory path to the location to save scanned documents.
7 Click **OK**.

To create a new launch-application inbox

1 On the Inbox tab of the HP Network ScanJet 5 Utility dialog box, click **Add New Inbox**.
2 In the Add New Inbox dialog box, select Launch-Application.
3 Click **OK**. The New Application Inbox dialog box appears.
4 In the Name Of Inbox box, type a name for the inbox as it will appear in the Preferred Inbox list on the Inbox tab.
5 In the File Type box, select a file type to use for scanned documents when opening them in the application.
6 In the Application To Start box, enter a file path to the application. Insert %F to indicate where the filename(s) of the document should be placed.
7 In the Directory Where Documents Should Be Stored box, enter the directory path for the location where you want to save the scanned documents.
8 Click **OK**.

To create a new printer inbox

1 On the Inbox tab of the HP Network ScanJet 5 Utility dialog box, click **Add New Inbox**.
2 In the Add New Inbox dialog box, select Printer.
3 Click **OK**. The New Printer Inbox dialog box appears.
4 In the Name Of Inbox box, type a name for the inbox as it will appear in the Preferred Inbox list on the Inbox tab.
5 In the Printer box, select the printer you want to use as an inbox.
6 Click **OK**.

Configuring an Inbox

You can change inbox properties after an inbox has been created. The information you can configure depends on the type of inbox, for example:

• **All inboxes**—Specify an inbox name.
• **Directory inboxes**—Specify the directory path for the folder that will hold incoming documents. Also specify the desired file format for these files.
• **Launch-application inboxes**—Specify the path to the application and a file format.
• **Printers used as inboxes**—Specify the printer name.

To configure an inbox

1 On the Inbox tab of the HP Network ScanJet 5 Utility dialog box, click **Inbox Properties**.
2 In the Inbox Properties dialog box, click the tab with the name of the inbox you want to configure.
3 Change inbox properties and click **OK**.

Disabling the Current Inbox

When you disable your current inbox, other people cannot send scanned documents to you, either by selecting your name or by selecting a distribution list that contains your name on the scanner control panel. When they attempt to send you a document, the control panel displays a message saying that the document can't be delivered to you because your inbox is disabled.

To disable your current inbox, select Disable Inbox on the Inbox tab.

Note   Even when your inbox is disabled, you can still send scanned documents to yourself as part of an automatic workflow you have defined.

Configuring PaperPort Software to Open Automatically

You can set PaperPort software to automatically open when you receive a new scanned document in your inbox. When the scanned document is received, it will automatically be opened and placed as an untitled item in the PaperPort software. For more information about using PaperPort software, see Chapter 4, *Working in PaperPort Software*.

To configure the PaperPort software to open automatically

1 On the Inbox tab of the HP Network ScanJet 5 Utility dialog box, click **Inbox Properties**.
2 Click the PaperPort tab.
3 Select Yes to set the PaperPort software to open when receiving a scanned document.
4 Click **OK**.

Choosing the Notification Method and Time

You can specify how often the HP Network ScanJet 5 Utility will check for new scanned documents. If you want to be notified when a scanned document arrives at your inbox, you can choose one of several notification methods.

To choose the notification method and time

1 On the Inbox tab of the HP Network ScanJet 5 Utility dialog box, click **Inbox Properties**.

2 Click the General tab.

3 Select the method by which you want to be notified:

- **Display A Message Box**—The scanner utility displays a message box.
- **Beep**—The scanner utility causes your computer to beep.
- **Flash the Window/Icon**—The scanner utility title bar (or icon when minimized) flashes.

4 Use the slider bar to specify how often to check for new scanned documents.

Creating or Changing Your Password

If you are a registered scanner user, you can use a password to access your private destination list on the scanner control panel.

To create or change your password

1 On the Inbox tab of the HP Network ScanJet 5 Utility dialog box, click **Inbox Properties.**
2 Type a new password in the **New** box.
3 Type the new password once again in the **Confirm** box.

Viewing Your Transaction Log

The transaction log lists all scanned documents you have sent and received, as well as errors that have occurred. For each job, the following information is given: user name, date, time, number of pages scanned, destination(s), success/failure of delivery.

To view the transaction log

1 On the Inbox tab of the HP Network ScanJet 5 Utility dialog box, click **Transaction Log**.
2 To print the transaction log, click **Print**.
3 To save the transaction log to a file, click **Save** to display the Save As dialog box. The log is saved as unformatted text in the file and location you specify.
4 To delete all log entries, click **Clear Log**.

4

Working in the PaperPort Software

General Features

The PaperPort software allows you to annotate, organize, and find scanned items. You can also electronically link scanned documents to other applications such as fax, electronic mail (e-mail), and word processing applications. Unless you specify otherwise, the PaperPort software is the default inbox for receiving scanned documents at your computer.

Page View and Desktop View

The PaperPort software has two ways to view scanned material:

- Page View is a close-up of one page at a time and allows you to read and annotate the page.
- Desktop View provides an overall view of the PaperPort items, shown as thumbnails (an icon representing a scanned item). In the PaperPort software, single-page scanned documents are referred to as items. Multi-page scanned items are referred to as stacks.

Figure 13
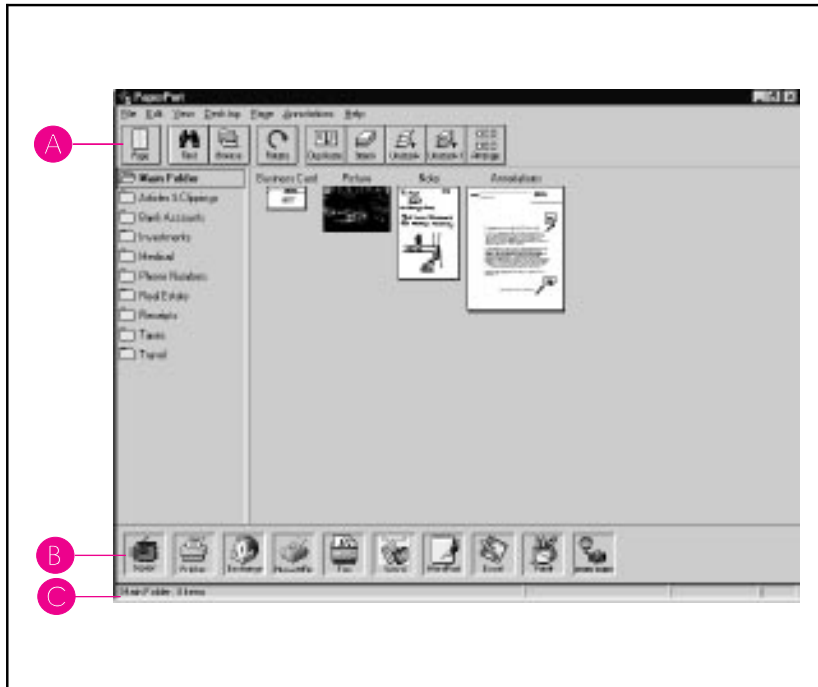
Desktop View displays the Command Bar(A), Link Bar(B), and Status Bar(C).
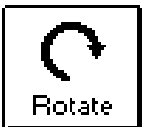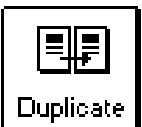
To switch between Desktop View and Page View

Switch between Desktop View and Page View in any of the following ways:

- Click **Desktop** or **Page** on the Command Bar.
- From the **View** menu, chose **Page View** or **Desktop View**.
- In Desktop View, double-click an item to display that item in Page View.

The Command Bar

The buttons on the Command Bar provide quick access to various commands on the menus. Some of the buttons are not available in both views.

Icon	Description	Icon	Description
Desktop	**Desktop**—Switches from Page View to Desktop View. Available only in Page View.	Stack	**Stack**—Stacks selected items into one stack. Available only in Desktop View.
Page	**Page**—Switches from Desktop View to Page View. Available only in Desktop View.	Unstack	**Unstack**—Unstacks the pages of the selected stack. Available only in Desktop View.
Find	**Find**—Finds an item in the Desktop View; finds annotations in Page View.	Unstack1	**Unstack 1**—Unstack the current page of the stack. Available only in Desktop View.
Browse	**Browse**—Shows a list of items.	Arrange	**Arrange**—Rearranges the items in Desktop View.
Rotate	**Rotate**—Rotates the selected item 90 degrees to the right.	OLE Rtn	**OLE Rtn**— Switches to the application you are using with OLE. Available only when using an OLE feature.
Duplicate	**Duplicate**—Makes an electronic copy of the selected item. Available only in Desktop View.		

4 PaperPort Software

Setting Preferences

You can customize the PaperPort software so that it is displayed according to your preferences.

To select preferences

1 From the **Edit** menu, choose **Preferences**. The PaperPort Preferences dialog box appears.

2 Click the **Desktop** icon.

3 Select the options you want. The options are explained in the following table.

Option	Description
Scan to Desktop	As you scan items, they appear on the PaperPort desktop view as thumbnails.
Scan to Page View	The scanned items first appear in Page View instead of Desktop View.
Show Text with Icons	When this option is selected, the buttons on the Command Bar have names on them. When this option is cleared, the buttons will be smaller and will not have any text on them.
Show Tool Tips	Displays short descriptions of the Command Bar buttons and Annotations.
Color Screen	Select this option if your computer has a color monitor; otherwise clear this option.
Maximize Window at Startup	Select this option if you want the PaperPort window to be maximized (fill the computer screen) when the PaperPort software starts.
Use Gray Dialog Background	Will show PaperPort boxes with a gray instead of a white background. The gray background color appears the next time you restart Windows.

4 Click **OK** to save the Desktop Preferences and exit the Preferences dialog box.

Automatic Saving

Every item in the PaperPort software is automatically saved as soon as you scan it. Any changes that you make to an item, such as adding a note or giving an item a new title, are automatically saved as well.

If you want to delete items from the Desktop but save back-up copies or save them in some other format, such as .BMP or TIFF, from the **File** menu, choose **Export**. For details see Chapter 7, *Importing and Exporting with the PaperPort Software*.

Giving Titles to Items

The PaperPort software items can have titles of up to 30 characters long, such as "Smithers Contract" or "Letter to Jones, Ltd."

The title of an item appears in the following three places in the PaperPort software:

- At the top of the item in Desktop View
- On the Document Navigator (under the Command Bar) in Page View
- On the Status Bar

To retitle an item in Desktop View

1 Select the item. If you have not titled an item, the PaperPort software automatically names the item "Untitled."
2 Click the title. An edit box appears around the title.
   - Or -
   From the **File** menu, choose **Change Title**. An edit box appears around the title.
3 Type the new title, and press **Enter**. The item will have the new title.

To retitle an item in Page View

1 From the **File** menu, choose **Change Title**. The Change Item Title dialog box appears.
2 Enter a new title for the item, and click **OK**. The item will have the new title.

4 PaperPort Software

Displaying and Hiding Elements

Display or hide the Folders, Command Bar, Link Bar, Status Bar, or Tool Palette by selecting each from the **View** menu. A check mark next to the menu item indicates the tool bar or folders are visible.

Not all menu items are available in both views.

Rotating or Flipping an Item

Rotate a page in 90 degree increments or flip it in 180 degree increments to change the direction of an image on the page.

To rotate or flip an item

1 Select the page you want to rotate, or display it in Page View.
2 Do any one of the following:

• From the **Page** menu, choose **Rotate Right** or **Rotate Left** to rotate the item 90 degrees.

• On the Command Bar, choose **Rotate Right** to rotate the item 90 degrees to the right.

• From the **Page** menu, choose **Flip** to rotate the item 180 degrees from its current position.

Note   Annotations and pages that have annotations cannot be rotated. To temporarily remove the annotations and rotate the page, select the annotations and from the **Edit** menu choose **Cut**. Then rotate the page. If you choose **Paste**, the annotations will be restored but not rotated.

Deleting Items

Deleting an item permanently removes it from your computer. If you want to save an item, from the **File** menu choose **Export** before deleting the item from the PaperPort software. For more information on exporting files, see Chapter 7, *Importing and Exporting with the PaperPort Software*.

To delete an item

1   Select the item in Desktop View, or display the item in Page View.
2   Press Delete .
    - Or -
    From the **File** menu, choose **Delete Item**.
    - Or-
    In Desktop View, choose **Delete** from the **Edit** menu.
3   Click **Yes** to delete the item.
    - Or -
    If you have selected multiple items, click **Yes to All** to delete all items at once.

Undoing an Action

To undo the last action you made in the PaperPort software, from the **Edit** menu, choose **Undo**. For example, if you move a thumbnail on the Desktop, choose **Undo Move**, and the thumbnail will move back to its original location. Similarly, if you highlight a section of text on a page in Page View, choose **Undo Highlight** to remove that highlighting.

When you undo an action, the **Undo** command changes to **Redo**. **Redo** replaces anything you deleted with **Undo**.

To undo all annotations and other changes made to the item, in Page View, choose **Undo All Changes** from the **Edit** menu.

4 PaperPort Software

Working in Desktop View

Desktop View provides an overall view of PaperPort items and stacks. Each item in Desktop View is shown as a thumbnail (an icon representing a scanned item).

Selecting and Deselecting Items

Before performing an action on an item, such as moving it or printing it, you must select the item. A red (or dark) line around an item indicates that it is selected.

To select items in Desktop View

- To select a single item, click its thumbnail.
- To select multiple items, click each thumbnail while holding down **Shift** or **Ctrl**.
  - Or -
  Position the cursor, click the left mouse button, and drag a selection box around the items you want to select. Release the mouse button to select the items. Any item partially enclosed or touched by the selection box will be selected.
- From the **Edit** menu, select all items by choosing **Select All**.

To deselect items in Desktop View

- To deselect a single item, click elsewhere on the screen.
- To deselect a single item from a group of selected items, hold down **Shift** and click each item you want to deselect.
- To deselect all items, choose **Deselect All** from the **Edit** menu.
  - Or -
  Click elsewhere on the screen.

Moving and Arranging Items

If you would like to organize the items in Desktop View, you can either move each thumbnail with the mouse or use the PaperPort software's Arrange feature.

To move an item, drag it to a new location in the Desktop View.

To arrange all of the items in Desktop View, from the **Desktop** menu choose **Arrange Desktop**, or on the Command Bar, click **Arrange**. The thumbnails are automatically arranged in rows on the screen.

If you want only to arrange certain items in Desktop View, select the items you want to arrange. Then from the **Desktop** menu, choose **Arrange Selected Items**. The selected items will be arranged in rows after the unselected items.

Duplicating Items

Create a duplicate of a selected item in Desktop View in any of the following ways:

- From the **Desktop** menu, choose **Duplicate Item**.
- On the Command Bar, click **Duplicate**.
- Press Ctrl while dragging the item to another location in Desktop View. The pointer will have a plus (+) sign in it to indicate the selected item will be duplicated.

Working in Page View

Page View displays an item one page at a time and allows you to read and add annotations to a page. Use the Navigators to display other pages of a stack, see other items, or enlarge the image.

Figure 14
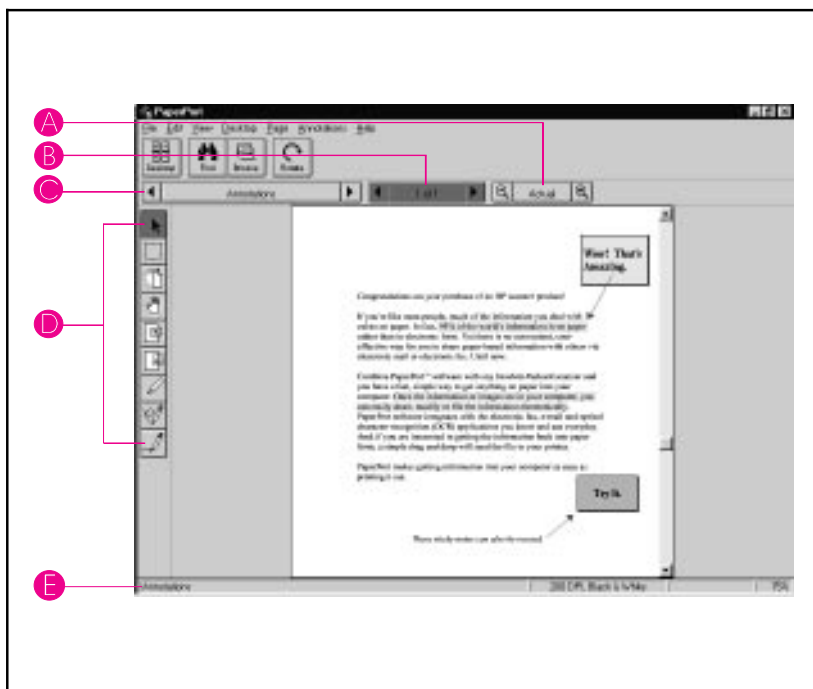
A Zoom Navigator—Click the "minus" and "plus" magnifying glasses to reduce or enlarge the image. Click Actual to return the image to its actual size. The scale of the image is shown on the right side of the Status Bar.

B Page Navigator—Click the arrows to scroll between pages in the stack. Click between the arrows to activate the Go To Page feature.

C Document Navigator—Click the arrows to scroll among the items in the PaperPort software. Click between the arrows to see a list of the items in the PaperPort software.

D Annotation Tool Bar—Use these tools to add notes, highlight areas, or cut and paste selections. For more information on using the Annotation Tools, see Chapter 6, *Annotating Scanned Items*.

E Status Bar—Use to view information about the current item: the title, the dots per inch at which the item was scanned (resolution), whether the image is color or black and white, and the percentage of enlargement or reduction of the page.

Changing the Display Size of an Item

Use the Zoom Navigator or **Zoom** commands from the **View** menu to zoom in and display the details of a page, or zoom out and make the page smaller on the screen while in Page View. The page magnification is shown in the status bar in Page View. Use any of the following methods to change the display size:

- From the **View** menu, choose **Zoom In** or **Zoom Out**.
- Click the plus (+) or minus (-) magnifying glass on the Zoom Navigator.
- From the **View** menu, choose **Actual Size** or click **Actual Size** on the Zoom Navigator to view the page at its actual size (100%).
- From the **View** menu, choose **Fit to Window** to enlarge or reduce an item to fit the entire item into the Page View window.

Panning an Item

Panning an item is a quick way to scroll through an item in Page View when the entire item is not visible on the screen.

To pan an item

1 Display the item in Page View.
2 Click **Pan** on the Annotation Tool Bar.
3 Place the pointer on the item. The pointer changes to a hand.
4 Press the mouse button and drag up, down, right, or left. The area of the page you are viewing changes as you drag the pointer.

The Pan tool remains active until you deselect it or view a different item.

Inverting an Image

This feature allows you to change an item from black-on-white to white-on-black.

To invert an image

1 Display the item in Page View.
2 Choose **Invert** from the **Page** menu. The image is reversed from black-on-white to white-on-black. Gray shades are reversed as well.

Repeat these steps to change the image back to its original appearance.

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Managing Scanned Items

Working with Stacks

In the PaperPort software, a stack is an item with multiple pages. Use the stack feature to organize multipage documents.

When you use the automatic document feeder to scan a document, the document will appear as a multipage stack in Desktop View. When you scan an item, each scanned page appears in Desktop View as a one-page, untitled item.

Creating Stacks

Any page or stack in Desktop View can be stacked onto any other page or stack.

To stack items using drag-and-drop

1 In Desktop View, select the item to stack.
2 Place the pointer on the selected item, and press and hold down the left mouse button.
3 Move the pointer onto the second (target) item so the target item becomes highlighted, and release the mouse button.

The selected item is stacked on top of the target item. Repeat steps 1 through 3 to stack additional items.

Note You can add Summary Information about the stack after creating it. Summary Information for individual pages that are then stacked is retained only for the bottom page in the stack. For details, see "Adding Summary Information to Items" in Chapter 7.

To stack items using the Stack Selected Items command or the Stack button

1 In Desktop View, select the items you want to stack in the order that you want them to be stacked. The first item selected will be on top.

2 From the **Desktop** menu, choose **Stack Selected Items**.
- Or -
Click **Stack** on the Command Bar.

Navigating within a Stack

To move between pages in a stack, select the stack and click the arrows on the scroll bar (Page Navigator) below the stack. To move to a specific page in a stack, click the middle of the Page Navigator scroll bar to bring up the Go To Page dialog box or choose **Go To Page** from the **Page** menu. Then enter the page number.

Unstacking Pages

Unstack pages to move pages to another stack, replace pages with new ones, or delete pages from the stack without disturbing the rest of the pages.

Note   You do not need to unstack pages to add annotations. Double-click a stack to display it in Page View, where you can see and annotate the pages one page at a time.

To unstack a single page from a stack

1 In Desktop View, select the stack.

2 Use the Page Navigator to display the page you want to unstack.

3 From the **Desktop** menu, choose **Unstack Current Page**.
- Or -
Click **Unstack 1**.

The PaperPort software unstacks the selected page and displays it as a new, untitled item.

To unstack a whole stack

1 In Desktop View, select the stack.
2 From the **Desktop** menu, choose **Unstack**.
- Or -
Click **Unstack** on the Command Bar.

The PaperPort software unstacks the pages, and shows all of the pages as selected, untitled items in Desktop View.

Note   Any Summary Information for a stack is lost during the unstacking.

Reordering Pages in a Stack

After creating a stack, you can reorder the pages.

To reorder the pages in a stack

1 In Desktop View, select the stack.
2 From the **Desktop** menu, choose **Reorder**. A dialog box displays the current order of the pages in the stack. If the page you want to reorder is not visible, use the horizontal scroll bar.
3 Select the page you want to move.
4 Drag the page to its new location. A vertical line shows the new location of the page.
5 Click **OK** to close the dialog box. The pages reorder automatically.

5 Managing Scanned Items

Inserting a Page in a Stack

Both the page you want to insert and the target stack must be displayed in Desktop View.

To insert a page in an existing stack

1 In Desktop View, select the target stack.
2 Use the Page Navigator to move to the location where you want to insert the new page.

Note   The new page will be inserted on top of the current page.

3 Select the page you want to insert and drag it onto the target stack. The PaperPort software places the page at the new location.

Alternatively, you can drag a page onto the stack and reorder the pages using **Reorder**. For more information on using the Reorder command, see "Reordering Pages in a Stack" earlier in this section.

Tip   You can insert a new page into a stack as a section separator. To create a new, blank page in the PaperPort software, choose **New Item** from the **File** menu. The PaperPort software displays a new untitled item. You can then insert it into the stack.

To add a page at the end of a stack

1 In Desktop View, select the stack.
2 Drag the stack onto the page.

Note   When you add a page at the end of a stack, any summary or title information for the stack will be lost.

To copy a page in a stack

1 In Desktop View, select the stack.
2 Use the Page Navigator to move the page you want to copy to the top of the stack.
3 From the **Desktop** menu, choose **Duplicate Current Page**. A duplicate of the selected item appears as a new, untitled item in Desktop View.

Working with Folders

Create folders in the PaperPort software to help you organize your scanned items and stacks.

Filing Items in Folders

The PaperPort software provides you with an initial set of folders that appears in a column down the left side of Desktop View. The default names for these folders are as follows:

- Main Folder
- Articles & Clippings
- Bank Accounts
- Investments
- Medical
- Phone Numbers
- Real Estate
- Receipts
- Taxes
- Travel

To file an item in a folder

1 In Desktop View, select the item to file.
2 Drag it to the target folder. When the folder title is highlighted, release the mouse button. The folder flashes to let you know the selected item has been filed.

To move items between folders

1 Open the folder in which the item currently resides.
2 Select the item.
3 Drag the item onto another folder. When the title of the target folder is highlighted, release the mouse button. The folder title flashes to let you know the selected item has been filed.
- Or -
From the **Desktop** menu, choose **Move to Folder**, select the target folder, and click **OK**. The PaperPort software moves the item into the new folder.

5 Managing Scanned Items

To copy items to another folder

- Hold down **Ctrl** as you select an item and drag the item into the new folder. The title of the target folder flashes to let you know the selected item has been copied and filed.
  - Or -
  Select the item. From the **Desktop** menu, select **Copy to Folder**, select the target folder, and click **OK**. The PaperPort software copies the item into the new folder.

Displaying Items in Folders

Display either thumbnails of the contents of a single folder or a list of the contents of all your folders (with a thumbnail of the item selected). The contents of a folder are always displayed in the order in which they appeared when you last opened the folder.

To display items in a folder

- Click the folder icon. Thumbnails of the contents of the folder are displayed on the Desktop.
- Click another folder icon to close the currently open folder.

To display a list of folder contents

1 From the **Edit** menu, choose **Browse**, or click **Browse** on the Command Bar. The Browse dialog box appears. In Desktop View, the dialog box lists all of the folders and their contents. In Page View, only the contents of the open folder are listed.
2 Select an item in the list to display its thumbnail.
3 Double-click the selected item. The item is displayed in Desktop View. The icons to the left of the item's name indicate which items are stacks and which are single pages. You can see the pages of a selected stack by clicking the Page Navigator on the thumbnail.

Creating, Renaming, and Deleting Folders

Delete, rename, or create new folders to match the way you organize information. The Main Folder, at the top of the column, cannot be deleted. It is the default folder into which all scanned items are placed if the PaperPort software is not running when you scan the item. If the PaperPort software is running and a folder is open, the item is filed automatically in the open folder.

Note   You can create only one level of folders; that is, you can't create folders within folders.

To create a folder

1 From the **File** menu, choose **New Folder**.
2 In the New Folder dialog box, type the title for the folder. The title can be up to 30 characters.
3 Click **OK**. The folder appears in the folder column. Folders are arranged in alphabetical order, but the Main Folder is always first.

To rename a folder

1 Select the folder that you want to rename. Its current title is highlighted.
2 Click the title again to select it for editing.
3 Type the new title and press **Enter**.

To delete a folder

1 Select the folder you want to delete.
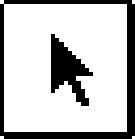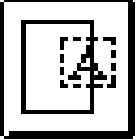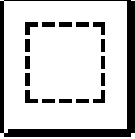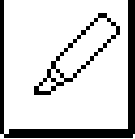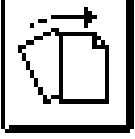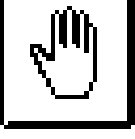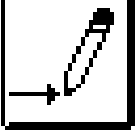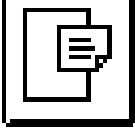
Note   When you delete a folder, you delete all the items in it. If you want to save any items, first move the items to another folder.

2 From the **Edit** menu, choose **Delete**. A message asks you to confirm the deletion. If the folder contains items, a message also asks if you want to delete each item. You can delete items one by one or all at the same time.
3 Click **Yes** to delete the folder, or click **No** to keep it.

5 Managing Scanned Items

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Annotating Scanned Items

Using the Annotation Tools

In Page View, the Annotation Tool Bar is displayed on the left side of your monitor. Annotation tools are described in the following table.

Icon	Description	Icon	Description
	Edit Annotations (Pointer) —Selects, moves, and resizes annotations on a page.		**Add Text (Markup)**—Add a line of text. Useful for filling in preprinted forms because the form will remains visible as you type text.
	Select an Area (Select)— Selects an area to cut or copy for pasting.		**Add Highlighting (Highlighter)**—Highlights any line of text on a page.
	Align the Page (Straighten Page)—Straightens an item that was skewed when scanned, either horizontally or vertically.		**Add Freehand Annotation**— Draws freehand marks, such as circling text and underlining sentences.
	Pan Image (Hand)—Quickly scrolls an item up, down, right, or left.		**Add Line or Arrow**—Draws straight lines, with or without arrowheads, to point to specific parts of a page.
	Add Sticky Note—Writes a note at any place on the page.		

Copying, Cutting, and Pasting

The PaperPort software allows you to copy, cut, and paste items within the PaperPort software and between it and other applications.

The **Copy As Text** command on the **Edit** menu uses the OCR feature to copy text from the PaperPort software to another application. For details, see "Word Processor OCR Link" in Chapter 8.

To copy and paste items

1 In Page View on the Annotation Tool Bar, click **Select an Area**. The cursor changes to a cross hair.
2 Drag the cross hair to enclose the area you want to copy. A dashed box appears around the area as you select it. If you need to increase or decrease the size of the area that you selected, drag one of the selection handles on the dashed selection box.
3 From the **Edit** menu, choose **Copy**.
4 To paste onto another page, display that page in Page View.
- Or -
To paste the selection in Desktop View, switch to Desktop View.
5 From the **Edit** menu, choose **Paste**. The copied item appears in the top left corner in Page View or as a new item in Desktop View.
6 Drag the item to its new position in Page View.
7 Click anywhere on the page when you have finished.

N o t e You cannot use **Select an Area** to copy and paste annotations. For information about copying and pasting annotations, see "Fine-Tuning Annotations" later in this chapter.

To copy and paste items to another application

N o t e When copying to another application, the copied item appears on the current page in that application. The pasted item can then be moved to its correct position in that application.

1 In Page View on the Annotation Tool Bar, click **Select an Area**. The cursor changes to a cross hair.
2 Drag the cross hair to enclose the area you want to copy. A dashed box appears around the area as you select it.
3 From the **Edit** menu, choose **Copy**.
4 Switch to the application and position the cursor where you want to paste the item.
5 From the **Edit** menu, choose **Paste**. The copied item appears. A pasted selection is treated as a graphic; you cannot edit the text.
6 Select the item and drag it to its new location.
7 Click anywhere on the page when you have finished moving the item.

To copy and paste an item from another application

N o t e   If the copied image is a graphic, pasting it into Desktop View will create a new item with the image on it. Pasting it into Page View places the image on the page being displayed.

If the copied image is text, it can be posted to a sticky note or an Add Text markup note in Page View. The copied text cannot be pasted directly to an item in Desktop View.

1 In the other application, copy or cut the information to the clipboard.
2 In Page View, display the target page.
3 On the Annotation Tool Bar, click **Add Text**.
4 Position the cursor on the target page, and click the left mouse button.
5 From the **Edit** menu, choose **Paste**. The copied image will appear on the displayed page.

Cropping an Item

Crop an item to display only a portion of it. The portion inside the crop marks remains, and the portion outside the crop marks is deleted.

To crop an item

1 In Page View on the Annotation Tool Bar, click **Select an Area**. The cursor changes to a cross hair.
2 Drag the cross hair to enclose the area you want to crop. A dashed box appears around the area as you select it. If you need to increase or decrease the size of the area that you selected, drag one of the handles on the dashed selection box.
3 From the **Edit** menu, choose **Crop**. The portion of the item outside of the selection box is removed from the page. The thumbnail in Desktop View indicates that an area has been cropped from the page.

Working with Sticky Notes

Sticky Notes can contain several lines of text and can be placed anywhere on an item. When you place a Sticky Note on a page, the note covers the information beneath it. However, you can make Sticky Notes as large or small as you like or collapse them to minimize the amount of information that is hidden. You can change the color of the text or its background, as described in "Fine-Tuning Annotations" later in this chapter.

Use **Find Annotation** to search for text on both Sticky Notes and on Markup text.

To add a Sticky Note

1 In Page View on the Annotation Tool Bar, click **Add Sticky Note**. The cursor changes to a small sticky-note symbol with cross hairs.
2 Click anywhere on the item, and the default note size appears. The insertion point is ready for you to begin typing.
3 Type the note text. The note box expands to accommodate the amount of text you type.
4 Click **Edit Annotations**, then select the note. Drag the handles on the note box to resize it.

To collapse a Sticky Note

1 In Page View on the Annotation Tool Bar, click **Edit Annotations**.
2 Select the note or notes that you want to collapse.
3 From the **Annotations** menu, choose **Collapse Sticky Notes**. All selected notes change to a collapsed form.

Tip   Avoid putting collapsed sticky notes close together on the page if others will be viewing the item using the PaperPort Viewer. In the PaperPort Viewer, all notes are collapsed or expanded. If placed too close together, some notes may overlap when expanded.

To expand a collapsed Sticky Note

1 In Page View on the Annotation Tool Bar, click **Edit Annotations**.
2 Double-click on the note you want to expand.
   - Or -
   From the **Annotations** menu, choose **Expand Sticky Notes**. The selected note expands. Double-click on the note. The text pointer appears at the beginning of the note so that you can start typing new text.

Adding Markup Text

Use **Add Text** for preprinted forms. The added text looks and prints just as if you had typed it on the original form.

To add Markup text

1 In Page View on the Annotation Tool Bar, click **Add Text**. The cursor changes to an insertion point.
2 Select the location in the target item where you want to add a markup and type the text.
3 To end the note, click elsewhere on the page.
   - Or -
   Select one of the other Annotation tools.

Markups should be a single line. You cannot press enter and type a second line.

Highlighting Information

Use the Highlighter tool to emphasize or mark important paragraphs or key phrases of an item.

To highlight an item

1 In Page View on the Annotation Tool Bar, click **Add Highlighting**.
2 Position the cursor at the beginning of the text, hold down the left mouse button, and drag the cursor across the text you want to highlight.

Adding Freehand Annotations

Use **Freehand** to draw, underline, circle, scribble, or mark an item.

To add a freehand annotation

1 In Page View on the Annotation Tool Bar, click **Add Freehand Annotation**. The cursor changes to a pencil.
2 Drag the pencil to make annotations on the item.

To change the line width of the freehand annotation

1 In Page View on the Annotation Tool Bar, click **Edit Annotations**.
2 Select the freehand annotation.
3 From the **Annotations** menu, choose **Line Width**.
4 Select one of the line width options. The selected freehand annotation is displayed in the new width.

Drawing Lines and Arrows

Use **Add Line or Arrow** to point to important details or connect an annotation to an area in an item.

To add lines and arrows

1 In Page View on the Annotation Tool Bar, click **Add Line or Arrow**. The cursor changes to a cross hair.
2 Drag the mouse to draw a line with an arrow.

To change the line width or arrowheads

1 In Page View on the Annotation Tool Bar, click **Add Line or Arrow**.
2 Select the line or arrow. Handles appear at each end.
3 From the **Annotations** menu, choose **Line Arrowhead** or **Line Width**.
4 Select one of the arrowhead or line-width options. The selected line or arrow is drawn with the new arrowhead style.

Creating New Items

You can create a new, blank item, and then add annotations or copy and paste text or graphics onto it.

To create a new item

1 From the **File** menu, choose **New Item**.
2 A new, blank item appears. In Page View you can cut and paste items onto the new item.

Adding Graphics to Items

A picture or graphic can be added to an item. Use this feature to incorporate art from other applications.

To add a graphic

1 Launch the application that contains the graphic and display the graphic.
2 Copy the graphic to the Clipboard. The graphic cannot be larger than the page you're pasting it to in the PaperPort software. If you think the graphic won't fit on the page, try reducing its size within the application before copying it to the PaperPort software.
3 Switch to the PaperPort software.
4 Display the target item in Page View. If you paste the selected graphic in Desktop View, a new item is created containing the selected graphic.
5 From the **Edit** menu, choose **Paste**. The graphic appears in the item at the upper-left corner of the page with a dotted outline around it.

N o t e   Do not click anywhere else on the page or on another tool until the graphic is positioned exactly as you want it. If you click elsewhere on the page or if you click on another tool, the graphic is deselected and embedded in the page, and it cannot be moved. If the graphic is not where you want it, choose **Undo Paste** or **Undo All** from the **Edit** menu.

6 To move the graphic, place the pointer within the dotted outline. The pointer changes to a hand.
7 Drag the graphic to the new location.
8 When the graphic is positioned where you want it, click elsewhere on the page. The graphic is now embedded in the item.

Fine-Tuning Annotations

You can fine-tune an annotation by specifying the font and color of the text or background or by moving and resizing the annotation.

Selecting the Font or Color

You can select the font, style, point size, or color of the text of a text markup or Sticky Note before or after typing it. You can also change the color of an annotation already drawn on the page.

To set the font, style, point size, or color

1 In Page View on the Annotation Tool Bar, click either **Add Text** or **Add Sticky Note**.
2 From the **Annotations** menu, choose **Font**.
3 Select options from the **Font**, **Font Style**, **Size**, or **Color** lists. As you make your selections, the sample changes to show you the new font characteristics.
4 Click **OK**. When you type text with the annotation tool, the text will have the new font characteristics.

To edit the font features of an existing annotation

1 On the Annotation Tool Bar, click **Edit Annotations**.
2 Select the annotation.
3 From the **Annotations** menu, choose **Font**.
4 Select new font features from the Font dialog box, and then click **OK**. The text in the annotation will have the new characteristics. If necessary, the annotation box will resize to fit the new text.

To set the color for a tool

1 On the Annotation Tool Bar, click a tool.
2 From the **Annotations** menu, choose **Color**.
3 Select the color you want to use and click **OK**. Now the tool will draw in that color. If you click the Sticky Note tool, the background of the sticky note annotation will be the color you selected.

To change the color of text, use the **Font** command as described earlier in this section.

To change the color of an existing annotation

1 On the Annotation Tool Bar, click **Edit Annotations**.
2 Select the annotation to recolor.
3 From the **Annotations** menu, choose **Color**.
4 Select a new color from the Color dialog box, and then click **OK**.

Note   You cannot change the background color of Add Text annotations.

Editing Annotation Text

You can edit the text of a Sticky Note or markup.

To edit annotation text

1 In Page View on the Annotation Tool Bar, click **Edit Annotations**.
2 Double-click the annotation containing the text. The cursor becomes a text-insertion pointer in the text.
3 Edit the text. Use the standard Windows editing features to edit the annotation text. You can also use **Cut**, **Copy**, **Paste**, and **Delete** from the **Edit** menu.
4 When you are finished editing, click elsewhere on the page, or select one of the other annotation tools.

Moving and Resizing Annotations

After adding an annotation, you can move it to another location on the page or change its size

To resize annotations

1 In Page View on the Annotation Tool Bar, click **Edit Annotations**.

2 Select the annotation you want to resize. Handles appear on the frame surrounding the annotation, indicating it is selected.

Freehand and Add Text annotations cannot be resized.

3 Point to the handle to drag. The pointer becomes a resize pointer.

4 Drag a handle to change the size.

To move an annotation

1 In Page View on the Annotation Tool Bar, click **Edit Annotations**.

2 Select the annotation you want to move.

3 Point inside the annotation box (not on a handle).

4 Drag the annotation to the new location.

For information on moving annotations to a different page or item, see "Copying, Cutting, and Pasting Annotations" later in this section.

Copying, Cutting, and Pasting Annotations

To move an annotation to a different page in a stack or copy and use it in another item, use **Cut**, **Copy**, and **Paste** from the **Edit** menu.

Note   You cannot copy annotations to documents in other applications.

To copy, cut, and paste annotations

1 In Page View on the Annotation Tool Bar, click **Edit Annotations**.

2 Select the annotations that you want to cut or copy.

3 From the **Edit** menu, choose **Cut** or **Copy**.

4 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 item.

5 From the **Edit** menu, choose **Paste**. The pasted annotation appears at the top-left corner of the page.

6 Drag the annotation to the location you want.

Displaying and Hiding Annotations

You can display or hide annotations in the PaperPort software. Activate these options using **Show Annotations** on the **Annotation** menu.

Note   When **Show Annotations** is checked, the annotations will be visible on all Desktop items.

Undoing Annotations

The undo options only apply to the page on which you're working.

To undo the newest annotation, from the **Edit** menu, choose **Undo New Annotation**. The last annotation added to the page is removed. This command is only available immediately after you add a new annotation. If you do anything else, such as move or resize the annotation or switch to another page and back, the **Undo New Annotation** command is no longer available.

To undo all the annotations, from the **Edit** menu choose **Undo All Changes**.

Deleting Annotations

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

To delete annotations

1 In Page View on the Annotation Tool Bar, click **Edit Annotations**.
2 Select the annotation(s) you want to delete.
3 Press Delete .
   - Or -
   From the **Edit** menu, choose **Delete**.

7

Importing and Exporting with the PaperPort Software

Using the Import and Export Feature

Using the PaperPort software, you can import files created in other applications and export files to other applications. Importing allows you to edit, organize, or annotate in the PaperPort software. Exporting allows you to save a copy of an item either as a backup or in another file format.

The PaperPort software can import and export items in the following file formats:

Format	Description
PaperPort file (.MAX)	A file previously saved in the PaperPort software for Windows or the PaperPort software for Macintosh.
Bitmap (.BMP)	A format used often for displaying and storing images.
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 platforms, such as Microsoft Windows and Macintosh. The PaperPort software supports single and multipage TIFFs.
PC Paintbrush (.PCX)	A format commonly used for paint applications.
Windows Images (.DCX)	A format for multipage .PCX files.
Joint Photographic Exports Group (.JPG)	An international standard for the compression of digital photographic images.
Graphic Interchange Format (.GIF)	A format for images on online services and the World Wide Web.

To import a file created in another application or to open a previously exported item

1 From the **File** menu, choose **Import**.
2 From the List Files of Type drop-down list, select the format type.
3 In the File Name list, select the file to import and click **OK**.

Exporting Items

Exporting an item saves a copy of it as a file. The original item remains in the PaperPort software.

Note If you export a PaperPort software item in any format other than a PaperPort (.MAX) file, annotations in that file cannot be edited, deleted, or moved. If the annotations are hidden, they are not exported.

To export an item as a file

1 In Desktop View, select the item you want to export. To export one page from a stack, display the page, unstack the page, and select it.
2 From the **File** menu, choose **Export**.
3 In the Export Files as Type drop-down list, select the file format.
4 Select the drive and directory where you want to save the item.
5 Type the name of the file in the File Name box. If you don't type a name for the file, the PaperPort software uses the item's title. If the title is longer than eight characters, the PaperPort software uses only the first eight characters of the title.
6 Click **OK**.

Exporting Compressed Files

Because exported files can sometimes be large and take a long time to export, the PaperPort software has a built-in compression feature for files that are exported in the .JPG file format.

Compression speeds up the export process, but at the same time decreases the image quality. The PaperPort software lets you adjust the image quality setting to meet your particular needs.

To set compression and image quality

1   From the **Edit** menu, choose **Preferences**.
2   In the Category list, click the Import/Export icon.
3   Drag the slider to adjust the image quality.

Higher image quality gives lower compression and slower export speed. Lower image quality gives higher compression and faster export speed.

Printing from Other Applications

You can print files from other applications to the PaperPort software.

Color images are converted to grayscale when printed to the PaperPort software. To retain the color, use the PaperPort software **Import** command to import the file to the PaperPort software.

To print from other applications to the PaperPort software

1 Open the file in the application you want to print from.

2 In the application, choose the command to set up the printer. If you have questions about how to set up the printer in your application, refer to its user's manual.

3 In the list of printers, select PaperPort on Desktop and click PaperPort to set it as the current printer.

4 Choose Print to PaperPort. The file will appear as a new, untitled item in Desktop View.

Note After you finish printing to the PaperPort software, reset the application to your regular printer.

Adding Summary Information to Items

You can add summary information to items to help you find them
quickly.

Note   If you're going to combine items into a stack, add the summary
information *after* stacking the pages. If you add summary information to
individual items and then stack those items, the summary information
will be lost.

To add summary information to an item

1 Select an item or display the item in Page View.
2 From the **File** menu, choose **Summary Info**.
3 Enter the summary information in the Summary Information dialog box.
   The fields are described in the following table.

Option	Description
Title	The field will be blank if the item is "Untitled." Changing the title here also changes it in Desktop View.
Creator	Type your name.
Keywords	Words the PaperPort software uses to find items. Separate keywords with a comma. During a search, tell the PaperPort software which keywords to find, and the PaperPort software finds items with keywords that match any that you specify.
Comments	Add any additional information about the items. The PaperPort software can also use these comments to search for and find items.

4 Click **OK**. Summary information is attached to the item and will appear
   in the Summary Information dialog box.

Finding Information

The PaperPort software allows you to quickly find files, items, or annotations.

Finding Files

If you want to import a file, but don't remember its name or where it's located, use the Find File feature from the Import dialog box.

To find a file that you have already exported

1 In the Import dialog box, click **Find File**.
2 Select the drive and directory where you want to search for the file.
3 Select Search Subdirectories to search all the subdirectories within the specified directory.
4 Enter information in the Search by Date Modified box to find the file based on the date when it was last modified. Enter the date in month/day/year format. Select Before to search all files prior to the date; select After to search after that date. For a description of the remaining fields, see the following section, "Finding Items."
5 In the Search for Text boxes, enter the text on which the search should be based.
6 Click **Find**. The PaperPort software will search using the criteria you've specified and will list all matching files.

Finding Items

You can find items by the text in the Summary Information dialog box and Annotation text.

To find an item in Desktop View

1 From the **Edit** menu, choose **Find Item**.
   - Or -
   Click **Find** on the command bar.
2 In the appropriate box, type the information that you want the PaperPort software to use to find the item. The search options are described in Table 7-1.
3 Select the search criteria, as described in Table 7-2.
4 Click **Find** to find the first item that matches the search criteria and select it in Desktop View.
   - Or -
   Click **Find All** to find all items that match your search criteria and list them in the Items Found dialog box. Then, double-click an item in the list to display its thumbnail, or click **Go To**.

Tip	If you chose **Find** and want to see the next item in the search that meets the search criteria, from the **Edit** menu, choose **Find Next** or press `F3`.

Table 7-1 Search Options

Search Option	Description
Title	The title assigned to the item.
Creator	The name listed in the Summary Information dialog box as the creator of the item.
Keywords	The item's keywords listed in the Summary Information dialog box.
Comments	Comments added in the item's Summary Information dialog box.
Annotation	Annotation text added to the item with the PaperPort Annotation Tools.

Table 7-2 Search Criteria

Search Criteria	Description
Match Any Field	Find items when any of the search criteria in the Find Item dialog box matches any information in the Summary Information dialog box.
Match All Fields	Find only those items that match all of the search criteria. This option is available only when there is text in more than one of the criteria fields.
Case Sensitive	Finds only items where the title, creator, keywords, comments, and annotations have exactly the same combination of uppercase and lowercase characters as the search criteria text.
Whole Word Only	Finds items only if the whole word of the summary information matches the whole word of the search criteria text.
Folders: Search All/Search Current	**Search All:** Searches all of your personal folders. **Search Current:** Searches only the folder that is currently open.
Direction: Up/Down	Tells the PaperPort software which direction to search first when you choose **Find**. (If you choose **Find All,** the direction doesn't matter.) To search backward through the items, select **Up**.

7 Importing and Exporting

Finding Annotations

You can find an annotation based on the text in an Add Text markup or Sticky Note.

You can find annotation text in both Page View and Desktop View. In Page View, the PaperPort software searches through the pages of the stack. In Desktop View, the PaperPort software searches through all items on the desktop and selects the thumbnail that has the annotation. In Page View, the annotation that is found is selected. In Desktop View, the item found with the annotation text is selected.

To find an annotation

1 In Page View, from the **Edit** menu, choose **Find Annotation**.
- Or -
In Desktop View, from the **Edit** menu, choose **Find Item**.
2 Enter the text you want to find and select the search options.
3 Click **Find** and the PaperPort software begins searching.
4 To find the next occurrence of the annotation, from the **Edit** menu choose **Find Next**.

Tip
If the annotation you're looking for is on a page in a stack, find the stack in Desktop View, switch to Page View, and then press **F3**. The PaperPort software finds the page with the annotation and displays it.

Using Object Linking and Embedding (OLE)

You can insert a PaperPort software item into another Windows application, such as Microsoft Word, using object linking and embedding (OLE). The item will appear as a thumbnail in the Word document (the container application), creating a special link between the PaperPort software and Word. When you double-click the thumbnail in Word, the PaperPort software opens and you can view or edit the item. If you edit the item in the PaperPort software, those edits will also appear in the thumbnail in Word.

Note   Before starting, check the application's documentation to see if it supports OLE.

To insert a PaperPort software item into another application

1 In the container application, click where you want the scanned object to be inserted.
2 From that application's **Edit** or **Insert** menu, choose **Insert Object**, or a similar command.
3 Select PaperPort Document and click **OK**. The PaperPort software opens. A message summarizes the steps to insert an item.
4 Click **Continue**.
5 In Desktop View, select the item that you want to insert into the other application.
6 On the Command Bar, click **OLE Rtn**.
   - Or -
   From the **File** menu, choose **Return to <File Name>**, where the file name is the name of the container file.
   A message appears asking you to complete the OLE connection.
7 Click **Yes** to insert the selected item into the container application. The scanned item appears at the insertion point in that application.
   - Or -
   To select a different item, click **Cancel,** and the PaperPort software remains open. If you do not want to insert the item, click **No**.

You can insert an item into a container application in two other ways:

- Copy the item from the PaperPort software to the clipboard and paste it into the container application. The OLE link is established when the item is pasted.
- Open both applications, select the item in the PaperPort software and, while holding down Ctrl, drag the item into the container application. When you release the mouse button in the container application, the OLE link is established.

To edit an inserted OLE item

1 In the container application, double-click the item's thumbnail. The PaperPort software opens and a temporary copy of the item is selected. In Desktop View, a dotted outline around the copy indicates it is linked to a container application.

2 Edit the item in Page View. Annotations will appear on the item in Page View but not on the thumbnail in the container application. Other edits, such as pasted graphics, will appear on the thumbnail.

3 From the **File** menu, choose **Update PaperPort Document in <File Name>**. The file name is the name of the container file. If you updated the item, the container application is displayed with the updated thumbnail.

Note   If you don't want to update the item in the container application, click **OLE Rtn**, or choose **Return to <File Name>** from the **File** menu.

8

Linking to Other Applications

Using Link Icons

With the PaperPort software you can send scanned items to other applications using icons on the Link Bar. The links available to the PaperPort software depend on the applications installed on your computer. The PaperPort software automatically displays the link icons described as follows:

- **Printer**—Print items instead of selecting the **Print** command from the **File** menu.
- **Fax** —Fax items using your fax software. If you are using one of the fax applications that the PaperPort software supports, the icon for that application appears. If you are using another fax application, the icon will be a generic fax icon. You can select that fax application in the PaperPort Preferences dialog box.
- **Word Processor**—Open items after the text is converted by your OCR software. The PaperPort software will create a link icon for each supported OCR application on your computer. You can then convert text directly to that application using the drag-and-drop techniques.
- **Spreadsheet**—Displays the spreadsheet selected for the OCR software provided with the PaperPort software. Use this link when you want to convert a scanned spreadsheet into editable numbers and text. Like the word processor link, this link will process an item, convert the text and numbers, and then open the item in the selected spreadsheet application.
- **E-mail**—Send a PaperPort item as an attachment to an e-mail message. The Link Bar displays an e-mail icon for each supported e-mail application installed on your computer.
- **OCR**—If other OCR applications are installed on your computer, their icons will appear on the Link Bar. When you use an OCR link, the OCR application will ask what format to convert the file to.
- **Graphics (and other applications)**—The PaperPort software adds icons for other applications, such as graphics applications, to the Link Bar as needed.

Tip   For information about selecting the scanning options that will give the best results for items that you want to process with your OCR software, or send as e-mail or fax, see Chapter 2, *Using the Scanner*.

Using Links

The steps for using links are similar regardless of the type of link.

To use links

1 Scan the item into the PaperPort software.
2 Drag the item onto the appropriate link icon on the Link Bar.
   - Or -
   From the **File** menu, choose **Links** and select the appropriate link application from the **Links** submenu.
   - Or -
   Select the item and click the link icon.
3 Continue using the linked application as described in its documentation.

Note   Some applications limit the number of pages that can be received from the PaperPort link. If you have trouble with large stacks of pages, try sending the pages in smaller batches.

Using Printer Links

You can print items from both Page View and Desktop View in black and white and in grayscale.

To print an item

1 In Desktop View, select the item to print. If you're displaying the item in Page View, you do not have to select it.

Note   If the item has annotations that you don't want to print, display the item in Page View. Then clear the **Show Annotations** command on the **Annotations** menu.

2 Drag the item onto the **Printer** icon on the Link Bar.
- Or -
Click the **Printer** icon.
- Or -
From the **File** menu, choose **Print**.

Note   If you have cleared Display Print Dialog in the PaperPort Preferences dialog box, printing starts immediately. Skip steps 3 and 4.

3 In the Print dialog box, select the print options as described in the following table.

Print Option	Description
Print Range	**All:** Prints all pages of the selected item. **Pages:** Prints a range of pages from the selected stack. Type the pages to print from and to.
Print to File	Prints pages to a file instead of to a printer. When you click **OK**, a dialog box appears in which you designate which file to print to.
Copies	Prints the number of copies you specify.
Collate Copies	Prints each set of copies as specified in Copies, with all pages in consecutive order.

4 Click **OK** to begin printing.

Using Fax Links

You can scan an item into the PaperPort software, add annotations, and fax the item provided your computer has access to a fax modem and fax software.

To send items using the fax link

1 In Desktop View, select the item you want to fax.
2 If you don't want PaperPort annotations to appear in the faxed item, clear **Show Annotations** from the **Annotations** menu.
3 Drag the item onto the **Fax** icon on the Link Bar.
   - Or -
   From the **File** menu, choose **Links**. Then select the fax name from the submenu.
   - Or -
   Click the **Fax** icon.
   - Or -
   To send a fax from Page View, from the **File** menu, choose **Links**.
4 To complete the fax, refer to the documentation that came with your fax software.

To read a fax in the PaperPort software

1 From the **File** menu, choose **Import Fax**. The Import Fax dialog box appears and lists the faxed items available in the PaperPort software.
2 Select one of the faxed items in the list. A thumbnail of it appears in the dialog box.
   - Or -
   Click **Select All** to convert all of the faxed items.
3 Click **Import**. The selected faxed item(s) appear in Desktop View.
4 Display the item in Page View to read the fax.

Using Word Processor OCR Links

Once text is scanned into the PaperPort software, the text becomes an image that cannot be edited. However, the PaperPort software has optical character recognition (OCR) software to process scanned text when using a **Word Processing** or **Spreadsheet** link icon. The OCR software converts the scanned text image to editable text; it does not translate photos or graphics. You can process an entire item or only the text that you select. You have several options for using OCR software with the PaperPort software, as described in the following procedures.

To use the provided OCR software

1 In Desktop View, select an item.
2 Drag the item onto the **Word Processing** or **Spreadsheet** icon on the Link Bar.
   - Or -
   Click the **Word Processing** or **Spreadsheet** icon.
   - Or -
   From the **File** menu, select **Links** and then select the word processing or spreadsheet software from the submenu.

The OCR software converts the item to editable text. The word processing or spreadsheet application opens and the converted text is displayed as an untitled document.

To process text using another OCR software link

1 In Desktop View, select an item.
2 Drag the item onto that **OCR** icon on the Link Bar.
   - Or -
   Click the **OCR** icon.
   - Or -
   From the **File** menu, choose **Links** and then select the OCR software from the submenu.

The file is processed by the OCR software and then opens in your selected word processing or spreadsheet application.

To process text using the Copy As Text command

1   In Desktop View, select an item.

2   From the **Edit** menu, choose **Copy As Text**. The PaperPort software processes the text with the OCR software and places the editable text on the Clipboard. You can then paste the text into another application, such as a word processor.

Note   If you want to process only a portion of a page, display the item in Page View, on the Annotation Tool Bar, click **Edit Annotations**, and then select the portion of text that you want to process.

Using E-Mail Links

You can send an item from the PaperPort software using your e-mail software.

To send items using e-mail

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

2 Drag the item onto the **E-Mail** icon on the Link Bar.
- Or -
Click the **E-Mail** icon.
- Or -
From the **File** menu, select **Links**, then select the e-mail software name from the **Links** submenu.

3 If necessary, log on to your e-mail software.

4 Fill in the message information and send the message.

The PaperPort software creates a file with a .MAX extension and attaches the item to an e-mail message. If the item is a single page, the file name begins with PAGE and is followed by the item's number, for example PAGE0002.MAX.

N o t e   If you want to send a PaperPort item to someone who doesn't currently have the PaperPort software, you can attach the PaperPort Viewer. For more information on PaperPort Viewers, see Appendix A.

Receiving PaperPort Files in E-Mail

When you receive an e-mail message with an attached PaperPort file, you can view the attached file in one of the following ways, depending on your e-mail software:

- Double-click the attachment to display it.
- Press **Shift** and double-click the attachment to automatically run the PaperPort software and display the attachment.
- Save the attached file using your e-mail **Save** or **Save As** command, and then open the attachment in the PaperPort software.

Setting Preferences for Links

Each link icon on the Link Bar has a set of preferences for customizing the way the link operates.

To set preferences for the Links

1 From the **Edit** menu, choose **Preferences**.
   - Or -
   Right-click the link icon, and choose **Preferences**.
   Use the scrollbar to see the link icons on the list.
2 Click the icon you want to customize. The options in the Preferences dialog box will apply to the icon you clicked.
3 Select the options for the link and click **OK**.

Note   Use the generic fax and word processor links to specify software that is not automatically supported by the PaperPort software. To use one of these links, click it and then assign the desired application's .EXE file to it.

PaperPort Link Preferences

The options available in the PaperPort Preferences dialog box depend on the applications that reside on your computer. Therefore, some of your PaperPort preference options may differ from those shown in the following table.

Link Icon	Option	Description
All that appear on the Link Bar	Display Link Icon	Select to see the icon on the Link Bar. If this option is not selected, the icon does not appear, but you can still use the link by choosing it from the **Link** submenu.
E-Mail	File Format to Use	Select the file format in which to save the item when it is attached to an e-mail message. The available formats may include PaperPort (.MAX) and several Windows graphics formats. If you choose PaperPort (.MAX), the recipient must have the PaperPort software or the PaperPort Viewer installed to read the attached PaperPort file.
	Save Password	Select if you want the PaperPort software to require a password before starting the e-mail application. If you save your password, the PaperPort software bypasses the Login dialog box. Not all e-mail links support this preference.
	Receipt	Select for a return receipt when the e-mail message is received and opened by a recipient.
	Log	Select if you want a copy of the message to be put into the user's log.
Fax, Generic Fax	Automatic Page Orientation	Select to determine whether the page is in portrait or landscape mode, and send it in that mode.

Link Icon	Option	Description
	Setup	Click to display a dialog box for other fax setup options, such as page size and orientation. The options depend on the fax software.
Generic Fax	Select a Fax Driver	Assign a fax driver to your fax software (one that the PaperPort software does not configure automatically). The PaperPort software will add the fax icon to the Link Bar.
Graphics and additional OCR	File Format to Use	Select the file format in which to save the graphic item. The options will be Windows graphics formats, such as .BMP and .PCX.
	Replace Desktop Item if Modified	Select if you want an image that you modified in a graphics program to replace the original one in the PaperPort software.
	Show Annotation Warning	If selected, a warning message appears when you drag an image onto the graphics link, reminding you that if you make any changes to the image in the graphics software and save the changes, all annotations made to the item in the PaperPort software are deleted.
Printer	Collate Copies	Select to print multiple copies, with the pages of each copy in sequence.
	Automatic Page Orientation	Select to change the page orientation of the printer to match the selected item's page orientation.
	Display Print Dialog	Select to display the Print dialog box before the item is printed.
Word Processor, Spreadsheet, Copy as Text, Generic Word Processor	Word Processor Software	Enter the path name for the software that will receive converted text from OCR software. You can also set this link to send converted text to a word processor software or spreadsheet.
	Browse	Click to select the software file (.EXE) for the OCR link. When you find and select the .EXE file, the full path name is entered in the Application field.
	Document Format	Select the format for the converted text. For supported software, the PaperPort software will automatically choose the correct format. The format must be supported by both the OCR software and the word processor software.
	OCR Package	Select supported OCR software to assign a word processor link on the Link Bar.
	OCR Settings	Click to see special settings for the OCR software you selected. Two typical options are: **Auto Orientation:** Matches the orientation of the converted text to the original text. **Decolumnized Output:** Organizes the text into a single format, even if the original document has multiple columns such as those in a newspaper article.

8 Linking to Other Applications

9

Troubleshooting and Error Messages

Overview

This chapter describes problems that can occur during the scanning process, including error messages you may encounter, that can originate from several sources:

- At the scanner. Most of the messages displayed on the control panel of the scanner are status or information messages. However, error messages, requiring some action to be taken before scanning can proceed, are also displayed. These messages, together with recommended actions, are described in this chapter.

- In the user software. Messages are displayed in the HP Network ScanJet 5 Utility when an error occurs while the user is performing some function connected with scanning. If the user is using the PaperPort software as their inbox, problems may occur and error messages may be displayed in connection with this software. Solutions to the HP Network ScanJet 5 Utility and PaperPort software problems and error messages can be found both in this document and in the *HP Network ScanJet 5 Scanner Administrator's Guide*.

- In the administrative software. Error messages are displayed in JetAdmin when an error occurs during an administrative process. Solutions to these problems can be found later in this chapter.

Scanner Troubleshooting

If you have problems with the scanner, proceed as described in the following paragraphs.

Scanner is not Working

Make sure of the following:

- The power cord is connected securely to the scanner and is plugged into an electrical outlet.
- The scanner is turned on.
- The scanner is connected to the network.
- The scanner is unlocked. If you try to scan a document when the scanner is locked, it will emit a harsh, grinding sound.

If these conditions are met, turn the scanner off, wait 30 seconds, and turn the scanner back on to reset it.

Control Panel is not Working

Make sure of the following:

- The power cord is plugged into an electrical outlet.
- The control panel is correctly connected to the network box.
- Check the control panel contrast. You can change the contrast using the arrow keys.

If the problem persists, call your network administrator.

Scanned Image Quality is Poor

If scanned pages are blank, white, or have repeated patterns, first make sure that a page is not already on the scanner glass.

Scanner Overheats

The scanner automatically shuts off if environmental conditions cause it to overheat. If this happens, switch the on/off switch to off, wait for the scanner to cool down, and switch on the scanner to operate.

Clearing Paper Jams
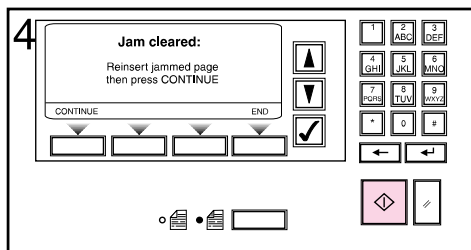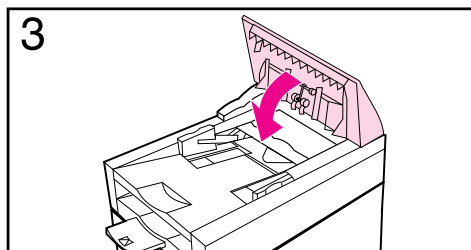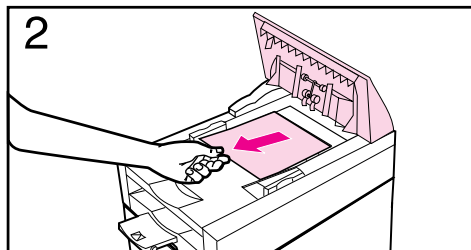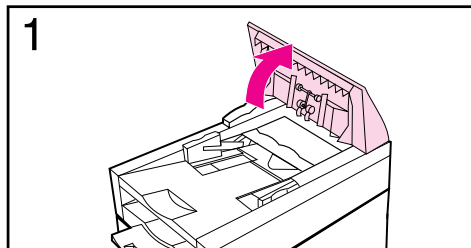
When you have a paper jam, the scanner control panel displays an error message directing you to where it occurred: the start of a page, the end of a page, or inside the ADF. Use one of the procedures to clear the paper jam.

To clear jams at the start of a page

1 Open the ADF cover.
2 Remove the jammed paper.
3 Close the ADF cover securely.
4 The control panel prompts you to do one of the following:
- Reinsert the paper and press the **Go** button to continue scanning.
- Stop scanning and save your data by pressing **Stop**.
- Stop scanning without saving your data by pressing **Abort**.
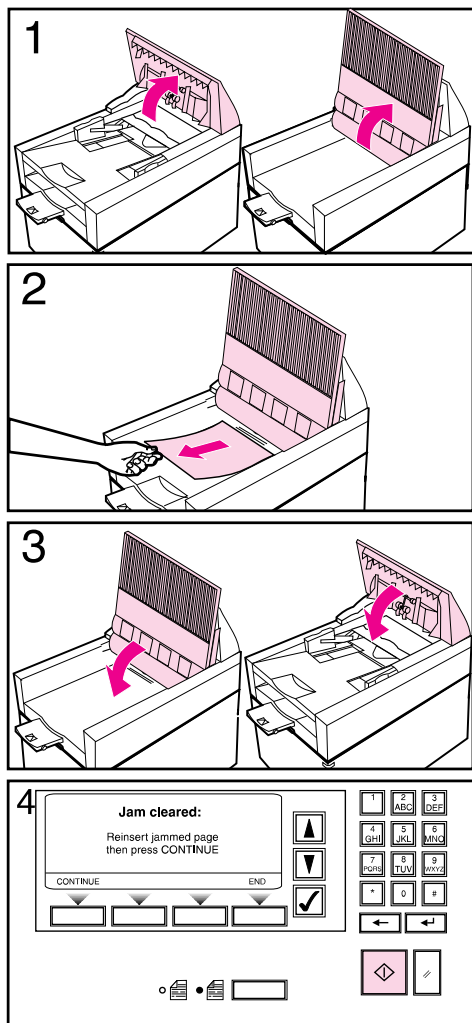
To clear jams at the end of a page

1 Open the ADF cover, and lift up the document tray.

2 Remove the jammed paper.

3 Close the document tray and the ADF cover securely.

4 The control panel prompts you to do one of the following:

- Reinsert the paper and press **Go** to continue scanning.
- Stop scanning and save your data by pressing **Stop**.
- Stop scanning without saving your data by pressing **Abort**.
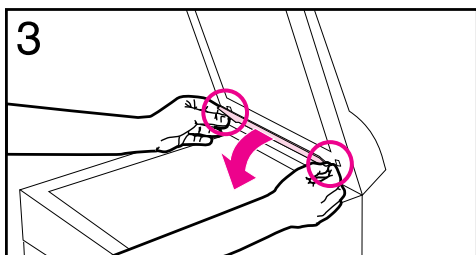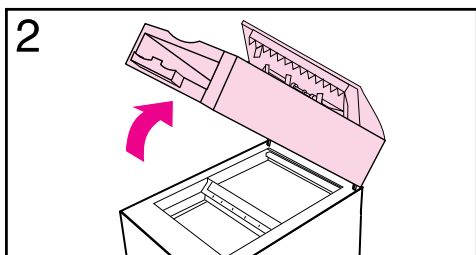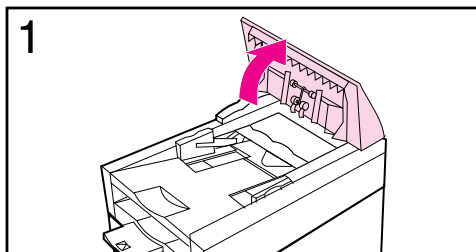
To clear jams inside the ADF

1 Open the ADF cover.
2 Lift up the ADF unit.
3 Open the delivery guide by grasping the small plastic handles on either side of the delivery guide and pulling down.
4 Remove the jammed paper.

9 Troubleshooting
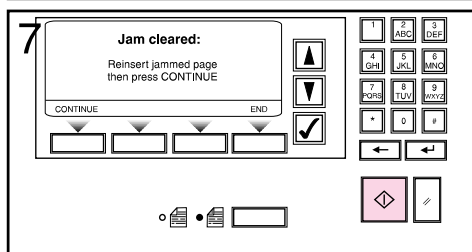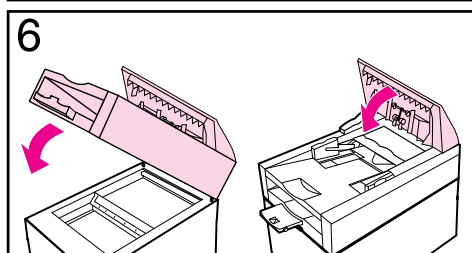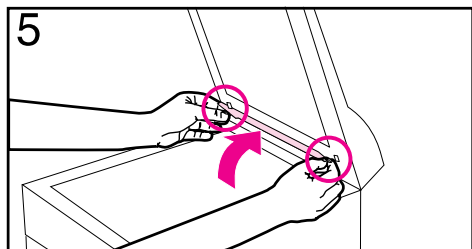
5 Close the delivery guide sheet by aligning its holes with the small plastic spindles on the delivery guide and pressing down.

6 Close the document tray and the ADF cover securely.

7 The control panel prompts you to do one of the following:

- Reinsert the paper and press **Go** to continue scanning.
- Stop scanning and save your data by pressing **Stop**.
- Stop scanning without saving your data by pressing **Abort**.

Control Panel Error Messages

Error messages displayed at the control panel are identified by a number, which HP Support Service uses to resolve the problem, if necessary. In some cases a second number, further identifying the problem, will also be included.

Note   If you do not find the message here, contact your network administrator.

Internal Errors

Error Message	Error Description	Actions
73 Internal Error Internal Disk Error. Press any key...	The internal message information for the language you've chosen cannot be accessed.	You can continue to use the scanner, which will display the messages in English.
74 Internal Error Internal Disk Error. Press any key ...	The internal message information for the language you've chosen is corrupted.	You can continue to use the scanner, which will display the messages partially in the language you've chosen and partially in English.

Network Errors

Error Message	Error Description	Actions
104 No Users Found Press any key... **105** No Destinations Found. Press any key … **106** No Printers Found. Press any key ...	The scanner has been correctly initialized, but the destination pool is empty (not an error).	Ask the network administrator to add destinations/printers to the scanner.

9 Troubleshooting

Error Message	Error Description	Actions
107 No Prv Destinations Found. Press any key...	The private destinations related to the user validated at the control panel have not been configured previously.	Install the HP Network ScanJet 5 Utility on your computer. Run the scanner utility to configure your private destinations. If the problem persists, contact your network administrator.
135 Too Many Destinations Please deselect some of them	There are too many destinations selected on the scanner's control panel.	Deselect some destinations.
150 Network Error Password Not Found(err) Press any key...	The scanner cannot get the user's password from the server.	Install and run the HP Network ScanJet 5 Utility on your computer and configure your password. If the problem persists, contact your network administrator.
151 Network Error Download Private Error(err) Press any key... **152** Network Error User Not Reachable(err)	There is a problem reading the private user files from the server or the server is not available.	Try the operation again after a few seconds. If the problem persists, call the network administrator.

Transaction Log Error Messages

Error Message	Error Description	Actions
108 Destination Locked <User Name>(err)	The destination workarea is locked.	In the Network ScanJet 5 Utility, unlock the workarea.
112 Send To User Error <User Name>(err)	The scanner detected an error while sending data to a user. The scanning job has been canceled.	Check if the available disk space for your workarea is full.

Error Message	Error Description	Actions
160 Open Remote File Error <filename>(err) **161** Read Remote File Error <filename>(err) **162** Write Remote File Error <filename>(err)	An error has occurred in opening, reading, or writing a file on the server disk. This error occurs when a file cannot be created in the destination workarea.	Check if the available disk space for your workarea is full.
170 Transport Connection Error <server Identifier>(err)	The scanner detected an error while trying to contact the specified server.	Try scanning again.
172 Scanner Validation Error <server identifier>(err)	The scanner detected an error while trying to be validated by the server.	Try scanning the document again.
173 Connections Timed Out <object name>(err) **174** Net Channel Full <object name>(err) **175** No Data On Channel <object name>(err)	The scanner detected an error while trying to send a document or get data from a server.	Try scanning the document again.

9 Troubleshooting

HP Network ScanJet 5 Utility Error Messages

The HP Network ScanJet 5 Utility error messages are displayed in the following table. If you do not find the message here, contact your system administrator.

Error Message	Error Description	Actions
Not all addresses could be imported. Total imported <number>. Do you want to see the log file?	The import procedure could not be completed for one of the following reasons: The maximum number of e-mail destinations has been reached. The e-mail line syntax is not correct. The line has been skipped. The e-mail address is already present.	Answer **Yes** and look in the log file for the reason why the addresses could not be imported.
Cannot access private data into workarea.	There is a problem accessing your workarea on the server.	Check if the required network connection is still available (using Windows File Manager or Windows Explorer).
Cannot report errors.	The service you are trying to access does not start.	Make sure the software is installed correctly. Make sure there are enough system resources available to run the software.
Could not create this inbox.	The HP Network ScanJet 5 Utility could not create the inbox.	Check to make sure system resources are not low.
Could not initialize the networking services.	The service you are trying to access does not start.	Make sure the software is installed correctly. Make sure there are enough system resources available to run the software.
Could not initialize Visioneer PaperPort. Automatic Workflows will not be available.	The service you are trying to access does not start.	Make sure the software is installed correctly. Make sure there are enough system resources available to run the software.

Error Message	Error Description	Actions
Could not open the file. Please verify it is not used by other applications.	The file could not be opened. The file may be in use by another application. The file may be corrupt. The user does not have rights to access the file.	Close the file or the application that is using it. Verify the rights to access the file.
A document was received for an automatic workflow which does not exist.	The HP Network ScanJet 5 Utility was unable to complete the automatic workflow link.	Make sure the link has not been deleted in the PaperPort software.
E-mail address already present.	The user is creating an e-mail address with the same internet address as an existing e-mail destination.	Type a unique internet address for the e-mail destination.
E-mail functionality is not enabled. E-mail will not be available.	The currently selected user is a Novell NetWare user. The HP NetWork Scanner Service does not provide e-mail functionality.	Select **Change user** from the Options menu and select a user belonging to a Windows NT domain. Verify the HP NetWork Scanner Service that is configured on the server has been upgraded.
The error reporting service could not be initialized.	The service you are trying to access does not start.	Make sure the software is installed correctly. Make sure there are enough system resources available to run the software.
Your fax document could not be successfully sent to its destination.	Your fax document was not sent.	Wait a few minutes and resend your fax document. Call your system administrator.
The file conversion service was unable to be initialized.	The service you are trying to access does not start.	Make sure the software is installed correctly. Make sure there are enough system resources available to run the software.
The following component can not be found.	The HP Network ScanJet 5 Utility cannot find a needed .DLL.	Check if the software has been correctly installed.

Error Message	Error Description	Actions
General network error.	There is a problem accessing the network.	Make sure the network connections are present and the server is accessible.
An inbox with this name already exists. Please choose a different name.	The user is creating an inbox with the same name as an existing inbox.	Type a unique name for the inbox.
The new password could not be confirmed. Please make sure the confirmation password exactly matches the new password.	The password in the New box is different from the password in the Confirm box.	Type the password in the New box, and then type the same password in the Confirm box.
There are no valid network users available. Please connect to a valid network user and run this program again. Do you want to see the log file?	The user is connected as an unsupported network user.	Select **Yes** and check in the log file why the found users have been accepted as valid. Connect as a valid user. Check the connection(s).
There are no valid network users available. Please connect to a valid network user and run this program again. <Error Description>	The network user is connected but is not a valid user.	Connect as a valid user. Check the connection. See <Error description>.
Unable to show the log file.	An error is occuring while trying to show the file.	Verify the file is not being used by another application and close that application. Verify the WRITE.EXE application is available on your PC under the SYSTEM32 directory.

PaperPort Software Troubleshooting

This section provides solutions to some common problems you may encounter while using the PaperPort software. The problems are grouped into the following topics:

- Installation problems
- Printing problems
- Fax problems
- OCR problems
- Import and export file problems
- Missing e-mail links

Installation Problems

Windows fails to restart.

If Windows fails to restart when you choose **Restart Windows** at the end of the installation, the installation has not been successful and PaperPort software will not work. This includes cases in which the system "hangs" or "freezes" or exits to DOS. Try running the installation program again. If the problem occurs again, quit Windows. Then, at the DOS prompt, change to the Windows System directory by typing CD C:\WINDOWS, and press **Enter**. Then type PPUPDATE, and press **Enter**. This completes the installation.

Not enough disk space.

PaperPort software requires at least 8 MB of available disk space to be installed. After you select the PaperPort software and data directories, the installation program checks that your computer has enough available disk space. Try deleting unnecessary files or archiving older data to floppy disks or some other medium, if you need more disk space.

9 Troubleshooting

Printing Problems

Highlighted annotations are opaque when printed on HP LaserJet 4 printers.

The LaserJet 4 printer driver has two graphics modes: HP-GL/2 and Raster. If you are using Win 3.1x, double-click the printer icon in the Control Panel; then change the graphic mode to Raster. If you are using Win 95, change to Raster mode in the Graphics Tab, under Properties, in the Printer Settings. For more information on changing the graphics mode on your computer, see the documentation that came with Windows.

Images are reduced in size.

If necessary, PaperPort software automatically reduces the size of the image to fit it on the page. For example, if you scan an 8.5- x 11-inch (21.59- x 27.94-cm) page, then the image in PaperPort software will be 8.5 x 11 inches (21.59 x 27.94 cm) from edge to edge. However, most printers cannot print right up to the edge of the paper. To get the image to fit into this *printable area*, you must slightly reduce the size of the image.

Fax Problems

"Import Fax for WinFax PRO 4.0" does not appear in the File menu.

Check your WIN.INI file for the line `Fax Path=<path>` under the section`[winfax]`, and then check this path for the file STATUS.FTM. If either is missing, try reinstalling WinFax PRO.

Fax link doesn't work.

In the PaperPort Preferences, click the Fax category and make sure that the correct fax driver is selected. Once the correct fax driver has been selected, the fax software will start when you drop an item onto the Fax Link icon. If the fax software still does not start, try reinstalling it.

OCR Problems

Items lose their formatting or have strange formatting codes in them.
- Or -
The OCR link starts the wrong word processor.

You must configure the word-processor links, specifying the correct output word-processor, by choosing **Preferences** from the **Edit** menu and then selecting the word-processing icon under Category.

A high percentage of incorrect characters appears in an item that was converted with the OCR link.

The accuracy of the OCR link depends in large part on the quality, size, and structure of the original document and on the quality of the scan itself. To obtain the best possible results when using the OCR link, choose a scan setting specific to text and do the following:

- Process only pages that have crisp, clear text. Letters that have gaps, that "bleed" along their edges, or that touch other letters will not work well with the OCR link. Note that underlining and text that is close to non-text items, such as graphics, will also degrade OCR results.
- Process only pages that contain 9-point text or larger.
- Adjust the Image setting to get the densest, clearest letters without any "bleeding" along their edges.
- Straighten pages either by rescanning the pages or by using the Straighten Page command.

Import and Export File Problems

Exported files expand in size when opened in a paint program.

Many paint programs ignore the dpi resolution information in BMP, PCX, and TIFF files. These programs assume that the resolution of the file is the same as the current screen resolution. Because these files actually contain more information than the screen can display, they grow in size. The following are some possible solutions:

- Instead of using the Export command, you can open the item in Page View, cut out the information, and then paste it into the program you want to use or into a new file in a paint program.
- You can also open the file in a graphics program that accurately reads the dpi resolution contained in the file.

Unable to import a file.

Check whether the file you want to import is saved in an appropriate format, such as BMP, PCX, or TIFF. If it is none of these formats, select the file type you want and try importing the file again.

You can also try opening the file in a paint program and saving it as a BMP file under a new file name. Then try opening the new file in PaperPort software.

Missing E-Mail Links

Lotus Notes link icon does not appear.

The link to Lotus Notes requires the file NOTES.EXE. The path to this file must be typed in the LOTUS.INI file.

To make sure that the Lotus Notes icon appears, do the following:

1 Check that the file LOTUS.INI exists in your Windows directory. (If not, skip steps 2 and 3.)
2 Check this file for the line `Notes=<path>`.
3 Check this path for the NOTES.EXE file. If either is missing, try reinstalling your Notes client.
4 Check your WIN.INI file for the `[Mail]` section. Make sure that there is a key entry of `SMI=1`.

In some cases, Lotus Notes may be configured so that PaperPort software cannot find the files SM1.DLL or NOTES.EXE. In MAXOPTS.INI (in the c:\PAPRPORT directory), add the following line in the section `[Lotus Notes Mail Link]` specifying the path to NOTES.EXE:
`AppFile=c:\NOTES\NOTE.EXE`

Lotus cc:Mail link icon does not appear.

Contact your e-mail system administrator. The link to Lotus cc:Mail requires a Lotus cc:Mail file called VIM (Virtual Interface for Messaging).

Note　VIM files were not shipped with Lotus cc:Mail versions prior to 2.0, but they can be downloaded from the cc:Mail forum on CompuServe and from the Lotus cc:Mail bulletin board service (BBS).

Check for the following:

- If the VIM files are installed but the cc:Mail link still does not appear, check your WIN.INI file for the line `SMI=1` in the section `[Mail]` and the entry `Program Path=<path>` in the section `[cc:Mail]`.
- Check this directory for the presence of these VIM files: CCEDIT.DLL, CCUTIL.DLL, VIM.DLL, SMI.DLL, CCSMI.DLL, CHARSET.DLL, COMDLG.DLL, MAILENG.DLL, MEMAN.DLL, CDVIM.DLL, VERINFO, and README.TXT.

If any of these files are missing, then cc:Mail has not been properly installed in this directory. Try re-installing it.

Microsoft Mail link icon does not appear.

The Microsoft Mail link requires the file MAPI.DLL. Check the following items to verify this file is in the correct place:

- Make sure that the path to this file, which is usually C:\MSMAIL, is included in the path statement in your AUTOEXEC.BAT file.
- The WIN.INI file must include the line MAPI=1 in the [Mail] section.

Note Installing Novell GroupWise will overwrite MAPI.DLL, making MSMail unavailable.

WordPerfect Office link icon does not appear.

To correct this problem, perform the following steps:

1 Make sure that the file WPC.INI in your Windows directory contains the entry WPOF=<path>\ofwin.exe (where <path> represents the location of OFWIN.EXE) in the [AppServer] section.
2 Make sure that the file WIN.EXE is in the specified path. If it is not, check with your network or system administrator.

Note If Novell GroupWise has been installed, the WordPerfect Office link will disappear. Novell GroupWise is an upgrade to the WordPerfect Office.

Da Vinci eMAIL link icon does not appear.

To correct this problem, perform the following steps:

1 From the **Edit** menu, choose **Preferences**. The PaperPort Preferences dialog box appears.
2 Click the **Da Vinci** icon in the Category area.
3 Enter the path for the Da Vinci EMAINWIN.EXE file.
4 Run Da Vinci eMAIL at least once on your computer before running PaperPort software so that the link icon appears.

9 Troubleshooting

PaperPort Software Error Messages

When a problem occurs, the PaperPort software displays a message that indicates the type of problem. This chapter explains what to do if you see one of these messages.

Message	Category	Recommended Action
An unsuccessful application exit has left Windows in an unstable state. You should restart Windows.	General	This can occur if your computer "hangs" or "crashes" while PaperPort software is running, or if some other error occurs. Try restarting Windows. Although you can continue to work in Windows, you will not be able to scan or start PaperPort software again until you restart Windows.
PaperPort cannot arrange your Desktop because system resources are low. Please close one or more applications and try again.	Desktop	Quit any other applications that are running. If there are any items in your Startup program group, remove them, restart Windows, and try again. Note that some applications do not release all the memory or resources that they use even when you exit them. Restarting Windows with no applications in your Startup group can give you maximum memory and resources.
PaperPort cannot create a calibration file. Your disk may be full or read-only.	General	Make sure that your disk is not full. The calibration file requires up to 100K of disk space. (Note that you should have at least 1 MB of free disk space to use PaperPort software.) In addition, check that you have read/write access to the drive containing the PaperPort program directory.
PaperPort cannot paste because the clipboard image is larger than the current page.	General	The image that you have cut or copied to the Clipboard is larger than the item on which you are trying to paste. Try copying a smaller image to the Clipboard. If you have a large image to paste, divide it into sections and copy and paste each section in turn. When pasting to a PaperPort item, PaperPort software enables you to position the paste precisely before committing it.

Message	Category	Recommended Action
PaperPort cannot read page <N> of the file <file name> because the page is damaged.	Disk and File	An item or a page in a stack can be damaged if your computer is shut down while PaperPort software is running or if PaperPort software is shut down in any way other than by a normal exit. Attempt to repair this file by running MAXFIX.EXE. Then follow the instructions on the screen.
PaperPort is out of available system memory. Please close some other application(s) and select Retry to proceed, or select Cancel to close PaperPort. There is not enough available memory to complete this operation. Please see PaperPort Help or the Troubleshooting section of your User's Guide. PaperPort cannot receive printed pages. System memory may be low. Try exiting from other applications.	Memory	These errors can be caused by low memory, insufficient system resources, or too few file handles. You should have at least 4 MB of available memory (8 MB or more to use OCR) and 50% of your system resources. Note that your computer should have 8 MB of physical RAM (not virtual memory) to use the OCR link. To make more memory, resources, or file handles available, try the following: • Create a permanent swap file in the Virtual Memory section of the 386 Enhanced Control Panel. Use the size suggested in the dialog box. Make sure you have at least 20 MB of available space on the selected drive. • Quit any other applications that are running. If there are any items in your Startup program group, remove them and restart Windows. • If you are using a computer with less than 6 MB of physical memory, limit the SmartDrive cache for Windows to 256K or 128K. To do this, edit your AUTOEXEC.BAT file. Change the second number in the line DEVICE=CKSMARTDRV.EXE to 256 or 128. • Before Windows starts, check the amount of memory available by typing MEM at the DOS prompt. The largest executable program size should be at least 450K. If it isn't, see your DOS and Windows documentation for information about optimizing memory. • Try increasing by 20 the line FILES= in your CONFIG.SYS file to increase the number of file handles. Then restart your computer.

Message	Category	Recommended Action
PaperPort cannot use the file <file name> because it is damaged. You can run MAXFIX.EXE to repair this file.	Disk and File	An item or a page in a stack can be damaged if your computer is shut down while PaperPort software is running or if PaperPort software is shut down in any way other than by a normal exit. Attempt to repair this file by running MAXFIX.EXE. Then follow the instructions on the screen.
PaperPort cannot use the link <link name> because it is either damaged or incompatible with the current software version.	Link	Try reinstalling the linked application. If the problem persists, contact HP to see if an update is available for the link.
PaperPort has detected that the support file MAXLINK.DLL has been overwritten by a recently installed link. Please install PaperPort again to install the correct MAXLINK.DLL.	Link	If you install a supported linked application that has an older version of MAXLINK.DLL, it may overwrite the newer version in the PaperPort directory. Reinstall the PaperPort software and the correct version of this file will be properly installed.
PaperPort is busy and cannot be closed right now. Please wait until the current operation has finished, or close all PaperPort dialogs and try again.	General	The PaperPort software is busy processing. Wait one or more minutes, and then try quitting the PaperPort software again.
PaperPort is currently busy and cannot accept the printed item. Please close any open PaperPort dialog boxes before trying again.	General	Close any open PaperPort dialog boxes and try again.
PaperPort is currently busy and cannot complete this operation. Please close any open PaperPort dialogs before trying again.	General	Close any open PaperPort dialog boxes and try again.
Please specify the name of your Fax software before using the Fax link.	Link	You must select the fax software driver by choosing **Preferences** from the **Edit** menu and under Category select the **Fax** or generic fax icon.

Message	Category	Recommended Action
The Desktop file is either damaged or missing. PaperPort will continue with a new Desktop.	Desktop	The desktop file contains information you need for accessing the items on the Desktop. If this file is damaged, you may be able to fix it with the MAXFIX utility. Run MAXFIX.EXE and then follow the instructions on the screen. The desktop file can be damaged if your computer is shut down while the PaperPort software is running, or if the PaperPort software is shut down in any way other than by a normal exit. If the PaperPort software can restore the desktop file, it will continue normally. Otherwise, please contact HP Technical Support for help.
The image data being unpacked is damaged.	General	If you get this message while scanning, try scanning the item again. If you get this message while importing a file, the file may be damaged or there may be a disk error. You can run a disk diagnostic utility to investigate this or run MAXFIX.EXE. Then follow the instructions on the screen.
The system is too busy to accept a page from your scanner. Please scan this page again.	General	Your computer was busy doing something else, so the scanner could not talk with the PaperPort software. In most cases, scanning again will succeed. If not, quit other applications and try scanning again.
This item contains one or more annotations that cannot be displayed by this version of PaperPort.	General	The item contains one or more annotations created by a later version of the PaperPort software than the one you are using. You can view all the annotations supported in your version by upgrading your copy. To upgrade your copy of the PaperPort software, contact HP.
Too many files were found. Please enter a different starting directory or file name and try the search again.	General	The PaperPort software found more files than it can display. Enter a different search criteria that will limit the search to a smaller number of files.
Your OCR software was not able to process the selected pages.	Link	This error can be caused by a low-memory condition or a problem with the OCR software. For more information about making more memory available, see the memory messages in this chapter.
Destination has rejected the document	General	The target application cannot handle the current document. Specify a different format for the target application.

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Message	Category	Recommended Action
Document failed	General	The document cannot be sent to the target application. Check if the link is still available. Check the document format. Check your system resources. Retry.
Destination is busy	General	The target application is not ready to receive documents. Wait and retry. Close the target application and retry.
Destination is not valid	Link	The selection link is not valid. Check if the target link is still available.

A

Installing the PaperPort Viewer

Overview

You can share PaperPort items, including contracts, budgets, reports, and letters, with others who do not own PaperPort software. With PaperPort Viewer, others can view and print PaperPort items.

Tip If you use the PaperPort 3.0 software and send an item to someone else to view using the PaperPort Viewer, save the item in a .MAX 2.0 format. Others will not be able to view your PaperPort 3.0 files. For more information about saving items in other formats see Chapter 7, *Importing and Exporting With the PaperPort Software*.

Obtaining Extra Copies of PaperPort Viewer

PaperPort Viewer for Windows comes with the software on separate disks. You can distribute PaperPort Viewers to others free of charge.

PaperPort Viewers are also available free on CompuServe. Others can log on to CompuServe and retrieve the PaperPort Viewer file. To download the files, type `GoPaperPort` in the Office Automation Forum.

Installing PaperPort Viewer for Windows

To run PaperPort Viewer for Windows, you need the following software and hardware:

- IBM or 100%-compatible personal computer with a 386 or higher microprocessor
- Windows 3.1 or later
- 4 MB of memory
- 1 MB of hard disk space
- VGA monitor or better

To install the PaperPort Viewer on your workstation

1 Start Windows.

2 Choose **Run** from the Program Manager **File** menu and enter the drive and path information (for example, type `N:\PAPRVIEW\PAPRVIEW.EXE` in the Run box). The first time you start a shared copy of PaperPort Viewer from a workstation, it displays a message asking if you want to complete the workstation installation.

3 Choose **Install Viewer** to complete the installation. A message indicates when the workstation installation is complete.

4 Click **OK** to close the message.

You are now running PaperPort Viewer for Windows. If you do not want to use PaperPort Viewer now, close the Open dialog box, and quit the application.

Installing PaperPort Viewer for Macintosh

To install PaperPort Viewer for Macintosh, you need the following hardware and software:

- Macintosh Plus or later model
- System 6.0.4 or above
- 2 MB of memory
- 400 kilobytes (K) of hard disk space
- A color or grayscale monitor is recommended

To install PaperPort Viewer for Macintosh

The PaperPort Viewer for Macintosh comes as a self-extracting archive file. You should copy the file PaperPort Viewer.sea to your hard disk before starting.

1 Display the Macintosh desktop.
2 Insert the PaperPort Viewer for Macintosh disk into the floppy disk drive.
3 Double-click the file PaperPort Viewer.sea.
4 Click **Continue**. The directory dialog box appears.
5 Select where you want to install PaperPort Viewer, then click **OK** to begin the installation.

A message indicates when the PaperPort Viewer installation is completed.

Starting the PaperPort Viewers

Starting PaperPort Viewer varies, depending on your computer platform.

- For Windows, open the PaperPort program group and double-click the PaperPort Viewer icon.
- For Macintosh, double-click the PaperPort Viewer application icon on the Macintosh desktop.

If you need help or step-by-step instructions when using PaperPort Viewer, use the Help menu.

B

Warranty and Support Information

Warranty and Service Statement

HP Network ScanJet 5 Scanner
One-Year Limited Warranty

1 HP warrants HP hardware, accessories and supplies against defects in materials and workmanship for the period specified above. If HP receives notice of such defects during the warranty period, HP will, at its option, either repair or replace products which prove to be defective.

2 HP warrants that HP software will not fail to execute its programming instructions, for the period specified above, due to defects in material and workmanship when properly installed and used. If HP receives notice of such defects during the warranty period, HP will replace software media which does not execute its programming instructions due to such defects.

3 HP does not warrant that the operation of HP products will be uninterrupted or error free. HP products may contain remanufactured parts equivalent to new in performance or may have been subject to incidental use. If HP is unable, within a reasonable time, to repair or replace any product to a condition as warranted, customer will be entitled to a refund of the purchase price upon prompt return of the product.

4 The warranty period begins on the date of delivery or on the date of installation if installed by HP. If customer schedules or delays HP installation more than 30 days after delivery, warranty begins on the 31st day from delivery.

5 Warranty does not apply to defects resulting from (a) improper or inadequate maintenance or calibration, (b) duty cycle abuse (see note below), (c) software, interfacing, parts or supplies not supplied by HP, (d) unauthorized modification or misuse, (e) operation outside of the published environmental specifications for the product, or (f) improper site preparation or maintenance.
NOTE: Operation of the scanner beyond the limit of its nominal duty cycle (scanning greater than the equivalent of 10,000 pages per month) shall be deemed scanner abuse and all repairs thereafter are to be billed on a time-and-materials basis.

6 THE ABOVE WARRANTIES ARE EXCLUSIVE AND NO OTHER WARRANTY, WHETHER WRITTEN OR ORAL, IS EXPRESSED OR IMPLIED. HP SPECIFICALLY DISCLAIMS THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

7 HP will be liable for damage to tangible property per incident up to the greater of $300,000 or the actual amount paid for the product that is the subject of the claim, and for damages for bodily injury or death, to the extent that all such damages are determined by a court of competent jurisdiction to have been directly caused by a defective HP product.

8 THE REMEDIES IN THIS WARRANTY STATEMENT ARE CUSTOMER'S SOLE AND EXCLUSIVE REMEDIES. EXCEPT AS INDICATED ABOVE, IN NO EVENT WILL HP BE LIABLE FOR LOSS OF DATA OR FOR DIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL (INCLUDING LOST PROFIT), OR OTHER DAMAGE, WHETHER BASED IN CONTRACT, TORT, OR OTHERWISE.

Hardware Service During the Warranty Period

To maintain the warranty, you must have your scanner serviced by an authorized repair depot in the country of original purchase. You may return your scanner to a Hewlett-Packard Dealer Repair Center or a designated Hewlett-Packard Repair Center. See the following pages for a list of designated Hewlett-Packard Repair Centers. Please contact your Hewlett-Packard Dealer Repair Center for instructions before returning your scanner for service. If you return your scanner to a designated Hewlett-Packard Field Repair Center for service, you must prepay all shipping charges, duty, and taxes. Except for products returned to the customer from another country, Hewlett-Packard shall pay for return shipment of products to the customer.

Hardware Service After the Warranty Period

If your hardware fails after the warranty period, contact an authorized Hewlett-Packard Dealer Repair Center or a designated Hewlett-Packard Repair Center. If you have a Hewlett-Packard Maintenance Agreement, request service under your agreement.

Replacement Parts and Accessories

You can order replacement parts for your HP Network ScanJet 5 scanner by contacting your sales representative or your Hewlett-Packard dealer. Within the United States, you can order the parts below by calling StarPak (970) 339-7009.

Item	Part Number*
English Administrator's and User's Guides	C1306-99000
French Administrator's and User's Guides	C1306-99001
German Administrator's and User's Guides	C1306-99002
Italian Administrator's and User's Guides	C1306-99003
Spanish Administrator's and User's Guides	C1306-99004
Replacement CD-ROM (full set)	C1306-13600
English Replacement disks (full set)	C1306-60100
English Replacement disks (does not include OmniPage Limited Edition)	C1306-60106
French Replacement disks (full set)	C1306-60101
German Replacement disks (full set)	C1306-60102
Italian Replacement disks (full set)	C1306-60103
Spanish Replacement disks (full set)	C1306-60104
Delivery guide	FB3-0308-000CN
Lower rollers	FF2-4710-000CN

*Software and manual part numbers are U.S. and Canada only. Contact your HP dealer for part numbers outside the U.S. and Canada.

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