

***ScanSnap***  
*Color Image Scanner*  
***S1100***



# Operator's Guide

# Introduction



Thank you for purchasing the color image scanner ScanSnap S1100 (hereinafter referred to as "the ScanSnap").

This manual explains how to handle and operate the ScanSnap.

Be sure to read this guide and "Getting Started" thoroughly before using the ScanSnap to ensure correct use.

We hope that this manual will provide you with useful information in order to utilize the ScanSnap.

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## Disclaimer

### ●Reproducibility of the image data

Confirm that the image data scanned with the ScanSnap meets your requirements (e.g. image reproducibility in size accuracy, information amount, fidelity, content and color).

### ●Disposing of the original document

Check the image data using the application where you transferred the image data to make sure that there are no missing parts before disposing of the original document scanned with the ScanSnap.







It is the responsibility of the customer to store and manage the scanned image, and dispose of the original document scanned with the ScanSnap.

## Manuals

Read the following manuals as needed when using the ScanSnap.

Manual	Description	Reference Method
ScanSnap S1100 Getting Started	Read this manual before you start using the product because it contains important information about the safe use of the ScanSnap. It also explains about the ScanSnap package contents, software installation, connecting the ScanSnap, and checking the operation.	Included in the package.
ScanSnap S1100 Operator's Guide (this manual)	Read this manual for information about basic operations of the ScanSnap, software installation, scanning methods, various settings, and handling of the ScanSnap.	<p><b>Windows</b> Select [Start] menu → [All Programs] → [ScanSnap Manager] → [ScanSnap Operator's Guide].</p> <p><b>Mac OS</b> Select [Applications] from the sidebar in Finder, and double-click [ScanSnap] → [Manual] → [Operator's Guide].</p>

Manual	Description	Reference Method
Troubleshooting (installation)	Read this manual when you failed to install the software or when the ScanSnap does not operate normally after software installation. It explains about the resolutions for such troubles.	<p><b>Windows</b></p> <ul style="list-style-type: none"> <li>Click [Manuals] → [Troubleshooting (installation)] in the [ScanSnap Setup] dialog box that appears when you insert the Setup DVD-ROM into the DVD-ROM drive.</li> <li>Select [Start] menu → [All Programs] → [ScanSnap Manager] → [Troubleshooting (installation)].</li> </ul> <p><b>Mac OS</b></p> <ul style="list-style-type: none"> <li>Double-click the [Troubleshooting (installation)] icon in the [ScanSnap] window that appears when you insert the Setup DVD-ROM into the DVD-ROM drive.</li> <li>Select [Applications] from the sidebar in Finder, and double-click [ScanSnap] → [Manual] → [Troubleshooting (installation)].</li> </ul>
<b>Windows</b> ScanSnap Organizer User's Guide	Read these manuals when using this product for the first time, or when you need more information on product features, dialog boxes/ windows, operating environment and functions.	<b>Windows</b> Select [Start] menu → [All Programs] → [ScanSnap Organizer] → [Manual].
<b>Windows</b> CardMinder User's Guide		<b>Windows</b> Select [Start] menu → [All Programs] → [CardMinder] → [Manual].
<b>Mac OS</b> Cardiris GETTING STARTED		<b>Mac OS</b> From Finder, select [Applications] and double-click [Cardiris 3.6 for ScanSnap] → [User's Manual.pdf].
<b>Windows</b> ABBYY FineReader for ScanSnap User's Guide		<b>Windows</b> Select [Start] menu → [All Programs] → [ABBYY FineReader for ScanSnap(TM) 4.1] → [User's Guide].
<b>Windows</b> Scan to Microsoft SharePoint User Guide		<b>Windows</b> Select [Start] menu → [All Programs] → [KnowledgeLake] → [Scan to Microsoft SharePoint User Guide].

Manual	Description	Reference Method
ScanSnap Manager Help	Read this Help file when questions or problems regarding operations (e.g. when setting items) arise. This Help file explains about scanner operations, operational troubles and their resolution, dialog boxes/ windows and messages.	<p>Refer to this Help by either of the following methods:</p> <p><b>Windows</b></p> <ul style="list-style-type: none"> <li>Right-click the ScanSnap Manager icon  on the taskbar, and then select [Help] → [Help] from the menu that appears. In Windows 7, the ScanSnap Manager icon  is displayed in the menu that appears when you click  on the taskbar.</li> <li>Click the Help button (  ) for ScanSnap Manager.</li> <li>Press the [F1] key on the keyboard when a dialog box is displayed.</li> <li>Click the [Help] button in each dialog box.</li> </ul> <p><b>Mac OS</b></p> <ul style="list-style-type: none"> <li>Click the ScanSnap Manager icon  in the Dock while pressing the [control] key on the keyboard, and then select [Help] → [Help] from the menu that appears.</li> <li>Click the Help button (  ) for ScanSnap Manager.</li> <li>From the menu bar, select [Help] → [ScanSnap Manager Help].</li> </ul>
<b>Windows</b> ScanSnap Organizer Help	Read these Help files when questions or problems regarding operations (e.g. when setting items) arise. These Help files explain about operations, dialog boxes/ windows and messages.	For details about how to start up the Help, refer to the User's Guide for each product.
<b>Windows</b> CardMinder Help		
<b>Mac OS</b> Cardiris Help		<b>Mac OS</b> From the menu bar, select [Help] → [Cardiris Help].
<b>Mac OS</b> ABBYY FineReader for ScanSnap Help		<b>Mac OS</b> From the menu bar, select [Help] → [FineReader for ScanSnap Help].

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## ■ About This Manual

### Structure of This Manual

This manual consists of the following:

#### **ScanSnap Overview**

This chapter explains about the features, the names and functions of the parts, system requirements, and basic operations of the ScanSnap.

#### **Installing the Software**

This chapter explains about the software bundled with the ScanSnap and how to install them.

#### **Using the ScanSnap (for Windows Users)/ Using the ScanSnap (for Mac OS Users)**

This chapter explains how to perform a scan, change or save scan settings, add, change or delete profiles, as well as other various scanner functions.

#### **Troubleshooting**

This chapter provides references for resolving troubles such as removing jammed documents.

#### **Daily Care**

This chapter explains about the cleaning materials and how to clean the ScanSnap.



#### **Appendix**

This appendix explains how to update ScanSnap Manager, how to uninstall the software, about settings that differ by the scanning method, how to purchase/clean the Carrier Sheet and the ScanSnap installation specifications.





Read this manual in order starting from "ScanSnap Overview" through "Using the ScanSnap" for a better understanding of ScanSnap operations.

## Symbols Used in This Manual

The following indications are used in this manual to obviate any chance of accident or damage to you and people near you, and your property. Warning labels indicate the warning level and statements. The symbols indicating warning levels and their meanings are as follows.

Indication	Description
	This indication alerts operators to an operation that, if not strictly observed, may result in severe injury or death.
	This indication alerts operators to an operation that, if not strictly observed, may result in safety hazards to personnel or damage to the product.

Besides warning indicators, the following symbols are also used in this manual.

Symbol	Description
	This symbol alerts operators to particularly important information. Be sure to read this information.
	This symbol alerts operators to helpful advice regarding operations.
	This symbol indicates operations using Windows.
	This symbol indicates operations using Mac OS.

## Arrow Symbols in This Manual

Right-arrow symbols (→) are used to connect icons or menu options you should select in succession.

Example: Select [Start] menu → [Computer].

## Screen Examples in This Manual

### ●Windows screen

Screenshots in this manual are used according to guidelines provided by Microsoft Corporation.

The screenshots used in this manual are of Windows Vista.

The actual windows and operations may differ depending on the operating system that you are using.

### ●Mac OS screen

The screenshots used in this manual are of Mac OS X v10.6.

The actual windows and operations may differ depending on the Mac OS that you are using.

The screen examples in this manual are subject to change without notice in the interest of product development.

If the actual screen differs from the screen examples in this manual, operate by following the actual displayed screen.



## Abbreviations Used in This Manual


The following abbreviations are used in this manual:

Windows 7	: Windows® 7 Starter operating system, English Version Windows® 7 Home Premium operating system, English Version Windows® 7 Professional operating system, English Version Windows® 7 Enterprise operating system, English Version Windows® 7 Ultimate operating system, English Version
Windows Vista	: Windows Vista® Home Basic operating system, English Version Windows Vista® Home Premium operating system, English Version Windows Vista® Business operating system, English Version Windows Vista® Enterprise operating system, English Version Windows Vista® Ultimate operating system, English Version
Windows XP	: Windows® XP Home Edition operating system, English Version Windows® XP Professional operating system, English Version
Windows	: Windows 7, Windows Vista or Windows XP operating system
Microsoft Office	: Microsoft® Office
Word	: Microsoft® Word 2010 Microsoft® Office Word 2007 Microsoft® Office Word 2003 Microsoft® Office Word 2002
Excel	: Microsoft® Excel® 2010 Microsoft® Office Excel® 2007 Microsoft® Office Excel® 2003 Microsoft® Office Excel® 2002
PowerPoint	: Microsoft® PowerPoint® 2010 Microsoft® Office PowerPoint® 2007 Microsoft® Office PowerPoint® 2003 Microsoft® Office PowerPoint® 2002
SharePoint	: Microsoft® SharePoint® Server 2010, English Version Microsoft® Office SharePoint® Server 2007, English Version Microsoft® Office SharePoint® Portal Server 2003, English Version Microsoft® SharePoint® Foundation 2010, English Version Microsoft® Windows® SharePoint® Services 2.0/3.0, English Version
Office Live	: Microsoft® Office Live
Internet Explorer	: Windows® Internet Explorer® Microsoft® Internet Explorer®
Windows Live Mail	: Windows Live™ Mail
Windows Mail	: Microsoft® Windows® Mail
Outlook	: Microsoft® Outlook® 2010 Microsoft® Office Outlook® 2007 Microsoft® Office Outlook® 2003
Outlook Express	: Microsoft® Outlook® Express

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.NET Framework	: Microsoft® .NET Framework
Entourage	: Microsoft® Entourage®
Mac OS	: Mac OS X v10.6 Mac OS X v10.5 Mac OS X v10.4
Adobe Acrobat	: Adobe® Acrobat®
Adobe Reader	: Adobe® Reader®
ABBYY FineReader for ScanSnap	: ABBYY FineReader for ScanSnap™ All the descriptions in this manual assume the usage of ABBYY FineReader for ScanSnap bundled with the ScanSnap. Unless otherwise specified, the term ABBYY FineReader for ScanSnap refers to the ABBYY FineReader for ScanSnap bundled with the ScanSnap. Note that ABBYY FineReader for ScanSnap may be upgraded without notice. If the descriptions differ from the actual displayed screens, refer to ABBYY FineReader for ScanSnap Help.
Cardiris	: Cardiris™ for ScanSnap
Google Docs	: Google Docs™
ScanSnap	: Color image scanner ScanSnap S1100
Carrier Sheet	: ScanSnap Carrier Sheet

# Contents



<b>Introduction .....</b>	<b>2</b>
<b>■ About This Manual .....</b>	<b>6</b>
<b>ScanSnap Overview.....</b>	<b>15</b>
<b>Features of the ScanSnap .....</b>	<b>16</b>
<b>Parts and Functions .....</b>	<b>19</b>
<b>■ Front.....</b>	<b>19</b>
<b>■ Side .....</b>	<b>20</b>
<b>■ Output Guide.....</b>	<b>20</b>
<b>System Requirements .....</b>	<b>21</b>
<b>■ Windows.....</b>	<b>21</b>
<b>■ Mac OS .....</b>	<b>23</b>
<b>Turning the ScanSnap ON/OFF .....</b>	<b>25</b>
<b>Documents for Scanning .....</b>	<b>27</b>
<b>■ Conditions for Documents That Can Be Scanned .....</b>	<b>27</b>
<b>■ Conditions for Using the Carrier Sheet .....</b>	<b>29</b>
<b>How to Load Documents .....</b>	<b>30</b>
<b>Scanning Operation Flow .....</b>	<b>32</b>
<b>Installing the Software.....</b>	<b>34</b>
<b>Bundled Software Overview .....</b>	<b>35</b>
<b>Installing in Windows .....</b>	<b>36</b>
<b>■ How to Install the Software .....</b>	<b>36</b>
<b>■ ScanSnap Software .....</b>	<b>38</b>
<b>■ Evernote for Windows .....</b>	<b>42</b>
<b>■ Scan to Microsoft SharePoint.....</b>	<b>44</b>
<b>■ Trial Software .....</b>	<b>46</b>

---

<b>Installing in Mac OS .....</b>	<b>48</b>
■ How to Install the Software .....	48
■ ScanSnap Software .....	49
■ Evernote for Mac.....	54
 <b>Using the ScanSnap (for Windows Users) .....</b>	 <b>57</b>
<b>ScanSnap Manager Icon and Operations .....</b>	<b>58</b>
■ Right-Click Menu .....	59
■ Left-Click Menu .....	60
<b>How to Perform a Scan .....</b>	<b>61</b>
■ Preparation.....	61
■ Using the Quick Menu.....	63
■ Without Using the Quick Menu.....	69
■ Stopping the Scan.....	73
■ Finishing ScanSnap Operation .....	74
<b>Configuring ScanSnap Manager .....</b>	<b>75</b>
■ Quick Menu Settings .....	75
■ How to Configure Scan Settings .....	78
■ Profile Management .....	81
■ Automatic Linkage with Applications .....	90
■ ScanSnap's Communication Status .....	93
■ Showing the Scanning Progress .....	95
<b>Actions .....</b>	<b>97</b>
■ Saving Data in a Specified Folder.....	98
■ Attaching Files to E-Mail .....	105
■ Using the ScanSnap as a Copy Machine.....	117
■ Saving Files to Picture Folder .....	124
■ Converting into Word/Excel/PowerPoint Documents .....	131
■ Storing Business Cards in CardMinder .....	139
■ Saving Data in SharePoint .....	146
■ Saving to Rack2-Filer.....	155
■ Saving Documents to Evernote.....	162
■ Saving Handwritten Notes to Evernote .....	171
■ Saving Documents to Google Docs .....	178
<b>Using the ScanSnap in Various Ways .....</b>	<b>187</b>
■ Scanning Color Documents in Gray or Black & White Mode .....	187

---

■ Scanning Color Documents in High Compression Mode .....	189
■ Correcting Skewed Character Strings .....	191
■ Correcting the Orientation of Scanned Images .....	194
■ Scanning Documents Larger Than A4/Letter Size .....	197
■ Scanning Documents Such as Photographs and Clippings .....	202
■ Long Page Scanning .....	206
■ Saving Scanned Images in Multiple PDF Files .....	208
■ Creating Searchable PDF Files .....	210
■ Automatically Setting Keywords for PDF Files .....	213
■ Setting Document Open Passwords for PDF Files .....	218
<b>Using the ScanSnap (for Mac OS Users) .....</b>	<b>222</b>
<b>ScanSnap Manager Icon and Operations .....</b>	<b>223</b>
■ ScanSnap Manager Menu .....	224
■ Profile Menu .....	226
<b>How to Perform a Scan .....</b>	<b>227</b>
■ Preparation .....	227
■ Using the Quick Menu .....	228
■ Without Using the Quick Menu .....	233
■ Stopping the Scan .....	237
■ Finishing ScanSnap Operation .....	238
<b>Configuring ScanSnap Manager .....</b>	<b>239</b>
■ Quick Menu Settings .....	239
■ How to Configure Scan Settings .....	242
■ Profile Management .....	245
■ Automatic Linkage with Applications .....	255
■ Showing the Scanning Progress .....	256
<b>Actions .....</b>	<b>258</b>
■ Saving Data in a Specified Folder .....	259
■ Attaching Files to E-Mail .....	266
■ Using the ScanSnap as a Copy Machine .....	276
■ Converting into Word/Excel Documents .....	283
■ Storing Business Cards in Cardiris .....	291
■ Storing Scanned Images in iPhoto .....	300
■ Saving Documents to Evernote .....	305
■ Saving Handwritten Notes to Evernote .....	313
■ Saving Documents to Google Docs .....	319

---

<b>Using the ScanSnap in Various Ways .....</b>	<b>328</b>
■ Scanning Color Documents in Gray or Black & White Mode .....	328
■ Correcting Skewed Character Strings .....	330
■ Correcting the Orientation of Scanned Images .....	333
■ Scanning Documents Larger Than A4/Letter Size .....	336
■ Scanning Documents Such as Photographs and Clippings .....	341
■ Long Page Scanning .....	345
■ Saving Scanned Images in Multiple PDF Files .....	347
■ Creating Searchable PDF Files .....	349
■ Automatically Setting Keywords for PDF Files .....	352
<b>Troubleshooting .....</b>	<b>357</b>
<b>Daily Care .....</b>	<b>358</b>
<b>Cleaning Materials .....</b>	<b>359</b>
<b>Cleaning the Outside of the ScanSnap .....</b>	<b>360</b>
<b>Cleaning the Inside of the ScanSnap .....</b>	<b>361</b>
<b>Appendix .....</b>	<b>365</b>
<b>Updating ScanSnap Manager .....</b>	<b>366</b>
■ Updating in Windows .....	366
■ Updating in Mac OS .....	368
<b>Uninstalling the Software .....</b>	<b>370</b>
■ Uninstalling in Windows .....	370
■ Uninstalling in Mac OS .....	372
<b>Setting Items With/Without the Quick Menu .....</b>	<b>376</b>
<b>Purchasing/Cleaning the Carrier Sheet .....</b>	<b>380</b>
■ Purchasing the Carrier Sheet .....	380
■ Cleaning the Carrier Sheet .....	381
<b>Installation Specifications .....</b>	<b>382</b>
<b>About Maintenance .....</b>	<b>383</b>
<b>Index .....</b>	<b>384</b>

# ScanSnap Overview



This chapter explains about the features, part names and functions, system requirements, and basic operations of the ScanSnap.

Features of the ScanSnap .....	16
Parts and Functions .....	19
System Requirements .....	21
Turning the ScanSnap ON/OFF.....	25
Documents for Scanning .....	27
How to Load Documents .....	30
Scanning Operation Flow.....	32

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# Features of the ScanSnap

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The main features of the ScanSnap are as follows:

- **Turn documents into digital data by just pressing the [Scan/Stop] button**

By converting paper documents cluttering up your desk into PDF or JPEG files, you can conveniently view, edit, manage and archive the documents in your computer.

- **Speedy scanning**

A4 or Letter size documents can be scanned at a speed of 7.5 seconds per page under the following conditions:

- System requirements



Intel® Core™ 2 Duo 2.2 GHz or higher  
Windows 7, Windows Vista or Windows XP operating system



Intel® Core™ 2 Duo 2.4 GHz or higher  
Mac OS X v10.6, Mac OS X v10.5 or Mac OS X v10.4

- Scan setting (\*)

When [Image quality] is set to [Automatic resolution], [Color mode] to [Auto color detection], [Compression rate] to [3], and other settings are in default

- \* : - Scanning speed may slow down in [B&W] (black & white) mode depending on the document.  
Example: Scanning color brochures in [B&W] mode (converting a color image to black & white)  
- Scanning speed may slow down when [Correct skewed character strings automatically] and/or [Allow automatic image rotation] is enabled.

- **Compact, lightweight and portable**

Compact enough to place on your desktop next to your computer, the ScanSnap can be powered by a single USB cable. This allows you to carry it anywhere with your laptop and have the flexibility to use it in or outside the office.

- **The Quick Menu makes the operation easy even for beginners**

The Quick Menu will allow you to start using the ScanSnap right away even if it is your first time. Simply press the [Scan/Stop] button on the scanner to scan your document, and then the Quick Menu will appear where you can select the action you want to perform.



**●Automatically recognize color and black & white documents (Auto color detection)**

The ScanSnap determines the color mode of each document, saves color documents in color, black & white documents in black & white, and black & white documents with photos or illustrations in grayscale. This function will optimize your PDF file size.

**●Scan documents without specifying paper size (Automatic page size detection)**

Paper size is automatically recognized so that you do not need to change the paper size setting. The Carrier Sheet (sold separately) allows you to scan documents larger than A4/Letter size including photos and clippings.

**●Scan various types of documents**

The ScanSnap allows you to scan not only paper documents such as standard office paper, postcards, business cards, photographs or clippings but also plastic cards (including embossed ones) such as driver's licences or ID cards.

**●Automatically set the resolution by the paper size (Automatic resolution function)**

Documents are scanned at 300 dpi at first, then the image is saved at 300 dpi if the document length is 148 mm (5.83 in.) or less, and converted to 200 dpi for longer documents. When linked with a text recognition application (e.g. for scanning business cards), you can save high resolution image data without having to change the scan settings.

**●Create searchable PDF files**

You can create searchable PDF files by performing automatic text recognition for PDF files after scanning.

You can also perform text recognition on character strings marked by a highlight pen in black & white documents, and add them as keywords for the PDF file.

**●E-mail or print a scanned image directly from scanning**

You can attach the scanned image to an e-mail without needing any additional application or print it out instead of using a copy machine.

**●Compatible with both Windows and Mac OS**

You can use the ScanSnap in a manner that best suits your office environment in either Windows or Mac OS (\*).

\* : The following functions are not available for Mac OS:

- Color high compression
- Setting passwords for PDF files

**●Convert paper documents into Word/Excel/PowerPoint files**

Use the bundled "ABBYY FineReader for ScanSnap" to directly convert the scanned image into a Word/Excel/PowerPoint file.

In Mac OS, only conversion to Word and Excel files is supported.

## ● Organize and manage scanned images by linking with ScanSnap

### Organizer

- Setting a keyword (Intelligent Indexing)
 

Keywords can be set by the following methods:

  - Recognize a character string on a page (OCR) and set as a keyword (Zone OCR)
  - Set any character string as a keyword
  - Set a marked character string as a keyword (Marker Index)
  - Drag and drop a keyword from the keyword list (Keyword Addition by Drag&Drop)

The keywords can be viewed in thumbnails. (Keyword Overlay)
- Distributing files by keyword (Automatic Keyword Sort)
 

Files can also be sorted into folders according to the keyword set for files as a sorting condition.
- Search a variety of files (Search Engine Selection)
 

Files can be found quickly searched by file name, keyword, text or date.
- Cropping marked sections (Intelligent Cropping)
 

Selections on a page that are marked with a highlight pen can be cut and pasted elsewhere to create scrapbooks.

## ● Easy filing of business cards

Text recognition can be performed on business cards which then can be easily converted into digital data with the bundled business card application. With CardMinder, you can create a database which facilitates data search of business cards converted into digital data.

The bundled business card application is as follows:

 CardMinder

 Cardiris

## ● Share documents converted into digital data with others

You can conveniently share documents by saving the scanned image directly in SharePoint or Office Live.

## ● Access documents converted into digital data anytime, anywhere

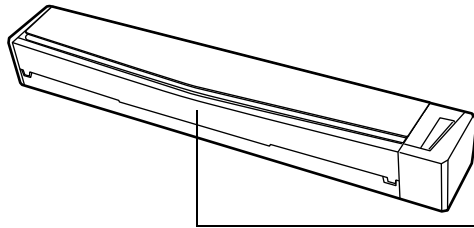
By converting scanned images into digital data and saving them in Evernote or Google Docs, you can later access them anytime from your computer or smartphone no matter where you are.

Note: The ScanSnap does not conform to the TWAIN, ISIS and WIA standards.

# Parts and Functions

This section explains names and functions of the ScanSnap parts.

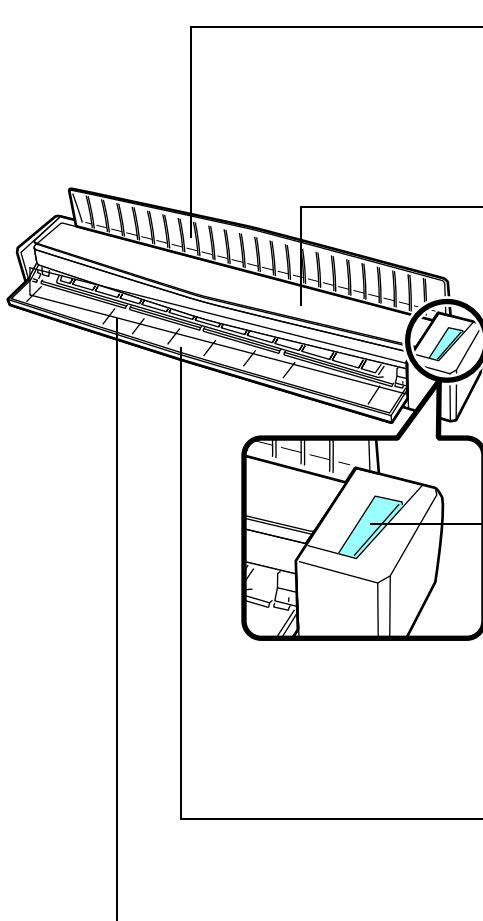
## ■ Front



Feed guide

Open to use the ScanSnap.

⇒ Opening the feed guide turns on the ScanSnap.



Output guide

For details, refer to ["Output Guide" \(page 20\)](#).

Top cover

Open to remove jammed documents or clean the inside of the ScanSnap.

For details about how to clean the inside of the ScanSnap, refer to ["Cleaning the Inside of the ScanSnap" \(page 361\)](#).

[Scan/Stop] button

Press this button to start or finish scanning.

It indicates the status of the ScanSnap as follows:

- Blue (lit) : Ready
- Blue (flashing) : Scanning
- Orange (flashing) : Error

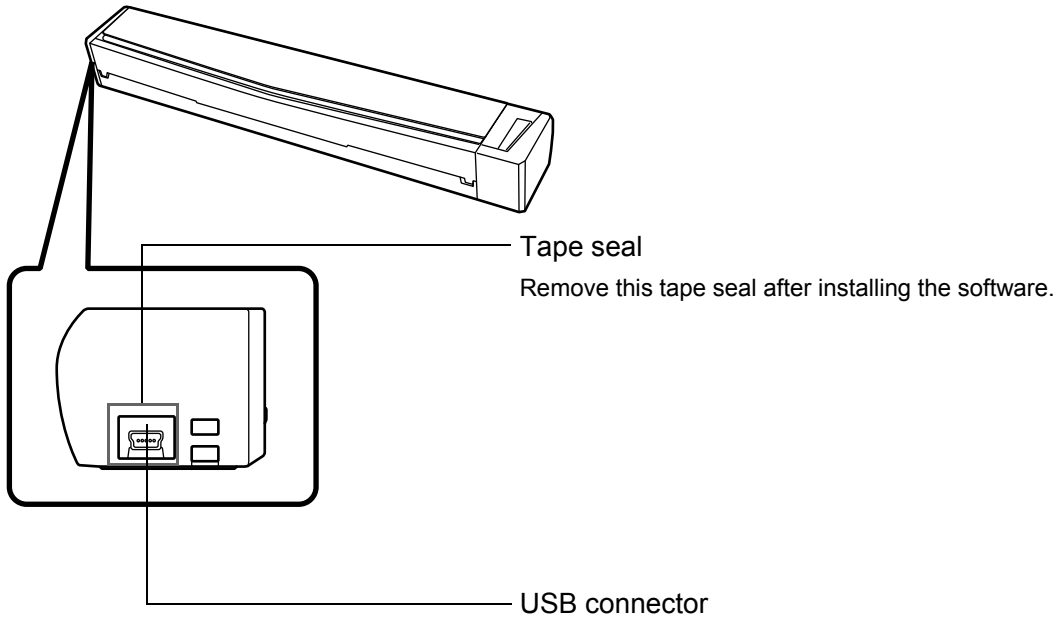
Feed guide

You can load the document here after opening it.

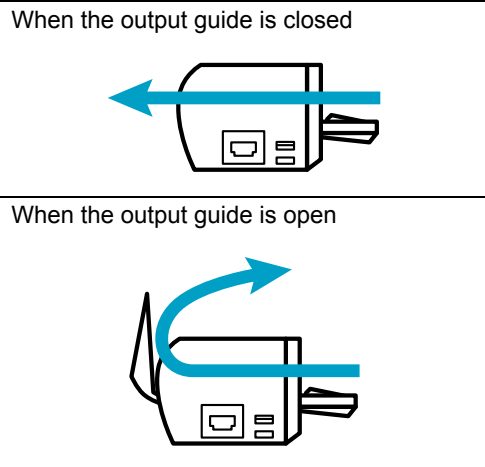
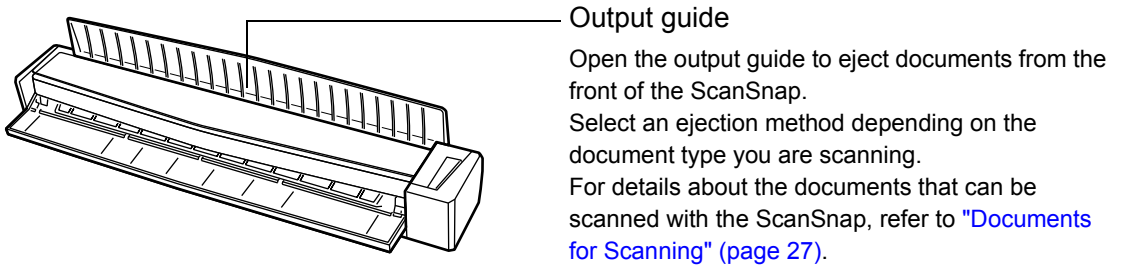
Feeding section

Insert the document here to load.

## ■ Side



## ■ Output Guide



# System Requirements

The system requirements for the ScanSnap are as follows:

## ■ Windows

Operating system	Windows 7 (32 bit/64 bit)	Windows Vista (*1) (32 bit/64 bit)	Windows XP (*2) (32 bit)
<b>CPU</b>	Intel® Core™ 2 Duo 2.2 GHz or higher recommended (minimum: Intel® Pentium® 4 1.8 GHz)		
<b>Memory</b>	32 bit: 1 GB or more 64 bit: 2 GB or more	512 MB or more (1 GB or more recommended)	
<b>Display resolution</b>	800 × 600 pixels or higher (*3)		
<b>Hard disk space</b>	Disk space required to install the software bundled with the ScanSnap is as follows: <ul style="list-style-type: none"> <li>● ScanSnap Manager: 480 MB</li> <li>● ScanSnap Organizer: 580 MB</li> <li>● CardMinder: 280 MB</li> <li>● ABBYY FineReader for ScanSnap: 600 MB</li> <li>● Evernote for Windows: 120 MB</li> <li>● Scan to Microsoft SharePoint: 40 MB</li> </ul>		
<b>USB port (*4)</b>	USB2.0/USB1.1		

\*1: Service Pack 1 or later required

\*2: Service Pack 3 or later required

\*3: When the font size is large, some screens may not be displayed properly.  
In that case, use a smaller font size.

\*4: When using a USB 3.0 port, data is transferred at the same speed as USB 2.0.

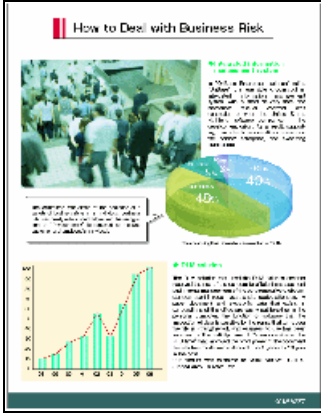


- .NET Framework 3.5 (SP1) must be installed to use Evernote for Windows.
- If .NET Framework 3.5 (SP1) is not installed, it will be installed (500 MB free disk space required) at the same time when ScanSnap Manager or ScanSnap Organizer is installed.



- Do not use the USB port on the keyboard or the monitor to connect the ScanSnap (it may not function properly).
- Make sure to use a powered hub equipped with an AC adapter if you are using a commercially available USB hub.
- If the USB port or the USB hub is USB 1.1, scanning speed will slow down.
- If the CPU or the memory do not meet the required specifications, scanning speed will slow down.
- The actual increase in used disk space after installation and the required disk space for installation may differ from each other depending on your Windows system disk management.
- A disk space approximately three times larger than the resulting scanned file size is required when scanning documents.

The following shows the estimated file size when scanning one side of a color document.

File format	Compression rate	Paper size
PDF	3	A4 (catalog) 

Estimated image data size (KB)

Color mode	Automatic resolution	Normal	Better	Best	Excellent
Color	413.6	275.7	427.7	877.9	3231.1
Gray	367.9	260.5	403.9	746.9	2729.1
B&W	172.4	120.2	174.0	362.0	2048.4
Color high compression	224.3	168.8	240.0	165.3	—

## ■ Mac OS

Operating system (*1)	Mac OS X v10.6 (*2)	Mac OS X v10.5 (*3)	Mac OS X v10.4 (*3)
<b>CPU</b>	Intel® Core™ 2 Duo 2.4 GHz or higher recommended (minimum: Intel® Core™ Duo 1.83 GHz or PowerPC® G5 1.6 GHz)		
<b>Memory</b>	1 GB or more	512 MB or more (1 GB or more recommended)	
<b>Display resolution</b>	1024 × 768 pixels or higher		
<b>Hard disk space</b>	Disk space required to install the software bundled with the ScanSnap is as follows: <ul style="list-style-type: none"> <li>● ScanSnap Manager: 670 MB</li> <li>● ABBYY FineReader for ScanSnap: 570 MB</li> <li>● Cardiris : 150 MB</li> <li>● Evernote for Mac: 55 MB</li> </ul>		
<b>USB port (*4)</b>	USB2.0/USB1.1		

\*1: It is recommended to apply the latest updates to the Mac OS.

\*2: Rosetta must be installed to use Cardiris.

You can install Rosetta from the [Optional Installs] package on the Mac OS installation disc.

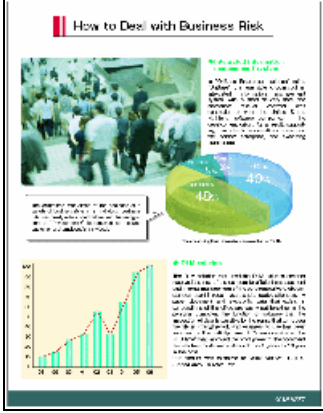
\*3: Evernote for Mac is not supported for versions earlier than Mac OS X v.10.5.8.

\*4: When using a USB 3.0 port, data is transferred at the same speed as USB 2.0.



- Do not use the USB port on the keyboard or the monitor to connect the ScanSnap (it may not function properly).
- Make sure to use a powered hub equipped with an AC adapter if you are using a commercially available USB hub.
- If the USB port or the USB hub is USB 1.1, scanning speed will slow down.
- If the CPU or the memory do not meet the required specifications, scanning speed will slow down.
- A disk space approximately three times larger than the resulting scanned file size is required when scanning documents.

The following shows the estimated file size when scanning one side of a color document.

File format	Compression rate	Paper size
PDF	3	A4 (catalog)
		

Estimated image data size (KB)

Color mode	Automatic resolution	Normal	Better	Best	Excellent
Color	413.6	275.7	427.7	877.9	3231.1
Gray	367.9	260.5	403.9	746.9	2729.1
B&W	172.4	120.2	174.0	362.0	2048.4



# Turning the ScanSnap ON/OFF

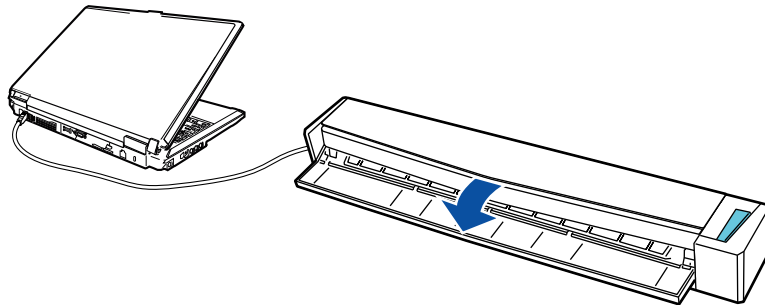
This section explains how to turn the ScanSnap ON/OFF.

The ScanSnap is turned ON/OFF in conjunction with the computer. Therefore, you do not have to worry about turning the power ON/OFF as long as the ScanSnap is connected to a computer.

## ●Turning the ScanSnap on

Open the feed guide when the computer is turned on.

The [Scan/Stop] button flashes blue to indicate that the ScanSnap is turned on, and lights in blue when the ScanSnap is ready to scan.

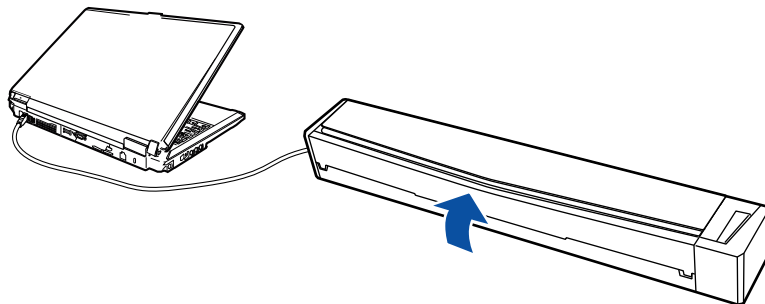


With some computers, the initialization of the ScanSnap may be performed several times when the computer is started up.

## ●Turning the ScanSnap off

Turn off the computer or close the feed guide.

The [Scan/Stop] button switches off when the ScanSnap is turned off.



With some computers, it may take two to three minutes until the light of the [Scan/Stop] button goes out after the computer is turned off.

● **ScanSnap in sleep mode**

When the ScanSnap has not been in operation for one minute while the power is on, it enters sleep (power saving) mode.

The ScanSnap's internal light switches off in sleep mode.

# Documents for Scanning

This section explains about the documents that can be scanned with the ScanSnap.

## ■ Conditions for Documents That Can Be Scanned

Conditions for documents that can be scanned with the ScanSnap are as follows:

Eject method (*1)	With the output guide open	With the output guide closed
<b>Paper type</b>	Standard office paper	Standard office paper, postcards, business cards Cards conforming to the ISO7810 ID-1 Type standard (54 × 86 mm)
<b>Paper weight</b>	52.3 to 80 g/m <sup>2</sup> (14 to 20 lb)	52.3 to 209.3 g/m <sup>2</sup> (14 to 56.1 lb)  Plastic cards 0.76 mm (embossed cards are supported)
<b>Paper size</b>	Width : 25.4 to 216 mm (1 to 8.5 in.) Length : 25.4 to 360 mm (1 to 14.17 in.) Maximum size for long page scanning (*2): 216 × 863 (mm) / 8.5 × 34 (in.)	

\*1: For details about how to eject documents, refer to ["Output Guide" \(page 20\)](#).

\*2: Scanning starts when you hold down the [Scan/Stop] button on the ScanSnap for three seconds or longer.



- When you scan documents written in pencil, there may be black traces left on them. It is recommended that you scan such documents by using the Carrier Sheet. Clean the rollers as often as possible when you scan such documents directly without using a Carrier Sheet because dirt accumulating on the rollers may cause feeding errors.  
For details about how to clean the inside of the ScanSnap, refer to ["Cleaning the Inside of the ScanSnap" \(page 361\)](#).
- The following types of documents must not be scanned:
  - Paper-clipped or stapled documents (remove the paper clips and staples for scanning)
  - Documents on which the ink is still wet (wait until the ink dries completely to scan these documents)
  - Documents larger than 216 × 863 (mm) / 8.5 × 34 (in.) (width x length)
  - Documents other than paper such as fabric, metal foil and OHP film
- Be aware that picture side of postcards may get damaged when you scan picture postcards.
- Cards that are bent may not be fed properly.
- If the surface of the card is dirty with grease marks (e.g. fingerprints) and such, perform scanning after wiping the dirt off.
- Insert the plastic card straight into the feeding section of the ScanSnap. Do not tilt the plastic card when you insert it because the plastic card may not be fed properly.
- When you scan plastic cards with strong luster, some parts of the image may appear lighter or darker than the original.  
e.g. gold colored credit card
- Insert embossed cards in landscape orientation to achieve better scanning results.
- If the background color of the card and the color of the embossed characters are similar (e.g. no gold or silver embossing), it may be difficult for the ScanSnap to recognize embossed characters. In that case, click the [Option] button in the [Scanning] tab of the ScanSnap setup dialog box, and select the [Setting for text only document] check box for a possible resolution.
- Scanning the following types of documents without using the Carrier Sheet can result in documents being damaged or scanned incorrectly. It is recommended that you use the Carrier Sheet to scan them.
  - Documents smaller than 25.4 × 25.4 (mm) / 1 × 1 (in.) (width × length)
  - Documents whose paper weight is less than 52.3 g/m<sup>2</sup> (17 lb)
  - Documents of non-uniform thickness (e.g. envelopes and paper sheets with attached materials)
  - Wrinkled or curled documents
  - Folded or torn documents
  - Tracing paper
  - Coated paper
  - Photographs (photographic paper)
  - Perforated or punched documents
  - Odd shaped documents (not square or rectangular)
  - Carbon paper or thermal paper
  - Documents with memo papers or sticky notes attached
- Since carbonless paper may contain chemicals that can harm the rollers, take note of the following when scanning carbonless paper:
  - It is recommended that you use the Carrier Sheet to scan such documents.
  - Make sure to clean the rollers regularly to maintain the scanner performance when scanning carbonless paper directly without using the Carrier Sheet. Depending on the type of carbonless paper, the life span of the scanner may be shortened compared to scanning standard office paper.

## ■ Conditions for Using the Carrier Sheet

The Carrier Sheet (sold separately) is a sheet designed to transport documents through the ScanSnap.

You can scan documents that are larger than A4/Letter size, photographs and clippings.

Conditions for documents that can be scanned using the optional Carrier Sheet are as follows:



- Do not use a damaged Carrier Sheet because it may damage or cause the scanner to malfunction.
- Be careful not to cut your finger on the edge of the Carrier Sheet.

<b>Eject method (*1)</b>	With the output guide closed
<b>Paper type</b>	Documents that cannot be fed directly into the ScanSnap
<b>Paper weight</b>	Up to 127 g/m <sup>2</sup> (up to 34 lb) Up to 63.5 g/m <sup>2</sup> (17 lb) (when scanning documents folded in half)
<b>Paper size</b>	Carrier Sheet size (216 × 297 mm) A3 (297 × 420 mm) (*2) A4 (210 × 297 mm) A5 (148 × 210 mm) A6 (105 × 148 mm) B4 (257 × 364mm) (*2) B5 (JIS) (182 × 257 mm) B6 (JIS) (128 × 182 mm) Post card (100 × 148 mm) Business card (90 × 55 mm, 55 × 90 mm) Letter (8.5 × 11 in. (216 × 279.4 mm)) 11 × 17 in (279.4 × 431.8 mm) (*2) Custom size Width : 25.4 to 216 mm (1 to 8.5 in.) Length : 25.4 to 297 mm (1 to 11.69 in.)

\*1: For details about how to eject documents, refer to "Output Guide" (page 20).

\*2: Fold in half to scan.




- Do not stain, or cut the end with a black & white pattern because the Carrier Sheet will not be recognized properly.
- Do not place the Carrier Sheet upside down. Otherwise, a paper jam may occur and damage the Carrier Sheet and the document inside.
- Do not leave your document inside the Carrier Sheet for a long time. Otherwise, the ink on the document may be transferred onto the Carrier Sheet.
- To avoid deformation, do not use or leave the Carrier Sheet in high temperature places such as under direct sunlight or near a heating apparatus for a long time.
- Do not fold or pull the Carrier Sheet.
- To avoid deformation, store the Carrier Sheet on a flat surface without any weight on it.
- Paper jams may occur when several small size documents such as photographs and postcards are placed inside the Carrier Sheet to be scanned at once. It is recommended that you scan such documents one at a time.

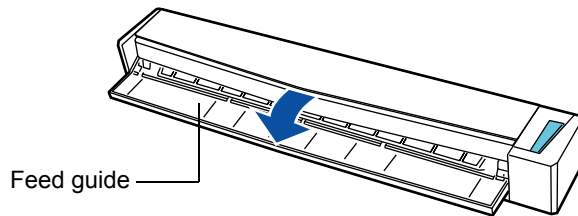
# How to Load Documents

Load a document in the ScanSnap in the following procedure.

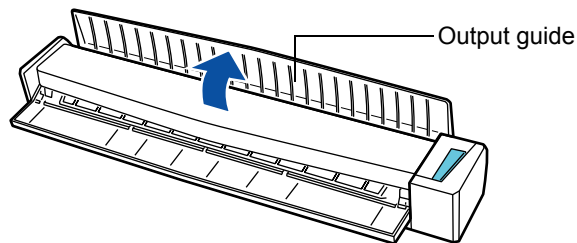
For details about documents that can be loaded, refer to ["Documents for Scanning" \(page 27\)](#).

 You can only load one document at a time in the ScanSnap.

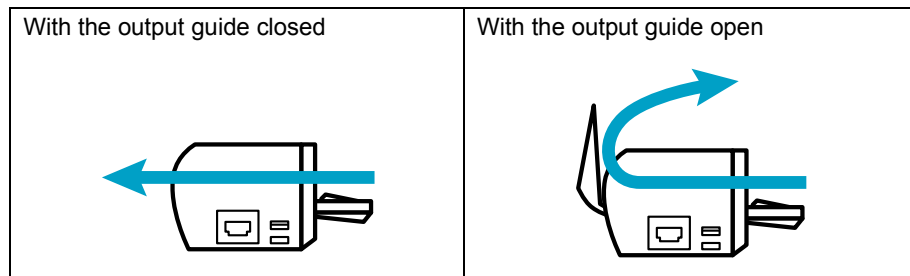
## 1. Open the feed guide of the ScanSnap.



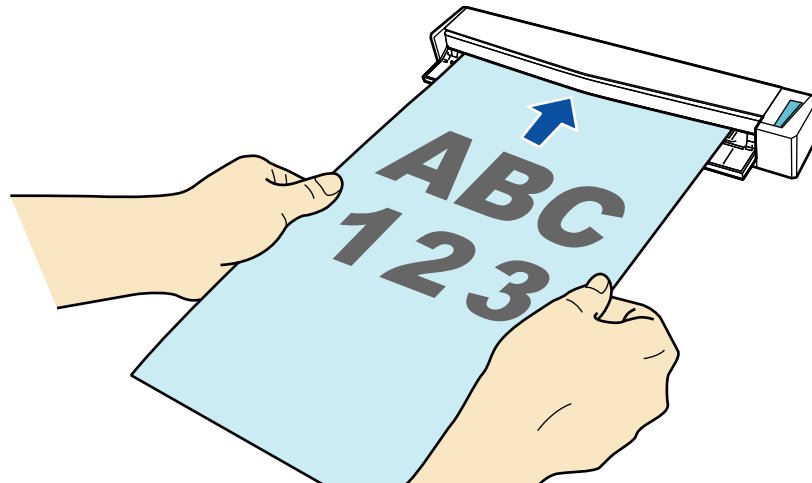
- If you want the document to be ejected from the front of the ScanSnap or when there is not enough space where the document exits the ScanSnap, open the output guide. For details about documents that can be scanned with the output guide open, refer to ["Documents for Scanning" \(page 27\)](#).



- How the document is ejected differs as below depending on whether the output guide is open or closed.



## 2. Insert the document straight into the feeding section of the ScanSnap, with the scanning side facing up.



⇒ The document is pulled in until it is set inside the ScanSnap.



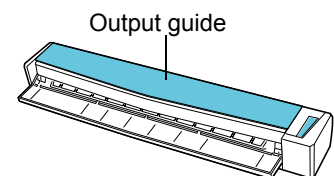
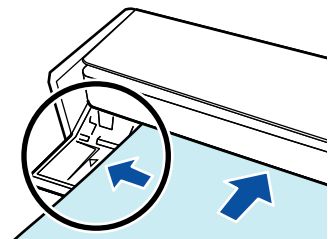
- Insert the document by aligning it with the left edge of the feeding section if you specify a standard size other than [Automatic detection] which is the default paper size.

For details about how to change the scan settings, refer to the following:

For Windows (→ [page 78](#))

For Mac OS (→ [page 242](#))

- When you perform scanning with the output guide closed, leave enough space at the back of the ScanSnap to allow the document to be completely ejected. Make sure that the area where the document exits the scanner is clear of any obstacles. Otherwise, paper jam may occur.
- If you scan the following documents with the output guide open, a paper jam may occur and damage the documents. Scan the following documents with the output guide closed.
  - Thick paper (80 g/m<sup>2</sup> (20 lb) or heavier)
  - Postcards
  - Business cards
  - Plastic cards
  - Carrier Sheet



# Scanning Operation Flow

This section explains the flow of operations for scanning documents.

You can scan documents in two different ways. Choose either way depending on your intended use.

## ●Using the Quick Menu

With the Quick Menu, even the first time users can easily use each ScanSnap function by following the instructions on the screen and perform scanning.

After scanning, select an application to link with ScanSnap Manager in the Quick Menu.

For details about how to perform scanning using the Quick Menu, refer to the following:

For Windows (→ [page 63](#))

For Mac OS (→ [page 228](#))

## ●Without Using the Quick Menu

You can perform scanning by using predefined scan settings.

Before you perform scanning, select a profile which is already configured with an application to link with ScanSnap Manager. Documents are scanned according to the scan settings of the selected profile.

For details about how to perform scanning without using the Quick Menu, refer to the following:

For Windows (→ [page 69](#))




For Mac OS (→ [page 233](#))




Specify whether or not to use the Quick Menu by selecting or clearing the [Use Quick Menu] check box in the ScanSnap setup dialog box/window.

Display the ScanSnap setup dialog box/window in the following procedure:

### Windows

Right-click the ScanSnap Manager icon  on the taskbar, and select [Scan Button Settings]. In Windows 7, the ScanSnap Manager icon  is displayed in the menu which appears when you click  on the taskbar.

### Mac OS

Click the ScanSnap Manager icon  in the Dock while pressing the [control] key on the keyboard, and select [Settings].

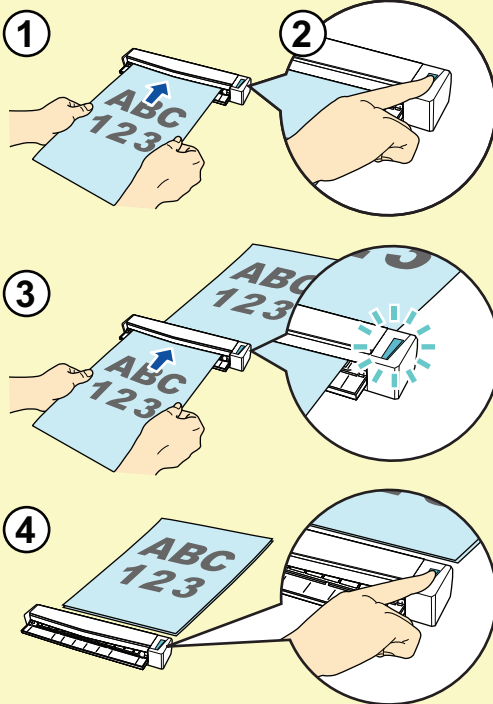
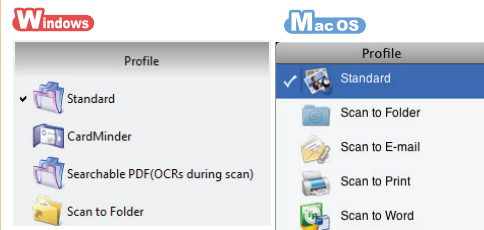


Using the Quick Menu

Without Using the Quick Menu

Turn on the ScanSnap.(→ [page 25](#))

Select a profile



1. Load a document in the ScanSnap.  
You can only load one document at a time.
  - Documents for scanning (→ [page 27](#))
  - How to load documents (→ [page 30](#))
2. Press the [Scan/Stop] button to start scanning.
3. To continue scanning, load the next document after confirming that the current document has been ejected. Scanning starts automatically when the next document is loaded.  
The [Scan/Stop] button flashes in blue throughout the scan.
4. Press the [Scan/Stop] button to finish scanning when scanning is completed.

Select an application from the Quick Menu



The selected application starts up.

# Installing the Software



This chapter explains about the software bundled with the ScanSnap and how to install them.

Bundled Software Overview . . . . .	35
Installing in Windows . . . . .	36
Installing in Mac OS . . . . .	48

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# Bundled Software Overview

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This section gives an overview of each bundled software and their functions. You can edit, manage and arrange the scanned image by using the following software:

- **ScanSnap Manager**

This scanner driver is required to scan documents with the ScanSnap. The scanned image can be saved as a PDF or JPEG file.

- **ScanSnap Organizer** 

You can use this application to display image data (PDF or JPEG files) without opening them, create folders and arrange files as you like.

- **CardMinder** 

You can use this application to efficiently digitalize a large number of business cards. Text recognition can be performed on business cards and you can create a database to facilitate card data management and searches.

- **Cardiris** 

You can use this application to efficiently digitalize a large number of business cards by performing text recognition on them.

- **ABBYY FineReader for ScanSnap**

This application can perform text recognition on the scanned images using OCR (Optical Character Recognition) and convert the image data to Word, Excel or PowerPoint files that can be edited.

In Mac OS, only conversion to Word and Excel files is supported.

- **Evernote for Windows**  / **Evernote for Mac** 

You can easily save files in Evernote using the ScanSnap.

- **Scan to Microsoft SharePoint** 

You can easily save files in SharePoint and Office Live using the ScanSnap.

- **Rack2-Filer V5.0 Trial Version** 

This application provides integrated management of digitalized paper documents (electronic documents) and digital data created with computer, as if you are filing paper documents in actual binders.

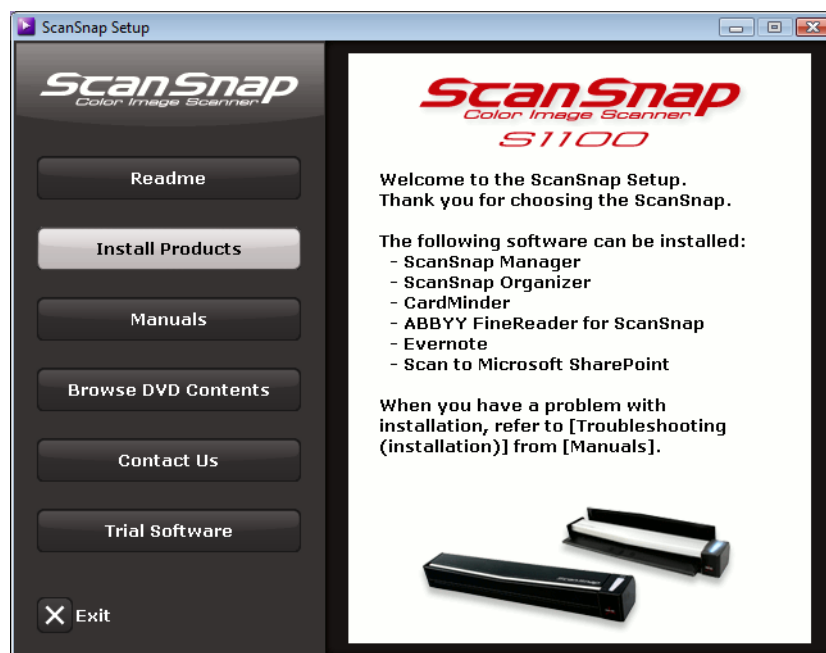
For details about the languages supported in Rack2-Filer, refer to Rack2-Filer "Readme".

# Installing in Windows

This section explains how to install the software in Windows.

## ■ How to Install the Software

When you insert the Setup DVD-ROM into the DVD-ROM drive on your computer, the [ScanSnap Setup] dialog box appears.



The functions of each button in the [ScanSnap Setup] dialog box are as follows.

Button	Function
Readme	Displays the [Readme] dialog box where you can refer to the Readme file of each software.
Install Products	Displays the [Install Products] dialog box from which you can install the following software: <ul style="list-style-type: none"> <li>● [ScanSnap] button <ul style="list-style-type: none"> <li>- ScanSnap Manager</li> <li>- ScanSnap Organizer</li> <li>- CardMinder</li> <li>- ABBYY FineReader for ScanSnap</li> </ul> </li> <li>● [Evernote] button <ul style="list-style-type: none"> <li>- Evernote for Windows</li> </ul> </li> <li>● [Scan to Microsoft SharePoint] button <ul style="list-style-type: none"> <li>- Scan to Microsoft SharePoint</li> </ul> </li> </ul>
Manuals	Displays the [Manuals] dialog box where you can refer to the software manuals including "Troubleshooting (installation)".
Browse DVD Contents	Opens Windows Explorer to display the files from the DVD-ROM.

Button	Function
Contact Us	Displays contact information for customer support.
Trial Software	Displays the [Trial Software] dialog box from which you can install the trial version software.

## ■ ScanSnap Software

Install the following software:

- ScanSnap Manager
- ScanSnap Organizer
- CardMinder
- ABBYY FineReader for ScanSnap

The procedure is as follows.

**1. Turn on the computer and log on as a user with Administrator privileges.**

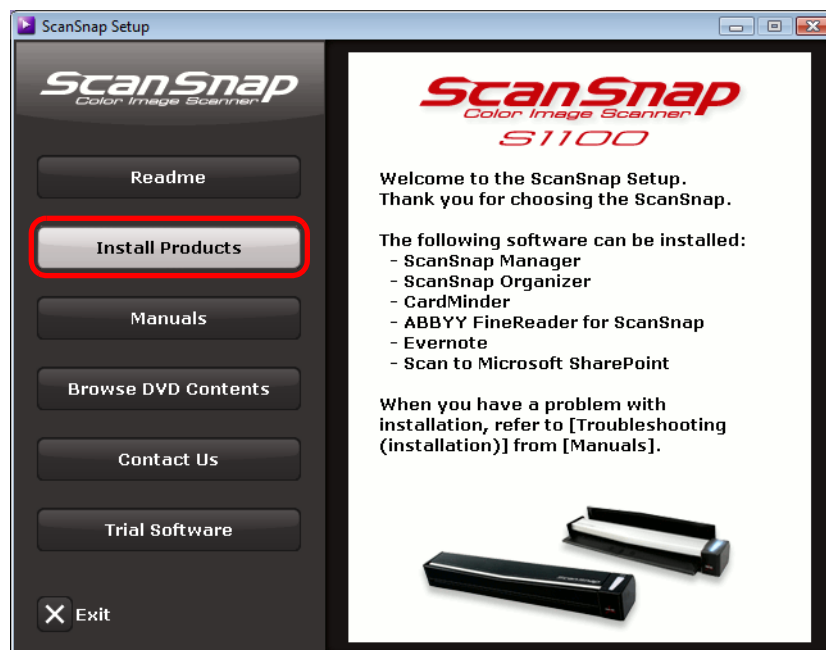
**2. Insert the Setup DVD-ROM into the DVD-ROM drive.**

⇒ The [ScanSnap Setup] dialog box appears.



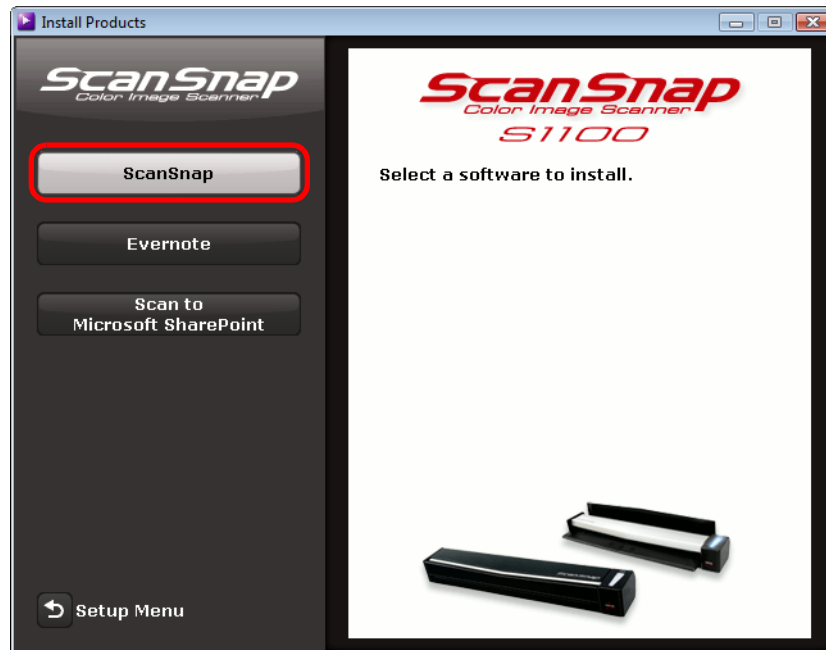
If the [ScanSnap Setup] dialog box does not appear, double-click "ScanSnap.exe" in the Setup DVD-ROM via Windows Explorer.

**3. Click the [Install Products] button.**



⇒ The [Install Products] dialog box appears.

#### 4. Click the [ScanSnap] button.

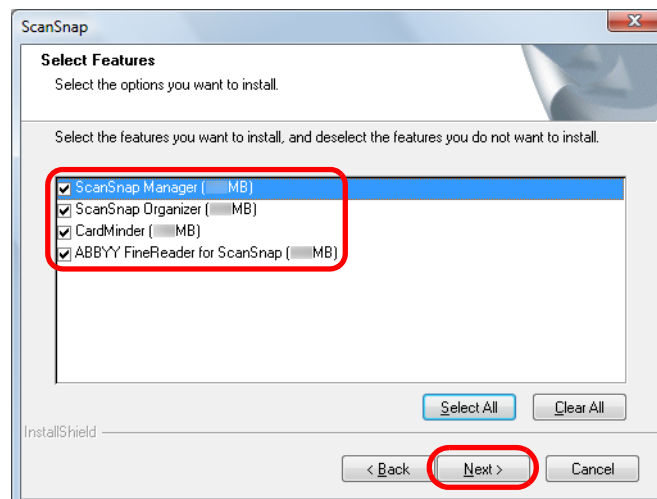


⇒ The [ScanSnap] dialog box appears, displaying the [Welcome to the InstallShield Wizard for ScanSnap] screen.

#### 5. Click the [Next] button.

⇒ The [Select Features] screen appears.

#### 6. Confirm that all check boxes are selected, and click the [Next] button.



- The software will not be installed unless the check box is selected.
- Note that you must install ScanSnap Manager. Also, it is recommended to install all software in order to utilize the features of the ScanSnap.

⇒ The [Choose Destination Location] screen appears.

## 7. Confirm the destination folder, and then click the [Next] button.

⇒ A confirmation about accepting the license agreement appears.

## 8. Read the "END-USER LICENSE AGREEMENT FOR ScanSnap", select [I accept the terms of the license agreement], and then click the [Next] button.



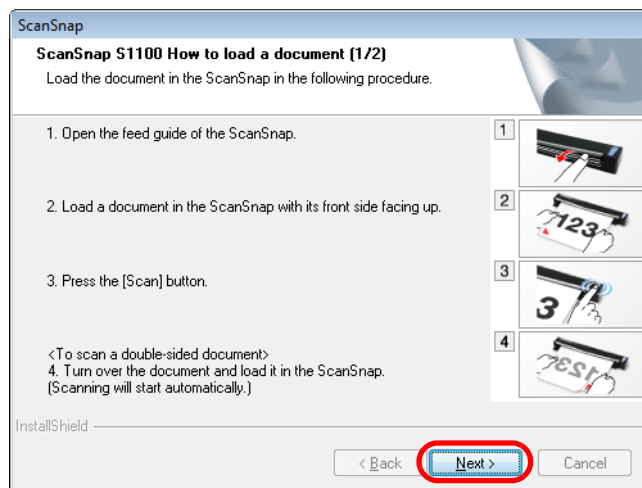
Depending on the number of the installed software, this step may be required more than once.

⇒ The [Start Copying Files] screen appears.

## 9. Confirm the settings, and then click the [Next] button.

⇒ Installation starts. When the installation is complete, the [ScanSnap S1100 How to load a document (1/2)] screen appears.

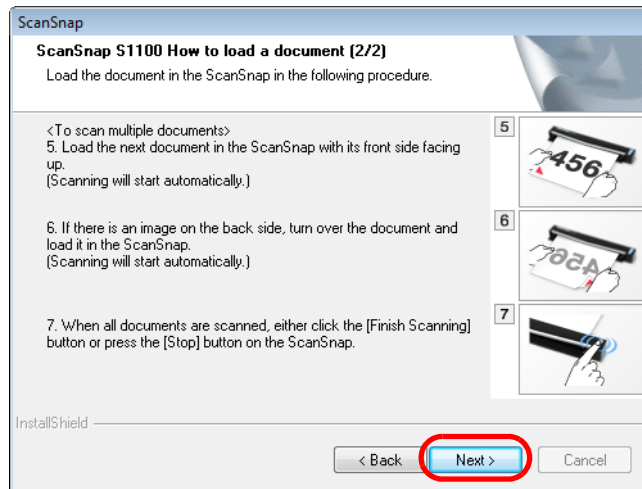
## 10. Read the instructions, and click the [Next] button.



⇒ The [ScanSnap S1100 How to load a document (2/2)] screen appears.



## 11. Read the instructions, and click the [Next] button.



⇒ The [InstallShield Wizard Complete] screen appears.

## 12. Click the [Finish] button.

## 13. Remove the Setup DVD-ROM from the DVD-ROM drive.



If the installation is not successfully completed, select [Manuals] → [Troubleshooting (installation)] in the [ScanSnap Setup] dialog box and refer to Troubleshooting (installation).

## ■ Evernote for Windows

Install Evernote for Windows in the following procedure.

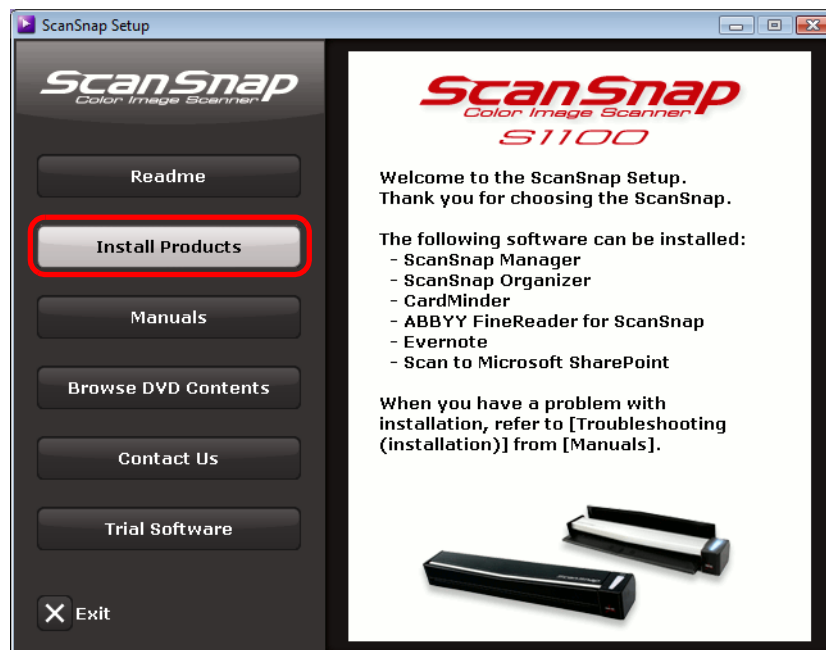
- 1. Turn on the computer and log on as a user with Administrator privileges.**
- 2. Insert the Setup DVD-ROM into the DVD-ROM drive.**

⇒ The [ScanSnap Setup] dialog box appears.

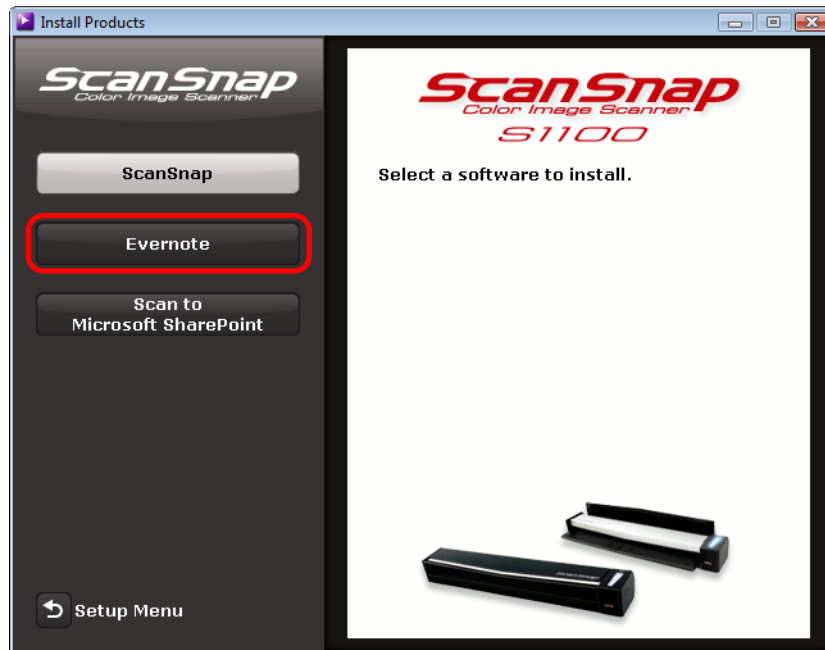


If the [ScanSnap Setup] dialog box does not appear, double-click "ScanSnap.exe" in the Setup DVD-ROM via Windows Explorer.

- 3. Click the [Install Products] button.**



⇒ The [Install Products] dialog box appears.

**4. Click the [Evernote] button.**

⇒ Installation starts.

**5. Follow the instructions on the screen to complete the installation.****6. Click the [Finish] button when the "InstallShield Wizard Complete" notification is displayed.****7. Remove the Setup DVD-ROM from the DVD-ROM drive.**

## ■ Scan to Microsoft SharePoint

Install Scan to Microsoft SharePoint in the following procedure.



For details about system requirements and notes on installation, refer to "Readme" of Scan to Microsoft SharePoint. Click the [Readme] button in the [Scan to Microsoft SharePoint] dialog box to open the Readme file.

**1. Turn on the computer and log on as a user with Administrator privileges.**

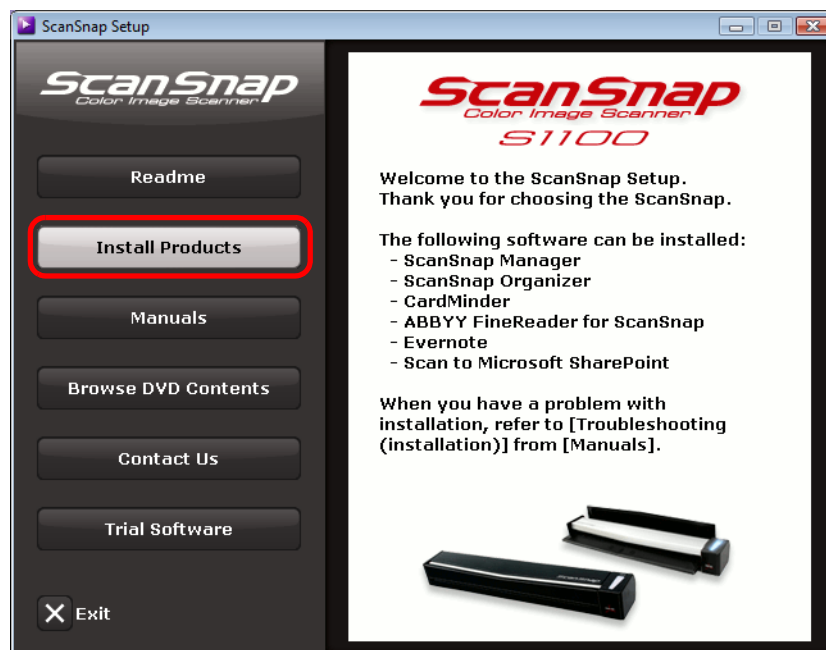
**2. Insert the Setup DVD-ROM into the DVD-ROM drive.**

⇒ The [ScanSnap Setup] dialog box appears.



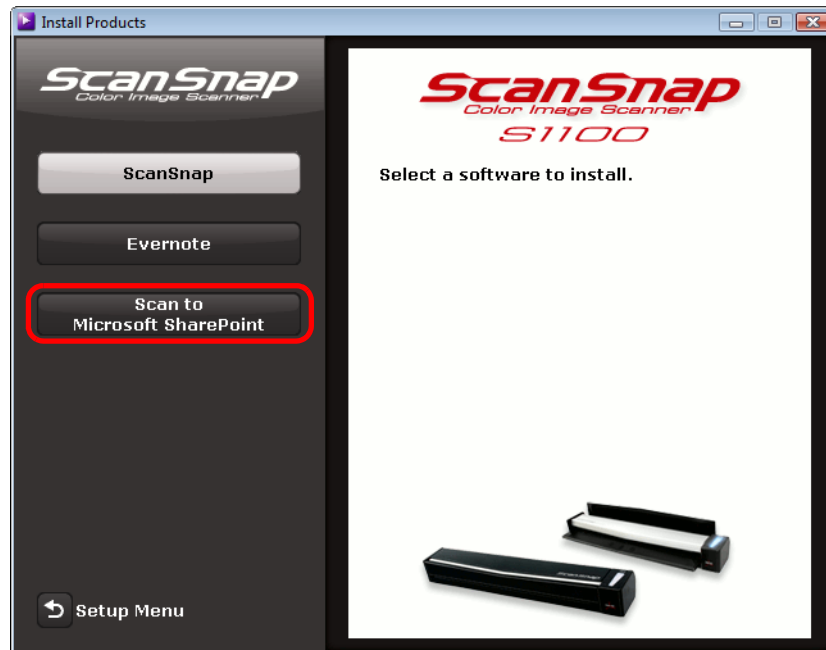
If the [ScanSnap Setup] dialog box does not appear, double-click "ScanSnap.exe" in the Setup DVD-ROM via Windows Explorer.

**3. Click the [Install Products] button.**



⇒ The [Install Products] dialog box appears.

**4.** Click the [Scan to Microsoft SharePoint] button.



⇒ Installation starts.

**5.** Follow the instructions on the screen to complete the installation.

**6.** Click the [Finish] button when the "InstallShield Wizard Complete" notification is displayed.

**7.** Remove the Setup DVD-ROM from the DVD-ROM drive.



For details about how to use Scan to Microsoft SharePoint, refer to the Scan to Microsoft SharePoint User Guide. Click the [Scan to Microsoft SharePoint] button in the [Manuals] dialog box to open the Scan to Microsoft SharePoint User Guide.

## ■ Trial Software

Install the trial versions of the software in the following procedure.



For details about system requirements and installation, refer to "Readme" of the trial version software. Click on the name of the software in the [Trial Software] dialog box, then click the [Readme] button to open the Readme file.

**1. Turn on the computer and log on as a user with Administrator privileges.**

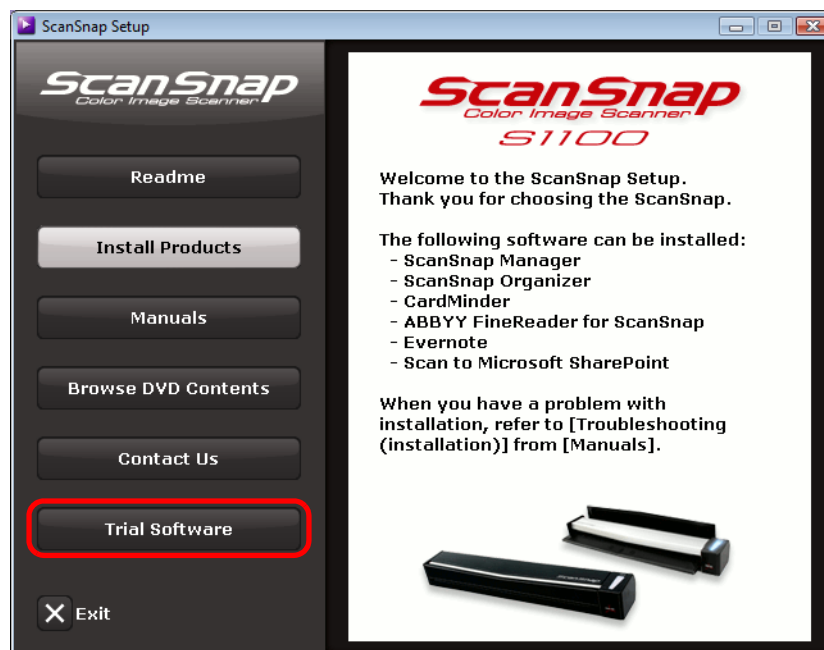
**2. Insert the Setup DVD-ROM into the DVD-ROM drive.**

⇒ The [ScanSnap Setup] dialog box appears.



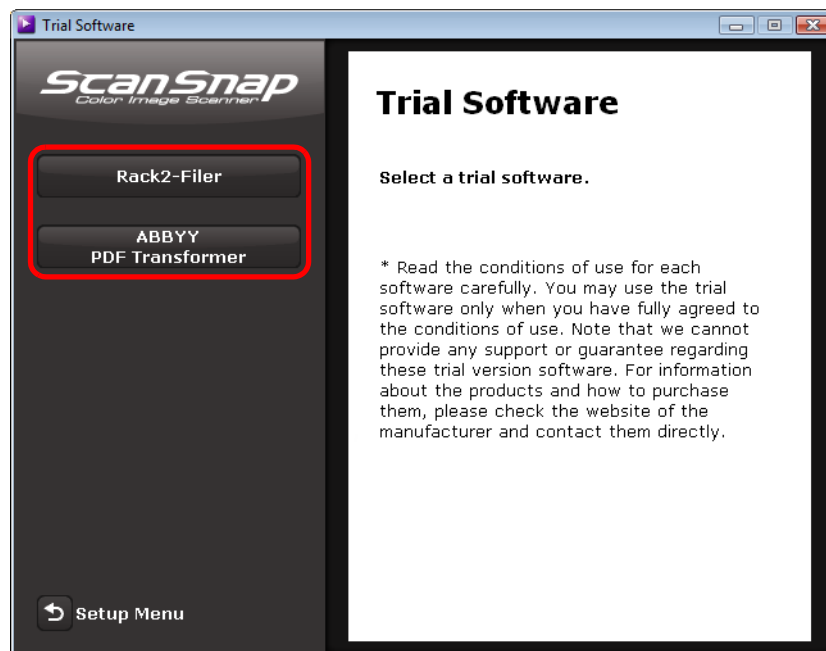
If the [ScanSnap Setup] dialog box does not appear, double-click "ScanSnap.exe" in the Setup DVD-ROM via Windows Explorer.

**3. Click the [Trial Software] button.**



⇒ The [Trial Software] dialog box appears.

#### 4. Click the button of the trial software you want to install.



⇒ The setup dialog box of the trial software appears (e.g. [Rack2-Filer Setup]).

#### 5. Click the [Install Product] button.

⇒ Installation starts.

#### 6. Follow the instructions on the screen to complete the installation.

#### 7. Click the [Finish] button when the "InstallShield Wizard Complete" notification is displayed.

#### 8. Remove the Setup DVD-ROM from the DVD-ROM drive.



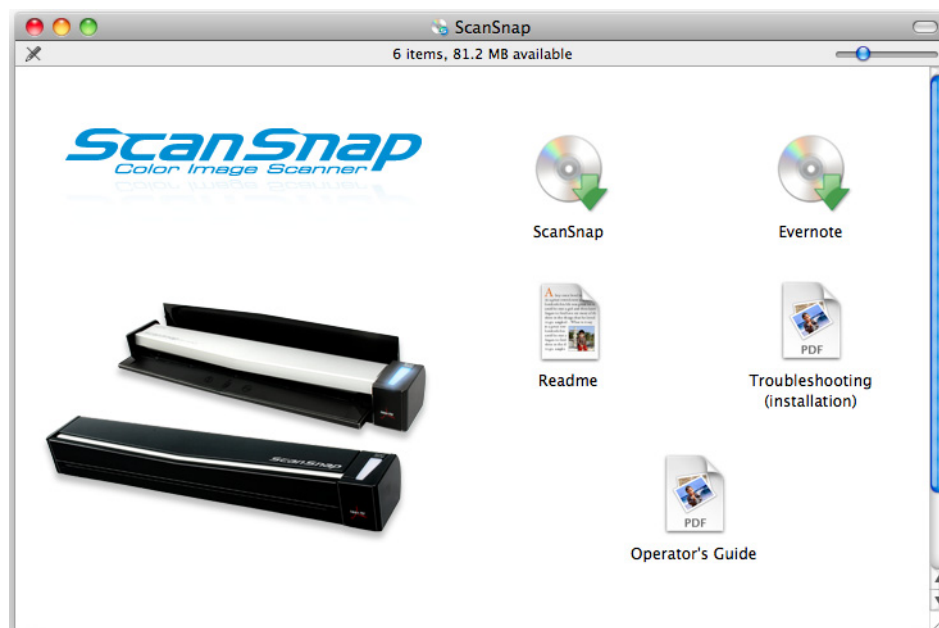
For details about how to use trial versions of the software, refer to the software manual. Click the [Manuals] button in the setup dialog box of the trial software to open the manual.

# Installing in Mac OS

This section explains how to install software in Mac OS.

## ■ How to Install the Software

When you insert the Setup DVD-ROM into the DVD-ROM drive on your computer, the [ScanSnap] window appears.



The functions of each icon in the [ScanSnap] window are as follows.

Icon	Function
ScanSnap	Installs the following software: <ul style="list-style-type: none"> <li>● ScanSnap Manager</li> <li>● ABBYY FineReader for ScanSnap</li> <li>● Cardiris</li> </ul>
Evernote	Installs Evernote.
Readme	Displays the Readme file.
Troubleshooting (installation)	Displays "Troubleshooting (installation)".
Operator's Guide	Displays this manual.



## ■ ScanSnap Software

Install the following software:

- ScanSnap Manager
- ABBYY FineReader for ScanSnap
- Cardiris

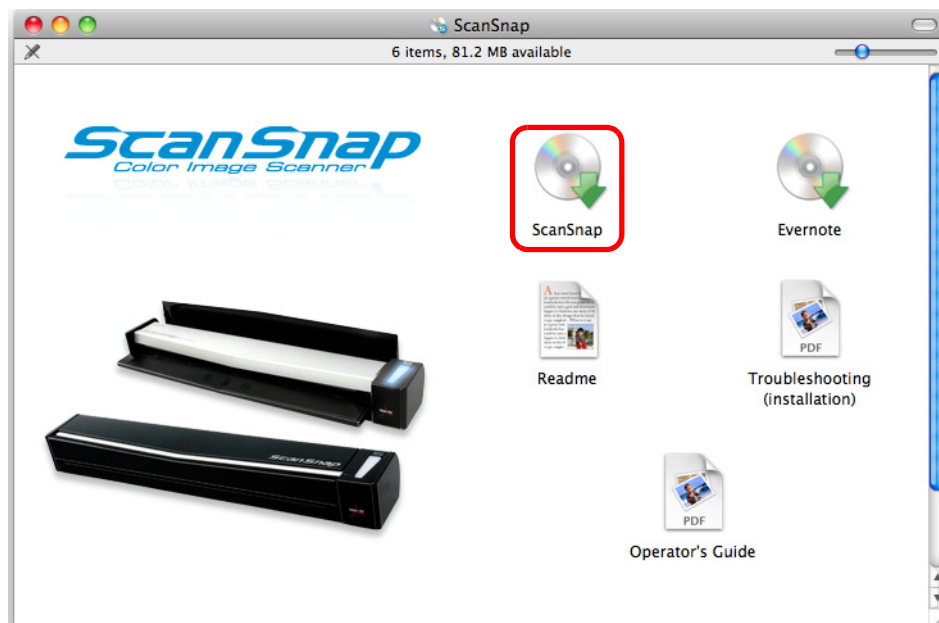
The procedure is as follows.

**1.** Turn on the computer and log in as a user with Administrator privileges.

**2.** Insert the Setup DVD-ROM into the DVD-ROM drive.

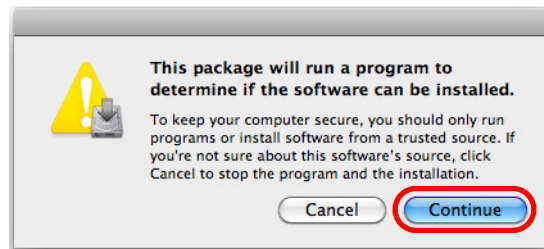
⇒ The [ScanSnap] window appears.

**3.** Double-click the [ScanSnap] icon.



⇒ A confirmation message appears to proceed with the installation.

#### 4. Click the [Continue] button.



⇒ The [Install ScanSnap] window appears, displaying the [Welcome to the ScanSnap Installer] screen.

#### 5. Click the [Continue] button.

⇒ The [Important Information] screen appears.

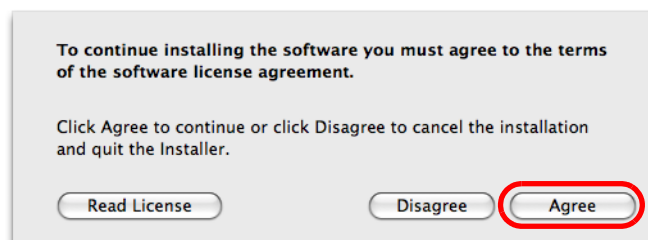
#### 6. Read [Important Information], and then click the [Continue] button.

⇒ The [Software License Agreement] screen appears.

#### 7. Read the "END-USER LICENSE AGREEMENT FOR ScanSnap", and click the [Continue] button.

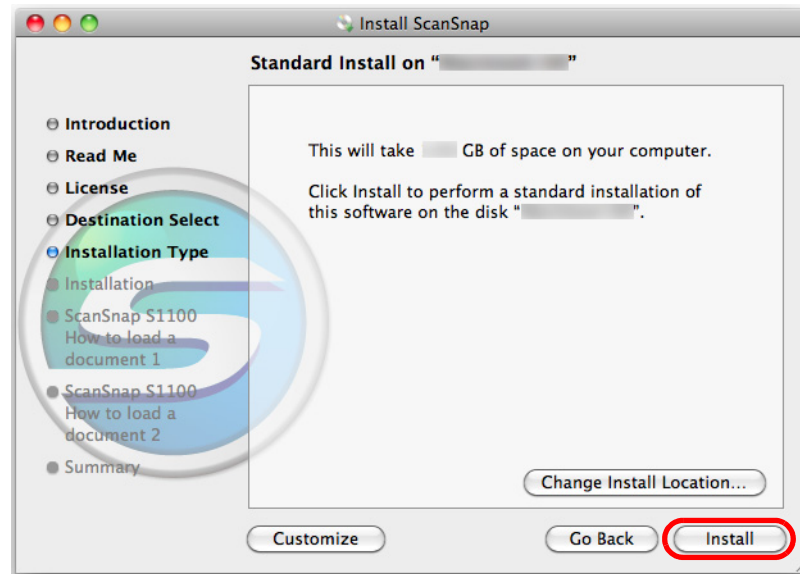
⇒ A confirmation about accepting the license agreement appears.

#### 8. To accept the license agreement, click the [Agree] button.



⇒ The [Standard Install on "*disk name*"] screen appears.

## 9. Click the [Install] button.



- To install only ScanSnap Manager, clear the [ABBYY FineReader for ScanSnap] and [Cardiris] checkboxes in the [Custom install on "disk name"] screen which is displayed by clicking the [Customize] button.
- ABBYY FineReader for ScanSnap or Cardiris cannot be installed on its own.

⇒ Installation starts.

⇒ The [Cardiris 3.6 for ScanSnap] window appears, displaying the [License] screen.

## 10. Scroll down and read the "License" to the end, and then click the [Continue] button.

⇒ A confirmation message appears.

## 11. Click the [Agree] button.

⇒ The [Select Destination] screen appears.

⇒ By default, Cardiris is installed in the Applications folder.

## 12. Click the [Continue] button.

⇒ The [Installation Type] screen appears.

## 13. Confirm that [Easy Install] is specified in the [Installation Type] pop-up menu.

## 14. Click the [Install] button.

- ⇒ Installation starts.
- ⇒ The [Finish Up] screen appears.

## 15. Click the [Quit] button.

- ⇒ The [Startup item registration] window appears.

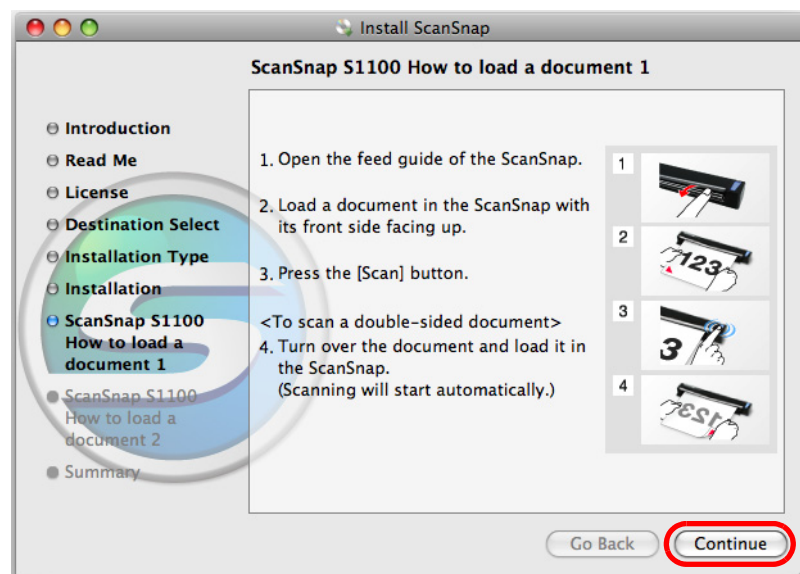
## 16. Click the [OK] button.



Note that the [Startup item registration] window will close automatically after a certain period of time elapses without operation.

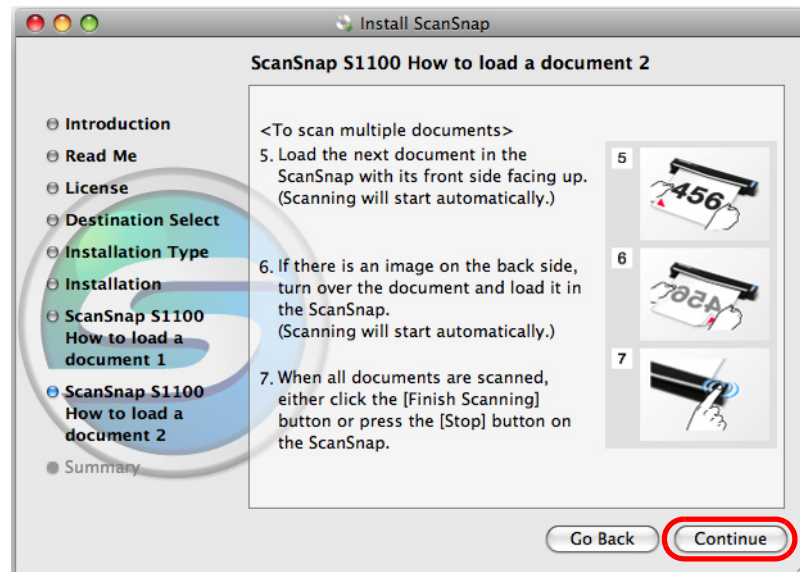
- ⇒ The [ScanSnap S1100 How to load a document 1] screen appears.

## 17. Read the instructions and click the [Continue] button.



- ⇒ The [ScanSnap S1100 How to load a document 2] screen appears.

## 18. Read the instructions and click the [Continue] button.



⇒ The message "The installation was successfully." appears on the screen.

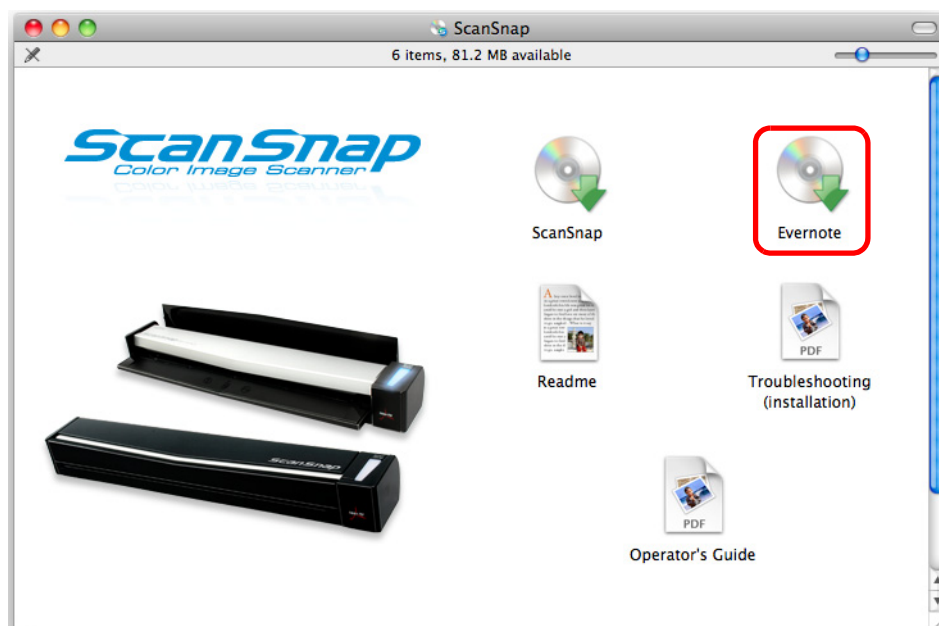
## 19. Click the [Close] button.

## 20. Remove the Setup DVD-ROM from the DVD-ROM drive.

## ■ Evernote for Mac

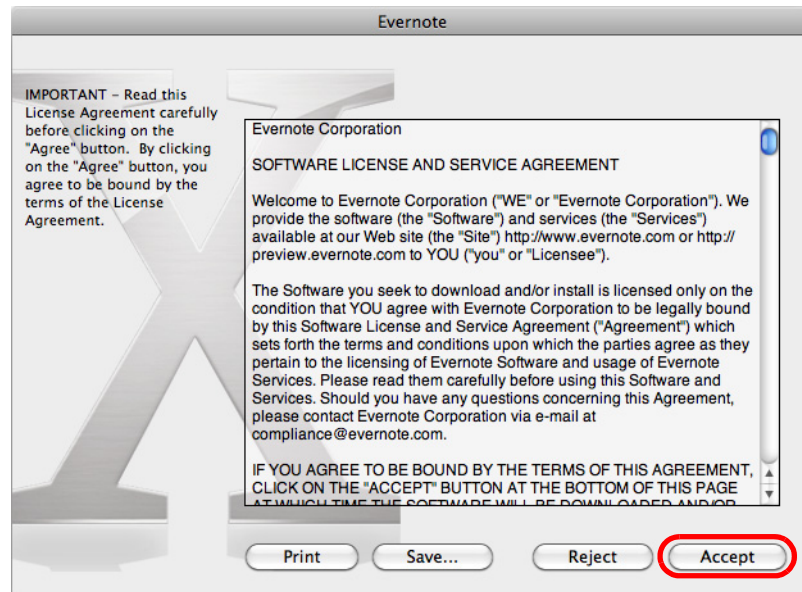
Install Evernote for Mac in the following procedure.

- 1. Turn on the computer and log in as a user with Administrator privileges.**
- 2. Insert the Setup DVD-ROM into the DVD-ROM drive.**  
⇒ The [ScanSnap] window appears.
- 3. Double-click the [Evernote] icon.**



⇒ A confirmation about accepting the license agreement appears.

#### 4. To accept the license agreement, click the [Accept] button.



⇒ A window to start installing Evernote for Mac appears.

#### 5. Drag the [Evernote] icon onto the [Applications] icon.



⇒ Evernote for Mac is copied into the [Applications] folder.

#### 6. When the copying is finished, drag the Evernote icon on the desktop into the Trash.

## **7. Remove the Setup DVD-ROM from the DVD-ROM drive.**



If the installation is not successfully completed, select [Troubleshooting (installation)] in the [ScanSnap] window and refer to Troubleshooting (installation).

## **8. Prepare for the linkage with Evernote.**

Start up Evernote and create a new Notebook.



# Using the ScanSnap (for Windows Users)





This chapter explains how to perform scanning, configure scan settings, add, change or delete profiles, as well as various scanner functions and uses.

ScanSnap Manager Icon and Operations .....	58
How to Perform a Scan .....	61
Configuring ScanSnap Manager .....	75
Actions .....	97
Using the ScanSnap in Various Ways .....	187

# ScanSnap Manager Icon and Operations



All operations on the ScanSnap are managed by ScanSnap Manager.



The ScanSnap Manager icon automatically appears on the taskbar when Windows starts up. The ScanSnap Manager icon indicates whether or not ScanSnap Manager is successfully communicating with the ScanSnap. The appearance of the icon changes according to the communication status as shown below.

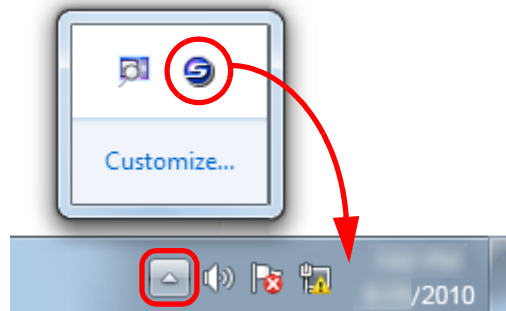
Status	ScanSnap Manager icon
Communicating	
Not communicating	

A menu is displayed when you click the ScanSnap Manager icon.



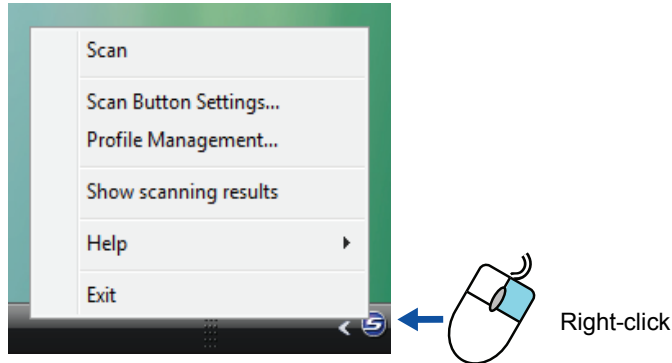
In Windows 7, the ScanSnap Manager icon  is displayed in the menu which appears when you click  on the taskbar.

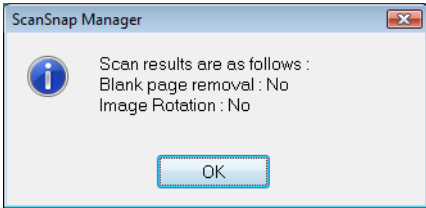
To have the ScanSnap Manager icon  always displayed on the taskbar, drag the icon  and drop it onto the taskbar.




## Right-Click Menu

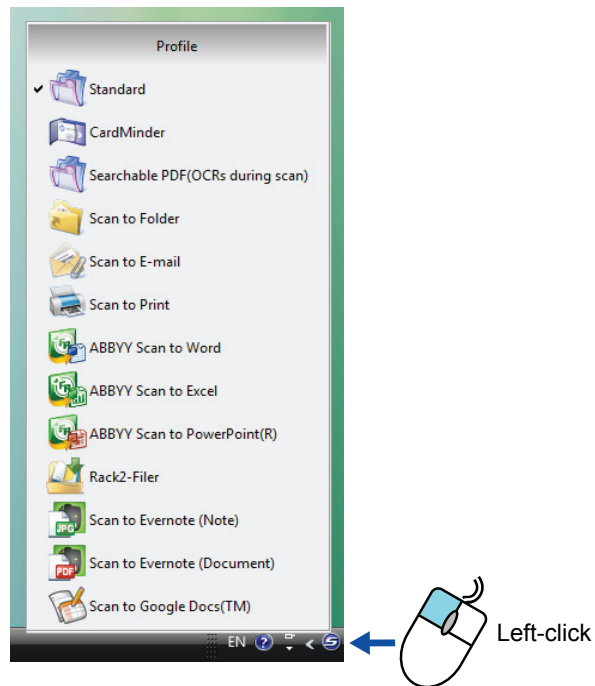
This menu appears when you right-click the ScanSnap Manager icon .



Item	Function
Scan	Starts scanning. Follows the settings configured in [Scan Button Settings].
Scan Button Settings	Displays the ScanSnap setup dialog box. You can configure the scan settings in this dialog box. ⇒ <a href="#">"How to Configure Scan Settings" (page 78)</a>
Profile Management	Displays the [ScanSnap Manager - Profile Management] dialog box. You cannot select [Profile Management] when the [Use Quick Menu] check box is selected in the ScanSnap setup dialog box. ⇒ <a href="#">"Profile Management" (page 81)</a>
Show scanning results	After scanning is completed, a message appears to inform you whether blank pages are removed or the image is rotated. 
Help	Displays the following menu: <ul style="list-style-type: none"> <li>● Help Opens the ScanSnap Manager Help.</li> <li>● Troubleshooting Displays [Troubleshooting] in the ScanSnap Manager Help.</li> <li>● ScanSnap Portal Site Opens the ScanSnap global homepage (<a href="http://scansnap.fujitsu.com">http://scansnap.fujitsu.com</a>)</li> <li>● About ScanSnap Manager Displays the [Version Information] dialog box.</li> <li>● Preferences Displays the [ScanSnap Manager - Preferences] dialog box.</li> <li>● Online Update Displays the [ScanSnap Manager - Online Update] dialog box (<a href="#">page 366</a>).</li> </ul>
Exit	Exits ScanSnap Manager. ⇒ <a href="#">"Finishing ScanSnap Operation" (page 74)</a>

## ■ Left-Click Menu

This menu appears when you click the ScanSnap Manager icon . Available profiles are shown in the Left-Click Menu.



Left-Click Menu example

Select a profile in the Left-Click Menu before you perform scanning. Documents are scanned according to the scan settings of the profile you select.

For details about how to add, change or delete profiles, refer to "[Profile Management](#)" (page 81).




- To enable the Left-Click Menu, clear the [Use Quick Menu] check box in the ScanSnap setup dialog box. The Left-Click Menu does not appear when this check box is selected.
- Profiles configured for the following scanner models will be carried over to ScanSnap S1100 if the computer is the same:
  - ScanSnap S1500/S1500M
  - ScanSnap S1300
  - ScanSnap S510
  - ScanSnap S500
  - ScanSnap S300

# How to Perform a Scan






This section explains how to perform scanning with the ScanSnap.

## ■ Preparation

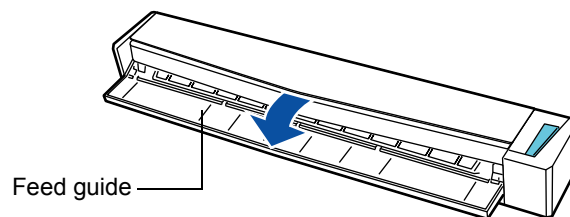
### 1. Turn on the computer.



⇒ The ScanSnap Manager icon  appears on the taskbar when Windows starts up.




- If the ScanSnap Manager icon  is not displayed, select [Start] menu → [All Programs] → [ScanSnap Manager] → [ScanSnap Manager] to start up ScanSnap Manager. Normally, ScanSnap Manager is registered under [Startup] when installed so its icon  is displayed on the taskbar when Windows starts.
- When ScanSnap Manager is not registered under [Startup], register ScanSnap Manager in the following procedure:
  1. Select [Help] → [Preferences] in the Right-Click Menu.  
⇒ [ScanSnap Manager - Preferences] dialog box appears.
  2. In the [Auto Startup] tab, select the [Start up ScanSnap Manager when you log on] check box.
- In Windows 7, the ScanSnap Manager icon  is displayed in the menu which appears when you click  on the taskbar.  
For details about how to display the ScanSnap Manager icon  on the taskbar, refer to "[ScanSnap Manager Icon and Operations](#)" (page 58).

### 2. Open the feed guide of the ScanSnap to turn the power on.



⇒ The ScanSnap Manager icon changes from  to .



There may be a slight delay before the ScanSnap Manager icon changes to  depending on your computer's performance, operating environment and load such as when multiple programs are running at the same time.

There are two ways to perform scanning, either with the Quick Menu or without using the Quick Menu. For details, refer to the following:

- Using the Quick Menu (→ [page 63](#))
- Without Using the Quick Menu (→ [page 69](#))

## ■ Using the Quick Menu

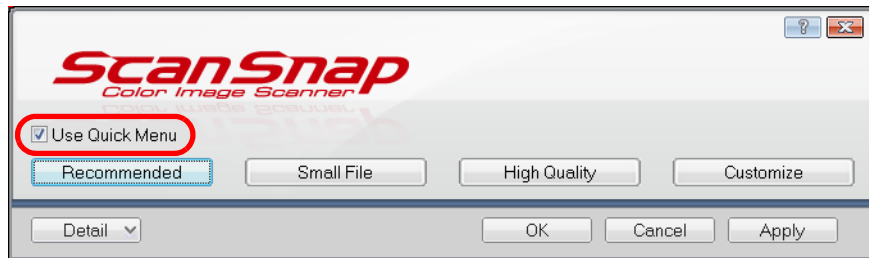
The following explains the procedure for scanning by using the Quick Menu.

### 1. Select [Scan Button Settings] from the Right-Click Menu.

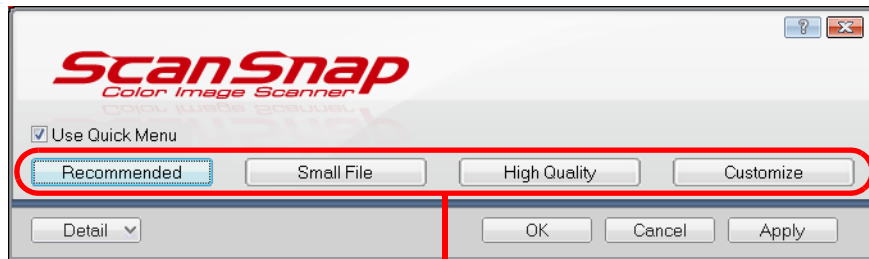
For details about the Right-Click Menu, refer to ["Right-Click Menu"](#) (page 59).

⇒ The ScanSnap setup dialog box appears.

### 2. Select the [Use Quick Menu] check box.



### 3. Click one of the profile buttons.



Profile Button

Profile Button	Description
[Recommended] button	Settings are [Automatic resolution] for [Image quality] in the [Scanning] tab in the ScanSnap setup dialog box and default for other settings. It is recommended that you select this button when you want to scan documents in optimum quality suitable for the paper size of the document.
[Small File] button	Settings are [Normal] (Color/Gray: 150 dpi, B&W: 300 dpi) for [Image quality] in the [Scanning] tab in the ScanSnap setup dialog box and default for other settings. It is recommended that you select this button when you want to reduce the file size.
[High Quality] button	Settings are [Best] (Color/Gray: 300 dpi, B&W: 600 dpi) for [Image quality] in the [Scanning] tab in the ScanSnap setup dialog box and default for other settings. It is recommended that you select this button when you want to scan documents in high quality.

Profile Button	Description
[Customize] button	Default settings are the same as the [Recommended] settings. Scan settings can be changed depending on your scanning purpose.



- The [Recommended] button is selected in default.
- For details about the default settings when using the Quick Menu, refer to the ScanSnap Manager Help.
- You cannot change the settings for the [Recommended], [Small File], and [High Quality] buttons. If you change any of these settings, the profile automatically switches to [Customize].  
For details about how to change scan settings, refer to "[How to Configure Scan Settings](#)" (page 78).

**4. Click the [OK] button to close the ScanSnap setup dialog box.**

**5. Load the document in the ScanSnap.**

For details about how to load documents, refer to "[How to Load Documents](#)" (page 30).

**6. Press the [Scan/Stop] button on the ScanSnap to start scanning.**

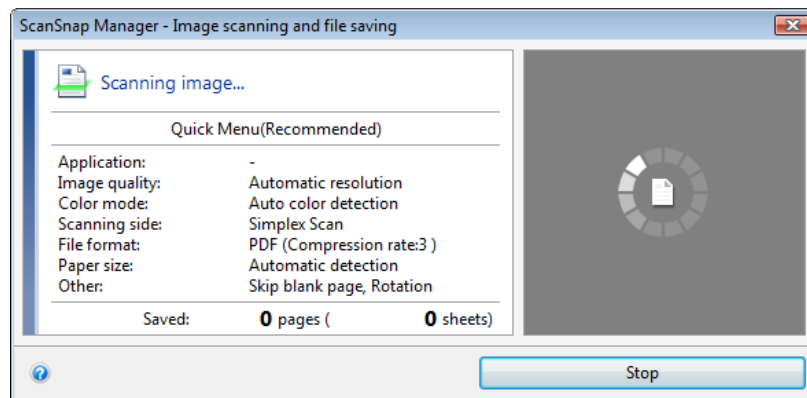


You can also start scanning from the Right-Click Menu. For more details, refer to "[Right-Click Menu](#)" (page 59).



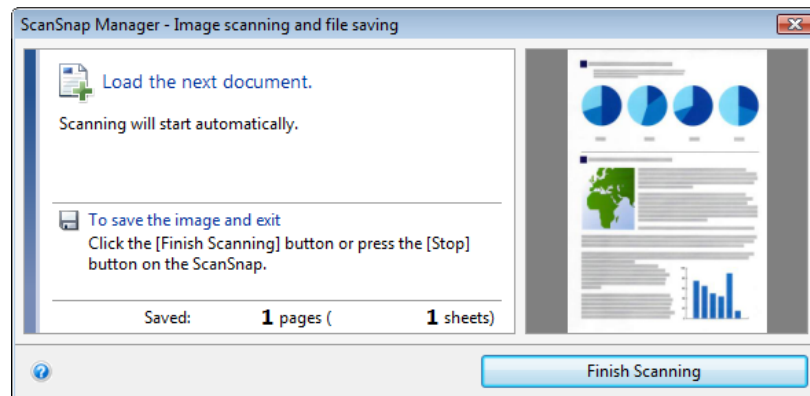
- Do not connect or disconnect the ScanSnap and other USB devices during scanning.
- Do not close the feed guide during scanning.
- Do not switch users during scanning. Doing so will cancel scanning.

⇒ The [ScanSnap Manager - Image scanning and file saving] dialog box appears.





⇒ After the scanning has completed, the [ScanSnap Manager - Image scanning and file saving] dialog box then shows a new message indicating that the ScanSnap is ready for the next scan.



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

## 7. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ The Quick Menu appears.



- You can also finish scanning by clicking the [Finish Scanning] button in the [ScanSnap Manager - Image scanning and file saving] dialog box.
- The [Scan/Stop] button on the ScanSnap flashes in blue during the scan.













**8. In the Quick Menu, click the icon of the application to link with ScanSnap Manager.**





⇒ The selected application is started.




- To specify which applications to display/hide in the Quick Menu, or change the display order of the applications, refer to ["Quick Menu Settings" \(page 75\)](#).
- To select an application to link with ScanSnap Manager before scanning, refer to ["Without Using the Quick Menu" \(page 69\)](#).


Application	Description
 Scan to ScanSnap Organizer (*1)	Displays the [ScanSnap Organizer] dialog box. Scanned image is saved in a folder specified in ScanSnap Organizer. For details about how to operate ScanSnap Organizer, refer to the ScanSnap Organizer User's Guide.
 Scan to CardMinder (*2)	Displays the [CardMinder] dialog box. Scanned image is stored in CardMinder. For details about how to continue the process after you select this item, refer to " <a href="#">Storing Business Cards in CardMinder</a> " (page 139).
 Scan to Folder	Displays the [Scan to Folder] dialog box. Indicates the destination folder for saving the scanned image. For details about how to continue the process after you select this item, refer to " <a href="#">Saving Data in a Specified Folder</a> " (page 98).
 Scan to E-mail	Displays the [Scan to E-mail] dialog box. Scanned image is attached to an e-mail message. For details about how to continue the process after you select this item, refer to " <a href="#">Attaching Files to E-Mail</a> " (page 105).
 Scan to Print	Displays the [Scan to Print] dialog box. Scanned image can be printed. For details about how to continue the process after you select this item, refer to " <a href="#">Using the ScanSnap as a Copy Machine</a> " (page 117).
 Scan to Rack2-Filer (*3)	Scanned image is saved as a PDF file in a Rack2-Filer binder. For details about how to continue the process after you select this item, refer to " <a href="#">Saving to Rack2-Filer</a> " (page 155).
 Scan to Evernote (Document) (*4)	Scanned image is saved as a PDF file in Evernote. For details about how to continue the process after you select this item, refer to " <a href="#">Saving Documents to Evernote</a> " (page 162).
 Scan to Evernote (Note) (*4)	Scanned image is saved as a JPEG file in Evernote. For details about how to continue the process after you select this item, refer to " <a href="#">Saving Handwritten Notes to Evernote</a> " (page 171).
 Scan to Google Docs(TM) (*5)	Scanned image is saved as a PDF file in Google Docs. For details about how to continue the process after you select this item, refer to " <a href="#">Saving Documents to Google Docs</a> " (page 178).
 Scan to Word (*6)	Text recognition is performed on the scanned image which is then converted to a Word file. For details about how to continue the process after you select this item, refer to " <a href="#">Converting into Word/Excel/PowerPoint Documents</a> " (page 131).
 Scan to Excel (*6)	Text recognition is performed on the scanned image which is then converted to an Excel file. For details about how to continue the process after you select this item, refer to " <a href="#">Converting into Word/Excel/PowerPoint Documents</a> " (page 131).
 Scan to PowerPoint(R) (*6)	Text recognition is performed on the scanned image which is then converted to a PowerPoint file. For details about how to continue the process after you select this item, refer to " <a href="#">Converting into Word/Excel/PowerPoint Documents</a> " (page 131).

Application	Description
 Scan to SharePoint (*7)	Scanned image is saved in SharePoint or Office Live. For details about how to continue the process after you select this item, refer to <a href="#">"Saving Data in SharePoint" (page 146)</a> .
 Scan to Picture Folder	Displays the [Scan to Picture Folder] dialog box. Scanned image is saved as a JPEG file in the pictures folder. For details about how to continue the process after you select this item, refer to <a href="#">"Saving Files to Picture Folder" (page 124)</a> .

- \*1: Displayed when ScanSnap Organizer is installed.
- \*2: Displayed when CardMinder is installed.
- \*3: Displayed when Rack2-Filer trial version (bundled with the ScanSnap) or Rack2-Filer (V5.0 or later recommended/bundled model or sold separately) is installed.
- \*4: Displayed when Evernote for Windows 3.5 or later is installed.
- \*5: Displayed when .NET Framework 3.0 is installed.  
 Note that .NET Framework 3.0 is also included in .NET Framework 3.5 (SP1 or later). It is recommended that you use .NET Framework 3.5 (SP1 or later) by updating Windows. Even if .NET Framework 4 or later is already installed, you need to install .NET Framework 3.0 separately because .NET Framework 3.0 is not included in .NET Framework 4.0 or later version.
- \*6: Displayed when ABBYY FineReader for ScanSnap is installed.
- \*7: Displayed when Scan to Microsoft SharePoint is installed.



- The output image may slightly differ from the original document in size.
- When ScanSnap Organizer, CardMinder, Rack2-Filer trial version (bundled with the ScanSnap), or Rack2-Filer (V5.0 or later recommended/bundled model or sold separately) becomes active (with the application's dialog box brought to front and selected on taskbar), performing a scan by pressing the [Scan/Stop] button on the ScanSnap automatically starts the linkage between Scansnap Manager and the active application. For details about automatic linkage, refer to ["Automatic Linkage with Applications" \(page 90\)](#).



- You cannot start scanning when the Quick Menu is displayed. Either select an icon from the Quick Menu and finish the process, or close the Quick Menu before you perform the next scan.
- Do not move, delete, or rename the scanned image in other applications while the Quick Menu is displayed.

## ■ Without Using the Quick Menu

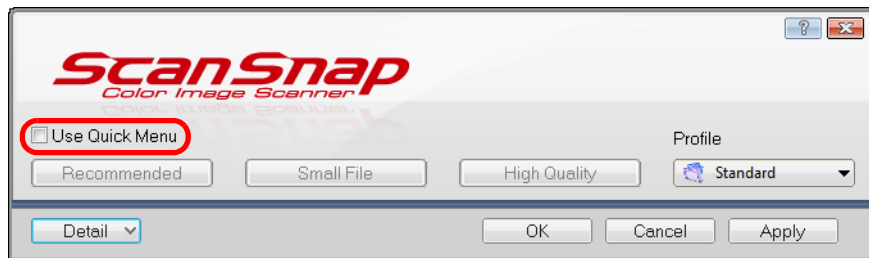
The following explains the procedure for scanning without using the Quick Menu.

### 1. Select [Scan Button Settings] from the Right-Click Menu.

For details about the Right-Click Menu, refer to ["Right-Click Menu"](#) (page 59).

⇒ The ScanSnap setup dialog box appears.

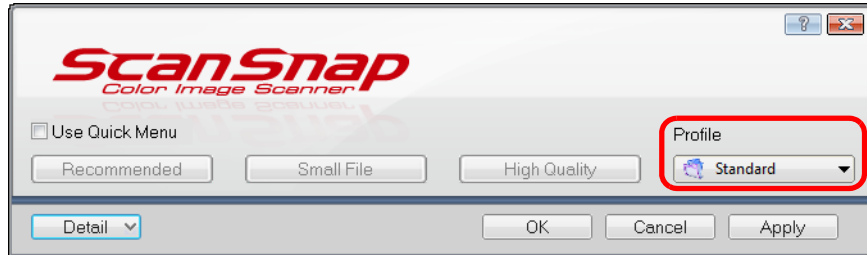
### 2. Clear the [Use Quick Menu] check box.



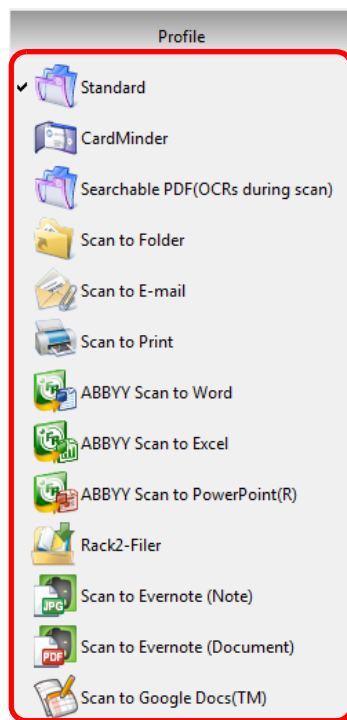
### 3. Select a profile.

Select a profile from either of the following:

- [Profile] drop-down list



- Left-Click menu



### 4. Load the document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents"](#) (page 30).

## 5. Press the [Scan/Stop] button on the ScanSnap to start scanning.

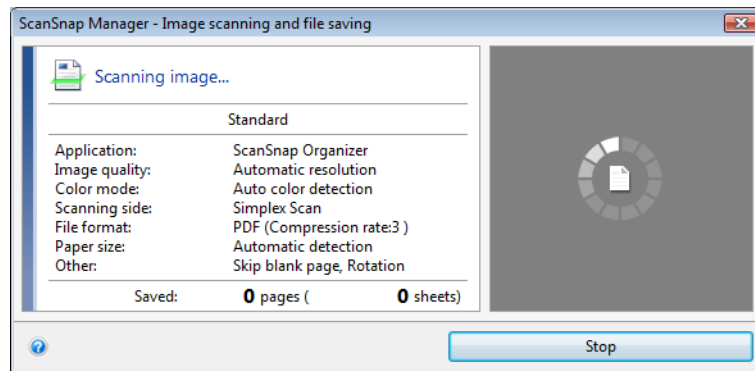


You can also start scanning from the Right-Click Menu.  
For more details, refer to ["Right-Click Menu"](#) (page 59).

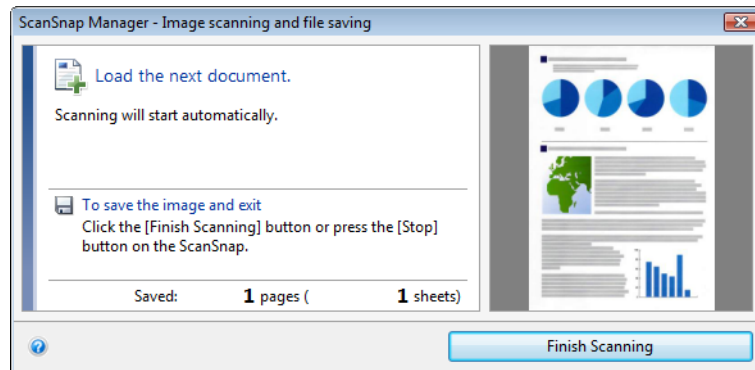


- Do not connect and disconnect the ScanSnap and other USB devices during scanning.
- Do not close the feed guide during scanning.
- Do not switch users during scanning. Doing so will cancel scanning.

⇒ The [ScanSnap Manager - Image scanning and file saving] dialog box appears.



⇒ The [ScanSnap Manager - Image scanning and file saving] dialog box then shows a new message indicating that the ScanSnap is ready for the next scan.



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

## 6. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ The application specified for the selected profile starts up.



- You can also finish scanning by clicking the [Finish Scanning] button in the [ScanSnap Manager - Image scanning and file saving] dialog box.
- The [Scan/Stop] button on the ScanSnap flashes in blue throughout the scan.
- To select an application to link with ScanSnap Manager in the Quick Menu after scanning is completed, refer to ["Using the Quick Menu" \(page 63\)](#).
- When the [Set the marked text as a keyword for the PDF file] or the [Convert to Searchable PDF] check box is selected in the [File option] tab, the application starts after text recognition has been performed on the scanned image.  
A dialog box showing the text recognition progress appears during text recognition process.
- By default, documents are scanned with the following settings: [Image quality: Automatic resolution] and [Color mode: Auto color detection].  
For details about how to change scan settings, refer to ["How to Configure Scan Settings" \(page 78\)](#).
- The application that starts after scanning varies depending on what is selected in the [Application] tab in the ScanSnap setup dialog box. For details, refer to the ScanSnap Manager Help.
- The output image may slightly differ from the original document in size.
- When ScanSnap Organizer, CardMinder, Rack2-Filer trial version (bundled with the ScanSnap), or Rack2-Filer (V5.0 or later recommended/bundled model or sold separately) is active (with the application's dialog box brought to the front and selected on the taskbar), performing a scan by pressing the [Scan/Stop] button on the ScanSnap automatically starts the linkage between ScanSnap Manager and the active application.  
For details about automatic linkage, refer to ["Automatic Linkage with Applications" \(page 90\)](#).

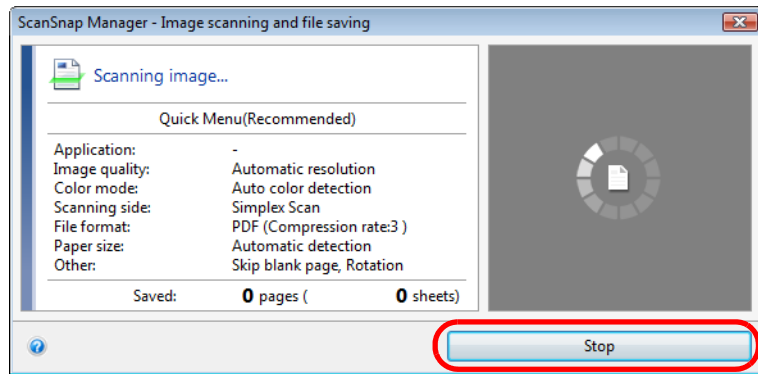


## ■ Stopping the Scan

You can stop a scan in progress in case you are scanning a wrong document or the wrong side of a document.

Stop the scan in the following procedure:

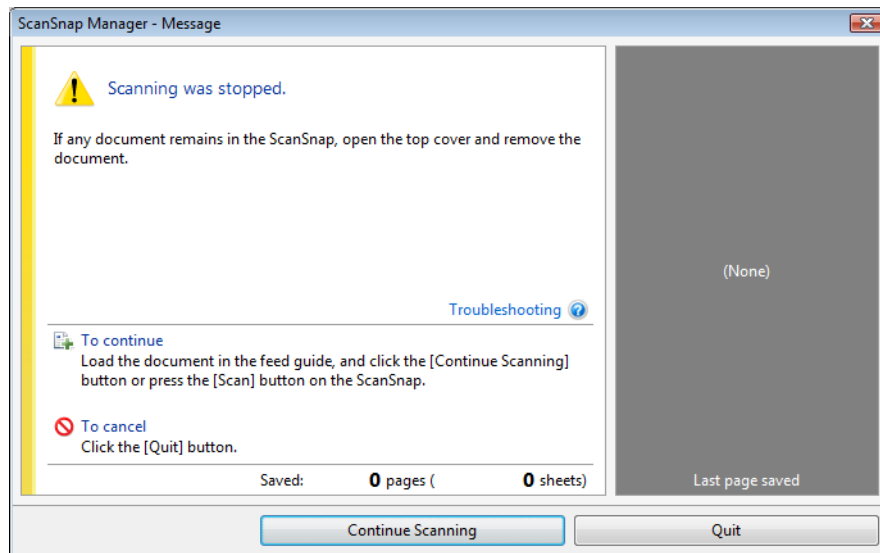
1. Click the [Stop] button in the [ScanSnap Manager - Image scanning and file saving] dialog box which appears during scanning.



You can also stop the scan during scanning by pressing the [Scan/Stop] button on the ScanSnap.

Remove the document from the ScanSnap after stopping the scan. For details about how to remove documents, refer to "Troubleshooting" in the ScanSnap Manager Help.

⇒ The following message appears when the scanning stops.



2. Click the [Quit] button.

To continue scanning, click the [Continue Scanning] button or press the [Scan/Stop] button on the ScanSnap after loading another document in the ScanSnap.

## ■ Finishing ScanSnap Operation

### Exiting ScanSnap Manager

Select [Exit] from the Right-Click Menu.

Normally, you do not have to exit ScanSnap Manager.





You cannot use the ScanSnap after exiting ScanSnap Manager.

Select [Start] menu → [All Programs] → [ScanSnap Manager] → [ScanSnap Manager] to start up ScanSnap Manager when you want to use the ScanSnap.

### Disconnecting the ScanSnap

#### 1. Close the feed guide to turn off the ScanSnap.

⇒ The ScanSnap Manager icon on the taskbar changes from  to .

#### 2. Disconnect the USB cable from the computer.



The ScanSnap does not have a power switch and is turned ON/OFF in conjunction with the computer's power. The ScanSnap can also be automatically turned ON/OFF by opening or closing the feed guide.

# Configuring ScanSnap Manager

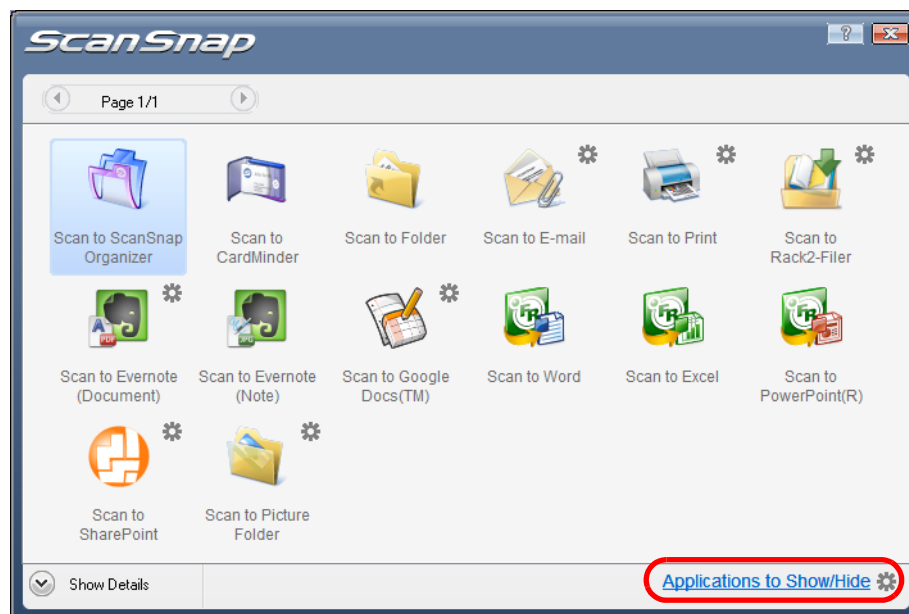
This section explains how to specify which applications to display in the Quick Menu, set scan settings, how to add, change and delete profiles, automatic linkage with applications, scanning progress status, and dialog boxes displayed during scanning.

## ■ Quick Menu Settings

You can specify which applications to display or hide in the Quick Menu, as well as change the display order of the applications in the following procedure.

### 1. Click [Applications to Show/Hide] in the Quick Menu.

For details about how to display the Quick Menu, refer to ["Using the Quick Menu" \(page 63\)](#).



⇒ The [Applications to Show/Hide] dialog box appears.

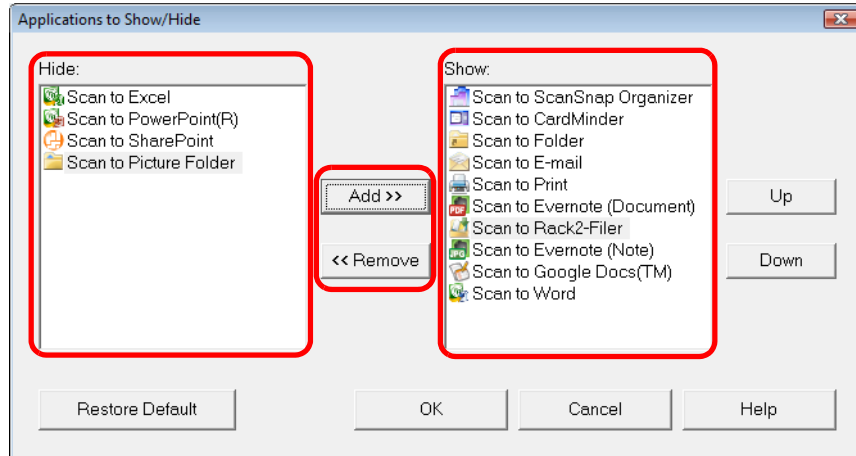
## 2. Specify which applications to display in the Quick Menu.

### ●Showing or Hiding Application Icons

The icons of the applications listed under [Show] are displayed in the Quick Menu.

When you select an application in [Show] and click the [Remove] button, the application is moved to [Hide]. Likewise, when you select an application in [Hide] and click the [Add] button, the application is moved to [Show].

To display all the applications in the Quick Menu, click the [Restore Default] button.

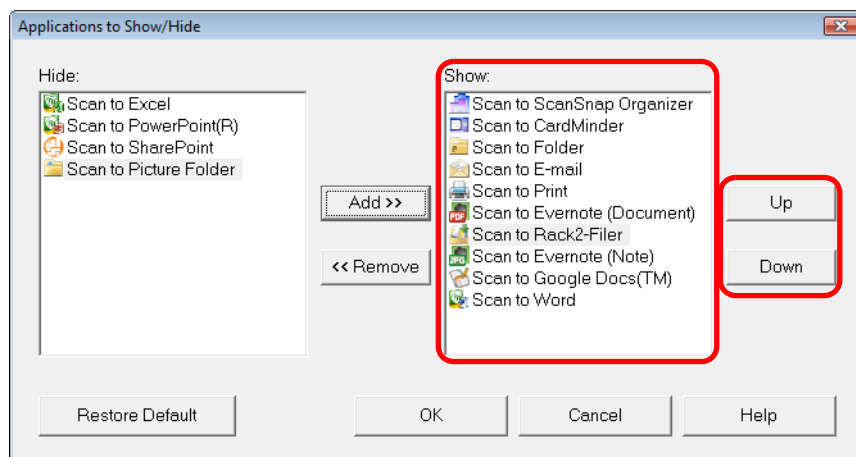


### ●Display Order of Applications

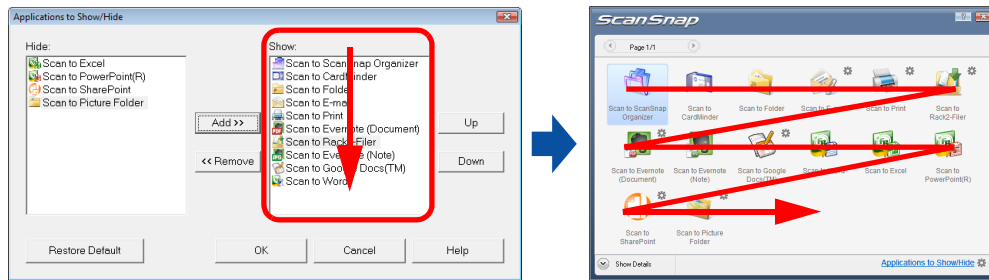
Application icons are displayed in the Quick Menu in the same order as they are listed in [Show].

You can change the display order of an application by selecting an application in [Show] and clicking either the [Up] or [Down] button.

To restore the default display order of the applications displayed in the Quick Menu, click the [Restore Default] button.



The applications are displayed in the order shown below in the Quick Menu and in [Show] of the [Applications to Show/Hide] dialog box.



### 3. Click the [OK] button to close the [Applications to Hide/Show] dialog box.

⇒ The applications to be displayed in the Quick Menu and their display order are set.

## ■ How to Configure Scan Settings

You can configure scan settings in the ScanSnap setup dialog box depending on your intended use.

Configure the scan settings in the following procedure.


### 1. Select [Scan Button Settings] from the Right-Click Menu.

For details about the Right-Click Menu, refer to ["Right-Click Menu" \(page 59\)](#).

⇒ The ScanSnap setup dialog box appears.



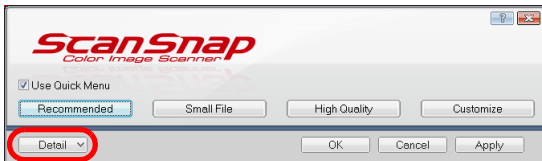
You can open the ScanSnap setup dialog box by the following ways:

- Double-click the ScanSnap Manager icon .
- Press [Ctrl], [Shift], and [Space] keys simultaneously.

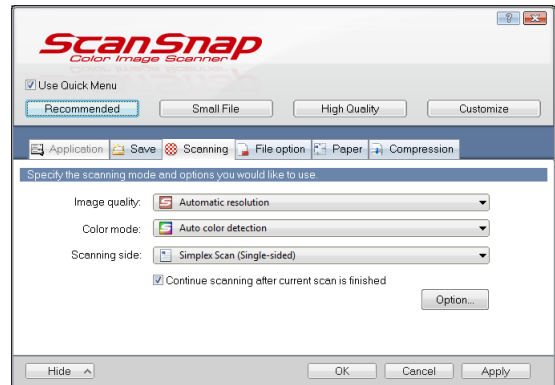
### 2. Click the [Detail] button to switch to the detail view mode.

#### ●Using the Quick Menu

Outline view

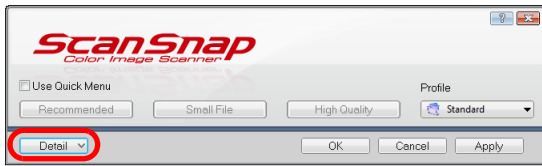


Detail view

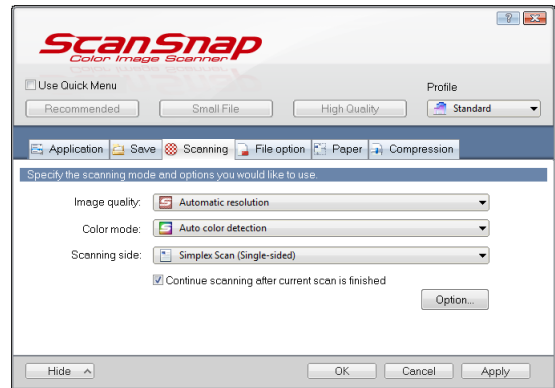



● Without Using the Quick Menu

Outline view

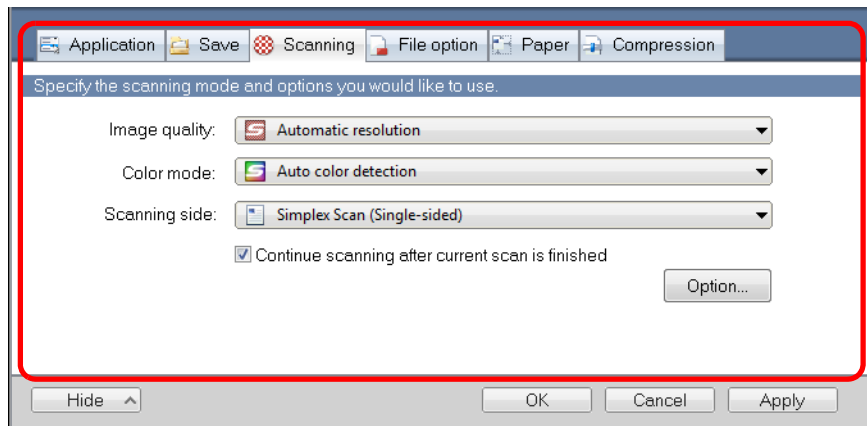


Detail view



 The ScanSnap setup dialog box retains the display status from the last time the ScanSnap was used. For example, if it was closed in detail view mode, the dialog box is displayed in detail mode next time you open it.

**3. Change the scan settings in each tab.**



The following items can be configured in each tab:

For details, refer to the ScanSnap Manager Help.

- [Application] tab
  - Application to be used with the ScanSnap
- [Save] tab
  - Folder in which scanned image is saved
  - File name used for saving the scanned image
- [Scanning] tab
  - Scanning
    - (Which image quality to scan with, use color, gray or black & white, enable or disable [Setting for text only document], [Allow automatic blank page removal], [Correct skewed character strings automatically], [Allow automatic image rotation] and [Continue scanning after current scan is finished].)

- [File option] tab
  - File format of the scanned image (\*.pdf, \*.jpg)
  - Whether to perform text recognition on a marked character string in the scanned image and add the character string as a keyword for the PDF file (Whether to perform text recognition only on the character strings in the first marked section or all marked sections to be added as keywords, and in which language to perform text recognition.)
  - Whether to perform text recognition on character strings in the scanned image to convert the file to a searchable PDF file (Whether to convert the first page only or all pages, and in which language to perform text recognition.)
  - Whether to create separate PDF files (Whether to include all scanned images in a single PDF file, or create PDF files, each of which including a preset number of pages)
  - Whether to password-protect the created PDF files (Whether to set the same password for all PDF files, or set a different password per scan.)
- [Paper] tab
  - Paper size of documents (paper size selection)
- [Compression] tab
  - File size of the scanned image (compression rate)



Scan settings vary depending on whether you use the Quick Menu or not. For details about items that can be set, refer to ["Setting Items With/Without the Quick Menu" \(page 376\)](#).

### 4. Click the [OK] or [Apply] button.

- ⇒ When you use the Quick Menu, scan settings for the [Customize] button are changed.
- ⇒ When you do not use the Quick Menu, scan settings for the currently selected profile are changed.



If you press the [Scan/Stop] button on the ScanSnap while the ScanSnap setup dialog box is displayed, the ScanSnap setup dialog box closes and scanning starts. Scan setting changes made up to this point are saved and documents are scanned by these settings. Note that when other dialog boxes are open, scanning does not start even if you press the [Scan/Stop] button on the ScanSnap unless open dialog boxes are closed.

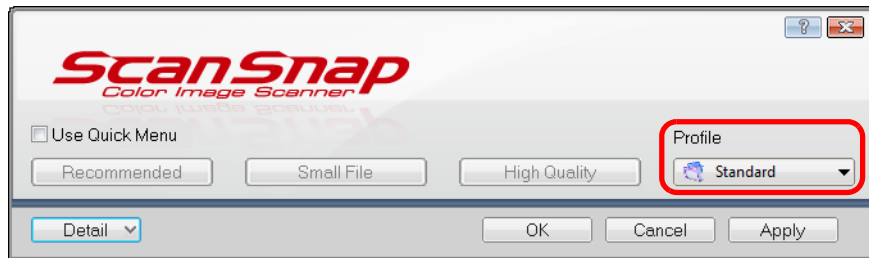


## ■ Profile Management

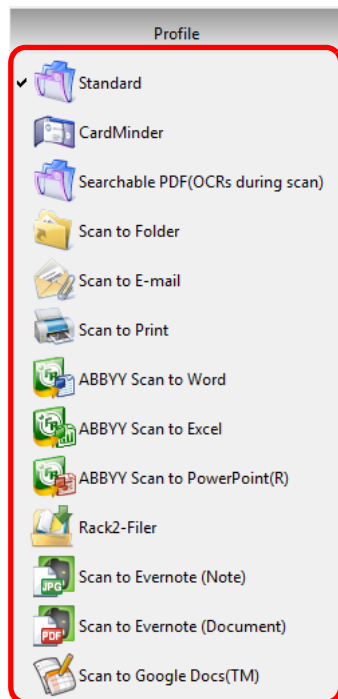
You can manage up to 20 profiles.

You can select a profile in the [Profile] drop-down list in the ScanSnap setup dialog box or from the Left-Click Menu.

- [Profile] drop-down list



- Left-Click Menu



Once the frequently used scan settings are saved as profiles, you do not have to open the ScanSnap setup dialog box to change scan settings every time you perform scanning. You can easily switch to an appropriate profile you want by just selecting it.

For details about how to add, change or delete profiles, refer to the following:

- To add new profiles (→ [page 82](#))
- To change scan settings for profiles (→ [page 85](#))
- To rename profiles (→ [page 87](#))
- To delete profiles (→ [page 89](#))

## Adding Profiles

### 1. Select [Scan Button Settings] from the Right-Click Menu.

For details about the Right-Click Menu, refer to ["Right-Click Menu" \(page 59\)](#).

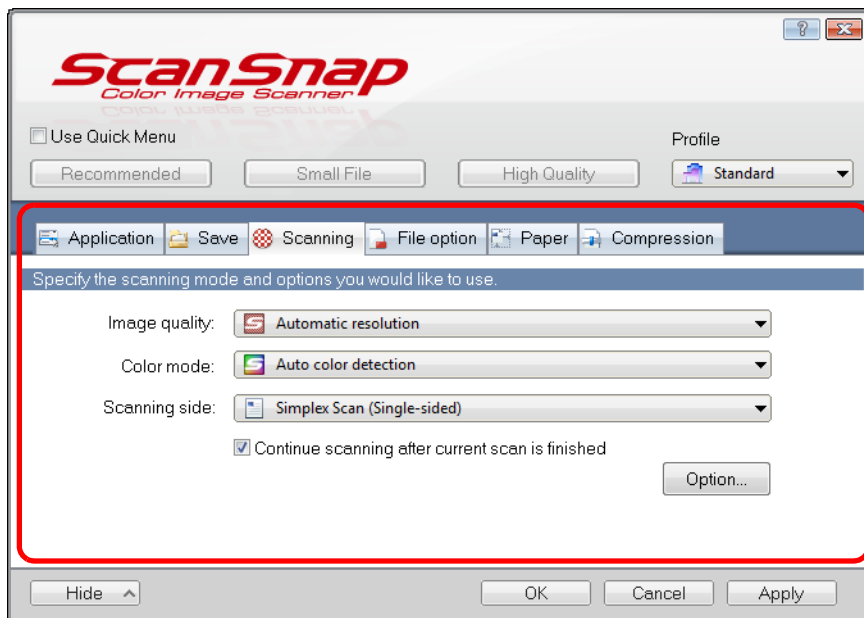
⇒ The ScanSnap setup dialog box appears.



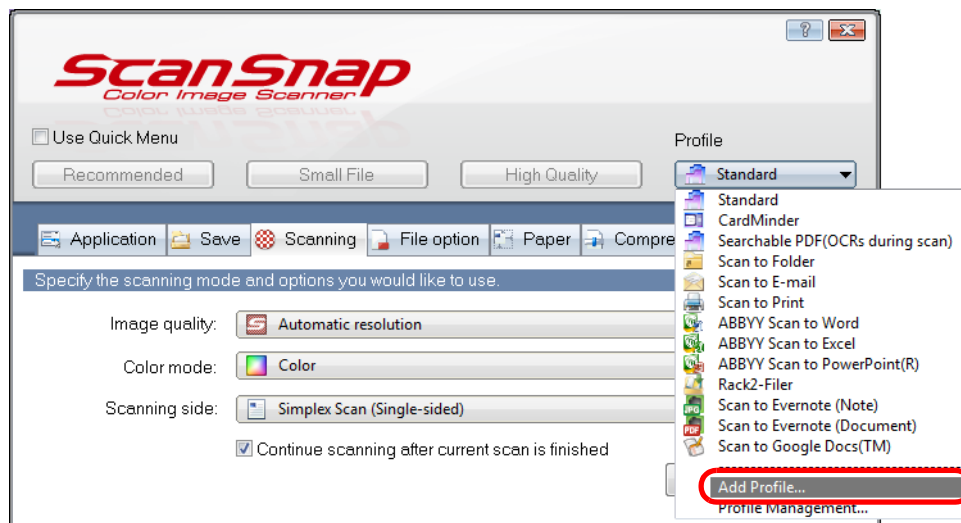
Clear the [Use Quick Menu] check box if it is selected.

### 2. Configure the scan settings in each tab.

For details about each tab, refer to the ScanSnap Manager Help.

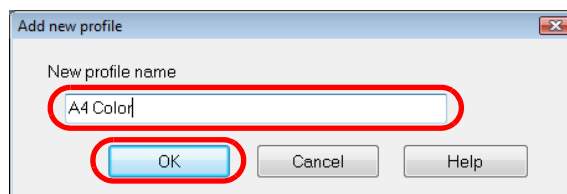


### 3. Select [Add Profile] from the [Profile] drop-down list.

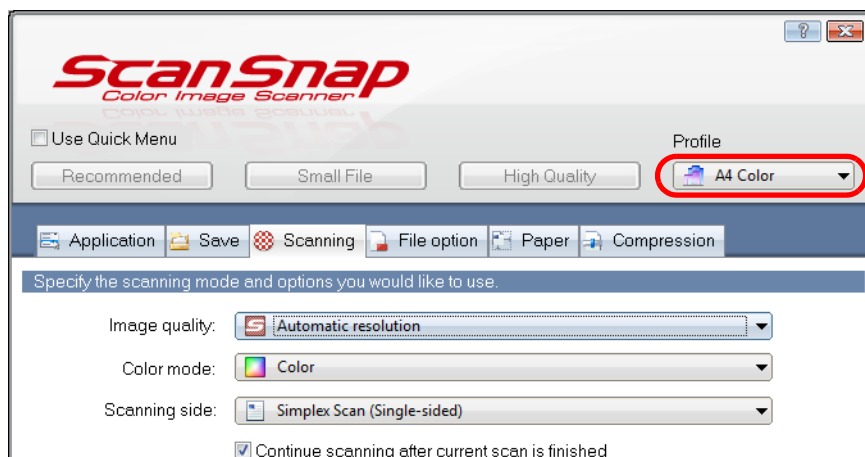


⇒ The [Add new profile] dialog box appears.

### 4. Type in a new profile name and click the [OK] button.



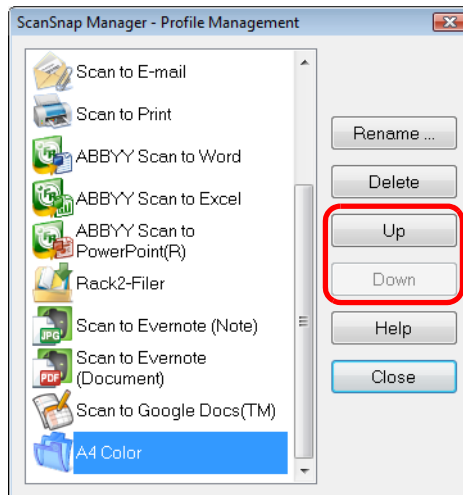
⇒ The added profile appears in the [Profile] drop-down list in the ScanSnap setup dialog box.



## 5. Click the [OK] button to close the ScanSnap setup dialog box.



- Up to 20 profiles can be saved including the [Standard] profile.
- You can change the display order of profiles except for the [Standard] profile.
  1. Select [Profile Management] from the Right-Click Menu or the [Profile] drop-down list in the ScanSnap setup dialog box.
    - ⇒ The [ScanSnap Manager - Profile Management] dialog box appears.
  2. Select a profile from the list to arrange profiles in a different order.
  3. Click the [Up] or [Down] button to move the profile to its desired position in the list.




4. Click the [Close] button to close the [ScanSnap Manager - Profile Management] dialog box.

## Changing Profile Settings

### 1. Select [Scan Button Settings] from the Right-Click Menu.

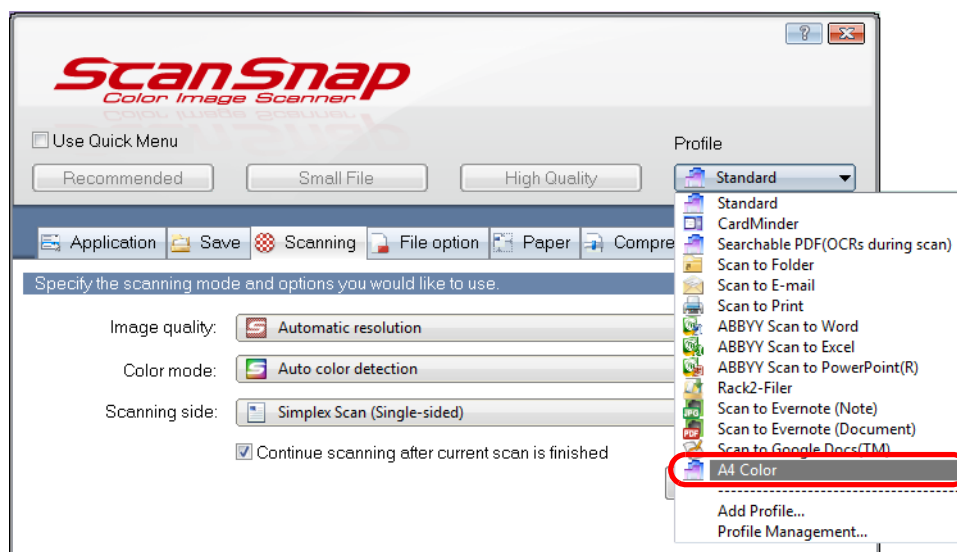
For details about the Right-Click Menu, refer to ["Right-Click Menu" \(page 59\)](#).

⇒ The ScanSnap setup dialog box appears.



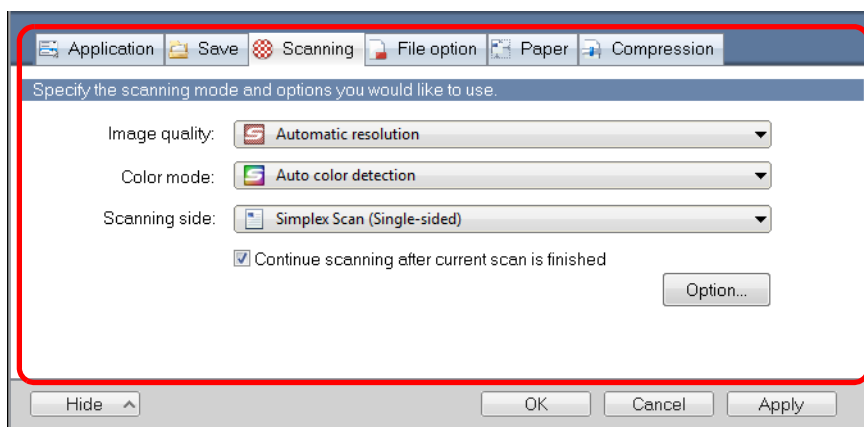
Clear the [Use Quick Menu] check box if it is selected.

### 2. Select a profile from the [Profile] drop-down list.



### 3. Change the scan settings in each tab.

For details about each tab, refer to the ScanSnap Manager Help.

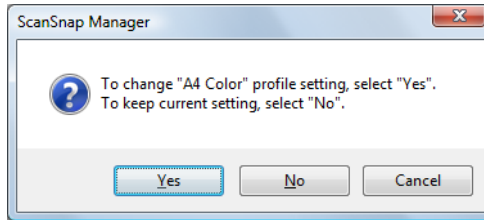


**4. When you finish changing the settings for the selected profile, click the [OK] button.**

⇒ A confirmation message appears asking if you want to overwrite the current profile settings.

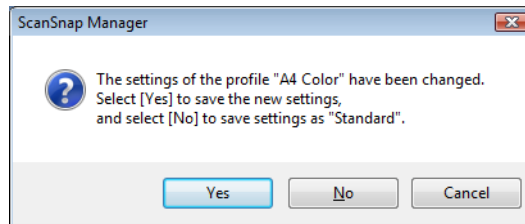


If you select another profile from the [Profile] drop-down list before clicking the [OK] button, the following message appears.



When you click the [Yes] button, the modified settings are overwritten and the profile switches to the one you selected from the [Profile] drop-down list.  
When you click the [No] button, the modified settings are canceled and the profile switches to the one you selected from the [Profile] drop-down list.

**5. To overwrite the profile, click the [Yes] button. To save the settings as "Standard", click the [No] button.**



The confirmation message does not appear when the [Standard] profile is selected in step 2.

## Renaming Profiles

### 1. Select [Profile Management] from the Right-Click Menu.

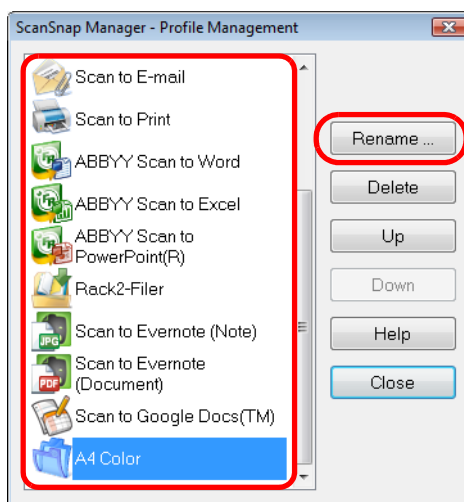
For details about the Right-Click Menu, refer to ["Right-Click Menu" \(page 59\)](#).

⇒ The [ScanSnap Manager-Profile Management] dialog box appears.



- If you cannot select [Profile Management] in the Right-Click Menu, clear the [Use Quick Menu] check box in the ScanSnap setup dialog box.
- You can also display the [Profile Management] dialog box by selecting [Profile Management] from the [Profile] drop-down list in the ScanSnap setup dialog box.

### 2. Select a profile and click the [Rename] button.

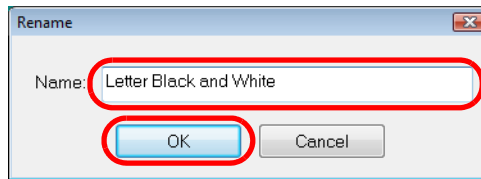


⇒ The [Rename] dialog box appears.

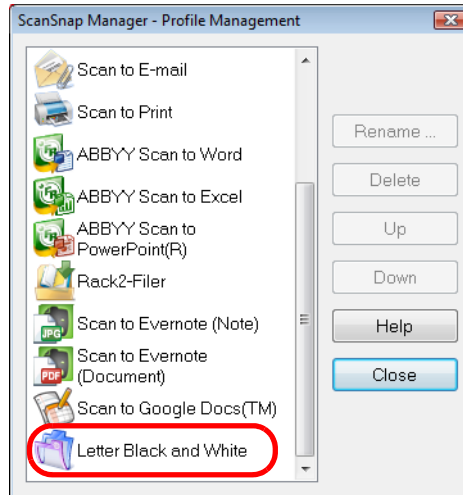


The [Standard] profile cannot be renamed.

**3. Type in a new name, and click the [OK] button.**



⇒ The profile is renamed.



**4. Click the [Close] button to close the [ScanSnap Manager - Profile Management] dialog box.**



## Deleting Profiles

### 1. Select [Profile Management] from the Right-Click Menu.

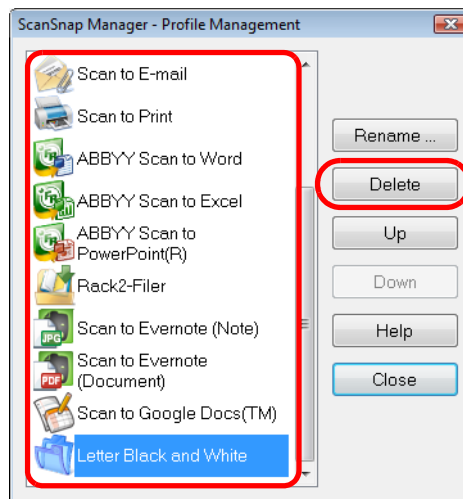
For details about the Right-Click Menu, refer to "[Right-Click Menu](#)" (page 59).

⇒ The [ScanSnap Manager-Profile Management] dialog box appears.



- If you cannot select [Profile Management] in the Right-Click Menu, clear the [Use Quick Menu] check box in the ScanSnap setup dialog box.
- You can also display the [Profile Management] dialog box by selecting [Profile Management] from the [Profile] drop-down list in the ScanSnap setup dialog box.

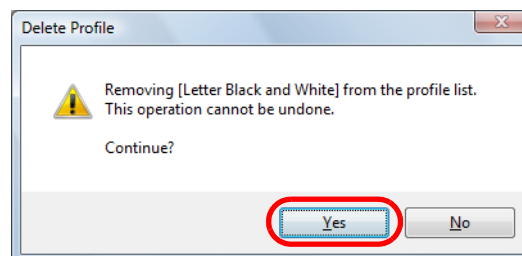
### 2. Select a profile and click the [Delete] button.



The [Standard] profile cannot be deleted.

⇒ The [Delete Profile] dialog box appears.

### 3. Click the [Yes] button.



⇒ The selected profile is deleted.

### 4. Click the [Close] button to close the [ScanSnap Manager - Profile Management] dialog box.

## ■ Automatic Linkage with Applications

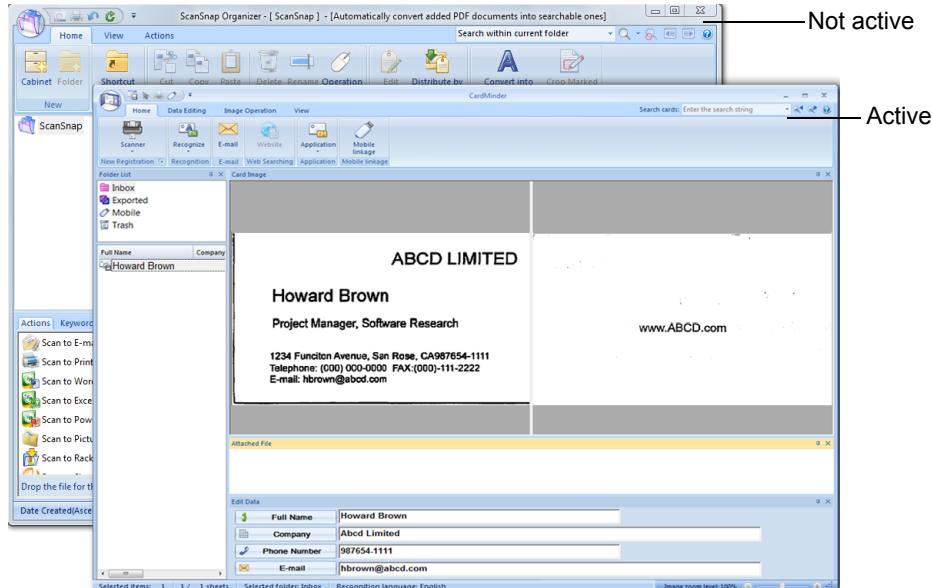
When one of the applications which can automatically link with ScanSnap Manager is running and you perform scanning, ScanSnap Manager will automatically link with the corresponding application regardless of the current scan settings or whether you are using the Quick Menu. Applications that can automatically link with ScanSnap Manager are as follows:

- ScanSnap Organizer  
Scanned image is displayed in ScanSnap Organizer.
- CardMinder  
Scanned image is displayed in CardMinder.
- Rack2-Filer trial version (bundled with the ScanSnap) and Rack2-Filer (V5.0 or later recommended/bundled model or sold separately)  
Scanned image is saved in a binder in Rack2-Filer.

There are two modes for automatic linkage.

### ● Link when one of the above applications is active (recommended)

When ScanSnap Organizer, CardMinder or Rack2-Filer becomes active (with the application's dialog box brought to front and selected on taskbar), performing a scan by pressing the [Scan/Stop] button automatically starts the linkage between ScanSnap Manager and the active application.



The example above shows ScanSnap Manager automatically linking with CardMinder when CardMinder dialog box is in front (active).

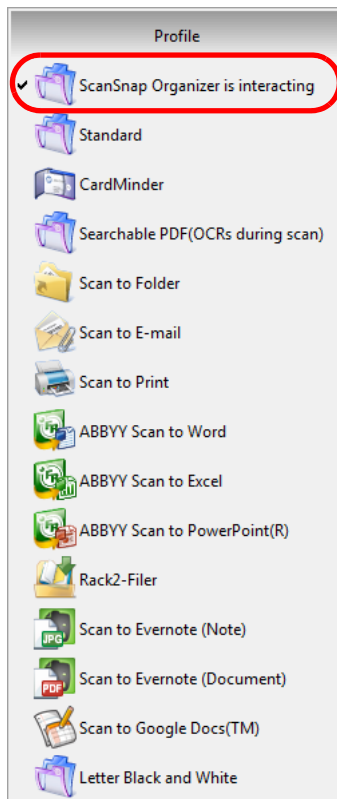
● **Always link when one of the above applications is running**

When ScanSnap Organizer, CardMinder, or Rack2-Filer is started, the application specified for [Application] in the [Application] tab in the ScanSnap dialog box automatically switches to the running application. The application will automatically link with ScanSnap Manager even when the application window is minimized or not displayed in the front. The linkage between the application and ScanSnap Manager automatically ends once you exit the application.

When more than one application is running at the same time, priority will be given in the following order:

- CardMinder
- ScanSnap Organizer
- Rack2-Filer trial version (bundled with the ScanSnap) and Rack 2-Filer (V5.0 or later recommended/bundled model or sold separately)

When the Quick Menu is disabled, the name of the interacting application on the Left-Click Menu is followed by "is interacting".



When ScanSnap Organizer is automatically interacting with ScanSnap Manager

## Changing Automatic Linkage Mode

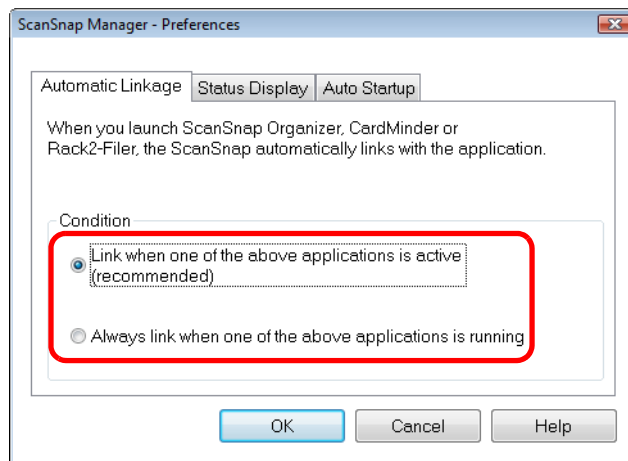
Change automatic linkage mode options in the following procedure.

### 1. Select [Help] → [Preferences] from the Right-Click Menu.

For details about the Right-Click Menu, refer to ["Right-Click Menu" \(page 59\)](#).

⇒ The [ScanSnap Manager - Preferences] dialog box appears.

### 2. Select the automatic linkage mode in the [Automatic Linkage] tab.



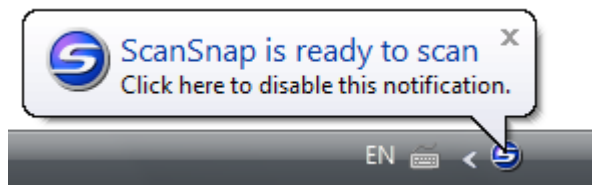
### 3. Click the [OK] button to close the [ScanSnap Manager - Preferences] dialog box.

⇒ Application will link with ScanSnap Manager using the linkage mode you selected.

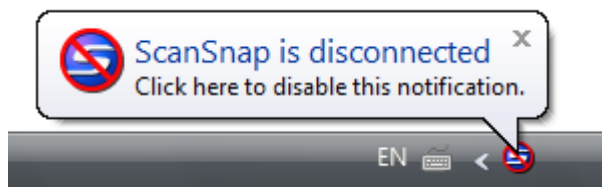
## ■ ScanSnap's Communication Status

If you turn the ScanSnap ON/OFF when ScanSnap Manager is running, the pop-up balloon appearing from the taskbar icon notifies you of the communication status of the ScanSnap.

- When the ScanSnap is on



- When the ScanSnap is off



To disable notifications of the ScanSnap's communication status, click the pop-up balloon and clear the [Notify of the communication status] check box in the [ScanSnap Manager - Preferences] dialog box that appears.

## Receiving or hiding the ScanSnap's communication status notifications

You can specify whether or not to receive notifications of the ScanSnap's communication status with a pop-up balloon.

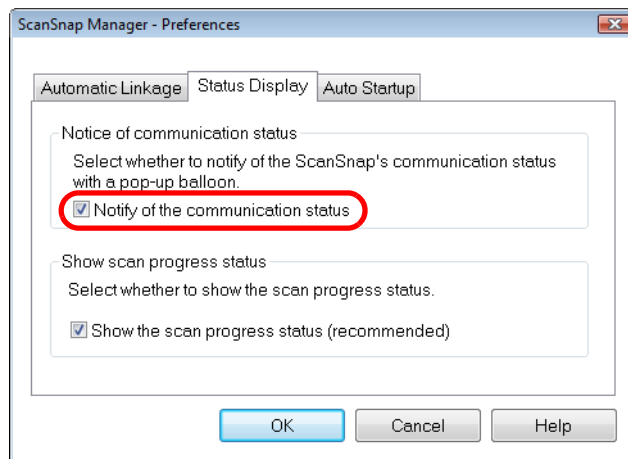
Configure the setting in the following procedure.

### 1. Select [Help] → [Preferences] from the Right-Click Menu.

For details about the Right-Click Menu, refer to ["Right-Click Menu" \(page 59\)](#).

⇒ The [ScanSnap Manager - Preferences] dialog box appears.

### 2. In the [Status Display] tab, either select or clear the [Notify of the communication status] check box.



If you select the [Notify of the communication status] check box, you will be notified of the communication status in conjunction with the ScanSnap being turned ON/OFF.

If you clear the [Notify of the communication status] check box, you will not be notified of the communication status.

### 3. Click the [OK] button to close the [ScanSnap Manager - Preferences] dialog box.

## ■ Showing the Scanning Progress

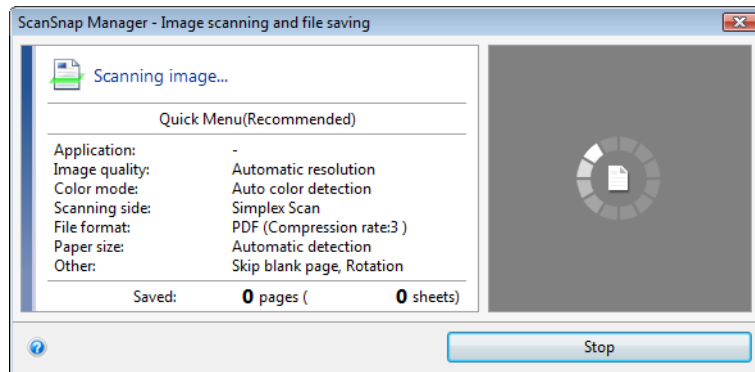
When scanning starts, the [ScanSnap Manager - Image scanning and file saving] dialog box appears.

The [ScanSnap Manager - Image scanning and file saving] dialog box consists of the following:

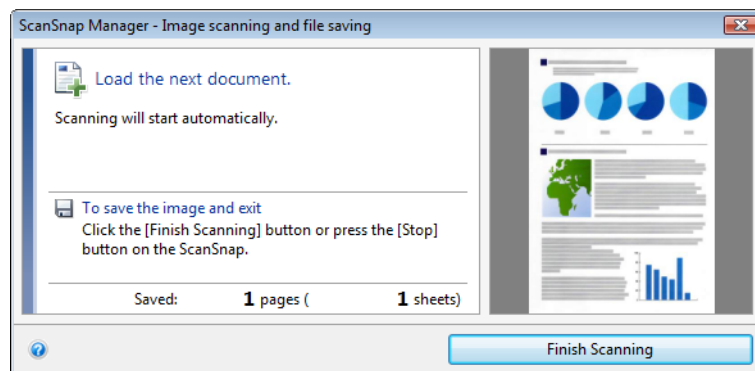
- Scan status
- Scan settings
- Save completed
- Preview

Also, note that you can stop scanning by clicking the [Stop] button in the [ScanSnap Manager - Image scanning and file saving] dialog box, or by pressing the [Scan/Stop] button on the ScanSnap.

For details about how to stop scanning, refer to ["Stopping the Scan" \(page 73\)](#).



The following message appears in the [ScanSnap Manager - Image scanning and file saving] dialog box after the document has been scanned. Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.



The [ScanSnap Manager - Image scanning and file saving] dialog box closes when you press the [Scan/Stop] button on the ScanSnap or when you click the [Finish Scanning] button.



When the [Continue scanning after current scan is finished] check box in the [Scanning] tab of the ScanSnap setup dialog box is cleared, the [ScanSnap Manager - Image scanning and file saving] dialog box automatically closes after saving the scanned image.

## Hiding the Scanning Progress Status

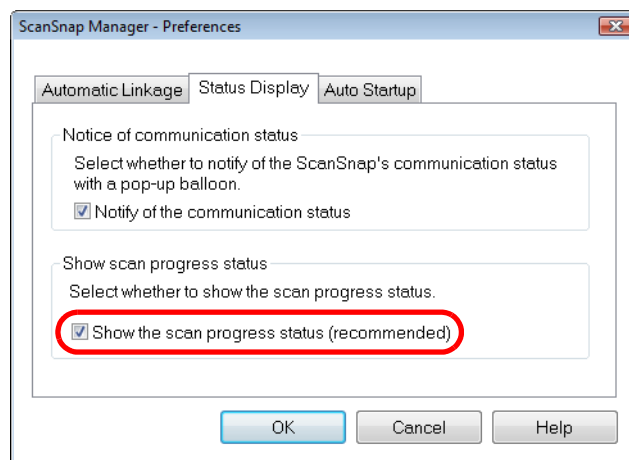
You can hide the [ScanSnap Manager - Image scanning and file saving] dialog box in the following procedure.

### 1. Select [Help] → [Preferences] from the Right-Click Menu.

For details about the Right-Click Menu, refer to "[Right-Click Menu](#)" (page 59).

⇒ The [ScanSnap Manager - Preferences] dialog box appears.



### 2. In the [Status Display] tab, clear the [Show the scan progress status (recommended)] check box.



### 3. Click the [OK] button to close the [ScanSnap Manager - Preferences] dialog box.

⇒ The [ScanSnap Manager - Image scanning and file saving] dialog box is hidden from next scanning on.



When the scanning progress status dialog box is hidden, the ScanSnap Manager icon alternates between  and .



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# Actions

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The ScanSnap has functions useful in your office work available as Actions.

Actions allow you to:

- **Share the scanned document files with others.**

Save the scanned image directly in a shared folder on a network after scanning, share the scanned image with others and inform them of the destination folder path by an e-mail message automatically created with the path stated.

- **Send document files to participants of a meeting via e-mail.**

Send an e-mail message to others with the scanned image file attached.

- **Use a printer rather than a copy machine to make copies of documents.**

Print the scanned image with a printer.

- **Convert catalogs and pamphlets into digital data and save them.**

Save scanned images of catalogs and pamphlets directly into your pictures folder.

- **Quote text from your paper documents when you do not want to type it.**

Have the scanned image text recognized and converted into a Word, Excel, or PowerPoint document.

- **File and organize a large number of business cards.**

Store and manage business cards in CardMinder.

- **Share the scanned document files through linkage with SharePoint.**

Save the scanned image in SharePoint and Office Live.

- **Convert your paper documents into digital data to conveniently organize them.**

Save the scanned image directly in Rack2- Filer to manage and organize it.

- **Manage scanned documents through linkage with Evernote.**

Save PDF files in Evernote and access them easily anytime, anywhere.

- **Manage handwritten notes through linkage with Evernote.**

Save JPEG files in Evernote and access them easily anytime, anywhere.

- **Manage scanned documents through linkage with Google Docs.**

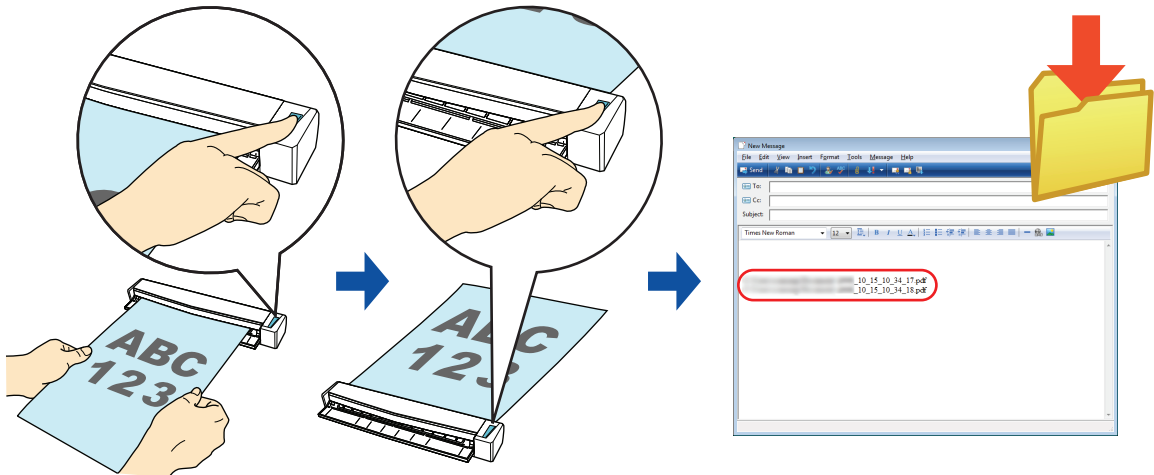
Save PDF files in Google Docs and access them easily anytime, anywhere.

The following are explanations on how to use Actions.

## ■ Saving Data in a Specified Folder

This section explains how to save the scanned image file in a specified folder.

You can save the scanned image file in a shared folder on the network and share it with others. In addition, you can inform others of the destination folder path by an e-mail message automatically created with the path stated.



The default e-mail program is used as the e-mail program to link with.

The e-mail program may not properly link with ScanSnap Manager even if it is the default e-mail program. In this case, contact the manufacturer of the e-mail software. Configure e-mail program settings in the following procedure.

### Windows 7/Windows Vista

1. Select [Start] menu → [Default Programs] → [Set your default programs].  
⇒ The [Set your default programs] dialog box appears.
2. Select an e-mail program to link with ScanSnap Manager from [Programs].
3. Select [Set this program as default] and click the [OK] button.

### Windows XP

The e-mail program selected in Internet Explorer [Tools] menu → [Internet Options] → the [Programs] tab → [E-mail] drop-down list is used to link with ScanSnap Manager.

If no e-mail program is selected, select an e-mail program to link with ScanSnap Manager in the [E-mail] drop-down list. E-mail programs that cannot be selected here cannot be set to link with ScanSnap Manager.

### Tested e-mail programs

- Windows Live Mail
- Windows Mail (Windows Vista)
- Outlook 2010 / 2007 / 2003
- Outlook Express 6
- Thunderbird version 3.1

For details about the procedure to scan and save the scanned image in a specified folder using or without using the Quick Menu, refer to the following:

- Using the Quick Menu (→ [page 99](#))
- Without Using the Quick Menu (→ [page 102](#))

## Using the Quick Menu



To use the Quick Menu, you need to select the [Use Quick Menu] check box in the ScanSnap setup dialog box.  
For details about how to perform scanning by using the Quick Menu, refer to ["Using the Quick Menu" \(page 63\)](#).

### 1. Load the document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).

### 2. Press the [Scan/Stop] button on the ScanSnap to start scanning.

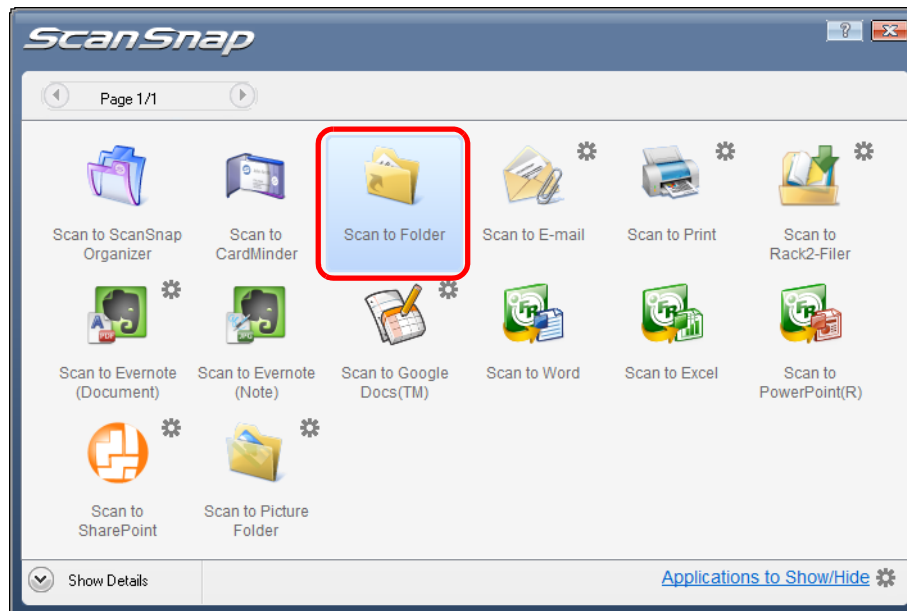


Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

### 3. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ The Quick Menu appears.

### 4. Click the [Scan to Folder] icon.

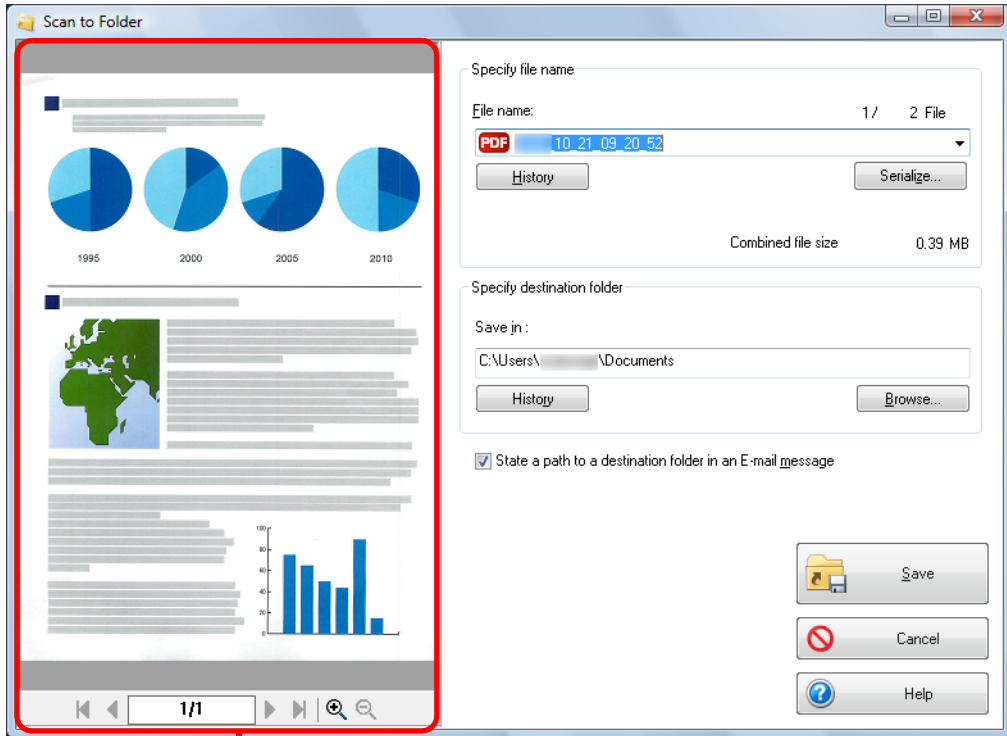


⇒ The [Scan to Folder] dialog box appears.

## 5. Check the scanned image in the preview area.

In the [Scan to Folder] dialog box, you can change files names, destination folders, and specify whether to state a path to a destination folder in an e-mail message to notify others.

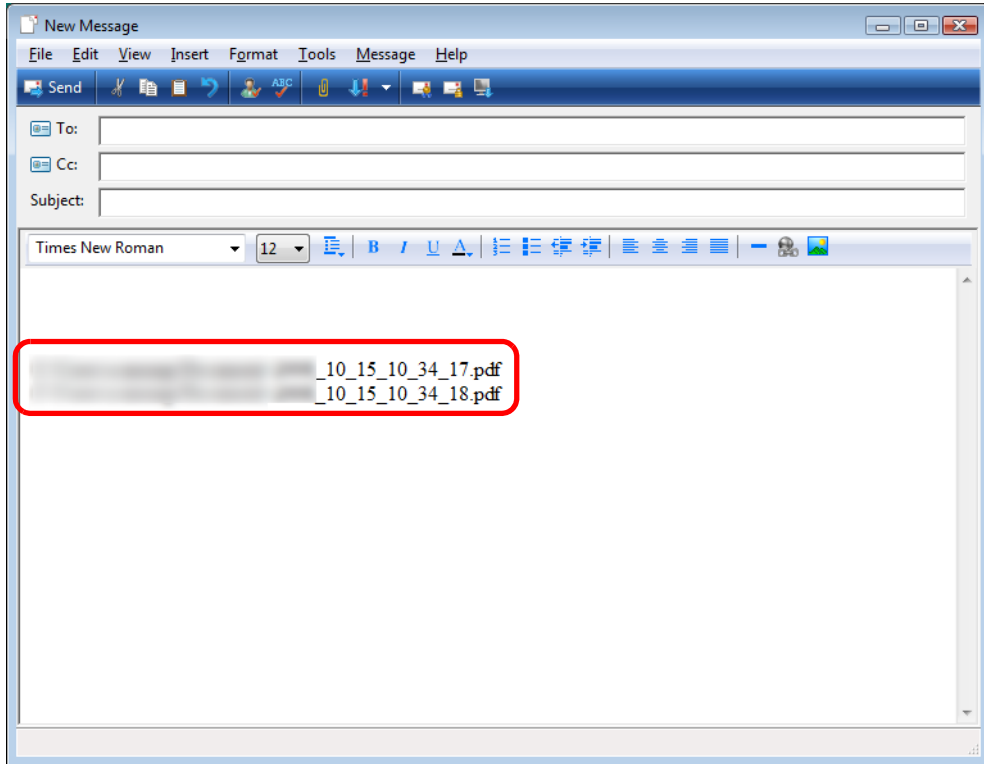
For details about the [Scan to Folder] dialog box, refer to the ScanSnap Manager Help.



Preview

## 6. Click the [Save] button.

- ⇒ The scanned image file is saved in the specified folder.
- ⇒ When you select the [State a path to a destination folder in an E-mail message] check box in the [Scan to Folder] dialog box, a new message window appears listing the destination folder path where the file is saved.



- You cannot start scanning after the Quick Menu is displayed and before the [Scan to Folder] dialog box is closed. Close the [Scan to Folder] dialog box before scanning the next document.
- Do not move, delete, or rename scanned image in other applications after the Quick Menu is displayed and before the [Scan to Folder] dialog box is closed.

## Without using the Quick Menu



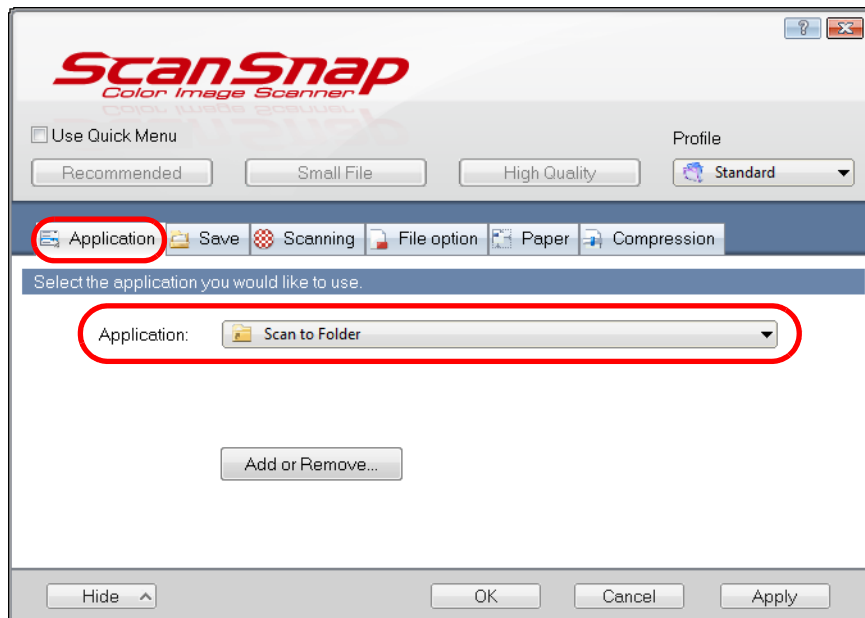
To disable the Quick Menu, you need to clear the [Use Quick Menu] check box in the ScanSnap setup dialog box.  
For details about how to perform scanning without using the Quick Menu, refer to ["Without Using the Quick Menu" \(page 69\)](#).

### 1. Select [Scan Button Settings] from the Right-Click Menu.

For details about the Right-Click Menu, refer to ["Right-Click Menu" \(page 59\)](#).

⇒ The ScanSnap setup dialog box appears.

### 2. In the [Application] drop-down list in the [Application] tab, select [Scan to Folder].



ScanSnap Manager can also link with [Scan to Folder] when you select:

- [Scan to Folder] from the [Profile] drop-down list of the ScanSnap setup dialog box
- [Scan to Folder] from the Left-Click Menu.

### 3. Click the [OK] button to close the ScanSnap setup dialog box.

### 4. Load the document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).

**5. Press the [Scan/Stop] button on the ScanSnap to start scanning.**



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

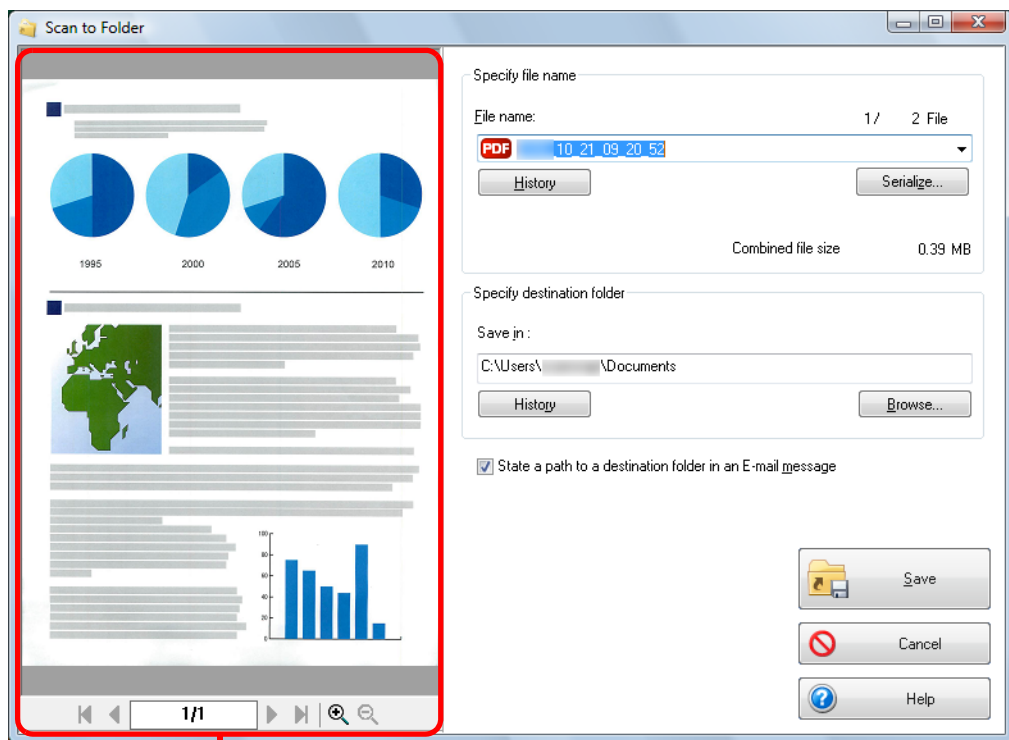
**6. Press the [Scan/Stop] button on the ScanSnap to finish scanning.**

⇒ The [Scan to Folder] dialog box appears.

**7. Check the scanned image in the preview area.**

In the [Scan to Folder] dialog box, you can change files names, destination folders, and specify whether to state a path to a destination folder in an e-mail message to notify others.

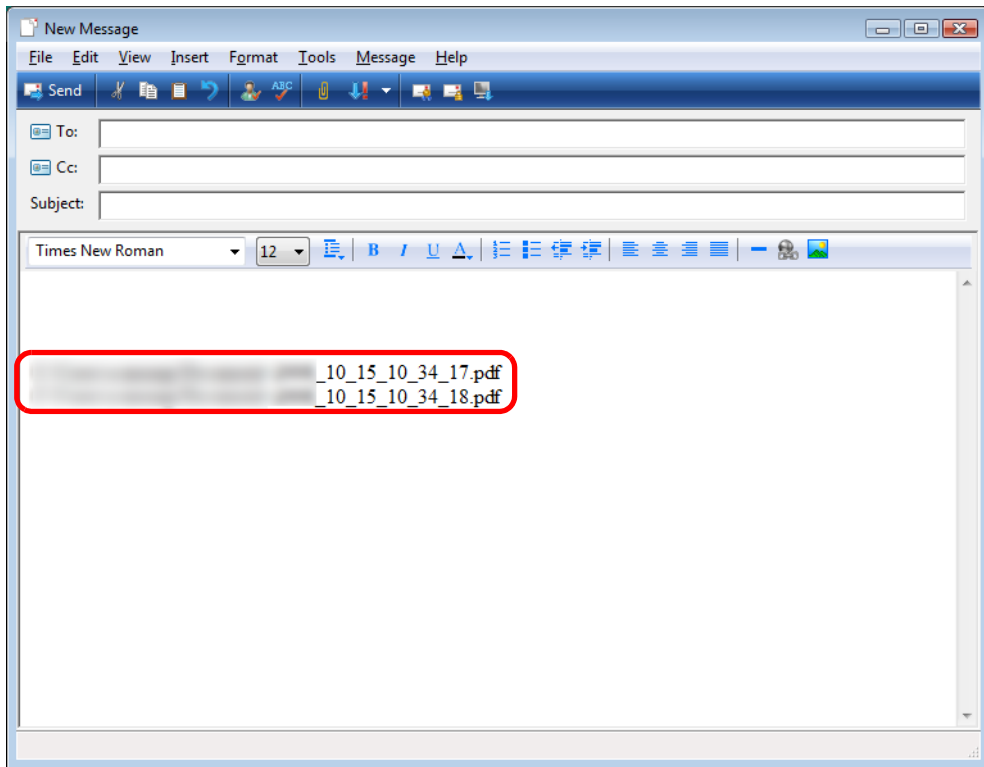
For details about the [Scan to Folder] dialog box, refer to the ScanSnap Manager Help.



Preview

## 8. Click the [Save] button.

- ⇒ The scanned image file is saved in the specified folder.
- ⇒ When you select the [State a path to a destination folder in an E-mail message] check box in the [Scan to Folder] dialog box, a new message window appears listing the destination folder path where the file is saved.

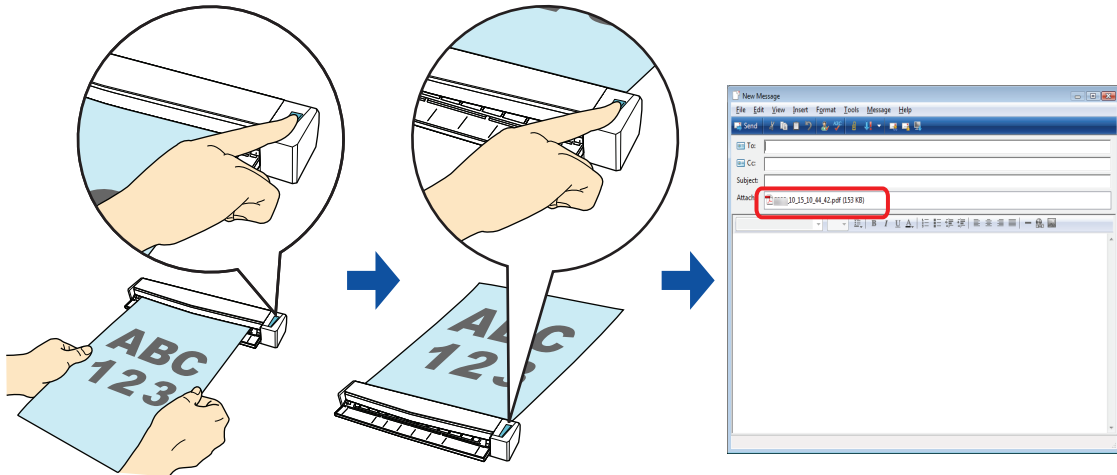


- You cannot start scanning when the [Scan to Folder] dialog box is displayed. Close the [Scan to Folder] dialog box before scanning the next document.
- Do not move, delete or rename the scanned image in other applications when the [Scan to Folder] dialog box is displayed.



## ■ Attaching Files to E-Mail

This section explains how to attach the scanned image file to an e-mail message.



The default e-mail program is used as the e-mail program to link with.

The e-mail program may not properly link with ScanSnap Manager even if it is the default e-mail program. In this case, contact the manufacturer of the e-mail software.

Configure e-mail program settings in the following procedure.

### Windows 7/Windows Vista

1. Select [Start] menu → [Default Programs] → [Set your default programs].  
⇒ The [Set your default programs] dialog box appears.
2. Select an e-mail program to link with ScanSnap Manager from [Programs].
3. Select [Set this program as default] and click the [OK] button.

### Windows XP

The e-mail program selected in Internet Explorer [Tools] menu → [Internet Options] → the [Programs] tab → [E-mail] drop-down list is used to link with ScanSnap Manager.

If no e-mail program is selected, select an e-mail program to link with ScanSnap Manager in the [E-mail] drop-down list. E-mail programs that cannot be selected here cannot be set to link with ScanSnap Manager.

### Tested e-mail programs

- Windows Live Mail
- Windows Mail (Windows Vista)
- Outlook 2010 / 2007 / 2003
- Outlook Express 6
- Thunderbird version 3.1

For details about the procedure to scan and attach the scanned image file to an e-mail message using or without using the Quick Menu, refer to the following:

- Using the Quick Menu (→ [page 106](#))
- Without Using the Quick Menu (→ [page 112](#))

## Using the Quick Menu



To use the Quick Menu, you need to select the [Use Quick Menu] check box in the ScanSnap setup dialog box.

For details about how to perform scanning by using the Quick Menu, refer to ["Using the Quick Menu" \(page 63\)](#).

### 1. Load the document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).



Up to ten files can be attached to an e-mail message.

When you scan more than one document with the scan settings shown below, multiple files are created. Pay attention to the number of documents to scan:

- File format: JPEG (\*.jpg)
- [Generate one PDF file per (n) page(s)] check box is selected

### 2. Press the [Scan/Stop] button on the ScanSnap to start scanning.



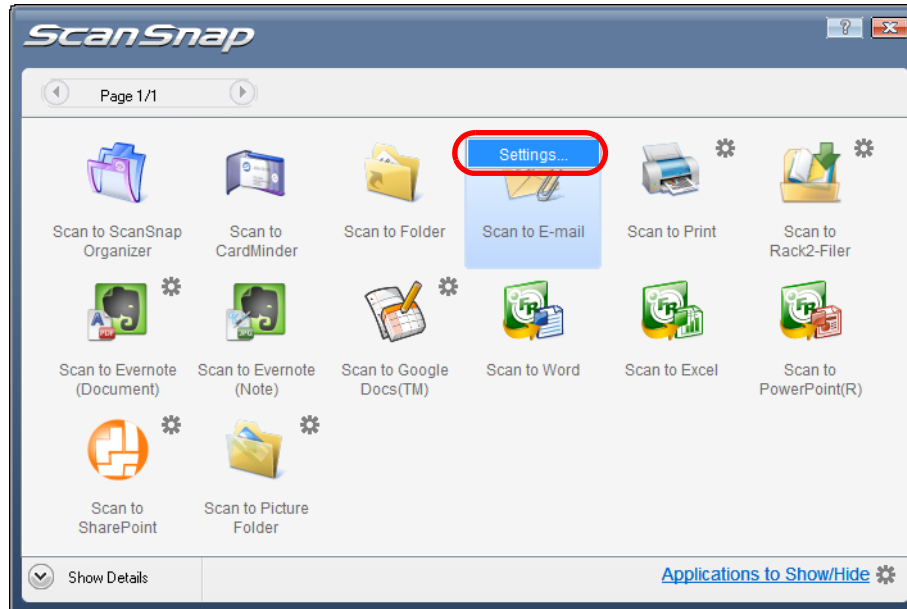
Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

### 3. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ The Quick Menu appears.

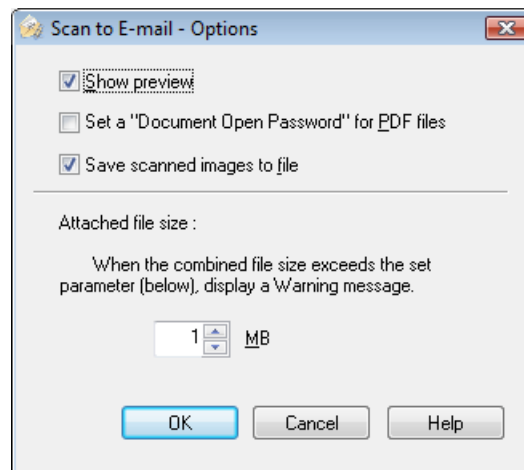
#### 4. Change settings for the [Scan to E-mail] (If you do not want to change any settings, go to step 5.).

1. Move the mouse cursor to the ⚙️ mark on the [Scan to E-mail] icon, and then select the [Settings] menu.



⇒ The [Scan to E-mail - Options] dialog box appears.

2. Change the settings.  
For details about the [Scan to E-mail - Options] dialog box, refer to the ScanSnap Manager Help.



3. Click the [OK] button to close the [Scan to E-mail - Options] dialog box.

**5. Click the [Scan to E-mail] icon.**



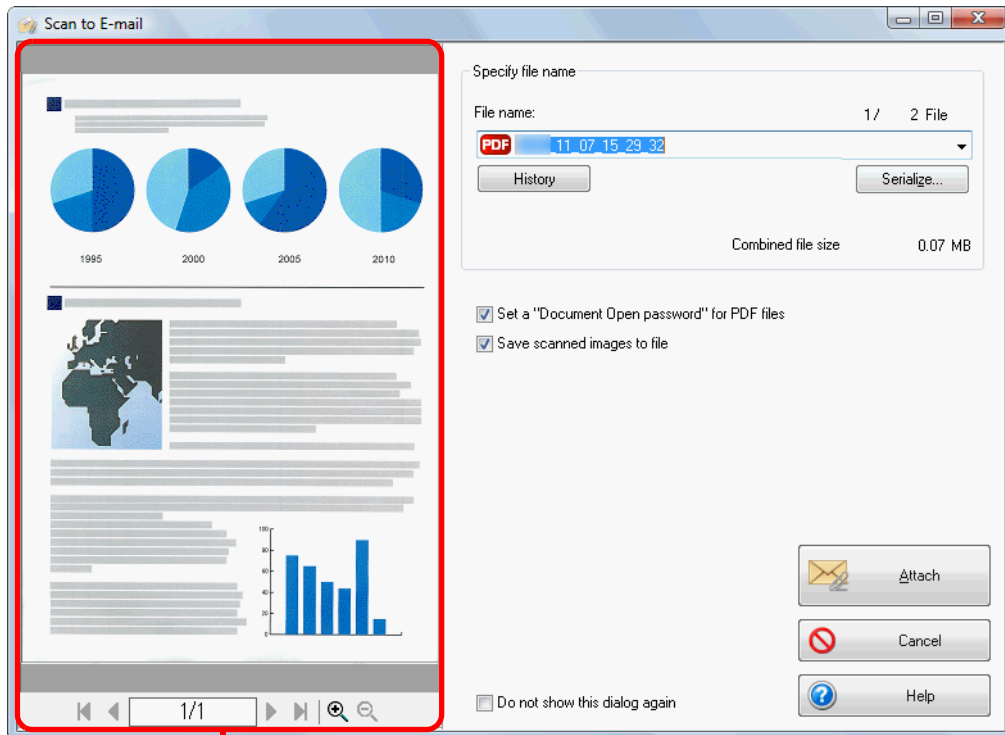
⇒ The [Scan to E-mail] dialog box appears.

If you clear the [Show preview] check box of the [Scan to E-mail - Options] dialog box in step 4., the [Scan to E-mail] dialog box is not displayed. Instead, a new message window appears with the file(s) attached.

## 6. Check the scanned image in the preview area.

In the [Scan to E-mail] dialog box, you can rename the file, specify whether to set a "Document Open Password", and save the scanned image in the folder specified for [Image saving folder] after sending it by e-mail.

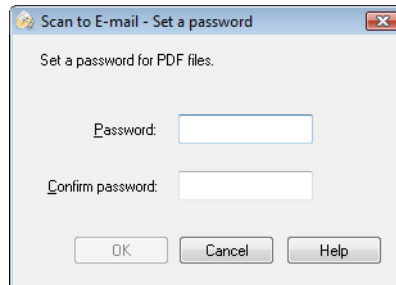
For details about the [Scan to E-mail] dialog box, refer to the ScanSnap Manager Help.



Preview

## 7. Click the [Attach] button.

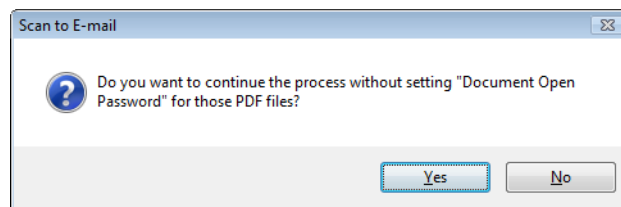
⇒ When the [Set a "Document Open password" for PDF files] check box is selected in the [Scan to E-mail - Options] dialog box or the [Scan to E-mail] dialog box, the [Scan to E-mail - Set a password] dialog box appears.



Enter a password, and then click the [OK] button.

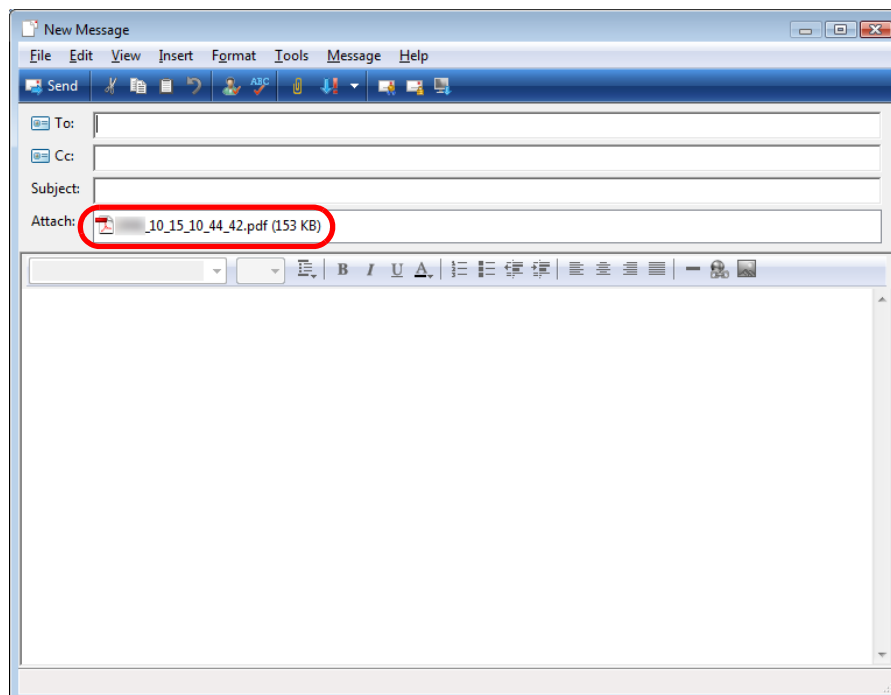


The following message appears if you click the [Cancel] button in the [Scan to E-mail - Set a password] dialog box.



If you do not want to set a document open password, click the [Yes] button.

⇒ A new message dialog box appears with the file attached.





- You cannot start scanning after the Quick Menu is displayed and before the [Scan to E-mail] dialog box is closed. Close the [Scan to E-mail] dialog box before scanning the next document.
- Do not move, delete, or rename scanned image in other applications after the Quick Menu is displayed and before the [Scan to E-mail] dialog box is closed.

## Without using the Quick Menu



To disable the Quick Menu, you need to clear the [Use Quick Menu] check box in the ScanSnap setup dialog box.

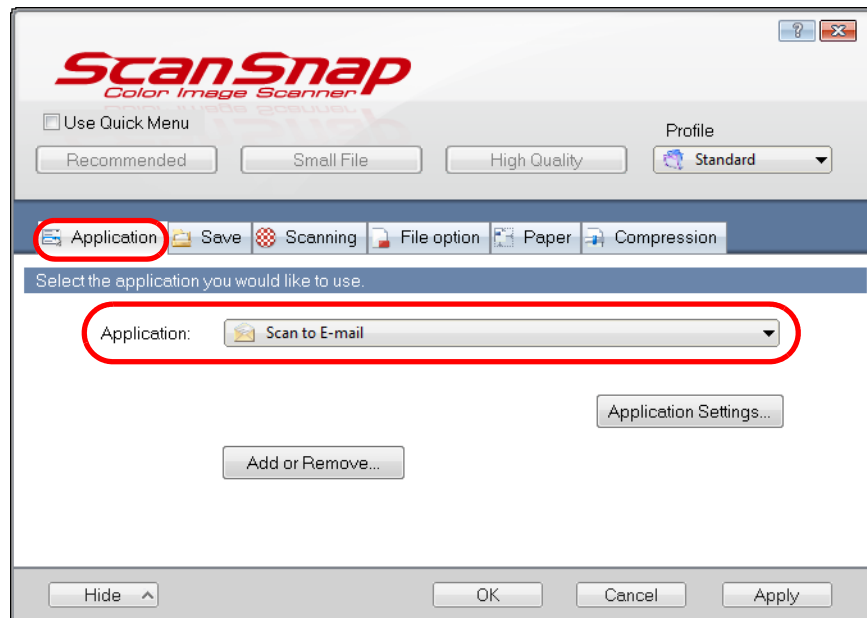
For details about how to perform scanning without using the Quick Menu, refer to ["Without Using the Quick Menu" \(page 69\)](#).

### 1. Select [Scan Button Settings] from the Right-Click Menu.

For details about the Right-Click Menu, refer to ["Right-Click Menu" \(page 59\)](#).

⇒ The ScanSnap setup dialog box appears.

### 2. In the [Application] drop-down list in the [Application] tab, select [Scan to E-mail].



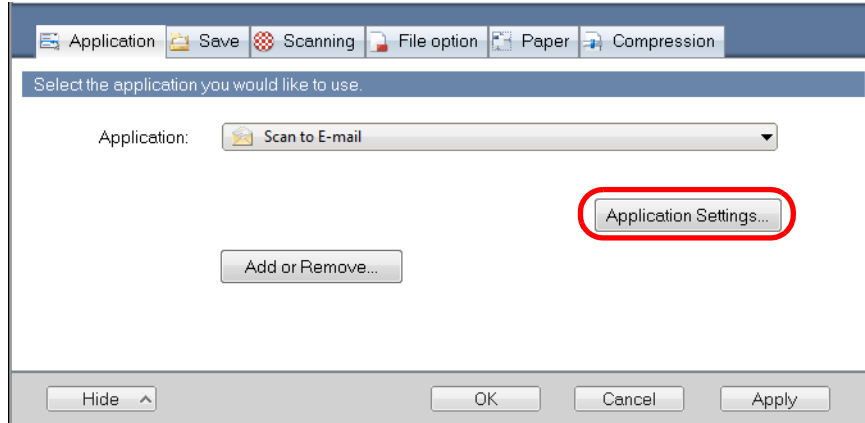
ScanSnap Manager can also link with [Scan to E-mail] when you select:

- [Scan to E-mail] from the [Profile] drop-down list of the ScanSnap setup dialog box
- [Scan to E-mail] from the Left-Click Menu.



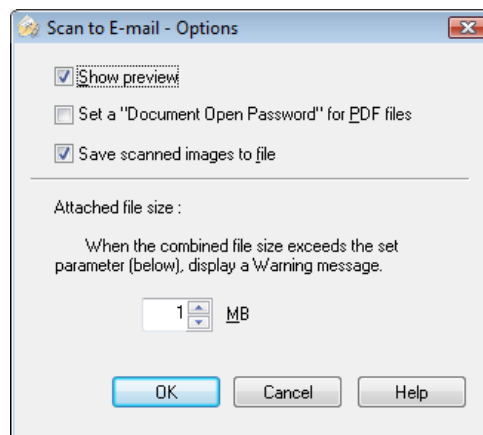
### 3. Change settings for the [Scan to E-mail] (If you do not want to change any settings, go to step 4.).

1. Click the [Application Settings] button.



⇒ The [Scan to E-mail - Options] dialog box appears.

2. Change the settings.  
For details about the [Scan to E-mail - Options] dialog box, refer to the ScanSnap Manager Help.



3. Click the [OK] button to close the [Scan to E-mail - Options] dialog box.

### 4. Click the [OK] button to close the ScanSnap setup dialog box.

### 5. Load the document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).



Up to ten files can be attached to an e-mail message.

When you scan more than one document with the scan settings shown below, multiple files are created. Pay attention to the number of documents to scan:

- File format: JPEG (\*.jpg)
- [Generate one PDF file per (n) page(s)] check box is selected

## 6. Press the [Scan/Stop] button on the ScanSnap to start scanning.



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

## 7. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

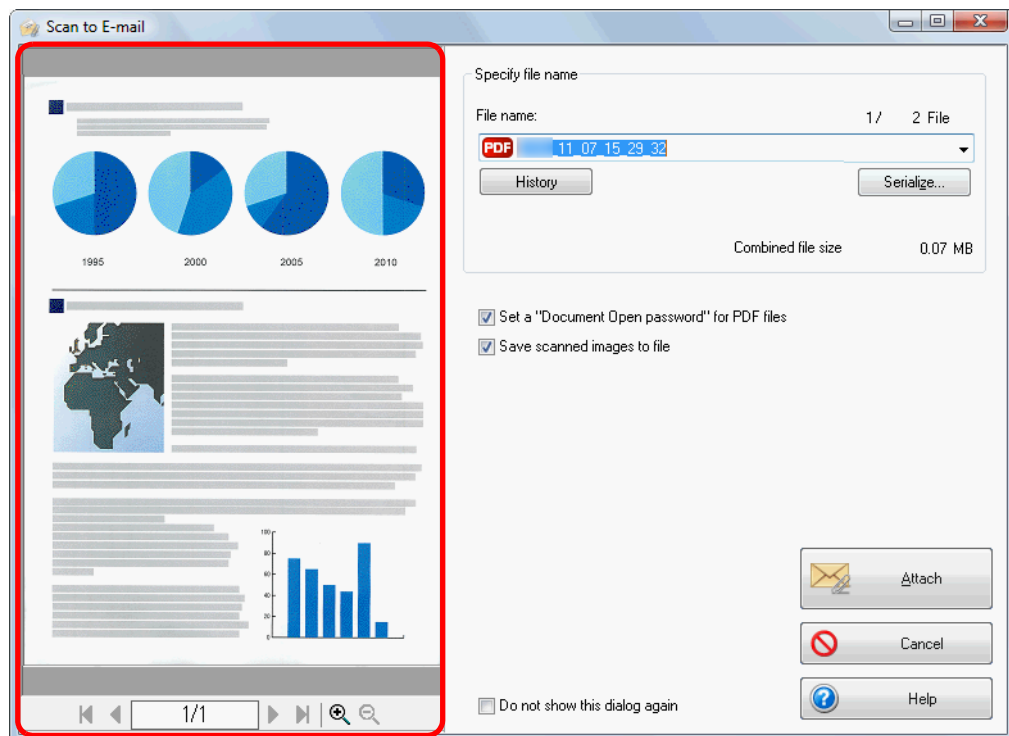
⇒ The [Scan to E-mail] dialog box appears.

If you clear the [Show preview] check box of the [Scan to E-mail - Options] dialog box in step 3., the [Scan to E-mail] dialog box is not displayed. Instead, a new message window appears with the file(s) attached.

## 8. Check the scanned image in the preview area.

In the [Scan to E-mail] dialog box, you can rename the file, specify whether to set a "Document Open Password", and save the scanned image in the folder specified for [Image saving folder] after sending it by e-mail.

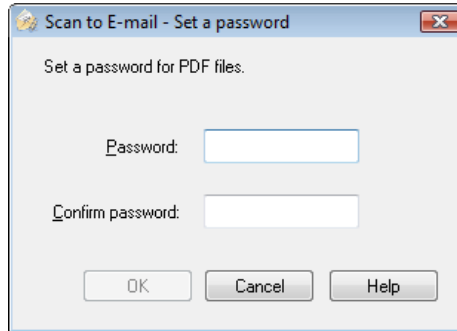
For details about the [Scan to E-mail] dialog box, refer to the ScanSnap Manager Help.



Preview

## 9. Click the [Attach] button.

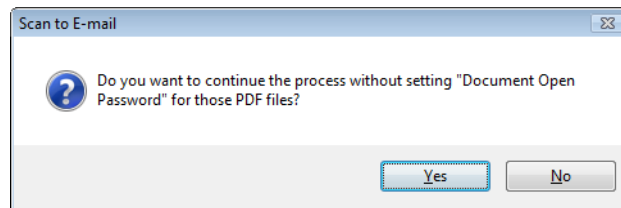
⇒ When the [Set a "Document Open password" for PDF files] check box is selected in the [Scan to E-mail - Options] dialog box or the [Scan to E-mail] dialog box, the [Scan to E-mail - Set a password] dialog box appears.



Enter a password, and then click the [OK] button.

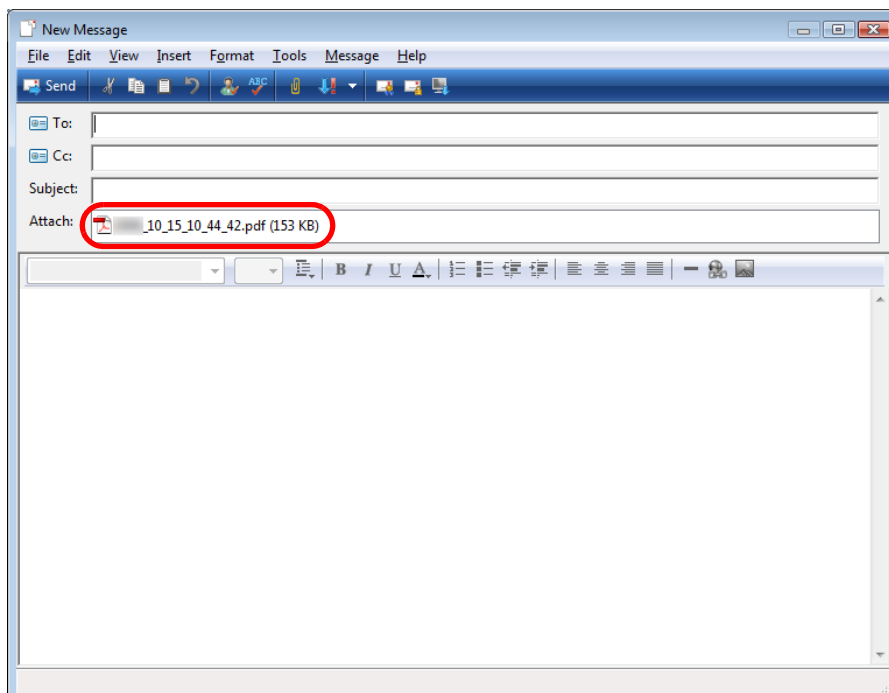


The following message appears if you click the [Cancel] button in the [Scan to E-mail - Set a password] dialog box.



If you do not want to set a document open password, click the [Yes] button.

⇒ An e-mail message dialog box appears with the file attached.



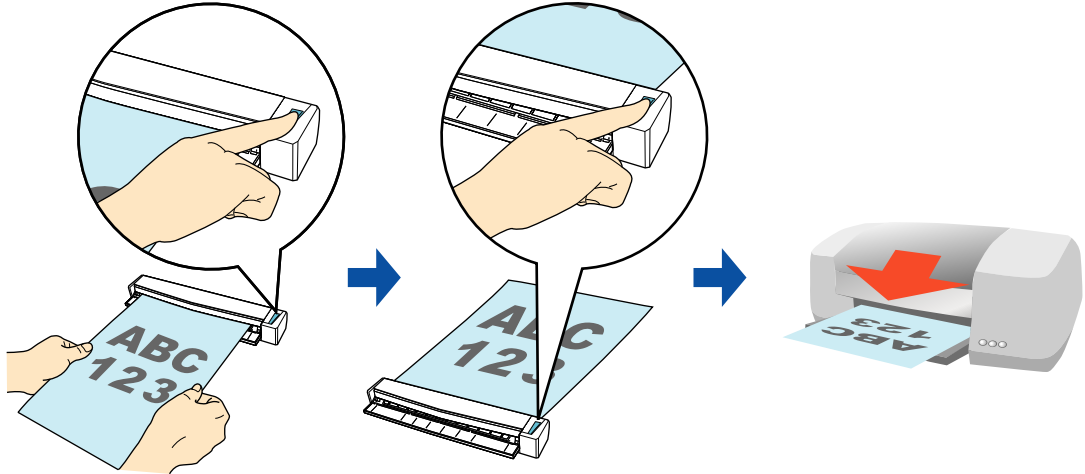


- You cannot start scanning when the [Scan to E-mail] dialog box is displayed. Close the [Scan to E-mail] dialog box before scanning the next document.
- Do not move, delete or rename the scanned image in other applications when the [Scan to E-mail] dialog box is displayed.

## ■ Using the ScanSnap as a Copy Machine

This section explains how to print the scanned image with a printer.

When a printer links with ScanSnap Manager, the ScanSnap can be used as a copy machine.



Note that shadows around the edges of the document may appear as lines on the generated scanned image, depending on the scanning method and paper conditions. If you print such an image, the printed image will also have lines appearing in it.

For details about the procedure to scan and print the scanned image using or without using the Quick Menu, refer to the following:

- Using the Quick Menu (→ [page 118](#))
- Without Using the Quick Menu (→ [page 121](#))

## Using the Quick Menu



To use the Quick Menu, you need to select the [Use Quick Menu] check box in the ScanSnap setup dialog box.  
For details about how to perform scanning by using the Quick Menu, refer to ["Using the Quick Menu" \(page 63\)](#).

### 1. Load the document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).

### 2. Press the [Scan/Stop] button on the ScanSnap to start scanning.



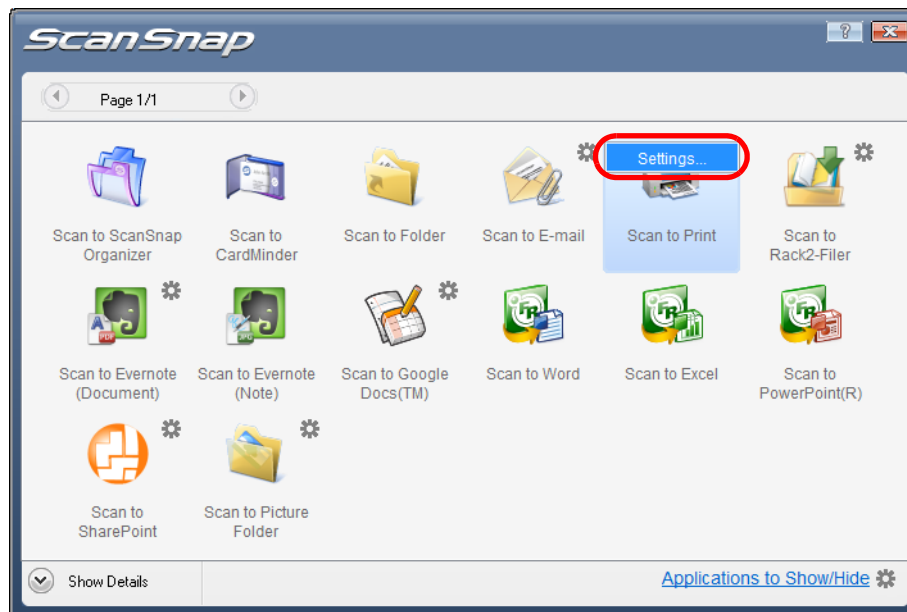
Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

### 3. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ The Quick Menu appears.

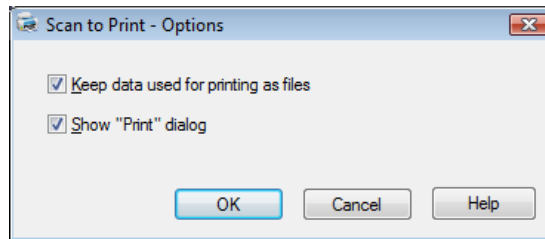
### 4. Change settings for the [Scan to Print] (If you do not want to change any settings, go to step 5.).

1. Move the mouse cursor to the ⚙️ mark on the [Scan to Print] icon, and then select the [Settings] menu.



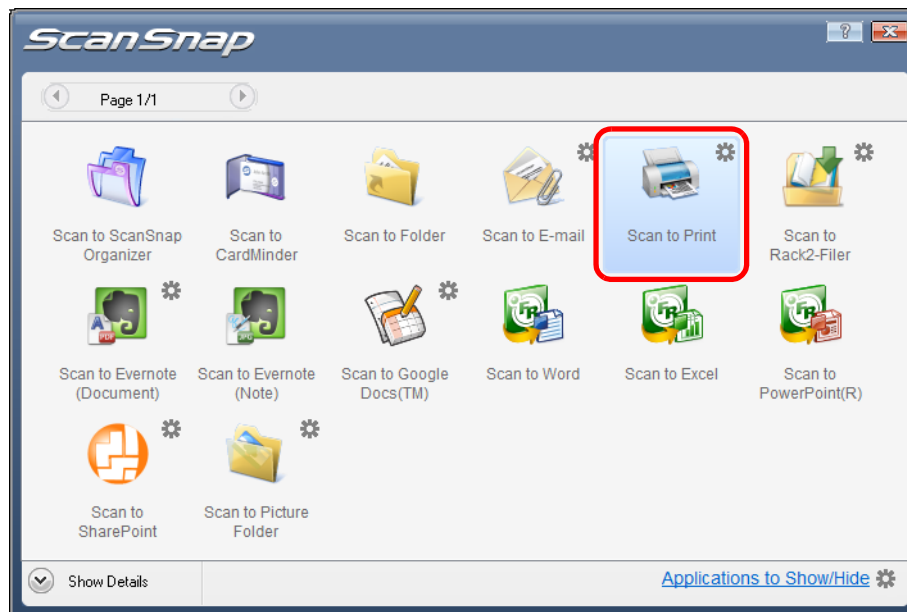
⇒ The [Scan to Print - Options] dialog box appears.

2. Change the settings.  
For details about the [Scan to Print- Options] dialog box, refer to the ScanSnap Manager Help.



3. Click the [OK] button to close the [Scan to Print- Options] dialog box.

## 5. Click the [Scan to Print] icon.

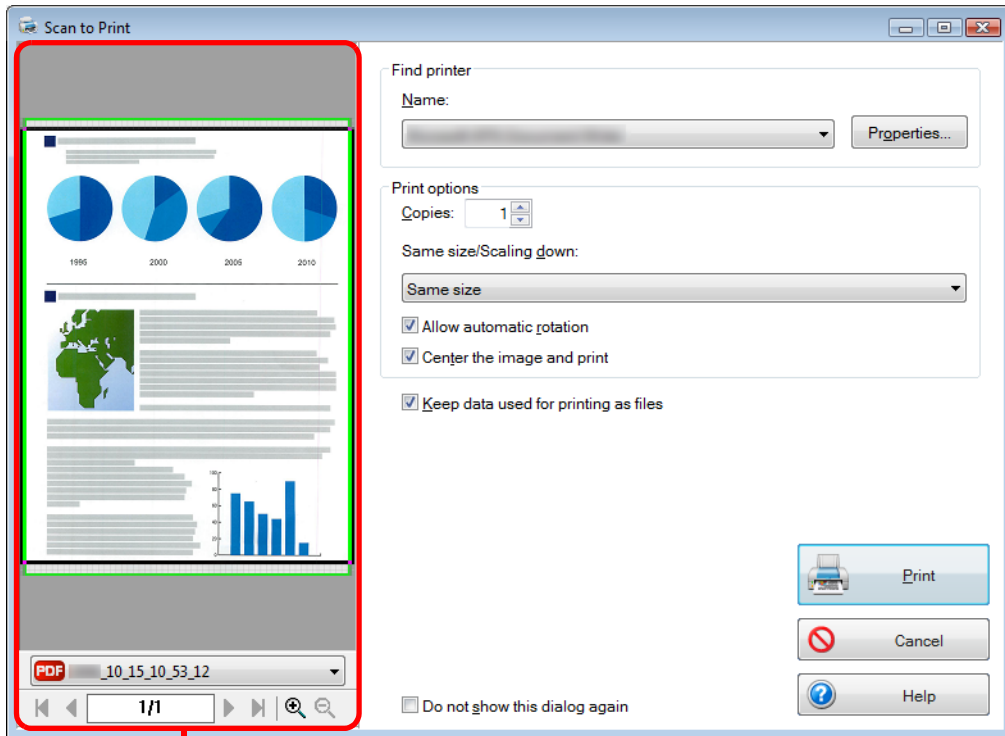


- ⇒ The [Scan to Print] dialog box appears.  
If the [Show "Print" dialog] check box is cleared in step 4., printing is immediately performed.

## 6. Check the scanned image in the preview area.

In the [Scan to Print] dialog box, you can specify the printer to be used, the number of copies and size of the scanned image to be printed, and whether to save the scanned image in the folder specified for [Image saving folder].

For details about the [Scan to Print] dialog box, refer to the ScanSnap Manager Help.



Preview

## 7. Click the [Print] button.

⇒ The scanned image is printed.



- You cannot start scanning after the Quick Menu is displayed and before the [Scan to Print] dialog box is closed. Close the [Scan to Print] dialog box before scanning the next document.
- Do not move, delete, or rename the scanned image in other applications after the Quick Menu is displayed and before the [Scan to Print] dialog box is closed.



## Without using the Quick Menu



To disable the Quick Menu, you need to clear the [Use Quick Menu] check box in the ScanSnap setup dialog box.

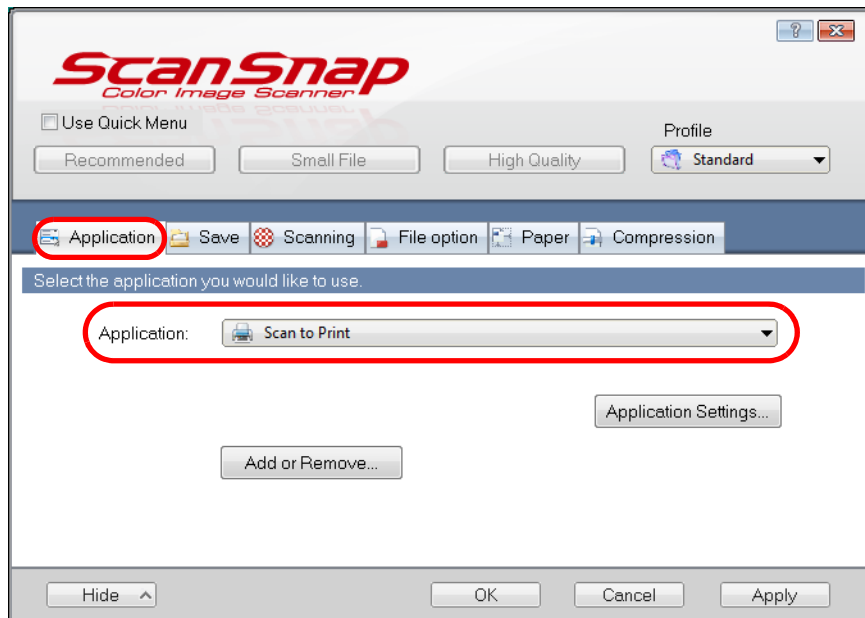
For details about how to perform scanning without using the Quick Menu, refer to ["Without Using the Quick Menu" \(page 69\)](#).

### 1. Select [Scan Button Settings] from the Right-Click Menu.

For details about the Right-Click Menu, refer to ["Right-Click Menu" \(page 59\)](#).

⇒ The ScanSnap setup dialog box appears.

### 2. In the [Application] drop-down list in the [Application] tab, select [Scan to Print].

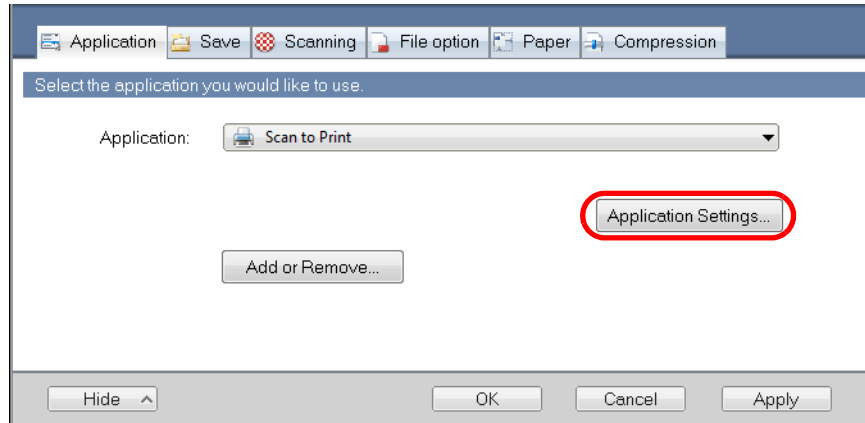


ScanSnap Manager can also link with [Scan to Print] when you select:

- [Scan to Print] from the [Profile] drop-down list of the ScanSnap setup dialog box
- [Scan to Print] from the Left-Click Menu

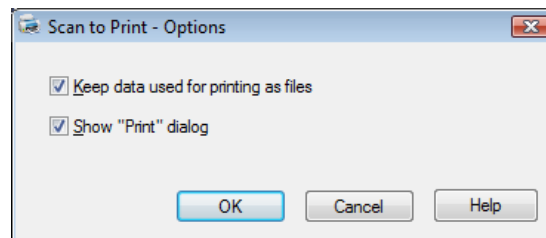
### 3. Change settings for the [Scan to Print] (If you do not want to change any settings, go to step 4.).

1. Click the [Application Settings] button.



⇒ The [Scan to Print - Options] dialog box appears.

2. Change the settings.  
For details about the [Scan to Print - Options] dialog box, refer to the ScanSnap Manager Help.



3. Click the [OK] button to close the [Scan to Print - Options] dialog box.

### 4. Click the [OK] button to close the ScanSnap setup dialog box.

### 5. Load the document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents"](#) (page 30).

### 6. Press the [Scan/Stop] button on the ScanSnap to start scanning.



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

## 7. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

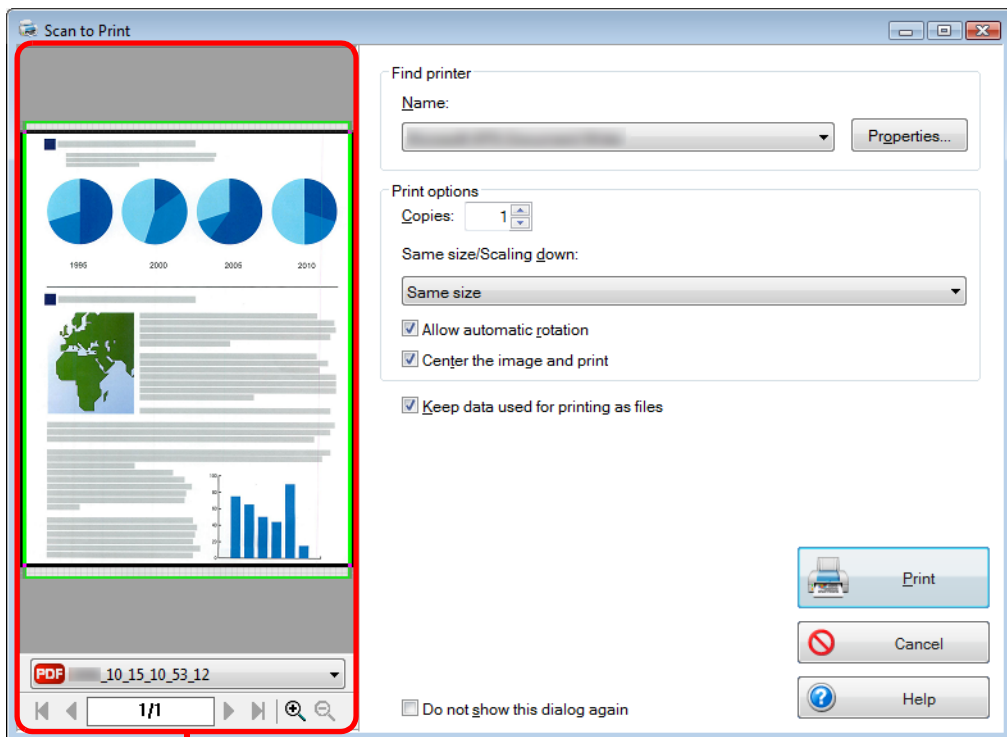
⇒ The [Scan to Print] dialog box appears.

If the [Show "Print" dialog] check box is cleared in step 3., printing is immediately performed.

## 8. Check the scanned image in the preview area.

In the [Scan to Print] dialog box, you can specify the printer to be used, the number of copies and size of the scanned image to be printed, and whether to save the scanned image in the folder specified for [Image saving folder].

For details about the [Scan to Print] dialog box, refer to the ScanSnap Manager Help.



Preview

## 9. Click the [Print] button.

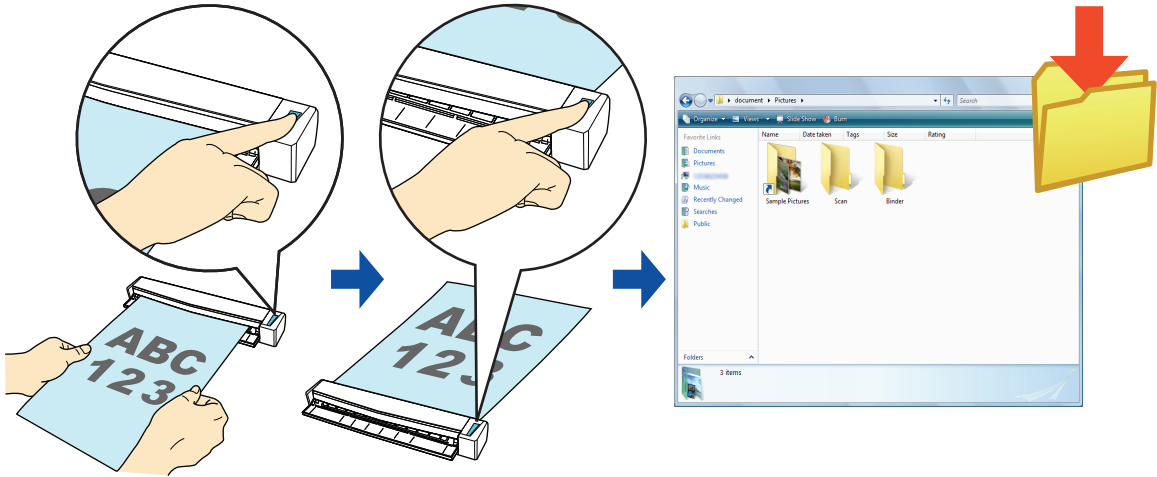
⇒ The scanned image is printed.



- You cannot start scanning when the [Scan to Print] dialog box is displayed. Close the [Scan to Print] dialog box before scanning the next document.
- Do not move, delete or rename the scanned image in other applications when the [Scan to Print] dialog box is displayed.

## ■ Saving Files to Picture Folder

This section explains how to save the scanned image as a JPEG file in the "Pictures folder".



The following folder is set as the "Pictures folder" by default:

- Windows 7/Windows Vista  
Drive name (such as C):\Users\*(user name)*\Pictures\ScanSnap
- Windows XP  
Drive name (such as C):\Documents and Settings\*(user name)*\My Documents\  
My Pictures\ScanSnap

For details about the procedure to scan and save the scanned image in the "Pictures folder" using or without using the Quick Menu, refer to the following:

- Using the Quick Menu (→ [page 125](#))
- Without Using the Quick Menu (→ [page 128](#))

## Using the Quick Menu



To use the Quick Menu, you need to select the [Use Quick Menu] check box in the ScanSnap setup dialog box.  
For details about how to perform scanning by using the Quick Menu, refer to ["Using the Quick Menu" \(page 63\)](#).

### 1. Load the document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).

### 2. Press the [Scan/Stop] button on the ScanSnap to start scanning.



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

### 3. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ The Quick Menu appears.

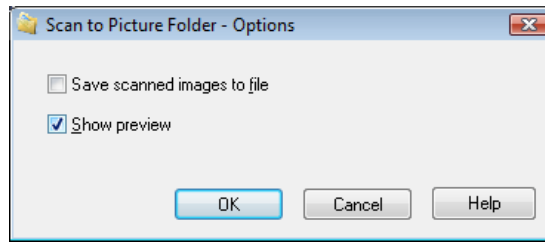
### 4. Change settings for the [Scan to Picture Folder] (If you do not want to change any settings, go to step 5.).

1. Move the mouse cursor to the ⚙️ mark on the [Scan to Picture Folder] icon, and then select the [Settings] menu.



⇒ The [Scan to Picture Folder - Options] dialog box appears.

2. Change the settings.  
For details about the [Scan to Picture Folder - Options] dialog box, refer to the ScanSnap Manager Help.



3. Click the [OK] button to close the [Scan to Picture Folder - Options] dialog box.

## 5. Click the [Scan to Picture Folder] icon.

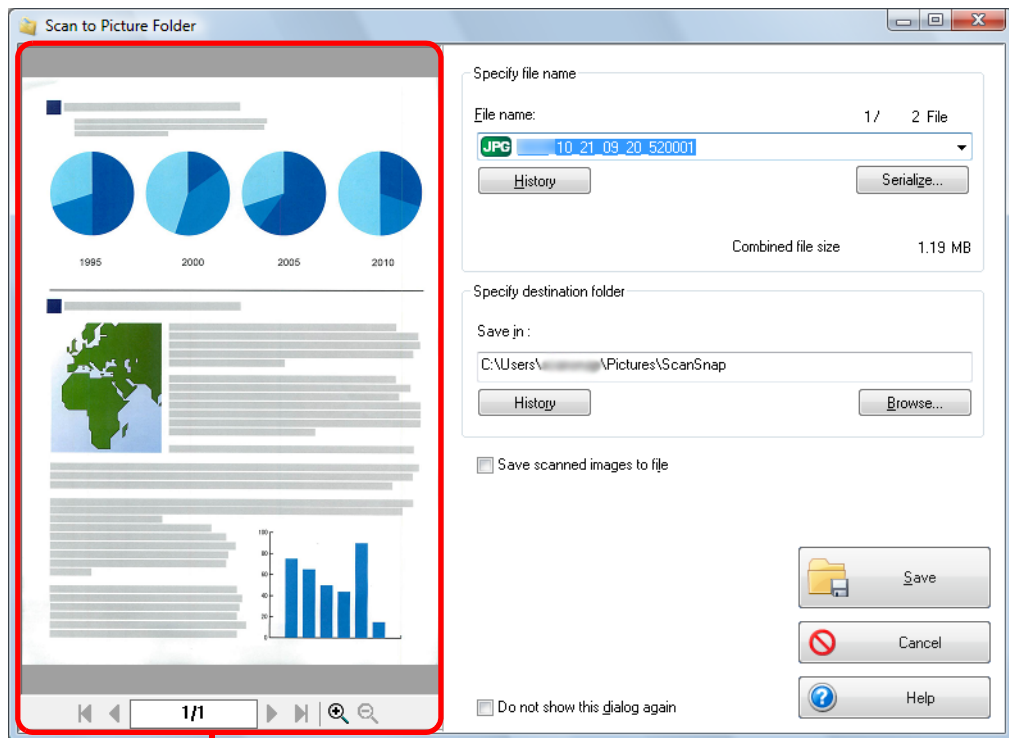


- ⇒ The [Scan to Picture Folder] dialog box appears.  
If you clear the [Show preview] check box in step 4., the image data is directly saved in the pictures folder.

## 6. Check the scanned image in the preview area.

In the [Scan to Picture Folder] dialog box, you can rename the file, change the destination folder, and save the scanned image in the folder specified for [Image saving folder].

For details about the [Scan to Picture Folder] dialog box, refer to the ScanSnap Manager Help.



Preview



In [Specify destination folder], you can change the destination folder for the image data to a folder other than the pictures folder.

## 7. Click the [Save] button.

⇒ The scanned image is saved in the pictures folder.



- You cannot start scanning after the Quick Menu is displayed and before the [Scan to Picture Folder] dialog box is closed. Close the [Scan to Picture Folder] dialog box before scanning the next document.
- Do not move, delete, or rename scanned image in other applications after the Quick Menu is displayed and before the [Scan to Picture Folder] dialog box is closed.

## Without using the Quick Menu



To disable the Quick Menu, you need to clear the [Use Quick Menu] check box in the ScanSnap setup dialog box.

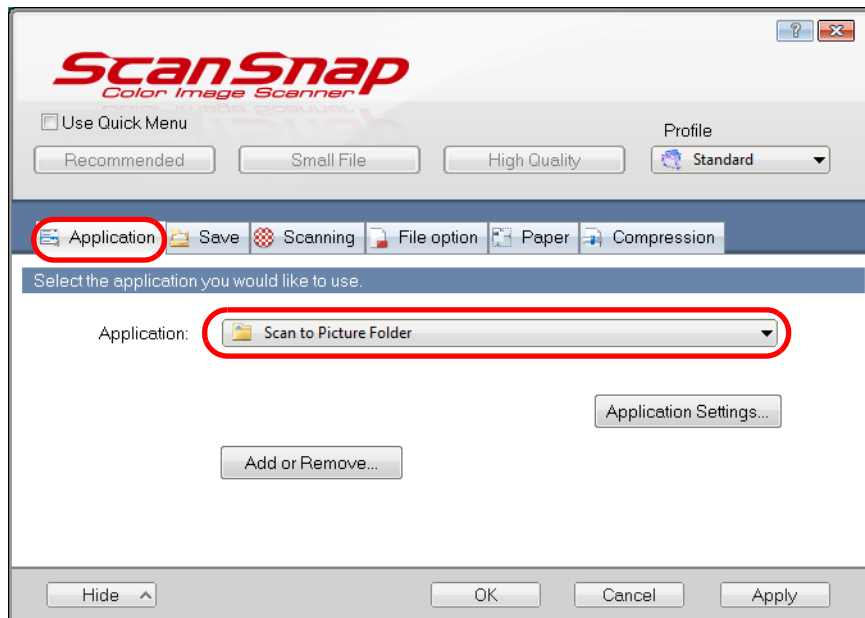
For more details about how to perform scanning without using the Quick Menu, refer to ["Without Using the Quick Menu" \(page 69\)](#).

### 1. Select [Scan Button Settings] from the Right-Click Menu.

For details about the Right-Click Menu, refer to ["Right-Click Menu" \(page 59\)](#).

⇒ The ScanSnap setup dialog box appears.

### 2. In the [Application] drop-down list in the [Application] tab, select [Scan to Picture Folder].



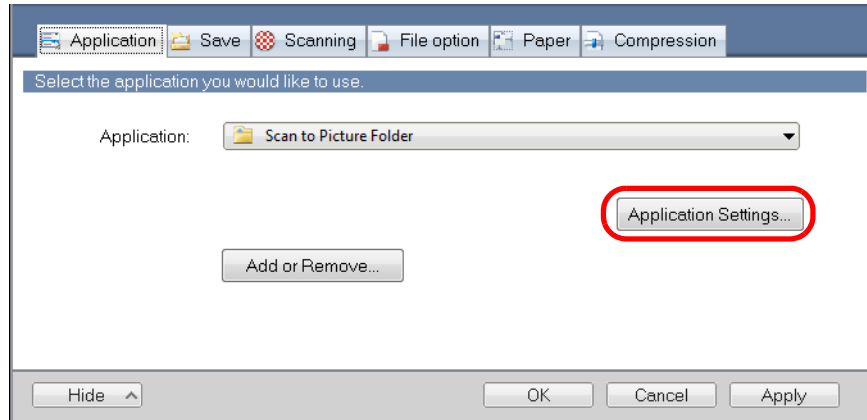
When you add the customized settings as profiles, the application to link with ScanSnap Manager can be selected from the [Profile] drop-down list or Left-Click Menu next time you perform a scan.

For details about how to add a profile, refer to ["Profile Management" \(page 81\)](#).



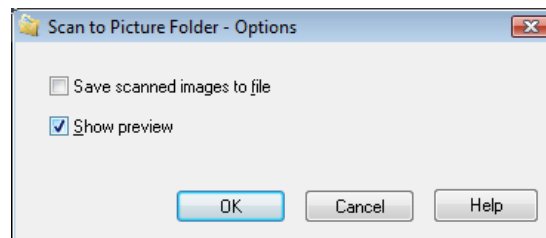
### 3. Change settings for the [Scan to Picture Folder] (If you do not want to change any settings, go to step 4.).

1. Click the [Application Settings] button.



⇒ The [Scan to Picture Folder - Options] dialog box appears.

2. Change the settings.  
For details about the [Scan to Picture Folder - Options] dialog box, refer to the ScanSnap Manager Help.



3. Click the [OK] button to close the [Scan to Picture Folder - Options] dialog box.

### 4. Click the [OK] button to close the ScanSnap setup dialog box.

### 5. Load the document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents"](#) (page 30).

### 6. Press the [Scan/Stop] button on the ScanSnap to start scanning.



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

## 7. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

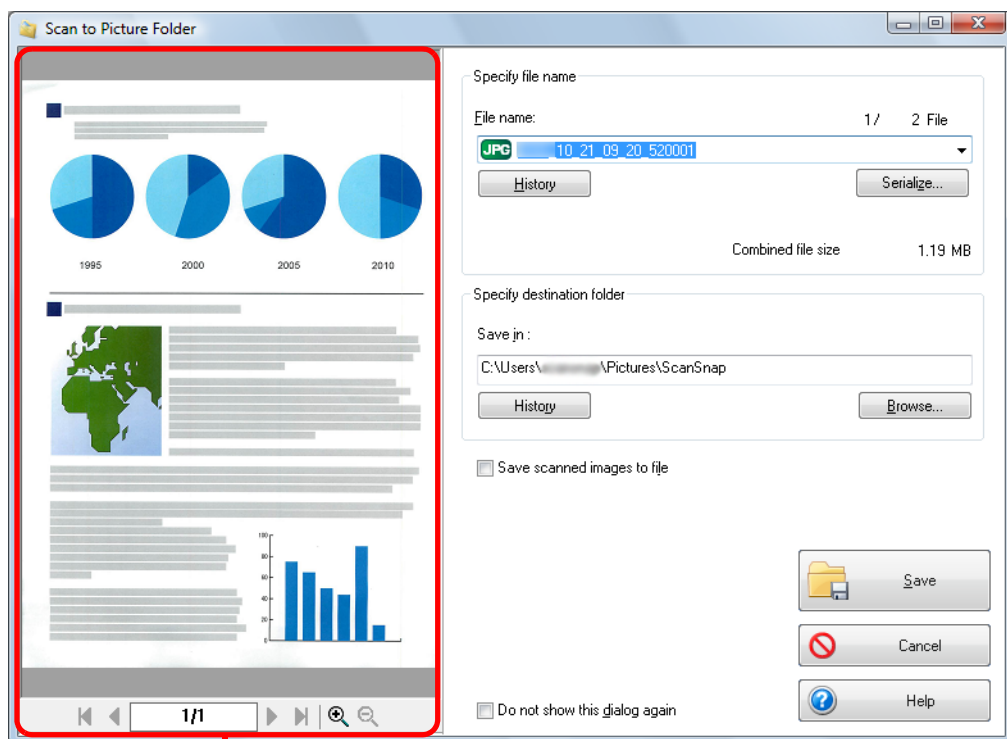
⇒ The [Scan to Picture Folder] dialog box appears.

If you clear the [Show preview] check box in step 3., the scanned image is directly saved in the pictures folder.

## 8. Check the scanned image in the preview area.

In the [Scan to Picture Folder] dialog box, you can rename the file, change the destination folder, and save the scanned images in the folder specified for [Image saving folder].

For details about the [Scan to Picture Folder] dialog box, refer to the ScanSnap Manager Help.



Preview



In [Specify destination folder], you can change the destination folder for the scanned image to a folder other than the pictures folder.

## 9. Click the [Save] button.

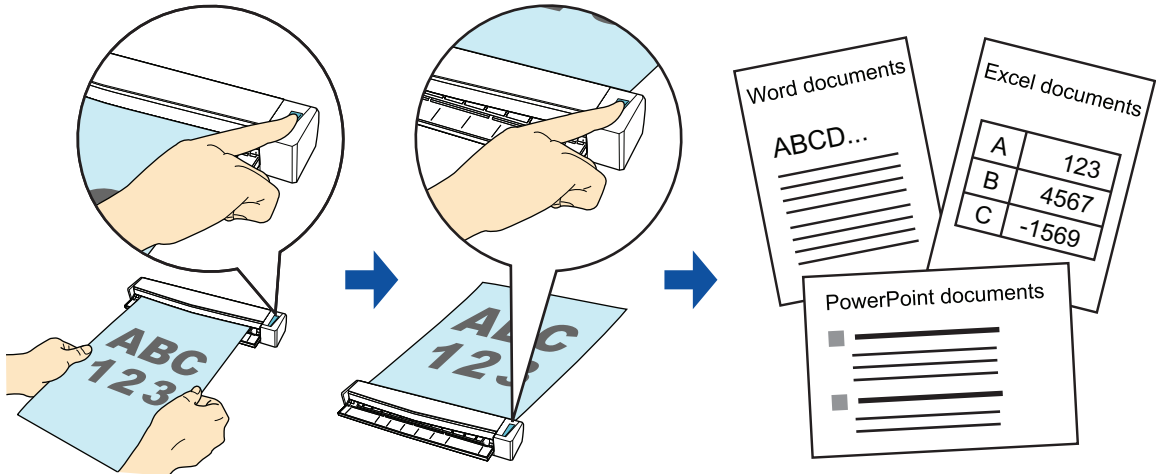
⇒ The scanned image is saved in the pictures folder.



- You cannot start scanning when the [Scan to Picture Folder] dialog box is displayed. Close the [Scan to Picture Folder] dialog box before scanning the next document.
- Do not move, delete or rename the scanned image in other applications when the [Scan to Picture Folder] dialog box is displayed.

## ■ Converting into Word/Excel/PowerPoint Documents

This section explains how to convert the scanned image into Word/Excel/PowerPoint files using ABBYY FineReader for ScanSnap bundled with the ScanSnap.

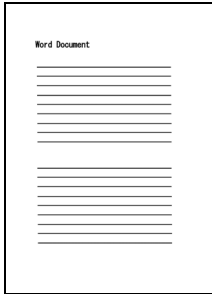
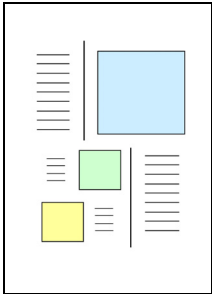
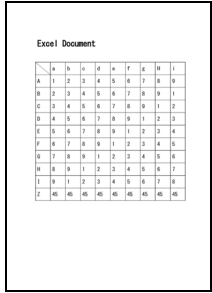
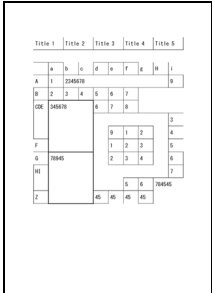
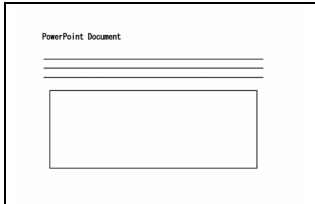
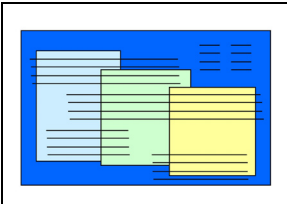


- The following applications must be installed in your computer in order to perform text-recognition:
  - ABBYY FineReader for ScanSnap (bundled with the ScanSnap)
  - Word
  - Excel
  - PowerPoint
  - Visual Basic for Applications of Office Shared Features (installed at the same time when you perform a standard installation of Microsoft Office)
- You cannot view the documents converted into Word, Excel and PowerPoint files unless these applications are installed and you completed the user registration to use them. Install these applications and complete the user registration to view the converted documents on your computer.
- ABBYY FineReader for ScanSnap can be used with the following versions of Word, Excel and PowerPoint:
  - Word: 2010/2007/2003/2002
  - Excel: 2010/2007/2003/2002
  - PowerPoint: 2010/2007/2003/2002
- Do not use this function while you are working in Word, Excel or PowerPoint. In addition, do not use Word, Excel or PowerPoint while this function is being executed. Otherwise, a message such as "Call is rejected by callee" may appear and the conversion result may not be displayed.



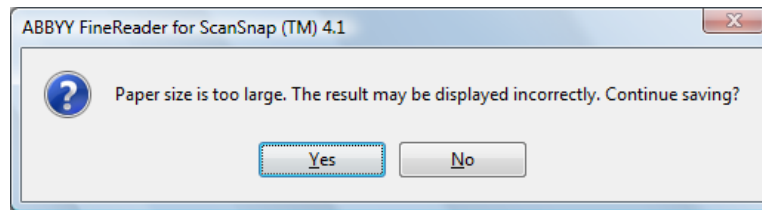
**About the OCR function of ABBYY FineReader for ScanSnap**

- ABBYY FineReader for ScanSnap is an application used exclusively with the ScanSnap. This application can perform text recognition only for PDF files created by using the ScanSnap. It cannot perform text recognition for PDF files created using Adobe Acrobat or other applications.
- The optical character recognition program has the following features. Before performing text recognition, check whether the documents you want to convert are suitable for conversion according to the following guidelines:

Application	Suitable for conversion	Not suitable for conversion
Scan to Word	Documents with simple layouts consisting of single or double columns  	Documents with complex layouts containing a mixture of diagrams, tables and text (e.g. brochures, magazines and newspapers)  
Scan to Excel	Documents containing simple tables with no cells merged  	Documents containing; - tables with no solid border lines - tables with complicated cell formats - complex tables containing sub-tables - diagrams, graphs, photos and/or vertical text (Note that documents containing diagrams, graphs or vertical text will not be reproduced.)  
Scan to PowerPoint(R)	Documents containing text and simple diagrams/tables on a white or light monochrome background  	- Documents with complex layouts containing text mixed with diagrams or illustrations - Documents containing photographs or patterns set as the background - Documents with light colored text on a deep colored background  



- The following parameters may not be reproduced as they are in the original document. It is recommended that you check the conversion result in Word, Excel or PowerPoint and edit the data if necessary:
  - Character font and size
  - Character and line spacing
  - Underlined, bold and italic characters
  - Superscript/subscript
- The following types of documents (characters) may not be recognized correctly. Better results in text recognition may be achieved by changing the color mode or increasing the resolution:
  - Documents including handwritten characters
  - Documents containing small characters (smaller than 10 points)
  - Skewed documents
  - Documents written in languages other than the specified language
  - Documents with characters on an unevenly colored background e.g. Shaded characters
  - Documents with many decorated characters e.g. Decorated characters (embossed/outlined)
  - Documents with characters on a patterned background e.g. Characters overlapping illustrations and diagrams
  - Documents with many characters contacting underlines or borders
  - Documents with a complex layout and documents with image noise (It may take extra time to process text recognition for these documents.)
- The following message appears when you convert a long page document into a Word file, and the conversion result may be divided into more than one page.

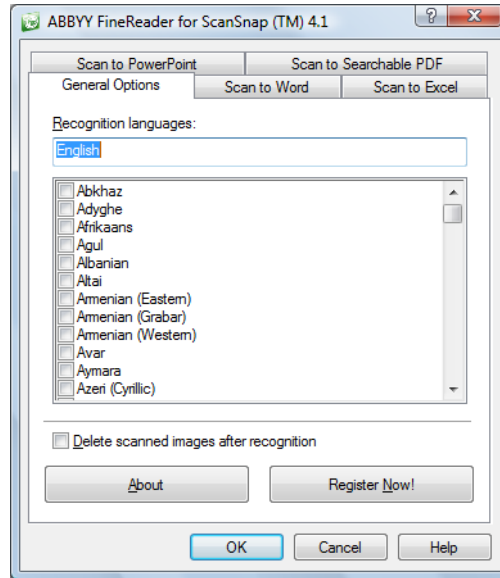


- When converting to Excel files, if the recognition result exceeds 65,536 lines, no more results are saved.
- When converting to Excel files, information about the layout of the entire document, diagrams, and length/width of graphs and tables is not duplicated. Only tables and character strings are reproduced.
- A converted PowerPoint document will not have the original background color and patterns.
- Documents placed upside down or in landscape orientation cannot be recognized properly. Select the [Allow automatic image rotation] check box (page 195), or load documents face down in portrait orientation.
- In the ScanSnap setup dialog box, even if the [Generate one PDF file per (n) page (s)] check box is selected in the [File option] tab → [Option], the conversion result is saved as one file.



You can change the settings applied during conversion to Word, Excel or PowerPoint documents in the ABBYY FineReader for ScanSnap setup dialog box.

Select [Start] menu → [All Programs] → [ABBYY FineReader for ScanSnap (TM) 4.1] → [ABBYY FineReader for ScanSnap (TM) 4.1] to display the following dialog box.



For details about how to configure settings, refer to ABBYY FineReader for ScanSnap User's Guide.

For details about the procedure to scan and convert the scanned image into Word/Excel/PowerPoint files using or without using the Quick Menu, refer to the following:

- Using the Quick Menu (→ [page 135](#))
- Without Using the Quick Menu (→ [page 137](#))

## Using the Quick Menu



To use the Quick Menu, you need to select the [Use Quick Menu] check box in the ScanSnap setup dialog box.  
For details about how to perform scanning by using the Quick Menu, refer to ["Using the Quick Menu" \(page 63\)](#).

### 1. Load the document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).

### 2. Press the [Scan/Stop] button on the ScanSnap to start scanning.

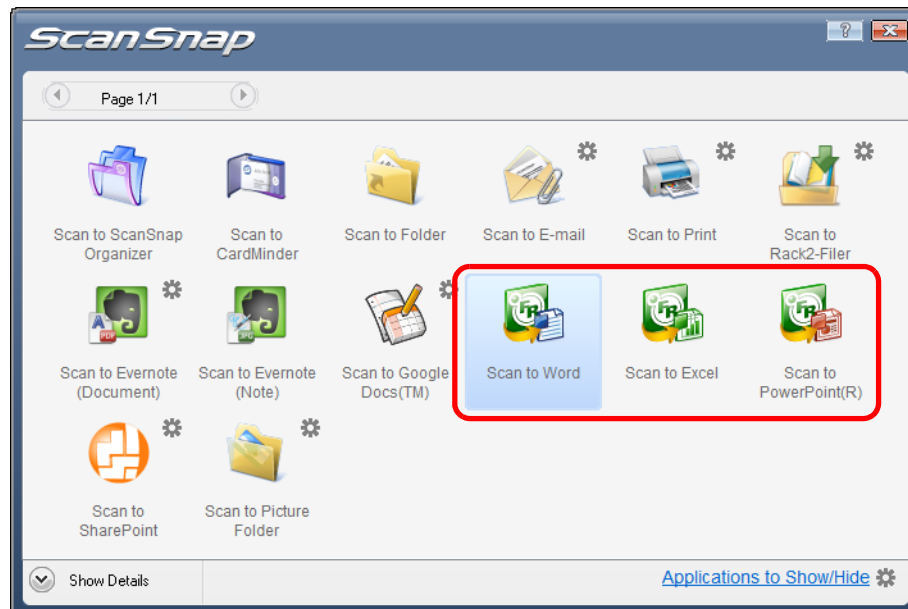


- It is recommended that you select [Automatic resolution] or [Best] for [Image quality] in the [Scanning] tab of the ScanSnap setup dialog box.
- Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

### 3. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ The Quick Menu appears.

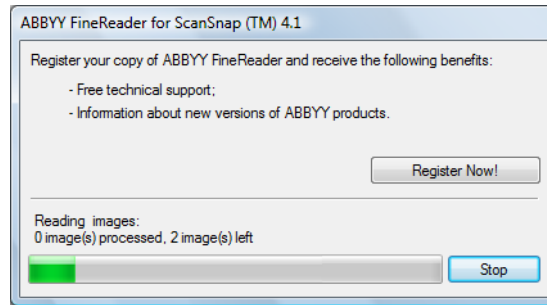
### 4. Click the [Scan to Word], [Scan to Excel] or [Scan to PowerPoint(R)] icon.





- When you perform a scan with [JPEG(\*.jpg)] selected for [File format] in the [File option] tab of the ScanSnap setup dialog box, scanned data cannot be converted into a Word, Excel or PowerPoint file.
- You cannot start scanning when the Quick Menu is displayed. Wait until the conversion is over to scan another document.
- Do not move, delete or rename the scanned image in other applications when the Quick Menu is displayed.

⇒ The following dialog box appears, and image data conversion to Word, Excel or PowerPoint files starts.



⇒ When the conversion is completed, Word, Excel or PowerPoint starts up and the conversion result is displayed.



In a computer environment where Word, Excel or PowerPoint is not installed, the scanned image is saved in one of the following formats when the conversion is completed:

- Scan to Word: RTF format (.rtf)
- Scan to Excel: XLS format (.xls)
- Scan to PowerPoint: PPT format (.ppt)



## Without using the Quick Menu



To disable the Quick Menu, you need to clear the [Use Quick Menu] check box in the ScanSnap setup dialog box.

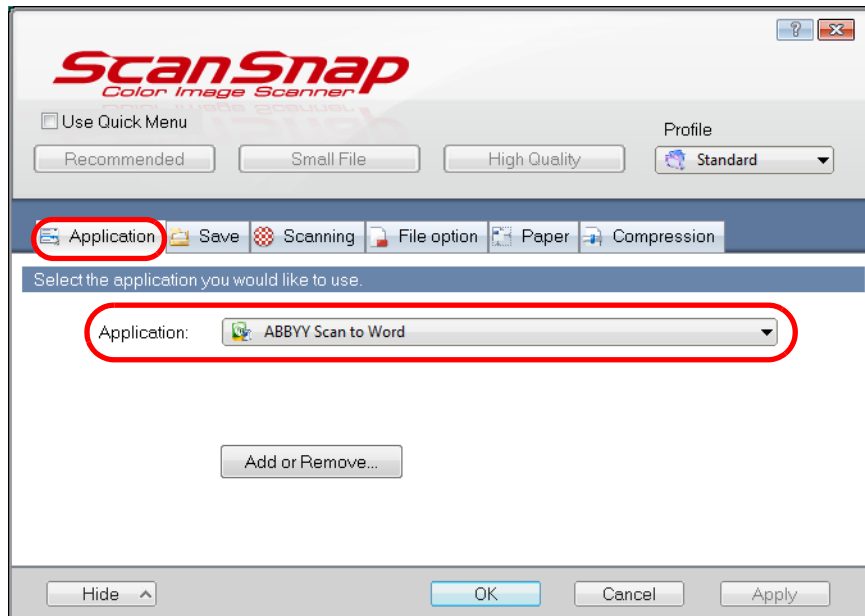
For details about how to perform scanning without using the Quick Menu, refer to ["Without Using the Quick Menu"](#) (page 69).

### 1. Select [Scan Button Settings] from the Right-Click Menu.

For details about the Right-Click Menu, refer to ["Right-Click Menu"](#) (page 59).

⇒ The ScanSnap setup dialog box appears.

### 2. In the [Application] drop-down list in the [Application] tab, select [ABBYY Scan to Word], [ABBYY Scan to Excel], or [ABBYY Scan to PowerPoint(R)].



- It is recommended to select [Automatic resolution] or [Best] for [Image quality] in the [Scanning] tab of the ScanSnap setup dialog box.
- ScanSnap Manager can also link with [ABBYY Scan to Word], [ABBYY Scan to Excel] or [ABBYY Scan to PowerPoint(R)] when you select:
  - [ABBYY Scan to Word], [ABBYY Scan to Excel] or [ABBYY Scan to PowerPoint(R)] from the [Profile] drop-down list of the ScanSnap setup dialog box
  - [ABBYY Scan to Word], [ABBYY Scan to Excel] or [ABBYY Scan to PowerPoint(R)] from the Left-Click Menu

### 3. Click the [OK] button to close the ScanSnap setup dialog box.

## 4. Load the document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents"](#) (page 30).

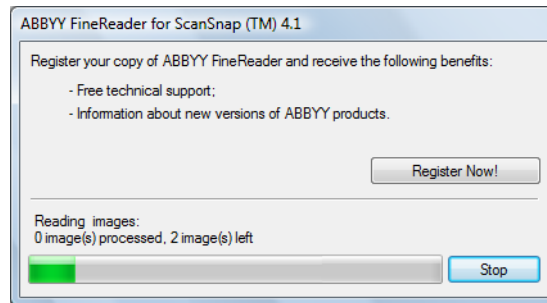
## 5. Press the [Scan/Stop] button on the ScanSnap to start scanning.



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

## 6. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ The following dialog box appears, and image data conversion to Word, Excel or PowerPoint files starts.



⇒ When the conversion is completed, Word, Excel or PowerPoint starts up and the conversion result is displayed.

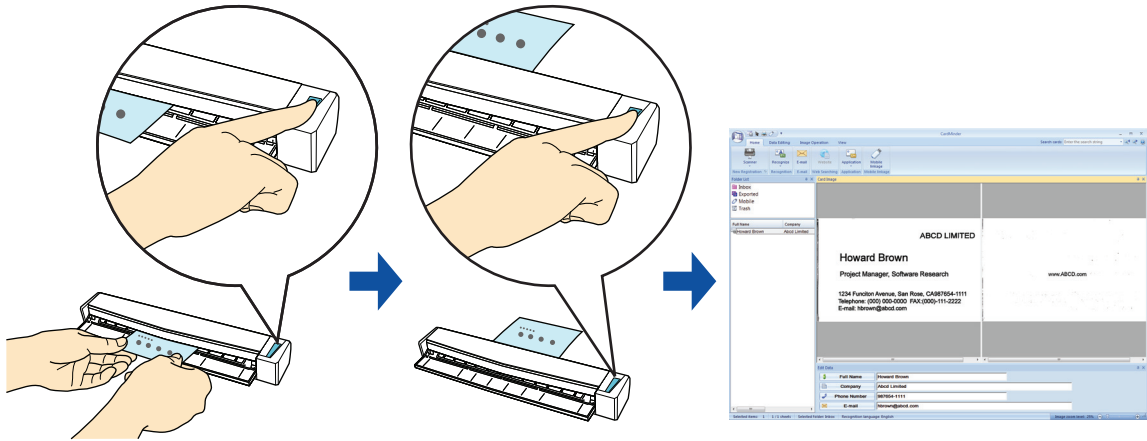


In a computer environment where Word, Excel or PowerPoint is not installed, the image data is saved in one of the following formats when the conversion is completed:

- Scan to Word: RTF format (.rtf)
- Scan to Excel: XLS format (.xls)
- Scan to PowerPoint: PPT format (.ppt)

## ■ Storing Business Cards in CardMinder

This section explains how to store business card images and the related information in CardMinder.



- Blank pages are not removed even if the [Allow automatic blank page removal] is selected when you store scanned images of business cards in CardMinder.
- Data of up to 1,000 pages, including blank pages, can be stored in CardMinder at once.

For details about the procedure to scan and manage business cards in CardMinder using or without using the Quick Menu, refer to the following:

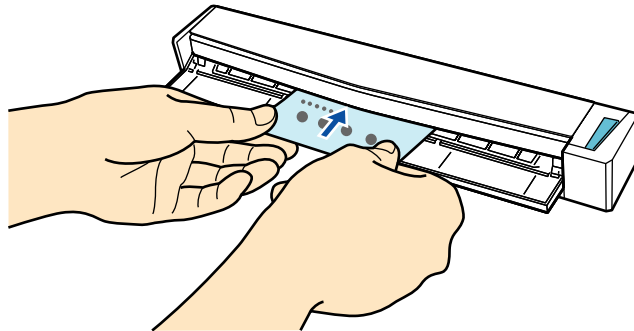
- Using the Quick Menu (→ [page 140](#))
- Without Using the Quick Menu (→ [page 143](#))

## Using the Quick Menu



To use the Quick Menu, you need to select the [Use Quick Menu] check box in the ScanSnap setup dialog box.  
For details about how to perform scanning by using the Quick Menu, refer to ["Using the Quick Menu" \(page 63\)](#).

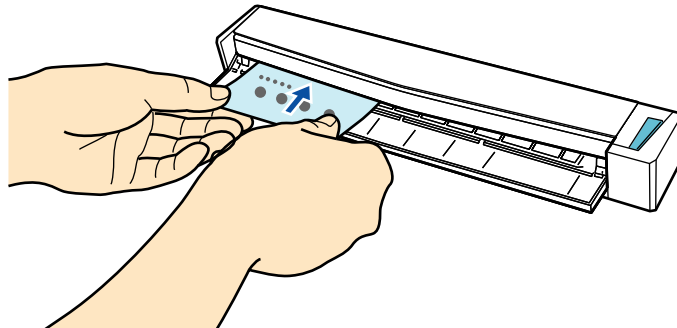
- 1. Insert the business card straight into the feeding section of the ScanSnap, with the scanning side facing up.**



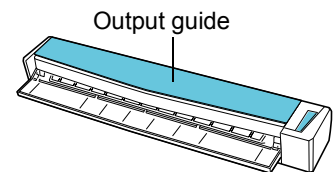
⇒ Business card is pulled in until it is set inside the ScanSnap.



- When [Business card] is specified for [Paper size] in the [Paper] tab of the ScanSnap setup dialog box, insert the business card by aligning it with the left edge of the feeding section.



- If you perform a scan with the output guide open, a paper jam may occur and damage business cards. Make sure to close the output guide when you scan business cards.



## 2. Press the [Scan/Stop] button on the ScanSnap to start scanning.



It is recommended that you select [Automatic resolution] or [Best] for [Image quality] in the [Scanning] tab of the ScanSnap setup dialog box. ScanSnap Manager cannot link with CardMinder when [Image quality] is set to [Excellent].



Load another business card in the ScanSnap when you want to scan multiple business cards. Scanning starts automatically when a business card is loaded.

## 3. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ The Quick Menu appears.

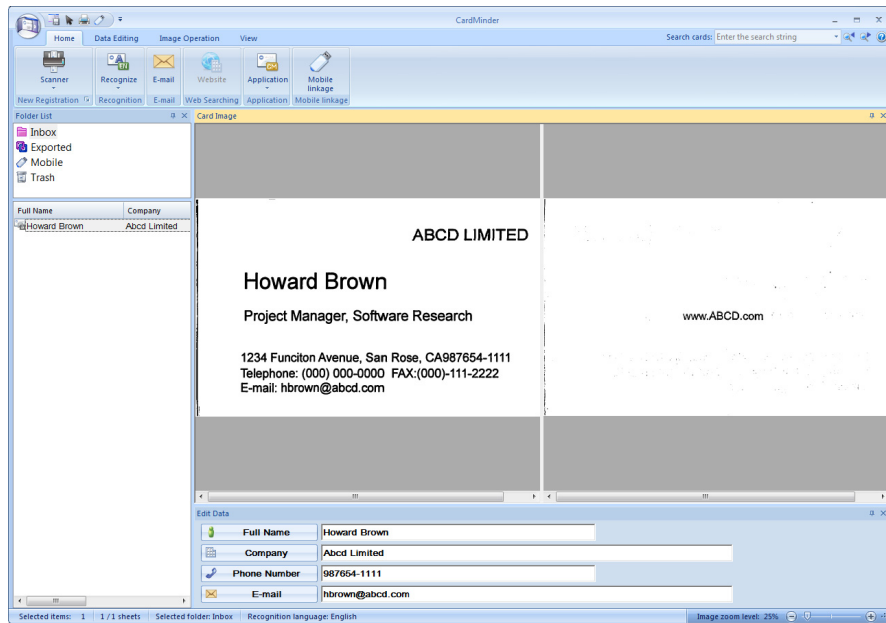
## 4. Click the [Scan to CardMinder] icon.



- You cannot start scanning when the Quick Menu is displayed. Wait until ScanSnap Manager links with CardMinder before scanning another document.
- Do not move, delete, or rename the scanned image in other applications when the Quick Menu is displayed.

⇒ CardMinder starts up.

## 5. Check the scanned card image and the text recognition result.



For details about the functions of CardMinder and how to use it, refer to CardMinder User's Guide and CardMinder Help.

## Without using the Quick Menu



To disable the Quick Menu, you need to clear the [Use Quick Menu] check box in the ScanSnap setup dialog box.

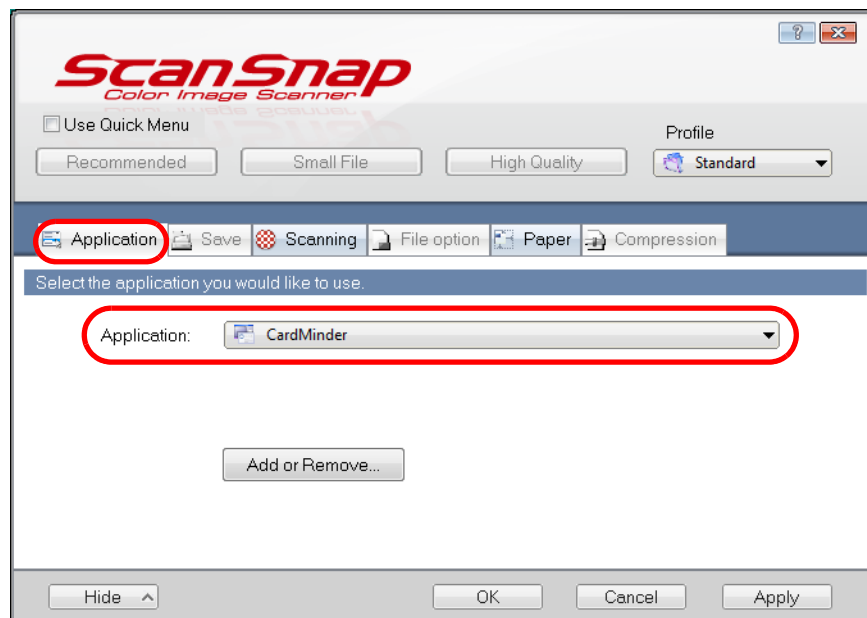
For details about how to perform scanning without using the Quick Menu, refer to ["Without Using the Quick Menu" \(page 69\)](#).

### 1. Select [Scan Button Settings] from the Right-Click Menu.

For details about the Right-Click Menu, refer to ["Right-Click Menu" \(page 59\)](#).

⇒ The ScanSnap setup dialog box appears.

### 2. In the [Application] drop-down list in the [Application] tab, select [CardMinder].



It is recommended that you select [Automatic resolution] or [Best] for [Image quality] in the [Scanning] tab of the ScanSnap setup dialog box. ScanSnap Manager cannot link with CardMinder when [Image quality] is set to [Excellent].

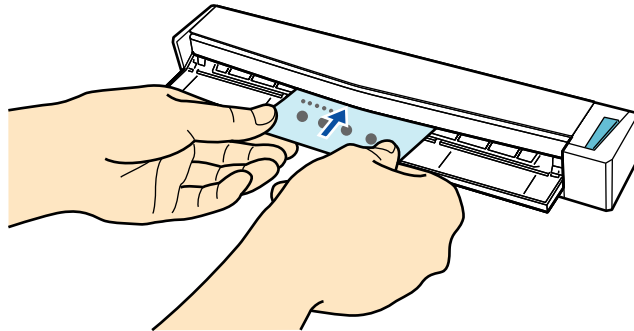


ScanSnap Manager can also link with [CardMinder] when you select:

- [CardMinder] from the [Profile] drop-down list of the ScanSnap setup dialog box
- [CardMinder] from the Left-Click Menu

### 3. Click the [OK] button to close the ScanSnap setup dialog box.

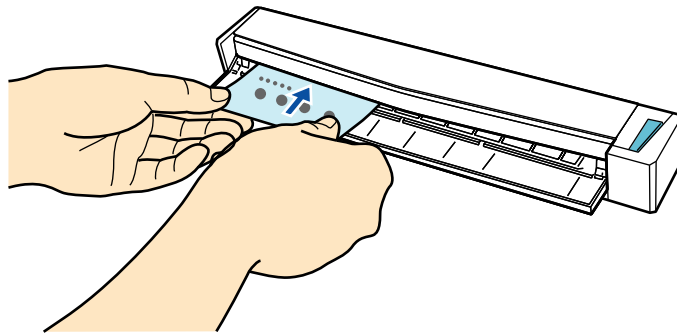
**4. Insert the business card straight into the feeding section of the ScanSnap, with the scanning side facing up.**



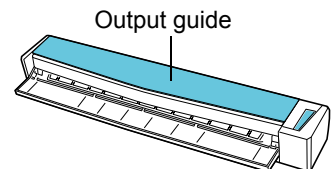
⇒ Business card is pulled in until it is set inside the ScanSnap.



- When [Business card] is specified for [Paper size] in the [Paper] tab of the ScanSnap setup dialog box, insert the business card by aligning it with the left edge of the feeding section.



- If you perform a scan with the output guide open, a paper jam may occur and damage business cards. Make sure to close the output guide when you scan business cards.



**5. Press the [Scan/Stop] button on the ScanSnap to start scanning.**



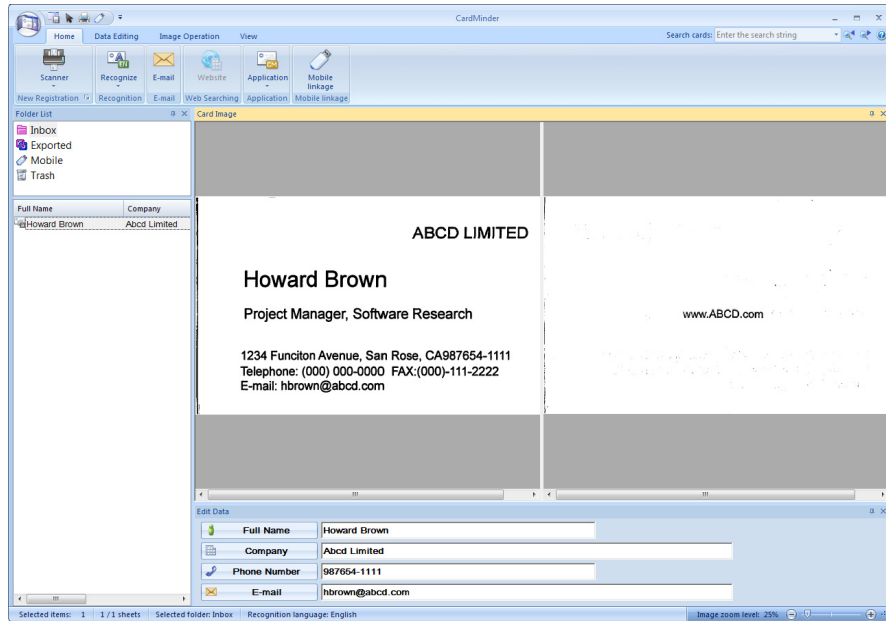
Load another business card in the ScanSnap when you want to scan multiple business cards. Scanning starts automatically when a business card is loaded.

**6. Press the [Scan/Stop] button on the ScanSnap to finish scanning.**

⇒ CardMinder starts up.



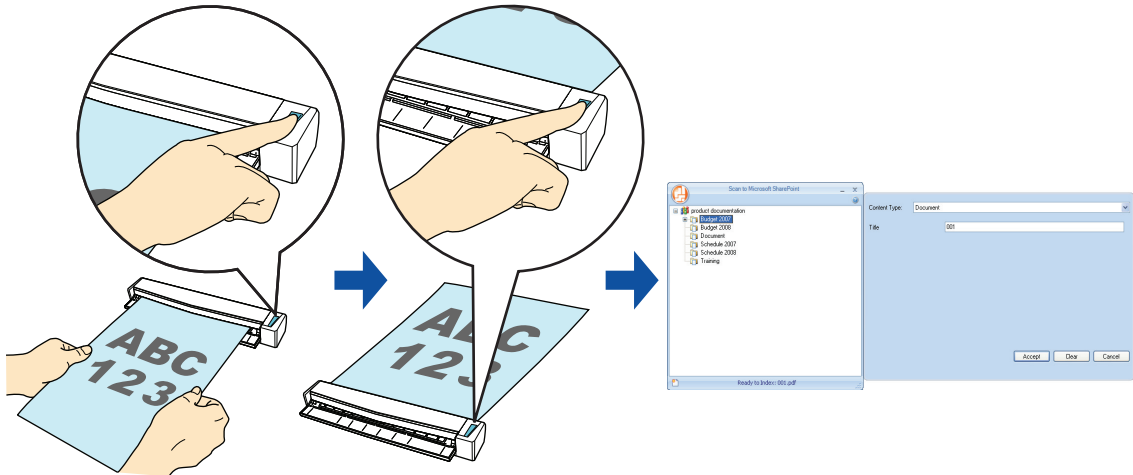
## 7. Check the scanned card image and the text recognition result.



For details about the functions of CardMinder and how to use it, refer to CardMinder User's Guide and CardMinder Help.

## ■ Saving Data in SharePoint

This section explains how to save the scanned image in SharePoint or Office Live.



- To save a large file to SharePoint or Office Live, you may need to have the system administrator change the SharePoint or Office Live setting.
- When you start up Scan to Microsoft SharePoint for the first time, you need to register a SharePoint site. Once you register the SharePoint site, ScanSnap Manager automatically connects to that site from the next startup.  
For more details, refer to the Scan to Microsoft SharePoint User Guide.

For details about the procedure to scan and save the scanned image in SharePoint/Office Live using or without using the Quick Menu, refer to the following:

- Using the Quick Menu (→ [page 147](#))
- Without Using the Quick Menu (→ [page 151](#))

## Using the Quick Menu



To use the Quick Menu, you need to select the [Use Quick Menu] check box in the ScanSnap setup dialog box.  
For details about how to perform scanning by using the Quick Menu, refer to ["Using the Quick Menu" \(page 63\)](#).

### 1. Load the document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).

### 2. Press the [Scan/Stop] button on the ScanSnap to start scanning.



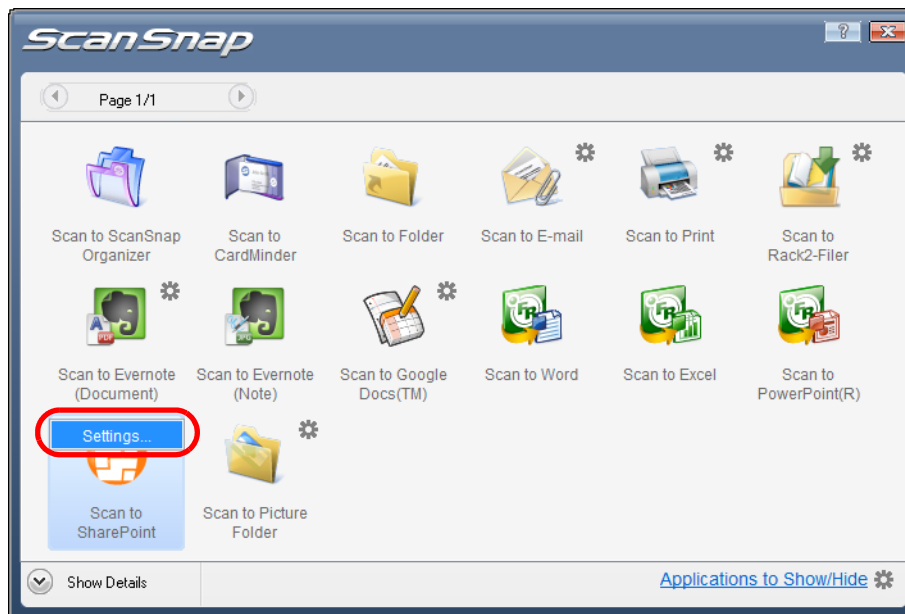
Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

### 3. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ The Quick Menu appears.

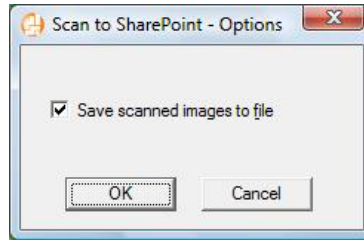
### 4. Change settings for the [Scan to SharePoint] (If you do not want to change any settings, go to step 5.).

1. Move the mouse cursor to the ⚙️ mark on the [Scan to SharePoint] icon, and then select the [Settings] menu.



⇒ The [Scan to SharePoint - Options] dialog box appears.

2. Change the setting.  
For details about the [Scan to SharePoint - Options] dialog box, refer to the ScanSnap Manager Help.



3. Click the [OK] button to close the [Scan to SharePoint - Options] dialog box.

## 5. Click the [Scan to SharePoint] icon.



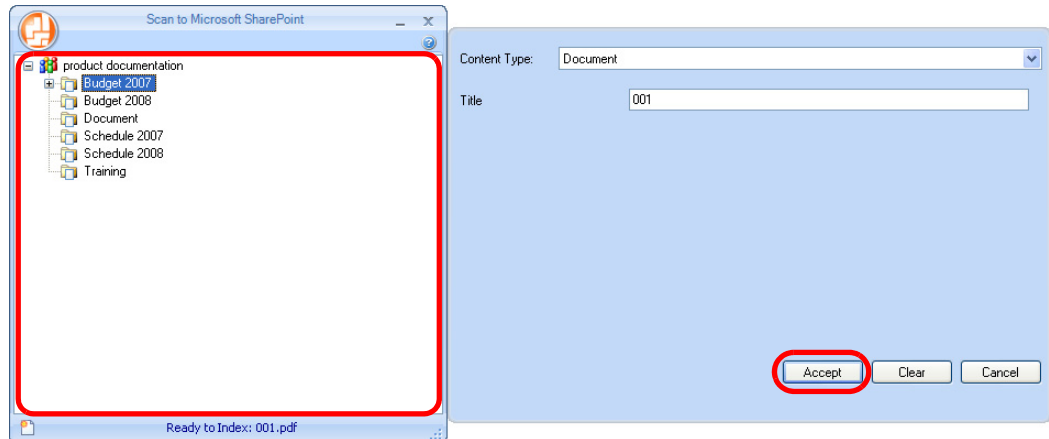
- You cannot start scanning when the Quick Menu is displayed. Wait until ScanSnap Manager links with Microsoft SharePoint before scanning another document.
- Do not move, delete or rename the scanned image in other applications when the Quick Menu is displayed.

⇒ Scan to Microsoft SharePoint starts up.

## 6. Save the image data.

### ●Saving to SharePoint

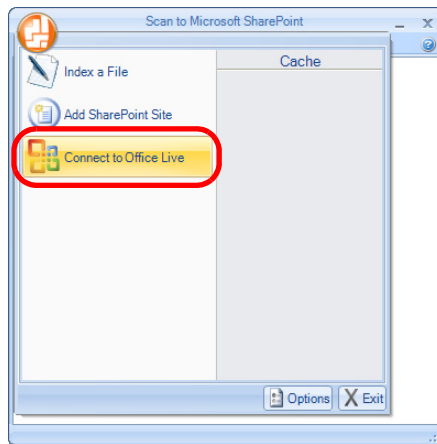
1. Select a folder in which you want to save the scanned image.
2. In the Scan to Microsoft SharePoint Index Pane, enter information, such as the title, and click the [Accept] button.



⇒ The scanned image is saved in the specified folder.

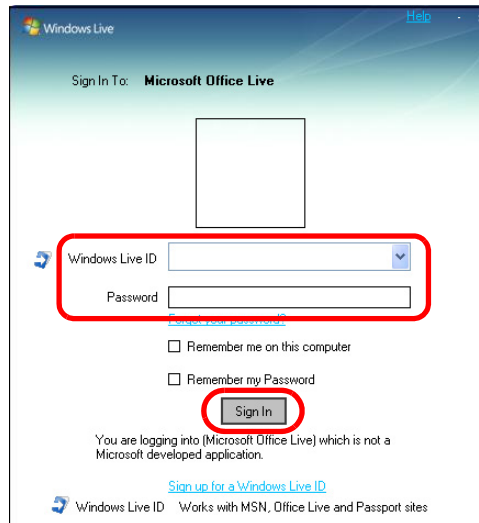
### ●Saving to Office Live

1. Select [Connect to Office Live] from the menu.



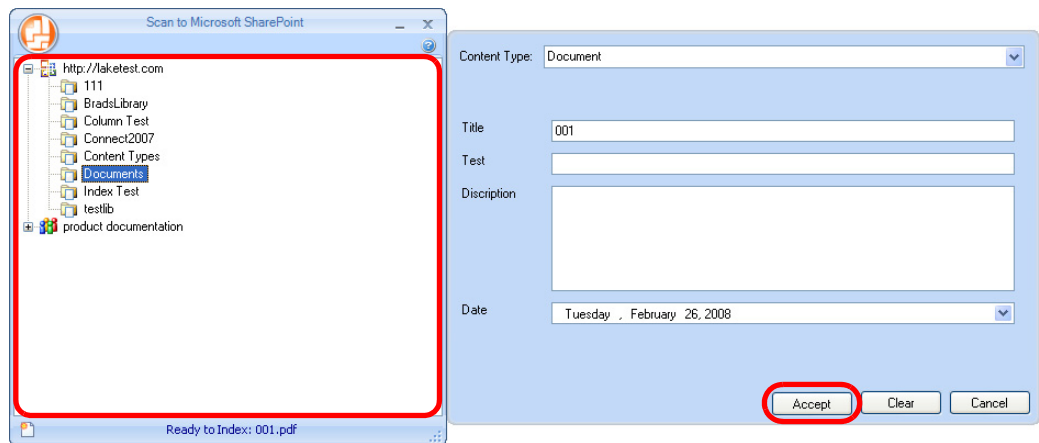
⇒ The Office Live logon dialog box appears.

2. Enter the ID and the password in the Office Live logon dialog box, and then click the [Sign In] button.



⇒ The [Scan to Microsoft SharePoint] dialog box appears after the ScanSnap is connected to Office Live.

3. Select a folder in which you want to save the scanned image.
4. In the Scan to Microsoft SharePoint Index Pane, enter information, such as the title, and click the [Accept] button.



⇒ The scanned image is saved in the specified folder.



For details, refer to the Scan to Microsoft SharePoint User Guide.

## Without using the Quick Menu



To disable the Quick Menu, you need to clear the [Use Quick Menu] check box in the ScanSnap setup dialog box.

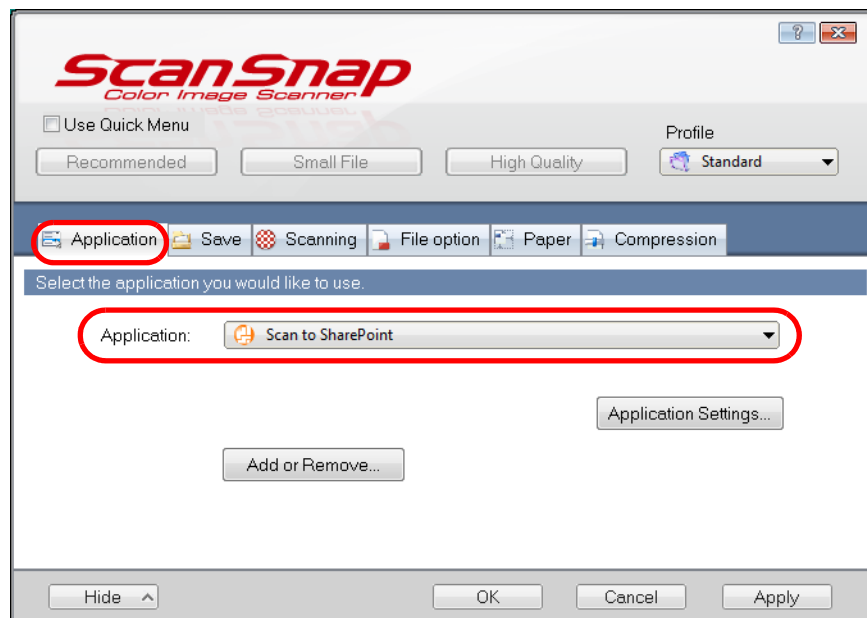
For details about how to perform scanning without using the Quick Menu, refer to ["Without Using the Quick Menu" \(page 69\)](#).

### 1. Select [Scan Button Settings] from the Right-Click Menu.

For details about the Right-Click Menu, refer to ["Right-Click Menu" \(page 59\)](#).

⇒ The ScanSnap setup dialog box appears.

### 2. In the [Application] drop-down list in the [Application] tab, select [Scan to SharePoint].

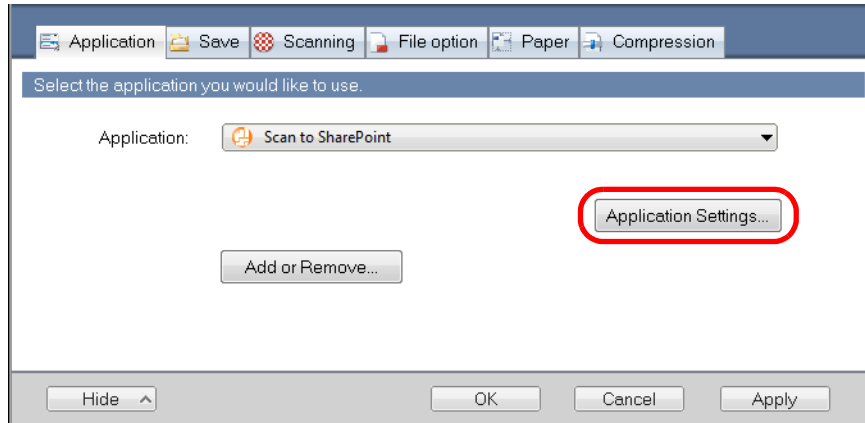


When you add the customized settings as profiles, the application to link with ScanSnap Manager can be selected in the [Profile] drop-down list or Left-Click Menu next time you perform a scan.

For details about how to add a profile, refer to ["Profile Management" \(page 81\)](#).

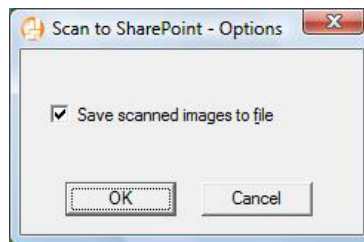
### 3. Change settings for the [Scan to SharePoint] (If you do not want to change any settings, go to step 4.).

1. Click the [Application Settings] button.



⇒ The [Scan to SharePoint - Options] dialog box appears.

2. Change the settings.  
For details about the [Scan to SharePoint - Options] dialog box, refer to the ScanSnap Manager Help.



3. Click the [OK] button to close the [Scan to SharePoint - Options] dialog box.

### 4. Click the [OK] button to close the ScanSnap setup dialog box.

### 5. Load the document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents"](#) (page 30).

### 6. Press the [Scan/Stop] button on the ScanSnap to start scanning.



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.



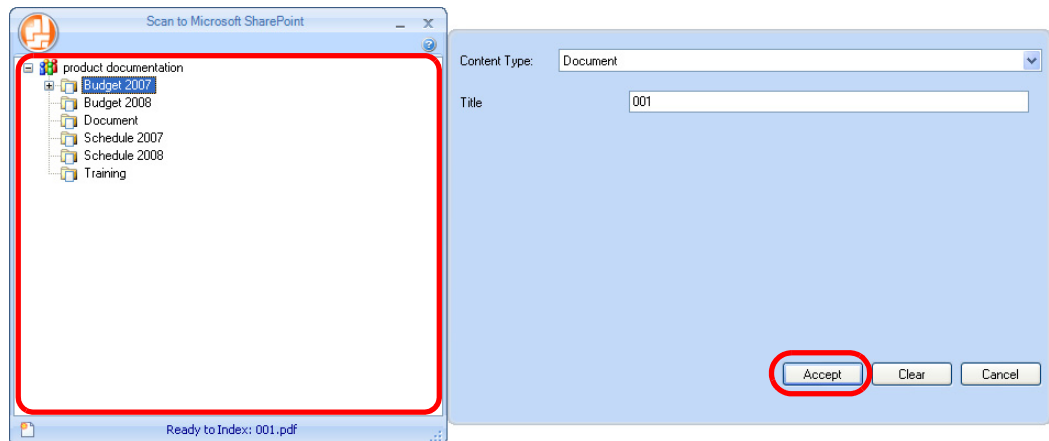
## 7. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ Scan to Microsoft SharePoint starts up.

## 8. Save the scanned image.

### ●Saving to SharePoint

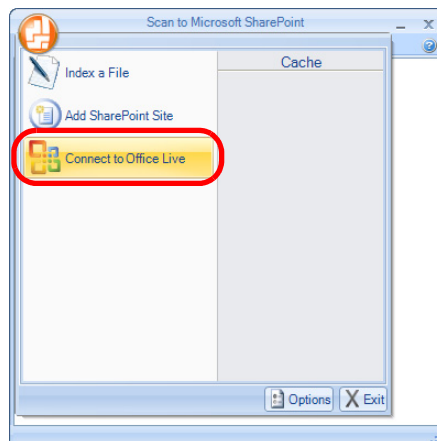
1. Select a folder in which you want to save the scanned image.
2. In the Scan to Microsoft SharePoint Index Pane, enter information, such as the title, and click the [Accept] button.



⇒ The scanned image is saved in the specified folder.

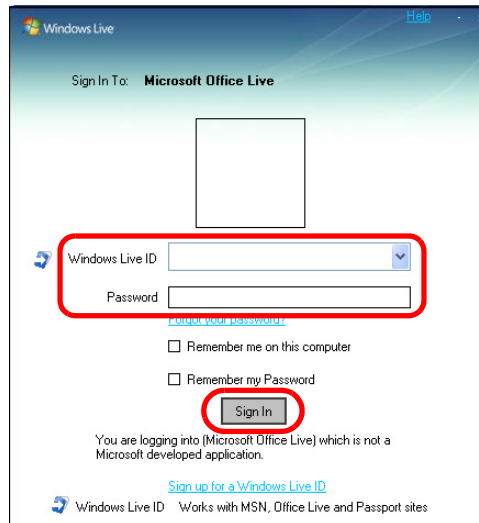
### ●Saving to Office Live

1. Select [Connect to Office Live] from the menu.



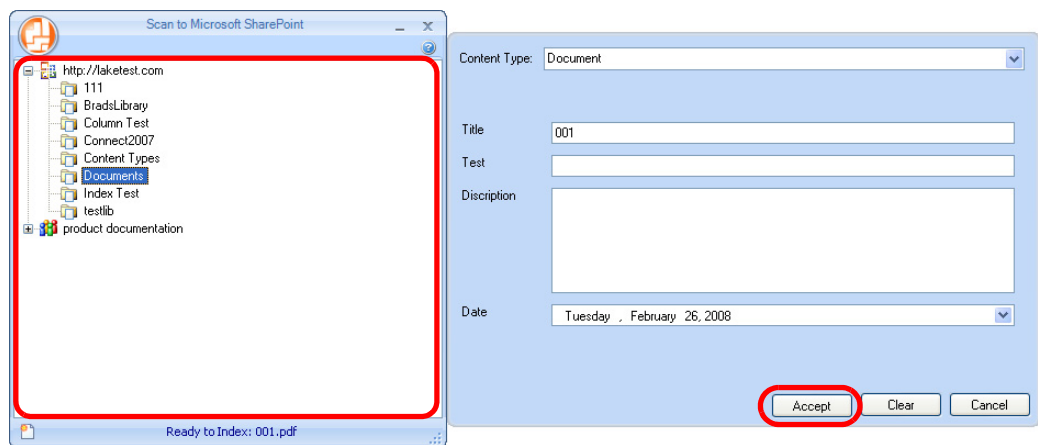
⇒ The Office Live logon dialog box appears.

2. Enter the ID and the password in the Office Live logon dialog box, and then click the [Sign In] button.



⇒ The [Scan to Microsoft SharePoint] dialog box appears after the ScanSnap is connected to Office Live.

3. Select a folder in which you want to save the scanned image.
4. In the Scan to Microsoft SharePoint Index Pane, enter information, such as the title, and click the [Accept] button.



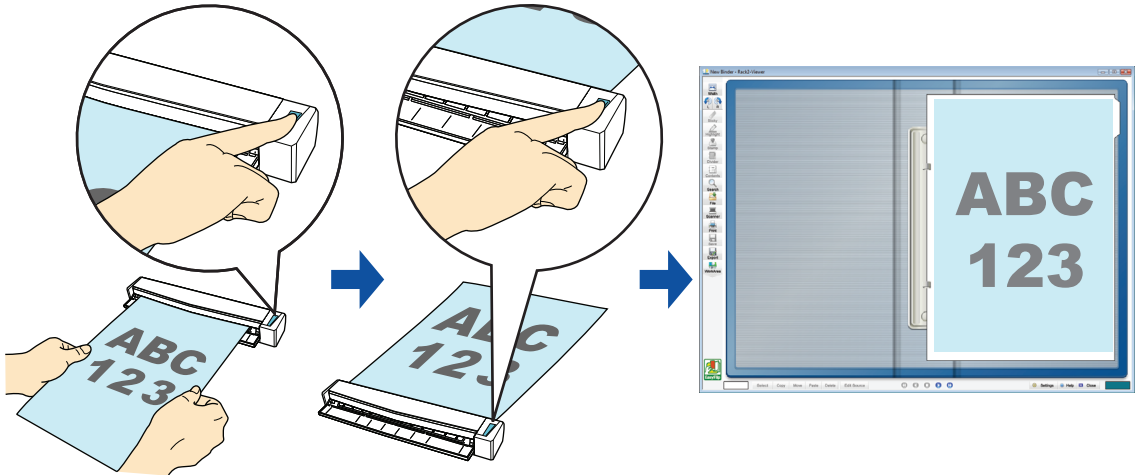
⇒ The scanned image is saved in the specified folder.



For more details, refer to the Scan to Microsoft SharePoint User Guide.

## ■ Saving to Rack2-Filer

This section explains how to save the scanned image as a PDF file in Rack2-Filer trial version (bundled with the ScanSnap) or Rack2-Filer (V5.0 or later recommended/bundled model or sold separately).



- Rack2-Filer trial version (bundled with the ScanSnap) or Rack2-Filer (V5.0 or later recommended/bundled model or sold separately) is required to use this function. Rack2-Filer is an application that converts paper documents and electronic documents into PDF files and manages them in a computer. You can manage the documents as if you bind them, store them on a cabinet shelf, and browse them as if you flip through a book.
- The following settings in ScanSnap Manager are disabled when the scanned image is saved to Rack2-Filer:
  - Rename file after scanning
  - Color high compression

For details about the procedure to scan and save the scanned image in Rack2-Filer using or without using the Quick Menu, refer to the following:

- Using the Quick Menu (→ [page 156](#))
- Without Using the Quick Menu (→ [page 159](#))

## Using the Quick Menu



To use the Quick Menu, you need to select the [Use Quick Menu] check box in the ScanSnap setup dialog box.  
For details about how to perform scanning by using the Quick Menu, refer to ["Using the Quick Menu" \(page 63\)](#)

### 1. Load the document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).

### 2. Press the [Scan/Stop] button on the ScanSnap to start scanning.



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

### 3. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ The Quick Menu appears.

### 4. Change settings for the [Scan to Rack2-Filer] (If you do not want to change any settings, go to step 5.).

1. Move the mouse cursor to the ⚙️ mark on the [Scan to Rack2-Filer] icon, and then select the [Settings] menu.



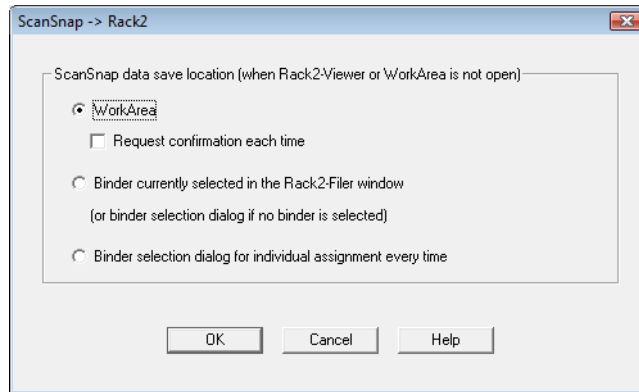
⇒ The [ScanSnap -> Rack2] dialog box appears.

2. Change the settings.

In this dialog box, specify the destination to save the scanned image.

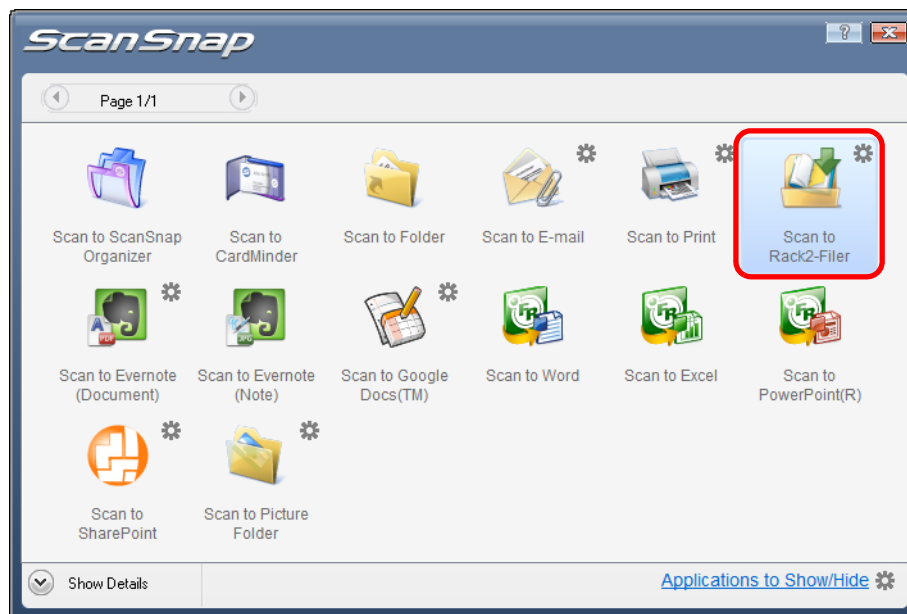
For details about the [ScanSnap - > Rack2] dialog box, refer to Rack2-Filer Help.

Click the [Help] button in the [ScanSnap - > Rack2] dialog box to display Rack2-Filer Help.



3. Click the [OK] button to close the [ScanSnap - > Rack2] dialog box.

**5. Click the [Scan to Rack2-Filer] icon.**





- When you perform a scan with [JPEG(\*.jpg)] selected for [File format] in the [File option] tab of the ScanSnap setup dialog box, you cannot save the image in Rack2-Filer.
- You cannot start scanning when the Quick Menu is displayed. Save the scanned image to Rack2-Filer before scanning another document.
- Do not move, delete or rename the scanned image in other applications when the Quick Menu is displayed.

⇒ Rack2-Filer starts up, and the PDF file created by the ScanSnap is saved in Rack2-Filer in accordance with the settings specified in [step 4](#).



For details about how to use Rack2-Filer, refer to the Rack2-Filer User's Guide.

## Without using the Quick Menu



To disable the Quick Menu, you need to clear the [Use Quick Menu] check box in the ScanSnap setup dialog box.

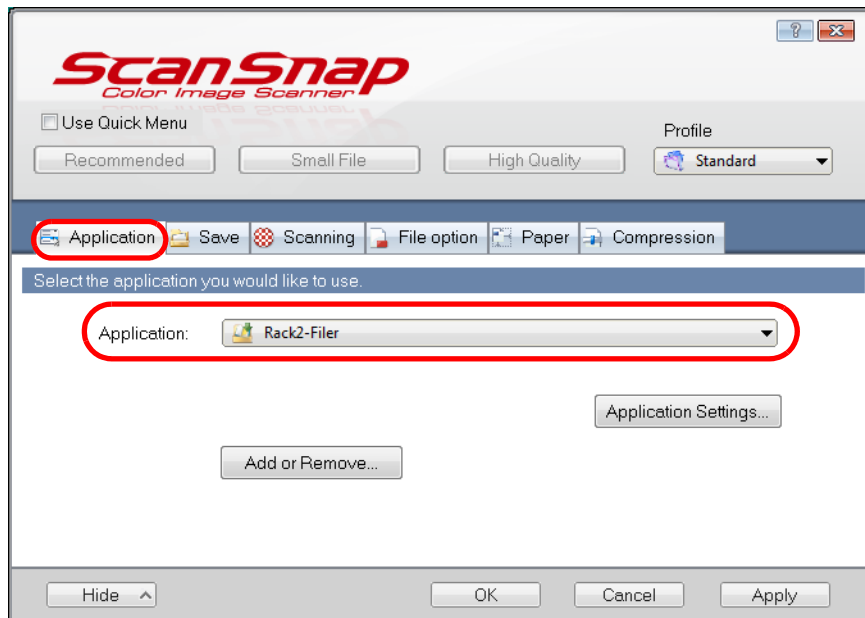
For details about how to perform scanning without using the Quick Menu, refer to ["Without Using the Quick Menu" \(page 69\)](#).

### 1. Select [Scan Button Settings] from the Right-Click Menu.

For details about the Right-Click Menu, refer to ["Right-Click Menu" \(page 59\)](#).

⇒ The ScanSnap setup dialog box appears.

### 2. In the [Application] drop-down list in the [Application] tab, select [Rack2-Filer].

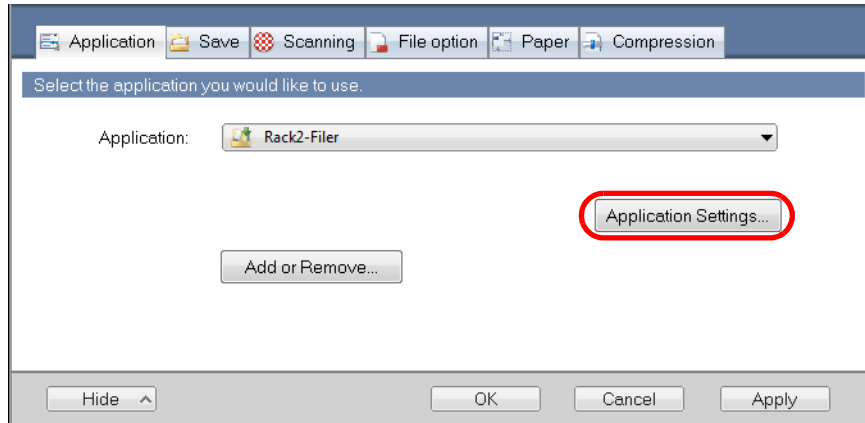


ScanSnap Manager can also link with [Rack2-Filer] when you select:

- [Rack2-Filer] from the [Profile] drop-down list of the ScanSnap setup dialog box
- [Rack2-Filer] from the Left-Click Menu

### 3. Change settings for the [Scan to Rack2-Filer] (If you do not want to change any settings, go to step 4.).

1. Click the [Application Setting] button.

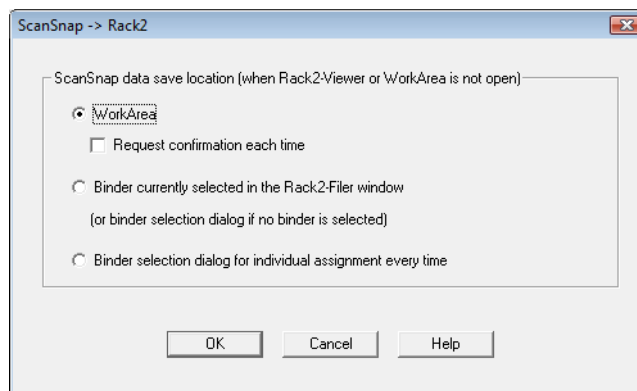


⇒ The [ScanSnap -> Rack2] dialog box appears.

2. Change the settings.

In this dialog box, specify the destination to save the scanned image.

For details about the [ScanSnap -> Rack2] dialog box, refer to Rack2-Filer Help. Click the [Help] button in the [ScanSnap -> Rack2] dialog box to display Rack2-Filer Help.



3. Click the [OK] button to close the [ScanSnap -> Rack2] dialog box.

### 4. Click the [OK] button to close the ScanSnap setup dialog box.

### 5. Load the document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).



## 6. Press the [Scan/Stop] button on the ScanSnap to start scanning.



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

## 7. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

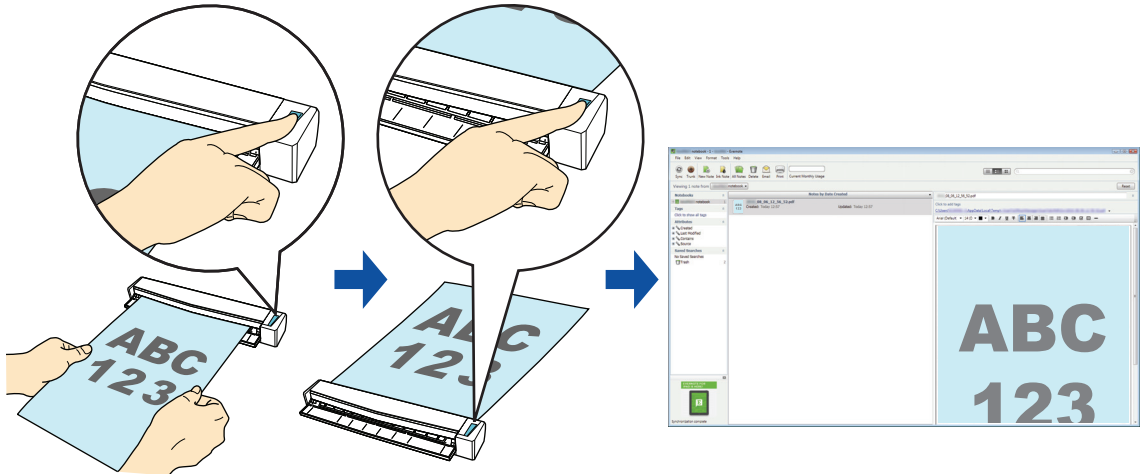
⇒ Rack2-Filer starts up, and the PDF file created by the ScanSnap is saved in Rack2-Filer in accordance with the settings specified in step 3.



For details about how to use Rack2-Filer, refer to the Rack2-Filer User's Guide.

## ■ Saving Documents to Evernote

This section explains how to save the scanned image as a PDF file to Evernote. When you save a scanned image to Evernote after converting it into a searchable PDF, the PDF file becomes searchable in Evernote.



You first need to sign in to Evernote for Windows to save a file to Evernote.

For details about the procedure to scan and save the scanned image to Evernote using or without using the Quick Menu, refer to the following:

- Using the Quick Menu (→ [page 163](#))
- Without Using the Quick Menu (→ [page 167](#))

## Using the Quick Menu



To use the Quick Menu, you need to select the [Use Quick Menu] check box in the ScanSnap setup dialog box.

For details about how to perform scanning by using the Quick Menu, refer to ["Using the Quick Menu" \(page 63\)](#).

### 1. Load a document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).

### 2. Press the [Scan/Stop] button on the ScanSnap to start scanning.



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

### 3. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ The Quick Menu appears.

#### 4. Change settings for the [Scan to Evernote (Document)] (If you do not want to change any settings, go to step 5.).

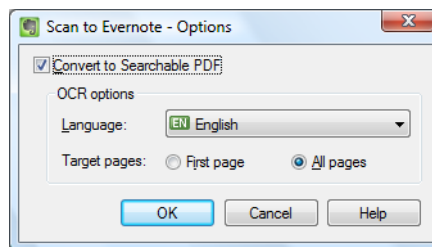
1. Move the mouse cursor to the ⚙️ mark on the [Scan to Evernote (Document)] icon, and then select the [Settings] menu.



⇒ The [Scan to Evernote - Options] dialog box appears.

2. Change the settings.

For details about the [Scan to Evernote- Options] dialog box, refer to the ScanSnap Manager Help.



3. Click the [OK] button to close the [Scan to Evernote - Options] dialog box.

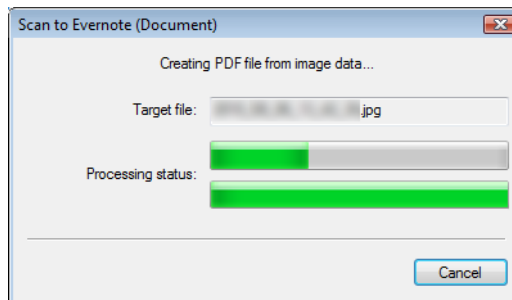
**5. Click the [Scan to Evernote (Document)] icon.**



- You cannot start scanning when the Quick Menu is displayed. Save the PDF file to Evernote before scanning the next document.
- Do not move, delete, or rename the scanned image in other applications when the Quick Menu is displayed.

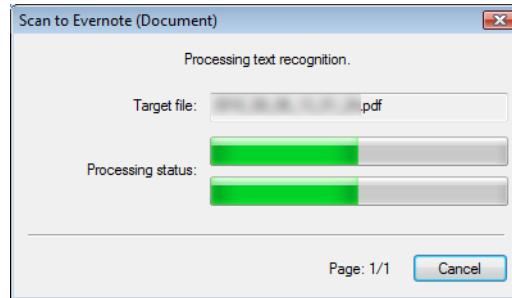
⇒ When you perform a scan with [JPEG(\*.jpg)] selected for [File format] in the [File option] tab of the ScanSnap setup dialog box, a PDF file is created from the JPEG file. A separate PDF file is created for each JPEG file.

The following dialog box is displayed when the PDF file is being created.



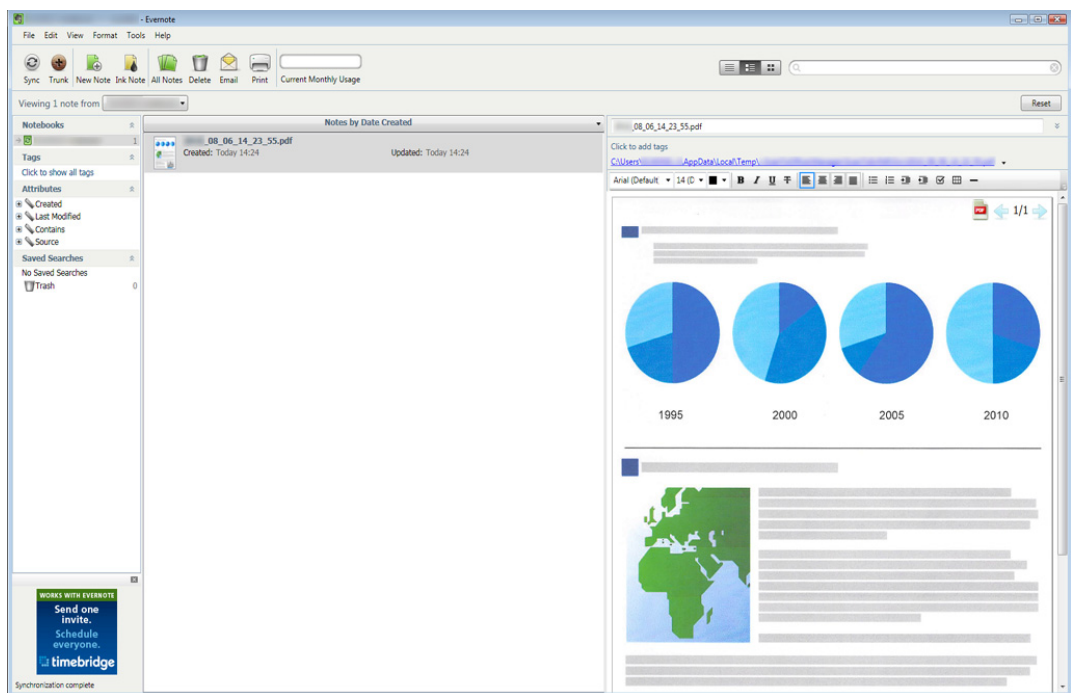
⇒ If the [Convert to Searchable PDF] check box is selected in step 4., text recognition is performed according to the [OCR options] settings in the [Scan to Evernote - Options] dialog box.

The following dialog box is displayed during text recognition.



Text recognition will be performed if there are any pages containing text which is not yet recognized. Note that text recognition will be performed on those pages only.

⇒ Evernote for Windows starts up, and the PDF file is saved to Evernote.



The file in which the scanned image is saved remains in the folder specified for [Image saving folder] in the [Save] tab of the ScanSnap setup dialog box even after the scanned image is saved to Evernote. Delete this file if unnecessary.

## Without using the Quick Menu



To disable the Quick Menu, you need to clear the [Use Quick Menu] check box in the ScanSnap setup dialog box.

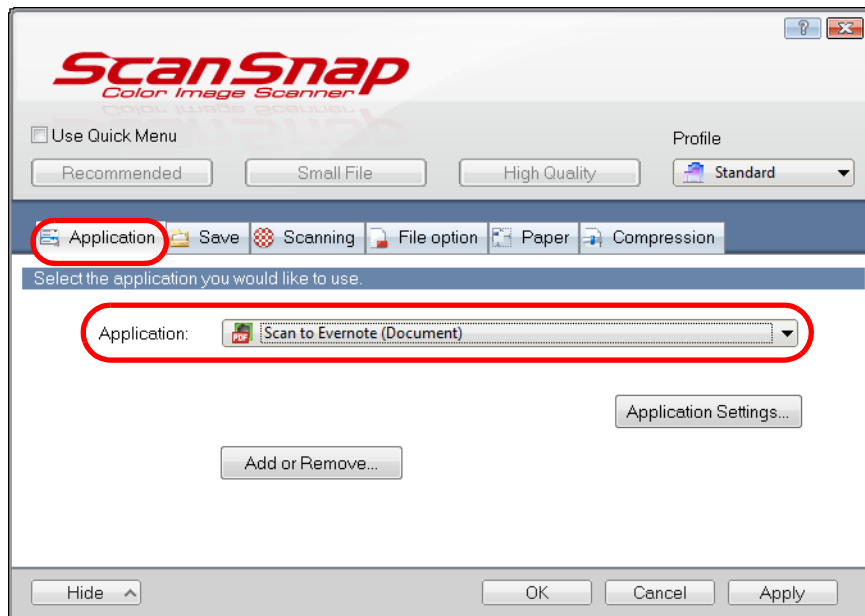
For details about how to perform scanning without using the Quick Menu, refer to ["Without Using the Quick Menu" \(page 69\)](#).

### 1. Select [Scan Button Settings] from the Right-Click Menu.

For details about the Right-Click Menu, refer to ["Right-Click Menu" \(page 59\)](#).

⇒ The ScanSnap setup dialog box appears.

### 2. In the [Application] drop-down list in the [Application] tab, select [Scan to Evernote (Document)].

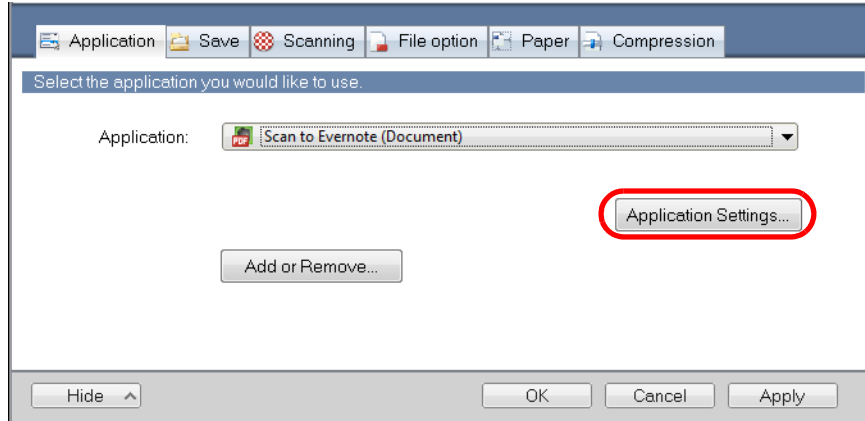


ScanSnap Manager can also link with [Scan to Evernote (Document)] when you select:

- [Scan to Evernote (Document)] from the [Profile] drop-down list of the ScanSnap setup dialog box
- [Scan to Evernote (Document)] from the Left-Click Menu

### 3. Change settings for the [Scan to Evernote (Document)] (If you do not want to change any settings, go to step 4.).

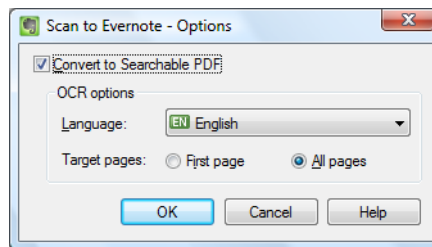
1. Click the [Application Settings] button.



⇒ The [Scan to Evernote - Options] dialog box appears.

2. Change the settings.

For details about the [Scan to Evernote - Options] dialog box, refer to the ScanSnap Manager Help.



3. Click the [OK] button to close the [Scan to Evernote - Options] dialog box.

### 4. Click the [OK] button to close the ScanSnap setup dialog box.

### 5. Load a document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).

### 6. Press the [Scan/Stop] button on the ScanSnap to start scanning.



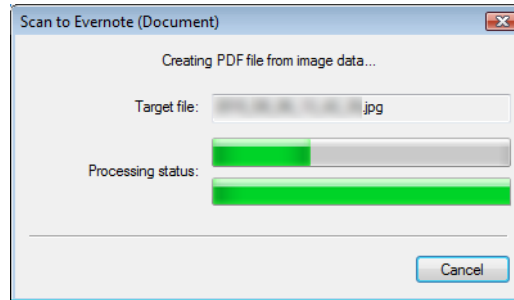
Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.



## 7. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

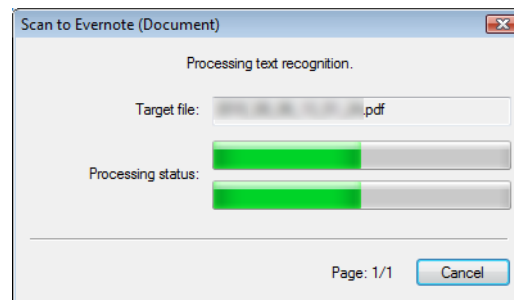
⇒ When you perform a scan with [JPEG(\*.jpg)] selected for [File format] in the [File option] tab of the ScanSnap setup dialog box, a PDF file is created from the JPEG file. A separate PDF file is created for each JPEG file.

The following dialog box is displayed when the PDF file is being created.



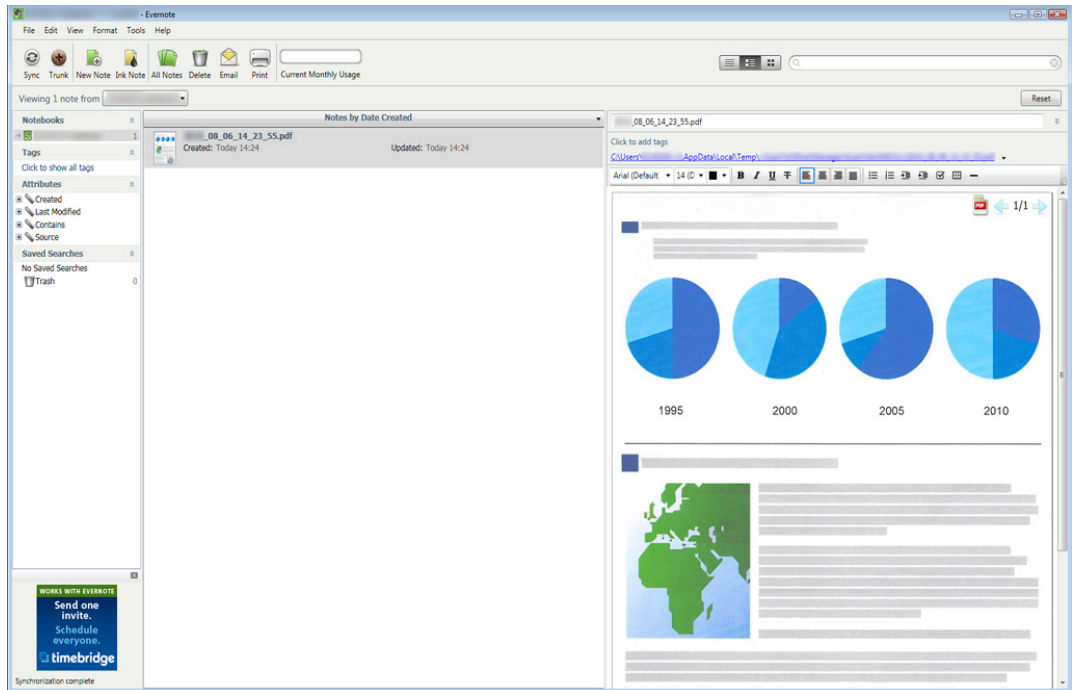
⇒ If the [Convert to Searchable PDF] check box is selected in step 3., text recognition is performed according to the [OCR options] settings in the [Scan to Evernote - Options] dialog box.

The following dialog box is displayed during text recognition.



Text recognition will be performed if there are any pages containing text which is not yet recognized. Note that text recognition will be performed on those pages only.

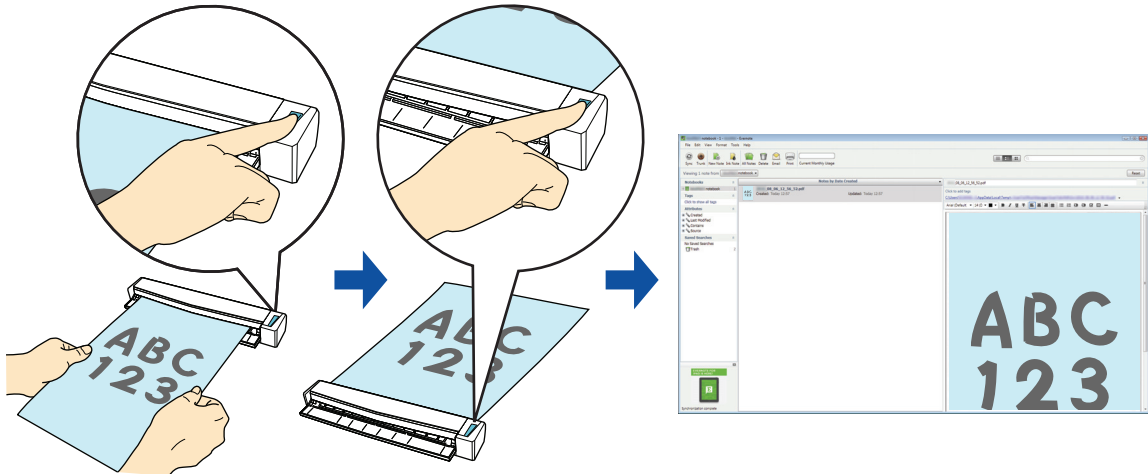
⇒ Evernote for Windows starts up, and the PDF file is saved to Evernote.



The file in which the scanned image is saved remains in the folder specified for [Image saving folder] in the [Save] tab of the ScanSnap setup dialog box even after the scanned image is saved to Evernote. Delete this file if unnecessary.

## ■ Saving Handwritten Notes to Evernote

This section explains how to save the scanned image as a JPEG file to Evernote. When you save a JPEG file to Evernote, text recognition is performed on all text, including handwritten characters, and the file becomes searchable in Evernote.



You first need to sign in to Evernote for Windows to save a file to Evernote.

For details about the procedure to scan and save the scanned image to Evernote using or without using the Quick Menu, refer to the following:

- Using the Quick Menu (→ [page 172](#))
- Without Using the Quick Menu (→ [page 175](#))

## Using the Quick Menu



To use the Quick Menu, you need to select the [Use Quick Menu] check box in the ScanSnap setup dialog box.  
For details about how to perform scanning by using the Quick Menu, refer to ["Using the Quick Menu" \(page 63\)](#).

### 1. Load a document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).

### 2. Press the [Scan/Stop] button on the ScanSnap to start scanning.



Load another document in the ScanSnap when you want to scan multiple sheets.  
Scanning starts automatically when a document is loaded.

### 3. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

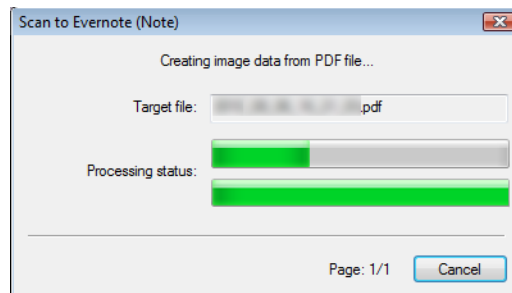
⇒ The Quick Menu appears.

#### 4. Click the [Scan to Evernote (Note)] icon.

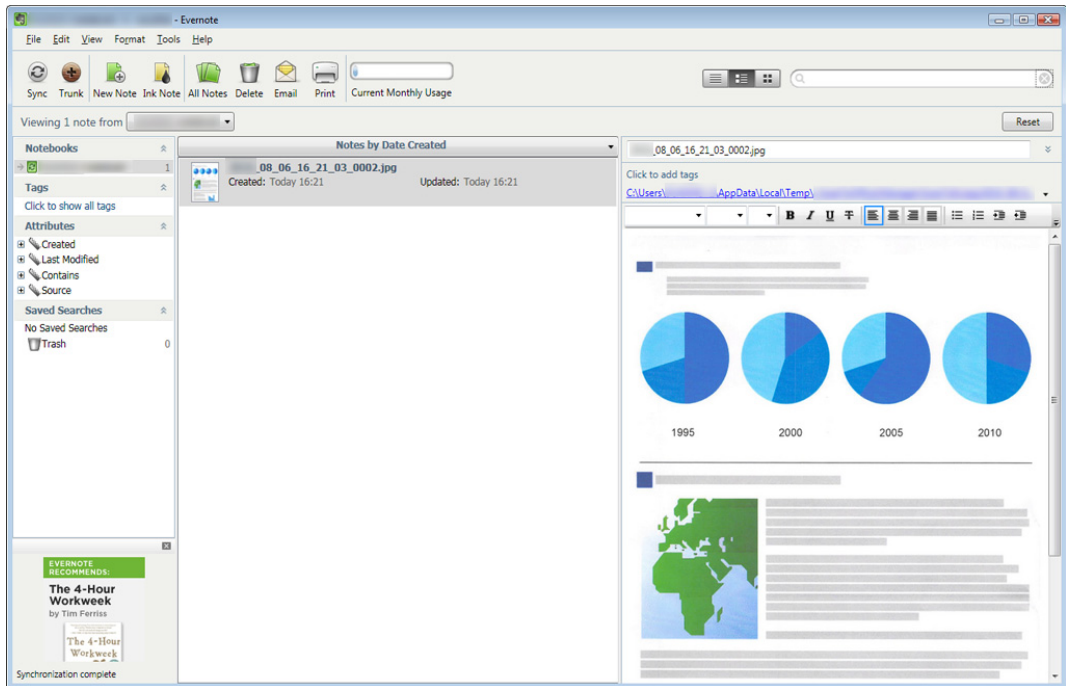


- You cannot start scanning when the Quick Menu is displayed. Save the JPEG file to Evernote before scanning the next document.
- Do not move, delete, or rename the scanned image in other applications when the Quick Menu is displayed.

⇒ When you perform a scan with [PDF(\*.pdf)] selected for [File format] in the [File option] tab of the ScanSnap setup dialog box, a JPEG file is created from the PDF file. A separate JPEG file is created for each page of the PDF file. The following dialog box is displayed when the JPEG file is being created.



⇒ Evernote for Windows starts up, and the JPEG file is saved to Evernote.



- When you select [PDF (\*.pdf)] for [File format] in the [File option] tab of the ScanSnap setup dialog box, a four-digit serial number is automatically added to the name of the file which is saved to Evernote.  
e.g. When the file name is [ScanSnap], the file is saved as:  
ScanSnap\_0001, ScanSnap\_0002, ScanSnap\_0003...
- The file in which the scanned image is saved remains in the folder specified for [Image saving folder] in the [Save] tab of the ScanSnap setup dialog box even after the scanned image is saved to Evernote. Delete this file if unnecessary.

## Without using the Quick Menu



To disable the Quick Menu, you need to clear the [Use Quick Menu] check box in the ScanSnap setup dialog box.

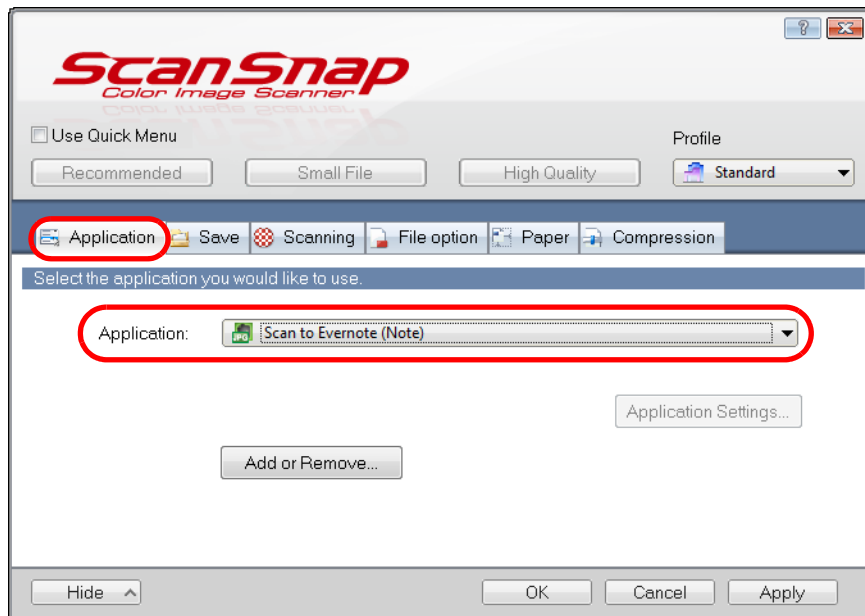
For details about how to perform scanning without using the Quick Menu, refer to ["Without Using the Quick Menu" \(page 69\)](#).

### 1. Select [Scan Button Settings] from the Right-Click Menu.

For details about the Right-Click Menu, refer to ["Right-Click Menu" \(page 59\)](#).

⇒ The ScanSnap setup dialog box appears.

### 2. In the [Application] drop-down list in the [Application] tab, select [Scan to Evernote (Note)].



ScanSnap Manager can also link with [Scan to Evernote (Note)] when you select:

- [Scan to Evernote (Note)] from the [Profile] drop-down list of the ScanSnap setup dialog box
- [Scan to Evernote (Note)] from the Left-Click Menu

### 3. Click the [OK] button to close the ScanSnap setup dialog box.

### 4. Load a document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).

## 5. Press the [Scan/Stop] button on the ScanSnap to start scanning.

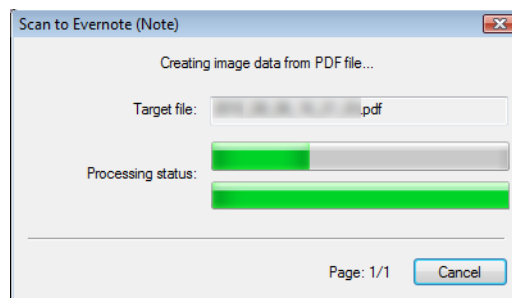


Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

## 6. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

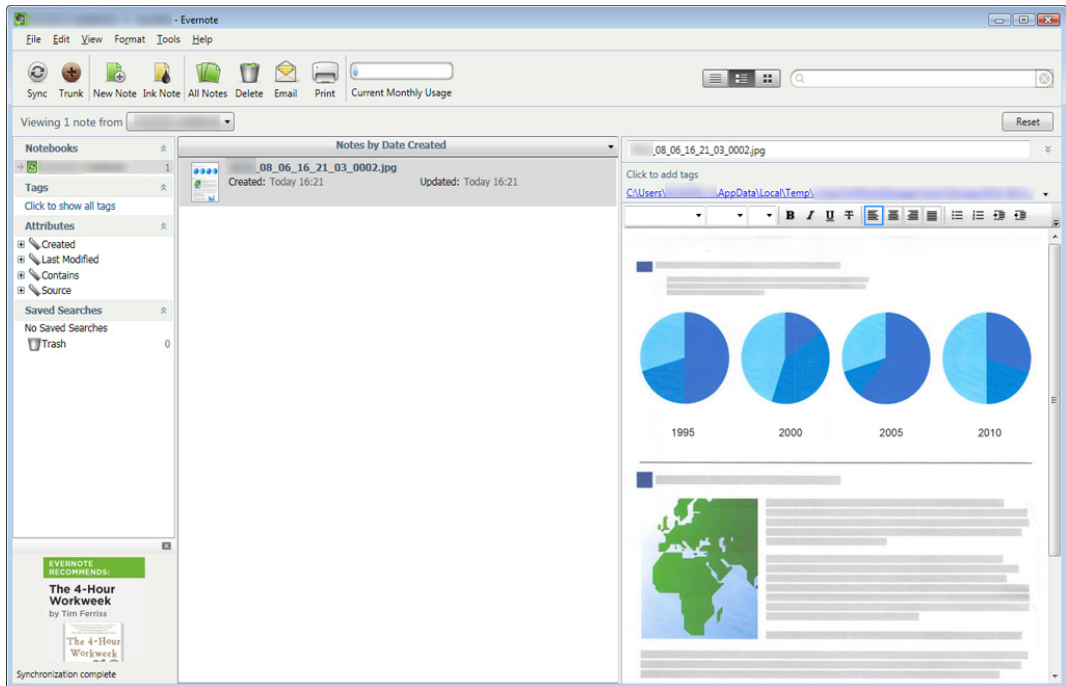
⇒ When you perform a scan with [PDF(\*.pdf)] selected for [File format] in the [File option] tab of the ScanSnap setup dialog box, a JPEG file is created from the PDF file. A separate JPEG file is created for each page of the PDF file.

The following dialog box is displayed when the JPEG file is being created.





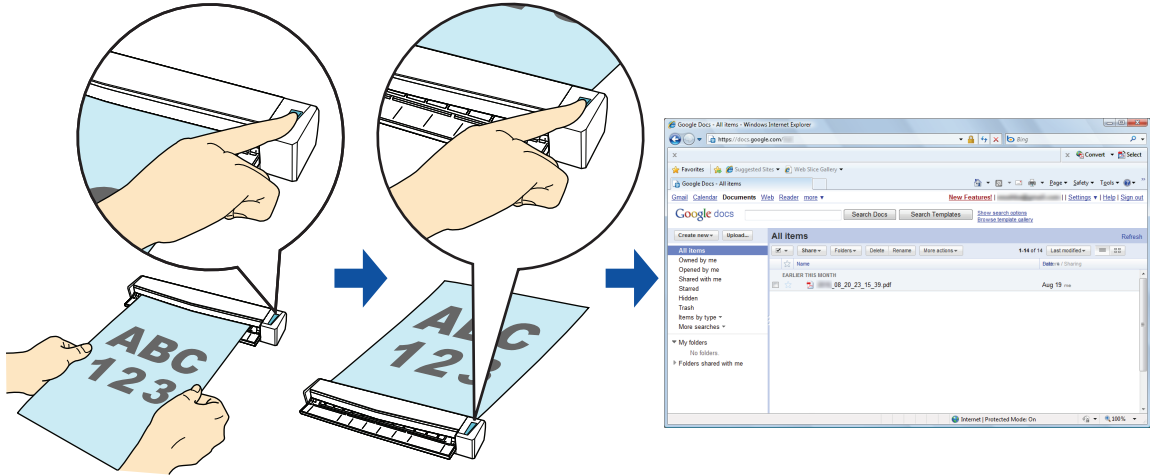
⇒ Evernote for Windows starts up, and the JPEG file is saved to Evernote.



- When you select [PDF (\*.pdf)] for [File format] in the [File option] tab of the ScanSnap setup dialog box, a four-digit serial number is automatically added to the name of the file which is saved to Evernote.  
e.g. When the file name is [ScanSnap], the file is saved as:  
ScanSnap\_0001, ScanSnap\_0002, ScanSnap\_0003...
- The file in which the scanned image is saved remains in the folder specified for [Image saving folder] in the [Save] tab of the ScanSnap setup dialog box even after the scanned image is saved to Evernote. Delete this file if unnecessary.

## ■ Saving Documents to Google Docs

This section explains how to save the scanned image as a PDF file to Google Docs.



You need to have .NET Framework 3.0 installed in order to use this function. Note that .NET Framework 3.0 is also included in .NET Framework 3.5 (SP1 or later). It is recommended that you use .NET Framework 3.5 (SP1 or later) by updating Windows. You need to install .NET Framework 3.0 separately even if .NET Framework 4.0 or later is already installed because .NET Framework 3.0 is not included in the .NET Framework 4.0 or later version.

For details about the procedure to scan and save the scanned image to Google Docs using or without using the Quick Menu, refer to the following:

- Using the Quick Menu (→ [page 179](#))
- Without Using the Quick Menu (→ [page 183](#))

## Using the Quick Menu



To use the Quick Menu, you need to select the [Use Quick Menu] check box in the ScanSnap setup dialog box.  
For details about how to perform scanning by using the Quick Menu, refer to ["Using the Quick Menu" \(page 63\)](#).

### 1. Load a document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).

### 2. Press the [Scan/Stop] button on the ScanSnap to finish scanning.



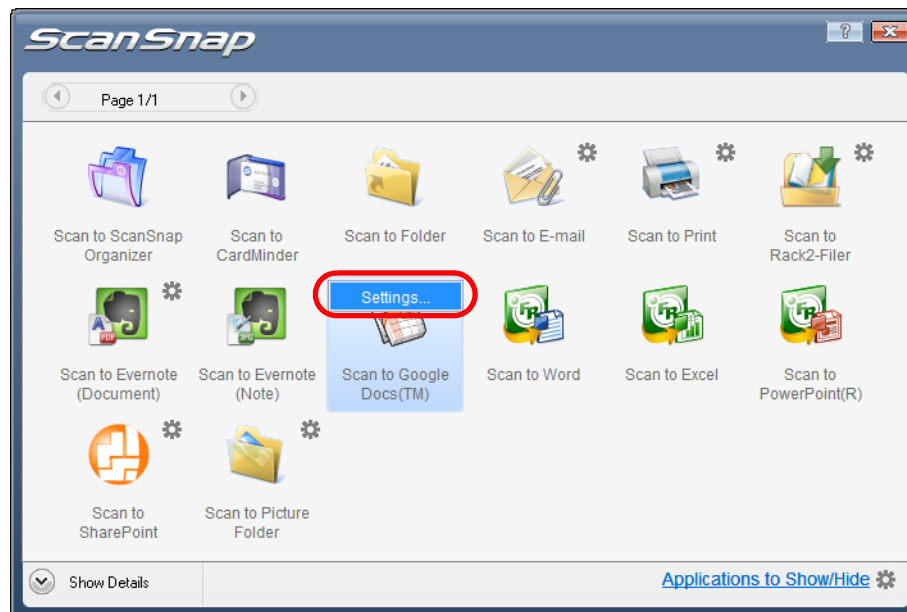
Load another document in the ScanSnap when you want to scan multiple sheets.  
Scanning starts automatically when a document is loaded.

### 3. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ The Quick Menu appears.

### 4. Change settings for [Scan to Google Docs(TM)] (If you do not want to change any settings, go to step 5.).

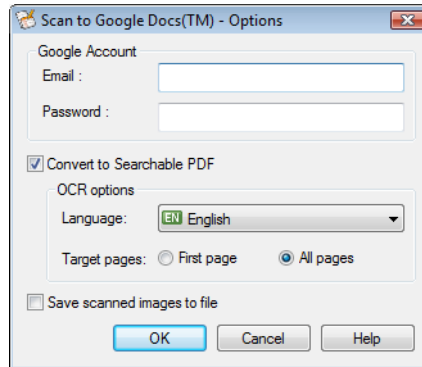
1. Move the mouse cursor to the ⚙️ mark on the [Scan to Google Docs(TM)] icon, and then select the [Settings] menu.



⇒ The [Scan to Google Docs(TM) - Options] dialog box appears.

2. Change the settings.

For details about the [Scan to Google Docs(TM) - Options] dialog box, refer to the ScanSnap Manager Help.



If the computer is shared with other users, do not enter your information in [Email] and [Password] in this dialog box. Otherwise, other users will be able to log into Google Docs automatically.

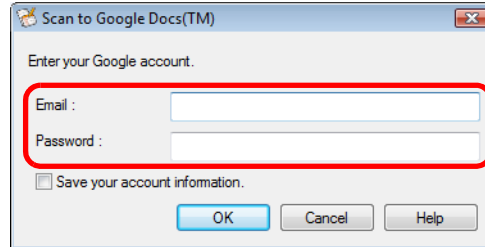
3. Click the [OK] button to close the [Scan to Google Docs(TM) - Options] dialog box.

**5. Click the [Scan to Google Docs(TM)] icon.**



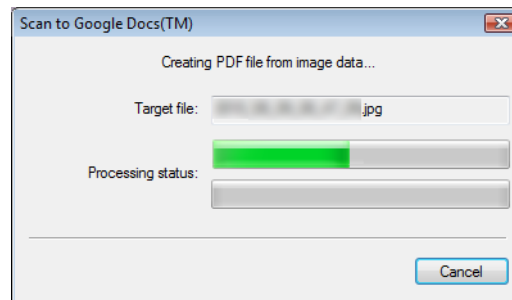
- You cannot start scanning when the Quick Menu is displayed. Save the PDF file to Google Docs before scanning the next document.
- Do not move, delete, or rename the scanned image in other applications when the Quick Menu is displayed.

⇒ If you did not specify a Google account in the [Scan to Google Docs(TM) - Options] dialog box in step 4., the [Scan to Google Docs(TM)] dialog box appears. Saving will continue after you enter an e-mail address and a password, and click the [OK] button.

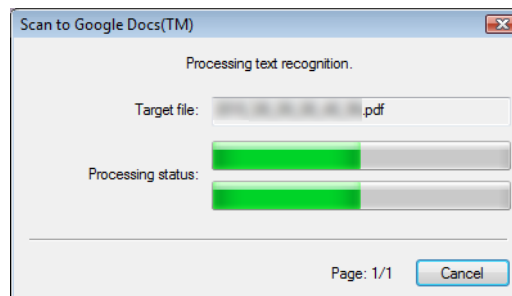


If the computer is shared with other users, do not select the [Save your account information.] check box in this dialog box. Otherwise, other users will be able to log into Google Docs automatically.

⇒ When you perform a scan with [JPEG(\*.jpg)] selected for [File format] in the [File option] tab of the ScanSnap setup dialog box, a PDF file is created from the JPEG file. A separate PDF file is created for each JPEG file. The following dialog box is displayed when the PDF file is being created.

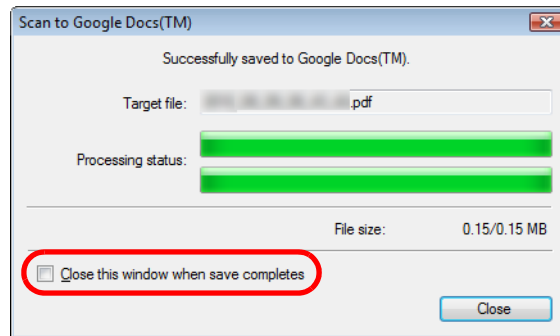


⇒ If the [Convert to Searchable PDF] check box is selected in the [Scan to Google Docs(TM) - Options] dialog box in step 4., text recognition is performed according to the [OCR options] settings in the [Scan to Google Docs(TM) - Options] dialog box. The following dialog box is displayed during text recognition.



Text recognition will be performed if there are any pages containing text which is not yet recognized. Note that text recognition will be performed on those pages only.

⇒ The following dialog box appears when saving starts. Click the [Close] button to close the [Scan to Google Docs(TM)] dialog box when the saving completes.



When you select the [Close this window when save completes] check box in the [Scan to Google Docs(TM)] dialog box, from next scanning on, the [Scan to Google Docs(TM)] dialog box automatically closes after the PDF file is saved to Google Docs.



Google Docs does not start up after the saving has completed. To check the saved PDF file, start a web browser and log in to Google Docs.

## Without using the Quick Menu



To disable the Quick Menu, you need to clear the [Use Quick Menu] check box in the ScanSnap setup dialog box.

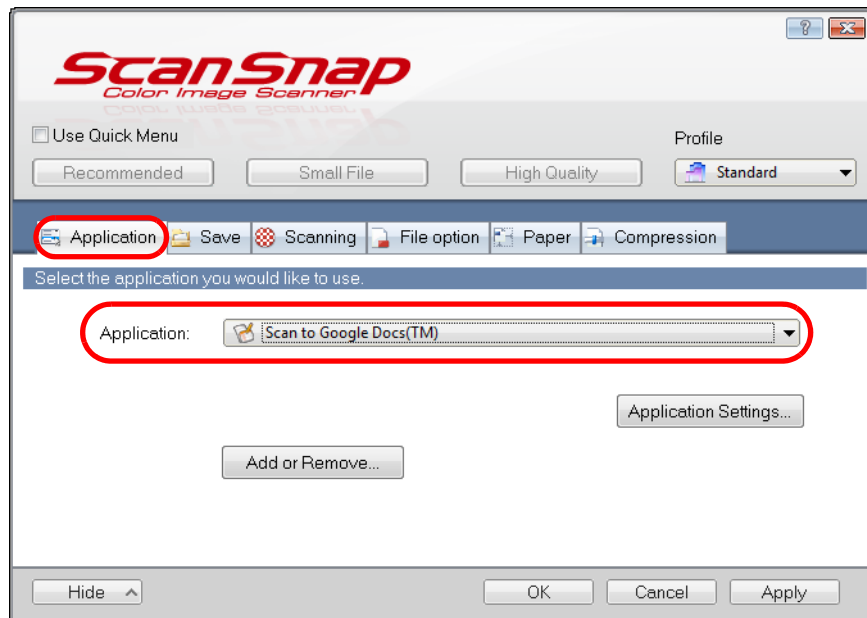
For details about how to perform scanning without using the Quick Menu, refer to "[Without Using the Quick Menu](#)" (page 69).

### 1. Select [Scan Button Settings] from the Right-Click Menu.

For details about the Right-Click Menu, refer to "[Right-Click Menu](#)" (page 59).

⇒ The ScanSnap setup dialog box appears.

### 2. In the [Application] drop-down list in the [Application] tab, select [Scan to Google Docs(TM)].

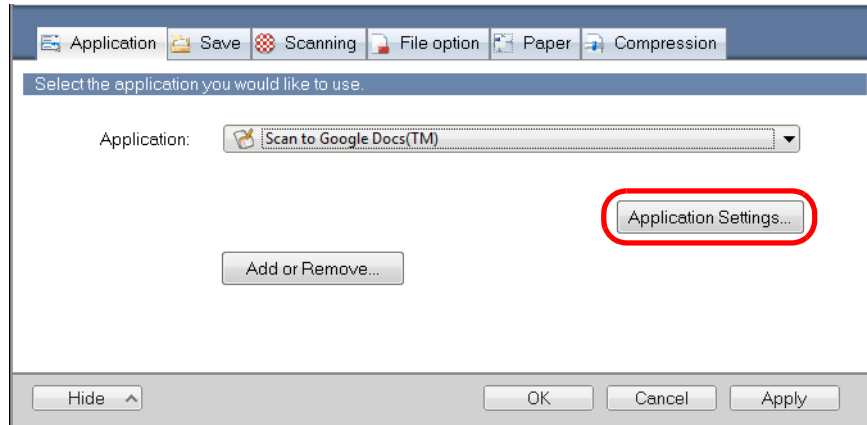


ScanSnap Manager can also link with [Scan to Google Docs(TM)] when you select:

- [Scan to Google Docs(TM)] from the [Profile] drop-down list of the ScanSnap setup dialog box
- [Scan to Google Docs (TM)] from the Left-Click Menu

### 3. Change settings for the [Scan to Google Docs(TM)] (If you do not want to change any settings, go to step 4.).

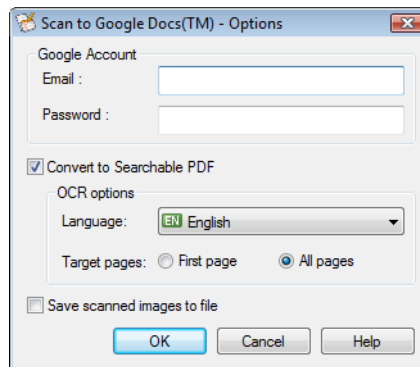
1. Click the [Application Settings] button.



⇒ The [Scan to Google Docs(TM)- Options] dialog box appears.

2. Change the settings.

For details about the [Scan to Google Docs(TM) - Options] dialog box, refer to the ScanSnap Manager Help.



If the computer is shared with other users, do not enter your information in [Email] and [Password] in this dialog box. Otherwise, other users will be able to log into Google Docs automatically.

3. Click the [OK] button to close the [Scan to Google Docs(TM) - Options] dialog box.

### 4. Click the [OK] button to close the ScanSnap setup dialog box.

### 5. Load the document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).



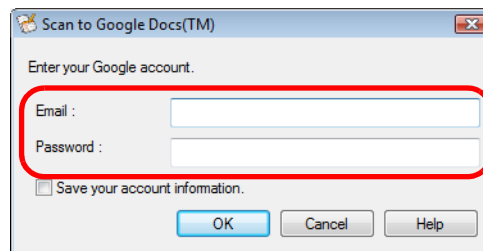
## 6. Press the [Scan/Stop] button on the ScanSnap to start scanning.



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

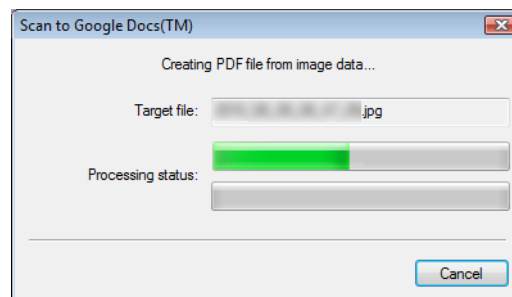
## 7. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ If you did not specify a Google account in the [Scan to Google Docs(TM) - Options] dialog box in step 3., the [Scan to Google Docs(TM)] dialog box appears. Saving will continue after you enter an e-mail address and a password, and click the [OK] button.

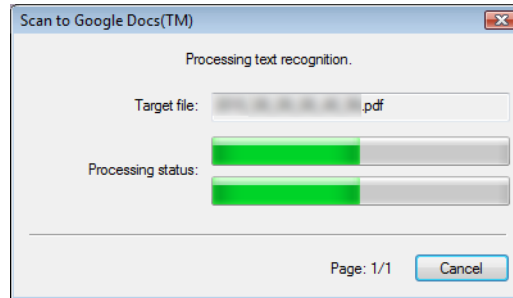


If the computer is shared with other users, do not select the [Save account information] check box in this dialog box. Otherwise, other users will be able to log into Google Docs automatically.

⇒ When you perform a scan with [JPEG(\*.jpg)] selected for [File format] in the [File option] tab of the ScanSnap setup dialog box, a PDF file is created from the JPEG file. A separate PDF file is created for each JPEG file. The following dialog box is displayed when the PDF file is being created.

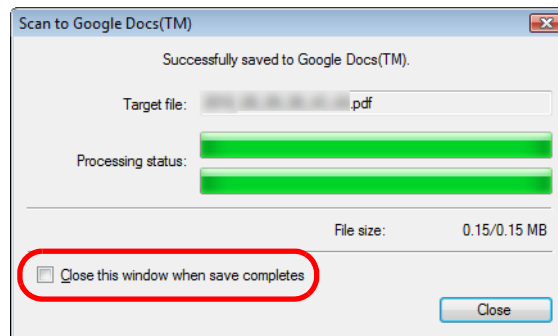


- ⇒ If the [Convert to Searchable PDF] check box is selected in the [Scan to Google Docs(TM) - Options] dialog box in step 3., text recognition is performed according to the [OCR options] settings in the [Scan to Google Docs(TM) - Options] dialog box. The following dialog box is displayed during text recognition.



Text recognition will be performed if there are any pages containing text which is not yet recognized. Note that text recognition will be performed on those pages only.

- ⇒ The following dialog box appears when saving starts. Click the [Close] button to close the [Scan to Google Docs(TM)] dialog box when the saving completes.



When you select the [Close this window after save completes] check box in the [Scan to Google Docs(TM)] dialog box, from next scanning on, the [Scan to Google Docs(TM)] dialog box automatically closes after the PDF file is saved to Google Docs.



Google Docs does not start up after the saving has completed. To check the saved PDF file, start a web browser and log in to Google Docs.

# Using the ScanSnap in Various Ways

This section explains about various ways of using the ScanSnap.

## ■ Scanning Color Documents in Gray or Black & White Mode

When [Auto color detection] is specified for [Color mode] in the [Scanning] tab of the ScanSnap setup dialog box, the ScanSnap automatically recognizes whether the scanned document is color, gray or black & white, and saves the documents in their respective color modes.

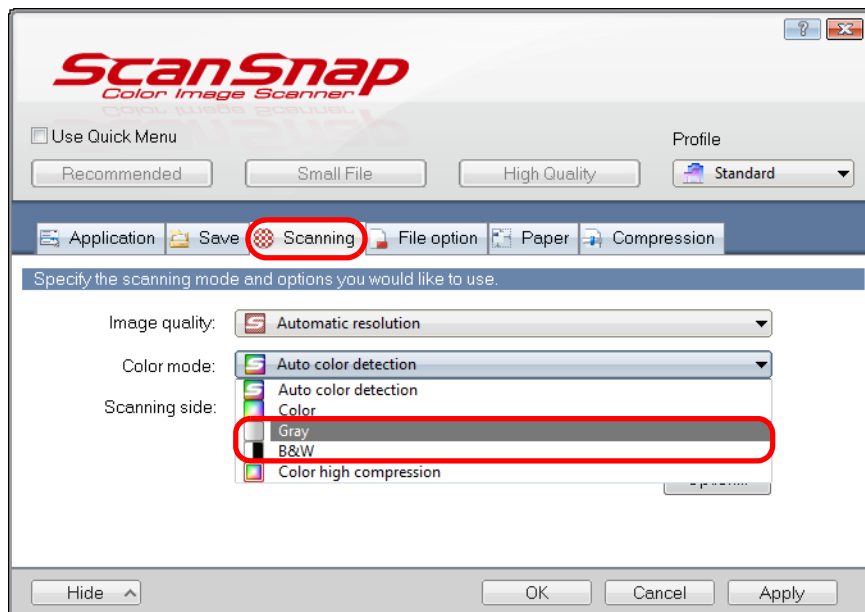
If you want to scan and save color documents in gray or black & white, change the settings in the following procedure.

### 1. Select [Scan Button Settings] from the Right-Click Menu.

For details about the Right-Click Menu, refer to ["Right-Click Menu" \(page 59\)](#).

⇒ The ScanSnap setup dialog box appears.

### 2. In the [Color mode] drop-down list in the [Scanning] tab, select [Gray] or [B&W].



**3. Click the [OK] button to close the ScanSnap setup dialog box.**

**4. Load the document in the ScanSnap.**

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).

**5. Press the [Scan/Stop] button on the ScanSnap to start scanning.**



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

**6. Press the [Scan/Stop] button on the ScanSnap to finish scanning.**

⇒ Image data is saved in gray or black & white.

## ■ Scanning Color Documents in High Compression Mode

The ScanSnap can save image data of color documents in high compression mode. You can scan large quantities of color documents in high compression mode and save them as a compact PDF file.

To scan color documents in high compression mode, perform the following steps to change the setting.



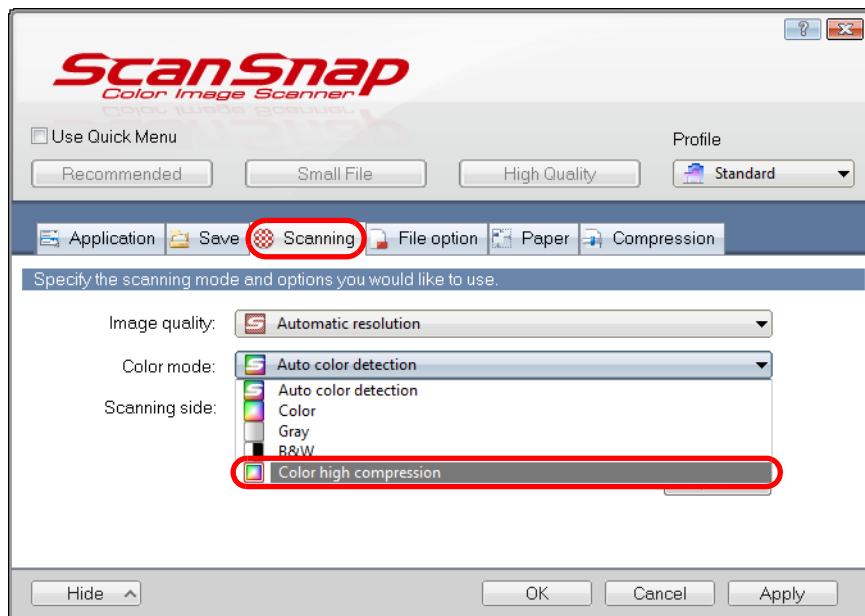
In [Color high compression] mode, different compression rates are applied to characters and backgrounds. Therefore, the file size of a document with mostly text characters is reduced, while the quality of the characters is kept high. However, high compression is applied to photographs and figures since they are regarded as backgrounds, resulting in deteriorated image data. For this reason, this mode is not appropriate for scanning photographs, images and such.

### 1. Select [Scan Button Settings] from the Right-Click Menu.

For details about the Right-Click Menu, refer to ["Right-Click Menu" \(page 59\)](#).

⇒ The ScanSnap setup dialog box appears.

### 2. In the [Color mode] drop-down list in the [Scanning] tab, select [Color high compression].



### 3. Click the [OK] button to close the ScanSnap setup dialog box.

#### **4. Load the document in the ScanSnap.**

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).

#### **5. Press the [Scan/Stop] button on the ScanSnap to start scanning.**



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

#### **6. Press the [Scan/Stop] button on the ScanSnap to finish scanning.**

⇒ The scanned document is saved as highly compressed color image data.

## ■ Correcting Skewed Character Strings

When documents with skewed character strings are scanned, the ScanSnap is able to detect the skewed character strings and correct them.

To correct skewed character strings, change the settings in the following procedure.



- Up to +/-5 degrees of skew can be corrected.
- Since this option is performed assuming that the document contains a certain amount of text, character strings may be adjusted at a wrong angle when scanning the following types of documents. In that case, clear the [Correct skewed character strings automatically] check box:
  - Documents on which pitches between lines or characters are extremely narrow, or characters are overlapped
  - Documents with many outlined or decorated characters
  - Documents with many photographs or figures and few characters
  - Documents with characters on a patterned background  
e.g. Characters overlapping illustrations and diagrams
  - Documents with characters printed in various directions such as drawings
  - Documents with long diagonal lines
  - Documents including handwritten characters.
- This setting is disabled when you perform a scan using the Carrier Sheet.



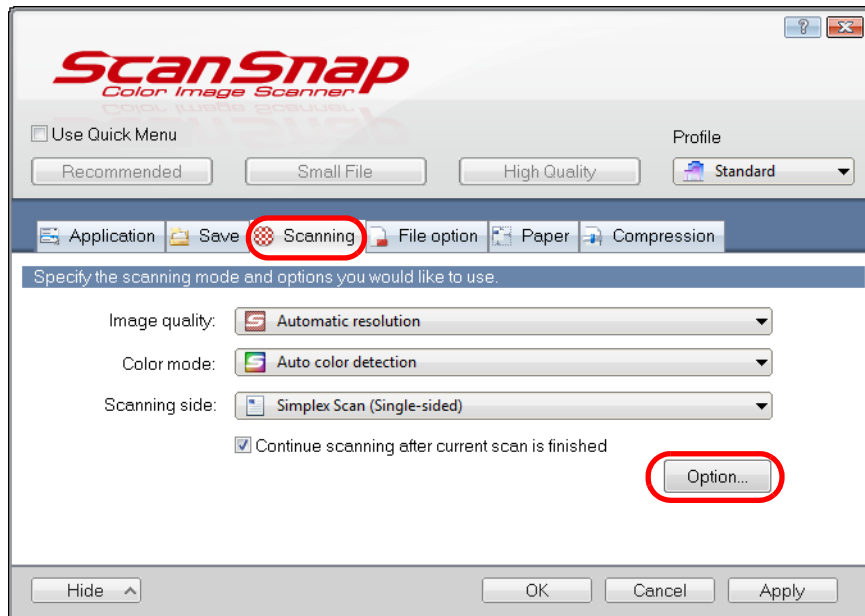
You do not have to enable [Correct skewed character strings automatically] when [Automatic detection] is specified for [Paper size] in the [Paper] tab of the ScanSnap setup dialog box because the skewed image is always corrected when documents are scanned by this setting.

### 1. Select [Scan Button Settings] from the Right-Click Menu.

For details about the Right-Click Menu, refer to ["Right-Click Menu" \(page 59\)](#).

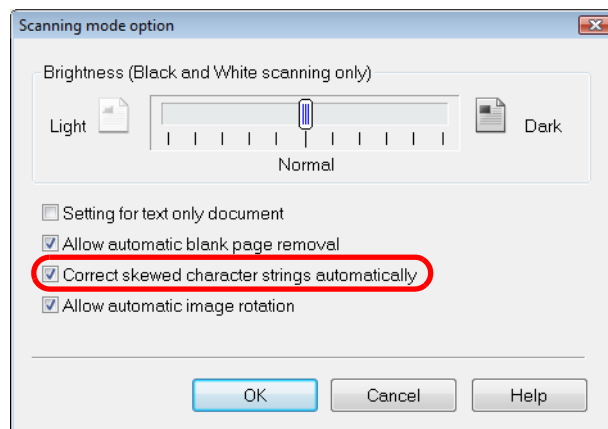
⇒ The ScanSnap setup dialog box appears.

**2. Click the [Option] button in the [Scanning] tab.**



⇒ The [Scanning mode option] dialog box appears.

**3. Select the [Correct skewed character strings automatically] check box.**



**4. Click the [OK] button to close all open dialog boxes.**

**5. Load the document in the ScanSnap.**

For details about how to load documents, refer to ["How to Load Documents"](#) (page 30).



**6. Press the [Scan/Stop] button on the ScanSnap to start scanning.**



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

**7. Press the [Scan/Stop] button on the ScanSnap to finish scanning.**

⇒ Image data is saved with skewed character strings corrected.

## ■ Correcting the Orientation of Scanned Images

In an office environment, it is often the case that a single batch contains same size documents of different page orientations.

The ScanSnap is able to automatically rotate each scanned image to its correct orientation for such document batches.

To rotate scanned images to their correct orientations, change the settings in the following procedure.



Since this option determines the document's page orientation based on the character strings printed on the document, the following types of documents may be rotated to the wrong orientation. In that case, clear the [Allow automatic image rotation] check box.

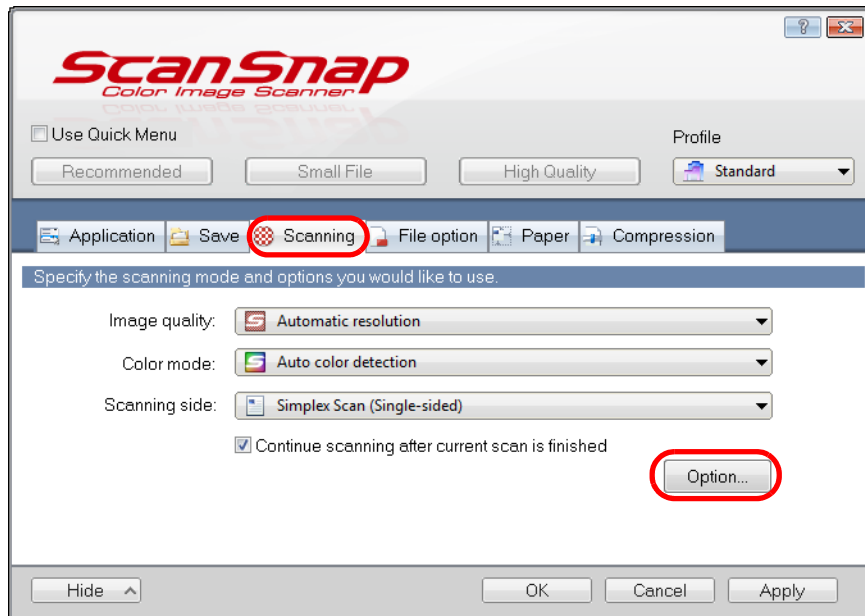
- Documents with many extremely large or small characters
- Documents on which pitches between lines or characters are extremely narrow, or characters are overlapped
- Documents with many characters contacting underlines or borders
- Documents with many photographs or figures and few characters
- Documents with characters on an unevenly colored background  
e.g. Shaded characters
- Documents with many decorated characters  
e.g. Decorated characters (embossed/outlined)
- Documents with characters on a patterned background  
e.g. Characters overlapping illustrations and diagrams
- Documents with characters printed in various directions such as drawings
- Documents written using only capital letters
- Documents including handwritten characters
- Skewed documents
- Documents written in an unsupported language (language other than Japanese/English/  
French/German/Italian/Spanish/Chinese (simplified)/Chinese (traditional)/Korean/Russian/  
Portuguese)
- Documents with complex layouts
- Documents with a large amount of image noise
- Documents with faint characters
- Documents with faded characters

### 1. Select [Scan Button Settings] from the Right-Click Menu.

For details about the Right-Click Menu, refer to "[Right-Click Menu](#)" (page 59).

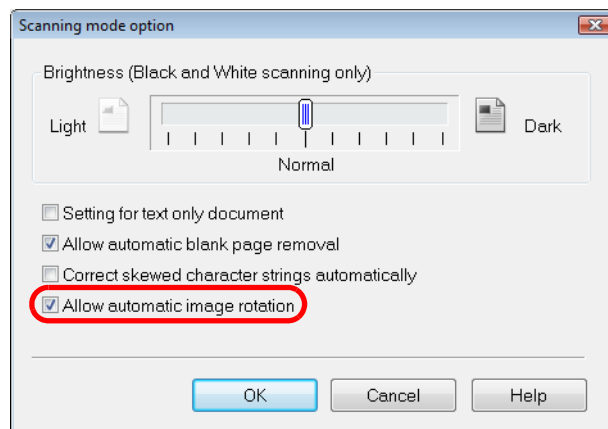
⇒ The ScanSnap setup dialog box appears.

**2. Click the [Option] button in the [Scanning] tab.**



⇒ The [Scanning mode option] dialog box appears.

**3. Select the [Allow automatic image rotation] check box.**



**4. Click the [OK] button to close all open dialog boxes.**

**5. Load the document in the ScanSnap.**

For details about how to load documents, refer to ["How to Load Documents"](#) (page 30).

**6. Press the [Scan/Stop] button on the ScanSnap to start scanning.**



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

**7. Press the [Scan/Stop] button on the ScanSnap to finish scanning.**

⇒ The scanned image is saved in the correct orientation.

## ■ Scanning Documents Larger Than A4/Letter Size

You can scan documents larger than A4/Letter size such as A3, Double Letter and B4 using the Carrier Sheet (sold separately). By folding the document in half and scanning both sides consecutively in simplex mode, the two sides are merged into a single image and saved.



In the [Scanning mode option] dialog box ([Scanning] tab → [Option] button in the ScanSnap setup dialog box), the [Correct skewed character strings automatically] check box is disabled.



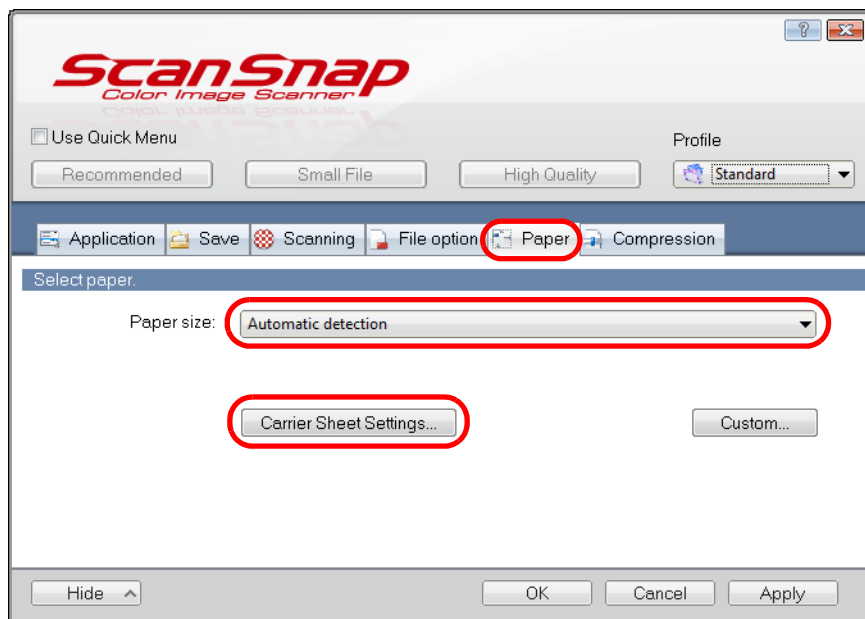
You can also scan documents smaller than A4/Letter size and have both sides saved as a single image.

### 1. Select [Scan Button Settings] from the Right-Click Menu.

For details about the Right-Click Menu, refer to ["Right-Click Menu" \(page 59\)](#).

⇒ The ScanSnap setup dialog box appears.

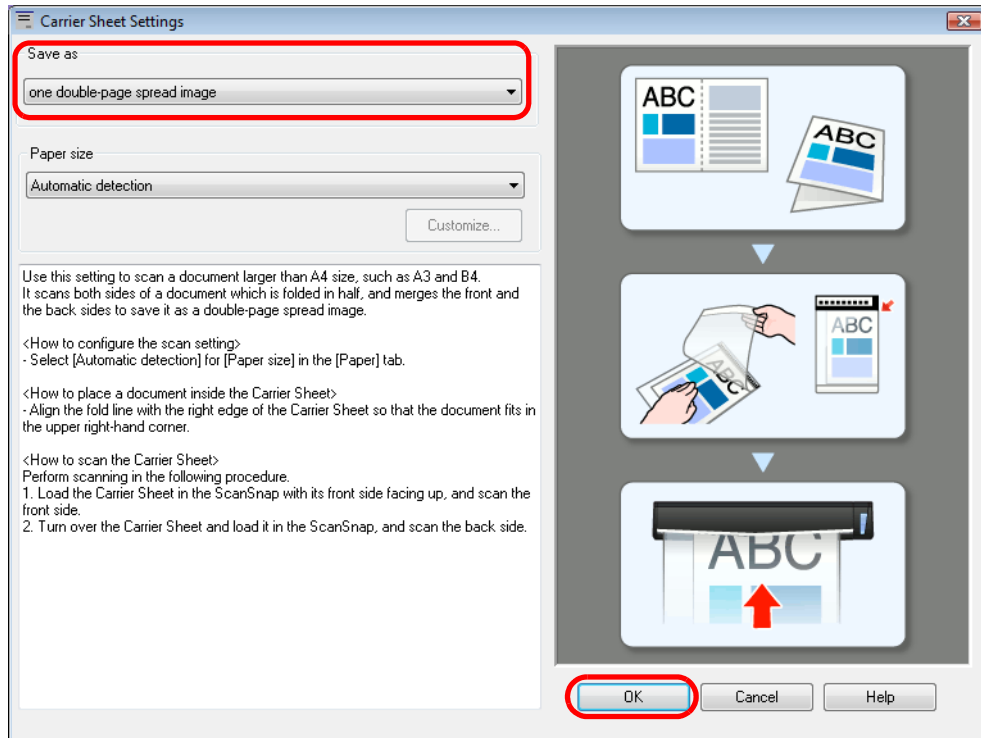
### 2. In the [Paper] tab, select [Automatic detection] in [Paper size], and then click the [Carrier Sheet Settings] button.



⇒ The [Carrier Sheet Settings] dialog box appears.

### 3. Select [one double-page spread image] in [Save as].

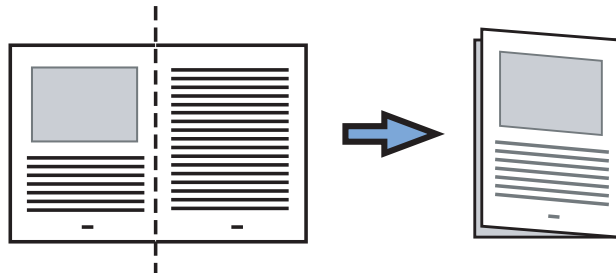
For details about the Carrier Sheet settings, refer to the ScanSnap Manager Help.



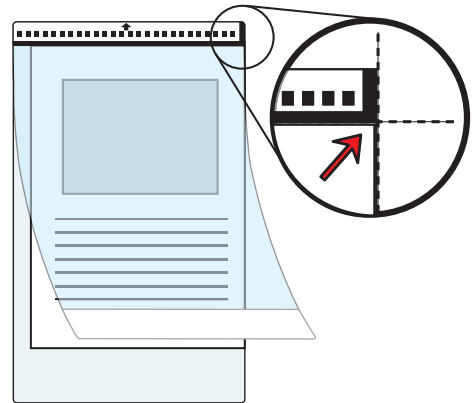
### 4. Click the [OK] button to close all the dialog boxes.

### 5. Place the document inside the Carrier Sheet.

1. Fold the document in half so that the sides to be scanned are facing out. Fold it tightly and smooth out any creases.

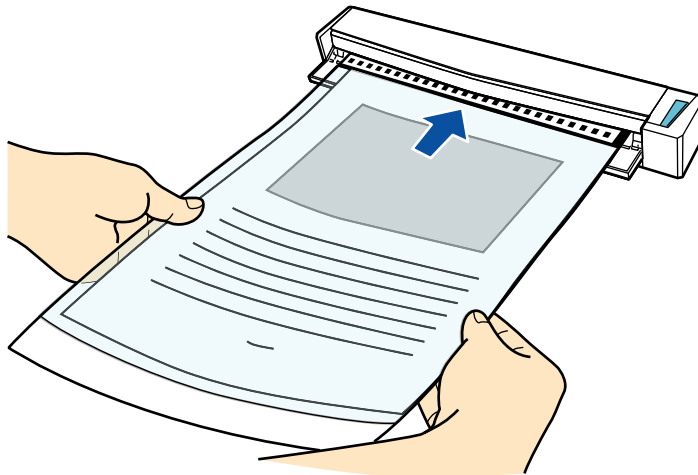


2. Open the Carrier Sheet and place the document inside.  
Align the fold line with the right edge of the Carrier Sheet so that the document fits in the upper right-hand corner of the Carrier Sheet.



Note that the front side of the Carrier Sheet has a thick vertical line in the upper right-hand corner.

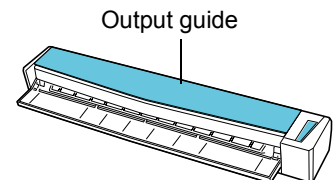
- 6. Insert the part with the black and white pattern straight into the feeding section of the ScanSnap, with the front side of the Carrier Sheet facing up.**



⇒ The Carrier Sheet is pulled in until it is set inside the ScanSnap.

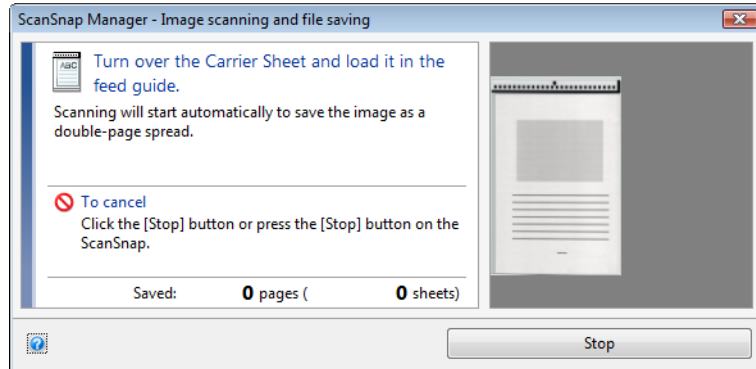


If you perform a scan using the Carrier Sheet with the output guide open, a paper jam may occur and damage the documents. Make sure to close the output guide when you perform a scan using the Carrier Sheet.



## 7. Press the [Scan/Stop] button on the ScanSnap to start scanning.

⇒ Scanning starts and the [ScanSnap Manager - Image scanning and file saving] dialog box appears. When the front side of the Carrier Sheet is scanned, the image data is displayed in the preview area.

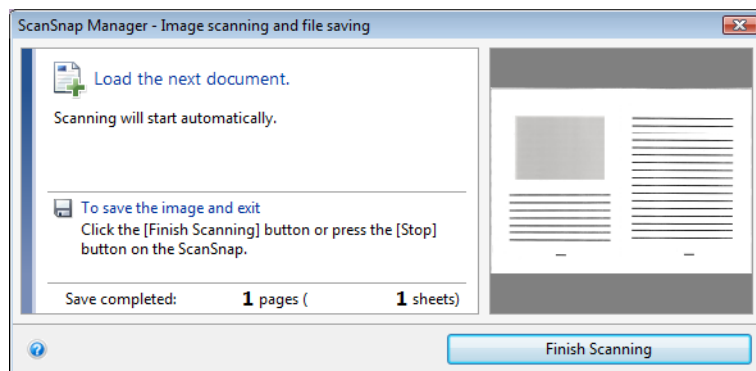


## 8. Turn over the Carrier Sheet and insert it as explained in step 6.



Make sure to scan the front and back side of the Carrier Sheet consecutively.

⇒ Scanning starts automatically and the [ScanSnap Manager - Image scanning and file saving] dialog box appears. When the back side of the Carrier Sheet is scanned, scanned images of the front and back side of the document inside the Carrier Sheet are displayed as a double-page spread image in the preview area.

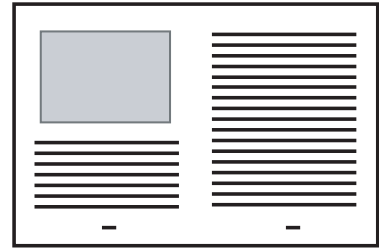


Repeat steps 5. to 8. to scan more documents larger than A4/Letter size. You can continue with scanning documents that can be set directly in the ScanSnap. For details about how to load documents, refer to "[How to Load Documents](#)" (page 30). Scanning starts automatically when a document is loaded in the ScanSnap.



## 9. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ The scanned images of the front and back side of the document inside the Carrier Sheet are saved as a double-page spread image.



- There may be a line or a gap appearing between the front and back side images. Also when you scan thick papers, images on both left and right may skew towards each other from the top. The degree of these symptoms varies depending on how the document was set or folded. In that case, try the following for possible resolutions:
  - Fold the document properly
  - Neatly align the edges of the document with the edges of the Carrier Sheet when placing the document inside the Carrier Sheet
- When [Automatic detection] is selected from the [Paper size] drop-down list in the [Carrier Sheet Settings] dialog box, the image is output in an optimal size selected automatically from the available standard sizes (A3, B4 or 11 × 17 in.) in the [Paper size] dialog box. However, depending on the document, the size of the saved image data may be smaller than the original document or some parts of the image may be missing.  
Example: When you scan an A3 size document with an A4 size image printed in the center, image data is saved in B4 size.  
To save an image data in the actual size of the document, specify the document size in the [Paper size] drop-down list.
- Part of the image data around where the document is folded may appear missing. In that case, place the document so that its edge is about 1 mm inside from the edge of the Carrier Sheet.

## ■ Scanning Documents Such as Photographs and Clippings

You can scan photographs you do not want to damage or documents that are difficult to scan such as clippings using the Carrier Sheet (sold separately).

Change the settings to scan documents such as photographs and clippings in the following procedure.



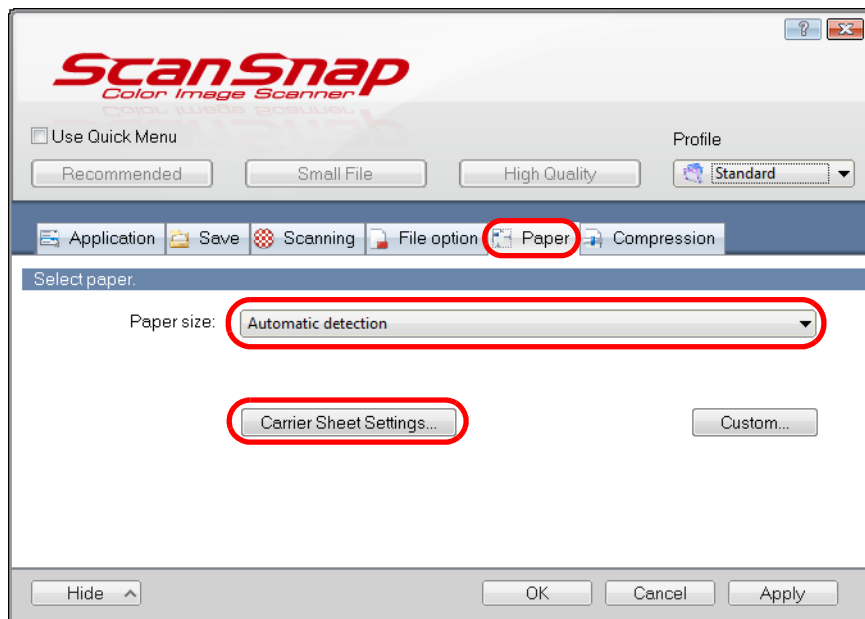
In the [Scanning mode option] dialog box ([Scanning] tab → [Option] button in the ScanSnap setup dialog box), the [Correct skewed character strings automatically] check box is disabled.

### 1. Select [Scan Button Settings] from the Right-Click Menu.

For details about the Right-Click Menu, refer to ["Right-Click Menu" \(page 59\)](#).

⇒ The ScanSnap setup dialog box appears.

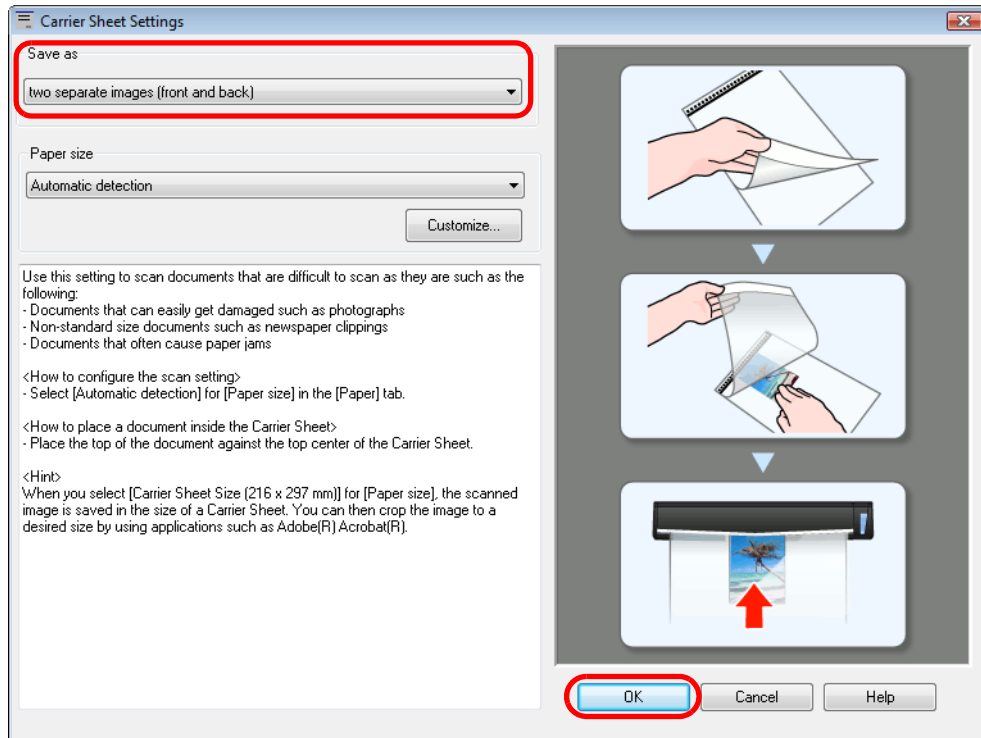
### 2. In the [Paper] tab, select [Automatic detection] in [Paper size], and then click the [Carrier Sheet Settings] button.



⇒ The [Carrier Sheet Settings] dialog box appears.

### 3. Select [two separate images (front and back)] in [Save as].

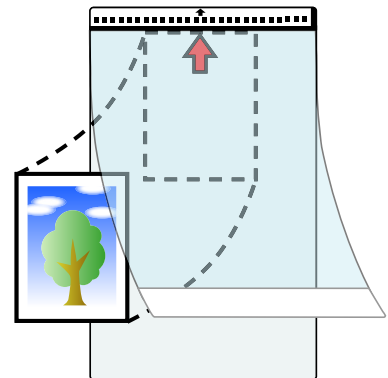
For details about the Carrier Sheet settings, refer to the ScanSnap Manager Help.



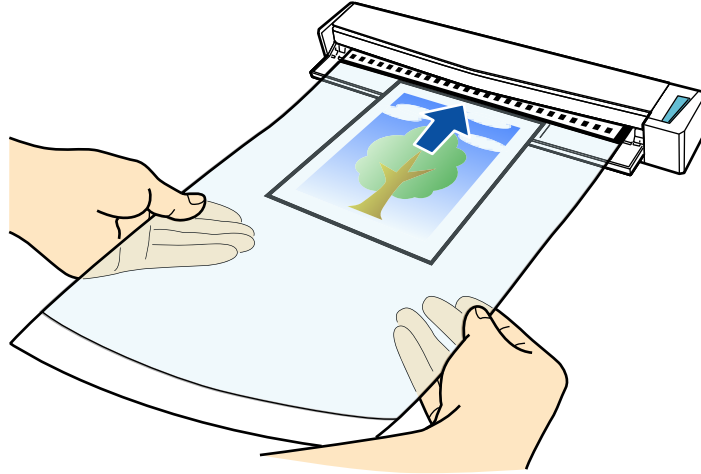
### 4. Click the [OK] button to close all open dialog boxes.

### 5. Place the document inside the Carrier Sheet.

Open the Carrier Sheet and place the top of the document against the top center of the Carrier Sheet.



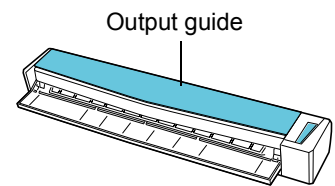
- 6. Insert the part with the black and white pattern straight into the feeding section of the ScanSnap, with the scanning side of the document inside the Carrier Sheet facing up.**



⇒ The Carrier Sheet is pulled in until it is set inside the ScanSnap.

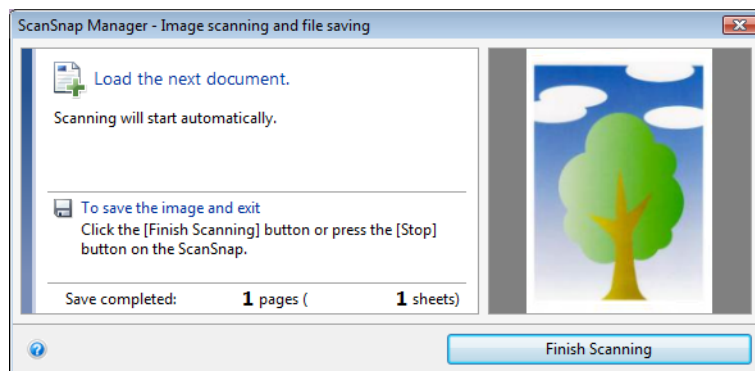


If you perform a scan using the Carrier Sheet with the output guide open, a paper jam may occur and damage the documents. Make sure to close the output guide when you perform a scan using the Carrier Sheet.



- 7. Press the [Scan/Stop] button on the ScanSnap to start scanning.**

⇒ When scanning is completed, the scanned image of the document inside the Carrier Sheet is displayed in the preview area.



Repeat step 5. to 6. to scan more documents such as photographs and clippings. You can continue with scanning documents that can be set directly in the ScanSnap. For details about how to load documents, refer to "[How to Load Documents](#)" (page 30). Scanning starts automatically when documents are loaded in the ScanSnap.

## 8. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ Scanned image is saved.

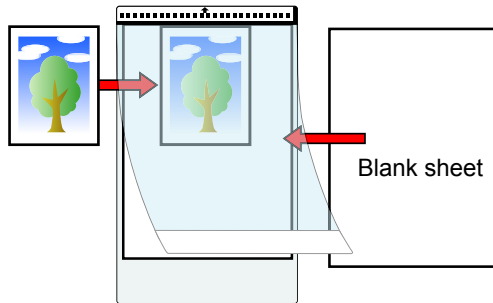


- The scanned image is output at the center of the page in the size specified in the [Paper size] drop-down list of the [Carrier Sheet Settings] dialog box.
- When [Automatic detection] is specified in the [Paper size] drop-down list of the [Carrier Sheet Settings] dialog box, the image is output in an optimal size selected automatically from the available standard sizes in the [Paper size] drop-down list. However, depending on the document, the size of the saved image data may be smaller than the original document or part of the image may be missing. Example: When you scan an A5 size image printed in the middle of an A4 size document, the scanned image is saved in A5 size. To save the scanned image in its original size, specify the document size in the [Paper size] drop-down list.



Place the document over a blank sheet if the following is observed:

- Scanned image is not saved in the same size as the document (when [Automatic detection] is specified in the [Paper size] drop-down list of the [Carrier Sheet Settings] dialog box)
- There are shadows around the edges of the scanned image
- There are black lines around the scanned image of a uniquely shaped cutting

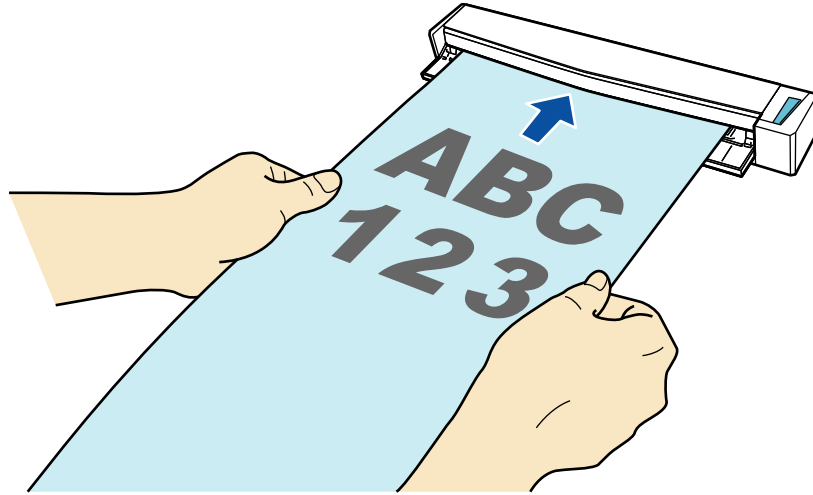


## ■ Long Page Scanning

Documents up to 863 mm (34 in.) in length can be scanned.

The following explains how to scan long pages.

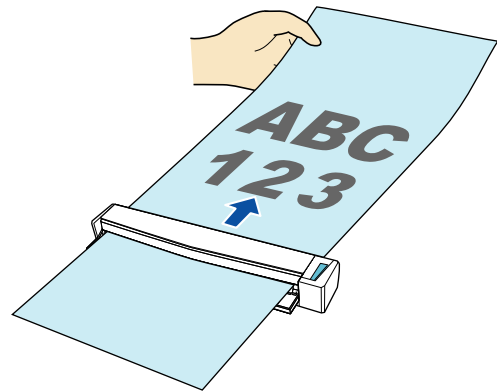
- 1. Insert the document straight into the feeding section of the ScanSnap, with the scanning side facing up.**



⇒ The document is pulled in until it is set inside the ScanSnap.



Secure enough space where the document exits the ScanSnap, and pick up the document with your hands to prevent it from falling off the unit where the ScanSnap is placed on.



## 2. Press the [Scan/Stop] button on the ScanSnap for three seconds or longer until it flashes in blue.

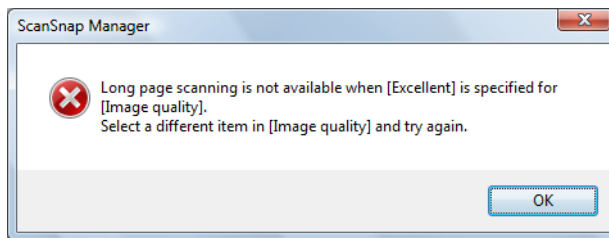
⇒ Scanning starts.



When you scan the first page as a long page and continue scanning, the next document is also scanned as long page.



- The error message below appears and long page scanning is disabled when [Excellent] is selected in the [Image quality] drop-down list of the [Scanning] tab in the ScanSnap setup dialog box.



- When you perform a long page scan, the setting for [Paper size] in the [Paper] tab of the ScanSnap setup dialog box automatically switches to [Automatic detection]. The current settings are used for other scan settings.

## ■ Saving Scanned Images in Multiple PDF Files

The ScanSnap is able to save scanned image in separate PDF files based on the specified number of pages. For example, you can scan a batch of slips, and save each slip as a PDF file.

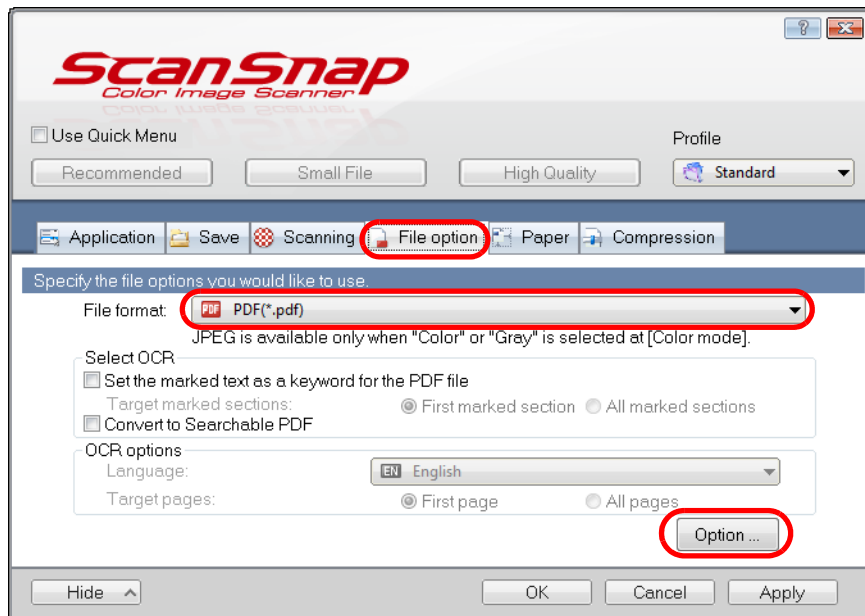
To save image data in multiple PDF files, change the settings in the following procedure.

### 1. Select [Scan Button Settings] from the Right-Click Menu.

For details about the Right-Click Menu, refer to ["Right-Click Menu" \(page 59\)](#).

⇒ The ScanSnap setup dialog box appears.

### 2. From the [File format] drop-down list in the [File option] tab, select [PDF (\*.pdf)], and then click the [Option] button.

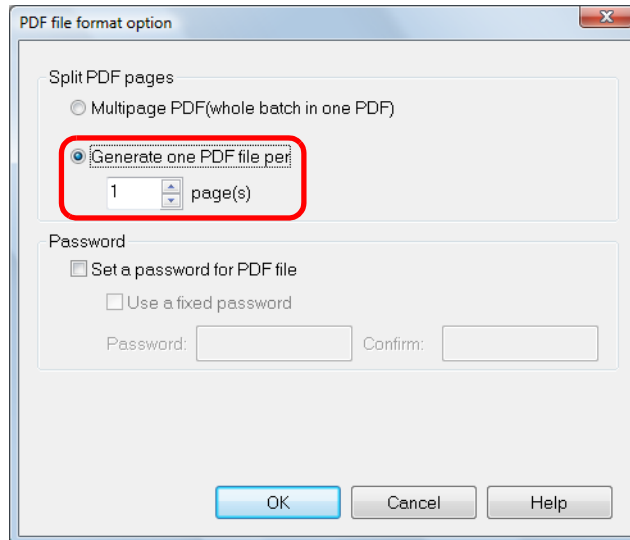


⇒ The [PDF file format option] dialog box appears.



**3. Select [Generate one PDF file per (n) page(s)] and enter the number of pages to split.**

One PDF is created every time the number of pages specified here has been saved.



**4. Click the [OK] button to close all open dialog boxes.**

**5. Load the document in the ScanSnap.**

For details about how to load documents, refer to ["How to Load Documents"](#) (page 30).

**6. Press the [Scan/Stop] button on the ScanSnap to start scanning.**



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

**7. Press the [Scan/Stop] button on the ScanSnap to finish scanning.**

⇒ One PDF file is created every time the number of pages specified in step 3. has been scanned.

## ■ Creating Searchable PDF Files

The ScanSnap is able to perform text recognition on a scanned image automatically and create a searchable PDF file.

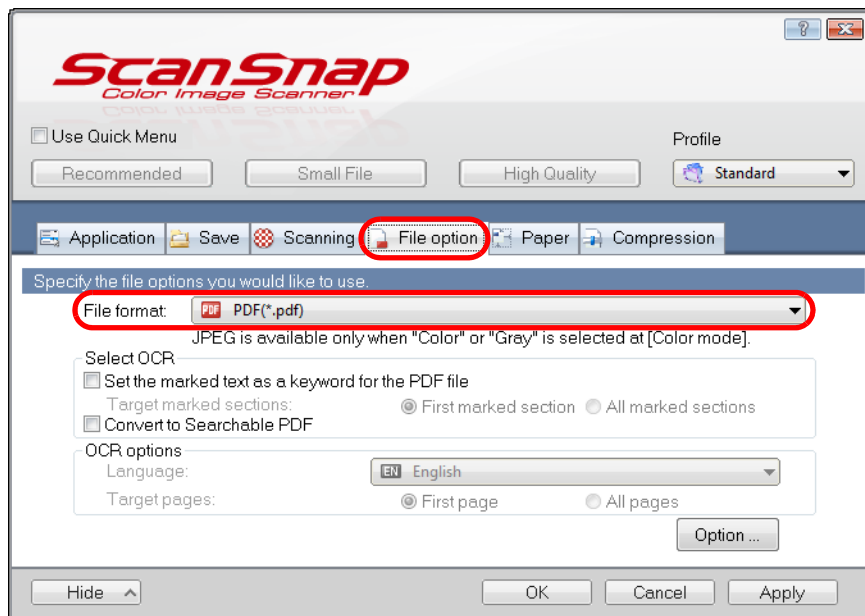
To create searchable PDF files, change the settings in the following procedure.

### 1. Select [Scan Button Settings] from the Right-Click Menu.

For details about the Right-Click Menu, refer to ["Right-Click Menu" \(page 59\)](#).

⇒ The ScanSnap setup dialog box appears.

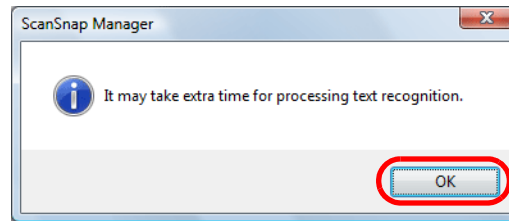
### 2. From the [File format] drop-down list in the [File option] tab, select [PDF (\*.pdf)].



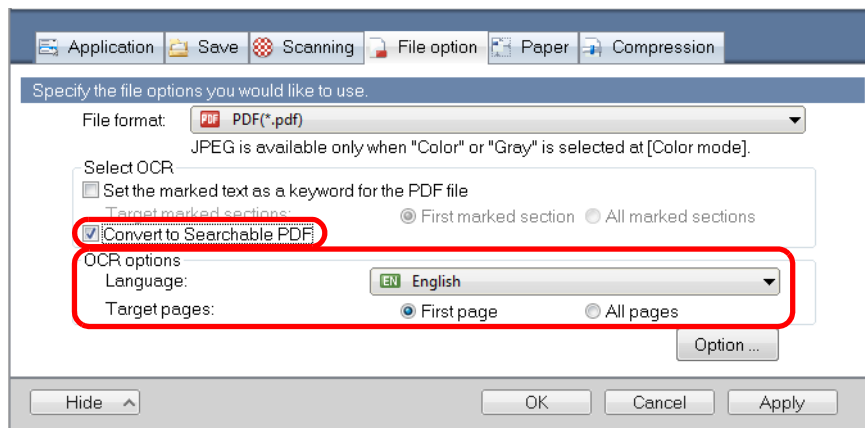
It is recommended that you select [Better] or [Best] for [Image quality] in the [Scanning] tab of the ScanSnap setup dialog box.

### 3. Select the [Convert to Searchable PDF] check box.

⇒ The following message appears.



⇒ Click the [OK] button to close the dialog box.



- Language  
Select the language. Japanese, English, French, German, Italian, Spanish, Chinese (simplified), Chinese (traditional), Korean, Russian, and Portuguese can be selected.
- Target pages  
Select [All pages] to perform text recognition for all pages and [First page] for just the first page.

### 4. Click the [OK] button to close the ScanSnap setup dialog box.

### 5. Load the document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents"](#) (page 30).

### 6. Press the [Scan/Stop] button on the ScanSnap to start scanning.



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

## 7. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ Text recognition is performed on the scanned image and a searchable PDF file is created.



- It may take extra time to process text recognition depending on your computer system environment when you enable this setting in step 3.

- Scanned images of the following types of documents (characters) may not be recognized correctly.

In that case, better results in text recognition may be achieved by changing the setting for [Color mode] or specifying a higher resolution in [Image quality].

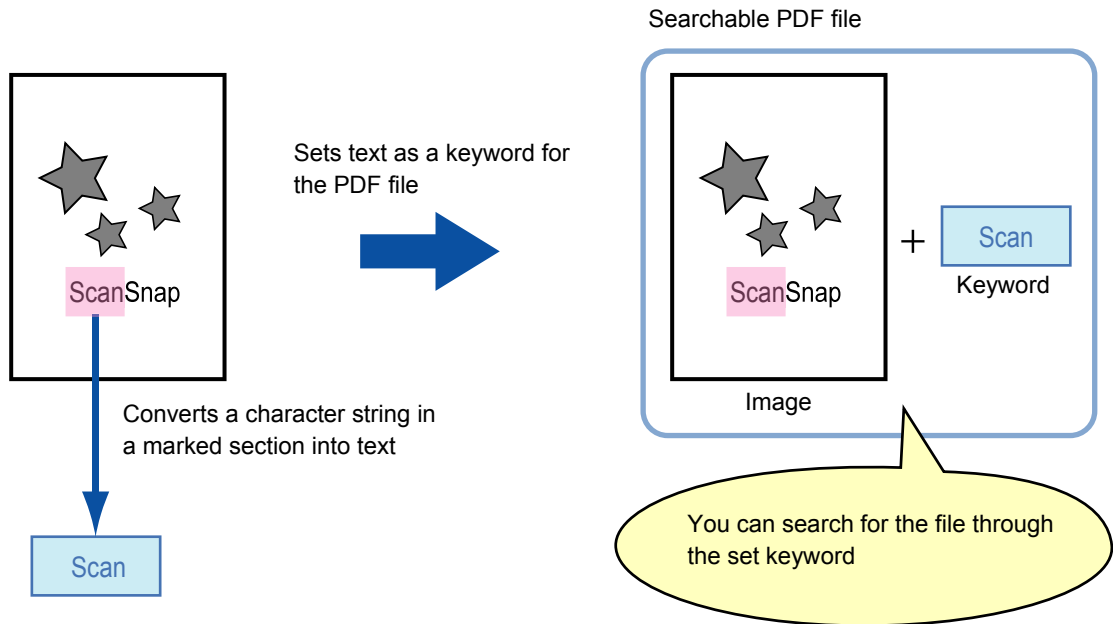
- Documents including handwritten characters
- Documents with small characters scanned at a low resolution
- Skewed documents
- Documents written in languages other than the specified language
- Documents including texts written in italic characters
- Documents containing characters with superscripts/subscripts and complicated mathematical expressions
- Documents with characters on an unevenly colored background  
e.g. Shaded characters
- Documents with many decorated characters  
e.g. Decorated characters (embossed/outlined)
- Documents with characters on a patterned background  
e.g. Characters overlapping illustrations and diagrams
- Documents with many characters contacting underlines or borders
- It may take extra time to perform text recognition on the following documents:
  - Documents with complex layouts
  - Documents with information other than text  
e.g. Text on a shaded background

## ■ Automatically Setting Keywords for PDF Files

If the document is black & white, character strings (e.g. page heading, title) can be set as keywords and used for a PDF file search.

Mark a character string to be set as a keyword with a water-based highlight pen so that the character string is completely covered.

When you perform a scan, the marked character strings are recognized and set as keywords for the PDF file.



Mark black & white documents in the following way:

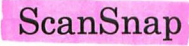


- Any regular highlight pen can be used.

The following shows the colors and thickness recommended for highlight pens:

Pink	Yellow	Blue	Green

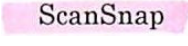
- Mark a straight line over a single character string.
- The supported range of a marked section is as follows:  
Minimum : 3 mm (short side) × 10 mm (long side)  
Maximum : 20 mm (short side) × 150 mm (long side)
- Use only one color per page for marking.

- Make sure to cover the entire character string when marking it.  
Mark sections so that the entire section is evenly colored.

Good example:	Bad example 1: (does not cover the entire section)	Bad example 2: (unevenly colored)
		

- Do not mark more than ten sections per page.



- It is recommended that you use a blue or a green highlight pen for marking. When you use colors such as pink or yellow for marking, the marked sections may not be recognized as keywords.
  - Use a blue highlight pen for documents with dark background colors such as newspapers. Marked sections may not be detected when a color other than blue is used.
  - For the following document types, marked sections cannot be recognized and set as keywords:
    - Color documents such as catalogues or pamphlets
    - Documents in which two or more colors are used for marking
    - Documents containing colors other than for marking (pens other than highlight pens are used or the document is stained)
    - Documents with too many marked sections on a single page
  - The following types of marked character strings cannot be set as keywords:
    - The size of marked section is outside the supported range
    - The marking is irregular (e.g. skewed)
    - Multiple marked sections are too close to each other
    - The color of the highlight pen is too pale or the color has faded
- 
- When you mark more than one character string, make sure to leave a gap of at least 5 mm between the marked sections. Marked sections that are too close to each other may be detected as one marked section.
  - In the following case, character strings surrounding marked sections may be set as keywords:
    - Marked section overlaps the line above and below
  - In the following cases, unmarked character strings may be set as keywords:
    - Color documents such as catalogues or pamphlets
    - Documents with color text, diagrams, pictures, tables and lines
    - Documents containing sections framed by a highlight pen
    - Stained documents



- Increase the resolution when you have trouble setting the keywords correctly.
- Keywords set for a PDF file can be checked in the ScanSnap Organizer Main Window (thumbnail view), or in [Document Properties] of Adobe Acrobat / Adobe Reader.

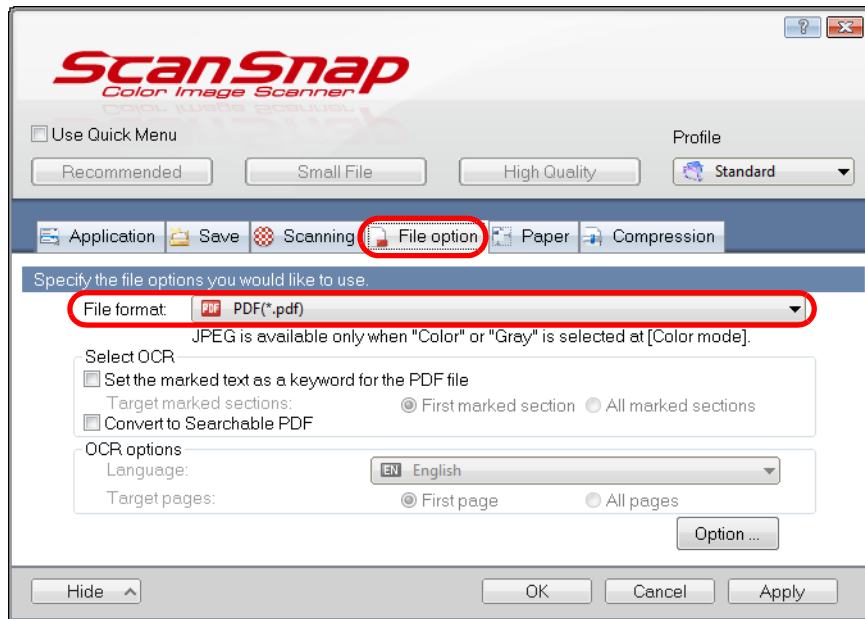
Change the settings in the following procedure to automatically set keywords for PDF files.

## 1. Select [Scan Button Settings] from the Right-Click Menu.

For details about the Right-Click Menu, refer to ["Right-Click Menu"](#) (page 59).

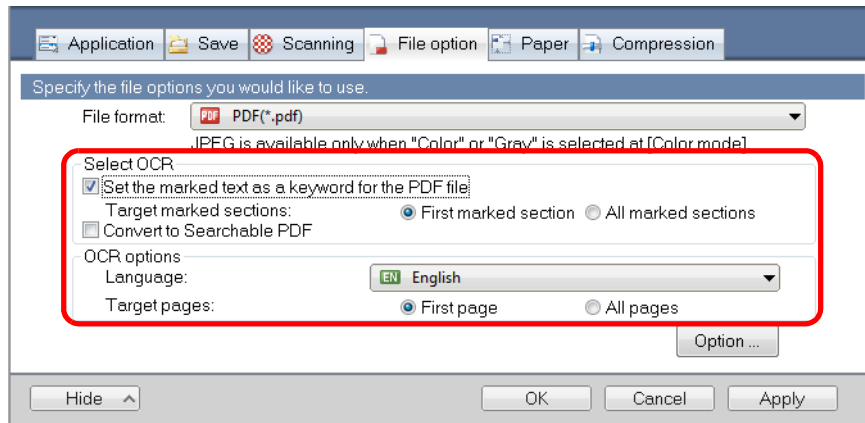
⇒ The ScanSnap setup dialog box appears.

## 2. From the [File format] drop-down list in the [File option] tab, select [PDF (\*.pdf)].



It is recommended that you select [Better] or [Best] for [Image quality] in the [Scanning] tab of the ScanSnap setup dialog box.

### 3. Select the [Set the marked text as a keyword for the PDF file] check box.

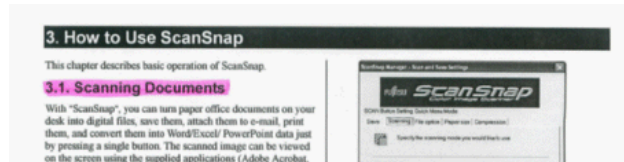


- Target marked sections  
Select [First marked section] to perform text recognition and set a keyword for the PDF file only for the character strings in the first marked section, and [All marked sections] for all marked sections.

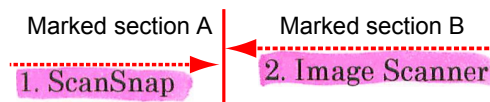


The following explanation is for when you select [First marked section]:

- Select this button to set a character string such as a title of a document as a keyword for the PDF file.  
Example: When only the title of a document is marked, the marked character string is set as a keyword for the PDF file, and the PDF file becomes searchable by the title character string.



- When multiple marked sections exist in line, the marked character string closest to the top of the document is set as a keyword.  
Example: In the following case, the character string in marked section B, which is higher than marked section A, is set as a keyword.



- Language  
Select the language. Japanese, English, French, German, Italian, Spanish, Chinese (simplified), Chinese (traditional), Korean, Russian, and Portuguese can be selected.
- Target pages  
Select [First page] to perform text recognition and set a keyword for the PDF file only for the first page, and [All pages] for all pages.



**4. Click the [OK] button to close the ScanSnap setup dialog box.**

**5. Load the document in the ScanSnap.**

For details about how to load documents, refer to ["How to Load Documents"](#) (page 30).

**6. Press the [Scan/Stop] button on the ScanSnap to start scanning.**



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

**7. Press the [Scan/Stop] button on the ScanSnap to finish scanning.**

⇒ Text recognition is performed on marked character strings and a PDF file is created with the keywords added.



- It may take extra time to process text recognition depending on your computer system environment when you enable this setting in step 3.
- Scanned images of the following types of documents (characters) may not be recognized correctly.  
In that case, better results in text recognition may be achieved by specifying a higher resolution in [Image quality].
  - Documents including handwritten characters
  - Documents with small characters scanned at a low resolution
  - Skewed documents
  - Documents written in languages other than the specified language
  - Documents including texts written in italic characters
  - Documents containing characters with superscripts/subscripts and complicated mathematical expressions
  - Documents with characters on an unevenly colored background  
e.g. Shaded characters
  - Documents with many decorated characters  
e.g. Decorated characters (embossed/outlined)
  - Documents with characters on a patterned background  
e.g. Characters overlapping illustrations and diagrams
  - Documents with many characters contacting underlines or borders
- It may take extra time to perform text recognition on the following documents:
  - Documents with complex layouts
  - Documents with information other than text  
e.g. Text on a shaded background
- If the same character string is marked several times in the document, the same keyword is added multiple times in the PDF file.
- Total length of all the keywords can be up to 255 characters, including punctuation marks in between keywords.
- When you check keywords in Adobe Acrobat or Adobe Reader, the added keywords may be displayed with a set of quotation marks (e.g. "ABC").

## ■ Setting Document Open Passwords for PDF Files

You can set Document Open passwords for PDF files when saving the image data as PDF files.

Once you set a password for a PDF file, the password-protected PDF files cannot be opened by anyone except the person who knows the password. You can protect important information by setting a password for private or confidential documents.

Change the settings to set passwords for PDF files in the following procedure.



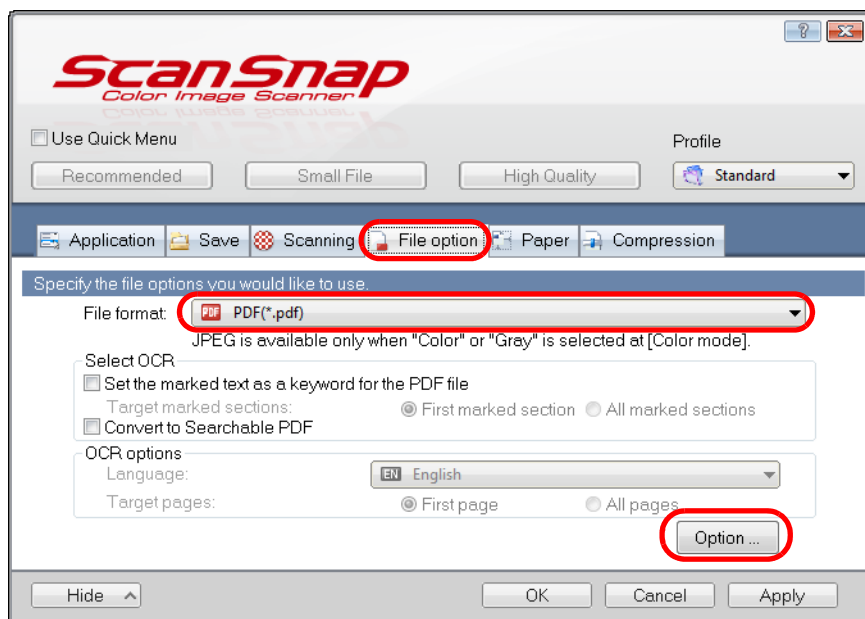
When you use the Quick Menu, you cannot set passwords to scanned documents.

### 1. Select [Scan Button Settings] from the Right-Click Menu.

For details about the Right-Click Menu, refer to ["Right-Click Menu" \(page 59\)](#).

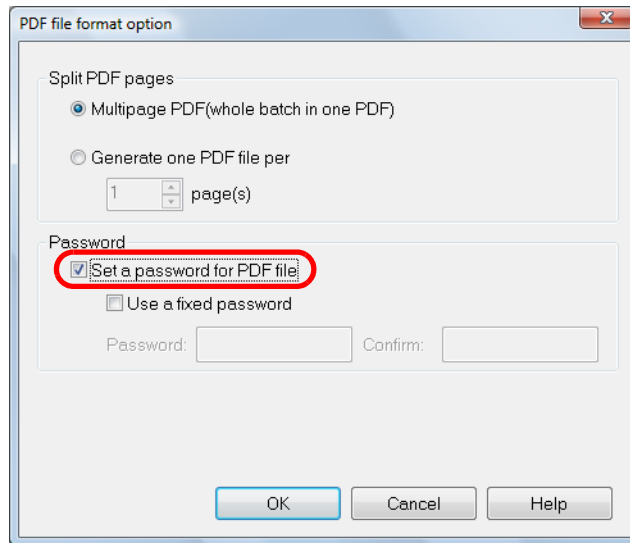
⇒ The ScanSnap setup dialog box appears.

### 2. In the [File format] drop-down list in the [File option] tab, select [PDF (\*.pdf)], and then click the [Option] button.



⇒ The [PDF file format option] dialog box appears.

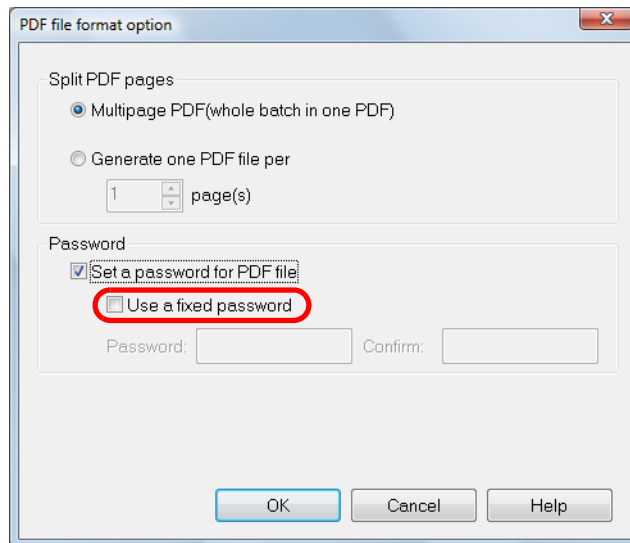
### 3. Select the [Set a password for PDF file] check box.



#### ●To set a different password per scan

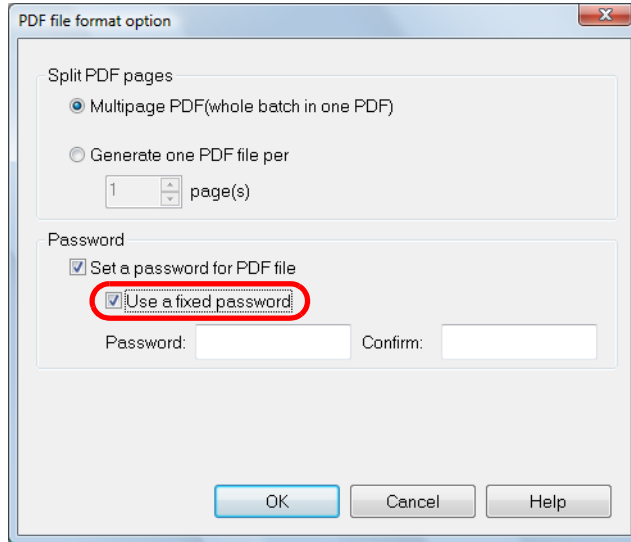
Clear the [Use a fixed password] check box.

You can set a different password per scan.

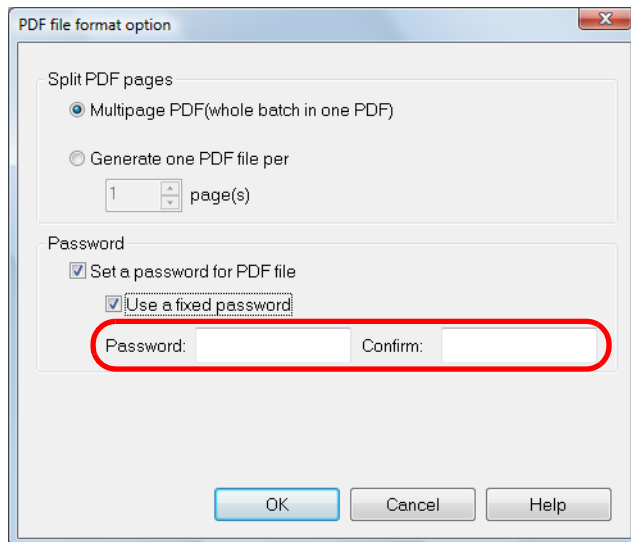



● **To use a preset password**

1. Select the [Use a fixed password] check box.  
The same password is set for all PDF files. You do not have to set a password every time a document is scanned.



2. Type in the same password in the [Password] and [Confirm] fields.



 The following characters can be used to set passwords:  
Up to 16 characters  
Alphanumeric characters : A-Z, a-z, 0-9  
Symbols : ! " # \$ % & ' ( ) \* + , - . / : ; < = > ? @ [ \ ] ^ \_ ` { | } ~

**4. Click the [OK] button to close all open dialog boxes.**

**5. Load the document in the ScanSnap.**

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).

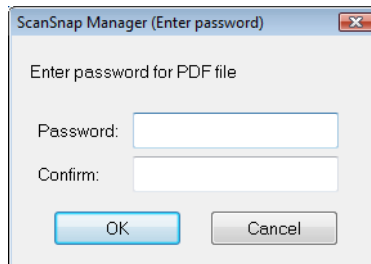
## 6. Press the [Scan/Stop] button on the ScanSnap to start scanning.



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

## 7. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ When the [Use a fixed password] check box is cleared in step 3., the following dialog box appears after scanning is completed.



Type in the same password in the [Password] and [Confirm] fields, and then click the [OK] button.



- The following characters can be used to set passwords:  
Up to 16 characters  
Alphanumeric characters: A-Z, a-z, 0-9  
Symbols: ! " # \$ % & ' ( ) \* + , - . / : ; < = > ? @ [ \ ] ^ \_ ` { | } ~
- If you click the [Cancel] button, the PDF file is saved without a password.

⇒ The scanned image is saved as a password-protected PDF file.



It is not possible to open a PDF file if you forget the password.

# Using the ScanSnap (for Mac OS Users)



This chapter explains how to perform scanning, configure scan settings, add, change or delete profiles, as well as various scanner functions and uses.



ScanSnap Manager Icon and Operations .....	223
How to Perform a Scan .....	227
Configuring ScanSnap Manager .....	239
Actions .....	258
Using the ScanSnap in Various Ways .....	328

# ScanSnap Manager Icon and Operations

All operations on the ScanSnap are managed in ScanSnap Manager.


The ScanSnap Manager icon appears in the Dock to indicate that ScanSnap Manager is running. The icon automatically appears in the Dock when Mac OS starts up.

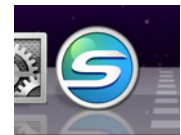
The ScanSnap Manager icon indicates whether or not ScanSnap Manager is successfully communicating with the ScanSnap. The appearance of the icon changes according to the communication status as shown below.

Status	ScanSnap Manager icon
Communicating	
Not communicating	


A menu is displayed when you click the ScanSnap Manager icon while pressing the [control] key on the keyboard.

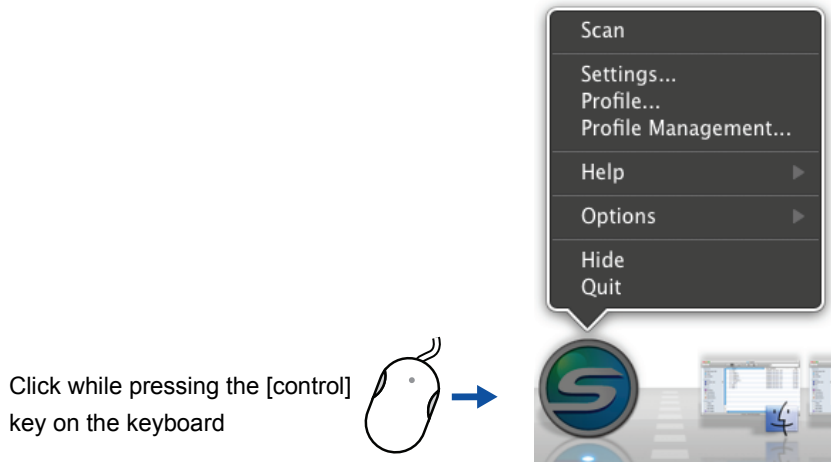



When you add the ScanSnap Manager icon to the Dock, normally  appears. A blue light appears under the ScanSnap Manager icon when ScanSnap Manager is running.



## ■ ScanSnap Manager Menu

This menu appears when you click the ScanSnap Manager icon  while pressing the [control] key on the keyboard.



Item	Function
Scan	Starts scanning. Follows the settings configured in [Settings].
Settings	Displays the ScanSnap setup window. You can configure the scan settings in this window. ⇒ <a href="#">"How to Configure Scan Settings" (page 242)</a>
Profile	Displays the Profile menu. ⇒ <a href="#">"Profile Menu" (page 226)</a>
Profile Management	Displays the [ScanSnap Manager - Profile Management] window. You cannot select [Profile Management] when the [Use Quick Menu] checkbox is selected in the ScanSnap setup window. ⇒ <a href="#">"Profile Management" (page 245)</a>
Help	Displays the following menu: <ul style="list-style-type: none"> <li>● Help Opens the ScanSnap Manager Help.</li> <li>● Troubleshooting Displays [Troubleshooting] in the ScanSnap Manager Help.</li> <li>● ScanSnap Portal Site Opens the ScanSnap global homepage (<a href="http://scansnap.fujitsu.com">http://scansnap.fujitsu.com</a>)</li> <li>● About ScanSnap Manager Displays the [Version Information] window.</li> <li>● Preferences Displays the [ScanSnap Manager - Preferences] window.</li> <li>● Online Update Displays the [ScanSnap Manager - Online Update] window (<a href="#">page 368</a>) windows.</li> </ul>
Keep in Dock (*)	Adds the ScanSnap Manager icon  to the Dock.
Open at Login (*)	Automatically launches ScanSnap Manager when Mac OS is started up.




## ScanSnap Manager Icon and Operations (for Mac OS users)

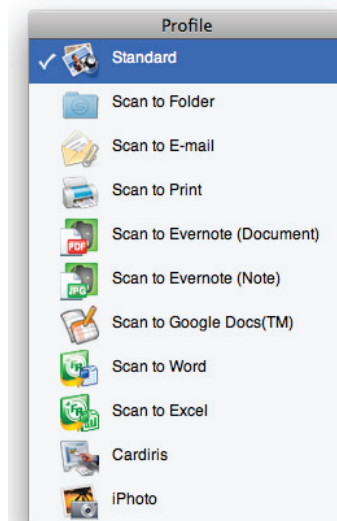
---

Item	Function
Show in the Finder (*)	Displays the contents of the [ScanSnap] folder by using the Finder.
Hide/Show	Hides or redisplayes all windows of ScanSnap Manager that are being displayed.
Quit	Exits ScanSnap Manager. ⇒ <a href="#">"Finishing ScanSnap Operation" (page 238)</a>

\* : Select the [Options] sub-menu to display these items.

## ■ Profile Menu

This menu appears when you click the ScanSnap Manager icon . Available profiles are displayed in the Profile menu.



Profile menu example

Select a profile in the Profile menu before you perform scanning. Documents are scanned according to the scan settings of the profile you select.

For details about how to add, change or delete profiles, refer to ["Profile Management" \(page 245\)](#).



- To enable the Profile menu, clear the [Use Quick Menu] checkbox in the ScanSnap setup window. The Profile menu does not appear when this checkbox is selected.
- You can also display the Profile menu by selecting [Profile] from ScanSnap Manager menu.
- Profiles configured for the following scanner models will be carried over to ScanSnap S1100 if the connected computer is the same:
  - ScanSnap S1500/S1500M
  - ScanSnap S1300
  - ScanSnap S510M
  - ScanSnap S500M
  - ScanSnap S300M

# How to Perform a Scan



This section explains how to perform scanning with the ScanSnap.

## ■ Preparation

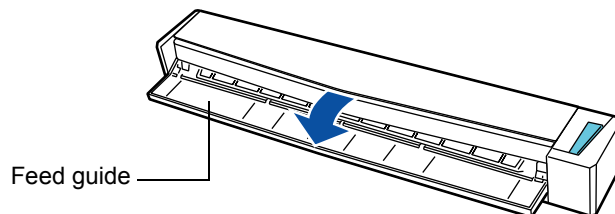
### 1. Turn on the computer.



⇒ The ScanSnap Manager icon  appears in the Dock when Mac OS starts up.




- If the ScanSnap Manager icon  is not displayed, select [Applications] and double-click [ScanSnap] → [ScanSnap Manager] from Finder to start up ScanSnap Manager.
- If the ScanSnap Manager icon  does not automatically appear in the Dock when Mac OS starts up, select [Accounts] → [My Account] → [Login Items] → [+] → [ScanSnap Manager] in the [System Preferences] window to start up ScanSnap Manager.

### 2. Open the feed guide to turn on the ScanSnap.



⇒ The ScanSnap Manager icon in the Dock changes from  to .



There may be a slight delay before the ScanSnap Manager icon changes to  depending on your computer's performance, operating environment and load such as when there are many programs running at the same time.

There are two ways to perform scanning, either with the Quick Menu or without using the Quick Menu. For details, refer to the following:

- Using the Quick Menu (→ [page 228](#))
- Without Using the Quick Menu (→ [page 233](#))

## ■ Using the Quick Menu

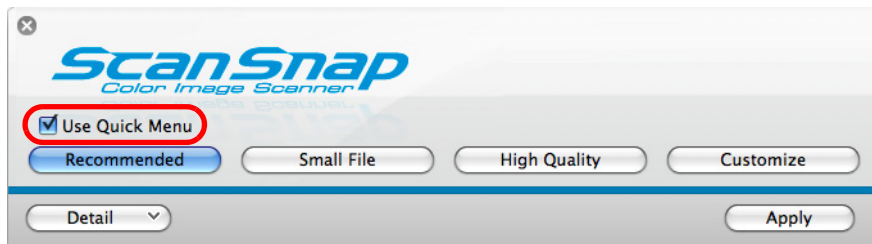
The following explains the procedure for scanning by using the Quick Menu.

### 1. Select [Settings] from the ScanSnap Manager menu.

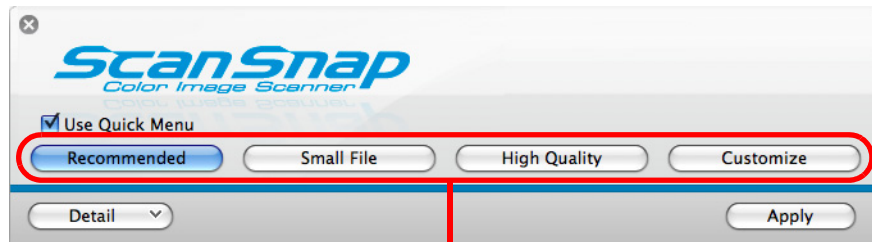
For details about the ScanSnap Manager menu, refer to ["ScanSnap Manager Menu" \(page 224\)](#).

⇒ The ScanSnap setup window appears.

### 2. Select the [Use Quick Menu] checkbox.



### 3. Click one of the profile buttons.



Profile Button

Profile Button	Description
[Recommended] button	Settings are [Automatic resolution] for [Image quality] in the [Scanning] tab in the ScanSnap setup window and default for other settings. It is recommended that you select this button when you want to scan documents in optimum quality suitable for the paper size of the document.
[Small File] button	Settings are [Normal] (Color/Gray: 150 dpi, B&W: 300 dpi) for [Image quality] in the [Scanning] tab in the ScanSnap setup window and default for other settings. It is recommended that you select this button when you want to reduce the file size.

Profile Button	Description
[High Quality] button	Settings are [Best] (Color/Gray: 300 dpi, B&W: 600 dpi) for [Image quality] in the [Scanning] tab in the ScanSnap setup window and default for other settings. It is recommended that you select this button when you want to scan documents in high quality.
[Customize] button	Default settings are the same as the [Recommended] settings. Settings can be changed depending on your scanning purpose.



- The [Recommended] button is selected in default.
- For details about the default settings when using the Quick Menu, refer to the ScanSnap Manager Help.
- You cannot change the settings for the [Recommended], [Small File], and [High Quality] buttons. If you change any of these settings, the profile automatically switches to [Customize].  
For details about how to change scan settings, refer to "[How to Configure Scan Settings](#)" (page 242).

**4. Click the [Apply] button.**

**5. Click the [✕] button in the upper left corner to close the ScanSnap setup window.**

**6. Load the document in the ScanSnap.**

For details about how to load documents, refer to "[How to Load Documents](#)" (page 30).

## 7. Press the [Scan/Stop] button on the ScanSnap to start scanning.

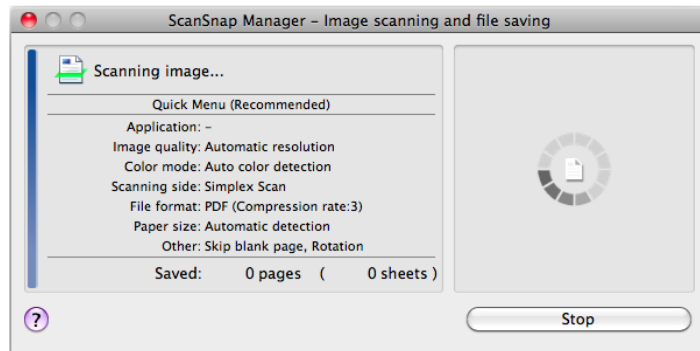


You can also start scanning from the ScanSnap Manager menu.  
For more details, refer to "[ScanSnap Manager Menu](#)" (page 224).

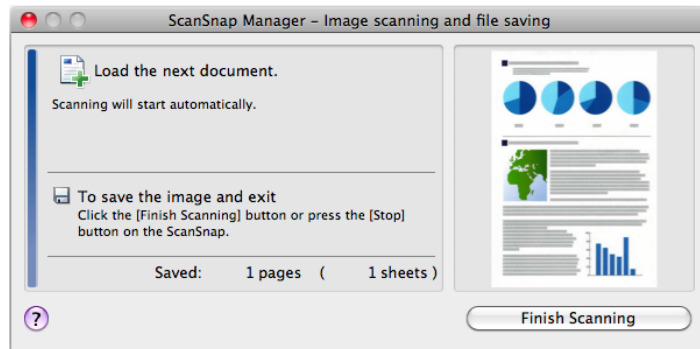


- Do not connect and disconnect the ScanSnap and other USB devices during scanning.
- Do not close the feed guide during scanning.
- Do not switch users during scanning.

⇒ The [ScanSnap Manager - Image scanning and file saving] window appears.



⇒ After the scanning has completed, the [ScanSnap Manager - Image scanning and file saving] window shows a new message indicating that the ScanSnap is ready for the next scan.



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

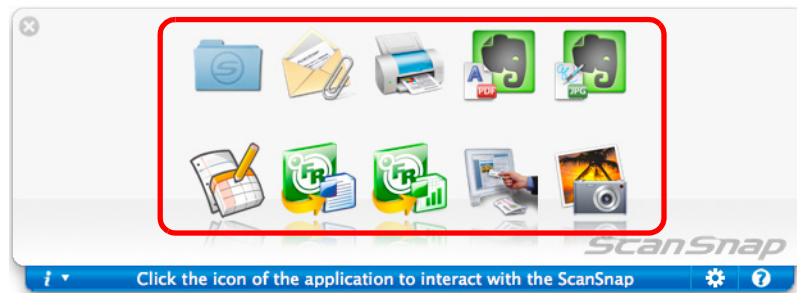
## 8. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ The Quick Menu appears.



- You can also finish scanning by clicking the [Finish Scanning] button in the [ScanSnap Manager - Image scanning and file saving] window.
- The [Scan/Stop] button on the ScanSnap flashes in blue throughout the scan.








**9. In the Quick Menu, click the icon of the application to link with ScanSnap Manager.**






⇒ The selected application is started.



- To specify which applications to display/hide in the Quick Menu, or change the display order of the applications, refer to ["Quick Menu Settings" \(page 239\)](#).
- To select an application to link with ScanSnap Manager before scanning, refer to ["Without Using the Quick Menu" \(page 233\)](#).

Application	Description
 Scan to Folder	Displays the [Scan to Folder] window. Indicates the destination folder for saving the scanned image. For details about how to continue the process after you select this item, refer to <a href="#">"Saving Data in a Specified Folder" (page 259)</a> .
 Scan to E-mail	Displays the [Scan to E-mail] window. Scanned image is attached to an e-mail message. For details about how to continue the process after you select this item, refer to <a href="#">"Attaching Files to E-Mail" (page 266)</a> .
 Scan to Print	Displays the [Print] window. Scanned image can be printed. For details about how to continue the process after you select this item, refer to <a href="#">"Using the ScanSnap as a Copy Machine" (page 276)</a> .
 Scan to Evernote (Document) (*1) (*2)	Scanned image is saved as a PDF file in Evernote. For details about how to continue the process after you select this item, refer to <a href="#">"Saving Documents to Evernote" (page 305)</a> .
 Scan to Evernote (Note) (*1) (*2)	Scanned image is saved as a JPEG file in Evernote. For details about how to continue the process after you select this item, refer to <a href="#">"Saving Handwritten Notes to Evernote" (page 313)</a> .
 Scan to Google Docs(TM) (*1)	Scanned image is saved as a PDF file in Google Docs. For details about how to continue the process after you select this item, refer to <a href="#">"Saving Documents to Google Docs" (page 319)</a> .
 Scan to Word (*3)	Text recognition is performed on the scanned image which is then converted to a Word file. For details about how to continue the process after you select this item, refer to <a href="#">"Converting into Word/Excel Documents" (page 283)</a> .

Application	Description
 <p>Scan to Excel (*3)</p>	<p>Text recognition is performed on the scanned image which is then converted to an Excel file. For details about how to continue the process after you select this item, refer to <a href="#">"Converting into Word/Excel Documents"</a> (page 283).</p>
 <p>Cardiris (*4)</p>	<p>Displays the [Cardiris] window. Scanned image is stored in Cardiris. For details about how to continue the process after you select this item, refer to <a href="#">"Storing Business Cards in Cardiris"</a> (page 291).</p>
 <p>iPhoto (*5)</p>	<p>PDF or JPEG files are created from the scanned image and saved in iPhoto. For details about how to continue the process after you select this item, refer to <a href="#">"Storing Scanned Images in iPhoto"</a> (page 300).</p>

- \*1 : Displayed when Mac OS X v10.5.8 or later is installed.
- \*2 : Displayed when Evernote for Mac 1.10 or later is installed.
- \*3 : Displayed when ABBYY FineReader for ScanSnap is installed.
- \*4 : Displayed when Cardiris is installed.
- \*5 : Displayed when iPhoto 5 or later is installed.



- The output image may slightly differ from the original document in size.
- When Cardiris is active (Cardiris menu appears in the menu bar), scanning business cards by pressing the [Scan/Stop] button on the ScanSnap automatically starts the linkage between ScanSnap Manager and Cardiris.  
For details about automatic linkage, refer to ["Automatic Linkage with Applications"](#) (page 255).



- You cannot start scanning when the Quick Menu is displayed. Either select an icon from the Quick Menu and finish the process, or close the Quick Menu before you perform the next scan.
- Do not move, delete, or rename the scanned image in other applications when the Quick Menu is displayed.



## ■ Without Using the Quick Menu

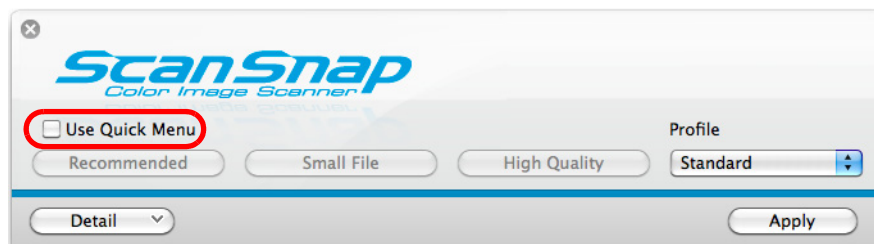
The following explains the procedure for scanning without using the Quick Menu.

### 1. Select [Settings] from the ScanSnap Manager menu.

For details about the ScanSnap Manager menu, refer to ["ScanSnap Manager Menu"](#) (page 224).

⇒ The ScanSnap setup window appears.

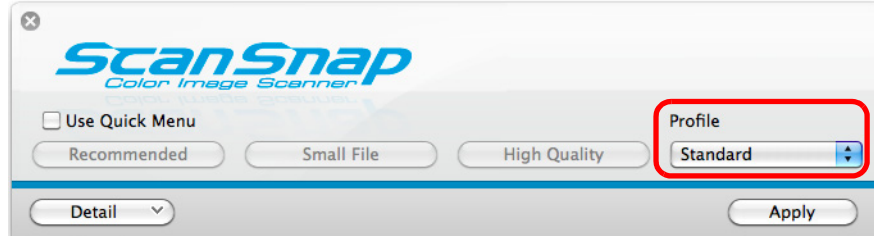
### 2. Clear the [Use Quick Menu] checkbox.



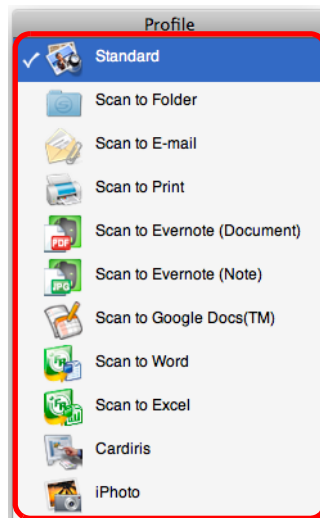
### 3. Select a profile.

Select a profile from either of the following:

- [Profile] pop-up menu in the ScanSnap setup window



- Profile menu



### 4. Load the document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents"](#) (page 30).

## 5. Press the [Scan/Stop] button on the ScanSnap to start scanning.

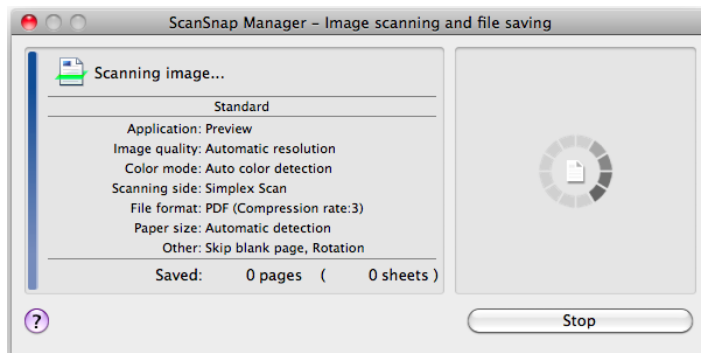


You can also start scanning from the ScanSnap Manager menu.  
For details, refer to "[ScanSnap Manager Menu](#)" (page 224).

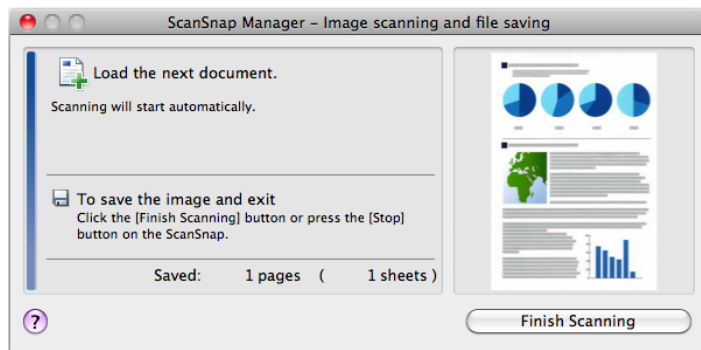


- Do not connect and disconnect the ScanSnap and other USB devices during scanning.
- Do not close the feed guide during scanning.
- Do not switch users during scanning.

⇒ The [ScanSnap Manager - Image scanning and file saving] window appears.



⇒ The [ScanSnap Manager - Image scanning and file saving] window then shows a new message indicating that the ScanSnap is ready for the next scan.



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

## 6. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ The application specified for the selected profile starts up.



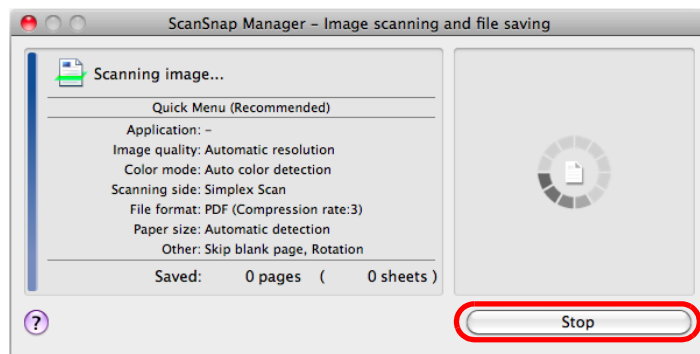
- You can also finish scanning by clicking the [Finish Scanning] button in the [ScanSnap Manager - Image scanning and file saving] window.
- The [Scan/Stop] button on the ScanSnap flashes in blue throughout the scan.
- To select an application to link with ScanSnap Manager in the Quick Menu after scanning is completed, refer to ["Using the Quick Menu" \(page 228\)](#).
- When the [Set the marked text as a keyword for the PDF file] checkbox or the [Convert to Searchable PDF] checkbox is selected in the [File option] tab, the application starts after text recognition has been performed on the scanned image.  
A window showing the text recognition progress appears during text recognition process.
- By default, documents are scanned with the following settings: [Image quality: Automatic resolution] and [Color mode: Auto color detection].  
For details about how to change scan settings, refer to ["How to Configure Scan Settings" \(page 242\)](#).
- The application that starts up after scanning varies depending on what is selected in the [Application] tab in the ScanSnap setup window. For details, refer to the ScanSnap Manager Help.
- The output image may slightly differ from the original document in size.
- When Cardiris is active (Cardiris menu appears in the menu), scanning business cards by pressing the [Scan/Stop] button on the ScanSnap automatically starts the linkage between ScanSnap Manager and Cardiris.  
For details about automatic linkage, refer to ["Automatic Linkage with Applications" \(page 255\)](#).

## ■ Stopping the Scan

You can stop a scan in progress in case you are scanning a wrong document or the wrong side of a document.

Stop the scan in the following procedure:

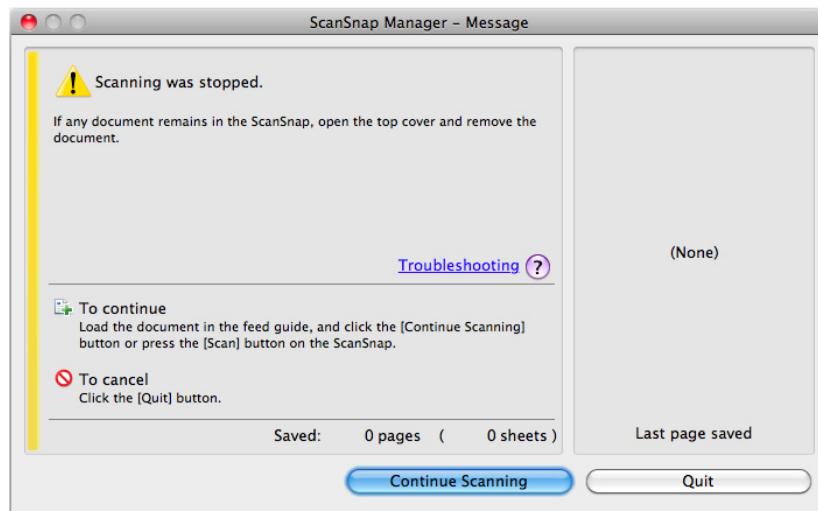
1. Click the [Stop] button in the [ScanSnap Manager - Image scanning and file saving] window which appears during scanning.



You can also stop the scan during scanning by pressing the [Scan/Stop] button on the ScanSnap.

Remove the document from the ScanSnap after stopping the scan. For details about how to remove documents, refer to "Troubleshooting" in the ScanSnap Manager Help.

⇒ The following message appears when the scanning stops.



2. Click the [Quit] button.

To continue scanning, click the [Continue Scanning] button or press the [Scan/Stop] button on the ScanSnap after loading another document in the ScanSnap.

## ■ Finishing ScanSnap Operation

### Exiting ScanSnap Manager

Select [Quit] from the ScanSnap Manager menu.

Normally, you do not have to exit ScanSnap Manager.





You cannot use the ScanSnap after exiting ScanSnap Manager.

Select [Applications] → [ScanSnap] → [ScanSnap Manager] from Finder to start up ScanSnap Manager when you want to use the ScanSnap.

### Disconnecting the ScanSnap

#### 1. Close the feed guide to turn off the ScanSnap.

⇒ The ScanSnap Manager icon in the Dock changes from  to .

#### 2. Disconnect the USB cable from your computer.



The ScanSnap does not have a power switch and is turned ON/OFF in conjunction with the computer's power. The ScanSnap can also be automatically turned ON/OFF by opening or closing the feed guide.

# Configuring ScanSnap Manager

This section explains how to set scan settings, how to add, change and delete profiles, automatic linkage with applications and windows displayed during scanning.

## ■ Quick Menu Settings

You can specify which applications to display or hide in the Quick Menu, as well as change the display order of the applications in the following procedure.

### 1. Click in the Quick Menu.

For details about how to display the Quick Menu, refer to ["Using the Quick Menu" \(page 228\)](#).



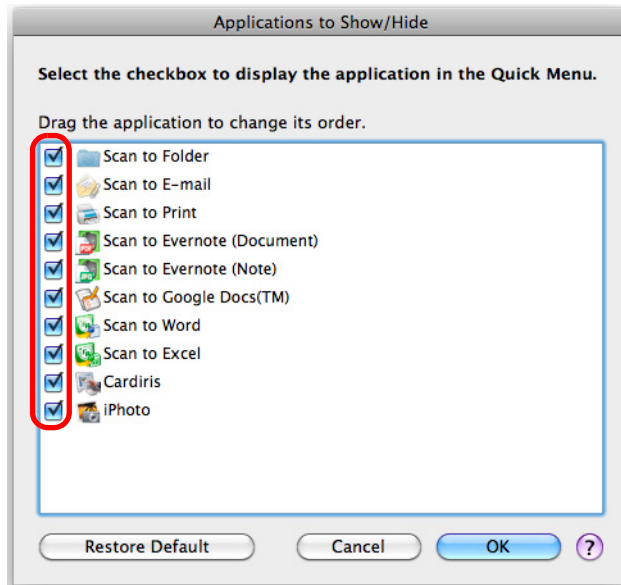
⇒ The [Applications to Show/Hide] window appears.

## 2. Specify which applications to display in the Quick Menu.

### ●Showing or Hiding Application Icons

Select the checkbox to display the application in the Quick Menu.

To display all the applications in the Quick Menu, click the [Restore Default] button.

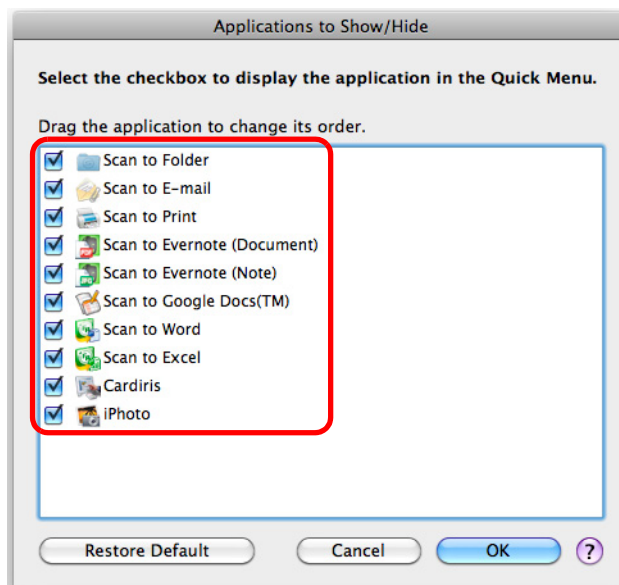


### ●Display Order of Applications

Application icons are displayed in the Quick Menu in the same order as they are listed in the [Applications to Show/Hide] window.

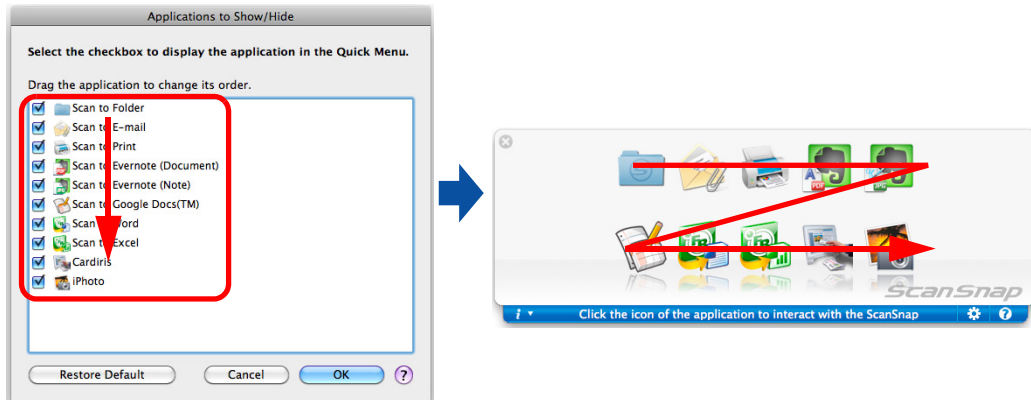
Drag an application to change its order.

To restore the default display order of the applications displayed in the Quick Menu, click the [Restore Default] button.





The applications are displayed in the order shown below in the Quick Menu and in the [Applications to Show/Hide] window.



### 3. Click the [OK] button to close the [Applications to Hide/Show] window.

⇒ The applications to be displayed in the Quick Menu and their display order are set.

## ■ How to Configure Scan Settings

You can configure scan settings in the ScanSnap setup window depending on your intended use.

Configure the scan settings in the following procedure.

### 1. Select [Settings] from the ScanSnap setup window.

Select [Settings] from the ScanSnap Manager menu.

For details about the ScanSnap Manager menu, refer to ["ScanSnap Manager Menu" \(page 224\)](#).

⇒ The ScanSnap setup window appears.

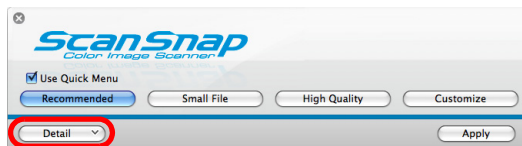


You can also open the ScanSnap setup window by pressing simultaneously the [command (⌘)] and [S] keys on the keyboard. This operation is only enabled when ScanSnap Manager is active (when "ScanSnap Manager" is displayed in the menu bar).

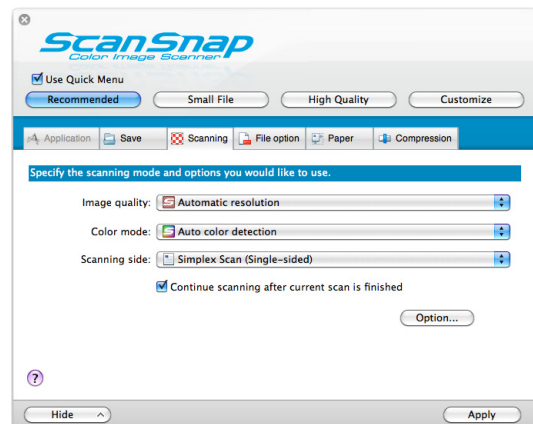
### 2. Click the [Detail] button to switch to the detail view mode.

#### ●Using the Quick Menu

Outline view

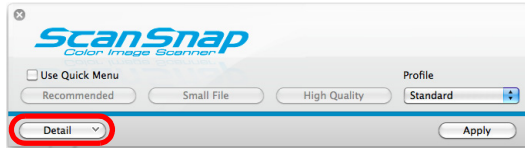


Detail view

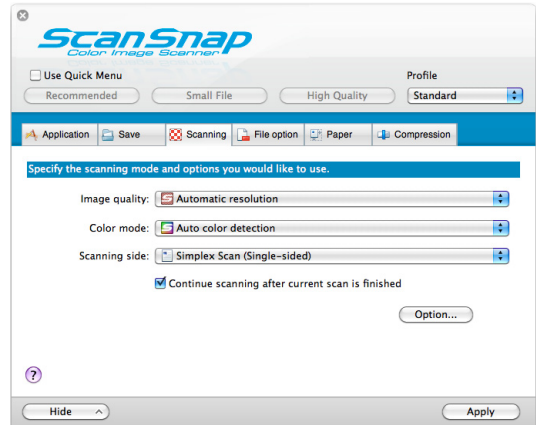


● Without Using the Quick Menu

Outline view

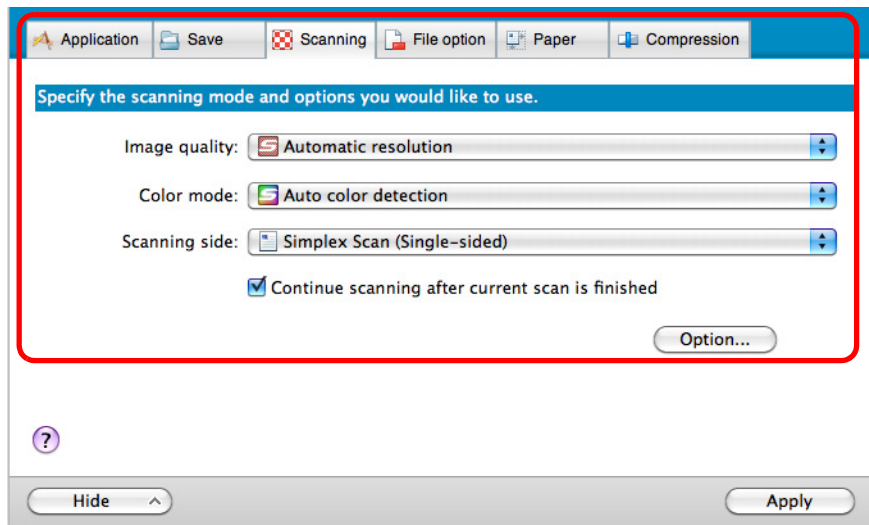


Detail view



The ScanSnap setup window retains the display status from the last time the ScanSnap was used. For example, if it was closed in detail view mode, the window is displayed in detail view mode next time you open it.

**3. Set the scan settings in each tab.**



The following items can be configured in each tab:

For details, refer to the ScanSnap Manager Help.

- [Application] tab
  - Application to be used with the ScanSnap
- [Save] tab
  - Folder in which scanned image is saved
  - File name used for saving the scanned image

- [Scanning] tab
  - Scanning  
(Which image quality to scan with, use color, gray or black & white, enable or disable [Setting for text only document], [Allow automatic blank page removal], [Correct skewed character strings automatically], [Allow automatic image rotation], and [Continue scanning after current scan is finished].)
- [File option] tab
  - File format of the scanned image (\*.pdf, \*.jpg)
  - Whether to perform text recognition on a marked character string in the scanned image and add the character string as a keyword for the PDF file  
(Whether to perform text recognition only on the character strings in the first marked section or all marked sections to be added as keywords, and in which language to perform text recognition.)
  - Whether to perform text recognition on character strings in the scanned image to convert the file to a searchable PDF file  
(Whether to convert the first page only or all pages, and in which language to perform text recognition.)
  - Whether to create separate PDF files  
(Whether to include all scanned images in a single PDF file, or create PDF files, each of which including a preset number of pages)
- [Paper] tab
  - Paper size of documents (paper size selection)
- [Compression] tab
  - File size of the scanned image (compression rate)



Scan settings vary depending on whether or not you use the Quick Menu. For details about items that can be set, refer to ["Setting Items With/Without the Quick Menu" \(page 376\)](#).

### 4. Click the [Apply] button.

- ⇒ When you use the Quick Menu, scan settings for the [Customize] button are changed.
- ⇒ When you do not use the Quick Menu, scan settings for the currently selected profile are changed.



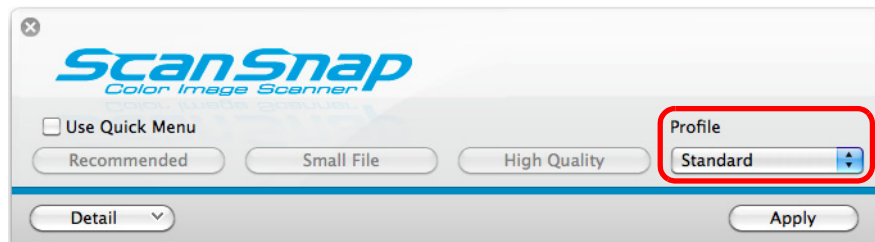
If you press the [Scan/Stop] button on the ScanSnap while the ScanSnap setup window is displayed, the ScanSnap setup window closes and scanning starts. Scan setting changes made up to this point are saved and documents are scanned by these settings. Note that when other windows are open, scanning does not start even if you press the [Scan/Stop] button on the ScanSnap unless open windows are closed.

## ■ Profile Management

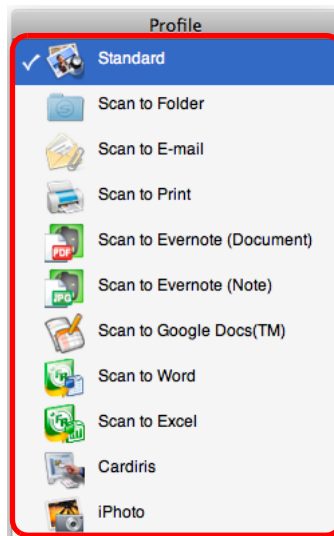
You can manage up to 20 profiles.

You can select a profile in the [Profile] pop-up menu in the ScanSnap setup window or from the Profile menu.

- [Profile] pop-up menu



- Profile menu



Once the frequently used scan settings are saved as profiles, you do not have to open the ScanSnap setup window to change scan settings every time you perform scanning. You can easily switch to an appropriate profile you want by just selecting it.

For details about how to add, change or delete profiles, refer to the following:


- To add new profiles (→ [page 246](#))
- To change scan settings for profiles (→ [page 249](#))
- To rename profiles (→ [page 251](#))
- To delete profiles (→ [page 253](#))

## Adding Profiles

### 1. Select [Settings] from the ScanSnap Manager menu.

For details about the ScanSnap Manager menu, refer to ["ScanSnap Manager Menu"](#) (page 224).

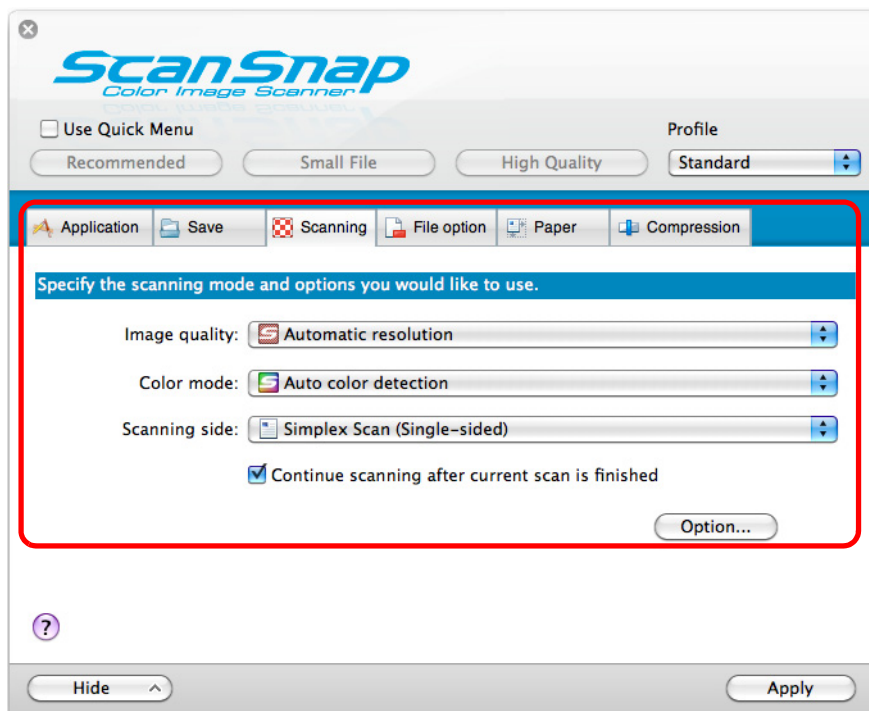
⇒ The ScanSnap setup window appears.



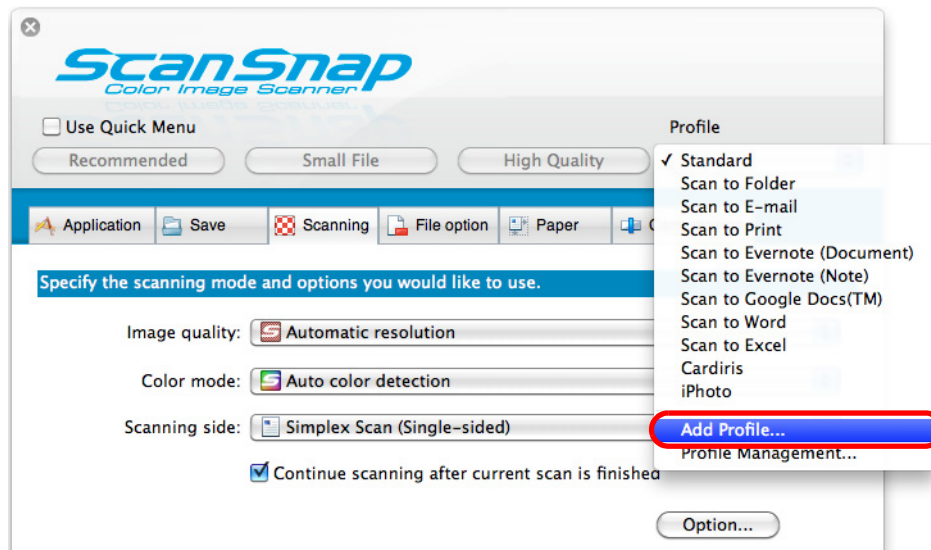
Clear the [Use Quick Menu] checkbox if it is selected.

### 2. Configure the scan settings in each tab.

For details about each tab, refer to the ScanSnap Manager Help.

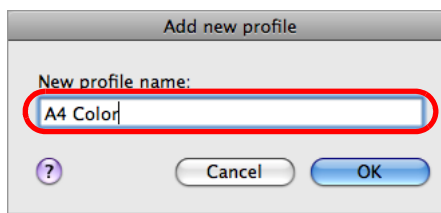


**3. Select [Add Profile] from the [Profile] pop-up menu.**

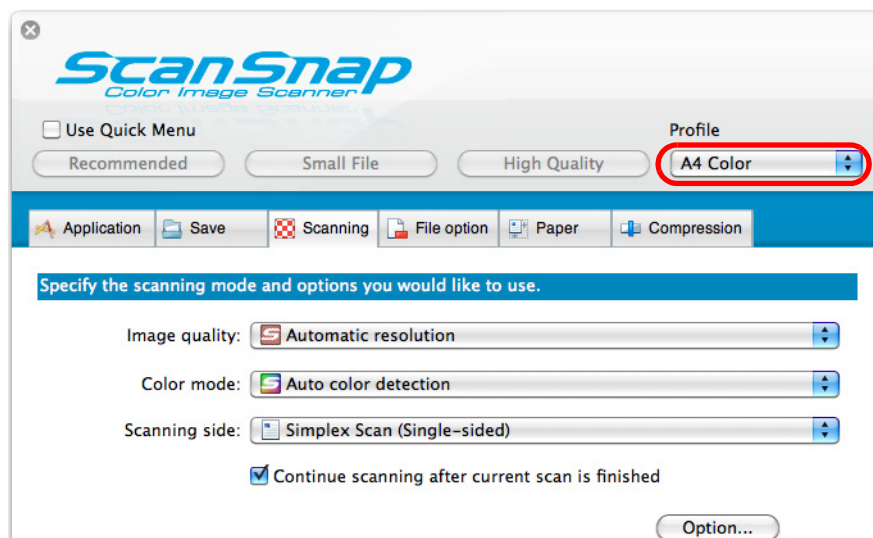


⇒ The [Add new profile] window appears.

**4. Type in a new profile name and click the [OK] button.**



⇒ The added profile appears in the [Profile] pop-up menu in the ScanSnap setup window.

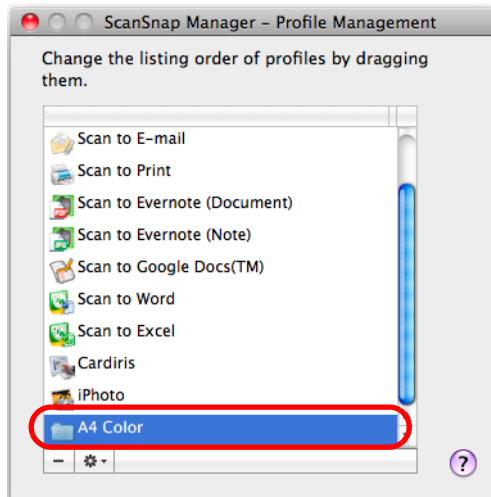


**5. Click the [Apply] button.**

**6. Click the [X] button in the upper left corner to close the ScanSnap setup window.**



- Up to 20 profiles can be saved including the [Standard] profile.
- You can change the display order of profiles except for the [Standard] profile.
  1. Select [Profile Management] from the ScanSnap Manager menu or from the [Profile] pop-up menu in the ScanSnap setup window.
    - ⇒ The [ScanSnap Manager - Profile Management] window appears.
  2. Drag the profile to move it to its desired position in the list.



3. Click the [Close] button to close the [ScanSnap Manager - Profile Management] window.



## Changing Profile Settings

### 1. Select [Settings] from the ScanSnap Manager menu.

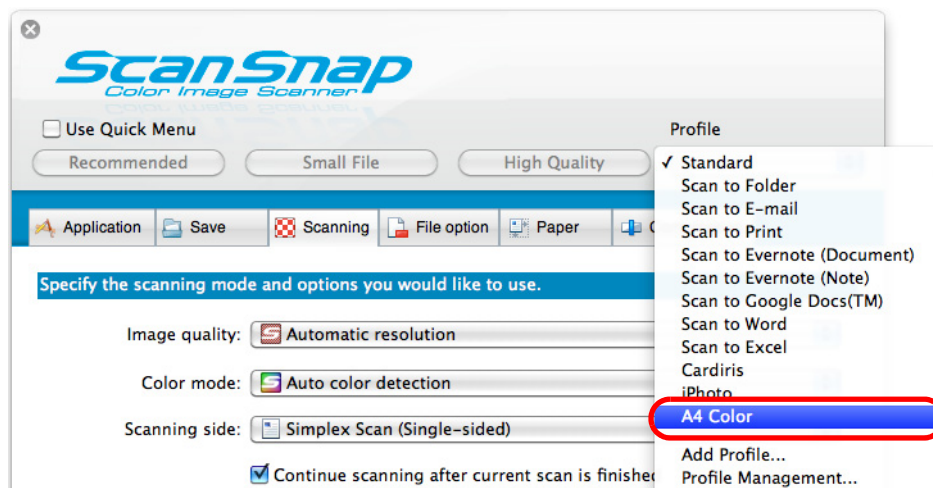
For details about the ScanSnap Manager menu, refer to ["ScanSnap Manager Menu"](#) (page 224).

⇒ The ScanSnap setup window appears.



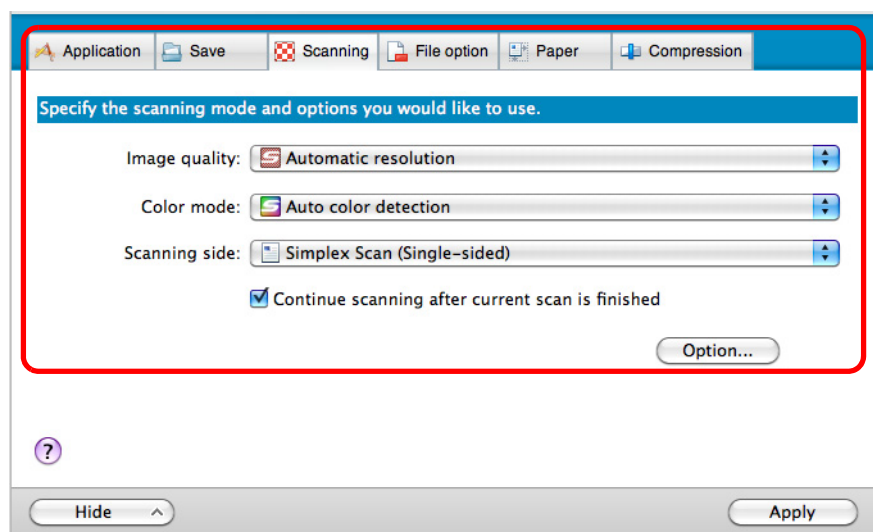
Clear the [Use Quick Menu] checkbox if it is selected.


### 2. Select a profile from the [Profile] pop-up menu.



### 3. Change the scan settings in each tab.

For details about each tab, refer to the ScanSnap Manager Help.



- 4.** When you finish changing the settings for the selected profile, click the [Apply] button.
- 5.** Click the [] button in the upper left corner to close the ScanSnap setup window.

## Renaming Profiles

### 1. Select [Profile Management] from the ScanSnap Manager menu.

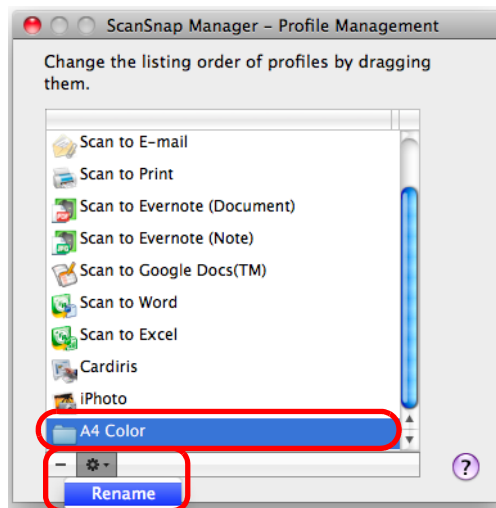
For details about the ScanSnap Manager menu, refer to ["ScanSnap Manager Menu"](#) (page 224).

⇒ The [ScanSnap Manager - Profile Management] window appears.



- If you cannot select [Profile Management] in the ScanSnap Manager menu, clear the [Use Quick Menu] checkbox in the ScanSnap setup window.
- You can also display the [Profile Management] window by selecting [Profile Management] from the [Profile] pop-up menu in the ScanSnap setup window.

### 2. Select a profile, click the [ ] button in the lower left corner, and select [Rename].

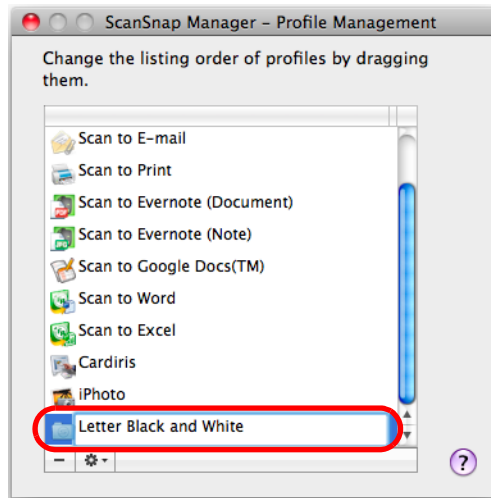


⇒ The name field of the profile becomes editable.



The [Standard] profile cannot be renamed.

**3. Type in a new name.**



⇒ The profile is renamed.

**4. Click the [●] button to close the [ScanSnap Manager - Profile Management] window.**

⇒ A message window appears.

**5. Click the [Apply] button.**



## Deleting Profiles

### 1. Select [Profile Management] from the ScanSnap Manager menu.

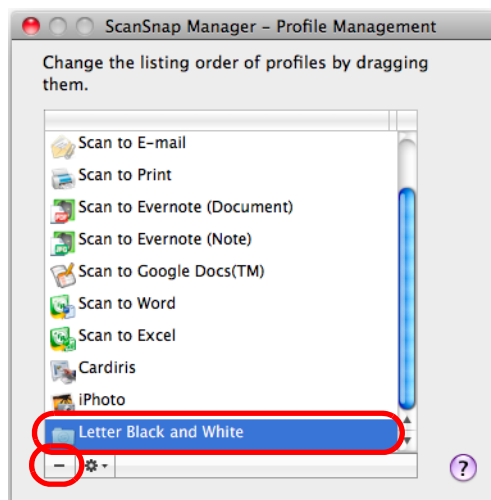
For details about the ScanSnap Manager menu, refer to ["ScanSnap Manager Menu" \(page 224\)](#).

⇒ The [ScanSnap Manager - Profile Management] window appears.



- If you cannot select [Profile Management] in the ScanSnap Manager menu, clear the [Use Quick Menu] checkbox in the ScanSnap setup window.
- You can also display the [Profile Management] window by selecting [Profile Management] from the [Profile] pop-up menu in the ScanSnap setup window.

### 2. Select a profile and click the [ - ] button.



The [Standard] profile cannot be deleted.

⇒ The selected profile is deleted.

### 3. Click the [ ● ] button to close the [ScanSnap Manager - Profile Management] window.

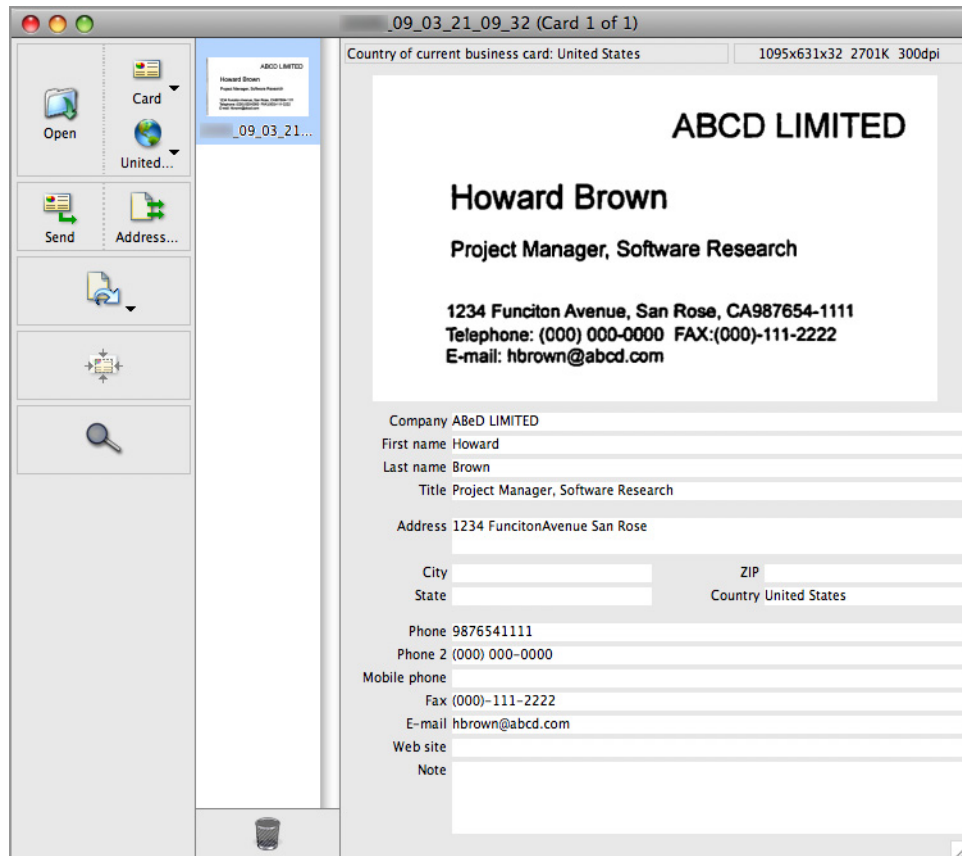
⇒ A message window appears.

**4. Click the [Apply] button.**



## ■ Automatic Linkage with Applications

When Cardiris is active (Cardiris menu appears in the menu bar), scanning business cards by pressing the [Scan/Stop] button on the ScanSnap automatically starts the linkage between ScanSnap Manager and Cardiris even when the Quick Menu is enabled. The scanned card image is displayed in Cardiris when automatic linkage is established.



## ■ Showing the Scanning Progress

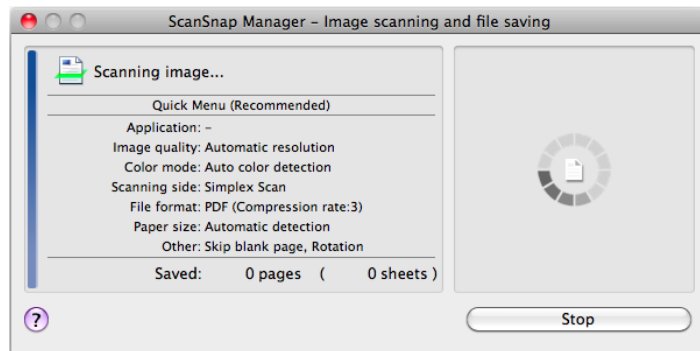
When scanning starts, the [ScanSnap Manager - Image scanning and file saving] window appears.

The [ScanSnap Manager - Image scanning and file saving] window consists of the following:

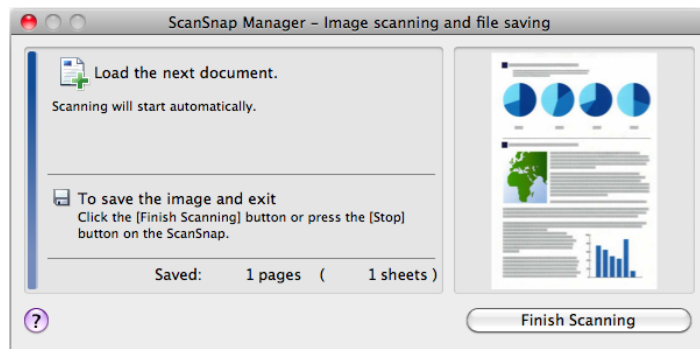
- Scan status
- Scan settings
- Save completed
- Preview

Also, note that you can stop scanning by clicking the [Stop] button in the [ScanSnap Manager - Image scanning and file saving] window, or by pressing the [Scan/Stop] button on the ScanSnap.

For details about how to stop scanning, refer to ["Stopping the Scan" \(page 237\)](#).



The following message appears in the [ScanSnap Manager - Image scanning and file saving] window after the document has been scanned. Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.



The [ScanSnap Manager - Image scanning and file saving] window closes when you press the [Scan/Stop] button on the ScanSnap or when you click the [Finish Scanning] button.



When the [Continue scanning after current scan is finished] checkbox in the [Scanning] tab in the ScanSnap setup window is cleared, the [ScanSnap Manager - Image scanning and file saving] window automatically closes after saving the scanned image.



## Hiding the Scanning Progress Status

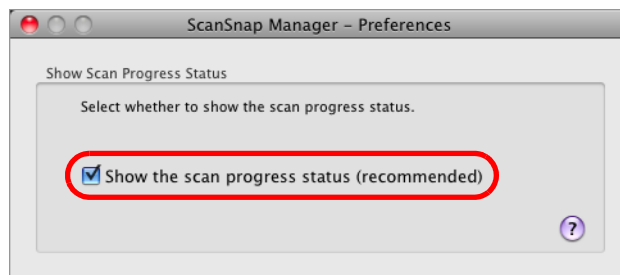
You can hide the [ScanSnap Manager - Image scanning and file saving] window in the following procedure.

### 1. Select [Help] → [Preferences] from the ScanSnap Manager menu.

For details about the ScanSnap Manager menu, refer to ["ScanSnap Manager Menu" \(page 224\)](#).

⇒ The [ScanSnap Manager - Preferences] window appears.


### 2. Clear the [Show the scan progress status (recommended)] checkbox.



### 3. Click the [●] button in the upper left corner to close the [ScanSnap Manager - Preferences] window.

⇒ The [ScanSnap Manager - Image scanning and file saving] window is hidden from next scanning on.



When the scanning progress status window is not displayed, the current number of pages saved is indicated on the ScanSnap Manager icon  in the Dock.



# Actions

---

The ScanSnap keeps the functions useful in your office work available as Actions.

Actions allow you to:

- **Share the scanned document files with others.**

You can save the scanned image directly in a shared folder on a network upon scanning, share the scanned image with others and inform them of the destination folder path by an e-mail message automatically created with the path stated.

- **Send document files to participants of a meeting via e-mail.**

Send an e-mail message to others with the scanned image file attached.

- **Use a printer rather than a copy machine to make copies of documents.**

Print the scanned image with a printer.

- **Quote text from your paper documents when you do not want to type it.**

Have the scanned image text recognized and converted into a Word or Excel document.

- **File and organize a large number of business cards.**

Store and manage business cards in Cardiris.

- **Convert catalogs and pamphlets into digital data and save them.**

Store and manage scanned images of catalogs and pamphlets directly in iPhoto.

- **Manage scanned documents through linkage with Evernote.**

Save PDF files in Evernote and access them easily anytime, anywhere.

- **Manage handwritten notes through linkage with Evernote.**

Save JPEG files in Evernote and access them easily anytime, anywhere.

- **Manage scanned documents through linkage with Google Docs.**

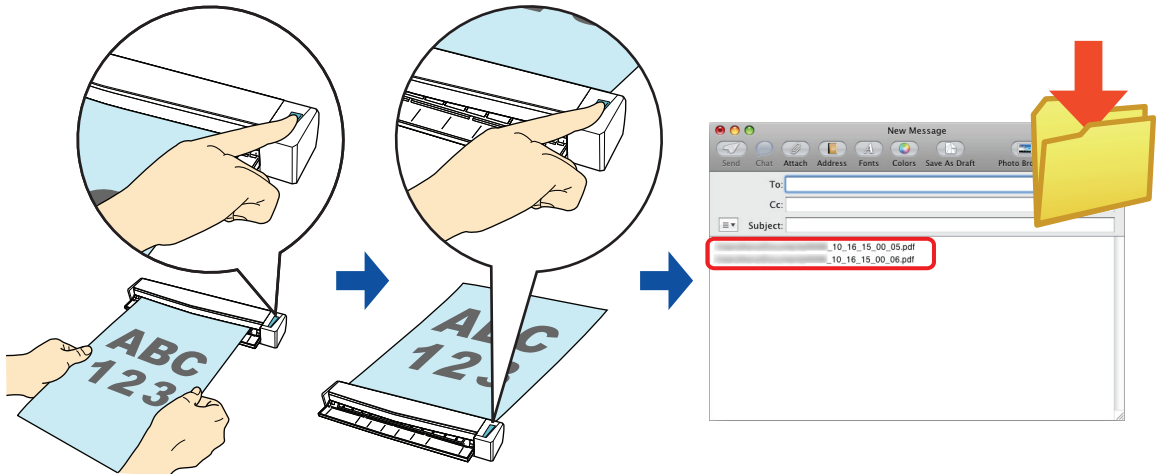
Save PDF files in Google Docs and access them easily anytime, anywhere.

The following are explanations on how to use Actions.

## ■ Saving Data in a Specified Folder

This section explains how to save the scanned image file in a specified folder.

You can save the scanned image file in a shared folder on the network and share it with others. In addition, you can inform others of the destination folder path by an e-mail message automatically created with the path stated.



The e-mail program configured in Mail when you select [Mail] menu → [Preferences] → [General] button → [Default email reader] is used as the e-mail program to link with ScanSnap Manager. The following e-mail programs are supported:

- Mail
- Entourage 2004 for Mac
- Entourage 2008 for Mac

For details about the procedure to scan and save the scanned image in a specified folder using or without using the Quick Menu, refer to the following:

- Using the Quick Menu (→ [page 260](#))
- Without Using the Quick Menu (→ [page 263](#))

## Using the Quick Menu



To use the Quick Menu, you need to select the [Use Quick Menu] checkbox in the ScanSnap setup window.

For details about how to perform scanning by using the Quick Menu, refer to ["Using the Quick Menu" \(page 228\)](#)

### 1. Load the document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).

### 2. Press the [Scan/Stop] button on the ScanSnap to start scanning.

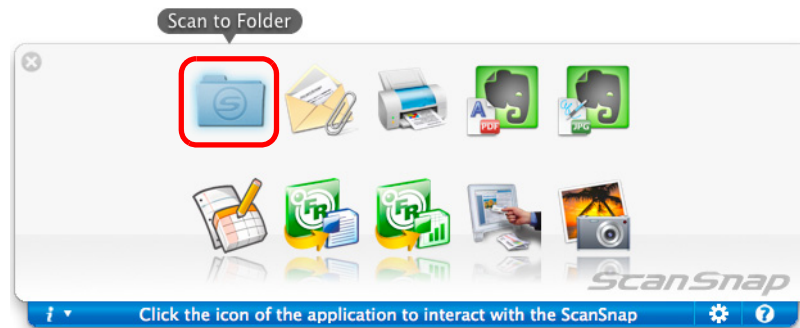


Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

### 3. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ The Quick Menu appears.

### 4. Click the [Scan to Folder] icon.

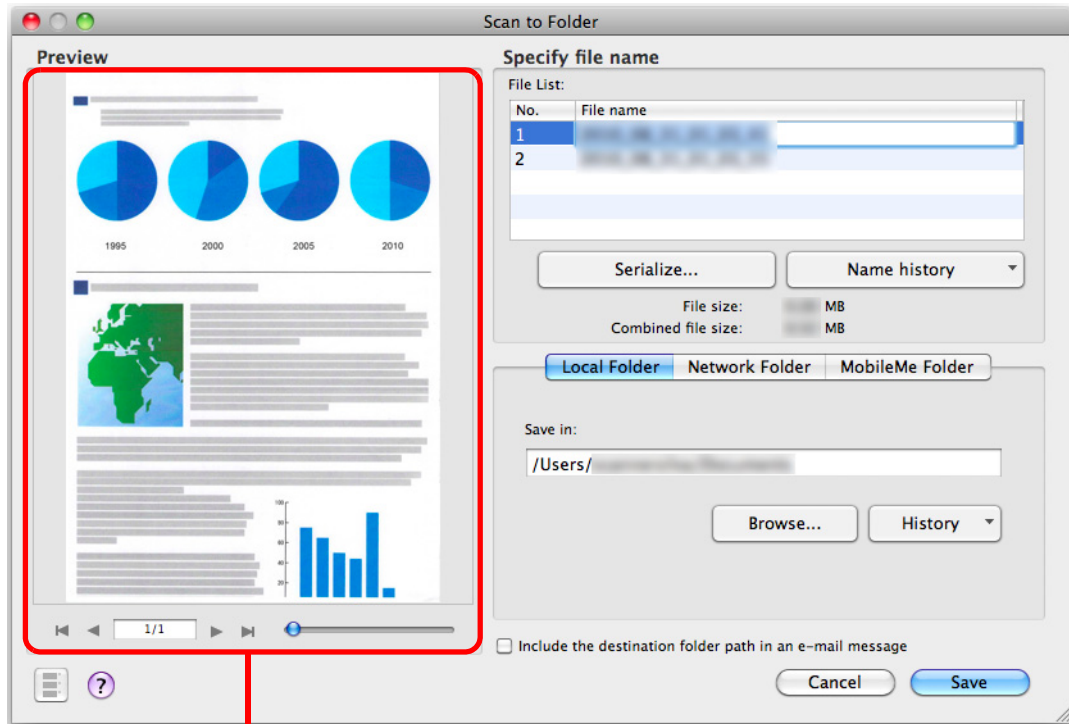


⇒ The [Scan to Folder] window appears.

## 5. Check the scanned image in the preview area.

In the [Scan to Folder] window, you can change files names, destination folders, and specify whether to state a path to a destination folder in an e-mail message to notify others.

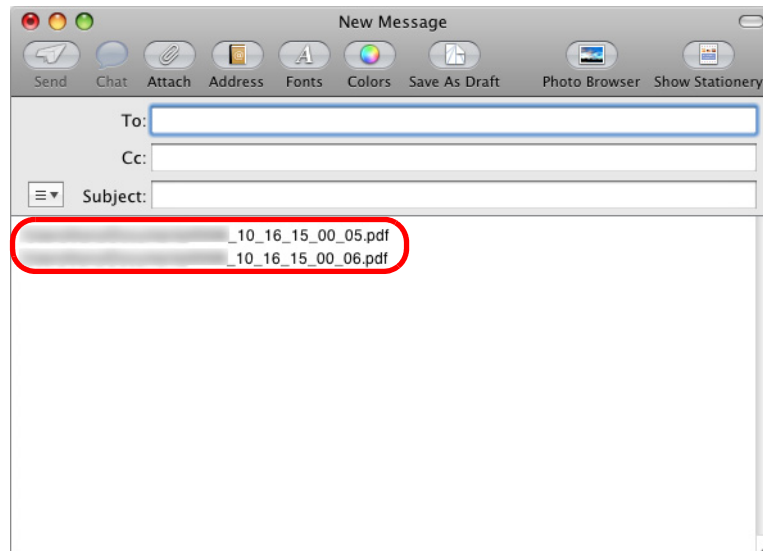
For details about the [Scan to Folder] window, refer to the ScanSnap Manager Help.



Preview

## 6. Click the [Save] button.

- ⇒ The scanned image file is saved in the specified folder.
- ⇒ When you select the [State a path to a destination folder in an E-mail message] checkbox in the [Scan to Folder] window, a new message window appears listing the destination folder path where the file is saved.



- You cannot start scanning after the Quick Menu is displayed and before the [Scan to Folder] window is closed. Close the [Scan to Folder] window before scanning the next document.
- Do not move, delete, or rename scanned image in other applications after the Quick Menu is displayed and before the [Scan to Folder] window is closed.

## Without using the Quick Menu



To disable the Quick Menu, you need to clear the [Use Quick Menu] checkbox in the ScanSnap setup window.

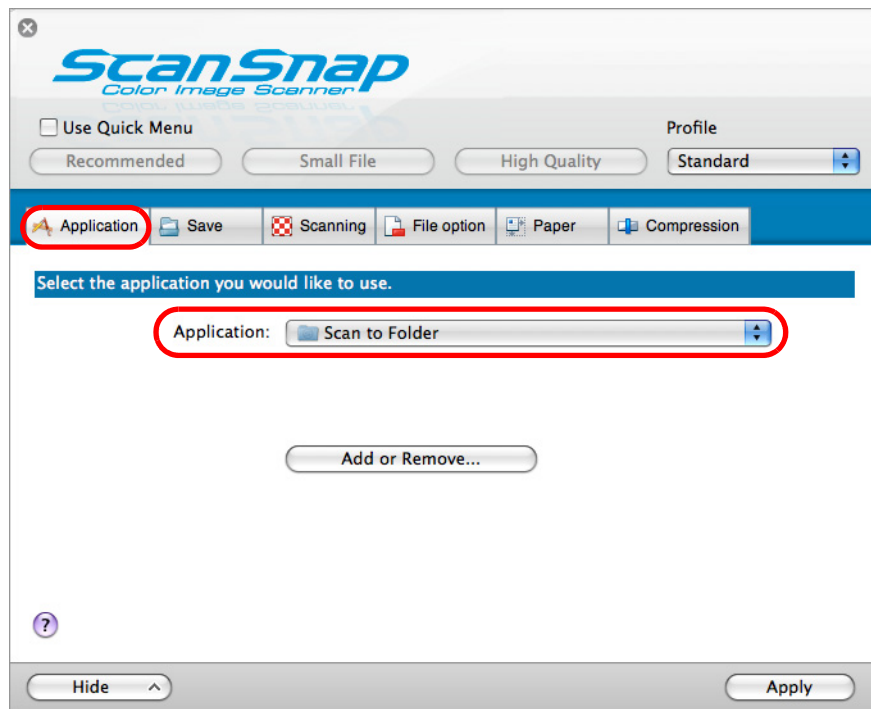
For details about how to perform scanning without using the Quick Menu, refer to ["Without Using the Quick Menu"](#) (page 233).

### 1. Select [Settings] from the ScanSnap Manager menu.

For details about the ScanSnap Manager menu, refer to ["ScanSnap Manager Menu"](#) (page 224).

⇒ The ScanSnap setup window appears.

### 2. In the [Application] pop-up menu in the [Application] tab, select [Scan to Folder].



ScanSnap Manager can also link with [Scan to Folder] when you select:

- [Scan to Folder] from the [Profile] pop-up menu of the ScanSnap setup window
- [Scan to Folder] from the Profile menu

### 3. Click the [Apply] button.

### 4. Click the [X] button in the upper left corner to close the ScanSnap setup window.

## 5. Load the document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents"](#) (page 30).

## 6. Press the [Scan/Stop] button on the ScanSnap to start scanning.



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

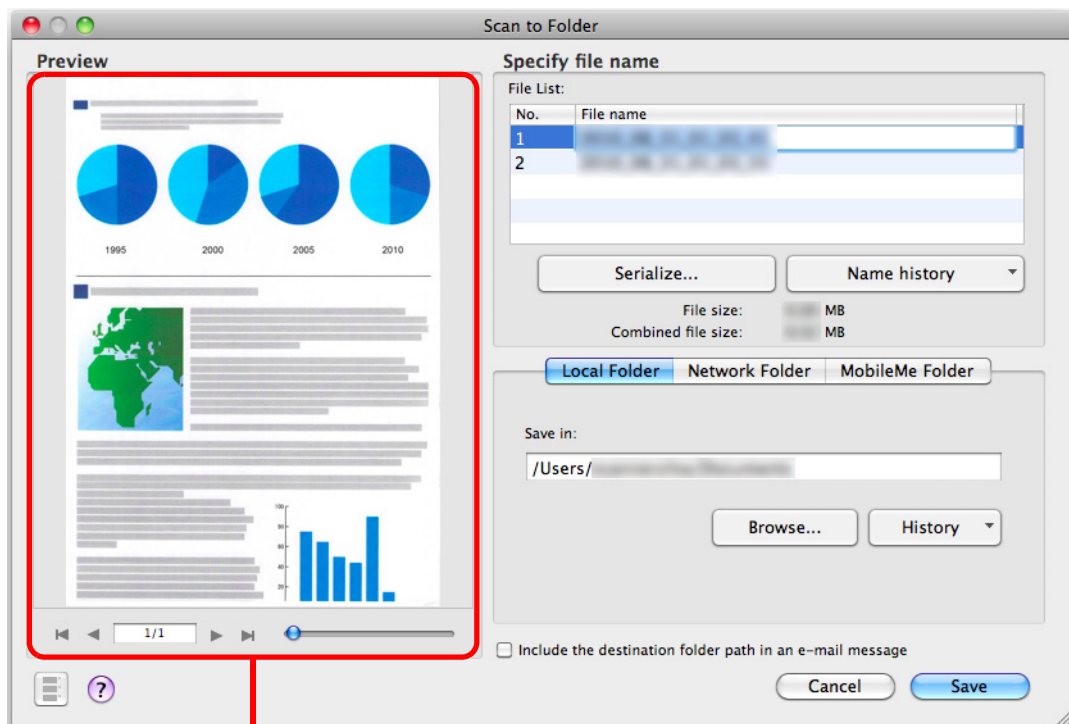
## 7. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ The [Scan to Folder] window appears.

## 8. Check the scanned image in the preview area.

In the [Scan to Folder] window, you can change files names, destination folders, and specify whether to state a path to a destination folder in an e-mail message to notify others.

For details about the [Scan to Folder] window, refer to the ScanSnap Manager Help.

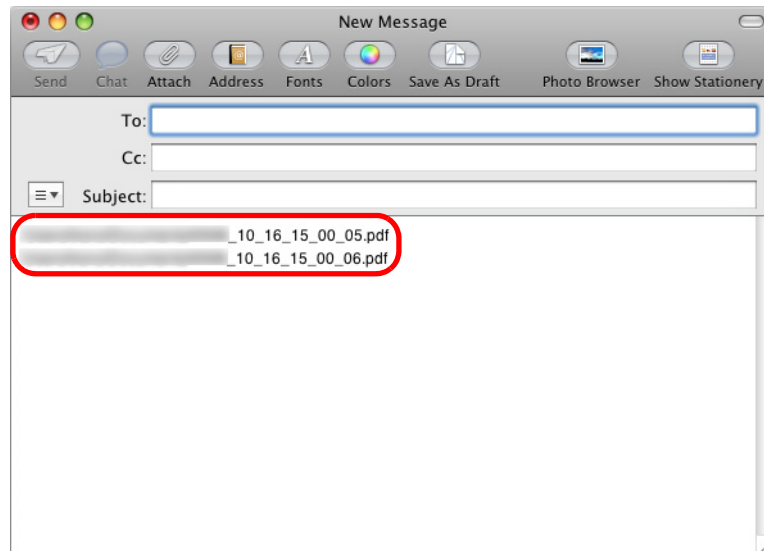


Preview



## 9. Click the [Save] button.

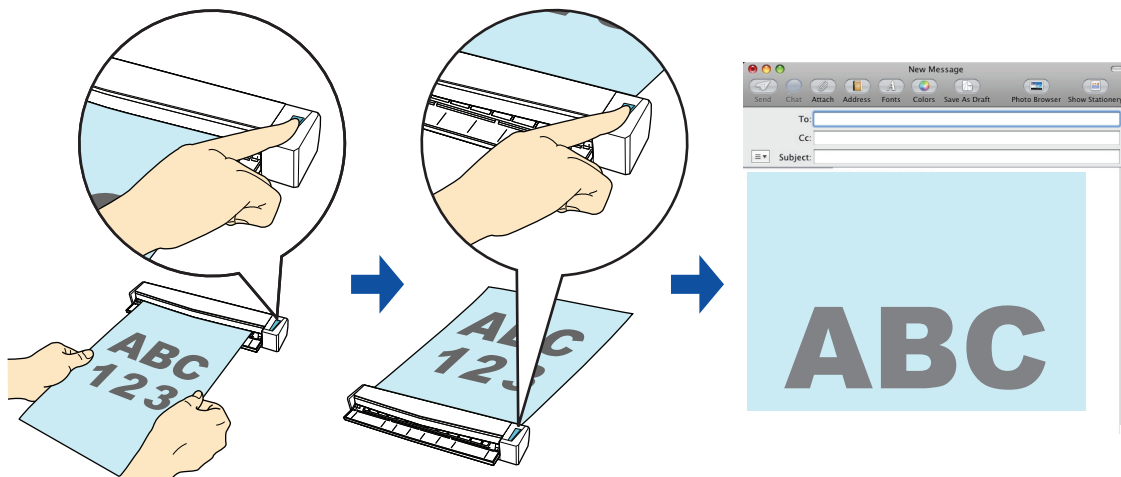
- ⇒ The scanned image file is saved in the specified folder.
- ⇒ When you select the [State a path to a destination folder in an E-mail message] checkbox in the [Scan to Folder] window, a new message window appears listing the destination folder path where the file is saved.



- You cannot start scanning when the [Scan to Folder] window is displayed. Close the [Scan to Folder] window before scanning the next document.
- Do not move, delete or rename the scanned image in other applications when the [Scan to Folder] window is displayed.

## ■ Attaching Files to E-Mail

This section explains how to attach the scanned image file to an e-mail message.



The e-mail program configured in Mail when you select [Mail] menu → [Preferences] → [General] button → [Default email reader] is used as the e-mail program to link with ScanSnap Manager.

The following e-mail programs are supported:

- Mail
- Entourage 2004 for Mac
- Entourage 2008 for Mac

For details about the procedure to scan and attach the scanned image to an e-mail message using or without using the Quick Menu, refer to the following:

- Using the Quick Menu (→ [page 267](#))
- Without Using the Quick Menu (→ [page 271](#))

## Using the Quick Menu



To use the Quick Menu, you need to select the [Use Quick Menu] checkbox in the ScanSnap setup window.

For details about how to perform scanning using the Quick Menu, refer to ["Using the Quick Menu" \(page 228\)](#).

### 1. Load the document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).



Up to ten files can be attached to an e-mail message.

When you scan more than one document with the scan settings shown below, multiple files are created. Pay attention to the number of documents to scan:

- File format: JPEG (\*.jpg)
- [Generate one PDF file per (n) page(s)] checkbox is selected

### 2. Press the [Scan/Stop] button on the ScanSnap to start scanning.



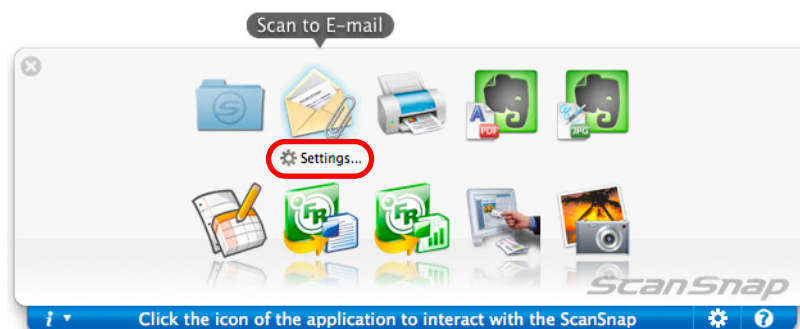
Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

### 3. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ The Quick Menu appears.

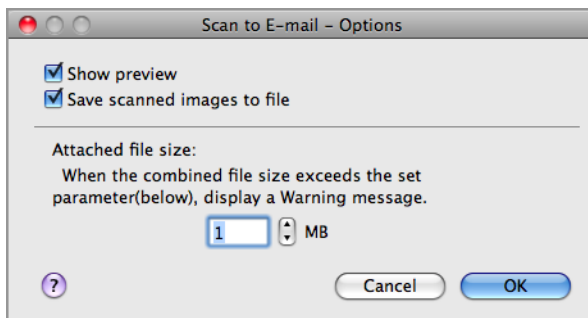
### 4. Change settings for the [Scan to E-mail] (If you do not want to change any settings, go to step 5.).

1. Click [Settings] under the [Scan to E-mail] icon.



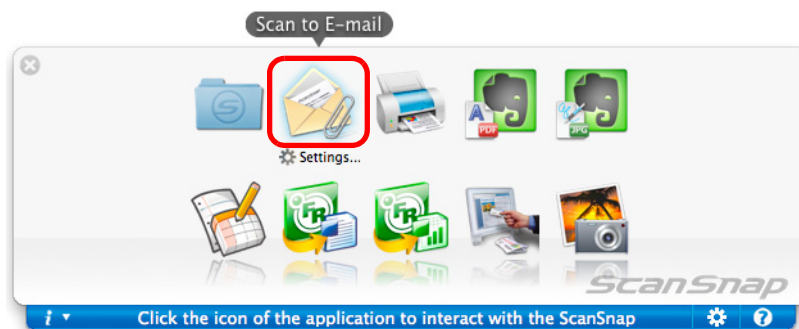
⇒ The [Scan to E-mail - Options] window appears.

2. Change the settings.  
For details about the [Scan to E-mail - Options] window, refer to the ScanSnap Manager Help.



3. Click the [OK] button to close the [Scan to E-mail - Options] window.

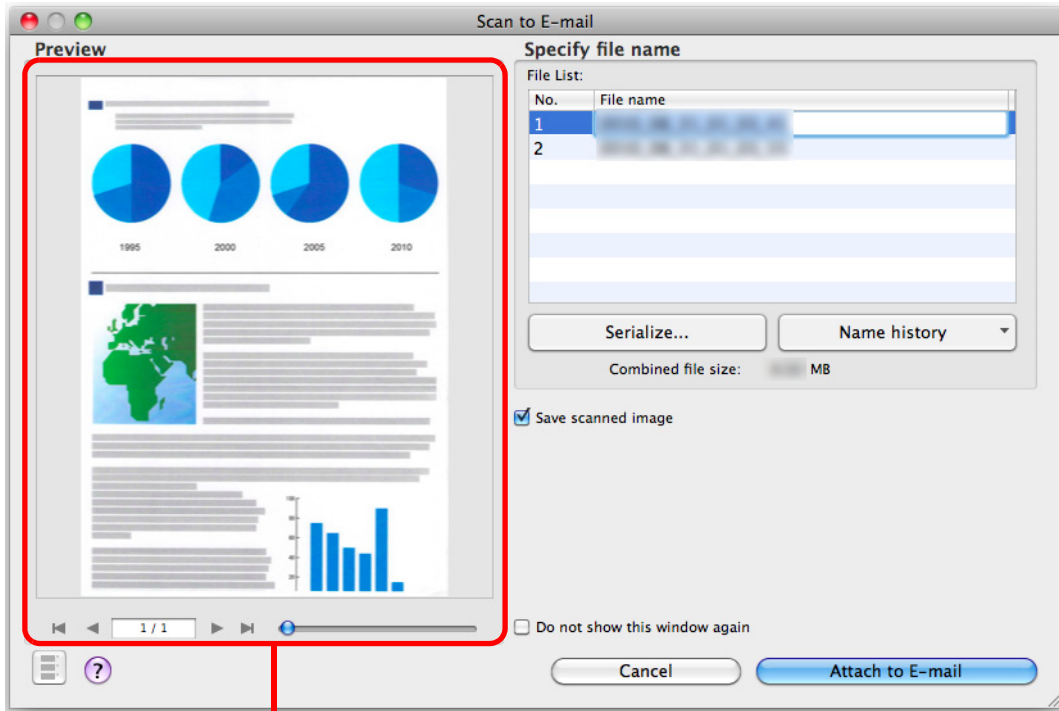
## 5. Click the [Scan to E-mail] icon.



- ⇒ The [Scan to E-mail] window appears.
- If you clear the [Show preview] checkbox of the [Scan to E-mail - Options] window in step 4., the [Scan to E-mail] window is not displayed. Instead, a new message window appears with the file(s) attached.

## 6. Check the scanned image in the preview area.

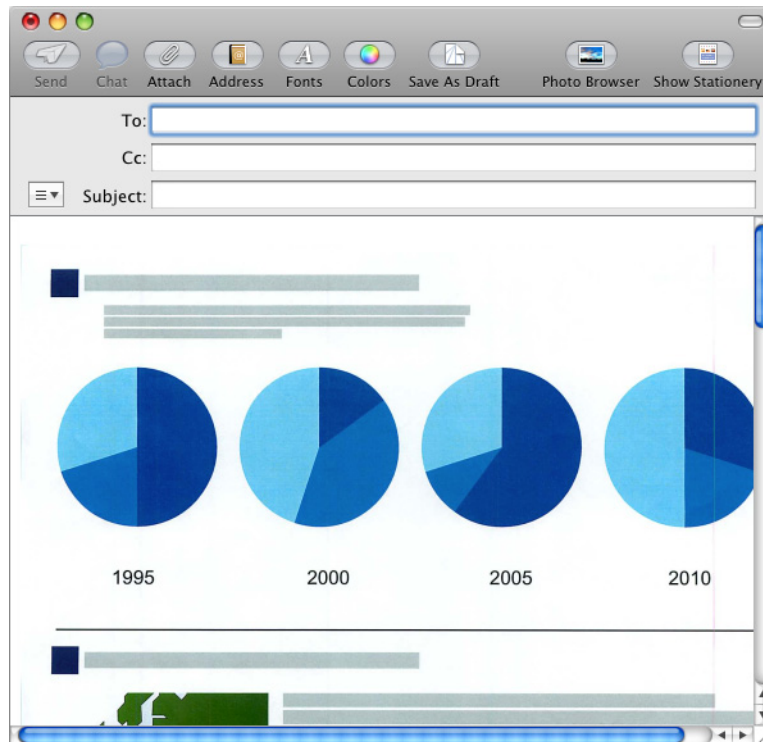
In the [Scan to E-mail] window, you can rename the file and decide whether to save the scanned image in the folder specified for [Image saving folder] after sending it by e-mail. For details about the [Scan to E-mail] window, refer to the ScanSnap Manager Help.



Preview

## 7. Click the [Attach to E-mail] button.

⇒ An e-mail message window appears with the file attached.



- You cannot start scanning after the Quick Menu is displayed and before the [Scan to E-mail] window is closed. Close the [Scan to E-mail] window before scanning the next document.
- Do not move, delete, or rename scanned image in other applications after the Quick Menu is displayed and before the [Scan to E-mail] window is closed.

## Without using the Quick Menu



To disable the Quick Menu, you need to clear the [Use Quick Menu] checkbox in the ScanSnap setup window.

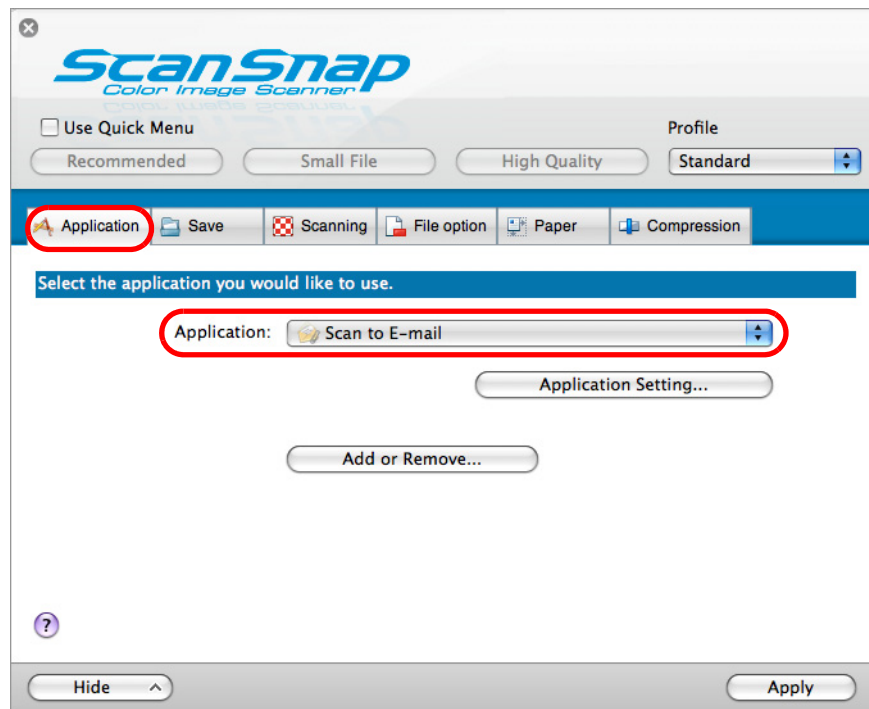
For details about how to perform scanning without using the Quick Menu, refer to ["Without Using the Quick Menu" \(page 233\)](#).

### 1. Select [Settings] from the ScanSnap Manager menu.

For details about the ScanSnap Manager menu, refer to ["ScanSnap Manager Menu" \(page 224\)](#).

⇒ The ScanSnap setup window appears.

### 2. In the [Application] pop-up menu in the [Application] tab, select [Scan to E-mail].

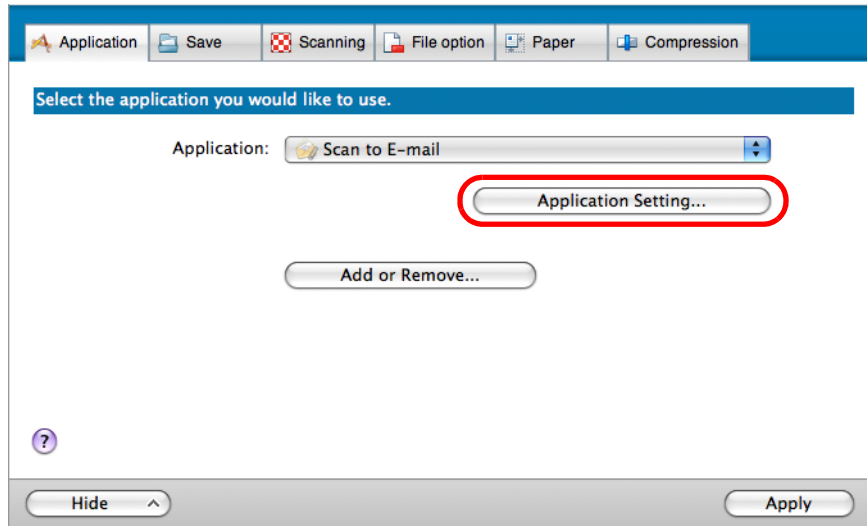


ScanSnap Manager can also link with [Scan to E-mail] when you select:

- [Scan to E-mail] from the [Profile] pop-up menu of the ScanSnap setup window
- [Scan to E-mail] from the Profile menu

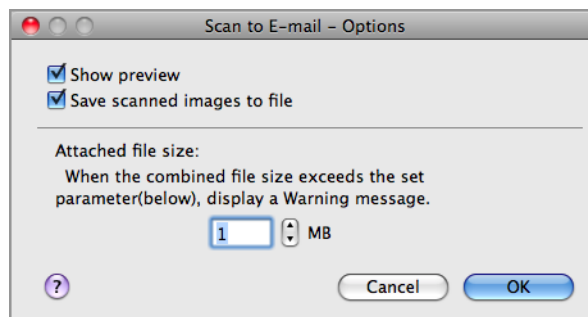
### 3. Change settings for the [Scan to E-mail] (If you do not want to change any settings, go to step 4.).

1. Click the [Application Setting] button.



⇒ The [Scan to E-mail - Options] window appears.

2. Change the settings.  
For details about the [Scan to E-mail - Options] window, refer to the ScanSnap Manager Help.



3. Click the [OK] button to close the [Scan to E-mail - Options] window.

### 4. Click the [Apply] button in the ScanSnap setup window.

### 5. Click the [✕] button in the upper left corner to close the ScanSnap setup window.



## 6. Load the document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents"](#) (page 30).



Up to ten files can be attached to an e-mail message.

When you scan more than one document with the scan settings shown below, multiple files are created. Pay attention to the number of documents to scan:

- File format: JPEG (\*.jpg)
- [Generate one PDF file per (n) page(s)] checkbox is selected

## 7. Press the [Scan/Stop] button on the ScanSnap to start scanning.



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

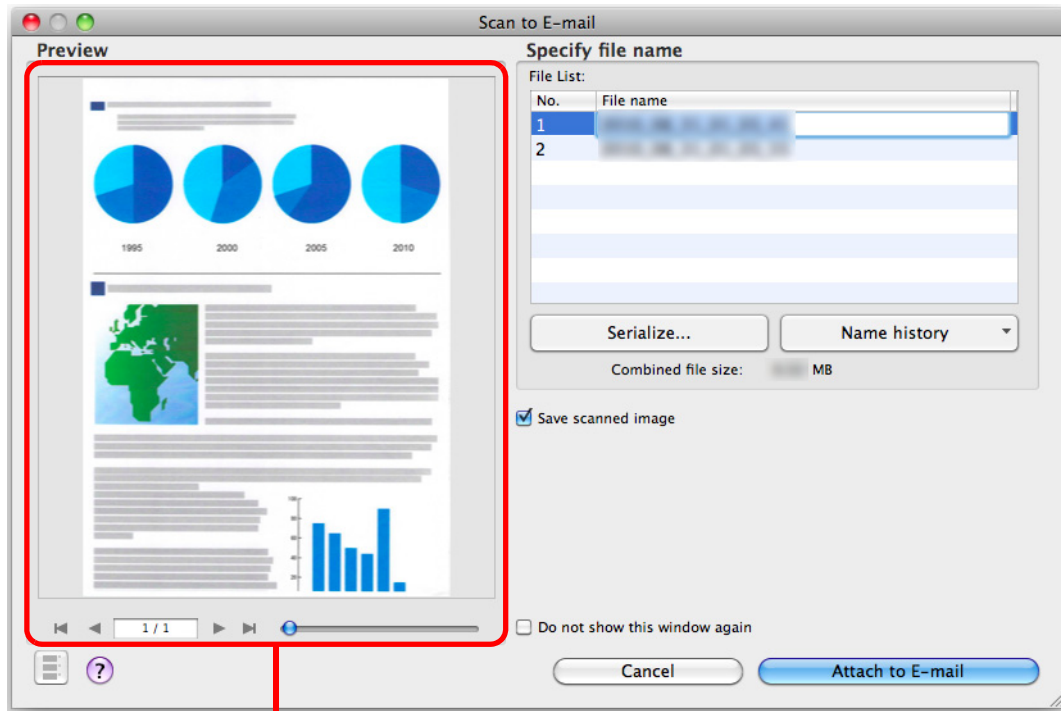
## 8. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ The [Scan to E-mail] window appears.

If you clear the [Show preview] checkbox of the [Scan to E-mail - Options] window in step 3., the [Scan to E-mail] window is not displayed. Instead, a new message window appears with the file(s) attached.

## 9. Check the scanned image in the preview area.

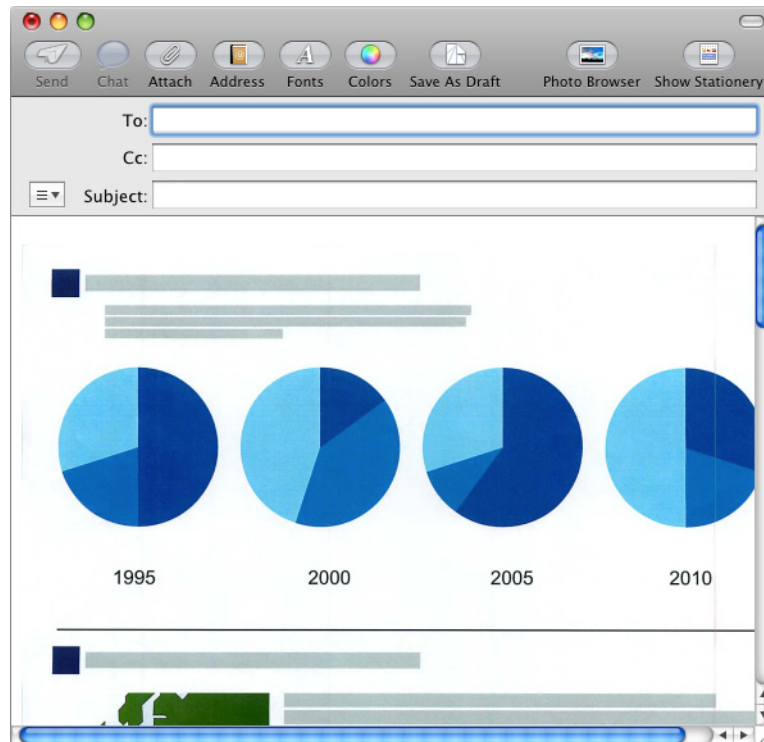
In the [Scan to E-mail] window, you can rename the file and decide whether to save the scanned image in the folder specified for [Image saving folder] after sending it by e-mail. For details about the [Scan to E-mail] window, refer to the ScanSnap Manager Help.



Preview

## 10. Click the [Attach to E-mail] button.

⇒ An e-mail message window appears with the file attached.

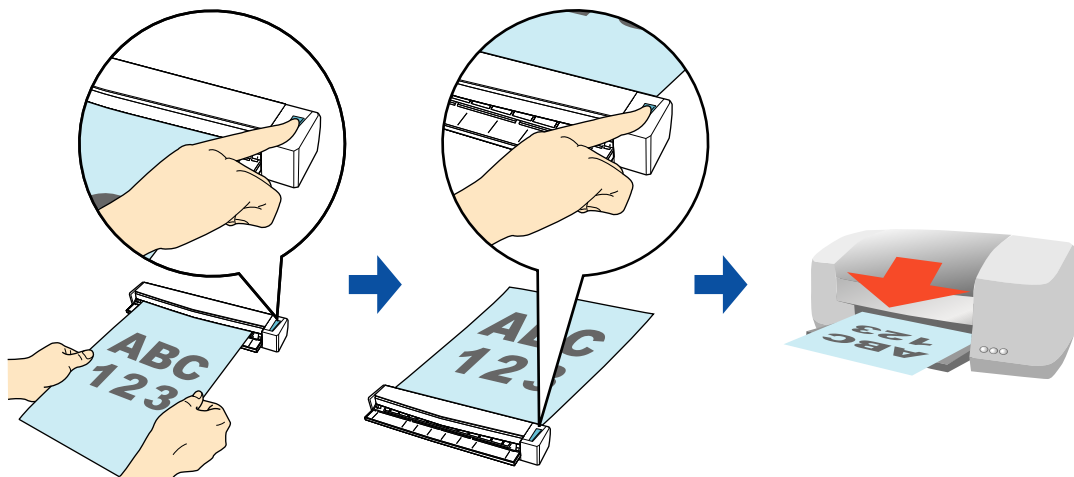


- You cannot start scanning when the [Scan to E-mail] window is displayed. Close the [Scan to E-mail] window before scanning the next document.
- Do not move, delete or rename the scanned image in other applications when the [Scan to E-mail] window is displayed.

## ■ Using the ScanSnap as a Copy Machine

This section explains how to print the scanned image with a printer.

When a printer links with ScanSnap Manager, the ScanSnap can be used as a copy machine.



- Note that shadows around the edges of the document may appear as lines on the generated scanned image, depending on the scanning method and paper conditions. If you print such an image, the printed image will also have lines appearing in it.
- When you perform a borderless printing, save the image data to file first, and then print it by using Preview, Adobe Acrobat or Adobe Reader.

For details about the procedure to scan and print the scanned image using or without using the Quick Menu, refer to the following:

- Using the Quick Menu (→ [page 277](#))
- Without Using the Quick Menu (→ [page 280](#))

## Using the Quick Menu



To use the Quick Menu, you need to select the [Use Quick Menu] checkbox in the ScanSnap setup window.

For details about how to perform scanning by using the Quick Menu, refer to ["Using the Quick Menu" \(page 228\)](#)

### 1. Load the document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).

### 2. Press the [Scan/Stop] button on the ScanSnap to start scanning.



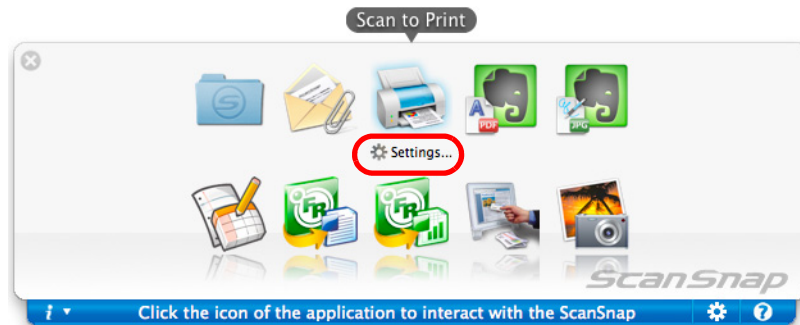
Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

### 3. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ The Quick Menu appears.

### 4. Change settings for the [Scan to Print] (If you do not want to change any settings, go to step 5.).

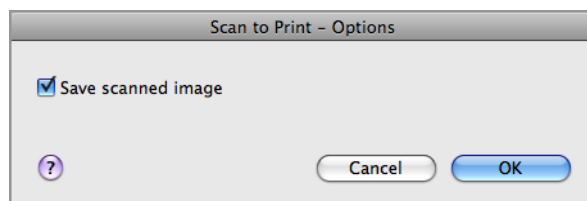
1. Click [Settings] under the [Scan to Print] icon.



⇒ The [Scan to Print - Options] window appears.

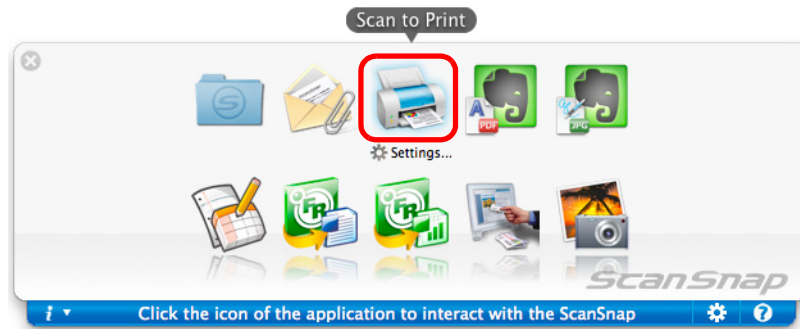
2. Change the settings.

For details about the [Scan to Print - Options] window, refer to the ScanSnap Manager Help.



3. Click the [OK] button to close the [Scan to Print - Options] window.

## 5. Click the [Scan to Print] icon.

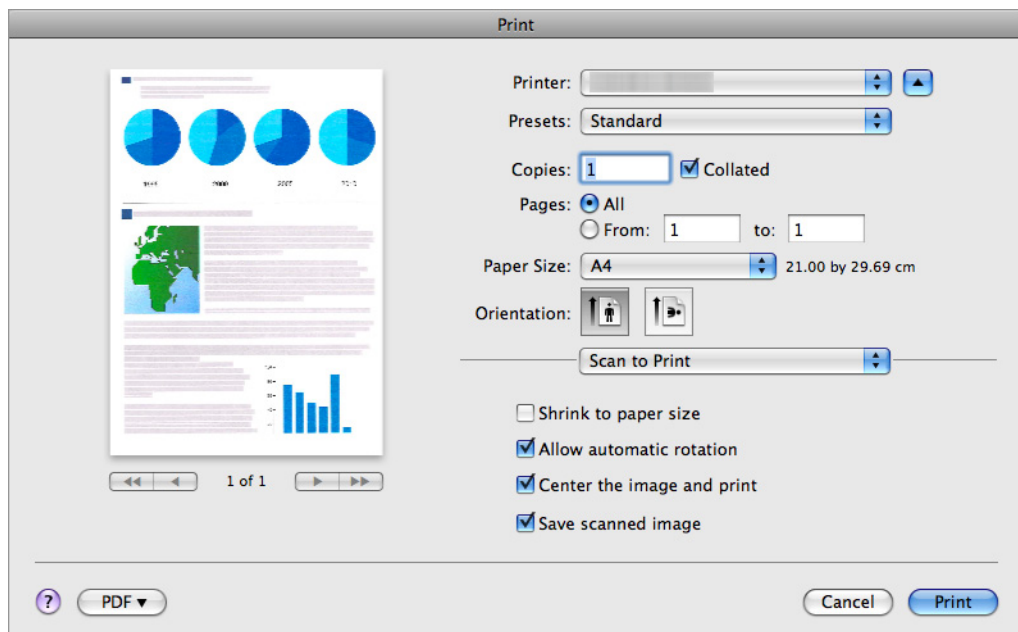


⇒ The [Print] window appears.

## 6. Configure print setup options in the [Print] window.

In the [Print] window, you can specify the printer to be used, the number of copies, and size and position of the scanned image to be printed, and whether to save the scanned image in the folder specified for [Image saving folder].

For details about the [Print] window, refer to the ScanSnap Manager Help.



## 7. Click the [Print] button.

⇒ The scanned image is printed.



- You cannot start scanning after the Quick Menu is displayed and before the [Print] window is closed. Close the [Print] window before scanning the next document.
- Do not move, delete, or rename the scanned image in other applications after the Quick Menu is displayed and before the [Print] window is closed.

## Without using the Quick Menu



To disable the Quick Menu, you need to clear the [Use Quick Menu] checkbox in the ScanSnap setup window.

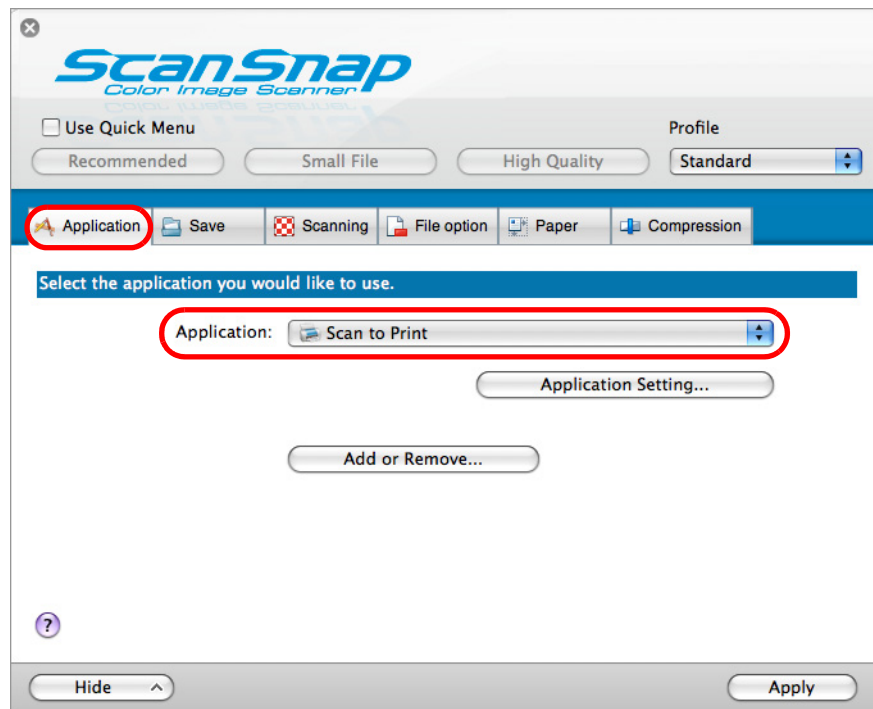
For details about how to perform scanning without using the Quick Menu, refer to ["Without Using the Quick Menu" \(page 233\)](#).

### 1. Select [Settings] from the ScanSnap Manager menu.

For details about the ScanSnap Manager menu, refer to ["ScanSnap Manager Menu" \(page 224\)](#).

⇒ The ScanSnap setup window appears.

### 2. From the [Application] pop-up menu in the [Application] tab, select [Scan to Print].



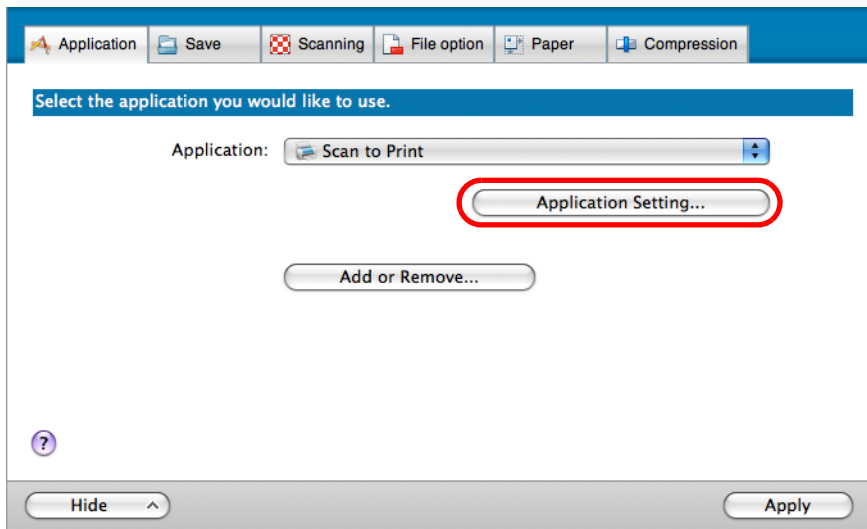
ScanSnap Manager can also link with [Scan to Print] when you select:

- [Scan to Print] from the [Profile] pop-up menu of the ScanSnap setup window
- [Scan to Print] from the Profile menu



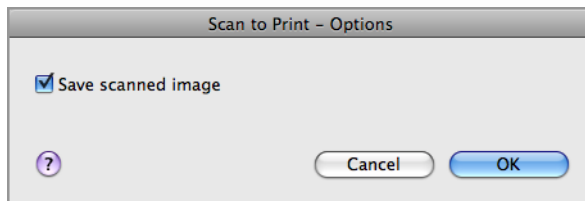
**3. Change settings for the [Scan to Print] (If you do not want to change any settings, go to step 4.).**

1. Click the [Application Setting] button.



⇒The [Scan to Print - Options] window appears.

2. Change the settings.  
For details about the [Scan to Print - Options] window, refer to the ScanSnap Manager Help.



3. Click the [OK] button to close the [Scan to Print - Options] window.

**4. Click the [Apply] button in the ScanSnap setup window.**

**5. Click the [X] button in the upper left corner to close the ScanSnap setup window.**

**6. Load the document in the ScanSnap.**

For details about how to load documents, refer to ["How to Load Documents"](#) (page 30).

## 7. Press the [Scan/Stop] button on the ScanSnap to start scanning.



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

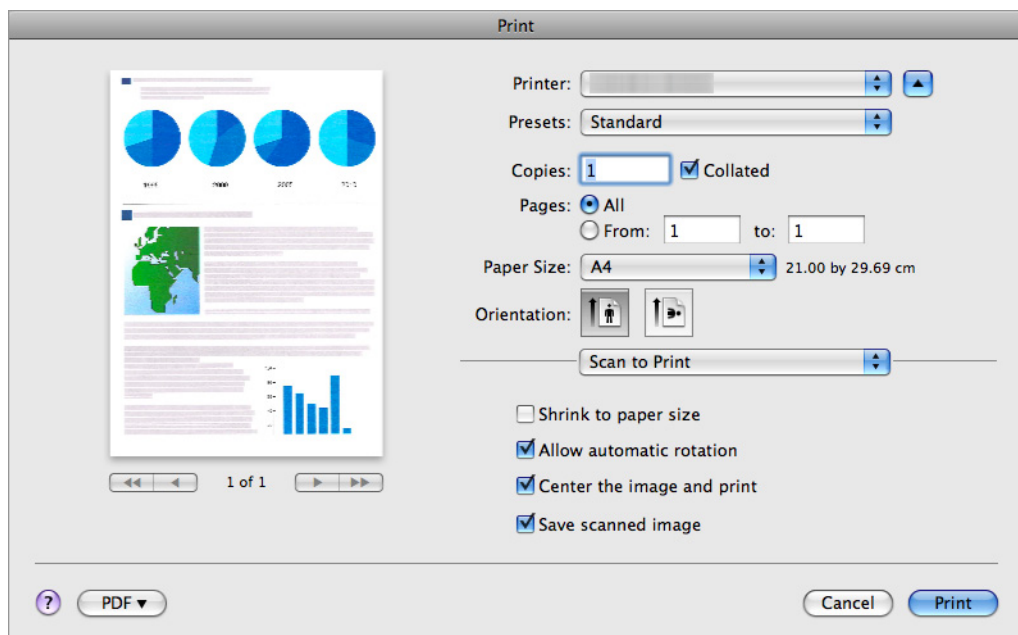
## 8. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ The [Print] window appears.

## 9. Configure print setup options in the [Print] window.

In the [Print] window, you can specify the printer to be used, the number of copies, and size and position of the scanned image to be printed, and whether to save the scanned image in the folder specified for [Image saving folder].

For details about the [Print] window, refer to the ScanSnap Manager Help.



## 10. Click the [Print] button.

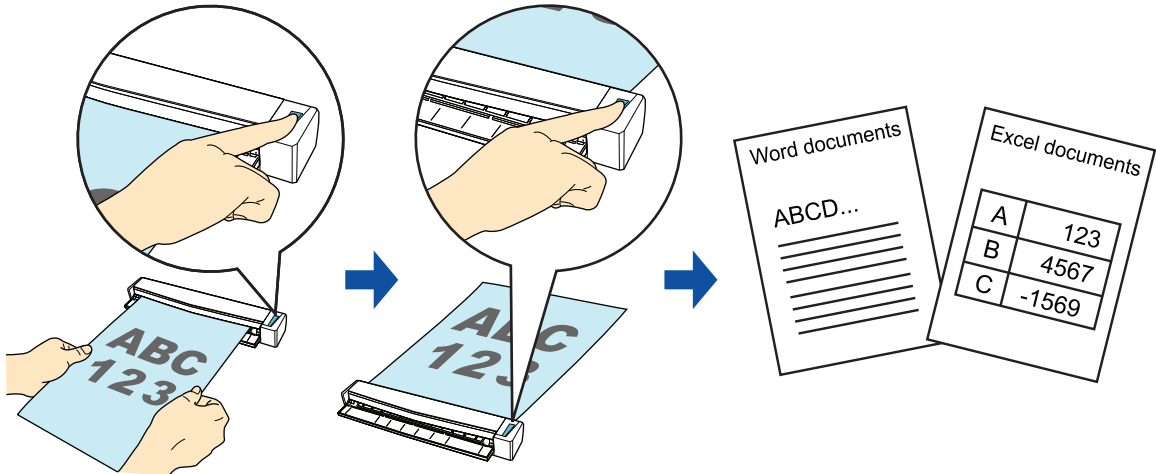
⇒ The scanned image is printed.



- You cannot start scanning when the [Print] window is displayed. Close the [Print] window before scanning the next document.
- Do not move, delete, or rename the scanned image in other applications while the [Print] window is displayed.

## ■ Converting into Word/Excel Documents

This section explains how to convert the scanned image into Word/Excel files using ABBYY FineReader for ScanSnap bundled with the ScanSnap.

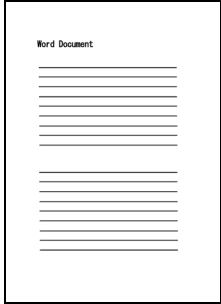
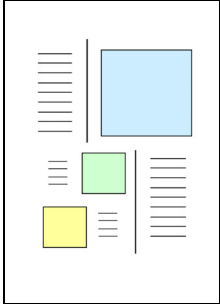
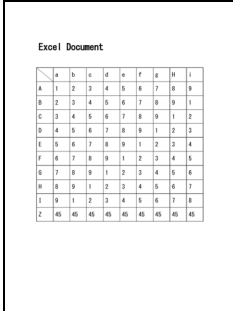
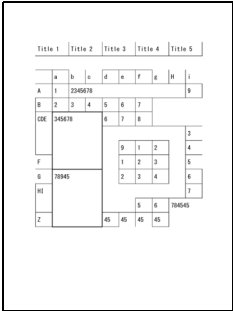


- The following applications must be installed in your computer in order to perform text-recognition:
  - ABBYY FineReader for ScanSnap (bundled with the ScanSnap)
  - Word
  - Excel
- You cannot view the documents converted into Word and Excel files unless these applications are installed and you completed the user registration to use them. Install these applications and complete the user registration to view the converted documents on your computer.
- If Word is not installed in your computer, text-only results of converted documents to Word will be displayed in TextEdit. If Excel is not installed in your computer, you cannot view documents converted to Excel.
- ABBYY FineReader for ScanSnap can be used with the following versions of Word and Excel:
  - Word: 2008 / 2004
  - Excel: 2008 / 2004
- Do not use this function while you are working in Word or Excel. In addition, do not use Word or Excel while this function is being executed. If you use either Word or Excel together with this function, the conversion result is saved to a file, but the conversion result may not be displayed even if the [Open file after recognition] checkbox is selected on the [FineReader for ScanSnap Preferences] window.



**About the OCR function of ABBYY FineReader for ScanSnap**

- ABBYY FineReader for ScanSnap is an application used exclusively with the ScanSnap. This program can perform text recognition only for PDF files created by using the ScanSnap. It cannot perform text recognition for files created using Adobe Acrobat or other applications.
- The optical character recognition program has the following features. Before performing text recognition, check whether the documents you want to convert are suitable for conversion according to the following guidelines:

Application	Suitable for conversion	Not suitable for conversion
Scan to Word	<p>Documents with simple layouts consisting of single or double columns</p> 	<p>Documents with complex layouts containing a mixture of diagrams, tables, and text (e.g. brochures, magazines, and newspapers)</p> 
Scan to Excel	<p>Documents containing simple tables with no cells merged</p> 	<p>Documents containing;</p> <ul style="list-style-type: none"> <li>- tables with no solid border lines</li> <li>- tables with complicated cell formats</li> <li>- complex tables containing sub-tables</li> <li>- diagrams, graphs, photos and/or vertical text</li> </ul> <p>(Note that documents containing diagrams, graphs or vertical text will not be reproduced.)</p> 

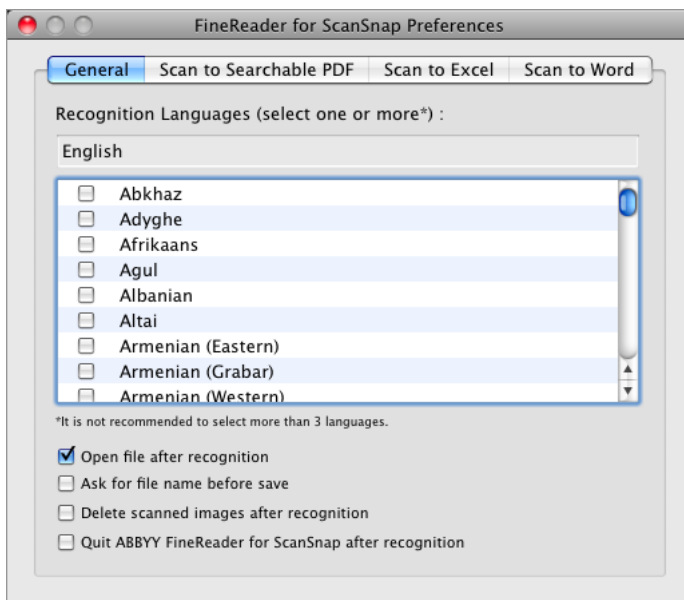


- The following parameters may not be reproduced as they are in the original document. It is recommended that the converted documents be opened with Word or Excel to correct or edit misrecognized characters:
  - Character font and size
  - Character and line spacing
  - Underlined, bold and italic characters
  - Superscript/subscript
- The following types of documents (characters) may not be recognized correctly. Better results in text recognition may be achieved by changing the color mode or increasing the resolution:
  - Documents including handwritten characters
  - Documents containing small characters (smaller than 10 points)
  - Skewed documents
  - Documents written in languages other than the specified language
  - Documents with characters on an unevenly colored background  
e.g. Shaded characters
  - Documents with many decorated characters  
e.g. Decorated characters (embossed/outlined)
  - Documents with characters on a patterned background  
e.g. Characters overlapping illustrations and diagrams
  - Documents with many characters contacting underlines or borders
  - Documents of complex layouts as well as documents including unreadable characters  
(It may take extra time to process text recognition for these documents.)
- When converting to Excel files, if the recognition result exceeds 65,536 lines, no more results are saved.
- When converting to Excel files, information about the layout of the entire document, diagrams, and length/width of graphs and tables is not duplicated. Only tables and character strings are reproduced.
- Documents upside down or in landscape orientation cannot be recognized properly. Select the [Allow automatic image rotation] checkbox ([page 334](#)), or load documents face down in portrait orientation.



You can change the settings applied during conversion to Word or Excel documents in the ABBYY FineReader for ScanSnap setup window.

Select the [Applications] → [ABBYY FineReader for ScanSnap] → [FineReader for ScanSnap Preferences]. Then, select [FineReader for ScanSnap] menu → [Preferences] to display the following window.



For details about how to configure settings, refer to the ABBYY FineReader for ScanSnap Help.

For details about the procedure to scan and convert the scanned image into Word/Excel files using or without using the Quick Menu, refer to the following:

- Using the Quick Menu (→ [page 287](#))
- Without Using the Quick Menu (→ [page 289](#))

## Using the Quick Menu



To use the Quick Menu, you need to select the [Use Quick Menu] checkbox in the ScanSnap setup window.

For details about how to perform scanning by using the Quick Menu, refer to ["Using the Quick Menu"](#) (page 228).

### 1. Load the document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents"](#) (page 30).

### 2. Press the [Scan/Stop] button on the ScanSnap to start scanning.



- It is recommended that you select [Automatic resolution] or [Best] for [Image quality] in the [Scanning] tab of the ScanSnap setup window.
- Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

### 3. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

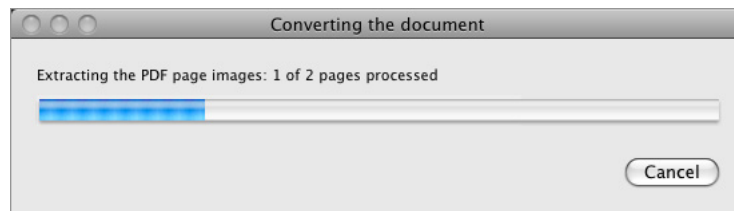
⇒ The Quick Menu appears.

### 4. Click the [Scan to Word] or [Scan to Excel] icon.



- When you perform a scan with [JPEG(\*.jpg)] selected for [File format] in the [File option] tab in the ScanSnap setup window, scanned data cannot be converted into a Word or Excel file. If you click either of these icons, an error message appears.
- You cannot start scanning when the Quick Menu is displayed. Wait until the conversion is over to scan another document.
- Do not move, delete or rename the scanned image in other applications when the Quick Menu is displayed.

⇒ The following window appears and conversion is started.



⇒ When the conversion is completed, Word or Excel starts up, displaying the converted document in the applicable format.



The Word or Excel file is saved in one of the following formats:

- Scan to Word: RTF format (.rtf)
- Scan to Excel: XLS format (.xls)



## Without using the Quick Menu



To disable the Quick Menu, you need to clear the [Use Quick Menu] checkbox in the ScanSnap setup window.

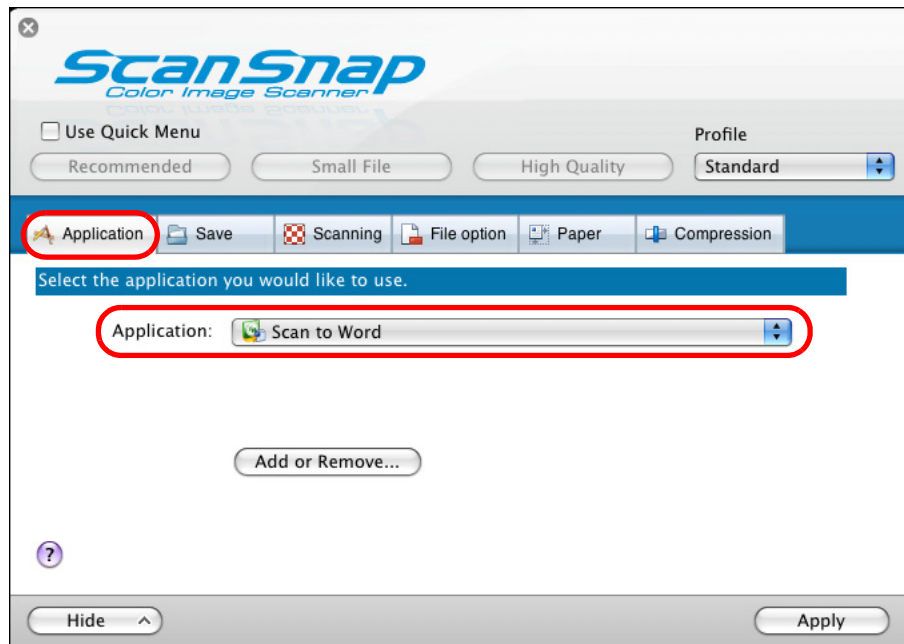
For details about how to perform scanning without using the Quick Menu, refer to ["Without Using the Quick Menu" \(page 233\)](#).

### 1. Select [Settings] from the ScanSnap Manager menu.

For details about the ScanSnap Manager menu, refer to ["ScanSnap Manager Menu" \(page 224\)](#).

⇒ The ScanSnap setup window appears.

### 2. In the [Application] pop-up menu in the [Application] tab, select [Scan to Word] or [Scan to Excel].



- It is recommended to select [Automatic resolution] or [Best] for [Image quality] in the [Scanning] tab in the ScanSnap setup window.
- ScanSnap Manager can also link with [Scan to Word] or [Scan to Excel] when you select:
  - [Scan to Word] or [Scan to Excel] from the [Profile] pop-up menu of the ScanSnap setup window
  - [Scan to Word] or [Scan to Excel] from the Profile menu

### 3. Click the [Apply] button in the ScanSnap setup window.

**4. Click the [✕] button in the upper left corner to close the ScanSnap setup window.**

**5. Load the document in the ScanSnap.**

For details about how to load documents, refer to ["How to Load Documents"](#) (page 30).

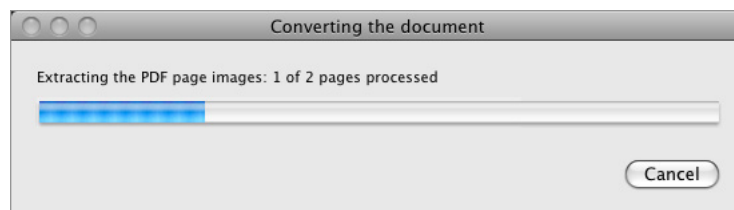
**6. Press the [Scan/Stop] button on the ScanSnap to start scanning.**



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

**7. Press the [Scan/Stop] button on the ScanSnap to finish scanning.**

⇒ The following window appears and image data conversion to Word or Excel files starts.



⇒ When the conversion is completed, Word or Excel starts up and the conversion result is displayed.

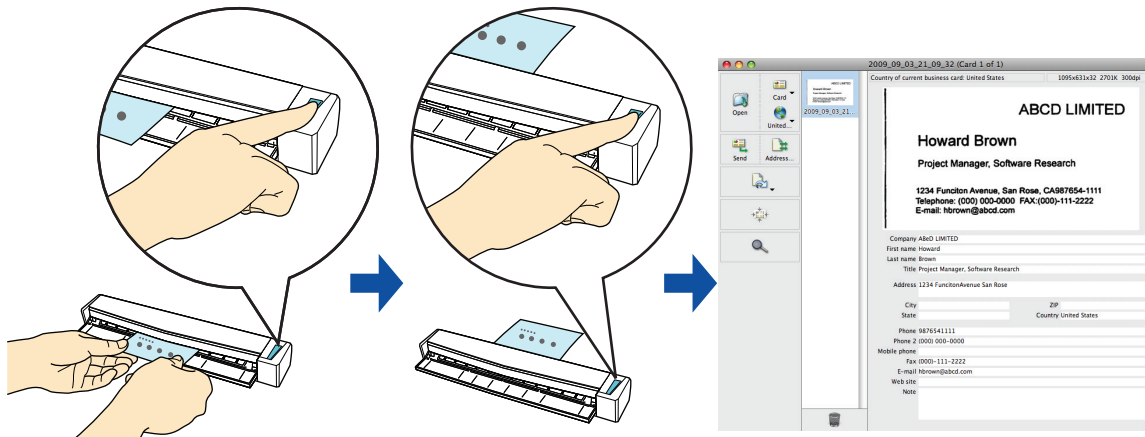


The Word or Excel file is saved in one of the following formats:

- Scan to Word: RTF format (.rtf)
- Scan to Excel: XLS format (.xls)

## ■ Storing Business Cards in Cardiris

This section explains how to store business card images in Cardiris.



Data of up to 250 pages, including blank pages, can be stored in Cardiris at once.

For details about the procedure to scan and manage business cards in Cardiris using or without using the Quick Menu, refer to the following:

- Using the Quick Menu (→ [page 292](#))
- Without Using the Quick Menu (→ [page 295](#))

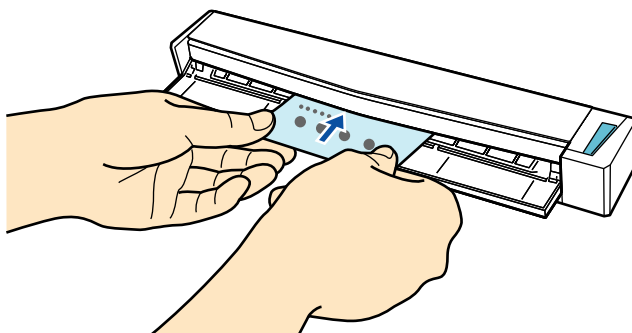
## Using the Quick Menu



To use the Quick Menu, you need to select the [Use Quick Menu] checkbox in the ScanSnap setup window.

For details about how to perform scanning by using the Quick Menu, refer to "Using the Quick Menu" (page 228).

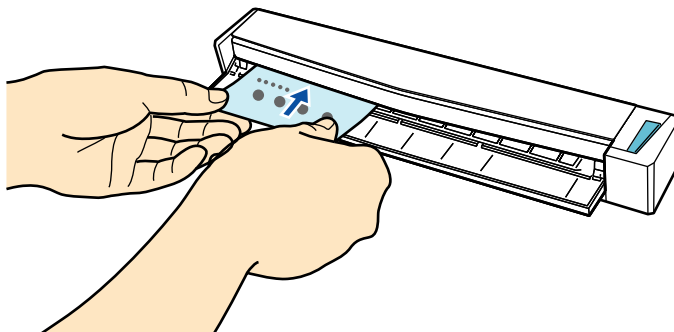
- 1. Insert the business card straight into the feeding section of the ScanSnap, with the scanning side facing up.**



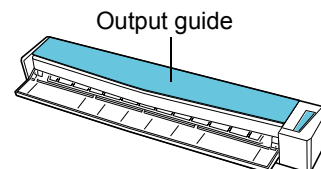
⇒ Business card is pulled in until it is set inside the ScanSnap.



- When [Business card] is specified for [Paper size] in the [Paper] tab of the ScanSnap setup window, insert the business card by aligning it with the left edge of the feeding section.



- If you perform a scan with the output guide open, a paper jam may occur and damage business cards. Make sure to close the output guide when you scan business cards.



## 2. Press the [Scan/Stop] button on the ScanSnap to start scanning.



It is recommended to select [Automatic resolution] or [Best] for [Image quality] in the [Scanning] tab in the ScanSnap setup window.

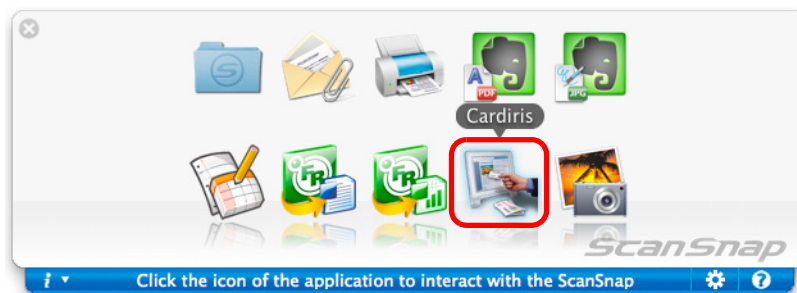


Load another business card in the ScanSnap when you want to scan multiple business cards. Scanning starts automatically when a business card is loaded.

## 3. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ The Quick Menu appears.

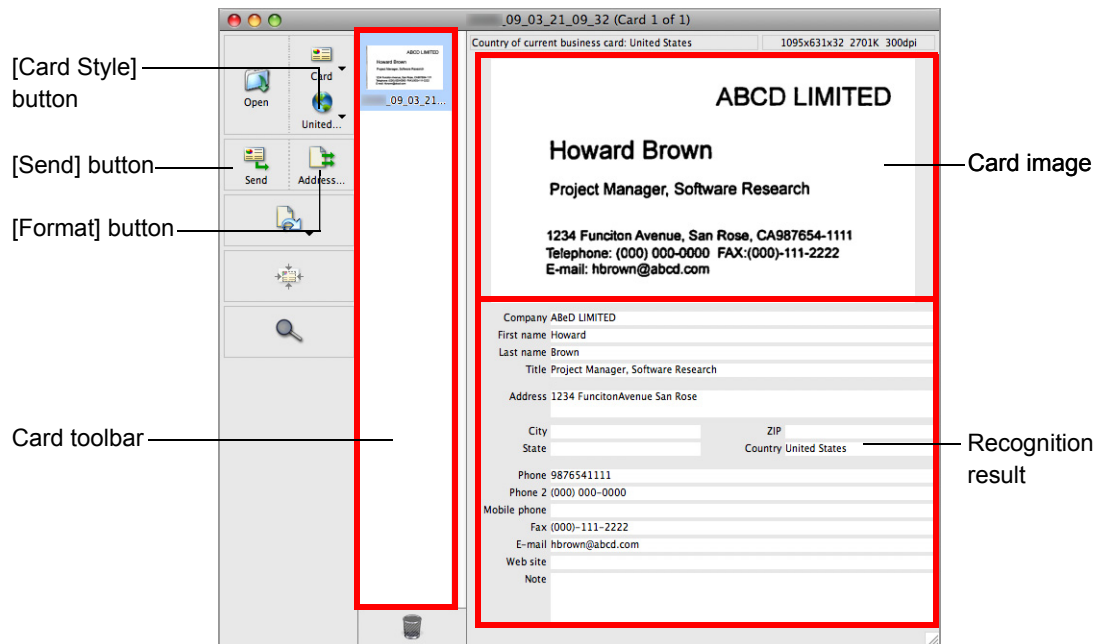
## 4. Click the [Cardiris] button.



- You cannot start scanning when the Quick Menu is displayed. Wait until ScanSnap Manager links with Cardiris before scanning another document.
- Do not move, delete, or rename the scanned image in other applications when the Quick Menu is displayed.

⇒ Cardiris starts up and the Cardiris window appears.

## 5. Check the scanned card image and the text recognition result.



The current card image is displayed on the top-right.

A list of already scanned business cards is displayed in the card toolbar.

The recognition result is displayed under the card image.



Do not exit Cardiris while setup or message window is open.



- To recognize a business card of a different language from the one currently set in Cardiris, click the [Card Style] button and change the country setting.
- For details about the functions of Cardiris and how to use it, refer to Cardiris GETTING STARTED and Cardiris Help.

## Without using the Quick Menu



To disable the Quick Menu, you need to clear the [Use Quick Menu] checkbox in the ScanSnap setup window.

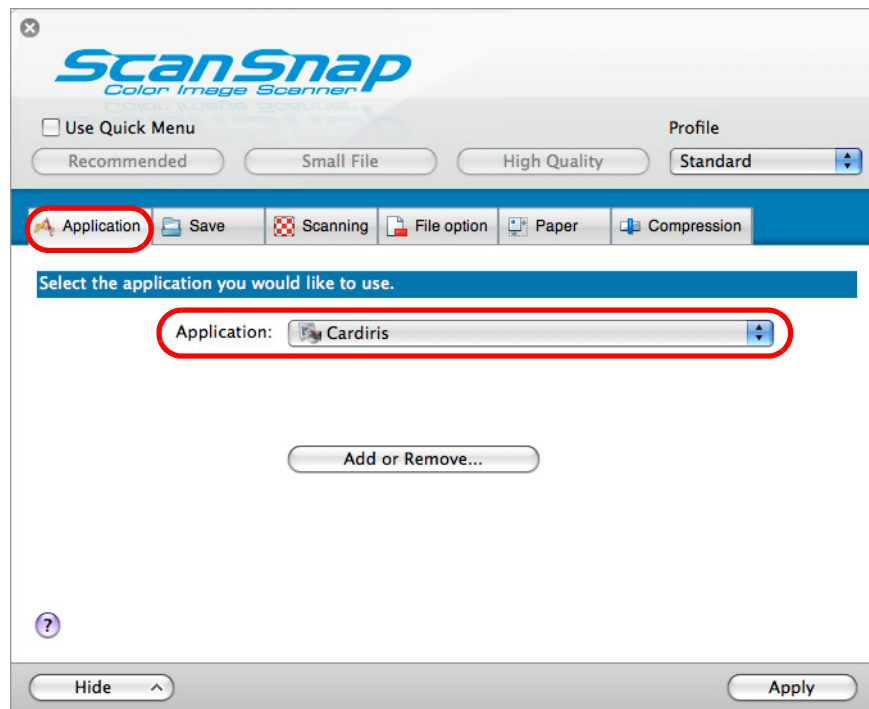
For details about how to perform scanning without using the Quick Menu, refer to ["Without Using the Quick Menu"](#) (page 233).

### 1. Select [Settings] from the ScanSnap Manager menu.

For details about the ScanSnap Manager menu, refer to ["ScanSnap Manager Menu"](#) (page 224).

⇒ The ScanSnap setup window appears.

### 2. In the [Application] pop-up menu in the [Application] tab, select [Cardiris].



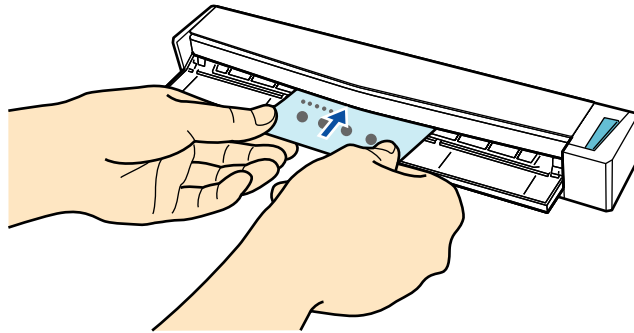
It is recommended that you select [Automatic resolution] or [Best] for [Image quality] in the [Scanning] tab of the ScanSnap setup window.



ScanSnap Manager can also link with [Cardiris] when you select:

- [Cardiris] from the [Profile] pop-up menu of the ScanSnap setup window
- [Cardiris] from the Profile menu

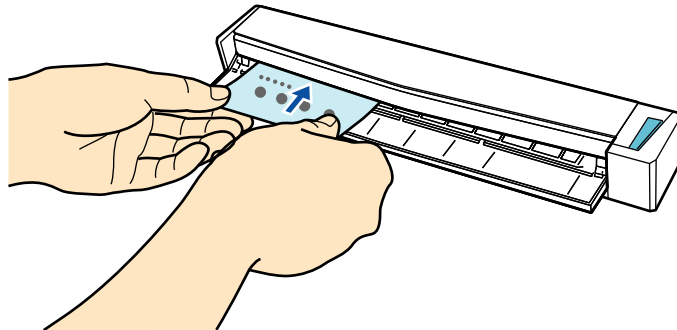
3. Click the [Apply] button.
4. Click the [✕] button in the upper left corner to close the ScanSnap setup window.
5. Insert the business card straight into the feeding section of the ScanSnap, with the scanning side facing up.



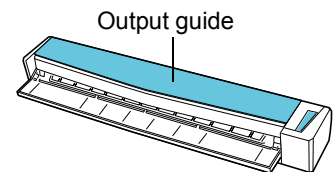
⇒ Business card is pulled in until it is set inside the ScanSnap.



- When [Business card] is specified for [Paper size] in the [Paper] tab in the ScanSnap setup window, insert the business card by aligning it with the left edge of the feeding section.



- If you perform a scan with the output guide open, a paper jam may occur and damage business cards. Make sure to close the output guide when you scan business cards.



6. Press the [Scan/Stop] button on the ScanSnap to start scanning.



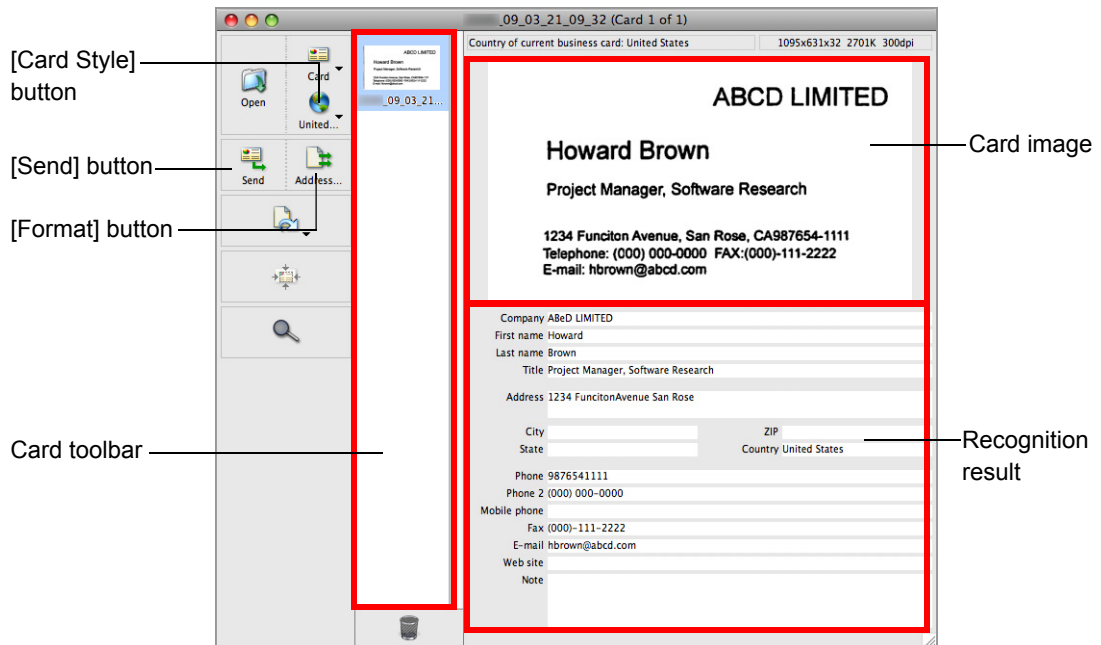
Load another business card in the ScanSnap when you want to scan multiple business cards. Scanning starts automatically when a business card is loaded.



## 7. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ Cardiris starts up and the Cardiris window appears.

## 8. Check the scanned card image and the text recognition result.



The current card image is displayed on the top-right.

A list of already scanned business cards is displayed in the card toolbar.

The recognition result is displayed under the card image.



Do not exit Cardiris while setup or message window is open.



- To recognize a business card of a different language from the one currently set in Cardiris, click the [Card Style] button and change the country setting.
- For details about functions of Cardiris and how to use it, refer to Cardiris GETTING STARTED and Cardiris Help.

## Using the Address Book in Cardiris

To register the recognized characters of a scanned business card in the Address Book, perform the following procedure.



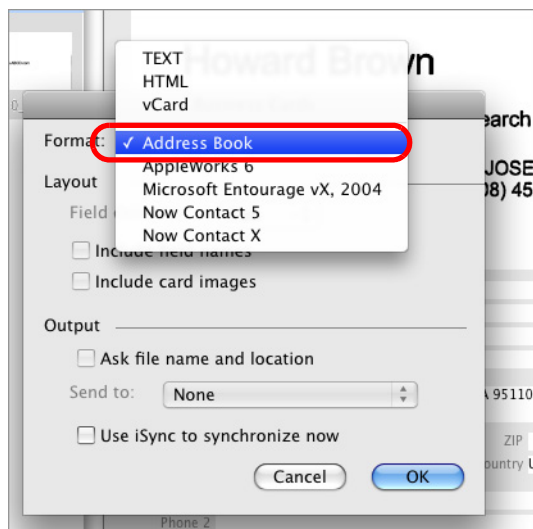
Do not exit Cardiris when setup or message window is open.

### 1. Click the [Format] button or select [Settings] → [Output Format] on the menu bar.

⇒ The following window appears.



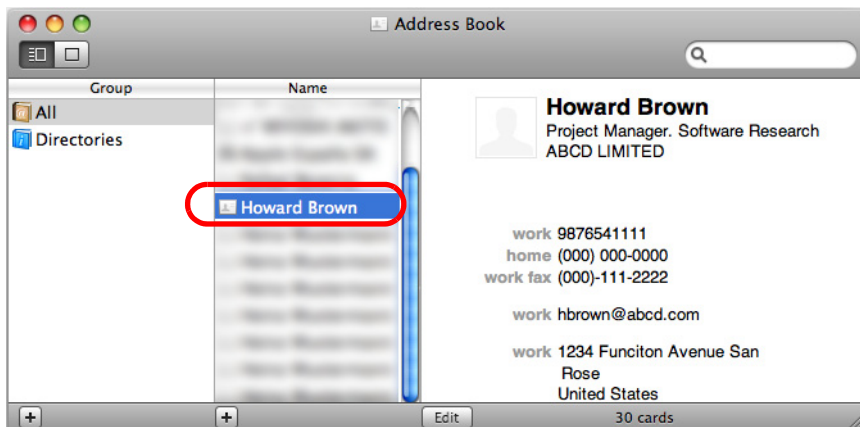
### 2. Select [Address Book] in the [Format] pop-up menu.



### 3. Click the [OK] button.

**4. Click the [Send] button or select [Process] → [Send] on the menu bar.**

⇒ The Address Book window appears, and the recognized characters of all scanned business cards in the card toolbar are registered in the Address Book.



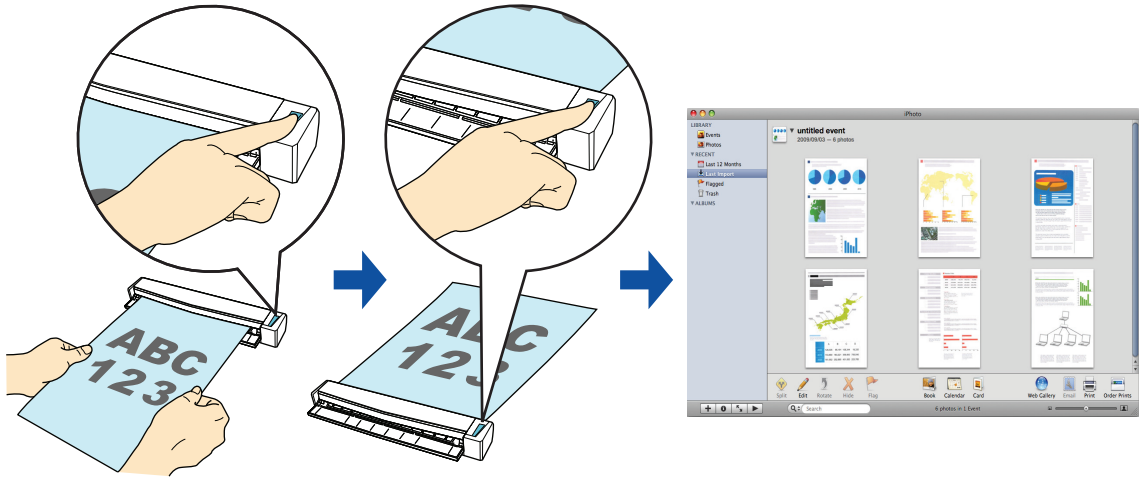
**5. Select [Cardiris] → [Quit Cardiris] on the menu bar to quit Cardiris.**



- The recognition result of scanned business cards can be output in text or vCard format.
- For more details, refer to Cardiris GETTING STARTED and Cardiris Help.

## ■ Storing Scanned Images in iPhoto

This section explains how to store the scanned image in iPhoto.



For details about the procedure to scan and store the scanned image in iPhoto using or without using the Quick Menu, refer to the following:

- Using the Quick Menu (→ [page 301](#))
- Without Using the Quick Menu (→ [page 303](#))

## Using the Quick Menu



To use the Quick Menu, you need to select the [Use Quick Menu] checkbox in the ScanSnap setup window.

For more details about how to perform scanning by using the Quick Menu, refer to ["Using the Quick Menu" \(page 228\)](#).

### 1. Load the document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).

### 2. Press the [Scan/Stop] button on the ScanSnap to start scanning.



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

### 3. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ The Quick Menu appears.

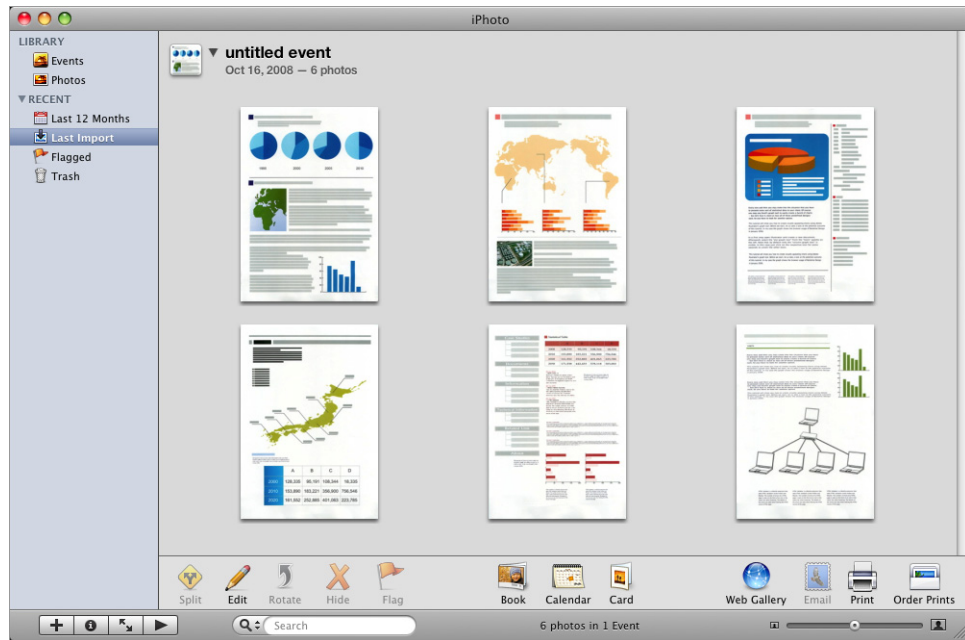
### 4. Click the [iPhoto] button.



- You cannot start scanning when the Quick Menu is displayed. Wait until ScanSnap Manager links with iPhoto before scanning another document.
- Do not move, delete, or rename the scanned image in other applications when the Quick Menu is displayed.

⇒ The [iPhoto] window appears.

## 5. Check the scanned image stored in iPhoto.



The scanned image is also saved in the folder specified for [Image saving folder] in the [Save] tab of the ScanSnap setup window at the same time when it is saved to iPhoto. Delete this file if unnecessary.

## Without using the Quick Menu



To disable the Quick Menu, you need to clear the [Use Quick Menu] checkbox in the ScanSnap setup window.

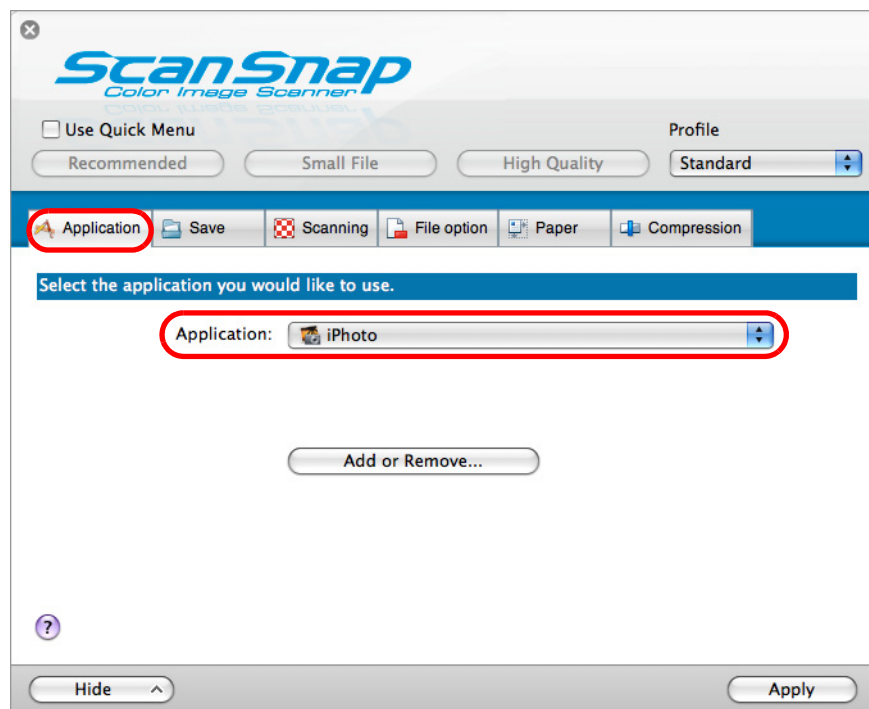
For more details about how to perform scanning without using the Quick Menu, refer to ["Without Using the Quick Menu"](#) (page 233).

### 1. Select [Settings] from the ScanSnap Manager menu.

For details about the ScanSnap Manager menu, refer to ["ScanSnap Manager Menu"](#) (page 224).

⇒ The ScanSnap setup window appears.

### 2. From the [Application] pop-up menu in the [Application] tab, select [iPhoto].



ScanSnap Manager can also link with [iPhoto] when you select:

- [iPhoto] from the [Profile] pop-up menu of the ScanSnap setup window
- [iPhoto] from the Profile menu

### 3. Click the [Apply] button.

### 4. Click the [✕] button in the upper left corner to close the ScanSnap setup window.

## 5. Load the document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents"](#) (page 30).

## 6. Press the [Scan/Stop] button on the ScanSnap to start scanning.



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

## 7. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ The [iPhoto] window appears.

## 8. Check the scanned image stored in iPhoto.

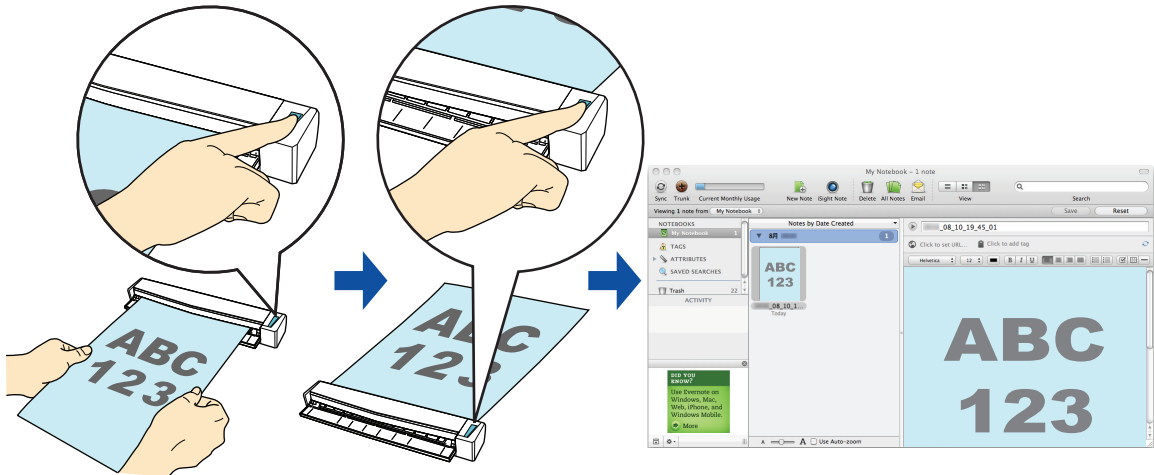


The scanned image is also saved in the folder specified for [Image saving folder] in the [Save] tab of the ScanSnap setup window at the same time when it is saved to iPhoto. Delete this file if unnecessary.



## ■ Saving Documents to Evernote

This section explains how to save the scanned image as a PDF file to Evernote. When you save the scanned image to Evernote after converting it into a searchable PDF, the PDF file becomes searchable in Evernote.



- You first need to create a notebook in Evernote for Mac to save a file to Evernote.
- Disable [Bring the new note to the front] in Evernote [Preferences] window beforehand to prevent new notes appearing on the screen when you scan documents consecutively. The screenshot on the left is from Evernote for Mac 1.10.1. Clear the [Bring the new note to the front] checkbox in this window. The actual window and the contents may differ depending on the Evernote version you are using.



For details about the procedure to scan and save the scanned image to Evernote using or without using the Quick Menu, refer to the following:

- Using the Quick Menu (→ [page 306](#))
- Without Using the Quick Menu (→ [page 309](#))

## Using the Quick Menu



To use the Quick Menu, you need to select the [Use Quick Menu] checkbox in the ScanSnap setup window.

For details about how to perform scanning by using the Quick Menu, refer to ["Using the Quick Menu" \(page 228\)](#).

### 1. Load a document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).

### 2. Press the [Scan/Stop] button on the ScanSnap to start scanning.



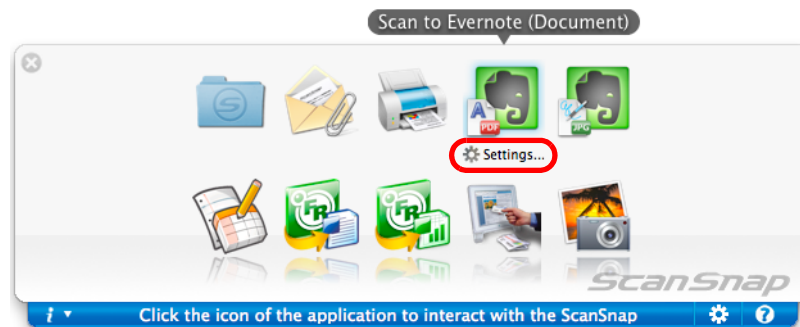
Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

### 3. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ The Quick Menu appears.

### 4. Change settings for the [Scan to Evernote (Document)] (If you do not want to change any settings, go to step 5.).

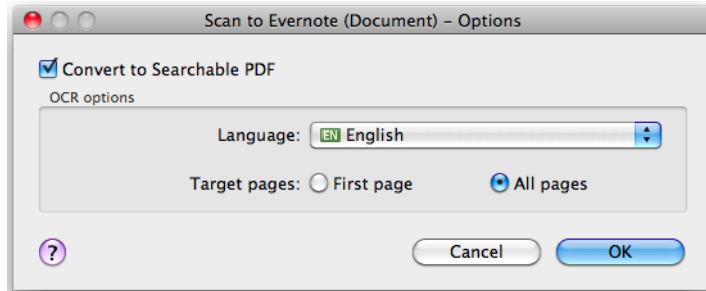
1. Click [Settings] under the [Scan to Evernote (Document)] icon.



⇒ The [Scan to Evernote (Document) - Options] window appears.

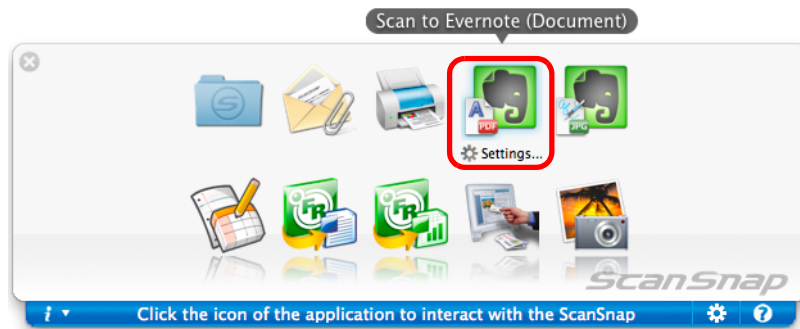
2. Change the settings.

For details about the [Scan to Evernote (Document) - Options] window, refer to the ScanSnap Manager Help.



3. Click the [OK] button to close the [Scan to Evernote (Document) - Options] window.

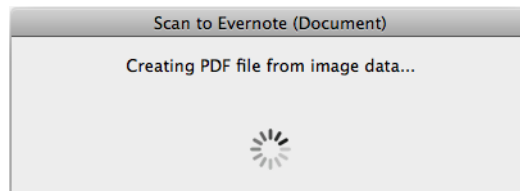
**5. Click the [Scan to Evernote (Document)] icon.**



- You cannot start scanning when the Quick Menu is displayed. Save the PDF file to Evernote before scanning the next document.
- Do not move, delete, or rename the scanned image in other applications when the Quick Menu is displayed.

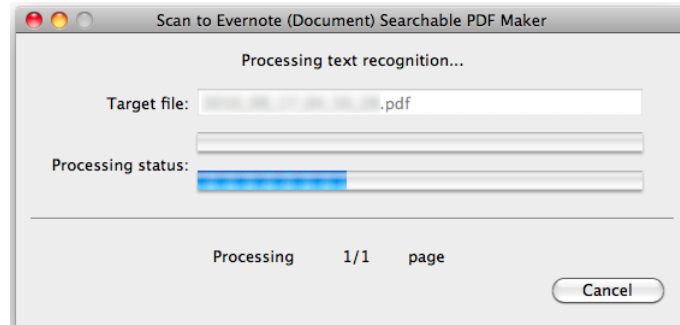
⇒ When you perform a scan with [JPEG(\*.jpg)] selected for [File format] in the [File option] tab of the ScanSnap setup window, a PDF file is created from the JPEG file. A separate PDF file created for each JPEG file.

The following window is displayed when the PDF file is being created.



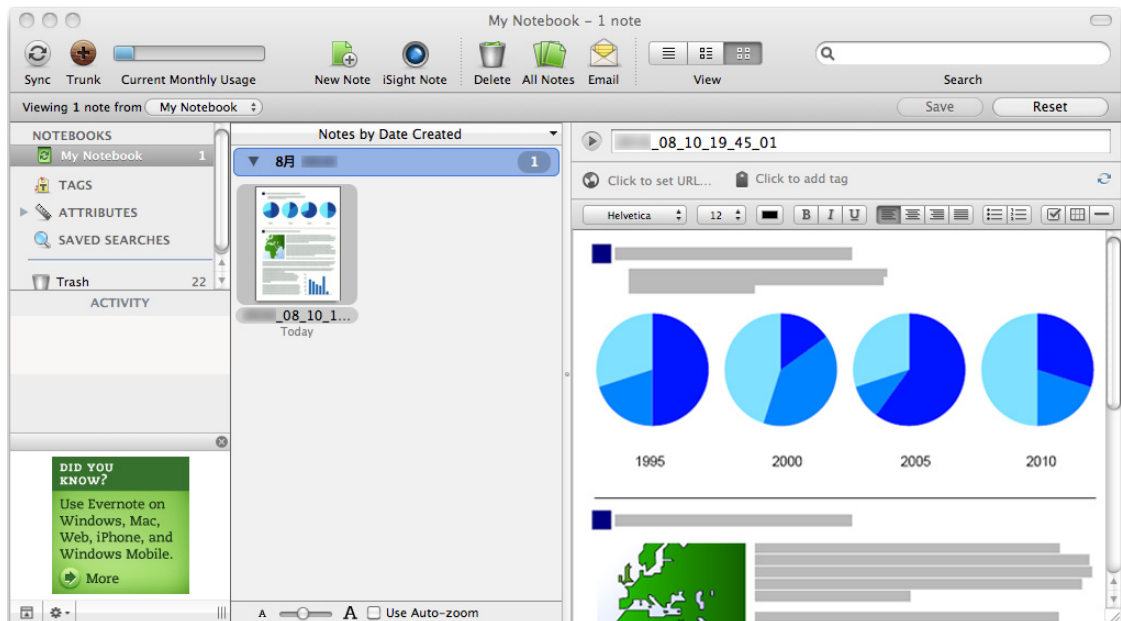
⇒ If the [Convert to Searchable PDF] checkbox is selected in step 4., text recognition is performed according to the [OCR options] settings in the [Scan to Evernote - Options] window.

The following window is displayed during text recognition.



Text recognition will be performed if there are any pages containing text which is not yet recognized. Note that text recognition will be performed on all pages, including pages containing text on which text recognition has already been performed.

⇒ Evernote for Mac starts up, and the PDF file is saved to Evernote.



The file in which the scanned image is saved remains in the folder specified for [Image saving folder] in the [Save] tab of the ScanSnap setup window even after the scanned image is saved to Evernote. Delete this file if unnecessary.

## Without using the Quick Menu



To disable the Quick Menu, you need to clear the [Use Quick Menu] checkbox in the ScanSnap setup window.

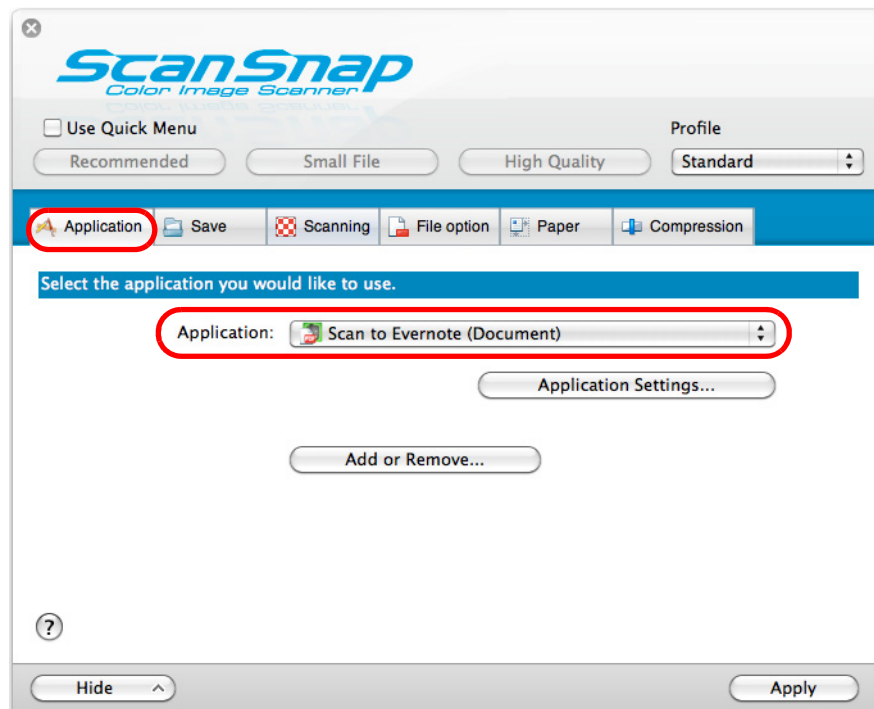
For details about how to perform scanning without using the Quick Menu, refer to ["Without Using the Quick Menu"](#) (page 233).

### 1. Select [Settings] from the ScanSnap Manager menu.

For details about the ScanSnap Manager menu, refer to ["ScanSnap Manager Menu"](#) (page 224).

⇒ The ScanSnap setup window appears.

### 2. In the [Application] pop-up menu in the [Application] tab, select [Scan to Evernote (Document)].

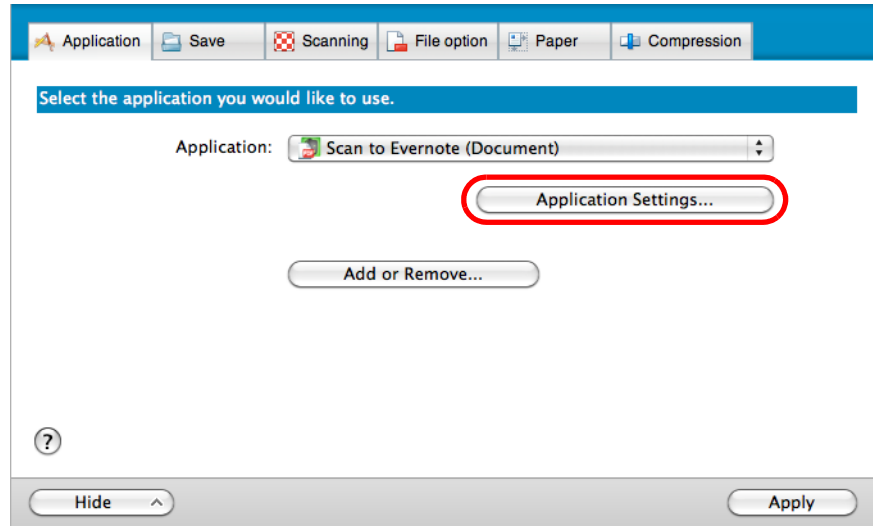


ScanSnap Manager can also link with [Scan to Evernote (Document)] when you select:

- [Scan to Evernote (Document)] from the [Profile] pop-up menu of the ScanSnap setup window
- [Scan to Evernote (Document)] from the Profile menu

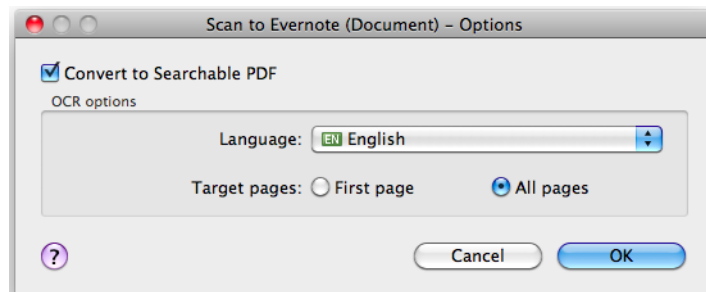
### 3. Change settings for the [Scan to Evernote (Document)] (If you do not want to change any settings, go to step 4.).

1. Click the [Application Setting] button.



⇒ The [Scan to Evernote (Document) - Options] window appears.

2. Change the settings.  
For details about the [Scan to Evernote (Document) - Options] window, refer to the ScanSnap Manager Help.



3. Click the [OK] button to close the [Scan to Evernote (Document) - Options] window.

### 4. Click the [Apply] button.

### 5. Click the [✕] button in the upper left corner to close the ScanSnap setup window.

### 6. Load a document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).

## 7. Press the [Scan/Stop] button on the ScanSnap to start scanning.

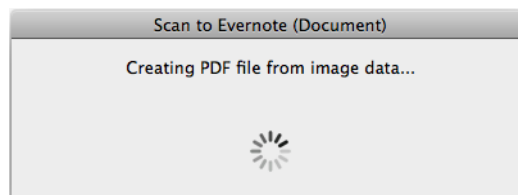


Load another document in the ScanSnap when you want to scan multiple sheets.  
Scanning starts automatically when a document is loaded.

## 8. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

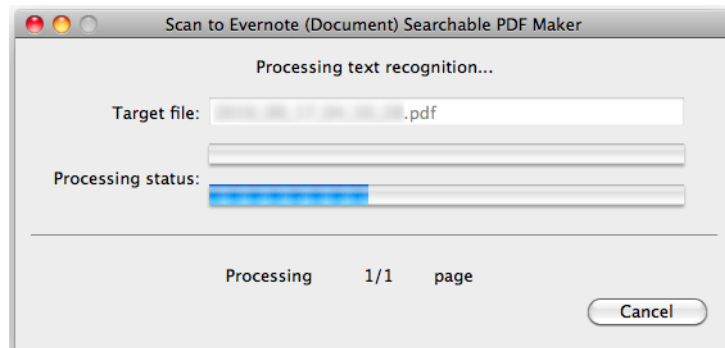
⇒ When you perform a scan with [JPEG(\*.jpg)] selected for [File format] in the [File option] tab of the ScanSnap setup window, a PDF file is created from the JPEG file. A separate PDF file is created for each JPEG file.

The following window is displayed when the PDF file is being created.



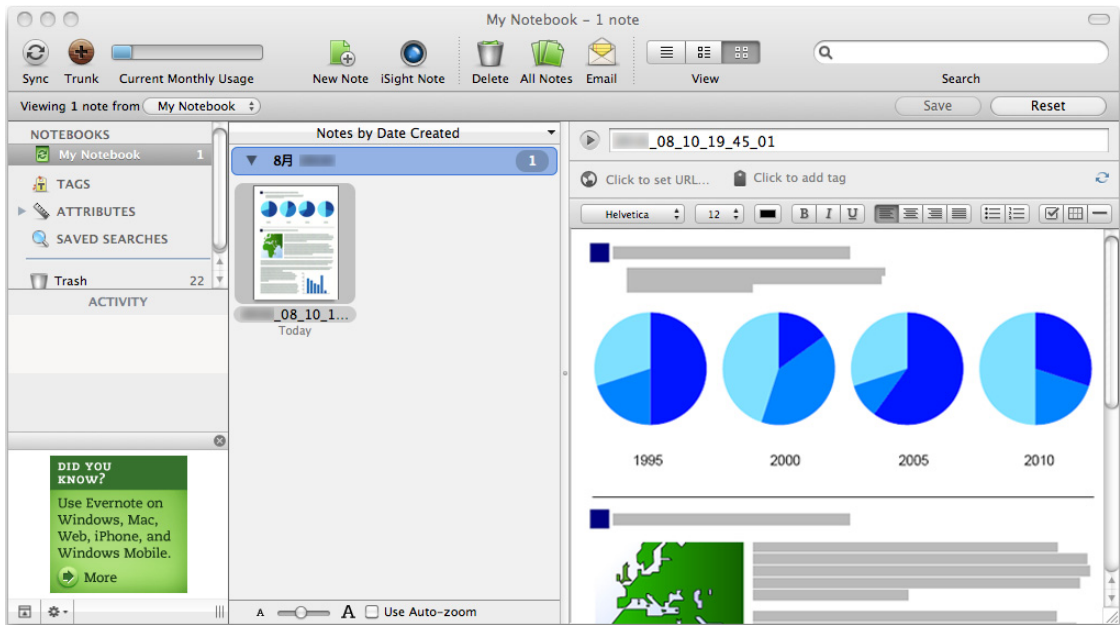
⇒ If the [Convert to Searchable PDF] checkbox is selected in step 3., text recognition is performed according to the [OCR options] settings in the [Scan to Evernote - Options] window.

The following window is displayed during text recognition.



Text recognition will be performed if there are any pages containing text which is not yet recognized. Note that text recognition will be performed on all pages, including pages containing text on which text recognition has already been performed.

⇒ Evernote for Mac starts up, and the PDF file is saved to Evernote.



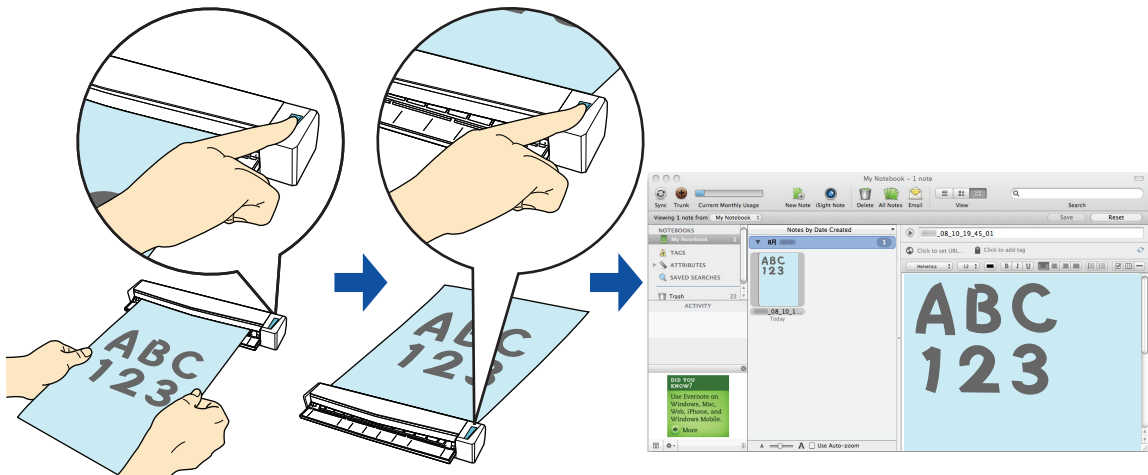
The file in which the scanned image is saved remains in the folder specified for [Image saving folder] in the [Save] tab of the ScanSnap setup window even after the scanned image is saved to Evernote. Delete this file if unnecessary.



## ■ Saving Handwritten Notes to Evernote

This section explains how to save the scanned image as a JPEG file to Evernote.

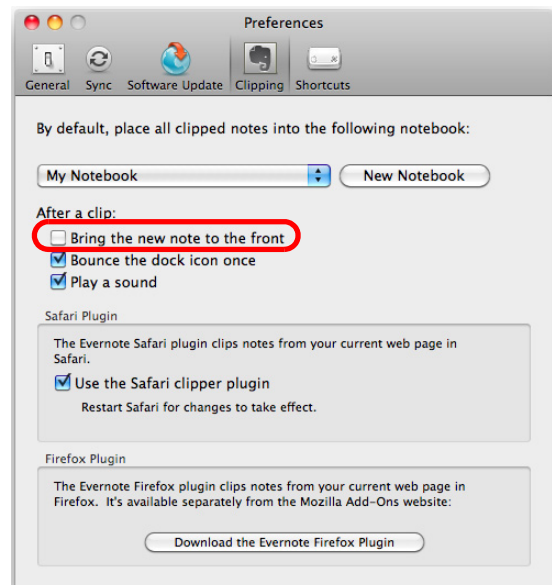
When you save a JPEG file to Evernote, text recognition is performed on all text, including handwritten characters, and the file becomes searchable in Evernote.



- You first need to create a notebook in Evernote for Mac to save a file to Evernote.
- Disable [Bring the new note to the front] in Evernote [Preferences] window beforehand to prevent new notes appearing on the screen when you scan more documents consecutively.

The screenshot on the left is from Evernote for Mac 1.10.1. Clear the [Bring the new note to the front] checkbox in this window.

The actual window and the contents may differ depending on the Evernote version you are using.



For details about the procedure to scan and send the scanned image to Evernote using or without using the Quick Menu, refer to the following:

- Using the Quick Menu (→ [page 314](#))
- Without Using the Quick Menu (→ [page 316](#))

## Using the Quick Menu



To use the Quick Menu, you need to select the [Use Quick Menu] checkbox in the ScanSnap setup window.

For details about how to perform scanning by using the Quick Menu, refer to ["Using the Quick Menu" \(page 228\)](#).

### 1. Load a document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).

### 2. Press the [Scan/Stop] button on the ScanSnap to start scanning.

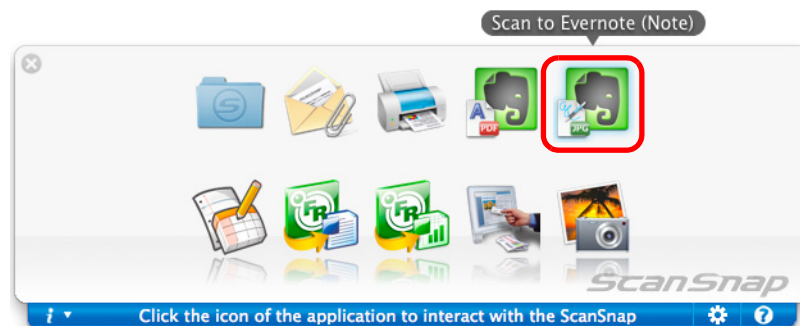


Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

### 3. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

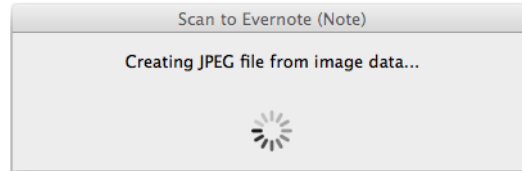
⇒ The Quick Menu appears.

### 4. Click the [Scan to Evernote (Note)] icon.

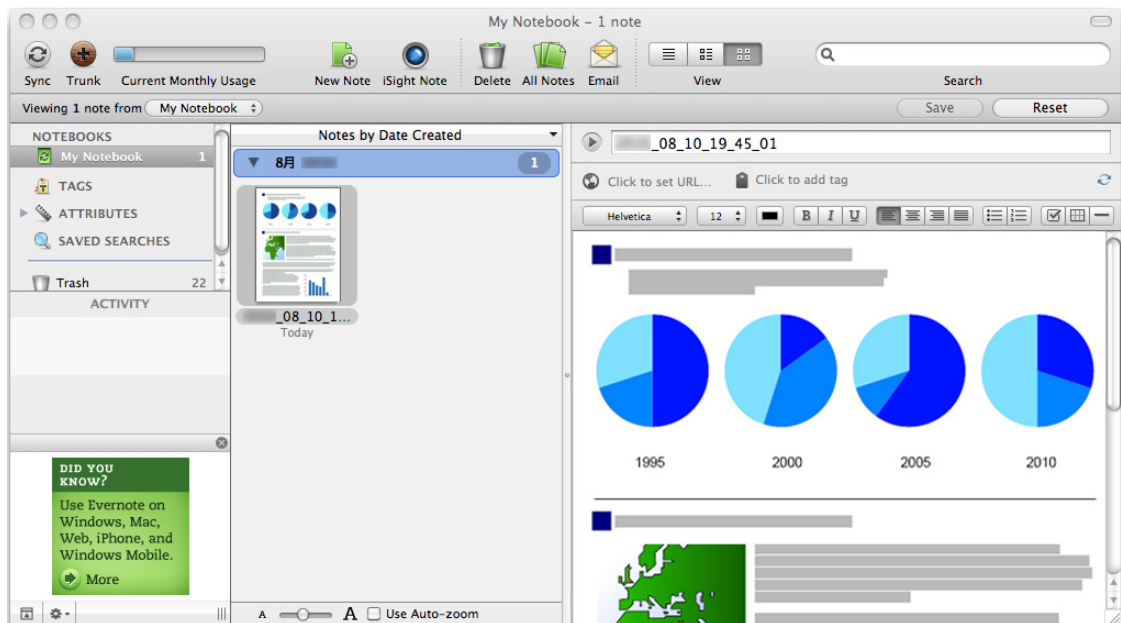



- You cannot start scanning when the Quick Menu is displayed. Save the JPEG file to Evernote before scanning the next document.
- Do not move, delete, or rename the scanned image in other applications when the Quick Menu is displayed.

- ⇒ When you perform a scan with [PDF (\*.pdf)] selected for [File format] in the [File option] tab of the ScanSnap setup window, a JPEG file is created from the PDF file. A separate JPEG file is created for each page of the PDF file. The following window is displayed when the JPEG file is being created.



- ⇒ Evernote for Mac starts up, and the JPEG file is saved to Evernote.



- 
  - When you select [PDF (\*.pdf)] for [File format] in the [File option] tab of the ScanSnap setup window, a four-digit serial number is automatically added to the name of the file which is saved to Evernote.  
e.g. When the file name is [ScanSnap], the file is saved as:  
ScanSnap\_0001, ScanSnap\_0002, ScanSnap\_0003...
  - The file in which the scanned image is saved remains in the folder specified for [Image saving folder] in the [Save] tab of the ScanSnap setup window even after the scanned image is saved to Evernote. Delete this file if unnecessary.

## Without using the Quick Menu



To disable the Quick Menu, you need to clear the [Use Quick Menu] checkbox in the ScanSnap setup window.

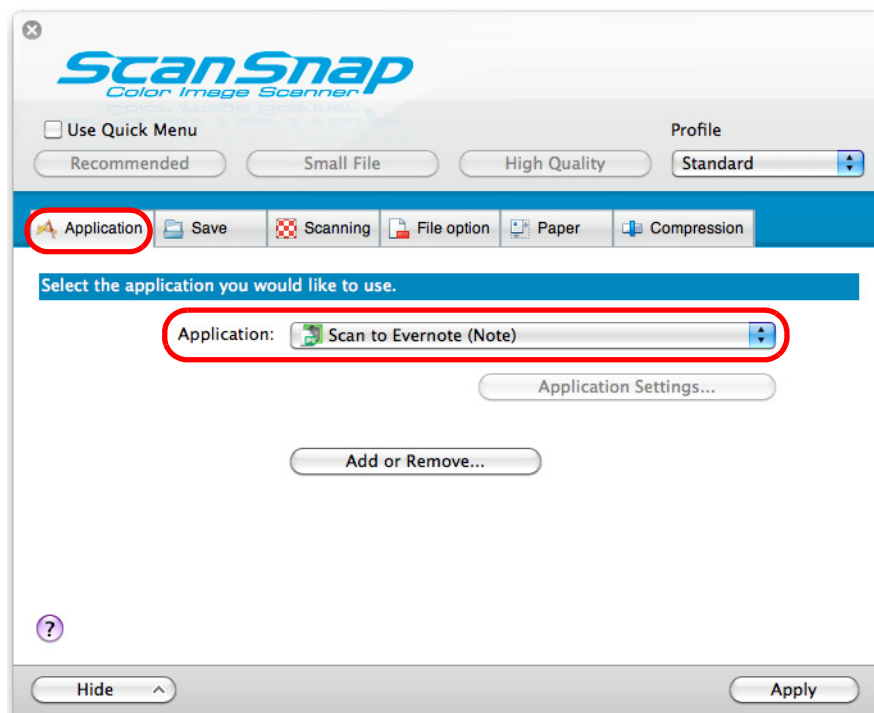
For details about how to perform scanning without using the Quick Menu, refer to ["Without Using the Quick Menu"](#) (page 233).

### 1. Select [Settings] from the ScanSnap Manager menu.

For details about the ScanSnap Manager menu, refer to ["ScanSnap Manager Menu"](#) (page 224).

⇒ The ScanSnap setup window appears.

### 2. In the [Application] pop-up menu in the [Application] tab, select [Scan to Evernote (Note)].



ScanSnap Manager can also link with [Scan to Evernote (Note)] when you select:

- [Scan to Evernote (Note)] from the [Profile] pop-up menu of the ScanSnap setup window
- [Scan to Evernote (Note)] from the Profile menu

**3. Click the [Apply] button.**

**4. Click the [✕] button in the upper left corner to close the ScanSnap setup window.**

**5. Load a document in the ScanSnap.**

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).

**6. Press the [Scan/Stop] button on the ScanSnap to start scanning.**

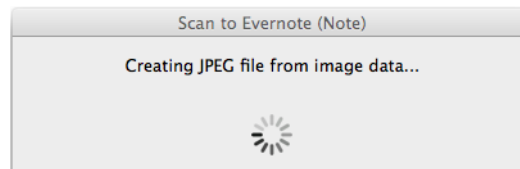


Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

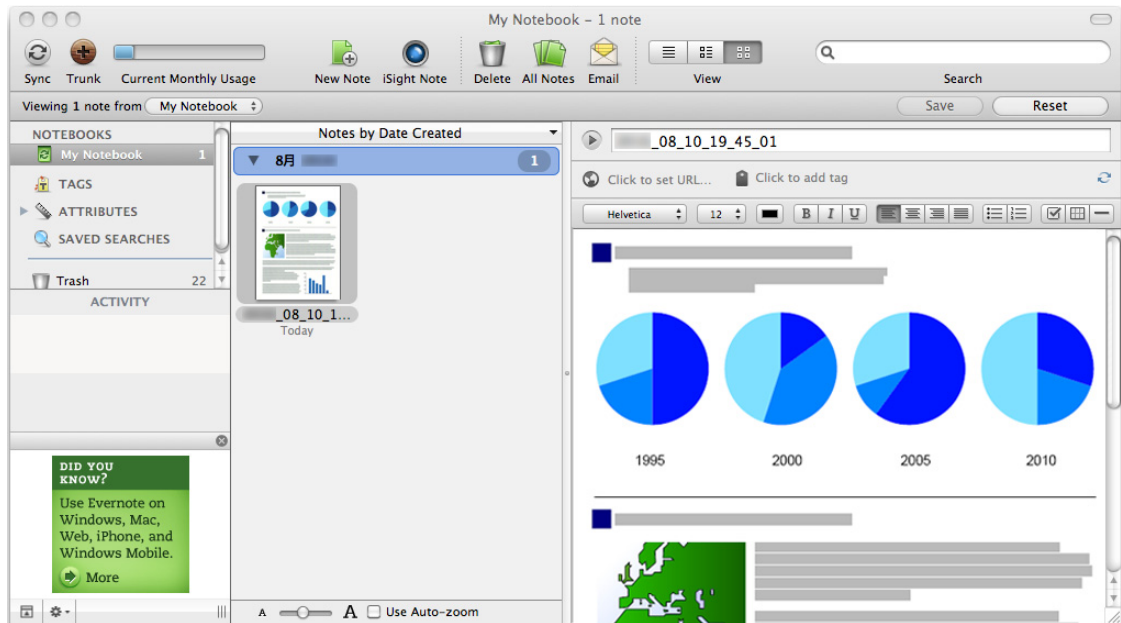
**7. Press the [Scan/Stop] button on the ScanSnap to finish scanning.**

⇒ When you perform a scan with [PDF(\*.pdf)] selected for [File format] in the [File option] tab in the ScanSnap setup window, a JPEG file is created from the PDF file. A separate JPEG file is created for each page of the PDF file.

The following window is displayed when the JPEG file is being created.



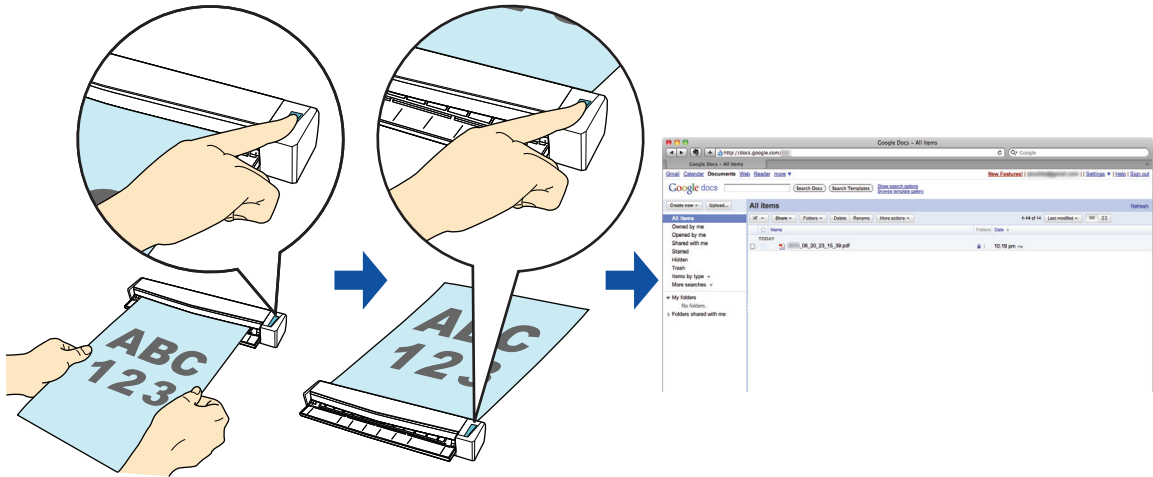
⇒ Evernote for Mac starts up, and the JPEG file is saved to Evernote.



- When you select [PDF (\*.pdf)] for [File format] in the [File option] tab of the ScanSnap setup window, a four-digit serial number is automatically added to the name of the file which is saved to Evernote.  
e.g. When the file name is [ScanSnap], the file is saved as:  
ScanSnap\_0001, ScanSnap\_0002, ScanSnap\_0003...
- The file in which the scanned image is saved remains in the folder specified for [Image saving folder] in the [Save] tab of the ScanSnap setup window even after the scanned image is saved to Evernote. Delete this file if unnecessary.

## ■ Saving Documents to Google Docs

This section explains how to save the scanned image as a PDF file to Google Docs.



For details about the procedure to scan and save the scanned image to Google Docs using or without using the Quick Menu, refer to the following:

- Using the Quick Menu (→ [page 320](#))
- Without Using the Quick Menu (→ [page 324](#))

## Using the Quick Menu



To use the Quick Menu, you need to select the [Use Quick Menu] checkbox in the ScanSnap setup window.

For details about how to perform scanning by using the Quick Menu, refer to ["Using the Quick Menu" \(page 228\)](#).

### 1. Load a document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).

### 2. Press the [Scan/Stop] button on the ScanSnap to start scanning.



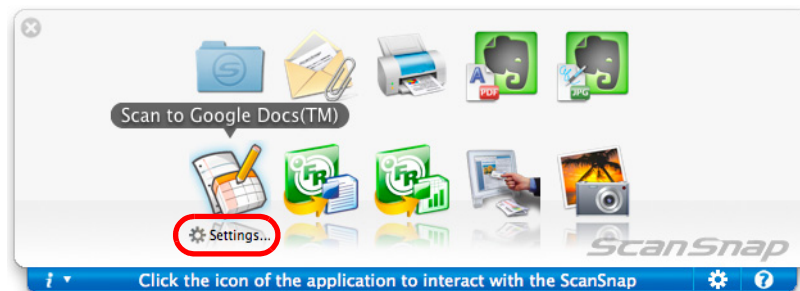
Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

### 3. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ The Quick Menu appears.

### 4. Change settings for [Scan to Google Docs(TM)] (If you do not want to change any settings, go to step 5.).

1. Click [Settings] under the [Scan to Google Docs(TM)] icon.

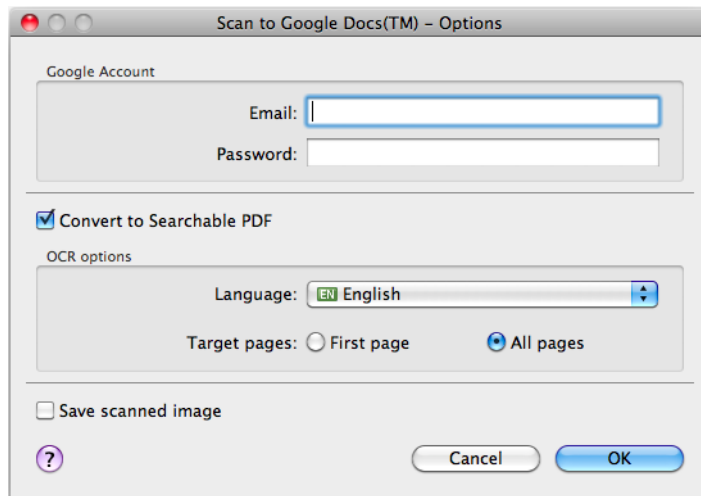


⇒ The [Scan to Google Docs(TM) - Options] window appears.



2. Change the settings.

For details about the [Scan to Google Docs(TM) - Options] window, refer to the ScanSnap Manager Help.



If the computer is shared with other users, do not enter your information in [Email] and [Password] in this window. Otherwise, other users will be able to log into Google Docs automatically.

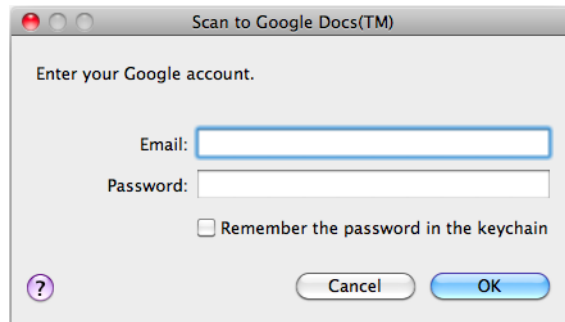
3. Click the [OK] button to close the [Scan to Google Docs(TM) - Options] window.

**5. Click the [Scan to Google Docs(TM)] icon.**



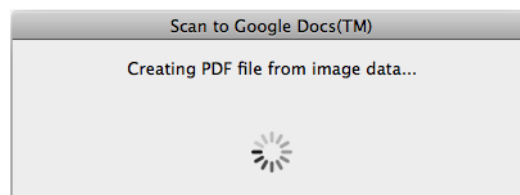
- You cannot start scanning when the Quick Menu is displayed. Save the scanned image to Google Docs before scanning the next document.
- Do not move, delete, or rename the scanned image in other applications when the Quick Menu is displayed.

- ⇒ If you did not specify a Google account in the [Scan to Google Docs(TM) - Options] window in step 4., the [Scan to Google Docs(TM)] window appears. Saving will continue after you enter an e-mail address and a password, and click the [OK] button.

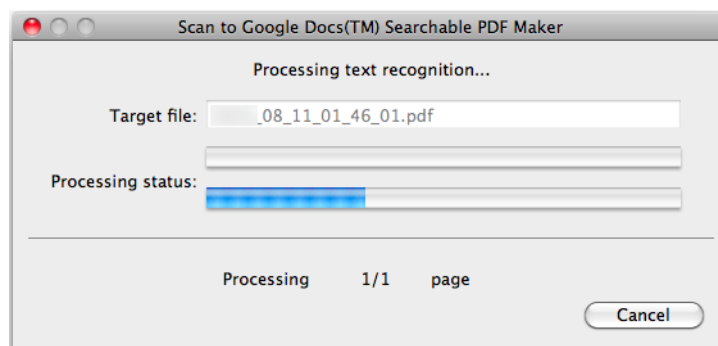


If the computer is shared with other users, do not select the [Remember the password in the keychain] checkbox in this window. Otherwise, other users will be able to log into Google Docs automatically.

- ⇒ When you perform a scan with [JPEG(\*.jpg)] selected for [File format] in the [File option] tab of the ScanSnap setup window, a PDF file is created from the JPEG file. A separate PDF file is created for each JPEG file. The following window is displayed when the PDF file is being created.

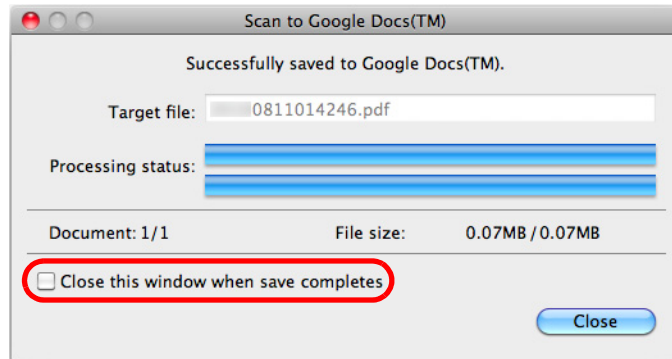


- ⇒ If the [Convert to Searchable PDF] checkbox is selected in the [Scan to Google Docs(TM) - Options] window in step 4., text recognition is performed according to the [OCR options] settings in the [Scan to Google Docs(TM) - Options] window. The following window is displayed during text recognition.



Text recognition will be performed if there are any pages containing text which is not yet recognized. Note that text recognition will be performed on all pages, including pages containing text on which text recognition has already been performed.

⇒ The following window appears when saving starts. Click the [Close] button to close the [Scan to Google Docs(TM)] window when the saving completes.



When you select the [Close this window when save completes] checkbox in the [Scan to Google Docs(TM)] window, from next scanning on, the [Scan to Google Docs(TM)] window automatically closes after the PDF file is saved to Google Docs.



Google Docs does not start up after the saving has completed. To check the saved PDF file, start a web browser and log in to Google Docs.

## Without using the Quick Menu



To disable the Quick Menu, you need to clear the [Use Quick Menu] checkbox in the ScanSnap setup window.

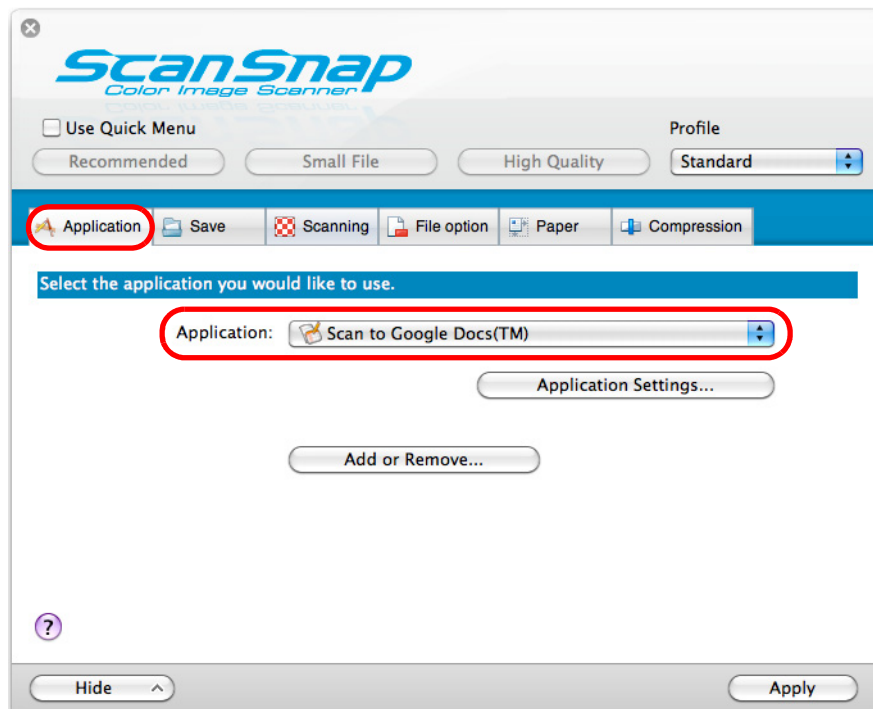
For details about how to perform scanning without using the Quick Menu, refer to "[Without Using the Quick Menu](#)" (page 233).

### 1. Select [Settings] from the ScanSnap Manager menu.

For details about the ScanSnap Manager menu, refer to "[ScanSnap Manager Menu](#)" (page 224).

⇒ The ScanSnap setup window appears.

### 2. In the [Application] pop-up menu in the [Application] tab, select [Scan to Google Docs(TM)].

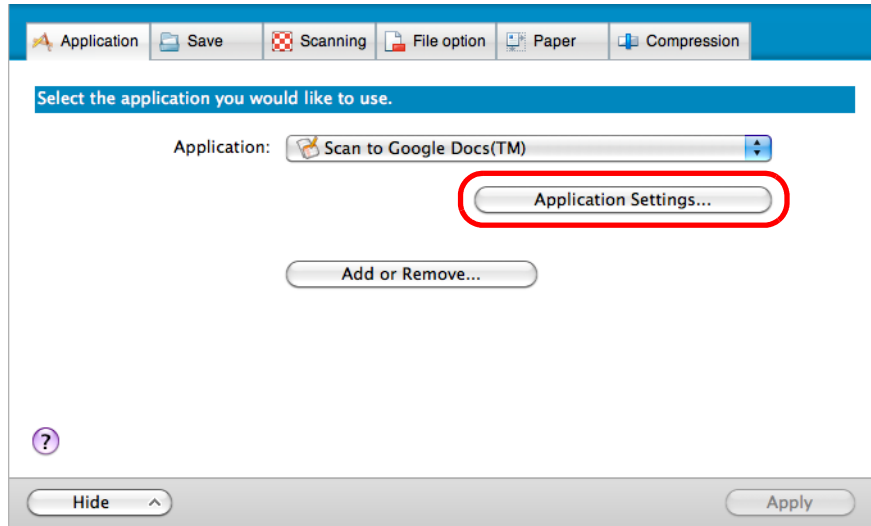


ScanSnap Manager can also link with [Scan to Google Docs(TM)] when you select:

- [Scan to Google Docs(TM)] from the [Profile] pop-up menu of the ScanSnap setup window
- [Scan to Google Docs(TM)] from the Profile menu

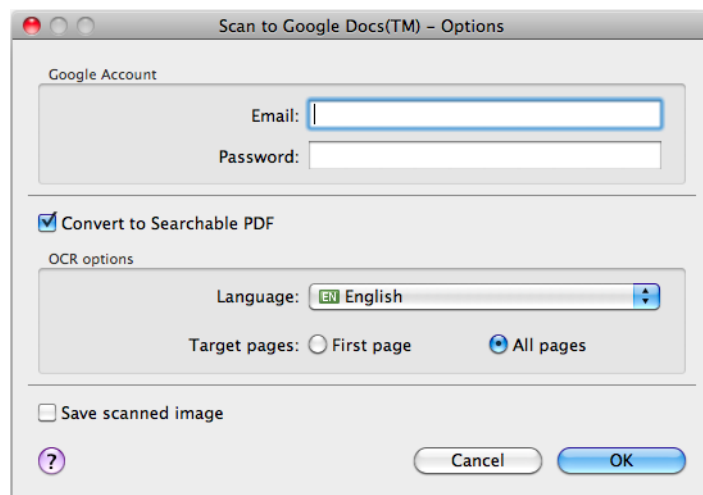
### 3. Change settings for the [Scan to Google Docs(TM)] (If you do not want to change any settings, go to step 4.).


1. Click the [Application Settings] button.



⇒ The [Scan to Google Docs(TM) - Options] window appears.

2. Change the settings.  
For details about the [Scan to Google Docs(TM) - Options] window, refer to the ScanSnap Manager Help.



 If the computer is shared with other users, do not enter your information in [Email] and [Password] in this window. Otherwise, other users will be able to log into Google Docs automatically.

3. Click the [OK] button to close the [Scan to Google Docs(TM) - Options] window.

### 4. Click the [Apply] button.

**5.** Click the [  ] button in the upper left corner to close the ScanSnap setup window.

**6.** Load the document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents"](#) (page 30).

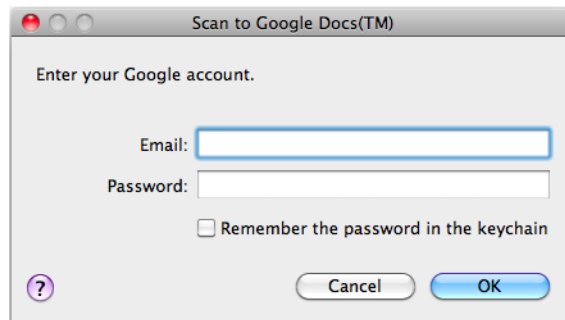
**7.** Press the [Scan/Stop] button on the ScanSnap to start scanning.



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

**8.** Press the [Scan/Stop] button on the ScanSnap to finish scanning.

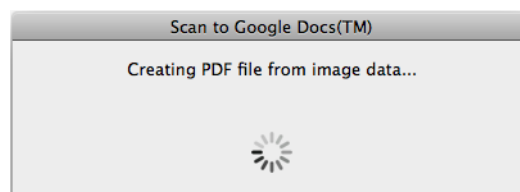
⇒ If you did not specify a Google account in the [Scan to Google Docs(TM) - Options] window in step 3., the [Scan to Google Docs(TM)] window appears. Saving will continue after you enter an e-mail address and a password, and click the [OK] button.



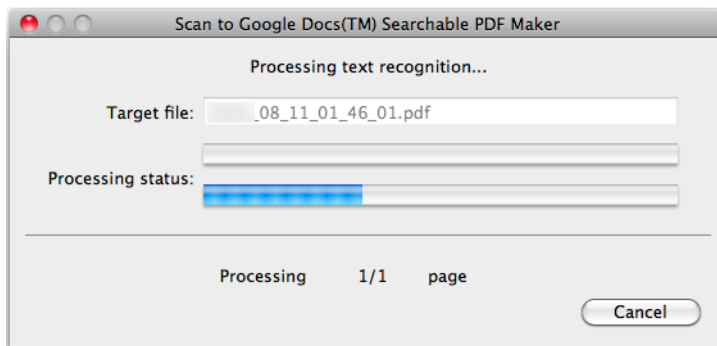
If the computer is shared with other users, do not select the [Remember the password in the keychain] checkbox in this window. Otherwise, other users will be able to log into Google Docs automatically.


⇒ When you perform a scan with [JPEG(\*.jpg)] selected for [File format] in the [File option] tab of the ScanSnap setup window, a PDF file is created from the JPEG file. A separate PDF file is created for each JPEG file.

The following window is displayed when the PDF file is being created.

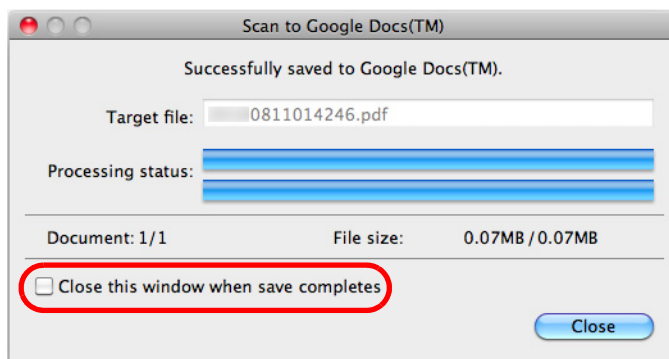


⇒ If the [Convert to Searchable PDF] checkbox is selected in the [Scan to Google Docs(TM) - Options] window in step 3., text recognition is performed according to the [OCR options] settings in the [Scan to Google Docs(TM) - Options] window. The following window is displayed during text recognition.




 Text recognition will be performed if there are any pages containing text which is not yet recognized. Note that text recognition will be performed on all pages, including pages containing text on which text recognition has already been performed.

⇒ The following window appears when saving starts. Click the [Close] button to close the [Scan to Google Docs(TM)] window when the saving completes.



When you select the [Close this window when save completes] checkbox in the [Scan to Google Docs(TM)] window, from next scanning on, the [Scan to Google Docs(TM)] window automatically closes after the PDF file is saved to Google Docs.

 Google Docs does not start up after the saving has completed. To check the saved PDF file, start a web browser and log in to Google Docs.

# Using the ScanSnap in Various Ways

This section explains about various ways of using the ScanSnap.

## ■ Scanning Color Documents in Gray or Black & White Mode

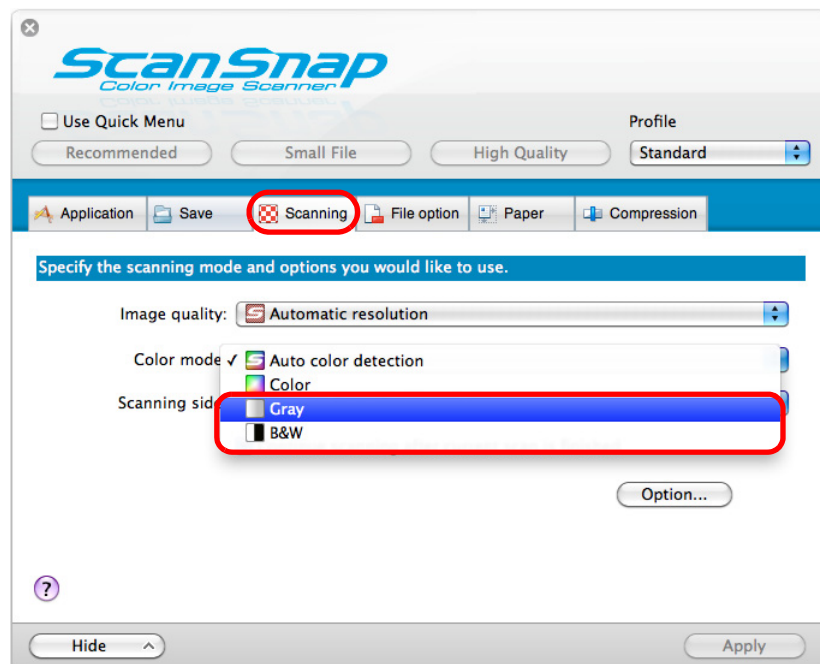
When [Auto color detection] is specified for [Color mode] in the [Scanning] tab of the ScanSnap setup window, the ScanSnap automatically recognizes whether the scanned document is color, gray or black & white, and saved the documents in their respective color modes.

### 1. Select [Settings] from the ScanSnap Manager menu.

For details about the ScanSnap Manager menu, refer to ["ScanSnap Manager Menu" \(page 224\)](#).

⇒ The ScanSnap setup window appears.

### 2. From the [Color mode] pop-up menu in the [Scanning] tab, select [Gray] or [B&W].





**3. Click the [Apply] button.**

**4. Click the [✕] button in the upper left corner to close the ScanSnap setup window.**

**5. Load the document in the ScanSnap.**

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).

**6. Press the [Scan/Stop] button on the ScanSnap to start scanning.**



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

**7. Press the [Scan/Stop] button on the ScanSnap to finish scanning.**

⇒ Scanned image is saved in gray or black & white.

## ■ Correcting Skewed Character Strings

When documents with skewed character strings are scanned, the ScanSnap is able to detect the skewed character strings and correct them.

To correct skewed character strings, change the settings in the following procedure.



- Up to +/-5 degrees of skew can be corrected.
- Since this option is performed assuming that the document contains a certain amount of text, character strings may be adjusted at a wrong angle when scanning the following types of documents. In that case, clear the [Correct skewed character strings automatically] checkbox:
  - Documents on which pitches between lines or characters are extremely narrow, or characters are overlapped
  - Documents with many outlined or decorated characters
  - Documents with many photographs or figures and few characters
  - Documents with characters on a patterned background  
e.g. Characters overlapping illustrations and diagrams
  - Documents with characters printed in various directions such as drawings
  - Documents with long diagonal lines
  - Documents including handwritten characters
- This setting is disabled when you perform a scan using the Carrier Sheet.



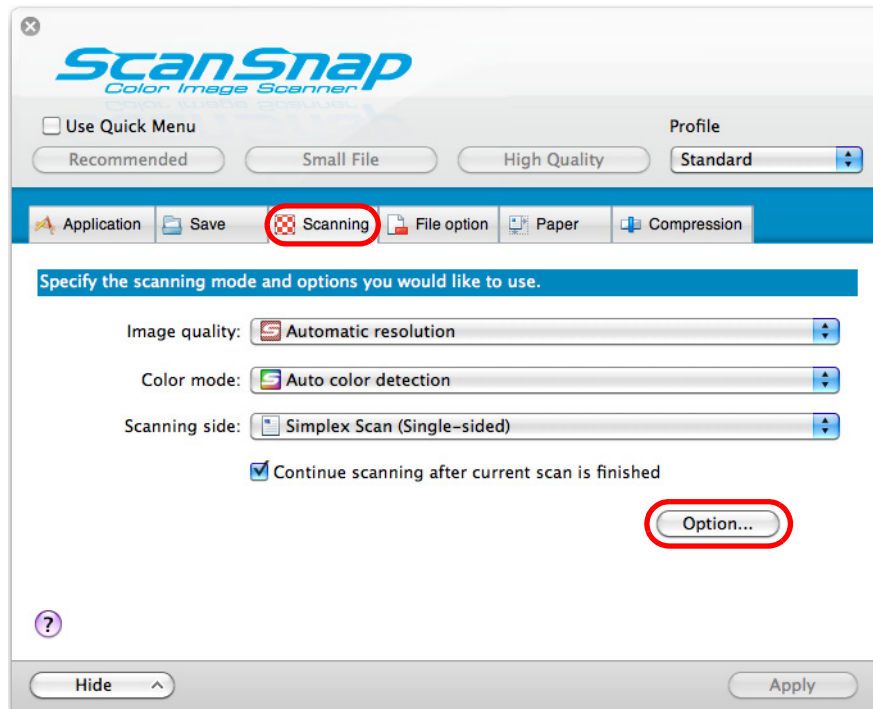
You do not have to enable [Correct skewed character strings automatically] when [Automatic detection] is specified for [Paper size] in the [Paper] tab in the ScanSnap setup window because the skewed image is always corrected when documents are scanned by this setting.

### 1. Select [Settings] from the ScanSnap Manager menu.

For details about the ScanSnap Manager menu, refer to ["ScanSnap Manager Menu" \(page 224\)](#).

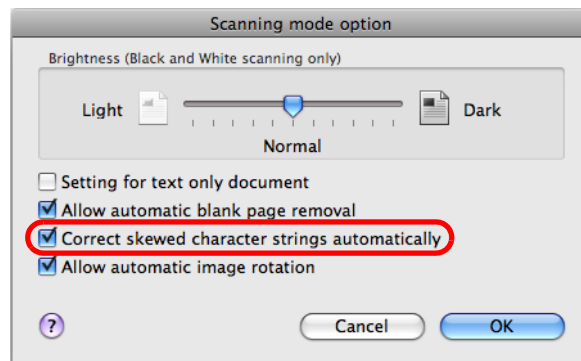
⇒ The ScanSnap setup window appears.

**2. Click the [Option] button in the [Scanning] tab.**



⇒ The [Scanning mode option] window appears.

**3. Select the [Correct skewed character strings automatically] checkbox.**



**4. Click the [OK] button to close the [Scanning mode option] window.**

**5. Click the [Apply] button in the ScanSnap setup window.**

**6. Click the [X] button in the upper left corner to close the ScanSnap setup window.**

## **7. Load the document in the ScanSnap.**

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).

## **8. Press the [Scan/Stop] button on the ScanSnap to start scanning.**



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

## **9. Press the [Scan/Stop] button on the ScanSnap to finish scanning.**

⇒ Image data is saved with skewed character strings corrected.

## ■ Correcting the Orientation of Scanned Images

In an office environment, it is often the case that a single batch contains same size documents of different page orientations.

The ScanSnap is able to automatically rotate each scanned image to its correct orientation for such document batches.

To rotate scanned images to their correct orientations, change the settings in the following procedure.



Since this option determines the document's page orientation based on the character strings printed on the document, the following types of documents may be rotated to the wrong orientation. In that case, clear the [Allow automatic image rotation] checkbox.

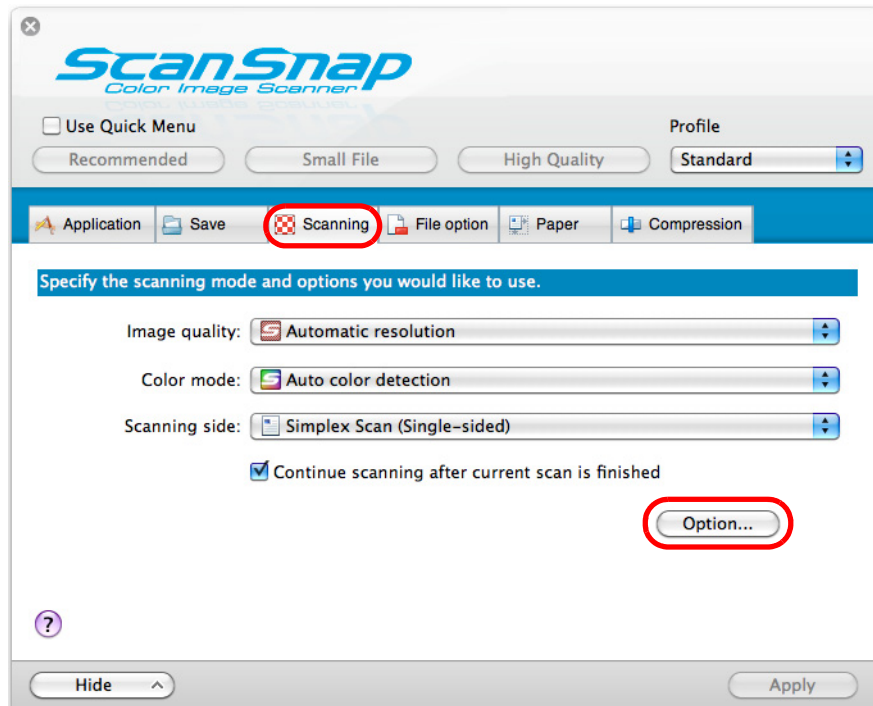
- Documents with many extremely large or small characters
- Documents on which pitches between lines or characters are extremely narrow, or characters are overlapped
- Documents with many characters contacting underlines or borders
- Documents with many photographs or figures and few characters
- Documents with characters on an unevenly colored background  
e.g. Shaded characters
- Documents with many decorated characters  
e.g. Decorated characters (embossed/outlined)
- Documents with characters on a patterned background  
e.g. Characters overlapping illustrations and diagrams
- Documents with characters printed in various directions such as drawings
- Documents written using only capital letters
- Documents including handwritten characters
- Skewed documents
- Documents written in an unsupported language (language other than Japanese/English/  
French/German/Italian/Spanish/Russian/Portuguese)
- Documents with complex layouts
- Documents with a large amount of image noise
- Documents with faint characters
- Documents with faded characters

### 1. Select [Settings] from the ScanSnap Manager menu.

For details about the ScanSnap Manager menu, refer to "[ScanSnap Manager Menu](#)" (page 224).

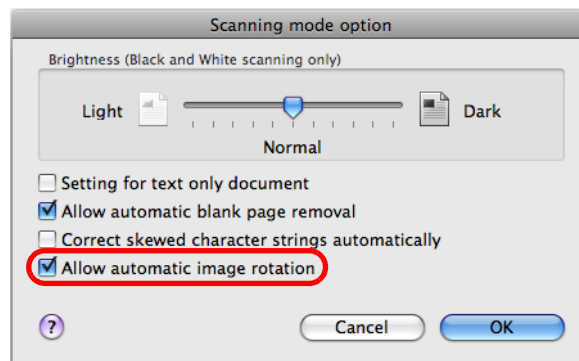
⇒ The ScanSnap setup window appears.

**2. Click the [Option] button in the [Scanning] tab.**



⇒ The [Scanning mode option] window appears.

**3. Select the [Allow automatic image rotation] checkbox.**



**4. Click the [OK] button to close the [Scanning mode option] window.**

**5. Click the [Apply] button in the ScanSnap setup window.**

**6. Click the [X] button in the upper left corner to close the ScanSnap setup window.**

## **7. Load the document in the ScanSnap.**

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).

## **8. Press the [Scan/Stop] button on the ScanSnap to start scanning.**



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

## **9. Press the [Scan/Stop] button on the ScanSnap to finish scanning.**

⇒ The scanned image is saved in the correct orientation.

## ■ Scanning Documents Larger Than A4/Letter Size

You can scan documents larger than A4/Letter size such as A3, Double Letter and B4 using the Carrier Sheet (sold separately). By folding the document in half and scanning both sides consecutively in simplex mode, the two sides are merged into a single image and saved. Change the settings to scan documents larger than A4/Letter size in the following procedure.



In the [Scanning mode option] window ([Scanning] tab → [Option] button in the ScanSnap setup window), the [Correct skewed character strings automatically] checkbox is disabled.



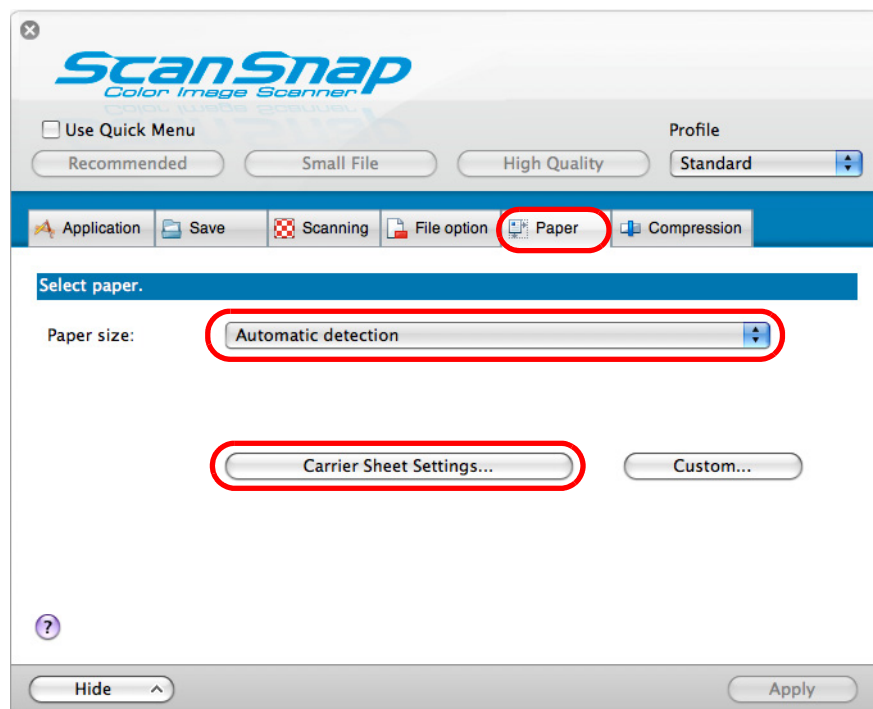
You can also scan documents smaller than A4/Letter size and have both sides saved as a single image.

### 1. Select [Settings] from the ScanSnap Manager menu.

For details about the ScanSnap Manager menu, refer to ["ScanSnap Manager Menu" \(page 224\)](#).

⇒ The ScanSnap setup window appears.

### 2. In the [Paper] tab select [Automatic detection] in [Paper size], and then click the [Carrier Sheet Settings] button.

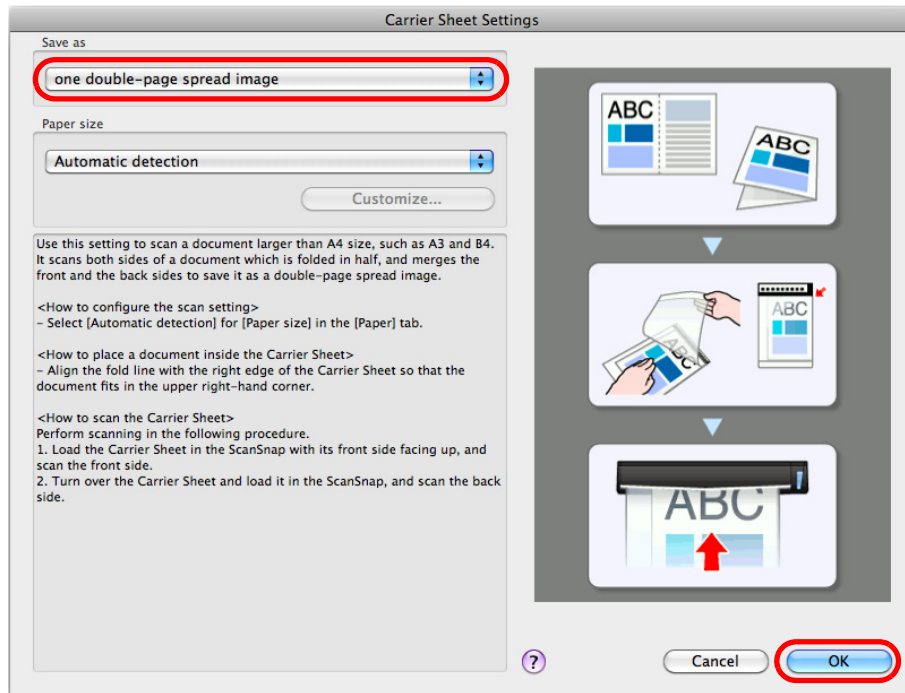


⇒ The [Carrier Sheet Settings] window appears.



### 3. Select [one double-page spread image] in [Save as].

For details about the Carrier Sheet settings, refer to the ScanSnap Manager Help.



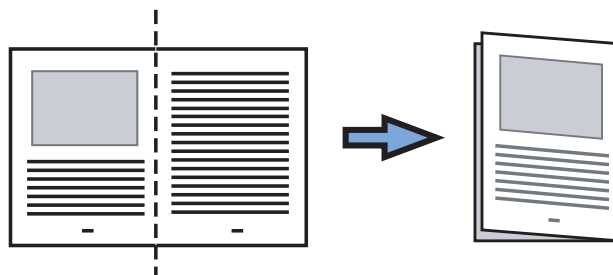
### 4. Click the [OK] button to close the [Carrier Sheet Settings] window.

### 5. Click the [Apply] button in the ScanSnap setup window.

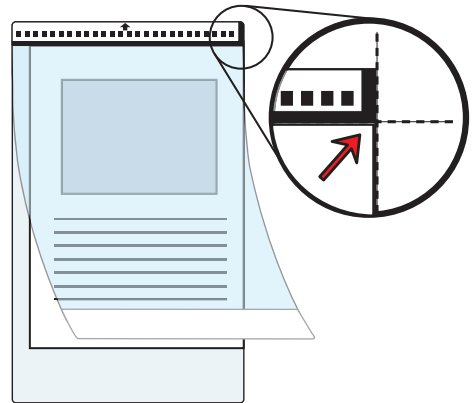
### 6. Click the [X] button in the upper left corner to close the ScanSnap setup window.

### 7. Place the document inside the Carrier Sheet.

1. Fold the document in half so that the sides to be scanned are facing out. Fold it tightly and smooth out any creases.

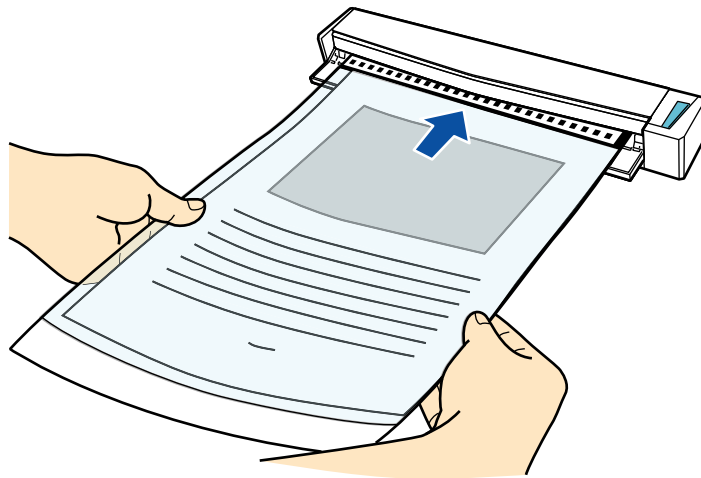


2. Open the Carrier Sheet and place the document inside.  
Align the fold line with the right edge of the Carrier Sheet so that the document fits in the upper right-hand corner of the Carrier Sheet.



Note that the front side of the Carrier Sheet has a thick vertical line in the upper right-hand corner.

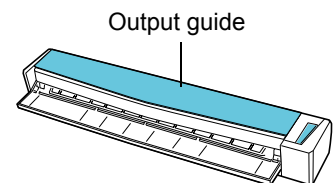
- 8.** Insert the part with the black and white pattern straight into the feeding section of the ScanSnap, with the front side of the Carrier Sheet facing up.



⇒ The Carrier Sheet is pulled in until it is set inside the ScanSnap.

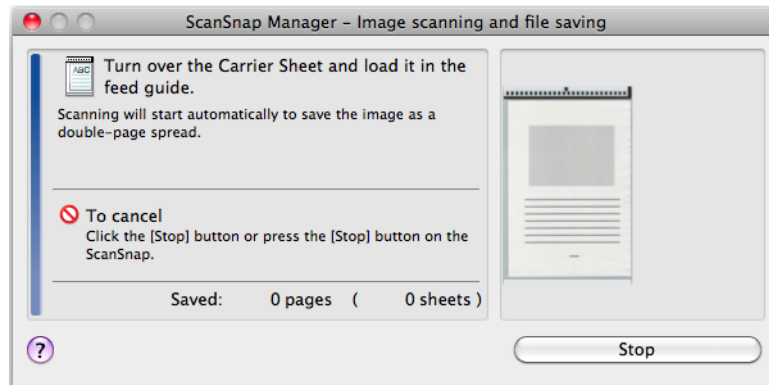


If you perform a scan using the Carrier Sheet with the output guide open, a paper jam may occur and damage the documents. Make sure to close the output guide when you perform a scan using the Carrier Sheet.



## 9. Press the [Scan/Stop] button on the ScanSnap to start scanning.

- ⇒ Scanning starts and the [ScanSnap Manager - Image scanning and file saving] window appears. When the front side of the Carrier Sheet is scanned, the image data is displayed in the preview area.

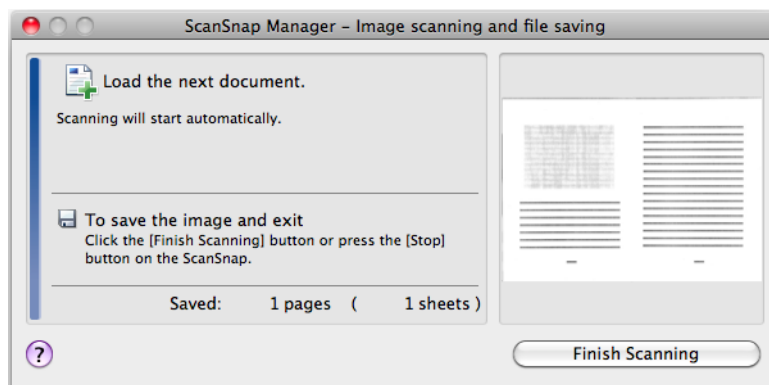


## 10. Turn over the Carrier Sheet and insert it as explained in step 8.



Make sure to scan the front and back side of the Carrier Sheet consecutively.

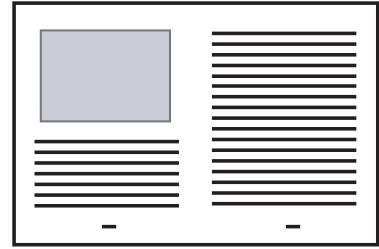
- ⇒ Scanning starts automatically and the [ScanSnap Manager - Image scanning and file saving] window appears. When the back side of the Carrier Sheet is scanned, scanned images of the front and back side of the document inside the Carrier Sheet are displayed as a double-page spread image in the preview area.



Repeat steps 7. to 10. to scan more documents larger than A4/Letter size. You can continue with scanning documents that can be set directly in the ScanSnap. For details about how to load documents, refer to ["How to Load Documents"](#) (page 30). Scanning starts automatically when a document is loaded in the ScanSnap.

## 11. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ The scanned images of the front and back side of the document inside the Carrier Sheet are saved as a double-page spread image.



- There may be a line or a gap appearing between the front and back side images. Also when you scan thick papers, images on both left and right may skew towards each other from the top. The degree of these symptoms varies depending on how the document was set or folded. In that case, try the following for possible resolutions:
  - Fold the document properly
  - Neatly align the edges of the document with the edges of the Carrier Sheet when placing the document inside the Carrier Sheet
- When [Automatic detection] is selected from the [Paper size] pop-up menu in the [Carrier Sheet Settings] window, the image is output in an optimal size selected automatically from the available standard sizes (A3, B4 or 11 × 17 in.) in the [Paper size] pop-up menu. However, depending on the document, the size of the saved image data may be smaller than the original document or some parts of the image may be missing. Example: When you scan an A3 size document with an A4 size image printed in the center, image data is saved in B4 size. To save an image data in the actual size of the document, specify the document size in the [Paper size] pop-up menu.
- Part of the image data around where the document is folded may appear missing. In that case, place the document so that its edge is about 1 mm inside from the edge of the Carrier Sheet.

## ■ Scanning Documents Such as Photographs and Clippings

You can scan photographs you do not want to damage or documents that are difficult to scan such as clippings using the Carrier Sheet (sold separately).

Change the settings to scan documents such as photographs and clippings in the following procedure.



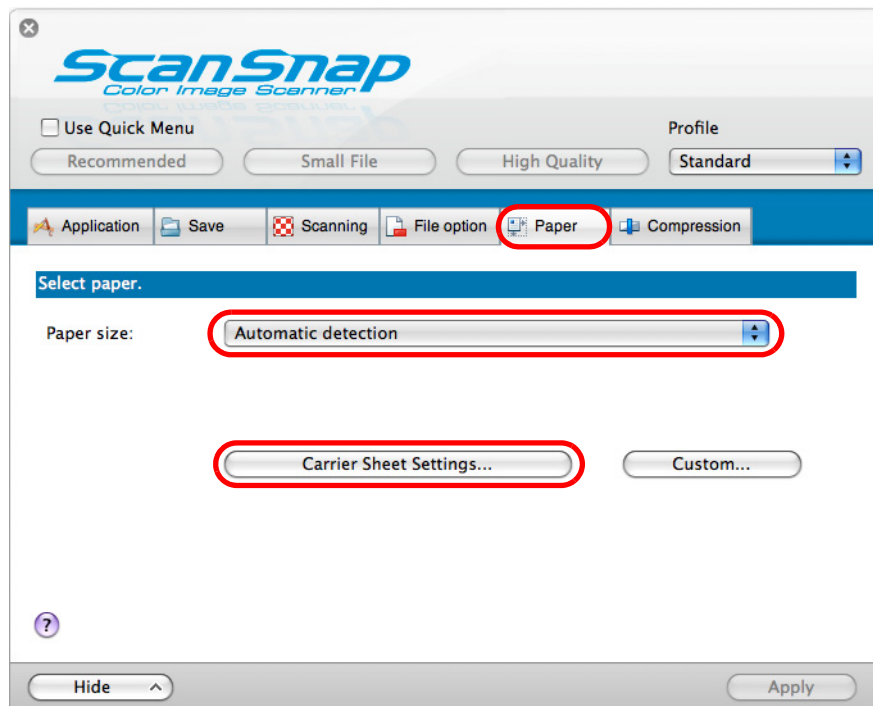
In the [Scanning mode option] window ([Scanning] tab → [Option] button in the ScanSnap setup window), the [Correct skewed character strings automatically] checkbox is disabled.

### 1. Select [Settings] from the ScanSnap Manager menu.

For details about the ScanSnap Manager menu, refer to ["ScanSnap Manager Menu" \(page 224\)](#).

⇒ The ScanSnap setup window appears.

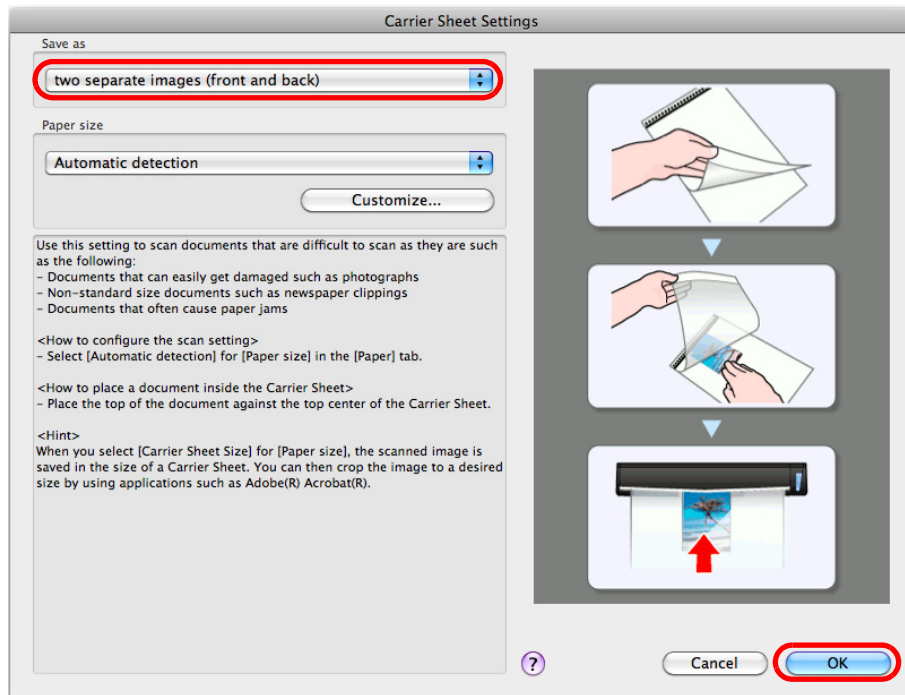
### 2. In the [Paper] tab, select [Automatic detection] in [Paper size], and then click the [Carrier Sheet Settings] button.



⇒ The [Carrier Sheet Settings] window appears.

**3. Select [two separate images (front and back)] in [Save as].**

For details about the Carrier Sheet settings, refer to the ScanSnap Manager Help.



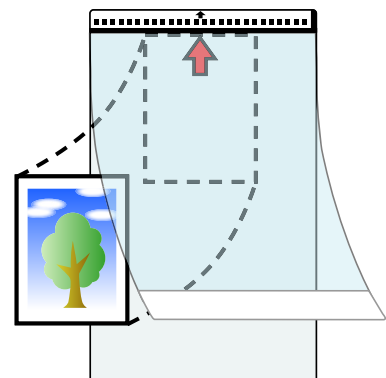
**4. Click the [OK] button to close the [Carrier Sheet Settings] window.**

**5. Click the [Apply] button in the ScanSnap setup window.**

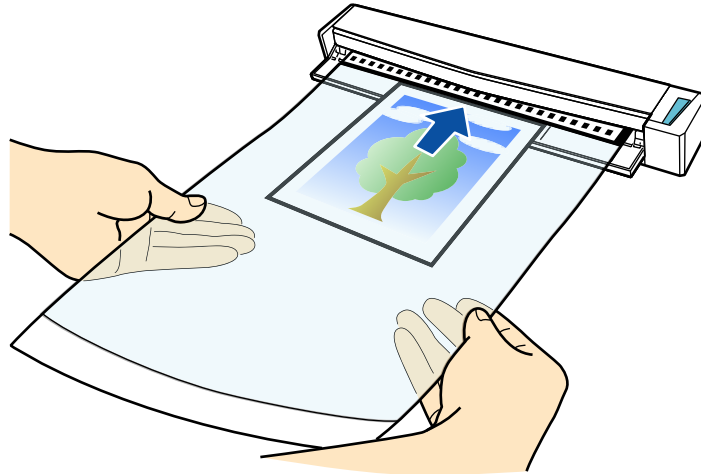
**6. Click the [X] button in the upper left corner to close the ScanSnap setup window.**

**7. Place the document inside the Carrier Sheet.**

Open the Carrier Sheet and place the top of the document against the top center of the Carrier Sheet.



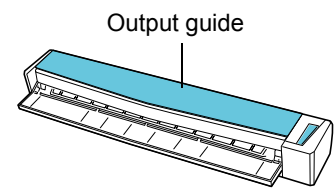
- 8. Insert the part with the black and white pattern straight into the feeding section of the ScanSnap, with the scanning side of the document inside the Carrier Sheet facing up.**



⇒ The Carrier Sheet is pulled in until it is set inside the ScanSnap.

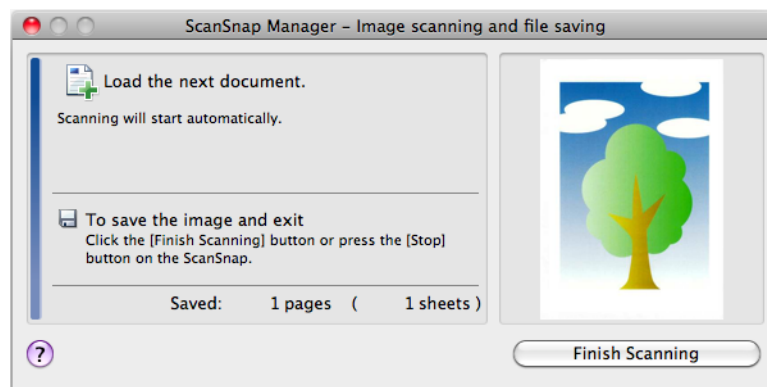


If you perform a scan using the Carrier Sheet with the output guide open, a paper jam may occur and damage the documents. Make sure to close the output guide when you perform a scan using the Carrier Sheet.



- 9. Press the [Scan/Stop] button on the ScanSnap to start scanning.**

⇒ When scanning is completed, the scanned image of the document inside the Carrier Sheet is displayed in the preview area.



Repeat steps 7. to 8. to scan more documents such as photographs and clippings. You can continue with scanning documents that can be set directly in the ScanSnap. For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#). Scanning starts automatically when a document is loaded in the ScanSnap.

## 10. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ Scanned image is saved.

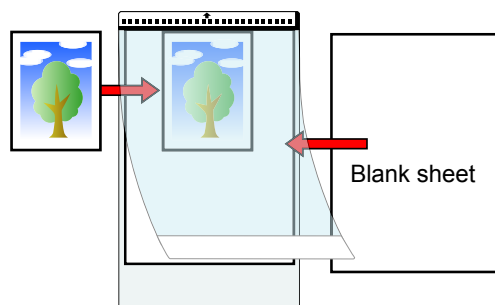


- The scanned image is output at the center of the page in the size specified in the [Paper size] pop-up menu of the [Carrier Sheet Settings] window.
- When [Automatic detection] is specified in the [Paper size] pop-up menu of the [Carrier Sheet Settings] window, the image is output in an optimal size selected automatically from the available standard sizes in the [Paper size] pop-up menu. However, depending on the document, the size of the saved image data may be smaller than the original document or part of the image may be missing.  
Example: When you scan an A5 size image printed in the middle of an A4 size document, the scanned image is saved in A5 size.  
To save the scanned image in its original size, specify the document size in the [Paper size] pop-up menu.



Place the document over a blank sheet if the following is observed:

- Scanned image is not saved in the same size as the document (when [Automatic detection] is specified in the [Paper size] pop-up menu of the [Carrier Sheet Settings] window)
- There are shadows around the edges of the scanned image
- There are black lines around the scanned image of a uniquely shaped cutting



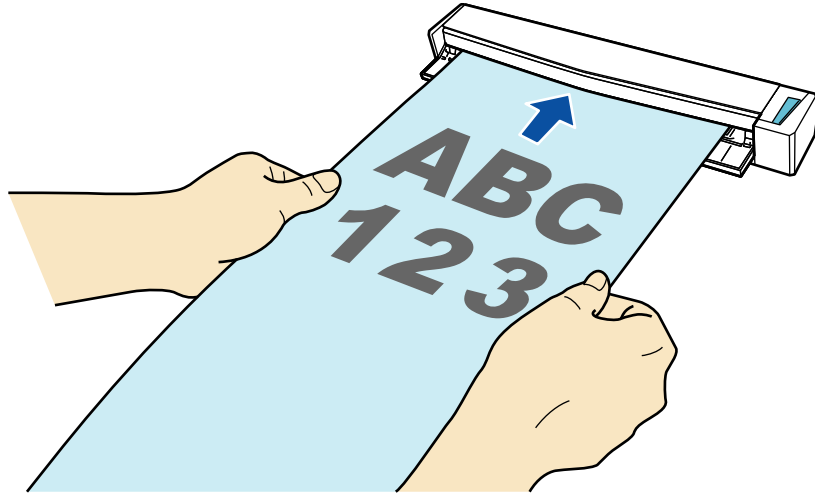


## ■ Long Page Scanning

Documents up to 863 mm (34 in.) in length can be scanned.

The following explains how to scan long pages.

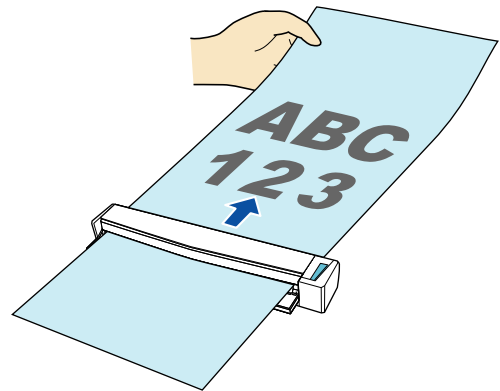
- 1. Insert the document straight into the feeding section of the ScanSnap, with the scanning side facing up.**



⇒ The document is pulled in until it is set inside the ScanSnap.



Secure enough space where the document exits the ScanSnap, and pick up the document with your hands to prevent it from falling off the unit where the ScanSnap is placed on.



## 2. Press the [Scan/Stop] button on the ScanSnap for three seconds or longer until it flashes in blue.

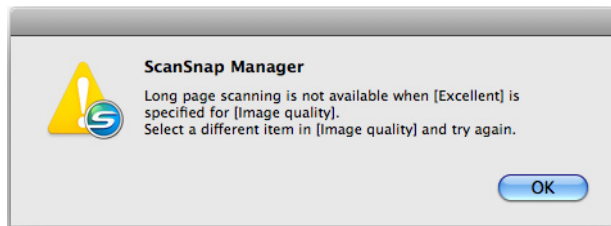
⇒ Scanning starts.



When you scan the first page as a long page and continue scanning, the next document is also scanned as long page.



- The error message below appears and long page scanning is disabled when [Excellent] is selected in the [Image quality] pop-up menu in the [Scanning] tab of the ScanSnap setup window.



- When you perform a long page scan, the setting for [Paper size] in the [Paper] tab of the ScanSnap setup window automatically switches to [Automatic detection]. The current settings are used for other scan settings.

## ■ Saving Scanned Images in Multiple PDF Files

The ScanSnap is able to save scanned image in separate PDF files based on the specified number of pages. For example, you can scan a batch of slips, and save each slip as a PDF file.

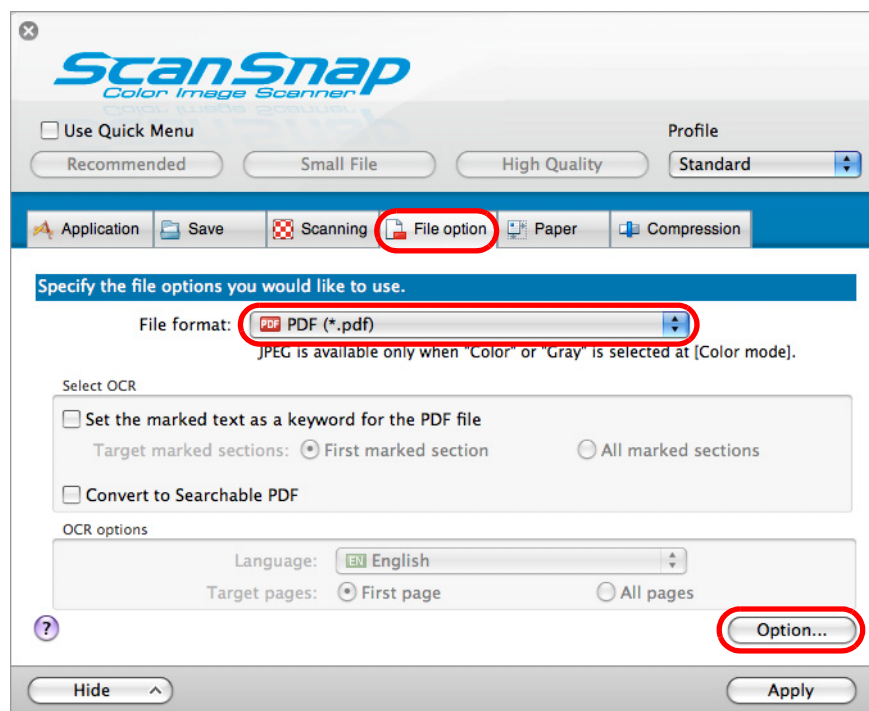
To save image data in multiple PDF files, change the settings in the following procedure.

### 1. Select [Settings] from the ScanSnap Manager menu.

For details about the ScanSnap Manager menu, refer to ["ScanSnap Manager Menu" \(page 224\)](#).

⇒ The ScanSnap setup window appears.

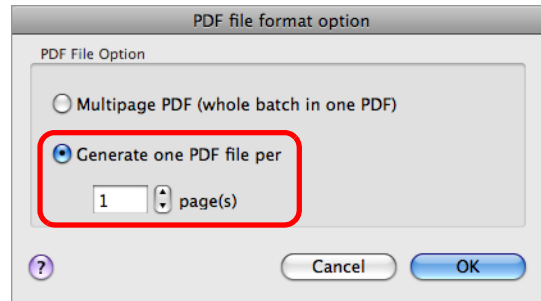
### 2. From the [File format] pop-up menu in the [File option] tab, select [PDF (\*.pdf)], and then click the [Option] button.



⇒ The [PDF file format option] window appears.

**3. Select [Generate one PDF file per (n) page(s)] and enter the number of pages to split.**

One PDF is created every time the number of pages specified here has been saved.



**4. Click the [OK] button to close the [PDF file format option] window.**

**5. Click the [Apply] button in the ScanSnap setup window.**

**6. Click the [✕] button in the upper left corner to close the ScanSnap setup window.**

**7. Load the document in the ScanSnap.**

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).

**8. Press the [Scan/Stop] button on the ScanSnap to start scanning.**



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

**9. Press the [Scan/Stop] button on the ScanSnap to finish scanning.**

⇒ One PDF file is created every time the number of pages specified in step 3. has been scanned.

## ■ Creating Searchable PDF Files

The ScanSnap is able to perform text recognition on a scanned image automatically and create a searchable PDF file.

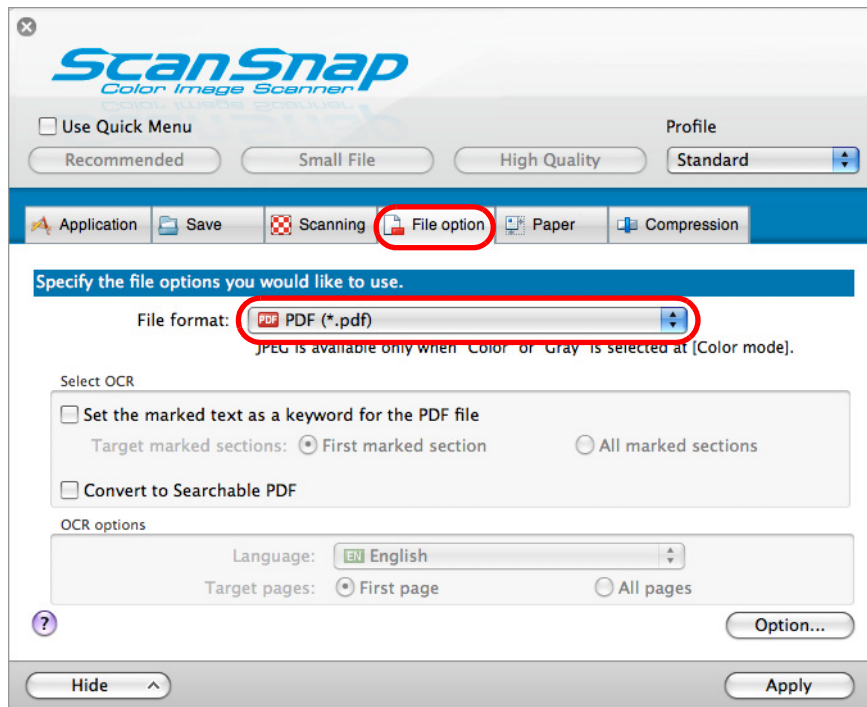
To create searchable PDF files, change the settings in the following procedure.

### 1. Select [Settings] from the ScanSnap Manager menu.

For details about the ScanSnap Manager menu, refer to ["ScanSnap Manager Menu" \(page 224\)](#).

⇒ The ScanSnap setup window appears.

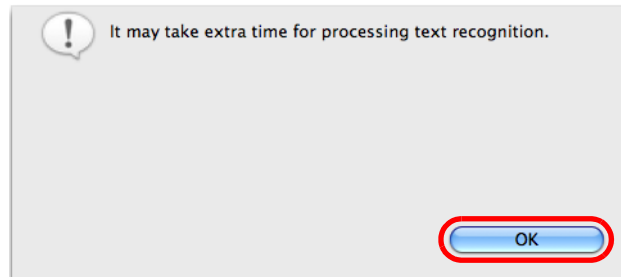
### 2. From the [File format] pop-up menu in the [File option] tab, select [PDF (\*.pdf)].



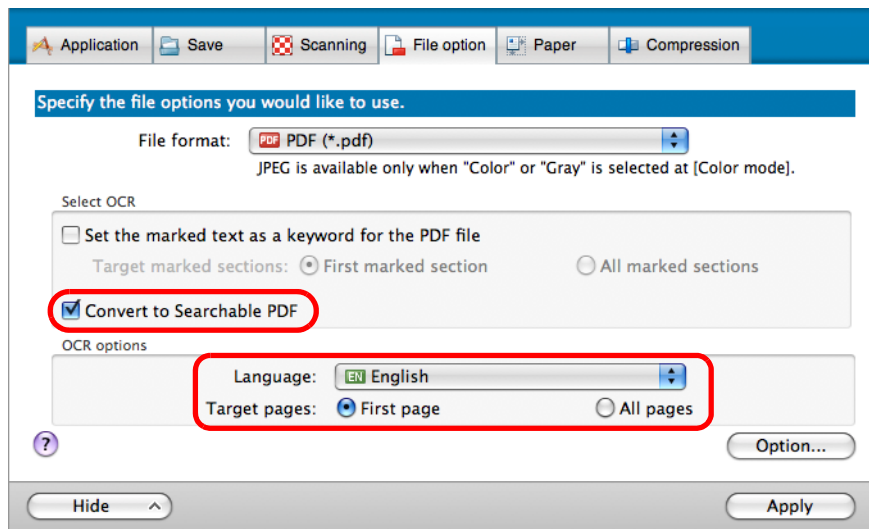
It is recommended that you select [Better] or [Best] for [Image quality] in the [Scanning] tab in the ScanSnap setup window.

### 3. Select the [Convert to Searchable PDF] checkbox.

⇒ The following message appears.



⇒ Click the [OK] button to close the window.



- Language  
Select the language. English, French, German, Italian, Spanish, Russian, and Portuguese can be selected.
- Target pages  
Select [All pages] to perform text recognition for all pages and [First page] for just the first page.

### 4. Click the [Apply] button.

### 5. Click the [X] button in the upper left corner to close the ScanSnap setup window.

### 6. Load the document in the ScanSnap.

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).

## 7. Press the [Scan/Stop] button on the ScanSnap to start scanning.



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

## 8. Press the [Scan/Stop] button on the ScanSnap to finish scanning.

⇒ Text recognition is performed on the scanned image and a searchable PDF file is created.



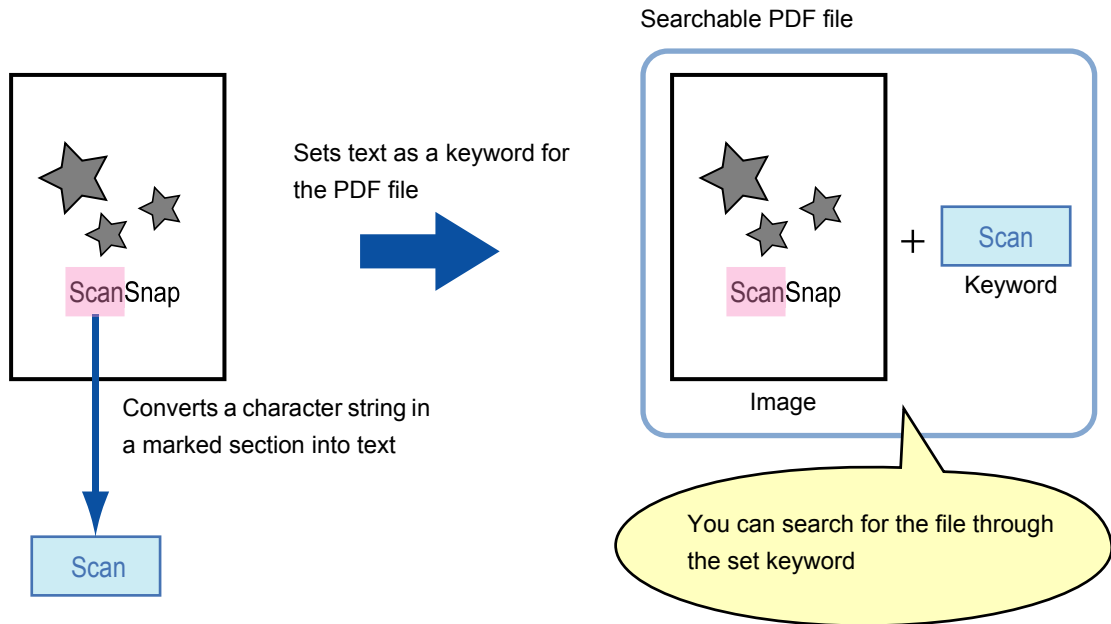
- It may take extra time to process text recognition depending on your computer system environment when you enable this setting in step 3.
- Scanned images of the following types of documents (characters) may not be recognized correctly.  
In that case, better results in text recognition may be achieved by changing the setting for [Color mode] or specifying a higher resolution in [Image quality].
  - Documents including handwritten characters
  - Documents with small characters scanned at a low resolution
  - Skewed documents
  - Documents written in languages other than the specified language
  - Documents including texts written in italic characters
  - Documents containing characters with superscripts/subscripts and complicated mathematical expressions
  - Documents with characters on an unevenly colored background  
e.g. Shaded characters
  - Documents with many decorated characters  
e.g. Decorated characters (embossed/outlined)
  - Documents with characters on a patterned background  
e.g. Characters overlapping illustrations and diagrams
  - Documents with many characters contacting underlines or borders
- It may take extra time to perform text recognition on the following documents:
  - Documents with complex layouts
  - Documents with information other than text  
e.g. Text on a shaded background

## ■ Automatically Setting Keywords for PDF Files

If the document is black & white, character strings (e.g. page heading, title) can be set as keywords and used for a PDF file search.

Mark a character string to be set as a keyword with a water-based highlight pen so that the character string is completely covered.

When you perform a scan, the marked character strings are recognized and set as keywords for the PDF file.



Mark black & white documents in the following way:

- Any regular highlight pen can be used.

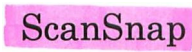


The following shows the colors and thickness recommended for highlight pens:

Pink	Yellow	Blue	Green
ScanSnap	ScanSnap	ScanSnap	ScanSnap

- Mark a straight line over a single character string.
- The supported range of a marked section is as follows:  
Minimum : 3 mm (short side) × 10 mm (long side)  
Maximum : 20mm (short side) × 150mm (long side)
- Use only one color per page for marking.



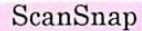
- Make sure to cover the entire character string when marking it.  
Mark sections so that the entire section is evenly colored.

Good example:	Bad example 1: (does not cover the entire section)	Bad example 2: (unevenly colored)
		

- Do not mark more than ten sections per page.



- It is recommended that you use a blue or a green highlight pen for marking. When you use colors such as pink or yellow for marking, the marked sections may not be recognized as keywords.
- Use a blue highlight pen for documents with dark background colors such as newspapers. Marked sections may not be detected when a color other than blue is used.
- For the following document types, marked sections cannot be recognized and set as keywords:
  - Color documents such as catalogues or pamphlets
  - Documents in which two or more colors are used for marking
  - Documents containing colors other than for marking (pens other than highlight pens are used or the document is stained)
  - Documents with too many marked sections on a single page
- The following types of marked character strings cannot be set as keywords:
  - The size of marked section is outside the supported range
  - The marking is irregular (e.g. skewed)
  - Multiple marked sections are too close to each other
  - The color of the highlight pen is too pale or the color has faded



- When you mark more than one character string, make sure to leave a gap of at least 5 mm between the marked sections. Marked sections that are too close to each other may be detected as one marked section.
- In the following case, character strings surrounding marked sections may be set as keywords:
  - Marked section overlaps the line above and below
- In the following cases, unmarked character strings may be set as keywords:
  - Color documents such as catalogues or pamphlets
  - Documents with color text, diagrams, pictures, tables and lines
  - Documents containing sections framed by a highlight pen
  - Stained documents



- Increase the resolution when you have trouble setting the keywords correctly.
- Keywords set for a PDF file can be checked [Document Properties] of Adobe Acrobat / Adobe Reader or Preview [Inspector].

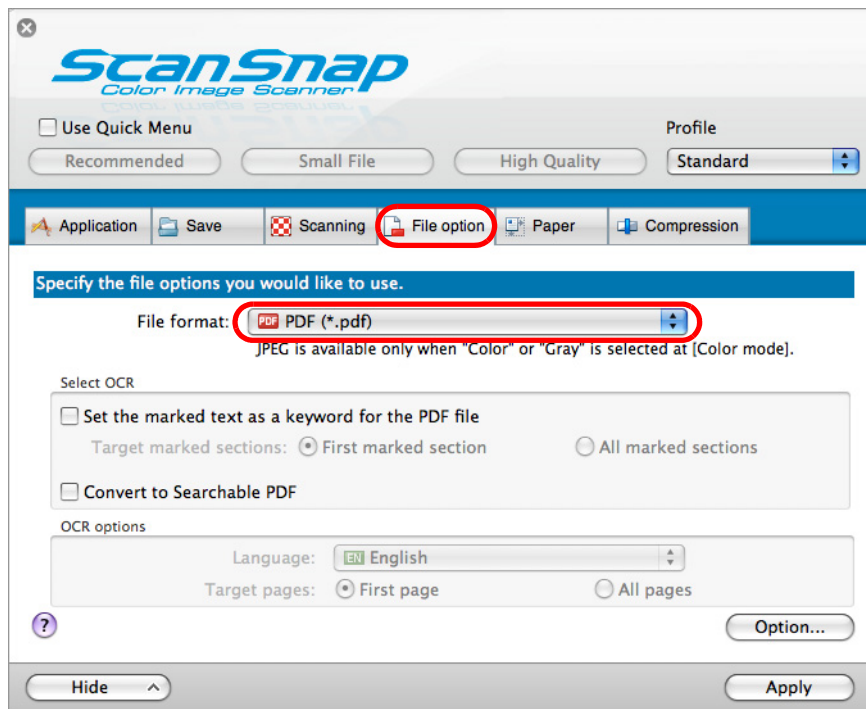
Change the settings in the following procedure to automatically set keywords for PDF files.

## 1. Select [Settings] from the ScanSnap Manager menu.

For details about the ScanSnap Manager menu, refer to ["ScanSnap Manager Menu" \(page 224\)](#).

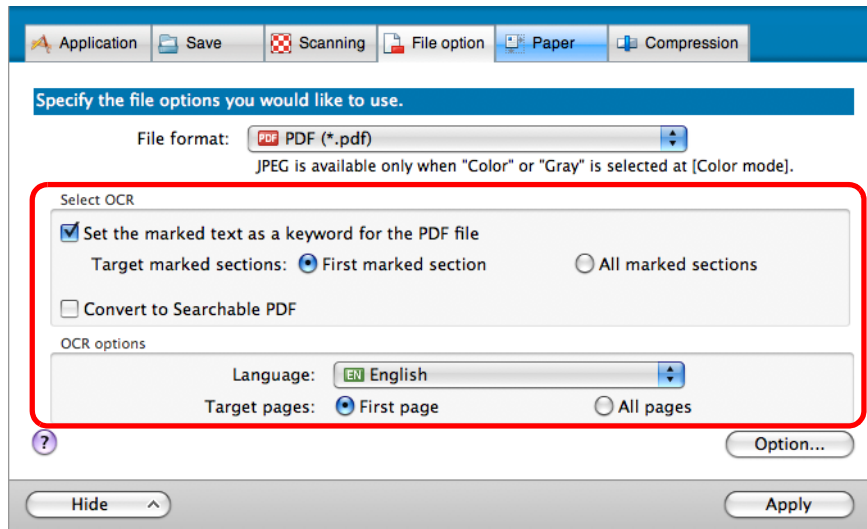
⇒ The ScanSnap setup window appears.

## 2. From the [File format] pop-up menu in the [File option] tab, select [PDF (\*.pdf)].



It is recommended that you select [Better] or [Best] for [Image quality] in the [Scanning] tab of the ScanSnap setup window.

### 3. Select the [Set the marked text as a keyword for the PDF file] checkbox.



- Target marked sections  
Select [First marked section] to perform text recognition and set a keyword for the PDF file only for the character strings in the first marked section, and [All marked sections] for all marked sections.

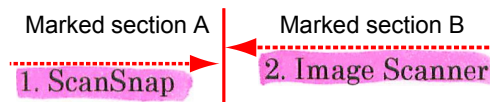


The following explanation is for when you select [First marked section]:

- Select this button to set a character string such as a title of a document as a keyword for the PDF file.  
Example: When only the title of a document is marked, the marked character string is set as a keyword for the PDF file, and the PDF file becomes searchable by the title character string.



- When multiple marked sections exist in line, the marked character string closest to the top of the document is set as a keyword.  
Example: In the following case, the character string in marked section B, which is higher than marked section A, is set as a keyword.



- Language  
Select the language. English, French, German, Italian, Spanish, Russian, and Portuguese can be selected.
- Target pages  
Select [First page] to perform text recognition and set a keyword for the PDF file only for the first page, and [All pages] for all pages.

**4. Click the [Apply] button.**

**5. Click the [✕] button in the upper left corner to close the ScanSnap setup window.**

**6. Load the document in the ScanSnap.**

For details about how to load documents, refer to ["How to Load Documents" \(page 30\)](#).

**7. Press the [Scan/Stop] button on the ScanSnap to start scanning.**



Load another document in the ScanSnap when you want to scan multiple sheets. Scanning starts automatically when a document is loaded.

**8. Press the [Scan/Stop] button on the ScanSnap to finish scanning.**

⇒ Text recognition is performed on marked character strings and a PDF file is created with the keywords added.



- It may take extra time to process text recognition depending on your computer system environment when you enable this setting in step 3.
- Scanned images of the following types of documents (characters) may not be recognized correctly.  
In that case, better results in text recognition may be achieved by specifying a higher resolution in [Image quality].
  - Documents including handwritten characters
  - Documents with small characters scanned at a low resolution
  - Skewed documents
  - Documents written in languages other than the specified language
  - Documents including texts written in italic characters
  - Documents containing characters with superscripts/subscripts and complicated mathematical expressions
  - Documents with characters on an unevenly colored background  
e.g. Shaded characters
  - Documents with many decorated characters  
e.g. Decorated characters (embossed/outlined)
  - Documents with characters on a patterned background  
e.g. Characters overlapping illustrations and diagrams
  - Documents with many characters contacting underlines or borders
- It may take extra time to perform text recognition on the following documents:
  - Documents with complex layouts
  - Documents with information other than text  
e.g. Text on a shaded background
- If the same character string is marked several times in the document, the same keyword is added multiple times in the PDF file.
- Total length of all the keywords can be up to 255 characters.
- When you check keywords in Adobe Acrobat or Adobe Reader, the added keywords may be displayed with a set of quotation marks (e.g. "ABC").
- For Mac OS X v10.4, keywords cannot be set for PDF files that are 500 MB or larger.

# Troubleshooting



For details about how to resolve problems such as removing jammed documents, refer to "Troubleshooting" in the ScanSnap Manager Help.

## **W**indows

Select [Help] → [Troubleshooting] in the Right-Click Menu.

## **M**ac OS

Select [Help] → [Troubleshooting] in the ScanSnap Manager menu.

# Daily Care





This chapter explains about cleaning materials and how to clean the ScanSnap.

Cleaning Materials . . . . .	359
Cleaning the Outside of the ScanSnap . . . . .	360
Cleaning the Inside of the ScanSnap. . . . .	361

# Cleaning Materials

Cleaning materials and their part numbers are as below.

Product Name	Part No.	Unit	Note
Cleaner F1 	PA03950-0352	1 bottle	Size: 100 ml
Cleaning Wipe (*1) 	PA03950-0419	1 pack	24 packets
Lint-free dry cloth (*2)	Commercially available	-	-

\*1 : Cleaning Wipes are wet sheets pre-moistened with Cleaner F1 which can be used instead of cloths moistened with Cleaner F1.

\*2 : Any lint-free cloth can be used.

To obtain these products, contact your FUJITSU dealer or an authorized FUJITSU scanner service provider.

# Cleaning the Outside of the ScanSnap

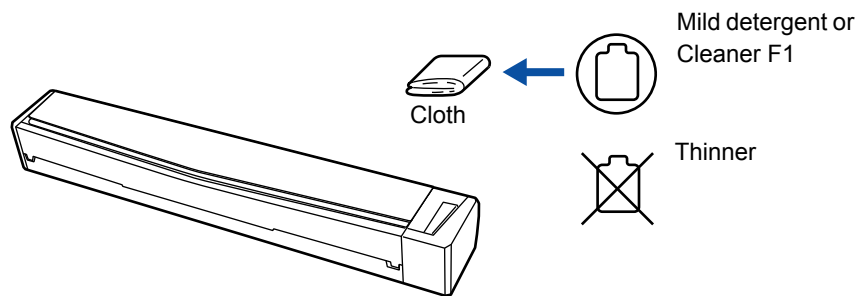
Clean the outside of the ScanSnap in the following procedure.

## How to perform cleaning

- 1. Unplug the USB cable from the ScanSnap.**
- 2. Clean the outside of the ScanSnap with a dry cloth, or a cloth moistened with Cleaner F1/mild detergent.**



- Never use paint thinner or any other organic solvents.
- Be careful not to get any moisture or water inside the scanner during cleaning.
- It may take a long time for Cleaner F1 to dry if an excessive amount is used. Moisten the cloth with moderate quantity. Wipe off the cleaner completely to leave no residue on the cleaned parts.





# Cleaning the Inside of the ScanSnap

Scanning continuously may cause dust and paper dust to accumulate inside the ScanSnap and result in scanning error.

As a guideline, the inside of the ScanSnap should be cleaned every 100 sheets scanned.

Note that this guideline varies depending on the types of documents you scan. For instance, it may be necessary to clean the scanner more frequently when you scan documents on which the toner is not sufficiently fused.

Clean the inside of the ScanSnap in the following procedure.



Check the number of sheets scanned in the following procedure.

#### Windows

Select [Help] → [About ScanSnap Manager] → [Detail] button in the Right-Click Menu to display the [ScanSnap Manager - Scanner and driver information] dialog box, and then see [Total page count].

#### Mac OS

Select [Help] → [About ScanSnap Manager] → [Detail] button in the ScanSnap Manager Menu to display the [ScanSnap Manager - Scanner and driver information] window, and then see [Total page count].

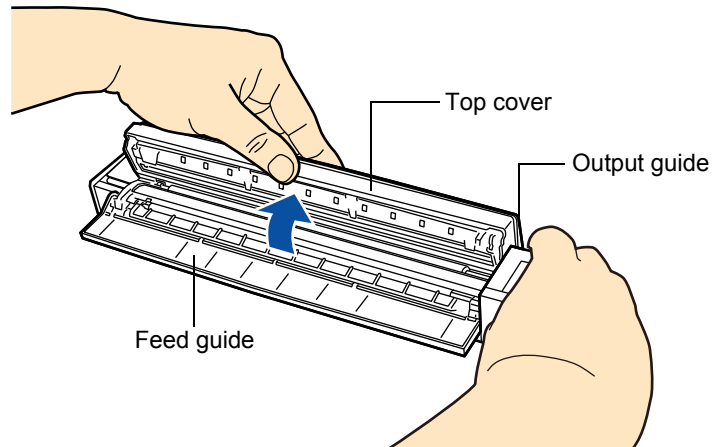


- Before you perform cleaning, you must turn off the ScanSnap and unplug the USB cable to avoid the risk of fire or electric shock.
- Do not use aerosol spray or spray that contains alcohol to clean the scanner. Dust blown up by strong air from the spray may enter inside of the scanner which may cause scanner failure or malfunction. Also note that sparks generated by static electricity may cause a fire.

## How to perform cleaning

**1.** Unplug the USB cable from the ScanSnap.

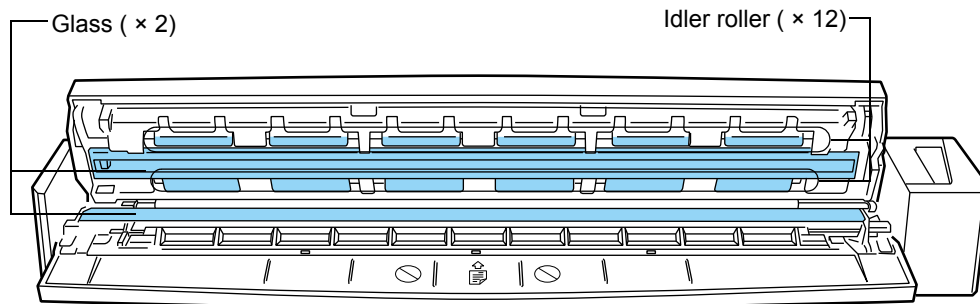
**2.** Open the top cover and the output guide.



**3.** Clean the idler rollers and the glass with a cloth moistened with Cleaner F1.



- Do not use water or mild detergent to clean the inside of the ScanSnap.
- It may take a long time for Cleaner F1 to dry if an excessive amount is used. Moisten the cloth with moderate quantity.  
Wipe off the cleaner completely to leave no residue on the cleaned parts.



- Glass (× 2, located on the top cover and its opposite side)  
Gently wipe the dirt and dust off the surface of the glass sections.
- Idler roller (× 12, located on the top cover)  
Gently wipe the dirt and dust off the rollers as you rotate them manually. Be careful not to damage the surface of the rollers. Make sure that it is cleaned properly because residue on the roller will affect the feeding performance.

**4. Connect the USB cable to the ScanSnap and the computer, then press the [Scan/Stop] button for three seconds with the top cover open.**

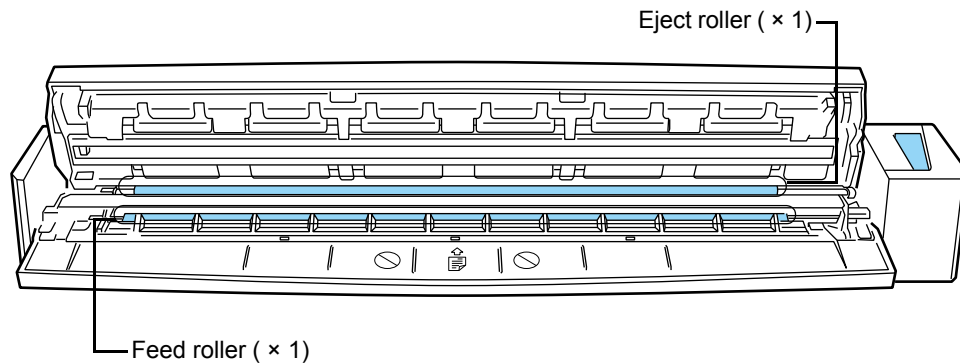


The USB cable should be connected to the computer only for cleaning the feed roller and the eject roller.

**5. Clean the feed roller and the eject roller with a cloth moistened with Cleaner F1.**



- Do not use water or mild detergent to clean the inside of the ScanSnap.
- It may take a long time for Cleaner F1 to dry if an excessive amount is used. Moisten the cloth with moderate quantity.  
Wipe off the cleaner completely to leave no residue on the cleaned parts.



- Feed roller (x 1)  
Press the [Scan/Stop] button to rotate the roller. Gently wipe the dirt off while taking care not to damage the surface of the roller. Make sure that it is cleaned properly because residue on the roller will affect the feeding performance.

- Eject roller (× 1)

Press the [Scan/Stop] button to rotate the roller. Gently wipe the dirt and dust off while taking care not to damage the surface of the roller. Make sure that it is cleaned properly because residue on the roller will affect the feeding performance.

If eject roller is difficult to clean, try cleaning it from the back while you keep the top cover slightly open.

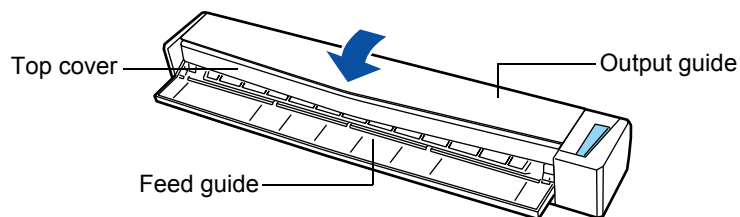


Eject roller ( × 1)



Pressing the [Scan/Stop] button seven times will rotate the feed roller and the eject roller one revolution.

### 6. Close the top cover and the output guide.



⇒ It clicks when it returns to its original position.



Make sure that the top cover is completely closed. Otherwise, paper jams or other feeding errors may occur.

# Appendix



This appendix explains how to update ScanSnap Manager, how to uninstall the software, setting items with/without the Quick Menu, how to purchase the Carrier Sheet and the ScanSnap installation specifications.

Updating ScanSnap Manager .....	366
Uninstalling the Software .....	370
Setting Items With/Without the Quick Menu.....	376
Purchasing/Cleaning the Carrier Sheet .....	380
Installation Specifications.....	382

# Updating ScanSnap Manager

Updates are released regularly in an effort to improve the usability and functionality of ScanSnap Manager.

This section explains how to update ScanSnap Manager.

For details about updates of the software bundled with the ScanSnap, visit the following web page:

<http://scansnap.fujitsu.com>

## ■ Updating in Windows

Update ScanSnap Manager in the following procedure.

We recommend that you run the update regularly.



- It is necessary to have a browser with Internet access to perform the update.
- Always log on as a user with Administrator privileges.

### 1. Select [Help] → [Online Update] from the Right-Click Menu.

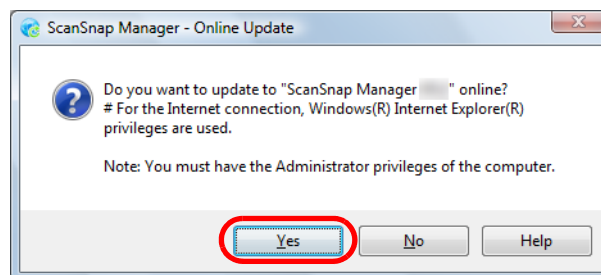
For details about the Right-Click Menu, refer to "Right-Click Menu" (page 59).

⇒ A confirmation message appears.



You can also update ScanSnap Manager by selecting [Start] menu → [All Programs] → [ScanSnap Manager] → [Online Update].

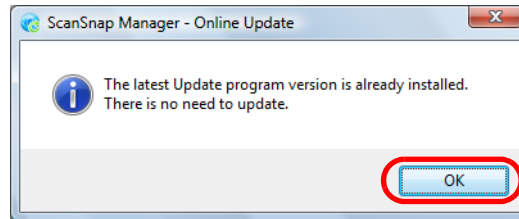
### 2. Click the [Yes] button.



⇒ If a later version of ScanSnap Manager (update) is available, a message confirming the update appears.

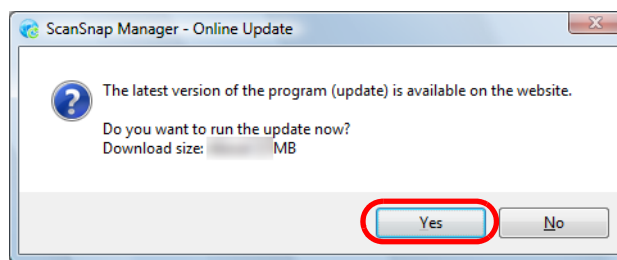


If the latest version of ScanSnap Manager is already installed, the message below appears.



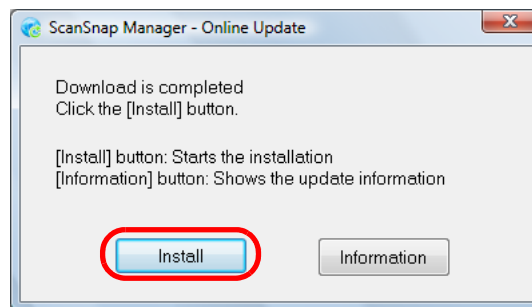
Click the [OK] button to close the message.

### 3. Click the [Yes] button.



⇒ The program is downloaded, and a confirmation message to start the installation appears.

### 4. Click the [Install] button.



When you click the [Information] button, Internet Explorer which displays information about the latest update for ScanSnap Manager opens.

⇒ Installation starts, and the ScanSnap Manager installer starts up.  
Follow the instructions on the screen to continue with the installation.

## ■ Updating in Mac OS

Update ScanSnap Manager in the following procedure.

We recommend that you run the update regularly.



It is necessary to have a web browser with Internet access to perform the update.

### 1. Select [Help] → [Online Update] from the ScanSnap Manager menu.

For details about the ScanSnap Manager menu, refer to "[ScanSnap Manager Menu](#)" (page 224).

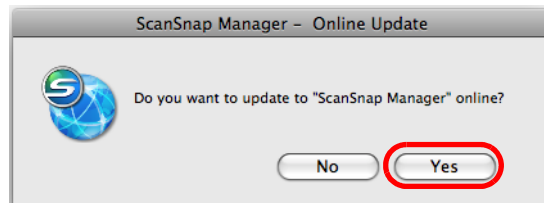
⇒ A confirmation message appears.



You can also update ScanSnap Manager by selecting:

- [Help] → [Online Update] from the menu bar
- From Finder, [Applications] → [ScanSnap] and double-clicking [Online Update].

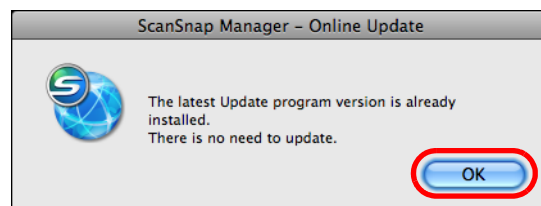
### 2. Click the [Yes] button.



⇒ If a later version of ScanSnap Manager (update) is available, a message confirming the update appears.



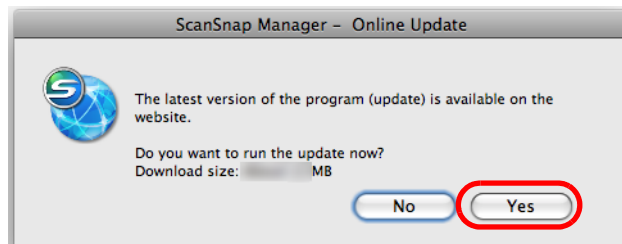
If the latest version of ScanSnap Manager is already installed, the message below appears.



Click the [OK] button to close the message.



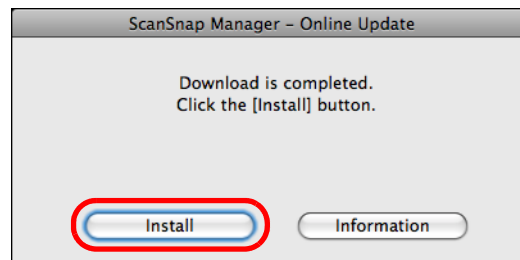
### 3. Click the [Yes] button.



⇒ The program is downloaded, and a confirmation message to start the installation appears.

### 4. Select [Quit] from the ScanSnap Manager menu to exit ScanSnap Manager.

### 5. Click the [Install] button.



When you click the [Information] button, a web browser which displays information about the latest update for ScanSnap Manager opens.

⇒ The ScanSnap Manager installer starts.  
Follow the instructions on the screen to continue with installation.

# Uninstalling the Software

---

This section explains how to uninstall the software bundled with the ScanSnap.  
For details about installation, refer to ["Installing the Software" \(page 34\)](#).

## ■ Uninstalling in Windows

This part explains how to uninstall the following software:

- ScanSnap Manager
- ScanSnap Organizer
- CardMinder
- ABBYY FineReader for ScanSnap
- Evernote for Windows
- Scan to Microsoft SharePoint

The procedure is as follows.

- 1. Turn on the computer and log on as a user with Administrator privileges.**
- 2. Exit all running software.**
- 3. Select [Start] menu → [Control Panel] → [Programs] → [Programs and Features].**
  - ⇒ The [Uninstall or change a program] dialog box appears with a list of currently installed software.

## 4. Select the software to uninstall.

- To uninstall ScanSnap Manager  
Select **[ScanSnap Manager]**.
- To uninstall ScanSnap Organizer  
Select **[ScanSnap Organizer]**.
- To uninstall CardMinder  
Select **[CardMinder]**.
- To uninstall ABBYY FineReader for ScanSnap  
Select **[ABBYY FineReader for ScanSnap (TM) 4.1]**.
- To uninstall Evernote for Windows  
Select **[Evernote]**.
- To uninstall Scan to Microsoft SharePoint  
Select **[Scan to Microsoft SharePoint]**.



To uninstall more than one software, repeat steps 4. to 6. for each software.

## 5. Click the [Uninstall] button.

⇒ A confirmation message appears.

## 6. Click the [Yes] button.

⇒ The software is uninstalled.



- Screen displays may vary slightly depending on the operating system that you are using. In that case, follow the instructions by the operating system.

Example:




- [Programs and Features]  
In Windows XP: [Add or Remove Programs]
- [Uninstall] button  
In Windows XP: [Remove] button
- If you cannot successfully uninstall the following software, select [Manuals] → [Troubleshooting (installation)] in the [ScanSnap Setup] dialog box and refer to Troubleshooting (installation).
  - ScanSnap Manager
  - ScanSnap Organizer
  - CardMinder

## ■ Uninstalling in Mac OS

Uninstall ScanSnap Manager, ABBYY FineReader for ScanSnap, Cardiris and Evernote for Mac in the following procedure.

- ScanSnap Manager (→ [page 372](#))
- ABBYY FineReader for ScanSnap (→ [page 373](#))
- Cardiris (→ [page 374](#))
- Evernote for Mac (→ [page 375](#))

### ScanSnap Manager

- 1. Turn on the computer.**
- 2. If ScanSnap Manager is running, exit ScanSnap Manager (select [Quit] from the ScanSnap Manager menu).**
- 3. If the ScanSnap Manager icon  still remains in the Dock, drag the ScanSnap Manager icon  into the Trash.**
- 4. Select [System Preferences] from the Apple () menu.**

⇒ The [System Preferences] window appears.
- 5. Select [Accounts] in the [System Preferences] window.**

⇒ The [Accounts] window appears.
- 6. Select the currently logged in user from the [My Account] pane in the [Accounts] window.**
- 7. Click [Login Items] in the [Accounts] window.**

⇒ In the [Login Items] pane, a list of software that automatically start at login is displayed.
- 8. Select [ScanSnap Manager] from the [Login Items] list.**
- 9. Click the [—] button.**

⇒ [ScanSnap Manager] is deleted from the [Login Items] list.

**10.** Close the [Accounts] window.

**11.** In a multi-user environment, every user must perform steps 2. to 10.

**12.** Log in as a user with Administrator privileges, then from Finder, select [Applications] → [ScanSnap], and drag the [ScanSnap] folder into the Trash.



For Mac OS X v.10.5/Mac OS X v10.4, also perform the following.

From the sidebar in Finder, select the [volume name] → [Library] → [Receipts], and drag [ScanSnap Manager.pkg] into the Trash.

**13.** Empty the Trash.

⇒ The [ScanSnap Manager] folder is deleted.

## ABBYY FineReader for ScanSnap

**1.** Turn on the computer and log in as a user with Administrator privileges.

**2.** Exit ABBYY FineReader for ScanSnap if it is running. (Select [Quit] from the ABBYY FineReader for ScanSnap menu.)

**3.** From Finder, select [Applications] → [ABBYY FineReader for ScanSnap], and drag the [ABBYY FineReader for ScanSnap] folder into the Trash.



For Mac OS X v.10.5/Mac OS X v10.4, also perform the following.

From the sidebar in Finder, select the [volume name] → [Library] → [Receipts], and drag [ABBYY FineReader.pkg] into the Trash.

**4.** Empty the Trash.

⇒ The [ABBYY FineReader for ScanSnap] folder is deleted.

## Cardiris

- 1. Turn on the computer and log in as a user with Administrator privileges.**
- 2. Exit Cardiris if it is running (select [Quit] from the Cardiris menu).**
- 3. Insert the Setup DVD-ROM into the DVD-ROM drive.**
  - ⇒ The [ScanSnap] window appears.
- 4. Scroll down and double-click the [Tool] folder → [Cardiris 3.6 for ScanSnap].**
  - ⇒ The [Cardiris 3.6 for ScanSnap] window appears, displaying the [License] screen.
- 5. Scroll down and read the "License" to the end, and then click the [Continue] button.**
  - ⇒ A confirmation message appears.
- 6. Click the [Agree] button.**
  - ⇒ The [Select Destination] screen appears.
- 7. Select the destination where "Cardiris" is installed and click the [Continue] button.**
  - ⇒ The [Installation Type] screen appears.
- 8. Select [Uninstall] from the [Installation Type] pop-up menu, and click the [Uninstall] button.**
  - ⇒ A confirmation message appears.
- 9. Click the [Continue] button.**
  - ⇒ The uninstallation is started.
  - ⇒ The [Finish Up] screen appears.

## 10. Click the [Quit] button.



For Mac OS X v.10.5/Mac OS X v10.4, also perform the following.


From the sidebar in Finder, select the [*volume name*] → [Library] → [Receipts], and drag [Cardiris.pkg] into the Trash.

## 11. Remove the Setup DVD-ROM from the DVD-ROM drive.

### Evernote for Mac

#### 1. Turn on the computer.

#### 2. Exit Evernote if it is running (select [Quit] from the Evernote menu).

If the Evernote icon () is displayed on the right side of the menu bar, click the icon and select [Quit] from the menu that appears.

#### 3. From Finder, select [Applications] → [Evernote], and drag the [Evernote] folder into the Trash.

#### 4. Empty the Trash.

⇒ The [Evernote] folder is deleted.












# Setting Items With/Without the Quick Menu

Setting items that you can configure in the ScanSnap setup dialog box/window differ depending on whether you are using the Quick Menu. You can select whether or not to use the Quick Menu according to your preferences.

For details about setting items and default settings, refer to the ScanSnap Manager Help.










(OK: Available, NA: Not available)

## Setting Items With/Without the Quick Menu


Setting Item		Using the Quick Menu	Without Using the Quick Menu
Profile	Recommended	OK	NA
	Small File	OK	NA
	High Quality	OK	NA
	Customize	OK	NA
	Select a profile	NA	OK
	Add Profile	NA	OK
	Profile Management	NA	OK
Application	Application	NA(*)	OK
	None (Scan to File)	NA	OK
	 Adobe® Acrobat®	NA	OK
	 Adobe Acrobat Pro, Adobe Acrobat Professional or Adobe Acrobat Standard		
	 Adobe® Reader®	NA	OK
	 Adobe Reader		
	 CardMinder	NA	OK
	 ScanSnap Organizer	NA	OK
	 ABBYY Scan to Excel	NA	OK
	 Scan to Excel		
 ABBYY Scan to Word	NA	OK	
 Scan to Word			
 ABBYY Scan to PowerPoint(R)	NA	OK	



Setting Items With/Without the Quick Menu

Setting Item		Using the Quick Menu	Without Using the Quick Menu
Application	Application	NA(*)	OK
	 ABBYY Scan to Searchable PDF	NA	OK
	 Scan to Searchable PDF		
	Scan to Folder	NA	OK
	Scan to E-mail	NA	OK
	 Scan to Picture Folder	NA	OK
	Scan to Print	NA	OK
	 Rack2-Filer	NA	OK
	 Scan to SharePoint	NA	OK
	 Preview	NA	OK
	 Cardiris	NA	OK
	 iPhoto	NA	OK
	Scan to Evernote (Note)	NA	OK
	Scan to Evernote (Document)	NA	OK
	Scan to Google Docs(TM)	NA	OK
Save	Image saving folder		OK
	File Name Format		OK
	Rename file after scanning	NA	OK
Scanning	Image quality		OK
	Automatic resolution		OK
	Normal (Color/Gray: 150 dpi, B&W: 300 dpi)		OK
	Better (Color/Gray: 200 dpi, B&W: 400 dpi)		OK
	Best (Color/Gray: 300 dpi, B&W: 600 dpi)		OK
	Excellent (Color/Gray: 600 dpi, B&W: 1200 dpi)		OK
	Color mode		OK
	Auto color detection		OK
	Color		OK
	Gray		OK
	B&W		OK
	 Color high compression	NA	OK

Setting Items With/Without the Quick Menu

Setting Item		Using the Quick Menu	Without Using the Quick Menu
Scanning	Scanning side		OK
	Simplex Scan (Single-sided)		OK
	Continue scanning after current scan is finished		OK
	Option		OK
	Brightness (Black and White scanning only)		OK
	Setting for text only document		OK
	Allow automatic blank page removal		OK
	Correct skewed character strings automatically		OK
	Allow automatic image rotation		OK
File option	File format		OK
	PDF (*.pdf)		OK
	JPEG (*.jpg)		OK
	Set the marked text as a keyword for the PDF file		OK
	First marked section		OK
	All marked sections		OK
	Convert to Searchable PDF		OK
	Language		OK
	Target pages		OK
	First page		OK
	All pages		OK
	Option		OK
	Multipage PDF (whole batch in one PDF)		OK
	Generate one PDF file per (n) page(s)		OK
	 Set a password for PDF file	NA	OK

Setting Items With/Without the Quick Menu

Setting Item		Using the Quick Menu	Without Using the Quick Menu
Paper	Paper size		OK
	Automatic detection		OK
	A4 (210 × 297 mm)		OK
	A5 (148 × 210 mm)		OK
	A6 (105 × 148 mm)		OK
	B5 (JIS) (182 × 257mm)		OK
	B6 (JIS) (128 × 182mm)		OK
	Post card (100 × 148 mm)		OK
	Business card (90 × 55 mm, 55 × 90 mm)		OK
	Letter (8.5 × 11 in. (216 × 279.4 mm))		OK
	Legal (8.5 × 14 in. (216 × 355.6 mm))		OK
	Customize		OK
Carrier Sheet Settings		OK	
Compression	Compression rate		OK
	1		OK
	2		OK
	3		OK
	4		OK
	5		OK

\* : When using the Quick Menu, you can start an application to link with ScanSnap Manager from the Quick Menu after scanning. Therefore, the [Application] tab is not displayed.

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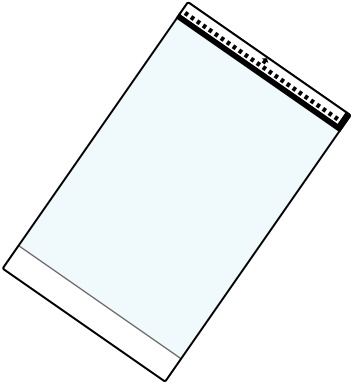
# Purchasing/Cleaning the Carrier Sheet

---

This section explains about how to purchase/clean the Carrier Sheet.

## ■ Purchasing the Carrier Sheet

The product name and part number of the Carrier Sheet are as follows.

Name	Quantity	Part No.
ScanSnap Carrier Sheet 	5 sheets	PA03360-0013

The Carrier Sheet should be replaced approximately every 500 scans.  
However, replace it if damage or dirt is noticeable.

To purchase the Carrier Sheet, contact your FUJITSU dealer or an authorized FUJITSU scanner service provider.

## ■ Cleaning the Carrier Sheet

As you keep using the Carrier Sheet, dirt and dust will accumulate on the surface and the inside.

Clean the Carrier Sheet regularly because it may result in scanning errors.

### How to perform cleaning

Gently wipe the dirt and dust off the surface and the inside of the Carrier Sheet with a cloth moistened with Cleaner F1/mild detergent.

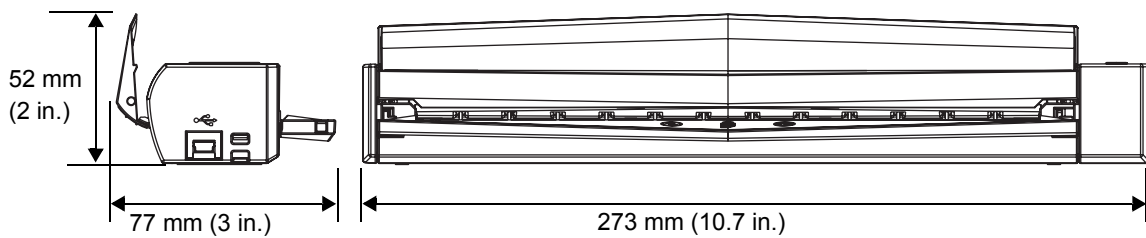


- Do not use paint thinner or any other organic solvents.
- Do not use force to rub against the Carrier Sheet because it may be damaged or deformed.
- Be careful not to leave any crease on the Carrier Sheet.
- After cleaning the inside of the Carrier Sheet with a cloth moistened with Cleaner F1/mild detergent, make sure that it is completely dry before closing the Carrier Sheet.
- The Carrier Sheet should be replaced approximately every 500 scans.  
For details about purchasing the Carrier Sheet, refer to [Purchasing/Cleaning the Carrier Sheet \(page 380\)](#).

# Installation Specifications

The following table summarizes the installation specifications of the ScanSnap.

Item		Specification
Outer dimensions (Width × Depth × Height)		Minimum: 273 × 47.5 × 34 (mm) / 10.7 × 1.9 × 1.3 (in.) (when the feed guide is closed) Maximum: 273 × 77 × 52 (mm) / 10.7 × 3 × 2 (in.) (when the feed guide or the output guide is open)
Weight		350g (approx. 0.77 lb.)
Input power	Voltage	5V
Power consumption		During operation: 2.5 W or less During standby: 1.0 W or less
Temperature / humidity allowable ranges	Temperature	During operation: 5 to 35°C / 41 to 95°F During standby: -20 to 60°C / -4 to 140 °F During storage/transportation: -20 to 60°C / -4 to 140°F
	Humidity	During operation: 20 to 80% During standby: 8 to 95% During storage/transportation: 8 to 95%



# About Maintenance



Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for repairs on this product.



Do not perform repairs on this scanner.

# Index



## A

ABBYY FineReader for ScanSnap .....	35, 38, 49
actions	
Windows .....	97
Mac OS .....	258
allow automatic image rotation	
Windows .....	195
Mac OS .....	334
automatic linkage	
Windows .....	90
Mac OS .....	255

## C

Cardiris .....	35, 49, 293
Address Book .....	298
CardMinder .....	35, 38, 141
Carrier Sheet .....	380
Windows .....	197, 202
Mac OS .....	336, 341
Cleaner F1 .....	359
cleaning	
Carrier Sheet .....	381
cleaning materials .....	359
inside of the ScanSnap .....	361
outside of the ScanSnap .....	360
Cleaning Wipe .....	359
color high compression .....	189
configuring ScanSnap Manager	
Windows .....	75
Mac OS .....	239
copy	
Windows .....	117
Mac OS .....	276
correct skewed character strings	
Windows .....	192
Mac OS .....	331

## D

daily care .....	358
deleting profiles	
Windows .....	89
Mac OS .....	253
documents for scanning .....	27

## E

Evernote	
Windows .....	42
Mac OS .....	54
Evernote for Mac .....	35
Evernote for Windows .....	35
exiting ScanSnap Manager	
Windows .....	74
Mac OS .....	238

## F

feed guide .....	19
feeding section .....	19

## G

generate one PDF file per (n) page(s)	
Windows .....	208
Mac OS .....	347

## H

how to load documents .....	30
how to perform a scan	
Windows .....	61, 63, 69
Mac OS .....	227, 228, 233

## I

installation .....	34
iPhoto .....	301



	<b>K</b>	Right-Click Menu ..... 59
keyword		
Windows ..... 213, 215		
Mac OS ..... 352, 354		
	<b>L</b>	
Left-Click Menu ..... 60		
	<b>M</b>	
marker		
Windows ..... 213		
Mac OS ..... 352		
	<b>O</b>	
online update		
Windows ..... 366		
Mac OS ..... 368		
operating system		
Windows ..... 21		
Mac OS ..... 23		
operation flow ..... 32		
output guide ..... 19		
	<b>P</b>	
paper specifications ..... 27		
print		
Windows ..... 117		
Mac OS ..... 276		
Profile menu ..... 226		
	<b>Q</b>	
Quick Menu		
Windows ..... 66		
Mac OS ..... 231		
	<b>R</b>	
Rack2-Filer ..... 155		
Rack2-Filer V5.0 Trial Version ..... 35		
renaming profiles		
Windows ..... 87		
Mac OS ..... 251		
	<b>S</b>	
saving profiles		
Windows ..... 82		
Mac OS ..... 246		
[Scan/Stop] button ..... 19		
Scan to E-mail		
Windows ..... 107, 113		
Mac OS ..... 268, 272		
Scan to Evernote (Document)		
Windows ..... 165, 167		
Mac OS ..... 307, 309		
Scan to Evernote (Note) ..... 314		
Windows ..... 173, 175		
Mac OS ..... 314, 316		
Scan to Excel		
Windows ..... 135, 137		
Mac OS ..... 287, 289		
Scan to Folder		
Windows ..... 99, 102		
Mac OS ..... 260, 263		
Scan to Google Docs		
Windows ..... 180, 183		
Mac OS ..... 321, 324		
Scan to Microsoft SharePoint ..... 35		
Scan to Picture Folder ..... 126, 128		
Scan to PowerPoint(R) ..... 135, 137		
Scan to Print		
Windows ..... 119, 121		
Mac OS ..... 278, 280		
Scan to Rack2-Filer ..... 157		
Scan to SharePoint ..... 148		
Scan to Word		
Windows ..... 135, 137		
Mac OS ..... 287, 289		
scanning color document in black & white or gray mode		
Windows ..... 187		
Mac OS ..... 328		
ScanSnap features ..... 16		
ScanSnap Manager ..... 35		
Windows ..... 38, 58		
Mac OS ..... 49, 223		

---

ScanSnap Manager menu .....	224
ScanSnap Organizer .....	35, 38
[ScanSnap Setup] dialog box .....	36
ScanSnap setup dialog box .....	78, 79
ScanSnap setup window .....	242
[ScanSnap] window .....	48
ScanSnap's communication status .....	93
setting keywords	
Windows .....	215
Mac OS .....	354
shared folder	
Windows .....	98
Mac OS .....	259
showing the scanning progress status	
Windows .....	95
Mac OS .....	256
sleep mode .....	26
system requirements	
Windows .....	21
Mac OS .....	23

## T

top cover .....	19
turning ON/OFF	
ScanSnap .....	25

## U

uninstalling	
Windows .....	370
Mac OS .....	372
updating	
Windows .....	366
Mac OS .....	368
USB connector .....	20

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## **ScanSnap S1100**

### **Operator's Guide**

**P3PC-3252-01ENZO**

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